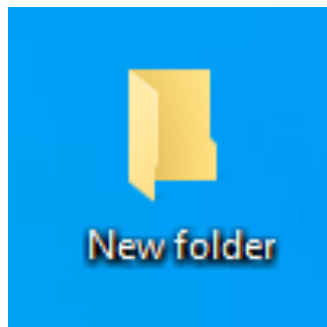# Basics of the use of computer and ICT

Desktop: move files, create and delete folders

2

Introduction

The booklet you are reading is part of

a series of booklets.

The series of booklets teaches you how to use

the computer and internet.

The booklets are written using the easy to read

and to understand language.

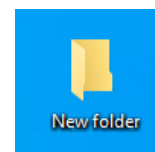Each booklet is about a different topic.

All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard

2. Desktop: move files, create and delete folders

3. Accessibility features - Keyboard shortcuts

4. USB memory

5. Microsoft Word

6. Video Editor

7. Digital safety
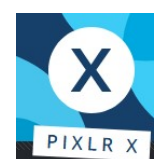
8. Google Chrome

9. Google Maps

10. YouTube

11. Gmail

12. Facebook and Messenger

13. Pixlr X

14. Curriculum Vitae Europass

The series of booklets has been written by experts from 7 organizations.

The 7 organizations are:

Associazione Uniamoci Onlus from Italy

Asociacija "Aktyvus Jaunimas"

from Lithuania

Centro Social e Paroquial Santos Martires

from Portugal

Tallinna Tugikeskus JUKS from Estonia

IES El Greco from Spain

Towarzystwo Wspierania Inicjatyw

Spolecznych Alpi from Poland

Università Degli Studi Di Catania from Italy

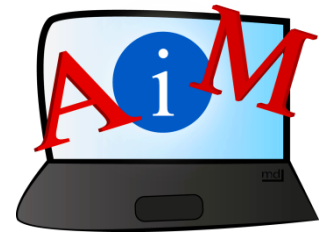You can find more easy to read and to understand information about the project on its website:

https://accessibleinformationmaterial.blogspot.com/

The series of books has been created as a result of an **Erasmus+** project.

This Erasmus+ project is called Accessible Information Material.

Erasmus+ is a programme of the European Union that funds different kinds of projects.
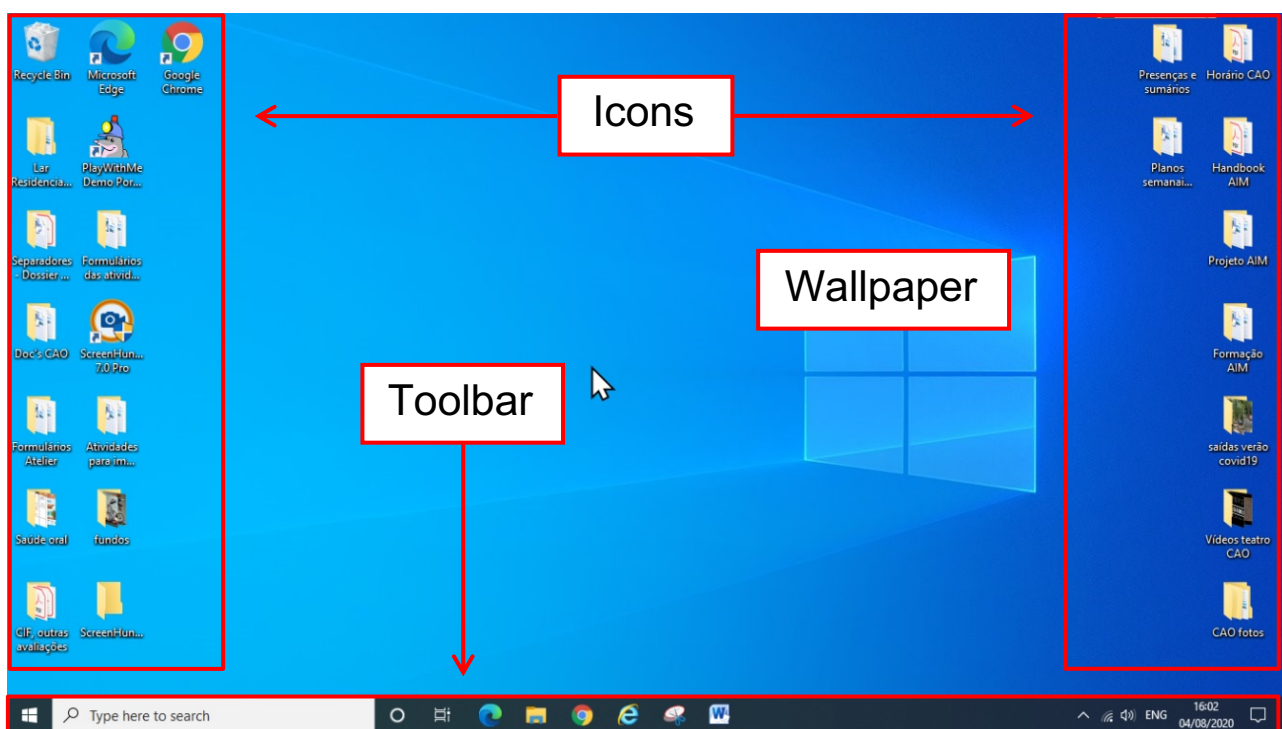
Desktop: move files, create and delete folders

Introduction

The desktop is the first thing that you see when you open the computer.

On the desktop there are wallpaper, icons and toolbar.
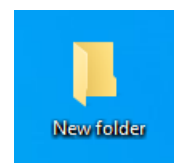

What is a folder?

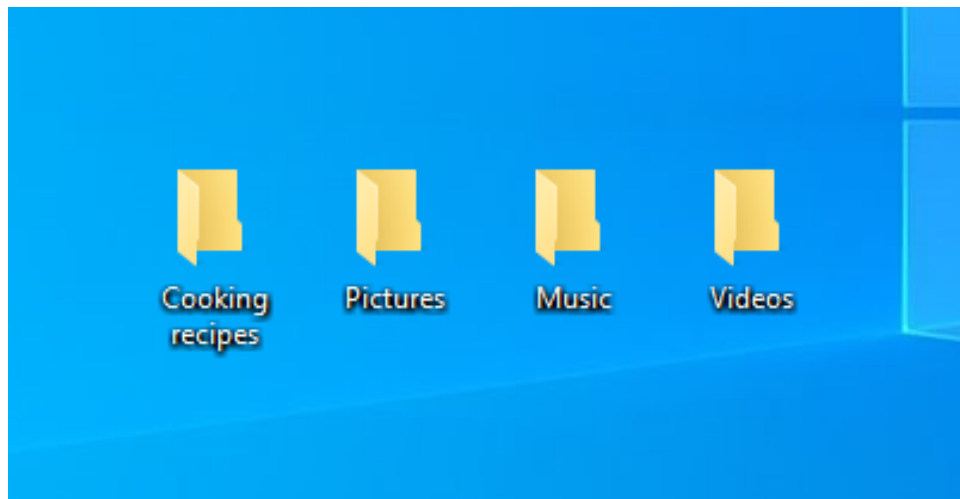A folder is a place to organize files on the computer.

The files can be documents, photos or music.

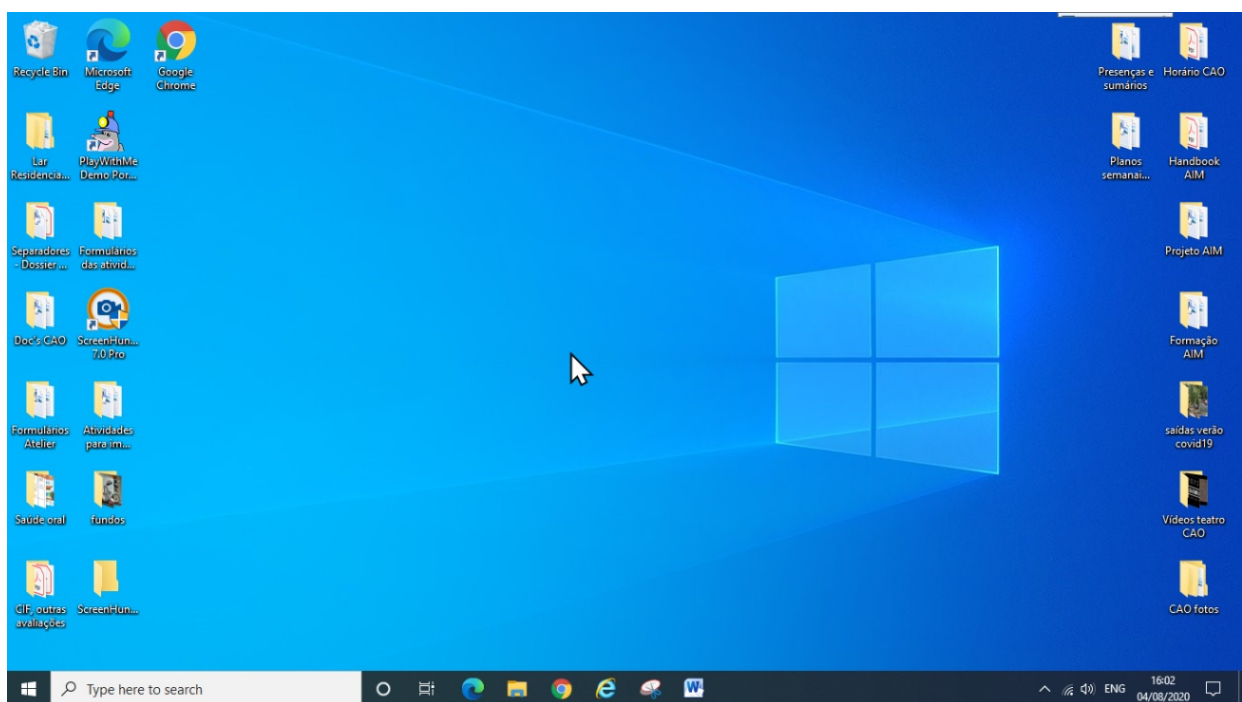A folder is a place where we can put many files into groups.

For example, we can create a folder to keep our photos and another folder to keep our music.
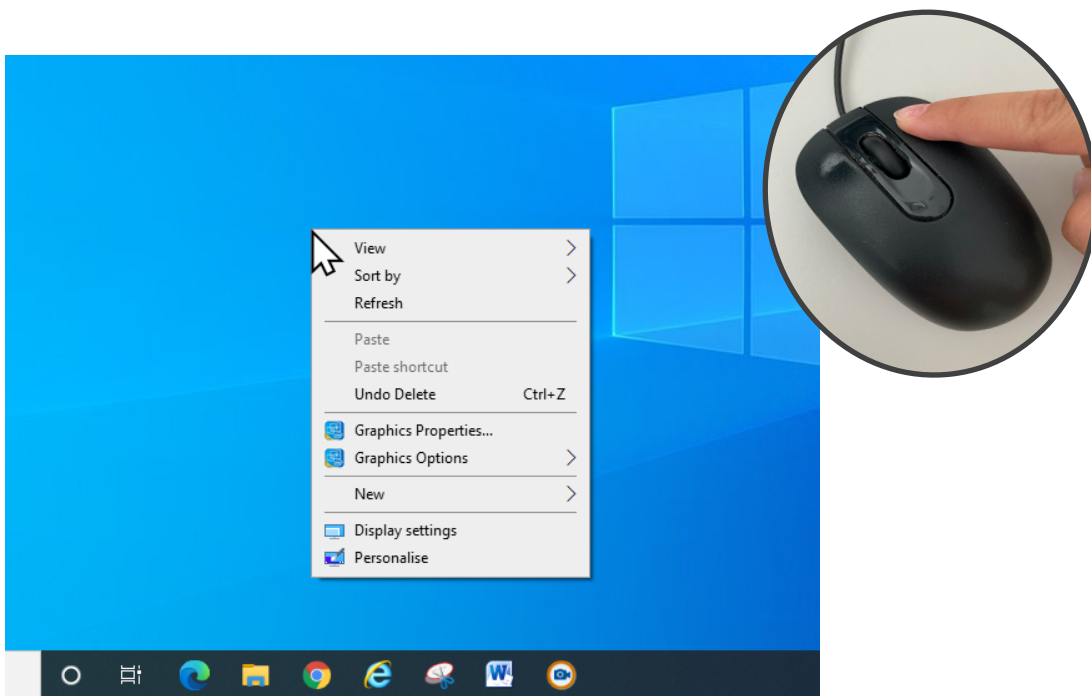
Some examples of folders:

How to create folders

1. Place the mouse on an empty space in your desktop.
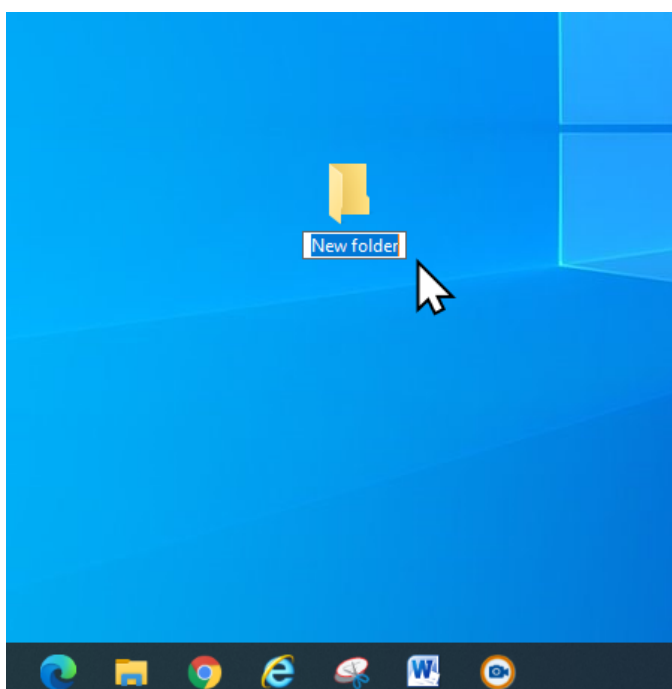
2. Click with the right button of your mouse.

View	>
Sort by	>
Refresh	
Paste	
Paste shortcut	
Undo Delete	Ctrl+Z
Graphics Properties...	
Graphics Options	>
New	>
Display settings	
Personalise	

3. Click on **New** with the left button of your mouse.

View	>	Folder	
Sort by	>	Shortcut	
Refresh			
Paste		Bitmap image	
Paste shortcut		Documento do Microsoft Word	
Undo Delete	Ctrl+Z	Apresentação do Microsoft PowerPoint	
Graphics Properties...		Documento do Microsoft Publisher	
Graphics Options	>	Text Document	
New	>	Folha de Cálculo do Microsoft Excel	
Display settin		Compressed (zipped) Folder	
Personalise			

4. Move the mouse to the right and click with the left button of
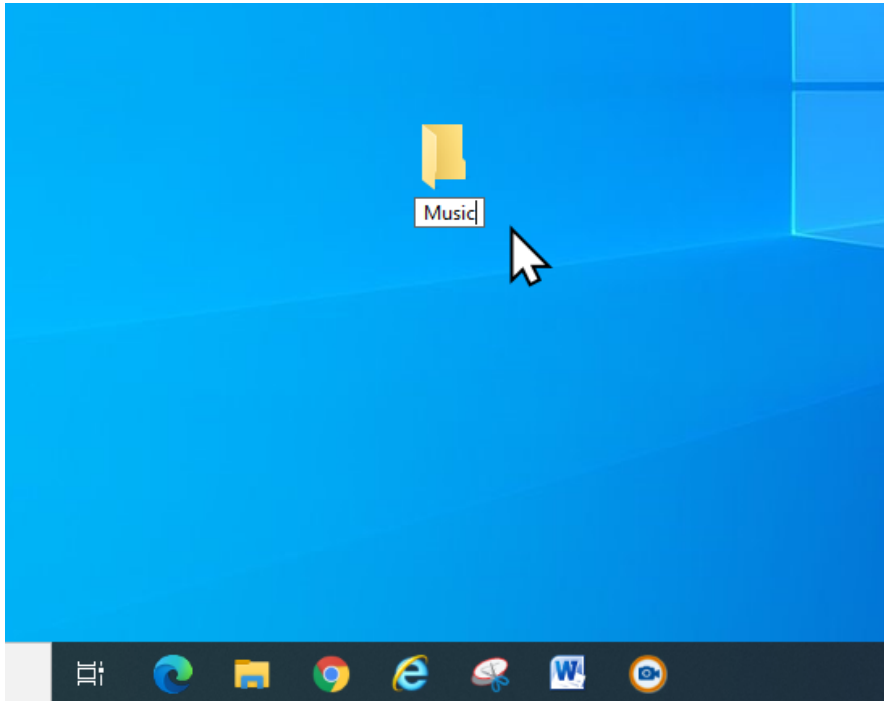
your mouse on **Folder.**

5. There it is. Now we have to give a name to the folder.

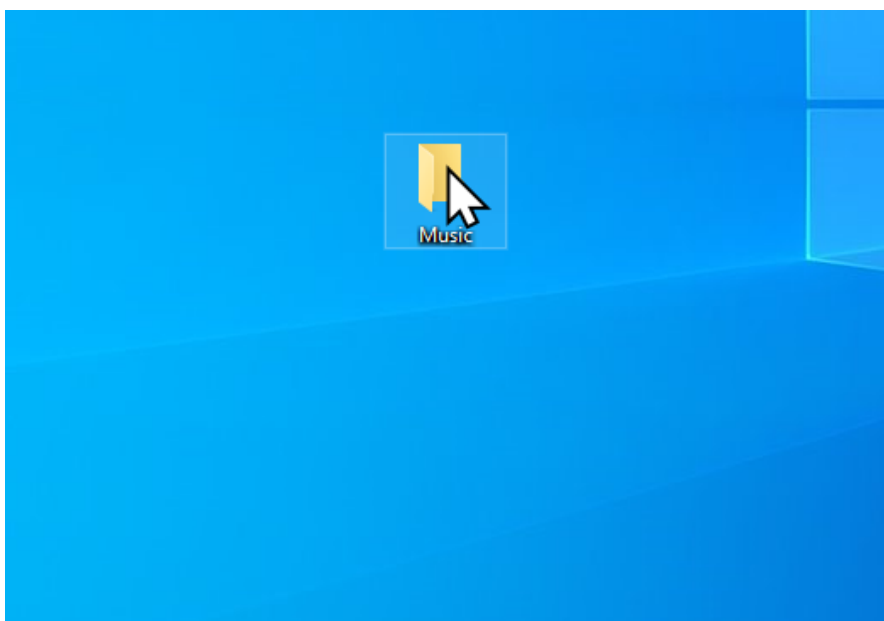6. Write something short that you can remember easily.

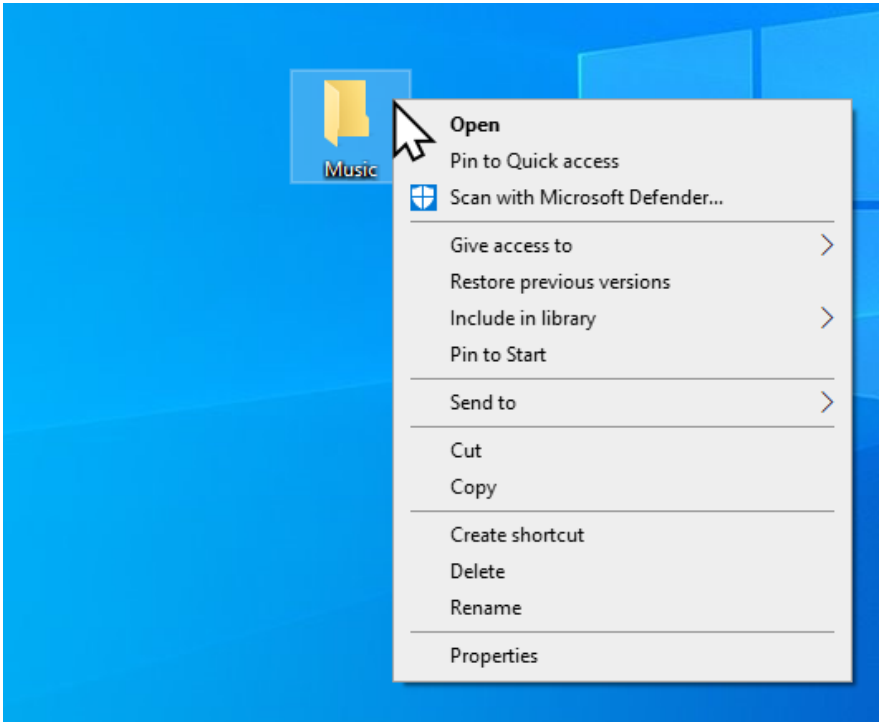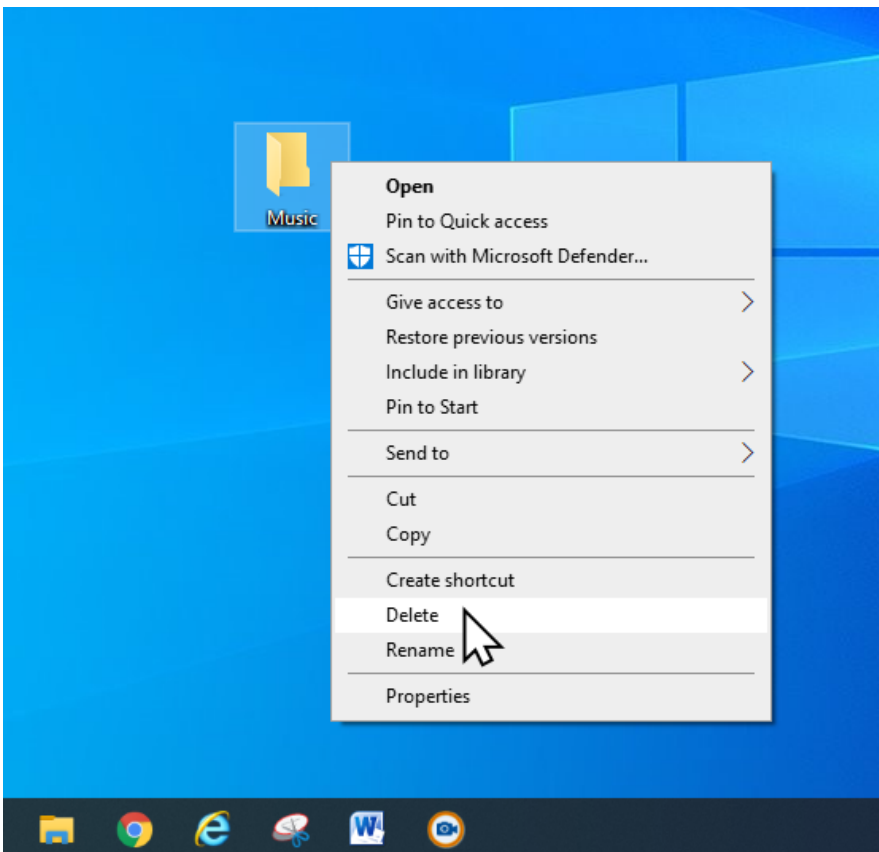To save it press the button **Enter** on your keyboard.

Enter↵

1. Place the mouse on top of the folder that you want to delete.

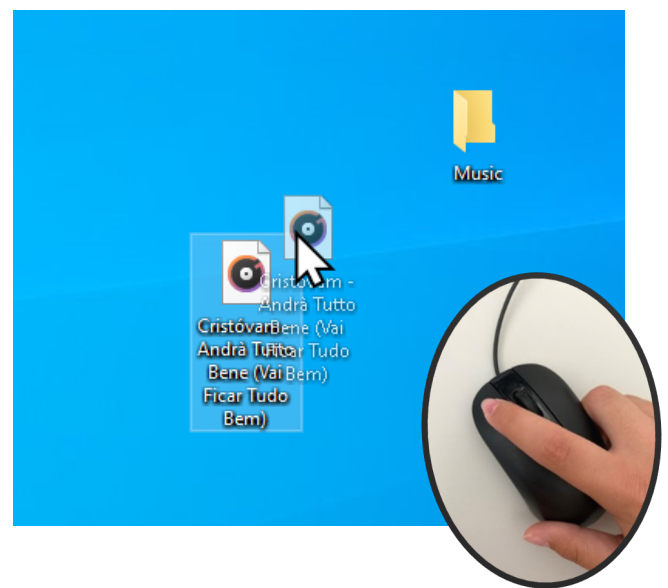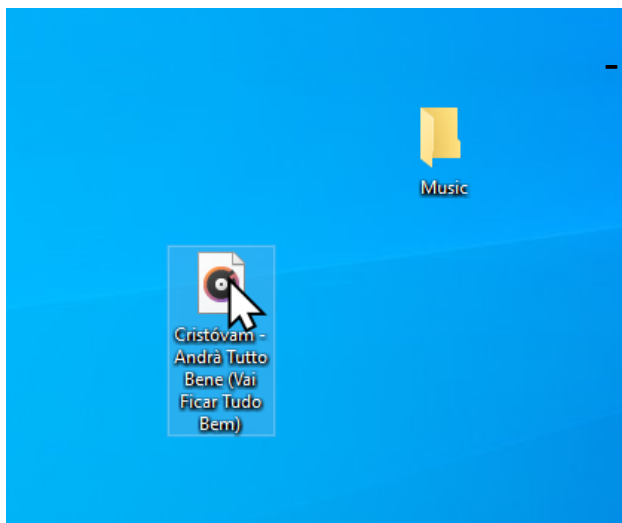2. Click on the folder with the right button of your mouse.

3. Click on **Delete** with the left button of your mouse.
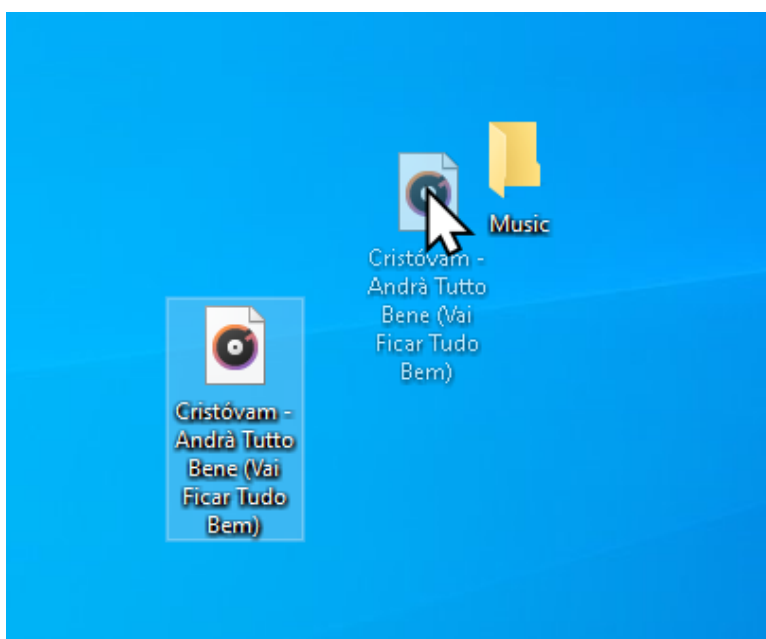
How to move files

1. Select the file you want to move with the left mouse button

and drag it into the new position.

You can drag the file in a folder.

When you are dragging the file

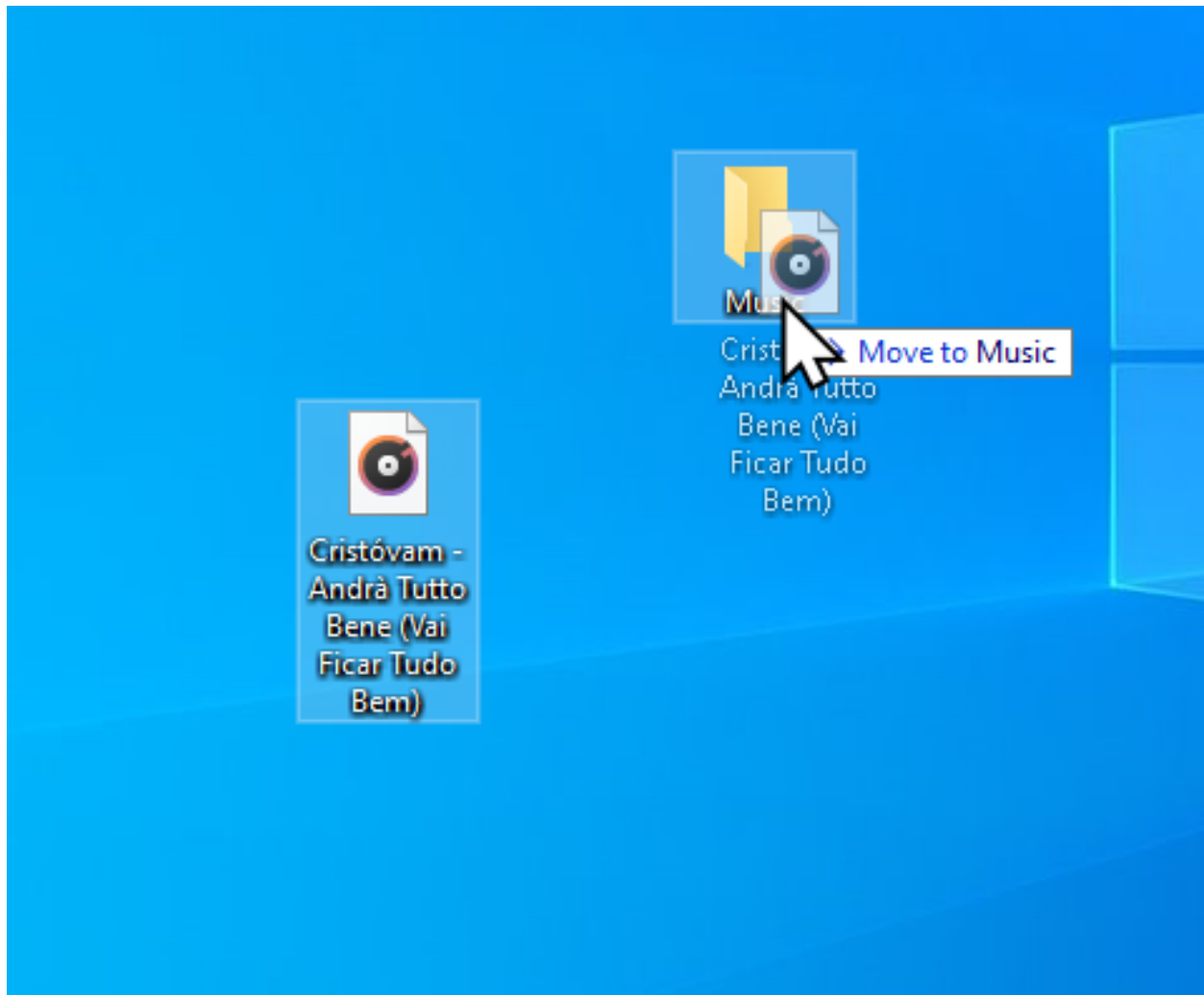you have to keep pressing the left mouse button.

2. Release the left mouse button

only when the file is on the position you want.
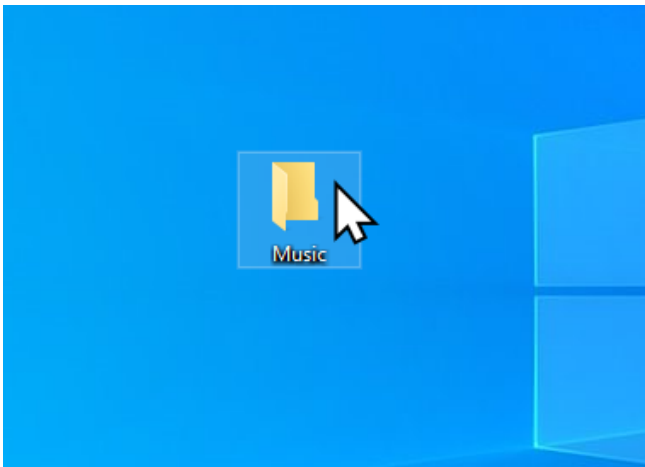
- If you want to move the file into a folder,

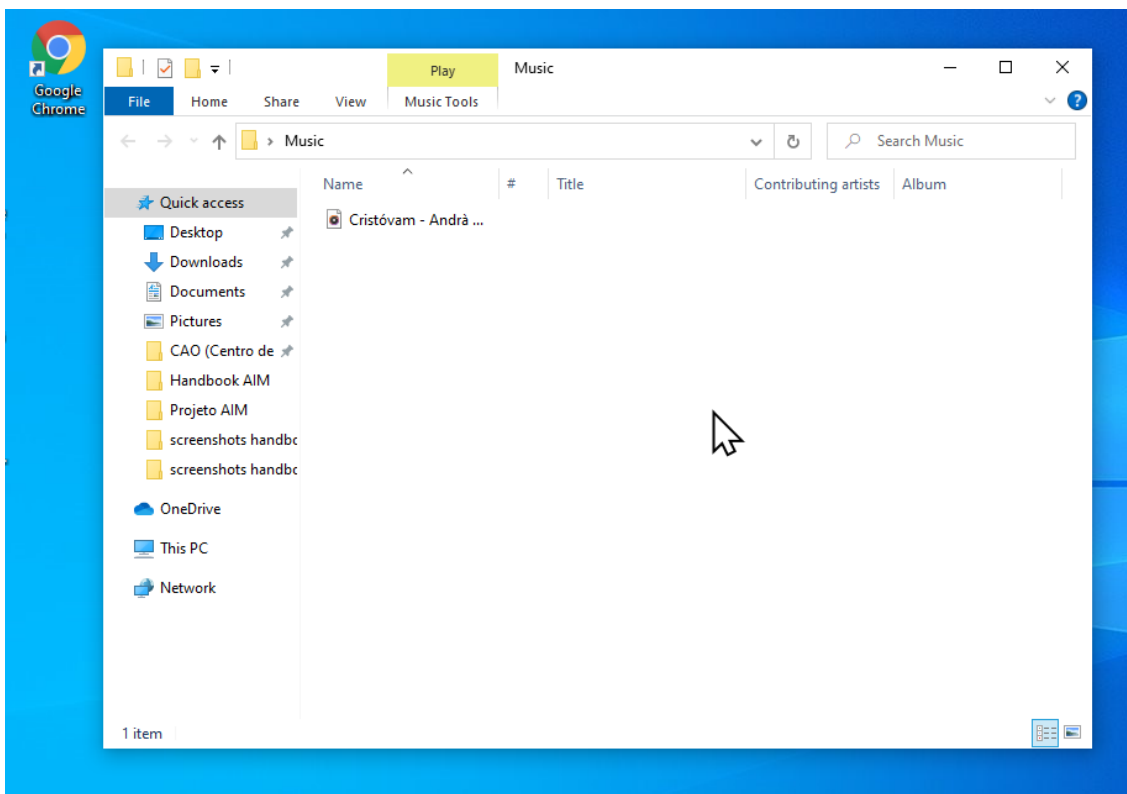release the left mouse button when the file is on top of that folder.

How to open and close folders

To open a folder

You have to click twice on the folder
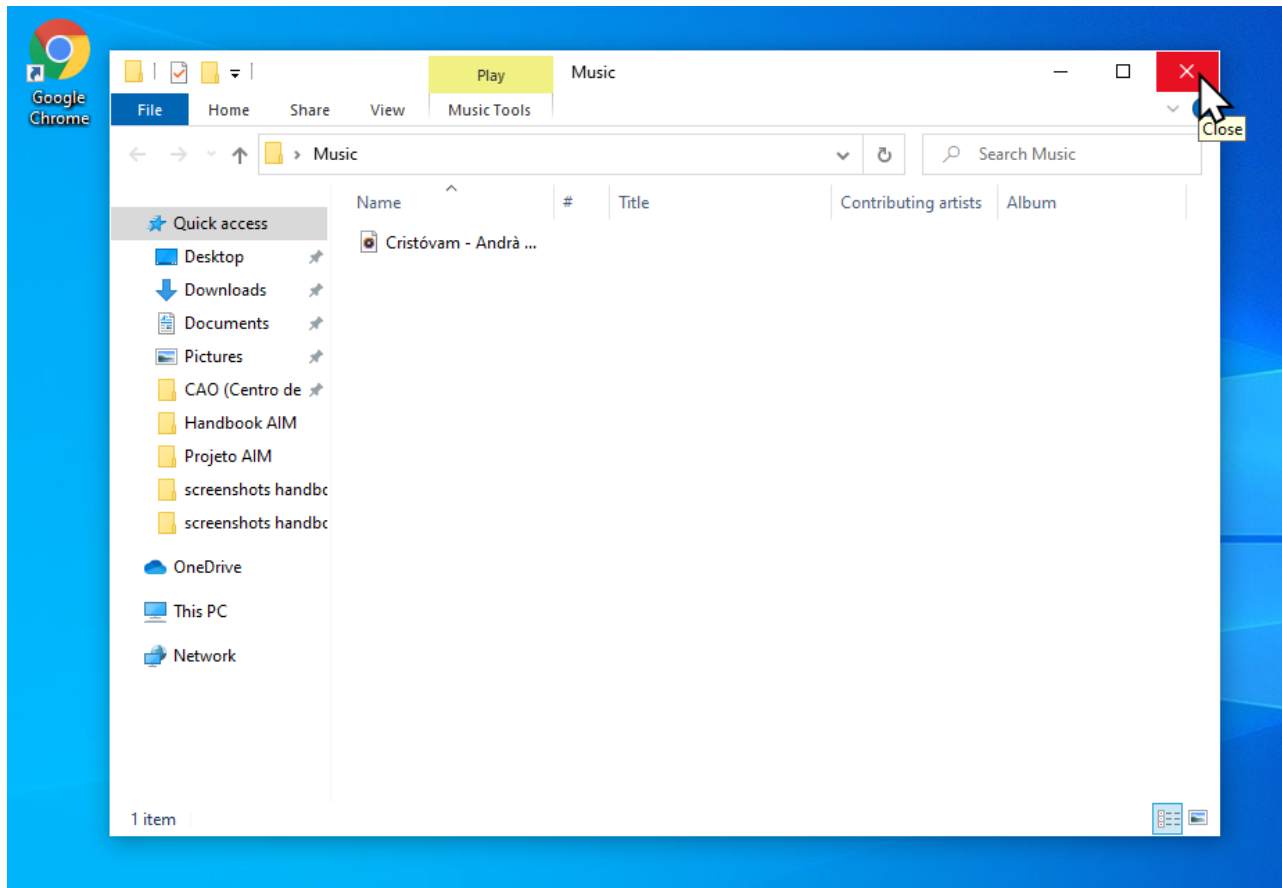
with the left mouse button.

And now the folder is open.

To close a folder

You have to click with the left mouse button

on the top right button with an **X.**

Basics of the use of computer and ICT

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Illustrations in the introduction from https://pixabay.com/it/

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