Computing support officer

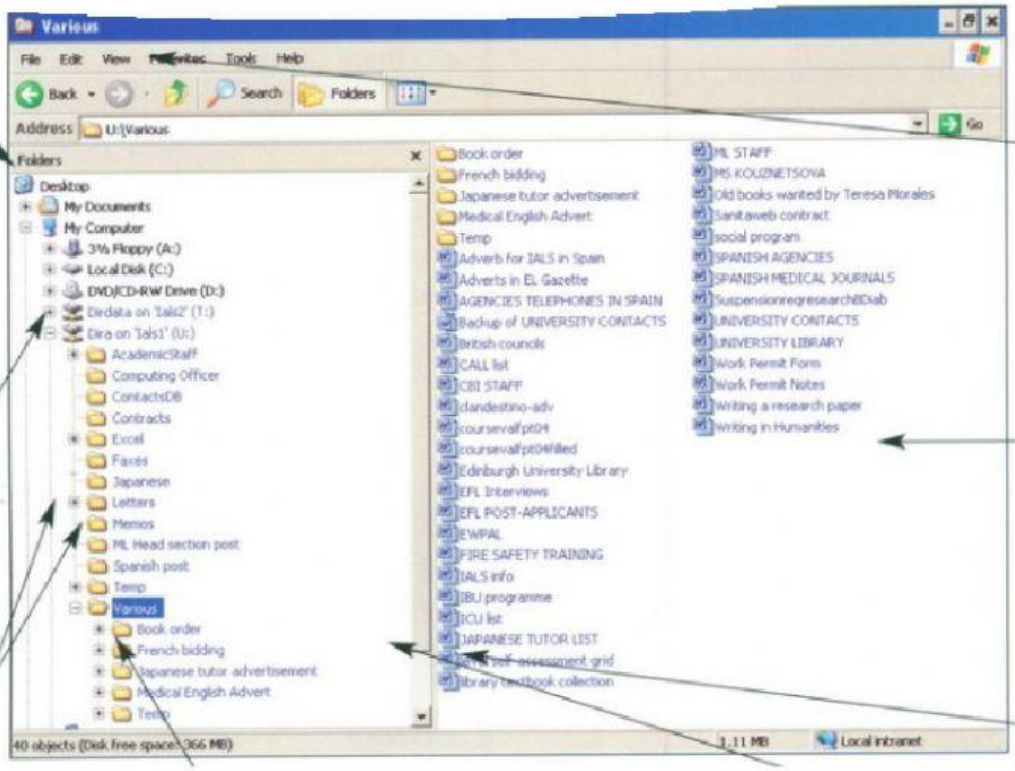
1) Study this screen display of Window Explorer. Add these titles to the texts

1 Toggle-box
2 Explorer pane
3 Selected icon
4 Divider
5 Guidelines
6 Navigation pane

Desktop
Windows Explorer is just a different view of the structure, with the desktop at the top and filtering down through My Computer to your hard drive.

a .....
Indicates that the drive or folder carries sub-folders. Use these ..... to open or close 'branches' in the folder hierarchy.

b .....
These handy ..... help you to see which folders live at the same level. It also makes it easier to appreciate the tree-like structure you are dealing with.



View menu
Just like desktop windows, your view of the files and folders can be changed here. The default (standard) view is List, but use the one you find comfortable.

d
The ..... works in the same way as the desktop windows you've been using. Double-clicking on a folder opens the branches leading to it in the navigation pane.

e .....
You can adjust the space allocated to each pane by clicking on and dragging the ..... – handy when the folder tree starts to sprawl.

c .....
You can tell which folder is currently being displayed by the icon. Drives will have their text highlighted, whereas folders are 'open' – click on one and try it.

f .....
This shows only drives and folders – in other words, items that contain something else. To view the full contents of a folder, click on its icon in the .....

LIVEWORKSHEETS

2) Barbara is a Computing Support Officer in a large company. She's advising Clive, the Sales Director. Listen to find the answers to these questions: En este caso, deben escuchar y leer la conversación entre Clive y Barbara y responder en CASTELLANO lo que ustedes interpretan. Por favor, no quiero traducciones literales. Deben escribir en español lo que ustedes interpretaron/entendieron

1 – What is Clive's problem?

2. What does he want to do?

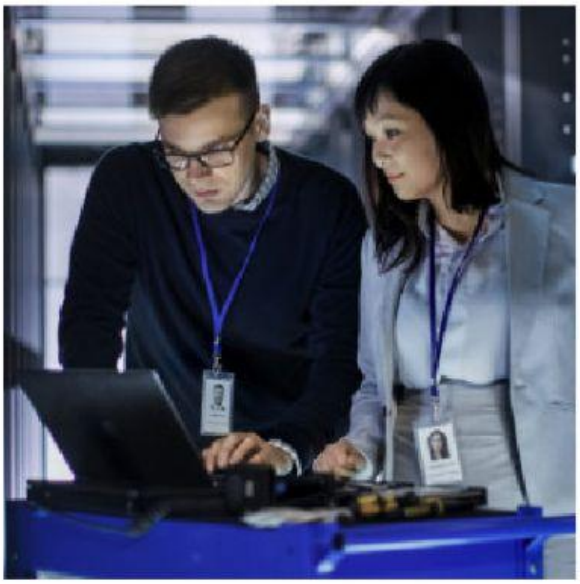
Clive Erm, I've got a whole lot of files in a folder which I call 'Contract' which has just grown over the years so, er, if I go into it and let you see it ... these are all Word files. Each time a new contract has come along, I've simply added it there and it's got the label sometimes of the client, sometimes it's got a country label. It's got so enormous that I'm, er, it's now taking time to find things. *What I want to do is to create* subfolders for certain countries where we have a lot of clients.

Barbara OK

C Starting with Japan, for example, so I want to have Contract as the main heading, if you like, and I want to be able to have subfolders ...

B Underneath there ...

C ... underneath, certainly for Japan, Italy, Finland and Hungary, and there may be others.



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