



CSCA0204

Office Automation

Chapter 2

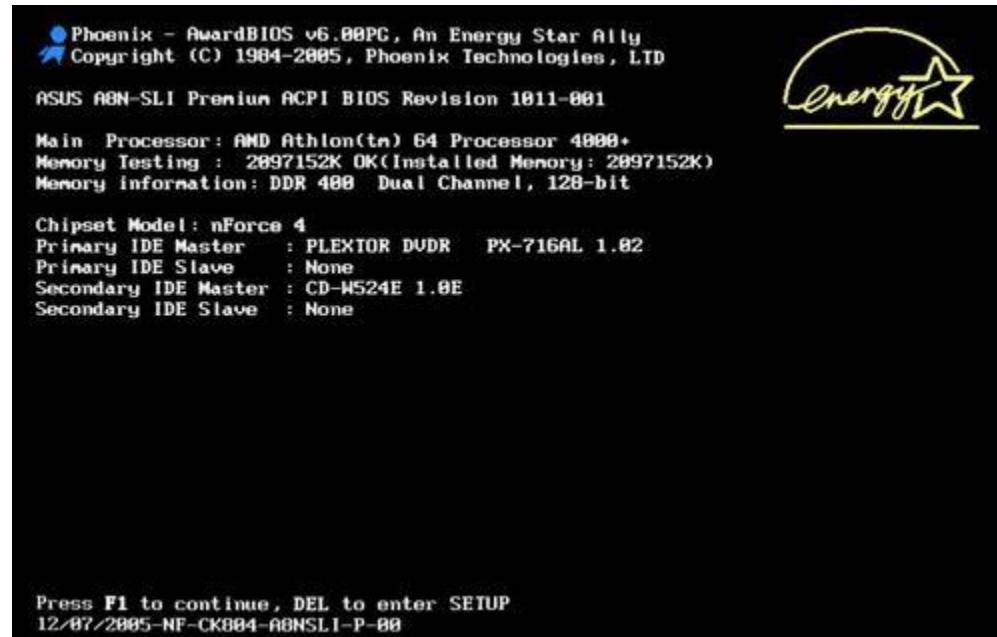
Using the Computer and Managing Files

Starting the Computer

- Press the button on the system.
- When you switch on the computer it will perform a POST (Power On System Test) this is performed in the BIOS (Basic input/output system), this generally has the appearance of a black background with white text scrolling on it.
- This test checks that all the hardware installed in the computer is functioning, it also keeps track of the system time.



Starting the Computer



BIOS Screen

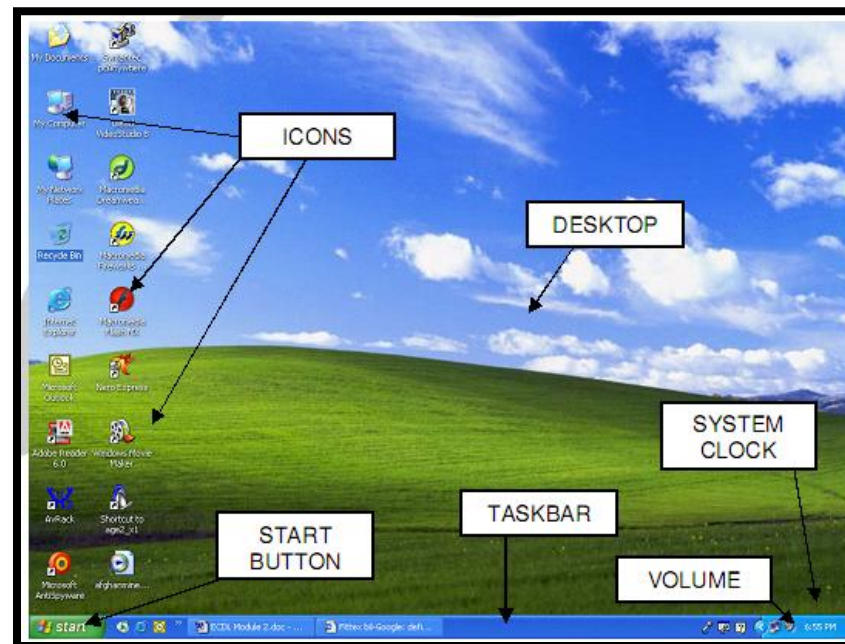
Starting the Computer

- Next, the operating system is located. The BIOS searches the computer's disk drives and connections in a specific sequence until the operating system is found.
- Successful activation of the operating system is indicated by a graphical image on the display. It may differ for various operating systems.



The Desktop

- A desktop is a computer display area that represents the kinds of objects one might find on a real desktop.
- A desktop can be contained in a window that is part of the total display area or can be "full-screen" (the total display area).



The Desktop

Desktop Components

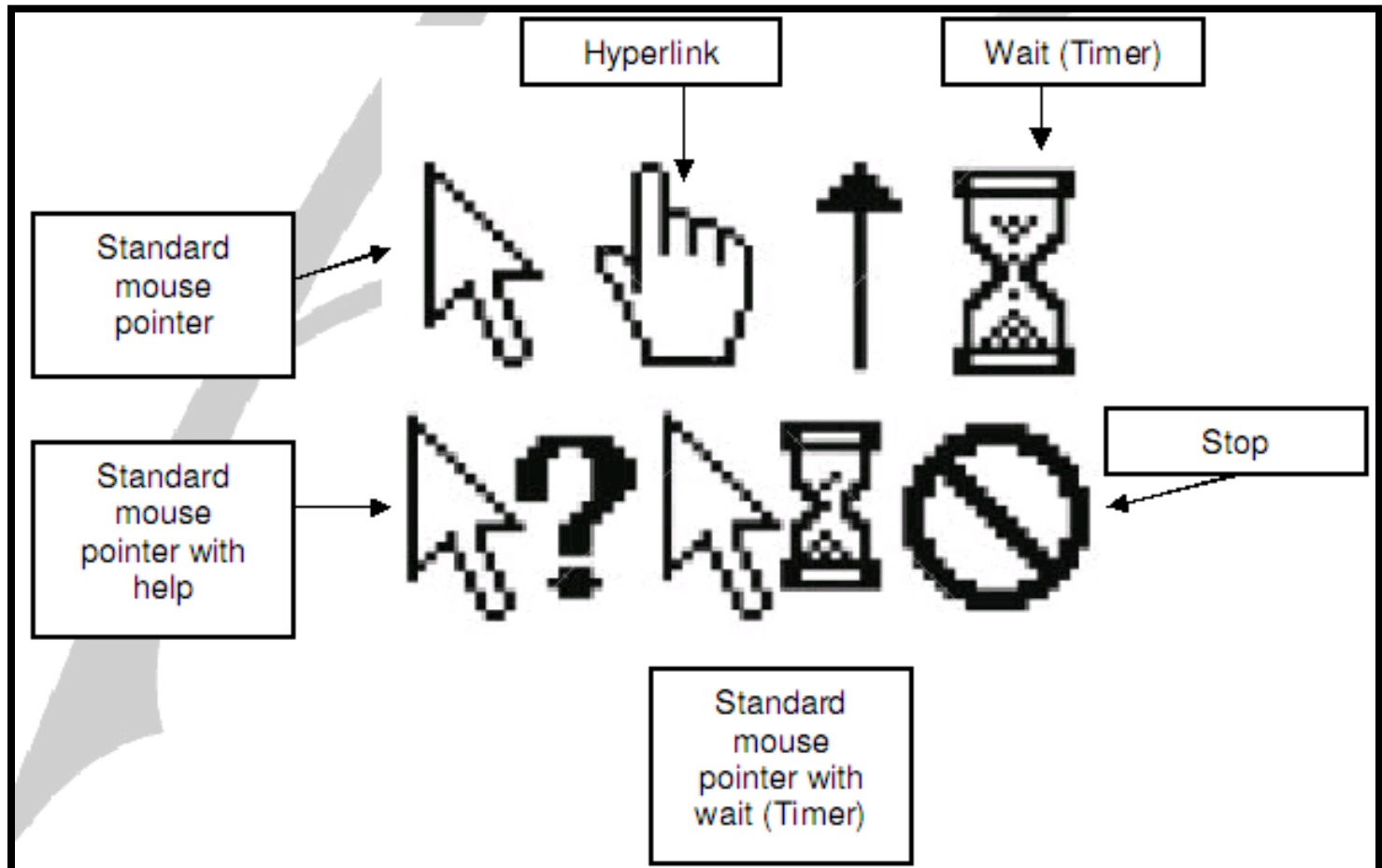
- **Start Button:** Lets you quickly go to functions such as programs, settings and documents
- **Task Bar:** Displays open windows, and lets you quickly switch from one window to another by clicking on its icon on the taskbar.
- **Icons:** Click on an icon to easily open the application associated with it.
- **Volume:** move the slider up and down to decrease/increase the system loudspeaker volume.
- **System Clock:** lets you change the time or date settings of your computer, it also lets you change the time zone.

The Mouse

Mouse Terminologies

- **Click:** Press and release left mouse button
- **Right Click:** Press and release right mouse button.
- **Double Click:** Double click left mouse button in quick succession.
- **Drag and Drop:** Press left mouse button on target and whilst keeping it depressed drag to desired location.
- **Hover:** Place mouse button on target to activate (e.g. place over Font Color icon and the help tip will appear.

The Mouse



The Mouse

“Drag and drop” moving

- The term "drag and drop" basically means "picking" up an item with the mouse and dragging it to a new location.
- This could apply to moving an icon from one location on the screen to another position, or to physical files on your hard disk being dragged from one folder to another.
- To drag and drop an item you first have to click on it (with the normal, left hand mouse button).
- This selects the item. Then depress the left hand mouse button and while keeping the button depressed move the mouse pointer on the screen to a new location. When you let go of the mouse button, whatever you are dragging will be moved to the new location.

The Mouse

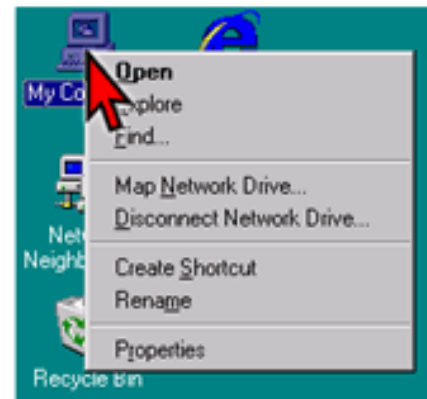
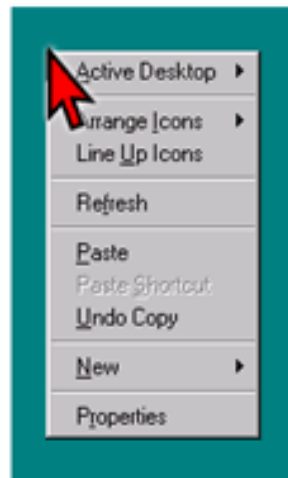
"Drag and drop" copying

- This is basically the same as drag and drop moving, except that you end up with a copy of the item you are dragging, at the new location.
- To copy rather than move, depress the Control (Ctrl) key as you are dragging with the mouse.

The Mouse

Right Mouse Button

- Once you have selected something, you often find that right clicking on the selected item displays a popup menu which relates directly to the selected item.

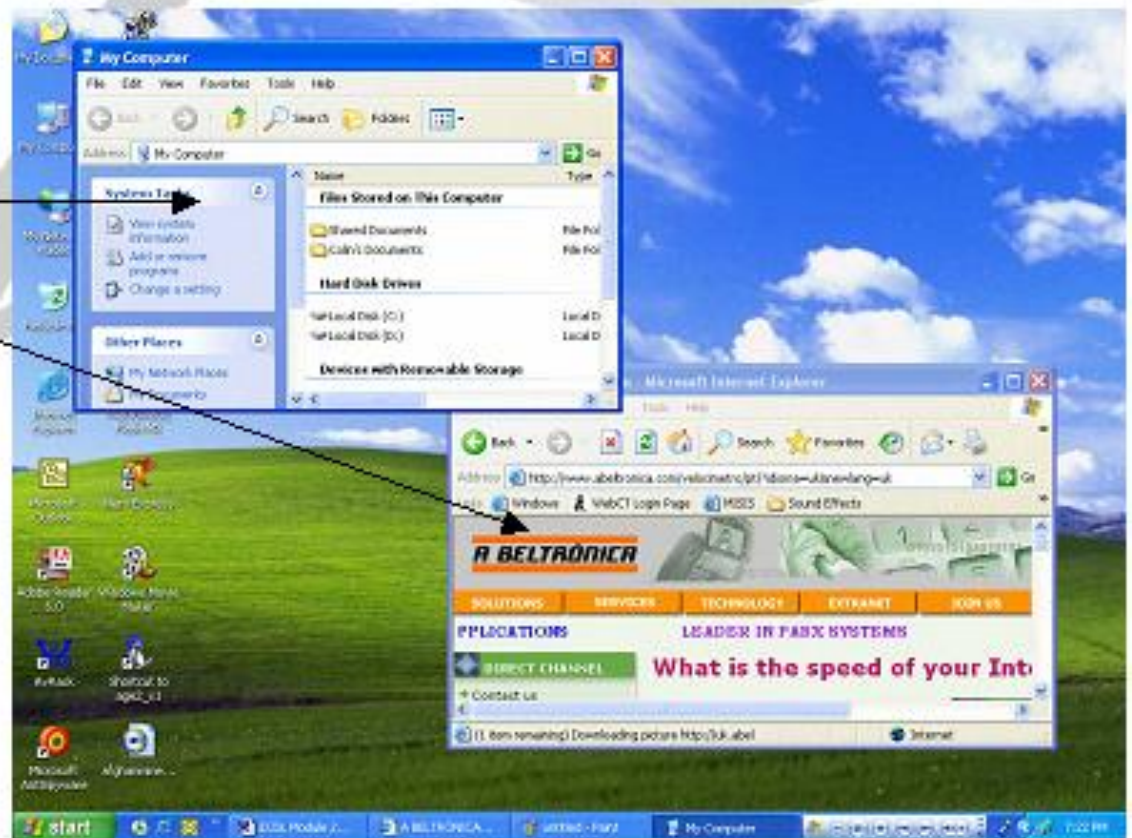


Windows

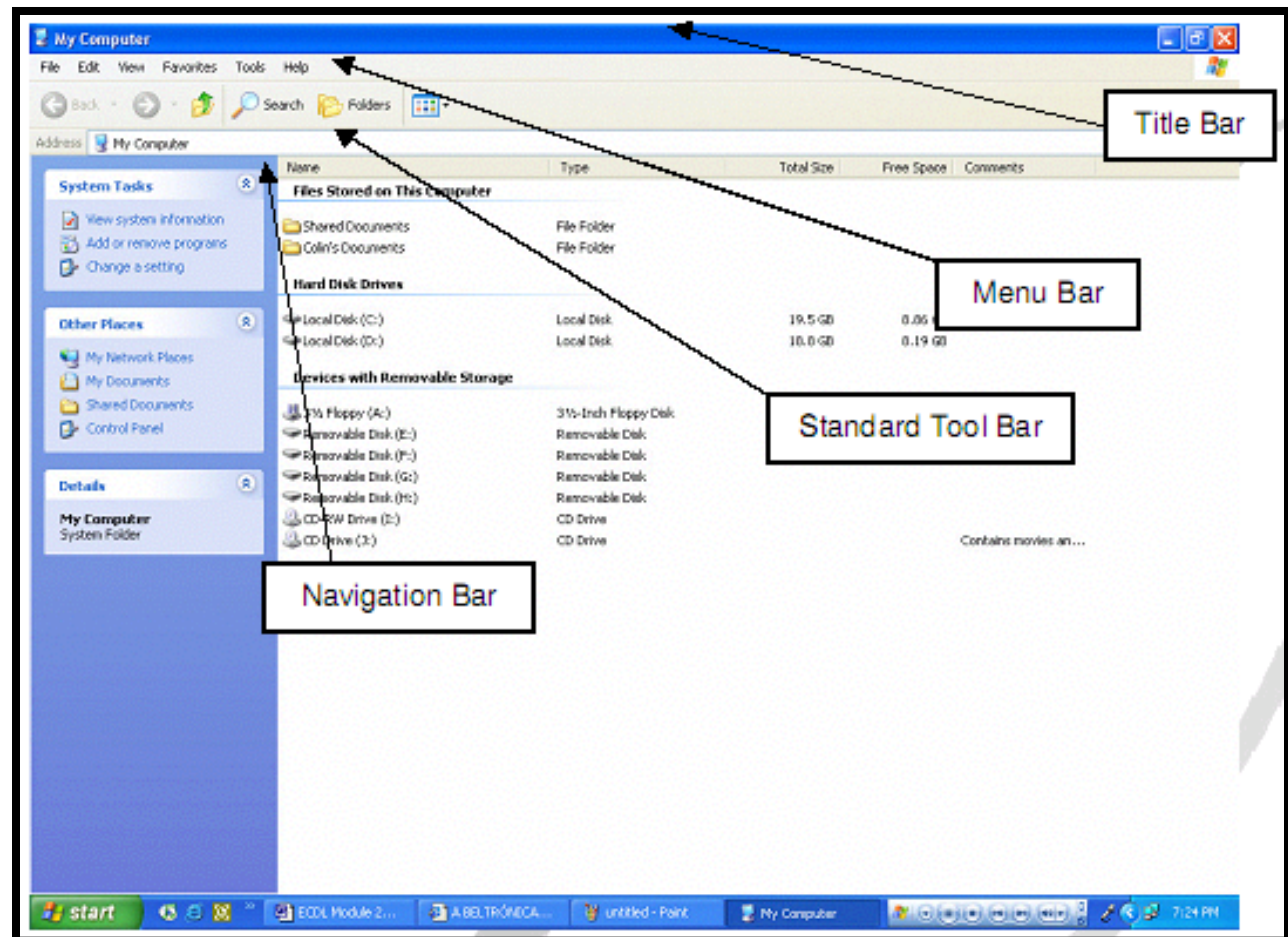
- An enclosed, rectangular area on a display screen.
- Most modern operating systems and applications have graphical user interfaces (GUIs) that let you divide your display into several windows.
- Within each window, you can run a different program or display different data.
- Windows are particularly valuable in *multitasking environments*, which allow you to execute several programs at once.
- By dividing your display into windows, you can see the output from all the programs at the same time.

Windows

Screenshot of
desktop
showing two
windows
open

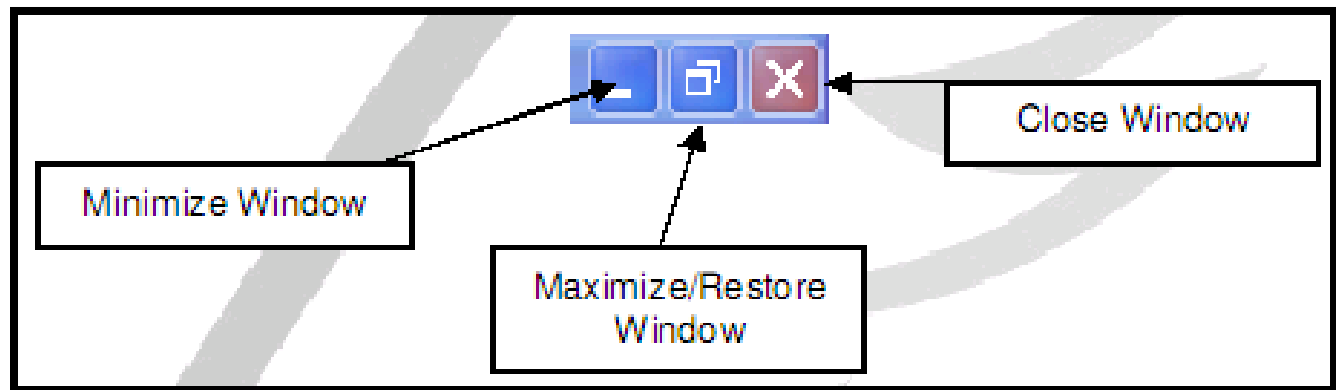


Windows



Windows

Parts of a Window



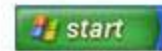
Start Button

- The Start button allows users to access their computer programs or configure Microsoft Windows easily.
- By default, the Windows Start button has always been found in the bottom left-hand part of the screen.
- This can be changed to the top left or top right-hand of the screen by moving the Windows Taskbar.

The Evolution of the Windows Start button



Windows 95, 98, NT 4.0,
ME and 2003



Windows XP



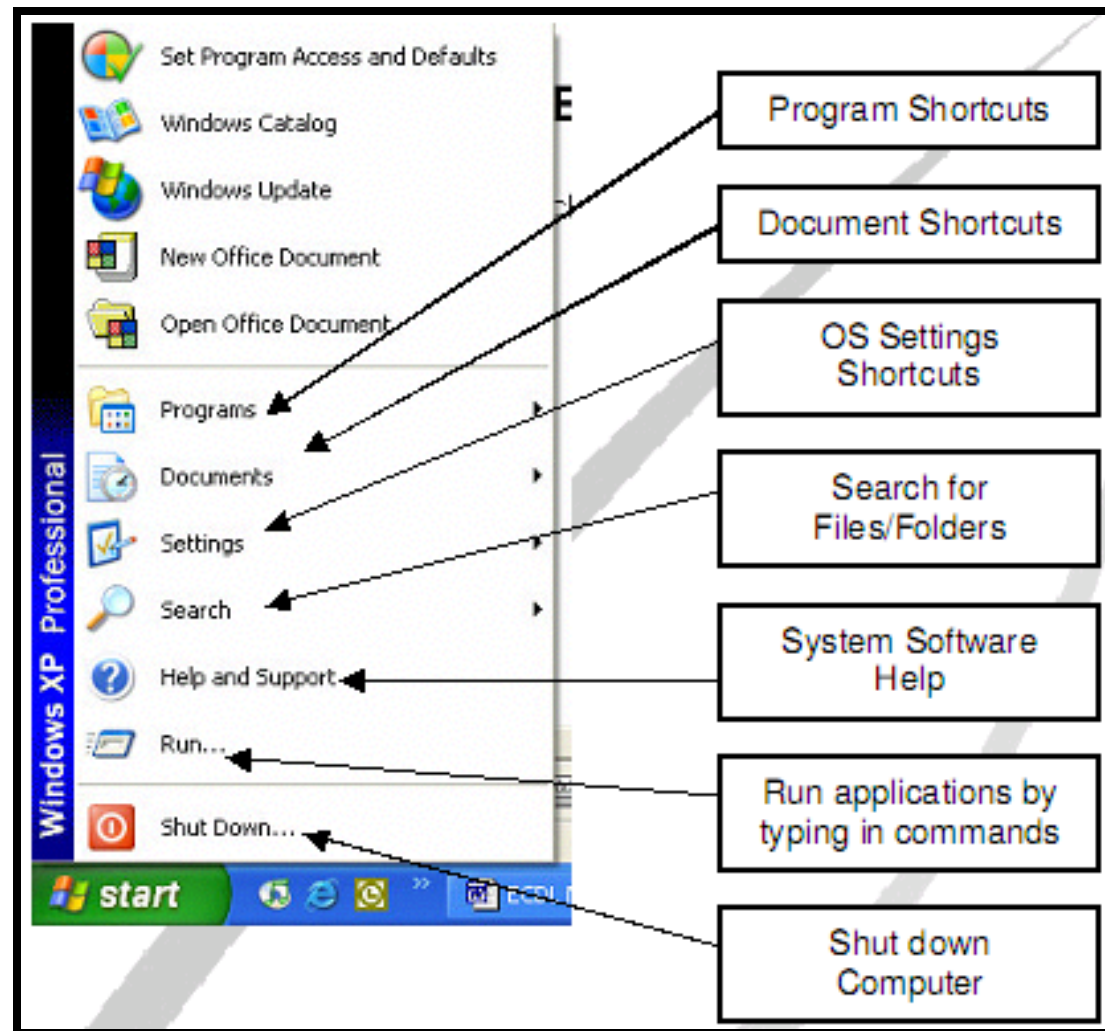
Windows Vista and 7



Windows 8.1

<http://www.computerhope.com>

Start Button



Start Button

Task	Description
All Programs	Displays a list of installed program, which a user can start or use.
My Documents	Displays a list of document used by the current user.
My Recent Documents	Displays a list of recently used document by the current user.
My Picture	Displays a list of picture/photos used by the current user
My Music	Displays a list of music/songs used by the current user

Start Button

Task	Description
Control Panel	Displays a list of utility configure the computer system and install software and hardware
Printer and Faxes	Displays a list of currently installed printers and faxes in the current computer system
Help and Support	Start the XP help and support program to find how to do a task in windows

Start Button

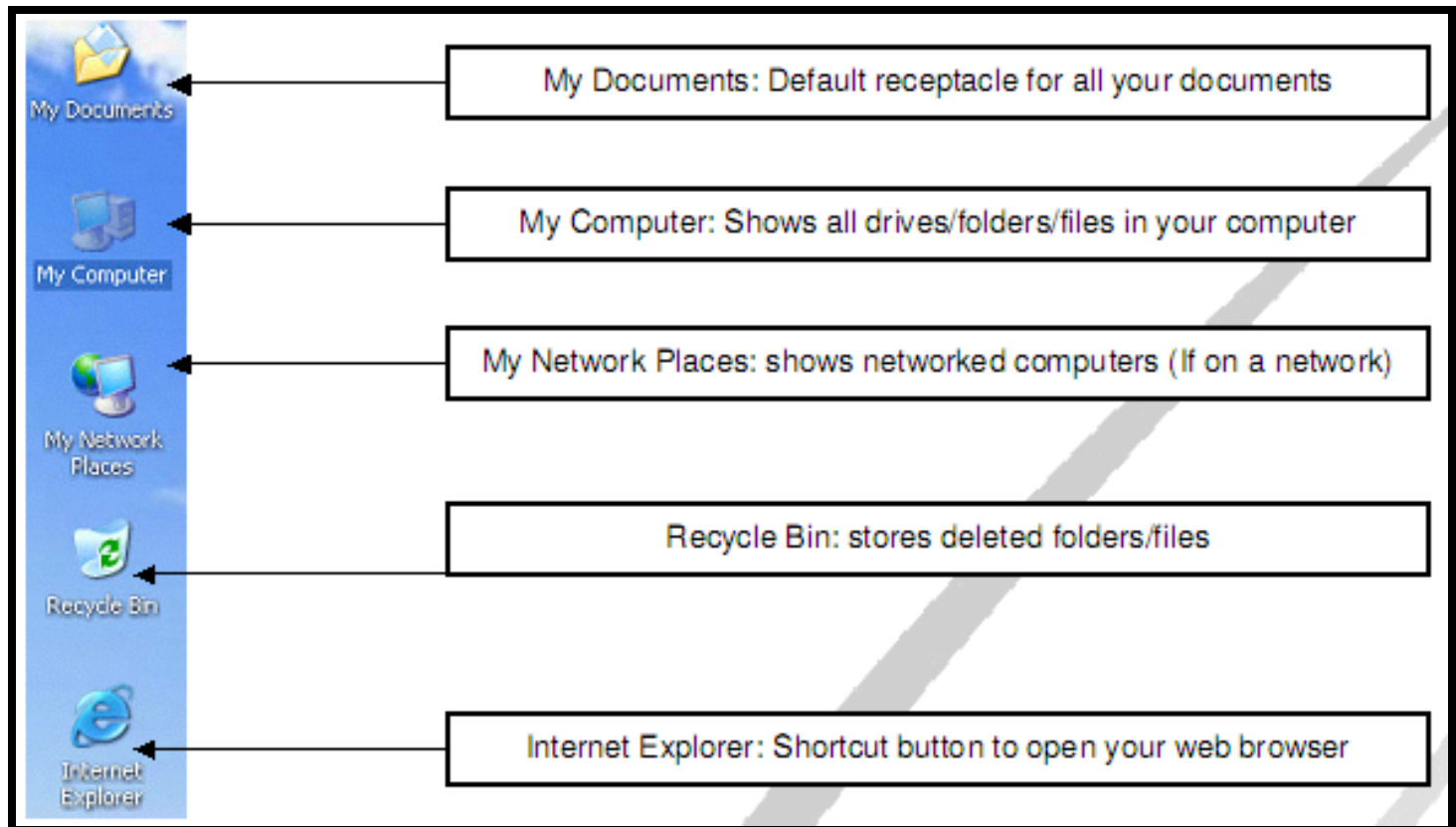
Task	Description
Search	Helps the user to find Displays a list of document used by the current user files, folder, and other networked computer and shared resources.
Run	Start a application program or execute a DOS command
Log Off	Log off the currently logged in user of the system
Turn Off Computer	Close currently opened program, log of the current user and switch off the computer system.

Icons

- An **icon** is a small graphic representation of a program or file that, when clicked on, will be run or opened.
- Icons are used with Graphical User Interface (GUI) Operating Systems to help quickly identify a type of file or program associated with the icon.
- When you double-click or open an icon the associated file or program will be opened.

Icons

- Commonly used desktop icons



My Computer

- My Computer allows the user to explore the contents of their computer drives as well as manage their files.

Windows XP



Windows 7

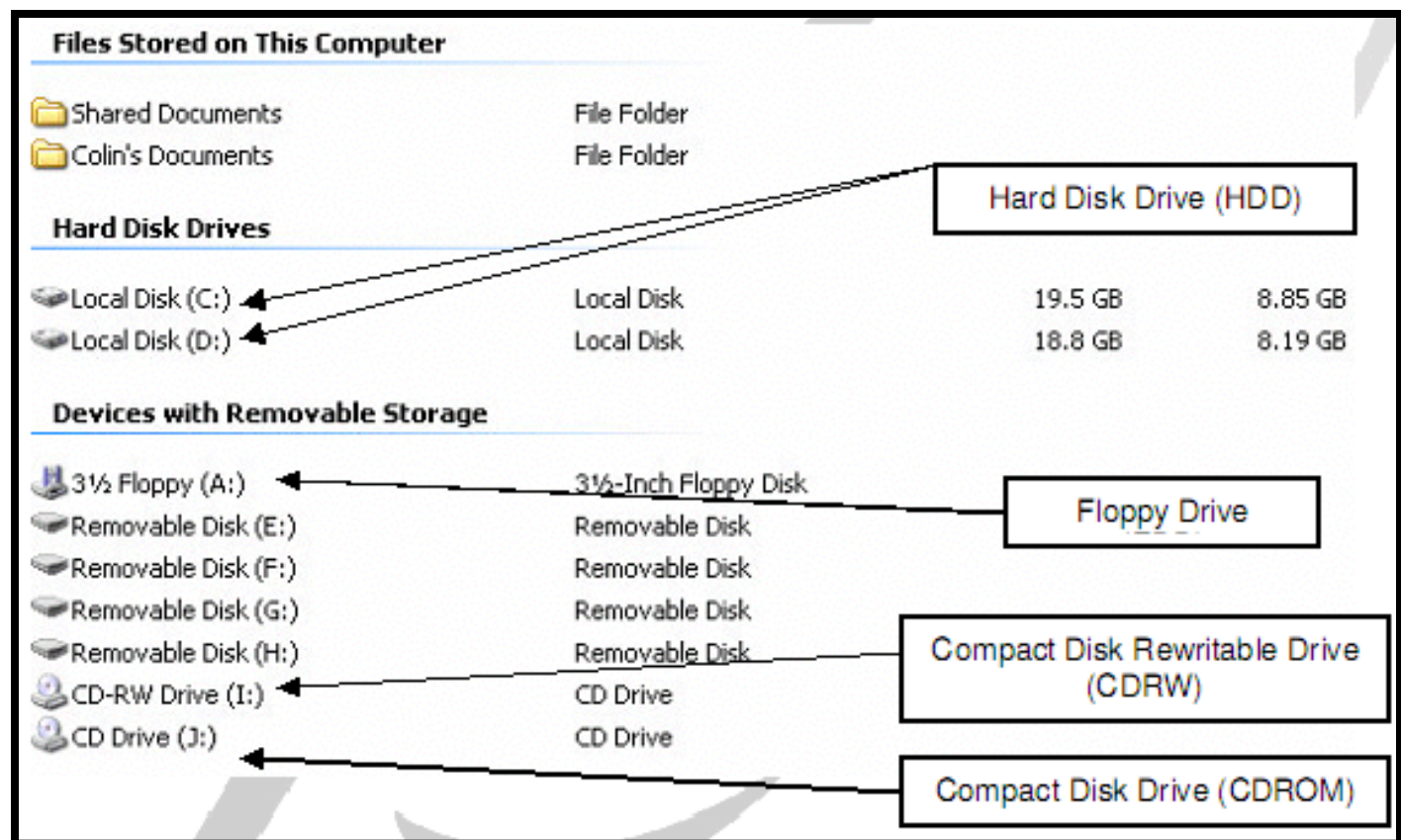


Windows 8



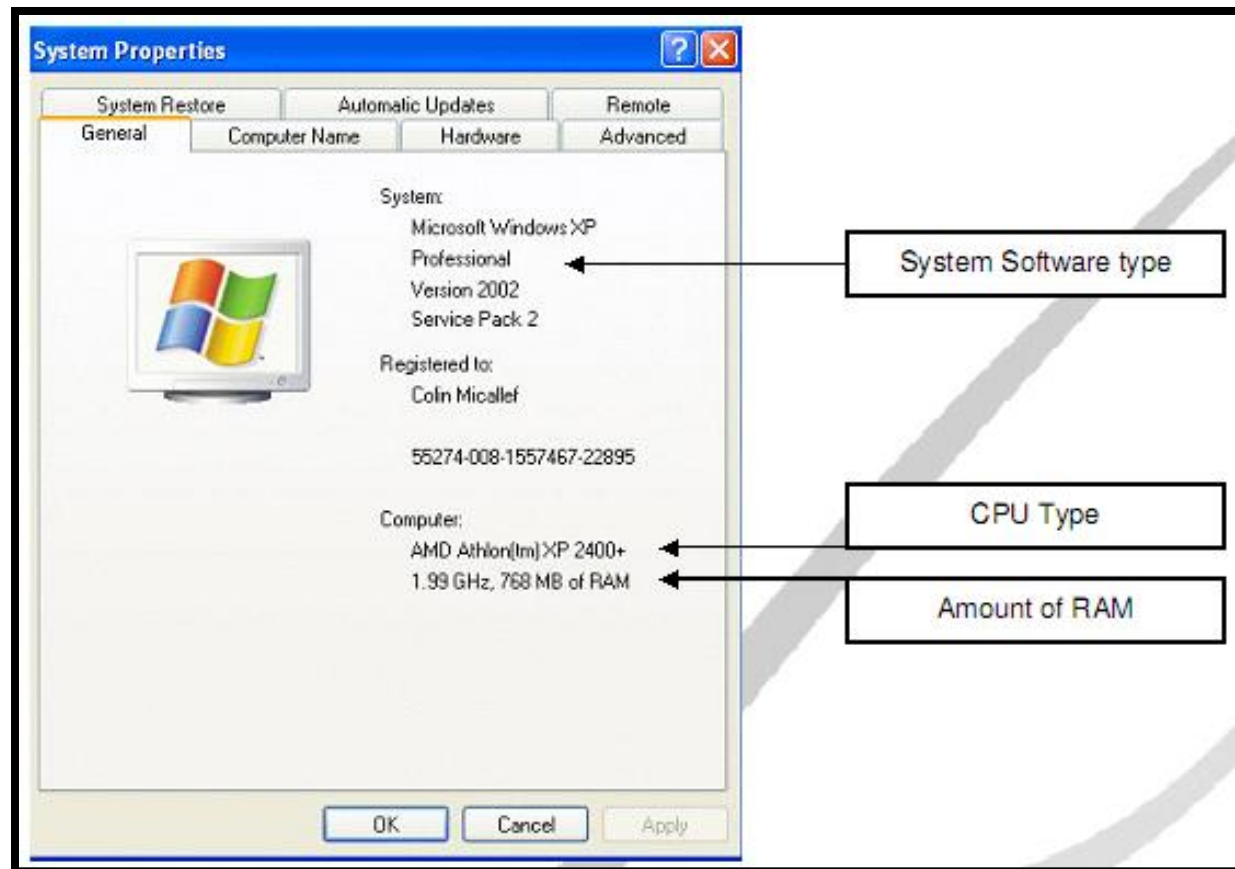
My Computer

- Viewing the computer drives



My Computer

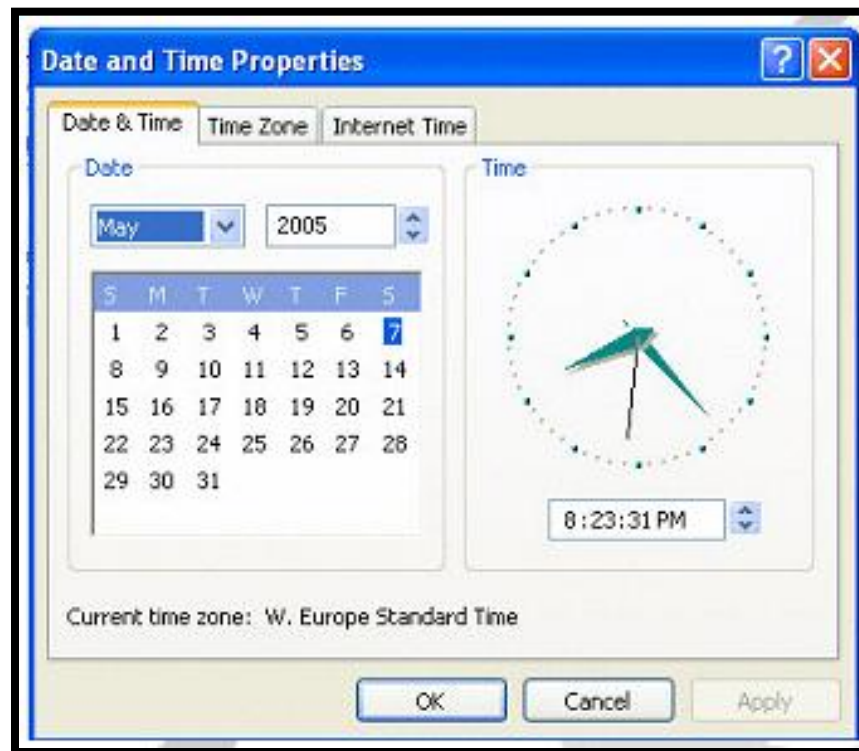
- Checking System Properties



Customize Computer's Desktop Setting

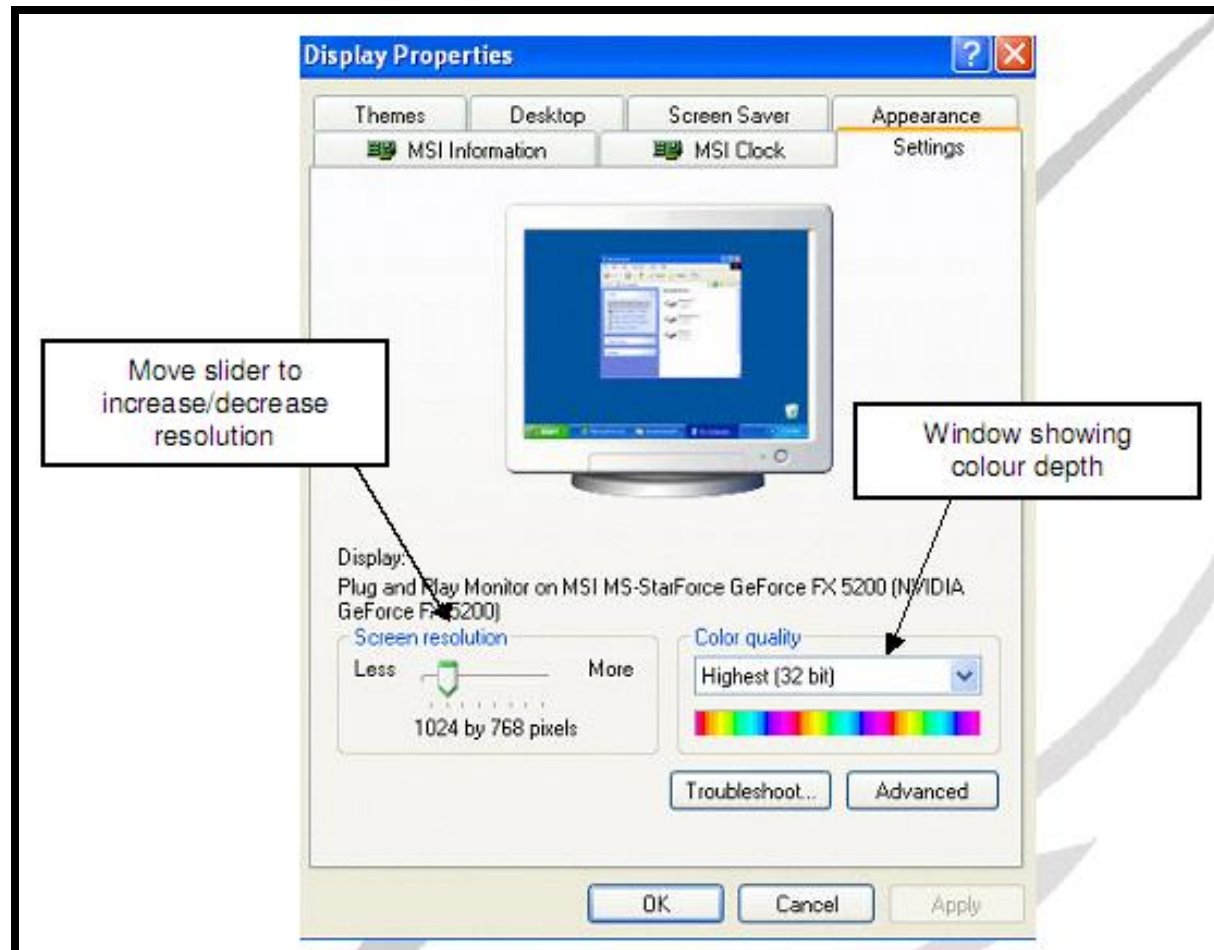
Setting the Time/Date

- To set the time/date of your computer.



Customize Computer's Desktop Setting

Setting the Screen Resolution



Files and Folders

- A **file** is a collection of data with a unique name.
- **Folders** are used to group a number of files.
- Files and folders that exist on Windows XP-based computers contain a certain number of attributes that control and govern their accessibility and display features.

Files and Folders

Filename

- A filename may contain maximum 255 characters including spaces.
- The characters “”, “/”, “?”, “<”, “>”, “|” cannot be used in a filename or folder name.
- A filename also has extension separated with dot.
- In Windows, all the application programs automatically add extension to the filename or document name.

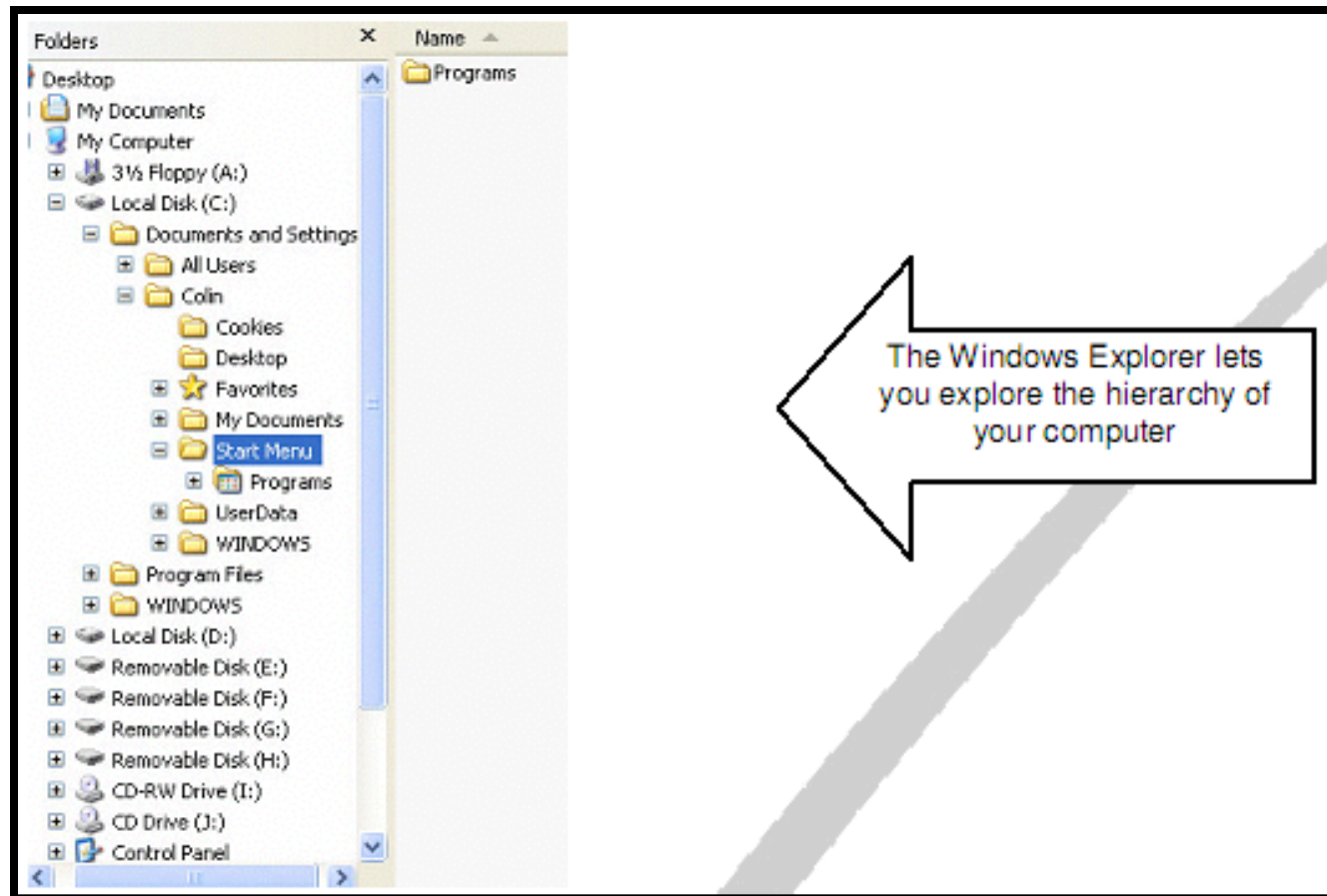
Files and Folders

Window Explorer

- Is a file manager application that is included with releases of the Microsoft Windows operating system.
- It provides a graphical user interface for accessing the file systems.

Files and Folders

Window Explorer



Files and Folders

Creating a New Folder

- Open window where the new folder is required
- File > New > Folder

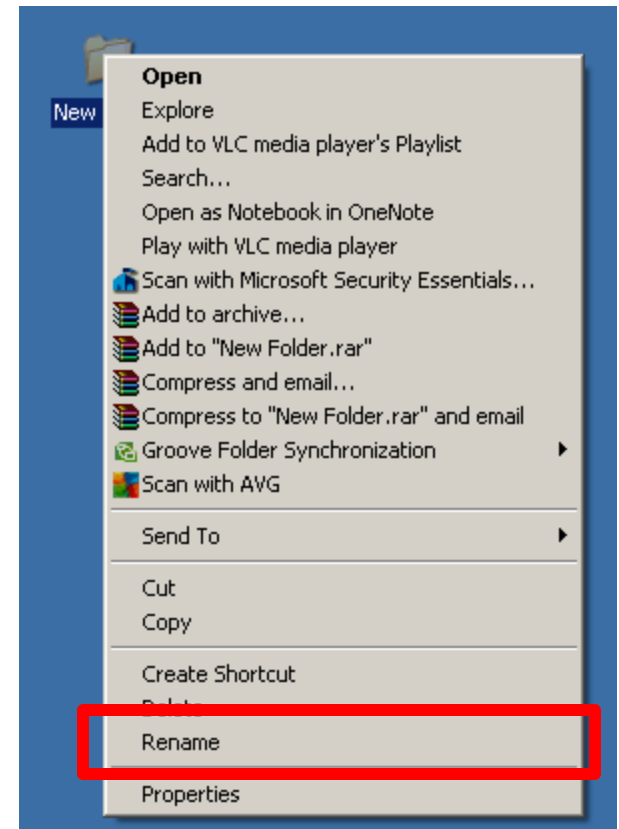
or

- Right mouse click > New > Folder

Files and Folders

Renaming a Folder/File

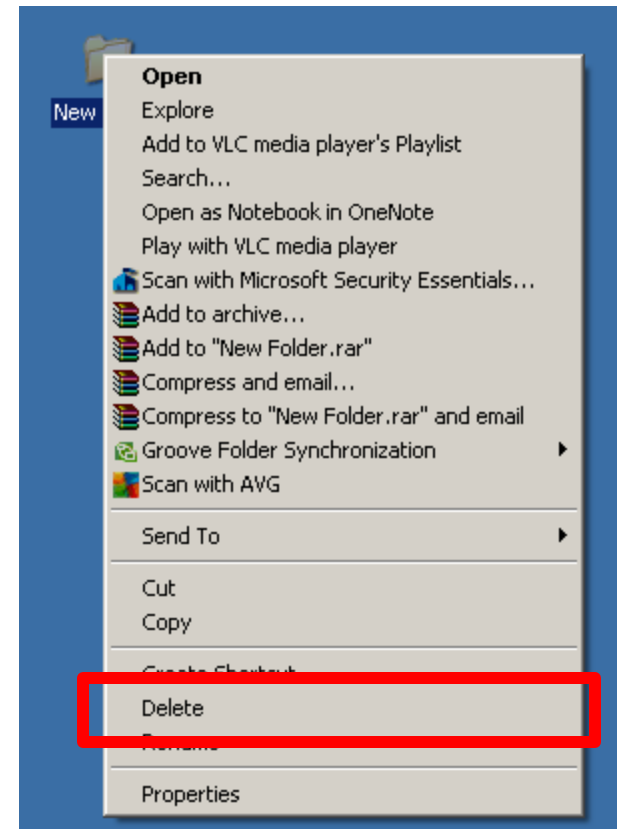
- Right Click on the Folder/File icon and from the drop down menu select Rename; rename folder/file.



Files and Folders

Deleting a Folder/File

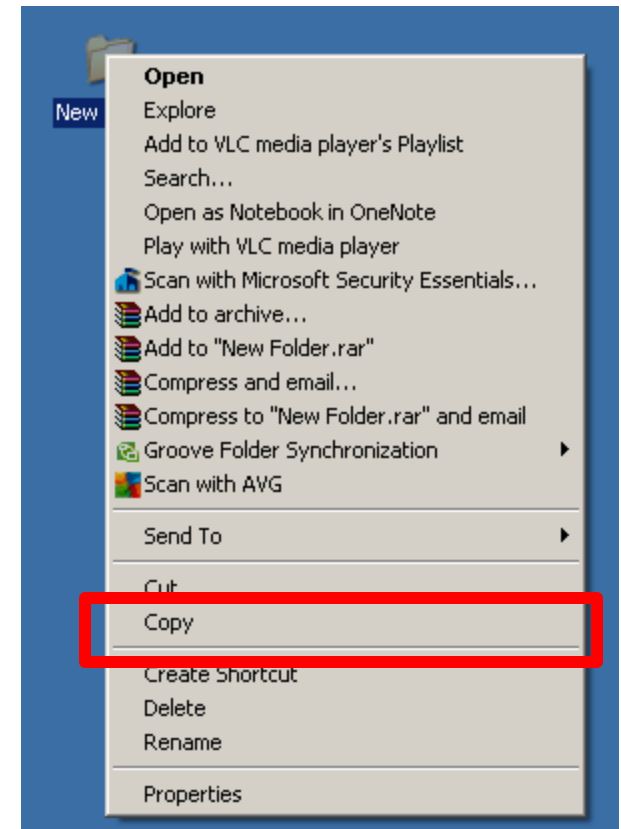
- Right click on the Folder/File icon, and from the drop down menu select Delete.



Files and Folders

Copying a Folder/File

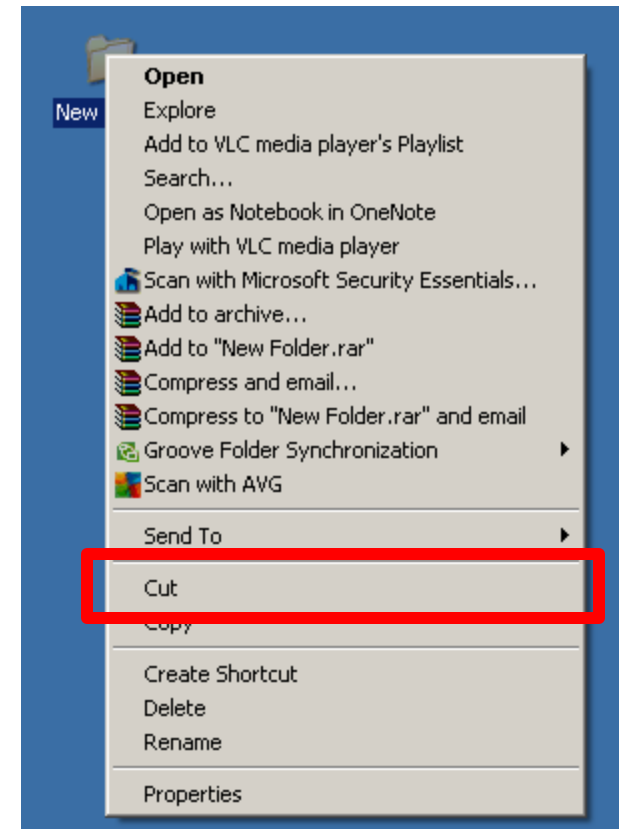
- Right click on the Folder/File icon, and from the drop down menu select Copy.
- Go to the folder where you would like to place your copied folder/files and select Edit > Paste from the Menu bar.



Files and Folders

Moving a Folder/File

- Right click on the Folder/File icon, and from the drop down menu select Cut.
- Go to the folder where you would like to place your copied folder/files and select Edit > Paste from the Menu bar.



Shutting Down the Computer

- The correct procedure to shutdown a computer is Start > Shutdown and the following screen will appear.

