

TMS TechQuest

Objective 1, Lesson 1

Objective 1 - Opening, Saving, Filing and Renaming

*Computers hold two main types of stuff, **Programs** and **Files**.*

Here are some examples:

1. **Programs** (AKA Applications):
 - a. Type to Learn (typing program)
 - b. Safari (web browser)
 - c. Microsoft Word (word processor)
 - d. Games (some games are installed from a disc, while others are programs that are run from a web browser)
2. **Files**
 - a. Letters, presentations, spreadsheets and other documents
 - b. Images and Pictures

Note: Folders (AKA Directories) are used to organize your files.


How do we use Programs and Files?

Programs are made by computer programmers using computer **code**. Other types of code like the operating system and device drivers make the computer function behind the scenes. Viruses are examples of bad code that make your computer misbehave.

Files are made by you! Different types of programs make different types of files. For example, Microsoft Word makes letters and other documents. Adobe Photoshop is used for making or editing pictures.

How do we organize our files?

The **Finder** is a part of the operating system and helps you manage your data. Click the blue “face” in the Dock to use the Finder.

The **Dock** is a place on the screen to keep your favorite programs and files. Go over the settings under Apple menu  → Dock.

Recommended: turn hiding & magnification off, position on right.

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Click Finder and navigate around your computer.

Who can find their home folder (it has an icon of a house)?

When you click on Finder, it will open a new window to your home folder if no other windows are open.

What is a home folder?

Look at the contents of the home folder. →

How do we make a folder?

Inside your home folder, you will find the following sub-folders:

- **Desktop** – if you save a file to the desktop, it ends up in here. If you log on to another computer, these files will show up on the desktop of the new computer as well.
- **Documents** – you should save most of your documents in here, such as homework assignments.
- **Library** – settings are stored in here that you needn't ever bother with. **DO NOT SAVE FILES IN HERE.**
- **Movies** – you can store small movie clips in here, but this is not a good place to store iMovies, which can get very large.
- **Music** – store music in here if OK with your teacher.
- **Pictures** – store photos, drawings and other pictures in here.
- **Public** – put things in here that you want other users to be able to see.
 - **Drop Box** – a place for others to send you their files.
- **Sites** – in some cases, you may keep a personal website here.

You can make folders and sub-folders using the File menu (File → New Folder). Folders are always made inside whatever folder is selected when you make them. Create a folder on the Desktop and name it “My First Folder.”

How do we move a file or folder?

Locate the file in Finder and drag it wherever you want it.

The arrow that you move around the screen with your mouse is called the **cursor**.

Different types of mouse clicks:

1. **Click**, or single-click. This is also called “select.”
2. **Double-click**. Click twice quickly on something without moving the cursor. This is also called “open.”
3. **Right-click**. Use the mouse button on the right or, on a Mac that has only one mouse button, hold down the control key while you click.
4. **Drag**. Click and hold the mouse button down while you move the cursor. This is also called “move.”
5. **Click-pause-click**. Click, wait a second then click again to change the name of a file or folder. This is also called “rename.”

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Drag the folder you made on the Desktop into your Documents folder.

How do we rename a file?

Locate the file in Finder, Click-Pause-Click on it, then type in a new name.

How do we create new files?

We can create folders and organize files using Finder, but you need a **Program** to create a new file. Open Microsoft Word (blue “W” in the Dock).

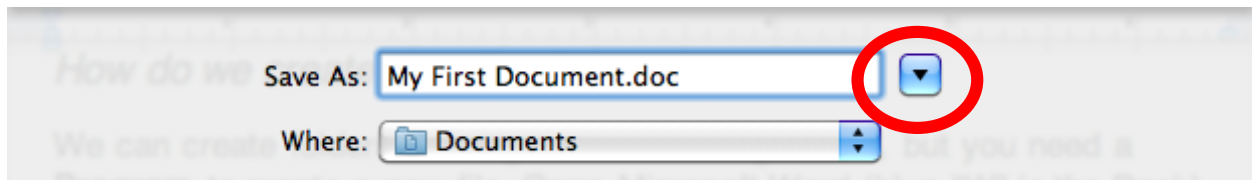
Type “My First Document.”

Go to File → Save

The first time you save something, you will get the Save As... prompt. Click the blue square with a triangle in it (see below) to find the folder you just created inside your Documents folder.

Note: If you don't want to see the Project Gallery pop up each time you open Word, click Customize, then uncheck “Show Project Gallery at startup, and click OK.

See “Word Basics” for more information on setting up Microsoft Word.



Save as “My First Document.doc” to “My First Folder.”

Now quit Word: Go to the **Word** menu and select **Quit Word**.

Use **Finder** to locate “My First Document.” Double-click it and it will open in Word.

Make some changes to the document. Notice that how the red dot changes when you save the document (File → Save). Make some more changes, then save again with the toolbar button.



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Now use File → Save As... Change the file name to “My Second Document.doc” and save it in “My First Folder.”

Quit Word again (**Word** menu → **Quit Word**).

Open Word and click on the **File** menu. Notice that your recent documents are listed at the bottom of the menu. The recent documents list is handy, but do not rely on it. If you rename or move a document in Finder, Word will not be able to open it from the recent documents list in the File menu.

Save vs. Save As...

If you haven't saved the document before, you will be asked to Save As... the first time you select Save.

Save As... asks you what to name your document and where to save it.

After the document has been saved once, it is saved with the save name in the same place each time you select save.

Only use Save As... if you want to save a copy of the document with a different name and/or in a different location.

Review & Reflection

1. Name a program that you would use to create stuff with.
2. Name a file and what type of program you use to create or edit it.
3. What do you use to find, organize and rename files and folders?
4. Create a few folders for organizing your stuff. Ask your teacher for some suggestions.
5. What is the difference between renaming a file in Finder and entering a new name in Save As...?