



Presents:

INTERMEDIATE COMPUTER BASICS

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Adapted from the Texas State Library's TEAL for All Texans Student Resources Manual

Intermediate Computer Basics Topics

- Windows Explorer
- Getting to Know the Start Menu
- Managing my Computer

Goals and Objectives

- Learn about Windows Explorer
- Learn how to access, open, and close your files
- Learn how to create an organizational folder system
- Define the start menu programs and places
- Learn how to customize and update your computer

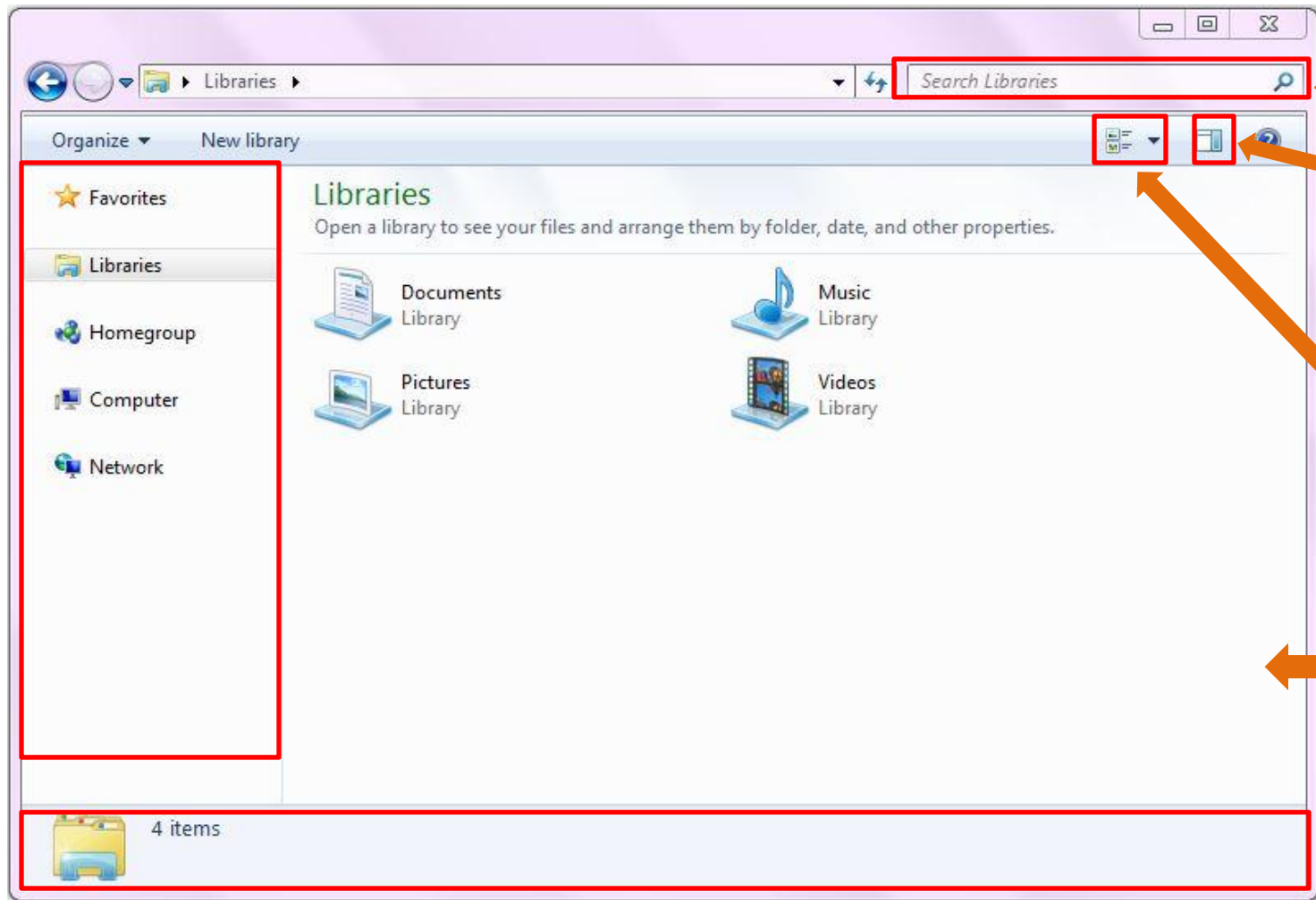
Windows Explorer



What is Windows Explorer?

- ❑ Windows Explorer is a file management software and navigation tool that comes standard on all Windows computers.
- ❑ It is located in your quick launch bar and in your start menu under *Accessories*.
- ❑ Note: In Windows 8 it is called File Explorer

Windows Explorer



3. Search Bar

4. Preview Pane

5. Change View

6. Viewing Pane

1. Folders Pane

2. Information Pane

Windows Explorer

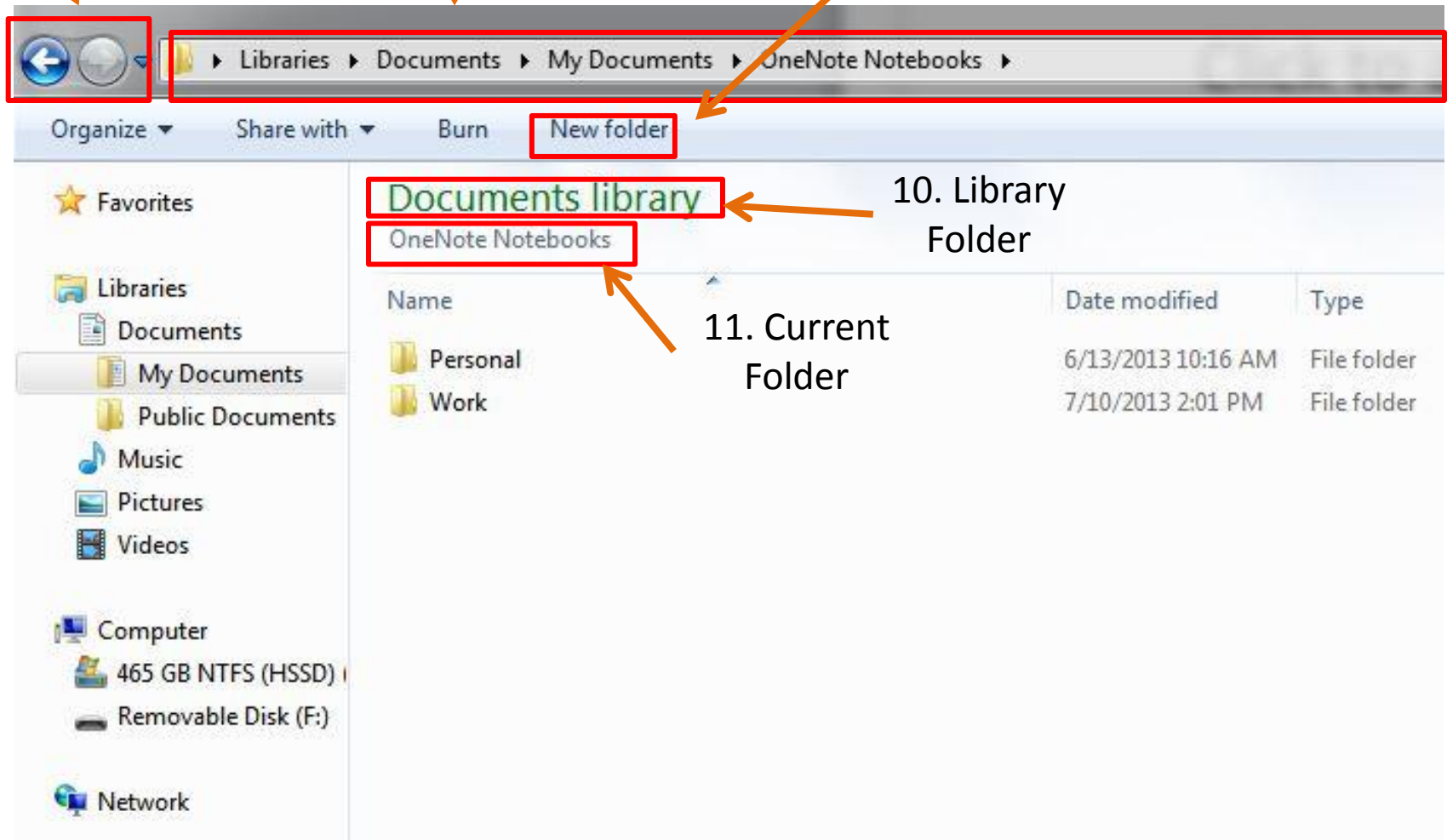
1. **Folders Pane**: displays the folders in Windows Explorer
2. **Information Pane**: displays information about folders and files
3. **Search bar**: allows you to search for files in different folders
4. **Preview Pane**: lets you preview a document or picture before opening it
5. **Change view**: changes how you view the size and details of your files (note: files arrange alphabetically by default)
6. **Viewing Pane**: where you view information about your files and folders

Windows Explorer

7. Back/Forward Buttons

8. Navigation Bar

9. New Folder Button



Windows Explorer

7. **Back/Forward Buttons**: lets you move back a page or forward a page
8. **Navigation Bar**: shows you the order and location of the folders you are in
9. **New Folder Button**: Creates a new folder
10. **Library Folder**: Shows which of the 4 main library folders you're (Documents, Music, Pictures, or Video)
11. **Current Folder**: shows you the folder you currently have open

Windows Explorer Folders

- Windows Explorer is the program that contains four main folders:
 - Favorites
 - Libraries
 - Computer
 - Network
- Each of the four main folders contains more folders to your files. It works like a computerized filing system.
- Next to every folder you will see a small white arrow. Clicking that arrow will display the folders within that folder. The arrow turns to black and points diagonally so you know that a folder is showing you its contents.



Windows Explorer Folders

- *Favorites* contains
 - **Desktop**: the shortcut folder for icons that are on your desktop
 - **Downloads**: the folder where items that you download from the internet go. This includes software, media downloads, and email attachments.
 - **Recent Places**: the folder where the folders you opened most recently are. Essentially like a browsing history for your computer.
 - **Recycle Bin**: the folder where files that you delete go until you permanently remove them from the computer.

Windows Explorer Folders

- *Libraries* contains:

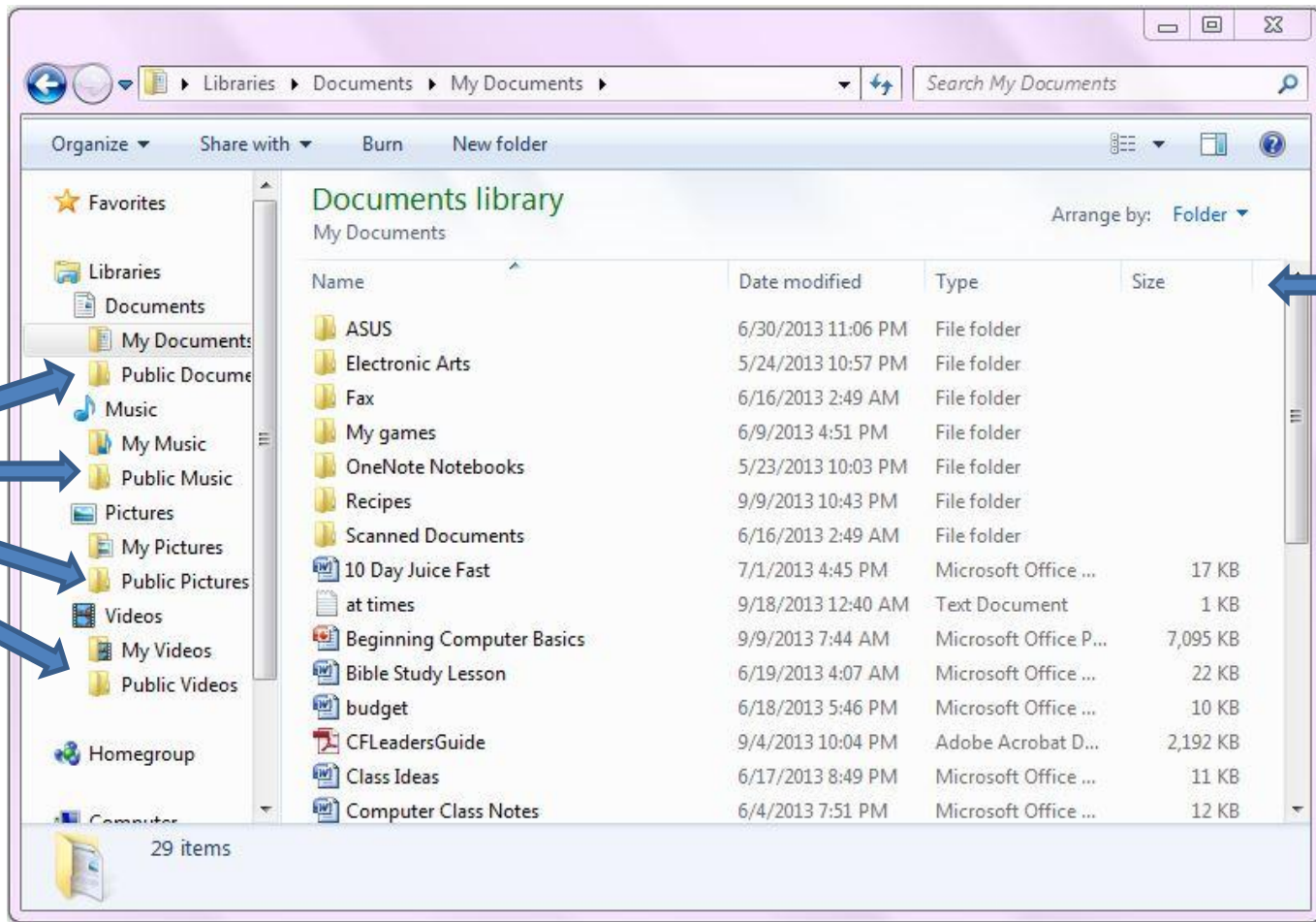
- **Documents**: contains all Microsoft Office files (Word, Excel, PowerPoint, etc.), Adobe files (pdf), and notepad files (.txt) that you create and save.
- **Music**: contains all music files on your computer (wma, mp3, etc.)
- **Pictures**: contains all picture files on your computer (jpg, png, bmp, etc.)
- **Videos**: contains all video files on your computer (wmv, flv, etc.)

Note: You can create more folders within the library folders to organize your files the way you want.

Windows Explorer Folders

My Folders are files only viewable by you.

Public Folders are files viewable to all users



Place files in ascending or descending order by name, date, type or size

Windows Explorer Folders

- *Computer* contains:
 - **Hard Disk Drive:** where your C: drive is located. It is the main drive where all your memory is stored
 - **Devices with removable storage:** where your flash drive, SD card, and CD/DVD drive shows up.
- *Network* contains:
 - **Computer:** computer name
 - **Wireless devices:** (printer)

Review

- Where are the two places Windows Explorer is located?
- What are the four main folders in Windows Explorer?
- What are the four folders in the Libraries folder?
- What makes public folders different from “My” folders?

Getting to Know the Start Menu



What is the Start Menu?

- The start menu is the home base or starting point for using your computer. Every program and file on your computer can be accessed from the start menu .
- It is always located in the bottom left hand corner of your desktop .
- Your start menu can be opened by left clicking on it once or by using the Windows Key on your keyboard (it will have the Windows logo on it)

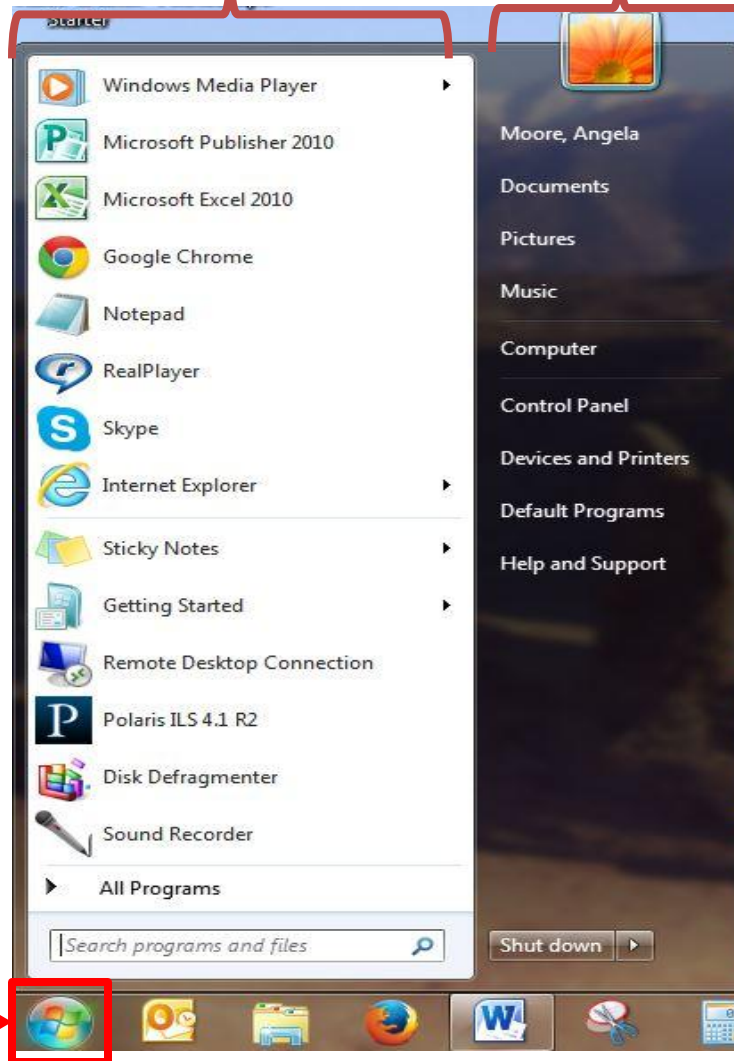
Parts of the Start Menu

- There are two sides of your start menu
 - The left side is called Programs. This is where all programs that came installed or that you have installed on your computer are located. Anything on this side will open up a program
 - The right side is called Places. This is where you can access all your folders, drivers, devices, and computer settings. Anything on this side will open up a place where you can then access other functions and folders.

The Start Menu

Programs

Places



- **Places Examples:**
 - Documents
 - Pictures
 - Music
 - Computer
 - Control Panel, etc.

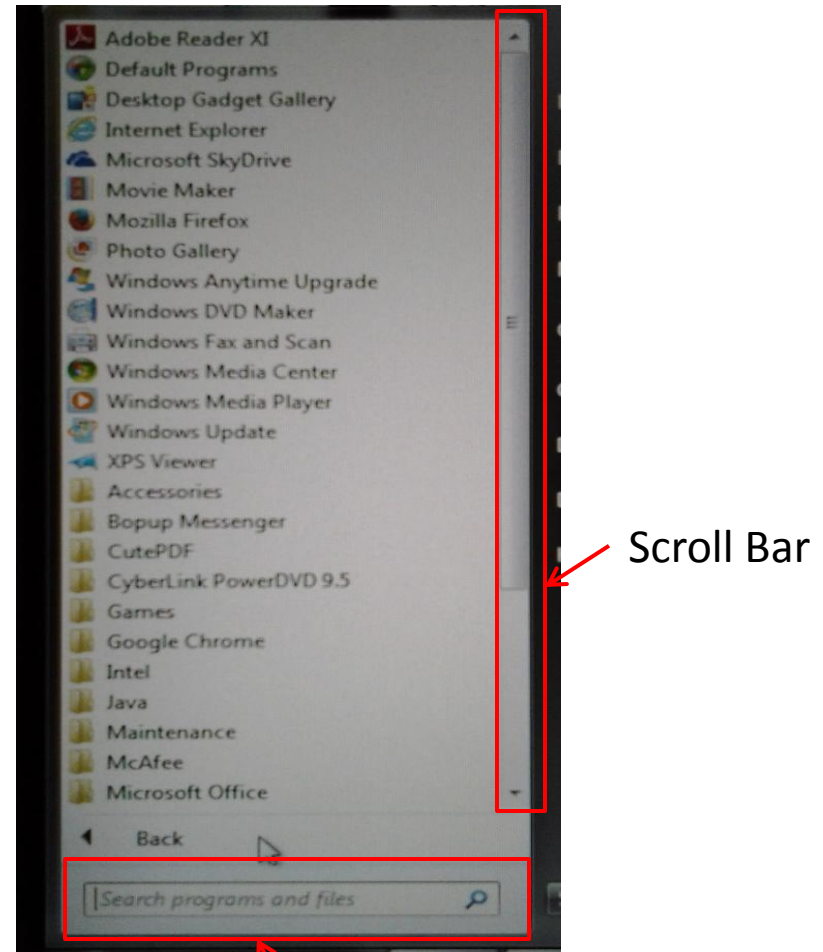
- **Programs Examples:**
 - Microsoft Office
 - Games
 - Accessories
 - Web Browsers
 - Media Players, etc.

Start menu icon



Programs

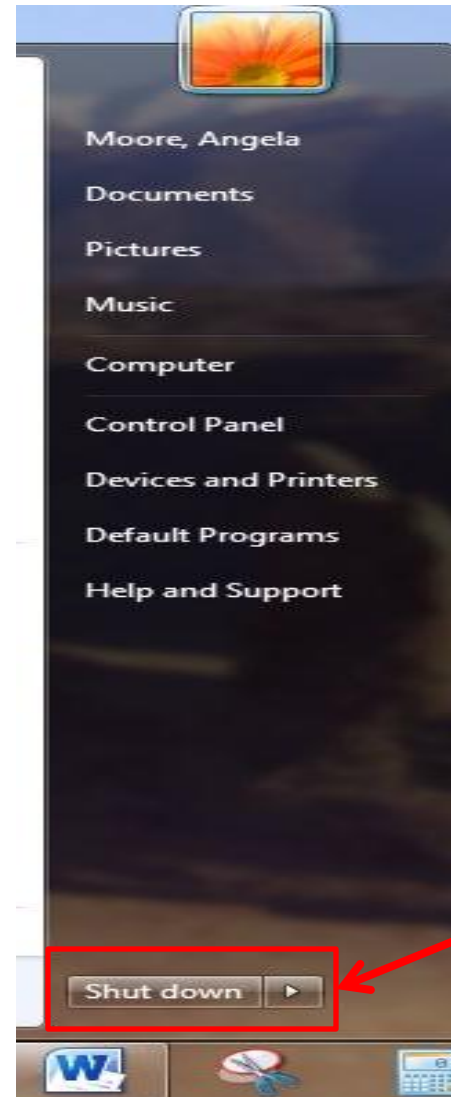
- When you click on All Programs a list comes up showing programs at the top that come with Windows and programs below them that are contained in folders which are a mix of Windows programs and the programs you install. Both sections are listed alphabetically.
- **Note:** Programs that you use frequently can be pinned to the Start Menu by right clicking on the program and selecting “pin to start menu”



Search Bar – search for any program or file by typing the name in this box

Places

- On the Places side, clicking on any of the first **5** items will open up that folder in Windows Explorer.
- **The Control Panel** contains all customization and configuration options for your computer.
- **Devices and Printers** allows you to view, modify, add, and delete devices.
- **Default Programs** allows you to set the default programs that will open whenever you click a link such as the media player, web browser, etc.
- **Help and Support** is your go to place to learn more about your computer and how to use its functions. Any topic you need help with understanding in Windows you can search for and find here.



Gives you the computer options to

- switch user
- log off
- lock
- restart
- sleep
- hibernate
- shut down

Managing My Computer



Control Panel

System and Security (Security Checklist): Use this checklist to make sure you are taking advantage of all the ways that Windows can help keep your computer as secure and safe as possible.

- **Action Center:** allows you to review any basic computer problems and resolve them. Your computer will alert you if there is a problem that needs resolving in the Action Center. It checks to make sure your firewall is on, antivirus is up to date, and computer updates are automatically installed
- **Windows Defender:** used to prevent malicious software, like spyware and viruses, from infecting your computer. Offers real time protection and scanning options
- **User Account Control:** prompts you for your permission before installing software or opening certain kinds of programs that could potentially harm your computer or make it vulnerable to security threats.
- **Backup and Restore:** It's important to back up your files and settings periodically so that if you get a virus or have any kind of hardware failure, you can recover your files.
- **Windows Update:** most important feature in system and security. Keep this up to date manually or set it to update automatically. It installs patches and fixes to any security vulnerabilities or bugs in Windows.
- **Windows Firewall:** protects your computer from hackers or malicious viruses on the internet and other networks. Its important that this is on if you use a laptop away from home.
- **System:** lets you see the technical specifications of your computer and adjust Remote Settings



Open Windows Help & Support by clicking on your Start Menu then Help and Support. Type “Security Checklist for Windows 7” in the search box for more information on each of these security features.

Control Panel

Network and Internet

- **Network and Sharing Center:** allows you to view what network (internet service) you're connected to and configure your internet connection
- **Internet Options:** the web browser configuration options for Internet Explorer. This can also be accessed while having Internet Explorer open.

Hardware and Sound

- **Devices and Printers:** add and view external devices like printers, mp3 players, routers, etc.
- **Autoplay:** allows you to choose the default setting for all media related software and devices you insert in your computer including music, movies, and video.
- **Sound:** Adjust your sound settings

Control Panel

Programs

- **Programs and Features:** allows you to uninstall programs
- **Default Programs:** allows you to set the programs that will open by default for your browser, media, and email

User Accounts & Family Safety

- **User Accounts:** add, remove and manage accounts and passwords
- **Parental Controls:** manage what programs family members' user accounts have access to

Control Panel

Appearance and Personalization

- **Personalization**: change the look of your desktop background, colors, screen saver and more
- **Folder Options**: here you can modify whether you want folders (such as documents, pictures, music, etc.) to open with one click or with a double click.

Clock, Language, Region

- Change the date, time, or language if necessary

Ease of Access

- The place to modify the computer display, mouse settings, keyboard settings and more to make your computer easier to use

Review

- Where is the Start Menu located?
- What are the two sides of the start menu?
- What place do you go to for help with using Windows?
- What is the most important feature in the System and Security Menu?
- If I want to personalize the look of my computer such as my background, where do I go?