

EXPLORING THE PC AND WINDOWS

FOR LIFELONG LEARNERS



Expectations

This class builds a foundation for using a personal computer with Microsoft Windows 10. It starts with a discussion about basic computer terminology then moves on to the fundamental skills needed to navigate the Windows operating system. It includes the start button, desktop and taskbar, shortcuts, and manipulating program windows. It also examines how to manage files and folders and configuring the most useful Windows features.

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ABOUT PERSONAL COMPUTERS (PCs)

WHAT IS A PC?

Meet the PC, your trusty Personal Computer! Think of it like a versatile digital buddy that comes with a screen, keyboard, and mouse. Now, in the vast world of computers, we have various flavors like Macintosh, Chromebooks, tablets, and cell phones. But for this class, our spotlight is on PCs.

PCs come in two main flavors: the desktop/tower and the laptop. Picture the desktop/tower as the one that likes to hang out on your desk, while the laptop is the go-anywhere companion. The desktop/tower often gives you the best bang for your buck, plus it's easier to tinker with and upgrade. On the flip side, laptops are champs at portability, though they can be a bit trickier to fix up.



Now, when it comes to getting your hands on a PC, think twice before grabbing a used or refurbished one. While they can be totally fine, remember that these are computers someone else has waved goodbye to, so they might not fulfill all your wishes. Opting for a brand-new budget-friendly PC might be your best bet.

WHAT ABOUT UPGRADING?

Let's talk about the computer's life-cycle. In business settings, you're looking at around five years, while at home, you can stretch it to about eight. Now, this doesn't mean your computer will spontaneously give up the ghost. It's more like a point where older tech might not keep up with your needs anymore.

The push to upgrade usually comes from two buddies: compatibility and speed. You see, when fresh Windows and other software versions roll in with newfangled tech and internet tricks, your trusty old computer might start feeling sluggish or even sit out on the action completely. And that's when you know it's time for a change.

As time goes on, computers do tend to slow down. It's not like they're wearing out their welcome, but as you pile on more programs and tasks, they gobble up more resources. So, while they might not exactly retire, they do take a more leisurely pace as they age.

COMPUTER TERMS

Let's dive into some computer lingo.



CPU - Central Processing Unit. This term can mean a couple of things, depending on the context. First, it's like the brain of the computer, a tiny chip that does all the thinking. But sometimes folks also call the whole box that holds that chip, along with drives and other bits, the CPU.

Hard Drive/Hard Disk/HDD/HD - Think of this as the computer's storage locker. It's where all your digital stuff gets saved. A traditional hard drive uses a spinning disk and magnets to store data. There's also a snazzier version called a Solid-State Drive (SSD) that's all-electronic, super fast, and doesn't do any

spinning. It's like the cool kid of storage, though a bit pricier.

Memory/RAM - Random Access Memory is like the computer's playground. It's where the CPU hangs out and gets its work done. Everything you see happening on your screen is happening in RAM. Think of it as the computer's workspace.

Monitor - The computer's showtime stage. It's the screen where you see all the action. There are different types of monitors, like LED and LCD, but for most folks, those differences don't matter much.

Keyboard - This is how you talk to your computer. You press keys to make stuff happen. Some keys, like Ctrl, Alt, and Windows, have superpowers and do special things.

Mouse - Imagine a tiny helper that moves a pointer around on the screen. It usually has two buttons, with the left one being the main clicker and the right one giving you options. Many mice also have a scroll wheel for easy page moving. Laptops swap out the mouse for a touch pad that does similar stuff.

Let's keep the tech talk rolling in the next section.

DEVICES ATTACHED TO THE COMPUTER

Let's explore the world of connecting stuff to your computer through something called USB (Universal Serial Bus). It's like a magical port

that lets you link up all sorts of extras. The beauty here is that you can plug in and unplug

things without having to restart your computer. Nice, right?

Your computer probably has a bunch of these USB ports, and they're often marked with a symbol on the right. Now, let's peek at a few friends you can bring to the USB party.



External Drive: Think CD, DVD, Blu-Ray — these are like your computer's extended storage closets.

Modem: This helps your computer talk to the big world out there. Whether it's a phone, cable, or DSL modem, it's like your computer's chatty friend.

Speakers: For all those sound effects and tunes, you've got your trusty speakers hanging out by your computer.

USB Drives: These mini memory champs go by names like thumb drives, flash drives, or memory sticks. They're like your computer's little backpacks for carrying data around.

Also, many computers come with an Ethernet or LAN (Local Area Network) slot. This is how your computer chitchats with the internet for emailing and surfing. It's like your computer's portal to the online world.

BITS AND BYTES



Just like there are different size doggies, computer storage comes in lots of sizes. So, let's dive into the world of computer numbers, where size matters – in bytes and bits!

Bits and Bytes: Imagine a bit as the computer's tiniest building block. It's like a digital switch, flipping between a one and a zero. Now, 8 bits come together to form a byte, which is like a small data chunk. Fun fact: the 8-bit code 01010011 stands for the letter "S".

Kilobyte (KB): Think of it as a mini-memory slice. 1000 bytes make up 1 Kilobyte. It's like a digital post-it note.

Megabyte (MB): Picture this as a bigger data brick. You've got 1000 Kilobytes in 1 Megabyte. It's like a digital photo album. A Megabyte could hold around 300 songs or a few HD Netflix episodes.

Gigabyte (GB): Now we're talking some serious space. 1000 Megabytes fill up 1 Gigabyte, often called "1 Gig". It's like a digital treasure chest. Think of it like this: an HD Netflix movie takes around 4GB to download,

and the Encyclopedia Britannica is less than 5GB.

Terabyte (TB): It's the granddaddy of storage. 1000 Gigabytes fit into 1 Terabyte. It's like a digital library. Just imagine – 1TB can house about 130,000 digital photos, roughly 400 per day for a year.

Petabyte (PB): This one's big-league storage. 1000 Terabytes make 1 Petabyte. It's like a

digital universe. "Avatar," that mega-movie, needed about 1PB of space. And to give you a visual, 1PB could handle around 4000 digital photos per day for an entire lifetime.

So there you have it, a byte-sized tour of digital sizes!

SYSTEM INFORMATION

Much like a cake, computer systems are often thought about as being layered. Let's peel back those layers and see what's going on.

Hardware Layer: This is the stuff you can see and touch – like the parts we talked about earlier. All those physical bits and bobs come together to make your computer.

Operating System (OS): This is like the bridge between your computer's hardware and the fun stuff you want to do. Microsoft Windows is one popular example. It's the cozy environment where all your applications play. The latest version is Windows 11, but Windows 10 is the go-to for most.

Applications: These are like the digital tools in your toolbox. Think word processors, email clients, spreadsheets, and web browsers. They're software packages that help you get things done.

Now, if you're curious about your computer's Windows version and how much memory it's got, here's a tip: type "system" into the Windows search box in the lower-left corner of your screen. This nifty trick will pop up a Windows System information screen. There, you can spot your Windows version (like 10 or 11) and see how much memory is hanging out in your computer (like 16GB). It's like peeking under the hood of your digital machine.

HARD DRIVE FREE SPACE

Sure, knowing the size of your hard drive is neat, but what really counts is how much space you can actually use. If you're curious, type "storage" into the Windows search box. Voila! You'll find out not only the total storage your drive has but also how much of it is already taken up by applications and other stuff.

Now, let's talk about that 2TB drive. While it's labeled as 2TB, the real usable space is a tad less. See, part of that storage gets gobbled up by the file structure that Windows needs to do its magic. So, in the end, you might have something like the 2TB drive showing around 1.35TB of available space. It's like having a room with some furniture already in it –

there's still space to move around, but it's not completely empty.

So, here are two simple steps to get some handy information about your Windows computer.

ACTIVITY 1: SYSTEM CHECKS

1. To check your computer's memory, type system into the Windows search box in the lower-left corner of your screen. Click **SYSTEM INFORMATION**. Think of it as a peek inside your computer's brain. When you finish looking at this information, close the box by clicking the **X** in its top right corner.
2. To get the scoop on your hard drive, use the same search box and type storage, then click **STORAGE SETTINGS**. It's like taking a look at the storage shelves in your digital closet. When you finish looking at this information, close the box by clicking the **X** in its top right corner.

With these steps, you'll have a better grasp of your computer's memory and storage situation. It's like being your computer's detective!

INTRODUCTION TO WINDOWS 10

Windows is the top dog when it comes to operating systems for PCs. Developed by Microsoft, it made its grand entrance back in 1983. Fast forward to today, and the star of the show is Windows 10, although there are a few others hanging around too.

Windows 10 comes in a bunch of flavors, like Home and Pro. Think of them as different suits

for the same superhero. They all have the basics covered, but the Pro version comes with extra gadgets tailored for folks who really love to tinker. Just remember, that bonus package does come at a slightly higher price tag. So whether you're a casual user or a power player, Windows has got you covered.

THE DESKTOP

When you kickstart your computer, it goes through this groovy process called "booting." That's just tech-speak for getting the operating system all set up in memory, pulled from the hard drive. Once Windows is up and running, you're greeted with the star of the show – the Desktop, your digital playground.

Now, let's break down the essentials hanging out on the Desktop:

Icons: These are like the action figures on your Desktop stage. Clicking on them opens up their associated programs, files, folders, or fancy objects. Imagine it like your digital key to different places. For example, the icons in the

top left corner can open the Recycle Bin and the Microsoft Edge program.

Task Bar: This buddy hangs out at the bottom of your screen. It's like the control center for your computer universe. You've got the Start Button, where all the fun begins, a search box to find stuff quickly, a system tray, clock, and calendar. Plus, any apps you have open will have buttons there, glowing like little stars. You might also see shortcuts pinned there, which are like your favorite bookmarks.

Start Button: Look for this friendly button in the lower-left corner. It's your portal to cool

stuff like the All Programs menu, different ways to shut down your computer, the Control Panel, and the My Computer menu. It's like your computer's command center.

Show Desktop Button: Picture this as your magical "clear the stage" button. When you click it, all your open windows shrink down, letting you pick the one you want to bring to the front. It's like uncovering hidden treasures.

So there you have it, your Desktop tour guide! Time to enjoy your digital playground.

THE START BUTTON

Let's talk about the nifty stuff you can do with the Start Button:

All Apps: The real star of the show is the All-Programs menu. Think of it as a treasure map for your installed programs. Click on it, and you'll find a list of all the cool stuff your computer can do. It's like unlocking a vault of possibilities.

Shut Down Computer: When it's time to call it a day, click the Start Button and then hit the Power Button. It's like telling your computer, "Time to catch some Z's."

Start Menu: Picture this as your personal launchpad. Click on the Start Button, and boom! You're greeted with the Start Menu – a collection of Tiles that look like mini billboards. Each Tile represents a frequently used program, ready to whisk you away on a digital adventure. It's like having a bunch of express lanes to your favorite places.

So, remember, the Start Button is like your golden ticket to a whole world of computer magic!

ACTIVITY 2: THE START BUTTON

Here's a straightforward guide to navigating your Windows world:

1. Start by clicking the Windows **START** button. It's your entry point to all things computer.
2. Scroll down the *All-Programs* list, just like you're browsing a menu.
3. Look for the **CALCULATOR** program and give it a click to open it.

4. When you're done with calculations, find the small X in the top-right corner of the calculator. Click it to close the program.

There you go! You've completed your digital dance with the Calculator program. Enjoy your tech tango!

USING THE MOUSE

Time to become a mouse maestro! Here are some tips to help you wield that magic pointer with finesse.

Moving the Pointer: Your trusty mouse moves the pointer around the screen. And when you click it, you're opening doors to programs. Simple, right?

Pointing Right: Keep your mouse pointed straight ahead to make sure the pointer moves where you want. Think of it like a compass – move the mouse north to go north on your screen.

Comfort is Key: Let your hand rest easy on the mouse, putting a gentle downward pressure so it doesn't scoot around when you click. It's like giving your mouse a little hug.

Finger Placement: Your index and middle fingers are the stars here. They drape over the left and right mouse buttons like buddies at a party.

Click with Finesse: When it's time to click, think quick and light. A gentle tap does the trick. Don't press the buttons like you're squishing bugs – that won't help. Remember, gentle clicks are the way to go.

Moving Around: If you need to move your mouse, lift it up. It's like giving it a little break. But here's the catch: the pointer won't budge if the mouse is in the air. It's like your mouse has a hover mode!

So there you have it, your ticket to becoming a mouse-savvy superstar. Practice makes perfect, but with these pointers, you'll be a pro in no time!

THE WINDOWS MOUSE POINTER PRIMER

Brace yourself for some mouse magic tricks in the Windows world.

Click: When you want to give something a digital high-five, move your pointer over it and give the left button a tap. One little click does the trick.

Double-Click: Picture this like a speedy double-tap on your mouse's dance floor. Hover

your pointer over something, and then quickly tap the left button twice. Two clicks, double the fun.

Drag: Ready to move something? Here's the move: point at it, press and hold the left mouse button, move your mouse around like a boss until your thing lands where you want it, and then release the button. Both left and right buttons can pull off this trick.

Right-Click: Want to bring out the secret menu? Instead of the left button, use the right one. If a right-click is needed, don't worry, it'll be shouted from the digital rooftops. And in Microsoft land, when you right-click, a pop-up menu springs up. But here's the twist: when you see the menu, choose your destiny with the left button. Remember, left is right here.

Scroll: Your mouse is a multitasker. It's got this scroll wheel between the two main buttons.

MANIPULATING PROGRAM WINDOWS

Let's unveil the world of program windows and how to handle them.

Title Bar and Control Buttons: At the top of a program window, you'll spot the Title Bar. It carries the program's name and maybe even a document's title. Right beside it, you'll find a trio of control buttons.

Minimize Button: This one's a pro at making your window cozy. When you click it, your window will snuggle down onto the Task Bar like it's taking a quick nap.

Maximize/Restore Button: Here's a button that's all about flexibility. When it's like  , it puffs up your window to take over the whole screen. But when it switches to  , it brings your window back to its original size. It's like a magical toggle switch.

Close Button: The right button in the group is all about saying "farewell." Click it, and your program window makes a graceful exit.

Moving Windows: To move a window around, grab it by the Title Bar and drag it wherever

you want. It's like giving your window a little tour of the screen.

Give it a spin, and you'll see the screen move like it's on a conveyor belt. This comes in handy when there's more info than screen space.

So there you go – some mighty mouse moves to conquer the Windows world. Get ready to click, double-click, drag, right-click, and scroll like a pro!

Resizing Windows: When you want to change a window's size, give the edges or corners a gentle pull. It's like stretching a digital rubber band.

Switching Between Windows: Here's a neat trick. You can flip between open windows just by clicking anywhere on an inactive window. It's like teleporting between different scenes. If you want to see all your open windows at once, click on Task View (that icon on the bottom bar) – it's like having a mini-screen party.

File Explorer View: For a quick makeover of your File Explorer, check out those two icons/buttons in the lower right corner. They'll let you toggle between Detail view and Large Icon view. Just remember, this only changes how things look, not the actual info. If you're feeling fancy, head to the View Ribbon tab for even more viewing options.

With these window-wrangling skills, you're all set to navigate your digital spaces like a seasoned pro!

The File Explorer is a great way to practice various windows manipulation skills.

ACTIVITY 3: THE FILE EXPLORER WINDOW

1. Find File Explorer by typing *file explorer* into the Windows Search Box.
2. Click on the **FILE EXPLORER** App in the search results to open it.
3. Discover the power of the middle button in the top-right corner. Click it to maximize *File Explorer* and take over your entire screen.
4. Click the same middle button again to return *File Explorer* to its regular size.
5. Click and drag the top bar of *File Explorer* to rearrange its position on your Desktop, like moving digital furniture.
6. Need a quick break? Click the first button in the top-right corner to minimize *File Explorer* back onto the Taskbar.
7. Say hello to the **TASK VIEW** button on the taskbar, as shown on the right. Click it to view all running tasks, which currently includes *File Explorer*. 
8. Click on the **FILE EXPLORER** window within *Task View* to reopen it, like accessing your digital dimension.
9. Time to say goodbye for now. Click the last button in the top-right corner to close *File Explorer*, just like shutting a door.

With these steps, you're well on your way to becoming a File Explorer expert!

DESKTOP SHORTCUTS

Let's dive into the world of shortcuts and how to create and manage them.

Shortcuts Unveiled: Think of shortcuts like magical doorways to your favorite stuff on your computer. They're images that point to things like programs, making them super easy to access. You can spot a shortcut by the cute curved arrow in its lower-left corner. Like a secret handshake for your computer.

CREATING A NEW DESKTOP SHORTCUT FOR A PROGRAM

1. First things first – clear the view! Close or minimize any windows covering your Desktop.
2. Head over to the All Apps menu and find the program you want a shortcut for.

3. Give that program a little drag-and-drop onto any open part of your Desktop. Like magic, Windows creates a shortcut right there.

CREATING A SHORTCUT FOR ANYTHING ELSE

1. Navigate to the object you want a shortcut for, whether it's a word file or a cool picture.
2. Again, clear the stage – close or minimize any windows that might be in your way.
3. Now, the trick is to use the right mouse button. Drag the object onto the Desktop with that trusty right button. As you release the button, a menu pops up with a "Create Shortcut Here" option. Give it a click with the left mouse button.

DELETING A DESKTOP SHORTCUT

1. To bid adieu to a shortcut, right-click it.
2. Choose "Delete" from the pop-up menu.
3. It's like giving your shortcut a farewell hug.

And there you have it – the magic of shortcuts, all wrapped up with a curved arrow!

ACTIVITY 4: DESKTOP SHORTCUTS

Let's take a guided journey to create and bid farewell to a shortcut:

1. Begin your adventure by clicking the Windows **START** button, opening the *All-Programs* menu.
2. Scroll through the *All-Programs* list to find the *Calculator* program.
3. Click the **CALCULATOR** program icon, then drag that icon onto your Desktop.
4. The Desktop now has a shortcut to the *Calculator* program.
5. Right-click on that *Calculator* shortcut, and from the pop-up menu, select the **DELETE** option.

With these steps, you've become a master at creating and removing shortcuts.

PINNING ICONS

Let's uncover the world of pinning shortcuts for quick access. Think of pinning like sticking a reminder note on your computer's corkboard. It's a way to keep your favorite programs or files right at your fingertips. And there are two sweet spots for pinning: the Start Menu and the Taskbar.

PINNING ON THE START MENU AND TASKBAR

- Picture this: right-click on an item you'd love to pin, like a program or file. A magical menu pops up with options.
- You've got two superpowers here: "Pin to Start" and "Taskbar." Choose either based on where you want your shortcut to reside.
- Once you've pinned it, you're in charge. If you ever want to unpin an item, just right-click it again and look for the "Unpin" option.

SHORTCUTS VS. PINNING

Think of creating a shortcut like making a quick path to something you often visit, like a bookmark. Pinning, on the other hand, is like sticking that bookmark right on your computer's welcome mat. It's all about your workflow and what suits your digital groove.

So there you have it – the magic of pinning shortcuts for a more convenient digital dance. Enjoy the shortcuts at your fingertips!

ACTIVITY 5: TASKBAR SHORTCUTS

Here are the step-by-step instructions to pin and bid farewell to a Taskbar shortcut.

1. Click the Windows **START** button to view the *All-Programs* menu.
2. Scroll down to spot the *Calculator* program.
3. Right-click on that **CALCULATOR** program icon and from the menu, select **PIN TO TASKBAR**.
4. Now, right-click the **CALCULATOR** shortcut on the Taskbar and click the **DELETE** option in the pop-up menu.

FILES AND FOLDERS

Let's journey through the landscape of folders, File Explorer, and file management.

FOLDERS: THE ORGANIZATIONAL MAGIC

Think of folders as your digital filing cabinets. Every file has a home in a folder. The default base is the Documents folder, but you've got folders for Downloads, Music, Pictures, and Videos too.

HIERARCHY OF FOLDERS – LIKE A FAMILY TREE

Imagine the folder structure as a family tree for your files. Here are the key terms.

Root Folder: This is the head honcho, the top of the folder pyramid, marked by a backslash (\).

Parent Folder: Think of this as the caretaker above any given folder.

Sub-Folders: All the folders below are like the younger siblings in the family tree.

Contents of Folders: Each folder can house files and even more folders. It's like a nesting doll of digital storage.

FILE EXPLORER: YOUR FILE MAGICIAN

Meet File Explorer, the wizard behind managing files and folders. You can summon it from the Start button or spot it in your trusty Taskbar, ready to assist.

- The left pane offers shortcuts to frequently used folders and the entire hierarchy.
- The right pane displays the contents of the selected folder. Double-clicking on a folder opens it up, like unveiling its treasure.

Remember, folders follow a hierarchy. For instance, Custom Office Templates and Excel 2016 Exercises are sub-folders of the Documents folder, which acts as their parent.

FILE ACTIONS

- Double-clicking a file name, like *Jumping Frog*, fires up its associated application, like Word.
- Above the file list, you've got the Address Bar showing you where you are. It's like breadcrumbs leading back.
- The Search box helps you dig out files. Enter your criteria, and it'll unearth files matching the description. When you're done searching, click the "x" in the search box to clear your search. The Address Bar and Search Box are your trusty companions for navigating and hunting down files.

So there you have it – the folder universe, File Explorer magic, and mastering the hierarchy. Happy organizing and navigating your digital world!

ACTIVITY 6: FILE SEARCH

1. Start your journey by clicking on the **FILE EXPLORER** icon in the Taskbar, as shown on the right.



2. Click **CLL STUDENT** located on the left side of *File Explorer*.
3. On the right side of File Explorer, locate the **STUDENT FILES** folder and double-click it.
4. Type the word *frog* into the Search box.

NAMING FILES

Let's dive into the art of naming and placing files, and some crucial tips for a smooth file-saving experience.

First Save: When you're saving a file for the first time, you've got two key questions: where to stash it and what to call it. These are like your file's digital address and identity card.

Name Length: You've got a canvas of over 200 characters to paint your file's name, though shorter ones are usually your best bet. But be cautious - there are a few characters that can't make the cut in a file name. Windows will be sure to let you know.

Alphabetical Arrangement: Files play nicely in alphabetical order. So, use this to your advantage by giving them names that logically group them together.

Uniqueness: No twins allowed! Two files with the same name can't chill in the same folder. Each name has to be a unique identifier.

With these naming and saving nuggets, you're all set to tame the digital filing chaos and make your files easier to locate and manage!

Case Doesn't Count: Windows is pretty chill about uppercase and lowercase. "Hello.txt" and "hello.txt" are like twins from different universes. They're the same.

Dash Separator: Instead of a backslash, use a dash (-) to separate data elements. Backslashes are off-limits, but dashes are like friendly guides between words.

Future-Proof Names: Think ahead when you name files. Make them meaningful so they're easy to find in the digital jungle later.

Keyword Magic: Sprinkle keywords into the title. These are like treasure map hints for when you're searching for the file later.

ACTIVITY 7: RENAME FILES

Here's a quick guide to renaming files with finesse using File Explorer.

1. Open *File Explorer* and navigate to the *Student Files* folder.
2. Right-click on the file labeled **JUMPING FROG** and select **RENAME**.
3. Rename the file to *Jumping Toad*.

4. Now, right-click on your newly renamed **JUMPING TOAD** file and choose **RENAME** once more. Return its name to *Jumping Frog*.

CREATE NEW FOLDERS

Time for a folder-forging adventure! Here's your guide to creating, moving, deleting, and renaming folders.

Create a Folder: Get ready for some magic by clicking the "New Folder" button on the Home tab in File Explorer. Voila! A new, empty folder appears, ready for your command.

Name Folder: By default, it's named "New Folder" and all set to be your canvas. But wait, there's more! Click on the default name and give your folder a new identity. Press Enter to seal the deal.

Plan Ahead: Navigate to the parent folder (the one that will hold your new creation) before you start your new folder adventure.

Move It: If you want to relocate a file or folder, the cut-and-paste or drag-and-drop magic is your friend.

Say Goodbye: Deleting a file or folder is like saying goodbye. Select what you want to bid farewell to, tap the Delete key, click the "Delete" button on the Home tab, or opt for "Delete" from the right-click menu. Confirm your decision by clicking "Yes."

A New Name: To rename a file or folder, right-click on it and find the renaming option in the menu. A little secret: the ESC key can undo your renaming adventure.

Save and Create: When you're saving files in applications like Microsoft Word, you can conjure up new folders directly from the Save As dialog box. It's like creating the perfect spot for your masterpiece.

With these folder tricks up your sleeve, you're all set to navigate, organize, and name your digital world with style!

ACTIVITY 8: CREATE FOLDERS

1. With the *Student Files* folder still open, click the **NEW FOLDER** button.
2. Next, enter *Class Notes* for the folder name.

With these steps, you've successfully created and named a new folder

MOVING AND COPYING FILES

Time for some file-moving magic! Here's your guide to mastering the art of click-and-drag in File Explorer:

CLICK-AND-DRAG

- To move or copy a file, use click-and-drag. The right pane of File Explorer is the source and the left pane contains destinations.
- To move, click on a file in the right pane and drag it to any folder in the left pane. Like teleporting your file to a new home!

THE RIGHT-CLICK-AND-DRAG ENCHANTMENT

- Need a bit more control? Right-click on the file you wish to move or copy. While dragging, a menu appears, allowing you to select your desired action - copy or move.

With these techniques, you've become a digital mover and shaker, effortlessly rearranging files and creating copies. Enjoy your newfound file manipulation prowess!

ACTIVITY 9: COPY FILES

1. Open *File Explorer* and navigate to the **STUDENT FILES** folder.
2. Now, right-click on the **JUMPING FROG** file and drag it towards the *Class Notes* folder.
3. When you finish dragging the file, select **COPY HERE** from the pop-up menu.
4. Double-click the **CLASS NOTES** folder to open it. *Jumping Frog* has been copied and now resides in this folder.

THE RECYCLE BIN

Let's dive into the Recycle Bin, where deleted files rest before their final farewell.

RECYCLE BIN BASICS

- The Recycle Bin is like a temporary resting place for deleted files. But beware! It's got a size limit, and when it's full, the oldest files make their grand exit.
- Don't expect it to house large files; it's selective about what it shelters. And remember, it's not a catch-all. Content deleted from within applications, like a deleted snippet from a Word document, won't find refuge here.

OPEN THE RECYCLE BIN

- Uncover the secrets within the Recycle Bin by giving it a double-click. This is where your deleted files await, like specters from the digital past.

RECYCLE BIN ACTIONS

- Once the Recycle Bin is open, you can restore selected items.
- Or, when it's time to bid adieu, you can empty the entire bin. But remember, this isn't a secret vault! Specialized software can still unearth deleted items.

ACTIVITY 10: THE RECYCLE BIN

1. Open the *File Explorer* and navigate to the *Student Files* folder.
2. Drag the **CLASS NOTES** folder to the Desktop.
3. Right-click on the **CLASS NOTES** folder on the Desktop and choose **DELETE**.
4. Next, double-click the **RECYCLE BIN** icon.
5. From within the *Recycle Bin*, right-click the **CLASS NOTES** folder and choose **RESTORE**.
6. Close the *Recycle Bin*.
7. *Class Notes* now appears on the Desktop.
8. Conclude this exercise by deleting the **CLASS NOTES** folder from the Desktop.

LAST WORDS

In this class for tech newcomers, we covered the basics of using a Windows 10 PC. We started with PC types, stressed the need for regular upgrades, and explained CPU, hard drive, and RAM roles. Windows 10 navigation was simplified, USB and Ethernet connections demystified, and memory and storage sizes clarified. You learned window management, mouse skills, shortcuts, file organization, and the Recycle Bin. In this fun and interactive class, you gained foundational PC skills for everyday tasks. The next class in this series introduces the world of the Internet.

