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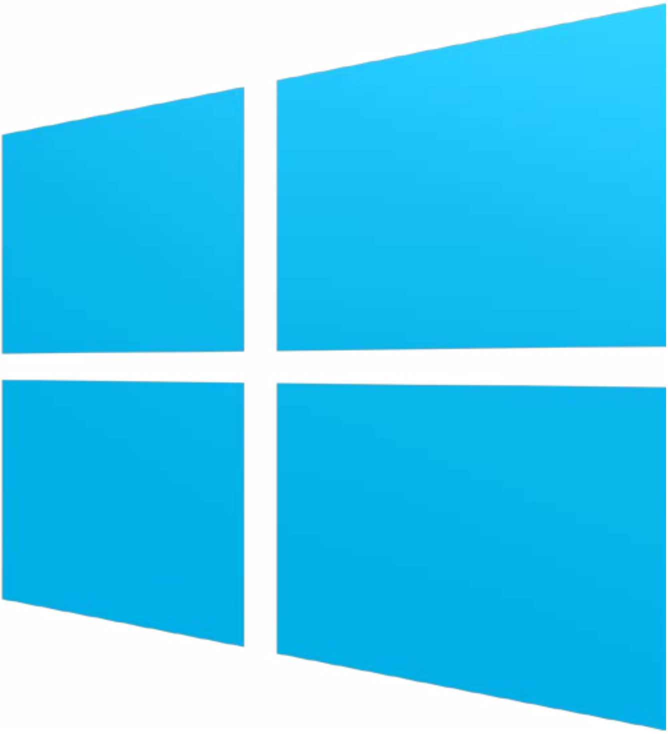
Windows 8 for Beginners



Class Objective:

Picking up where the first Intro to Computers class left off, this class will familiarize you with the basics of Windows 8, using common applications found on many computers, including the ones at the library. By the end of the session you will be familiar with:

- Starting programs
- Quitting programs
- Saving files
- Opening files
- Renaming files
- Deleting files

Class Outline:

Introduction I
What are Applications? II
Finding and Starting Applications III
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I. Introduction

Welcome to Introduction to Windows 8. At this point you should already know the basics of how computers work, the parts of a computer, and a little bit about finding your way around on a computer. We will build on that knowledge and any knowledge of previous versions of Windows or Mac operating systems by discussing how to use the programs and files that are on computers. We'll learn how to start a computer program, create files of your own, save files and perform other operations that will help you to be a better and more confident computer user. After completing this class you should be prepared to learn about how specific computer applications, such as Microsoft Word or Excel, work.

II. What are Applications?

Most people who use computers do so with a specific task or set of tasks in mind that they wish to accomplish. Computer software that is used for accomplishing specific tasks is called application software (or just an application). Programs that you might use which are applications include word processing programs like Microsoft Word, spreadsheet programs like Microsoft Excel, photo editing programs like Photoshop, or presentation makers like Microsoft PowerPoint. All of the aforementioned applications and many others are available on the public computers at the library. For a complete listing of applications that are available on library computers, visit elmlib.org/equipment.

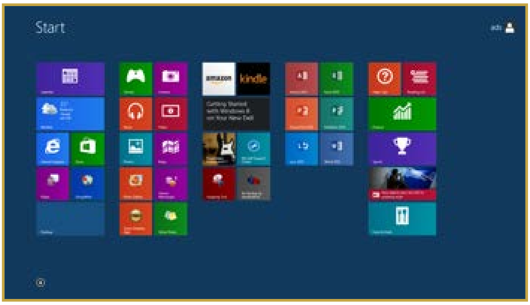
Different applications accomplish different tasks and obviously work differently, but most applications have a number of basic functions in common. It is these common functions that we are going to explore.

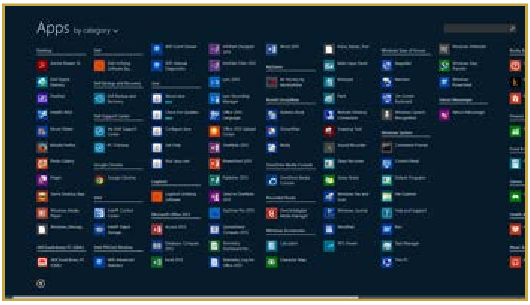
Start Menu:

Most common applications also can be started from the Start menu. The start menu is broken into **Start** and **Apps by categor**y.

The **Start** Menu has a quick overview of apps, applications, and popular websites. The APPs in this location can be set to split screen with the desktop.

Apps by category is a more detailed look at all of the applications and menus on the computer including the control panel. Apps can be rearranged by date installed, name, and most used





Shortcuts:

That's a lot of work just to start a program, so there are ways to access applications more quickly. Although you shouldn't move applications out of their directories, you can create an icon that is called a shortcut that will link to the real program. When you double-click on a shortcut, it causes the program to run without you having to navigate all the way to the program's directory.

For example, you can put a shortcut to WINWORD on the desktop so that it isn't necessary to move through all those directories to start WINWORD. Making a shortcut is easy. Just follow these steps.

1. Open the directory that contains the file for which you wish to make a shortcut. In the case of WINWORD you would go to C:\Program Files\Microsoft Office\Office12\.
2. Right-click on the icon for that file and drag the file to the desktop.
3. A context menu will appear when you let go of the right mouse button.
4. Choose "Create Shortcuts Here" from the context menu and your shortcut will appear.

A simpler way to create a shortcut is to find the application on the start menu and right click it. On the pop up context menu, click on "Send to," then "Desktop." A new shortcut will appear on the desktop.

A shortcut looks just like a regular icon except that it has a small arrow on its bottom left corner.

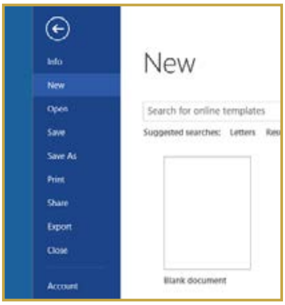
Once you create the shortcut you no longer need to go to the folder that contains the application. Instead you can double-click on the shortcut icon to run the program. You will see shortcuts on the computer all the time. And you can make shortcuts to any program or file to help save time.

To rename a shortcut:

1. Right click on the shortcut
2. Click on "Rename" on the pop up context menu.
3. The old name will be highlighted in blue. Type the new name over the highlighted words and click outside the box to save the name.

III. New Files

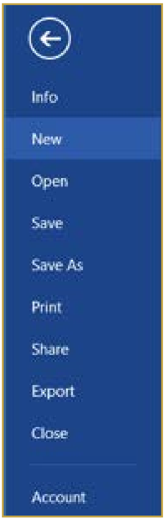
With some applications you start off with a new blank file when the program starts. Other applications require you to explicitly choose to create a new file by selecting “New…” from the File pull-down menu.


Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
New
Search for online templates
Suggested searches: Letters
Blank document

IV. Closing an Application

Eventually, you will finish the work that you need to complete in the application, and you will need to close the program. There are normally two different ways to do this. First of all, any program window can be quickly closed by clicking the close button ( ) on the top right corner of the window. The other way to close the program is by choosing “Exit” in the File pull-down menu.

V. Saving a File



When you close an application, you also need to save your document as a file so that you can access it later. If you haven't already saved your document, you will be asked if you wish to save the document before closing the application.

As we all know, there are times when computers experience errors that are unexpected. In order to be prepared for these errors and avoid losing work, you should start saving your file as soon as you begin working on it and continue saving it at regular intervals. If you wait to save until you finish writing your document, you are risking losing all your work.

The best way to save a file is to first choose "Save As..." from the File pull-down menu.

The "Save As..." window will appear and you can choose a file name and choose where you would like to save your document. At the library you will want to save to your own removable storage device because all personal files are erased from the hard drive of the library computers when the computers are restarted. Library computers are restarted at least daily if not more regularly and any computer error might require us to reboot a computer.

Once you have chosen a name and place in which to store your file, click the "Save" button. You have now chosen the name and location of your file and saved it for the first time. It is very important to remember where you have saved your file and what you have named it. From this point forward you can choose to save your file at any point by choosing "Save" (instead of "Save As...")

The Difference Between Save and Save As

"Save as" makes it easier for you to keep track of your file location and the name of the file by allowing you to choose where you want to save your file and the option of changing the name of the file. You can have multiple versions of the same file.

Save
Save As

On the other hand, "Save" overwrites the last saved version of the file with the same name and in the same place where you've been working.

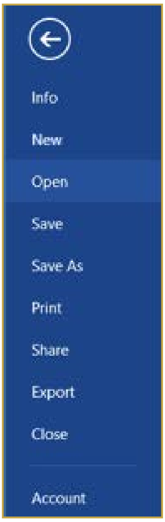
VI. Opening a File

Working with files may seem somewhat abstract. A more concrete way of thinking about using files is to use the analogy of a traditional metal file cabinet. The computer can be thought of as the file cabinet. The directory where your files are saved is the equivalent of the file cabinet drawer. The computer folder is the equivalent of the paper folder and the computer file is the equivalent of the paper document or photo or whatever has been put in the paper folder.

There are two ways to open a file. You can browse to the file itself and double-click on it as we did when looking for the Microsoft Word application. Double-clicking on the file will start the application that made the file and open the document in the application.

Your other choice is to open the application and then choose “Open...” from the File menu. You can then browse through files and choose the file you want to open.

Once open you can view the file and edit the file as you please. Don’t forget to save the file at regular intervals while you make changes to it.



VII. Finding a File

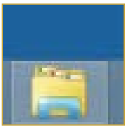
Because you chose your file's name and the directory in which it was saved, you ought to know where to find it. But as we all forget things, let's talk about how to find files once you've lost them. You can always find files on your computer as long as you know either the file's name or the file's location. With either of these two pieces of knowledge you can find your file.

If you know where you stored the file then you simply need to browse to the directory in which you saved the file.

If you only know the name or part of the name then you can use the Search function in the start menu to find your file.

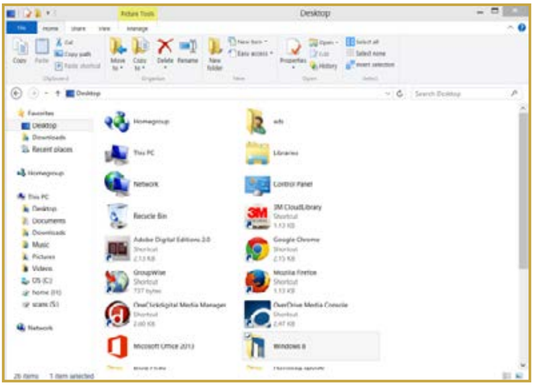
Browsing to the File:
Microsoft Word, for example, can be found at C:\Program Files\Microsoft Office\Office12\WINWORD. This can be found by opening the following series of directories and subdirectories:

1. My Computer on your desktop
2. Local Disk (C:)
3. Program Files
4. Microsoft Office
5. Office12



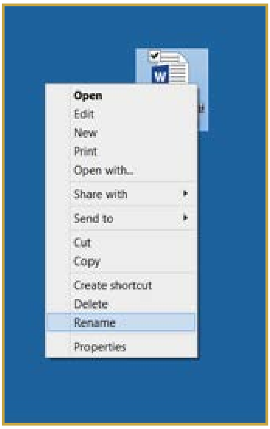
Once you reach the "Office12" directory (shown below) you will see the icon for the WINWORD application. When you doubleclick on it the program will start.

File Explorer:

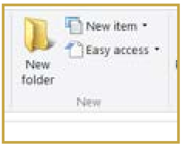

Desktop
Homegroup
This PC
Network
Recycle Bin
Libraries
Control Panel
Google Chrome
Mozilla Firefox
Microsoft Office 2013
Windows 8

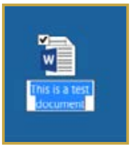
File Explorer is a more traditional, in-detail look at the application and files on the computer. More detailed search functions, file properties and settings can be accessed here.

VIII. Renaming a File


Open
Edit
New
Print
Open with...
Share with
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

It is very easy to change the name of your file. Just open the folder that contains your file, right click on your file and choose “Rename” from the context menu.


New item
Easy access
New folder
New


This is a test document

IX. Copying a File

Because any storage device can fail, it is always wise to keep a backup of your files on a different storage device. You can easily copy your files from one device to another.

Double click to open the folder that contains the file that you want to copy. Right click on the file that you want to copy and select “Copy” from the pop-up context menu. Double click to open the folder into which you will copy your file. Right click and select “Paste” from the pop up context menu.

X. Moving a File

There are also times when you want to move your file from one location to another. This can be accomplished in the same fashion as copying a file except that you choose “Cut” from the pop-up context menu instead of “Copy.”

Another way to move a file is to drag the file to another location by clicking on the file and holding down either mouse button. Then you can drag the file to another location. Let go of the button once you’ve put the file where you want it.

NOTE: This will move the entire file, not make a second copy of it

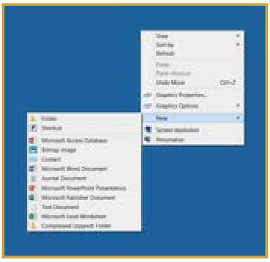
XI. Deleting a File

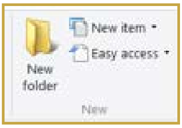
When you no longer need a file you can delete it to save space on your storage device. To delete a file, right click on the file and choose “Delete” from the context menu that appears.

Once you delete a file it is erased and cannot be recovered unless the file was deleted from the hard drive. Files deleted from your hard drive are first moved to the Recycle Bin. To finish deleting the file, right click on the recycle bin and choose “Empty Recycle Bin.”

XII. Creating a New Folder

You may find it useful to create a new folder on your computer to help with organizing your files. Go to “My Computer” and click on the C drive. Click on “File and folder tasks” then “Make a new folder.” Name your new folder and remember where you put it. You can now save files from different applications in this folder. For example a folder named Travel can contain files for both a Word document listing your itinerary as well as photos transferred from your digital camera.


View
Sort by
Refresh
Paste
Paste shortcut
Undo Move Ctrl+Z
Graphics Properties...
Graphics Options
New
Screen resolution
Personalize
Folder
Shortcut
Microsoft Access Database
Bitmap image
Contact
Microsoft Word Document
Journal Document
Microsoft PowerPoint Presentation
Microsoft Publisher Document
Text Document
Microsoft Excel Worksheet
Compressed (zipped) Folder


New item
Easy access
New folder
New

XIII. Conclusion

You now know how to create and manipulate files on most Windows-based computers. These are basic computer skills without which using computers can be very confusing and disconcerting. These skills are the foundation for all computer use. Once you’ve mastered creating, manipulating and finding files on your computer, you should be ready to learn about how to use specific applications like Microsoft Word or Excel or any other computer application.

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