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Using a Computer and Managing Files

Includes use of a computer for class sessions.

- This course is an introduction to the Personal Computer (PC)
- You will get hands-on practice using the Windows operating system, gain skill in using the mouse, and get experience with some useful computer programs.
- Many of the lessons use the Microsoft Office suite of programs.
- You will get examples of how PCs can be used in your life and activities.
- For each course, you will be given a manual to keep. The manual contains a step-by-step review of the material covered in the class.

Lesson One: Windows Basics and Mouse Skills

- Review computer components and the Windows operating system
- Start and shut down the computer
- Log on and log off the Windows operating system
- Control the size and visibility of a window
- Start and stop a software program
- Shut down a non-responding application.
- View the computer's basic system information: operating system and version number, installed RAM (random access memory).
- Change the computer's desktop configuration: date & time, volume settings, desktop display options (color settings, screen pixel resolution, screen saver options).
- Operate a mouse

Lesson Two: The Desktop

- Review the desktop and parts of a window
- Recognize common desktop icons such as those representing: files, directories/folders, applications, printers, recycle bin/wastebasket.
- Select and move desktop icons.
- Open a file, directory/folder, application from the desktop.
- Create a desktop shortcut icon
- Understand why making a 'backup' copy of files to a removable storage device is important.
- Use Help
- Use the Find tool to locate a file, directory/folder.



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Lesson Three: File and Folder Management

- Use Windows Explorer to view the contents of your computer
- Identify the different parts of a window: title bar, menu bar, toolbar, status bar, scroll bar.
- Recognize common file types: word processing files, spreadsheet files, database files, presentation files, image files, audio files, video files, compressed files, temporary files.
- Count the number of files, files of a particular type, in a folder (including any files in sub-folders).
- Configure Windows Explorer
- Sort files by name, size, type, date modified.
- Select a file, directory/folder individually or as a group of adjacent, non-adjacent files, directories/folders.
- Create new folders
- Rename folders
- Move files from one folder to another
- Delete files, directories/folders to the recycle bin/wastebasket.
- Restore files, directories/folders from the recycle bin/wastebasket.
- Empty the recycle bin/wastebasket.

Lesson Four: Using Windows Utilities

- Open Notepad and use some of the basic features
- Adding up the Calculator
- Finding the Address Book
- Draw or view photos in Paint
- Playing installed games for fun and mouse practice!