WHAT IS MAXIMUM HEART RATE?

The maximum heart rate is the highest your pulse rate can get. To calculate your predicted maximum heart rate, use this formula:
(Example: a 40-year-old's predicted maximum heart rate is 180.)

Your actual maximum heart rate can be determined by a graded exercise test. Please note that some medicines and medical conditions might affect your maximum heart rate. If you are taking medicines or have a medical condition such as heart disease, high blood pressure, or diabetes, always ask your doctor if your maximum heart rate/target heart rate will be affected.

WHAT IS TARGET HEART RATE?

You gain the most benefits and decrease the risk of injury when you exercise in your target heart rate zone. Usually this is when your exercise heart rate (pulse) is 60 percent to 85 percent of your maximum heart rate. Do not exercise above 85 percent of your maximum heart rate. This increases both cardiovascular and orthopedic risk and does not add any extra benefit.

When beginning an exercise program, you might need to gradually build up to a level that is within your target heart rate zone, especially if you have not exercised regularly before. If the exercise feels too hard, slow down. You will reduce your risk of injury and enjoy the exercise more if you don’t try to over-do it.

To find out if you are exercising in your target zone (between 60 percent and 85 percent of your maximum heart rate), use your heart rate monitor to track your heart rate. If your pulse is below your target zone (see the chart below), increase your rate of exercise. If your pulse is above your target zone, decrease your rate of exercise.

<table>
<thead>
<tr>
<th>Age</th>
<th>Predicted Max Heart Rate</th>
<th>Target Heart Rate (60-85% of Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>200</td>
<td>120-170</td>
</tr>
<tr>
<td>25</td>
<td>195</td>
<td>115-166</td>
</tr>
<tr>
<td>30</td>
<td>190</td>
<td>110-162</td>
</tr>
<tr>
<td>35</td>
<td>185</td>
<td>110-157</td>
</tr>
<tr>
<td>40</td>
<td>180</td>
<td>108-153</td>
</tr>
<tr>
<td>45</td>
<td>175</td>
<td>105-149</td>
</tr>
<tr>
<td>50</td>
<td>170</td>
<td>102-145</td>
</tr>
<tr>
<td>55</td>
<td>165</td>
<td>99-140</td>
</tr>
<tr>
<td>60</td>
<td>160</td>
<td>96-136</td>
</tr>
<tr>
<td>65</td>
<td>155</td>
<td>93-132</td>
</tr>
<tr>
<td>70</td>
<td>150</td>
<td>90-128</td>
</tr>
</tbody>
</table>

9. Email the sharing link to your instructor:
   a. Using your email account, create a new email to send to your instructor.
   b. Include an appropriate subject line and a brief message in the body.
   c. Press Ctrl+V to paste the link to your document in the body of the email.
   d. Send the email message.
Organizing and Customizing Folders and Files

The more you use your computer to create and use files, the more important it is to stay organized. You can use *folders* to store related files, which makes it easier for you to find, edit, and share your files. For example, you can create a folder for the college you attend. Inside the college folder, you can create a folder for each of your courses. Inside each of the course folders you might create a folder for student data files, solution files, and group projects. Folders can store any type of files; you are not limited to Office files.

Create a Folder

In *SLO Intro.3: Creating, Saving, Closing, and Opening Files*, you learned how to create a new folder when saving an Office file in the *Save As* dialog box. You can also create a Windows folder using *File Explorer*. You can create folders inside other folders.

**HOW TO: Create a Windows Folder**

1. Click the **Start** button and select **File Explorer** to open a *File Explorer* window.
   - Your folders and computer locations are listed on the left.
2. Select the location in the **Navigation** pane on the left where you want to create a new folder.
3. Click **Home** tab, and click the **New folder** button [New group]. A new folder is created (Figure Intro-91).
   - The **New Folder** button is also on the **Quick Access toolbar** in the **File Explorer** window.
4. Type the name of the new folder and press **Enter**.

**ANOTHER WAY**

Ctrl+Shift+N creates a new folder in a Windows folder.

Move and Copy Files and Folders

Moving a file or folder is cutting it from one location and pasting it in another location. Copying a file or folder creates a copy of it, and you can paste in another location so the file or folder is in two or more locations. If you move or copy a folder, the files in the folder are moved or copied with the folder. Move or copy files and folders using the **Move to** or **Copy to** buttons on the **Home** tab of *File Explorer*, keyboard shortcuts (Ctrl+X, Ctrl+C, Ctrl+V), or the drag-and-drop method.

To move or copy multiple folders or files at the same time, press the Ctrl key and select multiple items to move or copy. Use the Ctrl key to select or deselect multiple non-adjacent files or folders. Use the Shift key to select a range of files or folders. Click the first file or folder in a range, press the Shift key, and select the last file or folder in the range to select all of the items in the range.
**HOW TO: Move or Copy a File or Folder**

1. Click the **Start** button and select **File Explorer** to open a **File Explorer** window.
2. Select a file or folder to move or copy.
   - Press the **Ctrl** key to select multiple files or folders.
3. Click the **Home** tab in the **File Explorer** window.
4. Click the **Move to** or **Copy to** button [Organize group] and select the location where you want to move or copy the file or folder (Figure Intro-92).
   - If the folder you want is not available, select **Choose location** to open the **Move Items** or **Copy Items** dialog box.
   - To use the keyboard shortcuts, press **Ctrl+X** to cut the file or folder or **Ctrl+C** to copy the file or folder from its original location, go to the desired new location, and press **Ctrl+V** to paste it.
   - To use the drag-and-drop method to move a file or folder, select the folder and drag and drop to the new location.
   - To use the drag-and-drop method to copy a file or folder, press the **Ctrl** key, select the file or folder, and drag and drop to the new location.

**ANOTHER WAY**

Right-click a file or folder to display the context menu where you can select **Cut**, **Copy**, or **Paste**.

**Rename Files and Folders**

You can rename a file or folder in a **File Explorer** window. When you rename a file or folder, only the file or folder name changes, and the contents of the file or folder do not change.

**HOW TO: Rename a File or Folder**

1. Click the **Start** button and select **File Explorer** to open a **File Explorer** window.
2. Select the file or folder you want to rename.
3. Click the **Rename** button [**Home** tab, **Organize** group] (see Figure Intro-92).
4. Type the new name of the file or folder and press **Enter**.

**ANOTHER WAY**

Select a file or folder to rename, press **F2**, type the new name, and press **Enter**. You can also right-click a file or folder and select **Rename** from the context menu.

**Delete Files and Folders**

You can also easily delete files and folders. When you delete a file or folder, it is moved from its current location to the **Recycle Bin** on your computer where deleted items are stored. If a file or folder is in the **Recycle Bin**, you can restore this item to its original location or move it to a different location. You also have the option to permanently delete a file or folder; the item is deleted and not moved to the **Recycle Bin**. If an item is permanently deleted, you do not have the restore option.
**HOW TO: Delete Files and Folders**

1. Open a *File Explorer* window and select the file or folder you want to delete.
   - You can select multiple files and folders to delete at the same time.

2. Click the **Delete** drop-down arrow (Home tab, Organize group) to display the list of delete options (Figure Intro-93).
   - The default action when you click the **Delete** button (not the drop-down arrow) is **Recycle**.

3. Delete a file by selecting **Recycle**, which moves it to the **Recycle Bin**.
   - **Recycle** deletes the item(s) and moves it to the **Recycle Bin**.
   - When you **Recycle** an item, you are not by default prompted to confirm the deletion. Select **Show recycle confirmation** from the **Delete** drop-down list to receive a confirmation dialog box each time you delete or recycle an item.

4. Permanently delete a file by selecting **Permanently delete**. A confirmation dialog box opens. Click **Yes** to confirm the deletion.
   - **Permanently delete** deletes the item(s) from your computer.

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**ANOTHER WAY**

Press **Ctrl+D** or the **Delete** key on your keyboard to recycle selected item(s).

Press **Shift+Delete** to permanently delete selected item(s).

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**Create a Zipped (Compressed) Folder**

If you want to share multiple files or a folder of files with classmates, coworkers, friends, or family, you can **zip** the files into a **zipped folder** (also called a **compressed folder**). For example, you can't attach an entire folder to an email message, but you can attach a zipped folder to an email message. Compressing files and folders decreases their size. You can zip a group of selected files, a folder, or a combination of files and folders, and then share the zipped folder with others through email or in a cloud storage location such as **OneDrive**.

**HOW TO: Create a Zipped (Compressed) Folder**

1. Open a *File Explorer* window.

2. Select the file(s) and/or folder(s) you want to zip (compress).

3. Click the **Zip** button (Share tab, Send group) (Figure Intro-94). A zipped folder is created.
   - The name of the zipped folder is the name of the first item you selected to zip. You can rename this folder.
   - The icon for a zipped folder looks similar to the icon for a folder except it has a vertical zipper down the middle of the folder.
Extract a Zipped (Compressed) Folder

If you receive a zipped folder via email or download a zipped folder, save the zipped folder to your computer and then you can **extract** its contents. Extracting a zipped folder creates a regular Windows folder from the zipped folder.

**HOW TO: Extract a Zipped (Compressed) Folder**

1. Select the zipped folder to extract.
2. Click the **Compressed Folder Tools** tab.
3. Click the **Extract all** button (Figure Intro-95). The **Extract Compressed (Zipped) Folders** dialog box opens (Figure Intro-96).
4. Click **Extract** to extract the folder.
   - Both the extracted folder and the zipped folder display in the folder where they are located.
   - If you check the **Show extracted files when complete** check box, the extracted folder will open after extracting.

**ANOTHER WAY**

Right-click a zipped folder and select **Extract All** from the context menu.
PAUSE & PRACTICE: INTRO-3

For this project, you copy and rename files in your OneDrive folder on your computer, create a folder, move files, create a zipped folder, and rename a zipped folder.

Files Needed: [your initials] PP Intro-1a.pptx, [your initials] PP Intro-1b.xlsx, [your initials] PP Intro-2a.docx, [your initials] PP Intro-2b.docx, and ARCC_Membership-Intro.accdb (Student data files are available in the Library of your SIMnet account)


1. Copy and rename a file.
   a. Click the Windows Start button and click File Explorer to open a File Explorer window. If File Explorer is not available on the Start menu, use Cortana to find and open a File Explorer window.
   b. Browse the File Explorer window to locate your student data files.
   c. Select the ARCC_Membership-Intro file.
   d. Click the Copy button [Home tab, Organize group] and select Choose location from the drop-down list to open the Copy Items dialog box.
   e. Browse to locate the American River Cycling Club folder you created in Pause & Practice: Intro-1.
   f. Select the American River Cycling Club folder and click the Copy button to copy the ARCC_Membership-Intro file to the American River Cycling Club folder (Figure Intro-97). The Copy Items dialog box closes and the file is copied.
   g. In the open File Explorer window, browse to locate the American River Cycling Club folder and double-click the folder to open it.
   h. Click the ARCC_Membership-Intro file in the American River Cycling Club folder to select it.
   i. Click the Rename button [Home tab, Organize group], type [your initials] PP Intro-3 as the new file name, and press Enter (Figure Intro-98).

2. Create a new folder and move files.
   a. With the American River Cycling Club folder still open, click the New folder button [Home tab, New group] (see Figure Intro-98).
   b. Type ARCC Italy Tour as the name of the new folder and press Enter.