

# The Desktop

- What is the "Desktop"?

The picture you see on the Screen when the computer first turns on. It has icons on it and a bar at the bottom also with icons on it and a Button on the extreme lower left.

- What is an "Icon"?

The small "pictures" representing Programs, Documents, Pictures, and Folders that are in your computer.

- Why do I need Icons on my desktop?

You don't Need them, but they are very helpful in performing operations on your computer. You can use menus, but icons are faster and, I think, much easier to use.

- How do I use the Icons?

Just Double Click on an icon. If it's an icon of a Program, the program will start. If it's an icon of a Document, the appropriate program for that document will start and the document will be shown. If it's an icon of a Folder, the folder will open and let you see what is inside. If it's an icon of a Picture, the appropriate program will start and you will see the picture. If it's the icon of the Trash Can you can look inside and see what has been thrown away.

- What does the little arrow in the lower left of an Icon on the Desktop mean?

That Icon on the Desktop is a Shortcut to the Real file in your computer. It makes it easier for you to open the file. If you delete a Shortcut icon, you have not lost your file, just the Shortcut.

- How do I make a Shortcut to a Program?

Click on the "Start" button, Click on All Programs, Right Click on the name of the Program you want the Shortcut for. Click on Send To, Click on Desktop (create shortcut).

- Can I make a Shortcut for a Document or Picture?

Sure, just Right Click on the icon of whatever you want the Shortcut for. Click on Send To, Click on Desktop (create shortcut).

- Where is the "Start" button?

In the Extreme Lower Left Corner of your Desktop. On XP computers it says Start and on Vista and Win7 computers it's just a round colored ball. If you Hover over the ball, it will say Start.

- What does "Hover" mean?

On Most Icons, if you move the Cursor over the Icon and pause a second or so, the name of the Icon will appear telling you it's function.

- What is a "File"?

A file is the result of work you have done using a program. It could be a Document, a Spreadsheet or Picture for example.

- What is a Document?

What is produced using a Word Processing program like Word or the equivalent program.

- What is a Spreadsheet?

A financial file produced using a program like Excel or equivalent. It is comprised of thousands of Cells. Each Cell is capable of being a miniature calculator or could just contain words.

- What is a "Folder" used for?

To allow you to store any type of File; Shortcuts, Programs, Documents, Pictures etc. They keep your Desktop organized.

- How do I make a Folder?

Right click on an empty place on your Desktop, not on an icon, and Click on New and then Click on Folder. Then type the Name you want to give the Folder.

- Can I Rename an Icon – a Folder for example?

Yes. Right Click on the icon and Click on Rename. Type the new name you want.

- Can folder be put inside other folders? If so, How Many?

Yes, you can put as many folders as you like inside other folders, they don't get 'fatter' like paper folders. Using folders to organize your computer's data is a sign of a good computer operator. Folders eliminate "Clutter" on your Desktop.

- What is a "Program"?

Software that tells the computer how to handle your input commands. A Word Processing program allows letters etc. to be made, an Email program allows you to send and receive messages and attachments and a Photo program like Picasa allows you to manipulate pictures.

- How do you Start a program?

Double click on the Icon that represents the program, or click on the Start button/symbol and select All Programs and Click on the program from the list.

- How do you Close a program?

Click on the "X" in the upper right corner of the window that has the program name in the title bar.

- What is an "Application"?

Another name for a Program, sometimes you will see an Application called an App.

- What does "Open" mean?

If you mean a Program, Open means to Start it. If you mean a Document or Picture, Open means to enlarge it on the screen for you to see and possibly take action on it.

- What does "Boot" mean?

It specifically means to Start something. Booting a program is the same as Starting it. You don't Boot a document or picture. Some people say they are Booting their computer when they mean they are Turning it On. It comes from kicking someone with your boot to get them going.

- How do I adjust the Clock on my computer?

Right Click on the Time digits shown in the lower right corner of your Desktop. Click on Adjust Date/Time. Click on the correct Date and enter the correct time. Click Time Zone tab and click for Daylight Saving Time auto adjustment if you like.

- What is the "Taskbar"?

The bar at the bottom of the Desktop screen that has little icons on the right side and sometimes on the left. It always has either the "Start" button at the extreme left (XP) or a Colored Ball that serves as the Start button (Vista and Windows 7).

- How do I put Program Icons in the Taskbar?

With Win7, just Click on a program icon, drag and drop it in the left side of the Taskbar.

With XP, Right Click on the Taskbar, Click Properties, Click Show Quick Launch, Click OK. Then just Click on a program icon, drag and drop it in the Quick Launch area at the left side of the Taskbar.

- How do I Remove Program Icons from the Taskbar?

With Win7, Right Click on the program icon and click Unpin from the Taskbar.

With XP, Right Click on the program icon you want to delete. Click Delete, Click Yes.

- My Taskbar used to be at the Bottom of my Desktop Window. Now it's on the Side. How do I get it back to the Bottom?

Click on the Taskbar anywhere that Does Not have an icon. Drag the Taskbar to the Bottom of the Desktop Window and release the mouse.

- My Taskbar used to be Thin, now it's higher. How do I get it to be Thin again?

Slowly move your cursor to the top edge of the Taskbar. The cursor will change to up and down arrows. Drag the cursor to the bottom of the Desktop Window and release the mouse.

- My Taskbar disappears. When I move the mouse to the bottom of the Desktop Window it re-appears. How can I keep it from disappearing?

Click on the Taskbar anywhere that Does Not have an icon. Click on Properties. Un-click Hide Taskbar. Click OK.

- My Clock has disappeared from my Taskbar. How do I get it back?

Click on the Taskbar anywhere that Does Not have an icon. Click on Properties. Click on Show Clock. Click OK.

- How do you Turn Off the computer?

Click on the Start button/symbol and click on the lower right of the window that appears. Different Operating Systems show different names for Turning Off, Restart, Sleep, Hibernate etc. Only turn off your computer with the power switch in case of an emergency.

- My Icons disappeared from my Desktop, how do I get them back?

With Win7/Vista, Right Click on a blank space on the Desktop. Click View. Click on Show Desktop Icons.

With XP. Right Click on a blank space on the Desktop. Click on Arrange Icons By. Click on Show Desktop Icons.

- How do I change the Size of the Icons on my Desktop?

With Win7/Vista, Right Click on a blank space on the Desktop. Click View. Click on the size you want the icons to be.

With XP. Right Click on a blank space on the Desktop. Click Properties. Click the Appearance Tab. Click Effects. Click the Use large icons box, Click OK, Click OK.

# Operations

- What does "Click" mean?

Pressing the switch in the upper Left side of the Mouse One time. To Click on something is a signal that you are going to do something with that which you clicked on. The single word "Click" is always used, Never "Left Click".

On a laptop, the Left switch under the Trackpad is the same as the upper Left side button on the Mouse.

- What does "Double Click" mean?

Pressing the switch in the upper Left side of the Mouse TWO times, not too fast and not too slow. Double Clicking is used to Open Documents, Start Programs etc.

- What does "Right Click" mean?

Pressing the switch in the upper Right side of the Mouse One time. You never Double Click the switch in the upper Right side of the Mouse. When you Right Click the mouse, a menu called "Contextual Menu" shows to allow you to Click on various functions.

On a laptop the Right switch under the Trackpad if the same as the upper Right side Mouse button.

- What does "Click and Drag" mean?

Move the Cursor over an icon on the Desktop, then Click and Hold Down the Left Top button on the Mouse, and then Move the Mouse. What you selected will move. This would be accomplished on a laptop by Clicking the Left switch under the Trackpad and moving your finger over the Trackpad.

- What does "Drag and Drop" mean?

It's the same as Click and Drag except instead of just Moving something on the screen you move over the Top of a folder, for example, and Drop the item you are dragging Into the folder by releasing the Mouse button.

You can Drag and Drop a document on a Word Processing program's icon and it will automatically start the program and open the document. A picture will open if you Drag and Drop it on a Picture program's icon.

- What does Select mean?

You can just Click to select an icon, or Click just Before the first word in a document that you want to Select and Drag your Mouse over the rest of the words you want to Select. The Selected item/words will change color.

- What do I do after I Select an icon.

You can move it around, Click and Drag it, Drag and Drop it into a folder etc.

- What do I do with Text that I have Selected?

You can Delete it by pressing the Backspace key, or Copy and Paste it to another location.

- What does "Copy" mean?

Copy is part of the set of commands that allow you to move data from one place to another – within a document or between documents or programs. The other commands are: Paste, Cut, and Undo. After you Select data, press and hold the Ctrl key and press the "C" key. You have now put the data on the Clipboard.

Then go to the location you want to put that data and click on the area it is to be inserted. Press and hold the Ctrl key and press the "V" key. The data will be 'Pasted' at that point. (The data will Still be where you first found it.) IF you no longer want the data to be at the original point, you can go back and Select it and press the "Backspace" key OR you Could have previously selected it and pressed and held the Ctrl key and pressed the "X" key instead of the "C" key. Now the data is on the Clipboard, but it is No Longer at the original location. You can again go to the new location for the data and Paste it. BUT, if Before you Pasted it you should have accidentally put something else on the Clipboard, your data would be lost – would not in the original location and not pasted to the new location. It is Safer to Copy the data and then delete it after you Paste to the new location.

The fourth key in the set of commands is the "Z" key. If Immediately after you Copied or Pasted data, you realize you made a mistake, press and hold the Ctrl key and press the "Z" key. The last action will be reversed. You can usually repeat this "Z" key pressing for more than one reversal.

- What does "Cut" mean?

Cut puts the Selected data on the Clipboard by pressing and holding the Ctrl key and pressing the "X" key. It Removes the data you selected and that data is then Only on the Clipboard until you paste it somewhere.

- What does "Paste" mean?

To Paste is to put what is on the Clipboard on a document. To Paste you place the Cursor of the place you want to put the data from the Clipboard and press and hold the Ctrl key and press the "V" key.

- What does "Undo" mean?

Undo corrects a Copy, Cut or Paste error. Immediately after doing one of those operations, press and holding the Ctrl key and press the "Z" key. This can usually be repeated for more than one reversal.

- What does "Delete" mean?

If you delete words in a file like a Document or numbers in a Spreadsheet, they are permanently removed. Delete words in a file by using the Backspace key, Not the Delete key.

If you delete the whole File, it goes into the Trash Bin.

Deleting email messages in the email program puts them in the Deleted Junk folder. If you delete them from the Deleted Junk Folder they usually cannot be retrieved – they don't go into the Trash Bin but go into Never-Never land immediately.

- Where do the Files you delete go?

Into the Trash Bin. Usually shown on the lower left of the Desktop.

- How would you Delete a file, document, icon, picture etc.?

Click on it and then Right Click and select Delete.

- Can you get back something you've deleted?

Yes, usually. If right after you deleted a word or number in a document or spreadsheet, you can get it back by Pressing and Holding down the Ctrl key and pressing the "Z" key. Sometimes you can repeat pressing the "Z" key and go back multiple operations you Just deleted.

If the deleted item is in the Trash Bin, you can Double Click the Trash Bin icon to open it. Right click on the item you want to Un-delete and Click on Restore. The item will be returned to where it was when you deleted it.

- How do you select More than one item to Delete at one time?

If the items are in a list, you can select the first item at the top, press the Shift key, and select the last item to delete. All the items between will be selected to be deleted.

If you want to delete a group of Icons, hold down the Ctrl key and Click on the icons you want to delete. Or you can Click on a blank place on the Desktop and Drag the Cursor over the icons you wish to delete and release your Mouse.

After Selecting the items or icons you wish to delete, Right Click and select Delete

- What if you want to Un-select one or more items in the selected list so they Don't get deleted?

Hold down the Ctrl key while you Click on the items you Don't want to delete. This works on both items and icons.

- What if you wanted to just "Pick and Choose" items to delete in a list, not the whole list?

Hold down the Ctrl key and Click on the items to be deleted. Works the same with icons.