

PC LITERACY II

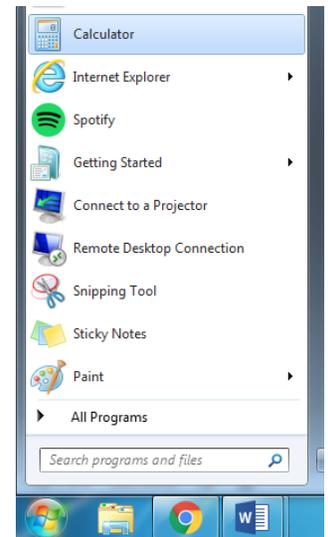
TOPICS COVERED IN THIS CLASS

- Common Window Elements
- Multitasking
- Working with Files and Folders
- Toolbars, Ribbons, and Commands
- Using Copy & Paste
- Printing



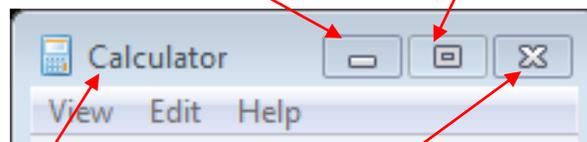
COMMON WINDOW ELEMENTS

Most windows have common features, so once you become familiar with one program, you can use that knowledge in another program. To begin, **double-click** the Internet Explorer icon on the desktop to start the web browser (other web browsers include Google Chrome, Mozilla Firefox, and more). Next, click the **Start Button** and click **Calculator** to open the program.



Locate the following items in the Internet Explorer or Calculator window:

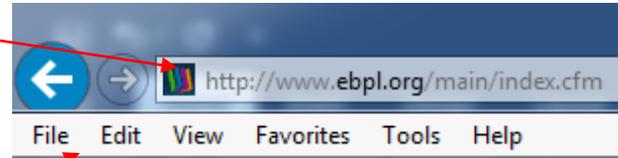
- **Maximize/Restore Button**—the center button of the three buttons in the top right of a window used to resize a program window. Maximize the window to make it full screen size, or Restore Down to reduce the size of the window.
- **Minimize Button**—the left button of the three buttons in the top right of a window used to minimize a program window. A minimized window remains open, but is visible only as an icon on the taskbar.



- **Close Button**—the right button of the three buttons in the top right of a window used to quit a program or close a document window.
- **Title Bar**—the bar across the top of the window which, in many programs, will display the name of the program.
- **Scroll Bar**—the vertical/horizontal bar at the right/bottom of a window. Use the scroll bars to view the contents of a window that are not shown. If the entire contents are displayed, there will be no scroll bars.



- **Address Bar**—the text box in a web browser or Windows explorer window displaying the address of the page or location of the folder that is currently being viewed.



- **Menu Bar**—the row of menus near the top of a window. Menus are drop-downs used to access the tools and options available in many programs.

- **Tab(s)**—an element that allows you to navigate between multiple pages, documents, or views within one window. For example, you can have more than one web page open within one browser window, and use the tabs to select the page you want to display.



MULTITASKING

You can have two or more programs open at the same time and switch between the open programs. For example, you may want to send an email with information that you found on the Internet, or have typed in a Word document. Or, you may want to take notes in Word on a topic you are researching on the Internet.

1. If necessary, use the **Restore Down** button to reduce the size of the Internet Explorer window.
2. Next, use the **Minimize** button to hide the program on the taskbar.
3. **Double-click** the Microsoft Word icon on the desktop to open the program.

You now see the Word icon and the Internet Explorer icon on the taskbar as well as the Start button and a few pinned programs. Pinned programs are always on the taskbar but may not be open. Open programs have a box around them. Minimized programs (in this case, Internet Explorer) have slightly darker shading while visible programs (in this case, Word) are slightly brighter.



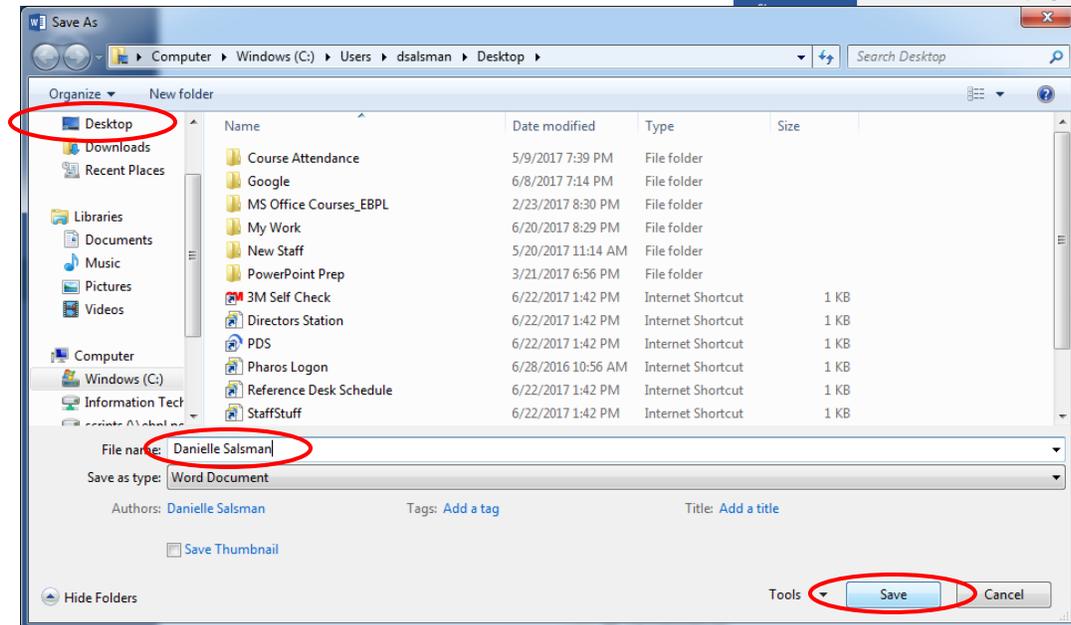
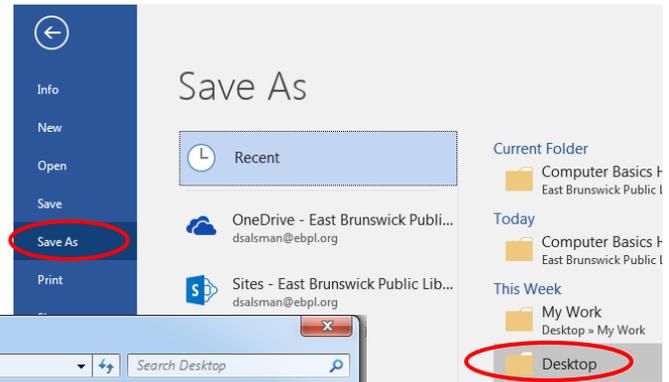
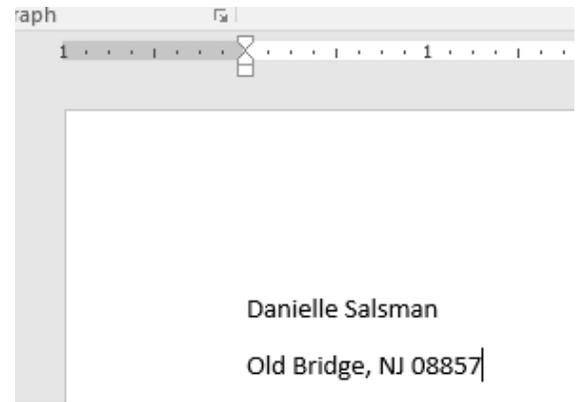
4. Use the **Restore Down** button to reduce the size of the Microsoft Word window.
5. **Click** the Internet Explorer icon on the taskbar to view the program.
6. **Click and hold** on the title bar on either window to drag and drop the window to a different place on your screen.
*For example, you may want to move them so they are side by side so that you can see the contents of both windows at once. You can also minimize, maximize/restore, or close either of the windows at any time or use Windows keyboard shortcuts (**Windows +T** or **Windows +Tab**) to cycle through open programs.*
7. Click the **X** to close the Internet Explorer Window.

WORKING WITH FILES AND FOLDERS

Most programs allow you to save your work to continue or modify later without having to recreate it or start all over again. The steps for creating and saving a file will be similar in most programs to the steps we will practice in Microsoft Word. For example, you can save a picture in a photo editing program or a spreadsheet in Excel using the same (or similar) steps.

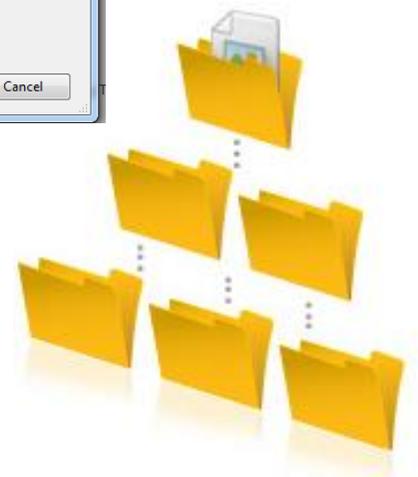
CREATING AND SAVING A FILE

1. In your open Word document, **type your name** at the Insertion Point (the blinking cursor).
2. Press **Enter** to move the Insertion Point to the next line.
3. **Type the city and state** you live in.
4. Click the **File** Tab near the top left of the screen to display the file menu options. 
5. Click **Save As** from the menu options.
6. Click the **Desktop** folder from the Recent Places list on the right. The Save As dialog box opens and Word automatically suggest the first line of the document as the title in the File Name box.
7. Click **Save** to save the document to the desktop with your name as the file name.
8. Click the **X** to close Microsoft Word.



FILE MANAGEMENT

On your home computer, save documents to the My Documents folder (which you do not have access to here at the library). Use a file management system of properly labeled folders and specifically named files to make all your work easy to find. For example, make a folder called **“2017 Budgets”** which would have your budget spreadsheet files **“January2017Budget”**, **“February2017Budget”**, and so on. (More on folders later.)



NAMING FILES

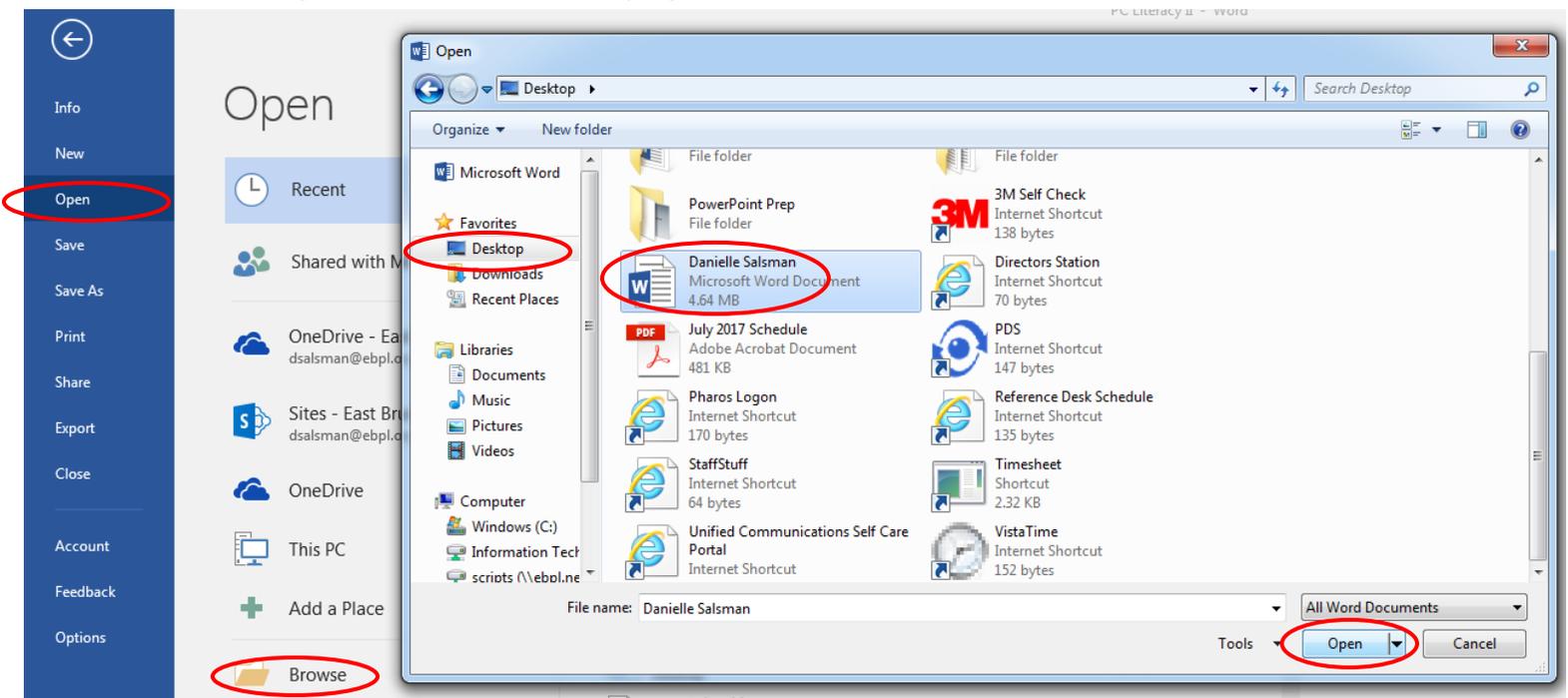
Most Windows files have names with two parts separated by a period. For example: **January2017Budget.xlsx** The first part of the filename is assigned by the creator (you or the originator of the file or program). The second part is known as the “file extension” which indicates to Windows what type of file it is and how to process/open it.

Each file also has an address or “path” indicating its location on the computer. For example: **C:\Budgets\2017 Budgets\January2017Budget.xlsx** Read backwards, this “January2017Budget” file is an Excel spreadsheet (.xlsx) in the 2017 Budgets subfolder in the Budgets folder located on the C: Drive.

OPENING A FILE

Now that you have created and saved a file, you can return to it to edit, add to, or even print your document.

1. Open Microsoft Word by double-clicking the icon on the desktop OR by clicking the **Start Button** and clicking **Microsoft Word** from the programs list.

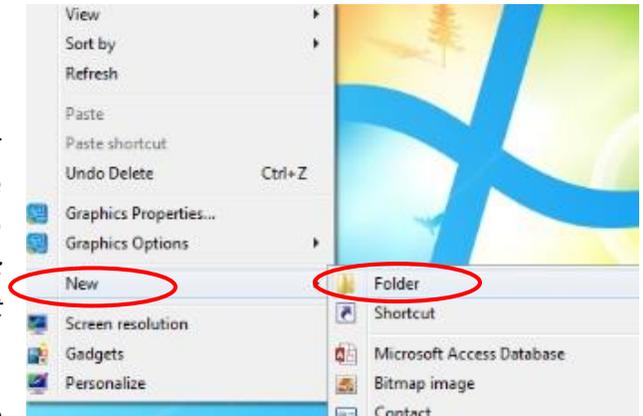


2. Click the **File** tab and click **Open** from the menu options. Click **Browse** to display the Open dialog box.
3. Navigate to the file location by clicking **Desktop** in the left pane. Locate and click on the file (with your name as the file name and a Word logo) from the list on the right.
4. Click **Open** to open the file.
5. In your document, click to the end of the line with your city and state and press **Enter** to move the insertion point to the next line. Then, type *today's date*.

- Click the **X** to close Microsoft Word. Word recognizes that you did not save the last change you made to the document and prompts you asking, *“Do you want to save the changes to your document?”*
- Click **Yes** to save your changes and close the program.

CREATING A FOLDER

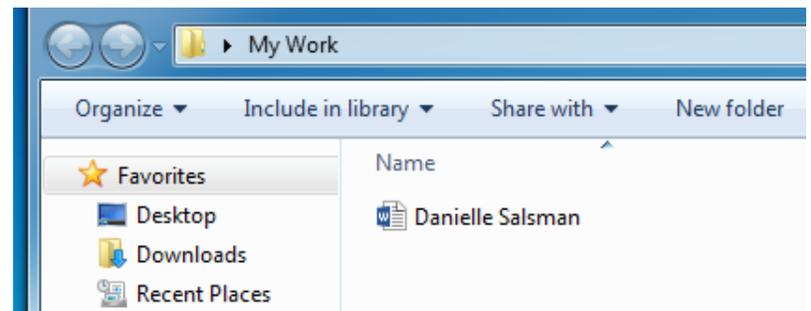
As previously mentioned, you can use folders to organize your files. You can create a folder on the desktop and then move existing files, or save future files in that folder. You can also create a folder within a folder (known as a subfolder). *Example: Budgets folder\2017 Budgets subfolder\January 2017 Budget spreadsheet.*



- Right-click** on the Desktop and click **New>Folder** from the shortcut menu. A new folder appears.
- Type **My Work** and press **Enter** to give the folder a name.
- To move the document you saved earlier into the folder:
 - Find the file on your desktop (your name is the filename).
 - Click** on the file **and hold** to “pick it up”, then drag it until it is on top of the My Work folder (You will see a **Move to My Work** screen tip appear).
 - Let go** of the mouse to “drop” the file into the folder.
- Double-click** to view the contents of the folder in Windows Explorer.



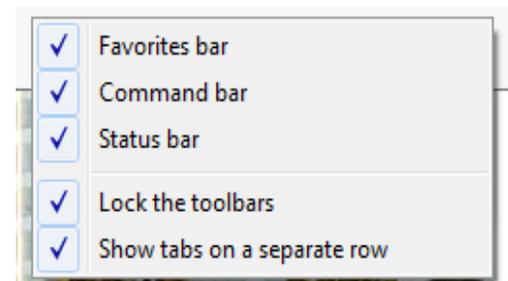
Windows Explorer allows you to navigate through files, folders, and programs on your computer. The file you moved is now inside the folder. You can save any future documents to this location and create new folders and subfolders to begin a file management system.



TOOLBARS, RIBBONS, AND COMMANDS

TOOLBARS

Toolbars are the areas across the top of a program, that contain Buttons, Menus, Icons, or other input/output elements. Many programs have toolbars which can be customized and/or hidden. For example, if you right-click on the Internet Explorer toolbar you will see options to show/hide different toolbars as well as other toolbar options (shown right). Some common toolbars include the *Menu Bar*, a *Favorites* or *Bookmarks Bar* (in a web browser), and the *Command Bar*.



THE MENU BAR

The **Menu Bar** is the toolbar with drop down menus. Though the menus are program specific, typical menu bars include *File*, *Edit*, *View*, and *Help*, as well as a *Favorites* or *Bookmarks* menu in web browsers.

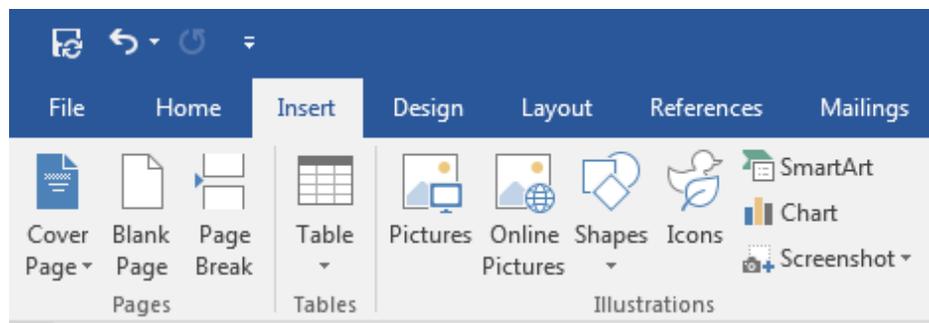
File Edit View Favorites Tools Help

- The **File Menu** contains options such as *New*, *Open*, *Close*, *Save*, *Print*, *Properties*, and *Exit*.
- The **Edit Menu** contains options to *Copy*, *Paste*, *Select*, and *Find* content on a page.
- The **View Menu** contains options for modifying the appearance of the window such as turning on/off toolbars, changing the zoom, arranging icons, or applying full screen or other special views.

RIBBONS IN MICROSOFT OFFICE

In Office versions 2007 and forward, Microsoft replaced menu drop-downs with “ribbons” which allow you to click on a tab to display a ribbon of command buttons. The ribbon stays visible (as opposed to a drop-down menu that goes away once a command is selected) at the top of the screen with the most used commands in each group.

Each tab in Microsoft Office displays the corresponding ribbon, except the File tab which displays the “Backstage View” with common file menu options. Each ribbon is divided into groups (separated by a vertical line) and each group consists of buttons, drop-down menus, and galleries. Roll over a button to view a screen tip with a description of what the button does.



TIPS FOR EXECUTING COMMANDS

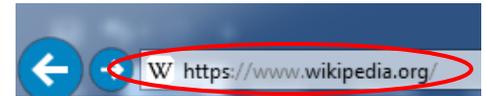
There is usually more than one way to execute a command on the computer. For example, you can copy a selection by selecting Copy from the Edit Menu, OR using the keyboard shortcut Ctrl+C, OR right-clicking to select Copy from the Shortcut Menu. (More on copying next.) Use the way that works best for you.

It is also important to remember that you will not “break” the computer by experimenting or trying to remember how to perform a task. In many programs, you can also “undo” an action if you make a mistake by using the undo button, OR the keyboard shortcut Ctrl+Z.

USING COPY & PASTE

As previously mentioned you can multitask by working in two or more programs at a time. You can also transfer information from one program to another (or from one location to another in a single program) using Copy & Paste. You can copy a selection of text, an image, or an entire file and then paste it in another location. For example, you can copy a file from one folder to another, or you can copy text from a website into a Word document.

1. **Double-click** the Internet Explorer icon to open the program and type www.wikipedia.org in the address bar.



A “wiki” is a website in which all the users can contribute information. Therefore, Wikipedia is an encyclopedia where users can add information about any topic. You can use Wikipedia to learn more about a topic because, although user-generated, the content is monitored and generally accurate.

2. **Type** in a topic you would like to learn more about in the search bar and press **Enter**.

*Note: If your search requires clarification, you may have to click to choose from a list of topics. For example: **Play (activity) vs. Play (theatre)***



3. To select the first paragraph:

- a. **Place** your I beam pointer before the first letter of the first word of the article.
- b. **Click and hold** and drag the mouse down and to the right until you reach the end of the last sentence of the first paragraph.
- c. **Let go** of the mouse and your paragraph will be selected (indicated by white text with a colored background background).



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From Wikipedia, the free encyclopedia
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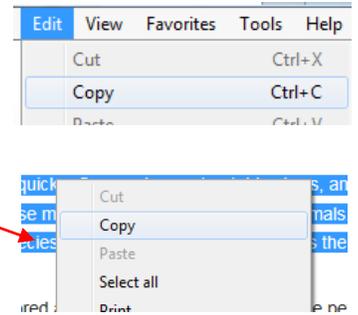
This article is about the cat species that is commonly kept as a pet. For the cat family, see Felidae. For other uses, see Cat (disambiguation) and Cats (disambiguation). For technical reasons, "Cat #1" redirects here. For that album, see Cat 1 (album).

The domestic cat^[u] (Latin: *Felis catus*) is a small, typically furry, carnivorous mammal. They are often called **house cats** when kept as indoor pets or simply **cats** when there is no need to distinguish them from other felids and felines.^[c] Cats are often valued by humans for companionship and for their ability to hunt vermin. There are more than 70 cat breeds, though different associations proclaim different numbers according to their standards. Cats are similar in anatomy to the other felids, with a strong flexible body, quick reflexes, sharp retractable claws, and teeth adapted to killing small prey. Cat senses fit a crepuscular and predatory ecological niche. Cats can hear sounds too faint or too high in frequency for human ears, such as those made by mice and other small animals. They can see in near darkness. Like most other mammals, cats have poorer color vision and a better sense of smell than humans. Cats, despite being solitary hunters, are a social species and cat communication includes the use of a variety of vocalizations (mewing, purring, trilling, hissing, growling, and grunting), as well as cat pheromones and types of cat-specific body language.^[u]

Cats have a high breeding rate.^[b] Under controlled breeding, they can be bred and shown as registered pedigree pets, a hobby known as cat fancy. Failure to control the breeding of pet cats by neutering, as well as the

4. To copy the selection, use one of the following methods:

- a. Click **Edit** on the menu bar and select **Copy**, OR
- b. **Right-click** on the selected paragraph and select **Copy** from the shortcut menu, OR
- c. Hold **Ctrl** on your keyboard and press **C**.

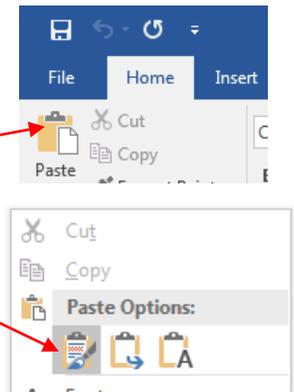


Your selection is now saved temporarily to the computer's memory.

5. **Minimize** Internet Explorer and **double-click** on the Microsoft Word icon on the desktop to open the program.

6. To paste the selection, use one of the following methods:

- a. Click **Paste** in the Clipboard group on the **Home** tab, OR
- b. **Right-click** in the document area and select the first paste option icon from the shortcut menu, OR
- c. Hold **Ctrl** on your keyboard and press **V**.



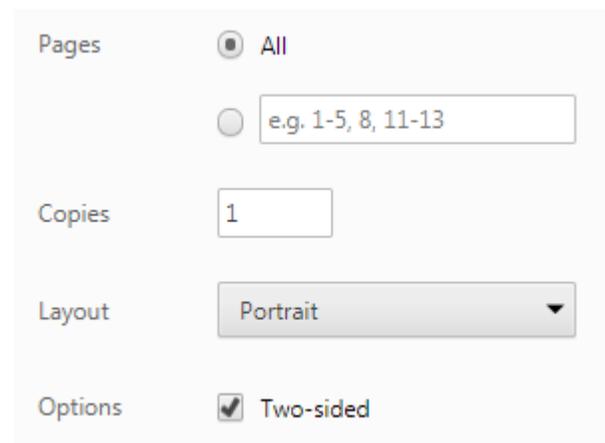
AVOIDING COPYRIGHT ISSUES

Copying and pasting content from the Internet for personal use is usually acceptable. The Fair Use Exception also allows individuals *limited* use of copyrighted material for commentary, criticism, satire, education or research. However, copyrighted content may not be published anywhere else (or used to make money) without the *permission* of the author. You must also *give credit to the author* to avoid copyright infringement.

PRINTING

Printing allows you to produce a hard copy of a digital file. In order to print you will need a printer connected to your computer. Printers vary in size, speed, sophistication, and cost. The four printer qualities of most interested to users are:

- Color (can be color or black & white printer)
- Resolution (sharpness of text and images)
- Speed (inexpensive printers print about 3-6 sheets per minute)
- Memory (more memory increases the speed of pages with complex graphics)



1. To print, go the **File** Menu and select **Print** (or hold **Ctrl** on your keyboard and press **P**).
2. Select from settings such as which pages to print, number of copies, layout, one or two sided, and more (options will vary based on the program and the connected printer's capabilities).
3. Click **Print** after selecting your settings to print the page(s).