



Obedience Lessons

Autumn 2014

Session 2 – Making a calendar



Wireless Connection

To connect to the “Ristie” wireless broadband you will need the following code: -

5963b98c25

Hardware and Software

- Hardware hurts if you hit it!
- Software doesn't!

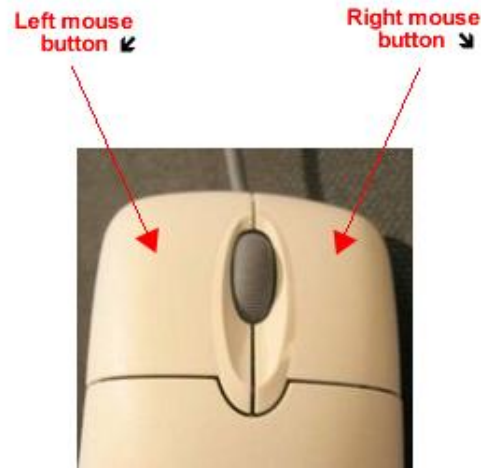


Hardware or Software?

- **Windows 8.1**
- **Mouse**
- **Hard-Drive**
- **Microsoft Office 2013**
- **USB Memory Stick**
- **Panda Cloud Anti-Virus**

Left and Right mouse clicking.

- **Left Click:** Means “**Select Something**”
 - Select this program
 - Select this folder
 - Select this picture.
- **Double clicking** will **activate** the item!
- **Right Click:** Means “**Give me a list of possible things I can do**”
 - this will depend on the item selected.



TASK 1

See what options are available when you right click on: -

a) the desktop

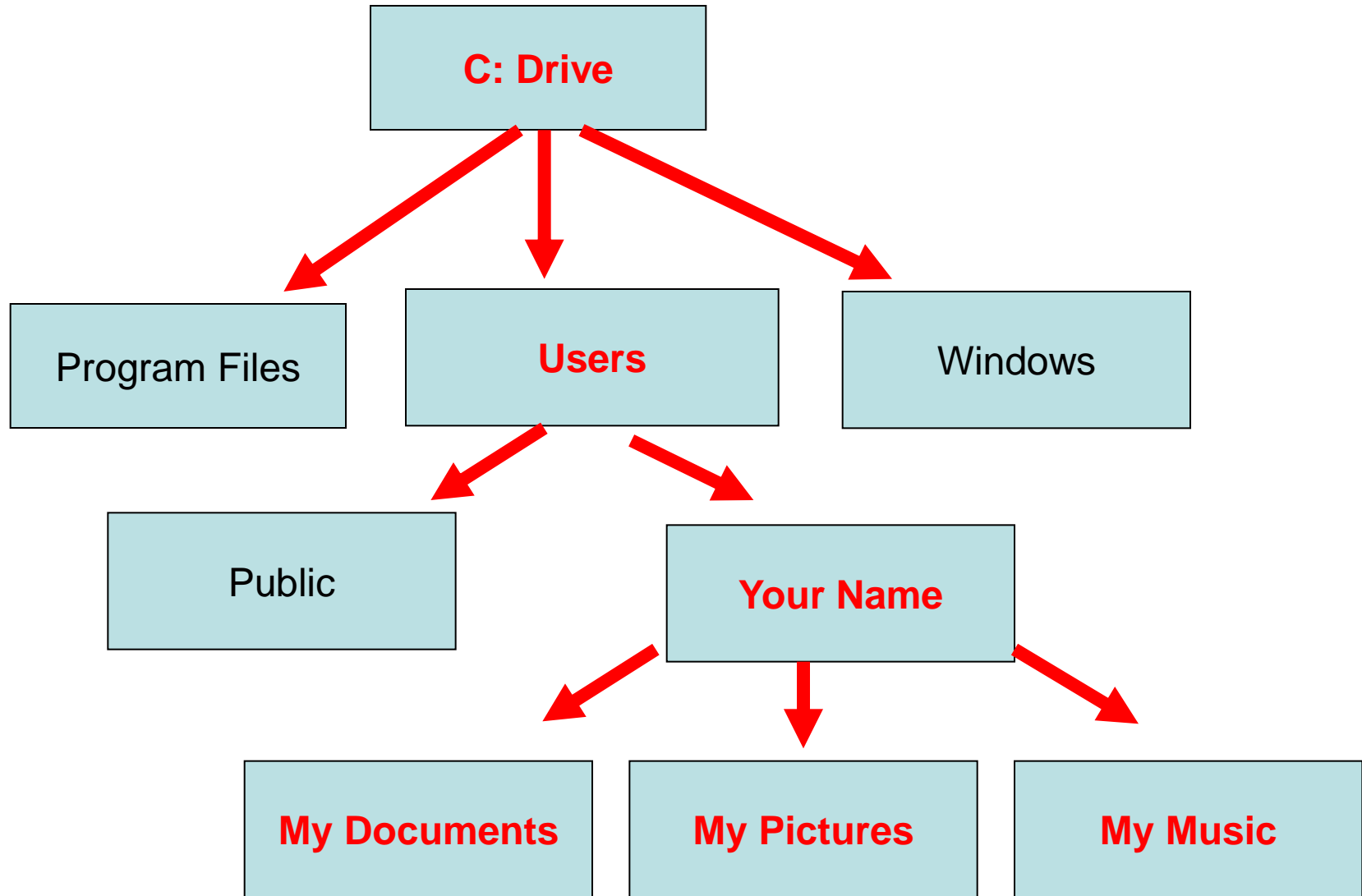
b) the taskbar

c) a link

d) a file



Navigating your files and folders

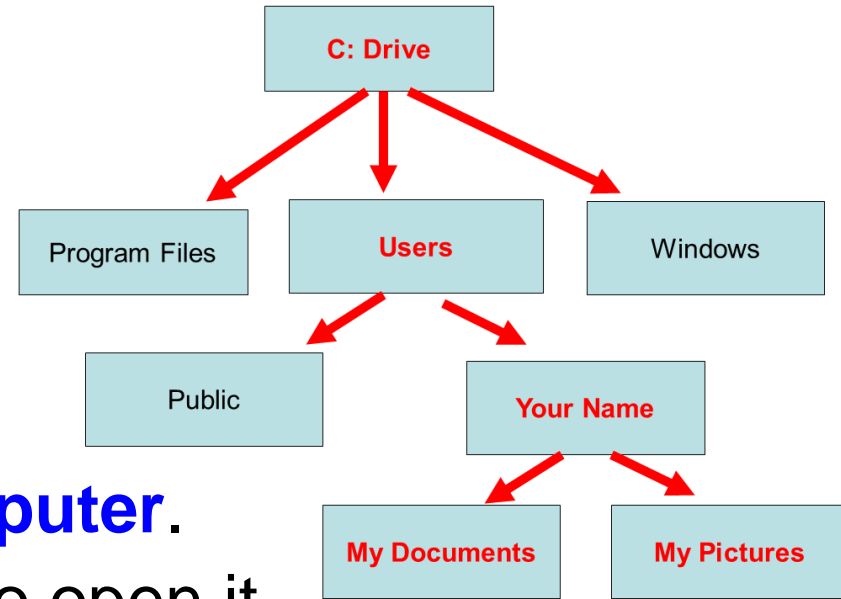


TASK 2

Navigating your “Computer Tree”



Back

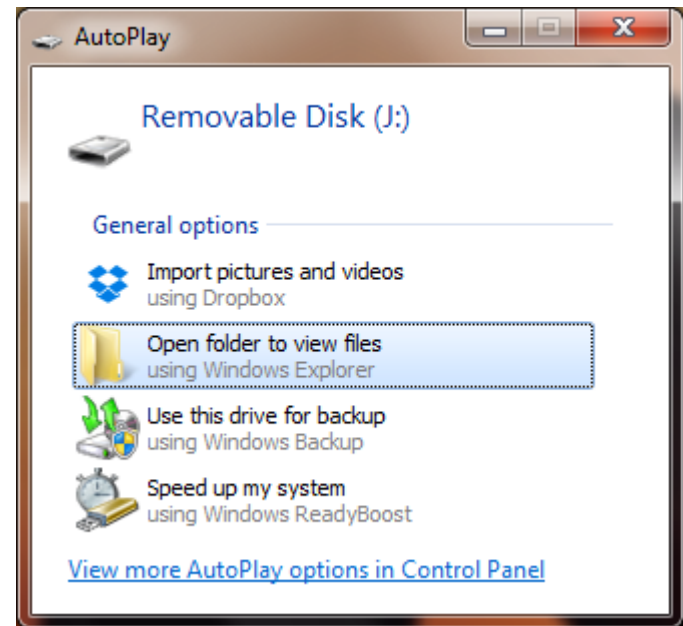


1. Click on **Start** and then **Computer**.
2. Double click on the **C:** drive to open it.
3. Open the **users** folder.
4. Open the folder with **your name** then **My Documents**
5. Continue opening folders until you can't go any further.
6. Now use the “**back**” icon to retrace your steps until you get back to “**Computer**”.
7. See if you can imagine this as a kind of inverted “folder tree” (like the example above).

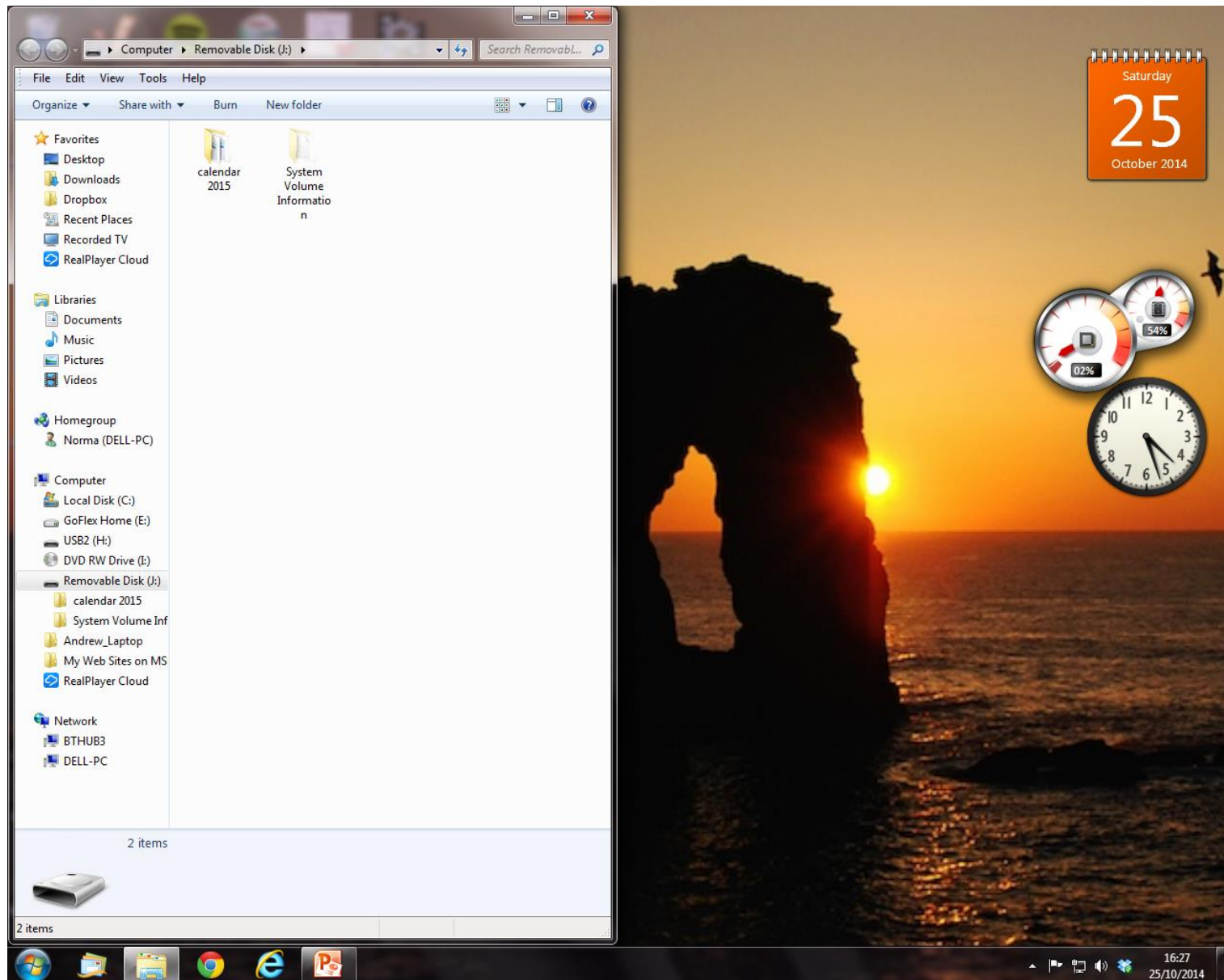
TASK 3 Copying Files from a USB Stick

Insert your USB stick and wait until you see this message

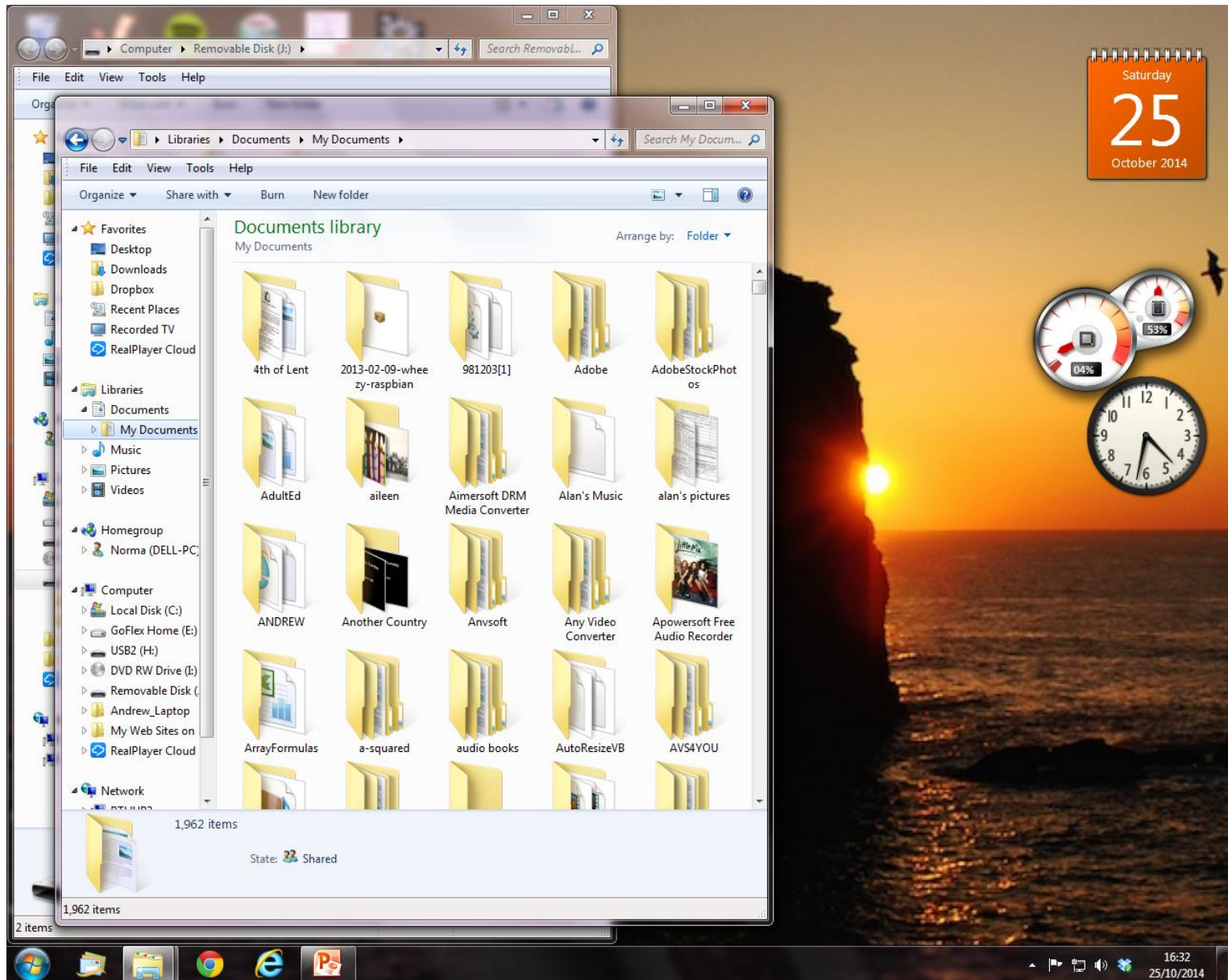
Select “Open Folder to view files”



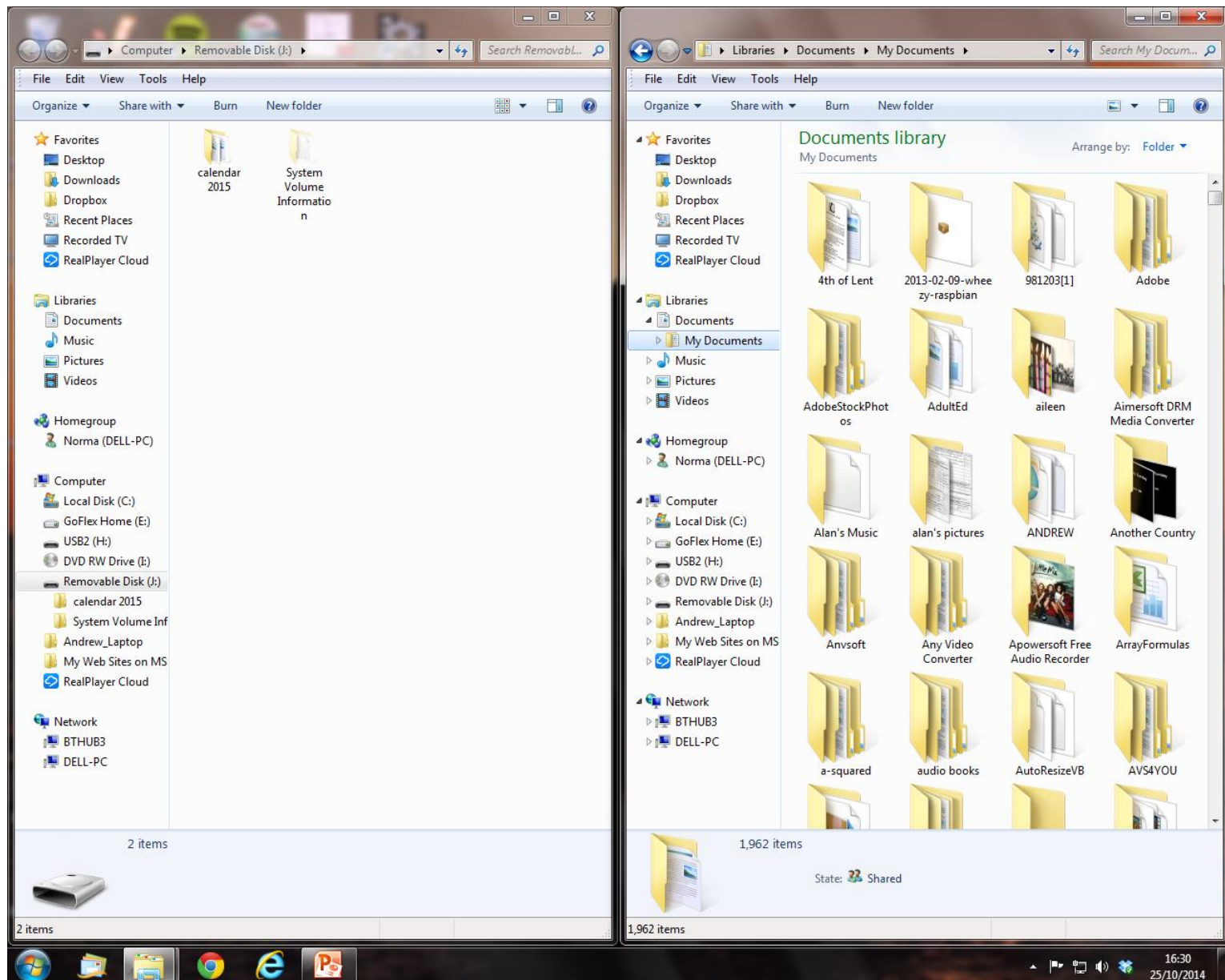
Press the **Windows Key** and **Left Cursor**



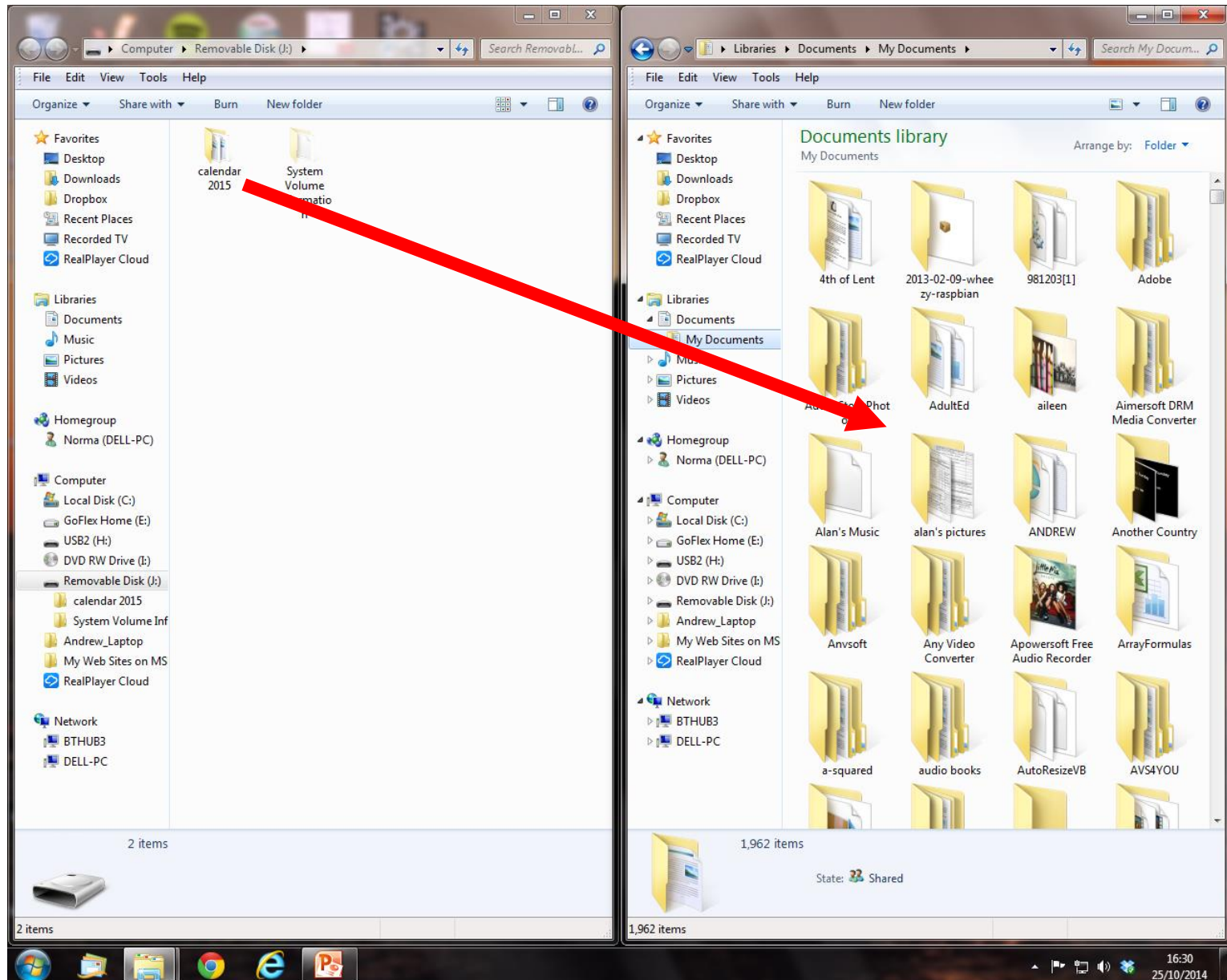
Select Start and Documents



Press the **Windows Key & Right Cursor**



Drag the **Calendar** folder into **Documents**



Open the Calendar 2015 folder

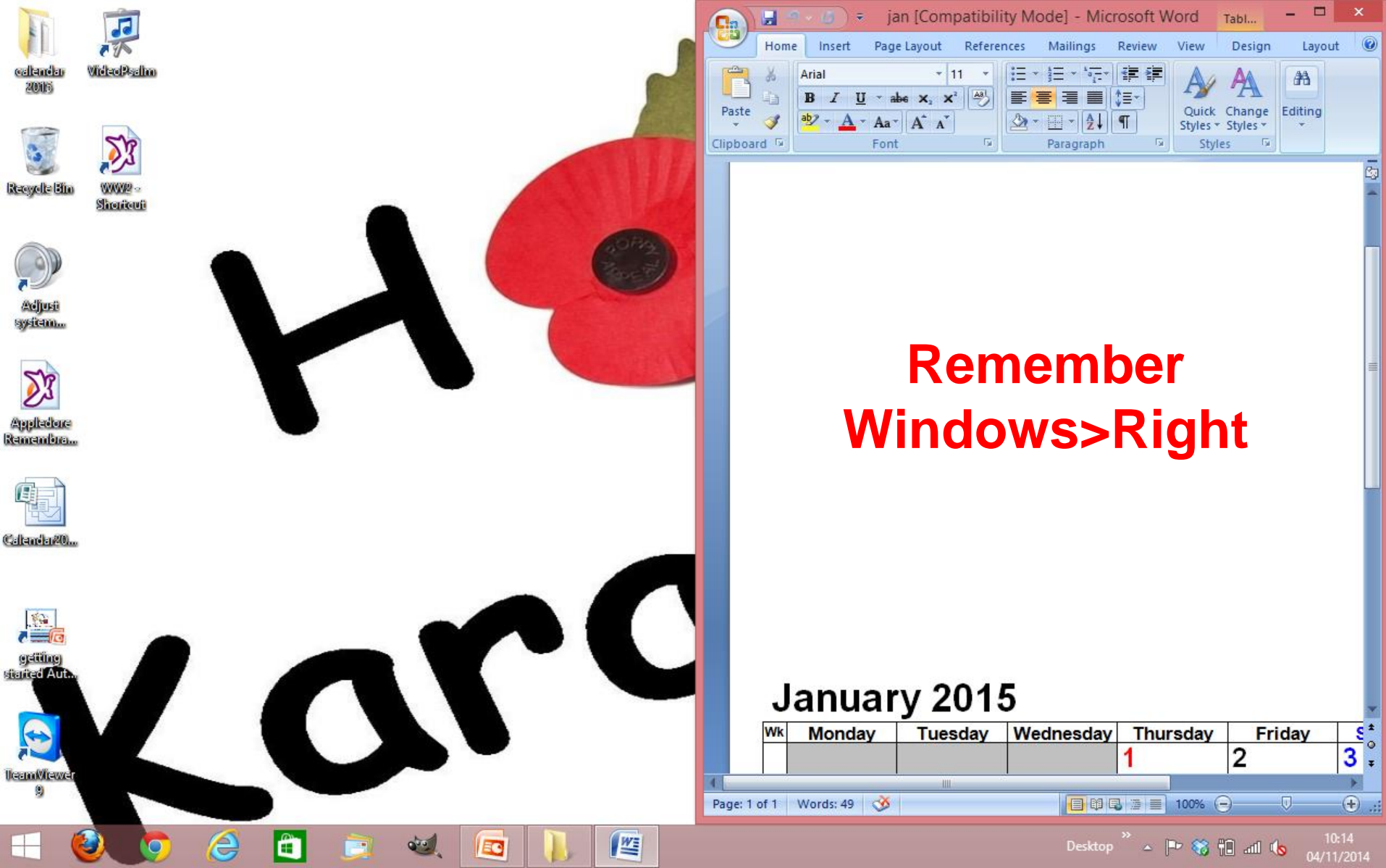
The screenshot shows a Windows File Explorer window titled 'calendar 2015'. The address bar indicates the path: Libraries > Documents > calendar 2015. The left sidebar shows the 'Documents' library selected. The main pane displays a list of 12 files, each representing a month of the year 2015. The files are sorted alphabetically by name, not chronologically. The file 'apr' is currently selected.

| Name | Date modified | Type | Size |
|------|------------------|----------------------|-------|
| apr | 24/10/2014 22:43 | Microsoft Office ... | 31 KB |
| aug | 24/10/2014 22:48 | Microsoft Office ... | 23 KB |
| dec | 24/10/2014 22:52 | Microsoft Office ... | 22 KB |
| feb | 24/10/2014 22:37 | Microsoft Office ... | 31 KB |
| jan | 24/10/2014 21:45 | Microsoft Office ... | 31 KB |
| jul | 24/10/2014 22:46 | Microsoft Office ... | 22 KB |
| jun | 24/10/2014 22:45 | Microsoft Office ... | 22 KB |
| mar | 24/10/2014 22:41 | Microsoft Office ... | 32 KB |
| may | 24/10/2014 22:44 | Microsoft Office ... | 32 KB |
| nov | 24/10/2014 22:51 | Microsoft Office ... | 23 KB |
| oct | 24/10/2014 22:50 | Microsoft Office ... | 22 KB |
| sep | 24/10/2014 22:49 | Microsoft Office ... | 22 KB |

Notice the files are in alphabetical order – not date order!

12 items | 1 item selected 30.5 KB | State: Shared

Open the file “**jan**” and put it on the right



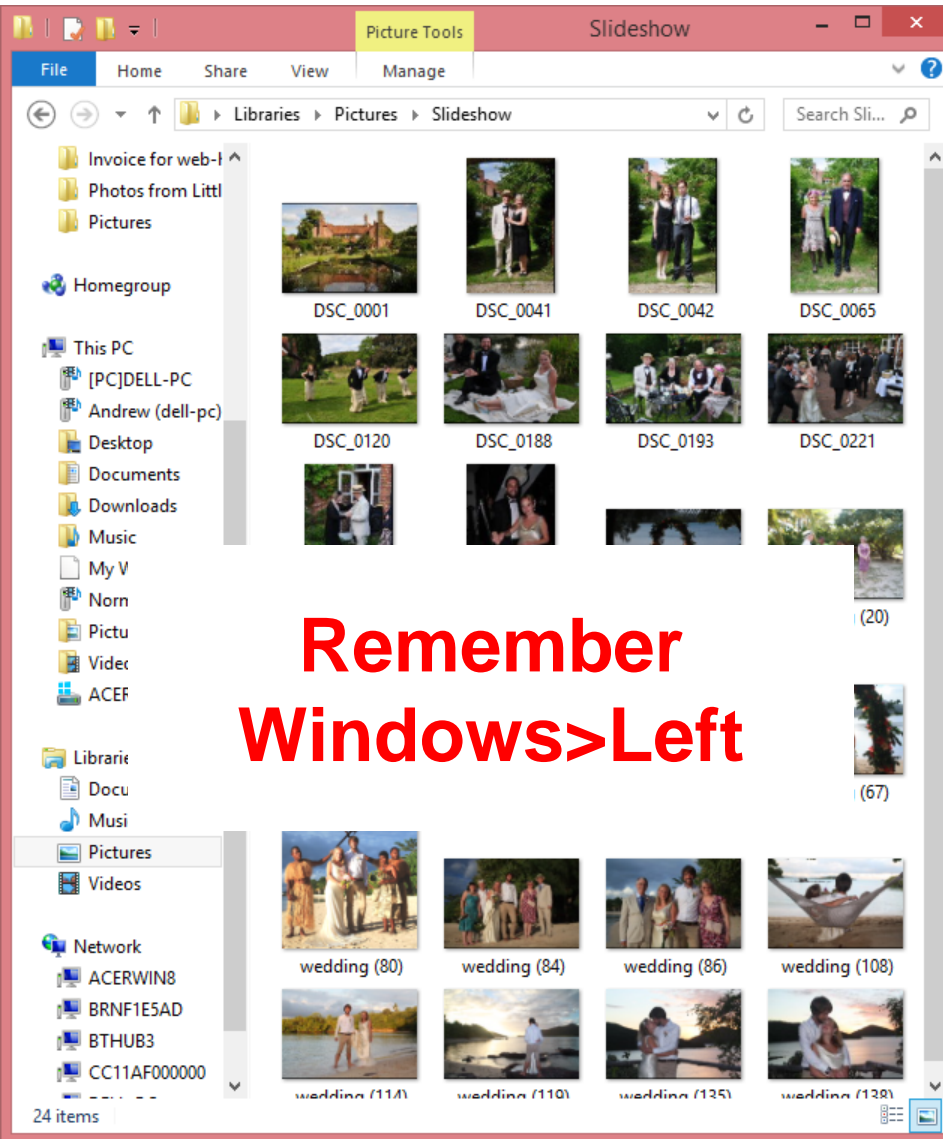
The desktop background features the text "H Karo" in a large, black, handwritten-style font. A red poppy flower is positioned behind the letter "H". The desktop is cluttered with various icons, including "calendar 2015", "VideoPsalm", "Recycle Bin", "WWW - Shortcut", "Adjust system...", "AppleCare Remembra...", "Calenda20...", "getting started Aut...", and "TeamViewer".

The Microsoft Word window, titled "jan [Compatibility Mode] - Microsoft Word", is open on the right side of the screen. It displays a calendar for January 2015. The calendar table is as follows:

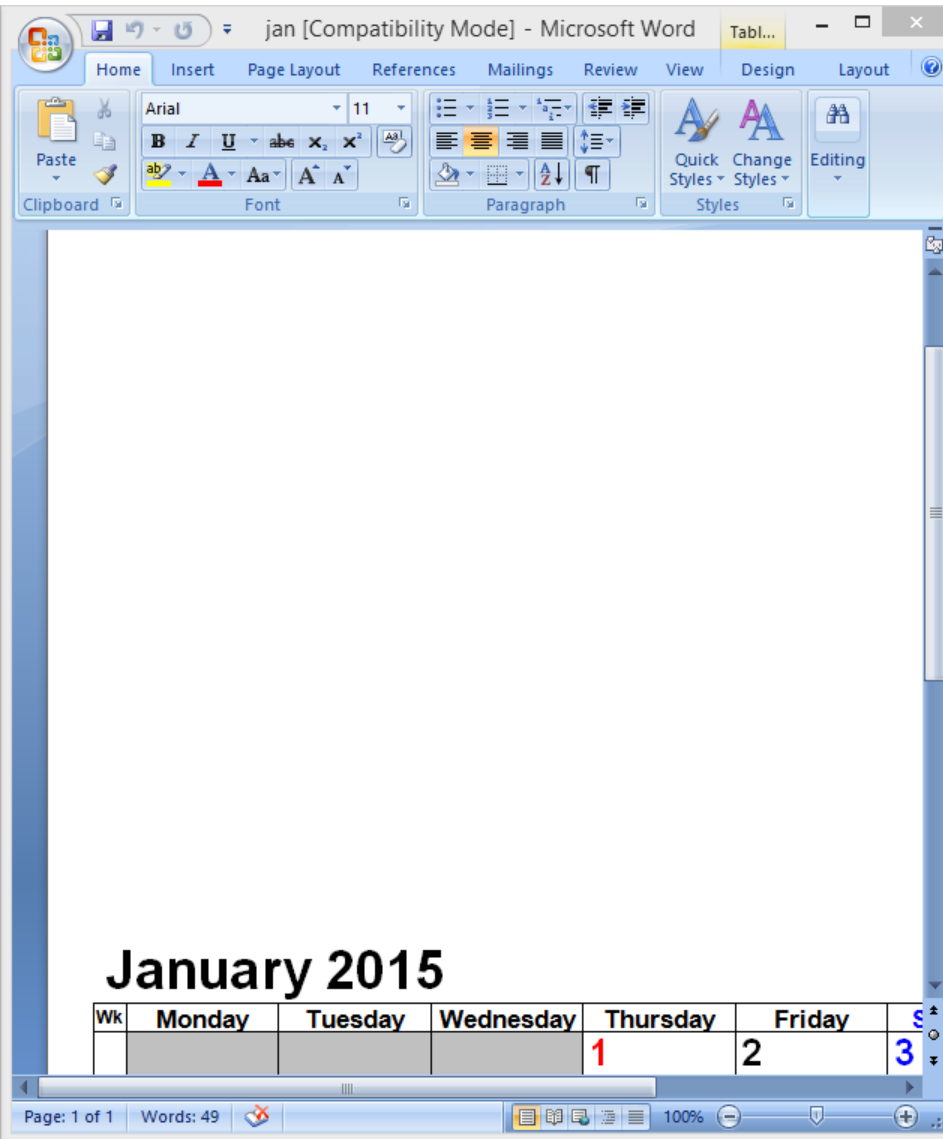
| Wk | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----|--------|---------|-----------|----------|--------|----------|
| | | | | 1 | 2 | 3 |

The Word window's ribbon shows the "Home" tab, with options for Clipboard, Font, Paragraph, Styles, and Editing. The status bar at the bottom of the Word window indicates "Page: 1 of 1" and "Words: 49". The Windows taskbar at the bottom shows the Start button and several application icons, including Internet Explorer, Google Chrome, and the Windows Store.

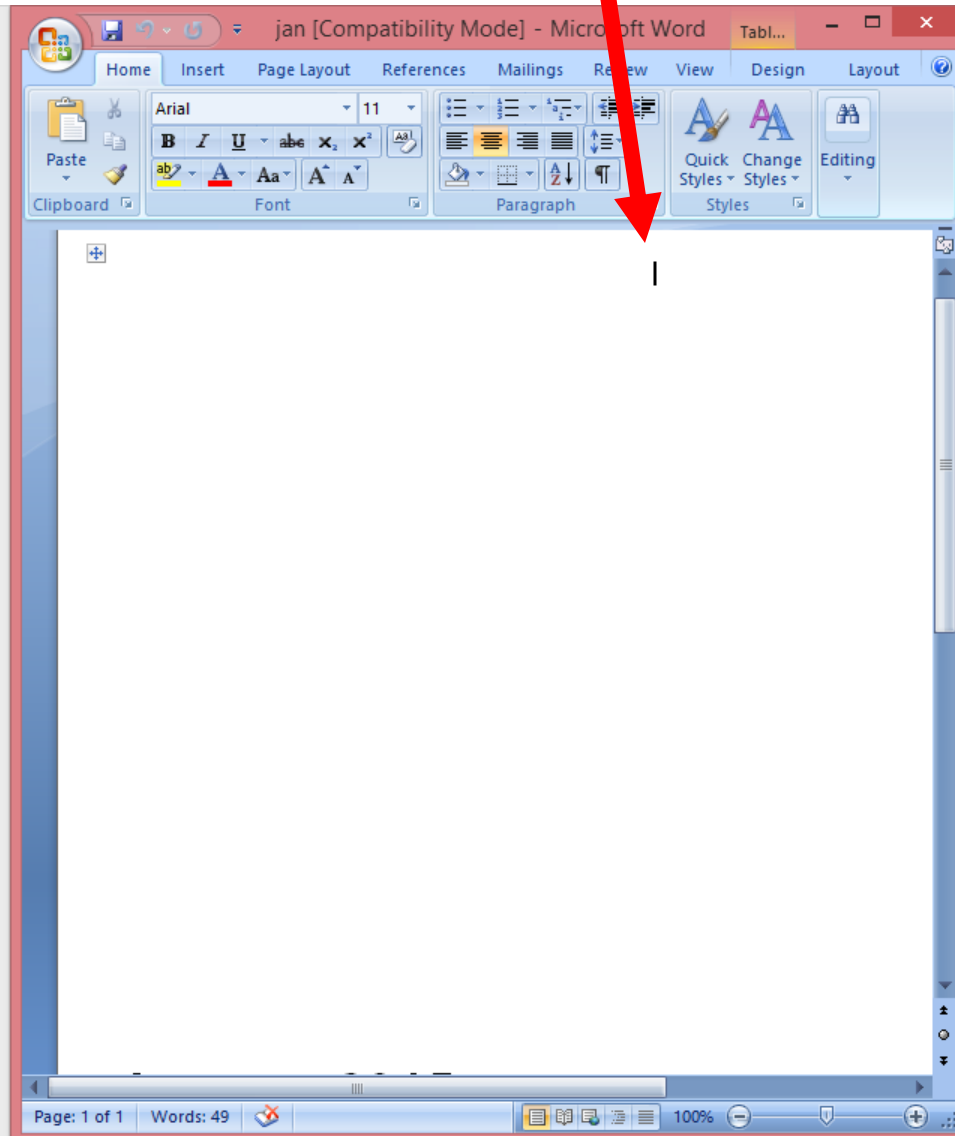
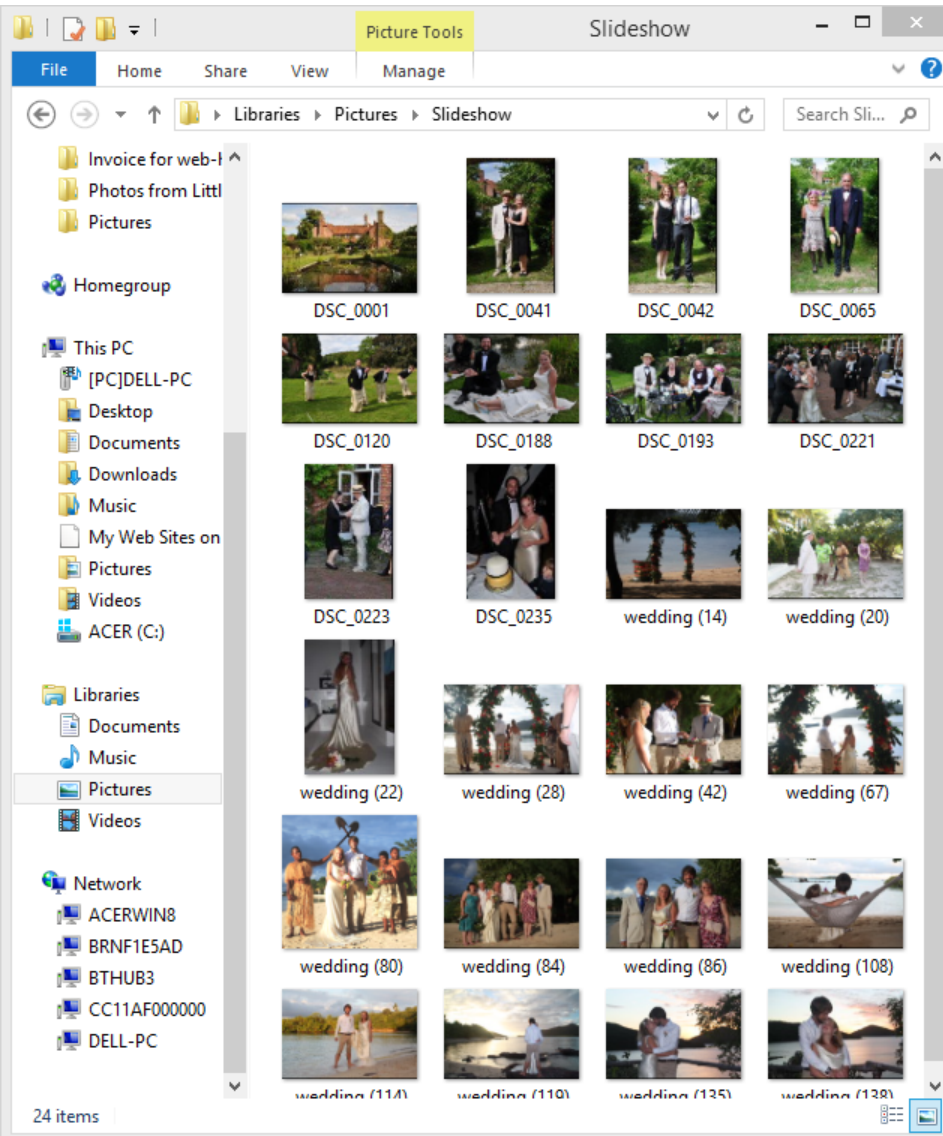
Open your pictures folder and put it on the left



**Remember
Windows>Left**



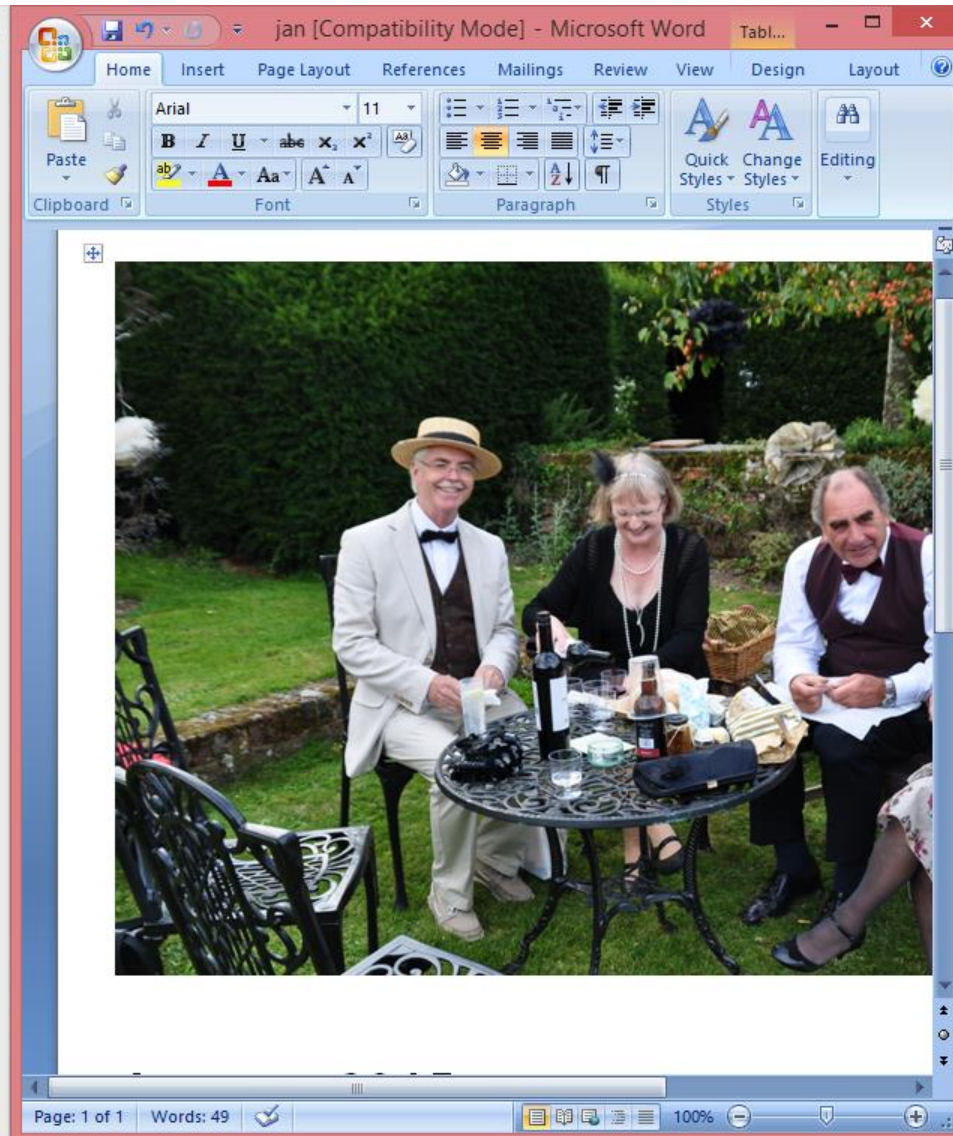
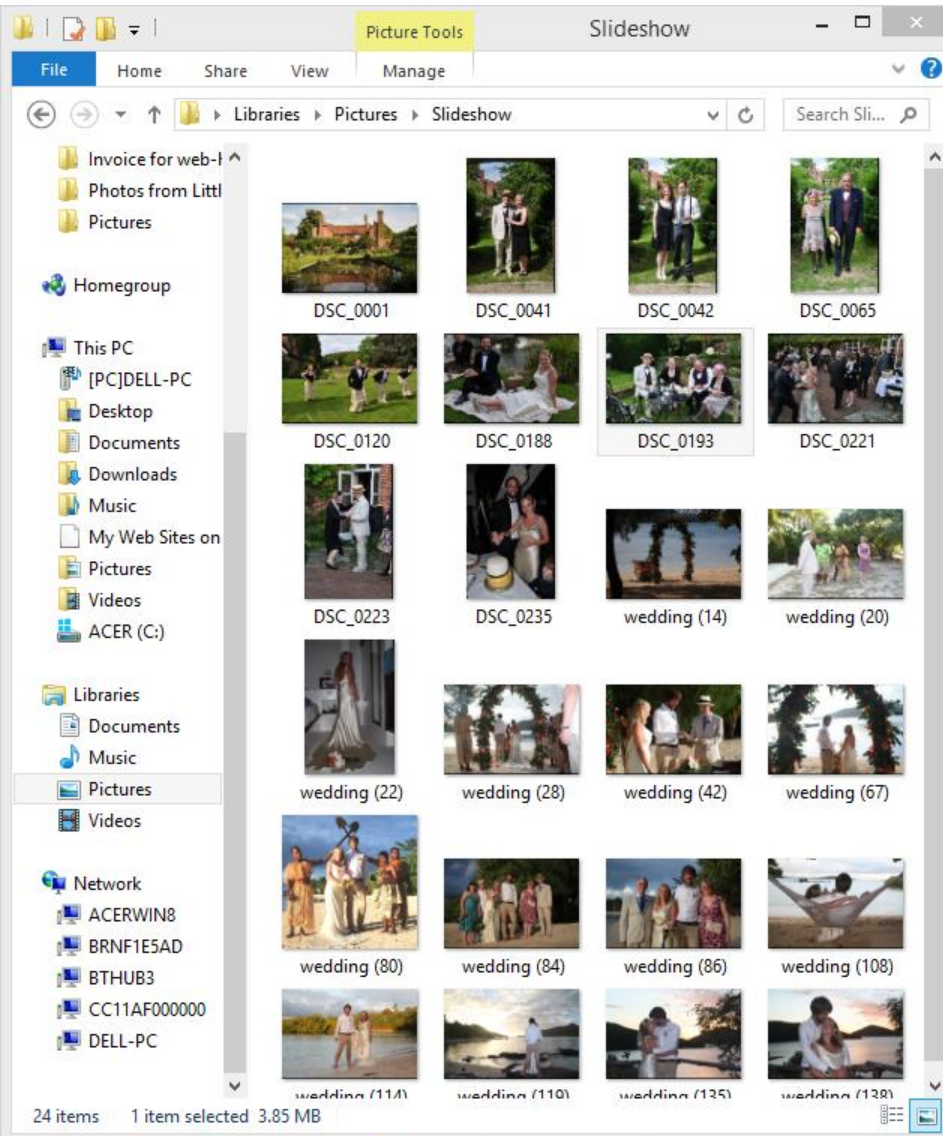
Click to put your cursor here!



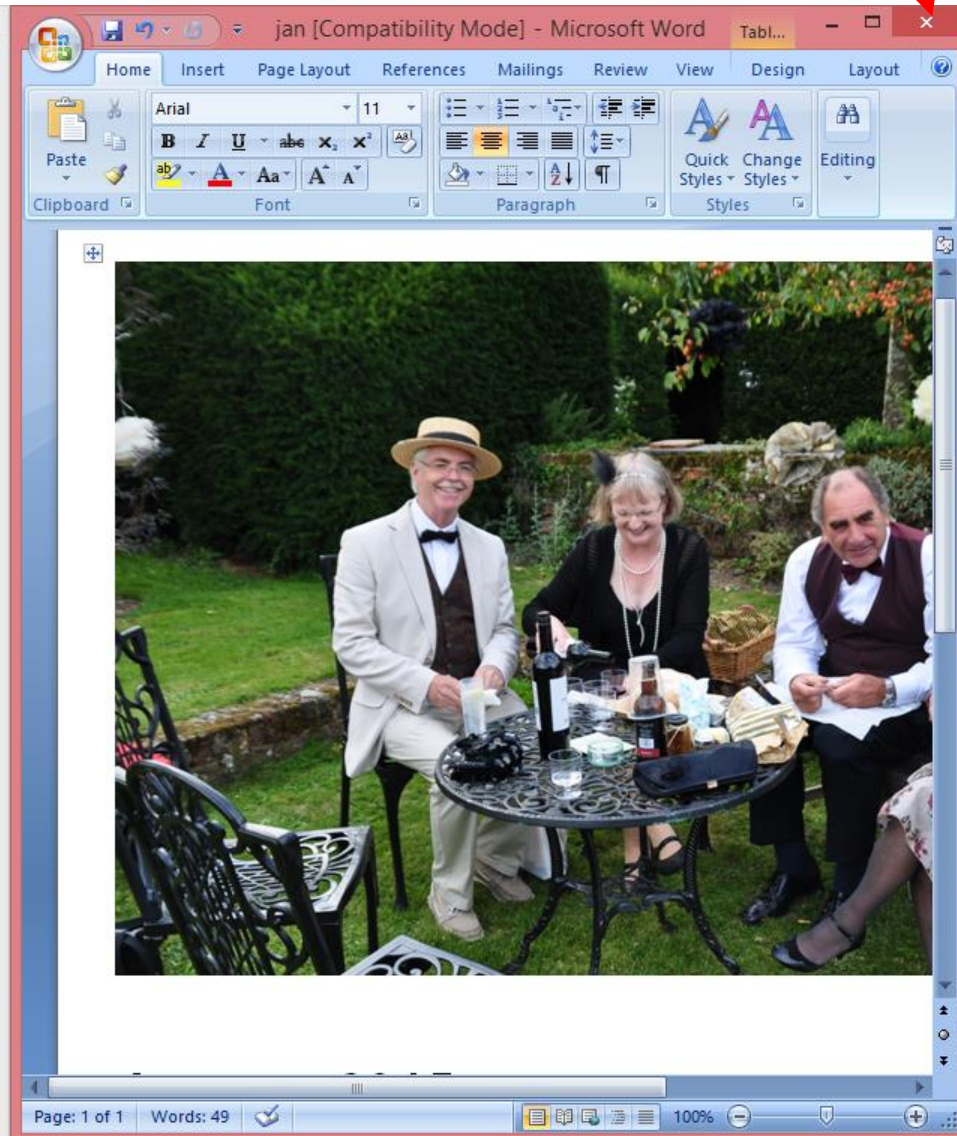
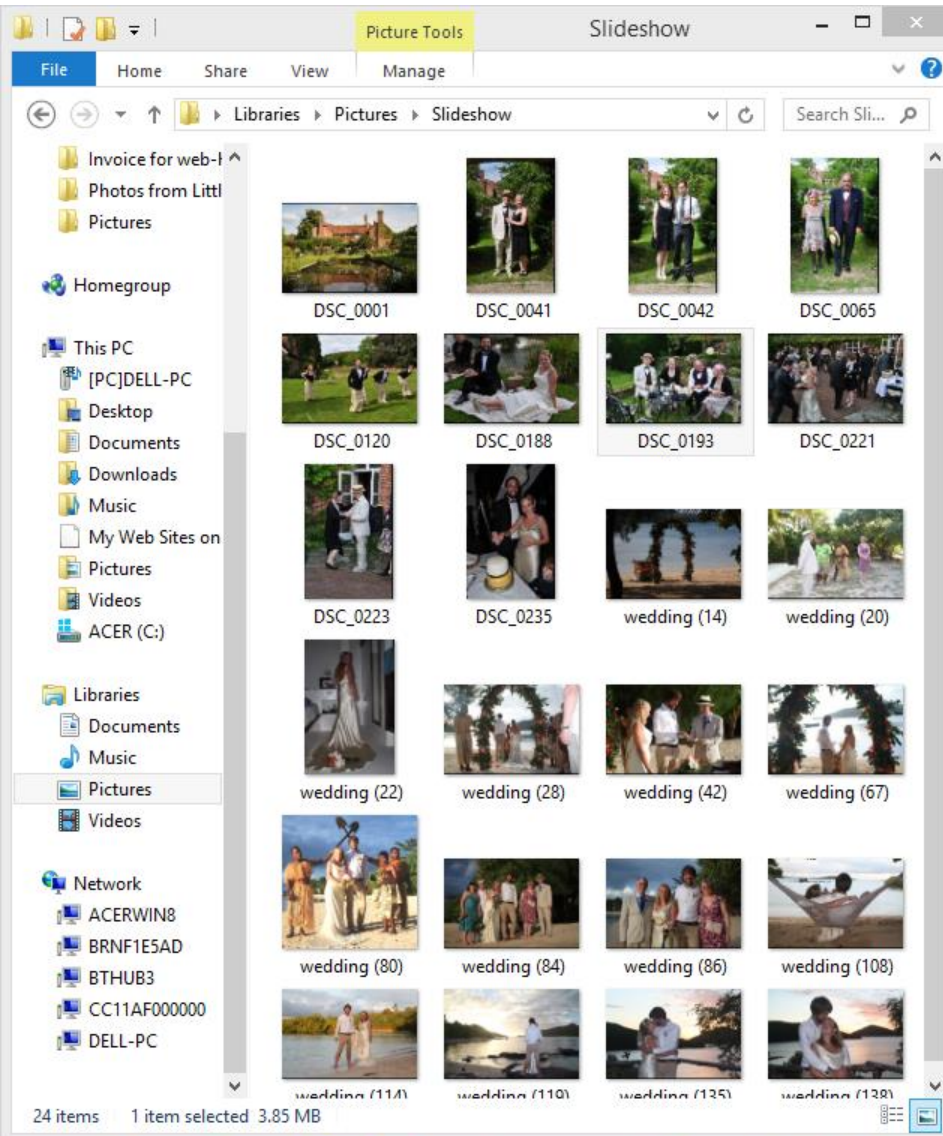
Drag a picture into the empty box

The image shows a Windows 7 desktop with two open windows. On the left is the 'Slideshow' window, which displays a grid of 20 small thumbnail images. The thumbnails are arranged in a 5x4 grid. The first row contains four thumbnails labeled DSC_0001, DSC_0041, DSC_0042, and DSC_0065. The second row contains DSC_0120, DSC_0188, DSC_0193, and DSC_0221. The third row contains DSC_0223, DSC_0235, wedding (14), and wedding (20). The fourth row contains wedding (22), wedding (28), wedding (42), and wedding (67). The fifth row contains wedding (80), wedding (84), wedding (86), and wedding (108). The sixth row contains wedding (114), wedding (110), wedding (135), and wedding (138). A red arrow points from the thumbnail labeled 'wedding (14)' to a large empty box in the Microsoft Word window. The Microsoft Word window is titled 'jan [Compatibility Mode] - Microsoft Word' and shows a document with a large empty box. The Word ribbon is visible, showing the 'Home' tab with options for Font, Paragraph, Styles, and Editing. The status bar at the bottom of the Word window shows 'Page: 1 of 1' and 'Words: 49'. The taskbar at the bottom of the screen shows the Start button and several application icons, including Internet Explorer, Google Chrome, and Microsoft Word.

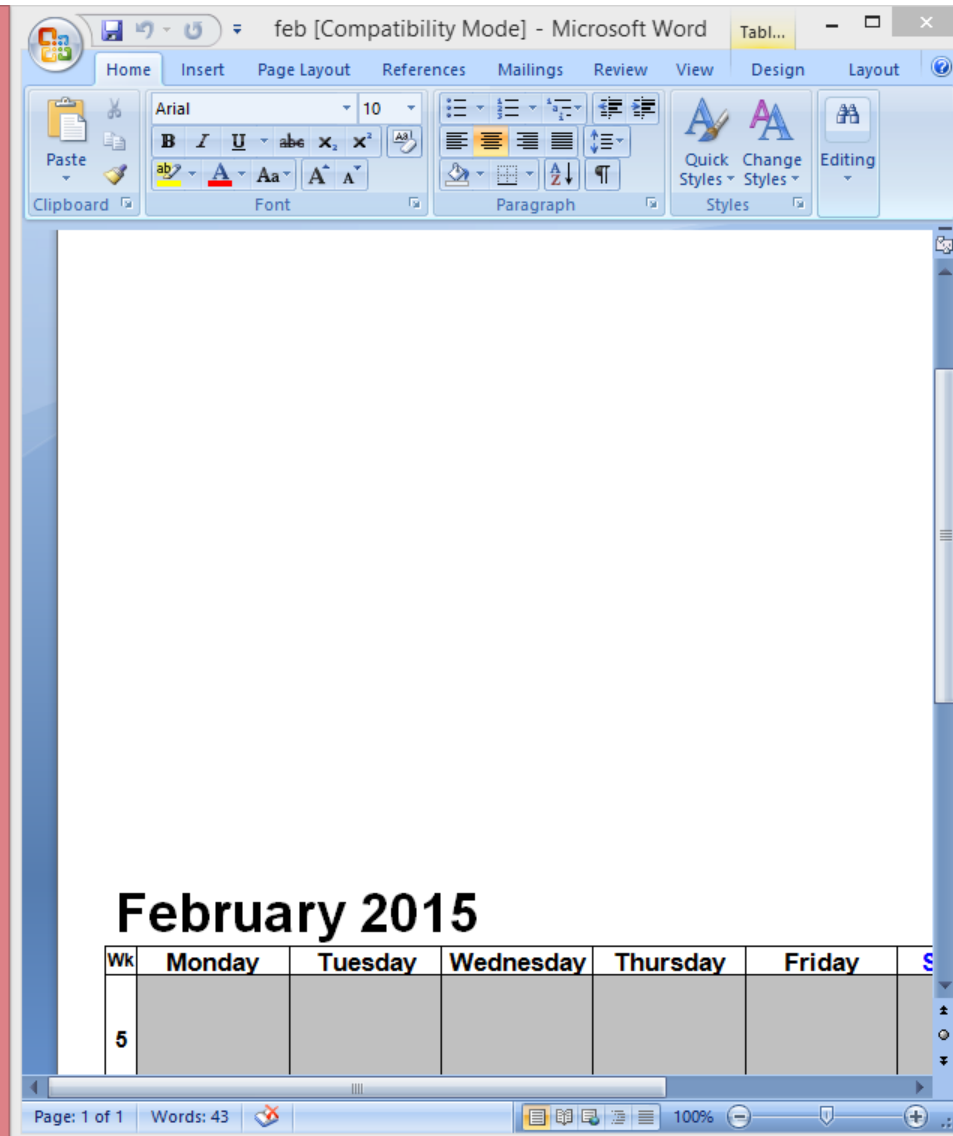
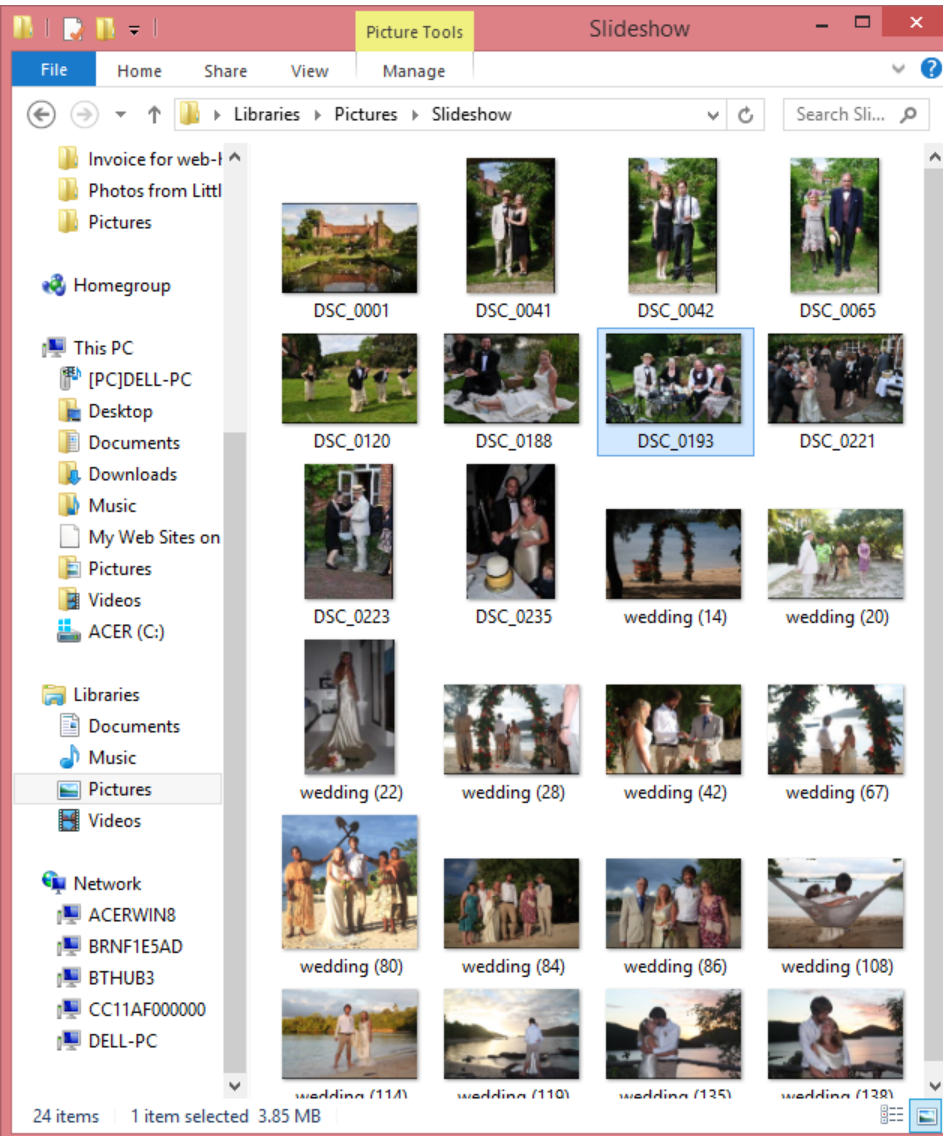
Save it with **Ctrl S**



Close Word



Open the file “feb” and put it on the right



Now repeat for all the other months!

That's it folks!



You can all go for a lie down in a darkened room now!