



## Career Skills

### Graphic Artist

Graphic artists are often called on to determine which file format to use for an online production. They must learn to balance the image quality with the file size. Their aim is to produce the finest quality image while ensuring the smallest file size for fast transmission, all without violating the integrity of the original image.

To restore a file or folder, display the content of the recycle bin. This can be done by double-clicking the **Recycle Bin** icon on the desktop or, in Windows 7, by selecting the **Recycle Bin** branch in the navigation pane in Windows Explorer. With the content of the recycle bin displayed, right-click on the file or folder to restore, and click **Restore** in the shortcut menu. In Windows 10 and Windows 8, you can also select the file or folder, and click the **Restore the selected items** button in the **Restore** group on the **Manage** on-demand tab in the ribbon. In Windows 7, you can also select the file or folder, and click the **Restore this item** button on the toolbar. Once restored, the item is removed from the recycle bin and placed in the location from where it was deleted.

The recycle bin is a folder, and its content takes up storage space. To free this storage space, the recycle bin can be emptied. However, doing so permanently removes the deleted files and folders, and they cannot be restored. To empty the recycle bin, display its contents. Then, in Windows 8, click the **Empty Recycle Bin** button in the **Manage** group on the **Manage** on-demand tab of the ribbon. In Windows 7, click the **Empty Recycle Bin** button on the toolbar. A message appears asking to confirm removing the items from the recycle bin. Click the **Yes** button to remove the items or the **No** button to cancel the operation.

## 4.3

## SECTION REVIEW



### CHECK YOUR UNDERSTANDING

1. The \_\_\_\_\_ is a point-of-use menu displayed by right-clicking.
2. How do you select a file or folder in Windows Explorer?
3. When applying file-management techniques, what is the difference between copying a file and moving it?
4. Which key combination is used to apply the file-management technique of cutting a file instead of copying it?
5. To manage files that have been deleted, what utility does Windows use as a storage location to allow a deleted file to be restored?

### IC3 CERTIFICATION PRACTICE

The following question is a sample of the types of questions presented on the IC3 exam.

1. Perform this simulation.  
Locate the file named *Lighthouse.jpg* in the *C:\Libraries\Pictures\Sample Pictures* folder, and move it to the folder *C:\Libraries\Pictures\Sample Pictures\Flowers*.



### BUILD YOUR VOCABULARY

As you progress through this course, develop a personal IT glossary. This will help you build your vocabulary and prepare you for a career. Write a definition for each of the following terms and add it to your IT glossary.

copy  
destination  
drag and drop  
move

recycle bin  
shortcut menu  
source

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**Monthly Catalog, United States Public Documents** United States. Superintendent of Documents, 1967 February issue includes Appendix entitled Directory of United States Government periodicals and subscription publications September issue includes List of depository libraries June and December issues include semiannual index *Handbook of Disaster and Emergency Management. First Edition* Amir Khorram-Manesh, 2017-10-10 We propose here a comprehensive educational program based on the best available evidence to date drawn from recent publications intended to impart the knowledge skills and abilities necessary for the role of crisis manager We expect this program to enhance the intercultural and interagency performance across the Disaster Management DM cycle Here Intercultural does not refer to different nations and cultural backgrounds but rather to working cultures within diverse agencies Since communication and information shortcomings are the most common reason for failed DM this educational program focuses heavily on collaboration and interoperability between trained professionals involved in disaster response to ensure that they understand the need for collaboration and are aware of each other's limitations and possibilities The aim of programs such as this is not to re educate people in respect to their profession area of expertise but rather to train them in elements specific to DM and ways in which they can apply their existing knowledge and professional expertise in the disaster context Such multidisciplinary programs cover all disaster phases accommodate the needs of each organization and offer a safe environment where participants are able to learn by doing in an interactive environment vertically within their own organization and horizontally together with other organizations by focusing on shared training cooperation and intercultural understanding Such programs bring some degree of standardization and offer a thorough evaluation of participants and the program by using evidence based scientific methods One important part of the program is to offer a standardized handbook in which all necessary information is gathered This is not intended as a substitute for reference books but it is intended to make the information accessible and easy to learn so that the information can be combined with the practical parts of the education *The Ancient Ways of Wessex* Alexander Langlands, 2019-11-30 *The Ancient Ways of Wessex* tells the story of Wessex's roads in the early medieval period at the point at which they first emerge in the historical record This is the age of the Anglo Saxons and an era that witnessed the rise of a kingdom that was taken to the very brink of defeat by the Viking invasions of the ninth century It is a period that goes on to become one within which we can trace the beginnings of the political entity we have come to know today as England In a series of ten detailed case studies the reader is invited to consider historical and archaeological evidence alongside topographic information and ancient place names in the reconstruction of the networks of routeways and communications that served the people and places of the Anglo Saxon kingdom of Wessex Whether you were a peasant pilgrim drover trader warrior bishop king or queen travel would have been fundamental to life in the early middle ages and this book explores the physical means by which the landscape was constituted to facilitate and improve the movement of

people goods and ideas from the seventh through to the eleventh centuries What emerges is a dynamic web of interconnecting routeways serving multiple functions and one perhaps even busier than that in our own working countryside A narrative of transition one of both of continuity and change provides a fresh and alternative window into the everyday workings of an early medieval landscape through the pathways trodden over a millennium ago      **Family Disintegration**

Anton Purcell,2002 The contemporary family is being distracted disturbed and distraught by societal pressures from every direction The nuclear family concept believed crucial to child rearing is becoming pass according to census data Or has the wave of disruption to families crested It is hoped that this bibliography will serve as a useful tool to researchers seeking further information on families and the pressures being exerted upon them in the 21st century      *Grants* Jean M. Fromm,2007 Grants are available from thousands of sources both private and public To the grantseeker however this wealth of sources appears like an impenetrable jungle Where are the grants I need and what do I need to do to submit my ideas and proposals This book is designed to answer these questions by aiming the grantseeker to both the grant givers and by providing a bibliography of book for further research      Home Schooling Frederick M. Lawrence,2007 From left to right on the political spectrum there is at least one note of agreement the nation s school system has not delivered universal quality education Accordingly debate has raged over how to rectify this situation Should the government increase funding encourage privatisation some of both Another option though has emerged and is seemingly gaining popularity home schooling Citing both substandard education and displeasure with school environments and curricula many parents have decided to teach their own children Supporters say it is well within their rights to raise their children as they see fit and that at home learning is superior to the public system Detractors claim that home schooled children are deprived of social interaction and the broad based education provided by the system Neither side wants to cede ground making the issue of home schooling an integral part of a wider national debate on education In this book the specific topic of home schooling is presented from all relevant sides to give a complete picture of the present status of the issue and its potential for future resolution Following this overview is a thorough and carefully selected bibliography of literature about home schooling from all viewpoints Easy access to his important resource is then provided via author title and subject indexes      **India** John N. Mayor,2003 India long known for its huge population religious conflicts and its status as not quite best friend ally of the United States has moved from the backwaters of world attention to centre stage Afghanistan and Pakistan with whom India is in almost conflict are neighbours India has developed a nuclear capability which also has a way of grabbing attention This book discusses current issues and historical background and provides a thorough index important to a better understanding of this diverse country

Research on Lyme Disease Peter van Nitch,2007 Lyme disease may affect the brain in many ways the most common of which is a disturbance in thinking Other symptoms that occur frequently include headaches mood swings irritability depression and marked fatigue This book describes important features and indications of this killer disease      **The**

**Kennedy Family** S. J. Fuller, 2007 America has no official royalty by design Yet there have been the Roosevelts the Adams the Bushes the wanabee Clintons and most intriguing of all the Kennedys The Kennedys have so far only reached the presidency once but the assassination of JFK and his brother Robert and the trials and tribulations of the family members and society in general continue to fascinate the world This new book presents more than 1200 citations of books and related materials arranged by family member The accompanying CD ROM offers ready access and easy searching

**Orthodox Christianity** Carl S. Tyne, 2003 The Orthodox Church is one of the three major branches of Christianity There are over 300 million adherents throughout the world The Orthodox Church is a fellowship of independent churches which split from the Roman Church over the question of papal supremacy in 1054 The Orthodox adherents include people in Greece Georgia Russia and Serbia There are an estimated one million members in the United States This Advanced book explains the basic principles of Orthodox Christianity and describes in detail the holidays observed by the Orthodox Church In addition relevant book literature is presented in bibliographic form with easy access provided by title subject and author indexes

**Catalog of Copyright Entries. Third Series** Library of Congress. Copyright Office, 1971

**Native Americans** Mathew U. Smalley, 2007 This book deals with family issues among Native Americans

**Nursing** Nancy R. Venneti, 2002 About twenty pages of entries on books provide basic information such as where published page numbers and dimensions subject tracings and LC and Dewey classification The bulk of the book consists of annotated bibliographies of journal articles some with quite lengthy descriptions 300 words or so Indexes are by author subject and title Annotation copyrighted by Book News Inc Portland OR

*English Writers* B. A. Sheen, 2004 English Writers A Bibliography with Vignettes

*Schizophrenia Research Trends* Konstance V. Almann, 2007 Schizophrenia is a chronic severe and disabling psychosis which is an impairment of thinking in which the interpretation of reality is abnormal Psychosis is a symptom of a disordered brain Approximately One percent of the population worldwide develops schizophrenia during their lifetime Although schizophrenia affects men and women with equal frequency the disorder often appears earlier in men usually in the late teens or early twenties than in women who are generally affected in the twenties to early thirties People with schizophrenia often suffer symptoms such as hearing internal voices not heard by others or believing that other people are reading their minds controlling their thoughts or plotting to harm them The current evidence concerning the causes of schizophrenia are many It is quite clear that multiple factors are involved These include changes in the chemistry of the brain changes in the structure of the brain and genetic factors Viral infections and head injuries may also play a role New molecular tools and modern statistical analyses allow focusing in on particular genes that might make people more susceptible to schizophrenia by affecting for example brain development or neurotransmitter systems governing brain functioning State of the art imaging techniques are being used to study the living brain They have recently revealed specific subtle abnormalities in the structure and function of the brains of patients with schizophrenia In other imaging studies early biochemical changes that may precede the onset of disease

symptoms have been noted prompting examination of the neural circuits that are most likely to be involved in producing those symptoms This book presents new and important research in the field     **Jackie Kennedy** Mohammed Badrul Alam,2007 The primary purpose of this book is to investigate the various facets of the life of Jacqueline Kennedy Onassis a person who symbolised herself as an American icon for most of her adult life both before during and after her years in the White House as the First Lady of the United States The book also examines the early years of Jacqueline Kennedy in order to find out whether there were any traits in her personality that prepared her for the more challenging times which she had to endure in her later years The book makes an honest attempt to touch upon the fascinating life Jacqueline Kennedy led which touched one and all crossing across various sections of American society Through an organisation of ten chapters the book covers Jackie s life from her early childhood years in East Hampton Long Island to the final days in Manhattan New York City

*Monthly Catalogue, United States Public Documents* ,1995     Monthly Catalog of United States Government Publications ,1995     Federal Register ,2013-02     Hurricanes Paul V. Kislow,2008 A hurricane is a tropical storm with winds that have reached a constant speed of 74 miles per hour or more Hurricane winds blow in a large spiral around a relative calm centre known as the eye The eye is generally 20 to 30 miles wide and the storm may extend outward 400 miles As a hurricane approaches the skies will begin to darken and winds will grow in strength As a hurricane nears land it can bring torrential rains high winds and storm surges A single hurricane can last for more than 2 weeks over open waters and can run a path across the entire length of the eastern seaboard August and September are peak months during the hurricane season that lasts from 1 June to 30 November This book presents the facts and history of hurricanes

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