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**OPERATE A PERSONAL COMPUTER  
BSBITU101A  
Windows 7**

Supporting BSBITU101A Operate a Personal Computer in  
the Business Services Training Package



*by*

**The Software Publications Writing Team**



**Software Publications**

## **Operate a personal computer (Windows 7)**

This book supports BSBITU101A Operate a personal computer in the Business Services Training Package.

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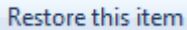
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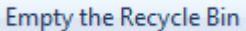
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# Recycle Bin

Deleted files can be displayed by double clicking on the Recycle Bin on the Desktop. Files or folders can be restored from the Recycle Bin to their original folder by selecting the file(s)/folder(s) and clicking on the Restore this item button .


It is good file management to delete files from the Recycle Bin from time to time. This can be done by clicking on a file, pressing the Delete key and clicking Yes to confirm permanent deletion.

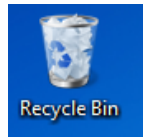
Click on the Empty the Recycle Bin button  on the toolbar to delete all files/folders. Remember that once files are deleted from here they are gone forever.

**Note** The Recycle Bin is not available when files are deleted from network or USB drives.


## Restoring Items from the Recycle Bin

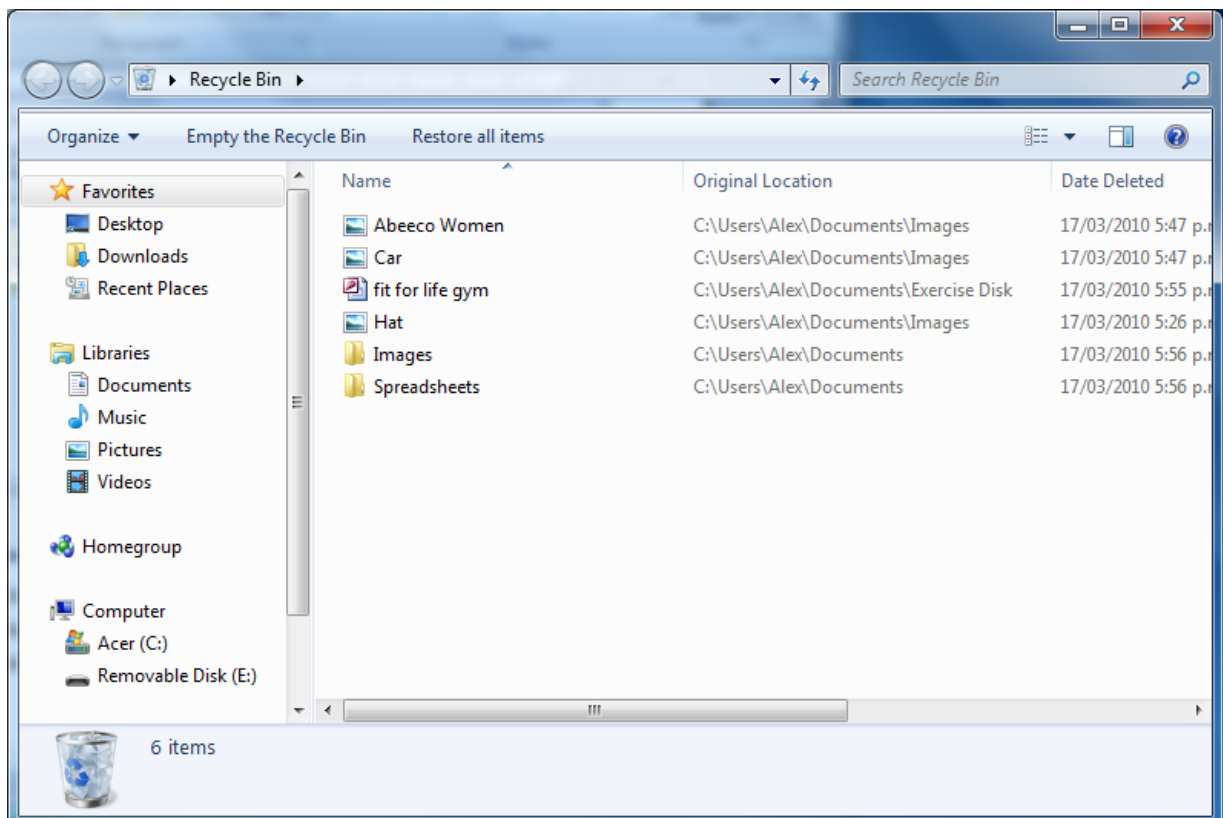
### Exercise 64

- 1 If there are any windows open, click on the Show Desktop button  on the Taskbar.



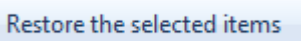

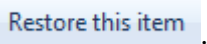
- 2 Double click on

- 3 Ensure file Details are displayed (from the Change your view button ). This will list the files and display details about each deleted file.



(The files within the Recycle Bin may differ from those shown above.)

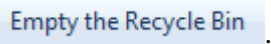

- 4 Select the *Images* and *Spreadsheets* folders.

- 5 Click on .
- 6 Click on the file called  **Abeeco Women**.
- 7 Click on .


## Emptying the Recycle Bin

To remove all files from the Recycle Bin, take the following steps. However, remember all files in the Recycle Bin will be permanently deleted so only complete this exercise if you are certain that you wish to do this.

### Exercise 65

- 1 Click on .
- 2 Click on Yes to permanently delete any files/folders in the Recycle Bin.
- 3 Click on the Close button  to close the Recycle Bin.

### Alternative Method

- If the Desktop is displayed you can right click on the Recycle Bin icon and select Empty Recycle Bin . Before using this method ensure you are positive that there are no files you wish to restore.

### Exercise 66

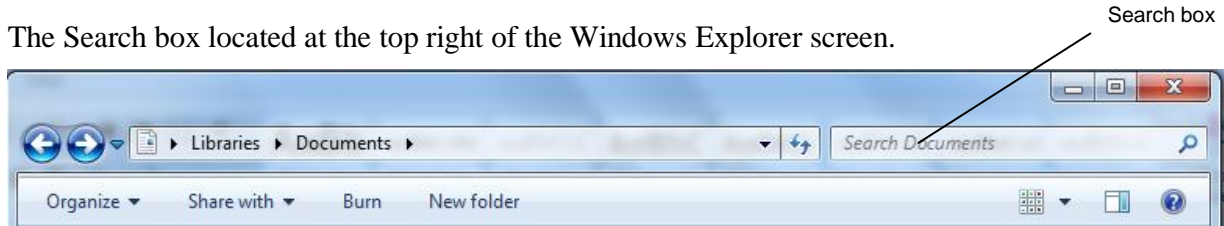
- 1 Open Windows Explorer.
- 2 Click on the *My Documents* folder. The *Images* and *Spreadsheets* folders will have been restored. The **Abeeco Women** file will have been restored to the *Images* folder. Since the *Spreadsheets* folder contained files when it was deleted, these files have automatically been restored as well.
- 3 Click on the Removable Disk in the Navigation Pane.
- 4 Select all exercise files and folders and press the Delete key to permanently delete them.
- 5 Display the contents of the *Exercise Disk* folder in My Documents.
- 6 Press Ctrl A to select all files.
- 7 Press Ctrl C.
- 8 Right click on the Removable Disk in the Navigation Pane and select Paste.
- 9 Disconnect the USB drive from your computer carefully.
- 10 Leave Windows Explorer open for the next exercise.

# Searching

The Windows 7 search feature is an excellent way of finding files on your computer. You can search for files/folders that contain certain text, were created on a certain date, are of a particular type, etc.

## The Search Box

The Search box located at the top right of the Windows Explorer screen.

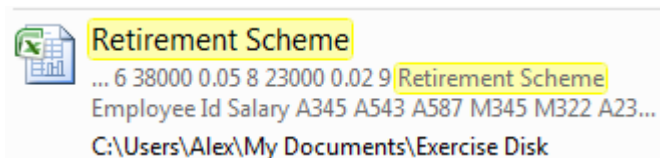


To perform a basic search, select the folder or drive you wish to search in the Navigation Pane, enter a search term into the Search box and press Enter. Search filters can be used to perform more complex searches.

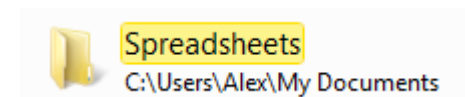
## Searching for a File and Folder

### Exercise 67

- 1 In Windows Explorer, click on My Documents in the Navigation Pane.
- 2 Click in the Search box at the top right of the window.
- 3 Type: **Retirement Scheme**
- 4 As you start to type, any documents that contain the text being entered will be listed.




- 5 Replace the search term **Retirement Scheme** with the folder name **Spreadsheets**
- 6 The following folder should be found along with any other files containing this word.



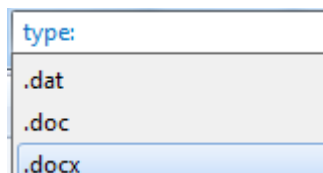
## Search Filters

Search filters help to make searching more precise.

### Exercise 68

- 1 Ensure My Documents is selected in the Navigation Pane.
- 2 Click in the Search box. A list of filters will display.
- 3 Click on Type:
- 4 Select .docx. This is the file extension given to documents created in Word 2007 format. All documents with this extension will display.
- 5 Click on the Cancel button  in the Search box to cancel the search.

Add a search filter  
Authors: Type: Date modified: Size:

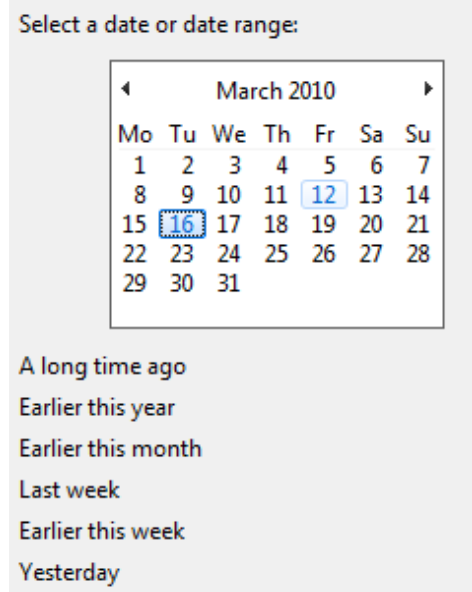
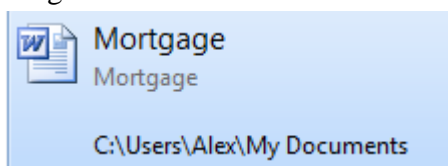


## Date Search

In the following exercise you will search for the file called **Mortgage** which you created and saved in an earlier exercise. The date range you use for your search will be determined by when you completed the previous exercise.

### Exercise 69

- 1 Click on the Documents library in the Navigation Pane.
- 2 Click in the Search box.
- 3 Select the Date modified: filter to display the options shown at the right.
- 4 Select an appropriate search date. For example if you created the Mortgage document yesterday select Yesterday. If you created it today, click on today's date in the calendar.
- 5 Files created on the specific date or within the date range will be listed.



**Note** When you locate the Mortgage document, be sure to look at the file location (as displayed in the Content view). Note that when you saved the file to the Documents Library, it was actually saved in the My Documents folder. This is the default folder that Windows uses to store your documents. Remember that the Documents Library is not really a folder – it just displays all folders containing documents.

- 6 Close Windows Explorer.

## Searching from the Start Menu

As well as the Search box in Windows Explorer, you can also use the Search box in the Start menu. This can be used to search the whole computer for files, applications, etc.

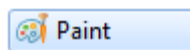
### Exercise 70

- 1 Click on the Start button. The Search box is located at the bottom of the Start menu.



- 2 Type: **Paint** into the Search box. The Paint program will be listed along with any other documents, email messages, etc that contain this keyword.

Programs (1) –



- 3 Click on Paint from the list of located programs. The Paint application will open.
- 4 Close the Paint program.