

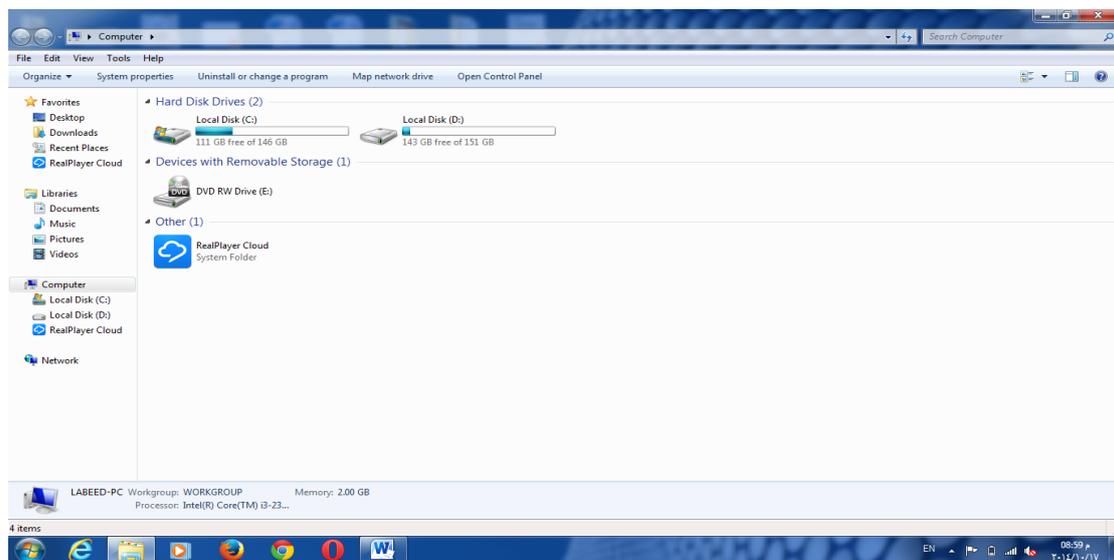
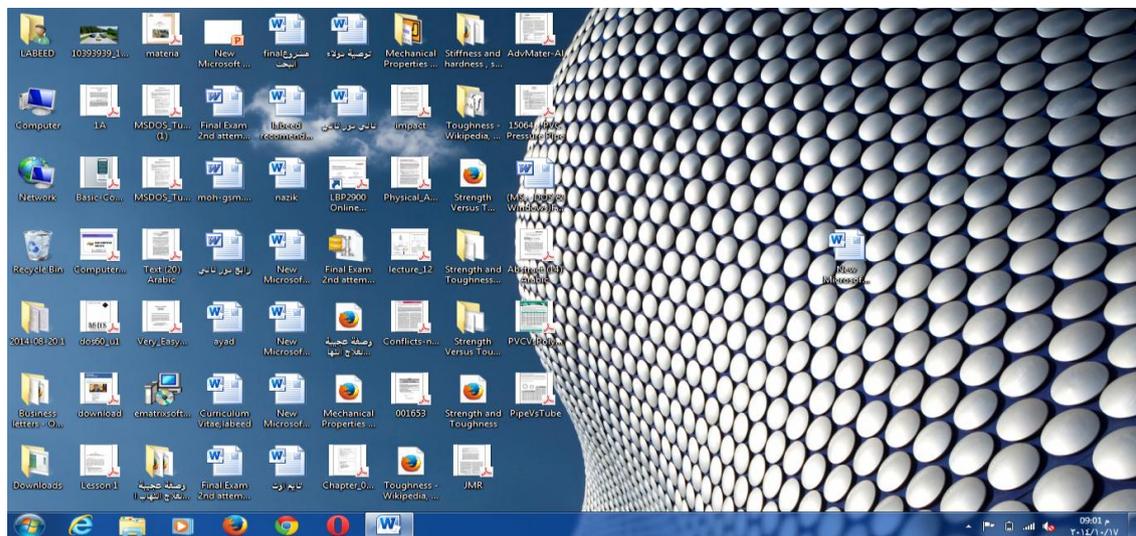
Lecture No.5

Using My Computer

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:

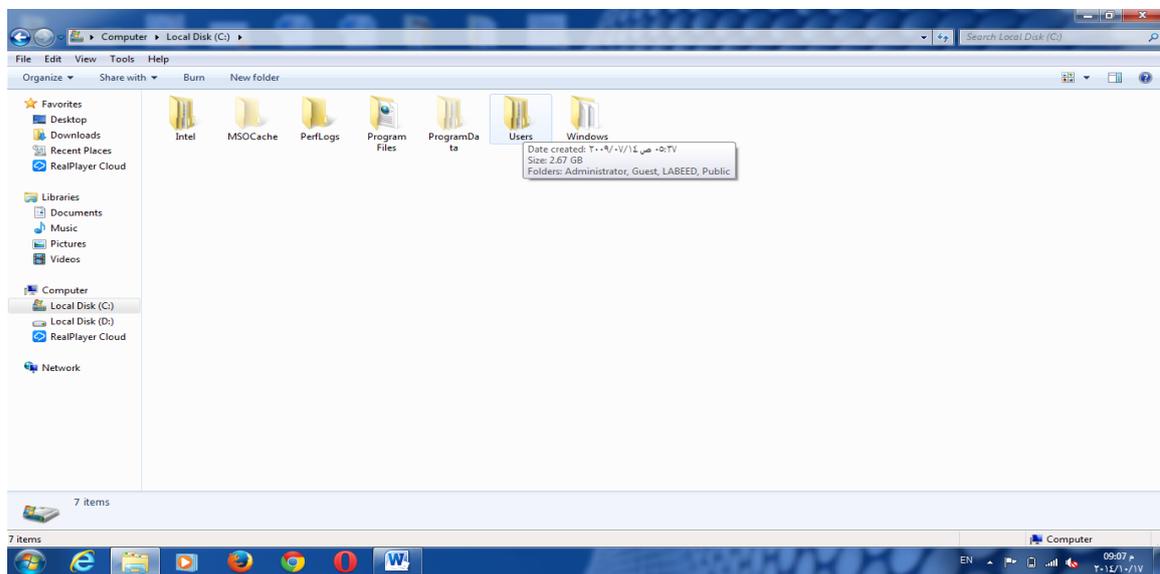
1. Click on Start
2. The My Computer window opens. **Double-click** on an **object's icon** to see the contents of that object.



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 drive. Each folder contains more folders and files.
3. A Pop-Up window lists how many objects are in the open window.

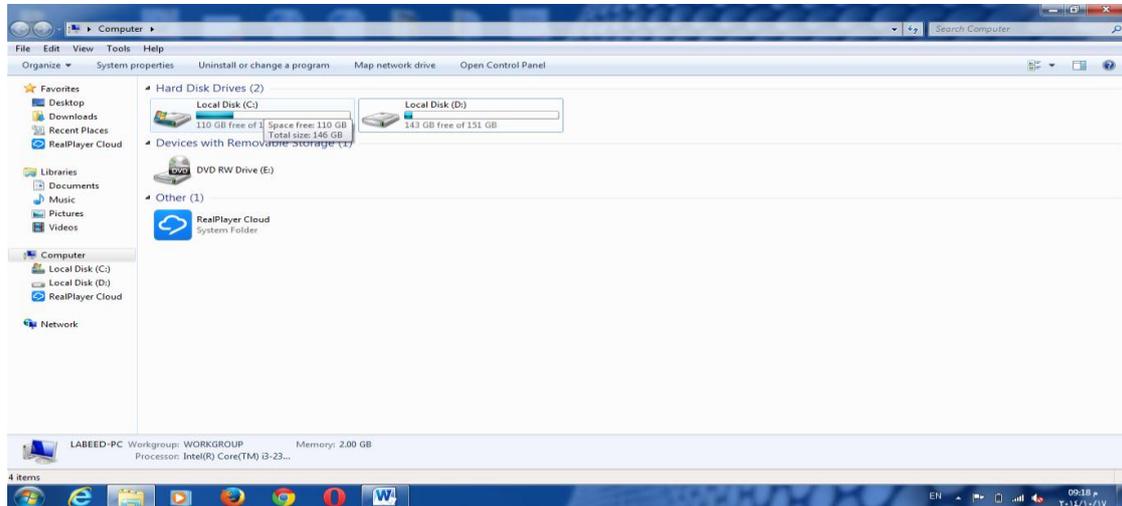


The objects in the My Computer window can be viewed five different ways:

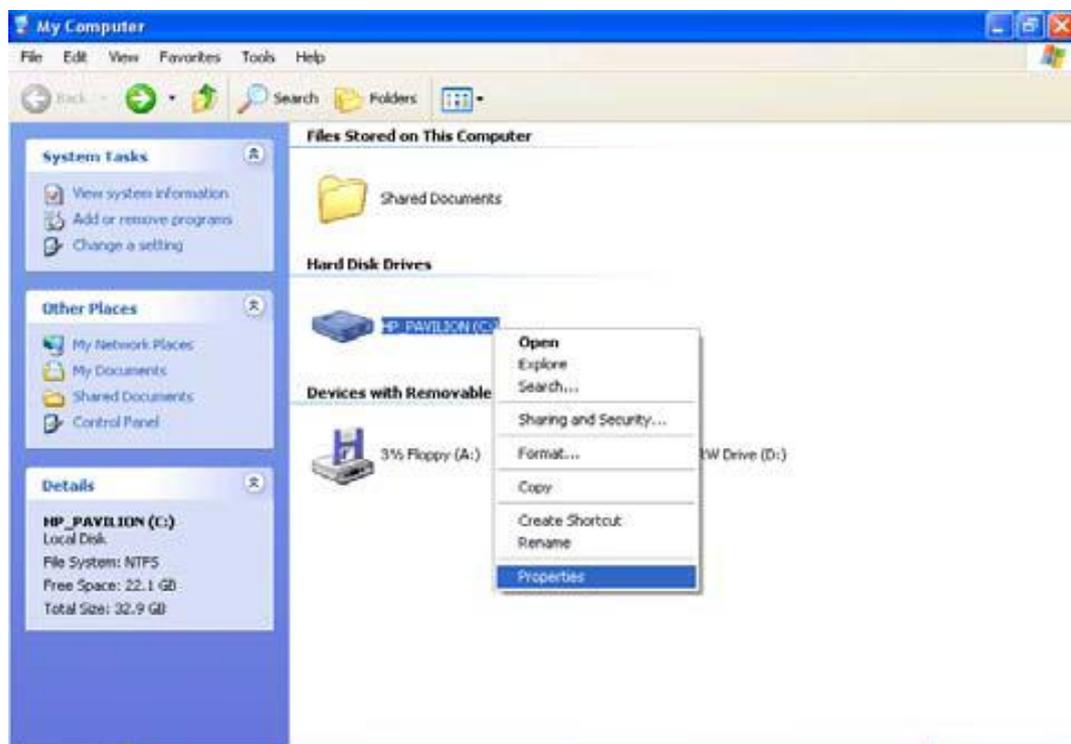
1. Tiles: display information about each item in the window in a tile.
2. List: objects are displayed in a list .
3. Details: display information about each item in the window.
4. Content: display certain information about each item in the window.
5. Extra large icons: display items using extra large thumbnails.
6. large icons: display items using large thumbnails.
7. Medium icons: display items using medium thumbnails.
8. Small icons: display items using small thumbnails.

To view the amount of space available on a drive:

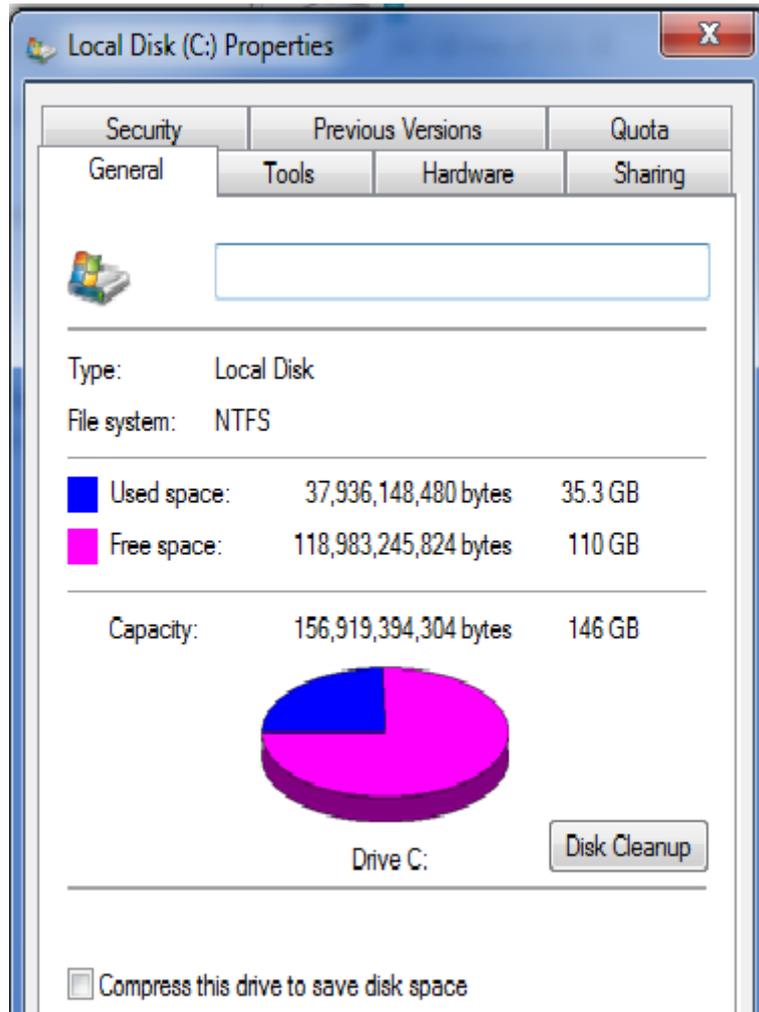
1. Place the mouse over the icon. A window pops up showing the total space and the space used.



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:
37.9 Gigabytes of used space
118.9 Gigabytes of free space
156.9 Gigabytes total capacity