Cochise College Center for Lifelong Learning

Exploring the PC and Windows

For Lifelong Learners

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Course Expectations

This class builds a foundation for using a personal computer with Microsoft Windows 10. It starts with a discussion about basic computer terminology then moves on to the fundamental skills needed to navigate the Windows operating system. It includes the start button, desktop and taskbar, shortcuts, and manipulating program windows. It also examines how to manage files and folders and configure the most useful Windows features.

> **What You Need**
>
> For this class, you'll need access to a Windows 10 computer. All activities are designed for hands-on practice, so having a computer available during class will help you follow along with the demonstrations.

> **Learning Goals**
>
> By the end of this session, you will:
> - Understand basic computer terminology and components
> - Navigate the Windows desktop and start menu confidently
> - Create and manage files and folders
> - Use shortcuts and taskbar features effectively
> - Apply fundamental mouse and window manipulation skills

Module 1: Computer Basics and Components

What Is a Personal Computer?

Meet the PC, your trusty Personal Computer! Think of it like a versatile digital buddy that comes with a screen, keyboard, and mouse. Now, in the vast world of computers, we have various flavors like Macintosh, Chromebooks, tablets, and cell phones. But for this class, our spotlight is on PCs.

PCs come in two main flavors: the desktop/tower and the laptop. Picture the desktop/tower as the one that likes to hang out on your desk, while the laptop is the go-anywhere companion. The desktop/tower often gives you the best bang for your buck, plus it's easier to tinker with and upgrade. On the flip side, laptops are champs at portability, though they can be a bit trickier to fix up.

Now, when it comes to getting your hands on a PC, think twice before grabbing a used or refurbished one. While they can be totally fine, remember that these are

computers someone else has waved goodbye to, so they might not fulfill all your wishes. Opting for a brand-new budget-friendly PC might be your best bet.

What About Upgrading?

Let's talk about the computer's life cycle. In business settings, you're looking at around five years, while at home, you can stretch it to about eight. Now, this doesn't mean your computer will spontaneously give up the ghost. It's more like a point where older tech might not keep up with your needs anymore.

The push to upgrade usually comes from two buddies: compatibility and speed. You see, when fresh Windows and other software versions roll in with newfangled tech and internet tricks, your trusty old computer might start feeling sluggish or even sit out on the action completely. And that's when you know it's time for a change.

As time goes on, computers do tend to slow down. It's not like they're wearing out their welcome, but as you pile on more programs and tasks, they gobble up more resources. So, while they might not exactly retire, they do take a more leisurely pace as they age.

Computer Terms

Let's dive into some computer lingo that will help you speak the language.

CPU—Central Processing Unit. This term can mean a couple of things, depending on the context. First, it's like the brain of the computer, a tiny chip that does all the thinking. But sometimes folks also call the whole box that holds that chip, along with drives and other bits, the CPU.

Hard Drive/Hard Disk/HDD/HD —Think of this as the computer's storage locker. It's where all your digital stuff gets saved. A traditional hard drive uses a spinning disk and magnets to store data. There's also a snazzier version called a Solid-State Drive (SSD) that's all-electronic, super-fast, and doesn't do any spinning. It's like the cool kid of storage, though a bit pricier.

Memory/RAM —Random Access Memory is like the computer's playground. It's where the CPU hangs out and gets its work done. Everything you see happening on your screen is happening in RAM. Think of it as the computer's workspace.

Monitor —The computer's showtime stage. It's the screen where you see all the action. There are different types of monitors, like LED and LCD, but for most folks, those differences don't matter much.

Keyboard —This is how you talk to your computer. You press keys to make stuff happen. Some keys, like Ctrl, Alt, and Windows, have superpowers and do special things.

Mouse —Imagine a tiny helper that moves a pointer around on the screen. It usually has two buttons, with the left one being the main clicker and the right one giving you options. Many mice also have a scroll wheel for easy page moving. Laptops swap out the mouse for a touch pad that does similar stuff.

> **Key Concept**
>
> These basic components work together like a team. The CPU is the brain, RAM is the workspace, the hard drive is the filing cabinet, and the monitor, keyboard, and mouse are how you interact with it all.

Devices Attached to the Computer

Let's explore the world of connecting stuff to your computer through something called USB (Universal Serial Bus). It's like a magical port that lets you link up all sorts of extras. The beauty here is that you can plug in and unplug things without having to restart your computer. Nice, right?

Your computer probably has a bunch of these USB ports, and they're often marked with a symbol. Now, let's peek at a few friends you can bring to the USB party.

External Drive —These are portable hard drives or SSDs that plug into your USB port. They're like your computer's extended storage closets that you can take with you.

Modem —This helps your computer talk to the big world out there. Whether it's a phone, cable, or DSL modem, it's like your computer's chatty friend.

Speakers —For all those sound effects and tunes, you've got your trusty speakers hanging out by your computer.

USB Drives —These mini memory champs go by names like thumb drives, flash drives, or memory sticks. They're like your computer's little backpacks for carrying data around.

Also, many computers come with an Ethernet or LAN (Local Area Network) slot. This is how your computer chitchats with the internet for emailing and surfing. It's like your computer's portal to the online world.

> **Pro Tip**
>
> USB devices are "hot swappable," which means you can connect and disconnect them while your computer is running. Just look for the USB symbol next to the port—it looks like a three-pronged fork.

Bits and Bytes

Just like there are different size dogs, computer storage comes in lots of sizes. So, let's dive into the world of computer numbers, where size matters—in bytes and bits!

Bits and Bytes —Imagine a bit as the computer's tiniest building block. It's like a digital switch, flipping between a one and a zero. Now, 8 bits come together to form a byte, which is like a small data chunk. Fun fact: the 8-bit code 01010011 stands for the letter "S".

Kilobyte (KB) —Think of it as a mini-memory slice. 1000 bytes make up 1 Kilobyte. It's like a digital post-it note.

Megabyte (MB) —Picture this as a bigger data brick. You've got 1000 Kilobytes in 1 Megabyte. It's like a digital photo frame. A Megabyte can hold about one high-quality digital photo or a short audio clip.

Gigabyte (GB) —Now we're talking some serious space. 1000 Megabytes fill up 1 Gigabyte, often called "1 Gig." It's like a digital treasure chest. Think of it like this: an HD Netflix movie takes around 4GB to download, and the Encyclopedia Britannica is less than 5GB.

Terabyte (TB) —It's the granddaddy of storage. 1000 Gigabytes fit into 1 Terabyte. It's like a digital library. Just imagine—1TB can house about 130,000 digital photos, roughly 400 per day for a year.

Petabyte (PB) —This one's big-league storage. 1000 Terabytes make 1 Petabyte. It's like a digital universe. "Avatar," that mega-movie, needed about 1PB of space. And to give you a visual, 1PB could handle around 4000 digital photos per day for an entire lifetime.

> **Big Picture**
>
> Here's a helpful way to remember: each step up is about 1000 times bigger than the last. It's like going from a teaspoon to a bucket to a swimming pool to a lake!

System Information

Much like a cake, computer systems are often thought about as being layered. Let's peel back those layers and see what's going on.

Hardware Layer —This is the stuff you can see and touch—like the parts we talked about earlier. All those physical bits and bobs come together to make your computer.

Operating System (OS) —This is like the bridge between your computer's hardware and the fun stuff you want to do. Microsoft Windows is one popular example. It's the cozy environment where all your applications play. The latest version is Windows 11, but Windows 10 is the go-to for most.

Applications —These are like the digital tools in your toolbox. Think word processors, email clients, spreadsheets, and web browsers. They're software packages that help you get things done.

Now, if you're curious about your computer's Windows version and how much memory it's got, here's a tip: type `system` into the Windows search box in the lower-left corner of your screen. This nifty trick will pop up a Windows System information screen. There, you can spot your Windows version (like 10 or 11) and see how much memory is hanging out in your computer (like 16GB). It's like peeking under the hood of your digital machine.

> ### What About Artificial Intelligence?
>
> You've probably heard a lot about Artificial Intelligence (AI) in the news. In simple terms, AI refers to computer programs that can learn from examples and make decisions, somewhat like how humans learn from experience. AI doesn't replace your personal computer—it runs on computers, either on your own PC or on powerful computers connected through the internet. You might already be using AI without realizing it: when your email filters out spam, when you ask a voice assistant a question, or when your photos app recognizes faces. As AI becomes more common, you'll see it built into many of the applications you use every day. For now, just know that AI is a tool that makes software smarter, and your personal computer is the gateway to using it.

Hard Drive Free Space

Sure, knowing the size of your hard drive is neat, but what really counts is how much space you can use. If you're curious, type **storage** into the Windows search box. Voila! You'll find out not only the total storage your drive has but also how much of it is already taken up by applications and other stuff.

Now, let's talk about that 2TB drive. While it's labeled as 2TB, the real usable space is a tad less. See, drive manufacturers count 1TB as 1,000 Gigabytes, but Windows counts it as 1,024 Gigabytes. Plus, Windows needs some space for its own files. So, in the end, you might have something like the 2TB drive showing around 1.81TB of available space. It's like having a room with some furniture already in it—there's still space to move around, but it's not completely empty.

> ### Important Note
>
> Don't worry if your drive shows less space than advertised. This is normal! Windows needs some room for its own files, just like you need closet space for your winter coats even in summer.

So, here are two simple steps to get some handy information about your Windows computer.

> ### Activity 1.1: System Checks
>
> 1. To check your computer's memory, type **system** into the Windows search box in the lower-left corner of your screen. Click ***System Information***. Think of it as a peek inside your computer's brain. When you finish looking

at this information, close the box by clicking the **X** in its top right corner.

2. To get the scoop on your hard drive, use the same search box and type **`storage`**, then click ***Storage settings***. It's like looking at the storage shelves in your digital closet. When you finish looking at this information, close the box by clicking the **X** in its top right corner.

With these steps, you'll have a better grasp of your computer's memory and storage situation. It's like being your computer's detective!

Module 2: Introduction to Windows 10

Windows is the top dog when it comes to operating systems for PCs. Developed by Microsoft, it made its grand entrance back in 1983. Fast forward to today, and the star of the show is Windows 10, although there are a few others hanging around too.

Windows 10 comes in a bunch of flavors, like Home and Pro. Think of them as different suits for the same superhero. They all have the basics covered, but the Pro version comes with extra gadgets tailored for folks who really love to tinker. Just remember, that bonus package does come at a slightly higher price tag. So, whether you're a casual user or a power player, Windows has got you covered.

> **Important Note**
>
> While this class focuses on Windows 10, you may have heard about Windows 11, which Microsoft released in 2021. Windows 11 has a fresh new look with a centered Start Menu and rounded window corners, but underneath it works very much like Windows 10. The skills you learn in this class—managing files, using the taskbar, creating shortcuts—all apply to Windows 11 as well. Our classroom computers use Windows 10, so that's what we'll practice with today, but if you have Windows 11 at home, you'll find that almost everything transfers directly.

> **Key Concept**
>
> Windows 10 is like the conductor of your computer orchestra—it coordinates all the different parts and programs to work together harmoniously.

The Desktop

When you kickstart your computer, it goes through this groovy process called "booting." That's just tech-speak for getting the operating system all set up in memory,

pulled from the hard drive. Once Windows is up and running, you're greeted with the star of the show—the Desktop, your digital playground.

Now, let's break down the essentials hanging out on the Desktop:

Icons —These are like the action figures on your Desktop stage. Clicking on them opens up their associated programs, files, folders, or fancy objects. Imagine it like your digital key to different places. For example, the icons in the top left corner can open the Recycle Bin and the Microsoft Edge program.

Task Bar —This buddy hangs out at the bottom of your screen. It's like the control center for your computer universe. You've got the Start Button, where all the fun begins, a search box to find stuff quickly, a system tray, clock, and calendar. Plus, any apps you have open will have buttons there, glowing like little stars. You might also see shortcuts pinned there, which are like your favorite bookmarks.

Start Button —Look for this friendly button in the lower-left corner. It's your portal to cool stuff like the All Programs menu, different ways to shut down your computer, and the Settings menu. It's like your computer's command center.

Show Desktop Button —Picture this as your magical "clear the stage" button. When you click it, all your open windows shrink down, letting you pick the one you want to bring to the front. It's like uncovering hidden treasures.

> ### What to Notice
>
> The Desktop is your home base. Everything you do starts here, and you'll always come back to it. Think of it as your computer's front porch—welcoming and familiar.

The Start Button

Let's talk about the nifty stuff you can do with the Start Button:

All Apps —The real star of the show is the All-Programs menu. Think of it as a treasure map for your installed programs. Click on it, and you'll find a list of all the cool stuff your computer can do. It's like unlocking a vault of possibilities.

Shut Down Computer —When it's time to call it a day, click the Start Button and then hit the Power Button. It's like telling your computer, "Time to catch some Z's."

Start Menu —Picture this as your personal launchpad. Click on the Start Button, and boom! You're greeted with the Start Menu—a collection of Tiles that look like mini billboards. Each Tile represents a frequently used program, ready to whisk you away on a digital adventure. It's like having a bunch of express lanes to your favorite places.

So, remember, the Start Button is like your golden ticket to the whole world of computer magic!

Activity 2.1: The Start Button

Here's a straightforward guide to navigating your Windows world:

1. Start by clicking the Windows **Start** button. It's your entry point to your computer's power.

2. Scroll down the *All-Programs* list, just like you're browsing a menu.

3. Look for the ***Calculator*** program and give it a click to open it.

4. When you're done with calculations, find the small ***X*** in the top-right corner of the calculator. Click it to close the program.

There you go! You've completed your digital dance with the *Calculator* program. Enjoy your tech tango!

Using The Mouse

Time to become a mouse maestro! Here are some tips to help you wield that magic pointer with finesse.

Moving the Pointer —Your trusty mouse moves the pointer around the screen. And when you click it, you're opening doors to programs. Simple, right?

Pointing Right —Keep your mouse pointed straight ahead to make sure the pointer moves where you want. Think of it like a compass—move the mouse north to go north on your screen.

Comfort is Key —Let your hand rest easy on the mouse, putting a gentle downward pressure so it doesn't scoot around when you click. It's like giving your mouse a little hug.

Finger Placement —Your index and middle fingers are the stars here. They drape over the left and right mouse buttons like buddies at a party.

Click with Finesse —When it's time to click, think quick and light. A gentle tap does the trick. Don't press the buttons like you're squishing bugs—that won't help. Remember, gentle clicks are the way to go.

Moving Around —If you need to move your mouse, lift it up. It's like giving it a little break. But here's the catch: the pointer won't budge if the mouse is in the air. It's like your mouse has a hover mode!

Pro Tip

Think of your mouse like a pencil. You wouldn't grip a pencil too tightly or press too hard—the same gentle approach works best with your mouse.

The Windows Mouse Pointer Primer

Brace yourself for some mouse magic tricks in the Windows world.

Click —When you want to give something a digital high-five, move your pointer over it and give the left button a tap. One little click does the trick.

Double-Click —Picture this like a speedy double-tap on your mouse's dance floor. Hover your pointer over something, and then quickly tap the left button twice. Two clicks, double the fun.

Drag —Ready to move something? Here's the move: point at it, press and hold the left mouse button, move your mouse around like a boss until your thing lands where you want it, and then release the button. Both left and right buttons can pull off this trick.

Right-Click —Want to bring out the secret menu? Instead of the left button, use the right one. If a right-click is needed, don't worry, it'll be shouted from the digital rooftops. And in Microsoft land, when you right-click, a pop-up menu springs up. But here's the twist: when you see the menu, choose your destiny with the left button. Remember, left is right here.

Scroll —Your mouse is a multitasker. It's got this scroll wheel between the two main buttons. Give it a spin, and you'll see the screen move like it's on a conveyor belt. This comes in handy when there's more info than screen space.

> **What to Notice**
>
> Right-click is your friend! It's like a secret handshake that reveals hidden options and shortcuts. When in doubt, try a right-click to see what possibilities appear.

Manipulating Program Windows

Let's unveil the world of program windows and how to handle them.

Title Bar and Control Buttons —At the top of a program window, you'll spot the Title Bar. It carries the program's name and maybe even a document's title. Right beside it, you'll find a trio of control buttons.

Minimize Button —This one's a pro at making your window cozy. When you click it, your window will snuggle down onto the Task Bar like it's taking a quick nap.

Maximize/Restore Button —Here's a button that's all about flexibility. It can puff up your window to take over the whole screen. But it also brings your window back to its original size. It's like a magical toggle switch.

Close Button —The right button in the group is all about saying "farewell." Click it, and your program window makes a graceful exit.

Moving Windows —To move a window around, grab it by the Title Bar and drag it wherever you want. It's like giving your window a little tour of the screen.

Resizing Windows —When you want to change a window's size, give the edges or corners a gentle pull. It's like stretching a digital rubber band.

Switching Between Windows —Here's a neat trick. You can flip between open windows just by clicking anywhere on an inactive window. It's like teleporting between different scenes. If you want to see all your open windows at once, click on Task View. It's like having a mini-screen party.

File Explorer View —For a quick makeover of your File Explorer, check out those two icons/buttons in the lower right corner. They'll let you toggle between Detail view and Large Icon view. Just remember, this only changes how things look, not the actual info. If you're feeling fancy, head to the View Ribbon tab for even more viewing options.

> **Key Concept**
>
> Windows are like rooms in your digital house. You can move them around, resize them, and even stack them on top of each other. The three buttons in the top-right corner are your room controls!

Desktop Shortcuts

Let's dive into the world of shortcuts and how to create and manage them.

Shortcuts Unveiled —Think of shortcuts like magical doorways to your favorite stuff on your computer. They're images that point to things like programs, making them super easy to access. You can spot a shortcut by the cute, curved arrow in its lower-left corner. Like a secret handshake for your computer.

> **Key Concept**
>
> Shortcuts are like speed dial for your computer. Instead of hunting through menus, you can jump straight to what you need with a simple double-click on the desktop.

Creating a New Desktop Shortcut for a Program

1. First things first—clear the view! Close or minimize any windows covering your Desktop.

2. Head over to the All Apps menu and find the program you want a shortcut for.

3. Give that program a little drag-and-drop onto any open part of your Desktop. Like magic, Windows creates a shortcut right there.

Creating a Shortcut for Anything Else

1. Navigate to the object you want a shortcut for, whether it's a word file or a cool picture.

2. Again, clear the stage—close or minimize any windows that might be in your way.

3. Now, the trick is to use the right mouse button. Drag the object onto the Desktop with that trusty right button. As you release the button, a menu pops up with a **Create Shortcut Here** option. Give it a click with the left mouse button.

Deleting a Desktop Shortcut

1. To bid adieu to a shortcut, right-click it.

2. Choose **Delete** from the pop-up menu.

3. It's like giving your shortcut a farewell hug.

> **Important Note**
>
> Deleting a shortcut only removes the shortcut—not the actual program or file it points to. Think of it like throwing away a business card; the business is still there!

> **Activity 2.2: Desktop Shortcuts**
>
> Let's take a guided journey to create and bid farewell to a shortcut.
>
> 1. Begin your adventure by clicking the **Windows Start** button, opening the *All-Programs* menu.
>
> 2. Scroll through the *All-Programs* list to find the *Calculator* program.
>
> 3. Click the **Calculator** program icon, then drag that icon onto your *Desktop*.
>
> 4. The *Desktop* now has a shortcut to the *Calculator* program.
>
> 5. Right-click on that *Calculator* shortcut, and from the pop-up menu, select the **Delete** option.
>
> With these steps, you've become a master at creating and removing shortcuts.

Pinning Icons

Let's uncover the world of pinning shortcuts for quick access. Pinning is like sticking a reminder note on your computer's corkboard. It's a way to keep your favorite programs or files right at your fingertips. And there are two sweet spots for pinning: the Start Menu and the Taskbar.

> ### Key Concept
>
> Pinning is different from creating desktop shortcuts. Instead of cluttering your desktop, pinned items stay organized in the Start Menu or Taskbar where they're always easy to find.

Pinning on the Start Menu and Taskbar

1. Right-click on an item you'd love to pin, like a program or file. A magical menu pops up with options.

2. You've got two superpowers here: **Pin to Start** and **Pin to Taskbar**. Choose either based on where you want your shortcut to reside.

3. Once you've pinned it, you're in charge. If you ever want to unpin an item, just right-click it again and look for the **Unpin** option.

Shortcuts vs. Pinning

Think of creating a shortcut like making a quick path to something you often visit, like a bookmark. Pinning, on the other hand, is like sticking that bookmark right on your computer's welcome mat. It's all about your workflow and what suits your digital groove.

Desktop Shortcuts:

- Great for frequently used items

- Visible when desktop is clear

- Can be moved anywhere on desktop

- Easy to create by dragging

Pinned Items:

- Always accessible through Start Menu or Taskbar

- Don't clutter your desktop

- Stay organized in designated areas

- Quick access even with windows open

> ### Pro Tip
>
> Use the Taskbar for programs you use every day (like your web browser or email), and use the Start Menu for programs you use weekly. This keeps

your most important tools just one click away!

Activity 2.3: Taskbar Shortcuts

Here are the step-by-step instructions to pin and bid farewell to a *Taskbar* shortcut.

1. Click the **Windows Start** button to view the *All-Programs* menu.

2. Scroll down to spot the *Calculator* program.

3. Right-click on that **Calculator** program icon and from the menu, select **Pin to Taskbar**.

4. Now, right-click the **Calculator** shortcut on the *Taskbar* and click the **Unpin from taskbar** option in the pop-up menu.

With these steps, you've mastered the art of pinning and unpinning shortcuts to your Taskbar!

Module 3: Files and Folders

Let's journey through the landscape of folders, File Explorer, and file management.

Learning Goals

In this module, you will:
- Understand how folders organize your computer files

- Navigate the File Explorer with confidence

- Create, rename, move, and copy files and folders

- Use the Recycle Bin safely and effectively

Folders: The Organizational Magic

Think of folders as your digital filing cabinets. Every file has a home in a folder. The default base is the Documents folder, but you've got folders for Downloads, Music, Pictures, and Videos too.

Hierarchy of Folders—Like a Family Tree

Imagine the folder structure as a family tree for your files. Here are the key terms.

Root Folder —This is the head honcho, the top of the folder pyramid, marked by a backslash (\).

Parent Folder —Think of this as the caretaker above any given folder.

Sub-Folders —All the folders below are like the younger siblings in the family tree.

Contents of Folders —Each folder can house files and even more folders. It's like a nesting doll of digital storage.

> **Key Concept**
>
> Folders work like a family tree or the rooms in a house. Each folder can contain files (like furniture) and other folders (like rooms within rooms). The path tells you exactly where you are in this digital house.

File Explorer: Your File Magician

Meet File Explorer, the wizard behind managing files and folders. You can summon it from the Start button or spot it in your trusty Taskbar, ready to assist.

- The left pane offers shortcuts to frequently used folders and the entire hierarchy.

- The right pane displays the contents of the selected folder. Double-clicking on a folder opens it up, like unveiling its treasure.

Remember, folders follow a hierarchy. For instance, Custom Office Templates are sub-folders of the Documents folder, which acts as their parent.

File Actions

- Double-clicking a file name, like *Jumping Frog*, fires up its associated application, like *Word*.

- Above the file list, you've got the *Address Bar* showing you where you are. It's like breadcrumbs leading back.

- The *Search* box helps you dig out files. Enter your criteria, and it'll unearth files matching the description. When you're done searching, click the **X** in the search box to clear your search.

The *Address Bar* and *Search Box* are your trusty companions for navigating and hunting down files.

> ### Activity 3.1: File Search
>
> 1. Start your journey by clicking on the ***File Explorer*** icon in the *Taskbar*.
>
> 2. Click ***CLL_STUDENT*** located on the left side of *File Explorer*.
>
> 3. On the right side of *File Explorer*, locate the ***Student Files*** folder and double-click it.
>
> 4. Type the word `frog` into the *Search* box and notice that *Jumping Frog* is listed.
>
> 5. Click the ***Search*** tab then ***Close Search*** to return to the file list.

Naming Files

Let's dive into the art of naming and placing files, and some crucial tips for a smooth file-saving experience.

First Save —When you're saving a file for the first time, you've got two key questions: where to stash it and what to call it. These are like your file's digital address and identity card.

Name Length —You've got a canvas of over 200 characters to paint your file's name, though shorter ones are usually your best bet. But be cautious—there are a few characters that can't make the cut in a file name. Windows will be sure to let you know.

Alphabetical Arrangement —Files play nicely in alphabetical order. So, use this to your advantage by giving them names that logically group them together.

Uniqueness —No twins allowed! Two files with the same name can't chill in the same folder. Each name must be a unique identifier.

Case Doesn't Count —Windows is pretty chill about uppercase and lowercase. "Hello.txt" and "hello.txt" are like twins from different universes. They're the same.

Dash Separator —Instead of a backslash, use a dash (-) to separate data elements. Backslashes are off-limits, but dashes are like friendly guides between words.

Future-Proof Names —Think ahead when you name files. Make them meaningful so they're easy to find in the digital jungle later.

Keyword Magic —Sprinkle keywords into the title. These are like treasure map hints for when you're searching for the file later.

> ### Pro Tip
>
> Good file names are like good book titles—they tell you what's inside without having to open them. Use dates, project names, and descriptive words that future-you will understand.

Activity 3.2: Rename Files

Here's a quick guide to renaming files with finesse using File Explorer.

1. Open *File Explorer* and navigate to the *Student Files* folder.

2. Right-click on the file named **Jumping Frog** and select **Rename**.

3. Rename the file to `Jumping Toad`.

4. Now, right-click on your newly renamed **Jumping Toad** file and choose **Rename** once more. Return its name to `Jumping Frog`.

Create New Folders

Time for a folder-forging adventure! Here's your guide to creating, moving, deleting, and renaming folders.

Create a Folder —Get ready for some magic by clicking the **New Folder** button on the Home tab in File Explorer. Voila! A new, empty folder appears, ready for your command.

Name Folder —By default, it's named "New Folder" and all set to be your canvas. But wait, there's more! Click on the default name and give your folder a new identity. Press Enter to seal the deal.

Plan Ahead —Navigate to the parent folder (the one that will hold your new creation) before you start your new folder adventure.

Move It —If you want to relocate a file or folder, the cut-and-paste or drag-and-drop magic is your friend.

Say Goodbye —Deleting a file or folder is like saying goodbye. Select what you want to bid farewell to, tap the Delete key, click the **Delete** button on the Home tab, or opt for **Delete** from the right-click menu. Confirm your decision by clicking **Yes**.

A New Name —To rename a file or folder, right-click on it and find the renaming option in the menu. A little secret: the ESC key can undo your renaming adventure.

Save and Create —When you're saving files in applications like Microsoft Word, you can conjure up new folders directly from the Save As dialog box. It's like creating the perfect spot for your masterpiece.

Activity 3.3: Create Folders

1. With the *Student Files* folder still open, click the **New Folder** button.

2. Next, enter `Class Notes` for the folder name.

With these steps, you've successfully created and named a new folder.

Moving and Copying Files

Time for some file-moving magic! Here's your guide to mastering the art of click-and-drag in File Explorer:

Click-and-Drag

- To move or copy a file, use click-and-drag. The right pane of *File Explorer* is the source and the left pane contains destinations.

- To move, click on a file in the right pane and drag it to any folder in the left pane. Like teleporting your file to a new home!

The Right-Click-and-Drag Enchantment

- Need a bit more control? Right-click on the file you wish to move or copy. While dragging, a menu appears, allowing you to select your desired action—copy or move.

> **What to Notice**
>
> When you drag with the left mouse button, Windows tries to guess what you want—sometimes it moves, sometimes it copies. Right-click dragging lets YOU decide exactly what happens.

> **Activity 3.4: Copy Files**
>
> 1. Open *File Explorer* and navigate to the **Student Files** folder.
>
> 2. Now, right-click on the **Jumping Frog** file and drag it towards the *Class Notes* folder.
>
> 3. When you finish dragging the file, select **Copy here** from the pop-up menu.
>
> 4. Double-click the **Class Notes** folder to open it. *Jumping Frog* has been copied and now resides in two folders.

The Recycle Bin

Let's dive into the Recycle Bin, where deleted files rest before their final farewell.

Recycle Bin Basics

- The Recycle Bin is like a temporary resting place for deleted files. But beware! It's got a size limit, and when it's full, the oldest files make their grand exit.

- Don't expect it to house large files; it's selective about what it shelters. And remember, it's not a catch-all. Content deleted from within applications, like a deleted snippet from a Word document, won't find refuge here.

Open the Recycle Bin

- Uncover the secrets within the Recycle Bin by giving it a double-click. This is where your deleted files await, like specters from the digital past.

Recycle Bin Actions

- Once the Recycle Bin is open, you can restore selected items.

- Or, when it's time to bid adieu, you can empty the entire bin. But remember, this isn't a secret vault! Specialized software can still unearth deleted items.

> **Important Note**
>
> The Recycle Bin is like a safety net, not a permanent storage solution. It gives you a second chance to recover accidentally deleted files, but don't rely on it as a filing system.

> **Activity 3.5: The Recycle Bin**
>
> 1. Open the *File Explorer* and navigate to the **Student Files** folder.
>
> 2. Drag the *Class Notes* folder to the *Desktop*.
>
> 3. Right-click on the **Class Notes** folder on the *Desktop* and choose **Delete**.
>
> 4. Next, double-click the **Recycle Bin** icon.
>
> 5. From within the *Recycle Bin*, right-click the **Class Notes** folder and choose **Restore**.
>
> 6. Close the *Recycle Bin*.
>
> 7. *Class Notes* now appears on the *Desktop*.
>
> 8. Conclude this exercise by deleting the *Class Notes* folder from the *Desktop*.

Last Words

Thank you for spending time exploring the world of Windows PCs with me! You've accomplished something significant today—you've moved from perhaps feeling uncertain about computers to having solid foundational skills for everyday computing.

When we started, personal computers might have seemed like mysterious black boxes with their own secret language. Now you know they're really just organized collections of components working together like a well-coordinated team. You've discovered that the key to successful computer use isn't memorizing every button and menu—it's understanding the basic patterns and building confidence through practice.

> **What You've Mastered**
>
> In this class, you've built essential skills:
>
> - Understanding computer components and how they work together
>
> - Navigating Windows 10 with confidence using the desktop, start menu, and taskbar
>
> - Managing files and folders like a digital librarian
>
> - Creating shortcuts and organizing your workspace efficiently
>
> - Using mouse techniques and window controls with finesse

Your Computing Journey Continues

This foundation prepares you for many adventures ahead. Whether you want to explore email, browse the internet, work with photos, or dive into specific applications like Microsoft Office, you now have the core skills that make everything else possible.

Remember that computers are tools designed to make your life easier, not more complicated. Every program you'll encounter uses the same basic principles we've covered: files and folders for organization, windows for viewing information, and consistent patterns for interacting with software.

> **Keep Learning**
>
> I encourage you to continue experimenting with your computer in daily life. Try organizing your photos into folders, creating shortcuts for websites you visit often, or exploring new programs that interest you. The more you practice these fundamentals, the more natural they'll become.

Next Steps

The next class in this series introduces the fascinating world of the Internet—email, web browsing, and connecting with others online. With the solid foundation you've built today, you'll be ready to explore how your computer can connect you to information and people around the globe.

Don't be surprised if you feel more curious about technology now than when you started. That's exactly what should happen! Learning creates more learning, and questions lead to discoveries.

Most importantly, approach your computer with the same wisdom and patience you bring to learning any new skill. Every expert was once a beginner, and every mistake is just another step toward mastery.

> **Remember**
>
> Your computer is a powerful ally, but you're always in control. Take your time, experiment safely, and don't hesitate to ask questions. The best computer users are those who remain curious and keep learning throughout their digital journey.

Keep exploring, keep asking questions, and most of all, keep building on what you've learned today. You're well on your way to becoming a confident computer user, and that's something to be proud of!

Appendix A: Common Computer Terms

This glossary provides quick definitions for the computer terms covered in class. Keep this handy for reference as you continue exploring your computer.

Click, Double-Click, Right-Click —Mouse actions used to interact with the computer. Single click selects, double-click opens, and right-click reveals menus.

CPU (Central Processing Unit) —The brain of the computer, a tiny chip that processes instructions. Sometimes people also refer to the entire computer tower as the CPU.

Desktop/Tower and Laptop —Two main types of PCs. Desktops stay in one place and offer better value and upgradeability, while laptops provide portability.

Ethernet/LAN (Local Area Network) —A network technology for connecting computers within a local area, typically using cables that plug into an Ethernet port.

File and Folder —Basic units of storage in a computer. Files hold your actual data (documents, photos, etc.), while folders organize and contain files and other folders.

File Explorer —A Windows tool for managing files and folders. Think of it as your digital filing system navigator.

Hard Drive (HDD) —The primary storage device in a computer, where all your files and programs are saved permanently. Like a digital filing cabinet.

Icon —A small picture or symbol on the desktop or in File Explorer that represents a program, file, or folder. Double-click to open.

Monitor —The display screen of the computer where you see all the visual information.

PC (Personal Computer) —A versatile digital device with a screen, keyboard, and mouse, designed for individual use and capable of running various programs.

RAM (Random Access Memory) —The computer's workspace where all active tasks happen. Think of it as the computer's desk where it does its current work.

Recycle Bin —A temporary storage area for deleted files, where they can be restored or permanently removed. Your safety net for file deletion mistakes.

Shortcuts —Links to programs, files, or folders, typically placed on the desktop or pinned to the taskbar for quick access. Identified by a small curved arrow.

SSD (Solid-State Drive) —A type of storage device that is faster and more reliable than traditional hard drives, with no moving parts. The modern upgrade to hard drives.

Start Menu —A Windows feature that provides access to programs, settings, and system functions. Your main gateway to everything on your computer.

Task Bar —The bar at the bottom of the Windows screen that shows open applications and provides quick access to frequently used functions.

USB (Universal Serial Bus) —A standard connection type for attaching devices to your computer, such as mice, keyboards, flash drives, and external drives.

Appendix B: Quick Reference Guide

Essential Mouse Actions

Single Click —Select an item or activate a button.

Double-Click —Open a file, folder, or program.

Right-Click —Display a context menu with additional options.

Drag —Click and hold while moving to relocate items.

Scroll —Use the wheel to move up and down in windows with more content than fits on screen.

Window Control Buttons

Minimize (_) —Shrink window to taskbar while keeping program running.

Maximize/Restore (□) —Toggle between full screen and original window size.

Close (X) —Exit the program completely.

File and Folder Management

Create New Folder —Right-click in empty space, select "New" then "Folder", or use the New Folder button in File Explorer.

Rename —Right-click item, select "Rename", or click once to select and press F2.

Copy —Right-click drag to destination and select "Copy here", or Ctrl+C then Ctrl+V.

Move —Drag with left mouse button, or right-click drag and select "Move here".

Delete —Select item and press Delete key, or right-click and select "Delete".

Appendix C: Troubleshooting Common Issues

When Things Don't Respond

Program Won't Open —Try double-clicking more slowly, or right-click and select "Open". If still unresponsive, restart your computer.

Window Is Frozen —Try clicking somewhere else first, then return to the window. If still frozen, use Ctrl+Alt+Delete to access Task Manager.

Can't Find a File —Use the search box in File Explorer. Type part of the filename you remember.

Accidentally Deleted Something —Check the Recycle Bin first. Double-click to open it, find your item, right-click and select "Restore".

Prevention Tips

Save Your Work Frequently —Use Ctrl+S in most programs to save changes as you work.

Organize as You Go —Create folders with meaningful names and put files where they belong right away.

Take Your Time —Clicking too fast or too many times can cause confusion. One deliberate click is usually enough.

Read Before You Click —Dialog boxes and menus provide helpful information. Take a moment to read before selecting options.

> **Remember**
>
> When in doubt, right-click! The context menu that appears often provides exactly the option you need. And don't worry about breaking anything—computers are more resilient than you might think.