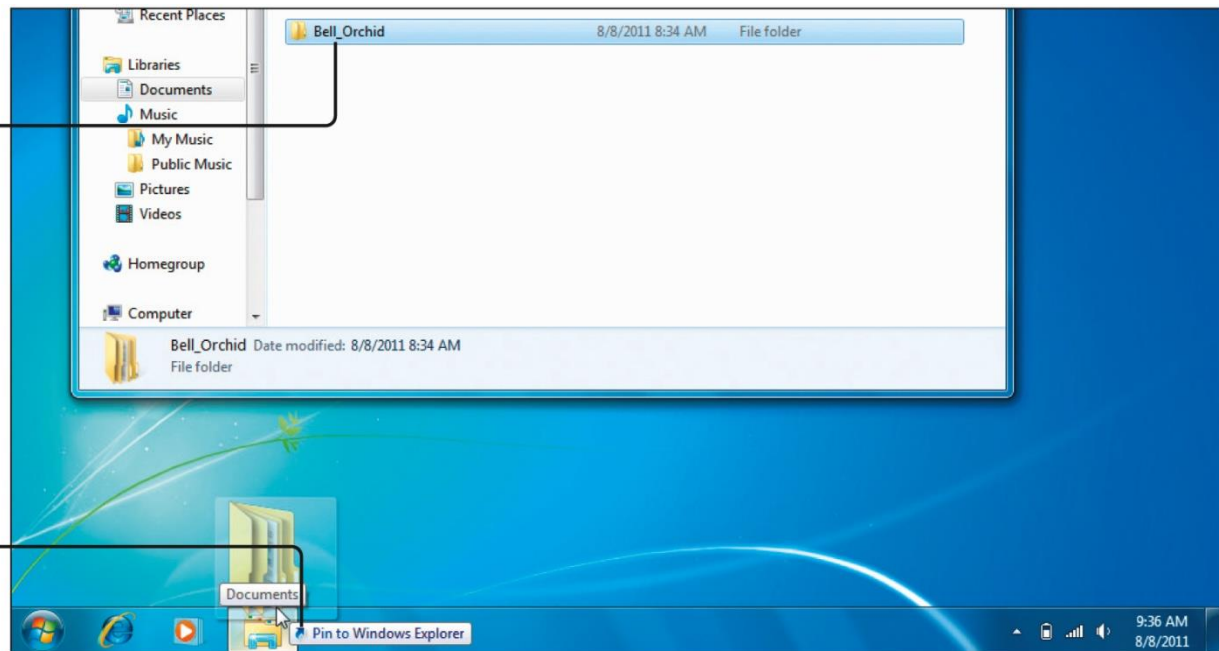


Navigate by Using Windows Explorer

- **Pinning a location to a Jump List**

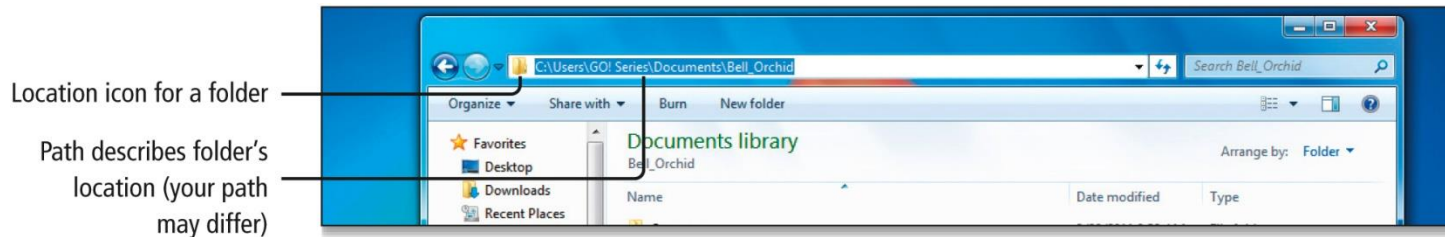
Contents of Documents library (your list may include other items)

Screen Tip *Pin to Windows Explorer*



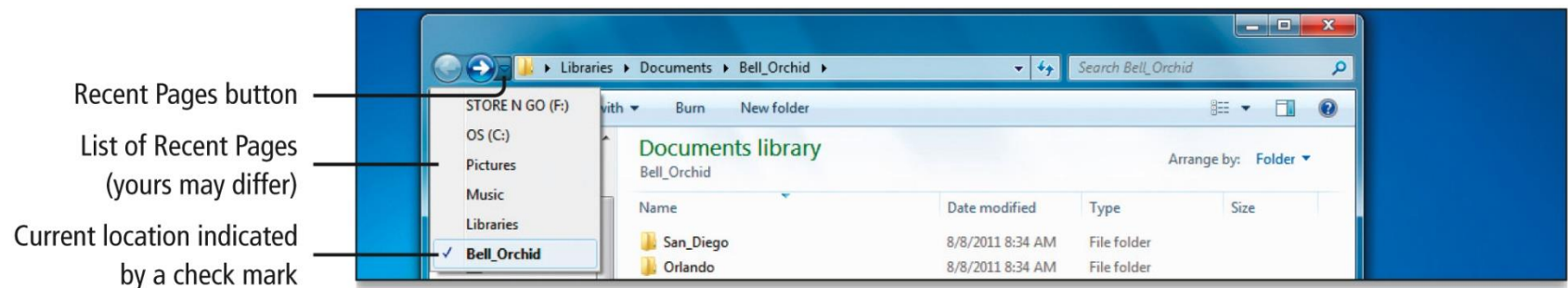
Navigate by Using Windows Explorer

- Navigating using the address bar



Navigate by Using Windows Explorer

- The Recent Pages button displays a list of recently accessed locations



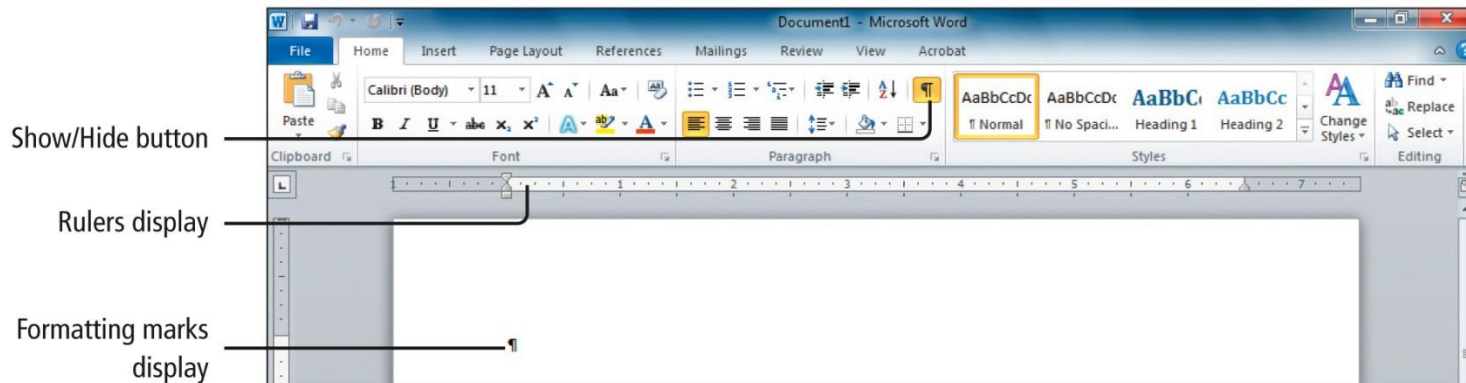
Create, Name, and Save Files

- From the Start menu



Create, Name, and Save Files

- Create a Word file



Create, Name, and Save Files

- **Saving a file**

Save As dialog box

Address indicates path

Default save location is to *Documents library* (yours may differ)

File name box, first characters typed become default file name

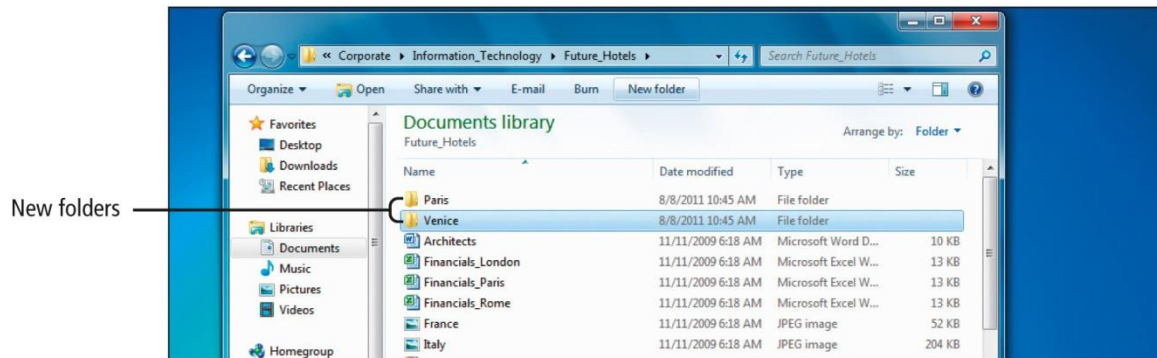
Save as type defaults to *Word Document*

The screenshot shows the 'Save As' dialog box with the following details:

- Title bar: Save As
- Address bar: Libraries > Documents
- Left pane: Downloads, Recent Places, Libraries (Documents, Music, My Music, Public Music), Pictures, Videos
- Right pane: Documents library (Includes: 2 locations), Bell_Orchid (File folder, 8/8/2011 8:34 AM)
- File name: review of the Europe project will be provided at a later date by the Chief Operations M
- Save as type: Word Document
- Authors: Firstname Lastname
- Tags: Add a tag

Create Folders and Rename Folders and Files

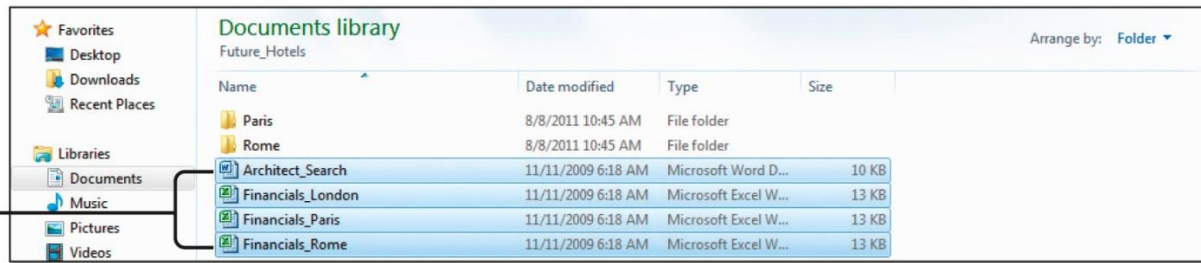
- Use the New folder button to create a new subfolder
- Renaming a folder
 - Right-click folder to be renamed, from the displayed menu, click Rename



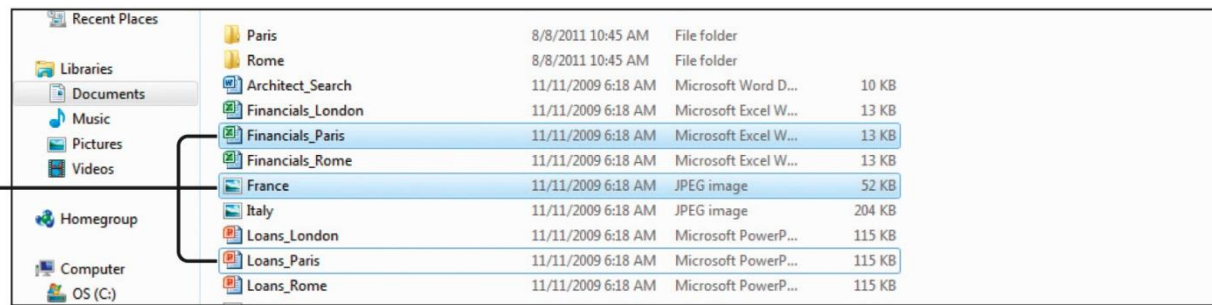
Select, Copy, and Move Files and Folders

- **Selecting groups of files or folders**

Shift Click to select a consecutive list of files



Ctrl + Click to select or deselect nonadjacent files



Select, Copy, and Move Files and Folders

- **Copying file**
 - To make a duplicate of the original item and then store the duplicate in another location
- **Copy command**
 - Places a copy of your selected file or folder on the Clipboard where it will be stored
- **Select the desired file and right click, select Copy**

Select, Copy, and Move Files and Folders

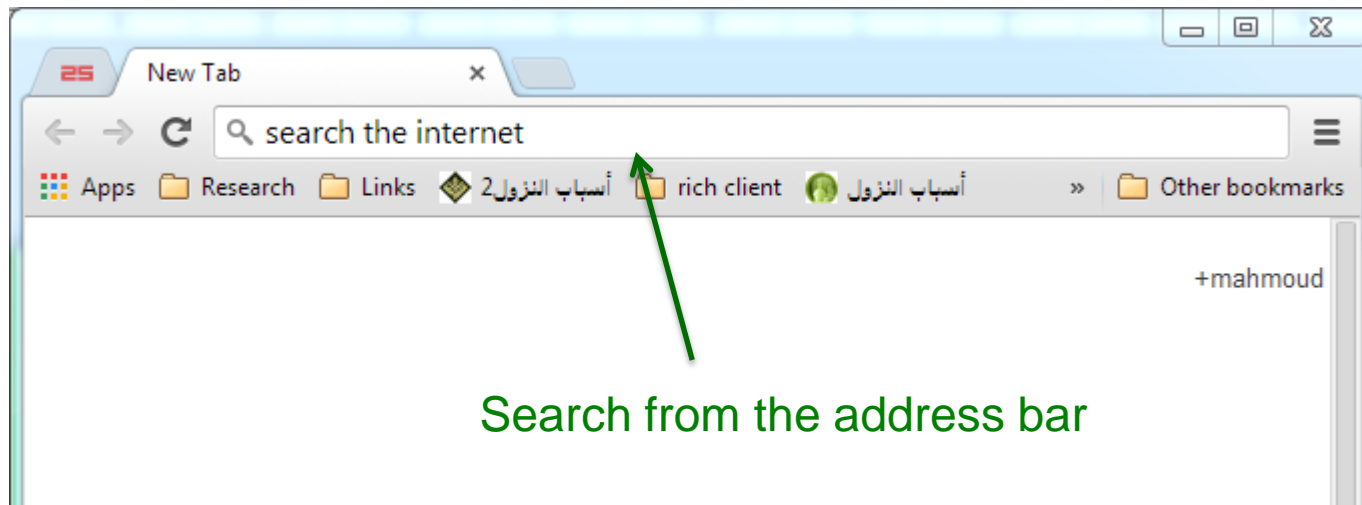
- **Compressing files**
 - Reduce the size of a file
- **To Compress Files**
 - Select the files to compress
 - Point to the selected files, right-click, point to Send-to, and then click Compressed (zipped) folder.

Search the Internet

- **Search provider**
 - Web site that provides search capabilities on the Web
- **On the taskbar, click the Chrome button**
- **Type search text in the address bar and press Enter**

Search the Internet

- **Searching the Internet**



Use Tabbed Browsing

- **Web browser**
 - Software program used to display Web pages and navigate the Internet
- **Browsing**
 - Process of using your computer to view Web pages
- **Surfing**
 - Process of navigating the Internet from one item to another

Use Tabbed Browsing

- Display of Web site with URL

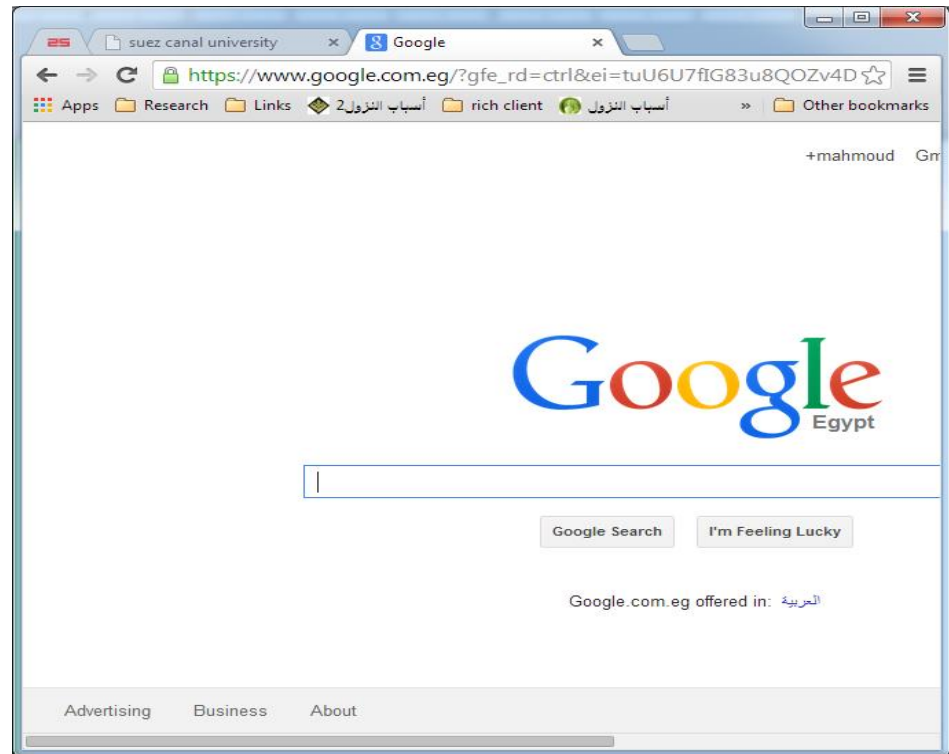
<http://www.goolge.com>

<http://www.scuegypt.edu.eg>

- http → protocol
- www → world wide web
- Google / scuegypt (site name)
- edu → education, eg → Egypt , com → company

Use Tabbed Browsing

- How to pin a tab?
- Reopen closed tab



Organize Favorites (Bookmarks)

- **Favorites / Bookmarks Center**
 - List of links to Web sites that is saved in your Web browser

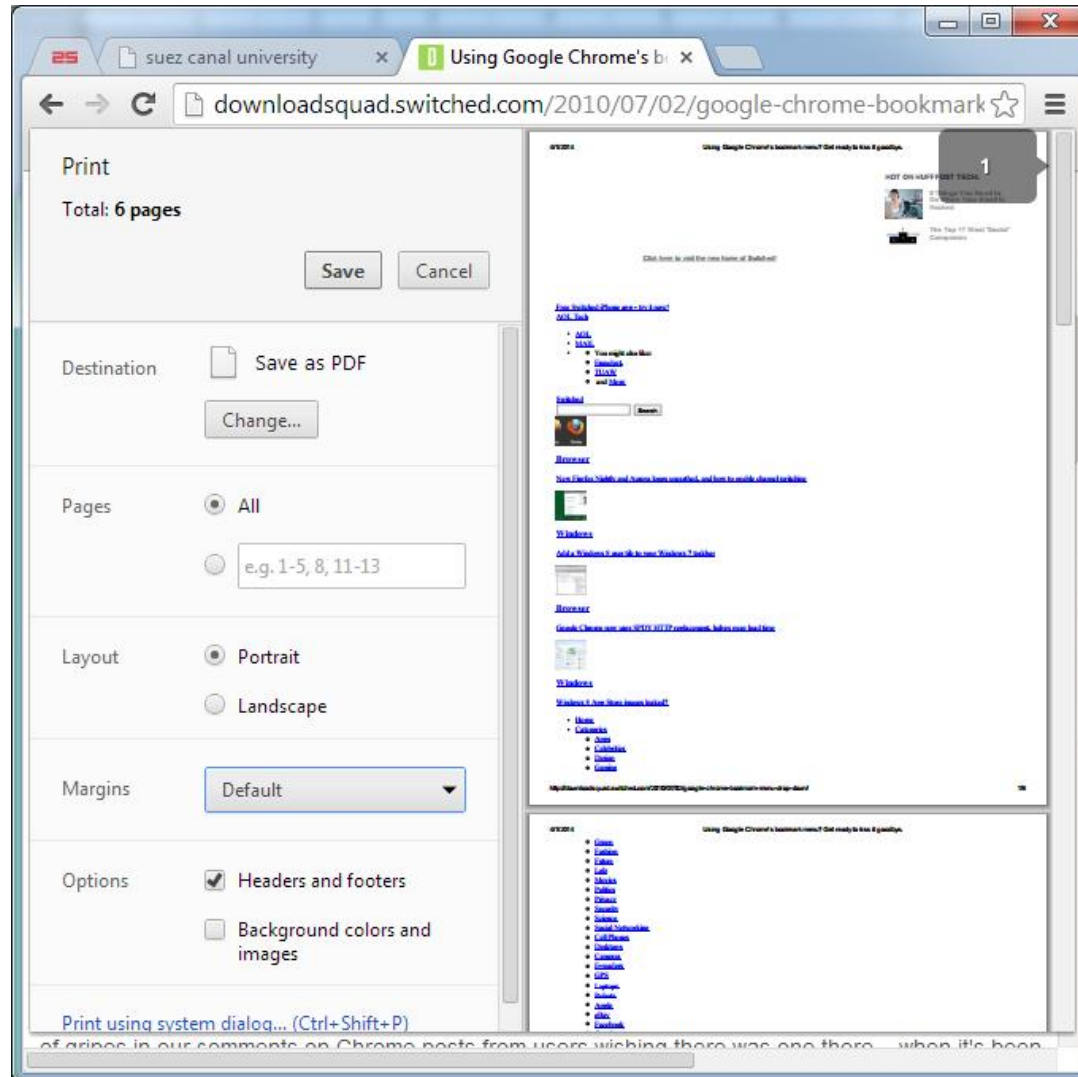


Organize Favorites

- Using the Favorites bar



Print Web Pages



Covered 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**

Covered 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**

Covered Objectives

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



This work is protected by United States copyright laws and is provided solely for the use of instructors in teaching their courses and assessing student learning. Dissemination or sale of any part of this work (including on the World Wide Web) will destroy the integrity of the work and is not permitted. The work and materials from it should never be made available to students except by instructors using the accompanying text in their classes. All recipients of this work are expected to abide by these restrictions and to honor the intended pedagogical purposes and the needs of other instructors who rely on these materials.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher. Printed in the United States of America.

Copyright © 2013 Pearson Education, Inc.
Publishing as Prentice Hall