MULTI-TASKING

Now that we know our way around the Windows environment, we can start getting busy being productive!

Microsoft Office is a suite of productivity software used to do many things such as write letters and reports, create a slideshow, and design a spreadsheet. We'll be using MS Word, known as a word processing program, to **create** and **save** some simple **files**. A file is a collection of related data, such as the different words contained in a letter. Once data is entered into a program, unless that collection of data is saved as a file, that content will disappear when the program is closed. Normally files are saved on a computer's **hard drive**, but due to security restrictions on computer lab machines, files must be saved on removable storage devices.

Using a Removable Storage Device

You will need a removable storage device when working in the computer lab. For this class, we will be using a USB **Flash drive** to save our work. This flash drive will remain in the lab between classes. **Orient the flash drive as pictured below.**

Slide mechanism

JOHN

This end goes into the USB port on monitor

Notice that there is a **slide mechanism** on the side to retract the USB connector into the body of the drive. **Slide this all the way to the right** to **expose the connector.** Locate the USB ports on the monitor. **The connector will slide into the port only one way with your name label facing toward you and right-side up. Fit the connector into the port and push it in.**
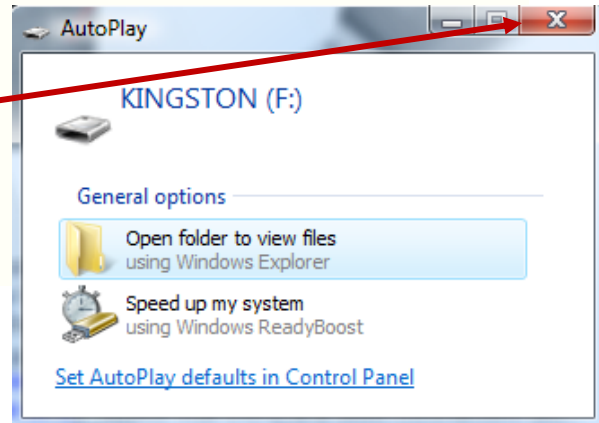

USB Ports on monitor
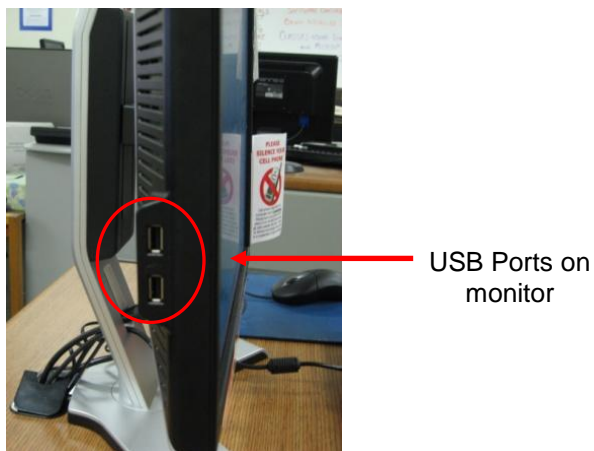
At this point, you may get a notice that the computer is installing a device driver – wait until the message disappears

This **AutoPlay** window may pop up. *(NOTE: IF you have any other windows open, this will pop up behind them)*

Click the X button to close this window.

You are now ready to begin creating and saving files.

Creating and Saving a File

Use the **Start Menu** to **open Microsoft Office Word 2010.** When the window is open you should see a blinking line in the open white area in the middle of the screen. As you push letter keys on the keyboard, they will appear where this line is. **Type your name**.

Now let's suppose we want to store our work. We refer to this process as "saving". However, when we save a document such as this one, the computer needs additional information, so we will need to make use of a **Dialog Box** to supply the computer with everything it needs to know.

To begin with, **click** on the **File Tab. Click** on the **Save As** button**.**
Note that this is not the same as clicking on "Save" for reasons that will become more clear in a later class.
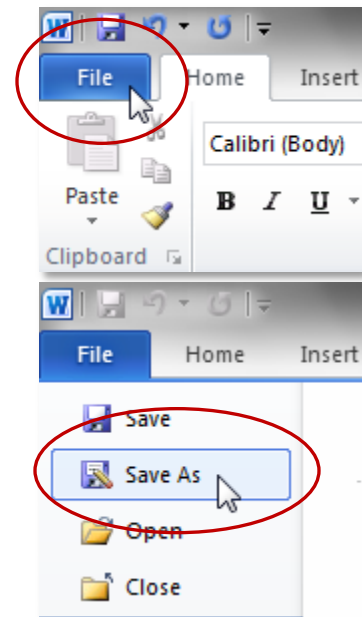
A smaller window (Fig. 4) will then appear in front of our work. This is a **dialog box**. Because the computer needs to know more than just "OK, save," the dialog box is where we tell it *how* we want to save our work.

Fig. 4 –
Save As dialogue box

Address field

Default save directory: Documents
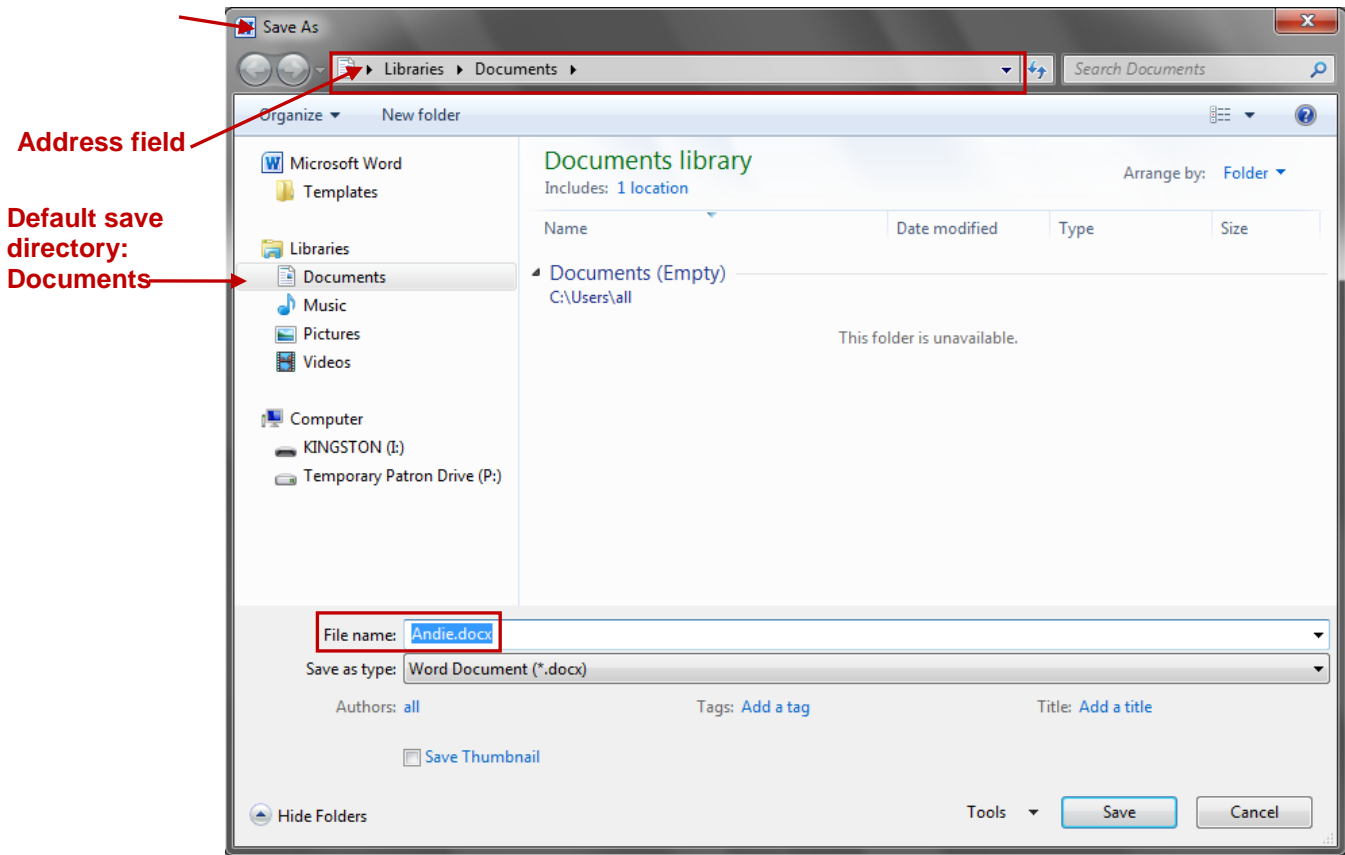
When it comes to saving, there are two important things to identify for the computer: the **location where the file is going to be saved to, and what name you want to give the file.**

The **location** where it will be saved is displayed for us in the **Address field** (see Fig. 4). In this case, **note** that the **Documents directory** is the **default** save location, but we want to save our file to the flash drive. Other available folders and devices can be seen in the <u>left</u> pane, called the **Navigation pane**. If we wanted to save to one of these alternate locations, we would have to click on it. To save to the flash drive, we must first **point our cursor at the Navigation pane** and **notice** the **grey triangles** that appear. These triangles are used to expand or collapse the view of folders on a storage location (commonly called a "drive").**Notice** that the drives in the Computer directory have names and letters associated with them. **Find** the drive labeled Kingston (I:) and **click on it**.   Your address field should now read Computer>Kingston (I:).
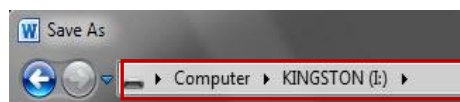
NOTE: When using this step-by-step guide on your home computer, if you do not have a flash drive, use "Documents" as the location to save your files.

Now we need to **name our file**. The file name is entered in a box at the bottom of the window (see Fig. 5), and by default, Word tries to name it the first few words that were typed. **Click into this box** and the words (which should be your name,) will be highlighted. Then **type** the word **me** to **name your file 'me'**
Once we have given the computer **a file name** and a **save location**, we are ready to save. At this point, your Save As dialog box should look like Figure 5. To save, you will **click** on the Save button. Congratulations! You have now saved your first file!

Fig. 5
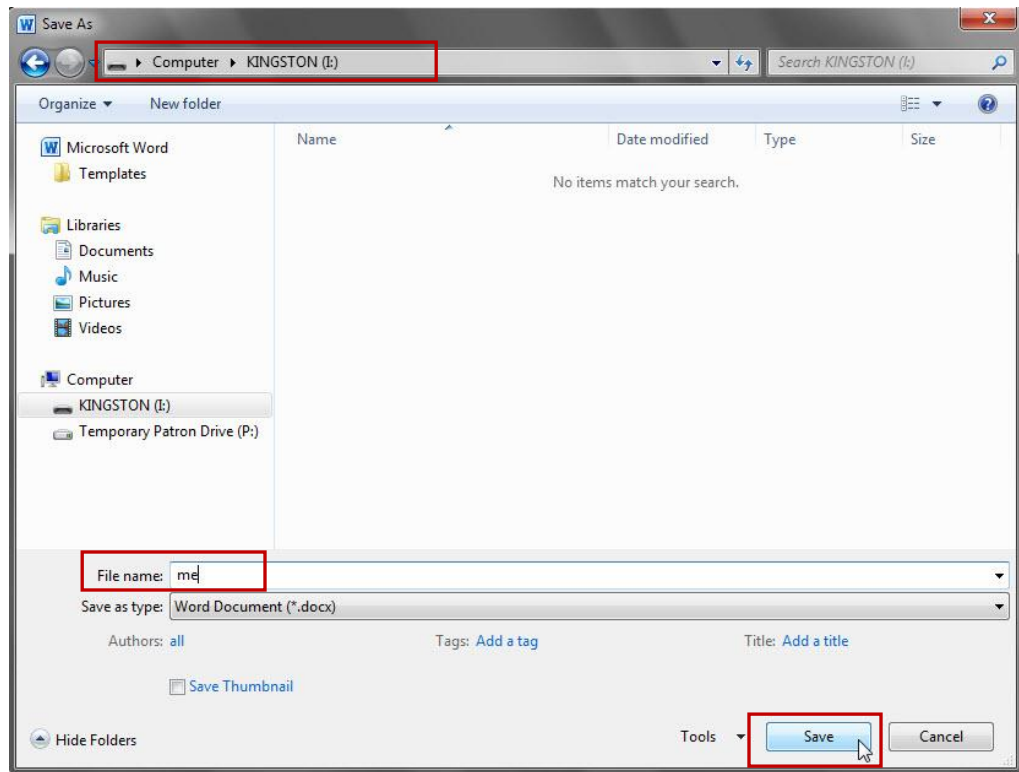
Your Word window will still be open but the title bar will now show the file name me.docx)

Close Word.

Safe Removal of a USB Device

Before we learn more about creating and saving files, we are going to learn how to safely remove our flash drive. It is important, in order to prevent data loss, to follow certain safety measures when removing a device.

First, and MOST important, be sure to **close** all windows that you might have open. **Check** your **task bar** for "lit up" buttons very carefully.

When you first insert an USB device, an **icon** resembling the one circled below appears in the notification area. This icon will aid in the safe removal of your flash drive from the computer. **Find** the icon with the help of your screen tips. The screen tip will say "Safely Remove Hardware and Eject Media". There may be another icon with a green check mark that looks similar, but it will have a different screen tip. Don't use that one.

Once you have found the correct icon, you will need to **click on** it.

When you do, this menu will appear. **Click on** Eject Data Traveler 2.0.
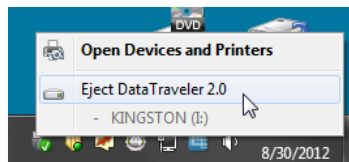
Wait for a few seconds to be sure that a notice (see picture below) does not pop up that says the device is currently in use. You can use those few seconds to make sure that **all** folders and files you might have opened from your drive are indeed closed. This is very important to insure against data loss.

Caution: If this window should pop up, you will need to check that all windows and files are closed and then repeat the steps above to safely remove the USB device.

Now **remove** USB device from port.

Opening a File, Making Changes and Saving Techniques

Opening the me file
The purpose of saving a file is to bring it back later and that is what we are about to do.

Before we attempt to open a saved file, we need to **make sure that the storage location for that file is in place.** Your file is on our flash drive so **insert your flash drive.**

One way to open a file is to first start up the program that the file was created in and then use an **Open command** in that program to find the file and open it.
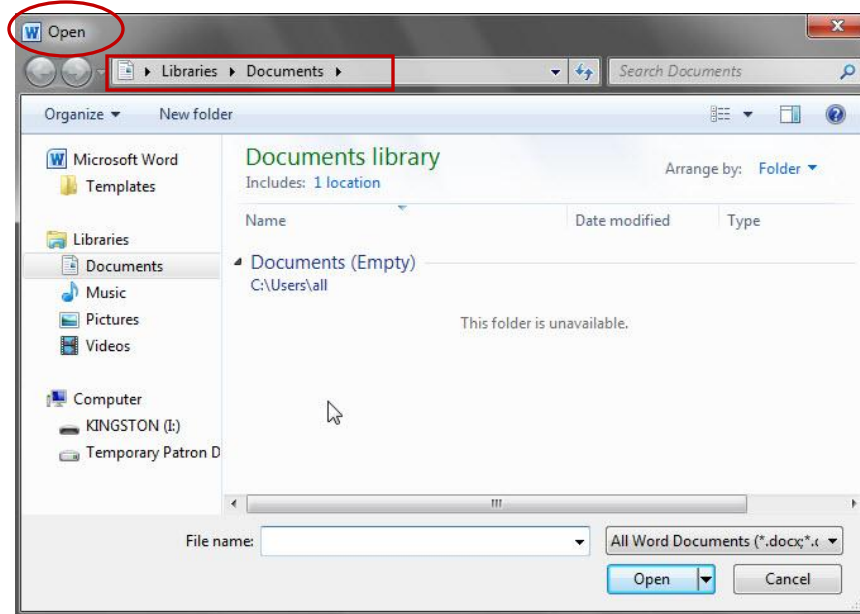
Open Word. You should be looking at a new blank document.

Click on the File tab and select **"Open"**
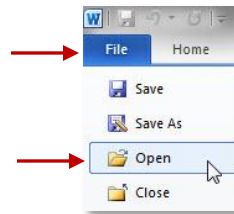
A <u>dialog box</u> that *looks like* the "Save as" window will now appear. (Fig. 1) In fact, the only visible differences are that the **Title Bar** says **Open** and the **Save button** now says **Open** instead.

Fig. 1

At first, the computer will be looking for your file in the default location, which is Libraries>Documents. But we saved our file on the flash drive. In order to get the computer to look in the flash drive for your file, you need to **click on** the flash drive entry in the **Navigation pane (**which is on the left side of the dialogue box). The flash drive is listed as **Kingston(I:).**

Note how the dialogue box now shows the Kingston drive in the address field (Fig. 2) and our "me" file is displayed in the pane on the right. **Notice** that your **me** file has a small icon next to it that looks like the Word icon, and the name of the file is 'me.docx' rather than just 'me'.

Open the file now **either by pointing** to the icon next to file name **and double-clicking, OR clicking once** on it to select it, and then **clicking** the **Open button.**

Fig. 2
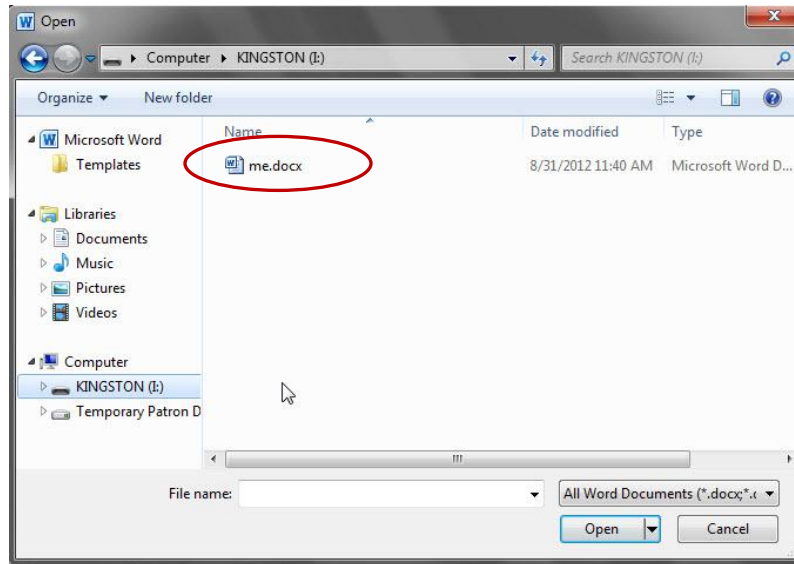
Editing the me file You should be back in the main Word window, with your file open. **Press the 'end' key** (which is above the arrow keys on the keyboard) to move to the end of the line, and then **press the Enter key. Type your phone number.**

Using The Save Button To Save Changes

Fig. 3

We want to save the new changes we've made. *Because the computer already knows what the file is called and where it goes*, we can either select "**Save**" from the File menu, or click on the **icon** that looks like a **floppy disk** on the **Quick Access toolbar**, which accomplishes the same thing. (see Fig. 3) This is quick access to saving a file. We will not get the Save dialog box popping up, because the computer has the information it needs, but the computer will otherwise go through the same motions as before, updating our new changes to the old file. **Click** on the **floppy disk icon** and then **Close** Word. **Re-open** Word and **re-open me.docx** to **verify** that the last changes were saved.
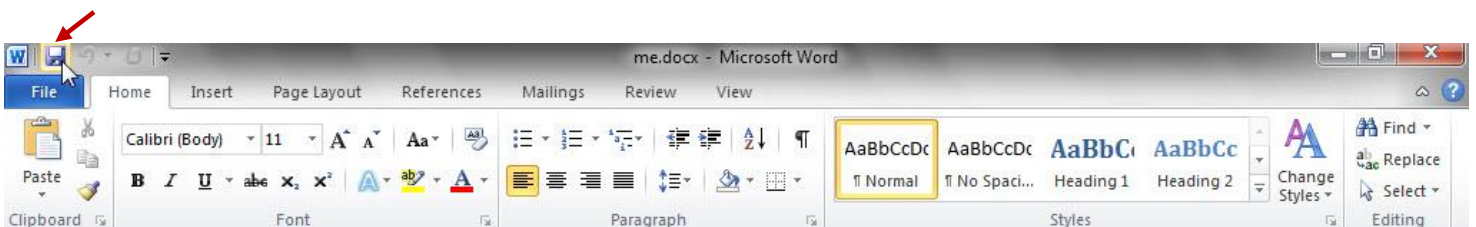
Click at the end of the second line, press enter, and type your street. Then close Word <u>without</u> saving. A box will pop up and the computer will ask you if you want to save the changes you made. Choosing "Don't Save" will leave the program without updating your file. Choosing Cancel will abort exiting the program, and let you continue your work. **Select Save,** which will still leave the program, but will save our file first.

<u>Re-Saving Techniques</u>
Now that we know the lay of the land, we can become really productive by working between two windows.

Open Word and **open** your **me.docx** file. **Snap** your Word window to the right side of the desktop. **Use** the desktop shortcut to **open** the library website. **Snap** the library website window to the left side of the desktop.

So now that we've got two different programs running, let's do something that uses both of them. **Make** the library website the **active window** if it isn't already, and highlight a few lines of text in the first article on the website. **Point** to your **highlighted text**, **right-click** on it and **click copy.**

Then **make** Word the active window, and **click** at the end of your last line. **Press <enter>** on the keyboard to get to a new line. Then **click** on **paste** on the **home tab** on the **ribbon.** (Note: there is often more than one way to accomplish a task, we are mixing our methods of copy-and-paste, using ribbon commands rather than right-clicking.)

We are finished with the library website so you can **close** that window.

Maximize the Word window.

We are going to save our "me" file to include the new material we pasted into it, but we are going to save it in a way that preserves the original me document as it was before we pasted in the new content and creates a new document with the original content plus the new material.

To do this, we are going to use the Save As command. The **Save As** command is more powerful than the basic **Save** command. When **re-saving** a file that already exists, Save As can create a second, separate version of the file.

Click on the **File** button, and **click** on **Save As.**
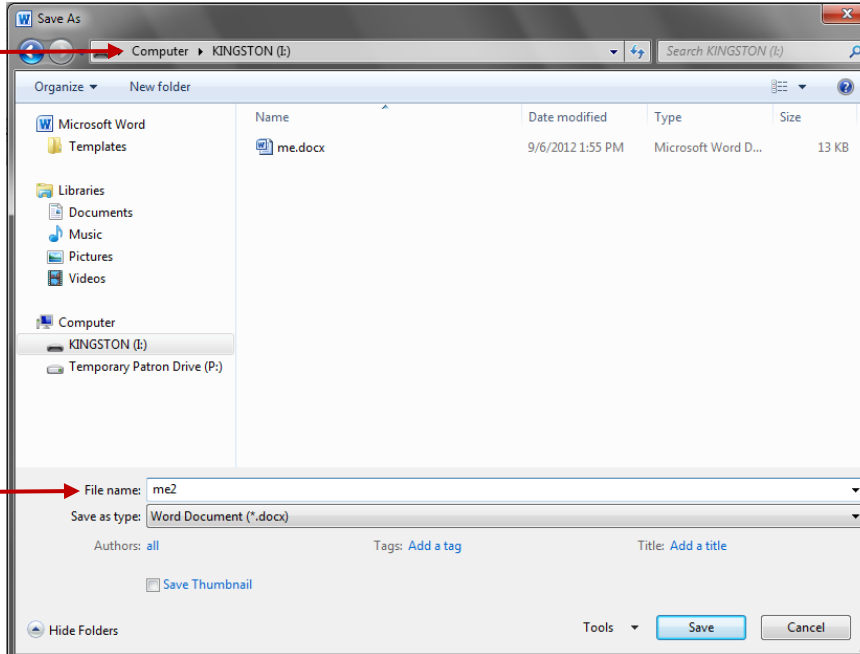
Because we have already navigated to the flash drive to open a word file, Word assumes we want to save this new file to the same location so the **Save As dialog box** will have the flash drive KINGSTON (F:) already in the address field.

But we need to give a different name to our file. The file name is entered in a box at the bottom of the window. **Notice** that the file name in the box "me.docx" is already highlighted which means it can be edited by simply beginning to type the new name**. Type me2.** Since the computer identifies a file by its name and its location, saving with a new name will create a brand new file instead of recording changes to the old one. **Click** the **save button,** and **look** at the **title bar** when it finishes**.** Our file is now named me2.docx.

For good measure, **click** on the **File button** and **click** on **Open. Open** the original **me.docx**, and **notice** that it does not have the added content.

So now we have two documents open, our original me.docx and our new file me2.docx. **Look** at the task bar and **note** how the Word task bar button looks like it has another window stacked behind it.
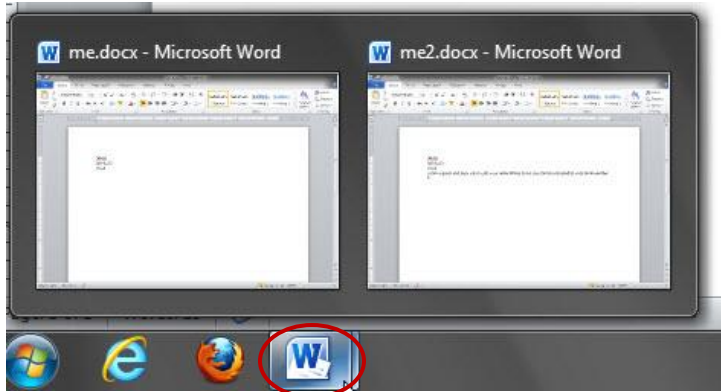

This stacked look indicates that we have **more than one** Word window open.

This new look of label-less buttons that stack is a feature of the **Aero** interface in Windows 7.

In order to see a preview of the open windows **point to the taskbar button** and small previews of every open window in that program will become visible. (see Fig 4)

Fig. 4

Now, instead of pointing to the task bar button, **point directly** at the **preview** of the me.docx document. (see Fig 5) **Note** how the document **comes into view** in the desktop area. **Try pointing** to the **me2**.docx preview. **Note** also that when you point to a task bar preview, the **close button** becomes red. This is a functional close button. You are able to close a document from the preview. Bear in mind that as you point back and forth between previews you are **only taking a peek** at the document. In order to actually work in it, you would need to click on the preview. **Point** to the preview of **me.docx. Note** how you can't see a blinking vertical line. **Click on** the preview of **me.docx. Note** how a blinking cursor appears. This is an indicator that your me.docx window is **active** and ready for input.
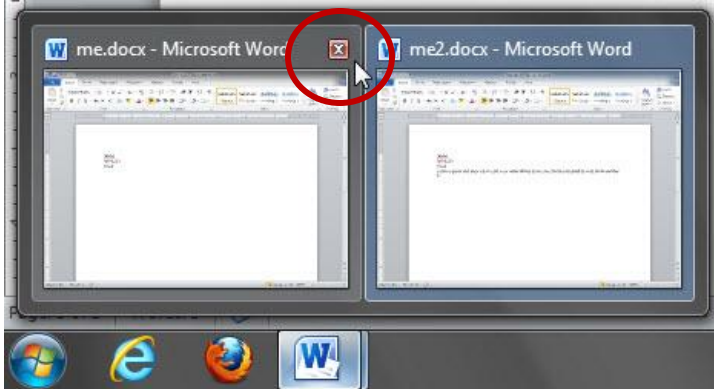
Fig. 5
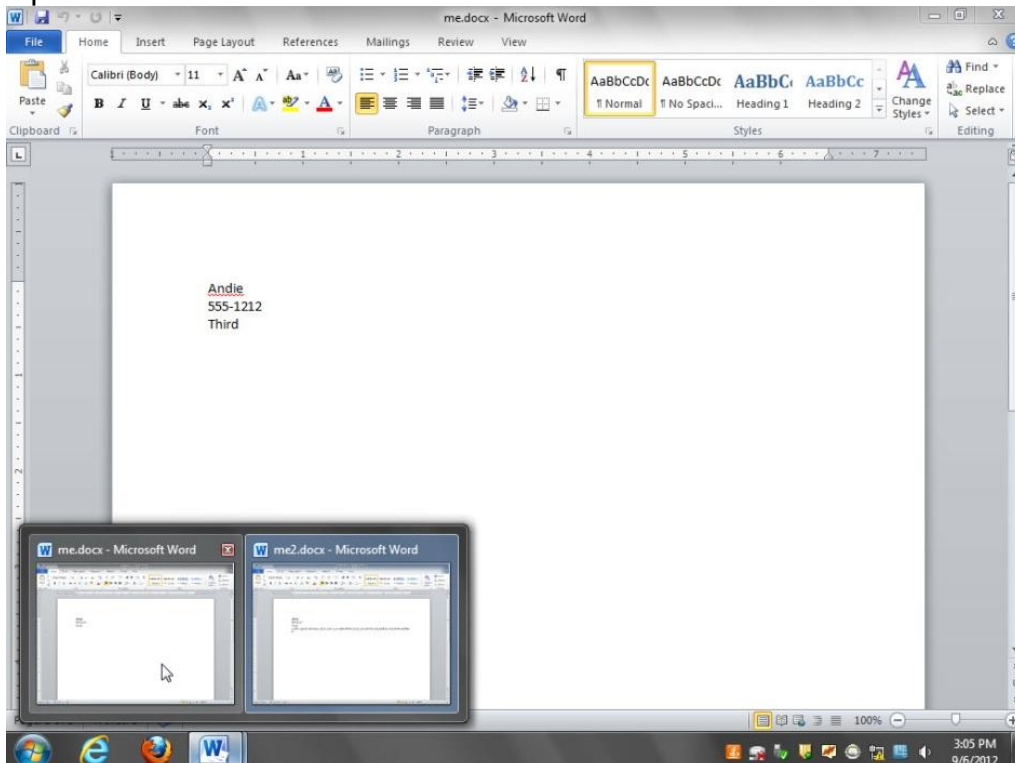
Closing stacked windows

Stacked windows can be closed individually in the traditional way by clicking on the close button at the right end of the title bar for each window.

Stacked windows can also be closed individually by clicking on the close button of the small preview window.

Stacked windows can also be closed by **right-clicking** on the task bar stack and clicking on close all windows.

Using whichever method you prefer, **close** the two Word windows.

Using a Different Program

We have just created 2 files using Microsoft Word and saved them to our flash drive as "**me.docx**" and "**me2.docx**." Let's see what happens when we attempt to read them with a different program.

Open Microsoft Office Excel. Excel is a very different program from Word, and used for very different purposes, so it will look very different at first glance. However, it still has all the same parts of the screen you have learned.

Click on the **File tab** and **click** on **Open.**

You will need to **navigate to the flash drive** again by clicking on KINGSTON (I:) in the left pane. Can you see your files? Why not?

Microsoft Excel has some similarities to Word (you can type words and numbers in it, for example), but its files are very different from Microsoft Word's, as though they were written in two different languages. For this reason, Excel will not even acknowledge Word files. **Click** Cancel**.**

Instead, let's make an Excel file. **Type your name.** (Pay no mind to where it appears or how Excel displays things.) Then **click** on the **File Tab** and **click** on **Save As. In the dialogue box remember**, we need to give the file a name and a location, and this is what the "Save As" command is used for. **Name** the file **"myself". Click** Save**.** As soon as it is finished saving, **close** Excel**.**

Make sure that all windows are closed and use the "safely remove hardware and eject media" icon in the notification area to remove your flash drive.