



# Computing Basics for Every PC User

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**In one hour or less!**



## What we'll cover:

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- **RIGHT** click Everything
- Control where **U** save **YOUR** stuff
- Use **Cut/Copy/Paste**
- Backup **YOUR** critical data files
- Avoid E-mail **faux pas**
- **3** essential keyboard shortcuts
- **HHICC** resources

# RIGHT Click EVERYTHING!

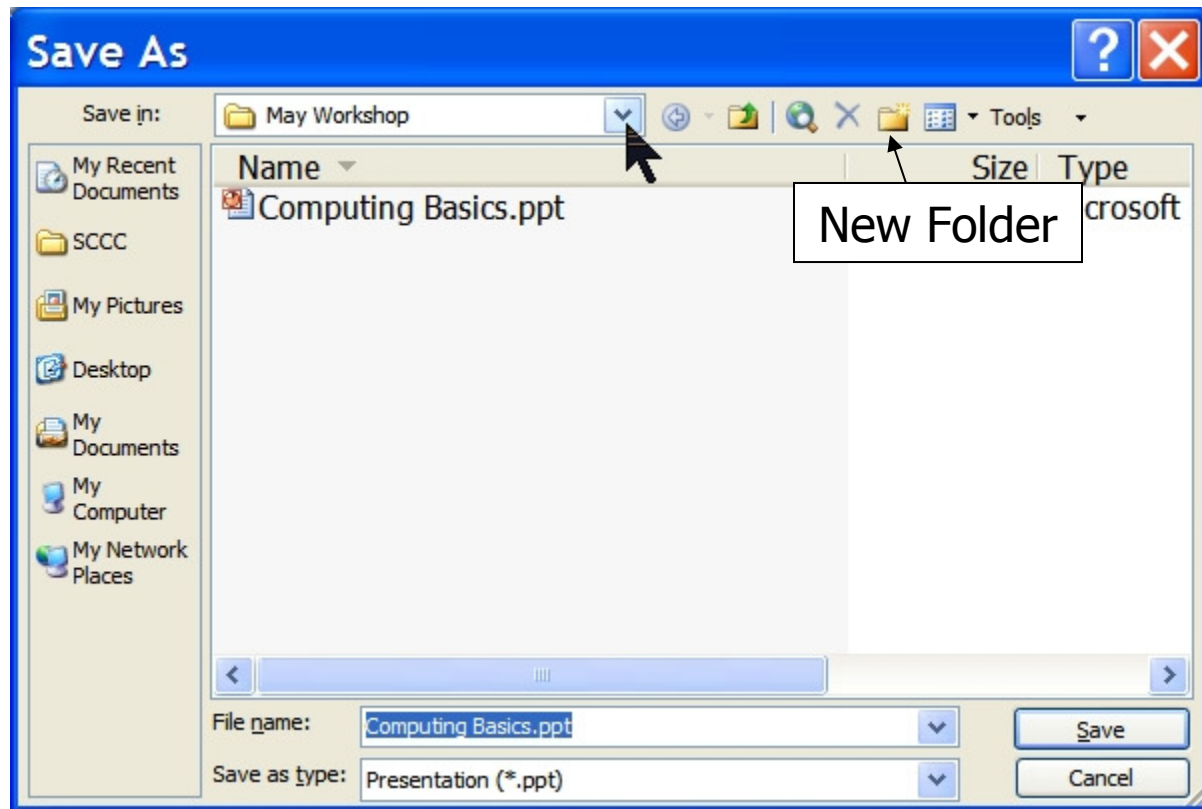


Context Menus

9 out of 10 times it's the answer to

**"How do I ....?"**

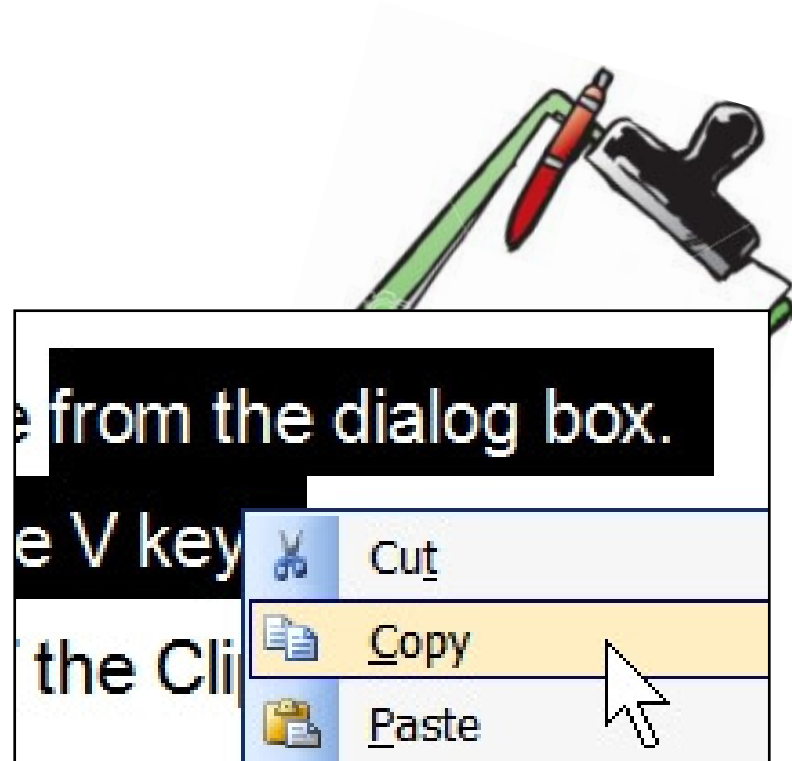
# Control Where U Save YOUR Stuff





# Use **Cut/Copy/Paste**

- Select what want then **Cut** (move) or **Copy**
- Selection sits on Clipboard
- Waiting for you to **Paste**



Ken Colburn's Cut (or Copy) and Paste:

<http://datadoctors.com/help/kenscolumns/column.cfm?id=3831>

Review:

## Controlled Selection

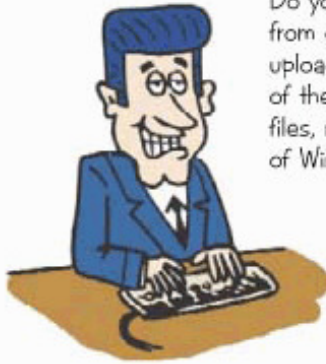
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- Click or Drag to begin selection
- **Shift+click** to end selection
- Works in almost ALL programs

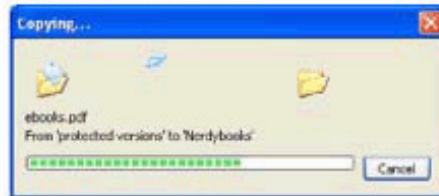
## And... the most reliable way to copy and move files: use the keyboard.

with  
the  
keyboard

- [1] In Windows Explorer (⌘ + E) or any dialog box, press **Ctrl + C** to copy selected files or **Ctrl + X** to cut them.
- [2] Select the folder in which you want to put the files, then paste (**Ctrl + V**).

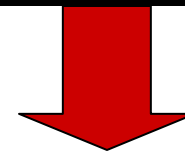


Do you just sit and stare at that sheet of paper traveling from one folder to another while a large file is copying or uploading to the Web? Not me. I drag the dialog box out of the way (by the title bar) then copy and paste more files, make folders, search, etc. Or I just open another copy of Windows Explorer (⌘ + E).



Works in  
**Windows XP and 2000**

or the  
Right click Menu



from the dialog box.



# Backup YOUR Critical Files

- **What:** Anything inconvenient to recreate
- **Where:**
  - External Drive
  - Online options
- **How:**
  - Right click>Send to
  - Copy/Paste
  - [SyncToy](#)





# Avoid E-mail faux pas

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- **Bcc:** to unrelated recipients
- **Forward:** remove extraneous e-addys
- Create **Folders** to organize messages
- **Resize** large photos before e-mailing
- Consider sending content **IN** your message instead of as attachment



# Sign up for free Web E-mail

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- Shopping receipts, newsletters etc
- IMO best
  - mail.Yahoo.com
  - gmail.com
- Mail2web.com for checking e-mail while traveling



# Keyboard shortcuts:

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- **Alt** = File Edit View Tools **Menu**
- **F1** = Help
- **Ctrl+Z** = Undo



“Members helping Members”

- Hardware/  
Software
- Volunteer Computer  
help Mon-Fri 10-4
- Workshops & SIGS
- <http://HHICC.org>  
(see Member Articles)

- Opportunities
  - to Learn
  - to Contribute

