Grade 4   Summary Sheet November

My Desktop

Sometimes you may need to work on a file or use a program more often and it is hard to find it every time you need it.

A shortcut is a "link" to a folder, file or program, usually on your desktop, to help you access it easily and quickly. Let's see how you can create a shortcut.

- ➢ To create a shortcut:
  Find the file or program you want to create a shortcut to.
- ➢ Right-click it and click Create shortcut.
- ➢ A shortcut will be created in the same location with the original item.
- ➢ Move the shortcut to a new location, for example to your desktop, with your mouse (drag and drop). 0

History

With early Graphical User Interfaces (GUIs), to start a program or open a file, we had to click on the actual program or file in the place they existed. The idea of "shortcuts" to group programs and files by task was first described by researchers at Kingston University in 1991. The first shortcuts appeared in Apple MacOS System 7 in 1991 and then in Microsoft Windows 95 in 1995.

You can also create a shortcut directly on the desktop:

- ➢ Find the file or program you want to create a shortcut to.
- ➢ Right-click it and point to Send to.
- ➢ Click Desktop (create shortcut).
- ➢ A shortcut will be created on the desktop.

If you want to delete a shortcut:

- ➢ Right-click the shortcut.
- ➢ Click Delete.

When you delete a shortcut, only the shortcut disappears. The original file, folder or program is not deleted.

You should always work in an area with sufficient lighting. Use natural light or lamps with soft light.

A shortcut has a small arrow at the bottom left corner of the icon. But not always ...
All the icons on the Taskbar at the bottom of your screen are shortcuts and they don't have a small arrow!
You can pin programs and files on the Taskbar when you drag and drop their icons on the Taskbar.
To delete shortcuts from the Taskbar, just right-click them and click Unpin from taskbar.

Files and Folders

Compressed files and folders

Sometimes files or folders take up too much space on your computer and you may want to make them smaller. Compressed files and folders take up less storage space and you can easily copy them to another computer or send by e-mail.

Compressed files or folders can be copied and moved as files. You can also use them as a folder. You can add more files to them, or you can delete files from them.

To compress a file or folder:

- Find the file or the folder that you want to compress.
- Right-click it and point to Send to.
- Click Compressed (zipped) folder.
- A new compressed file is created in the same location and with the same name.

If you want to rename the file:

- Right-click it.
- Click Rename.
- Type the name you want, and press "Enter"

In Microsoft Windows compressed folders are called zipped folders.

- If you want to extract (or unzip) a file from a compressed folder:
- Double-click the compressed folder to open it.
- Click the file that you want. Cut and move it to the location you want.

If you want to uncompress all the files in a compressed folder:

- Right-click the folder icon and click Extract All.
- In the Extract Compressed (Zipped) Folders window, click Browse.
- In the Select a destination window, select the location you want to put your files into and click Select Folder.
- Then click Extract.

The amount of compression is different between the file types. For example, an image doesn't have the same compression as a text file. Usually, images like JPEG are already highly compressed files so you won't see any difference.

Appearance of list of files

There is a variety of ways with which a list of your files can appear in a folder.

To see the size and file details:

- Open File Explorer by opening a folder. Click on Documents. The list of files will appear.
- Click the View button.
- Choose from the options, e.g. Large icons to change your view.

You can change the views to Extra Large Icons, Large Icons, Medium Icons, Small Icons, List, Details, Tiles, Content.

To rename a file, you can also select the file and press F2 on your keyboard.

For pictures, use Extra Large icons, Large Icons and Medium Icons so that you can see a preview of them. Use Details and Tiles when you want to see some extra information.

Choose different details if you want to see more information about the files:

➢ Open the Documents folder.
➢ On the View tab, in the Current view group, click Short by.
➢ On the list that appears click Choose columns.
➢ Select the information you want to see.
➢ You can change the order of the details by selecting them and clicking Move Up or Move Down.
➢ Click OK.

The ZIP file format was created by Phil Katz and his company, PKWARE, in 1989. The name 'zip', which means speed, was an idea of Robert Mahoney, Phil's friend. They wanted to show that ZIP was also faster than any other compression program.

Recycle bin

Can you see the Recycle Bin on your desktop? When you delete something from your computer, it's not deleted permanently. It goes into the Recycle Bin. If you delete something by accident or change your mind, you will find it there.

If you want to see what's in your Recycle Bin:

➢ Double-click the Recycle Bin icon and a window will appear with everything you have deleted.
➢ Right-click a file or folder
➢ in order to Restore, Cut or Delete it.

Restore - The file or folder will return to its previous location.

Cut - Now you can move it to another place.

Delete - Delete it from your computer forever.

If you want to delete all the items in your Recycle Bin:

➢ Right-click the Recycle Bin icon on the desktop.
➢ Click Empty Recycle Bin.
➢ A confirmation message will appear.
➢ Are you sure? Click Yes and all of the items will be deleted forever.

Control panel

Date and Time

Click the date and time on the right side of the Taskbar. You will see a clock and a calendar of the current month. If you want, you can change the date and time of your computer:

To change the date and time:
- ➢ Right-click the date and time on the right side of the taskbar.
- ➢ In the window that appears click Adjust date/time
- ➢ In the Settings window, click the Change button.
- ➢ In the Change date and time window select the date and time you want by clicking on the arrow of each section and click Change.
- ➢ If you travel a lot, you may want to change the time zone. In the Time Zone section, choose the country that you want.
- ➢ If the option Adjust for daylight saving time automatically is activated, you will always have the correct time.

In the spring and fall we change the time in order to save energy by using more natural light. The first person that had that idea was Benjamin Franklin in 1784. People changed the time for the first time during World War I in order to save energy and better coordinate military operations.

Screen Settings

Computers use pixels to create the text and pictures that we see on the screen.

Screen resolution is the number of pixels on your screen. A higher screen resolution shows text and pictures sharper but they also appear smaller on the screen.

If you use lower screen resolution things are larger.

To change the screen resolution:
- ➢ Right-click an empty space on your desktop and a pop-up menu will appear.
- ➢ Click Display settings.
- ➢ The Settings window will appear.
- ➢ In the Display section, click the arrow next to Resolution, move the slider to choose the resolution you want for your screen.
- ➢ Click Keep changes to use the new resolution or click Revert if you don't like it.

It's a common mistake to think that higher resolution means better graphics. Every monitor works better with a specific screen resolution.

Personalization

All computers have a desktop, but they don't all have to be the same. You can have your own personal desktop with a different picture or windows colors.

To create your own favorite desktop:

- ➢ Right-click an empty space on your desktop and a pop-up menu will appear.
- ➢ Click Personalize.
- ➢ In the Settings window, click Background.
- ➢ In the Background section click the picture you like.

System Sounds

Find the speaker icon on the right side of the Taskbar and click once.

To adjust the sound volume:

- ➢ Right click on the speaker icon on the task bar. A pop-up menu will appear.
- ➢ Click the Open Volume Mixer.
- ➢ The Volume Mixer
- ➢ Remote Audio window will appear.
- ➢ You can drag the slider up or down to change the sound volume.

If you have a mouse with a wheel, open the volume slider again and move the wheel up or down to change the sound volume.

Protect my computer

Malware:

The Internet is amazing, but you have to protect your computer from dangers known as malware (e.g. viruses). Malware is any program that can harm your computer, destroy your files or copy your personal data. Malware can also harm phones, tablets and other digital devices.

What to do for protection:

You MUST have an antivirus program installed on your computer and make sure that it is always updated for new malware. You can either buy an antivirus program or you can download a free program like Windows Defender from the internet.

How to use an antivirus program:

An antivirus program checks for malware that try to infect your computer. You can also perform a scan to make sure that it is clean and safe. How?

To scan your computer for viruses:

- ➢ Click the Start button, scroll the sidebar down and click Windows Security.
- ➢ Click the Virus and threat protection button.
- ➢ In the Windows Defender Security Center, click the Scan now button.
- ➢ All icons must be in green. This means that your computer is protected.
- ➢ If any icon is in red, ask for your teacher's help.

If you choose Run a new advanced scan it could take hours to finish.

How to update an antivirus program:

An antivirus program can check for malware only if it knows about them. Every day new viruses appear so you need to be connected to the Internet and download an update almost every day.

To update your antivirus program:

➢ In the Virus & threat protection section, under Virus & threat protection updates click Check for updates.
➢ In the Protection updates window, click the Check for updates button.
➢ Your computer now is protected.

To see when you did your last update check the date next to Last Update

What else should I know?

Always keep your computer updated. All programs on your computer and the operating system may need updates to fix problems with their protection. Always Say Yes to updates!

Don't open email messages from an unknown sender. They usually contain viruses. Any type of attachment can also be dangerous. Be careful!