



Basic Computer Operations

Goals

By learning terms associated with computers and some basic operations, you'll be ready to make best use of a computer.

Contents

Computer terms

Starting up and shutting down

Basic mouse operations

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Basic saving operations

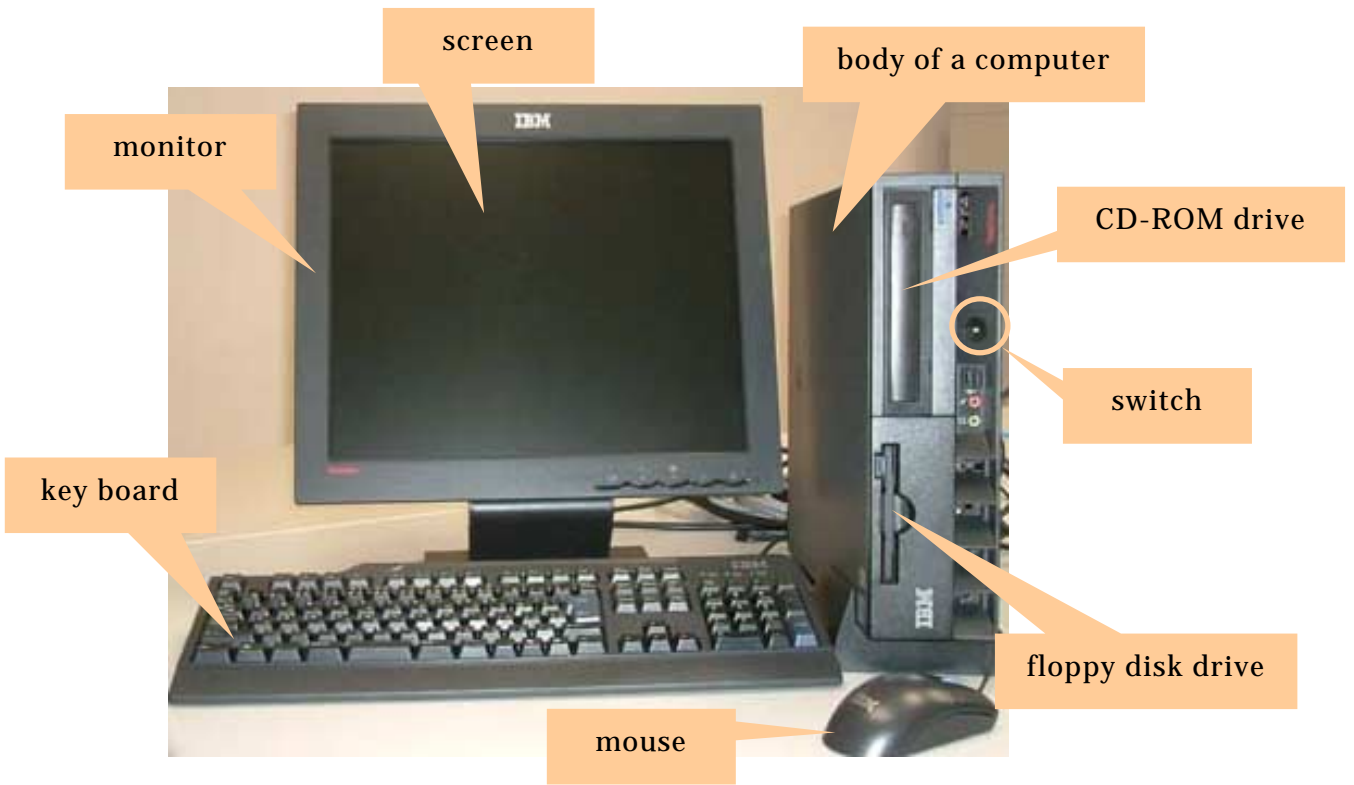
Computer terms

desktop PC



notebook PC, laptop PC





cable

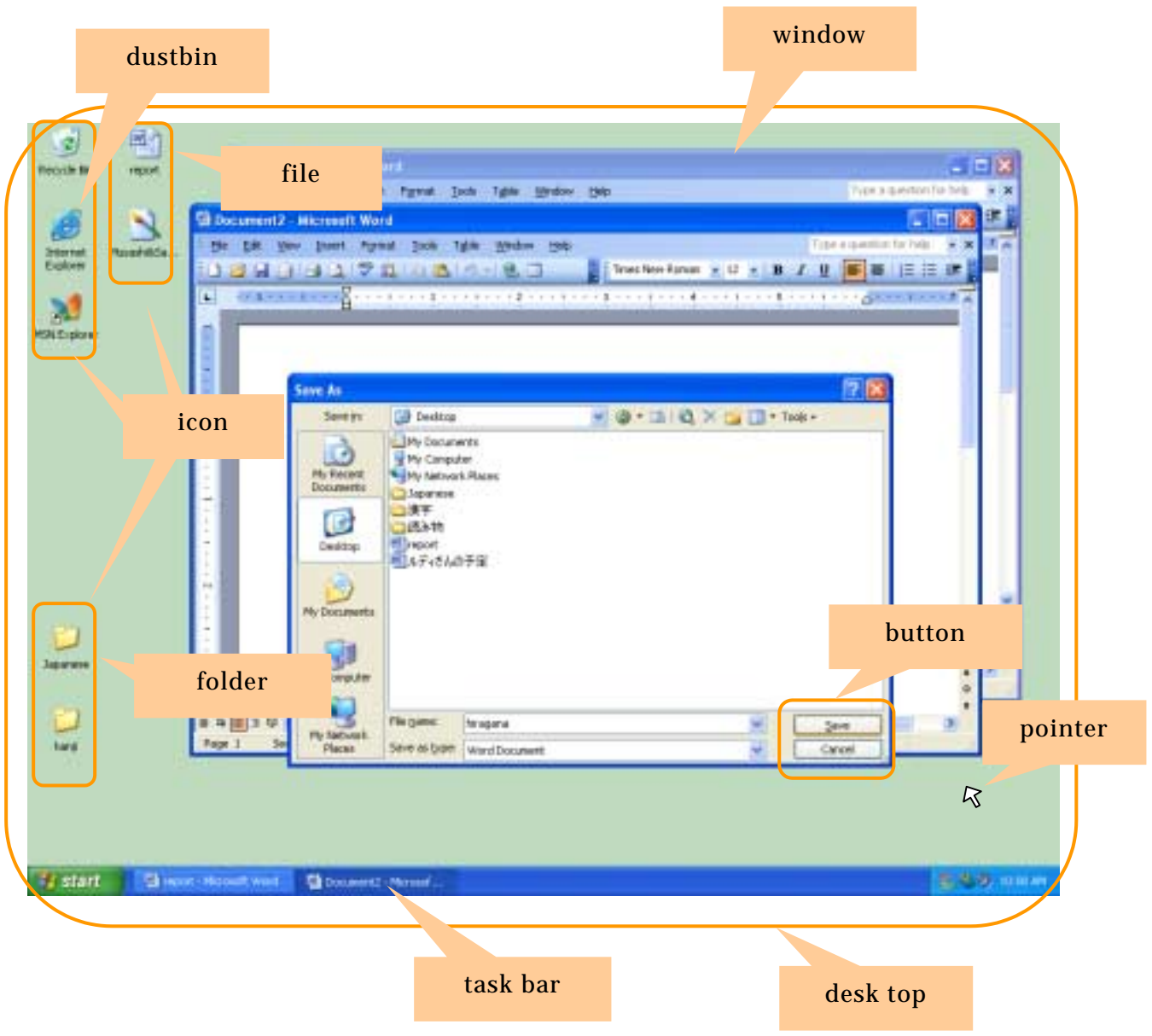


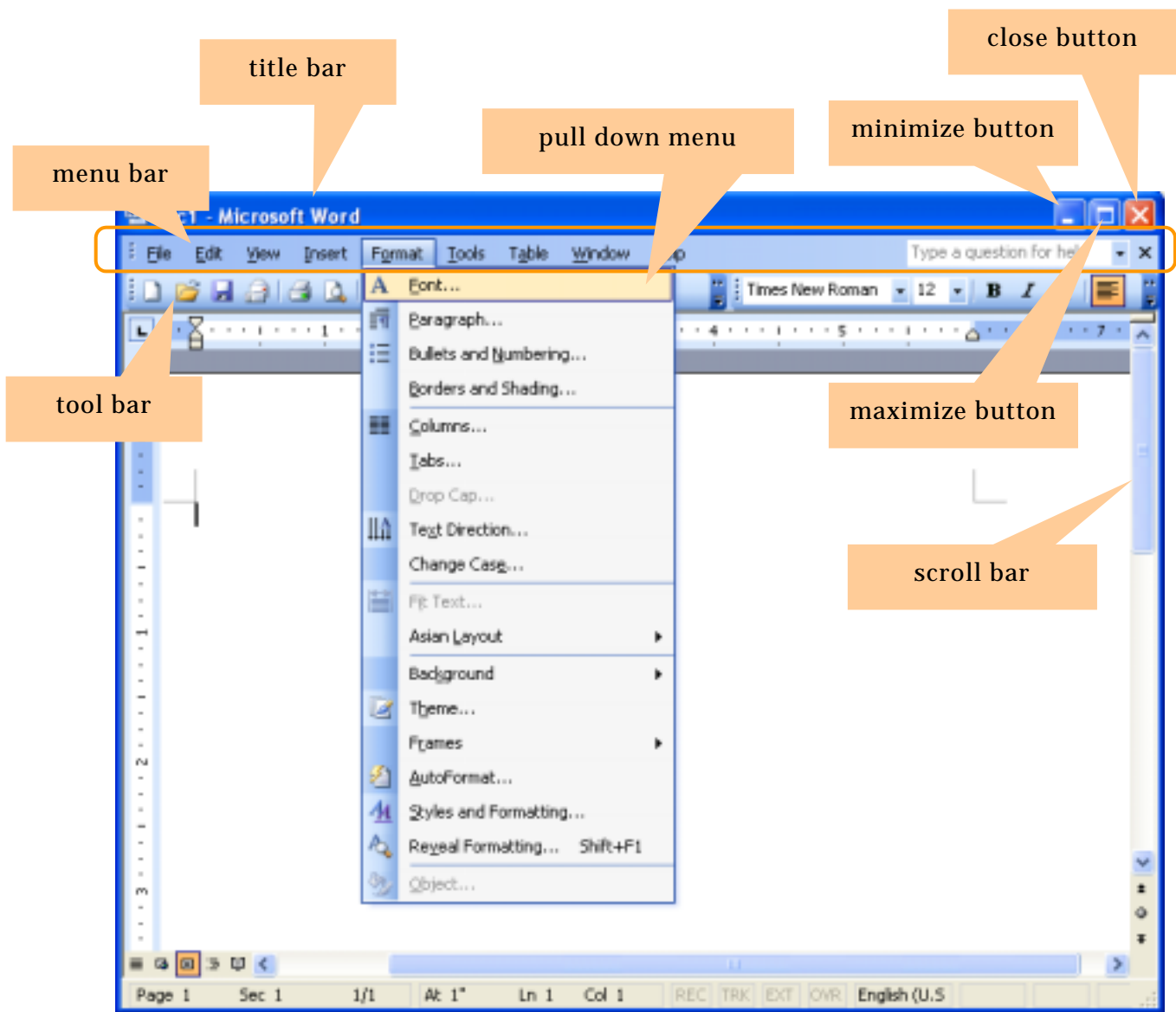
CD-ROM

floppy disk

USB flash memory







Starting up and shutting down

Starting up the computer

- 1) Switch on the computer. The location of the switch will differ with each computer.

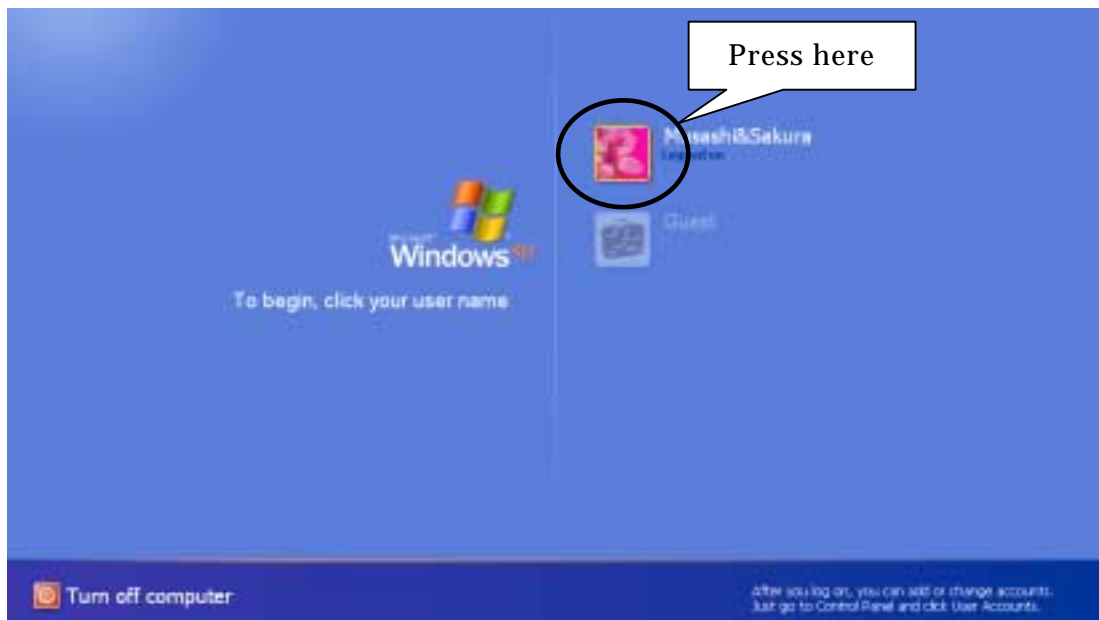


Symbol on switch

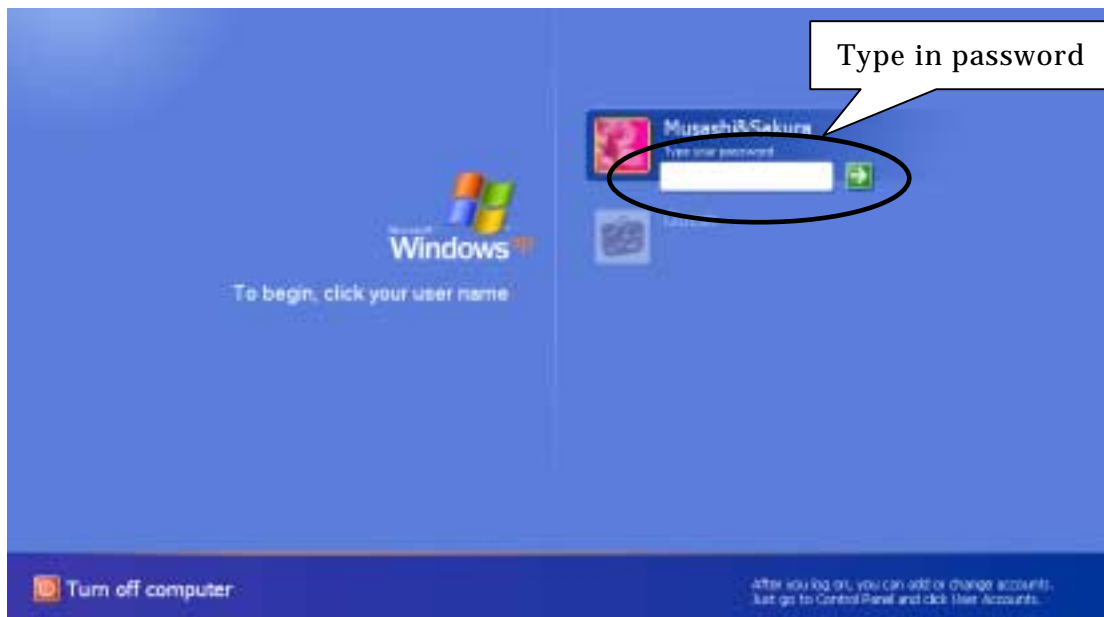


Press this switch

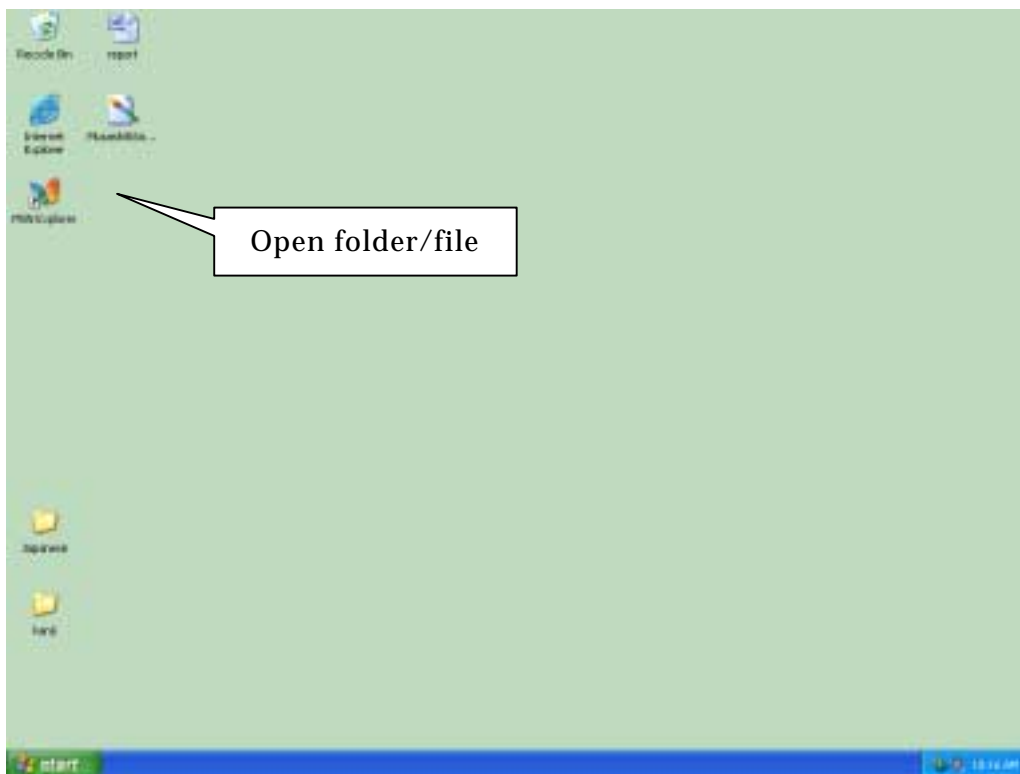
- 2) Select the user button and click on it.



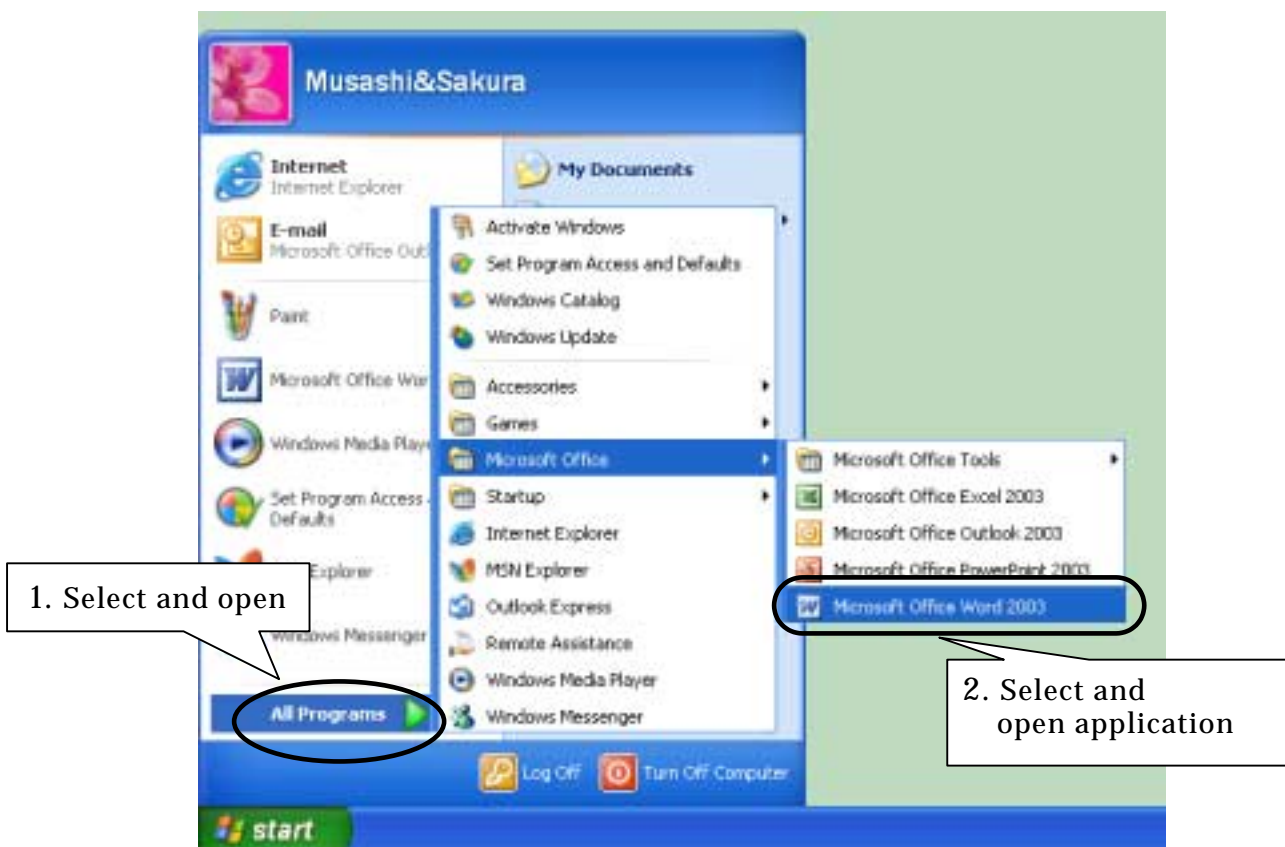
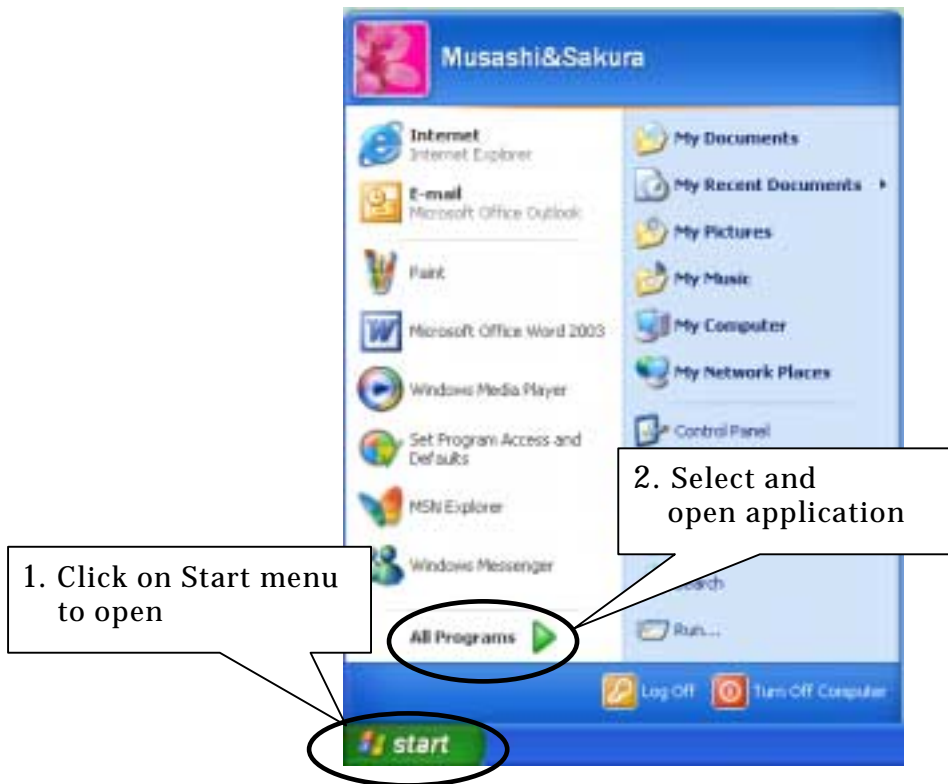
3) Enter a password if necessary.



4) When the desktop appears, open the file or folder you want.



You can also open Microsoft Word or whatever other application you need from the Start menu.

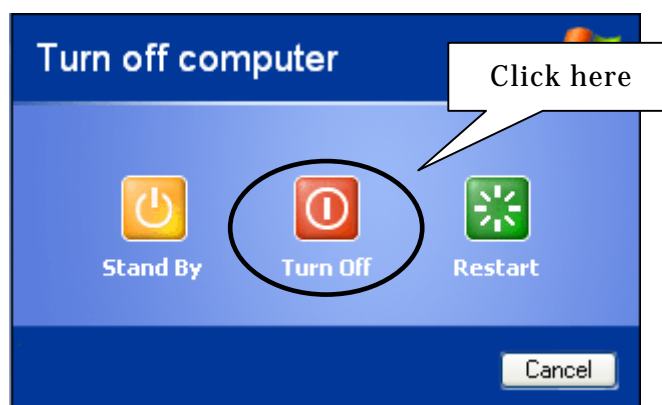


Shutting down the computer

- 1) To shut down the computer, first of all select **Turn off computer** from the **Start** menu.



- 2) Select **Turn Off**.



Basic mouse operations

About the mouse

- 1) The mouse is used to move the pointer (cursor) on the desktop.
- 2) Some mice have a right button and some do not. Windows systems normally use a mouse with a right button.

Mouse with right button



Mouse without right button



Basic mouse operations

Basic mouse operations can be divided broadly into clicking and dragging.

1) Clicking

There are three types of clicking.

Click

This refers to the action of positioning the pointer on an icon or button on the screen, and giving the left mouse button a single, sharp click. For tasks such as selecting icons and pressing buttons. Use your index finger.

Double-click

Clicking the left mouse button quickly twice in succession: use to open icons etc.

Right-click

Clicking the right mouse button. Use your middle finger. Right-clicking will display all the operations (cut, paste, copy etc.) you can perform on that icon or file.

2) Dragging

Dragging refers to positioning the pointer over an icon or button etc., and moving it to left or right, or perhaps up or down, holding down the left mouse button with your index finger. Dragging allows you to move objects such as icons and diagrams, and specify the boundaries of document data, files etc.

Basic desktop operations

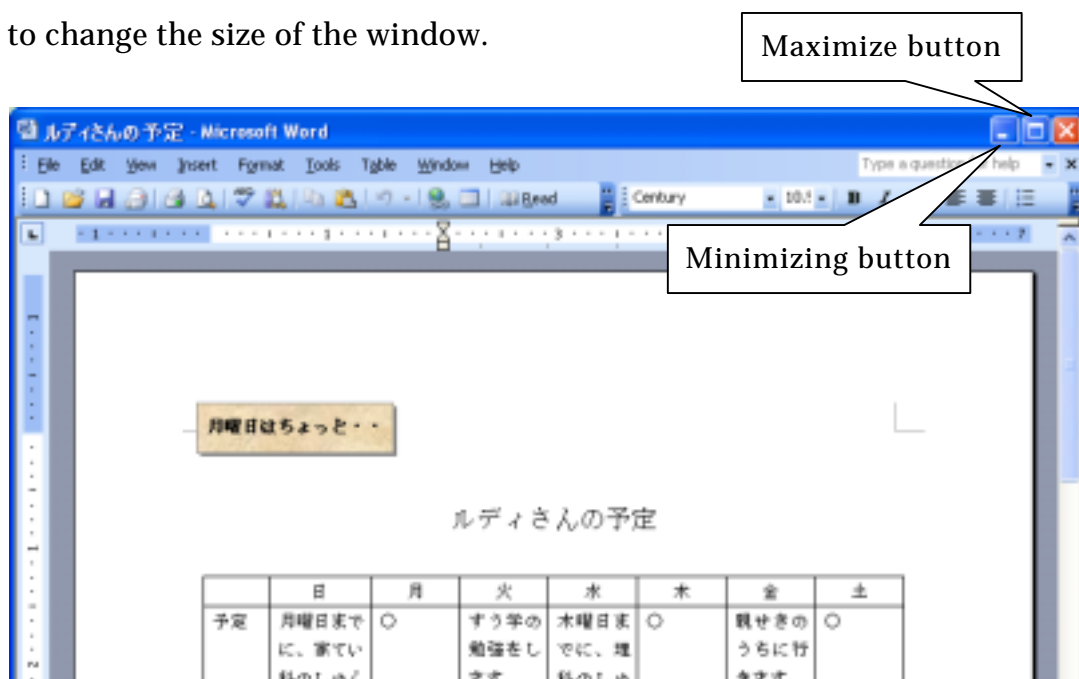
Moving icons

Drag icons on the desktop to move them.



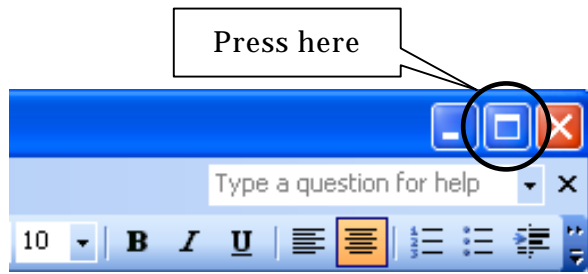
Maximizing and minimizing windows

Use to change the size of the window.



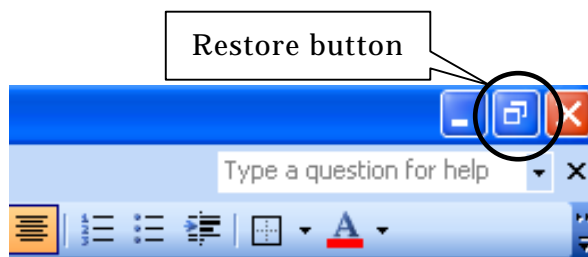
1) Maximizing a window

Press the maximizing button to display the window over the whole of the screen.



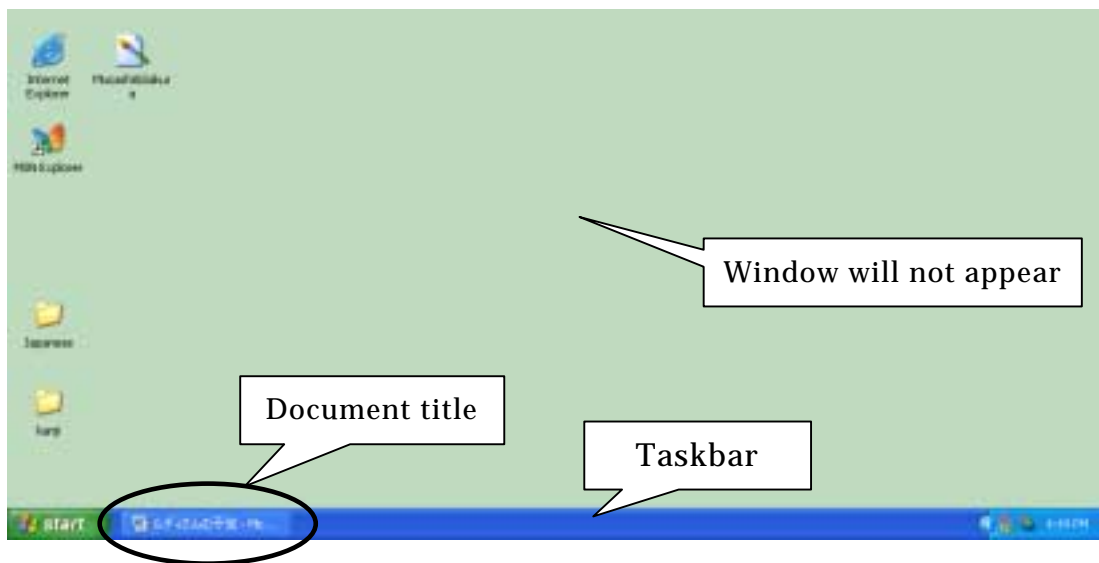
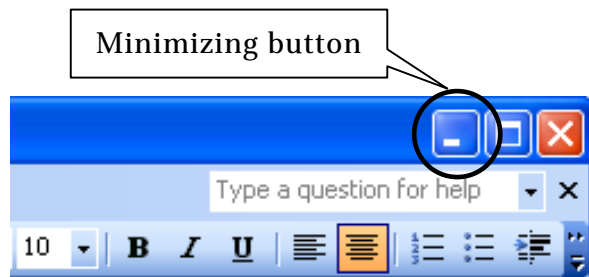
2) Restore window

When the window has been maximized, the "Restore" button will appear. Press this to return the window to its original size.



3) Minimizing a window

Press the minimizing button, and the window will no longer be displayed except as a title in the task bar.



4) Restoring a minimized window

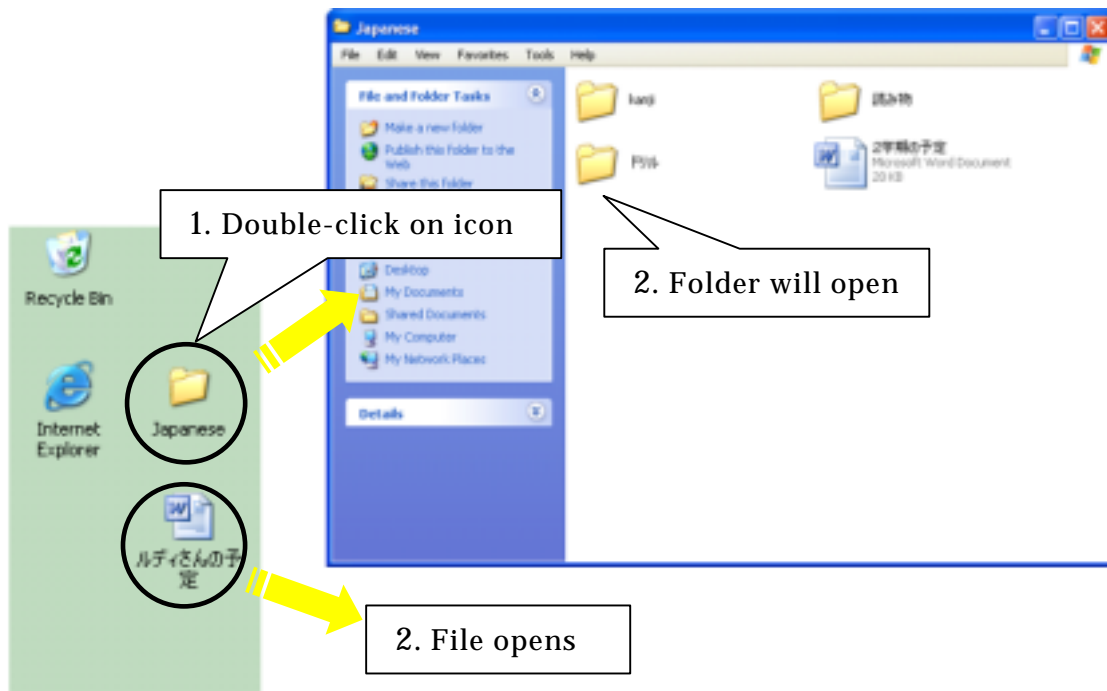
Click on the title displayed on the task bar to display the window again.



Basic file and folder operations

Opening files and folders

1) To open a file or folder, double click on the icon.



2) Files in **My Documents** can be opened from the **Start** menu.



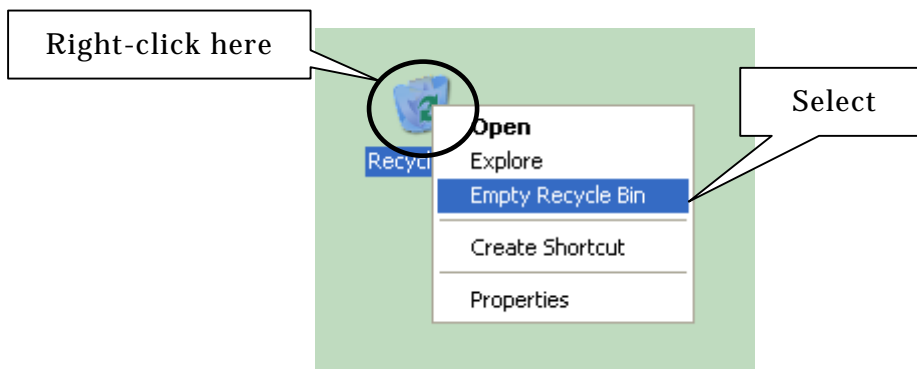
Deleting files

Place files you no longer require into the Recycle Bin to delete them. The Recycle Bin is also a folder.

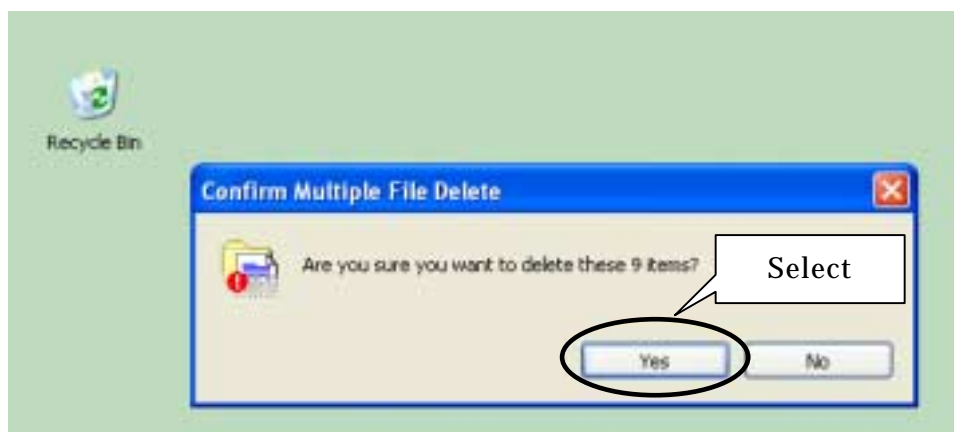


Emptying the Recycle Bin

1) First, position the pointer over the Recycle Bin and right-click. Select **Empty Recycle Bin**. This will delete the files completely.



2) Check the contents carefully, then press the button.

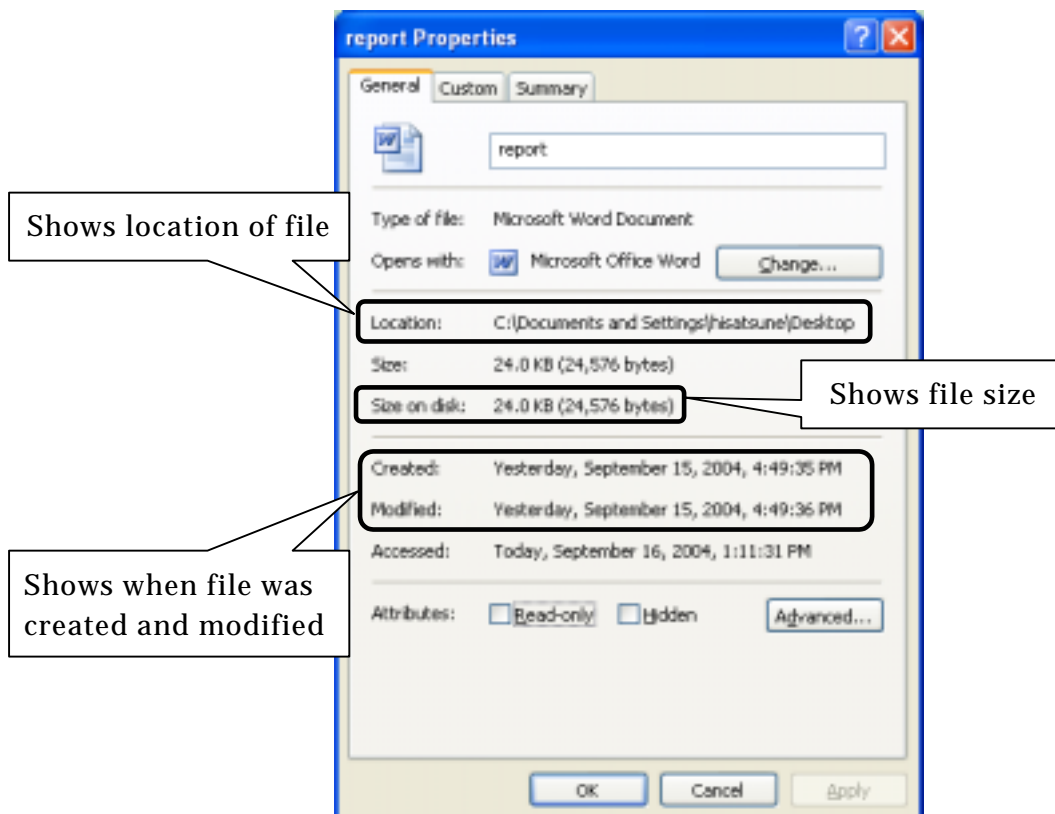


Looking at the content of files and folders

- 1) Position pointer on file or folder and right-click. Select **Properties** from the pull-down menu.

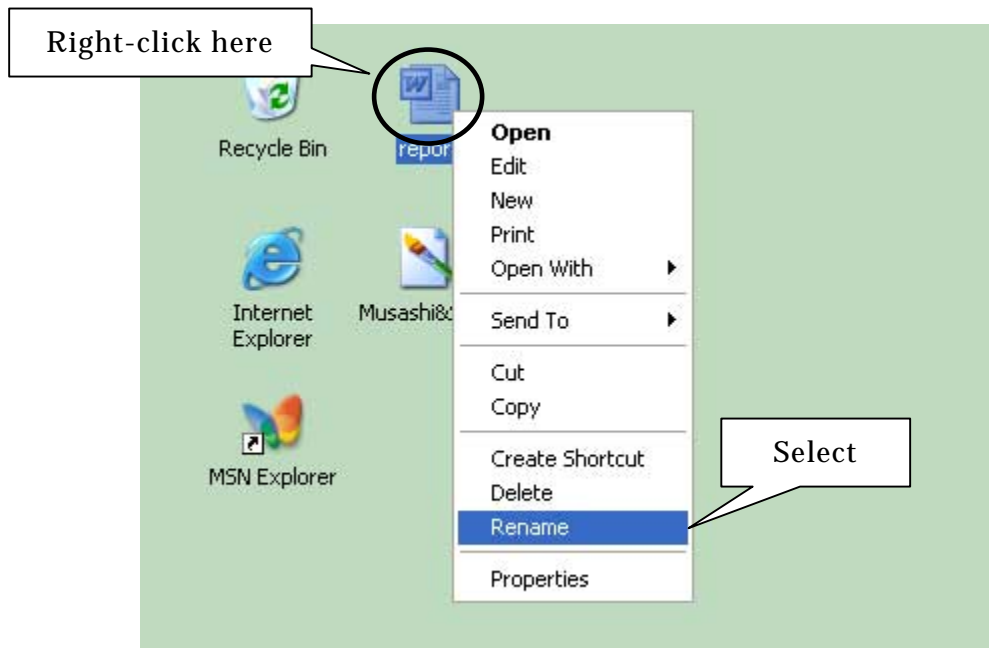


- 2) Look at the properties.

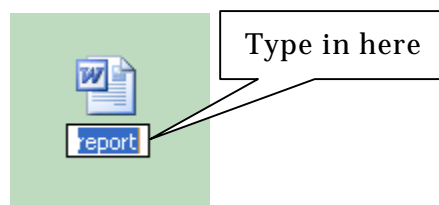


Changing the name of a file or folder

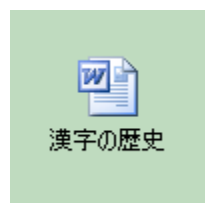
- 1) Position pointer on file or folder and right-click. From the pull-down menu, select **Rename**.



- 2) Type in the new name.

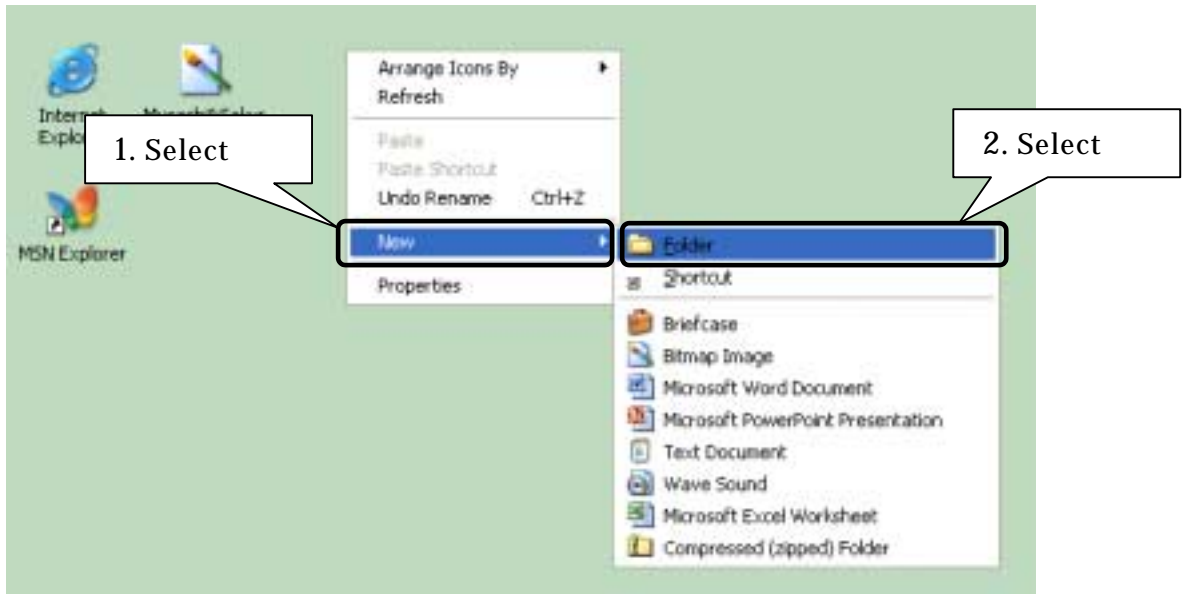


- 3) The name will change.

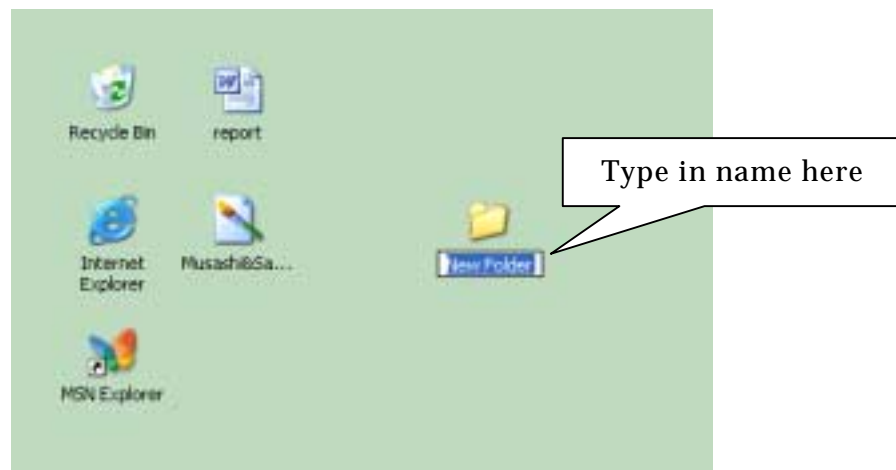


Creating a new folder

1) Right-click on the mouse. From the pull-down menu, select **New >>> Folder**.



2) Type in name of the new folder.



3) A new folder is created.



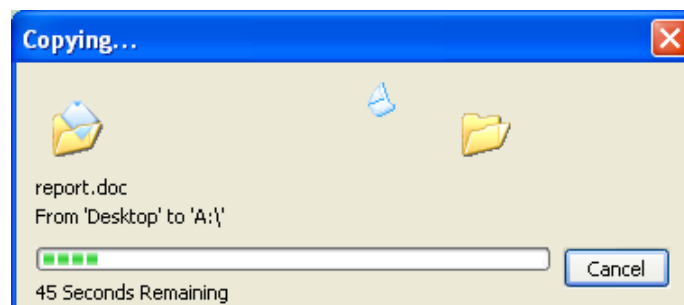
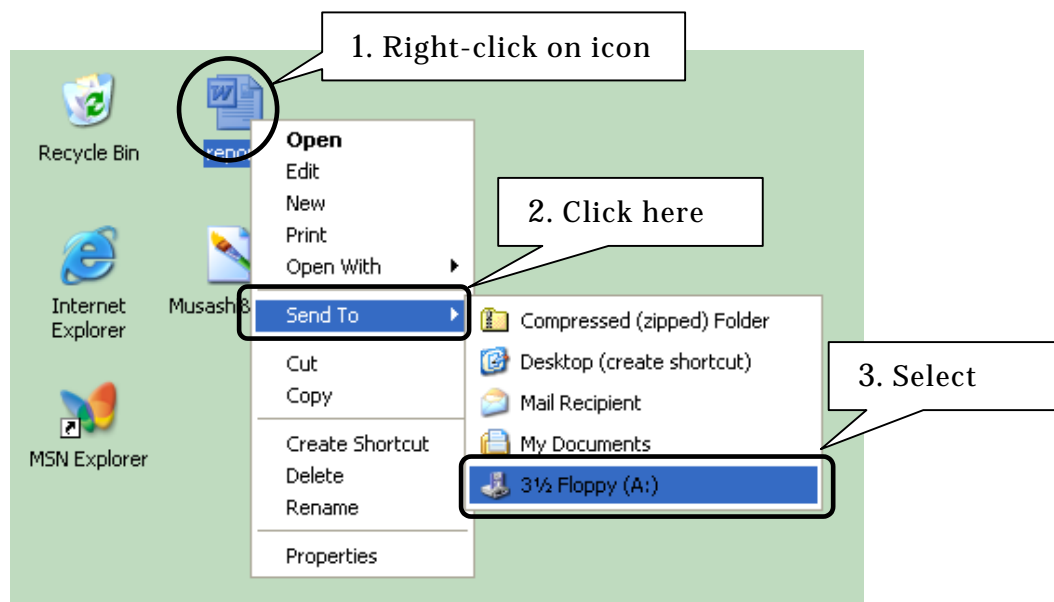
Basic saving operations

Files created are saved on various media, the most common examples of which are hard disk (HD), floppy disk (FDD), CD, DVD and USB flash memory. Up to 1.44MB can be stored on a floppy disk.

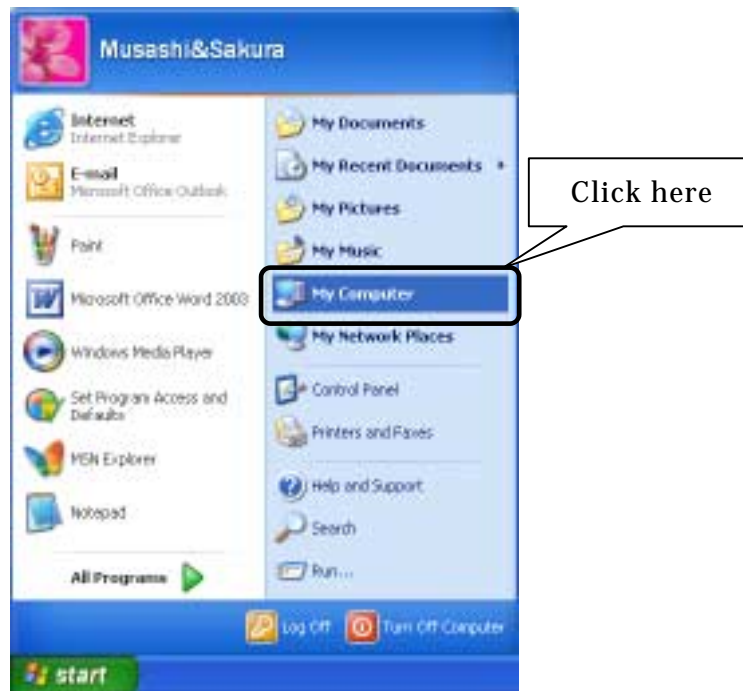
Large files such as audio and image files are now increasingly common, with many single files being several dozen MB in size, prompting greater use of CDs and DVDs rather than floppy disks. People are also now using USB flash memory, which makes very large files portable. Here you can learn about saving files on floppy disk, suitable for any model of computer or type of application software, and saving on USB flash memory.

Saving files on floppy disk

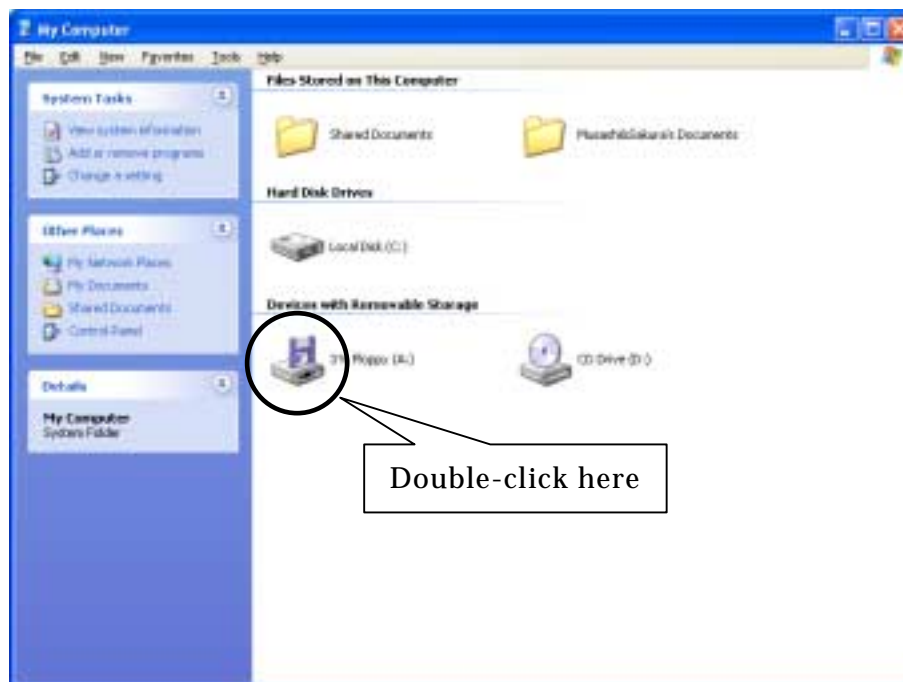
- 1) Insert a floppy disk in the floppy disk drive.
- 2) Right click on file, select **Send To >>> 3 1/2 Floppy**.



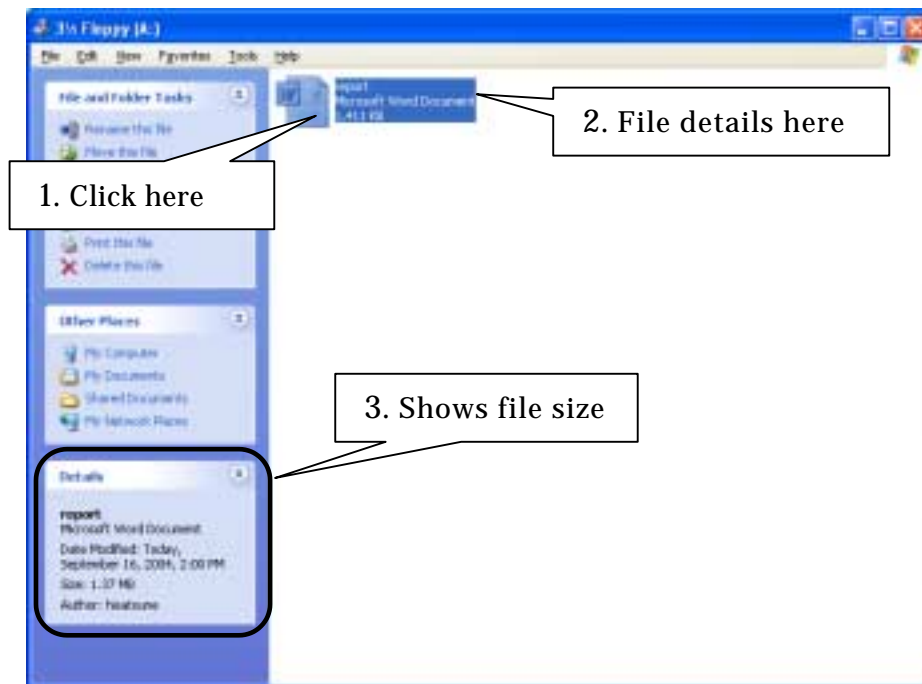
- 3) Check to see that the file has been saved on the floppy. First, from the **Start** menu select **My Computer**.



- 4) Double-click on the 3.5-inch FD icon to check whether the file saved is on it.



- 5) The size etc. will be displayed next to the file. Click and select again to bring up the **Details** window with information such as the size of the file, and the date and time it was last modified.



- 6) Remove the floppy disk.

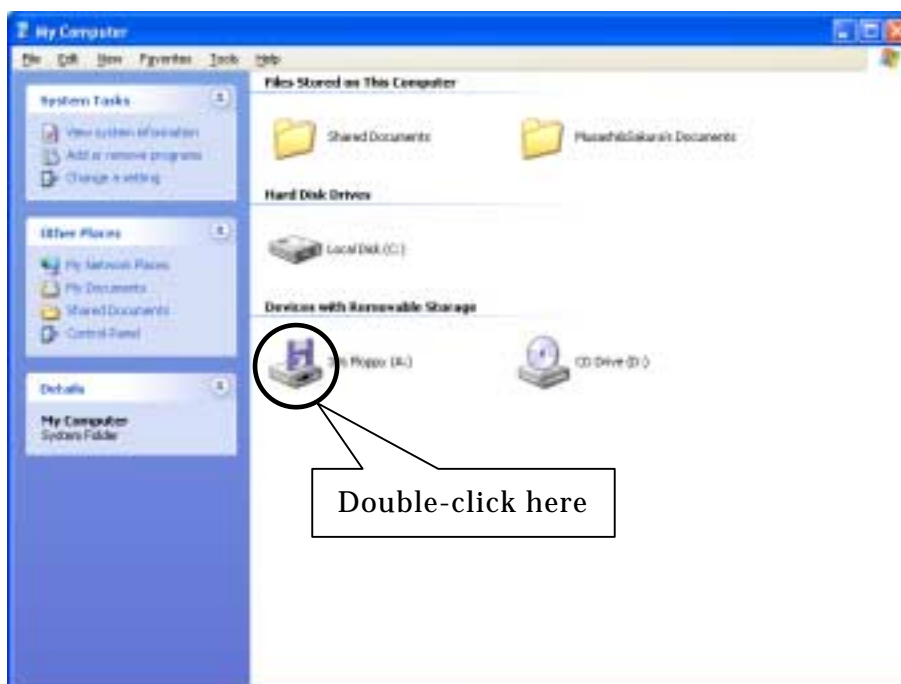
 Large files of over 1.3MB cannot fit on a floppy disk.

Moving a file saved on a floppy disk onto the computer

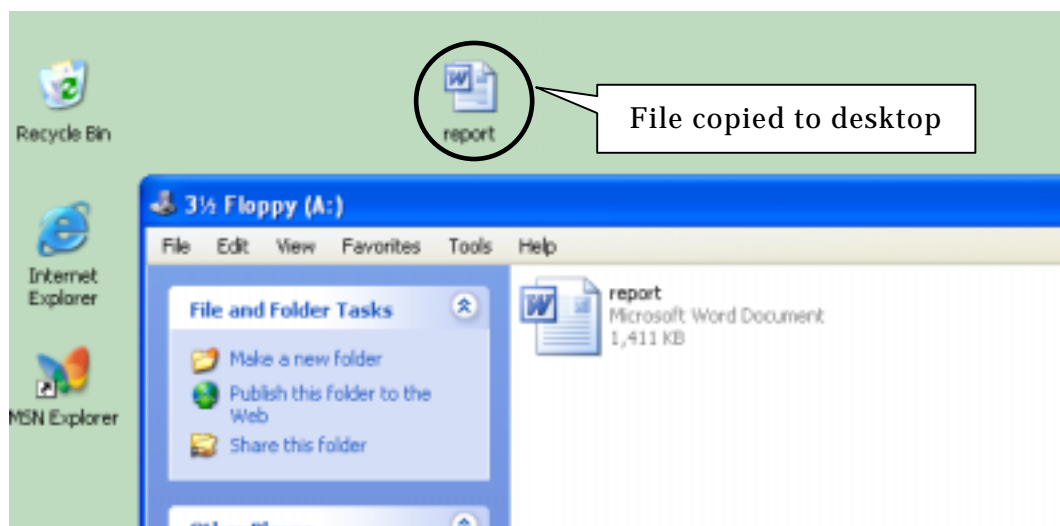
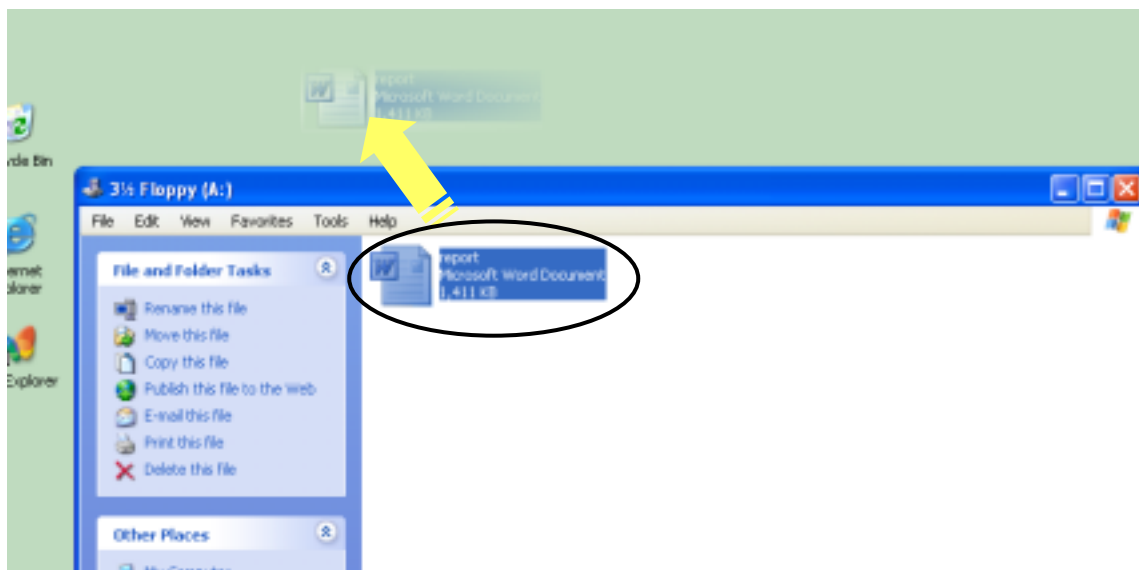
1) From the **Start** menu select **My Computer**.



2) Double-click on the 3.5-inch FD icon.



3) Drag the file you wish to move onto the desktop.



4) Remove the floppy disk.

Formatting floppy disks

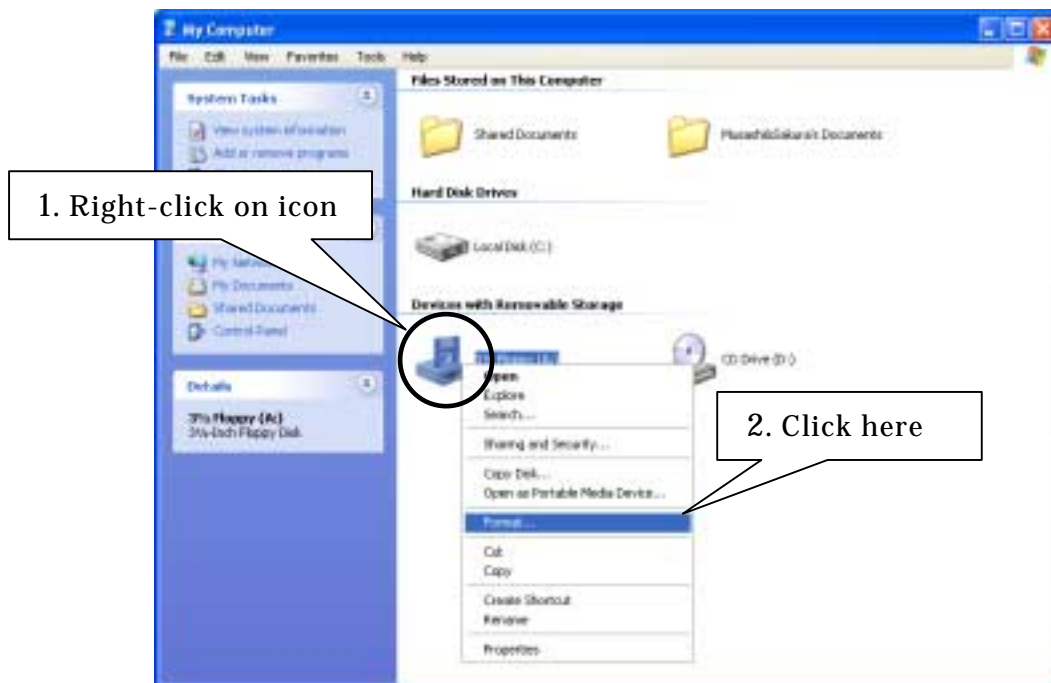
When using a disk for the first time, you may need to format it. You can also delete all the files and folders on a floppy disk and restore it to its original state.

1) Insert floppy disk in floppy disk drive.

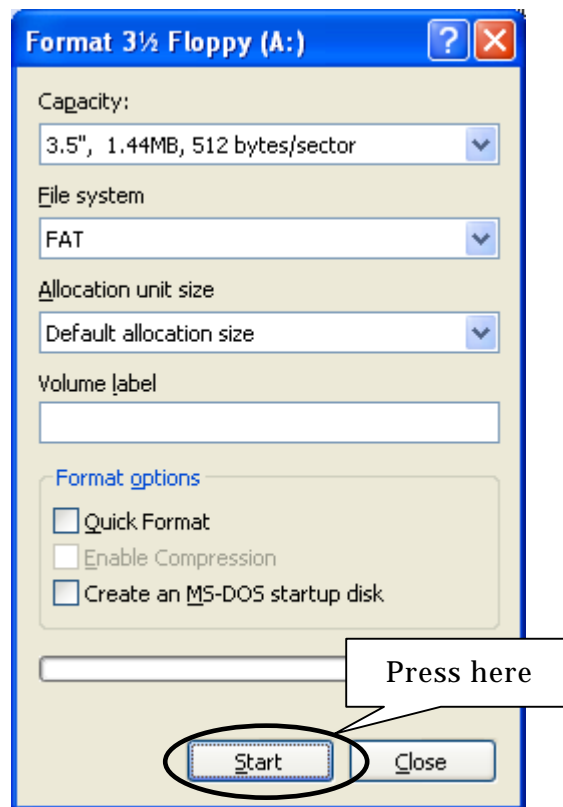
2) From the **Start** menu select **My Computer**.



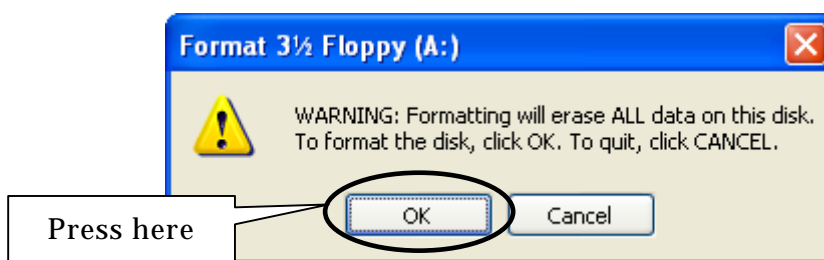
3) Right-click on the 3.5-inch FD icon and select **Format...**



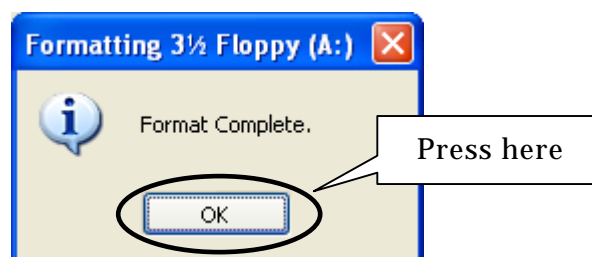
4) Click **Start**.



5) Check closely to ensure there are no important files, and click **OK**.



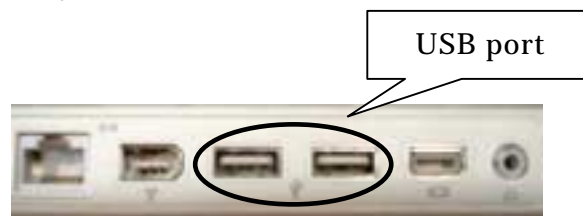
6) Formatting is now complete.



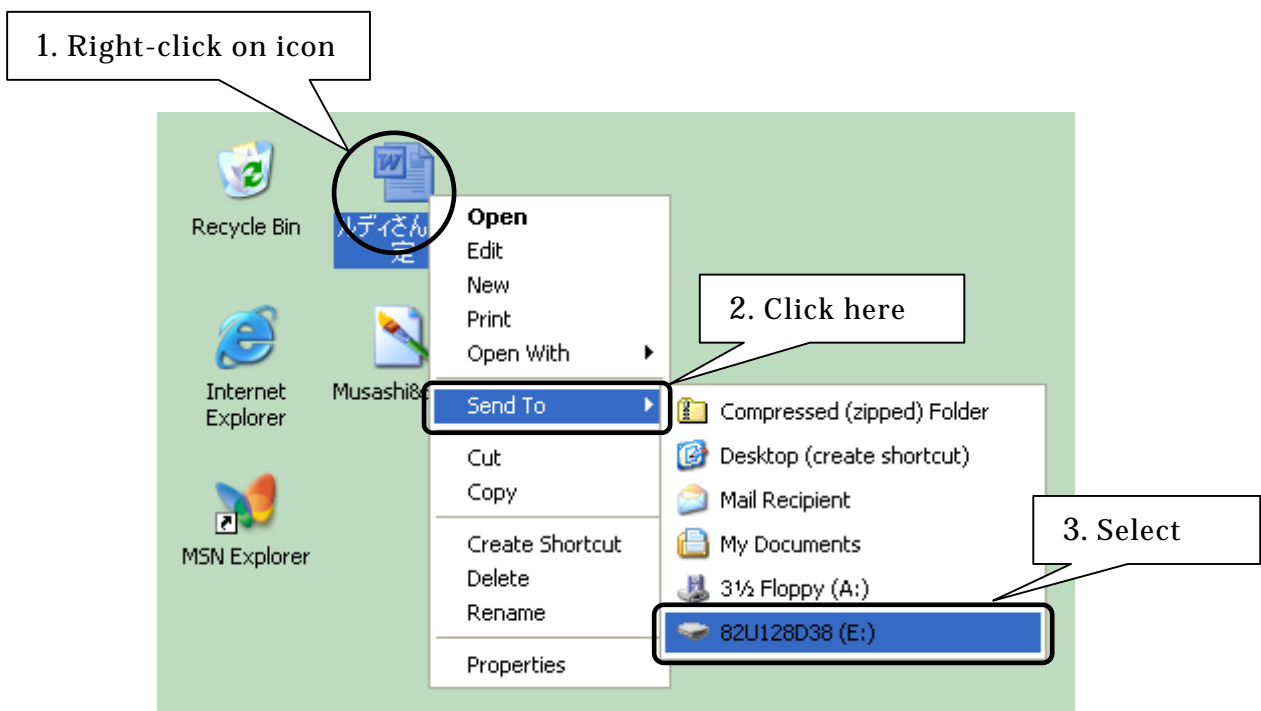
Saving files on USB flash memory

Floppy disks only have a capacity of around 1.2MB, however USB flash memory has huge capacity, e.g. 64MB or 128MB, for storing lots of files. To use USB flash memory, your computer must have a USB port.

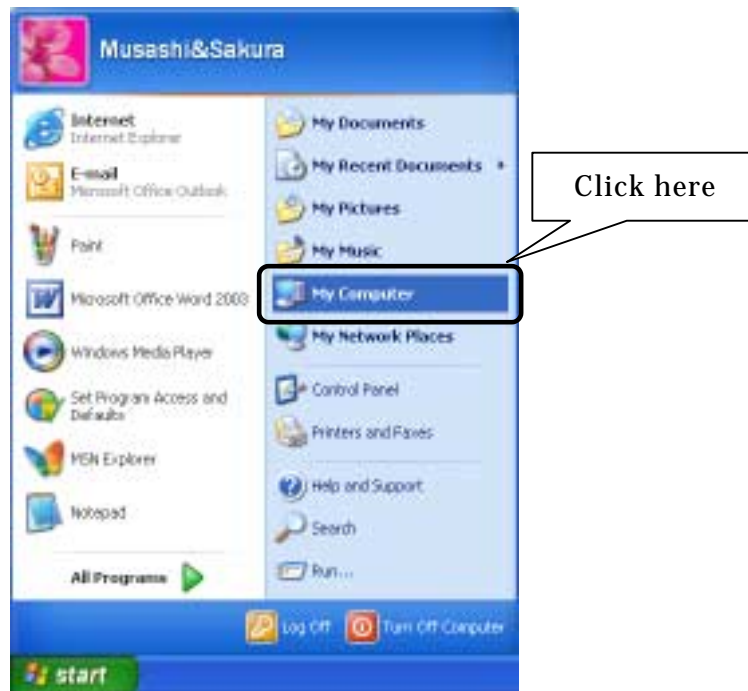
1) Insert USB flash memory in USB port.



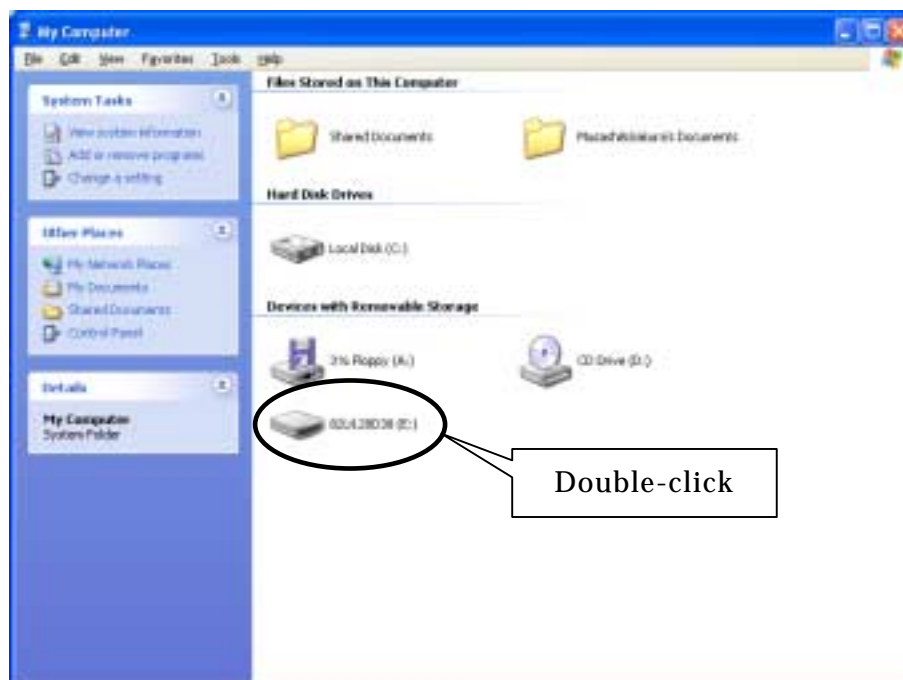
2) Right-click on file, and from **Send To** choose the location of the USB flash memory. Locations will be shown by various terms such as "Removable disk" or "Large memory device".



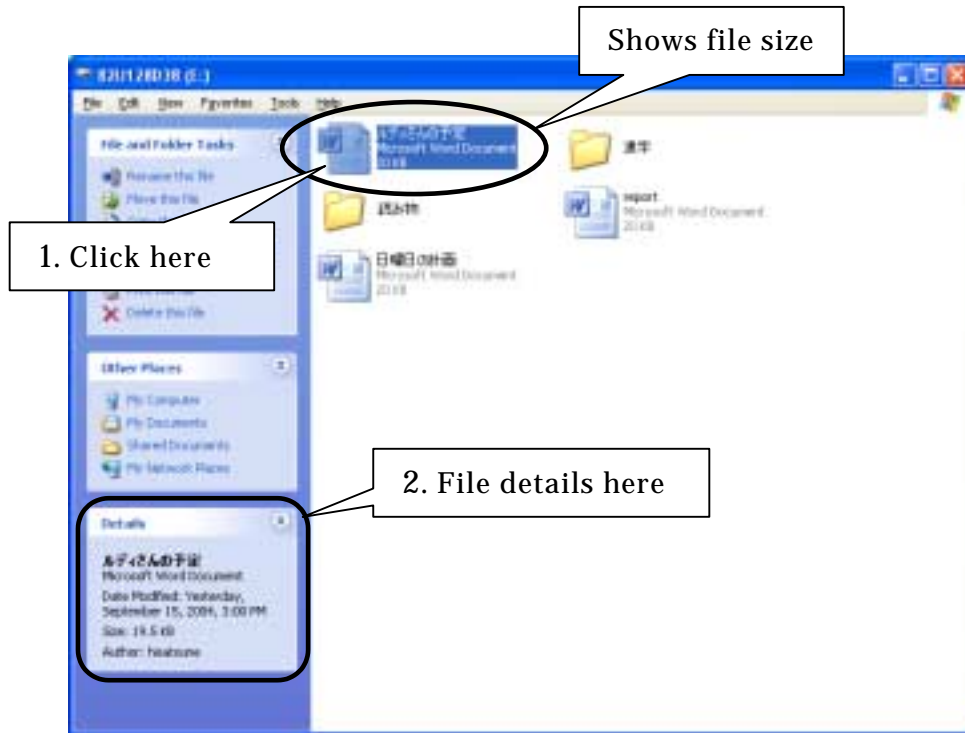
- 3) Check whether the file has been saved on the USB flash memory. First, from the **Start** menu select **My Computer**.



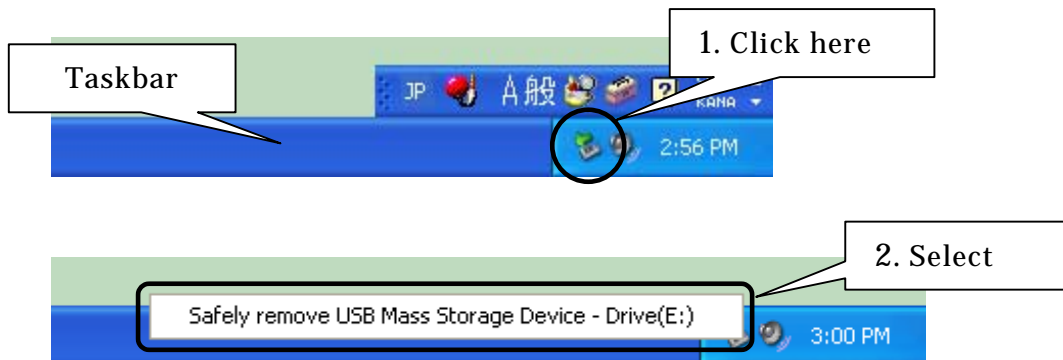
- 4) Double-click on the USB flash memory icon to check whether the file saved is on it.



5) The size etc. will be displayed next to the file. Click and select again to bring up the **Details** window with information such as the size of the file, and the date and time it was last modified.



6) Remove the USB flash memory. This must be done carefully.



When this message appears, it is safe to remove the USB flash memory.

