

Your Computer's Hidden Treasures

March 25, 2003, 7 p.m.

I. Introduction

- A. Name
- B. What do you expect to learn?

II. Tonight's Topics

A. Windows Explore and My Computer

- 1. Some Contents of the C-drive
 - a. My Documents
 - ★ Creating Folders
 - b. Programs
 - ★ Make a shortcut!
 - c. Windows
 - ★ Leave this alone!

B. Accessories

- 1. NotePad
 - a. Simple Text Editor
- 2. Calculator
- 3. WordPad
 - a. Basic Text Formatting Available
- 4. Paint
 - a. Create colored shapes quickly.
- 5. System Tools
 - a. Disk Cleanup
 - ★ Remove temporary files to free up disk space.
 - b. Disk Defragmenter
 - ★ Helps your computer to run faster.

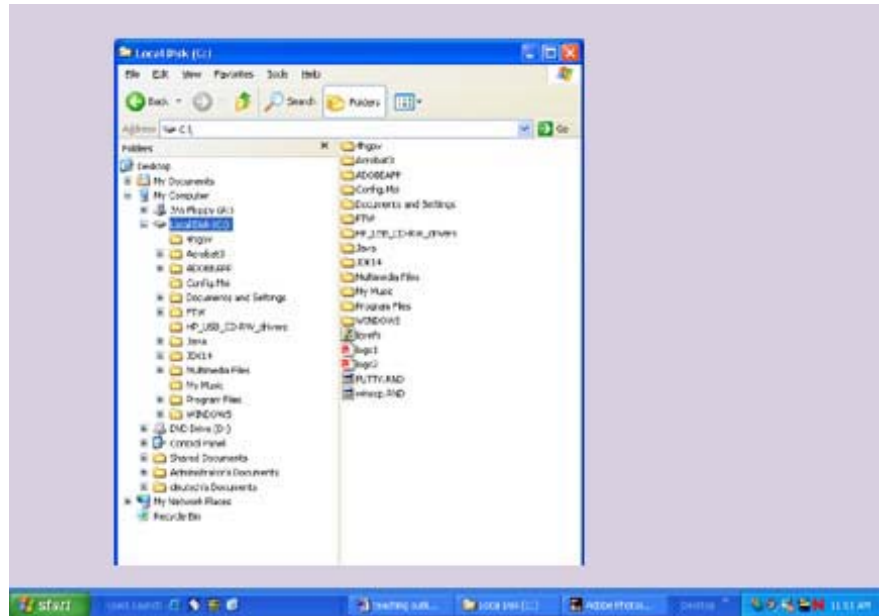
III. Questions

IV. Evaluation

Windows Explore and My Computer

Finding Windows Explore

1. Right-click on Start.
2. Double-click on Explore



Finding My Computer

1. Double-click on My Computer on the desktop.



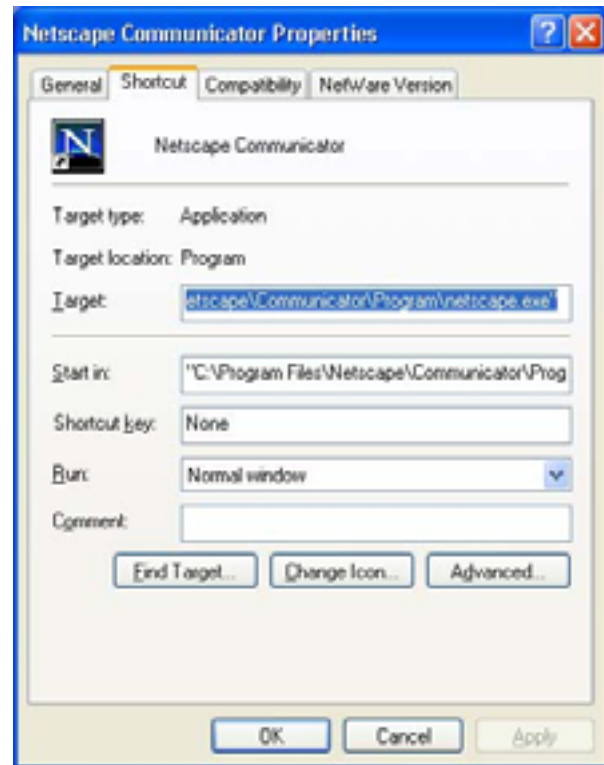
Some Contents of the C-drive

My Documents

1. Create a folder.
 - ★ Click on “File” on the menu bar.
 - ★ Click on “New” and “Folder.”
 - ★ Be sure to type in a descriptive name for your new folder.

Programs

1. Directory contains computer applications.
2. Browse the contents of the folders.
3. Make a shortcut for the desktop.
 - ★ Right-click on the application icon.
 - ★ Choose “Create Shortcut” from the menu.
 - ★ Drag the shortcut to the desktop or the desired directory.
 - ★ Right-click on a shortcut and view the “Properties.”



Windows

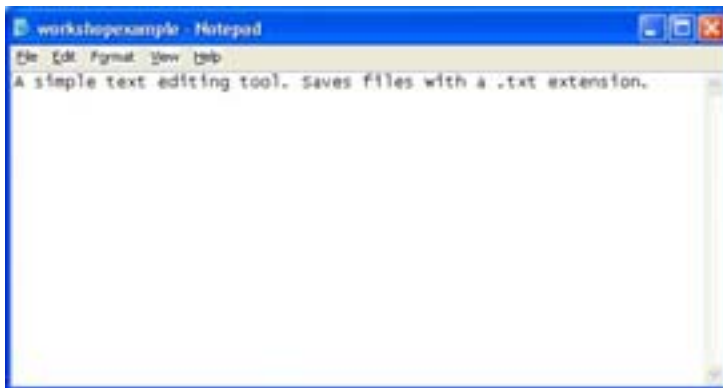
1. Contains the files that make your operating system work.
2. Do not delete files or move from this directory.

Accessories

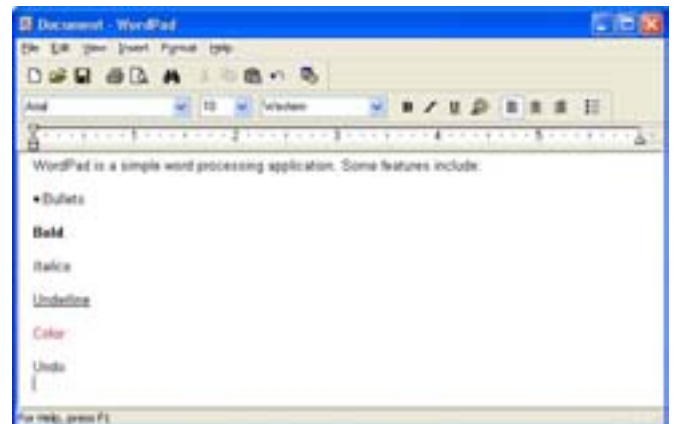
At “Start,” click on “Programs,” then “Accessories.” A list of several applications appears. These applications are installed with the Windows operating system.

- ★ NotePad
- ★ Calculator
- ★ Paint
- ★ WordPad
- ★ System Tools
- ★ ...and many more

NotePad



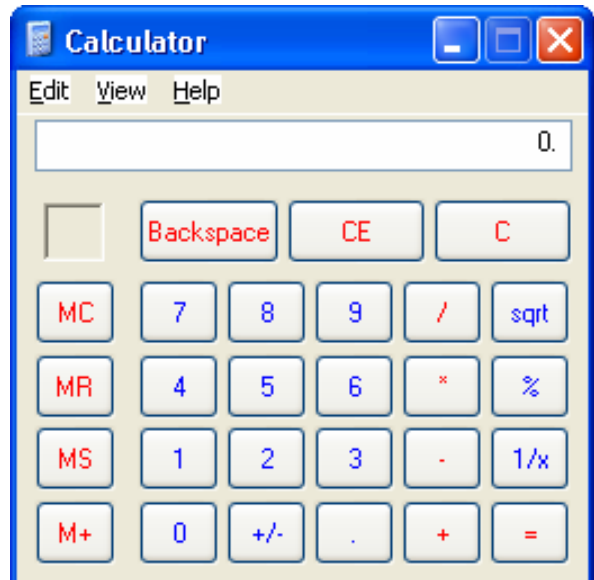
WordPad



Paint

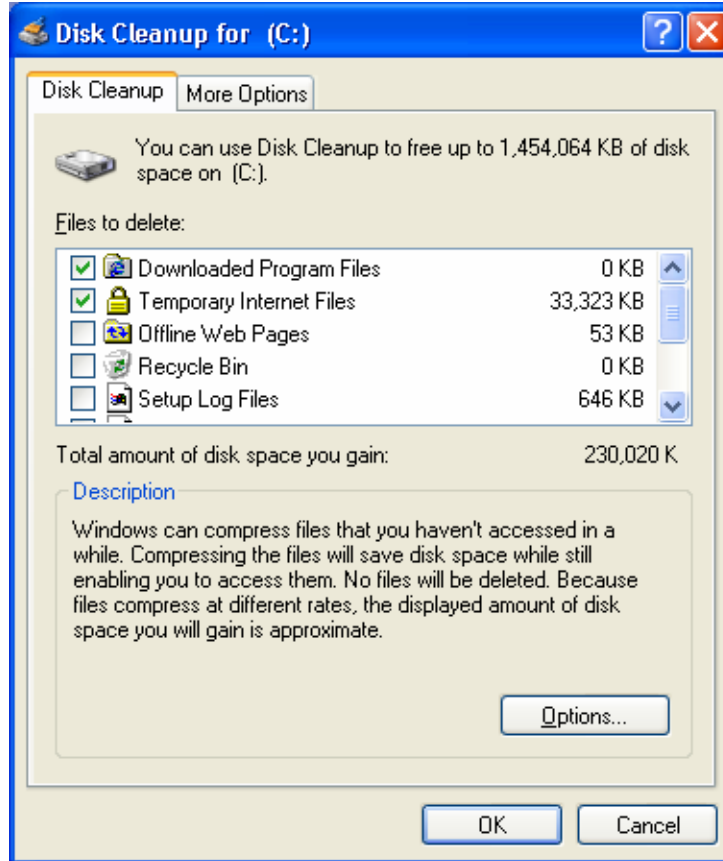


Calculator



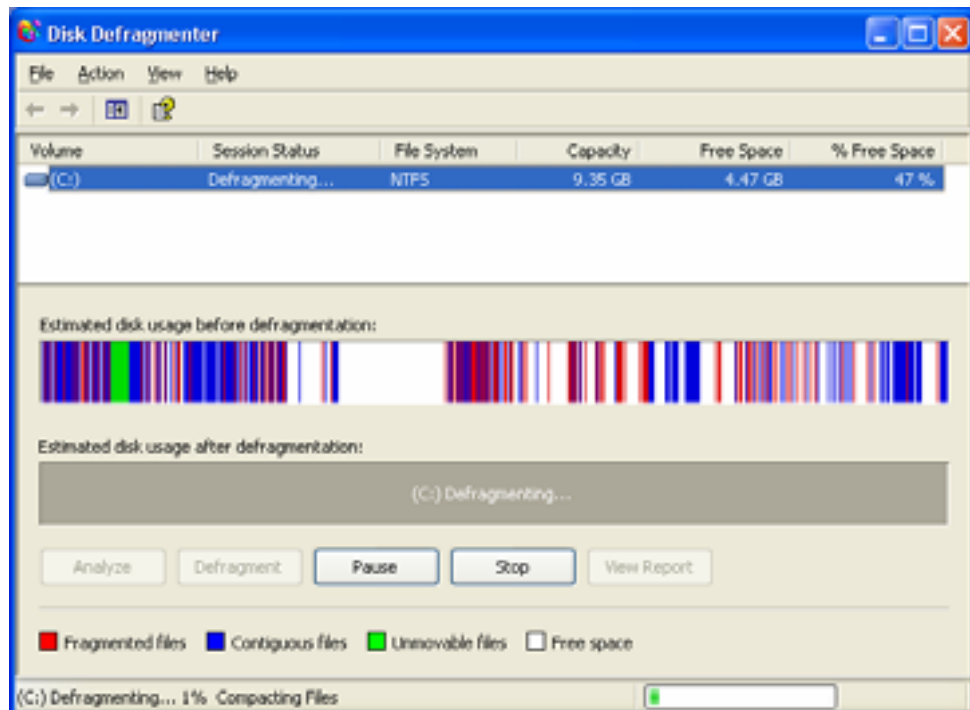
System Tools

Disk Cleanup



Remove files to free up disk space.

Disk Defragmenter



Workshop for March 25

Evaluation

1. Were the topics covered in this workshop helpful to you?
2. Would you recommend a workshop like this to friends and family members?
3. Were the handouts helpful?
4. Was there enough time to discuss questions?
5. Suggestions for future workshops.
6. Would you be interested in working with the Dodge County 4-H Tech Team? May we contact you by phone and email?

Thank you!
The Dodge County 4-H Tech Team