

Computer Basics III Getting Computer

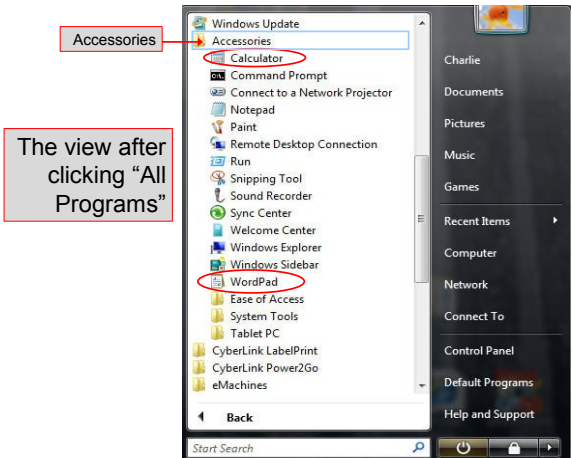
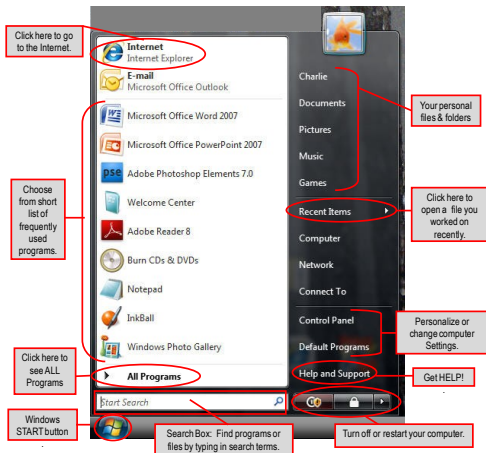
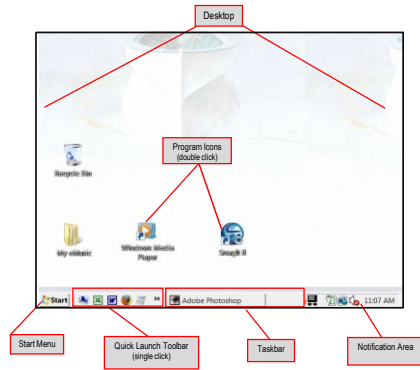


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WILD
WildernessCoast.Org
Wilderness Coast Public Libraries

Wilderness Coast Public Libraries computer training & some equipment are made possible by a Library Services and Technology Act (LSTA) grant administered by the State Library of Florida.

Review from Computer Basics I & II



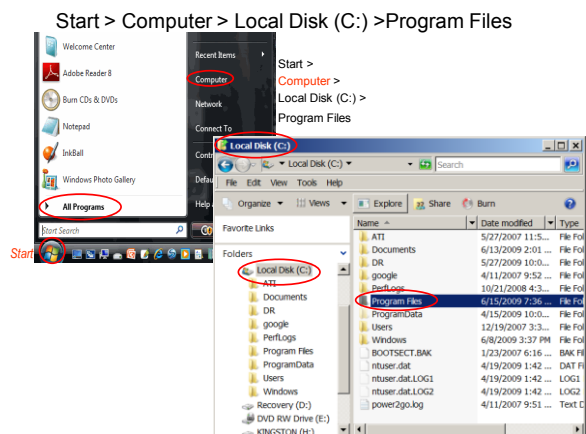
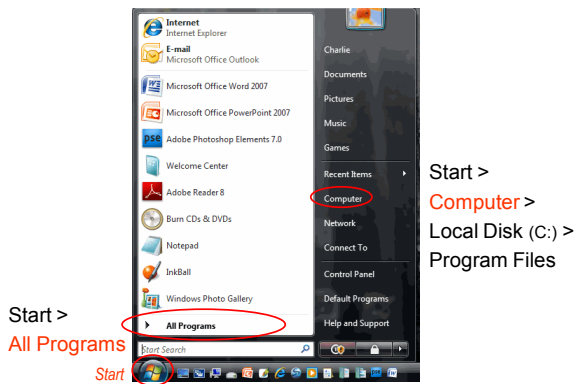
How to Get HELP

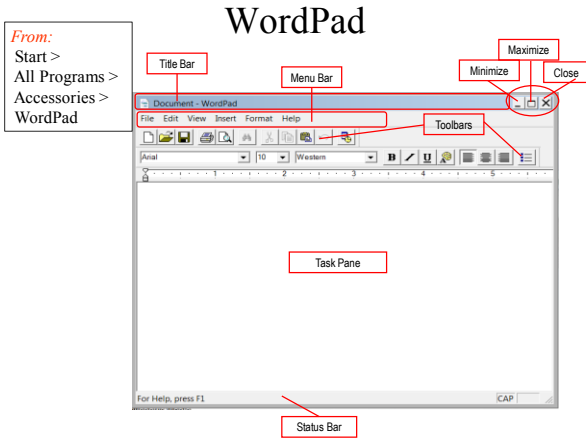
- F1 button
- Help menu
 - Index, Contents, Search Box, Answer Wizard
- START Button
 - Help and Support
- Microsoft Online Help
 - <http://support.microsoft.com/>
 - Online User Groups

Computer Basics III Getting the Most from Your Computer

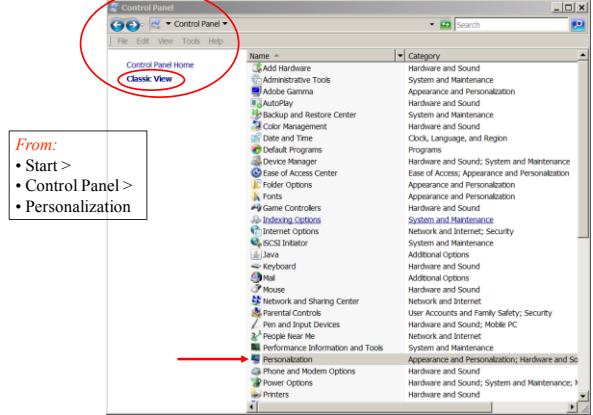


Two Ways to See All Programs



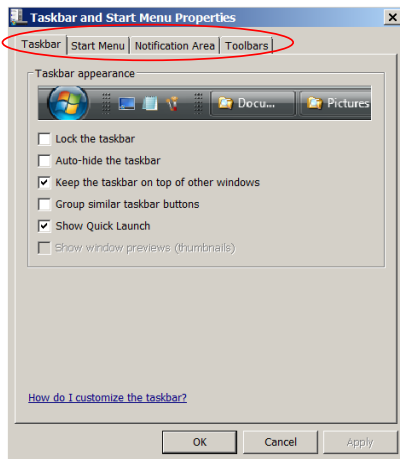


Personalize appearance & sounds

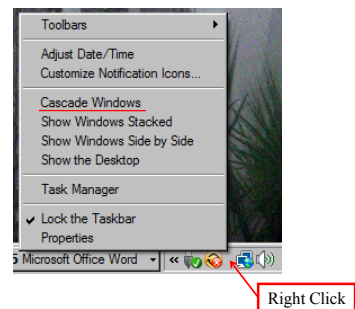


Personalize Start Menu, Taskbar, Quick Launch toolbar & Notification Area

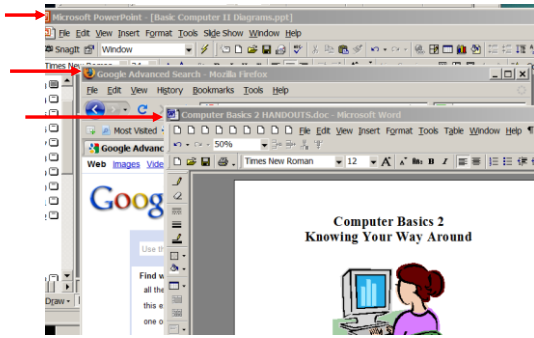
- From:*
- Start >
 - Control Panel >
 - Task Bar & Start Menu



Adjust Taskbar Area & How Windows Are Displayed



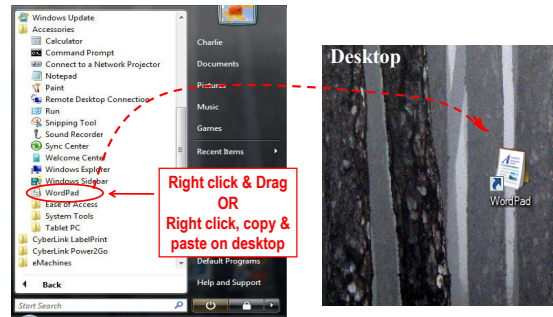
Cascade Windows



Choose Desktop Icons

Put WordPad Icon on Desktop

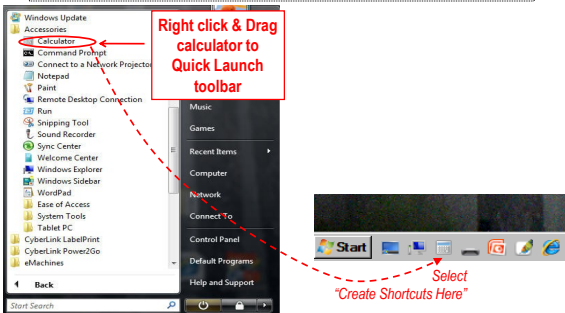
From: Start > All Programs > Accessories > WordPad



Choose Quick Launch Icons

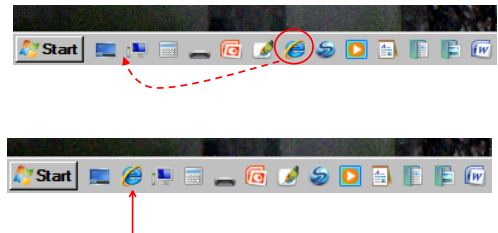
Put Calculator Icon on Quick Launch

From: Start > All Programs > Accessories > Calculator



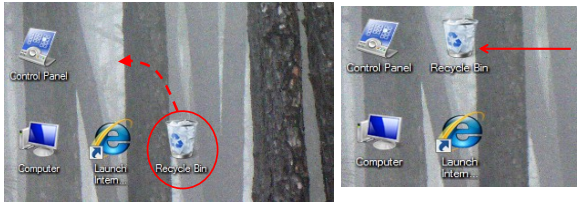
Arrange Quick Launch Icons

Click & Drag Icons where you want them on the Quick Launch toolbar

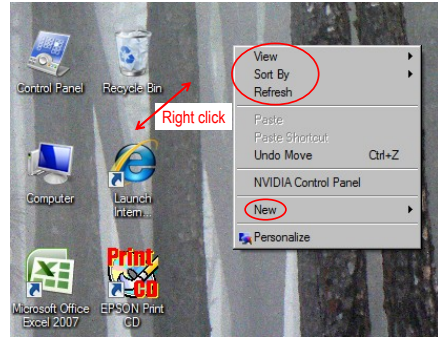


Arrange Desktop Icons

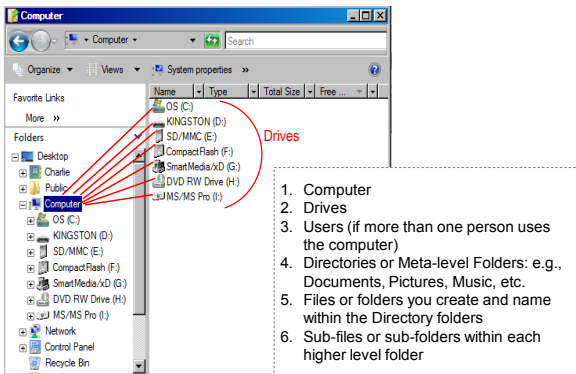
Click & Drag Icons where you want them on the Desktop



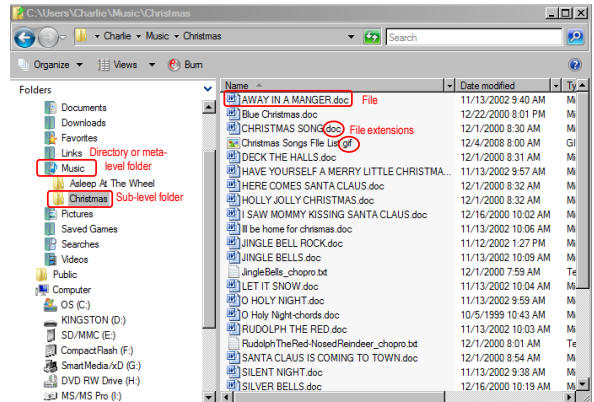
Arrange Desktop Icons by Right Clicking & Selecting Menu Items



Levels of Organization



Sub-Files & Folders



Common File Types & Extensions

Documents

1. doc
2. txt
3. rtf
4. docx
5. html
6. htm
7. wpd
8. pdf

Audio

1. wav
2. wma
3. mp3
4. ra
5. mid

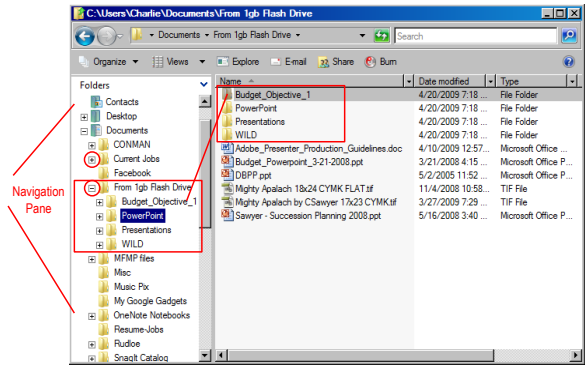
Videos

1. 3gp
2. avi
3. dat
4. mov
5. mpg
7. divx
8. rm

Pictures or Images

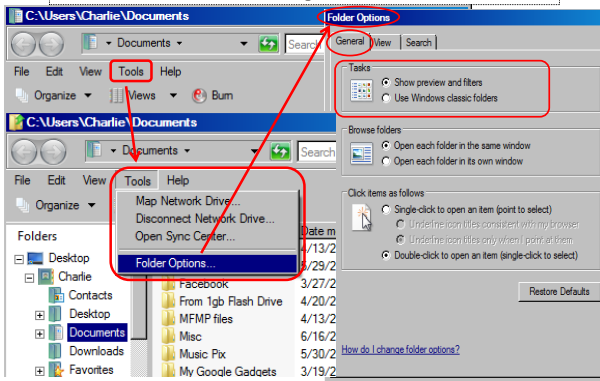
1. bmp
2. jpg
3. gif
4. tiff
5. raw
6. png

Windows Explorer

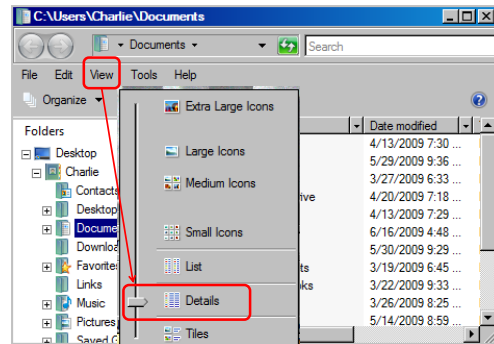


Customize Windows Explorer View

Menu Bar: Tools > Folder Options > General tab > Tasks

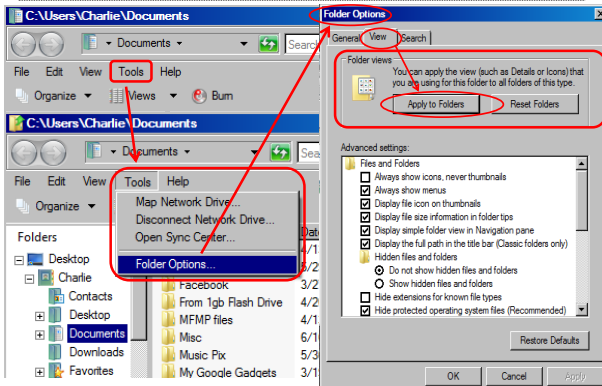


Choose Temporary View of Folders

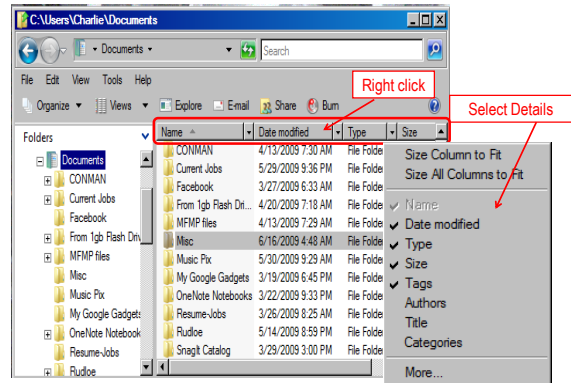


Keep Your Preferred Folder View

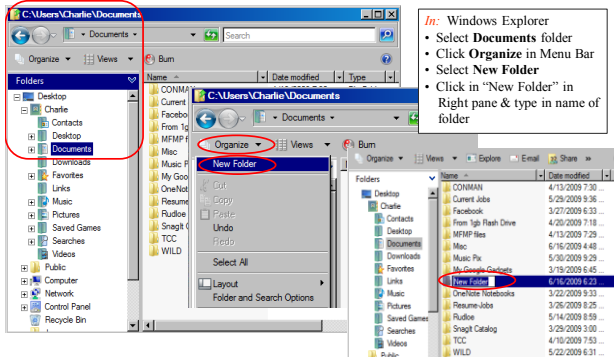
Menu Bar: Tools > Folder Options > View tab > Apply to Folders



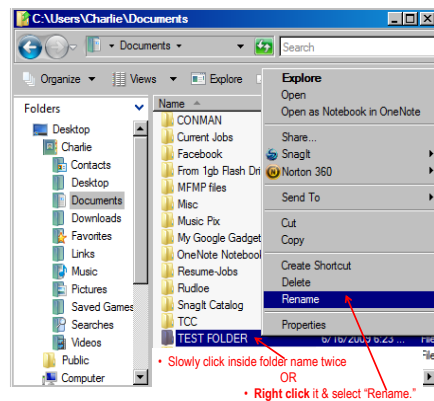
Customize Detail Tabs



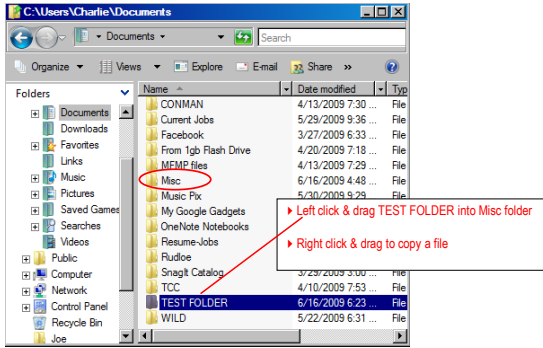
Organize Your Files Create a Folder



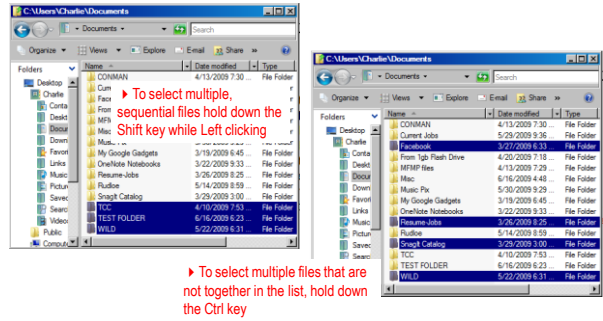
Rename a Folder



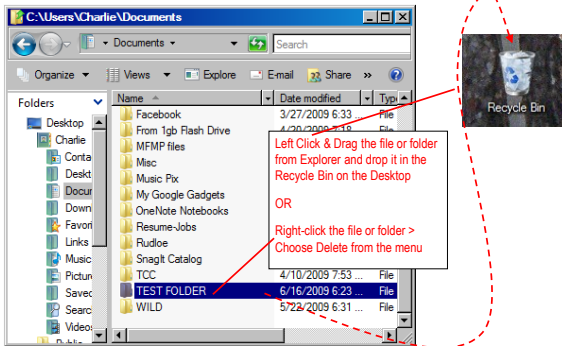
Copy or Move a Folder



Select Multiple Sequential Folders



Delete Files or Folders



Computer Ports



- CD/DVD drive/port



- USB port for flash/thumb drive, printers, etc.



- Memory Card port for uploading photos

Computer Basics III
Getting the Most from Your Computer

Thank you!



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