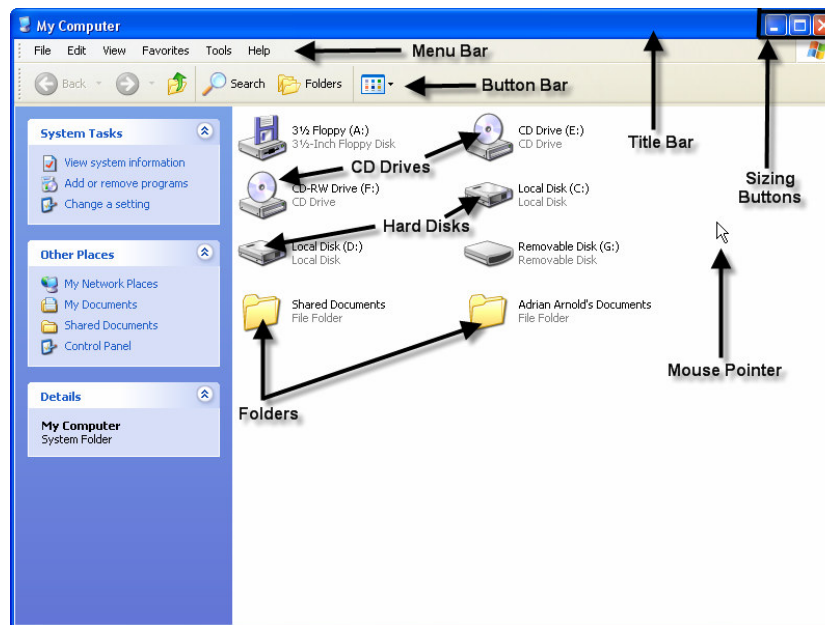


Disks, Drives, Folders and Files:



Using this window we will begin to change a few things instead of simply looking and identifying the various parts. You will see that instead of icons depicting the various parts of the computer there are a number of yellow Folder icons.

You will find it easier if you think of the computer as a filing cabinet. The floppy disc, local (hard) discs and the CD drives are the drawers of the cabinet. My Documents is a folder in the local disc (C:) drawer and within this folder are other folders labelled My Music, My Pictures, My Videos and My Webs. These folders will vary slightly depending on your own particular computer set-up but the principle is the same.

Close the My Computer window by left-clicking on the **X** button in the top right corner of the window – or click on the word File in the File Menu and click on Close.

Now we will open another window – My Documents – by double clicking the icon on the Desktop.

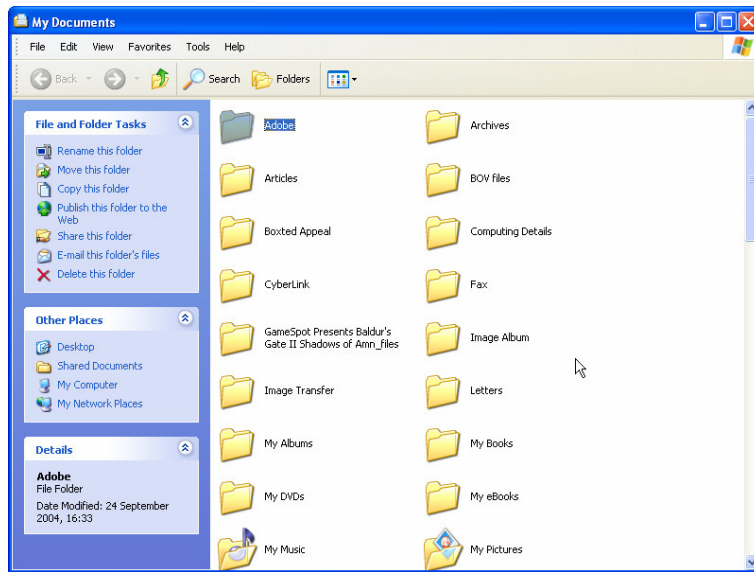


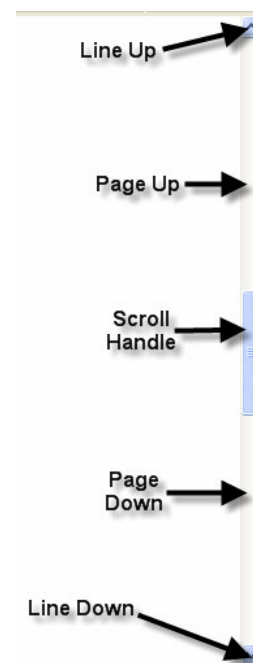
Fig. 8.6

Scroll bars:

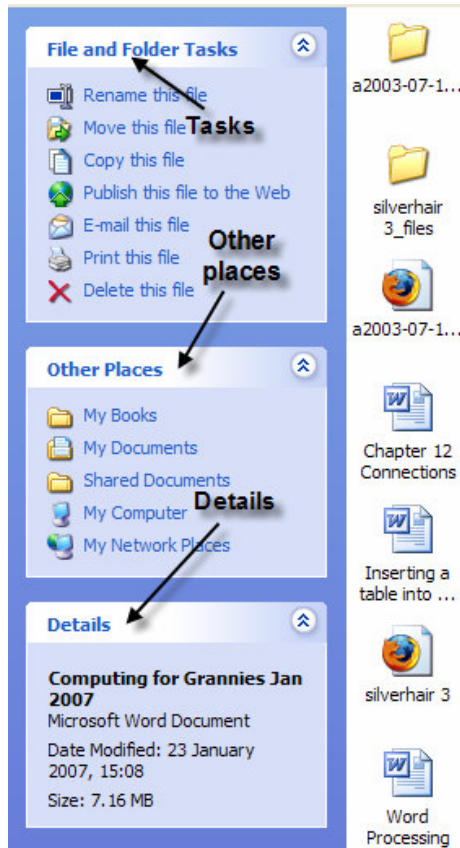
Double click on the Local Disc (C:) icon. Now we have folder upon folder displayed – so many in fact that the window cannot contain them all. This is where Scroll Bars come into play.

Scroll bars are found to the left and at the bottom of windows that cannot contain the full contents of a folder or file. Fig. 8.6 shows a side Scroll Bar. To view the hidden contents of a window click on the arrows at the top or bottom of the bar to move the contents of the window up or down one line at a time (Line Up/Line Down). To move the contents a screen at a time, click on the bar above or below the scrolling handle (Page Up/Page Down). Faster movement up and down can be achieved by click-and-dragging the scrolling handle. The bottom scroll bar operates in a similar manner by moving the contents from side to side.

There are two keyboard shortcuts that you may find useful. Ctrl>End – that is holding the Control key while hitting the End key – will take you immediately to the end of the document. Ctrl>Home will take you to the beginning of the document. Hitting the End key (without Ctrl) takes the cursor to the end of the current line while the Home key returns the cursor to the beginning of the line.



Files, Places and Details:



The panel on the left side of the screen offers a number of options for file manipulation, navigation and details.

The Tasks pane at the top deals with files and folders; the central panel allows you to navigate to different parts of the folder system while Details shows basic properties of the selected folder.

At this early stage these areas show little of interest but click on the (Local Disc C:) icon. The icon turns blue to show that it has been selected and the status bar shows more information about that disc such as the amount of space available on that disc.

Moving icons in a window:

(In order for this exercise to work, click on View on the Tool bar, move the pointer down to 'Arrange icons by...' then, if 'Auto Arrange' is ticked, left click on it.)

The folders should all be neatly arranged but let us see what we can do with them. Click on the My Music folder and, while holding down the left mouse button' drag the mouse diagonally down to the right and then release the button. You should have moved the folder down and to the right of the window. Try moving some of the other folders until they are scattered across the window. OK so it looks a real mess but you are starting to learn how to "drag and drop". This action will become more and more important as you progress.

Restoring order to a window:

Now we are going to restore the window to its original ordered state. Click on the word View on the Menu Bar and then click on Arrange Icons, move the mouse pointer to the right until it is over the words By Type and click again. The folders are back in order again. Once again, there is a second way of doing this. You could right-click anywhere on the window to bring up an alternative menu and then left-click on 'Arrange Icons by ...' and click on 'Type'.

Moving a window on the screen:

For a variety of reasons you may wish to move the window to a different part of the screen. No problem! First make sure that the window is smaller than the screen – the middle sizing button (right-hand end of the Title Bar) should show a single square, if not click the double square. Place the mouse pointer anywhere on the blue Title Bar, hold down the left mouse button, drag the mouse down to the left and release the button. Another “drag and drop” manoeuvre completed.

This is all very basic stuff but you have to learn about the controls of a car before you can drive to have lunch with friends.

These folders are pre-installed on your computer now we need to start customising your personal computer by adding folders of your own choosing.

Creating a new folder:

Click on File in the File Menu and choose New by clicking on it and then click on Folder. A new folder has been created with the words “New Folder” highlighted in blue. Leave the mouse alone and simply type in the words “My Letters” (omitting the quotes). Now you have a folder in which you can store your correspondence. Double click on this new folder and it will open showing a blank box. This is because we have not placed anything in this folder yet.

Think back to the filing cabinet analogy. We have the drawers that contain folders, which in turn contain more folders and, eventually files.

Files are the basic unit of Windows. Files can be documents such as a letter or a membership list; they can be photographs of your family or they can be programs. A program instructs the computer to act in a specific way. It may become a word processor, an image viewer, an accounting system, a game of football or a connection to the Internet.

Programs create files – the word processor creates letter files, the imaging program creates photo files and an accounting program creates Profit and Loss files.

You can imagine that some of the folders get very large indeed. The Windows folder on a new computer will contain more than 15,000 files in some 800 folders. Fortunately you need to nothing at all about these files because they are used by the computer to operate itself.

To demonstrate this, move the My Documents window to the right of the screen by dragging the blue Title Bar and then double click on the My Computer icon on the underlying desktop. You now have two windows open at the same time. Look at the Status bar along the bottom of the screen and you will see the two icons for My Computer and My Documents. Maximise the My Computer window by clicking on the central sizing button and the screen will be filled by this window completely obscuring the My Documents window.

Renaming a file:

If you have trouble naming the new file, try a right click on the folder and then left click on Rename when you will be able to correct any problem.

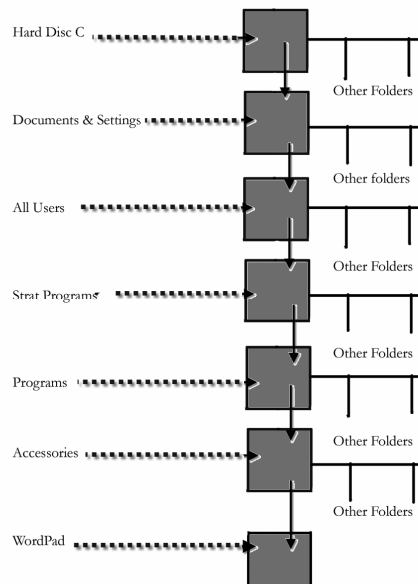
Any file or folder can be renamed at any time but it can become tedious renaming file after file. There is a tip to speed up this process. It is particularly useful in the case of picture files that have been downloaded from a digital camera. These files are invariably numbered by the camera's program such as P102034 or DSC72456. These file names are of no value to the photographer whatsoever and almost impossible to find. Let us say you have spent a weekend at Blakeney on the Norfolk coast and have taken about 20 photographs. Instead of renaming each one from P12345 etc. to Blakeney 2007, select all the images then right-click on the first image and click on Rename. Type in "Blakeney 2007" (omitting the quotes) and press the Enter key. What happens? The first images is named "Blakeney 2007" and the subsequent images are all renamed as "Blakeney 2007 (1)" through to "Blakeney 2007 (19)" saving you the hassle of renaming each file individually. To find the photos at a later date you simply have to search for any file called "Blakeney" and Bob is your proverbial mother's brother.

Navigating the system:

Now this section gets complex, convoluted and complicated – you have been warned - but perseverance will bear fruit, and I am not thinking of a raspberry!

As we have seen your hard disk contains folders that contain more folders that contain more folders and files. For example the **WordPad** program file lies in a folder called **Accessories** that lies in the **Programs** folder in the **Start Program** folder that, in turn, is found in the **All Users** folder within the **Documents and Settings** folders in the **hard disc C**.

Calm down - you don't have to remember all this. Firstly, the computer does it for you and secondly, they are my personal files that will have no bearing on your own files. Nevertheless the principle is important to grasp so let us view it pictorially.

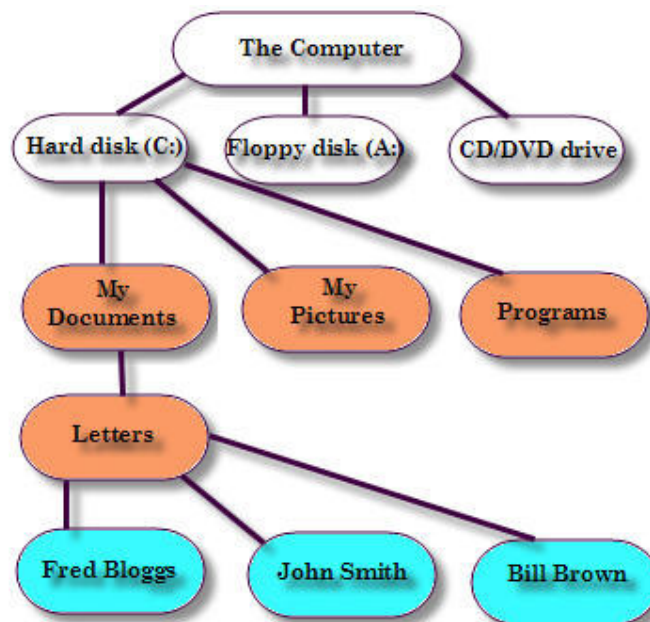


Navigating buttons

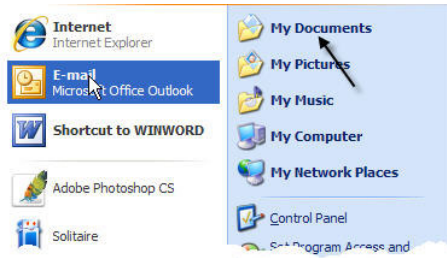


These buttons are found in most windows towards the left-hand end of the tool bar. When you first open the My Documents folder window both Back and Forward buttons will be greyed out because you have not started to navigate. If you open a folder within My Documents the Back button will become coloured inviting you to go “back” to the My Documents window. The Forward button only becomes active when you have been “back” to a previous folder.

I presume your head is beginning to spin at this point and you may feel a desperate need for caffeine or even something stronger. Please bear with me because this exercise will bear fruit for the rest of your computing life. Let us look at again pictorially –



In the diagram shown above, The Computer contains the Hard disk, the Floppy disk and the CD or DVD drive. The Hard disk contains thousands of folders and files. The orange items are folders while the blue ones are files. One of these folders is called My Documents which, in turn, contains another folder named Letters. The Letters folder will contain the letter **files** that you have created using the word processor program.



So how do we open the letter file entitled “Fred Bloggs”? Click on the Start button to raise the Start menu. (Shown left)

Click on My Documents then double click on the Letters folder and finally, double click on the file “Fred Bloggs”. The computer recognises the program that created the “Fred Bloggs” file and

opens that program with the “Fred Bloggs” file.

There is, of course, another way of opening that file. Open the program that created the “Fred Bloggs” file, choose Open from the File menu on the Menu bar and then navigate to the Letters folder and finally click on the “Bloggs” file and click on Open.

I have tried to explain the principles of navigating the computer file system from a number of angles to help you grasp the concept and if you have really “got it” you have done very well indeed. Go to the top of the class and hand out the rulers.

Revision:

There may be more than one answer to the questions.

Question 1 – Where are the sizing buttons on a window?

1. Top left corner.
2. Top right corner.
3. On the menu bar.
4. Left-hand end of the tool bar.

Question 2 – Where is the sizing tag on a window?

1. Top left corner.
2. Bottom right corner.
3. In the drop-down file menu.

Question 3 – Why are there no scroll bars visible in your window?

1. They have been turned off.
2. The window has been moved off the screen to the right.
3. The window is large enough to contain all its contents.

Question 4 – The short-term memory of the computer that is lost when the computer is shut down is called – what?

1. RAM.
2. ROM.
3. Floppy disk.

Question 5 – How would you get from the bottom of a very long report to the top?

1. Click the arrow at the top of the scroll bar.
2. Click in the space between the scroll bar 'bar' and the top of the scroll bar.
3. Drag the scroll bar 'bar' up to the top.
4. Click Ctrl>Home.

Question 6 – How do you move a window on the screen?

1. Drag the left-hand edge.
2. Use the sizing tag.
3. Drag the title bar.

Question 7 – You have the My Documents folder window open on the screen. How would you create a new folder within My Documents?

1. Right click within the window and choose New Folder.
2. Choose File > New > Folder
3. Press Alt and “F” together

Question 8 – You have found files 1,2 and 3 in folder A in the My Documents folder. How do you get from files 1,2 and 3 to Folder A?

1. Click on the Back arrow
2. Click on the Up arrow
3. Open up My Documents and click on Folder A

Question 9 – You have navigated from My Documents to Folder A to Files 1,2 and 3 and back to folder A. How would you return to files 1,2 and 3?

1. Click on the Up arrow
2. Click on the Back arrow
3. Click on the Forward arrow

Question 10 – How would you move a window across the screen?

1. With the pointer in the middle of the window hold the left button down and drag
2. Drag the scroll bar across
3. Left click and drag the title bar to the required position
4. Right click and drag the title bar to the required position

Answers:

Question 1 – **2**

Question 2 – **2**

Question 3 – **3**

Question 4 – **1**

Question 5 – **All** would work but answer 4 would be quickest

Question 6 - **3**

Question 7 – **All** of them

Question 8 – **1 and 2** although **3** could be a long way round

Question 9 – **2 and 3**

Question 10 - **3**