

5. Using Storage Features on Windows



At the end of this lesson, you shall be able to:

- identify basic features of Windows
- use external memory like USB drive, CD, DVD, etc.
- create, copy, move and delete files and folders.



Using storage features on Windows: Documents, files and other digital material (pictures, videos, projects) can be stored in an organized and safe manner on the computer. When these files are large (movies, software, games, books), they can be organized and stored in USB or pendrives, CDs and DVDs. Computers help us to store, retrieve, add, delete, move and organize files and data.



What I already **K**now

What I **W**ant to find out

What I **L**earned



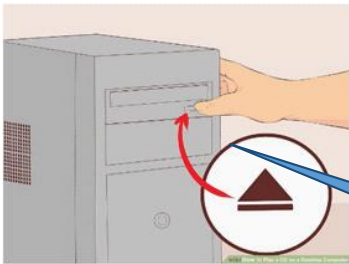
A well-organized computer can help you be a smart user!

1. Opening files from storage devices

a. CD or DVD

Both CD (Compact Disk) and DVD (Digital Versatile Disk) have to be used through a similar process in a computer. CD and DVD compress data and store large amounts of information on the disk. They also store videos on high quality. A DVD stores only videos where as a CD can store music, videos and pictures.

Here is a step by step process:



In the CPU of the computer, Press the **Eject button** on the disc drive.

Place the disc in the tray. Make sure the shiny side faces down.

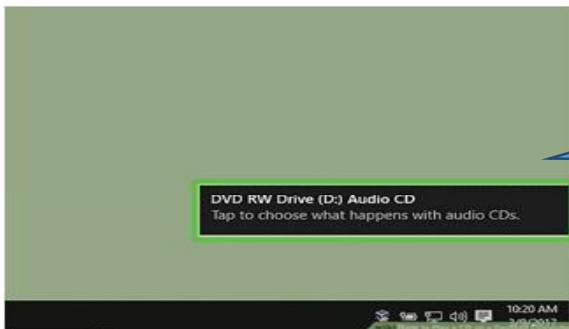


if it is a Laptop



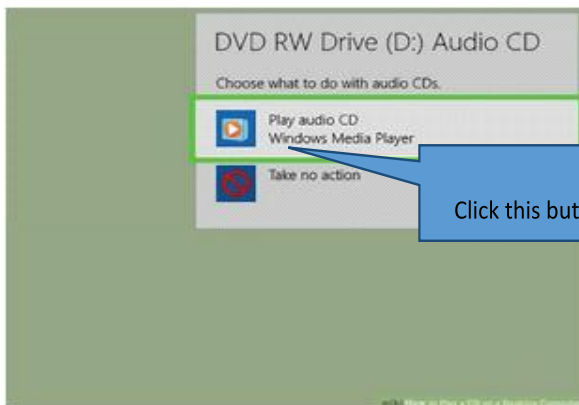
Close the tray gently, by pushing it back.

If it is a laptop, press the button on the side of the laptop and this tray opens up. Place the CD or DVD in this tray.

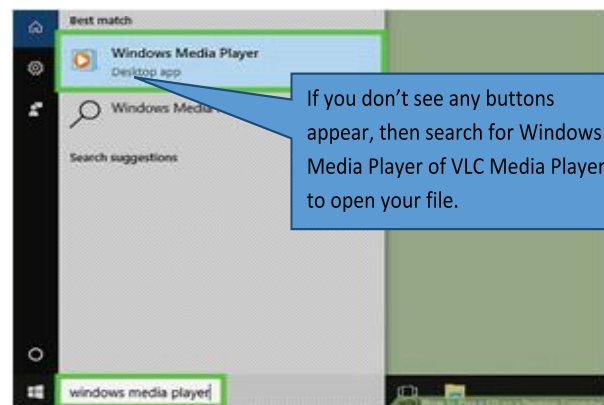


Usually this type of button appears after inserting a CD or DVD. Click on it to play the movie.

If you don't see this notification appear on your screen, then the CD or DVD automatically plays.



Click this button next.



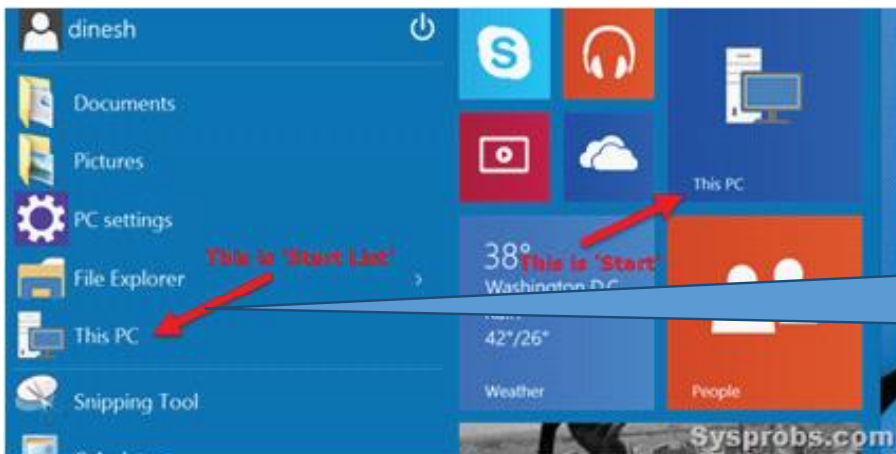
If you don't see any buttons appear, then search for Windows Media Player or VLC Media Player to open your file.

b. USB Drive

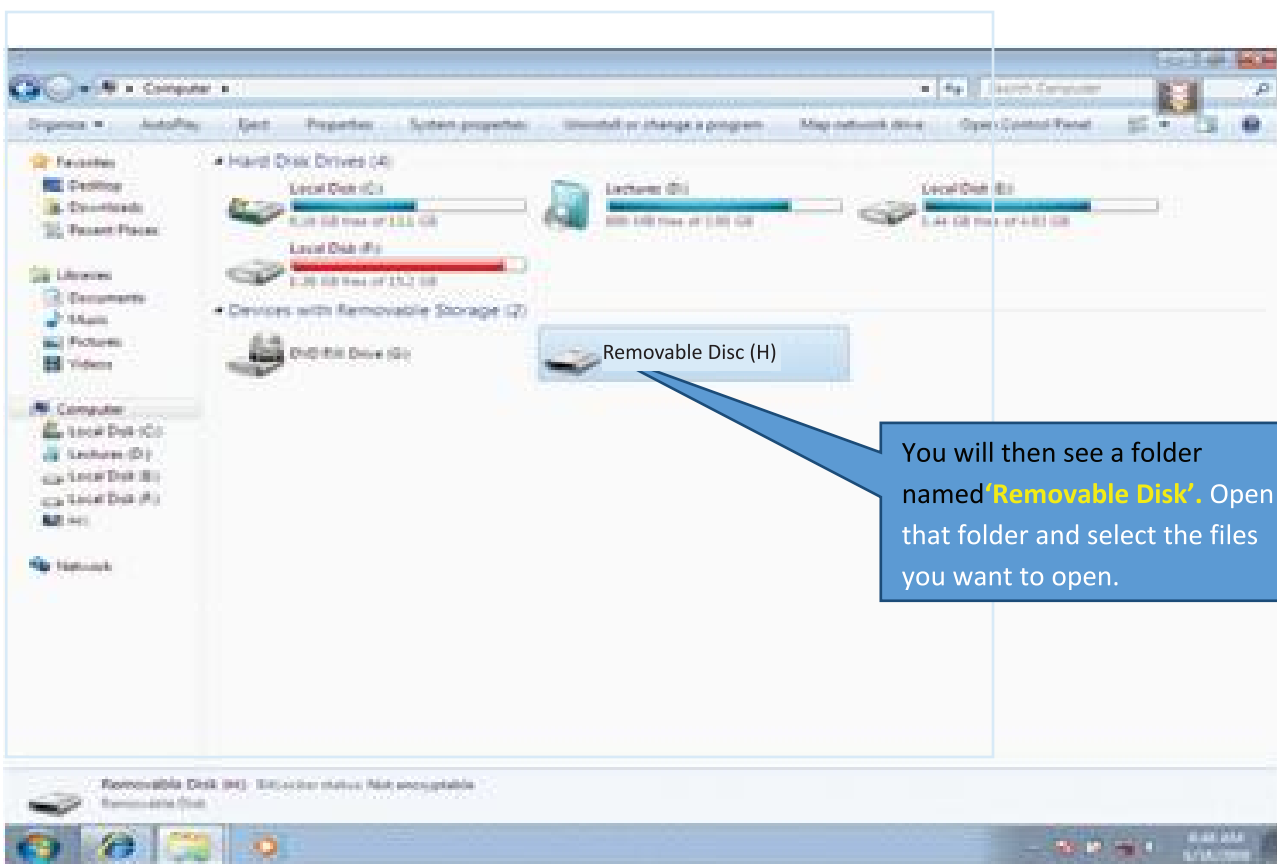
You have already learned how to connect a USB drive (also called a pen drive) to a computer. Find a friend and recall the steps needed to connect a USB drive.



Once you connect the USB, you can open the files inside.



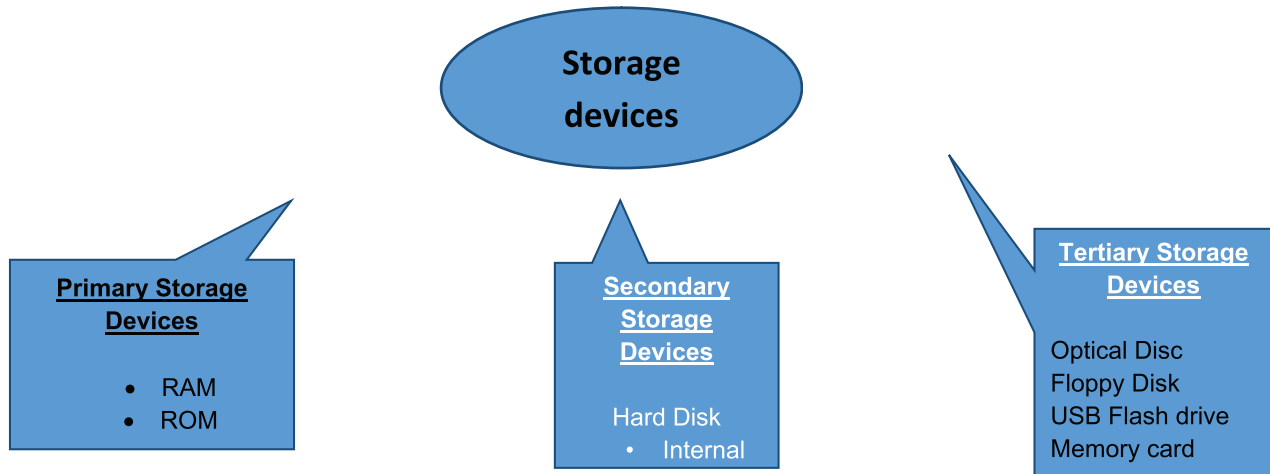
After connecting the USB, use the mouse to double click on the button **'My Computer'** or **'This PC'**



In a computer, you can store many files. These files can be neatly sorted into different folders. For example, documents related to health, bank papers, mark cards, identity documents will be stored carefully in different folders or boxes. Let's learn to be smart and fast while using a computer. So, let's understand how computers store information and then learn how to can create, copy, move, and delete files and folders.

a. Storage Devices

Computers store information in 3 ways. Storing data is one of the core functions of the modern computer. A device that stores data has space or memory in which it stores data. Just like boxes of different sizes, storage devices in a computer have different storage capacity.





i. Primary Storage devices

It is also known as main memory. It is directly or indirectly connected to the central processing unit via a memory bus. The CPU continuously reads instructions stored there and executes them as required.

Characteristics	RAM	ROM
Stands for	Random Access Memory	Read-only memory
Uses	RAM allows the computer to read data quickly to run applications. It allows reading and writing.	ROM stores the programme required to initially boot the computer. It allows only reading.
Definition	Random Access Memory or RAM is a form of data storage that can be accessed randomly at any time, in any order and from any physical location.	Read-only memory or ROM is also a form of data storage that cannot be easily altered or reprogrammed.

ii. Secondary Storage devices

Hard Disk: The hard disk drive is the main, and usually largest, data storage device in a computer. It can store from 160 gigabytes to 2 terabytes. Hard disk speed is the speed at which content can be read and written on a hard disk. A hard disk unit comes with a set rotation speed varying from 4500 to 7200 rpm. Disk access time is

HARD DISK		
Characteristics	Internal Hard disk	External Hard Disk
Portability	No	Yes
Price	Less expensive	More expensive
Speed	Fast	Slow
Size	Big	Small

measured in milliseconds.

iii. Tertiary Storage known as disconnected storage

It is a computer data storage on a medium or a device that is not under the control of a processing unit. It must be inserted or connected by a human operator before a computer can access it again.

Optical disc is any storage media that holds content in digital format and is read using a laser assembly. It is considered optical media. The most common types of optical media are

- Blu-ray (BD)
- Compact Disc (CD)
- Digital Versatile Disc (DVD)



Optical Disc

A small, portable flash memory card that plugs into a computer's USB port and functions as a portable hard drive.

Flash drives are available in sizes such as 256MB, 512MB, 1GB, 5GB, and 16GB and are an easy way to transfer and store information.



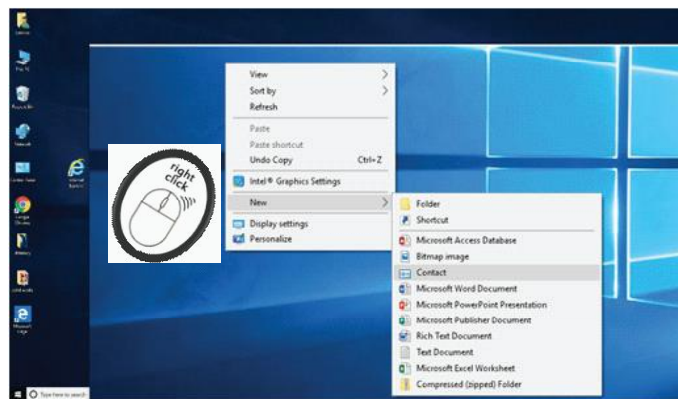
USB Flash Drive

An electronic flash memory storage disk commonly used in consumer electronic devices such as digital cameras, MP3 players, mobile phones and other small portable devices.

Memory cards are usually read by connecting the device containing the card to your computer or by using a USB card reader.



Memory Card



2. Create a New Folder or File in Windows

- a. Right-click on a blank space. Doing so opens a drop-down menu. Make sure you don't right-click on a file or folder instead, as this will open the wrong drop-down menu.
- b. If you are in an existing folder (Documents), you can also click the Home tab on the top-left side of the File Explorer window and click New Folder in the toolbar that appears.
- c. If you are on a computer with a trackpad instead of a mouse, click the trackpad with two fingers to perform a right-click.
- d. Select New. This option is near the bottom of the drop-down menu and opens another pop-out menu.
- e. We can create a
 - New folder
 - Open a New MS-Word document



- Bitmap image
- Open a New MS-Excel Worksheet
- Open a New MS-PowerPoint Presentation
- Open a New Text Document
- Open a New Compressed (Zipped) Folder



Microsoft Word or **MS-WORD** (often called Word) is a Graphical word processing programme that users can type with. It is made by the computer company Microsoft. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. **.doc** or **.docx** is a file extension for an **MS-WORD** file.



Microsoft Excel or **MS-EXCEL** is a spreadsheet programme included in the Microsoft Office suite of applications. Spreadsheets present tables of values arranged in rows and columns that can be manipulated mathematically using both basic and complex arithmetic operations and functions. **.xls** or **.xlsx** is a file extension for a **MS-EXCEL** file.



Microsoft **PowerPoint** or **MS-POWERPOINT** is a powerful presentation software developed by Microsoft. The programme uses slides to convey information rich in multimedia. **.ppt** or **.pptx** is a file extension for a **MS-POWERPOINT** file.



Notepad is a simple text editor for Microsoft Windows and a basic text-editing programme which enables computer users to create documents. **.txt** is a file extension for a **text** file.



Zipped (compressed) files take up less storage space and can be transferred to other computers more quickly than uncompressed files. Combine several files into a single zipped folder to share a group of files more easily.



Complete the What I learned column in the KWL chart.



What are the benefits of storing data on a hard disk or USB?

Why do you think a computer should be neatly organized?

You have learned how to create files and folders. Now take help from your friends, trainer or Google and learn



how to copy and delete files. Share the information you learned with your friends.

<https://in.video.search.yahoo.com/yhs/search?fr=yhs-trp-001&hsimp=yhs-001&hspart=trp&p=creating+files+and+folders+tutorials+videos#id=3&vid=19a977d9a689fbf58cd1bf0de2b5cb37&action=click>

6. Basics of MS-Word



At the end of this lesson, you shall be able to:

- identify basic features of MS-Word
- explore the basic features of MS-Word
- learn how to create an MS-Word file and save it.



Basics of MS-Word: In today's world, a computer can do the job of many older machines, including a typewriter. A software programme called MS-Word is used to do all the tasks – typing documents, editing documents, creating different types of layouts, printing documents and many more. MS-Word, created by Microsoft is the most popular word processing software used today. MS-Word has features like spell check, save and store features, copy and paste functions, provision to add images and shapes. When attached to an email, electronic documents created by MS-Word can be delivered in seconds.



What I already **K**now

What I **W**ant to find out

What I **L**earned



Software programmes like 'MS-Word' can help people transform their office from looking like this ...



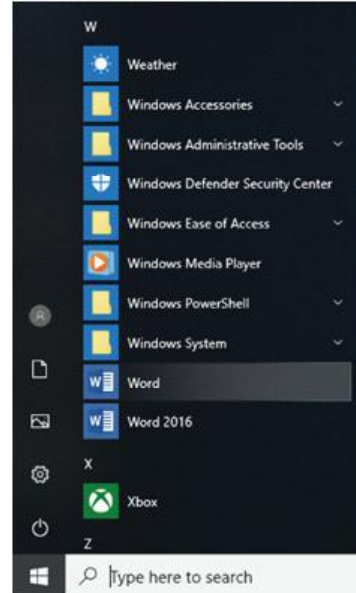
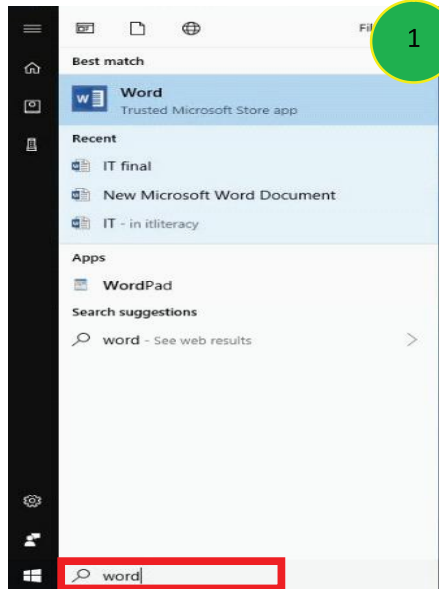
to looking like this!



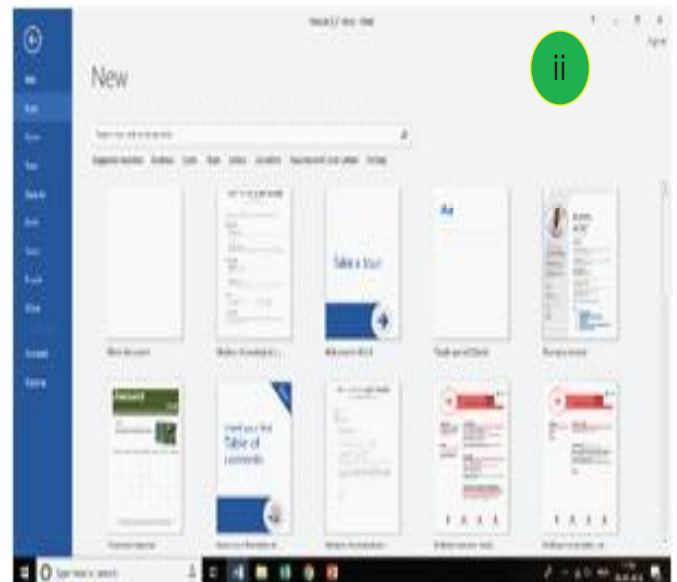
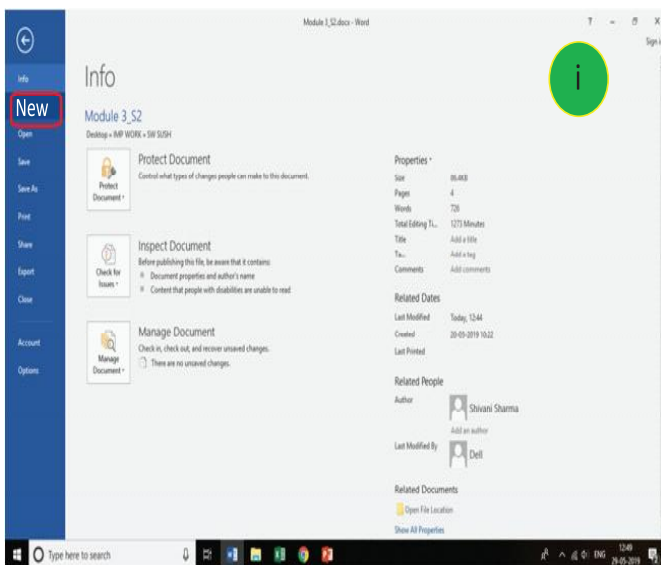


1. There are 2 ways to find MS-Word in your computer.

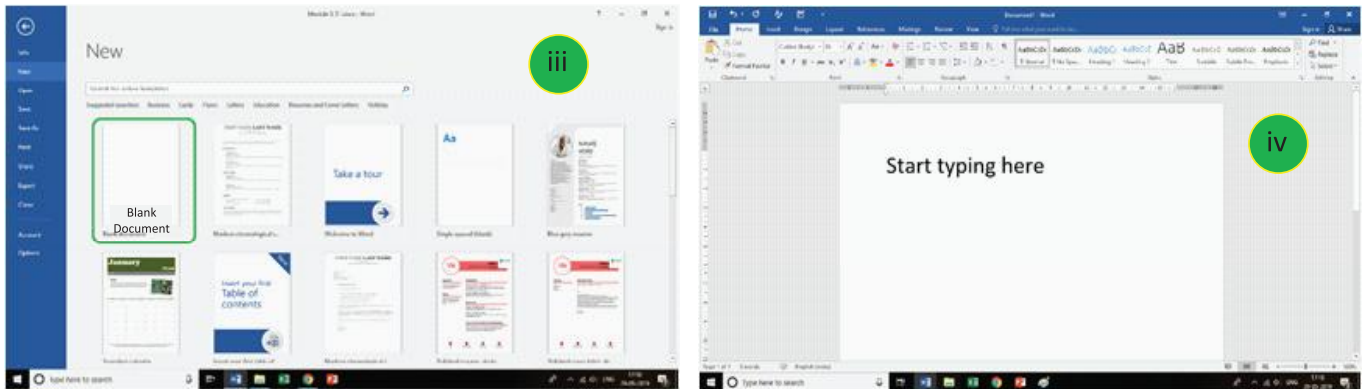
- Click the Start button. Type “word” without quotation marks into the search box. Click “Microsoft Word 2010” in the list that appears.
- Click the Start button. Place the mouse pointer over “All Programmes.” Scroll down to the Microsoft Office folder and click it. Select “Microsoft Word 2010”.



- Once you open MS-Word, you will need to create a New Document. Select New document (as shown below)
- MS-Word has many different formats that you can choose from. Some of the formats are: Different types of Resume, Calendar, Spreadsheet, Cover, Letter, etc.

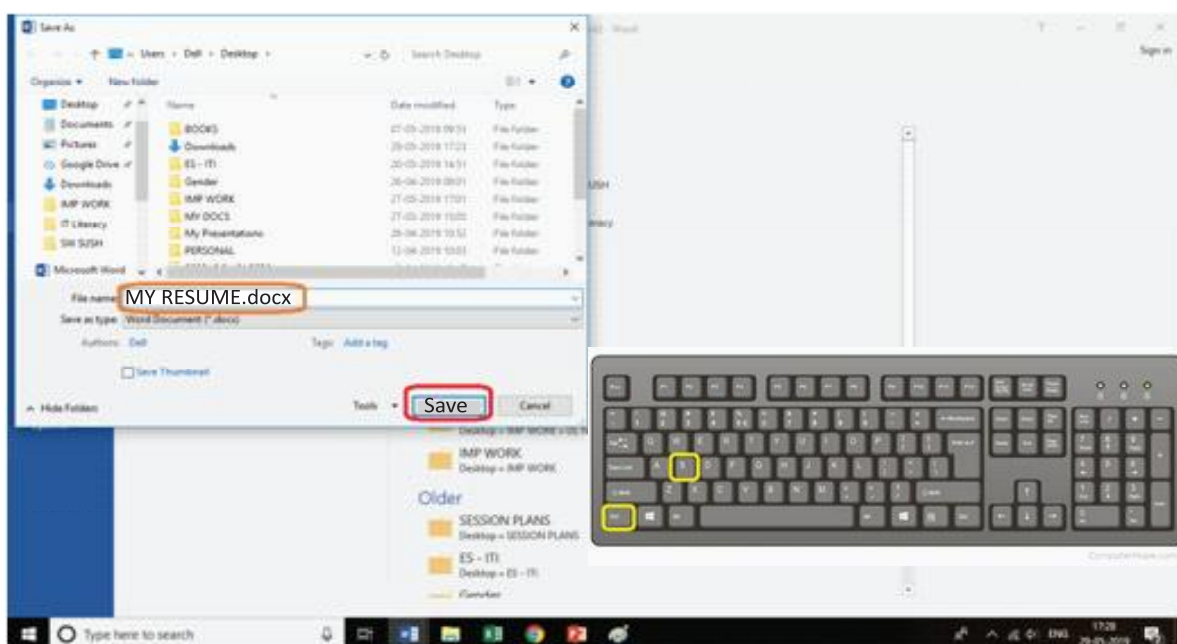
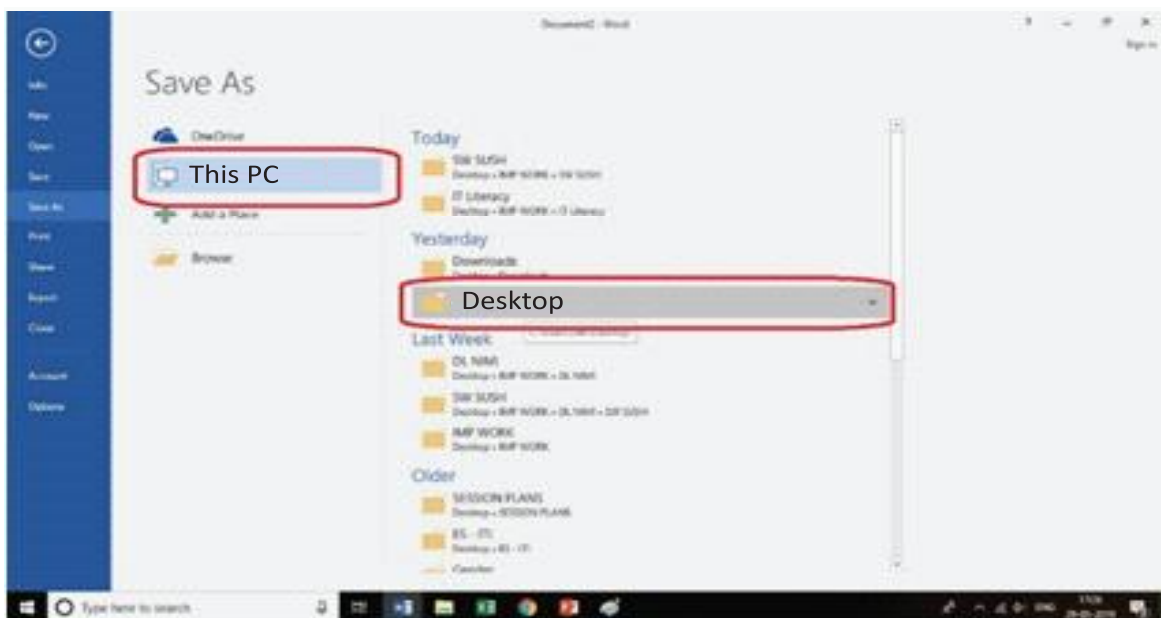


- Select Blank Document by clicking on the area shown.
- When a new blank document opens, the insertion point or cursor will appear in the top-left corner of the page. If you want, you can begin typing from this location.



v. Saving a MS-Word file is easy.

- Press CTRL+S on the keypad after finishing your typing. You have to press both the buttons together.
- Select This PC and desktop (as shown below).



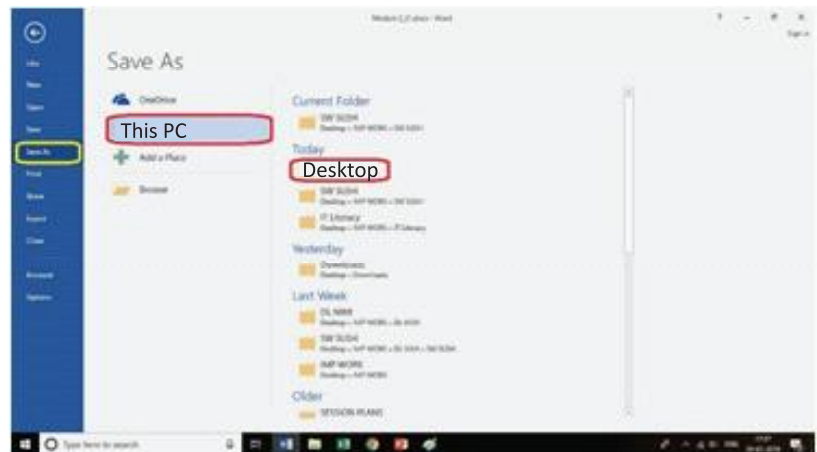
- Write the file name you want to give and then press save. You must enter a name for the file if you are saving a file for the first time.

You can also click the Save icon  on the Quick Access Toolbar.

vi. Save a copy as a new file (Save As).

To create a new file, based on an existing file, to save only changes in the new file, Save a Copy first before making changes. By doing this, the original file will remain unchanged and all edits will be in the new copy.

- Press F12 or click File > Save a Copy.
- By default, Office will save the copy in the same location as the original. If you want to save the new copy in a different location, choose it at this point.
- Give your new copy a name and click Save. Your original file will be closed and you'll now be working in the new copy you just created.



vii. Basic shortcuts for MS-Word:

- Ctrl+N: Create a new document.
- Ctrl+S: Save a document.
- F12: Open the Save As dialog box.
- Ctrl+O: Open an existing document.



Complete the What I learned column in the KWL chart.



What are the most interesting features available in MS-Word?

How do you think you will use MS-Word in your work life?



To practice all the new concepts learned, open a MS-Word document and then go to Google, search for 'MS-Word easy introduction and practice videos'. You can watch and learn as slowly or as fast as you want. Remember, learning by practice is the best way to learn something new.

<https://www.youtube.com/watch?v=umOSIKcyRrg>

<https://www.youtube.com/watch?v=fUkh3yWm3d4>

<https://www.youtube.com/watch?v=S-nHYzK-BVg>

<https://www.youtube.com/watch?v=2bQSJPQhafg>