

Welcome to
Computers for ESL Students,
2nd Edition: **Windows XP Version**



Lesson 10: Working with Windows

[Return to the Welcome to Computers for ESL Students web page](#)

Lesson Objectives

■ Computer Objectives:

- ▲ Open and use My Computer
- ▲ Use PrintScreen to print what is on the screen
- ▲ Use double-click to open computer files

■ Language Objectives:

- ▲ Describe using My Computer
- ▲ Describe how to use PrintScreen
- ▲ Use computer language to talk about sorting files

Concept 10.1

My Computer

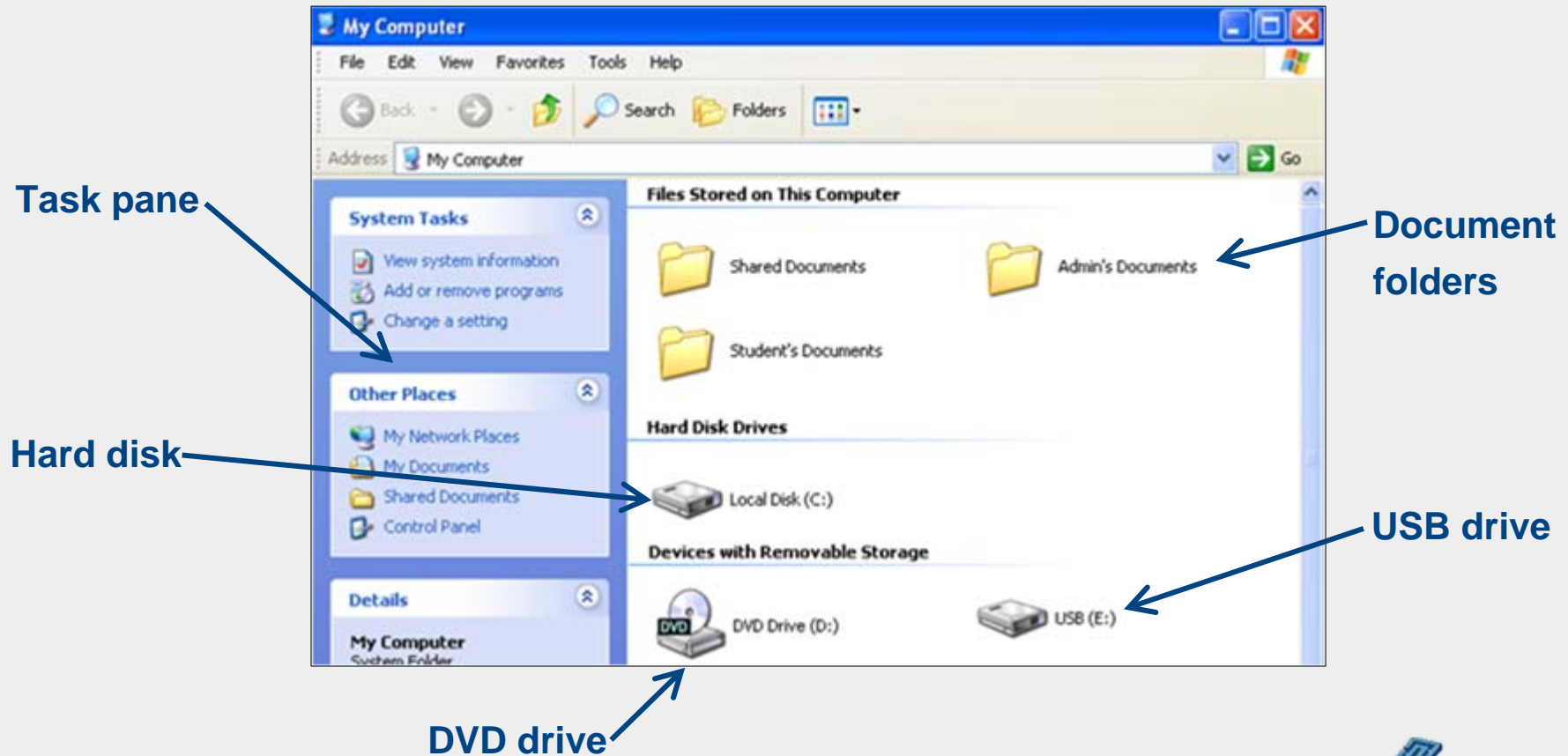
- See the places where files can be saved
 - ▲ Open those places to see the files that are there



Concept 10.1

My Computer

■ The My Computer window



Concept 10.2

Viewing Files on a USB Drive

- Can have different names and drive letters

- ▲ Usually E or F

- View your USB drive:



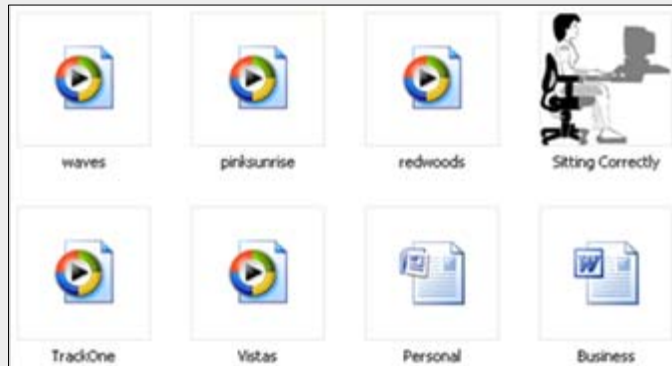
← Click the drop-down arrow

← Choose Removable Disk
(or USB drive)

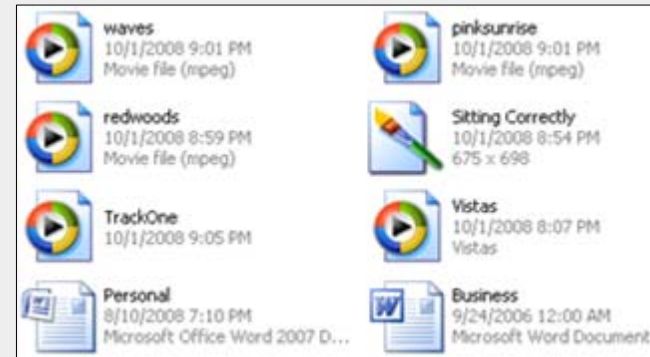
Concept 10.2

Viewing Files on a USB Drive

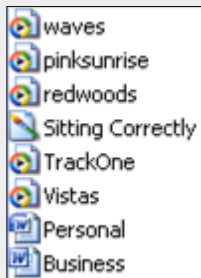
■ Different views



Thumbnail View



Tiles View



List View

Name	Size	Type	Date Modified
waves	1,890 KB	Movie file (mpeg)	10/1/2008 9:01
pinksunrise	924 KB	Movie file (mpeg)	10/1/2008 9:01
redwoods	2,224 KB	Movie file (mpeg)	10/1/2008 8:59
Sitting Correctly	232 KB	Bitmap Image	10/1/2008 8:54
TrackOne	8,509 KB	MP3 audio file (mp3)	10/1/2008 9:05
Vistas	5,852 KB	MP3 audio file (mp3)	10/1/2008 8:07
Personal	10 KB	Microsoft Office Word 2007 ...	8/10/2008 7:10
Business	25 KB	Microsoft Word Document	9/24/2006 12:0

Details View

Concept 10.2

Viewing Files on a USB Drive

■ Different views

Name ▲	Size	Type	Date Modified
Birth	24 KB	Microsoft Word Document	10/1/2008 10:2
Business	25 KB	Microsoft Word Document	9/24/2006 12:0
Credit	29 KB	Microsoft Word Document	6/6/2006 11:30
Lesson 5	1 KB	Rich Text Format	9/9/2006 4:59
Party	31 KB	Microsoft Word Document	7/8/2006 8:16
Personal	10 KB	Microsoft Office Word 2007 ...	8/10/2008 7:10
pinksunrise	924 KB	Movie file (mpeg)	10/1/2008 9:01
redwoods	2,224 KB	Movie file (mpeg)	10/1/2008 8:59
Sitting Correctly	232 KB	Bitmap Image	10/1/2008 8:54
TrackOne	8,509 KB	MP3 audio file (mp3)	10/1/2008 9:05
Vistas	5,852 KB	MP3 audio file (mp3)	10/1/2008 8:07
waves	1,890 KB	Movie file (mpeg)	10/1/2008 9:01

By name

Name	Size	Type	Date Modified ▲
Credit	29 KB	Microsoft Word Document	6/6/2006 11:30 AM
Party	31 KB	Microsoft Word Document	7/8/2006 8:16 AM
Lesson 5	1 KB	Rich Text Format	9/9/2006 4:59 PM
Business	25 KB	Microsoft Word Document	9/24/2006 12:00 AM
Personal	10 KB	Microsoft Office Word 2007 ...	8/10/2008 7:10 PM
Vistas	5,852 KB	MP3 audio file (mp3)	10/1/2008 8:07 PM
Sitting Correctly	232 KB	Bitmap Image	10/1/2008 8:54 PM
redwoods	2,224 KB	Movie file (mpeg)	10/1/2008 8:59 PM
pinksunrise	924 KB	Movie file (mpeg)	10/1/2008 9:01 PM
waves	1,890 KB	Movie file (mpeg)	10/1/2008 9:01 PM
TrackOne	8,509 KB	MP3 audio file (mp3)	10/1/2008 9:05 PM
Birth	24 KB	Microsoft Word Document	10/1/2008 10:24 PM

By date and time

Name	Size ▲	Type	De
Lesson 5	1 KB	Rich Text Format	9/9
Personal	10 KB	Microsoft Office Word 2007 ...	8/1
Birth	24 KB	Microsoft Word Document	10/1
Business	25 KB	Microsoft Word Document	9/2
Credit	29 KB	Microsoft Word Document	6/6
Party	31 KB	Microsoft Word Document	7/8
Sitting Correctly	232 KB	Bitmap Image	10/1
pinksunrise	924 KB	Movie file (mpeg)	10/1
waves	1,890 KB	Movie file (mpeg)	10/1
redwoods	2,224 KB	Movie file (mpeg)	10/1
Vistas	5,852 KB	MP3 audio file (mp3)	10/1
TrackOne	8,509 KB	MP3 audio file (mp3)	10/1

By size

Concept 10.3

Using Double-Click

- Use the left mouse button
- Double-click to open choices in My Computer and on the Desktop
- Hourglass will appear ⌚ and then the window will open

Concept 10.3

Using Double-Click

- Every program has a different icon



Word 2003 or earlier



Word 2007



Paint



Windows Media Player

Concept 10.4

Using the Task Pane

- Go to common places on the computer
- No need to double-click



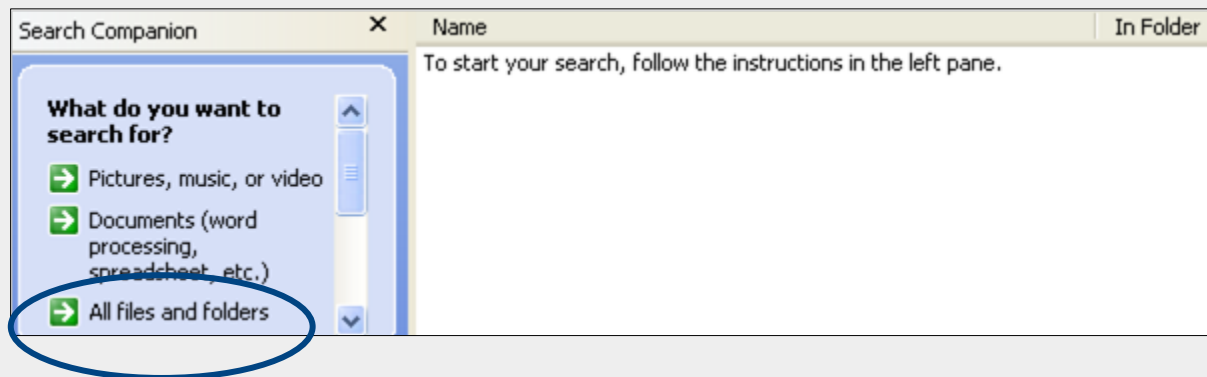
Concept 10.5

Finding Files

■ Start → Search

or

■ Open My Computer and click the Search button

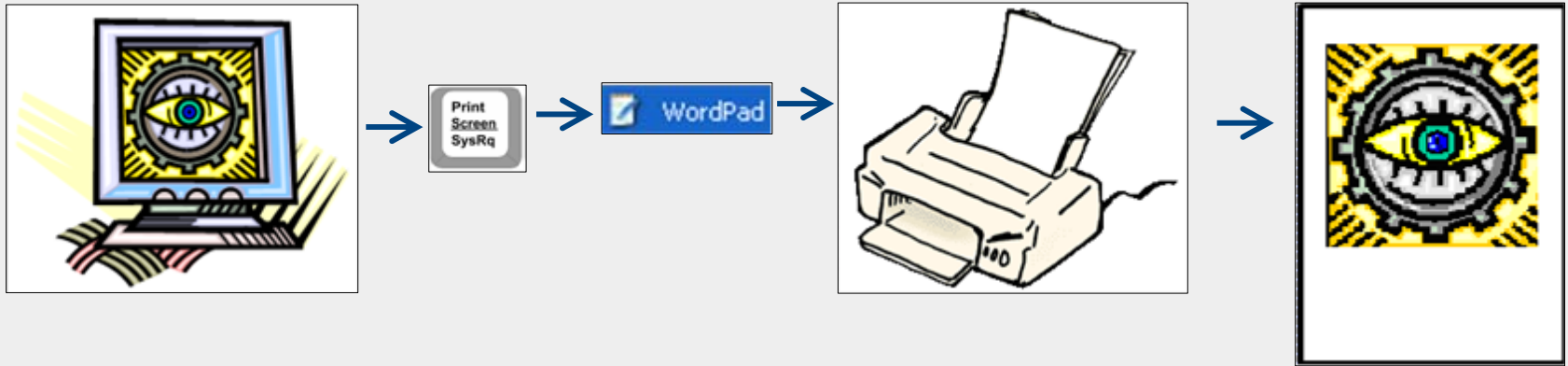


You can search by filename or file type. Advanced search features let you search by file size or date.

Concept 10.6

Using PrintScreen

- Print exactly what you see on the screen



Welcome to
Computers for ESL Students,
2nd Edition: **Windows XP Version**



Lesson 10: Working with Windows

[Return to the Welcome to Computers for ESL Students web page](#)