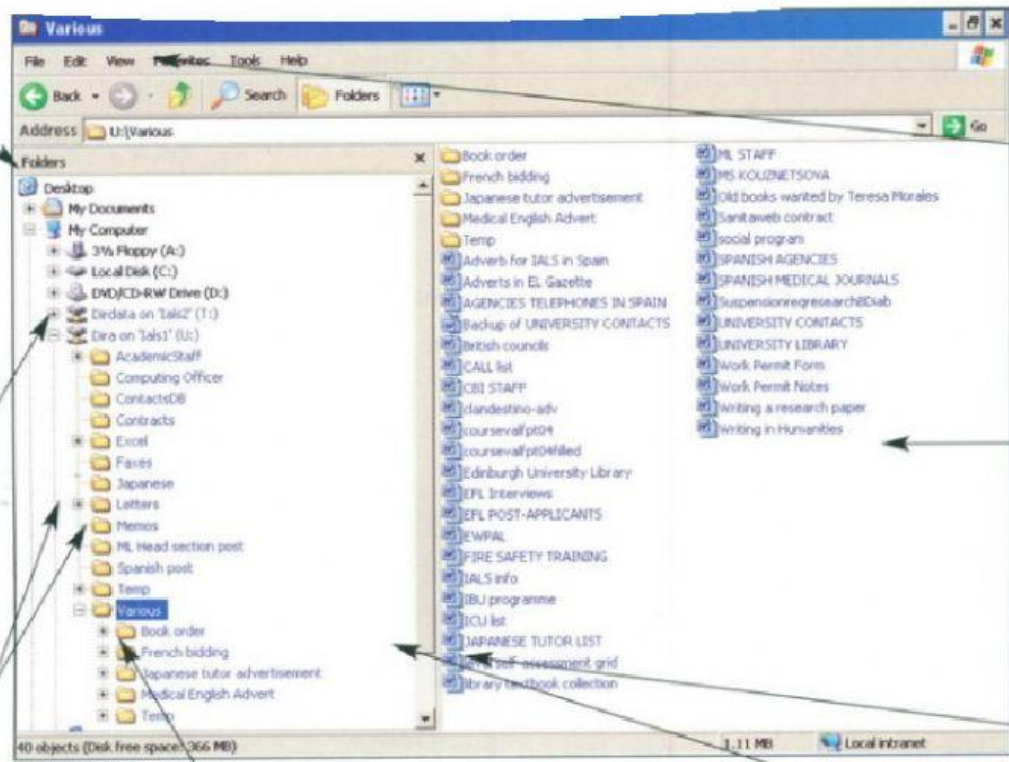


## Computing support officer

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.

**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.

**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.

**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 .....

**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.

- 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.

