



Mineral Resources Infrastructure Work

Level - I

Learning Guide -07

Unit of Competence: -	Use Personal Computer
Module Title: -	Using Personal Computer
LG Code: -	MIN MRI1 M02 LO2-LG-07
TTLM Code: -	MIN MRI1 TTLM 0819v1

LO₂: Navigate and manipulate desktop environment



Instruction Sheet-2

Learning Guide - 07

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

- opening, accessing and closing features
- opening, accessing and closing desktop windows
- Creating shortcuts

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 by selecting correct *desktop icons*.
- Open, resize and close desktop windows by using correct window functions and roles.
- Create shortcuts from the desktop, if necessary, with assistance from appropriate persons.

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” **in page 7**.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1 and Operation Sheet 2” **in page-9 -10**.
6. Do the “LAP test” **in page – 11** (if you are ready).

Information Sheet-1

opening, accessing and closing features

1.1 Computer features

Computer feature is a piece of information which is relevant for solving the computational task related to a certain application.

E.g. Computer Processor, Memory Features, Computer Networking and Computer Operating System

1.2 Opening an existing file

- To open a file, double-click it. The file will open in the program that you used to create or edit it. If it's a text file, for example, it will open in your word-processing program.
- To actually edit the picture, you need to use a different program. Right-click the file, click Open with, and then click the name of the program that you want to use.

1.3. Computer accessing

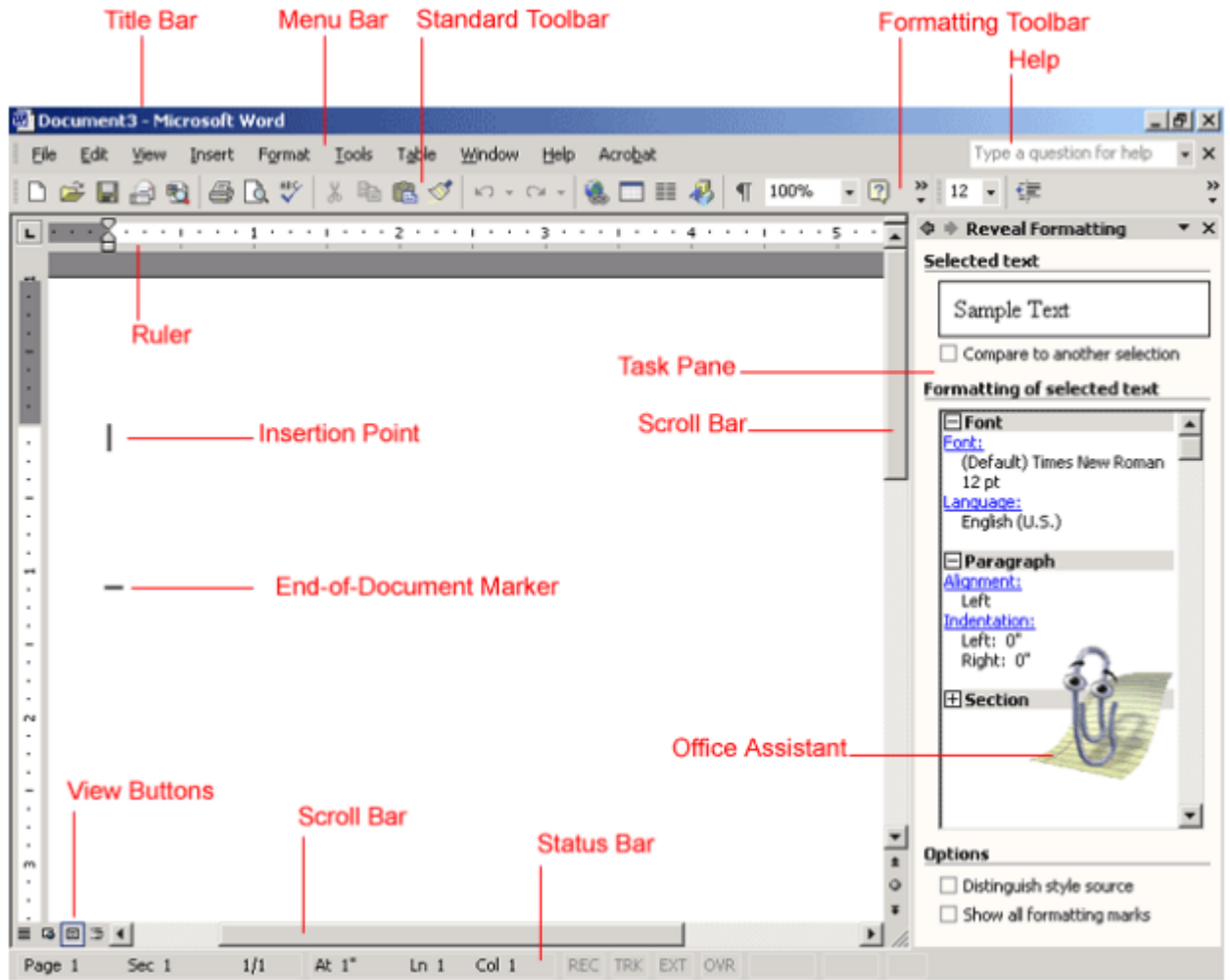
- **Access** refers to the permission to use. ... If you are using a **computer** or service without permission, you have unauthorized **access**.
- **Access** is also a channel of communication that is **opened** with a software or hardware device such as a **computer** floppy drive, modem, or printer.

Information Sheet-2

opening, accessing and closing desktop windows

1.1. What does Window mean?

- A window is a graphical interface element used to display the contents of an application for the user to view and interact with. A window is usually a rectangular area that can be resized and is generally editable according to the capabilities and limitations imposed on it by the application providing it.
- A **window** is also a separate viewing area on a computer display screen in a system that allows multiple viewing areas as part of a graphical user interface.



f.g.2.1.window application

Table-2.1. parts name and their function

Name	Description
Title bar	This displays the document name followed by a program name.
Menu bar	This contains a list of options to manage and customize documents.
Standard toolbar	This contains shortcut buttons for the most popular commands.
Formatting toolbar	This contains buttons used for formatting.
Ruler	This is used to set margins, indents, and tabs.
Insertion point	This is the location where the next character appears.
End-of-document marker	This indicates the end of the document.
Help	This provides quick access to Help topics.
Scroll bars	These are used to view parts of the document.
Status bar	This displays the position of the insertion point and working mode buttons.
Task pane	This provides easy access to commonly used menus, buttons, and tools.
View buttons	These change the layout view of the document to normal, web layout, print layout, and outline view.
Office Assistant	This links to the Microsoft Office Help feature.

1.2. Opening and accessing desktop windows

- Window is an operating system program that controls, coordinates and manipulates overall desktop publishing operations. It serves as an interface between the hardware and other software on the computer system.
- It allocates memory locations to data and other computer programs. It controls other computer resources like files and programs, input/output devices, computer memories etc during data processing operations.
- It also performs the hardware and software diagnosis to detect faults and errors.
- A window is a separate viewing area on a computer display screen in a system that allows multiple viewing areas as part of a graphical user interface.
- A window can usually be resized by the user. For example, it can be stretched on any side, minimized, maximized, and closed

1.3. Accessing Windows

- When a computer system is switch on, the memory is performed until the window screen appears automatically.
- Window screen is divided into two parts; the upper layer which contains several icons and the lower layer called the status /bar which contain the: start button, task bar and time.

1.4 Closing desktop windows

- In computing, close generally means to finish work on a data file and save it. In graphical user interfaces, to close a window means to exit an application or file, thereby removing the window from the screen

Information Sheet-3	Creating shortcuts
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3.1. Creating desktop shortcut for a File or Folder

- When you use a particular file or folder a lot, placing a desktop shortcut to that file or folder on your computer desktop can save time.
- A desktop shortcut is also helpful for a novice computer user who might forget how to find a particular file or folder on their computer.



Self-Check -1

Knowledge Test

Directions: Answer the following questions in the space provided below. 1 point each

I. Choose the correct answer

- ____ 1. From the following alternatives, what is not the feature of a computer?
A) Computer Processor B) Computer Operating System C) Memory D) none
- ____ 2. To open a file
A) Double click on it directly C) right click on the file then click open
B) B) click once directly on the file D) A and C
- ____ 3. How do you open a program such as a Microsoft Word when there are no icons on the desktop?
A) Right click to reveal all icons
B) C) Click the start button and select program from the menu.
C) Restart the computer.
D) D) It is not possible to open program if no icons are on the desktop
- ____ 4. How do you minimize or maximize a program in Windows?
A) Right click on the mouse
B) Go to "File" and select minimize or maximize
C) Top right corner, dash or square
D) This function cannot be done
- ____ 5. How do you close a window on your desktop?
A) Go to "File" and select "Close".
B) Press the "Ctrl" key on the keyboard
C) Use the mouse to press the button with the "X" in it at the top right corner of the screen
D) Use the mouse to press the button with the _ in it at the top right corner of the screen
- ____ 6. If you minimize a window, it is removed from the screen and stored as a(n):
A) Icon on the desktop. B) Button on the desktop.
C) Button on the taskbar. D) Icon on the menu bar
- ____ 7. The term "click" means
A. turning the computer on. C. turning the computer off.
B. pressing the left mouse button one time. D. the sound a hard drive makes.





I. Say true or false for the following statements

- _____ 1. The upper layer window screen contains several icons like start button, task bar and time
- _____ 2. A window is a separate viewing area on a computer display screen in a system that allows multiple viewing areas as part of a graphical user interface.
- _____ 3. The active window is the window you work in. It is the window in which the cursor movements, commands, or text entry occur.

Note: Satisfactory rating - 15 points

Unsatisfactory - below 15 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

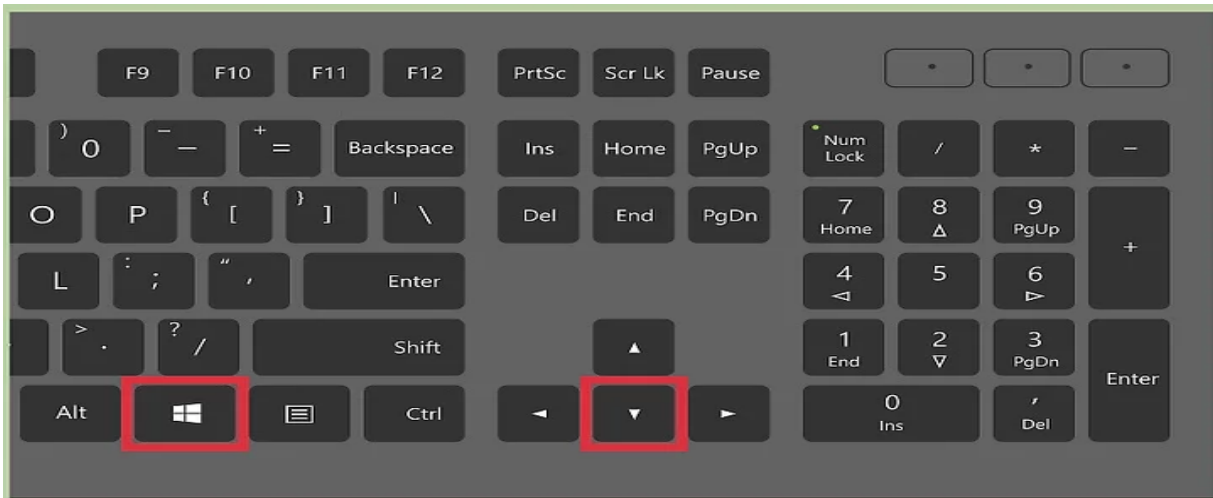
Operation Sheet-1 Closing desktop windows

Closing desktop window methods

1. Click on the “x” icon at the top right corner of a window to close the window.
2. Press “Control” and “W” at the same time to close a current window.



3. Press the Windows logo key and the down arrow to minimize a current open window.



4. Press the Windows logo key and “M” at the same time to minimize all open windows.



F.g.1.1.keyboard function keys

Operation Sheet -2 Creating shortcuts

Creating a desktop shortcut for a file or folder requires navigating your way to the file or folder and sending a shortcut to the desktop.

1. Navigate to the file or folder on your computer.
2. Right click the file or folder.

A menu will appear.

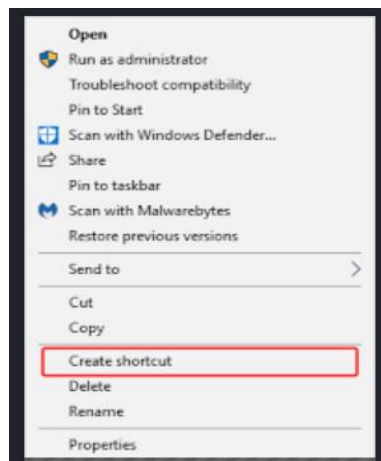
3. Skim down the menu that appears and left click the Send To item on the list.

A new menu appears

4. Left click the Desktop (create shortcut) item on the list.

This action creates a desktop shortcut to the file or folder on your desktop.

5. Close or minimize all open windows.



F.g.2.1.shortcut menu



LAP Test -2

Crating short cut from your flesh memory

To create a desktop icon or shortcut, do the following:

1. Browse to the file on your flash memory for which you want to **create a shortcut**. ...
2. Right-click the file for which you want to **create a shortcut**.
3. Select **Create Shortcut** from the menu. ...
4. Drag the **shortcut** to the **desktop** or any other folder.
5. Rename the **shortcut**.
6. Report



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1. Beginning computer literacy
2. Clas-3 computer text book
3. Managing file
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5. Ch.01-introduction to computer
6. Computer for beginners

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