

digital literacy
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human rights to
education and
information

building
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society

*ITdesk.info - project of computer e-education
with open access*

Using Computer and Managing Files

HANDBOOK

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PREFACE

Today's society is shaped by sudden growth and development of the information technology (IT) resulting with its great dependency on the knowledge and competence of individuals from the IT area. Although this dependency is growing from day to day, the human right to education and information is not extended to the IT area. Problems that are affecting society as a whole are emerging, creating gaps and distancing people from the main reason and motivation for advancement- opportunity. Being a computer illiterate person today means being a person who is unable to participate in modern society, being a person without opportunity and despite the acknowledged necessity and benefits of inclusive computer literacy from institutions like the European Commission, UNESCO, OECD, there are still groups of people having difficulties accessing basic computer education (persons with disabilities, persons with learning difficulties, migrant workers, unemployed persons, persons that live in remote (rural) areas where IT education is not accessible).

This handbook, combined with other materials published on ITdesk.info, represent our effort and contribution to the realization and promotion of human rights to education and information considering the IT area. We hope that this education will help you in mastering basic computer skills and with that hope we wish you to learn as much as you can and therefore become an active member of modern ICT society.

Sincerely yours,

ITdesk.info team



Lector of Croatian version:

infokatedra
Centar za obrazovanje



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OPERATIVE SYSTEM - OS

MAIN ACTIONS

Turn on your computer

- The computer turns on by pressing the button  which is located on the computer case.
- If necessary, enter the username and password.

The proper procedure for restarting the computer:

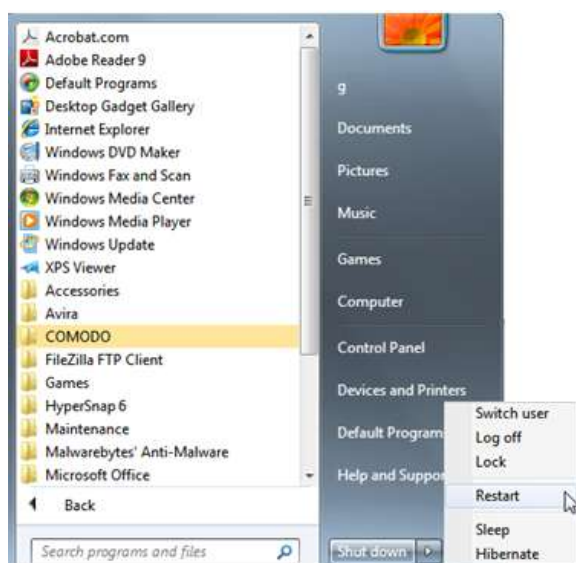


Fig. 1. Start Menu

Start Button

Search pane

The **Start Menu** is the starting point of the system. Through this menu you can access programs, open frequently used folders, configure settings on the computer, access the Help function, shut down the computer or log off...



The system can be restarted via Start menu: click the arrow next to the **Shut Down** button and then select the **Restart** command.

Fig. 2. Computer Restart

Shutting down a non- responding application (End Task)

If the application "freezes" and stops responding, the situation, in most cases, can be solved by pressing the key combination **Ctrl + Alt + Del**. Pressing these keys will open the **Windows Task Manager**. To close an application that does not respond, select it and press the **End Task** button.

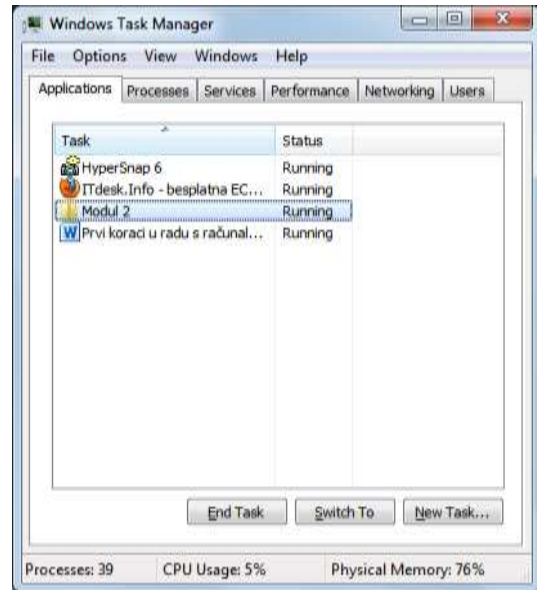


Fig. 3. Windows Task Manager

The **Reset** button is used when the computer does not respond to our instructions ("froze up"). The **Reset** button is usually the button below the Start button on the computer case. After you have pressed it the computer shuts down and immediately starts again.

Correct procedure for turning off the computer:

The computer shuts down via Start menu, by clicking the **Shut Down** button.

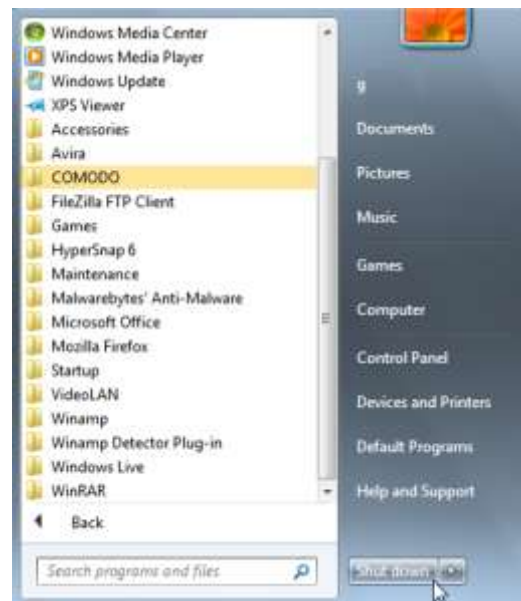


Fig. 4. Shutting down

Using the Help function

The **Help** function can be accessed from the computer desktop, by pressing the **F1** key on the keyboard. **Windows Help and Support** opens with a search box in which you can enter terms that are of your interest or you need help on. If you press F1 while in an active window or program (e.g. Microsoft Word), the **Help** function will relate to that program specifically. Another way to access the **Help** function is through the the **Start** menu → **Help and Support**

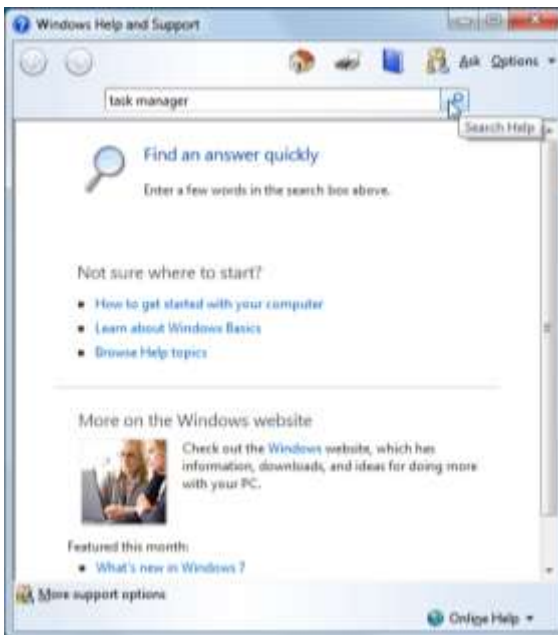



Fig. 5 Help function

GENERAL INFORMATION AND SYSTEMIC OPERATIONAL SYSTEM SETTINGS

System Information

- In the Start menu → right click on Computer, then choose the Properties command from the quick menu, or
- Right-click on icon  found on your desktop → choose the **Properties** command from the quick menu, or
- **Start** → **Control panel** → **System**, or
- The key combination **Windows + Pause**

It will open a window that shows information about the operating system installed on your computer and some basic information about the computer (processor type, installed memory).

Date and Time




To change the time and date you need to click on the time  shown in the lower right corner of the taskbar. Click on **Change date and time settings** in the window opened (Figure 6).

Fig. 6. Date and time

Speaker Volume





In order to change the speaker volume, you need to click on the icon  in the lower right corner of the taskbar. By moving the vertical scroll bar you can change the volume. Pressing the **Mute Speakers** button  turns off the sound.

Fig. 7. Adjusting the speaker volume

Desktop Background

The appearance of your desktop background can be changed in the following manner: position your cursor over the desktop, press the right mouse button and select the command **Personalize** from the Quick menu. In the opened window, click on **Desktop Background** and choose from any of the listed files, or click the **Browse** button and choose another image stored on the computer.

It is also possible to select multiple background images that, in a given period of time, change on the screen, similar to screen saver. Just mark the images you want to display and then in the drop-down menu **Change picture every** select the change interval.

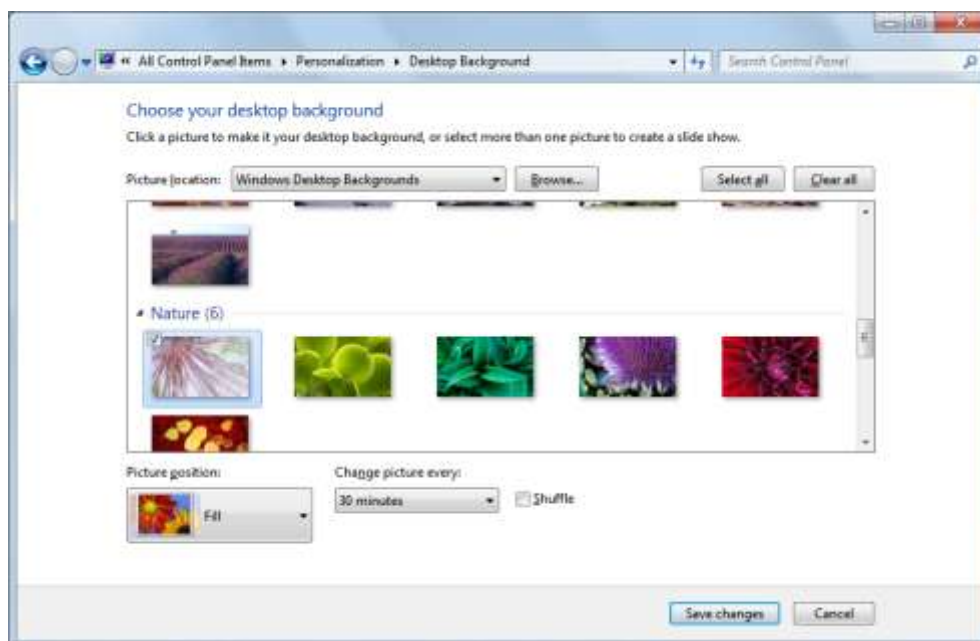


Fig. 8. Changing the background

Screen Saver

To set the Screen Saver, position the cursor over the desktop and press the right mouse button (the quick menu will open) and choose the option **Personalize**. In the opened window select the **Screen Saver** icon.

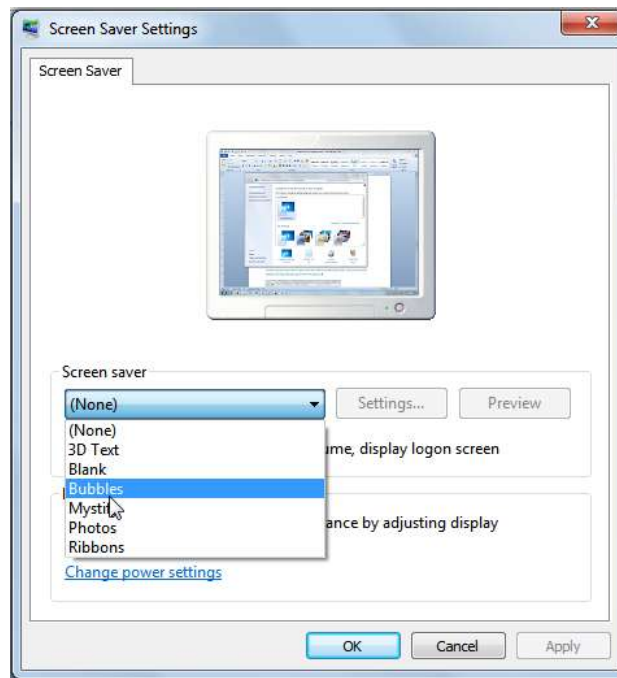
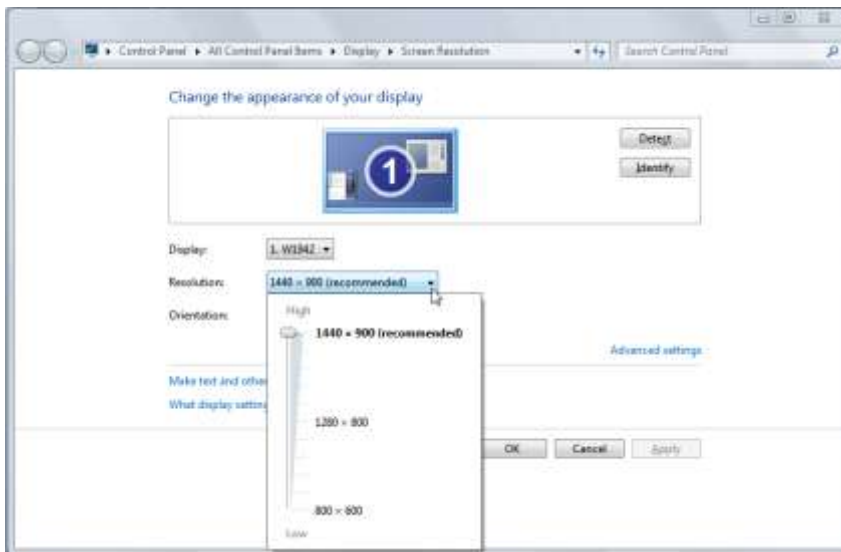


Fig. 9. Dialog box
Screen Saver

Resolution



To change the screen resolution, press the right mouse button over the desktop and select the **Screen resolution** command from the quick menu.

Fig. 10. Setting the screen resolution

Control Panel

The Control Panel is a special folder in which you can adjust the system settings through various system setting options (install and uninstall programs, adjust the keyboard, mouse, sound ...).

The Control Panel is accessed via Start menu → Control Panel.

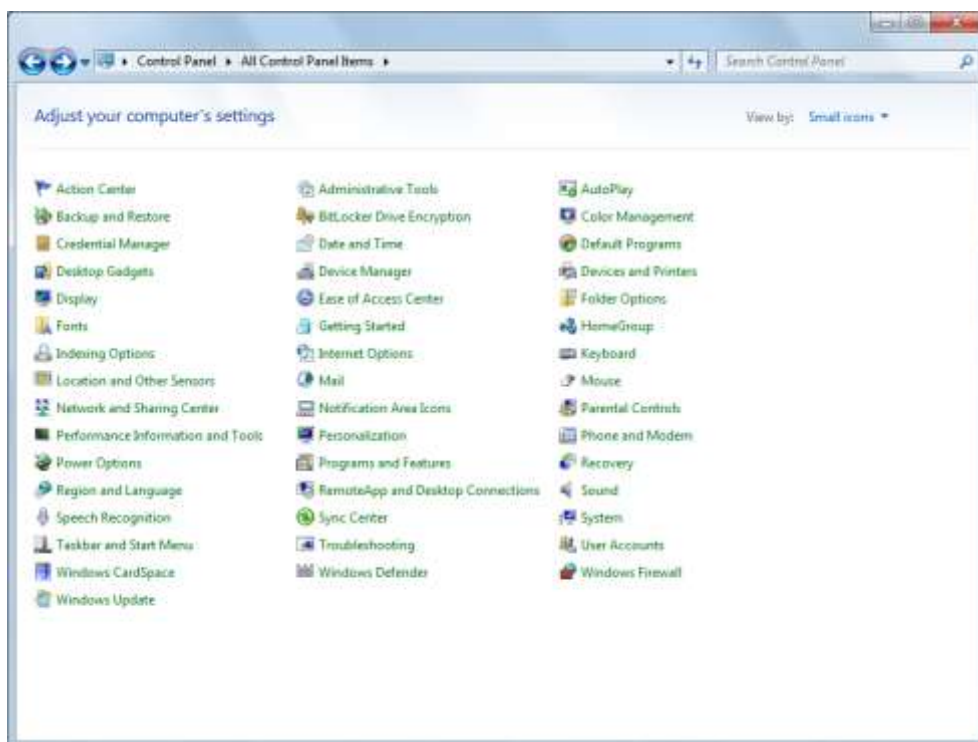


Fig. 11. Control Panel –Small icons view

Selecting and adding the keyboard language.

In the **Control Panel** open the **Region and Language** icon and select the **Keyboard and Language** tab, then select the **Change Keyboards** button. In the group **Installed services** click on the **Add** button. Select the language you want to add and double-click on the **Keyboard**. Confirm by pressing the **OK** button.

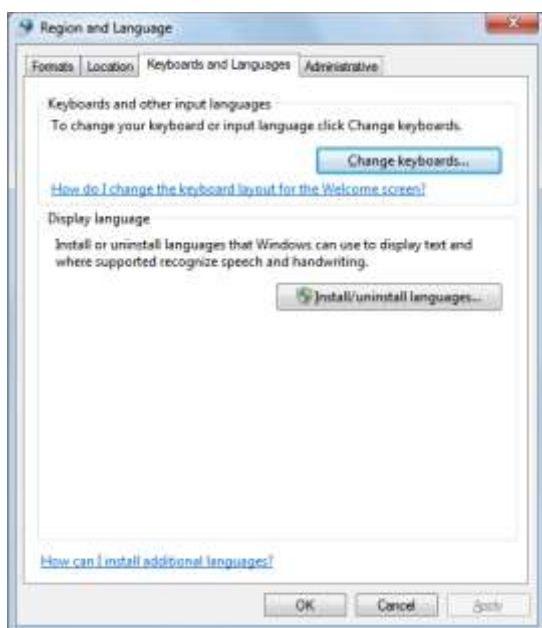


Fig. 12 Keyboard and Language



Fig. 13 Installed services group

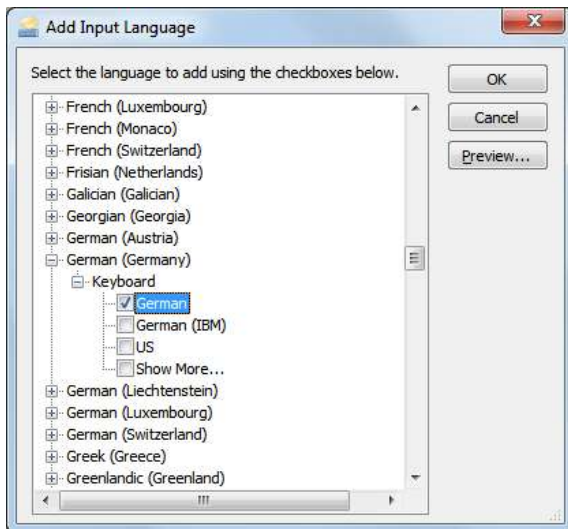
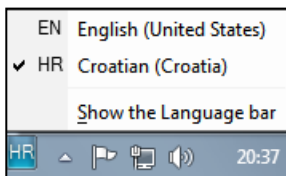


Fig. 14 Add input language

Change the input language of the keyboard



On the **Language Bar**, click the **input language** button (in this case Croatian is chosen) and then select the input language you want to use.

Fig. 15 Change input language keyboard

Program management

Installing new programs:

- From CD, DVD, Internet, network
- When installing from a CD or a DVD, in most cases the dialog box will automatically open the **Autorun** function, through which the **Setup Wizard** can be started
- If the installation of the program does not start automatically, you can start the installation manually by double-clicking on the file typically called **Setup.exe** or **Install.exe**
- After the Wizard installation has started, follow instructions and go to next steps by pressing Next, Yes, buttons etc. You will usually have to accept license terms, choose a location where the program will be installed, possibly choose components of the program you want to install etc. At the end press the **Finish** or **Close** button.

Uninstalling the programs

On the **Control Panel** double-click the **Programs and Features** icon, choose the software you want to uninstall and click the **Uninstall** button.



Fig. 16 Uninstalling programs

Using the «print screen» key on the keyboard

By pressing the **Print Screen** key, the image currently on the screen is temporarily stored in the buffer (**clipboard**). To see the image and edit it, open any software for image editing like the **Paint** program and simultaneously press the Ctrl and V keys on the keyboard in order to paste the image in the imaging software. If you want to capture only active windows, use the keyboard key combination **Alt + Print Screen** and the rest of the process is the same.

The Paint program comes with windows and can be accessed via Start menu → All Programs → Accessories → Paint.

ICONS

Icons are small pictures (pictograms) on a computer screen and they all represent programs, folders, files and shortcuts.

A double click on a program icon will start the appropriate program.

A double click on the folder icon will open a window that shows files and folders contained in that folder.

A double click on the file icon will start the appropriate program and open that file in an appropriate program.

Shortcuts are files that point to other programs, program files or folders found somewhere on the computer. A double click on the shortcut icon will start either the appropriate program, or the appropriate file and corresponding program or appropriate folder.



Microsoft Excel 2010 shortcut icon



Microsoft Word 2010 shortcut icon



Microsoft Access 2010 shortcut icon



Microsoft PowerPoint 2010 shortcut icon



Folder icon



Computer icon



Recycle Bin icon

Select and move (one or more) icons.

An icon is selected by a click on the icon it with the left mouse button. To select multiple icons at once:

- press and hold down the left mouse button, then pull the mouse across the icons and release the mouse button, or



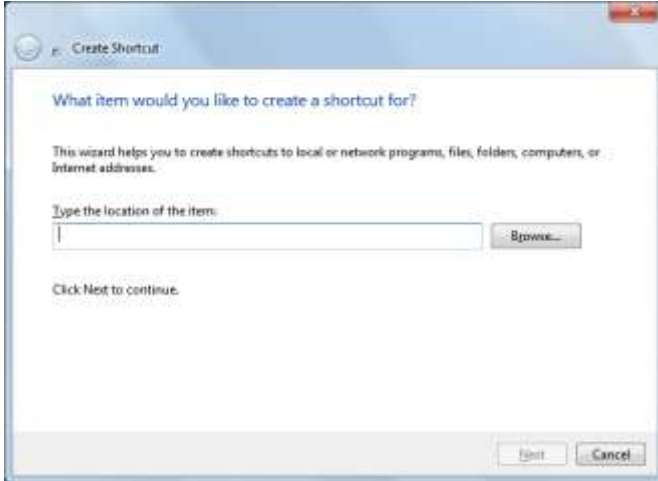
Fig. 17. Select several icons using the above mentioned method

- select an icon, press and hold down the **Shift** key, press the last icon in a row and release the Shift key (selecting consecutive icons), or
- press and hold down the **Ctrl** key and select the non-consecutive icons using the left mouse button.

Icons are moved via the drag-and-drop method – press and hold down the left mouse button over the icon, drag the mouse (with the icon) to a new location and release the mouse button (which places the icon in the new location).

Desktop shortcuts

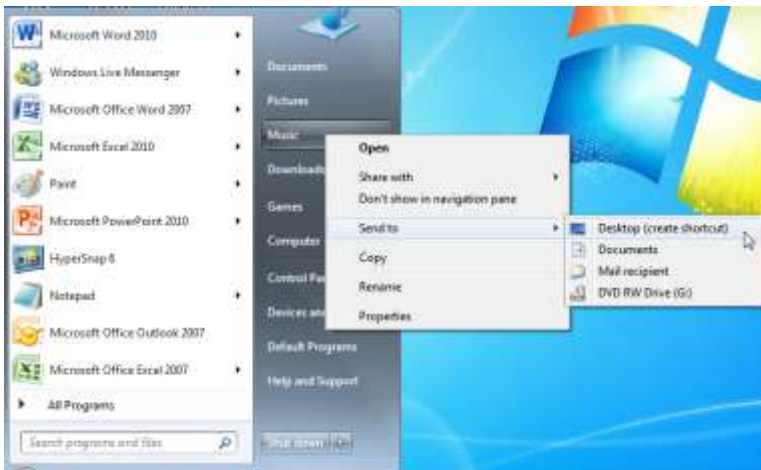
To create a shortcut:



- press the right mouse button on the desktop
- From the quick menu choose New → Shortcut
- click on the **Browse** button and search for a folder, program or file the shortcut is being made for
- press the button **Next** to confirm
- enter the name of the shortcut (or leave the existing one) and end this action with the **Finish** button

Fig. 18. Create a shortcut

E.g. if you want to create a desktop shortcut for the folder Music:




- open the **Start** menu
- press the right mouse button over the folder **Music**
- on the quick menu choose the **Send to** option
- choose the Desktop (create shortcut) option

Fig. 19. Create a shortcut

Using icons

In order to open an icon:

- double-click on it with the left mouse button, or
- select it and press the **Enter** key on the keyboard

Shortcut is an icon with a recognizable arrow  in the lower left corner. The shortcut links you with the file or program. It opens like any other icon; double-click on it with the left mouse button.

BASIC ACTIONS WITH WINDOWS

You can have several windows opened at the same time, but only one will be active:

- The active window has a highlighted border and the inactive window is grayed out
- The opened window becomes active if you press the left mouse button on it, or
- The opened window becomes active if you press the left mouse button on its section on the taskbar

We can move windows using the drag-and-drop method: press and hold down the left mouse button on the title bar, drag the window to where you want to move it and release the mouse button.

Recognizing different elements of a window: title bar, menu bar, toolbars, status bar, scroll bar.

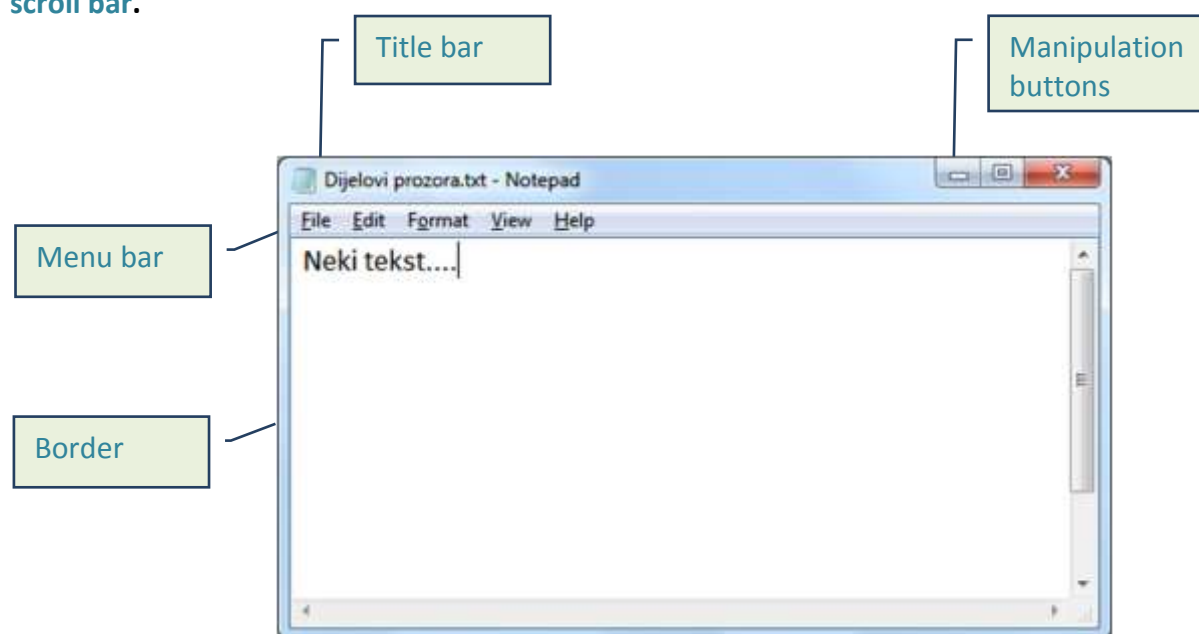
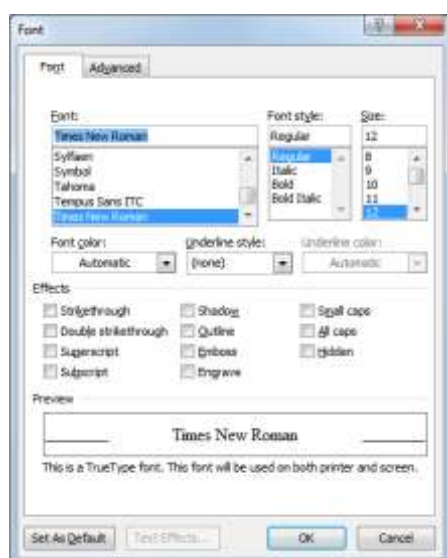


Fig. 20. Window elements





Dialog box


The dialog box is a specific type of window that offers choices related to a certain task. Confirm an action by clicking the **OK** button, or cancel it by clicking the **Cancel** button. Unlike regular windows, their size is fixed.

Fig. 21. Dialog box

Window manipulation buttons are located in the upper right corner of the window's title bar.

- The **Minimize** button – minimizes the window to the taskbar
- The **Restore Down** button - restores the window to the size before maximization
-  The **Maximize** button - spreads the window over the entire desktop
-  The **Close** button - closes the window

Resizing the window:

Using the cursor position over the window border and when the mouse pointer changes its shape into  , press and hold down the left mouse button and drag the mouse. Using this method you can resize the window according to your needs.

Switching between a number of windows opened:

- using the left mouse button to select and activate the desired window - this is possible only if the desired window is at least partially visible
- using the left mouse button to select and activate the desired window from the taskbar – the selected window appears above all others and becomes active
- using the key combination **Alt + Tab** will open a pane showing all opened windows (Fig.22). Hold down the Alt key and press Tab consecutively to move between opened windows. When the desired window is selected, release the Alt key.





Fig. 22. Switching between multiple opened windows- Alt + Tab

WORKING WITH FILES

BASIC CONCEPTS

A **File** is a set of digital data. Each file has a name, an icon (assigned by the operating system) and an extension. Files are placed within folders (for easier reference). To browse computers for files and folders you use Windows Explorer.

Run Windows Explorer:

- position the cursor over the **Start** button, press the right mouse button and select the command **Open Windows Explorer**, or
- from the **Start** menu select **All programs**, in the folder **Accessories** find and click **Windows Explorer**, or
- in the search box (within the **Start** menu) type "Windows Explorer" and click on it when it appears in the results, or
- click on  in the Taskbar, or
- click on the Windows Explorer shortcut on the desktop 

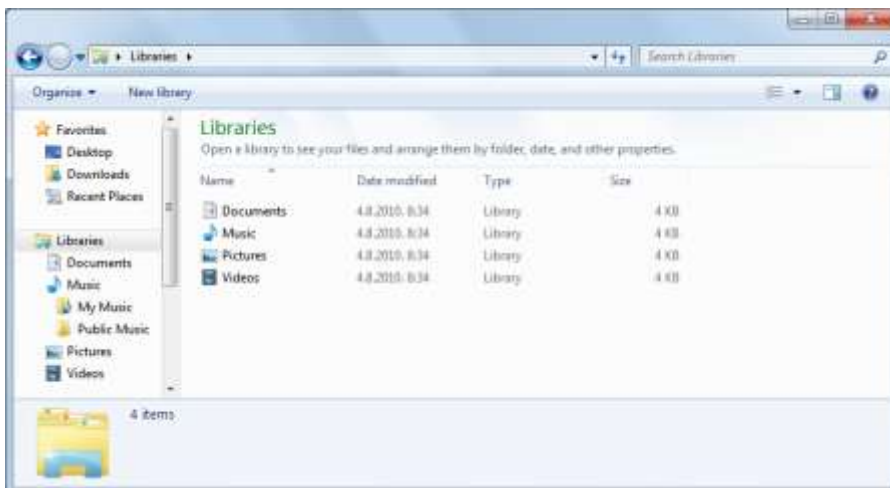


Fig. 23. Windows Explorer – Libraries

There are four types of libraries:

- The **Document** library – this library is used for organizing and saving documents (text files, workbooks, presentations...)
- The **Pictures** library – it is used for organizing and saving pictures
- The **Music** library – it is used for organizing and saving music
- The **Video** library – it is used for organizing and saving video materials

Each file and folder has its path – an address of its location.

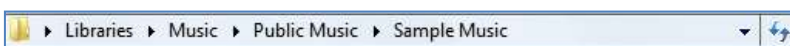


Fig. 24. Address bar - path to the folder Sample Music

Create a new folder in the Music library:

- open Windows Explorer
- open the Music library
- press the **New Folder** button on the window address bar
- enter a name for this folder

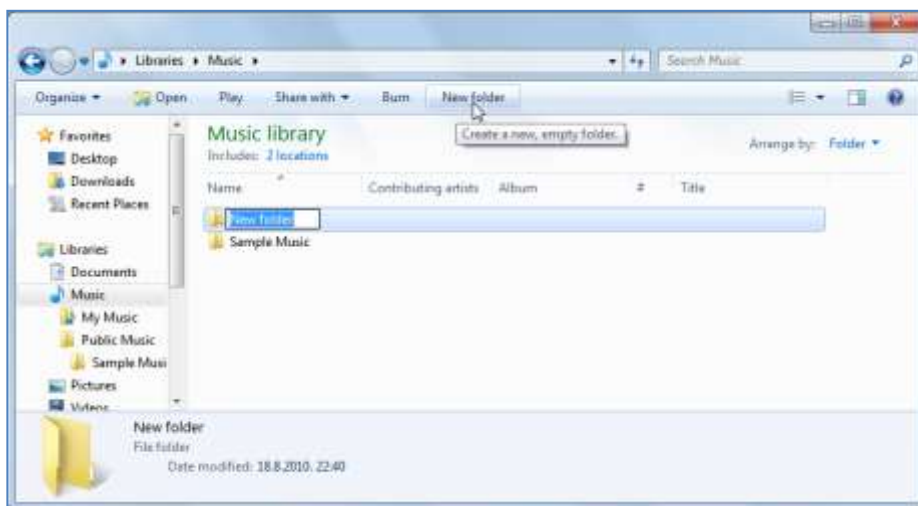


Fig. 25. Create a new folder

Storage devices and hierarchical display of files and folders.

Each device has an icon, name and letter in the parentheses (A, B, C, D, E,...)

There can be one or more Hard Disk Drives on the computer, or there can be one HDD divided into partitions

A Floppy Disc

When the hard disk is not divided into partitions and the DVD-ROM is connected	When the hard disk is not divided into partitions and the DVD-ROM and CD-RW are connected	When the hard disk is divided into two partitions and the DVD-ROM and CD-RW are connected
C Hard Disk Drive	C Hard Disk Drive	C Hard Disk Drive (first partition)
D DVD-ROM	D DVD-ROM	D Hard Disk Drive (second partition)
	E CD-RW	E DVD-ROM
		F CD-RW

Devices used by the operating system for data storage are marked with capital letters (eg: Floppy(A:); Local Disk(C:); Removable Disk(E:) etc.) and are available in **My Computer**.

Data storage devices are:

- Floppy
- Hard Disk – the device for permanent storage
- Network Drive – the hard drive that can be accessed through the network
 - to access it open the folder **My Network Places**
- USB stick
- CD-RW (Compact Disk Re-Writable)
- DVD-RW

Measurement unit, size of files and folders: KB, MB, GB

1 KB (kilobyte) - 1024 bytes

1 MB (megabyte) - 1024 kilobytes

1 GB (gigabyte) - 1024 mega bytes

Why is it necessary to make additional copies of important files on removable storage devices?

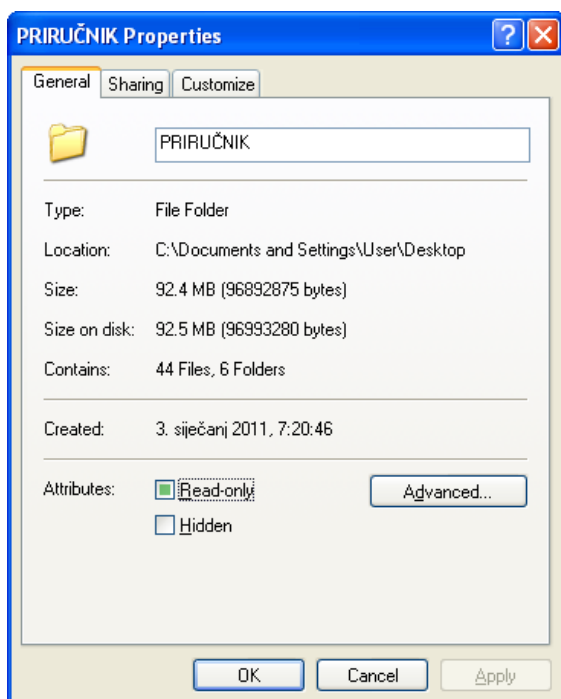
It is recommended to create back-up copies of important files in case the original files become inaccessible, either to drive failure, accidental deletion or other reasons. If you have a back-up you can restore original files. Backup is done mainly on removable storage devices.

The advantages of storing data on network devices

If the computer is connected to a network, you can access shared data (shared with other users on the network): to access network disks open the **My Network Places** folder usually found on the desktop or within the Start menu.



FILES AND FOLDERS



Folder properties dialog box

Click the right mouse button over the folder and choose the **Properties** command from the quick menu. In the opened dialog box under the tab **General** you can find information about the name, size and location of the folder.

Fig. 26. Dialog box - folder properties



Manipulating window size

Sometimes when the window is not maximized you can't see all the information about the devices, folders or files. You can use vertical and / or horizontal sliders to slide through and see complete contents of the window. You can also customize the window size (height and / or length) so that the entire content is visible. To adjust the window size place the cursor (mouse pointer) over the edge of a window and when the mouse pointer changes shape, press and hold the left mouse button, drag the edge of the window and release the left mouse button.

Changing height and width of the window simultaneously can be done by positioning the mouse pointer over any corner of the window and using the method „drag-and-drop” to achieve the desired window size.

Using Windows Explorer

Windows Explorer displays a hierarchical view of folders and files. To start Windows Explorer do one of the following:

- **Windows Explorer**, or
- from the **Start** menu select **All programs**, in the **Accessories** folder find and click **Windows Explorer**, or
- in the search box (within the **Start** menu) type "Windows Explorer" and click on it when it appears in the results, or
- click on  in the Taskbar, or
- click on the Windows Explorer shortcut on the desktop 

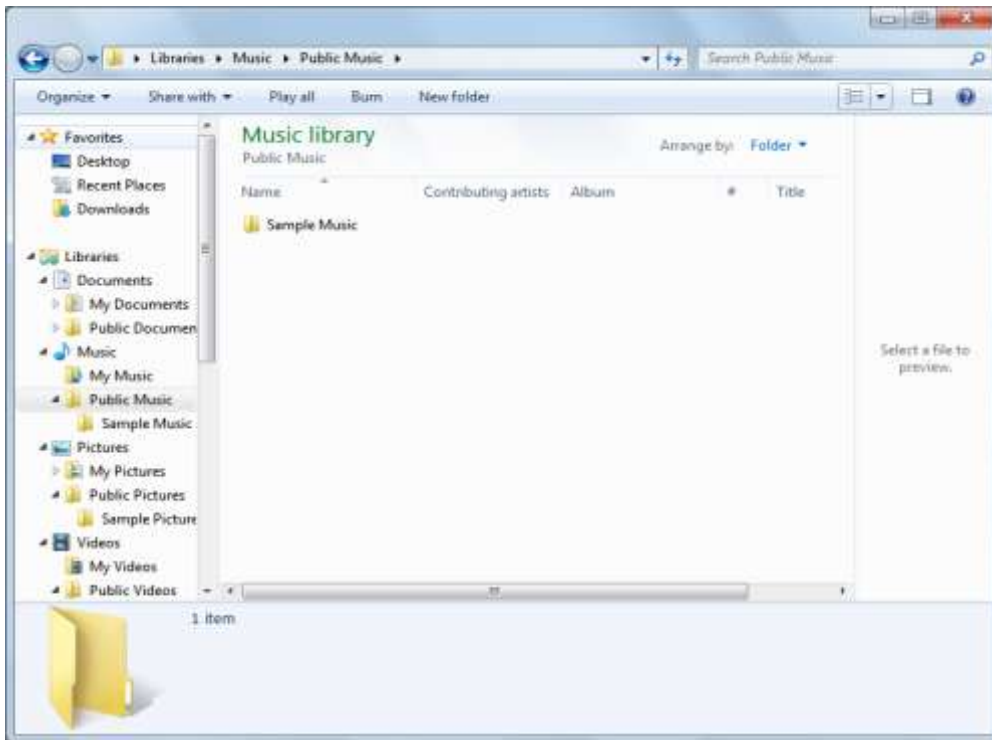


Fig. 27. Windows Explorer

Navigation pane (left side of the window) - displays the entire folder structure. To expand maps press **▶** ; folders with **▲** are branched - expanded. If you wish to see the content of a certain folder, select it in the left pane and in the right part of the window the folder content will be displayed.

You can also navigate through folders displayed in the right part of the window using the left mouse button double click and the address bar.

Creating a folder and subfolder

To create folders on the desktop: press the right mouse button on the desktop and from the quick menu choose the commands **New → Folder** → enter name →press **Enter** key.



Fig. 28. Empty folder icon

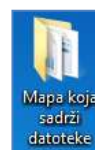


Fig. 29. Folder icon with content

To create a subfolder using Windows Explorer: in the navigation pane (left) select the folder you want to create a subfolder in, and on the toolbar choose: **New Folder** → enter name → press **Enter** key, or press the right mouse button in the right part of the window and choose: **New → Folder** → enter name →press **Enter** key

WORKING WITH FILES

A file is defined by a name and an extension. The extension indicates the file type (text, multimedia ...) and tells the computer which application is appropriate for that file type.

File extensions of some frequently used files are:

.exe – executable files

.sys, .dll - system file

.tmp, .temp – temporary

.rar, .zip, .7z – compressed files

.jpg, .jpeg, .gif, .png– image type

.mp3, .wav, .wma– audio file

.avi, .wmv, .mpg, .mp4 – video - multimedia file

.txt, .odt, .doc, .docx – text files

.ods, .xls, .xlsx – spreadsheet files

.odp, .ppt, .pptx – presentation files

.dbf, .mdb, .accdb – database files

.pdf – (Portable Document Format)

.htm, .html, .asp, .aspx, .php - web

Notepad

The **Notepad** is a simple text editor with limited options for text formatting.

The Notepad can be accessed via Start menu and then clicking on All Programs → Accessories → Notepad.

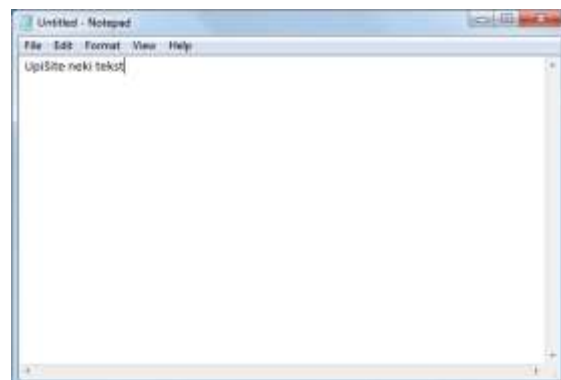



Fig. 30. Notepad

To save a file for the first time, select **Save As** from the **File** menu. In the dialog box that appears specify the location you want to save the file in (**Save in** field) and the file name (**File Name** field).

or just click the **Save** command. Saving can be done using the keyboard key combination **Ctrl + S** or the icon  located in the Toolbar.

File attributes

To change a file / folder status, you need to access the file / folder attributes. Press the right mouse button over the file and select **Properties** from the quick menu. In the lower part of the dialog box there are options for **Read Only** and **Hidden**. If you select the **Read only** attribute option, the file can be opened and changes can be made, but when you try to save the file you will only get the **Save As** dialog box. Saving the file is possible only under a different name and the original file will not be changed due to the **Read Only** attribute.

If you select the **Hidden** attribute, the file or folder will become invisible in Windows Explorer, provided that the OS is set not to display hidden files or folders (this option is found in Windows Explorer: choose tools->folder option- >tab “view”, the option is called “show hidden files and folders

Hidden files and folders

Do not show hidden files and folders

Show hidden files and folders

”). If marked, hidden files and folders will be visible in Windows Explorer, but they will also be transparent and if this option is not marked, files or folders will be invisible therefore hidden. When you have selected the desired attributes, you confirm them by clicking the **OK** button.

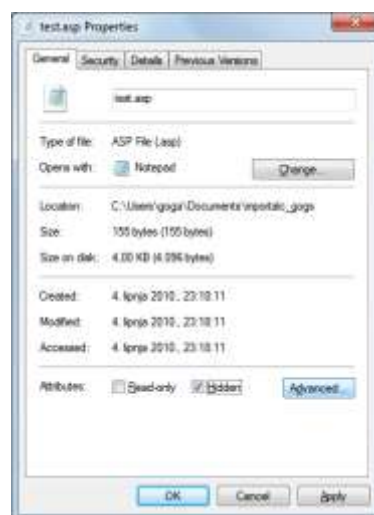


Fig. 31. Dialog box Properties – option Hidden is marked

Option view

You can choose among available views using the  button found on the window toolbar:

Extra Large Icons

Large Icons

Medium Icons

Small Icons

List

Details

Tiles

Content

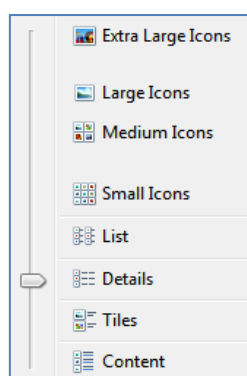


Fig. 32. View files

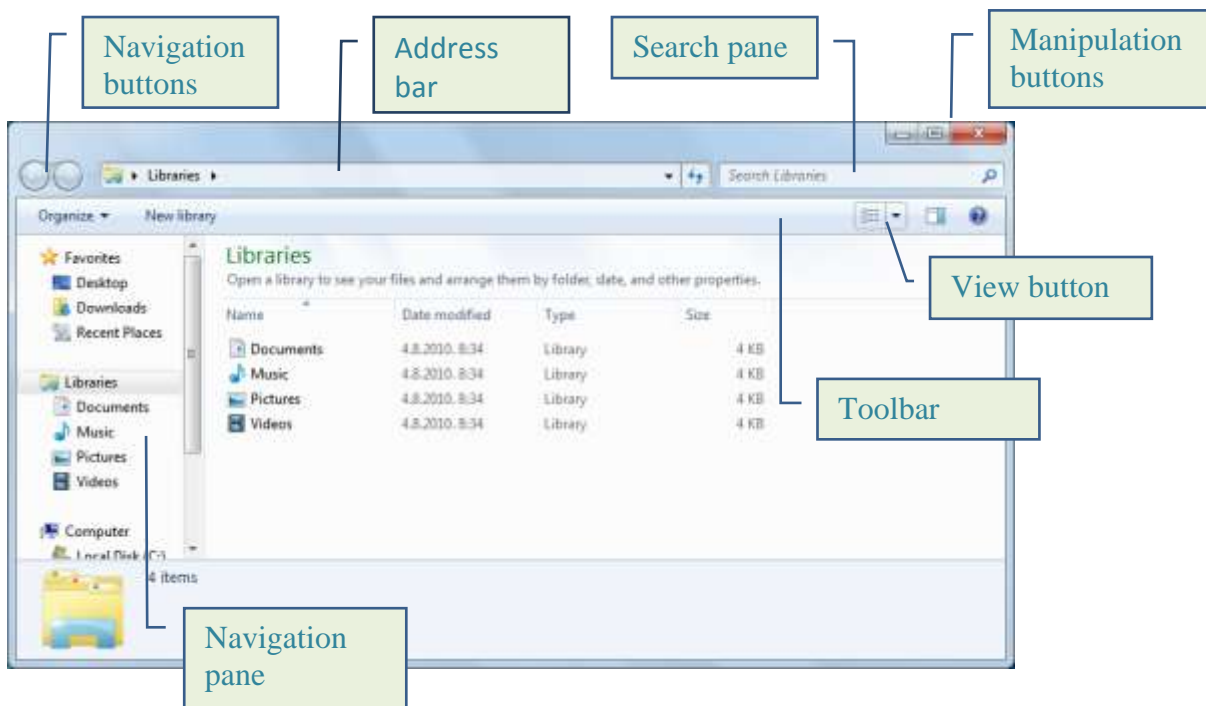


Fig. 33. Windows Explorer window – view: Details

Files can be sorted (Arrange by) according to name, size, type and creation date.

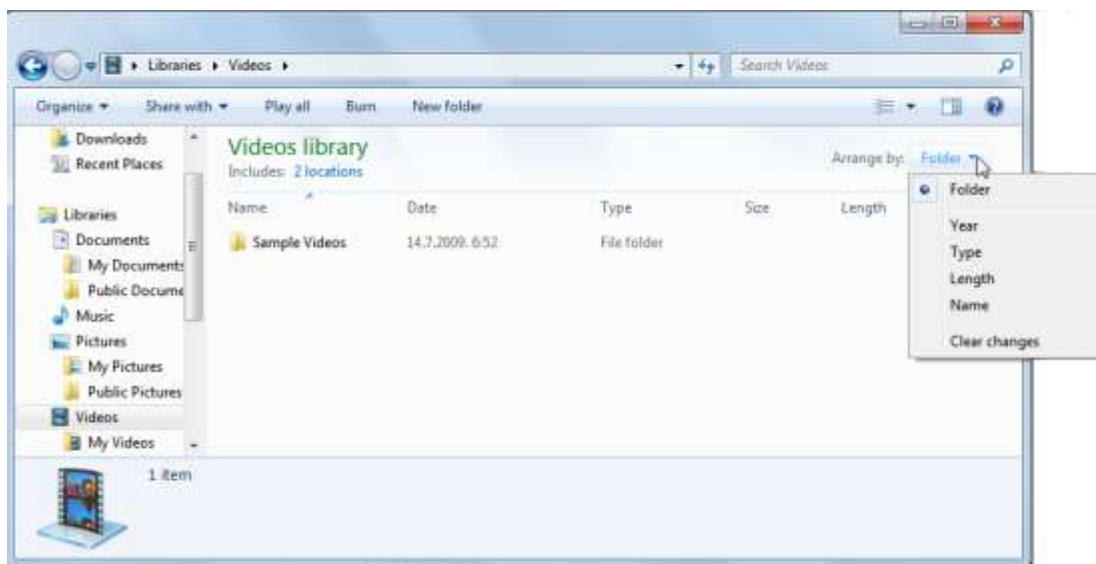


Fig. 34. Sorting files

When naming files or folders you should choose meaningful names, names that indicate their content.

Renaming files and folders

Renaming a file/folder:

- press the right mouse button on the file or folder and from the quick menu select the **Rename** command. Type in the new name and press the left mouse button next to the icon or just press **Enter**.
- select the file / folder and press **F2**
- select the file / folder and after a few moments press the left mouse button

ACTIONS WITH FILES AND FOLDERS



Select files or folders

Select files / folders with a left mouse button click.

- If you want to select consecutive files / folders:
 - press and hold down the left mouse button, drag the mouse over the files or folders until the group of files / folders is highlighted, or
 - select the first file with the left mouse button, hold down the **Shift** key and select the last consecutive file or folder with the left mouse button. All files or folders in between will be selected (selecting consecutive files / folders)
 - selecting non-consecutive files or folders: select the first file with the left mouse button, hold down the **Ctrl** key and then select other files one by one. After you have selected all of the desired files, release the Ctrl key.

To select all files in a specific folder: **Edit → Select All**, or use the keyboard shortcut **Ctrl + A**.

To copy files / folders, open Windows Explorer and:



- in the navigation pane find and select the file/folder you want to copy
- press the right mouse button and from the Organize menu choose **Copy**  (**Ctrl + C**)
- via navigation pane find and select the folder you want to copy the file or folder into
- press the right mouse button and from the Organize menu choose **Paste**  (**Ctrl + V**)

Copying using the drag-and-drop method:

- select the file/folder you want to copy
- over the selected file/folder press and hold down the mouse button then press and hold down the **Ctrl** button
- drag the mouse pointer (with file or folder) to a new location
- release the mouse button and after that release the **Ctrl** key. The file or folder is pasted to the new location.




To move files or folders open Windows Explorer and:

- in the navigation pane find and select the file/folder you want to copy
- press the right mouse button and from the Organize menu choose **Cut**  (**Ctrl +X**)
- via navigation pane, by using the cursor, position on the place you want the content copied to
- press the right mouse button and from the Organize menu choose **Paste**  (**Ctrl + V**)

To move files/folders via the drag-and-drop method use the same steps as for copying, not including the use of the **Ctrl** key.

Delete files and folders by moving them into the Recycle Bin:

via Windows Explorer:

- in the navigation pane select the location the files/folders you want to delete are in, then in the right window select the files/folders you want to delete. From the Organize menu choose **Delete** 
- press the right mouse button over the file/folder and from the quick menu choose **Delete**

via the drag-and-drop method:

- press and hold down the left mouse button over the file/folder you want to delete, then drag the mouse cursor to the **Recycle Bin** and release the mouse button

Select the file/folder you want to delete and press the **Delete** key

To **Restore** deleted items from the Recycle Bin:

Deleted items (files, folders, shortcuts) can be restored from the Recycle Bin to their original location on the computer before deletion. After opening the Recycle Bin (by double-clicking on the Recycle Bin icon) use the following commands on the toolbar:

Restore all items – restores all items from the Recycle Bin to their original location on the computer

Restore this item – to make this command available, first select the file/folder you want to restore

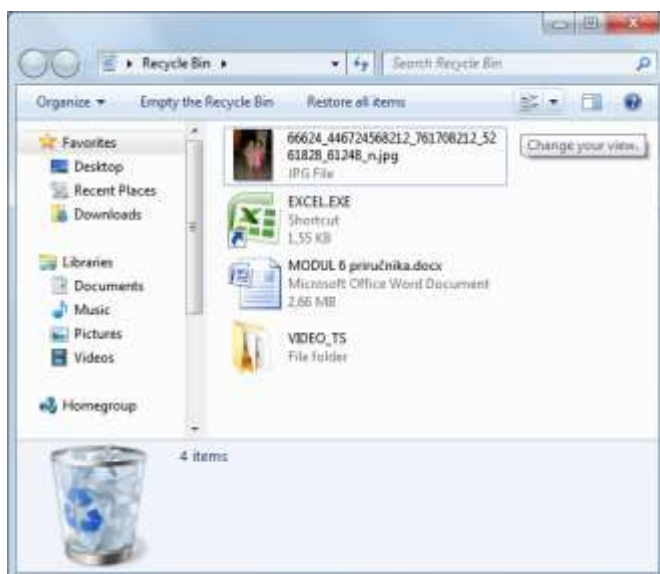


Fig. 35. Recycle Bin

Empty the Recycle Bin

- via Recycle Bin window toolbar – the **Empty the Recycle Bin** command permanently deletes files/folders from the computer, or
- press the right mouse button on the Recycle Bin icon found on the desktop – from the quick menu choose the **Empty Recycle Bin** command

SEARCHING DATA STORAGE DEVICES

Use Windows **Search** function to find files, folders and programs. In the search parameters you need to enter data you know about the item (name, part of the name, file type (extension), creation date ...).

You can search for a file via:

- Start menu by entering part of the text in the search box. While entering the text in the Start menu, items that match the input text appear
- search box found in the upper right corner of any opened window

Search data storage devices using the date of modification or creation, or using the size criteria:

In the upper right corner of the opened window, click on the search box and add a search filter.

Date modified – searches for files according to the date they were modified

Size – searches for files according to their size

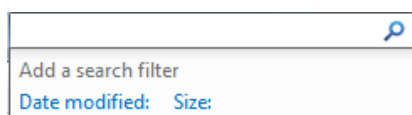


Fig. 36 Add search filter

Search data storage devices using wildcards: file types, or the first letter of the file name.

If you cannot remember the name of the requested files, use wildcard characters: asterisk (*) and a question mark (?) instead of letters. In the **All or part of the file name** field enter the extension of the document you want to find:

*.*txt lists all files with the extension .txt,

*.*bmp lists all files with the extension .bmp, etc.

You can also search by using some of the file names letters:

b*.* lists all files which name begins with the letter b

b???? lists all files which name begins with the letter b and contains 5 letters in total

t. lists all files which name ends with the letter t

List of recently used files

The required documents can often be found on the list of recently used files. It is necessary to access the Start menu and click on the arrow next to the application you have used and the list of recently used files will be shown.

UTILITIES

WORKING WITH COMPRESSED FILES

By zipping (compressing) files, space occupied by data on the disk is reduced. Programs for compressing files are also used for compressing a large number of files and folders into a single compressed file. Some of the popular programs for compressing files are WinZip, WinRar, 7-zip ...

Adding files to a compressed folder

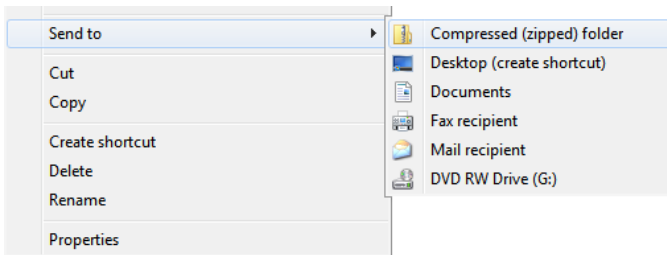


Fig. 37 Send to - Compressed (zipped) Folder command

Press the right mouse button on a file or folder and from the quick menu choose the command **Send to → Compressed (zipped) Folder**. At the location you are currently at, a zipped file will be created with the same name and .zip extension. If you want to add a file or a folder to the compressed file, just drag it over the compressed folder using the drag-and-drop method.



Fig. 38 Compressed file icon

Decompressing / extracting a compressed folder

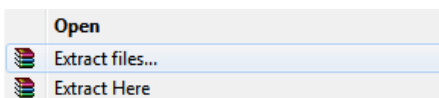


Fig. 39. Extract files command

Click the right mouse button over the compressed folder, select the **Extract files** command and specify the location you want to extract and store them in.

VIRUSES AND ANTI-VIRUS SOFTWARE

A virus is a malicious program with the possibility of auto-replication. It searches for files within the computer trying to infect them and the ultimate goal is to spread to other computers. Depending on what malicious code it contains, it can cause more or less damage to your computer. Viruses are usually spread by e-mail attachments, infected files on removable media etc.

For example, if you want to examine (scan) a device, a folder or a file by using the Avira AntiVir Personal antivirus software, you can do so by selecting it, pressing the right mouse button over it and selecting the command **Scan selected files with AntiVir** from the quick menu.



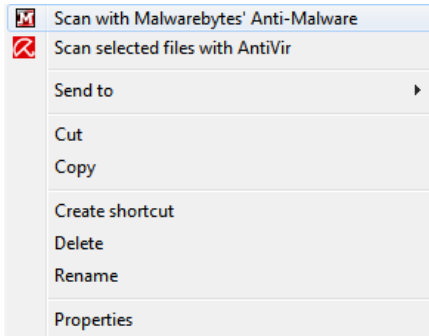


Fig. 40. Scan selected files with antivirus software

Antivirus software (Norton, McAfee, Sophos...) is used to find and remove malicious software. Antivirus software needs to be updated regularly (the best is to set it to work automatically when connected). If you do not do so, your antivirus program becomes useless because it cannot detect new types of malware.

There is an icon of the installed antivirus program on the taskbar: right-click on its icon and you will see the option for **Start Update**.

MANAGING PRINTING

Select a printer from the list of installed printers found in the **Start** menu → **Devices and Printers**

If there are multiple printers, only one is default which is automatically used for printing unless specified otherwise. You can change the default printer via **Start** menu → **Devices and Printers** - then select another printer, click with the right mouse button on it and from the quick menu select the **Set as default printer** command.

Install / add a new printer to the computer

- via **Start** menu → **Devices and Printers** - on the command bar choose **Add a printer**
- use an installation CD printer provided with the printer when purchased

Print a text document from a word processing software

From the **File** menu, select the **Print** command. Once you've set the print options (number of copies, print certain pages ...) press the **OK** button.

Program for printing control

If you want to check what is currently on print, from the **Start** menu select **Devices and Printers** and right-click on the printer icon and from the quick menu select the **See what's printing** command.

To stop the current document from printing, press the right mouse button over the document name in queue and from the quick menu select the **Pause** command. To continue printing the document, choose the **Resume** command. If you want to stop printing the document – from the quick menu click on the **Cancel** command and confirm the action by clicking the **Yes** button.



This handbook is intended for learning in conjunction with materials published on the following links:

***Notes:**

<http://www.itdesk.info/Basic computer use notes.pdf>

*** Video presentations showing basic computer use and managing files:**

- [Using Windows XP - presentation 1](#)
- [Using Windows XP - presentation 2](#)
- [Using Windows XP - presentation 3](#)

*** Sample exam:**

<http://www.itdesk.info/sample exam/sample exam module 2.pdf>

*** Solution for this sample exam:**

<http://www.itdesk.info/en/exam-solution-module-2/>

***Quiz for self-evaluation:**

- [using the computer and managing files - quiz](#)

(to open the link contained within the .PDF document, just press the left mouse button on one of links above. The web page the link points to will open in a browser that you have installed on your computer.)



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