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*Simply the
Easiest Way
to Learn*

Elaine Marmel



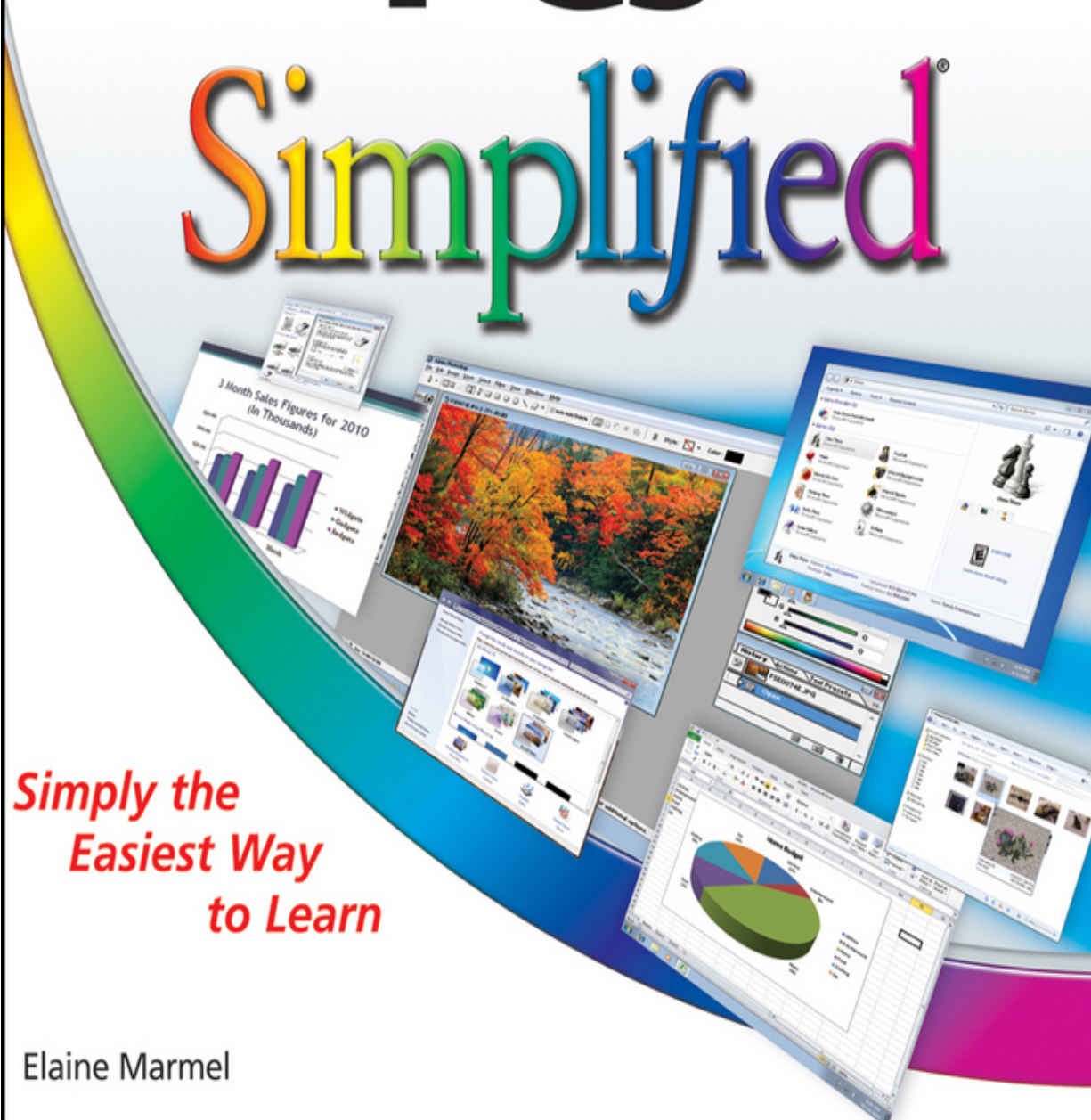
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by Elaine Marmel



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Elaine left her native Chicago for the warmer climes of Arizona (by way of Cincinnati, OH; Jerusalem, Israel; Ithaca, NY; Washington, DC, and Tampa, FL) where she basks in the sun with her PC, her cross-stitch projects, her dog, Josh, and her cats, Watson and Buddy. For many years, she sang barbershop harmony with two International Championship choruses.

Author's Acknowledgments

Nobody writes a book alone; every book is the combined effort of many people. I'd like to thank Jody Lefevere and Aaron Black for giving me the opportunity to write this book; Terri Edwards for managing the book project process efficiently and effectively; Scott Tullis for making me look good; and Diane Koers for her keen eye in keeping me technically accurate. A very special thanks goes to Rob Sheppard (www.robsheppardphoto.com) and Brad Carson (www.bacimages.com) for the beautiful photos they took for this book. Thanks also to the graphics and production teams who

labor tirelessly behind the scenes to create the elegant appearance of this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

CHAPTER 5 Managing Files and Folders

Create a Data CD or DVD

6 You can create data CD or DVD that contains files by copying or burning — files to the disc. You can use any type of optical media and create optical discs that you can use on any computer that uses Windows XP or later. You can add, delete, or rename files on these discs as described in this chapter.

1 **Create a Data CD or DVD**

1 Insert a blank disc into your optical drive. The AutoPlay dialog box appears.

2 Click **Burn files to disc**.

3 The Burn a Disc window appears.

1 Type a name for the disc here; the name can describe what you put on the disc.

2 Click **Like a USB flash drive** (changes to ***)**.

3 Click **Next**.

Windows 7 formats the disc and then displays the AutoPlay window.

4 Click **Open folder to view files**.

Data CDs and DVDs are very useful for storing files you do not use regularly or need to transport. For example, you might place photos on a data CD or DVD and then take them to a drug store where you can print them. To create a music disc, see Chapter 8.

Managing Files and Folders

1 Windows Explorer opens, displaying your optical disc drive in the Navigation pane.

2 Open the folder that contains the file that you want to burn to disc.

3 Select the files.

Note: Select multiple files as described in the section "Select Files."

4 Click **Burn**.

5 Windows 7 burns the files to your optical drive and selects the drive in the Navigation pane.

6 Click **Close session**.

7 Windows 7 displays this message as it makes the disc usable on other computers and then ejects the disc.

Simplify It

Does it matter whether I use a CD or DVD?
No, and it also does not matter whether you use rewritable discs. Windows 7 creates a reusable disc when it burns files. A typical DVD holds 4.7GB whereas a CD holds 650MB.

When should I choose the "With a CD/DVD player" option?
Use this option if you anticipate needing to use the disc on a computer using a Windows operating system older than Windows XP or on a computer that uses a different operating system. You cannot add, rename, or delete files stored on this type of disc.

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Simplify It

Simplify It sections offer additional information, including warnings and shortcuts.

5 Bold

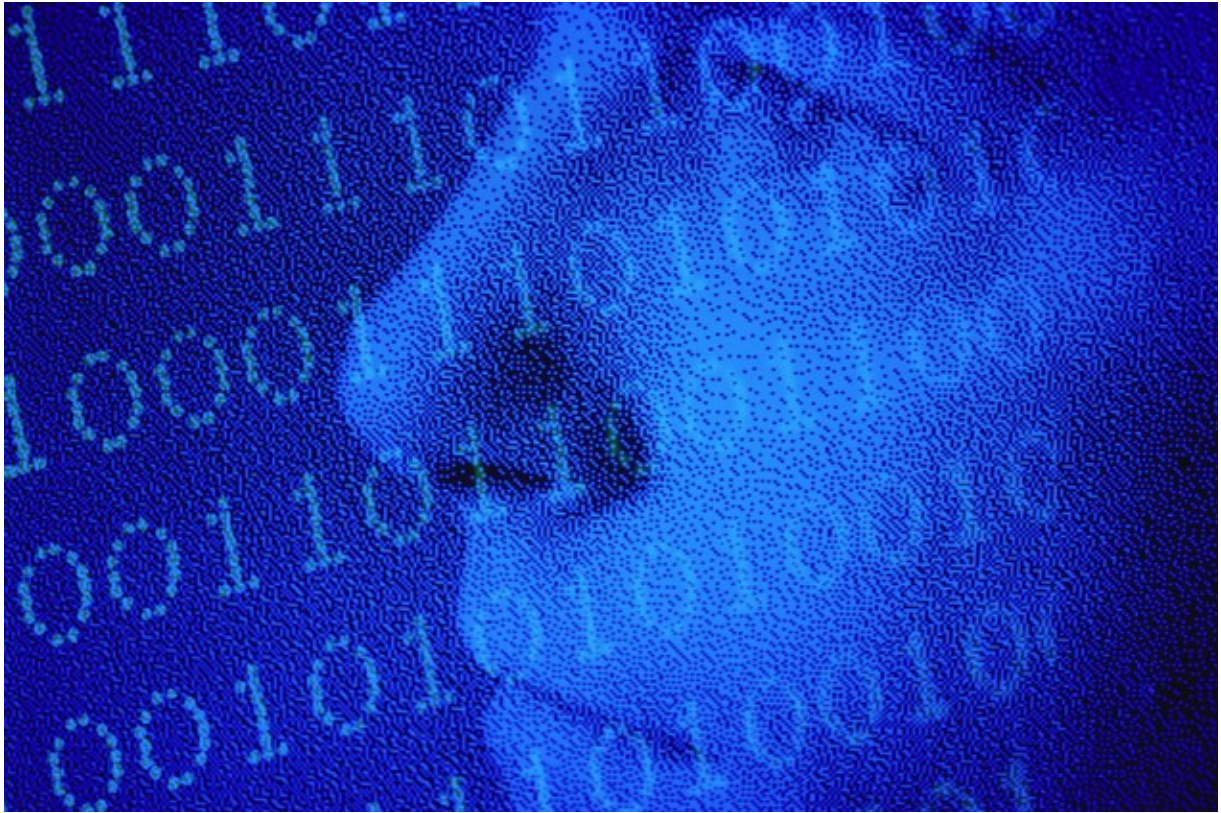
Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Chapter 1: Getting Familiar with Computer Basics

In this chapter, you read about the benefits computers provide and the ways in which you can use a computer. This chapter describes the different types of computers available in the marketplace, and you take a tour of a typical personal computer. You learn about computer hardware and computer software and the difference between them along with the devices you can use to provide data to your computer — called *input devices* — and the devices you can use to get data from your computer — called *output devices*. You also learn about the software and hardware brains of your system, memory, and storage.



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Discover the Computer

A computer is a device that you can use to store and display text, numbers, images, and sounds, and automate many functions in your daily life. Calculators — calculating machines — were the first electronic computing devices. In the 1940s, the first computers, which filled rooms, added the elements of conditional response and larger memory, enabling us to move beyond numeric computation to automate processes, electronic communications, equipment control, entertainment, education, and more. Over time, computers have evolved to meet our needs, each generation becoming smaller and simultaneously more sophisticated and powerful than its predecessor.

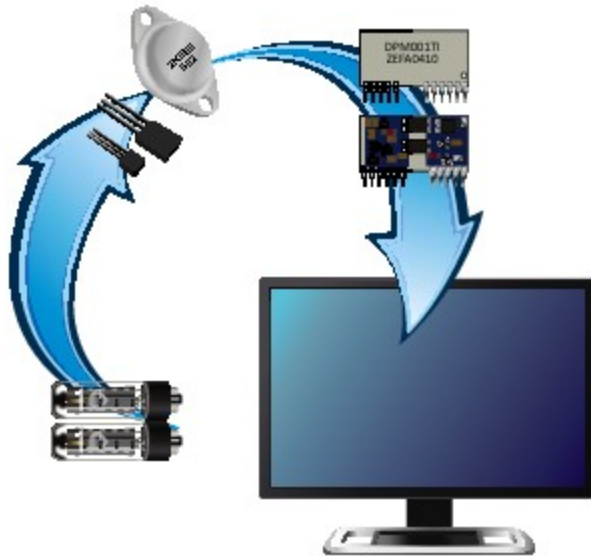
Computer

A *computer* is an electronic device designed to work with information. The computer takes information in, processes that information, and then displays the results. The first computers, developed in the 1940s, filled rooms and were used primarily in military applications. Although computers are similar to calculators, even the smallest computer is more versatile than the most powerful calculator because a computer can do more than mathematical calculations. For example, your computer can take raw sales figures and create a chart.



The Evolution of the Computer

The first computers were large devices, made up of millions of vacuum tubes. With the invention of the transistor in 1947 and the integrated circuit in 1959, and the development of the silicon chip composed of thousands of integrated circuits in the 1970s, computers began to decrease in size. As companies became efficient at producing computer parts, costs began to drop, making mainframe computers affordable for large corporations. The first computers small enough to sit on a desk appeared in the 1970s, became affordable in the 1980s, and continue even today to drop in both price and size.



Personal Computer

A *personal computer* is a small, relatively inexpensive computer designed for use by one person at a time, and enables you to perform tasks such as creating documents, communicating with other people, and playing games. The abbreviation *PC* is most often used to refer to computers that run the Microsoft Windows operating system, as well as to differentiate them from Macintosh computers.



Benefits of Using a Computer

A computer is a powerful and useful tool because it gives you a number of benefits. For example, using a computer, you can quickly perform a job that, without a computer, would take many hours of work. Today's computer-related tools — both hardware and software — help you produce work that looks professional without the cost of hiring a professional. Finally, using a computer enables you to grow as a person; you can learn new skills that are an integral part of today's technological world and, if appropriate, make yourself more marketable in the workplace.

Speed

Computers allow you to perform many everyday tasks more quickly because a computer operates at amazingly fast speeds, typically processing approximately 150 billion operations in 15 seconds. For example, if you manually compose a newsletter, it may take you a week, whereas using a computer, it may take just an afternoon. Or, if you mail a letter to a friend, he or she may receive

it in a few days. However, if you send an e-mail, your friend receives it in a few minutes.



Quality

The tools that come with a computer enable you to create high-quality documents that include drawings and photos, even if you are not a typesetter, artist, or an accomplished photographer. With just a few simple techniques, you can create documents that look professional or are exactly suited to your present task.



New Skills

Because we live in a computer age, you often require basic computer skills to accomplish many daily tasks. Typing on a keyboard, using a mouse, and other basic computer skills are useful in many different situations and are often required by employers.



What You Can Do with a Computer

Most electronic devices — calculators, DVD players, camcorders, personal stereos, and so on — do only one thing. However, because computers are versatile by design, they enable you to do many things. For example, you can use a computer to listen to music, watch movies, create flyers, research your family history, educate your children, and play games.

Computers, unlike other electronic devices, can respond to information you provide, therefore producing results that depend on the information you make available. Some people believe that computers simulate a form of intelligence because they respond to information as if it were a stimulus.

Create Documents

You can use your computer to create letters, resumes, memos, reports, newsletters, brochures, business cards, menus, flyers, invitations, and certificates. Anything that you use to communicate on paper, you can create using your computer.