

Are you baffled by all those icons on your computer? What is an icon you ask? Well, then this class is for you. Learn about the free programs that you can find on your computer to make your life easier, keep your computer “clean” and shortcuts to help you manage your computer time.

ITEMS to be covered:

Navigating to folders on your computer from your desktop

- Computer or My Computer
- Libraries
- Recycle Bin
- Internet Options

Taskbar items

- Sound
- Time & Date
- “up arrow”
- Start

Accessories folder

- Calculator
- Paint
- Snipping Tool
- Sound Recorder
- Wordpad (or Notepad)

System Tools folder

- Disk Cleanup
- Disk Defragmentor

Devices and Printers

Control Panel

Shortcut keys

What is a computer icon? A computer icon is a picture that represents a program or file. When the icon is “double” clicked on, the program or file that the icon represents will open.

Every computer has an operating system, such as Microsoft Windows, which uses icons to help us navigate or use our computers. Some of these icons are “free” programs provided by the company that created the operating system. These icons can often be found in more than one place as you navigate through your computer.

Imagine a file cabinet that has 4 drawers. Each drawer has a specific label on it. When you open a drawer you will find lots of file folders and each of these file folders has their own label. Inside each file folder may be specific documents or envelopes with other labels on these. This file “system” is quite similar to how a computer icons work. Sometimes the icons open up directly to a program that you can use. Sometimes there are multiple “openings” before one can get to the tool they wish to use.

When a computer first starts it opens to an area called the *desktop*. On the desktop are a variety of icons. Some of the icons are on the *taskbar* which is usually located on the bottom of the screen. Let's start with some icons you will find on the main part of the computer screen.

Navigating to folders on your computer:

 <p>Computer</p>	<p>Sometimes labeled “My Computer.” This icon opens up to show you everything that is on your hard drive. The hard drive is the main part of your computer that makes it work. The hard drive is usually labeled with the letter C and is also known as the “Local Disk.” It has the original factory settings as well as anything that has been added to the computer such as programs or files.</p>
	<p>▪ Hard Disk Drives (2)</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="284 399 722 483">  <p>Local Disk (C:) 202 GB free of 286 GB</p> </div> <div data-bbox="747 399 1071 483">  <p>RECOVERY (D:) 2.00 GB free of 11.8 GB</p> </div> </div> <p>The recovery drive, in this case labeled (D:), contains the original factory settings.</p>
	<p>▪ Devices with Removable Storage (1)</p> <div data-bbox="284 546 560 630">  <p>DVD RW Drive (E:)</p> </div> <p>The E drive in this example is the DVD. DVD is the acronym for Digital Video Disk or Digital Versatile Disk. In this example the DVD has RW which means that the device is capable of rewriting or rerecording on a disk if the disk also allows this.</p>
 My Documents  My Music  My Pictures	<p>On the left side of the My Computer screen you will see files. It is possible to open these files by double clicking on them. When one of these files is opened the center of the screen changes from the My Computer contents to show what is in the newly opened folder.</p>

Side note: The Navigation Bar

Refresh Button





The Navigation Bar tells you where you are by showing you each icon you have clicked on.

 <p>Libraries</p>	<p>Libraries is another icon found on most Windows desktops. This folder contains other folders labeled <i>documents, music, pictures, and videos</i>. As you create or download items, your computer will automatically place/save these items into these folders unless you direct your computer to do something different. This is simply a way that the computer creators try to assist you. So, if you have “lost” something, check in these folders. One other interesting thing is that the folders usually come with a few things already added to them, probably as an example for us to understand the types of files that will be placed into the specific folders. Take a look inside the pictures folder or the music folder to see what in there.</p>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="235 1375 470 1470">  <p>Documents Library</p> </div> <div data-bbox="479 1375 665 1470">  <p>Music Library</p> </div> <div data-bbox="690 1375 876 1470">  <p>Pictures Library</p> </div> <div data-bbox="901 1375 1088 1470">  <p>Videos Library</p> </div> </div>

 <p>Recycle Bin</p>	<p>The <i>recycle bin</i> is also on the desktop. Anything you delete goes into the recycle bin. It is easy to <i>restore</i> items to their original location if you accidently delete something. It is wise to periodically <i>empty the recycle bin</i>.</p>
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 <p>Internet Explorer</p>	 <p>Google Chrome</p>	 <p>Mozilla Firefox</p>	<p>These icons represent 3 programs that will help you access the Internet. They are all free. If you have a Windows Operating System, Internet Explorer has already been installed. Google Chrome and Mozilla Firefox will need to be downloaded and installed if you wish or need to use them. Note that these are “shortcut” icons.</p>
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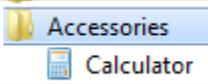
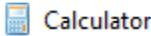
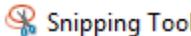
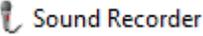
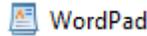
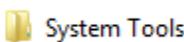
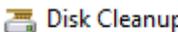
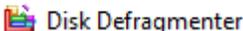
Taskbar Items:

Notifications Area		You can right click or double click on the sound icon to change the sound in a variety of ways.
		Click on this once to be able to change the time and date or just to look through the calendar.
		The “up arrow” will open a pop up screen that will show more icons that didn’t fit on the task bar. This is usually where you will need to look to “safely remove” a flash drive.



For the Windows Operating System, this is the *Start* icon. Click on this once to see what programs you can navigate to. Move your cursor to those program icons or to other folders, click on the selected icon and it will open.

Accessories Folder:

	To navigate to the Accessories folder click the start button , click All Programs , and you should see Accessories . Click on it to see all the items available.
 Calculator  Paint  Snipping Tool  Sound Recorder  WordPad	
	Within the Accessories folder you will see the System Tools folder . This folder has two tools that will help your computer run better. Disk Cleanup helps free up space on the hard drive by locating items or files that can be safely deleted such as temporary Internet files. Disk Defragmenter puts the pieces of files back together again.
 Disk Cleanup  Disk Defragmenter	

Devices and Printers:

	To get to Devices and Printers simply click on the Start icon and locate the words Devices and Printers . This will open a screen that shows all the devices and printers that have been installed on your computer. The icon that has a green checkmark on it is currently the default for when you request your computer to print something. This is easily changed by right clicking on the icon of the device you wish to set as default and choosing “set as default.”
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Control Panel

To get to the **Control Panel** simply click on the **Start** icon and locate the words **Control Panel**. This will open a screen that shows all kinds of icons and the best way to learn about them is to open them and look at what they do.

Shortcut keys

Windows system key combinations

- F1: Help
- CTRL+ESC: Open **Start** menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently
- Windows Logo+L: Lock the computer (without using CTRL+ALT+DELETE)

Windows program key combinations

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic

General keyboard-only commands

- F1: Starts Windows Help
- F10: Activates menu bar options
- ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
- ALT+*underlined letter in menu*: Opens the menu
- ALT+F4: Closes the current window

To copy a file

Press and hold down the CTRL key while you drag the file to another folder.

General folder/shortcut control

- F4: Selects the **Go To A Different Folder** box and moves down the entries in the box (if the toolbar is active in Windows Explorer)
- F5: Refreshes the current window.
- F6: Moves among panes in Windows Explorer
- CTRL+Z: Undo the last command
- CTRL+A: Select all the items in the current window
- BACKSPACE: Switch to the parent folder

Microsoft Natural Keyboard keys

- Windows Logo: **Start** menu
- Windows Logo+M: Minimize all
- SHIFT+Windows Logo+M: Undo minimize all
- Windows Logo+F1: Help
- Windows Logo+E: Windows Explorer
- Windows Logo+F: Find files or folders
- Windows Logo+D: Minimizes all open windows and displays the desktop
- Windows Logo+TAB: Cycle through taskbar buttons