GETTING STARTED

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# GETTING STARTED
Lesson 1

THE BASICS

1. **Turn the computer on/off** (Windows 7 Start button)
   a. To turn the computer on, push the power buttons on the tower and monitor or just the power button on a laptop.
   b. To turn it off, click START, then SHUT DOWN. (In case of an emergency, you can turn it off manually by pressing the power button and holding it in for 5 – 10 seconds.) Click the arrow next to Shut Down for other shutdown options.

2. The Mouse
   a. Proper way to hold the mouse:
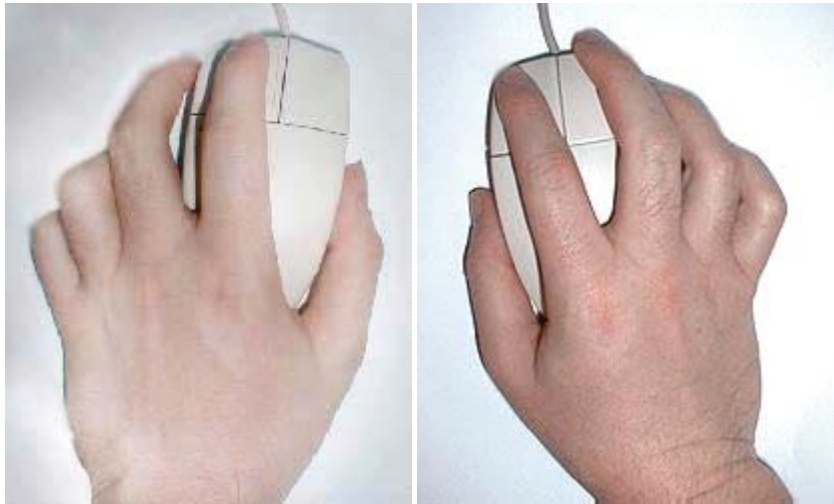
   b. **Clicking and Dragging -** When you see an instruction to '**click**' an icon, button, or some other part of your screen, it means 'depress the **left** mouse button and release it'. Similarly, double-click means depress and release the left mouse button twice in rapid succession. (An alternative to double-clicking is single clicking then pressing the Enter key on the keyboard.) To '**drag**' the mouse, depress the left button and hold it down while dragging the mouse from one spot to another. Do not move the mouse while clicking or you may get unexpected results.

   c. The **left mouse button** is the main button. Unless otherwise stated, clicking refers to the left mouse button. If you need to use the right mouse button, it will be stated specifically. 'Right click' means click once with the right mouse button. (Make sure you don't move the mouse while clicking or between clicks as a different window may open or a different action may take place). Clicking the right mouse button provides a menu of options.

The Desktop is the full-screen display where all Windows activity takes place. The Desktop is supposed to be the computer's equivalent of an office desktop, where you place everything you're currently working on. The Desktop has several important sections.

1. **Taskbar -** The Taskbar is the long horizontal bar at the bottom of the Desktop.

The elements that make up the Taskbar are:
   A. **Start Button**: Located at the left end of the taskbar, the Start button, when clicked, shows the important locations in the computer, including a list of programs installed on the computer.
   B. **Quick Launch Area**: Located just to the right of the Start button, this area can contain shortcuts to frequently used programs, making them available no matter what is visible on the screen. You add items to this area. One click opens an icon. Hovering your mouse over an icon shows a view of any open file related to it. If an item on the taskbar is open, it will be lit up.
   C. **Notification Area**: The right end of the taskbar is called the Notification area because it provides information. Here are "icons" or small pictures of programs which start up when the computer is turned on, the time and date, and volume control. It is the area where security and other messages pop up to notify you of that some action is needed or has taken place.

Windows 7 Taskbar

Quick Launch Area

Open Program

Notification Area
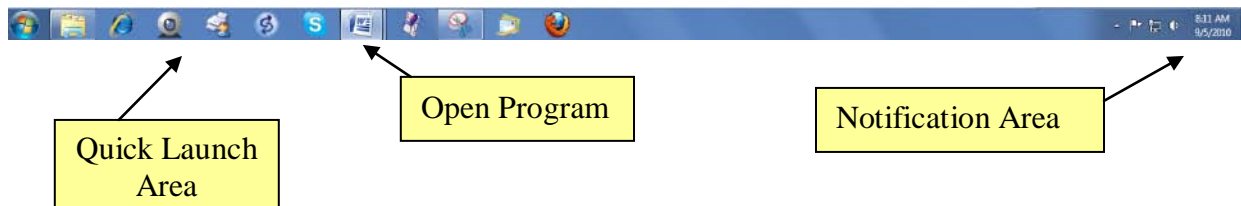
2. **Icons -** Icons are the little pictures you see on your Windows desktop. An icon represents something: a program, a folder containing a collection of files, or an individual file. You can move icons on the desktop by "dragging" them unless they are locked.

Recycle Bin   WordPad   Internet Explorer

The Windows 7 Start Menu

When you click the Start button, a window opens that contains useful links to places on the computer. The left side of the menu (dark text on a white background) above the horizontal line contains the "pinned items" or those programs, folders or files which you have put there because you want them immediately available to open quickly. Below the line is the "most frequently used programs" list. This list changes as you open and close programs.
The right side of the Start menu (white text on a dark background) includes links to important Windows features and folders, such Computer and Documents.

At the bottom of the Start Menu is the "All Programs" button. When you click this, you will see a list of all the programs installed on the computer. To open a program, single click its icon. Below this list are folders which contain programs that relate to each other by type or publisher. Click a folder and see the list of programs it contains.

The **Search box** in the lower left corner of the Start Menu is used to search through your computer (not the Internet) for files and folders. It is a powerful search tool which finds files, folders, pictures, emails, Web bookmarks, etc. If you forgot where you saved a document, for example, this can help you find it.

Anatomy of A Window

Every program runs within its own window. You can expand a window so it takes up the whole screen, (called Maximizing). You can reduce a window so that it becomes nothing but a button in the Taskbar (called Minimizing). Or you can adjust the size of windows (called sizing, or resizing). By hovering your mouse pointer over some buttons, icons, or shortcuts, a small message box, called a "screen tip", will open momentarily and will indicate the name and function of the icon.

See the next page for a picture of a WordPad 7 Window:

A Windows 7 WordPad Window

Ribbon of commands

Title Bar

Caption Buttons

MOVING AROUND IN A WORD DOCUMENT

The following keys and combinations of keys are useful for moving around within a document without changing anything:

Arrow keys: These keys let you move around within a document once character at a time.

Home and End: When pressed, Home takes your insertion point back to the beginning of the line; End takes it to the end of the line. If the Control key is held down while Home is pressed [Ctrl + Home], the insertion point moves to the beginning of the document; [Ctrl + End] moves the insertion point to the end of the document.

Page Up and Page Down: Useful in a long document, [Ctrl + Page Down] jumps you to the next page. [Ctrl + Up] moves you to the previous page. Another way to move to the next page is the Next Page button at the bottom of the vertical scroll bar.

GETTING READY TO ENTER TEXT

1. Be sure the view is Print layout: Click the Print Layout button in the bottom right of the window. This will show gray space around the blank document to give you an idea of how the printed page will look.

Scroll bar

Zoom slider

Open - Opening an item means to activate it. *Open, run, activate,* and *start* are often used interchangeably. To open a program in Windows, double click it from a shortcut on the desktop. If the program you're looking for does not have an icon on the desktop, you can open the program from the program list on the Start Menu. You can also place program icons on the taskbar or top of the Start Menu for easy access.

Shortcuts on a desktop:
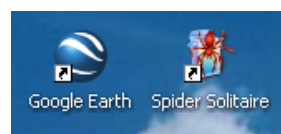
Moving and Resizing a Window

The appearance of any window can be changed to make it easy to see or use. The technique of Click and Drag with the mouse makes this task easier.

Tutorial by Nancy DeMarte
9-9-10

To MOVE a window, click the Title bar, hold the mouse button down, and drag the window to a new position on the screen.

To RESIZE a window,

     1. Click the middle caption button (top right) to reduce the window size so portions of the desktop become visible. (Clicking this button again will restore the window its original size.)

     2. Move the mouse pointer to a corner of the window until the arrow turns into a double-pointed arrow. Click and drag the double-pointed arrow diagonally to enlarge or reduce the size of the window, while retaining the proportions of its contents.

     3. Click and drag any one of the "handles" along the top, bottom or sides of a window to change its shape and size.

     4. To "minimize" a window (put it on the taskbar), click the caption button on the left which resembles a minus sign. (See illustration on page

WINDOWS 7 RESIZING TRICKS: (New in Windows 7)

     1. Maximize a window by dragging the title bar to the top of the screen.

     2. Restore a maximized window by dragging the title bar down from the top of the screen.

     3. Make a full -height, half-width window by dragging the window off one edge of the screen.

LESSON 1 TERMS

1. **Computer mouse** – a handheld device used to select, open, and work with objects on the computer screen
2. **Button** – a specific area on the screen which, when clicked, causes something to happen or become visible. Clicking the Start button, for example, opens the Start menu.
3. **"Click and Drag"** – A useful way to move objects , including windows, to different areas of the screen. The user clicks an item with the left mouse button and holds down the button while dragging the item to a new location.
4. **Desktop** – The entire layout of the computer screen after start up.
5. **Taskbar** – The bar along the bottom of the desktop which contains the Start button, the quick launch area, task area, and notification area.
6. **Icons** – Small pictures which represent programs or other items on the desktop and other screens.
7. **Computer Window** – An rectangular area on the screen which has borders and certain common features, such as the ability to be resized or moved.
8. **Drop down Menu -** Right clicking an object on the screen will produce a menu of options which can be clicked to affect the object.
9. **Title bar** – Every window has a blue bar along the top which gives the title of the window. A window can be moved by "clicking and dragging" the title bar.
10. **Start Menu** -- Clicking Start opens the Start menu, where all the important locations on the computer are listed, as well as All Programs. The top left area is where you can put programs which you want easily available.

1. Print Lessons 2, 3, and 4 from the CD:

1. Push the button to slide out the CD tray on your home computer. Insert the class CD into your CD-ROM drive with the <u>label up</u> and <u>silver side down</u>.
2. Often the CD window will open a menu of options if you wait a few seconds. Choose "Open folder to view files." (If the CD does not open by itself, click Start – Computer – and double click the CD icon, usually D or E drive. A window opens, listing the contents of the CD.
3. Double click the GS Lesson 2 file to open it.
4. To print it, turn on your printer. Then click the Windows button at the top left - Print. Click the X in the top right corner of Lesson 2 to close it.
5. Repeat for lessons 3 and 4.
6. Bring printed copies of Lessons 1 and 2 to class next week. Also, always bring your disk to class.
7. Start a list of the things that you have learned in class e.g. sizing windows, "GUI", etc. Print it and bring it also to class.

2. Resize and move windows: (Use the instructions and tricks listed above.)
Double click any icon on your desktop to open a window. Re-size it so it occupies approximately half the desktop. Move it to one side of the screen. Open a second window on the desktop and size it so that both windows occupy the desktop, side by side.

3. Practice using the mouse by playing one of the card games on the computer, such as Solitaire or Free Cell. (Start – All programs – Games) Also try dragging some of the icons on your desktop to new places.

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9-9-10

GETTING STARTED
Lesson 2

Word-processing using the WordPad 7 program

WordPad is a program for typing documents. It is found on all Windows computers and is a simple version of the popular Microsoft Word program. **To find WordPad, go to Start | All Programs |Accessories | WordPad.**

WordPad Window in Windows 7

Formatting Ribbon

Title bar

Caption Buttons

Margin & Tab Ruler

Status Bar

Zoom Slider
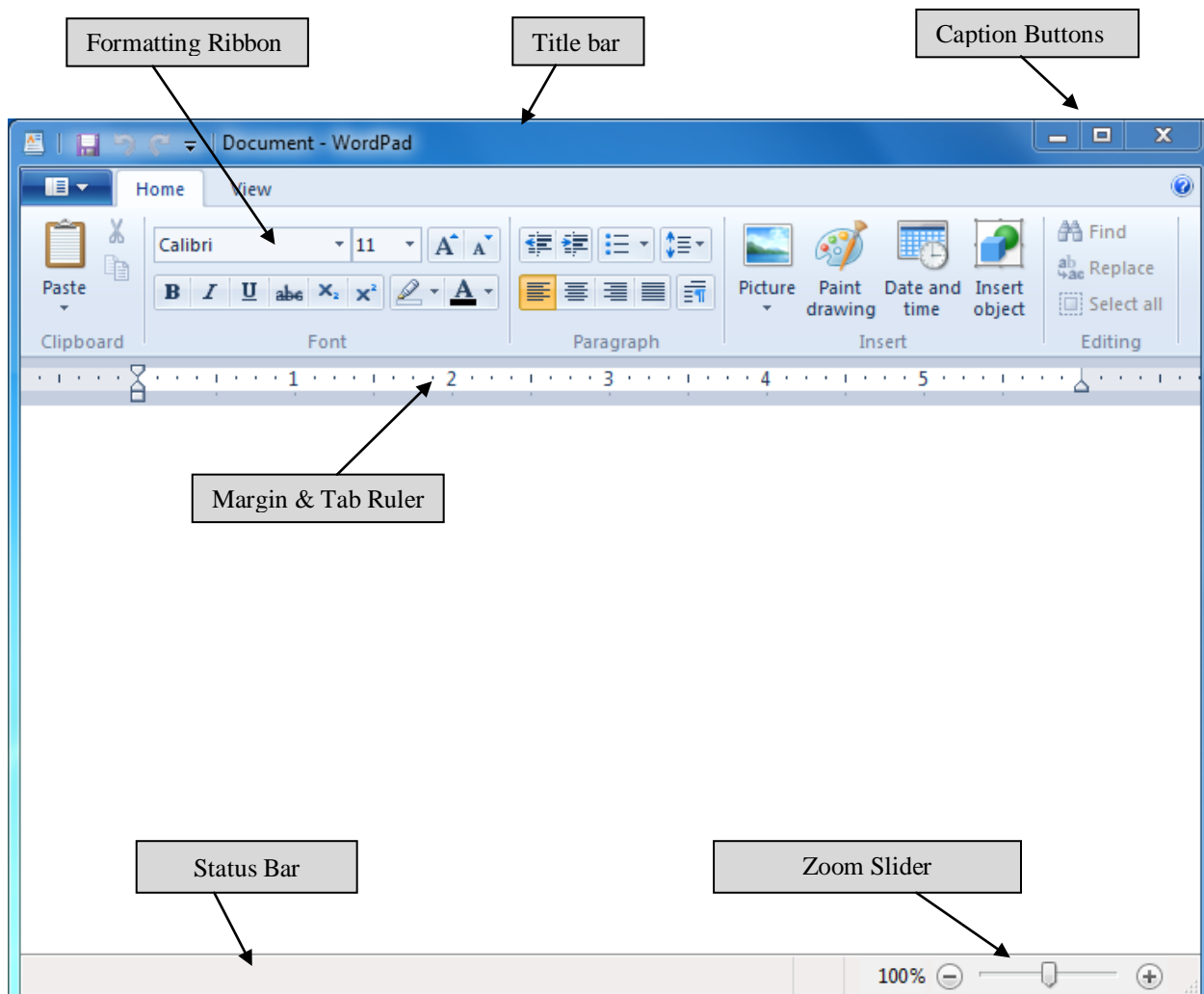
Elements of the WordPad Window

Title Bar - The first major component of any window is the Title Bar which appears across the top of any window.

The Title Bar is sub-divided into several smaller elements.

- The far left icon is the **WordPad button**, which drops down a menu of standard commands for moving a resizing the window.
- Next to it is the standard **Save** icon.
- The two curved arrows represent **Undo** and **Redo**. Undo takes you back one step at a time; Redo reverses that action.
- The half arrow pointing down is the **Quick Access Toolbar**, where you can put your most often used buttons for easy access.
- Next is the **Title** of the document and the **name of the program**, in this case, WordPad.
- On the right end of the Title bar are the standard **Caption buttons** for resizing or closing the window.

  The **Minimize Button** reduces the window to its smallest possible size, thus "minimizing" it into its program icon on the taskbar, which is highlighted to show a file is there.

  The **Maximize Button** expands the window to fill all available space on the desktop. Clicking it again restores the window to its smaller size.

  The **Close Button** closes the Window.

## Understanding the WordPad Ribbon

Beneath the title bar is the "Ribbon," which contains commands for formatting and other functions. The blue highlighted button in the top left of this section is the WordPad button. It contains a drop down menu of many of the commands from the Standard Toolbar in Windows XP's WordPad.

The commands in the WordPad menu are defined below:

1. New - opens a blank document

2. Open - shows a list of folders from which to open a saved document

3. Save - saves your current work. The first time you save, it opens the Save As dialogue box so you can name the file and determine where to save it.

4. Save as - lets you change the name , file type or location of a file.

5. Print - lets you open your print window so you can print the document, or quickly print one document (Quick Print) or Preview your document before printing (Print Preview).

6. Page Setup - opens the page setup dialog box where you can change margins , add page numbers, adjust paper size, or orient your page vertically (portrait) or horizontally (landscape).

7. Send in an email: If you use one of the Windows email programs, such as Windows Live Mail, this opens a blank email message ready to address and send with your document.

The WordPad Ribbon
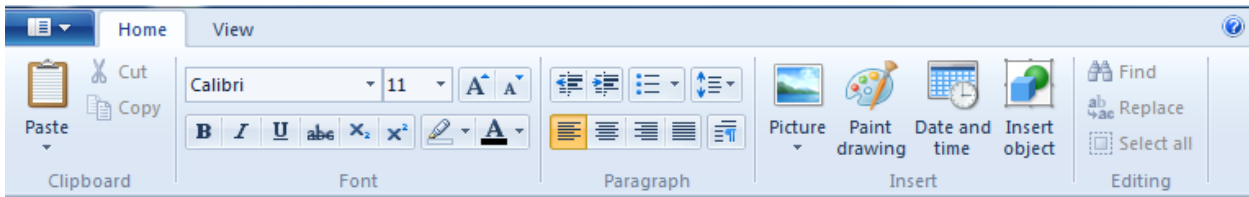
The Ribbon itself has two Tabs: **Home** and **View**. Each contains a number of buttons which, when clicked, allow you to modify your document. The little **Question mark** in a blue circle on the right takes you to the Help area for WordPad. Click it if you need help at any time.

The Home tab contains five sections of related commands, called Groups, listed along the bottom of the ribbon:

1. **Clipboard:** This includes the Cut, Copy, and Paste icons
2. **Font:** the place to change the font (style of type), font size, and other font features, like boldface and font color.
3. **Paragraph:** Here you adjust the alignment of the text on the page, such as center or left; add bullets for lists; change the indentation, and adjust line spacing.
4. **Insert:** Here you can insert drawings or photos, the date, or certain objects.
5. **Editing:** Here you can highlight an entire document with one click (Select All), or find all the instances of a word and, if you wish, replace it with another word.

The View Tab can be accessed by clicking the Word "View" at the top of the Ribbon. This reveals three more Groups:
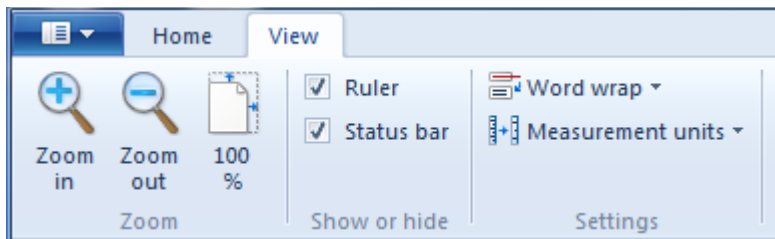
1. **Zoom**: lets you view your page close up. The Zoom slider at the bottom of the window has the same function.
2. **Show or Hide** has checkboxes. Checkmarks in the boxes next to Ruler or Status Bar to make them visible. The Status bar is at the bottom of the WordPad window. It shows information about the document, such as the page or number of words in the document.
3. **Settings:** These two settings are usually not changed. They should be "Wrap to Ruler" and "Inches."

Tip: Whenever you see an arrow on the Ribbon, there will be a menu of choices.

CREATING A NEW DOCUMENT

I-bar and Insertion point:
When you hover your mouse pointer in an area where you can type, it resembles a vertical bar with a top and bottom serif like a capital I. Once you click in the document area, the I-bar becomes a flashing vertical line called an insertion point, sometimes called a cursor. When you type, text appears at this point.

Positioning the insertion point: Use the mouse to move the I-bar to the position on the page where you want to type. Double click to set an insertion point at a point not at the top of the page or after text. Once the cursor is flashing in a spot, you may move your I-bar out of the way. You're ready to type.

Important keyboard keys for Word-processing:

- **Enter –** This key moves the cursor down to the next line, one line per click.
- **Backspace –** moves the cursor back one letter at a time, erasing any letters in its path. Also moves the cursor up to the previous line when it reaches a left margin.
- **Shift –** Hold this key down while pressing any letter key to capitalize it.
- **Arrows –** Use these 4 keys to move around within a document without changing anything.
- **End and Home–** Press the control (Ctrl) key and End to jump to the end of a document; press Ctrl and Home to jump to the beginning.

EDITING A DOCUMENT

CORRECTING ERRORS

Making mistakes when you type is not a big problem with word-processing, since mistakes are easy to correct as long as you remember this tip: _When you type, text will appear at the spot where the insertion point is flashing._

1. Misspelled Words: If you catch a spelling error immediately, simply tap the Backspace key enough times to erase the error, and then retype the word correctly.

If you finish a paragraph, however, and find an error back in the first line, click in the line of text where the error appears, directly to the RIGHT of the error. Tap the Backspace key to delete the error and type the correct spelling.

The four Arrow keys (located to the right of the standard keyboard) can be tapped to move your cursor around within a document as an alternative to clicking the mouse button. Moving the arrows won't change any text.

2. Missing Words: To insert a word which was inadvertently omitted in the middle of a paragraph, click to put the cursor in the spot where the word belongs (or use the arrows to reach that spot). Then type. When finished, be sure to click back at the end of your work before continuing or press the Ctrl + End keys to go to the end of the document.

3. Words or Paragraphs out of order (Cut, Copy and Paste):
One of the most useful tools a computer provides is the ability to move small or large chunks of text to different locations within a document. We do this with a function called **Cut/Copy and Paste**. It works not only in WordPad, but also in email and other word-processing programs.

WordPad 7 Clipboard Group:
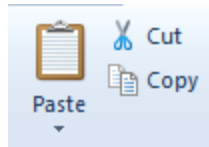
Cut and Paste – the Basic Steps:

1. Select a paragraph of text from a document using one of the methods on page 2.
2. In the Clipboard Group at the top of the WordPad window, click the <u>Cut</u> (scissors) icon. This will remove the text from your document and place it temporarily in an invisible holding area called the "**Clipboard**."
3. Scroll through your document to the new spot where you want the text to appear. Click to position the cursor there.
4. Click the <u>Paste</u> icon. The text appears in the new spot.

Copy and Paste: Using the same process as above, but clicking Copy instead of Cut, will place a copy of the text on the clipboard while also leaving the original where it was.

<u>Cut, Copy and Paste</u> functions can be activated in more than one way:

1. From clicking the icons in the Clipboard group on the Home tab

2. Through keystrokes – Hold down the Control (Ctrl) key while pressing X (for Cut), C (for Copy), or V (for Paste).

3. By right clicking the selected text and choosing Cut or Copy; right clicking in a new spot and clicking Paste.

LESSON 3 TERMS

1. **WordPad** – a simple program for word-processing that comes installed on all Windows computers.
2. **Caption buttons** – Located at the right end of the title bar, these three buttons are used for closing or resizing the window.
3. **WordPad Button --** Located at the left end of the Title bar, this button contains a drop down menu of standard commands.
4. **Ribbon --** This horizontal set of commands on two Tabs, (Home and View) helps you format and edit documents.
5. **Insertion point** – This flashing vertical line shows us the point within a document where the next text will appear when typed. Often called the **Cursor**.
6. **Clipboard** – an invisible holding area for groups of text or other objects which have been put there through the Cut or Copy command. Items here can be Pasted into new locations.

HOMEWORK

1. Locate the WordPad program on your computer and create a shortcut to it on your desktop, as described in Lesson 2.

2. In WordPad, type a short selection at least a paragraph in length or copy one from a book. Don't worry about errors as you type. Then do the following.

- o Try inserting a word between other words in a sentence.
- o Remove the word you just added using the backspace key.
- o Correct any errors in spelling that you find.
- o *Cut* the last sentence in your selection and *paste* it at the beginning of the selection using one of the Cut, Copy, Paste methods.

Do not save this document. Just click the X to close and click No, you do not to want to save. Jot down any problems you encounter. Bring your questions to class.

GETTING STARTED
Lesson 3

CHANGING THE FORMAT OF A DOCUMENT

Word-processing offers the user a chance to change many aspects of the appearance of a document, including the style, size, and color of type; how text is aligned on the page, and many other features. Changing these things is known as 'formatting' the document. It is usually done after the document is completely typed.

IMPORTANT: HIGHLIGHT (SELECT) THE TEXT BEFORE CHANGING ANYTHING.
No changes can be made to text unless it is first Highlighted or Selected. There are several ways to select the text. Here are two easy ways:

> 1. Click to the left of the text you wish to select, hold down the mouse button, and <u>drag</u> across the text, making it dark. Drag down to include the next lines. When all that you want if selected, let go of the button.
> **Or**
> 2. Click once in the margin to the left of the text to select one line. Double click there to select the whole paragraph.

Once text is selected, click the down arrows next to font and font size on the formatting toolbar for menus of choices or click other buttons. Experiment with fonts and sizes, boldface, colors, etc. To deselect the text once changes have been made, click in any open area within the document.

FORMATTING TEXT
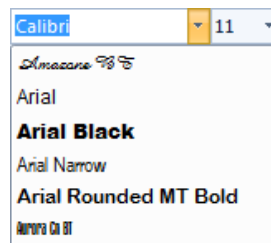

Change the Font:

This is the Font Group as it appears in WordPad 7:
A font is the style of text. WordPad offers many options of fonts. The current font, Calibri, is listed in the Font box.
To change to a new font, first select the text you
want to change, then click the down arrow in the font box, scroll to a new font and click it.

View of first few font choices:

Change the Font size : The Font Size button allows you to select from a range of sizes for the font that you are currently using. The active size is the one displayed in the Change Font box. The larger the number, the bigger the size. It works the same as the Font menu.

Change Font Attributes: **B** *I* U abc X₂ X² ✎ ▾ A ▾ A˄ A˅   The Font Attribute Buttons give you a way to bold, italicize, underline, or change other properties of your active font. To see what choices are available, hover your mouse pointer over each icon in this group. To change one of these, select your text, and click one or more of the buttons. Deselect the text by clicking in a blank place in the document.

FORMATTING PARAGRAPHS

Change the text alignment: ≣ ≣ ≣ ≣

The Font alignment buttons in the Paragraph group give you choices for where the text will line up: left, center, right or full-justified (like a newspaper column).

Change the paragraph indentation, add bullets, or adjust line spacing: ⇥ ⇤ ☰ ▾ ⬍☰ ▾

The first two buttons let you increase or decrease the indent of a paragraph. The next button lets you add a choice of bullet styles to set off a list. The last button adjusts the space between lines.

 Add Tabs to keep columns lined up: The Paragraph dialog box icon has a place to make several changes at once, including where your Tabs are positioned.   ⬍☰ ▾


SAVING A DOCUMENT

Definitions: Files and Folders
 a. **File:** Any information stored on your computer is called a file. A file may be a document, a photo image, sound, a link to a Web page, a video clip, an animation, a spreadsheet, a piece of music, computer program — the list goes on.

b. **Folder**: Because everything on your computer is stored as a file, it won't take long before you have thousands of files sitting on your computer's hard disk. To help avoid total file overload, Windows lets you put your files into folders. These work just like the folders in a normal filing cabinet. Each folder contains whatever files you put into it; you can label each folder with an identifying name. You have the ability to make a new empty folder whenever you like and use it to organize your files.

Saving a Document to the Documents library: Any file that you have created using your computer, such as a document, will be lost when you turn your computer off unless you "Save" it. Most of the time you will save it to the Documents library, a folder created by Microsoft as the suggested place to save your documents. When you click the WordPad button, then Save As, a "Save As" dialogue box opens that will look as follows in Windows 7:
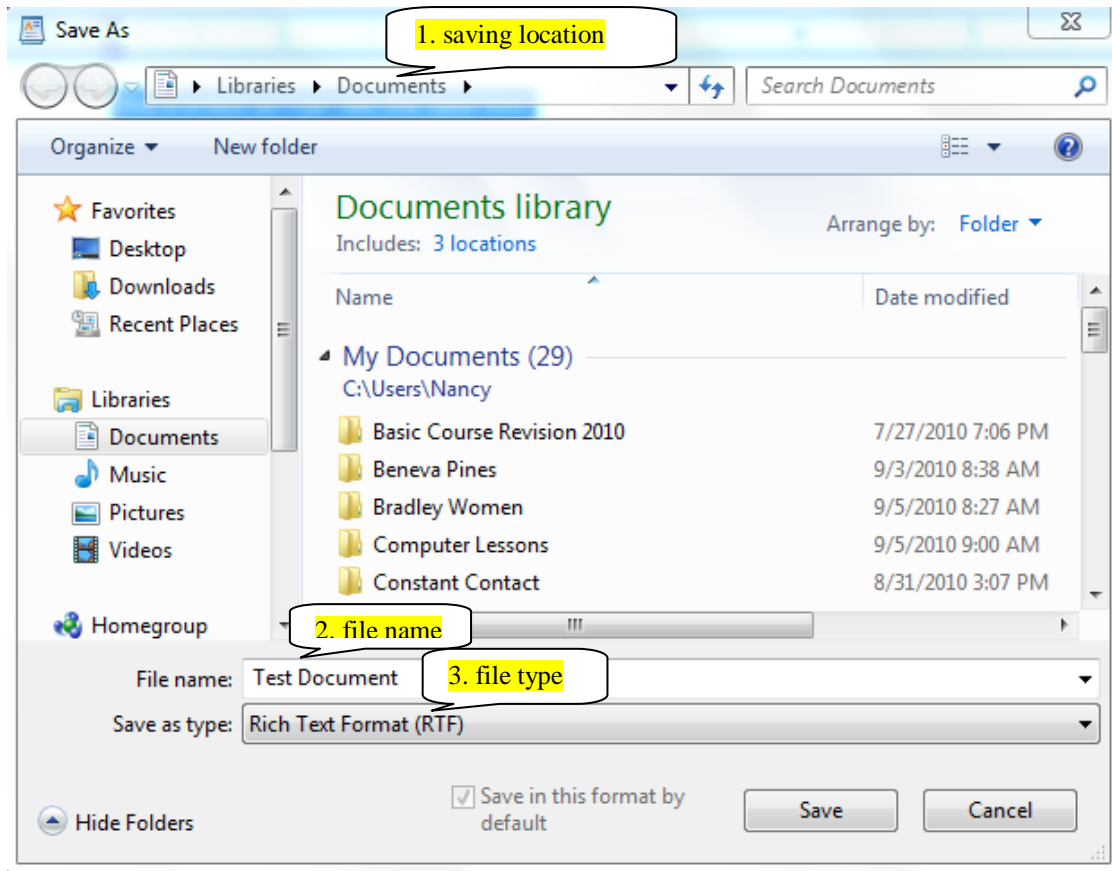
The 'Save As' Dialog Box in Windows 7

Every dialog box asks the user for information. In this case, you need to indicate these things about the file you are saving: **1. which folder you wish to save it in, 2. its file name, and 3. its file type.** Below are explanations of each item:

1. The last item in the address bar across the top shows where this file will be saved if you make no changes. The usual place listed there is Documents. If you prefer to save it somewhere else, the main locations where you might save a file are listed in the left column.

2. Select the text in this box and type any name which will indicate the content of this file.

3. Use the arrow at the right end of this box to drop down a list of possible file types in which you can save this document. Rich Text Format (RTF) is a format which can be read by most word-processing programs so is a good choice.

Once you have answered the three questions, click the Save button (bottom right) and your file will be stored in the folder you chose.

1**. Select (or Highlight)** text – Any text you want to change must be selected for the change to take effect. Drag over a word or sentence or individual letter to create a dark background. This means the text is selected. Now proceed with your changes.

2. **Formatting** – Changing the appearance of a document.

3. **Font** – The style of type as chosen from the font menu. Each font has a name, such as Arial.

4. **Bullets** – Dots or other symbols which appear before items on a list.

5. **Dialog box** – a special window which asks the user to enter information or respond to a question.

HOMEWORK

1. Open WordPad (or another word-processing program) and type a document that you can really use, such as a friendly or business letter or invitation. Correct any errors you find. Being careful to highlight the text first, format it using the formatting toolbar. Print it for your use.

2. Type several short paragraphs which include the demonstration of all of the methods of text and paragraph modifying techniques that you have just learned i.e. change Fonts, Font size, paragraph indents etc. Print and bring the results to next \Class.
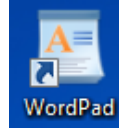
GETTING STARTED
Lesson 4

WORKING WITH THE DESKTOP

Shortcuts

A shortcut is a pointer to a file or program installed on your computer. Often we will put a shortcut on our desktop for a program we use often, such as a game or a word-processing program. An icon that is a shortcut has a small curved arrow in the low left corner.

Don't confuse shortcuts with the programs they point to. The actual programs are located on the Program Files menu. Deleting a shortcut does not delete the actual program. Uninstalling the program the shortcut points to, however, will delete the shortcut as well.

Creating Shortcuts – The safest way to put a shortcut on your desktop is using the "right click" menu. If you wish to create a shortcut as a pointer to one of your programs,
> 1. Click Start, then Programs, to get the list of programs.
> 2. Find the program for which you want to create a shortcut.
> 3. Right click the program's icon, left click "Send" then "To the Desktop (create shortcut)."
> 4. After you close the programs menu, you will see your new shortcut on the desktop. The original program icon remains in the program list. Double click the shortcut to open the program.

The Recycle Bin

Located on your desktop, the recycle bin is where you throw away items you no longer need. Any icon on your desktop can be deleted by dragging it to the Recycle Bin and dropping it there. Once an item is in the recycle bin, you have options:

1. <u>To empty the recycle bin</u>, right click the bin icon to open a menu of options. Click "Empty the Recycle Bin."
2. <u>To select an item inside the bin and restore it to its original location</u>, double click the recycle bin to open it. Click once on the item to highlight it, then click "Restore this item" in the list of choices on the left. You can also restore all items at once.

Computer Tower (CPU)

CD or DVD drive (D)

CD-R or DVD-R (E)

Floppy drive (A)

Hard drive (C)
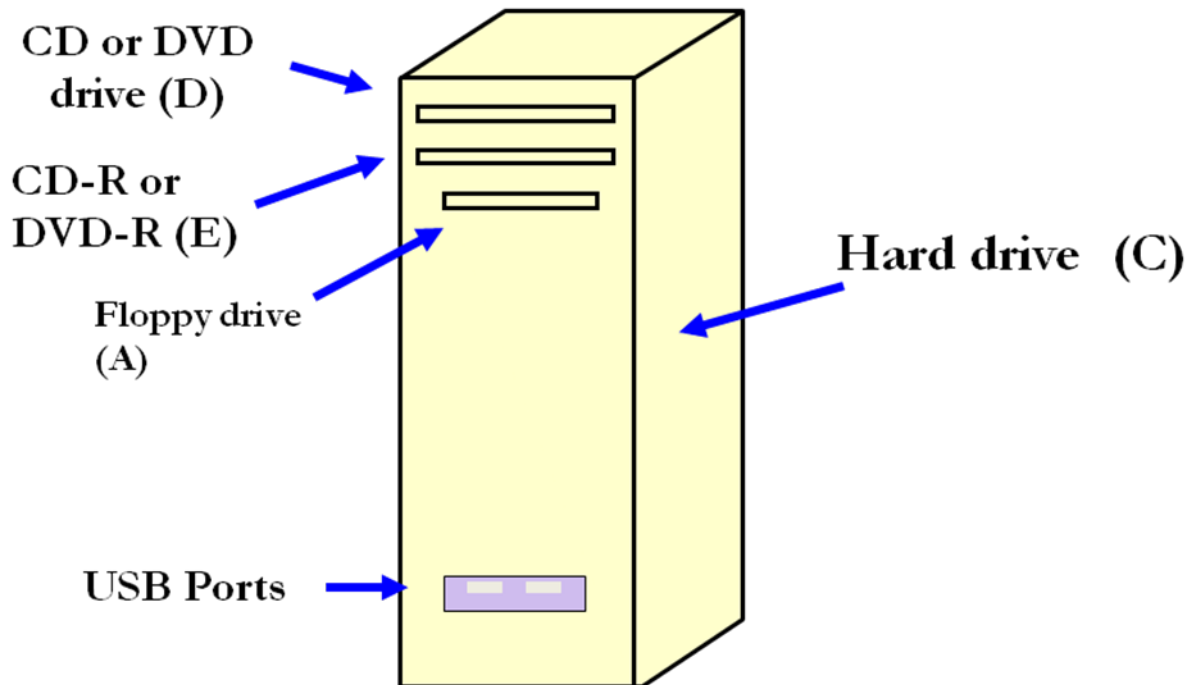
USB Ports

Other devices called peripherals, such as keyboards, a mouse, printers, digital cameras, or scanners, can be attached to this tower using USB ports or special ports on the back of the computer.

Tutorial by Nancy DeMarte
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Inside "Computer"

When you double click the Computer link on the Start menu, a window opens which shows all the disk drives on your computer. Disk drives are storage places for programs and files. Although disk drives are internal (located within the computer), most also have external versions (sit outside the computer). Each is given a letter to identify it. These often include the following, although the letters may vary:

C drive: This is the usual letter given the **Hard Drive.** This very large disk, located inside the tower, holds all the programs, files and folders on your computer.

D or **E** drive: Optical disks, such as a CD or DVD can hold large amounts of data such as an encyclopedia or a movie. Special "writable" types (CD-R or DVD-R) of these disks allow the user to copy or record large amounts of data from the hard drive onto a removable disk for storage purposes. These disks are inserted into a slide-out drawer in the front of the computer.

A drive (3 1/2" floppy): Rarely used these days, a floppy disk can hold a small amount of data such as a few photos or several documents. A "Floppy disk" is not really "floppy," but is a hard plastic 3 ½" square with a round, flexible metal disk inside. Its access is a narrow slot in the front of the computer. These disks hold so little data that they have been replaced by other types of media.

Other drives that might be present in a computer are an external (plugged in) drive for storage, such as an extra hard drive or a small drive called a flash drive or memory key. The computer will assign each of these removable drives a letter to identify it. (F, G, etc.)

The amount of data that disks can hold is measured in **bytes.** Below is a chart to help you compare disk sizes. Larger drives are being produced each year.

NAME	SIZE	EXAMPLE
1 Byte	8 bits	Enough memory for one letter or number
1 Kilobyte (KB)	1000 bytes	Simple emails are often 12 – 50 kilobytes.
1 Megabyte (MB)	1000 kilobytes	A old Floppy disks held 1.44 MB – some documents or a few photos A CD-ROM disk holds about 700 MB A flash drive holds up to 64 GB – many documents and photos
1 Gigabyte (GB)	1000 megabytes	A DVD holds about 5 gigabytes or 5,000 MB - videos A common computer hard drive holds up to 750 gigabytes (GB), or 7500,000 MB.
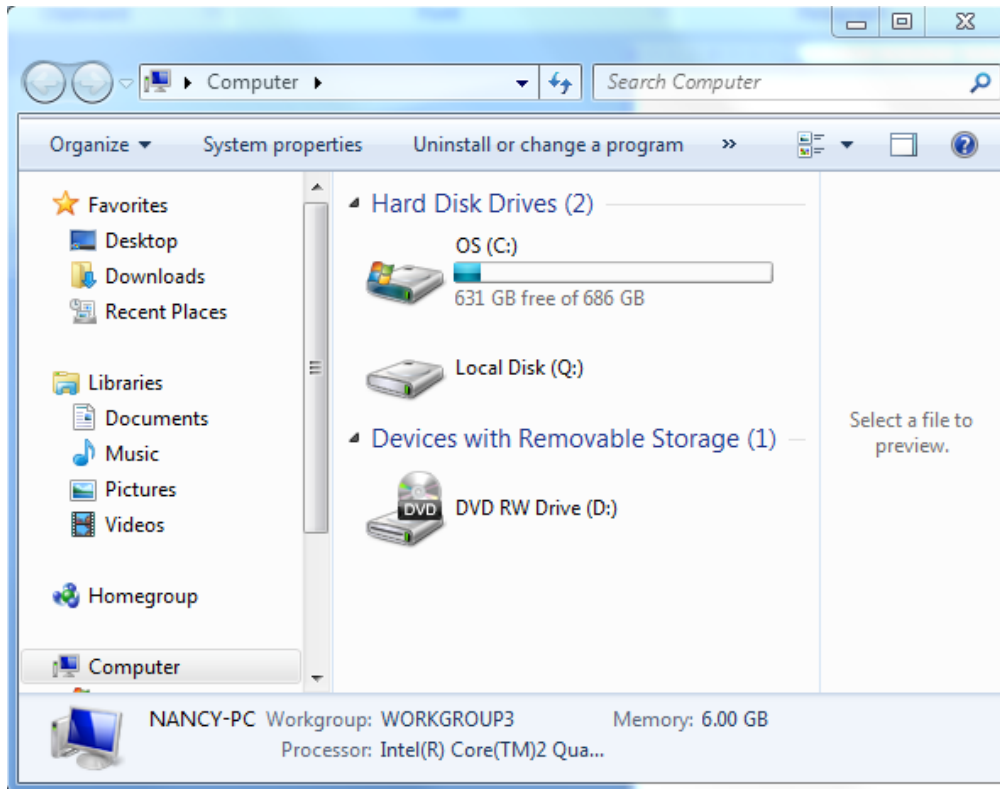
a   **Copying**
a   **File from**
               CD-ROM
disk to the computer:

    a.   Push the button on the CD drawer to slide it out. Insert the CD into your CD-ROM drive with the <u>label side up</u>. Close the drawer by pushing the button again.

    b.   Often the CD will run by itself if you wait a few seconds. If a dialogue box asks what you want to do, click "Open folder to view files."

    c.   If it does not open, then click Start - Computer. A window will open, listing all the disc drives on the computer.

    d.   Double click the CD or DVD drive. A window opens, listing all files on the CD you have inserted.

    e.   Single click the file you want, hold down the mouse button, and drag it to the Desktop. Let go of the mouse button.

    f.   When finished, push the button on the front of the CD drawer to open it. Remove your CD and push the button again to close the drawer.

Copying a File from a Flash drive to the computer:

      a.   Insert the flash drive into a USB port on your computer. Most computers have several USB ports, some of which are in the front of the tower. Look for the USB symbol to help locate the drive. (see illustration)

      b.   Follow the same steps as described above for the CD or DVD.

NOTE: The main difference between these two kinds of media is that you cannot always change or erase the contents of most CD's, while you can easily delete items from a flash drive.

LESSON 2 TERMS

1. **Shortcut** – An icon on the desktop which points to a program installed on the computer.
2. **Recycle Bin** – A trash bin-looking icon where the user can place unwanted items. It can be emptied by right-clicking it and selecting "Empty recycle bin."
3. **Tower (Central Processing Unit) –** The main storage area in a computer which holds programs and other mechanical parts which make the computer work.
4. **Hard drive** – the largest storage disk in a computer; located inside the tower. (C drive)
5. **CD-ROM drive** – the drawer that holds a CD-ROM or DVD and allows the user access to the information on the disks.
6. **Byte** – The unit of measurement for the amount of data a disk drive can hold. (kilobytes, megabytes, and gigabytes represent progressively larger storage capacities)
7. **USB (Universal Serial Bus) ports** -   Connection places on a computer for adding other devices, such as printers, flash drives, etc. Most computers have several of these ports.
8. **Flash drive** – A small but powerful removable storage device.

HOMEWORK

1. Explore the desktop on your own computer. Do you know what all the icons are for? Which are shortcuts to programs and which are not?

2. Create a shortcut on the desktop for a game or program which you would like to have easy access to.

3. Drag a shortcut you do not need or want to the Recycle Bin. Open the recycle bin to see it there. Restore it to your desktop. Finally, drag it back to the Recycle Bin and leave it there.

4. Look carefully at your own computer to locate the parts shown on page 2. If you have a laptop, these parts may not appear this way, but you should be able to find a CD/DVD drive and some USB ports.

4. Practice inserting a CD into its drive, opening it, and copying a file to your own desktop by dragging it there..