



Basic Skills & Definitions

YOUR MOUSE IS YOUR FRIEND



Windows makes extensive use of your mouse and most tasks that you perform with your computer will be easier and quicker if you understand how to properly use your mouse. So, even if you are afraid of the small furry variety, you need to be best of friends with your computer mouse!

☞ POINTER	The shape of the mouse icon that moves around on your screen. Note that most of the time your “pointer” will be an arrow, but it will change during different operations (example: while a program is working on a task, the pointer will change to an hourglass)
☞ CLICK	Push the LEFT button only ONCE while holding the pointer over the target object
☞ DOUBLE CLICK	Push the LEFT button TWICE QUICKLY while holding the pointer over the target object
☞ RIGHT CLICK	Push the RIGHT button only ONCE while holding the pointer over the target object Windows 95/98 and programs developed for Win95/98 make extensive use of the RIGHT mouse button to call shortcut menus for a particular object that provides easy access to some commands and properties
☞ DRAG AND DROP	Click and HOLD your LEFT mouse button on the target object and move (drag) the object where you want it and then release the button (drop)
☞ SELECT	Click on an object or drag across text to highlight them
☞ CURSOR	Little blinking vertical line indicating where you can type

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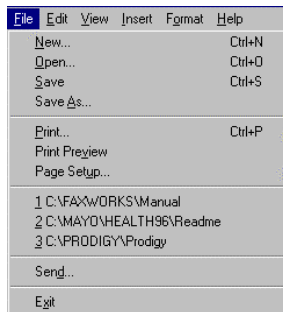
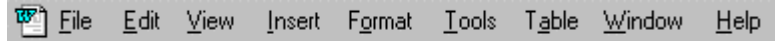


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APPLICATION WINDOW BASICS

There are three key areas that are identical to every “window” on every Window’s program. Learning to recognize and understand these areas will make you more comfortable with the Windows environment and make it easier to learn new programs.

1. PULL DOWN MENU BAR



A series of menus (activated with the click of a mouse) that contains all of the functions of a program.

HINT: The first thing you should do with any program is click on every menu bar item and find out what lies in each of them.

2. BUTTON OR TOOL BAR



Easy access to common functions such as Print, Save File, Open File, Font, Cut, Copy, Paste, etc. Clicking on them with your mouse activates them. Also, if you hold your mouse pointer over a button (without clicking), the program will tell you what that particular button does.

3. WINDOW CONTROLS



These buttons are found in the upper right hand corner of every Window



This button will minimize or “shrink” your Window to only a button on your Task Bar



This button will enlarge your window to fit your entire screen



This button will exit the current program automatically. If you are working on a file that is not saved, the program will prompt you for more information

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Terminology

Windows 95/98 The operating environment in which all of your programs are able to run

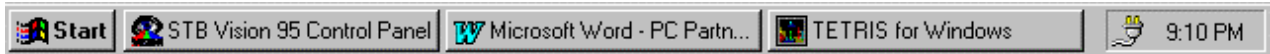


This is known as the **Windows Desktop**. It is what your screen looks like when you first turn your computer on and can be completely customized to look the way you want it to.



Start Button

The button that is used to access all of your programs and options within Windows 95/98. *(To activate this button, no other icon has to or should be pressed).*



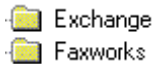
Task Bar

Usually found at the bottom of your desktop, it indicates which programs are currently open (running).



Icon

Small graphic that represents a computer file or program. Each has a unique set of properties that control it.



Folders

If you are new to computers, a folder is simply an area in your computer that contains information (files) for a program or information you created. Each program will have its own folder or folders.

Properties or Options

The area in which you can change the color, action, looks, default values, etc. of an object.

Select

Highlighting a file, icon, word, or group of words with you mouse

Clipboard

Temporary store of information that can be “pasted” somewhere else



Cut

Removing part of a document to the Clipboard



Copy

Copying part of a document to the Clipboard



Paste

Placing the contents of the Clipboard back into a document

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FILE MANAGEMENT

File management and the discussion of files and folders may not be terribly interesting, but a little knowledge of the subject will pay large dividends as you embark on this technology journey.

I like to use a “filing cabinet” analogy to make this information easier to understand.

More definitions

Files Information that you created or a computer program created that is stored on your computer and has a name. Your computer could not run without some basic files. (Example: a receipt for car maintenance)

Folders Part of your computer that organizes your files by category (example: a manila file folder where you would store all of your car receipts). Folders also have names that describe what type of files it contains

Megabyte A method of measuring how much space a particular file or folder occupies on your computer. Many internal computer storage disks (hard drives) are measured in ‘gigabytes’. 1 gigabyte=1000 megabytes. (when you fill up your car with gas, it is measured in gallons. With a computer, the megabyte is the measuring tool)

Backup Making a duplicate copy of a file or a folder on a removable disk

Note in the next diagram (a picture of Windows Explorer...a program in Windows where you manage your files and folders), that all of the folders reside on the left hand side of the screen.

If you click on anyone of the folders on the left, its *contents* are viewable on the right. (in the screen shot on the next picture, the ‘folder’ named Radio Show is highlighted and its contents are viewable on the right.

****Important:** Do NOT delete any files or folders that you didn’t create. Deleting files that you are not aware of their origins can cause serious problems to your computer**

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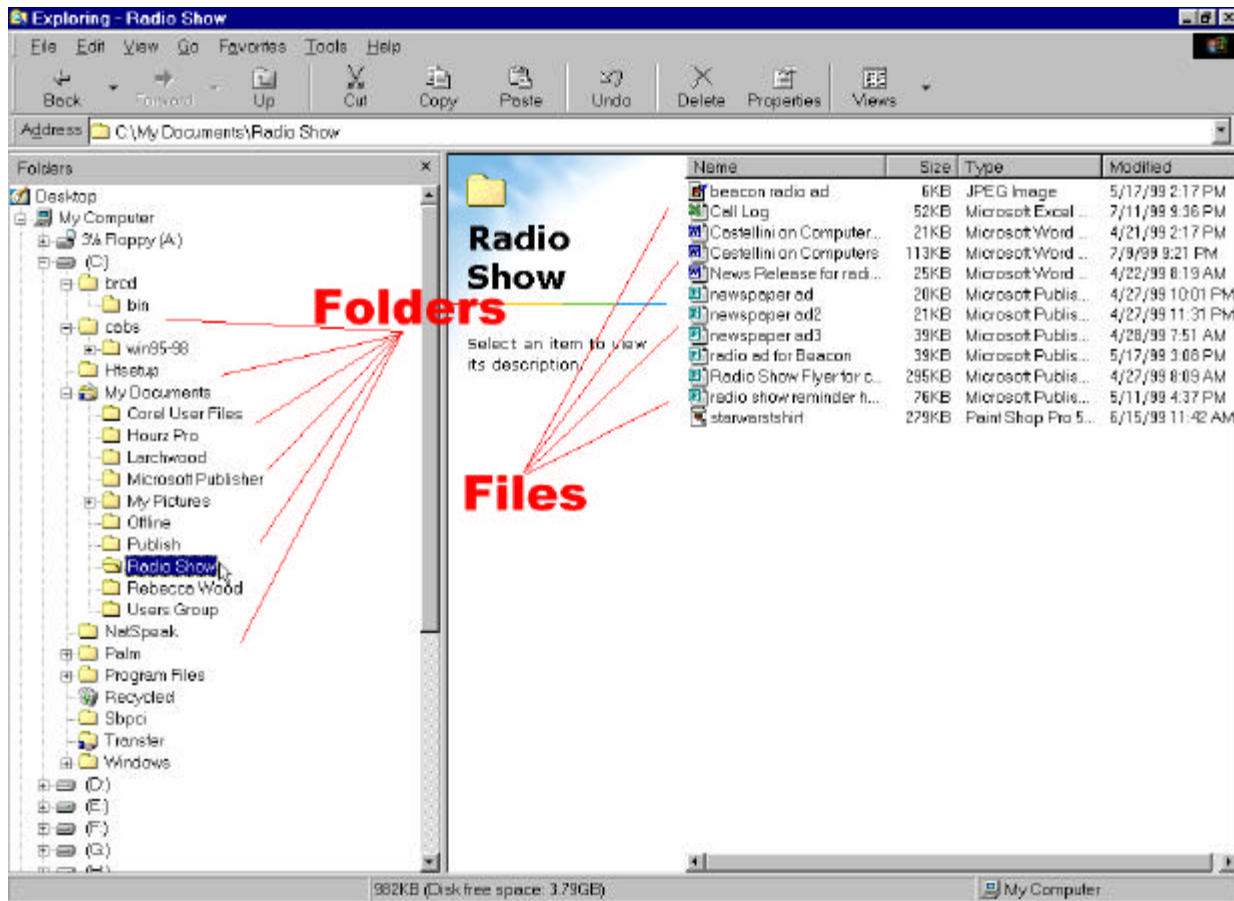
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From this screenshot below and any “save file” window, you can delete, rename, backup and move files or folders.



**Note also in this picture that some Folders have a “+” sign next to them. That indicates that they contain other folders or what is known as a sub-folder.

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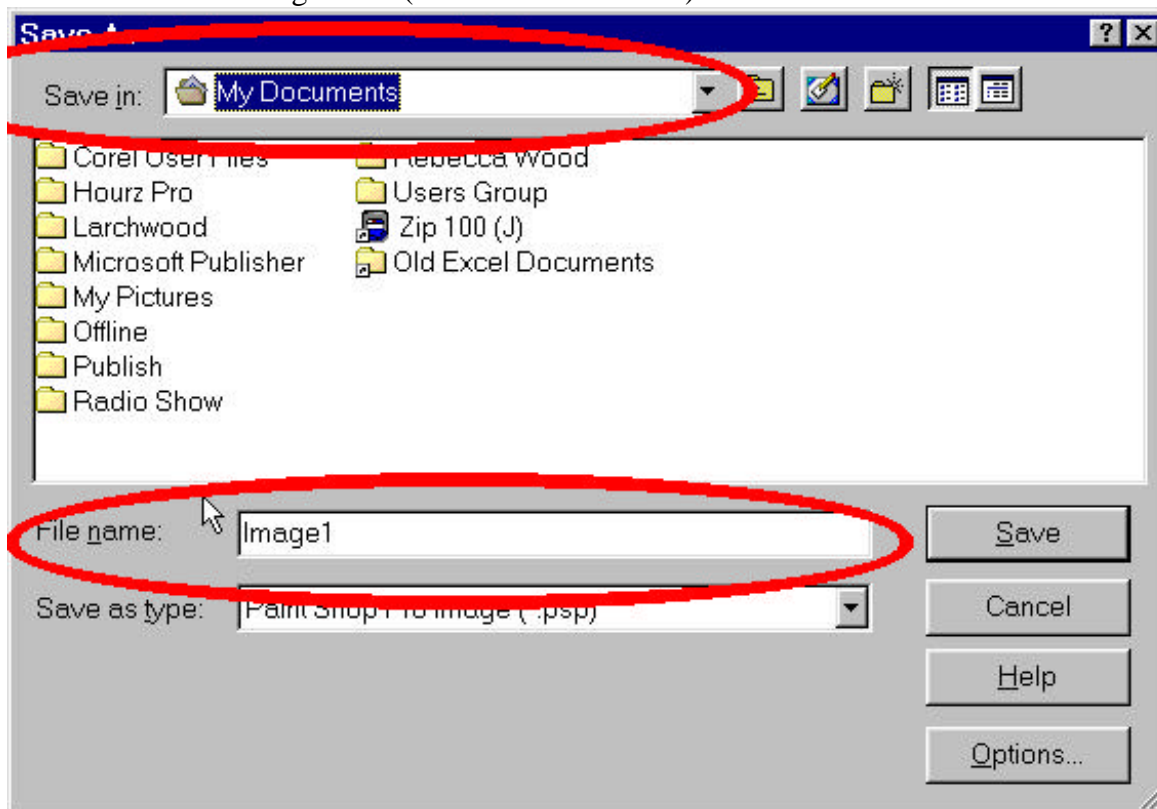
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The most common task you will perform, with regards to file management, is saving and retrieving files. Here's how to do it:

1. From any Windows program, Click on File from the menus at the top of the screen
2. Click on Save
3. You will now be presented with the following screen
4. There is a lot on the screen, however, you need only concern yourself with two areas right now (the ones that I circled)



5. The first place you want to be aware of is the “Save In” box at the top of the screen. This is the folder where your work will be saved. Usually you will accept the default location
6. The next place is the “File Name” box. Type the name of your document (file) here. It can include spaces and up to 256 characters
7. Click on the Save button with your mouse

When you want to open saved work, you will Click on File and then Open from any program and will be presented with this exact same screen.

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WORD PROCESSING

The most important concept that I want you to remember about word processing is:

Throw out almost all of your 'typing' knowledge when using a word processor!

With word processing, the **most efficient** way to create a document is to enter all of your information first. **Then** go back and edit/change the look of your document. I have coined the phrase:

Type first. Edit last.

Learn it and live it when creating documents and you and your computer will be much happier companions.

Editing means changing text. After you have entered all of your text, you can go back and doctor up your document to make it look the way you want. If you try to use these tools as you are typing in the text, you will become increasingly frustrated.

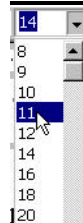
The most common editing tools that you will use with a word processor are:

Font



The look or style of the lettering

Size of font



Bigger the number – the bigger the text

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Spell checker

Keeps our grammar school teachers happy, especially with longer documents

B

Bold

Makes text darker

U

Underline

Self-explanatory

Text Alignment

Moves your text automatically to the left (default), right or center of the screen



- All of these tools can be accessed from your toolbar at the top of the screen and from within the menus at the top of the screen as well.
- However, you must first tell the computer which text you want to apply the changes to by highlighting the text first with your mouse, then choosing your tools.

However, you must first tell the computer which text you want to apply the changes to by **highlighting the text first with your mouse**, then choosing your tools.

ADVANCED WORD PROCESSING

Your word processor can become an even more powerful tool through the use of the following features:

- Tables - for creating forms and formatting text in columns
- Templates - saves time when creating the same document over and over
- Cut, Copy, Paste – can be used in any program, but can save time with word processing
- Mail merge – for creating form letters, labels, etc
- Bullets and automatic numbering

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