

COURSE OUTLINE – UTE CREEK - Wednesday, October 17, 2001 - BCN

## **LEARNING TO USE FILES ON YOUR COMPUTER**

**OUR LEARNING OBJECTIVES TODAY.. (ask questions when you have them)**

- Intros and feedback
- Review from last class: What are Computers? Parts of the Computer (very brief)
- Brief Interaction Exercise (4 volunteers)
  - User, GUI, OS, Hardware
- Using the Mouse (drag and drop, etc)
- Working with Programs
  - What does it mean to “Run” a program, Switching from program to program, etc
- Files
  - What is a file? How does it relate to your OS? The GUI? The Internet?
  - Working with files (create a file, and folder, how to find files)
  - Internet Radio exercise (if we have time)
  - Creating Short cuts: Why and how

---

Terms to know: icon, menu, window, click, select, drag, button, app, run or launch, task bar, short cut

### Using the mouse

Use the mouse to select and deselect an icon  
Use the mouse to select multiple icons  
Use the mouse to open an icon  
Use the mouse to move an icon  
Using the Run.. command from the “Start..” menu  
Click and Double Click  
Dragging and Dropping  
Highlighting Text, copying & pasting

### Working with windows

Move, resize and close windows  
View the contents of a window using the scroll bars  
Switch among open applications  
Switch among open windows

### Running Programs

How to start programs (Task bar, Start Menu’s “Run..”)  
What is the Task bar?  
Moving the Task bar  
Some good keys to know  
Moving from program to program: Alt-Tab  
What does the Ctrl-Alt-Del key do?

### Managing Files

Identify types of icons (file, folder, program)  
Create a file and then a folder, Understand the difference between the two  
Rename, or duplicate a file or folder  
Find a file, a folder or another computer  
Delete a file or folder  
Working with a Floppy disk: Format, erase, copy a file to;  
The importance of a Right Click, Properties etc  
Create a short-cut to a file or program

# Taskbar basics

The taskbar typically sits at the bottom of your screen, visible at all times. It includes the Start button and, by default, the Quick Launch bar.

## Start at the beginning

Click the **Start** button to see the Start menu, which gives you access to your programs, system tools, Windows Help, and more. With the **Find** tool you can search for files on your computer. **Favorites** gives you instant access to all your favorite documents and Web pages. You can [rearrange programs on the Start menu](#) any way you like.

## Quick Launch for fast access

The Quick Launch bar sits just to the right of the **Start** button. From the Quick Launch bar, you can open frequently used programs. Each icon on it represents a program or tool on your computer. There's even an icon for the desktop, which you can click to minimize all your open programs. You can add the programs you use most often:

1. Click **Start**, and then point to **Programs**.
2. Click and drag the program you want to add to the Quick Launch area in the taskbar.

## Keep track of your work

The taskbar also keeps track of all your open programs and documents. Each time you open a program, a corresponding button appears on the taskbar. To switch between programs, just click the button for the program you want. To minimize an open window, click its button on the taskbar. Click once to minimize; click again to restore the window to your screen. You can also use the taskbar buttons to [close several programs at once](#).

## Set your clock

The clock is on the far right of the taskbar. Double-click the clock to open the Date/Time Properties dialog box, where you can change the date, time, and time zone.

## Move and size the taskbar

You can drag the taskbar to the top or either side of your desktop, or change its size by dragging its edges.

# Tune in to Internet radio

## BCN Youth Class

Streaming media has changed the way broadcast audio is delivered. Unlike standard radio transmissions, data streams aren't shared by separate stations—so megawatt Goliaths won't overpower the smaller stations. Internet radio also offers crystal-clear reception, without interference from mountains, skyscrapers, or other towering obstacles that might block a broadcast signal. Lightning and other atmospheric phenomena have no disrupting effect on streaming media (unless an electrical storm knocks the power out).

### Set up your stations

You can search for stations with Windows Media Player's Radio Tuner. Just open Windows Media Player, click the **Radio Tuner** button, and then specify a category and subcategory:

- **Format.** Choose Big Band, Oldies, Alternative Rock, etc.
- **Band.** Choose AM, FM, or Internet only.
- **Language.** Choose English, French, Finnish, etc.
- **Location.** Choose a country.
- **Callsign.** Enter the four-letter code that identifies the station, and then click **Find**.
- **Frequency.** Enter the numerical wavelength the radio station broadcasts on, if applicable, and then click **Find**.
- **Keyword.** Enter a description, such as "punk," "indie," or "old school," and then click **Find**.

When you click to select a station, the station's home page opens, and the station begins to play. You can even create presets, so that you can access your favorite stations from a single list.

### Listen while you surf

With the Radio toolbar in Internet Explorer 5.5, you can easily configure a list of stations to listen to while you surf. This means you don't have to switch back and forth between Internet Explorer and Windows Media Player every time you want to change stations (for example, when a commercial comes on). Here's how to set up the Radio toolbar:

3. On the Internet Explorer 5.5 **View** menu, point to **Toolbars**, and then click **Radio**.
4. On the **Radio** toolbar, click **Radio Stations**, and then click **Radio Station Guide**.
5. Use the Presets list or the Station Finder to find a station, pick the station you want to hear, and then click the **Play** button.
6. To add the station to your Favorites list, click **Radio Stations**, and then click **Add Station to Favorites**.

If you want the Radio toolbar to open automatically when you start Internet Explorer, follow these steps:

1. On the **Tools** menu, click **Internet Options**.
2. Click the **Advanced** tab.
3. In the multimedia section, select the **Always show Internet Explorer (5.0 or later) Radio toolbar** check box.