

BOOST YOUR SKILLS IN **COMPUTER BASICS AND WINDOWS 11**

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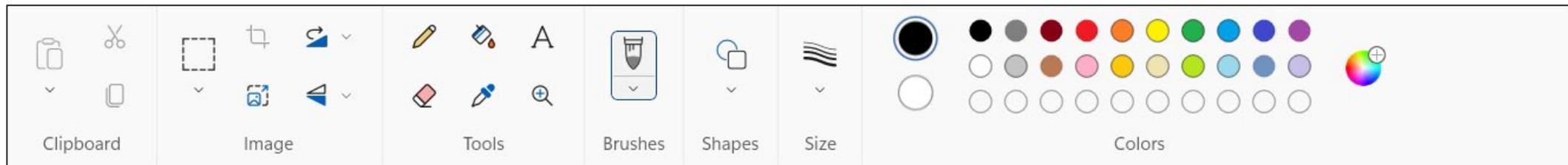
Working with Apps

Learning Objectives

- Use common features found in drop-down menus, on toolbars and Ribbons, and on scroll bars
- Use the mouse effectively as the appearance and function of the mouse pointer changes
- Type and edit text in an app
- Cut or copy text and then paste it into another location
- Save files or copies of files on OneDrive

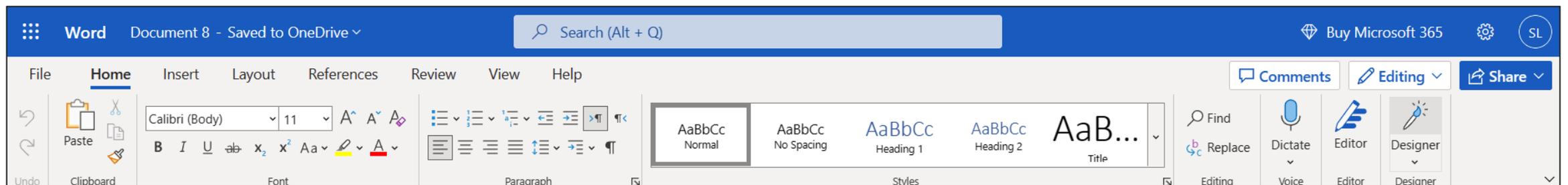
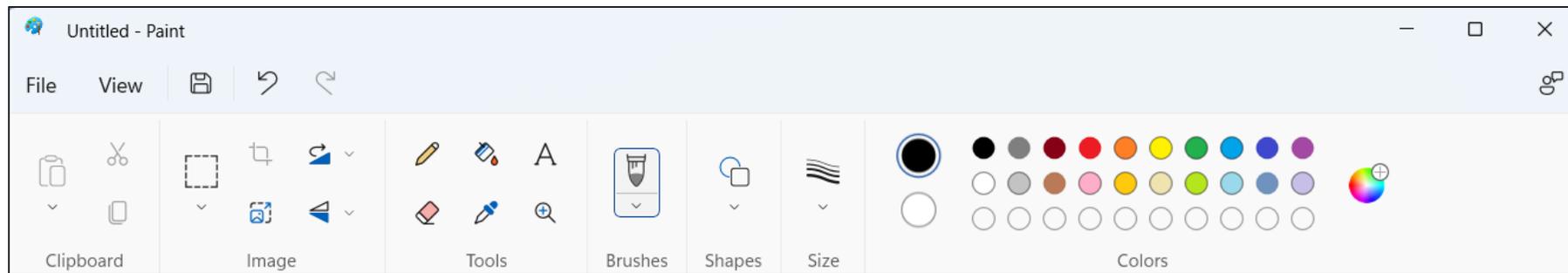
App Commands

- Commands have *traditionally* been accessed from a series of drop-down menus on a menu bar or command buttons on a toolbar.
- The Ribbon system features tabs that open to display organized commands.



Commands in Programs with Ribbons

- Many Ribbons in Microsoft programs have some features and tools in common, but many tools are program specific.



Saving Your Work

- The computer does not save your work unless you command it to do so.
- You must save your work on a permanent storage device, such as a hard drive, a USB flash drive, or online, to keep it from being erased.



Saving Your Work (cont.)

- Windows 11 needs to know two things the first time you save your work:
 - What do you want to call it?
 - Where do you want to store it?
- Files and Folders
 - **File:** A collection of data stored with a name
 - **Folder:** An electronic location in which you store related groups of files

Choosing a Storage Location

- Most Windows 11 programs direct you to a predetermined location (folder) on the internal hard drive.
- You can choose a different location:
 - A different folder
 - A different drive, such as a USB flash drive or OneDrive

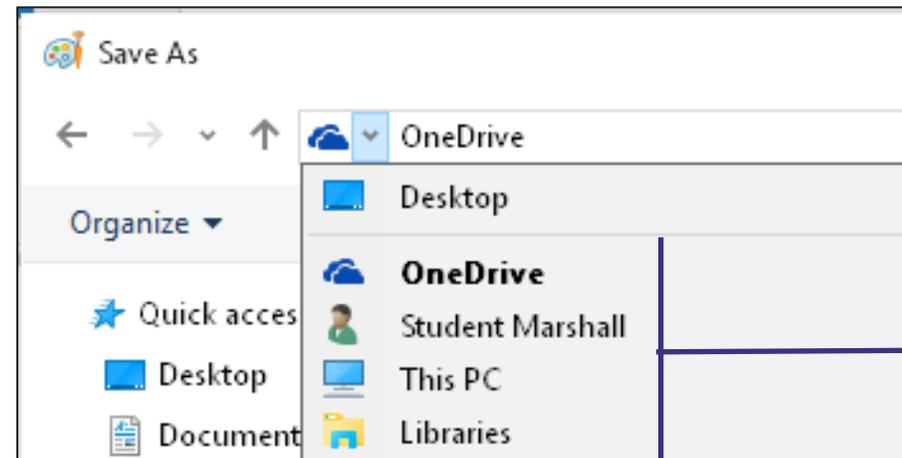
Filenames

- The first time you store data, it must be given a filename.
- The filename must follow Window's naming conventions (rules):

Convention	Description
Filename length	Up to 255 characters
Allowed characters	All alphanumeric characters except those that are reserved
Reserved characters	\ ? * < " : > /
Reserved words	AUX, CON, PRN, NUL, COM1 (2-9), LPT1 (2-9)

Save Versus Save As

- Use Save As to save an existing file with a different name.
 - Doing this leaves the original file intact.
- Use Save As to save an existing file to another location.
 - The filename can be the same or different.



You can choose a different location.

The Work Area

Mouse Pointers

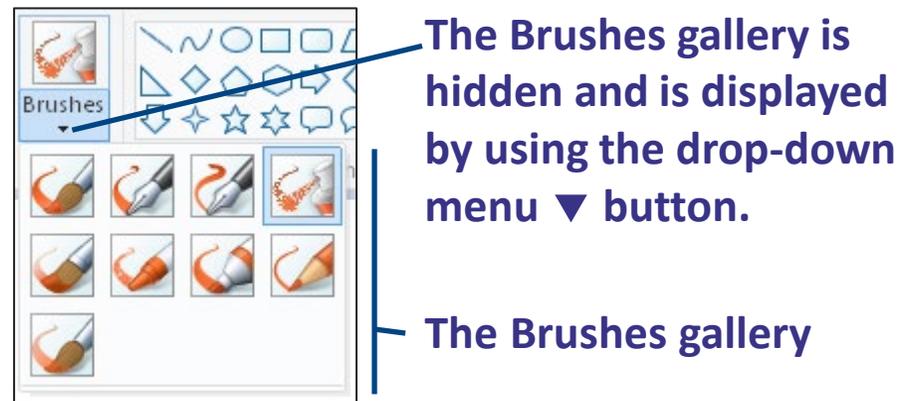
- The *appearance* of the mouse pointer changes when the *function* of the mouse pointer changes:

 Normal	 Move
 Text selection	 Vertical resize
 Precision selection	 Horizontal resize
 System busy	

Tool Galleries

A gallery is a collection of tools or options.

- Tools in a gallery may be shown in full or partial view or also may be hidden from view.



TIP! *New users will find it easier to use the Ribbon if the window is maximized. Some tool groups and galleries compress to become only buttons as a window is made smaller.*

Features of the Word Online App

- **Drop-down lists:** These are accessed by clicking a button containing a downward-pointing arrow.
- **ScreenTips:** These appear when the mouse pointer rests over a tool or drop-down list; they help the user determine the name and function of the tool.
- **Simplified Ribbon Mode:** You can switch from Ribbons to traditional toolbars.
- **Cursor** (insertion point): This is the location where text appears when typing.

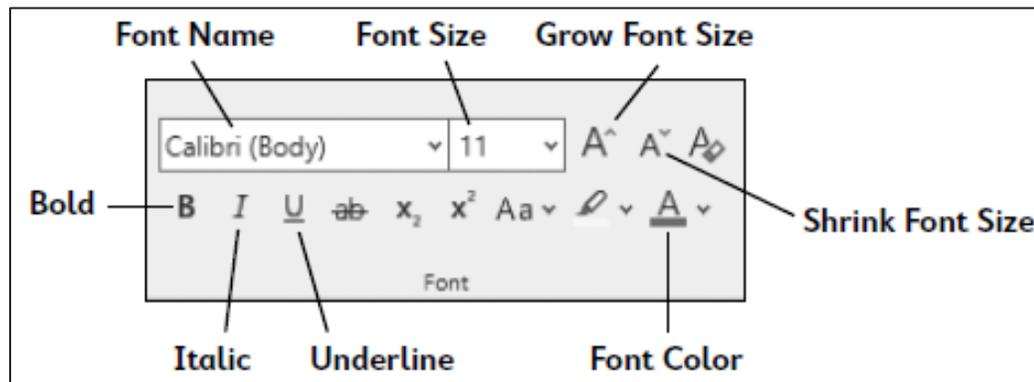
Editing Text

Text must be *selected* before it can be edited (changed).

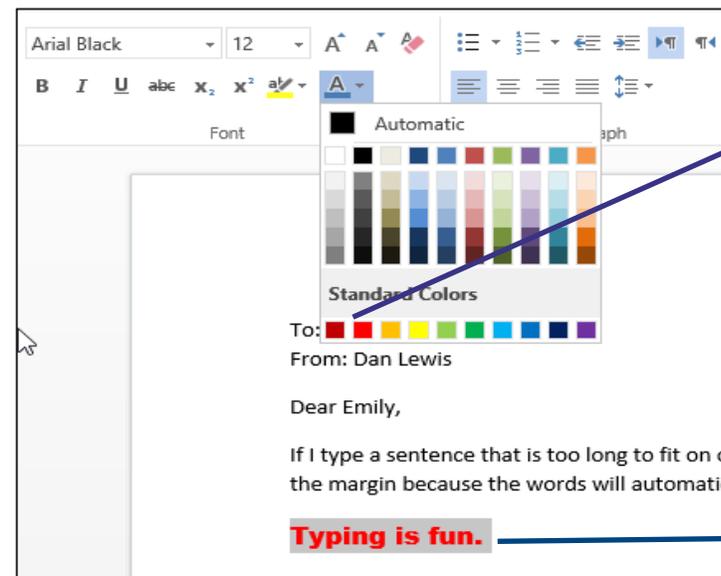
Selection Procedure	Result
Drag with mouse	Selects a letter, word, sentence, or paragraph
Double-click	Selects a word
Triple-click	Selects an entire document

Formatting Text

Formatting includes choosing the font family and font size, growing and shrinking the font, and choosing the style (bold, italic, underline) and text color.



Tools (commands) in the Font group



When red is chosen, the selected text changes color.

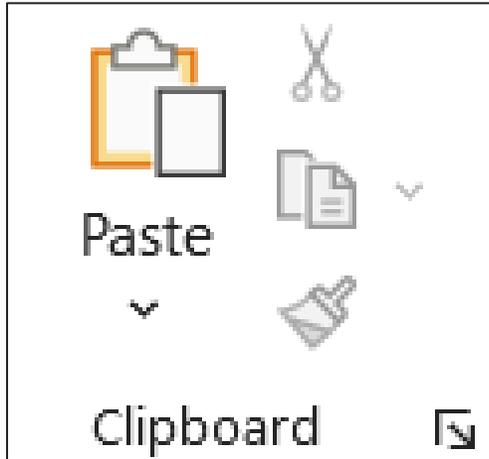
Cut, Copy, and Paste

- **Cut** deletes the selected object and places a copy of it on the Clipboard.
- **Copy** places a copy of selected object on the Clipboard without deleting it
- **Paste** inserts a copy of the last object cut/copied at the cursor location.

***TIP!** Use Cut and Paste together to move text and other objects from one place to another (same or different program).*

***TIP!** Use Copy and Paste together to copy text and other objects from one place to another (same or different program).*

Cut, Copy, and Paste (cont.)



The Cut, Copy, and Paste commands are found in the Clipboard group on the Home tab.

TIP! Move selected text by dragging and dropping the selected text in a new location. Copy selected text by dragging and dropping the selected text in a new location while holding down the [Ctrl] key.