

KNIGHTS OF COLUMBUS
COUNCIL 11138

NOVICE COMPUTER CLASS

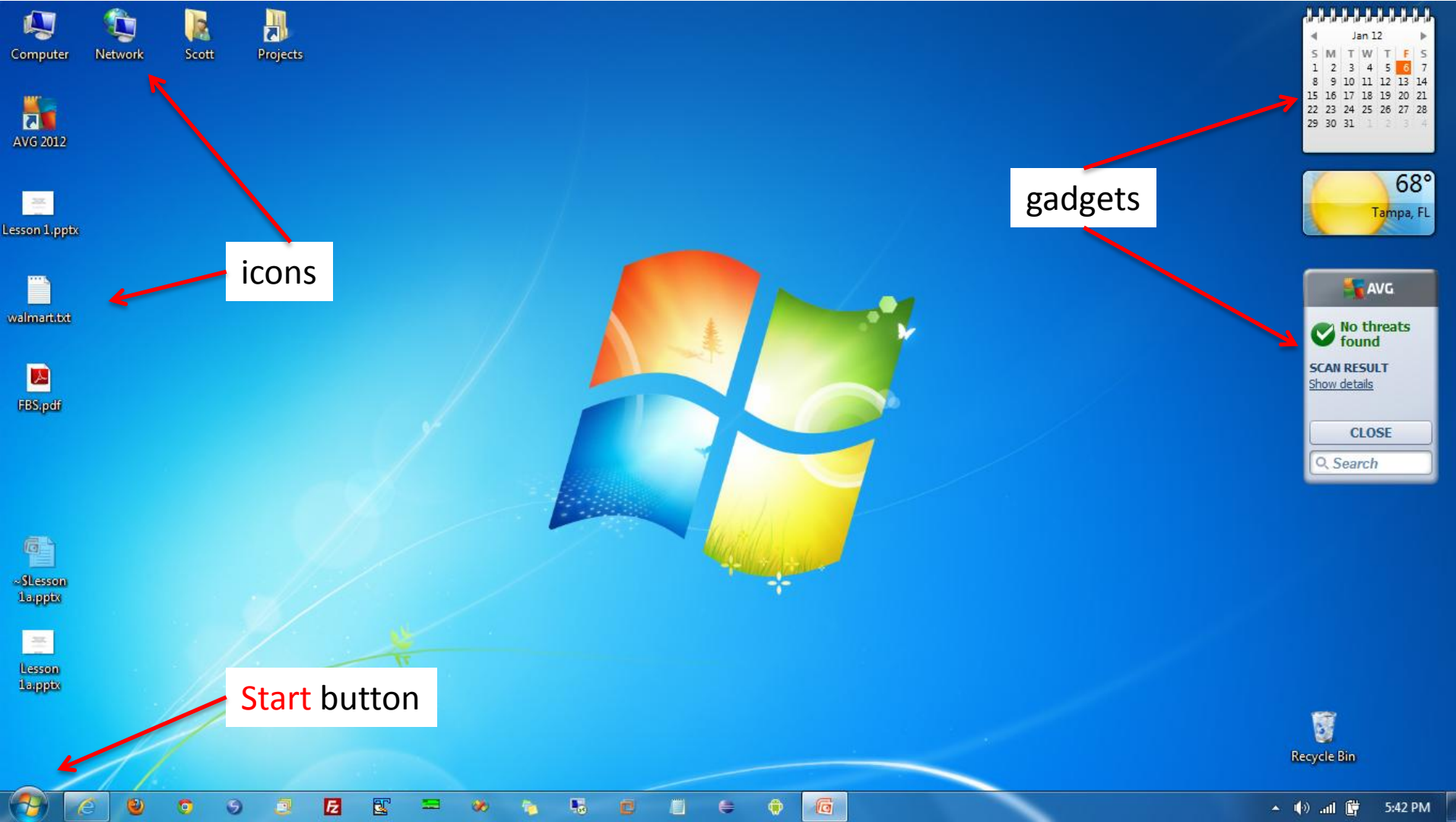
Lesson 1 of 8

Desktop, Folder & Window Basics

- Turning a computer ON and OFF
- A typical desktop
- Moving icons on a desktop
- Changing backgrounds
- Changing screen savers
- Folder operations
- Window operations
- Trash/Recycle Bin operations
- Starting applications
- Questions

[Download the lesson](#)

Typical Windows Desktop



Turning a computer ON and OFF

- On
 - Power Button
- Off
 - From Menu - Options
 - Power Button

The Class Turns Their Computer On, Off and Back On

Turning OFF a computer (Windows)



1. Press the **Start** button
2. Press the arrow next to **Shut down**
3. Select **Log off, Sleep** or **Hibernate**
 - **Log off** – Everything is closed and all power is turned off
 - **Sleep** – Puts all open docs into memory (RAM)
 - **Hibernate** – Stores all open docs on the hard drive as opposed to memory
 - **Hybrid Sleep** – A combination of Hibernate and Sleep

The difference between Sleep, Hibernate and Hybrid Sleep is energy usage.

Moving Icons on a Desktop (Windows or Macintosh)



1. Using your mouse, position the cursor over the **recycle/trash bin**.
2. Click and hold down the left mouse button.
3. Move (drag) the mouse to re-position the bin icon.
4. Release the mouse button.

Repeat the procedure twice.

Change the Desktop Pictures (Macintosh)



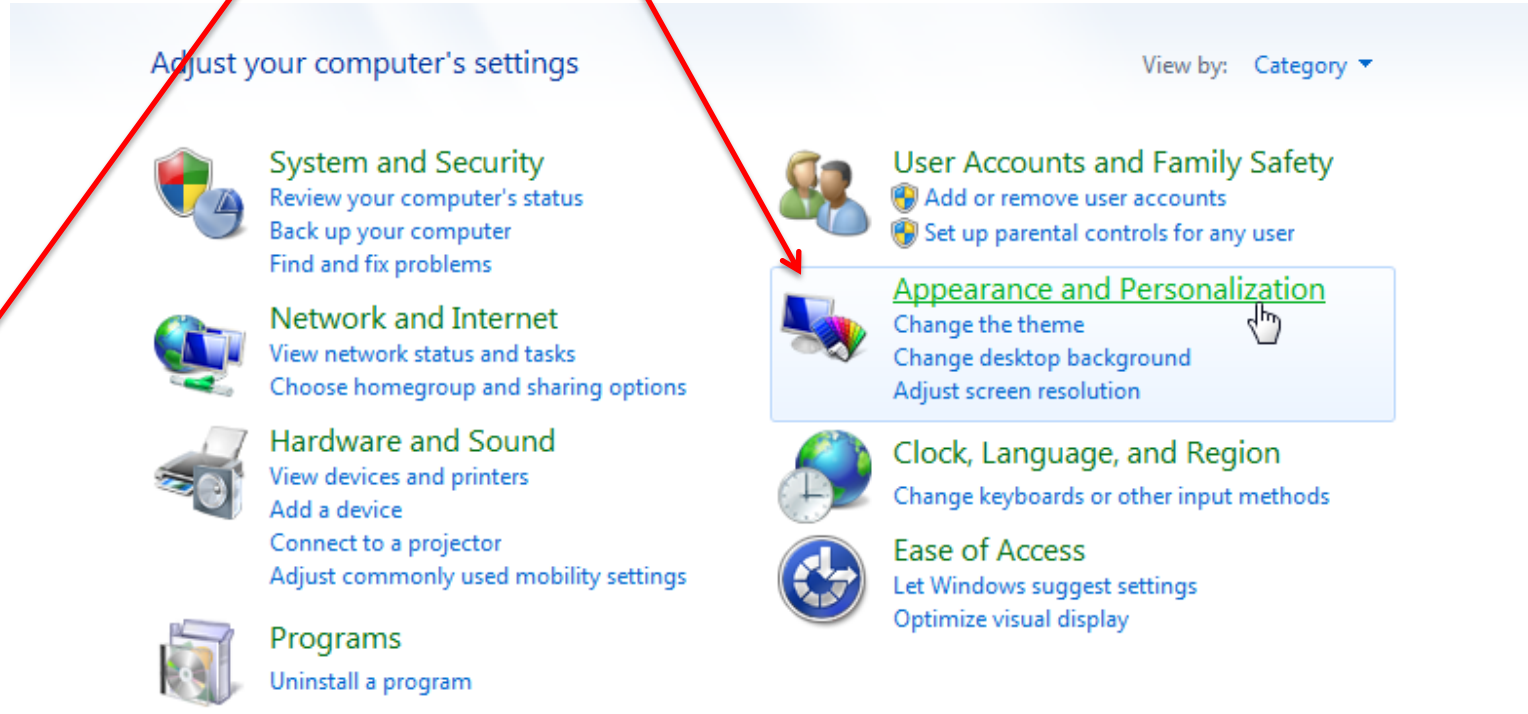
1. Click the **Apple** (Upper LH Corner)
2. Click **System Preferences**
3. Click **Desktop & Screen Saver**
4. Click the **Desktop Tab**
5. Click the **Picture You Want**

The Class Changes the Desktop Picture 2 Times

Control Panel - You can set and change all of you appearance and personalization settings in the Control Panel (Windows)

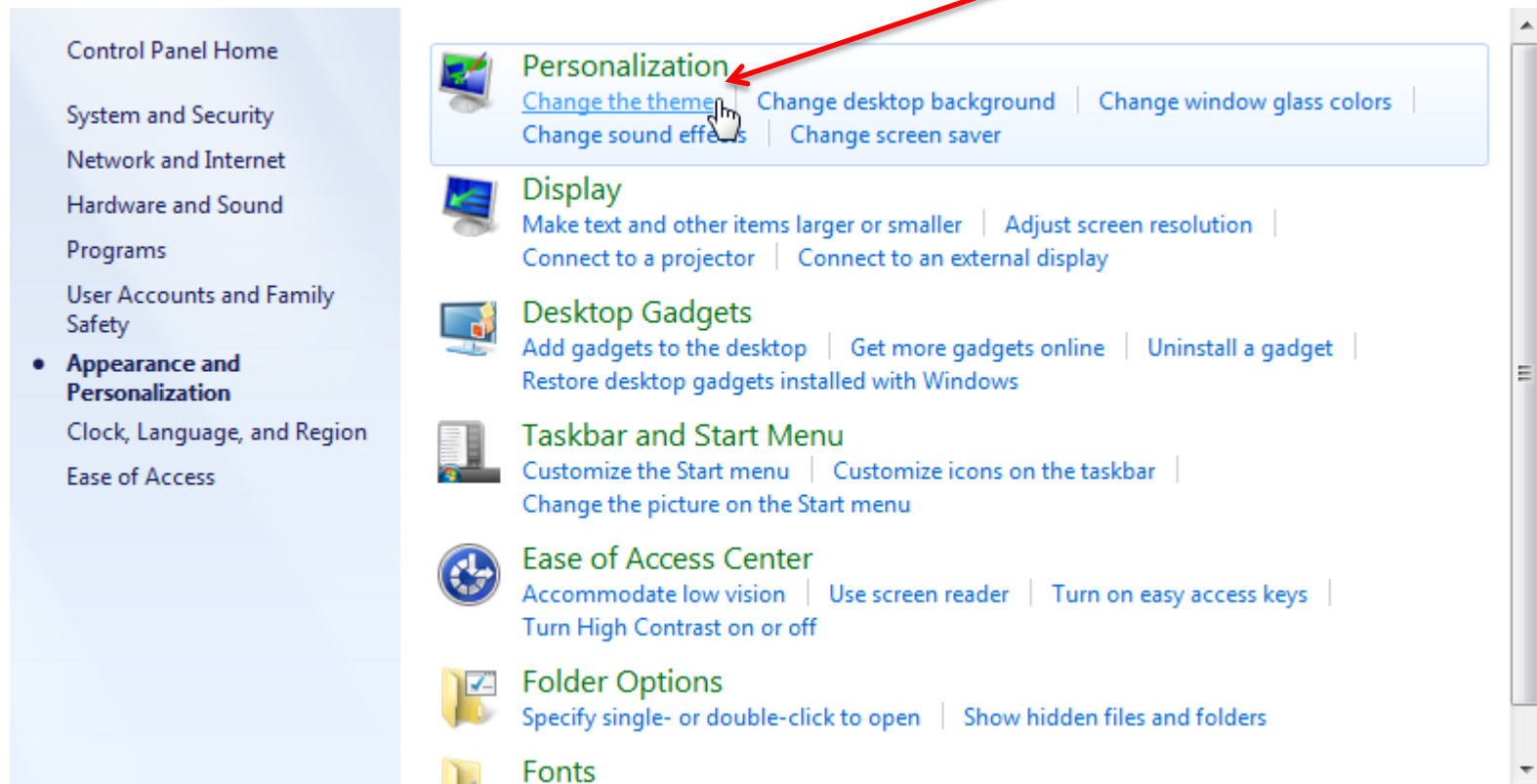


1. Click the **Start** button
2. Click **Control Panel**
3. Click **Appearance and Personalization**



Control Panel (Windows)

To change the background or screen saver, click **Change the theme**

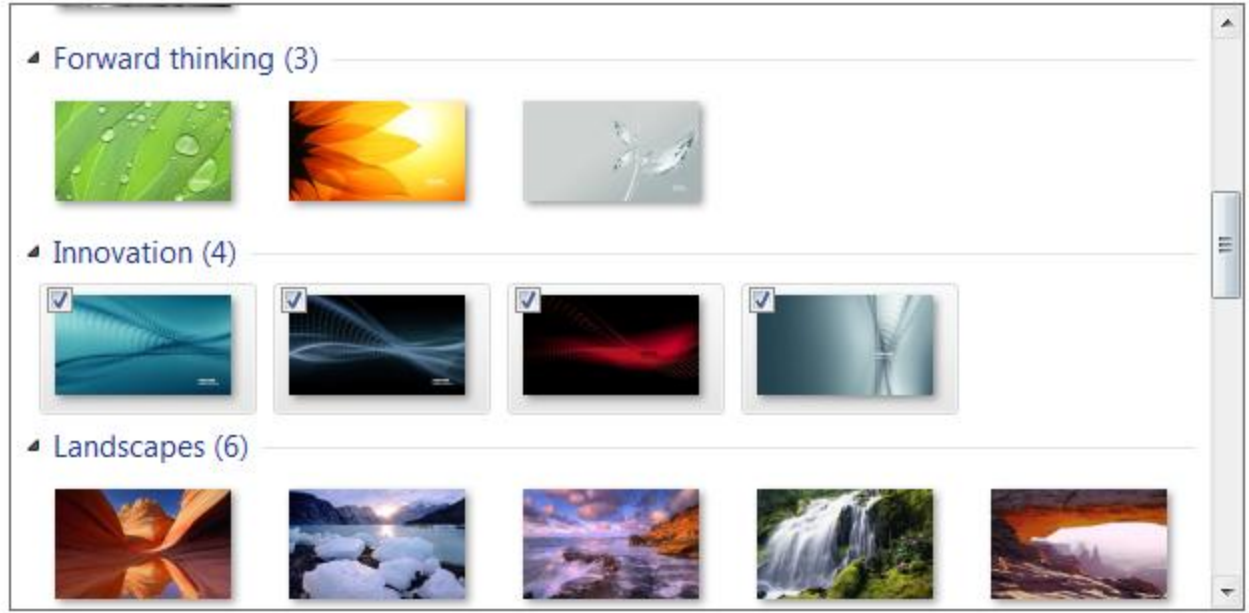


Change the Background (Windows)

Choose your desktop background

Click a picture to make it your desktop background, or select more than one picture to create a slide show.

Picture location:



Picture position:

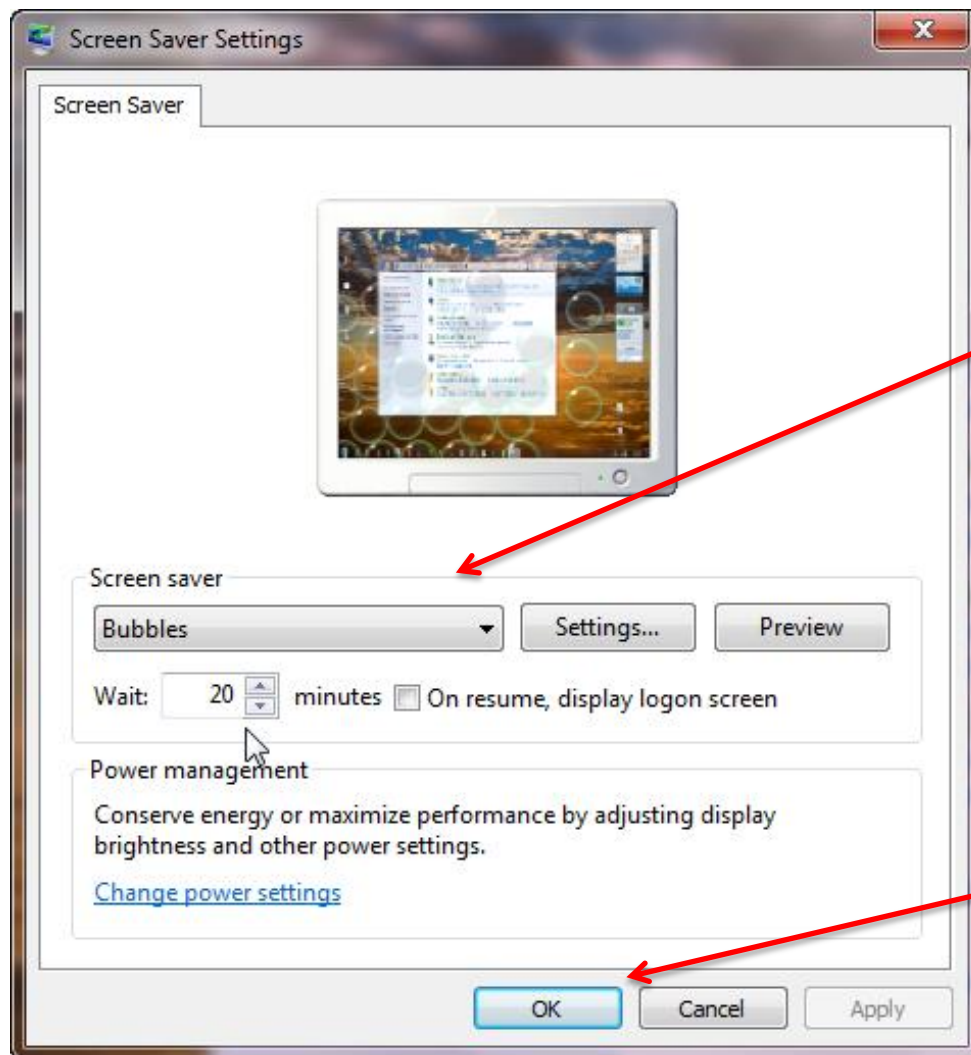
Change picture every: Shuffle

When using battery power, pause the slide show to save power

Click Save changes



Change the Screen Saver (Windows)



Change the Wait time and the screen saver type

Click **OK** or **Apply**

The Class Changes the Screen Saver Start Time 2 Times

Change the Screen Saver (Macintosh)



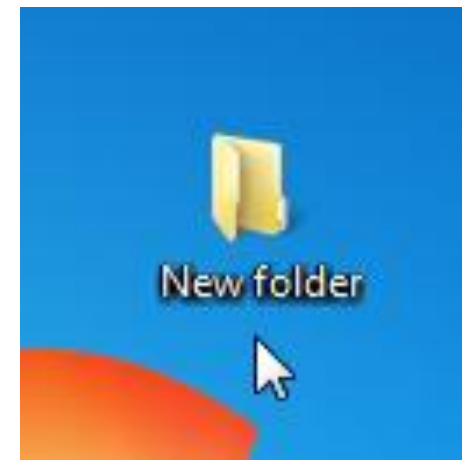
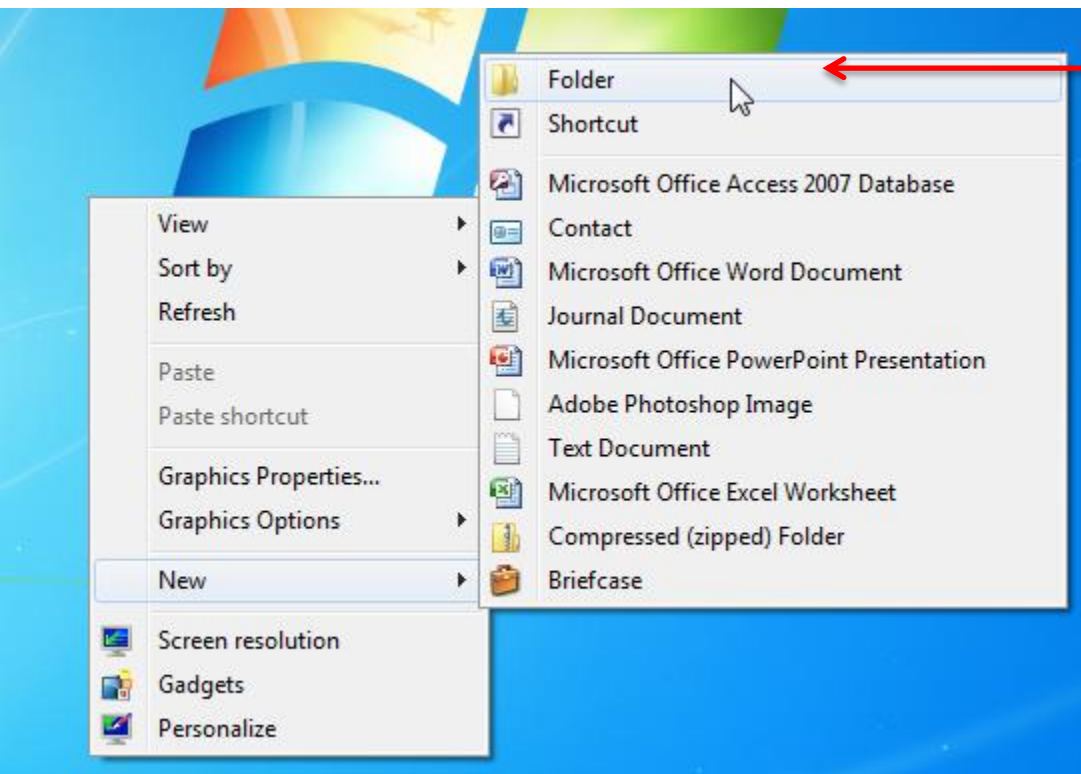
1. Click the **Apple** (Upper LH Corner)
2. Click **System Preferences**
3. Click **Desktop & Screen Saver**
4. Click **Screen Saver Tab**
5. Click the **Screen Saver You Want**
6. Click **Test**
7. To change or set the start time of the screen saver, Click & Drag the Triangle on the Time Bar, then Release.

You Can Activate the Upper LH Quadrant as a Hot Corner to Start the Screen Saver)

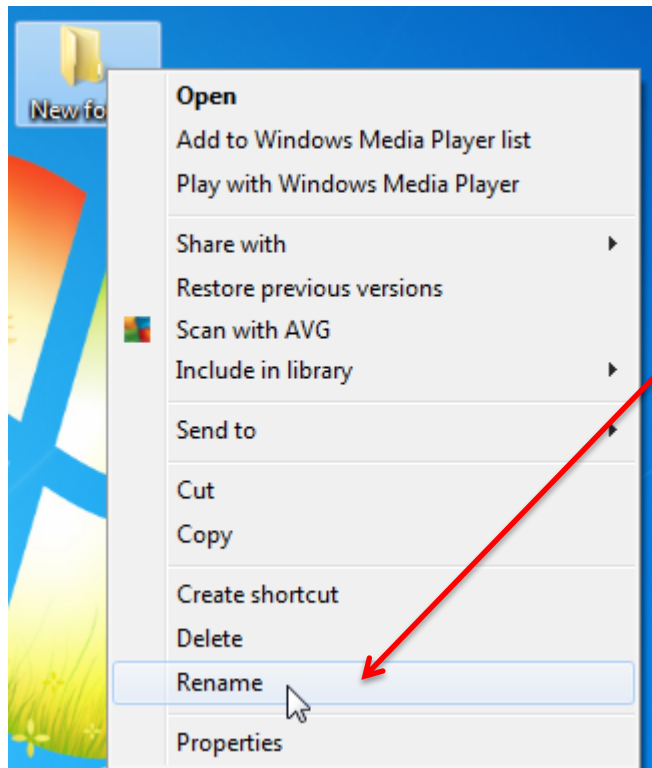
The Class Changes the Screen Saver to 2 Times

Folder Operations (Windows)

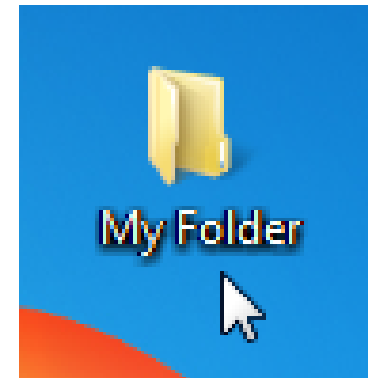
1. To create a new folder, right click anywhere on the desktop. A “context” menu will appear.
2. Click **New**
3. Click **Folder**
4. A new folder named “New folder” will appear on your desktop.



Folder Operations (Windows)

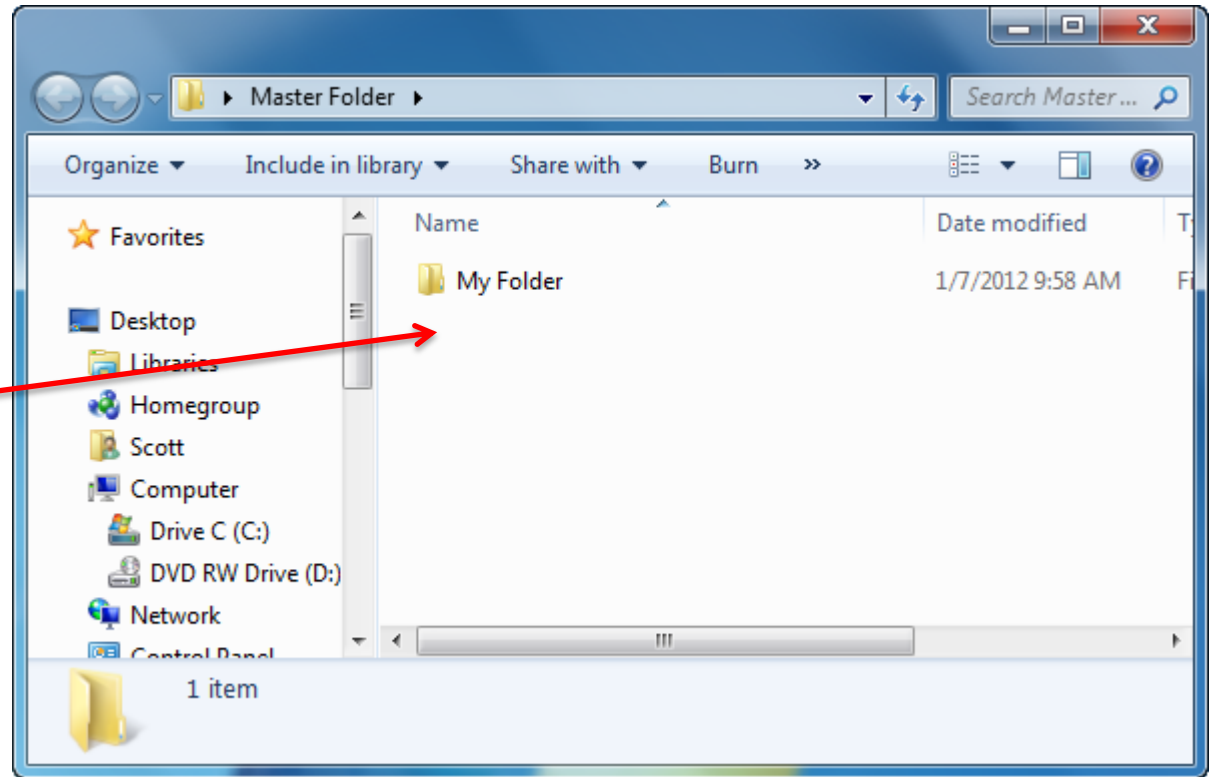
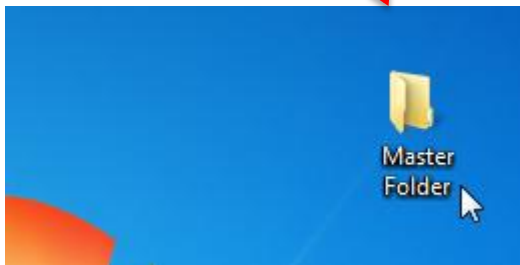
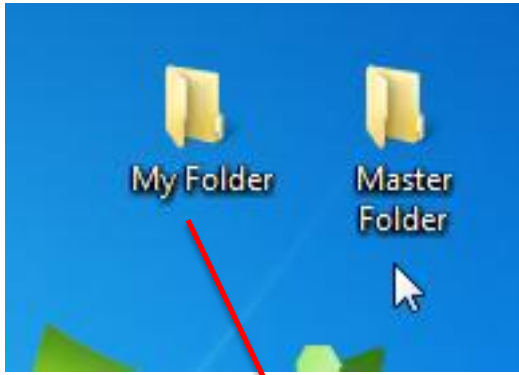


1. To rename a folder, right click on the folder. A “context” menu will appear.
2. Click **Rename**
3. Rename your folder to “My Folder”.



Folder Operations (Windows)

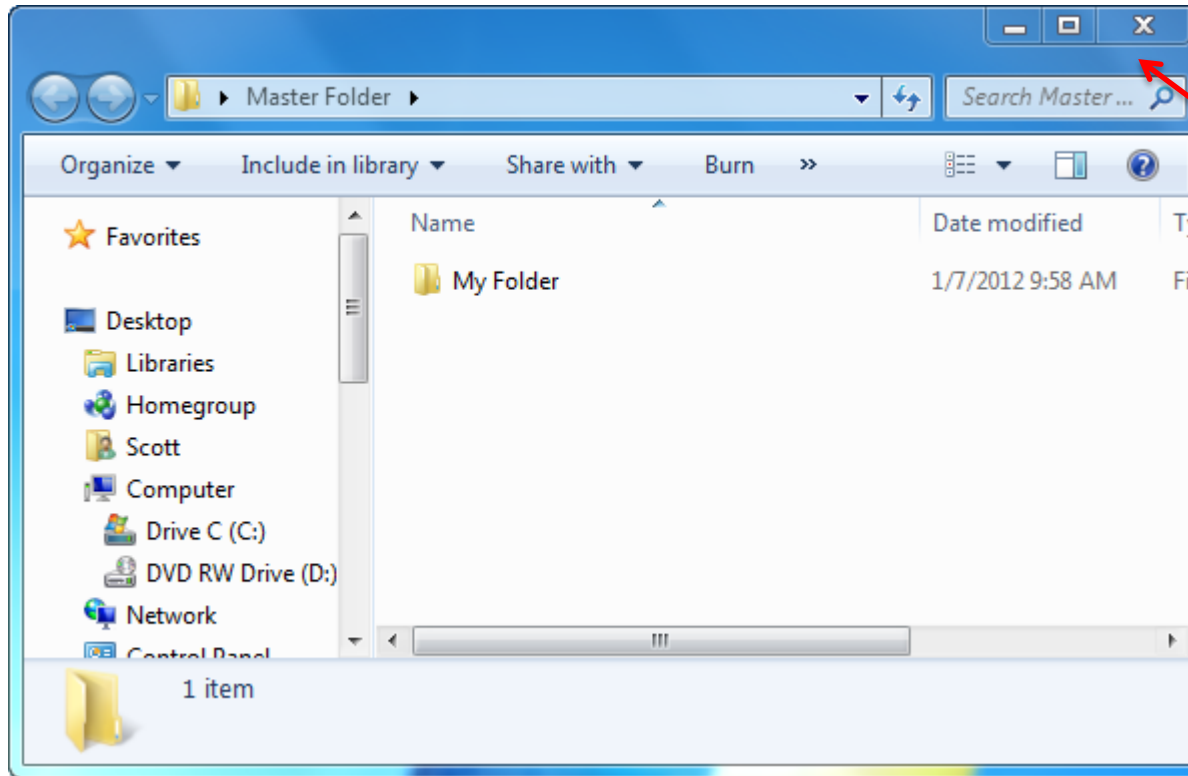
1. To move a folder into another folder, create a new folder called "Master Folder".
2. Drag "My Folder" into "Master Folder".
3. Open "Master Folder" by double-clicking on it to see that it contains the folder "My Folder"



- **Creating a Folder**
 - From the Desktop, Click File from the Top Menu Bar
 - Click “New Folder” From the Menu & a Folder Icon Appears
- **Naming the Folder**
 - Click & Drag Across the Folder Name Below the Folder Icon
 - Type “My Folder” & Then Click On Desktop & the Folder Is Re-Named
- **Placing a Folder Into Another Folder**
 - Create a Second Folder Called Master Folder
 - Drag “My Folder” Onto the Master Folder & Release
 - Double Click Master Folder & It Opens Showing My Folder Inside

***The Class Creates Two Folders, Names Them
& Places One Inside the Other***

Window Operations (Windows)



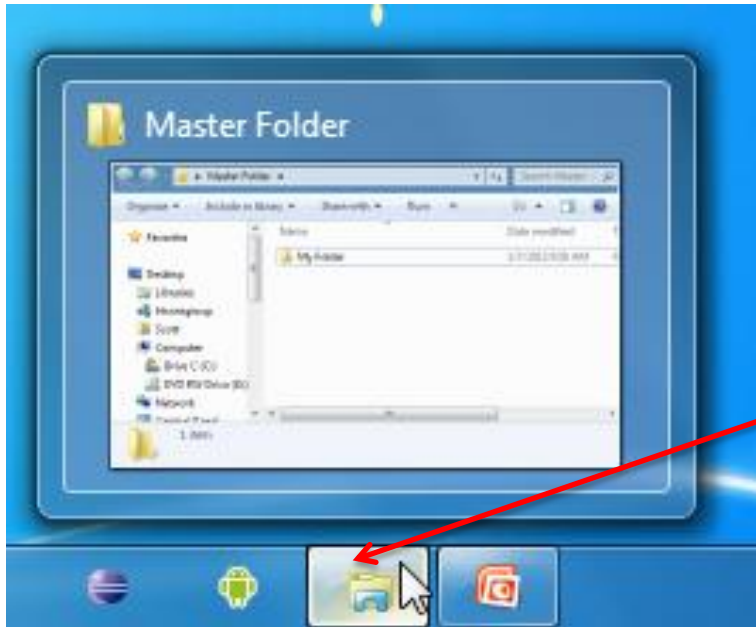
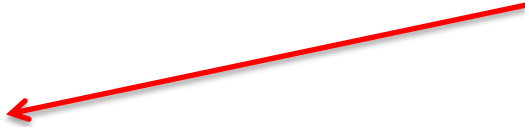
Double-click the Master Folder to open it.

Windows can be hidden, resized or closed by clicking these controls.

Window Operations (Windows)



To minimize or “hide” a window, click this control. It looks like a dash.



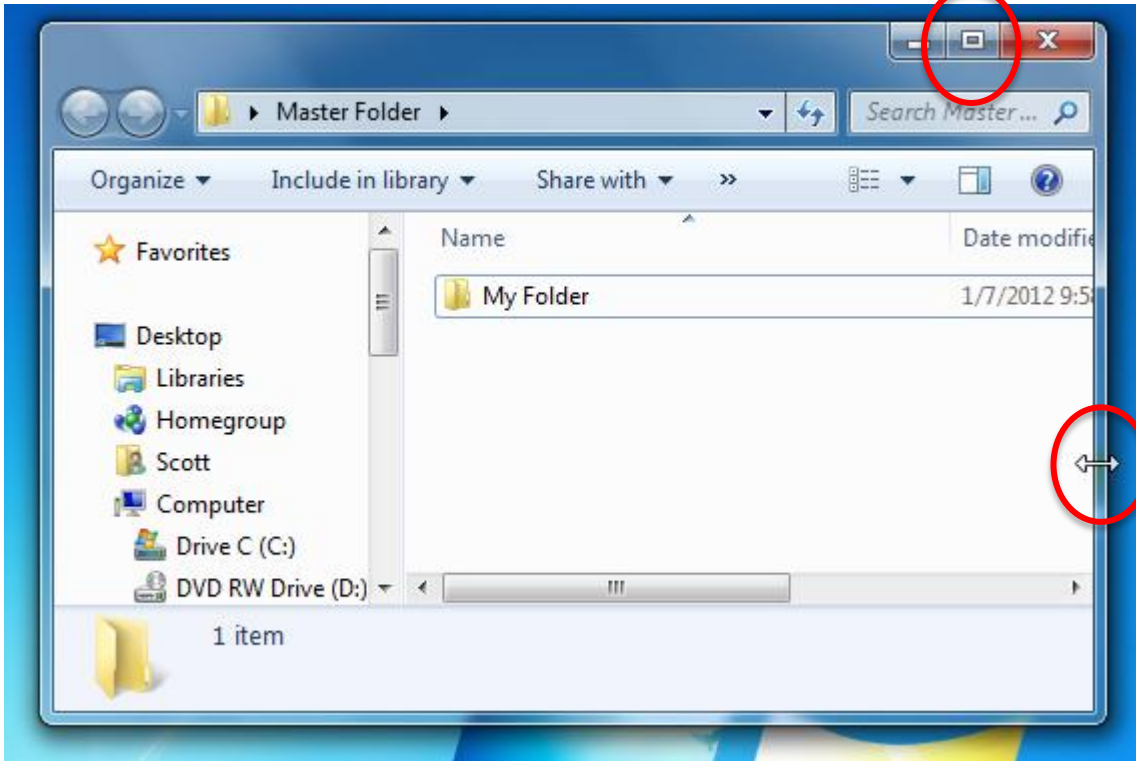
The window will be minimized and appear in your taskbar at the bottom of the screen.

Hovering over the icon will display a small version of the window. Click it to return the window to its former size and place.

Window Operations (Windows)



To middle icon is used to toggle between full-size and a size that you can set.



1. To resize a window move the cursor to the side of the window to be reset. The cursor will change.
2. Drag the side of the window to the size you wish it to be.

Notice the middle icon's toggle.

Window Operations (Windows)



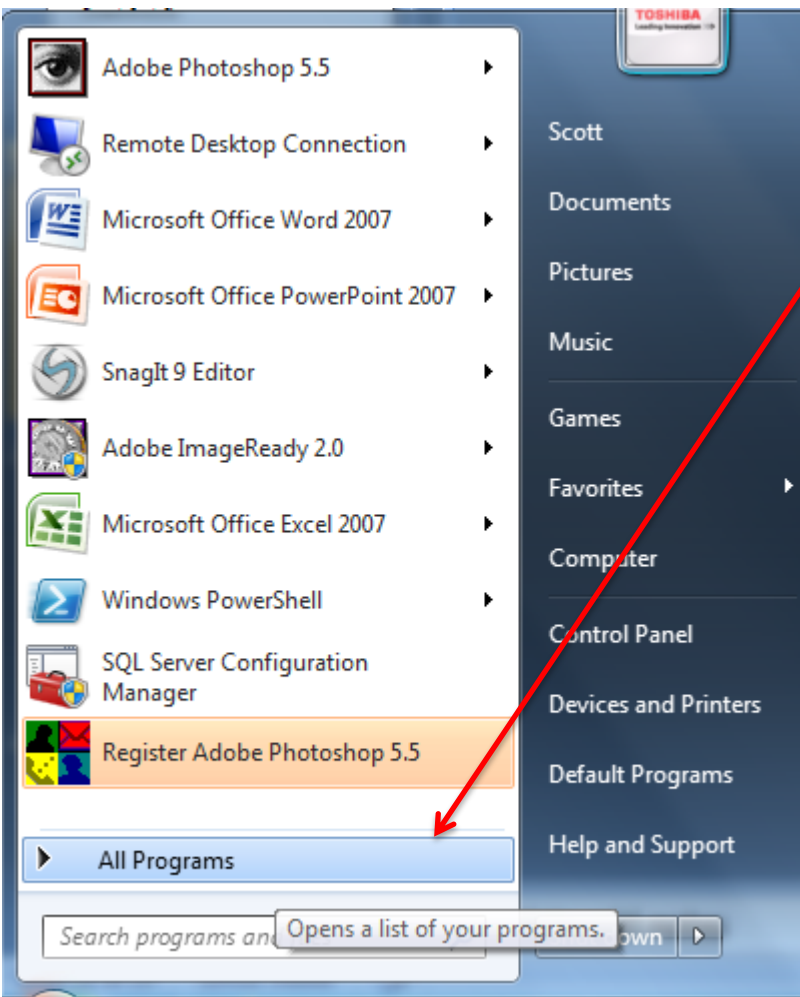
To close a window, click the red “X”.

- Resizing a Window – Double Click “Master Folder”
 - Move Cursor to Lower RH Corner Over Lined Triangle
 - Drag Triangle Up (Window Shrinks) & Release
 - Click **Green** Radio Button
 - Click **Green** Radio Button Again
 - Drag Triangle to the Left
 - Click **Green** Radio Button
 - Click **Green** Radio Button Again
 - Drag Triangle to Lower RH Corner & Release
- Hiding a Window
 - Mover Cursor Over Upper LH **Yellow** Radio Button & Click
 - Window “Disappears”
 - Move Cursor Down to Bottom of Screen & Dock Appears
 - Hidden Window is In Dock – Click Once to Restore
- Closing a Window
 - Mover Cursor Over Upper LH **Red** Radio Button & Click

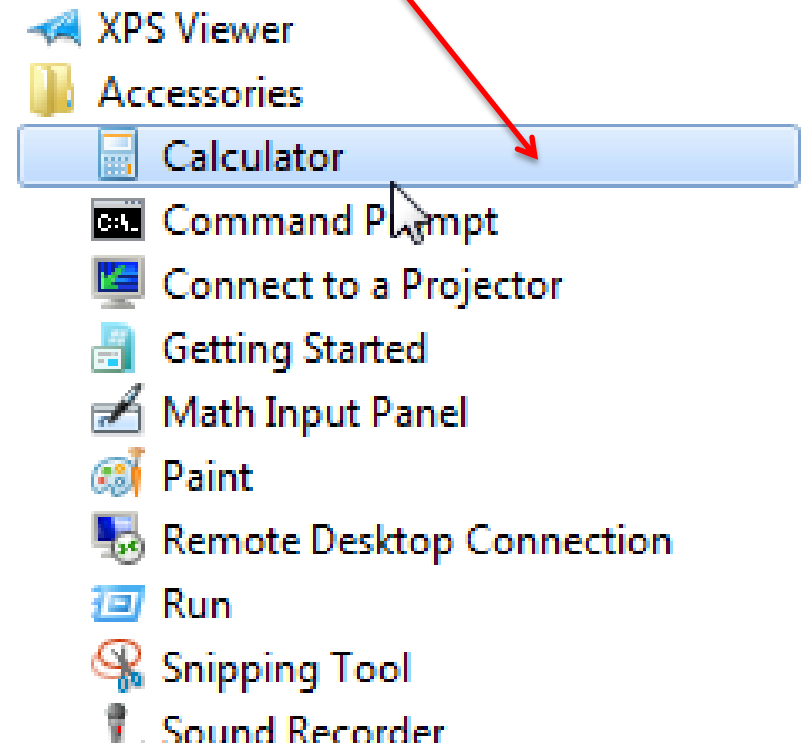
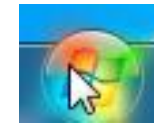
1. Click & Drag Master Folder to Recycle/Trash Bin
2. Bin Icon Changes to Indicate It Has Something in It
3. Left Double Click Bin to See Contents
4. Close Bin
- 5. *Right* Click Recycle/Trash Bin**
6. Choose to Empty Bin

*The Class Creates a Folder,
Then Places the Folder in the Bin & Empties the Bin*

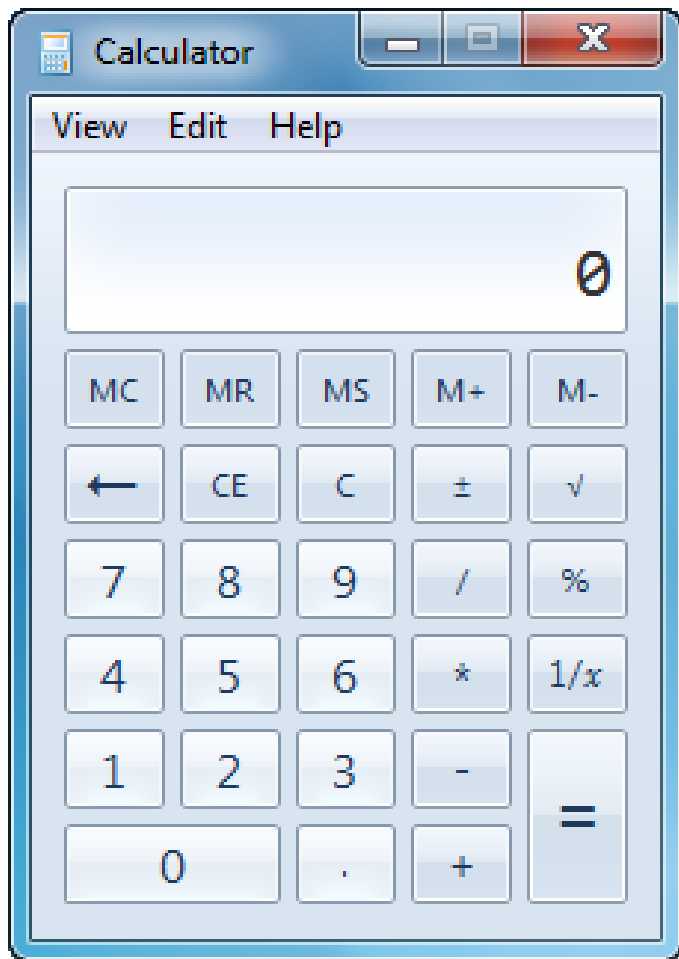
Starting an Application (Windows)



1. Click the **Start** button
2. Click the **All Programs** button
3. Click **Accessories**
4. Click **Calculator**



Starting an Application (Windows)



Multiply 83 by 1047.

You can use the mouse or the keys.

*The Class Opens & Closes the
Calculator App and Then the Game
Solitaire*

Starting an Application (Macintosh)

- Macintosh Uses a “Dock”
- Move Cursor to Bottom of Screen & Dock Pops Up
(Ask for Help if it Does Not Pop Up)
- Click Any Icon Once & Release
- Chosen Application (“APP”) Opens

The Class Opens Two More Applications

Any Questions?

