

Teaching Notes

These teaching notes were originally developed for computer classes at Durbar High School in Kathmandu, Nepal, using Windows 95 and Office 95. Since then they have been rewritten for Office 97 and extended. Lesson plans have also been developed for some topics to help Cambodian teachers prepare their lessons.

We wrote the notes for our own use so that we have a clear picture of what we will be teaching. They are not really students' notes, though we do encourage students to read them on the computer *after* lessons and to practise the exercises again.





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We realise that they are not perfect, so if you find any mistakes or think certain sections could be clearer then we would appreciate your feedback via e-mail to andy_price@hotmail.com

Happy teaching!

Andy & Ming
9th October 2002

Notes (4) – File Management

<u>programs/applications/software</u>	<u>documents</u>	<u>document icons</u>
- are tools which you use to create something of your own, e.g.	- are things you have created with a program, e.g.	- represent documents
Notepad	a list	
Paint	a picture	
Word	a letter	
Excel	accounts, calculations	

Documents – each document must be given a name. In a folder no two documents can have the same name. The naming convention in this school is explained in more detail in “(E) Saving a document” below.

File – a more general term for data and instruction stored on a computer. So a file can be a *program* file or a *document* file.

- A computer can be likened to a **filing cabinet**
- The filing cabinet has **drawers**.
- Each drawer is called a **folder** or a **directory** in computer terms, and My Documents is an example of a folder.
- In each drawer of a filing cabinet you can have several dividers which are called **sub folders** or **sub directories** in computer terms.
- In each of these dividers you store your **files** (programs, documents).

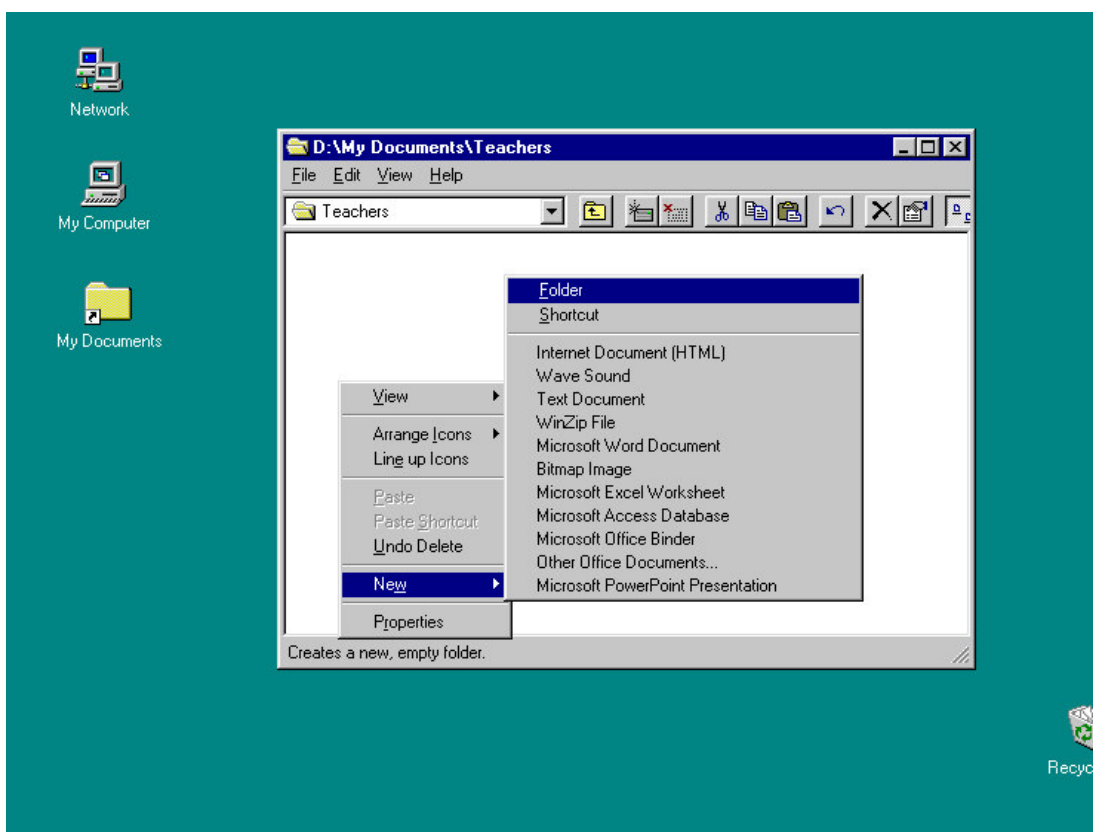
Filing Cabinet	Computer
Drawer	Folder
Dividers (partitions)	Sub Folders
Files - documents	Files – documents, programs

My Documents is a folder (imagine it to be a big box) and in it are several smaller folders (also called sub folders, imagine they are small boxes). There will be one folder for the teachers and one for the students. In the respective folder, a teacher or a student will then create his own folder and save all the documents he creates in it. So if you are a new student, you must first create a new folder for yourself and call it your name.

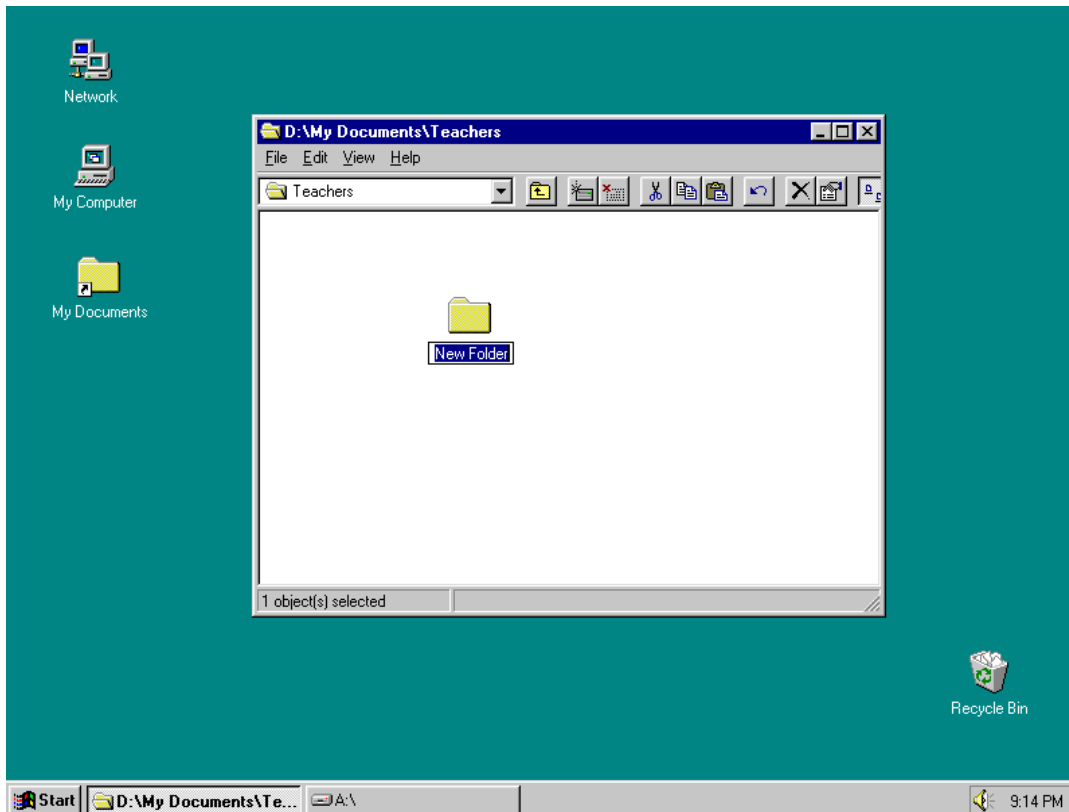
(A) To create a new folder in My Documents to save the documents you create

(see the two screen shots below)

1. Double click My Documents to open it.
2. Double click Teachers or Students folder, whichever you belong to.
3. Right-click on a blank part of the window (not on an icon) - a small pop up menu will appear.
4. Move cursor to “New” - a sub menu will appear.
5. Move cursor to “Folder” and single click.



6. A new folder will appear with the name "New Folder" highlighted in blue below it. The highlighted text and the white box round it show that you can type over the text.
7. Without touching the mouse, type in your name and group number, e.g. Dara (1).
8. Then press the Enter key to finish.



(B) To open a document (e.g. Example Table, ss Example Table, Barchart, ss Barchart)

Remember - a document can only be opened if it exists! You may want to open a document in your own folder to make changes to it or you may want to open a document on another computer to look at it. There are several ways to open a document:

I. To open a document in your folder (e.g. ss Example Table, ss Barchart)

Our standard practice here is for students to save their work in their own folder which is in My Documents. So the easiest way to find your document will be to look in My Documents:

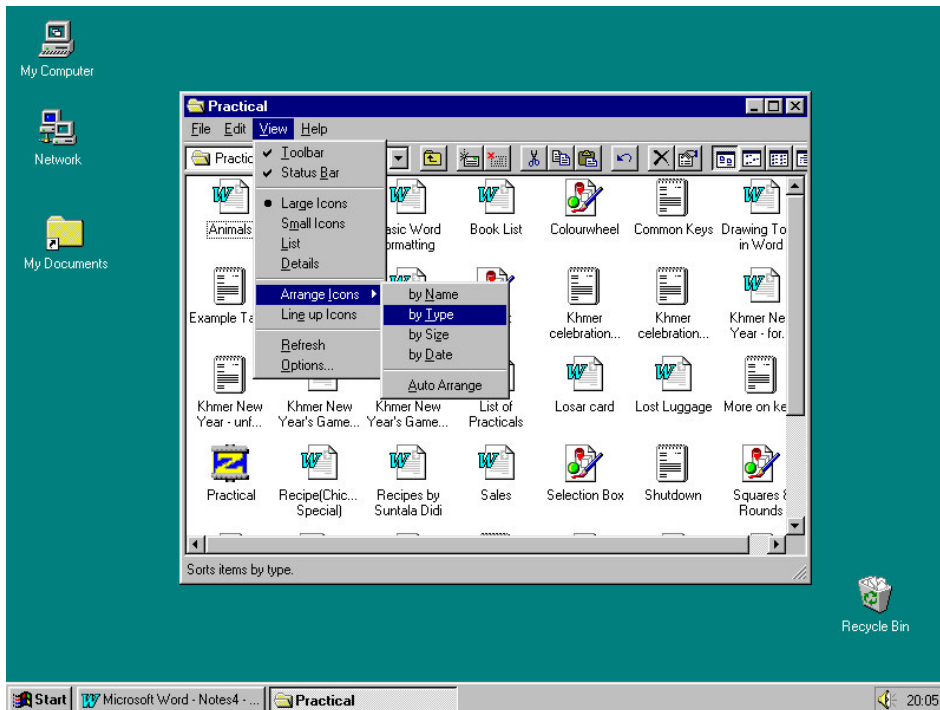
1. Double click *My Documents* to open it.
2. Double click on *Teachers* or *Students* folder, whichever you belong to, and then open your own folder.
3. Double click on the *document* (e.g. ss Example Table, ss Barchart) you want.

II. To open a document in another computer (e.g. Example Table, Barchart in PC-01)

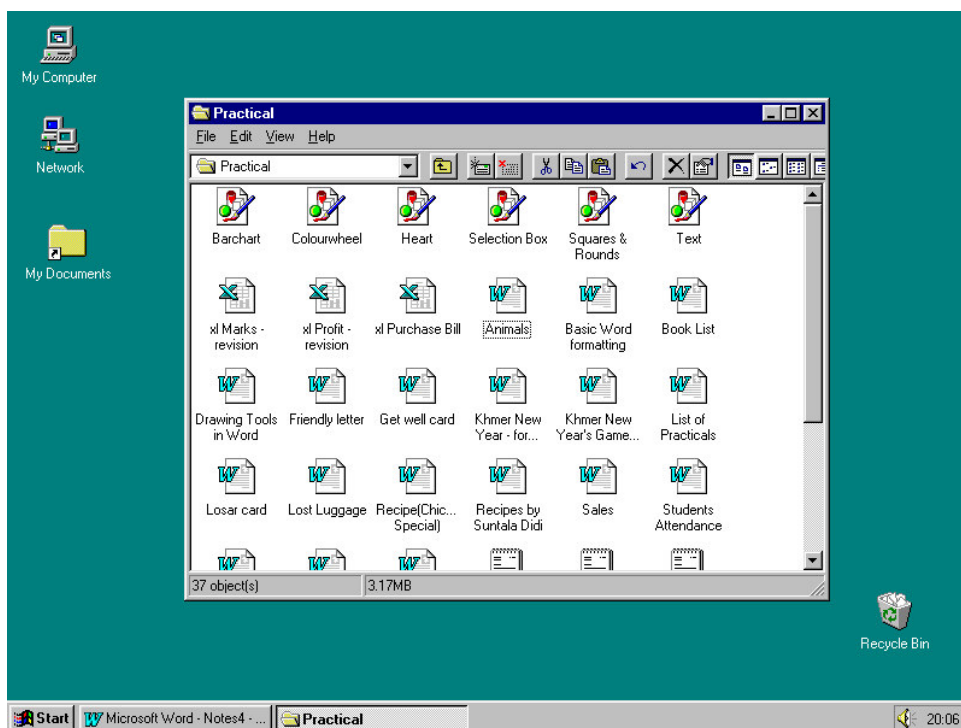
You may want to open a document in another computer, e.g. PC-01 to follow an example exercise. In this case you will have to access the other computer via the network:

1. Double click *Network* to open it.
2. Double click on the folder you want, e.g. *Practical* for example exercises, *Notes* for notes to read.
3. Double click on the *document* (e.g. Example Table, Barchart) you want.

Note: If there are many documents in a folder and you cannot see the one you want easily, it will be best to re-arrange them. To do this, on the menu bar click on View, Arrange icons, then click on by Type.



The documents will be re-arranged according to their program type. For example, if you are looking for a Paint document in the Practical folder in PC-01, you will see that all the documents created by Paint are arranged together at the top in the opened window below. The documents are also arranged in alphabetical order in their group. You will easily be able to see the document you want.



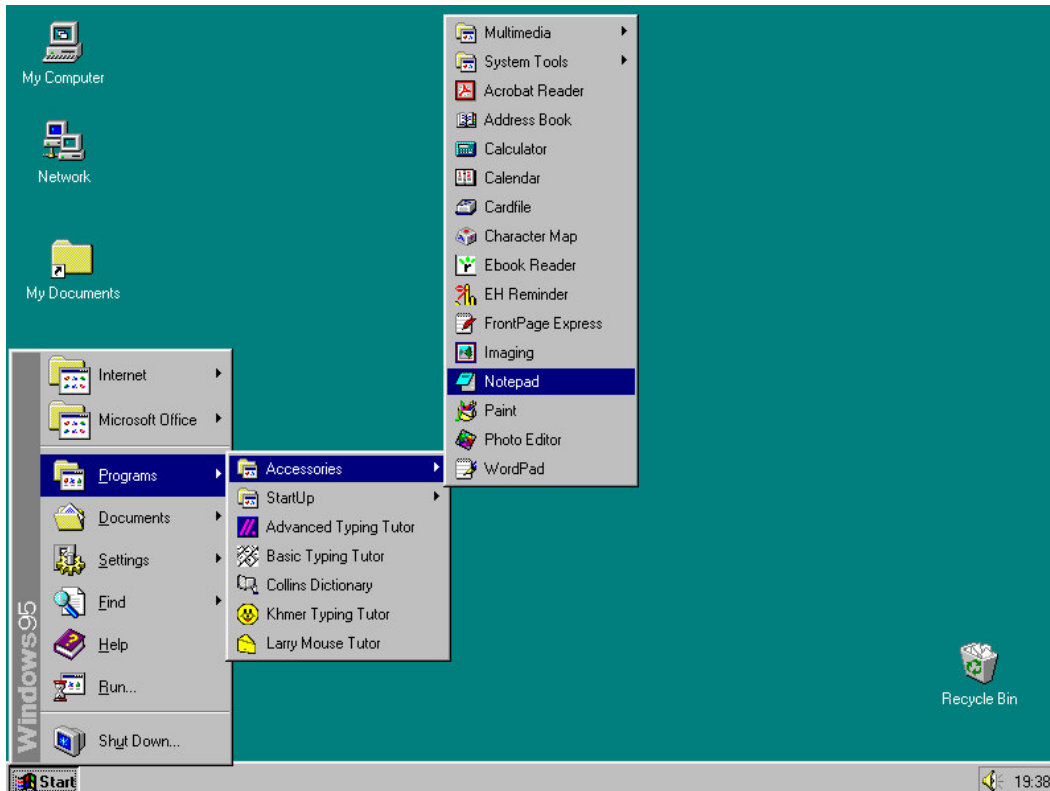
(C) To open a program (e.g. Notepad, Paint, Word, Excel)

Click on the *Start* button – a menu appears.

Move the cursor up, down or across the main menu or sub menus to the program you want.

Example to open Notepad:

1. Move cursor to *Programs* – a sub menu appears.
2. Move cursor to *Accessories* – a sub menu appears.
3. Move cursor to *Notepad* and single click to open.

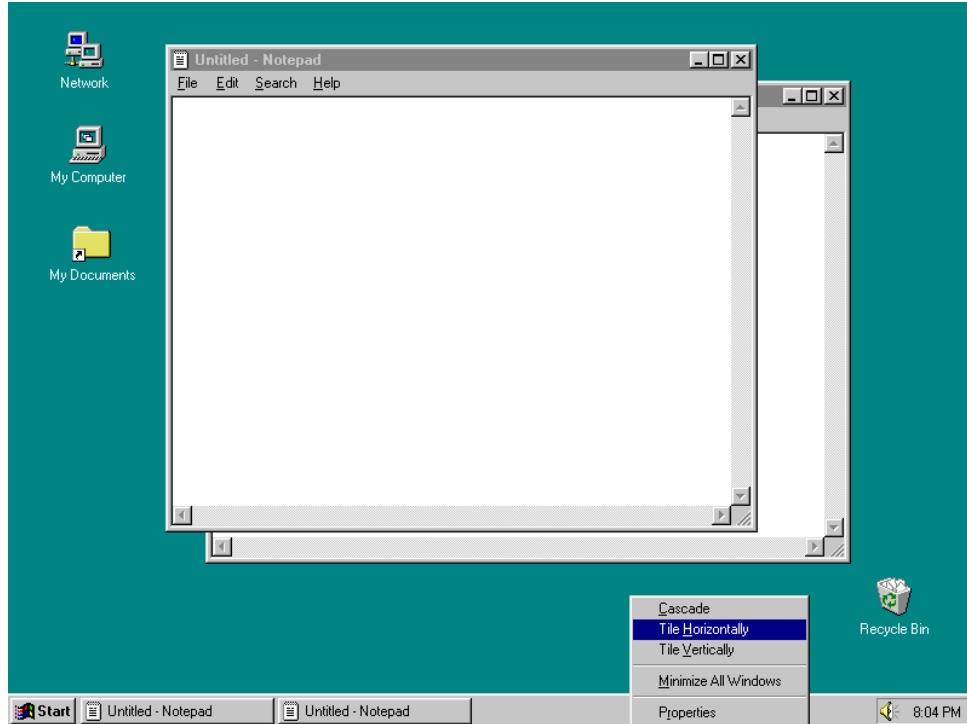


Note: In your practicals, you will be asked to create a document of some kind.

- Usually you will be given an example document to follow and this will be found in the Practical folder in PC-01. So you will first have to open this example document following the steps 'To open a document' as described in (B - II) above.
- Next following the steps 'To open a program' as described in (C) above, open the required program to work in.
- To see the example document and the open program properly, you will have to place the two windows side by side (tile vertically) or one above the other (tile horizontally). Follow the steps 'To tile two windows' as described in (D) below.

(D) To tile two windows (vertically or horizontally)

1. Position cursor in a **blank** part of the taskbar. The cursor must be in the shape of a **pointer** (**not** a double headed arrow for resizing!) and the cursor must be **inside** the taskbar (**not** outside on the desktop or you will get a different menu).
2. Single **right** click – a small menu appears.
3. Single click on ‘Tile Windows Horizontally’ or ‘Tile Windows Vertically’.



Note: After you have created a document you will have to **save** it. Otherwise, the next time you switch on the computer you will not find your work. Remember to save your documents in your own folder and not anywhere else. Follow the steps ‘Saving a document’ as described in (E) below.

(E) Saving a document

Single click on **File** on the menu bar of the program (Notepad, Paint, Word, Excel) – a sub menu appears. Single click on **Save** – a dialogue box appears.

In the Dialogue box:

The ‘**Save in**’ box should display My Documents, but this is often not the case. Usually, you have to find My Documents and open it. To do this, look for My Documents in the box below ‘Save in’ and double click to open it. If you cannot find it in the box below, single click on the down arrow to the right of the ‘Save in’ box. This will display a list where you can find Desktop at the top – single click on this. This time you will see My Documents below the ‘Save in’ box - double click to open it.

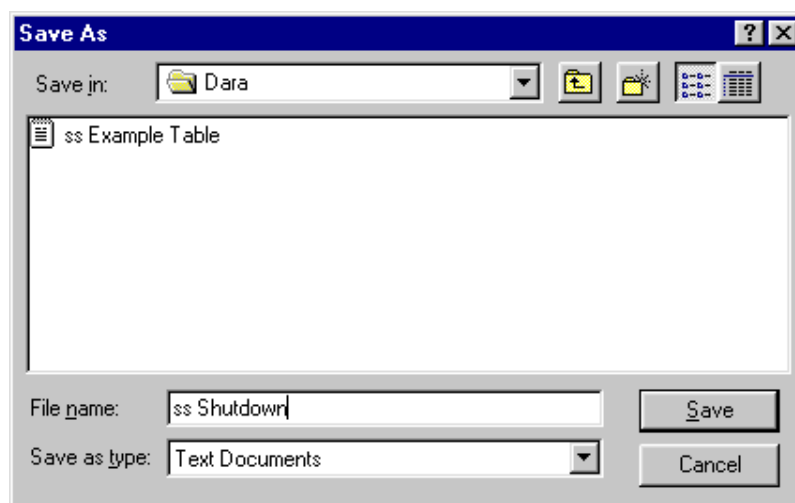
Sometimes you find yourself at a sub folder level, for example you may be viewing the documents in the Teachers’ folder, when really you want to save your document in your own folder in the Students’ folder. If this happens, you need to go up one level to My Documents, and there you will be able to see the Students’ folder and then work your way down to your own folder. To go up a level in the dialogue box, just click the folder icon with the upward arrow on it.

When you find your folder, double click to open it. Existing documents will be displayed below the ‘Save in’ box if you have saved any previously.

Note: if you have problems in double clicking, select the object with a single click and then press the Enter key or single click on the Open button.

You will notice a name of some kind (e.g. 'untitled', 'My Documents') in the '**File Name**' box. Delete this name by positioning the cursor at the end of the name. The cursor must be in the shape of an 'I'. Hold down the left mouse and drag over the name; it becomes **blue** and you can now type over it. Without touching the mouse again, enter the name you want to call your document. Our standard practice here is for students' work to start the name with 'ss' followed by the same name as the example you are following, e.g. ss Barchart. If you are doing something of your own then give it a meaningful name. If your picture is an elephant, then call it 'ss elephant'. Then, from your document name you will know what it is without needing to open it.

Then single click on the **Save** button.



(**Note:** When you first create a document you will have to save your work by following the steps described above. Later, if you make any changes to your work, you must also save them. Just click 'File', then 'Save' on the menu bar. A dialogue box will not appear this time as your document has already got a name. It is always advisable to save **frequently** when you are creating your document. Otherwise, if the computer breaks down or the power supply is cut off, all your unsaved work will be lost.)

Further reading: PC-01\Notes\Saving in Notepad

A clean surface to work on in a program (e.g. Notepad, Paint, Word or Excel)

From the File sub menu select **New**. If your previous work is not saved, a dialogue box will open up with the message 'Do you want to save the changes?'. Click on '**Yes**' to save the changes and follow the steps for saving a document. Click on '**No**' if you do not want to save the changes. You can then work on the **clean** surface provided.

If you make a mistake in your work, try to correct it or click on Edit on the menu bar and select Undo. Do not keep discarding your work for a clean surface, or you will never finish!