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### Computer case

The computer case houses all the main parts that run the computer, including:

- the central processing unit (CPU), which is the 'brain' of the computer
- the hard disk drive, which stores all your data and information. The hard disk drive is connected to the CPU
- other devices that store data and information (you can put DVDs and Blu-rays into these drives, store information on them and transfer the information on to another computer)
- universal serial bus (USB) ports for connecting other devices such as USB storage devices, scanners and printers
- the power switch to turn the computer on.



### Mouse

The mouse is connected to the computer. It may have a cord, or may be cordless. It allows you to give the computer commands. The mouse moves the cursor around the screen. The cursor is a mark that blinks on and off to show where you are typing.

... continued

Bottom line of sight	A relaxed viewing angle is approximately 35 degrees.
Head	Keep your head erect.
Shoulder	Have your upper arms hanging freely.
Elbow	Have your forearms approximately horizontal.
Above knee	Ensure there is clearance between the lower edge of the desk and your legs.
Below knee	Ensure there is clearance between the front edge of the seat and the lower leg.
Footrest	Use a footrest if needed.
Back of chair	The back support should be adjusted to support the small of your back.
Under chair	Adjust the seat height to suit your furniture and equipment.
Chair legs	Use a chair with a five castor base.

### Example: Linda logs onto a computer

All staff at Super Lees have their own user names and passwords.

After Linda starts her computer in the morning she needs to type in:

- her name: lcheung
- her password: cheung028



When Linda types the password, she can't see the actual letters. Each character (keystroke) appears as an asterisk (\*). Her password therefore appears as \*\*\*\*\*. Roman explains that this is so nobody can look over her shoulder and see her password.

Linda keeps her password in a safe place so she won't forget it.

### Practice task 3

1. If you are at work, do you need to log on with a password? How often do you have to change the password? Do you ever forget your password?

2. If you are at a learning centre ask your trainer how the staff must log on. Do they have to change their password often?

3. If you are new to computers, ask your trainer whether you could practise logging on to a computer.

Here are the common functions of a mouse.

**Left-click**

Use the left button of the mouse to click on something on the monitor. Press and release (let go of) the button without moving the mouse.

Instructions sometimes say 'click on the mouse', this usually means left click.

**Right-click**

Use the right mouse button to click on a file, picture or icon. This brings up a shortcut menu. You can use this as a quick way to give commands or check the details of a file.

**Double-click**

To open a file or folder on the computer you need to click twice quickly on the left mouse button.

**Drag**

To move an object on the screen, keep the left mouse button pressed down and move the object. Let go of the mouse and the object will drop into that spot.

### Example: Linda's software

As Linda types many letters to suppliers, she uses a word processing package – Microsoft Word. She also uses the database program Microsoft Access to look up the suppliers' contact details on a database.

A menu is a list of choices. Sometimes the menu leads to a sub-menu, which contains another list of choices.





**My Computer**

Displays the contents of each computer.



**Recycle Bin**

Where deleted files go.

## Customise the desktop

Many people have a lot of fun customising their desktop and changing it to suit how they want to work.

Customising your computer may make it quicker and easier for you to use your computer or it may just change the way things look.

Follow these instructions to customise your desktop:

# 1F

## Use Help functions

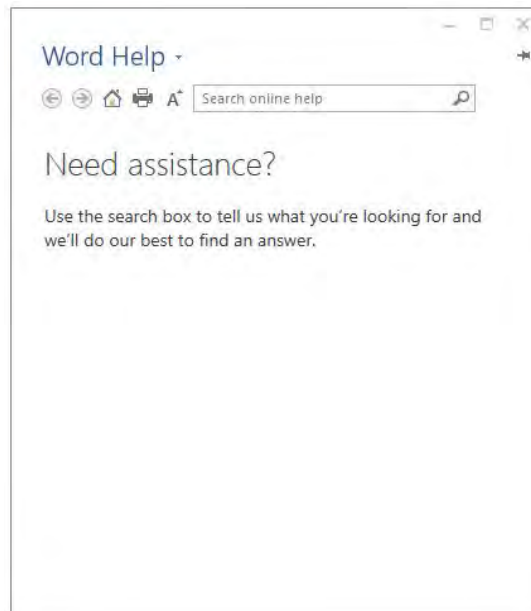
It is a good idea to get used to the **Help** function in the programs you are using, such as Microsoft Word. It gives some very useful tips. You can view the **Help** function in just about every program you use in Windows. Just select **F1** on the keyboard.



### Use the help function

Imagine you want to know how to add columns to a document you are typing in Microsoft Word. Select **F1**.

The following dialog box will appear.



<b>Safe working practices</b>	<b>Place a tick in the square if you do this</b>
I take regular breaks from my work.	<input type="checkbox"/>
I rest my eyes frequently.	<input type="checkbox"/>
I vary my tasks.	<input type="checkbox"/>
I exercise regularly.	<input type="checkbox"/>

Read the case study. Write down, or tell your trainer, the answers to the questions.

### Case study

Linda was doing a lot of copy typing. She had the documents she was copying on the left side of her desk. She found she was getting a sore neck, as she had to turn her head to read from the original document and then back to the screen as she typed.

1. What condition might Linda get if she doesn't do something about the muscle strain in her neck?

2. What are some things Linda could do to stop this neck strain?



## 2B Work with the desktop windows

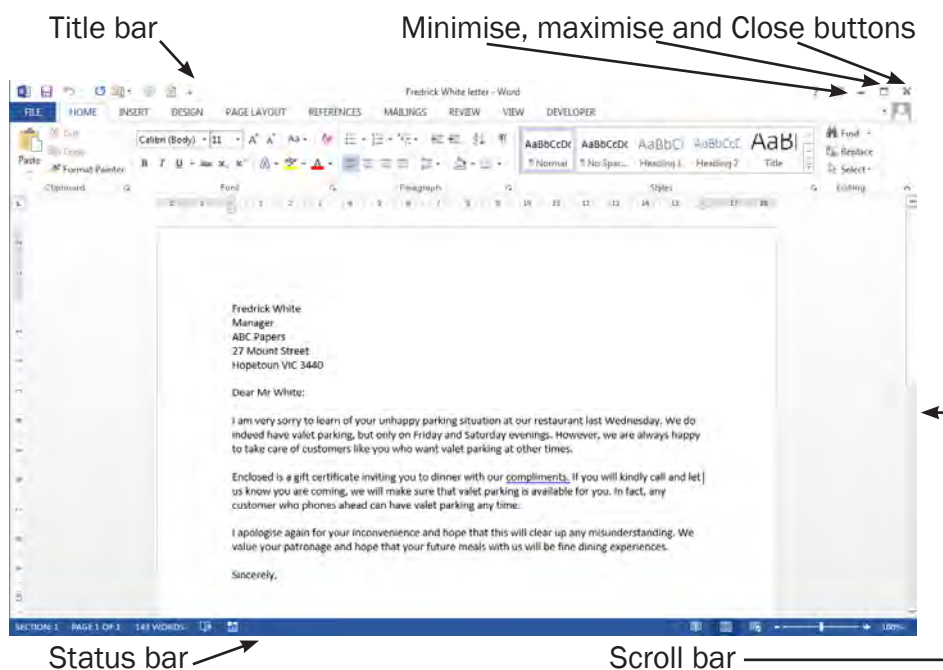
Remember that windows are the screens that open up when you double-click on an icon or program. Most windows have similar features.

There are four main features of a window that you need to learn about. These are the:


- title bar
- scroll bars and buttons
- status bar
- taskbar.

You also need to know which is the active window; that is, the one that you are currently using.

The following picture is an example of a window in Microsoft Word.



## Close a window

To close a window, click on the **Close** button  on the top right corner of the window. If you haven't saved your work a dialog box will appear. It will ask whether you want to save or not. This is a useful warning. If you close it without saving, you will lose your work.

To close a window, you can also:

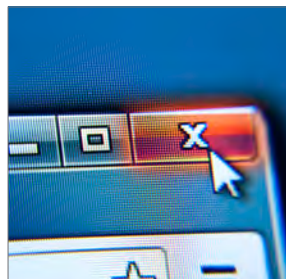
- press the **Alt+F4** keys on the keyboard to close the active window
- choose **File** from the tool bar at the top of the window and select **Close** from the menu.

Different software packages, such as Microsoft Office 2013, will have different ways to close files.

### Example: Linda's method of closing windows

Sometimes Linda opens a program from the desktop or the **Start** menu by accident. The first time she did this she was a bit worried about what she should do.

She didn't know the program and there were commands she was not familiar with. However, she soon learnt that no matter what the window was, she could click on the **Close** button in the top right corner.



## Summary

1. Icons are small images that link the user directly to programs, folders or files.
2. Double-clicking an icon with the left mouse button opens the program, folder or file.
3. The size of the desktop window can be changed using the **Maximise** and **Minimise** buttons at the top right-hand corner of the window.
4. Shortcut icons can be created for files, folders or programs.
5. Shortcuts give quick easy access to files, folders or programs you use regularly.

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## Topic 3

# Organise files and folders

On your computer at home or at work you will have a number of files. Some files are also called a documents. Folders are a way of organising your files so it is easy to find them. Folders are also called directories.

Folders are like a paper filing system. In a paper filing system, documents are organised into folders that describe what is in them. For instance, a folder called Power Bills may include gas and electricity bills and payments. You use a folder on your computer to group files that relate to a subject. For example, you might keep copies of any letters you type in one folder. Or, you might keep any documents to do with your study in a folder.

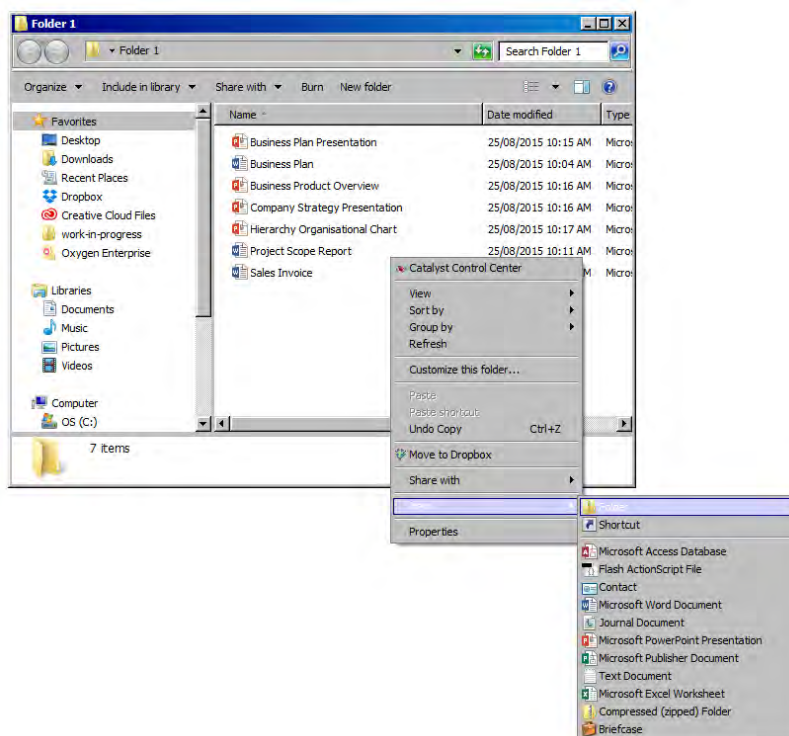
Folders can also have subfolders. These are just folders inside another folder. These are useful if you have a very large number of files in a folder. To use a computer effectively, you need to know how to create, move, copy, rename and delete files and folders. You also need to know how to get information about the file and save it to another kind of media such as a USB memory stick.

## Create a new folder

As you have already learnt, folders can also be referred to as directories. They are a way of keeping files in groups. It is similar to the way people keep files in folders in their filing cabinets

Follow these steps to create a new folder:

1. Double-click on a folder where a new sub-folder is to be created
2. Right-click in the folder and select **New** on the popup menu.
3. Click on **Folder** from the sub-menu.
4. Give the folder a name.
5. Then you can just drag the files you want into the subfolder. Remember you can drag by holding down the left mouse button.



## 3C Rename files and folders

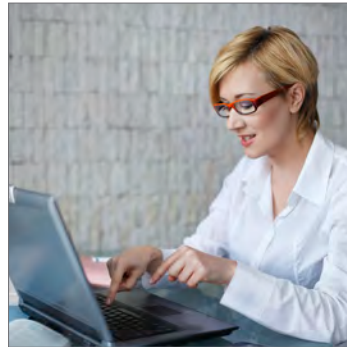
You can rename files, folders and subfolders at any time. This is useful if you decide the name is not easy for other people to identify.

Follow these steps to rename a file or a folder:

1. Find the file, folder or subfolder you want to rename and right-click on it.
2. Click on **Rename** from the shortcut menu that appears.
3. Type the new name on top of the old name. As you type the old name will disappear.
4. Press **Enter** on your keyboard, or click outside the file name.

### Example: Linda renames a file

Linda has a file named **Toms P and P**. She thinks other people might not know what the P and P meant. She decides to change it to **Toms Pizza and Pasta**. She right-clicks on the file with her mouse and selects **Rename** from the menu. She then types in the new name and presses **Enter**. The name is now changed.



## 3E Move files and folders

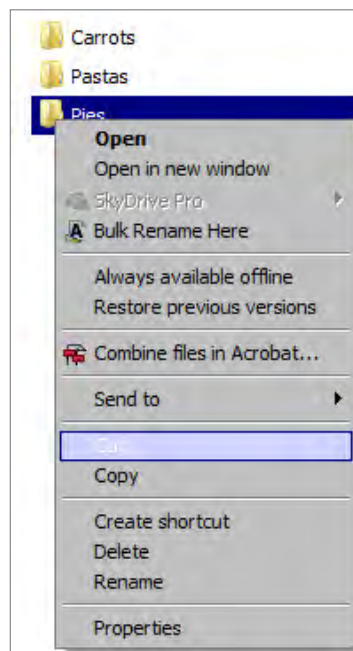
On the computer, you can copy or move a file (or a folder) in a number of ways. This helps to keep files organised. You may also need to move a file or folder because you have accidentally saved it in the wrong place.



### Move files or folders using 'Cut' and 'Paste'

Follow these steps to move a file.

1. Locate the file or folder you want to move.
2. Right-click on the file or folder you want to move.
3. Select **Cut** from the shortcut menu that appears.
4. Right-click on the folder you want to place it in.
5. Click on **Paste** from the menu. (If you are moving a folder, it will become a subfolder in the folder you have moved it to.)



You may want to keep a file in its original place and also have a copy in a new place. To do this, you follow the steps above, but you choose **Copy** from the shortcut menu instead of **Cut**.

## Save to a USB flash drive

Remember that the same USB device might be called a flash drive, a memory stick or a thumb drive. To access a USB drive:

1. Insert the flash drive into a USB port.
2. Select the file or folder you want to save.
3. Click on **File**.
4. Click on **Save As**.
5. Select the USB drive (often F:)
6. Select **Save**.



Always close the file or folder before you remove the flash drive from the USB port or you may lose your data.

## Save to a portable disk drive

Saving to a portable hard disk drive uses the same techniques as saving to the computer's main internal C: drive.

1. Attach the external disk drive to the USB port.
2. Once the computer recognises the drive it will appear in Windows Explorer with a separate drive letter.
3. Create and copy files using standard file creation and copying procedures.
4. To disconnect the external drive, right-click on its drive letter and select **Eject**. Do not disconnect the drive until the drive letter disappears.



## 3H Delete and restore files and folders

You must know how to delete files that you no longer need. When there are a lot of files stored on a computer, it is slower to operate. It is also harder to find files.

Sometimes you can delete files once you have printed out a copy and put it in the paper filing system. At other times, you may need to keep the file on your computer so you can make changes to it.

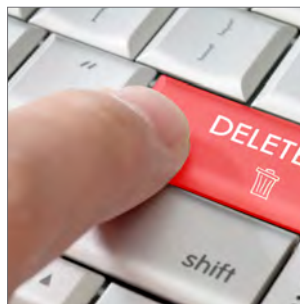
When you are not sure if you should delete a file, ask your supervisor. There are usually rules about what to keep and what to delete. You should regularly tidy your computer filing system.

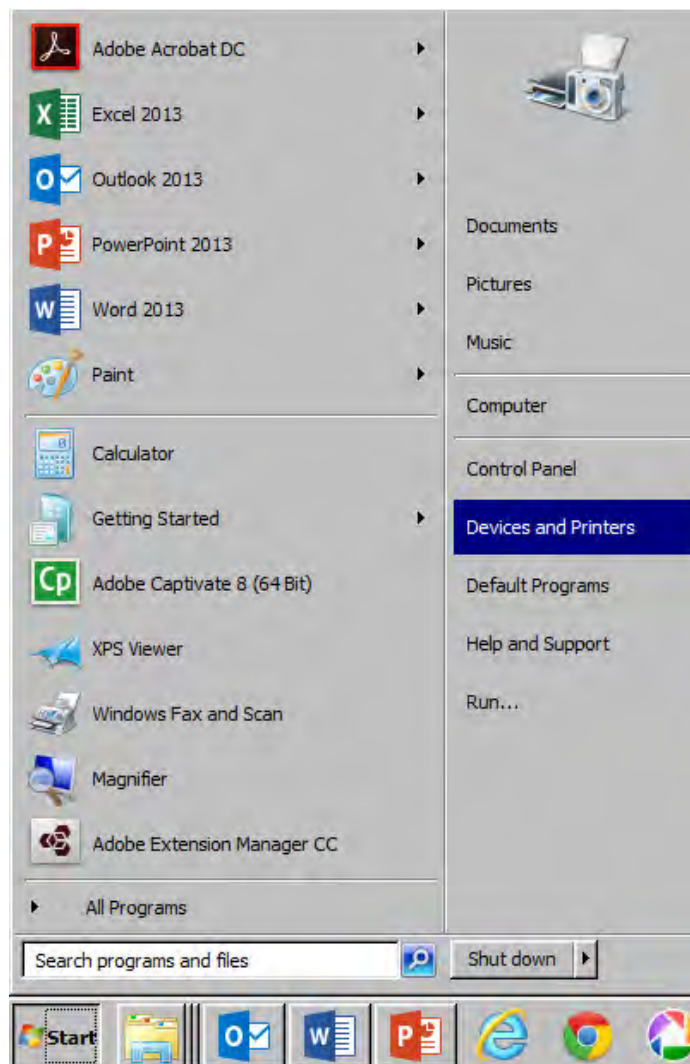
You are more likely to keep a folder for a longer period than a separate file. You may just want to delete files within the folder and keep the folder itself. This also helps to clean up the amount of data on your computer.

### Delete files and folders

Here is how to delete a file, subfolder or folder.

1. Right-click on the file or folder you want to delete.
2. Click on **Delete** from the shortcut list.
1. Before the file or folder goes into the Recycle Bin, you will get a message on the screen asking whether you are sure you want to delete it. You must then click **Yes** or **No**.





## Practice task 20

Find out how many printers are connected to the network at your workplace or learning centre that you are able to access. To do this, follow the first three steps described previously. How many are there? Which printer is currently the default printer?

## 5A Close applications

An application is just another name for a program that you use to do something useful on the computer. Adobe Photoshop, Microsoft Word, Microsoft Outlook Express and Apple iTunes are examples of applications. You can start and stop applications. There are other programs on computers which start and stop automatically. Usually you don't even know they are there.



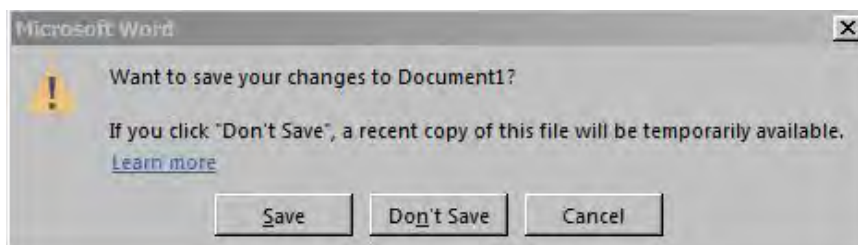
When you shut down a computer, it is important to close all files and applications first. Sometimes programs become corrupted; that is, lose data or information, if you don't close them properly.

### Close a file

To close a file in Microsoft Word 2013, follow these instructions:

1. Click the **File** tab.
2. Select **Close**.

A dialog box will appear on the screen asking if you want to save changes you made to your file.



## Learning checkpoint 5 Shut down the computer

This learning checkpoint allows you to review your skills and knowledge in shutting down the computer.

Where observation is required, either have your trainer observe your actions or make a recording of yourself to show your trainer later.

Complete the following steps:

1. Open Microsoft Word with a new blank document. Type a few words onto this new document. Minimise the document.
2. Open the email program on your computer.
3. Close the file that you minimised.
4. Close both the applications you have opened.
5. Shut down your computer.