Introduction

This non-credit, 2-hour shortcourse is designed for those who are new to computers, and Windows. A computer is an electronic device that accepts input, processes data, stores data, and produces output.

Course Objectives

After completing this short course, you should be able to:

- Recognize essential elements of a computer;
- Be able to work with different magnetic disks;
- Utilize Mouse properties;
- Use Windows accessories;
- Create, save, move, copy, and print documents.
Computer Components

- **Monitor** looks like a TV screen.
- **CPU** is the “brain” of a computer.
- **Keyboard** is used to communicate with your computer.
- **Mouse** is a pointing device.

Disk Drive

Any part of the computer where disks reside and operate is called a disk drive. Disks are magnetic devices. Keep them away from magnetized objects!

Disks

- **Hard disk** is the non-removable memory source.
- **Floppy Disk** is a 3.5 inches diskette removable memory source.
- **CD-ROM** is a removable very large memory source.
- **Zip-disk drive** is a removable memory source. It has 100-200 times more storage space than a floppy disk.

Files

Programs and data are stored when not in use as files. When you type a letter in Microsoft Word, for example, the letter will be stored as a data file. Files are stored on magnetic storage devices (disks).

Mouse

The **Mouse** is the most popular pointing device. The **Mouse pointer** usually looks like an arrow pointer and identifies your location on the screen (Think of a mouse as an extension of your hand.) The **pointer of the Mouse is very sensitive, and it is very important where it resides on the screen.**

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Click</strong></td>
<td>Press and release the left mouse button once.</td>
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<tr>
<td><strong>Double-click</strong></td>
<td>Quickly press and release the left mouse button twice.</td>
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<tr>
<td><strong>Right-click</strong></td>
<td>Press and release the right mouse button once. A shortcut menu appears.</td>
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**Mouse Actions**

- **Pointing:** Moving the mouse pointer so that the arrow’s tip is on the item to which you want to point.

- **Clicking:** Positioning the pointer of the Mouse in the middle of an icon (the picture not the word) and pressing and releasing the left button. This will highlight the icon.

- **Double-clicking:** Clicking twice (press and release the mouse button twice quickly) to open up icons. Don’t click too slowly, and don’t take your mouse pointer from your icon. Just click faster not harder.

- **Dragging:** Placing the mouse pointer on an icon, pressing the left mouse button, and moving the icon with the pointer.

**Utilizing the right-mouse button for various features**

- On an icon, Right-Clicking the Mouse will give you the following options:
  - Open
  - Send To:
  - Cut, Copy
  - Create Shortcuts
  - Delete the icon
  - Rename the icon
  - Check the icon’s properties

- On the desktop (anywhere), Right-Clicking the Mouse will give you the following options:
  - Arrange the icons
  - Line up the icons
  - Paste material from the clipboard
  - Paste shortcuts
  - Create new items
  - Check the desktop’s properties.

**To shut down your computer**

- Click the Start button, then
- Select Shut Down.
Windows Environment
Windows environment has 3 components:

- **Desktop** is a program running in your computer.
- **Icons** (picture on your desktop) are the various resources on your computer. You Click or Double-click on them to do different things, such as selecting or opening a program.
- **Taskbar** is one of the elements of the windows desktop. It is a gray rectangular bar located, by default, across the bottom of the windows desktop. It includes the Start button, a button for each program that is open, and the system clock.

Start Button
Start Button is one of the most useful items on the taskbar.

- From Start Menu, Click Help, then Windows Help, then Index,
- Type your question, or
- Get on-line help by clicking on the “Web Help” button.

Taskbar

- Right-click the Taskbar.
- Set the location of the taskbar.
- Add/Remove items from the Start Menu.
- Add an item to the start menu by dragging its icon to the start button.
- Display/hide the taskbar clock.

My Computer

- Double-click “My Computer.”
- Right-click on the C-Drive.
- Properties (see the Hard-disk space).

Windows
When you start a program (Microsoft Word for example), a defined work area appears on the screen. This defined work area is called a **Window**. A window is a movable, resizable area in which information is displayed and with which you can interact (click and hold the title of the window to move it on the desktop).
Title bar appears at the top of each window. It displays the name of the open application or software.

A scroll bar is a bar that can appear at the lower edge or the right edge of a window

Resizing Windows
- Click the button with the single line to minimize the window (this reduces the document to the Taskbar).
- Click the button with the box to maximize the document.
- Click the button with double boxes to restore the document.
- Click the button with x to close the window completely.
- Scroll bars appear at the bottom and/or right side of the window.
- Click the arrows to scroll one line.
- Drag the scroll box to scroll faster.
- Click inside the scroll bar (to the appropriate side) to scroll a screen-full (up or down).
- Click and hold the grooves in the lower, right corner to resize the window (in two directions).
- Click and hold on the window title bar to move the window about.

Using Accessories programs
- From Start menu button, Choose Programs, then Accessories then, Calculator.

Views of a Window
- In the window click view
  - Large Icons
  - Small icons
  - List
  - Details
  - Arrange Icons
  - By name
  - By type
  - By size
  - By date
My Computer

- Double-click the “My Computer” icon on your desktop to see the content of your computer.
- Double-click Disk Drive (C) to see the content of your computer hard disk.
- Double-click My Documents.

File Naming Rule

File names in Windows can be up to 255 characters, including spaces, but cannot contain any of the \ / : * ? " < > | characters.

Searching for a file or a folder

- From the Start menu select Start.
- Click Search, and then select the type of search that you want to conduct. You can use the * (asterisk) wildcard for an entire name or the ? (question mark) wildcard in place of a letter or number that you are unsure of. For example, if you are looking for a file that is called Report01, or 02 and you are unsure of the file extension, you type Report0?.* in the text box. You can type text that you believe the file contains in the "Containing text" text box.

Selecting Icons

- To Select an icon, click once on the icon,
- To Select multiple icons
  - Click, hold, and drag over several icons to outline (or, Ctrl-click each icon separately). You could select multiple items on your desktop, and copy them onto your floppy disk, for example.

Copy/Paste

- In a window, select the file or folder you want to copy or move.
- Click Edit > Copy (or Cut to move).
- Double-click the folder in which you want to place the file or folder.
- Edit > Paste.
- Select the text, then
  - Edit > Copy.
  - Click the spot in the document you want to put the copied text.
  - Edit > Paste.
Clipboard
Windows places the deleted and copied text in the clipboard – a temporary holding spot inside the computer).

- Select the text.
- Edit > Cut.
- Click in the document where you want to place the text.
- Edit > Paste.

Deleting Items
- Click on the item, hold and drag it to the Recycle bin (an icon on your desktop), OR
- Right-click the item > Delete > Yes.
- Restoring Items from the Recycle Bin.
- Double-click bin > copy > paste to desktop.
- Double-click bin > right click item > restore.
- Double-click bin > “File” > “Restore.”
- Empty Recycle bin.

To learn more about Windows 2000 Professional:
- From the Start button, click Help.
- Click Introducing Windows 2000 professional.
- Click getting started on-line book.
- Click Getting Started (in the right panel).
- Click Ch. 4.

Internet Explorer Tour
- Double-click the Internet Explorer Icon on your desktop.
- Click Help.
- Click Tour.

Exercise
1. Open the My Computer window.
2. Maximize the My Computer window.
3. Move the **My Computer** window to the top-left corner of the screen, and then move it to the bottom-right corner.

4. Increase the width of the **My Computer** window by a few inches.

5. Minimize the **My Computer** window.

6. Start the **Calculator** (on the Accessories submenu), and minimize it.

7. Start the **Paint program**.

8. Make the **Calculator** window the active window, and close it.

9. Switch to the **Paint** window, and close it.

10. Close the **Calculator** and **My Computer** windows.

**Where to Get Help**

If you need help with your project, you may contact Help Central Office at 742-HELP.

If you need help from your instructor, you may e-mail heide.mansouri@ttu.edu.

E-mail your comments or suggestions to: heide.mansouri@ttu.edu