

Computer and Information Technology

(Grade 10)

Developed by

The Curriculum and Assessment Unit

Institute of Applied Technology



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Publishing Director: Linden Harris

Custom Solutions Manager: Jeni Evans

Production Controller: Paul Herbert

Compositor: Textype

Cover design: Textype

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Computer Literacy BASICS: A Comprehensive Guide to IC³, 2nd Edition

CEP Inc., Ann Ambrose, Marly Bergerud, Dr. Donald Busche, Connie Morrison and Dolores Wells-Pusins (978-0-619-24383-8)

Computer Literacy BASICS: A Comprehensive Guide to IC³, 3rd Edition

Connie Morrison and Dolores Wells (978-1-4390-7861-7)

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LESSON 1

ESSENTIAL COMPUTER SKILLS

OBJECTIVES

Upon completion of this lesson, you should be able to:

- Start and shut down a computer correctly.
- Use storage media to safely store and access data.
- Open and close a window.
- Name the parts of a window.
- Explain how to change the size of a window and switch between open windows.
- Create and manage files and folders.
- Start and exit a software program.
- Install new software.

Estimated Time: 1.5 hours

VOCABULARY

Desktop
Folder
Icons
Maximize
Menu
Menu bar
Minimize
Pointing device
Restore
Scroll bar
Taskbar
Title bar
Toolbar
Window

You have learned about computer hardware and software, how a computer processes data, inputting and outputting information, storing data, and the ways a user interfaces with a computer. Now it is time to apply this knowledge and learn some essential skills for using a computer. It is important to know how to start and shut down the computer correctly, so that no data is lost and no components are damaged. In addition, managing files and folders that store data and the media where data is stored will ensure that the information you input and process with the computer will be safe and accessible. **With a graphical user interface, opening and closing software programs and windows within the programs can be accomplished with a click of your mouse.** Installing new software is a straightforward task, too, with step-by-step instructions provided by the software's setup program and your computer's operating system.

Module 1 Computing Fundamentals



Starting and Shutting Down the Computer

Starting a computer is simple. Just turn it on, and the operating system does all the work. When you turn on the computer, it first performs a self-test, which was described in Lesson 4. Next, it loads the systems software. Once the computer is up and running, you're looking at the desktop of the graphical user interface (GUI). The two most popular GUIs are the Macintosh OS and Windows.

Getting to Know Your User Interface

To work with a GUI, it is important to understand the associated terminology. Some of the more popular components are as follows:

- **Desktop:** The first screen you see when the operating system is up and fully running. It is called the desktop because the icons symbolize real objects on a real desktop.
- **Icons:** Small pictures that represent a folder, file, command, or some other computer function. You open the file or folder or execute the associated command by clicking or double-clicking an icon.
- **Pointer:** An on-screen symbol that shows the current position of the mouse. It usually appears as an arrow or an I-beam pointer.
- **Pointing device:** A device, such as a mouse or trackball, that allows the user to select objects, such as icons or text.
- **Menu:** A text interface that includes drop-down options; the user clicks on one of the choices to execute a command.
- **Scroll bar:** A horizontal or vertical bar that allows the user to control which part of a list or document is currently in the window's frame. The scroll bar makes it easy to move to any part of a file.
- **Window:** Rectangular area of the screen; used to display a program, data, or other information. Windows can be resized and moved around the screen.

Despite the convenience of these GUI features, it is still necessary to use a keyboard for many programs. For instance, trying to enter a document in a word processor with a mouse would be impossible.

Note



Windows is the name of the operating system for the PC. A *window* is an object within both the Macintosh and Windows operating systems.

Using the Desktop

The desktop contains windows and icons. The desktop is a graphical representation of how someone works at a desk. Working at your desk, you may look at and read documents or files, move the documents around, put them in folders, and store and retrieve them from a file drawer. The computer desktop works in a similar way. You have documents that you can read. You can store those documents in folders and retrieve those documents from folders. These documents and folders are represented by icons. These activities may seem very basic, but they are an essential part of any job. They help you stay organized.

Shutting Down the System

It is important to shut down your computer correctly to prevent damage to the components, software, and data. The operating system may run a cleanup program when you shut down the computer, and it checks to make sure all applications and data files are closed before shutting down. If you turn off the computer or unplug it without going through the shutdown process, you will see a warning screen when you start the computer again. This message will remind you that the system did not shut down properly the last time, and the operating system will check the disk drives for errors. To avoid this, shut down the computer properly every time.

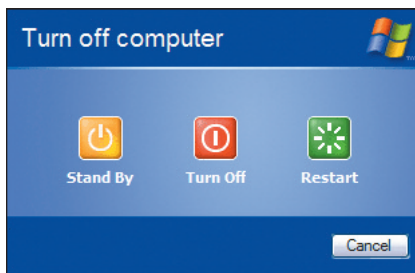
Note

The Turn Off Computer option on the Start menu is available if your computer is configured to show the Windows XP Welcome screen for users to log on. If your computer is not set up for multiple users to log on by clicking their account name, you may instead see the option Shut Down on the Start menu.

In Windows XP, you shut down the computer by clicking the Start button and then selecting Turn Off Computer or Shut Down at the bottom of the Start menu. When the Turn off computer dialog box displays, you will see the options Stand By, Turn Off, and Restart (Figure 1-1). Select Turn Off.

FIGURE 1-1

The Windows Turn off computer dialog box



1-1.1.8
1-1.4.2



Working with Storage Media

Early personal computers used floppy disks to store data and programs. The first floppy disks for microcomputers were 5½-inch magnetic disks in plastic sleeves that really were “floppy.” You could bend a disk easily—and possibly destroy what was on the disk. These disks were replaced by 3½-inch disks in a rigid plastic case that are more durable and take up less space to store, but as you learned in Lesson 2, they only store about 1.44MB of data. Other storage media, such as Zip drives and CD-R disks, are portable like floppy disks, but they can store much more data. And hard disk drives, although not portable, have a storage capacity that almost seems limitless.

In the days of true floppy disks, if you wanted to save your work on a disk, you had to format the disk first. Now most storage media, including 3½-inch floppy disks, CD-R and DVD disks, and flash memory, come preformatted and ready to use. If you ever need to format a floppy disk, it is a simple process that you can perform using My Computer.

Module 1 Computing Fundamentals

STEP-BY-STEP 1.1

1. On the desktop, double-click the **My Computer** icon to open the window. (If there is no My Computer icon on the desktop, click the **Start** button and then click **My Computer** in the Start menu.) 
2. Click the **3½ Floppy disk (A:)** icon to select it and then move the mouse pointer over the selected icon and right-click to display the shortcut menu.
3. Select **Format** to display the Format dialog box. Most of the options shown in the dialog box can be left as they are set. You can enter a label or name for the disk in the Volume label text box.
4. To begin formatting the disk, click **Start**.
5. You will see a warning box that tells you all data on the floppy disk will be deleted. Click **OK**. The line at the bottom of the dialog box indicates the format progress.
6. Click **Close** to close the Format Results dialog box. Leave the My Computer window open for the next Step-by-Step. 

Computer Concepts

The option Create an MS-DOS startup disk in the Format dialog box will format the disk and copy system files so the computer can be booted from the floppy disk.

When a floppy disk is formatted, it is organized into tracks and sectors. A sector is pie shaped and can hold 512 bytes of data. A track is a narrow band that forms a full circle on the surface of the disk. Each track is numbered and labeled in the formatting process, and the file allocation table (FAT) on the disk logs the information about each track.

Remember that it is important to handle all storage media with care. Some precautions to take with any disk include keeping them away from magnetic fields generated by monitors, calculators, telephones, and other electronic devices. Never drink, eat, or smoke near a disk, and do not expose disks to extreme temperatures (never leave a disk in your car for any length of time to avoid this). Don't touch the flexible part of a floppy disk or the surface of a CD or DVD disk, and never set anything on top of a disk if you still want to use the data on it. Take care of your storage media and you will protect the data stored on them.

Note

If you have a floppy disk with a lot of data you would like to discard, you can just reformat the disk using the Quick Format option in the Format Dialog box. Keep in mind that when you format a disk, any data contained on that disk is erased.



1-3.2.2

Opening and Closing a Window

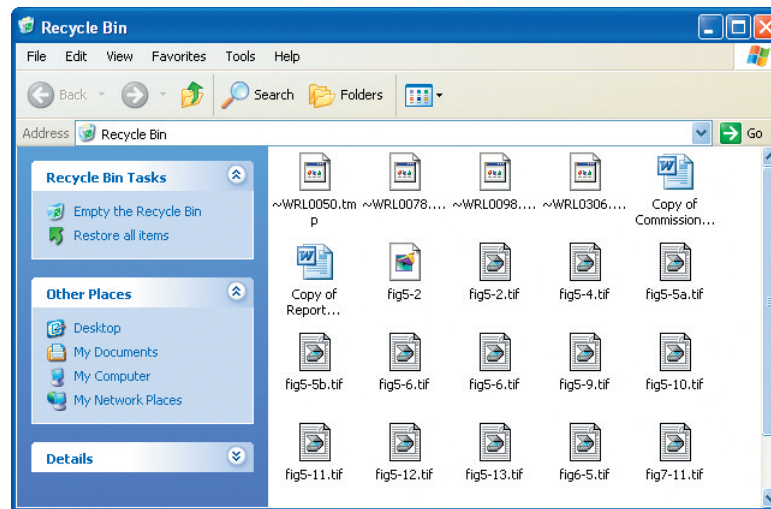
Almost everything you do within a graphical user interface requires working with windows. Windows contain the programs you run and the data with which you are working. **Opening a window is as easy as double-clicking an icon.** This executes a command and opens a window on the desktop. It is easy to open and close windows and to move windows from one place to another on the screen. One of the windows you may want to view often is the Recycle Bin.

Lesson 1 Essential Computer Skills

To view the Recycle Bin, point to the Recycle Bin icon on the desktop and double-click the mouse. This executes the program and opens a new window. If there is anything in the Recycle Bin, it is represented by either icons or by text (see Figure 1-2). You will see that the icons in the Recycle Bin represent files and folders that have been recently deleted. **You can retrieve the data in any file in the Recycle Bin. Point to the file's icon, right-click, and select Restore from the shortcut menu.**

FIGURE 1-2

The Recycle Bin window

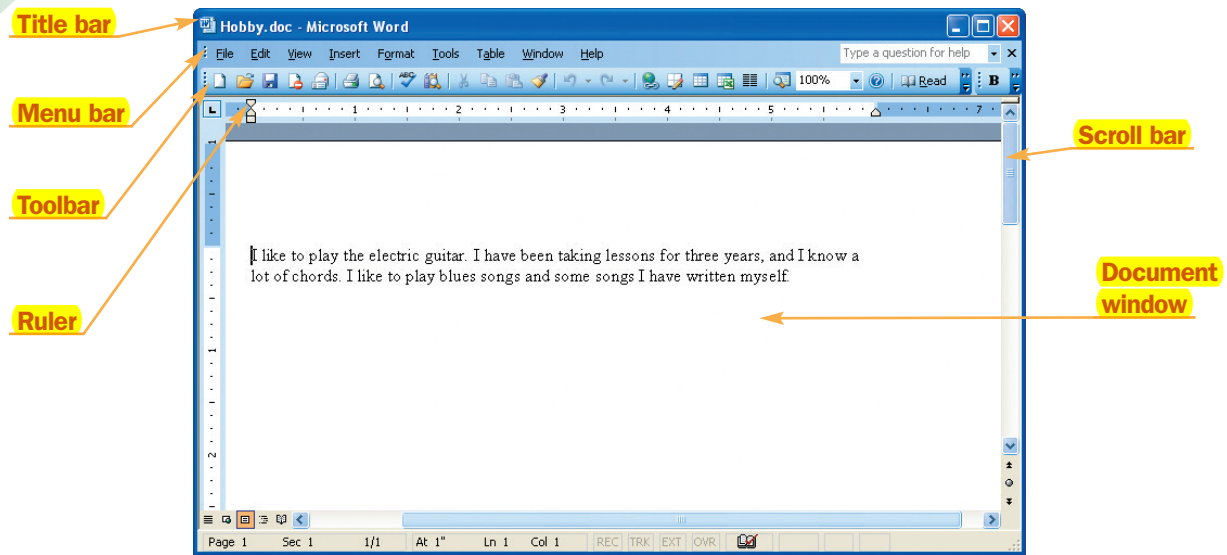


Exploring a Window

A window contains many parts (see Figure 1-3). There is a **title bar** at the top of the window, and then a **menu bar**. Most windows also include a **toolbar** below the menu bar. There may be a ruler below the toolbar and another ruler along the right side of the document window. For longer documents, you will see a scroll bar at the right of the document window that lets you quickly scroll through the file. To help you manage the desktop effectively, you have the following options you can use to manipulate windows:

Module 1 Computing Fundamentals

FIGURE 1-3
The parts of a window



- **Maximize:** Move the mouse pointer over the Maximize button and click the button (Figure 1-4). The window fills the full screen. Notice that the graphic on the Maximize button changes and it now becomes the Restore Down button.

FIGURE 1-4
Maximize button/Restore button



- **Restore Down:** Move the mouse pointer over the Restore Down button and click the button. The window returns to its previous size.
- **Minimize:** Move the mouse pointer over the Minimize button and click the button. The window disappears from the screen and is displayed as a button on the **taskbar**, the horizontal bar at the bottom of monitor screen that appears to the right of the Start button. The taskbar is shown with the Recycle Bin window minimized on it in Figure 1-5.

FIGURE 1-5
Recycle Bin displayed as button on the taskbar



- **Move:** If you don't like where the window is located on the screen, just move it. Move the mouse pointer over the title bar. Hold down the button and drag the window to its new location. A maximized window cannot be moved.
- **Resize:** You can easily change the size of a window. Move the mouse pointer over an edge of the window; hold down the button and drag to make the window smaller or larger. You can change both the width and height of a window at the same time by dragging a corner. A maximized window cannot be resized.

Closing a Window

To close the Recycle Bin window, click File to drop down the **File menu and then click Close**, or click the **red Close button** in the upper-right corner. You can close any window using either of these methods.

If you have used the Minimize button to reduce an application to a button on the taskbar and you want to close the application window, you have two choices. You can click the button to open the window and then click the Close button, or you can move the mouse pointer over the **button, right-click, and then choose Close from the shortcut menu.**





1-1.1.8

Working with Files and Folders

When you start using a computer you will quickly accumulate a large number of files. These files can easily become unmanageable. One of the best ways to organize your files is to do what you would do with paper files—**create folders for files relating to the same subject or project. Folders are represented by icons that look like a traditional manila folder.** You can even create and move a folder inside another folder on the Windows desktop.

STEP-BY-STEP 1.2

1. Click the **Start** button. 
2. Click **My Documents** in the Start menu.
3. In the left panel of the window, in the box titled File and Folder tasks, click **Make a new folder**.
4. The new folder appears, displaying a temporary name, *New Folder*.
5. Press **Enter**.
6. In the left panel of the window, in the box titled File and Folder tasks, click **Rename this folder**. Type a name for the new folder, such as **Assignments**. (Your instructor may tell you to give the folder a different name.)
7. Press **Enter**.
8. Click the red **Close** button in the upper right of the window to close My Documents. 

To delete a folder in the My Documents window, click the folder icon to **select it**, and then, in the left panel of the window, **in the File and Folder tasks box, click Delete this folder.** Or you can move the mouse pointer over the selected folder and then **right-click. Select Delete from the shortcut menu.** In response to the Confirm Folder Delete dialog box, click Yes. Or click the folder, hold down the mouse button, and **drag the folder to the Recycle Bin.**

Note



In the My Documents window, you can also open the **File menu** and choose options that include New (to make a new folder), Delete, and Rename.

Module 1 Computing Fundamentals

Managing Files

You can move a file or copy a file from one folder to another or from one disk to another. You cannot, however, have more than one file in a folder with the same name. You can also move, copy, and delete entire folders.

Moving a File

When you move a file, it is copied to a new location. The version in the original location is erased. You will find this feature very useful if you want to organize or reorganize files by moving them into folders.

STEP-BY-STEP 1.3


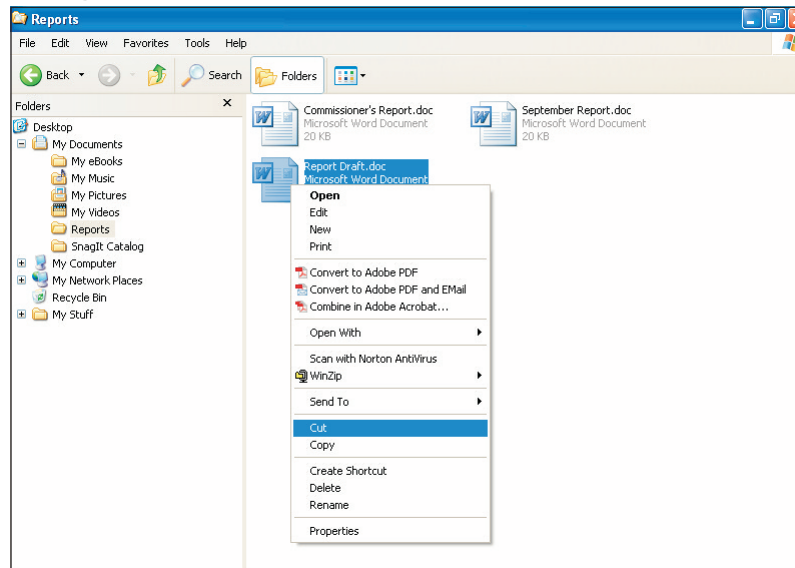
1. Click the **Start** button. 
2. Point to **All Programs** on the Start menu, and then point to **Accessories** to see a list of programs.
3. Click **Windows Explorer**.
4. You will see a list of folders on the left and icons representing folders in the window on the right. Click either the folder name in the list or the folder icon to view the files in the folder.
5. Move the mouse pointer over the icon for the file you want to move and right-click to display the short-cut menu (Figure 1-6). Click **Cut**.

FIGURE 1-6
Moving a file



6. Locate the destination folder in the list on the left. Move the mouse pointer over the selected folder and right-click to display the shortcut menu. Click **Paste** to move your file into the destination folder.

You can also click and drag the file from one location to another.

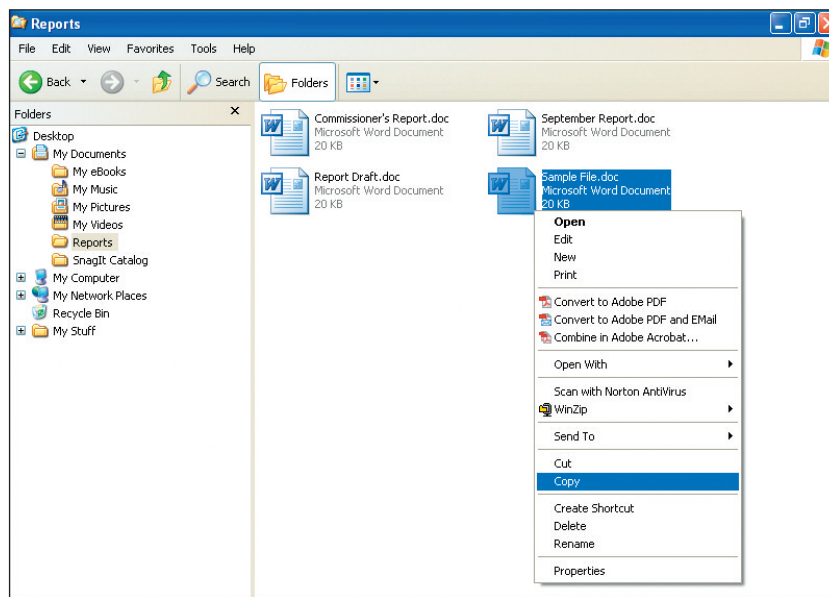
Copying a File

When you copy a file, you create an exact duplicate of your original file. For example, you may want to transfer a copy from your hard disk drive at home to a floppy so you can transport it to a different computer. Or you may want to share a copy of a file with a friend. With one exception, you use the same basic procedure to copy a file as you do to move a file.

STEP-BY-STEP 1.4

1. In the Windows Explorer window, you will see a list of folders on the left and icons representing folders in the window on the right. Click either the folder name in the list or the folder icon to view the files in the folder.
2. Move the mouse pointer over the icon for the file you want to copy and right-click to display the short-cut menu (Figure 1-7). Click **Copy**.

FIGURE 1-7
Copying a file



3. Locate the destination folder in the list on the left. Move the mouse pointer over the selected folder and right-click to display the shortcut menu. Click **Paste** to copy your file into the destination folder.

Deleting a File

To delete a file in Windows Explorer, open the folder where the file is located to display the file icons, select the file, right-click to display the shortcut menu, and select **Delete**. When you delete a file, it is removed from the list of available files and it is sent to the Recycle Bin. Remember, if you discover you have deleted the wrong file or need to retrieve a deleted file, it is easy to recover the file as long as you have not “emptied” the bin. Simply open the Recycle Bin, select the file you want to recover, right-click, and select **Restore**.

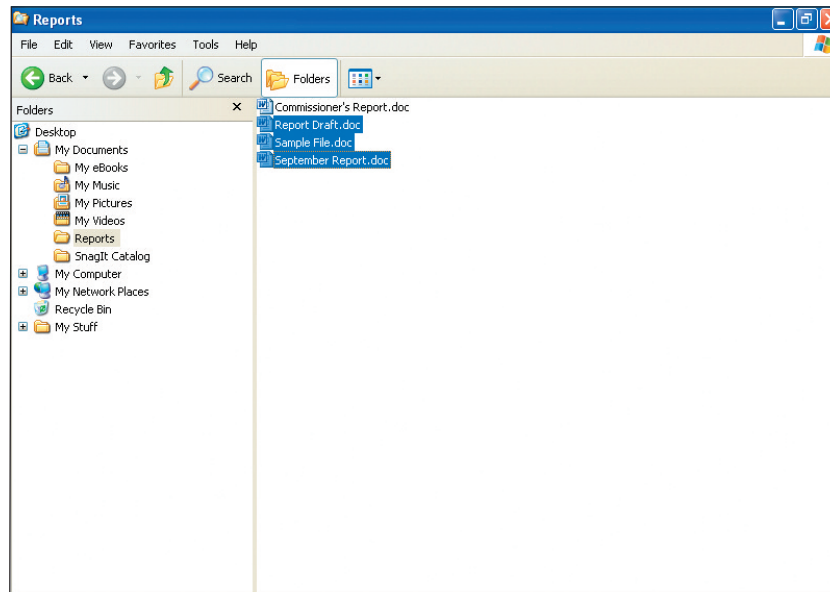
Module 1 Computing Fundamentals

Selecting Files

You've already learned how to copy and/or delete a single file. But what if you have a group of files you would like to delete? It could be a time-consuming chore if you had to do these one by one. Fortunately, you can easily select a group of files. The files can be next to each other or they can be separated by other files.

In the Windows Explorer window, to select a group of adjacent files, click the first file to select it. Then hold down the Shift key and select the last file in the list. The selected files will be highlighted, as shown in Figure 1-8.

FIGURE 1-8
Adjacent selected files



Ethics in Technology

WHAT ARE COMPUTER ETHICS?

Webster's Online Dictionary¹ offers the following definition of ethics:

1. Motivation based on ideas of right and wrong.
2. The philosophical study of moral values and rules.

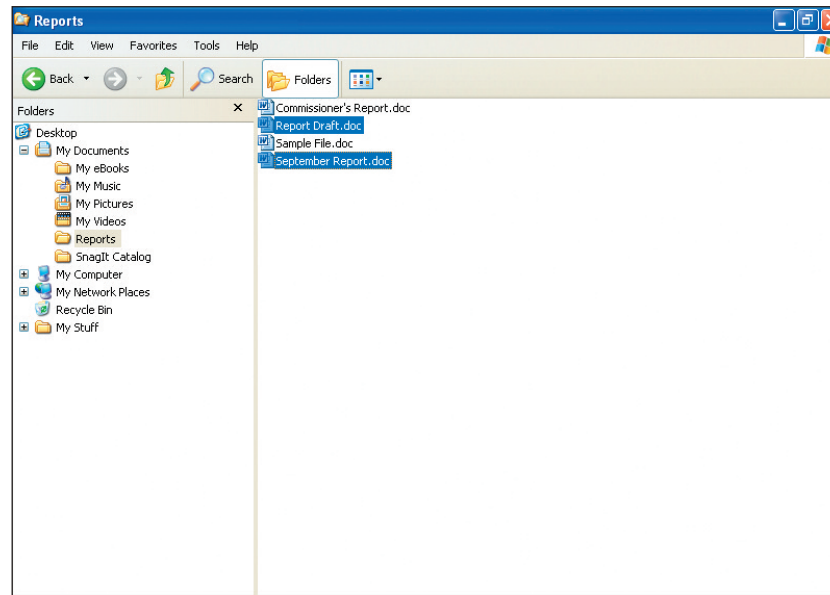
Ethical judgments are no different in the area of computing than they are in any other field. The use of computers can raise many issues of privacy, copyright, theft, and power, to name just a few. Computer users may be motivated based on ethical or moral judgments, or they may skirt or disregard "correct" behavior. In 1990 the Institute of Electrical and Electronics Engineers created a code of ethics, which you can view at www.ieee.org and by selecting About IEEE and then clicking Code of Ethics in the sub-menu. Many businesses and organizations have adopted this code as ethical guidelines to govern computer use. Remember that this is just a code—not a law. People choose to follow it voluntarily.

¹ Webster's Online Dictionary: www.websters-online-dictionary.org/definition/english/et/ethics.html

Lesson 1 Essential Computer Skills

To select a group of nonadjacent files, select the first file, hold down the Control key, and click the remaining filenames you want to select. All the selected files, even though they are separated in the list, will be highlighted, as shown in Figure 1-9.

FIGURE 1-9
Nonadjacent selected files



After you select the files, move the mouse pointer over any of the selected filenames, right-click to display the context menu, and then choose Delete or Copy.



1-1.1.8
1-3.2.4

Starting and Exiting a Program

The Recycle Bin is a utility program, so when you opened the Recycle Bin window, you actually started a program. Let's look at how to open a program that is not represented by an icon on the desktop, and that is what most people mean when they talk about computer software—an application program. We will start an application program called WordPad.

STEP-BY-STEP 1.5

1. Click the **Start** button.
2. Point to **All Programs**, then **Accessories**, and then click **WordPad**.
3. Key a sentence or two about your favorite hobby.
4. On the File menu, click **Save**.



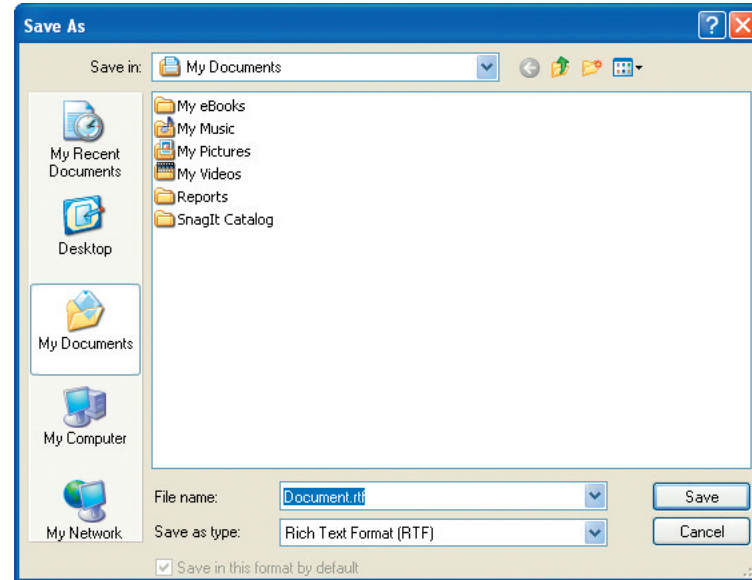
Module 1 Computing Fundamentals

STEP-BY-STEP 1.5 Continued

5. The Save As dialog box will open because the file has never been saved before (Figure 1-10). Click the **Save in** drop-down arrow and click the **My Documents** folder if it is not already showing in the text box. You will see the contents of the My Documents folder listed in the window.

FIGURE 1-10

Save As dialog box



6. Double-click the **Assignments** folder; this opens the folder so you can store your data within the folder.
7. In the File name text box, key **Hobby**.
8. In the Save as type text box, click the drop-down arrow and select **Rich Text Format (RTF)** if it is not already in the text box.
9. Click **Save** to save your file and close the Windows Explorer window.

Switching Between Windows

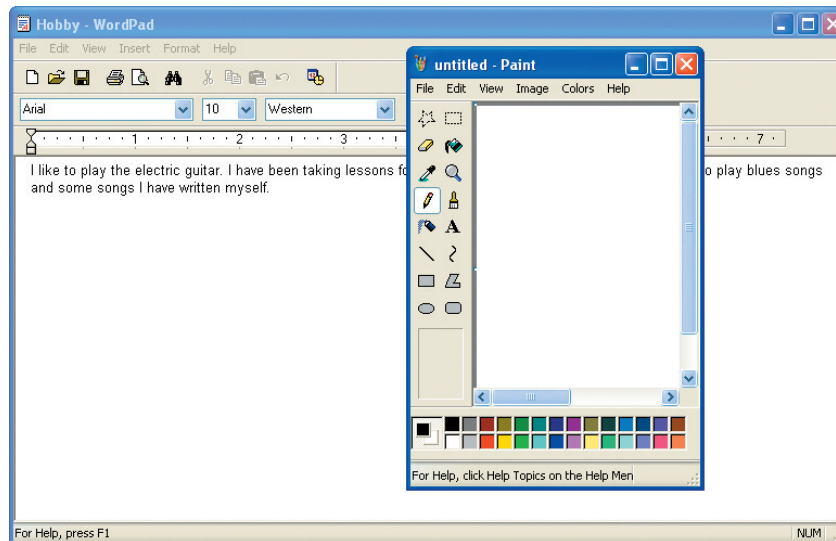
Another advantage of working with a GUI is that you can have many windows open at one time. For instance, suppose you want to open a graphics program and a word-processing program and switch back and forth between the two. This is very easy to do.

STEP-BY-STEP 1.6

1. Click the **Start** button.
2. Point to **All Programs**, then **Accessories**, and then click **Paint**. The Paint program opens in its maximized state. Click the **Restore Down** button. You now have two programs open on the desktop—WordPad and Paint.
3. To move the window you want to work with to the front, move the mouse pointer over its taskbar button and click the button. Figure 1-11 shows the open WordPad window in the same screen as the open Paint window.



FIGURE 1-11
Two open windows



This example illustrates only two open programs. However, you can have as many open programs as the memory in your computer will support. You can also **have more than one instance of the same program open; that is, you can have two or more WordPad document windows open, and so forth.**

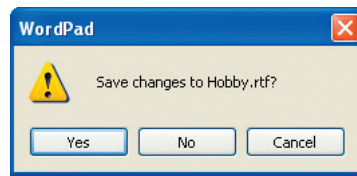
When you have several windows open at the same time, only one window is active. The title in the active window's title bar will appear in dark or bright lettering; the other windows will have shaded titles in their title bars.

Module 1 Computing Fundamentals

Exiting a Program

Exit a program by closing the program window. Click the **Close button in the upper-right corner of the window, or select Close from the program menu.** You can access the program menu by clicking the program icon at the far left of the title bar. You can also select the **Exit command from the File menu to exit a program.** Be sure to save any open documents first; most programs will display a message box warning you to save open documents before exiting the program if you have not done so (Figure 1-12).

FIGURE 1-12
Save changes message box



1-2.1.3
1-3.3.6
1-3.3.7

Installing New Software

Your computer may have many software programs already installed, but at some point you will want to install a new applications program, or perhaps an updated version of a program you already have. **Installing new software is a simple procedure that starts by inserting the disk (usually a CD-ROM, but some programs still come on floppy disks) into the appropriate disk drive. You also can download a program from a Web site, and the same basic instructions apply for installing downloaded software.**

Computer Concepts



Freeware is software that is distributed to users, usually through a Web site, at no cost. The author of the program still owns the copyright for the software, so if you download a free-ware program, you may only use it for your personal use. You cannot legally distribute it to anyone else without the author's permission.

STEP-BY-STEP 1.7

1. Close the WordPad and Paint programs if you have not already done so.
2. Insert the new software disk in the appropriate disk drive.
3. In a CD drive, inserting the disk may automatically open a window showing the files on the disk. If the program is on a floppy disk, open Windows Explorer and click **3½ inch Floppy (A:)** (or a similar designation for the floppy disk drive) to list the files on the disk.
4. Find the file called Setup or Install or a file with a similar name. Double-click the filename to start it.
5. You will see a screen telling you the Installation wizard is preparing to install the new software. You will probably also have to click a button that indicates you agree to the terms of use for the software program you are installing. You can scroll through the terms in a text box and then click the agreement button to continue.

STEP-BY-STEP 1.7 Continued

6. Follow the steps shown in the Installation wizard message boxes (such as the one in Figure 1-13) to completely install the program. You may be asked what elements of the program you want to install, where you want to install it, and other options. It is usually a good idea to accept the options the Installation wizard suggests for these decisions.

FIGURE 1-13

A software Installation wizard message box



7. When the installation is complete, the Installation wizard may indicate that the computer needs to reboot before the program will be available. If you see this message, be sure all other programs are closed before clicking **OK** or **Finish** to reboot the system.
8. After the computer restarts, you can double-click the shortcut icon for the new program on the desktop (or find the name of the program in the All Programs list and click it) to start the program.
9. You may be asked to register the program. If you have an Internet connection, you can register the program immediately; if not, click the Register Later option to begin using the program. It is a good idea to register a new software program so that you can take advantage of technical support and upgrades offered by the software company.

Note

Some programs require a key number or code that must be entered to install or register them. You can usually find this code on the program disk or on the software's packaging.

Software Upgrades

Software is always being revised and changed. We have already examined the many versions of operating systems that have been developed in the past few years. In Lesson 4 you learned about Windows 95, Windows 98, Windows 2000, and Windows XP. Sometimes you can upgrade an existing program by installing some additional code, but some upgrades are so extensive they require you to install completely new programs.

Module 1 Computing Fundamentals

Applications software is upgraded also, and like systems software upgrades, the new versions include new features. Software is also upgraded to fix problems (or bugs) that have been reported and to make the software more compatible with other products, such as newer hardware or a new operating system.

It is often beneficial to upgrade software, especially when the new program offers convenient and up-to-the-minute features. But there are also negative aspects of upgrading. For example, you may run into compatibility problems if you try to install newer software on older hardware, or the new program may create conflicts with other software installed on your computer. Sometimes if you upgrade to a new version too soon, you risk problems with software that was released too quickly and may have bugs that were not all worked out yet. A manufacturer's Web site may offer information about a particular software upgrade, and many independent Web sites and industry news regularly report on the pros and cons of specific upgrades.

Staying Informed About Upgrades

If you register software with the manufacturer, you may be notified of upgrades to the program by e-mail. You can also check the manufacturer's Web site for information about the most recent versions of the software. Sometimes minor "patches" and updated material are offered to registered users at no cost. Even a completely new version of a software program may be available to a registered user at a reduced cost.

SUMMARY

In this lesson, you learned:

- When you turn on your computer, the operating system performs all the necessary startup tasks automatically.
- Some of the components of a GUI are the desktop, icons, pointer, pointing device, menus, scroll bar, and windows.
- The desktop is a representation of how people work at a desk and contains windows and icons.
- Shut down the computer using the operating system's Shut Down or Turn Off Computer command to prevent damage to components, software, and data.
- Formatting is the process of preparing a disk so it can be used to write data to and read data from the disk. Most disk media today are preformatted, but you can reformat a disk to erase all the information on it.
- Click or double-click an icon to open a window.
- You can move a window, resize it, maximize it, minimize it, or restore it to its original size.
- Close a window by clicking the Close button at the upper-right corner of the screen.
- Use folders to organize your files.
- Delete folders and files by right-clicking on the folder or filename and using the shortcut menu's Delete command or by dragging it to the Recycle Bin.
- When you move a file, it is moved to a new location.

Lesson 1 Essential Computer Skills

- When you copy a file, you create a duplicate of your original file in another location.
- You can select, move, copy, or delete a group of adjacent or nonadjacent files and folders.
- You can start a software program by clicking on its name in the All Programs list on the Start menu.
- You can have several windows and/or programs open at one time and can switch between open windows.
- The title bar of the active window in your screen has a title in dark or bright lettering; other open windows in the same screen will have shaded titles.
- To install new software, you start the Install or Setup file and follow the instructions in the Installation wizard.
- It is a good idea to register new software to take advantage of the technical support and upgrades offered by the software company.
- Software upgrades can offer new features and fix bugs, but some upgrades may also cause compatibility problems or might be released before they are problem-free.

VOCABULARY *Review*

Define the following terms:

Desktop

Folder

Icons

Maximize

Menu

Menu bar

Minimize

Pointing device

Restore

Scroll bar

Taskbar

Title bar

Toolbar

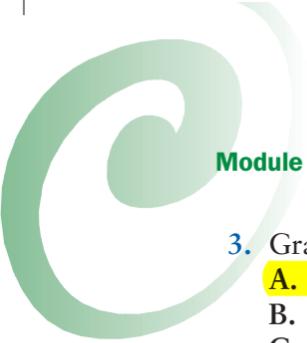
Window

REVIEW *Questions*

MULTIPLE CHOICE

Circle the best response for each of the following statements.

1. The _____ is the first screen you see after the operating system is loaded.
 - A. WordPad
 - B. menu options
 - C. desktop**
 - D. format
2. To keep your files organized, you create _____.
 - A. menus
 - B. icons
 - C. folders**
 - D. desktops

**Module 1** Computing Fundamentals

3. Graphical representations of files and programs are called _____.
A. icons
B. menus
C. pictures
D. scroll bars
4. To move a window, move the mouse pointer over the _____, press the left mouse button, and drag.
A. scroll bar
B. icon
C. desktop
D. title bar
5. When you create a duplicate of a file, you are _____ the file.
A. moving
B. copying
C. deleting
D. executing
6. A small picture representing a file or folder is called a(n) _____.
A. menu
B. taskbar
C. icon
D. detail
7. The Recycle Bin allows you to retrieve a deleted file by using the _____ command.
A. Undelete
B. Undo
C. Retrieve
D. Restore
8. A new version of a software program is called a(n) _____.
A. upgrade
B. application
C. bug
D. wizard
9. Find an Install or _____ program file to install new software.
A. Configure
B. Setup
C. Menu
D. Format
10. A new software program can be installed from any of the following sources *except* a(n) _____.
A. downloaded file
B. output device
C. CD disk
D. floppy disk

TRUE/FALSE

Circle T if the statement is true or F if the statement is false.

- T **F** 1. You can only copy files, not move them.
- T **F** 2. You can only open one window at a time.
- T **F** 3. A pointer is usually seen as an I-beam or arrow on the screen.
- T** F 4. Formatting a disk erases any data it contained.
- T** F 5. To select a group of adjacent files, select the first file, then hold down the Shift key and select the last file in the group.
- T **F** 6. The toolbar provides drop-down options from which to choose commands.
- T** F 7. A window can be resized or minimized to a button on the taskbar.
- T **F** 8. To close a window, you click its Quit button.
- T **F** 9. You can close a window that is minimized simply by double-clicking its button on the taskbar.
- T** F 10. The Program wizard guides you through the process of installing new software.

PROJECTS

PROJECT 1-1


Examine the desktop of the computer you are using and write a report on the various elements on the desktop. Describe the system you are using and then describe what you think is the best operating system—a visual system with icons or a text-based system.

PROJECT 1-2

If your computer has the Windows XP tour installed (look in the Accessories list in All Programs for a program called *Tour Windows XP*), click on the program name to open it. Your instructor will tell you if your computer can run the animated tour with sound, or if you should choose the non-animated tour with text and images. Click Next to start the tour. Choose Windows XP Basics. When you have finished the tour, write a short report about what you learned.

PROJECT 1-3

Use an Internet search engine such as Google or AltaVista to search for a freeware program that offers a way to keep track of your assignments or work projects. Use a keyword such as *freeware assignment calendar*. With your instructor's permission, download the program (following the instructions on the Web site) and then install it by starting the Install or Setup program.



Module 1 Computing Fundamentals



TEAMWORK PROJECT

You now have some information and knowledge about using a computer. Team up with a friend or coworker and create an outline for a training program. Include all the main elements that you think are necessary for someone to be an effective computer user.

CRITICAL *Thinking*

ACTIVITY 1-1

In a work environment, you often find yourself working with other people as a group. You may be one of a group of food service employees working together in a restaurant or you may work with a group of people who are responsible for restocking shelves in a retail store. Now think about putting groups of files into folders. Are there any similarities between this and people working together as groups? Any differences? Make a table listing similarities and differences between files in folders and people in work groups.