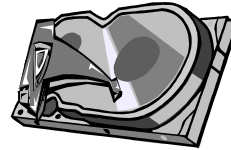


Drives, Icons, and Utilities

WHAT ARE DRIVES? Drives are computer devices used to store data. Almost all computers come with at least 3 drives:

1. a **hard drive** is used to store large volumes of data.

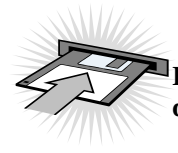
The hard drive is always designated as the **C: drive**



Hard drive

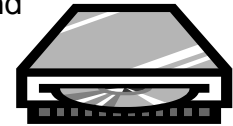
2. a **floppy drive** stores small amounts of data and is the

A: drive. Floppy disks can go from one computer to another.



Floppy disk drive

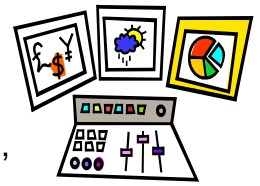
3. **D: E: or F: drive(s)**, lettered differently depending on the manufacturer, are usually CD (compact disk) and DVD (digital video disk) drives, used for installing programs and playing music or movies. One or more of these drives may also be a CD or DVD “burner” drive, used for recording CDs and/or DVDs.



CD or DVD drive

- A **CD-R drive** can play a CD as well as **record** files, data, music, or photos onto a blank **recordable** CD.
 - A **CD/RW drive** can record onto a *new or used rewritable* CDs.
 - A **DVD-ROM drive** cannot record, it only **plays** a DVD movie or CD.
 - A **DVD-R** or **DVD-Writer drive** can **record** as well as play DVD movies.
- **AN EXTERNAL DRIVE** can be added to your computer and might be known as the E: or F: drive, or even the **G:** or **H:** drive. In most cases the external drive would be connected to a USB port. These external drives are used for memory card readers, digital camera, jump drives, and other auxiliary storage accessories that you attach to your computer.
 - **TO CHANGE THE DATE AND TIME:** Double click the time shown on the bottom right corner of your screen. The *Date/Time/Properties dialog box* will appear. The *Time Field* is divided into 4 segments--hour, minutes, seconds, and AM or PM. To make an adjustment, click in the segment and type in the right information, changing the hour, minute, or AM and PM. Click *Apply*, Click *OK*.
 - **THE TASKBAR:** By default, it is located on the bottom edge of the desktop. It shows all open programs as buttons. It also contains the Start button and a series of small tray icons, representing programs that are available and may be running. You can click on the **taskbar** and drag it to the left, right, or top of your desktop. Right click on the Taskbar and choose “Lock the Taskbar” to lock it into place.
 - **MY COMPUTER ICON:** The *My Computer* icon provides access to the resources on your computer. You can access your drives and other peripherals by clicking on it. You can also access the **Control Panel** through *My Computer*.

- **CONTROL PANEL:** In the control panel you can Add/Remove programs, change sounds, customize your mouse, change keyboard items, add type fonts, add new hardware, change your monitor display, and so on. Click the *Start* button, then *Settings*, then *Control Panel* or double click on *My Computer* icon



- **THE RECYCLE BIN:** When you delete an object, it goes to the **Recycle Bin**. You can then decide if you've deleted it by mistake and either restore it or permanently delete it.



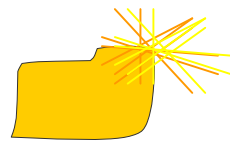
- **AN ICON** is a graphic image. Icons help you execute commands quickly. Commands tell the computer what you want the computer to do. To execute a command by using an icon, click on that icon.
- **SHORTCUT ICONS:** Icons with a curved arrow in the lower left corner are shortcut icons. Just click on the icon for quick access to the object they represent (which could be a program, a document, your printer, a card game, or so on).

- **TO CREATE A SHORTCUT ICON ON YOUR DESKTOP:** Click the *Start button on the taskbar*, and the *Start Menu* will appear. If it is a program, it will appear in the list under **Programs**. Games will be in *Games* or *Accessories*. A little black arrow to the side means more choices available by clicking on it.

Right mouse click on the item that for which you want a shortcut. Then click on *Create Shortcut*. The same program name will appear with a (2) in parentheses, meaning it is the second copy of that item. Hold down the left mouse button; then click and drag it to the desktop. Once on the desktop, right mouse click on the icon and click on *Rename*. You can remove the (2), or you may want to call it something different. Once the icon is created, you will see the **little black curved arrow**, so you will know it is a **shortcut** to the program.

- **TO SAVE A FILE:** Click on *File menu*, then click **Save As**. The *My Documents* folder will open. You can save your file to the **My Documents** folder, or you can create a **New Folder**.

- **TO CREATE A NEW FOLDER:** Click the yellow folder with the bright gold sparkle in the top right corner. "New Folder" will appear in the list. Enter the name that you want to call the new folder, such as "Family Photos," "My Investments," etc., and click *OK*. Then click on **Save**.



- **TO EXIT A FILE:** Go to *File menu*, and click on *Close*, or simply click on the **X** in the top right corner of your document window.

- **TO CLOSE DOWN YOUR COMPUTER:** Click on *Start*, then click on *Shutdown*, or *Turn Off Computer*, and click *Turn Off*.