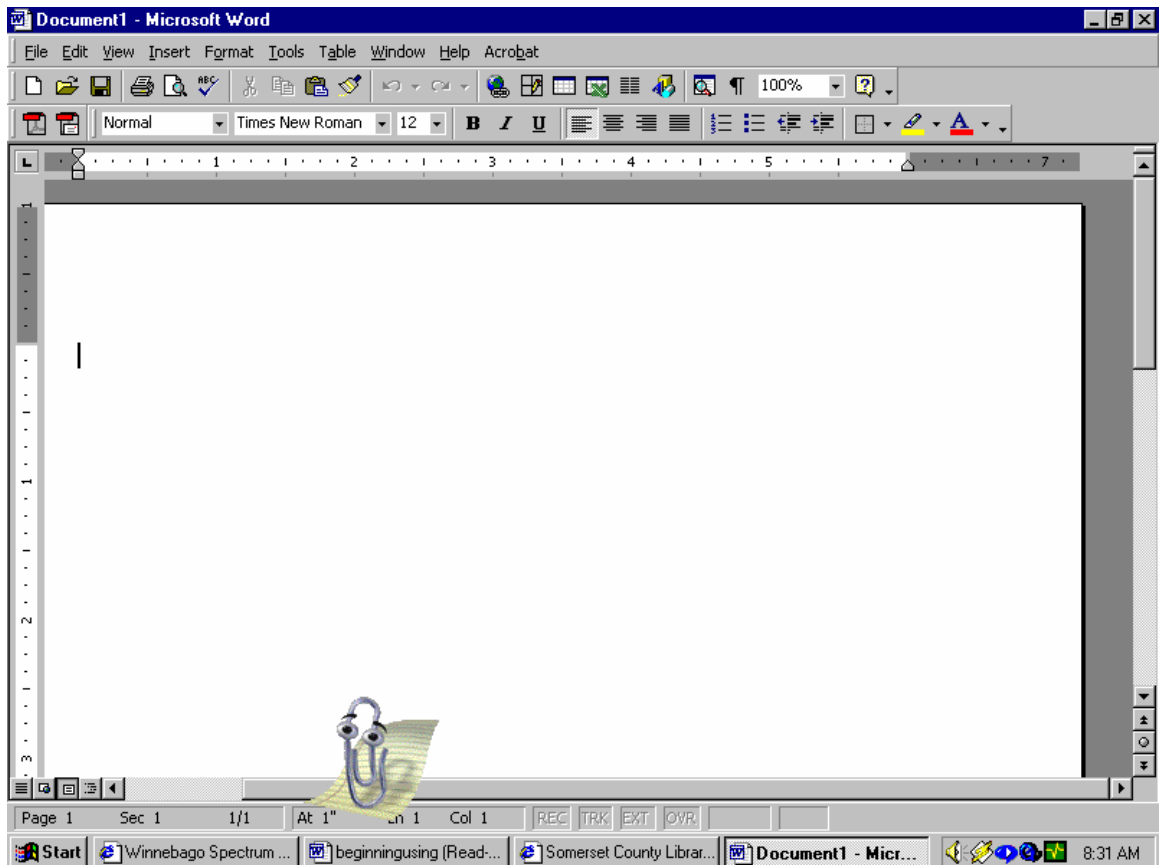


BEGINNING TO USE YOUR PERSONAL COMPUTER

Desk Top: This is the screen which comes up on the computer when you start it up and it finishes the “boot up.”

1. SAVING A FILE TO HARD DRIVE

Open Microsoft Word, which is represented by an icon, which is a blue W
The screen will look like this:

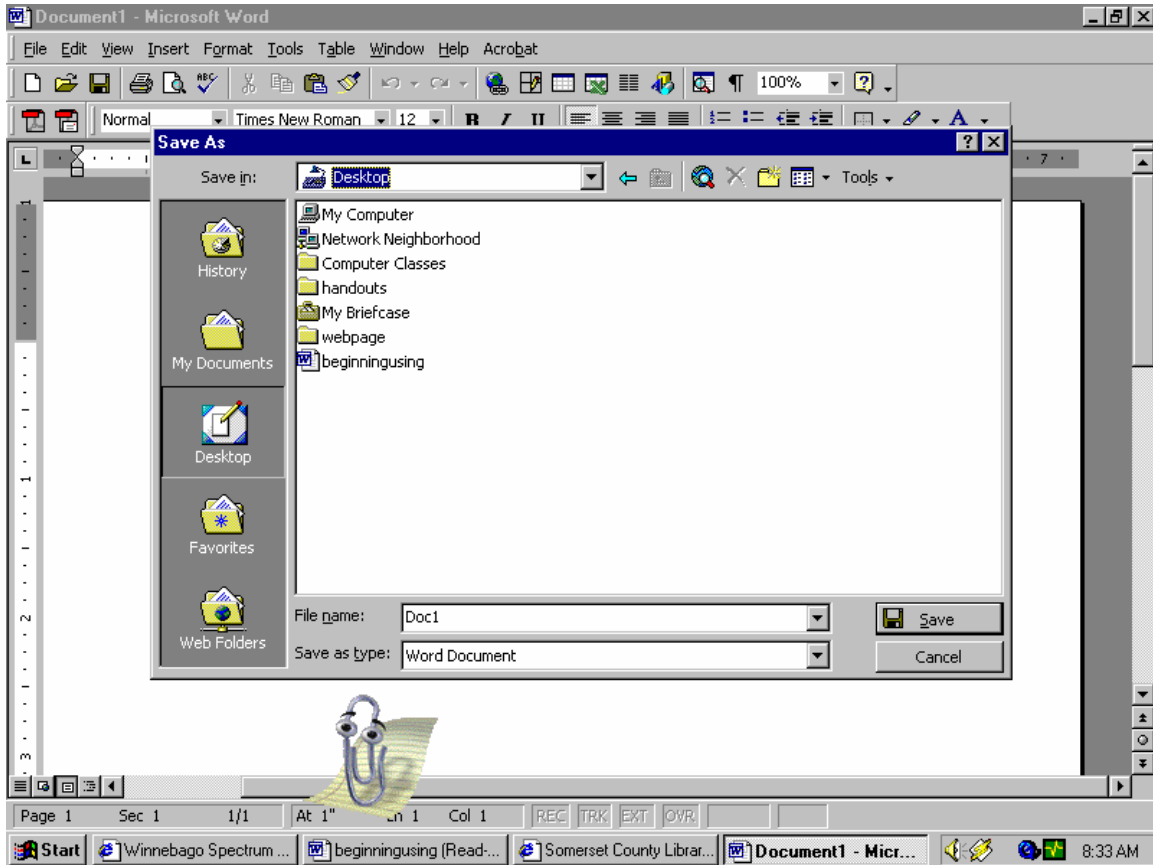


Notice the blue bar which tells you the name of the file you are currently working on. When you first open it will be called “document.” This is what is defaulted to do.

Default = An instruction that a computer assumes, unless the user gives it other instructions.

Since a file has to have a name it assumes that the file name is “document” until you tell it something else.

- Now type a sentence, any sentence.
- We are going to save the file now.
- Below the blue bar on the screen there is a toolbar with the words “file edit view ...”
- Move your mouse over the word “file” and click once
- Look in the menu bar for the word “save” and click once



Notice the bar next to the words “Save As” in the above example it says “My Documents.” This tells you where the file will be saved. You must remember where it is saved to open again in the future.

Also, in the bar next the “file name:” is a default name for the file, it will be the first couple of words in the document. This is done to give the file a meaningful name, something you will remember.

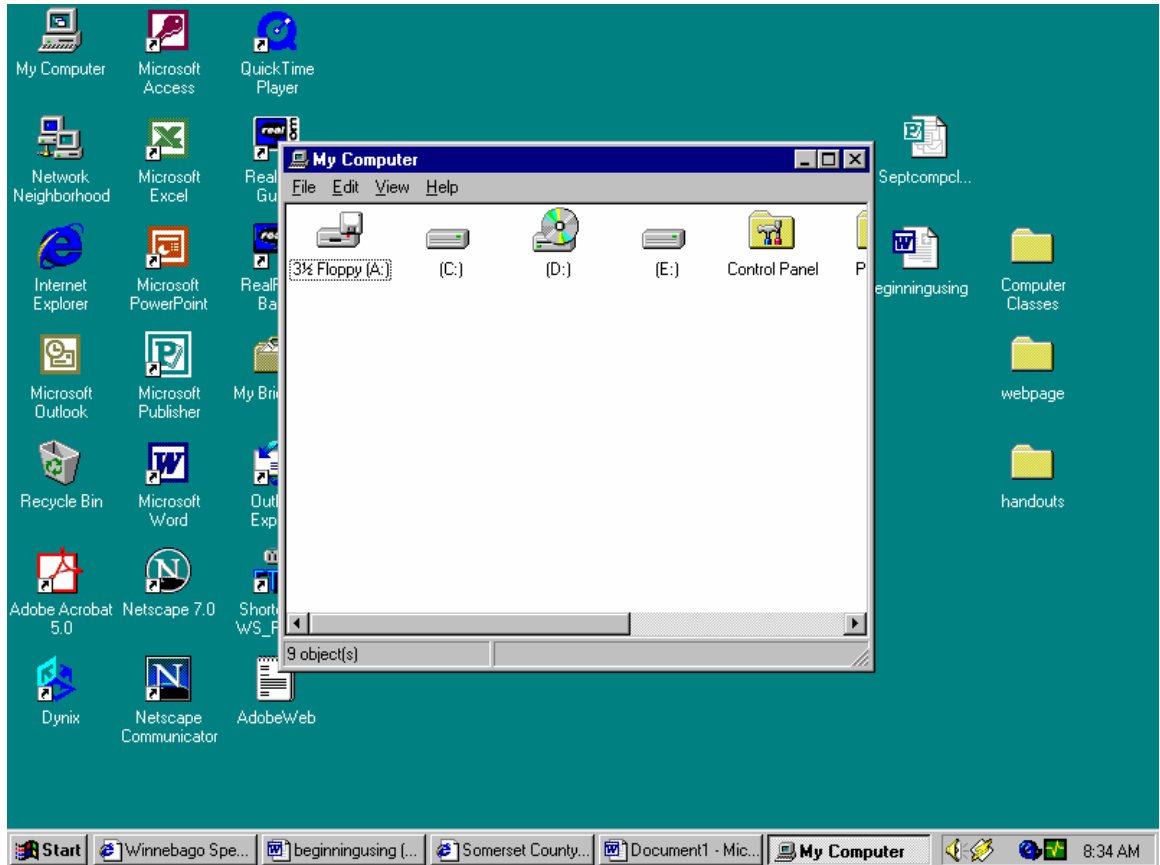
Type in your first name for this class. That way it will be easy to find later. Now click once on the word Save.

*Remember it will be saving the file in the area of your computer called “My Documents”

Now close the program by moving your mouse pointer up to the upper left hand corner and click once on the “x”

FINDING THE FILE ON THE HARD DRIVE

On your desktop, move your mouse pointer over top of the icon called “My Computer” and click twice.



- A: is your floppy drive
- C: is your Hard drive
- D: is your CD-Rom drive

My documents is on your hard drive so double click on the letter “C”
You will then see number of icons and things that look like file folders. The File Folders are called “folders” and they are a special area of the computer that has files about the same subject.

Double click on the icon “My Documents”
Notice the icon in this directory with your name
Double Click on the icon.
This should have opened the program that you wrote the program in originally.

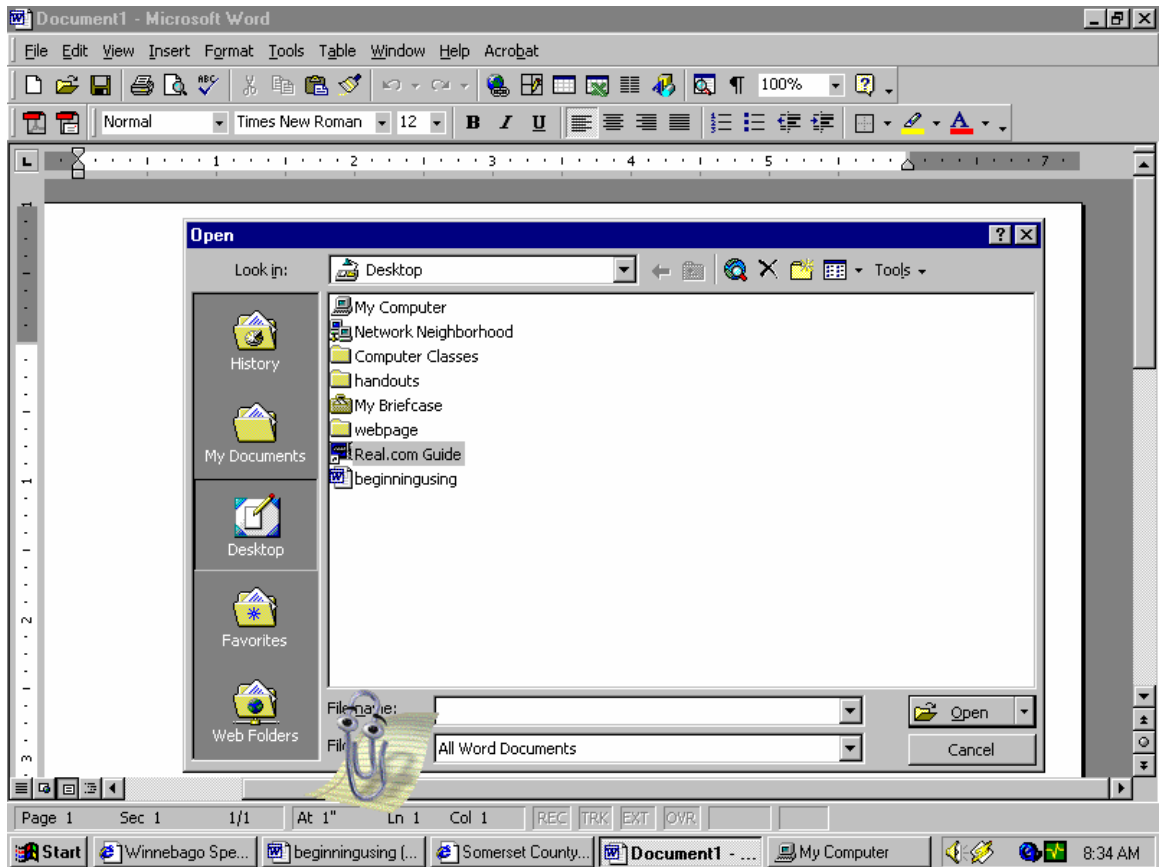
2. OPENING THE FILE IN A PROGRAM

Open the program you were using

Go to the top gray tool bar and click once on the word file

Select the item in the menu called open

You will get the open window



This is defaulted to go to the “My Documents” find your file in the list click once on the name and then click on the word open

Your file should be open. When finished save and click the “x” in upper right hand corner.

3. CREATING A FOLDER

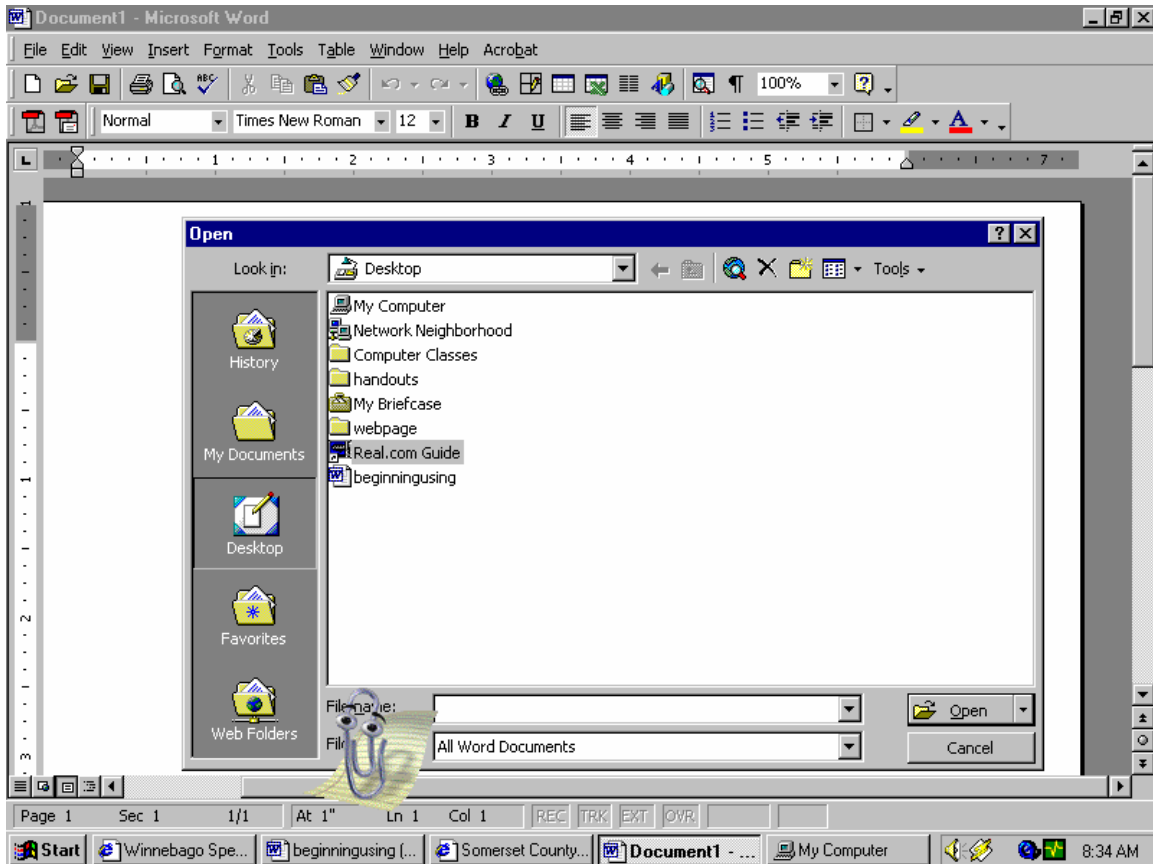
- Go to the desk top
- Double click on “My Computer”
- Double click on “C”
- Double Click on “My Documents”
- Click on the word “file” in the upper left hand corner
- Select “new” from the menu list
- Select Select “folder” from the menu to the right
- Notice a new file folder appears in the directory. It is defaulted to be called “new folder” Beginning typing your name.
- When finished press the enter button once and notice it has changed the name to what you typed.

4. MOVING A FILE TO THE FOLDER

- To move a file into the folder you just created.
- Select the file you want to move by moving your mouse pointer over top of the file
- Press and hold down the left mouse button
- Move the mouse pointer toward the folder which you want to put the file into (Notice the ghost like impression of the file as you move it across the screen)
- When the ghost like file image is over the folder, release the left mouse button. (This process is called clicking and dragging and is used by a lot different programs)

5. SAVING A FILE TO A FLOPPY DISK AND OPENING IT

- Open the program in which you created the file
- Follow directions for activity number 2 above
- When the file is open, go the “file” word again in the upper left corner.
- Click once
- Select in the list “Save As:” Note: Save is used the first time you save the file, if you want it to be saved to another part of your computer, you should select the “Save As:” feature.
- The save as window will open.
- At the right hand end of the window which probably says “My Documents” there is a small triagle, click once on the triangle.
- Your screen will look like this:



- Select the item in the list that that says 3 ½ inch floppy
- Then click on the save button

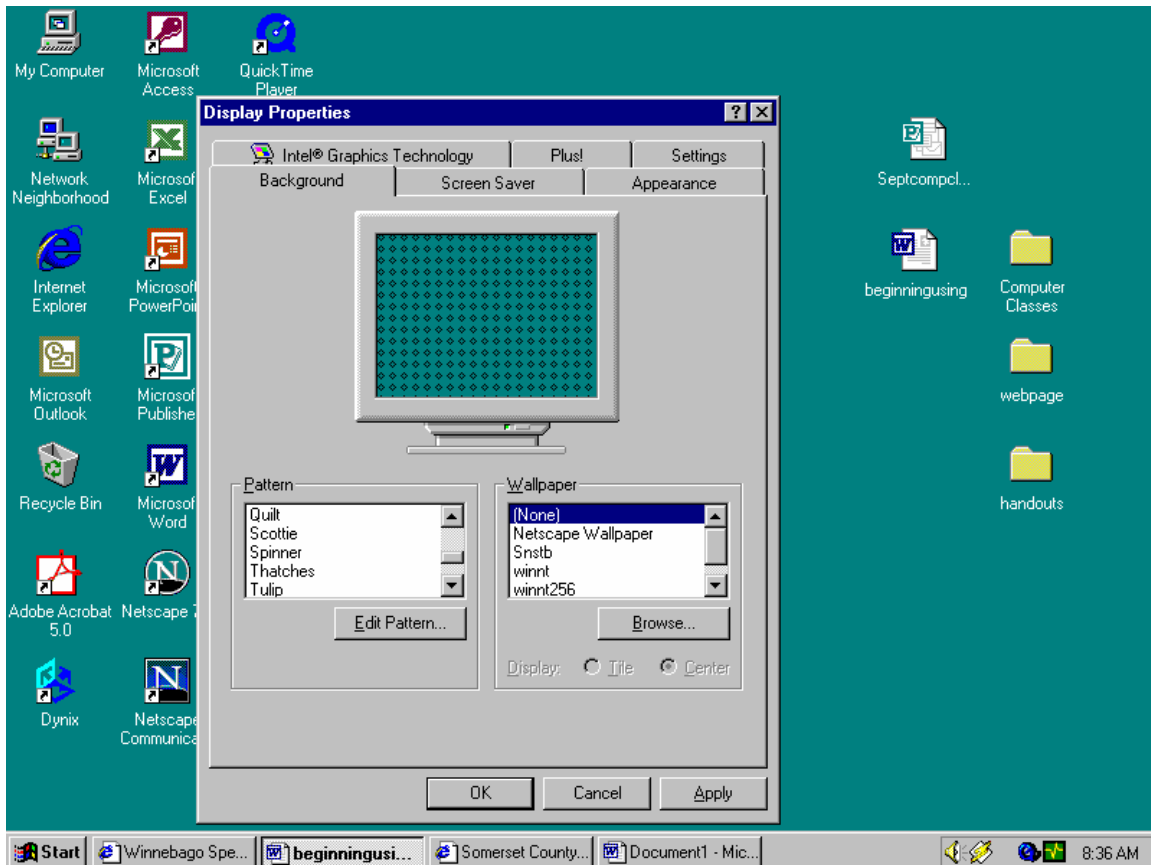
To see if it is saved on the disk:

- Go to the desktop
- Click on “My Computer”
- Double click on the Icon which says A: or 3 ½ inch floppy
- The file you just saved there should be listed.

CHANGING SETTINGS ON YOUR MONITOR

1. CHANGING THE BACKGROUND

Move your mouse pointer to somewhere in the background of the desktop and right click once



2. ADDING A SCREEN SAVER

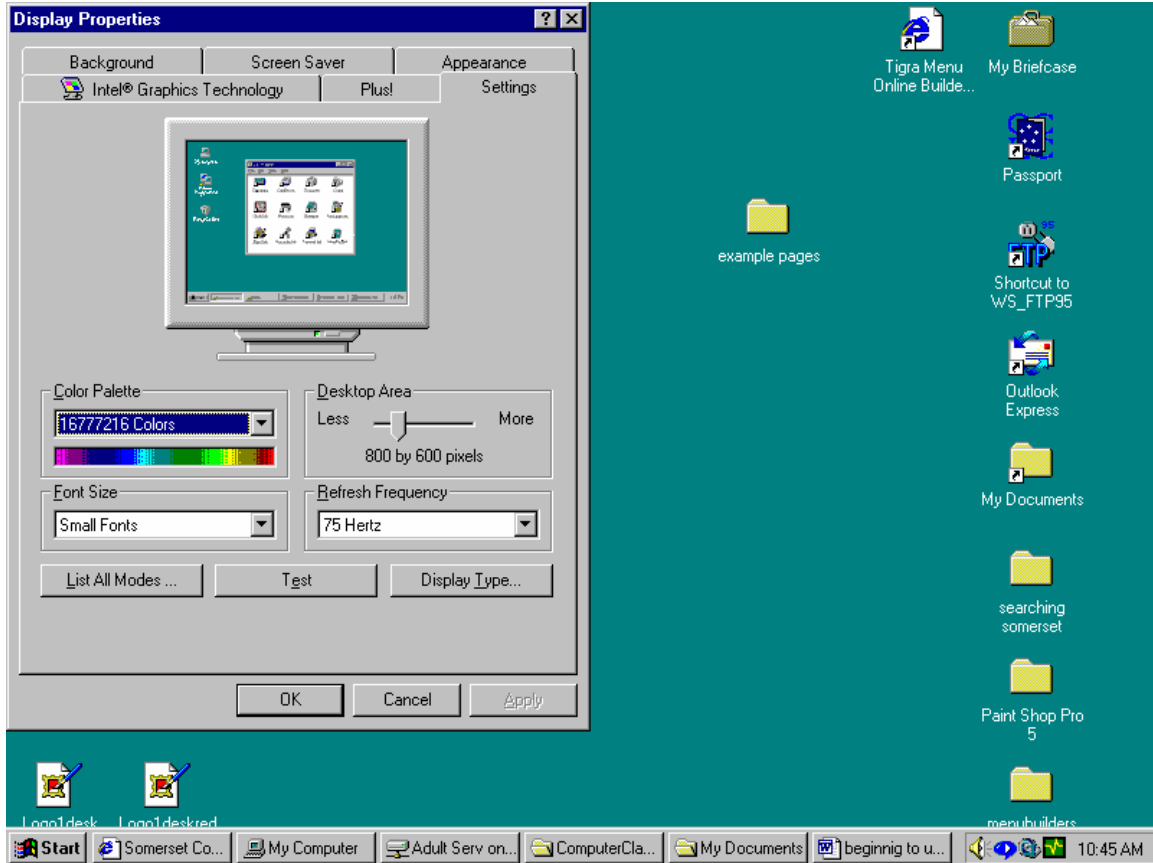
Click on the tab that says screen saver

You will see a drop down selection bar, it will look like this



When you click on it number of screen savers will drop down, select one and say ok. Then you wait a few minutes and it will begin the screen saver.

3. CHANGING THE SCREEN AREA



Move your mouse pointer over the bar under the words “screen area” click the left button, hold it down and move it left or right. When set click ok button. The higher the numbers the smaller the screen icons become.