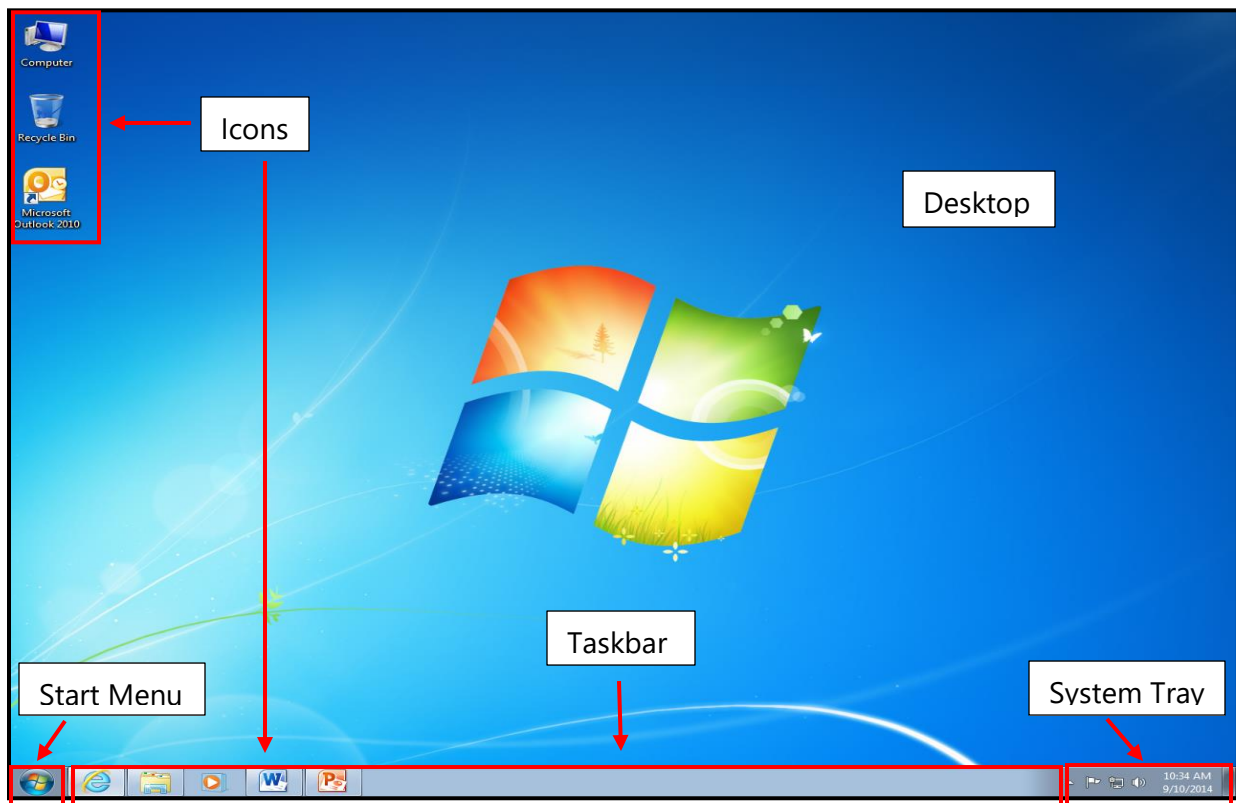


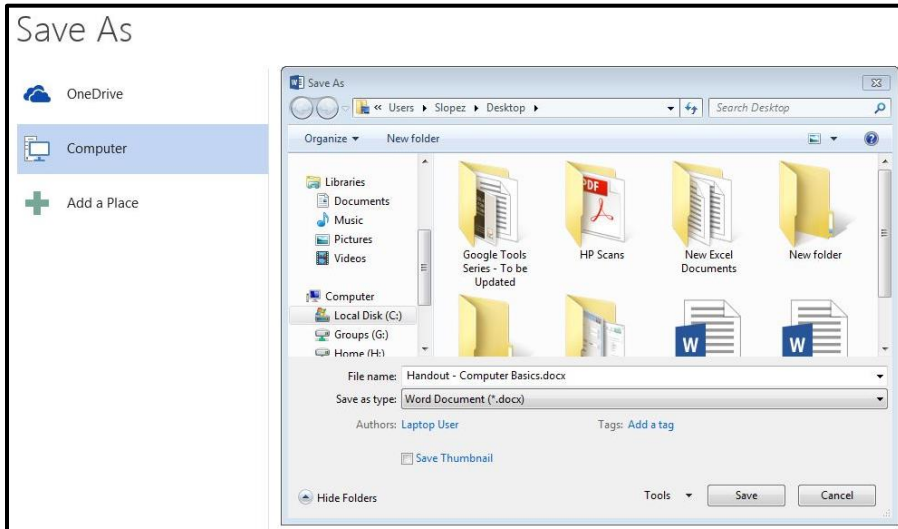
TERMINOLOGY

Computer	An electronic device for storing and processing data
Desktop	The primary display area of a computer screen
Desktop Computer	A computer with a separate monitor, keyboard, and processor
Flash Drive	A pocket-size data storage device used to save electronic files
Icon	A small graphical representation of a computer program
Laptop Computer	A computer that contains the monitor, processor, & keyboard in one unit
Monitor	A computer component that allows users to view images
Start Menu	The central launching point for programs and tasks in a Windows computer
System Tray	A stationary taskbar that contains icons for system functions
Taskbar	A stationary strip of icons used to access frequently used programs
Window	An area of the screen that displays information for a specific program



HOW TO CREATE, SAVE AND ACCESS FILES – In a program such as **Microsoft Word**, you can create files, save them and open them later for review or editing.

1. Open **Microsoft Word** and type in your text.
2. Click **File > Save As**
3. In the new window, double-click **Computer**
4. Select the location where you would like to save your file (ex: **Desktop**)
5. In the **File Name** box, enter a title for your document
6. Click **Save** and close the program



To **re-open** your document at any time, double-click the icon

To **move** the file, single-click and hold the icon, then drag it to the destination (ex: a folder on the desktop)

HOW TO CREATE A FOLDER – A folder can be created anywhere you want to store files. Some folders are pre-created for you, such as “Documents.”

1. Right-click where you would like to create a folder (ex: Desktop)
2. Move the cursor down to **New**
3. Move the cursor over and click **Folder**
4. Type in the name and press the **Enter** key

HOW TO RENAME A FOLDER OR FILE

1. Right-click on the folder
2. Click on **Rename**
3. Type the new name and press the **Enter** key

