External components of the system unit

External components are the visible parts of the system unit:

1. Power switch.
2. Reset switch.
3. Disk Drive.
4. Case.
5. USB ports.

Internal components of the system unit

- **Motherboard** The motherboard is the largest electronic circuit board in the computer. It serves as a single platform to connect all of the parts of a computer together. A motherboard connects CPU, memory, hard drives, video card, sound card, and other ports directly or via cables.

- **The CPU**.
- **RAM and ROM memory.**
- **Hard disk**.
- **Fan.**
- **Video card**.
- **Slot**.

Pinning

In Windows 7 the user can pin favorite programs anywhere on the taskbar for easy access.

The user can pin individual documents and websites to jump lists on the taskbar.

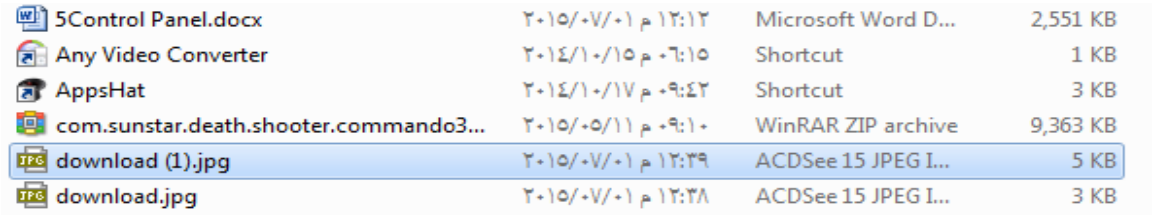
File and Folder

All the data on the hard drive consists of files and folders.

File	Folder
A file is commonly referred to as a document and usually created from within a specific program.	A folder is a container for programs or files and a method of organizing information.
Files store data, whether text, music or film	Folders store files and other folders.
Files are represented with an icon and usually include a symbol of the associated program.	Folders are represented with a yellow icon.
Each file has its own extension.	A folder does not have any extension.
Files are taking spaces on computer memory.	Folders are not taking spaces on computer memory.
The user cannot create any folder or sub folder within a file.	The user can create different types of files or sub folders in a folder.

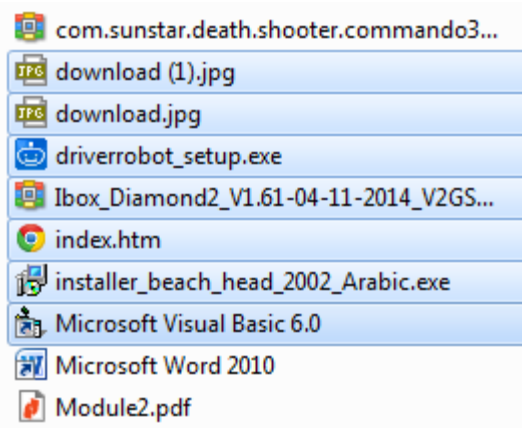
Selecting Files, Folders and Sub-folders

- To select an individual file / folder simply click once on the file / folder. The file / folder will be highlighted in blue.

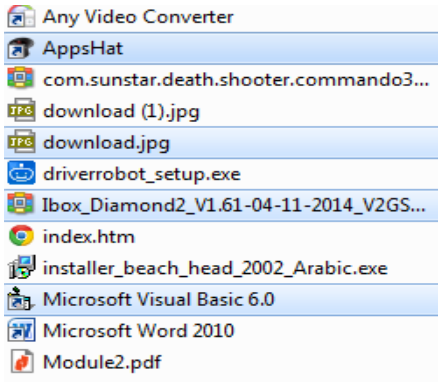


- To select a number of adjacent files / folders. Click on the first file / folder in the block the user wishes to select, then

  press Shift with Arrow key and keep pressing these keys whilst clicking on the last file / folder in the block.



- To select a number of non-adjacent files / folders. Click on the first file / folder



that the

- user wishes to select. Then press the **Ctrl**, whilst clicking on the other files / folders that the user wishes to select.

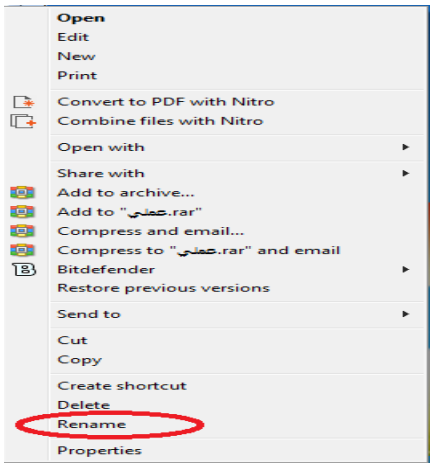
Creating Folders / Sub-folders

- Identify the area where the user will create the new folder, e.g. Desktop or My Documents.
- Right click in an empty space, point to New, and then click Folder.

- A new folder will be created and the user can use the keyboard to type a name for the folder.

Changing the name of a Folder / File

- Right click on the folder / file.
- Click Rename.
- Type in a new name.

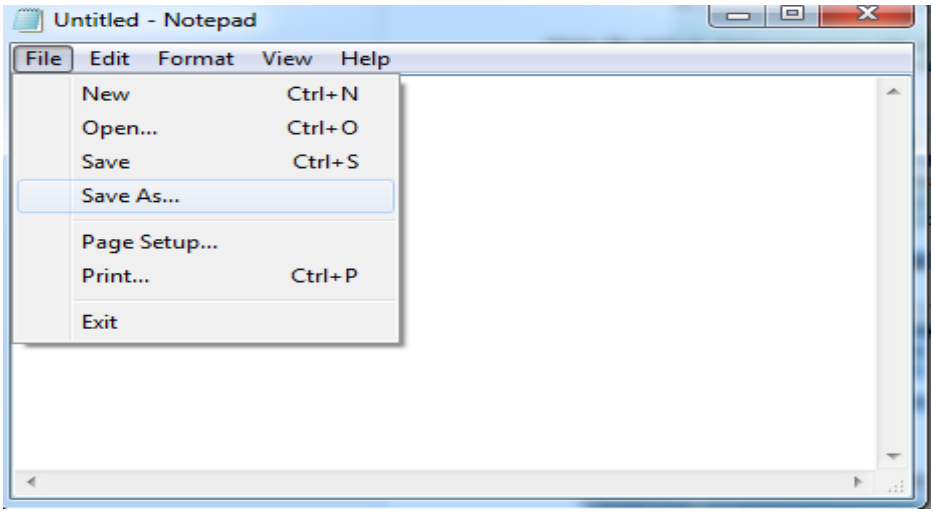


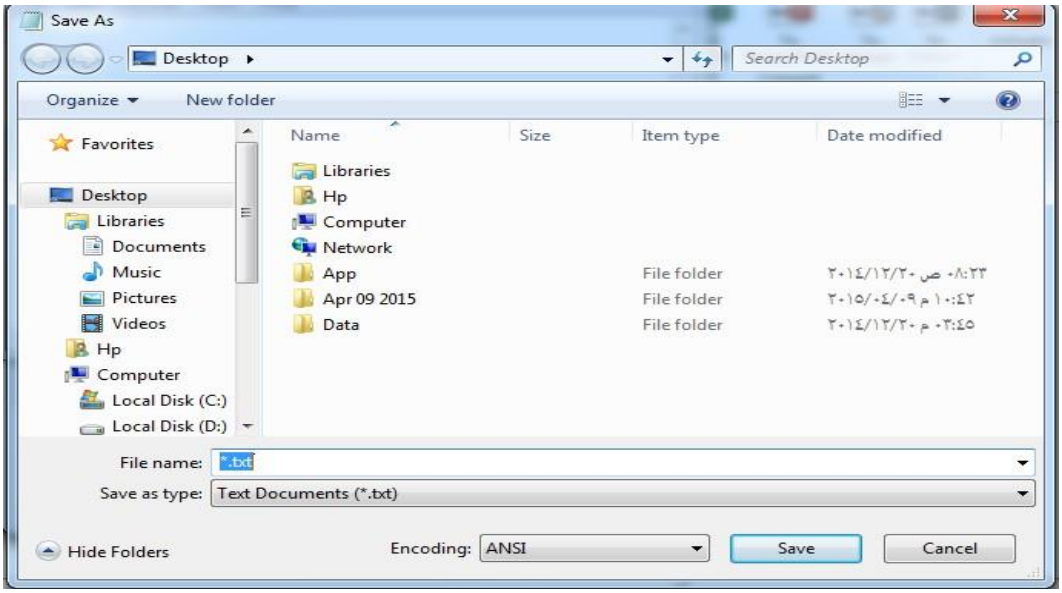
Saving a File

When the user saves a document for the first time, the user needs to give it a name. To save a file, follow this procedure:

- Click File, Save As.

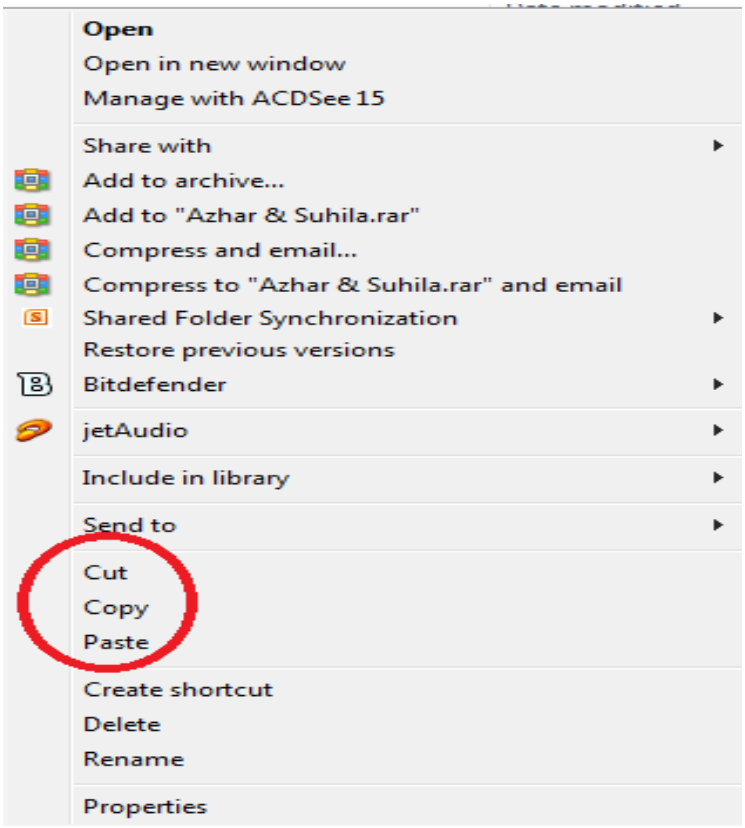
- From the Save in: drop down box select the disk and folder where the document file will be saved.
- Type a name for the document in the File Name: box.
- Click Save.





Duplicating (Moving) Files and Folders from one folder / directory to another.

- Select the files / folders that the user wishes to duplicate / move.
- Click Edit, Copy (to duplicate) OR Cut (to move).
- Open the folder where the user wants to paste the files / folders and click Edit, Paste.


Open
Open in new window
Manage with ACDSee 15
Share with
Add to archive...
Add to "Azhar & Suhila.rar"
Compress and email...
Compress to "Azhar & Suhila.rar" and email
Shared Folder Synchronization
Restore previous versions
Bitdefender
jetAudio
Include in library
Send to
Cut
Copy
Paste
Create shortcut
Delete
Rename
Properties