

**OLLI** AT VANDERBILT

# Documents & Desktop Navigation

Melissa Bussear and Alex Damiano

# WHAT ARE WE GOING TO COVER?

## **Navigating Your Desktop**

- What are the components of your [desktop](#)?
- How can you organize your [desktop](#) for quick access to frequently used tools and [applications](#)?
- How can you customize the way your computer looks?

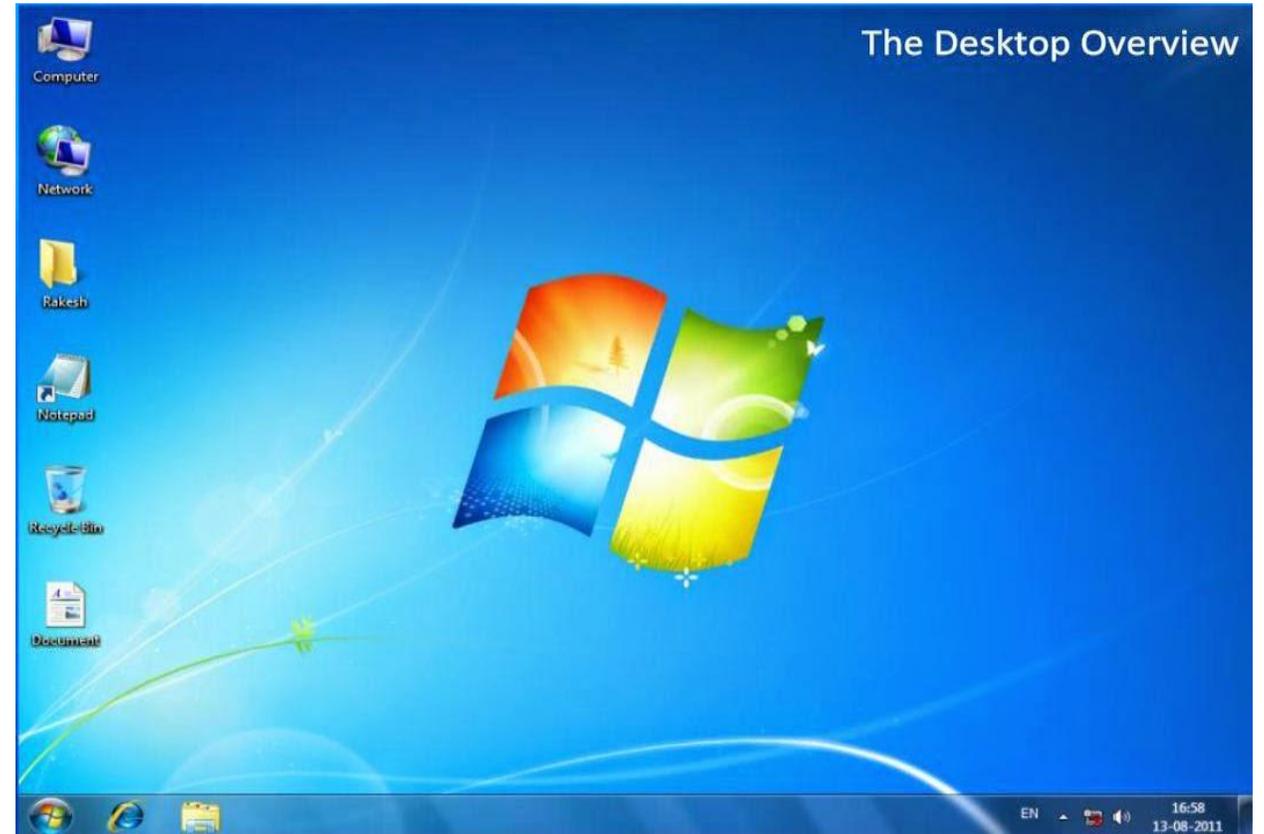
## **Documents - Microsoft Office Suite**

- Overview of the function Excel, Outlook, PowerPoint
- Review functionality of Word

## **Navigational Skills**

- Learn to move, save, re-name [files](#) and [applications](#) and other tools to become more efficient.

# NAVIGATING YOUR DESKTOP

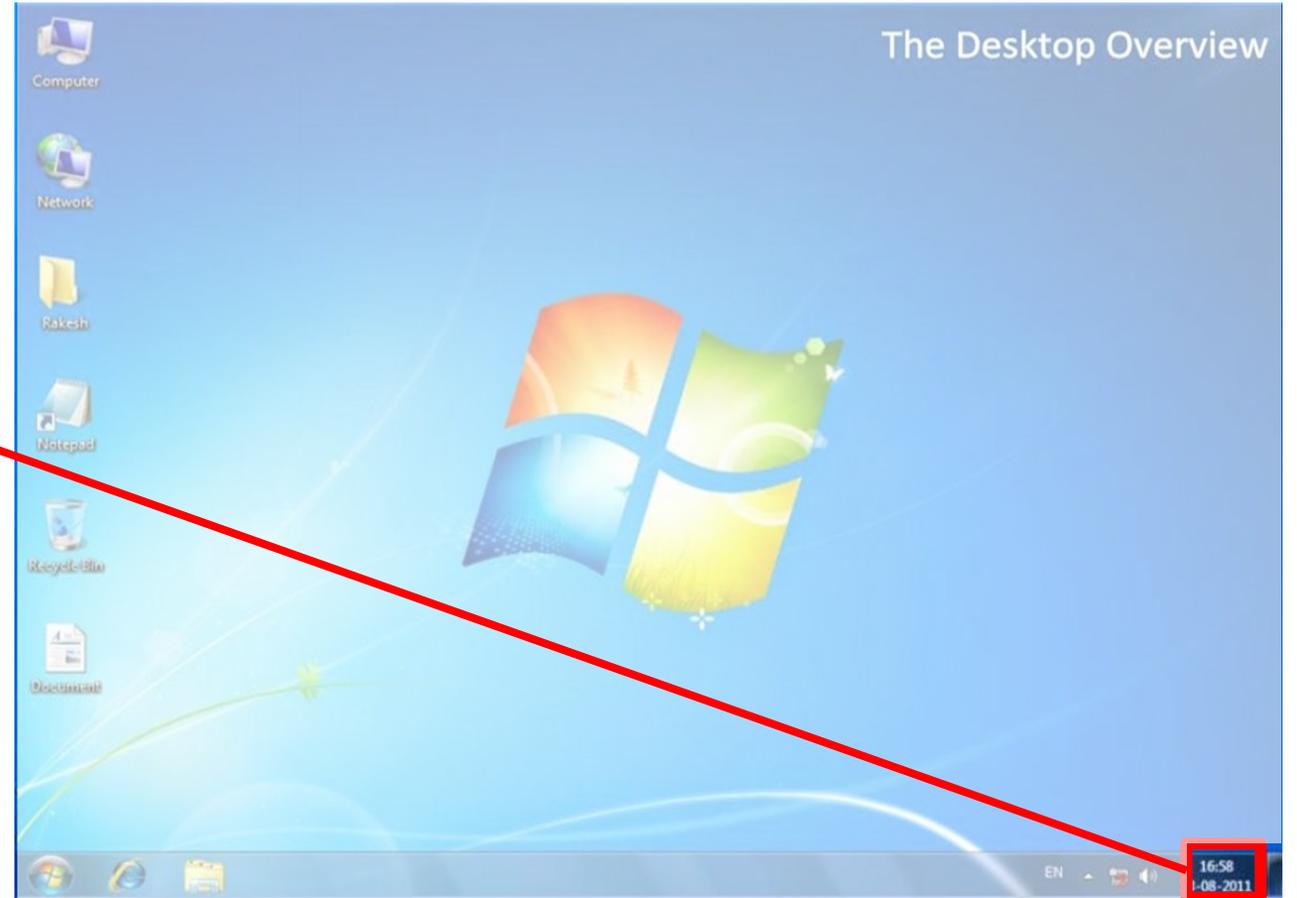


**These two photos may look different but each option can serve many of the same functions.**

# NAVIGATING YOUR DESKTOP

- The tools used in a technology-free office are now mostly contained in a desktop or laptop computer and are generally have more capabilities.
- Your [desktop](#) can be used to display all of your frequently used [applications](#) and frequently accessed [files](#).
- Your [desktop](#) is not an [application](#) that can be closed. It is always present underneath (behind) any other [files](#) or [applications](#) you have open.
- When you open an [application](#), they are opened on top of (in front of) your [desktop](#).
- You can move items on your desktop around in a configuration that makes the most sense to you.

# CLOCK AND CALENDAR

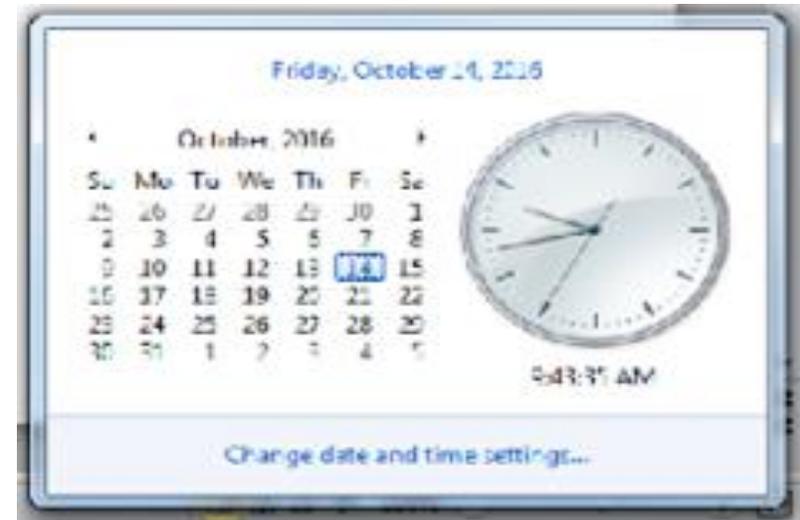


# CLOCK AND CALENDAR

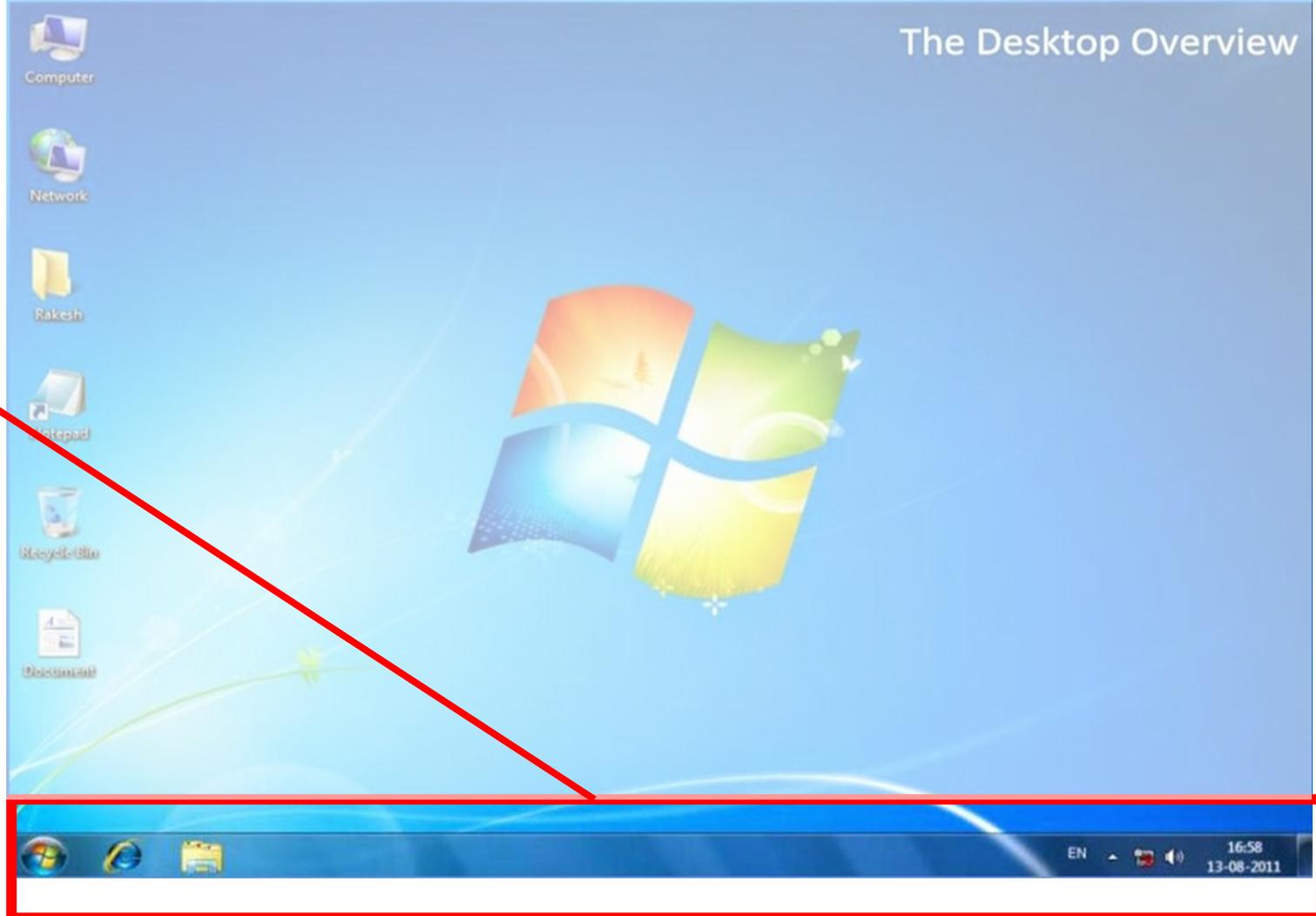
- Your Clock and Calendar is an example of an [application](#) and can be found at the bottom right of your screen on your [taskbar](#).
  - ✓ To see more detail, [left-click](#) over the clock or calendar.



[Left-click](#) here



# TASKBAR

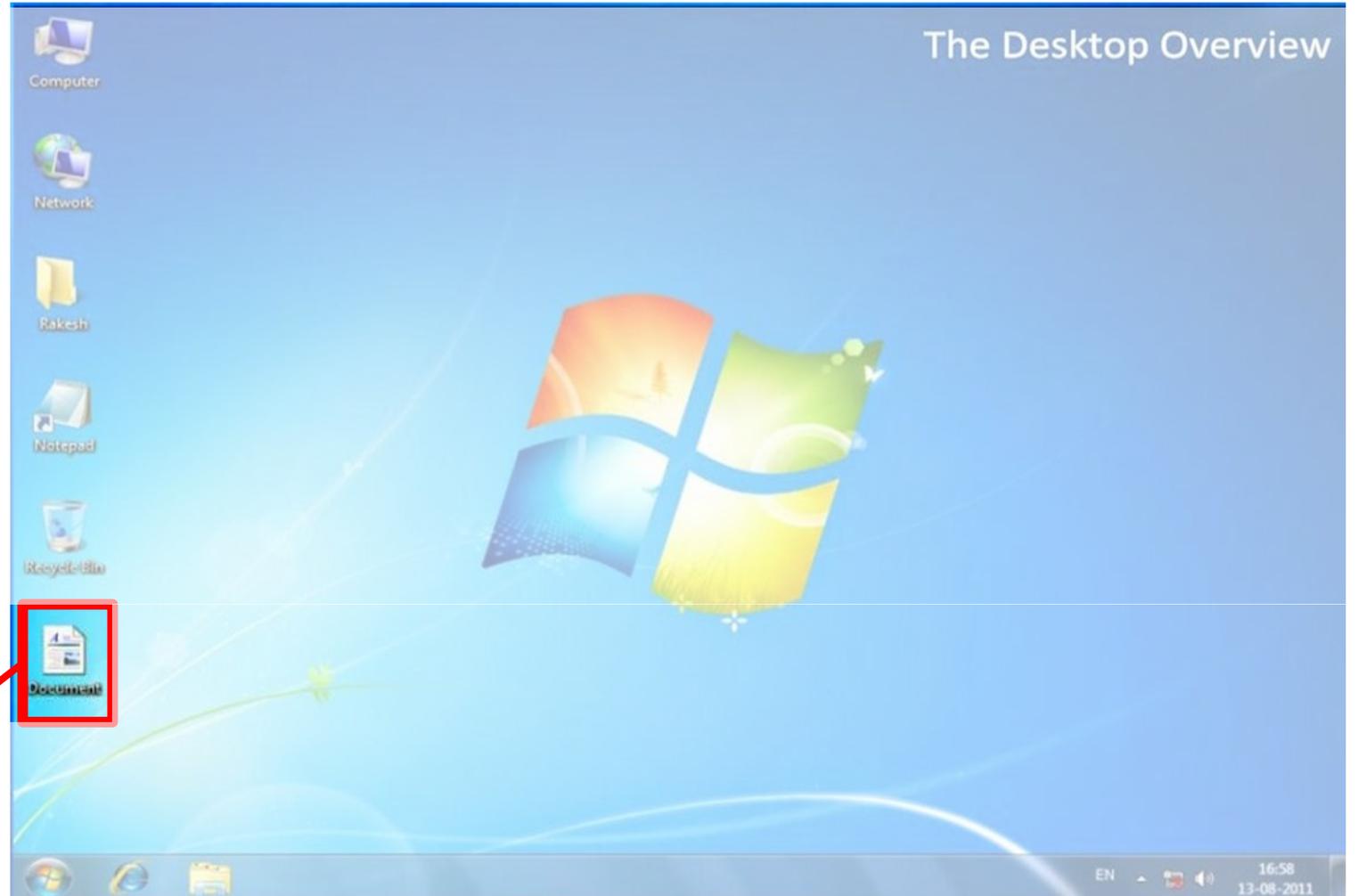


# TASK BAR

- Your [taskbar](#) will remain constant no matter what [application](#) you have open.
- On the left hand side of your task bar is your [start menu](#). This is your main access point for all of the files, applications and settings of your computer.
- To the right of your start menu are your pinned applications. “Pinning” allows you quick and easy access to your most frequently used application.
- You can use the taskbar to access applications that are minimized or bring the application you are looking for to the front of your desktop.



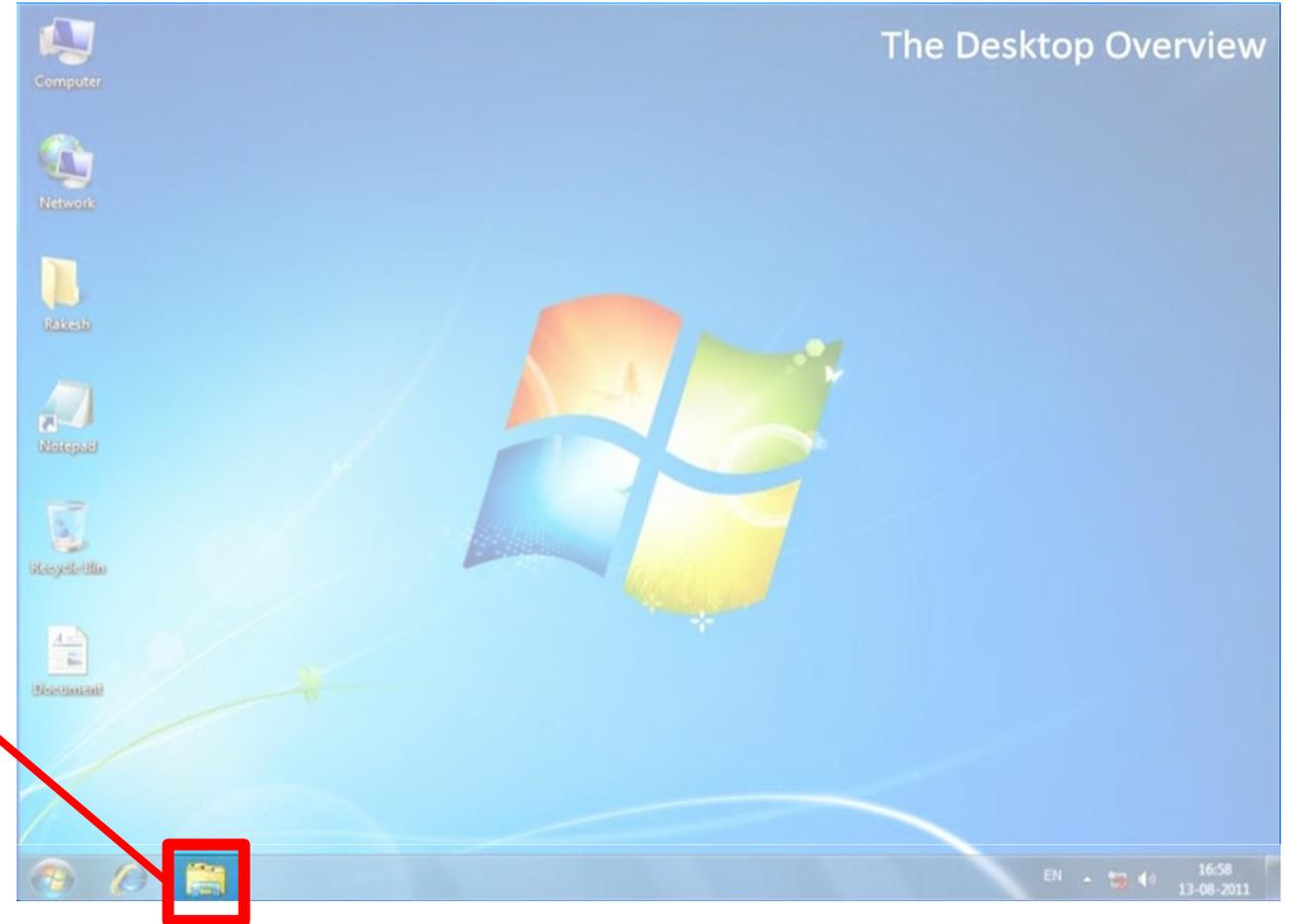
# FILES/DOCUMENTS



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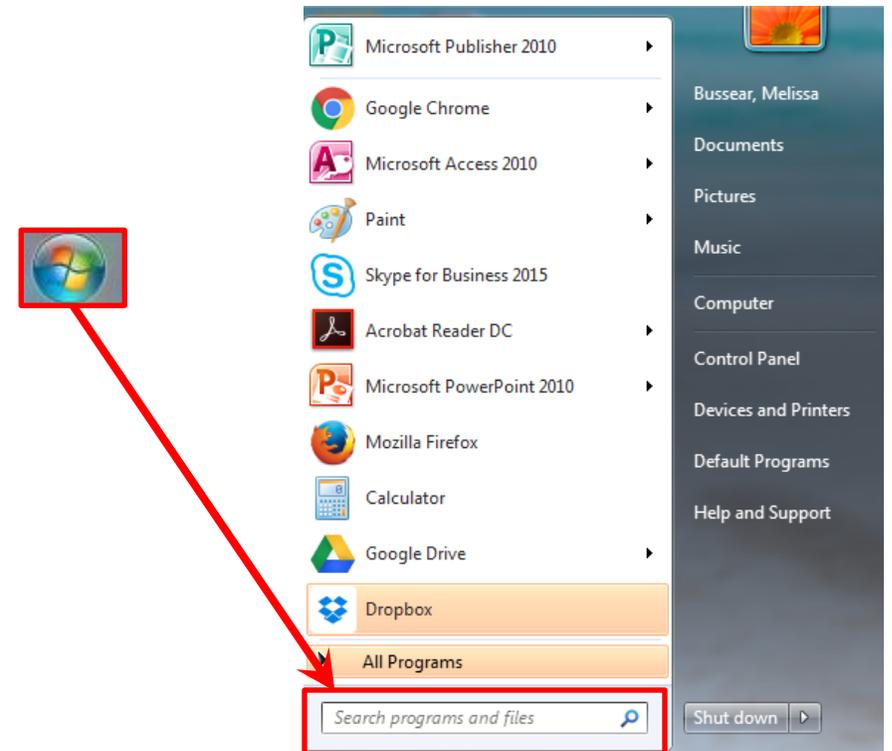
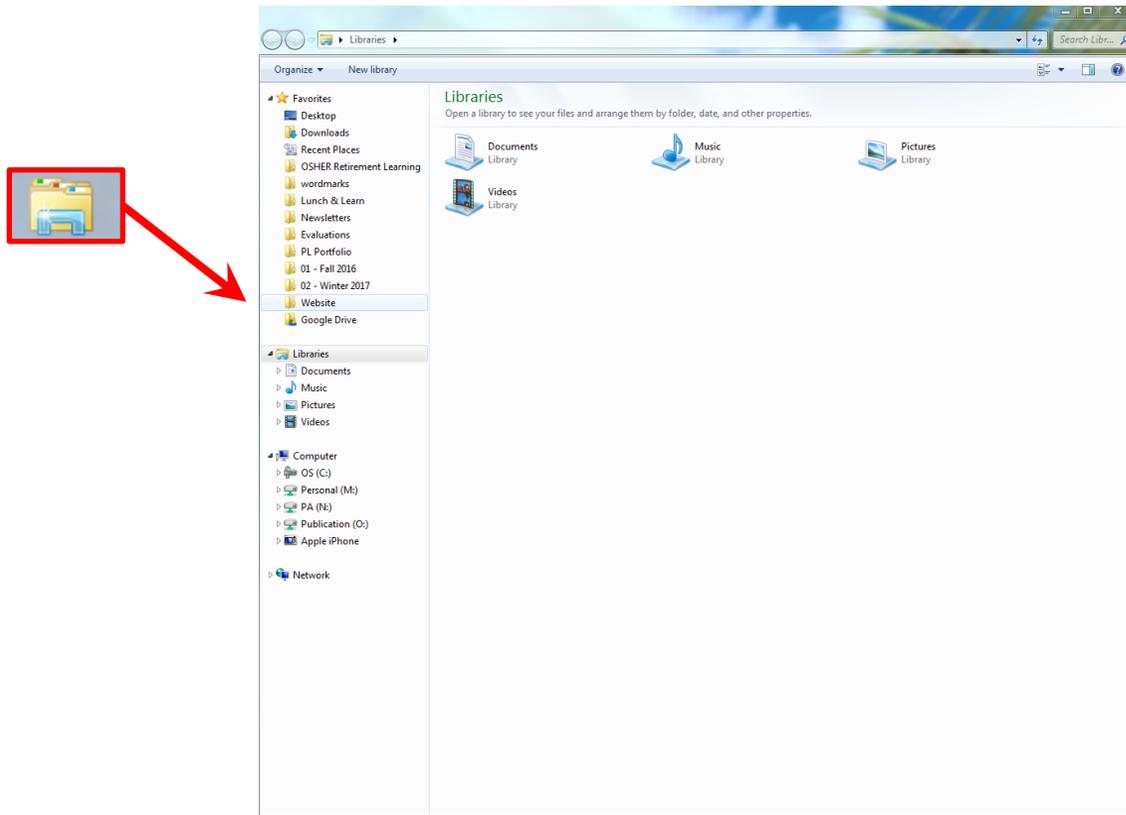
- A [file](#) is a unit of [data](#).
- This data can be a [document](#), an image, a video, an audio recording, and more.
- You can create [files](#) using [applications](#) or you can [download files](#) from an [external storage device](#) or from the [internet](#).

# FILE ACCESS



# FILE ACCESS

- A copy of every file, application, and storage drive on your computer can be accessed by left-clicking the Windows Explorer icon or by using the search feature under the start menu.



# FILE FOLDERS



# FILE FOLDERS

- Just like hard-copy files, electronic [files](#) can be organized into [file folders](#). Copies of file folders can be kept on your [desktop](#), but will always be accessible through [Windows Explorer](#).
- Unlike hard-copy files and file folders, when you change one electronic [copy](#), any other copy you may have in another location will automatically update to match.
- To create a new file folder on your desktop, right-click an empty space on your desktop.
  - ✓ Move your pointer over the option “new”.
  - ✓ [Left-click](#) the option “folder”.
  - ✓ A folder will appear on your desktop with the text “new folder” highlighted underneath. This is placeholder text which you can change to suit your needs. To change the text, simply type the new title.
- To create a new file folder, [left-click](#) Windows Explorer.
  - ✓ [Left-click](#) a library.
  - ✓ [Right-click](#) an empty space in your library and follow the same instructions as above.
- Once you have created your new file folder, you can move files into it.
  - ✓ [Drag and drop](#)

# DELETING FILES/RECYCLE BIN



# DELETING FILES/RECYCLE BIN

- When you no longer need a [file](#), you can put it into your [recycle bin](#).
  - Right-click
  - Drag and Drop
- These files will remain in your recycle bin until you empty the bin, itself.
  - Right-click
  - Double-click and select an option

# ADJUSTING YOUR SCREEN & BRIGHTNESS

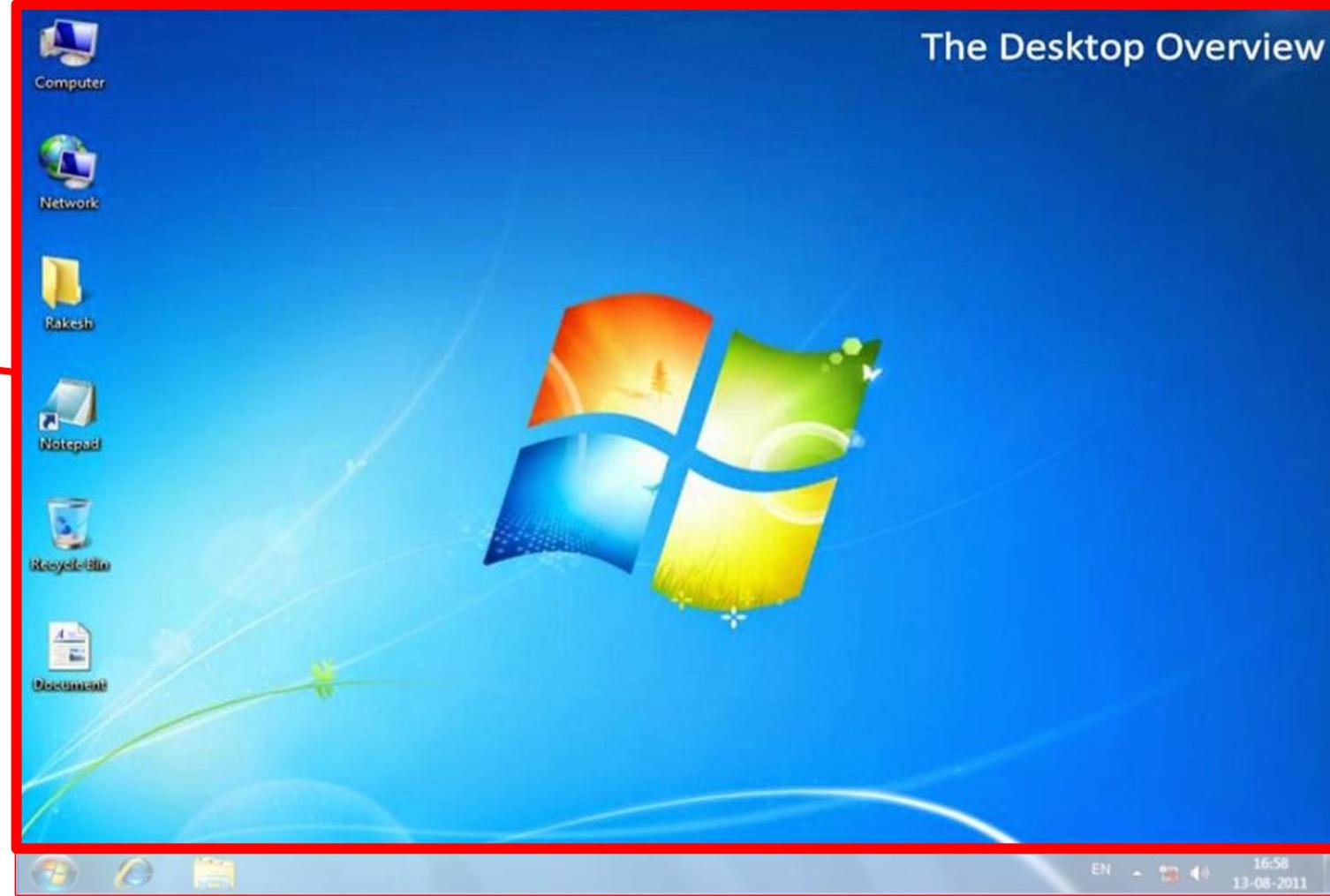


A screenshot of the Windows search interface. The search bar at the top contains the text "brightness". Below the search bar, the results are categorized into "Settings" and "Web". The "Settings" section includes "Adjust screen brightness" (Control panel), "Windows Mobility Center", and "Turn auto brightness on or off". The "Web" section lists several search results related to brightness, such as "brightness", "brightness adjustment", "brightness settings", "brightness control", "brightness keyboard", "brightness meter", "brightness of screen", and "brightness adjustment dell". At the bottom, there are two tabs: "My stuff" and "Web". The search bar and the "Adjust screen brightness" result are highlighted with a red border.

# ADJUSTING YOUR SCREEN & BRIGHTNESS

- Both the brightness of your screen and the size of the items on it can be adjusted for easier reading.
  - To adjust, **left-click** the [start menu](#).
  - **Left-click** the [control panel](#).
  - **Left-click** the [display](#).
  - **Left-click** your desired magnification.
    - When you have made a decision, **left-click** “apply”.

# CHANGING YOUR WALLPAPER



# CHANGING YOUR WALLPAPER

- Your [wallpaper](#) is the image which serves as the background of your [desktop](#).
- You use an option already provided on your computer, or by [downloading](#) an image file to your computer and indicating that you would like this [file](#) to be used as your wallpaper.
- To change your wallpaper to an option already provided on your computer, **right-click** a part of your desktop, and select “personalize”.
  - ✓ Click “Choose your desktop background”, **scroll** to your desired image and **left-click** it.
  - ✓ **Left-click** “save changes”
  - ✓ **Left-click the red “X” button**
- To change your wallpaper to an option already provided on your computer, **right-click** a part of your desktop, and select “personalize”.
  - ✓ **Left-click** “browse” and navigate through your files to select the one you wish to use.
  - ✓ **Left-click** “save changes”
  - ✓ **Left-click the red “X” button**

# DOCUMENTS – MICROSOFT OFFICE



# DOCUMENTS – MICROSOFT WORD

- **Microsoft Word**

The purpose of Word is to allow the users to type and save documents.  
Examples: letters, lists, etc.



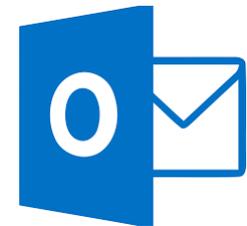
- **Microsoft Excel**

The purpose of Excel is used to do calculations and make charts and other pictures from data tables. Example: budgets



- **Microsoft Outlook**

Outlook is used mainly as an email application, it also includes a calendar, task manager, contact manager, note taking, journal, and web browsing.

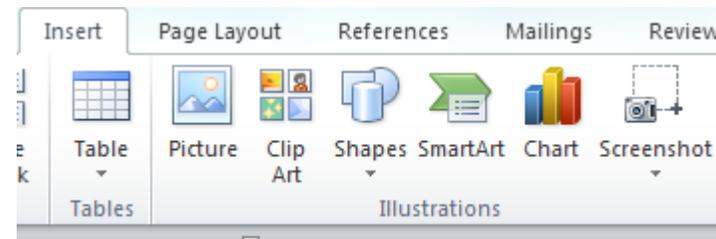
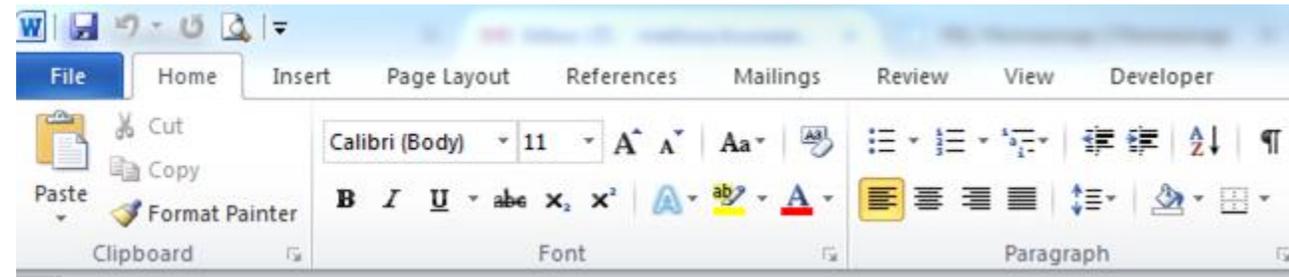
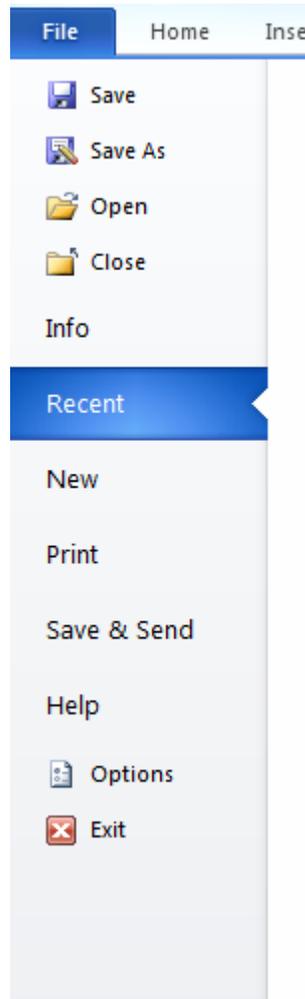


- **Microsoft PowerPoint**

PowerPoint is used to create presentations (like this one!).



# DOCUMENTS – MICROSOFT WORD



# FEEDBACK

- Find Word in the start menu
- Write a letter to the OLLI staff about any feedback you have on the workshop so far.
  - ✓ Write things you thought were helpful in a bulleted list
  - ✓ Write things that could be improved in a bulleted list
  - ✓ Change the color of the text in the helpful list to green
  - ✓ Change the color of the text in the helpful list to red
- ✓ Save document to desktop
- ✓ Name file “feedback”

THANK YOU

Questions?

Call Melissa or Alex at  
(615) 343-1130.