Step 1

Memories, folders, files

Windows 10

Beginning

Welcome!

Operating systems, Programs/Apps, webbpages and instructions in IT-bussines are changing all the time. Its important you accept this and are ready to find your own way t get further.

Working with computers is often as working with mathematic the new often comes from the old. Therefore exercise properly with one part before you go further. Its more normal you have to repeat several times than its enough with one exercise.

Its also important you take your time to concider over what you do and not only do it.

Maybee you think this course is nagging sometimes but experience says you need much repeating.

Do not push yourself to understand at once. You need time to get overview and to understand details. Also try to go on even if not all details on your screen are same as in this course. Everything is changing fast in this business.

Here in this manual adresses to folders are spelled in capital letters and file names are spelled in small letters. It does not matter how you write but in the beginning it may be some help.

Click means push the left bottom on your mouse. Sometimes you must double click. If you need a menu you often must click the right bottom.

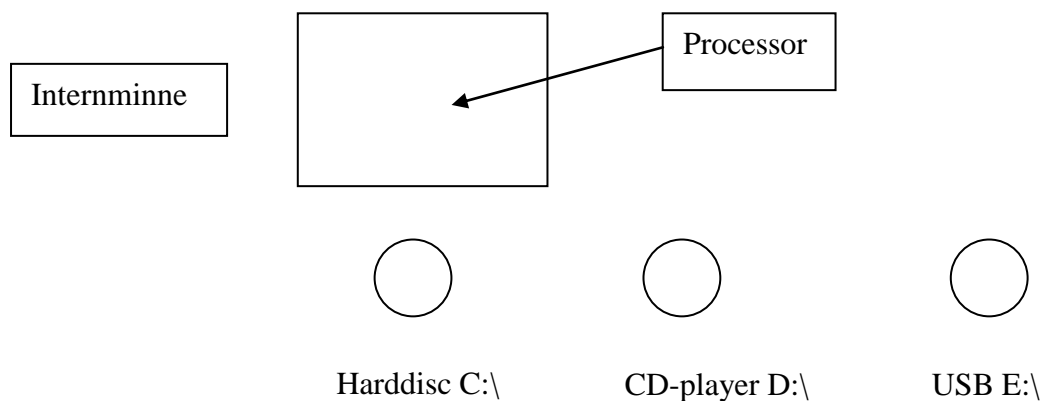Cursor is the small vertikal line flashing or the arrow.

Much can be done in many different ways. Chose the way you prefer!

A picture in your fantacy

Though computers may look in many different ways try to have your own picture which shows a little about how it works.

Think about its inner area with a memory (random access memory or RAM) and a processor.

Outside this inner area are outside memories for example your harddisk C:\ , your CD-player D:\, USB-memory E:\

```
  ┌──────────────┐          ┌─────────────┐
  │ Internminne  │          │  Processor  │
  └──────────────┘          └─────────────┘
        ┌──────────────┐
        │              │←─────
        │              │
        └──────────────┘

      ◯              ◯              ◯
  Harddisc C:\   CD-player D:\    USB E:\
```

When you start your computer the inner memory is empty and when you close your computer it becomes empty. This says that everything you use in your computer must be stored on any outside memory.

When you start your computer parts from operating system is stored on inner memory from harddic.

Operating system is a number of programs (applications) which must be so the computer may work.

After that you choose an application f.ex. Word. Parts of Word is then stored in inside memory.

When you use Word you register data and this is stored on inside memory.

If power should end or you should shut your computer your data should be lost therefore it must be stored on an outside memory so you can use it next time you use the computer.

Inloggning

Start your computer.
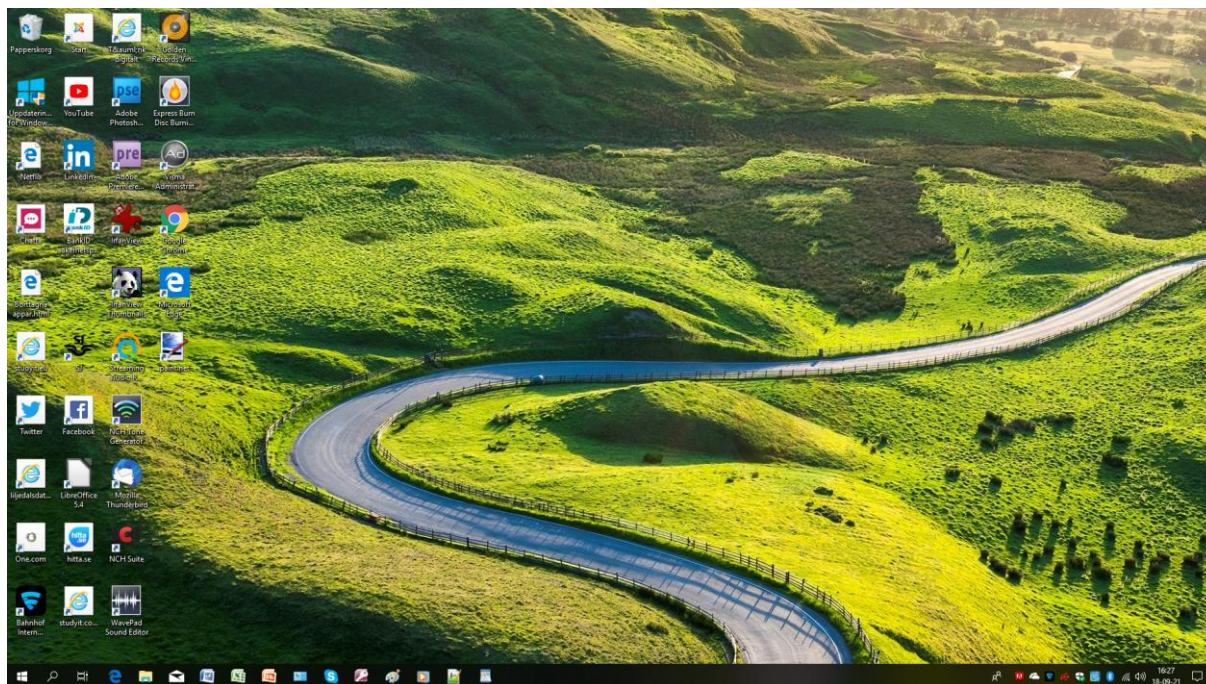
Now your screen may look like this

To be able to start programs and find webbpages you may add icons on writing table and in activity field down the screen.

To finish Window 10

Click window in end of screen to the left and choose Finish

Start computer again to see start picture

Different outside memories

Now we are going to use different outside memories

USB-memory is a commun outside memory

Different outside memories

Now we are going to use different outside memories

USB-memory is a common outside memory.

It is no problem with inserting an USB-memory when the computer is working. If you want to take away a memory you must push the "Safe take away bottom to the right at the bottom of the screen.

If the computer is shut down you can take away the USB-memory without problem.

Now insert an USB-memory to some of the USB-sockets on your computer.

Earlier we have said the adress to USB-memory i E:\. Though this can be different but you can easy see the address when you insert.
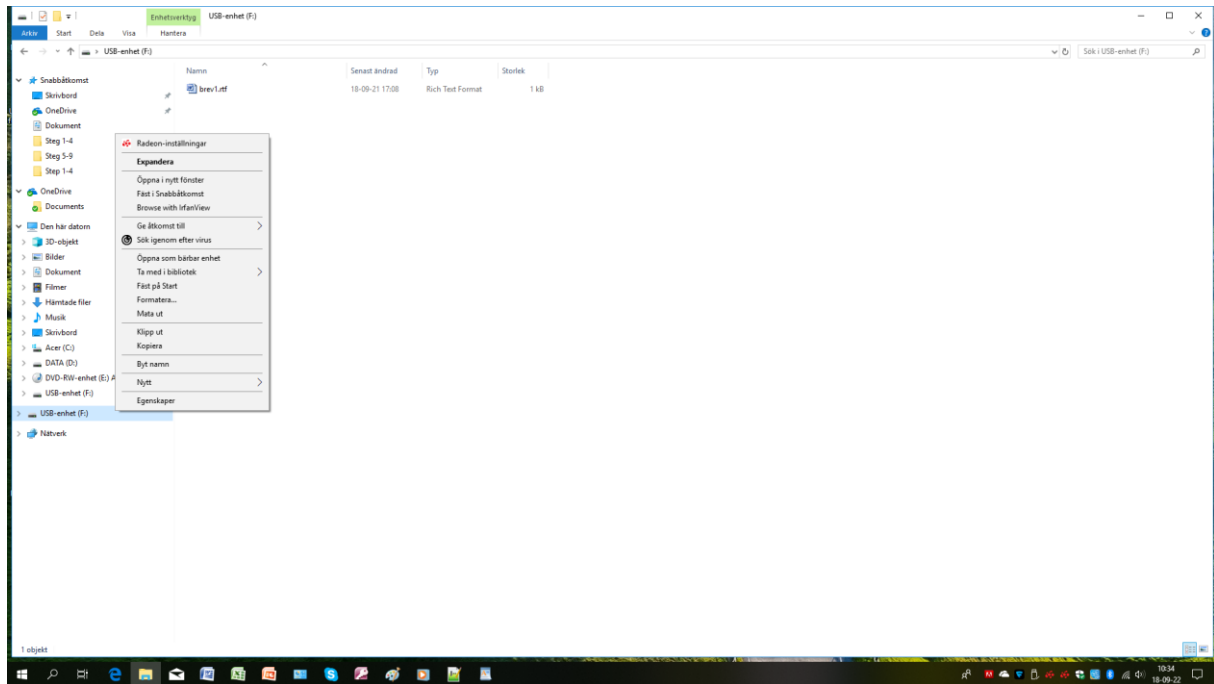
Click icon of Explorer in activityfield
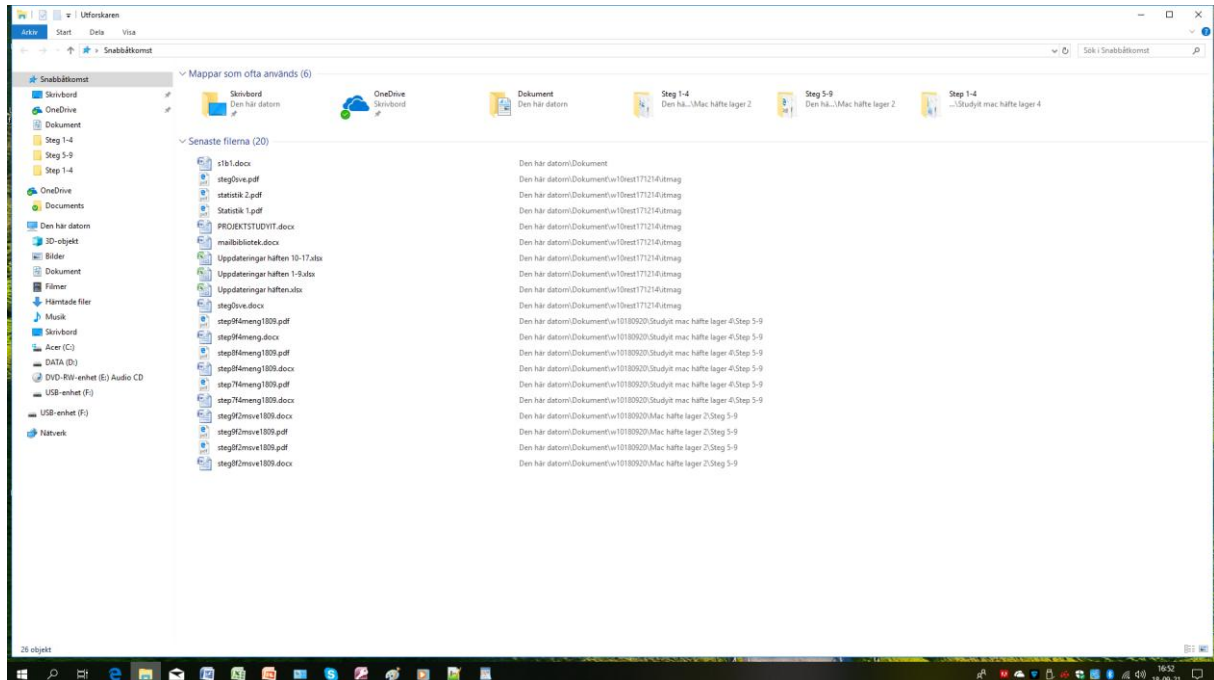
Here you can see the USB-memory has got the adress USB-unit (F:).

Storeing on USB-memory

Explorer is a program showing all outside memories in computer and connected to the computer.

To the left is a map showing outside memories and to the right latest used files

If USB-memory is used your screen will look like this

If USB-memory is empty right part of screen will be empty

Independent of where your USB-memory was connected we will use USB-unit (F:) as address to your USB-memory

Click right on USB-unit (F:)

Neither the disc is empty or has garbish stored you shall clean the memory now.

Click Formatera.

Click Fast formatting.

Click Start.

Now you will get a warning that whatever is stored on memory will be deleted

Click OK.

You will get a message formatting is ready.

Click OK

Click Close

Mark USB-unit (F:) and check it is empty.

Close explorer by clicking the little x to the right on top of the screen.

Now you shall write a small text but first you will get an overview of the keyboard.

Keyboard

Keys funktion can be different in different programs.

Key	Funktion
<Alt> och <Alt Gr>	Give another funktion of certain keys <Alt Gr> + 4 give f.ex. $
<Backspace>	Delete letter to the left of cursor. (Big bottom with left arrow)
<Capslock>	Looks keyboard in shift mode. Give capital letters but not upper symbol when you have upper and lower symbol. Light show when capslock is on.
<Ctrl>	Moveing cursor by word together with side arrow. If you want to mark split files for instance you often can do this by holding <CTRL>.
<Delete>	Delete letter to the right of the cursor. Delete a marked file or figur.
<Escape>	Breaks something f.ex. copying when working with Excel.
<End>	Moves cursor to the end of the line or together with <Ctrl> to the end of the document.
<Home>	Move cursor to the beginning of line or together with <Ctrl> to begining of the document.
<Insert>	Programs often works so that you push old text in front of you when you write new text. <Insert> is a switch to write new text over old text
<Num Lock>	Look keyboard to write figures.or switch keyboard to write other symbols. Showing on and off with a lamp.
<Page Up>	One page back.
<Page down>	One page forward.
<Print Scrn>	Storing the picture of screen in a file so you can write this or send it by mail.

|	
\<Arrow up\>	Moves cursor to upper line.
\<Arrow down\>	Moves cursor to next line.
\<Arrow left\>	Moves cursor one step to the left.
\<Arrow right\>	Moves cursor one step to the right.
\<Shift\>	Giving capital letters. If you click in the beginning of a piece of words and do same together with holding \<Skift\> you will mark the words there between.
\<Tab\>	Next tabbposition or next inserting field for registration. Together with \<Shift\> earlier tabbposition or field for registration. (The key on keyboard with left and right arrow.)

Using texteditor Wordpad

Wordpad is a texteditor and part of operating system Windows 10.

Click magnifying glass to the left in activity field.

Write Wordpad, click right and mark fasten in activity field

Start wordpad by clicking the icon
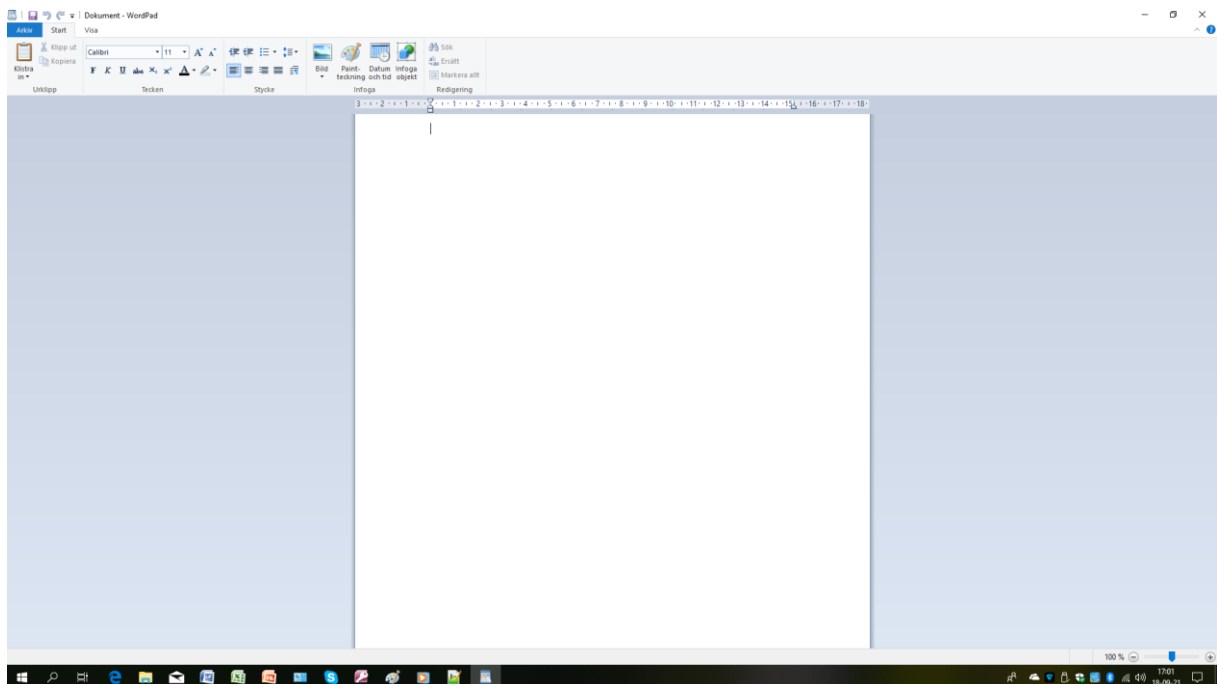
Make the window cover screen.Up to the right you have three bottoms to change size of the window. The bottom with X close window, bottom with square make window as big as possible, bottom with several squares make window smaller to be able t work with several windows at the same time.
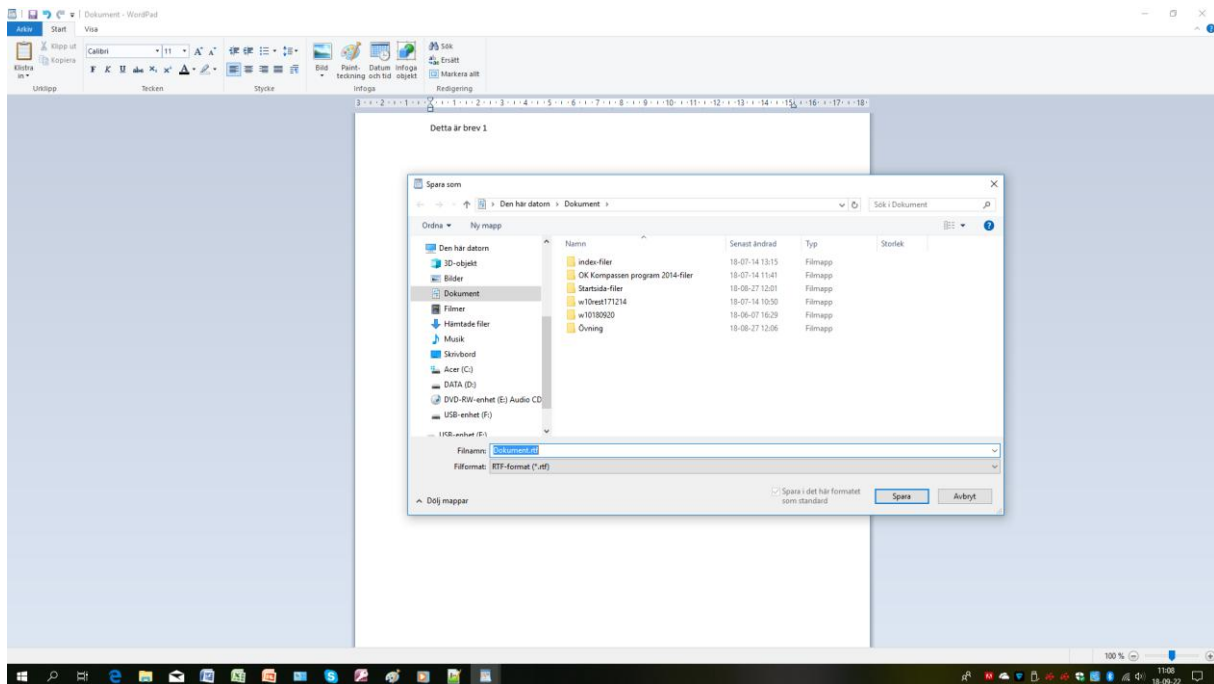
Make sure the window is as big as possible

This is a text editor where you can write, put the text on a paper and store documents.

A document may be a reciep, a letter, an offert or a minutes.

Write a short letter where the cursor is:

This is letter 1.

To store this letter click Archive/Save


In the long field down the dialog window text document is marked.Here you register you the name of the file (document).

If you straight write letter 1 the old text is deleted and change to the text you have written.

Letter 1 is name of a file. File names are usually written in small letters. Try to do file names as short as posissible but still telling you what is in the file. It is not allowed to use speciell symbols in file names f.ex. ?!

You must also tell where to store your letter. On top of screen shall >Den här datorn>USB-enhet (F:) be written.

Click Movable disc to the left of the screen so that memory is shown on top of the window.
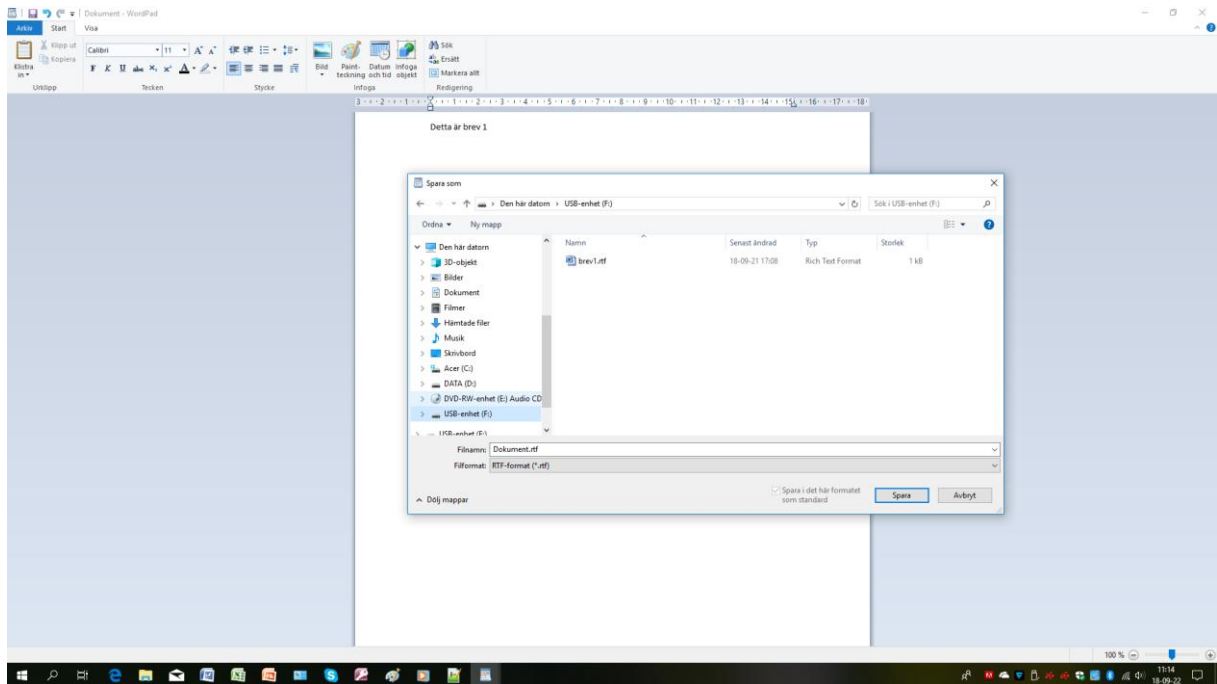
If you now have letter 1 in fild for file name and >Den här datorn>USB-enhet (:F) on top of window yoy can store your letter on your USB-memory by clickig <Save> or pushing <Enter> on keyboard.

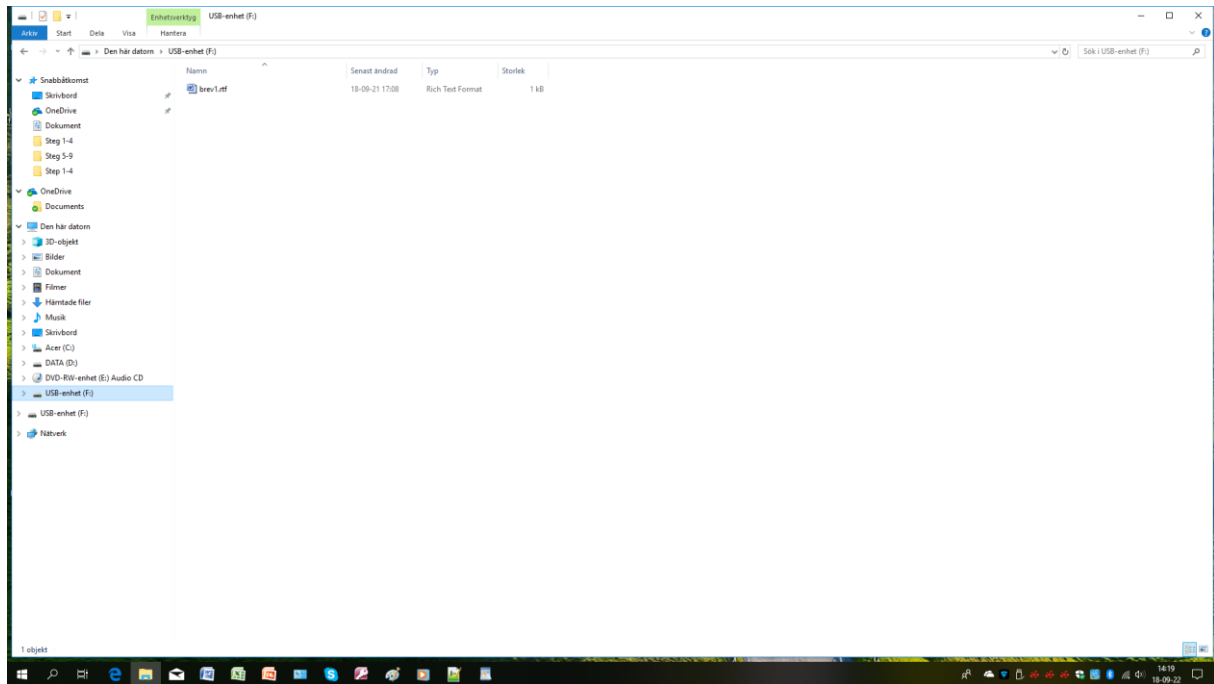Do this!

Now click X on top to the right on screen.

Now you get back to start screen.

Click right on the start bottom to the left on screen

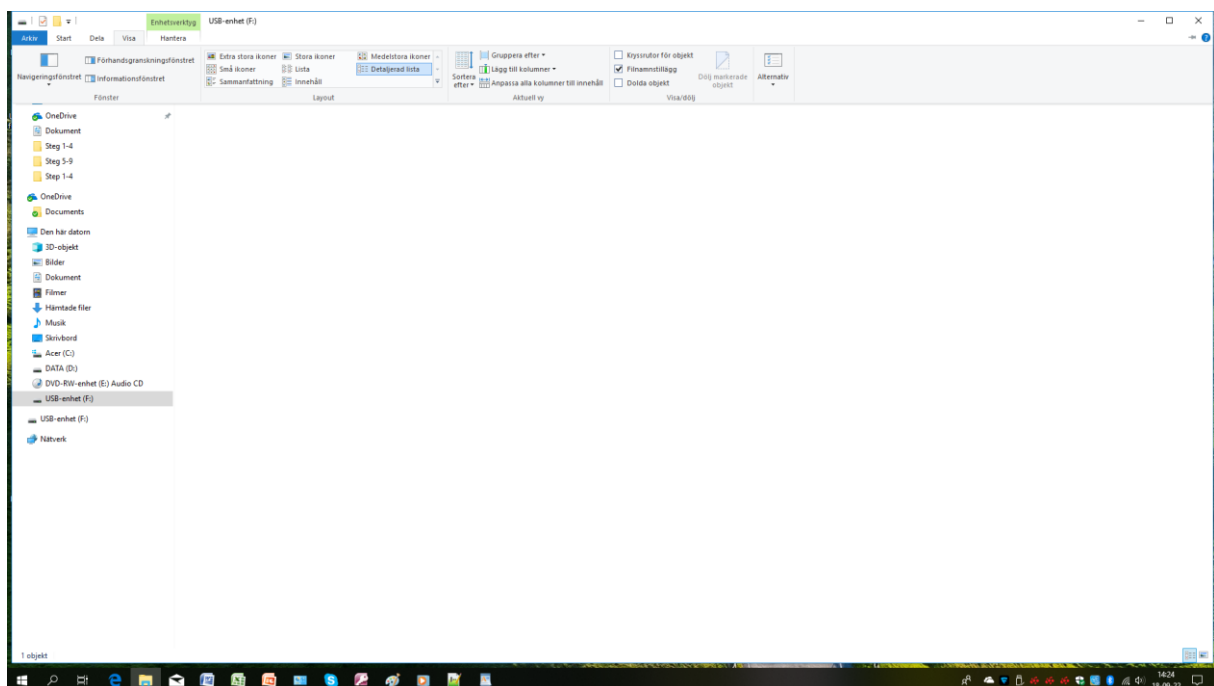You will see a big window with program Explorer. Make the window as big as possible if it is not.

Here you can see what i stored i different memories.

Click USB-enhet (F:).

Now you will find your letter in right part of the screen

Stored files can be shown i different ways. If your files are shown in another way click Show/Detailed list.

Rich Text Format is the type of file Wordpad create.

Finish Explorer by clicking X on top to the right

Now you are back to start screen.

To open a document

Start Wordpad again.

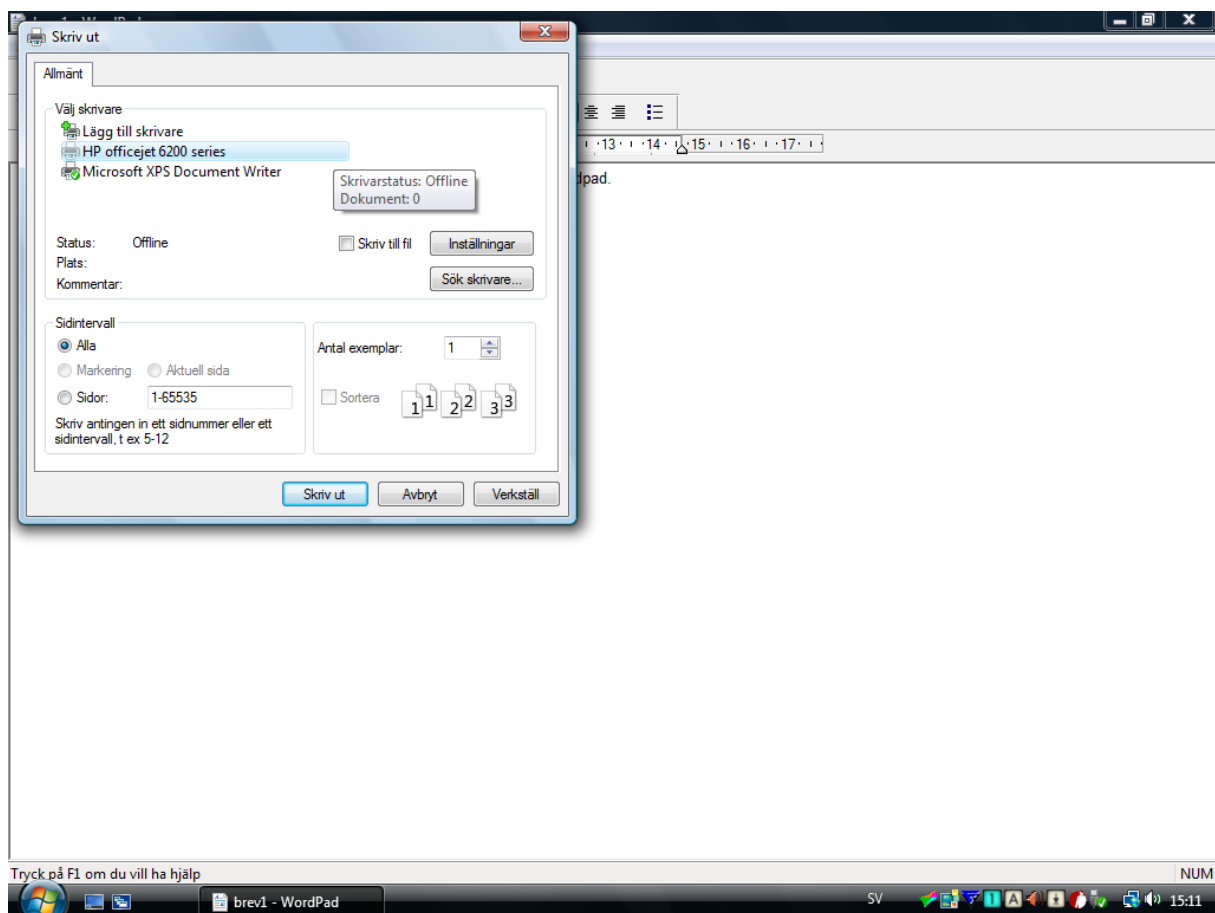In Wordpad again you can open your letter by clicking twice on letter.

If >Dator>USB-enhet (F:) not is is on top of screen you have to click on USB-enhet (F:)

Now your letter will be to the right

Open letter by clicking twice on it or click and click open after that

To print a document

Print your letter by clicking Archive/Print

Mark your printer and click Print.

If you have a computer with CD-player and a new printer a CD record with drive routines usually follow the printer. This may be a simple way to connect the printer

More ways and handeling printer problems is in Control panel Step 3

Write another 2 letters

Start wordpad

Write:

This is letter 2

Click Archive/Save

Write letter 2 in field for filename.

When text in field is marked you can write at once.

You must decide where to store the letter.

Check Computer>USB-unit (F:) is in field on top.

If not click Moveable disc F:\ to the left on screen.

If letter 2 in field for filename and Computer>USB-unit (F:) in field on top
you can store your letter in USB-memory by clicking <Save> or pressing
<Enter>

Do this!

Finish Wordpad and start Explorer.

Find Moveable disc F:\ in left window and click on it.

In right area you will find letter 1 and letter 2 stored.

Finish Explorer.

Start Wordpad.

Write:

This is letter 3.

Save as earlier

Wtite 3 offerts and 3 minutes

Start Wordpad and write 3 offerts and 3 minutes

Check by explorer letter 1, letter 2, letter 3, offert 1, offert 2, offert3, minute
1, minute 2, minute 3 are in USB memory

Close explorer

Overview

You have been training:

To start a text editor

To write a document with a text editor.
To save the document

To finish texteditor

To start program Explorer

To use program Explorer to check what is on outside memories.

To start text editor

To open document

To print document

To close text editor

It is extremly important you know how to do these moments. That you are good on this is totally crucial for your ability to continue.

Don´nt hesitate to repeat.

Making folders

You have now stored 9 files on USB-memory

These are now placed in a ground area called the root. The address to this area is now F:\ (root on F:\)

If you place many files in this area it is hard to find a certain file. Is it possible to make special area for letters, on area for offerts and one for minutes?

Wei use a disc for a fantasy picture.

Area OFFERTS

Area LETTERS

Area MINUTES
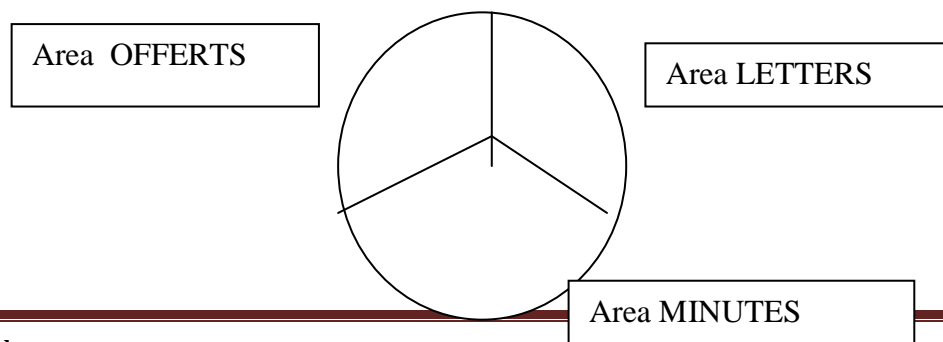
Start Explorer

Mark USB-enhet (F:)

Click New folder on top of screen.

Your screen will now look like this:

Write LETTER

You have written LETTER where New folder was before.

Press <ENTER>

Check Movable disc F:\ is marked.

Click New folder.

Write : OFFERTS

You have written OFFERTS where New folder was before

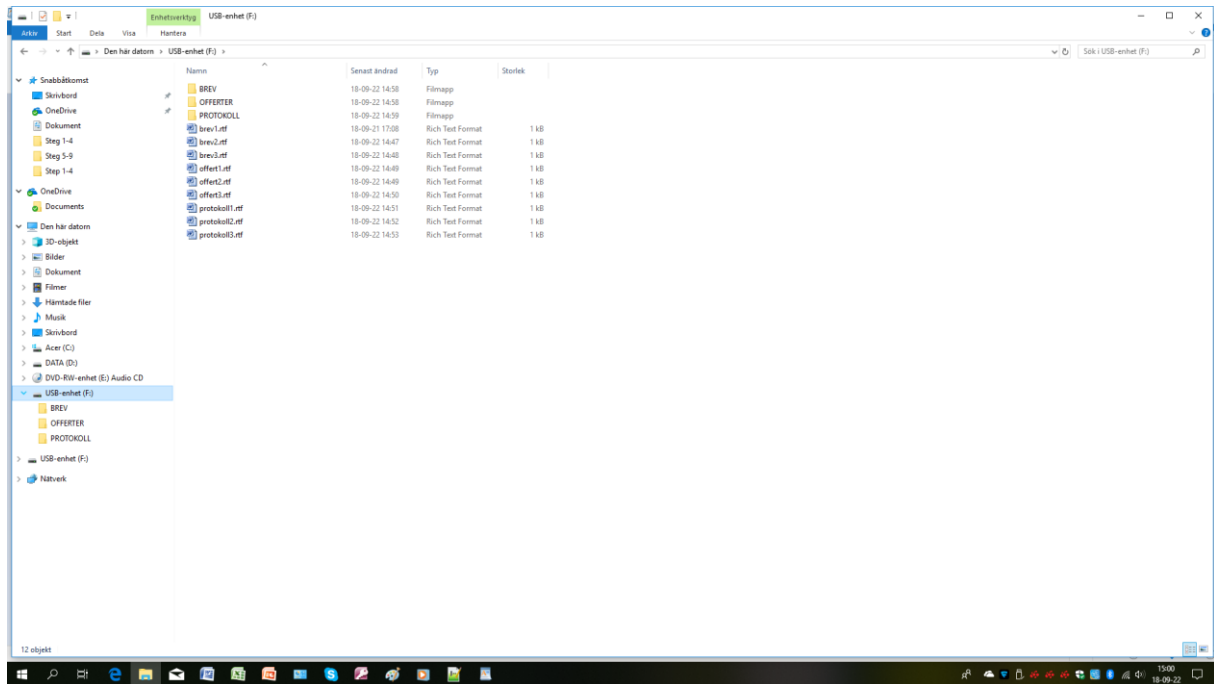Press <ENTER>

Check Moveable disc F:\ is marked.

Click New folder

Write : MINUTES

Now MINUTES is where New folder was before.

Press <ENTER>

Click arrow in front of USB-enhet (F:)

Now you have made three folders on the level under the root as you can see to the left on screen. Don´t think much over why they also are shown to the right.

Open folder LETTERS by clicking on it. The folder will be empty.

Open folder OFFERTS by clicking on it. The folder will be empty.

Open folder MINUTES by clicking on it. The folder will be empty.

Copy files

Click USB-enhet (F:)

Click right on letter 1 in right area of screen.

Choose copy.

Click right on letter folder in left part of screen

Choose past.

Open LETTER folder by clicking on it.

Letter 1 now will be in the root area and in LETTER folder.

Click USB-enhet (F:)

Click right on letter 2 in right part of screen.

Choose copy.

Click right on letter folder in left part of screen

Choose past.

Open LETTER folder by clicking on it.

Letter 2 now will be in the root area and in LETTER folder.

Klicka på USB-enhet (F:)

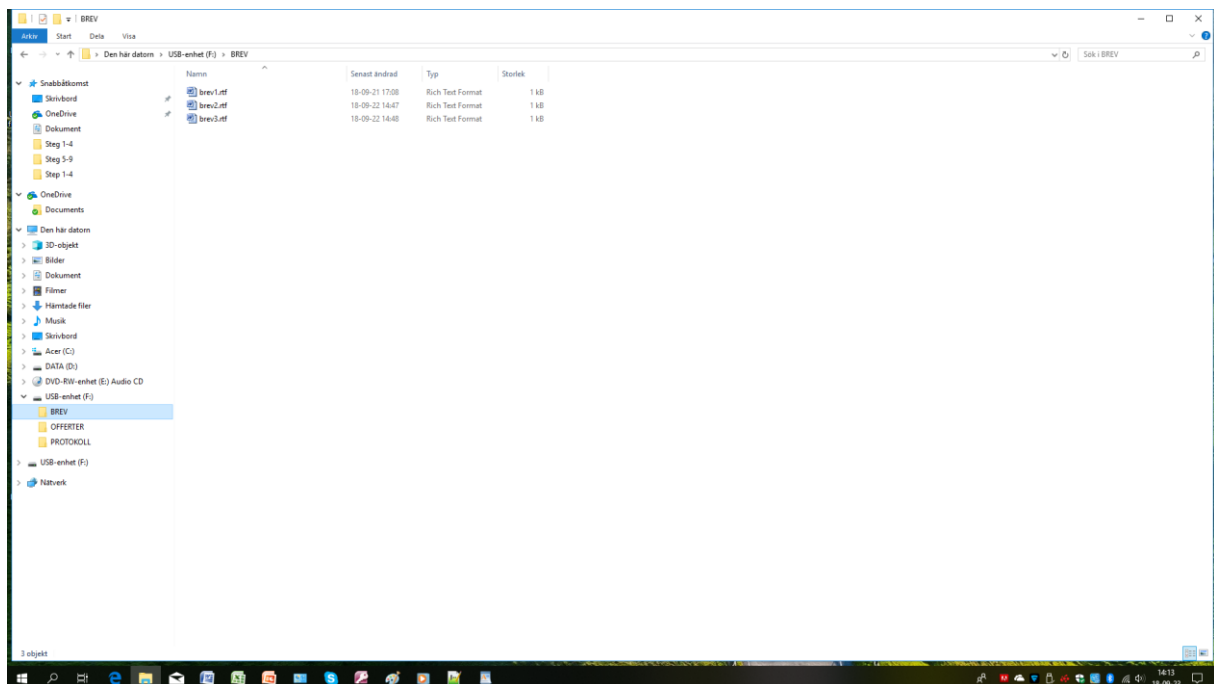Click right on letter 3 in right part of screen.

Choose copy.

Click right on LETTER folder in left part of screen

Choose past.

Open LETTER folder by clicking on it.

Letter 3 now will be in the root area and in LETTER folder.

Click på USB-enhet (F:)

Click right on offert 1 in right part of screen.

Choose copy.

Click right on OFFERT-folder in left part of screen.

Choose past.

Open OFFERT-folder by clicking on it..

Offert 1 is now in root and in OFFERT-folder

Click på USB-enhet (F:)

Click right on offert 2 in right part of screen

Choose copy.

Click right on OFFERT folder in left part of screen.

Choose past.

Open OFFERT folder by clicking on it.

Offert2 is now in root and in OFFERT folder

Click on USB-enhet (F:)

Click right on offert 3 in right part of screen

Choose copy.

Click right on OFFERT folder i left part of screen.

Click paste.

Open OFFERT folder by clicking on it and check all three offerts are there

Click på USB-enhet (F:)

Click right on minute 1 in right part of screen.

Choose copy.

Click right on MINUTE folder in left part of screen.

Choose past.

Open MINUTE-folder by clicking on it..

Minute 1 is now in root and in MINUTE folder

Click på USB-enhet (F:)

Click right on minute 2 in right part of screen

Choose copy.

Click right on MINUTE folder in left part of screen.

Choose past.

Open MINUTE folder by clicking on it.

Minute 2 is now in root and in MINUTE folder

Click USB-enhet (F:)

Click right on minute 3 in right part of screen

Choose copy.

Click right on MINUTE folder i left part of screen.

Click paste.

Open MINUTE folder by clicking on it and check all three minutes are there

Delete files

Klicka på Moveable disc F:\

Click letter 1 in right part of screen

Click minute 3 while pressing Shift key

All 9 files in root now will be marked.

Click right somewhere in marked area and choose delete.

You will get a warning and answer yes.

To start by copying and thereafter deleting files is a good way to move files while you are not really sure.

In root only names of the three folders will be seen.

Save in a folder

Start Wordpad and write: This is letter 4.

Click Archive/Save

Click the small arrow to the left of USB-enhet (F:)

Click LETTER folder so >Computer>USB-enhet (F:)
written on top of window.

Save letter 4 in LETTER folder on USB memory by clicking <Save>

Check with Explorer letter 4 has landed in right place.

Change names of files

Click MINUTE folder to the left on screen.

Click right on minute 1 and choose change name.

Change name to Conference minute and press <Enter>.

Conclusion

You hopefully feel familiar with USB memeory

You have noticed that if you store on a empty memory files will be stored in basic area called root.

If you want to create several parts of memory you can create folders.

After that you can sort files so they are easier to find.

Now it is extremly important you repeat so you know this well.

This knowledge you will always use when working on computer.

All outside memories work in the same way and files with documents, register, webpages, excelmodels, pictures, sound and videos are handled in the same way.

Backup

It is important you have backup of your work. Risk is always you delete something important, computer may be stolen or burning.

To day there are USB memory storeing 128 GB and this is an easy way to handle backup