

Windows Crash Course with Links to YouTube videos

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 Minimize, shrink to task bar (Icon looks like monitor and task bar)

 Maximize, fill the screen with one window (Icon looks like one window)

 Restore down, to move or resize, to share info between windows (Icon looks like overlapping windows)

 Close Window

Keyboard Shortcuts <http://www.youtube.com/watch?v=JcWDvnroKqE> (01:00)

The keyboard shortcuts I use most are:

Windows

- Press and hold [Alt], tap [Tab] and let go, to switch between the last two windows used
- Hold down [Alt], tap [Tab] repeatedly to select an open window from group let go when the desired window is highlighted
- Hold down , tap [Tab] to scroll through windows in Rolodex fashion (Windows 7)
- Hold down [Alt], tap [F4] and let go, to close the active window

Word

- [Ct1] [x] cut selected item (copies into memory)
- [Ct1] [c] copy selected item (into memory)
- [Ct1] [v] paste item in memory into document
- [Ct1] [b] bold
- [Ct1] [i] italic
- [Ct1] [u] underline
- Single click text Select word
- Double click text Select sentence
- Triple click text Select paragraph
- [Shift] [End] select from insertion to end of line
- [Ct1] [Shift] [End] select from insertion to end of document
- [Shift] [Home] select from insertion to beginning of line
- [Ct1] [Shift] [Home] select from insertion to beginning of document



Controlling File Names

<http://www.youtube.com/watch?v=JcWDvnroKqE> (01:25)

Windows 7

Many computers are set up to hide known file extensions; this can be very confusing for computer students.

To set your computer to display the entire file name:

- Use Start to open My Computer or Windows Explorer

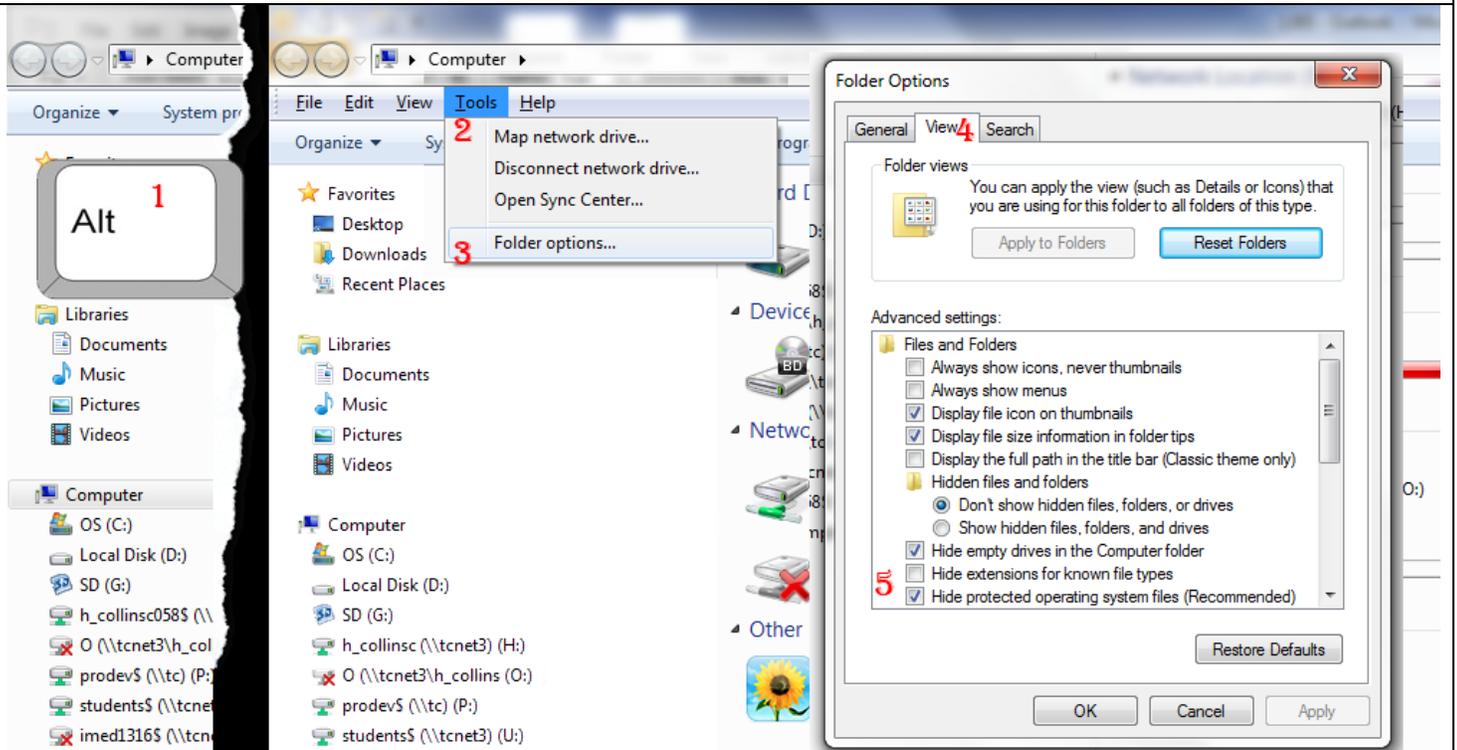
1 (Tap [Alt] key to reveal Tools, then select Folder Options)

2/3 Choose Tools\Folder Options...

4 Choose the View tab

5 **De-select** the check mark next to 'Hide extensions for known file types'

- Click OK

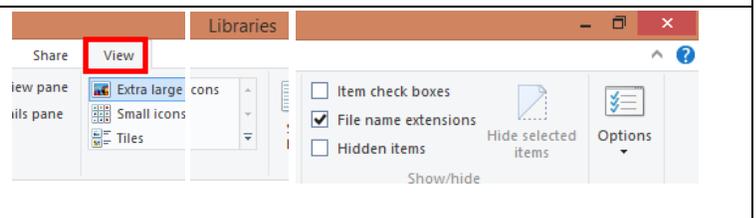


Windows 8

Many computers are set up to hide known file extensions; this can be very confusing for computer students.

To set your computer to display the entire file name:

- From Start, simply type File Explore or Computer
- Choose View tab
- On the right of the ribbon, Select File Name extensions to make sure you are viewing the extensions



Locating a Drive or File

<http://www.youtube.com/watch?v=JcWDvnroKqE> (03:25)

Windows 7

1) Click [Start], on the Start menu click Computer

Locate the Properties window on the left, and scroll down until you see Computer; Click Computer to reveal the hard drive, removable drives, and network drives

2) Click [Search] and then type in the Search box

Windows 8

1) Click [Start], on the Start screen type Computer or File Explorer; on the Desktop, click the Libraries icon

Locate the Properties window on the left, and scroll down until you see Computer; Click Computer to reveal the hard drive, removable drives, and network drives

2) Click [Search] and start typing, the Search box opens

Saving a File

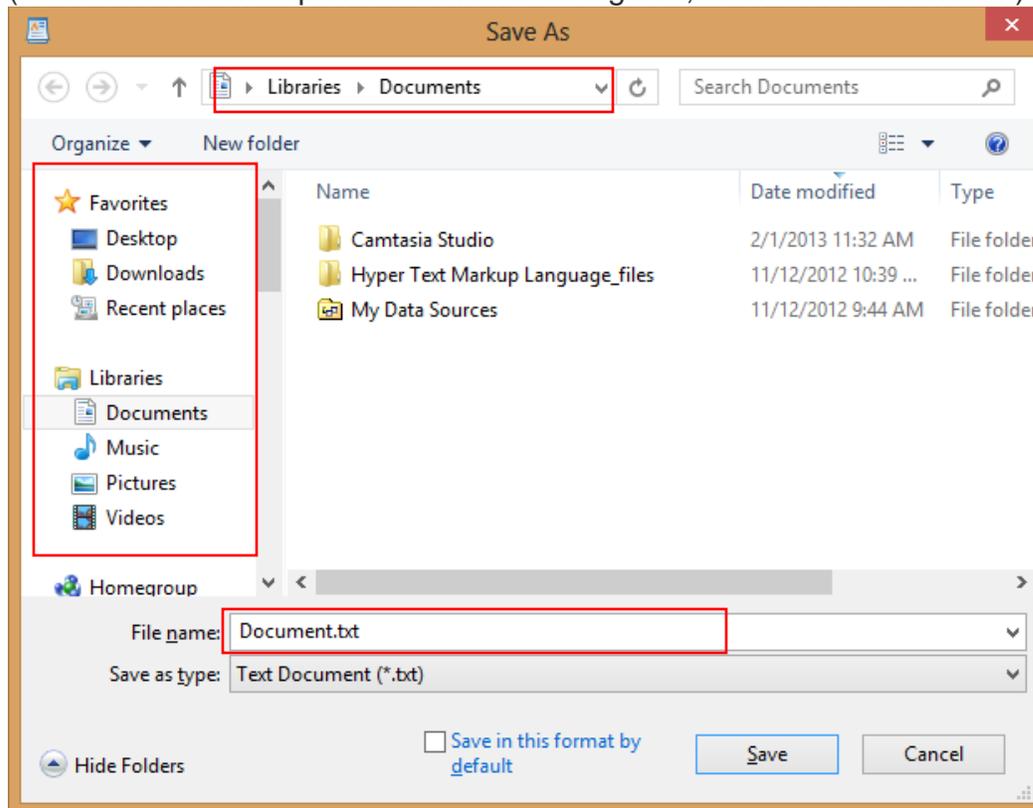
<http://www.youtube.com/watch?v=JcWDvnroKqE> (04:29)

When you wish for some project to be around after you turn off the computer, it must be saved (stored). This commits the information in the computer's memory to a storage device, such as a removable drive, or in a folder on the computer hard drive.

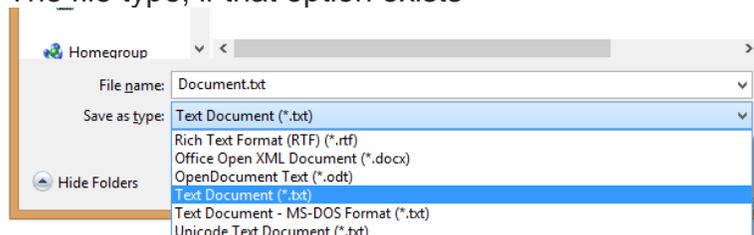
If a file has never been saved, or if you wish to save an existing file with a different name, or in a different storage location, you need to use the *Save As . . .* option.

To access this function, select the **File** menu, then choose *Save As . . .* When using the *Save As* option you need to provide the computer three bits of information:

1. where the new file is to be saved (selected near the top of the *Save As* dialog box, or in the list on the left)



2. What the name of the new file will be (selected near the bottom of the *Save As* dialog box)
3. The file type, if that option exists



When set, click the **[Save]** button.

Finally, once a file has been saved, any future changes will also need to be saved... but instead of using **File\Save As . . .** you may use the **File\Save** option, or simply click the **Save** button on the tool bar, to replace the current file with the new version.

Selecting Files

<http://www.youtube.com/watch?v=JcWDvnroKqE> (05:36)

To select ONE file, left click the file to highlight it

To select ALL files in an area, use [Control] + [A]

To select multiple contiguous files, click and hold the left mouse button, and draw a box to select

To select multiple contiguous files, click the first file, press and hold shift key, and click the last file to select all files between the first and last selected

To select a few files in a group, press and hold the [Control] key, then click files to add to the selection

Zippping a file

<http://www.youtube.com/watch?v=JcWDvnroKqE> (07:21)

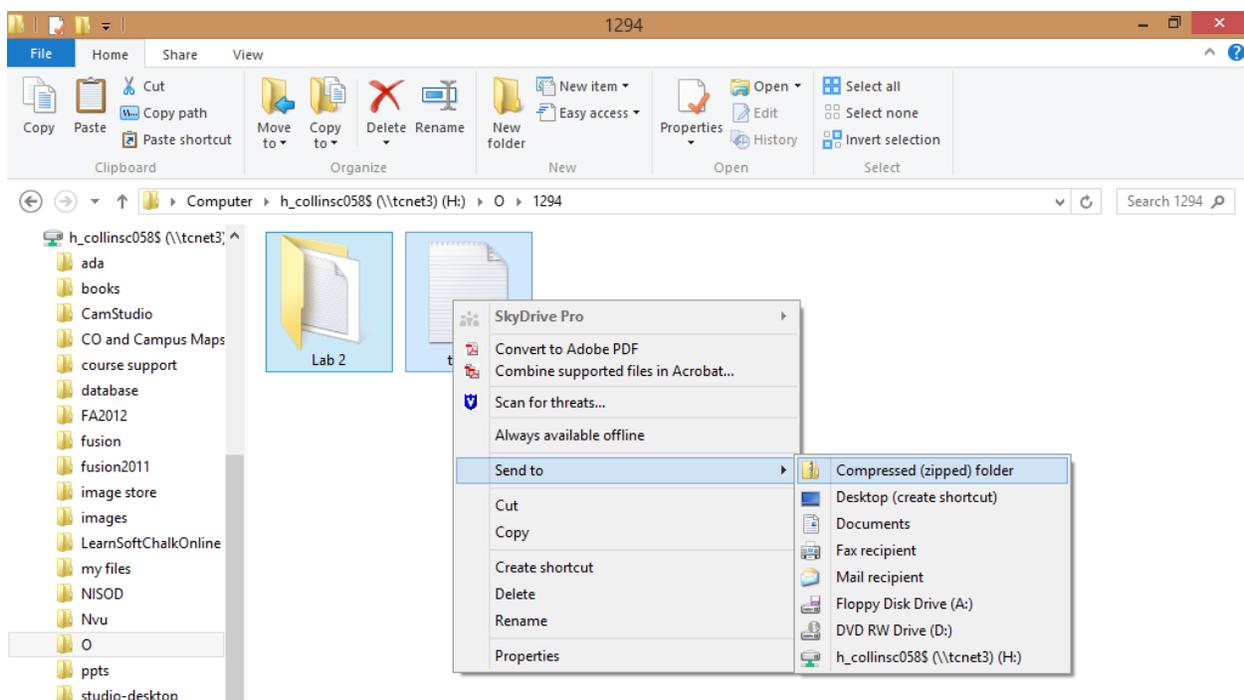
ZIP: A file that can contain multiple files, or more importantly, a file that is compressed to take up less space;

useful for emailing attachments, or for uploading.

NOTE: the ZIP contents are not always usable as is. Thus, you should not try to read or edit zip files until you download them and extract them. If redoing a lab, delete the zip, and edit the original files.

Select the files you wish to zip

1. Right click the selected item (if you have selected several items, right click *one* of them)
2. Choose Send To
3. Choose Compressed (zipped) Folder
4. The new file will be created in the same location
5. Rename the file, if you like.

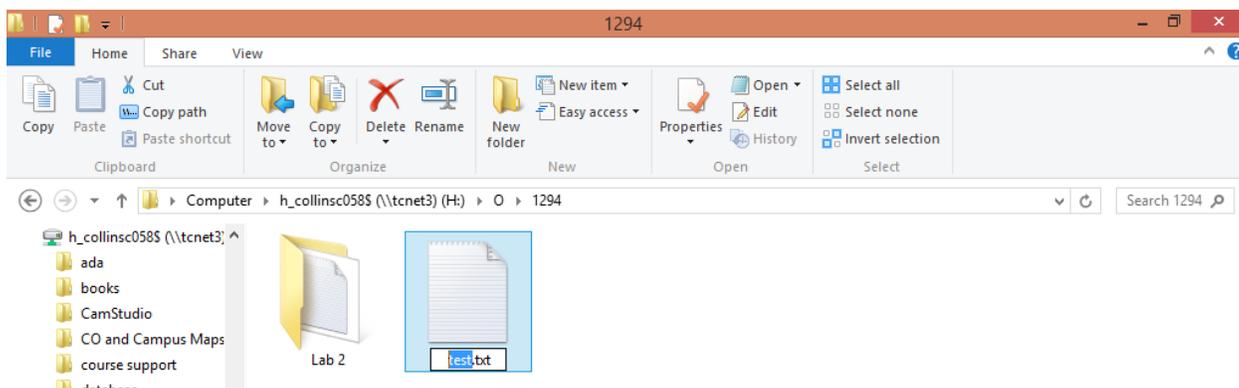
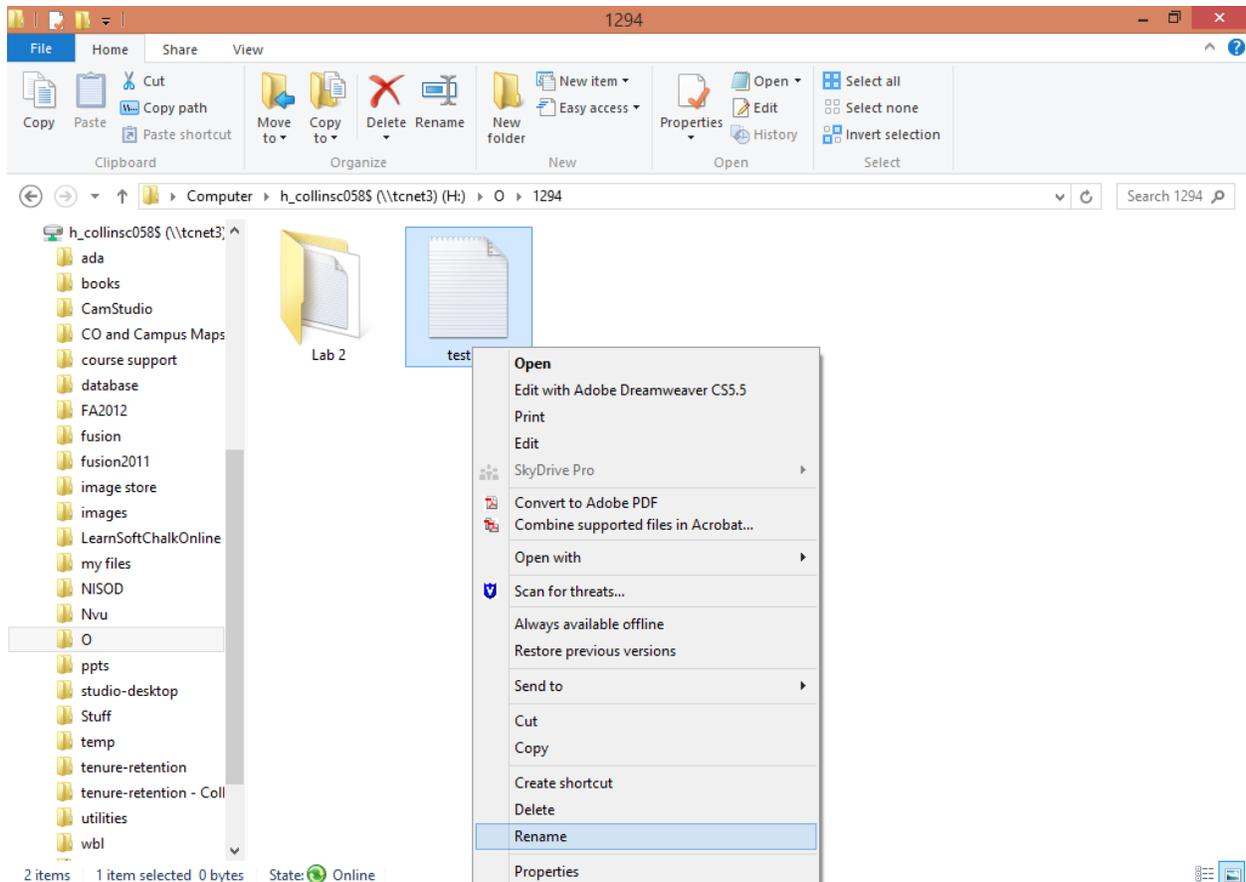


Renaming a file

<http://www.youtube.com/watch?v=JcWDvnroKqE> (07:52)

When you wish rename a file:

1. Select the file you wish to rename
2. Right click the file
3. Choose Rename
4. (Note the three character extension if visible, should NOT be selected)
5. Once the name is selected you may type in the new filename to replace the old filename
6. Make sure the extension, if visible, remains the same
7. When finished, press the [Enter] key.



Creating a shortcut

When you wish copy a file:

1. Select the file you wish to copy
2. Right click the file
3. Choose Copy

When you wish to create a shortcut

1. Select the file you wish to make a shortcut to
2. Right click the file
3. Choose Create Shortcut

When you wish to create a shortcut on the desktop

1. Select the file you wish to make a shortcut for
2. Right click the file
3. Choose Send To\Desktop (create copy)

When you wish to create a shortcut in a different folder

1. Select the file you wish to create a shortcut for
2. Right click the file
3. Drag the file, with the right mouse button held down, to the desired location

Options

1. Move here
2. Copy here
3. Create Shortcut here

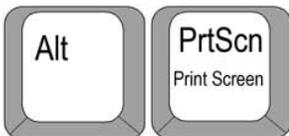
Creating a Screenshot

<http://www.youtube.com/watch?v=JcWDvnroKqE> (08:42)

If what you wish to capture fills the **entire** screen, press the Print Screen key.



If what you wish to capture is the **contents of the active window**, press and hold the Alt key, then press the Print Screen key, and let go.



The image is now copied to what is called the computer's clipboard.

Using the screen captured image

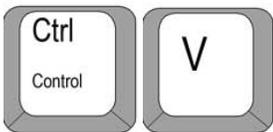
To use this image you open some application, such as a word processor, or a graphics program.

Place your insertion point where you would like the item on the clipboard should be placed, then either

* Choose Edit\Paste or

*Right Click and choose Paste or

*press and hold the Control key down, then press the V key and let go.



The image should now be copied into your document, and be ready for use.