



Introduction to Computers

Module 7

Module 7

This module focuses on tying together everything that has been learned so far.

1. Copy and Paste

We have learned about useful information from the Internet, saving information in a document on our computer.

Sometimes, we want to combine the two by taking information from the Internet and putting it into a document (or email).

There is a simple method for getting information from one application to another using the keyboard and mouse- It is referred to as **copy and paste**.

Selecting Text

The first thing we need to do if we are copying information from one place to another is to select the information we want to copy. If the information we want to copy is text (words in a set of paragraphs), we will use drag and drop to select the text.

If you want to follow along, you can use File Explorer to locate and double click, in sequence

1. Shared (S:)
2. Training Resources
3. Introduction to Computers
4. Intro-Week 7-Sample Document

This is a paragraph of text. This is the sentence that you want to copy. The other words in the paragraph do not need to be copied.

This technique for selecting text works in word processing, web browsing, and document reading applications.

1. Locate the start of the text you want to copy

This is a paragraph of text. This is the sentence that you want to copy. The other words in the paragraph do not need to be copied.

2. Press down the left mouse button before the first character you want to copy and hold it down
3. While holding the mouse button down, slide you mouse to the right (and down if the text you want to select spans multiple lines), highlighting the text you want to select.

This is a paragraph of text. This is the sentence that you want to copy. The other words in the paragraph do not need to be copied.

4. Still holding the button down, position the cursor after the last character you want to

select.

This is a paragraph of text. This is the sentence that you want to copy. The other words in the paragraph do not need to be copied.

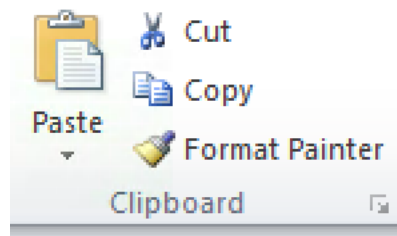
5. Confirm that the highlighted text is the text you want to select and release the mouse button. If you release the mouse button and you have not selected all the text you want, click the mouse on any other text to turn off the previous text selection and start again at step 2.

While the text is selected, you can copy it.

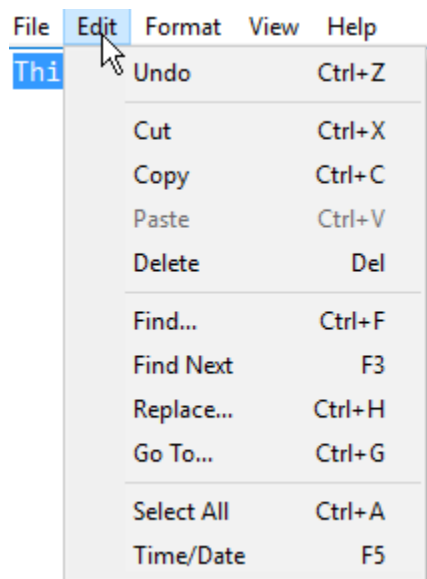
Copying Text

Different application programs may offer different ways to request that the selected text be copied.

In Microsoft Word, there is a Clipboard that has a button to allow you to copy your selected text.



Other programs have a menu option (typically under the title Edit)



A method that is supported by all programs is to use the Control (Ctrl) key and the letter **c** (for Copy)

To perform this action, press and hold the Ctrl key, and while holding it down, tap the key for the letter C.

This puts the selected text in a special place in the computer memory called the clipboard. The clipboard is used as a temporary holding place for copying and pasting. An item put on the clipboard will stay there until you put something else on the clipboard or until the computer is shut down.

Pasting Text

Once you have copied text onto the clipboard, you can paste it into a text entry application. This includes Notepad, Word, or an Email compose window.

To paste text, click on the position where you want to insert your text, then press and hold the Ctrl key, and while holding it down, tap the key for the letter P (for Paste).

This is a paragraph of text. This is the sentence that you want to copy. The other words in the paragraph do not need to be copied.

This is the sentence that you want to copy. |

Exercise: Copying and Pasting

1. Open the Notepad application.
2. Open the Internet Explorer web browser application
3. Locate the web page for a job position you saved as a Favorite. If you don't have one saved, you can go to the web site for peoplesrc.org/computers
4. Find a paragraph of text for copying.
5. Select the text and copy it onto the clipboard.
6. Minimize the Internet Explorer window
7. Paste the text you copied into the Notepad application.
8. Save the file in Documents with a meaningful file name.
9. Return to your web browser
10. In a new tab, open the page for email (gmail.com) and log in

2. More on Email

Sending email to more than one person

When you use email, there are times when you want to share the information with more than one person. There are three ways to do this:

- Multiple people in the **To** field – when you expect any or all of them to reply
- Include people in the **Cc** field- when you want them to have the information, but don't expect them to do anything. (Most commonly used in a business setting)
- Include people in the **Bcc** field- when you want them to receive the information, but you don't want other recipients to know that they did.

Example 1:

To: Ann, Bob, Chris

Subject: Getting Together

Text: Can you guys get together this Saturday? How about 5pm at my house?

Example 2:

To: Dad

Cc: Elaine

Subject: Dinner Tuesday

Text: Dad- I'm going to pick you up on Tuesday so Elaine doesn't have to.

Example 3:

To: Frank

Bcc: MyDivorceLawyer

Subject: Custody Friday

Text: No, you can't have the kids Friday. It's my birthday and settlement says I get them.

In order to include someone as Cc or Bcc, simply click on the Cc or Bcc label in the Compose



New Message

To | Cc Bcc

Subject

window, and the corresponding fields will appear.

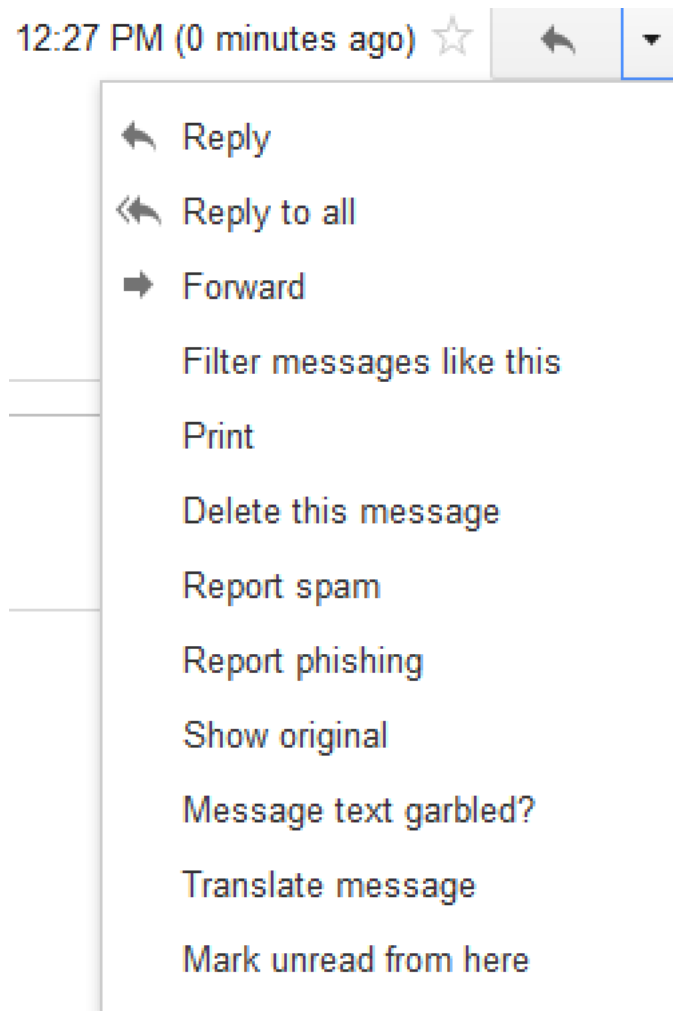
Replying to emails sent to multiple people

When you receive an email with multiple people in the **To** or **Cc** fields, and you are sending a response email, there are two ways to reply:

- Simple Reply – Only the person who sent the email will receive your response
- Reply to All – Everyone who you can see who received the email will receive your response.

There are times when you want to do each of these, so it's good to pay attention to which you are doing.

The option to Reply to all appears in the pull-down list next to the Reply arrow.



Email Etiquette

When you use email, you are communicating with a person who will be reading it, and there are some things which you should do to be polite.

- If someone sends a question to a large group of people, and you want to reply with a response that is of interest to a small subset of that group, don't use **Reply to all**
- When you are typing, make sure that you don't have your Caps Lock on. If you do, it will seem to the person receiving the mail that **YOU ARE SHOUTING AT THEM.**
- When sending email to a group of people, respect the privacy of your friends and use BCC to avoid sharing each person's email with everyone else.
- If you are sending a business-related email, be sure to use proper spelling and punctuation. You should also include some of the formality of a business letter, starting with a greeting (e.g. Dear Sir) and ending with a business-style salutation (e.g. Best regards)

Email Attachments

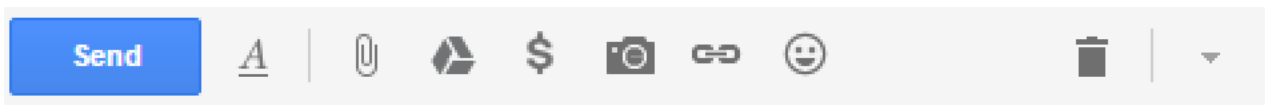
There are times when you want to send somebody a file using email. Typically, this is done with an attachment.

Since attachments to emails can carry risks, you should be sure that your email doesn't look suspicious.

Ways to do this include:

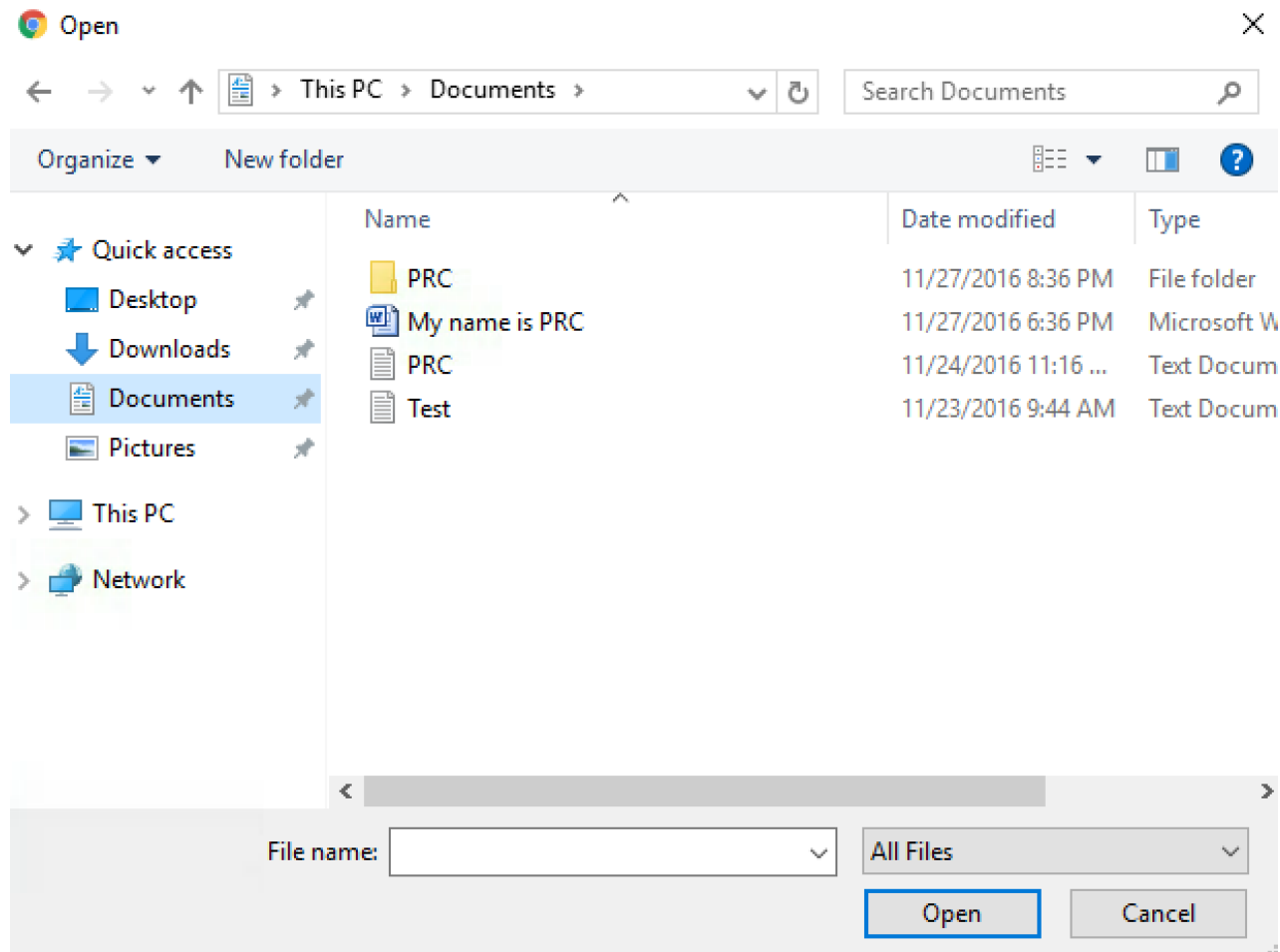
- Tell the person in advance that you will be sending an email with an attachment
- Include enough text in the email to explain why you are sending the attachment and what they can expect to find in it.

Including an attachment is easy, if the file you want to attach is available on your computer and you know where it is located.



At the bottom of the compose window, to the right of the **Send** button, there are a set of tools.

These can be used to format the text and to include additional items in your email. The paper clip icon represents a tool you can use to attach a file to your email. Clicking on it will open a dialog window giving you the opportunity to select which file you want to attach.



Just like the File Explorer, you can click on a file or folder to be attached. You can click on the Documents label on the left, or you can choose other locations on your PC where the file might be located. Even though the window and the button are labeled as Open, since you requested this as attaching a file to your email, that is what will happen when you select a file and click the Open button.

After selecting a file and clicking open, the file will be attached to your outgoing mail and you will be returned to the Compose window, with an indication that the file is attached.

New Message

Recipients

Subject

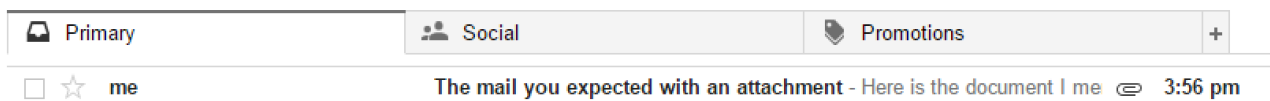
|

PRC.txt (1K)

Send A | 📎 📁 💰 📷 🔗 😊 Saving 🗑️ | ▾

Once you have completed identifying the recipient and entered the subject and message text, pressing Send will send the email with your attachment.

When you receive an email with an attachment, you can tell from your inbox that it has an attachments based on the paper clip icon which appears.



Exercise: Email attachment

1. In the email window you opened in the previous exercise, click the Compose button from the in-box
2. Fill in the instructor's email address in the **To** field
3. Provide a subject describing the email
4. Write a short message, with a greeting and salutation, describing the job position you saved in the previous exercise
5. Attach the file created in the previous exercise to the email
6. Send the email

3. Cleaning Up

Once you are sure that you no longer need a file on your computer, it is a good idea to delete it. This helps your Documents from becoming cluttered with old things you don't need any more.

Deleting files can be done from the File Explorer window. Before you can delete a file, you should make sure that you are not using the file, so for example, you can not have it open in a text editor.

Two ways to delete files are:

- Drag the icon for the file to the recycle bin icon on the desktop
- Right-click on the icon for the file and choose the Delete option

Exercise: Delete files

1. Open the File Explorer and go to Documents
2. Delete the files you created for the exercises in this class.

4. Vocabulary Summary

Attachment

BCC

CC

Reply to All