**Standard and Formatting Toolbars:**

Toolbars are rows of buttons and boxes. When you click on a button or box, an application opens or a task is performed. Toolbars normally appear at the top of an application's window. The Standard Toolbar shown in the image below is from Windows Explorer; the standard toolbars in other applications may have buttons that allow you to open a new document, save, print, and spell check.

The Formatting Toolbar is used to format a text using alignments, font type, font size, bold, italic, and lists. It is provided in most applications. The image below shows the Formatting Toolbar from Netscape Composer.
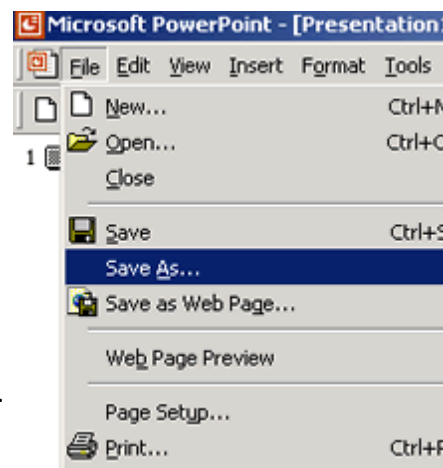
Save and/or Save As:

Save is used when:

- It is the first time you are saving a file.
- You want to keep saving an existing file in different moments that you are working on it.
- It is the end of a working period.
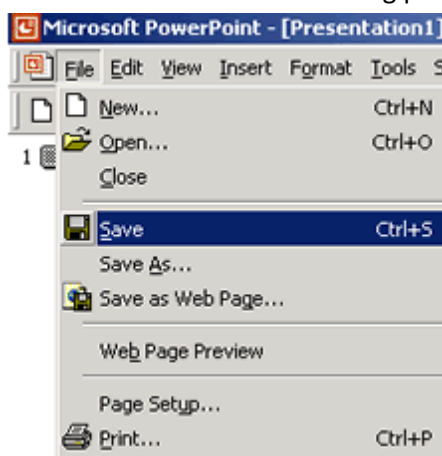
Note that clicking Save will replace whatever file you were working on.
Go to File menu and select Save or use the combination keys CTRL+S.

Save As is used when you want to save a file with a different name to create backups of a file in the creation process. In that way, you can have different versions of the same document and can return to a previous stage.
Go to File menu and select Save As or use the combination keys CTRL+SHIFT+S.

Rename/Delete a Folder or File:

Using Windows Explorer, you can rename or delete a file or folder.

To Rename a file or folder

1. Navigate and select the file or folder you want to rename from the proper drive (c:, a:).
2. Go to the File menu and select Rename.
3. The file name will be highlighted and blinking in the right corner waiting for you to type the new file name.

To Delete a file or folder:

1. Navigate and select the file or folder you want to delete.
2. Go to the File menu and select Delete.

NB
The fastest way to create a new folder in Windows is with the CTRL+Shift+N shortcut.   **In Windows when you select a file and press the F2 key you can instantly rename**   **Press and hold the Shift key, then press the Delete key on your keyboard. Because you cannot undo this, you will be asked to confirm that you want to delete the file or folder.**

Computer Keyboard Part and Function

5 MAJOR FUNCTIONS:

1. FUNCTIONS KEYS
2. ALPHANUMERIC CHARACTER
3. 9 SPECIAL KEYS
4. CURSOR OR ARROW KEYS
5. NUMERIC KEYPAD

9 SPECIAL KEYS:

1. PRINT SCREEN SYSTEM REQUEST
2. SCROLL LOCK
3. PAUSE/ BREAK
4. INSERT
5. DELETE
6. HOME
7. END
8. PAGE UP
9. PAGE DOWN

COMPUTER KEYBOARD PARTS AND FUNCTIONS

- 9 SPECIAL KEYS
- NUMERIC KEYPAD
- FUNCTION KEYS (ALL F KEY)
- CURRENCY SYMBOL
- PERCENTAGE SYMBOL
- CARET
- AND SYMBOL OR AMPERSAND
- ASTERISK
- TILDE &ACCENT GRAVE
- EXCLAMATORY POINT
- AT SIGN
- NUMBER SIGN
- CURSOR/ARROW KEYS
- DESKTOP KEY
- GREATER THAN & PERIOD
- ALPHANUMERIC CHARACTER
- LESS THAN & COMMA
- WINDOWS KEY
- QUOTATION MARK: DOUBLE & SINGLE
- COLON & SEMI COLON
- VERTICAL BAR/ BACKSLASH
- BRACKETS: CURLY AND SQUARE
- ESCAPE KEY OR QUIT

COMPOSITION OF ALPHANUMERIC CHARACTER:

1. LETTERS
2. NUMBERS
3. SYMBOLS
4. PUNCTUATIONS
5. SPECIAL KEYS

16 BASIC CONTROL KEYS:

1. CTRL + Z
2. CTRL + X
3. CTRL + C
4. CTRL + V
5. CTRL + B
6. CTRL + N
7. CTRL + A
8. CTRL + S
9. CTRL + F
10. CTRL + G
11. CTRL + H
12. CTRL + Y
13. CTRL + U
14. CTRL + I
15. CTRL + O
16. CTRL + P