COMPUTER LITERACY

TABLE OF CONTENTS

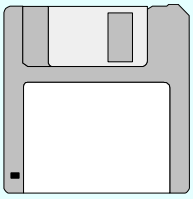
01 INTRODUCTION

This course is designed for those people who have had little or no experience with computers.

We're going to start out with some very basic concepts and then progress forward in tiny little bite-sized chunks of information.

If you're experienced with computers then this may simply be a review or it may help you fill in pieces of your understanding about these strange creatures.

So what is a computer? We've all heard the terms hardware and software. This is where our journey begins. With the two basic components that make up a computer:



SOFTWARE:
The not-so-physical things in your computer. The stuff that's changeable, copy-able, editable, erasable, moveable, lock-upable, crashable, etc.

HARDWARE:
The physical things; keyboards, mouse, monitor, chips, motherboards, wires, power supplies, hard drives, CPUs, etc.

WHAT ABOUT FIRMWARE?

Firmware is part of the computer's hardware that is changeable with software. It's part of the hardware that can be reprogrammed or updated as new features or bug fixes come out.

02 THE FILE SYSTEM

(or how I learned to program in Cobol)

WHAT IS A FILE?

From your computer's standpoint, what do all of these things have in common?

- **folders**
- **programs**
- **directories**
- **sub-directories**
- **documents**
- **pictures**
- **videos**
- **sounds**
- **spreadsheets**
- **databases**

They are all *files*. And all of the files on a computer fall into four categories:

PROGRAMS (or EXECUTABLE)

The things that run or execute – Word, PageMaker, Acrobat, etc. They do all the work for us and control the behavior of our interaction with the machine

DIRECTORIES (or FOLDERS)

Storage areas or places to keep files. The computer creates folders for its own use and we create foders to help organize our stuff.

SHORTCUTS (or POINTERS)

This is a file that *points* to the contents of another file. When you open the pointer file, you're actally opening the source file that it points to.

DATA

All other files are data files. They are used and/or created by programs files. Documents, databases, spreadsheets are all examples of data files.

To start the process of understanding what goes on inside of our computer, we need to understand how it sees and deals with the *stuff* that we put into it. A computer's first and most important task is to deal with files. To organize them. To execute them. To copy and store them. But what are these files and what can we do with them?

DOS (it's still here, baby!)

Remember the word DOS from when computers where first born? It stands for **D**isk **O**perating **S**ystem. A Disk Operating System is what the computer system uses to deal with all those files. Windows still has pieces of the old DOS inside of it but it's fair to say that it is its own *Operating System*. Its main purpose in life is to do something with all those files.

FILENAMES (don't I know you?)

In order for files to have any use to us, we first have to have something to call them. Now that we know that there are only four kinds of files, what (and why) do we call the individual files? We need a little history lesson here so that we can understand the present.

In the beginning (DOS 1.0), files had **first names** and **last names**. First names could be any combination of letters and numbers and could be a maximum of eight characters long. The last name could also be any combination of letters and numbers, but they were only three characters long – and they were *optional*. The first and the last names were separated by a period so you'd end up with something that looked like this:

myfile.doc
simple.txt
letter1.ltr

The last name ('**doc**' in the 1st example) is referred to as the file's **extension**. *Sometimes*, the file extension tells us something about what kind of file it is. But, it's important to remember that the name as well as the extension can be any combination of letters and numbers and therefore **could have no meaning at all** – except to the person that created it.

In both Windows and DOS, filenames (unlike network passwords) are *not* case sensitive.

myfile.doc is the same as *MYFILE.DOC*

Starting with Windows 95, a file's name could be up to 254 characters long. In practicality that gets a little confusing and it uses up system resources to have lots of real long file names so you should make an effort to keep them as short as you can and still identify them clearly.

In Windows, files still have a three character last name. When an application program is installed, it **registers** these last names with the **Operating System** (Windows) so that it knows what programs are associated with what **file extensions** (last names).

Some common file registrations (or file associations) are:

DOC	**Microsoft Word**
PDF	**Adobe Acrobat**
XLS	**Microsoft Excel**
PPT	**Microsoft Powerpoint**

Here are some common file extensions and their *excpected* meanings. We'll look into some of these further as we explore the different file types.

Executable files	**EXE**	**Index files**	**NDX**
Document files	**DOC**	**Backup files**	**BAK**
Batch files	**BAT**	**Graphics Interface**	**BGI**
System files	**SYS**	**Picture file**	**PIC**
Text files	**TXT**	**Graphic Image file**	**TIF**
Help files	**HLP**	**Database file**	**DBF**
Overlay files	**OVL**	**Program file**	**PRG**
Small EXE files	**COM**	**Dynamic Link Library**	**DLL**

Now let's look at the four different kinds of files.

PROGRAM FILES (the chosen ones)

Program files are special files also known as **application files**. They are the only files that can *do* something. Program files can be run (or *executed*). All other files are either, used or acted on, by program files. Program files are the ones doing the work. The (disk) Operating Systems that we use (Windows 98, W2000, NT, XP, DOS) only recognize three last names (or file *extensions*) for these **executable files**.

Executable files	EXE
Small executable files	COM
Batch files	BAT ***(NT, 2000 & XP also recognize the .CMD extension)***

The files that end in **EXE** are by far the most common executable files on any computer today. These program files are designed to do specific tasks like word processing, spreadsheets or play CDs.

COM files were around more in the old DOS days but you still run across them every once and a while. Basically, these are executable files that are smaller than their EXE cousins (less than 64k). COM files are still executable and can be run, just like EXE files by double clicking or highlighting them and hitting enter.

A file extension of **BAT** (or CMD) refers to a **batch file**. A batch file is just a group of text commands that can be gathered together to automate a task.

```
REM this batch file copies all the files
REM from my C: drive MyFiles folder
REM to a mapped network drive
ECHO * connecting to the network
NET USE N: \\bna01-nts-01\home
ECHO * copying files to network drive.
CD \myfiles
XCOPY *.*  n:\snason /s
ECHO.
ECHO * disconnecting from the network
NET USE n: /delete
ECHO.
ECHO * finished copying.
```

DIRECTORIES (bring me a folder for my stuff, Martha)

The terms **directory, subdirectory, folder** and **sub-folder** all mean the same thing. We're going to end up using these terms interchangeably so just remember they're all the same. They're all a special kind of file whose only job is to act as a **storage location** for other files.

Directories (or folders) are just holding areas for the other three types of files. Folders and directories have the same naming conventions we use for all other files. Although it's valid to assign a last name (or a file extension) to a folder, in practice this is rarely done.

Directories can be deleted, moved and copied just like other files. The only thing is, **when you delete a folder, you delete all the files in that folder**. When you move a folder, you move all the files in that folder along with it.

It's perfectly acceptable (and advisable) to have folders inside of other folders. This simplifies and clarifies the organization of the information on your hard drive.

Folders are going to be one of our main tools when it comes to organizing our computers and making them work for us.

SHORTCUTS (or POINTERS)

Shortcuts are *pointers* to other files. That means that when you execute (or open) a shortcut, you're actually executing (or opening) the file that the shortcut points to. So if you delete, copy or move a shortcut, you *haven't* deleted copied or moved the original file.

DATA FILES (or everything else)

Data files make up the majority of all files on your computer. One program file may require hundreds of other files to run correctly. There are data files that are actually extensions of programs (.DLL) and there are data files that are only used by the Operating System (.SYS) and there are data files that are used to store specific information about how programs startup and operate (.INI).

There are literally thousands of data file types and it really is just about impossible to know what they all do. So let's look at some of the most common one's that you'll run across.

DOC	**Microsoft Word document**
PPT	**Microsoft PowerPoint Presentation**
BMP	**Windows bitmap raster image file**
AVI	**video file**
GIF	**web graphic file**
XLS	**Microsoft Excel workbook**

WAV	**an audio wave file**
TIF	**a raster image file**
JPG	**web graphic file**
MOV	**Quiktime movie file**
INI	**an INItialization file**

DEVICES (PHYSICAL & LOGICAL)

The Operating System assigns a letter to a **physical storage device** – in effect naming it so that it has a way of referring to it. The colon after the letter tells the OS that it's a **logical device name** and not a file name.

A: verses **A**

Physical storage devices are the actual pieces of hardware attached to your computer:

- **hard drive**
- **floppy diskette drive**
- **CD rom drive**
- **Zip drive**
- **tape drive**

A **logical device name** is a map or a **pointer** to, either a physical device, or a *portion* of a physical device. For example, **A:** refers to a physical floppy diskette drive while **D:** may refer to the second **partition** on a single physical hard drive.

Drive letters **A:** and **B:** are reserved for floppy diskette drives and **C:** is reserved for the first hard drive on the system. All of the other letters may be assigned to other **physical devices**, **hard drive partitions**, **network drives**, etc.

DIRECTORY STRUCTURE

The **Disk Operating System** that Windows runs on uses what's called a **Tree Structured Directory**. The main drive letter is referred to as the **root** and the folders branch out from there.

Within this directory structure, files have a **complete pathname** – or a unique way of finding them on the tree. The pathname always begins with the drive letter, followed by a backslash character.

C:

The *first backslash* character in a filename refers to the root of the drive. **C:** means "**in the root of the C drive**". From there we add one or more folders separated by backslashes, ending with the filename we are referring to.

C:\My Documents\Letters\My Letter.doc

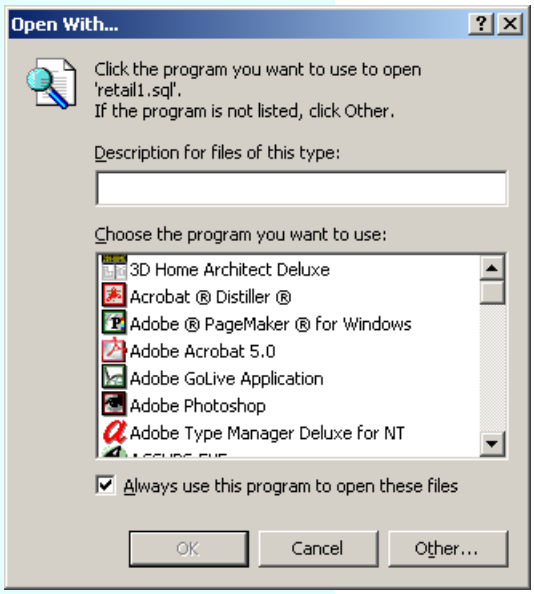
- **"C:\"** - the **root** of the C drive
- **"My Documents"** - a **folder** off of the **root** of C drive
- **"\"** - separator (end of folder name)
- **"Letters"** - a **folder** inside of the **My Documents** folder
- **"My Letter.doc"** - a Word document inside of the Letters folder

If we changed the letter **C** at the beginning of the pathname to **D**, then we'd be referring to a completely different filename.

FILE REGISTRATIONS

When you double click on a program file, the program runs or executes. It starts up its user interface and presents you with the options available in that program. When you double click on a data file, something else takes place.

If the last name of the data file is *registered* in Windows, then Windows is aware of what program created this file and will run it automatically. If the file extension is not registered, Windows doesn't know which application created this file so it asks you the question.



This dialog box is showing us a list of known applications (or program files) within Windows. We can enter a description for this type of file, select the program that we want to open it and then decide whether or not this program should always open up this type of file.

If you know that a particular document was created in **Microsoft Word**, for example, you could scroll down the list to Microsoft Word and then click on OK to open up the data file using the application program, Microsoft Word.

If you know that this is a file extension that you'll probably run across again, you can check the box that says "**Always use this program to open these files**". Checking this box registers the file extension (or last name) with Windows. Now, any time you click on a file with this newly registered file extension, it will open up with the program that it's registered to (Microsoft Word in this example).

If you do not want to register a file extension with a particular program, you can always **Start** the program first and then use **File | Open** to get the file opened in the program.

SUMMARY (or did you actually retain anything?)

Computers are made up of only two pieces: hardware and software. Hardware is the physical stuff that makes up a computer from keyboards to memory chips. Software is less tangible. It's made up of files and they can be executed, copied, deleted and changed.

On the software side of things, there's four file types: programs, directories, shortcuts and data. Programs are the only files that can execute (or run) and actually do something. Directories are storage locations for other files. Shortcuts point to another file and data files are everything else – from spreadsheets to emails to pictures.

Files all have first names and last names. In Windows, the first name can be up to 254 characters long and have any combination of letters and numbers. The last name is a maximum of three characters long and usually identifies the files purpose. Certain file last names, or extensions, are registered with the Operating System so that it knows what program it can be opened with.

03 COMPUTER HARDWARE

Computers are made up of hardware and software. Hardware consists of the physical components necessary to run programs and store files.

PROCESSOR

CPU, motherboard
Programs use the CPU to perform tasks. To calculate, compare and spell check. The CPU is the heart of the system and is in charge of just about everything that goes on under the hood.

The motherboard is the CPU's interface to the outside world. It contains all the support chips that are responsible for routing information in and out of the CPU. These chips transfer information to and from the memory and to and from the input and output devices.

SYSTEM ROM

BIOS (built in program)
They system ROM is a chip that contains the first program your computer runs. Without this program the system is just a useless pile of chips and wire and can do nothing. The system ROM tells the computer how to boot and from which device. It's responsible for managing some of the system resources and handing this information off to the Operating System when it finally gets around to starting up.

PERMANENT STORAGE

hard drives, CD-ROM, DVD, floppy drives, zip drives
In order for a computer to be useful to us, we have to be able to store files; spreadsheets, word processing documents, etc.

TEMPORARY STORAGE

memory (RAM)
All programs must first load into the system memory in order to execute or run. The more programs you run, the more system memory is used up. When you're in a program and you open up a file (in Word and open a document), it's also loaded into memory.

Memory is NOT permanent and anything in memory is erased when the power is turned off. When you 'save' a document file, you're actually taking a copy of the file in memory and placing it on the hard drive for permanent storage.

INPUT DEVICES

keyboard, mouse, USB, modem, NIC

OUTPUT DEVICES

monitor, printer, USB, modem, NIC

THEN THERE'S THE NUMBERS

kilo – one thousand (three decimal places)
mega – one million (six decimal places)
giga – one billion (nine decimal places)
byte – one character
hertz – one cycle per second (or one instruction per second)

A LITTLE MATH

Storage capacity is measured in bytes. A 3 ½ inch floppy diskette can store 1.4 **megabytes** of information. One megabyte equals one thousand kilobytes. So our floppy diskette can hold (add six decimal places) 1,400,000 characters of information. Or, to say it another way, 1,400 kilobytes.

Lets say that a typical Word document takes up 80 **kilobytes** (80,000 characters) of space. How many documents of this size with fit on our floppy disk?

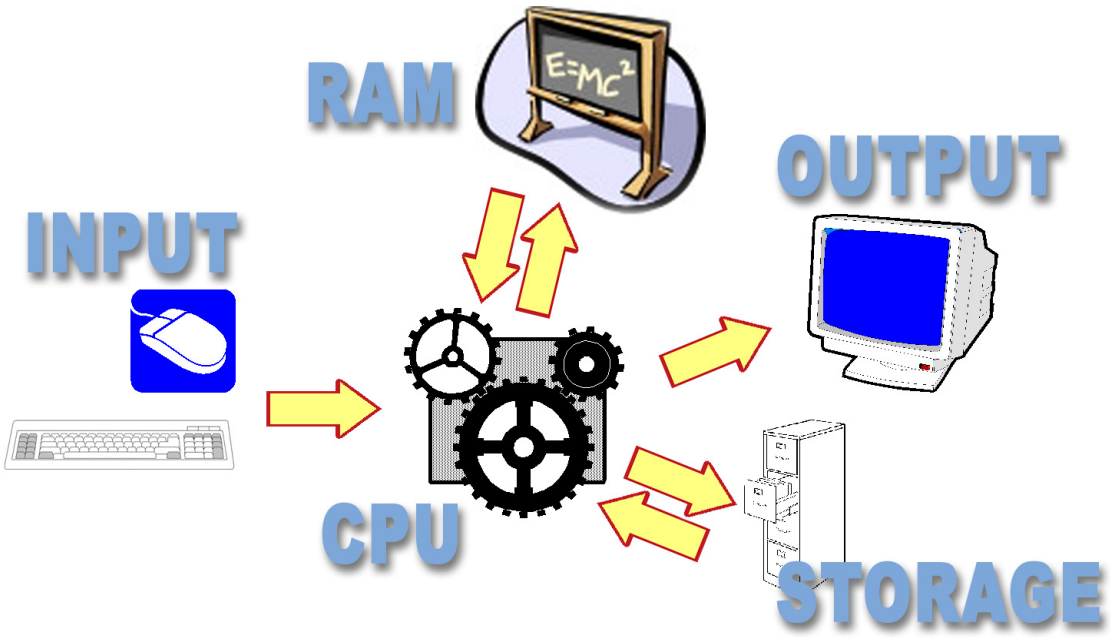
1,400,000 / 80,000 = 17.5

So, if you've got more than 17 documents you need to copy to a floppy diskette . . . well, you get the picture.

Hard drives are rated in gigabytes (nine decimal places - 1,000,000,000). A gigabyte is one thousand megabytes. Typical hard drives range in size from around 10 gigabytes to over 100 gigabytes.

How many of our 80k documents will fit on a 10 gig hard drive?

10,000,000,000 / 80,000 = 125,000



WHAT'S IT ALL MEAN

The **INPUT** section of the computer is pretty self explanatory. It's most commonly the mouse or keyboard. It can be other things like a USB connection to a netcam or a serial connection to a PDA. Input is just a way of getting something into a computer.

Common **OUTPUT** devices are monitors and printers. Once we've got information into a computer, it doesn't do anyone any good unless we can get it out.

The **CPU** (**Central Processing Unit**) is what does all the work. It's the engine. A CPU's horsepower is rated in **MHz** or Mega-hertz. One MHz is one million cycles (or instructions) per second.

The **RAM** (**Random Access Memory**) is temporary storage. Programs load into RAM only when they are being used. Documents reside in RAM until saved onto the hard drive. RAM is erased when the computer is turned off and is therefore considered **volital**. If you want to save something permanently, you must save it (or copy it from RAM to permanent storage like the hard drive, floppy or zip disk).

STORAGE is where we keep our files. When programs (or applications) are initially installed on your computer, they take up space on your hard drive – not in RAM. Programs (and documents) take up space in RAM when they are copied from the hard drive to RAM – this happens only when they are being used.

LAB (or what the heck is all this stuff?)

Layout working pieces of computer on table – lose without any case. Discuss each item and its role in the system. Talk about terminology and ratings (MHz, MEGs, GIGs, etc.)

motherboard
- CPU
- memory (RAM)
- system ROM

power supply
cabling

hard drive
CD-ROM drive
floppy drive

I/O connections
ribbon cable

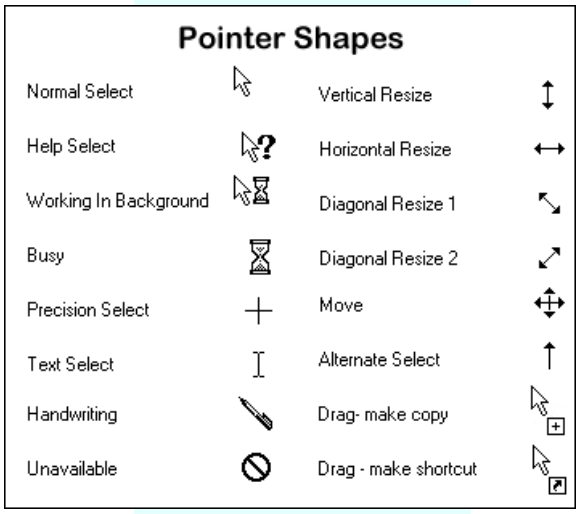
04 MOUSE ETIQUITE

(doctor, it hurts when I click)

THE MOUSE

Pressing a mouse button is called **clicking**. Pressing a button twice quickly is called **double-clicking**. The motion of the mouse controls the motion on the screen of the **pointer** or **cursor**. The shape of the pointer/cursor changes depending on where it is and what is happening. The term cursor is used when the shape shows where your typing will appear. Otherwise the term pointer is a better choice.

The hand shape is commonly used to indicate when the pointer is over a link, like on a web page.



If you are told to **click** on something, you should move the pointer over the object, press the left mouse button, and then release it. **Right click** means to press the right mouse button instead. **Double-click** means to press the left mouse button twice quickly. This one takes practice! **Drag** means to hold a mouse button down while moving the mouse. Usually something on the screen will move when you do this.

To use your mouse comfortably you must practice, practice, practice. This is a physical skill that uses muscles that you haven't used in quite this way before. You should expect some soreness when you first start or when you have an unusually long or intense session with your mouse.

ANATOMY OF A CLICK

"If I don't say right-click, then it's a left-click"
- Anonymous

Single-clicking on an icon (or file) with the left mouse button (ie: "left-clicking" on the icon) selects (or highlights) that icon (or file). Selected icons are displayed in inverse-video. You can add to the list of selected icons by holding down the **Control key** while clicking on another selection.

Alternatively, if you want to select a group of adjacent icons, you can click (on a blank area – not on the icon or file) and drag a box around those icons (or files) with the mouse. Holding down the **Shift key** while clicking on something will highlight (or select) all the icons or files between two selections. **Control-A** (on the keyboard) will highlight all items in a folder or directory.

NOTE: When performing an action with a single left click, the action usually does not occur until you **release** the mouse button. Like a chess

move that isn't official until you let go of the piece, you can hold the mouse button down for a moment and as you make your final decision about continuing or not.

Double-clicking always refers to "left-clicking". There are no functions in Windows that use a double "right-click". A double-click is two short left-clicks within a very short period of time. The interval that the computer will recognize as a double-click is adjustable in the Control Panel. Double clicking an icon or file will usually execute (run or open) that file. In most programs, double clicking a word will select (highlight) that one word. Double clicking on the menu bar will toggle the full-screen mode.

Right-clicking on an item brings up a **Context Menu** for that item. The items contained in this menu change depending on what you right-click on, and they usually are a list of actions that pertain to that item. This "shortcut menu" provides convenient access to the various functions you can perform on the item.

Right-clicking on and dragging an icon (or file) to another place (let's call that the destination), Windows gives you the option to either move the icon to the destination, copy the icon to the destination, or create a shortcut to that icon and leave the shortcut in the destination. (*This is a very cool feature!*)

KEYBOARD SHORTCUTS

Just a quick note on a couple of the most useful keyboard shortcuts in Windows: **Control-X**, **Control-C** and **Control-V**. (*hold down the "**Ctrl**" key on the keyboard then press the other letter at the same time*)

A keyboard shortcut allows you to do something directly from the keyboard that you would normally do with a combination of mouse clicks and menu items. This is handy when your hands are already on the keyboard (i.e. - typing)

One of the things that we want to get comfortable with in Windows is managing the file system. This means (mostly) moving, copying and deleting files. So, anything we can do to make these tasks easier will help us manage our systems more effectively.

- **Cut** **Ctrl-X**
- **Copy** **Ctrl-C**
- **Paste** **Ctrl-V**

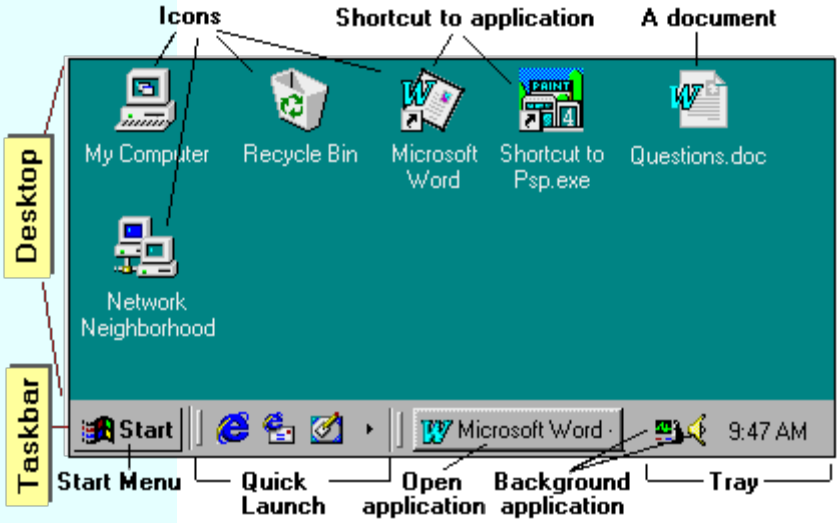
Cut, **Copy** and **Paste** live all over the place in Windows. You'll find them on the **Context Menu** when you right click on certain things. You'll frequently find them under the **Edit Menu** of a lot of applications and they're functions available while looking at our hard drive through **Explorer**.

THE WINDOWS "CLIPBOARD"

Understanding the Windows Clipboard will help us understand how to copy and paste more efficiently.

05 THE WINDOWS GUI

(I'll take Graphical User Interface for $200, Bob)



The Windows **Graphical User Interface** (GUI) is the key to getting anything done in Windows. It's divided into two main sections:

- **Desktop**
- **Taskbar**

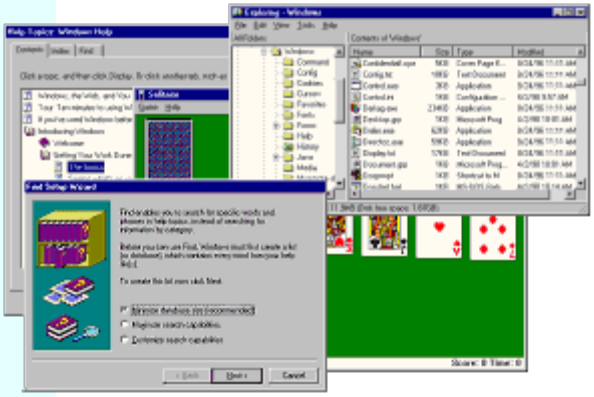
The **Desktop** is the main area of the screen and is basically a storage location. You can store any of the four types of files there: data, programs, shortcuts or folders. In practice it makes more since to keep your data files somewhere else, but the Desktop is a good place for shortcuts and files that you *use frequently*.

The **Taskbar** is a specialized menu bar that performs several functions. It's the home of the **Start** button (we'll talk more about this later, but it's pretty important so remember where it is). The Taskbar houses the **Quick Launch Menu** which is a storage location for Program Shortcuts. You can move or copy a shortcut from the Desktop to the Quick Launch Menu by right clicking and dragging it down there (*Remember the right-click?*).

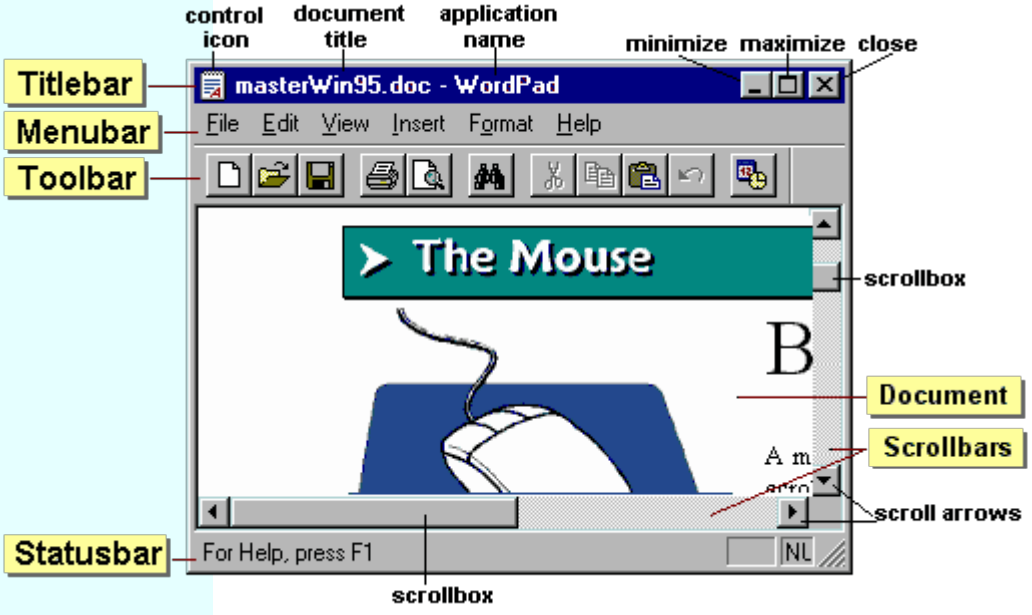
Next to the Quick Launch bar is an area that holds all of the open (currently running) applications on your computer. A single mouse click (left) on the program name will bring it to the foreground or pop up the window. Hitting the little minus sign (**minimize**) will return the program to the Taskbar or send it to the background.

WINDOWS (my kingdom for a Window)

Windows are what Windows is all about. Until you learn how to manipulate Windows; to open them, size 'em, close and minimize, you're not going to be very productive.



So let's start out with the main parts of the Window in Windows. This will be the foundation for almost everything else we do so hang on.



MOVING A WINDOW

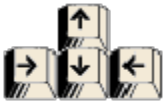
Click and hold on a clear area of the titlebar. Then drag the whole window. This **moves** the whole window to a new spot on the desktop. Simple.

NOT SIMPLE: *The titlebar can get moved out of sight off screen. To get it back, you need a keyboard method, which could be used at other times if you prefer it.*

Hold down the **ALT key** and at the same time press the spacebar (ALT + space) to drop the context menu from the titlebar icon. This menu will be in view even when the titlebar itself is not.

Click on the Move command. Or type the letter M. The pointer changes to ✣ the Move shape.

Position the pointer ✣ over the titlebar (or as far to the top of the window as possible if the titlebar is off screen) and click, hold and drag until the window is back where you want it.

You could also use  the arrow keys to move the window once your pointer has ✣ the Move shape. You must press the ENTER key to fix the window in place.

REMEMBER: Anytime you have more than one window open at a time, clicking anywhere on a window will bring it to the front and make it **active**.

RESIZING WINDOWS

1. If a Window is taking up the entire screen, click on the **Restore button** to toggle the **Full Screen** mode (**maximize**). Double clicking on the Title Bar will also toggle full screen mode.

2. When NOT in full screen mode, you can manually resize a window by bringing the mouse to any outside edge of that window. When the mouse turns into a double-headed arrow, click and hold while dragging the edge of the window.

   TIP: *resizing from the lower right hand corner of the window allows you to size in both directions at once.*

3. Once you've resized your windows, you can arrange them on the screen by (left-mouse) clicking on the title bar, holding down the mouse, and dragging the window over to the desired location the screen.

06 WINDOWS EXPLORER

Windows Explorer is an extremely powerful tool for navigating the uncharted waters of our computer's file system. It's our doorway, not only to our own storage devices, but to all the other accessible devices on the network.

We've learned that all computers have software and that software is actually made up of files. **Explorer** is what we use to see, move, find, copy and delete files from our drives. An essential part of any file management system begins with knowing where your files are and being comfortable with accessing them and moving them from place to place.

WHAT'S A RIGHT CLICK

Windows has a lot of hidden features buried in the *Context Menu* or *right click*. Context Menus give different options for different things. Most everything in Windows has a Context Menu (most). Context Menus are always accessed using a single "right" click on the mouse.

Once the Context Menu is visible, a single left click on the mouse – anywhere other than the Context Menu – will clear it from the screen.

TREE STRUCTURED DIRECTORY

Starting with one of the earliest version of DOS, file systems on disk drives have been organized using a *tree structured* directory system. The tree comes from the idea of branches sprouting out from one **root** location.

All drives on your system have one root location that corresponds to letter of that drive. "**A:**" and "**B:**" are reserved for removable diskette drives and "**C:**" is the first hard drive. "**D:**" through "**Z:**" can be anything from hard drives to CDROM drives to network shares. The colon after the letter tells the Operating System that you want to see a physical device (hardware) rather than a file named "A" or "C" (software).

In the case of the main system hard drive: "C:", it's a bad idea to store any files in the root – or directly in the C: drive without being in a folder (or directory).

WARNING: SCOTT'S RULE #1
IF YOU DON'T KNOW WHAT IT IS,
LEAVE IT ALONE.

C: (root) -> My Documents
myword.doc
mypowerpoint.ppt
-> My Proposals
proposal1.doc
proposal2.doc

-> Windows *(refer to rule #1)*
systemfiles
-> systemfolders
moresystemfiles

A QUICK LOOK AT FILE ATTRIBUTES

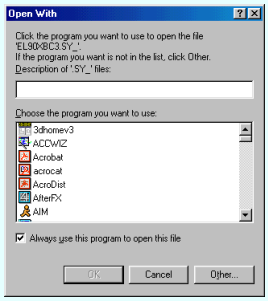
read only	**can't make any changes to the file**
archive	**cleared by some back up programs**
hidden	**doesn't show up in Explorer – unless . . .**
system	**don't touch, leave it alone - used by the OS**

WHAT'S A REGISTERED FILE?

When most (not all) programs are installed on a Windows system, they will typically **register** any file extensions that belong to them. Adobe **Acrobat** registers **.PDF** files. **Microsoft Word** registers **.DOC** files and **Excel** registers **.XLS** files.

When you double click on a file in Explorer, it will try to execute (run or open) that file. If it's an executable file (.COM, .BAT, .EXE), the actual program will start. If the file is a folder, a double click will open that folder and display its contents. But if it's not an executable file or a folder, Explorer doesn't know what to do with it, so it checks to see if the file is registered with an executable program. If it is, the executable file will be launched and the file that you clicked on will be opened inside of it. i.e. – a **.DOC** file will open inside of **Word**.

After clicking on SalesReport.pdf, Acrobat Reader will be launched and automatically open the file for viewing.

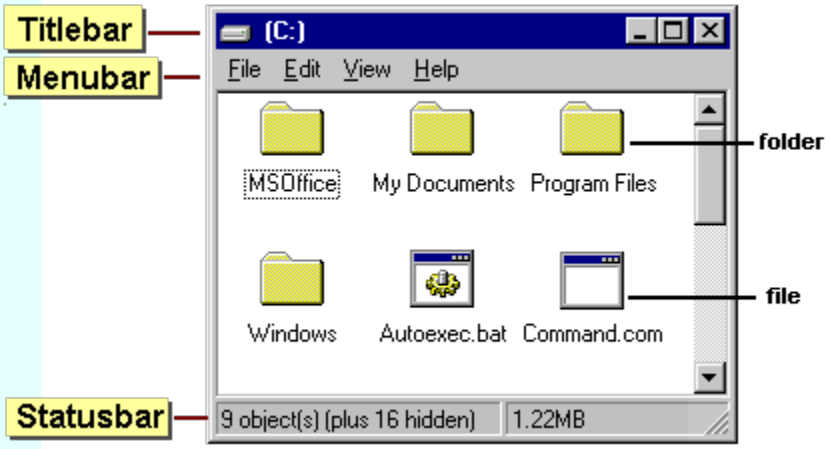


If the file is not registered, you'll be presented with a dialog box asking which program you'd like to have open this file. If you don't know, then just "Cancel" or "X" out of the screen.

This box lists programs that have already registered files with the Operating System. You can also click on Other to browse to any executable files that have not registered themselves with Windows. Then, before you click on OK, you can decide whether or not you want

this program to open this file every time. In other words, do we want to manually register this file extension with the Operating System.

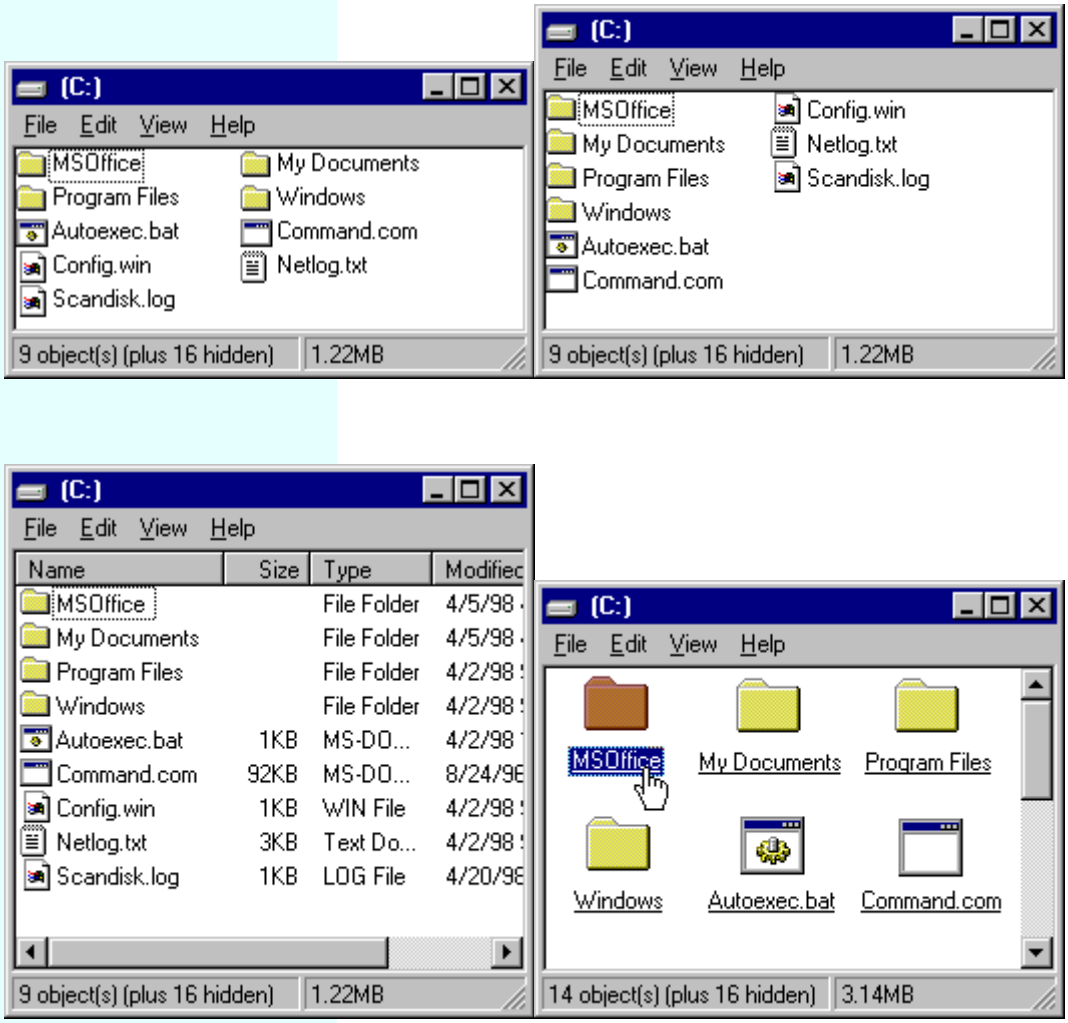
MY COMPUTER (Explorer Lite)



A **My Computer** window shows the contents of a drive or of a folder on a drive. If you open up a folder in a My Computer window, its contents will display in a new window (unless you have changed the default settings).

So when you dig down deep into the folder structure, you can have quite a number of open windows. This could clutter up your screen, but it is useful sometimes to have a separate window for each folder you want to look at.

WHAT'S A VIEW



WHAT CAN WE DO IN EXPLORER?

Explorer gives us a double pane view of our file system, with drives and folders on the left and the contents of the drive or folder on the right.

- **look around, see, view**
- **manage files (move, copy & delete)**
- **create files, shortcuts, directories**
- **launch applications (exe, com, bat)**
- **launch registered applications from registered files (pdf, doc, xls, etc.)**
- **print registered files**
- **browse the network**

EXPLORER (the journey begins)

Panes

There are two **panes** in an Explorer window. The left **pane** contains the **folder tree**, which shows visually how the drives and folders are related to each other.

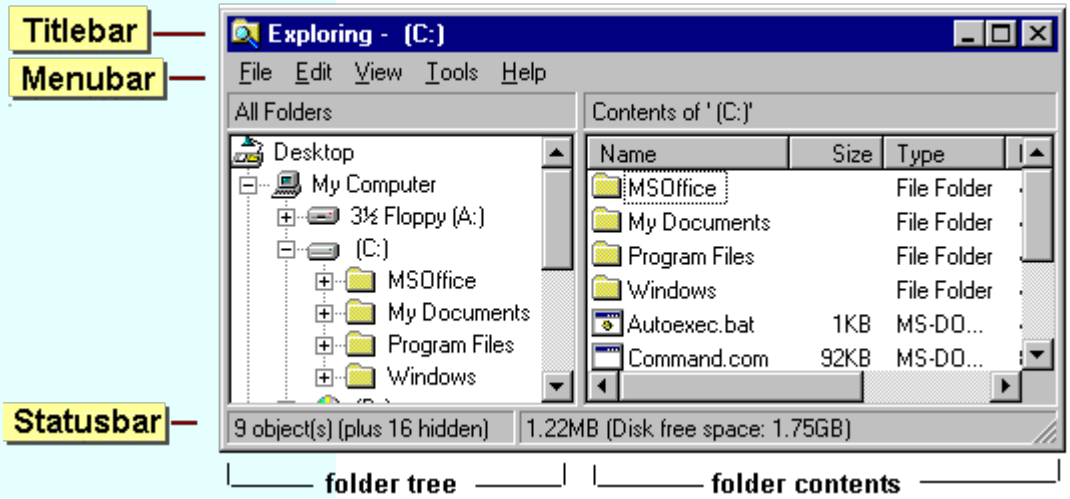
⊞ means that the drive or folder has **subfolders** in it.
⊟ means that this drive or folder has been **expanded** in the folder tree, to display all its subfolders.

The **right pane** shows the contents of the drive or folder that is selected on the left. The name of the selected drive or folder is at the top of the right pane. In the case of a folder, the icon will change to an open folder.

The display for the right pane can be changed to use any of the views that My Computer windows used: Large Icons, Small Icons, List, Details, Web. The new view affects the right pane only.
Sorting pane contents

Normally the contents of the right pane are sorted **alphabetically by name**, with folders being listed first. Win95/98 will remember your choice of view for this folder for awhile. Win95/98 can only memorize a certain number folders. As you work with other folders, the choices for this folder will move to the bottom of the stack and finally be discarded.

You can **sort** based on the **name**, the **size**, the **type**, or the **date modified** . These are the column titles in the right pane. You can just click on a column title to sort. Or you can use the menu- View | Arrange by | Date Modified, for example.



This is the standard view of Microsoft Explorer that we're going to be using. Explorer is configurable and we'll have to change a couple of things to get it to look just like this.

CHANGE DEFAULT VIEW

VIEW | Details

TOOLS | FOLDER OPTIONS | VIEW

show all files	***(check)***
hide file extensions for know file types	***(uncheck)***

WARNING: SCOTT'S RULE #2

IF YOU GET INTO SOMETHING YOU DIDN'T MEAN TO, THEN 'CANCEL' or 'X' YOUR WAY OUT.

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