Skills for Success Curriculum Resource Cover Page

Organization

CESBA

Curriculum Resource

Windows Desktop Features and Folders
This resource is not accompanied by a marking guide, as learners will complete activities using their devices.

OALCF Alignment

Competency	Task Group	Level
Competency A -Find and Use Information	**A1. Read continuous text**	**2**
Competency A -Find and Use Information	**A3. Extract information from films, broadcasts, and presentations**	**N/A**
Competency D - Use Digital Technology	**N/A**	**1**
Competency D - Use Digital Technology	**N/A**	**2**
Competency E - Manage Learning	**N/A**	**1**

Goal Paths (check all that apply)

☒ Employment
☒ Apprenticeship
☒ Secondary School Credit
☒ Postsecondary
☒ Independence

Embedded Skills for Success (check all that apply)

☐ Adaptability
☐ Collaboration
☐ Communication
☐ Creativity and innovation
☒ Digital
☐ Numeracy
☒ Problem Solving
☒ Reading
☒ Writing

Notes:

Suggested Milestone for this Resource – Milestone 57

This resource requires access to a laptop or Desktop with a Windows 10 or 11 operating system.

Windows Desktop Features and Folders

Pathway Pillar - Enhancing and Expanding Digital Delivery

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Thank you to the many CESBA members that supported the project by reviewing curriculum resources.

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Contents

The Desktop 1

Folders 1

The Windows Button 2

About Apps 3

Searching for Apps and Files 3

Left Click and Right Click 4

Practice #1 – Searching for Apps 5

Practice #2 - Use the Search Bar to Find the Documents File on Your Computer 6

The Recycle Bin 7

Practice #3 – Saving to the Desktop 8

Practice #4 – Restoring and Deleting a File from the Recycle Bin 10

The Taskbar 11

Sorting and Changing the File View in Folders 13

Practice 5: Creating A Folder Inside a Folder 14

Personalizing the Desktop 15

Practice #6 – Changing the Background on the Desktop 17

Final Task 17

The Desktop

Read pages 1 to 7 before working on the practice activities on page 7. In this course, you will be learning basic computer information to become more comfortable with the Desktop.

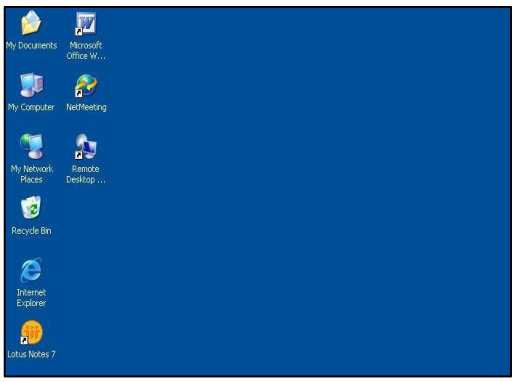
The Desktop is the screen you first see when you start your device.

It may look different on each computer.

The Desktop has icons (pictures) of Apps and files.

It is called the Desktop because most of the important files and programs are there for easy access.

Much like what might be kept at a desk.



Folders

Documents and pictures can be saved on the computer in folders.

A folder icon (picture) on the computer looks like this:

You can double click (click twice) with the left button of your mouse on a folder to see what is inside.

The material saved inside is called a file (or files).

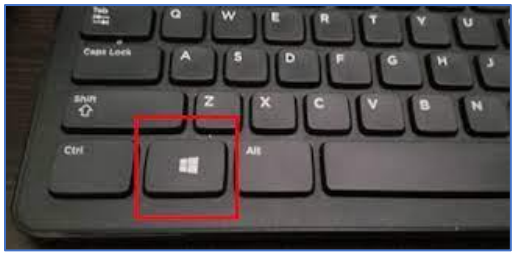
You can create folders on your desktop.

Desktop applications (programs) are also stored on your computer.

Some applications will appear on the Desktop.

The Windows Button

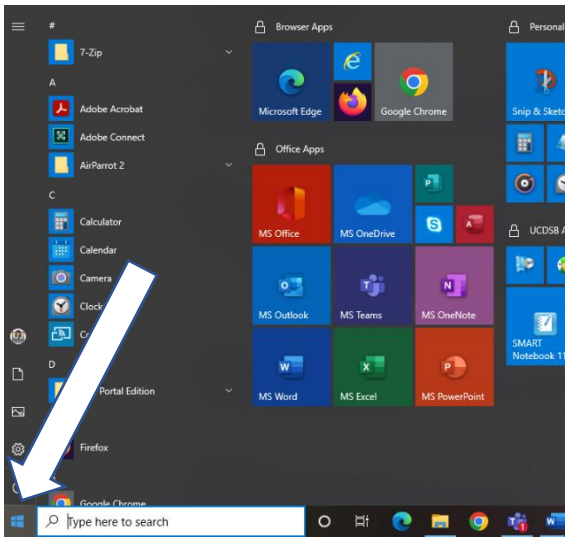
You click on the Windows Button on your screen to see the Apps that are not on the Desktop. The Windows Button is on the bottom left of the screen.



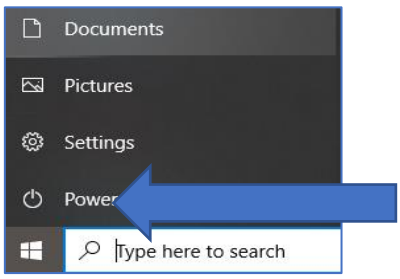
The Windows Button is also on some keyboards.

The Windows button opens the start menu/screen on the computer.

You can press the Windows Button on your keyboard or click the Windows Button on your Desktop to get to your Documents, Pictures, and Settings more quickly.



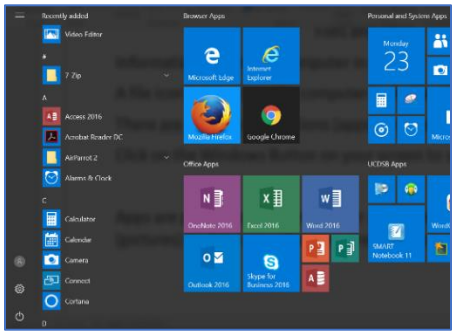
You can click on the Power icon ⏻ to either turn off the computer, put it in power-saving rest mode, or restart your device.



***Click on the Windows button on your screen now to see the start menu.**

After, try turning your device off by clicking Power.

About Apps



The term Apps is short for applications. Apps are programs that help you do different tasks, and some are just for fun.

Apps have icons (pictures) to show you what they are.

For example: The App for the Chrome browser is an icon of a red, yellow, and green circle with a blue center.

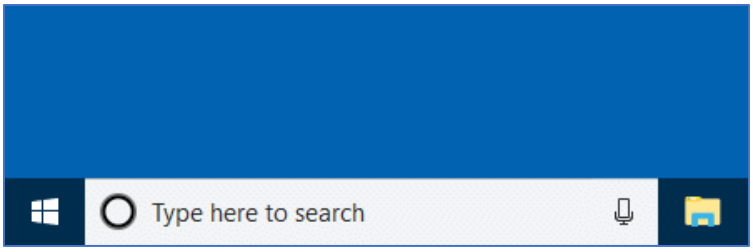
Some apps are already on your computer and do not need Internet to run.

Others are web-based apps and will need the Internet to run. Some web-based apps are:

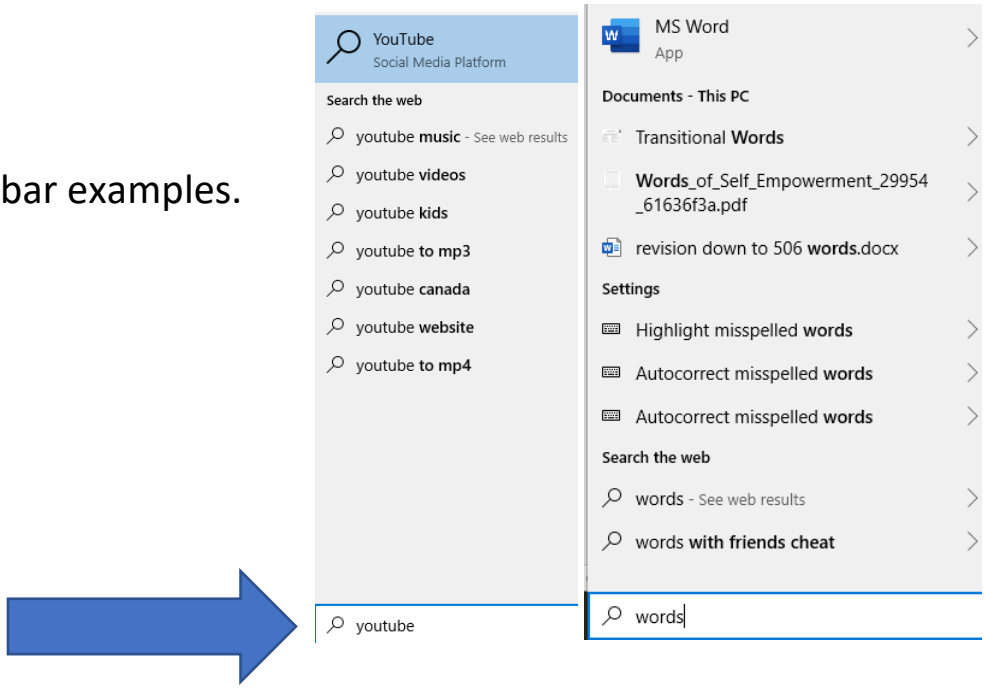
Facebook Google Mail YouTube Google Play Twitter

Searching for Apps and Files

If you cannot find the App, folder, or file you need on the main screen than you can search your device for it in the search box on the Desktop.



Search bar examples.



The search bar is on **the bottom left** of the screen.

If you do not see the search box at the bottom of the screen, click on the Windows button to see it.

Type what you are looking for beside the magnifying glass and **press the Enter Key** on the keyboard.

Note: The magnifying glass is the icon used on computers to show a search.

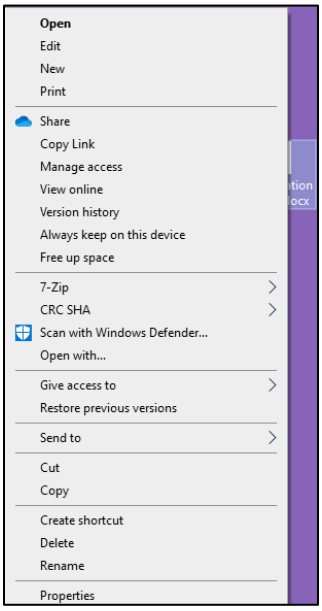
Left Click and Right Click

You use the **left button of the mouse to make choices**.

Choosing what you want to open or where you want to go.

You click the **right mouse button to see a menu of options**, for example to delete or rename.

Example of an options menu after right clicking on a document.

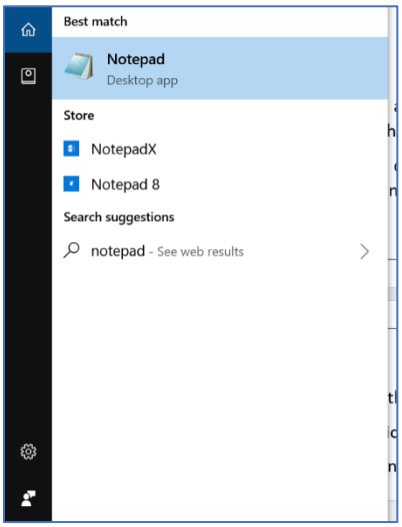


In this course you will be doing some practice activities on the computer to become more comfortable with the Desktop.

Practice #1 – Searching for Apps

Go to the search bar on your Desktop and click in the box.

Use this box to search for the Notepad App.



Type Notepad in the search bar.

The computer will find this App for you.

Click on Notepad.

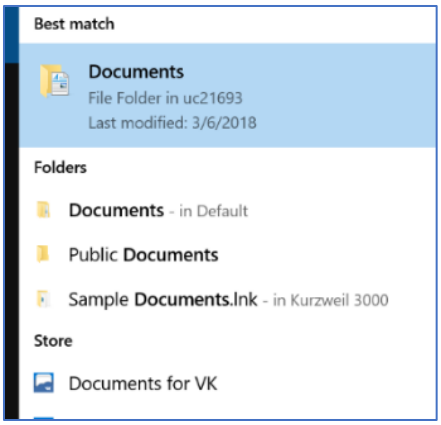
The Notepad will open.

To close a search window:

Click any **unused spot** (blank area) on the desktop where there are no icons (pictures).

The search window will close.

Practice #2 - Use the Search Bar to Find the Documents File on Your Computer



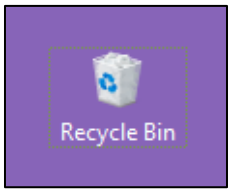
1. Click on the search bar.

2. Type Documents.

3. Find the Documents folder.

4. Click on a spot on the desktop where there are no icons (nothing) to close the search.

The Recycle Bin



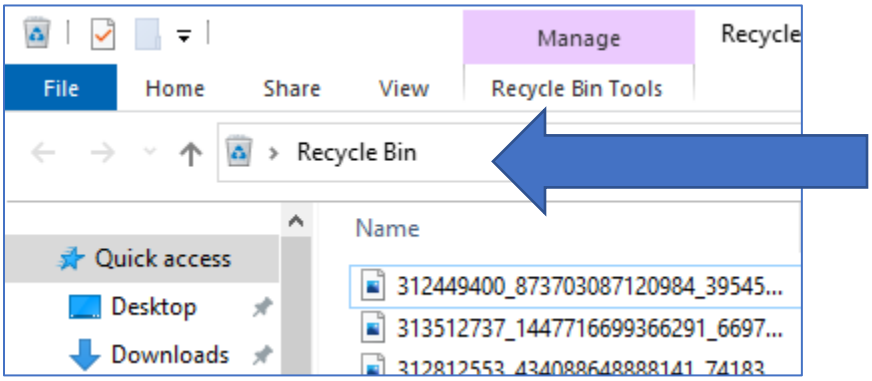
When you delete files, they move to the Recycle Bin.

The Recycle Bin is on your Desktop.

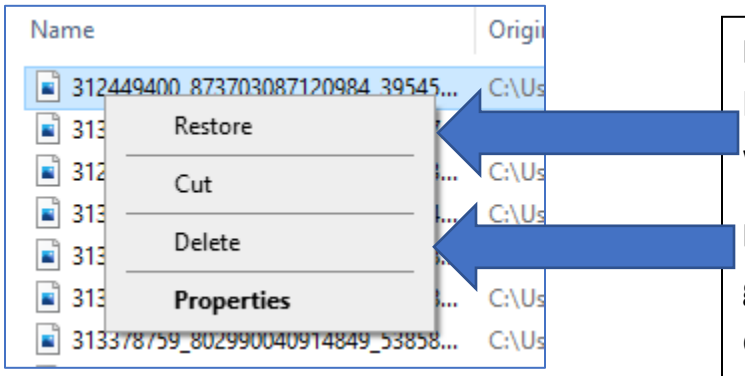
The Recycle Bin icon (picture) will change when there are files placed inside it. The icons will show papers in the bin.

Click on the Recycle Bin icon to view what is inside.

This will open the Recycle bin window.



You can **right click** (click the right button of the mouse) directly on a file in the Recycle Bin **to see options**. Then you can left click to choose the option you need.



Restore – to put a file deleted accidentally back on the computer. It will return to where it was before being deleted.

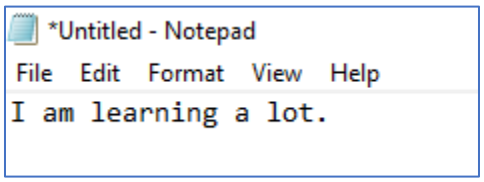
Delete – Remove file permanently (for good) from the computer. Note: In devices with Windows 11 delete will be a basket icon.

Practice #3 – Saving to the Desktop

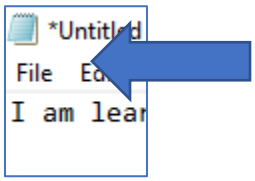
1. Using the **search box**, search for the Notepad application on your computer.

2. Click on the search results to open the Notepad.

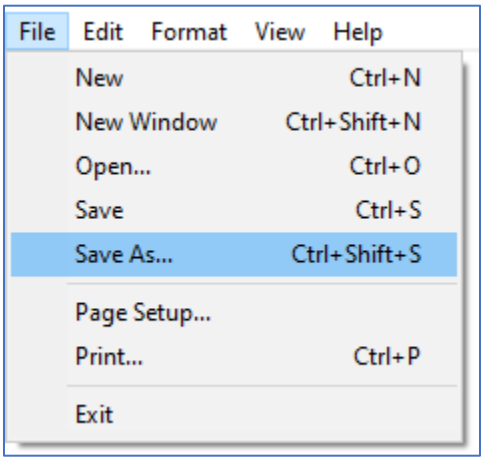
3. Click in the **white typing area** and type a short sentence.



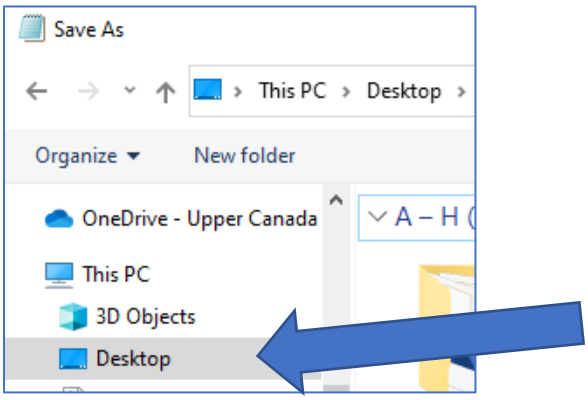
4. Click on File.



5. Click **Save As…**



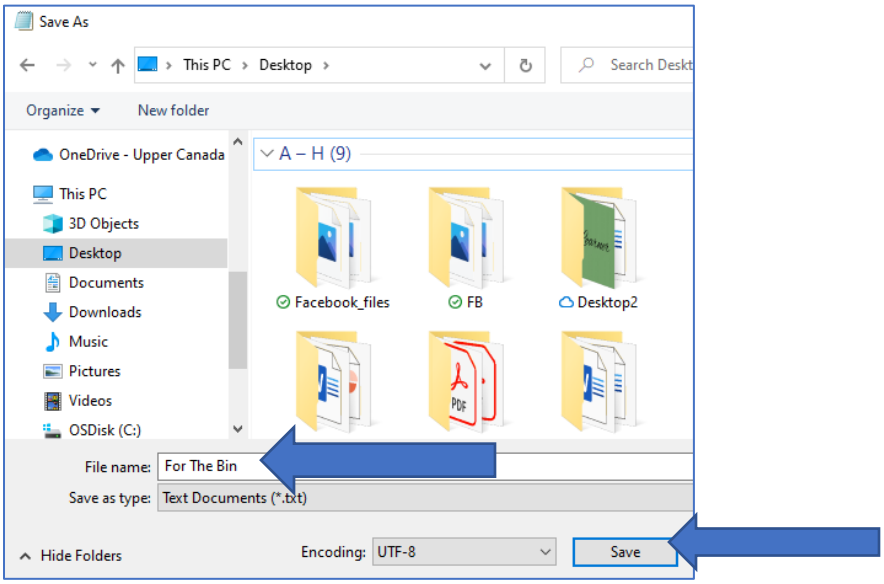
6. Click on Desktop. This will tell the computer that you want to save your note to the Desktop.



7. Beside File name type ‘For the Bin’.

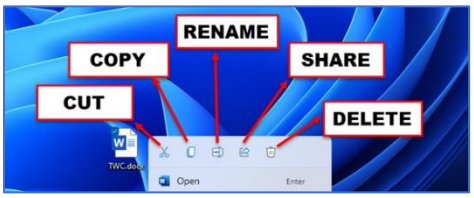
For the Bin will be the name of this file.

8. Save this file to the Desktop.



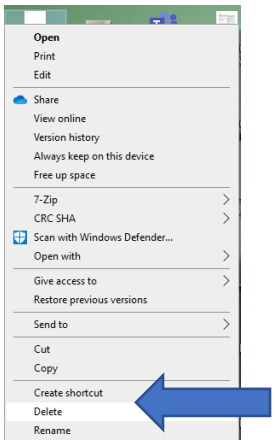
9. Close Notepad.

Practice #4 – Restoring and Deleting a File from the Recycle Bin



1. Go to the Desktop.

2. **Right click** on the *For the Bin* file on your Desktop.



You will see many options.

3. Left click on **Delete** from these options.

Note: If your device has Windows 11 your delete option will be an icon instead of a word.

4. Click on the Recycle Bin icon (picture) to open the Recycle Bin.

5. Find the 'For the Bin' file and right click on it.

6. Choose the **Restore** option by left clicking on Restore.

7. Check your Desktop to make sure the file has been restored to the Desktop.

8. Right click to Delete this file once again.

This time when you go to the Recycle Bin pick the Delete option to remove this file from your computer.

The Taskbar

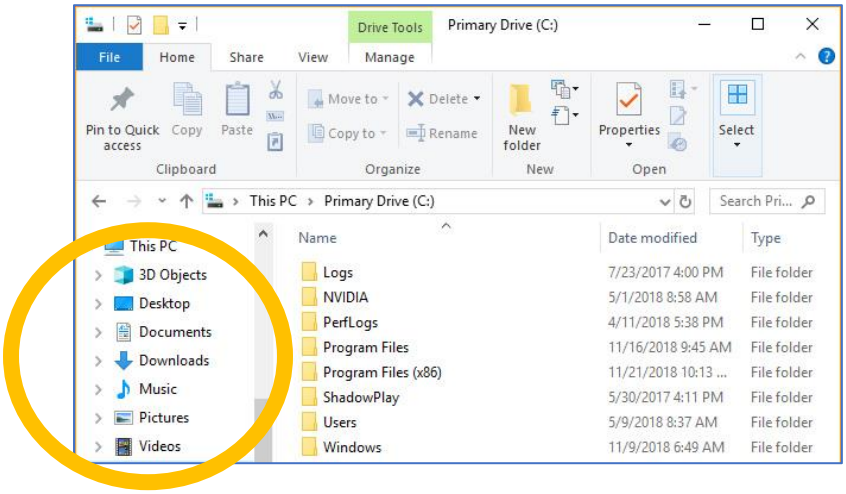
The taskbar is located at the **bottom of the screen**.

You can move between some programs and Apps by clicking on their icons on the taskbar.

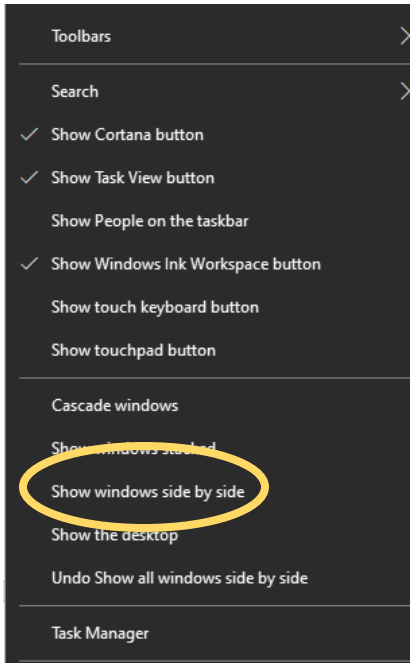
For example: You can open Word while on the Internet and click back and forth between Word and the Internet browser by clicking on the icons for each program on the taskbar.

You can also look at all the folders and files on your computer by clicking on the **File Explorer icon** at the bottom of the screen.

You can left click on File Explorer and then left click on where you want to go on your computer to view your files and folders.



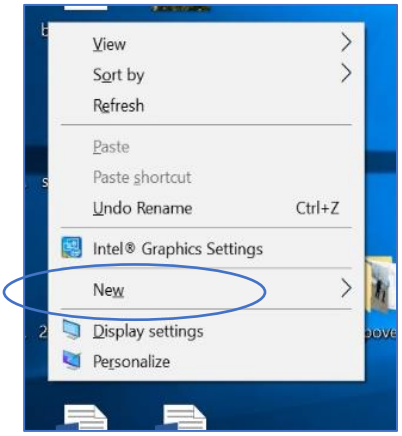
Note: You can right click on any unused spot (spot without an icon) on the taskbar to see options like those shown here.



You can view different Desktop and taskbar options; including choosing to view everything you are working on at the computer at one time by clicking the Show Windows side by side option.

Creating a New Folder on Your Desktop

In this lesson, you will create (make) a folder.

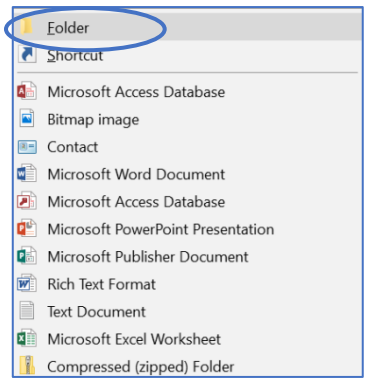


1. To do this, right click on a **blank, unused space** on your Desktop.

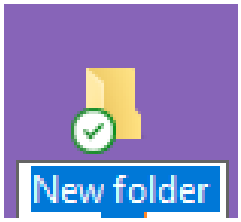
2 You will see an option menu.

3; Left click on **New** and slide the mouse across to the menu that shows up.

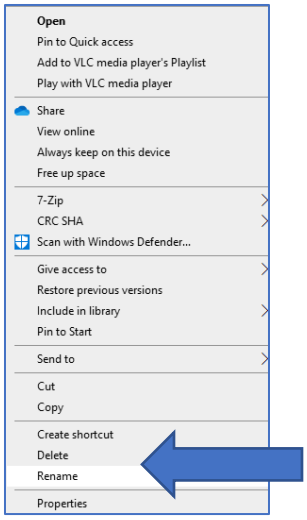
4. Click on Folder.



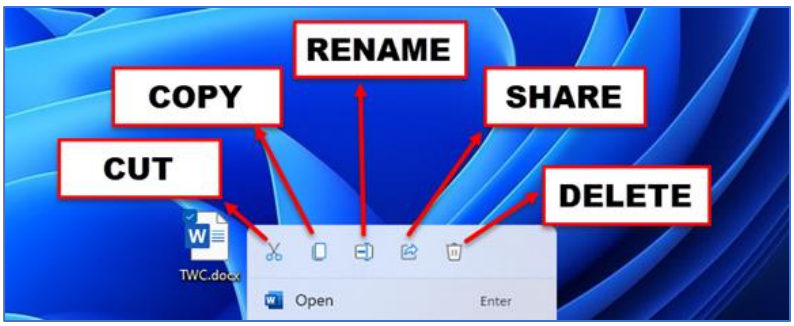
A New Folder will show up on the Desktop.



5. Right click directly on this new folder and choose Rename from the options. You can then type the name Practice for the new folder. Press the Enter key or click on a blank, unused area of the Desktop after typing the name.



Note: If your device has Windows 11, your rename option will be an icon instead of a word.

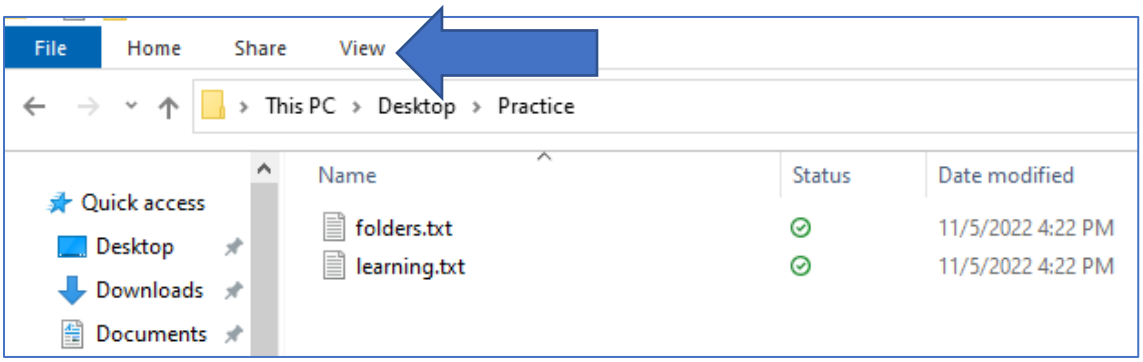


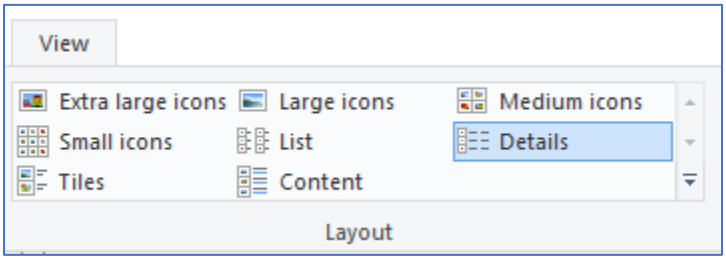
Sorting and Changing the File View in Folders

You can make choices for how your folders are organized.

Double click (click twice) on the Practice folder on the Desktop or click File Explorer from the taskbar, choose Desktop from the left menu and then double click to open the Practice Folder.

Click on View at the top of the folder window.

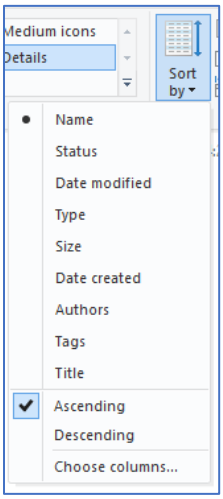




You can choose different Layout Options such as **List** and **Large icons** to choose how the files in your folder will look.

Click on **Sort by** to pick how you want your files sorted.

Sorting files by name will sort them alphabetically.



You can also sort files by the dates they were changed or by the dates they were created.

This will help you find your newer files faster.

Note: Sorting results can be displayed in Ascending *or* Descending order. For example, when sorting by Name*, Ascending* means the files and folders are arranged from A to Z, while *Descending* sorts items from Z to A.

Practice 5: Creating A Folder Inside a Folder

You can create folders in other places on the computer, not just on the Desktop.

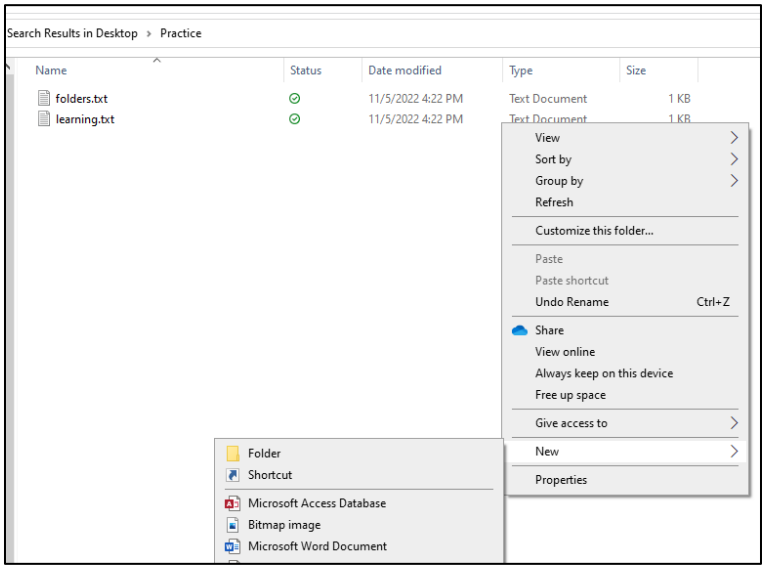
You create folders in the same way that you have learned in this course.

You can make folders in the Documents and Pictures folders on your computer and even create folders inside of other folders that you have made.

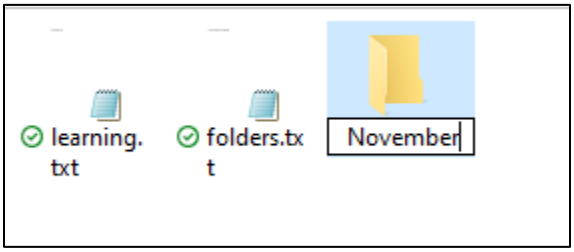
1. Open the Practice folder (that you made earlier) on the Desktop.

2. In the Practice folder, right click on an unused spot in the file to create a new folder.

3. Create a folder in the **Practice Folder**.



4. Rename this folder using the name of the current month.



5. Close the Practice folder.

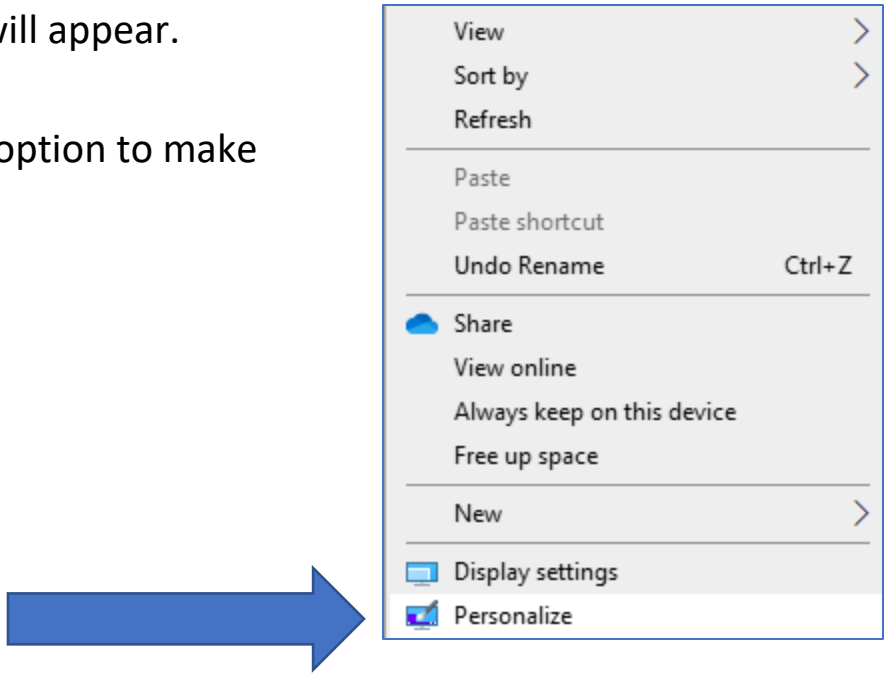
Personalizing the Desktop

You can make changes to how your Desktop looks.

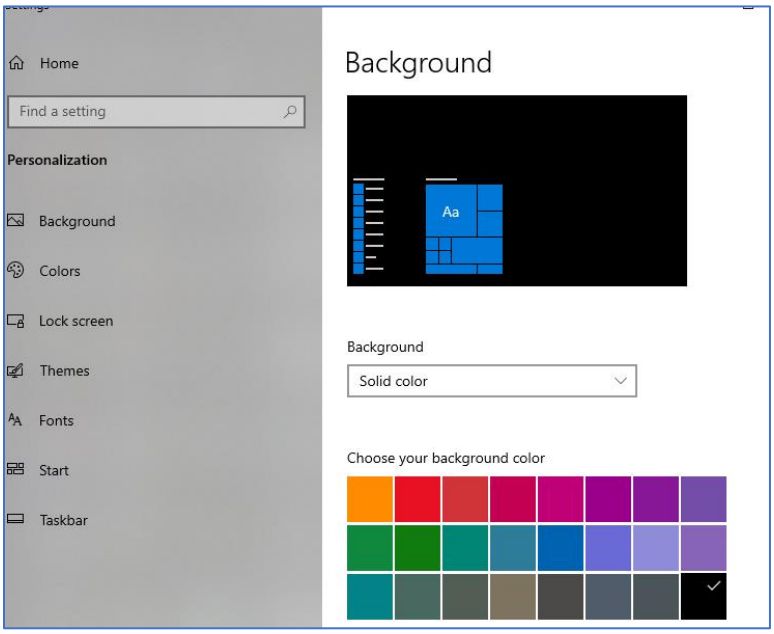
To do this right click on an unused space (one with no icons) on your Desktop.

This menu of options will appear.

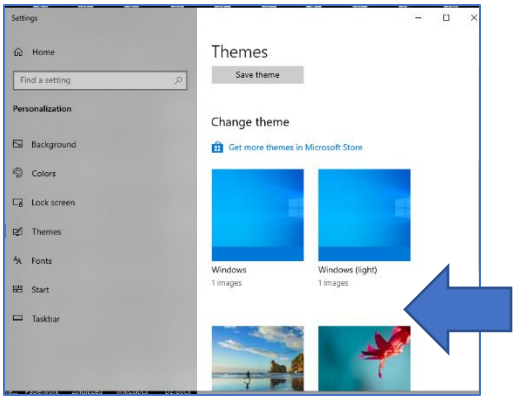
Select the Personalize option to make changes.



Here you can make changes to your Desktop themes, background and writing styles (fonts). You can also design how your Taskbar will appear.



Practice #6 – Changing the Background on the Desktop



1. Right click on an unused area of the Desktop.

2. Left click on Personalize.

3. Choose Theme from the menu.

4. Choose a theme.

5. **Click on that theme** to change the look of the Desktop.

Final Task

Please read over this task before starting.

After reading, return to the start of the list and do each of the following steps in order.

Note: You can look over the lessons in this resource at any time if you need help finishing this task.

1. Create a New Folder on your Desktop.

2. Rename this folder. The folder name will be Final Task.

3. Search for Notepad in the Search box.

4. Type the sentence 'I am practicing my computer skills.' in Notepad.

5. Go to File and **Save As…**

Click Desktop on the left side of the window to find the Final Task folder and double click to open it.

6. Save this file to your Final Task folder using the filename ‘Skills’

7. Close the Notepad program.

8. Open Notepad once again and type this sentence in the new note. ‘I am learning about the Desktop’.

9. Go to File and Save As… Save this file to your Final Task folder using the filename ‘Desktop’. Close the program.

10. Go to the Desktop and open your Final Task folder.

11. Sort the files in the Final Task folder by Name (Ascending).

12. Change the Layout in View to Medium icons.

13. Delete the ‘Skills’ file from your Final Task folder.

14. Close the folder.

15. Go to the Recycle Bin and delete the ‘Skills’ file from the Bin.

16. Personalize your Desktop by changing the background (you can pick which background). You can choose to change the colour or a picture from the drop-down menu.

Congratulations you have completed this course!