Beginners Guide

Contents

Notes

Left button   Right button

Pointer

Mouse

A mouse is used to move a "pointer" and to "select" things on the screen. The mouse usually has two buttons, although some can have more.

The left mouse button is normally clicked to select things, and the right mouse button is used to display extra options. Sometimes a "double click" with the left button is needed. To do this click the left button twice quickly.

Another technique is to "point and drag" this is when you click and keep down the left mouse button, move the pointer to another position and then release the left button.

The pointer on the screen is moved by moving the mouse along a flat surface. If the mouse is moved to the right, the pointer will also move towards the right of the screen.

The Desktop

Icons

Window

Task Bar

Clock
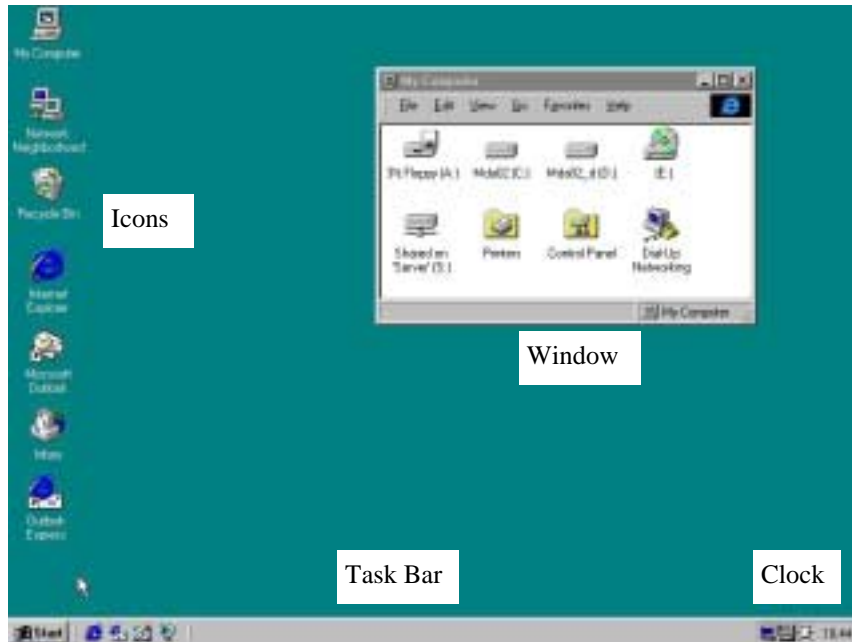
Start Menu Button

When a computer has been switched on and is ready to use, the first thing you will see is usually the Desktop. It is from here that you can choose which programs you want to work with.

Add New Data Set

If the data set to be transferred is not on the destination computer, such as one created on a remote machine and is being introduced to another computer for the first time. The instructions to Update a Data set should be followed.

A second task must the be performed to add this data set to the list seen when Viewing existing Data sets.. Use explore the locate the TXT filename (see table above - **List of Dataset Info.**). Once located, double Click to edit. This will load the NOTEPAD program which is a text editor.

Look at the existing entries and ensure you understand the format of the entry. Each Line represents a single data set and consists of three pieces of information, the text information is surrounded by quotes, in addition each piece of information is then identified by placing a comma between. Ensure the filename includes the MDB extension.

"MyFile.mdb" , "The Description of the File", 0   **Now save the File**

Manipulation of the Data Sets is consistent for all programs, only the Filename and Directory will be different. Ensure the Program is not open when performing any of the following.

Viewing Existing Data Set Filenames
Log on as "Manager", Password Manager. This will list the Directory where the data has been stored and also the List of Filenames used.

Making a Copy (Backup) of a Data Set
It is **VERY IMPORTANT** to keep copies of the data sets on different machine and on floppy disks to ensure protection against unforeseen events such as a machine failure. To create a Copy / backup, us explore to copy the **"Dataset name"** stored in the **"Directory"** as per above to floppy disk (A:)

Updating a Data Set
When using different machines the need to transfer a data set from one computer to another may be required. Assuming the Data set filename already exists on both. Make a copy of the dataset (see above) then copy from the floppy disc **"Program name"** to the **"Directory"** as per above table.
If the Data set is non existent on the destination machine – See Add New Data Set
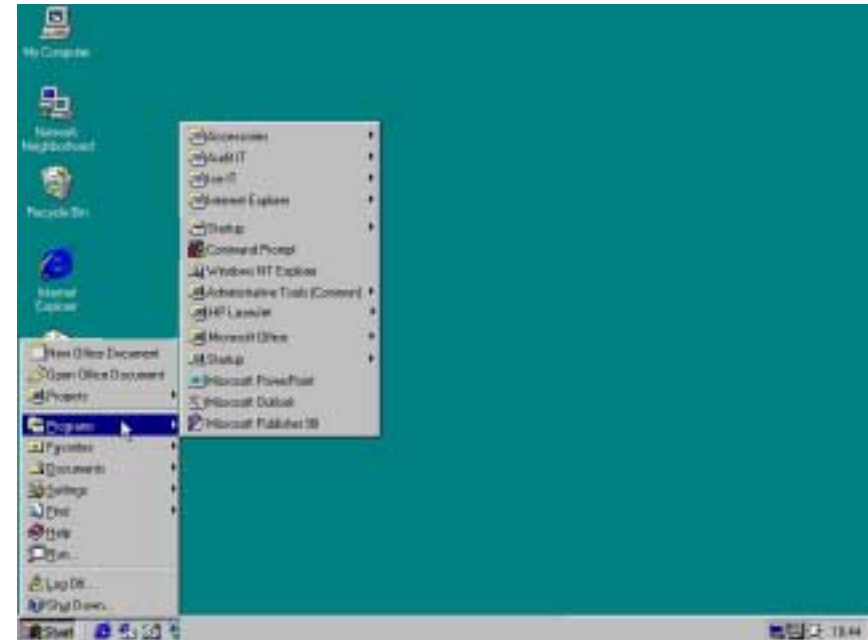

To start a program, first left click on the Start menu button and move the pointer up to select "Programs".

If an arrow head is on the right of a word it means that there are more selections to choose from, and another list will be shown after leaving the pointer over the selection for a few seconds.

If no arrow head is shown, then this means that the selection is the actual program and it will be started after left clicking on it.

Managing Files

The program "Windows Explorer" is an easy way to manage your files. Find the program from the Start Menu.
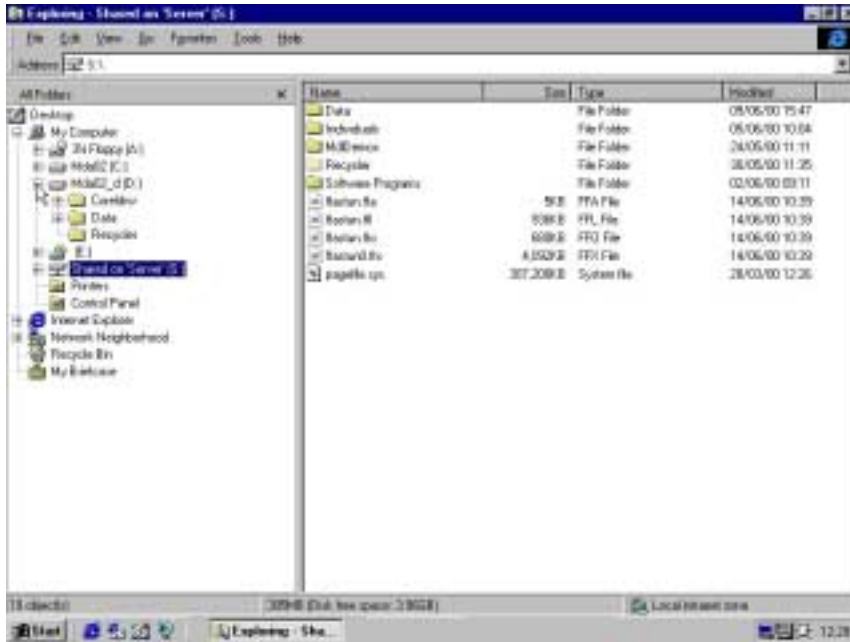
Programs that are open can be seen in the task bar

The different drives to your computer are shown in the left section of the screen. To expand a drive and see what folders it contains, left click on the + sign. To hide the details again, click on the – sign.
To see what files are contained in a drive or folder left click on it's name, and the contents will be displayed on the right section of the screen.
To open a file from the right hand side, double click on it.

Manipulating Datasets

Manipulation of Data sets for ???? IT programs

Programs
There are 3 programs, Log IT, Cleanse IT and Ice IT. The latter two are for use by the COSAP team and the former for distribution to factories.
Log it enables factories to accumulate the data required to check against the predictions made.

Installation
Press the Start Button, Select RUN, type in A:Setup, then just keep pressing ENTER at every question.

Location & File names
All programs are installed in their separate directory in

C:\XllSuite

Program Title	Directory	Program Name	List of Dataset Info.
Log IT	C:\XllSuite\Logit	LogIT.mdb	LogIT.txt
Cleanse IT	C:\XllSuite\ClenseIT	ClenseIT.mdb	ClenseIT.txt
Ice IT	C:\XllSuite\IceIT	IceIT.mdb	IceIT.txt

Forms can also include buttons, here are a few you may come across:

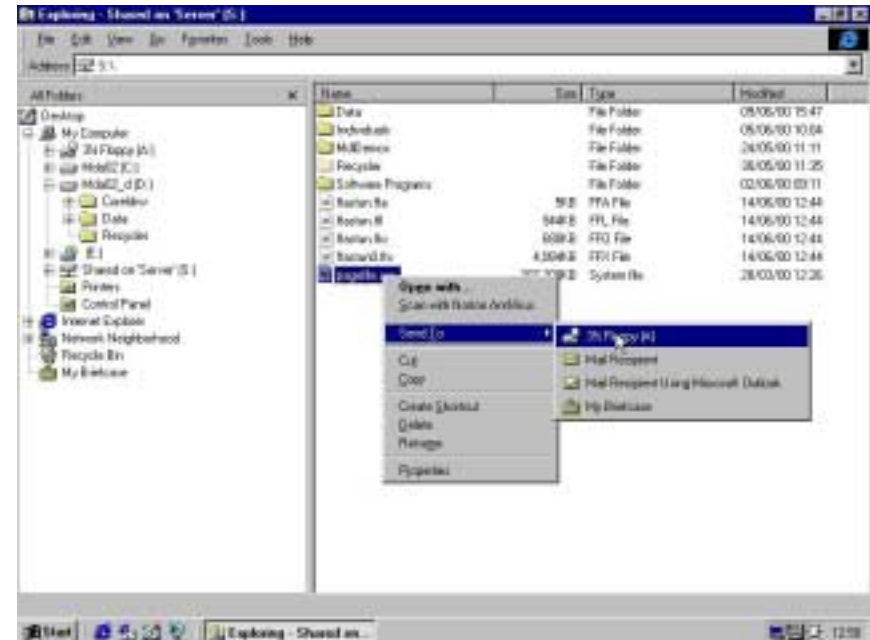| | Back to the previous screen |
| Add a new item |
| Delete the selected item |
| Go to the Maintenance Menu |
| View and print options |

Some Useful Shortcuts:
1. Press "Ctrl" and C to copy highlighted text or records
2. Press "Ctrl" and V to paste copied text
3. Press "Ctrl" and ; to enter today's date
4. Press "Ctrl" and ' to copy the entry above

Copying to a Floppy Disk – The easiest way to copy a file to a floppy disk is to place the pointer over the file and right click. This brings up a list of options, place the pointer over "Send To" and then select and left click "3½ Floppy (A)"

Managing Files – Copying

Tool Bar

Drop down Menu
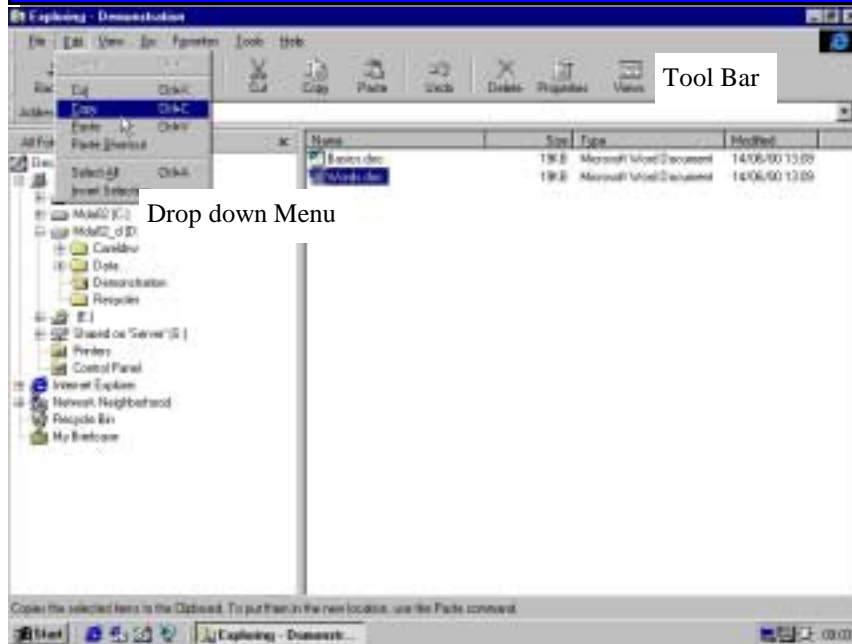
Copying to the hard disk – There are three simple ways of making a copy of a file on your computer. Each begins by selecting the file you wish to copy from the right side of the screen and left clicking on it, you can then:

1. Press the copy button in the tool bar (only available in Win 98)
2. Move the pointer to "Edit" in the top menu left click and select copy from the drop down menu.
3. Right click on the file name and choose copy from the list.

The copied file can then be "pasted" where you want it. First select the folder you wish the copied file to be pasted in, and then either:

1. Press the paste button in the tool bar (only available in Win 98)
2. Move the pointer to "Edit" in the top menu left click and select paste from the drop down menu.

Forms – Options

Drop down list

Radio Buttons

Check Box

As well as entering data into text boxes, other options can include:

Dropdown List – either left click on the down arrow and then on an entry in the list, or if you know what is in the list begin typing the word and it will be displayed.

Check Boxes – left click in the white box to select an option or on a cross to de-select it. More than one option can be chosen.

Radio Buttons – left click in the white circle to select an option, only one choice can be made.

Using a form is one method of entering data into the database. The form on page 19 is for entering information into one record at a time. Some forms contain a whole list of records, like the one below.


The arrow head at the side of the list indicates which record is being looked at. You can move between record using the mouse or arrow navigation buttons.

The star at the side of the list indicates where a new record can be added. To get to the new record you can use the mouse , or press the last record navigation button.

To delete an entire record, place the arrowhead at the record you want to delete, and then use the mouse the put the pointer on the arrow head and left click. You can then press the delete key on the keyboard. If you get an error message that doesn't allow you to delete the record, fill in all of the fields with some values and then try to delete again.
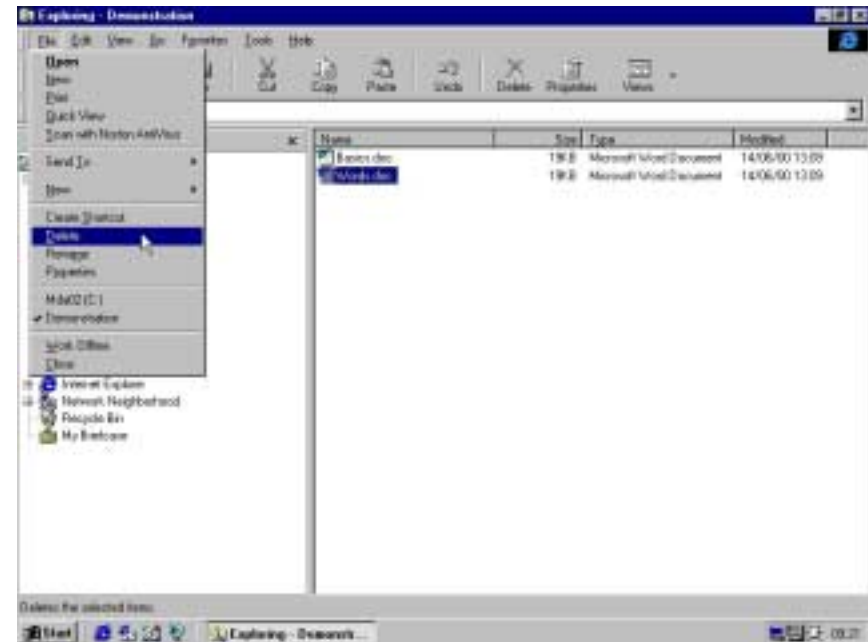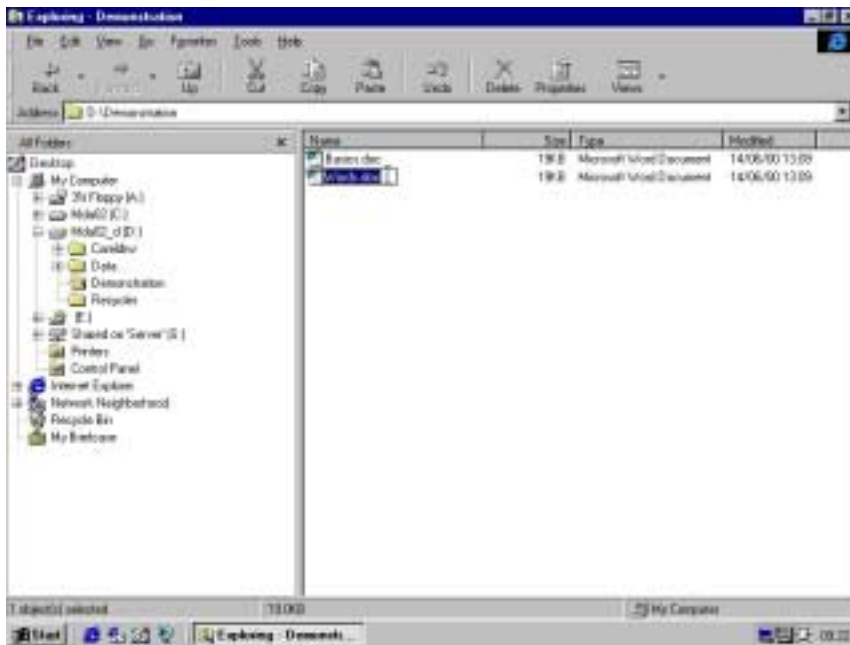

Deleting a file – There are four simple ways of deleting a file on your computer. Each begins by selecting the file you wish to copy from the right side of the screen and left clicking on it, you can then:

1. Press the delete button in the tool bar (only available in Win 98)
2. Move the pointer to "File" in the top menu left click and select delete from the drop down menu.
3. Right click on the file name and choose delete from the list.
4. Press the delete button on the keyboard

Renaming a file – There are three simple ways of renaming a file on your computer. Each begins by selecting the file you wish to copy from the right side of the screen and left clicking on it, you can then:

1. Left click the file again to bring up the text selection then type in the new name

2. Move the pointer to "File" in the top menu left click and select rename from the drop down menu to bring up the text selection then type in the new name.

3. Right click on the file name and choose rename from the list to bring up the text selection then type in the new name.

Now we shall look at some special features that relate to using a database. The MD Associates programs are examples of databases.
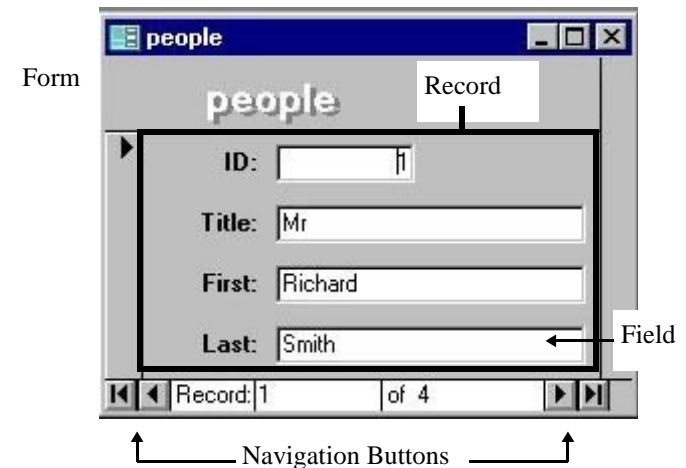
A **record** is a collection of data about a person, a place, an event or some other item.

A **field** is an element of a table or record that contains a specific item of information, such as a surname.

To move between fields in a record or table you can use;
1. The mouse to position the pointer and left click.
2. The tab key.
3. The enter key.
4. The arrow keys.

To move through the records you can click the **navigation buttons**. The left and right arrow heads move one record each way. The left arrow head with a line moves to the first record, and the right arrow head with a line moves to the last record.

After the text has been selected you can:

Delete text

| To	Press
Delete selection	BACKSPACE or DELETE
Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL+BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL+DELETE
Cut selected text to the Clipboard	CTRL+X
Undo the last action	CTRL+Z

Copy and move text

To	Press
Copy selected text	CTRL+C
Move selected text	F2 (then move the insertion point and press ENTER)
Paste the Clipboard contents	CTRL+V
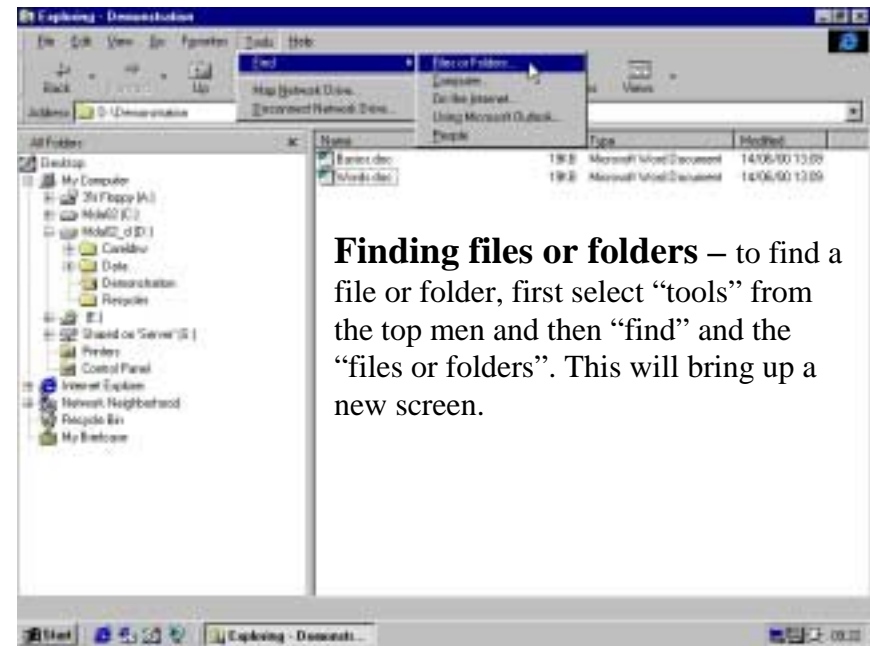
Finding files or folders – to find a file or folder, first select "tools" from the top men and then "find" and the "files or folders". This will bring up a new screen.
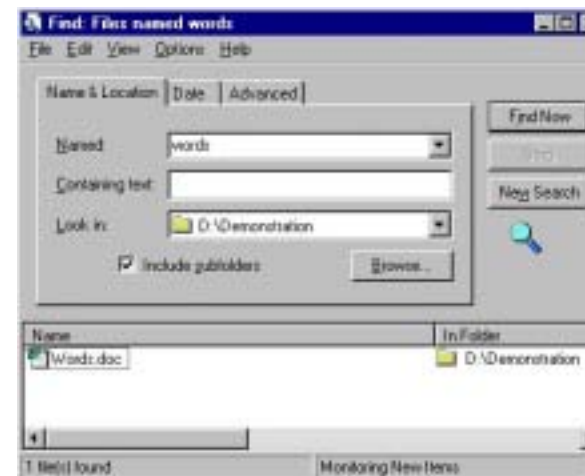
Here you can say what file name you are looking for, or type some of the words it contains.
You can use the drop down list to choose where to search., by pressing on the down arrow head and selecting from the list.

↖	Normal Select	⊘	Unavailable
↖?	Help Select	↕	Vertical Resize
↖⧗	Working In Background	↔	Horizontal Resize
⧗	Busy	↖	Diagonal Resize 1
+	Precision Select	↗	Diagonal Resize 2
I	Text Select	✛	Move

When using the mouse, the pointer changes depending on where on the screen you have placed it, or what is happening in the program.

When you position the pointer over an area where text can be typed in, the text select pointer is shown. If the left mouse button is the pressed, a line called an Insertion Point appears at the point where text can be typed.

I   Text Select   can have more.| ⇐ Insertion Point

The pointer is still visible and can still be moved around the screen, but the text will only appear where the Insertion Point is placed.

Using the Keyboard

Select text by holding down SHIFT and pressing the key that moves the insertion point. (see page 14 for keys)

To extend a selection	Press
One character to the right	SHIFT+RIGHT ARROW
One character to the left	SHIFT+LEFT ARROW
To the end of a word	CTRL+SHIFT+RIGHT ARROW
To the beginning of a word	CTRL+SHIFT+LEFT ARROW
To the end of a line	SHIFT+END
To the beginning of a line	SHIFT+HOME
One line down	SHIFT+DOWN ARROW
One line up	SHIFT+UP ARROW
To the end of a paragraph	CTRL+SHIFT+DOWN ARROW
To the beginning of a paragraph	CTRL+SHIFT+UP ARROW
One screen down	SHIFT+PAGE DOWN
One screen up	SHIFT+PAGE UP
To the end of a window	ALT+CTRL+PAGE DOWN
To the beginning of a document	CTRL+SHIFT+HOME
To include the entire document	CTRL+A
To a vertical block of text	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
To a specific location in a document	F8+arrow keys; press ESC to cancel selection mode

Tip   If you know the key combination to move the insertion point, you can select the text by using the same key combination while holding down SHIFT. For example, CTRL+RIGHT ARROW moves the insertion point to the next word, and CTRL+SHIFT+RIGHT ARROW selects the text from the insertion point to the beginning of the next word.

Manipulating Text

Highlighting/selecting text – you may want to select certain sections of text for e.g. copying, deleting, replacing. You can use the mouse or keyboard to do this (see page 14 for keys):
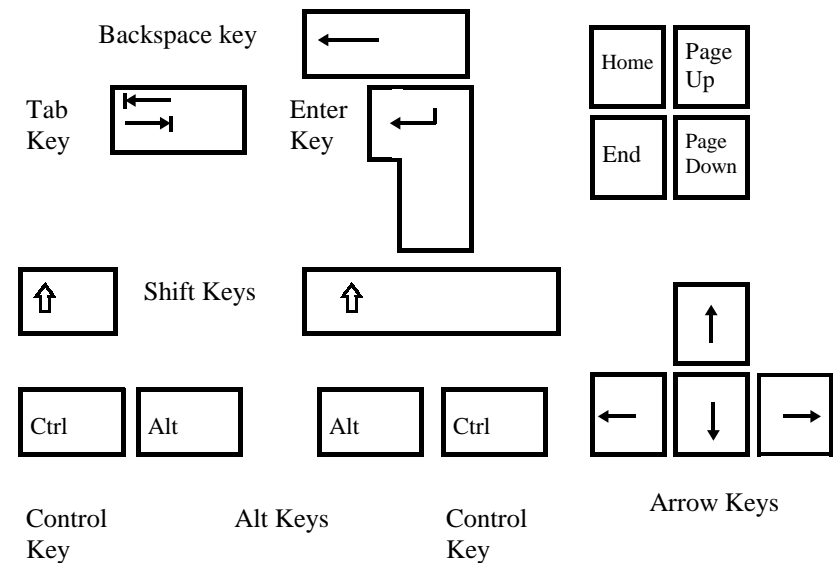
Using the mouse

To select	Do this
Any amount of text	Drag over the text.
A word	Double-click the word.
A graphic	Click the graphic.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
Multiple lines of text	Move the pointer to the left of the lines until it changes to a right-pointing arrow, and then drag up or down.
A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Move the pointer to the left of the paragraph until it changes to a right-pointing arrow, and then double-click. Or triple-click anywhere in the paragraph.
Multiple paragraphs	Move the pointer to the left of the paragraphs until it changes to a right-pointing arrow, and then double-click and drag up or down.
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT and click.
An entire document	Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click.

Pointers and Moving about the Screen

The Insertion Point can be moved around the screen in several ways:

Using the mouse – move the pointer to the part of the screen you want the Insertion Point to appear in and left click once.

Using the keyboard

Move the insertion point

To move	Press
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
Up one line	UP ARROW
Down one line	DOWN ARROW
One paragraph up	CTRL+UP ARROW
One paragraph down	CTRL+DOWN ARROW
One cell to the right (in a table)	TAB
One cell to the left (in a table)	SHIFT+TAB
To the end of a line	END
To the beginning of a line	HOME
To the top of the window	ALT+CTRL+PAGE UP
To the end of the window	ALT+CTRL+PAGE DOWN
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the top of the next page	CTRL+PAGE DOWN
To the top of the previous page	CTRL+PAGE UP
To the end of a document	CTRL+END
To the beginning of a document	CTRL+HOME
To a previous revision	SHIFT+F5
To the location of the insertion point when the document was last closed	SHIFT+F5

Using Scroll Bars – when there is too much information to be seen in the window at once, scroll bars can be found at the side or bottom or both.
The Slide Bar indicates the portion of data seen in the screen at the present time.
There are three ways of using these scroll bars with the mouse.

1. Place the pointer over the appropriate arrow head and press the left mouse button for as long as is required

2. Place the pointer over the slide bar and click and drag as far as is needed.

3. Left click in the space of the scroll bar where you want the focus to move to.

Space

Slide Bar