

## MODULE 2: BASIC COMPUTER OPERATION AND FILE MANAGEMENT

### Introduction

**Windows 10** is one of Microsoft's operating systems from the Windows family. It is a graphical operating system developed and sold by Microsoft, and it is currently the latest version. In this module, students are expected to understand how to perform the basic operation on the computer such as starting, shutting down, and restarting a computer. Also, they will be aware about how to customize some features and how change some computer settings.

**Files and folders management** is another important topic student will study in this module. They should be able to create, rename, copy, delete, check properties, and change views of files and folders. Also, they will learn how to search for files, compress and extract files. At the end, They will know how to work with printers

### Learning Outcomes:

**Upon completion of this module, students should be able to:**

1. Demonstrate basic keyboard skills.
2. Describe the different types of menus.
3. Describe the hierarchical structure of drives, files and folders.
4. Demonstrate searching, sorting and changing views for files and folders.
5. Describe the different file types.
6. Open, modify, save and close files and application programs.
7. Demonstrate how to compress and decompress files and folder.
8. Demonstrate the use of built-in help menu.
9. Demonstrate the usage of removable media for storing files.
10. Connect basic peripheral devices.
11. Demonstrate logging on and off a computer network.

## 2.1 BASIC COMPUTER OPERATIONS

### 2.1.1 STARTING THE COMPUTER

- Ensure that all cables are plugged securely into the rear of the machine.
- Locate the power switch and turn the computer on.
- After a few seconds you should see something on the screen.
- If not, ensure that the monitor is switched on.

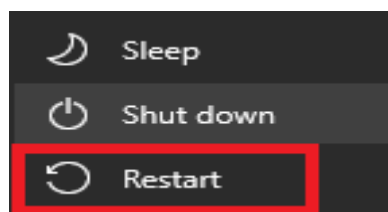
### 2.1.2 SHUTTING DOWN THE COMPUTER

- Save any files, you may have been working on.
- Close any open applications.
- Use the Shut Down command (accessed via the Start button) to close down the system.
- Do not switch the machine power off until the computer is off.



### 2.1.3 RESTART THE COMPUTER

- Never just switch off your Windows based computer.
- You must always shutdown using the Shut Down command.
- Click on the Start button and click on the power button. If you wish to shut down your computer and then immediately restart it then you can select the Restart option from the list.



## 2.1.4 SIGN IN AND SIGN OUT FROM THE COMPUTER NETWORK

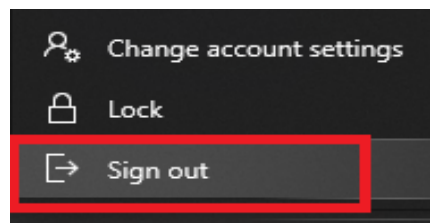
You can be using computer in two different environments one is standalone single computer like home PC or you can be the part of computer network. Organization such as colleges, hospitals and companies uses networks. So if you want to be the part of network you will Sign in by your machine and Sign Out mean disconnection from network.

### ■ How to Sign in the Computer.

1. One the left side of the welcome screen.
2. Left below bottom – Other User
3. Enter the user name assign to you in user name text box
4. Enter your assigned password in password text box
5. Press Enter OR click the Submit to log on.

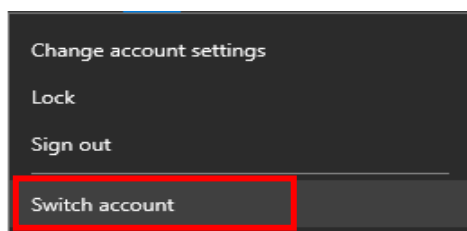
### ■ To Sign out from the Computer

1. Click on the Start button and click on the profile.
2. Select Sign out from the list
3. Connection will be disconnected.



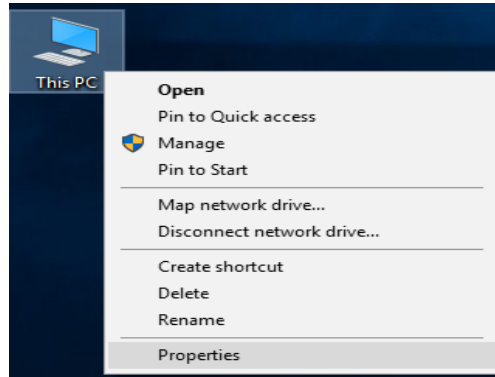
### ■ How to Switch account from the Computer?

1. Click on the Start button and click on the profile.
2. Select Switch Account from the list

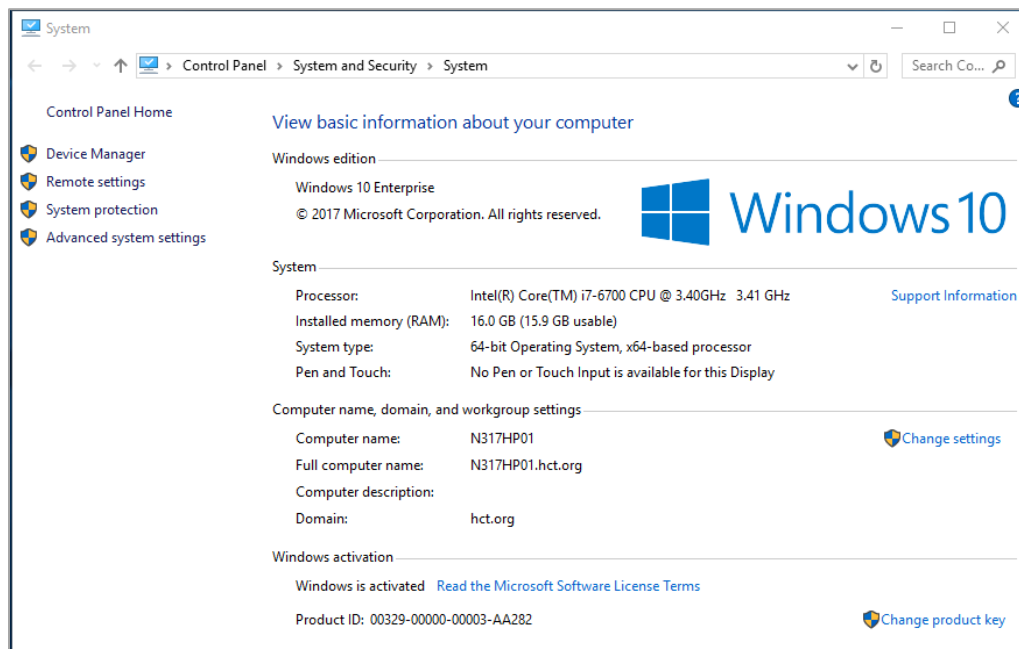


## 2.1.5 SYSTEM CONFIGURATION

- ✓ When you first switch on your PC you will notice that information is displayed on your screen
- ✓ To view your “system properties”
  - On the Desktop, Right click on “**This PC**” to display a popup menu.



- Select the **Properties** command from the popup menu.

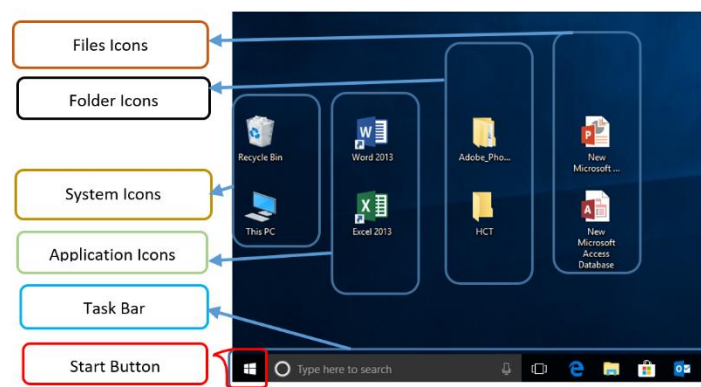


- This will display the System Properties dialog box as illustrated. Information displayed includes the version of Windows installed (Windows edition), CPU type (Processor) and the installed memory (RAM).

## 2.1.6 DESKTOP AND ICONS

After Login to your user account, the first screen appears on the monitor screen is **Microsoft Windows 10** Operating System is Desktop. It contains **Task bar** with **Start button** and **Icons** (small graphically illustrated pictures) which can be 4 types:

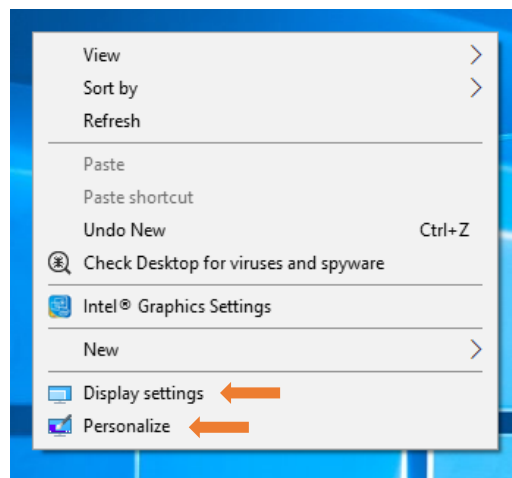
1. System icons (Created by operating system like Recycle bin, My Computer)
2. Applications icons (The shortcut created by user to launch any application or program)
3. Folder icons (Any Folder created by user)
4. File icons (Any File save on Desktop)

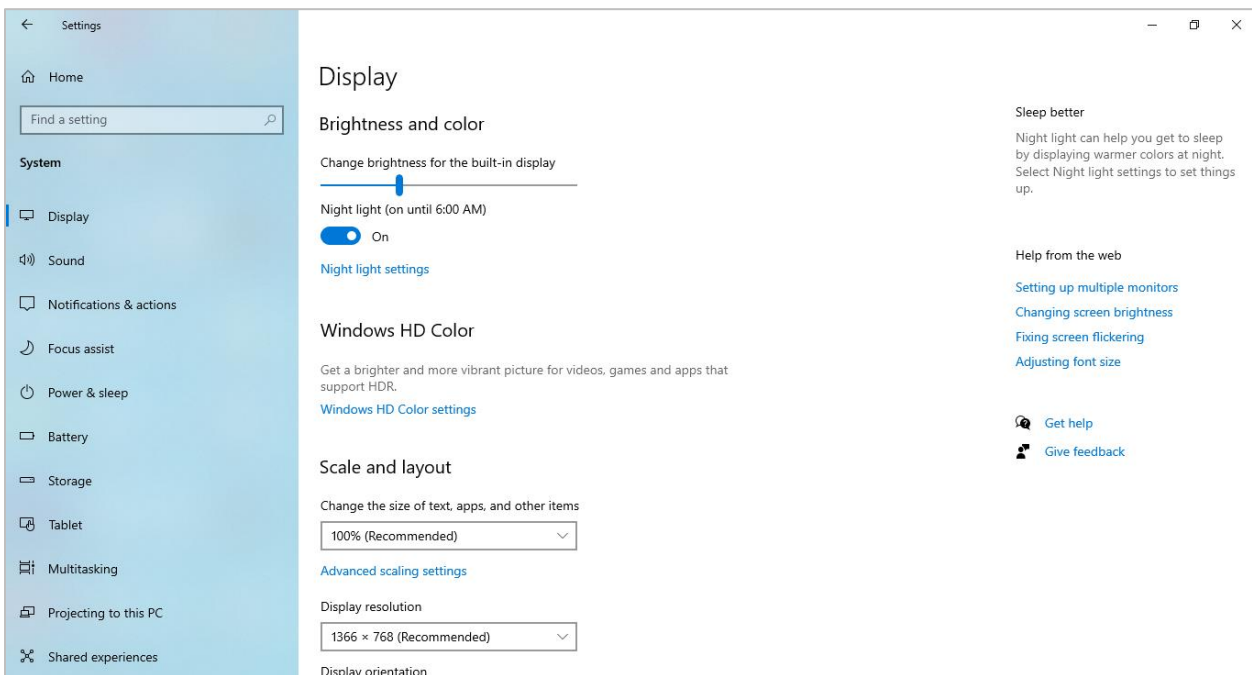
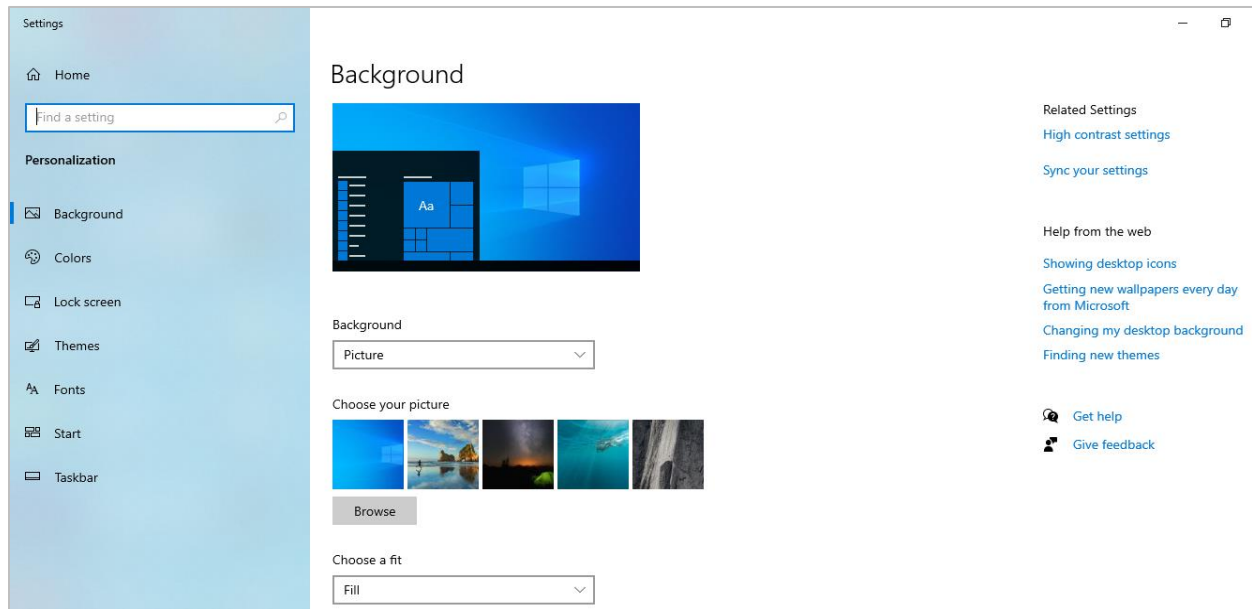


## 2.1.7 DESKTOP CONFIGURATION

Right Click on Desktop to get the following popup menu:

From the popup menu, you can change the screen resolution, change the themes, and change the background picture of desktop, and other features by selecting **Display Settings** or **personalize**.





## 2.1.8 CREATING A DESKTOP SHORTCUT

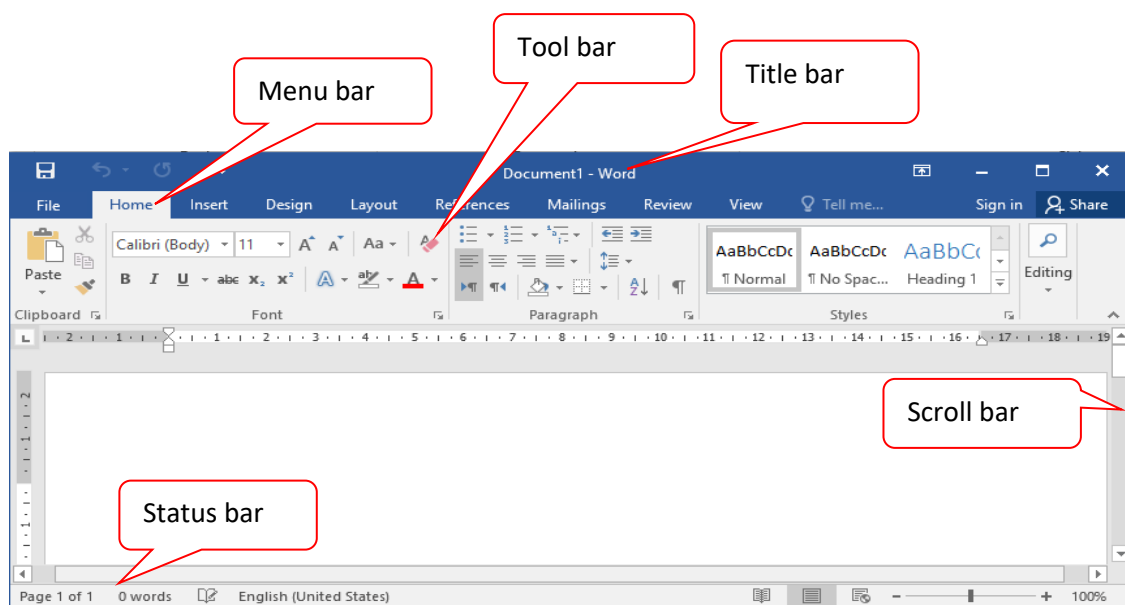
- ✓ Click on the **Start button**.
- ✓ Select the icon from the Start Menu that you wish to use for creating a Desktop icon.
- ✓ Use the mouse, point out the application that is required to create a shortcut icon on the desktop, now drag the application icon on to the desktop.

- ✓ The shortcut icon will be created and displayed on the Desktop.



## 2.1.9 COMMON PARTS OF A WINDOW.

Recognize the Different Parts of a Window: Title Bar, Toolbar, Menu Bar, Status Bar & Scroll Bar.



## RESIZE, MINIMIZE AND CLOSE THE WINDOW

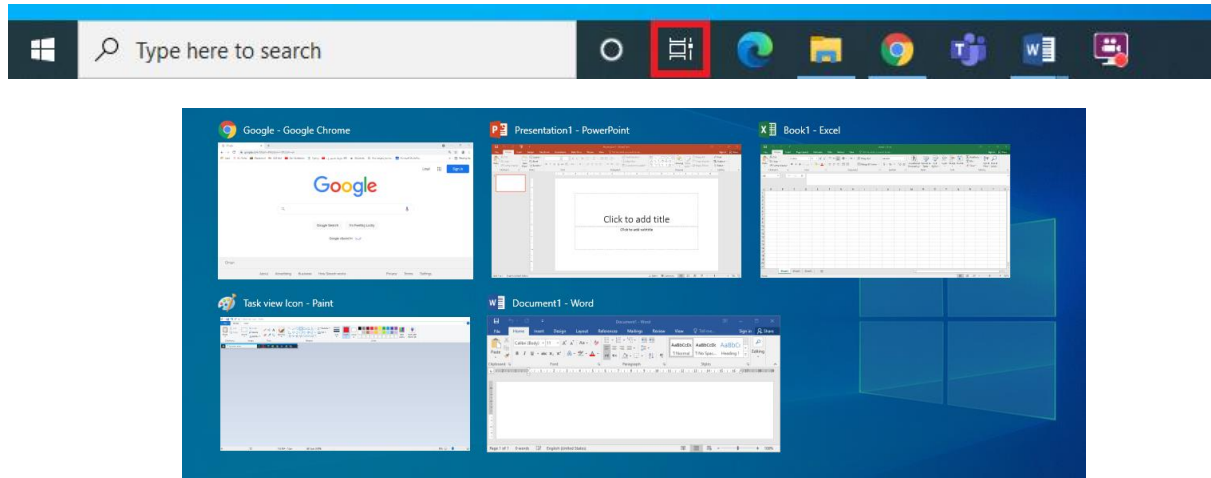
- ✓ To minimize a window, click on the Minimize icon
- ✓ To maximize a window, click on the Maximize icon
- ✓ To restore a maximized object, click on the Restore icon
- ✓ To close a window, click on the Close button.



## 2.1.10 MOVE BETWEEN OPEN WINDOWS

To switch between open application windows, simply click on the application icon, as displayed in the **Task bar** (normally displayed across the bottom of your screen).

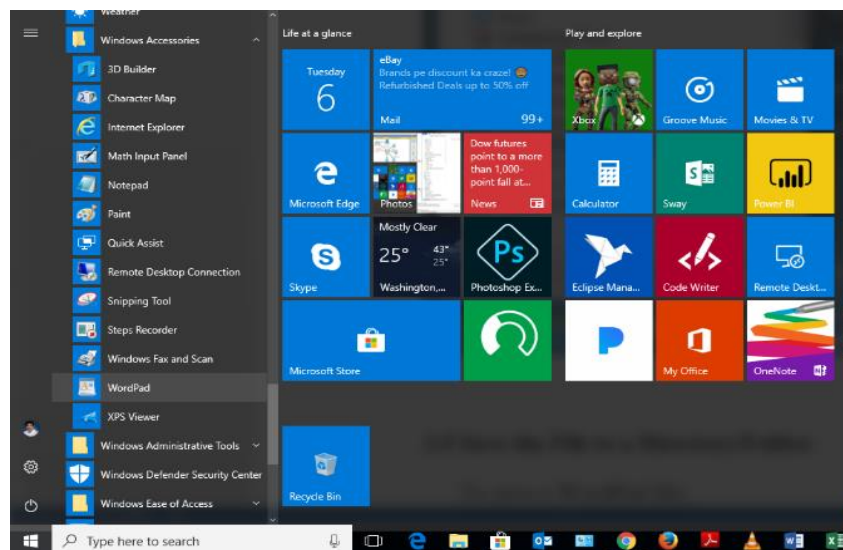
Alternatively, you can click on the **Task View** icon from the task bar, or use the keyboard shortcut **Alt + Tab (OR) Windows Key + Tab**



## 2.1.11 OPEN, MODIFY, SAVE AND CLOSE THE APPLICATION PROGRAMS.

Open an Editing Application or a Word Processing Program and Create a File.


- ✓ Use the search box on the Start Menu to search for “WordPad”.
- ✓ Click on WordPad

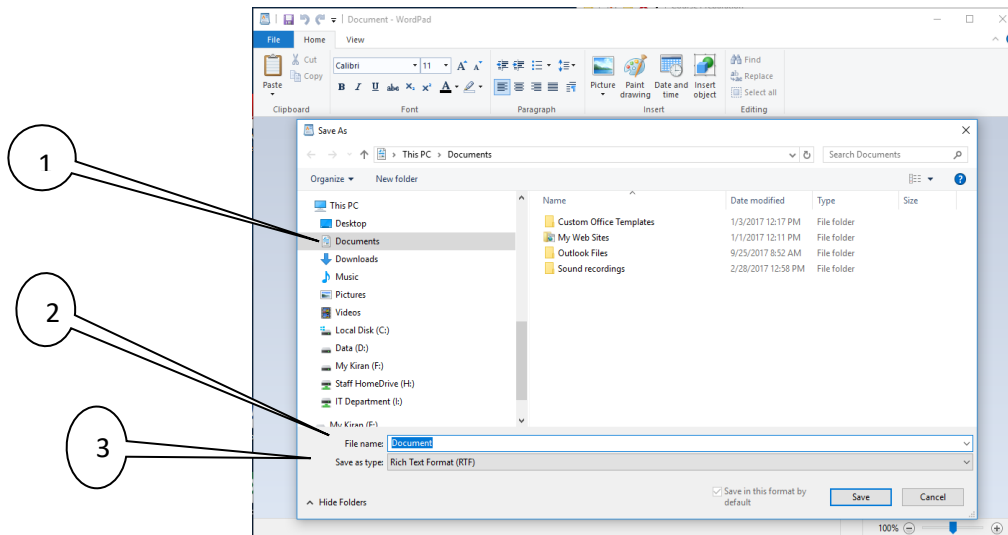




## 2.1.12 SAVE A FILE IN A FOLDER.

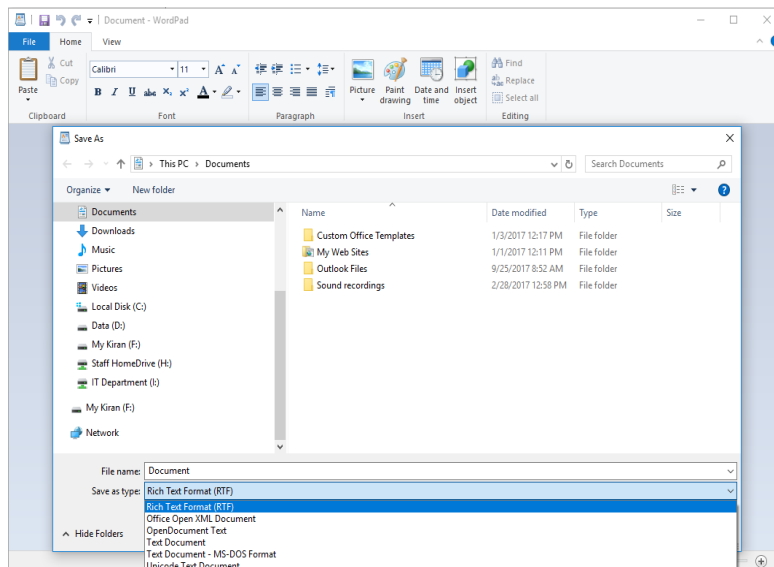
To save a WordPad file

- Click on the **Save** icon in the tool bar.  (OR) Ctrl+S
- From the **save as** dialogue box you should fill the following three boxes:
  1. Choose where you want to save the document
  2. Type the file name
  3. Choose the file type



## 2. SAVE THE FILE IN DIFFERENT FORMAT.

When we save the file, we can change its type by select **Save as type** from save dialogue box as:



We can save the file in different format like we can save the word file.

1. As a **Rich Text Format (RTF)**.
2. As an **Office Open XML Document**.
3. As an **Open Document Text**.
4. As a **Text Document**.
5. As a **Text Document – MS –DOS Format**.
6. As a **Unicode Text Document**.

Second time when we open the saved file operating system can open the file in related application of the given extension of file such as:

If we save the word file as a web page with .html format and we open it operating system will open the file in Web Browser, like Edge, not in Microsoft Word.

### **3. CLOSE THE EDITING APPLICATION.**

Click on the Close icon displayed at the top right of the WordPad window,



OR Press Alt+F4.