



I. Computer First Aid

A. Disk Cleanup-gets rid of unneeded files that accumulate over time

1. Start
2. All Programs
3. Accessories
4. System Tools
5. Disk Cleanup
6. Temporary Internet Files and Recycle Bin files are most common
7. Ok
8. Yes

B. Disk Defragmenter-arranges matching files on hard drive

1. Start
2. All Programs
3. Accessories
4. System Tools
5. Disk Defragmenter
6. Select Drive-usually C:
7. Click Defragment

II. Help! My Computer is Frozen

A. First Option

1. Ctrl + Alt + Del
2. Select "Not Responding" Programs
3. End Task

SmartRiverside Session Two Handout

B. Second Option-if first option doesn't work

- 1. Start**
- 2. Shutdown**
- 3. Restart in Shutdown dialog box**
- 4. Warning: Unsaved work may be lost**

C. Third Option-LAST RESORT

- 1. Press and hold Power Button**

III. Control Panel

A. Display Properties

- 1. Option 1:**
 - a) Start*
 - b) Control Panel*
 - c) Appearance and Themes*
 - d) Display*

- 2. Option 2:**
 - a) Right click on blank space on Desktop*
 - b) Properties*

B. Desktop Background

- 1. Desktop tab**
- 2. Select Background Image**
- 3. Position Image**
- 4. Apply**

C. Screen Saver

- 1. Screen Saver tab**
- 2. Select style from drop down**
- 3. Wait time**
- 4. Apply**

D. Desktop Color Scheme

- 1. Appearance tab**
- 2. Windows and buttons style dropdown**
- 3. Color scheme drop down**
- 4. Font size drop down**
- 5. Apply**

E. Resolution

- 1. Settings**
- 2. Color quality**
- 3. Slide bar to change resolution**
- 4. Apply**
- 5. Yes**

IV. My Computer-Start-Double click on My Computer

A. Storage Drive

- 1. Double click on Local Disk (C:)**
- 2. Window opens with Folders and Files**

SmartRiverside Session Two Handout

B. View options

1. **Thumbnails-objects display in boxes-may have images**
2. **Tiles-objects displayed with large icons**
3. **Icons-objects displayed with small icons-left to right**
4. **List-objects displayed in a list-usually alphabetical**
5. **Details-objects display with details-file size, modified date and time**

C. Drive Free Space

1. **Right click on drive**
2. **Properties**
3. **Window**

D. Folders-organize similar files in folders

1. **My Documents-existing folder for saving documents**

a) Create New Folders

- (1) From My Documents

(a) Make a New Folder-left column

(b) Right -click on "New Folder"

(c) Rename

(d) Type new name

- (2) From anywhere

(a) Right click

(b) New

(c) Folder

(d) Right -click on "New Folder"

(e) Rename

(f) Type new name

