



# Computer Skills Handbook



**ACACIA GROUP PTY. LTD.**

ABN 66 132 666 338 RTO No. 91469

*Strengthen & Develop*

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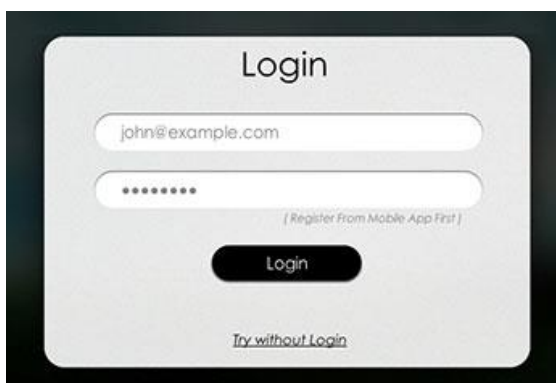
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## Let's get started!

How to turn your computer on and log in

1. Plug your computer in to a power source
2. Connect your mouse
3. Press the power button (see image)
4. Enter a username and password (the class laptops do not require a password so just click "Sign In")



How to use your mouse

Mouse Action	What the action does
<b>Click</b> (Press the left mouse button once)	Moves the mouse pointer to that location on the page.
<b>Double-click</b> (Click the left mouse button twice in a QUICK sequence.)	<u>Opens a program</u> , file or document.
<b>Drag and drop</b> (Hold down the left mouse button while moving the mouse)	Moves items.
<b>Right-click</b> (Click the right mouse button once)	Gives you a <u>menu</u> of options.

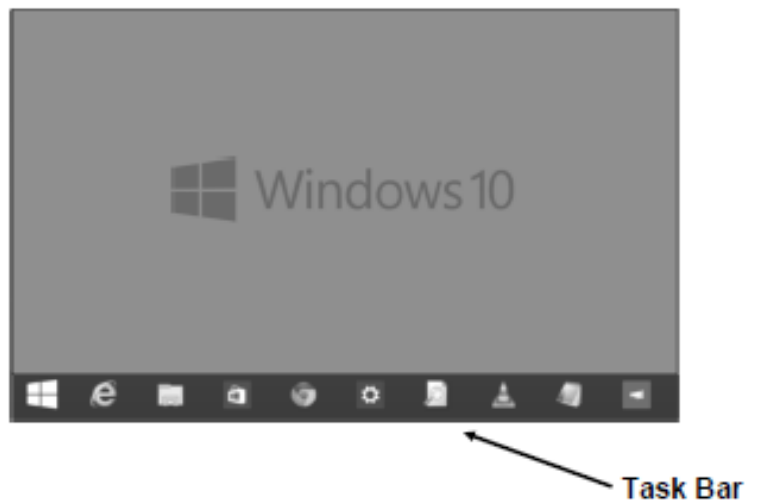
## Finding programs

(e.g. Word, Excel, Google Chrome)

### *The Task Bar*

At the bottom of your screen are icons for the programs you most commonly use (e.g. Word, Excel, Google, Publisher, PowerPoint, File Explorer). This strip of icons is called the "Task Bar".

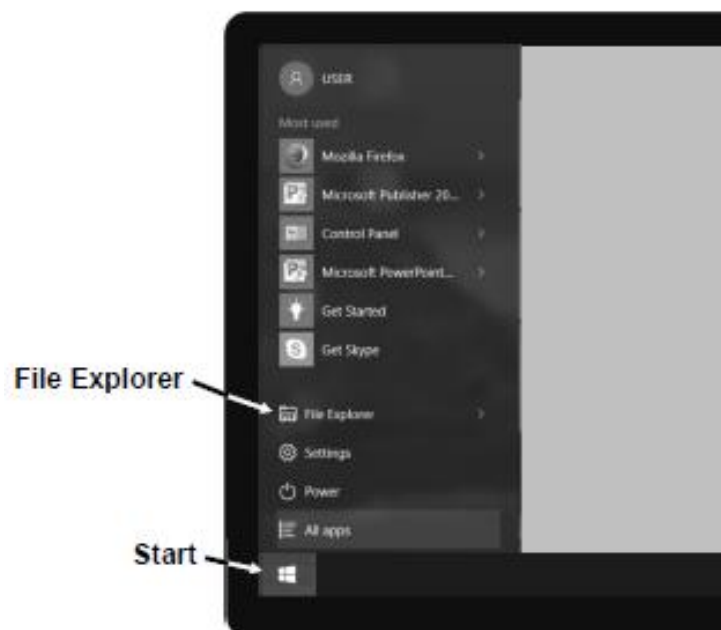
You can add programs you commonly use to the Task Bar and remove them.



### *Windows icon*

At the bottom left of your page is an icon that looks like a window. This is called the Windows icon or Start button (see image).

You can find every program (even the ones you don't commonly use) on your computer by clicking this Start button.

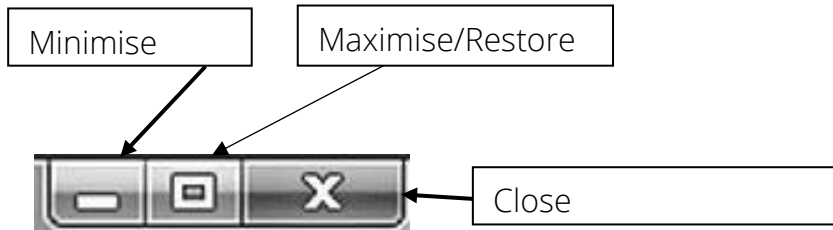


## Opening a program

Left click on an icon to open the program.

## Minimise, maximise/restore and close a program

If you open a program you will see three buttons in the top right corner. One is the 'Minimise' and the other is called the 'Maximise or Restore' button and then the 'X' is the Close button.



- **Minimise** – when you minimise a program it is still running but is sent to the Task Bar. A pale yellow line appears under the program icon in the Task Bar to show you a file is open.

If you hover your mouse over the icon in the Task Bar it will show you a picture of any files that are open.

- **Maximise/Restore** – if you open a program (e.g. Word) and then open File Explorer (the yellow icon on your Task Bar that looks like a Manila folder) it will appear in front of the program that is already open – see image below. If you'd like to make File Explorer take up the full screen you would click the Maximise/Restore button.
- **Close** – when you want to close a file you click the X button to close.



## Your USB

### What is a USB?

A USB is an external storage device. It is where you save documents or files to.

It is similar to a CD or external hard drive.

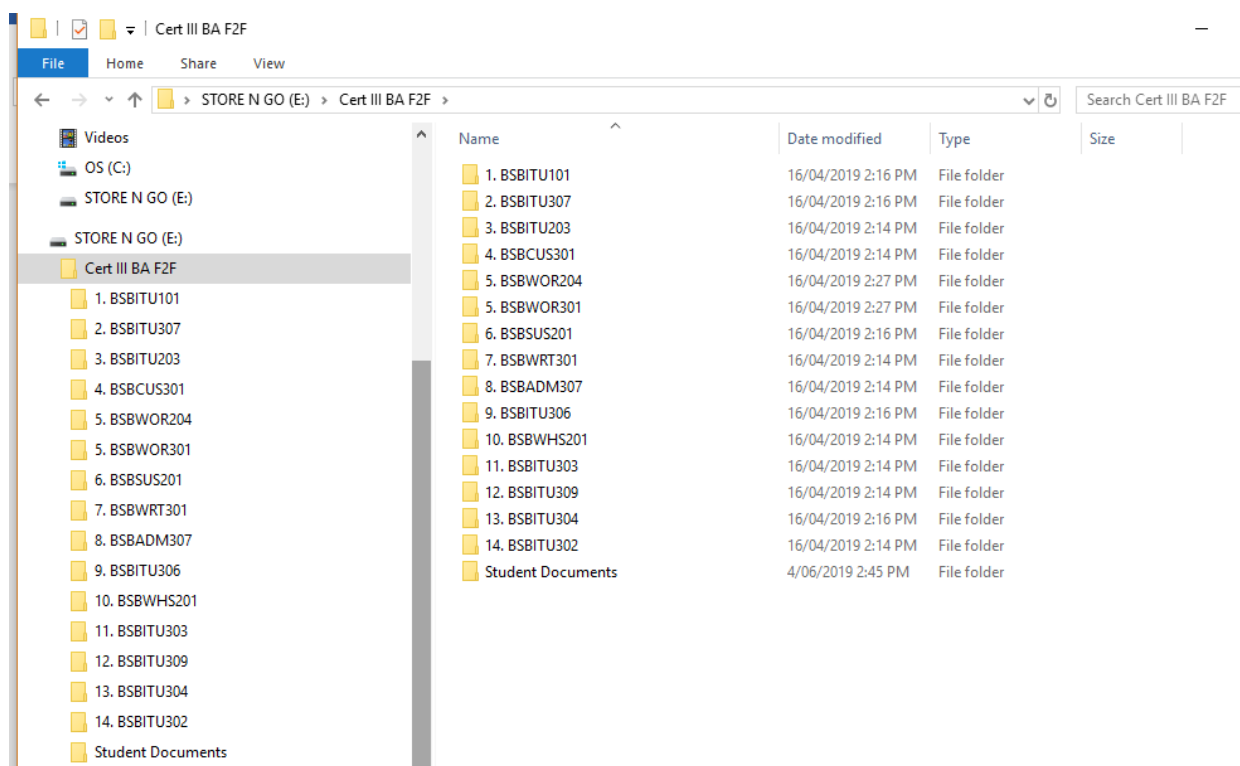
They plug into the side of your computer.

Some of your USB's are called "STORE N GO".



### What's on your USB

Your student USB contains folders for every unit you will be studying. When you open the folder called 'Cert III BA F2F' you will see sub-folders with each of the unit codes.



In each units' folder there is an electronic copy of the Learner Guide and Assessment Book for that unit.

*You will be saving all your course work to your USB so make sure you don't lose it!*

### Labelling your USB

It is a good idea to put a small label on your USB with your name on it (just using some masking tape will do). USB's can get easily lost or left in the classroom printer and it is easier to find their owner if you have labelled them.



## Naming and saving files on your USB

Think of your computer like a giant filing cabinet.

You should create folders and save your documents into the appropriate folder, just like you would with a paper-based system. This makes finding documents easy.

For example, you might create a folder called “Bills” and save all your bills in this folder.

### 1. Naming your assessments

When you name an assessment activity make sure you use the unit code and the activity number.

For example, if you create a Word document for Activity 12 for the unit BSBITU307 you should name it:

BSBITU307-Activity 12

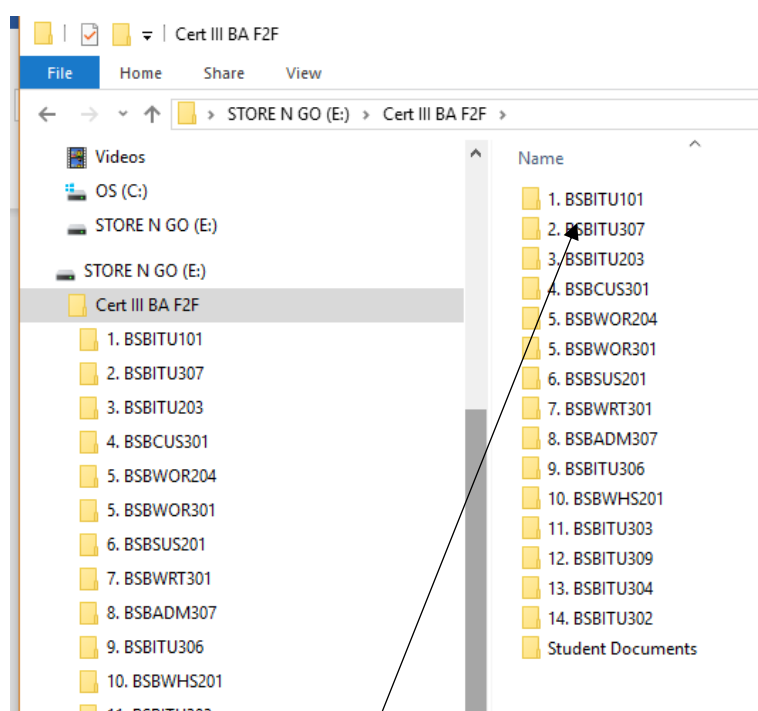
NB. You can find the unit code on the front page of every assessment book and in the top left corner of every page of your assessment book.

### 2. Saving your assessments

It's very important that you save your assessments in the corresponding unit folder on your USB. For the above example, you would save the assessment in the folder called BSBITU307.

Your USB already has folders created for each unit you are studying.

NB. Your computer will default to saving documents onto its hard drive in the folder called ‘Documents’. Be careful not to let your computer do this as this will save the assessment to the computer, not your USB, making it hard to find the document if you use a



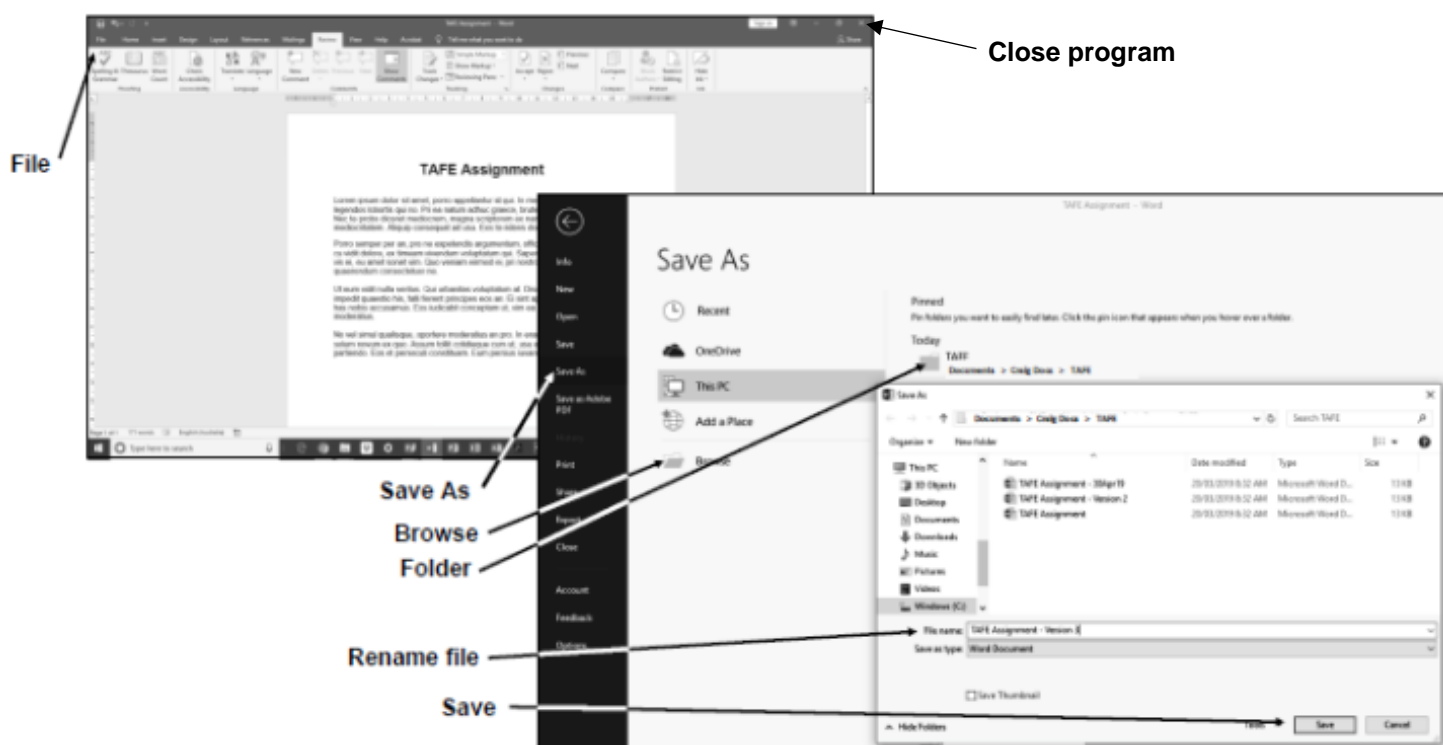
**Find the correct folder on your USB e.g. BSBITU307**



different computer for your next class.

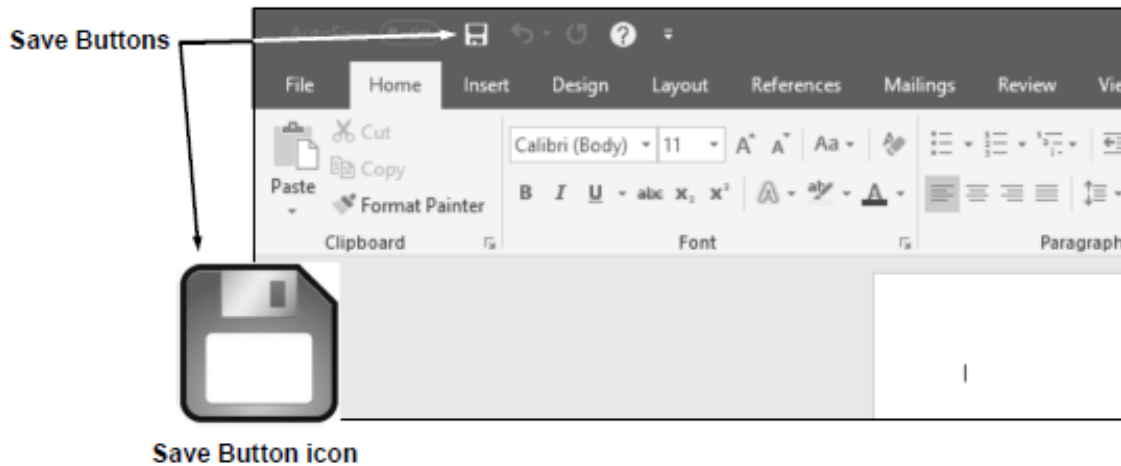
### Practice Exercise 1: Create and save a Word document for the first time

1. Open a Word document by clicking on the Word icon in the Task Bar.
2. Type your name in the Word document
3. Click the **'File'** menu in the top left corner – refer to image below.
4. Click **'Save As'** – refer to image below. (NB. You need to use Save As the first time you save a file as this tells your computer where you want to save the file to. After you have given the computer a location to save the file the first time you can then just click 'Save' for all future times you save a document – see image on next page).
5. Click **'Browse'** – refer to image below and find the folder called 'USB' or 'Store n Go'. (Usually located at the bottom of the folders list in File Explorer). Click on the folder to select it.
6. Type the file name 'Practice Exercise 1' in the box labelled "File Name".
7. Click 'Save' – refer to image below.
8. Show your Trainer
9. Close the file by clicking the X symbol in the top right-hand corner.



## Saving after the first time

Once your file has a file name and location you can just click on the icon that looks like an old-fashioned floppy disk at the top of your screen to save any future changes. You should get in the habit of saving your changes frequently to ensure no work is lost.



## Finding and opening files

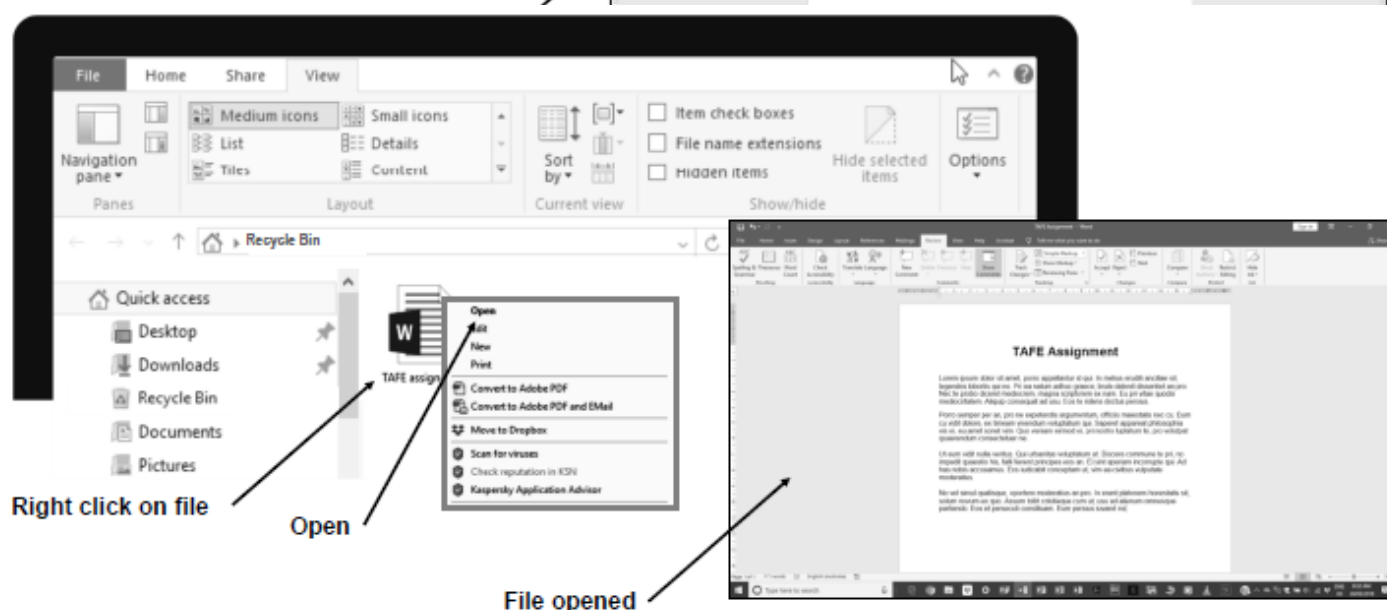
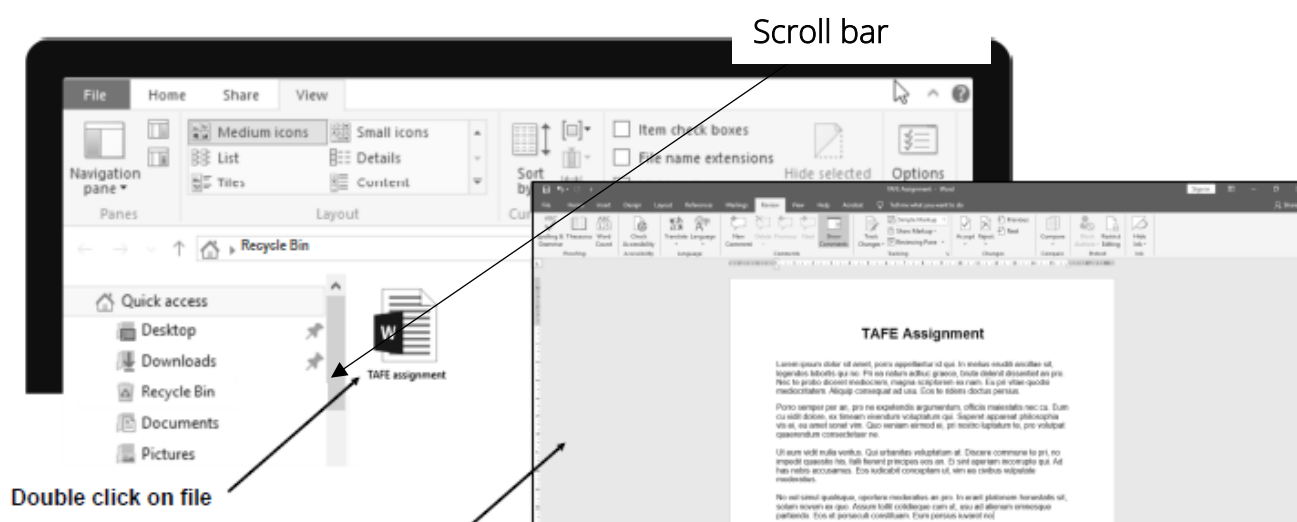
To open a file you need to locate it first.

The program you use to find all your files is called “File Explorer”. It is the yellow icon on your Task Bar that looks like a manila folder.



### Practise Exercise 2: Find and open a file

1. Click on File Explorer to open it.
2. Scroll down the menu on the left side of the page (using the Scroll Bar) till you find the folder called 'USB' or 'Store n Go'. Click on it to open it.
3. Double click on the file you created (Practice Exercise 1) to open it. Or you can right click on the file and select 'Open' – see screen shots below.



## Using the search function

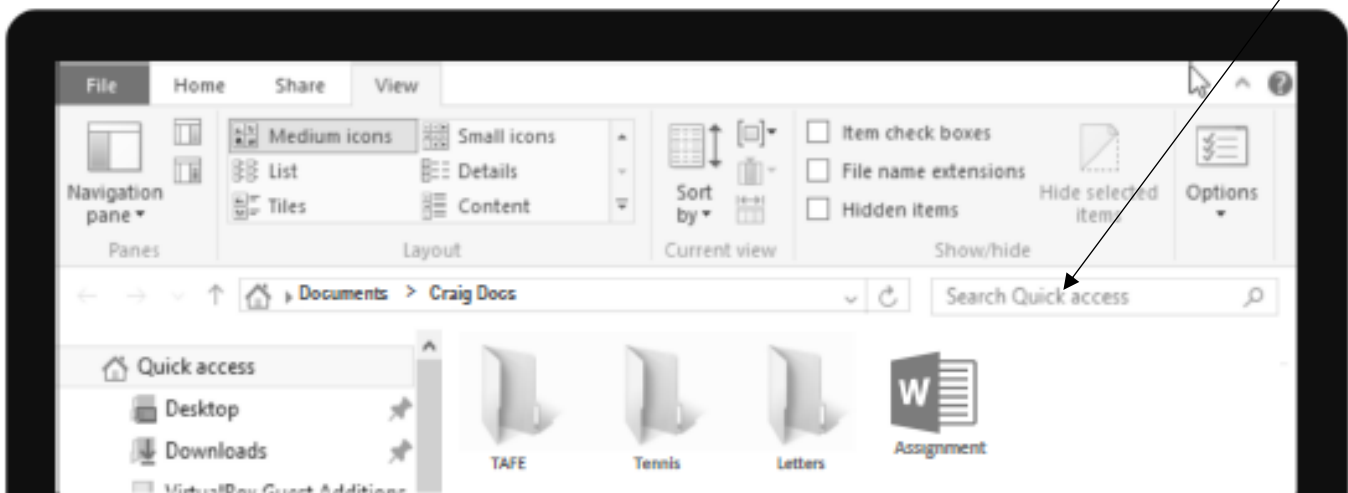
Sometimes we save a file and can't remember where we saved it.

If you lose a file don't panic, you can search for it using the file name, or part of the file name.

Steps:

1. Open File Explorer
2. Type the file name (or part of the name) into the 'Search Quick Access' bar.
3. All the files with that name will appear

Search Quick Access bar



## Finding deleted files

If you accidentally delete a file don't panic. It is not permanently deleted.

The 'Recycle Bin' stores deleted files and folders just in case they may be needed later.

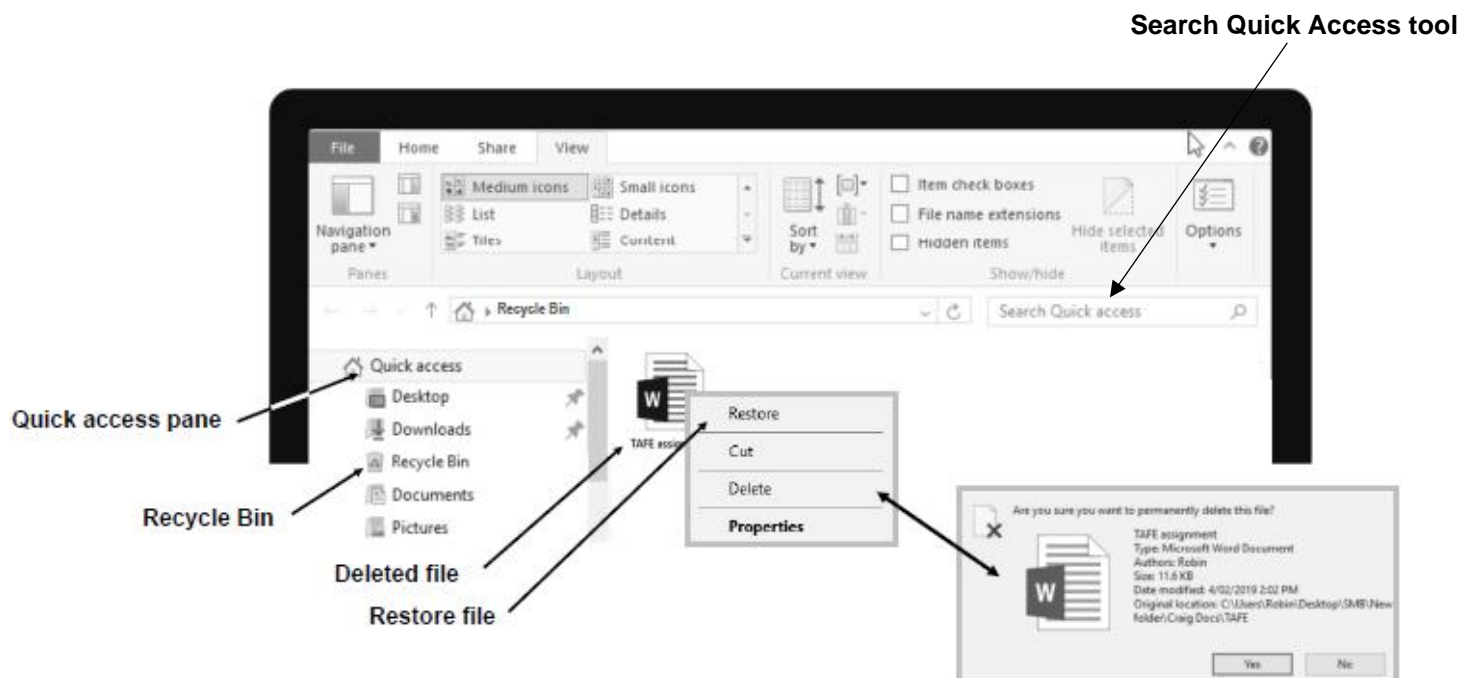
To locate a deleted file (or folder) you double click on the 'Recycle Bin' icon (see image) usually found in the top left corner of your desktop. This will open your recycle bin.



Type the name of your lost file into the 'Search Quick access' tool to find your file. Right click on the deleted file (or folder) that you would like to restore.

Click on 'Restore' and the deleted file (or folder) is sent back from where it was before it was deleted.

If you click on 'Delete', a warning window appears. If you click 'Yes', the file (or folder) is permanently deleted and it cannot be restored.



### Practise Exercise 3: Retrieving a deleted file

1. Open File Explorer
2. Find the file you created called 'Practice Exercise 1' and delete it by left clicking on it once, then hitting the 'Delete' key on your keyboard
3. Double click on the 'Recycle bin' icon on your desktop to open it
4. Find the file you just deleted and right click on it. Click the 'Restore' button on the menu to retrieve your file.

## Creating folders

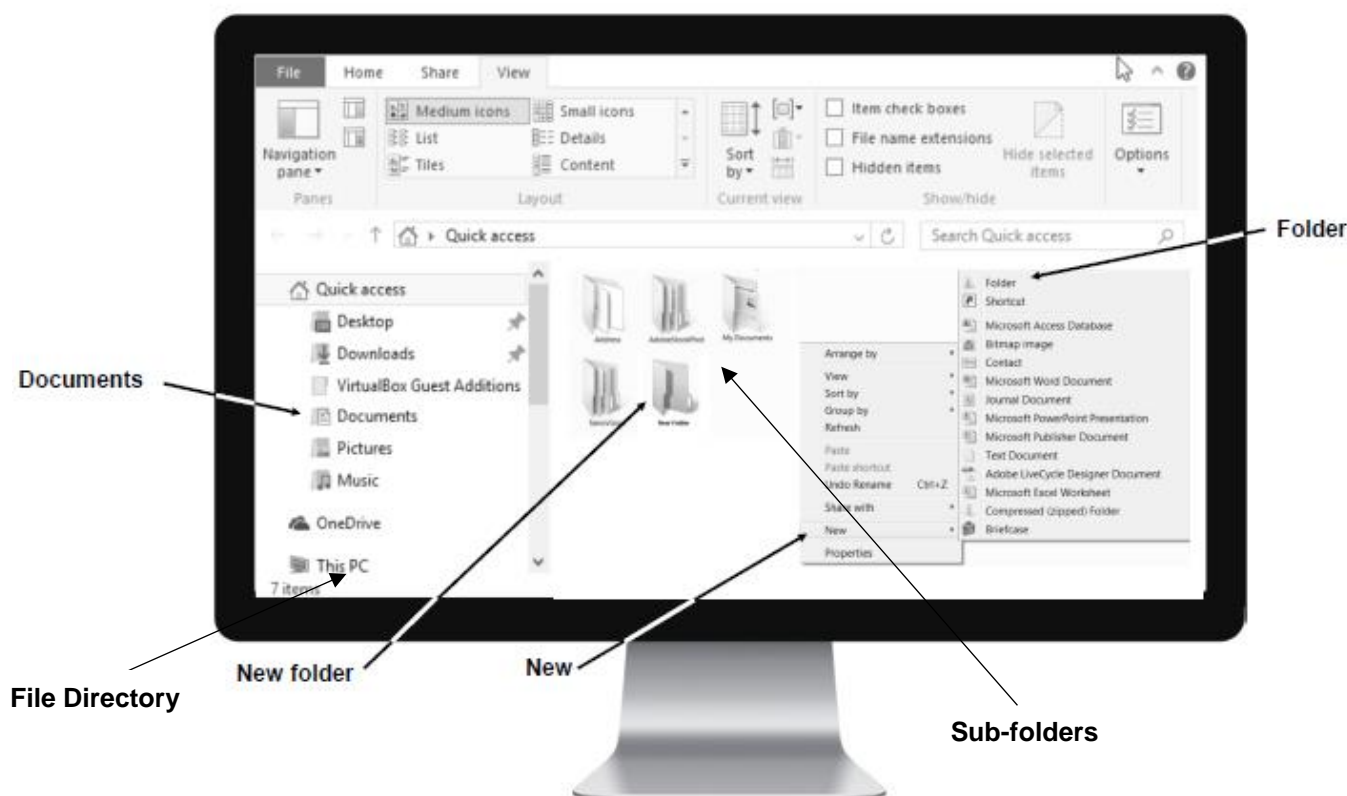
Sometimes you will need to create a folder.

For example, you might have a new client you want to create a folder for.

You create folders in File Explorer.

### Practise Exercise 4: Create a new folder on your USB

1. Open File Explorer
2. Find your USB (or Store n Go) in the file directory on the left-hand side. (NB. It is often at the bottom of your directory under 'This PC'). Left click once on the folder 'USB' so the location is selected. You should be able to see all the sub-folders already on your USB in the panel on the right.
3. Move your cursor to the panel on the right and right click in this space. A drop-down menu appears. Click on 'New' and then on 'Folder'. A new 'New Folder' appears.
4. Now we want to rename this new folder. To do this you right click on the folder icon and a drop-down menu appears. Click 'Rename' and type your new name into the box; for example 'Craig Docs'.





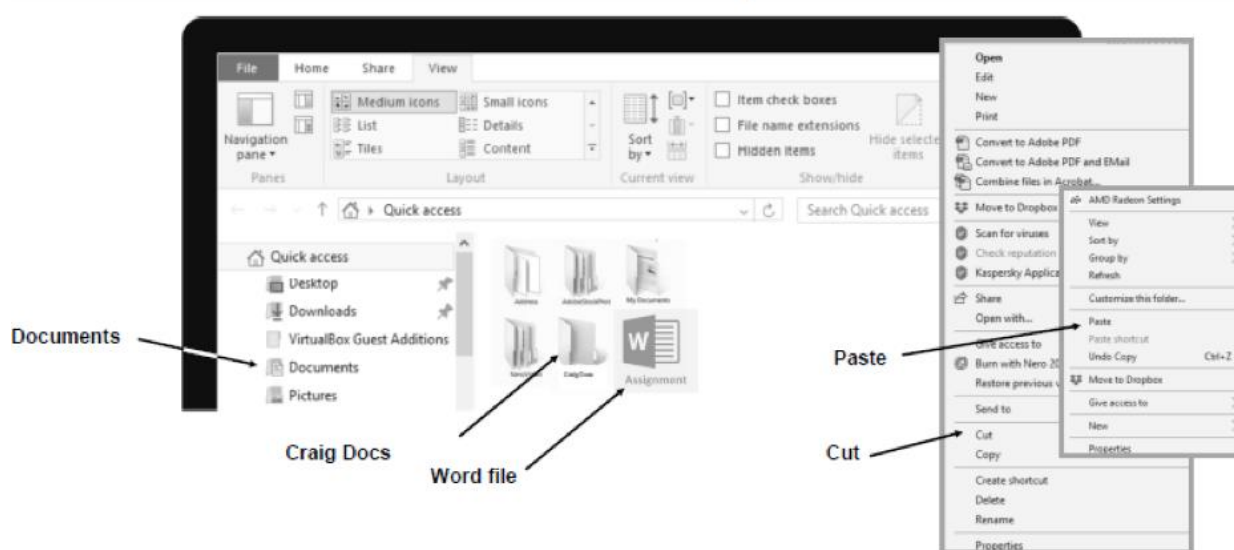
## Moving files or folders

If you accidentally save a file into the wrong folder it is easy to move using cut and paste or drag and drop.

### Cut and paste

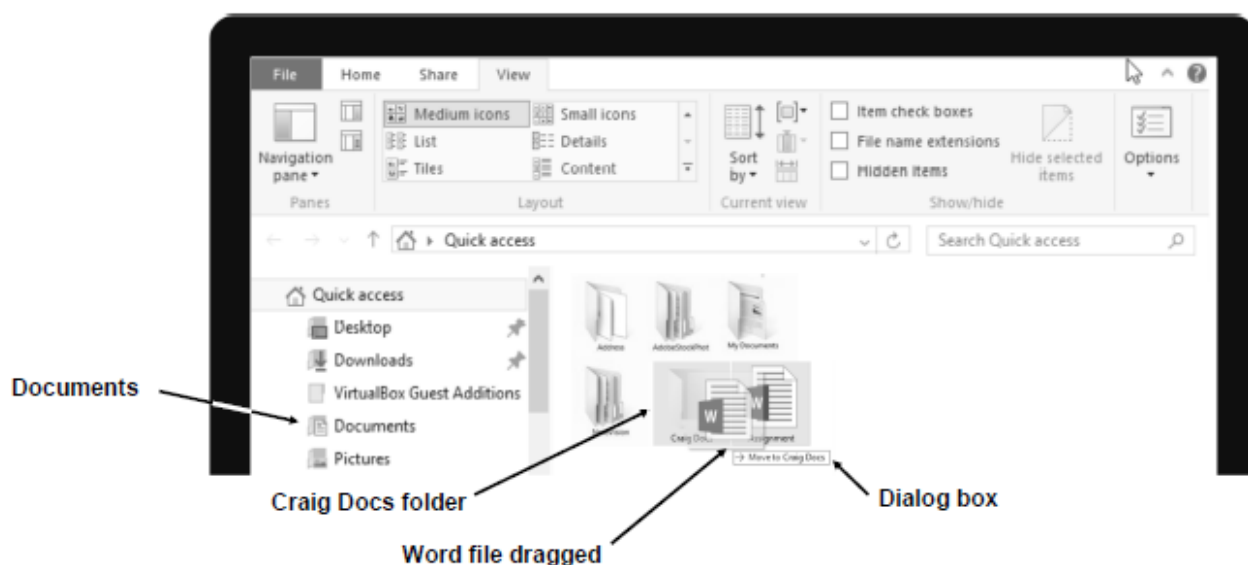
To cut and paste you right click on the file you want to move and a drop-down menu appears. Click on 'Cut'.

Then open the folder you want to move it into and right click on 'Paste'. The file is now contained in the new folder.



### Drag and drop

You left click the file to highlight but this time you hold down the left mouse button. Then drag the file to the new folder. Both the file and the folder will be highlighted, and a dialog box will appear telling you that the file has been moved.



### Practise Exercise 5: Move your file to a new location

In an earlier practice exercise you created a file called 'Practice Exercise 1' and a folder called your name e.g. Craig Smith.

You are now going to move the file 'Practice Exercise 1' into the folder you created with your name using Cut and Paste.

1. Open File Explorer
2. Find your file called 'Practice Exercise 1'. Right click on the file and select 'Cut'.
3. Find the folder you created with your name. Right click in this folder and select 'Paste'.
4. Show your trainer.

## Printing

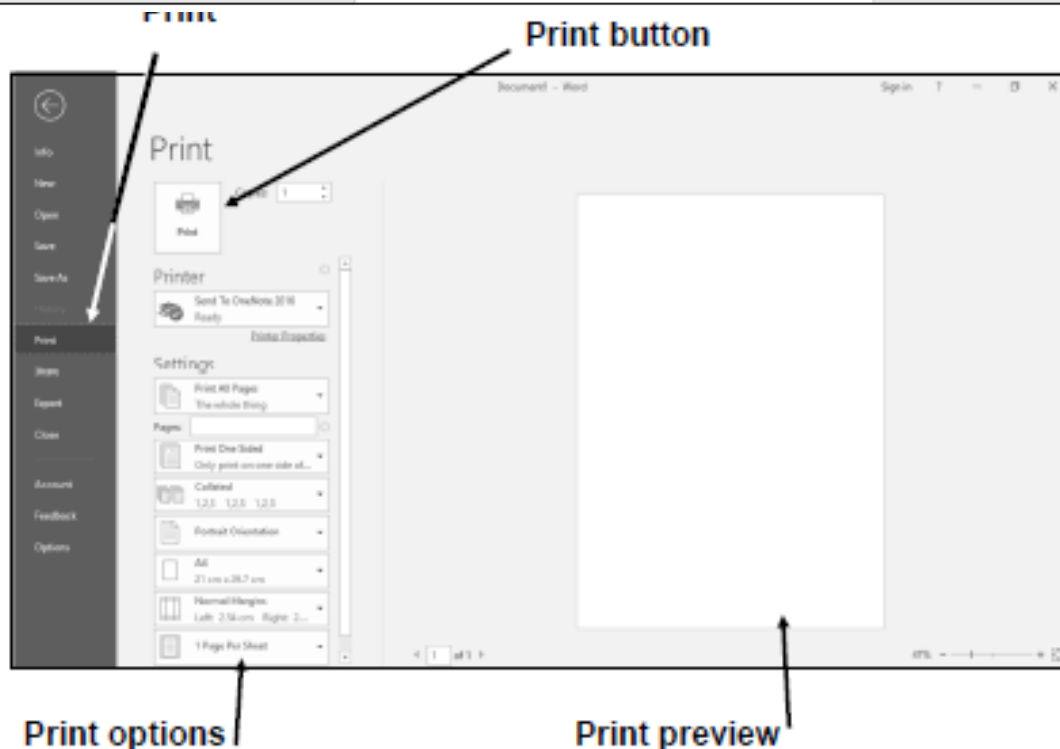
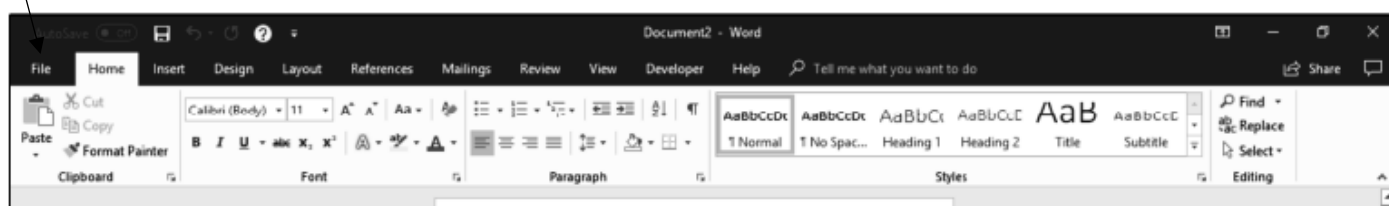
Each classroom has a single printer for everyone to share. Please be patient when other students are printing.

The classroom printer is not networked to your computers which means you will need to save all your assessments to your USB and take your USB with you to the printer.

Your Learner Guides will give you specific instructions for printing from different Microsoft programs, but essentially you will need to follow the below steps for printing from your USB:

1. Plug your USB into the classroom laptop connected to the printer
2. Open File Explorer
3. Locate the file you want to print and double click to open the file
4. Once the file is open, click the 'File' menu (in the top left corner)
5. Click 'Print'
6. Check the print preview and print options. Then click the 'Print button'.
7. Close the program

File Menu



## Closing your computer

Ensure all files have been saved and closed.

Go to the 'Windows Start' button, choose 'Power' and then 'Shutdown'.



## Appendix






### Some basic terminology

#### Programs

Programs are a set of instructions that perform certain tasks. They are like apps for your phone.

Some are for writing documents (e.g. Word), others are for processing numbers (e.g. Excel), some are for opening emails (e.g. Outlook), or for exploring the internet (e.g. Google Chrome, Explorer).

Programs have icons, or pictures, that you click on to open them (just like your phone). You will be using the following programs in this course:

				
Word	Excel	Google Chrome	Publisher	PowerPoint
Use for creating letters, reports, documents	Use for processing numbers, creating tables and graphs, e.g. budgets, ordering, sales figures	Use for exploring the internet	Use for creating flyers, business cards, newsletters	Use for creating presentations

#### Windows – operating system

The computers operating system is the software that controls the operation of your computer. It is what tells your computer how to run a program, how to turn on and off, how to connect to your mouse and keyboard. It controls your settings for things like your screen display, time and language selections, connecting to the internet etc.

Almost all computers use Windows or Mac operating systems. Most office computers and your classroom computers use Windows operating systems.

## Task Bar

The task bar is the black ribbon on the bottom of your screen where you can pin your most commonly used programs and where the program icon appears when you are using a program. See picture on following page.

If your task bar is hidden, it should automatically show up when you move your mouse to the bottom of the screen.

## Menus/tabs

Each Microsoft program has a list of menus, or tabs, across the top of the page (refer to image on the next page). Within each menu is a series of commands that are related to that menu's title.

For example, in Word the first menu tab is always the **Home** tab. This contains all your basic formatting tools that you use most frequently.

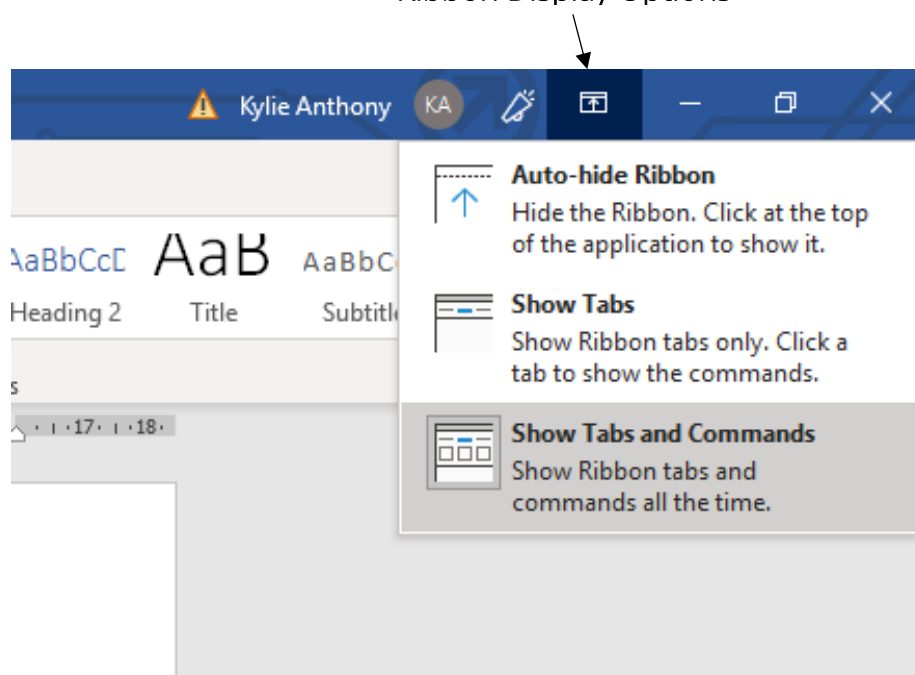
The next menu is the **Insert** menu. This contains the tools to insert a table, pictures, or a header and footer.

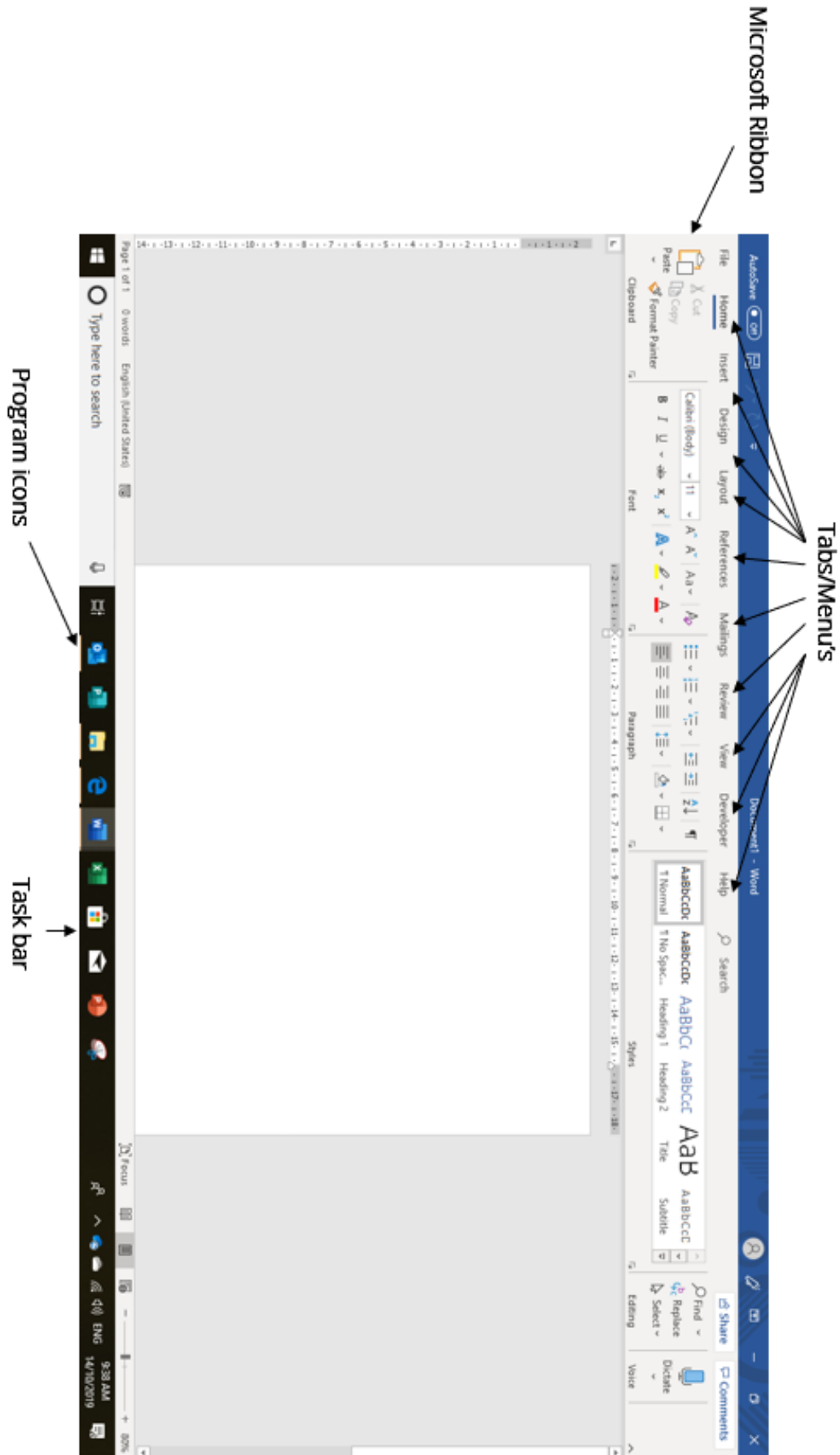
## Microsoft Ribbon

The ribbon is a set of toolbars at the top of the window in Office programs. See picture on following page.

Sometimes the ribbon can get hidden. To show the ribbon, click on 'Ribbon Display Options' (top right-hand corner of your screen) and then click 'Show Tabs and Commands'.

Ribbon Display Options







## Taking Screenshots

Taking a screenshot is like taking a photo of your computer screen.

They are useful for showing someone what is on your screen. For example, you might take a screenshot of an error message, or something you found on a web page.

You can take screenshots using the Print Screen function or the Snipping Tool. The Print Screen function takes a screen shot (i.e. photo) of your whole screen whereas the snipping tool only takes a photo of the area you select.

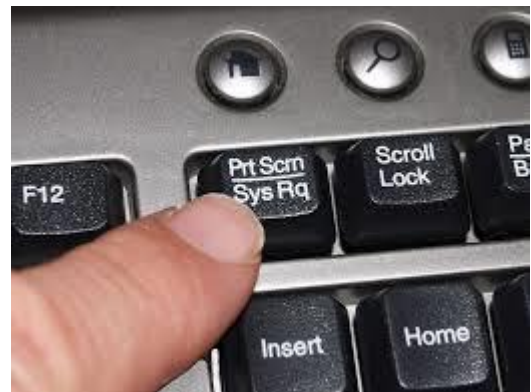
### Print Screen

(Takes a screen shot of your whole screen)

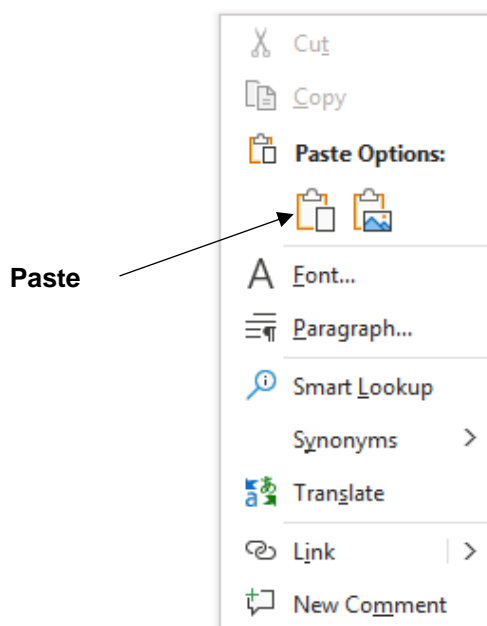
Your keyboard has a 'Print Screen' button located on the top, right hand side of your keyboard. They are sometimes labelled "prt sc".

To take a screen shot using Print Screen:

1. Hold down the Control key and the "Print Screen" key at the same time.  
(The screenshot automatically copies to your computer clipboard.)
2. Open the document or email you want to insert the screen shot into.
3. Right click your mouse in the location you want the screen shot to appear. Select 'paste'.



Control key



## Snipping Tool

(Takes a screen shot of a selected area on your screen)

To take a screen shot using the Snipping Tool:

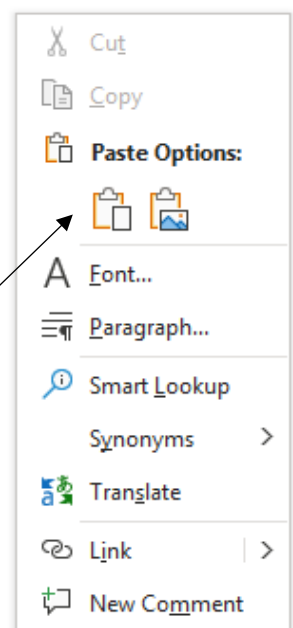
1. Press the Windows key + Shift + S



Your screen will dim to a light grey colour and the Snipping Tool app will appear.

2. Use your mouse (using click and drag) to select the area you want to screen shot. Once the area is selected it automatically saves to your clipboard.
3. Open the document or email you want to insert the screen shot into.
4. Right click your mouse in the location you want the screen shot to appear. Select 'paste'.

Paste



## Headers and Footers

A **header** is a section of the document that appears in the top margin.

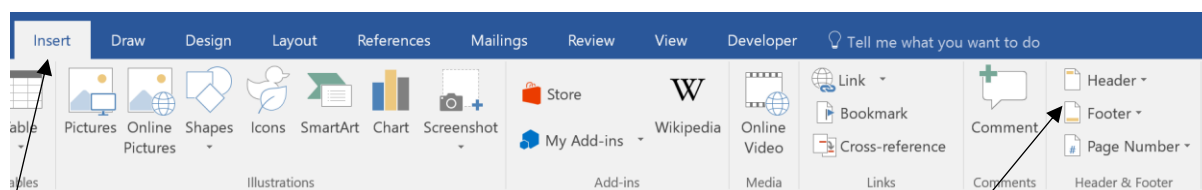
The **footer** is a section of the document that appears in the bottom margin.

Headers and footers usually contain additional information such as page numbers, dates, file names, and an author's name, which can help keep longer documents organized and make them easier to read.

You can add headers and footers with built-in, ready-made layouts or make your own custom headers and footers.

### Inserting a header or footer

1. Click on the **Insert** menu.
2. Click Header or Footer
3. Select the layout you'd like
4. Type your text
5. Click 'Close Header and Footer' (or alternately double click in the body of your document and the header will close automatically).



Insert menu

Header or Footer

**Tip:** It's a good idea to insert a header into all your assessment documents and include:

- Your full name e.g. John Smith
- The activity number/s e.g. Activity 12
- The unit number e.g. BSBITU306

If the document is longer than 1 page you should also insert a footer and include:

- Page numbers

This will make it much easier to collate your assessments when you print and attach them to your assessment books.

## Microsoft Updates

All computers require updates from time to time. This includes your classroom computers.

Microsoft will advise if your computer needs an update and ask you if you'd like to allow Microsoft to do the update. It is usually best to let your computer do these updates at the very start of class or in your lunch breaks to minimise disruption to your work. Most updates are quick to install depending on the speed of your internet connection.

If you are unsure whether to allow an update, please ask your trainer.