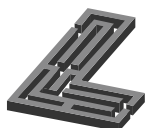
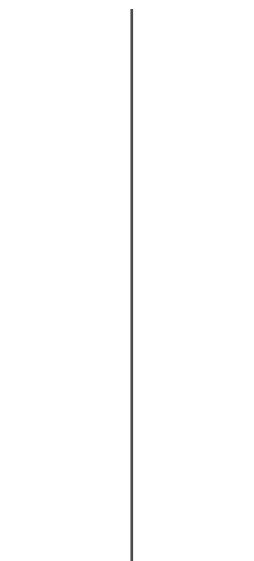


Microsoft® Office 2007: Essentials Windows 7 Supplement

Russel Stolins

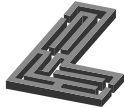
Santa Fe Community College



LABYRINTH
LEARNING®

Microsoft Office 2007 Essentials Windows 7 Supplement
by Russel Stolins

Copyright © 2010 by Labyrinth Learning



LABYRINTH
L E A R N I N G ®

Labyrinth Learning
PO Box 20820
El Sobrante, California 94803
800.522.9746
On the web at www.lablearning.com

President:
Brian Favro

Acquisitions Editor:
Jason Favro

Managing Editor:
Laura A. Lionello

Production Manager:
Rad Proctor

eLearning Production Manager:
Arl S. Nadel

Editorial/Production Team:
DocumentJones, Donnali Fifield,
Karen Henry, ITC, and Tess Roach

Cover Design:
Seventeenth Street Studios

All rights reserved. Printed in the United States of America. No part of this material protected by this copyright notice may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, recording, scanning, or by information storage and retrieval systems without written permission from the copyright owner.

No part of this publication may be reproduced or transmitted in any form or by any means without the prior written permission from the publisher.

Labyrinth Learning™ and the Labyrinth Learning logo are registered trademarks of Labyrinth Publications. Microsoft®, Outlook®, PowerPoint®, and Windows® are registered trademarks of Microsoft Corporation. Other product and company names mentioned herein may be the trademarks of their respective owners.

The example companies, organizations, products, people, and events depicted herein are fictitious.

No association with any real company, organization, product, person, or event is intended or should be inferred.

Screen shots reprinted with permission from Microsoft Corporation.

ITEM: 1-59136-297-0
ISBN-13: 978-1-59136-297-5

Manufactured in the United States of America.

10 9 8 7 6 5 4 3 2 1

Table of Contents

This two-lesson supplement takes the place of Lessons 2 and 3 in *Microsoft Office 2007: Essentials, Revised Edition* for students or classes running Windows 7 instead of Windows XP or Windows Vista. Those students or classes running Windows 7 on their computers should read the concepts and complete the exercises for Lessons 2 and 3 in this supplement rather than those in the full book. After completing the second lesson in this supplement, students should return to the full book to complete the course.

LESSON 2 WORKING WITH WINDOWS PROGRAMS 36

Introducing Windows	38
Switching On the Computer	39
<i>Hands-On 2.1 Switch On the Computer</i>	39
Logging On to Windows	42
<i>Hands-On 2.2 Log On to Windows</i>	43
Using a Mouse	45
Starting Programs	47
<i>Hands-On 2.3 Start Microsoft Word</i>	48
Sizing Program Windows	50
<i>Hands-On 2.4 Use the Quick-Sizing Buttons</i>	51
<i>Hands-On 2.5 Move and Size a Program Window</i>	53
Multitasking	55
<i>Hands-On 2.6 Start Microsoft Excel</i>	55
<i>Hands-On 2.7 Switch Between Word and Excel</i>	56
<i>Hands-On 2.8 Close Word and Excel</i>	57
Shutting Down Windows	58
<i>Hands-On 2.9 Log Off Windows</i>	59

LESSON 3 MANAGING COMPUTER FILES 64

Understanding Storage Media	66
Browsing Through Files	67
<i>Hands-On 3.1 Open a Folder Window</i>	70
<i>Hands-On 3.2 Open and Close a Document File</i>	72
<i>Hands-On 3.3 Try Different Views</i>	73
<i>Hands-On 3.4 Sort the Files</i>	74
Working with Folders	75
<i>Hands-On 3.5 Create Folders</i>	76
<i>Hands-On 3.6 Rename a File</i>	78
Moving and Copying Files	79
<i>Hands-On 3.7 Move and Copy Files</i>	80
Deleting Files and Folders	81
<i>Hands-On 3.8 Delete Files and a Folder</i>	82
<i>Hands-On 3.9 Restore Files and Folders</i>	84

LESSON 2

Working with Windows Programs

As you learned in Lesson 1, the operating system is software that controls the basic functions of your computer. When you work with application programs such as those in the Office 2007 Suite, the Windows operating system controls your interactions with the programs and peripherals, such as the printer. This lesson introduces many basic techniques for working with programs in Windows 7. These techniques work with virtually any Windows program, not

just the Office 2007 Suite. In this lesson, you will learn how to start programs, adjust the size of program windows, and run more than one program at once (multitasking).

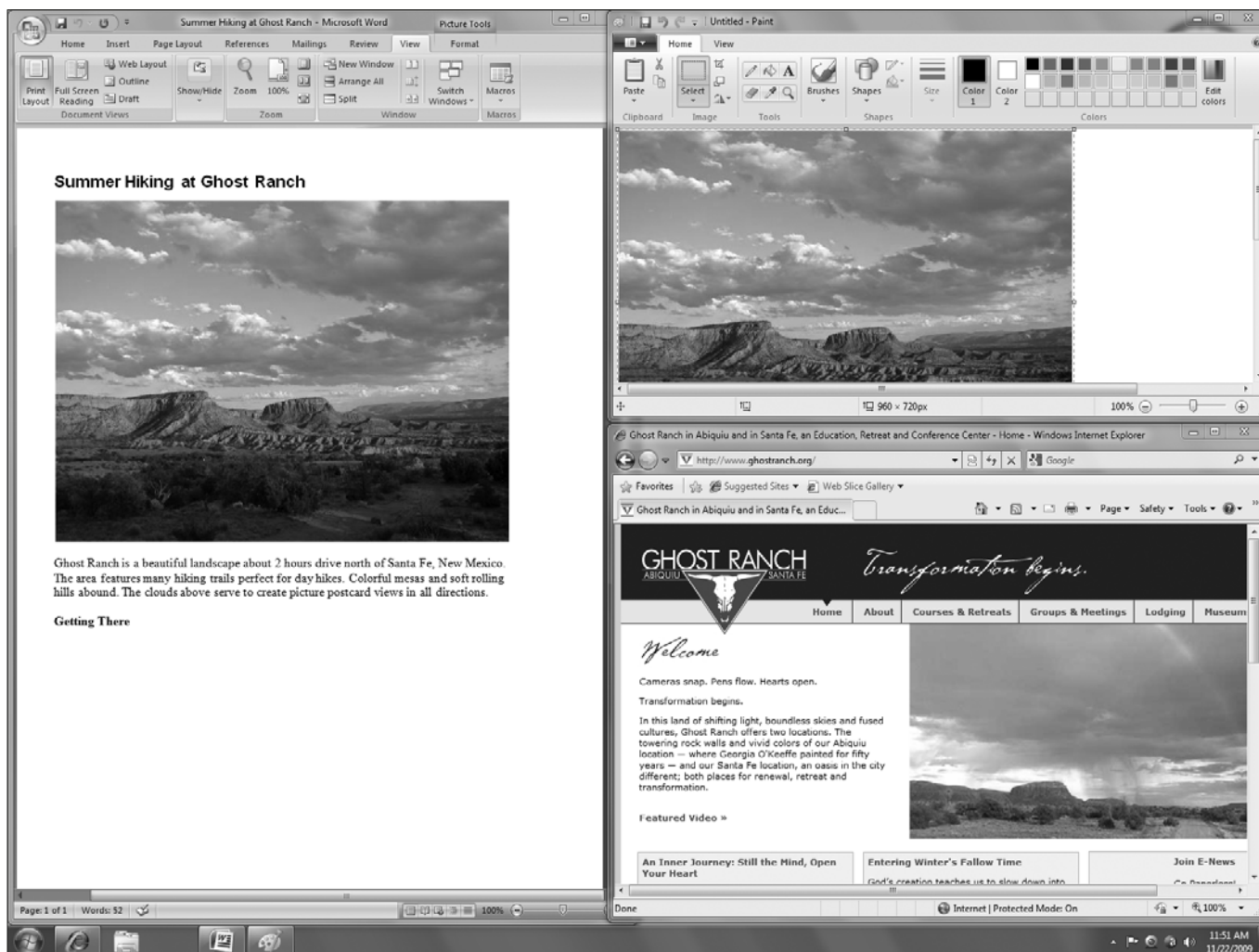
LESSON OBJECTIVES

After studying this lesson, you will be able to:

- Launch Windows programs
- Change the shape and location of a program window
- Run more than one program (multitasking) and switch between programs
- Properly shut down Windows

Case Study: Multitasking with Windows

Michael has just purchased his first computer. It's a notebook equipped with Office 2007, antivirus software, and other bundled software. Previously, Michael had pretty much used one program at a time. Now he's running his computer all the time and performing a greater variety of tasks. So, Michael takes some time to learn how to control program windows, placing each window where he needs it and switching between program windows.



Introducing Windows

Windows is an operating system. As you may recall from Lesson 1, Introducing Basic Computer Concepts, there are three primary categories of software: the operating system, application programs, and user files. As the operating system, Windows controls all the basic functions of the computer. Windows serves as the interface between you and the hardware and software that make up the computer system.

Roles of an Operating System

Windows plays several critical roles, such as:

- **Managing file storage:** Windows controls the hard disk drives, USB flash drives, DVD drive, and any other storage devices on the computer. For example, if you need to edit a letter you typed recently, Windows tells the computer system where the data for this letter is located and how to retrieve the letter into the word processing program for editing.
- **Managing Random Access Memory (RAM):** As you learned in Lesson 1, Introducing Basic Computer Concepts, your computer uses RAM as the “workbench” where all of your programs are run. Windows controls RAM and allocates it to the various application programs you run.
- **Managing programs:** Windows is a multitasking operating system that allows several programs to run simultaneously. Windows manages the programs and ensures they have adequate RAM in which to run. Windows controls the interaction of each application program with other software and hardware. It also lets you switch between programs and copy information between them.
- **Managing hardware and peripherals:** Windows controls the hardware inside the system unit. For example, when you click with the mouse or tap a key on the keyboard, Windows receives your command and either executes it or passes the command on the application program currently running. Windows also controls the display of everything you see on the computer monitor. When you print a document, Windows sends the commands and data that tell the printer what to print.

Ease of Learning

Imagine if every make of car had its gas and brake pedals in a different location from other makes. Or, if you had a turn signal control on the steering wheel in one make of car and on the left side of the dashboard in another. That’s the way software was in the early days of personal computers (PCs). Learning one program did not necessarily help you learn the next one. Fortunately, this is no longer the case.

As you make your way through these lessons, you will learn basic commands and techniques that apply to virtually any Windows program you may encounter. This consistency is an important feature of Windows and of software that uses a Graphic User Interface (GUI). It makes learning how to use computers and various computer programs much easier than it was in the past. Computers were once the realm of programmers and specialists. Now, anyone can learn to use a computer effectively.

Switching On the Computer

In this section, you will learn how to turn your computer on and off.

The On-Off Switch

Most computers have an on-off switch located on the front of the system unit (the box that holds the basic components).



Hands-On 2.1 Switch On the Computer

In this exercise, you will switch on your computer. In many computer labs, the computers remain running as long as the lab is open.

1. Follow these steps to switch on the computer:

A Look for the on-off switch on the front of the system unit (or possibly on the side) and turn it on.



Starting Windows

Depending on the speed of your computer, Windows requires about one minute to start after you switch on the computer. During this time, the computer performs an internal self check to ensure the hardware is functioning properly. When Windows has completed its startup, one of the following login screens usually appears:



- The Welcome Screen on a typical home system



- A logon dialog box on a typical business or educational system

Depending on your computer's configuration, it is possible that you will see dialog box similar to the one in the previous illustration, prompting you to enter your password. It is also possible to configure Windows to log on with a particular username automatically.

Windows 7 Editions

Windows 7 comes in five editions: four for home users and one for businesses.

- **Starter:** This edition is only available on small notebook (netbook) computers.
- **Home Premium:** This edition is the most common version sold with new computers. Home Premium allows you to network computers, view television programs, work with applications such as Microsoft Office, view photos and videos, and listen to music.
- **Professional:** In addition to all of the features in the Home Premium edition, the Professional edition allows you to run Windows programs as if they were running in Windows XP and to create automatic backups of your data. It also has other features especially optimized for use in business environments.
- **Ultimate:** This edition comes with everything the Professional edition offers and adds advanced security and language features.
- **Enterprise:** This edition of Windows 7 has a feature set optimized for large business environments. It is not available to home users.



See the Lesson 2 web page for a link to further information on Windows 7.

32- and 64-bit Versions of Windows

Each edition of Windows 7 for home use (Home Premium, Professional, and Ultimate) comes in 32- or 64-bit versions. There are three details of these versions of interest to most Windows users:

- **RAM Limits:** 32-bit versions of Windows can only make use of up to three gigabytes (3 GB) of RAM. Users who run several programs at once or especially RAM-intensive programs may wish to have 4 GB or more of RAM on their computer to help it run faster. In this case, a 64-bit version of Windows is required.
- **Program Compatibility:** Most programs designed to run on a 32-bit version of Windows usually will still work on a 64-bit version. (Exception: Many 32-bit antivirus programs won't run on a 64-bit system.) A program specially designed to run on a 64-bit version of Windows won't work on a 32-bit version.
- **Drivers for Hardware:** Drivers (the programs that tell Windows how to talk to hardware attached to the computer) designed for a 32-bit version of Windows won't work with a 64-bit version.



See the Lesson 2 web page for a link to the Windows 7 Compatibility Center, which has more information on compatibility issues.

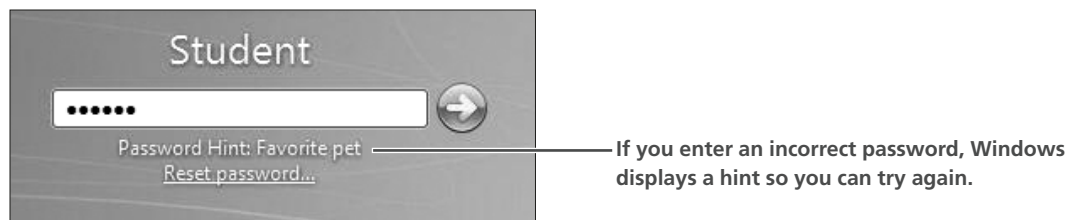
Logging On to Windows

Most Windows systems are configured for users to log on before they can work with programs. Logging on can make a difference in the menus and programs that are available. If you are connected to a network, you cannot access resources such as printers and disk drives without a proper logon.

Logging On to Windows

Windows allows you to set the computer to log on as a specific user automatically, select a user account from the Welcome Screen, or enter both the username and password by typing in a dialog box.

If Windows is configured to use the Welcome Screen, it will display the available usernames. If a username requires a password, Windows displays a space to enter the password after you click the picture for the user account. A password hint is displayed in case you forget the password.



If Windows is not configured to use the Welcome Screen, it will display a dialog box where you can type in the username and password.

Username

Username serve an important function in Windows. Each user has a customizable Start menu, My Documents folder, and Desktop. The username also controls access to devices such as printers and network drives on a *local area network* (LAN). Your instructor will tell you which username to use in the following Hands-On exercise.

Passwords

The use of a password is optional. You might want to use a password to keep other users from viewing and changing your personal Desktop setup in Windows. If your computer is hooked up to a network, a password might give you access to additional storage space and printers on the network.

Case-Sensitivity

Passwords are case-sensitive. If your password is “SecretWord” and you enter it as “secretword” or “SECRETWORD” Windows will not log you on. If you believe you are typing your password correctly but Windows fails to log you on and reports your password is incorrect, you will want to make sure your **Caps Lock** key is not toggled on. This is a common cause of password failure.



Hands-On 2.2 Log On to Windows

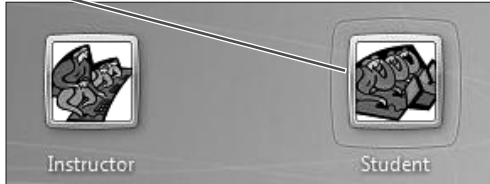
In this exercise, you will log on to Windows with a username to display the Windows Desktop. Depending on the Windows configuration you are using, you will use either the Welcome Screen or a dialog box login.

Before You Begin: You can skip this exercise if the Windows Desktop is already visible.


Welcome Screen Logon

1. If you do not see a Welcome Screen similar to the one shown in step 2, skip the Welcome Screen Logon section and go to step 3 of the Dialog Box Logon in the following section.
2. Follow these steps to log on to Windows using the Welcome Screen:

A Tap and release (click) the left mouse button on your assigned username.



B Type your password. As you type, round bullets will appear. This prevents a passerby from reading your password.



C Tap the **Enter** key on the keyboard.

The Windows Desktop appears and you are logged on. Skip the rest of this exercise and continue reading the next topic.

Dialog Box Logon

3. If you do not see a dialog box similar to the one following, hold down the **Ctrl** and **Alt** keys and then tap the **Delete** key on the keyboard.



If it was not there before, a logon dialog box appears.

4. If you need a username and password to log on to Windows, take a moment now to write them in the spaces below:

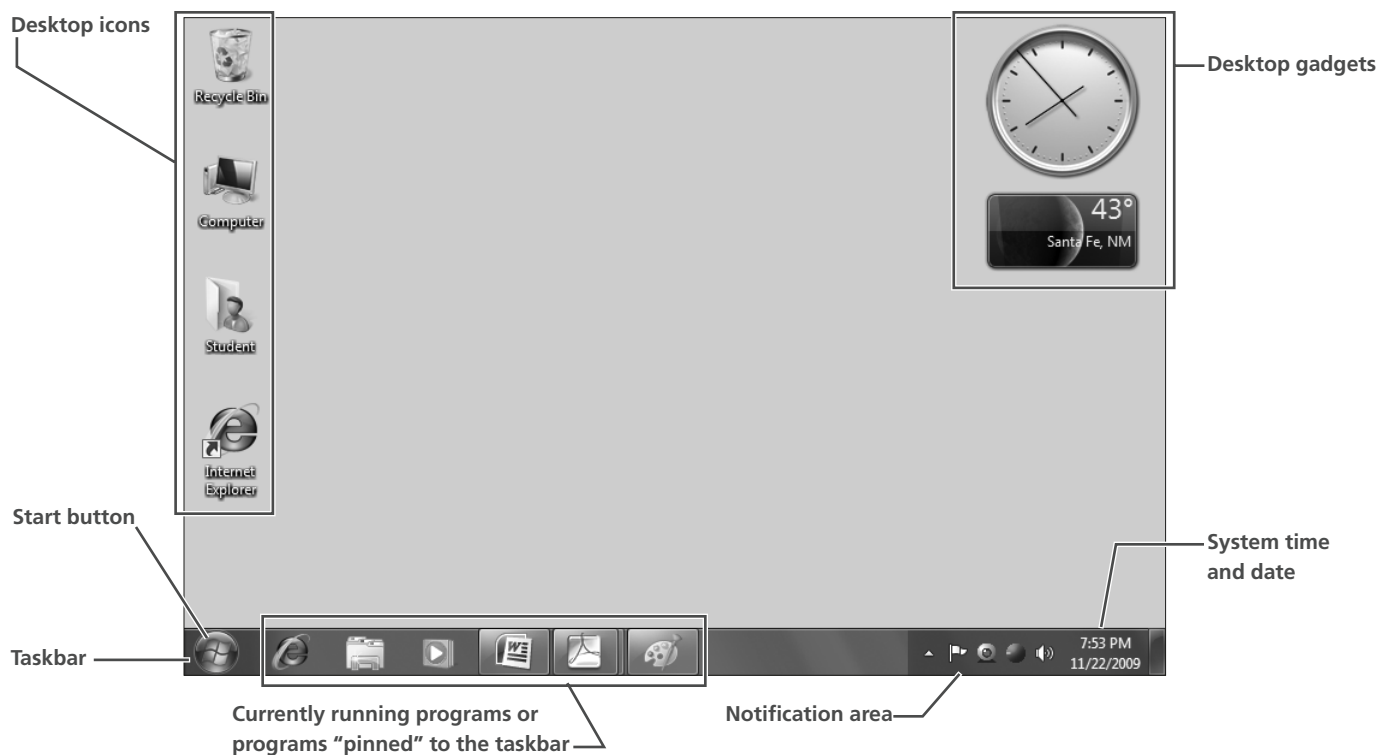
Username: _____ Password: _____ No password required

5. Click once inside the User Name box and make sure you see the insertion point blinking in the box. Type your username.
6. Tap the **[Tab]** key on the left side of the keyboard until you see the insertion point blinking in the password box. (Alternatively, you can click once inside the password box.) Type your password in the password box.
*Passwords are case-sensitive, so make sure your **[Caps Lock]** is not toggled on.*
As you type the password, a dot appears for each letter. This prevents others from seeing the password as you type.
7. Tap the **[Enter]** key on the keyboard.
You should be logged on and the Desktop should appear. If you did not log on successfully, repeat steps 3–5 and take care to type the username and password exactly as they were given to you.

The Desktop

After you log on, Windows will display the Desktop. Depending on how the computer is set up, Windows may also automatically run one or more programs. For example, you may see an antivirus program start after the Desktop appears. See the Using Internet Security section of Lesson 4 for more information. The Desktop is the workspace where you run programs in Windows. Your Desktop will look similar to the following illustration, but may differ in a few details.

!NOTE! *Depending on programs installed and other setup options, your Desktop will likely differ from the illustration.*

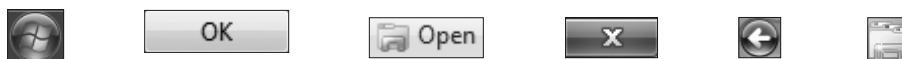


Icons and Buttons

An *icon* is a small picture that represents a device, command, or software. A *button* is an object that you “press” (by clicking with the mouse) to execute a command. Windows uses a variety of icons and buttons. Here are several examples taken from the Desktop and other parts of Windows:



Examples of icons



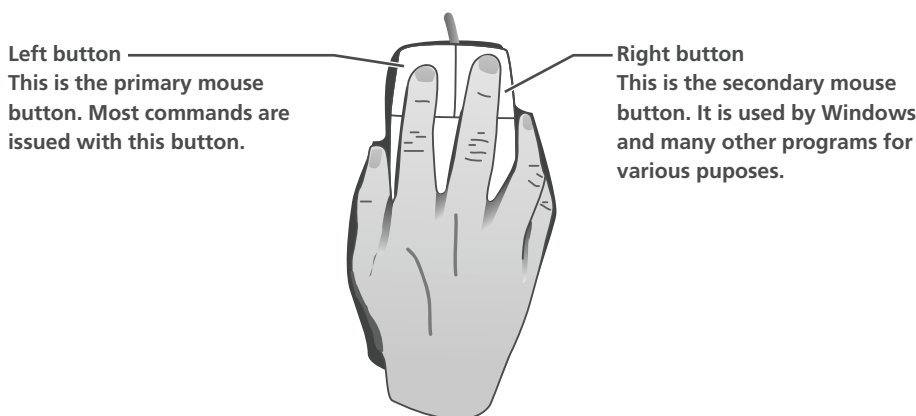
Examples of buttons

Using a Mouse

You will give most of your commands to Windows with a mouse. A mouse is a pointing device; it lets you point to various screen locations and issue commands. Douglas Englebart, a Stanford professor, introduced the mouse in 1968. It probably got its name from the tail-like cable that connects it to the computer. If you have never used a mouse before, this lesson and the ones to follow will give you plenty of practice.

Mouse Buttons

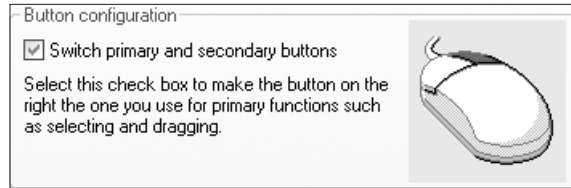
A typical mouse has two buttons for issuing commands. Some mice have three buttons, and the middle button has various functions depending on the program with which it is used. Most newer mice have a scroll wheel in the center instead of a button. The scroll wheel functions much like the middle button, but adds window scrolling capabilities. The two main mouse buttons are shown in the following illustration.



You can perform five basic motions with a mouse. Each motion has specific uses in Windows and other programs.

Are You Left Handed?

If you are left handed, Windows has an option that lets you reverse the role of the two mouse buttons. You should also feel free to position the mouse to the left of your keyboard. (Most users keep the mouse on the right side of the keyboard.)



The Windows control panel includes options to switch the primary and secondary mouse buttons. You can use Windows' online Help (covered in Lesson 3) to learn more about this feature.



QUICK REFERENCE: MOVING THE MOUSE

Motion

How to Do It

This motion is used...

Click



Gently tap and immediately release the left mouse button.

to "press" a button or select a menu option or object on the screen.

Double-click



Click twice in rapid succession.

as a shortcut for many types of common commands.

Drag



Press and hold down the left mouse button while sliding the mouse. Release the mouse button when you reach your destination.

to move an object, select several objects, draw lines, and select text.

Right-click



Gently tap and immediately release the right mouse button.

to display a context-sensitive shortcut menu for the object at which you are pointing.

Point



Slide the mouse without pressing a button until the pointer is in the desired location.

to position the pointer before using one of the four motions above, to select an object on the screen, or to get a menu to appear.

The Clicking Motion

After pointing, clicking is one of the most basic mouse motions. The key to smooth clicking is to tap and release the left mouse button in one quick motion. Some beginners hold the mouse button down too long during a click.

The Double-Clicking Motion

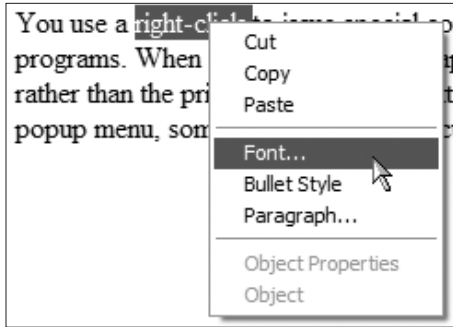
Double-clicking is another basic mouse motion. Beginners sometimes find double-clicking difficult because they pause too long between clicks or they drag the mouse during the clicks. The trick to a successful double-click is to tap-release-tap-release quickly without dragging the mouse.



TIP! You can adjust the double-click speed of the mouse from the Windows Control Panel.

The Right-Click Motion

Use a right-click to issue special commands in Windows and many application programs. When you right-click, you tap and release the secondary (right) mouse button, rather than the primary (left) mouse button. Right-clicks often cause a context sensitive pop-up menu, sometimes called a shortcut menu, to appear on the screen.



This is an example of a pop-up shortcut menu.

NOTE! *Pop-up menus like this will be referred to as context menus throughout this book.*

Starting Programs

You can start a program by clicking the Start button and choosing the desired program from the Programs menu. You can also start a program from its Windows taskbar button. Some programs may also have an icon on the Desktop you can double-click to start the program. Finally, you can start a program by double-clicking a file created with that program, as will be shown in Lesson 3, Managing Computer Files.



You can use buttons for programs pinned to the Windows taskbar to start those programs without using the Start button menu. You can add (pin) more programs to the Windows taskbar if you wish.

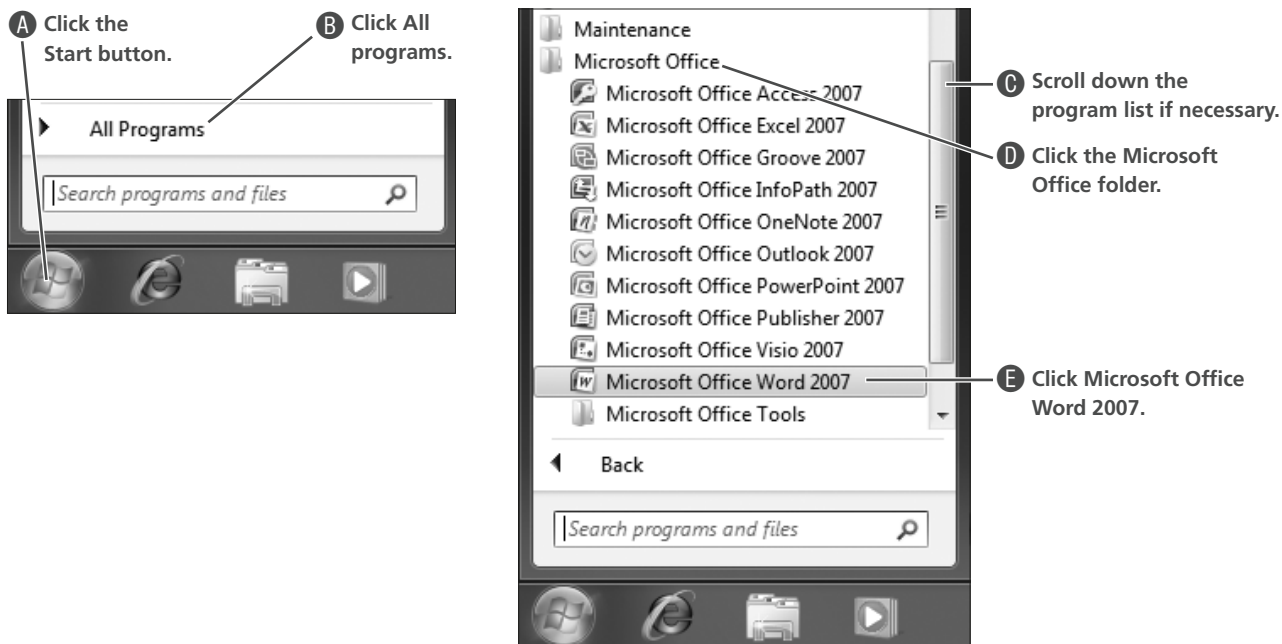
TIP! *Pinning programs to the Windows taskbar replaces the Quick Launch menu used in previous versions of Windows.*



Hands-On 2.3 Start Microsoft Word

In this exercise, you will use the Start menu to launch the Microsoft Office Word program.

1. Follow these steps to open the Microsoft Office Word 2007 program:



The Word program window appears on the Desktop.

Also, notice that a new Word button now appears on the Windows taskbar.



Elements of a Program Window

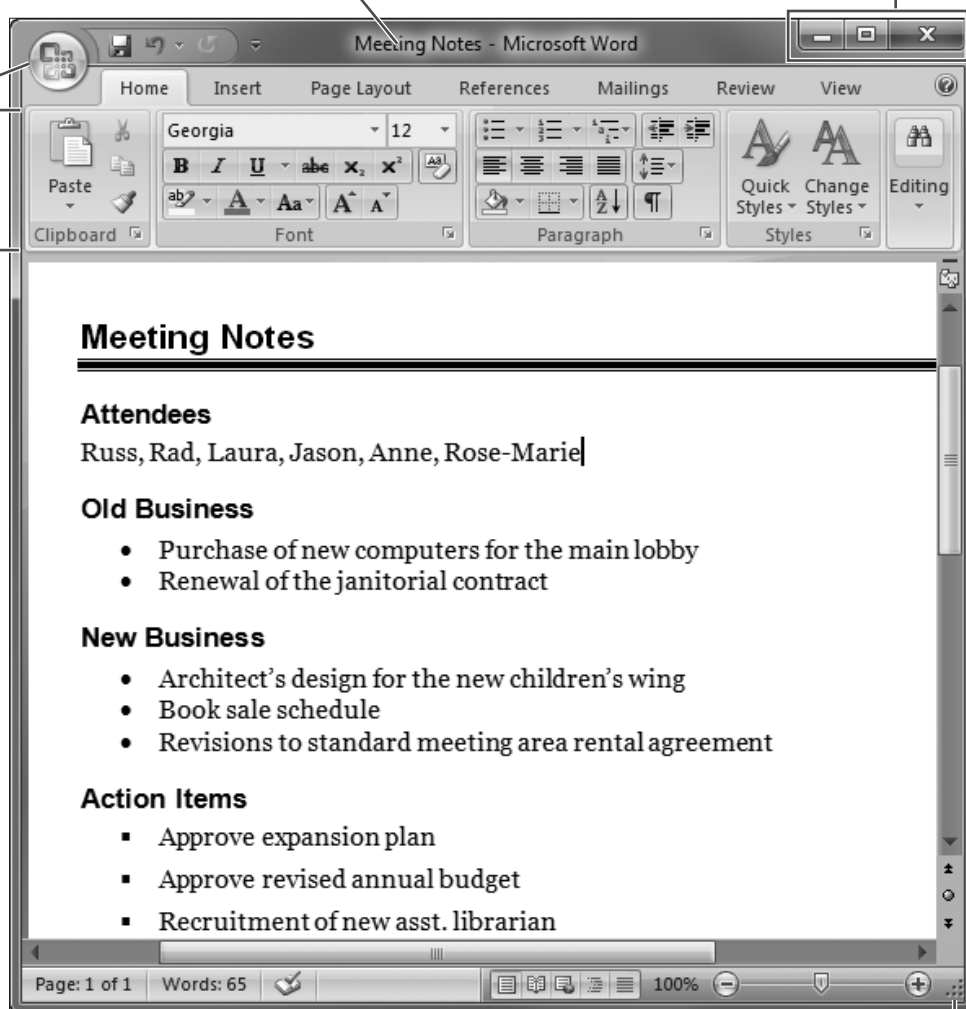
Every program runs in its own program window. Although the appearance of windows differ somewhat, the Word window is a good example of a typical Windows program. Since the controls in most program windows work similarly, once you have mastered a program such as Word or Excel, you are well on your way to mastering Windows programs in general. Take a few moments to look over the common features shown in the following illustration.

This is the Title bar. It displays the name of the program and the name of the current file.

These window sizing buttons allow you to quickly change the size of an open window, or close it.

The Office button and quick menu buttons are here.

The Ribbon is a new feature of Office 2007 programs and allows you to give most commands that used to require a menu bar in previous versions of Office Suite programs. (You will learn more about the Ribbon in Lesson 5.)

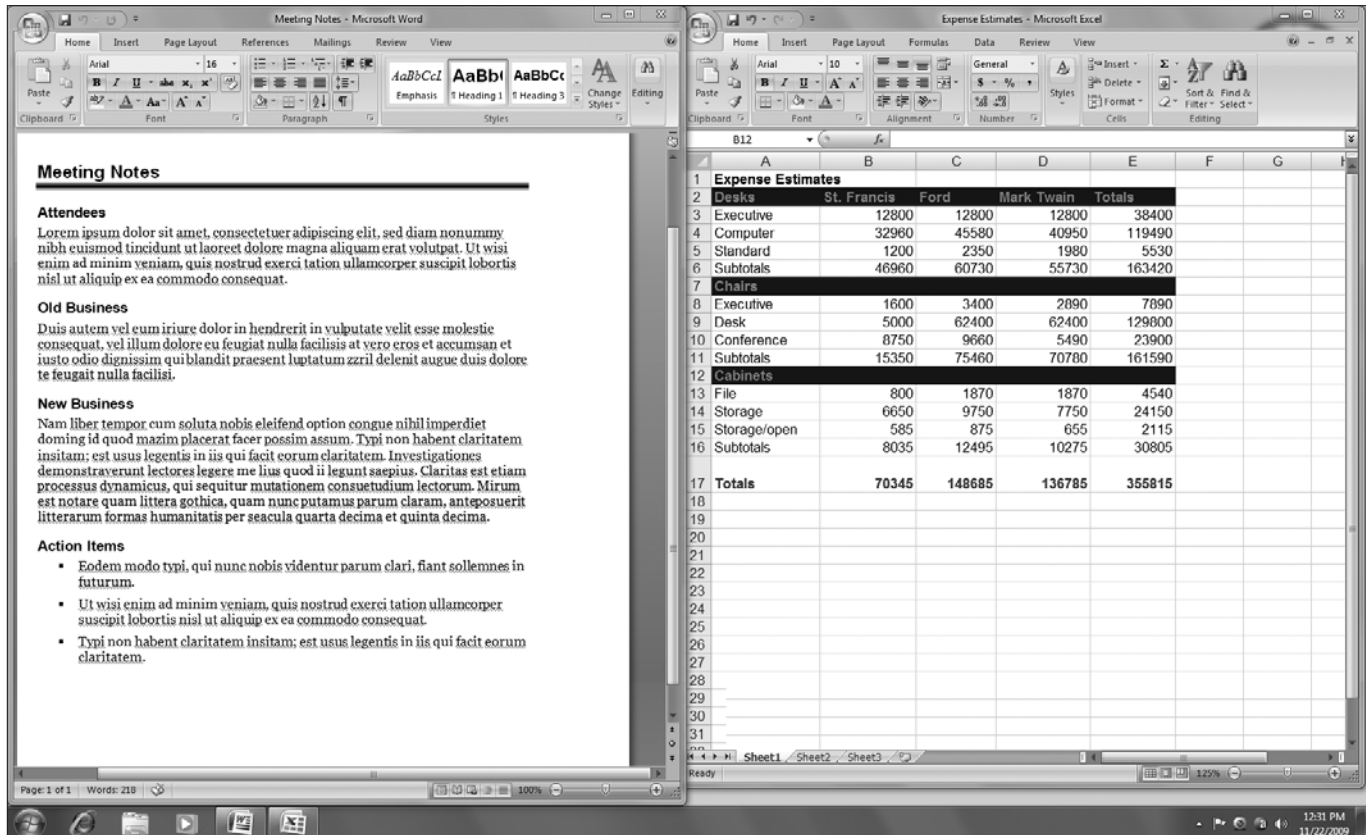


The Word 2007 window is typical of most Office 2007 Suite applications.

The bottom-right corner of a window allows you to easily change the window's height and width.

Sizing Program Windows





You can control the position and size of program windows on the Desktop. For example, you may want a program window to occupy the entire Desktop or you may want two or more program windows displayed side by side.



The Word 2007 and Excel 2007 program windows side by side

Quick-Sizing Buttons

Every program window displays quick-sizing buttons at the top right corner allowing users access to the most common window commands with a single click. The following table describes the function of each quick-sizing button.

Button	Description
 Minimize	Removes the program window from the Desktop but keeps the program running. Clicking the program button on the taskbar restores the program window.
 Maximize	Expands the program window until it covers the entire Desktop. Only the maximized program and the taskbar are visible.
 Restore	Restores a program window to the size it was set to before it was maximized. A restored window usually covers only a portion of the Desktop.
 Close	Closes a document window or exits a program.

The Switching Restore and Maximize Buttons

The Maximize and Restore buttons never appear together. Instead, when either button is clicked, the window changes and displays the other button, as shown in the following example.



Hands-On 2.4 Use the Quick-Sizing Buttons

In this exercise, you will practice using the Minimize, Maximize, Restore, and Close quick-sizing buttons.

1. Notice the Microsoft Word button near the Start button on the taskbar at the bottom of the screen.



The button appears in a lighter color because Microsoft Word is the active program. A button appears on the taskbar for each running program.

2. Look at the top-right corner of the Microsoft Word window and notice the three quick-sizing buttons.



If the window is already maximized, then the Restore button will be displayed in the center of the trio. If the last Microsoft Word user sized the window to cover just part of the Desktop, then the Maximize button will be displayed.

3. Choose the appropriate step:

- If the middle quick-sizing button is the Maximize button, then click it.
- If the middle quick-sizing button is the Restore button, then continue to step 4. (Do not click.)



At this point, the Microsoft Word window will be maximized. Only the Microsoft Word window, the taskbar, and the Start button should be visible. Since the Window is now maximized, the Restore button appears in the middle of the three quick-sizing buttons.


4. Click the Minimize  button on the Microsoft Word window.

The window vanishes, but the Word button is still visible on the taskbar.

5. Click the Microsoft Word button on the taskbar and the window reappears.

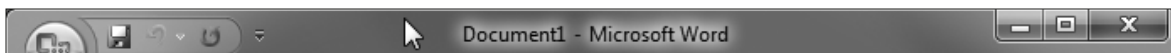


You can always restore a minimized window by clicking that program's button on the taskbar.

6. Click the Restore  button, and the window will occupy only part of the Desktop. Leave the Microsoft Word window open.

Moving Program Windows

You can move a window on the Desktop to various screen locations by dragging on its title bar. The only time you cannot move a window is when it is maximized. You can tell when a window is maximized because it will have a Restore quick-sizing button.



The title bar area of a program window

Changing the Size of a Program Window

You can adjust the size and shape of an open window by dragging the window's borders. When you point to the border or corner of a window that is restored (i.e., not maximized), a double arrow will appear. The arrows will point in the directions you can resize the window.

TIP! You cannot change the size of a maximized window.

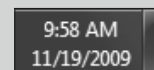
Aero Desktop Features

All editions of Windows 7 (except the Starter and Home Basic versions) include the *Aero Desktop*. Aero Desktop is a set of features and commands that give program windows translucent borders and some new window-sizing commands. Commands such as Aero Snap and Aero Shake let you perform many popular window manipulations automatically. The following table lists some of the most useful features.



QUICK REFERENCE: USING AERO DESKTOP COMMANDS

Task	Procedure
Aero Snap	<ul style="list-style-type: none"> ■ Half-screen vertical window: Drag the title bar of any window to the right or left side of the Desktop to make it fill the right or left side of the Desktop. ■ Maximize window: Drag the title bar of any window to the top of the Desktop to maximize it. ■ Restore window: Drag the title bar of a maximized window away from the top of the Desktop to restore it.
Aero Shake	<ul style="list-style-type: none"> ■ Point at the title bar of a window you wish to keep open while all other open windows minimize. ■ Hold down the mouse button and shake the mouse right/left or up/down. (All other windows minimize.)
Show the Desktop	<ul style="list-style-type: none"> ■ Click the Show Desktop button on the far right side of the Windows taskbar. (All open windows are minimized.) ■ Click the Show the Desktop button again to restore all minimized windows to the Desktop.





QUICK REFERENCE: USING AERO DESKTOP COMMANDS (CONTINUED)

Task	Procedure
Aero Peek	<ul style="list-style-type: none"> ■ Point over (don't click on) the Show Desktop button. (All open windows are temporarily blanked to reveal icons and gadgets on the Desktop.) ■ Move the mouse away from the Show Desktop button to stop blanking the open windows.
Aero Flip 3D	<ul style="list-style-type: none"> ■ Hold down the Windows logo key and then tap the Tab key. ■ Release the keys when the window you wish to view is at the top of the stack.

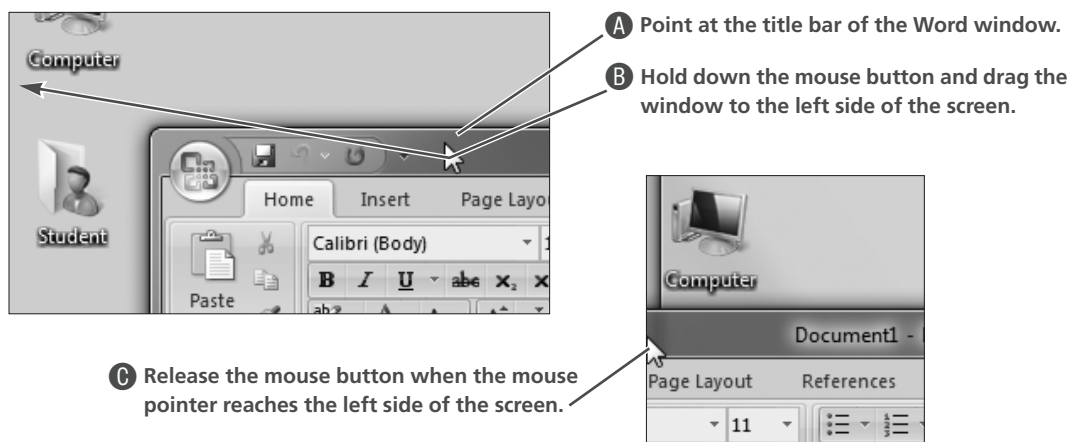


Hands-On 2.5 Move and Size a Program Window

In this exercise, you will use various commands to change the size and location of the Microsoft Word program window.

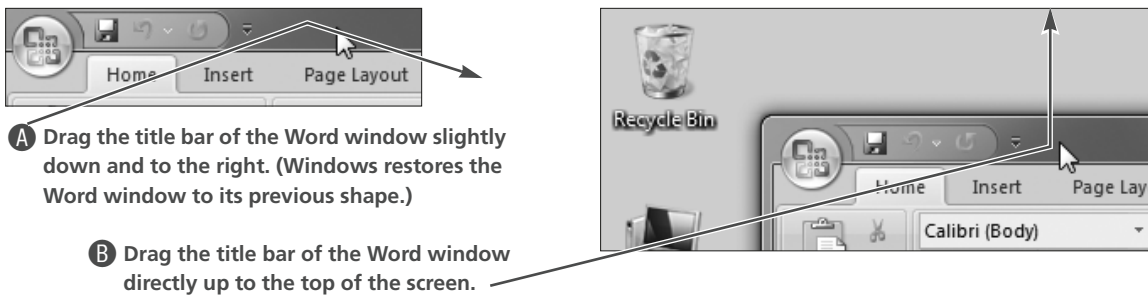
Use Aero Snap


1. Follow these steps to make the Word window fill half of the screen:



Windows makes the Word window fill the left half of the screen. With the new wide-screen monitors, this is a very handy command.

2. Follow these steps to use Aero Snap to maximize the Word window:



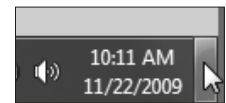
Windows maximizes the Word window, just as it would if you'd clicked the Maximize  button instead.

3. Drag the title bar of the Word window slightly down from the top of the screen.
Windows restores the Word window to its previous shape.

Use Aero Peek

4. Point over (don't click on) the Show Desktop button at the bottom-right corner of the screen, as shown at right.

Windows shows only the outline of the Word window, making the Desktop visible underneath it.



5. Move the mouse away from the Show Desktop button.
Windows makes the Word window visible again.

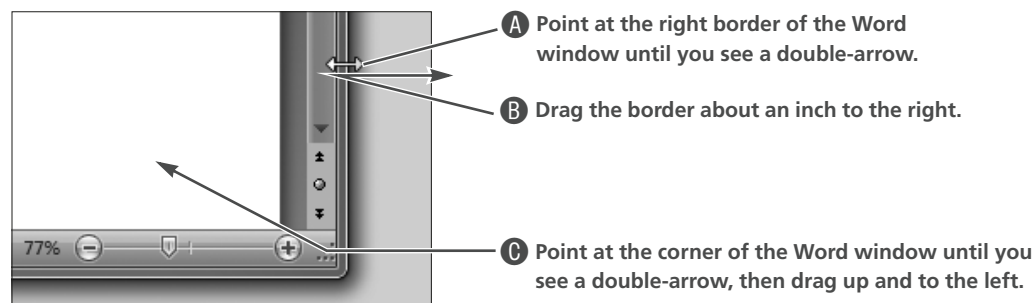
6. Click the Show Desktop button.
Windows maximizes all open program windows.

7. Click the Show Desktop button again.

Size a Program Window Manually

In addition to commands like Aero Snap, you can also change the size of a program window manually.

8. Follow these steps to change the shape of the Word window:



You can change the shape of most program windows this way.

Leave the Word window open and continue reading the next topic.

Multitasking

One of the most useful features of Windows is the ability to run multiple programs simultaneously. This is known as multitasking. For example, you can download files from the Internet, print a long document, and type a letter in a word processor all at the same time. You click program buttons on the taskbar to switch between multitasked programs.

How Many Programs Can You Multitask?



The number of programs you can run at the same time depends on how much RAM is installed on your computer. The more RAM you have, the more programs you can run efficiently at the same time. Large and complex programs require more RAM than simple programs. If you try to run more than one large program on a computer with a small amount of RAM, Windows will run much more slowly.



Hands-On 2.6 Start Microsoft Excel

In this exercise, you will run two programs simultaneously. You will launch Microsoft Excel.

Before You Begin: The Microsoft Word program window must be open.

1. Maximize  the Microsoft Word program window.
The Microsoft Word program window should fill the screen.
2. Choose Start→All Programs→Microsoft Office→Microsoft Excel 2007.
The Microsoft Excel program window appears. Since it is now the active program, it now appears over the Word window.
3. Maximize  the Excel window if it is not already maximized.
The Microsoft Excel program window should fill the screen. You will not be able to see the Word window behind it but you will see buttons for both programs at the bottom of the screen in the taskbar. Notice that the Excel button appears “pushed in” as it is the active program.

Switching Between Windows

When you run multiple programs, only one program window at a time can be active. The other program windows are inactive. Use the taskbar to switch between the programs running. As you did in a previous exercise, you also use the taskbar to restore a minimized program window.



Hands-On 2.7 Switch Between Word and Excel

In this exercise, you will practice making Word and Excel the active program.

1. Click the Microsoft Word button on the taskbar to activate the Word program.




Microsoft Word's program window fills the screen. Notice Word's taskbar button appears to be highlighted.

2. Click the Microsoft Excel button on the taskbar to activate the Excel program.

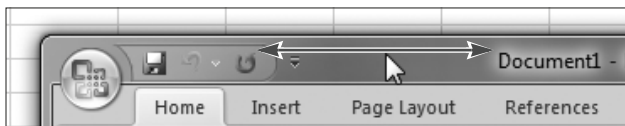


Microsoft Excel's program window fills the screen. Now Excel's taskbar button appears to be highlighted.

3. Restore  the Excel window.
Excel's window occupies just a portion of the screen and Word's window is seen in the background.
4. If the Word window is not visible, point at the title bar on the Excel window and drag the Excel window to a new position on the Desktop so that both windows are partially visible. For example, drag the title bar down and to the right.
5. Click anywhere on the Word window to activate it.
Whenever you click in a program window it becomes the active program.

Use Aero Shake and Snap

6. Point at the Word window title bar, then hold down the mouse button and shake the window right and left, as shown below.



Windows minimizes the Excel window automatically. Any other open windows would also be minimized by this command.

7. Drag the title bar of the Word window over to the left side of the screen until it snaps to fill half of the Desktop.
8. Click the Excel button on the taskbar to restore the Excel window.
9. Drag the title bar of the Excel window to the right side of the screen until it snaps to fill the other side of the Desktop.
Now it's quite easy to jump back and forth between the two programs.

Closing Program Windows

When finished working with a program, you will usually want to close the program window. This not only removes clutter from the Desktop, but also conserves RAM so you can run other programs more efficiently. Virtually all Windows programs have a File→Exit command on a menu bar that can be used to close the program window. With Office 2007's new user interface, the exit command is accessed through the large Office button to the left of the Ribbon. You can also close a program window with the Close quick-sizing button at the top-right corner of the window.

FROM THE KEYBOARD

Ctrl+W to close



The Office button offers many of the same commands formerly seen under the File menu in earlier versions of Office.



Hands-On 2.8 Close Word and Excel

In this exercise, you will close Microsoft Word using the Office menu and Excel using the Close quick sizing button.


1. Click the Office button on the Microsoft Word window.



2. Choose the Exit Word command from the bottom-right corner of the menu as shown at right. Choose No if you are prompted to save changes.

The program window closes. If you typed something in the document before issuing a Close or Exit command, Microsoft Word asks if you wish to save the changes. The Excel window is visible.



3. Close  the Excel window. Choose No if you are prompted to save changes. *The program window closes. If you typed something in the document before issuing a Close or Exit command, Microsoft Excel asks if you wish to save the changes. No programs are running and the Desktop is visible.*

Shutting Down Windows

You must shut down Windows before switching off the computer. The Shut Down command closes all running programs. It also initiates “housekeeping” chores that let Windows start properly the next time the computer is switched on. After the Shut Down command is completed, Windows will display a message indicating that it is safe to switch off power to the computer. On new computers, the power is switched off automatically.

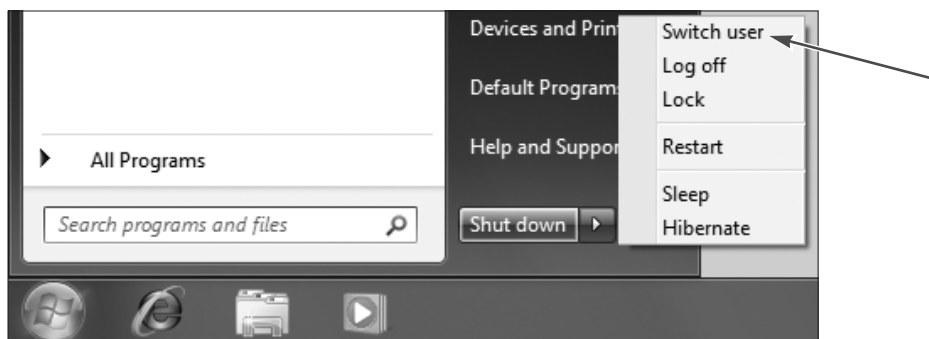
Logging Off

If you want to leave the computer on for the next user to log on, you should log off Windows rather than shut down the computer. Logging off prevents unauthorized users from accessing network resources.

Switch User

The Switch User option is an alternative to logging off. It allows more than one person to be logged on to the same computer at the same time. Windows 7 offers the Switch User option directly from the Start menu.

TIP! *The Switch User command will not be available in most networked educational facilities.*



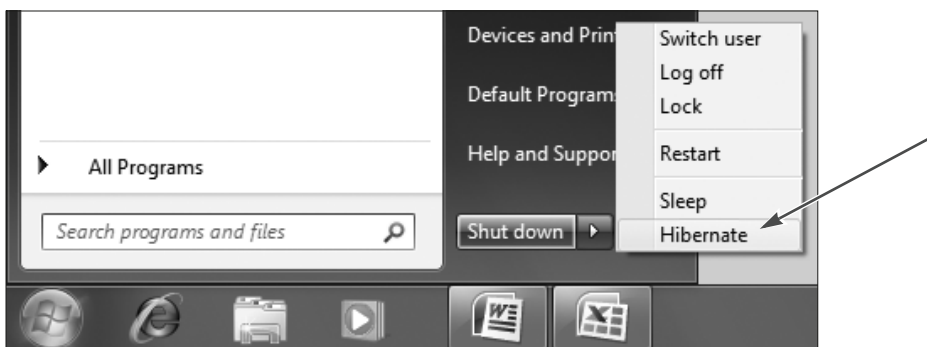
The Switch User command on Window’s Shut Down menu allows you to put your Windows session in “suspended animation” while someone else logs on.

How Switch User Works

When you use Switch User, it looks like you have logged off but in reality any programs you did not exit are still running behind the scenes. Why would you want to do that? Imagine you are multitasking by downloading a file from the Internet while writing a letter in Microsoft Word and your roommate needs to check email quickly. By choosing Start→Log Off→Switch User, you allow your roommate to log on and check email, and when s/he logs off you can log back on where your Internet download is still going and Microsoft Word is still up and running with your letter waiting for you to continue. Using Switch User rather than Log Off will use more system RAM and may cause programs to run slowly. Unless you have a real powerhouse computer you might want to use Switch User sparingly.

Hibernation

Windows 7 supports a feature called Hibernation. Normally, when you shut down the computer all program windows are closed. Hibernation allows you to suspend the computer with program windows open and ready to work again. Windows prepares the computer for hibernation by writing all of the data in RAM onto the hard drive. When you restart the computer, this data is restored to RAM and all program windows and open files appear just as they were when you sent the computer into hibernation. This makes it easy to resume your work.



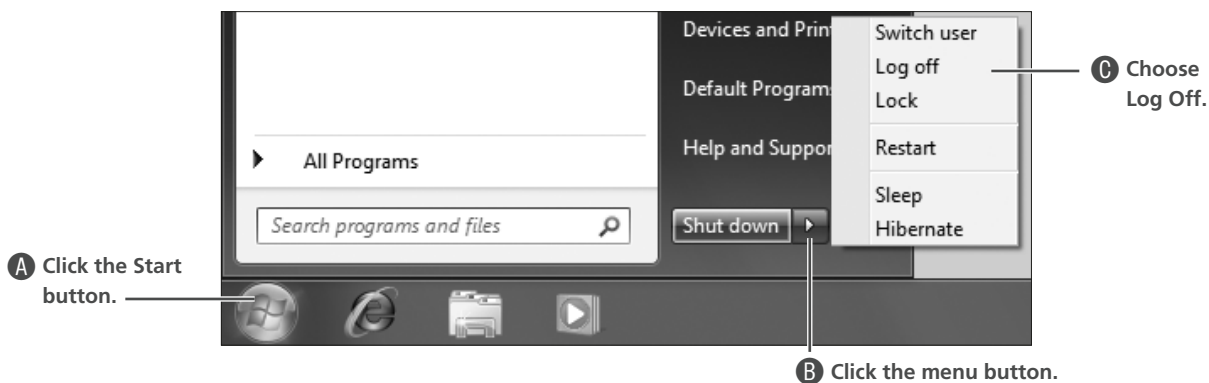
The Hibernate command on Window's Shut Down menu will not appear unless this feature has been enabled. (It won't be enabled on most computer lab systems.)



Hands-On 2.9 Log Off Windows

In this exercise, you will log off and leave the computer running for the next user.

1. Follow these steps to log off:



You should now be logged off and a sign on screen should appear.











Concepts Review

True/False Questions

- | | | |
|--|------|-------|
| 1. Windows is responsible for file, memory, and program management. | TRUE | FALSE |
| 2. Windows is a multitasking operating system. | TRUE | FALSE |
| 3. You can change the location of a maximized window. | TRUE | FALSE |
| 4. Before you can work on the computer, you usually must log on. | TRUE | FALSE |
| 5. You should always shut down Windows prior to switching off the computer system. | TRUE | FALSE |
| 6. The Windows taskbar lets you switch between program windows. | TRUE | FALSE |
| 7. You can change the size of a maximized program window by dragging on the window borders. | TRUE | FALSE |
| 8. Passwords are not case-sensitive, so Charlie23 and charlie23 mean the same thing when you are logging on. | TRUE | FALSE |
| 9. The best way to shut down windows is to hold down the power button for three seconds. | TRUE | FALSE |
| 10. You can change the location of a restored window by dragging on its title bar. | TRUE | FALSE |

Multiple Choice Questions




- Which of the following buttons restores a window?
 - 
 - 
 - 
 - 
- Which of the following buttons minimizes a window?
 - 
 - 
 - 
 - 
- Which of the following techniques is used to move a program window?
 - Maximize the window and drag the title bar
 - Restore the window and drag the title bar
 - Minimize the window and drag the title bar
 - Drag a corner-sizing handle
- Which of the following represents a case-sensitive password?
 - mypassword
 - MyPassword
 - mypassword2
 - All of the above



Skill Builders

Skill Builder 2.1 Practice Program Switching



In this exercise, you will practice shifting between two open programs on the screen.

1. Start the Word Program with Start→All Programs→Microsoft Office→Microsoft Office Word 2007.
 2. Maximize  the program window if it is not already maximized.
The program window fills the screen, except for the Windows taskbar at the bottom.
 3. Start the Excel Program. Make sure the Excel window is not maximized. (Part of the Word window should be visible behind the Excel window.)
 4. Click once on the Word window behind the Excel window.
The Word window becomes active and covers the Excel window.
 5. Click once on the Excel button on the Windows taskbar.
Now the Excel window is active, partially covering the Word window.
 6. Maximize  the Excel window.
 7. Minimize  the Excel window.
The Excel window disappears and the Word window becomes active.
- Leave the program windows open if you want to continue with Skill Builder 2.2.*

Skill Builder 2.2 Practice Sizing Program Windows

In this exercise, you will practice placing windows on the screen where you want them.

Before You Begin: The Word and Excel windows should be open. If they are not, use steps 1–3 of Skill Builder 2.1 to open them.


1. If necessary, restore  the Word program window.
Depending on how it was sized prior to being maximized, the Word window may still cover much of the screen, or only a small portion of it.
2. Drag the Word window title bar to the right side of the screen until it fills the right half of the Desktop (Aero Snap).
3. Click the Excel button on the Windows taskbar to make it active.
4. Restore  the Excel window.
5. Use Aero Snap to make the Excel window fill the left half of the Desktop.

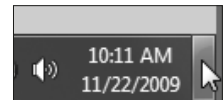
6. Drag the Word window title bar down from the top of the Desktop to restore the window to its previous shape.
7. Click the Excel button on the Windows taskbar to make it the active program.
8. Hold down the mouse button over the Excel title bar then gently shake the mouse right and left to minimize the Word window (Aero Shake).
9. Use Aero Shake again on the Excel title bar.
The Word window reappears.

Manually Shape Windows

10. Point at the left border of the Word window until you see the double-arrow, and then drag to the left to make the window wider.
11. Point at the bottom border of the Excel window until the double-arrow appears, and then drag up to make the window shorter.
12. Point at the bottom-right corner of the Excel window, and then drag up and to the left until the window is about half its previous size.

Show the Desktop

13. Point (don't click) on the Show Desktop button at the bottom right corner of the screen.
Windows makes Excel and Word transparent so you can see the Desktop.
14. Point away from the Show Desktop button.
The program windows are no longer transparent.
15. Click once on the Show Desktop button.
Windows minimizes all open windows.
16. Click again on the Show Desktop button.
Windows restores all previously open windows.
17. Close  the Word and Excel windows.






Assessments

Assessment 2.1 Configure Two Program Windows

In this exercise, you will manually arrange two program windows to appear on specific locations of the screen.

1. Start the Word Program.
 2. If Word is maximized, click the Restore button to restore the window.
 3. Make the Word window cover the left half of the Desktop.
 4. Start the Excel Program. Make sure the Excel window is not maximized.
 5. Make the Excel program window cover the right half of the Desktop.
 6. Get your instructor's initials when this task has been performed successfully. _____
 7. Close  the program windows.
-

LESSON 3

Managing Computer Files

When you begin working with a computer, you will keep track of just a few files. But as your use of the computer grows, so will the number of files you must manage. After several months, you might have over a hundred files. After a year, you might have hundreds more. In this lesson, you will learn about Windows' extremely effective tool for managing files: folders. With folders, you can group related files together. You can even create

folders inside of other folders. As you learn how to use new features such as folders, you should take advantage of the excellent online Help system featured in Windows. Online Help makes it easy to find answers to many types of questions with three ways to search for the information you need.

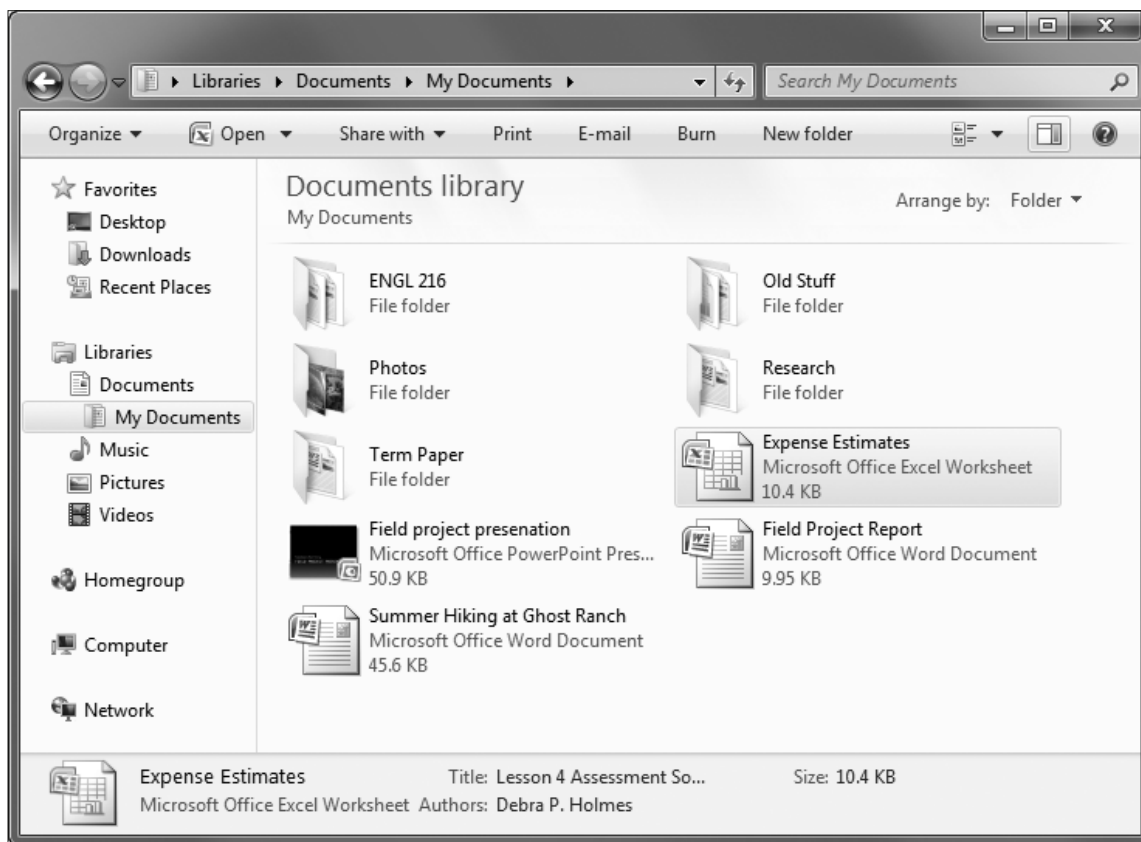
LESSON OBJECTIVES

After studying this lesson, you will be able to:

- Browse files using folder windows
- Open files from a folder window
- Copy and move files
- Create new folders
- Delete and restore files using the Recycle Bin
- Rename files and folders

Case Study: Getting Organized

Chantal is taking four courses at her community college. As she goes over the syllabi, Chantal notices that three of her courses will require her to submit term papers. She decides to prepare for some of the research she must do. Chantal creates several folders on her computer to help her organize the files she will accumulate as she performs research for each term paper. She creates a folder for each of her classes on the computer. Then she creates folders inside the class folders to further organize her files. For example, Final and Drafts folders for the word processor documents she will create. Chantal also creates a Research folder to hold the various files, web pages, and notes. She also creates a folder called Old Stuff for everything she thinks she doesn't need, but does not want to delete. She can delete the Old Stuff folder after the term project paper is completed.



Understanding Storage Media

When we think of files, we typically think in terms of content; for example, word processing files (created in programs like Microsoft Word), spreadsheet files (created in programs like Microsoft Excel), picture files (like those from a digital camera or graphics program like Adobe® Photoshop®), or program files themselves. A computer doesn't care about the content—it just sees these files as a series of 1s and 0s. And these 1s and 0s have to be stored somewhere the computer can access them.

Files may be stored on a variety of storage devices, each with its own advantages and disadvantages. These storage devices are often referred to as *secondary storage*. When the computer needs to run a program or read or write a file from secondary storage, the files are copied to RAM (or *primary storage*) where the CPU can work with them.

Hard Drive

The hard drive is the main storage area on any computer system. The hard drive is a small unit inside the computer case. Many people new to computers refer to their whole system as the hard drive, which is incorrect. The whole computer system may be referred to as the “computer” or the “system” or the “PC”—but not the “hard drive”.

Hard drives have increased in capacity over the years. Modern mid-grade computer systems normally come with a single hard drive with a capacity of 60GB or larger. Some high-end systems come with multiple hard drives. The first hard drive in your system is denoted by the drive letter C. If you've ever heard someone say “save the file to your C drive” they mean “save the file to your hard drive.”



Photo courtesy of Western Digital Corporation

Internal hard drive

USB Flash Drives

USB flash drives can be considered one of the causes for the decline of floppy disk popularity. USB flash drives, also called *thumb drives*, are about the size of a person's thumb. For their small size they can hold large amounts of data—some up to 16 GB. USB flash drives are the preferred portable storage media device today. Windows 7 can use these drives with no special configuration.

As their name implies, USB flash drives plug in to a USB port on your computer. If you are lucky, your computer will have a USB port on the front—saving you from having to climb behind your computer and navigating all the wires to find an empty USB port.



USB flash drive

External Hard Drives

External hard drives are similar to regular internal hard drives with one main difference—they live outside your computer case. Modern external hard drives will plug in to either a USB port or a Firewire port on your computer. These drives are a great way to increase overall storage capacity for your system as they are available with a tremendous amount of storage space. Some even offer more than 1,000GB (1TB).

External hard drives come in two main sizes. Some use the same 3½ inch hard drive as you would find inside a system while others use a smaller laptop hard drive. External hard drives are similar to USB flash drives in that they are portable and fast, yet they offer larger capacities. The larger capacity will cost you in size and dollars.



Photo courtesy of Western Digital Corporation

External USB hard drive

Network Drives

Network drives can be thought of as the opposite of local drives. If a local drive is a hard drive inside the case of the computer you are using, then a network drive is a hard drive inside another computer. A folder on a network drive is sometimes referred to as a *remote folder*. To gain access to a network drive you would have to be logged on as a network user on a computer that is connected to a network. A disadvantage to using a network drive to store your files is that if you pack up your computer and move across the country, you may not be connected to the network anymore and thus not have access to the network drive or your files. The advantage to using network drives is that it is easy for system administrators to keep track of everyone's files and back them up. Files on network drives can also be shared with other users.

Think about this: Your C drive is a local drive for you. It is the hard drive inside your computer case. If you were on a network and shared that hard drive, making it available to other network users, your local C drive would become another user's network drive!

Browsing Through Files

In this lesson, you will learn how to organize the growing number of files that you can accumulate as you work with a computer. Besides your own files, there are hundreds or even thousands of files on the hard drive that run Windows and the application programs you use. Learning how all these files are organized will help you save time and find your own files more easily.

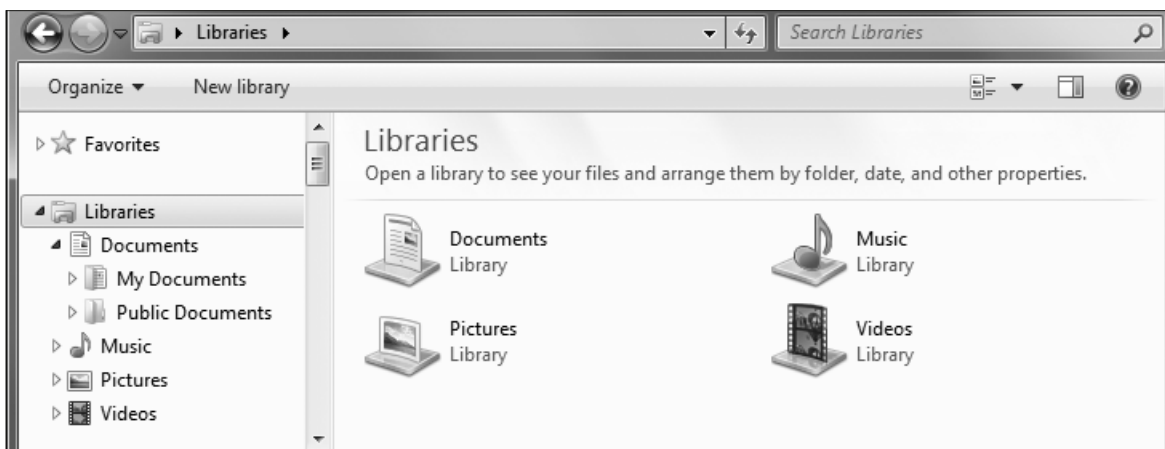
How Files Are Organized

Windows uses a flexible hierarchy that is common to most personal computers. The four levels in the hierarchy are described in the following table.

Level	Definition	Examples
Drive	This is a physical place where you store files.	<ul style="list-style-type: none"> ■ An internal hard drive ■ A USB flash drive
Library	This is a collection of folders and files on a local or network drive. Libraries can contain items from more than one drive.	<ul style="list-style-type: none"> ■ Documents ■ Music ■ Pictures ■ Public
Folder	This is an electronic location in which you store groups of related files. It is also possible to place folders inside of other folders.	<ul style="list-style-type: none"> ■ A folder to store all of the files for an application program ■ A folder to store all of the letters you type for a project
File	This is a collection of computer data that has some common purpose.	<ul style="list-style-type: none"> ■ A letter you've typed ■ A picture you've drawn

About Libraries

Windows 7 uses libraries to organize related groups of files and folders. A library can bring together folders from more than one location on your computer or on a network. Windows 7 sets up some basic libraries when it is first installed on a computer. You can also create new libraries if you wish.

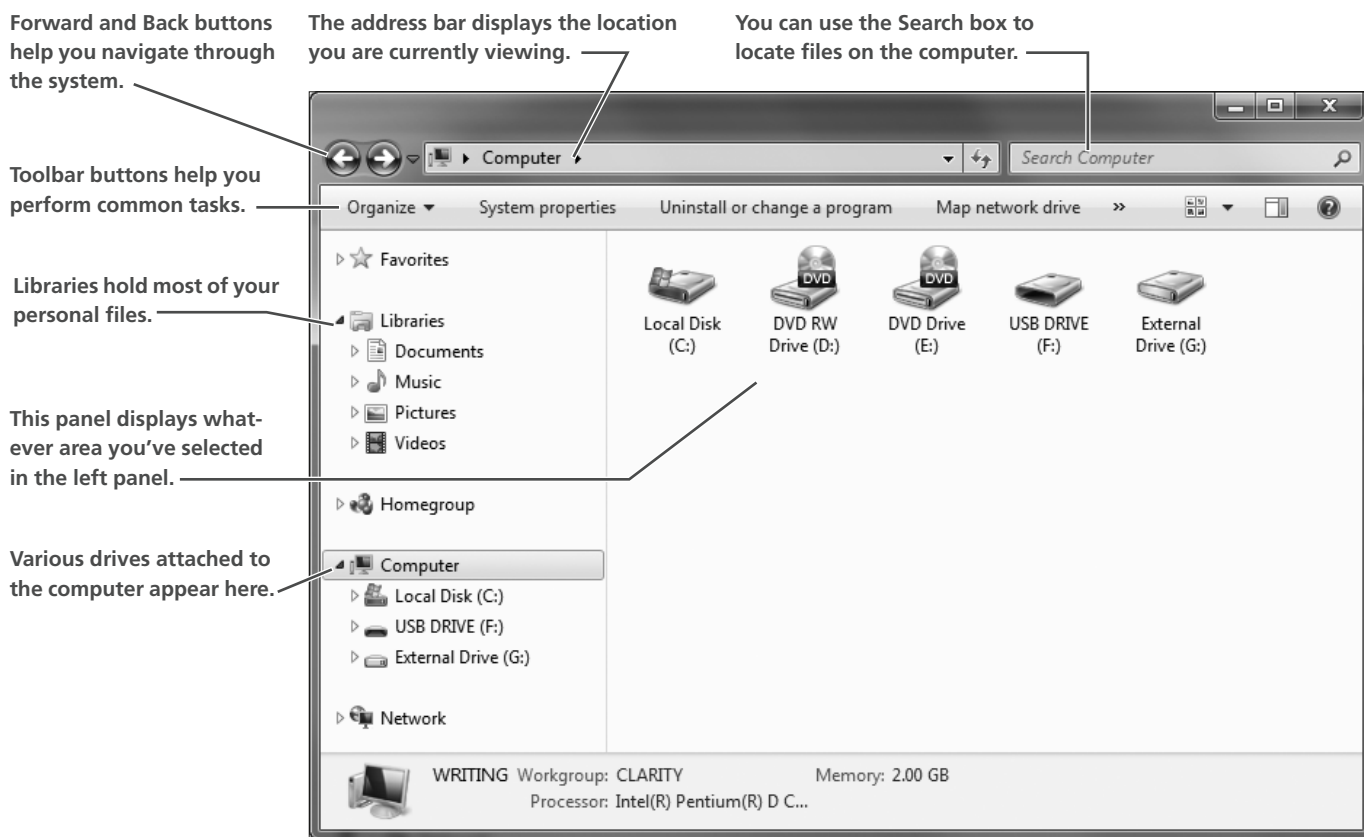


Windows 7 sets up four basic libraries for each username. Each library can contain one or more folders.

Browsing with Computer and Folder Windows

As you work with Windows programs such as Word and Excel, you will want to locate and open files you have created previously. Although you can open files from within an application program, sometimes it is more convenient to search directly through all of the files you have saved to a hard drive or USB flash drive. This is the sort of task for which the Computer window or a folder window is perfectly suited.

The following illustration displays major features of a Computer window. Take a moment to review these features before beginning Hands-On 3.1.



Storing Your Exercise Files

Throughout this book you will be referred to files in a folder that corresponds to the lesson number you are studying (for example, "the Lesson 02 folder"). You can store your exercise files on various media such as a USB flash drive, the My Documents folder, or a network drive at a school or company. Appendix A, Storing Your Exercise Files, provides detailed instructions on downloading and unzipping the exercise files to your storage location.



Hands-On 3.1 Open a Folder Window

In this exercise, you will open the Documents window and view the contents of your exercise folder.

Before You Begin: *If you have not done so already, please turn to Downloading the Student Exercise Files section of Appendix A, Storing Your Exercise Files for instructions on how to retrieve the student exercise files for this book from the Labyrinth website and unzipping the files to your file storage location for use in this and future lessons.*

1. Plug in your USB flash drive now if you use it with this book and it's not plugged in already.

Windows may display an AutoPlay window for the USB drive.

2. Close  the AutoPlay window if one appeared after step 1.

3. Click Start  → Computer.

A window opens to display the basic items on your computer system.

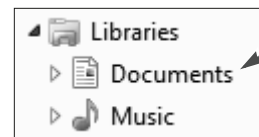
4. Make sure the Computer window is not maximized. Then, drag its title bar to the left side of the screen until it fills the left side of the screen (Aero Snap).

5. Follow the appropriate step for your file storage location:

- **USB Flash Drive:** Double-click the icon for your flash drive in the right panel of the Computer window. (The drive letter may differ from the example shown at right.)



- **Documents:** Click once on the Documents library in the left panel of the Computer window, as shown at right.



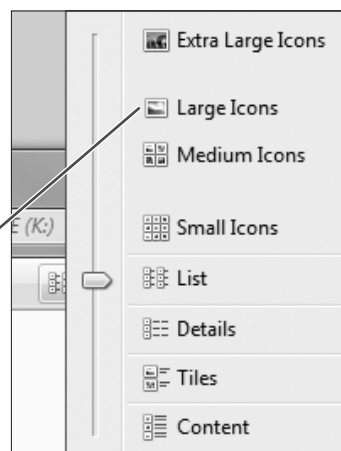
- **Any Other Location:** Ask your instructor for assistance if necessary.

6. Follow these steps to change the view:

A Click the More Options menu button.

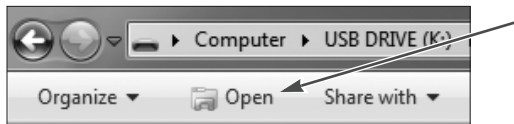


B Choose Large Icons.

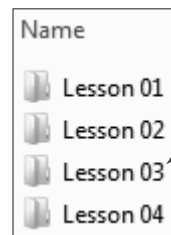


Windows changes the view. Notice that there is a folder displayed inside the folder in this larger view. As you will see in the next step, this folder actually contains about two dozen other folders.

7. Double-click the Office 2007 Essentials folder, or click once to choose the folder, and then click the Open button on the toolbar.



8. Double-click the Lesson 03 folder in the right panel of the window, or click once to choose the folder, and then click the Open button. *Windows displays the contents of the folder. Notice that the view is different from the large Icons view you chose in step 4. Notice that Lesson 03 is also listed at the end of the address bar. This tells you which folder you are presently viewing.*

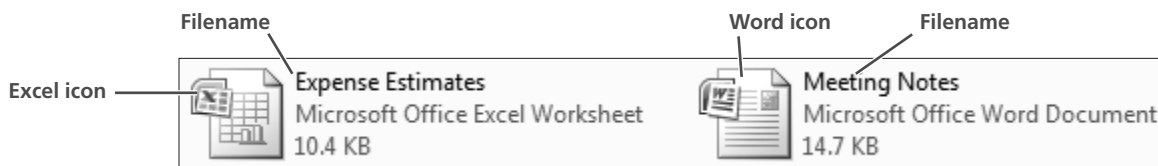


Opening Files

When you double-click on a file's icon, Windows launches the program used to create or edit that type of file and displays the file in the program window. This is a convenient way to start working with a file after you find it.

About Files

A file is a named collection of computer data. Users create files using application programs like Word and Excel. A typical hard disk drive has thousands of files stored on it. With most Windows programs, you use the Save command to save your work in a file. Users can choose various ways in which Windows displays files. In general, each file has a filename and an icon. The icon indicates what type of file you are viewing.



Files displayed with the Tile view



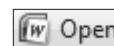
Hands-On 3.2 Open and Close a Document File

In this exercise, you will open one of the files in the Lesson 03 folder.


Before You Begin: The Lesson 03 folder window should be open.

1. Examine the various files in the Lesson 03 window.
Notice the files in the Lesson 03 folder display different icons. The icon is a visual cue as to which program will open the file.

2. Double-click the file named Meeting Notes, or click once to select the file and click the Open button on the toolbar, as shown at right.



Windows starts the Microsoft Word program and displays the file in the program window.

3. Click the Office  button at the top-left corner of the Word program window, and then choose Close from the bottom of the menu to close the file and leave Microsoft Word running. Choose No if you are prompted to save changes.

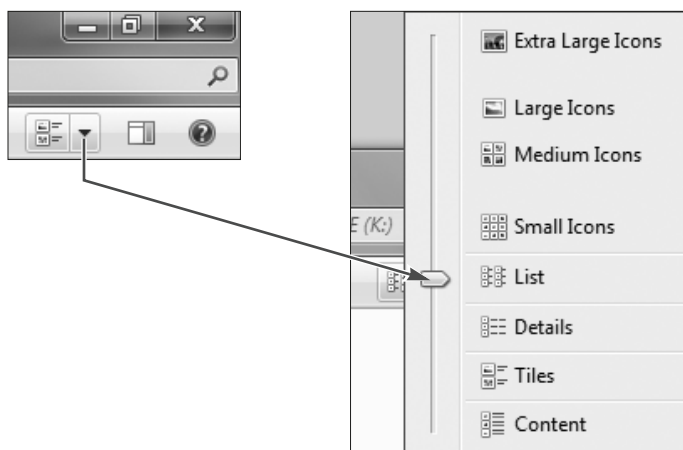
The Meeting Notes file closes, but the Microsoft Word program remains open.

4. Click the Close  button to close the Microsoft Word program window.

The Lesson 03 folder and its contents should be visible. Leave the Lesson 03 window open.

Changing the View

There are many ways to view drives, folders, and files in a Computer or Documents window. Windows typically displays a folder in a view it decides will work best. Or, it uses the most recently chosen view for that folder. You can change the view at any time and Windows will remember that view the next time you view that folder.



The More Options menu button on the folder window toolbar lets you choose a specific view in one step.



Hands-On 3.3 Try Different Views

In this exercise, you will experiment with different formats for viewing files.

1. Click the More Options button, as shown at right, and choose Small Icons from the pop-up menu.



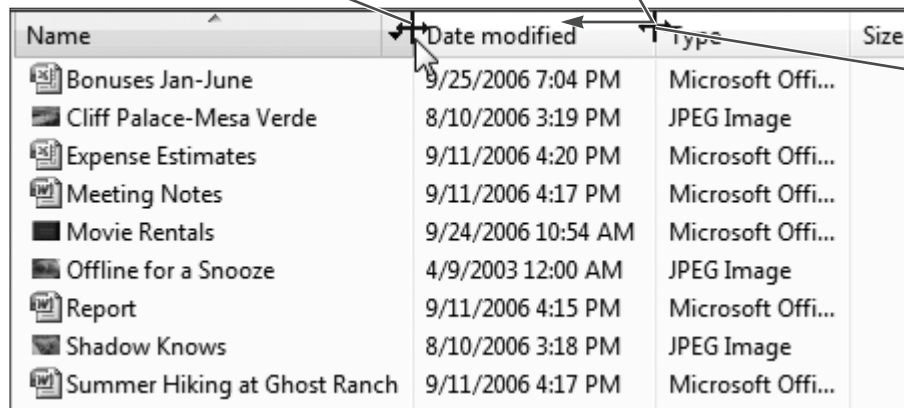
2. Click the More Options button again and choose Details.

This view gives you additional information about the files, such as the date each file was created or modified. Depending on how this view was last used, you may or may not be able to see the entire file name in the leftmost column.

3. Follow these steps to adjust the width of a column in Details view:

A Point here until you see the double headed arrow, and then double-click. Windows adjusts the column width to the length of the longest item in the column to the left of your click.

B Point here until you see the double headed arrow, hold down the left mouse button, and then drag to the left to make the Date Modified column narrower. Release the mouse button when the column displays only the date.



C Point here until you see the double headed arrow, and then double-click to make the Type column as wide as its longest item.

Leave the Lesson 03 folder window open.

Sorting Files

Folder windows may contain many files and subfolders. You can sort the files and subfolders in a variety of ways. This can be useful if you are trying to find a specific file. The files and folders can be sorted by name, size, type, and date. These four parameters are known as *sort keys*. You can also sort files in ascending order (A to Z) or descending order (Z to A). The four sort keys are described in the following table.

Sort Key	How It Sorts Files and Folders
Name	Alphabetically by filename
Size	By the size of the files
Type	By the function of the file, such as word processing document, spreadsheet, or database
Date Modified	By the date that the file was created or most recently modified



Hands-On 3.4 Sort the Files

In this exercise, you will view the files in your Lesson 03 folder in various sort orders.

1. Make sure that the Details view is displayed, and then follow these steps to sort the files in various ways:

A Click the Date Modified column header to sort the files by modification date. Note the small arrow above the words Date Modified points down to indicate the dates are in descending order. (If your arrow is pointing up, click the Date Modified column header again.)

Name	Date modified	Type
Bonuses Jan-June	9/25/2006 7:04 ...	Microsoft Office Excel Worksheet
Cliff Palace-Mesa Verde	8/10/2006 3:19 ...	JPEG Image
Expense Estimates	9/11/2006 4:20 ...	Microsoft Office Excel Worksheet
Meeting Notes	9/11/2006 4:17 ...	Microsoft Office Word Document
Movie Rentals	9/24/2006 10:5...	Microsoft Office PowerPoint Presentation
Offline for a Snooze	4/9/2003 12:00 ...	JPEG Image
Report	9/11/2006 4:15 ...	Microsoft Office Word Document
Shadow Knows	8/10/2006 3:18 ...	JPEG Image
Summer Hiking at Gho...	9/11/2006 4:17 ...	Microsoft Office Word Document

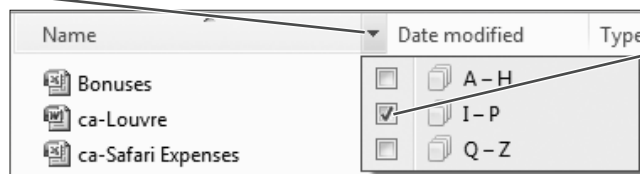
B Click the Type column header and note that the files are grouped alphabetically by type. Sorting by type makes it easy to locate all files of a specific type, like all image files or all Microsoft Word files.

C Click the Name column header and note that the files are now sorted alphabetically.

Windows 7 offers some new ways to sort files compared to older versions.

2. Follow these steps to display just a range of filenames in the folder:

A Click the menu button for the Name column.



B Click once to place a checkmark for I-P in the list.

C Click once on a clear area in the window.

Windows displays only files with names that start with I through P. Notice the checkmark displayed where the menu button used to be. This shows you that the list is being filtered.

3. Click the checkmark for the Names column, and then click once to uncheck I-P.

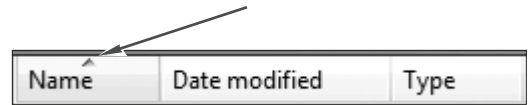
Windows displays the entire file list again.

4. Click on a clear area in the window.

The checkmark disappears.



- Experiment with clicking the Name, Date Modified, or Type column headers and their filters to re-sort the icons. When you are finished experimenting, click the Name column until the small arrow is pointing up. Make sure any filters (indicated by checkmarks next to column headings) are switched off. *The Bonuses file should be first in the list as you have sorted by the Name column in ascending order. Leave the Lesson 03 folder window open.*



Working with Folders

Folders are important tools for organizing files. You may have just a few files when you begin using a computer, but after a year or two you may have hundreds of files. What if you could only view your files in a single, long list? This would be similar to finding a book in a library that had only one long bookshelf. You could find the book eventually, but you would need to scan through many titles first.

Folder Hierarchy

Folders are organized into a hierarchy in the libraries and drives of a Windows system. Windows creates many folders when it is installed on the computer. You can create your own folders as well. The following illustration displays a common library and folder hierarchy on a Windows system.

The Libraries section displays libraries of folders and files with your stuff.

This My Documents folder contains five folders created by the user.

This blank triangle indicates that there are folders in the Music library that are not visible.

This computer has an internal (C:) drive, a USB (F:) drive, and an external (G:) drive.

The address bar displays where what you see in the right panel is located.

This panel displays the contents of any library or folder chosen in the left panel.

Creating Folders

You can create folders on a USB flash drive, library, or the hard drive whenever you need them. Folders can be created while you are viewing a drive in a Computer or Documents window. You can also create folders from the Save As dialog box of most Windows programs.




QUICK REFERENCE: CREATING A FOLDER

Task

Create a folder from a window in Windows 7

Create a folder in the Save As dialog box of an application program

Procedure

- Open a Computer or Documents window.
- Click New Folder on the toolbar.
- Type a name for the new folder, and then tap the **Enter** key.
- Choose File (or Office)→Save As from the program's menu bar.
- Click the Create New Folder  button near the top of the Save As window.
- Type a name for the new folder, and then click OK.



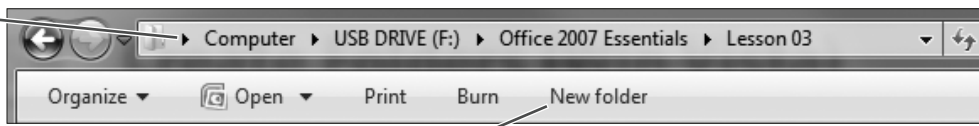
Hands-On 3.5 Create Folders

In this exercise, you will create three folders in the Lesson 03 folder. Later in this lesson you will move and copy files into these folders.

Before You Begin: The Lesson 03 folder should still be open.

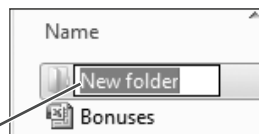
1. Follow these steps to create a new folder:

- A Notice the location displayed in the address bar. This is where you will create your new folder.

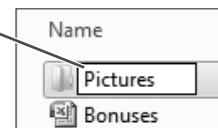


- B Click the New Folder button.

- C Notice the new folder. The name of the folder is already highlighted, ready for you to type a new folder name.

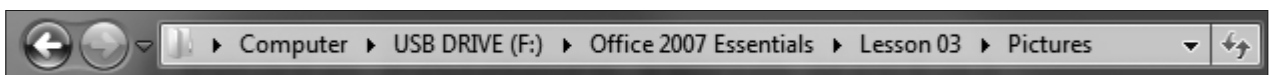


- D Type the name **Pictures** and tap the **Enter** key.



2. Double-click the Pictures folder icon to navigate to your new folder.





Notice that the name of your new folder is displayed in the address bar near the top of the folder window as shown in the following illustration. This folder is empty now, but you will place files in it later.



The Pictures folder is considered a subfolder of the Lesson 03 folder. Conversely, the Lesson 03 folder is considered the parent folder of the Pictures folder.

3. Click the Back  button to return to the Lesson 03 parent folder.

4. Click New Folder on the toolbar to create a second subfolder within Lesson 03. Name it **Spreadsheets** and tap the **Enter** key.
5. Create a third subfolder named **Word Processing**. Your Lesson 03 folder should look similar to the following illustration:

Name	Date modified	Type
 Pictures	11/20/2009 12:40 PM	File folder
 Spreadsheets	11/20/2009 12:50 PM	File folder
 Word Processing	11/20/2009 12:50 PM	File folder
 Bonuses	12/11/2006 1:00 AM	Microsoft Office E...

6. Click the More Options button on the toolbar and choose Medium Icons from the pop-up menu.
Leave the Lesson 03 folder window open.

Renaming Files and Folders

Sometimes files are created with default names like Document1 or Workbook1. It is easy to rename a file when its icon displays in a folder window. Use any of the three methods described in the following Quick Reference table to rename a file or folder in a folder window. Whichever method you use, once the folder name is highlighted you can immediately type the new name and tap the **Enter** key.



QUICK REFERENCE: RENAMING FILES AND FOLDERS

Task	Procedure
Rename a file or folder with the right-click method.	<ul style="list-style-type: none"> ■ Right-click on the file or folder icon, and then choose Rename from the pop-up menu. ■ Type the new name, and then tap the Enter key.
Rename a file or folder with a keyboard shortcut.	<ul style="list-style-type: none"> ■ Left-click once on the file or folder to select it, and then tap the F2 function key. ■ Type the new name, and then tap the Enter key.
Rename a file or folder with the click-pause method.	<ul style="list-style-type: none"> ■ Left-click once on the filename under the icon. ■ Pause about one second, and then click on the filename again. ■ Type the new name, and then tap the Enter key.

Filename Extensions

Most Windows filenames have an extension that consists of three or four letters following a period at the end of the filename. Filename extensions identify the type of file you are working with and they allow Windows to launch the correct program when you double-click a file. For example, the *Bonuses* file is a spreadsheet document, so it has a filename extension of *.xlsx*. The *.xlsx* file extension tells Windows to launch Microsoft Excel when double-clicked. Windows application programs add an extension to any filename you type when you save a

file. Most Windows systems hide the filename extension. But if your system is set to display it, you must type out the extension whenever you rename a file.



! WARNING! You should not change the extension of a filename if it is visible when you rename a file. This causes Windows to lose track of which program created the file and will make it difficult to open the file in the future.

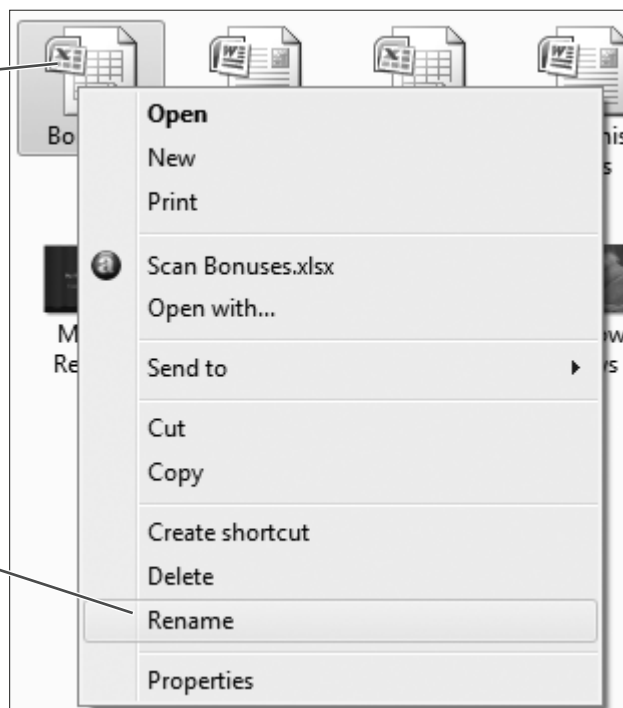
Hands-On 3.6 Rename a File

In this exercise, you will rename files and folders using several methods.

1. Follow these steps to issue the Rename command with the right-click method.

A Click with the right mouse button (right-click) on the Bonuses file icon.

B Click once with the left (not the right) mouse button on Rename in the context menu. Windows and many Windows programs support context menus that appear when you right-click.



Windows highlights the filename for renaming.


2. Examine the filename, and then follow the instructions that match the filename:
 - If the filename reads Bonuses, type **Bonuses Jan-June**, and then tap **[Enter]**.
 - If the filename reads Bonuses.xlsx, type **Bonuses Jan-June.xlsx**, and then tap **[Enter]**.

The old name is deleted and replaced by the new name.

3. Click on a clear area of the window (the white part) to deselect the Bonuses Jan-June file.

- Click once (do not right-click) on the Bonuses Jan-June filename (not the icon), pause one second, and then click again.

The file name will be highlighted and ready for editing.

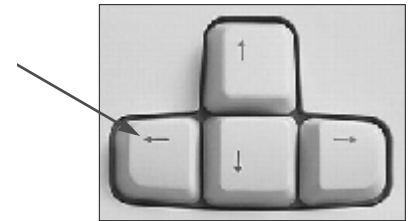
- Tap the left arrow  key until the insertion point is blinking to the left of the B in Bonuses.

The arrow keys allow you to move the insertion point without deleting any part of the filename.

- Type **Company**, tap the  and then tap  so the new filename is Company Bonuses Jan-June.

Windows automatically sorts the file alphabetically in the list.

Leave the Lesson 3 window open.



Moving and Copying Files

Windows lets you move and copy files from one drive to another and from one folder to another. There are several techniques to move and copy files. In this lesson, you will learn two methods:

- Copy and paste: Copies files into a new location
- Cut and paste: Moves files to a new location

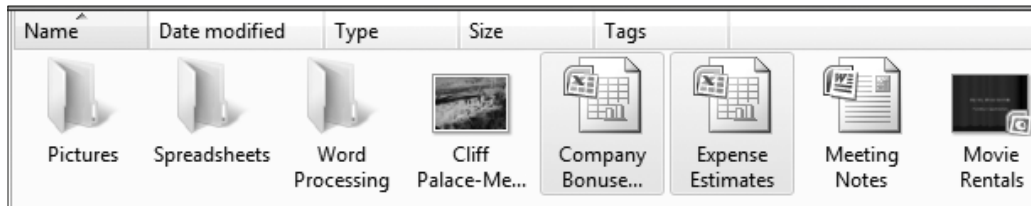


QUICK REFERENCE: MOVING AND COPYING FILES WITH CUT, COPY, AND PASTE

Task	Procedure
Copy files with Copy and Paste	<ul style="list-style-type: none"> ■ Select the files to be copied. ■ Choose Organize→Copy from the toolbar. ■ Navigate to the location in which the files are to be copied. ■ Choose Organize→Paste from the toolbar.
Move files with Cut and Paste	<ul style="list-style-type: none"> ■ Select the files to be moved. ■ Choose Organize→Cut from the toolbar. ■ Navigate to the location where the files are to be moved. ■ Choose Organize→Paste from the toolbar.

Selecting Multiple Files for Move and Copy Commands

You can move and copy a single file or dozens of files with the same command. Before you give the Cut or Copy command, select the file(s) you wish to be affected by the command. To select a single file, simply click on it. The two easiest methods of selecting multiple files are described in the following Quick Reference table. Combine these two techniques as your needs dictate.



In this example, only the Excel spreadsheet files are selected.



QUICK REFERENCE: SELECTING MULTIPLE FILES FOR COMMANDS

Task

Ctrl+click technique to select several files

Shift+click technique to select several files in a row

Deselect a selected file

Procedure


- Click the first file you wish to select.
- Press and hold the **Ctrl** key on the keyboard while you click any other files you wish to select.
- Release the **Ctrl** key when you have made all of your selections.
- Click the first file you wish to select.
- Press and hold the **Shift** key on the keyboard while you click the last file in the group that you wish to select, and then release the **Shift** key.
- Press and hold the **Ctrl** key on the keyboard while you click on the file you wish to deselect.



Hands-On 3.7 Move and Copy Files

In this exercise, you will use Cut and Paste to move single files into one of your new folders. Then you will use Copy and Paste to copy files into another folder.

Move a File with Cut and Paste


1. With the Lesson 03 folder open, click once (do not double-click) to select the Company Bonuses Jan-June file.
2. Choose Organize→Cut from the toolbar.
Notice that the icon for the file you selected is “dimmed.” This indicates that the file has been cut and will be moved when you give the Paste command.
3. Double-click to open the Spreadsheets folder.
This navigates you to the empty Spreadsheets folder.
4. Choose Organize→Paste from the toolbar.
As the file is moved, it appears in the folder window.
5. Click the Back  button on the toolbar to return to the Lesson 03 parent folder.
Notice that the Company Bonuses Jan-June file is no longer listed with the other files; it was moved to a different folder.
6. Repeat steps 1–5 to cut and paste (move) the file Expense Estimates into the Spreadsheets folder and return to viewing the Lesson 03 folder.

Copy Multiple Files

In this part of the exercise, you will use the **Ctrl** key to select more than one file for the Copy and Paste commands.

7. Click once (do not double-click) to select the Cliff Palace-Mesa Verde picture file.
8. Hold down the **Ctrl** key and keep it held down as you click once to select the other two image files:
 - Offline for a Snooze
 - Shadow Knows
9. Release the **Ctrl** key.

*The three image files are now selected for your next command. They remain selected even after you release the **Ctrl** key.*
10. Choose Organize→Copy from the toolbar.
11. Double-click to open the Pictures folder.
12. Choose Organize→Paste from the toolbar.

The files appear in the window as they are copied.
13. Click the Back  button on the toolbar to return to the Lesson 03 parent folder.

Notice the three image files are still displayed in the Lesson 3 window as they were copied rather than moved. Notice also that miniatures of the pictures appear inside the folder.

Leave the Lesson 3 window open.

Deleting Files and Folders

You can delete files and folders by selecting them and tapping the **Delete** key. When you delete a folder, any files inside that folder are deleted as well.

What Happens to Deleted Files?

Windows does not physically erase a deleted file from the hard drive. Instead, the file is placed in the Recycle Bin. The Recycle Bin holds the deleted files until you give a command to empty it, or until it runs out of the space allotted to store deleted files. If you delete files from the hard drive, you can recover them by opening the Recycle Bin, selecting the files you wish to recover, and then choosing File→Restore from the menu bar.

 **WARNING!** Files and folders deleted from removable media such as USB flash drives or a network drive are not sent to the Recycle Bin! They are permanently deleted when you issue the delete command.

 **TIP!** Even files and folders emptied from the Recycle Bin can be recovered via special software. But this is a task for an expert, not a beginner.



Hands-On 3.8 Delete Files and a Folder


In this exercise, you will delete some of the files in the Lesson 03 subfolder. Then you will delete the Lesson 03 folder itself.

Delete Files


1. With the Lesson 03 window still open, double-click to open the Pictures folder.
Windows displays the contents of the pictures folder.
2. Choose Organize→Select All from the toolbar.
Windows selects all the files in the folder automatically. Your next command will apply to this selection.
3. Tap the **Delete** key on the keyboard.
Windows will probably display a prompt window asking you to confirm the delete command. This is a safeguard to protect against accidental deletions.
4. Choose Yes to confirm the deletion if a prompt window is visible.
The files disappear from the right panel as they have been sent to the Recycle Bin or permanently deleted from your USB flash drive. The Pictures folder is now empty.



NOTE! *If you deleted the picture files from a USB flash the files were not sent to the Recycle Bin.*

5. Click the Back  button to return to the Lesson 03 folder.

Delete a Folder


6. Right-click the Pictures folder and choose Delete from the context menu. Choose Yes if Windows asks you to confirm the deletion.
The Lesson 03 folder no longer shows the Pictures folder nested inside. The Pictures folder and its contents have been moved to the Recycle Bin. (Exception: the folder is not in the Recycle Bin if the files were deleted from a USB flash or floppy drive.)
7. Close  the Lesson 03 folder window if you use a USB flash drive to store your exercise files. Leave the window open if you store your files in the My Documents or Documents folder.



NOTE! *Skip the rest of this exercise if you use a USB flash drive as your file storage location. Files deleted from USB drives are not sent to the Recycle Bin.*

View and Restore Files from the Recycle Bin

Now you will view your files from within the Recycle Bin. Any file in the Recycle Bin can be restored (undeleted) back to the location from which it was deleted.

8. Minimize  the Lesson 03 folder.
9. Double-click the Recycle Bin icon on the Desktop.
The Recycle Bin folder opens to show the contents of the Recycle Bin. Depending on the type of storage location from which you deleted the files, the three files deleted in step 2 may be visible.

10. Attempt to open the Cliff Palace-Mesa Verde file by double-clicking it.
The file does not open. Instead a properties window opens. You are not able to open files if they are in the Recycle Bin.
11. Click the Cancel button at the bottom of the properties window to close it.

Restoring Files from the Recycle Bin

Files located in the Recycle Bin are permanently deleted from your computer only when you issue an Empty Recycle Bin command, or automatically on a First In First Out basis when the Recycle Bin runs out of space to keep deleted files. Depending on your computer's configuration, the Recycle Bin will be set to use a certain percentage of your hard drive's capacity. Once that limit is reached, the oldest files in the Recycle Bin are automatically and permanently deleted to make room.



Restoring Files

Files cannot be opened if they are located in the Recycle Bin. If you decide you need a file previously deleted, and it hasn't yet been permanently deleted from the Recycle Bin, you can restore the file to its original location by right-clicking the file and choosing Restore from the context menu. You can restore files using an Exploring window or the Recycle Bin icon directly on the Desktop.



QUICK REFERENCE: DELETING AND RESTORING FILES

Task	Procedure
Delete a file or folder	<ul style="list-style-type: none"> ■ Select the file or folder in a folder window. You can select multiple files if you wish using the [Ctrl] and/or [Shift] keys. ■ Tap the [Delete] key on the keyboard, or right-click any selected file/folder, and then choose Delete from the context menu.
Restore an item from the Recycle Bin	<ul style="list-style-type: none"> ■ Double-click the Recycle Bin on the Desktop. ■ Select the files and/or folders you wish to restore. ■ Click the Restore the Selected Items from the left panel of the Recycle Bin folder window.
Empty the Recycle Bin	<ul style="list-style-type: none"> ■ Right-click the Recycle Bin icon. ■ Choose Empty Recycle Bin from the context menu. (Remember, this will permanently delete the contents of the Recycle Bin.)



Hands-On 3.9 Restore Files and Folders

In this exercise, you will restore the files and folders you deleted in the previous exercise.

Before You Begin: Skip this exercise if you use a USB flash drive as your file storage location (see Appendix A).

1. If the Recycle Bin window is not already open, double-click the Recycle Bin icon on the Desktop.
2. Use **Ctrl**+click to select three files in the Recycle Bin:
 - Cliff Palace-Mesa Verde
 - Offline for a Snooze
 - Shadow Knows

Your Recycle Bin may have more items, but we are only concerned with the files and folder deleted in the previous exercise.

3. Click the Restore the Selected Items button on the toolbar.

The files disappear from the right panel because they have been removed from the Recycle Bin and restored to their original locations.

4. Close  the Recycle Bin window.

5. Click the Libraries  button on the Windows taskbar to display the Lesson 03 folder.

Notice that the Pictures folder has reappeared. It was re-created when you restored the three picture files that were deleted while inside it.

6. Double-click to open the Pictures folder.
The three restored picture files should be visible.

7. Close  the Pictures folder window.
The Windows Desktop is now empty.



Concepts Review

True/False Questions

- | | | |
|--|------|-------|
| 1. A folder window lets you view the files and folders on the computer. | TRUE | FALSE |
| 2. Windows organizes drives, libraries, and folders in a hierarchy. | TRUE | FALSE |
| 3. You can use the Ctrl key to randomly select a group of files. | TRUE | FALSE |
| 4. Folders can have subfolders within them. | TRUE | FALSE |
| 5. You can use the Cut and Paste commands to move files. | TRUE | FALSE |
| 6. Files deleted from a USB flash drive are sent to the Recycle Bin. | TRUE | FALSE |
| 7. A quick way to open a file is to double-click on it in a folder window. | TRUE | FALSE |
| 8. You cannot rename folders. | TRUE | FALSE |
| 9. You must make a selection before you can give the cut or copy commands. | TRUE | FALSE |
| 10. Files and folders stored in the Recycle Bin remain there unless you empty the Recycle Bin. | TRUE | FALSE |

Multiple Choice Questions


- | | |
|---|--|
| <p>1. Which of the following methods would you use to view files and folders on the computer?</p> <ul style="list-style-type: none"> a. Open a Computer Window b. Open folder Window c. Both A and B d. None of the above <p>2. Windows organizes groups of related folders (which may or may not be located on the same drive) into ____.</p> <ul style="list-style-type: none"> a. drives b. files c. mega folders d. libraries | <p>3. Which of the following views displays columns with the filename, size, type, and modified date in Windows Vista?</p> <ul style="list-style-type: none"> a. Thumbnails b. Large icons c. Small icons d. Details <p>4. If one filename is already selected in a Folder window, which key can be used to select several more files by clicking just once?</p> <ul style="list-style-type: none"> a. Ctrl key b. Shift key c. Alt key d. All of the above |
|---|--|



Skill Builders

Skill Builder 3.1 Create a Folder

In this exercise, you will create a new folder in your file storage location.

1. Open a Computer window and display the location of your student files, such as a USB flash drive or the Documents library.
2. Open the Office 2007 Essentials folder, and then open the Lesson 03 folder.
3. Click the New Folder button on the toolbar.
A new folder appears. The generic folder name is already selected, ready for you to type the new name.
4. Name the new folder **Skill Builder 3.1**.
5. Double-click to open the new folder.
The newly created folder is empty.
6. Click the Back  button to return to the Lesson 03 folder.


Skill Builder 3.2 Copy and Delete Files

In this exercise, you will copy files to the new Skill Builder 3.1 folder, and then delete them.

Before You Begin: You must have completed Skill Builder 3.1. A folder window should be open to display the Lesson 03 folder on your file storage location. If this is the case, you can skip step 1.

1. If necessary, follow steps 1 and 2 of Skill Builder 3.1 to open a Folder window displaying the Lesson 03 folder.
2. View the files by Details, and then click the Type column heading to sort the list of files by type.

Copy Files to a Folder

3. Using the **[Ctrl]** or **[Shift]** key, select the three picture (JPG Image or JPEG Image) files.
The files are selected for your next command.
4. Choose Organize→Copy from the toolbar.
5. Double-click to open the Skill Builder 3.1 folder.
6. Choose Organize→Paste from the toolbar.
The three files you selected should appear in the folder.
7. Click the Back  button to return to the Lesson 03 folder.

Delete Files


8. Using the **Ctrl** or **Shift** key, select the three picture (JPG Image or JPEG Image) files again, and then tap the **Delete** key on the keyboard. Choose Yes if Windows asks you to confirm the deletion.

The three selected files disappear. If you deleted them from the Documents folder on the hard drive, these files are now in the Recycle Bin. However, if you deleted the files from a floppy or USB flash drive, they are effectively erased. (You would have to run special software to try to recover these files.)


Skill Builder 3.3 Move Files

In this exercise, you will move files from the new Skill Builder 3.1 folder back into the Lesson 03 folder.

Before You Begin: You must have completed Skill Builder 3.2. A folder window should be open to display the Lesson 03 folder on your file storage location. If this is the case, you can skip step 1.

1. If necessary, follow steps 1 and 2 of Skill Builder 3.1 to open a Folder window displaying the Lesson 03 folder.
2. Double-click to open the Skill Builder 3.1 folder.
The folder displays the three files you copied in Skill Builder 3.2.
3. Using the **Ctrl** or **Shift** key, select the three picture files.
4. Choose Organize→Cut from the toolbar.
The three files you selected appear dimmed, indicating that they have been cut for moving. They will stay in this folder until you give the Paste command.
5. Click the Back  button to return to the Lesson 03 folder.
6. Choose Organize→Paste from the toolbar.
The three moved files should appear in the folder.
7. Double-click to open the Skill Builder 3.1 folder.
The folder is empty again since you have moved the files.


Delete a Folder

8. Click the Back  button to return to the Lesson 03 folder.
 9. Select the Skill Builder 3.1 folder, and then tap the **Delete** key on the keyboard. Choose Yes if Windows asks you to confirm the deletion.
Deleting a folder is just like deleting a file. If there had been any files within the folder, those would have been deleted as well.
-

Skill Builder 3.4 Create Multiple Folders

In this exercise, you will create four new folders in your file storage location. Three of these folders will be inside the first new folder.

Before You Begin: A folder window should be open to display the Lesson 03 folder in your file storage location. If this is the case, you can skip step 1.

1. If necessary, follow steps 1 and 2 of Skill Builder 3.1 to open a Folder window displaying the Lesson 03 folder.
 2. Click the New Folder button on the toolbar.
A new folder appears. The generic folder name is already selected, ready for you to type the new name.
 3. Name the new folder **Skill Builder 3.4**.
 4. Double-click to open the new folder.
The newly created folder is empty.
 5. Give the new folder command again. Name the new folder **Document Files**.
This new folder is created inside the Skill Builder 3.4 folder. Whenever you create a new folder, Windows creates it inside the folder you are currently viewing.
 6. Give the new folder command again. Name the new folder **Spreadsheet Files**.
 7. Create one more new folder named **Backup**.
 8. Right-click (do not left-click) the Backup Folder name, and then choose Rename from the context menu.
Windows highlights the current name, ready for you to type a new name or edit the existing name.
 9. Rename the folder **Backup [Year]**. For example *Backup 2010*.
You can rename a folder just as you would a file.
 10. Click the Back  button to return to the Lesson 03 folder.
-



Assessments

Assessment 3.1 Create a Folder

In this exercise, you will create a new folder in your file storage location.

1. Open a Computer window, and then display the drive where your student files are located.
 2. Open the Office 2007 Essentials folder, and then open the Lesson 03 folder.
 3. Create a new folder named **Assessment 3.1**.
-

Assessment 3.2 Copy Files to a Folder

In this exercise, you will copy word processor document files into a folder.

Before You Begin: A folder window should be open to display the Lesson 03 folder in your file storage location. If this is the case, you can skip step 1.

1. If necessary, open a Computer window, then open the Office 2007 Essentials folder, and then open the Lesson 03 folder.
 2. Select the Word files in the Lesson 03 folder and copy them into the Assessment 3.1 folder created in Assessment 3.1.
 3. Return to viewing the Lesson 03 folder.
-

Assessment 3.3 Move Files to a Folder

In this exercise, you will move spreadsheet files into a folder.

Before You Begin: A folder window should be open to display the Lesson 03 folder in your file storage location. If this is the case, you can skip step 1.

1. If necessary, open a Computer window, then open the Office 2007 Essentials folder, and then open the Lesson 03 folder.
2. Open the Spreadsheets folder, then select the Excel files in the folder, and then move them into the Assessment 3.1 folder created in Assessment 3.1.



TIP! *You will need to use the Back button to return to the Lesson 03 folder in order to complete the command to move the files.*

3. Return to viewing the Lesson 03 folder.
-

Assessment 3.4 Create Multiple Folders

In this exercise, you will create a new folder in your file storage location.

Before You Begin: A folder window should be open to display the Lesson 03 folder in your file storage location. If this is the case, you can skip step 1.

1. If necessary, open a Computer window, then open the Office 2007 Essentials folder, and then open the Lesson 03 folder.
 2. Create a new folder named **Assessment 3.4**.
 3. Create three new folders *inside* the Assessment 3.4 folder with the following names:
 - **Project Files**
 - **Backup Files**
 - **Recent Photos**
-

ITEM: 1-59136-297-0
ISBN-13: 978-1-59136-297-5



9 781591 362975