



Computing support officer II

1) Listen and put the parts in order

PART 2

- B** OK. So the way I'll do it is to go through Windows Explorer.
C So, OK, so how do I get into Windows Explorer?
B So let's click on Start on your status bar. The Start button and ...
C Er, sorry, where are we?
B If you bring your cursor down to the very bottom. You see that little status bar that comes up.
C Oh, right. OK.
B And there should be a Windows Explorer option ... And you don't have one!
C Erm, how odd.
B OK. Not a problem though. Instead of

- C** What ... ? OK ...
B That opens up and shows you all your folders.
C Why are ... Does the plus indicate that there are other folders?
B Yes. If there were no other folders in there you wouldn't have a little box there. You'd just have the one folder name whatever it was.
C And what's the minus? Is that just open and close?
B Yes, basically. So expand and contract.
C OK ...
B And you're storing them in Word, are you?
C Yes.
B So click on the little plus sign next to the Word folder. And that shows you all your folders in Word.
C Right ...
B And now you want your Contract folder. So we can click once on Contract and you'll notice on the right-hand side it shows us all the files we have within

- clicking on Programs, you can click on Run on your Start menu and just type in the word Explorer and hit ...
C In this box? Just Explore.
B Explorer. And hit OK. And that should launch it.
C Oh, yeh.
B OK. This is Windows Explorer and if you'll notice next to where it says Windows in your C drive there's a little minus sign.
C Right ...
B If you click on that, that'll just compact your C drive.
C Single click?
B Yes. And that just gets it out of the way so now we can see all of our drives.
C Right ...
B And you store everything on DIRDATA? Is that right?
C Yes.
B So, right next to your C drive there's a little plus sign. If you click on that.

name of the new folder is.

- B** Yes, you can delete that.
- C** So let's put in the new name 'Japan' and ...
- B** You can either hit Enter or just click outside the box. OK and is that the only folder you want to create?
- C** No, I'm going to create Italy, Finland and Hungary.
- B** OK, so we want to make sure that we have Contract highlighted. Right now Japan remains highlighted and if you clicked File, New and Folder now it would create a folder in Japan.
- C** Ah, so it would create a sub-sub-folder?
- B** Right ...
- C** OK ...
- B** So you just need to click on Contract to make sure it's highlighted and go File and there you are.
- C** So it's the same again. File, New, Folder.

that folder.

- C** Right ...
- B** So what we can do now is ... in our Explorer window click on File on the menu bar and click on the word New on the top.
- C** Uhuh, right ...
- B** And that will bring us another little box up ... And click on Folder. And that's going to create a subfolder in Contract because we had Contract highlighted.
- C** Ah, OK ...
- B** And now we can give it a new name. It gives a default name of New Folder and we want to type in what we want to actually call it.
- C** So within ... where it says New Folder, I remove that and I put in whatever the

2) Las imágenes a continuación muestran algunos de los pasos en la explicación anterior. Lee y escucha nuevamente la conversación para ordenar las imágenes en la secuencia correcta



