

Getting to Know your Computer

Student Handout
Windows 7



City of Miami

Course 1 - Turning ON the Computer

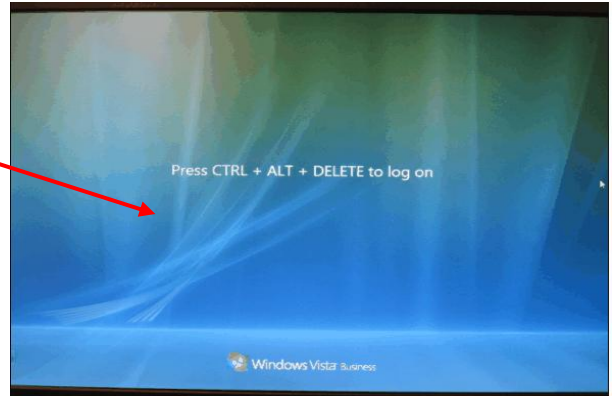
Step 1:

Press the **On (Power) Button**



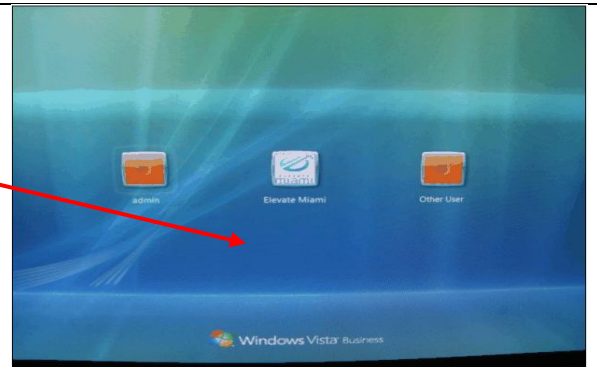
Step 2:

While holding down **Ctrl + Alt** keys, press the **Del** Key ONCE



Step 3:

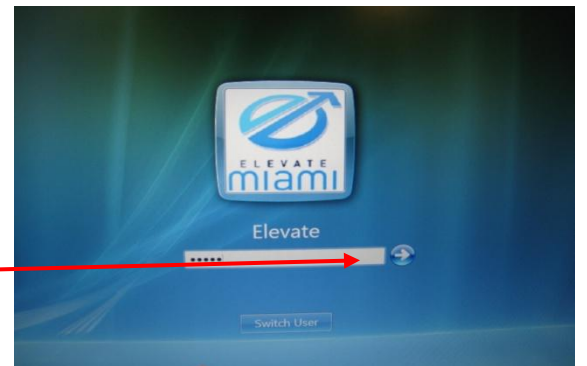
Click on the **Elevate Miami** Profile



Step 4:


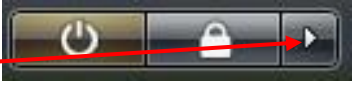
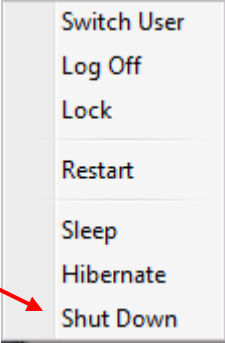
- If necessary, enter your user name in the **User name** field
- Enter your password in the **Password** field
- Click the **Arrow**

Note: Only when a Learning Center is located at an e-Park, a password is required.



Notes:

Course 1 - Turning OFF the Computer

<p>Step 1: Click on the flag or Start Button</p>	
<p>Step 2: Click on the arrow to Shut Down</p>	
<p>Step 3: Click on the Shut Down option</p>	
<p>Step 4: Final Check</p>	<p>Remember to make sure that the monitor is shut off!</p>

Notes:

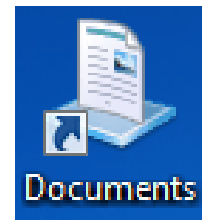
Course 2 - Reviewing the Desktop

The desktop is the main & first window to open on your computer. It displays key icons, buttons, and programs



Three important **Icons** on the desktop are:

- **Computer**
- **Documents**
- **Recycle Bin**



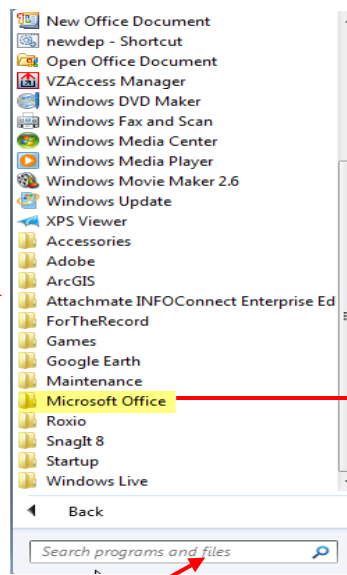
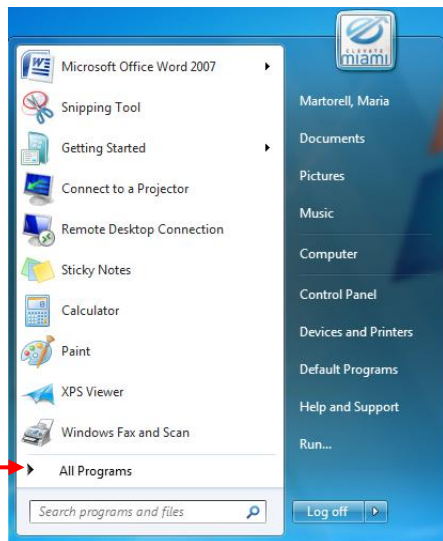
The **Task Bar**, which is located at the bottom of the desktop displays all open and active programs.



Start Quick Launch Toolbar & Open Programs

Notification Area

The **Start** Button represented by the flag is located at the beginning of the Task Bar, when you select it, click on **All Programs** to display a full **Program List**.



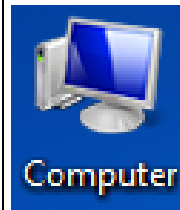
- Microsoft Office
 - Microsoft Office Access 2007
 - Microsoft Office Excel 2007
 - Microsoft Office Groove 2007
 - Microsoft Office InfoPath 2007
 - Microsoft Office OneNote 2007
 - Microsoft Office Outlook 2007
 - Microsoft Office PowerPoint 2007
 - Microsoft Office Publisher 2007
 - Microsoft Office Word 2007
 - Microsoft Office Tools

Note: You can also type the program name in the Start Search box and click the magnifying glass

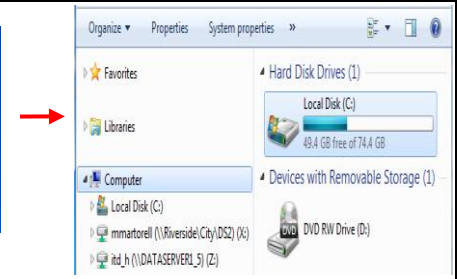
Notes:

Course 3 - Working with Files and Folders: Create, Delete, and Rename a Folder or File

- Open **My Computer**.
- Locate and open the file or folder you want to work with.



Computer



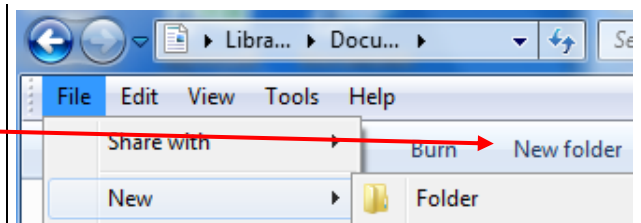
Create a folder:

- Locate the place where you want to create the new folder
- Under **Organize** click on **New Folder**
- Type in the New name of the created folder, and press **Enter**

Note:

You can also create a new folder by:

1. Pressing the **New folder** button or
2. Right click button on the mouse directly in the area you want the folder, select **New and Folder**



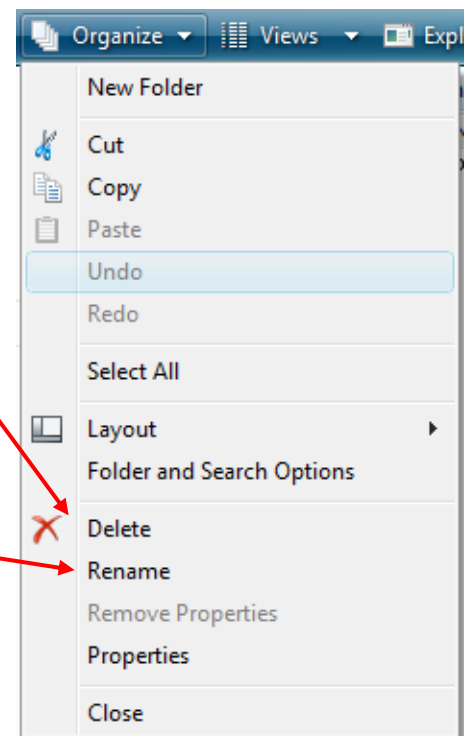
Delete a folder or file:

- Locate the folder you want to delete
- Under **Organize**; click **Delete**

Note: You can also delete a folder/file by **right clicking** over the selected item, and then clicking **delete**

Rename a folder or file:


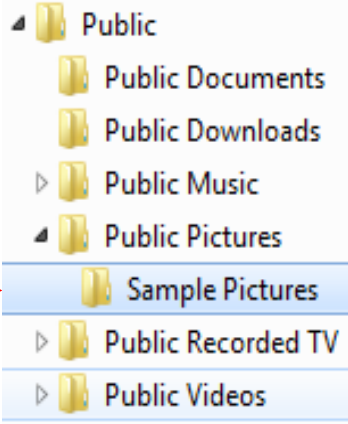
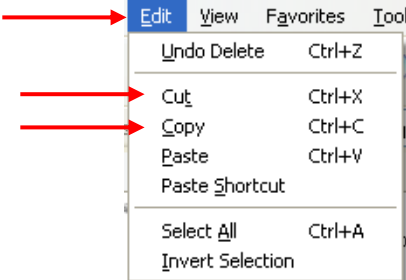
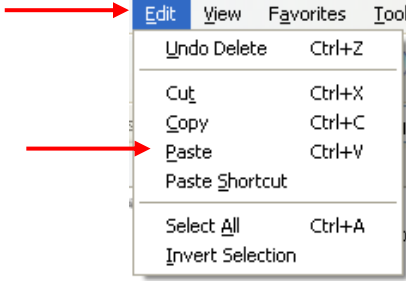
- Locate the folder you want to change the name
- Under **Organize**; click **Rename**
- Highlight current name, start writing the new name and it will overwrite the old one



Notes:

Course 3 - Working with Files and Folders:

How to Copy & Move a Folder or File (continued)

<p>Step 1:</p> <p>Open My Computer by double clicking on the icon</p>	 <p>Computer</p>
<p>Step 2:</p> <p>Click on the File or Folder you want to copy or move.</p> <p>Note:</p> <ul style="list-style-type: none">✓ copy will retain the original item✓ cut will remove it from its original location✓ paste will place it on the selected or new location✓ move is equivalent to cut and paste	 <p>A screenshot of a Windows Explorer window showing a folder tree. The 'Public' folder is expanded, and 'Sample Pictures' is selected. A red arrow points to the 'Sample Pictures' folder.</p>
<p>Step 3:</p> <p>On the Edit menu, click Copy to create a duplicate of the item or click Cut to move the item to a new location</p>	 <p>A screenshot of the 'Edit' menu in Windows Explorer. The 'Edit' menu is open, and 'Copy' and 'Cut' are highlighted with red arrows. The menu items and their shortcuts are: Undo Delete (Ctrl+Z), Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Paste Shortcut, Select All (Ctrl+A), and Invert Selection.</p>
<p>Step 4:</p> <ul style="list-style-type: none">• Open the folder where you want to place the item• On the Edit menu, click Paste	 <p>A screenshot of the 'Edit' menu in Windows Explorer. The 'Edit' menu is open, and 'Paste' is highlighted with a red arrow. The menu items and their shortcuts are: Undo Delete (Ctrl+Z), Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Paste Shortcut, Select All (Ctrl+A), and Invert Selection.</p>

Notes:

Course 4 - Search Engine and Elevate Miami's Silver Links

Step 1: Elevate Miami Portal

from the Learning Center

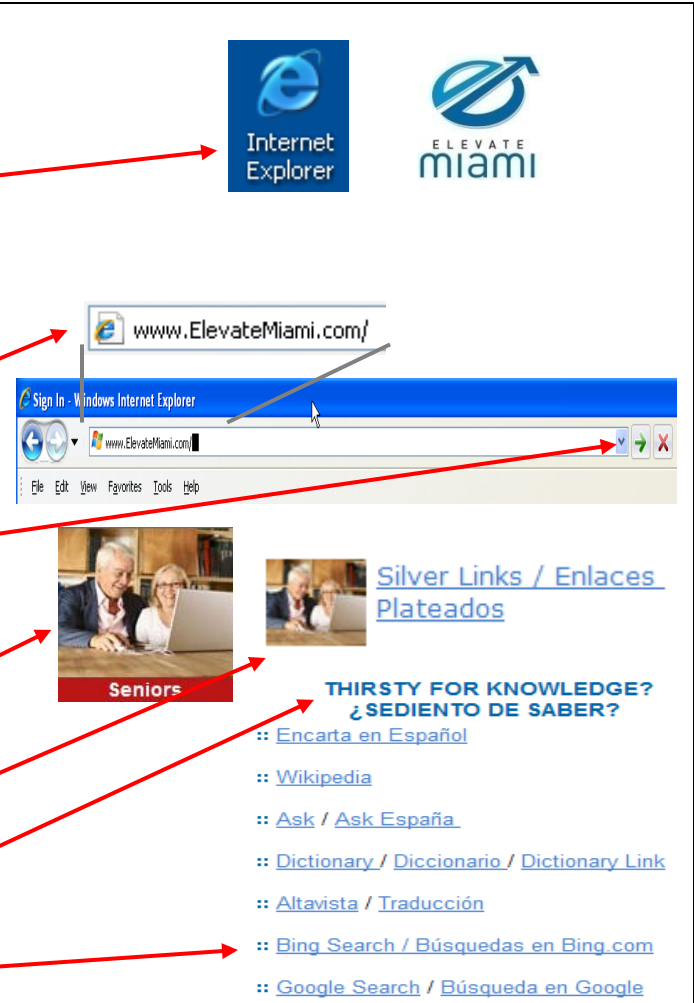
- Double click on the Internet Explorer or the Elevate Miami Icon on the Desktop

from any other location

- Type www.ElevateMiami.com into the **Address_Bar** or **URL** on the top of the window.
- Click on arrow  or press **Enter**
- Wait for the page to load

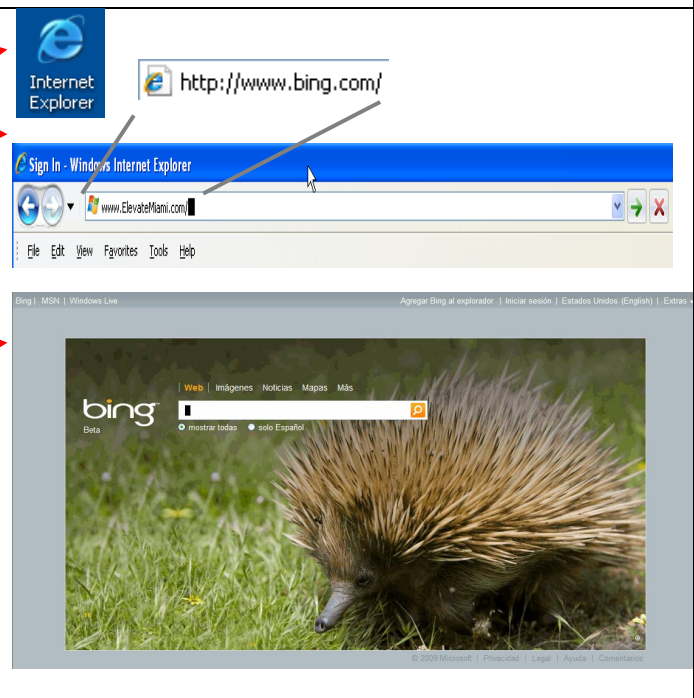
Then:

- Click on **Seniors**
- Click on **Silver Links**
- Find **Thirsty For Knowledge?**
- Find & Click **Bing Search**



Step 1 (Alternate Method):

- Double Click **Internet Explorer**
- Type www.Bing.com into the **Address_Bar** or **URL** at the top of the window.
- Wait for a page similar to the image to load




Course 4 - Search Engine... (continued)

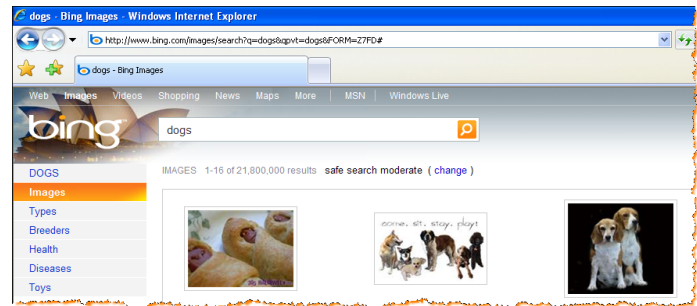
Step 2:

- Type in the subject you are searching for in the Search Window,

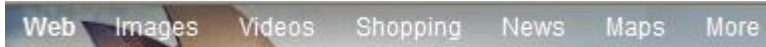


- Click the **Search** button , or press **Enter**
- Wait for the results to load
- Click to open various links until you find the one you like.

Note: By using the search criteria in between quotes "xxx", the engine searches all those pages that contain the exact combination of words



Note: Search using:



- ✓ Web - will display written information
- ✓ Images - will display related images of the topic being searched
- ✓ News - find out what's happening in the world today
- ✓ Maps - See where it is and how to get there
- ✓ More - Find all other category descriptions

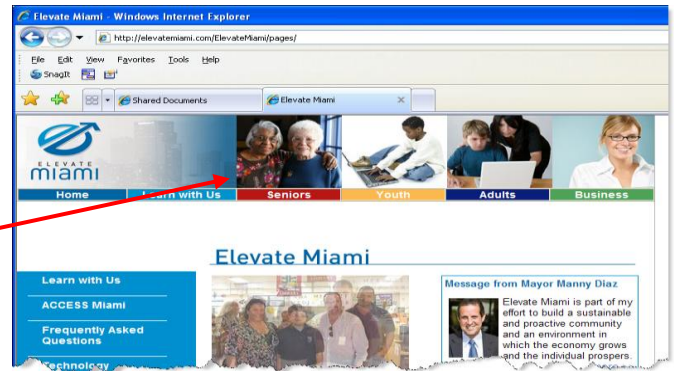
Notes:

Course 4 - Search Engine... (continued)

Silver Links: Group of links that displays commonly used web sites

Step 1:

- Double click on Internet Explorer
- Type into the URL www.elevatemiami.com
- Wait for the "Elevate Miami" page to load
- Click on the **Seniors** picture at the top



Step 2:

- Click on [Silver Links/Enlaces Plateados](#) link or the picture next to it
- Wait for the page to load

Note:

You can also access **Silver Links** from the blue panel to the left of the page



Silver Links include the following:

STAY IN TOUCH MANTÉNGANSE EN CONTACTO	LEARN WHILE PLAYING APRENDA JUGANDO
STAY INFORMED MANTÉNGASE INFORMADO	LEARN WITH US APRENDAMOS
GOVERNMENT AT YOUR FINGERTIPS SU GOBIERNO AL ALCANCE	RADIO AND TV RADIO Y TELEVISION
WHERE CAN I GO? ¿A DONDE VAMOS?	NEED MEDICINES? ¿NECESITAS MEDICINAS?
THIRSTY FOR KNOWLEDGE? ¿SEDIENTO DE SABER?	TRAVELING & CRUISING VIAJES Y PASEOS
SENIOR INTERESTS DE INTERES PARA USTED	MAPS MAPAS
DOWNLOAD FREEBIES BAJALOS GRATIS	HOSPITALS HOSPITALES
DO I NEED AN UMBRELLA? ¿NECESITO UN PARAGUAS?	EXTRAS



Silver Links - Enlaces Plateados

STAY IN TOUCH MANTÉNGANSE EN CONTACTO :: Hotmail :: AOL Mail :: Yahoo! :: ATT (Bellsouth) :: Comcast :: Google Mail :: Yahoo! España :: People PC	LEARN WHILE PLAYING APRENDA JUGANDO :: Typing Games / Juegos de Teclado :: Mouse Games / Juegos de Ratón :: AARP Games & Puzzles :: Live Games / Juegos en Live.com :: AOL Games :: Juegos :: AARP Segunda Juventud
STAY INFORMED MANTÉNGASE INFORMADO :: CNN / CNN Español :: The Herald / El Nuevo Herald :: Sun-Sentinel / El Sentinel :: Periódico Granma Internacional :: World News / Noticias Mundiales :: BBC Mundo	LEARN WITH US APRENDAMOS :: Microsoft Digital Literacy / Alfabetización Digital de MS :: Know Your Computer :: Conozca Su Computadora :: Our Centers / Nuestros Centros
GOVERNMENT AT YOUR FINGERTIPS :: ...	RADIO AND TV RADIO Y TELEVISION :: City of Miami Television :: CBS 4 / CBS 4 Español / My33 TV

Notes:

Course 5 - Accessing the Internet & E-mail

Step 1: Accessing Elevate Miami page

from the Learning Center

- Double click on the Internet Explorer or the Elevate Miami icons on the Desktop

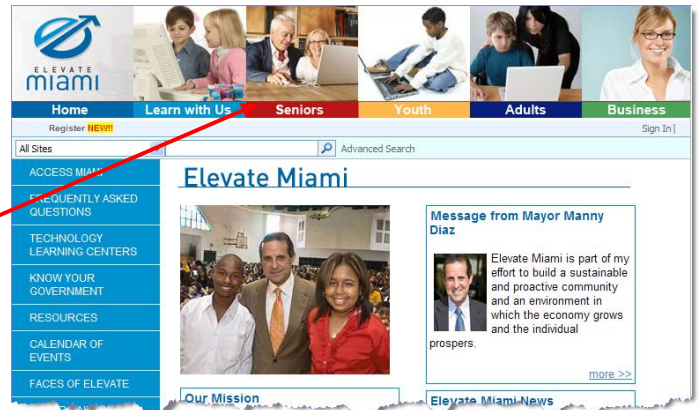
from any other location

- Double click on IE
- Type www.ElevateMiami.com into the **Address Bar or URL** on the top of the window.
- Click on arrow  or press **Enter**
- Wait for the page to load



Step 2:

- Wait for the "Elevate Miami" portal to load
- Click on the **Seniors** picture at the top

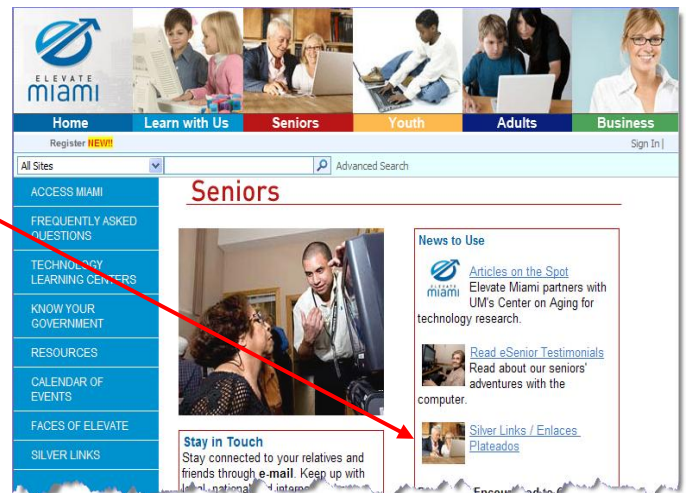


Step 3:

- Click on [Silver Links/Enlaces Plateados](#)
- Wait for the page to load

Note:

You can also get to **SILVER LINKS** from the left navigation panel on every page of the portal



Course 5 - Accessing the Internet & E-mail (continued)

Step 4:

In the block **STAY IN TOUCH** select the desired email service (Hotmail, AOL, ATT, Comcast)



Step 5: Signing In and Out of Hotmail

- Enter **Email address** or User ID

Note:

- ✓ username@domain.com (.net .org)
- ✓ NO spaces are allowed
- ✓ Use **shift key** and number **2** for the **@** sign
- ✓ NOT case sensitive

- Enter your **Password**

Note:

- ✓ Password **IS** case sensitive
- ✓ NO spaces are allowed
- ✓ Restrictions on characters to use vary by provider. Most of them can only contain the characters **a-z, A-Z, 0-9, -, _**, contain **no spaces**, and **cannot start with a zero**.

- Press the **Sign in** button

Note: If a username different from yours shows on the screen, click on:

[Sign in with a different Windows Live ID](#)

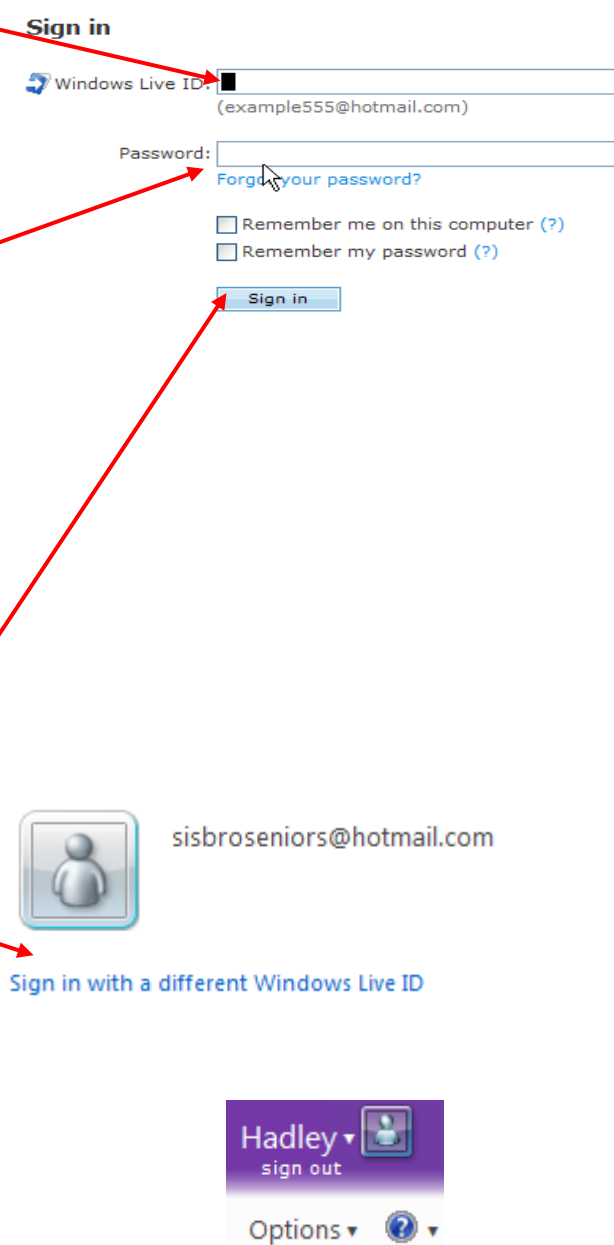
This clears the field and will let you enter yours

Sign Out

- Click on sign out

Note:

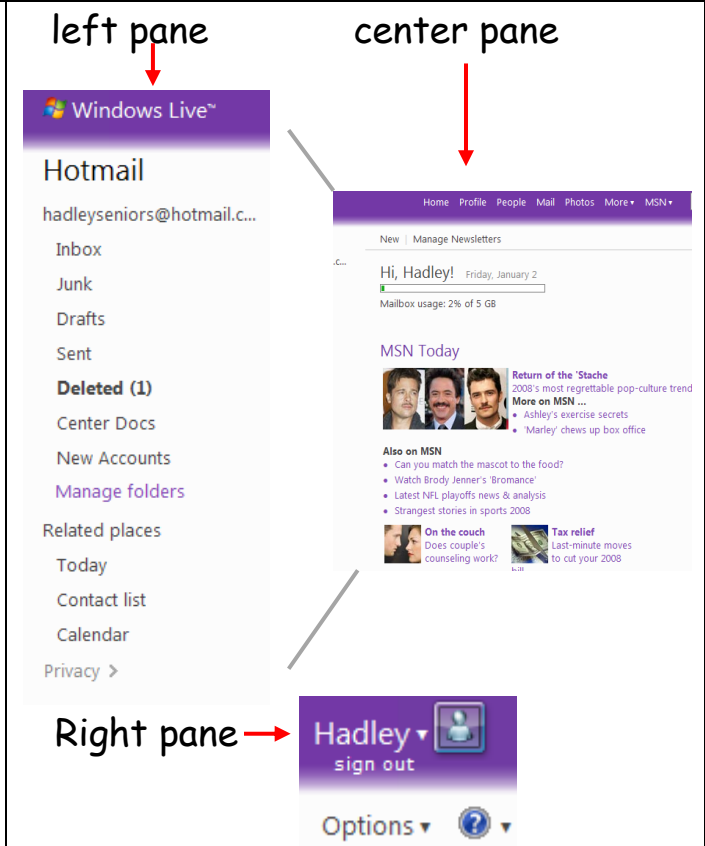
- ✓ DO NOT close using the **X** because your e-mail might stay open



Course 5 - Accessing the Internet & E-mail (continued)

The Hotmail Interface

- List of folders (left pane)
 - Inbox - received mail
 - Junk - unrecognized mail
 - Drafts - waiting to be sent mail
 - Sent - mail sent to other recipients
 - Deleted - mail that was deleted
 - Personal folders - created by you
 - Manage Folders - to create or delete personal folders
- Active folder (center pane)
- User Name, Sign Out and Options (right pane)



Send | Save draft | Attach ▼ | Spell check | Rich text ▼ | ! ↓ | Cancel

From: hadleyseniors@hotmail.com ▼

To:

Cc:

Bcc:

Click the "To" button to see your contact list | ✕

Subject:

Verdana 10 B / U [text alignment icons] [bullet list icons] [link icon] [undo icon] [redo icon] [help icon]

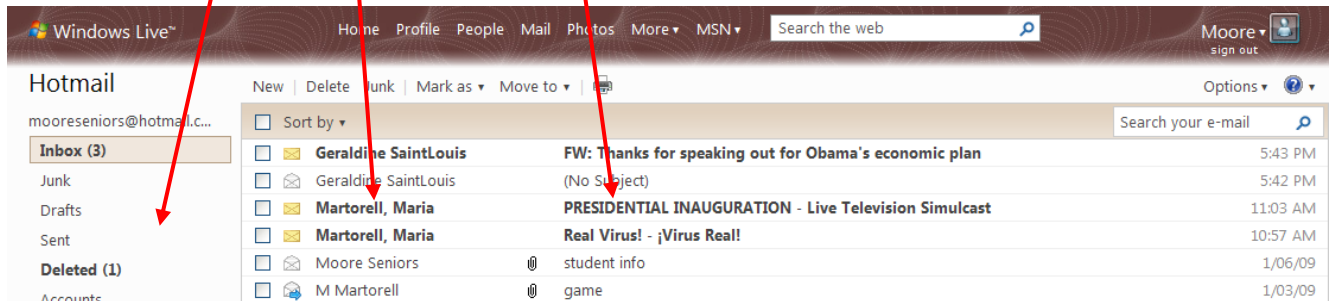
Note:

- ✓ When you use
 - **To:** (main recipients) or **Cc:** (carbon copy) the recipients will see the other recipient's e-mails you send it to
 - **Bcc:** (blind carbon copy) the recipients will **NOT** see the other e-mails of the recipients you send it to
- ✓ You can send an e-mail to multiple recipients separating each with a semicolon ;

Course 5 - Accessing the Internet & E-mail (continued)

Reading Your Messages

- Click on **Inbox**
- Click on the sender or subject column of the message you want to open



- The message will open
- After reading it, click on **Inbox** or the back arrow at the top of the window to return to the **Inbox**.

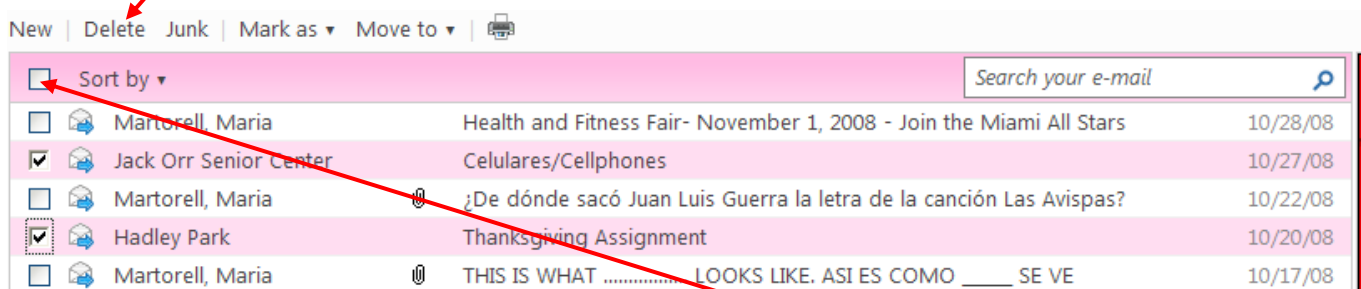


Note:

- ✓ **Unread Messages** will be bold with a yellow closed envelope
- ✓ **Read Messages** will be lighter in color with a white opened envelope

Deleting a Message from your Inbox

- Click on **Inbox**
- Select the item(s) to be deleted by clicking the box in front of the message
- Click **Delete**



Note:

- ✓ You can select **ALL** messages on a page by clicking the box at the top of the column.
- ✓ After selecting all messages you can un-select one by clicking over the checkmark.
- ✓ You can delete a message when it is open, clicking on **Delete**

Notes:

Course 5 - Accessing the Internet & E-mail (continued)

Opening Attachments

From: **Moore Seniors** (mooreseniors@hotmail.com)

Sent: Tue 1/20/09 6:32 PM

To: hadleyseniors@hotmail.com

📎 14 attachments

image010.jpg (20.4 KB), image001.jpg (36.5 KB), image009.gif (12.2 KB), image004.jpg (0.5 KB), image013.gif (35.3 KB), image003.jpg (25.5 KB), image007.jpg (28.0 KB), image006.jpg (15.4 KB), image008.jpg (11.5 KB), image015.gif (22.5 KB), image005.jpg (24.6 KB), image011.jpg (19.2 KB), image012.jpg (21.0 KB), image014.jpg (64.2 KB)



- Open the message containing the attachment by clicking on the **Sender** or **Subject** columns
- You will see the attachments under the addresses that the message was sent **To**:
- Click on the attachment you want to open
- Click on **Open** when you want to view the document without saving it to your hard disk
- If you click on **Save** a window will open for you to find the location to place the document. Click the small blue arrow to go to the wanted folder
- Click **Save** to place it there
- Click **Open** on the following screen if you want to view the attachment immediately or **Close** to continue

Note:

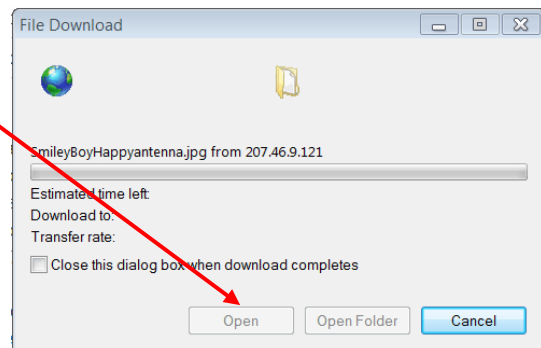
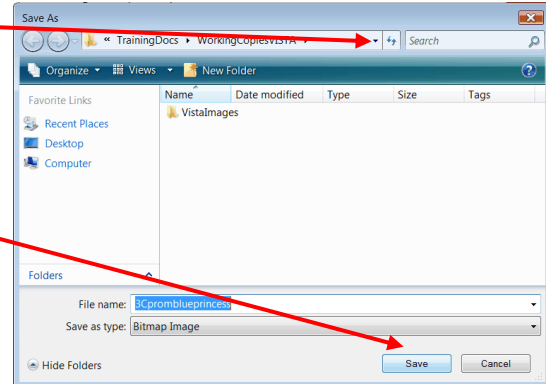
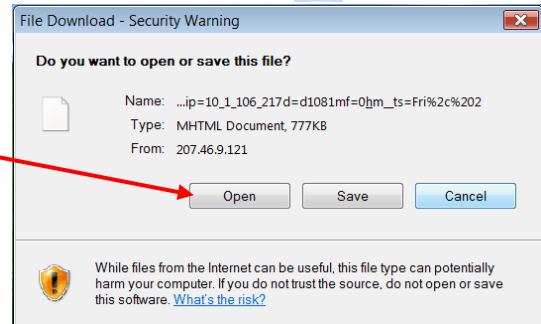
- ✓ Attachments will have a paperclip 📎
- ✓ Make sure that the hand appears over the attachment you want to open 🖱️
- ✓ Make sure to note the place (folder) where you saved your attachment so you can find it later

Moore Seniors student info

To: hadleyseniors@hotmail.com; maceoseniors@hotmail.com

📎 14 attachments

image010.jpg (20.4 KB), image003.jpg (25.5 KB), image005.jpg (24.6 KB)

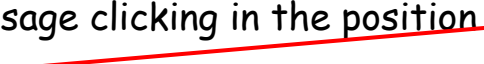


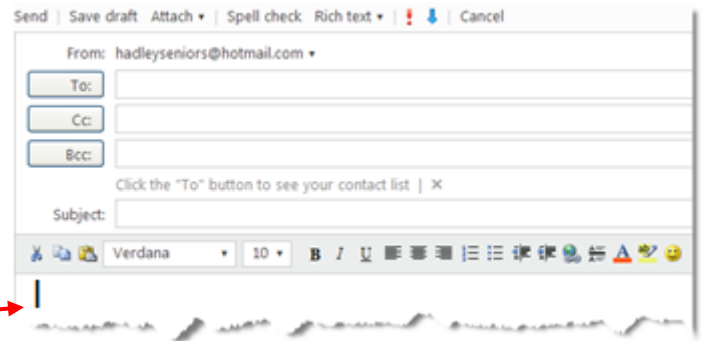
Notes:

Course 5 - Accessing the Internet & E-mail (continued)




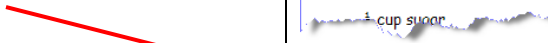
Sending a Hyperlink

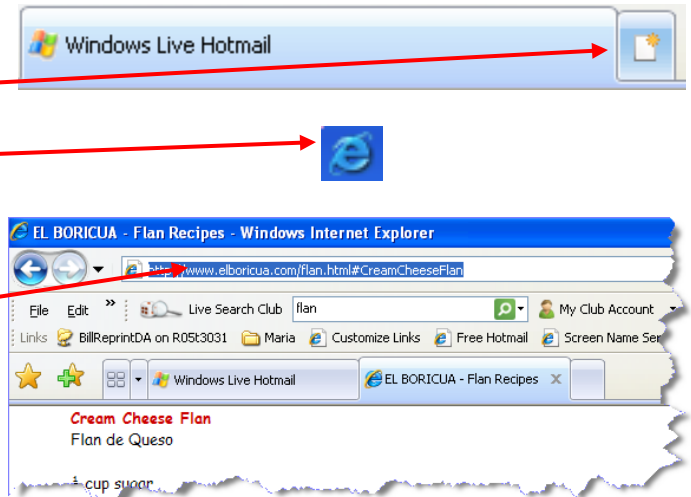
Step 1: the e-mail

- Follow the steps for [Sending a New Message](#)
- Position your cursor in the body of the message clicking in the position shown 

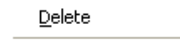


Step 2: searching for the link






- Open a brand new Internet Explorer Tab  or [Browser Window](#) 
- Search for the wanted site (see [Course 4 - Search Engine](#))
- Click in the **Address Bar or URL** to select the address 
- **Right-Click** on top of the selected text and click **Copy** 



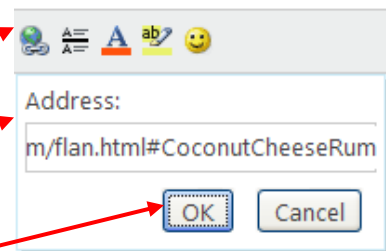
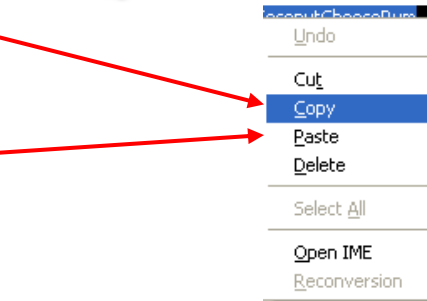
Step 3: back to the message

- **Right-Click** on the body of the message and select **Paste** 
- A link in this format will show in your message <http://www.elboricua.com/flan.html#CreamCheeseFlan>

You can also ([alternate method](#)) write a sentence: This is a great recipe

- Select the word **recipe** 
- Click on the  symbol 
- Paste the **URL** that you copied on [Step 2](#) 
- Click **OK** 

The result will be This is a great [recipe](http://www.elboricua.com/flan.html#CreamCheeseFlan) where [recipe](http://www.elboricua.com/flan.html#CreamCheeseFlan) is a clickable link.



Course 6 - Accessing Microsoft Digital Literacy

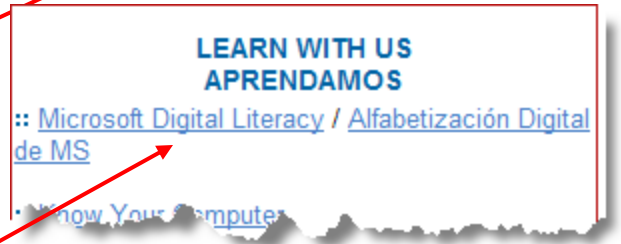
Step 1:

After opening **Internet Explorer**, type the following Web Address:

www.microsoft.com/digitalliteracy

Step 1: Using Silver Links

- Follow the steps found on **page 10** of this document.
- Find the section **LEARN WITH US** and select [Microsoft Digital Literacy](#)



Step 2:

Select the **Desired Language** from the drop down menu, **Press Go**



Step 3:

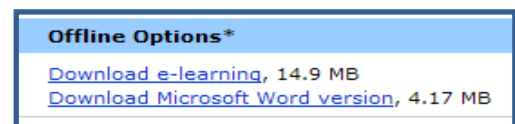
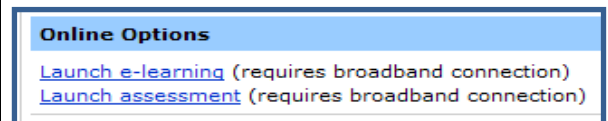
Choose One of the **Five Courses**:

1. Computer Basics
2. The Internet & World Wide Web
3. Productivity Programs
4. Computer Security and Privacy
5. Digital Lifestyles

Step 4:

Select a viewing mode

1. Online, **Launch e-learning**
2. Offline, **Download e-learning**



Notes:
