# THE TECH

## TRAINER Vol. 3.6

Michael K. Berg   michael.berg@eastern.k12.in.us

## Bi-Weekly Proficiency Edition 3

*"I'm pretty sure spiced ham does not belong in my inbox." -- Unknown*

## Proficiencies Level I:  Operating Systems

The proficiencies outline several common computer tasks that each individual must know.  Below you will see a brief example of each along with a clickable video link that will allow you to watch a demo of the described concept.

**Video Clip!**

1. Maximize, Minimize, Resize and Close a Window

Whenever you open a window (browser, file, etc.) you are presented with three buttons in the top right hand corner of the window. They are shown in the following order:

Minimize   Maximize   Close

When you mouse over an edge of a window you can resize with the double arrow cursor that appears by left-clicking and dragging to manipulate the window.

**Video Clip!**

4. Save/Retrieve Files To Home Directory and External Media

If you open "my computer" with a USB drive plugged into your computer you will be able to find it listed under "removable media" in the area on the right.  Likewise you will find a "network drive" listed as a g:/ drive.  The g:/ drive is your home directory and "my documents" is actually pointed to your it .  To save or retrieve a file to the g:/ drive, open a save dialog and navigate to "my documents" or find the actual drive listed as g:/ and save to that location.  To save or retrieve from a USB drive, plug the drive in and then locate the removable media drive during the process.

**Video Clip!**

## Tech Tuesday
### Upcoming Sessions

**October 12th** – Tech Tuesday session two will be held at the Elementary in Karen Rust's computer Lab.  This session will cover operating system procedures such as creating folders, saving to your home directory, etc and will also cover filling out forms.  The session begins at 3:30.

**October 26th** – The third session of Tech Tuesdays will wrap up the level I proficiencies by looking at the telecommunications section.  We will be examining email procedures, internet searches, etc.  This session will be held in the lower lab at the high school at 3:30.

**November 9th** – We will begin level 2 proficiencies for teachers during this session.   This session will cover the hardware and focus on projectors, whiteboards, and laptop carts.  This session will be held in one of the teacher rooms with an interactive white board (location TBD) and will run from 3:30-4:00.

2. Delete Files and Empty the Recycle Bin

There are several really easy ways to delete files from your computer.  The easiest is to locate the file and then drag it into the recycle bin on your desktop.  The second easiest ways it so locate the file you wish to delete and left-click it.  A menu will then appear with an option for delete.  The Recycle bin holds deleted files.  This means you can retrieve things from the trash if you would like.  If you know you no longer need any of the things in the bin, open the recycle bin and select the file menu.  From there select "empty recycle bin" to permanently delete.

**Video Clip!**

3. Power On or Power Off a Computer

Computers are turned on with a power switch, usually located on the front of the machine.  A typical power switch is indicated by an icon such as the one seen below.

The power switch should not be used to turn your computer off unless there is an extreme circumstance, such as proper shutdown procedures will not work.  To properly shut down a computer, locate your start menu and select the "shut down" link.

**Click on a "video clip" link to watch a short tutorial.**