

Course #3b



# *Welcome*

*to the*

# *Basic Windows*

## *Part 2 Guide*



You will need the 3 ½" Disc that you saved "My Likes" on it to complete this Guide.



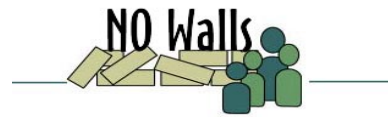
Developed by Barbara Ibañez, Jon Peterson and Judith Stevens,  
No Walls Program at the Center for Development and Disability, a Center of Excellence in  
Developmental Disability Education, Research and Service, Health Sciences Center,  
University of New Mexico

**Funded by United States Department of Education,  
Office of Vocational and Adult Education,  
Community Technology Centers Program**

**Page 1**



## Basic Windows

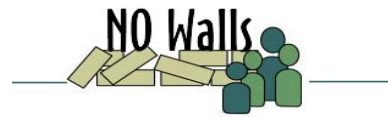


Before you start this Guide, you will need to complete the "Basic Windows Part 1" Guide first.

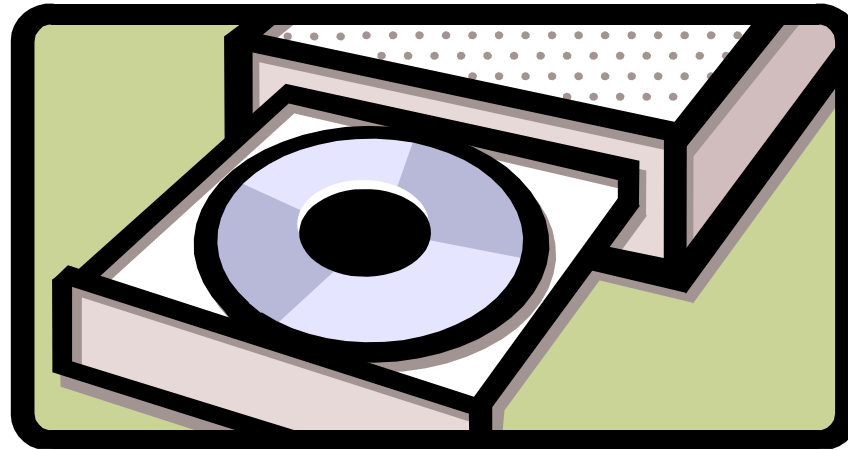
This Guide will help you to:

1. Identify the C, D and E drives.
2. Use the right mouse button.
3. Click and drag with the mouse.
4. Create, title and save a folder.
5. Create a new Word document, save it to a folder in My Documents.





## Your Computer has Different Drives



### What is a Computer Drive?

A computer uses a drive to find the correct path to get to what you save, like: information or programs.

Usually, your computer has three or four drives called A, C, D or E.

## Basic Windows



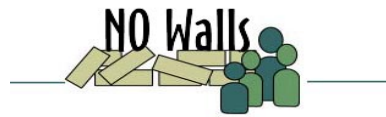
To get started,

1. Turn on your computer and monitor.
2. Use your mouse to point to "Start", click and hold left button and find and highlight the word "Programs" (put your mouse over it and the background behind the word will turn a different color - usually black).
3. On your CPU, find a 3  $\frac{1}{2}$ " slot.

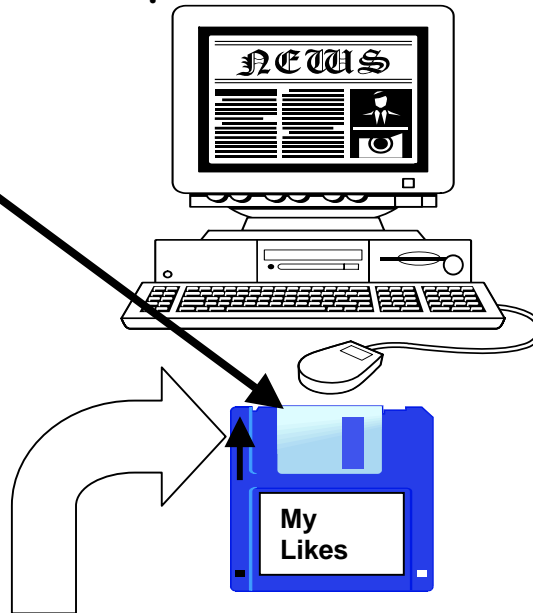


It is not labeled "zip", "compact disc" or "DVD."

## Basic Windows



4. Pick up the 3 ½" disc that you saved "My Likes" on, from the bottom plastic part (Do not touch the metal part), hold it with the metal part facing towards the computer like this:

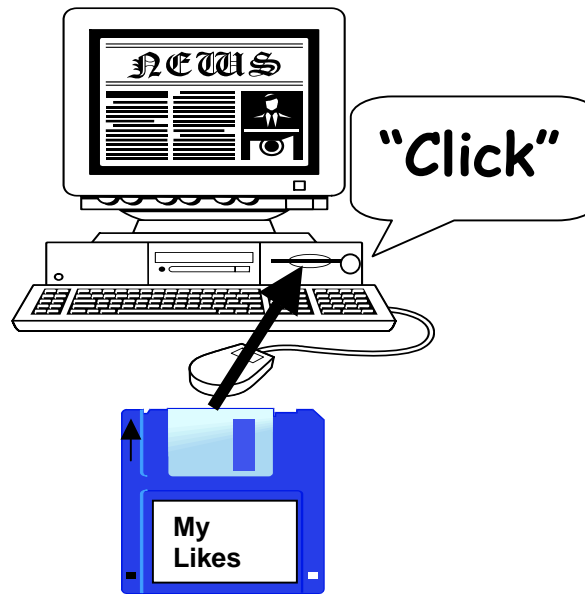


Sometimes, there is an arrow on the side of the disc to help you know that this is the topside.

## Basic Windows

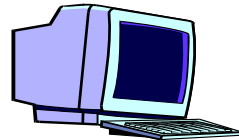


5. Put the disc in the slot on your computer CPU. Push it in gently until you hear a click.





## Find and Open a Saved Document



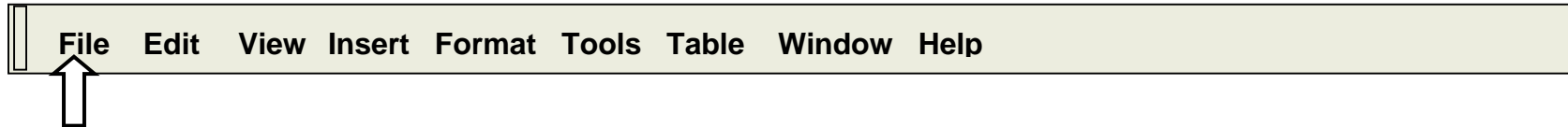
### My Computer

1. Look for "My Computer" icon and double-click with your left mouse button. A list of drives will appear. Look for "3  $\frac{1}{2}$  Floppy (A:)."
2. Move your mouse arrow over the drive called "3  $\frac{1}{2}$  Floppy (A:)", highlight and double-click to open it. You may hear a brief sound coming from the A drive on your CPU. It is just starting up.
3. Look for your document (titled with "My Likes") in the A Drive. Double-click on it to open it.

## Basic Windows



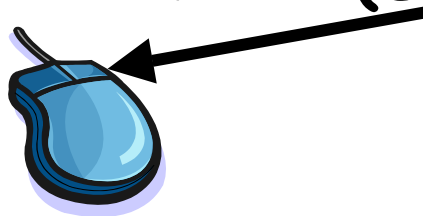
## Save As:



1. Look near the top of your document for a bar that looks like the one above.
2. Point, click and hold the left mouse button on the word "File." A list or menu will come down. Look for "save as", select it and click once. The "Save As" window opens up.
3. In the "Save In" section, look for "My Documents." Click on "My Documents." Keep the title the same and click on the "Save" Button. Close your document.

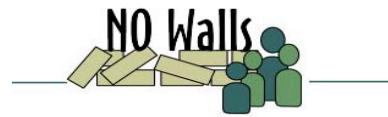


## Right Mouse Button (Delete):



1. Double-click on "My Documents" on your desktop and it will open up. Find your document titled by "My Likes".
2. Point and click on it with your right mouse button. A menu opens, find the word "delete," point and click on it.
3. A window opens and says, "Are you sure that you want to send 'My Likes' to the Recycle Bin? Click "Yes" and close. Remember: it is not permanently deleted.

## Basic Windows



## Recycle Bin:



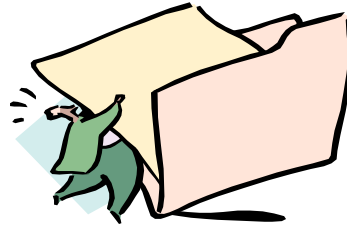
### Recycle Bin

1. Find the "Recycle Bin" icon, point and double-click. Find your document titled "My Likes" and click on it once with the right mouse button. A menu opens.
2. Point and click on "delete." A window opens and says, "Are you sure you want to delete 'My Likes'" and click on "Yes."
3. Now, you have permanently deleted that file from the Recycle Bin. But, you still have a copy of it on your floppy disc.

## Basic Windows



# Create a New Folder:



On your desktop, use your right mouse button and click on the desktop (not on any icons). A menu opens. Click on "New" and select "Folder." Type in the title, "My Stuff."

## Click and Drag:

Click and hold on "My Stuff" folder with your left mouse button. Move the folder on top of the icon, "My Documents." When your folder goes into My Documents, the words "My Documents" will highlight. When this happens, then let go of the left mouse button and your folder will disappear.



## Move File into Folder:

Open "My Documents"; find your document titled, "My Likes" and your new folder titled, "My Stuff."

Click on "My Likes" and hold down the left mouse button. Drag that document and put it into your folder, "My Stuff."

When "My Stuff" title is highlighted, then let go of the left mouse button. Open your folder "My Stuff" and find and open up "My Likes."



## Create a New Word Document:

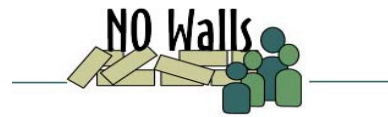


Click on the icon above that looks like a piece of paper on the left side of the toolbar. A new Word document will open up.

Type a paragraph about your dreams.



Click on the "Save" icon and title it, "My Dreams." Save in "My Documents" and open folder titled, "My Stuff." Click on "Save" and close.

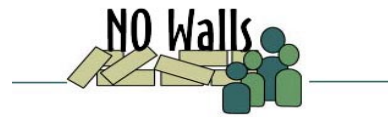


## C, D or E Drives:

So far, we have worked with the A Drive and a "3  $\frac{1}{2}$ " floppy disc." Also, we have saved documents into "My Documents" icon. The "My Documents" icon is actually part of the C drive. The C drive is the computer hard drive. A hard drive is saved information that cannot be removed from your computer.

However, the saved information on a 3  $\frac{1}{2}$ " floppy disc used in the A Drive can be removed from the computer. The D drive is usually for "Compact Discs" (CD). Sometimes, the E drive is used for "zip discs." Both CD's and zip discs can be removed from the computer.

## Basic Windows



## Be Careful!



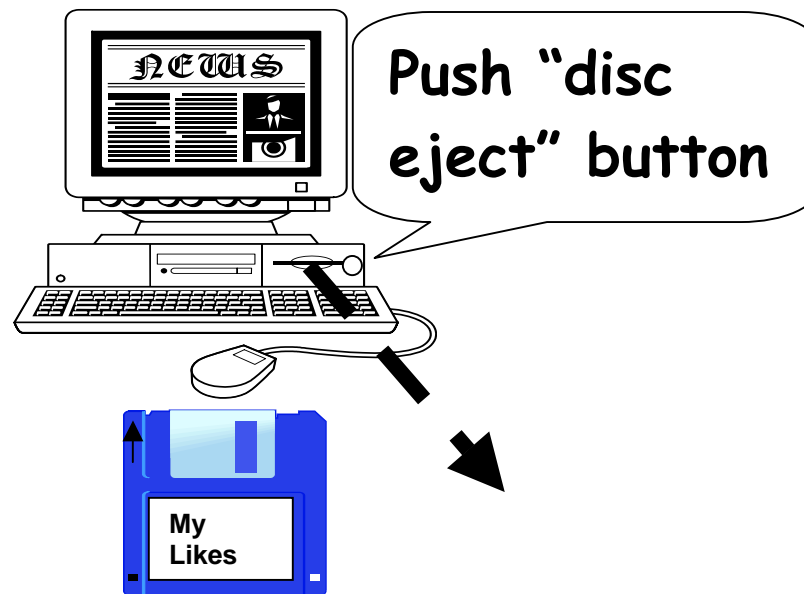
**A CD is often used to install new programs or software on computers. Be careful NOT to install too much software or games on your computer. It may slow down your computer or cause your computer to “crash” or not work.**

**If you ever need to know what your computer numbers are, such as: how much memory you have, then you will need to go to the “Start” button, click on “Control Panel”, then click on “System.” It will tell you what type of computer processor (CPU) you have, how many MHz (megahertz) you have and how many MB (megabytes) of RAM you have. Get someone who knows about computers to help you figure out if you still have enough room.**

## Basic Windows



# Remove Disc from A Drive and Shut Down Computer



Always remember to push the "disc eject" button on your CPU before shutting down. If you leave your disc in your "A" drive, it may cause problems when you turn on your computer next time.

## Basic Windows



# What is Next?



Ask your friend, family member or other helper, to go to the below web site and print you off the Guide titled, "Basic Microsoft Word." That is your next course.

<http://cdd.unm.edu/iu/nowalls/courses.html>T

