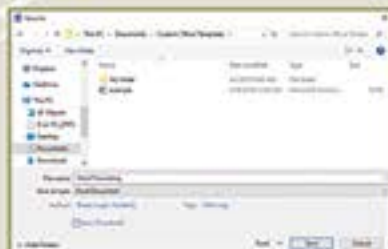
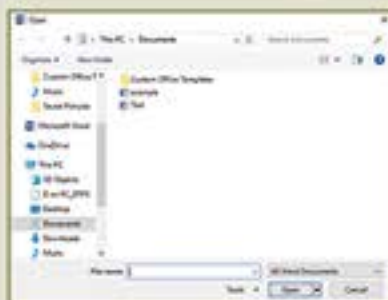


do you remember?



How can you create, save and open a document

- > To create a new document, on the **File** tab, in the **New** group, click **Blank Document** and then click **Create**.
- > To save a document, on the **File** tab, click **Save As**. Find and select the location where you want your document to be saved. Give your document a name. Click **Save**.
- > To open a document, on the **File** tab, click **Open**. Find the location where you have saved your document, click it and click **Open**.



What can you do with the options in the font group

- > Change the **Font**.
- > Change the **Size** of the font.
- > Make the font **Bold**.
- > Make the font **Italic**.
- > **Underline** a word or text.
- > Change the **Color** of the font.
- > **Highlight** a word or text.



How can you make lists?

- Select the text that you want to turn into a list.
- > On the **Home** tab, in the **Paragraph** group, click the **Bullets** button, to make a list with bullets.
 - > On the **Home** tab, in the **Paragraph** group, click the **Numbering** button to make a list with numbers.

TASK 1

Format a paragraph

A **paragraph** is a group of sentences that center around one main idea or meaning. We use paragraphs to write letters or articles. In **Microsoft Word**, we can format a paragraph changing its text alignment, indentation, borders and shading. Let's see how we do this!

Align text

It is sometimes necessary to use different **alignments** in order to make the text look better.

- > You can align a paragraph/text to the left or right, you can center it or justify it. To do this, in the **Home** tab 1, go to **Paragraph** section. 2
- > Click on the paragraph you want to format and click one of the align buttons in the **Paragraph** group. Or press **Ctrl** and **L**, **E**, **R** or **J** as shown above.

You need to select your text first in order to apply any format.

You can choose among 4 different justify alignment options



Align text to the left.
Also **Ctrl + L**.

Center the text.
Also **Ctrl + E**.

Align text to the right.
Also **Ctrl + R**.

Align text to both left and right margins / justify.
Also **Ctrl + J**.

HISTORY

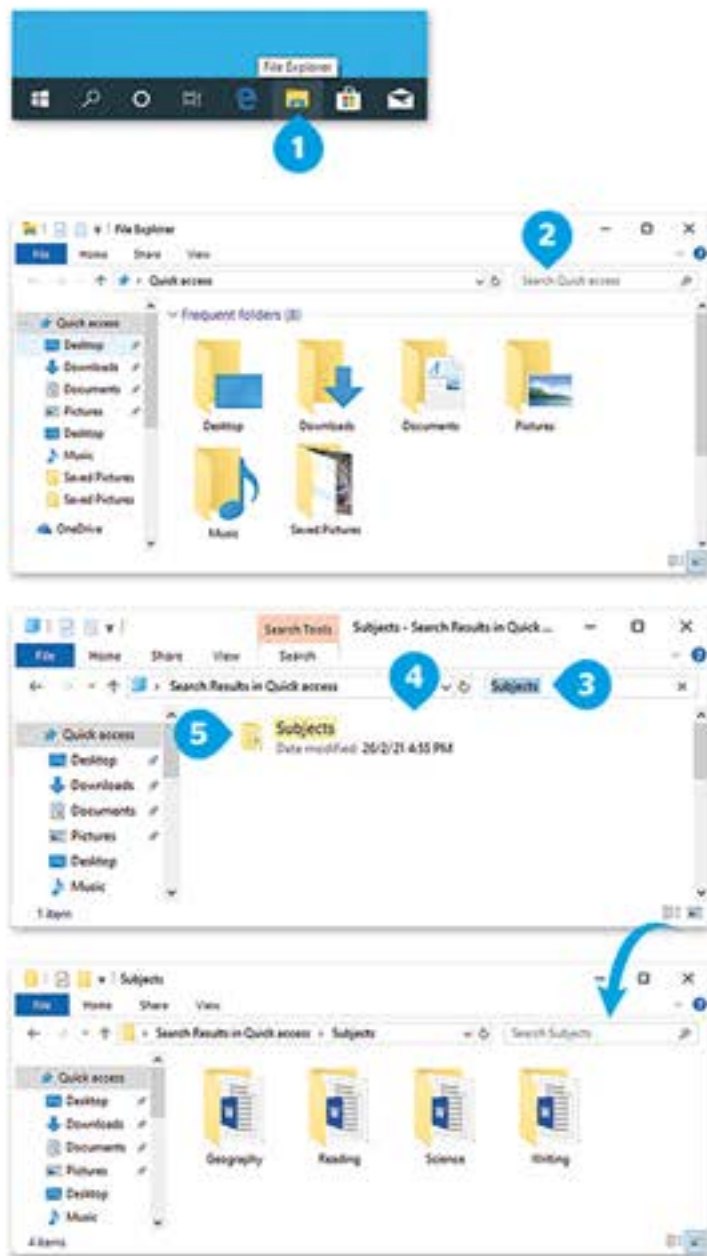
Before computers, we used to type our text on typewriters. Typewriters first appeared in the 14th century, but they were mass produced only when a market was found for them.

Search with File Explorer

With **File Explorer**, you can search in a specific file or folder. This will make your search much faster, because you are looking only in one place.

To find a file or a folder:

- > Open **File Explorer** 1 and click the **Search box** (in the top right corner of the window). 2
- > Type the name of the file or folder you are looking for e.g. **Subjects**. 3
- > A list of results containing the name of your folder or file will appear. 4
- > Double-click a search result to open it. 5



SMART TIP

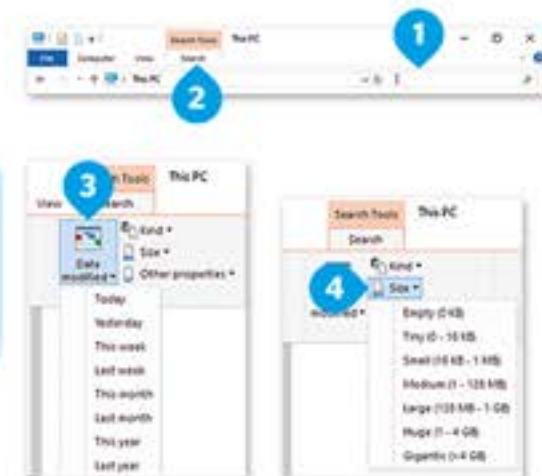
To make the search faster: Open the folder you want to search in and type the filename in this folder's Search box. This way, Windows does not search outside the folder you have opened.

Using search filters

Search filters allow you to search for a file or folder using details such as its size and date modified.

To apply search filters:

- > Click the **Search box** 1 and click on the **Search** tab. 2 The filters will appear below.
- > Click a filter. There are a few options such as: **Date modified** and **Size**.
- > If you click **Date modified**, click an available option. 3
- > If you click **Size**, click the size value of your file. 4



If you don't know the exact name of the file you are looking for, use a wildcard. The asterisk (*) is a wildcard which represents any character or number in the filename. For example, if you type *ology, the results will be words that end in these letters, for example: biology, geology or physiology.

hands on!

Using **Search** in the **Start** button, find files or folders with the name "Science". Open the folder you found.

How many files are there in the folder you have opened?



Open **File Explorer** click **Local Disc** and search for a file called "img1".

Apply a search filter in your search. Select the **Date modified**: "This year".

Open the file you find.

What type of file is it?

Other platforms

Apple iOS

Use the search tool to find anything you like on your **iOS** device, from songs and contacts to searching the web for information.

- > Swipe right to go to the **Search** screen.
- > Type a word to search for.
- > Tap on an icon to open it.



Google Android

Use the **Google Android File System** to find your files and work with them.

- > Tap the **Files** icon.
- > From the folder list, open the one containing the files you want to see.

Some **Android** devices don't have this program. You may have to download a free app.



Chrome OS for Chromebook

Chrome OS (Operating System) runs almost all of its applications through the web. You can find all the files on your Chromebook in the **Files** app.

- > Click the launcher icon and then click **All Apps**.
- > In the apps window, click **Files**.
- > From the folder list, click the file you want to see.



wrap up

Now you have learned:

- > what a file and a folder are.
- > how to create folders and subfolders.
- > how to move and copy folders and files.
- > how to search for files and folders.
- > how to start programs like Calculator, etc.

group work

Find the treasure!

Form teams and try to make a treasure game on your computer. Create files that contain riddles and put them inside folders and subfolders. Each riddle will guide your team to the next file, whose name will be the answer to the riddle. Search for it, find it and solve the next riddle. The team that solves the puzzles the fastest gets a prize!



GLOSSARY

calculator	file	folder	search
copy	file size	move	subfolder
explorer	filename		
extension	find		