

# Computer Productivity for Teachers

## **Objective:**

To provide hands-on experiences in windows desktop functions as it relates to teaching.

## **Topics**

**Logging in Using Novell**

**Working with Features of Windows 98**

**Start Menu Functions**

**Working with Folders**

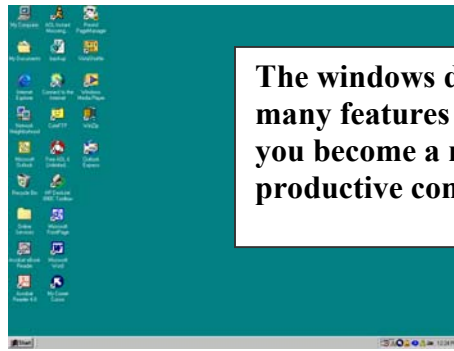
**Working with Files**

**Backing Up Files and Folders**

**Overview of E-Class Software**

**Questions**

1. **Logging in with username.yourschool.wcs and your password**  
(Use your schools' initials in the login)
  - Access to a network directory with more security**
  - Care in log-in status (never leave your machine while logged in without securing your log in with password protection—see control panel, display, screen saver, password) Reminder: Students are not to use teacher workstations**
  - Checking for other teachers logged in**
  - Sending a message to another teacher who is logged in using Novell**
  
2. **Working with features of the Windows 98 environment:**
  - **Icons, shortcuts, taskbar, Quick Launch toolbars, auto hide, and using small icons, time and date, cascading and tiling windows, minimizing all windows, properties, taskbar properties: options, and startup menu options**
  - **Desktop properties: background, screen saver, appearance, settings, quickly creating new documents and shortcuts, and arranging icons (choose Titansonline.com – Fan Zone, Downloads (scroll to wallpaper for background) Choose picture and set as wallpaper**
  - **Using and managing the recycle bin: restore options are only available on C: Drive, not the network or floppy disk, emptying, disk space**
  - **Internet explorer properties, setting a specific home page, using history and temporary internet files**
  - **My computer properties: general for checking operating system, registration and computer details such as processor and RAM; viewing device manager for conflicts; performance for system resources (needs to be at least 60% or greater for quality performance)**



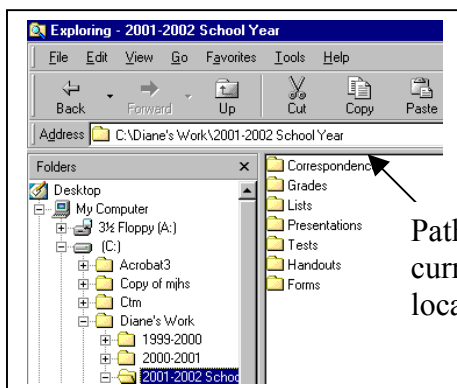
The windows desktop offers many features that can help you become a more productive computer user!

### 3. Start Menu Functions Using the Start menu's most frequently used items:

- Programs, Favorites, Documents, Settings (Control Panel), Find, Help, and Run
- Organizing the Programs Menu (C:\WINDOWS\Start Menu\Programs)
- Defragging for better performance (Accessories/System Tools/ Disk Defragmenter)
- Creating a shortcut to a file or program on the desktop
- Automatically Starting a program when Windows starts (C:\WINDOWS\Start Menu\Programs\Startup)
- Removing items from the Startup folder
- The Documents Menu – list of frequently used files, deleting contents (Taskbar properties, Start Menu, Programs, Documents Menu and Clear)
- Using the Help Menu for researching and manipulating window for task (choose Help, windows, copying contents of (print screen and alt + print screen)
- Moving an item to Quick Launch

### 4. Working with Folders

- Using My Computer and Windows Explorer for navigation and benefits of each (shortcut for Explorer is Windows +E)
- Using view menus for efficiency
- About files, folders, disks, and directories
- Creating a folder and setting up a path
- Renaming a folder
- Deleting a folder
- Moving and cutting or copying a folder (and all contents)



Create a main folder in your directory called:  
**2001-2002**

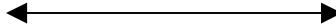
Create subdirectories using the following folder names:

**Correspondence**  
**Grades**  
**Lists**  
**Presentations**  
**Tests**  
**Handouts**  
**Forms**

Path of current location

Left Pane

Right Pane



What you see in the left is your entire computer set up. What you see in the right pane is the subfolders of the folder selected in the left pane.

#### **5. Working With Files, Folders, and Paths**

- **Create a Word document named Monroe\_Aug3.doc and save to Correspondence (naming documents systematically is important)**
- **Create an Excel file named 1stqtr.xls and save to Grades**
- **Create an Access document named classes.mdb and save to Lists**
- **Create a PowerPoint document named class rules.ppt and save to Presentations**
- **Create a Word file named ch1test.doc and save to Tests**
- **Create a Word file named ch2handout.doc and save to Handouts**
- **Create a Word file named student data.doc and save to forms**
- **Creating folders for a new term**
- **Copying folders and files to the new term folder**

#### **6. Backing Up Files and Folders**

- **Back up from day to day, semester to semester, year to year**
- **Storing Files on different drives and/or directories for security (C:/ or network drives)**
- **Back up systematically keeping a copy of files in a safe location**
- **When Working at home and returning to school (back up for current version)**