

PART 1: Applications (Programs)

Definition:

Applications (sometimes called programs) are tools that enable you to create, view and edit files. Different applications create different kinds of files.

Examples:

Application	Used For	Filename
Microsoft Word	Documents (e.g. letters, resumes, essays)	.doc
Microsoft Excel	Spreadsheets (e.g. calculating your monthly expenses)	.xls
Microsoft Powerpoint	Presentations (e.g. the one we're showing you now)	.ppt

Three ways to open/launch applications:

1. From the "Start" > "Programs" menu (this will show you all the applications available on your computer)
2. Double click on the application's shortcut icon on the desktop or task bar
3. Double click on a file you have created in that application (this will open the application and your file)

Exercise 1:

Using the Microsoft Word application to create, save and edit a document file



Part One: Creating and saving a file for the first time

1. Launch the Microsoft Word application (use method 1 or 2 above).
2. Type "My name is..." in the big white space
3. From the Menu bar, click on "File" and then "Save as"
4. In the Save in box, click the small arrow & choose "Desktop"
5. In the file name box, erase the suggested file name and type your name.
6. Click the Save button.
7. Close MS Word.
8. Find your file on the desktop

Part Two: Editing your file and saving the changes

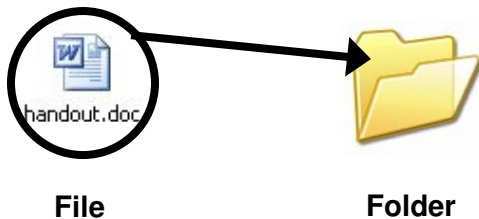
1. Launch the Microsoft word application (use method 3. above)
2. Change something in your document, e.g. add your lastname
3. From the menu bar click on "File" and then "Save"
4. Close MS Word (Either using the "File" menu to "Exit" or by clicking on the "X" at the top of the window.

PART 2: Storing and Organizing Your Files

Now that you know how to create and save files, the next important things you need to learn are how to organize your files into folders and how to save and retrieve them from different storage devices.

Folders:

Put files into folders to keep them organized.



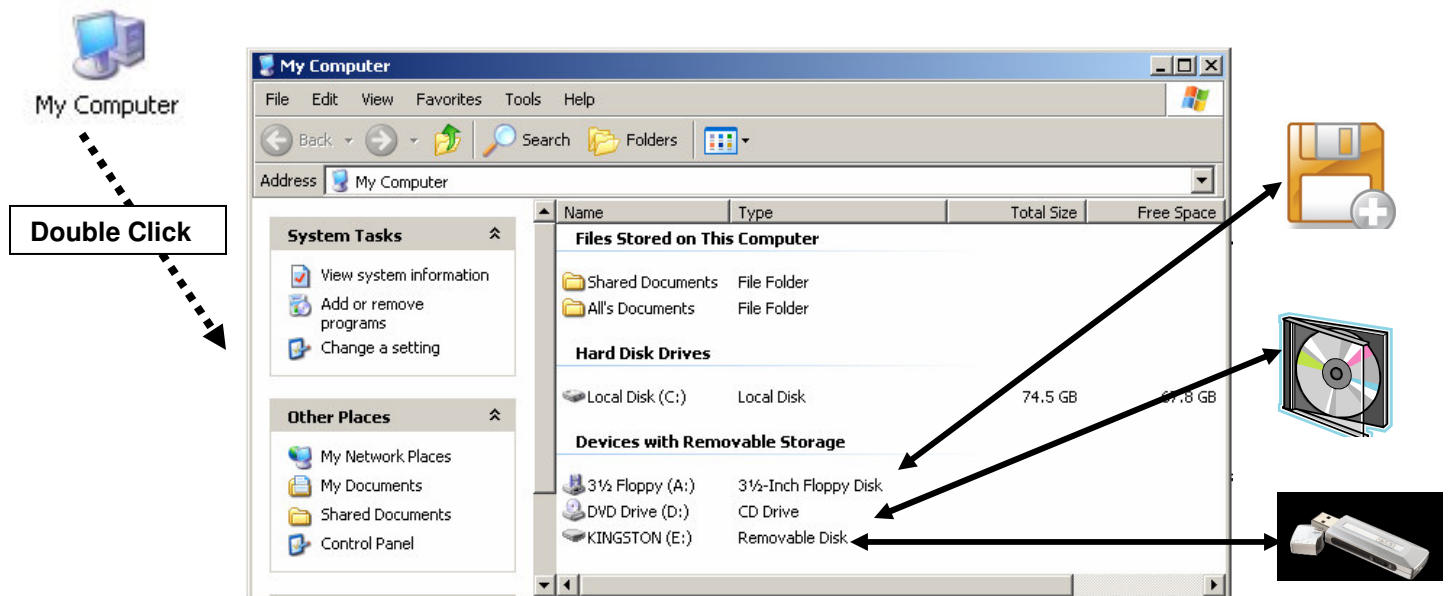
Exercise 2:

Creating a folder on the desktop

1. Right click on a blue part of the desktop (away from icons)
2. Select "New" from the menu and then "Folder"
3. Find your "New Folder" on the desktop
4. Right click on your folder, select "Rename" and then type in a new name (e.g. your name)
5. Drag your word file into your folder
6. Double click on your folder to see the file inside

Storage Devices:

Using the "My Computer" window you can see the files and folders on your computer's storage devices.



PART 3: Copying, Printing and Deleting Files

Exercise 3:

Copying files from one storage device to another (in this example, from a CD/Floppy disc to the desktop)

1. Insert a portable storage device (CD or Floppy Disc)
2. Double click on the “My Computer” desktop icon
3. In the “My Computer” window, double click on the Floppy or CD
4. Single click on the file you wish to copy
5. Click on “Edit” and then “Copy” (or right click and select “Copy”)
6. Use the drop-down menu (to the right of the address box) to navigate to the desktop and double click on your folder
7. Click on “Edit” and then “Paste” (or right click on the white space inside the window and select “Paste”)

Deleting Files:

Files take up space, so it is good to delete the ones you no longer need.

Exercise 4:

Deleting a file

1. Double click the “My Computer” icon from the desktop.
2. Navigate to the appropriate storage device.
3. Single click the file you wish to delete (this will highlight it).
4. From the menu bar, choose “File” > “Delete”.
5. A Confirm File Delete dialog box will appear. Choose “Yes”.

The Recycle Bin:

Files that are deleted are sent to the recycle bin. So, if you accidentally delete a file, you can go to the recycle bin and “restore” it.



Recycle Bin

Exercise 5:

Restoring a file from the recycle bin

1. Double click on the recycle bin icon on the desktop
2. Double click on the file you wish to restore
3. In the box that pops up, click on the “Restore” button
4. Check that the file is back where it was before you deleted it.



Think of the **Recycle Bin** as a real trash can or recycling bin! If you throw something in it by mistake, you can always retrieve it again. With your computer, this is called “**restoring**” the deleted file.

PART 4: Bonus Exercises

Exercise 6:

Printing a Word document

1. Launch the MS Word application and open the file you wish to print (See Exercise 1)
2. From the menu bar click on "File" and select "Print Preview". (This helps you to see what it will look like once printed. If you are satisfied, click on "close" and proceed to step 3. If you spot an error, click on the "close" button, make changes, save and repeat step 2.)
3. From the menu bar click on "File" and select "Print". In the print dialogue box review settings (e.g. number of copies), change if needed and then click on "OK"
4. Retrieve your document from the printer

Exercise 7:

Moving files from one folder to another by dragging and dropping

1. Double click on the "My Computer" icon and navigate to a folder containing some files
2. Position the mouse pointer over one of the files, and press down and hold the left mouse button while dragging the file onto the desktop

Exercise 8:

Renaming files and folders

1. Position the mouse pointer over the file or folder icon
2. Right click and select "Rename" from the drop-down menu
3. Type in the new name
4. Left click over a spot with no icons

Exercise 9:

Launching Internet Explorer and going to a web site (Note: your computer needs to be connected to the internet for this to work)

1. Double click on the Internet Explorer desktop icon
2. Click in the address bar and delete the text
3. Type in a website address (e.g. www.cbc.ca) and press the enter key

PART 5: Websites for Practice

You are encouraged to use the library computers to practice if you do not have a computer at home. Ask someone at the information desk about how to book a computer.

Here are two websites with great tutorials to help you perfect some of your new skills. (You will need to follow the steps in Exercise 9 to use these tutorials.)

1. www.mesalibrary.org/research/mouse/page01.htm
2. www.pbclibrary.org/mousing/



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