



Ethiopian TVET-System



BASIC CLERICAL WORKS LEVEL-I

Module Title: OPERATING PERSONAL COMPUTER

TTLM Code: EIS BCW1 TTLM 0919 V1

This module includes the following Learning Guides

LG25::Start computer, system information and features

LG Code: EIS BCW1 M08 LO1-LG-25

LG26: Navigate and Manipulate Desktop Environment

LG Code: EIS BCW1 M08 LO2-LG-26

LG27: Organizing files using basic directory and folder structures.

LG Code: EIS BCW1 M08 LO3-LG-27

LG28: Printing information

LG Code: EIS BCW1 M08 LO4-LG-28

LG29: Shutting Dawn Computer

LG Code: EIS BCW1 M08 LO5-LG-29

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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- 1.1. Adjusting workspace, furniture and equipment
 - 1.11 **Ergonomic requirements**
- 1.2. Ensuring work organization to meet **OHS requirements**
- 1.3. Starting or logging on computer on according to user procedures
- 1.4. Identifying basic functions and features using system information.
- 1.5. Customizing desktop configuration
- 1.6. Using help functions as required

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, **upon completion of this Learning Guide, you will be able to:**

- Ensure work organization to meet **OHS requirements**
- Start or logging on computer on according to user procedures
- Identify basic functions and features using system information.
- Customize desktop configuration
- Use help functions as required

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4”.
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3 and Self-check 4” **in page - 6, 9, 12 and 14 respectively.**
5. If you earned a satisfactory evaluation from the “Self-check” proceed to **“Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3 ” in page -15.**
6. **Do the “LAP test” in page – 16 (if you are ready).**



Information Sheet-1	Adjusting workspace, furniture and equipment
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1.1. Adjusting work place to suit work place ergonomic requirement

Ergonomic requirement may include but not limited to:

- avoiding radiation from computer screens
- chair height, seat and back adjustment
- document holder
- footrest
- keyboard and mouse position
- lighting
- noise minimisation
- posture
- screen position
- workstation height and layout

The goal of ergonomics is to make work more comfortable and to improve both health and productivity. Many ergonomic problems can be fixed by rearranging, adjusting or modifying existing furniture and tools, so don't be in too much of a rush to go out and purchase the next great ergonomic "THING".

One of the easiest to follow guidelines for any office set up is Office wise - A guide to health and safety in the office Developed by the Ergonomics Unit Victorian Work Cover Authority.

TIP SHEET: Back care and Chair setup

We know that sitting for long periods can have negative consequences for our health, and that regular breaks along with standing for part of your day can help to prevent and relieve aches and pains when they occur. However, often sitting cannot be avoided, at which times it is important to ensure that your office chair is set-up to provide optimal support for your back.

To set-up your office chair correctly, follow these simple steps:

Adjusting the Chair Height

Sit up straight on your chair, roll your shoulders up and back and allow your arms to hang loosely by your sides. Make a right angle at your elbow and keep your wrist straight. The underside of your hand should now sit naturally on top of your keyboard. If it is not then adjust your chair up or down to enable your hand to rest on the keyboard. (do not adjust your arms or hands!)

Other Chair Adjustments

Adjust the back in or out, up or down, or if the seat has a sliding seat mechanism slide it in or out so that you can feel the lumbar support in the lower curve of your back. It should be both firm and comfortable, while providing support for the natural curve of your back.

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Ensure the angle of base of the seat is either neutral or tilting slightly forward so as to make sure the front of the chair is not pushing into your thighs.

And remember, no chair, no matter how well it's set-up can prevent you from slouching unless you proactively sit with correct posture. The key is to be mindful of your posture at all times, making sure that your spine remains lifted, with your shoulders rounded back.

Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What does ergonomic requirement of arranging work place include?(**3 points**)
2. Write and explain the steps to be followed to set-up your office chair correctly (5 points)
3. Discuss the steps for setting up your work space(2 points)

Note: Satisfactory rating – 5 and above points Unsatisfactory - below 5 points

Information Sheet-2	Ensuring work organization to meet OHS requirements
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OHS requirement may include but not limited to:

- OHS guidelines related to the use of the screen equipment, computing equipment and peripherals, ergonomic work stations, security procedures, customisation requirements
- statutory requirements

Working with computers can cause workers a number of problems. These include stress, visual discomfort, as well as aches and pains in the hands, wrists, arms or shoulders. The following are general guidelines to follow when organizing work station to suit OHS requirements.

Chairs and Posture Checklist for Keyboard Workers

It is important to ensure that the chairs are well adjusted chairs - this improves body position and circulation, reduces muscular effort and decreases pressure on the worker's back. Chairs should swivel, have five wheels for stability, have breathable fabric on the seat, a rounded front edge and have adjustable height and backrest for lumbar support.

Work surface height

The height of the work surface and/or the chair should be such that the work surface is approximately at finger length below the height of the elbow when seated.

Chair

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The seat tilt should be adjusted so that the worker is comfortable when using the keyboard. Usually this will be close to horizontal but tilted slightly forwards. If this places an uncomfortable strain on the leg muscles or if the feet do not reach the floor then a footrest should be used. The backrest should support the lower back when the worker is sitting upright.

Keyboard placement

The keyboard should be in a position that allows the forearms to be close to the horizontal and the wrists to be straight. That is, with the hand in line with the forearm. If this causes the elbows to be held far out from the side of the body then the work surface height should be re-checked.

Screen placement

The eye to screen distance should be set at the distance that permits the worker to most easily focus on the screen. Usually this will be within an arm's length. The height of the monitor should be such that the top of the screen is below eye level and the bottom of the screen can be read without a marked inclination of the head. Usually this means that the centre of the screen will need to be near shoulder height.

Desk-top layout

All controls and task materials should be placed within a comfortable reach of both hands so that there is no unnecessary twisting of any part of the body.

Document holder

The document holder should be placed close to the monitor screen in the position that causes the least twisting or inclination of the head.

Posture and environment

Workers should change posture at frequent intervals to minimize fatigue and avoid awkward postures at the extremes of the joint range, especially the wrists. It is best to take frequent short rest breaks rather than infrequent longer ones. Sharp increases in work rate are to be avoided - changes should be gradual enough to ensure that the workload does not result in excessive fatigue. After prolonged absences from work the overall duration of periods of keyboard work should be increased gradually if conditions permit.

Lighting for VDUs

VDUs should be placed to the side of the light source/s, not directly underneath. If possible, desks should be sited between rows of lights. If the lighting is fluorescent strip lighting, the sides of the desks should be parallel with the lights. Screens should not be placed near windows but if this is unavoidable neither the screen nor the operator should face the window.

If the VDU is well away from windows, there are no other sources of bright light and prolonged desk-work is the norm, a low level of service light of 300 lux should be used. If

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there are strongly contrasting light levels, then a moderate level of lighting of 400 - 500 lux may be desirable but high quality anti-glare screens may be necessary.

Glare and reflection

It is important to detect the presence of glare and reflection. To determine whether there is glare from overhead lights the seated worker should hold an object such as a book above the eyes at eyebrow level and establish whether the screen image becomes clearer in the absence of overhead glare. To detect whether there are reflections from the desk surface the worker should hold the book above the surface and assess the change in reflected glare from the screen.

A number of ways are available to eliminate or reduce the influence of these reflections:

- Tilting the screen so that the reflections are directed below eye level.
- Purchasing a screen with matt or light diffusing surfaces.
- A negative contrast screen (dark characters on light background) will reduce the influence of these reflections.

Note: Covering the screen with a light diffusing surface or anti-glare screen is no longer recommended.

If the worker experiences eye discomfort when using a bright screen the following adjustments should be made:

- Turning the screen brightness down to a comfortable level.
- Looking away into the distance in order to rest the eyes for a short while every ten minutes or so.
- Changing the text and background colour. Recommended are black characters on white or yellow background, or yellow on black, white on black, white on blue and green on white. Avoid red and green and yellow on white.

Using a mouse

A well designed mouse should not cause undue pressure on the wrist and forearm muscles. A large bulky mouse may keep the wrist continuously bent at an uncomfortable angle. Pressure can be reduced by releasing the mouse at frequent intervals, by selecting a slim-line, low-profile mouse and by using the mouse at a comfortable distance from the body.

Keyboard equipment and radiation

VDUs emit radiation, particularly visible light which allows the characters on the screen to be seen. Weak electromagnetic fields and very low levels of other radiation, not visible to the human eye, can be detected by sensitive instruments. Similar emissions are produced by television receivers.

However, the levels of most radiations and electromagnetic fields emitted from VDUs are much less than those from natural sources, such as the sun - and are well below levels considered to be harmful by responsible expert bodies such as the International Radiation Protection Association (IRPA).

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The weak electromagnetic fields produced by television receivers and VDUs extend in all directions, but their intensity decreases very quickly with distance from the source. A workplace should be organized to ensure that VDU operators are no closer to any other VDUs than they are to their own.

Flat screen displays, such as liquid-crystal displays used in some laptop/notebook computers, produce even smaller amounts of radiation than those which use television type tubes.

Note: concerns have been raised that radiation from VDUs is a cause of cancer; however research to date has failed to establish a causal link.

Keyboard and telephone operations

Lightweight adjustable headsets with a volume control should be provided for staff on continuous keyboard/telephone operation. For continuous, traffic dependent telephone operations a manual call facility should also be provided.

Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the requirements of OHS? (5 points)
2. What problems might happen because of working with computers? (5 points)

Note: Satisfactory rating – 5 and above points Unsatisfactory - below 5 points



Operation sheet -1	Steps to adjust a work place
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Steps for setting up your workspace

Adjust the chair height so that your elbows are at desktop level (roll your shoulders back and relax them first). Sit fully back into your chair, adjust the seat back for good lower back support, use a lumbar roll if the back of the chair does not support your lower back. If your chair seat has a tilt feature, set it so that you are comfortably supported.

If your feet don't comfortably reach the floor or there is pressure on the backs of your legs, use a footrest. Locate your monitor so the top third of the viewing area is at or below eye level. Use monitor_stand if required. As long as you can clearly view the screen contents there is no specific distance that you need to be from the monitor.

With elbows at the desk level, ensure that your wrists are straight. Use wrist rest if required, and if you have armrests try to adjust them so they support your arms without beings too high or too low.

Position the mouse as close as is practical to the keyboard, so that both elbows are directly under the shoulders while working. If this is not possible you may need to consider purchasing a mini keyboard.

To reduce stress on the neck when working from paper documents, a document holder can be placed between the keyboard and monitor.

Always either put the phone on loudspeaker (depending on your office environment) or use a phone headset_if you need to use the computer while talking on the phone, this will help avoid neck and shoulder strain.

Use your mouse pad or another soft surface to pad the edge of your desk. Avoid pressing your hands or forearms against any desk edge.

Adjust screen brightness and contrast for clear comfortable viewing, and clean the screen regularly. Also remember the 20-20-20 rule: look away from the monitor every 20 minutes to a distance of 20 metres for 20 seconds. This helps avoid eye strain.

Finally and very importantly remember to take breaks regularly preferably every 45 minutes to an hour for 1 or 2minutes. Go get a glass of water talk to a colleague etc.



Lap taste -1	Adjusting a work place
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 1 hour.

Task 1. adjust your work place based on ergonomic requirements

Information Sheet-3	Introducing parts of a computer
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What is a Computer?

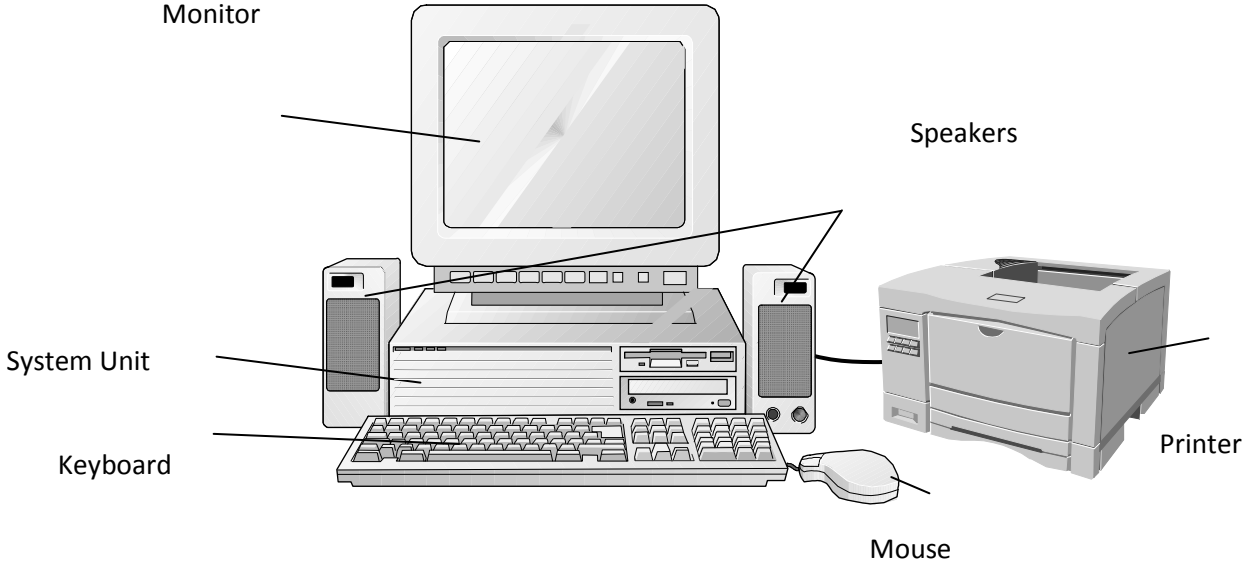
An electronic device that can store, retrieve and process data, and can be programmed with instructions that it remembers. The physical parts that make up a computer (the central processing unit, input, output and memory) are called “hardware”. Programs that tell a computer what to do are called “software”.



The computing concept

A computer (also referred to as a PC) can be used for various functions, eg word processing, spreadsheets, databases, business accounting, desktop publishing, accessing the Internet, sending email, playing games, movies, music, etc.

A typical stand alone home computer system is shown below.



Monitor (or Screen or VDU - Visual Display Unit)

The monitor (or screen) enables the operator to view data (and to alter it before printing it out).

System Unit containing CPU (Central Processing Unit)

The System Unit can contain storage devices such as a hard disk, floppy disk drive and CD ROM drive. A chip (called a Central Processing Unit) within the system unit processes data and relays messages to and from the keyboard, monitor, disk drives and printer.



Keyboard: - The computer keyboard has the standard QWERTY layout with extra keys for specific functions.

Speakers: - The speakers play sound when sound-capable features are accessed on the computer.

Mouse: - A mouse is used to select menu options, text and graphics displayed on the monitor.

Printer: - A printer is used to print text and graphics onto paper.

What are Hardware and Software?

Hardware The physical components of a computer system - everything that you can touch - are called **hardware**.

Software The programs used on a computer are called **software**. This includes system software and application software such as Microsoft Word, Microsoft Excel, etc. System software is necessary in order to run a computer and all applications within it.

The System Unit

The System Unit contains the Central Processing Unit (CPU, also referred to as the “processor”), motherboard, memory, video card, sound card, and other internal devices. It also has disk drives for storage media, and ports for external devices.

The Processor

The Central Processing Unit (CPU) is the brain of your computer. It is a “chip” where your computer interprets and processes information. It relays messages to and from the keyboard, monitor, disk and printer.

Hard Disk, Floppy Disk and CD ROM Drives

Drives are used to store and access data. A hard disk drive is a permanent storage device within your computer. Floppy disk and CD ROM drives allow you to read data from portable media (CDs and floppy disks).

Video Card

A video card fits inside your computer and determines the resolution (fineness of information) and number of colors your monitor can display. In addition to color, some video cards allow the display of graphics such as graphs, circles and geometric designs as well as text.

Memory

Your computer has a brain that processes information and a memory that stores the information. The memory is not a permanent storage place for information. It is only active while your computer is turned on. To avoid losing your work you should save data on a disk (ie hard disk or floppy disk) for permanent storage (ie USB or memory stick).

The Computing Process

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Data is input into a computer, processed and then displayed (also known as output). This process is commonly referred to as input and output.

Input Devices:

- ✓ Keyboard
- ✓ Mouse
- ✓ Scanner
- ✓ Modem
- ✓ Touch Monitor
- ✓ Microphone (via sound card)
- ✓ Digital Camera



Output Devices:

- ✓ Printer
- ✓ Speakers (via sound card)
- ✓ Modem
- ✓ Monitor (via video card)

Peripherals: Peripherals are all devices connected to a PC, eg scanner, modem, laser printer.

Your Computer

		Microsoft Word
Mouse	External CD Writer	Microsoft Excel
Monitor	Printer	Microsoft PowerPoint
Keyboard	Scanner	Microsoft Internet Explorer
		Computer Games

All programs that are loaded on the computer can be accessed from the Programs option on the Start menu. The Start menu is found at the bottom left-hand corner of the screen.

A menu is a list of choices. Sometimes the menu leads to a sub-menu, which contains another list of choices.

Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. _____ is an electronic device that can store, retrieve and process data, and can be programmed with instructions that it remembers.(2 points)
2. Programs that tell a computer what to do are called_____(2 points)
3. What are the functions of a computer? .(5 points)
4. What does a computer system includes? .(6 points)

Note: Satisfactory rating – 8 and above points Unsatisfactory - below 8 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____



Information Sheet-4	Starting or logging on computer on according to user procedures
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Starting the computer: The on/off Power button is on the front of the computer case. Push it in to start the computer. If the lights on the front of the case are glowing, it's already on. The computer's OS will go through a checking process before the normal desktop image appears. This may take a minute or two - be patient.

Logging on: If several people use the computer or if it is networked, you may need to log on. If so, your supervisor will give you a username and password and explain how to log on. If the Desktop does not appear when you turn the computer on and you are presented with the system prompt (something like C:\>), type in WIN and press enter.

Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write the procedures to start your computer.(6 points)
2. _____ is a button that is found on the front of the computer case.(2 points)
3. Write the difference between starting the computer and logging on to the computer? .(2 points)

Note: Satisfactory rating – 5 and above points Unsatisfactory - below 5 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____



Information Sheet-5	Identifying basic functions and features using system information
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The basic functions of computer

The four basic functions of a computer are **input, processing, output** and **storage**. **Input** is the information which is entered into the computer. **Processing** is **performing** operations on or manipulating data. Storage is saving/filling data. Output is the result of the **data processing**

Input

Computer can keep track of any different types of information. With software like Microsoft Word, note pad. it makes entering any data such as words, articles relatively easy. Examples of input devices include your keyboard, **computer** mouse, microphone etc.

Processing

Computer can rapidly solve all types of numerical problems. Solving numerical problems can be considered as an example of computer processing. With the ability of data manipulation of company, task can be completed efficiently with effectively. Saving lots and lots of time and effort, compared to human work. Also, **computers** are accurate and error free, they can process huge amount of information at the same time and they inexpensive.

Storage

Imagine you have a collections of ten thousand photos. You are going to London to meet your relative and were told to bring that ten thousands photos over. Guess what? That is a lot of stuff. So with the advent of computer, you can just save that ten thousand photos in a USB flash drive and take it or just have them in the laptop you bring over. That's that simple!.

Example of computer storage include, hard disk, cdrom, dvd rom and others.

Output

Output is one of the most commonly used functions in computer. It may refers to the graph that is being plotted in Microsoft Excel, the song that you are playing from media player, the Power point slide, So if anyone ask you, what is the basic functions of computer, always remember the below story.

“I am plotting a graph in Microsoft excel, I am entering the values (input), the computer will calculate the values and plot the graph for me (processing), then display the graph (output), and after that, I will save it (storage) in my hard disk



Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Explain the four functions of computers.(4 points)
2. Write at least three examples of input devices (3points)

Note: Satisfactory rating – 4 and above points Unsatisfactory - below 4 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____



Information Sheet-6	Customizing desktop configuration
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Customizing the desktop in your organization: the computer screens may not all look the same. Many people have a lot of fun making their desktop more personal (customizing) to suit their own work needs and priorities. If you are using a 'stand-alone' computer then you can too. If your computer is networked the option to do this may not be available. Check with your supervisor.

The options for displaying on your desktop include:

- **Background:** You can select the 'wallpaper' of your choice.
- **Screen Saver:** The desktop goes into screen saver mode after a set time if you are not using it.

Again, you can choose from a number of patterns. You can also set a screen saver password.

- **Appearance:** This includes the colour and appearance of dialog and instruction boxes.
- **Effects:** You can change the appearance of icons and set special visual effects such as disappearing text.
- **Web:** You can choose to view the desktop in 'web' mode, which normally means you need only click icons once to open them instead of double clicking.
- **Settings** You can change the colour and screen settings on your desktop. Settings also control the size of the toolbar and the document.

Arranging icons on the desktop: The icons on the desktop can be arranged so that it is easier to find them. The computer can do it for you very quickly.

Using desktop shortcuts some of the icons are placed on the desktop automatically when Windows is installed. **Shortcuts** are icons that represent files, folders or programs.

They are really only a link to the real file or program. You can create your own shortcuts. Any file, folder or program on your computer can be a shortcut. Although they don't use up much room on your hard disk, it is a good idea only to make shortcuts for the files or programs that you use regularly.



Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. _____ are icons that represent files, folders or programs.(1 points)
2. Write the options to create a shortcut on the desktop (4points)

Note: Satisfactory rating – 3 and above points Unsatisfactory - below 3 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____



Information Sheet-7	Using help functions as required
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How to use your computer's built-in help

Everyone needs to look for help sometimes. Luckily, when you want help with a computer program, it's usually easy to find. Most programs have a help feature somewhere, and learning how to use it can make a big difference. You may not find everything you need, but your computer's built-in help is a great place to start.

Different programs integrate help features in different ways. Some are like interactive manuals included with the program that you can open with a menu, while others are just links to the developer's support website. But they're always designed with the same thing in mind: to help you learn the features of the program and to solve problems yourself.

How to access built-in help

Most programs have one of two ways to access built-in help. For example, Adobe Photoshop Elements has a **Help** menu with a variety of options. Many of these options open Adobe's support page in your web browser, while others access features within the program

itself.

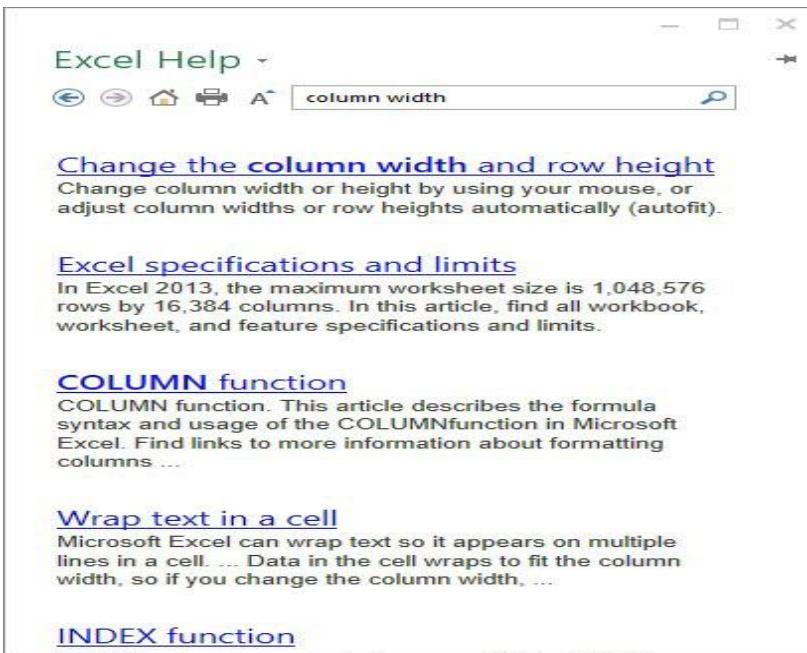
Other programs have a help button, usually near the top-right corner of the window. For example, Microsoft Office 2013 has a small question mark icon that opens the help file.



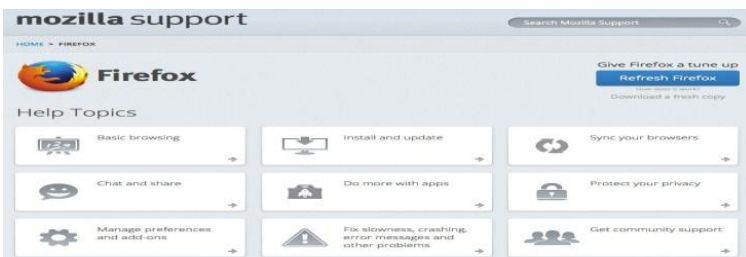
Features of a help file

Help files can be organized in a variety of ways, including as a table of contents, FAQ, or searchable database.

A search box is all you'll see when you open the help screen in Office 2013. Much like a search engine, you type keywords in the search bar, and it will display topics relevant to the keywords you entered.



The table of contents for Mozilla's support page is a broad list of categories. Clicking any of these hyperlinks will lead to a list of narrower topics and specific help articles. There's also a search bar at the top-right.



Although built-in help can be useful, it may not always have the information you want. If you can't find what you're looking for or don't understand what you've found, you can usually ask someone you know, do a Google search, or contact support staff. It can take a little extra time and effort, but learning how to find solutions on your own is a valuable skill—and you'll get better at it with practice.



Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the different ways different programs integrate help functions? (4 points)

Note: Satisfactory rating – 2 and above points Unsatisfactory - below 2 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____



Operation sheet -1	Procedures to start on a computer
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Starting the computer

1. Check if the computer is on—look for lights on the front of the computer.
2. If has not been turned on, find the power button and start the computer.
3. You should now see the Windows desktop

Lap taste -1	Starting your computer
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 1 hour.

Task 1: Start on your computer and see the windows' desktop

Operation Sheet-1	Instructions to change the appearance of your desktop
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Follow these instructions to change the appearance of your desktop:

1. Go to the desktop.
2. using the mouse, right click on an empty space on the desktop.
3. Select Active Desktop from the shortcut menu that appears.
4. Click on Customize my Desktop from the submenu that appears.

Lap taste -1	Changing the appearance of your desktop
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 15 minutes.

Task 1: Change the appearance of your desktop: (Effect, Screen Saver, Appearance, and Background) according to your choice.

Operation Sheet-2	Steps to change the desktop icons
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Follow these steps to arrange the icons on the desktop:

1. Go to the desktop.
2. Right click an empty space on the desktop. A shortcut menu will appear.
3. Select Arrange Icons from the shortcut menu.
4. Click on the option you want.

If you prefer, you can move an icon manually by dragging it to a new destination.

Lap taste -2	Changing desktop icons
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 5 minutes.

Task 1: change the desktop icons in to large icons.

Task 2: change the desktop in to smaller icons.



Operation sheet - 3	Set of procedures to Create a shortcut on the desktop
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Follow these steps to create a shortcut on the desktop:

1. Go to Windows Explorer.
2. Right click on the program or file you want to create a shortcut for. This will bring up a shortcut menu.
3. Click on Create Shortcut.
4. A shortcut will appear in Windows Explorer
5. Click on the shortcut icon and drag it to the desktop.
6. Or, click on Send to and select Desktop (as a shortcut).

Lap taste -3	Creating shortcut on the desktop
---------------------	---

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 5 minutes.

Task one: create a short cut for each desk top icons and delete them later.



This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Opening, closing and accessing features by selecting correct **desktop icons**
- Opening, resizing and closing desktop windows by using correct window functions
- Creating shortcuts from the desktop

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to:

- Open, closing and accessing features by selecting correct **desktop icons**
- Open, resizing and closing desktop windows by using correct window functions
- Create shortcuts from the desktop

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4 and Sheet 5”.
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3, Self-check 4 and Self-check 5” **in page -22, 25, 27, 29 and 32 respectively.**
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1 and Operation Sheet 2” **in page -33.**
6. Do the “LAP test” **in page – 34 (if you are ready).**



Information Sheet-1	Opening, closing and accessing features by selecting correct <i>desktop icons</i>
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Recognizing the Desktop, Icons and Menus

In this lesson we will be discussing what you will see on your screen after turning on the computer. Learning correct terminology and understanding how each of these items interacts with each other will enhance your knowledge and provide confidence in using computers. Our topics in this section are Desktop, Icons, Start Button, and Mouse Pointer.

Desktop

After turning on a personal computer the picture or image you see is referred to as a **Desktop**. The Desktop allows for accessing programs and consists of Program Icons, a Taskbar, a Start Button, and a Mouse Pointer. Just as you may have a desk you use at home with assorted papers, pencils, stapler, or tape dispenser on it, so is the concept behind the Desktop of a computer. It can vary from person to person as each person can change it to reflect his or her working habits and styles. Below is an example of a Desktop.

Mouse Pointer

The Mouse Pointer typically looks like an arrow but can also look like an I beam or other object. It enables you to see where the mouse is located on the screen. As you move your mouse the Mouse Pointer moves. You can change the image of the Mouse Pointer but we will not cover that in this lesson.



Icons

On the image of the Desktop previously displayed, we saw little pictures that were labeled **My Computer**, **My Network Places**, **My Documents**, and **Recycle Bin**. These pictures are called Icons. Icons are pictures that when selected (or clicked on) will do something. This “do something” is called executing. Selecting an Icon by clicking on it tells the computer you want to use that program. My Computer, My Network Places, My Documents, and Recycle Bin are standard Icons commonly seen on a computer.





Shortcut Icons

If we look closely at the previously displayed **Desktop**, there is one picture that has a little black arrow in it. The little black arrow informs you that it is a **Shortcut Icon**. A Shortcut Icon will open a program that someone has added to the Desktop. The **Shortcut Icon** on our example **Desktop** will open the program called Microsoft Office Word, a program for word processing (typing a letter for example).



Start Button

Located on the **Desktop** in the lower left corner is a **Start** button. If you click on the **Start** button, a window will appear allowing you to select one of the options listed or access one of the Programs on your computer. You can turn off the computer from the Start button as well. A window similar to the one below will appear.



Important!

It is possible to suppress the displaying of the commonly used Icons but it is recommended you don't delete any Icon that does not have the little black arrow in it. It is equally important that you do not change a computer without the permission of the person who owns the computer.

Interesting Tidbit

You can change your Desktop so that it displays a picture. You can enlarge the Icons so you can see them better. Change the size of the Mouse Pointer or change it to be a different image such as a hand. As you get more comfortable with the Personal Computer, you may want to explore those options.



Vocabulary and Glossary

Desktop: Allows for accessing programs and is the image on a monitor that consists of Program Icons, a Taskbar, a Start Button, and a mouse pointer.

Mouse Pointer: The arrow, I beam or other object that displays the position of the mouse on your screen.

Icon: Image or picture that when clicked on opens a program.

Shortcut Icon: Similar to an Icon but has a black arrow in the image or picture.

Start Button: This button provides access to programs, Help and Support, ability to change computer settings and turn off the computer.

Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. -----IS located on the desktop in the lower left corner (2 points)
2. Desktop allows for accessing programs and consists of Program Icon so what are these icons(3points)
3. -----is an arrow, I beam or other object that displays the position of the mouse on your screen.(2point)
4. What is the function of mouse pointer (4 point)

Note: Satisfactory rating – 6 and above points Unsatisfactory - below 6 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____



Information Sheet-2	Opening, resizing and closing desktop windows by using correct window functions
----------------------------	---

Minimize, maximize and close a window

There are three buttons on the right in the Title bar. If you hold your mouse pointer over a button its name will appear.



Minimize



Maximize



Close

Clicking on minimize button reduces an open window to an icon on the Taskbar. When you go to the Taskbar and click on that icon, the window will be restored. Clicking on maximize/restore button either makes a window fill the entire work area or it restores a full-size window to its previous size, depending on which mode it is in at the time. Clicking on close button closes a window altogether.

Self-Check -1	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. What is the functions of the three buttons on the right in the Title bar **(6 point)**

Note: Satisfactory rating - 3 points

Unsatisfactory – below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____ Rating: _____



Name: _____

Date: _____

Information Sheet 3-	Creating shortcuts from the desktop
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Create desktop icons/shortcuts

Now try customising your own icons/shortcuts on your desktop. For the following examples, the operating system *Windows XP* is used. We will practice two ways of creating a desktop icon: Click and drag an item from a menu and Use the **Create shortcut** command in a window's **File** menu.

Self-Check -2	Written Test
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1. Why do we need to create short icons on the desktop?

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Operation sheet -1	Procedures To Open, Close And Access Features
---------------------------	---

To open/close the desktop icons:

1. Find the icon for the desktop icon.
2. Double click to open it.(letting you see and use what is inside)
3. Close it by clicking on the X in the top right corner of the window.

Lap taste -1	Opening, closing and accessing features
---------------------	---

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 5 minutes.

Task one: exercise opening and closing desktop windows according to the procedure

Operation sheet -2	Procedures to resize and close desktop windows
---------------------------	--

Change the size of icons

You can change the size of icons and the text related to the icons.

1. Right-click on an empty area of the desktop—not on an icon. A menu appears.
2. Click on **Properties**. A **Properties box** appears.
3. In the **Properties box** click on the **Appearance** tab.
4. Click on the **advanced** button.
5. Select 'Icon' from the **Item** drop-down box (See **Figure 3**.)



Figure 4: Changing the size of an icon (Item) and the size of the icon text (Font).

6. Change the size of all icons by clicking on the down or up arrows under **Size:** (for **Item**).
7. Change the size of the text related to icons by clicking on the Font size arrows.
8. Click **OK** to make the changes OR **Cancel** to return to the desktop without making changes. If you want to make the changes, note the original settings (so that you can return and put the sizes back to their original settings).



lap tast- 2	Resizing and closing desktop windows
--------------------	---

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 5 minutes.

Task one: exercise resizing the desktop top windows according to your choice.

Operation sheet -3	Procedures to Create shortcuts from the desktop
---------------------------	--

Create Shortcut under the File menu

1. A new folder called 'Shortcut to (the name of the folder)' appears in the window. Click and drag this shortcut item to the desktop.
2. The following icon will now be on your desktop (but with a different folder name):



lap taste- 3	Creating shortcut from the desktop
---------------------	---

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 5 minutes.

Task one: create a short cut for the “my document” on the desktop



Instruction Sheet	LG27: Organizing files using basic directory and folder structures.
--------------------------	--

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Creating folders/subfolders with suitable names
- Saving files with suitable names in appropriate folders
- Renaming and moving folders/subfolders and files
- Identifying folder/subfolder and **file attributes**
- Moving folders/subfolders and files using cut and paste, and drag and drop techniques
- Saving folders/subfolders and files to **appropriate media**
- Searching for folders/subfolders and files using appropriate software tools
- Restoring deleted folder/subfolders and files

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to:

- Create folders/subfolders with suitable names
- Save files with suitable names in appropriate folders
- Rename and moving folders/subfolders and files
- Identify folder/subfolder and **file attributes**
- Move folders/subfolders and files using cut and paste, and drag and drop techniques
- Save folders/subfolders and files to **appropriate media**
- Search for folders/subfolders and files using appropriate software tools
- Restore deleted folder/subfolders and files

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4 and Sheet 5”.
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3 and Self-check 4” **in page -39, 42, 44 and 47 respectively.**
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “**Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3 ” in page -48.**
6. Do the “LAP test” **in page – 49 (if you are ready).**



Information Sheet-1	Creating folders/subfolders with suitable names
----------------------------	---

Creating folders/subfolders with suitable names

Creating your own folder storage system if you are responsible for an area of your organization or a specific activity, you may want to set up folders in which to keep all relevant files. However, it is better to create folders from Windows Explorer because it is easier to see the relationships between files and folders. It is also easier to move files around.

File Management Terminology

Folder: You can create as many new folders as you need to organize your files. Folders can be placed directly on Drive C:, inside the My Document folder, or on the desktop. You can think of this as a filing drawer, in the filing cabinet, in the file storage room.

Subfolder/Directory: Subfolders are folders inside of other folders. Again, you can create as many subfolders as you need to organize your files. You can think of these as the hanging files in the filing cabinet drawer

My Computer: The computer is the primary storage device, and it is designated "Drive C:." in most operating systems. You can think of this as the storage room for all saved files.

My Documents: My Documents is a folder on the hard drive of your computer or on a server. This is generally the default folder for saving files unless you instruct the computer to save the file somewhere else. You can think of this as the filing cabinet in the file storage room (Drive C:).

File: Files are created when you save a document, a spreadsheet, a presentation, a webpage, a picture, a video, a song and so on... You can think of files as the papers you would put in the hanging folders, in the drawers, in the filing cabinet in the file storage room.

File Type: Files come in all types and sizes. Type is determined by what kind of file it is and what program created it. Example: "practice.docx" is a Word file



that was created using Word 2007 or Word 2010. We know that because the file extension (everything following the “.”, “period” or “dot”) is “docx.” File extensions associate the file with the program that created it, and “docx” is associated with Word 2007 and Word 2010. If you change the file extension, the program might not be able to open it because it won’t recognize it as its file type.

Self-Check -1	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Why do we need to create folders? (3 points)
2. What is the difference between folder and subfolders and why do we need it?(2points)

Note: Satisfactory rating – above 3points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-2	Saving files with suitable names in appropriate folders
----------------------------	---

Saving a file

FILE / SAVE: If you don't make any changes, FILE / SAVE saves the file to either the default location (usually My Documents) with a default filename (usually document 1 or the first few words of text in the document).

If the file has already been saved, FILE / SAVE saves the file in the same location with the same name.

FILE / SAVE AS: Allows the user to change the location of the file and/or the file name

When you have created a new file, it is important to name and save it as soon as possible. When you create a new file, it is stored temporarily on the memory chips. If the computer is turned off or loses power, your file will be lost. You must save your new file to avoid this catastrophe. **Saving** means sending a copy of a file to the hard disk (or a floppy disk) so that, if the power goes off or the computer 'crashes', you will not lose the work you have done. The short cut key for saving a document is ctrl + S.

Self-Check -2	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. _____ means sending a copy of a file to the hard disk (or a floppy disk) so that, if the power goes off or the computer 'crashes', you will not lose the work you have done. (2point)
2. When you create a new file, it is stored temporarily on_____. (2 point)
3. The short cut key for saving a document is_____. (1 point)

Note: Satisfactory rating – 3 and above points Unsatisfactory - below 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-3	Renaming and moving folders/subfolders and files
----------------------------	--

Move and rename directories

Move subdirectories between directories

Sometimes it is necessary to move a folder to another location or folder. Here are two ways you can do this. (Note that you can move a file in the same ways.)

Use 'Move to Folder'

1. In window view, click once on the folder you want to move (so that it is selected).
2. In the window's **Toolbar** click on the **Edit** menu and select **Move to Folder**.
3. Select the folder you want to move the selected folder *to*. To do this, scroll up or down

the list to find the target folder. You may also need to expand folders to find the folder you want. To select the target folder click on the folder name so that it is highlighted.

4. Click on the **Move** button.
5. Drag the folder to the new location

Another way to move a folder is to drag the folder to the new location:

- Click on the folder icon and keep the mouse button down as you drag the folder over the top of the target folder. Release the mouse button when the target folder is highlighted.

OR

- Click-drag the folder into the window area of an open folder or drive window.

Copy, cut and paste files across directories

Cut, **Copy** and **Paste** are tasks you can do in all application programs and windows such as a folder or drive window. You need to make a selection first so that you can cut or copy the selection and then paste it in another location.

With cut, copy and paste you can remove or move a folder or a file as follows:

- **Cut:** Remove file from current location.
- **Copy:** Make a copy of the file.
- **Paste:** Place a copied or cut file into another location.



Rename directories

You can **rename** your folders at any time. To do this:

1. Right-click on a folder.
2. Left-click on **Rename** in the menu.
3. Type in the new folder name.
4. Press **Enter** on the keyboard to save the change.

Select, open and rename groups of files

Sometimes you may wish to select, open or rename more than one file at a time.

Select and open more than one file

1. Hold down the **Control key** (CTRL) and click on each file you want to select. Don't release the Control key until all the files are selected.
2. Right-click on one of the selected files and select **open** from the menu.

To rename more than one file

1. Select the files to be renamed as you did in step 1 above.
2. Right-click on one of the selected files and select **rename** from the menu.
3. Type in the new file name.

Note: *Windows* will give each file a number after the common file name.

Self-Check -3	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write the functions of copy, cut and paste? (3 points)
2. write the steps to rename files/folders .(4 points)
3. What do you do to Select and open more than one file at the same time? (2 points)

Note: Satisfactory rating – 5 and above points Unsatisfactory - below 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____



Information Sheet-4

Identifying folder/subfolder and *file attributes*

Identify attributes of directories

Attributes define the type of file or directory which could be:

- read-only
- hidden
- archive
- System.

Sometimes you will need to check the attributes of a file or folder to ensure you use it appropriately. Or you may wish to set attributes to read-only so that data is not lost or changed by someone.

To check or change the attributes of a file:

1. Double-click on **My Computer** on the desktop.
2. Double-click on a data drive and find a document file.
3. Right-click on the file you want to check.
4. Select **Properties** from the menu.

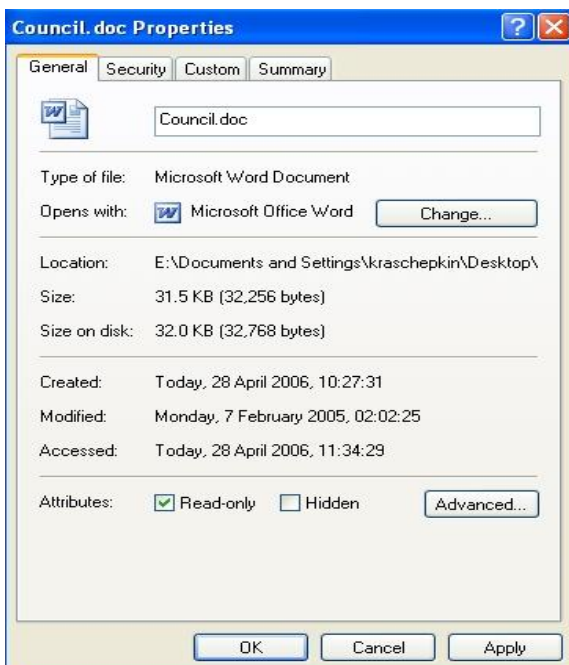


Figure 4: The Properties box for this file shows that the file is Read-only.

Under the **General** tab of the **Properties** box you can check or uncheck the boxes for read-only or hidden. More attributes are under the **advanced** button.

Click **OK** to save any change to the attributes and close the **Properties** box.



Self-Check -4	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the attributes of folder/subfolder/files? (4 points)
2. Write the procedures to check or change the attributes of a file.(4 points)

Note: Satisfactory rating – 4 and above points Unsatisfactory - below 4 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-5	Moving folders/subfolders and files using cut and paste, and drag and drop techniques
----------------------------	---

Drag the folder to the new location

Another way to move a folder is to drag the folder to the new location:

- Click on the folder icon and keep the mouse button down as you drag the folder over the top of the target folder. Release the mouse button when the target folder is highlighted.

OR

- Click-drag the folder into the window area of an open folder or drive window.

Copy, cut and paste files across directories

Cut, **Copy** and **Paste** are tasks you can do in all application programs and windows such as a folder or drive window. You need to make a selection first so that you can cut or copy the selection and then paste it in another location.

With cut, copy and paste you can remove or move a folder or a file as follows:

- **Cut:** Remove file from current location.
- **Copy:** Make a copy of the file.
- **Paste:** Place a copied or cut file into another location.



Self-Check -4	Written questions
----------------------	--------------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write the ways used to move a folders,(4 points)
2. Write the functions of :
 - A. Cut(2 points)
 - B. Copy (2 points)
 - C. Paste(2 points)

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Note: Satisfactory rating – 6 and above points Unsatisfactory - below 6 points

You can ask you teacher for the copy of the correct answers.



Information Sheet-6	Saving folders/subfolders and files to <i>appropriate media</i>
----------------------------	---

FILE / SAVE: If you don't make any changes, FILE / SAVE saves the file to either the default location (usually My Documents) with a default filename (usually document 1 or the first few words of text in the document). If the file has already been saved, FILE / SAVE saves the file in the same location with the same name.

FILE / SAVE AS: Allows the user to change the location of the file and/or the file name.

Self-Check -4	Written questions
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is the difference between save and save as files?(5 points)

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Note: Satisfactory rating – 3 and above points Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.



Information Sheet-7	Searching for folders/subfolders and files using appropriate software tools
----------------------------	---

Create an Advanced Search

1. In the desktop, click or tap the File Explorer button on the taskbar.
2. Open an Explorer window in the location where you want to search.
3. Click or tap in the Search box.
4. A Search tab appears with advanced options.

Self-Check -4	
----------------------	--

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write the steps to Create an Advanced Search(5points)

Answer Sheet

Score = _____ Rating: _____

Name: _____

Date: _____

Note: Satisfactory rating – 3 and above points Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.



Information Sheet-8	Restoring deleted folder/subfolders and files
----------------------------	---

Restoring a file

If you accidentally delete a file or decide that it was a mistake to delete it, as long as it is still in the Recycle Bin you can get it back (restore it). Follow these steps to restore a file that is in the Recycle Bin:

1. Double click on the Recycle Bin icon on the desktop to open it.
2. Right click on the file you would like to restore.
3. Click on Restore from the shortcut menu that appears.

Self-Check -4	Written taste
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write the steps to restore a file that is in the Recycle Bin (6point)

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Note: Satisfactory rating – 3 and above points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.



Operation sheet -1	Step to Create folders/subfolders with suitable names
---------------------------	---

Creating a new folder

Follow these steps to create a new folder:

1. Open Explorer.
2. Click on File in the top toolbar.
3. Scroll down to New on the menu.
4. Click on Folder from the submenu.
5. Give the folder a name.

Creating subfolders

To create subfolders, follow these steps.

1. Open the folder in which you want the subfolders to be.
2. Now create your subfolders by following the same steps as you used to create your first folder.

Lap taste -1	Create folders/subfolders with suitable names
---------------------	---

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, tools, equipment and materials you are required to perform the following tasks within 20 minutes.

Task one: on your desktop create a folder named operate personal computer and sub folders opc1, opc2, opc3

Task two: under the sub folder opc 1, create a sub folder named cpu

Task three: under the sub folder opc 2 create a sub folder named kb

Task four: under the sub folder opc 3 create a sub folder named om



Operation sheet -2	Saving files with suitable names in appropriate folders
---------------------------	---

To save files in appropriate folder:

1. create the folder where you want your file to be put first in the appropriate media
2. Click the Microsoft Office Button, and then click Save As, or press CTRL+S.
Important: If you don't see the Microsoft Office Button, click Save As on the File menu.
3. Open the folder that the file is to be put in
4. In the File name box, enter a new name for the file.
5. Click Save.

Lap taste -2	Saving files with suitable names in appropriate folders
---------------------	--

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, tools, equipment and materials you are required to perform the following tasks within 30 minutes.

Task one: type the following on ms office word and save it using your name in “the desktop”

The exact location of the where your files can be saved might vary across devices, so you should use the methods described on this page to access internal and external storage paths instead of using absolute file paths.

Task two: create a folder named saving in “my documents”

Task two: save your word file with the folder you created on “my documents”



Operation sheet -3	Renaming folders/subfolders and files
---------------------------	---------------------------------------

Rename folders/sub folders

You can rename your folders at any time. To do this:

1. Right-click on a folder.
2. Left-click on **Rename** in the menu.
3. Type in the new folder name.
4. Press **Enter** on the keyboard to save the change.

Lap test -3	Renaming folders/subfolders and files
--------------------	---------------------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, tools, equipment and materials you are required to perform the following tasks within 20 minutes.

Task one: create a folder on my computer using your name

Task two: rename it with your father's name

Task three: again rename it with your grandfather's name

Operation sheet-4	Procedures to Restoring deleted folder/subfolders and files
--------------------------	---

Steps to restore deleted folders/sub folders and files

1. Double click on recycle bin
2. Search the file/folder/subfolder you want to restore and right click on it
3. Then click on restore



Lap test -4	Restoring deleted folder/subfolders and files
--------------------	---

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, tools, equipment and materials you are required to perform the following tasks within 20 minutes.

Task one: create a folder on my document with a name " level one"

Task two: delete it

Task three: restore the deleted folder



Instruction Sheet	LG28: Printing information
--------------------------	-----------------------------------

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Printing information from installed printer.
- Viewing and deleting progress of print jobs
- Changing default printer if installed and required

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to:

- Print information from installed printer.
- View and deleting progress of print jobs
- Change default printer if installed and required

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4 and Sheet 5”.
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3 and Self-check 4” **in page -55, 57, 60 and 62 respectively.**
5. If you earned a satisfactory evaluation from the “Self-check” **proceed to “Operation Sheet 1” in page -63.**
6. Do the “LAP test” **in page – 64 (if you are ready).**



Information Sheet-1	Printing information from installed printer
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Printer

An office with at least one computer must have a printer to make hard copies of files and documents. Business documents such as product list, financial dealings, invoices, letters, reports, etc. need to be stored as hard copies. In addition to transferring the electronic files to paper format, they can also create composite documents containing scanned images and digital information.

A printer is a device that accepts text and graphic output from a computer and transfers the information to paper, usually to standard size sheets of paper. Printers vary in size, speed, sophistication, and cost. In general, more expensive printers are used for higher-resolution color printing.

Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. printers vary in _____, _____, _____, and _____(4 point)
2. _____ is used to make hard copies of files and documents. (1 points)
3. More expensive printers are used for higher resolution color printing. (true/false)(1point)
(Underline on the answer)

Note: Satisfactory rating – 3 and above points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-2	Viewing and deleting progress of print jobs
----------------------------	---

View the progress of print jobs

If a document is taking a long time to print or the printer is busy with other people's print jobs, you can check all the jobs that have been sent to a printer and see where your job is in the queue.

Self-Check -2	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is the reason for viewing and deleting progress of print jobs?

Note: Satisfactory rating - 2 and above points Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-3	Changing default printer if installed and required
----------------------------	---

Select the default printer and check printer settings: Printers that you can access from your computer may be directly connected to your PC or you may have access to printers over a network. A network printer could serve many computers so you may not be the only person sending jobs to a printer. In this case it is particularly useful to be able to view the progress of your print jobs as they may be sitting in a queue waiting to be printed. You can also cancel a print job after you have sent it to the printer.

Check printers you can access: If printing over a network there may be more than one printer you can access.

Change the default printer

Check printing preferences for a printer

Printing preferences include options for printing such as:

- the size of the paper you are printing to
- whether the document you are printing has a horizontal (landscape) or vertical (portrait) layout
- whether you want to print on both sides or only one side of the paper
- How many copies of the document you want to print.

You can change these options every time you send a document to the printer but you can also set **default** options so that your preferred options are the default until you change them.

Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. _____ Printer could serve many computers so you may not be the only person sending jobs to a printer.(1 point)
2. Printing preferences for printer include: _____, _____, _____, _____.(4 points)

Note: Satisfactory rating – 3 and above points Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____



Operation sheet -1	Procedures to Print information from installed printer
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You can print a document from within any application program in the following way:

1. Open the document you want to print (Double-click on the filename if it is not already open.)
2. Click on the **File** menu then select **Print**.
3. In the **Print** box check the printing preferences for your job.
4. Click on **Print**.

Lap taste -1	Print information from installed printer
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, tools, equipment and materials you are required to perform the following tasks within 30 minutes.

Task one: type the following paragraph and save it under your name on the desk top

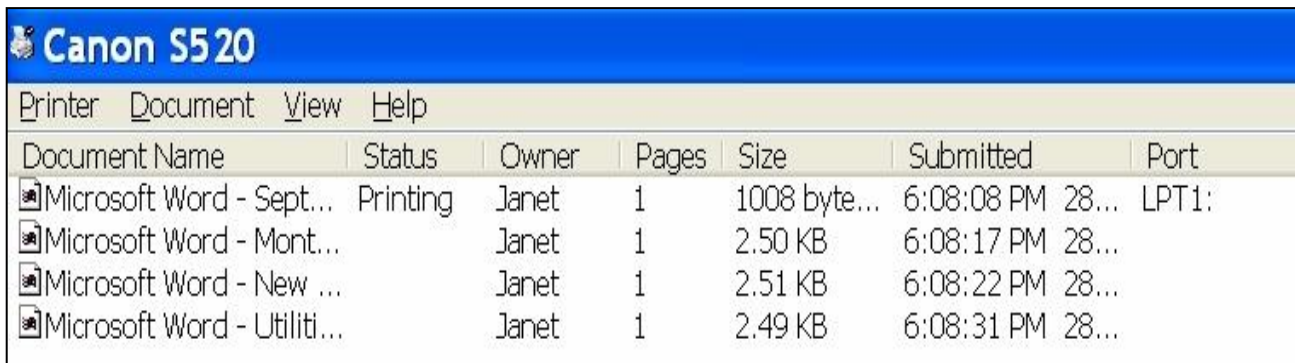
*The print monitor lists the files that have been sent to the printer which are either in progress or waiting to be printed. The order of files in the list is the order they will be printed. Check the **Status** column (next to **Document Name**) to see the name of the file that is currently printing.*

Task two: print it with two copies

Operation sheet -2	Procedures to View and delete progress of print jobs
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To view the progress of a print job:

1. Open **Printers and Faxes** in the **Control Panel**.
2. Double-click the printer icon to open the print monitor where you can see the jobs currently



in the queue for that printer.

Figure 6: Close up of a print queue

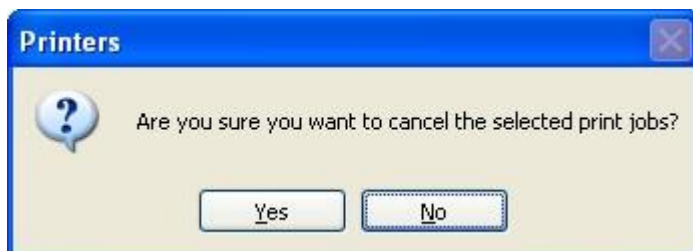
3. The print monitor lists the files that have been sent to the printer which are either in progress or waiting to be printed. The order of files in the list is the order they will be printed. Check the **Status** column (next to **Document Name**) to see the name of the file that is currently printing.

Once a job has printed it will disappear from the queue.

Delete a print job

To delete a job from the print queue:

1. In the print monitor window (**Figure 6**) click on the name of the document you want to delete.
2. Press the **Delete** key on your keyboard.
3. The following box appears:



4. Click on **Yes** to delete the print job. Click on **No** if you do not want to delete it.
5. The word **Deleting** will appear in the **Status** column.

Note: If you are working over a network, you cannot usually delete the print jobs that some else has sent (as you would not have the permission to do this).



Lap taste -2	View and deleting progress of print jobs
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, tools, equipment and materials you are required to perform the following tasks within 20 minutes.

Task one: type the following:

Note: If you are working over a network, you cannot usually delete the print jobs that some else has sent (as you would not have the permission to do this).

Task two: Order print of what you typed 3 times.

Task three: view and delete the last two print jobs that you ordered the printer.



Operation sheet -3	Steps to chang default printer if installed and required
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To set a printer as the default printer:

1. In the **Printers and Faxes** window right-click on the name or icon of the printer.
2. Select **Set as Default Printer** from the menu.

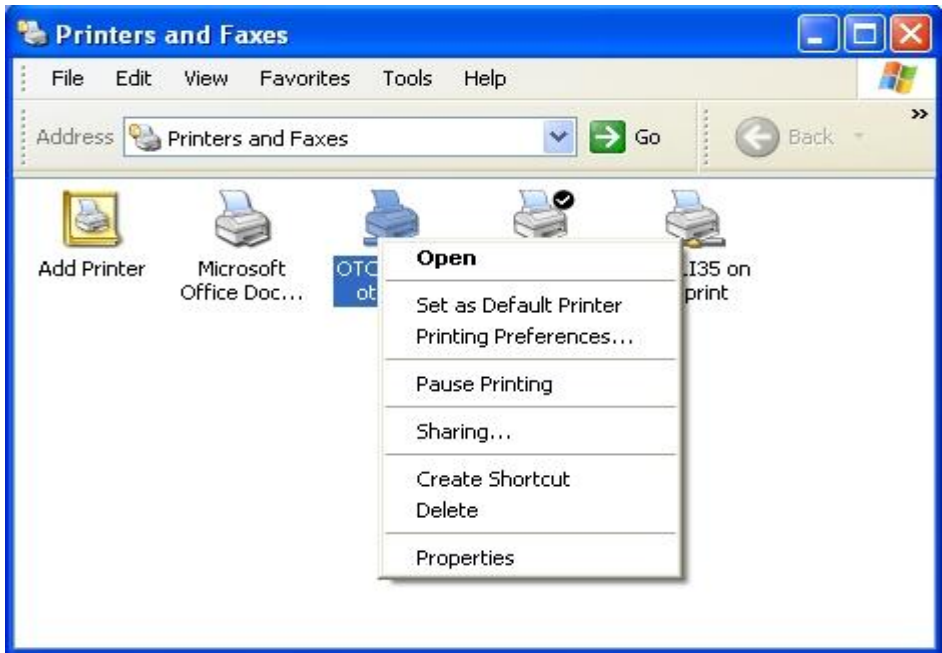


Figure 2: Right-click on a printer to select Set as Default Printer—to make this printer the default

If you only have one printer available then you will not need to set a default printer.

Lap taste -3	Changing default printer if installed and required
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, tools, equipment and materials you are required to perform the following tasks within 20 minutes.

Task one: check the printer/s installed on your computer

Task two: make one of the printers a default one



Instruction Sheet	LG29: Shutting Dawn Computer
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Closing all open applications
- Shutting-down computer according to user procedures

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to:

- Close all open applications
- Shut-down computer according to user procedures

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4 and Sheet 5”.
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3 and Self-check 4” **in page - 55, 57, 60 and 62 respectively.**
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1” **in page -63.**
6. Do the “LAP test” **in page – 64 (if you are ready).**



Information Sheet-1	Closing all open applications
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Close any open programs. Do this by closing any windows that are open on the desktop. Check the taskbar at the bottom of the screen for open files or programs that have been minimized, and close these also.

If you still have any software applications or files open they will be displayed at the bottom of the screen. Each of the applications and files must be closed. You may get a message asking you to confirm whether files need to be saved. Make sure you save any work you have done before you turn off the computer.

Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. If you have any software application opened they are displayed at the _____.(1 point)
2. What do you make sure before you turn off your computers?

Note: Satisfactory rating – 3 and above points Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-2	Shutting-down computer according to user procedures
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Shutting down a computer running Windows XP operating system: It is good practice to use the correct shut down procedure when you want to turn off your computer so that you do not lose data. If you still have any software applications or files open they will be displayed at the bottom of the screen. Each of the applications and files must be closed. You may get a message asking you to confirm whether files need to be saved. Make sure you save any work you have done before you turn off the computer. Depending on whether or not you have had to log on to start using a computer, you will need to follow a different sequence shutting down the computer.

Logging off

If you have had to log on to the computer when you started the session, then you need to **log off** when you finish your session on the computer.

Logging off means you are disconnecting the computer from the network and no one else will be able to access the same computer unless they also have a log on (username and password). You must log off the computer regardless of whether or not you will be turning off the power.

If you don't log off the computer, then you will be preventing other people from using the same computer and being able to log on with their own name and password. In the workplace, failure to log off will probably also mean that other people (who may be unauthorised to use your computer) can access all the files that you have access to. This could mean a serious breach of security in an organisation.

Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. means you are disconnecting the computer from the network and no one else will be able to access the same computer unless they also have a log on (username and password).(2 point)

Note: Satisfactory rating – 3 and above points Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____ Rating: _____



Name: _____

Date: _____

Short Answer Questions

Operation Sheet-1	Procedures to close applications
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There are three buttons on the right in the Title bar. If you hold your mouse pointer over a button its name will appear.

1. Clicking on minimize button reduces an open window to an icon on the Taskbar.
2. When you go to the Taskbar and click on that icon, the window will be restored.
3. Clicking on maximize/restore button either makes a window fill the entire work area or it restores a full-size window to its previous size, depending on which mode it is in at the time.
4. Clicking on close button closes a window altogether.

Lap taste-1	CLOSING APPLICATIONS
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, tools, equipment and materials you are required to perform the following tasks within 20 minutes.

Task one: open three word documents

Task two: write your name in each of them

Task three: save them under the file name one, two and three respectively

Task four: close all of the opened word documents

Operation Sheet-2	Procedures to close/shut down a computer
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To log off a computer:

1. Close all files (remember to save your latest work if necessary).
2. Close all software programs.
3. Remove floppy disks or other storage media from drives if necessary.

4. Click the **Start** button on the taskbar (at the bottom left corner of the screen) to see the **Start menu**.
5. Click on **Log Off** (at the bottom of the menu).
6. A message box will appear on the screen asking you to confirm that you want to log off. Click on **Log Off**.
7. A final message box will appear telling you 'It is now safe to turn off your computer. You can now switch off the computer and the power outlet if you want to shut down the computer.



Figure 5: Logging off in Windows XP. From the Start menu, click on the Log off button at the bottom of the menu.

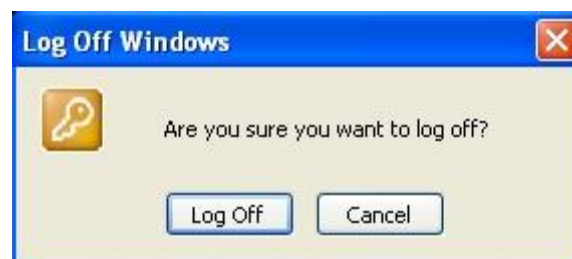


Figure 6: A box appears asking you to confirm that you want to log off. Click on the Log Off button to confirm.

Sequence for shutting down a computer

Follow this sequence if you do not have to log off first.

1. Close all files (remember to save your latest work if necessary).



2. Close all software programs.
3. Remove floppy disks or other storage media from drives if necessary.
4. Click on **Start** on the taskbar. Select **Turn Off** computer from the **Start menu**.
5. Check that **Turn off** is selected.



7. Click on **OK** to confirm.

Your computer may automatically turn the power off but if not you will get a message like 'It is now safe to turn off your computer.'

8. Switch off the computer and the power outlet.

Lap tast-2	Closing /shut down a computer
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, tools, equipment and materials you are required to perform the following tasks within 20 minutes.

Task one: turn on your computer

Task two: shut down your computer