

Windows 7 and File Management

Section 1 | Microsoft Windows 7

OVERVIEW

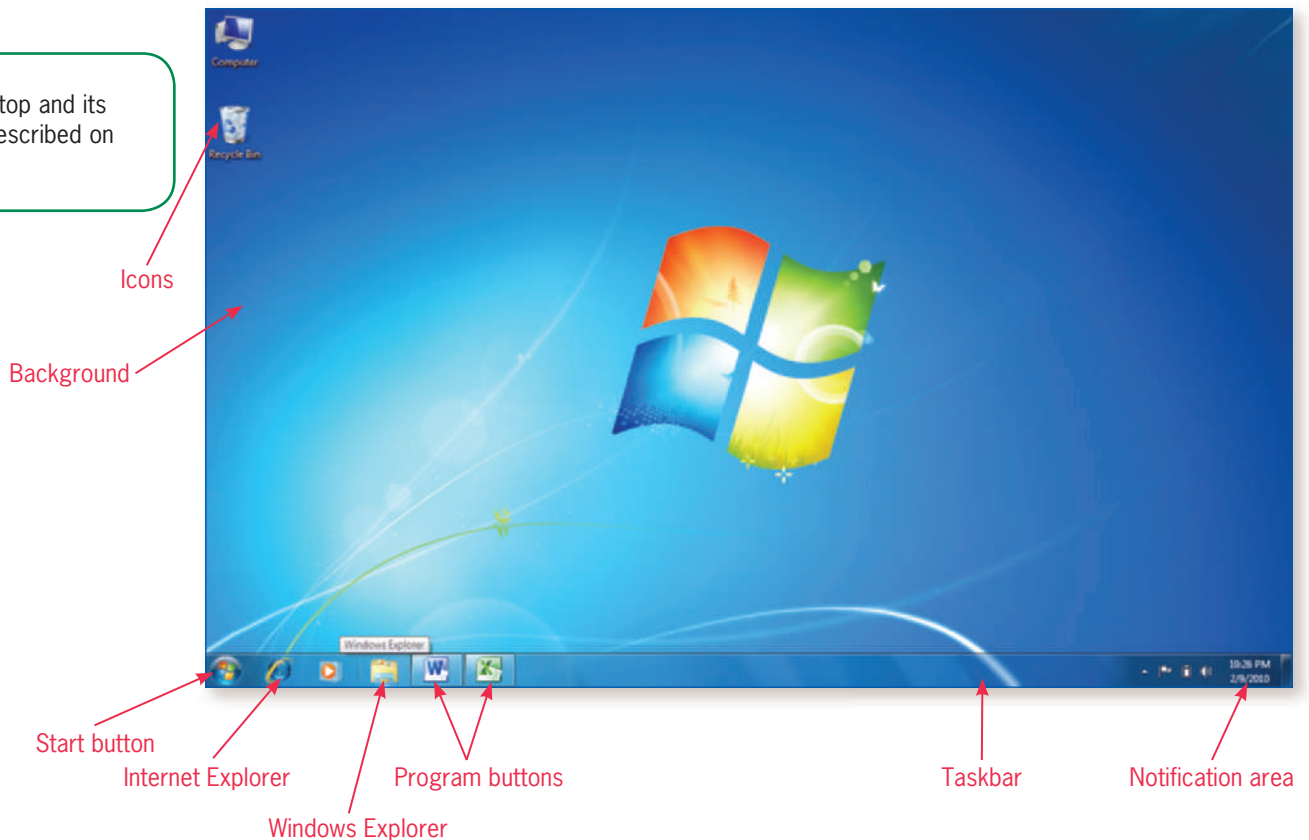
Windows 7 is the newest operating system software released by Microsoft. The operating system software controls the operations of the computer and works with the application software. *Windows 7* works with *Word* in opening, printing, deleting, and saving files. It also allows you to work with photos and pictures, play music, and access the Internet.

When you turn on your computer, *Windows* displays a login screen followed by a password screen. See your instructor for login and password information. The *Windows 7* desktop displays after you have logged in.

MICROSOFT WINDOWS 7 DESKTOP

★ TIP

The Windows desktop and its components are described on the next page.



WINDOWS DESKTOP COMPONENTS

The illustration on the previous page shows the default *Windows 7* Aero desktop. The Aero theme has a semitransparent glass design that gives a three-dimensional appearance. In order to see the graphical enhancements of the Aero theme, your computer hardware and version of *Windows 7* must support it. Your screen may have the *Windows 7* Basic theme.

Read the description of each component and hover the mouse over each object to display the ScreenTip that identifies each element.

- **Taskbar.** The taskbar displays across the bottom of the screen and contains the elements listed below.
 - **Start button.** Click the Start button to display the Start menu. The Start menu provides access to programs and files on your computer.
 - **Program and file buttons.** Buttons display for the programs that are open or pinned to the taskbar and allow you to switch between them easily. The illustration shows that *Internet Explorer*, *Windows Explorer*, *Word*, and *Excel* either are open or have been pinned to the taskbar so that they remain on the desktop.
 - **Notification area.** The notification area provides helpful information, such as the date and time and the status of the computer. When you plug in a USB drive, *Windows* displays an icon in the notification area letting you know that the hardware is connected.
- **Icons and Shortcuts.** Icons, small pictures representing certain items, may be displayed on the desktop. The Recycle Bin, which represents a wastepaper basket, displays when *Windows* is installed. Other icons and shortcuts may be added.
- **Background.** The default background is the *Windows* logo on a blue background. The background can be changed or customized to include a personal picture or a company logo.

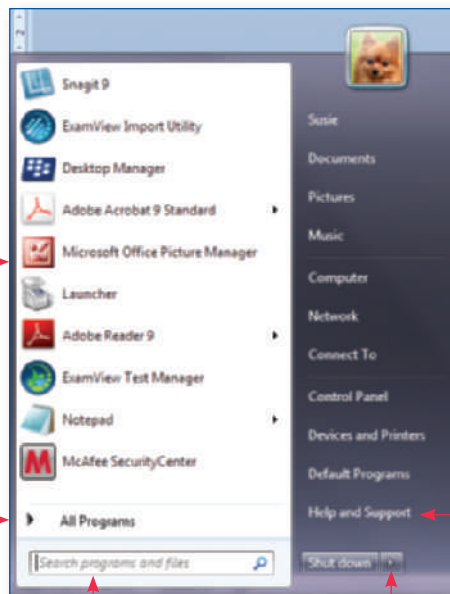
START MENU

The Start menu enables you to access all programs, documents, and other computer resources. The programs listed in the left pane of the Start menu vary depending on which programs you have used recently. However, all programs can be located by clicking All Programs. The right pane contains links to files and resources on your computer. One of the key links that will be useful is Help and Support. Note that the Shut down button is also located on the Start menu.

To display the Start menu, click the Start button. The Start menu is illustrated on the next page. Review the callouts on the illustration on the next page.

TIP

You will be able to access both the Help files stored on your computer and those stored on the Microsoft website if your computer is connected to the Internet.



Programs used recently

Links to files and resources

Click All Programs to access a program.

Click for online Help and Support.

Key criteria to search programs and files.

Click to shut down, restart, or switch users.

WINDOWS 7 HELP AND SUPPORT

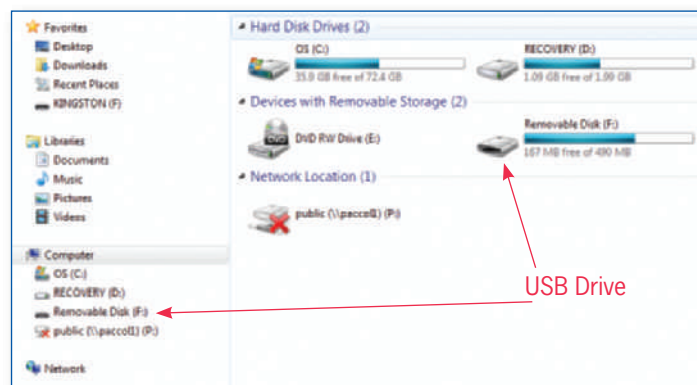
The fastest way to get help is to key a word or phrase in the Search Help box and tap ENTER; all the Help pages that contain the word or phrase will display. You can also click the Browse Help topics link and then click an item in the contents listing of subject headings that appear. Some subject headings contain Help topics within a subheading. Click the Help topic to open it, and click the subheading to narrow your search.

COMPUTER DRIVES

You will be working with auxiliary drives, including CD/DVD and universal serial bus (USB) flash drives. USB flash drives vary in size and shape and can hold gigabytes of information. They are also called thumb drives, memory keys, pen drives, and key drives. The USB drive needs to be plugged into a USB port in order for the computer to read the drive. Your computer may have several USB ports.

To access drives on your computer:

1. Click the Start button to display the Start menu.
2. Click Computer in the right pane to view the drives and storage devices connected to your computer.

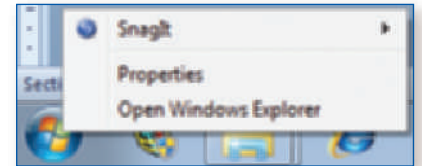


USB Drive

Section 2 | File Management

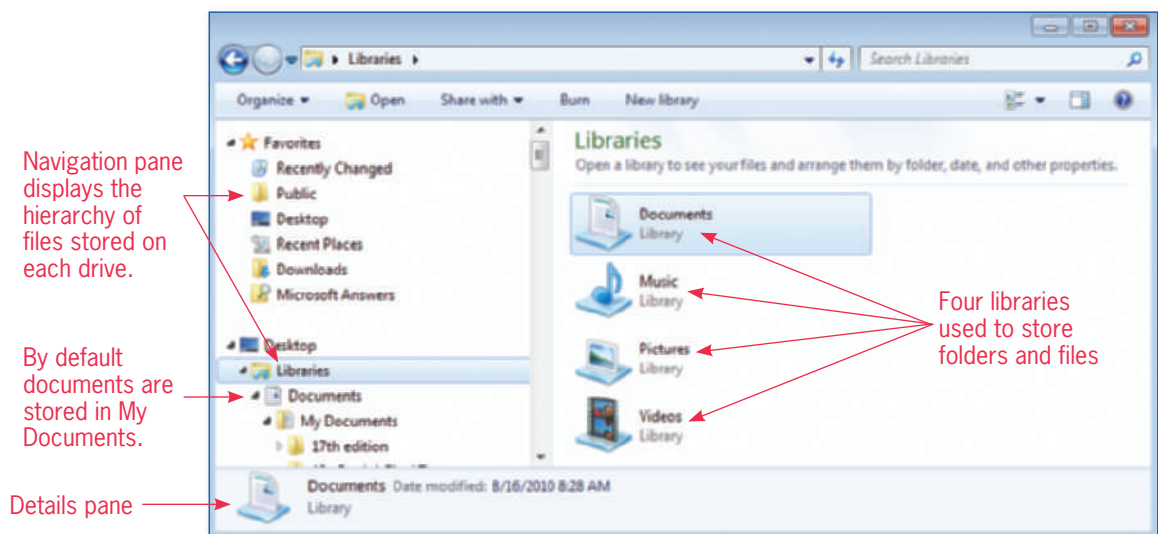
WINDOWS EXPLORER

Windows Explorer is a file management program provided with *Windows 7 Accessories*. In the previous section, *Windows Explorer* was shown pinned to the taskbar. If your computer does not have it pinned to the taskbar, you can access *Windows Explorer* by right-clicking the Start button and selecting *Open Windows Explorer*.



LIBRARIES

When *Windows Explorer* opens it displays four libraries—Documents, Music, Pictures, and Videos as shown in the illustration below.

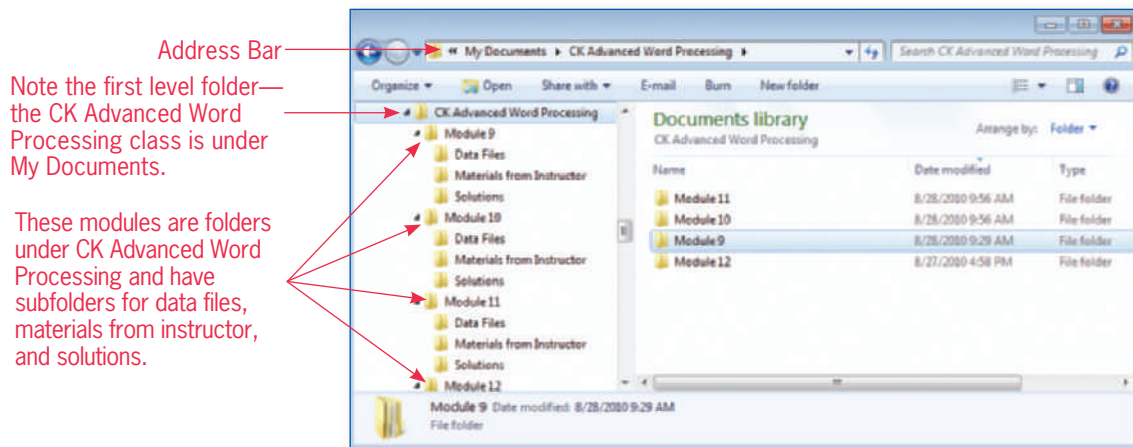


DOCUMENT MANAGEMENT

A logical system for storing documents enables you to locate and retrieve the documents when you need them. *Keyboarding Pro DELUXE 2* stores your files in a logical system for you. However, if you were not using *Keyboarding Pro DELUXE 2*, think how you could structure files for your *CK Advanced Word Processing* class so that you could locate them quickly and easily. Your class has ten modules and two projects. Each module and project may have data files, solutions, and materials from your instructor. Having a folder for each module and subfolders for data files, solutions, and materials from your instructor would make it easy to locate and retrieve files.

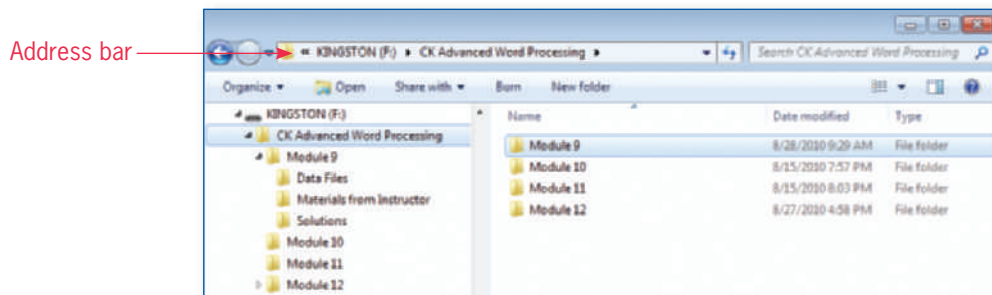
FOLDER STRUCTURE

Note the file structure in *Windows Explorer* if you set up a folder on the hard drive for each module of the CK Advanced Word Processing Class and subfolders in each module for data files, materials from instructor, and solutions. Files relating to each of these areas would be stored in the appropriate folder.



FOLDER ADDRESSES

A folder is a location for storing files or other folders. The Address Bar shows the location of the folders. Compare the address bar in the illustration above in which the folders are saved in My Documents on the hard drive OS (C:) and the illustration below in which the folders are saved on a USB (flash) drive.



In the Address bar, each level of the hierarchy is separated with a ► symbol; the highest level folder displays at the left side of the Address bar. The ► symbol indicates the next lower level.

NAMING CONVENTIONS

The names given to both folders and files should be logical and should reflect the content of the folder or file. The names of folders are usually keyed with initial capital letters. The names of files are typically keyed using lowercase.

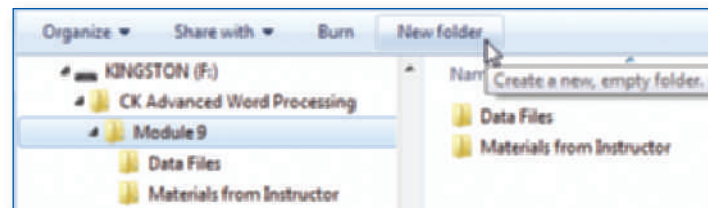
Filenames can be up to 255 characters long (but in practice you won't use filenames that long). In addition, the following symbols cannot be used in a filename: \ / : * ? " , . The descriptive name is followed by a period (.), which is used to separate the descriptive name from the file extension. The file extension is three or four letters that follow the period. When renaming a file, do not delete or change file extensions as this may cause problems opening the file.

WORKING WITH FOLDERS AND FILES

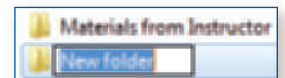
Effective file management involves a number of tasks including creating folders, renaming folders and files, and copying, moving, and deleting folders and files. These tasks can be accomplished using *Windows Explorer* or using the Save As dialog box in applications such as *Word*, *Excel*, and *PowerPoint*. *Windows Explorer* is used for the following instructions.

To create a folder or subfolder:

1. In the Navigation pane, click the drive that is to contain the new folder. If a subfolder is desired, highlight the folder that will contain the new folder.

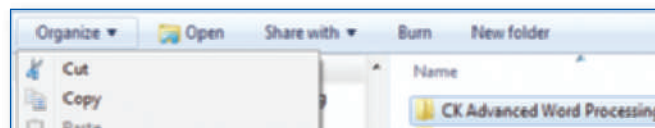


2. Click the New folder button to display a new folder.
3. Key the name of the new folder and tap ENTER.



To copy a file or folder:

1. Highlight the file or folder that is to be copied. Click Organize and then click Copy.



2. Navigate to the desired location, such as a flash drive, and click the icon.
3. Click Organize and then click Paste.

TIP

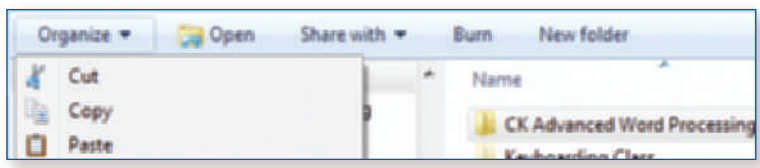
You can also access the Cut, Copy, and Delete commands by selecting the filename; then right-click and choose the desired command from the menu.

To rename a file or folder:

1. Right-click the file or folder icon.
2. Left-click Rename from the Shortcut menu.
3. Key the new name and tap ENTER.

To move a file or folder:

1. Highlight the file or folder that is to be moved and click Organize.
2. Click Cut.

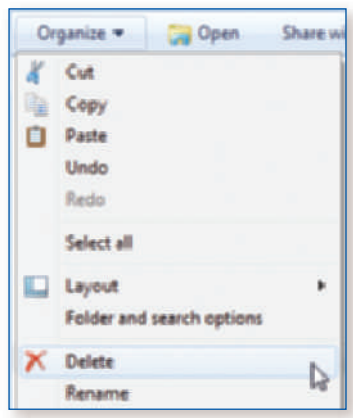


3. Navigate to the desired location, such as a flash drive, and click the icon.
4. Click Organize and then click Paste.

To delete a file or folder:

1. Highlight the file or folder that is to be deleted.
2. Click Organize and then click Delete.
3. The Delete Folder dialog box displays to confirm the Delete request. Click Yes.

Note: Deleting a file removes it from its current location and sends it to the Recycle Bin; the file remains there until the Bin has been emptied.



RECYCLE BIN

The Recycle Bin provides temporary storage for deleted files. If you accidentally delete a file, you can select the file and click Restore this item. To permanently remove all files, click Empty the Recycle Bin.

