## Windows Operating System:

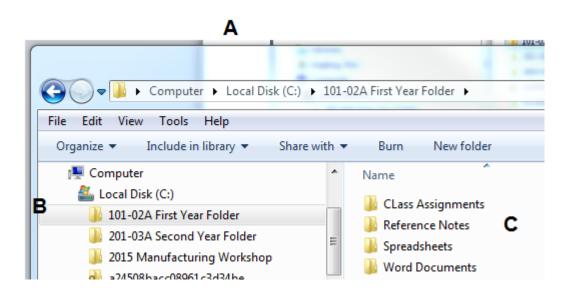
Here are some Samples of the skills that will be required for saving and copying files, creating and editing folders, and moving files into the new folders using the Windows Operating System in the CAD & Mechanical Design programs.

🚱 🔍 📲 🕨 Computer 🕨 Local Disk (C:) 🕨		- terms from					
File Edit View Tools Help							
Organize 🔻 🔚 Open 🛛 Include in library 💌 Share with 💌 Burn New folder							
	*	Name	Date modified	Туре	Size		
Desktop     D		길 101-02A First Year Folder	4/27/2016 1:30 PM	File folder			
		201-03A Second Year Folder	4/27/2016 1:31 PM	File folder			
		퉬 2015 Manufacturing Workshop	6/23/2015 2:42 PM	File folder			
		실 a24508bacc08961c3d34be	2/11/2015 12:00 PM	File folder			
		퉬 ACADData	9/12/2012 8:23 AM	File folder			
		AMD	5/12/2015 2:22 PM	File folder			
		\mu CADesign	4/4/2016 10:39 AM	File folder			
			6 /0 /201E 0.20 ANA	F11- Z-1-1			

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

## Highlights:

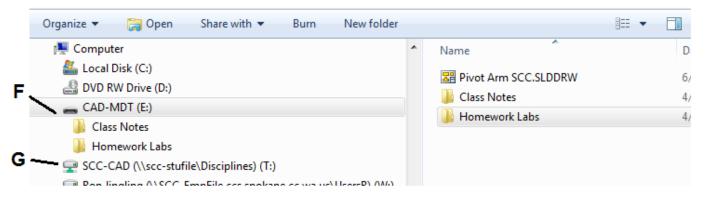
- A: The <u>Address Bar</u> gives the sequence or "path" that was taken to get to the current folder and files that are displayed
- B: Similar to the Address Bar above this is the Folder List or "Structure Tree"
  - In this example: The files are located in a "Folder" called 101-02A First Year Folder; which is located "in" the Local <u>Hard Drive</u> (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.

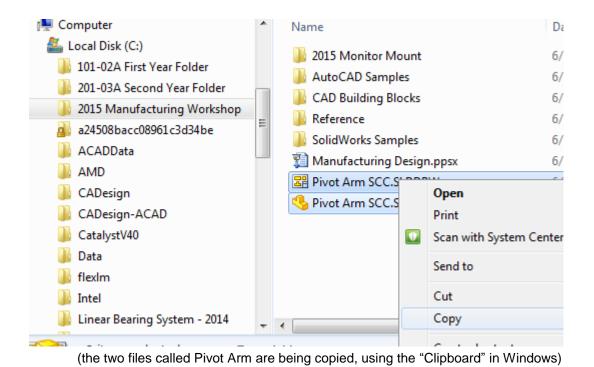
	🜉 Computer	*	Name	Date modified	Туре
đ	Local Disk (C:) 101-02A First Year Folder		👜 Lab 101-02A Terminology.docx	4/28/2016 3:52 PM	Microsoft Word D
D		_	👜 Lab 101-02B Lettering Practice.docx	4/28/2016 3:53 PM	Microsoft Word D
CLass Assignments Reference Notes Spreadsheets	CLass Assignments	=	Lab 101-02B Line Work.docx	4/28/2016 3:53 PM	Microsoft Word D
	🌗 Reference Notes			4/20/2010 5.551 141	WICTOSOTE WORD DI
	🌗 Spreadsheets		E		

- **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)



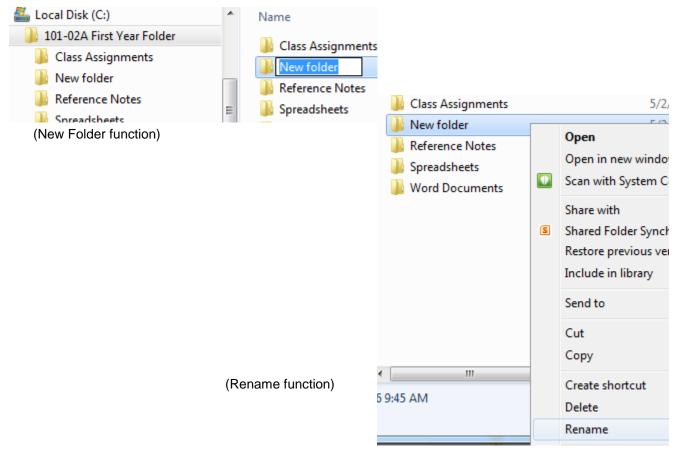
 <u>Rename</u> computer files without losing the <u>file extension</u> (change LAB 01B BRACKET.doc to LAB 01B SMALL BRACKET.doc)

LAB 01B BRACKET.doc	Open			
<ul> <li>Lab 101-02A Terminology.d</li> <li>Lab 101-02B Lettering Pract</li> <li>Lab 101-02B Line Work.doc:</li> </ul>	Edit New Print			
	Scan with System Co	*	Name	Date
	Open with Restore previous ver	E	LAB 01B SMALL BRACKET.doc	5/2/2
	Send to		Lab 101-02B Lettering Practice.docx	4/28/.
	Cut Copy		Lab 101-02B Line Work.docx	4/28/.
•	Create shortcut Delete			
Date modified: 5/2/2016 9:25 AM	Rename			
(Use the Rename function)			(Change the File Name only)	

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

Search Results in 101-02A	First	Year Fo > • • • Terminology ×				
File Edit View Tools Help Organize ▼ Save search Burn		Add a search filter Date modified: Size: B				
A Local Disk (C:) 101-02A First Year Folder Class Assignments	*	Lab 101-02A Terminology.docx				
<ul> <li>Reference Notes</li> <li>Spreadsheets</li> <li>Word Documents</li> <li>201-03A Second Year Folder</li> </ul>		C:\101-02A First Year Folder\Class Assignments				
		Search again in:				

- 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 <u>Folder</u> with a given name and use Copy and Paste to move other computer files into this new Folder.



- <u>Rename</u> a Folder and/or <u>Move</u> the Folder to a new location