

SmartLearnTM
Guide to



ECDL - Module 2
Using the Computer and
Managing Files
Syllabus 4

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2 About This Course



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2.1 Who Is It For and How Do I Use It?

2.1.1 Who Is It For?

This manual is designed for use with the ECDL – Using the Computer and Managing Files course with SmartLearn.

It is not meant as a replacement to the full reference manuals that come with Windows 98.

2.1.2 How Should I Use It?

This manual is a step by step guide to the functions taught in the ECDL – Using the Computer and Managing Files course.

You should be able to find the part you're after by looking in the index and contents, and noting that the general course will follow the pattern of the manual.

The step by step parts are in italics. Simply do the things on the left, and read the things on the right for further information.

This is what you do

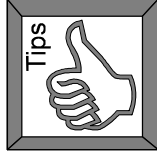
This is a description of what is happening

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2.2 What Do the Icons Mean?

Tips

Handy tips that make your work easier



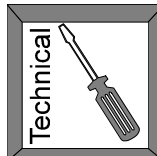
Essential

Essential points to understand how to do the work in hand



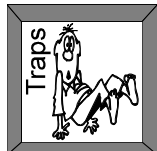
Technical

Technical (non-essential) points for the technically minded



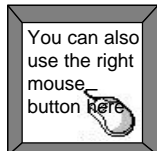
Traps

Hints to help you with certain features that may just trip you up if you are not aware of them!



Right Mouse Button

This means that pressing the right mouse button (instead of the left mouse button) will bring up a short cut menu that can achieve the same things as listed in the text



NOT TO BE USED

2.3 Getting Help

Microsoft keeps the screen fairly simple. But don't expect to have to remember the functions. There are several levels of help:

2.3.1 Using This Guide

This guide contains all the basic functions of Windows 98. Use the Table of Contents and the Index to find the functions that you need explained.

2.3.2 Help Function

The on-screen help function explains commands in detail. It is simple to use...

1. Press F1
2. Press buttons and scroll bars as required to get more help

To close help...

Alt + F4

Or

File menu: Exit (make sure you get the file menu for the help and not for the software)

2.3.3 The Official Windows 98 Manual

Software manuals have improved. Use them as a reference on specific functions, rather than for a general read on how to use the software.

Go to the reference section and look up the thing you want explained.

2.4 Working with Windows

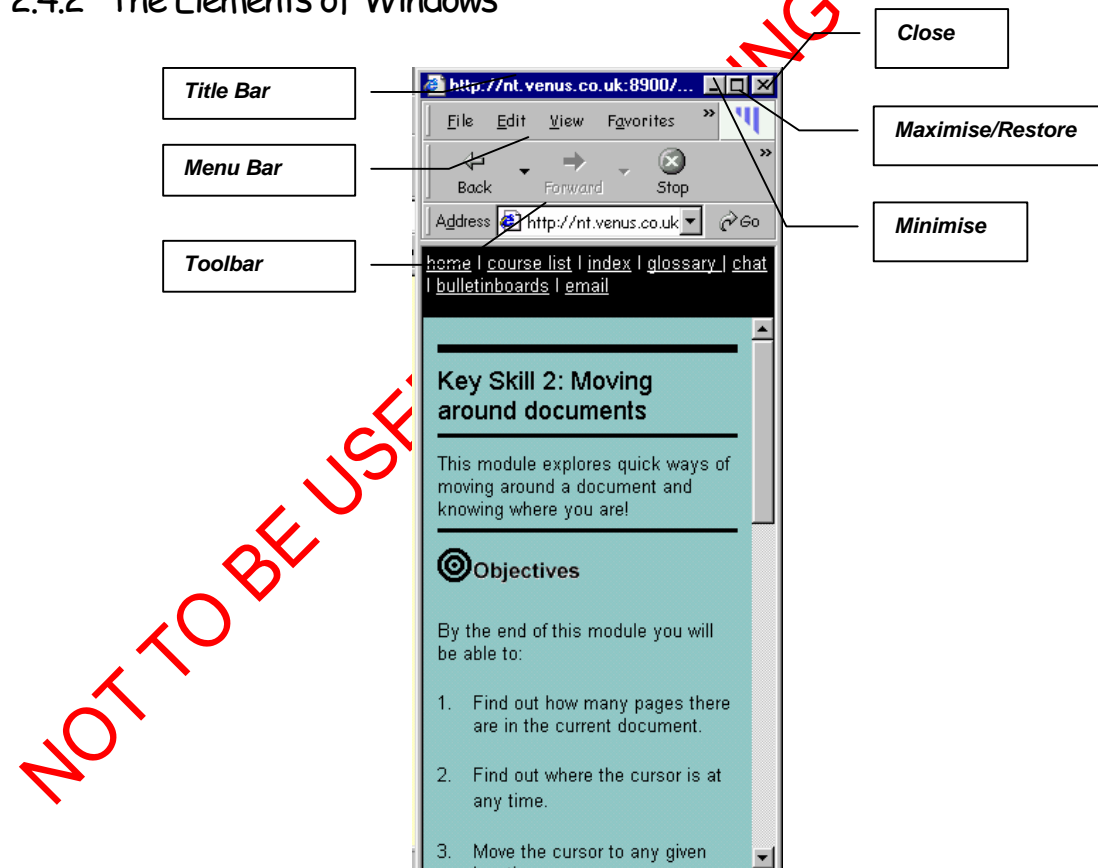
2.4.1 What Are Windows?

Every task which you perform on your computer will open in a box called a Window. For instance, when you open Word, a window appears on the screen containing the software. You then work inside the window.

It is possible to have many windows open at once. Our online courses require you to have at least two windows open: -

- **Internet Browser**, e.g. Internet Explorer, Netscape Navigator: Which contains course modules.
- The **software** you are learning, e.g. Word, Excel, Outlook.

2.4.2 The Elements of Windows



2.4.3 Minimising Windows

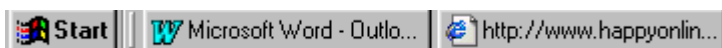
Minimising a window makes it temporarily disappear! Use it if you have to get a window out of the way so you can see something else!

Click minimise at the top right of the window



To restore a window after it has been minimised...

Click the name of the window from the task bar at the bottom of the screen



2.4.4 Maximising/Restoring Windows


Maximise allows you to make a window fill the whole of the screen. Use it when you want to concentrate on just one window.

Maximise is interchangeable with restore. When you restore a window it is still visible, but will not fill the whole screen. You can change the restored shape to anything you want by resizing the window (see below).

Maximising a Window...

Click Maximise at the top right of the window




Window will fill the screen
Maximise button will change to
Restore button 

Restoring a Window...

Click Restore at the top right of the window



Window will shrink
Restore button will change to
Maximise button 

2.4.5 Closing Windows

Click the X at the top right of the window



2.4.6 Switching Between Windows

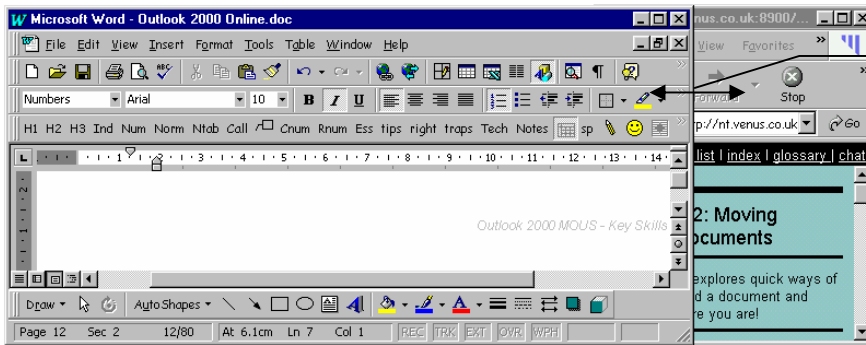
Click the window you require on the task bar Window will appear on screen



2.4.7 Resizing Windows

1. Ensure that the window is restored
2. Position the mouse at the edge of a window
3. Click and drag

If the window is minimised or maximised you can't resize it!
Mouse will change to a double-headed arrow



The window for Word is overlapping the Browser window.
If you position your mouse at this edge and drag to the left, you will make the window narrower, and get rid of the overlap.

2.4.8 Moving Windows

1. Ensure that the window is restored
2. Position the mouse on the blue title bar

If the window is minimised or maximised you can't move it
Mouse will change to a white arrow



3. Click and drag to move the window to a new position

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3 The Desktop



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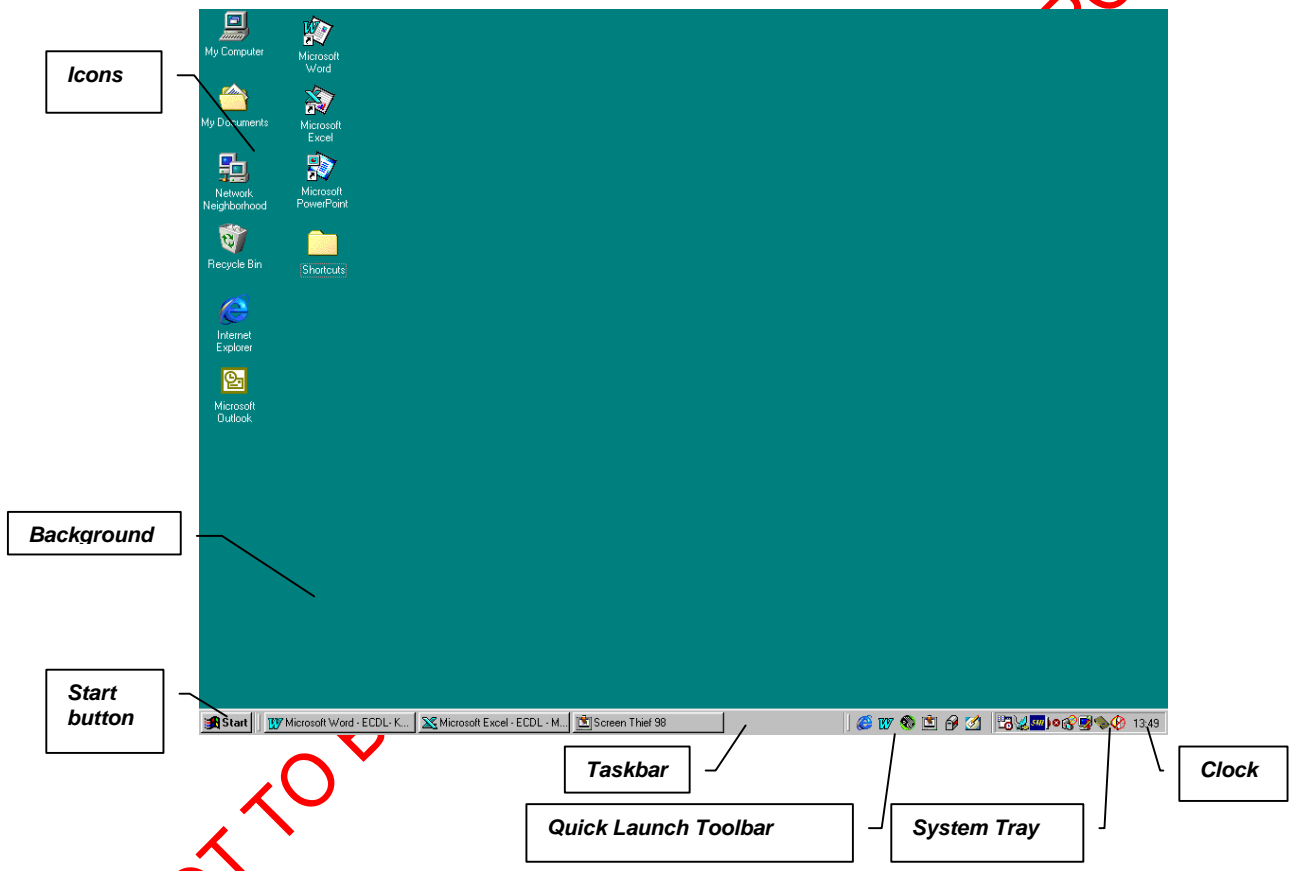
3.1 Introduction to the Desktop

3.1.1 What is The Desktop?

This is the screen you first see when your computer has started. It can be customised to look how you want and make it easier for you to do your work.

3.1.2 The Desktop Screen

Here's a picture of the desktop screen. Each desktop will look a little different...



3.1.3 What Is Each Part For?

The table below explains what the parts of the screen are for...

Part of the Screen	What Does It Do?
Icons	Little pictures that represent a part of your computer, or applications or tools available on your computer.
Background	This can be customised to be anything you like – a picture of your pet for instance!
Start button/Start menu	The icons on the Start menu provide a quick way of carrying out standard commands.
Taskbar	Shows you what applications you have open by placing a button on the toolbar. Also provides a way of switching between open applications.
Quick Launch Toolbar	This is a toolbar that can be positioned anywhere but often sits somewhere on your taskbar. It provides quick access to applications on your computer.
System Tray	Can be used to change some of your computer's settings and also provides information (such as whether you have certain software in use or if you are low on battery if you are using a laptop computer).
Clock	Shows the time (or at least the time that your computer thinks it is!)

3.1.4 Desktop Icons

The little pictures you have on your desktop are all for different things...



This lets you get at the computer's filing system. It gives you access to the different parts of your computer where information is stored (drives). You can also change your computer settings from here (using Control Panel).



If your PC is on a network, this contains a list of all the resources available to you, i.e. printers, folders.



If installed, this is where you go to send and pick up email.



When you delete a document, it goes in here. You can then take it out if you didn't really mean to delete it!



When you save a document, unless you instruct the machine otherwise, it will be saved in this folder.

3.1.5 The Taskbar

At the bottom of the screen there is a grey bar that runs from left to right. When you open a window a button for that window will appear on the bar. The “Start” button is on the far left...



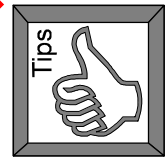
Having more than one window open...

You can work with a number of different windows at the same time. For example, you might be doing a SmartLearn course with both Internet Explorer and another application open at the same time. To switch between the windows you have opened, just click on the button that refers to it on the Taskbar.



If you can't see the whole description on the taskbar...

As you open more windows or programs in Windows 98, the buttons that represent them on the Taskbar become smaller. Just hold the mouse over the Taskbar for a second or two, and a note will pop up with a full description.



3.1.6 Moving the Taskbar

The Taskbar can be at the top, bottom, left or right of your screen. To move your taskbar...

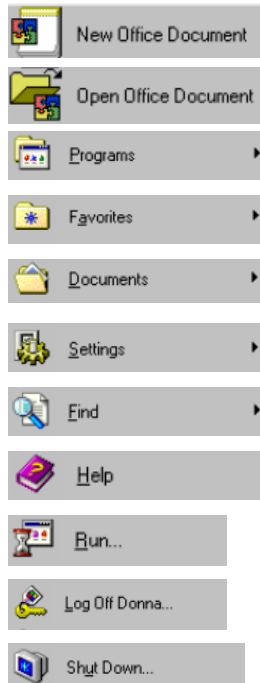
1. Position the mouse pointer on an empty part of the Taskbar (where there are no buttons)
2. Click and hold your left mouse button and drag to edge of the screen (left, right top or bottom)
3. Release the mouse button Your task bar will be in its new position!

3.1.7 The Start Button

Clicking on the Start button shows the Start menu. From here you can open applications, files and help, find files, access your favourite web sites, run programs, change your settings and shut down or restart your computer. Just about everything you might want to do!

3.1.8 Using the Start Menu

1. Click on the Start button
2. Click on the option you require (see below) - a sub menu may appear
3. (If necessary) click on the option you require in the sub menu



You can create a new document from here.

You can open an existing document from here.

You can open your applications (or programs) from here, for example, Internet Explorer.

You can access your favourite web sites from here (providing you have saved them as a favourite).

From here you can see and open a list of up to the last 15 documents you have used.

Where you can change your system settings, e.g. the colour of your desktop.

Allows you to find a folder, file, programs etc. (see page 44).

This starts Help. If you are stuck, this is where you go (see page 25).

From here you can start a program, or install one from a CD-ROM or disk.

If your computer is connected to a network, you can log off here, but keep your computer running.

Shuts down or restarts your computer.

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3.2 Desktop Icons

3.2.1 Selecting Icons

Click on the icon to select it

it will turn blue



3.2.2 Deselecting Icons

Click away from the icon

it will no longer be blue



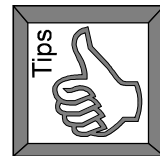
3.2.3 Moving Desktop Icons

Just as you rearrange your desk at work you can rearrange your computer's desktop...

1. Position your mouse over the icon you wish to move
2. Click and drag to a new position
3. Release the mouse

My icons won't move!

Right click anywhere over the desktop and choose Arrange icons. Make sure there is no tick next to Auto Arrange.



3.2.4 Arranging the Icons

You can let Windows 98 tidy up your desktop by getting it to automatically arrange your icons...

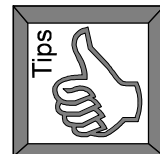
1. Right click anywhere over the desktop
2. Click on Arrange Icons
3. Click on Auto Arrange

How do I know when it's on?

When Auto Arrange is on it will have a tick before it in the menu.

Auto Arrange

Click it again to switch it off!



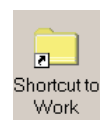
3.2.5 Opening a Window Using a Desktop Icon

The desktop icons will open a window...

Double click on the icon a window will open

3.2.6 What Are Desktop Shortcuts?

- You can create shortcuts that allow you to open programs, folders or documents that you use frequently. You can put a shortcut onto your desktop.
- Shortcuts always have a little curly arrow in the bottom left corner of the icon.
- Shortcuts are a link to the folder, document or program and not the actual thing.
- If you delete a shortcut, it does not delete the original object.



3.2.7 Creating a Shortcut on the Desktop

1. Open My Computer and find the icon for the program, folder or document
2. Restore or resize the My Computer window so you can see the desktop as well
3. Right click over the icon you wish to create a shortcut to
4. Click and drag the icon onto the desktop using the right mouse button
5. Release the mouse A shortcut menu will appear
6. Click Create Shortcut here

Or

1. Find the item that you want to create a shortcut for using My Computer
2. Right click on the item a menu will pop up
3. Click Send To
4. Click Desktop (create shortcut)

3.2.8 Renaming Shortcuts

Because a shortcut just points to a document, folder or program (and is not the actual thing) you can rename the shortcut without renaming the file. So you can call it whatever you like...

1. Position your mouse over the shortcut you wish to rename
2. Right click on the shortcut a menu will pop up
3. Click Rename the name of the shortcut is highlighted



4. Type the new name for the shortcut
5. Click away from the shortcut

3.2.9 Deleting Shortcuts

You might wish to remove shortcuts that you no longer require. Deleting shortcuts does not delete the item to which the shortcut is pointing.

1. Right click on the shortcut
2. Click Delete
3. Click Yes to confirm it

3.3 The Desktop Settings

3.3.1 How Can I Customise My Desktop?

Aside from creating new icons that are shortcuts to things you frequently use, you can also change...

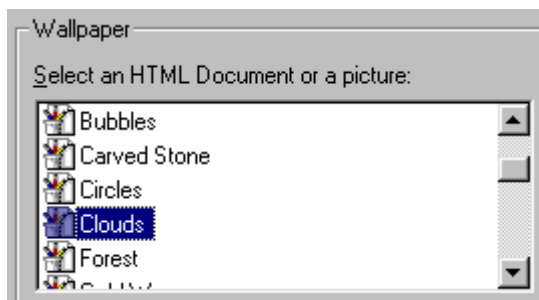
- The colour scheme your computer uses.
- The pattern or pictures (wallpaper) on your desktop background.
- The images that pop up when you don't use your computer for a while (the screen saver).

3.3.2 Changing the Wallpaper

This is a picture you can have on your desktop background...

1. Right click on a blank part of the desktop
2. Click Properties
3. Click on the Background tab
4. Click your choice in the list of Wallpaper

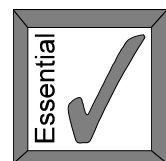
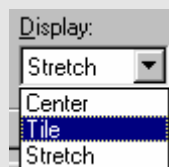
A preview will appear above



5. Click OK

Tile, centre or stretch?

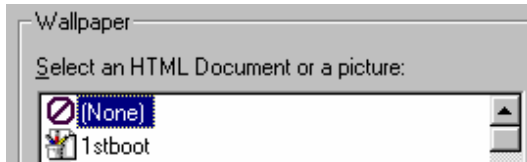
You can have your picture repeated (tiled) over your desktop, stretched to fit or positioned as a picture in the centre of your desktop. After you choose your wallpaper from the list, click on the down arrow at the end of the display box and click on the option you require.



3.3.3 Changing the Pattern

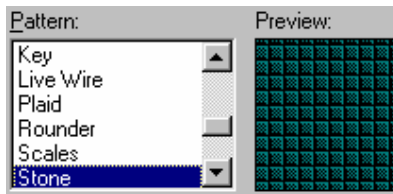
If you prefer patterns to wallpaper...

1. Right click anywhere on the desktop
2. Click Properties
3. Click on the Background tab
4. Make sure the wallpaper chosen is none



5. Click on Pattern
6. Click your choice in the list of patterns

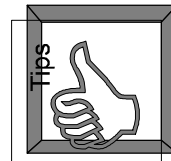
A preview will appear to the right



7. Click OK
8. Click OK again

Applying...

If you want to apply any of your changes without losing the Display Properties dialog box, click on the Apply button!

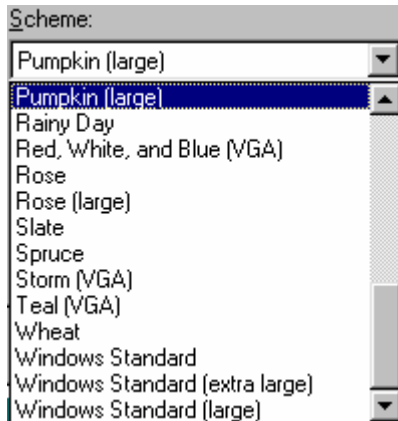


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3.3.4 Changing the Colour Scheme

If you would like a different colour scheme for your windows, icons, background etc...

1. Right click anywhere on the desktop
2. Click Properties
3. Click on the Appearance tab
4. Click on the drop down arrow at the end of the Schemes box



5. Click your choice
6. Click OK

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3.3.5 Changing the Screen Saver

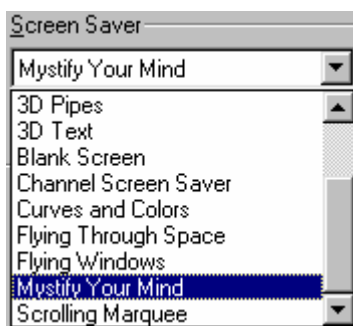
3.3.6 Changing the Screen Resolution

If you have difficulty seeing your computer display you might want to alter the screen resolution. How well your computer screen displays, and how big it displays things depends on its resolution. Resolution is measured in pixels. If you look really closely at your computer screen you can see that it is made up of lots and lots of dots, or pixels. Alter the number of pixels per square inch that your computer displays and you will alter the size and quality of the display.

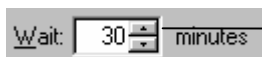
1. Right click anywhere on the desktop
2. Click on Properties
3. Click on the Settings tab
4. Slide the pointer along the Screen Area scale in the bottom right hand corner
5. Click Apply
6. Click OK on the Display Properties Dialog Box
7. Click Yes or No on the Monitor Settings Dialog Box depending on if you want to keep the settings or not.

These pop up as full screen images if your computer is left alone for a while. They can save wear and tear on your screen and protect your work when you're away from the computer...

1. Right click anywhere on the desktop
2. Click Properties
3. Click on the Screen Saver tab
4. Click on the drop down arrow at the end of the Screen Saver box



5. Click your choice
6. Click Preview button and DON'T MOVE THE MOUSE! Wait a few seconds and you will see a full-screen preview
7. Move the mouse to go back to the dialog box
8. Change timing if required (see below)

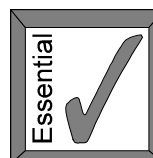


Click the up or down arrows to change how long your computer will wait before activating the screen saver

9. Click OK

Getting the Computer Screen Back

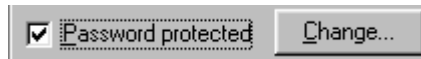
To get back to your normal computer screen when a screen saver is on just press any key on the keyboard or move the mouse around. If the screen saver is protected you may need the password to stop it – see page 23



3.3.7 Protecting Your Computer with a Screen Saver

If you do not want people to use your computer while you are away from your desk then you can specify a password that must be entered to clear the Screen Saver.

1. Right click anywhere on the desktop
2. Click Properties
3. Click on the Screen Saver tab
4. Select a Screen Saver
5. Click the box next to "Password protected" so that it is ticked

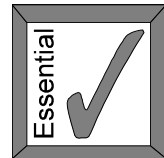


6. Click Change
7. Type your password next to New
8. Type your password again next to Confirm password
9. Click OK
10. Click OK

PURPOSES

Don't forget it!

Don't password protect your screen saver unless you can be absolutely sure you won't forget it! Once protected, a screen saver can't be broken into without the password - ever! (If you do this and can't remember the password, your techies will have to reinstall Windows for you!)



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