PC Basics

Silver Level

Windows, Mini/Maximise and New Folders
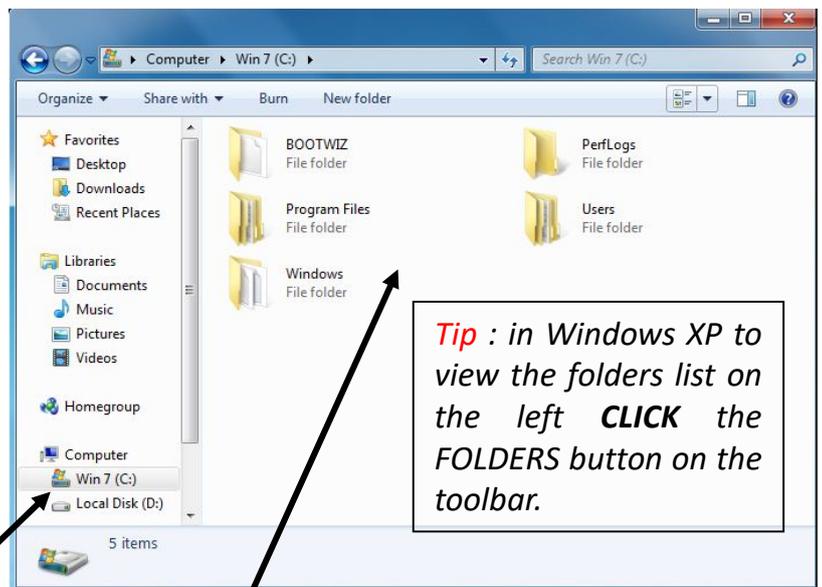
Learning Guide

To interact with your computer properly you need to understand where all your files (documents, photos) are kept so you can find them when you want to open them again! In most computers you save to a place called the "C Drive". You can also save straight to your Desktop as well (which is actually a place held on your C Drive)!

1. Load up **"Computer"** by clicking on the **Start Button** and the relevant heading called COMPUTER in the list. You will then see the screen on the right here:

*Tip : in Windows XP the tab "Computer" is preceded by **YOUR,** as is also "Document" and "Pictures".*

2. Clicking on the **"C-Drive"** or **"Local Disk"** will bring up all programs and files on this drive .

*Tip : in Windows XP to view the folders list on the left **CLICK** the FOLDERS button on the toolbar.*

Contents of what you are looking at e.g. the Hard Drive, Desktop, Windows etc.

Using Windows and their Toolbars

Most menu screens and programs you use will be in a "window" form so it is essential to understand what the icons, buttons and words mean on the top panel-called the "Toolbar". You will see a similar layout when using the Internet, Word Processing software and many other programs:

Click these arrows to either go "Back" or "Forward" from/to what you were last looking at.

Click the > to access the drop-down menu to view folder contents.

This button closes this window.

LEFT CLICK and hold the outside edge of any window and you can adjust the size of that window.
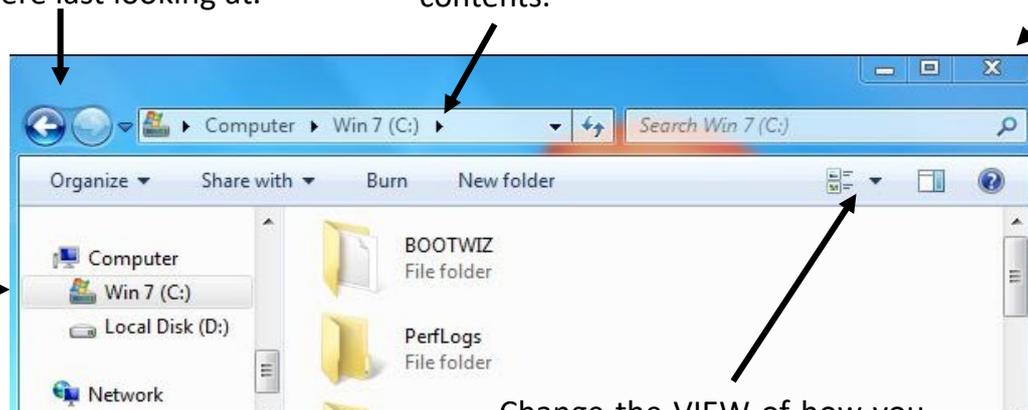
LEFT CLICK and hold down on this to 'scroll' up and down the contents.

Change the VIEW of how you see the icons / files, i.e. as a list, thumbnails, tiles etc.

Learning Guide

The "Minimise" and "Maximise" buttons on the top-right of every window are important to understand. They enable you to multi-task on the computer.
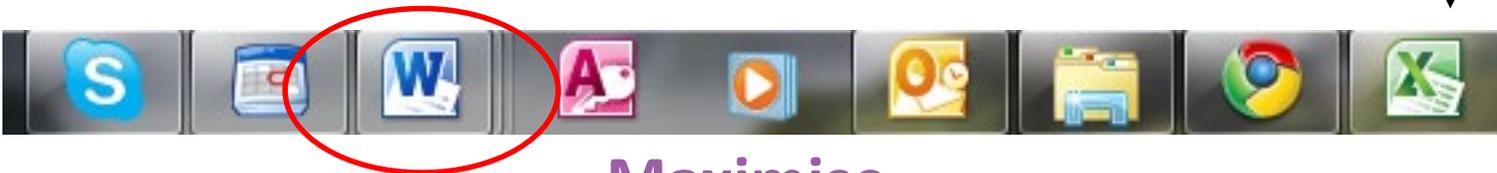
Minimise

You use the minimise button (or the "dash/hyphen") symbol when you need to TEMPORARILY move a window out of the way, but you need it back again later. For example you may want to see something else BEHIND IT (like the DESKTOP background) or another WINDOW. This saves CLOSING the window fully (using the "X") because you will have to start it up again afterwards!

1. Simply click the MINIMISE button and the window will magically disappear and be 'kept' down on the **Desktop Toolbar**, as part of its associated icon.

Tip: Windows 7 makes it even easier for you by storing the minimised windows <u>on top of</u> the icon for the program you were using. This is shown below by the square box 'shadow' behind the program icon. You can minimise as many windows as you want and they will all be kept in <u>stacks behind one another</u> (as shown below for Microsoft Word). If you <u>hover the mouse cursor</u> over the symbol it will show you a "preview" of what is there. Simply click back onto them to pop the window back on screen again!

Maximise

The MAXIMISE button is more straightforward. Essentially the opposite of the MINIMISE button, it makes a window BIGGER so that it FILLS THE SCREEN, or <u>brings it back</u> from a minimised state!

2. Click the MAXIMISE button (the mini square at the top right of the window) and it will fill the screen. If you click it again it will reduce (RESTORE DOWN) the window back to it's previous size.
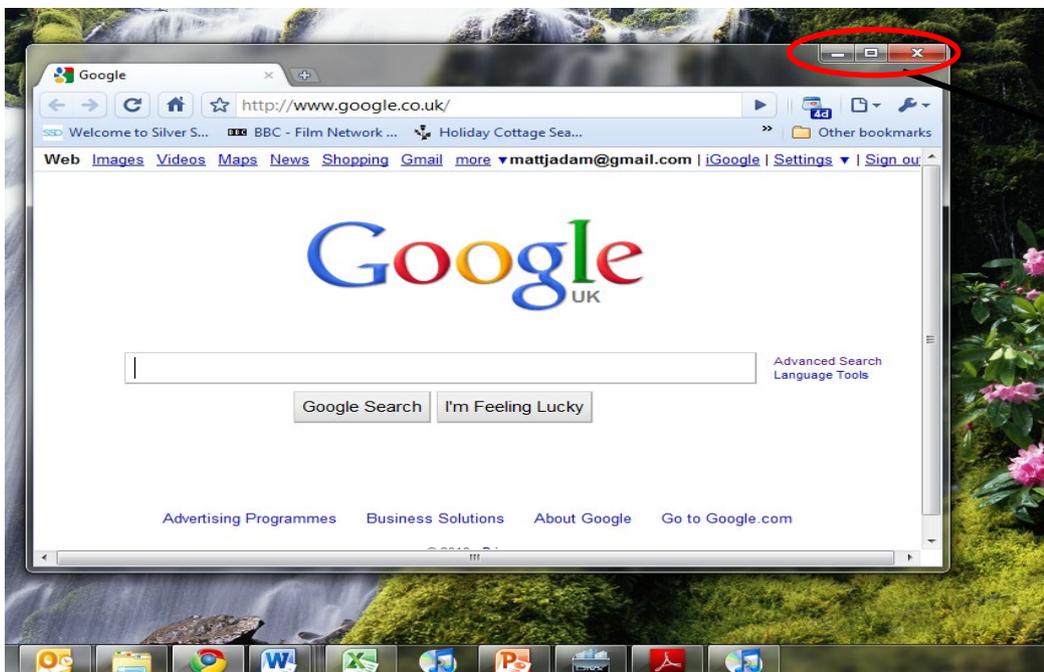
Learning Guide

Making New Folders

Now you know the place where things are kept on the computer, you need to learn how to create NEW FOLDERS so that you can organise your work, photos or anything else you are looking at. Doing this will often utilise the RIGHT CLICK button of the mouse.
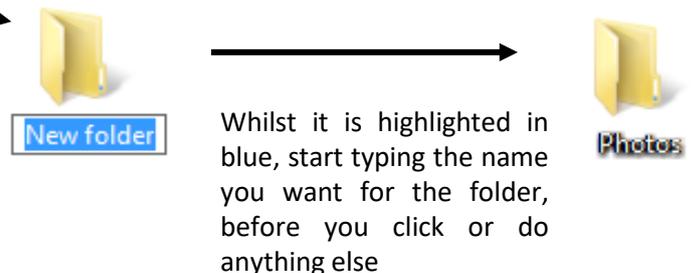
1. Click the RIGHT BUTTON of the mouse ANYWHERE on the DESKTOP. You will see this menu (shown right):
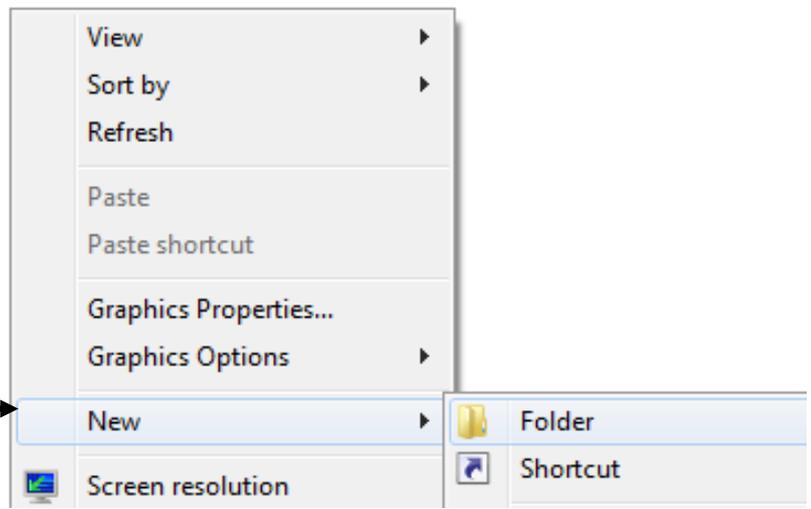
2. Move your mouse down to the option marked NEW, and slowly move across to the secondary box on the right, which shows the FOLDER option. Click on this and it will tell the computer to make a NEW FOLDER.

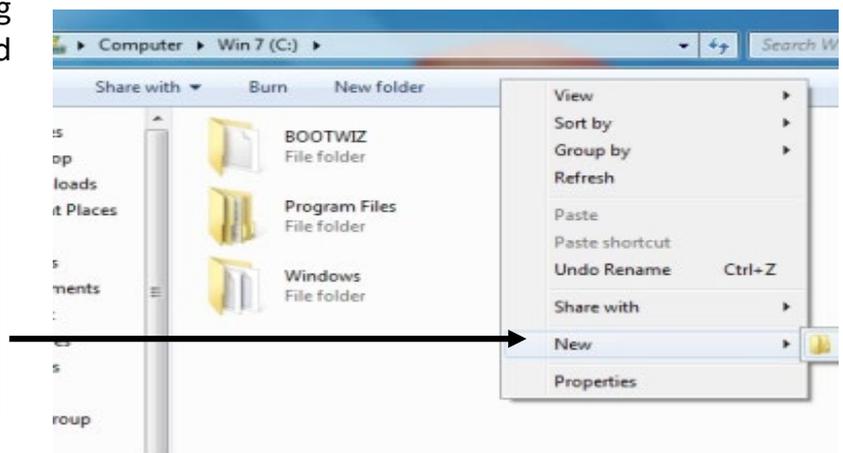| View | ▶ |
Sort by	▶
Refresh	
Paste	
Paste shortcut	
Graphics Properties...	
Graphics Options	▶
New	▶
Screen resolution	

| 📁 Folder |
| 🔗 Shortcut |

3. A New Folder will then appear on the Desktop, with the text / name of the folder highlighted in blue (see right). This means it is EDITABLE so you can RENAME it

Tip: At this point remember to NOT click anywhere, but simply to START TYPING the name (on the keyboard) that you wish to call the folder (e.g. "Photos"). When you are finished, press ENTER to 'close-off' the name.

New folder

Whilst it is highlighted in blue, start typing the name you want for the folder, before you click or do anything else

Photos

4. Via the same process you can make NEW FOLDERS in the C-Drive (going through My Computer) or indeed anywhere on the computer.

Tip: Remember you can also make new folders WITHIN folders (called SUB FOLDERS), by using the exact same process as above, but by starting with the RIGHT-CLICK underline inside the folder, rather than on the desktop.

Computer ▶ Win 7 (C:) ▶   ▼ ↔ Search W

| Share with ▼ | Burn | New folder |

BOOTWIZ
File folder

Program Files
File folder

Windows
File folder

View	▶
Sort by	▶
Group by	▶
Refresh	
Paste	
Paste shortcut	
Undo Rename	Ctrl+Z
Share with	▶
New	▶
Properties	

5. You can then save anything you want into the folders- documents, photos or other folders!