

TUTOR SETUP INFORMATION.....	6
THE WINDOWS 10 DESKTOP.....	7
WHAT IS THE WINDOWS DESKTOP?.....	7
DESKTOP ICONS.....	7
MOVING DESKTOP ICONS	8
WINDOWS TASKBAR.....	8
SHOWING HIDDEN ICONS.....	8
TASKBAR CLOCK	9
CUSTOMIZING YOUR DESKTOP	10
CUSTOMIZING THE DESKTOP BACKGROUND WALLPAPER PICTURE	11
CUSTOMIZING THE DESKTOP BACKGROUND COLOR	12
SETTING A SCREEN SAVER.....	14
MODIFYING THE COMPUTER DATE AND TIME	19
SETTING THE KEYBOARD LANGUAGE AND OTHER REGIONAL SETTINGS	22
MANIPULATING DESKTOP WINDOWS.....	25
DRAG AND DROP	25
SELECT, THEN MANIPULATE	25
SINGLE CLICKING VS. DOUBLE CLICKING	25
MOVING A WINDOW ON THE DESKTOP.....	25
RESIZING A WINDOW, NARROWER OR WIDER	27
RESIZING A WINDOW, TALLER OR SHORTER	27
RESIZING A WINDOW IN TWO DIRECTIONS AT ONCE	27
MAXIMIZING A WINDOW	28
MINIMIZING A WINDOW	29
CLOSING A WINDOW	29
THE START BUTTON.....	30
THE START MENU.....	30
APPLICATIONS & THE DESKTOP	32
MULTITASKING	32
STARTING APPLICATIONS	32
FINDING APPLICATIONS SUCH AS WORDPAD.....	34
USING PRINT SCREEN WITHIN WORDPAD	36
IDENTIFYING THE PARTS OF AN APPLICATION WINDOW	36
TITLE BAR.....	37
THE RIBBON	37
RIBBON TABS	38
STATUS BAR.....	39
NOTE PAD.....	39
CONTROL PANEL.....	41
SWITCHING BETWEEN PROGRAM WINDOWS	43
CASCADING WINDOWS	43
DISPLAYING WINDOWS SIDE BY SIDE	44
INSTALLING PROGRAMS	46
REMOVING A PROGRAM	46
SHUTTING DOWN THE COMPUTER.....	48
RESTARTING THE COMPUTER	48
HELP IN WINDOWS 10	49

USING THE SEARCH FOR HELP BOX	49
DISPLAYING BASIC INFORMATION ABOUT YOUR PC	50
FILE EXPLORER	53
WHAT ARE FILES?	53
WHAT ARE FOLDERS?	53
TYPES OF DRIVE AND DRIVE LETTERS	53
OPENING THE WINDOWS FILE EXPLORER PROGRAM	54
DISPLAYING OR HIDING THE RIBBON	56
THE FILE EXPLORER WINDOW	57
FILE EXPLORER - FOLDERS	58
FILE EXPLORER - DEVICES	58
FILE EXPLORER – NETWORK LOCATIONS	59
FILE EXPLORER - DOWNLOADS	59
FILE EXPLORER - DESKTOP	60
FILE EXPLORER – ONEDRIVE	60
FILE EXPLORER – HOMEGROUP	61
FILE EXPLORER – THIS PC.....	62
DISPLAYING THE CONTENTS OF A PARTICULAR FOLDER	63
CHANGING THE VIEW WITHIN THE FILE EXPLORER.....	66
CHANGING THE SORT ORDER IN DETAILS VIEW.....	68
DRIVES, FOLDERS AND FILES	72
DATA STORAGE DEVICES	72
FILE SIZES AND DISK STORAGE CAPACITIES	72
MANIPULATING FOLDERS	74
CREATING A FOLDER.....	74
CREATING A SUB-FOLDER	77
FILE NAMING ISSUES	81
RENAMING A FOLDER	81
DELETING A FOLDER	83
DISPLAYING FOLDER DETAILS	84
MANIPULATING FILES	86
FILE TYPES.....	86
SELECTING MULTIPLE FILES	88
COUNTING FILES IN A FOLDER.....	93
FILE ATTRIBUTES.....	95
RENAMING FILES	98
DELETING FILES	100
RESTORING ITEMS FROM THE RECYCLE BIN.....	101
EMPTYING THE RECYCLE BIN	102
PERMANENTLY DELETING A FILE (BYPASSING THE RECYCLE BIN).....	103
SOMETIMES DELETED FILES ARE TOO LARGE TO BE RECYCLED	103
THE WINDOWS CLIPBOARD	103
MOVING FILES BETWEEN FOLDERS	103
COPYING FILES BETWEEN FOLDERS	106
BACKUPS	108
REMOVABLE MEMORY STICKS - AUTOPLAY	109
BACKING UP DATA TO A REMOVABLE DRIVE.....	110
SAFELY EJECTING A MEMORY STICK.....	111
WHAT IS FILE COMPRESSION?	112
COMPRESSING FILES.....	112

EXTRACTING COMPRESSED FILES	117
SEARCHING.....	118
SEARCHING FOR APPLICATIONS (PROGRAMS).....	118
SEARCHING FOR FILES ON YOUR HARD DISK	120
SEARCHING BY FILE SIZE.....	122
SEARCHING BY KIND	125
SEARCHING BY FILE CONTENT	128
PRINTING ISSUES.....	131
VIEWING THE PRINTERS THAT ARE AVAILABLE TO YOUR PC.....	131
SETTING THE DEFAULT PRINTER.....	132
INSTALLING A NEW PRINTER.....	133
REMOVING A PRINTER	135
PRINTING FROM AN APPLICATION	135
VIRUSES, SPYWARE AND COOKIES.....	136
COMPUTER VIRUSES	136
SPYWARE	136
COOKIES.....	136
VIRUS CHECKING PROGRAMS	136
SCANNING FOR VIRUSES	137
UPDATING ANTI-VIRUS PROGRAMS	137

Tutor Setup Information

- Copy the folder called **Windows 10 Foundation** (containing the sample files & folders) to the **Documents** folder on the PC.
- At the end of the course, remove all files modified or created during the course, prior to re-running the course.
- At the end of the course, reset all program and operating system defaults that may have been modified during the course, prior to re-running the course.

The Windows 10 Desktop

What is the Windows Desktop?

- Normally when you start your computer with Windows 10 installed on it, you will see the Windows Desktop screen displayed.



Desktop icons

- The icons you see on the Windows Desktop will vary from one computer to another, depending on who installed and customized the Windows installation. As a user of Windows, you can add, remove and move icons on the Desktop. Typically, the Desktop will look something like this.



Moving Desktop icons

- Click once on the **Recycle Bin** icon, to select it.



- Make sure that the mouse pointer is pointing to the **Recycle Bin** icon. Press down the mouse button and while keeping it pressed move the mouse pointer to a different position on the Desktop. When you release the mouse button, the icon will have moved.

You would use exactly the same technique to move any other icons that are displayed on your Desktop.

TIP: The Recycle Bin is used as a temporary store for files that you delete. More about all this later!

Windows Taskbar

- The Windows Taskbar is the bar normally displayed across the bottom of your Windows screen. It contains a number of important items, such as the Start button, icon representation of running programs and a clock at the right edge.

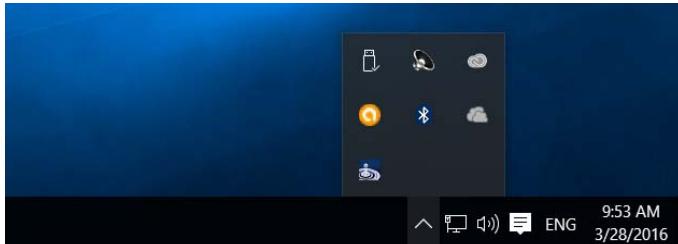


Showing Hidden Icons

- Within the Taskbar along the bottom of the screen, you will see the **Show Hidden Icons** control displayed to the right of the screen.



- Clicking on this control will display more icons that you can click on.



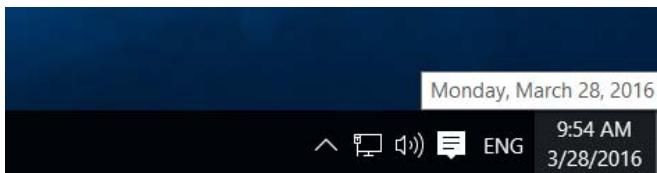
- This control allows you access to icons that may occasionally be of use, without cluttering up the Taskbar. Try clicking on any icons that are displayed in the pop-up list.

Taskbar clock

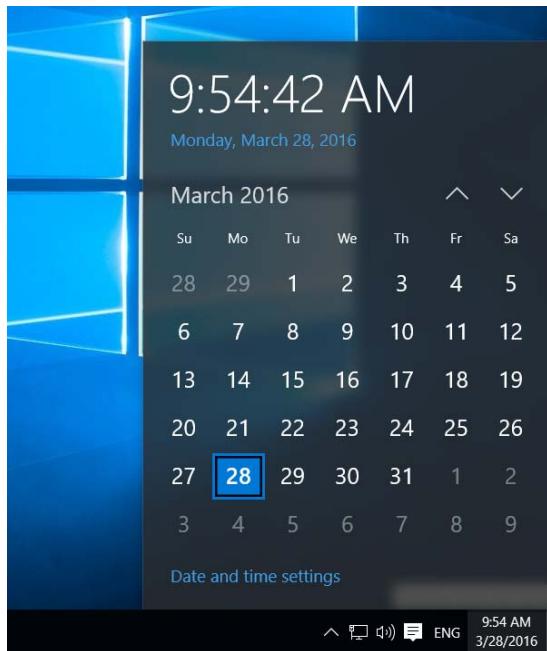
- Located at the right edge of the Taskbar.



- If you move the mouse pointer over the time display (and wait a short time) you will see the date displayed, as illustrated.

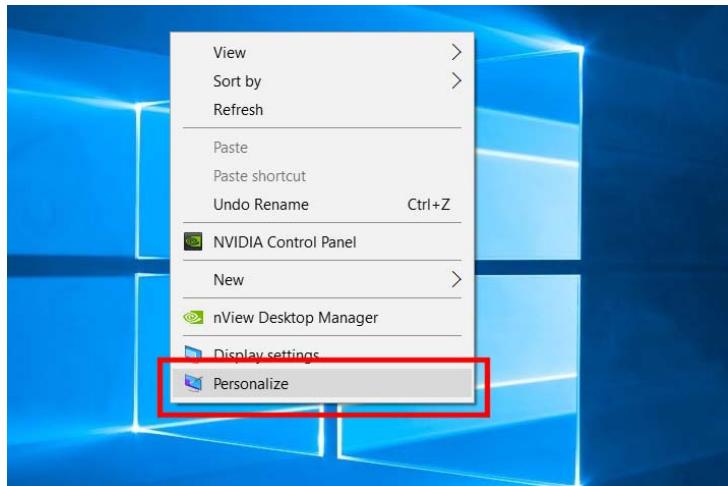


- Clicking on the time display will display a calendar, as illustrated.

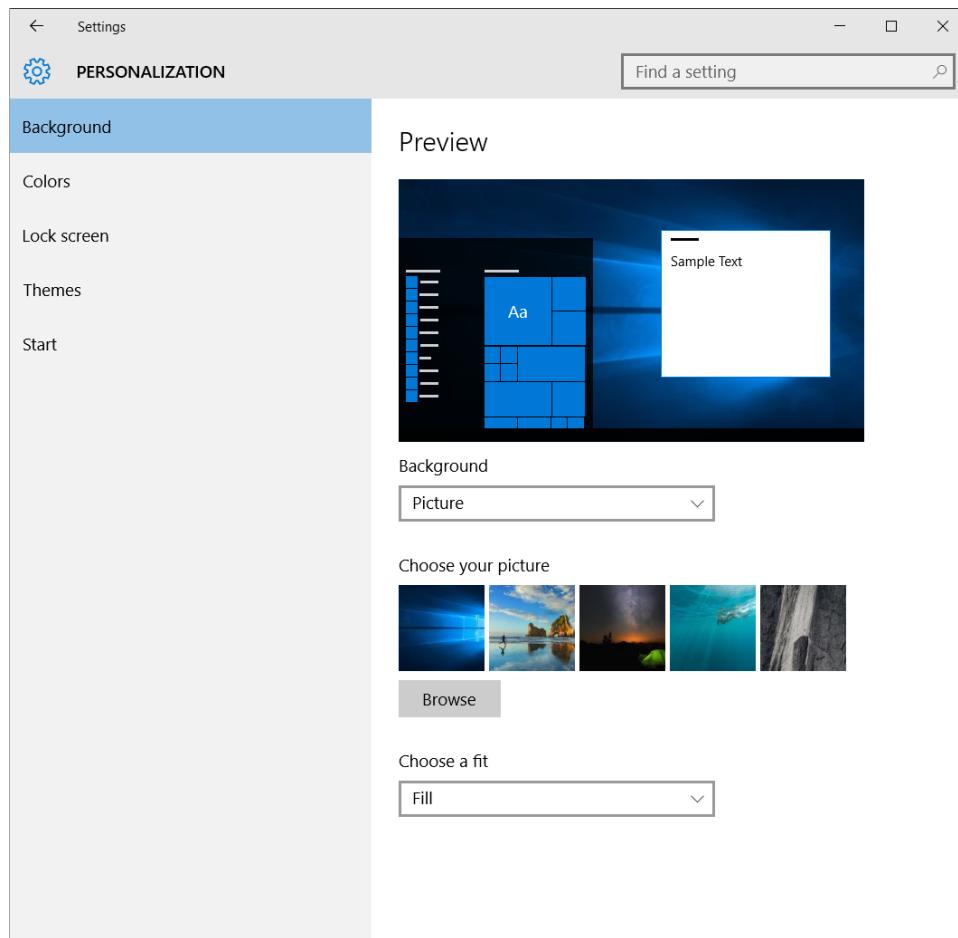


Customizing your Desktop

- Right click on an empty part of the Desktop and you will see a pop-up menu, as illustrated.



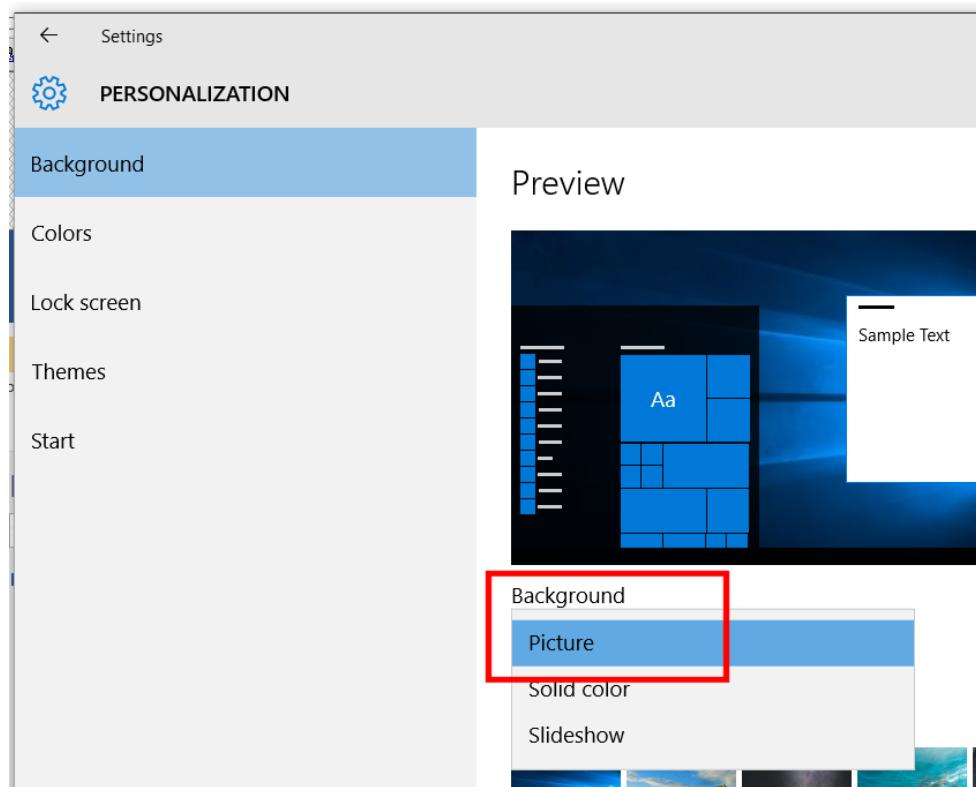
- From the pop-up menu click on the **Personalize** command. This will display a dialog box, as illustrated below.



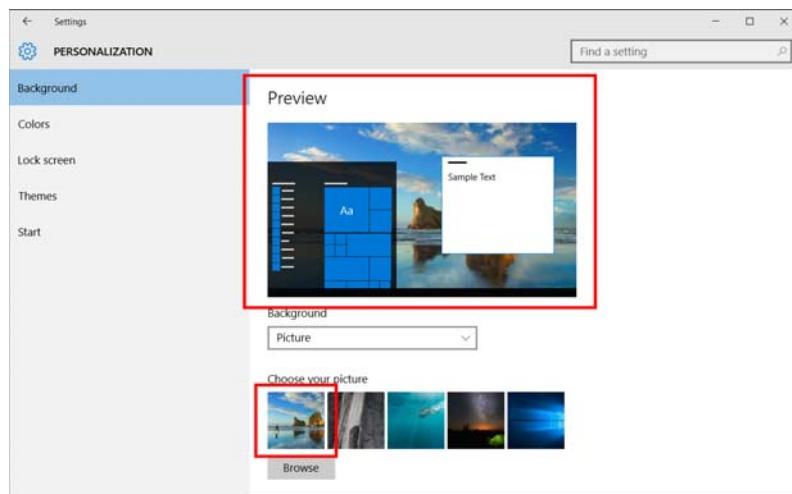
- You can use this dialog box to customize elements of your computer system.
- Take a few moments to investigate some of the options displayed on this page.

Customizing the Desktop background wallpaper picture

- Click on the **Background** button. To see some pictures, click on the down arrow next to the **Picture** section of the dialog box.



- Select a picture of your choice. Remember that you can scroll down to see more pictures.

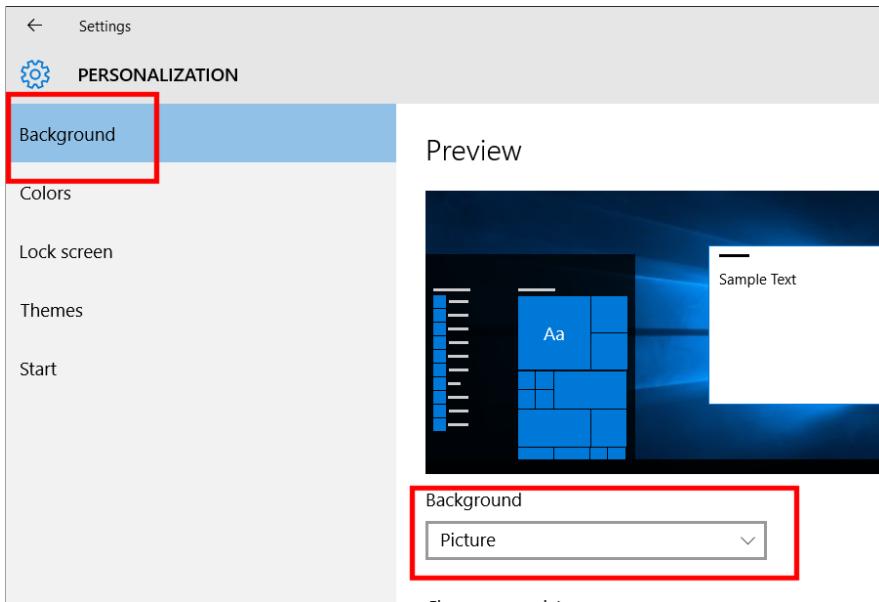


- Close any open windows.

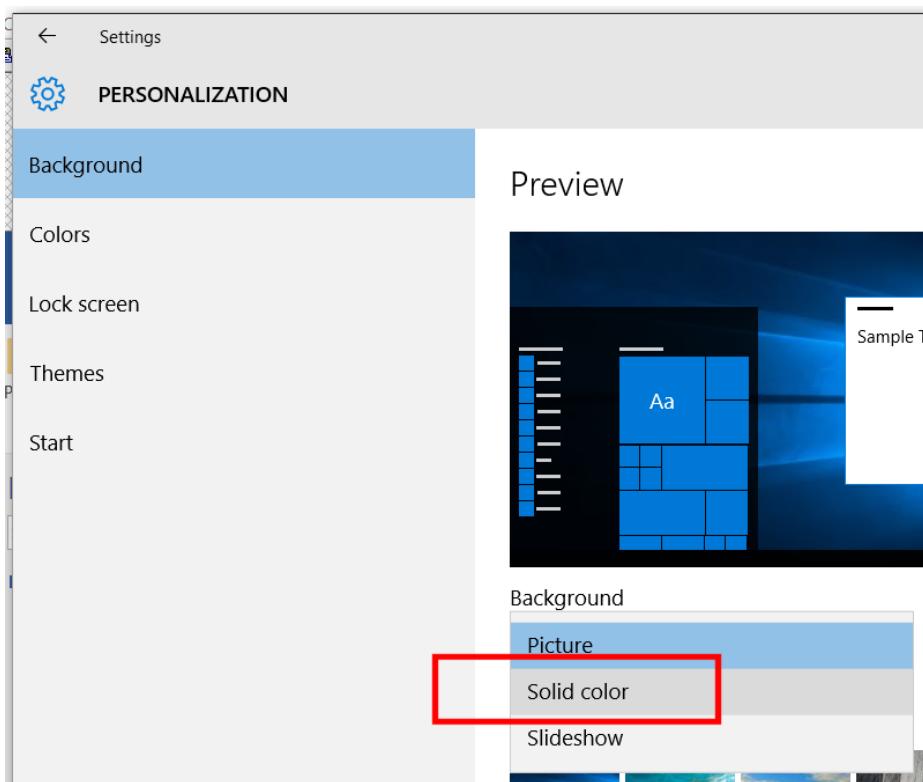
Customizing the Desktop background color

- Display the Personalization window.
-

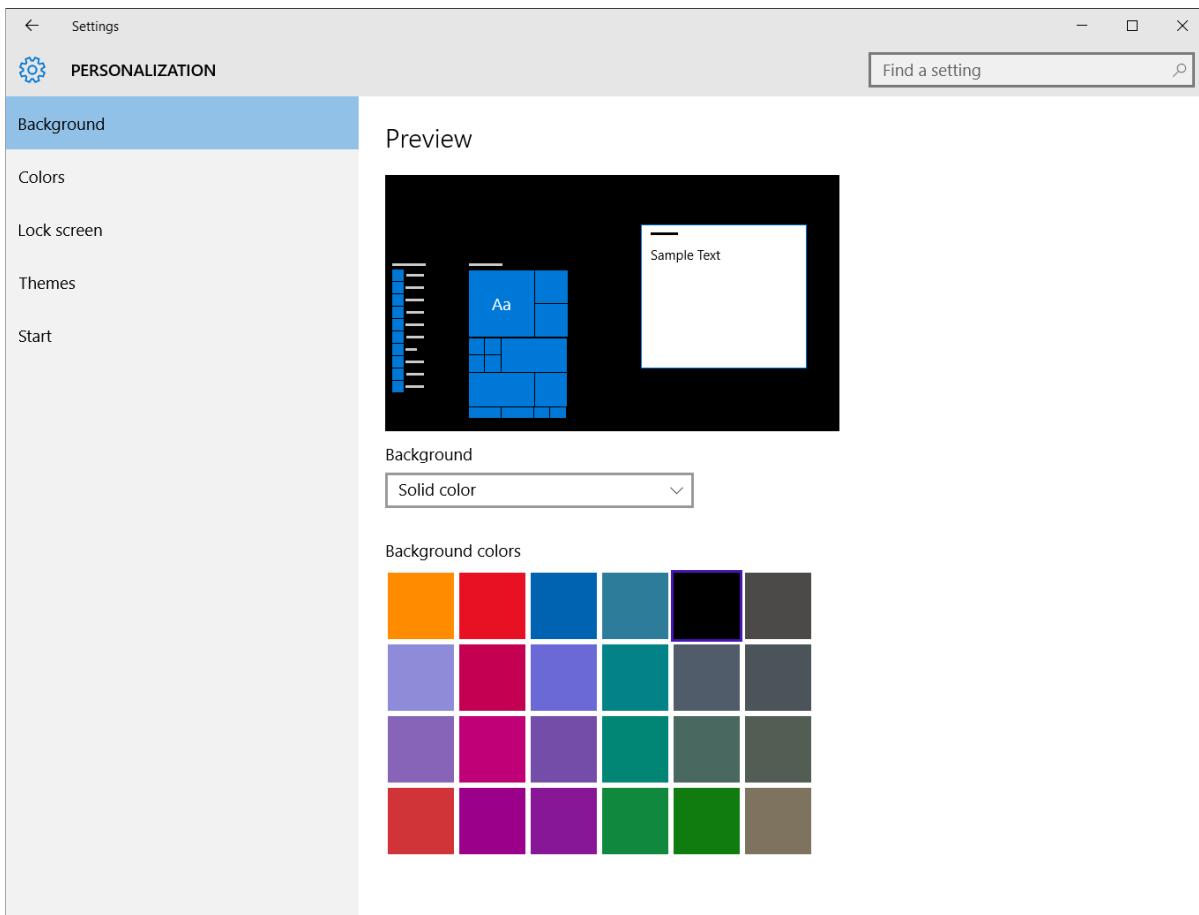
- Click on the **Background** item.



- You will see the following dialog box displayed. Click on the **down arrow** to the right of the **Picture** section. You will see a drop down list displayed. Click on **Solid Colors**.



- The dialog box will then change to display a range of colors, rather than pictures.



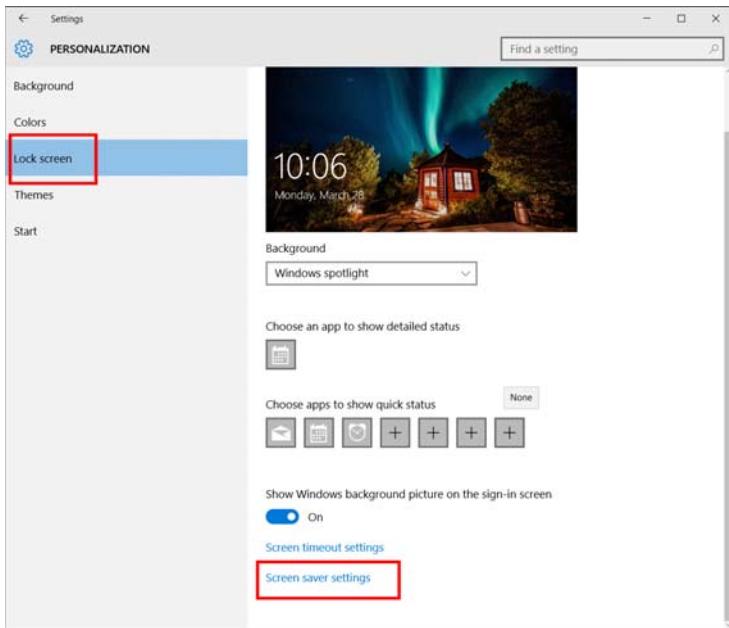
- Click on a color to select a color.

TIP: When you click on a color you will see a preview of that color applied to your background.

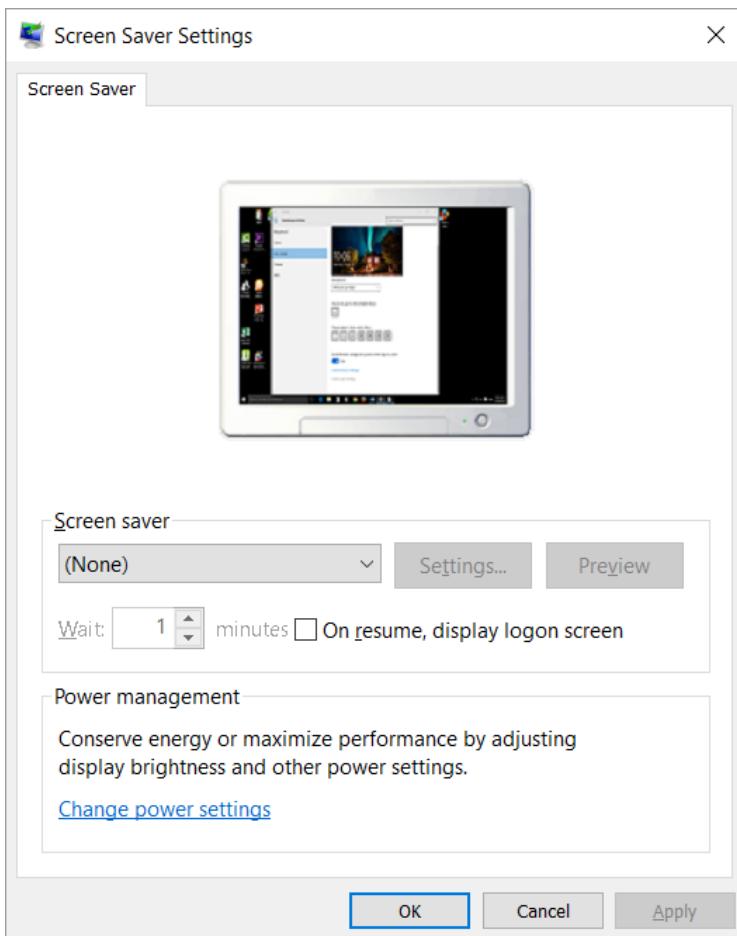
- Close the Personalization window.

Setting a screen saver

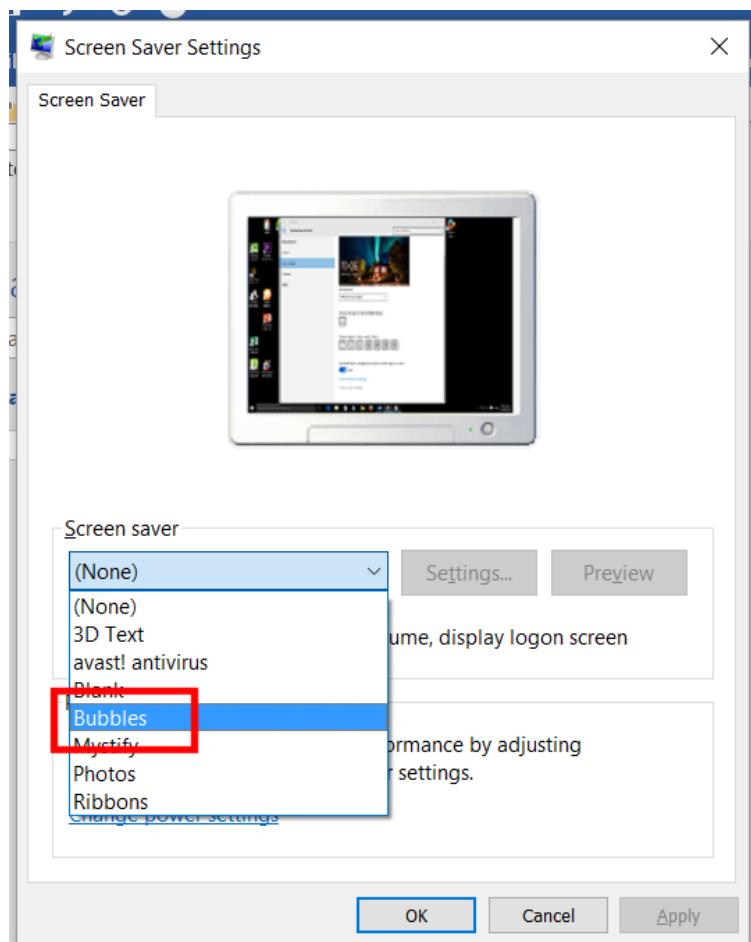
- Display the **Personalization** window.
- Click on the **Lock Screen** item.



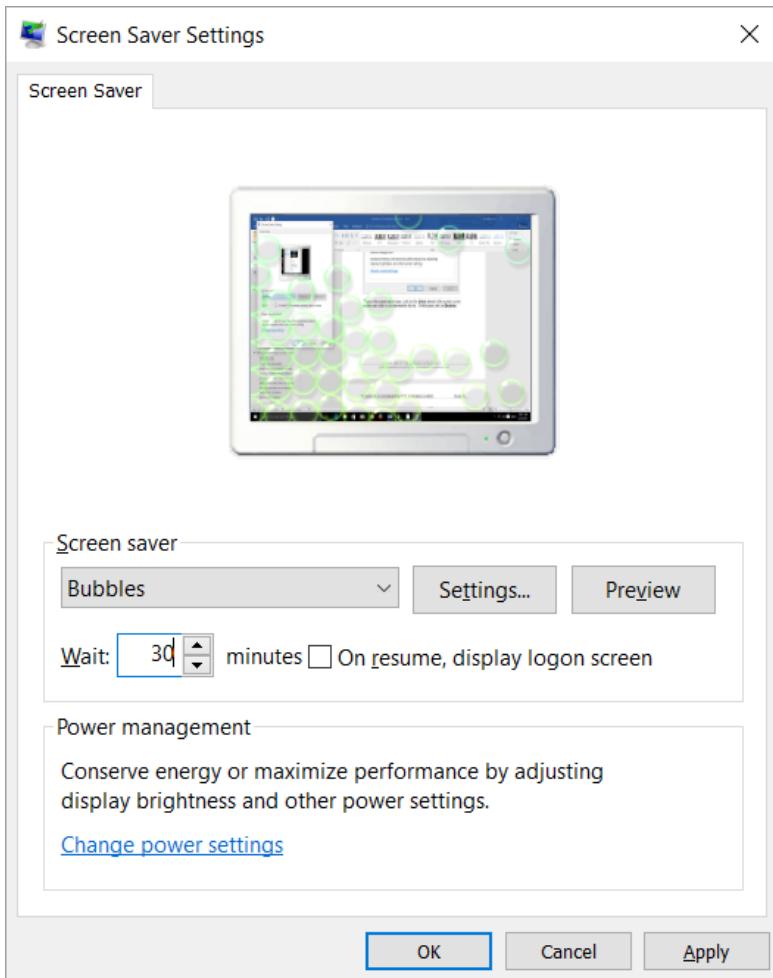
- You will see the **Screen Saver Settings** link towards the bottom of the screen. Click on the **Screen Saver** link.



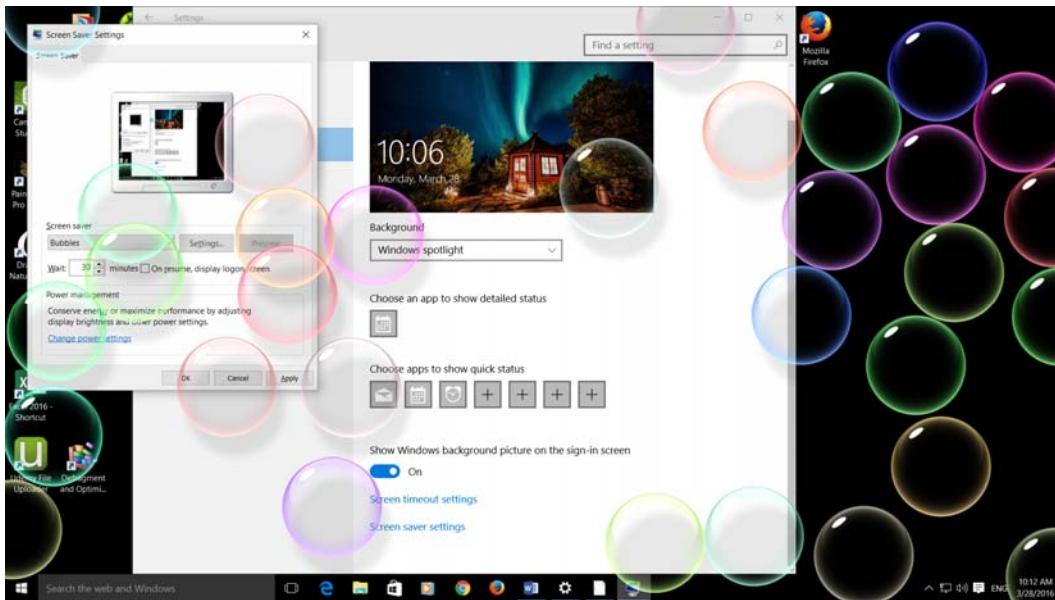
- To pick the screen saver type, click on the **down arrow** in the screen saver section and click on an item within the list. In this case click on **Bubbles**.



- Within the **Wait** section, click on the **up** or **down** arrows to set the time interval of inactivity before the screen saver kicks in.



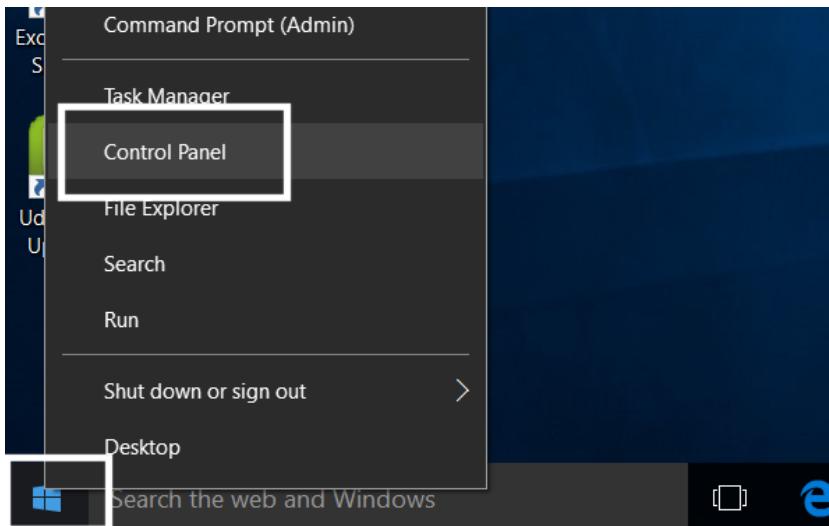
- Click on the **Preview** button to preview the effect of the screen saver. You will see an interesting bubbles effect.



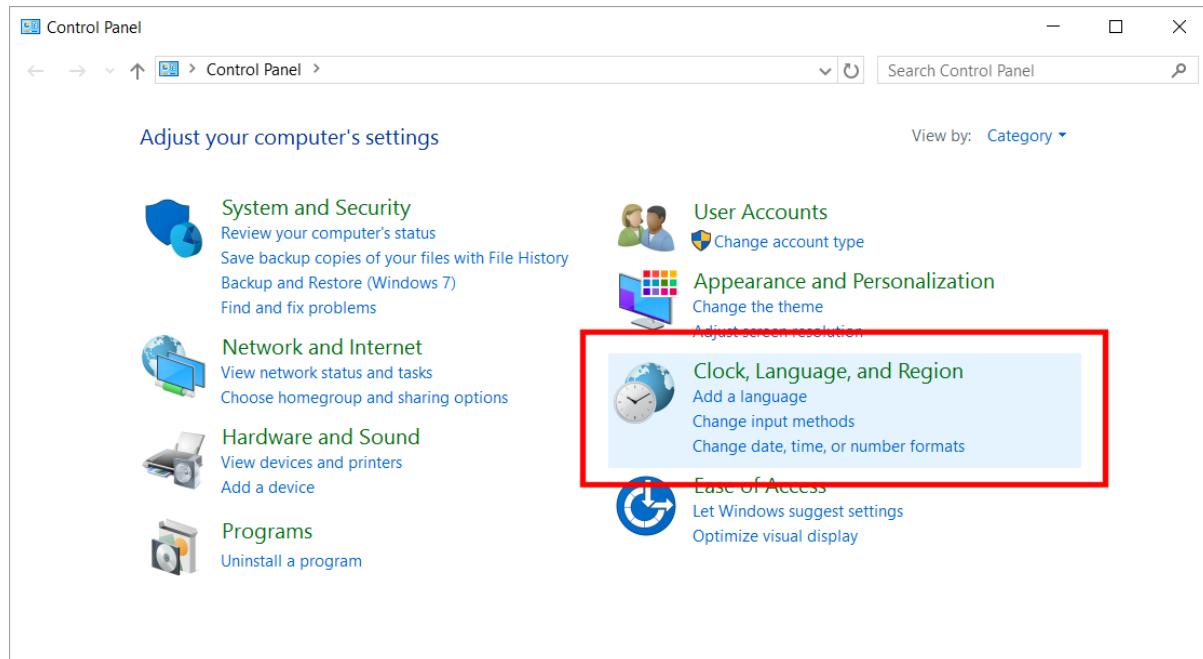
- Click on the **OK** button to apply the effects and close the dialog box.
- Close the **Personalization** window.

Modifying the computer date and time

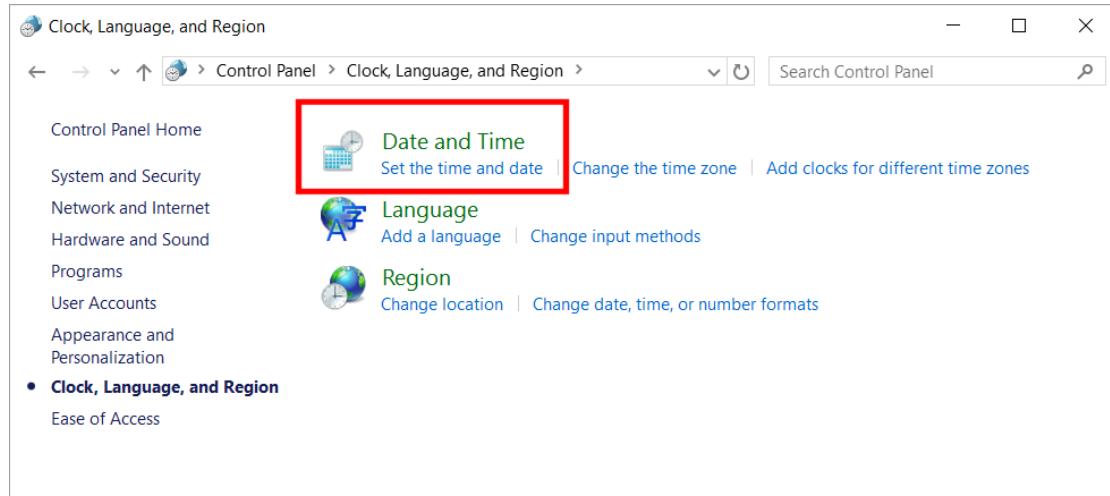
- Right click on the **Start** button and from the popup menu displayed click on **Control Panel**.



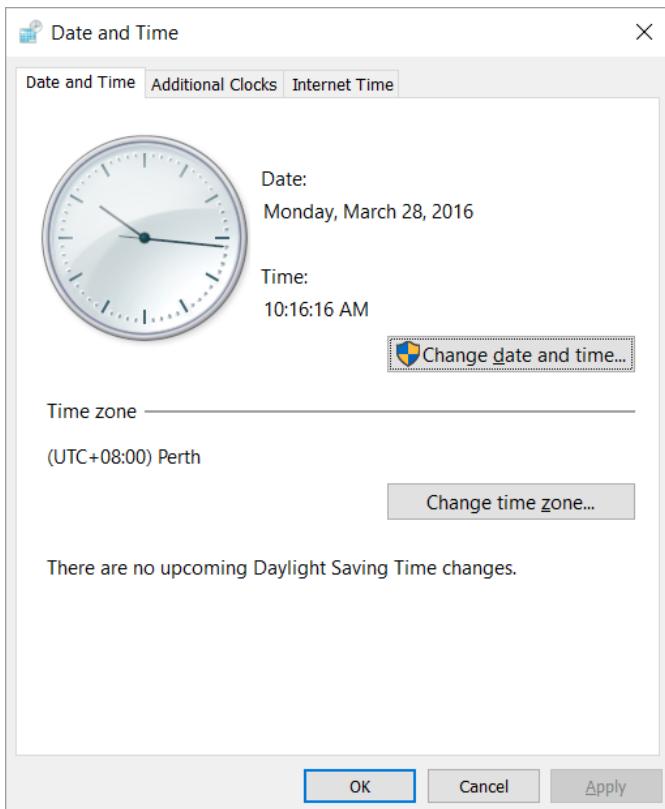
- The **Control Panel** will look like this.



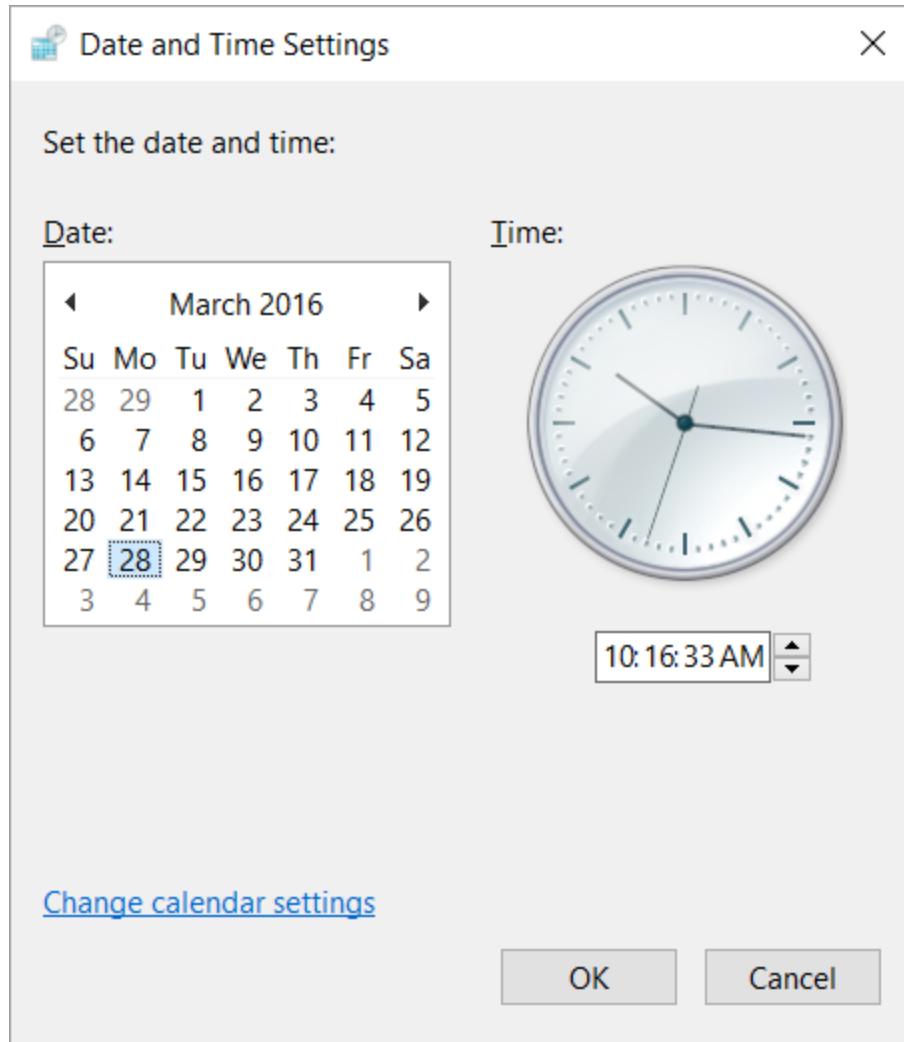
- Click on the **Clock, Language, and Region** command. You will see the following.



- To set the date and time, click on the **Date and Time** command. This will display the **Date and Time** dialog box, allowing you to change the date or time.



- Click on the **Change date and time** button. You can use the controls to change the date and time as required.



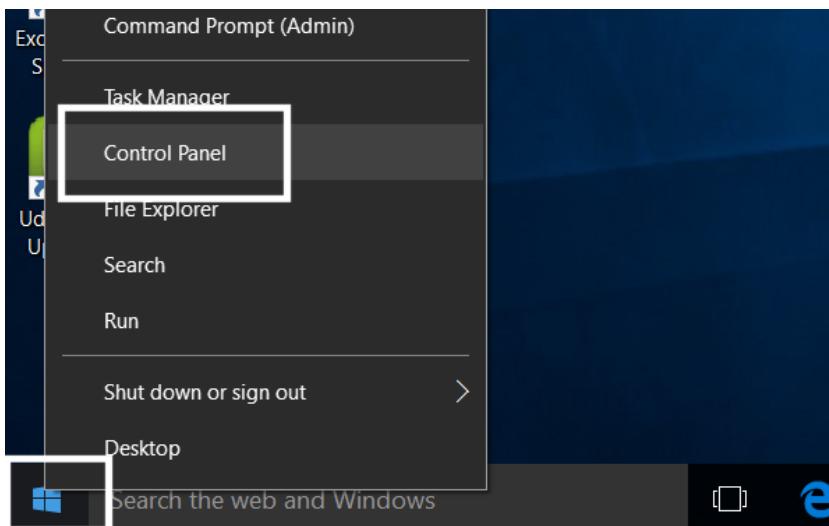
- Click on the **OK** button to close the dialog box.

TIP: Once changed, the new date and time will be remembered by the computer. In most areas of the world Windows will change the time automatically if the time is moved forward or backward as a result of daylight saving time adjustments.

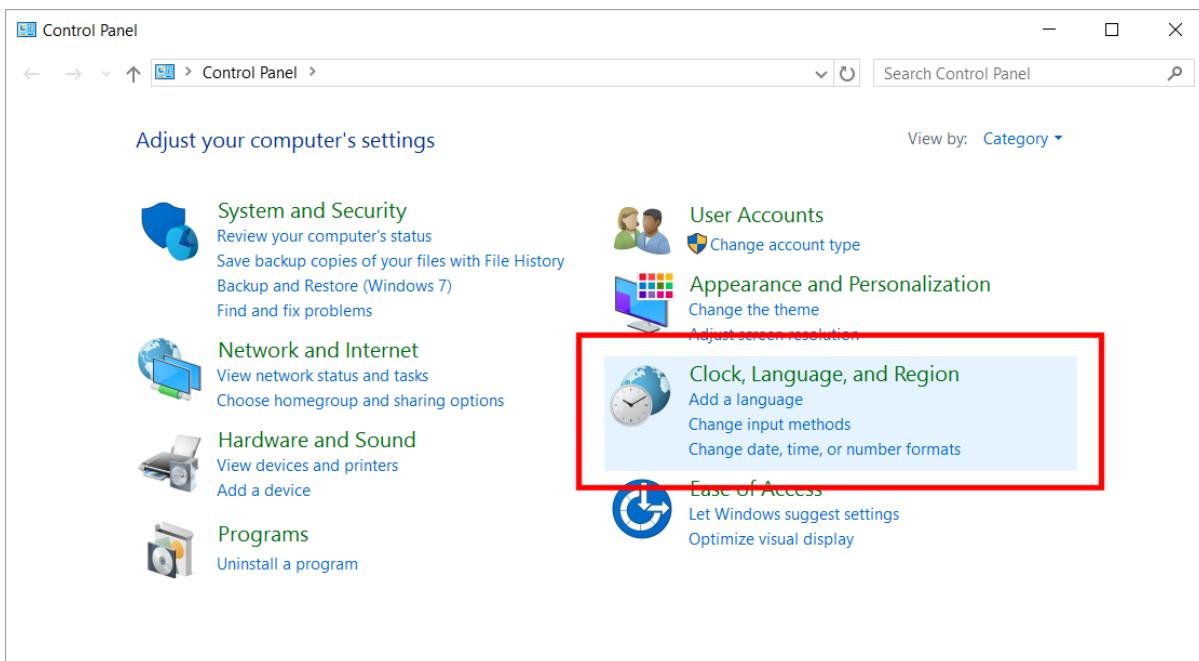
- Click on the **OK** button to close the **Date and Time** dialog box.
- If still open, close the Control Panel.

Setting the keyboard language and other regional settings

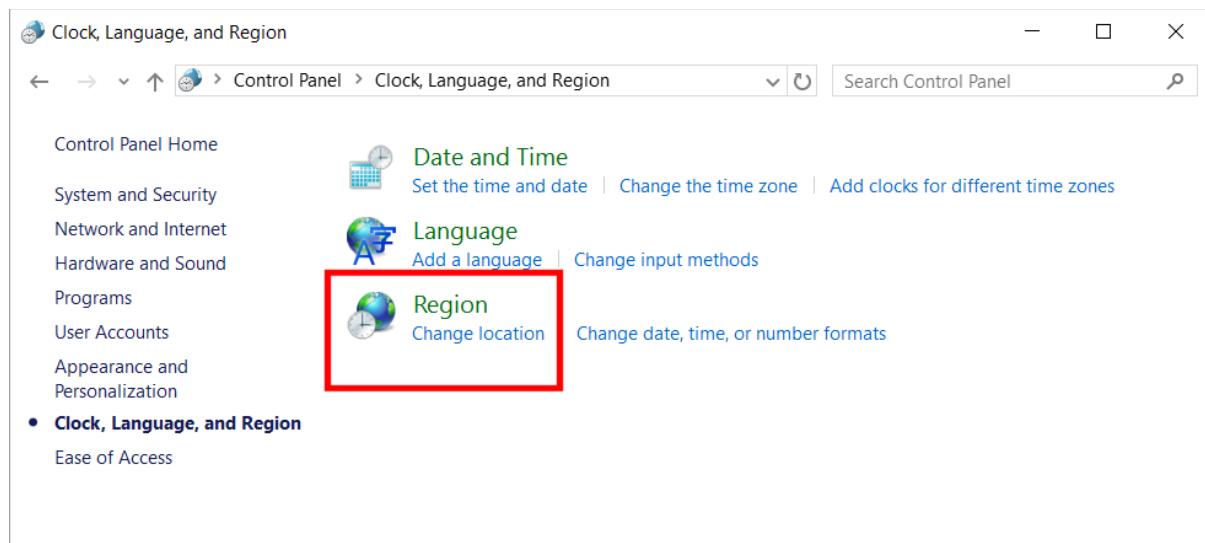
- Right click on the **Start** button and from the popup menu displayed click on **Control Panel**.



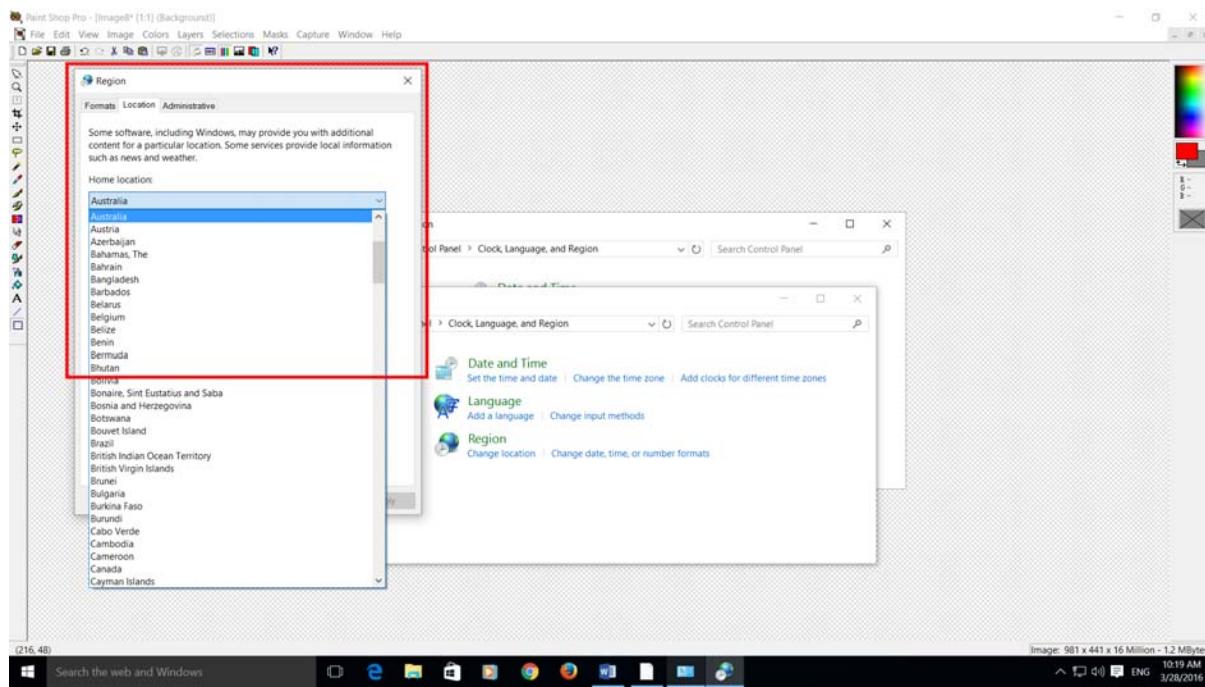
- The **Control Panel** will look like this. Click on the **Clock, Language, and Region** link.



- The **Clock, Language, and Region** dialog box will be displayed.



- Click on the **Change location** link. If necessary you can click on the **down arrow** to display a list of countries, from which you can pick your particular country.



- Close any open dialog boxes or windows.

Manipulating Desktop Windows

Drag and drop

- The concept of selecting an item (such as a window's Title Bar), and then moving it while keeping the mouse button pressed is often called 'dragging' or 'drag and drop'. It is called this because you drag an item to a new location, and then drop it at the new location.

Select, then manipulate

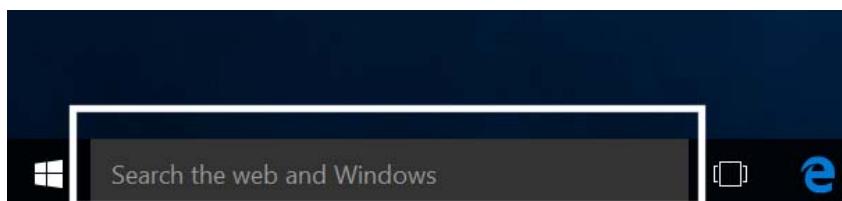
- When doing something within Windows 10, you normally have to select an item (such as the Title Bar within a window) and once selected you can manipulate whatever it was you selected. This is a very important concept to remember. You need to select an item to tell Windows 10 what item you are interested in, before you can manipulate it. This idea is fundamental to using Windows 10. For instance, later we will see that if you wish to format your text, you need to select a portion of text and then apply the formatting. In a different context later on when you want to move a file on your hard disk from one place to another, you need to select the file first, and then move it.

Single clicking vs. double clicking

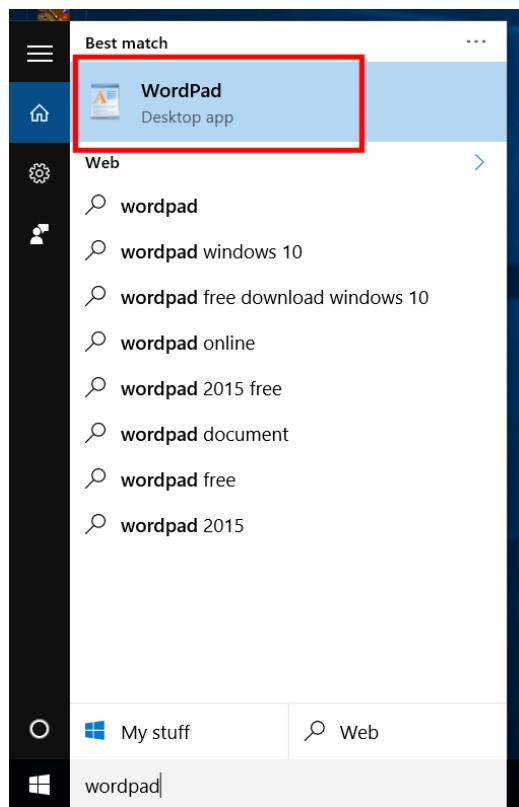
- Normally you click on an item to select it. This is a single click using the left mouse button. Once selected you can often double click on the selected item to open or run the item that was selected.

Moving a window on the Desktop

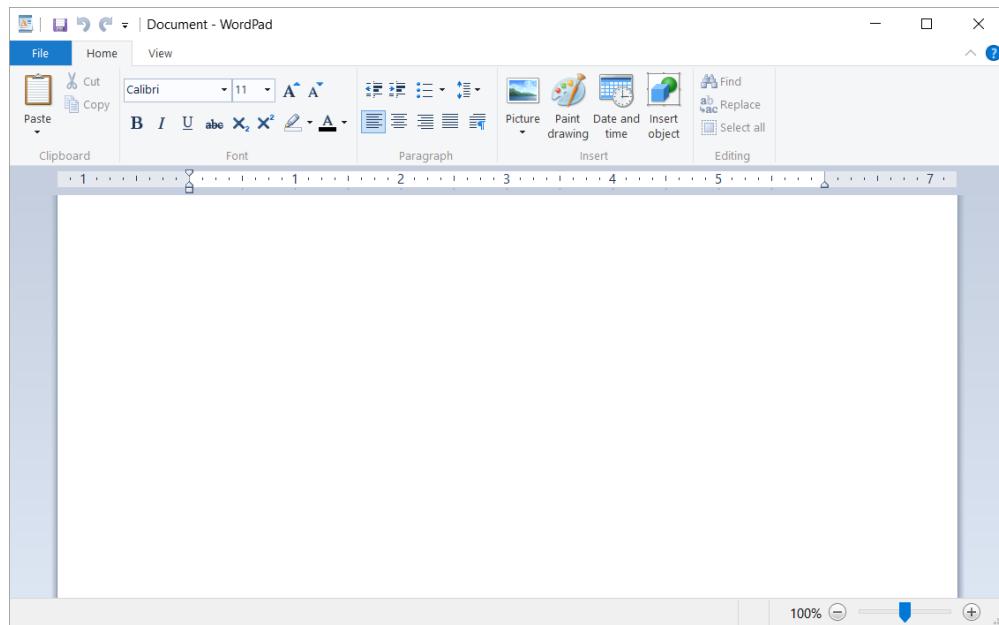
- Display the Windows Desktop.
- You need to open a program window so that you can get some practice manipulating a window on the Desktop. To do this click within the search box, (bottom-left of your screen).



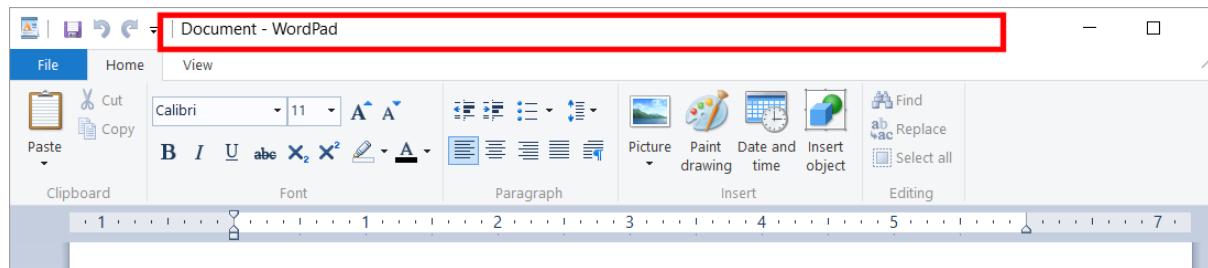
- Type in the word **WordPad**. You will see the following.



- Click on the **WordPad Desktop app**. The WordPad program will be displayed within a window on the Windows Desktop.



- Move the mouse pointer to an empty area towards the top of the window. This area is called the **Title Bar**.
-



Press down the left hand mouse button, and while keeping it pressed down, move the mouse pointer on the screen. When you release the mouse button, the window will have moved. Experiment with moving this window a few times until you get the hang of it.

Resizing a window, narrower or wider

- Move the mouse pointer to the left hand edge of the **Getting Started** window. You will see that the mouse pointer changes shape to become a horizontal line with an arrow on each end. Press down the left hand mouse button and while keeping it pressed, move the mouse pointer left or right. When you release the mouse button the window will be narrower or wider, depending on which direction you move the mouse pointer. Experiment with resizing the window to make it wider or narrower.

Also experiment using the right edge of the window.

TIP: Remember that this dragging action with the mouse button pressed is called '**'Drag and drop'**'.

Resizing a window, taller or shorter

- Move the mouse pointer to the upper edge of the **Getting Started** window. You will see that the mouse pointer changes shape to become a vertical line with an arrow on each end. Press down the left hand mouse button and while keeping it pressed, move the mouse pointer up or down. When you release the mouse button the window will be taller or shorter, depending on which direction you move the mouse pointer. Experiment with resizing the window to make it taller or shorter.

Also experiment using the bottom edge of the window.

Resizing a window in two directions at once

- Move the mouse pointer to one of the corner edges of the **Getting Started** window. You will see that the mouse pointer changes shape to become a diagonal line with an arrow on each end. Press down the left hand mouse button and while keeping it

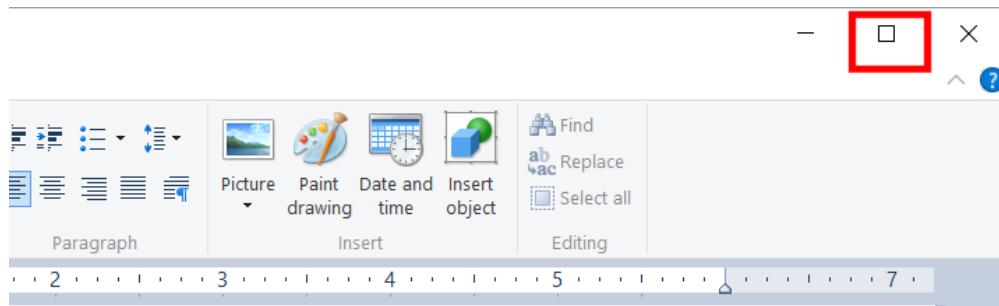
pressed, move the mouse pointer up or down and left or right. When you release the mouse button the window will be resized both vertically and horizontally, depending on which direction you move the mouse pointer. Experiment with resizing the window.

Also experiment using the other corners of the window to resize the window.

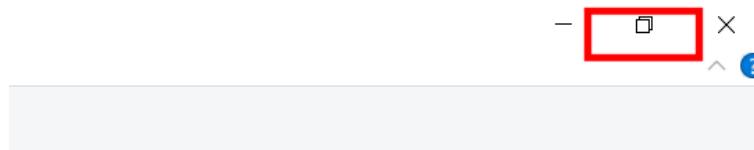
- Before continuing try and resize the **Getting Started** window to its approximate original size and position. You should be able to see other items on the screen behind the window.

Maximizing a window

- If you look at the top-right of the **WordPad** window you will see three icons. As illustrated below. Move the mouse pointer over the middle of the three icons and after a short time you will see a pop-up explaining the function of the middle icon.



- As you can see the icon is called the **Maximize** icon. Click on the **Maximize** icon and you will see that the **WordPad** window maximizes, to fill the screen.
- Move the mouse pointer over the middle icon and wait for the pop-up to explain the function of the icon (which has changed slightly if you look closely).

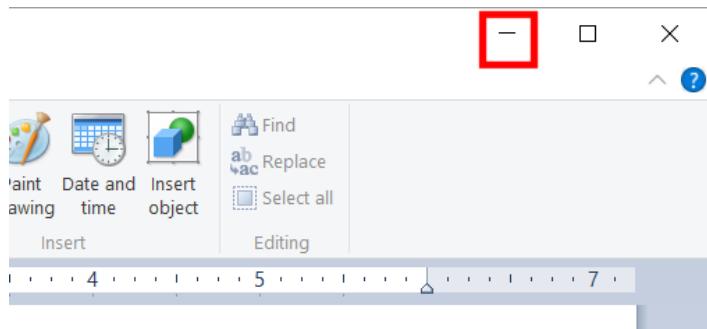


TIP: The reason for the middle icon changing its appearance (and its name), is that having already maximized the window to fill the screen, you cannot maximize any further. Thus you are offered a **Restore** icon that will restore the program window to its original size. This is an example of Windows being clever!

Click on the **Restore Down** icon and you should see that the **Getting Started** window is displayed within a window (i.e. not full screen). You should find that the window is the same size and position, prior to maximizing the window.

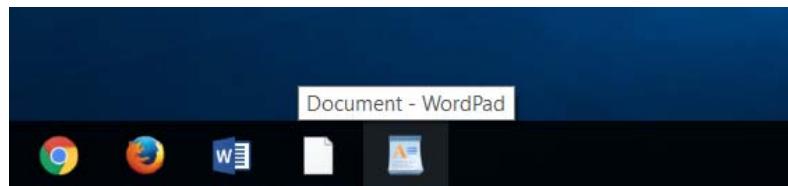
Minimizing a window

- If you move the mouse pointer over the first of these three buttons, you will see it is called the **Minimize** icon.



- Click on the **Minimize** icon and you will see that the window disappears. It is minimized down to the Windows **Taskbar**, which is the name of the bar across the bottom of your screen.

Move the mouse pointer to this minimized icon within the Windows Taskbar and you will see the following pop-up, which displays a ‘thumbnail’ picture of the minimized program.

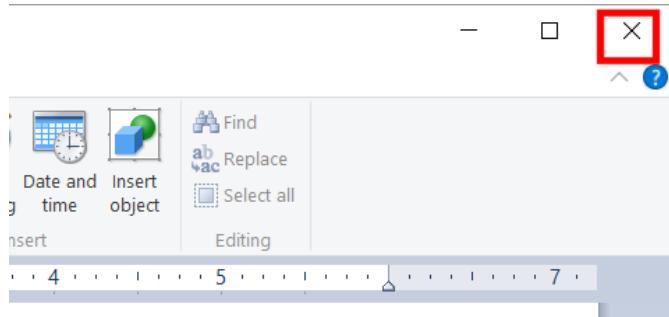


- Click on the minimized icon and the program will be displayed within a window once again, on your screen.

NOTE: Minimizing a program is not the same as closing a program. When you minimize a program, it is still running in your computer's memory, it is simply minimized in size, down to the Windows Taskbar. Closing a program means that the program is closed and no longer running in memory.

Closing a window

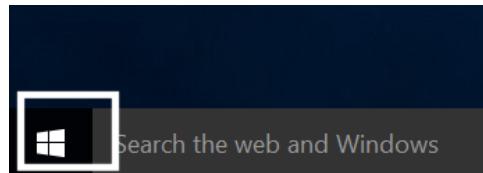
- Move your mouse pointer to the last of the three icons. After a short delay you will see a pop-up explaining that this is the **Close** icon.



- Click on the **Close** icon and the program will close. It is not displayed within the Taskbar as a minimized icon. The program is no longer in your RAM (Random Access Memory). RAM is where all your active programs are stored when they are running. If you close a program the program is removed from RAM but you still have a copy of the program stored on your hard disk. To re-run the program you will need to open the program from disk.

The Start button

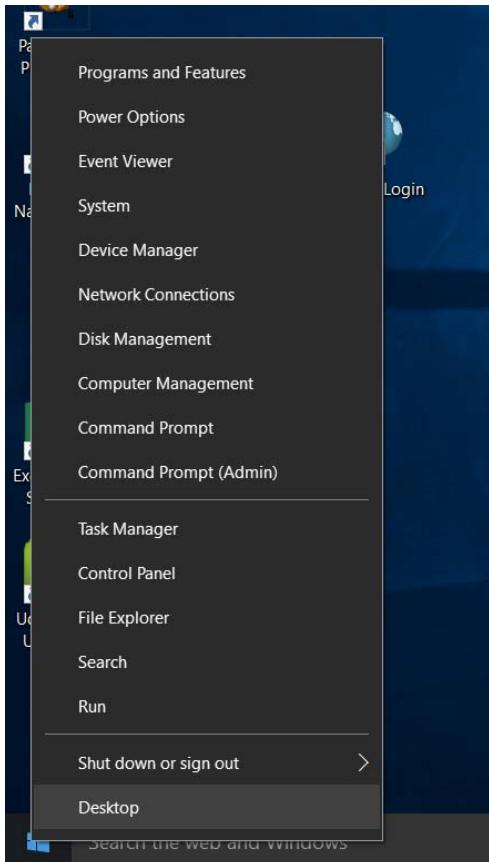
- Clicking on the **Start** button at the bottom-left of the screen toggles between the Windows Start Page and the Windows Desktop. Try clicking on it a few times and see what happens.



TIP: If you cannot see the Start button display move the mouse pointer to the extreme bottom-left of your screen and wait for a second or so.

The Start menu

- If necessary, switch to the Desktop view.
- Right click on the **Start** button and you will see a popup menu displayed.



- Take some time to examine the items within the popup menu. This is an easy way of accessing many items that you will want to display when you start using Windows, especially if you want to start customizing the way Windows works.
- Items we will investigate during this course include the **File Explorer** and the **Control Panel**.

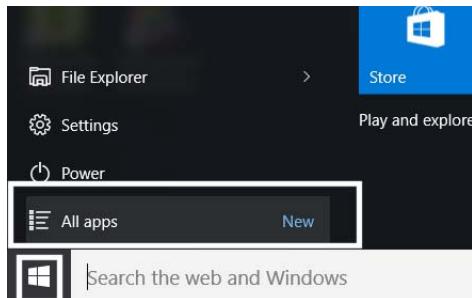
Applications & the Desktop

Multitasking

- Windows 10 is a ‘multitasking’ operating system. This means that it can run lots of programs at the same time. For instance, you can be receiving emails, printing and writing a letter, all at the same time. You can run lots of different programs simultaneously, such as a word processor, a spreadsheet, a database and a picture editing program.

Starting Applications

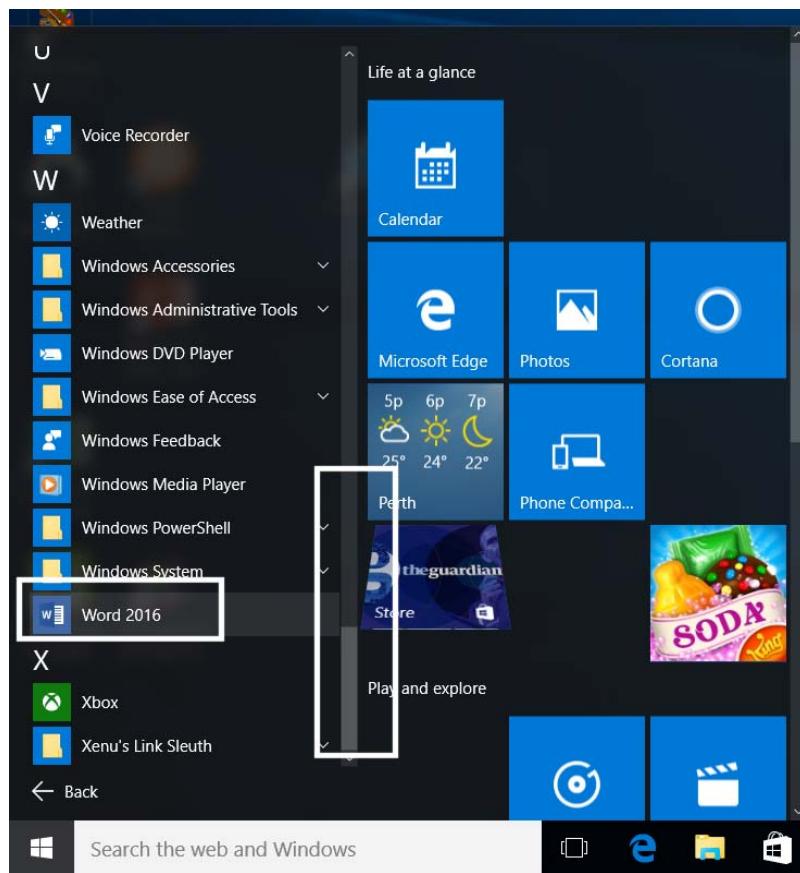
- Display the Windows Desktop.
- Click on the **Start** button and then click on **All Apps**.



- Your screen will now look like this.



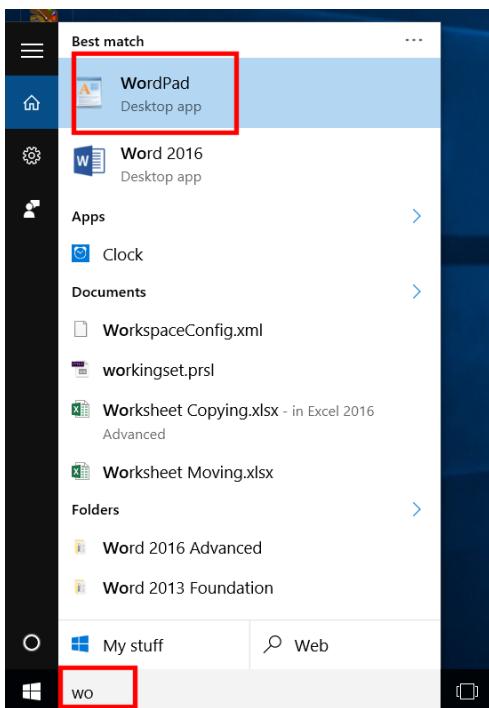
- If you have Microsoft Office installed on your computer, use the vertical scroll bars to scroll down until you see **Word 2016** (or similar).



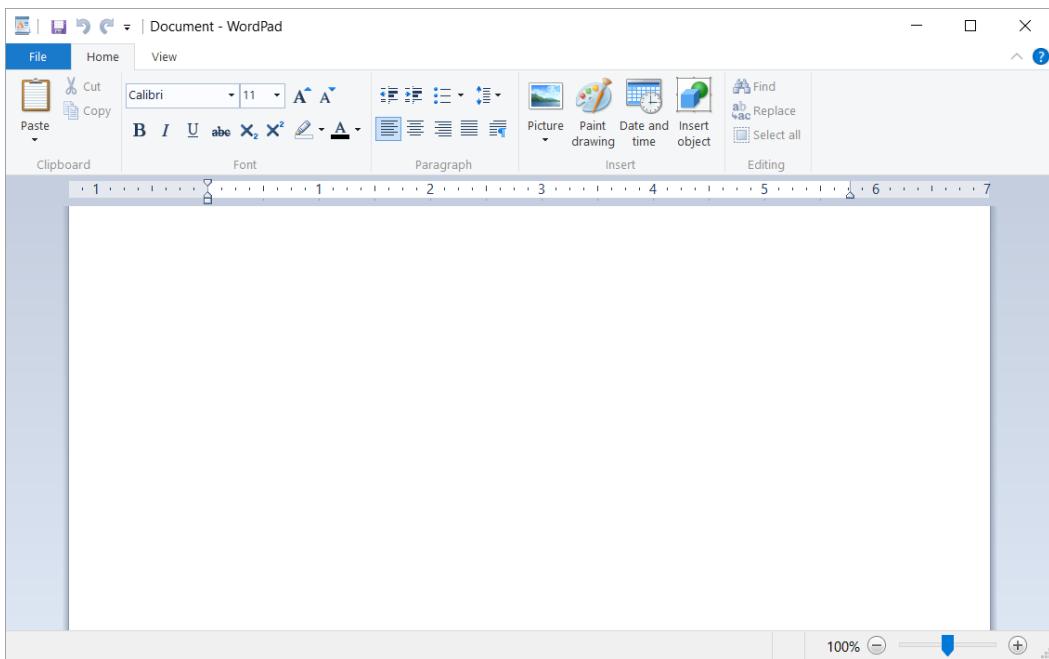
- Open a few other programs if you have them on your computer, such as Microsoft Excel and Microsoft PowerPoint.
- Once you have opened more programs you can then use the **Alt+F4** keyboard shortcuts to close the applications.

Finding Applications such as WordPad

- If necessary, display the Windows Desktop.
- We want to find a program called **WordPad**.
- Type in the letters **Wo** into the search section, at the bottom-left of the screen.



- As you can see the **WordPad** program is displayed.
- Click on **WordPad** and the program will open.



Using Print Screen within WordPad

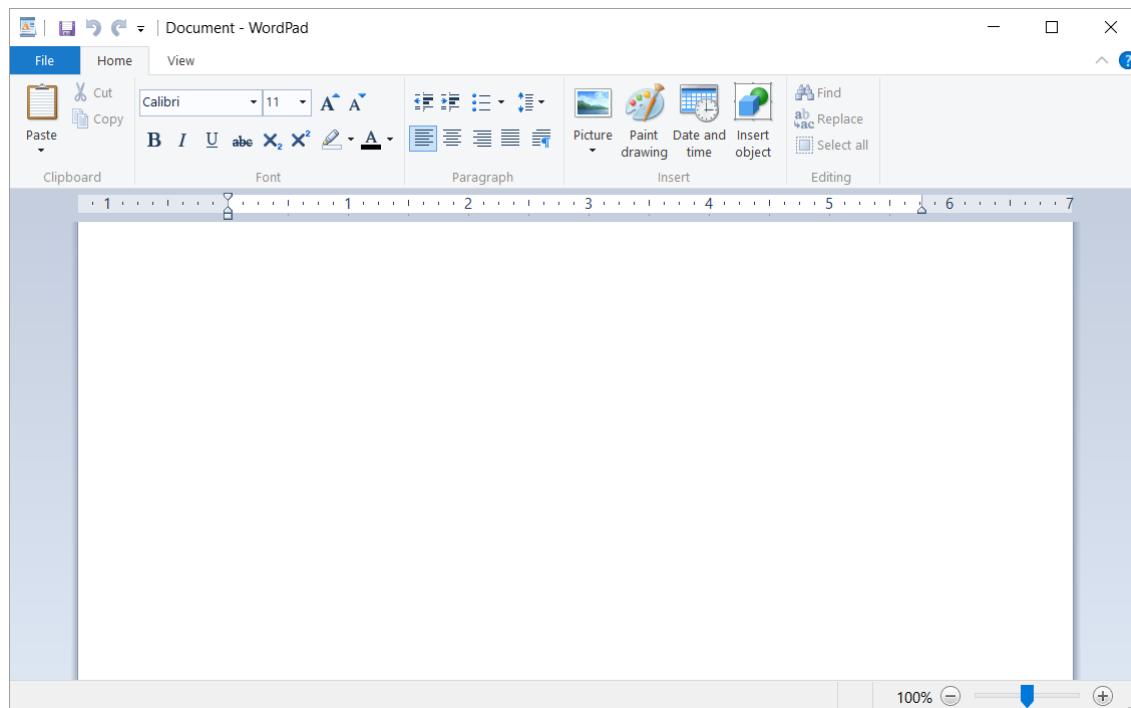
- Pressing the **Print Screen** key takes a picture of your screen and copies it to a special area of memory called the Windows Clipboard. Press the **Print Screen** key now. Nothing appears to have happened, but you now have a picture of the screen in the Clipboard.
- Click within the WordPad window.
- Press **Ctrl+V** which is the keyboard shortcut for pasting information from the Clipboard. You should now see a picture displayed within your WordPad program.

NOTE: Pressing the **Print Screen** key copies the entire screen contents to the Clipboard. If you just want to copy the active window, then after selecting the active window, press the **Alt** key while pressing the **Print Screen** key. Then release the **Alt** key.

- Leave the program window open.

Identifying the parts of an application window

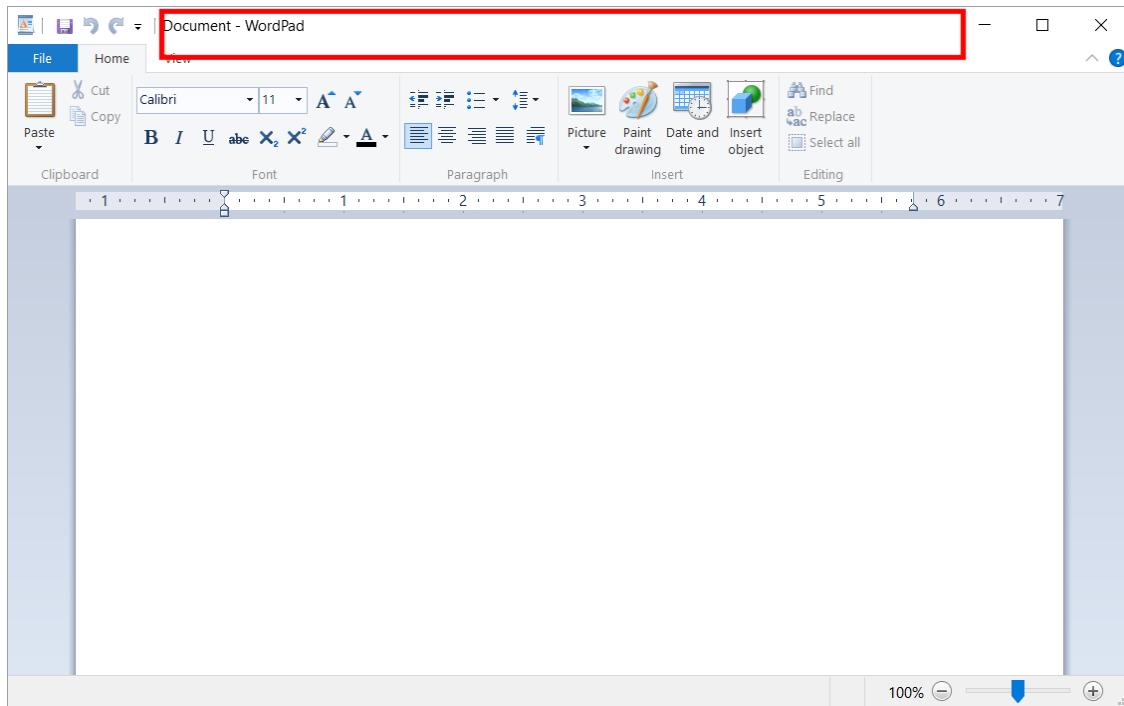
- The WordPad window is typical of an application window.



There are a number of items that you need to be familiar with.

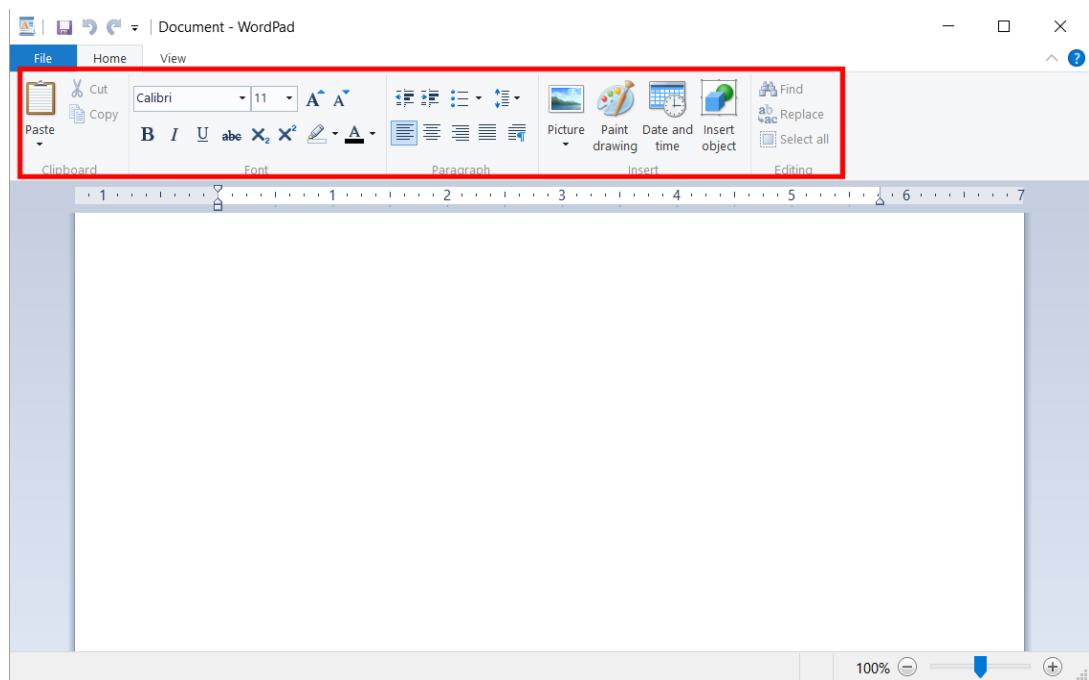
Title Bar

- This is the bar running across the top of the application window and normally displays the title of the program window.



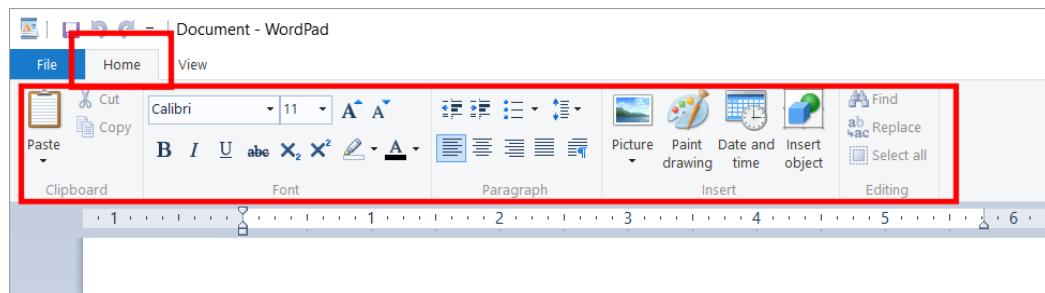
The Ribbon

- The ribbon normally contains tabs, which in turn contain buttons and other controls allowing you to interact with the program.

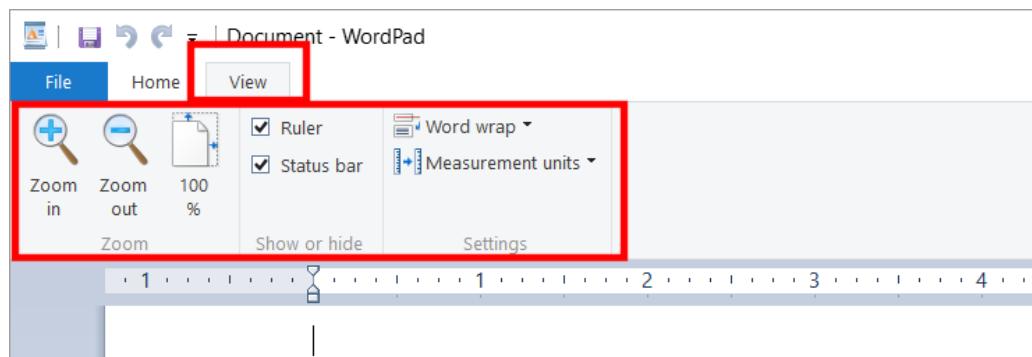


Ribbon Tabs

- The Ribbon normally contains a number of tabs. Clicking on a different tab will display specialized controls.
- For instance, within the WordPad Ribbon the **Home** tab looks like this.

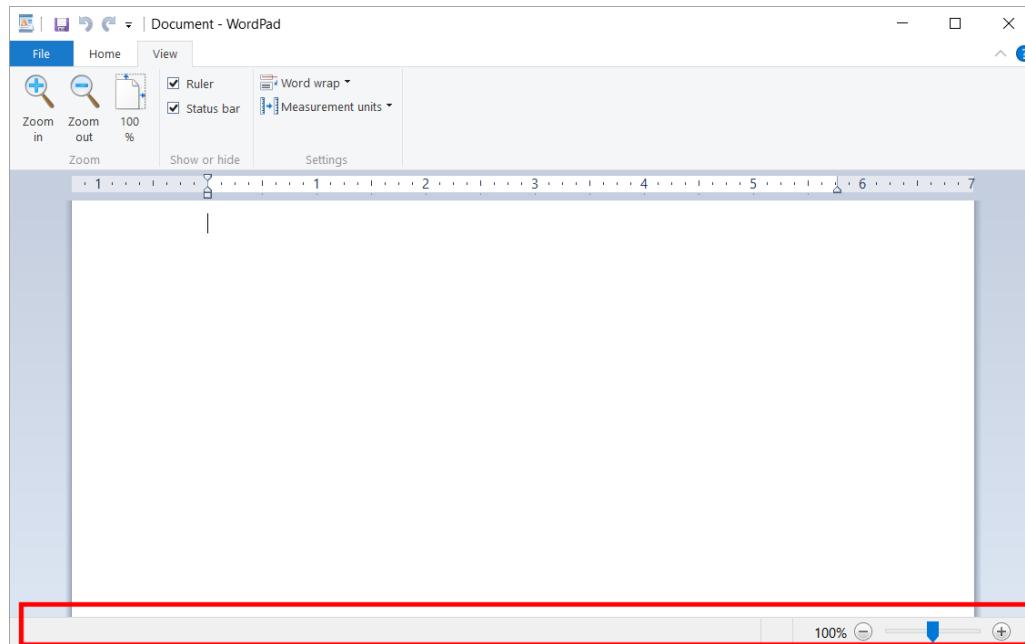


- If you click on the **View** tab the ribbon will now look like this.



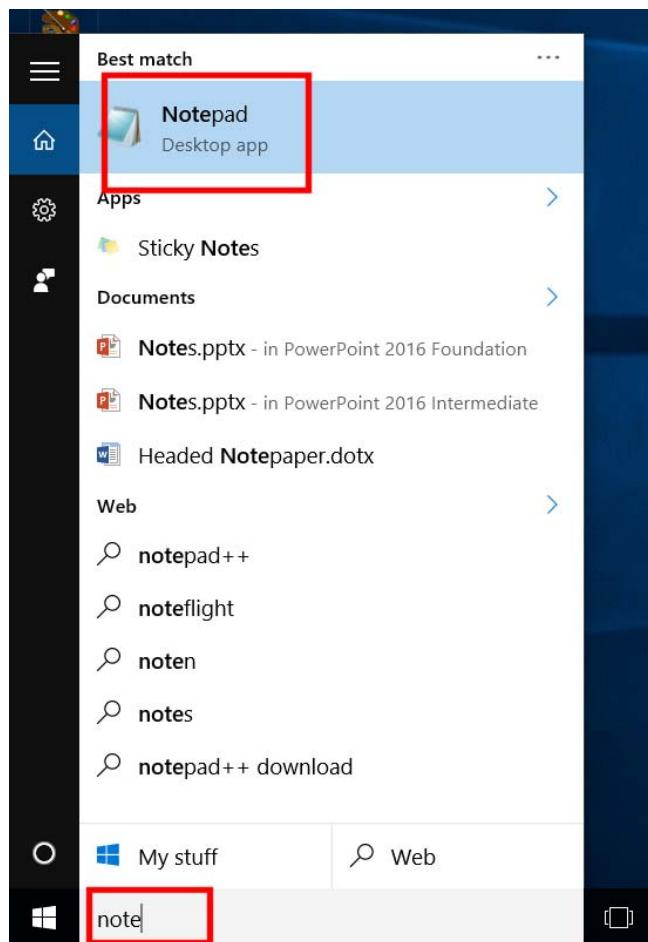
Status Bar

- The Status bar is normally displayed along the bottom edge of the application window. It can display status information, such as the number of pages contained within a document.



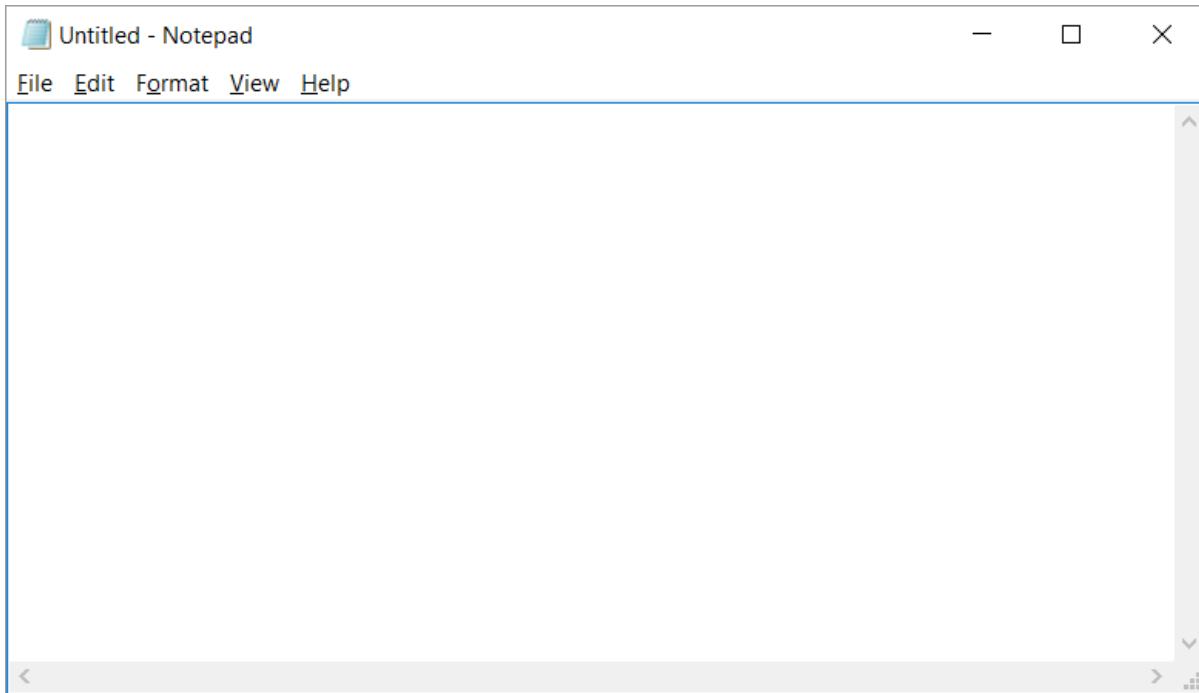
Notepad

- To open the Notepad program, with the search box at the bottom-left of the screen, type in the word **Notepad**.



TIP: Notepad is a 'text only' editor. WordPad on the other hand is like a very cut-down word-processor into which you can insert text and pictures. In addition, in WordPad you can format the text. Remember that in Notepad it is just text, with no pictures and no text formatting.

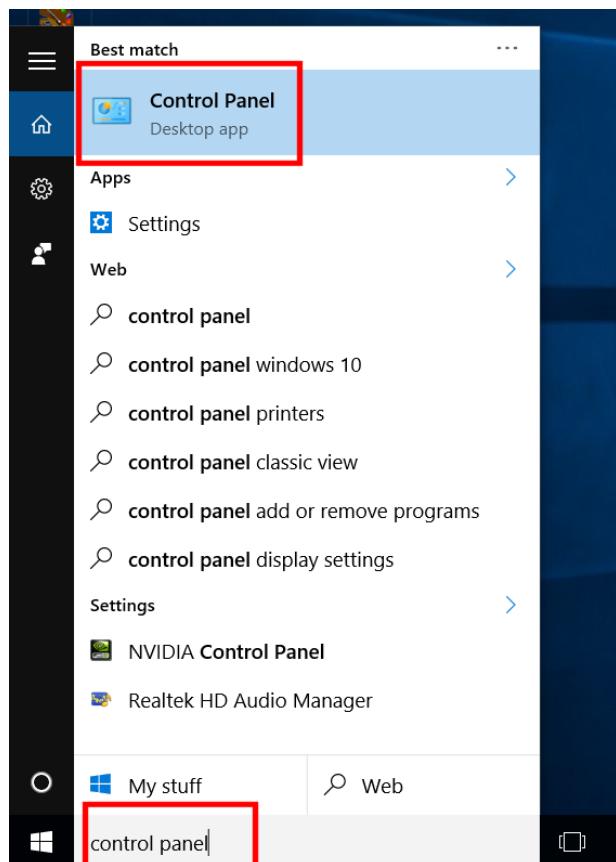
- Click on the **Notepad** button and the program will open within a window, as illustrated.



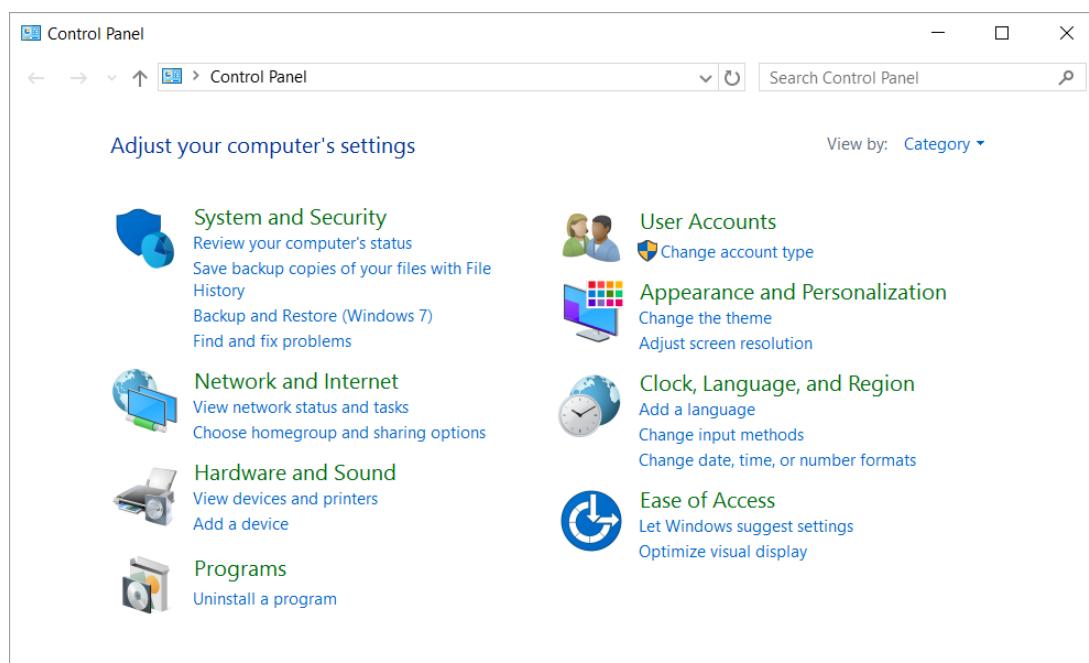
- This is a text-only editor. Unlike a modern word processor, you cannot insert pictures into the Notepad window.
- Leave the program window open.

Control Panel

- To open the **Control Panel** window, type in the word **Control Panel** into the search box, at the bottom-left of the screen.



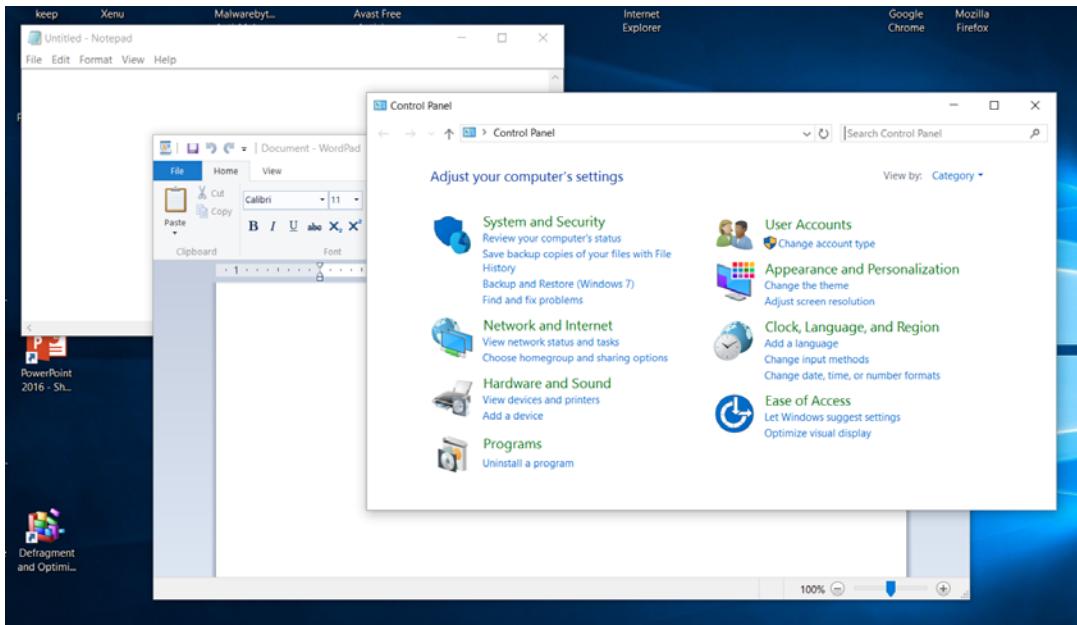
- Click on the Control Panel item. The Control Panel window will be displayed as illustrated.



- Leave the program window open.

Switching between program windows

- You should see a number of programs displayed on the screen, as illustrated.



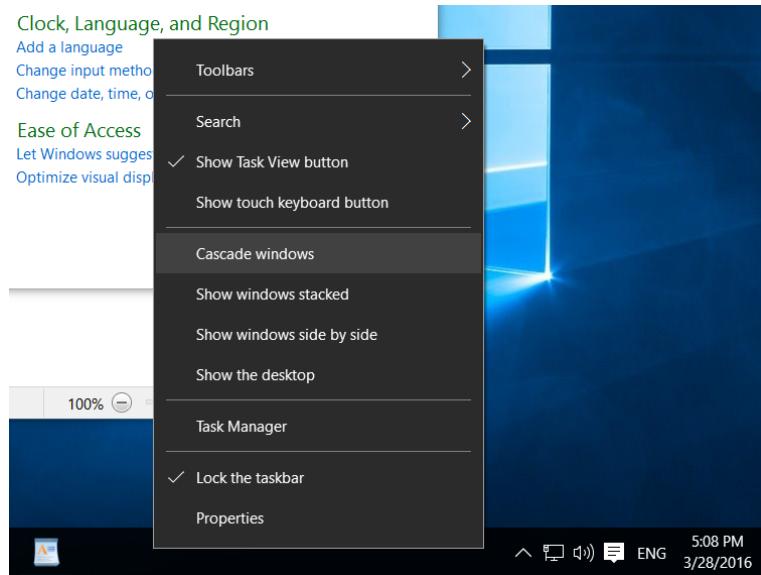
- To switch from one program to another press down the **Alt** key (and keep it pressed). Press the **Tab** key once and you will see a bar displayed across the middle of the screen.

Press the **Tab** key a few more times and you will sequence around the programs displayed within the bar. When you release the **Alt** key the program that was highlighted within the bar is displayed on your screen. Practice this technique a few times to switch from one program to another.

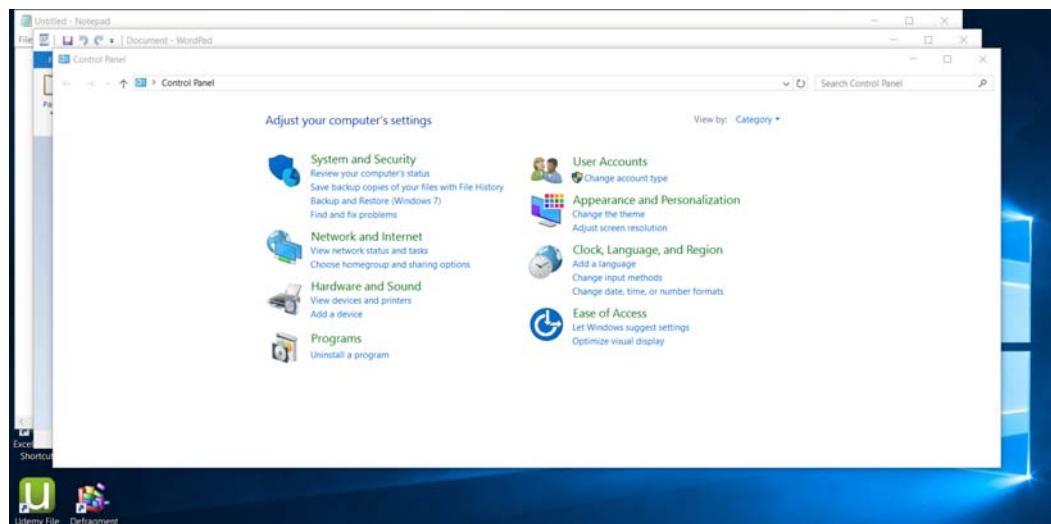
- Leave the windows open and continue to the next exercise.

Cascading windows

- Right click on an empty part of the Windows **Status Bar** (this is the bar that is normally displayed across the bottom of the Windows screen). From the pop-up menu displayed, click on the **Cascade Windows** command.

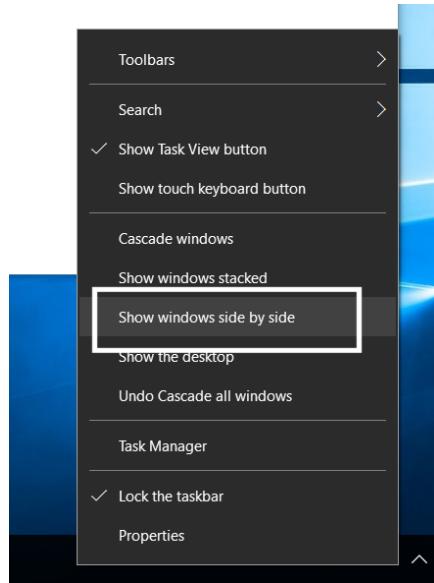


The program windows will be displayed cascaded across the screen.

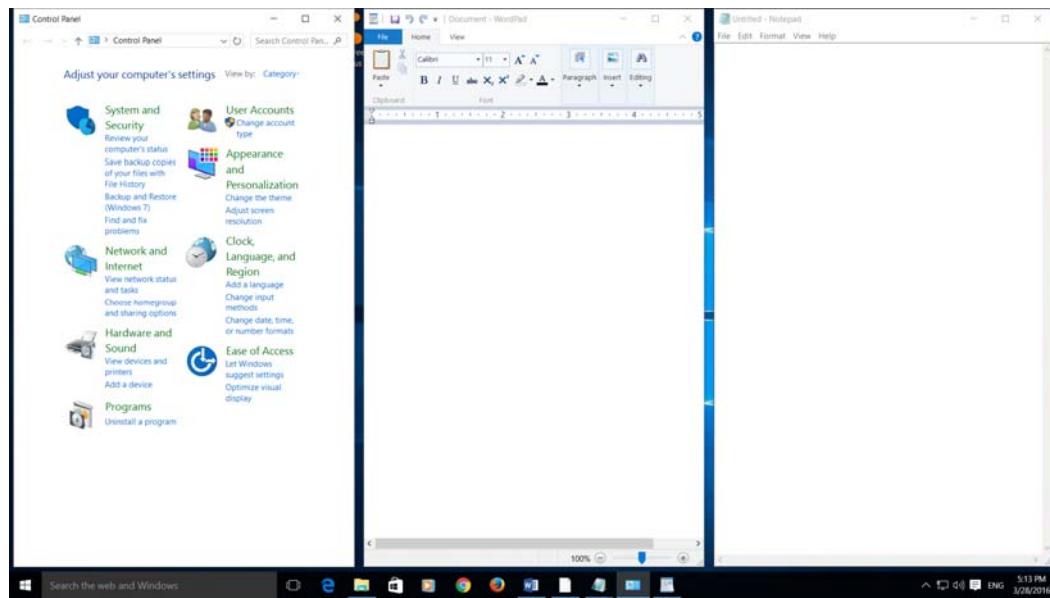


Displaying windows side by side

- Right click on an empty part of the Windows **Taskbar** (this is the bar that is normally displayed across the bottom of the Windows screen). From the pop-up menu displayed, click on the **Show Windows side by side** command.



- The program windows will be displayed, tiled side by side.



- Close all the open programs before continuing.

TIP: To close a program click on the **Close** icon displayed at the top right of each program window.

TIP: The keyboard shortcut to close the active window is **Alt+F4**.

Installing programs

- Within large organizations it is normally the IT support staff that installs or removes programs. In many cases it is a disciplinary offence to install programs onto computers without specific permission. This is because of the risk of accidentally infecting a computer with a computer virus or similar program.
- With small organizations or home use then it may be up to you to install new programs. Always check so that you do not get yourself in trouble!
- Programs are normally supplied on CD or DVD and these disks, once inserted into the CD/DVD drive should start automatically and display instructions on-screen covering the installation procedure. If you need to install software, read the onscreen instructions **VERY** carefully at each stage. If help is available and you get stuck always ask rather than assuming the installation will be OK. If in doubt, ask!

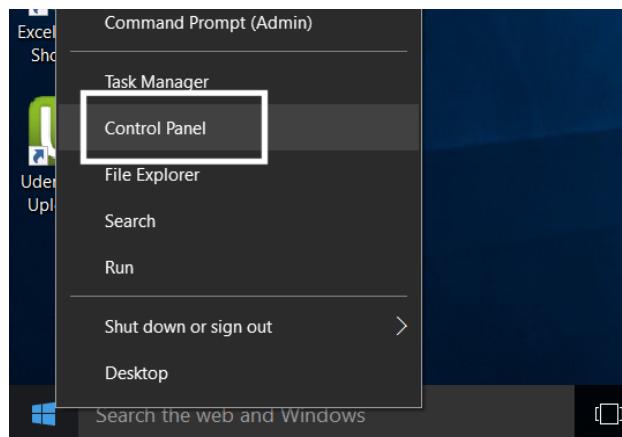
TIP: You can find lots of free programs when surfing the web. Be **VERY** careful about installing programs unless you are absolutely sure that the programs are supplied by a reliable source.

Removing a program

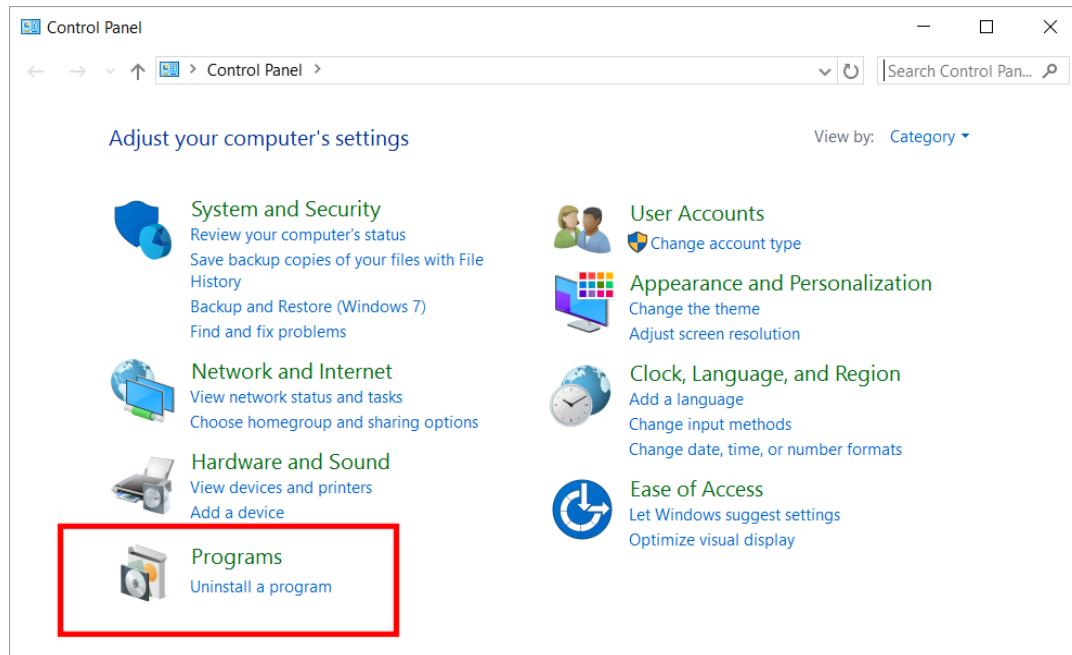
- **WARNING: This section is just for reference. Do not remove any programs during this training course.**

As with installing programs only do this if you have been given specific authority within your company to remove a program. If in doubt, ask! You use the Control panel to remove programs.

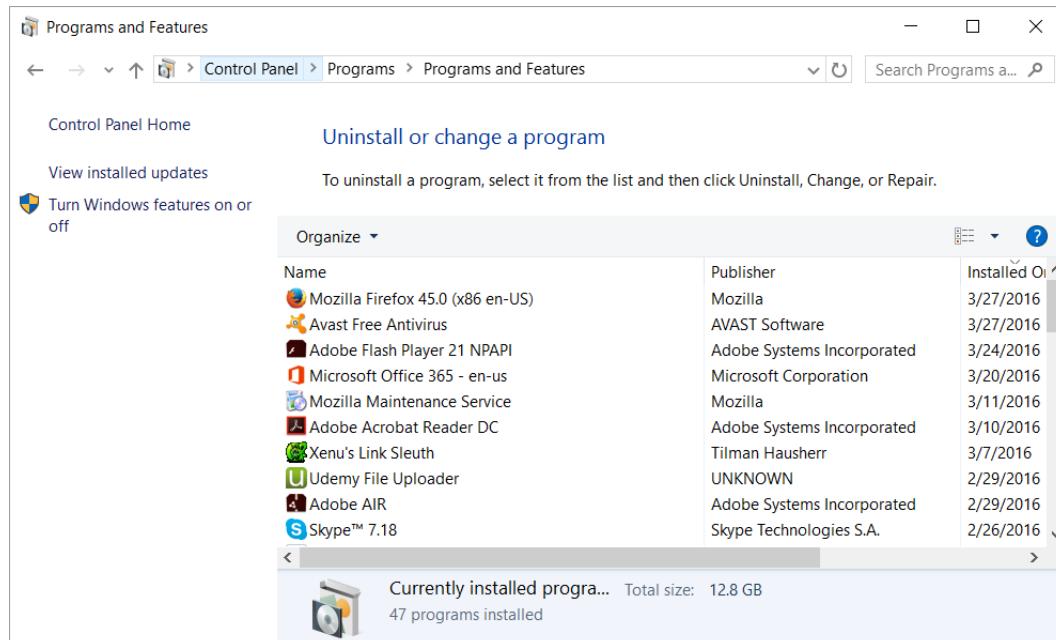
- Right click on the **Start** button and from the popup menu displayed, click on **Control Panel**.



- The Control Panel will be displayed as illustrated.



- Within the **Programs** section click on the **Uninstall a program** command. This will display a list of programs that you can uninstall.



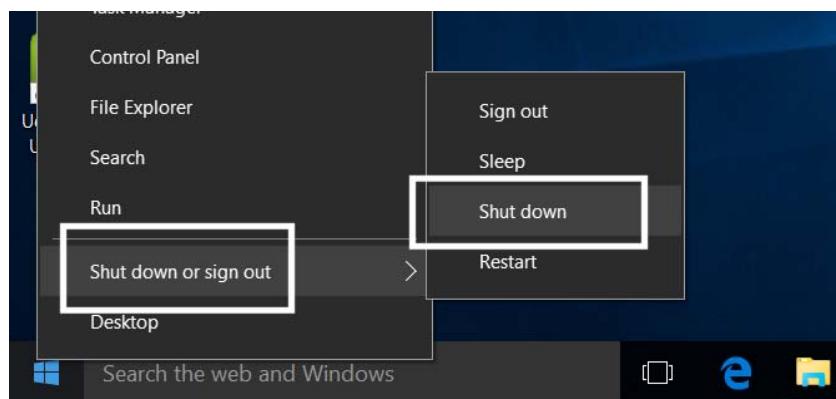
- Double click on the program that you wish to uninstall. You may see some warning screens, in which case read them very carefully before deciding whether to proceed or not.

If in doubt, do not remove a program as it can cause problems if you delete programs that should not be deleted.

- Close any open windows before continuing.

Shutting down the computer

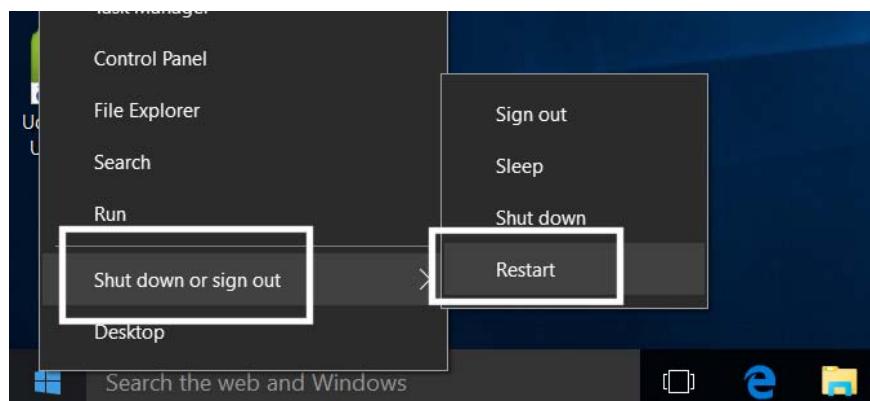
- Right click on the Start button and from the popup menu displayed click on **Shutdown or Sign Out**.
- From the sub-menu displayed select **Shutdown**.



- The computer will shut down.
- Restart the computer.

Restarting the computer

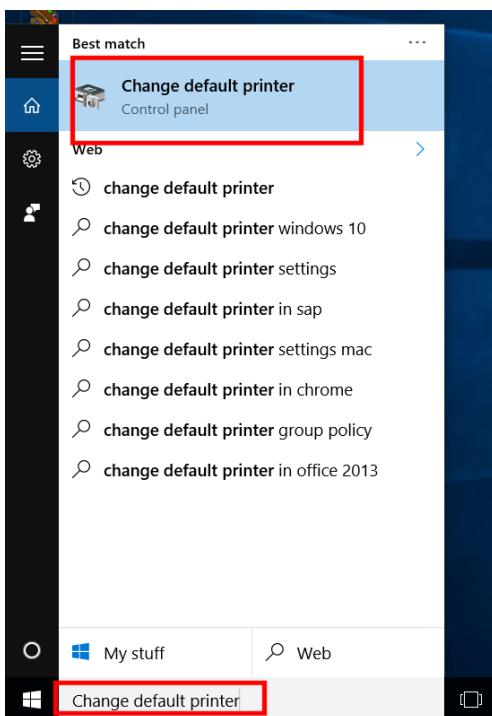
- Right click on the Start button and from the popup menu displayed click on **Restart**.



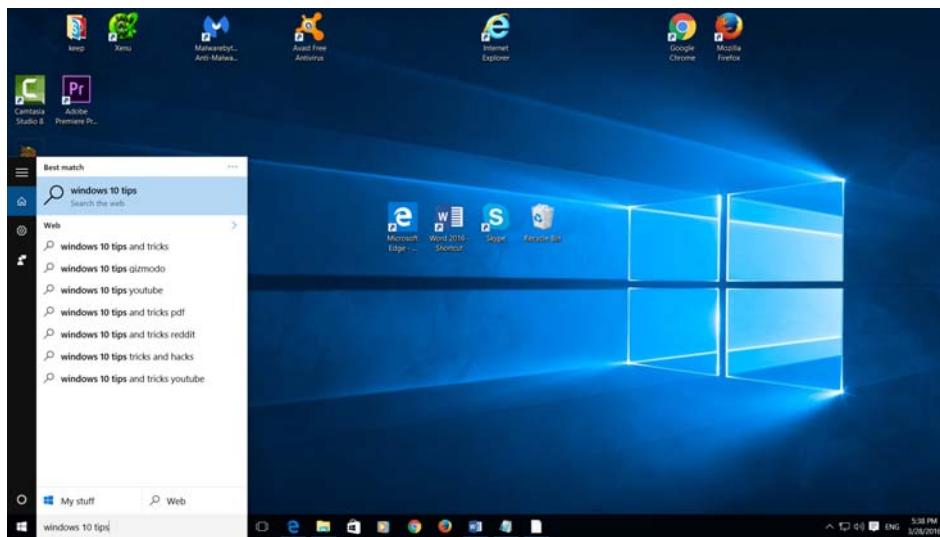
Help in Windows 10

Using the Search for Help box

- Experiment with typing in an item you want help with. For instance, you could type in the words **Change default printer**.

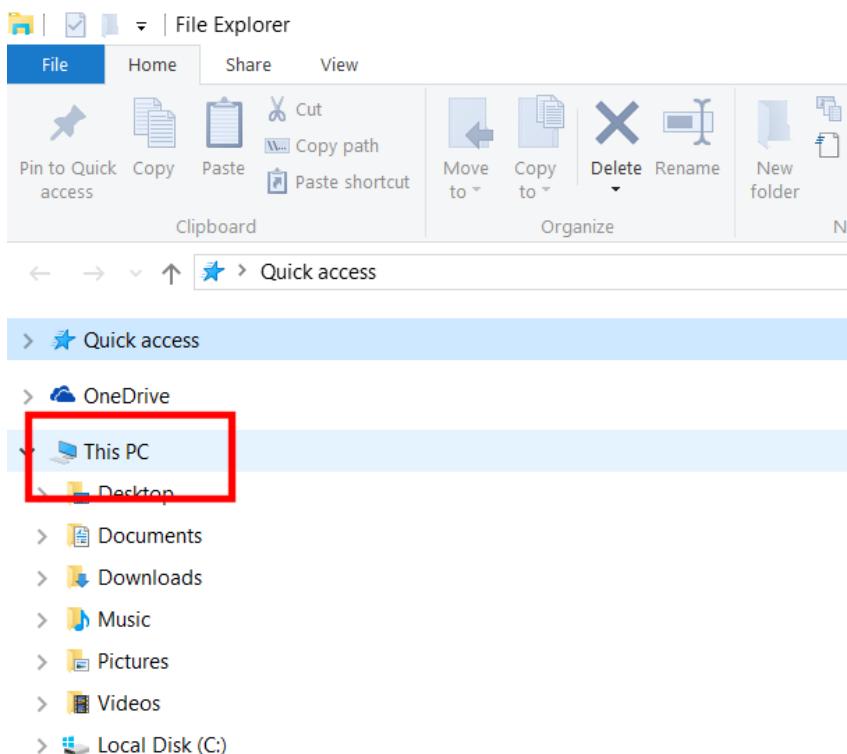


- Click on the item in the **Best Match** section and you will be taken to the Control Panel, from where you can change the default printer.
- Spend a little time experimenting with finding out more about Windows 10. For instance, search for **Windows 10 Tips**.

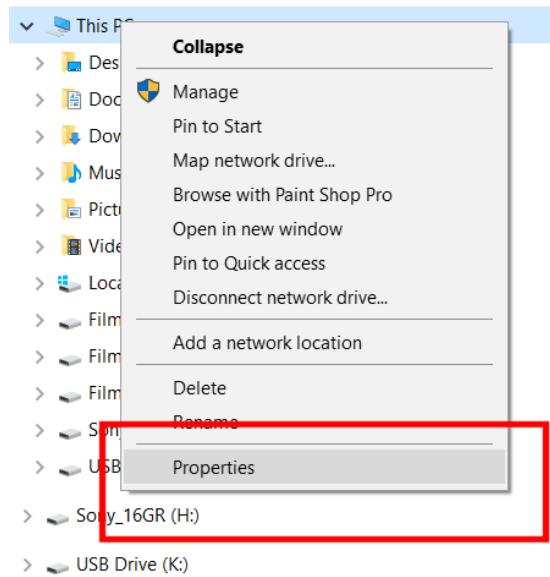


Displaying basic information about your PC

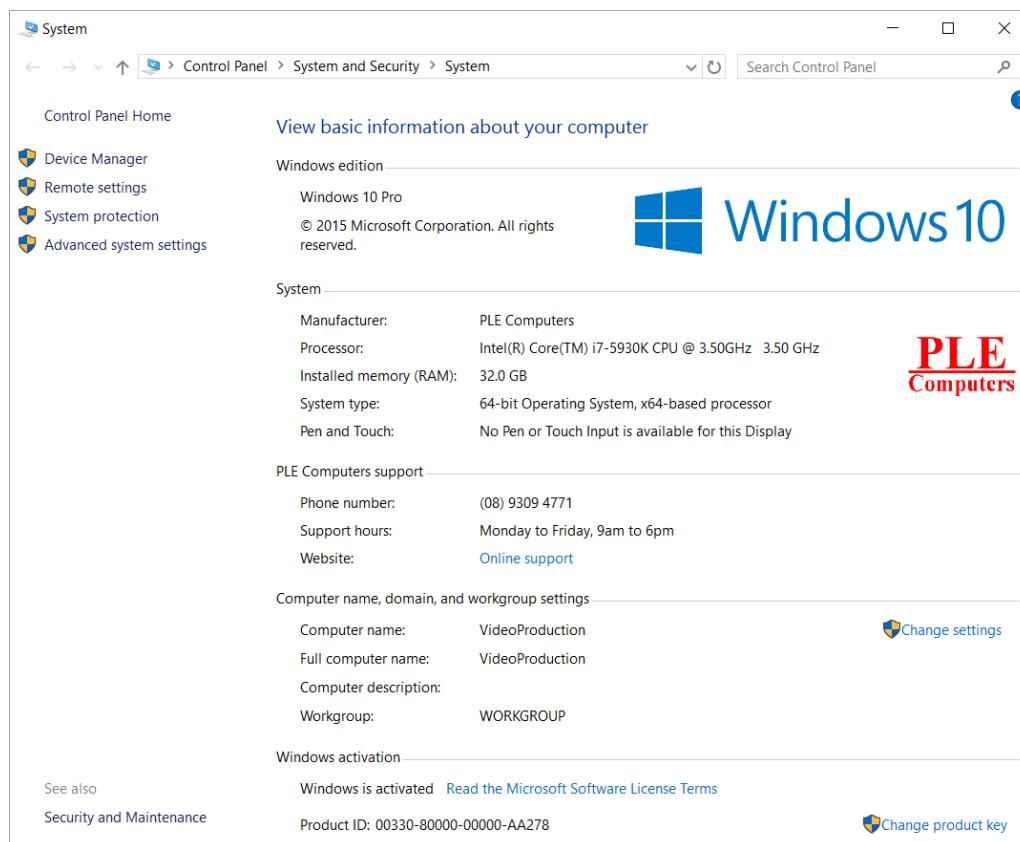
- Right click over the **This PC** icon within the File Explorer display.



- From the popup menu displayed click on the **Properties** command.



- This will display the **System** dialog box.



- This screen tells you useful information about your copy of Windows. You can see the exact version number, plus more information about your computer such as the speed of your CPU and how much memory you have installed.

Information about your network is also displayed.

File Explorer

What are files?

- When you load a program such as a word processor this means that you copy the files containing the word processor program from your hard disk into your RAM memory. RAM is short for Random Access Memory and is simply a term to describe the memory chips contained within your computer. Once the word processor is loaded into RAM you can use it to create a document. When you have finished editing the document, you may want to save a copy of the document to your hard disk as a file.

Basically there are two types of file that you need to concern yourself with, the program files (such as word processor, spreadsheet, databases etc.) and the data files that you create and save to disk. Once saved to disk you can later re-open that file and make further changes, or print the data file.

In many ways you can think of data files as physical sheets of paper, containing your data. You then place these sheets within a folder so that you keep all similar documents together.

What are folders?

- Files are stored on a disk in folders. This concept is very familiar to anyone used to working within an office. Think of a 3-draw filing cabinet. When you wish to file a document within the filing cabinet you first need to decide in which draw to file a particular document. When you open a filing cabinet draw it often contains hanging dividers allowing you to group similar document together.

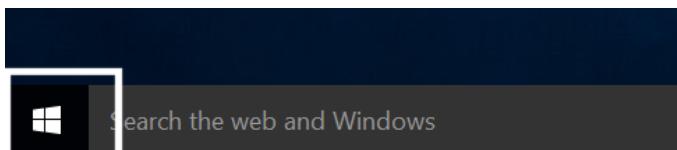
Types of drive and drive letters

- When you save a data file you normally save it to your hard disk. This disk is contained within your computer and you cannot normally see it. By convention the hard drive is called 'Drive C'. If you have two hard disks within a single computer, they will normally be described as drive 'C' and drive 'D'.
- There are other types of drive, such as a CD or DVD drive. You can plug a 'removable hard disk' into your computer. You can also plug so called 'memory sticks' into the USB sockets on your computer. Don't worry what USB stands for (Universal Serial Bus); they are just sockets that allow you to plug things into your computer. There are many different names for these USB memory sticks, such as 'flash drives' or 'USB drives'.

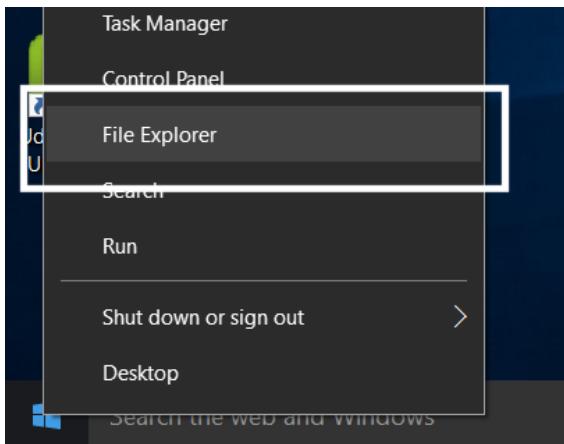
- As you add more drives to the computer, Windows assigns a drive letter to them. The hard disk is usually called drive C. The next disk that is added (probably the CD/DVD drive) will be called drive D, the next drive would be Drive E and so on.
- If you are connected to a network, your network administrator may have set you up with additional ‘network drives’. These are actually located within a different computer on your network and can have any free drive letter that the network administrator thinks is appropriate (such as Drive T).

Opening the Windows File Explorer program

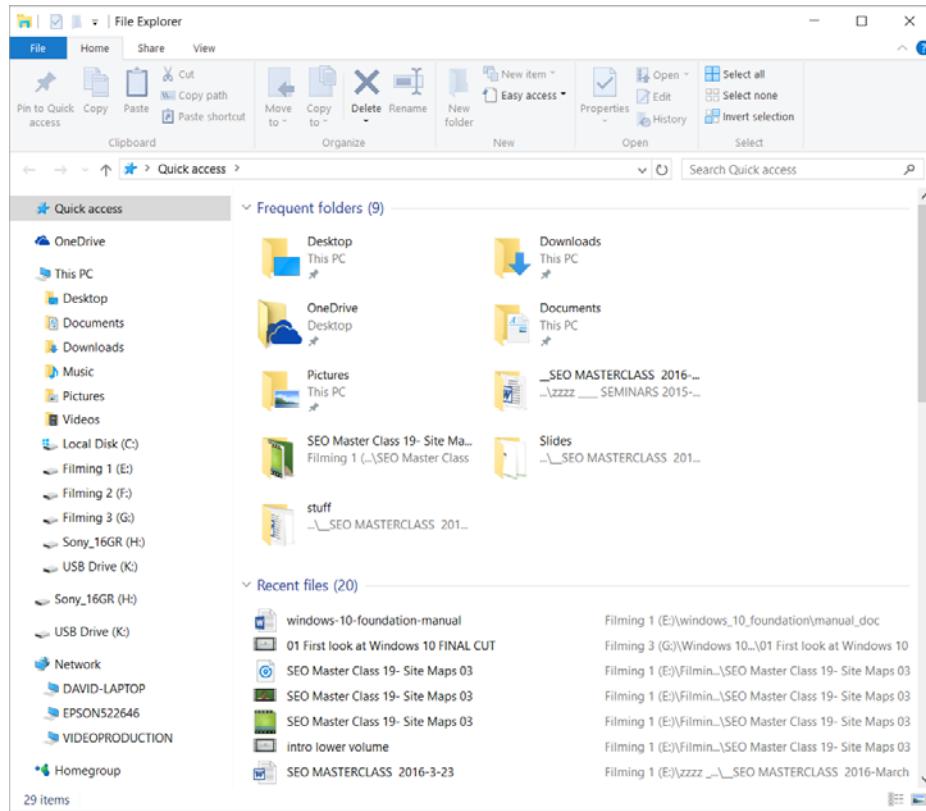
- Right click on the Start button.



- From the popup menu displayed click on the **File Explorer** command,



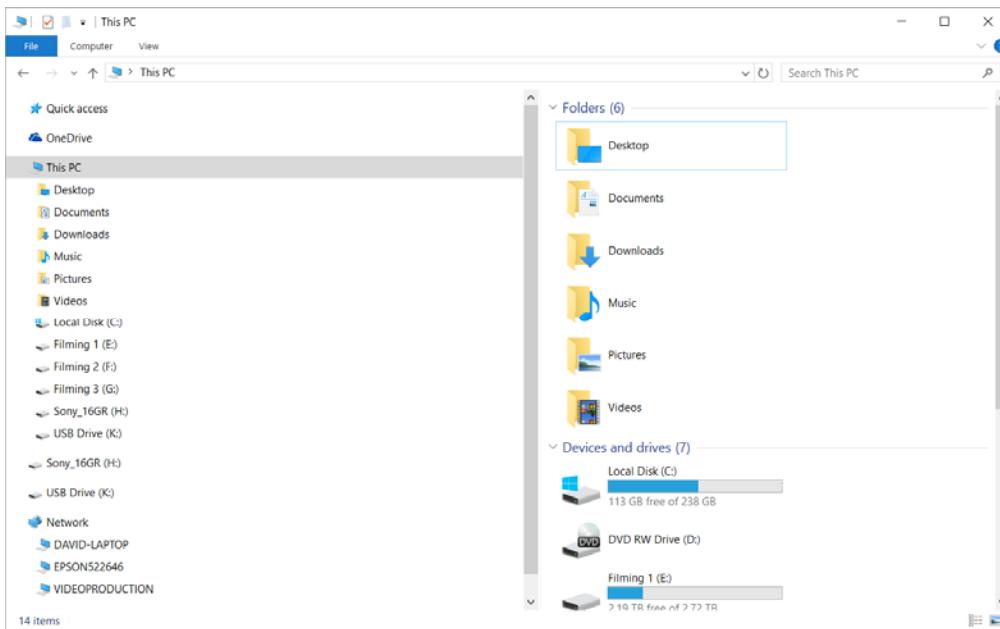
- This will display the File Explorer window.



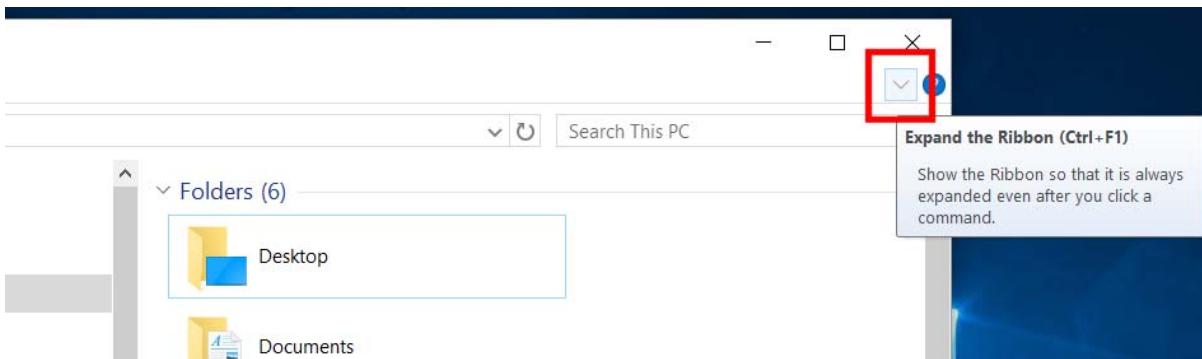
TIP: Do not confuse the **File Explorer** (which is generally used for exploring your computer disks, folders and files) with the **Internet Explorer** (which is used for exploring the Internet and surfing the Web). They are two entirely separate programs with very different functions.

Displaying or hiding the Ribbon

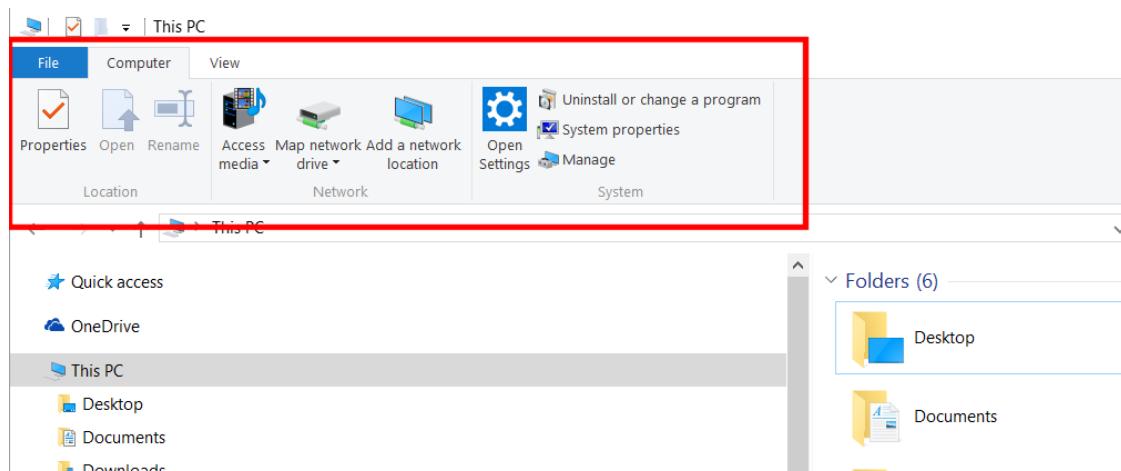
- Often, the File Explorer windows will look like the illustration below.



- Click on the **Expand the Ribbon** button.



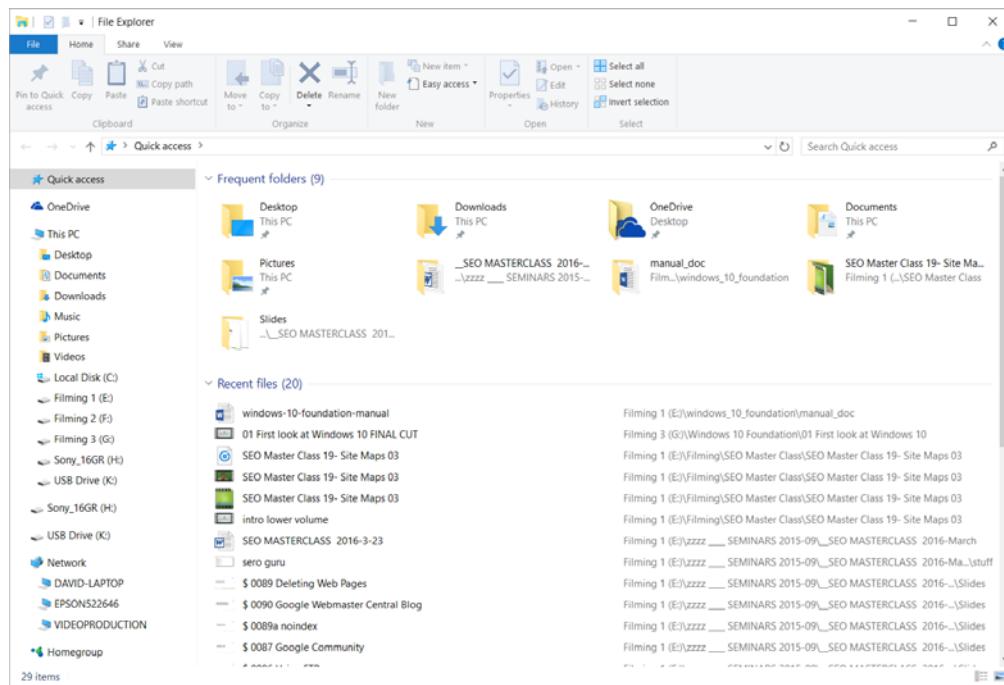
- The Ribbon will then be displayed across the top of the program window.



TIP: If you wanted to remove the Ribbon, you could click on the control and the Ribbon will be minimized.

The File Explorer window

- The File Explorer windows will normally look something like the illustration below.



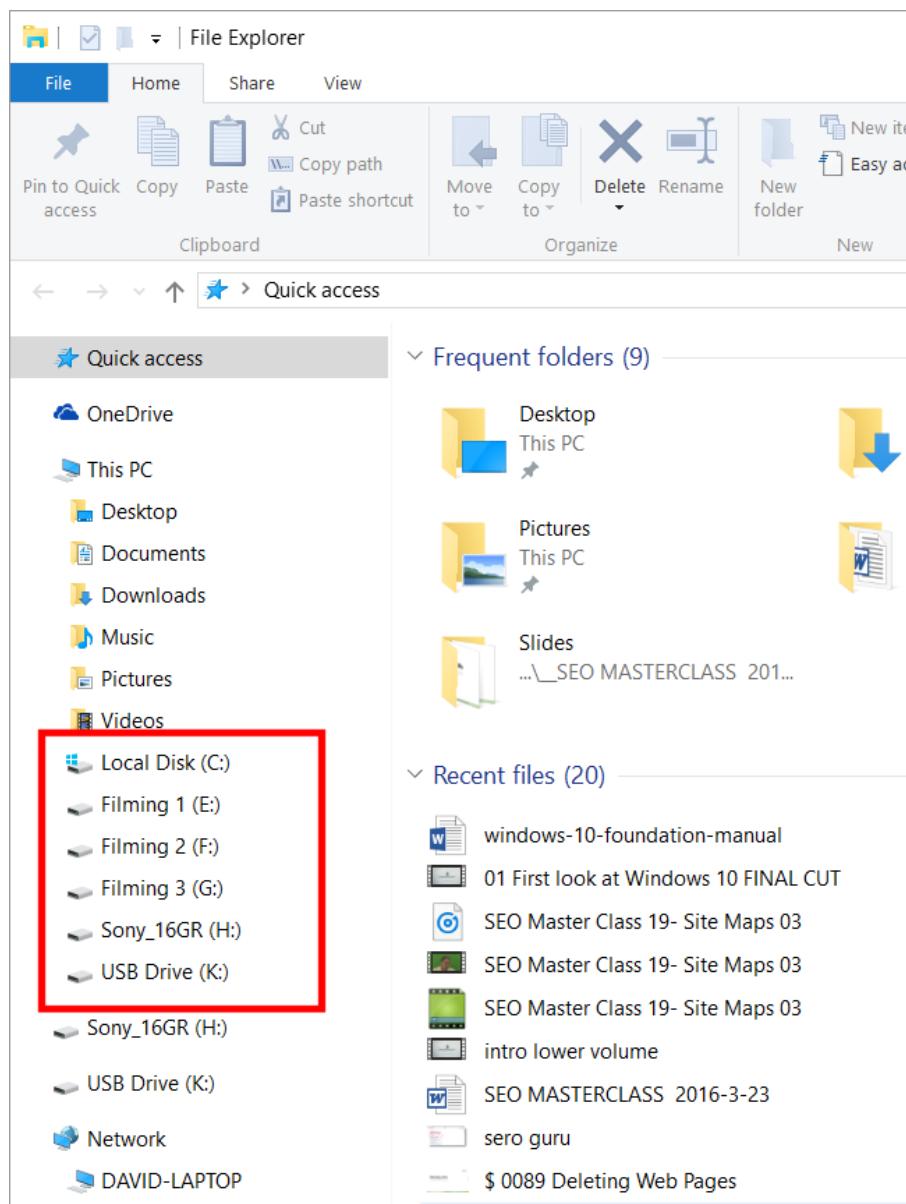
- You need to be able to find your way around the program and to understand the terminology.

File Explorer - Folders

- Folders are containers that you can store files in. By default, Windows creates a number of folders for its own purposes. You can also create, rename, move and delete new folders manually.

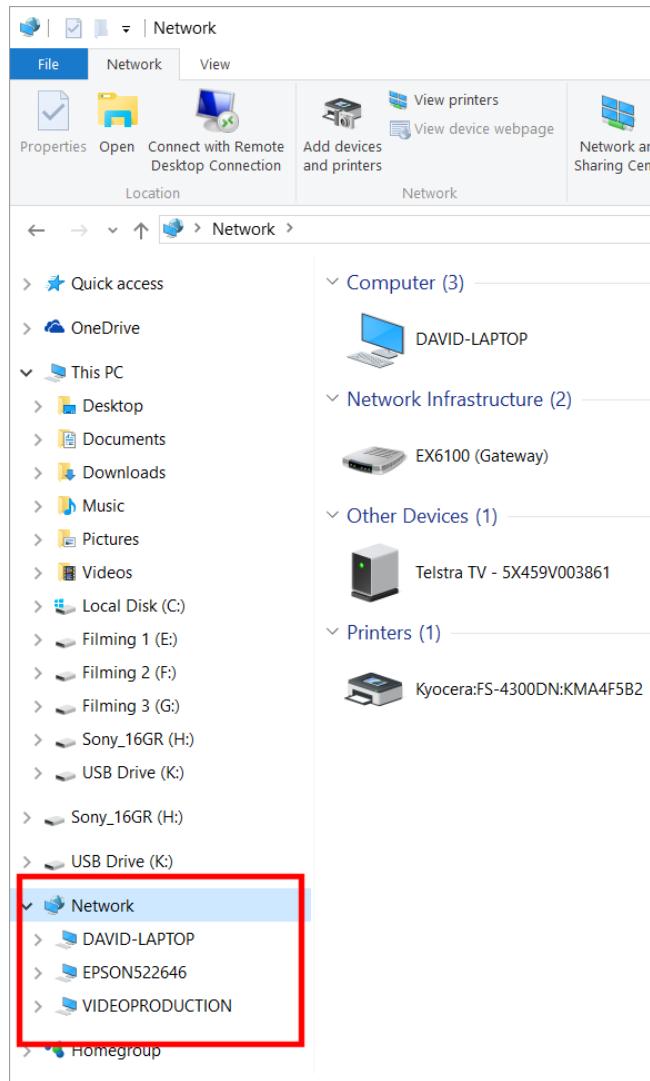
File Explorer - Devices

- These are the storage devices you have access to such as your local hard disk, DVDs, Flash drives etc.



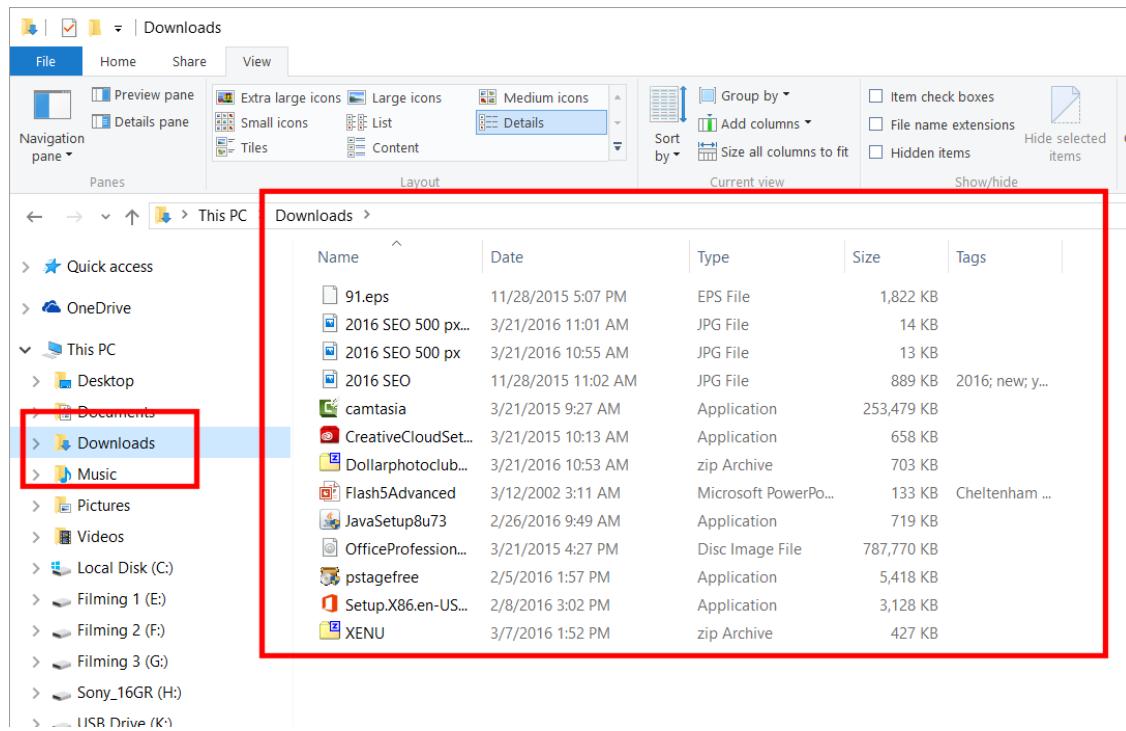
File Explorer – Network Locations

- As the name implies, Network Connections are the places on the network that you have access to.



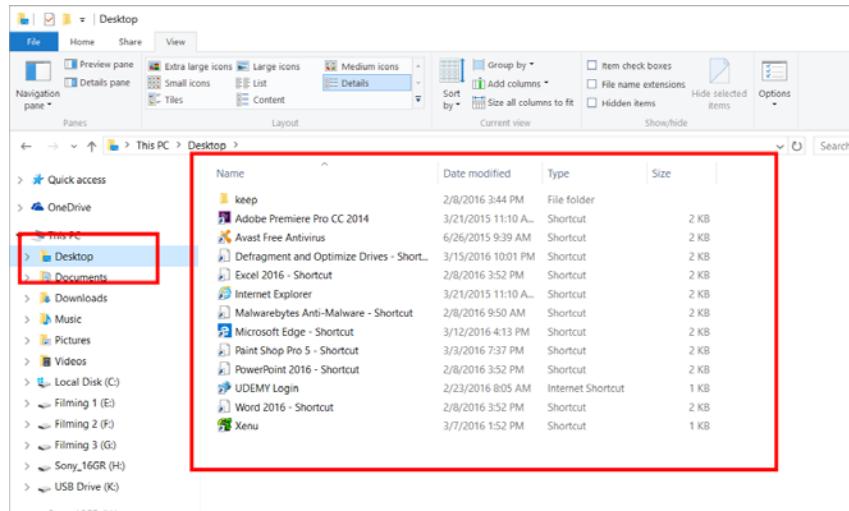
File Explorer - Downloads

- When you download files from the Internet, by default the files will be downloaded to the **Downloads** folder.



File Explorer - Desktop

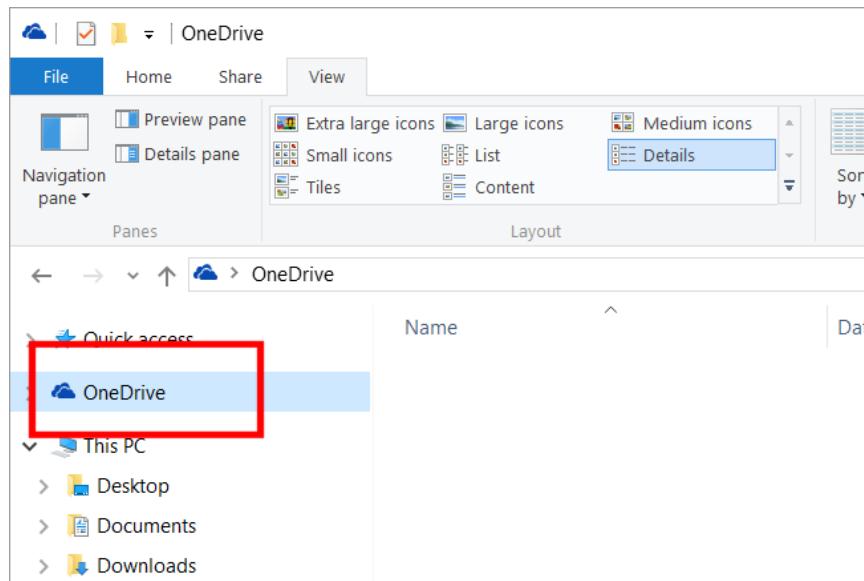
- Files or folders that are copied or moved to the Desktop folder will also be displayed on the Windows Desktop screen. A typical Desktop screen is shown below.



File Explorer – OneDrive

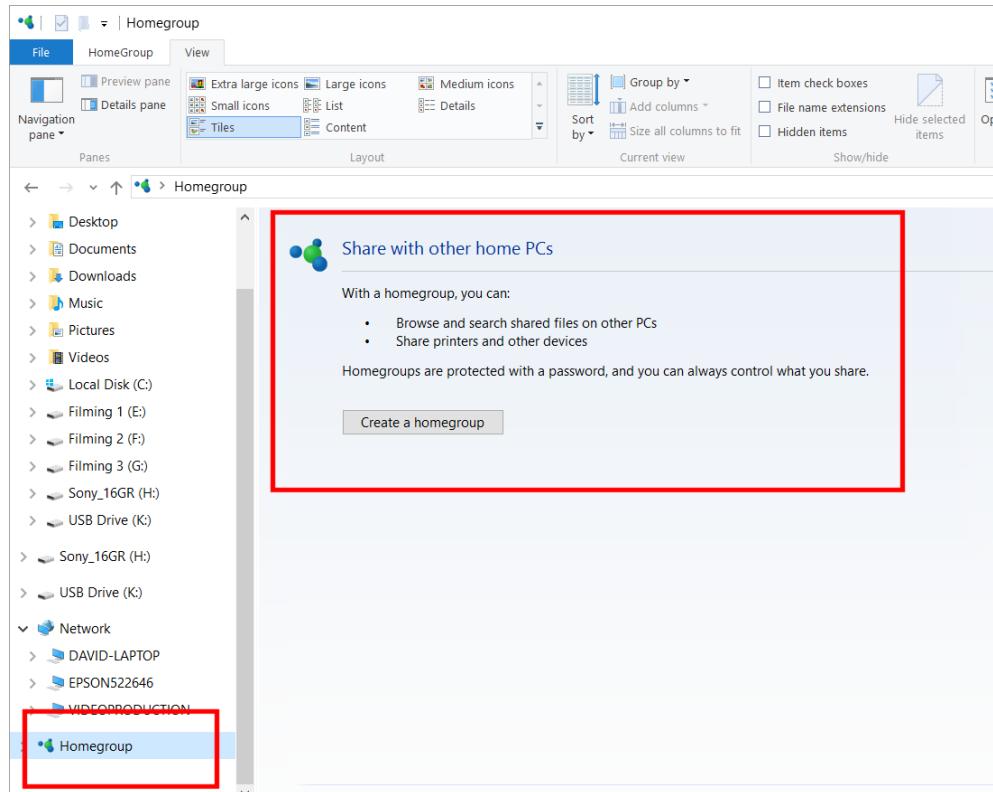
- The OneDrive is simply a storage location in the 'cloud'. This is actually held on Microsoft servers and has the advantage that you can access this information from

any computer within your company. The disadvantage with cloud storage is that this data is also available to spy agencies such as the NSA and GCHQ.



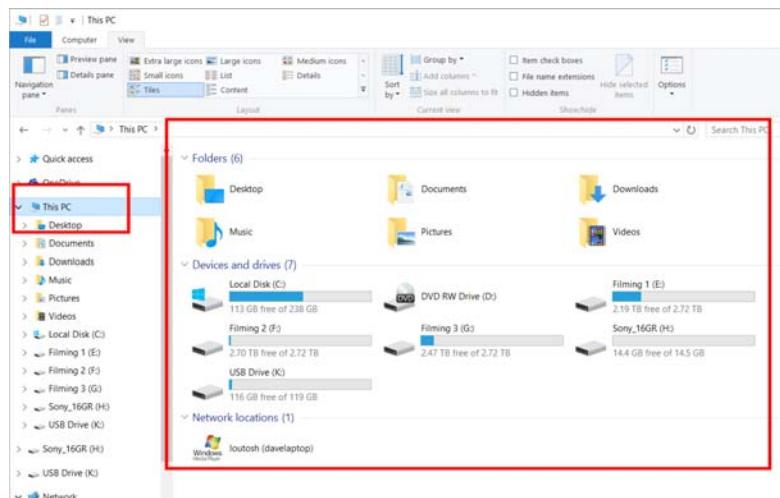
File Explorer – Homegroup

- The Homegroup is the local area network group that you have access to. Within the home, you can link up individual computers, printers and other devices. Within the office your computer will normally have been configured for you so that you can communicate with the people you need to talk to and in most cases you will be able to swap files and share devices.



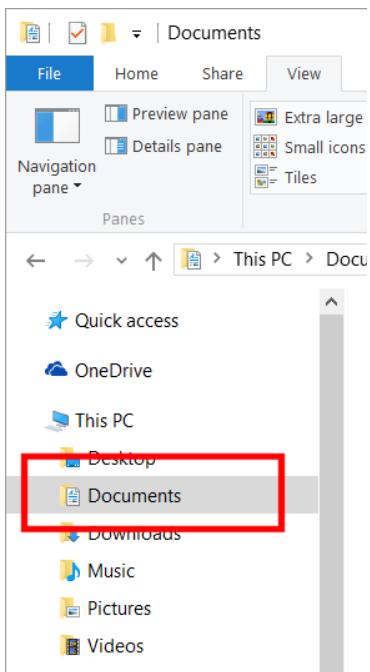
File Explorer – This PC

- This section of the window summarizes all the resources that you have access to on your local PC.

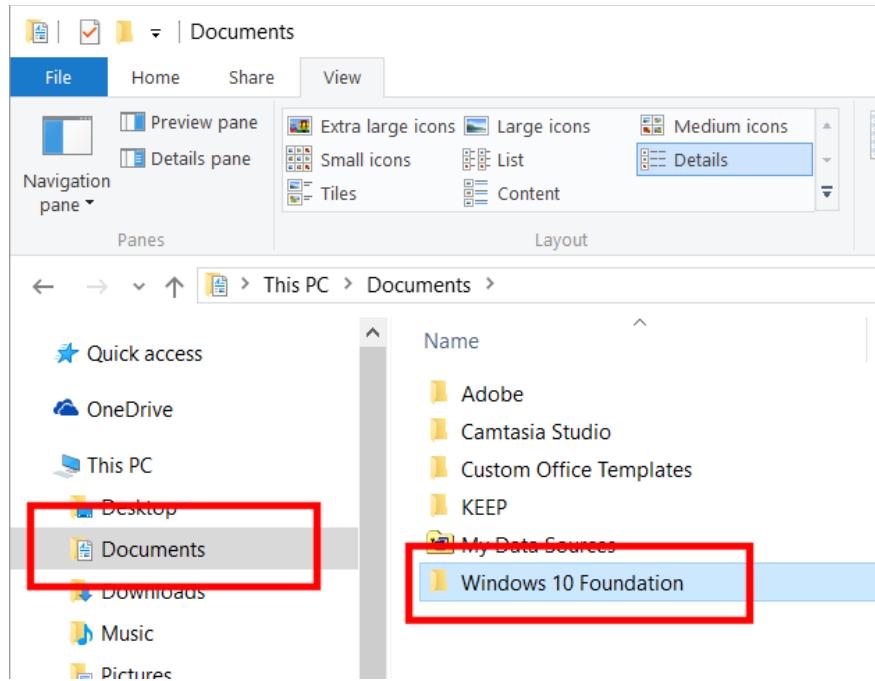


Displaying the contents of a particular folder

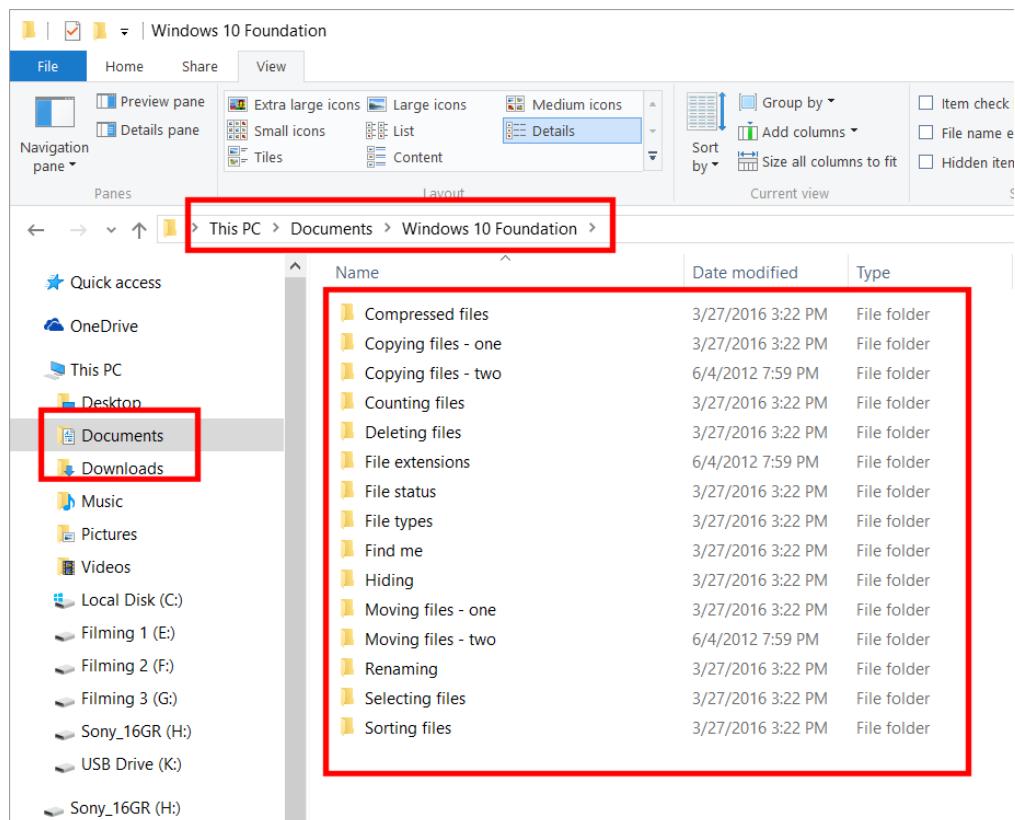
- During this course you will use some sample files that have been created for you. These sample files are stored in a folder called **Windows 10 Foundation**, which in turn is stored under a folder called **Documents**.
- To display the contents of the **Documents** folder, click on the **Documents** folder, as illustrated.



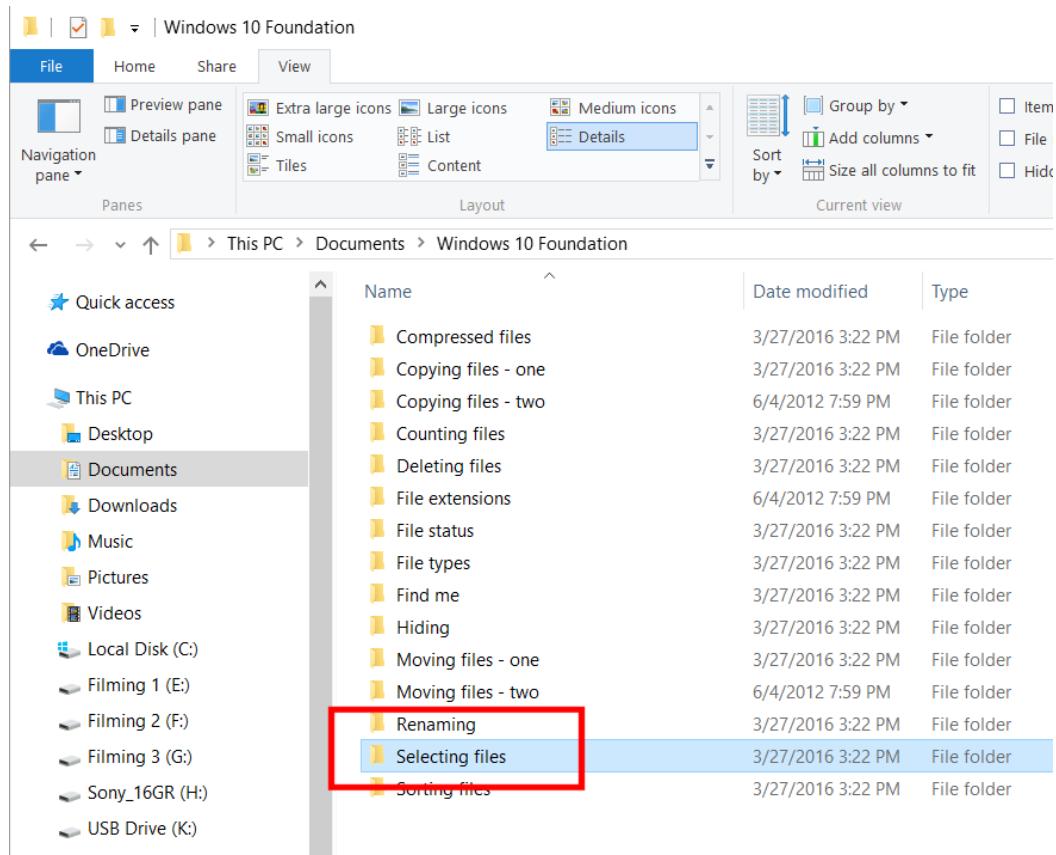
- If you look at the right hand section of the window you will see the **Windows 10 Foundation** folder. In some cases, you may have to scroll down to see this.



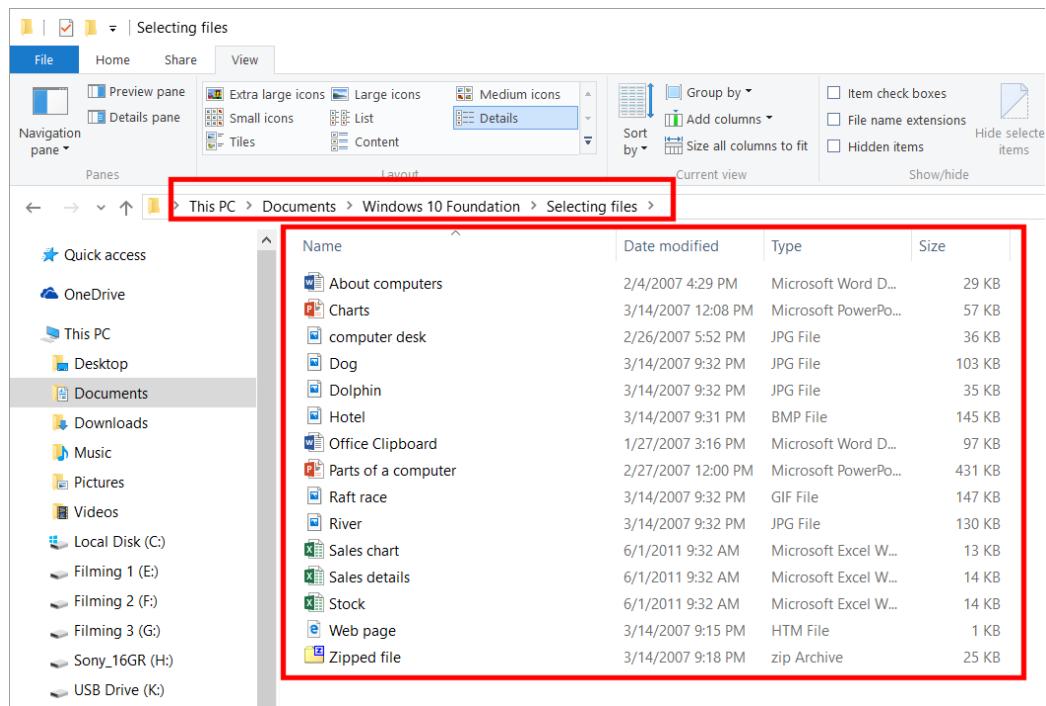
- Double click on the **Windows 10 Foundation** folder to display the contents of that folder.



- As you can see this folder contains more sub-folders which in turn contains files of further sub-folders.
- Double click on the folder called **Selecting Files**.

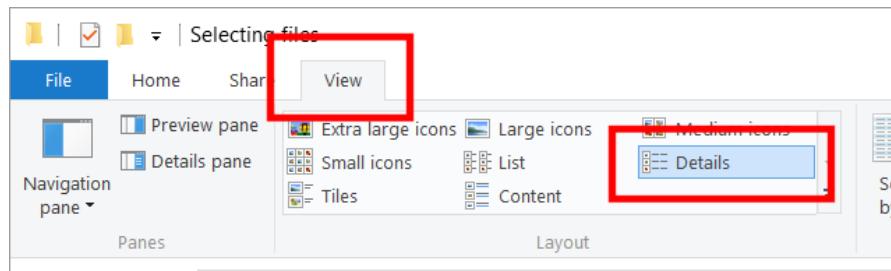


- You will see the files contained within this folder.

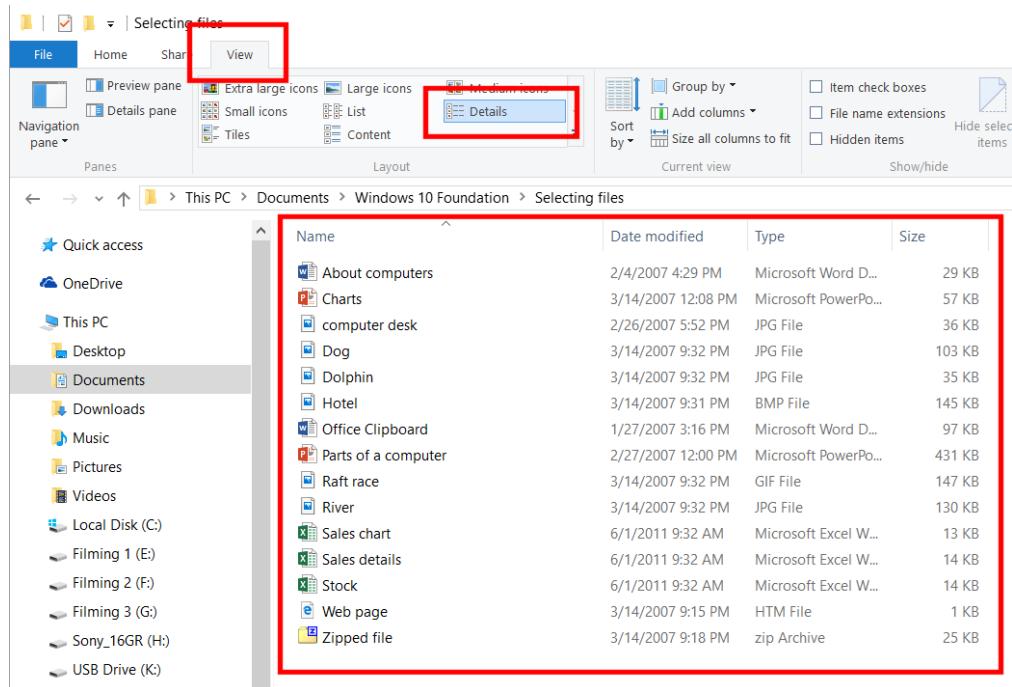


Changing the View within the File Explorer

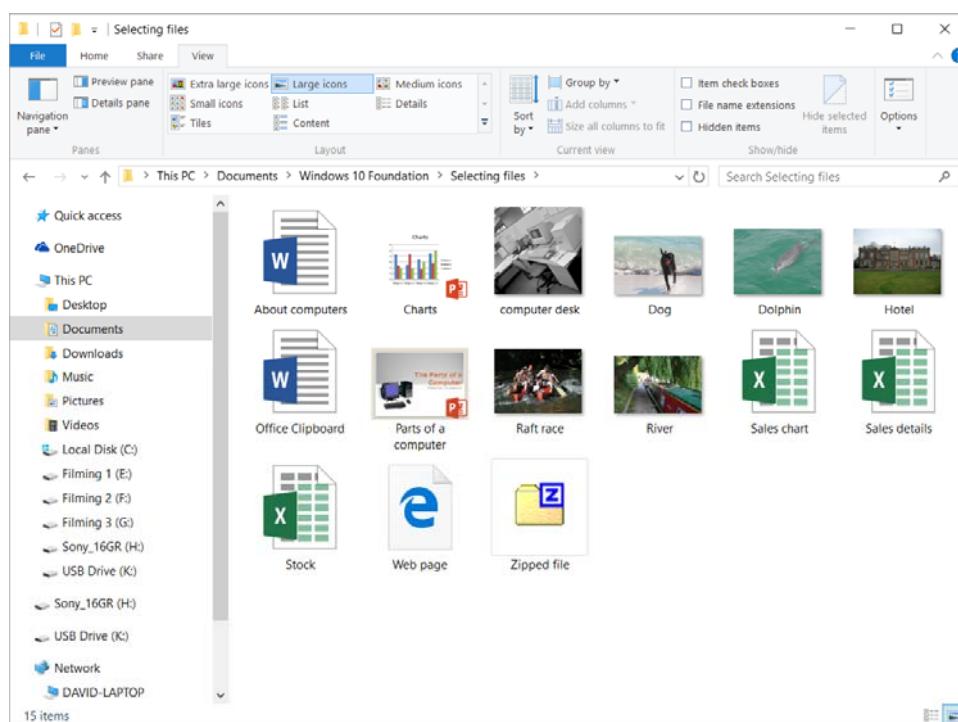
- Make sure that the Ribbon is displayed.
- Click on the **View** tab within the Ribbon and take a look at the **Layout** section of the Ribbon.



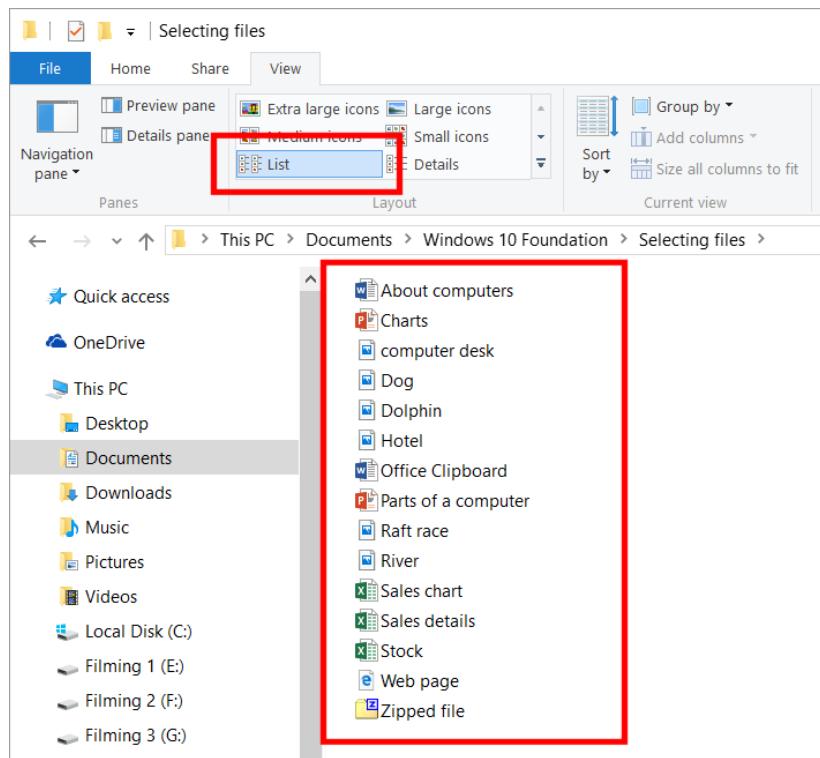
- Click on the **Details** button within the Ribbon. The files will look like this.



- As you can see details about each file are displayed in columns next to each file. Information such as the File modification date, file type and file size are displayed.
- Click on the **Large Icons** button within the Ribbon. The files will look like this.



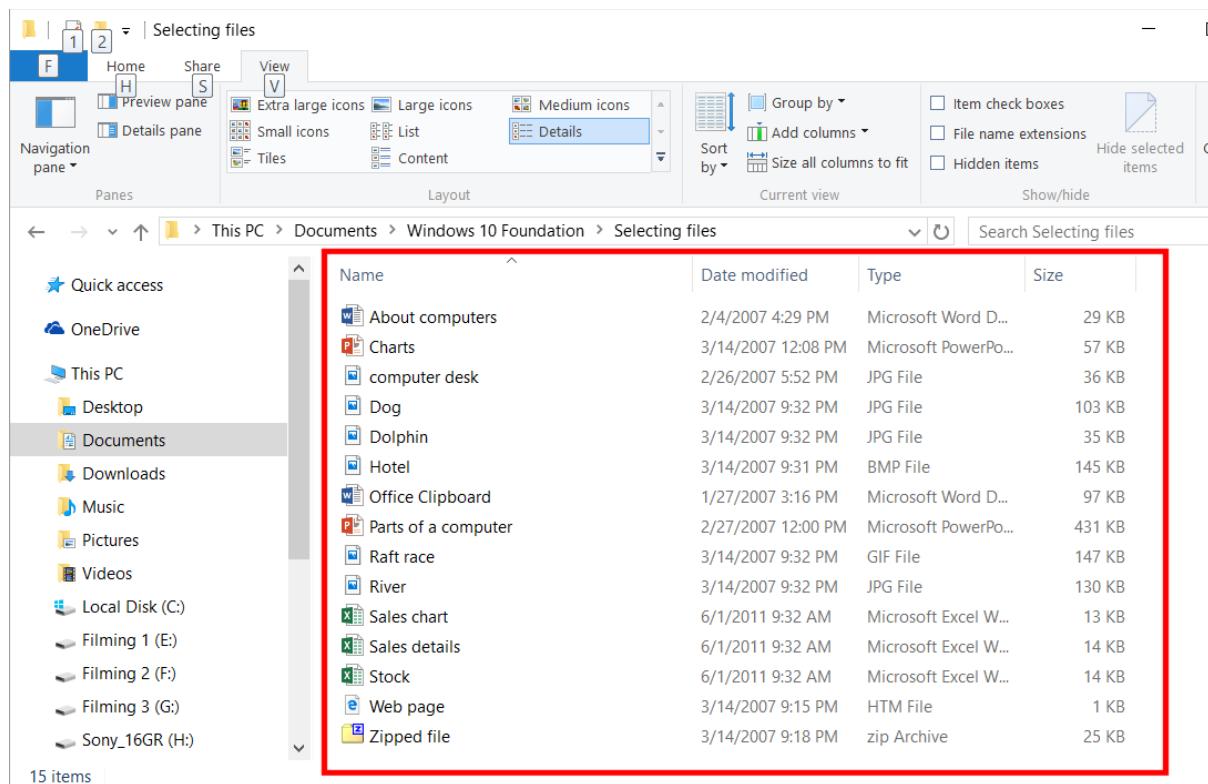
- This view is useful when sifting through picture or video files.
- Click on the **List** button within the Ribbon. The files will look like this.



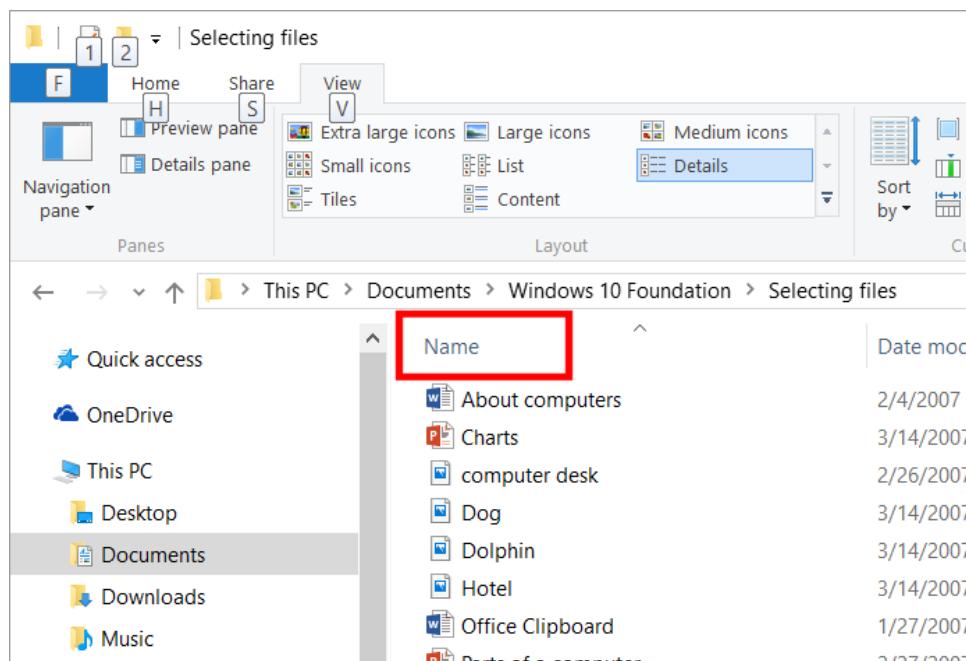
- As you can see in **List** view just the file name is displayed, nothing else.
- Before continuing set the view type to **Details**.

Changing the sort order in **Details** view

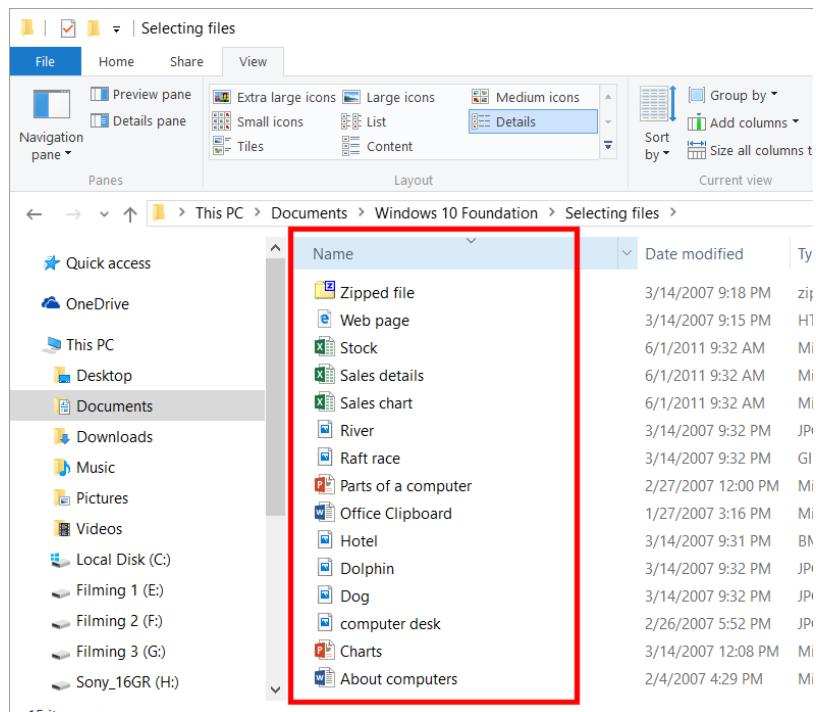
- Make sure that you are looking at files displayed in **Details** view. By default, the files are normally displayed in alphabetical file name order.



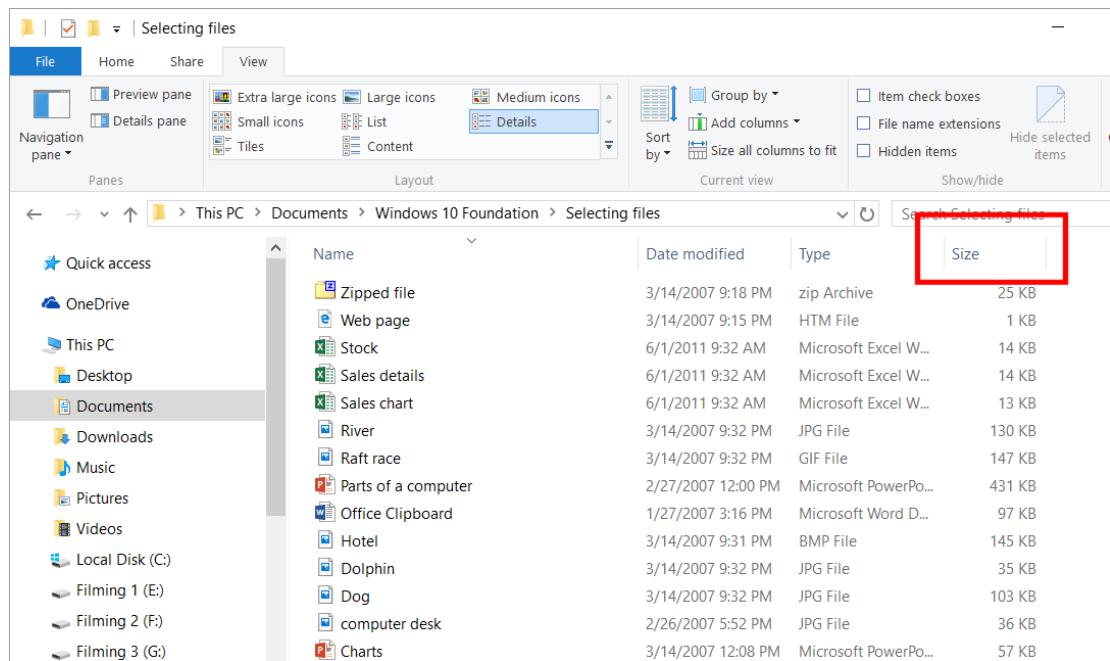
- To display the files in reverse alphabetical order, click on the **Name** header at the top of the column displaying the file name.



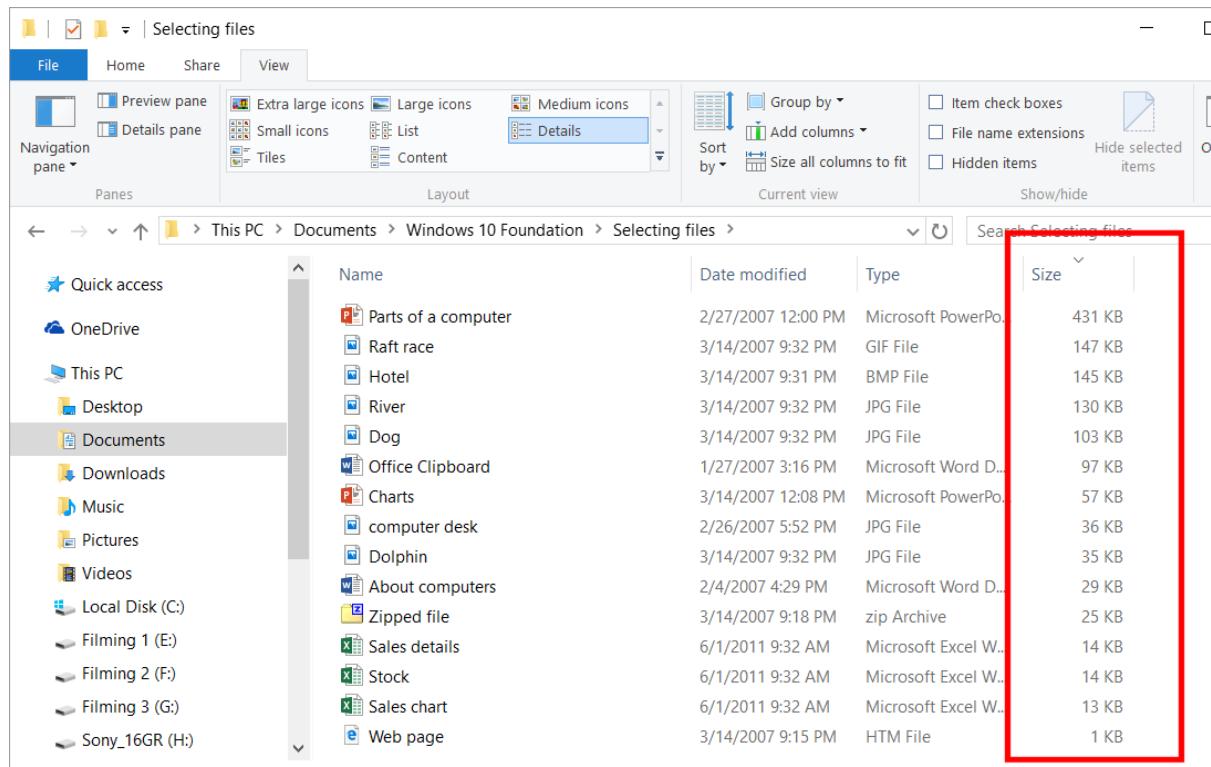
- The files will now look like this.



- To reverse this effect so that the files are once again displayed in alphabetical order, re-click on the header **Name** button.
- To display the file in ascending or reverse file size order click on the **Size** header area.



- As you can see the files are now listed by file size.



- Experiment with reordering the files by the date of the last modification and also by type.

- Before continuing, make sure that the files are listed in alphabetical name order.

Drives, Folders and Files

- When accessing a hard disk, whether it is local to your machine or perhaps located on a network, Windows uses a system of drive letters to serve as logical pointers to the different physical drives you have access to. From each drive letter it is possible to access all of your files stored on that particular physical drive.
- If all of the files were held together in one place on each drive, the system would be very difficult to use because of the sheer number of files involved. To help organize your files it is possible to create folders (also referred to as directories) to help divide and even sub-divide the files stored within the various logical drives available. A system of hierarchical folders within folders which represent your hard disk are often referred to as the folder (directory) tree, in the same way the very top of the file system is known as the root folder (directory).
- Finally, at the very end of this structure are the various files which we use.

Data storage devices

- **Hard Disk:** Stores your operating system, application programs and data. When you save data, it is normally saved to the hard disk.

DVD: These have largely replaced diskettes as a way of supplying programs. They can hold a lot more data.

USB Flash Drives: These are small, stick-like devices that plug into a USB port. They can store Gigabytes of information and are an easy way to transfer data from one computer to another. There are security considerations attached to their use as it is easy to copy large amounts of data to these devices and then take that information out of the office, for this reason many companies ban the use of these devices. When using a USB flash drive the drive is listed within the File Explorer program in exactly the same way that your hard disk is. It will have a drive letter associated with it.

Network Drives: Seen by your computer as a normal drive, but in reality the network drive is a folder located on another computer which is connected to the network.

File sizes and disk storage capacities

- Each file stored on a disk is a certain size. Some files such as those that only contain text are very small while others containing applications or videos can be enormous. The capacity of storage disks is often quoted in Gigabytes.
-

- The basic storage unit is called a bit. The relationship between storage values is illustrated below:

Bit:

1 or 0 level of storage is called a Bit

Byte:

Eight bits is called one Byte

KB, Kilobyte:

A Kilobyte (KB) consists of approximately one thousand Bytes

MB, Megabyte:

A Megabyte (MB) is approximately one million Bytes

GB, Gigabyte:

A Gigabyte consists of approximately one thousand Megabytes

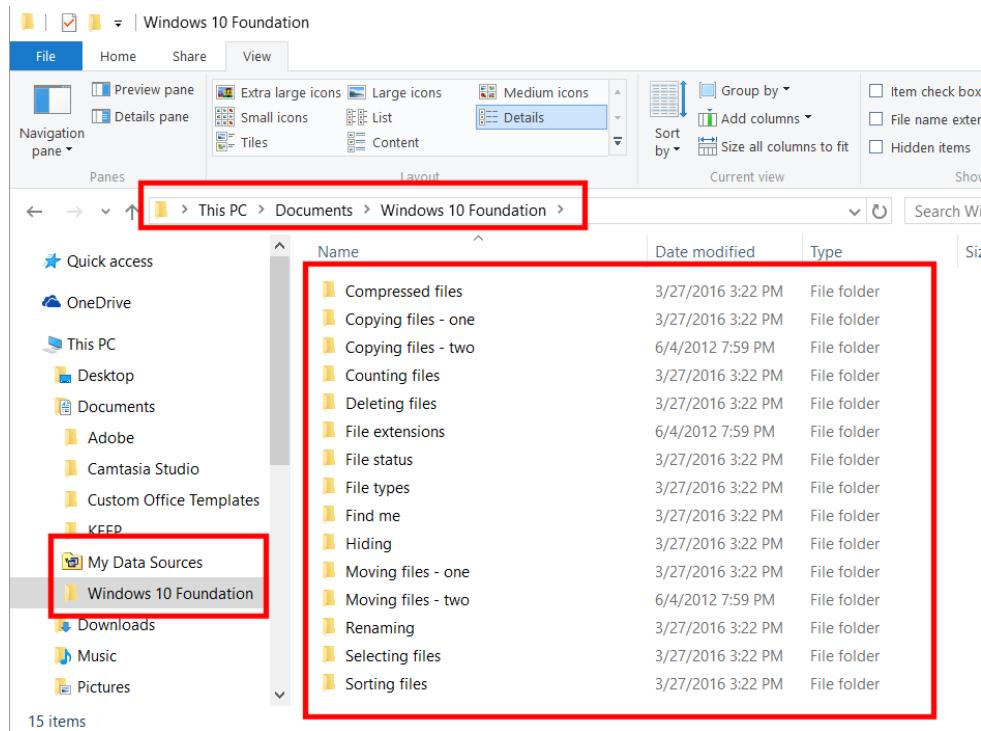
TB, Terabyte:

A terabyte (TB) is approximately one thousand Gigabytes

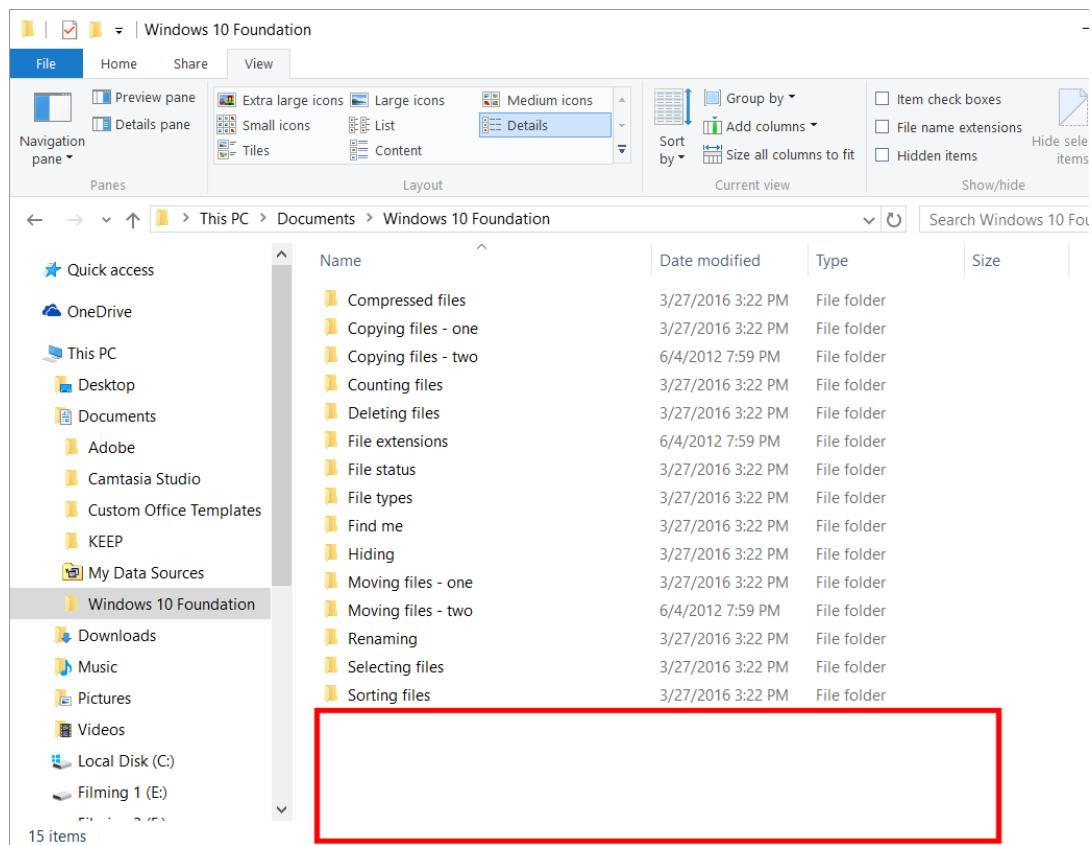
Manipulating Folders

Creating a folder

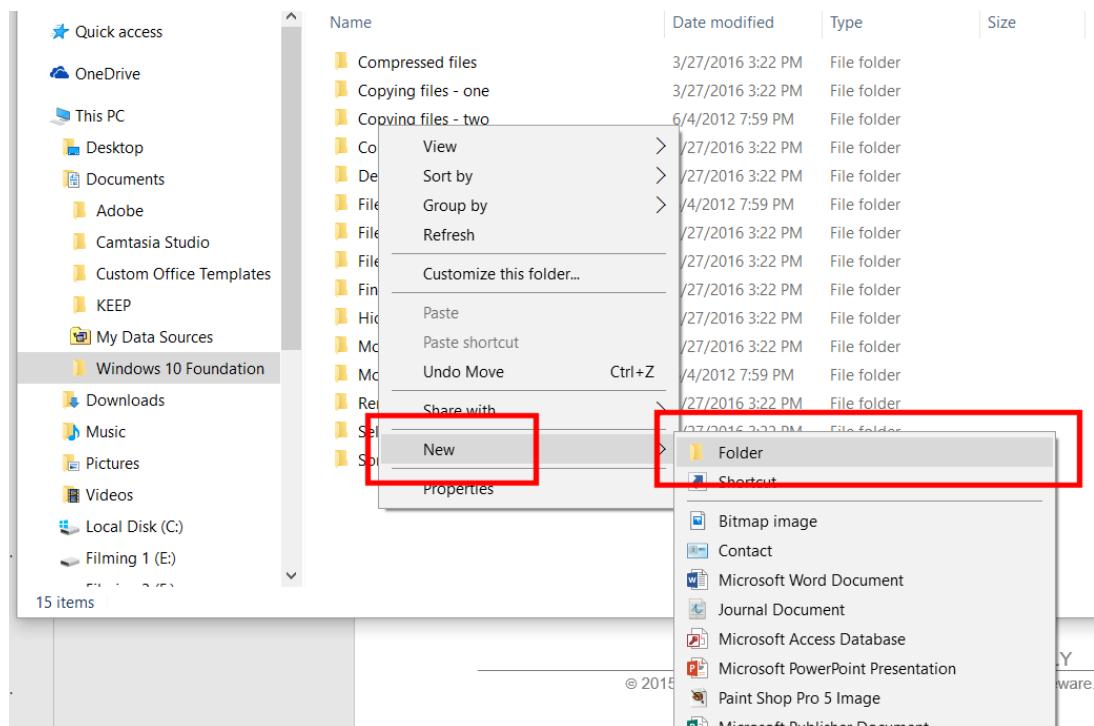
- If necessary open the **File Explorer** and navigate to the **Windows 10 Foundation** folder (located under the **Documents** folder).



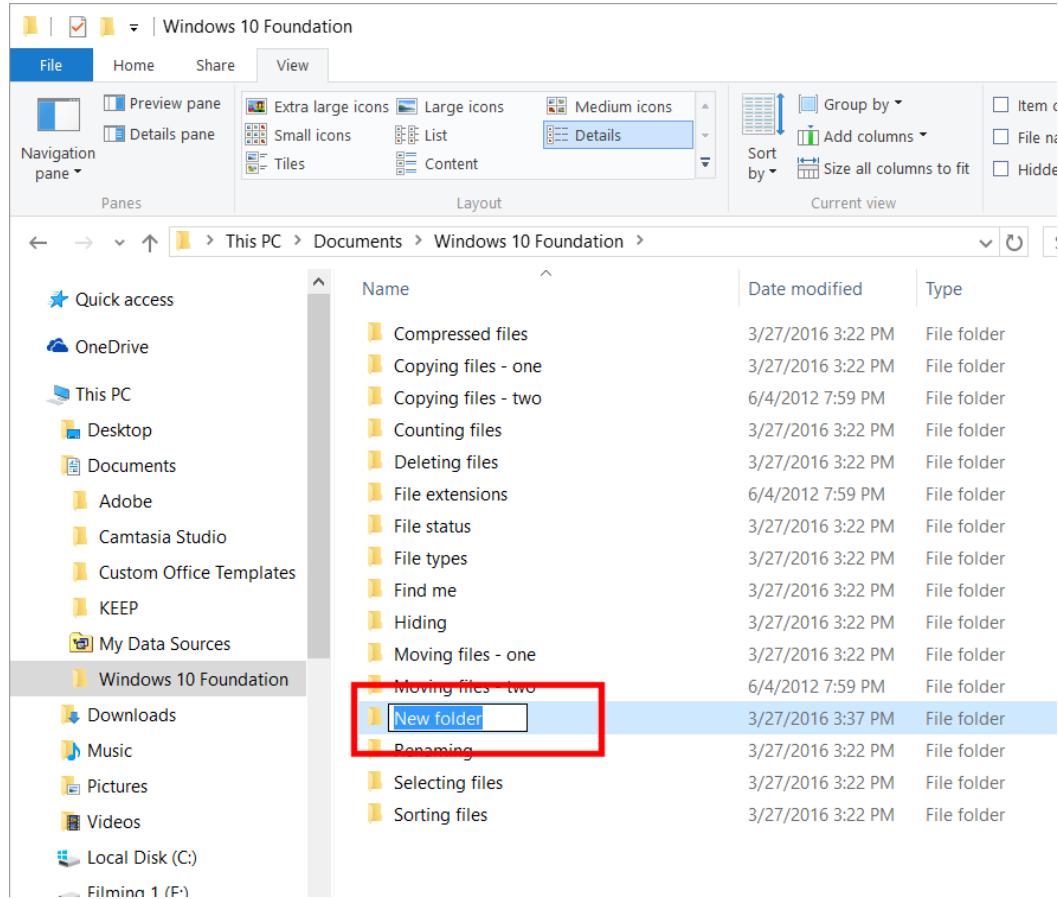
- Move the mouse pointer down to an empty part of the screen (on the right-hand side of the screen).



- Right click and from the pop-up menu displayed click on the **New** command. A sub-menu is displayed, click on the **Folder** command.



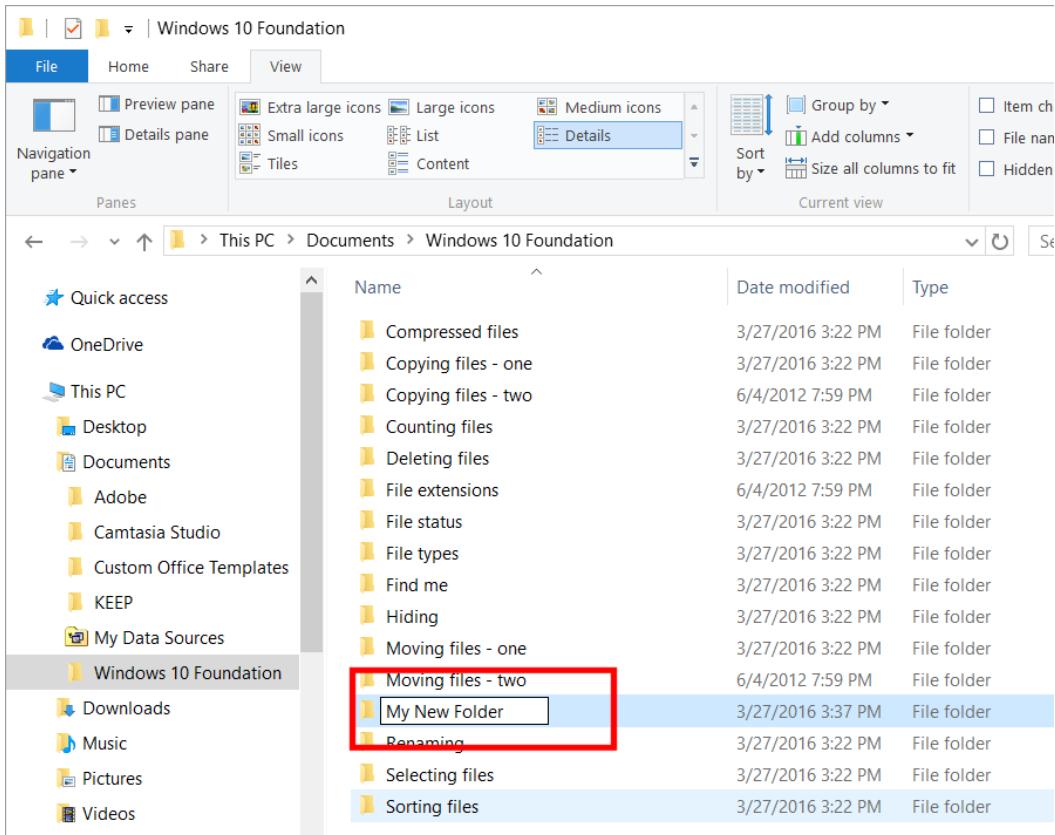
- You will see a new folder is created and displayed within the right side of the File Explorer window.



- You can type in the new name. In this case type in the name **My New Folder**.

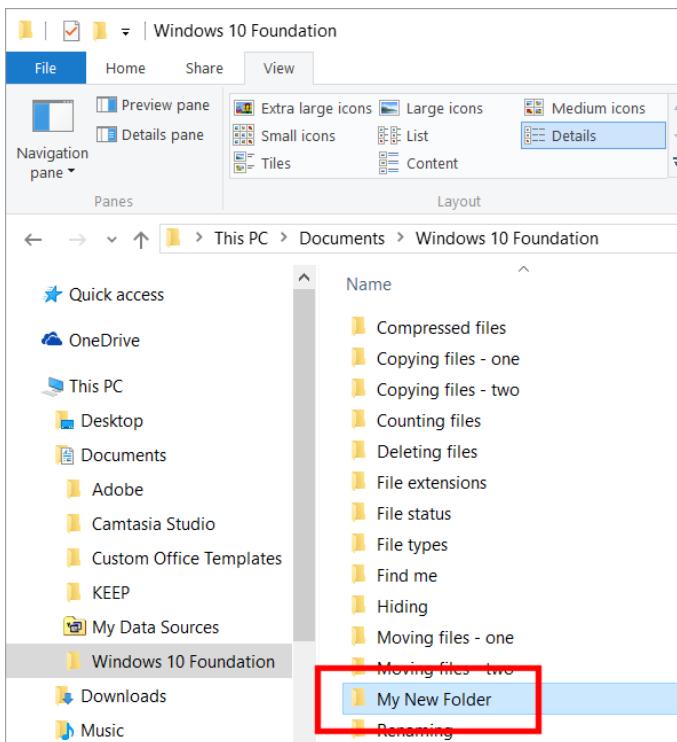
TIP: If you have problems renaming the folder, first select the folder and then press the **F2** key. This will allow you to change the name,

- Press the **Enter** key and your screen will now look like this.

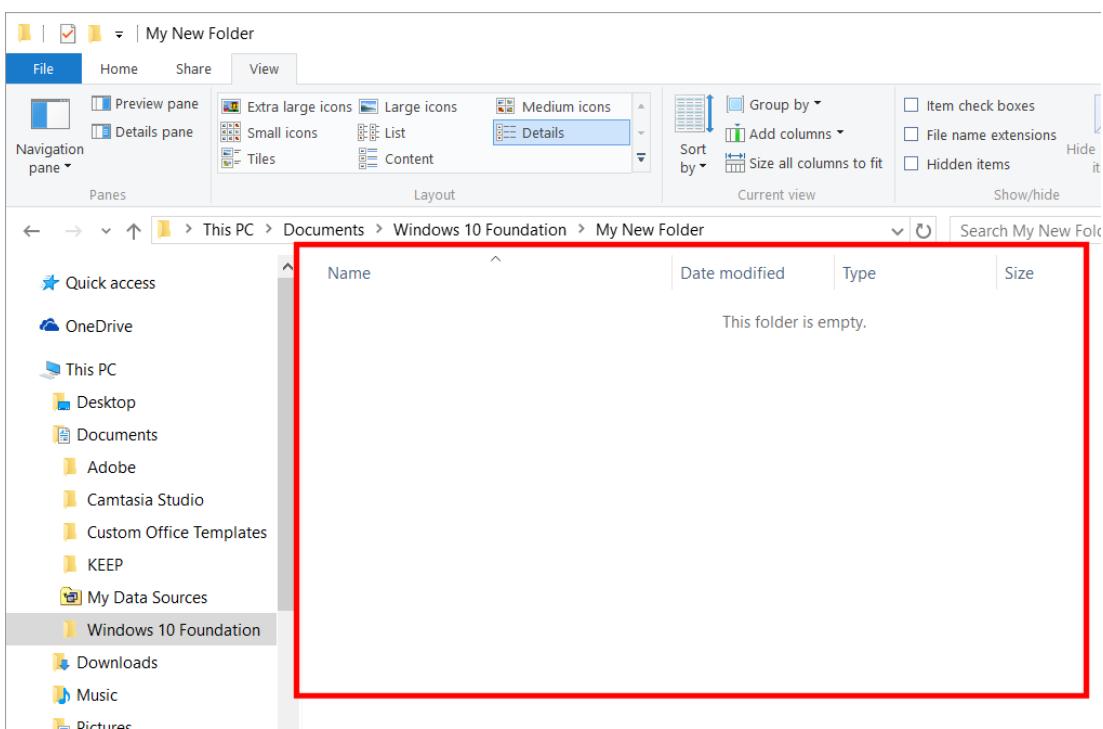


Creating a sub-folder

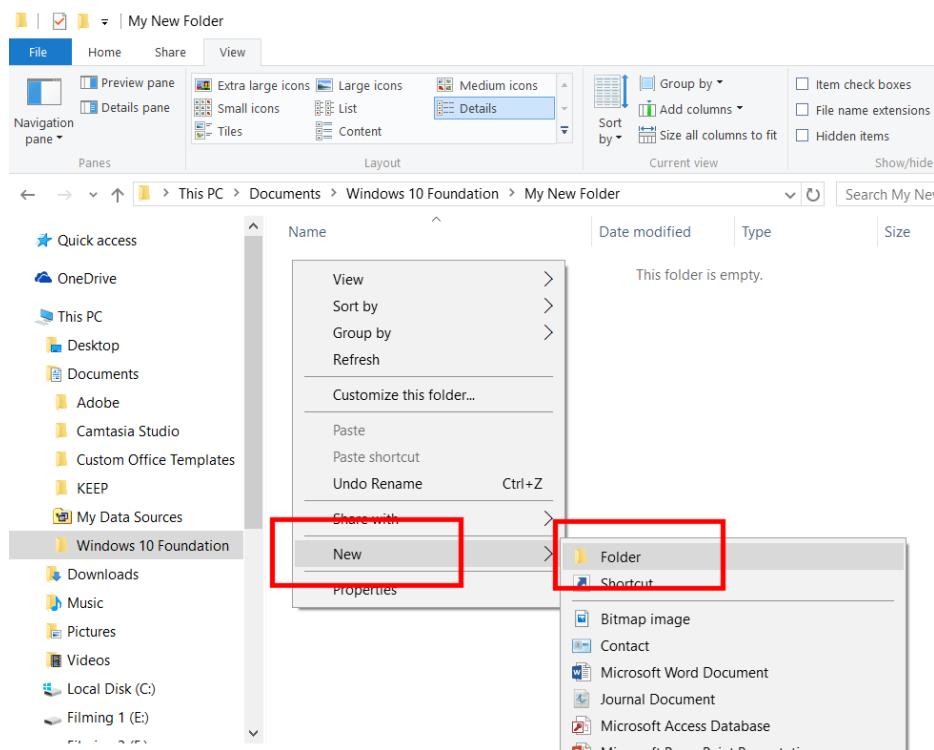
- Select the folder called **My New Folder**.



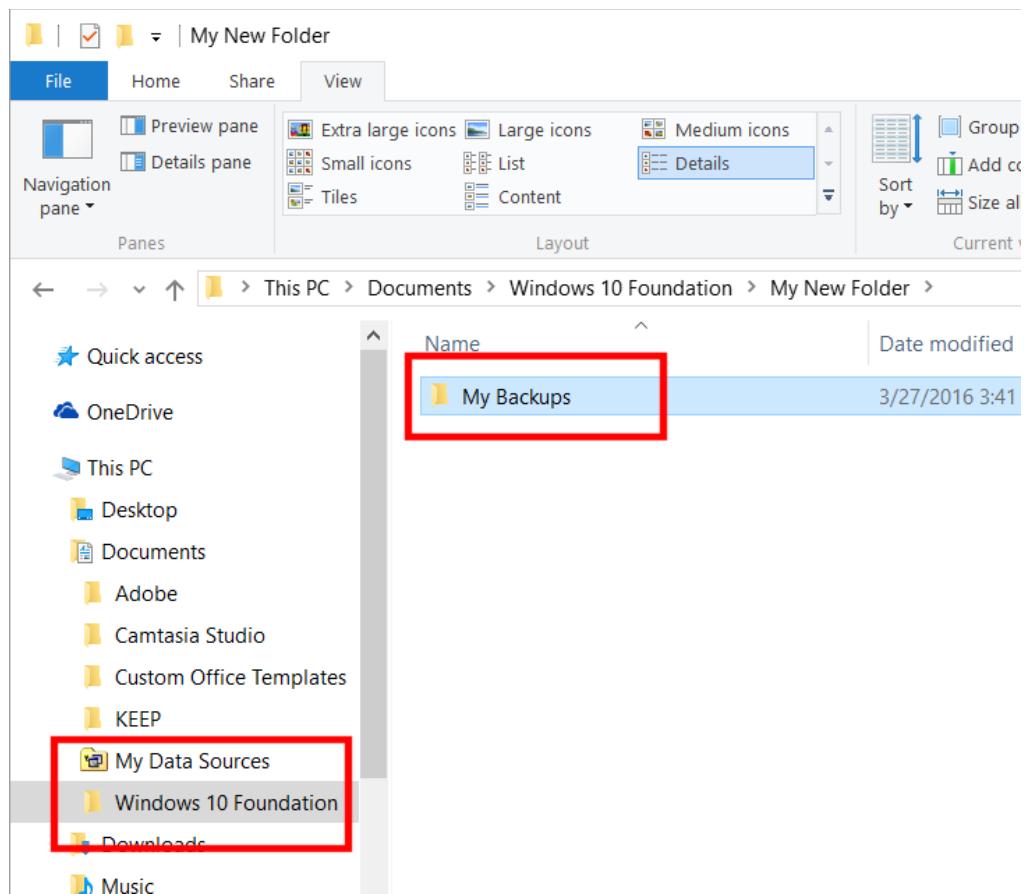
- Double click on the folder called **My New Folder** so that you move to that folder. You have just created this folder so not surprisingly the folder is empty, as illustrated below.



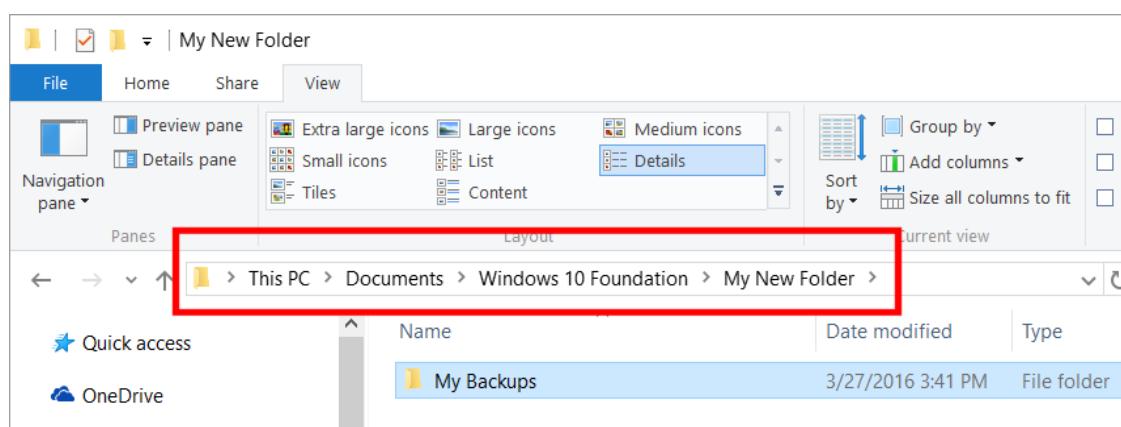
- Right click on an empty part of the right-hand windows and from the popup menu displayed click on the **New** command. From the sub-menu displayed, select **Folder**.



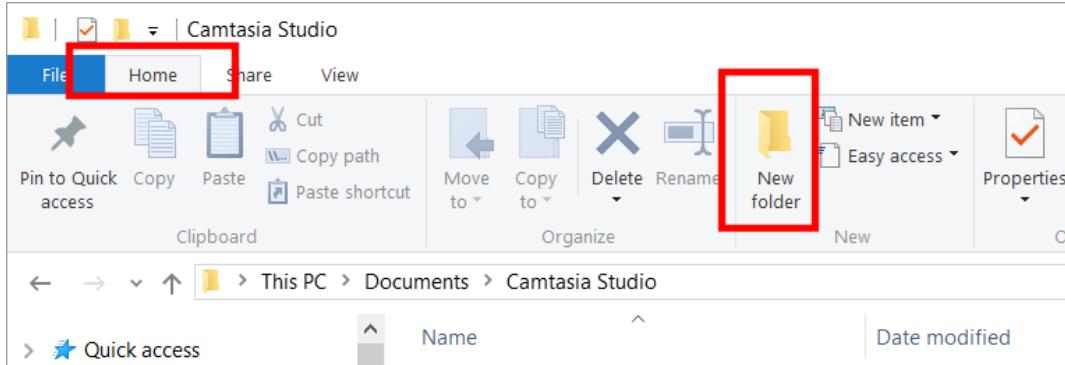
- Type in the name **My Backups** and press the **Enter** key. Your screen will now look like this.



- You have now created a folder call **My New Folder** and then created a sub-folder within this folder called **My Backups**. If you look at the bar towards the top of the windows you should see the full folder path.



TIP: Another way of creating folders is to use the **New Folder** button within the Ribbon (under the **Home** tab).

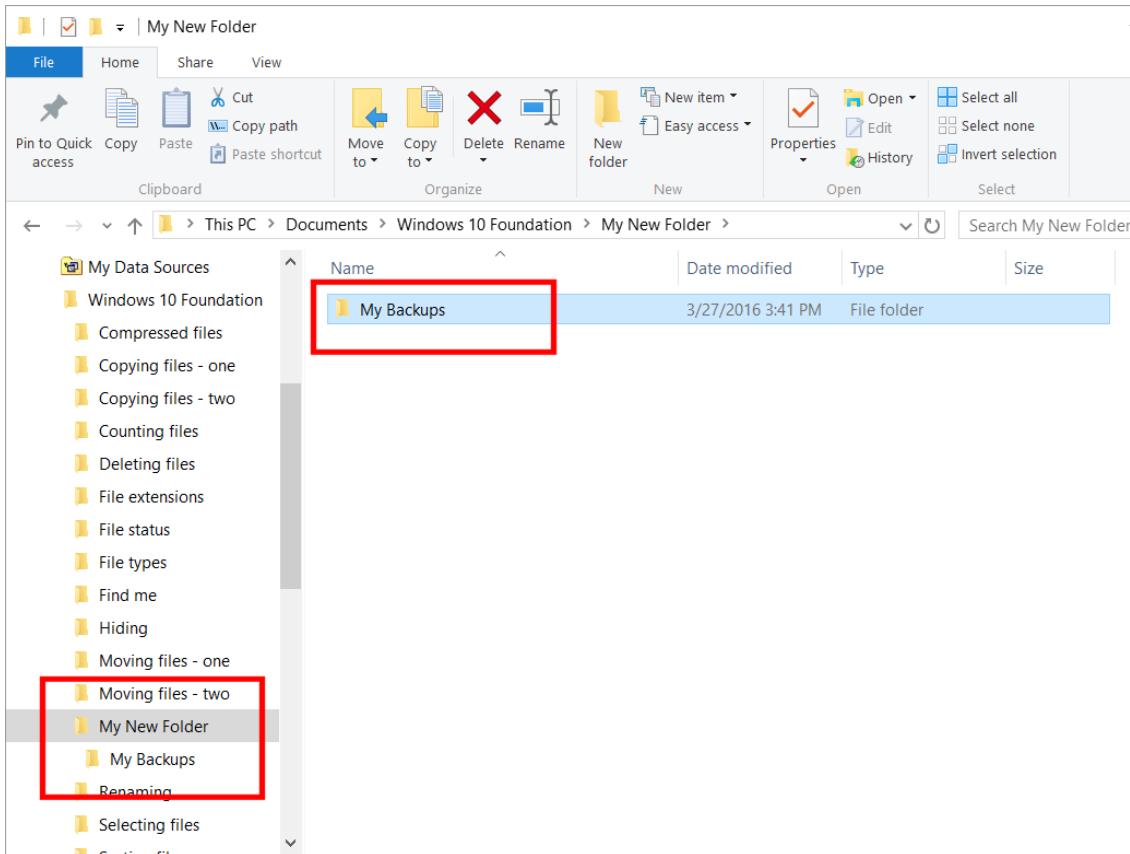


File naming issues

- Use meaningful names for your files and folders. If you do this then when you access the file or folder at a later date, just by looking at the name you will be able to tell what the file or folder relates to.
- If a file or folder relates to a particular organization you could include the name of the organization within the name. If the file or folder relates to a particular purpose such as accounts or sales, then again you could include this information within the name.
- Sometimes it may be useful to include date or year information within the name. This is particularly useful when naming files and folders that contain photographs taken with a digital camera.

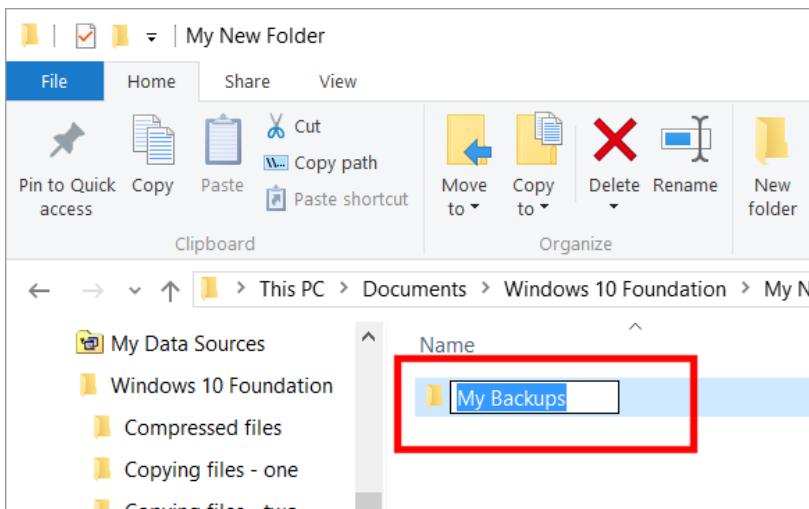
Renaming a folder

- Select the folder called **My Backups** and you will see the selected folder displayed like this:



- Press the **F2** key and the folder will now be displayed like this.

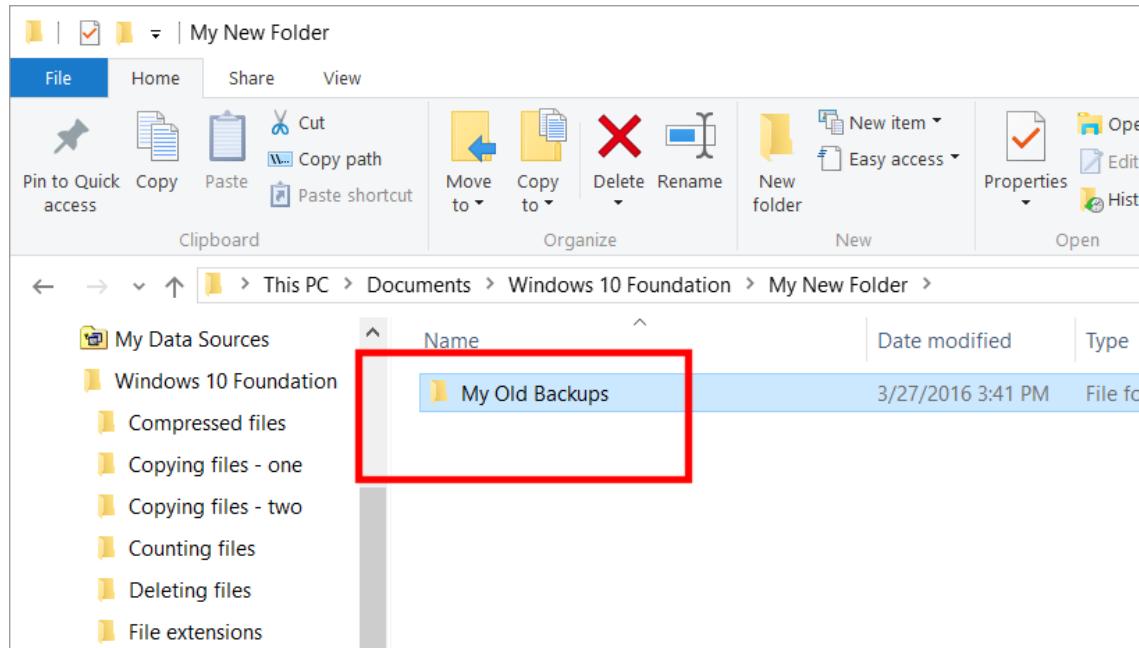
TIP: If this does not work, simply click on the folder to select it, wait a moment and clicking again.



NOTE: This is called editing mode. You can edit the file name by typing in a new

name.

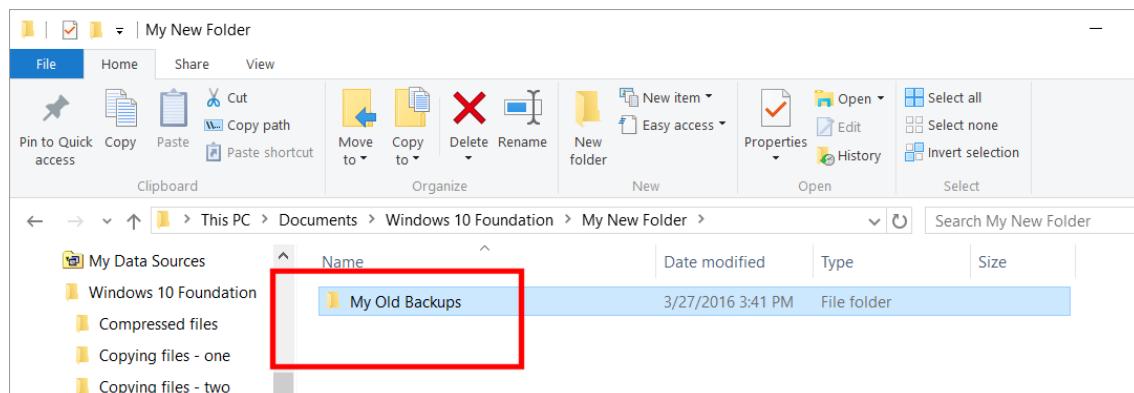
- Type in **My Old Backups** for the new folder name. When you press the **Enter** key you will see the following.



TIP: You can use the same technique to rename files.

Deleting a folder

- Select the folder called **My Old Backups**.



- Press the **Del** key and the folder will be deleted.

TIP: The folder is not actually deleted; it is moved to the Recycle Bin. If you realize that you have accidentally deleted the wrong folder or file, or if you simply change

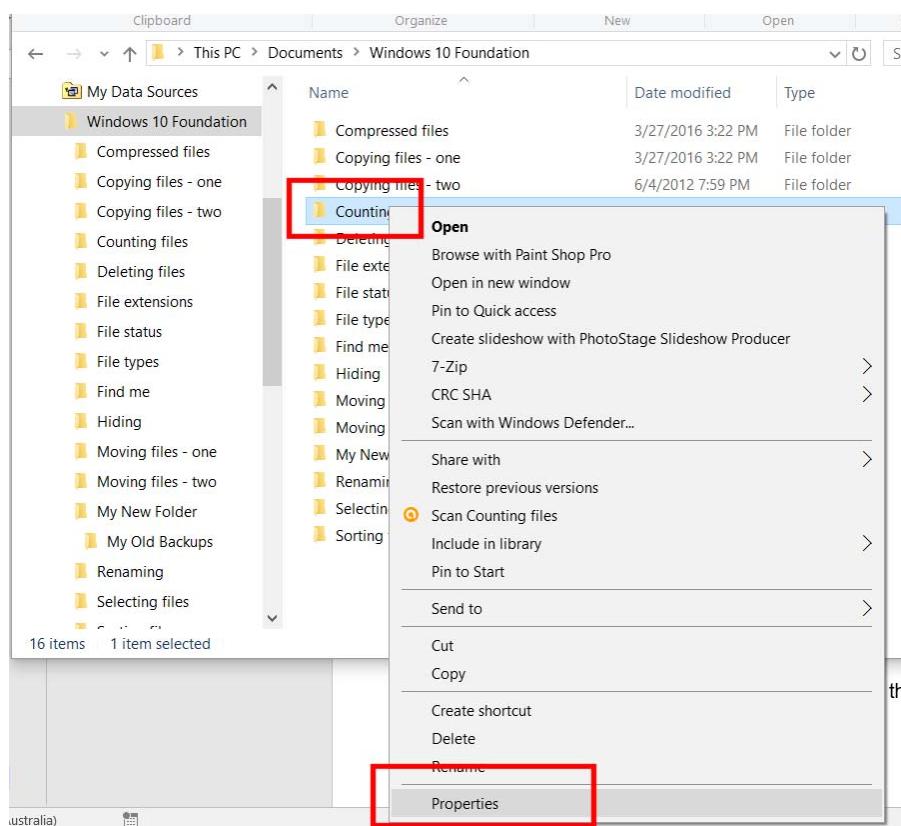
your mind, you can normally retrieve the deleted item from the Recycle Bin.

WARNING: Files are not held in the Recycle Bin forever and in some cases when you delete a file it may be permanently deleted and not even go to the Recycle Bin. Be very carefully about deleting folders and files. If in doubt do not delete!

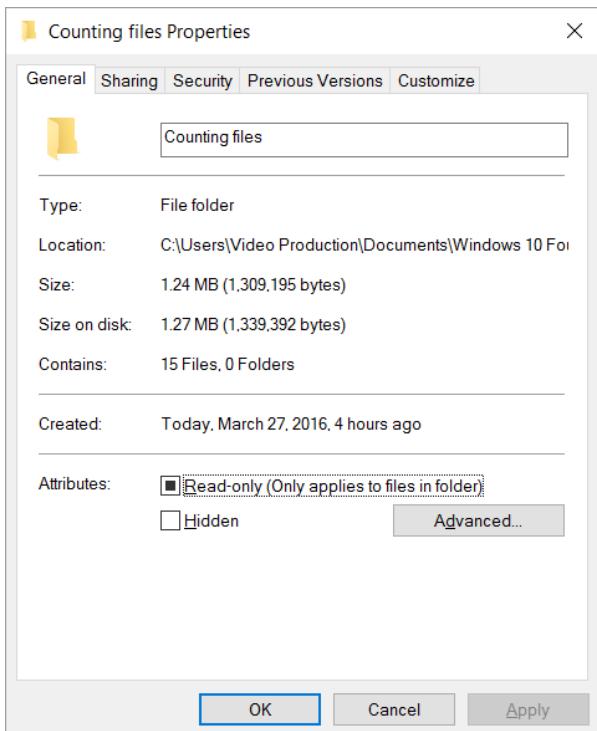
We will see more about the Recycle Bin later.

Displaying folder details

- Move the mouse pointer over a folder called **Counting Files**.
- Right click over this folder and from the popup menu displayed click on the **Properties** command.



- This will display the **Properties** dialog box for the selected folder.

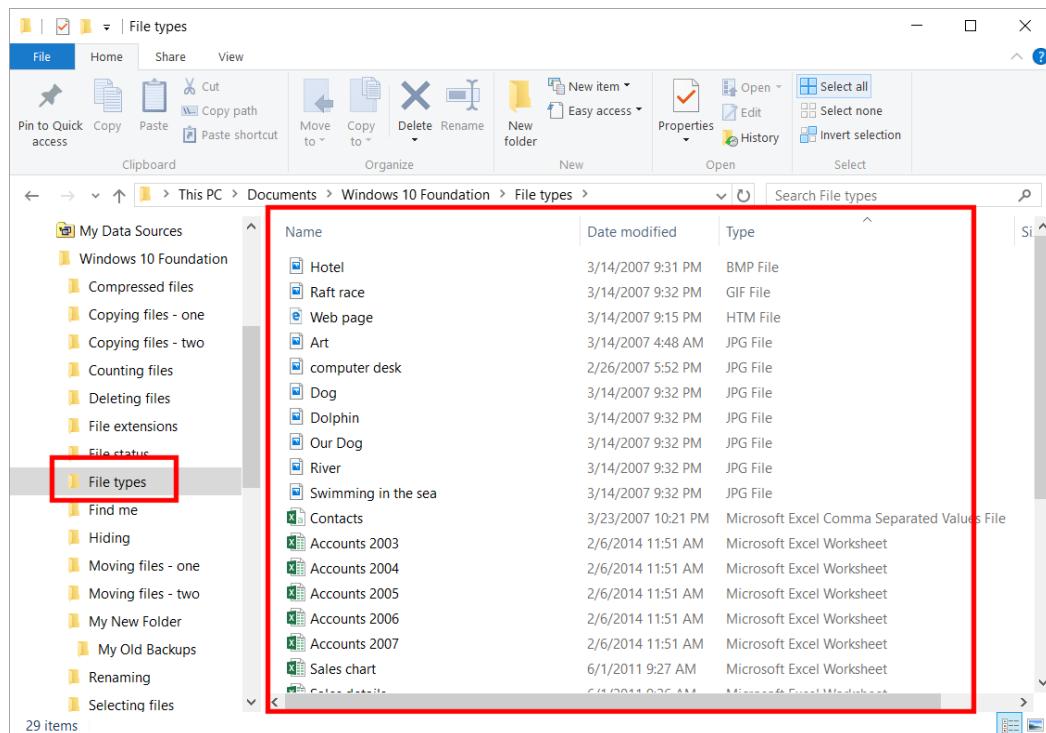


- Examine the details displayed.
- Close the dialog box before continuing.

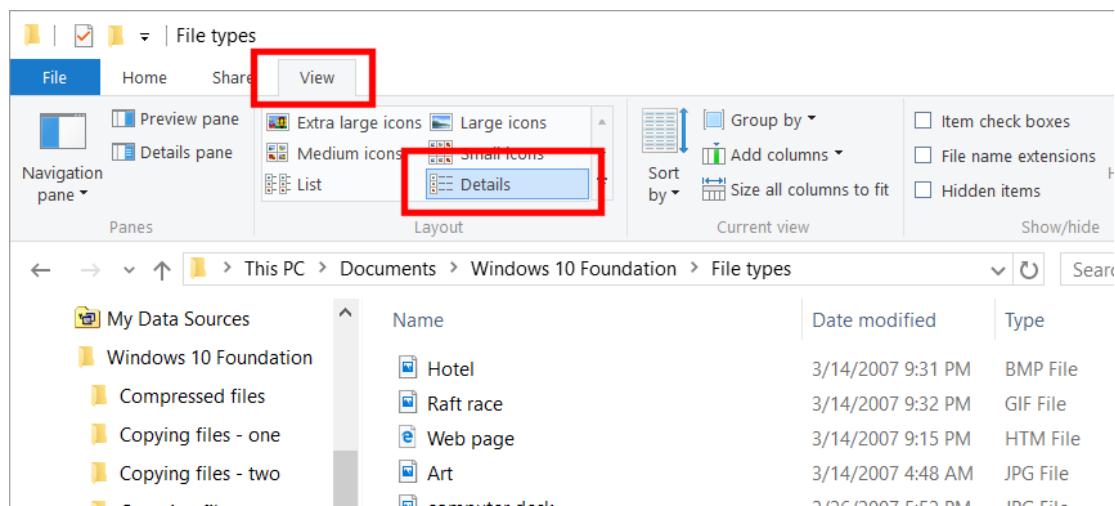
Manipulating Files

File Types

- Display the contents of the **File Types** folder.



- This folder contains a range of different file types.
- Make sure that the files are displayed using the **Details** view.



- Common file types include.

Application (executable) files:

These are files that contain programs which you can ‘run’. If you select an executable file within the File Explorer and double click on it, the program will be run. There are many different types of executable files. Mostly we will be interested in running application program files that contain our programs, such as a word processor or a spreadsheet program. Do not confuse the executable files with the data files.

Text Documents:

As the name suggests text documents contain only text. No pictures or formatting information can be stored in a text-only file.

Bitmap Images:

This is a type of picture format.

GIF Images:

This is a type of picture format.

JPEG Images:

This is a type of picture format.

Microsoft Office Word Documents:

These are documents created using the Microsoft Word, word processing program.

Microsoft Office Excel Worksheet:

These are documents created using the Microsoft Excel spreadsheet program.

Microsoft Office PowerPoint Presentation:

These are documents created using the Microsoft PowerPoint presentation program.

Microsoft Office Access Database:

These files are created using the Microsoft Access Database program.

HTML documents:

These are documents formatted for display on a Web site.

Zipped (compressed) files:

These are compressed files. You compress files to save disk space or to make them smaller when you send them as an email attachment.

Adobe Acrobat PDF files:

PDF is short for Portable Document Format. This format was introduced by a company called Adobe and can be created by a program called Adobe Acrobat. The

idea of PDF files is that you can create files with your own particular make and version of software, such as a word processor or spreadsheet and then save the file as a PDF formatted file. This PDF file can then be viewed by anyone using a free PDF reader, such as the Adobe Acrobat Reader program. To put it another way, if someone produces some artwork in a program such as Adobe Photoshop, they can save the file in PDF format, send it to you and you can then view the file, without the need to have the Photoshop program installed on your computer. PDF files are a way of exchanging documents. There are many other products that will create PDF files for you as well as the full versions of the Adobe Acrobat program. Often you can create PDF files which have a much smaller files size compared to the original format. This makes PDF files ideal for storing documents on a web site, or for attaching as files to emails.

Audio files MP3:

There are files that store sound, normally music or speech. The icon used to display these files will vary according to what programs you have installed to play your music files.

Video files: AVI, Video files - MPG & WMV (Windows Media Video)

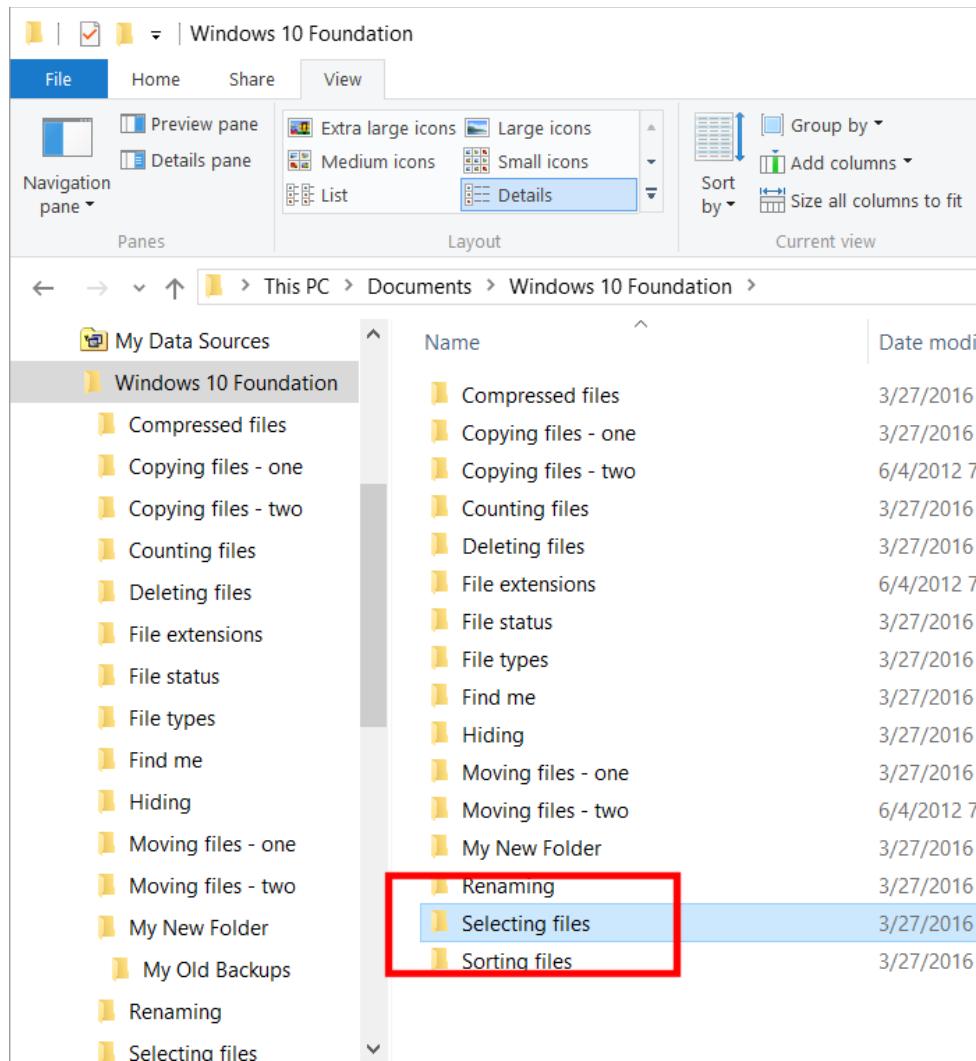
These are different types of file formats used to store Video. The icon used to display these files will vary according to what programs you have installed to play your video files.

Temporary files:

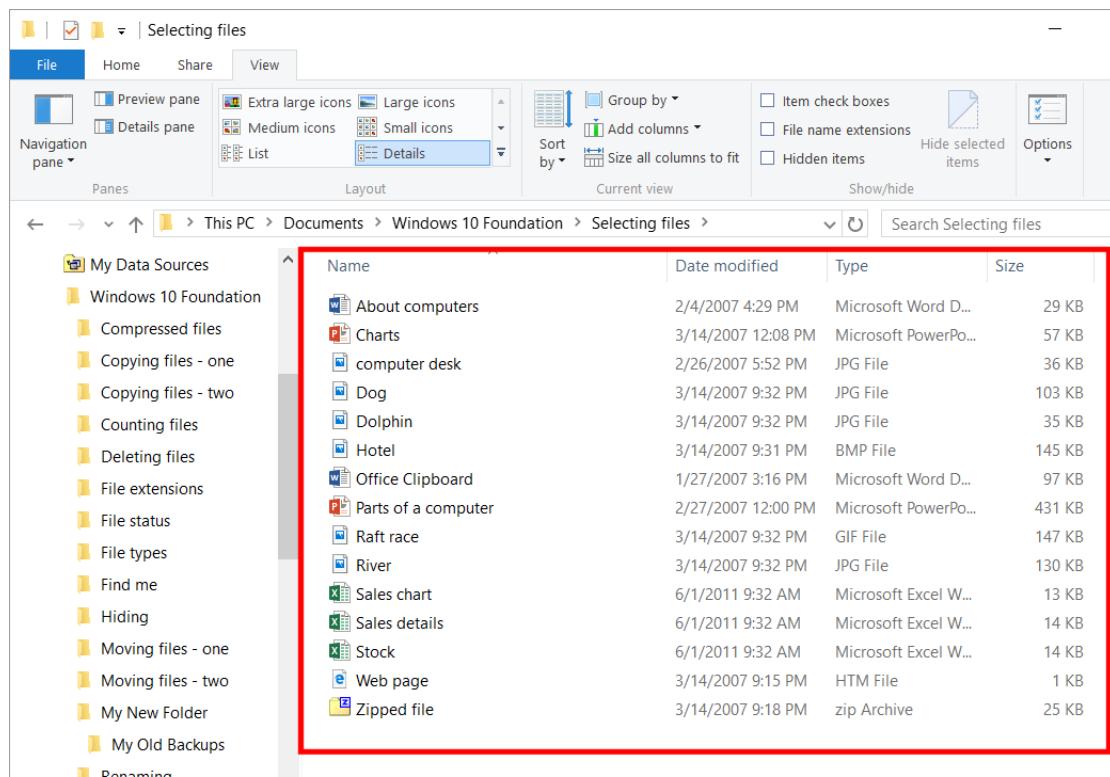
These files, as the name implies, are normally created as temporary files which are deleted after use. Both Windows and application programs can create temporary files which are used to store information on a temporary basis and which are deleted when they are no longer used. If the computer crashes, you may find that some files which were meant to be temporary are present as they were not automatically deleted.

Selecting multiple files

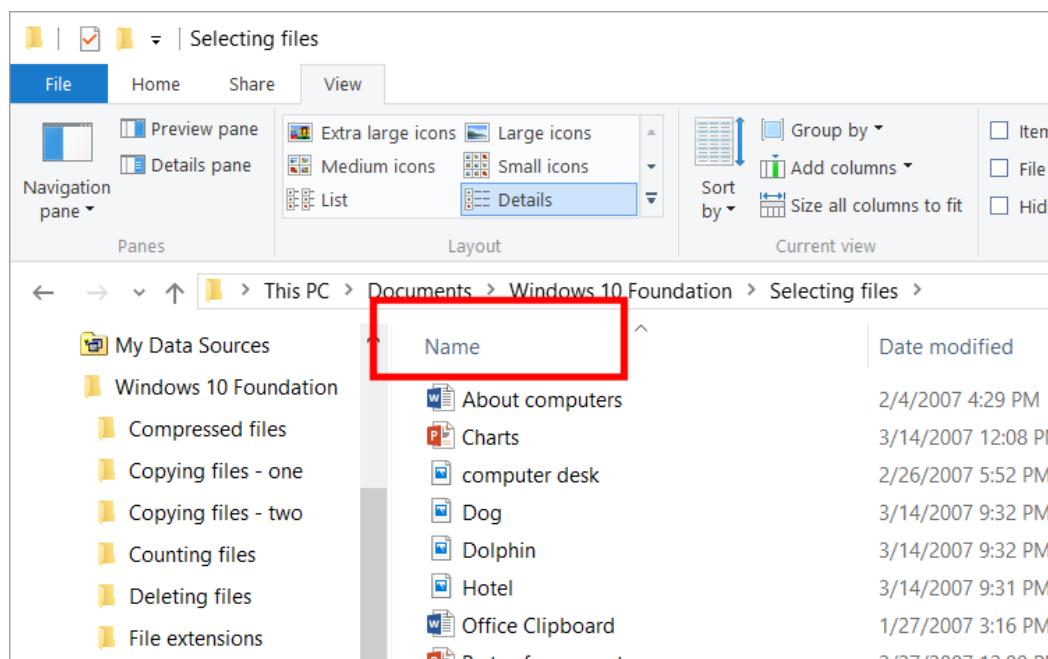
- Display the contents of the folder called **Selecting files**.
-



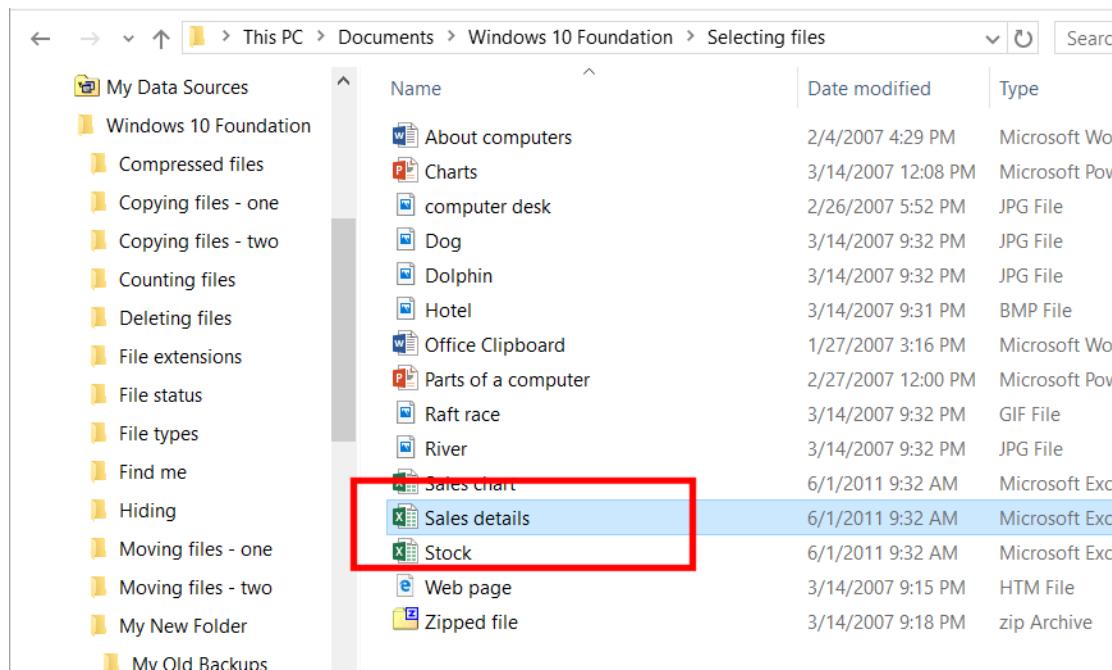
- You will see the following files displayed.



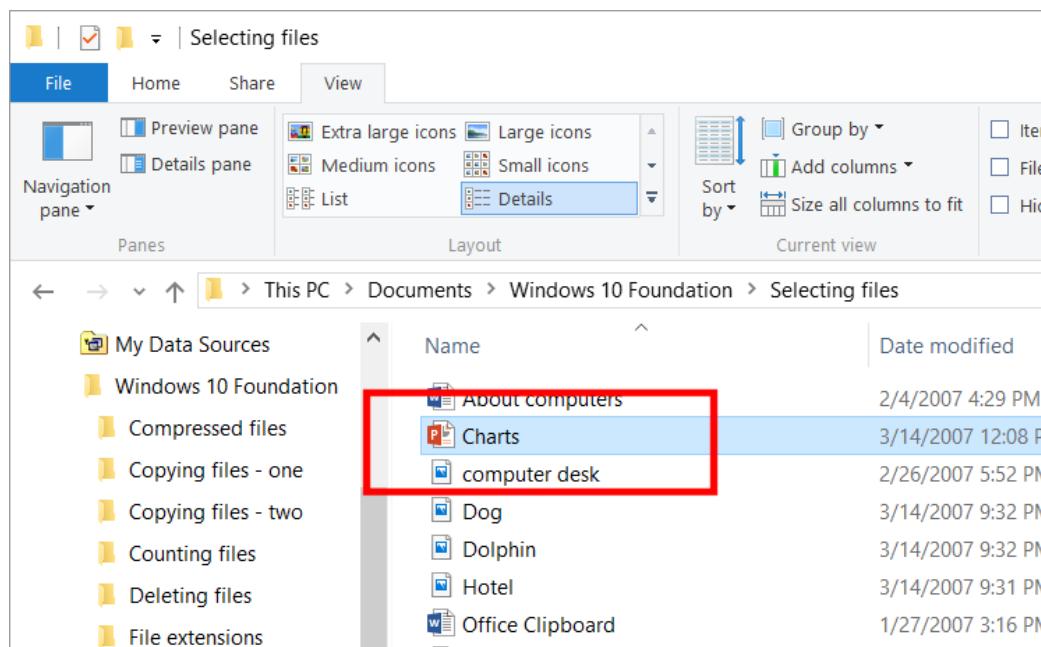
- If necessary, click on the **Name** header so that the files are displayed in ascending alphabetical order.



- Click on the file called **Sales details**. This will select that file, as illustrated.



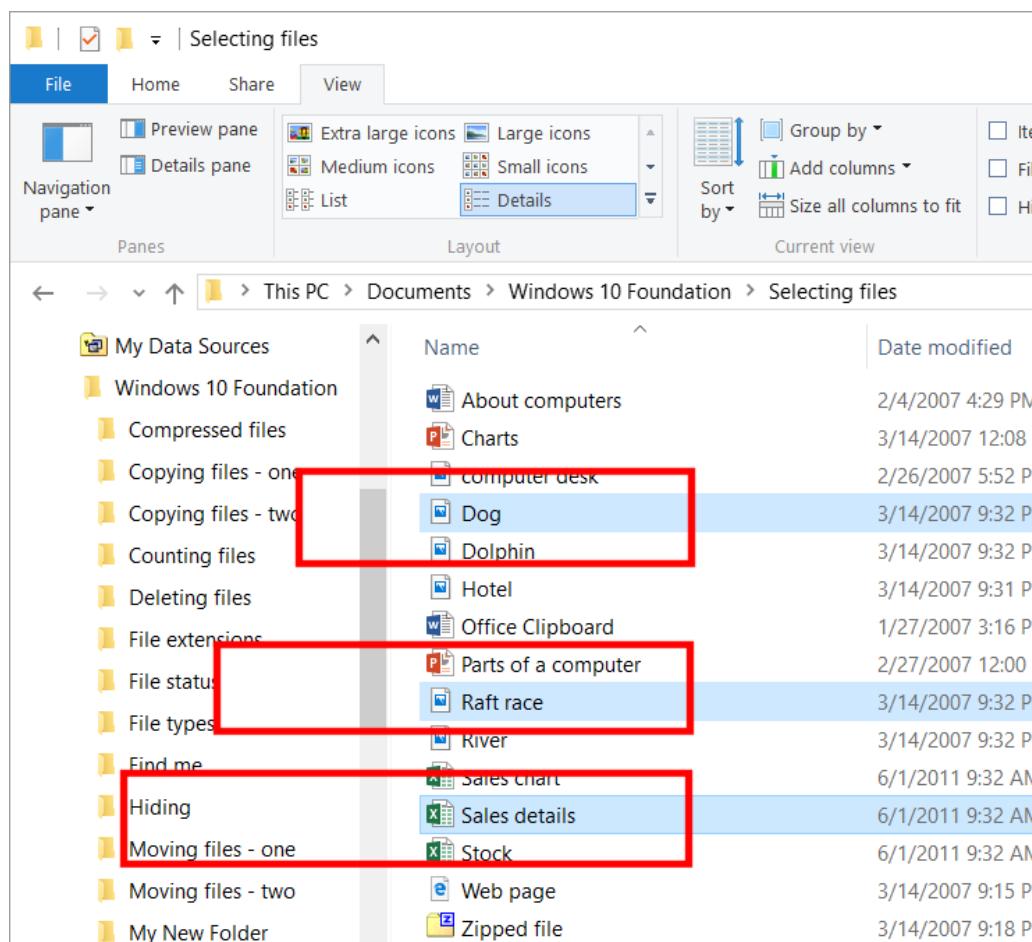
- Click on another file, such as **Charts**. The second file will be selected and the first file de-selected, as illustrated.



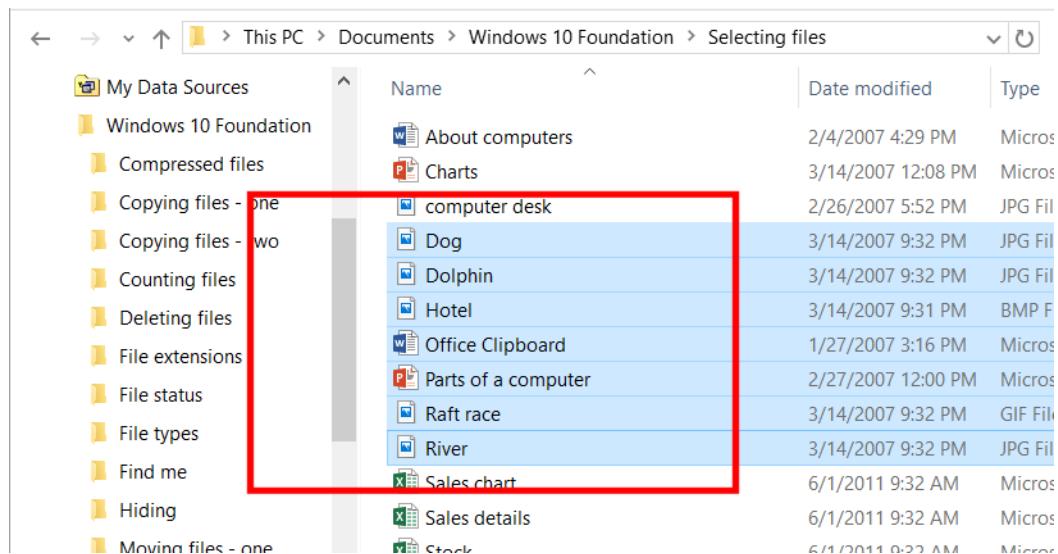
TIP: Selecting multiple files is useful as once you have selected multiple files, you can manipulate all the selected files at the same time, rather than one file at a time.

- To select more than one file you need to use a trick.
- Click on the file called **Dog**. Then press the **Ctrl** key (and keep it pressed).

- Then click on the file called **Sales Details**.
- Finally click on a file called **Raft race**. Release the **Ctrl** key and all three files will remain selected, as illustrated.



- Click on a different file and the multiple files are no longer selected.
- Sometimes you may wish to select a block of files that are displayed next to one another. To do this we use a different trick.
- Click on the file called **Dog**. Press the **Shift** key and keep it pressed.
- Click on the file called **River** and then release the **Shift** key.
- All the files between the first and second file that you clicked on remain selected, as illustrated.

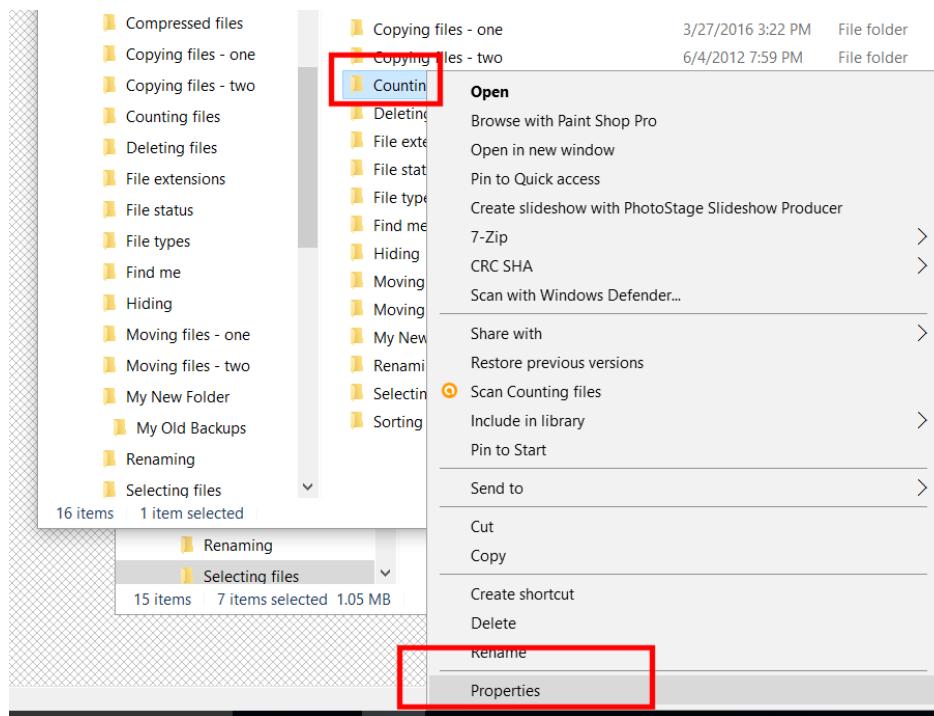


- Click on a different file and the multiple files are no longer selected.

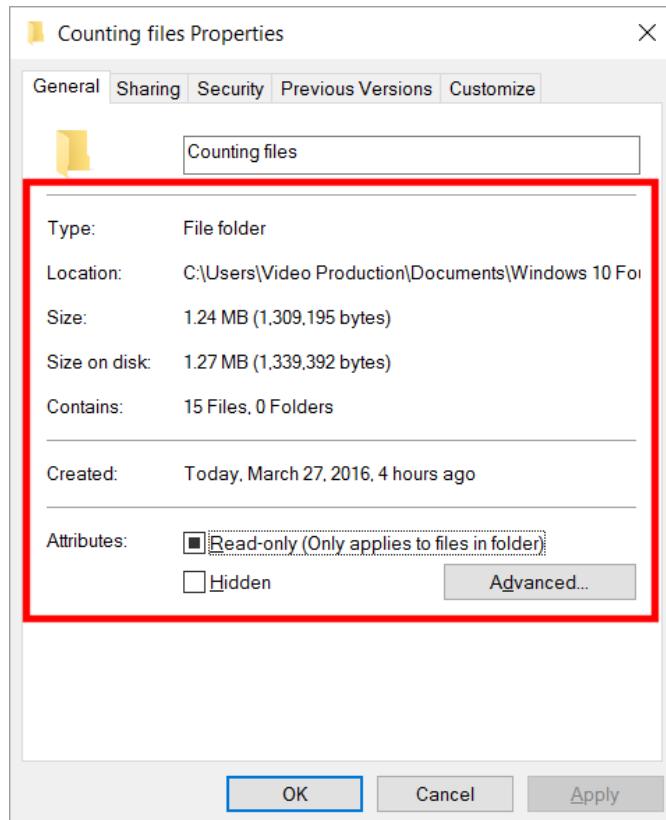
TIP: These tricks using the **Shift** or **Control** keys also work when selecting multiple folders.

Counting files in a folder

- Display the folder called **Counting files**.
- Right click over this folder and from the popup menu displayed, click on the **Properties** command.

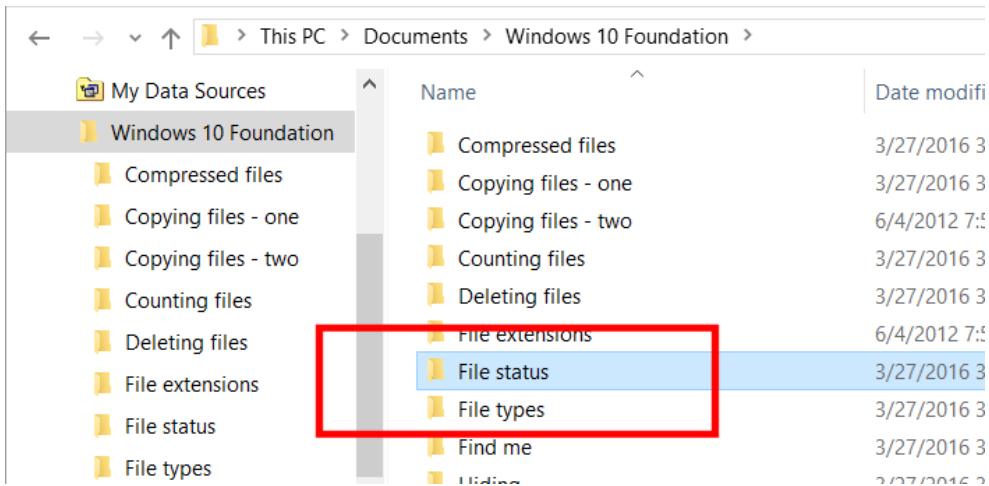


- You will see information displayed about the folder, including the number of files contained within the folder.

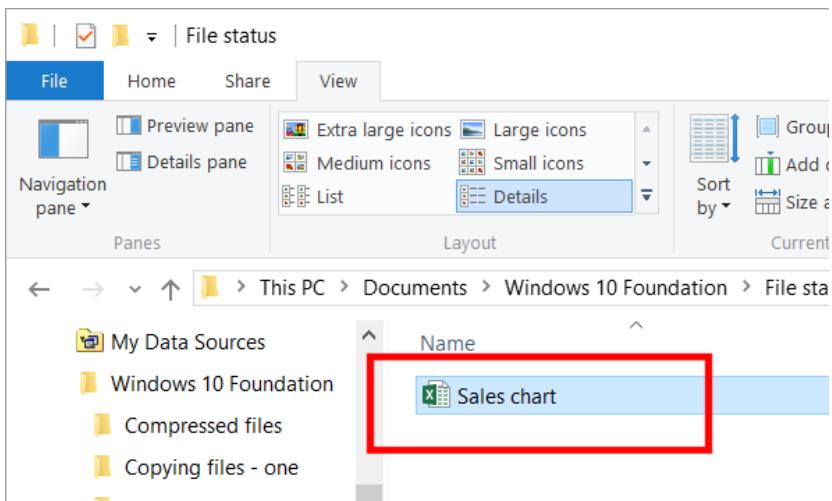


File attributes

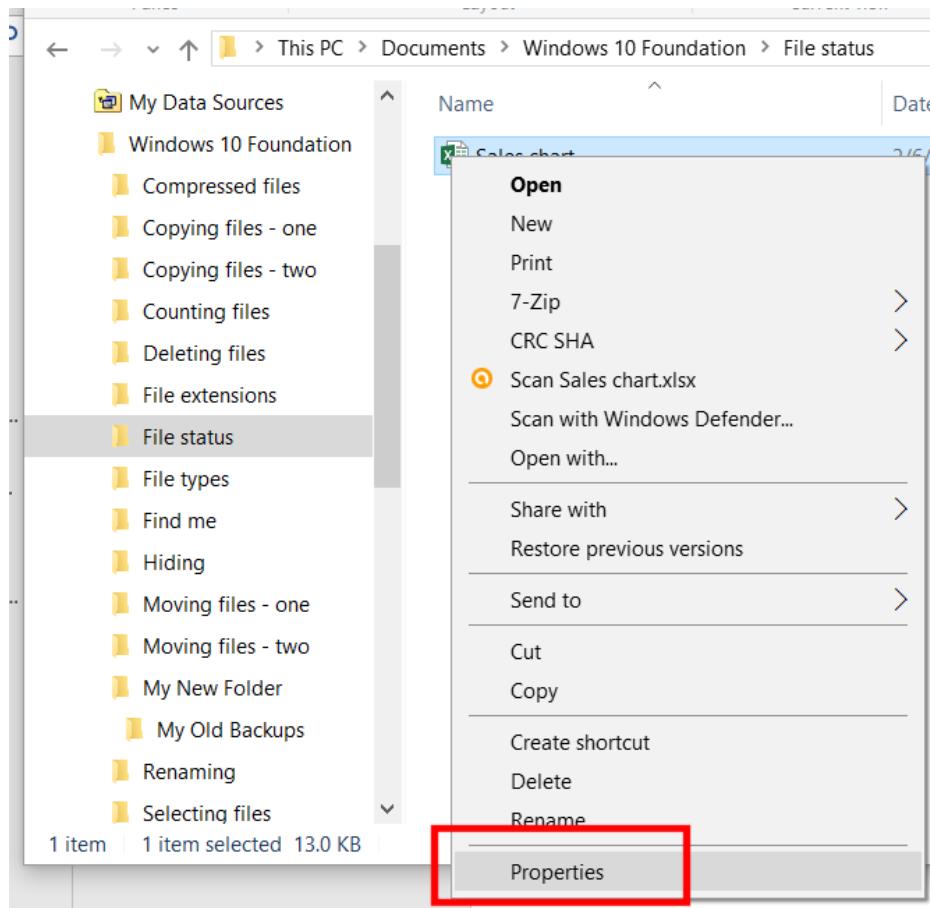
- Display the contents of the folder called **File status**.



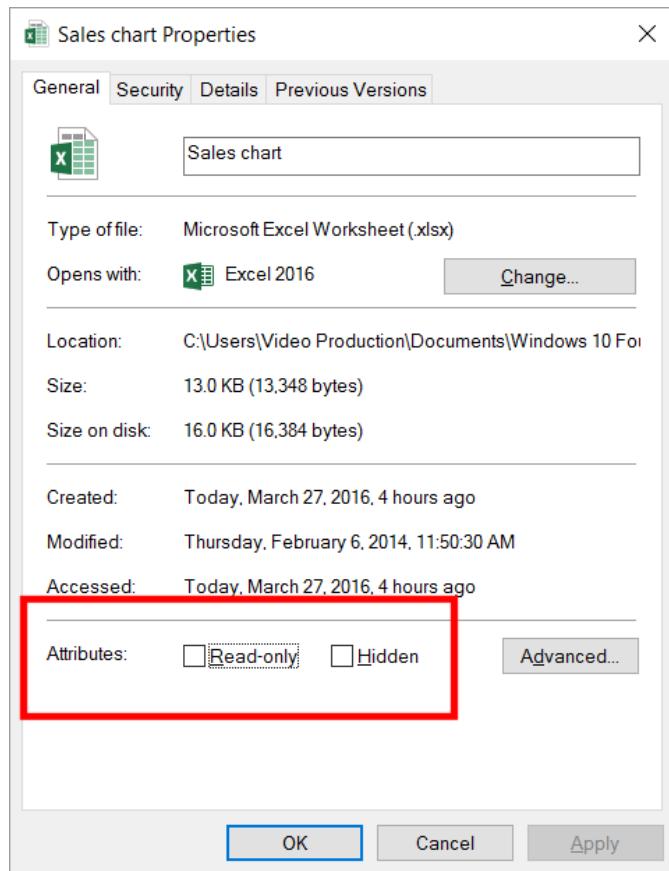
- Click on a file within the folder, called **Sales chart**.



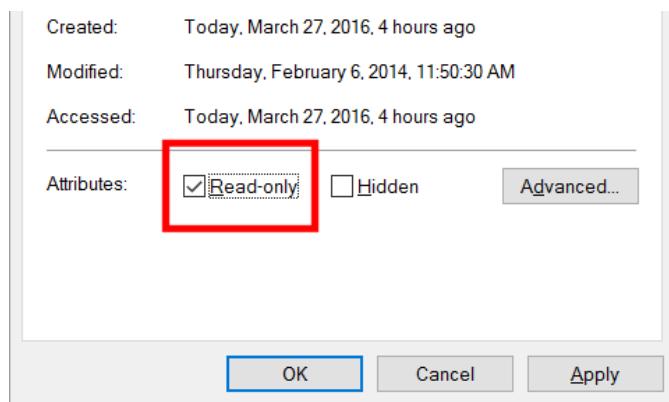
- Right click on this file and from the pop-up menu displayed select the **Properties** command.



- This will display the **Properties** dialog box for the selected file.



- In the **Attributes** section of the dialog box you can click on the **Read-only** check box.



- This will mark the file as read-only. Try it now and then press the **OK** button to confirm the action.

NOTE: If you make a file read-only you can still delete the file (by selecting it and pressing the **Del** key). However, if you were to open the file it would open without any problem, but if you edited the file you would have to save the file using a

different file name as the original file is marked read-only.

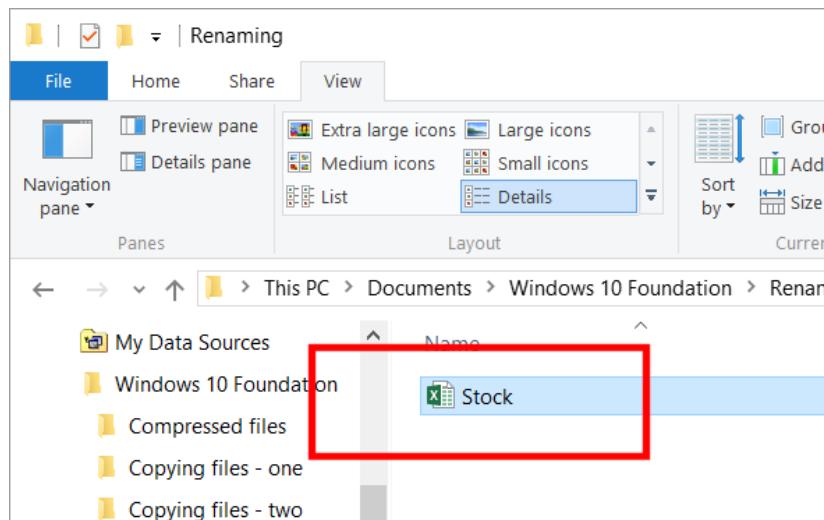
- Use the same technique to mark the file read/write again, after closing the Properties dialog box, re-open the dialog box to confirm this change. Close all open dialog boxes before continuing.

Renaming files

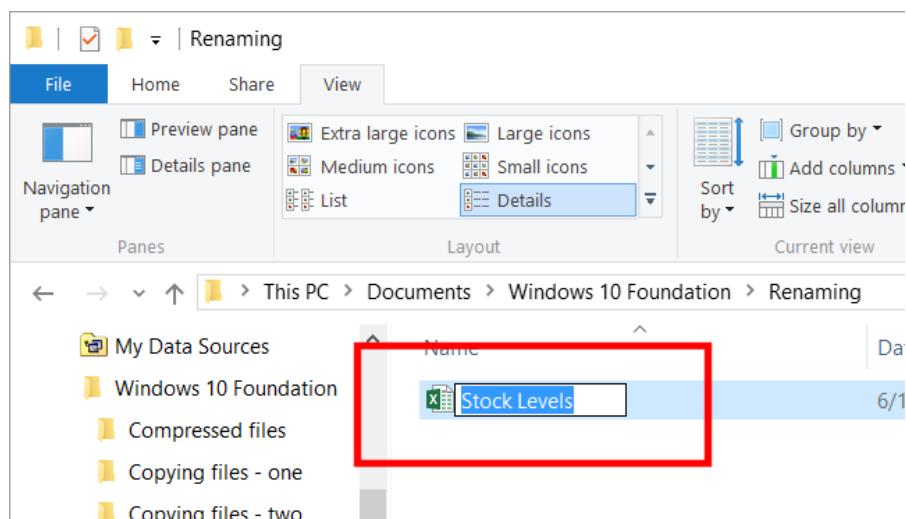
- Display the contents of the folder called **Renaming**.

Name	Date nr
Compressed files	3/27/21
Copying files - one	3/27/21
Copying files - two	6/4/20
Counting files	3/27/21
Deleting files	3/27/21
File extensions	6/4/20
File status	3/27/21
File types	3/27/21
Find me	3/27/21
Hiding	3/27/21
Moving files - one	3/27/21
Moving files - two	6/4/20
My New Folder	3/27/21
Renaming	3/27/21
Selecting files	3/27/21
Sorting files	3/27/21

- This folder contains a single file, called **Stock**.



- Select the file called **Stock**. Press the **F2** key and type in a new file name called **Stock Levels**. Press the **Enter** key to confirm the file renaming.



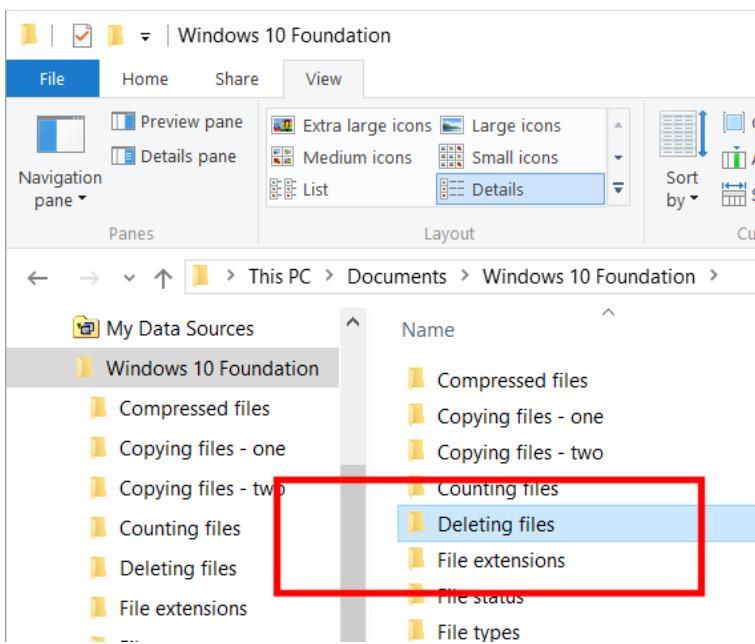
NOTE: Normally you just see the file name without what is called the file name extension. The file name extension is normally 3 or 4 letters, preceded by a dot (period). For instance, a text-only file has a file name extension of .TXT.

WARNING: To keep the display simple and uncluttered the file name extensions are not normally displayed within the File Explorer. If you do see the file name extension displayed, **be very careful not to alter the extension** when you are renaming a file.

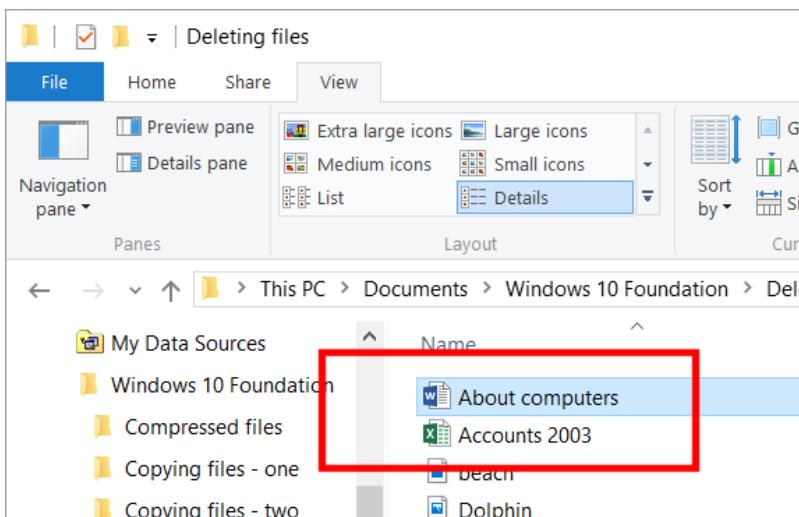
Windows can use the file name extension to tell what sort of file type a particular file is. If you change the extension Windows may no longer understand how to process a particular file.

Deleting files

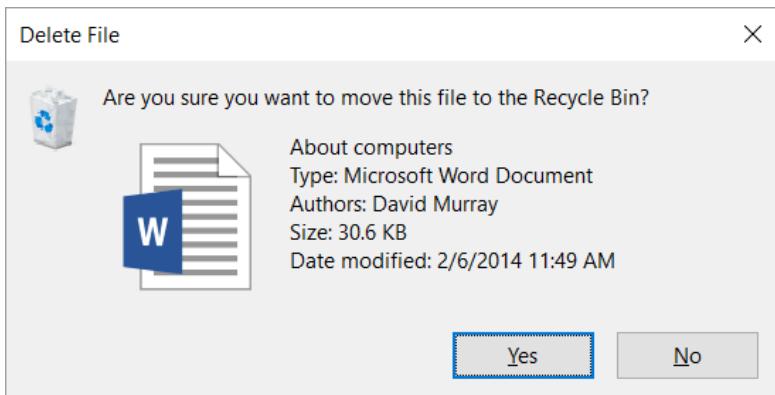
- Display the contents of the folder called **Deleting files**.



- Select the file called **About computers**.



- Press the **Del** key to delete the file. Confirm your deletion.



NOTE: When you delete a file, by default the file is actually moved to the Recycle Bin, rather than permanently deleted. You can later permanently delete it from the Recycle Bin, or if you deleted a file by accident, you can retrieve the file from the Recycle Bin.

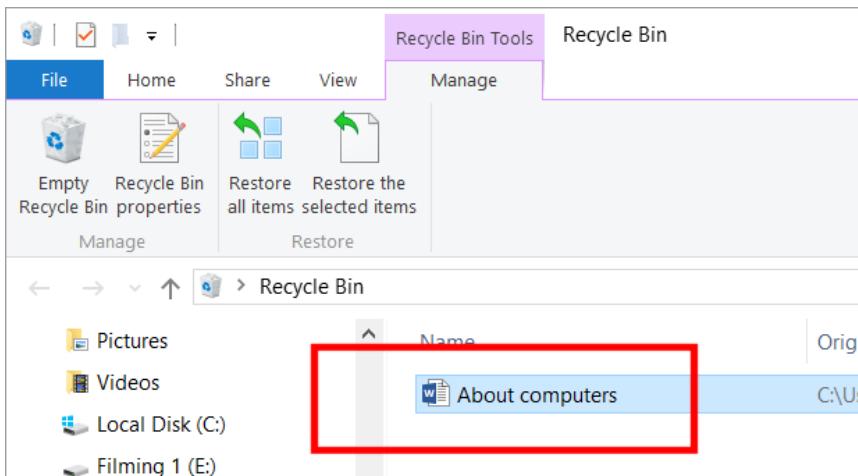
TIP: If you wish to delete a file completely rather than send it to the Recycle Bin, press the **Shift** key while you are deleting the file. **Use this trick with caution as you will NOT be able to recover the file once you have deleted it!**

Restoring items from the Recycle Bin

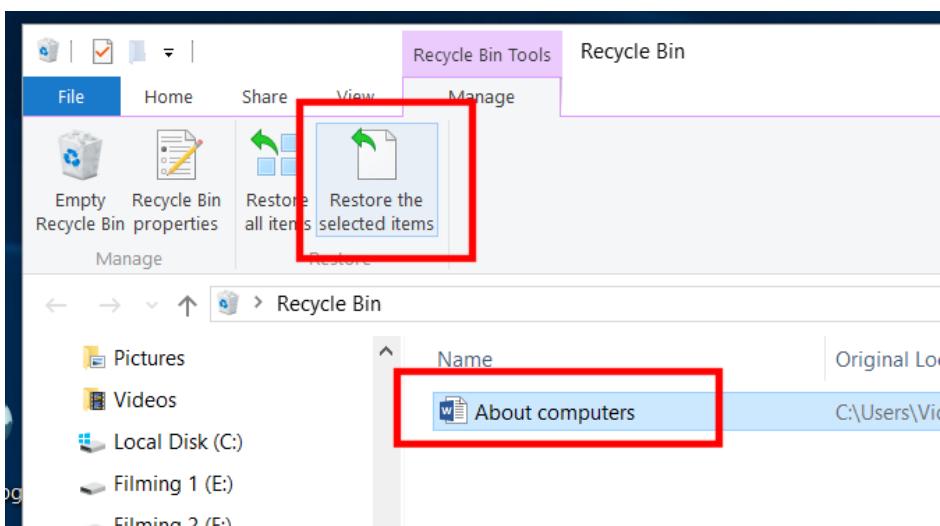
- Display the Desktop and minimize any open windows.
- Double click on the **Recycle Bin**



- You will see the Recycle Bin displayed.



- To restore an item from the Recycle Bin first select it and then click on the **Restore the Selected Items** button.

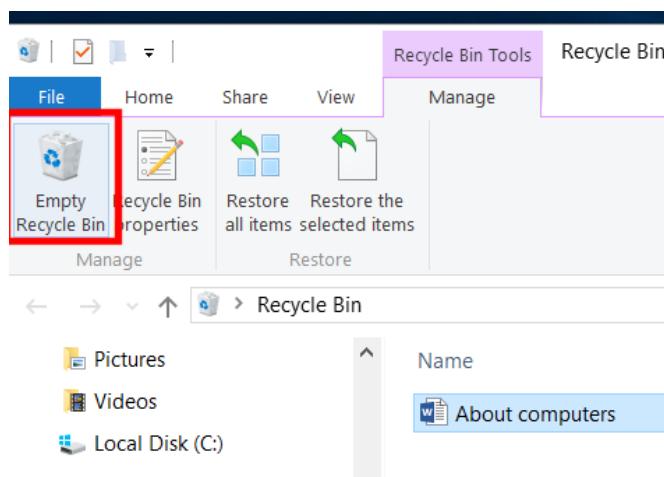


TIP: You may see lots more files contained within the Recycle Bin. If so ignore the other files, just concentrate on the file you have just deleted.

- The file will no longer be displayed within the Recycle Bin. Close the Recycle Bin.
- You should see the file once again displayed within the File Explorer window.

Emptying the Recycle Bin

- Experiment with deleting more files within the **Deleting files** folder. Open the Recycle Bin. If you want to permanently remove files from the Recycle Bin rather than restoring them (i.e. un-deleting them), then click on the **Empty the Recycle Bin** button displayed within the Recycle Bin window.



Permanently deleting a file (bypassing the Recycle Bin)

- If you wish to delete a file completely rather than send it to the Recycle Bin, press the **Shift** key while you are deleting the file. **Use this trick with caution as you will NOT be able to recover the file once you have deleted it!**

Sometimes deleted files are too large to be recycled

- You should know that especially if you are using portable thumb drives or memory sticks, that when you delete a file you may see an error message warning you that the file is too large in fit into the Recycle Bin, in which case if you go ahead and delete the file then you cannot change your mind later.

The Windows Clipboard

- The Windows Clipboard is an area of memory used for moving or copying items from one place to another. There are a number of Clipboard related keyboard shortcuts which you should memorize.

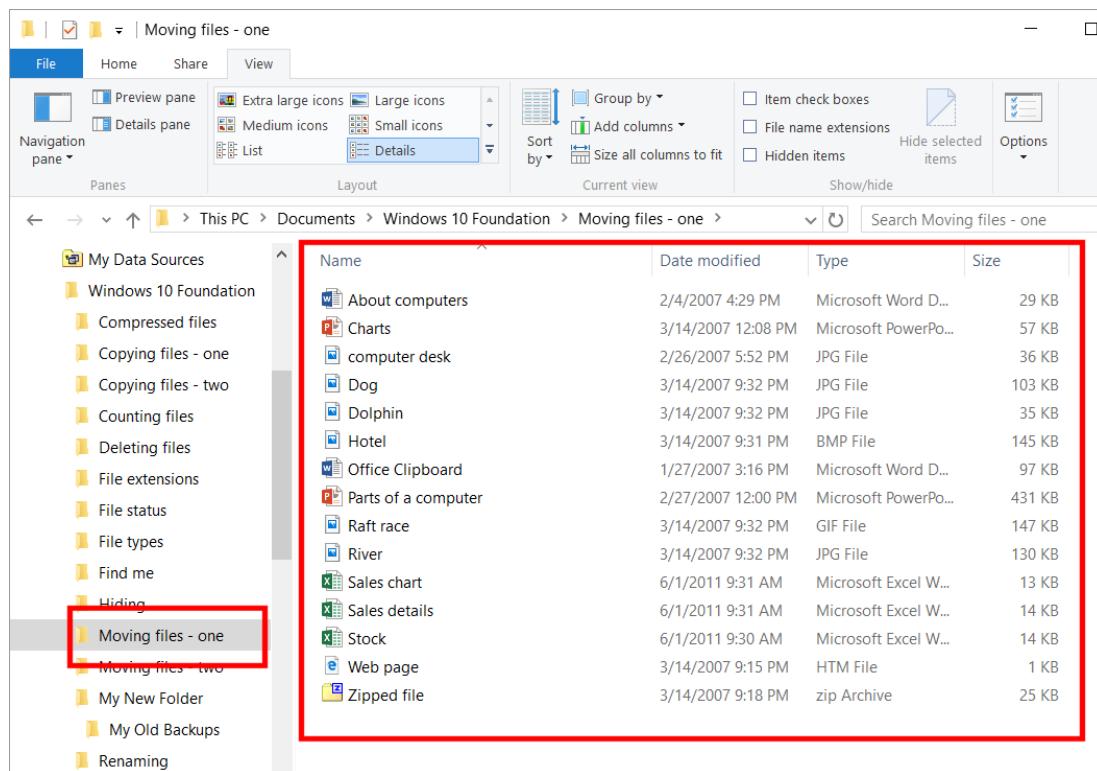
Ctrl+X - Moves the selected item to the Clipboard.

Ctrl+C - Copies the selected item to the Clipboard.

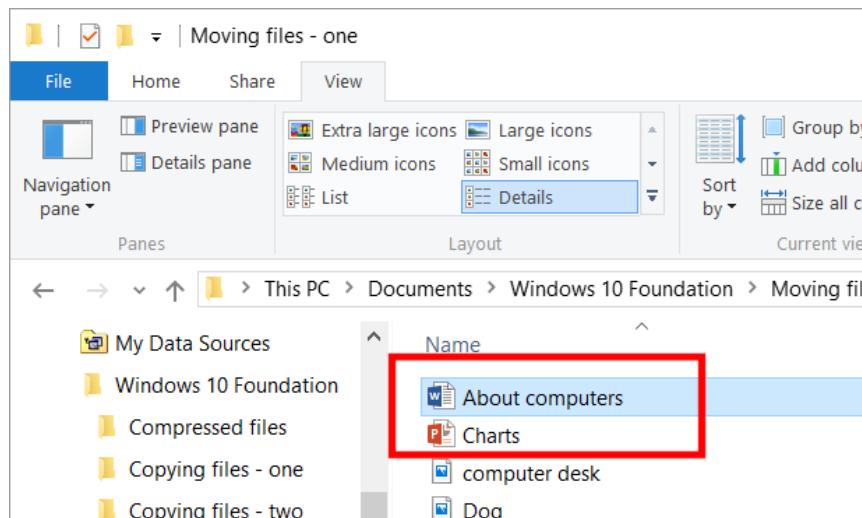
Ctrl+V - Pastes the item from the Clipboard.

Moving files between folders

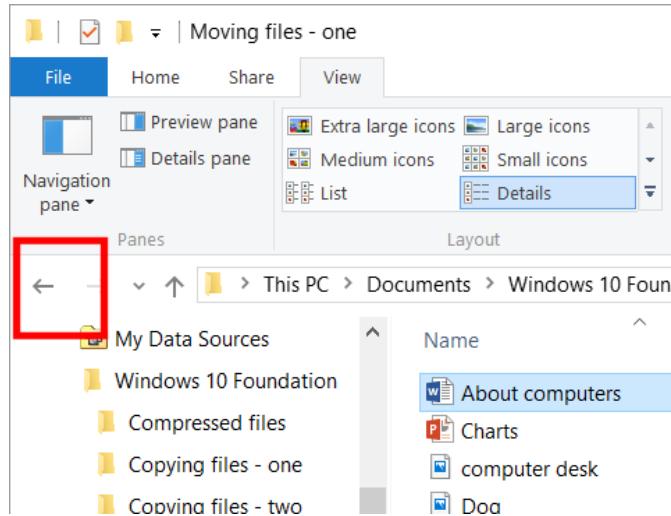
- If necessary open the File Explorer.
- Display the contents of the folder called **Moving files - one**.



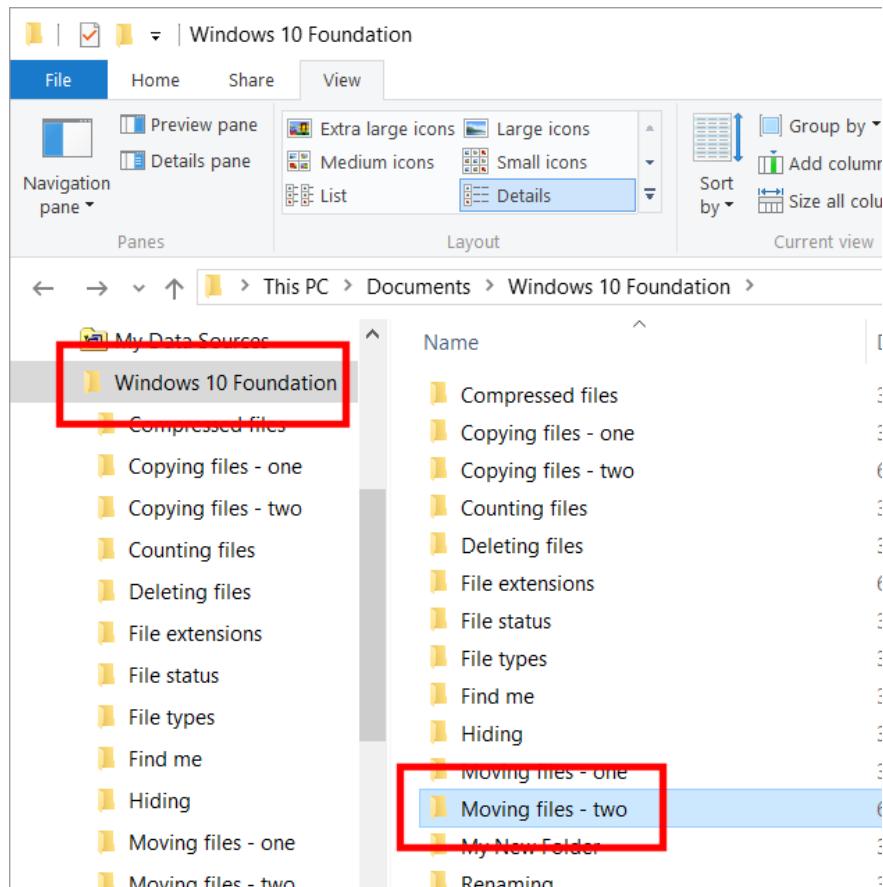
- Select a file called **About computers**.



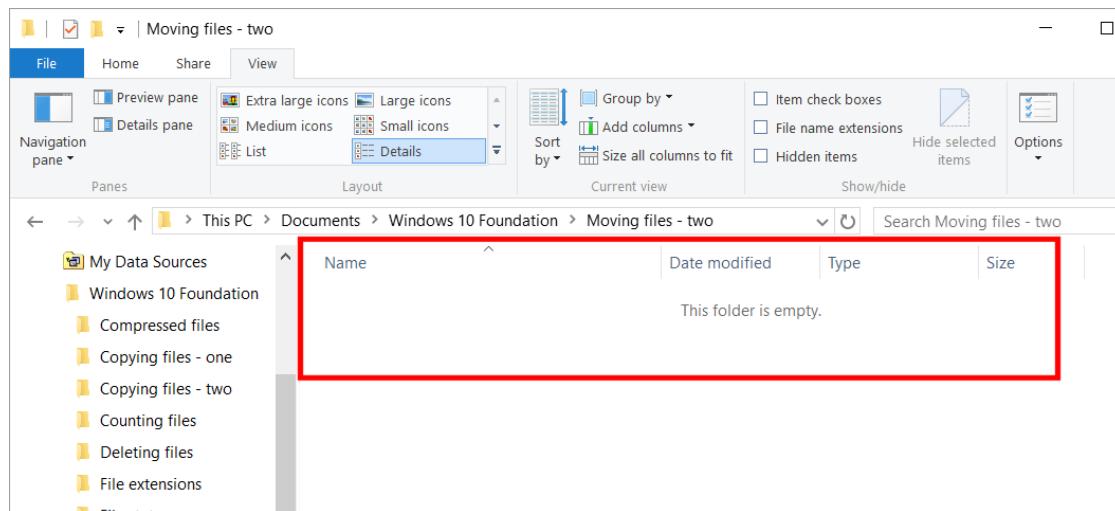
- Press **Ctrl+X**. This cuts (i.e. moves) the selected file to the Clipboard.
- Click on the **Back** button (top-left of the window) to return to the **Windows 10 Foundation** folder.



- Double click on the **Moving files – Two** folder.



- You will see the contents of the second folder displayed. As you can see this folder does not contain any files.



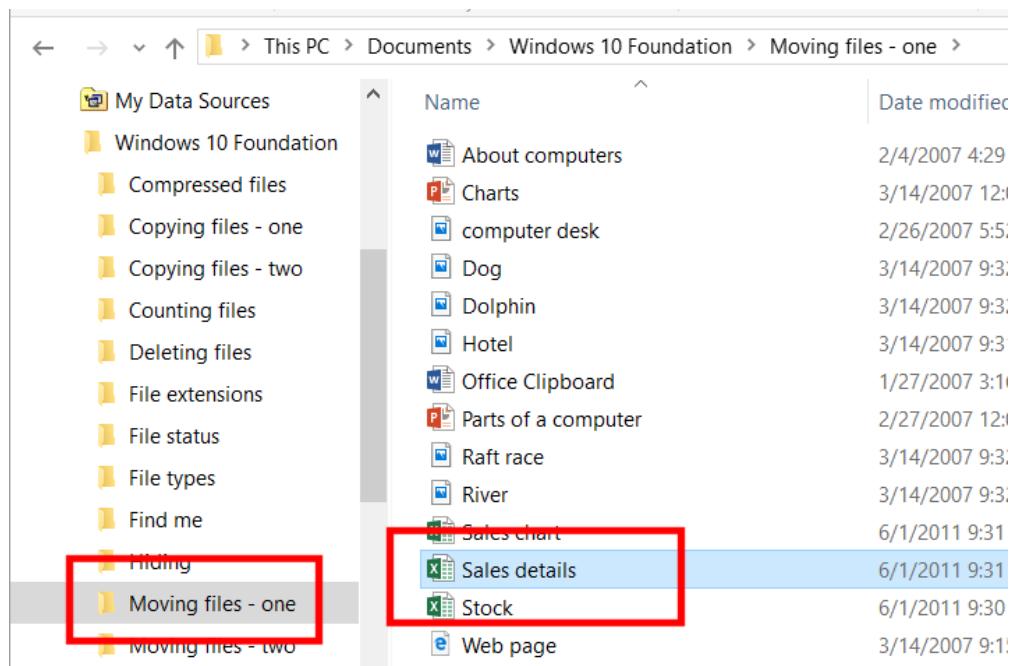
- Press **Ctrl+V**. This will paste the contents of the Clipboard to the selected folder. You will now see that the file that you cut has been moved to this second folder.
- Switch back to the original folder to verify that the file has been moved, not copied.
- Experiment with selecting multiple files and moving them from one folder to another.

TIP: You can use the same technique for moving entire folders from one place to another.

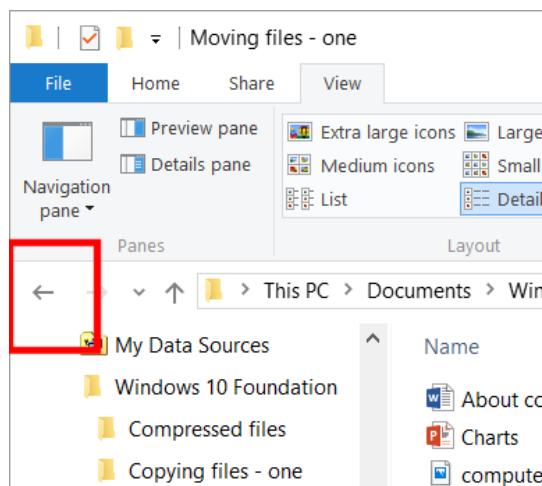
TIP: You can use the same technique for moving a file from a folder on one disk to a folder on another disk.

Copying files between folders

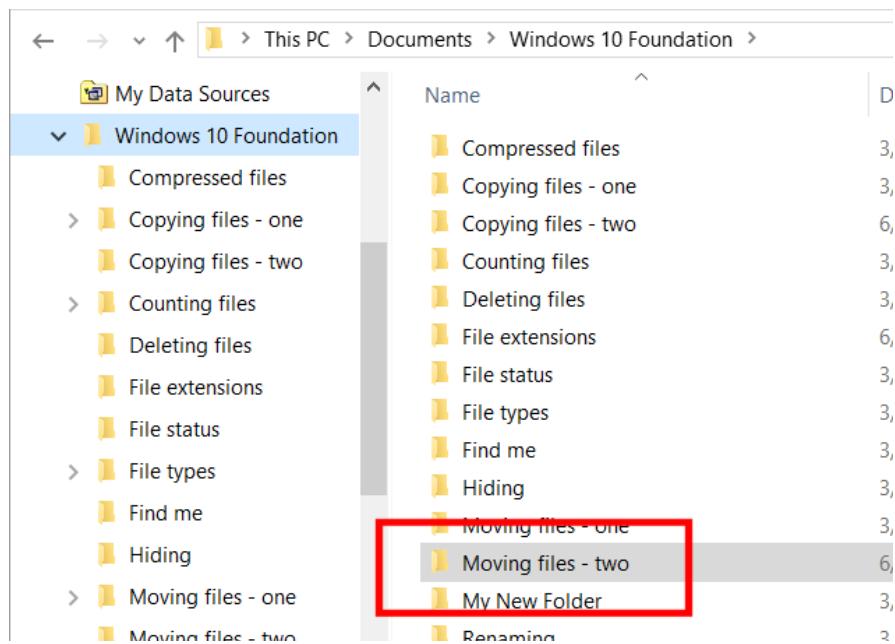
- Display the contents of the folder called **Moving files - one**.
- Select a file called **Sales Details**.



- Press **Ctrl+C**. This copies the selected file to the Clipboard.
- Click on the **Back** button (top-left of the window) to return to the **Windows 10 Foundation** folder.



- Double click on the **Moving files – Two** folder.



- You will see the contents of the second folder displayed.
- Press **Ctrl+V**. This will paste the contents of the Clipboard to the selected folder. You will now see that the file has been copied to this second folder.
- Switch back to the original folder to verify that the file has been copied, not moved.
- Experiment with selecting multiple files and copying them from one folder to another.

TIP: You can use the same technique for copying entire folders from one place to another.

TIP: You can use the same technique for copying a file from a folder on one disk to a folder on another disk.

Backups

- Within a business environment you will normally use a computer that is connected to a network. In many cases your important data files will be automatically backed up for you and stored securely elsewhere on the network. You need to check with your IT support people that backups are performed automatically.
- In many small businesses or organizations little or no attention is given to the need to back up your data, until the day your computer breaks down or gets stolen, at which point you may have lost years of data.
- If the data you produce is important, it is your responsibility to make sure that it is regularly backed up.

- You can back-up across a network or to a removable device attached to your computer. You can copy your files to a CD or DVD disk and then store these safely. Alternatively, you may have the facility to back up to a tape device. Many people backup data to so called ‘memory sticks’. Memory sticks are small devices you can plug into your computer sockets, within the File Explorer they look just like a normal drive and have a drive letter assigned to them.
- Whatever backup method you use, there are three basic principles when it comes to backups.

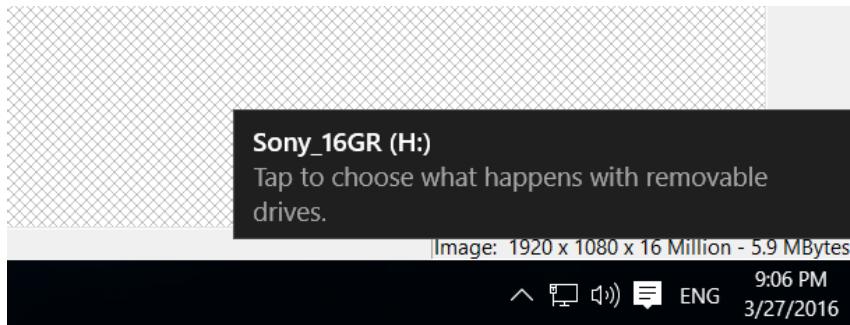
Offsite storage: It is no use backing up your data to say a DVD, and leaving the backup copies next to your computer. If your computer gets stolen, chances are the backup disks will also get stolen. Always store your backup offsite.

Regular backups: Perform separate backups on a regular basis. Even if one of the backups contains an error, the chances are that the rest will be OK.

Check the backup: Every so often just check that you can restore the backed up data to a computer. Do not overwrite the latest version of your data with an earlier version; just simply check that the backup mechanism has not been corrupted. Also check what has been backed up.

Removable Memory Sticks - AutoPlay

- Insert the memory stick into one of the ‘USB’ sockets on your computer.
- You will see a message displayed in the top-right corner of your screen.



- Click on this message and you will see the following displayed.

Sony_16GR (H:)

Choose what to do with removable drives.



Configure this drive for backup
File History



Configure storage settings
Settings



Open folder to view files
File Explorer



Take no action

- Click on the **Open folder to view files** option. This will display the contents of the memory stick within the File Explorer.

Backing up data to a removable drive

- If necessary, insert the memory stick into one of the 'USB' sockets on your computer. You will see the **AutoPlay** window displayed.

Sony_16GR (H:)

Choose what to do with removable drives.



Configure this drive for backup
File History



Configure storage settings
Settings



Open folder to view files
File Explorer

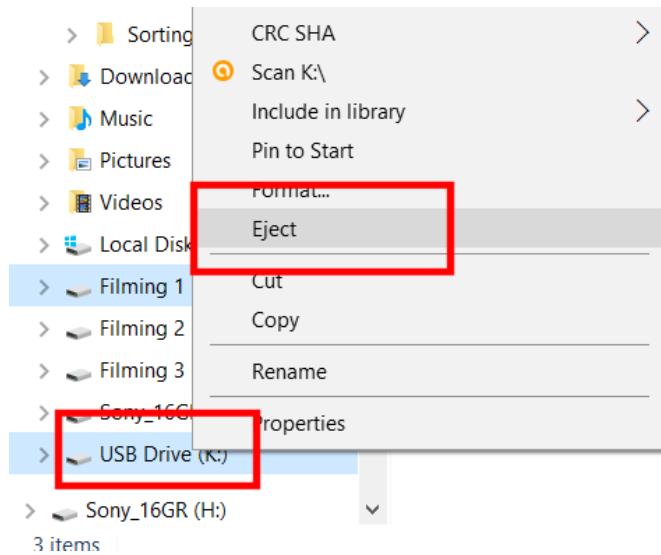


Take no action

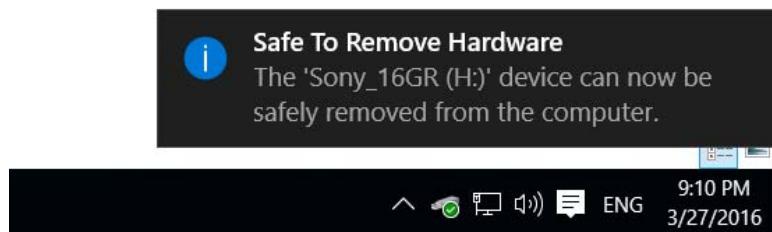
- Click on the **Open folder to view files** option. This will open the **File Explorer** allowing you to copy files to this device.
- You can select the files within one of your sample folders and press **Ctrl+C** to copy the file to the Clipboard.
- Select the removable drive and press **Ctrl+V** to paste the contents of the Clipboard to the removable drive.

Safely ejecting a memory stick

- You should never just remove a memory stick as this can result in data that you have copied to, or from, the disk being lost or corrupted.
- Within the **File Explorer**, right click over the memory stick drive and from the pop-up menu displayed, select the **Eject** command.



- After a short delay you will see a message displayed telling you it is safe to remove the memory stick.



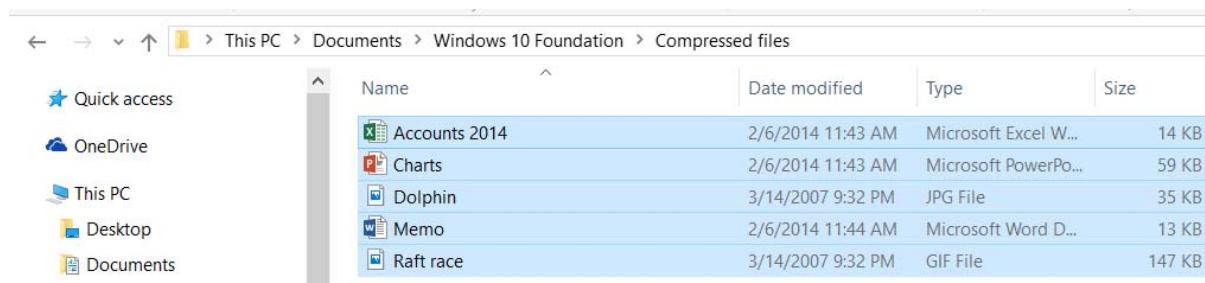
NOTE: The same procedure applies to disconnecting portable hard disk drives that you connect to your PC.

What is file compression?

- File compression lets you make the size of files smaller. This is useful when you need to save space on a disk or when you are sending a file as an email attachment and you want to keep the size of your attachments as small as possible.
- There are many third-party programs that you can purchase to compress or uncompress files and folders, such as WINRAR, WINZIP and PKZIP. These offer more flexibility than the options built into Windows 10, but you need to purchase these for a small additional cost.
- If you have installed a separate file compression program this may affect the way, the compression features that are built into Windows 10 work. In the examples illustrated below, no third party file compression has been installed; all the work is being performed by Windows itself.

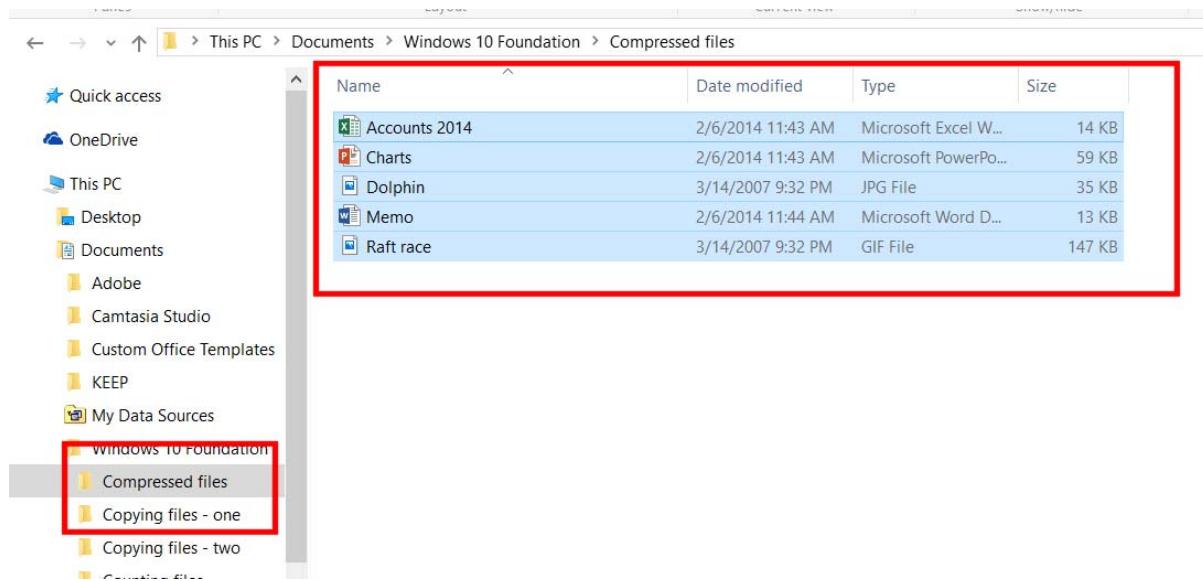
Compressing files

- Within the **File Explorer**, display a folder called **Compressed Files**. This folder is located under the **Windows 10 Foundation** folder, which in turn is located under the **Documents** folder. As you can see this folder contains 5 files.

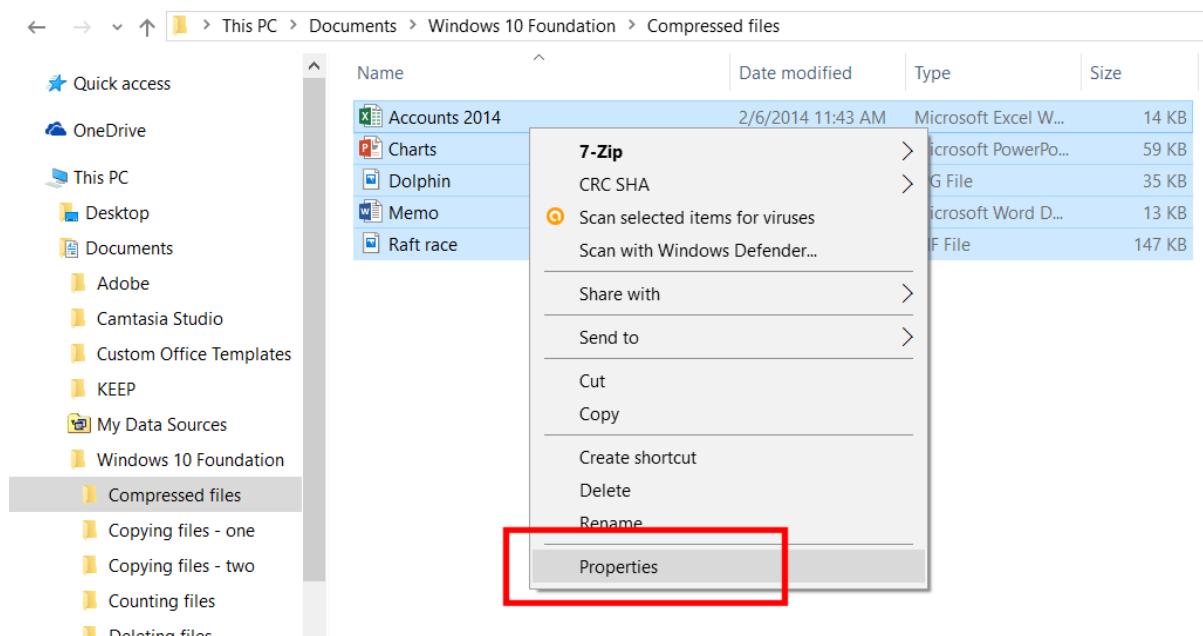


This PC > Documents > Windows 10 Foundation > Compressed files				
	Name	Date modified	Type	Size
Quick access	Accounts 2014	2/6/2014 11:43 AM	Microsoft Excel W...	14 KB
OneDrive	Charts	2/6/2014 11:43 AM	Microsoft PowerPo...	59 KB
This PC	Dolphin	3/14/2007 9:32 PM	JPG File	35 KB
Desktop	Memo	2/6/2014 11:44 AM	Microsoft Word D...	13 KB
Documents	Raft race	3/14/2007 9:32 PM	GIF File	147 KB

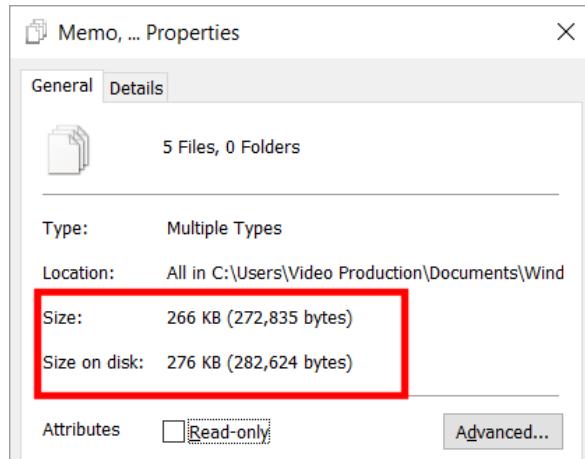
- Click on one of the files to select the file and then press **Ctrl+A** which will select all the files.



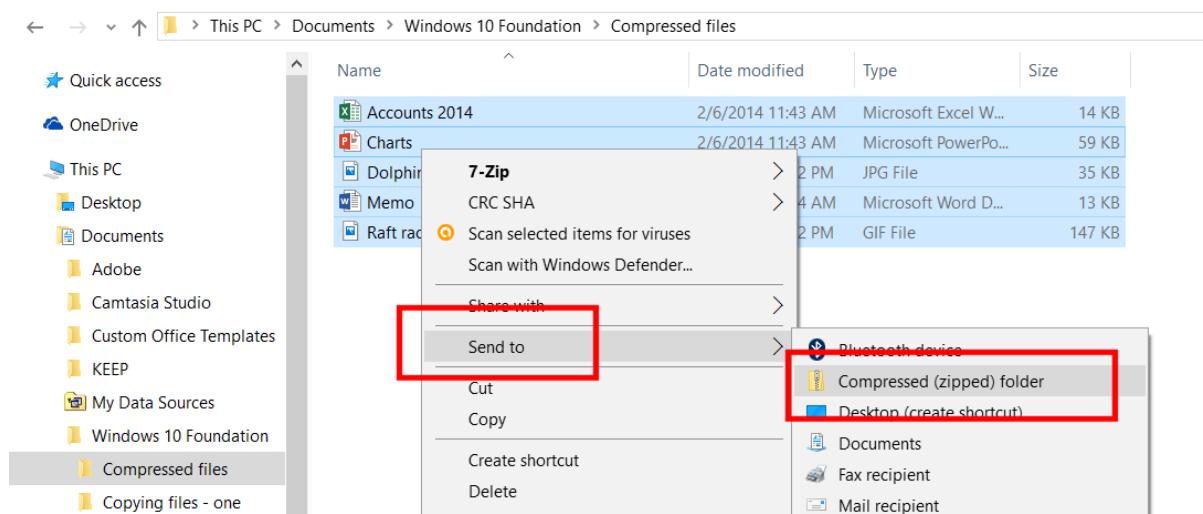
- Right click over the selected files and from the pop-up menus displayed select the **Properties** command.



- This will display information about total file size for all the selected files. Make a note of this information.

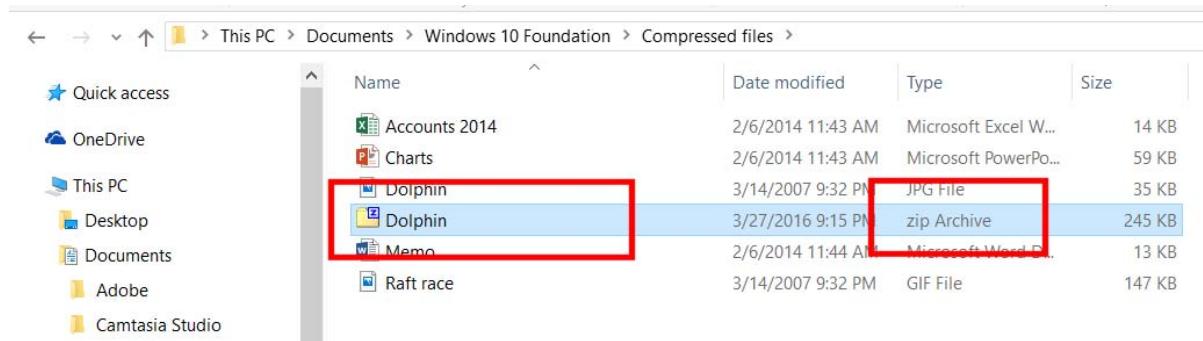


- Click on the **OK** button to close the **Properties** window.
- With the files still selected, right click again, but this time select the **Send to** command. From the sub-menu select **Compressed (zipped) Folder**.

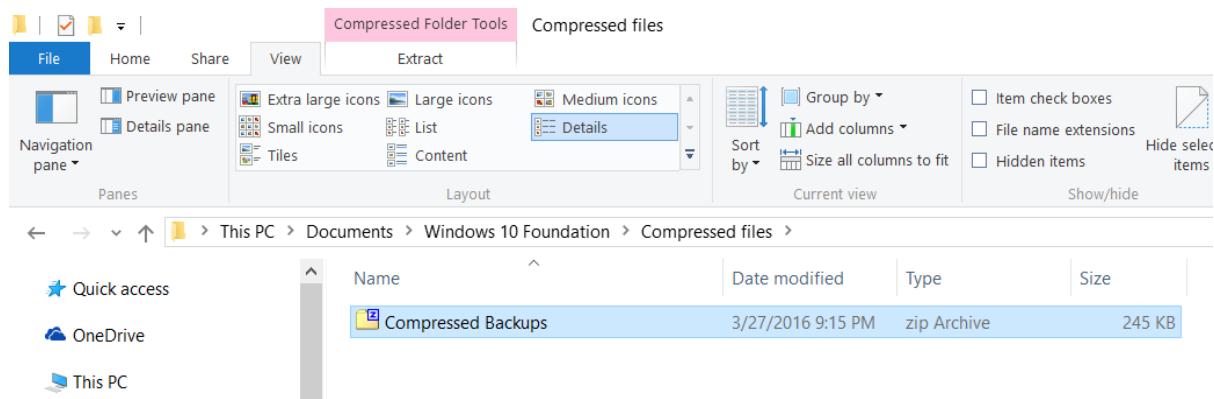


- Your screen will now look like this.

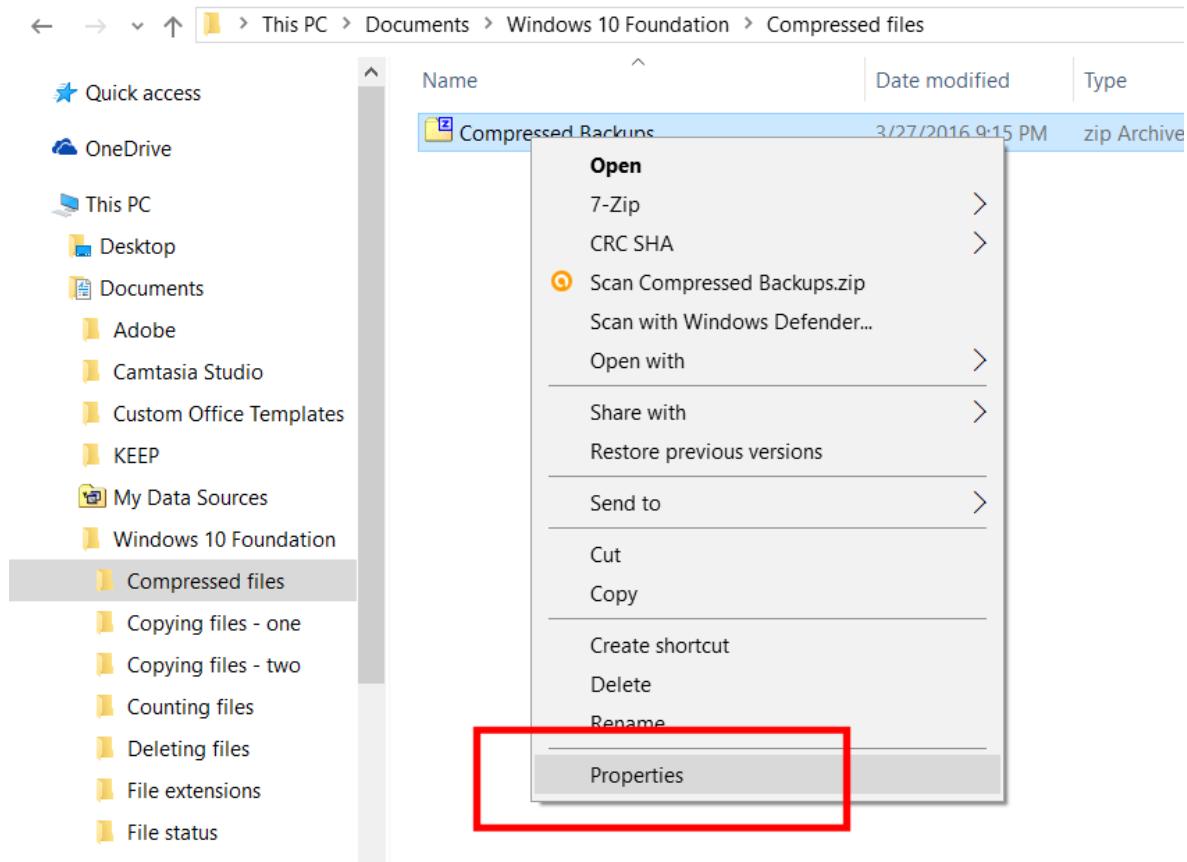
NOTE: The name of the compressed folder may be different. Look for the item that is marked with a folder icon rather than a file icon. In the example shown the compressed folder is called **Chart**.



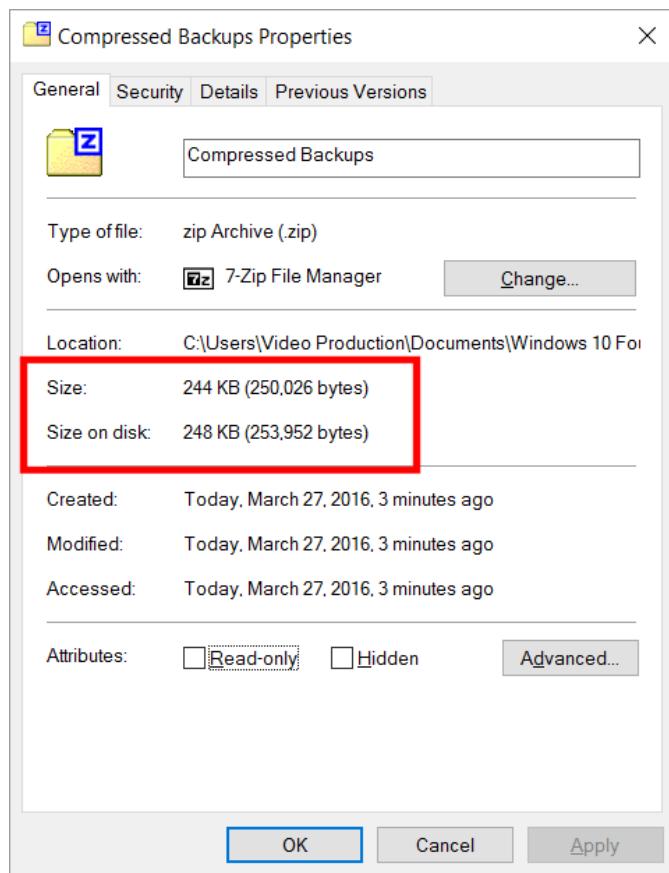
- Rename the compressed folder and call it **Compressed Backups**. Press the **Enter** key and your screen will now look like the illustration shown. You can still see the original files and you can also see the compressed folder containing a compressed copy of the individual files.
- Select each of the original files and use the **Del** key to delete them so that only the compressed folder is left.
- Now you can only see the compressed folder, which actually contains compressed copies of the original files.



- Right click on the compressed folder and from the pop-up menus displayed select the **Properties** command.



- You should find that the total size of the compressed folder is smaller than the total file size of the original separate files.



- Close the **Properties** dialog box.

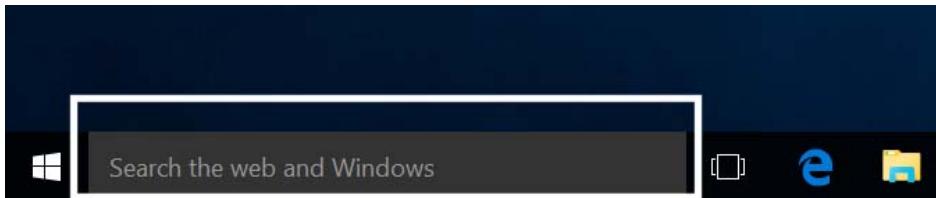
Extracting compressed files

- Select the compressed folder that you created within the previous exercise.
- Right click over the compressed folder and from the pop-up menu displayed, select the **Extract All** command and follow the onscreen instructions.
- Close any open windows before continuing.

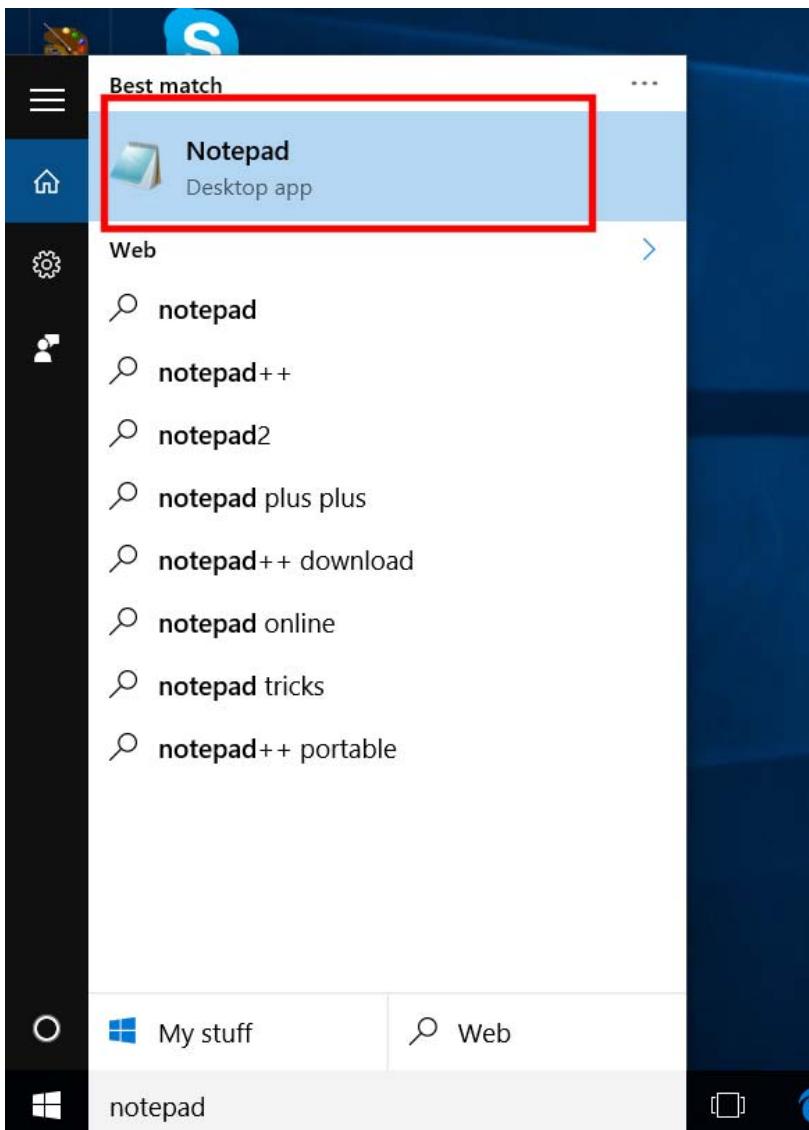
Searching

Searching for applications (programs)

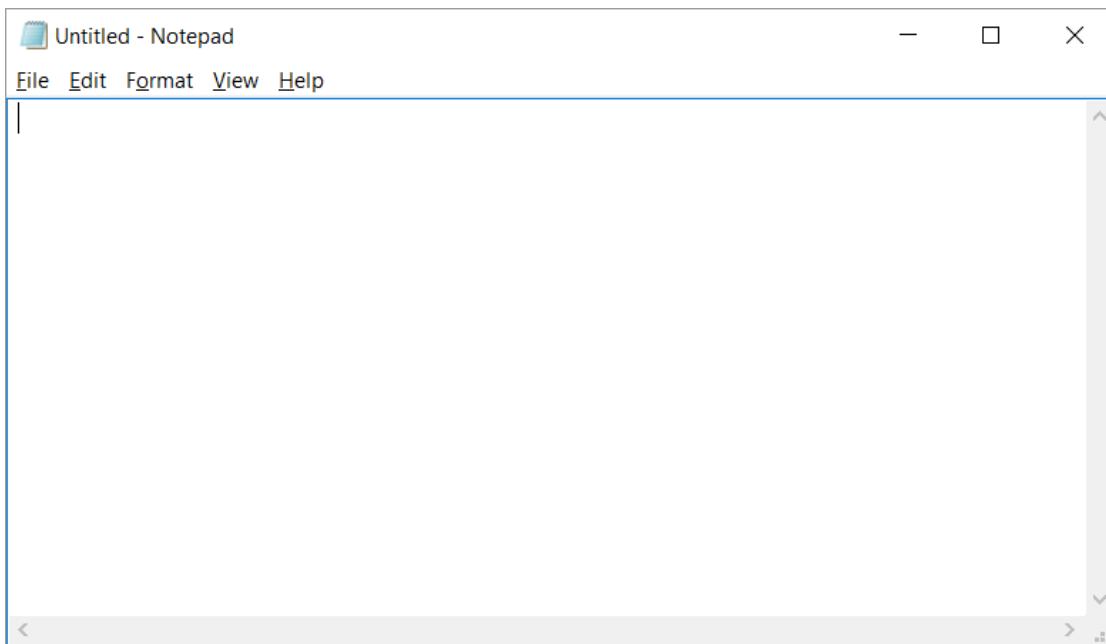
- Display the Windows Desktop.
- Within the search box type the name of an application such as **Notepad**.



- You will see the following.



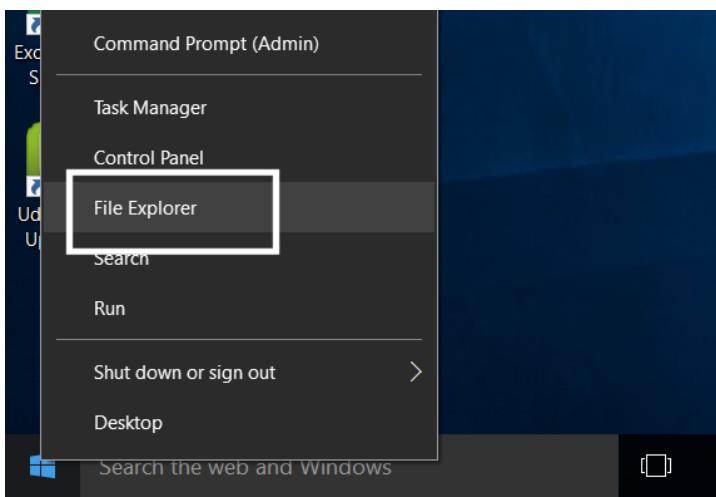
- Click on the **Notepad** item to launch the program.
-



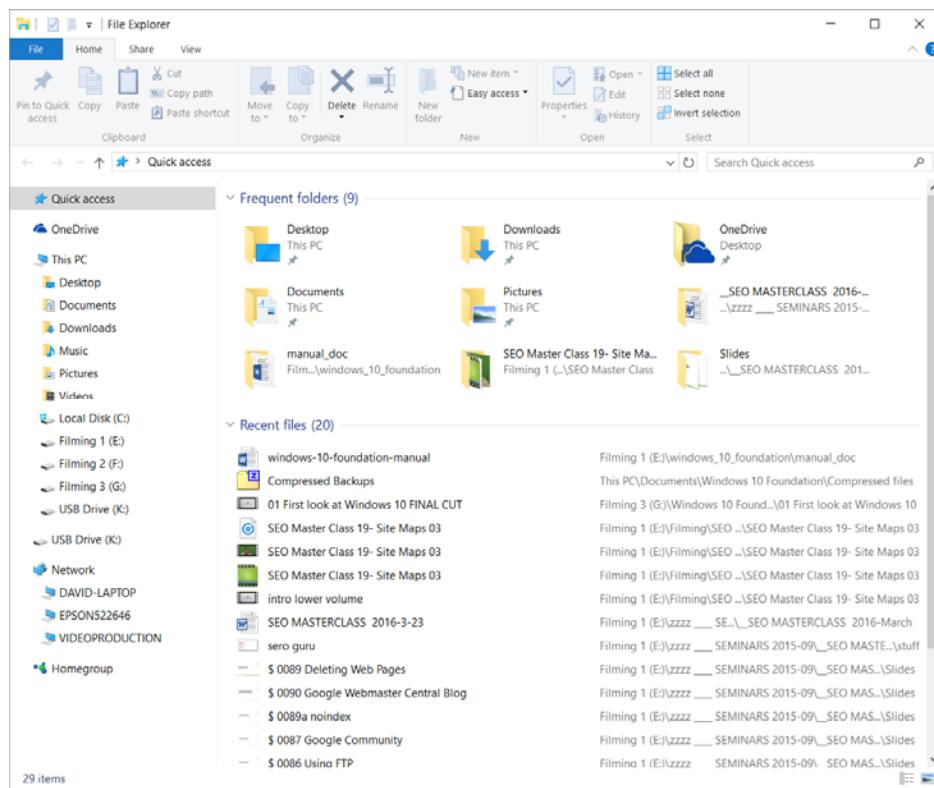
- Press **Alt+F4** to close the Notepad program.

Searching for files on your hard disk

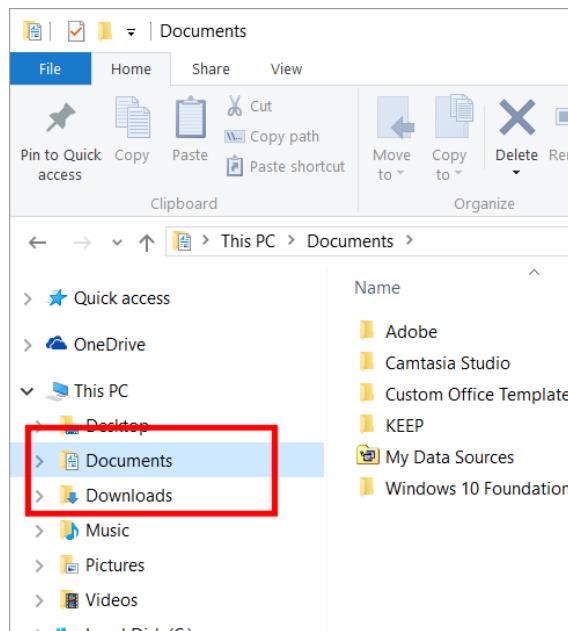
- If necessary, display the Windows Desktop.
- Right click on the **Start** button and from the popup menu displayed click on the **File Explorer** command.



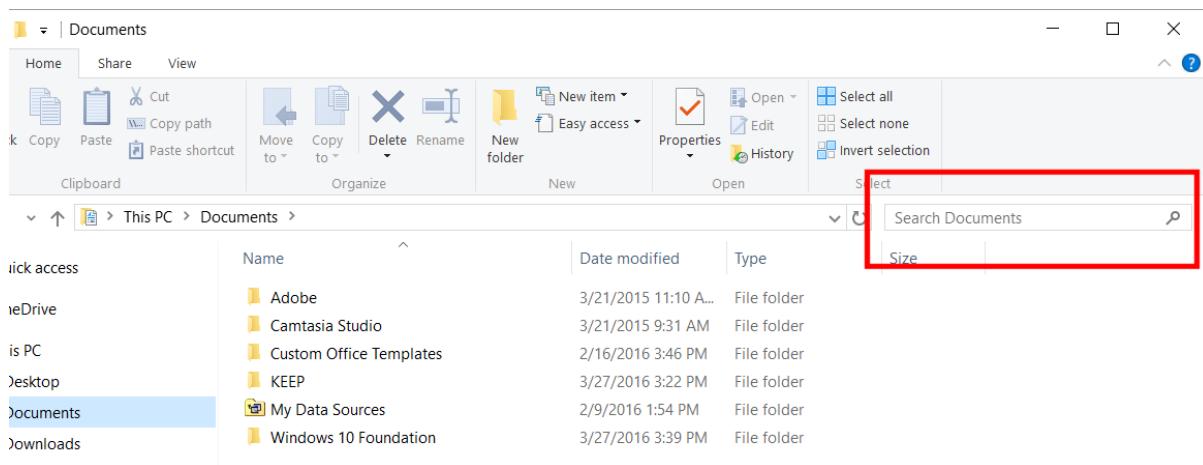
- This will display the File Explorer.



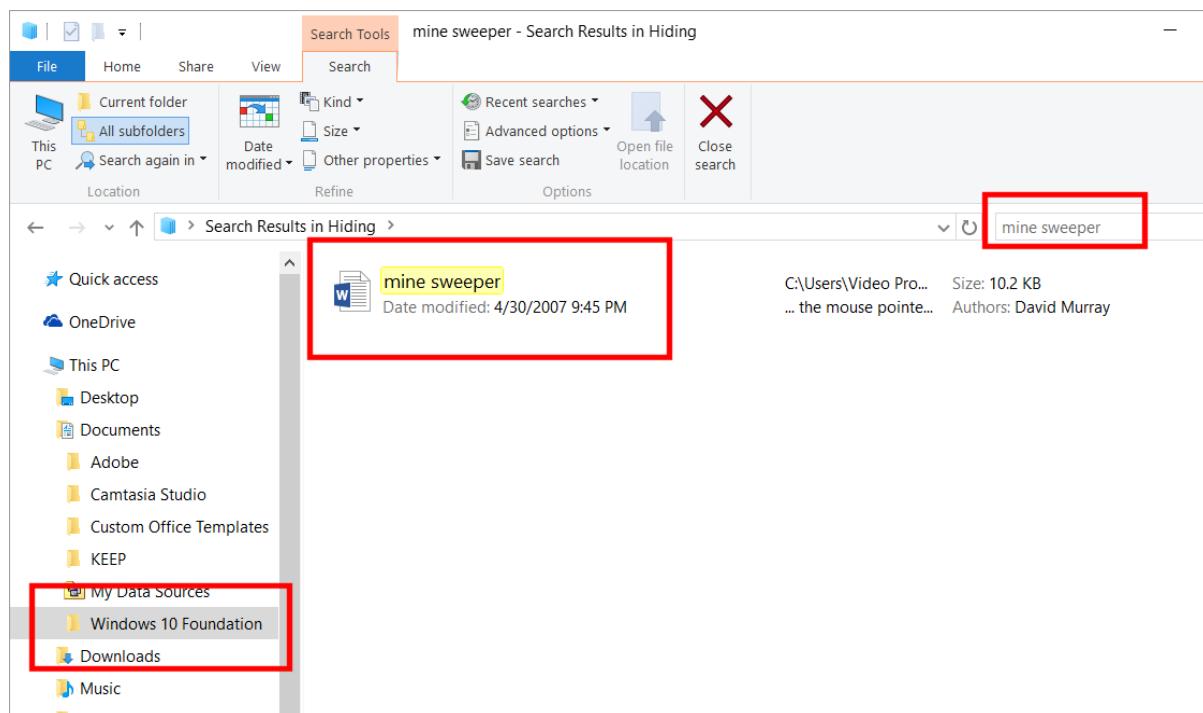
- You can search the entire hard disk, or you can localize your search to a particular folder within the hard disk. In this case select the **Documents** folder.



- Then change to the **Windows 10 Foundation** folder.
- Click within the **Search Documents** section (top-right of your screen).



- Enter the file name you are searching for, in this case enter the words **mine sweeper**. You will see the following.

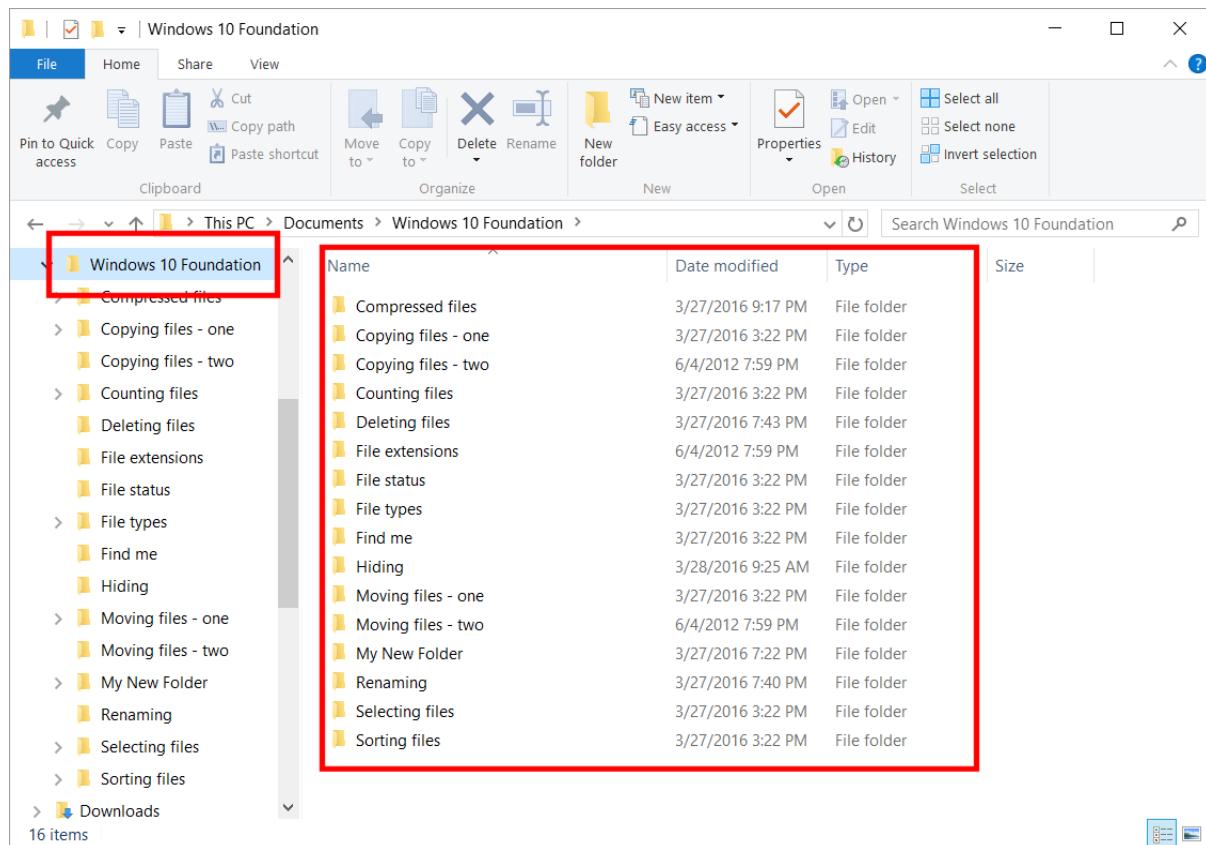


- You have found the file. Double click on the file to open it.
- Then press **Alt+F4** to close the Microsoft Word program.

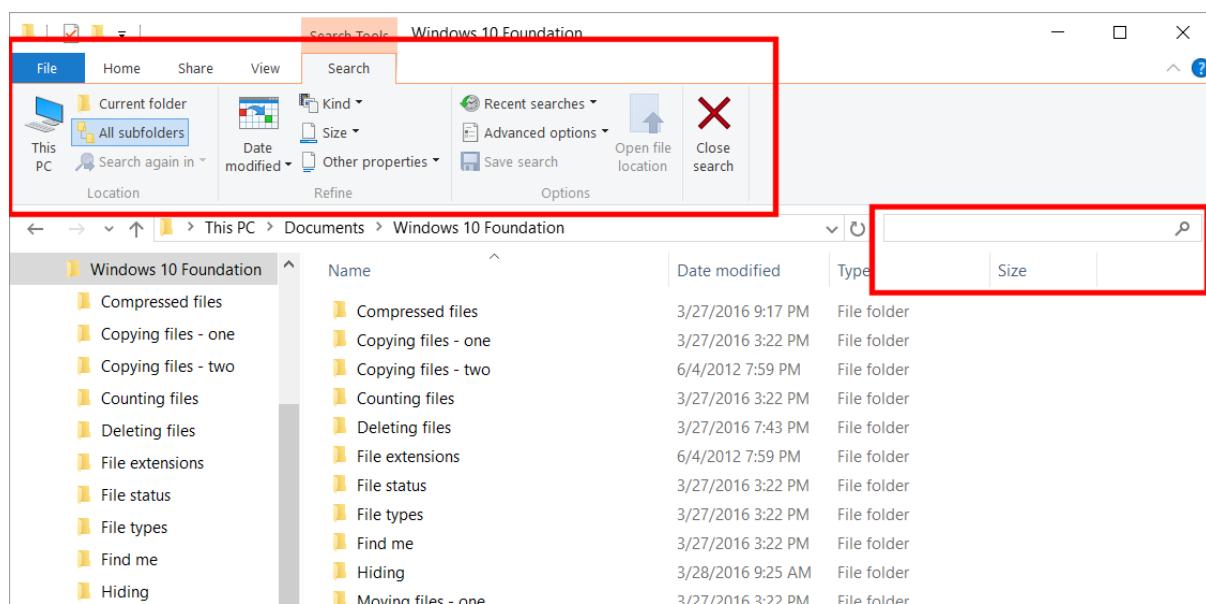
Searching by file size

- Display the **File Explorer**.
- Navigate to the **Documents** folder.

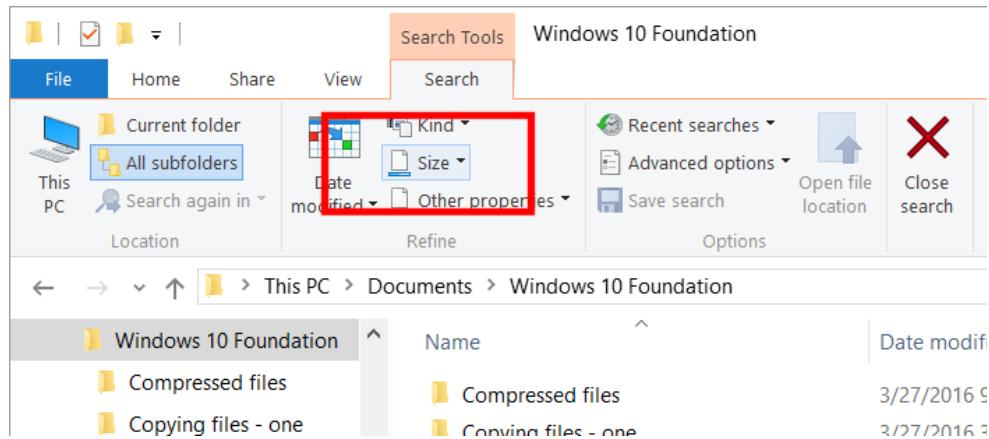
- Navigate to the Windows 10 Foundation folder. Your screen will now look like this.



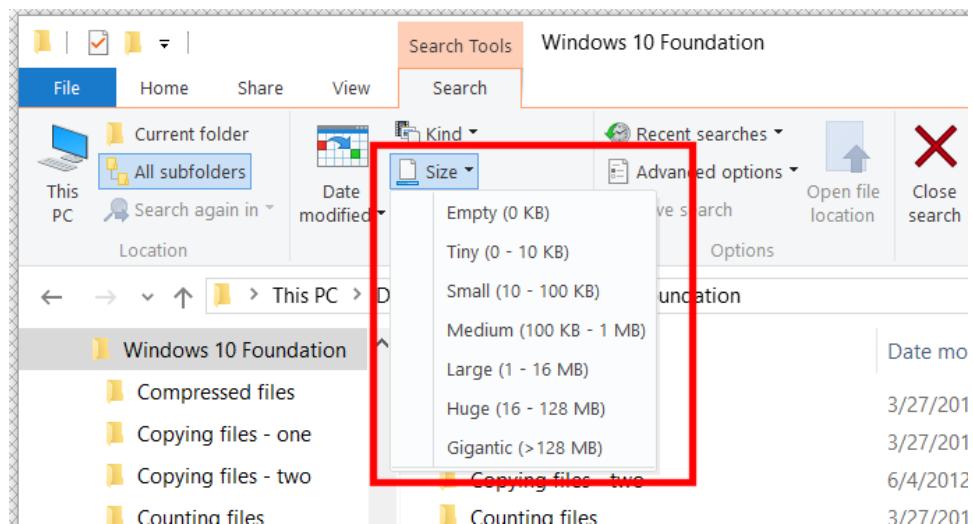
- Click once within the search box (top-right) and you will see the Search Ribbon displayed across the top of the window.



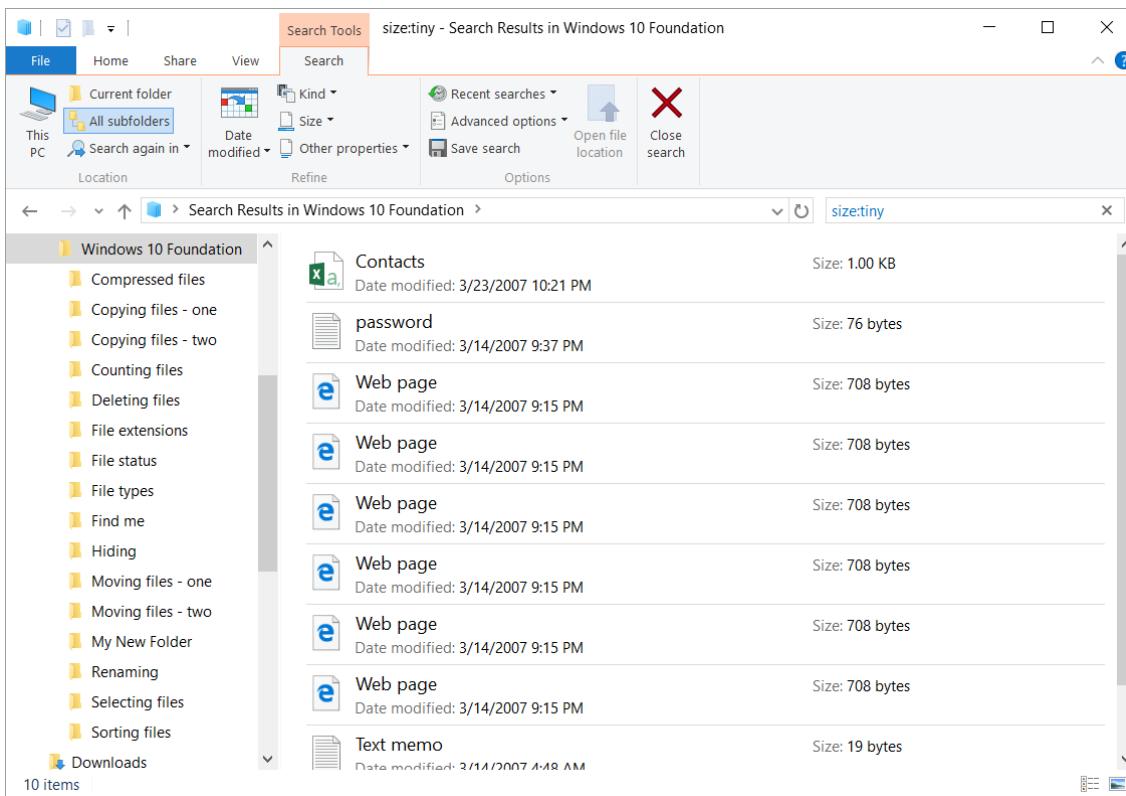
- Click on the drop down next to **Size**.



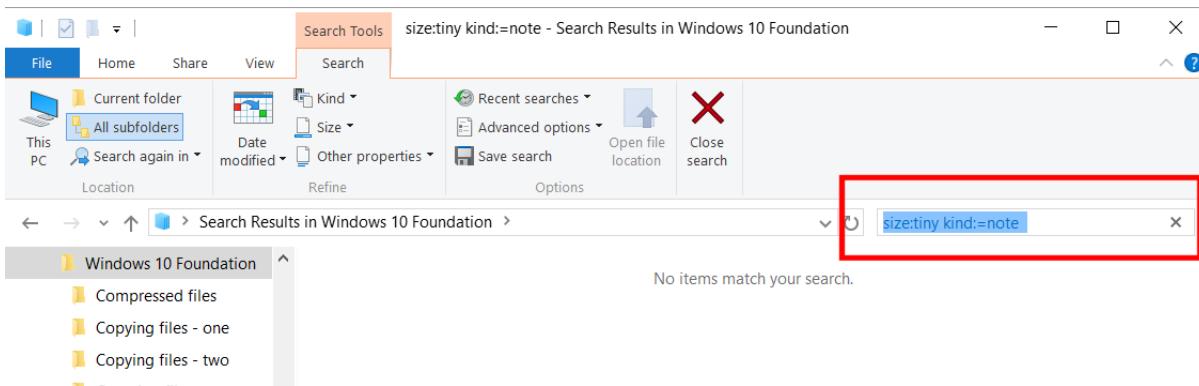
- You will see a drop down list of file sizes.



- Experiment with selecting different file sizes and see how this affects the results that are displayed in the search window.
- For instance, select the **Tiny** option. You may see a green bar moving across the screen. This shows that Windows is searching the current folder, plus all its sub-folders, for files that match your search criteria, which in this case is just tiny files.
- Once Windows has finished searching the results will be displayed, as illustrated below.



- Clicking on any of the search results within the list will display the file contents or in some cases run a program file.
- Before continuing, remove the 'tiny' filter. Click on the X within the search box, as illustrated.

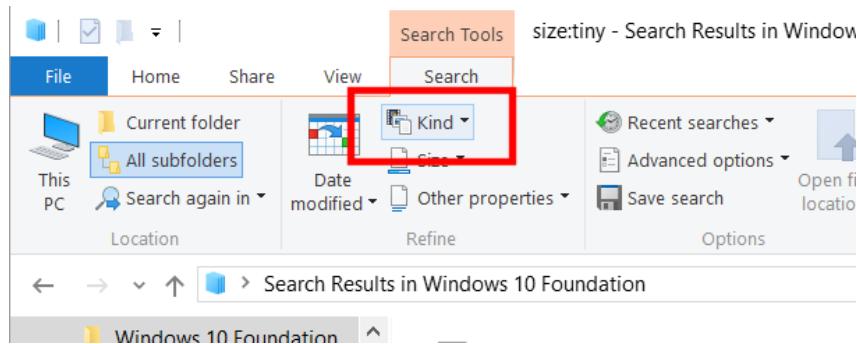


- Close the File Explorer.

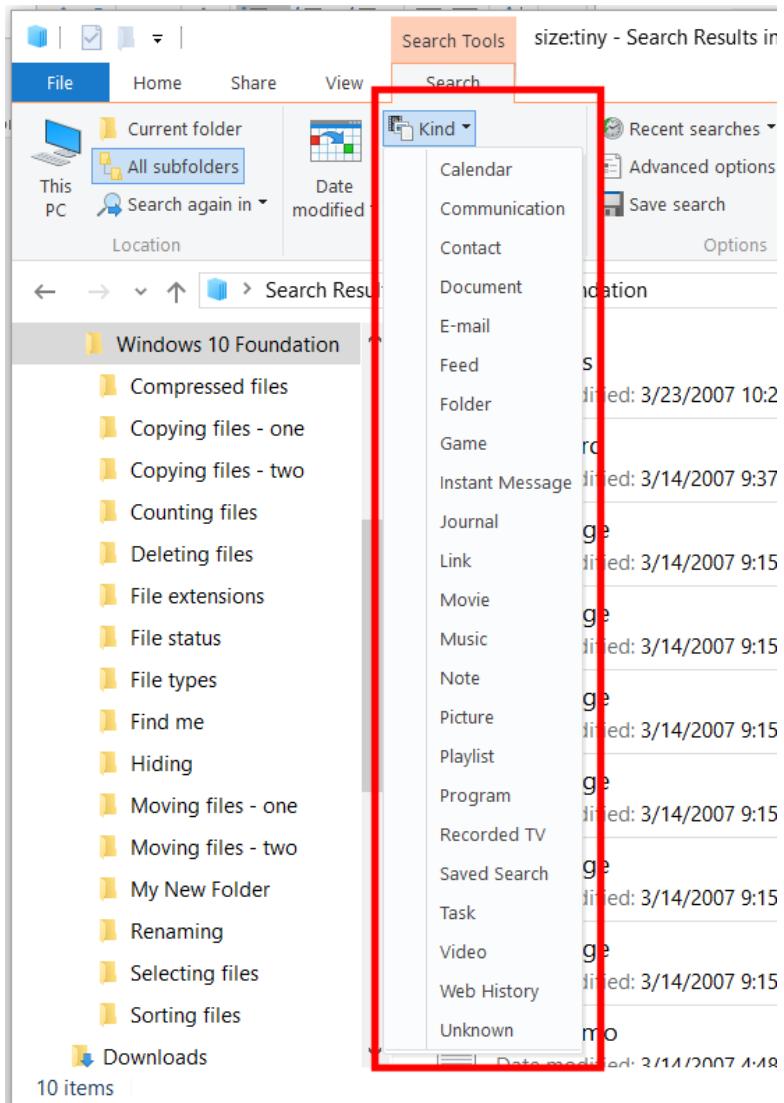
Searching by Kind

- If necessary re-open the File Explorer.

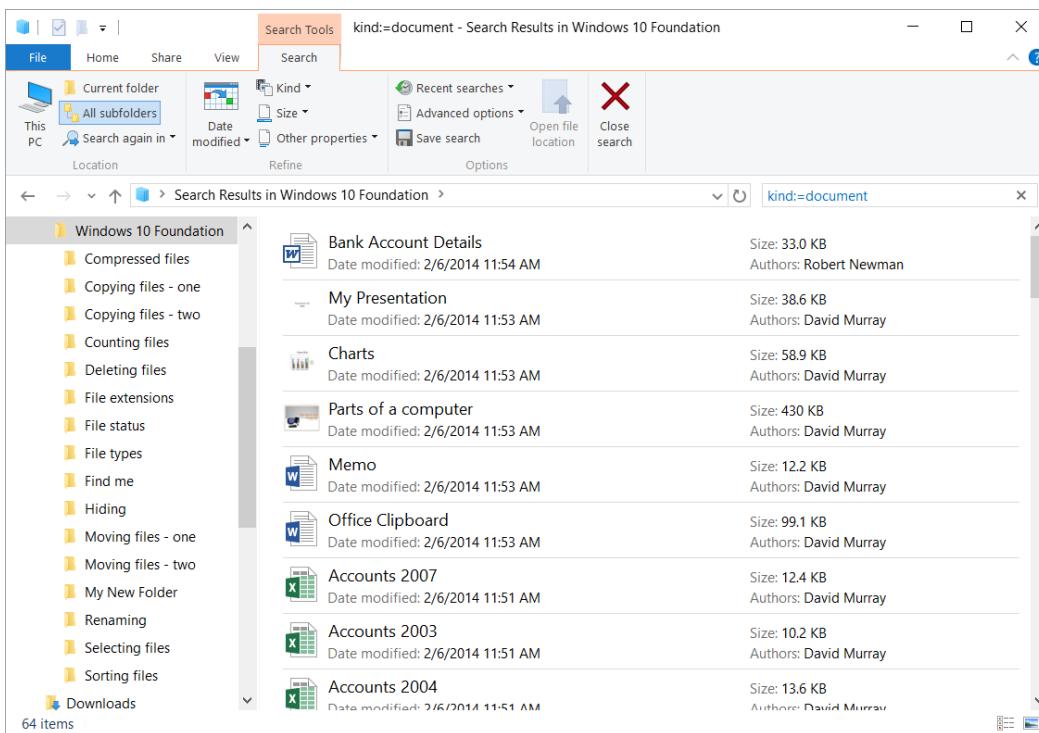
- Navigate to the **Windows 10 Foundation** folder.
- Click within the **Search** box and the Search Ribbon will be displayed.
- Click on the **down arrow** to the right of the **Kind** link.



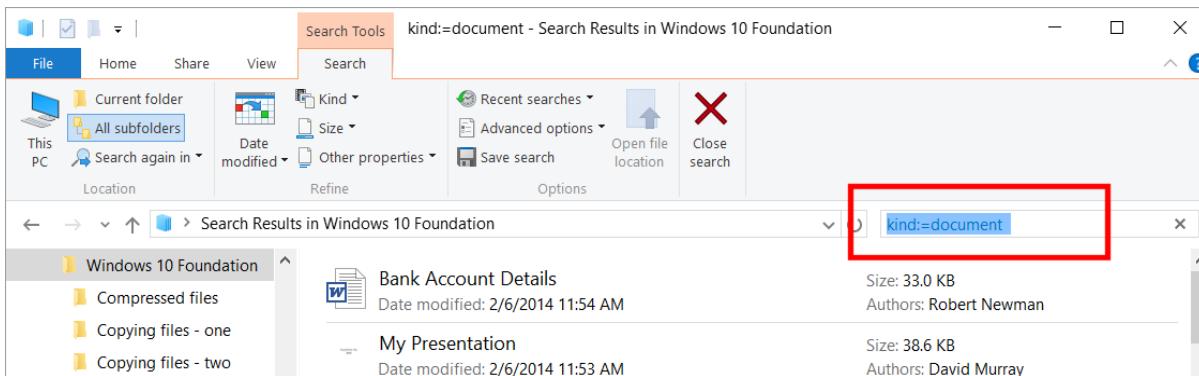
- This will display a list of file types.



- Try selecting the **Document** file type and see the effect.



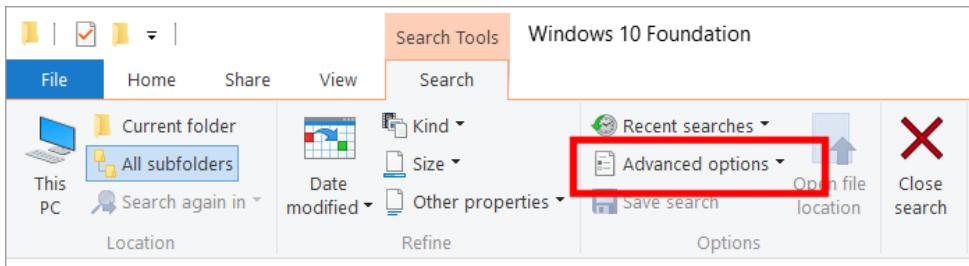
- Before continuing, remove the 'kind' filter. Click on the X within the search box, as illustrated.



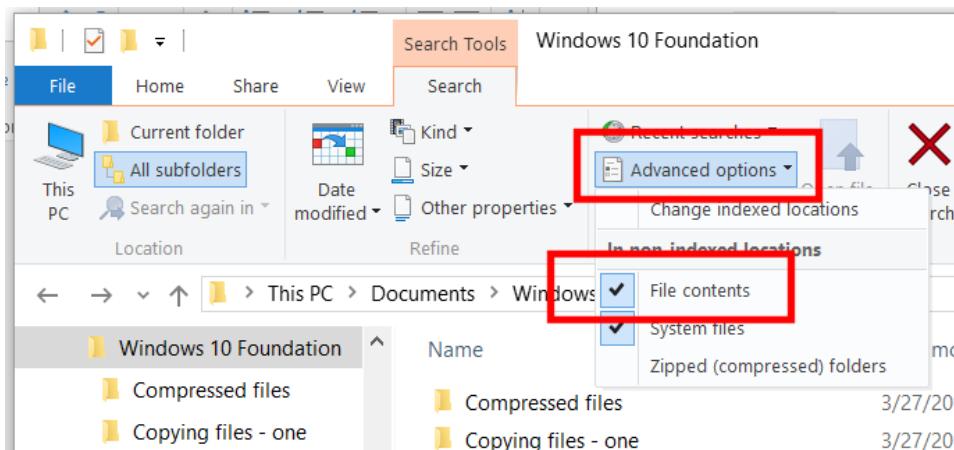
Searching by file content

- You can search for a file if you know the file name. In real life you may create a document and remember what is in the document, but not remember where you saved the document, or what the file name was. The good news is that you can search for file content. For instance, let's say you created a document containing an unusual word or phrase, such as **daveabc9**, then this can be used to find the file.
- If necessary re-open the File Explorer.

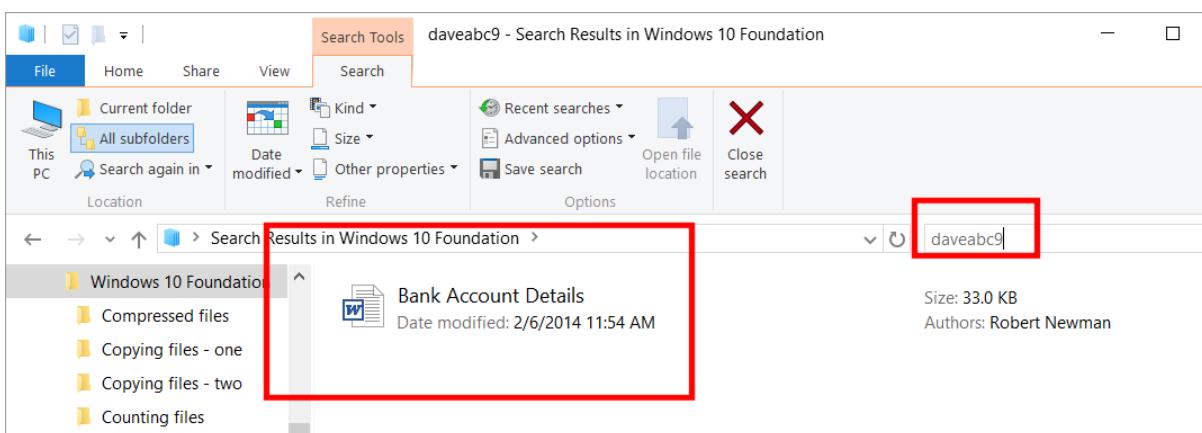
- Navigate to the **Windows 10 Foundation** folder.
- Click within the **Search** box and the Search Ribbon will be displayed.
- Click on the **down arrow** to the right of the **Advanced Options** link.



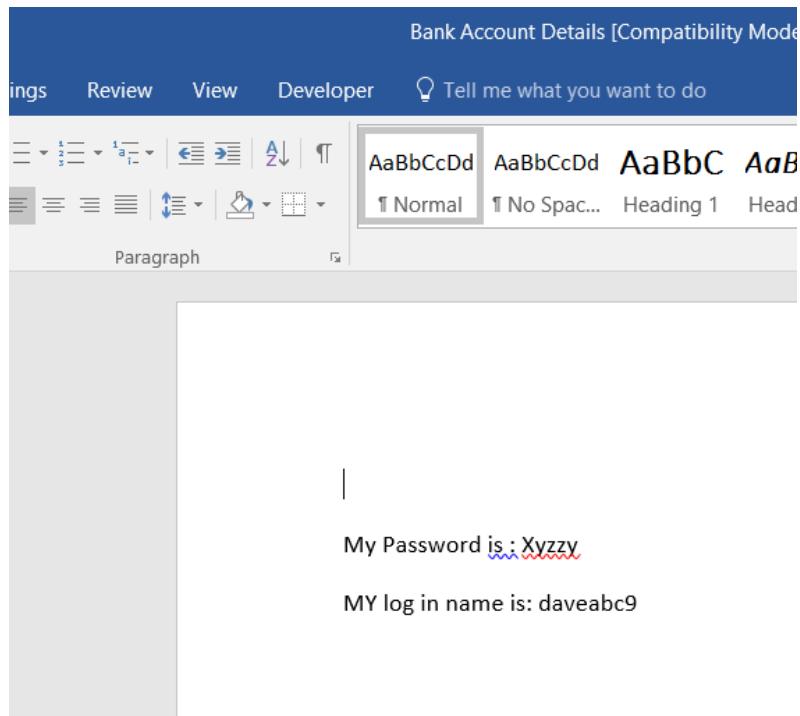
- From the drop down list displayed select **File contents**.



- Type the word **daveabc9** into the search text box. After a short delay you should see that the file name which contains this text is displayed within the search results.



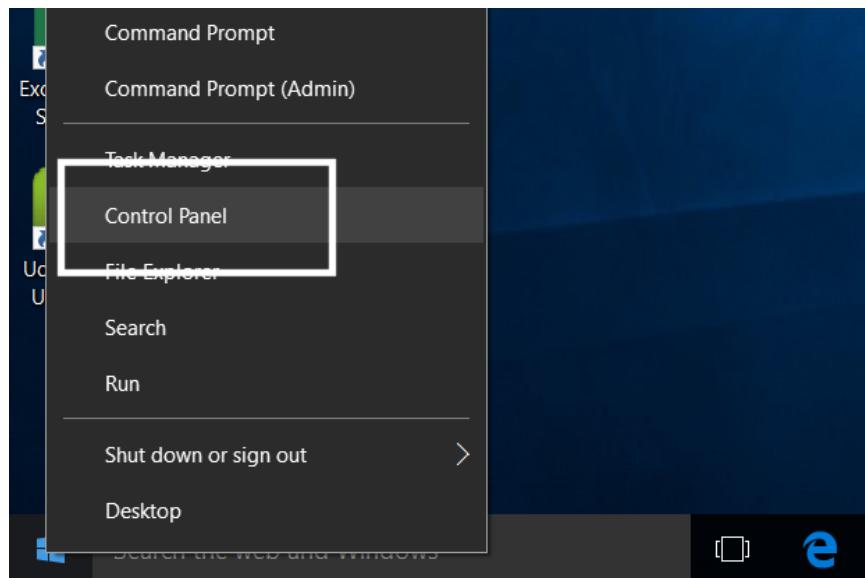
- Double click on the file to open the document and verify that the document does indeed contain the text **daveabc9**.



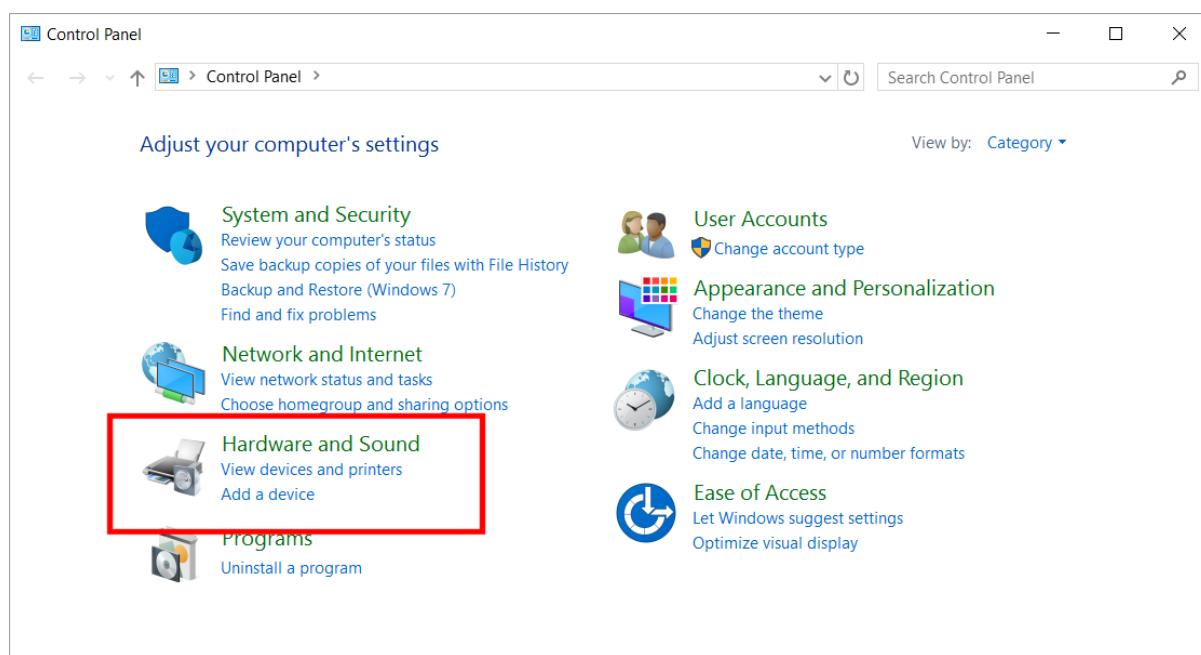
Printing Issues

Viewing the printers that are available to your PC

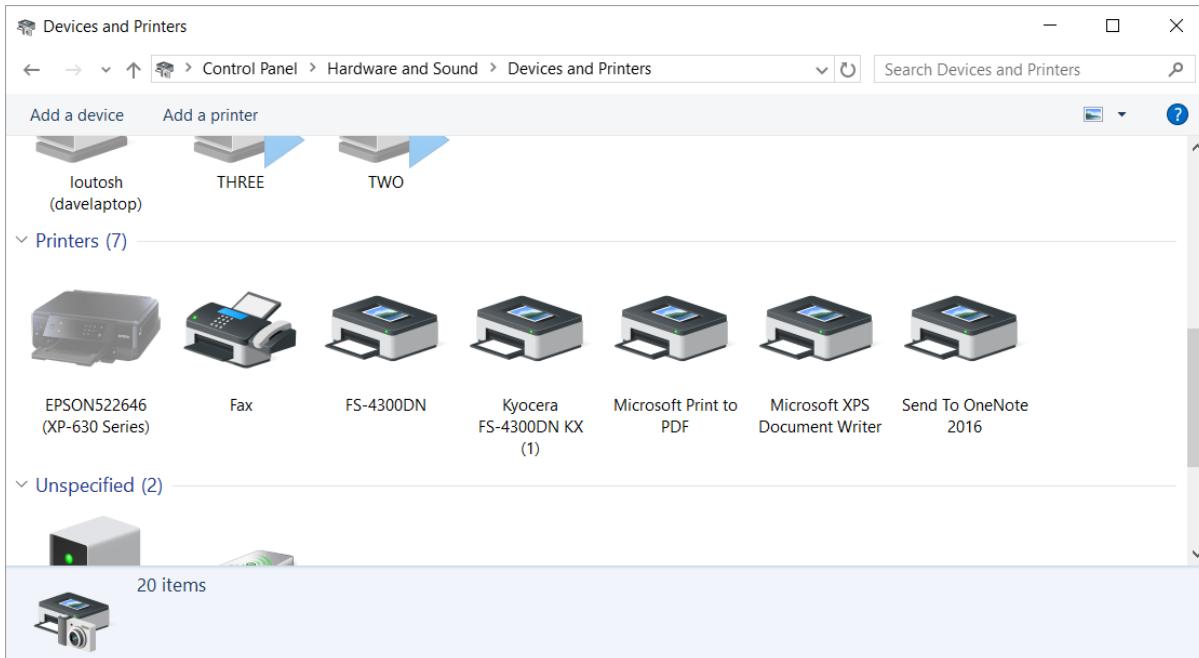
- If necessary, display the Desktop.
- Right click over the **Start button** and from the popup menu displayed click on **Control Panel**.



- The **Control Panel** will be displayed.

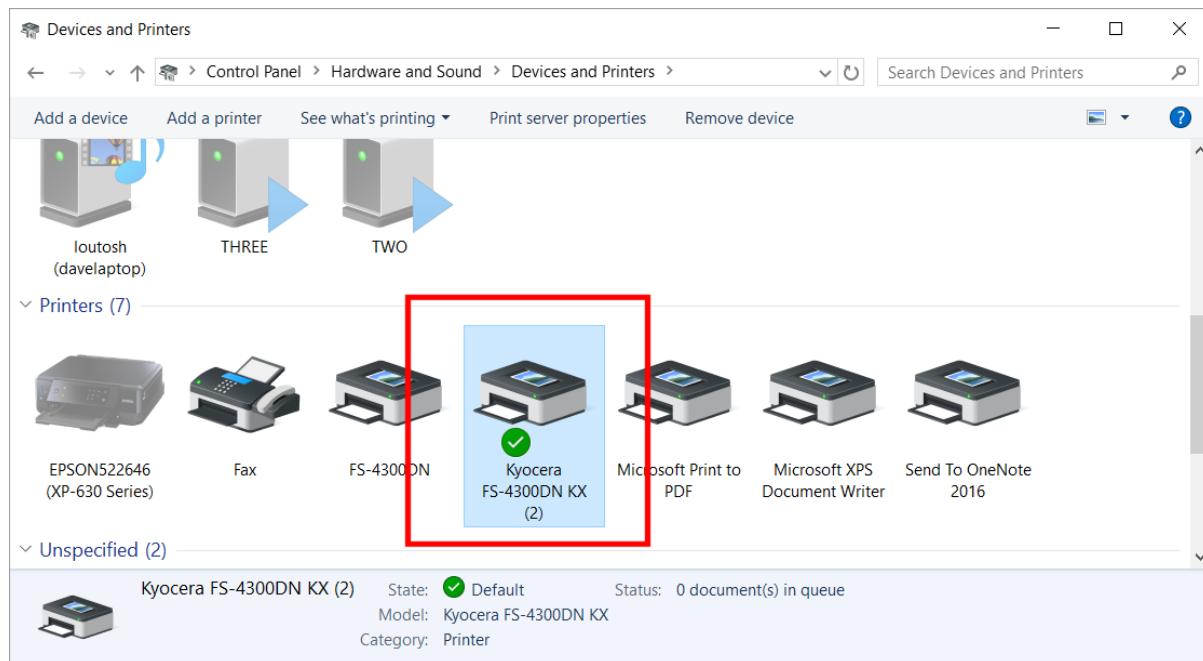


- Within the **Hardware and Sound** section of the dialog box, click on the **View devices and printers** link. This will display your available printers.

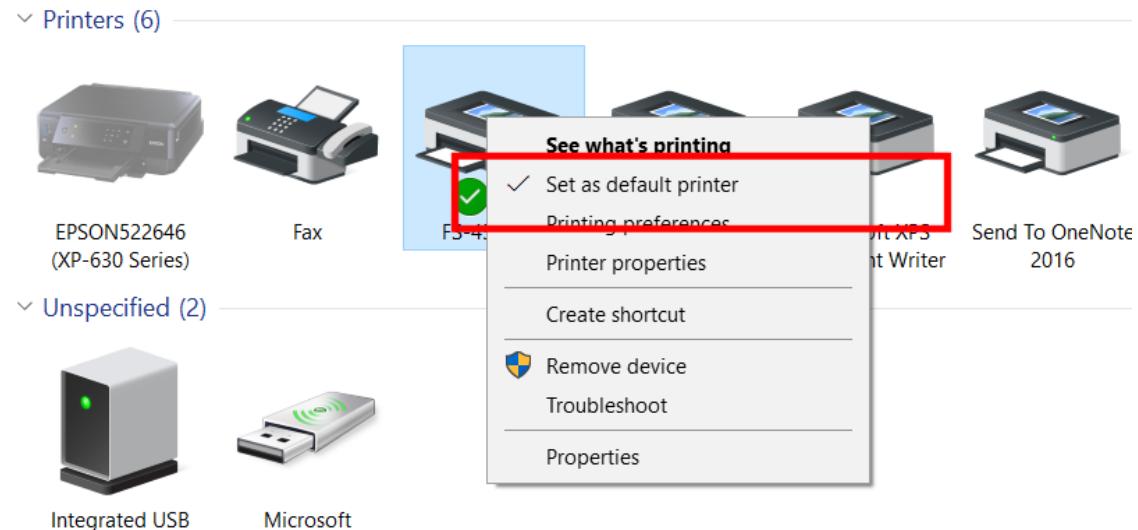


Setting the Default Printer

- If you have more than one printer available to your computer, you will see that one printer has a green tick over it. This indicates that it is the default printer and if you were to print from an application such as Microsoft Word, then by default this is the printer that your document would be sent to and printed on. In this example the default printer is the HP LaserJet printer. It is marked with the green tick.



- If you right click over the default printer, you will see a popup menu with the Default Printer option ticked.

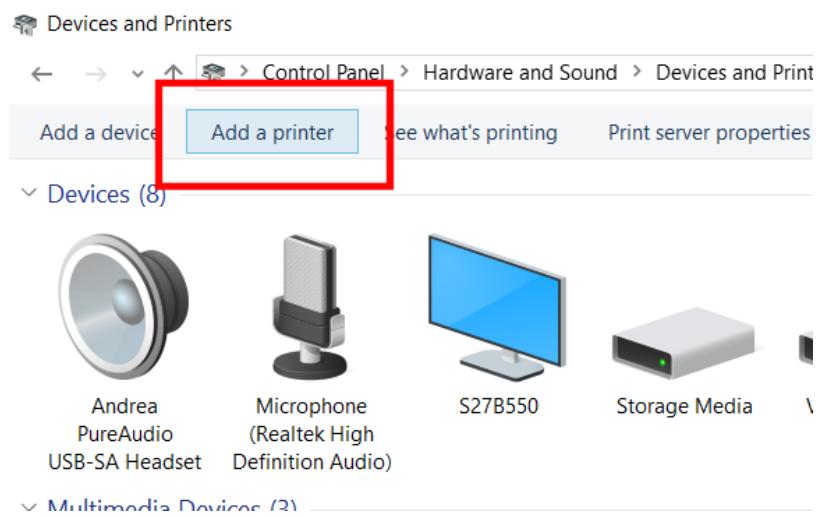


- To set a different printer as the default printer, simply right click on a different printer icon and from the popup menus displayed mark it as the new default printer.

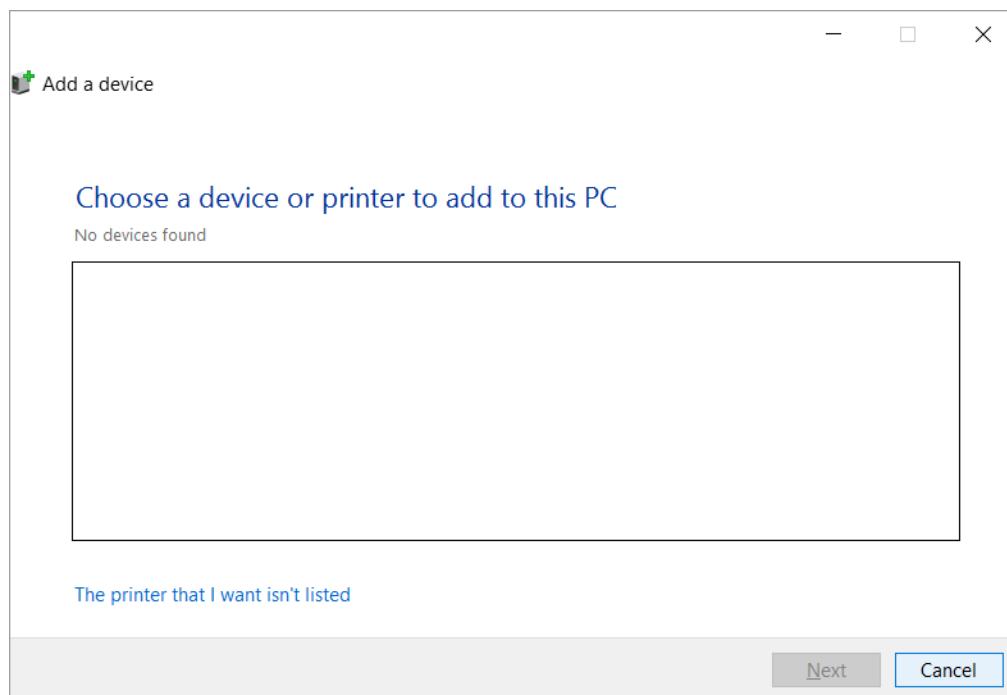
Installing a new printer

- If necessary, display the **Control Panel**.

- Click on the **Add a Printer** button within the Control Panel.



- This will display the **Add Printer** dialog box.

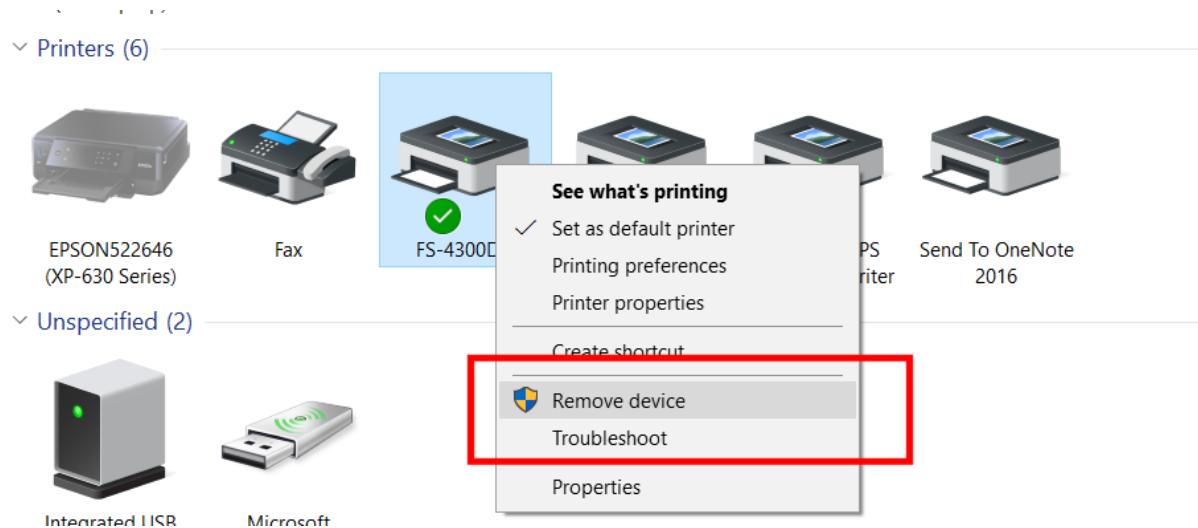


- In many cases Windows will automatically detect that a new printer is available and automatically install the correct printer drivers so that your PC can print to that printer.
- In some cases, you may have to use an installation disk that was supplied with the printer, in which case insert the disk and follow the instructions.

- Another option is to manually install a printer driver, in which case after clicking on the **Add a Printer** button you can follow on-screen prompts and install the necessary software.

Removing a printer

- Display the Control Panel.
- Display the **Printers and Devices** window.
- Right click over the printer you wish to remove and from the popup menu displayed click on **Remove Device**.



Printing from an application

- Once the printer is correctly connected and installed, you normally print from within your applications. In most applications, such as Microsoft Word or Microsoft Excel, the keyboard shortcut to print your work is **Ctrl+P**.
- Alternatively use the menus at the top of the application to print your work.

Viruses, Spyware and Cookies

Computer viruses

- Viruses are small programs written so that they can jump from one computer to another (via disk or a network), which can cause disruption or damage to the computer system. Even data files such as a Word document can contain a virus. As well as causing damage to your data, or in some cases even destroying your data, viruses can cause other effects, such as using your email system to email all your email contacts and in the process infect other people's computers.
- Basically if you access files which are virus infected, then that virus may be transmitted to your computer. Never accept diskettes/CDs/DVDs which have not been properly virus scanned first by your computer support team. Never connect to the Internet without an active virus checker program scanning all the files you download.

Spyware

- Spyware is software that installs itself on your computer and then spies on your computer activity. Often spyware is used to collect marketing information but more serious versions can collect sensitive data which could later be used in a criminal way. If you download and install free software, then this may have types of spyware hidden within it. There are many different programs that you can use to detect and remove spyware on your computer.

Cookies

- Cookies are commonly used to allow visitors to a web site to personalize their relationship with the web site. For instance, a weather web site could use a cookie to remember that you live within a particular area of the country. The next time you visit that web site, the weather that will be displayed will relate to your location. Some cookies are less innocent. Cookies are often downloaded automatically when you visit the web site, so you can acquire them without realizing it. Most anti-spyware programs will also detect cookies for you.

Virus checking programs

- An up to date virus checker should help protect you from losing data due to virus attacks and you should find that your email system does not get jammed up due to multiple email viruses.

- You will have less chance of being sued for damages by other organizations that you accidentally infected with a virus.
- Running a virus checker on a computer which contains a virus is known as disinfecting the PC as the virus program will detect and then eliminate the virus.
- You will save time and money by preventing virus attacks as opposed to dealing with the effects of an attack.

NOTE: Get all the security updates and patches for your version of Windows so that Windows itself is less vulnerable to virus attack.

Scanning for viruses

- Many virus checking programs will scan your PC when you first switch on in the morning and some will even run detailed scans automatically, as well as automatically updating themselves so that you are protected against new virus types.

Updating anti-virus programs

- As new viruses are constantly emerging, it is vital to update your virus program on a regular basis. Many programs will do this automatically. You can also run the update manually to make absolutely sure you have all the latest updates.