

Windows

- I. The Computer is made up of: The Monitor (or screen), Central Processing Unit (CPU- executes instructions), keyboard (input), mouse and (at least) three drives:
 - a. “A” drive: reads computer disks
 - b. “C” drive: holds all long-term memory on your computer and everything your computer is “thinking about”
 - c. “D” drive: reads Compact Disks (CD’s)
- II. The Mouse **Error! Unknown switch argument.**
 - a. The primary navigation tool in Windows. It is like steering and clicking puts the computer into gear.
 - b. Take a minute to look at the mouse. The inset rubber ball is the major moving part of the mouse and must always be used on a mouse pad. As you move the mouse across the mouse pad, watch the arrow on the screen.
 - c. Solitaire: Click the start button—Help—Search Tab—type: Solitaire and then click the highlighted “Playing the Windows Games” and then click open SOLITAIRE.
- III. How to open a file
 - a. I have given two copies of this handout on disk to two people in the class. I would like each of you to copy the “file” or information onto your “desktop.” You will be sharing these disks.

- b. Command: Point arrow to-START-PROGRAMS-WORD-FILE
OPEN A: Windows

IV. How to save a file within Word

- a. Go to File—Save As and type name of file.
- b. In the Save In space, use arrow to find DESKTOP.
- c. Leave the document by left-clicking the black X in the upper right hand corner of the sheet.

V. How to rename a file

- a. Right click over your “Windows” desktop document.
- b. Move arrow down to rename.

VI. Creating a document

- a. Click on the Start button and/or find the Windows I con.
- b. The window should open to a new document.

VII. Changing font and margins

- a. Font is defined as the size of the printed word.
- b. Click on the Format button on the top of your tool bar.
- c. Move arrow down to font.
- d. You can now change the size and type of font you would like.

VIII. Printing and choosing a printer

- a. Click on File and move arrow to Print.
- b. On the menu, find the printer that is set as the “default” printer.
- c. You can change this by clicking on the right arrow and viewing all the printer options available to you.

IX. Copying, cutting, deleting, scrolling and pasting

- a. Create a new document (see above) and type a poem.

- b. Now use your left mouse button to highlight the poem.
- c. Change the font type and size of font. Be creative!
- d. Now highlight the poem again and click the Edit button on your toolbar.
- e. Move the arrow down to the Copy option (it will only appear if you have highlighted your poem).
- f. Now move your cursor to right below your poem.
- g. Again, click on Edit and Paste.
- h. Try other options under Edit (i.e. cut, delete etc.)

X. Organizing folders

XI. Excel

- a. This is a great way to use spreadsheets in an organized manner.
- b. Find Excel by clicking on the Start button.

Good Luck!

My question is: