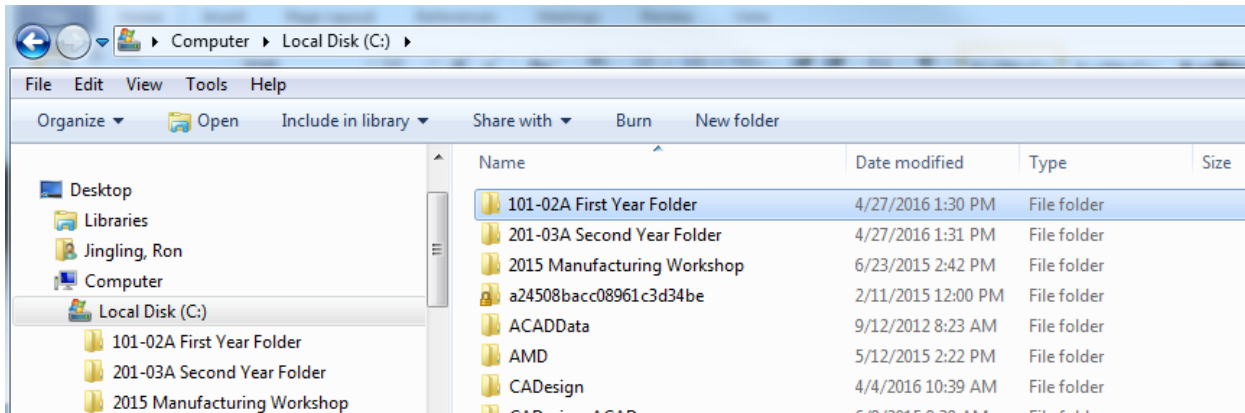# Windows Operating System:

Here are some Samples of the skills that will be required for saving and copying files, creating and editing folders, and moving files into the new folders using the Windows Operating System in the CAD & Mechanical Design programs.


This is an example of a Windows environment that would be used in class.

Highlights:

- **A**: The Address Bar – gives the sequence or "path" that was taken to get to the current folder and files that are displayed
- **B**: Similar to the Address Bar above – this is the Folder List or "Structure Tree"
    - In this example: The files are located in a "Folder" called 101-02A First Year Folder; which is located "in" the Local Hard Drive (Drive C:); which is located "in" the memory of the main "Computer"
- **C**: This is the area that lists the contents (Other Folders or individual computer Files) that are located in the selected Folder.
    - In this example there are four more Folders inside the original 101-02A Folder.
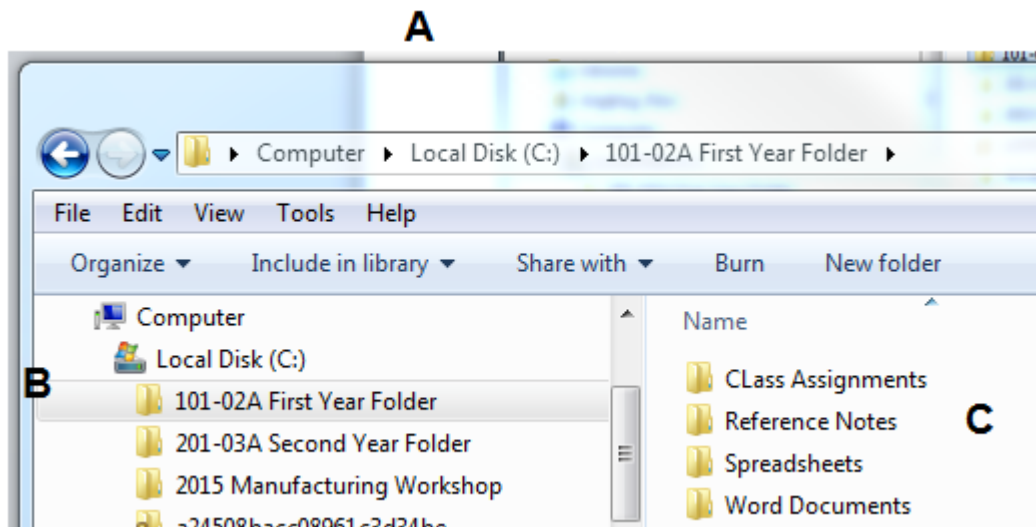
- **D**: This screen shows the <u>Folder</u> called "Class Assignments" has been selected. We are now looking inside of the folder from example 'C' above.
- **E**: There are three <u>Document Files</u> in this Folder (they have a MS Word icon on the left side and have a '<u>File Extension</u>' of .docx a the end of the <u>Filename).</u>
- In our classes we will be working with MS Word, MS Excel (.xls files), Adobe (pdf files), and PowerPoint (ppt files), as well as CAD Files from three or four different software programs. The icon and file extensions will help identify these.
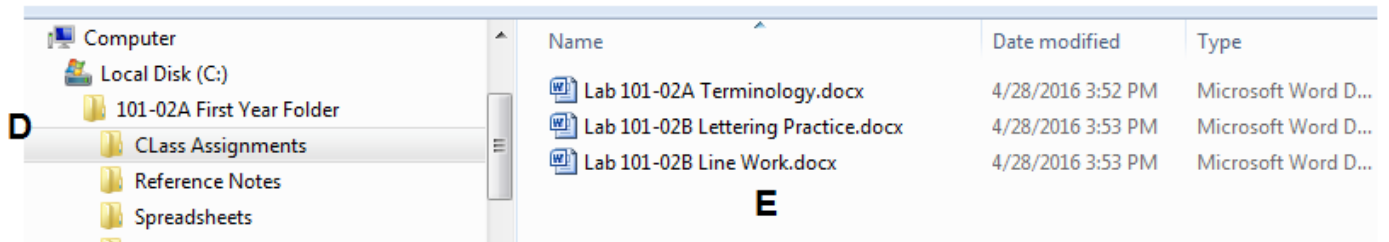

- **F**: This example shows a Portable Memory Device being used (thumb Drive, USB Drive, etc.). Files can be copied from the Hard Drive (above) onto a portable drive for backups or to take home for homework/study.
- **G**: You can also see the Folder symbol for accessing our school system Network Server Drives that we will use in class (Notice the little icon that shows a "drive" connected to a "network line"). These act much the same as another hard drive in a remote location. You will be able to access notes and assignments from instructors as well as having your own personal storage location on the local Network Servers for class assignments.
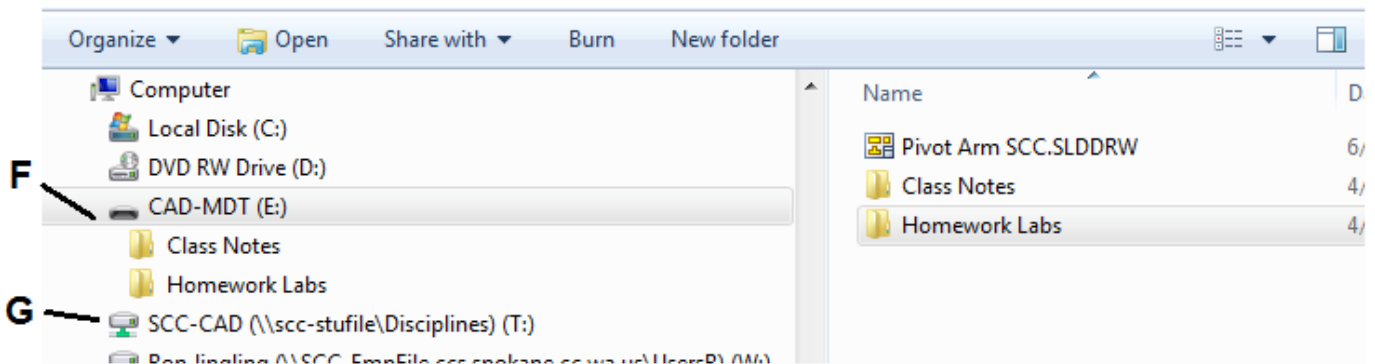

Computer Skills You Will Need:

- Copy and Paste Files from one location to another (in the same Computer Drive)
- Copy and Paste Files from a Folder in one <u>Drive</u> to a Folder in another Drive (like a network drive)
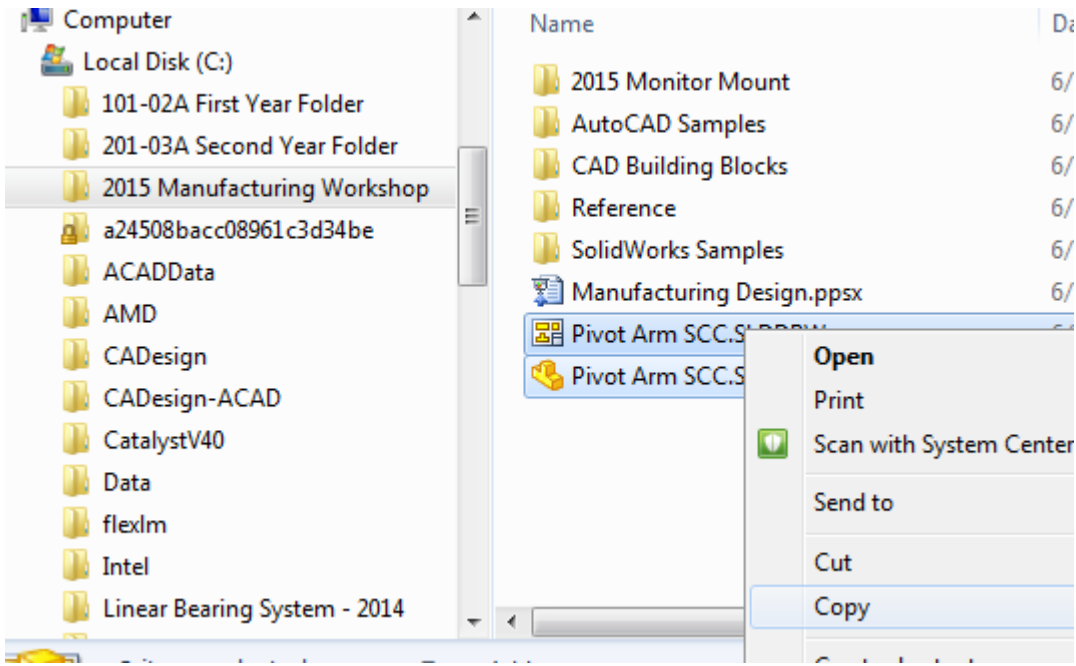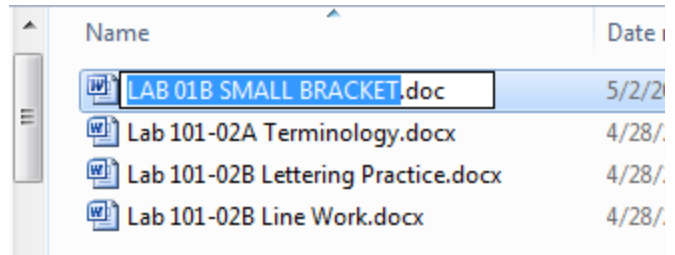
(the two files called Pivot Arm are being copied, using the "Clipboard" in Windows)

- Rename computer files without losing the file extension (change LAB 01B BRACKET.doc to LAB 01B SMALL BRACKET.doc)
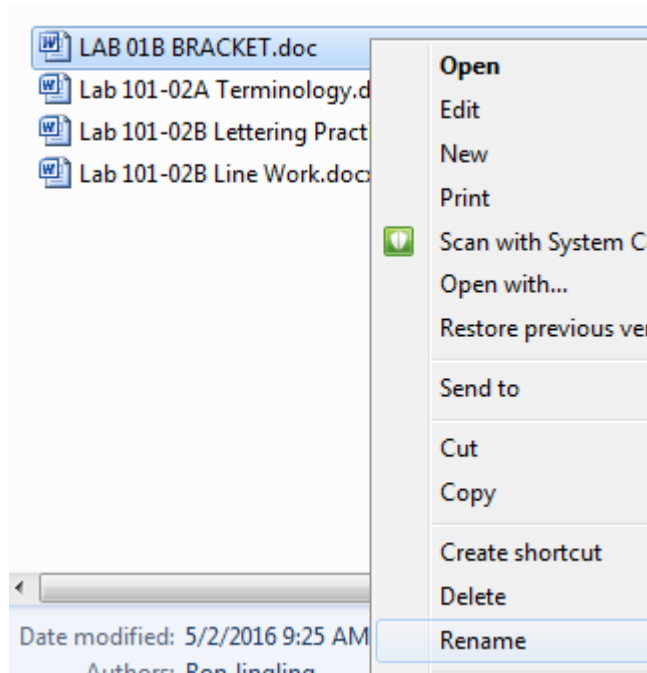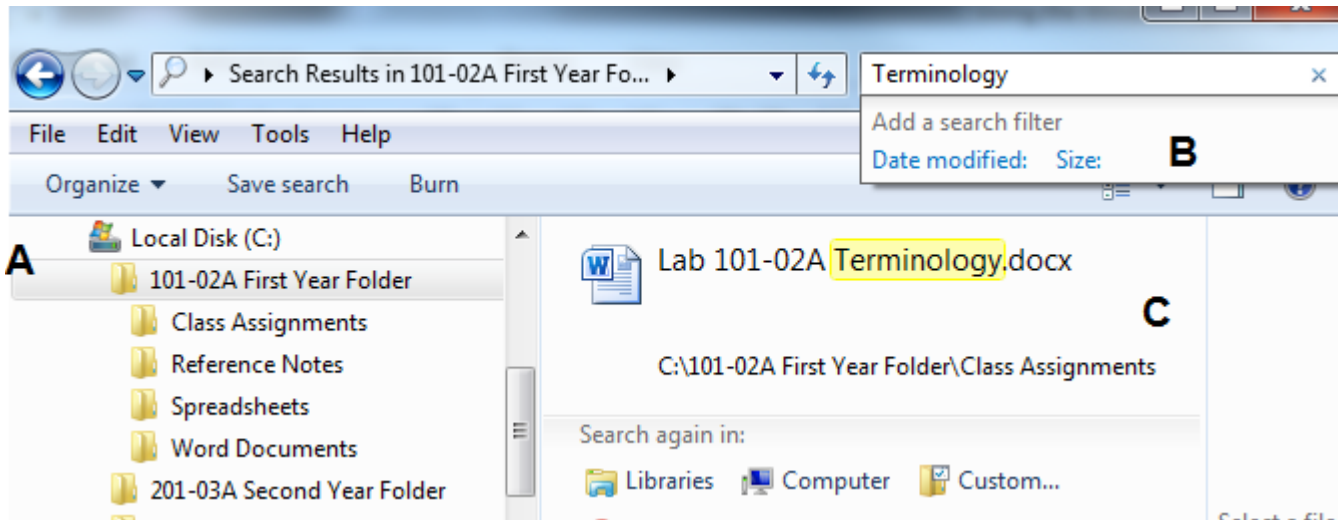

(Use the Rename function)   (Change the File Name only)

- Ability to Locate Word document files or Excel spreadsheet files created at an earlier date to be used now – by easily moving through the Folders or using the Search functions.

A. Select (Highlight) the Drive or Folder you want to be searched
B. Use the Search function of Windows
C. The results are listed and highlighted when the term is located

- Create a new Folder with a given name and use Copy and Paste to move other computer files into this new Folder.

(New Folder function)

(Rename function)
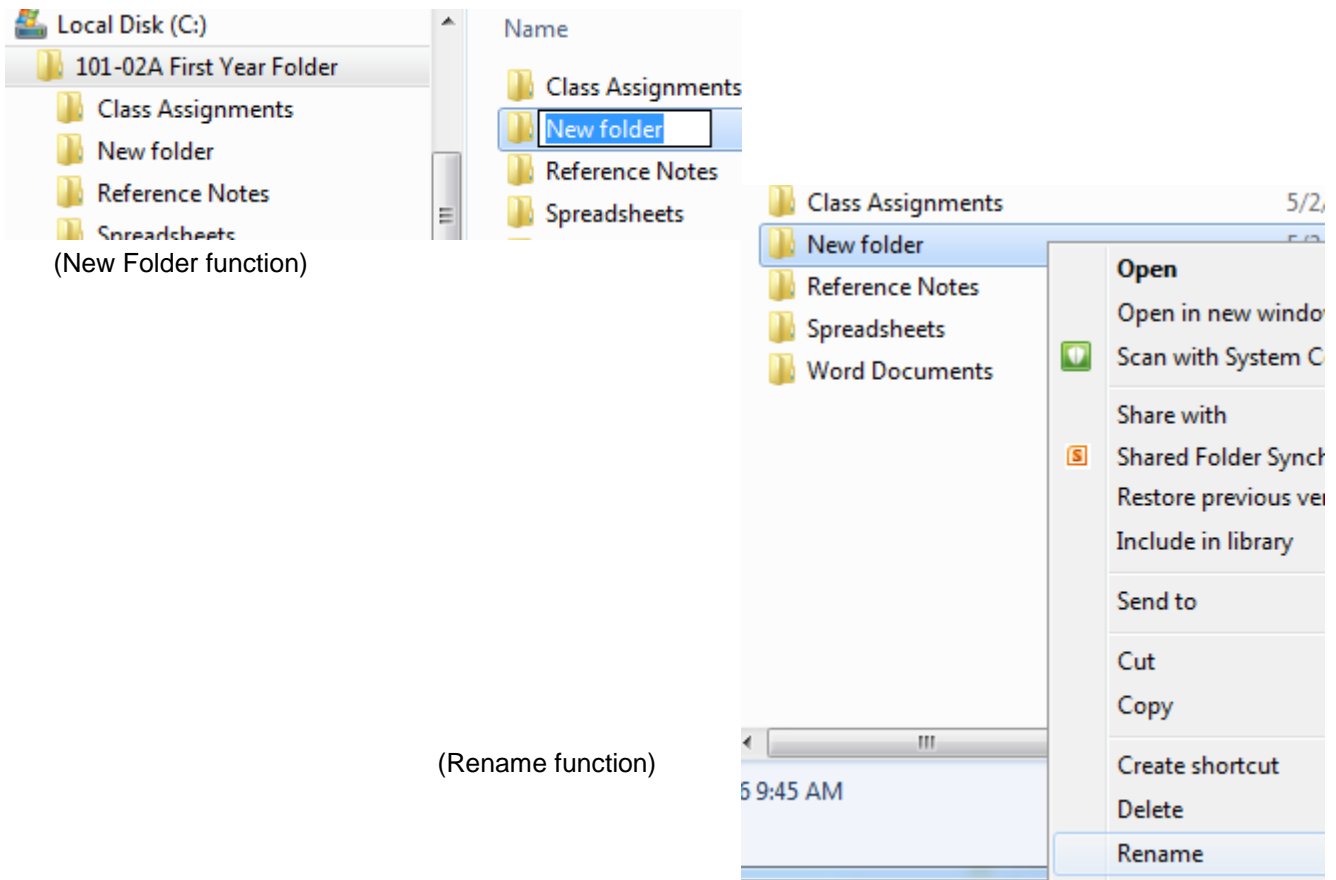
- Rename a Folder and/or Move the Folder to a new location