INTRODUCTION

What should you know about system software?

If you don’t know the rules of the game, it’s very difficult to succeed. With the computer there are some general things you need to know and do (in most cases, these will turn into automatic skills) so that your interaction with the computer is simplified. If you don’t understand how these work, you’re going to be fighting an uphill battle—forever. When it comes to understanding the ground rules of the computer, you need to know some basics about the operating system software. Here are some of the things you should be familiar with:

- How to communicate and interact with the computer
- How things are reliably created, organized, stored, and then retrieved
- What tools are available and how they are accessed
- How to get help

Terms to know

<table>
<thead>
<tr>
<th>click</th>
<th>desktop</th>
<th>drag</th>
<th>file</th>
<th>folder</th>
<th>Help</th>
<th>hold</th>
<th>icon</th>
<th>jump list</th>
<th>menus</th>
<th>mouse</th>
<th>point</th>
<th>preview</th>
<th>Start menu</th>
<th>taskbar</th>
<th>toolbar</th>
<th>window</th>
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What is the system software and what does it do?

System software tells the computer how to perform its fundamental, basic operating functions (e.g., turn on, save things, run application programs). In other words, it is the master control program. When the system software is functioning properly, life is good—when it isn’t, life can be miserable.

What are some commonly known system software?

Two types of system software (sometimes called platforms) dominate the school and home market at the present:

Microsoft’s Windows Operating System

Apple’s Mac Operating System
What gets a little confusing is that new and improved versions of these systems are continually being introduced. For example, you might be working on Windows XP, Vista, or 7; however, you might also have experience working with the Mac OS 8, 9, or X. As these versions are upgraded, new releases of the same operating system take on new version numbers or even names. For example, one version of Apple’s Mac OS X is 10.7, which is also referred to as Lion.

Although there are some basic differences between the main systems (and even within the different versions of a system), their purpose is very similar—to control how the computer functions.

**Why bother learning how to use and navigate the system software?**

From the time the computer is turned on until it is shut down, the system software is involved and actively participating. Its role is similar to that of the director of a play. The audience may not see the director, but the director controls what transpires on the stage.

Understanding the system software will allow you to control the following:

- Starting up and shutting down the computer
- Storing, moving, and retrieving your work
- Installing and uninstalling other software on your computer
- Finding folders, files, and so forth in your computer storage areas
- Controlling how peripherals (e.g., keyboard, mouse, monitors, scanners) interact with the computer
- Using application software (e.g., word processors, spreadsheets)

**ORIENTATION**

**What’s the workspace look like?**

When you walk into a new school building for the first time, it’s often easy to get lost. It generally helps if you can find out where you are (perhaps by visiting the main office) and then see a picture of the building and how it is laid out. Key landmarks (e.g., the main hallway, the faculty lounge, the numbering system of the rooms) then can be noted and the logic of the building begins to be clarified.

Similarly, this is how we need to handle the computer and its various applications. We will begin each explanation section with an overview map of what the workspace looks like so that you can get a feel for how it’s laid out and what the major landmarks, or tools, are.

Review Figure 1.1. This is a view of a Windows-type computer desktop. After starting the computer and allowing it to go through its getting-ready stage, the desktop appears. This is a key landmark and a place where you will frequently find yourself visiting and working from.

Mac Users: Refer to the Mac addendum at the conclusion of this chapter. There you will be able to see how that operating system compares to the Windows version.

**What’s the desktop?**

In a usual working office, the top of the desk is where most of the work is completed. There are tools (e.g., pencils, paper clips, writing paper) that are sitting on the desktop so that when needed they are readily available. This is very similar to the computer’s desktop. It is here that one has ready access to the needed tools and files so that real work can be accomplished.

*Note:* Don’t be concerned if your desktop looks a bit different than the one in Figure 1.1. The top of the desk in your home or office probably looks different from that of any other person’s desk. We can customize the desktop to fit your needs—just like you have done on your personal desk. Generally, there are some basics that you will find (e.g., Recycle Bin, taskbar and toolbars, some folders) in and around the desktop. Look for those key landmarks.
Getting it to do what you want

The centerpiece of a good relationship is the ability to communicate. Teachers have to be good at this—you have to handle a variety of students, parents, administrators, and so forth—all of whom may require different communication skills.

Guess what? When working with the computer, communication is also essential. Yes, it can be even more frustrating than telling little Billy not to bring his pet lizard to school for the eighth time. Early on, your biggest problem will be finding the way to effectively communicate to the computer what you want done. Sounds a lot like the give-and-take within any relationship, doesn’t it?

For most computer systems today, the mouse and keyboard are the critical means of communication. So look them over, tap on them, play with the keys, and note what the different buttons do. You’ll be using them before long.

The “power of the mouse”: pointing, clicking, selecting, and dragging

The power of the mouse (or any mouse substitute—such as the trackball, touchpad, pencil eraser, your finger) is that it allows you to tell the computer what to pay attention to and, in many cases, exactly what to do.

Here are the key skills:

**POINT:**

Move the mouse and watch how the pointer or cursor on the screen moves with it. You need to be able to tell the computer which things to work with—the power of the mouse is that it allows you to point to exactly what you want the computer to attend to.

**CLICK:**

Note that the mouse has a button or two (maybe more) on it. When you depress a button once quickly, it is called a click. A click gives the computer important information about
what to do with the item you are pointing at. Generally, for a PC the majority of clicks are on the left button. At times you will need to expand your clicking repertoire into a

- Double (or even a triple) click
- Right click
- Click and hold

If you do not have access to a mouse (perhaps you are working on a laptop), note that there is still some kind of point-and-click mechanism provided. Don’t worry. They all are designed to accomplish basically the same task.

**SELECT OR HIGHLIGHT:**

Often you need to identify a specific item (e.g., a picture, word, number) that you want the computer to work on. To do this, you typically put the mouse pointer on top of the item and click. In some cases, you'll need to click and **hold** in front of the item, then **drag** over the item until it is fully selected. When it is selected, it will change colors (typically becoming darker). If you want it to be deselected, you just click anywhere else on the screen. Here is an example of a selected word:

![This word is selected](image)

Here are examples of selected and nonselected folders:

![Nonselected](image) ![Selected](image)

**DRAG:**

This is when you point at some object, click and hold (don’t release the button), and then move the mouse. The item you have clicked on will then move (drag) or be highlighted in some way. For example, this is one way that you can move a file from one place on the screen to another. Point at the file, click and hold, and drag it to the new location.

For more information about the use of the mouse (e.g., clicking, dragging), view the mentoring video on the website that accompanies this book.

**The “power of the keys”**

For the computer to be really helpful, there are times when you need to spell out what needs to be done. That’s when the keyboard comes in handy. Yes, there will be times ahead in which the keyboard may become obsolete—however, for the near future you will continue to type in the words and commands that are needed via the keyboard.

**Start menu**

The **Start menu** (see Figure 1.2) is important for you to become familiar with. This is where you go to gain access to most of the key functions of the computer. Review Figure 1.2. The inserted callouts highlight a few of the important activities that can be accomplished through the use of the Start menu. This is the place where you go to launch specific programs, complete a search...
for specific documents and/or folders, gain access to your flash drive, and change settings on the computer (i.e., through the control panel).

**Help and Support**

With our use of the computer, right after getting a good orientation of the computer layout, it is important for you to know where you can get some help if it is needed.

The main operating systems today have Help sections built into their programs. We will constantly suggest that you turn to Help to get many of the answers to your questions.

To find the Help section, look in the Start menu (see Figure 1.2) and note the Help and Support button that has been highlighted. We will discuss Help and Support in greater detail in the Level 2 section of this chapter.

**The three big metaphors**

The following three metaphors will help you learn the basics about the computer:

1. **Office filing systems metaphor.** Any well-run office (whether at home or at a business) has a means of storing important information. Today, most offices still have file cabinets with drawers full of folders. Each folder holds valuable documents containing all kinds of information. Similarly, for the computer to be used efficiently, a filing system devoted to storing and retrieving key documents and files within folders is used.

2. **Restaurant metaphor.** Each time you go to a restaurant to eat, you have a selection of food and drink from which to choose. This is most readily accomplished by looking over the menu. Likewise, the computer has menus from which to make a selection of what you want to achieve.

3. **Construction worker metaphor.** Just as a builder has a toolbox and a number of tools to access and use when building a new home or business, the computer user has access to many tools available within the computer software. Some tools are used more frequently by the builder, but knowledge of many of the others allows the builder to accomplish great things. The same philosophy applies with using the computer.

Often, throughout this text, we refer to these metaphors to help you quickly grasp the new information. Get used to them—you’ll be using them yourself before long.
Why do I need to organize and clean my room?

With the large storage capacity of a computer (one of its greatest assets), you need to have an organizational plan. This will allow you to store and retrieve your stuff easily.

Organization plays a key role. If you don’t attend to how your files and folders are organized, you’ll quickly find that working on the computer can be more frustrating than it needs to be.

In the next few sections, we make some suggestions on what you can do to help organize your computer so it is efficient and effective to use.

Using the Search function

Once you become accustomed to using the computer for many of your daily tasks, you’ll soon be amazed at how many things you can store within it. Soon you will have thousands of pieces of information. Those bits and pieces may include photos, letters, files of data, book reports, math exercises, and so on. It’s almost scary how fast the bits of information accumulate. We quickly become very dependent on the computer to hold all of this stuff. But it can be a problem when you need to find that information and you can’t remember exactly where you put it. With only a small amount of stored information, looking through it by using your own pair of eyes may be more than sufficient; however, if you have thousands of folders, each of which may contain multiple files and documents, it may take a tremendous amount of time to find certain things. That is where the Search function comes in.

Within Windows 7, you can use the computer to quickly search its own contents by merely giving it a clue as to what to look for. Review Figure 1.2 and note that at the bottom of the Start menu is the place where you can enter the key words and have the computer search for your needed document, file, and so on.

Important Organizers

FILES AND FOLDERS. To organize what’s on the desktop and what’s stored within the computer, a simple visual metaphor is used. Just like a filing cabinet in the office contains labeled folders and documents placed inside the folders, so too are objects organized in your computer’s system platform. The filing system is critical to organizing your workplace (the computer) so you can get the most from it.

An example of files and folders:

1. Whenever you create something using one of the software applications (e.g., word processing), we will call it a file. That file can then be stored by putting it on top of your desktop or by filing it away within a folder. On the picture of the desktop (Figure 1.1) look for a file that is called Organize.docx. This is a word-processed document that has been created, named, and stored on the desktop.

2. Look at the desktop in Figure 1.1 again. Note that there is a picture, or icon, of a folder that is called School work. This folder is a place where files and other folders related to school can be put and organized.

Note 1: Both files and folders have names associated with them. This is a great convenience! You can name these so that you can remember what they contain.

Note 2: You have an endless supply of folders and the size of each can be expanded to hold a huge amount of files, other folders, programs, and so on. You never have to go to the store and buy another package of folders.

Note 3: If you want to name them a specific way, you can easily do so. Likewise, if tomorrow you figure out a new way to name your folders and files, you can rename them with relative ease.

RECYCLE BIN. An important part of organizing is getting rid of the stuff you no longer need. This is easily done by dragging the item to the Recycle Bin (trash) that’s located on the desktop. Once there, it’s possible to take out the recycles or trash and empty it from your system.
Note: Discarding trash or recycles on the computer is generally a lot easier (and less smell) than taking out the kitchen garbage. A comforting thought is that the Recycle Bin or Trash is a temporary holding spot. If you delete something you later decide you need, you can open the Recycle Bin and retrieve your disposed material. However, once you decide to empty the Recycle Bin, the contents are gone for good.

Menus and taskbars

WHY MENUS? Why not? Restaurants have found them effective. Menus allow you to see lots of choices of food to eat or (as in the case of the computer) activities to perform.

Menus on the computer are often pulled down (or up) and are there until you have made your selection. Once used, they (similar to the restaurant variety) disappear until called on for other selections.

In all programs we discuss, there will be menus and toolbars that you can access and select from. It’s really a very efficient way to access different tools and other important things. The Start menu (Figure 1.2) is a good example of a menu of items from which to choose computer activities. Generally, by selecting a menu button, file name, and so on, the menu of alternatives is revealed in some way (e.g., a drop-down menu appears, a new window is revealed, a pop-up window comes into view). Once a selection is made, the menu then disappears until it is called back into service.

TASKBARS. The computer is capable of many tasks. Subsequently, there are numerous tools and commands that can be used to accomplish these various tasks. To help with this process, many of these tools have been placed on convenient taskbars that can be shown (or hidden) as you determine their need. Figure 1.1 highlights the taskbar that reveals which programs, files, and folders are currently open and can be immediately accessed with a single click. To place or “pin” a tool on the taskbar, merely right click on the icon for the tool and select “Pin to Taskbar” option. If you want to remove a tool from the taskbar, right click on the tool’s icon on the taskbar and select “Unpin this program from the taskbar”.

A couple useful features of the desktop taskbar you should find very helpful include the taskbar preview and the jump list. For example, we often find ourselves involved in more than one task at a time, thus we end up with several word processing documents, a spreadsheet, an Internet browser, and so on, all running at the same time. As shown in Figure 1.3, the taskbar preview feature actually allows you to mouse over the application button (hover your mouse pointer over the button but don’t click) on the taskbar and a small preview window of what is running in the program will pop up. Merely click on the preview pane of your desired file and that file is expanded so you can work on it. This is a very quick and easy way to see what it is you are doing.

As shown in Figure 1.4, a jump list is activated by right clicking on one of the taskbar program icons (e.g., MS Word). A list is then shown of current and recent files that have been accessed within that program. Simply left click on any of those items and they are launched within the program. Basically, the jump list is a quick way to jump to a recently accessed file.

FIGURE 1.3 Taskbar Preview allows you to see and access the currently running files and documents
Windows, windows, everywhere

Take a look at Figure 1.5. This is an example of several windows being open on one computer screen. Windows allow you to peer into different programs and different parts of the program.

Note how the windows can be made of different sizes and can be made to overlap each other. As you begin to work with the computer, you'll find that navigating through these windows, and being able to have multiple windows exposed at a single time, can be very...
helpful. The window you are currently working on (the one on top) is known as the *active window*. When you have a number of windows on the screen at one time, you can make a specific one active by pointing your mouse directly within the space of that window and clicking once. It will highlight and come to the top (i.e., it will overlay or be on top of the other open windows).

Look more closely at Figure 1.5. Note the highlighted section in the corner of the active window (see the upper right corner). These buttons allow you to control the active window (i.e., hide the window temporarily so you can see what else is on the screen, change the size, or close it altogether). If you want to change the size of the active window, put your cursor directly over a side, bottom, or corner of the active window and the cursor changes into a two-headed arrow. Click, hold, and drag the window to your preferred size and release the mouse button. To see a demonstration of how to work with active windows, review the mentoring video on the the website that accompanies this book.

Think about the application advantage of these multiple windows. For example, you could be grading an assignment that one of your students has submitted and at the same time have the grading rubric in another window showing on the screen at the same time. Or you might find it fun to have a word-processed document up in one window and copy a section of it and paste it into another program (like a graphics program) without having to do much at all other than select, copy, and then go to the other window and paste.

**Note:** There will be times when you have several windows open and you will find it very time consuming and inconvenient to minimize or close all of them individually in order to review what it on your desktop. By moving your mouse over the top of the Show Desktop button (see Figure 1.6), all open windows will become transparent and you can readily see the desktop. If you want all of the windows to be immediately minimized, you can click on the Show Desktop button. Another click on that same button and all windows are again opened in their original positions.

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**FIGURE 1.6** Use the Show Desktop button to make open windows transparent in order to peek at the desktop
Orientation Workout: Explore the territory

Turn on your computer and attempt the following on the desktop:

1. Click the Start button and see how it reveals its main menu. Get used to selecting certain parts of the menu and using it to launch various windows or programs.
2. Open several items (e.g., Help and Support). Practice opening, changing size, minimizing, moving, and closing various windows. Check out the menus available within the various windows you open. Also use the taskbar to launch some of the given programs. In addition, use the taskbar to open windows that have been minimized.
3. Try manually changing the size of a window by clicking and holding the side, top, bottom, or corner edge of a window and dragging it slowly (note how the mouse pointer turns into a two-headed arrow as you move it over the edge of the window).
4. Get used to moving the windows from one location on the desktop to another. Point, click, and hold the mouse pointer on the bar along the top of the active window (the title bar). Now drag the mouse and see if the window moves in your desired direction.
5. With several windows open at the same time, use the Show Desktop button to peek at the desktop. Also hide all open windows and then restore them using this same button.

Note: This feature is not available in the Windows 7 Starter or Home Basic editions.

LEVEL 1: DESIGNING, BUILDING, AND USING A GOOD FILING SYSTEM

What should you be able to do?

At this level, your focus is on learning how to navigate and access the various tools and features provided within the system software. Moreover, it is important to understand how things are organized and how you can name, rename, and organize files and folders. The emphasis here is on organization—putting things in places where you can find and retrieve them later. If you don’t have some grasp of this, it won’t be long before you will be frustrated trying to find stuff you seem to have misplaced.

What resources are provided?

Basically, Level 1 is divided into a few common scenarios, selected solutions, and practice exercises (i.e., Workouts). The scenarios have been constructed to allow you to examine common problems and how they can be addressed through the use of the system software. To do this we have provided the following:

a. Quick reference figures that identify (via visual callouts) all of the key features that have been incorporated within the solution presentation. These allow you to rapidly identify the key features and reference exactly how to include such features within your own work.
b. Step-by-step instructions on how to incorporate all highlighted features within your work.
c. Video mentoring support that guides you through the integration of each of the highlighted features.
d. Workout exercises that allow you to practice identifying and selecting which software features to use, when to use those features, how they should be incorporated, and to what degree they are effective.

How should you proceed?

If you have little or no experience with Windows 7 or some other similar system software, then we suggest you do the following:

1. Read and review Scenario 1.
2. Examine the reference figure (Figure 1.7).

4. If you have any confusion or difficulty with how to accomplish these tasks, access the videos and monitor the features as they are demonstrated and discussed within the short mentoring video clips on the website that accompanies this book.

5. Once you feel comfortable, go to Scenario 2 and practice with the features introduced for that scenario. Monitor the quick reference figure (Figure 1.8) closely.

6. After both scenarios have been reviewed, go to the Workout and work through the problems and exercises as it outlines.

If you have experience with your operating system, you may want to review the scenarios and the quick reference figures first. If any of the features are unfamiliar, then access and use the step-by-step procedures as well as the mentoring support videos as needed. Once the review has been completed, then move directly to the Workout exercise.

Scenario 1: Organizing your electronic file cabinet

To set the stage, let’s imagine that your school has just received a new grant in which all of the teachers at your grade level have been given laptop computers to use. Two weeks before the start of fall classes you receive your computer, but other than how to turn it on, no training will be available until after the first day the students return. You know how hectic the start of school can be and you would really like to be comfortable using the computer before the doors open and the kids show up.

When the computer coordinator drops in to see how things are going with the new computer, you ask for her advice. She suggests that you might try a few things. Here are several of her suggestions:

1. Turn it on and explore on your own.
2. Plan how you think the computer will be used.
3. Walk through (with her guidance) some basic implementation activities.

Your technology coordinator suggests that you plan how you will set up the storage system, that is, how you will know where you will put things you create, where to look for them when you need them at a later date, and so on. This will require the use of folders. Here are some simple steps to follow:

1. With a paper and pencil, outline the structure of an efficient filing cabinet. For example, if you have an organized filing system at work, look through it and see what works and what could be improved. You may want to replicate this on your computer.

![Example folder structure](image)

**FIGURE 1.7** Example folder structure
2. Determine how to label the folders in your filing system and which folders can be "nested" or put within other folders. For example, look at the filing system showing in Figure 1.7. Note how the Classes folder is nested with the School work folder. Similarly, specific class folders (e.g., English, Music) are nested within the Classes folder.

Note: Don’t get too complex or fancy. There’s nothing worse than trying to locate a file that’s stored in a folder, in a folder, in a folder, that is in a folder. Keep it simple. Also, you can always change folders, rename them, put new things in, and take other things out. Over time, you’ll find that you need to change and alter your structure.

<table>
<thead>
<tr>
<th>No.</th>
<th>Feature</th>
<th>Steps to Get It Done</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Create a new folder</td>
<td>1. Point your cursor at a blank spot on the desktop.</td>
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<td></td>
<td></td>
<td>2. Right click and a menu will appear; go to New and then left click on Folder from the options given.</td>
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<td>2.</td>
<td>Name a new folder</td>
<td>1. Once a new folder has been created (and before you do anything else), type in the name that you have selected for your folder. It will appear below the folder icon.</td>
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<td></td>
<td>2. Once you have it typed in, press Enter.</td>
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<td>3.</td>
<td>Rename a folder</td>
<td>1. Point the mouse pointer on the current name of the folder and click twice (slowly). The name should become selected (highlighted).</td>
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<td><strong>Note:</strong> If it’s easier, you can also point the mouse on the current folder and right click once. A menu will appear and you can select to Rename the folder from the alternatives given.</td>
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<td></td>
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<td>2. Once the old name is selected (highlighted), type in the new name and it will replace the old one.</td>
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<tr>
<td></td>
<td></td>
<td>3. When you are finished entering the new name, press Enter.</td>
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<td></td>
<td></td>
<td><strong>Note:</strong> Naming and renaming files and documents can be accomplished using these same procedures.</td>
</tr>
<tr>
<td>4.</td>
<td>Open a folder to see what is inside</td>
<td>Put the pointer on top of the folder and double click. A window will open and you will now be able to see the contents of the folder.</td>
</tr>
<tr>
<td>5.</td>
<td>Create (or place) one folder inside another folder</td>
<td>1. Open the existing folder (double click on the folder).</td>
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<td></td>
<td></td>
<td>2. With that open, follow the instructions for creating a new folder (see Feature 1). The new folder will be created automatically within the open folder.</td>
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<td></td>
<td><strong>Note:</strong> You can also create a new folder on the desktop and then click on the new folder and hold and drag it over the top of the folder you want it to go inside of. When the destination folder becomes selected (changes color or shade) then you can release the mouse button. The folder you were dragging will now be dropped into the target folder. To see if it worked, open the target folder and see if the new folder is there.</td>
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<tr>
<td>6.</td>
<td>Delete a folder</td>
<td>1. Put the mouse pointer on the folder to be deleted.</td>
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<tr>
<td></td>
<td></td>
<td>2. Click, hold, and drag the folder to the Recycle Bin.</td>
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<td>3. Once the Recycle Bin is highlighted, let go of the mouse button. The folder should now be within the bin. This same procedure is used to remove an unwanted file.</td>
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<td></td>
<td><strong>Note:</strong> Additionally, you can delete a folder (or file) by putting the cursor on the folder, right click, and select the Delete option from the pop-up menu. The folder (or file) will automatically be placed in the Recycle Bin.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Double click on the Recycle Bin and a window will open. You can look to see if your folder really is in there.</td>
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<tr>
<td>7.</td>
<td>Take out the recycles</td>
<td>When you are sure you want to delete something that has been put in the Recycle Bin, you may want to get rid of it for good.</td>
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<tr>
<td></td>
<td></td>
<td>1. Point the mouse pointer at the Recycle Bin and right click.</td>
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<td></td>
<td></td>
<td>2. Choose the option for emptying the bin.</td>
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<td></td>
<td>3. A warning window will appear to ask you if you are sure you want to permanently delete all of the items in the Recycle Bin. Click on the yes button to complete the task.</td>
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</tbody>
</table>
Level 1a Workout: Getting organized with folders

Once you have reviewed these different steps and written down your idea of a filing system with various folders, do the following:

1. Create a set of folders as outlined in your plan.
2. Name each of the folders (use names that are relevant to you and your work).
3. Practice nesting some of the folders inside of others.
4. Rename some of the folders.
5. Select and remove some of the folders by putting them in the Recycle Bin.

As additional practice, go to the website that accompanies this book and review its contents.

Do the following:

- Navigate to the Chapter 1 Navigation folder. Copy the folder and paste it on the desktop of your machine. A mentoring video has been created to demonstrate and guide you through this task.
- Once it has been placed on your desktop, open the Navigation folder. You’ll see a number of different folders (all of which are empty) nested within that folder. Play with these. Practice naming, renaming, deleting, putting one inside of another, and so forth. The idea is to become accustomed to doing it.
- Develop some type of logical structure for the folders. Create additional folders as needed.

Review what you have just done. It may not look like much, but it is actually quite important. Don’t think that folders were the only things you have explored. You have also worked on pointing, left and right clicks, click and holds, dragging, and so on. You have also explored the Start menu and seen the locations of various programs that will be used later.

Note: If you understand how to create, label, and move these types of folders, this basic skill will transfer very easily when you name files, place them within folders, recall them from folders, and so on. This is a major function of the computer and now you know something about how to store and retrieve.

More information about folders, desktops, and creating, storing, and deleting can be found in Windows Help.

Another Note: Pay attention to the necessity of organization. It will amaze you at how fast the number of folders, documents, images, and what-not will pile up in your computer, specifically on your desktop. Soon it will be overwhelming to find what you need. Begin early to organize your data into a set of folders that help identify where your stuff is and how to find it efficiently.

Scenario 2: Make it personal

Recently, I was talking with a group of high school students when suddenly a cell phone began to ring. They all stopped talking immediately and listened to the ring and then one reached into a nearby backpack, pulled out his cell, and began a conversation. Based on the ring, not only did this student know his cell was the one ringing, but he also knew who was making the call. To accomplish this, he had personalized his ring tones. In further examination of his phone, it was also easy to note how he had personalized, for instance, the exterior (e.g., cover with added color), the screen background, list of frequently called numbers, and so on.

That student’s personalization of his cell may have been done for a number of reasons (e.g., to make it more efficient, aesthetically appealing, or just to be different). This type of personalization can also be done with your computer through implementing features of the system software. For example, the background on your desktop can be readily altered to include a
picture of your favorite place or person, the size and shape of the cursor or mouse pointer can be changed, or even the look of the windows, taskbars, and Start menu can be altered to fit your personal needs, preference, and desires. In some cases, these changes may be made only to get a new and different appearance; in other cases (e.g., accessibility issues), the changes may be required.

Figure 1.8 is the Control Panel home window (Start button >>> right click Control Panel button >>> Open). From this window you can control and adjust many of your computer's settings (e.g., the clock, language, program install or uninstall, as well as the appearance and personalization of the computer).

The callouts in Figure 1.9 highlight some of the key adjustments that can be made through the Personalization window (Start button >>> Control Panel >>> Personalization or on the desktop right click and in the pop-up window select Personalize). Many of the ways in which you can change the appearance of your computer can be accomplished through this window. In the step-by-step procedures that follow, you can explore the various types of changes that can easily be made to personalize your machine.

**Note:** In some cases (e.g., school lab computers), customization or personalization of the computer may not be allowed or may require special permission to complete. If multiple users access the computer, specific systematic appearances may be most efficient for that type of environment. Make sure you check with the system administrator before making any changes.
Chapter 1 • System Software

<table>
<thead>
<tr>
<th>No.</th>
<th>Feature</th>
<th>Steps to Get It Done</th>
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<tbody>
<tr>
<td>1.</td>
<td>Change the desktop background and themes</td>
<td>1. Open the Personalization window ([Start button] Control Panel &gt;&gt;&gt; Personalization or right click on the desktop and selection Personalize from the pop-up window).&lt;br&gt;2. In the large area of the Personalize window, use the scroll bar to review all of the possible themes from which to select.&lt;br&gt;3. Click on a selected theme and preview the result by peeking at the desktop (hover the mouse over the Show Desktop button). Try various themes until you find one that you like. You can also click on the Get more themes online link to review other available desktop themes that can be downloaded.</td>
</tr>
<tr>
<td>2.</td>
<td>Adapt the appearance of the mouse pointer</td>
<td>1. Click on the Change mouse pointers link within the Personalize window.&lt;br&gt;2. A Mouse properties window (see Figure 1.10) will appear; click on the Pointers tab. Review the various schemes that can be selected to alter the looks and size of the pointer.&lt;br&gt;3. Click on the Pointers Options tab to review the various changes to the motion and visibility of the mouse (also review additional options by clicking on the other available tabs).&lt;br&gt;4. Select your desired options and click on the Apply button.</td>
</tr>
</tbody>
</table>
| 3. Adjust screen resolution | 1. As shown in Figure 1.9, open the Personalization window and click on the Display link.  
2. Select Adjust resolution.  
3. The Screen Resolution window will appear.  
4. From the drop-down menu options you can alter the screens resolution, orientation, and connect to multiple displays. In addition, you can also connect to a projector from within these options.  
5. When you have made your selections, click the Apply button and note the changes. Make further changes as desired.  

**Note:** If you have your computer hooked up to two monitors at the same time (or you wish to do so), this is the window where you can select to have them work as a single, large, coordinated workspace (select Extend the desktop onto this monitor). |

| 4. Address accessibility issues | 1. As shown in Figure 1.9, click on the Ease of Access Center link.  
2. As shown in Figure 1.11, the Ease of Access Center allows you to adjust all types of computer settings to make the computer more accessible for those with different types of visual or auditory challenges.  
3. Explore these settings and note the changes that occur to the computer as portions of the screen are magnified, the aural narrator is started, the keyboard is adapted, and so on.  
(continued) |
5. **Adjust sounds**

1. Click on the Sounds button within the Personalization window (see Figure 1.9).
2. The Sound window will appear. Click on the Sound Scheme drop-down menu and select from the various types of sound schemes.
3. Click on any of the program events and then click on the test button to hear what sound will be produced when that event occurs.
4. Make your selection for the sound scheme and then click on Apply and then on Okay. The sound scheme has now been adjusted.

6. **Implement a screen saver**

1. Open the Personalization window (Start button >>> Control Panel >>> Personalization).
2. Select Screen Saver.
3. In the Screen Saver group, click on the drop-down menu and select one of the options.
4. Preview your selection in the preview window.
5. Continue to select various options and preview each.
6. In the Wait: selection area of the window, select the desired wait time that the computer should be inactive before the screen saver comes up on the screen (e.g., 5 minutes).
7. Adding gadgets

Another interesting way to personalize your computers through Windows 7 is to add one or more gadgets (see Figure 1.12). Gadgets are small programs that give you useful information (e.g., time, temperature, news updates). These can quickly be added to your desktop (right click on the desktop >>> Gadgets). Select and double click (or click, drag, and drop) and the gadget will be placed on the desktop.

Level 1b Workout: Your personal touch

After reviewing the various ways that you can change the appearance of your computer system, you should try a few of these things. If you’re working on your own personal computer, these changes should be easy to make; however, if you’re working in a school computer lab, such changes may not be allowed. Restrictions are frequently imposed within computer labs to keep the computers uniform for the efficient use of the maximum number of individuals.

If you do have the option of changing the various computer settings, here are a few things that you should attempt to do to personalize your computer’s settings (each can be accomplished through the Personalization window that can be found through clicking the Start button >>> Control Panel >>> Personalization):

1. Imagine that you want to add a new background to your computer’s desktop. Create one that includes your picture or a picture that you have selected beyond the standard pictures offered by the software.
2. Suppose you are currently taking a personal management course that requires the monitoring of the New York Stock Exchange. In fact, you have invested $100,000 in various stocks and you now want to easily monitor their daily performance. Can you add a gadget that will allow you to monitor this easily?
3. Imagine sitting in a computer lab when you notice that the person next to you is having difficulty seeing the screen and following the mouse cursor movement. You offer to help. You need to show that individual how to change some settings to magnify the screen and to enlarge the mouse cursor or pointer to a maximum size. Practice doing this on your computer.
4. You’ve found that you really aren’t very good at opening folders by double clicking them. It is difficult to keep your hand steady and it seems to take forever to get the dumb things open. Find a way to change the double click to a single click to open folders on your computer.
5. You’ve found a new piece of software that you are using quite frequently. To launch it, however, you have to go into the All Programs section of the Start menu and then through
several other folders before it’s finally located. Isn’t there a way to just add that program to your Start menu or even pin it to your taskbar? Also, there are a number of programs on the Start menu that you never use. Can you get rid of them or at least just remove them from this convenient location? Resolve these tasks through the same Personalization window.

LEVEL 2: HELP, I NEED SOME INFO

What should you be able to do?
Here, the focus is on getting efficient, effective, and reliable help when it is needed. This is a skill that will be needed and used over and over again as you work with the computer.

Note: There’s too much information within the operating system for any sensible person to totally learn and retain. Knowing where and how to access that information is a skill well worth the effort to learn.

Introduction
At this level of performance, we want you to become more independent. That is, we want you to begin to answer questions that you have a need to answer—not something we have conjured up for you. This will allow you to search for and find needed information, get tasks done, solve problems, overcome difficulties, and so on—even when it is just you and the machine.

Don’t worry—there will always be questions. You will encounter endless novel situations that will require the use of extra resources. Specifically, the use of the computer’s built-in Help should become a natural place for you to turn to.

Note: Help doesn’t have all the answers, but it does answer many of the common problems individuals run into. You are much further ahead by using Help as your knowledgeable personal computer assistant.

Another note: There are Help functions within almost all of the major software application programs available today. If you’re working in a word processing program, there will be a word processing Help that you can refer to. Likewise, if you’re working with a spreadsheet, there’s a specific Help for spreadsheets.

Getting some Help
Have you ever bought a new car and then proceeded to memorize the owner’s manual? Why not? Don’t you want to know everything about your new purchase?

For most of us, that type of memorization task would be too time consuming, would take too much energy, and would be too boring with little return. You and I know that when specific information is needed about the car (e.g., Where is the jack located? What is the procedure to change a tire?), we can turn to the owner’s manual and find the needed information.

Guess what? This is also true for the computer. The nice thing about the computer, however, is that it has a section where you can electronically look up answers to your questions and solutions for your problems. This is known as the Help program. In Microsoft’s Windows 7 operating system, you can access Help and Support by clicking Start button >>> Help and Support.

Why do you really need to know how to use Help?
This question is similar to, “Why do I need to know how to use an encyclopedia?” that some of your students may have asked. Those of us who have worked on this book—and any book out there that has to do with the computer—can’t foresee all the situations that you’ll find yourself in need of help. In one way or another, you’ll find questions that we haven’t thought of and definitely haven’t attempted to answer.

The goal, then, is to help you find the way to get your own answer. For the long haul, this will be a much better approach than writing a huge text with “all of the answers” that we would want you to memorize. That is a little unrealistic and unwanted.
Help is very efficient and, in most cases, for the novice user it will have more than enough information to get you what you need.

At the present time, Help for Windows 7 comes in two varieties: (1) the help built within Windows 7 and (2) the additional help, information, and ideas that can be found on the Windows website (http://windows.microsoft.com >> Help & How-to).

**Scenario 3: Creating the self-sufficient parent**

Lexy was having difficulties with her mother. It wasn’t a disagreement about Lexy’s homework getting done, her friends, or even how many minutes she used on last month’s cell phone bill. Lexy’s problem had to do with her mother’s nonstop questions about the computer. It seemed that each evening Lexy’s mom would wait until Lexy was just settling down to a favorite TV show and then the inquisition would begin. In most cases, it began with a simple, “Hey Lexy, can you show me how I can get my computer to . . . ?”

Lexy quickly figured out that the best way to solve her problem was to help her mom learn to help herself. Today, for example, Mom was having difficulty figuring out how to install a new program that she needed to preview for her boss.

“You know, Mom, you can answer many of your own questions by just accessing the computer’s Help.” Lexy then proceeded to show her mom that she could quickly access Help by clicking on the Start button and then clicking on Help and Support (see Figure 1.13). When she showed her how that was accomplished, she then gave her mom a little assignment: to type in her specific question about installing a program into the search section of Help (see Figure 1.13) and see what topics came up. She was then to select one of the topics that was most relevant and examine if the given procedure was helpful. Mom indicated she would try. Lexy monitored and gave suggestions. Then the computer questioning seemed to abate—which gave Mom more time to ask Lexy about lots of other things—cause moms like to do that.

**FIGURE 1.13 Windows Help and Support**
Using Help

Basically, Help works like an electronic encyclopedia. It is arranged by topics. If you need something, you tell Help the key word or phrase and it will look it up for you and report back the related topics found. You can then select the specific items you feel may have the answer that you seek and the computer will highlight all of the information that it has on the topic.

Sounds simple, doesn’t it? There are a couple of things to remember:

• You need to know what the key word or phrase is. If you don’t have something at least close to your topic, the computer won’t know what to look for. We’ve given you a bunch of key jargon words for this section of the text as examples of key words that can be looked up in Help.
• Sometimes your selected key word gets you close, but not exactly in the right place (this happens sometimes when you’re looking for a book in the library). Don’t be afraid to look around and see if some of the topics are related and how they relate to your topic. These may help you find exactly what you are looking for.
• There are times when Help may cause you frustration. Perhaps there isn’t the needed information, the information provided is confusing in some way, or you know the information is in there but you can’t seem to find it. Skills at using Help are like anything else: they get better as you use them. Throughout this text we emphasize using Help because it’s a skill you should develop to gain greater independence with your use of the computer. Your other choice is to memorize everything about this machine and all programs you use with it—and that doesn’t seem like a very logical alternative.
• Don’t forget about the online help. Just because something doesn’t come up from a direct search within Windows Help and Support, don’t neglect going to the online version. The online version often has a greater amount of information about the topics and in many cases a greater depth of coverage (e.g., video tutorials, etc.).

Level 2 Workout: Stretching with a little Help

Here are a few exercises to help you get comfortable with using Help.

1. Open Help and Support (Start button >> Help and Support). Examine (review Figure 1.13) the various topics in the Help and Support window and the area to insert potential search terms or key words. Within the Help and Support window, click on the Learn with Windows Basics link and investigate several of the following topics:
   • Turning off the computer properly
   • Working with windows
   • Getting started with Paint
   • Desktop gadgets
   • Working with digital pictures
   • Learn about Windows games

2. Open Help and Support, select the Table of Contents (button that looks like a book at the top of the Windows Help and Support window). Examine the various categories of information and how they are organized. If you have a question within a general category (e.g., files, folders, and libraries), you can click on that category and see the various links to all kinds of information. Follow these examples and see what types of information can be obtained from the Help and Support Table of Contents:
   • How do you burn a CD or DVD? (Start at the Pictures, CDs, DVDs, TV, music, and sound category within the Help and Support table of contents.)
   • How do you play music and videos? (Start at the Pictures, CDs, DVDs, TV, music, and sound category of the Help and Support table of contents.)
   • How do I get pictures from my camera to my computer? (Start at the Hardware, devices, and drivers and then look under Cameras.)
   • What is a firewall and how is it used? (Start at Security and Privacy within the Help and Support table of contents.)
   • How do I back up and restore my system? (Start at Maintenance and Performance within the Help and Support table of contents, and then look under Backing up and restoring.)

Don’t spend a huge amount of time playing with this, but do get a feel for what this feature has to offer. There are some really great bits of information readily available to you within Help and Support. Get a feel for what’s there and what can be accessed when it’s needed.
3. Insert key words and terms in the Search Help area (see Figure 1.13) and practice looking up bits of information that may be useful. For example find out how to
   • Change languages
   • Define HTML
   • Use speech narration
   • Create shortcuts
   • Find a file or folder
   • Install a program
   • Burn DVD
   • Use a calculator

   Try out several of your own terms and see what types of results are produced. Stump your friends by exploring several of the topics in Help. Create some questions about the new things you have found and check with friends, neighbors, colleagues, and so on to see if anyone else knows what you now know.

4. Go To the website that accompanies this book and review the mentoring video that has been created to demonstrate Help and its various functions.

LEVEL 3: INTEGRATION AND APPLICATION

What should you be able to do?

The focus at this point is for you to begin to think of ways that this information can be applied. Using these examples, generate ideas on how to use the features of the system software to facilitate your students’ learning and the work that you do.

Introduction

Now it’s time to stretch. You need to understand how to use this information on your own and teach it effectively to your students or future students.

Ideas on using the system software as a learning tool

There are a number of ways that the system software can be used to increase the learning of others. Here are some examples to get you thinking about possible ways to use various features of the operating software:

1. Develop a mind-set of finding the answers for oneself by focusing on how to find answers to problems or questions that haven’t yet been encountered. An example of this would be setting up a computer scavenger hunt that involves the use of the system software’s Help feature. Have students find information that deals with things such as optimizing performance, print queues, or even updating drivers.

2. Develop skills at planning and creating effective organizational filing systems. Have students design a filing system that they can defend as being effective for the storage of their key documents and files. After they have designed it, have them review what others have planned, make revisions, and then create and use the actual folders and nested folders on their computers.

3. Use the system software Search feature to locate specific documents, folders, and so forth on the computer. Have students find specific files on the hard drive and explain the path to the file’s location.

4. Learn to adapt the computer settings to best fit the user’s preferred style. For example, using the Control Panel, change the settings on the monitor to enhance (or diminish) the size of the screen display, adapt the speed with which the cursor blinks, change the size and shape of the mouse pointer, or even alter the size and looks of the icons displayed on the desktop. Also have the students learn how to change these back to its original setting.

5. Develop the ability to open several folders in separate windows at a single time and transfer documents or subfolders between the different folders. In addition, develop the ability to copy folders and documents and put them on different disks for storage purposes.
6. Discuss accessibility issues and how the computer can be adjusted to assist those with visual, auditory, or other difficulties. For example, have students use the magnifier or narrator while working on their computer and determine the needed time and effort required to develop skills with those enhancements.

**Ideas on using the system software as an assistant**

1. Use the computer’s system software features to help maintain the computer. Features of the system software such as Disk Defragmenter and Scan Disk can be used to improve the performance of the computer by keeping it in an efficient working order.
2. Use Windows Explorer as a means to view where saved items are located and how they can be rearranged or manipulated.
3. Determine the size of a specific file and/or the amount of disk space.
4. Use the control panels to alter how the computer functions and looks.
5. Create and use shortcuts to facilitate the effectiveness of accessing key programs and files.
6. Add and/or remove programs from the Start menu for easy access.
7. Use the system to enhance the access of physically challenged students.
System Software: Mac OS

Terms to Know

Finder
Spotlight

ORIENTATION

This section assumes you have previewed the full Chapter 1 and have a grasp of system software, its importance, and generally what purpose it serves. This section of the chapter focuses specifically on the operating system of the Apple Macintosh. There are some similarities between the PC’s Windows-based system software and that used on Mac computers; however, there are some other significant differences that should be noted.

What’s the workspace look like?

What’s the desktop?

In a usual working office, the top of the desk is where most of the work is completed. There are tools (e.g., pencils, paper clips, writing paper) that are sitting on the desktop so that when needed they are readily available. This is very similar to the computer’s desktop (see Figure 1.14). It is here that one has ready access to the needed tools and files so that real work can be accomplished.

FIGURE 1.14 View of a Macintosh OS (Operating System) desktop

What’s the desktop?

In a usual working office, the top of the desk is where most of the work is completed. There are tools (e.g., pencils, paper clips, writing paper) that are sitting on the desktop so that when needed they are readily available. This is very similar to the computer’s desktop (see Figure 1.14). It is here that one has ready access to the needed tools and files so that real work can be accomplished.
The dock

When working on various projects or through your usual everyday use, you'll quickly notice that there are several tools you consistently use on the computer. The dock (see Figure 1.14) is the location on the Mac OS desktop where you can locate those tools. Simply locating the icon for the tool you need, pointing the mouse directly on it, and clicking the mouse button will open the application.

The dock can be readily personalized by adding desired tools or removing those tools you don’t need. Removing tools from the dock does not eliminate them from the computer, only from the dock itself. If you need them later, you can still get to them in your applications folder.

Note that the dock is divided by a dashed line. Specific applications are on the left side of the dashed line, whereas to the right of the dashed line are stacks (folders that contain applications, recent documents, and downloads) and the trash can.

The menu bar

As shown in Figure 1.14, at the top left of the desktop is a menu bar. The menu bar changes based on the application you are currently using. That is, the menu will be different if you have clicked on the finder icon on the dock than if you had opened a word processing application.

Each of the items listed on the menu bar has a list of drop-down commands. As shown in Figure 1.15, when you click on a selected section of the menu bar, the drop-down list of commands is accessed and can be used.

![Figure 1.15 The menu bar with access to drop-down commands](image-url)
The status menu

On the right side of the menu bar shown in Figure 1.14, additional icons reveal the current status of things such as the sound level on the computer, access to wifi, the time and date, and so on.

The trash can

An important part of organizing is getting rid of the stuff you no longer need. This is easily done by dragging the item to the trash can that’s located on the dock of the desktop. This is a storage place where you can put unwanted documents and so on. If you want to remove items permanently from the trash can, simply click once on the trash can and a window will open exposing all items that are currently in the trash. Click on the Empty button and all items (or those you select) will be permanently removed.

The “power of the mouse”: pointing, clicking, selecting, and dragging

The power of the mouse (or any mouse substitute—like the trackball, touchpad, your finger) is that it allows you to tell the computer what to pay attention to and, in many cases, exactly what to do.

Here are the key skills:

POINT:

Move the mouse and watch how the pointer or cursor on the screen moves with it. You need to be able to tell the computer which things to work with—the power of the mouse is that it allows you to point to exactly what you want the computer to attend to.

CLICK:

Note that the mouse for the Macintosh generally has a single button that can be depressed. When you depress once on it quickly, it is called a click. That gives the computer important information about what to do with the item you are pointing at. At times you will need to expand your clicking repertoire into a

• Double (or even a triple) click or perhaps a
• Click and hold

If you do not have access to a mouse (perhaps you are working on a laptop), note that there is still some kind of point-and-click mechanism provided. Don’t worry; they all are designed to accomplish basically the same thing.

SELECT OR HIGHLIGHT:

Often you need to identify a specific item (e.g., a picture, word, number) that you want the computer to work on. To do this, you typically put the mouse pointer on top of the item and click. In some cases, you will need to click and hold in front of the item and then drag over the item until it is fully selected. When it is selected it will change colors (typically having a darker or lighter background). If you want it to be deselected, just click anywhere else on the screen. Here is an example of a selected word:

DRAG:

This is when you point at some object, click and hold (don’t release the button), and then move the mouse. The item you have clicked on will then move (drag) or be highlighted in some way. For example, this is one way that you can move a file from one place on the screen to another. Point at the file, click and hold, and drag it to the new location.
The Finder

The Finder (see Figure 1.16) is an important area for you to become familiar with. It is aptly named because it is where you go to find things on the computer. Opening the Finder on the dock (see Figure 1.14), you will notice a sidebar that appears. Clicking on any of the items listed on the sidebar will reveal all items (e.g., folders, documents, pictures) located on that device or in that location.

Using the view menu, you can see the contents of the Finder location in a number of different ways (e.g., icons, lists, columns). If you would like to be reminded of what the open item looks like, you can use the preview button to see a quick look of what has been saved.

The Finder is also used to help organize your files and folders. You can create new folders, rename files and folders, and change the locations of those items—all within the Finder.

Help

The main operating systems today have help sections built into their programs. We will constantly suggest that you turn to Help to get many of the answers to your questions. Help is one of the options to select on the menu bar (see Figure 1.14). In most applications, Help is located in this same position on the menu bar. Help is specific to which application is currently being used. To get general Mac help, first click on the Finder icon, then the Help menu bar, and then select the Mac Help drop-down command.

Spotlight—Using the Search function

Once you become accustomed to using the computer for many of your daily tasks, you will soon be amazed at how many things you can store within it. Soon you will have thousands of pieces of information. Those bits and pieces may include photos, letters, files of data, book reports, math exercises, and so on. But it can be a problem when you need to find that information and you can’t remember exactly where you put it. That is when the search function known as Spotlight comes in.

Within the Mac OS, you can use the computer to quickly search its own contents—merely by giving it a clue as to what to look for. Review Figure 1.14 and note the location of the Spotlight (the icon looks like a magnifying glass). Click on the Spotlight icon and enter a
key word that could be found within the document you are searching for. Spotlight will identify the documents, web pages, e-mail messages, media, and so on that include your key word.

**Files and Folders**

To help organize what is on the desktop and what is stored within the computer, a simple visual metaphor is used. Just like a filing cabinet in the office contains labeled folders and documents that are placed in the folders, so too are things organized in your computer’s system platform.

Review Figure 1.14 and note the file titled *Dropbox*. That folder has been given a name and it can hold other files (e.g., documents, figures) as well as additional folders. The use of folders with individual names is a great way to organize related materials for later retrieval.

**Windows, windows, everywhere**

Take a look at Figure 1.17. This is an example of multiple windows being open on one computer screen. Windows allow you to peer into different programs and different parts of the program.

Note how the windows can be made of different sizes and be made to overlap each other. As you begin to work with the computer, you will find that navigating through these windows, being able to have multiple windows exposed at a single time, can be very helpful. The window you are currently working on (the one on top) is known as the *active window*. When you have a number of windows on the screen at one time, you can make a specific one active by pointing your mouse directly within the space of that window and clicking once. It will highlight and come to the top (i.e., it will overlay or be on top of the other open windows).

Look closely at Figure 1.17. Note the highlighted section in the corner of the active window (see the upper left corner). These buttons allow you to control the active window (i.e., hide the window temporarily so you can see what other things are on the screen, change the size, or close it altogether). If you want to change the size of the active window, put your cursor directly over the bottom right corner and click, hold, and drag to the appropriate size. To see a demonstration of how to work with active windows, review the mentoring video on the website that accompanies this book.
Orientation Workout: Explore the territory

Turn on your computer and attempt the following on the desktop:

1. Click the Finder icon and explore how the computer’s storage has been set up. Note the folders and the various names used to name files and folders.
2. Open several items (e.g., Help, a word-processed document, iTunes, a web browser). Practice opening, changing size, minimizing, moving, and closing various windows. Check out the menu bars that are available within the various windows you open.
3. Try manually changing the size of a window by clicking and holding the lower right portion of the window and dragging it slowly.
4. Get used to moving the windows from one location on the desktop to another. Point, click, and hold the mouse pointer on the bar along the top of the active window (the title bar)—now drag the mouse and see if the window moves in your desired direction.

LEVEL 1: DESIGNING, BUILDING, AND USING A GOOD FILING SYSTEM

Scenario 1

To accomplish this Level 1 task, review Scenario 1 (pages 16–17), specifically focusing on Figure 1.7 and how the folder organizational structure was designed. Using Figure 1.7 as a guide, complete the following steps.

<table>
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<td>1.</td>
<td>Create a new folder</td>
<td>1. Point your cursor at a blank spot on the desktop and click and the Finder menu bar will appear.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. On the Finder menu bar click File &gt;&gt;&gt; New Folder and a new folder will appear on the desktop.</td>
</tr>
<tr>
<td>2.</td>
<td>Name a new folder</td>
<td>1. Once a new folder has been created (and before you do anything else), type in the name you have selected for your folder. It will appear below the folder icon.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Once you have it typed in, press Enter.</td>
</tr>
<tr>
<td>3.</td>
<td>Rename a folder</td>
<td>1. Point the mouse pointer on the current name of the folder and click twice (slowly). The name should become selected (highlighted). Once the old name is selected (highlighted), type in the new name and it will replace the old one.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. When you are finished entering the new name, press Enter.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Naming and renaming files and documents can be accomplished using these same procedures.</td>
</tr>
<tr>
<td>4.</td>
<td>Open a folder to see what is inside</td>
<td>Put the mouse pointer on top of the folder and double click. A window will open and you will now be able to see the contents of the folder.</td>
</tr>
<tr>
<td>5.</td>
<td>Create (or place) one folder inside another folder</td>
<td>1. Open the existing folder (double click on the folder).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. With that open, follow the instructions for creating a new folder (see Feature 1). The new folder will be created automatically within the open folder.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> You can also create a new folder on the desktop and then click on the new folder and hold and drag it over the top of the folder you want it to go inside of. When the destination folder becomes selected (changes color or shade) then you can release the mouse button. The folder you were dragging will now be dropped into the target folder. To see if it worked, open the target folder and see if the new folder is there.</td>
</tr>
<tr>
<td>6.</td>
<td>Delete a folder</td>
<td>1. Put the mouse pointer on the folder to be deleted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Click, hold, and drag the folder to the trash can.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Once the trash can is highlighted, let go of the mouse button. The folder should now be within the trash can. This same procedure is used to remove an unwanted file.</td>
</tr>
<tr>
<td>7.</td>
<td>Take out the trash</td>
<td>When you are sure you want to delete something that has been put in the trash can, you may want to get rid of it for good.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Click on the trash can and a window will appear that reveals all of the contents of its contents.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Click on the small Empty button on the right side of the window.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. A warning window will appear to ask you if you are sure you want to permanently delete all of the items. Click on the Empty Trash button to complete the task.</td>
</tr>
</tbody>
</table>
Scenario 2

To accomplish this Level 1 task, review Scenario 2 (page 18). In this case, we want to carry out certain changes to the computer to make it more personalized. This will include changes such as altering the looks of the desktop, adding gadgets, and so on.

Most of the personal preference changes can be made through the System Preferences found on the dock (if it isn’t located on the dock, look in the applications folder). Figure 1.18 shows the window of icons available once the system preferences has been opened.

<table>
<thead>
<tr>
<th>No.</th>
<th>Feature</th>
<th>Steps to Get It Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Change the desktop background</td>
<td>1. Open the Systems Preferences window and click on the Desktop &amp; Screen Saver icon.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. In the Desktop &amp; Screen Saver window, click on the Desktop tab.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Use the scroll bar to review all of the possible pictures or patterns from which to select.</td>
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<tr>
<td></td>
<td></td>
<td>4. Click on a selected picture.</td>
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<td></td>
<td></td>
<td>5. Select how you want the screen to be filled (e.g., fill screen, tile) and how often the picture should change.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. You may also select if you want the menu bar to be translucent.</td>
</tr>
<tr>
<td>2.</td>
<td>Adapt the movement and appearance of the mouse pointer or cursor</td>
<td>1. <strong>Systems Preferences &gt;&gt;&gt; Systems group &gt;&gt;&gt; Universal Access</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. In the Universal Access window, click on the Mouse tab.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Using the slider bars, adjust how the mouse moves as well as the size of the cursor.</td>
</tr>
<tr>
<td>3.</td>
<td>Adjust screen resolution</td>
<td>1. <strong>Systems Preferences &gt;&gt;&gt; Hardware group &gt;&gt;&gt; Displays</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Click on the Display tab.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Select the desired resolution from the options given. The brightness of the screen may also be adjusted with the slider bar.</td>
</tr>
<tr>
<td>4.</td>
<td>Address accessibility issues</td>
<td>1. <strong>Systems Preferences &gt;&gt;&gt; Systems group &gt;&gt;&gt; Universal Access</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. The Universal Access window will open.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Explore these settings (use the tabs at the top of the Universal Access window) and note the changes that occur to the computer as portions of the screen are magnified, the aural narrator is started, the keyboard is adapted, and so on.</td>
</tr>
</tbody>
</table>
### Adjust sounds

1. **Systems Preferences >>> Hardware group >>> Sound**
2. The Sound window will appear. Click on the Sound Effects tab to select the alert sound and volume.
3. The Output or Input tabs allow you to select the speaker or microphone settings.

### Implement a screensaver

1. **Systems Preferences >>> Personal group >>> Desktop & Screen Saver**
2. The Desktop & Screen Saver window will open.
3. Select the Screen Saver tab.
4. Select an option from the various pictures shown in the right selection area of the window. Your selection can be previewed in the right pane of the window.
5. Use the slider bar to set when the screen saver should start.

### Adding gadgets

Another interesting way to personalize your computer through the Mac OS is to add one or more gadgets. Gadgets are small programs that give you useful information (e.g., time, temperature, news updates, stock quotes).

To access the gadgets, click on the Dashboard icon (see Figure 1.19) that is generally located on the dock.

As shown in Figure 1.20, when the Dashboard is clicked the gadgets are revealed on the desktop. Click anywhere other than on the gadgets and they disappear.

To add other gadgets, simply look for the large plus sign (+) when the gadgets are revealed, click on the + and a list of additional gadgets will be revealed. You can then drag and drop them into the Dashboard area.

![Figure 1.19 The Dashboard icon](image)

![Figure 1.20 Gadgets selected and placed on the dashboard](image)

### Level 1a and 1b Workouts

Return to the Level 1a and 1b Workouts found on page 18 and 23, respectively. Complete the workouts using Figures 1.7 and 1.18 as guides for your work.

### Level 2: Help, I Need Some Info

#### What should you be able to do?

Here, the focus is on getting efficient, effective, and reliable help when it is needed. This is a skill that will be needed and used over and over again as you work with the computer.

The computer’s operating system has a section where you can electronically look up answers to your questions and solutions for your problems. This is known as the Help program. In the Mac’s OS you can access Help by clicking Finder button >>> Help on the menu bar (see Figure 1.21).

Help is efficient and in most cases, for the novice user, it will have more than enough information to get you what you need. Simply type in a keyword and topics related to the key word will be presented.

In addition, as shown in Figure 1.21, general Mac Help can also be accessed through this drop-down menu. The Mac Help presents general topics about the computer and how it can be used. Moreover, additional help can be accessed at www.apple.com (Support >>> Browse Support >>> Mac OS >>> Tutorials).
Scenario 3

Understanding what can be provided by the Help feature found within the Mac OS will be of great benefit as you begin to use the computer for more and more tasks. Return to page 25 of this chapter and read Scenario 3. That helps to set the stage for why using Help is a needed skill as well as the benefits and limitations of Help.

Please note and remember that Help will not have all of the answers. It is, however, a great resource when you need to get specific information about the operating system. In addition, exploring the various topics within the Help is a very good way to find out about features on the computer that you may not have realized were possible.

As shown in Figure 1.22, Mac OS Help has various topics that can be explored by clicking directly on the links (e.g., Learn the basics about your Mac) or you can enter in specific keywords in the spotlight area of the Help window (upper right corner).
Level 2 Workout

Here are a couple of things to help you get comfortable with using Help:

1. Open Help (Finder icon >>> Help tab of main menu). Within the Help window click on the Learn the basics about your Mac link and investigate several of the following topics:
   • Navigating your computer
   • Menu basics
   • Printing a document
   • Changing your computer’s settings
   • System preferences
   • Customizing the dock
   • Working with digital pictures
   • Exposé

2. Open the Help window and use the search function to get answers on each of the following:
   • How do you burn a CD or DVD?
   • How do you play music and videos?
   • How do I get pictures from my camera to my computer?
   • What is a firewall and how is it used?
   • How do I back up and restore my system?

Don’t spend a huge amount of time playing with this, but do get a feel for what this has to offer. There are some really great bits of information readily available to you within the Mac OS Help and also at www.apple.com (Support). Get a feel for what is there and what can be accessed when it is needed.

3. Insert key words or terms in the Spotlight area (see Figure 1.22) and practice looking up information that may be useful. For example find out how to
   • Change languages
   • Define HTML
   • Use speech narration
   • Create shortcuts
   • Find a file or folder
   • Install a program
   • Use a calculator

Try out several of your own terms and see what types of results are produced. Stump your friends by exploring several of the topics in Help. Create some questions about the new things you have found and check with friends, neighbors, colleagues, and so on to see if anyone else knows what you now know.

4. Go the website that accompanies this book and review the mentoring video that has been created to demonstrate Help and its various functions.