

# Windows – Level 2

Computer Training Solutions





## 1. Exploring the Explorer

- ✦ Open the Explorer
- ✦ Change the View of a Folder
- ✦ Change the View of all Folders
- ✦ Expand or Collapse Folder Levels
- ✦ View Drives and Folder Content

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## 2. Working with Folders and Files

- ✦ Create a New Folder
- ✦ Copy and move Files
- ✦ Drag and Drop Method
- ✦ Delete a Folder and/or Folder Contents
- ✦ Rename a Folder or File

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## 3. Opening Files with the Explorer

- ✦ Use the Explorer to Open Files
- ✦ Search for a File(s)

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## 4. Working with Windows XP Programs

- ✦ Launch Windows XP Programs
- ✦ Save a File

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## 5. Creating Shortcuts

- ✦ Create Shortcuts to the Desktop
- ✦ Rename and Delete Shortcuts

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## 6. Internet Search Techniques

- ✦ Find Information
- ✦ Basic and Advanced Search Methods

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## 7. Comparison of Different Search Engines

- ✦ Using Yahoo, HotBot, MSN Search & Google.
- ✦ Compare the Number of Results from Each Search Engine

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## 8. Maintaining Internet Explorer

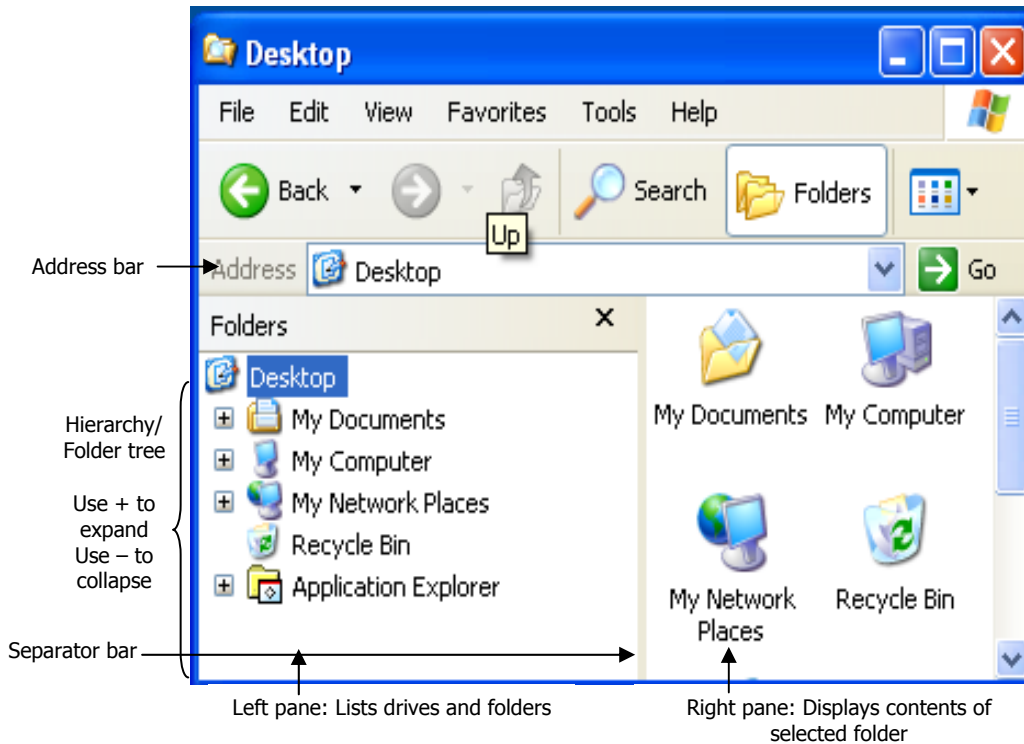
- ✦ Home Page
- ✦ Block Cookies
- ✦ Delete Unnecessary Files

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## 9. Getting Organized

- ✦ Add to Favorites
- ✦ Organize Favorites

## Windows Explorer



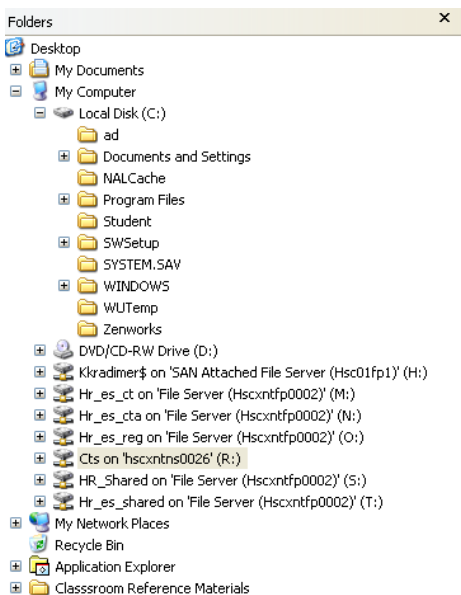
Windows Explorer is a system navigation tool that displays a structured and hierarchal view of your entire computer system in a double paned window. It allows you to access all of your local and network resources.

To use Windows Explorer to view the contents of your local (hard) disk or network drive:

1. Click the Start button, point to Programs, point to Accessories, and then click Windows Explorer. (or right click on the start button and choose Explore)
2. In the left pane, click the plus sign next to My Computer, then the plus sign next to your local disk or desired network drive.

The contents of the selected drive appear in the right pane.

## Windows Explorer View



Action	To
	Turn on/off folder list (left pane of window)
End	Display bottom of active window
Home	Display top of active window
[*] (on keypad)	Display subfolders in folder list
or [-] on keypad	Collapse folder contents in folder list
or [+] on numeric keypad	Expand collapsed folder in folder list
Up Arrow	Move up in the folder list
Down Arrow	Move down in the folder list
or Backspace	Go up one level in the folder list
Click item	Open item in folder list
Double-click item	Open item in right pane
Delete	Delete selected file or folder
File, New, Folder	Create new folder in selected item
Right click, rename	Rename file or folder

Turn on/off folder list (left pane of window)  
 Display bottom of active window  
 Display top of active window  
 Display subfolders in folder list

Collapse folder contents in folder list

Expand collapsed folder in folder list  
 Move up in the folder list  
 Move down in the folder list

Go up one level in the folder list  
 Open item in folder list  
 Open item in right pane  
 Delete selected file or folder  
 Create new folder in selected item  
 Rename file or folder

## Folder Views

To change to view of items in right pane of window, select the views button on the standard toolbar.



- Thumbnails view** - displays a thumbnail image of the contents of each file.
- Tiles** - displays each item as a large icon with file information on the right
- Icons** - displays items with small icons above the file names.
- List** - displays items with small icons to the left of the file name.

### Internet Explorer Application Window



### Common Icons



The **Back Button** takes you back to the web page that you just left.



The **Forward Button** will take you to the site you were looking at before you went "back".



The **Refresh Button** will reload the current web page from the original website rather than loading the page from the cache.



The **Stop Button** will stop the downloading of information.



The **Home Button** will take you to your default starting web page. This page can be set up to be any page on any website.



The **Search Button** loads a page with a selection of search engines. On the screen is a listing of more search engines, e.g. Google, Lycos, and others.



**Favorites**

The **Favorites Button** is a series of bookmarks that allow you to store pointers to your favourite websites so that you can easily re-visit them at a later date.



**History**

The **History Button** allows you to look back on where you've been over the following periods: 2 Weeks Ago, Last Week, Yesterday and Today.



**Mail**

The **Mail Button** allows you to access your email application program.



**Print**

The **Print Button** prints the web page you're looking at. (Be sure to check Print Preview first to save paper and money-see below.)

### Search Methods

- Wildcard \*** The asterisk replaces represents many characters in the position where the asterisk was placed. For example:  
 vacation\* will find any words starting with "vacation"  
 \*vacation will find any words ending with "vacation"  
 \*vacation\* will find any words with the text "vacation" in it anywhere
- Phrases " "** Place text within quotation marks to find exact phrases.
- Boolean Logic** AND indicates that you must retrieve sites that have both of the words in them  
 OR indicates that sites with either word are of interest  
 NOT indicates sites must not contain the word immediately following
- Case Sensitivity** Some search engines are case sensitive if the first letter of a place or name is capitalized. In general it is best to search in lower case letter.
- Search Engines** Using different Search Engines such as Google, Hotbot and AltaVista will give you different search results.

### Popular Websites

- [www.canadian-health-network.ca](http://www.canadian-health-network.ca) Good website for evaluating health information
- [www.pubmed.com](http://www.pubmed.com) Best-known medical database.
- [www.research.aarp.org/ageline/](http://www.research.aarp.org/ageline/) Good coverage related to aging and geriatrics
- [www.cancerweb.ncl.ac.uk/omd](http://www.cancerweb.ncl.ac.uk/omd) Online Medical Dictionary
- [www.infospace.com](http://www.infospace.com) Phone Directory which includes a reverse lookup feature that allows you to enter a phone number or address and find out who called or lives at that location
- [www.canadapost.ca](http://www.canadapost.ca) To find Canadian postal codes
- [www.gov.mb.ca/health/index.html](http://www.gov.mb.ca/health/index.html) Provincial Department of Health

### Tidbits

Looking at web addresses will give some idea of where the information is coming from:

- .com - are generally commercial sites from for-profit agencies
- .edu - are educational facilities (although this holds true only in the US) In Canada, government, educational and non-profit sites usually have geographic addresses: eg: [www.gov.mb.ca](http://www.gov.mb.ca) or [www.umanitoba.ca](http://www.umanitoba.ca)
- .org - originate from non profit organizations or associations
- .gov - are government sites

### Keyboard Shortcuts

Print	Ctrl + P
Help	F1
Toggle between full-screen	F11
Go to the next page	Alt + →
Go to the previous page	Alt + ←
Move to the start of a page	Home
Move to the end of a page	End
Find (on this page)	Ctrl + F
Refresh current web page	F5
Stop downloading a page	Esc
Open a new internet window	Ctrl + N
Close current window	Ctrl + W
Open the Favorites bar	Ctrl + I
Select text in Address bar	Alt + D
Add current page to Favorites	Ctrl + D

### What is a File?

A collection of data that you store under a single name.

### File Types

The file type identifies the program, such as Microsoft Word, that is used to open the file. File types are associated with the file name extension. For example, files that have the .txt or .log extension are of the Text Document type and can be opened using any text editor.

### File Extension

Three letters tacked onto the end of a file name that identifies which program created the file. (.doc, .txt, .xls)

### Folder

A container object that holds other objects (such as programs, files, and other folders) within a hierarchical structure.

### Root Folder

The main level in a folder. The root folder is created automatically when you format a disk.

### Folder Tree

A graphical representation of the folder structure of a disk. A folder tree contains folders that “branch out”, resembling branches on a tree.

### Objects

Files, folders, applications, printers, modems, and processes. In most cases, you can open objects and they possess properties.

### Windows Explorer

A system navigation tool that displays a structured and hierarchal view of your entire computer system in a double paned window, allowing you to access all of your local and network resources.

### Hierarchy

A multi-leveled organizational structure, based on relationships between the objects.

### Left Pane

Displays only those objects that contain other objects or resources within the context or hierarchy of your entire computer system.




### Right Pane

Displays the contents of the objects selected in the left pane. These objects can be either container objects or files.

### Open the Windows Explorer

- From the Start menu, choose **All Programs** → **Accessories** → **Windows Explorer** or right click on **My Computer** and choose **Explore**.

### Expanding or Collapsing Folders

- To **expand** folder levels, click the  next to the folder
- To **collapse** folder levels, click the  to the folder
- To view the contents of the drive or folder, click the  next to the desired drive or folder.

### Search for Files

1. From the **Start** menu, choose **Search**.
2. Select the type of search you want to perform and click Search to display the results.

### Create Folders

1. Click the Folders button to hide the folders list.
2. To create a new folder, do one of the following:
  - With nothing selected in the right pane, click **Make A New Folder**.
  - With nothing selected in the right pane, right-click and choose **New** → **Folder**.
3. Type in the name of the folder and press **Enter**.

### Rename Folders or Files

1. Select the folder or File that you want to rename and do one of the following:
  - In the task pane, under the **File And Folder Tasks** heading, click **Rename This Folder or File**.
  - Right-click the folder and choose **Rename**
2. Type the new name and press **Enter**.

### Copy Folders or Files

Select the folder or File to be copied and do one of the following:

1. In the task pane, under the **File And Folders Tasks** heading, click **Copy This Folder or File**, select a location where you want to place the copy, and click **Copy**.
2. Right-click the original folder or File and drag the mouse pointer over to the new location. When you release the mouse button, choose **Copy Here**.

### Move Folders or Files

Select the folder or File to be moved and do one of the following:

1. In the task pane, under the **File And Folder Tasks** heading, click **Move This Folder or File**, select a location where you want to move it, and click **Move**.
2. Right-click the original folder or File and drag the mouse pointer over to the new location. When you release the mouse button, choose **Move Here**.

### Selection Techniques for Multiple Objects

- To select a contiguous, or adjacent, group of objects, select the first object, press and hold down the Shift key and click the last object in the Group.
- To select a non-contiguous or non-adjacent group of objects, select the first object, press and hold down the Ctrl key and click each additional object.

### Delete Folders and Files

Select the object(s) you want to delete and do one of the following:

- In the task pane, under the **File And Folder Tasks** heading, click **Delete this File**.
- Press the **Delete** key and click **Yes**.
- Right-click the object(s) and choose **Delete**.

### Exercise 1

1. Open the **Windows Explorer** and maximize if necessary.
2. Expand the **Windows** folder.
3. Expand the **Student** folder.
4. Open the **Exercises** folder.
5. In the **Exercises** folder, create a subfolder called **Employees**
6. Create another folder in the same location called **Budget**.
7. Rename the **Employees** folder to **Personnel**.
8. From the **Exercises** folder, move the **Rafting** and **Snorkeling** file to the **Personnel** folder.
9. Rename the **Rafting** file to **White Water Rafting**.
10. From the **Exercises** folder, select the file **Biking** and copy it to the **Budget** folder.
11. Delete the **Biking** file from the **Budget** folder.
12. From the **Personnel** folder, create a shortcut to the desktop for the **Snorkeling** file.
13. Open the shortcut and then close the program and file.
14. Delete the shortcut from the desktop.
15. Close the Explorer.