

# REVITALISE Basic Technology Skills

## I. File Management



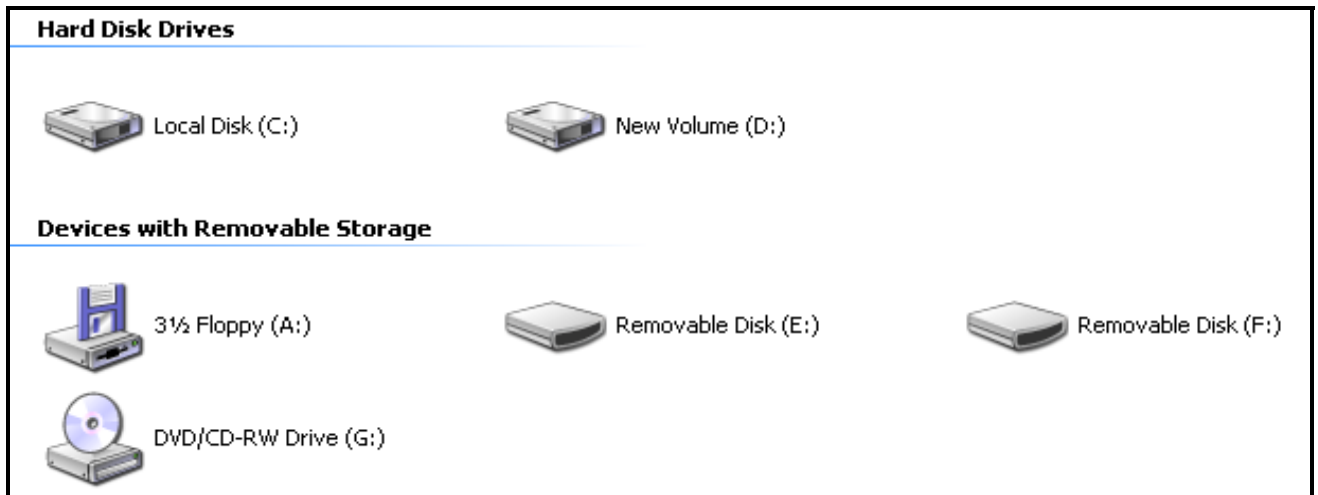
A **floppy drive** (usually referred to as the "A" drive). This is the drive (accessible from the outside of the computer) into which you can insert and/or remove a floppy disk. One floppy diskette will hold 1.4 MB of data. If your file size is larger than 1.4 MB, it will not fit on one floppy diskette. (*Double click on My Computer and select the A Drive*)



. A **hard drive** (normally designated as the "C" drive). This is the internal storage unit of your computer. Normally, you will install programs on it and store your data on it. If you have an exceptionally large hard drive, it may be divided into two parts. In this case, you will have a "C" drive and a "D" drive. These are really two parts of the same drive (think of them in terms of "Drive C + Drive D = Drive C"). (*Double click on My Computer and you should see the hard drives listed as C and/or D drives*)



A **CD-ROM drive** (normally designated as the "D" drive or the "E" drive if your "C" drive is divided into two parts--C and D) is accessed from outside the computer. It holds a CD (computer program or music CD).



Think of your hard drive as one big file cabinet. You will save all of your work in the file cabinet. In order to be able to locate the files when you need them, you must have an organizational structure to your filing system.



Folders provide that organizational structure to a disk drive, just as they do in a file cabinet. First, you will put labeled folders into your cabinet/drive. Each folder will have a name. When you view the contents of a disk drive, folders are normally listed in alphabetical order.

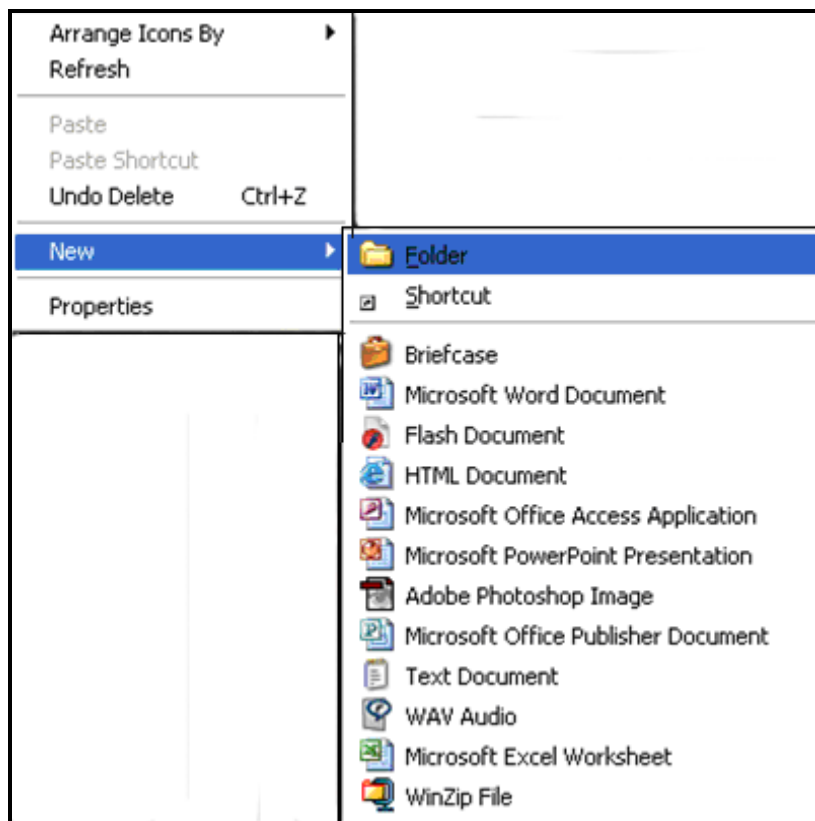


Inside the folder, you will put your documents. In order to be able to find your documents later within an overstuffed folder, you will give each document a name. On a PC, it is wise to use the following naming conventions for both folders and files:

- A file name is made up of two parts: (1) the name of the document and (2) the file extension. You may name a file anything you wish, but it is preferable to name a file something you are likely to remember later.
- File names should be no longer than 8 characters.
- The second part of a file name is the extension. In the file *text.doc*, the word *text* is the file name and the *.doc* is the extension. A period always separates the two. The extension identifies what kind of a document you have. Some examples of file extensions are:
  - .doc - Microsoft Word Document
  - .htm or .html - Web document
  - .gif - image
  - .jpg - image
  - .ppt - PowerPoint Presentation
  - .xls – Microsoft Excel

### Creating Folders/Directories

1. To create a new folder, right click on the location where you want to create the folder (Desktop, C Drive) select *New* and select *Folder*.



2. Type a name for the folder (Ex. Revitalise, AVS) and Select Enter.

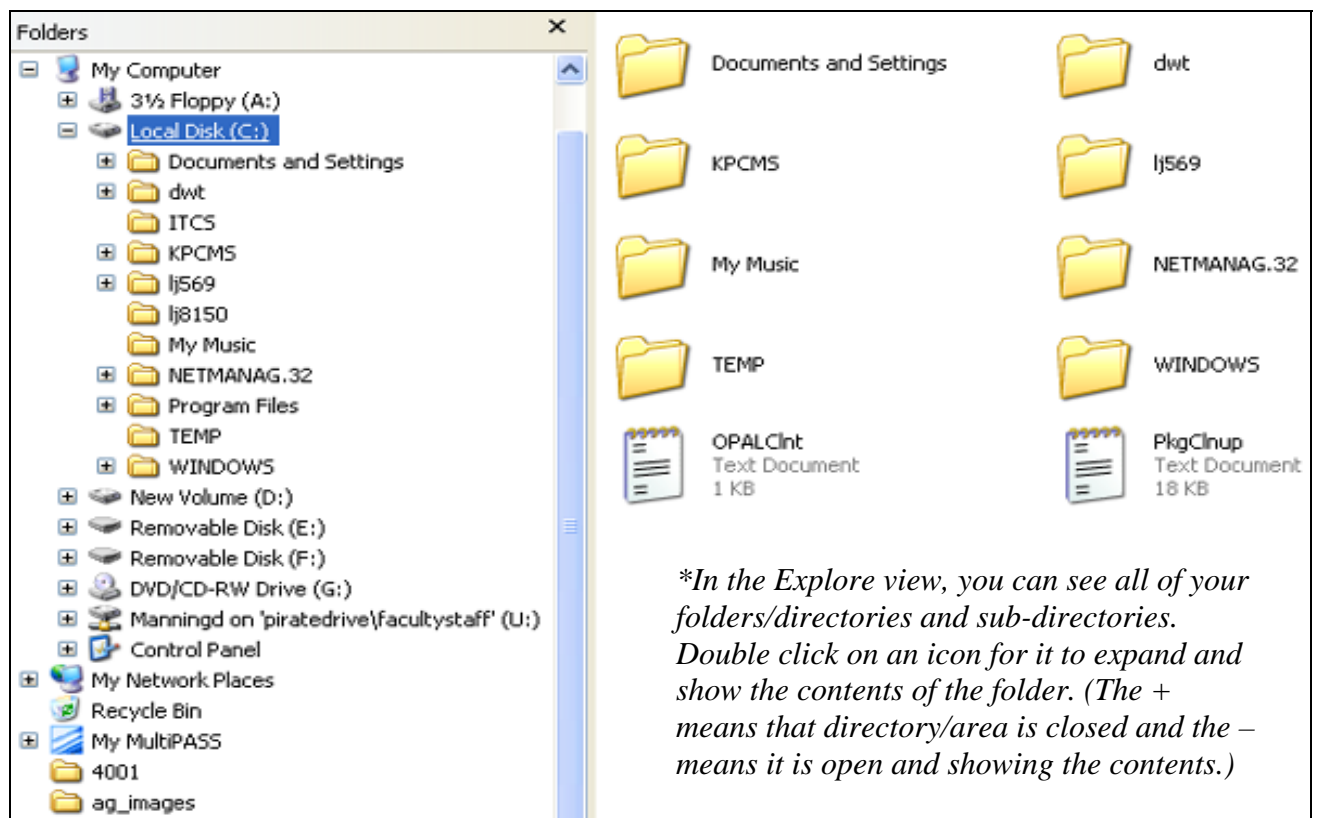
3. Folders can be created within folders:

(Ex. Revitalise folder  AVS folder  AVS File)

To create a folder within a folder, follow the steps above to create an initial folder.

Double click on the folder and then right click and select *New* and *Folder* (like you did in the first two steps). Name the Sub folder or Sub-directory.

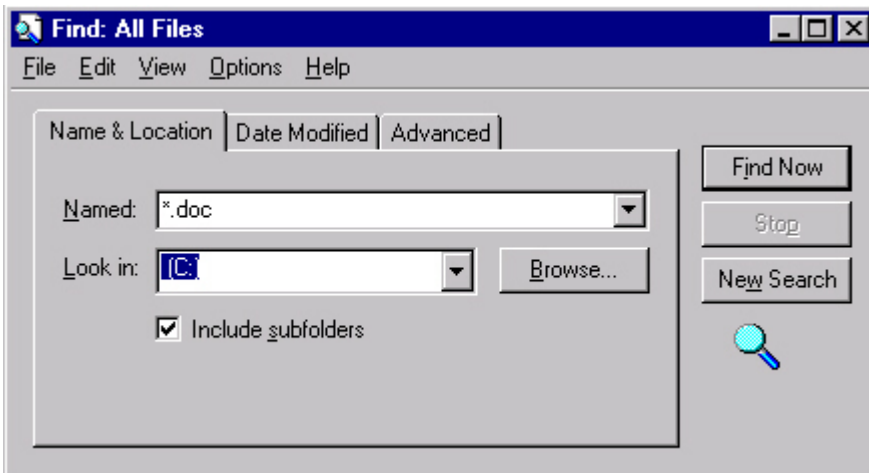
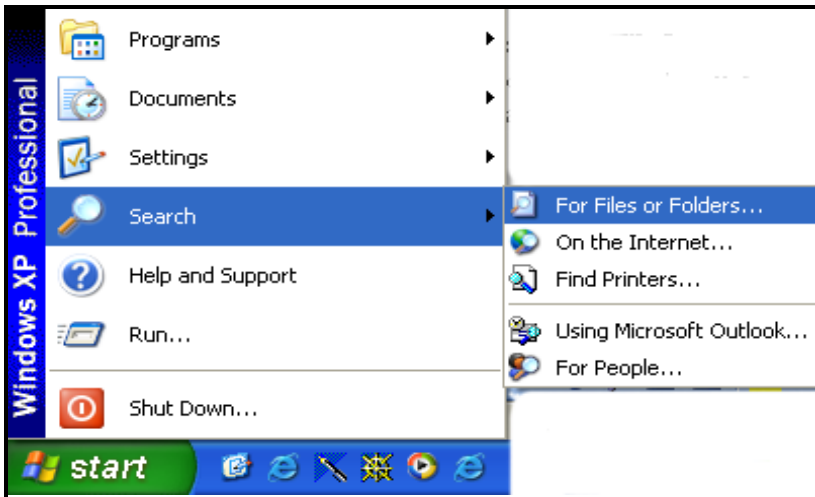
\*Another way to view file structure is to right click on the Start button and select *Explore*.



### Lost Your File?

If you know that you saved a file, but you can't remember where you saved it to, you can always get the computer to Search for the file.

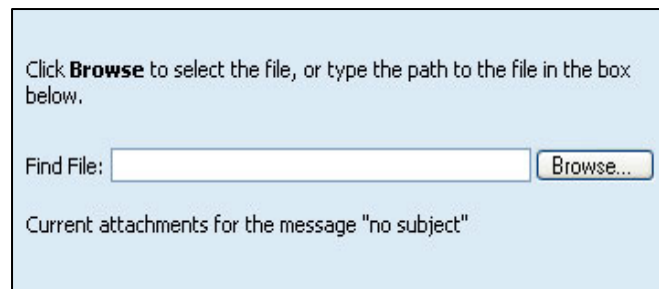
1. Go to Start on your Toolbar, and go up and select Search. Then select Files or Folders.
2. In the next box that opens, select "All Files and Folders" and type in the name of the file (or part of the name). If you know more information about the file, you can complete that in this screen.
3. Select the area for it to search in (C Drive or My Computer) and click *Search*.



## II. Uploading Files

There will be occasions when you will need to upload a file into a program (similar to attaching a file to an email message), but this feature is used without email. You can upload files for web pages or electronic submissions.

1. Click on the Add File/Upload or Browse Button
2. Find the file that you want to upload (from a floppy, hard drive, or desktop)
3. Click the file and select Open or Insert. The file should now be listed in the box beside the browse button.



## Saving Files

When saving any document, using any application, you will follow these steps:

1. When you are ready to save a file, click on 'File', 'Save As'

2. When the 'Save As' dialogue box comes up, click on the little triangle button at the end of the 'Save in:' box to display your drives.
3. Scroll to the drive letter (C: or A:), then double click on the folder (directory) to which you wish to save the file. You will then see that folder pop into the 'Save in:' box.
4. In the 'File name:' box below, enter your choice of a filename.
5. In the 'Save as type:' box, you notice that the application being used is already in the box. If you wish to save the file as another file type (i.e. *text only*, etc.), click the little triangle button at the end of the box to select.
6. Lastly, click on the 'Save' button.

\*Once the file has already been saved (using the Save As directions), you can save edits to the file by just selecting *File-Save*.

### Copying Files

There are several methods for copying (and moving) files:

- right clicking,
- clicking a toolbar icon,
- clicking edit, copy on the menu bar,
- pressing 'control c' on your keyboard, or
- dragging your files to another location. As you gain more experience and confidence, you will probably use the dragging option more frequently. Initially, you may prefer the other options.

*Basically when copying files from one directory or drive to another, you are going to select the file, then use one of these methods to copy it to another location.*

*TIP: You can copy several files at a time by*

- *Left clicking on 1 file, hold down the 'Ctrl' key while you select the other files*
- *Release the Ctrl key and on any one of the selected files drag to desired location.*

### Moving Files

The process of moving files from one place to another is essentially the same. When right clicking, or choosing Edit from the menu,

1. Select your file.
2. Choose cut instead of copy
3. Then go to the drive or directory where you want to move the file and select paste.

*Note: Dragging files **only copies** files -- they remain in 2 places. Also, remember you can move multiple files in the same manner as described under 'Copying Files'.*

## Deleting Files

Deleting files and folders is easy - almost too easy. Here again, you have several options:

- select the file or folder and click the *delete* icon on your toolbar
- select the file or folder and press the *delete* key (del)
- right click the file or folder and choose *delete*.
- drag the file and drop it in the *recycling bin* on your desktop

Unless you have indicated in the *recycle bin* that you wish all files that you delete to be permanently deleted, and unless you are on a floppy drive, deleting will merely send your files to the *recycle bin*, from where you can permanently delete them later.

*WARNING: When you delete a folder, you delete all files in that folder. Before deleting a folder, be sure that it does not contain files you wish to keep!*

*Remember, only files deleted from your hard drive can be retrieved from the Recycle Bin.*











## III. Copying and Pasting Data into Various Programs


To copy and paste information, you should be familiar with several icons on the tool bar. This demonstration is using the toolbar from Microsoft Office (Word, Excel, PowerPoint) but most programs follow the same or similar steps.


### The Standard Toolbar:





### Functions of commonly used buttons

 Creates a new blank document based on the default template	 Opens or finds a file
 Saves the active file with its current file name, location and file format	 Prints the active file - for more print options go to the File menu and select Print
 Print preview - Shows how the document will look when you print it.	 Spelling, grammar and writing style checker
 Cut - Removes the selection from the document and places it on the clipboard	 Copy - Copies the selected item(s) to the clipboard
 Paste - Places the content of the clipboard at the insertion point	 Format painter - Copies the format from a selected object or text and applies to other objects or text


 Undo - Reverses the last command, use pull-down menu to undo several steps


 Redo - Reverses the action of the Undo button, use the pull-down menu to redo several steps


 Displays the Tables and Borders toolbar

 Insert a table into the document, or make a table of selected text

 Insert an Excel spreadsheet into the Word document

 Columns - Changes the number of columns in a document

 Displays or hides the Drawing toolbar

 Zoom - Enlarge or reduce the display of the active document

You can copy information/data from one document to another or from the Internet to a Software program such as Word or Excel. Use the following steps to copy information from the Internet to Microsoft Word.

1. Go out to the Internet and open a website (Ex. <http://aa.usno.navy.mil/data/> for data or <http://www.fi.edu/fellows/fellow7/mar99/probability/index.shtml> for textual info.)

2. Click your mouse at the beginning of the text that you want to select, go to the end of the text that you want to select and hold the CTRL key down while clicking at the end of the text. This should highlight all of the text that you selected. (You can also do this by clicking at the beginning of the text and holding the mouse button down while you drag it over all of the text, highlighting it as you select it.) Once the text that you want copied is selected, go up to your toolbar and select the copy icon.



*(You can also go to the tool bar, select Edit, and then select Copy)  
(Keyboard shortcut, CTRL C)*

3. Open the program that you wish to use (Microsoft Word, Excel, AVS), click the area that you want to paste the information and go up to the tool bar and select paste.

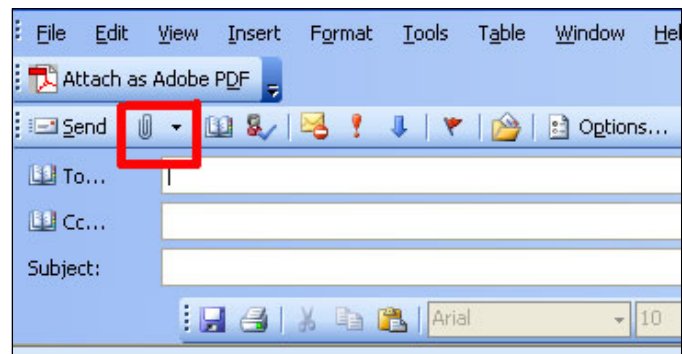


*(Again, you can use the tool bar, go to Edit and Select Paste)  
(Keyboard shortcut, CTRL V)*

#### IV. Sending and Opening Attachments

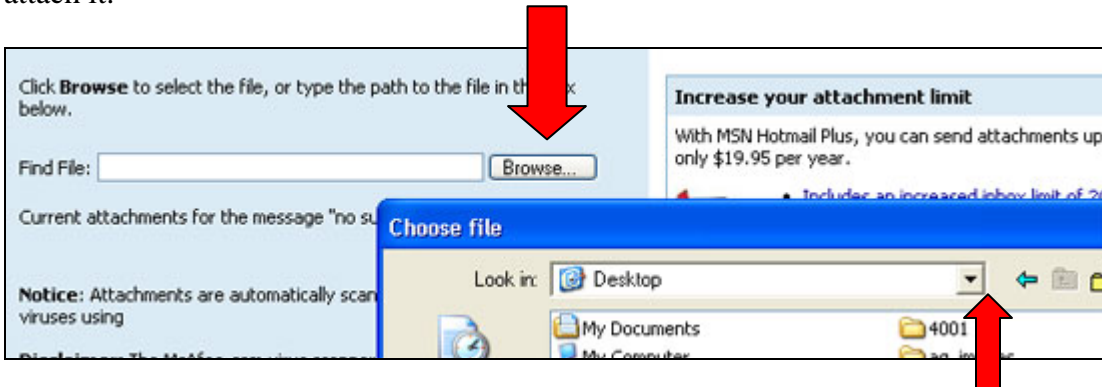
You can email any document (word processing documents, PowerPoint presentations, digital pictures etc.) on your computer to another person.

1. Open your email account and follow the steps to compose or send a new message.



2. Click on the ATTACH FILES button (in some email programs, you will only see a paperclip icon).

3. Select browse to find where the document is located on your computer in order to attach it.



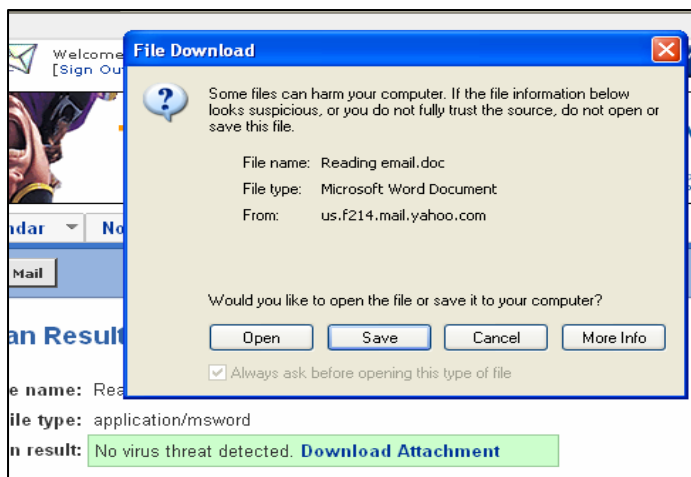
\*If you aren't familiar with attachments and where the files are located, you may want to save the document onto your DESKTOP. Then you click on BROWSE and select the desktop option.

### Reading attachments

You will notice a paperclip icon beside the email messages with icons. Click on the paperclip to read the attachment.



You can either open the attachment, or save it to your computer. If you select SAVE, you can edit and make changes to the document.



**WARNING:** If you do not know who is sending you the email, **DO NOT** open the attachment. Harmful viruses are spread through attachments. If there is no message with the attachment **DO NOT** open it.

### **Educational References:**

Some of this information was modified with permission from the following sites:



<http://www.duke.edu/~dhewitt/tutorials/explorer/explor.html>

There are MANY sites on the Internet with technology tutorials. For help with a certain area or topic, use a search engine (such as Google or yahoo. Type the particular kind of help that you need (Ex. AVS tutorial or Microsoft Word tutorial) in the search field and hit Enter. You will probably find useful information from some of the sites.

Here are a few sites with video clips of the skills mentioned in this document.

<http://aect.ed.psu.edu/viewlets/prerequisite.htm> AECT: Videos with basic computer skills

<http://www.itc.virginia.edu/desktop/docs/fms/> UVA: Information Technology and Communication, Videos on File management

<http://www2.nau.edu/edtech/newtutorials/fileman/index.htm> Basic File management movies