COMPUTER &
LIBRARY TRAINING

Computers for Beginners 5: Use Windows

tpl toronto public library

JAN 2020 DC

Learning Outcomes:

In this class you will:

- Become familiar with the Windows 7 operating system
- Improve mouse & keyboard skills while you practice using common Windows 7 features:
- File Explorer
- Desktop
- Taskbar
- Applications
- Windows
- Work on challenges to apply your new skills
- Review additional resources to help you learn more

Quick Quiz:

Draw a line to match the correct symbol with its function.

When using Windows if I want to:

Close - closes the program's or file's window completely	
Maximize - opens the window up full screen	
Minimize - hides the window from view (it is still accessible from your task bar)	
Restore - restores the window to a previously specified size	

Quiz answers:

Close - closes the program's or file's window completely	
Maximize - opens the window up full screen	
Minimize - hides the window from view (it is still accessible from your task bar)	
Restore - restores the window to a previously specified size	

Windows 7 – Operating System

Today we will be looking at the Windows operating system. We'll look at the main elements of the operating system, how to find and open software, and how files are made and organized.

Let's start with a short video from GCF Learn:

Computer Basics: Understanding operating systems (2:13)

https://www.youtube.com/watch?v=pTdSs8kQqSA&list=PL4316FC411AD077AA&index=7

or

https://edu.gcfglobal.org/en/computerbasics/understanding-operating-systems/1/

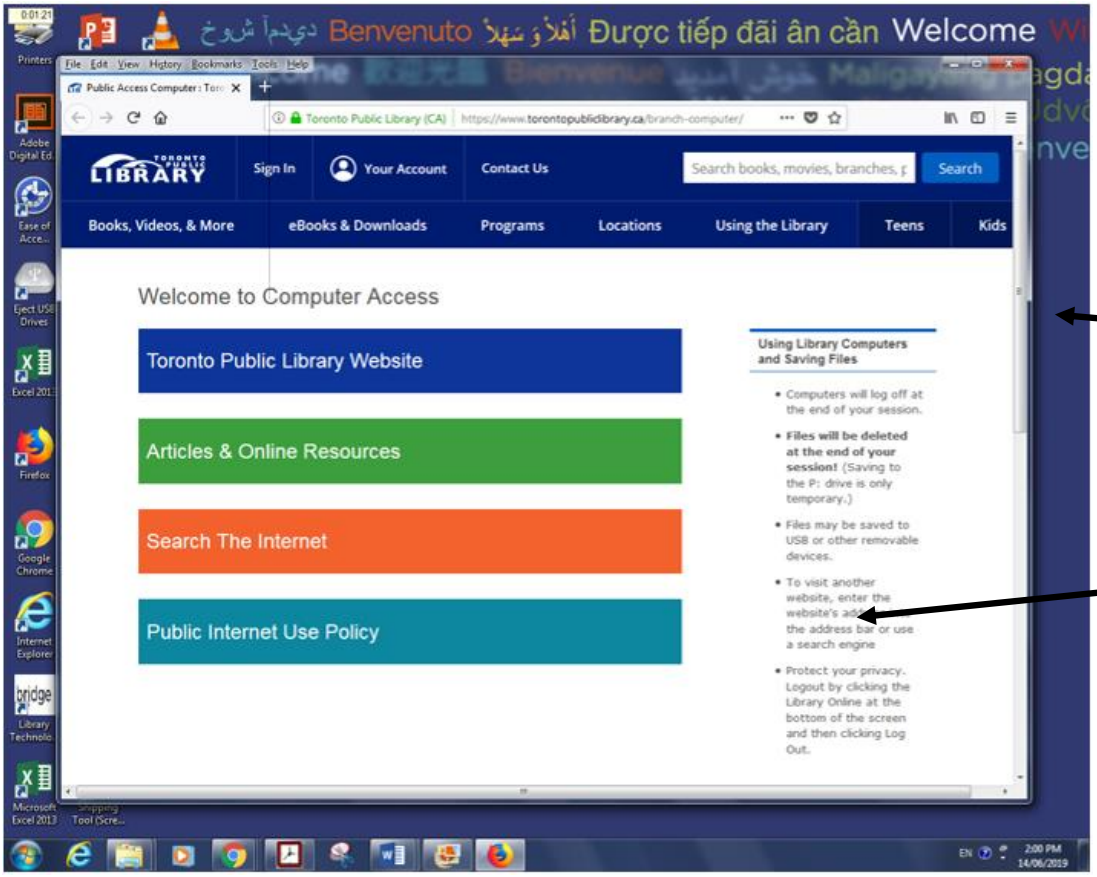
As the video reminds us, computers use code as their language. To make that code understandable we need software that allows us to interact with the computer. The most essential type of software is the operating system.

This software can be different depending on the device or type of computer you are using. In the library we use Windows 7. For the sake of security, some features are disabled.

Exercise 1: Tour the Desktop

Windows uses the concept of an office. In your office you might have a desk (on the computer you have your workspace, or **Desktop**), a filing cabinet (on a computer that is your hard drive organized into folders containing files and viewed through **File Explorer)** and a **Recycle Bin** (where deleted files go).

The Desktop at TPL



Desktop

Window

Start

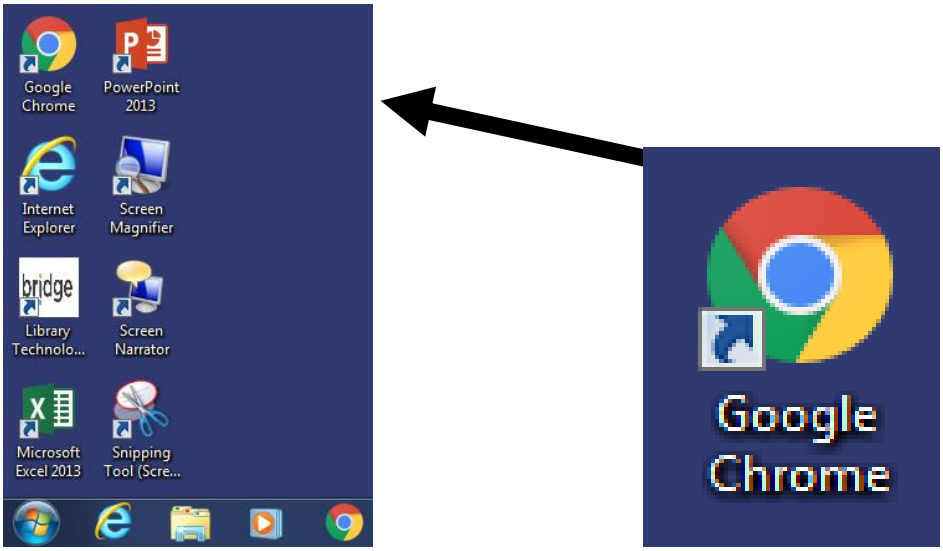
File Explorer

Taskbar

Clock & Multilingual keyboard

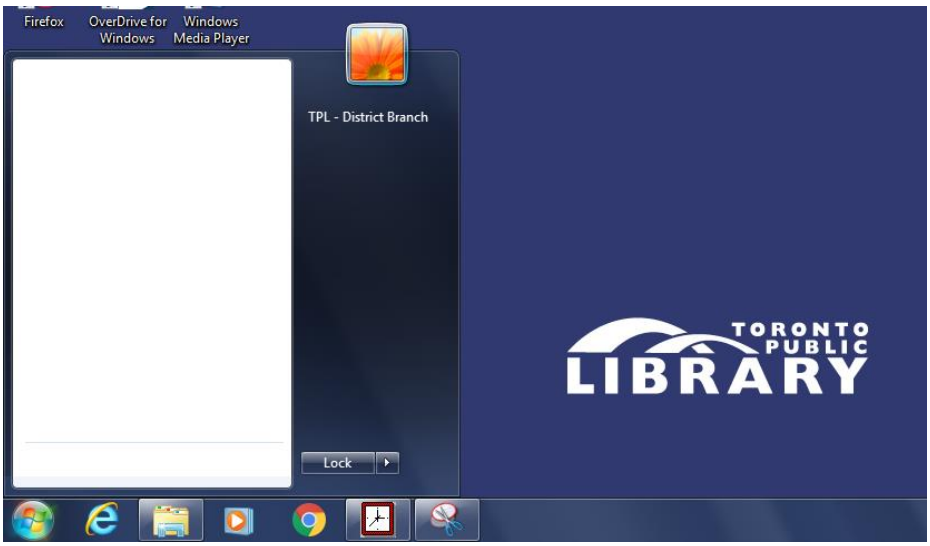
TIP: At TPL, Volume Control for your headphones is available through a shortcut on the desktop**.** At home the volume control is next to the Clock.

If we **look at the TPL desktop** we see a lot of icons. These are **desktop shortcuts** (or **shortcuts**, for short!). Here at the library we use these shortcuts to make it easy for you to find and open the software you want to use. You can tell it's a shortcut because of the little arrow on the lower left corner of the icon. These are great to use at home too for frequently used programs.



What's different at the Library? At home you would probably use the Start button and menu to find your applications.

Here at the library that menu is empty. **Click on it and have a look.** Use the desktop instead.

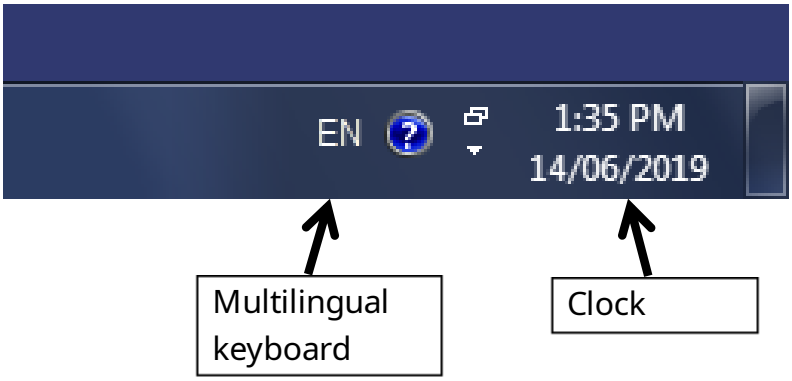


TIP - Recycle Bin: Another big difference at the library is there is **no recycle bin!** If you delete a file on a TPL computer, it is **permanently deleted.**

At home you can undelete files from the Recycle Bin.

The Taskbar

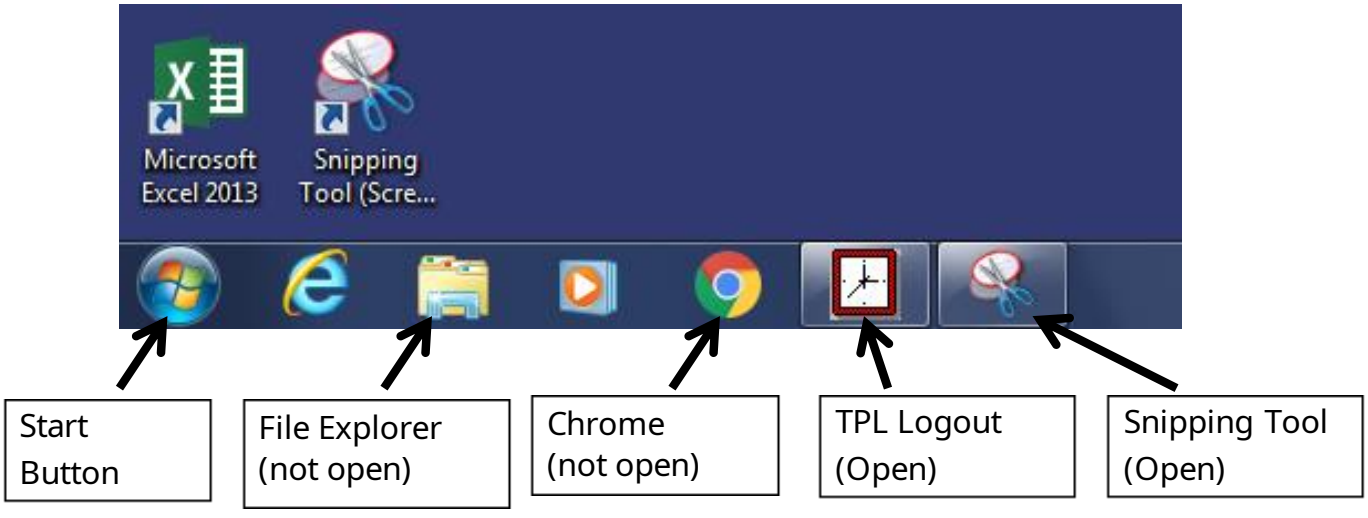
You have a lot of control right from the taskbar. In the lower right corner, you will find a **clock**, access to **keyboards in a variety of languages**. Let's have a look:



In the lower left corner there is the Start Button, **File Explorer** (to see all your files), **quick access** to popular software (you can customize this at home), plus an **icon for each open application**.

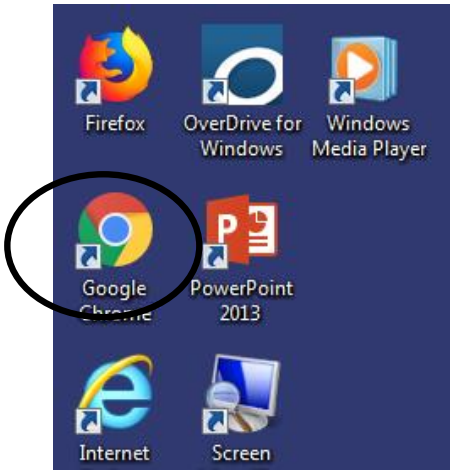
Notice: File Explorer and Chrome are **not open** but in this example the TPL Logout window and the Snipping Tool **are open – can you spot the difference?**

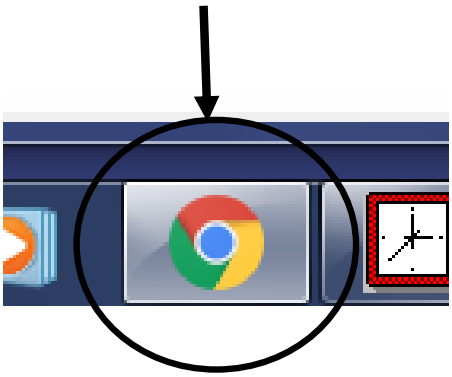
Yes - Open software applications show up in the taskbar with a light box around them!



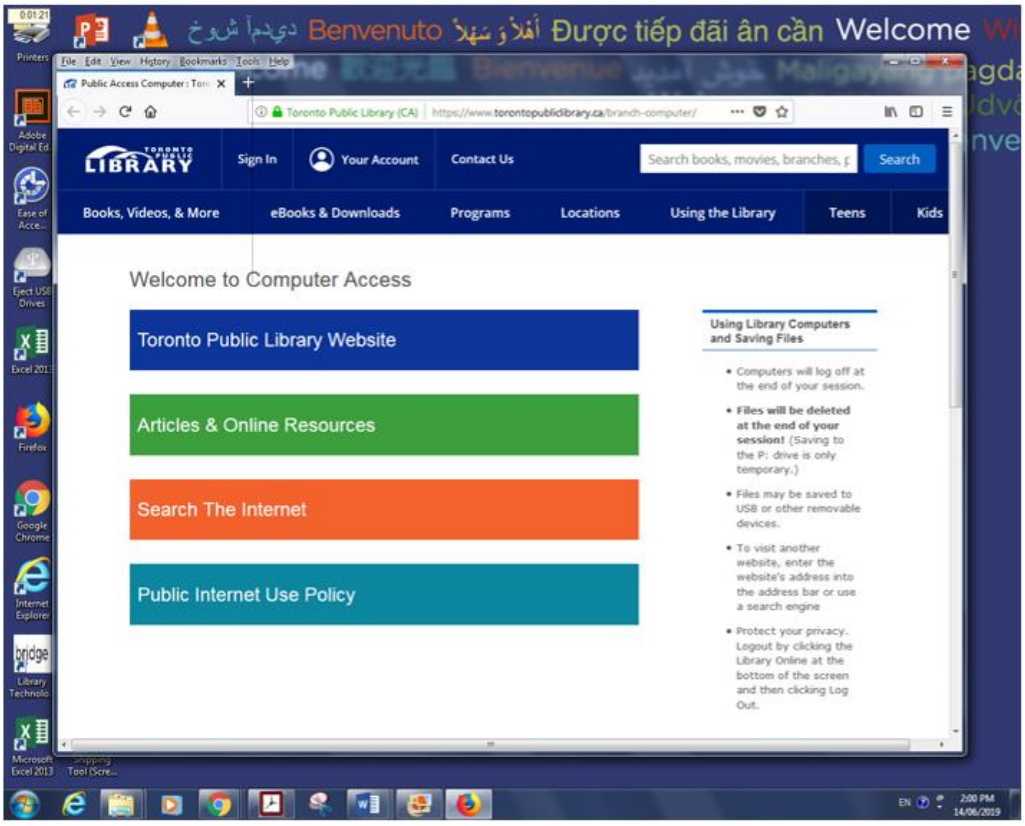
Exercise 2: Opening Software Applications

1. **Open** Chrome from Desktop by **double clicking on the Google Chrome shortcut**
2. **Notice**: there is now a **white box** around the Chrome icon in the **taskbar** at the bottom of your screen. This indicates the application is open.



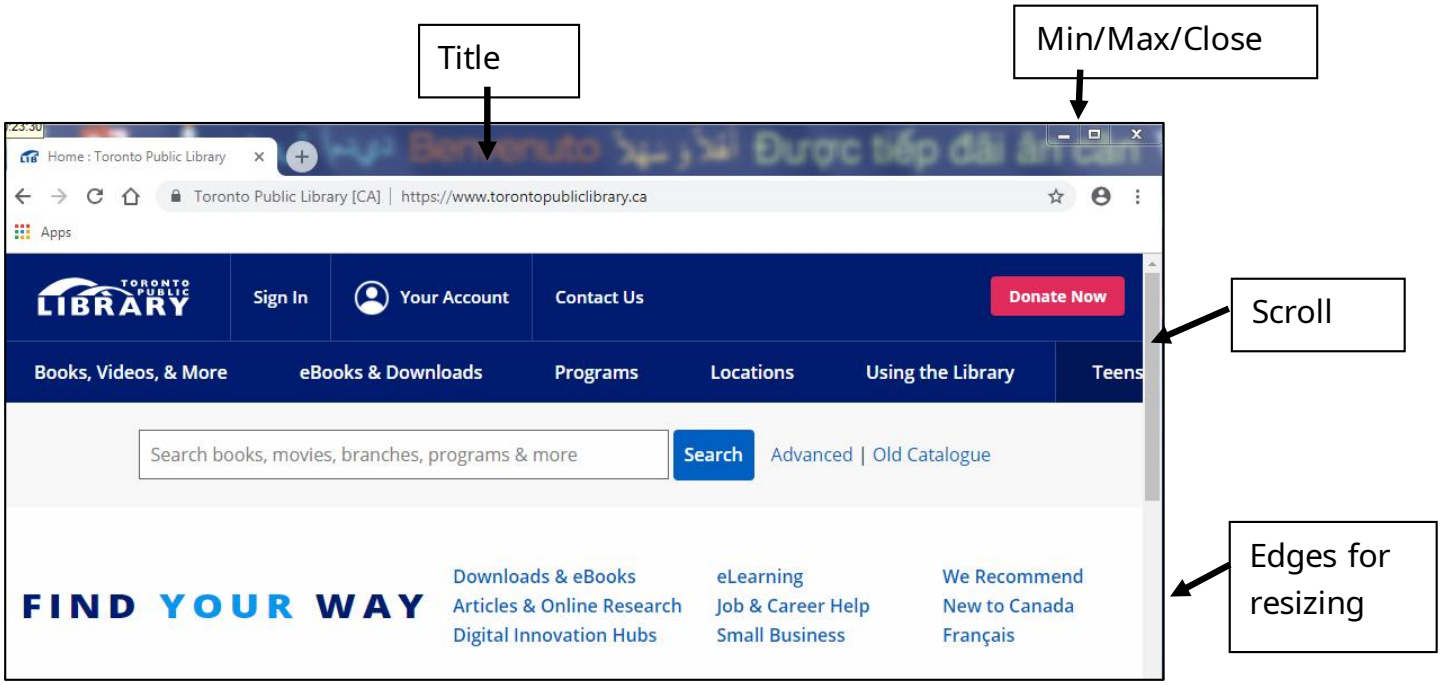


3. Also **notice the size and position of your Chrome window.** Does it fill the screen? Can you see the desktop behind it? **Click on the X** in the top right corner to close Chrome and see the desktop. **Try opening other software.**

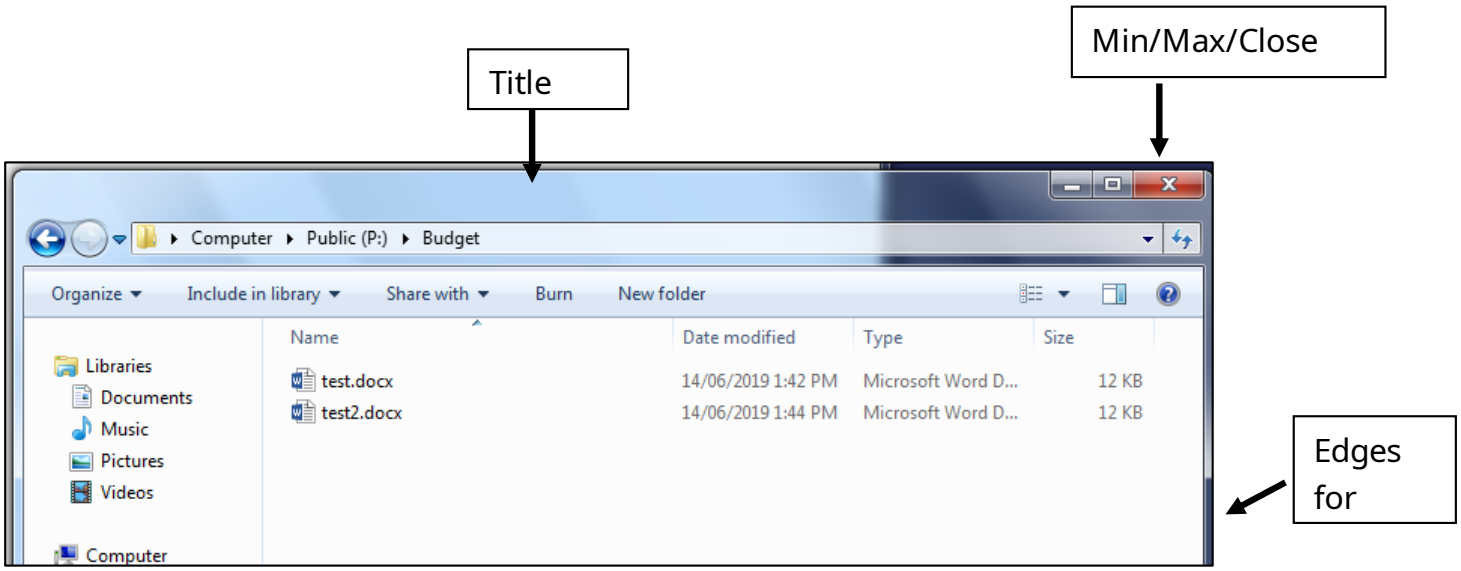


Tour: Parts of a Window

Some key **common** parts of a window include:

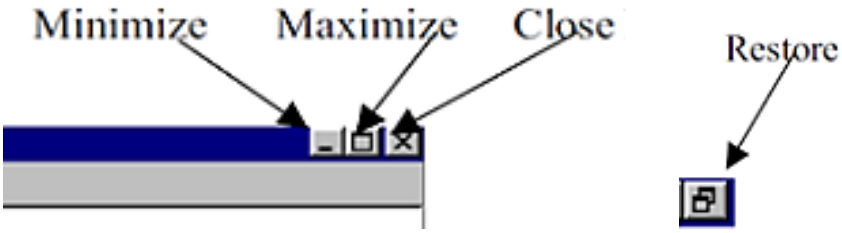


These are very common features in most windows, here is **another example:**



Exercise 3: Resizing and Moving Windows

Let's experiment with re-sizing our window. A useful technique is to use the buttons in the upper right corner of your window to Minimize, Maximize/Restore or Close a window.



1. Click on **maximize** (the middle button). **What happens?**
2. Notice how the (middle) maximize button looks different now? This is Restore.
3. Click on **restore**. **What happens?**

Note: this button is a "toggle" so it changes as your window changes, toggling between 2 states. If you click **Maximize** the window fill the screen and the button changes to Restore. Click **Restore** and you will have a smaller sized window and the button changes to Maximize.

Try it out several times to get used to it!

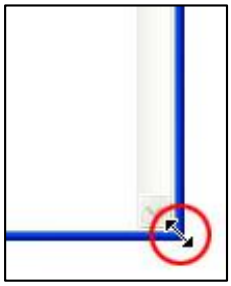
4. Click on **minimize**. **What happens?**
5. Click on the Chrome icon in the taskbar. **What happens?**
6. Click on the **close** button. **What happens?**

Resizing using the edges of a window

Let's open Chrome again using a different method.
There are 2 methods: use the desktop shortcut, or the taskbar shortcut.

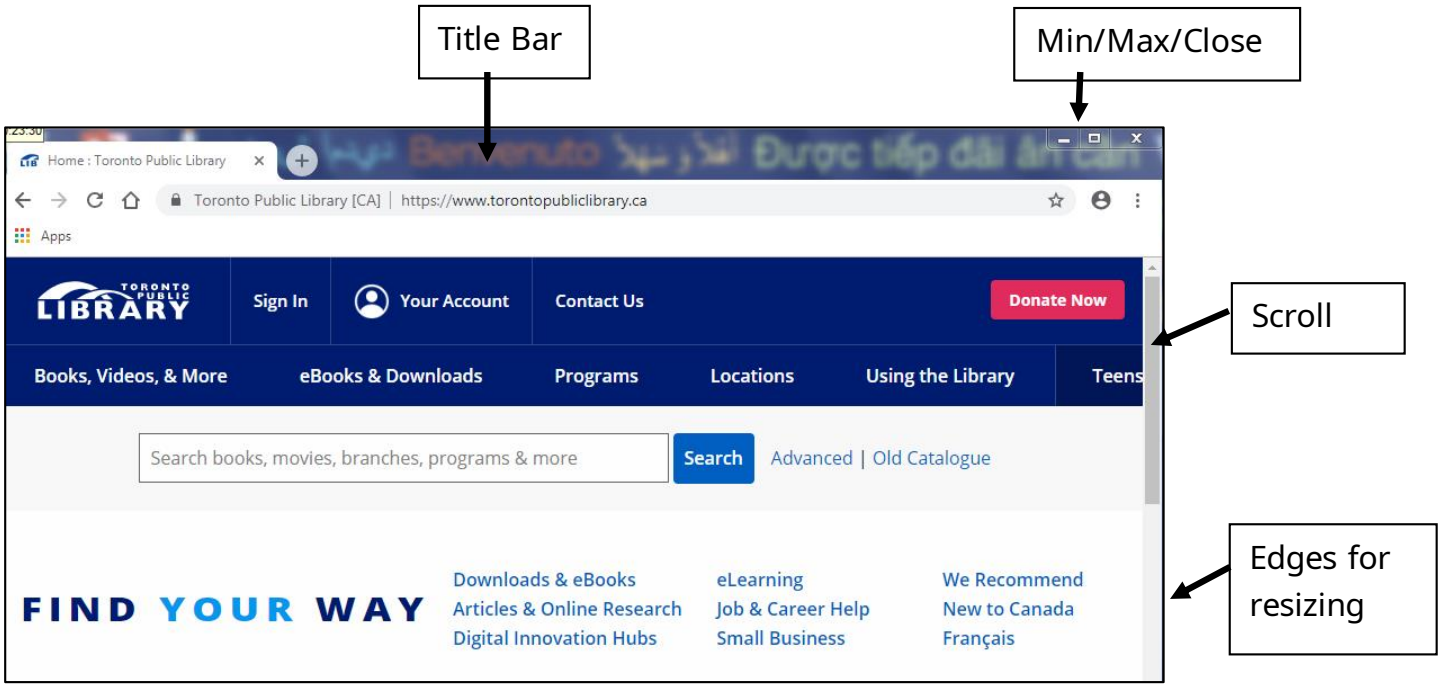
1. This time **click once on the Chrome icon in the <u>taskbar</u>**

Q: Why did we only have to click once this time but if we used the desktop shortcut we had to double click?
A: Icons in the taskbar are for "pre-loaded" software and ready to open with a single click!



2. Hover your mouse pointer over the right edge to get a two-headed arrow, then click, hold and drag the edge left or right to resize the window.
3. Try the same thing with the lower edge or the corner.
4. Practice until it is comfortable.

Moving a Window Using the Title Bar



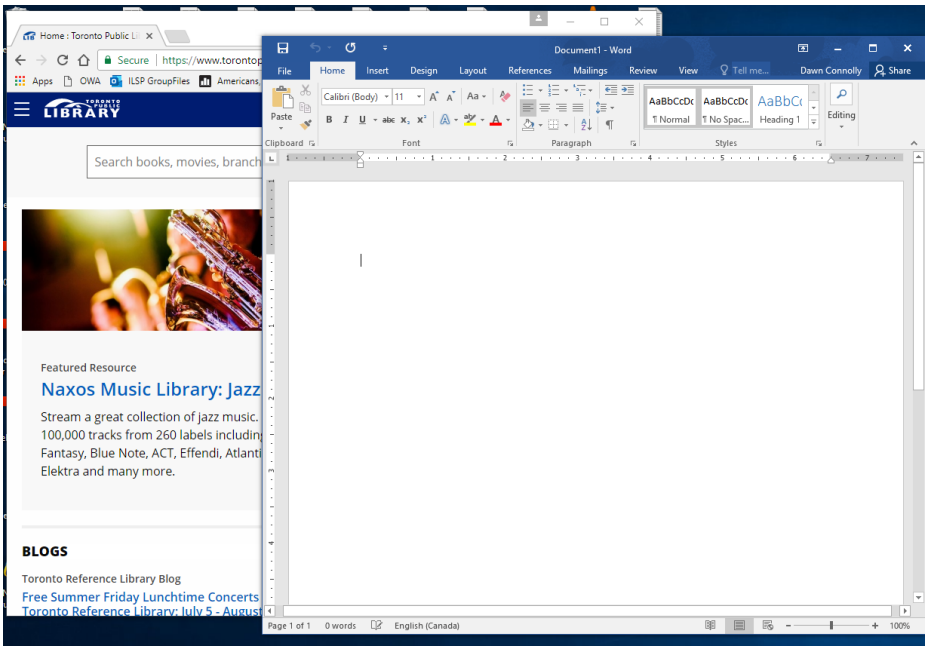
We can also move the whole window without resizing it using the title bar.

1. Place your mouse pointer on the **title bar** area (**aim for somewhere around the middle**).
2. **Click and hold and drag your mouse** to move the window left, right, up, or down.
3. **Experiment until you feel comfortable.**

Exercise 4: Switching Between Multiple Windows

We should have a Chrome window open. If not, go ahead and **open Chrome.** Let's **open Microsoft Word** in a second Window by using a desktop shortcut.

To do this we will need to be able to see the desktop



1. If you cannot see the Microsoft Word shortcut, either **resize** the Chrome window or **move** the Chrome window to the side. **Can you remember how to do this?**
2. **Double click on the Word shortcut** to open a Word window.

> **Q:** Why did we have to click twice this time when we used the desktop shortcut?
> **A:** When you double click you are doing 2 things: the first click "selects" the item and the second click is the action – in this case "open".

3. You should have two windows open. **To switch between them just click once in each window. Try it out.**
4. Also use the moving, resizing, minimize and restore techniques you've already tried. **Get some practice.**

5. Notice the taskbar. **What do you see?**
6. Try clicking on each taskbar icon for Word and Chrome. **What happens?**

TIP: You can also control your windows using the taskbar icons!

You can minimize and restore by clicking on an icon for an open window. This is a "toggle" function: click once to minimize, click again to restore, repeat as needed.

You can also **hover your mouse pointer over an icon** to get a small pop-up preview window. You can click on this to restore the full window or even click on the X to close it.

Take a Stretch Break!

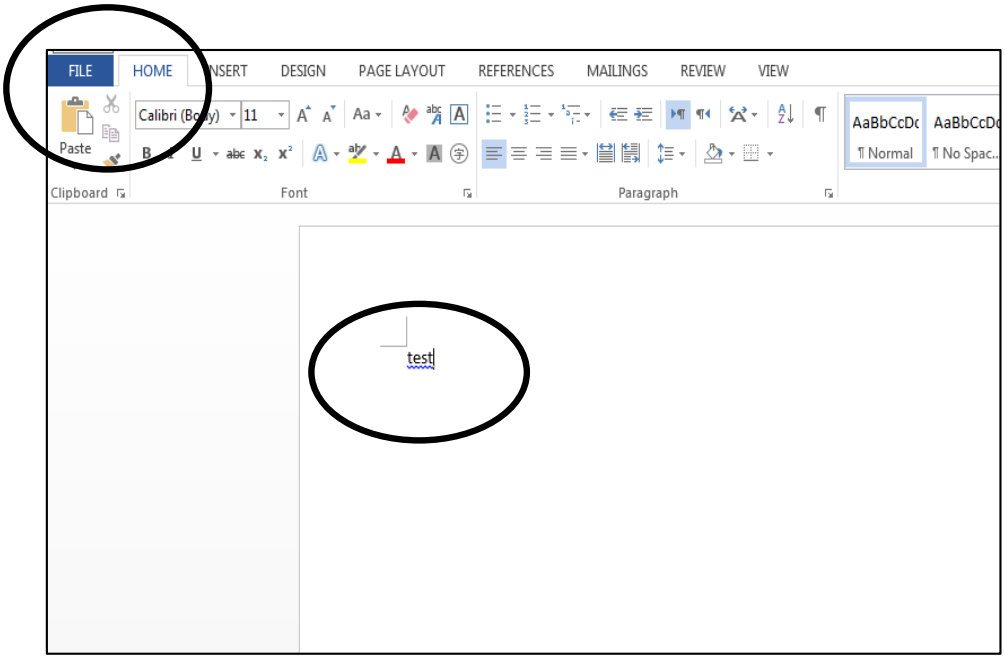
It's important to take breaks when using a computer for any length of time.

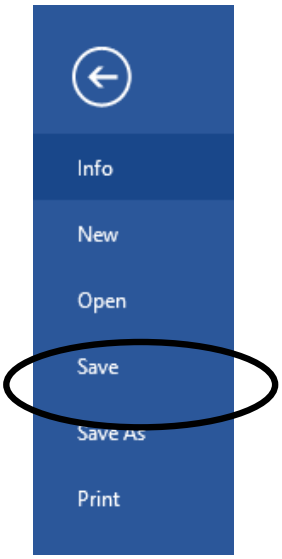
Take a minute now - shake out your hands and arms, and stand up if you are able.

Exercise 5: Files – Making and Saving a Word File

For Exercises 5 and 6 we are going to make and save a couple of files so we can see where they are saved and how to work with saved files. Let's start with a **Word** document.

1. **Open Word** if it is not already open. Do you remember how to open this application?
2. Click on **Blank Document**
3. You should see a **cursor flashing** in the top left corner of the page – this is your prompt to start typing. Notice how the cursor moves as you type.
4. **Type** the word **test**
5. Now we will save this document (or file). Click on the **File Tab** in the top left of the window.

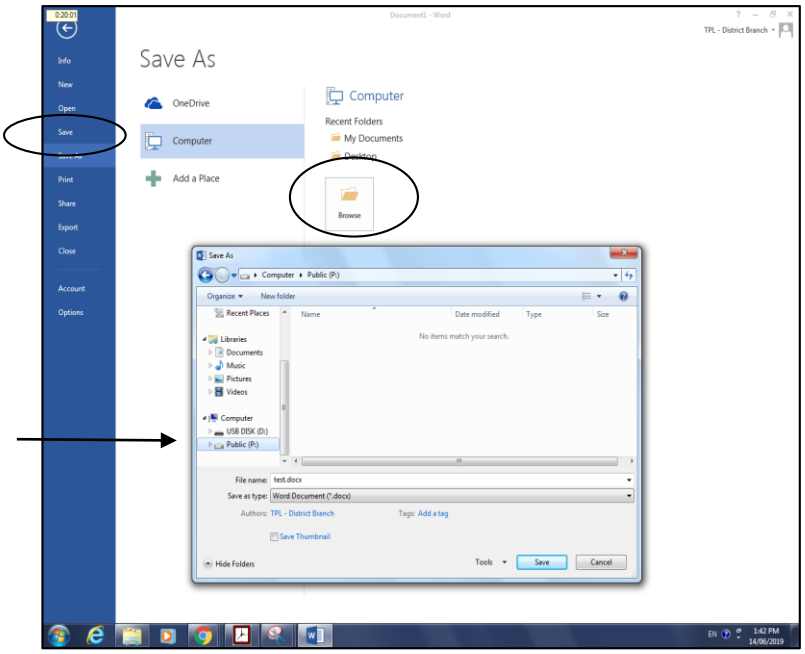




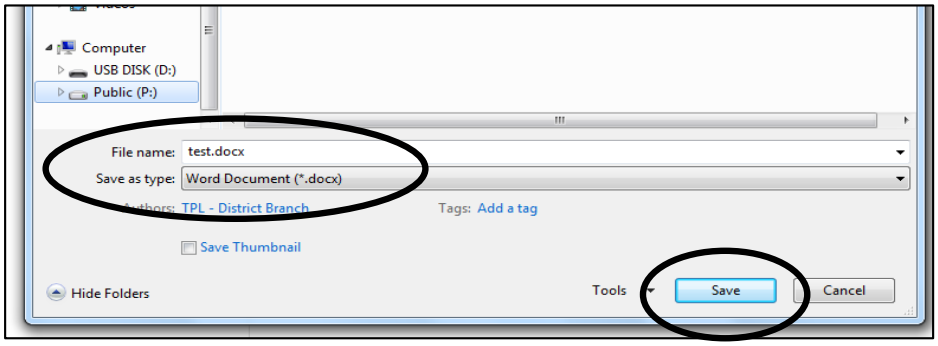
6. The File menu has a number of options including Save, Save As, Print. **Click on Save.**
7. You will now be prompted to tell the computer where you want to save your file. Click on **Browse**.
8. Here in the library, you may **save to the Public (P:) drive**, at home you would save to your Documents folder.

TIP: If you use a computer at home, it's a good practice to use the folders (or Libraries) already set-up for you. Notice there are folders for Documents, Music, Pictures, Videos.

Here at the library only the Public drive is available for your use. Why? Because the contents of this drive are deleted every time you log off the computer, protecting your privacy.



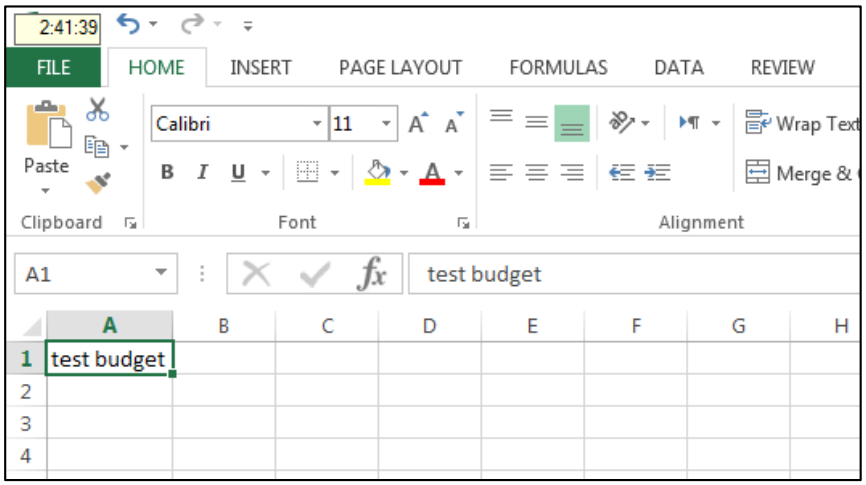
9. Now that we know **where to save our file, we need to name it.** You can use whatever name you want – I will call mine **test**. Notice how Word automatically gives it a file type: .docx. Now my file is called **test.docx**
10. Click on **Save**. Notice: our document is still open. **Close it.**



Exercise 6: Files – Making and Saving an Excel File

Let's get some practice making a file using a different application or software: **Excel**

1. Open **Excel** using the desktop shortcut. **Do you remember how?**
2. Click on **Blank Workbook**. You should see a square in the top left corner of the page outlined in green – this is your prompt to start typing.
3. Type the words **test budget**



4. Now we will **save** this document (or file). Click on the **File Tab** in the top left of the window.
5. Notice: this menu looks very much like the one for Word! Click on **Save** and **name** the file **test budget.xlsx**

TIP: After you Save a file you can continue to update it and save it under the original name. If you want to make multiple versions of a file, use **Save As**.

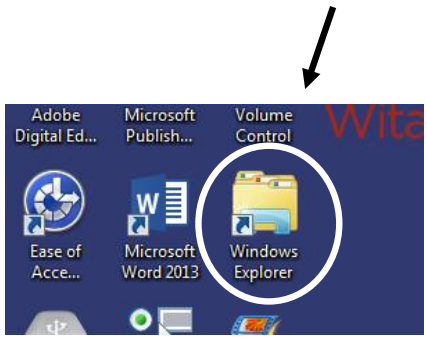
TIP: Use meaningful file names when you save. You can use letters, numbers and spaces. Up to 255 characters. Many special characters are not valid however. If you get an error message it might be due to this restriction.

TIP: Pay attention to commonly occurring tools and commands. Software designers want to make their products as useable as possible.

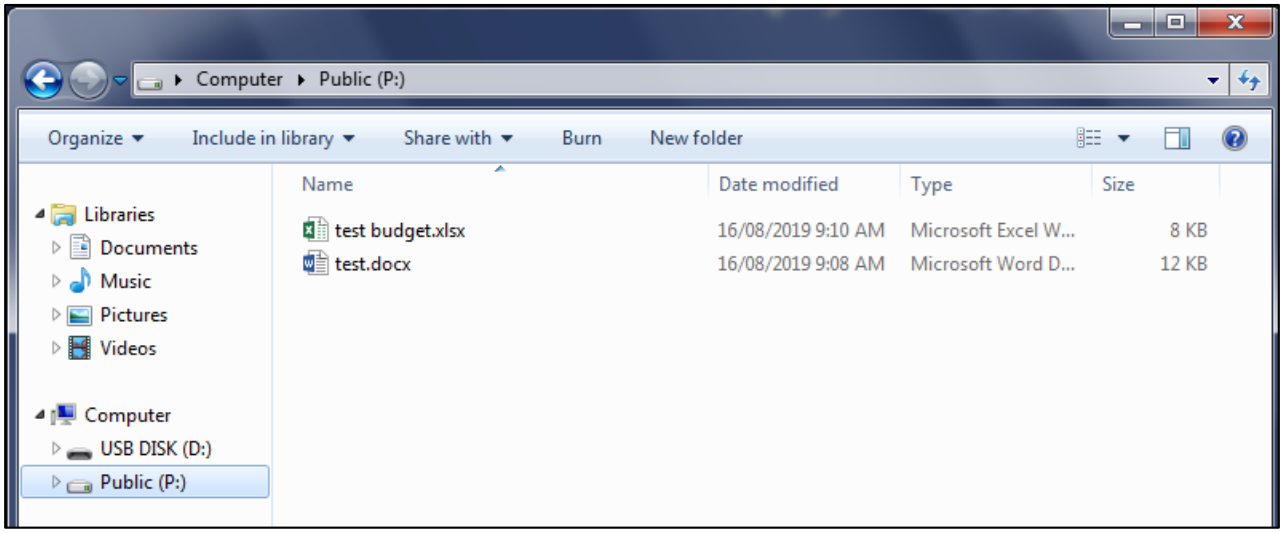
Exercise 7: Files – Finding and Opening using Windows File Explorer

Now that we've made a couple of files how do we find them? We already know that Windows uses a real office as a metaphor for its design. So **how do we find the "filing cabinet" where our files are stored? Windows File Explorer** is the software we'll use to see where our files are stored and how they are organized in folders.

Let's try this out.



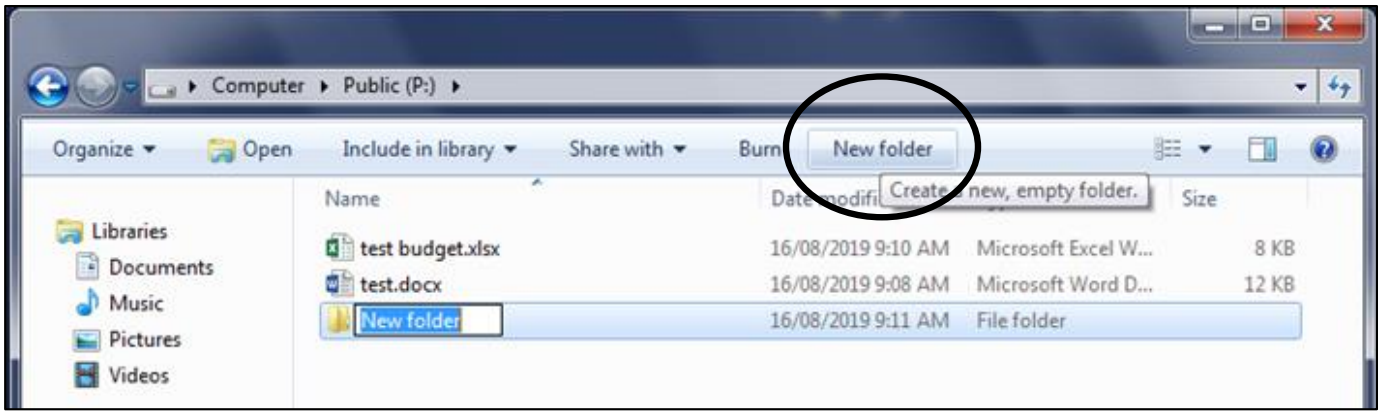
1. Open **Windows File Explorer** by clicking on the folder icon in the **taskbar** or double clicking on the **desktop icon.**
2. This window has two sections. Click on the folders on the left side and you will see the content of that folder in the right side. **Click and explore.**
3. When you **click on the Public (P:) drive you should see your 2 files. What other information can you see?**



Exercise 8: Files – Organizing

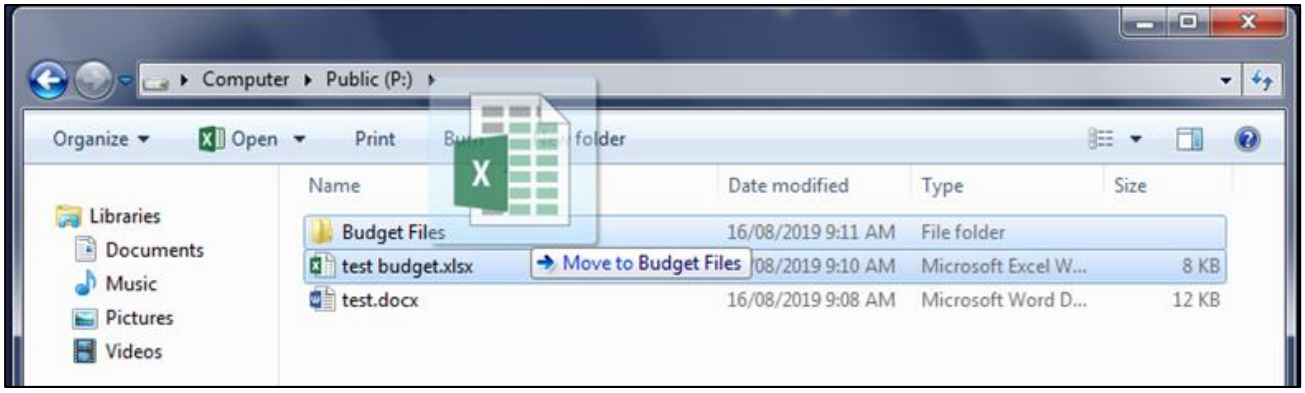
Create a Folder and Move a File

Remember, we compared a computer filing system to filing cabinet? In real life we would organize our files into folders, the same is true here on the computer.



Let's make a folder and then move our files into the folder.

1. Click on **New Folder** in our Windows File Explorer
2. You will see a new folder in the list, the name is highlighted in blue, which means you can start typing right over top. **Type** in the folder name **Budget Files**.
3. Let's move a file in to the Budget Folder. There are many ways to do this. One of the simplest is to use the mouse and **drag the file** into the folder.
4. Use your mouse: **click and hold on the file name test.docx then drag the file onto the Budget folder** and let go.
5. As you drag the file both the file and the folder will be highlighted, you will get a pop up label "Move to Budget"
6. **Practice** with the other files.
7. Open the Budget folder. You should see the files you moved



The Logic of File Structures

Windows File Explorer is your virtual filing cabinet. As in the real world, you may have a number of drawers in your cabinet and those drawers may have a number of categories of folders and each category may contain a number of files. They are arranged in a hierarchy.

Your computer uses a similar method and hierarchy. Here's an **example** to illustrate the idea:

I have a Computer, with a storage drive labelled P:, in which I have a folder for Budget Files containing a test budget Excel file. Or, working backwards, my test budget Excel file is stored in my Budget Files folder, on the P: drive, on this computer.

In real life I might have a filing cabinet in which I have a drawer for Household Finances with a file folder for Income Tax returns, in which I can find my 2018 tax return.

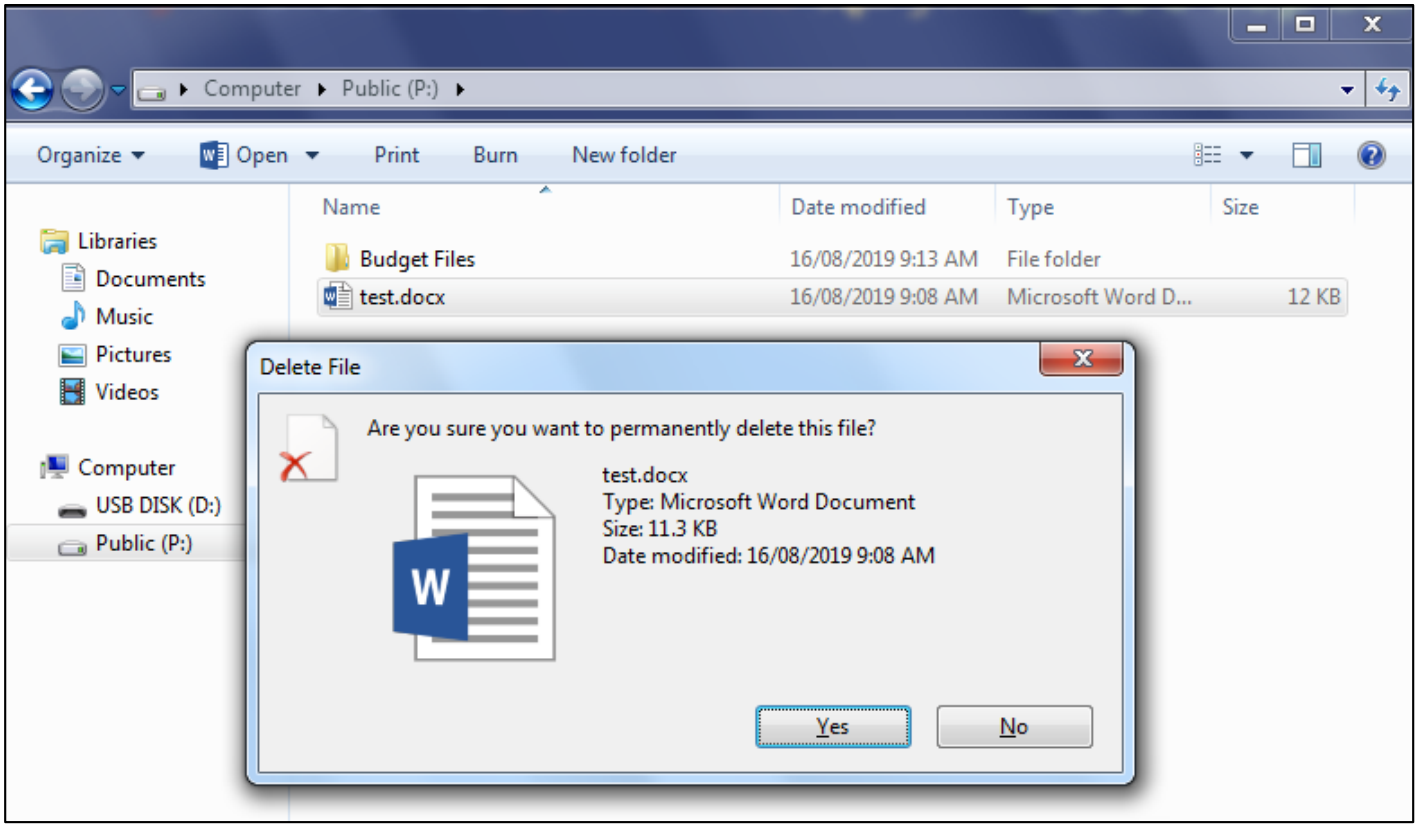
You can arrange your files and folders (and sub-folders) using any system the makes sense and works for you.

TIP: If you have a computer at home your drives are already set-up and they include the most commonly used folders (such as Documents, Pictures, Music, etc.,).

You can use these high level categories, then add folders to organize your files within each category.

Delete a File

1. With your budget folder open, **select any file by clicking on it once**.
2. To delete: **press the delete key on your keyboard.**



3. You should get a message **asking you to confirm** your deletion. Click on **Yes** to delete.

TIP - Recycle Bin: At the library is there is **no recycle bin!** If you delete a file on a TPL computer it is **permanently deleted.**

At home you can undelete files from the Recycle Bin.

WRAP UP: Common features to keep you fearless!

It takes time to learn a new skill. Computer applications are no different. But with time and practice it gets easier. It's also fun to learn something new!

At first you might be concerned about making a "mistake" but try not to be. You can't really "break" anything! You can always make a copy (or a backup) of a file before editing or changing it.

And while there is a learning curve it's good to know that there are many common functions across different programs. It may surprise you to know that most functions are found in the same menus in different software.

Understanding the similarities across different programs can really help you use and learn a new one.

Today you learned more about the Windows 7 operating system and how

- the Desktop is arranged
- you can use the Taskbar to see what software is running or which windows are minimized
- to re-size and re-position windows
- to use File Explorer to locate and arrange files you have made and saved

WHERE TO LEARN MORE

Free Online

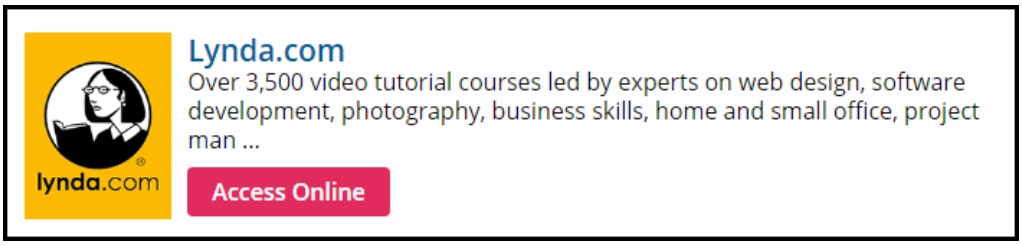
GCF Learn:

Getting Started with Windows 7: https://edu.gcfglobal.org/en/windows7/
Computer Basics: https://edu.gcfglobal.org/en/computerbasics/
Basic Computer Skills: https://edu.gcfglobal.org/en/basic-computer-skills/
What is a Computer: https://edu.gcfglobal.org/en/computerbasics/what-is-a-computer/1/

Lynda.com

Lynda is a collection of high-quality instructional video accessible for free via the library's website: **tpl.ca.** You must be connected to the Internet and have a valid library card to use this collection.

1. On the TPL home page, click on the **eLearning** portal.
2. Click on the link to Lynda.com and select **Access Online.**



3. Type your library card number and PIN in the boxes, **Sign In** and click the **Continue** button.
4. Use the top search box to find video classes, such as:

Computer Literacy - Windows 10
https://www.lynda.com/Windows-tutorials/Computer-Literacy-Windows-10/449032-2.html

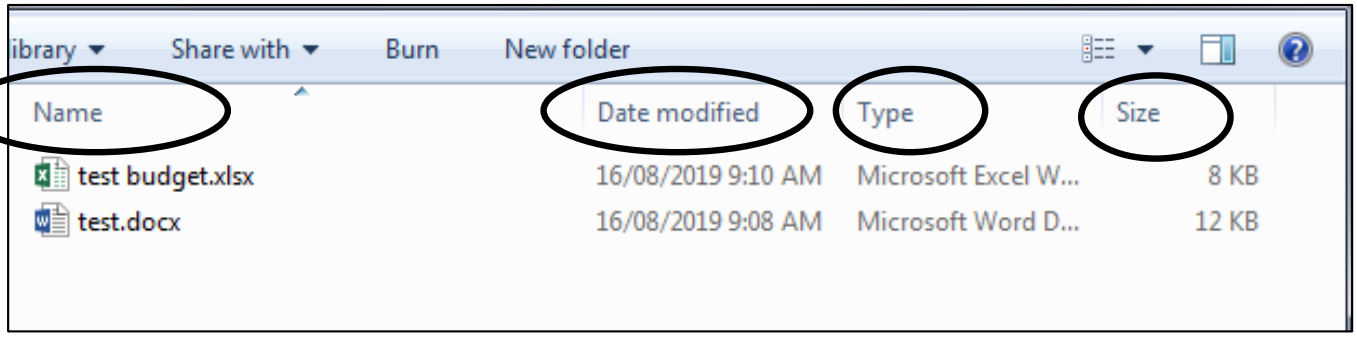
Computer Literacy - Windows 7
https://www.lynda.com/Windows-tutorials/Computer-Literacy-Windows-7/68554-2.html

Next Steps

We hope you enjoyed this series of classes: *Computers for Beginners*. **Remember to practice!** Take the class again if you want to. Or, if you want a new challenge, take one of the MS Office classes on Word, Excel or PowerPoint. Thank-you for attending!

Practice Exercise 1: Sort files using headers in Details View

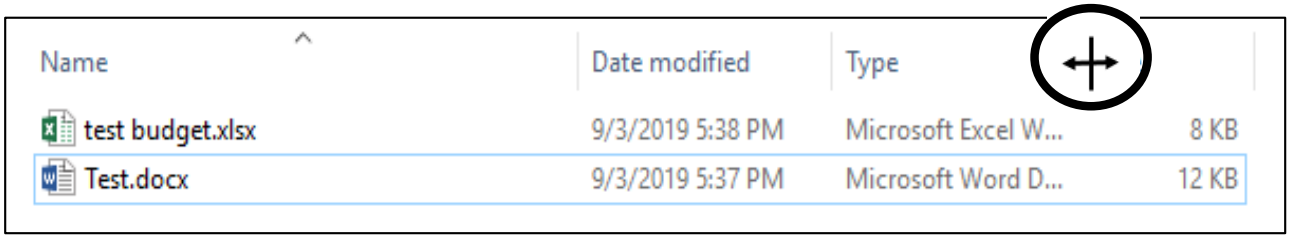
1. Look at your files in **Details View**. **What do you see?**
2. Notice you have **columns** for Name, Date Modified, Type, Size
3. Click on the **column header "Name". What happens? Click it again. What happens?**
4. Click on the **other headers** and see what happens.
5. **How would this tool be useful if you had a lot of files?**



Details View:

Resizing columns

1. You can widen a column to see more information. Place your mouse pointer on the right edge of the column until you see the 2-headed arrow, then click, hold and drag.



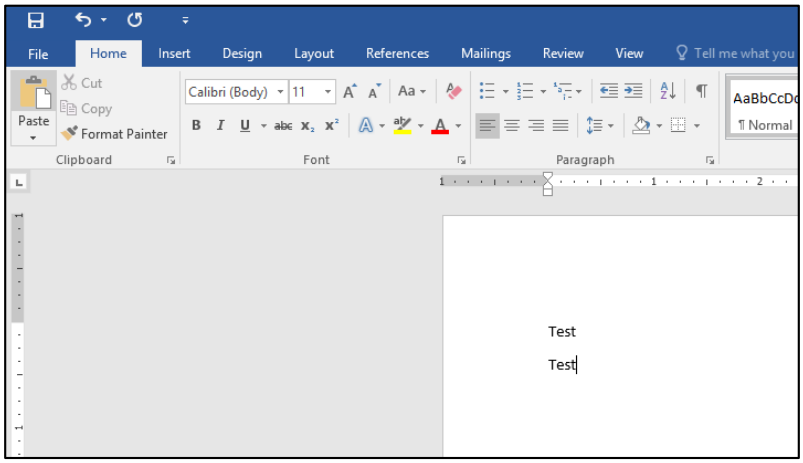
Opening a File:

1. **Double click anywhere in the row**, in Details View
2. **Experiment** with opening and closing files.

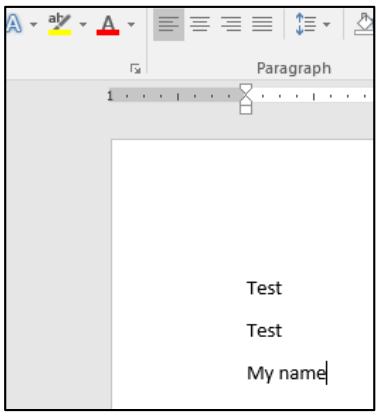
Practice Exercise 2: Files – Save As

We know how to save a document. Let's get some more practice seeing how saving works.

1. Open the file test.docx.
2. Let's add another line of text – I will just type in test again.



3. Let's **save** this new version of the file now that we have changed it by adding text. **Do you remember how?**
4. Click on **File**, then click on **Save**. **What happened this time?**
5. Because we already gave this file a name and a place to be saved, we don't need to go through the all the same steps again**. This file with its latest changes is now test.docx.**
6. **Let's add another line of text. Type in anything you like - I will type in my name**
7. **This time, to save our file click on File and then Save As**
8. Now we do get the option to **give the file a name – I will name my file test2.docx**
9. Close **Word** by clicking on the X in the top right corner of the window.
10. **Open each of your 2 documents to see the differences.**

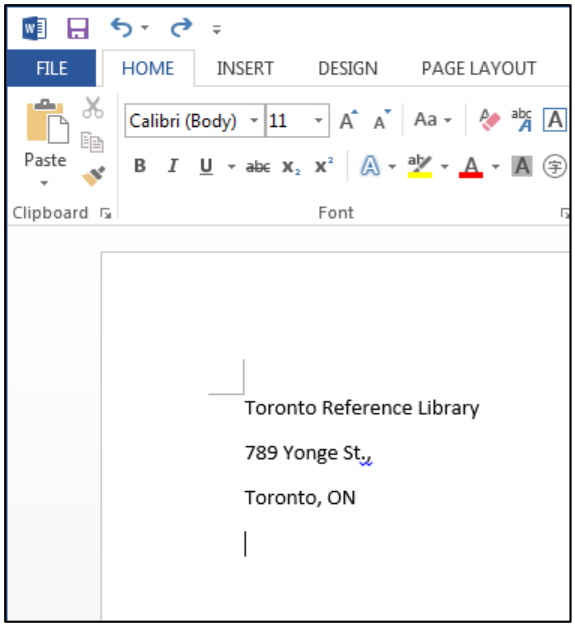


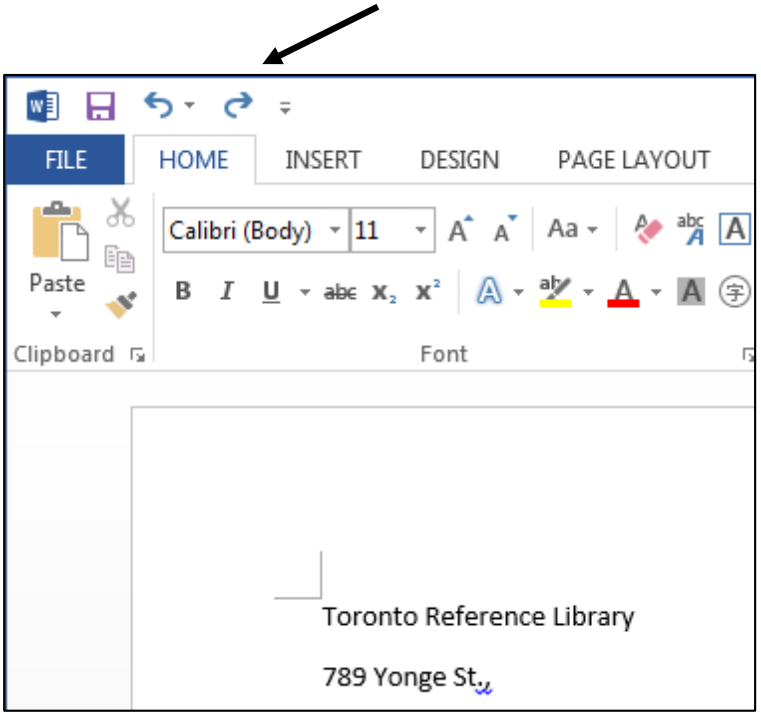
TIP: Why use Save As? What if I have a form and I want to keep a blank master copy, I could save it as the master, then use Save As to make a 2nd copy to fill in. Or perhaps I am writing a book and want to keep separate copies of each draft so I can keep them for future edits.

Practice Exercise 3: Files – Using Undo/Redo

1. **Open Word** again. Do you remember how to open this application?
2. This time **Type in your address**

TIP: to move your cursor to the next line, press Enter once on your keyboard





Let's imagine we made a mistake. We can use the Backspace key on the keyboard but there is another useful tool that many applications include: Undo (and Redo)

3. Try it out! **Experiment by clicking on each arrow**. **Try the back button (Undo) then the forward button (Redo) What happened?**
4. When you are done, close the file but do not save.

Tools like Undo and Redo are great to remember. You can use applications without fear of making mistakes because you can easily undo them!