Computer 101

Files & Folders.

- An electronic **file** is the equivalent of a paper document (although electronic files may include music, still or moving pictures etc.).
- An electronic **folder** is similar to its paper counterpart in that it is used to bring related **Files** together.
- A Word document, for example, is created just by entering Word and typing.
- Assuming that you wish to be able to keep and refer to that document in future, you need to save it.
- The first time you save a document you should choose **File** and **Save as**. This allows you to choose the **name** by which you will identify the file and **where** the file is stored. Many files are stored in **My Documents**. If you do not select a name it will automatically be known by the first line of text.
- When choosing a file name, *donotuse* the following symbols / \ <>* ?.Although these symbols have uses elsewhere, they can cause major problems when used in file names.
- Note that it is better to use **Underscore** in a file name rather than a dash or a space.
- After a file has been saved once, the shortcut (floppy disc symbol) may be used to save subsequent work on, or changes to that file.
- A **Folder** is created by finding a vacant portion of the desktop and right clicking. Select **New** and then **Folder.**
- **Files** and **Folders** may be **renamed** by right clicking on them and selecting **Rename** from the menu.
- **Files** may now be transferred directly into a**Folder** by selecting the **Folder** from the choices offered after selecting **Save As**, or existing files stored in **My Documents** may be

clicked on and dragged into the **Folder**, or highlighted and transferred using the **Move This File** command under **File & Folder Tasks.**

Shortcuts

- Short cuts allow you to place an icon on your desk top to allow rapid access to any frequently used **File** or **Folder.**
- To create a short cut for a document, find the document, right click on it and then select **Send To** and then **Desktop (Create Short Cut).**
- A short cut may also be created by right clicking on a vacant portion of the desktop, selecting **New**, then**Shortcut**, and selecting **Browse.** From the drop down menu select the file for which you wish to create the shortcut. Then select OK.
- Either of these methods will produce an icon on your desktop on which you may double click to gain direct entry to the document(s) for which the shortcut(s) have been created.

Data Transfer

- If you wish to take information from the internet and include it in a document, the following is a convenient method.
- Highlight the section to be used in your document on the internet document. Right click on the highlighted section and select **Copy**. Locate the exact location in your document where you wish to use the selected passage. On *your* document, left click where the section is to be used (this will bring up the cursor), right click and select **Paste.**

Data Storage

Most computers use combinations of eight bits, called bytes, to represent one character of data or instructions. For example, the word "cat" has three characters, and it would be represented by three bytes. A byte is made up of 8 consecutive bits.

- 1,000 bytes=1 kilobyte (K or KB)
- 1,000 KB=1 megabyte (MB)
- 1,000 MB=1 gigabyte (GB)
- 1,000 GB=1 Terabyte (TB)

But don't expect to fit a full 1GB of data on a **Flash drive** rated 1GB.

- Data is stored on the computer's **Hard Drive.** Likewise, when travelling, it is easier to carry a small storage device than to carry your computer when you will have access to a computer at your destination.
- Today the most popular device for **Data Storage** is the **Flash Drive.** These are reasonably priced (approximately $10 for each 4 GB of memory) and are not much larger than a house key. Their small size, large capacity and greater durability account for their growing popularity.
- A **DVD** may be used on most recent computers (this requires a built in or external **DVD Drive** and **a suitable program).** A standard DVD will store 4.7 GB.
- **Floppy Disks** are still in use with some older systems, but would require an external drive on newer equipment.

Page Sizing

When working on or comparing more than one document at a time, as an alternative to being able to access one of them at a time from the **Task Bar,** it is sometimes desirable to display two (or more) windows side by side on the screen.

- Open the first window. If it opens full screen, use the **Restore Down** button. Move the cursor to any edge of the window until it turns into a double arrow. While holding down the left mouse button, move the mouse as needed to alter the size of the window. Now **Minimize** the page.
- Repeat the above procedure as often as necessary.
- Move the last window modified to the left side if the screen by holding down the left mouse button on the **Title Bar** and dragging it.
- Restore (one of) the window(s) from the **Task Bar** and move it to the right, again by left clicking on the **Title Bar** and dragging.

Obviously, the above is far from the full story. For more information Google the name of your operating system or the topics you wish to explore further!