



# **IT Support Service**

**Level I**

# **Learning guide #25**

**Unit of Competence: Operate Personal Computer**

**Module Title: Operating Personal Computer**

**LG Code: ICT ITS1 M07 L03-LG-25**

**TTLM Code: ICT ITS1 TTLM07 1019v1**

**LO 3: Navigate and Manipulate  
Desktop Environment**



<b>Instruction Sheet 1</b>	<b>Learning Guide # 25</b>
----------------------------	----------------------------

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Creating and Customizing Desktop icons
- Selecting, Opening and Closing desktop icons to access *application programs*
- Manipulating Application windows to return original conditions

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Create and customize desktop icons
- Select, open and close desktop icons to access *application programs*
- Manipulate application windows and return desktop to original conditions

#### **Learning Instructions:**

1. Read the specific objectives of this Learning Guide.
  2. Follow the instructions described below 3 to 6.
  3. Read the information written in the information “Sheet 1, Sheet 2 and Sheet 3” in **page -3, 11 and 13** respectively.
  4. Accomplish the “Self-check 1, Self-check t 2 and Self-check 3” in **page -10, 12 and 14** respectively.
  5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3” in **page - 15,17,18** respectively.
  6. Do the “LAP test” in **page – 19** (if you are ready).
- Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advice you on additional work. But if satisfactory you can proceed to the next topic.



## 1.1. Desktop Overview

A **computer desktop** provides you with an easy way of identifying, organising and accessing stored data and programs on your computer.

A computer desktop can display shortcuts to get to application programs and storage devices (such as the **hard drive**). You can also create your own shortcuts to places on a hard drive or **network**, so that you can open particular websites or **files** and **folders** quickly.

All these shortcuts are displayed on the desktop as **icons**. There are different styles of icons depending on what they represent (although later you find out how you can change an icon graphic to suit your preference). To go to the shortcut, you double-click on the icon.



Icon for Internet Explorer. Double-click this icon to open the program



Icon for accessing shared files on a network. Double-click this icon to go to the network



Icon for a shortcut to a folder that is on the computer's hard drive. Double-click this icon to go to open the folder



Icon for a shortcut to a website. Double-click this icon to go to the website

**Figure 1:** Different styles of icons you might find on the desktop

The desktop loads after you start up a computer that is running a windows-based operating system like Microsoft *Windows 7* or Other OS.

If you are using a Microsoft Windows operating system you will see the **Start** button (to get to the Start menu) on the bottom left and some desktop icons.



## 1.2. Create desktop icons/shortcuts

Now try customising your own icons/shortcuts on your desktop. For the following examples, the operating system *Windows* is used. We will practice two ways of creating a desktop icon:

1. Click and drag an item from a menu.
2. Use the **Create shortcut** command in a window's **File** menu.

### Create a desktop icon to open the Control Panel

Follow these steps using your own computer.

1. Click on **Start** on the **Task Bar**.
2. Click on the menu item **Control Panel** but keep the mouse button held down and drag the mouse pointer from the **Control Panel** to the Desktop.
3. The following icon will now be on your desktop:



You have now created a desktop item which will allow you to open the **Control Panel** from the desktop instead of going through the **Start** menu.

### Create a desktop icon to open a program

1. Click on **Start** on the **Task Bar**.
2. Click on **All Programs**.
3. Under **All Programs**, click on **Accessories**.
4. Under **Accessories**, click on *Paint* and drag this item to the desktop. (If you don't have *Paint* on your computer then select a different program.)
5. You should now have an icon/shortcut to the program on your desktop.



### 1.3. Create a desktop icon to open the DVD/CD drive

You can also place shortcuts to storage media drives on the desktop. You would do this if you are regularly using these items.



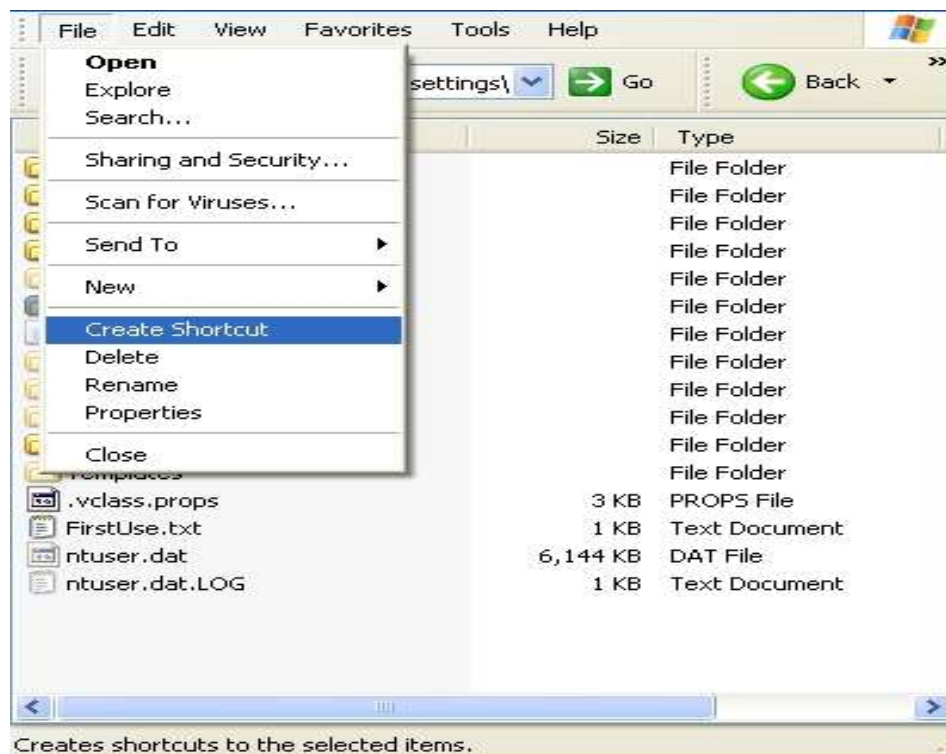
1. Double-click on **My Computer** (on the desktop).
2. Click **DVD/CD Drive** and drag this item to the Desktop.
3. The following icon will now be on your desktop:

### 1.4. Create a desktop icon to open a folder

When you have a lot of folders stored on the computer, shortcuts to folders you regularly use are very handy.

1. Double-click on My computer (on the desktop).
2. Double-click on one of the drives listed under **Hard Disk Drives**. You will now see a list or group of folders that are stored on that drive.
3. Click once on one of the folders stored on the drive. The name of the folder will now be highlighted (which means it is selected).
4. Click on the **File** menu at the top of the window and move down the menu and click on

**Create Shortcut.** (See Figure 2.)





**Figure 2:** Create Shortcut under the File menu

5. A new folder called 'Shortcut to... (the name of the folder)' appears in the window. Click and drag this shortcut item to the desktop.
6. The following icon will now be on your desktop (but with a different folder name):



## 1.5. Customize the appearance of icons

### Rename an icon

You can rename any icons on the desktop such as a shortcut to a folder.

1. Right-click on the icon you want to rename so that a menu appears.
2. Move the mouse down the menu and select **Rename**. The name of the icon is now highlighted (which means it is selected).



**Figure 1:** Right-click on an icon to rename or delete an icon

1. Use the keyboard to type the new name for the icon. The text that you type will replace the highlighted text.
2. Press **Enter** on the keyboard OR click anywhere on the desktop to save the new name.

### Delete a shortcut/icon

You can delete a shortcut when you no longer need it. Note that if an icon is actually the file to open a program, and not just a shortcut to it, then you probably don't want to delete this!



### Delete the shortcut to the DVD/CD drive:

1. Right-click on the DVD/CD icon/shortcut so that a menu appears.
2. Click on **Delete**.
3. Click on **Yes** to confirm you want to delete this icon.

The desktop icon/shortcut for the DVD/CD drive will be deleted but you will still be able to access the drive through **My Computer**. Only the shortcut has been deleted.

### Change the picture for a shortcut/icon

You can change the picture for a shortcut/icon by selecting from a range of icons provided by the operating system.

1. Right-click the shortcut/icon you want to change so that a menu appears.
2. Click on **Properties**.
3. Under the **Shortcut** tab, click on **Change Icon**. (See **Figure 4**.)





**Figure 2:** Changing the picture for an icon

4. Click on the icon picture you want then click the **OK** button. (See **Figure 5.**)



**Figure 3:** The globe icon is selected for My photos shortcut





## Change the size of icons

You can change the size of icons and the text related to the icons.

1. Right-click on an empty area of the desktop—not on an icon. A menu appears.
2. Click on **Properties**. A **Properties box** appears.
3. In the **Properties box** click on the **Appearance** tab.
4. Click on the **Advanced** button.
5. Select 'Icon' from the **Item** drop-down box (See **Figure 3**.)
6. Change the size of all icons by clicking on the down or up arrows under **Size:** (for **Item:**).
7. Change the size of the text related to icons by clicking on the Font size arrows.
8. Click **OK** to make the changes OR **Cancel** to return to the desktop without making changes. If you want to make the changes, note the original settings (so that you can return and put the sizes back to their original settings).

**Figure 4:** Changing the size of an icon (Item) and the size of the icon text (Font).





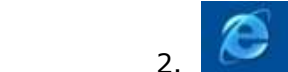
<b>Self-Check -1</b>	<b>Written Test</b>
----------------------	---------------------

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Matching Type.** Match Column **A** with Column **B**. (1 point each)

**Column A**

\_\_\_\_\_ 1. Icons



**Column B**

A. Icon for a shortcut to a website

B. Icon for Computer Networks

C. Icon for a shortcut to a folder that is on the Computer's hard drive

D. Shortcuts are displayed in the desktop as

E. Icon for Internet Explorer

**Note: Satisfactory rating - 3 points**

**Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_



<b>Information Sheet 2</b>	<b>Selecting, Opening and Closing desktop icons to access <i>application programs</i></b>
----------------------------	---

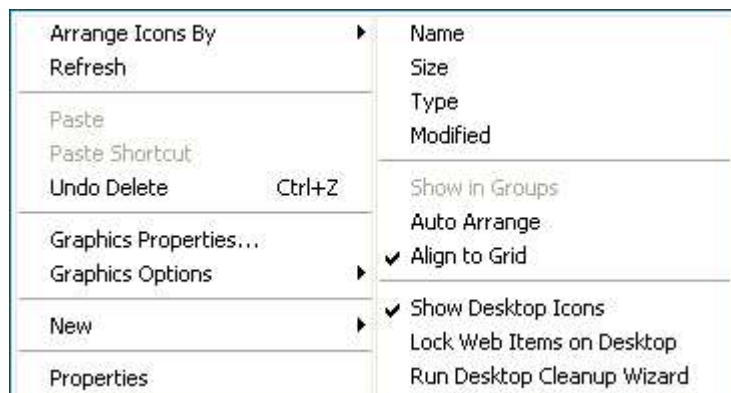
### 2.1. Arrange icons on the desktop

When you have a lot of icons or shortcuts on the desktop you may want to organise them according to either:

- Their **name** (alphabetical order)
- Their **size** (the amount of data that the icon points to)
- Their **type** (group icons for files made with the same program)
- When they were **modified** (group the icons according to when they were last customised).


When you arrange the icons according to any of the above preferences they will regroup on the desktop and be laid out in rows (if **Align to Grid** is also selected).

1. Right-click on an empty area of the desktop—not on an icon. A menu appears.
2. Click on **Arrange Icons by**, then from the sub-menu choose your preference. (See **Figure 1**.)



**Figure 1:** Arrange Icons by sub-menu showing preferences for how icons can be arranged on the desktop (with Align to Grid selected)

### 2.2. Select, open and close desktop icons to access application programs

You can now open an application program from the desktop icon. Click on the icon/shortcut for *Paint* (or another program you have made a shortcut to) to open the application.  To close this application, click on the **Close** button at the top right of the window.

Try opening some other items on the desktop. Remember to close them when you have finished.

Notice that any items you open; it will appear on the **Task bar** at the bottom of the screen. You will need to close all of these items before you shut down the computer.



<b>Self-Check -2</b>	<b>Written Test</b>
----------------------	---------------------

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**MATCHING TYPE:** Match Column A with Column B. Write the letter of the correct answer on the space provided before the number.

COLUMN A

- \_\_\_\_\_ 1. Input
- \_\_\_\_\_ 2. Computer desktop
- \_\_\_\_\_ 3. Directory
- \_\_\_\_\_ 4. Word Processor
- \_\_\_\_\_ 5. sub-directory
- \_\_\_\_\_ 6. Empty Recycle Bin
- \_\_\_\_\_ 7. Restore Files
- \_\_\_\_\_ 8. Copy and Paste
- \_\_\_\_\_ 9. Cut and Paste
- \_\_\_\_\_ 10. Mouse Pointer

COLUMN B

- A. Deleting files from the recycle bin
- B. Displays icons and shortcuts
- C. Retrieving files from the recycle bin
- D. Another name for Folder
- E. Creating another copy of a file to another location
- F. A folder inside the main folder
- G. Application Software
- H. data that is entered into the computer.
- I. A small white or black arrow
- J. Moving a file to another location

**Note: Satisfactory rating - 3 points                      Unsatisfactory - below 3 points**  
You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_



All programs that are loaded on the computer can be accessed from the Programs option on the Start menu. The Start menu is found at the bottom left-hand corner of the screen.

A menu is a list of choices. Sometimes the menu leads to a sub-menu, which contains another list of choices.

### **Opening an Application from the Start menu**

Follow these instructions to open a program from the **Start** menu:

- 1 Using the mouse click the **Start** button in the left-hand corner of the screen.
- 2 Slide the mouse up to **Programs**.
- 3 Slide across and click on a program, e.g. Microsoft Word.

### **Exiting a file**

To exit a file, follow these instructions:

1. Click on File in the top menu bar.
2. Select **Close**.
3. A dialog box will appear on the screen asking if you want to save changes you made to your file. Select **Yes**. A blank screen will appear.



<b>Self-Check -3</b>	<b>Written Test</b>
----------------------	---------------------

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Go to the Start menu and follow the instructions previously given.**

a) List three programs that appear from the **Start** menu.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(b) List three programs that have a sub-menu (shown by an arrow).

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Note: Satisfactory rating - 3 points**

**Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Task 1: Create desktop icons/shortcuts**

1. Click and drag an item from a menu.
2. Use the **Create shortcut** command in a window's **File** menu.

**Task 2: Create a desktop icon to open the Control Panel**

Follow these steps using your own computer.

1. Click on **Start** on the **Task Bar**.
2. Click on the menu item **Control Panel** but keep the mouse button held down and drag the mouse pointer from the **Control Panel** to the Desktop.
3. The following icon will now be on your desktop:

**Task 3: Create a desktop icon to open a program**

1. Click on **Start** on the **Task Bar**.
2. Click on **All Programs**.
3. Under **All Programs**, click on **Accessories**.
4. Under **Accessories**, click on *Paint* and drag this item to the desktop. (If you don't have *Paint* on your computer then select a different program.)
5. You should now have an icon/shortcut to the program on your desktop.

**Task 4: Create a desktop icon to open a folder**

1. Double-click on My computer (on the desktop).
2. Double-click on one of the drives listed under **Hard Disk Drives**. You will now see a list or group of folders that are stored on that drive.
3. Click once on one of the folders stored on the drive. The name of the folder will now be highlighted (which means it is selected).
4. Click on the **File** menu at the top of the window and move down the menu and click on
5. A new folder called 'Shortcut to... (the name of the folder)' appears in the window. Click and drag this shortcut item to the desktop.
6. The following icon will now be on your desktop (but with a different folder name):



### Task 5: Delete the shortcut to the DVD/CD drive:

1. Right-click on the DVD/CD icon/shortcut so that a menu appears.
2. Click on **Delete**.
3. Click on **Yes** to confirm you want to delete this icon.

### Task 6: Change the size of icons

You can change the size of icons and the text related to the icons.

1. Right-click on an empty area of the desktop—not on an icon. A menu appears.
2. Click on **Properties**. A **Properties box** appears.
3. In the **Properties box** click on the **Appearance** tab.
4. Click on the **Advanced** button.
5. Select 'Icon' from the **Item** drop-down box (See **Figure 3**.)
6. Change the size of all icons by clicking on the down or up arrows under **Size**: (for **Item**:).
7. Change the size of the text related to icons by clicking on the Font size arrows.
8. Click **OK** to make the changes OR **Cancel** to return to the desktop without making changes. If you want to make the changes, note the original settings (so that you can return and put the sizes back to their original settings).

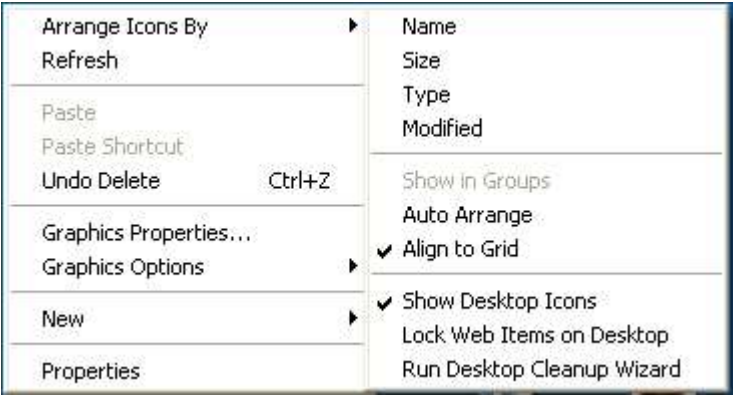




<b>Operation Sheet 2</b>	<b>Selecting, Opening and Closing desktop icons to access <i>application programs</i></b>
--------------------------	---

Task 1: Steps to **Arrange Icons**

- 1. Right-click on an empty area of the desktop—not on an icon. A menu appears.
- 2. Click on **Arrange Icons by**, then from the sub-menu choose your





<b>Operation Sheet 3</b>	<b>Manipulating Application windows to return original conditions</b>
--------------------------	---

**Task 1:** Follow these instructions to open a program from the **Start** menu:

- 1 Using the mouse click the **Start** button in the left-hand corner of the screen.
- 2 Slide the mouse up to **Programs**.
- 3 Slide across and click on a program, e.g. Microsoft Word.

**Task 1:** To exit a file, follow these instructions:

1. Click on File in the top menu bar.
2. Select **Close**.
3. A dialog box will appear on the screen asking if you want to save changes you made to your file. Select **Yes**. A blank screen will appear.



<b>Lap Test</b>	<b>Practical Demonstration</b>
-----------------	--------------------------------

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**Instructions:** Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

Perform the following:	Remarks
1. Arrange the icons	
2. Create Desktop Icon of Drive C:	
3. Create Desktop Icon on one of the items in control Panel	
4. Change the picture of one icon	
5. Create a desktop icon to open a program	
6. Change the icon size and font size of one icon in the desktop	

- *Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your trainer shall advice you on additional work. But if satisfactory, you can proceed to the next topic.*



## List of Reference Materials

1. [http://www.euro.who.int/data/assets/pdf\\_file/0007/115486/E77650.pdf](http://www.euro.who.int/data/assets/pdf_file/0007/115486/E77650.pdf)
2. <https://www.slideshare.net/catherinelvillanueva1/ict-83930037>
3. Microsoft Office step by step guide
4. Fundamentals of Computing
5. Introduction to computer
6. TTLM or modules and journal of ICT
7. Computer Fundamentals: Pradeep K. Sinha & Priti Sinha
8. Good Practice in Occupational Health Services by WHO



## Experts

The development of this Learning Guide for the TVET Program Information technology support service Level I.

No	Name of Trainers	Phone Number	E-mail Address	Region
1	Abdulakim Ahemed	0921900418		Harari
2	Assefa Million	0911034866	<a href="mailto:amen192005@gmail.com">amen192005@gmail.com</a>	Harari
3	Derese Teshome	0913938439	<a href="mailto:dereseteshome@gmail.com">dereseteshome@gmail.com</a>	AA
4	Getenesh Osamo	0923816933	<a href="mailto:gete.osamo@gmail.com">gete.osamo@gmail.com</a>	SNNPR
5	Remedan Mohammed	0913478937	<a href="mailto:remedanm77@gmail.com">remedanm77@gmail.com</a>	Harari
6	Sewayehu W/Yohanes	0911716733	<a href="mailto:Baroke0816@gmail.com">Baroke0816@gmail.com</a>	SNNPR
7	Damelash Yihalem	0911912015	<a href="mailto:demenati@gmail.com">demenati@gmail.com</a>	Harari