

Dairy Production

Level-II

Learning Guide #10

Unit of Competence: Operate personal Computer

Module Title: Operating personal Computer

LG Code: AGR DRP2 M04 LO1- LG-10

TTLM Code: AGR DRP2 TTLM 1219 v1

**LO #1: Start computer, system
information and features**

Instruction Sheet

Learning Guide #10

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

- ❖ Adjusting workspace, furniture and equipment to suit ergonomics of computer use .
- ❖ Ensuring Work organizations for computer operation
- ❖ Starting or logging computer using procedures.
- ❖ Identifying basic functions and features using system information.
- ❖ Configuring and Customizing desktop.
- ❖ Using help functions.

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: –

- ❖ Adjust workspace, furniture and equipment to suit ergonomics of computer use.
- ❖ Ensure Work organizations for computer operation
- ❖ Start or log computer using procedures.
- ❖ Identify basic functions and features using system information.
- ❖ Configure and Customize desktop.
- ❖ Use help functions.

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”.
4. Accomplish the “Self-check 1-Self-check 6” in **page -6, 14,21,24,34 and 39** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheets,” **start from page -41-48**
6. Do the “LAP test” in **page – 49**

Information Sheet-1	Adjusting workspace, furniture and equipment to suit ergonomics of computer use
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1.1. How we sit at computer workstations and ergonomics

Ergonomics: - Ergonomics is the practice of adapting the job to fit the person, rather than the person to the job. Adapting the job can be done by designing equipment, tasks, pace and other job factors in such a way as to enhance the health and comfort of the workers. In addition to health concerns, people work more efficiently and are more productive if they are not nursing aches and pains. Or

It is a poor design of equipment, workstation design, (postural) or workflow, manual handling, repetitive movement.

Injuries resulting from poor ergonomic working conditions affect workers in manufacturing, construction, health care, government and other sectors of the economy. These injuries are called **musculoskeletal disorders (MSDs)**

There is growing evidence that there needs to be flexibility in the way we sit at computer workstations. While there is not one correct way to sit at a workstation, seating should support postures that can be changed frequently within a comfortable range throughout the day. It should accommodate the:

- Work being done
- Visual demands
- Workers' individual differences.

This will reduce fatigue and strain on the neck, shoulders, back and legs. All users should trial different positions to work out the best set up for them.

An acceptable and well supported seated position means:

- Sitting with the body close to the desk
- The head and neck are in a forward facing and midline position (i.e. No backward arching of the neck or forward extension of the chin)

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- The shoulders are relaxed and symmetrical and elbows slightly closer to the side of the body
- The back is supported by the chair backrest. The curved lower part of the backrest should fit into the lower back or the lumbar curve
- Having an open angle of 100-120 degrees (slightly more than a right angle) at the hip.

This can be achieved by adjusting the seat pan tilt and the backrest

- Having knees at a height lower or level with the hips
- Ensuring a gap of 2-3 finger widths between the front of the chair and the back of the knees
- having feet flat on the floor or footrest

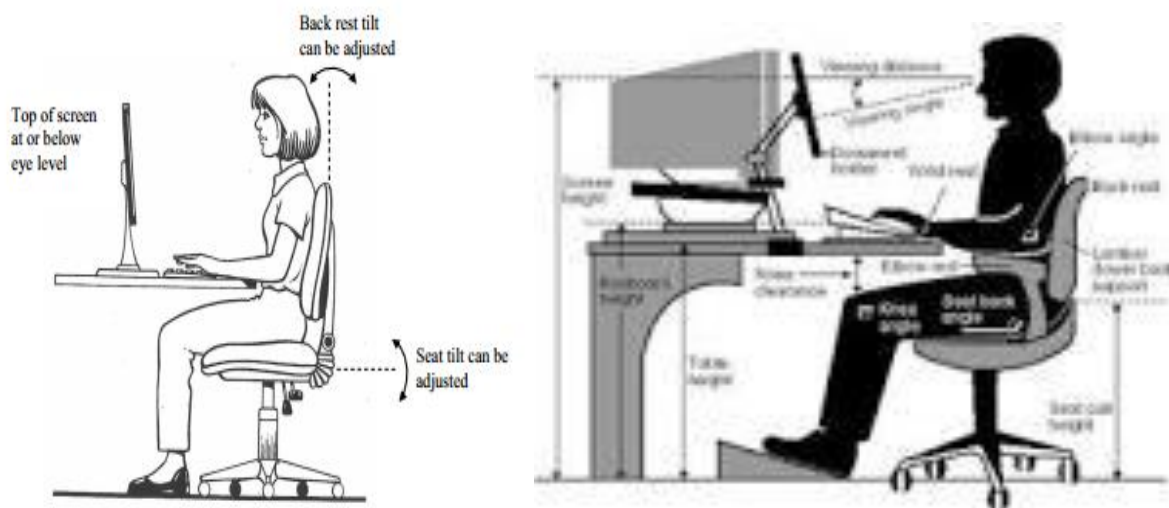


Figure 1. Acceptable sitting position

1.2. How to set up the workstation

A. Adjustable office chairs

An office chair should have the following features (**see Figure 2 below**):

- ✓ Adjustable seat height
- ✓ Curved lower back (lumbar) support on backrest
- ✓ Adjustable backrest height (allowing the lumbar support to be adjusted to suit the individual)

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- ✓ Adjustable backrest tilt (in the forward/backward direction). This is used in combination with the seat pan tilt to allow the user to make adjustments to help maintain the natural curve of the spine
- ✓ Adjustable seat pan tilt (allowing the seat to tilt forwards slightly)
- ✓ A rounded front edge of the seat
- ✓ Adjustment controls that are easy to operate from the seated position
- ✓ Seat pan depth adjustment (by sliding the seat). This feature reduces the need to order chairs with different sized seats to suit shorter or taller workers
- ✓ A five-point base. A chair with five casters is less likely to tip over than one with four casters
- ✓ Comfortable cushioning and covering on the seat and backrest.

I. Backrests

- Backrests should support the upper and lower back and be adjustable in height. By raising or lowering the backrest, it should be adjusted so that the lumbar support fits snugly against the curve of the lower back.
- Backrests should also be adjustable in the forward/backward direction. An angle of 100-120 degrees (i.e. slightly more than a right angle) between the trunk and thighs enables better spinal posture.

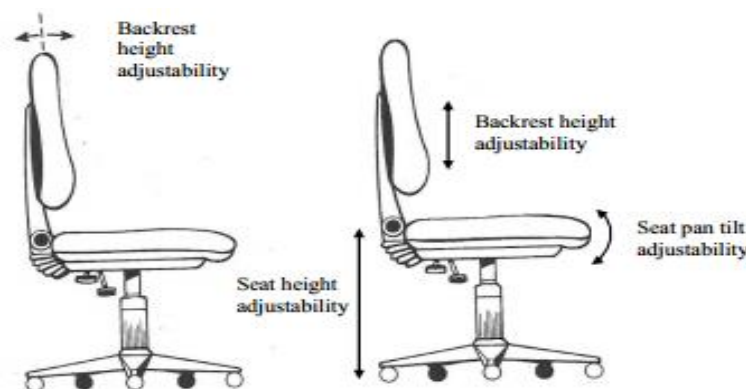


Figure 2 Shows the key features needed to adequately adjust backrests.

II. Armrests

Chairs can be purchased with or without armrests. When purchasing new chairs, consideration should be given to the design of and need for armrests.

Generally, armrests should be:

- Height adjustable and able to be turned inwards or outwards
- Prevent the user from getting close to the desk and at a comfortable distance from the keyboard and screen
- Interfere with using the keyboard, mouse (or other input devices)
- Prevent the user from turning the chair or getting up from the chair easily
- Are not adjustable

1.3. The workstation should have the following features:

- A flat smooth surface for the keyboard and mouse so they can be used on the same level
- Space to position all the equipment so that posture or vision is not compromised when completing tasks
- A suitable height (e.g. 680-720 mm when measured from the top of the workstation to the floor)
- Adequate clearance for legs under the desktop
- Sufficient space under the desk to comfortably stretch legs.

1.4. When to use a footrest

A footrest should be used if the user's feet cannot be placed flat on the floor. The correct height of the footrest is the distance the feet are off the floor after adjusting the seat height.

A footrest should:

- Have a non-slip surface large enough for both feet to rest comfortably (30 x 30 cm)
- Have an adjustable slope (10-20 degrees) to allow a comfortable ankle position when feet are resting on it
- Be stable enough so it does not slide or move.

Self-Check -1

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (2 points each)

1. Of The following one is not an acceptable and well supported seated position means
 - A. Sitting with the body close to the desk
 - B. The head and neck are in a forward facing and midline position
 - C. The shoulders are relaxed and symmetrical
 - D. None of the above**
2. The workstation should have the following features:
 - A. A flat smooth surface for the keyboard and mouse
 - B. Space to position all the equipment
 - C. A suitable height
 - D. Adequate clearance for legs under the desktop
 - E. All**
3. Of the following one is a general guide in setting up the monitor
 - A. Screen height
 - B. Viewing distance
 - C. Display
 - D. All**
4. Of the following one is the features of an office chair of the computer.
 - A. Adjustable seat height
 - C. Curved lower back
 - B. Adjustable backrest height
 - D. Adjustable backrest tilt
 - E. All**

Note: Satisfactory rating - 6 points

Unsatisfactory - below 6 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Choose part I Answer Sheet

1. _____

3. _____

2. _____

4. _____

Information sheet 2

Ensuring Work organizations for computer operation

A risk factor is a working condition that increases the chance of injuries. Each of the risk factors described here can cause health problems. However, workers who are exposed to more than one risk factor in their job tasks are more likely to suffer injuries. The risk factors that cause most of the injuries and discomfort to computer operators include:

- **Awkward posture:** includes computer keying with the wrists bent, reaching for the mouse, or doing other tasks while bending or twisting.
- **Repetition:** performing the same motion such as keying, using a mouse, or other task every few seconds or on a continuous basis for hours at a time or even the whole work shift.
- **Duration/lack of recovery time:** working long periods at a computer or other job without breaks and changing tasks.
- **Force:** the effort it takes to move an object or to remain in a sitting, standing or other position for a long time (prolonged static exertion).

Another type of force, known as contact stress comes from pressure against a part of a body, such as resting the wrists against a hard and/or sharp edge.

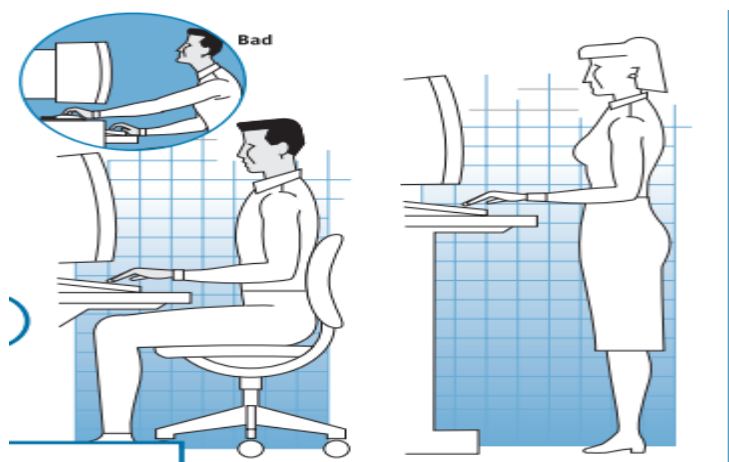
- **Uncomfortable environment:** includes poor air quality, improper lighting, glare, noise and other conditions.
- **Organization of work:** includes factors such as staffing levels, scheduling, workload and job pacing, electronic monitoring, performing monotonous tasks, and the amount of control workers have over how they perform their jobs. These are sometimes referred to as psychosocial factors.

I. Posture

When their standing or sitting, there is a neutral position for the back, neck, arms and hands. This is the position that puts the least amount of strain on a given part of the body. Postures that differ from the neutral position increase stress on the body. The illustrations below show positions that are good and bad for different parts of the body.

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The wrists should be straight while keying. Operating the computer with the wrists bent backwards (extension) or forward (flexion) should be avoided. See Figure 2.2. The computer operator should be able to reach the keyboard or mouse while keeping the shoulders and upper arms relaxed and bending the elbows at a 90 degree angle. See Figure 2.1. The operator's back and neck should be straight while at the computer.



Good in both standing and sitting

Figure 2.1 Elbow Bending

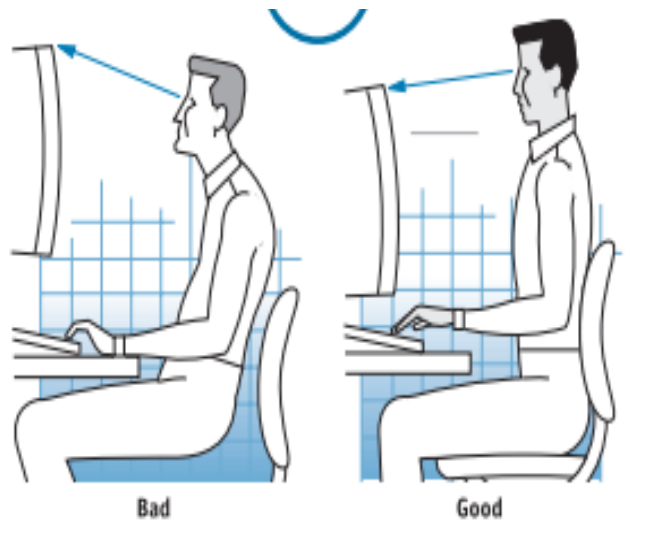
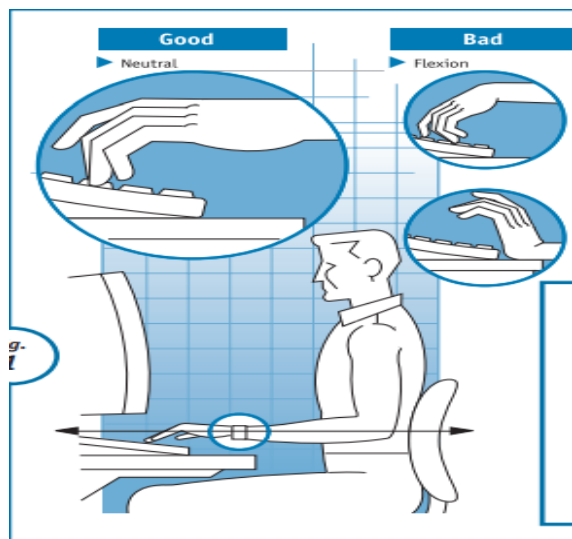


Figure 2.2 Back and hand position Figure 2.3 screen position to eye level

The top of the monitor should be slightly below eye level. The worker should not have to tilt their head backward or turn to the side to see the screen. See Figure 2. 3 Fig. 2.1 Fig. 2. 3

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Other awkward positions should be avoided while working at a computer, such as cradling a phone between the ear and shoulder.

2.1. Occupational Health and Safety requirements for computer operation

2.1.1. Computer-Related Injuries, Illnesses and Discomfort

The muscles, tendons, ligaments, joints, bones, cartilage and discs in the spine make up the musculoskeletal system. An injury or illness to these parts is called a ***musculoskeletal disorder (MSD)***. Some MSDs, such as ***carpal tunnel syndrome***, can affect nerves as well. To understand these injuries, it is necessary to understand the structure and function of various parts of the body.

- **Muscles** are tissues made up of very small fibers. Muscles contract and relax to make movement.
- **Tendons** connect muscles to bones. Tendons are also made up of fibers, but these fibers do not stretch or shrink.
- **Ligaments** connect bones to form a joint. Joints are covered by ligaments that form a joint capsule, which holds the ends of the bones together and allows movement.
- **Nerves** carry messages throughout the body sending and receiving information to and from the brain. Nerves allow us to see and hear, and also feel pain.

2.1.1.1. Carpal Tunnel Syndrome

Carpal tunnel syndrome (also known as median neuritis) is a painful condition of the hands and wrists. It is caused by pressure on the median nerve, which runs from the shoulder, down the arm, to the hand. In advanced cases, carpal tunnel syndrome can make the simplest chore or activity impossible, such as holding a frying pan, folding laundry or lifting an infant.

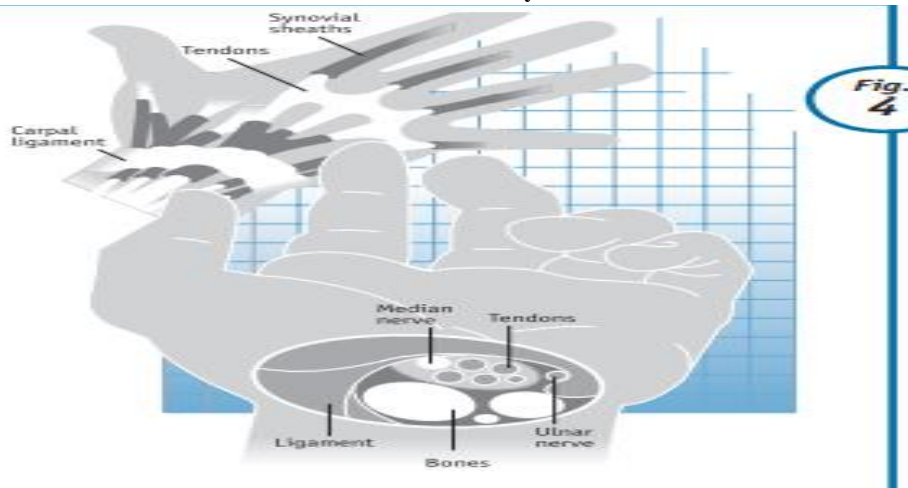


Figure 2.4 parts of the hand and wrist that are involve

Risk factors: The major causes of carpal tunnel syndrome are:

- Working with bent wrists
- A high rate of repetition using the hands
- A lack of rest for the hands and wrists and
- Forceful hand motions.

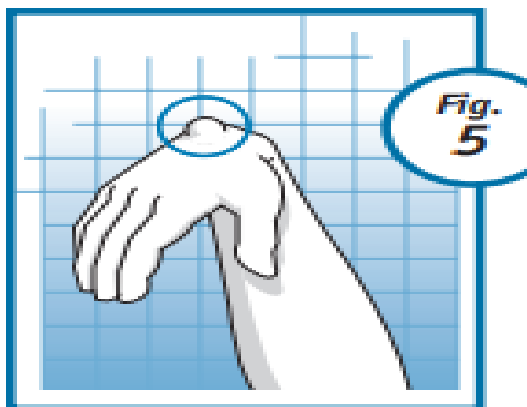


Figure 2.5. Bump under the skin

I. Back, Neck and shoulder Problems

Computer operators commonly feel pain in the lower back. This is often the result of sitting for long periods in a chair that does not provide support to the lower back (lumbar) region (Figure 2.6). If the chair is not helping to maintain the back in an upright position, the back muscles must do more work, causing fatigue. Inappropriate chairs also contribute to slouching and other postures that put pressure on the spine. Tilting the head backward causes a pain in the neck and shoulders.

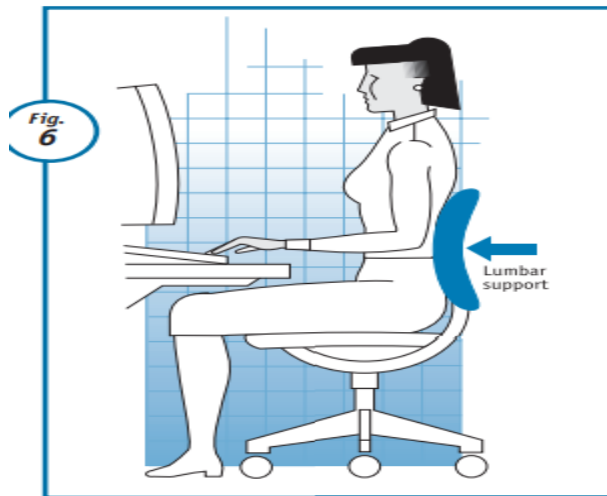


Figure 2.6. Support to the lower back (lumbar) region

II. Eye and Vision Problems

Eye and vision problems are the most common health complaints of computer operators. This comes as no surprise to anyone who has worked for long periods of time in front of a computer. The usual symptoms include:

- Eye fatigue or eye strain (asthenopia)
- Blurred vision
- Burning, itching or tearing eyes
- Temporary change in ability to see colors and
- Headaches

The most common risk factors for headaches, eye and vision problems are:

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- Unclear, flickering or characters those are too small
- Reflections and glare on the screen
- Light that is too bright
- Being too close or too far from the screen
- Too much time looking at the screen and
- Stressful working conditions

VI. Stress

Just about every working person knows the feeling of being under pressure to meet the demands of the job. Workers suffering from repeated, prolonged or continuous job stress may experience:

- Frequent headaches
- Sleeplessness
- Loss of appetite
- Depression
- Short temper
- Backache and stomach problems
- Ulcers
- High blood pressure and/or
- Heart disease.

Stress can also increase the risk of being injured on the job, weaken the body's resistance to disease, lead to substance abuse, and contribute to marital and other social problems.

Conditions that cause stress (stressors) can be divided into two general categories, the work environment and the organization of work.

Environmental factors that lead to stress include:

- Uncomfortable temperatures, humidity and poor air quality
- Improper lighting
- Noise and
- Equipment and furniture that are not the right shape or size.

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The organization of work involves the manner in which work is done. Numerous organizational factors can make computer work more stressful, such as:

- Repetitive tasks
- A lack of participation in decision-making and control over how to do your job
- Lack of breaks or work not requiring a keyboard
- Excessive overtime
- Unreasonable pace of work and
- Computer monitoring.

2.2. Solving Computer-Related Health Problems

Union activists are problem solvers. As with any other problem, the first step is to get the facts. The questions you need to answer for computer related health problems are:

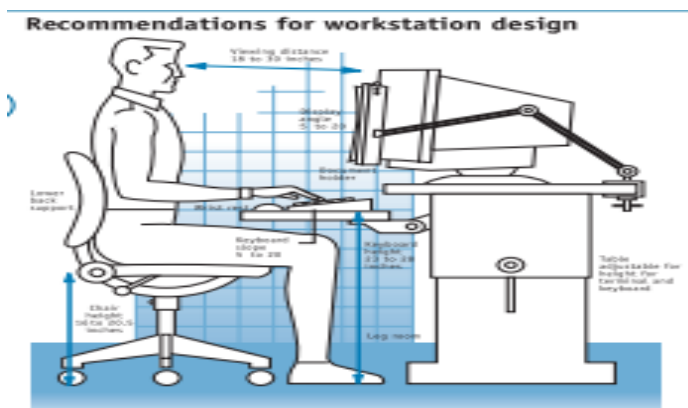
- **Who** has pain or other symptoms?
- **Where** in the workplace do employees feel aches and pains?
- **When** do workers feel these symptoms?
- **Why** are workers hurting? In other words, what equipment are they using and under what working conditions?
- **What** needs to be done to correct the problems?

There are three basic steps to answering these questions.

Step 1: Find out which workers have been injured or are having pain. Figure out where and when these problems are happening.

Step 2: Identify the working conditions that are causing the injuries.

Step 3: Determine ways to correct the conditions that are causing problems.



Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page (2 pts. each)

- One is the risk factors that cause most of the injuries and discomfort to computer operators include
 - Awkward posture
 - Repetition
 - Duration/lack of recovery time
 - Force
 - All**
- One is not included in the questions one need to answer for computer related health problems
 - Who
 - Where
 - When
 - Why
 - None**
- One is not the problems of eye and vision for computer operators
 - eye fatigue or eye strain (asthenopia)
 - blurred vision
 - burning, itching or tearing eyes
 - temporary change in ability to see colors and
 - None**

Note: Satisfactory rating - 6 points

Unsatisfactory - below 6 points

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

Answer Sheet

Name: _____

Date: _____

Score = _____

Rating: _____

Answer Sheets #2

- _____
- _____
- _____

Information Sheet 3	Starting or logging computer using procedures
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3.1. INTRODUCTION

Definition : A Computer is an electronic device that can perform activities that involve Mathematical, Logical and graphical manipulations.

Generally, the term is used to describe a collection of devices that function together as a system. It performs the following three operations in sequence.

1. It receives data & instructions from the input device.
2. Processes the data as per instructions.
3. Provides the result (output) in a desired form.

1. **Data:** It is the collection of raw facts, figures & symbols.

E.g : Names of students and their marks in different subjects listed in random order.

Information : It is the data that is processed & presented in an organized manner. When the names of students are arranged in alphabetical order, total and average marks are calculated & presented in a tabular form, it is information.

2. **Program :** Set of instructions that enables a computer to perform a given task.

I. Advantages of computers:

1. **High speed :** Computers have the ability to perform routine tasks at a greater speed than human beings. They can perform millions of calculations in seconds.

2. **Accuracy :** Computers are used to perform tasks in a way that ensures accuracy.

3. **Storage :** Computers can store large amount of information. Any item of data or any instruction stored in the memory can be retrieved by the computer at lightning speeds.

4. **Automation :** Computers can be instructed to perform complex tasks automatically (which increases the productivity).

5. **Diligence :** Computers can perform the same task repeatedly & with the same accuracy without getting tired.

6. **Versatility :** Computers are flexible to perform both simple and complex tasks.

7. **Cost effectiveness :** Computers reduce the amount of paper work and human effort, thereby reducing costs.

Limitations of computers :

1. Computers need clear & complete instructions to perform a task accurately. If the instructions are not clear & complete, the computer will not produce the required result
2. Computers cannot think
3. Computers cannot learn by experience

II. Basic Components of a Computer.

1. Computer Hardware
2. Computer Software

1. Computer Hardware.

What is Hardware?

- It is a physical device of computers that makeup a computer system.
- It is the equipment you see & the parts you can touch such as the Mouse, keyboard, System Unit, Monitor and printer etc.
- Hardware components of a computer are divided into 4 categories.

These are;

1. Input Devices
2. Processors
3. Output Devices
4. Secondary Storage Devices

1. Input Devices

Devices used to provide data and instructions to the computer are called Input devices.

Some important input devices are :

- Key board
- Mouse
- Disk Drives
- Scanner
- Microphone

- I. **Keyboard:** The Key board is used for typing text into the computer. It is also known as standard Input device. A computer keyboard is similar to that of a type writer with additional keys. The most commonly available computer keyboard has

104 keys. There are different types of keys on the keyboard. The keys are categorized as :

- **Alphanumeric keys**, including letters & numbers.
- **Punctuation keys**, such as colon (:), semicolon (;) Question mark (?), Single & double quotes (‘,”))
- **Special keys** such as arrow keys, control keys, function keys (F1 to F12), HOME, END etc.

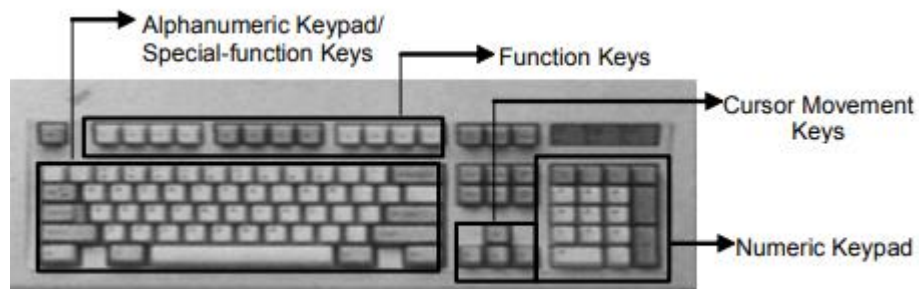


Figure 3.1. key board

2. Mouse: It is a device that controls the movement of the cursor on a monitor. A mouse will have 2 buttons on its top. The left button is the most frequently used button. There will be a wheel between the left and right buttons. This wheel enables us to smoothly scroll through screens of information.



Figure 3.2. Mouse

3. Scanner: It is an input device that can read text or illustrations printed on paper and translate into digital form. The main advantage of these scanners is that the data need not be entered separately resulting in saving lot of time.



Figure 3.3. Scanner

4. Processor /CPU/

- ❖ It is found at the center of computer
 - Is the brain of Personal Computer
 - The CPU is responsible for storing and retrieving information on disks and other storage media.

2. Output Devices

Any device that is capable of representing information on a computer is called an Output device. Output devices receive information from the CPU and present it to the user in the desired form. Some important Output devices are: Monitor, Printer

A. Terminal/Monitor: It is similar to TV screen- either a monochrome (black & white) or colour and it displays the output. It is also referred as Visual Display Unit(VDU). Several types of monitors are in use.



Figure 3.4. Scanner

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B. Printer: A printer is used to transfer data from a computer onto paper. The paper copy obtained from a printer is often referred as printout. They have different in size, Colour and their speeds



Figure 3.5. Laser Printer

C. Speaker

3.2. Starting or logging computer

1. The first steps to start the computer:

- Connect all the components then plug in the power cord into the wall socket

Step 1: Press the **start** button on the CPU tower.

Step 2: Wait while the **computer** boots.

Step 3: When the **computer** has finished booting, it will show a dialogue box that will ask for a user name and password.

Step 4: Your **computer** is now ready to use. login using your username and password if it is password protected

To begin working on the computer, Click with the left mouse button on the start button.

A menu with submenus will Open.



❖ Turning Off the Computer

✓ press,  then  ; options:

- ❖ Stand by
- ❖ Turn off



- ❖ Restart ((the key Reset on the computer case has the same function) – turns the computer off and then on again

Start:

Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

- Of the following one is the advantage of Computer (2 points)
A. High speed B. Accuracy C. Automation D. Diligence E. All
- One is not General Purpose among the following alternatives (2 points)
A. MS Word B. MS Excel C. Peach Tree Accounting D. MS Power Point
- One is not an input device among the following alternatives (2 points)
A. Printer B. Key board C. Mouse D. Scanner

Note: Satisfactory rating - 4 and 6 points

Unsatisfactory - below 4 and 6 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Answer sheet # 3

1. _____

2. _____

3. _____

Information Sheet 4	Identifying basic functions and features using system information.
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4. Identifying basic functions and features using system information

Computer

A computer is an electronic device, operating under the control of instructions stored in its own memory that can accept data (input), process the data according to specified rules, produce information (output), and store the information for future use¹.

4.1. Functionalities of a computer

Any digital computer carries out five functions in gross terms:

- ❖ Takes data as input
- ❖ Stores the data Vinstructions in its memory and use the when required
- ❖ Processes the data converts it into useful information
- ❖ Generates the output
- ❖ Controls all the above four steps



Figure 4.1. Functions of computers

Computer is use for data processing to give information for the users. The simplest way in which individuals use it is explained by using the following example

- I. **Gather Data** All computers, no matter what their size, must gather data before they can process the data.

The operational program will dictate how the data is gathered manually, automatically, or a combination of both. Manually, an operator or technician will

input the data to the computer. This can be done either directly or by a device external to the computer. The following are commonly used input devices:

- ❖ Keyboards
- ❖ Display consoles
- ❖ Data terminals
- ❖ Computer maintenance panels
- ❖ Storage devices (magnetic tape units, disk drive units, and paper tape units)

II. Process Data

Processing data is the main function and the purpose of the computer. There are other systems, subsystems, and equipment that will work with the computer to help gather, store, disseminate, and display data; but processing the data is exclusively the computer's function.

The heart of the computer the place where the data is processed in a computer-is called the central processing unit (CPU). Figure 1-1shows the basic configuration of a digital_computer. After the data is processed, it can be stored, disseminated, or displayed.

III. Store Data

The computer can store data either internally or externally. Internally, the computer uses memory

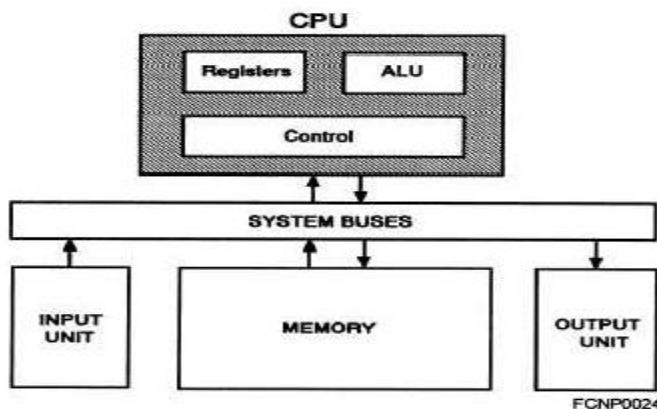


Figure 4.2. Basic functional composition of a digital computer.

Self-Check -4	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page (2 pts. each)

- Of the following one is a computer Functions
 - Takes data as input
 - Generates the output
 - Stores the data
 - Processes the data
 - All
- On computer save operation can takes place in two ways as Save and Save As for exiting documents and for newly created one. (True/False)

Note: Satisfactory rating -4 points

Unsatisfactory - below 4 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Answer Sheets #4

1. _____

2. _____

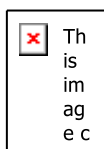
Information Sheet 5 | Configuring and Customizing desktop

5.1. Desktop Overview

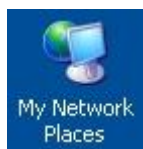
A **computer desktop** provides you with an easy way of identifying, organising and accessing stored data and programs on your computer.

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 5.1: 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.

a. 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:

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

I. Create a desktop icon to open the Control Panel

Steps

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.

II. 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.

b. 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:

c. 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**.)

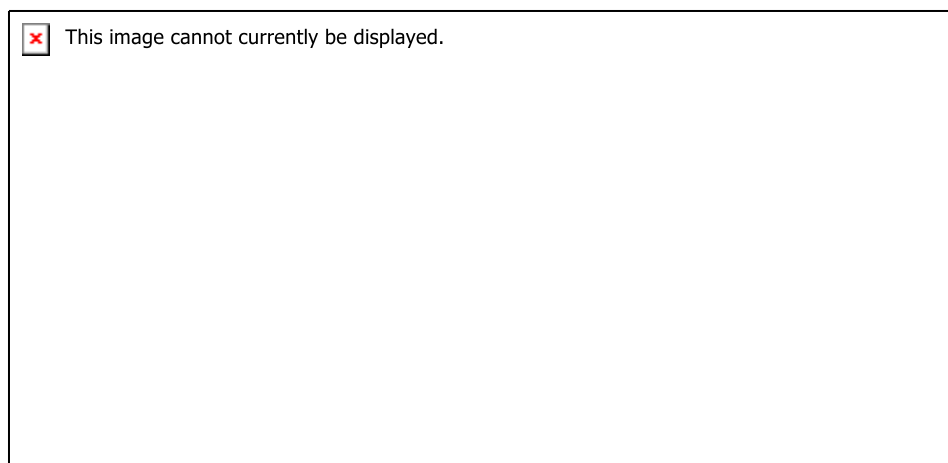


Figure 5.2: Create Shortcut under the File menu

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):



Figure 5.3: Short cut folder displayed on window

5.2. Customize the appearance of icons

I. 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).

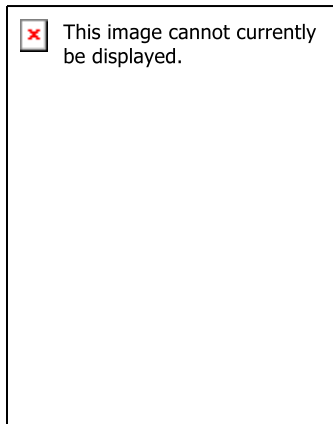


Figure 5.4: Right-click on an icon to rename or delete an icon

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.

II. 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.

III. 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 5.5**.)



Figure 5.5: Changing the picture for an icon

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

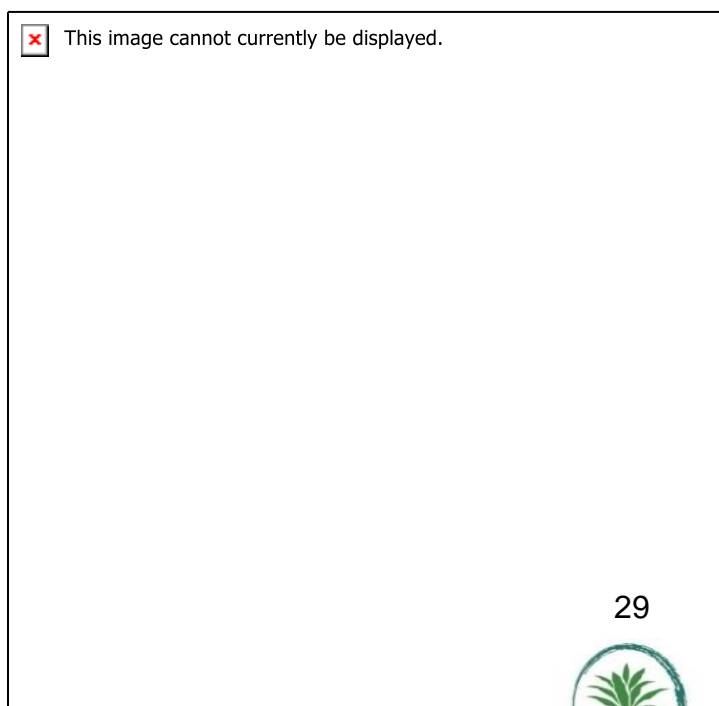


Figure 5.6: The globe icon is selected for My photos shortcut

Self-Check -5	Written Test
----------------------	---------------------

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


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

A

B

_____ 1. Icons

A. Icon for a shortcut to a website

_____ 2. 

B. Icon for Computer Networks

_____ 3. 

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

_____ 4. 

D. Shortcuts are displayed in the desktop as

_____ 5. 

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

Name: _____

Date: _____

Score = _____

Rating: _____

1. _____
2. _____
3. _____
4. _____
5. _____

Information sheet 6

Using help functions

6.1. Getting online help

Online help is a facility provided with most application programs and operating systems. It gives you assistance with all of the functions and features of the product you are using. If you are using later versions of the software you can also connect directly to the software website for further tutorials, definitions and assistance.

I. Using online help in Windows 7

Follow these steps to use online help in Windows 7 Professional.

1. Under the **Start menu**, select **Help and Support**.

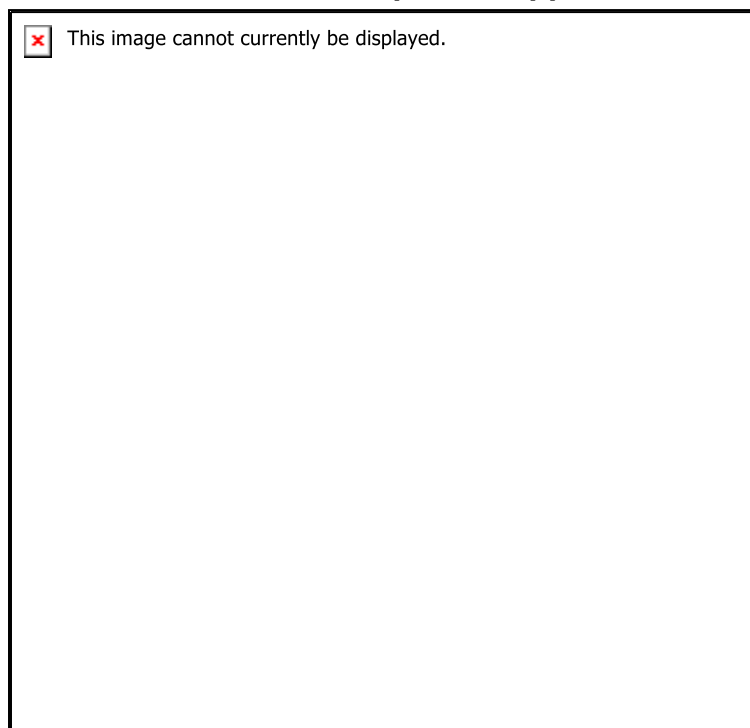


Figure 6.1: Help and Support in Windows 7 can be accessed under the Start menu

2. At the Help and Support Centre there are Help topics you can browse through, or you can use the Search field to enter a keyword and find help.
3. Figure 13: Help and Support Centre in Windows 7

4. In the Search field, type in the word 'printers' and click on the green arrow. Look at the tasks and topics in the search results. If you want to get help for any task or topic, click on the item in the list.
5. To try another search, click inside the search box and press the Delete key on your keyboard to delete the word 'printers'. Then type in a new word or phrase.

To go back to the **Help and Support Centre** home screen, click on the **Back button** at the top left-hand side of the window.

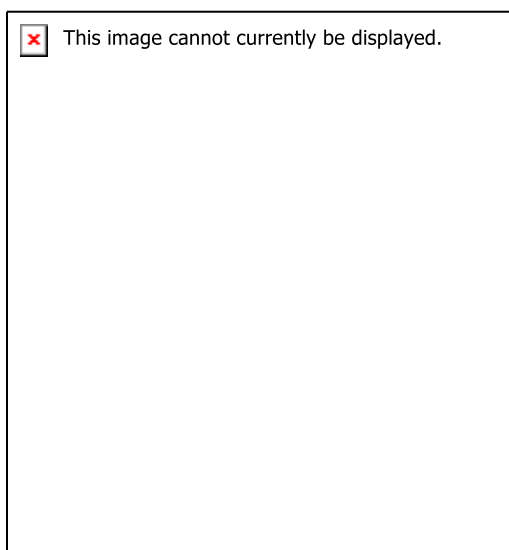


Figure 6.2. Help and support

Getting online help in an application

All the popular programs also have an inbuilt help facility. This facility might include tutorials for learning the program.

For example, there are two ways you can access the Help options in *Microsoft Word*:

1. Click on the **Help menu** to see the Help-related items, including the Microsoft Office website. OR

Press the **F1** key on your keyboard. This is the first 'F' key on the very top row of the keyboard. Click on some of the choices and look at the help that is available. Get help for printing a document You can use the **Word Help** to search for help topics or browse topics under the

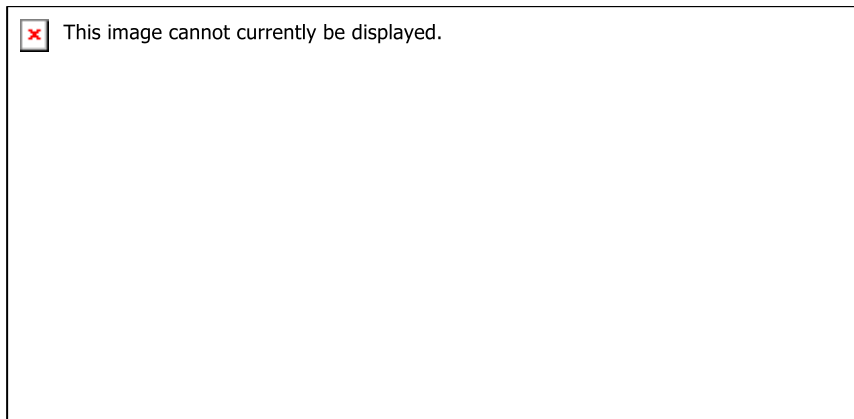


Figure 6.3: Microsoft Office Word Help

6.2. To search for help to print a document

1. Under the Help menu click on Microsoft Office Word Help OR press the F1 key to open Help.
2. Type the word 'printing' in the Search for: box.
3. Click on the green arrow. The computer will search the Microsoft Help site and provide a list of tasks and topics that might be useful. Click on any item to get the help information.
4. Scroll down the list of items and click on any you think may be useful

6.3. To browse for help to print a document

1. Click on **Table of Contents** (directly under the **Search for:** box).
2. Click on **Printing**. A sub-list of topics for 'printing' appears.
3. Click on any of the topics that may be helpful.

To close the Help facility click on the **Close** button .

Type a question for help

In Microsoft Word, you can also type a question for help on the main menu bar. At the top right-hand corner of the window (on the menu bar) there is a box where you can type a question for help.

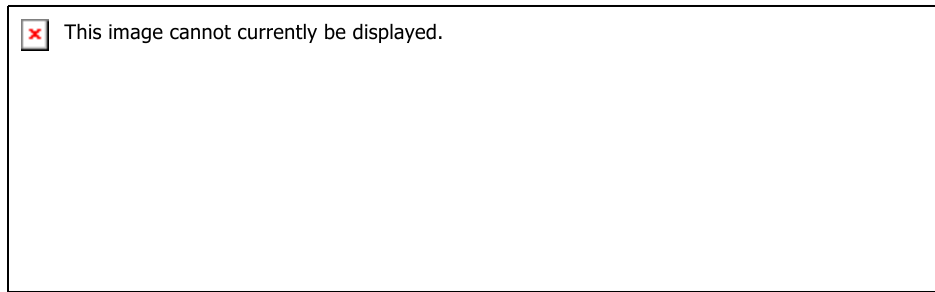


Figure 6.4: In Microsoft Word you can type a question for help on the main menu bar

1. Click inside the box (where it says 'Type a question for help').
2. Type in your question. For example, try 'How do I save a document?' Look at the items that appear in the results. Click on one that sounds most relevant to your question. Now try your own question.

Self-Check -6	Written Test
----------------------	---------------------

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

1. _____ is a facility provided with most application programs and operating systems?

2. Write the procedure to search printer installation process from w7 ?

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: _____

1. _____
2. _____

Operation Sheet 1	Arrange the computer Rooms
-------------------	----------------------------

Steps

- ❖ **Step 1:** Arrange necessary tools and equipment's accordingly
- ❖ **Step 2:** Connect your computer devices to the safe electric in the room appropriately
- ❖ **Step 3:** Check the functionalities of all materials in the rooms before the activity start
- ❖ **Step 4:** Start practicing as required

Operation Sheet 2	Start computer
-------------------	----------------

Steps

- ❖ **Step 1:** Press the **start** button on the CPU tower.
- ❖ **Step 2:** Wait while the **computer** boots.
- ❖ **Step 3:** When the **computer** has finished booting, it will show a dialogue box that will ask for a user name and password.
- ❖ **Step 4:** Your **computer** is now ready to use

Operation Sheet 3	open Microsoft office
-------------------	-----------------------

Steps

- ❖ **Step 1:** Press the **start** button on the CPU tower.
- ❖ **Step 2:** Press all programs from the start button.
- ❖ **Step 3:** Press Microsoft offices to open new document
- ❖ **Step 4:** The new Microsoft offices opened

Operation Sheet 4	Save the file
-------------------	---------------

Steps

- ❖ **Step 1:** Press the **File** button on task bar.
- ❖ **Step 2:** Select Save or Save as from file button lists
- ❖ **Step 3:** Select the place where we need to save data and understand the file name and forms
- ❖ **Step 4:** Finally press **Save** option to save the file

Operation Sheet 5	Change the Screen Saver
-------------------	-------------------------

Steps

- ❖ **Step 1.** Click the **Start** button.
- ❖ **Step 2.** Select **Control Panel** from the list of choices.
- ❖ **Step 3.** Double Click **Display icon**.
- ❖ **Step 4.** Click the **Screen Saver** tab in the **Display Properties** dialog box.
- ❖ **Step 5.** Click the **Screen Saver** list arrow.
- ❖ **Step 6.** Click on the **selected theme**

Operation Sheet 6	Change desktop background
-------------------	---------------------------

Steps

- ❖ **Step 1.** Click the **Start** button
- ❖ **Step 2.** Select **Control Panel** from the list of options.
- ❖ **Step 3.** Double click **Display** icon.
- ❖ **Step 4.** Click the **Desktop tab** in the **Display Properties** dialog box.
- ❖ **Step 5.** Choose a **Background** for the Desktop.
- ❖ **Step 6.** Make any other desired changes to the **Desktop Background**.
- ❖ **Step 7.** Click **Customize** Background to make other changes

LAP Test	Practical Demonstration
----------	-------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **2** hour.

Task 1. Arrange Computer Laboratory under the supervision of your instructor safely

Task 2. Start the computer operation

Task 3. Change the screen Saver

Task 4. Change the computer background

Task 5. Change the Screen Saver

Task 6. Change desktop background

References

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Dairy Production

Level-II

Learning Guide #11

Unit of Competence: Operate personal Computer

Module Title: Operating personal Computer

LG Code: AGR DRP2 M04 LO2- LG-11

TLM Code: AGR DRP2 TTLM 1219 v1

**LO #2: Navigate and manipulate
Desktop environment**

Instruction Sheet

Learning Guide #11

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

- ❖ Opening, closing and accessing features using correct desktop icons.
- ❖ Opening, resizing and closing desktop windows using correct window functions and roles
- ❖ Creating shortcuts from the desktop.

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:

- ❖ Open, close and access features using correct desktop icons.
- ❖ Open, resize and close desktop windows using correct window functions and roles
- ❖ Create shortcuts from the desktop.

Learning Instructions:

7. Read the specific objectives of this Learning Guide.
8. Follow the instructions described below 3 to 6.
9. Read the information written in the information “Sheet 1, Sheet 2 and Sheet 3”.
10. Accomplish the “Self-check 1, Self-check 2, and Self-check 3” in **page -8, 13 and 17** respectively.
11. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1,” in **page -18-20**.
12. Do the “LAP test” in **page – 21**

Information Sheet-1	Opening, closing and access features using correct desktop icons
---------------------	--

1.1. Accessing system information and settings

1.1.1. The Control Panel

The **Control Panel** enables you to view and change settings to things like:

- The display—screen savers, patterns, appearance, wallpapers.
- Date and time
- The system—resources that the system has available such as devices listed in the hardware tab.
- Printers and faxes—shows printers and faxes and their settings. There are other options that you could use once you are more confident.

The **Control Panel** window contains many icons that represent different controls, players or information about the computer system. You can access any of these by double left-clicking on an icon.

Look at **Figure 1.1** on the next page. Find the icons for:

- 1 Date and time
- 2 Display
- 3 Folder options
- 4 Printers and Faxes.


 This image cannot currently be displayed.

Figure 1.1: The Control Panel window where you can access information and system settings by double-clicking on the icons

1.1.2. Customize the desktop

It is possible to **customize** your desktop, for example, to change the background pattern and the style of the text displayed by the operating system. You do this through the **Control Panel** through the **Display** icon.

Now, on your own computer, follow the steps below to customize the desktop on your computer.

- 1 Left-click on **Start** on **Task bar**.
- 2 Left-click on **Control Panel**.
- 3 Double left-click on the **Display** icon.

The **Display Properties** box will appear.

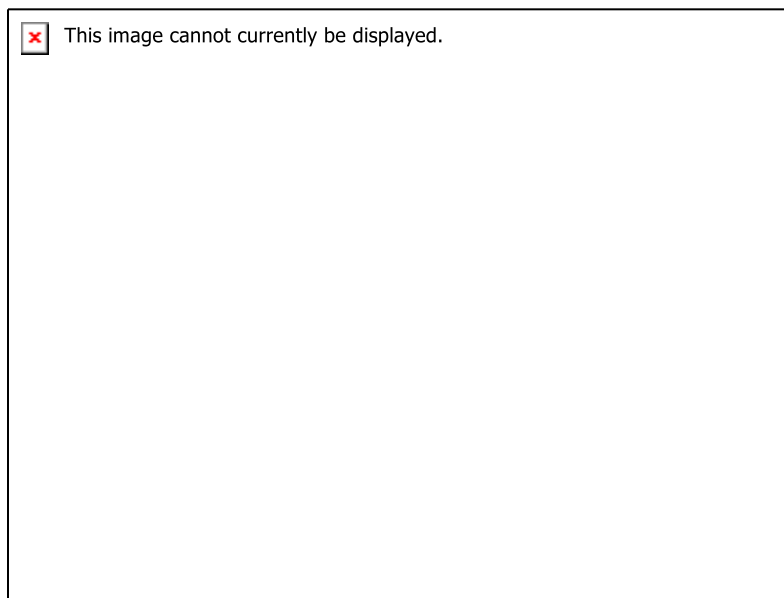


Figure 1.2: The Display Properties box (in Windows XP)

Notice the tabs across the top of the box these provide options for changing display properties:

- Themes

- Desktop
- Screen Saver
- Appearance
- Settings. Click on each tab to see the different options.

1.1.3. Appearance

Figure 1.3. below show the options under the **Appearance** tab.

I. Change the color scheme and font size

Note: From now on the word ‘click’ refers to the left mouse button.

- 1 Select ‘Windows style’ from the **Windows and Buttons** option. To do this, click on the arrow to see a drop-down menu which lists the options. Then move the mouse pointer down the list to select the option you want.
- 2 Select a **Colour scheme** in the same way you changed the **Windows and Buttons** option. Notice how the colour scheme changes on your desktop as you choose different options.
- 3 Now change the font size, for example, try ‘Large’.
- 4 Click on **OK** to save the changes you have made OR click on **Cancel** if you don’t want to save the changes.

1.1.4.

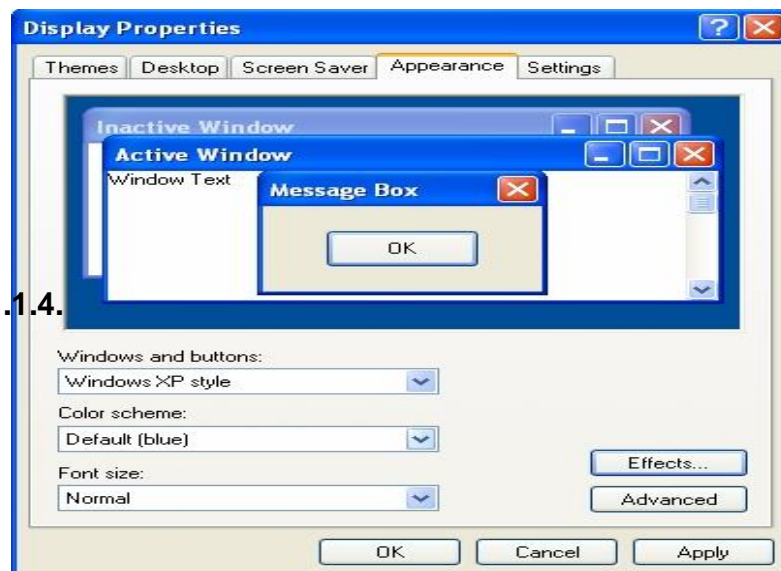


Figure 1.3: Options under the Appearance tab

1.1.4. Change the date and time

Follow these steps to change the date and time on your computer clock.

1. Click on **Start** on the **Task bar**.
2. Click on **Control Panel**.
3. Double-click on the **Date and Time** icon.

The tabs here give you options for how the time and date is displayed and allow you to set the correct time on the computer's clock if necessary. Check the following options are set on your computer:

1. Click on the **Time Zone** tab.
2. Select 'Aus Eastern Standard Time' from the drop-down menu.
3. Click on the **Date & Time** tab.
4. Click on the drop-down menu and select the correct month.
5. Use the up and down arrows to select the year.
6. Click on the date in the calendar to select the day.
7. Under the clock, use the up and down arrows to select the correct time.
8. Click on **OK** to save the changes you made OR click on **Cancel** if you don't want to save the changes.

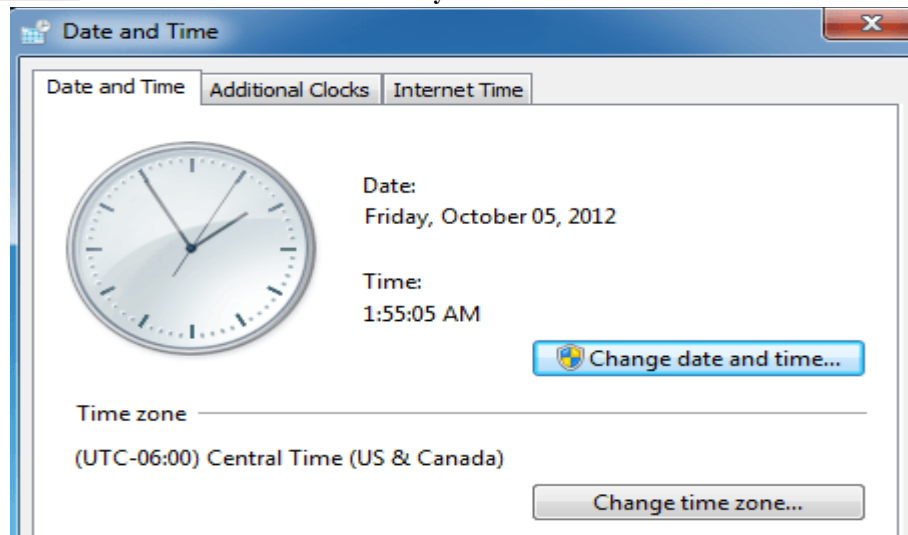


Figure 1.4: Date and Time properties box (in Windows 7)

1.1.5. Check printers and faxes

Now we'll look at how to check the settings for the printers that are connected to your computer.

1. Open the **Control Panel**.
2. Double-click the **Printers and Faxes** icon.

I. Printers and Faxes options (in Windows 7)

1. Click on a printer to see the corresponding list of **Printer Tasks** listed to the left.
To perform any of these tasks, click on the task name in the list.
2. Right-click on the printer icon to see a drop-down menu with additional options.
(See **Figure 9** below. Note you may have different printer names on your computer.)

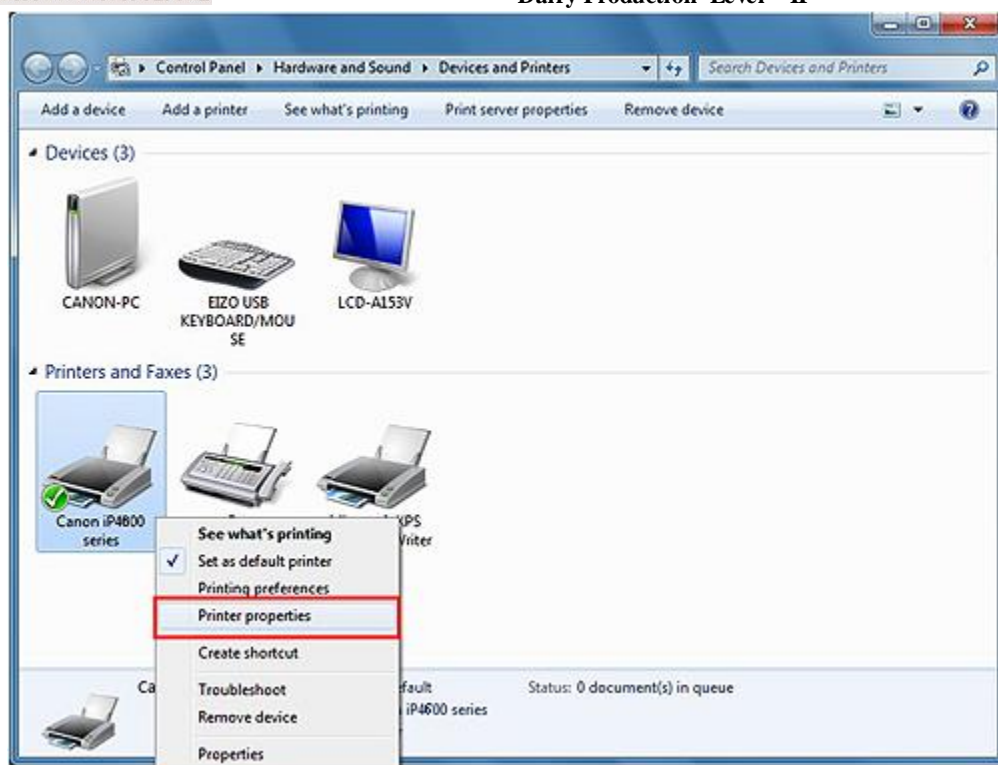
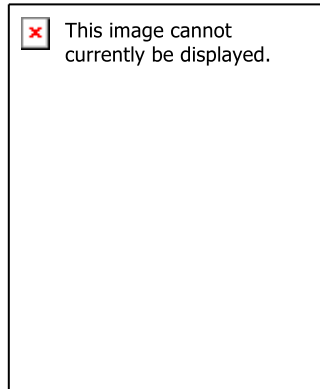


Figure 1.5: Printers and Faxes options (in Windows 7)

1.1.6. Change printer preferences



Follow these steps to see the options available for your printer.

1 Right-click on a printer icon and select (with a left-click) **Printing Preferences** from the drop-down list.

2 In the Preferences box, click on each of the tabs and notice the options that are available. You can change the paper size or paper orientation under the **Page Setup** tab (see **Figure 1.6** below). Features that your printer does not have will be greyed out (faded) and you won't be able to use these options.

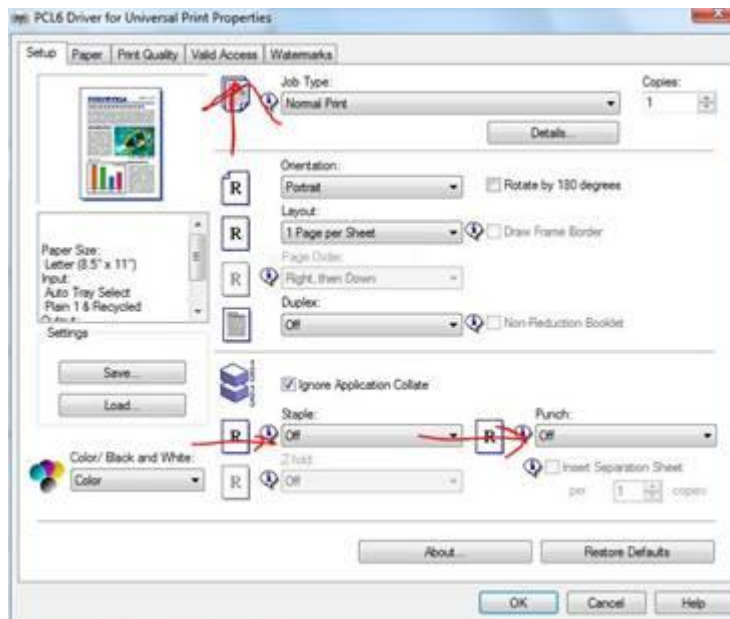


Figure 1.6. Printer preferences box for printer

3. Click on **Cancel** to close the preferences box without saving any changes.
4. Click on the **Close** button to close the **Control Panel**.

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Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (2 pts. each)

- The _____ enables you to view and change settings
 - Date and time
 - Printers
 - Folder options
 - Control Panel
- One is deferent from others
 - Themes
 - Desktop
 - Screen Saver
 - Appearance
 - Fax
- In the Start menu, click on All Programs to see a list of all the application programs on the computer. (**True/False**)

Note: Satisfactory rating - 6 points

Unsatisfactory - below 6 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

1. _____

2. _____

3. _____

Information sheet 2	Opening, resizing and closing desktop windows using correct window functions and roles
---------------------	--

2.1. Opening, resizing and closing desktop windows using correct window functions and roles

Function of start menu to open programs on computer

The Microsoft Windows **Start menu** is the primary location in Windows to locate your installed programs and find any files or folders. By default, the **Start menu** is accessed by clicking **Start**, which has the Windows logo on it and is located in the bottom-left corner of the Windows desktop screen

2.1.1. Open and close an application program

Follow these steps to see what programs are installed on your computer and to open one of the programs.

1. In the **Start menu**, click on **All Programs** to see a list of all the application programs on the computer.
2. Move the mouse across to the list of programs and then up or down the list to the program you want to use. Click on the name of the program to open it.
3. Note that if a name has a small arrow next to it, a sub-menu appears when you click on the name. See **Figure 2.1**.
4. If your computer has Microsoft Office listed under **All Programs**, click on Microsoft Office. Then move the mouse across to the sub-menu and click on Microsoft Office Word.
5. The program will take a few moments to open. A new blank document will be displayed in the Microsoft Word window.

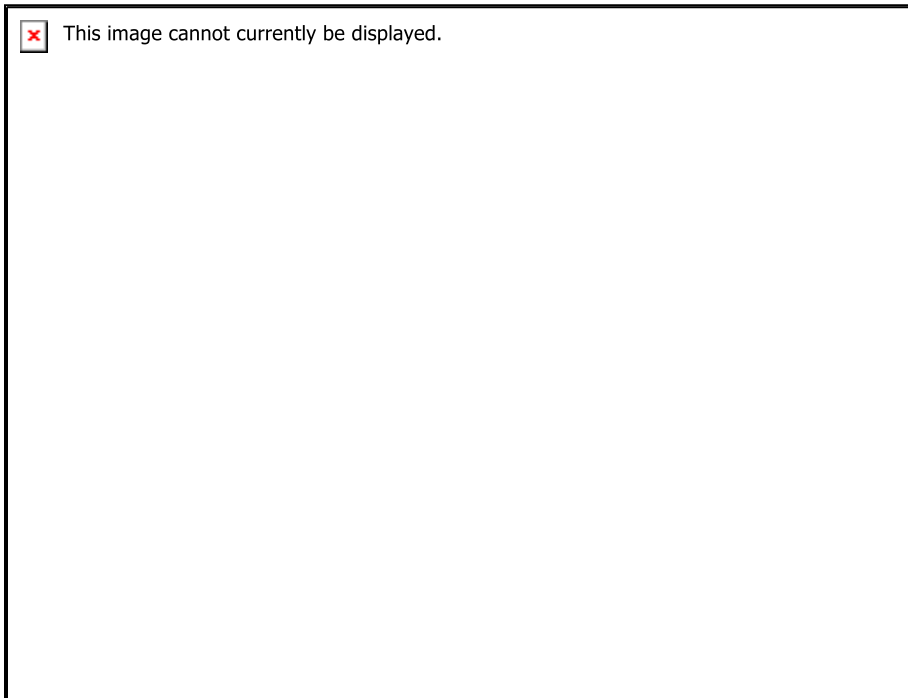

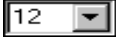


Figure 2.1: Click on Microsoft Office then move the mouse across to the sub-menu and click on Microsoft Word

Close the program

- ❖ To close the program click on the Close button  at the top right of the window

2.1.2. Changing the Size of Text

The size of printed text can be changed either before or after the text is typed. The range of sizes available will be determined by a combination of the printer and font in use. Word defines size in terms of point sizes - the larger the point size, the larger the character appears. Size is changed using the **Size** box located on the **Formatting Toolbar**. 

- ❖ To change size before typing, position the insertion point where the new size is to be applied, then drop down the list from the **Size** box and select from the available

Dairy Production Level – II

sizes. The new size will apply until either a new size is selected or the insertion point is moved into an area of text that is a different size.

- ❖ On previously entered text, the size is changed by first selecting the text and then changing the size using the **Size** box. The new size will be applied to the selected text and will appear within the selection. Click once with the mouse to remove the selection.
- ❖ To preview text size prior to changing text selects **Format | Font**.

Changing the Appearance of Text

Appearance features are applied using the **Format | Font** command, which opens up the **Font** dialog box. Several features can be chosen at once, as well as obtaining a preview of the text prior to changing.

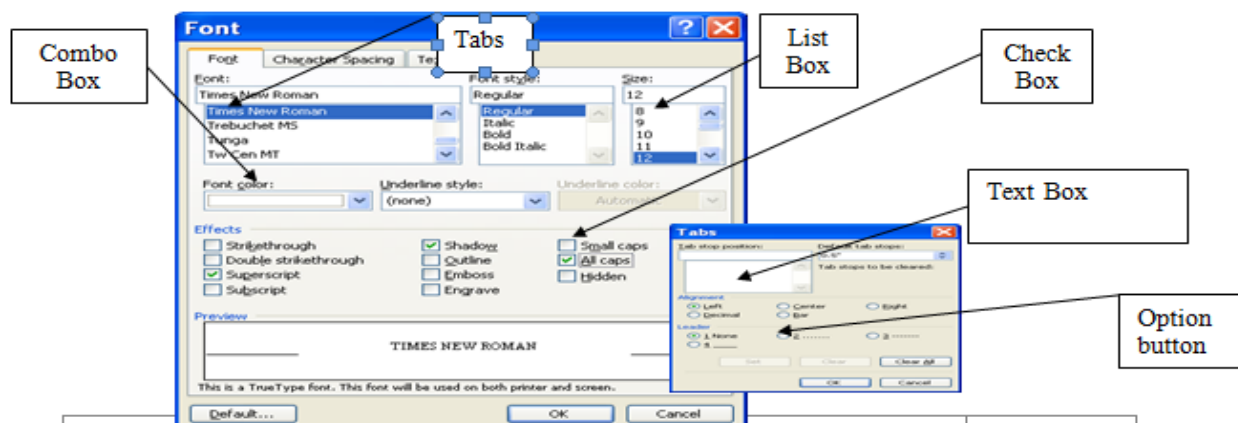
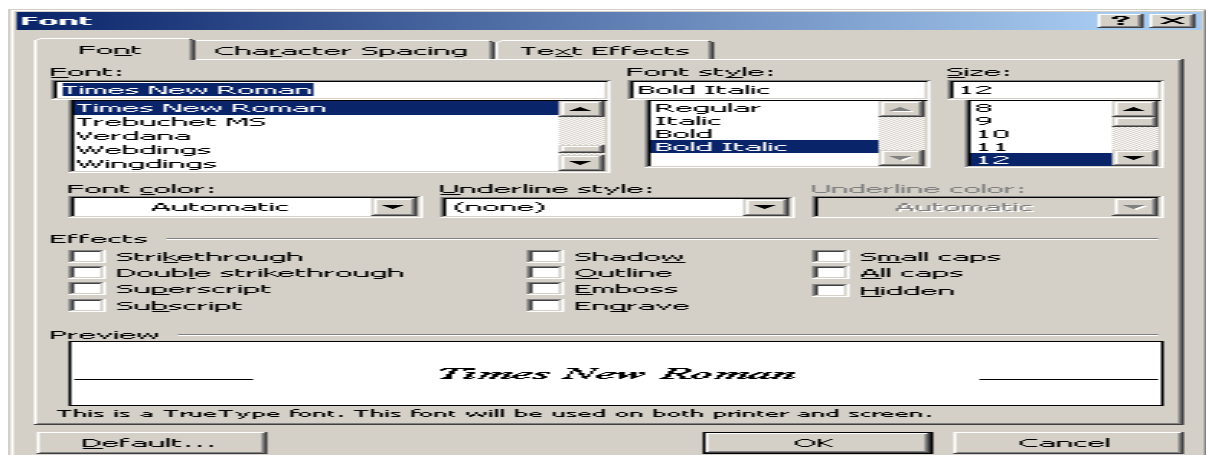


Figure 2.2. Command to change size and style of the documents

- ❖ To change appearance before/after typing, open up the **Font** dialog box and select from the following appearance options:

Font Style → Regular, Bold, Italic, Bold Italic.

Underline → includes None, Single, Words Only, Double and Dotted.

Others → Font, Size, Color.

Effects → includes Strikethrough, Superscript, Subscript, Hidden, Small and All Caps.

- ❖ To change the color of text use the **Font Color** button, , on the **Formatting Toolbar**.

Self-Check -2

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page (2pts each)

1. One is not option on changing the appearance of document after/ before typing.
 - A. Font Style
 - B. Underline
 - C. Others
 - D. Effects
2. Of the following one is used to underline text in Dialog box
 - A. U
 - B. *I*
 - C. B
 - D. All

Note: ⁱⁱⁱ Satisfactory rating - 4 points

Unsatisfactory - below 4 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Answer Sheets #2

1. _____
2. _____
3. _____

Information Sheet 3

Create shortcuts from the desktop

3.1. Create shortcuts from the desktop

A shortcut is a pointer to a file on your hard drive. This pointer can point to a program, a file, or a folder. The shortcut is a small file that takes very little space because it only has information about the location of the original file. It is not an exact copy of the original file. When you delete the shortcut, the original file it points to is not deleted.

With shortcuts, you can have the applications and folders you use the most in the locations where they are easiest to access, such as the desktop or the quick launch bar.

To create a new shortcut on the desktop, right click on an empty area of the desktop and select New, Shortcut.



Figure 3.1. Create short cut on desktop

This will start the Create Shortcut wizard. Use the Browse button to locate the file, folder, or program you want the shortcut to point to, then click on Next.

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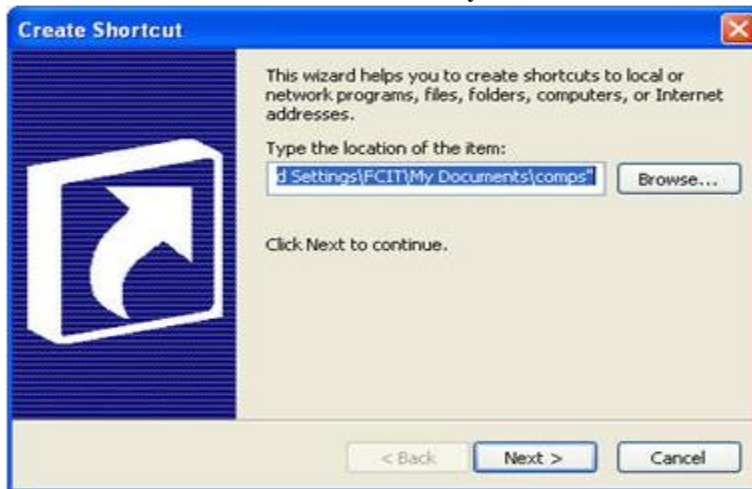


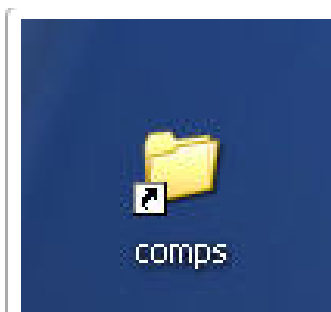
Figure 3.2. Select option for Create short cut on desktop

Provide a name for your shortcut, and click on Finish.



Figure 3.3. Provide name for Create short cut on desktop

The new file that appears on your desktop will have a small arrow in one corner to let you know it is a shortcut.





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A quick way to create a shortcut of any file is by holding down the Control and Shift keys and dragging the file to another location.



Self-Check -3	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page (2pts each)

1. A shortcut is a pointer to a file on your hard drive. True/False
2. The shortcut is a small file that takes very little space because it only has information about the location of the original file. True/False

Note: Satisfactory rating - 4 points Unsatisfactory - below 4 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Answer Sheets #3

1. _____
2. _____

Operation sheet 1	Customizing Desktop
-------------------	---------------------

Steps

- ❖ **Step 1:** Left-click on **Start** on **Task bar**.
- ❖ **Step 2:** Left-click on **Control Panel**.
- ❖ **Step 3:** Double left-click on the **Display** icon.

Operation sheet 2	Changing the color scheme and font size
-------------------	---

Steps

- ❖ **Step 1:** Select 'Windows style'
- ❖ **Step 2:** Select a **Colour scheme**
- ❖ **Step 3:** Now change the font size
- ❖ **Step 4:** Click on **OK**

Operation sheet 3	Changing the color scheme and font size
-------------------	---

Steps

- ❖ **Step 1:** right click on an empty area of the desktop
- ❖ **Step 2:** Select New, Shortcut.
- ❖ **Step 3:** Then click on Next
- ❖ **Step 4:** Provide a name for your shortcut,
- ❖ **Step 5:** click on Finish

LAP Test	Practical Demonstration
----------	-------------------------

Name: _____ **Date:** _____

Time started: _____ **Time finished:** _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **2** hour.

Task 1. Customize Desktop

Task 2. Change the color scheme and font size

Task 3. Change the color scheme and font size

References

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3. http://www.euro.who.int/data/assets/pdf_file/0007/115486/E77650.pdf
4. <https://www.slideshare.net/catherinelvillanueva1/ict-83930037>
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Dairy Production Level – II

Dairy Production Level-II

Learning Guide #12

Unit of Competence: Operate personal Computer

Module Title: Operating personal Computer

LG Code: AGR DRP2 M04 LO3-LG-12

TTLM Code: AGR DRP2 TTLM 1219 v1

**LO #3: Organize files using basic directory
and folder structures**

0



Instruction Sheet

Learning Guide #12

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

- ❖ Creating folders/Subfolders using suitable names .
- ❖ Saving files using suitable names.
- ❖ Renaming and moving folders/Subfolders and files.
- ❖ Identifying folder/Subfolders and file attributes.
- ❖ Moving folders/Subfolders and files using Cut and paste, and Drag and Drop.
- ❖ Saving folders/Subfolders and files
- ❖ Searching folders/Subfolders and files
- ❖ Restoring deleted folder/Subfolders and files.

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 folders/Subfolders using suitable names .
- ❖ Save files using suitable names.
- ❖ Rename and move folders/Subfolders and files.
- ❖ Identify folder/Subfolders and file attributes.
- ❖ Move folders/Subfolders and files using Cut and paste, and Drag and Drop.
- ❖ Save folders/Subfolders and files
- ❖ Search folders/Subfolders and files
- ❖ Restoring deleted folder/Subfolders and files

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 8”.

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4. Accomplish the “Self-check 1-Self-check 8” in **page -3, 7,10,14,19,22,27 and 35** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1-4,” in **page -36-39.**
6. Do the “LAP test” in **page 40**

Information Sheet-1

Creating folders/Subfolders using suitable names

1. Folders

Folders help you to organize your files. You can create a folder either by using My Computer window or through Windows Explorer. You can create a Folder in any existing disk drive or folder or on the windows desktop.

The steps for creating a folder are:

1. Click on **Start**, and then click on **My Documents**
2. Under **File** menu click **New** and select **Folder**. (see Fig.1.1)
3. A new folder is displayed with the default name, **New Folder**.
4. Type a name for the new folder, and then press **ENTER**.
5. A new folder can also be created directly on the desktop by right-clicking a blank area on the desktop, pointing to **New**, and then clicking **Folder**.

➤ **Creating a New Document**

A new document can be opened at any time within Word:

- Select File → New. Or click on the New button
- The New dialog box will appear on the screen.
- In the Open a document section the most recently used files will be shown. Click on a name to open that file, or click on More documents to browse for the file that you want.
- From the New section you can choose to start a Blank Document, a Blank Web Page or a Blank E-mail message. These documents have no set formatting to them at all.
- Whilst the Blank Document template is used by default, the other templates are useful to produce letters, business memos, fax sheets, etc., quickly and easily to a standard format. Click on General Templates button to view the templates available.

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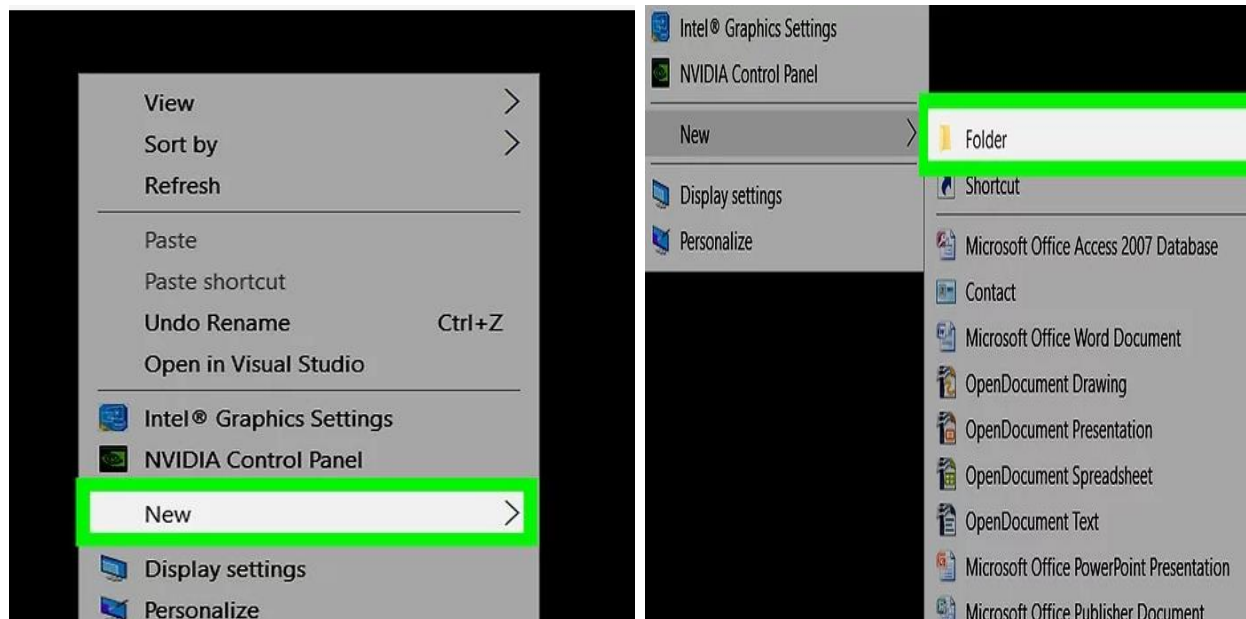
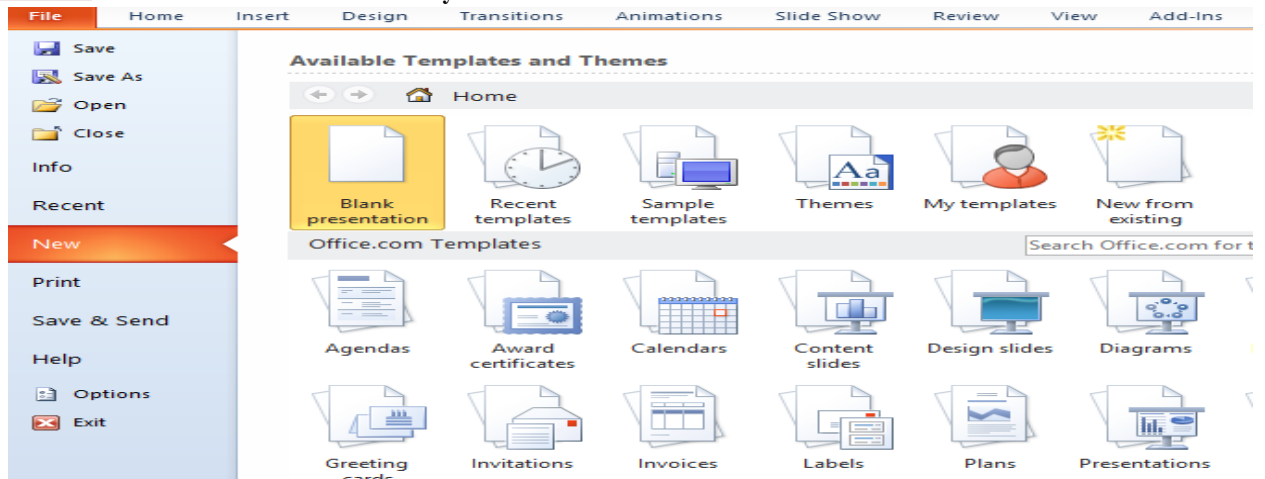


Figure 1.1. Creating folders

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Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (2 points Each)

1. Folders help you to organize your files (True/False)

Note: Satisfactory rating - 2 points

Unsatisfactory - below 2 points

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

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Choose part I Answer Sheet

1. _____

Information Sheet-2

Saving files using suitable names

The process of writing data to a storage medium, such as a floppy disk, CD-R, USB flash drive, or hard drive. The **Save** option is found in almost all programs commonly under the "File" drop-down menu or through an icon that resembles a floppy diskette. When clicking the Save option, the file will be saved as its previous name. However, if the file is new, the program will ask the user to name the file and where to save the file.

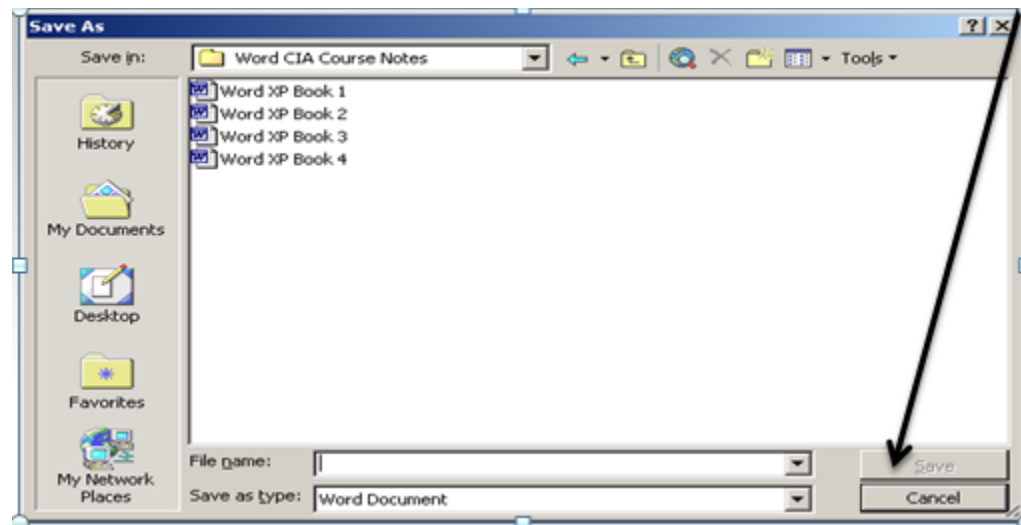
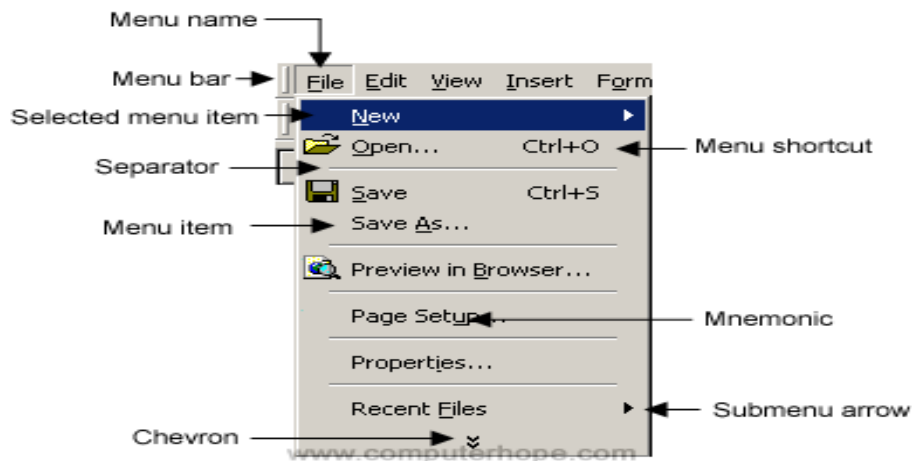
❖ There are two ways to save a document:- **Save As** and **Save**.

1. Use **Save As**. To save a **newly** created document, i.e. a document that has not been named.
2. When a document has already been saved, i.e. been given a name, use **File** → **Save** to save/update the current changes in that document

I. To save a newly created document

1. Select the **File** menu and choose the **Save As...** command. Or click on the **Save** button
2. The **Save As** dialog box will then appear on the screen, in front of the current document

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Where to save the document, i.e. which Drive and Folder.

Enter the name of the file in the File name box



- In the Save in area select the correct drive and folder.



- Click Save

Note: When a new document is to be saved, selecting **Save** displays the same dialog box as **Save As**.

I. When saving, should I overwrite?

When saving a previously existing file, software programs will ask if you want to overwrite it. If you click "Ok" or "Yes," the previous file is replaced with the new version. If you want to save the file as a different name or in a different location, choose the Save As option instead of Save.

II. Why do we need to save files?

Unless the program you are using automatically saves as you are working, if a file is not saved it is lost. For example, if you are writing a book and lose power to the computer, or the computer crashes and must be rebooted, your work might be lost. While you are working, data is saved in RAM, which is a fast, volatile memory device. It's called "volatile" because RAM loses its data when its power source is lost or turned off. In contrast, your disk is "non-volatile" storage, because it retains its data even when powered off.

III. Where are files saved?

A program saves files to the destination of your choice. The program may default to a specific folder (e.g., My Documents) or may use the last used location as the starting place to save a file. You can browse to the folder or drive you want to save the file or use the default location.

IV. How to save a file to the desktop

When you choose the Save or Save As option in your software, you can choose your desktop as the place to save the file. To do this, in the Save As dialog box, click the desktop icon or the left of the box. Then, in the File name text box, type a name for the file. Change the file type in the Save as type drop-down box, if desired. Then, click Save.

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Self-Check -2

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (3 points Each)

1. The save option is almost found in all programs .(True/False)
2. Save option is two in types as save and save as for existing and newly created file.
(True /False)

Note: Satisfactory rating - 6 points

Unsatisfactory - below 6 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

True/ False. part I Answer Sheet #2

1. _____

2. _____

Information Sheet-3

Renaming and moving folders/Subfolders and files

I. Renaming a Folder

Steps: To rename a Folder.

1. Open Windows Explorer or Right Click Start button and choosing Explore.
2. Click the folder
3. Click File, choose Rename. OR,
4. Right-click the file or folder name and then choose Rename.
5. With the File or Folder Name selected
6. Type a new name .
7. Press Enter



Figure 1.1. Rename folder

II. Moving Files or Folders by Dragging

Steps:

1. Find the file or folder that is to be moved.
2. Make sure the folder where the file is to be moved to is visible.

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3. Drag the file or folder to the destination

III. Copying or Moving a file or Folder Using My Document

1. Click on **Start**, and then click on My Documents.
2. Click the file or folder to be copied. More than one file or folder can be copied at a time.
3. To select more than one consecutive files or folders, click the first file or folder, press and hold down SHIFT key, and then click the last files or folders.
4. To select non-consecutive files or folders, press and hold down CTRL key, and then click each of the files or folders to be copied.
5. Under **Edit menu**, select **Copy**.
6. Select the target drive or folder to which you want to copy the files
7. Under **Edit menu**, select **Paste to copy** the desired file or folder to the target drive.

Self-Check -3	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (5 points each)

1. What is the meaning of renaming files and its importance's?

Note: Satisfactory rating - 5 points

Unsatisfactory - below 5 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short answer part I

1 _____

Information Sheet-4

Identifying folder/Subfolders and File attributes

4.1. File Attributes

In computing, an **attribute** is a specification that defines a property of an object, element, or file. It may also refer to or set the specific value for a given instance of such.

4.1.1. Attributes of Directories

Sometimes you will need to check the attributes of a file or folder to ensure you use it appropriately. Or you may wish to set attributes to read-only so that data is not lost or changed by someone.

Attributes define the type of file or directory which could be:

- Read-only
- Hidden
- Archive
- System

4.1.2. To check or change the attributes of a file:

1. Double-click on **My Computer** on the desktop.
2. Double-click on a data drive and find a document file.
3. Right-click on the file you want to check.
4. Select **Properties** from the menu.



Figure 4: The Properties box for this file shows that the file is Read-only.

Under the **General** tab of the **Properties** box you can check or uncheck the boxes for read-only or hidden. More attributes are under the **Advanced** button.

Click **OK** to save any change to the attributes and close the **Properties** box.

4.2. The folder view

There are many different ways you can display your electronic 'filing cabinet' to view your files and folders. Some people prefer to see their folders and files listed while others prefer to have them displayed as icons.

Changing the folder view

Follow these steps to change the folder view

1. Open **Windows Explorer**
2. Select **View** from the toolbar
3. Select how you want your files and folders displayed, e.g. **Details**

You can display files or folders as:

- ♦ Icons
- ♦ Titles
- ♦ Lists
- ♦ Details

4.3. Icons

The **Icons** view shows each folder and file as a large icon with its name underneath. If you have a lot of folders and files it is difficult to see them all at one time in this view because the large icons take up a lot of space.

List

The **List** view is where the files and folders are arranged in columns. You need to use the bottom scroll bar or left and right **Arrow** keys to see all of them.

Details

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The **Details** view presents the file system as a list with details about the files and folders. These details include the name of file in alphabetical order (A-Z), the size of file, the type of file (i.e. Word document, spreadsheet, graphic document) and date and time when it was modified, that is, created and/or changed.

4.4. Changing the view of all folders

The view options you select only apply to the open folder. If you want to change the view of all folders, you must use the **Folder Options** dialog box.

Follow these steps to change the display of all folders and files in the same way:

1. Open **My Documents**
2. Click on **Tools** on the top toolbar
3. Click on **Folder Options**. A dialog box will appear like the one below
4. Select **View**
5. Select the settings you want
6. Click on “**Apply to all Folders**”
7. Click on **OK**

4.5. Folder properties

A folder's 'properties' refers to information about:

- ✓ Its type
- ✓ Its location
- ✓ Its size
- ✓ The number of files and other folders it contains
- ✓ When it was created

Information about the size of a folder is useful if you need to save the folder on to a floppy disk and want to know if it will fit.

Self-Check -4

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page(2pts each)

1. The _____ view shows each folder and file as a large icon with its name underneath.
 - A. Icons
 - B. List
 - C. Details
 - D. All
2. The _____ view is where the files and folders are arranged in columns.
 - A. Icons
 - B. List
 - C. Details
 - D. All
3. The _____ view presents the file system as a list with details about the files and folders.
 - A. Icons
 - B. List
 - C. Details
 - D. All

Note: Satisfactory rating - 6 points

Unsatisfactory - below 6 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

1. _____ 2. _____ 3. _____

Information Sheet-5

Moving folders/Subfolders and files using Cut and paste, and Drag and Drop

5.1. Copy, cut and paste files across directories

Cut, Copy and **Paste** are tasks you can do in all application programs and windows such as a folder or drive window. You need to make a selection first so that you can cut or copy the selection and then paste it in another location.

With cut, copy and paste you can remove or move a folder or a file as follows:

- **Cut:** Remove file from current location.
- **Copy:** Make a copy of the file.
- **Paste:** Place a copied or cut file into another location.

I. Copying a file

If you want to keep a file in its original location and also a copy in a new location, follow these steps:

1. Open **My Documents**
2. Find the file you want to move
3. Right click on the file
4. Select **Copy** from the shortcut menu that appears
5. Open the folder where you want to place it (make sure this is created first)
6. Right click on an empty space on the screen
7. Click on File
8. Click on **Paste** from the menu

If you have saved a file on to the desktop you can delete it by dragging it to the Recycle Bin using the mouse

5.2. Moving and Copying Files & Folders by Drag and Drop

You can move a file or folder from one folder to another by dragging it from its current location and dropping it into the destination folder, just as you would with a file on your desktop.

5.2.1. Folder Tree:

1. Right-click the file or folder you want, and from the menu that displays click **Move** or **Copy**. The **Move or Copy** window opens.
2. Scroll down if necessary to find the destination folder you want.
 - If you need to, click on any folder you see to access its subfolders.
3. Click anywhere in the row of the folder you want. The corresponding circle fills in, indicating your choice.

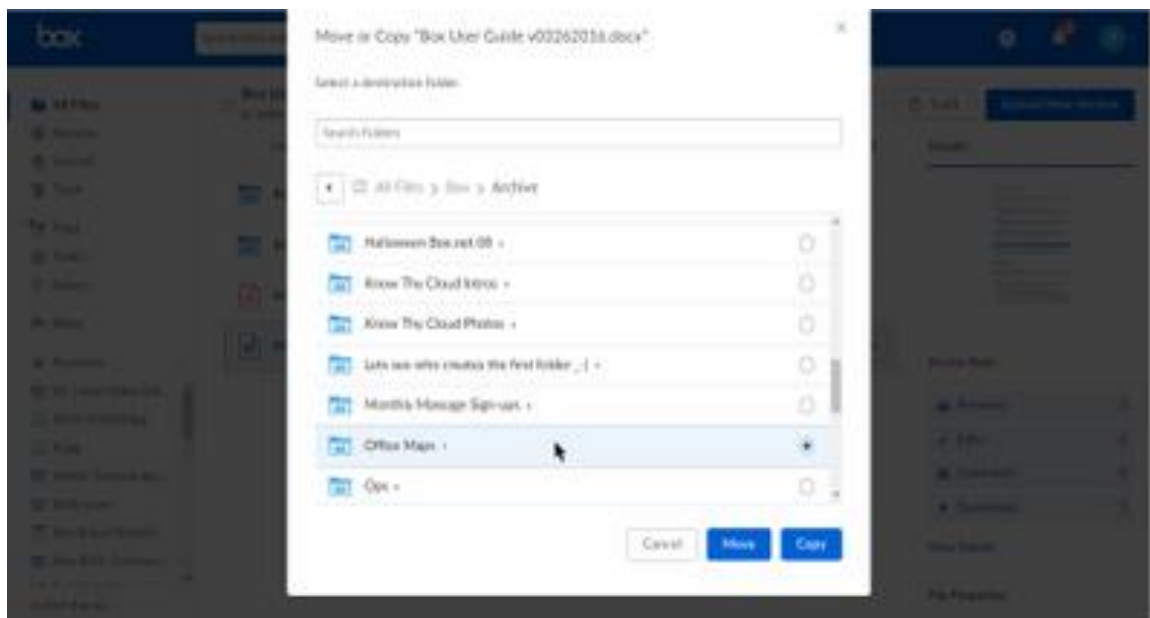


Figure 5.1. Move files

4. Click **Move** or click **Copy**.

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You can also open the **Move or Copy** window by clicking the ellipsis (...) to the right of the item you want to move or copy. Or you can click anywhere next to the item you want and, in the top-right portion of the screen, click **Move or Copy**.

To move or copy multiple items at once

1. Do the same actions as you do when selecting multiple items on your desktop:
 - On Windows machines, to select multiple items in a group, press and hold SHIFT and click anywhere next to the items you want. To select multiple scattered items, press and hold CTRL anywhere next to each of the items you want.
 - On Mac machines, to select multiple items in a group, press and hold SHIFT and click anywhere next to the items you want. To select multiple scattered items, press and hold CMD and click anywhere next to each of the items you want.
2. In the top-right portion of the screen, click **Move or Copy** to open the **Move or Copy** window.

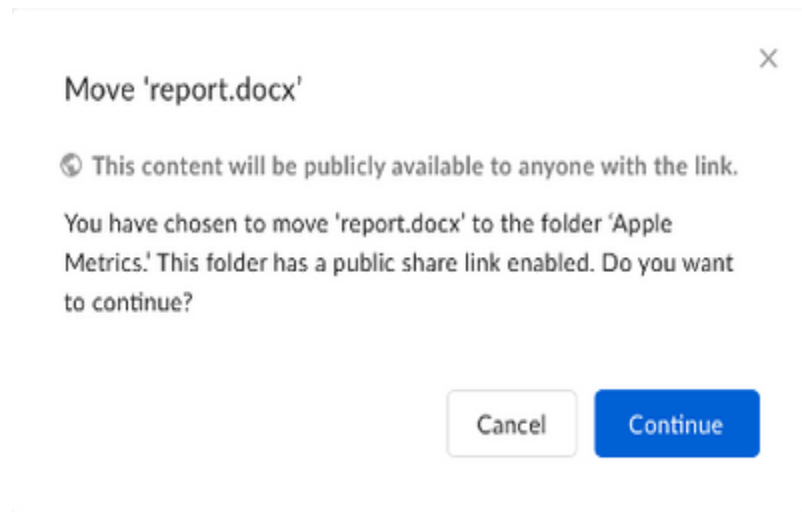
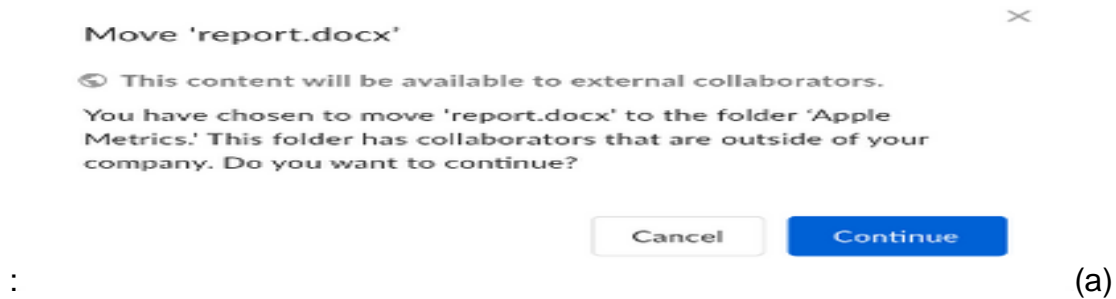


Figure 5.2. Move Report doc

Here's the alert when the destination folder or any of its contents include external collaborators.



And here's the alert when the destination folder or any of its contents are owned or co-owned by an external collaborator:

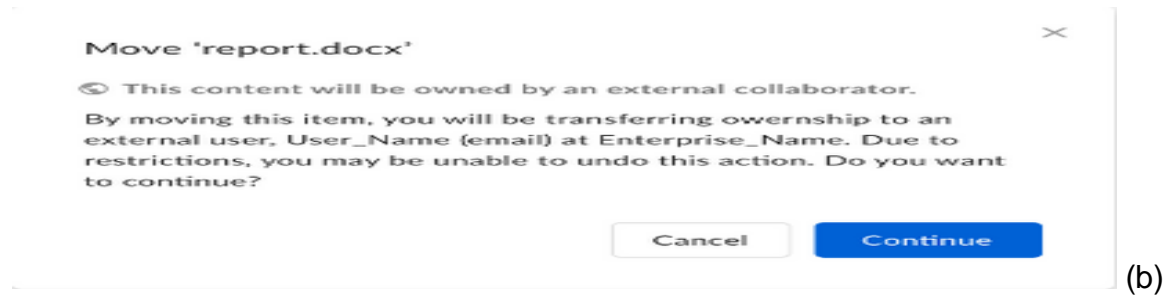


Figure 5.3. a and b alert destination to move file

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Self-Check -5	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (6 points Each)

1. Explain the rules to be kept while moving Documents or files.

Note: Satisfactory rating - 6 points Unsatisfactory - below 6 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Answer Sheet for the short answer part

1.-

Information sheet 6

Saving folders/Subfolders and files

6.1. Save files

Existing files can be saved directly but this process does not allow a user to change any settings to the file creation process.

If the workbook has already been saved to a file or if the workbook was opened from a file that already existed, Gnumeric will simply overwrite the file with the newer version.

Three alternative ways to save a file directly

1. Using the Menus

- Select, in the File menu, the Save menu item.

2. Using the Standard Toolbar

- Click on the Save button:



3. Using a Keyboard Shortcut

- Type the combination Ctrl+S, typing both keys simultaneously.

Each of these approaches will save the file directly, allowing no intervention on the part the user. If the file has been newly created, Gnumeric will automatically launch the Save As... dialog asking the user for a file name and other configuration options for the file, as is explained below.

Users wishing to save an existing file to a new file must invoke the Save As... dialog. The Save As... dialog can be invoked at any time to save the current workbook to a new file with either a different name or a different file format type. This dialog is automatically launched when a user attempts to use one of the methods described above to save a workbook which does not already have an existing file.

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The Save As... dialog asks the user to provide a name for the file to be created, to select a folder in which to place the new file, and to select a file format type for the file.

The steps required to save a file to a standard location.

1. Launch the File Save dialog.
 - In the File menu, select the Save As menu item.
2. Name the file. Open the folder containing the desired file.
 - In the text entry area, enter the file name.
3. Select the desired folder in which to save the file.
 - Select one of the standard locations to open the file.
4. Specify a file format type.
5. Click on the Save button.

The remainder of this section explains these steps in greater detail, first, by describing the components in the File Save dialog and, then, by explaining each of the steps above in greater detail.

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Self-Check -6

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (6 points Each)

1. Explain the procedure to save the file..

Note: Satisfactory rating - 6 points

Unsatisfactory - below 6 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Answer Sheet for the short answer part

1. _____

_____.

Information Sheet 7

Searching folders/Subfolders and files

To search for a file or folder, click into the search bar shown in the center of the header. As you begin typing, suggested results will appear below the search bar. If one of the suggested results is the item you need, simply click on it to be taken to it directly. If you would like to see all the results for your search query, press Enter/Return on your keyboard or click **See all results** at the bottom of the list of suggested results.

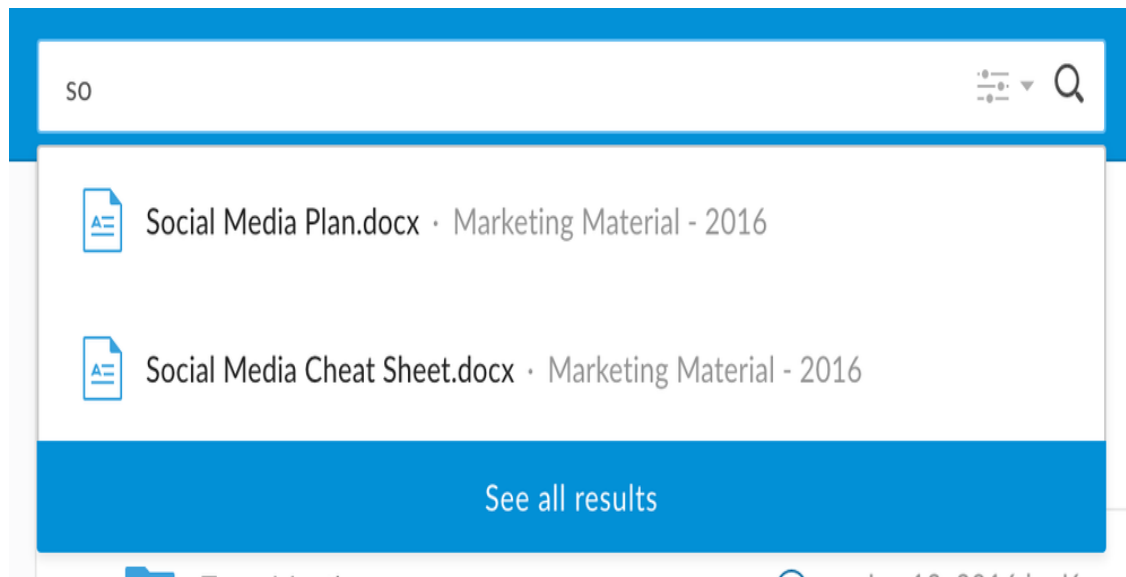


Figure 7.1. Search Documents

Note: Box does partial matches on the folder name, but we always start the match from the left. For example, if a folder name was 1603, queries 16 or 160 would both match the folder name.

The order of the results displayed is based on the relevance score, which is based on multiple factors. An exact match on the name should typically get a higher relevance score and be displayed before a partial match.

Search Tips

I. Exact Match

Use quotes to search for exact matches on phrases.

Note: Exact searches will not return search matches based on specific **character sequences**. Instead, they will return matches based on phrases, i.e. **word sequences**.

For example: A search for "A_ Box" may return search results including the sequence "a. box", "A Box", and "A_ Box"; any item containing the words "A" and "Box" consecutively.

II. Boolean Search

You can use Boolean operators in your search. The operators are AND, OR, and NOT. Please note that we support lower case instances of "and" "or" and "not" but not mixed case. (ie "And", "Or", "Not" will not work)

- **AND** returns documents that contain both the search terms. For example:
A search for **marketing AND Box Works** returns a result that has both **marketing** and **Box Works** within its text. It does not return a result that only has *Box Works* in its text.
- **OR** returns documents that contain either of the search terms. For example:
A search for **marketing OR Box Works** returns a result that has either **marketing** or **Box Works** within its text.
- **NOT** returns documents that contain the first search term but not the second. For example:
A search for **marketing NOT Box Works** returns a result that has only **marketing** within its text. Anything with the word **Box Works** is omitted.

III. Wildcard Search

Trailing wildcards are implicitly included in search results because of the way text is indexed. Searching for **Bo** results in items with the words **Box** or **Boat** or **Boxer**. It is

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the equivalent of searching for **Bo*** or **Bo%** in traditional search engines. Traditional wildcard notation is not supported by Box, such as **%ox%**

IV. Saving Search Queries

The search query term and any filters are encoded as part of the URL – even the meaning of relative filters such as **Last Week** is preserved. So relative date filters will always imply dates that are relative to the time the query is executed.

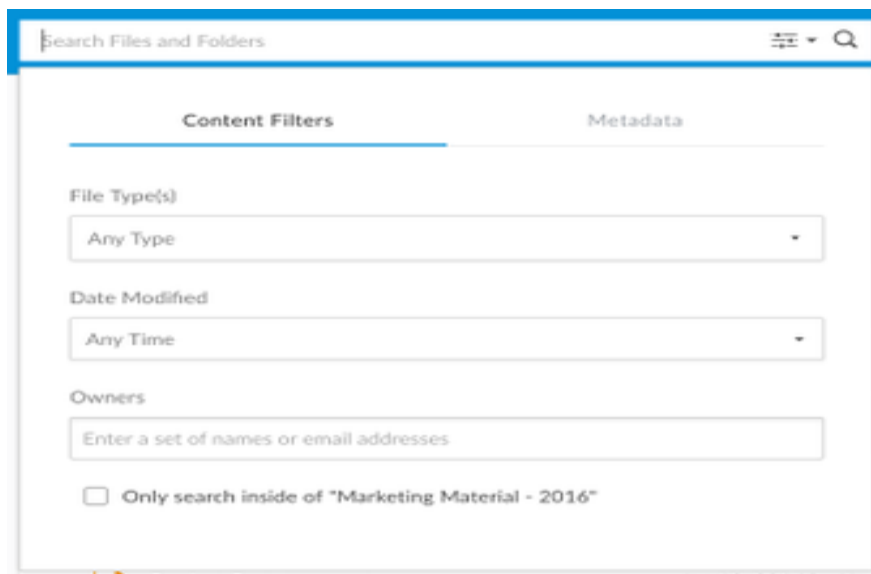
This makes saving a search query much easier. The two options to save a query are via Box's bookmark capability or via the browser's bookmarking feature:

When you've conducted a search that you want to save, just copy the URL into the clipboard. Then navigate to the All Files page, click on **+ New** in the header and then click on **New Bookmark**. In the address field paste the address that you copied from the search. Each time you click that link – the same search is executed!

You can also bookmark that URL using your browser – each time you visit that bookmark the search is executed!

Search Filtering

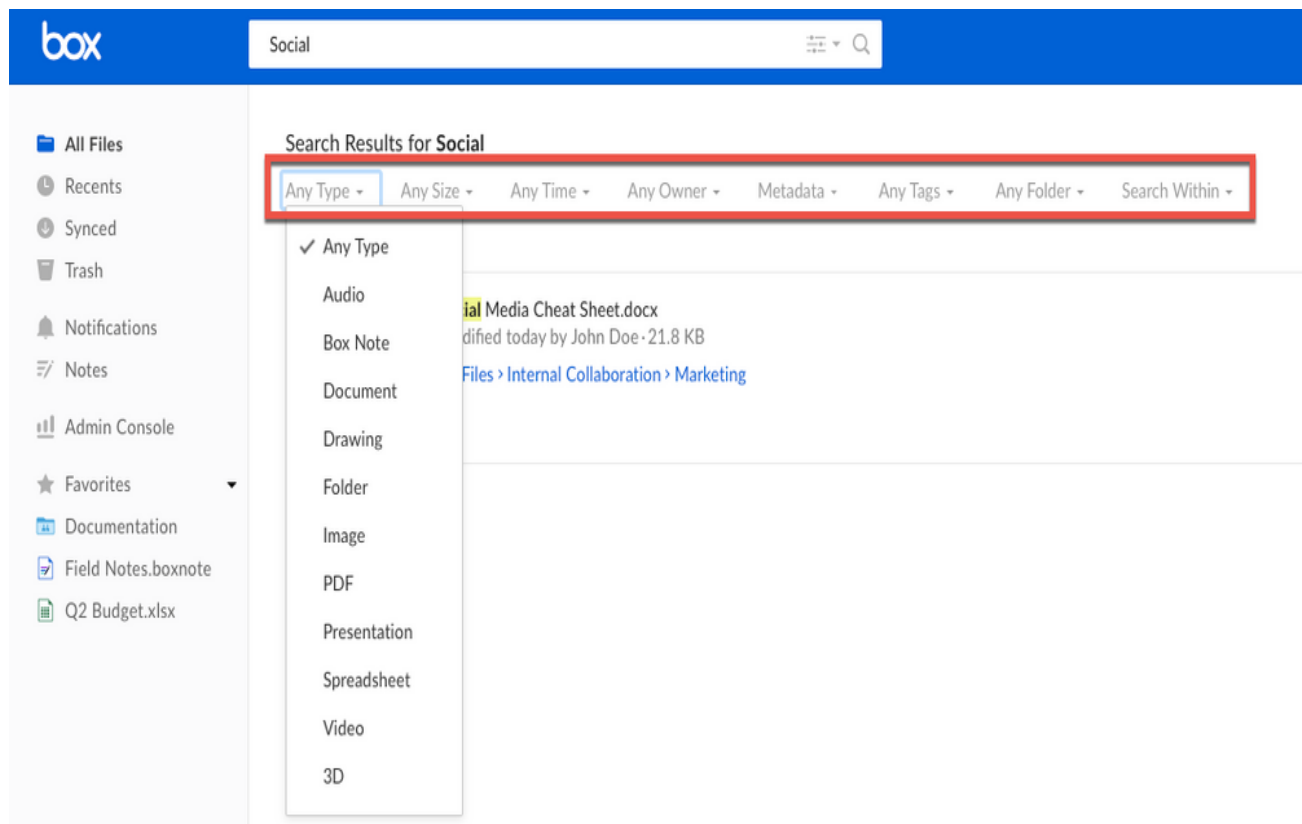
Use filters to narrow down your search results:



The screenshot shows the Box search interface. At the top is a search bar labeled "Search Files and Folders". Below it are two tabs: "Content Filters" (selected) and "Metadata". Under "Content Filters", there are three dropdown menus: "File Type(s)" set to "Any Type", "Date Modified" set to "Any Time", and "Owners" with a text input field "Enter a set of names or email addresses". At the bottom, there is a checkbox labeled "Only search inside of 'Marketing Material - 2016'" which is currently unchecked.

You can open the filter menu by clicking the **filter icon** on the right side of the search bar. Under the **Content Filters** tab, you can filter results by file type, date modified, and file owner. Under the **Metadata** tab, you can filter results using custom metadata fields.

You can also set filters after viewing all search results. Use the dropdowns at the top of the screen to filter by file type, file size, date modified, file owner, or custom metadata.



The screenshot shows the Box web interface. At the top, there's a blue header with the 'box' logo and a search bar containing the word 'Social'. Below the header, on the left, is a sidebar with navigation options: All Files, Recents, Synced, Trash, Notifications, Notes, Admin Console, Favorites, Documentation, Field Notes.boxnote, and Q2 Budget.xlsx. The main area displays 'Search Results for Social'. A red box highlights the filter menu at the top of the results, which includes dropdowns for 'Any Type', 'Any Size', 'Any Time', 'Any Owner', 'Metadata', 'Any Tags', 'Any Folder', and 'Search Within'. The 'Any Type' dropdown is open, showing a list of file types: Any Type (checked), Audio, Box Note, Document, Drawing, Folder, Image, PDF, Presentation, Spreadsheet, Video, and 3D. Below the filter menu, the first search result is visible: 'ial Media Cheat Sheet.docx', modified today by John Doe, 21.8 KB, with a link to 'Files > Internal Collaboration > Marketing'.

Self-Check -7

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (4 points each)

- Exact searches will not return search matches based on specific **character sequences**. (True/ False)

Note: Satisfactory rating - 4 points

Unsatisfactory - below 4 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

True false part I .Answer Sheet

1. _____

Information sheet 8

Restoring deleted folder/Subfolders and files

8.1. Delete and restore files

You may need to delete files or folders, for example, when you no longer need them or when they are copied to another disk.

Here are two ways you can delete a file (a folder can be deleted in the same ways).

1. Right-click on the file you want to delete

- Right-click on a file.
- Left-click on **Delete** in the menu.

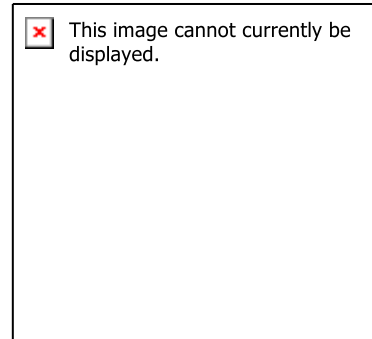
The file is now moved to the **Recycle Bin** which sits on the desktop.

2. Drag the file to the Recycle Bin

Another way to delete a file is to drag it to the **Recycle Bin** on the desktop:

- Click on the file and hold the mouse button down as you drag it to the **Recycle Bin**.
- When the file is directly on top of the **Recycle Bin** the bin will be highlighted. At this point release the mouse button and the file will be moved into the bin.

Figure 8.1: Icon for the Recycle Bin in Windows



8.2. Restore deleted files

If you have deleted files or folders but not emptied the **Recycle Bin** you can still get the deleted files back. This is called **restoring** a file. To do this you need to access the **Recycle Bin** from the desktop:

1. Double-click on the **Recycle Bin** to open it. Inside this window you can see the files that have been deleted.
2. Right-click on the file you want to restore.
3. Click on **Restore** in the menu. The file will be returned to the place it was previously deleted from.

8.3. Empty the Recycle Bin

Deleted files and folders stay in the **Recycle Bin** until you empty the bin. If you empty, the **Recycle Bin** anything in it will be permanently deleted (unable to be restored from the desktop). It is a good idea to empty the **Recycle Bin** on a regularly basis, as deleted files take up storage space on the computer.

To empty the **Recycle Bin**:

1. Right-click on the **Recycle Bin** icon.
2. Select **Empty Recycle Bin** from the menu. (If there are no files in the bin then this option will be faded.)

The files that were previously deleted (transferred to the bin) are now permanently deleted.

8.4. Restore deleted folder/Subfolders and files

8.4.1. Manage Trash

Just like your computer, Box makes use of a trash, where deleted items are stored for a certain period. From the Trash, you can recover files and folders that have been

Dairy Production Level – II

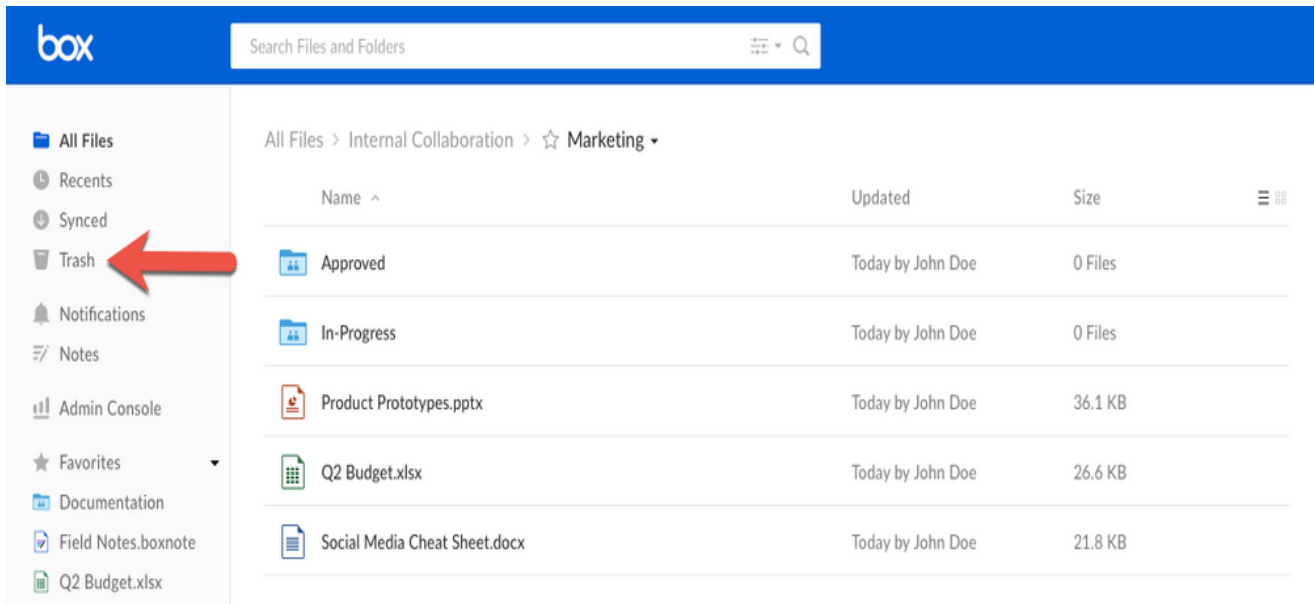
deleted. By default, items in the Trash will be purged after 30 days. This time period can be modified by administrators of Business and Enterprise accounts.

8.4.2. Storage Allocation

Deleted items which have been moved to the Trash **still count** towards total storage allocations. When items are deleted from a collaboration folder, both the owner and the user who deleted the item will be able to recover the items from the Trash. Until the item is permanently removed from the trash, the item will still counts toward the owner's or enterprise's storage.

8.4.3. Accessing the Trash

To open the Trash page, simply click **Trash** in the left-hand sidebar.



The screenshot shows the Box web interface. On the left sidebar, the 'Trash' folder is highlighted with a red arrow. The main content area shows the breadcrumb 'All Files > Internal Collaboration > ☆ Marketing'. Below this is a table of files and folders:

Name	Updated	Size
Approved	Today by John Doe	0 Files
In-Progress	Today by John Doe	0 Files
Product Prototypes.pptx	Today by John Doe	36.1 KB
Q2 Budget.xlsx	Today by John Doe	26.6 KB
Social Media Cheat Sheet.docx	Today by John Doe	21.8 KB

Box allows you to sort and filter items within the trash folder. You can filter content by **Items I deleted** and **Items I own**.

Trash

Items I Deleted ▾

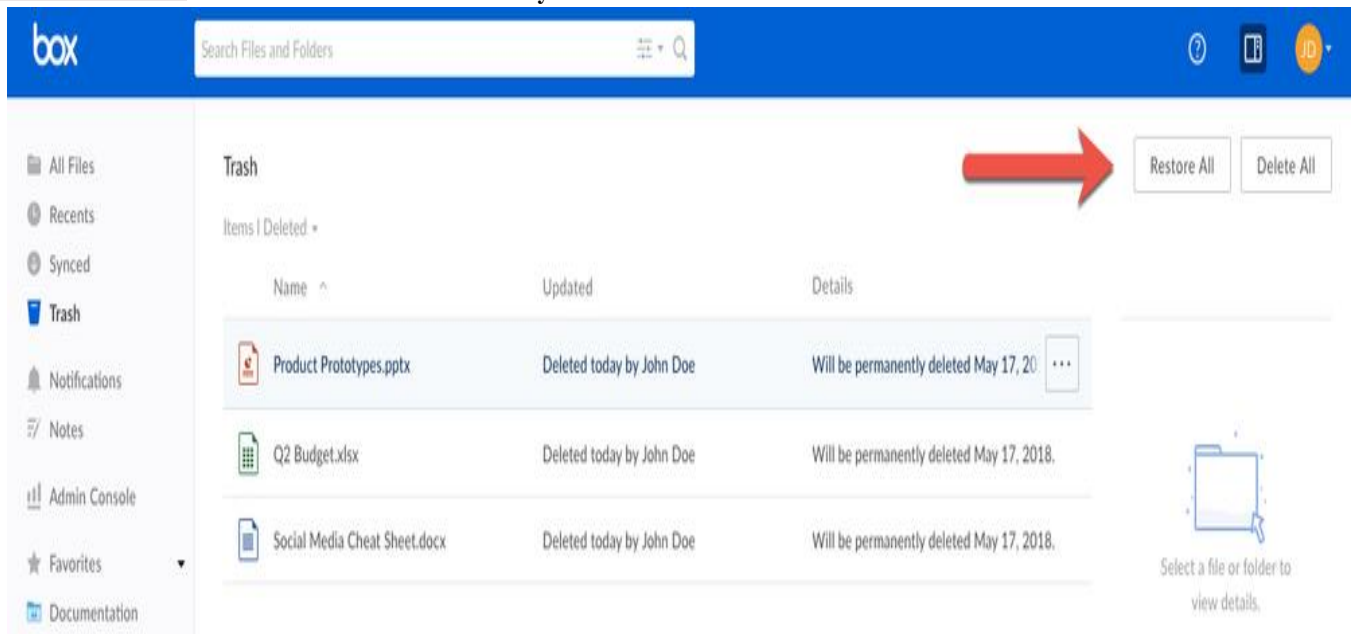
✓ Items I Deleted

Items I Own

1. The **Items I deleted** filter will display all items deleted by you, regardless of who created or owns the item.
2. The **Items I own** filter will display all deleted items that you own, regardless of who deleted the item.
3. **Tip:** Filtering by "Items I Own" is helpful when trying to track down content that may have been deleted by a collaborator in a folder you own.

8.4.4. Recovering Items

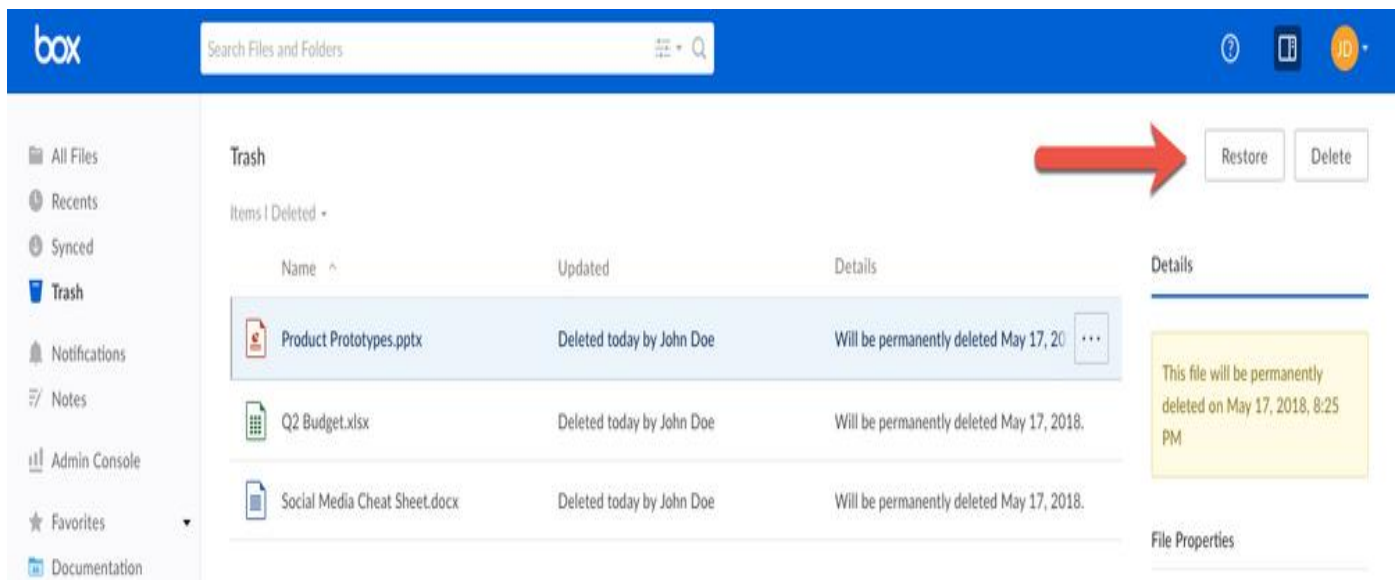
1. The Trash folder allows you to recover or empty the entire Trash folder, or perform actions on just a few items as needed.
2. To recover the entire folder, select **Restore All** from the top of the page. Recovered files and folders will be restored to the location from which they were deleted.



The screenshot shows the Box web interface with the 'Trash' folder selected. A red arrow points to the 'Restore All' button. The table below lists the deleted items:

Name	Updated	Details
Product Prototypes.pptx	Deleted today by John Doe	Will be permanently deleted May 17, 2018. [More Options]
Q2 Budget.xlsx	Deleted today by John Doe	Will be permanently deleted May 17, 2018.
Social Media Cheat Sheet.docx	Deleted today by John Doe	Will be permanently deleted May 17, 2018.

To recover specific items from the trash, the click to select an individual item (or shift+ click to multi select) and click the **Restore** icon.



The screenshot shows the Box web interface with the 'Trash' folder selected. The 'Product Prototypes.pptx' file is selected, and a red arrow points to the 'Restore' button. The table below lists the deleted items:

Name	Updated	Details
Product Prototypes.pptx	Deleted today by John Doe	Will be permanently deleted May 17, 2018. [More Options]
Q2 Budget.xlsx	Deleted today by John Doe	Will be permanently deleted May 17, 2018.
Social Media Cheat Sheet.docx	Deleted today by John Doe	Will be permanently deleted May 17, 2018.

Details

This file will be permanently deleted on May 17, 2018, 8:25 PM

File Properties

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The following details are restored along with the file:

- Description
- Tags
- Comments
- Tasks
- Share state (whether the shared link is enabled or disabled)
- Collaborators

The following details are **not** restored:

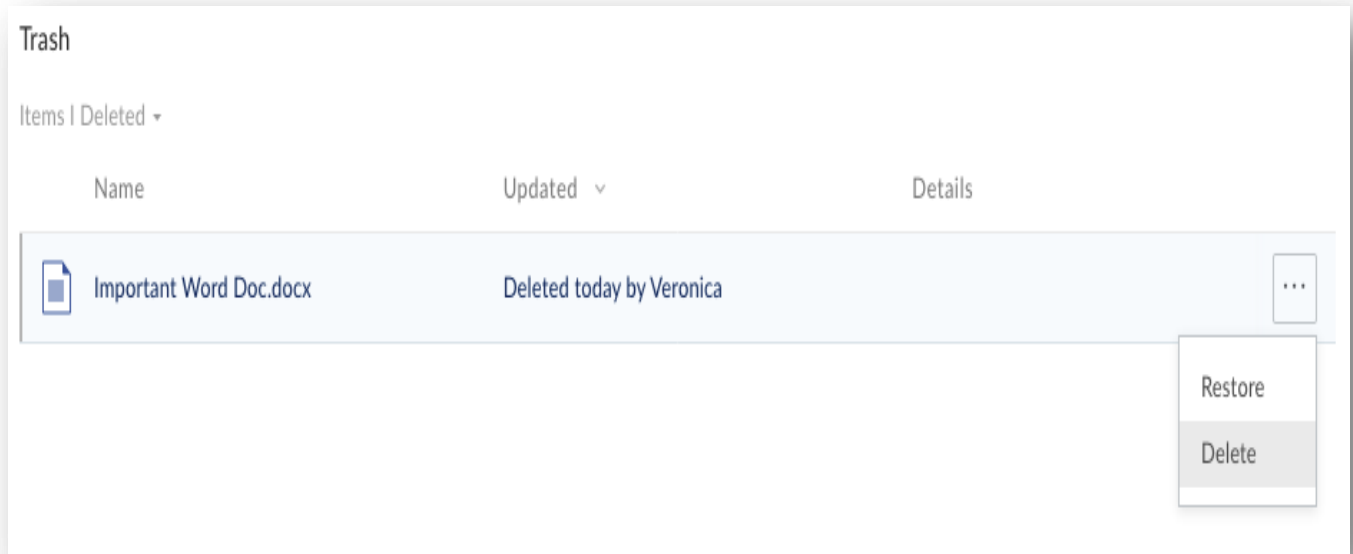
- Expiration setting on shared links
- Expiration settings for deletion

Note: If the content you deleted is no longer in your Box Trash, please contact Box Product Support and let us know what you are trying to recover. There is a 14-day grace period when content is removed from Trash during which Box Product Support can recover your content. After this, we cannot guarantee that the files or folders will be recoverable.

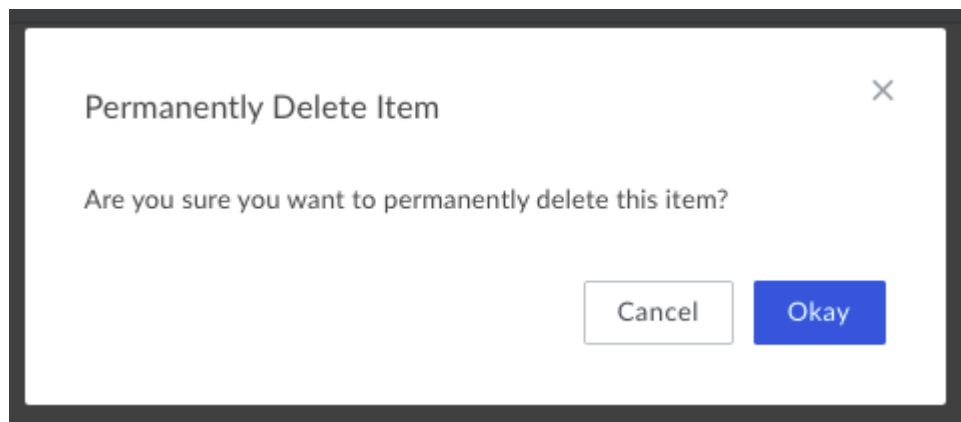
8.4.5. Permanently Deleting Items in Trash

File owners or file deleters can manually remove items from the Trash by following these steps:

1. Go into **Trash**.
2. Find the file you want to delete and click the button with the ellipsis/three dots.



1. Click **Delete**.
2. Click **Okay** when asked "Are you sure you want to permanently delete this item?"



1. The item will then be permanently removed from your Trash.

Self-Check -8

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (3 points Each)

1. How to empty the recycle bin?
2. 3 ways to restore a deleted file.
3. To delete a file?
 - A. Right-click on the file you want to delete
 - B. Right-click on a file and Left-click on **Delete** in the menu.
 - C. A and B
 - D. All
4. Explain the restore procedures and its importance

Note: Satisfactory rating - 6 points

Unsatisfactory - below 6 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

True False and short answer part I Answer Sheet

1. _____
2. _____
3. _____
4. _____

Operation sheet 1	Create New Folder
-------------------	-------------------

Steps

- ❖ **Step 1.** Click on **Start**,
- ❖ **Step 2.** then click on **My Documents**
- ❖ **Step 3.** Under **File** menu click **New**
- ❖ **Step 4.** select **Folder**
- ❖ **Step 5.** A new folder is displayed with the default name, **New Folder**.
- ❖ **Step 6.** Type a name for the new folder, and then press **ENTER**

Operation sheet 2	Save a file
-------------------	-------------

Steps

- ❖ **Step 1.** Click File Menu
- ❖ **Step 2.** Choose save /Save as options
- ❖ **Step 3.** Enter File Name
- ❖ **Step 4.** Click Save on destination you needs

Operation sheet 3	Move folders
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steps

- ❖ **Step 1.** Right Click on file or folder
- ❖ **Step 2.** Move or copy window opened
- ❖ **Step 3.** Scroll down as necessary
- ❖ **Step 4.** Click any were in window of the folder
- ❖ **Step 5.** Release move/ copy option

Operation sheet 3	Restore the Deleted file
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Steps

- ❖ **Step 1.** Open the trash
- ❖ **Step 2.** Move or copy window opened
- ❖ **Step 3.** Scroll down as necessary
- ❖ **Step 4.** Click any were in window of the folder
- ❖ **Step 5.** Release move/ copy option

LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 1 hour.

Task 1. Create new folder

Task 2. Save file

Task 3. Move folders

Task 4. Restore deleted file

References

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2. Ergonomic guide to computer based workstations PN 11334 Version 1 Last updated August 2012
3. http://www.euro.who.int/data/assets/pdf_file/0007/115486/E77650.pdf
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9. Good Practice in Occupational Health Services by WHO
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Dairy Production Level – II

Dairy Production

Level-II

Learning Guide #13

Unit of Competence: Operate personal Computer

Module Title: Operating personal Computer

LG Code: AGR DRP2 M04 LO4- LG-13

TTLM Code: AGR DRP2 TTLM 1219 v1

LO #4: Print information



Instruction Sheet	Learning Guide #13
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics: –

- ❖ Printing Information from installed printer.
- ❖ Viewing and deleting progress of print jobs.
- ❖ Changing default printer..

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: -

- ❖ Print Information from installed printer.
- ❖ View and delete progress of print jobs.
- ❖ Chang default printer

Learning Instructions:

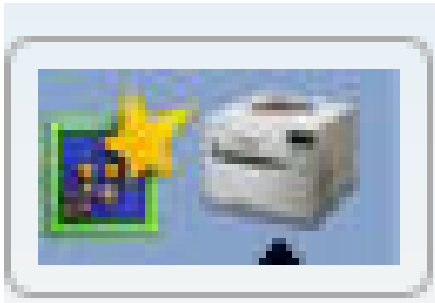
1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2 and Sheet 3”.
4. Accomplish the “Self-check 1, Self-check 2, and Self-check 3” in **page -5, 9 and 13** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1,” in **page -14,15,16** respectively.
6. Do the “LAP test” in **page – 17**

Information Sheet-1	Print Information from installed printer
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1. Print Information from installed printer

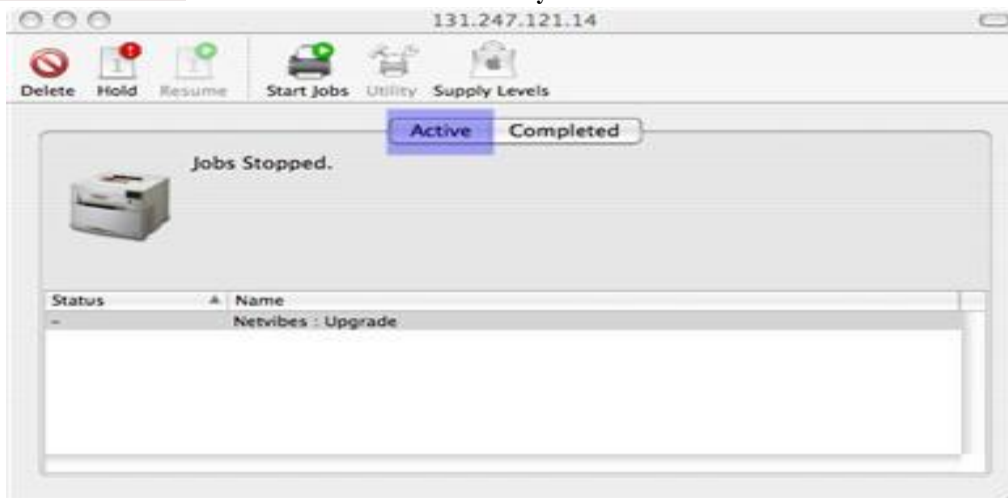
Whenever you print a document, that document enters a print queue, a line of documents waiting for their turn at the printer. A printer icon may appear in your dock to let you know that the queue is active. You can open the print queue and do some document management.

To open the print queue, double-click the printer icon in the dock when it appears.

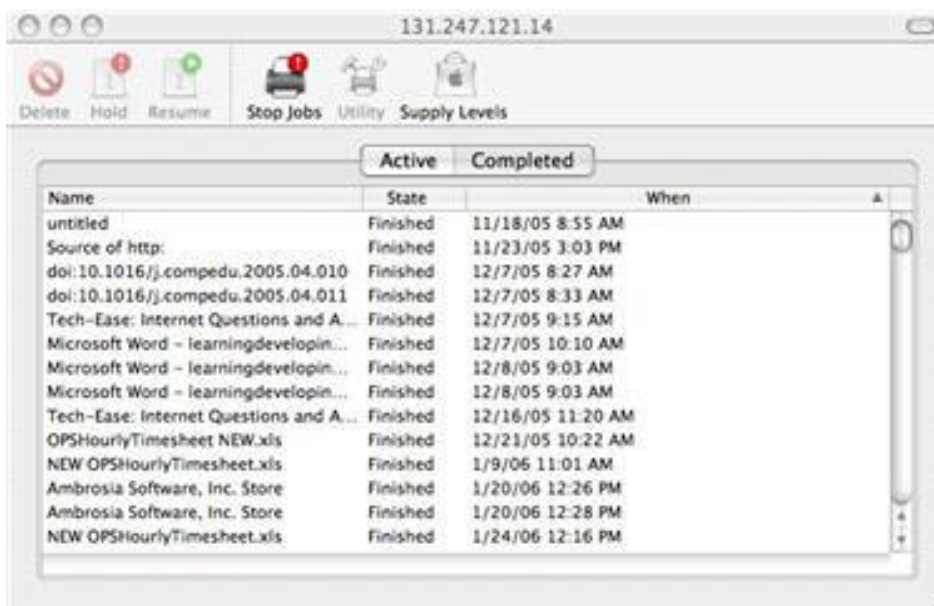


The print queue shows a list of documents waiting to print, and the order in which they are to be printed in the Active tab.

Dairy Production Level – II



The Completed tab shows documents that have already been successfully printed.



The two windows will show the document's status on the left, followed by the name of the application that is sending the document to the printer, and the name of the file.

There are a number of things you can do with the documents waiting to print in the queue:

- ❖ To remove a document from the print queue that is, to stop it from being printed select the document and choose the Delete button from the toolbar at the top of the window.

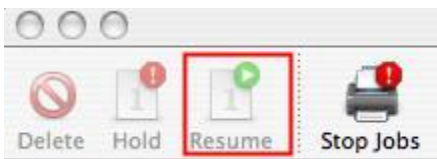
Dairy Production Level – II



❖ You can also hold a document, in which case it remains in the print queue but does not print until you choose to resume printing. Other documents waiting in the queue continue to print. To hold a document, select it and click on the Hold button on the toolbar.



❖ When you are ready to continue printing the document, click on the Resume button.



❖ You can also restart a document so that it prints from the beginning. When you resume a held document, it begins printing again from the point where it left off when it was held. However, you can also restart a print job so that it begins printing from the beginning of the document. This can be useful if, for example, you start to print a document and then realize the wrong paper is loaded in the printer. You can stop the document by clicking on the Stop Jobs button, change the paper, and then restart the document by clicking on Start Jobs (the Stop Jobs changes to the Start Jobs button after you click on it to stop jobs from printing).



Dairy Production Level – II



Managing documents on a printer that is available over the network works the same way, but you can only perform the actions listed above on documents you have sent to that printer (in other words documents owned by you).

Self-Check -1	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (4 points)

1. Whenever you print a document, that document does not enters a print queue.
(True/ False)

Note: Satisfactory rating - 4 points

Unsatisfactory - below 4 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

True false part I Answer Sheet

1. _____

Information Sheet-2

Viewing and deleting progress of print jobs

Whenever you print a document, that document enters a print queue, a line of documents waiting for their turn at the printer. A printer icon appears in your system tray next to the clock to let you know that the queue is active. You can open the print queue and do some document management.

To open the print queue, double-click the printer icon in the system tray when it appears.

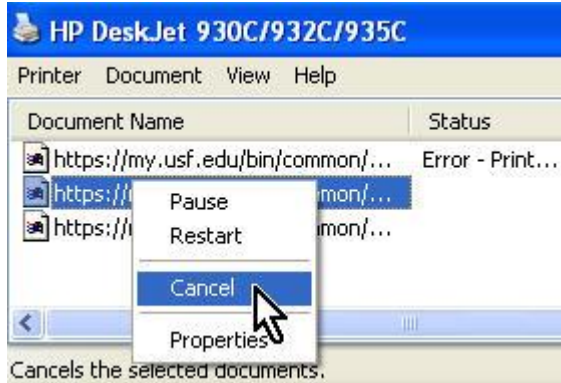


The print queue shows a list of documents waiting to print in the order in which they are to be printed. For each document, details such as owner, number of pages, document size, and time of submission are also shown.



There are a number of things you can do with the documents waiting to print in the queue:

- ✓ To remove a document from the print queue, that is, to stop it from being printed, right-click the document and choose Cancel from the context menu. Be sure that you choose the correct document because Windows does not ask whether you are sure that you want to remove the document.



✓ You can pause a document, in which case it remains in the print queue but does not print until you choose to resume printing. Other documents waiting in the queue continue to print.

✓ To pause a document, right-click the document and choose Pause from the context menu; the status of the document in the print queue window changes to Paused.

✓ Right-click on the document and choose Resume from the context menu when you are ready for the document to continue printing.

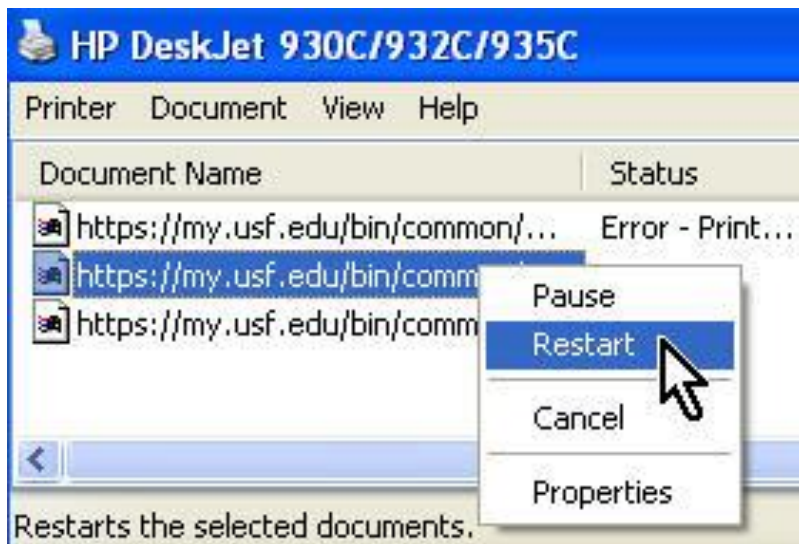


✓ You can also restart a document so that it prints from the beginning. When you resume a paused document, it begins printing again from the point where it left off when it was paused. However, you can also restart a paused print job so that it begins printing from the beginning of the document. This can be useful if, for example, you start to print a document and then realize the wrong paper is loaded in the printer. You can pause the document, change the paper, and then restart the document.

Dairy Production Level – II

✓ To restart a document, right-click the document and choose Restart from the context menu.

Managing documents on a printer that is available over the network works the same way, but you can only perform the actions listed above on documents you have sent to that printer (in other words documents owned by you).



Self-Check -2

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (3 points Each)

1. To remove a document from the print queue, that is, to stop it from being printed
Left click the document and choose Cancel from the context menu. (True/ **False**)
2. Restarting is Impossible for the document paused once on the printer.
(True/**False**)

Note: Satisfactory rating - 6 points

Unsatisfactory - below 6 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Choose part I Answer Sheet

1. _____

2. _____

Information Sheet-3

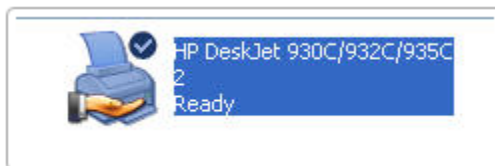
Changing default printer

As with most computer problems, you should begin with the easiest solutions before moving on to more advanced troubleshooting steps. First, make sure the printer is on and has paper in the tray. You may also want to check that it has ink if you are using an inkjet printer. Next, check to make sure the printer cable is properly connected to both the computer and the printer.

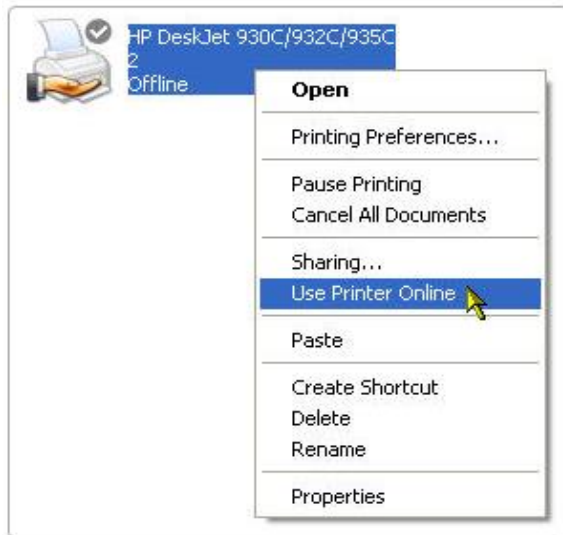
If you still can't print, check to make sure the printer is not set to offline mode. Go to Start, Printers and Faxes.



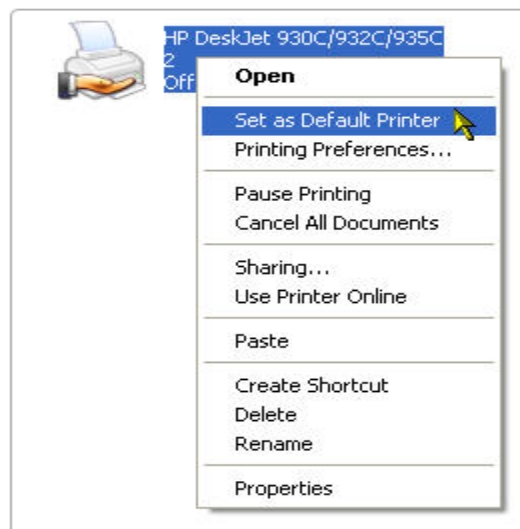
Find the printer you want to use and make sure it says Ready underneath it.



If it says Offline, right-click on it and select Use Printer Online



If you have more than one printer installed (such as several network printers) make sure you have selected the right printer as your default printer (right-click on the printer you want to use and select Set as Default Printer).



You can test your printer configuration by printing a test page. Right-click your printer and select Properties. Then in the General tab click on the Print Test Page button.



If you are unable to print a test page after following the previous steps, you may want to restart your computer. Restarting fixes many hardware problems. After restarting, you should try to print a test page again to check your printer configuration. As a last resort, you may want to reinstall the printer driver. You may want to visit the website for your printer's manufacturer to download the latest software and drivers for your printer.

Self-Check -3

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (4 points Each)

1. What is the importance of making the printer default?

Note: Satisfactory rating - 4 points

Unsatisfactory - below 4 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short answer, part I Answer Sheet

1. _____

Operation sheet 1	Print the required document
-------------------	-----------------------------

Steps

- ❖ **Step 1:** Power on the computer and open the computer
- ❖ **Step 2:** Power the laser jet printer
- ❖ **Step 3:** Connect the printer with computer
- ❖ **Step 4:** Open the document prepared for printing
- ❖ **Step 5:** Order printing using the correct procedure
- ❖ **Step 6:** Follow the progress on printer

Steps

- ❖ **Step 1:** Power on the computer and open the computer
- ❖ **Step 2:** Power the laser jet printer
- ❖ **Step 3:** Open the printer queue and printer icon by double click
- ❖ **Step 4:** Right click on the list of pending documents
- ❖ **Step 5:** Use the option listed as pause, Restart, **Cancel**
- ❖ **Step 6:** To cancel the document pend in the select cancel
- ❖ **Step 7:** The click ok/ enter to delete the document

Operation sheet 3

Change default printer

Steps

- ❖ **Step 1:**Power on the computer and open the computer
- ❖ **Step 2:** Power the laser jet printer
- ❖ **Step 3:** Select start to make default
- ❖ **Step 4:** Select printer and faxes from all programs
- ❖ **Step 5:** Select the printer you want to make default printer
- ❖ **Step 6:** Right click on the selected printer
- ❖ **Step 7:** The select default printer (Set as default printer)

LAP Test	Practical Demonstration
----------	-------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 1 hour.

Task 1. Print information

Task 2. View and delete the jobs on printer

Task 3. Change default printer

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4. <https://www.slideshare.net/catherinelvillanueva1/ict-83930037>
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10. Good Practice in Occupational Health Services by WHO



Dairy Production Level – II

Dairy Production

Level-II

Learning Guide #14

Unit of Competence: Operate personal Computer

Module Title: Operating personal Computer

LG Code: AGR DRP2 M04 LO5- LG-14

TTLM Code: AGR DRP2 TTLM 1219 v1

LO #5: Shut down computer

Instruction Sheet

Learning Guide #14

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

- ❖ Closing all open applications
- ❖ Shutting -down Computer using procedures

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:-

- ❖ Close all open applications
- ❖ Shut -down Computer using procedures

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 and Sheet 2”.
4. Accomplish the “Self-check 1 and Self check 2” in **page -3, and 7** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1 and 2,” in **page -8 and 9** respectively.
6. Do the “LAP test” in **page – 10**

Information Sheet-1

Closing all open applications

Microsoft wants to change users' Windows experience by having any open apps remain running until shutdown. The purpose of this is to hasten application load times when they are re-opened (similar to cookies on your Internet browser). Unfortunately, this approach can fill a user's Taskbar and memory with unwanted applications and programs. The following sections contain instructions on how clear apps from one or both areas.

1.1. Closing an app in Windows

To remove an application from the Taskbar but allows Windows to keep it open in the background; use one of the following options. If you want to terminate the application entirely, proceed to the next section.

I. Using your finger or a mouse

1. Move your mouse pointer to the **very top of the app**, which should change cause a bar to appear.
2. Click-and-drag the bar or swipe that app to the bottom of the screen.
3. **Release** the mouse button or your finger to close.

II. Using the close button

1. Move your mouse to the **upper-right corner** of the app.
2. Click the red **X** that appears.

III. Using the app menu

1. Move your mouse to the **top-left corner of the screen and then down** to show all open apps.
2. Right-click the app you want to close and choose **Close**.

IV. Using the Windows key

1. Press the Windows key + Tab to show open apps.
2. Right-click on the app you want to close.
3. Select **Close**.

Terminate with shortcut keys

Dairy Production Level – II

Press **Alt+F4** on the keyboard to close and end the app or any open program.

Terminate using Task Manager

1. Press **Ctrl+Alt+Del** on your keyboard to bring up the Windows logon screen.
2. Select **Task Manager**.
3. Under the **Processes** tab, locate the app you'd like to close.
4. Right-click the app and select End Task from the drop-down menu that appears.

Self-Check -1

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (3 points Each)

1. Closing applications and programs moving mouse cursor to the top is required beside other shortcuts. (**True/ False**)

Note: Satisfactory rating -3 points

Unsatisfactory - below 3points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

True False part I Answer Sheet

1. _____

Information Sheet-2

Shutting -down Computer using procedures

Shut down may refer to any of the following:

1. **Shut down** is a term used to describe the process of closing all software programs in preparation to turn off a computer's power. The operating system is the last program to be closed as part of a computer's shut down process. It is highly recommended that all computers be properly shut down to help prevent data corruption. The picture shows examples of different Microsoft Windows shut down screens. In the top picture, Windows 7 and 10 displays a shutting down message while it is shutting down. Early computers were not capable of turning themselves off, so Windows 98 displayed a message when it was safe to turn off the computer after doing a shut down.



2. When should I shut down?

When you and anyone else in your home or office is done with the computer, we recommend that it be shut down. For example, you could shut down the computer before you go to sleep for the night.

❖ Is it better to leave the computer on or turn it off?

Even though sessions vary with usage, everyone needs to step away from their computers at some point. Many of our users wonder if it's a good idea to leave their computers on, or turn them off. The answer to this question depends on many factors

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ranging from electricity bills to concerns about wear and tear. The following sections address the "on or off" debate from many viewpoints, allowing the viewer to make a decision for him or herself.



Is it Shut down, shut down, or shutdown?

All forms of this word are correct. When describing an action or using the word as a verb, use "shut down" in your writing. If you're describing the option in the Windows Start menu, use "Shut down." When using the word as an adjective, noun, or a command use "shutdown."

For example, the sentence "Instead of using the Start menu Shut down option you could use the shutdown command to shut down the computer." uses all forms of this word.

3. Time to resume

In our opinion, the time for your computer to resume working is a bigger factor the cost of electricity. For instance, if you open and close your laptop frequently, you don't want to have to reboot it completely each time. Knowing a bit about the different power states of a computer should help you in your decision.

- **Sleep** - All open applications and files are stored in RAM, and the rest of the computer components are put into a low-power state. This option is best when you're only going to be stepping away from your computer for a short time because it boots back to the desktop the fastest.
- **Hibernate** - With hibernate mode, all open applications and files are copied onto your computer's boot drive, and the rest of the computer is essentially shut down. This option is good if you'll be away from your computer for a medium period of time.

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- **Shut down** - When you shut a computer down, all files and applications are closed, and power to the computer's internal components is cut off. Shutting down is a good option if you'll be away from your computer for an extended period of time (e.g., more than eight hours).

Self-Check -2

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: (3 points Each)

1. The option used on turning the computer off depends on the duration of time you'll away from your computer. (**True/ False**)
2. Shut down is a term used to describe the process of closing all software programs in preparation to turn off a computer's power.(**True/False**)

Note: Satisfactory rating - 6 points

Unsatisfactory - below 6 points

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

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Choose part I Answer Sheet

1. _____

2. _____

Operation sheet 1	Close all applications
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Steps

- ❖ **Step 1.** Move your mouse pointer to the very top of the application
- ❖ **Step 2.** Click-and-drag the bar or swipe that app to the bottom of the screen.
- ❖ **Step 3.** Release the mouse button or your finger to close

Operation sheet 2	Shut down computer
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Steps

- ❖ **Step 1.** Press the Windows key on the keyboard, or click Start.
- ❖ **Step 1.** Click the Start menu opens.
- ❖ **Step 3.** In the Start menu, click **Power**, then click **Shut down**.

-or-

- ❖ Press **Ctrl+Alt+Del** and click the power button in the bottom-right corner of the screen.

LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 1 hour.

Task 1. Close all open applications

Task 2. Shut down the computer

References

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5. Microsoft Office step by step guide
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Trainers prepared the TTLM with their full address

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