



PowerPoint Presentation to Accompany ***GO! All In One***

Chapter 2

Use Windows 7 to Manage Files and Programs and to Browse the Internet

Objectives

- **Create a New Folder and Save a File on a Removable Storage Device**
- **Download and Save Files from the Web**
- **Display Libraries, Folders, and Files in a Window**
- **Start Programs and Open Data Files**
- **Manage the Display of Individual and Multiple Windows**

Objectives

- **Copy Files from a Removable Storage Device to the Hard Disk Drive**
- **Navigate by Using Windows Explorer**
- **Create, Name, and Save Files**
- **Create Folders and Rename Folders and Files**
- **Select, Copy, and Move Files and Folders**

Objectives

- **Search the Internet**
- **Use Tabbed Browsing**
- **Organize Favorites**
- **Print Web Pages**

Create a New Folder and Save a File on a Removable Storage Device

- **Program**

- Set of instructions a computer uses to accomplish a task
- Referred to as an application

- **Operating system**

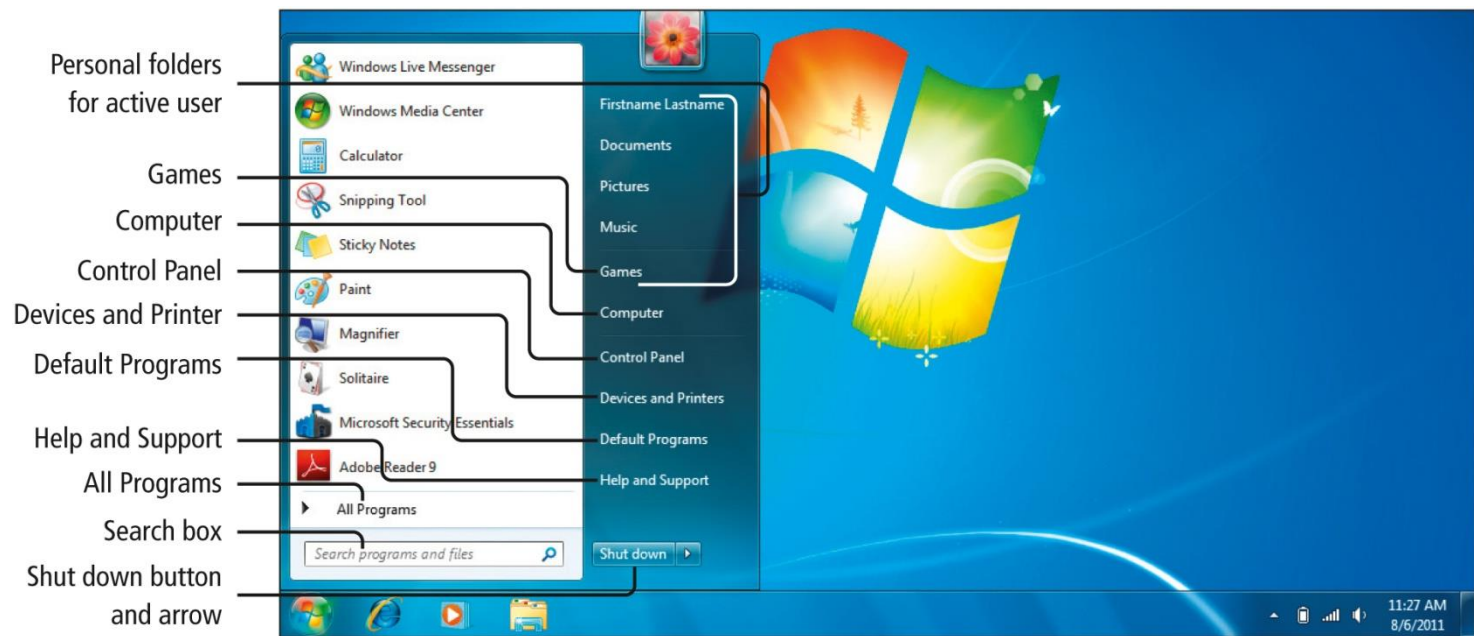
- Program that manages all other computer programs
- Windows 7

Create a New Folder and Save a File on a Removable Storage Device

- **Folder**
 - Container in which to store files
- **Subfolder**
 - Folder within a folder
- **Mouse pointer**
 - Any symbol that displays on your screen in response to moving your mouse

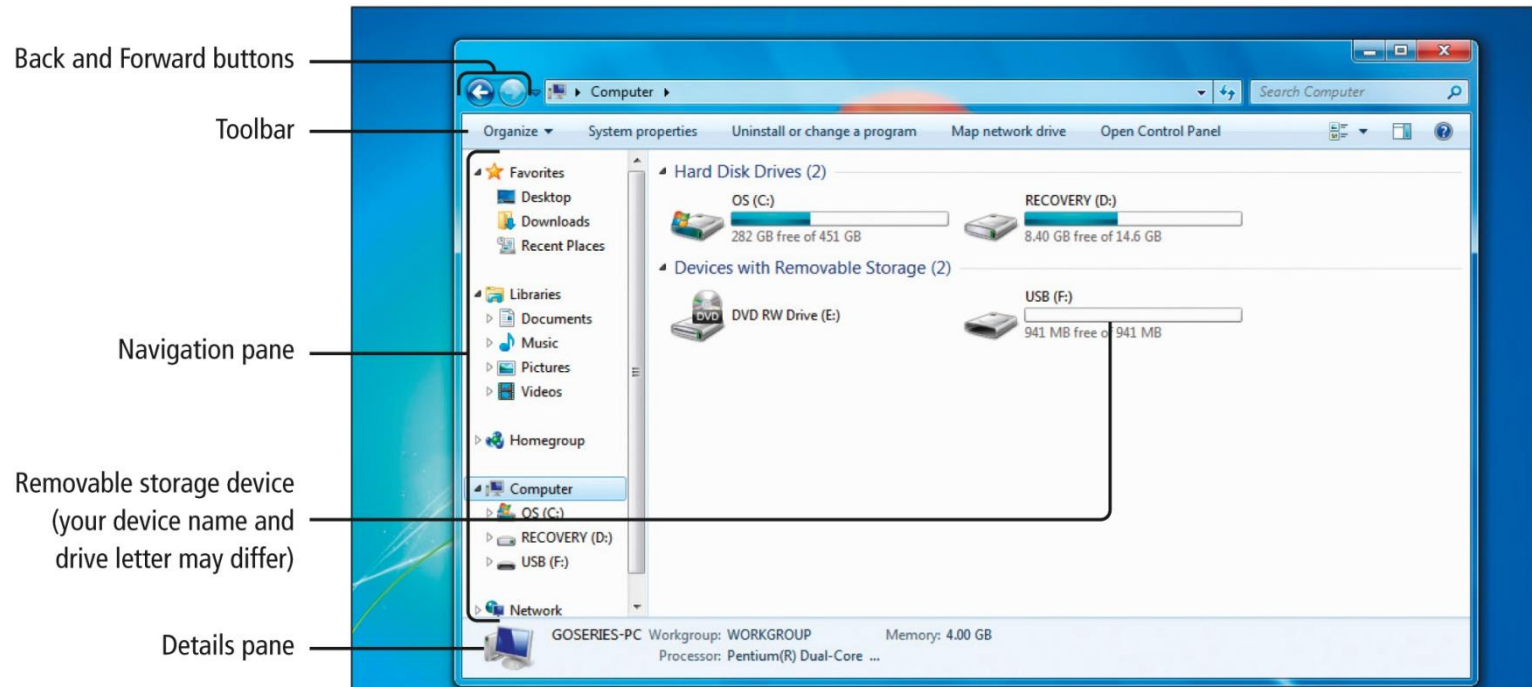
Create a New Folder and Save a File on a Removable Storage Device

- **Start menu**



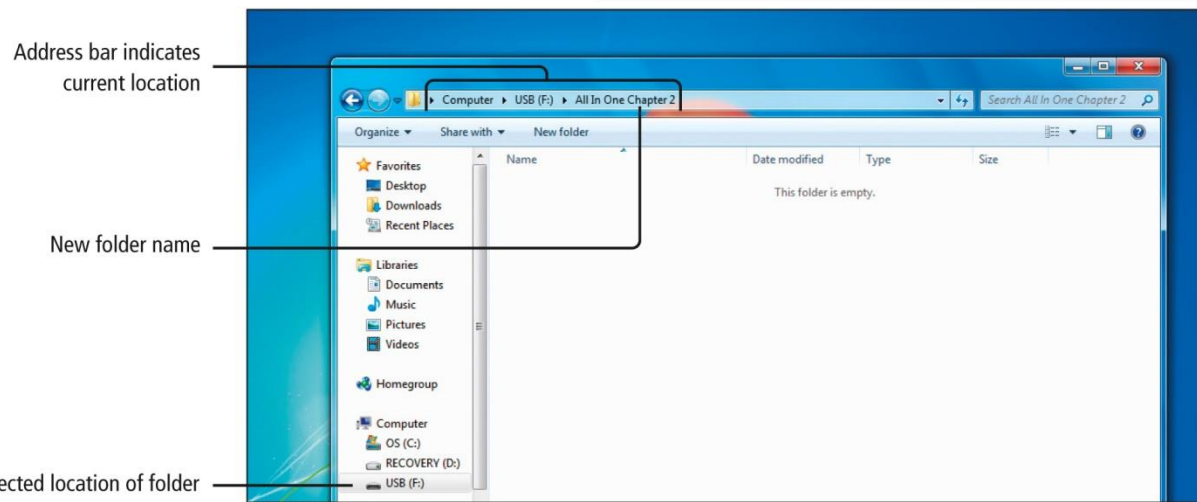
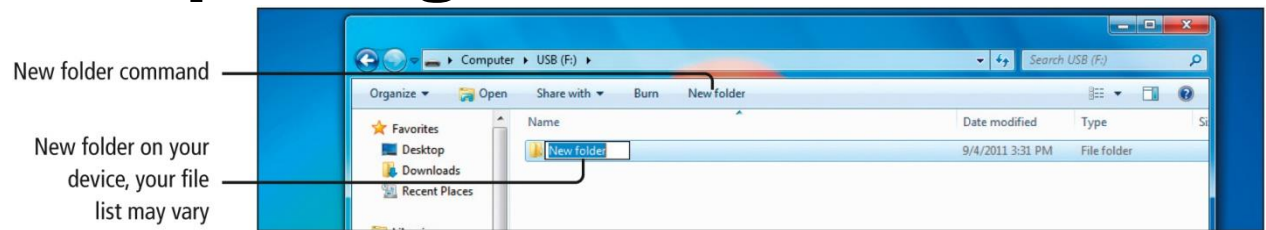
Create a New Folder and Save a File on a Removable Storage Device

Display of removable storage devices



Create a New Folder and Save a File on a Removable Storage Device

Selecting and opening a new folder



Create a New Folder and Save a File on a Removable Storage Device

- **Snipping Tool**
 - A program that captures an image of all or part of a computer screen
- **Snip**
 - The captured image, can be annotated, saved, copied or shared via e-mail.
 - Often referred to as a screen capture or screenshot

Download and Save Files from the Web

- Downloading student data files

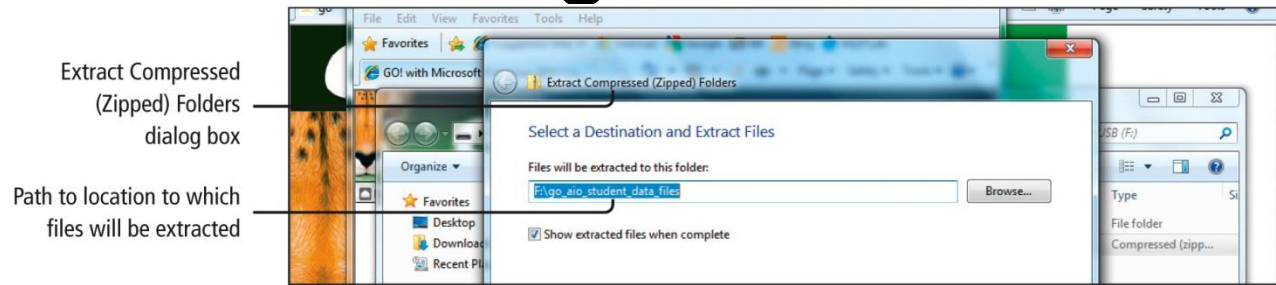
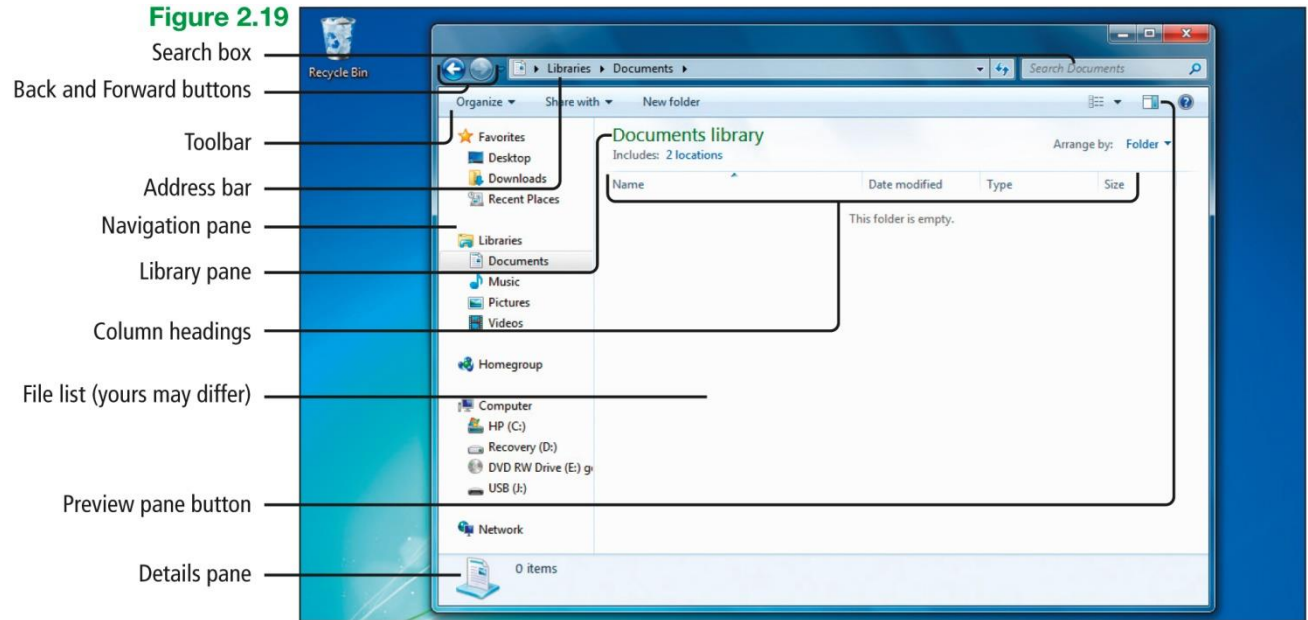


Figure 2.19

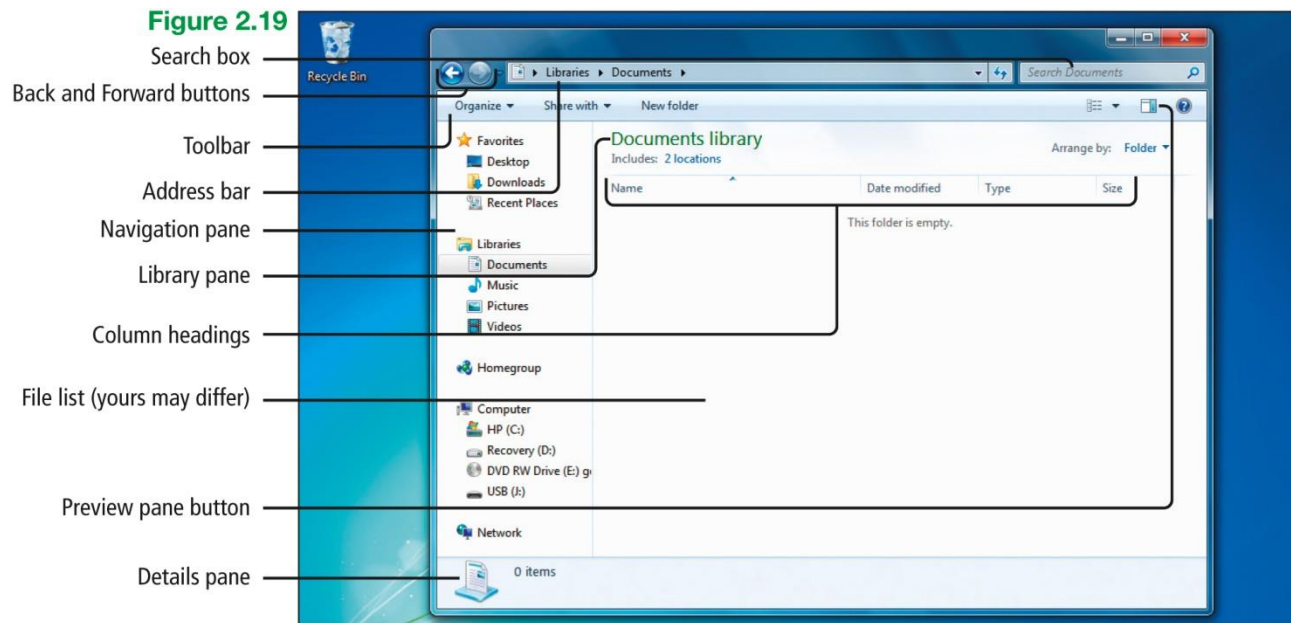


Display Libraries, Folders, and Files in a Window

- **Hierarchy**
 - Arrangement where items are ranked
 - Visual representation of related files and folders
- **Folder structure**
 - Hierarchy of folders

Display Libraries, Folders, and Files in a Window

- **Displaying libraries, folders and files in folder window**



Display Libraries, Folders, and Files in a Window

Parts of the Documents Library Window

Window Part	Function
Address bar	Displays your current location in the file structure as a series of links separated by arrows.
Back and Forward buttons	Provide the ability to navigate to other folders you have already opened without closing the current folder window. These buttons work with the address bar; that is, after you use the address bar to change folders, you can use the Back button to return to the previous folder.
Column headings	Identify the columns. By clicking on the column heading, you can change how the files in the file list are organized; by clicking on the arrow on the right, you can sort items in the file list.
File list	Displays the contents of the current folder or library. If you type text into the Search box, only the folders and files that match your search will display here—including files in subfolders.
Library pane	Enables you to customize the library or arrange files by different <i>file properties</i> —information about the files, such as the author, the date the file was last changed, and any descriptive <i>tags</i> (a property that you create to help you find and organize your files) you might have added to the file. This pane displays only when you are in a library, such as the Documents library.
Navigation pane	Displays Favorites, Libraries, a Homegroup if you have one, and an expandable list of drives and folders in an area on the left side of a folder window. Use Favorites to open your most commonly used folders and searches; use Libraries to access your libraries. If you have a folder that you use frequently, you can drag it to the Favorites area so that it is always available.
Preview pane button	Opens an additional pane on the right side of the file list to display a preview of a file (not a folder) that you select in the file list.
Search box	Enables you to type a word or phrase and then searches for a file or subfolder stored in the current folder that contains matching text. The search begins as soon as you begin typing, so for example, if you type <i>G</i> , all the files that start with the letter <i>G</i> will display in the file list.
Toolbar	Provides buttons with which you can perform common tasks, such as changing the appearance of your files and folders, copying files to a CD, or starting a digital picture slide show. The buttons change in context with the type of file selected; for example, if a picture file is selected, different buttons display than if a music file is selected.

Display Libraries, Folders, and Files in a Window

- **Displaying subfolders**

Figure 2.22



Display Libraries, Folders, and Files in a Window

- **Grouping files**

Arrow indicates ascending sort

Number indicates how many files of each type

Headings display for each group

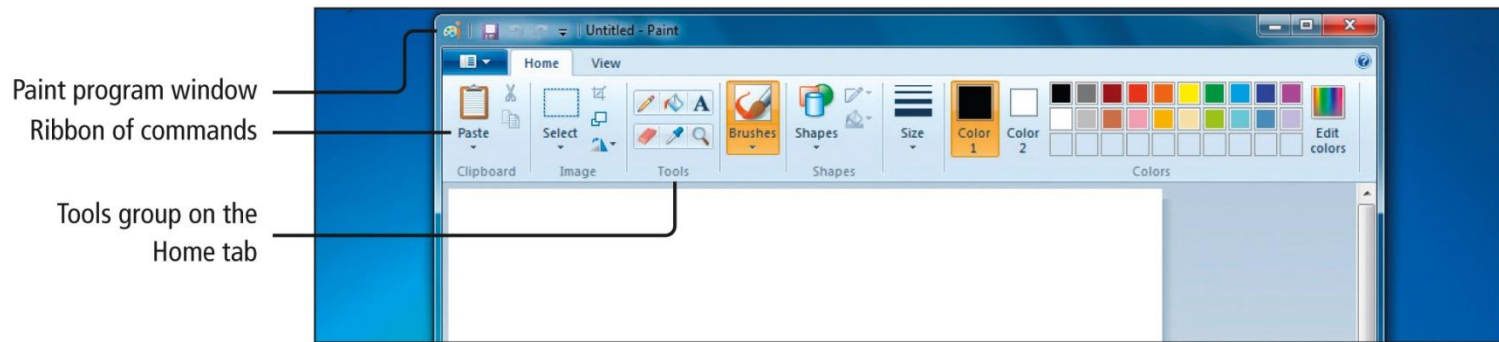
Type column widened

Window maximized

Name	Date modified	Type	Size
JPEG image (4)			
bell_orchid	9/4/2011 12:40 PM	JPEG image	448 KB
r1	9/4/2011 12:40 PM	JPEG image	58 KB
r2	9/4/2011 12:40 PM	JPEG image	58 KB
r3	9/4/2011 12:40 PM	JPEG image	78 KB
Microsoft Excel Worksheet (1)			
HO_SM_Rooms_Sold_Six-Month_Report	9/4/2011 12:40 PM	Microsoft Excel W...	45 KB
Microsoft PowerPoint Presentation (1)			
HO_SM_Marketing_Plan_Presentation	9/4/2011 12:40 PM	Microsoft PowerP...	89 KB
Microsoft Word Document (1)			
HO_SM_Marketing_Flyer	9/4/2011 12:40 PM	Microsoft Word D...	56 KB

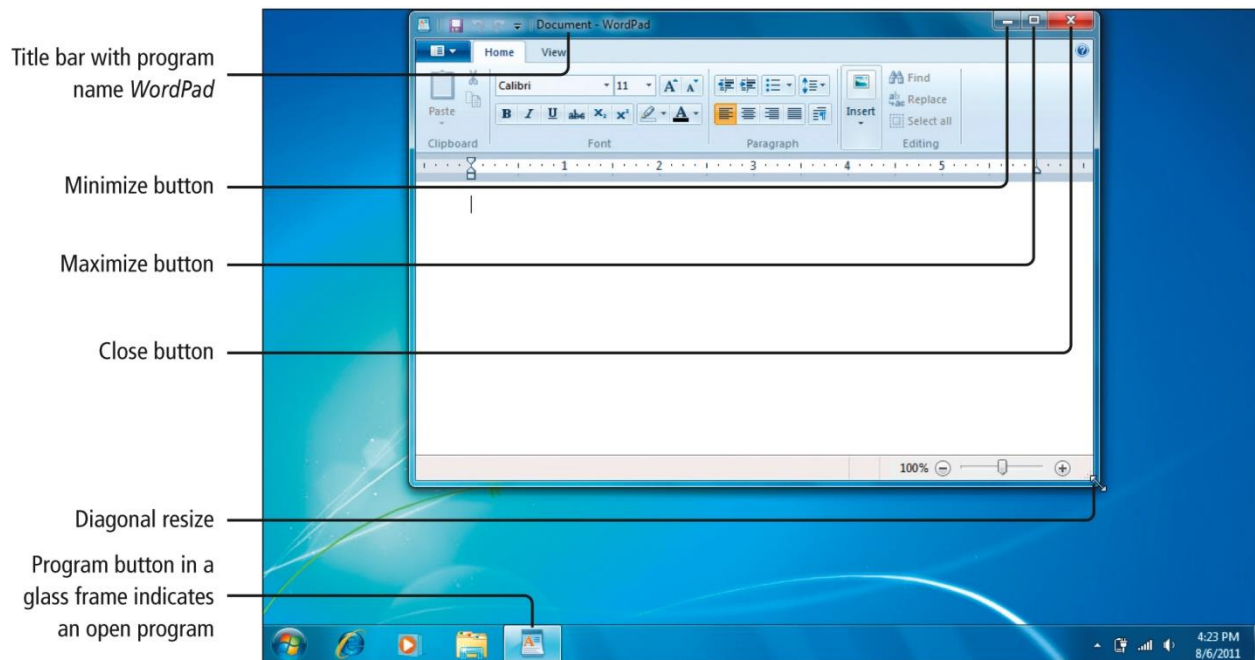
Start Programs and Open Data Files

- On the Start menu, point to All Programs, click the Accessories folder, and then on the displayed list click Paint



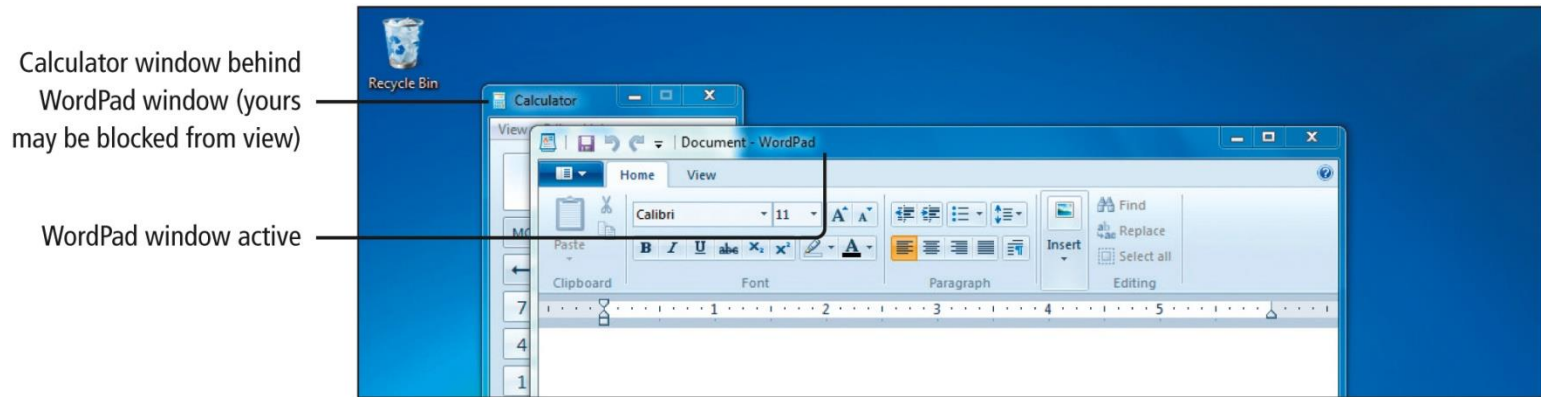
Manage the Display of Individual and Multiple Windows

- From the Start menu, open the WordPad program



Manage the Display of Individual and Multiple Windows

- **WordPad is the active window with calculator window behind as shown**



Manage the Display of Individual and Multiple Windows

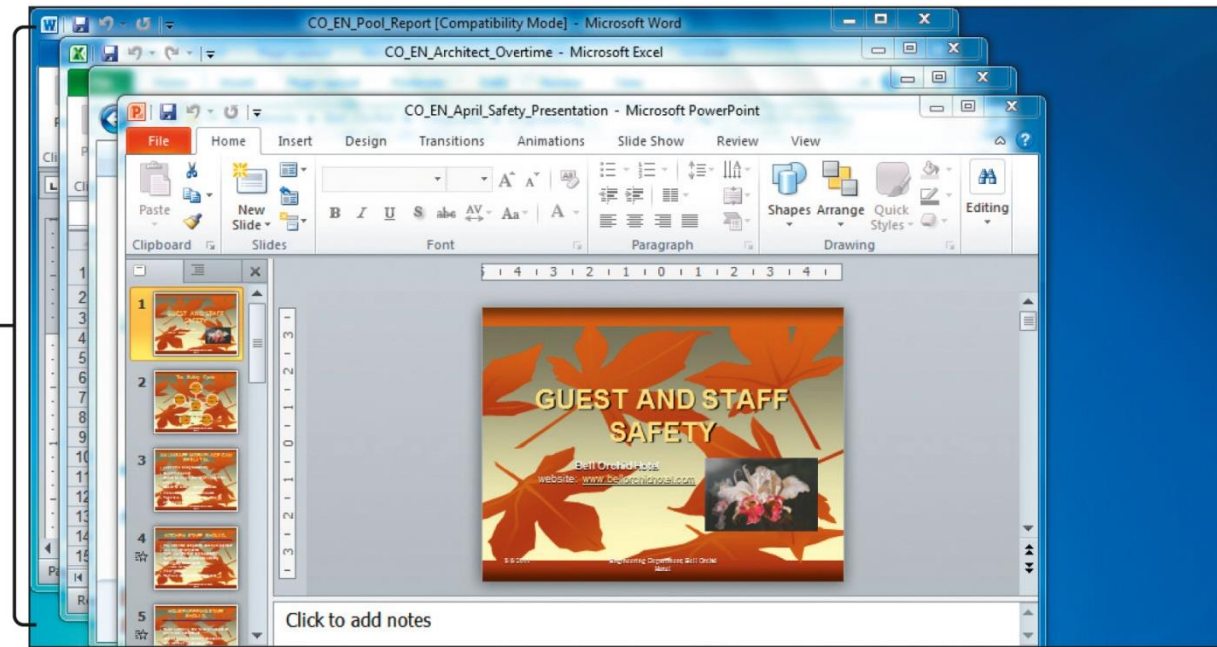
- **Aero Peek**

- Technology that assists you with having multiple windows open by allowing you to peek at either the desktop that is behind the Preview Desktop or at a window that is hidden from view from view by other windows

Manage the Display of Individual and Multiple Windows

- **Cascade Windows**

Four windows display in a cascaded arrangement



Manage the Display of Individual and Multiple Windows

- **Aero Flip 3D**

Open documents and the desktop display in a stack (your order may differ)



Manage the Display of Individual and Multiple Windows

- Using Snap to display windows



Copy Files from a Removable Storage Device to the Hard Disk Drive

- **Insert USB drive**
- **Click the Windows Explorer button**
- **In the navigation pane, under Computer, click USB drive to display the file list**
- **In the file list, point to source folder**
- **Right-click, select Send to, and click destination folder or drive**

Copy Files from a Removable Storage Device to the Hard Disk Drive

- Using the Send to command

