

# Easy Steps



## **Unit 2781 (v8)**

**Manage and protect data in  
a personal computer**

*with*

**Windows 8.1**

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Covers Unit Standard Criteria

*A Cheryl Price Publication*

## **Unit Standard 2781 (Version 8)**

### **Manage and protect data in a personal computer**

This book covers the course outline for the following New Zealand Qualifications Authority Unit Standard:

Unit Standard 2781 (v8) - GENERIC COMPUTING (Level 2, Credit 3)  
Manage and protect data in a personal computer

All topics in this Unit Standard are included in this book.

Retrievable exercise files are used with this book and listed on page ix. These are available as a free download from our web site at [www.cherylprice.co.nz](http://www.cherylprice.co.nz). Instructions for downloading the exercises are included on page x.

This book has been written using Microsoft Office 2013 with Windows 8.1.

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T.Dip.WP, T.Dip.T

**CODE: CP2781V8OFF13WIN8.1-1114**

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# Introduction

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Welcome to Unit Standard 2781 v8 Manage and protect data in a personal computer.

This book has been written using Microsoft Office 2013 with Windows 8.1. (The Windows 7 operating system can be used. However screen shots will differ slightly from those shown in this book.)

## Retrievable Exercise Files

Exercise files have been created for you to assist you in completing the file management section of this book.

A list of these files is shown on page ix and instructions for downloading these files from our web site are included on page x.

## What you will learn

In this course you will learn how to manage and protect data in a personal computer -

- Log on and log off a computer
- Understand Windows 8.1 desktop and structure
- Create files, save, open, copy, name, rename, move, and delete
- Search for and locate files
- Create folders and name them appropriately
- Understand about common threats to data stored in a personal computer
- Gain knowledge of data protection measures used on a personal computer
- Learn of measures to secure the system from unauthorised access

## How you will learn

This book is divided into sections. Each section page lists the learning outcomes for that section. You will work through each section and do all exercises (or those instructed by your tutor).

Revision theory is included at the end of each section with a Student Activity at the end of Section 2.

After you have completed the book your tutor will give you the actual Unit Standard Assessment.

## Word meaning boxes

Sometimes you will see a box at the left side of the page of a line that has dotted underlining. This box will contain information to help you understand the meaning of the underlined word (or how that word is formed). An example is shown below.

forecast  
= to  
calculate  
a future  
result

Data can therefore be altered to re-calculate budgets and to forecast results using different sales figures. Worksheets can be saved, opened and printed as required.

## Glossary

Generally when a word(s) is first used that is a technical term or a word that you may not know that relates to an exercise, or a particular Microsoft Office or Windows 8.1 feature, a description is given. You will also see that such words are in **bold**.

These terms are listed on each section page, an example is shown below. Explanations are also included in the Glossary at the end of the book.



*In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.*

**AutoCorrect**  
**Clipboard**  
**Correction Signs**

**Cut**  
**Drag and Drop**  
**Find**

**Format**  
**Microsoft Office Help**  
**Move Text**

## Icons used in this book

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This book contains icons to help guide you in your learning. The following list shows the icon and its meaning.



### Learning Outcomes

Learning Outcomes are displayed on the section page and describe what you will learn in that section.



### EXERCISE 1

These are the exercises that you are required to do. Often there will be an introduction sentence to tell you what you will be doing in that exercise.



These are notes for your information.



### Revision

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This appears at the end of each section and contains theory revision questions relating to features learnt in that section.

## Student Activity

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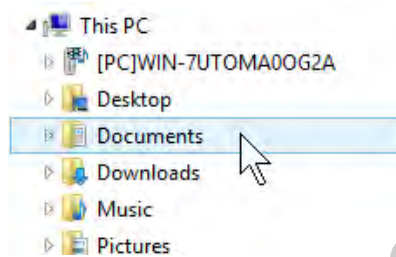
Each student activity at the end of the section covers consolidation of topics learnt in that section and provides practice for students prior to sitting the actual Unit Standard Assessment.

## Save Options

---

When a document is saved you will be requested to select the location, ie Computer then click on the Browse button and select the folder required. You can eliminate this procedure by selecting the location and saving directly to the Save dialog box and therefore bypass Backstage view.

For the purposes of this book we have used the Documents folder within This PC as the default folder. This folder is shown below which is the shortcut for the actual path name of C:\Users\User Name\Documents. This means that files you open and save will be on your hard drive.



Use the following instructions to specify the Documents folder as the default file location:

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the Documents folder is displayed as the Default local file location as shown below.

- ☒ Don't show the Backstage when opening or saving files
- ☐ Show additional places for saving, even if sign-in may be required.
- ☐ Save to Computer by default

Default local file location:

- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.
- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required.*
- 6 Click on OK.



If you wish to open and save files to OneDrive (ie the cloud) use instructions on the next page. If you have Windows 8, or have updated to Windows 8.1 from Windows 8, SkyDrive may be displayed instead of OneDrive but is essentially the same.

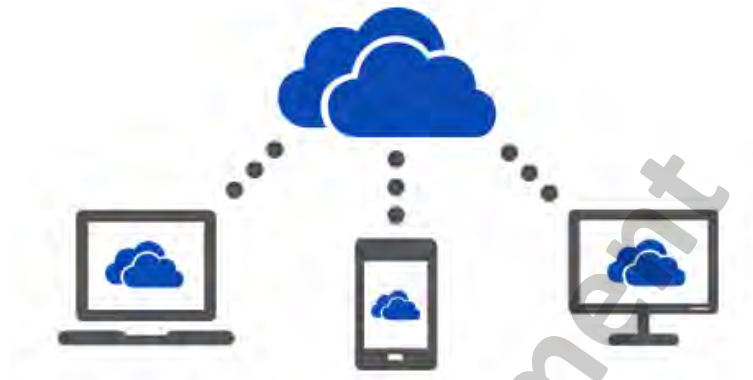
---

# OneDrive

---

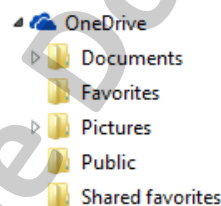
OneDrive is a cloud storage application from Microsoft. It is one of the major online file storage options competing with Dropbox and Google Drive.



Because files are stored “in the cloud” (in addition to your hard drive) it means that you can access those files from anywhere in the world because you will always have access to the OneDrive application and your files. You do however need an Internet connection for the files to be updated from your hard drive to OneDrive.



## Saving to OneDrive

OneDrive is automatically set up when Microsoft Office 2013 (ie Office 365) is installed on your computer. A OneDrive folder will be displayed on the Navigation Pane in Windows Explorer as below.



Files can be saved manually by clicking on the Save button  on the Quick Access Toolbar, specifying a name for your file then clicking on the  OneDrive icon (you may wish to double click on Documents and save to that folder).

## OneDrive as the Default File Location

Use the following instructions if you wish to specify OneDrive as your default file location.

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the C:\Users\User Name\OneDrive\Documents folder is displayed as the Default local file location as shown on the next page. (You may need to retype the location)
- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.

- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required.*

- ☒ Don't show the Backstage when opening or saving files  
☐ Show additional places for saving, even if sign-in may be required.  
☐ Save to Computer by default

Default local file location:

C:\Users\Cheryl\OneDrive\Documents

Browse...

- 6 Click on OK.

## OneDrive Website

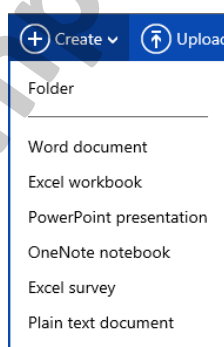
You can log in to the OneDrive website using your web browser with your login name and password.

The website is [www.OneDrive.live.com](http://www.OneDrive.live.com).



You can upload photos and use files and share files.

New files can be created through OneDrive by clicking on **Create** and selecting the program you wish to use, eg Word (web applications in OneDrive are slightly cut-down versions of Office 2013 programs).



## Sharing Files

From within Word 2013 you can save files to OneDrive (usually to the Documents folder) and then share those files. You can then click on the **FILE** tab, on **Share** and invite people to share files in OneDrive.

Alternatively, you can right click on a file in the OneDrive website (see above) and select Sharing.

Use Google in your web browser to search for additional information on OneDrive.

## Exercise Folders and Files used in this book

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(Instructions are included on the following page for downloading retrievable folders and files from our web site at [www.cherylprice.co.nz](http://www.cherylprice.co.nz))

Names of folders	
Budget	
Faxes	




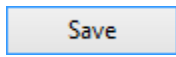

Names of files	
AbeecoW	Fashion Xpress
Advert for Medieval Fayre	Fit For Life Gym
ASB Bank	Hat
Beads, Seeds and Shells	Jury Service
Brie & Fresh Tomato Recipe	Motor Homes
Car	P-Cruises
Cashflow	Quotation
Creative Caps	Requirement Scheme
Davidsons	TROUT MEUNIERE

## Downloading Exercise Files

The exercise files listed on the previous page can be downloaded from the Cheryl Price web site using the instructions below.



For the purposes of this book we have specified Exercise files to be downloaded to the Documents folder within This PC which is the shortcut for the actual pathname of C:\Users\User Name\Documents. This is where files will be opened from and saved to.

1	In the address bar of Internet Explorer, type: <b>www.cherylprice.co.nz</b>
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Product Search box and type the number of this unit standard, as shown at the right. <div data-bbox="1021 672 1324 851"> </div>
4	Click on 
5	Click on <a href="#">US 2781</a>
6	Under the <b>Exercise Files</b> heading click on the underlined blue hyperlink, ie Book Exercise Files – V8 Windows 8.1 <a href="#">Free Download</a> The File Download dialog box will display.
7	<p>a Click on  <a href="#">Save as</a> then</p> <p>b Change file name to <i>US2781 v8 Windows 8.1 Book Exercise Files</i>.</p> <p>c Click on the Documents folder shown below.</p> <div data-bbox="606 1400 989 1624"> </div> <p> The Documents folder under This PC is the shortcut for C:\Users\User Name\Documents</p> <p>d Click on .</p>
8	<p>a Click on .</p> <p>b Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.</p> <p>c Delete the Compressed (zipped) Folder.</p>

# NZQA Outcomes and Evidence Requirements

## Unit Standard 2781 (Version 8)

<b>Title</b>	<b>Manage and protect data in a personal computer</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to: manage files in a personal computer; demonstrate knowledge of common threats to data stored on a personal computer and data protection measures used on a personal computer.
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<b>Classification</b>	Computing > Generic Computing
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<b>Available grade</b>	Achieved
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### Explanatory notes

#### 1 Definitions

*Organisational requirements* mean the documented policies and procedures or commonly accepted practices of a workplace, school or training provider. The candidate must be given access to the policy and procedures prior to being assessed against this unit standard.

*Personal computer* for the purposes of this standard means either a stand-alone or a networked computer; or digital device e.g. personal digital assistant such as a smart phone.

#### 2 For assessment purposes this standard is a practical demonstration of knowledge. Oral or written responses may be used to clarify knowledge.

#### 3 Legislation relevant to this unit standard includes but is not limited to the:

Health and Safety in Employment Act 1992

Copyright Act 1994

Privacy Act 1993

Unsolicited Electronic Messages Act 2007.

#### 4 An assessment resource to support computing unit standards (Levels 1 to 4) can be found on the NZQA website at <http://www.nzqa.govt.nz/for-providers/resources/index.html>.

#### 5 Students cannot use credit for both this unit standard and achievement standard 91070, *Demonstrate understanding of basic concepts of information management*, towards a New Zealand Qualification, including a National Certificate of Educational Achievement.

## **Outcomes and evidence requirements**

### **Outcome 1**

Manage files in a personal computer.

#### **Evidence requirements**

- 1.1 Searching for and locating files on the personal computer is demonstrated according to organisational requirements.

Range may include – browsing through directory/tree, using a search mechanism;  
evidence of one is required.

- 1.2 Folders are created in accordance with organisational requirements.

Range includes – file structure, folder names relevant to the content, storage of files in a folder, subfolders.

- 1.3 File management actions are performed on a computer according to organisational requirements.

Range actions may include – creating, saving, opening, copying, naming, renaming, moving, deleting, archiving, retrieving, file size;  
evidence of five actions is required.

### **Outcome 2**

Demonstrate knowledge of common threats to data stored on a personal computer.

#### **Evidence requirements**

- 2.1 Common threats to data stored in a personal computer are described in terms of their impact on the data or system.

Range threats may include – unauthorised access, virus/Trojan attack, malware, spyware, power failure, natural disaster, data corruption, hardware failure, network access, malicious script;  
evidence of three threats is required.

### Outcome 3

Demonstrate knowledge of data protection measures used on a personal computer.

#### Evidence requirements

- 3.1 Measures to ensure the integrity of data held in a personal computer are described in terms of organisational practice.

Range measures may include – back-up and restore techniques, frequency of saving, virus protection facility, UPS or surge protector, access control, personal network protection read only files, employee training;  
evidence of three measures is required.

- 3.2 Measures to secure the system from unauthorised access are described according to organisational practice.

Range security measures may include – passwords, log-off, shutdown, physical security (room access, locked keyboards, and/or locked workstations), anti-virus/Trojan/malware software, firewalls;  
evidence of three measures is required.

<b>Planned review date</b>	31 December 2015
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 September 1994	31 December 2013
Review	2	24 September 1997	31 December 2013
Revision	3	28 July 1998	31 December 2013
Review	4	30 July 2002	31 December 2013
Revision	5	16 July 2004	31 December 2013
Review	6	22 May 2009	31 December 2013
Revision	7	18 February 2011	31 December 2014
Review	8	15 November 2012	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0226
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

# Organisational Requirements

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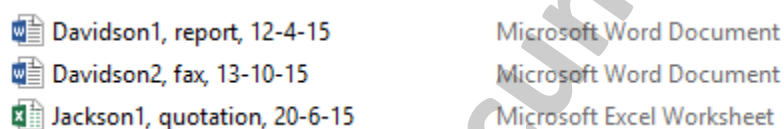
Explanatory Note 1 Definitions 'Organisational Requirements' requires that the Learner be given access to documented policies and procedures or commonly accepted practices of a workplace, school or training provider *prior* to being assessed against this unit standard. A suggested timeframe is at least one week prior to sitting the actual unit standard assessment and that they be made available to the Learner during completion of the assessment.

The following is an example:

## McLaren Architects Organisational Requirements

### Saving and Naming Folders and Files

- 1 Logical folder structures must be used to ensure that folders and files can be found easily.
- 2 Logical folder names must be used which describe what each folder will contain.
- 3 File names must use the following formula: *customer name and document number, subject, date* eg



### Searching

Staff will receive training on how to effectively search for folders and files using a variety of safe methods. Care must be taken to ensure folders or files are not unintentionally moved, deleted or damaged.

### Data security

- 1 All staff are required to place a strong importance on keeping data safe and secure in order to protect the company's data and customer details, internally and externally. Staff must immediately advise their Manager of any concerns or suspicions.
- 2 Save and name new work at the start rather than when completed. Save work regularly.
- 3 Care must be taken when moving, deleting, copying or renaming of folders and files to ensure the correct folders and files are managed, without causing damage or unintentional deletion or moving of folders and files.
- 4 All computers must be shut down at the end of each working day to ensure all anti-virus updates are downloaded.
- 5 All windows must be closed and external doors locked at the end of each. Security alarms where fitted must be activated outside working hours. All internal doors fitted with digital access codes must be kept closed at all times. Staff using removable hard drives must ensure these are stored off site during non-working hours.
- 6 All login and password details must be kept confidential. Computers must be locked while they are unattended.

## **Code of Ethics**

- 1 A code of ethics expects all staff to behave and act in a respectful way towards the organisation's staff, customers, and company equipment, and in accordance with the requirements of relevant legal legislation including the Copyright Act and Privacy Act.
- 2 When copying or downloading of data obtained from a source other than that produced by Harris Builders, you must adhere to the Copyright Act 1994. Please ensure there are no copyright restrictions associated with any data before copying or downloading takes place. Check with your Manager if you are unsure.
- 3 The Privacy Act 1993 requires that all data relating to customers eg, personal and business information, be kept strictly confidential. Personal contact details of all staff, eg home telephone numbers, are also confidential and must not be disclosed to anyone outside the company.
- 4 The Health & Safety in Employment Act 1992 requires that everyone within the workplace takes responsibility for their own health, safety and wellbeing within the workplace, as well as that of their co-workers, visitors and customers to the workplace. All workplace hazards or potential hazards must be immediately notified to the Health & Safety Officer so that the appropriate action can be taken without delay.
- 5 To intentionally download or forward offensive or unethical material using work computers during any time is considered a serious misconduct which may result in instant dismissal. All staff must notify their Manager if they are sent unwanted material. All staff are reminded to refer to their employment contract for further details.

Sample Document

## Section

# 1

## Getting Started in Windows 8.1 Using Windows 8.1 Applications Working with Multiple Programs Viewing System Information



### Learning Outcomes

*At the end of this section you should be able to -*

- ☐ Log on and start Windows 8.1
- ☐ Use Windows 8.1 applications such as Paint, WordPad, Notepad to create, save and print
- ☐ Connect and save to a USB Drive and disconnect
- ☐ Work with multiple programs
- ☐ View system information
- ☐ Use the Help feature to find information and search for a topic
- ☐ Use File Explorer to:
  - Browse through a folder structure to find files
  - View files and folders
  - Display file and folder properties
  - Use file names that clearly identify a file
  - Create a logical structure for folders and files
- ☐ Log off/shut down the computer.



*In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.*

**Charms Bar**  
**Close Button**  
**Default Printer**  
**Desktop**  
**File Explorer**  
**File Extensions**  
**Maximize Button**

**Minimize Button**  
**Navigation Pane**  
**Peek**  
**Quick Access Toolbar**  
**Recycle Bin**  
**Ribbon**  
**Shake**

**Snap**  
**Start Button**  
**Start Window**  
**Taskbar**  
**Title Bar**  
**USB Drive**  
**USB Port**

# Log on Procedures

---

**log on**  
= to gain  
access to

You may have to “log on” when you first turn your computer on. This protects your work as only you have access to your computer data or your particular part of the network.

Depending on the way your computer or network is setup you may have to enter a user name and password, or you may simply have to click on a named icon and enter the relevant password.

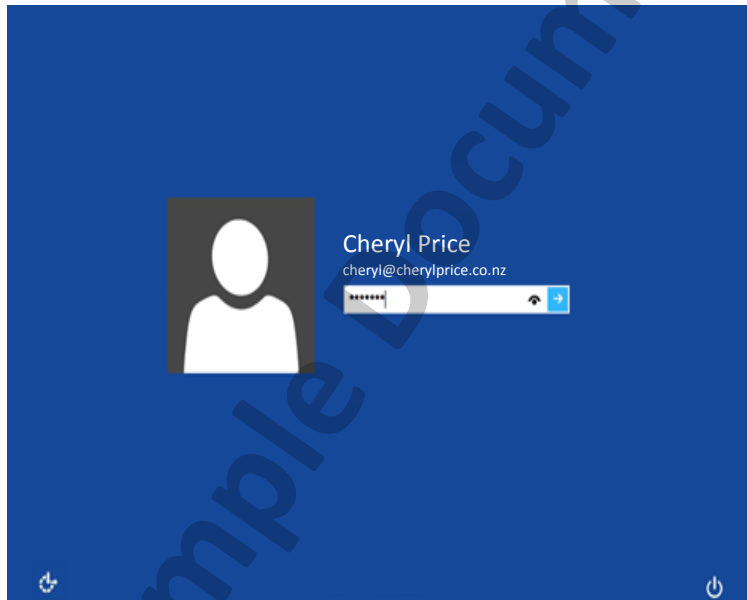



## EXERCISE 1

When you start Windows 8.1 your name and email address are usually displayed as well as a Password box. (If this is not displayed, the desktop will appear as shown on the next page.)

- 1 Ensure your computer is turned on.
- 2 Type your password into this box which appears as asterisks.

An example is shown below.



- 3 Click on the right arrow  to log on to your computer or network.



On a network or a group computer log on options may be displayed similar to that shown below.



# Getting Started in Windows 8.1

Your desktop may look different to the one below; it may have a different background picture and it may contain different icons.



Parts of the Windows 8.1 desktop are described below.

## Desktop

The **desktop** is the first screen that appears when Windows is loaded. You can change the look of the desktop by altering the background picture (called "wallpaper"), adding/removing icons, etc.

## Start Button

The **Start button** is used to access all the programs loaded on your computer. It also provides access to various Windows settings.

## Recycle Bin

When files are deleted from the hard drive they are sent to the **Recycle Bin**, where they can be restored if necessary or permanently deleted.

## Taskbar

Some programs are permanently "pinned" to the **Taskbar** meaning that their button always displays even if the program is not in use. The taskbar also displays all programs currently open as buttons. An open program has a shaded box around it. A pinned program that is not currently opened does not have a shaded box.

## File Explorer


A file management program used to organise files and folders, eg the files stored permanently on your hard drive. The **File Explorer** button is pinned to the taskbar by default.

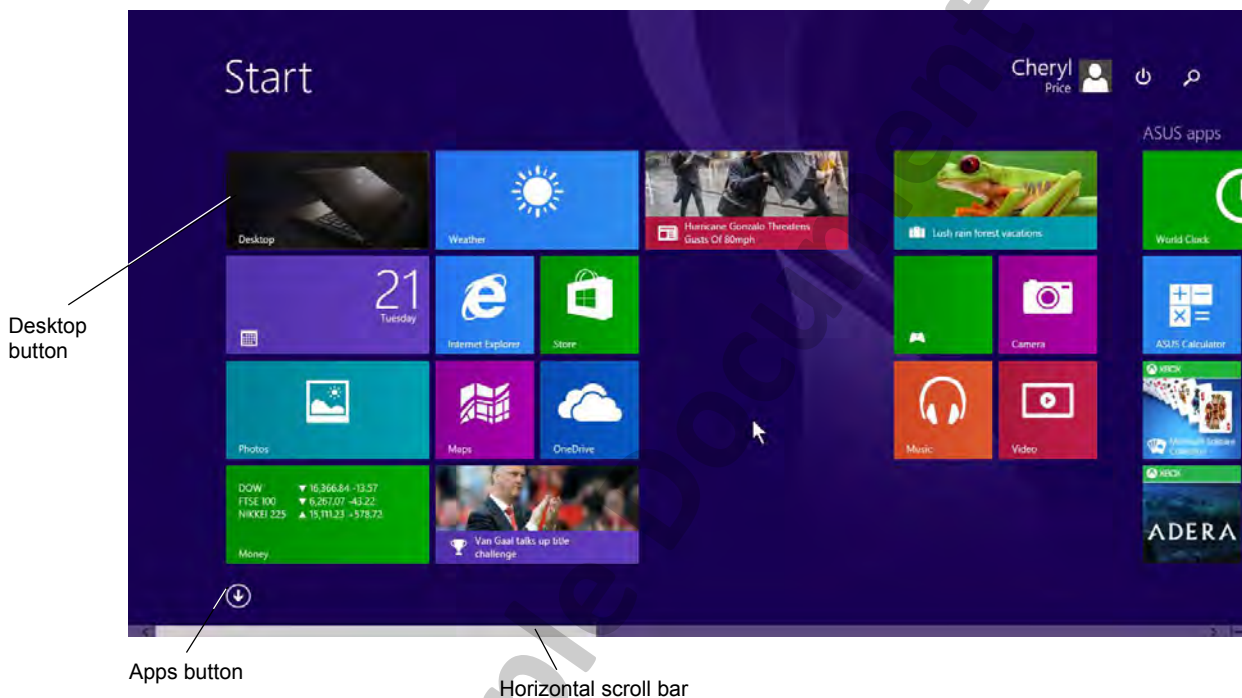
# Starting a Program



The Start button is located in the bottom left corner of the screen and is used to access programs, change settings, open documents, and find items in Windows.



## EXERCISE 2

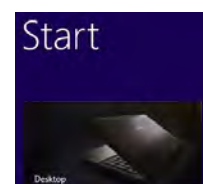
- 1 Click on the Start button . The **Start window** will display. Your Start window will contain different programs, depending on what is installed on your computer.
- 2 Point to a blank part of the screen, and a horizontal scroll bar displays at the bottom, as shown below. Use this to scroll across the screen to view more programs that are installed on your computer.



- 3 Point to a blank part of the screen again.
- 4 At the bottom left of the screen click on the Apps button .  
The screen now shows all of the apps loaded on your computer grouped alphabetically by name within categories.
- 5 Scroll to the right until you get to a group of apps under the heading **Windows Accessories**.
- 6 Click on  **Paint** to open the Paint app.

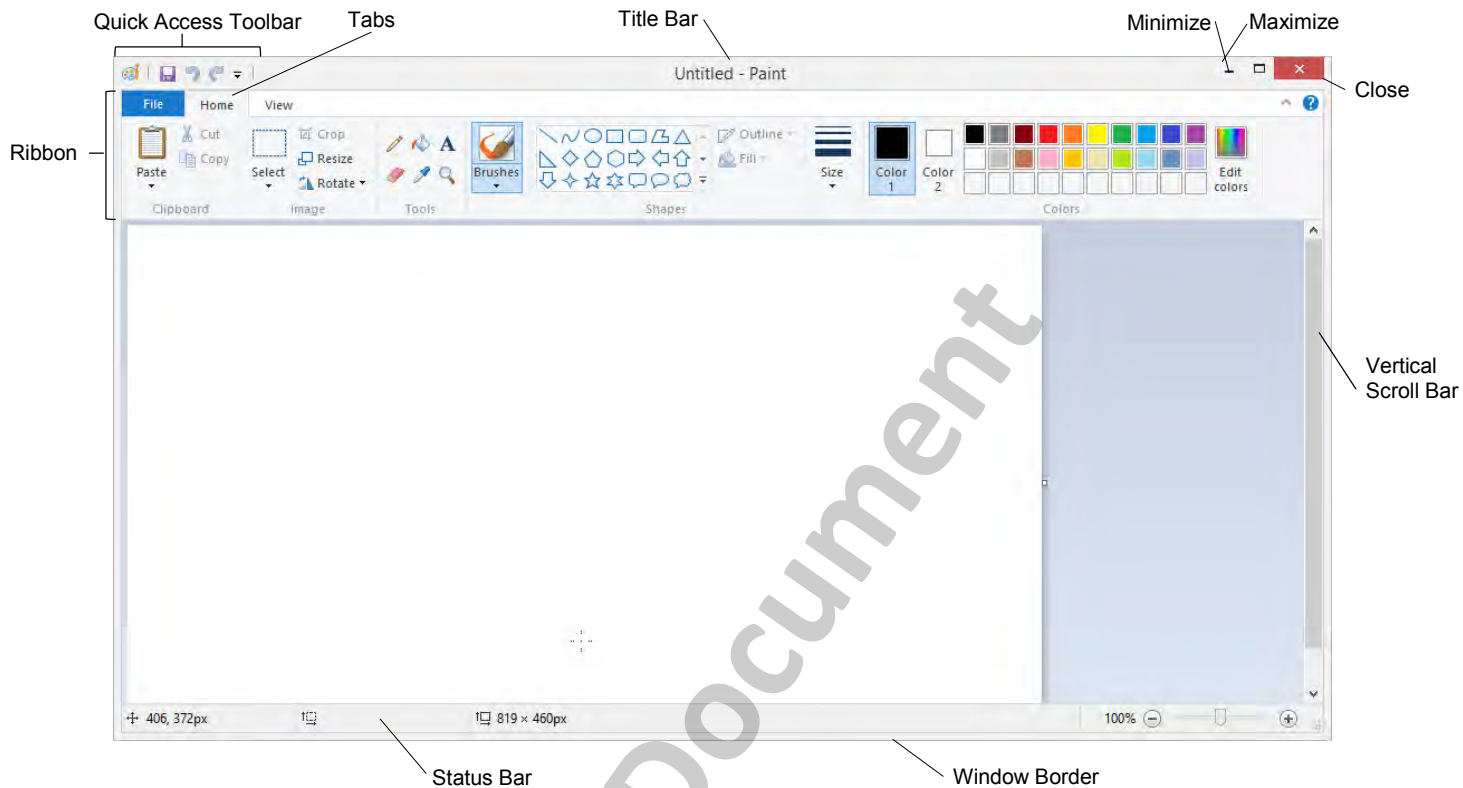


When you close an app, you are automatically returned to the desktop. To return to the desktop from the Start window, you can click on the large Desktop button under the word Start as shown at the right (refer to the capture of the screen above for the location of the Desktop button).



# Parts of a Window

You will notice that many windows contain common elements. These elements are labelled and described below.



## Quick Access Toolbar

A toolbar containing buttons for commonly performed actions. By default the **Quick Access Toolbar** buttons include Save, Undo and Redo, but other buttons can be added.

## Title Bar

Displays the name of the currently open file, and the program name. If the window is not maximised, the **Title Bar** can be used to drag it to another part of the screen.


## Tabs

Clicking on a tab displays the relevant Ribbon with buttons used for various program functions.

## Minimize Button

Clicking on the **Minimize button** reduces the window to a button on the taskbar.

## Maximize Button

Increases the size of the window to display full screen. When a window is maximised, the **Maximize button** displays as the Restore Down button . Clicking on the Restore Down button will reduce the size of the window.

## Close Button

The **Close button** closes the window and the program that is open.

## Ribbon

A strip at the top of the screen made up of buttons used to perform various functions which relate to the selected tab.

## Status Bar

Displays information about the current file.

## Window Border

Used to resize the window. When the mouse pointer is moved to the edge of the window it will change to a double-headed arrow – click and drag the window border to resize the window if it is not full screen (maximised).



## Vertical Scroll Bar

A bar with arrows on either end used to scroll the program screen up and down.

## Working with the Minimize Button




### EXERCISE 3

- 1 Click on the Minimize button  in the top right corner of the window.  
The Paint window will appear as a button at the bottom of the screen on the taskbar.
- 2 To restore Paint, click on the Paint icon  on the taskbar.  
The Paint window will be displayed as it was before you minimised it.




## Working with the Maximize Button

For this exercise it is assumed that your window starts at the default size (ie not maximised).

If your Paint window is maximised (fills the whole screen) click on the Restore Down button  before continuing with the following exercise.



### EXERCISE 4

- 1 In the Paint window, click on the Maximize button  at the top right of the window.  
The Paint window will expand to display fully on screen. Notice that the window extends right out to the edges of your screen. This allows you to see everything within the window.
- 2 Look at the Maximize button now and you will notice that it has changed to the Restore Down button .
- 3 Click on the Restore Down button  to change the window back to its former size.

## Moving a Window



### EXERCISE 5

- To move the entire window, click on the Title Bar at the top of the screen (where Untitled – Paint is displayed). Hold down the left mouse button and drag the Paint window around the screen.

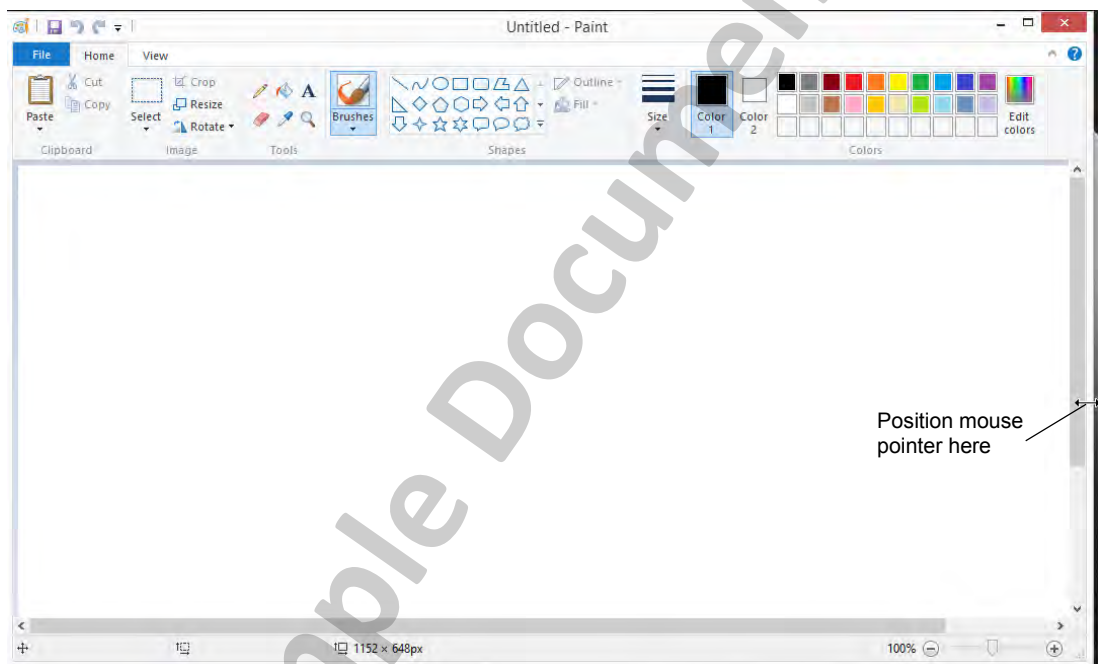
## Resizing a Window



### EXERCISE 6

- 1 Position the mouse pointer at the right edge of the window, as shown below. The mouse pointer will change to a double-headed arrow.

(The mouse pointer may be white and thicker depending on the background of your desktop.)



- 2 Click and drag the mouse pointer to the left to decrease the width of the window. Then click and drag to the right to increase the width. Note that the same technique can be used to increase or decrease the height of the window.
- 3 To resize the window both vertically and horizontally, position the mouse pointer in the lower right corner of the window. Click and drag the mouse pointer diagonally away from the window to increase the size.



- 4 Resize the Paint window to approximately its original size.

## Snap

The **Snap** feature allows you to expand and maximise windows using one mouse move.

### Maximising using Snap



#### EXERCISE 7

- 1 To maximise the Paint window, click and drag the Title bar to the very top of the screen then release the mouse button.
- 2 To restore it again, double click at the very top of the window.

### Resizing Windows using Snap

Snap allows you to quickly expand windows either vertically or horizontally.



#### EXERCISE 8

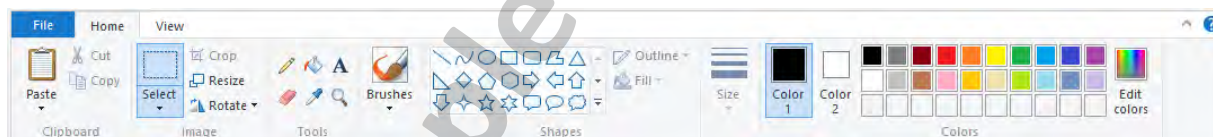
- 1 Position the mouse pointer on the bottom window border.
- 2 Click and drag so that the bottom of the Paint window touches the taskbar. When you release the mouse button, the window will be maximised vertically.
- 3 To return to the original window size, double click on the Title Bar.



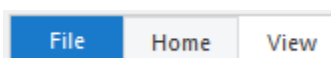
You can also “snap” a window to the left or right side of the screen by clicking on the Title Bar and dragging the window to the far left or right. This will make the window automatically resize to take up half the screen. This is useful for comparing windows side by side.

## The Ribbon

The **Ribbon** is the strip at the top of the window providing access to all the tools required for working within the program.



The Ribbon has a series of tabs along the top; click on the tab to display the tools required. The Ribbon in Paint is very simple and only has three tabs; File, Home, and View.




With Microsoft Office programs, eg Word, Excel, Access the Ribbon has more tabs. The Ribbon tabs for Microsoft Word are shown below.



#### EXERCISE 9

- 1 In Paint, click on the View tab to display the View Ribbon which displays various options for viewing your Paint picture.
- 2 Click on the Home tab to return to the Home Ribbon. (The Home Ribbon always displays Cut, Copy and Paste options and other options that are used frequently.)

## Close Button

The Close button  at the top right corner of the window is used to close the window and exit the program.



If more than one document is open, eg two documents in Word, it will close the first document and display the second document. When you click on the Close button again, the second document and the Word program will close.



### EXERCISE 10




- Close the Paint program.

## Notepad

Notepad is a program supplied with Windows 8.1 which allows you to create very simple text documents.



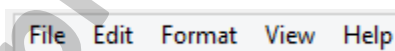
### EXERCISE 11

- 1 Click on the Start button  then on the Apps button .
- 2 Scroll to the **Windows Accessories** group, and click on  Notepad which should be just above the Paint button.

## Menus

Some windows contain a menu bar at the top of the screen instead of a Ribbon. Clicking on an item on the menu bar will display a drop-down menu. These menus provide access to features found within the application.

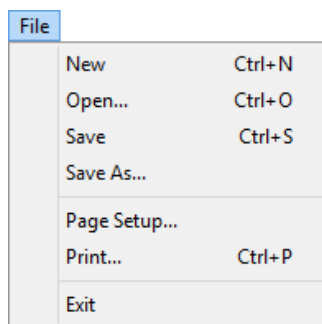
As you can see Notepad has five pull down menus.



### EXERCISE 12

- 1 Click on File on the Menu bar.

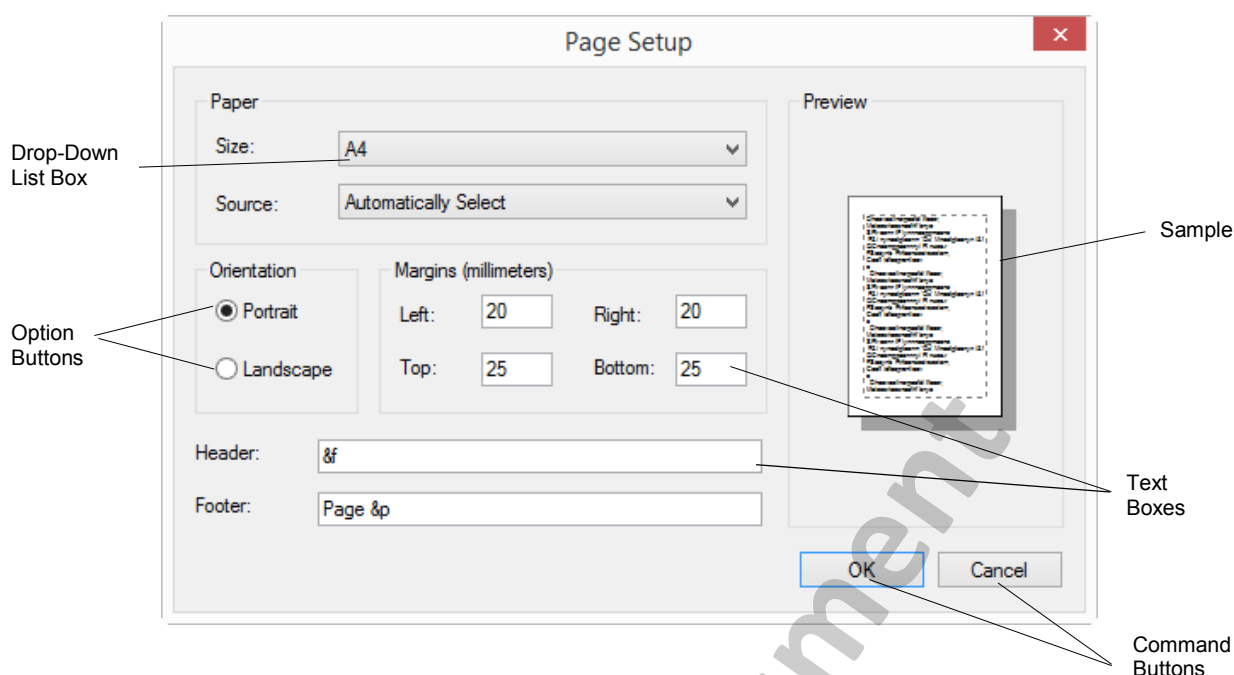
A pull down menu will be displayed as shown below (notice shortcut keys appear at the right of some options).



- 2 Click on File on the Menu bar again to hide the pull down menu.
- 3 Choose File then select Page Setup. The Page Setup dialog box will display as shown on the next page.

## Dialog Boxes

Various dialog box options are labelled below.



Dialog box options are described below.

**Drop-Down List Box** Click on  to drop-down a list of options.

**Option Buttons** A dot in an Option button indicates the feature is turned on. Click in another Option button to change the option. Only one Option button can be chosen.

**Text Boxes** Double click in a text box to select existing text (or measurement) then type the new text required.

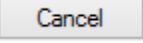
**Sample** Displays how text will appear with the chosen options.

**Command Buttons** Clicking on OK (or pressing Enter) within a dialog box, accepts all the options chosen within that dialog box.

Clicking on Cancel (or pressing Esc), means that none of the changes selected within the dialog box will take effect.



### EXERCISE 13

- 1 Click on  to close the dialog box.
- 2 Close Notepad.

# Creating and Saving a Document

For this exercise you will create a document in WordPad. The document will be saved into the Documents folder.





## EXERCISE 14

- 1 From Windows Accessories open WordPad.
- 2 Type the following text into the blank document that was automatically opened when you started the WordPad program. Press Enter twice when you want to create a blank line.

### *Managing a Mortgage*

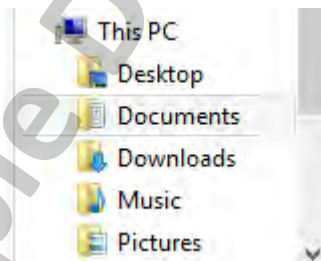
*The budget is usually the first and most important consideration when you're about to build, buy or renovate a home, and for most people, that means a mortgage.*


*Fortunately, the days of quivering at the door to the bank manager's office are over. Banking these days is a competitive business, and there are plenty of good deals available. Banks will court you with mobile mortgage managers who come to your home, 24 hour service on approving your loan, interest 'holidays', prizes, and competitive fees and charges.*

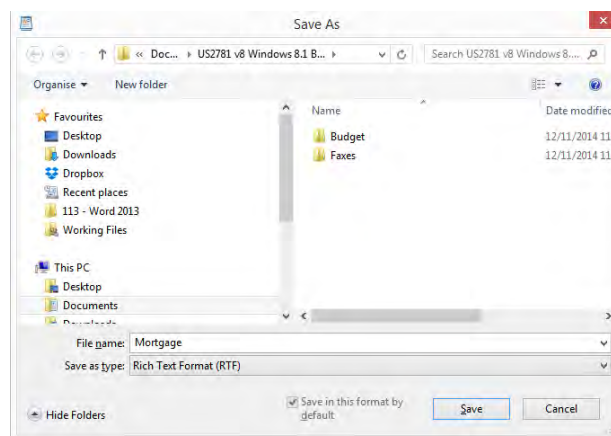
- 3 Click on the Save button  on the Quick Access Toolbar  at the top left of the screen.

Because the document has not been saved before, the Save As dialog box will display.

- 4 The **Navigation Pane** is shown at the left of the window. If not already selected, click on Documents under the heading This PC as shown below.



- 5 Double click on  US2781 v8 Windows 8.1 Book Exercise Files which will display the folder where your documents will be saved to (and opened from).
- 6 In the File name: box type: *Mortgage* as shown below.



- 7 Click on the Save button. (The file is saved in Rich Text Format and the file name is now displayed at the top of the WordPad window.)

# Printing

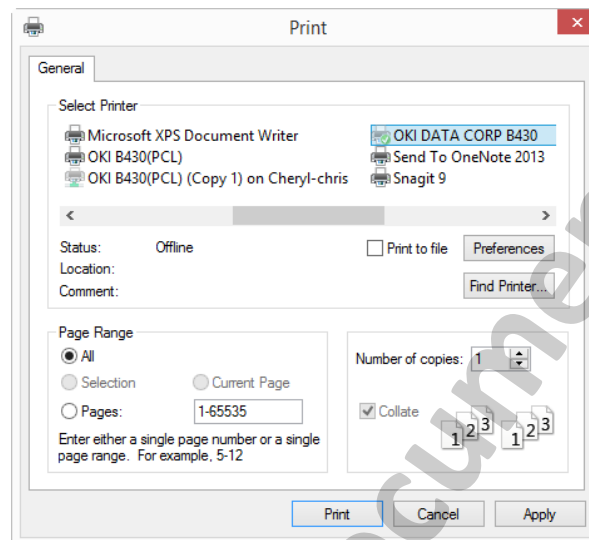
## Printing and Viewing a Print Job



### EXERCISE 15

- 1 Click on the **File** tab at the left of the Ribbon which will display the File menu.


- Ctrl P
- 2 Click on  **Print**. The Print dialog box is shown below.




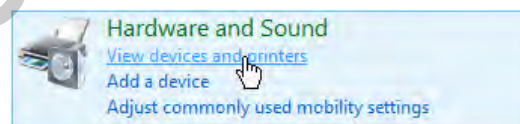
If your computer is connected to more than one printer, ensure the correct printer is selected from the Select Printer list.

- 3 Click on .

### Viewing and Cancelling Printing

Once a document is sent to the printer a printer icon will appear on the Notification Area of the taskbar . Double click on this icon to view the progress of a print job. If the print job is small you may find the printer icon appears for a second then disappears.

An alternative method is to right click on the Start button  and select Control Panel. Click on View devices and printers as shown below.



A list of your installed printers will be displayed along with other devices. What you see will probably differ from those shown below.

