

Welcome to
The World of Computers,
3rd Edition



Lesson 4: Working with Files

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Lesson Objectives

- After studying this lesson, you will be able to:
 - ▲ Describe the Windows Control Panel
 - ▲ Browse libraries, folders, and files on the computer
 - ▲ Create new folders
 - ▲ Move and copy files to new locations
 - ▲ Delete and undelete (restore) files

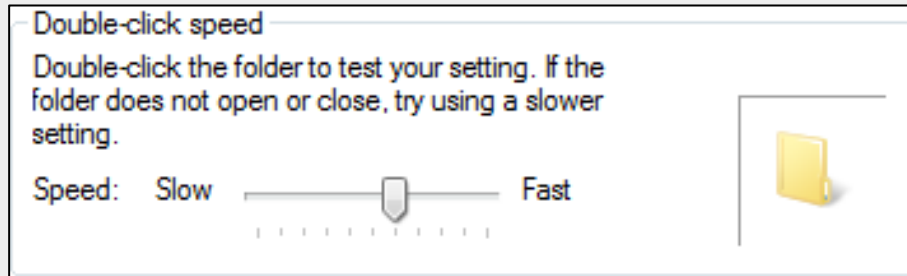
The Windows Control Panel

- Controls a variety of computer functions



Control Panel Example

■ Setting mouse properties: Double-click speed



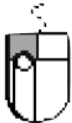

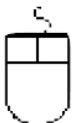


You can change the speed at which you double-click



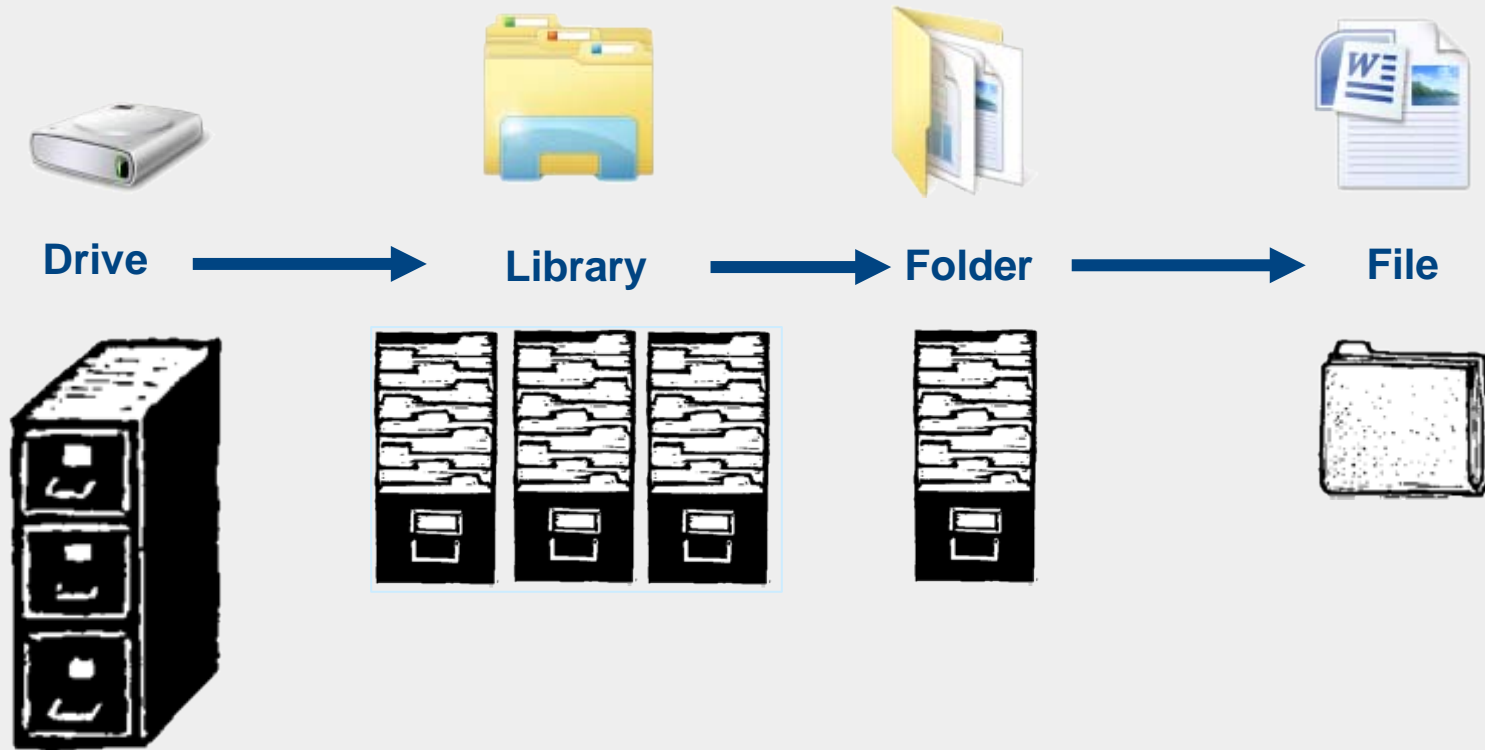
To double-click, tap and release the mouse button twice in quick succession

Reviewing Mouse Motions

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 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.

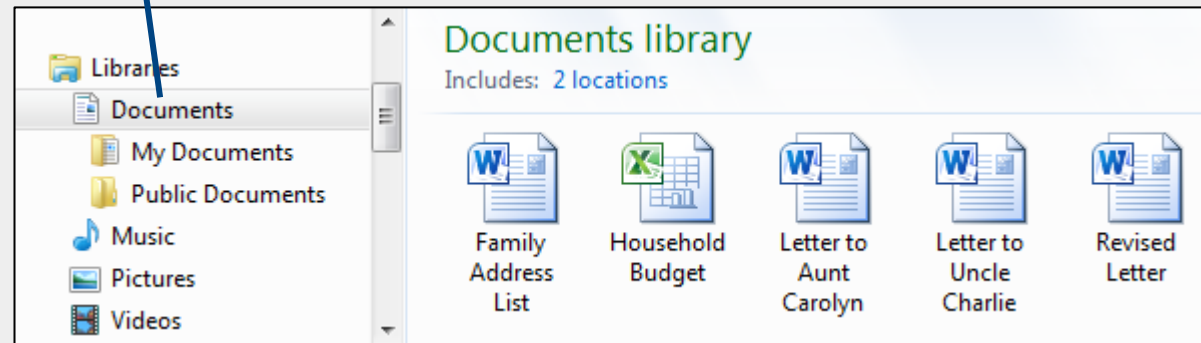
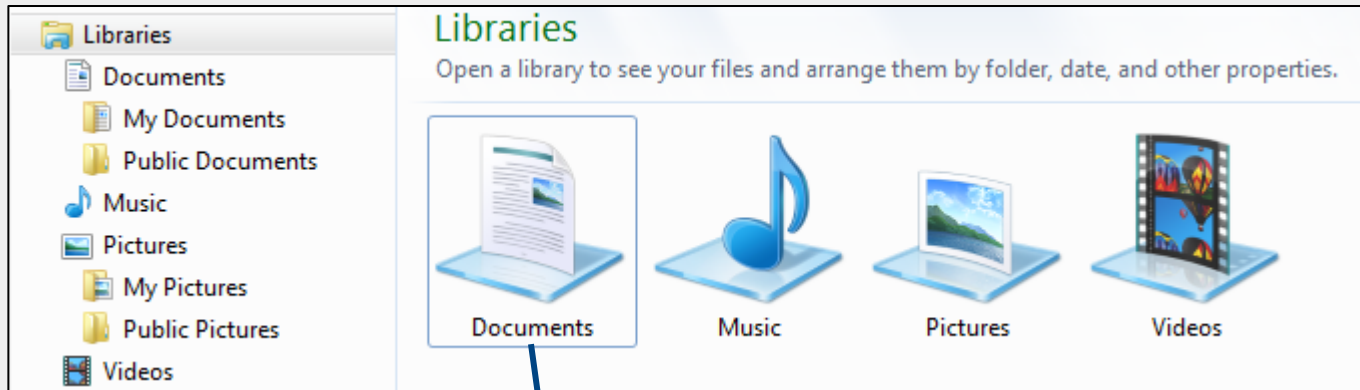
Windows 7 File Organization

■ Four levels of organization



The Documents Library

- Best place to store your files and new folders

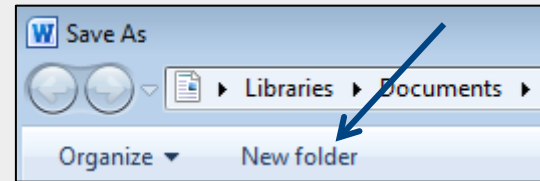


Using Folders



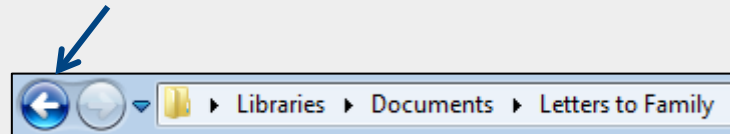
■ Creating folders

- ▲ Naming folders uses same rules as for naming files



■ The Back button

- ▲ Works like a web browser Back button
- ▲ Takes you back to the previously viewed folder/library



Moving and Copying Files

- Move/Copy files to and from folders
 - ▲ Cut
 - ▲ Copy
 - ▲ Paste
- Moving and copying multiple files
- The Undo command
 - ▲ Reverse your last action



The rules for copying, etc. files are the same as the rules for copying, etc. text within files!

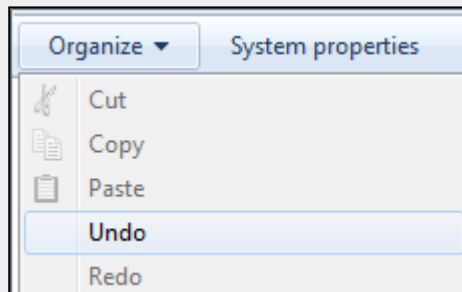


Moving and Copying Files

- Moving and copying multiple files
 - ▲ Select while holding down [Ctrl] and [Shift] keys



- The Undo command
 - ▲ Reverse your last action



Deleting and Restoring Files

■ The Windows Recycle Bin



- ▲ Remove a file

- ▲ Not permanently deleted, can be retrieved

■ Restoring deleted files

- ▲ Retrieve any file until you empty the Recycle Bin

■ Emptying the Recycle Bin

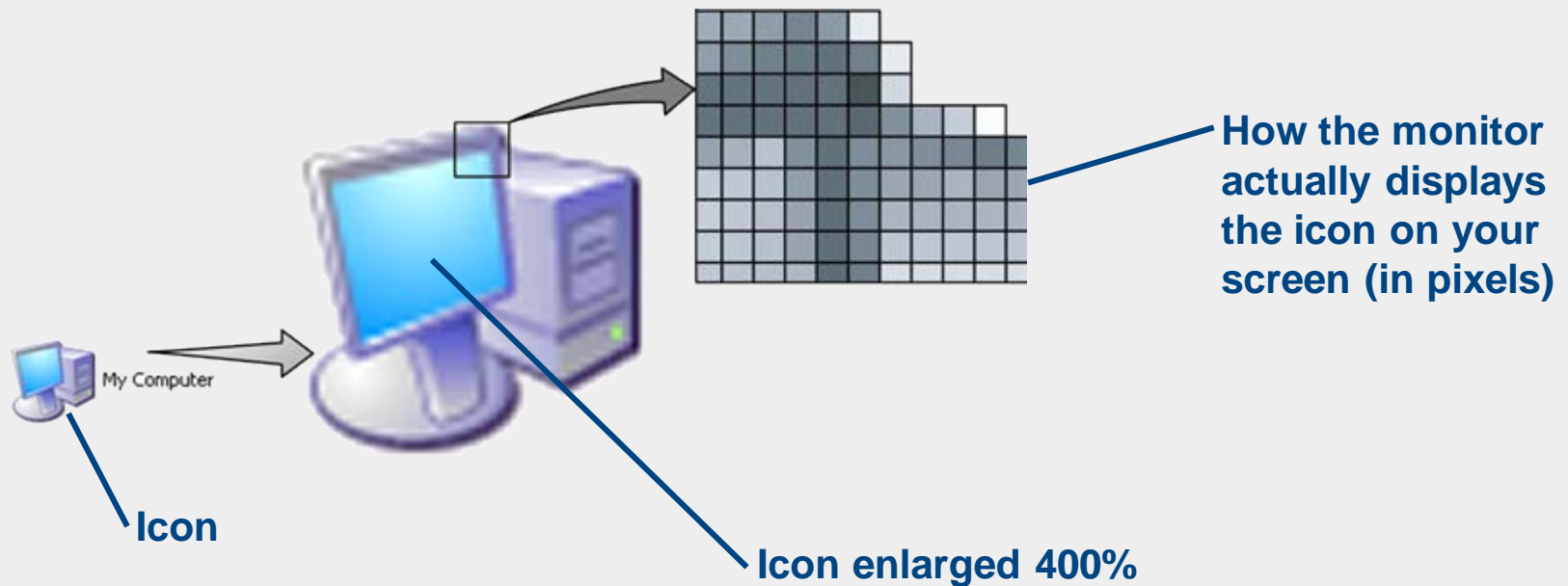
- ▲ Permanently remove files from the computer



Once you empty the Recycle Bin, you need professional help to retrieve emptied files



Behind the Screen: Computer Video

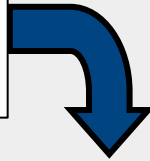
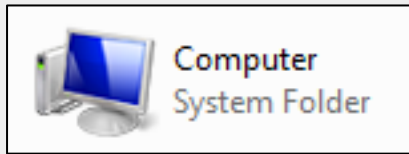


Pixels are the small dots that make up the images on your screen



Resolution refers to the number of pixels displayed horizontally and vertically: 1280 X 1024

Behind the Screen: Drive Letter ABCs

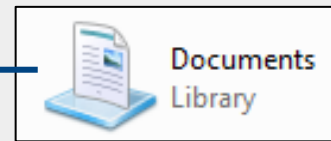


Hard Disk Drives (2)

- Local Disk (C:) 17.6 GB free of 32.4 GB
- Local Disk (D:) 6.95 GB free of 9.98 GB

Devices with Removable Storage (2)

- CD Drive (E:)
- FLASH DRIVE (F:) 1.90 GB free of 1.90 GB



The Documents library is located on the C drive

This USB flash drive received the next available drive letter

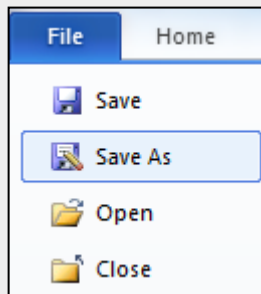


Software Standards and Ease of Use

■ Standards

- ▲ Conventions that work in much the same way regardless of the program

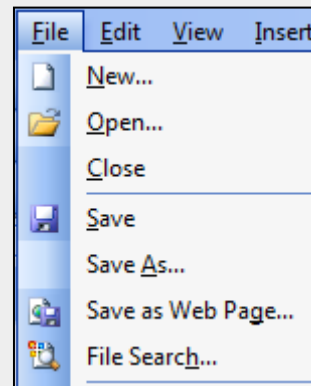
- ◆ Example: Saving Your Work



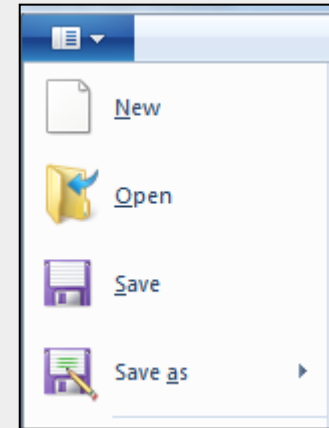
Word 2010



Word 2007



Word 2003



WordPad

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