New Mexico Broadband Program

Basic Computer Skills

Module 3

• Computer operating skills
• Navigating Windows
Class Goals

• Acquire basic understanding and skills using the Start menu
• Acquire ability to locate, open, and close programs
• Acquire the ability to open, close, and manipulate windows
We are going to explore the organization of information in your computer.

Understanding the organization will help you know where to store and where to find your documents and files.
The Start Button

We begin by opening the Start menu on your computer. You will find the Windows 7 Start Button on your desktop in the lower left corner.
The Start Button

You can open the start menu by left-clicking on the button once.
Move your mouse until the cursor is over the Start button before you click.
The Start Menu

Opening the Start menu is like opening a cabinet in which you keep all your office tools AND all your office documents.

http://smallbusiness.chron.com
http://office-turn.com
The Start Menu

The Start menu provides an abbreviated Table of Contents for everything in your computer.
The Start Menu

The white column on the left lists application software, or programs, commonly used on your computer.

Think of these as the tools you use most frequently.

The dark column on the right lists major locations on your computer.

Think of these as file drawers, in which you store or look for information.
The four items listed on the top of the File Drawer side are the files that we use most frequently. These are Documents, Pictures, Music, and Videos. Together, they are called the Libraries.
Think of the entire right hand column as the complete filing system for all the information in your computer.

http://www.southwestsolutions.com
and the libraries as a single drawer that contains your personal files.

http://smallbizlink.monster.com
Libraries on the Taskbar

We can access the libraries individually from the Start Menu, or as a separate group through an icon on the Taskbar.

The icon for the Libraries looks like a set of folders held up by a metal bookend. If you click once on this icon, you will open the Libraries’ drawer.
When you open Libraries, you are taken to a set of folders with the same names as the top four terms listed on the right side of your Start menu: Documents, Pictures, Music, and Videos.
Exploring the Libraries

Open the Libraries by left-clicking on the Libraries icon on your taskbar.

Next, open the “Pictures” library by *double* clicking on the icon.
Double click on the “Sample Pictures” folder to open it.

To look at a close-up of any picture, double click on the image.

To close any window, such as the enlarged picture, click the red “Close” button.
Explore each image, then close it.

Remember to use the “Esc” button if you get stuck!
Suppose you want to now explore the Videos Library next. The **back arrow** in the upper left hand corner of the screen will help you navigate back to the main Library page, where you can access the Video Library. Each click of the **back arrow** takes you to the page previously visited.
The elongated box at the top of the page next to the “Back/Forward” arrows is called the **Breadcrumbs**. As you click the back arrow, watch the changes that occur in the words in this box.

The **Breadcrumbs** is a helpful tool for finding your way in and out of files. It helps you keep track of the path between where you are and where you have been!
Practice using the mouse, the close button, the back arrow, and the breadcrumbs to explore the libraries.
More about the Start menu

Let’s look at a few other locations listed on the Start menu.

If we click on **Computer**, it will take us to a screen that shows us information about our hard drive and provides access to other devices, such as CD’s or flash drives.
Computer on the Start menu

- Space remaining on hard drive.
- Space remaining on removable flash drive.
- Clicking on any one of these icons will open that device.

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If you insert a DVD or a CD, you can access it by clicking on \textbf{Computer}. Click on the DVD or CD icon to begin playing.
Another important item on the Start menu is the *Control Panel*.

We use the *Control Panel* to add a printer or other device, and to adjust settings on the computer.

If we click on *Control Panel*, it will take us to a screen that allows us to adjust settings in a variety of areas on our computer.
Control Panel

Adjust your computer's settings

- System and Security
  - Review your computer's status
  - Back up your computer
  - Find and fix problems
- Network and Internet
  - View network status and tasks
  - Choose homegroup and sharing options
- Hardware and Sound
  - View devices and printers
  - Add a device
  - Connect to a projector
  - Adjust commonly used mobility settings
- Programs
  - Uninstall a program
- User Accounts and Family Safety
  - Add or remove user accounts
  - Set up parental controls for any user
- Appearance and Personalization
  - Change the theme
  - Change desktop background
  - Adjust screen resolution
- Clock, Language, and Region
  - Change keyboards or other input methods
  - Change display language
- Ease of Access
  - Let Windows suggest settings
  - Optimize visual display

Add a printer

Change desktop

Change display settings
The left side of the Start menu

The white column on the left shows the commonly used software programs.

You may see links to specific programs you use frequently in this list.

To open a program, click on the words.

To view a complete list of all the programs used on your computer, place your cursor over All Programs and click once.
Open All Programs

1. Click on the Start button.
2. Click on All Programs.
3. Use the scroll bar in the All Programs menu to view the range of software programs available on your computer.
Working with Windows

To work with any program or website, you will need to know how to work with windows. These are the screens that open up any time a program or web page is opened.
Working with Windows

We’ve already learned that windows have three control buttons in the upper right hand corner.

We know the red box with the “X” is the close button. Clicking on this button will close the window and the program that you are using.
Working with Windows

Practice opening and closing some of the programs on the Start menu.
Windows buttons

The button on the left is the minimize button.

Clicking this button hides the window that is open on the Taskbar.

The icon on the Taskbar will be highlighted when a window is minimized there.
Working with Windows

Practice opening a program or icon, minimizing it to the Taskbar, opening the window from the Taskbar, and closing it again.

You can also open two windows at the same time by opening the programs from the Start menu.
Practice working with Windows

Practice opening, minimizing, and re-opening programs from the Start menu and Taskbar.
Hovering and preview windows

Notice that if you place your cursor over the Taskbar icon that is highlighted, a mini, preview window will appear. If you have more than one window of that program open, you can preview all the windows.
Windows restore button

The middle button is the *restore down/maximize* button.

Clicking this button will reduce the size of the window. If the window size has already been reduced, clicking the restore button again will maximize the window to full screen size.
Practice working with Windows

Practice using the restore down/maximize button with an open window.
Working with Windows

You can also move windows around on your desktop in order to be able to better view multiple windows when they are on your desktop.

To move a window, first use the restore button to reduce the size. Then place the cursor over the top edge of the window.
Working with Windows

Hold down the left mouse button and slide the mouse as you drag the window across the desktop.

When the window is where you want it located, release the button.
Working with Windows

You can also change the size of windows.

To do this, place the cursor in the corner of the screen until it turns into a double arrow.
Working with Windows

Then left click and hold the mouse button down while you slide the mouse around.

The double arrow will change the size of the window inwards or outwards from the corner you are dragging, depending on your movements.
Working with Windows

Practice moving windows around the desktop.

Practice resizing windows using the diagonal resizing arrows.
Practice working with Windows

Practice moving windows around the desktop.
Practice resizing windows using the diagonal resizing arrows.
Review

Start menu
Task bar
Exploring Libraries
Minimize, restore/maximize
Dragging and changing windows
Turning off your computer

Follow these steps to turn off a computer correctly.

1. Close all windows.
2. Click on the Start Button
3. Click on **Shut Down**.
4. Wait for computer to power down.
5. Turn off monitor or close.
We appreciate the time you spent with us. We hope to see you at the next training!

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