

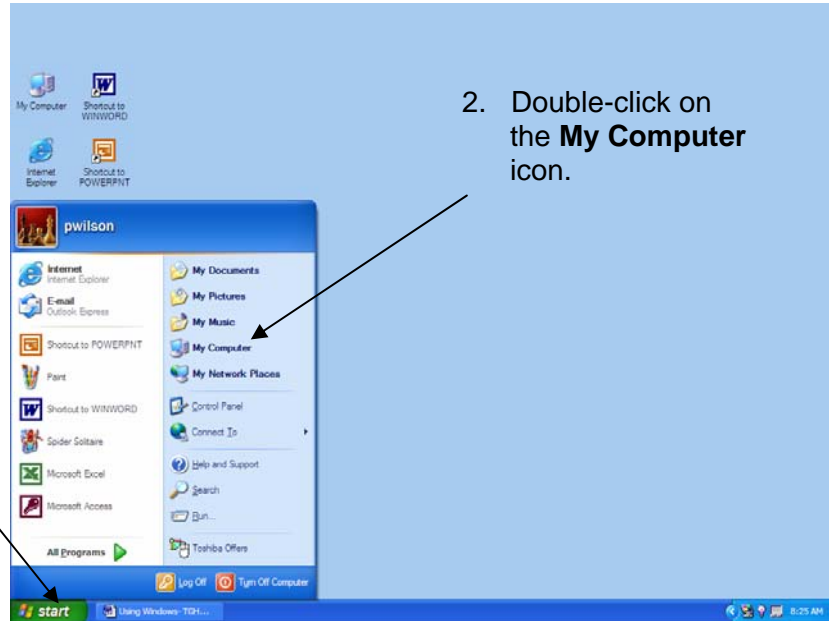
Using My Computer

Lesson 7

My Computer is a quick and easy way to get access to the folders and files stored in your computer system. It allows you to choose a particular storage location or drive and view the folders and/or files stored in that drive.

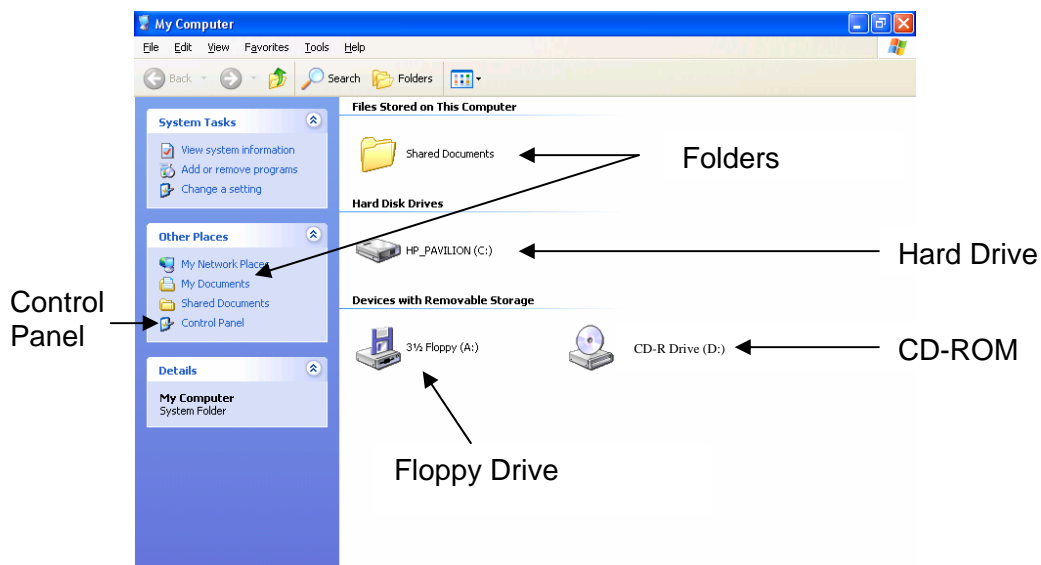
To open **My Computer**:

1. Click on **Start**



2. Double-click on the **My Computer** icon.

2. The **My Computer** window opens. Double-click on an object's icon to see the contents of that object.

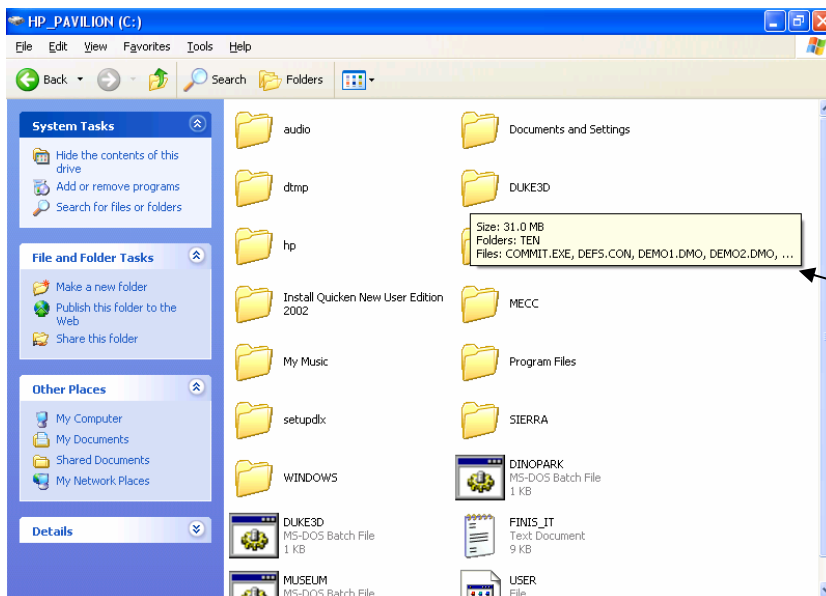
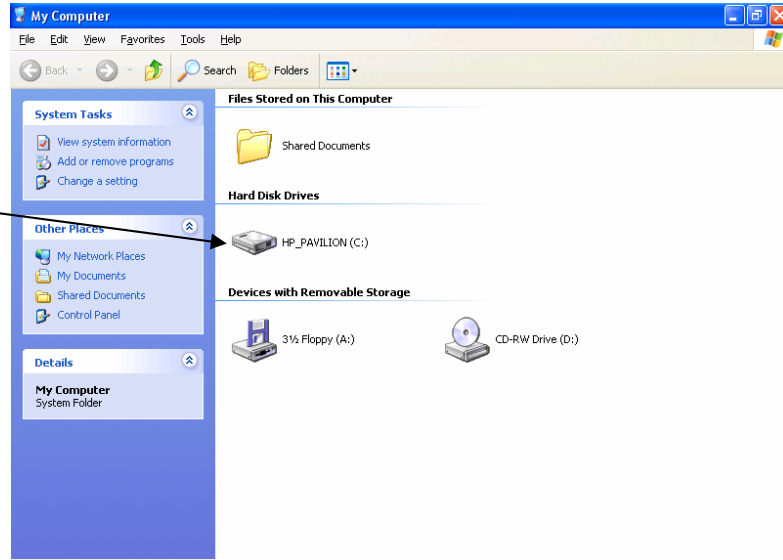


To view the contents of a storage drive:

To see what is stored on one of the computer's drives, double-click on the icon representing that drive. A new window will open displaying all the folders and files stored on the selected drive.

For example, to view the contents of your machine's hard drive:

1. Double-click on the icon for the hard drive (or C: drive).



2. A new window opens displaying the contents of your hard

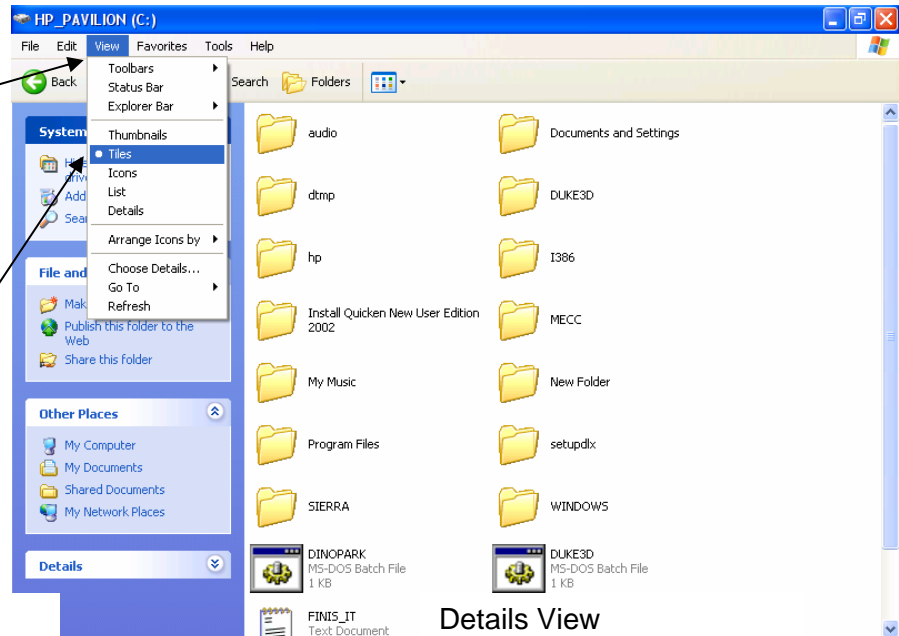
3. A Pop-Up window lists how many objects are in the open window.

The objects in the **My Computer** window can be viewed five different ways:

1. **Thumbnails:** objects are displayed in boxes
2. **Tiles:** objects are displayed with large icons
3. **Icons:** objects are displayed with small icons in order from left to right
4. **List:** objects are displayed in a list in order from top to bottom
5. **Details:** objects are displayed with details about each item

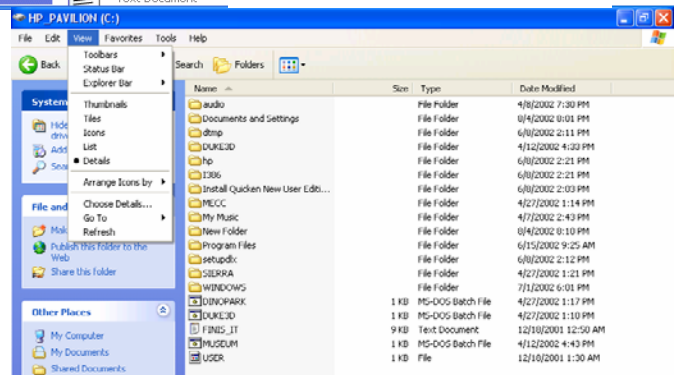
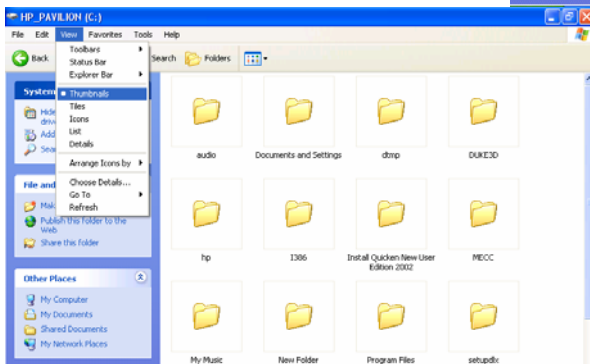
Step 1: To change how the objects in the window are displayed, click on the **View** menu.

Step 2: Select the option you want from the menu that appears. The **Tiles** option is the current option-- a **circle** identifies the current option.



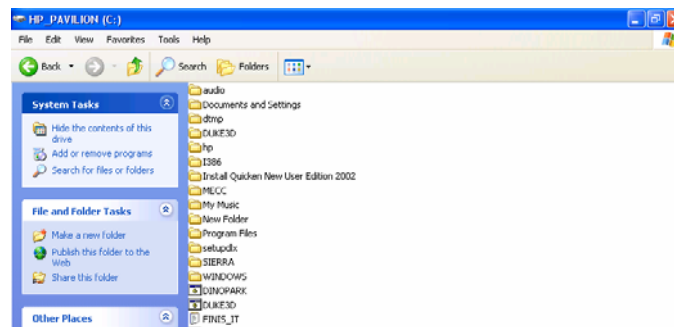
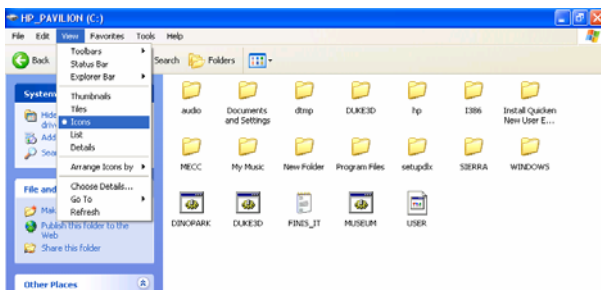
Thumbnail View

Details View

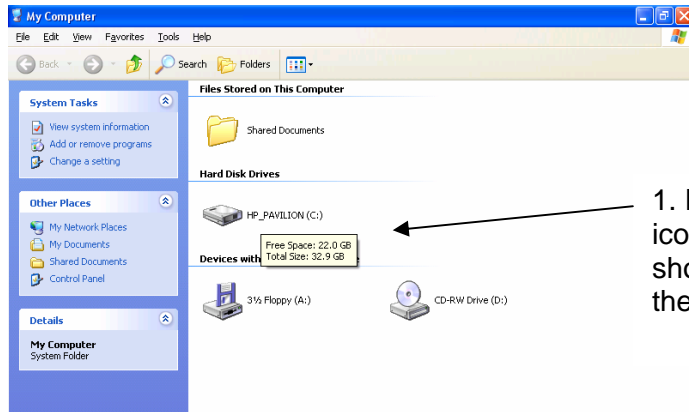


Icons View

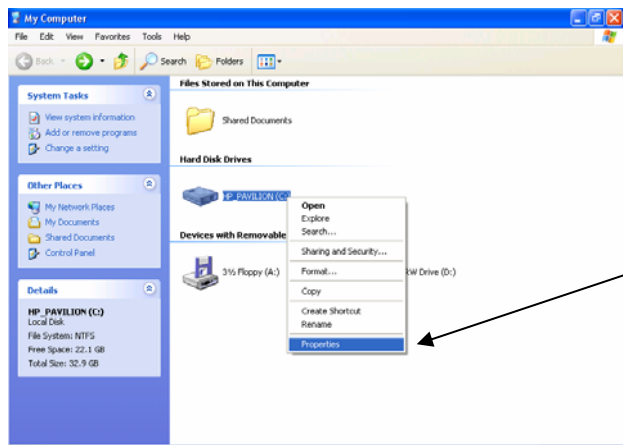
List View



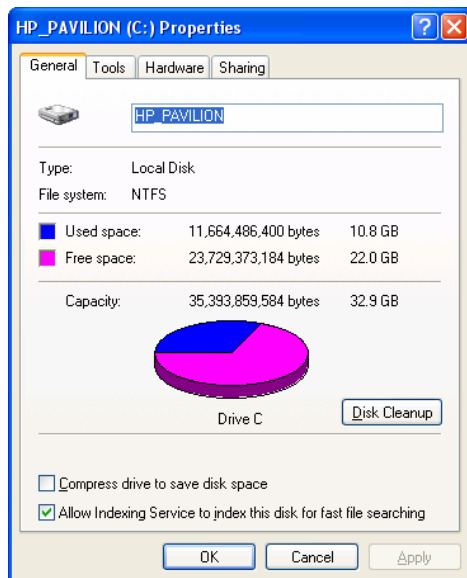
To view the amount of space available on a drive:



1. Place the mouse over the icon. A window pops up showing the total space and the space used.



2. Right-click on the icon for the drive. To see the available storage space on your hard drive, right-click on the **C:** drive. A pop-up menu appears. Select **Properties** from the menu.



3. A new window opens showing the amount of used disk space and available or free disk space.

This hard drive has:

- 10.8 Gigabytes** of used space
- 22.0 Gigabytes** of free space
- 32.9 Gigabytes** total capacity