



Intro to Windows

Microsoft Windows XP version

CAL People and Computer Training
University of California, Berkeley

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Introduction

Introduction to Windows XP is a course created for CAL PACT participants to learn more about the features of Windows. This course applies to both the Windows XP 2003 and Windows XP 2002 operating systems, since the user interface is practically identical. Beware Windows XP is quite different from older versions of Windows (NT, 2000, 98 and 95). This document will cover standard Windows operations (applicable for all versions) and those exclusive to XP. This document serves as a supplement and future reference to the course, as it is possible that not all of the material in this document will be covered in the course.

Skills needed to take this course

- Basic computer knowledge
- How to use the mouse

Skills and concepts learned in this course

- Working with windows
- Working with icons
- File management
- Using the taskbar
- Using the Start button
- Working with dialog boxes
- Customizing and configuring windows

Conventions used in this document

Menu commands are separated by a vertical bar (|). In the document they will appear as **Menu|Command**. An example of this is “**Select File|New**.” Keyboard Shortcuts will be separated by the plus sign (+). This will indicate the sequence and combination of keys to hold down in order to execute a command. For example, “**Ctrl+C**” indicates pressing and hold the Ctrl key and then C key at the same time.

Windows XP will here on be referred to as “WinXP” to avoid confusion with working with a window.

Unless specifically stated, all mouse button use will apply to the left mouse button. When needed, the right mouse button will be specifically named as the button to use.

Let's get started!

General Information about WinXP

WinXP is an Operating System which provides a conventional and standard way to work between the many software programs available today. Learning a single method to perform tasks (such as keyboard shortcuts) often works on many different and sometimes completely unrelated programs, since all of the programs are managed under the one WinXP interface. In the older operating systems, users had to remember many commands using the proper syntax to launch programs, copy files, and perform any work on the computer. Now, the computer is not only a powerful tool, but a friendly tool!

Starting Windows XP

Once WinXP has been loaded, turning on the computer will start the operating system.

The Welcome Screen

The first window that appears on the screen is the Welcome Screen. By default, this window always opens whenever the computer is started to provide a general helpful tip on using WinXP. It is possible to look through the tips by clicking on the “Next Tip” button or close the welcome window by clicking on “Close” button. One option available is to disable the window automatically when the computer is turned on. Click once in the box on the bottom left with the caption “Show this Welcome Screen next time you start Windows” to disable the welcome screen. Upon closing the Welcome Screen, the computer monitor will display the “standard” view of the WinXP operating system. We’ll discuss these elements in the next section.



Note



To enable the Welcome Screen after it has been disabled, run the Welcome.exe file stored in the WinXP directory and check the box to show the Welcome Screen.

What's on screen

Desktop

The *desktop* is the background area on the screen where all work is performed. Just like an office environment, the desktop of a table is a versatile area to calculate budgets, read papers, draw pictures, and even eat lunch. In the WinXP environment, all windows open on the desktop. The Welcome Screen described earlier is an example of such a window.

Taskbar and Start menu



The *taskbar* is the bar at the bottom of the screen. It is sectioned into four parts: the Start button (which activates the start menu) on the left, the System Tray (or Notification Area) on the right, short-cut icons after the Start button, and a middle area (where running programs will be displayed). Each element of the taskbar will be described in depth later in the document, but here is a generalized description

of each:

Taskbar Components



The Start button activates the start menu which serves as the main method of access to programs, resources, and utilities in WinXP.

This section displays the shortcut icons. One click on these icons will start the program.



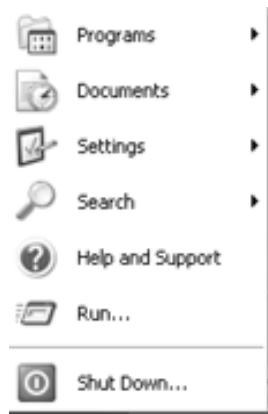
The system tray serves as a quick access point for various system controls.



This section shows all of the active programs. You can move from program to program by clicking on the button for that program

Start Menu

The WinXP Start Menu looks quite different from older versions of Windows.



The WinXP Start Menu (left has more icons and thus fewer steps to get to the options you want. In particular the WinXP Start Menu has the “My Computer” and the “My Documents” icons. It is also split into two columns; the left column shows programs and the right column show system folders and tasks.

You can customize the taskbar and start menu under the **Control Panel | Taskbar and Start Menu** and **Control Panel | Display**, which we will discuss in further detail later in this document.

Icons

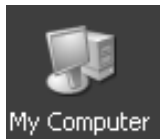


Display



Local Disk (C:)

On the desktop and inside windows, a variety of icons (or “pictures”) may be displayed. Icons are representations of objects within the computer. Icons are said to represent objects because they do not consist of only files or programs. An icon can represent the disk drives inside the computer, the settings for the keyboard and mouse, or even other computers on a network. One useful benefit of the WinXP operating system is that the graphic for the icon is used to depict the type of object the file represents. For example, all files for Word or Excel will all appear with the same graphical icon, but different labels. Although there can be a variety of icons on the desktop, there are only a few that will always appear.



My Computer

My Computer is one access point for exploring the objects within the computer. Opening My Computer will provide icons for each storage device and various system connections. These icons allow for functionality ranging from file manipulation to adding new hardware. If you have chosen the classic Start Menu, the My Computer icon will be displayed on the desktop only. Otherwise, it will also be in the Start Menu.



Recycle Bin

The Recycle Bin collects all the files that are deleted from the computer. The Recycle Bin will be discussed later in more detail.

Microsoft
Excel

Interfacing with Windows 2000

There are a few basic concepts to remember when working with WinXP. With the graphical user interface (GUI), the main method of performing actions is to use the mouse. Both the left and the right mouse button are used heavily along with various ways of clicking the buttons. If the mouse has three buttons, the middle button is currently unused by programs. Below is a description of the general terms and uses for the buttons and the mouse. Many of the things below apply not only to WinXP, but also to programs that are designed to run on WinXP.

The Left Mouse Button

The left mouse button (LMB) is the most commonly used button. Think of the LMB as the *action* button. Selecting objects, clicking on buttons, dragging objects, and using the pull-down menus are all examples of tasks performed with the LMB. In each case, an *action* is being performed.

The Right Mouse Button

Use of the right mouse button (RMB) began in the older 4.0 version of Microsoft Office and has been used heavily in most Windows operating systems since

Tip

For left-handed people: You can customize your mouse options including the speed of the double click and the actions of the right and left mouse button under **Control Panel | Printers and Other Hardware | Mouse** under the **Button** tab

then. Think of the RMB as the “what to do” button. Using the RMB on an object presents a context menu of the various commands that can be performed on the object. This is a shortcut feature. Once the context menu is on-screen, the commands are chosen with the LMB because the LMB is the action button. Remember that the context menu is a dynamic menu that changes with the object that is selected. For instance, right clicking on the CD-ROM drive icon will have different commands than right clicking on the desktop.

Single Click

The single click of a mouse button is performed by pressing the mouse button once and letting go. Usually, an audible click will be heard. The single click is most commonly used in selecting a single object or activating commands.

Double Click

The double click of a mouse button is performed by single clicking the mouse button twice in rapid succession. The timing of the two clicks must be performed within a set amount of time or WinXP will register each click as being separate clicks instead of a double click. The double click is most commonly used in opening objects like icons.

Click and Drag

The click and drag is performed from the combined use of the mouse button and the mouse movement. To perform a click and drag, the mouse button is pressed to begin a click, but not released. While the button is depressed, the mouse is moved performing the drag portion. After the movement is completed, the button is released, thus completing the click. The click and drag is most commonly used in selecting multiple objects or to move and resize objects when possible.

Keyboard Modifiers

Sometimes mouse movements are accompanied by keyboard modifiers. The purpose of modifiers is to expand the functionality of the mouse. The most common modifiers are the Control and the Shift key. To use modifiers, the keyboard button would be held down during the click and drag motion or while clicking on an object. The mouse button is always released before the keyboard button is released. Examples of keyboard modifiers will be used later in the document.

Window Interface Elements:

Window Frame/Resizing Windows

The window frame is the border around every window. This border can be either static or dynamic. Static borders are preset by a program to keep the window a certain size. Windows with static borders cannot be changed in size (examples are some dialog boxes and system windows). Dynamic borders can be resized to make the window larger or smaller. To resize a window, move the mouse to

any area on the window frame. The pointer will change from the typical mouse pointer to double headed arrows which indicate the direction that the window will be resized. Click and drag to resize the window. The resize option is available for more dialogue boxes in WinXP than older versions of Windows.

Title Bar/Moving Windows



The Title Bar at the top of a window provides the name of the window or program. The Title Bar of the *Control Panel* is shown above. The title bar actually contains several window controls which are represented by buttons on the right side of the bar. These buttons will be explained shortly. To move a window, move the mouse to the empty area of the title bar. Click and drag to move the window. Note that when the window size occupies the maximum amount of space on the screen, it cannot be moved.


System Menu

On the left-hand side of the Title Bar is a small version of the program's icon. This is the system menu. By left-clicking on the icon, a menu of general window controls (move, resize, close, etc.) will appear. By right-clicking anywhere on the Title Bar or on the button for the program on task bar (at the bottom of the screen), the system menu will also appear. However, there are faster and easier ways to perform the same commands. The keyboard shortcut for accessing the system menu is **Alt+Spacebar**.


Minimize Button

The minimize button represented by the graphic above is located on the right-hand side of the Title bar. By clicking on the button to minimize a window, the window is taken off the screen. The button representing the window will still be present on the Taskbar. From the Taskbar, click on the window button and the window will be restored on the screen to its original location. Minimizing a window or program is not the same as quitting, exiting, or closing the window. While the window is minimized, the window still uses system resources like RAM (memory). Minimizing is beneficial to clear the desktop of unused windows.

Using the keyboard, there are quick ways to minimize a window. To minimize the active window (the window with the Title bar currently highlighted), press **Alt+Spacebar** followed by pressing **N**. Remember that **Alt+Spacebar** accesses the system menu. Pressing **N** activates the minimize command. To minimize all of the open windows, click on the desktop icon on task bar located in the shortcut area. The keyboard shortcut use is **Windows key+M**. The Windows key (it has a flying windows logo on it) is located between the Ctrl and Alt keys at the bottom of the keyboard. The Windows key is only available on newer keyboards.

Note 

Remember when the screen is maximized it cannot be resized or moved

Maximize/Restore Button  

The maximize/restore button represented by the graphics above is located on the right-hand side of the Title bar. The button will display one of the two appearances depending on the state of the window. When a window does not occupy the full area on the screen, the button will be represented by one box (shown on the left above). Clicking on this button will “maximize” the screen. When a screen is maximized, the button will be represented by two boxes (shown on the right above). Clicking on the button will “restore” the screen to its original size.

Help Button 

The help button represented above is located on the right-hand side of the Title bar in special windows like system windows. The purpose of the help button is to provide quick explanations of items within the window. Click once on the help button and the mouse pointer will change to include a question mark on the right. Now by clicking on objects within the window, an explanation of the object will appear if there is one. Note that this help button only applies to this particular window; it is not the same as the general WinXP Help and Support feature.

Close Button 

The close button closes a window or exits a program. It is equivalent to selecting close from the system menu, but takes much less time because it only requires a single click. The keyboard shortcut for closing a window is Alt+F4.

Menu Bar 

The menu bar is located under the Title bar, and provides hierarchical access to all program functions. Although programs are not required to have a menu, most do and almost all their functionality is accessible from items in the menu. Common menu bar items are File, Edit, View, and Help. To view the commands inside the menu bar, click on a menu bar item and a list of commands will drop down. Clicking on a command in the drop-down list will activate the command. Some commands may be grayed out to indicate that they are currently unavailable for use.

To access the menu bar using the keyboard, press the Alt key once. This will activate the menu bar. Use the arrow keys on the keyboard to navigate the menu. An even quicker way is to use the keyboard shortcuts. Notice that the menus and the commands within a menu have one letter underlined. These are the keyboard shortcuts. For instance, to access the **File|New** command shown in the graphic to the right, the keyboard buttons to use are **Alt+F**, then **N**.

Tip

If you do not see the status bar, go to **View|Status Bar**

Status Bar



The status bar is an area of a window, commonly at the bottom, that provides information to the user. How the status bar is used, or if it is used at all, is determined by the program. A common feature of the status bar is a tray. The tray is a sunken-in area of the status bar which contains multiple icons. These icons are usually representative of various features of the program or system. The status bar can also display explanatory information. By placing the mouse over a toolbar icon or a menu command, the status bar will display a short description of the command's function.

Scroll Bars



Scroll bars are not always visible in a window. The purpose of the scroll bars is to move the view of the window if the contents of the window extend outside of the area in the window. Scroll bars can appear as a horizontal and/or a vertical scroll bar. The scroll bar itself is divided into separate regions. The middle of the scroll bar is occupied by an empty blue region with a raised marker inside. The marker is used to represent the location of the view and how much of the window content is shown. To move the view of the window, either click once in the empty blue area to move the marker to that location or click and drag the marker to the desired location. To move the view in small increments, click the outward pointing arrows on the ends of the scroll bar to move the marker in the direction of the arrow. If you have a newer mouse with a scroll wheel in the center, activate the scroll function by clicking once on the scroll bar. This will allow you to scroll with the wheel.

Active vs. Inactive Windows

When working with multiple windows in WinXP, only one of the open windows can be the active window. All other windows are considered to be inactive windows. The active window can be identified by the color of the Title bar and its dominance on the screen. Active windows can cover parts of an inactive window or the entire inactive window. To switch to another window, either click on any part of the inactive window that is visible or click on the button for the window in the taskbar. The once inactive window will be brought to the foreground as the new active window. Another way to switch between the open windows is to use the Alt+Tab keyboard shortcut. Begin by pressing and holding down the Alt key. With the Alt key held down, tap the Tab key and a window will appear in the middle of the screen displaying icons for all of the open windows. Each time the Tab key is pressed, the border will switch to a different icon. When the desired icon is selected, release the Alt key and the window will become the active window.

Selecting and Opening Icons

Selecting Single Icons

To select one icon, click on the icon. The icon will be highlighted. Click on a different icon to select a new icon.



Selecting Multiple Adjacent Icons

To select multiple adjacent icons, there are two methods.

- Move the mouse to an empty area on the desktop or window. Click and drag the mouse. Notice that a selection box will be drawn as the mouse is dragged. As the border of the selection box touches an icon, it will become highlighted. To remove the highlighting, either select a new icon(s) or click in an empty area.
- Begin by selecting one icon with a click. The icon that is selected should be in one of the corners of the icons that will be highlighted. With the one icon selected, move the mouse to the icon in the opposite corner of the group of icons to highlight. Notice that this is not a click and drag motion. The first icon was selected with a click and the mouse is moved without any buttons held down. Now hold down the Shift key on the keyboard. While keeping the Shift key held down, click on the new icon. Release the Shift key and a grouping of icons will be highlighted.



Selecting Multiple Non-Adjacent Icons

To select multiple nonadjacent icons, the Control key on the keyboard will be used as a keyboard modifier. Select the first icon with a click. Now hold down the Control key and click all of the icons to select. Release the Control key after all of the desired icons have been selected.

Opening Icons

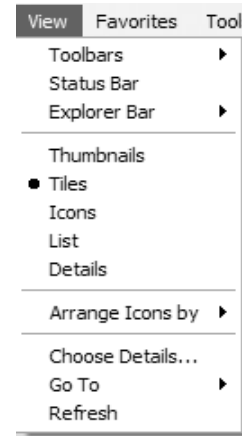
Open icons by double clicking on the icons. If you prefer opening folders on a single click you can set the option by going to **Control Panel | Appearance and Themes | Folder Options** under the General tab. The Control Panel and other customization will be discussed later in this document.



Icon and File Management

Viewing Icons in Windows

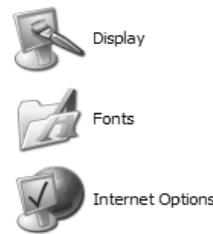
There are a variety of ways to view the files in a window. Select the View menu and choose one of the five options shown in the graphic to the right. The examples below show what each of the options will appear like.



Thumbnails



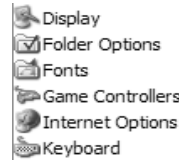
Tiles



Icons



List



Details

Name	Size	Type	Date Modified
AccessXP_2		File Folder	11/11/2004 2:42 PM
AccessXP_2 2		File Folder	11/11/2004 2:42 PM
WinXP docs		File Folder	11/12/2004 7:21 PM
Access2 notes	22 KB	Microsoft Word Doc...	11/8/2004 10:37 AM
Access 1 notes	38 KB	Microsoft Word Doc...	11/2/2004 8:51 AM

Arranging Icons

There are several different features to arrange icons: Show in Groups, Auto Arrange and Align to Grid. If none of these features are selected icons on the desktop and in the “Thumbnails,” “Tiles” and “Icons” views in a window can be rearranged into any order and to any location by selecting an icon or group of icons and clicking and dragging to move them to another location within the desktop or window. Manually rearranging icons in this method is most useful for the desktop only. This makes it possible to group icons into areas on the desktop. However, when icons are manually arranged, it’s hard to lineup the icons. Right clicking in an empty space on the desktop of a window will bring up the context menu; select **Align Icons By|Align to Grid**. This feature will automatically lineup icons according to an invisible grid pattern. In a window you can also find this feature under the View menu.

Note ✓

Notice that a toolbar will not open for a program shortcut icon on the desktop

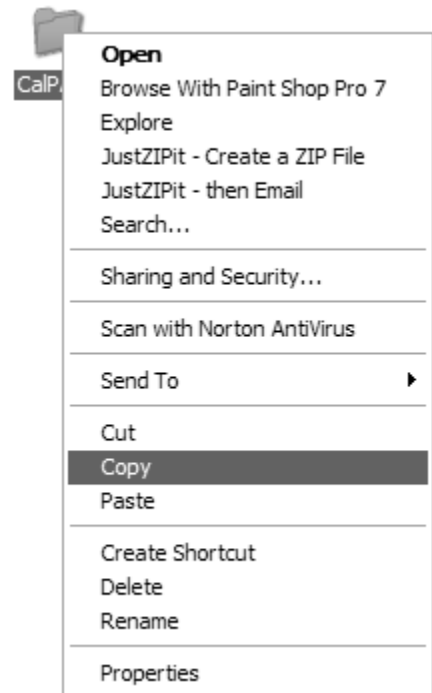
When viewing the contents of a window, it is useful to have WinXP automatically arrange the icons. Once again by right clicking on an empty space in a window (or on the desktop), select the command **Arrange Icons By|Auto Arrange**. Icons can be arranged by name, type, size, etc. (these options will be at the top of the Arrange Icons By menu). To show the icons in groups select the **Show In Groups**.

To Display the contents of a folder or system task that has an icon on the desktop, drag the icon to the upper left corner of the desktop. A tool bar will be displayed down the left side of the screen. By right clicking on the gray area, you can customize the appearance of the taskbar. You can also click and drag this tool bar to any side of the screen. To close the toolbar, right click and select close, or click and drag the toolbar into the middle of the desk top and select the close button in the upper right corner.

Copying and Moving Icons/Files

Icons and files can be moved and copied from one location to another on the computer. To do so, select the icon(s) to move and use one of the three following methods:

- The first method covers the concept of cutting, copying, and pasting which is used in many different programs. Right click on the selected icon(s) and choose the command **Cut** or use the keyboard shortcut **Control+X** to begin moving the icon(s), OR choose the command **Copy** (or use the keyboard shortcut **Control+C**). When a file is cut or copied, it is marked inside the computer's memory. Now select the destination location for the icon(s). Most commonly this will be a different window or the desktop. Remember the destination location should be the active window. Right click and choose the command **Paste** or use the keyboard shortcut **Control+V**. Using Cut and Paste will move icons; using Copy and Paste will copy icons. Besides right clicking or using the keyboard shortcuts, the commands can be found in the **Edit** menu.



- A second method to move and copy the icon(s) is to click and drag the icons from the original location to another. It is fine to click and drag the selected icon(s) over a folder or the icon for a disk drive to move the icons to these locations. Note that both the original and destination location must be visible on the screen. While dragging the icon(s), an outline of the icon(s) will also appear.

Here is where things get a little tricky. When the icon(s) are dragged to the destination location, there is a default action of move or copy depending on where you are dragging the icon. The action can be identified by looking at the mouse pointer. When a copy action is the default, a small plus sign will appear as

WinXP chooses the default action depending on the original location and destination location for the icon(s). Earlier, when discussing the My Computer icon, opening My Computer displayed all of the storage devices attached to the computer. When icons are dragged from one location to another location on the same storage device, the default action is move. When icons are dragged from a location on one storage device to a different storage device, the default action is copy. The desktop is not considered to be a separate storage device on the computer. It is actually a folder on one of the hard drives.

When you try to move programs into other locations you will notice a different pointer that will have a small arrow on the left of the pointer. This indicates that you will be creating a Shortcut to that program; you are not copying or moving the location of that program. Shortcuts will be discussed in more detail later in this document.

- The last method to move and copy icon(s) is to click and drag the icons just like the previous method. The big difference is that the icon(s) are clicked and dragged using the right mouse button, not the left. After dragging the icons the task pane will change. In addition, the size of the panes can be adjusted by clicking and dragging the vertical split bar located between the two panes.

Renaming Icons/Files

Renaming icons and files is a simple process in WinXP. Select an icon and choose one of the following steps to rename the object:

- select **File|Rename** or
- right click and choose **Rename** or
- click once on the label for the icon.



Done correctly, the label will be highlighted as shown to the right. Enter in a new name or change the name for the icon. Unlike older PC operating systems, WinXP supports long filenames up to 235 characters. Although spaces are allowed, some special characters like /, \, |, *, :, ?, <, >, and | are not allowed.

Creating New Folders

New Folders can be easily created on the desktop or in a window by right clicking in an empty area and choosing the **New|Folder** command. The new folder will appear with the name already highlighted. Type in a name for the folder and press the enter key. An alternate method is to select **File|New|Folder** from the menu bar in a window.

Note

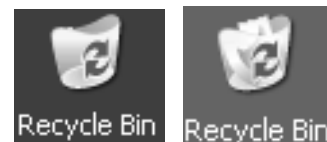


Notice that the icon for the Recycling Bin is dynamic. When files are present in the Bin, the icon has little pieces of paper at the top. When the Bin is empty, the icon is empty.

Deleting Icons/Files

Icons and files can be easily deleted by first selecting the icon(s) and performing one of the following operations:

- pressing the delete key on the keyboard or

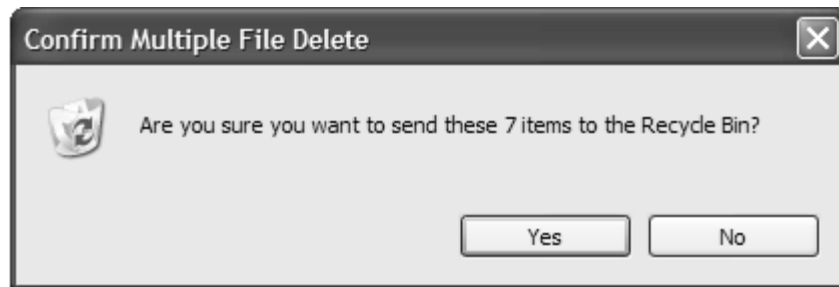


Caution



If you delete the files in the Recycle bin, they will be permanently deleted

- right clicking and choosing the command **Delete** or
- clicking and dragging the icon(s) to the Recycling Bin.



When using the delete key or right clicking, a confirmation dialog box will appear to confirm the deletion of the files. Remember that most files that are deleted are not permanently deleted; they are sent to the Recycling Bin for storage. Some files are permanently deleted instead of being sent to the Recycling Bin (like those deleted from a floppy disk). The dialogue box that appears will make this distinction. If a file is sent to the Recycle Bin, you can retrieve it later; you cannot do so with a permanently deleted file, so be careful!

Using My Computer

My Computer is an access point for browsing though the files on the computer. Open My Computer by double-clicking on the icon on the desktop, or through the Start Menu by selecting **Start |My Computer**. The window that appears shows all of the storage devices including folders, removable drives, floppy drive, hard drive,



to My Computer and begin all over again. WinXP has the ability to move up one CD-ROM drive, network drives, etc. in the center of the window (the file pane). On the left hand side of the window the task pane is displayed; this shows the systems tasks, other places (Control Panel, Network drives, etc.) and the details of the device that is selected. As you open different devices the options in the task pane will change. In addition, the size of the panes can be adjusted by clicking and dragging the vertical split bar located between the two panes.

To view the contents of a storage device, double click the icon and a window will appear displaying the folders and files stored in the drive. Folders can be opened to view the contents inside. WinXP defaults to opening all folders in a path in the same window to display folder or storage device contents. For example, double clicking **My Computer** will open the window shown above. Double clicking the **(C:)** icon will show the contents of the C drive in the same window.

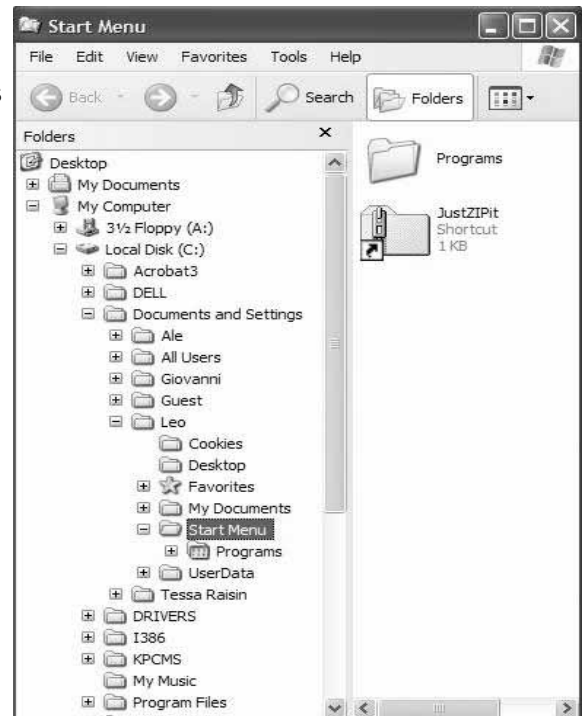
Sometimes people prefer to view the contents in separate windows, thus being able to see the Contents' simultaneous levels of the path at the same time. By holding down the Control key while double clicking on an icon, WinXP will display the new contents using a separate window. To permanently change this feature, select **Tools|Folder Options** from any window. Under the general tab, select the option to open each folder in its own window. Once this option is set, the Control key modifier will cause WinXP to use the same window to display contents. A common problem that people encounter when browsing with multiple windows is the eventual proliferation of windows everywhere (Bill Gates' motto). To close the windows, the user most commonly closes each window individually. To solve this problem there is a keyboard modifier. When clicking on the X in the upper right of the window, hold down the Shift key. This will close all of the windows within that branch of the directory tree. For example, begin by opening **My Computer**, then the **(C:)** drive, and finally two separate folders inside the (C:) drive. Next hold the Shift key and click on the **X** for one of the folder windows. Notice that the window along with the **My Computer** and **(C:)** window are closed. The other window is not closed because it is not in the same branch of the tree.

A common problem encountered when browsing using the same window occurs when a user accidentally opens a folder that they didn't want. Usually they return level by using the Backspace key, or the back arrow in the toolbar. This allows the user to retrace their steps without having to start all over again. Also, by selecting the folders button on the toolbar, the task pane on the left will change to the directory view. This displays the entire path; you can go back to higher levels by simply clicking on that icon. This is discussed further in the next section.

Using the Explorer

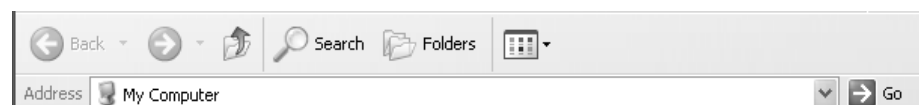
The Explorer Interface is similar to My Computer, but the directory pane automatically opens on the left and the file pane on the right. In other words, the folder button is already pressed in. Start the Explorer by right clicking on the Start button and selecting **Explore** or by selecting **Start|All Programs|Accessories|Windows Explorer**.

The directory pane is organized in a hierarchical or tree structure. The Desktop is at the very top, serving as the “root” of the tree. The storage devices and folders branch from the desktop. The structure can be expanded or collapsed by using the plus or minus signs next to each item. Since the directory pane only displays the storage devices and folders, a plus sign means that there are more folders stored in an item. Note that the directory pane will not show any of the files in a location. The file pane on the right displays all of the objects in a selected directory. To view a directory, select the object in the directory pane. What is important about the Explorer is that all of the icon/file management commands can be used in the explorer. To move or copy files, the



icons in the file pane can be dragged to the directory pane. If you prefer the task pane over the directory pane, simply click on the folders button. Choosing between using the Explorer or My Computer depends on personal preference. Remember you can always see the directory by clicking the folders icon in the toolbar of the My Computer menu. In some situations like reorganizing a large number of files, it may be easier to use the Explorer, however it is just a matter of knowing where things are stored on your computer.

Using the Toolbar

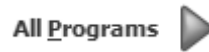


Inside a window, the window toolbars can be activated by selecting **View|Toolbars**. Select the toolbars you would like to show. The toolbars shown above will appear below the menu bar for each window. This toolbar has shortcuts to the commands discussed earlier. If a toolbar button is unfamiliar, place the mouse pointer over the button and a tool-tip will appear like the one shown to the right.

The Start Button and Start Menu

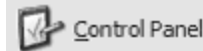
The Start button is an access point composed of multiple cascading menus for resources, utilities, and programs located on the computer. Access the Start menu by clicking once on the Start button in the taskbar or by pressing the Windows key on the keyboard and the first level of resources will be available. It is split into two columns. The first column will display programs, and the second column displays folders and system tasks. Notice that some of the commands have an arrow at the right hand side. This means that selecting that command will actually open to another menu with additional commands. Navigate the new menus by moving the mouse directly to the right until the pointer is inside the new menu. The arrow keys on the keyboard can also be used to move through the Start menu. The Start menu and its components are actually fully configurable by the user. The Customization section of the document will include information on adding, removing, or reorganizing items in the menu. The default first-level commands are explained below.

All Programs



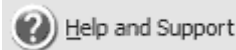
All Programs is the main method of starting application programs. It can be composed of multiple cascading menus. Whenever there is another level of menus, the icon will be represented by a folder with an arrow on the right hand side. Navigate through the menus until the desired application program is shown. Select the program to start the program.

Control Panel



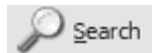
The Control Panel provides access to set many of the appearances, controls, displays and preferences in WinXP. The Control Panel will be covered at the end of this document.

Help and Support



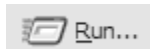
Choosing Help will open the general XP help screen. This will be covered in-depth later in the document.

Search



Search is used mainly to look for files on the computer. Choosing this command will allow the user to type in a file name and specify the storage device to look on.

Run

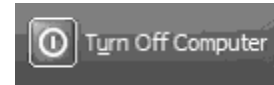


Choosing Run will open a dialog box on the screen where the user can start programs by typing in the program location and name. The Run button is reminiscent of the older MS-DOS operating system and it is not used extensively in WinXP.



Shutdown and Logoff

Shutdown is used when the user wishes to turn off the computer or restart the computer. This will be covered at the end of the document.



Other Features of the Start Menu

While customizing the Start menu will be discussed later (we promise!) there are several other features of the Start menu we wish to discuss.

My...?

WinXp automatically sets up several folders and devices that will appear on your start menu. These include My Documents, My Pictures, My music, My Computer, and My Network Settings. The first three are simply folders that you can store files in, while the other two have specific functions.



Tip



It is extremely useful to create shortcuts to the storage devices on the computer. Open **My Computer** and create shortcuts to each of the storage devices and place them on the desktop. A dialog box may appear to force the shortcut to be placed on the desktop - just select OK. These shortcuts function exactly like the original icon -- Double clicking on the icon can open a window to the device.

Creating and Using Shortcuts

WinXP includes a very special time and space saving feature called shortcuts. Shortcuts, which occupy negligible disk space, act as pointers to other files inside the computer. This increases the versatility of the WinXP system. For instance, Microsoft Word may be a program that is commonly used. The program can be accessed from the Start button, but it would be easier and faster to have the shortcut on the desktop. By creating a shortcut on the desktop, opening the shortcut will point to the real application program and launch the program. It is important to note, however, that operations such as delete, rename and move apply only to the shortcut and not to the actual program. This is a common source of confusion. The easiest way to create a new shortcut is to begin by finding the original icon and selecting it. From here, use one of the two following methods:

- Right click and choose the **Create Shortcut** option to create a new shortcut next to the original icon. Move the shortcut to the desired location.



- Use the right mouse button to click and drag the selected icon to the new location. Release the mouse button and select Create Shortcut option from the context menu. This is similar to the method of moving and copying. There are a few things to notice about shortcuts. The default name for a new shortcut is "Shortcut to [original icon name]." This name can be changed by renaming the icon. All shortcuts also have a small curving arrow in the lower left hand corner of the icon. Whenever an icon has the curling arrow, it means that it is a shortcut, not the original program or file. If you want to copy or move a file or program make sure you are not moving the shortcut instead.

The Recycle Bin

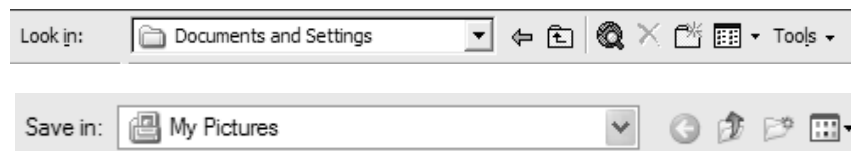
The Recycle Bin is a repository of deleted files. These files will remain in the Bin until it is emptied. This provides a small amount of security because the files in the Bin can be moved out of the Bin (just like moving icons/files) if they were deleted by accident. When the Recycle Bin window is open, right clicking on a file and choosing **Restore** will also recover the file and move it back to it's original location. While this is helpful, the files in the Bin still occupy disk space so it is important to empty the Bin at regular intervals.

Before emptying the Recycle Bin, it is always best to first ensure that the files inside are safe to be permanently deleted. Open the Recycle Bin by double-clicking on the icon. A window will appear showing a listing of all the files that were sent to the bin along with information like the original location and the date deleted. If a file was deleted by accident, drag the file out of the Recycling Bin or right click and choose **Restore**. Once all of the files are safe to empty, choose **File|Empty Recycling Bin** or right click on the icon and choose **Empty Recycling Bin**. A dialog box will appear asking for confirmation of the action. Choose "Yes" and the Bin will be emptied.

When items are deleted from diskettes and network drives, WinXP does not have the ability to send the items to the Recycle Bin. In this case the items are immediately removed from the system. The icon will show items being shredded and the text notifies the user that the item will be deleted instead of being sent to the Recycle Bin. This is the same dialog box that appears when the Recycle Bin is emptied. Know the difference between the two!

Save and Open Dialog Boxes

Programs under WinXP have a very similar dialog box for saving or opening files. Not all dialog boxes have the same functions, but a standard dialog box shown below will be used as an example. The toolbar along the top of the dialog boxes displays the current location along with various quick commands. Each item in the toolbar is explained below.



Depending on the application program, there may be other specialized buttons in the toolbar. By leaving the mouse over a button, a yellow flag will appear after a second giving a small description of the button.

This area displays the current location. By clicking on the down arrow on the right side, a drop down list of the storage devices and folders on the desktop will be shown. Select one of the objects to switch the location.



This icon will take you back to the last folder you were viewing in the dialog box.

This icon will move the current location up one level in the directory tree. If the current location is the C: drive, clicking the button once will move up one level to My Computer.



This pull down menu will allow you to change the view of the icons.

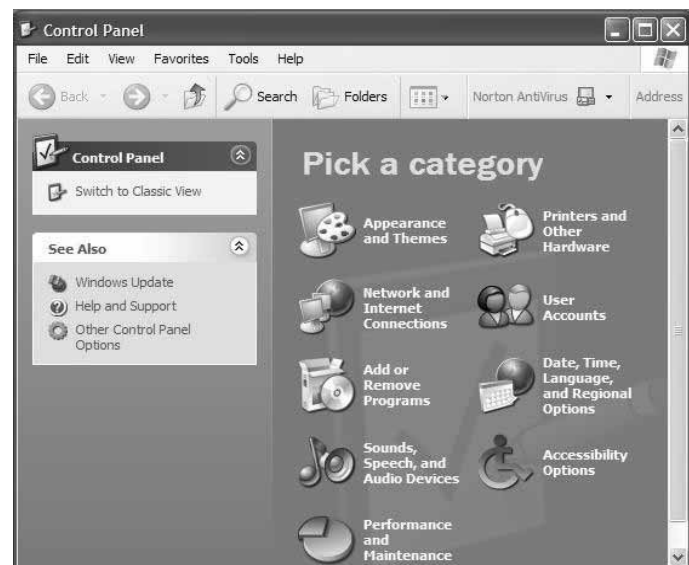
Underneath the toolbar is a larger white region displaying all of the objects inside the directory selected in the directory field. This area is similar to the file pane of the Windows Explorer. If a folder is shown in this area, double clicking on it will switch the location to that folder.

Since dialog boxes are customized for the program, the example above is just a generalization. The function of any extra options in a dialog box will be easy to understand. If not, refer to the program manual for help on the option.

Customization: Using the Control Panel and Settings

To open the Control Panel select **Start|Control Panel**. For the rest of this section, we will assume that you already have the control panel open when we refer to menu commands. The icons in the Control Panel can be

displayed in Category View or Classic View. In the first box of the task pane labeled "Control Panel" you switch these views. If you choose the Category View beware that you will have to take one more step to access the settings. For this reason, in this section we will tell you to access these settings in the Category View. To access the same settings in the Classic View, go directly to that option. For example to access the folder options settings in Category View select **Appearance and Themes|Folder Options**, where in the Classic View, you would simply double click on the **Folder Options** icon.



Desktop and the Display



Adjusting the desktop settings can be done by selecting **Appearance and Themes|Display**. An alternate method is to right click on the desktop and choosing the Properties option. With both methods, the Display Properties window will appear. This window has five default Window tabs: Themes, Desktop, Screen Saver, Appearance, and Settings.

- The Themes tab sets a background plus a set of sounds and other elements to personalize your computer. One main feature is that you can switch to a “Windows Classic” theme. This will change all of your icons and dialogue boxes to look like older versions of windows.

- The Desktop tab is used to customize the desktop wallpaper and display settings. For the wallpaper, select one of the wallpapers from the list and a sample will be shown. The **Position** drop down menu can be used to control how the wallpaper is displayed. Choosing Center will center the wallpaper in the middle of the screen. Choosing Tile will



repeat the wallpaper so that it occupies the entire screen. For a color, click on the **Color** button and select one of the colors from the list. To customize the Icons displayed on the Desktop click the customize button. This will open another dialogue box with two tabs: General and Web. In the General tab you can pick which icons are displayed and you can change icons. Under the web tab and you can lock the Desktop Icons so they cannot be moved.

- The Screen Saver tab is used to control the screen saver. From the drop down list, select a screen saver to use. The setting for the selected screen saver can be set by clicking on the **Settings** button. The screen saver can also be previewed. Once a screen saver is selected, set the wait time and a password if desired. On some systems, there is also a section on energy saving features. These are used to control the amount of time the computer is idle before the monitor is set to low power standby or shut off.

- The Appearance tab is used to control all of the appearance settings like schemes, buttons, colors, fonts, and effects of the windows. WinXP has a lot of predefined schemes installed. These can be accessed by using the drop down list to select a scheme. A sample of the scheme will be immediately shown. To adjust only a portion of the appearance settings, click on the **Advanced** button and select the desired item in the **Item:** field. Any setting associated with item will become active to allow changes.

- The Settings tab allows you to adjust the screen resolution and color quality. Depending on the type of computer you have, it may also allow you to change advance monitor options.

Taskbar & Start Menu



Taskbar and
Start Menu

Taskbar settings are adjusted by selecting **Appearance and Themes\Taskbar & Start Menu**. In the window that appears, there are two tabs: Taskbar and Start Menu. Under the Taskbar tab, the upper portion of the window allows you to change the taskbar appearance. There are five options; by selecting and deselecting the checkboxes by the options you will see how the taskbar changes. The lower portion allows you to change the appearance of the Notification area. In addition there is a Customize button. This will allow you to specify which icons are shown in the notification area and how they are shown.

There are various other ways to adjust the taskbar without using the Control Panel; one is to change the location of the taskbar. By default, WinXP places the taskbar at the bottom of the screen. To move the taskbar to a different location, click and drag inside an empty area of the taskbar. Dragging the mouse to another edge of the screen will cause the taskbar to move to that side of the screen. The height of the taskbar can also be adjusted by moving the mouse to the inner edge of the taskbar. The mouse pointer will change to double-headed arrows. Click and drag to resize the taskbar.

The Start Menu tab will allow you to change the appearance of the start menu to the Classic Start Menu that you find in older versions of Windows. Beware that if you choose this setting many of the commands that we have talked about in this document will be different (such as accessing the Control Panel and My Computer). You will need to refer to the Windows NT/2000 handout for those options).

Clicking on the customize button will open another dialogue box two tabs: General and Advanced. This will allow you to change what is displayed in the start menu. Under the General tab, the upper section lets you select the size of the icons. Recall that in the WinXP Start Menu, is split into two columns programs; the left showing programs and the right showing systems folders and tasks. The middle section of the Customize Start Menu dialogue box let you specify how many programs will be displayed, and the bottom section lets you pick which web browser icon and which email icon is displayed (if any). The Advanced tab allows you to customize the Start menu further by letting you choose which system folders and tasks are displayed to the right column and how they are displayed. The bottom section has a checkbox to display an icon that will quickly access recently used documents. This is similar to the "Documents" option of the classic start menu. By default it will show the last 15 recently used documents. The Clear List button will clear the document listing.

After selecting the settings, click **OK** to apply the setting and close the window or click **Apply** to apply the setting while leaving the window open. Click **Cancel** to cancel any changes. Each setting is described below.

All Programs

To adjust the icons displayed when clicking on All Programs button by right clicking on the **Start** button and choosing the option **Explore**. This opens Windows Explorer directly at the Start Menu folder. From here, the shortcut icons can be modified as described above, but be careful when deleting icons. By

default the All Programs bottom shows all programs, and this is usually the easiest way to access these programs.

Sounds



The various alert sounds can be adjusted by selecting **Sounds, Speech and Audio Devices|Sound and Audio Devices**. In the window that appears, there are five tabs: Volume, Sounds Audio, Voice and Hardware. Choose the Sound tab. In the top section of the window, you can choose a theme that applies to your Windows events and programs. In the bottom section you can change individual sound. Choose one of the sounds to preview it or click on the Browse button to change the sound. The other tabs in the Sound and Audio devices have to do with speakers, microphone, and other hardware settings. To adjust the volume, in the task pane in the Sounds, Speech and Audio Devices window, select the **Advanced Volume Control** in the See Also box. You can also access this by selecting **Start| All Programs| Accessories| Entertainment |Volume Control**.

Keyboard Properties

Keyboard settings are adjusted by selecting **Printers and Other Hardware|Keyboard**. Using the Speed, Hardware, and Access Direct window tabs, various settings like the keyboard speed can be adjusted. Changing to the Dvorak keyboard format is also set in this control panel.

Mouse Properties

Settings for the mouse are adjusted by selecting **Printers and Other Hardware|Mouse**. The window that appears is divided into the six window tabs Buttons, Pointers, Pointer Options, and Hardware, Device Settings and More Features. Click on the desired window tab to adjust the associated settings. With the mouse control panel, things like movement, speed, double click speed, and button configuration can be adjusted.

Accessibility Options

WinXp provides accessibility options by selecting **Accessibility Options|Accessibility Options**. This window is used to adjust the properties of the WinXP environment to accommodate users with physical challenges; the five window tabs (Keyboard, Sound, Display, Mouse, and General) allow for changes like high contrast display and filter keys ignoring repeated keystrokes.



Accessibility
Options

Setting up User Accounts



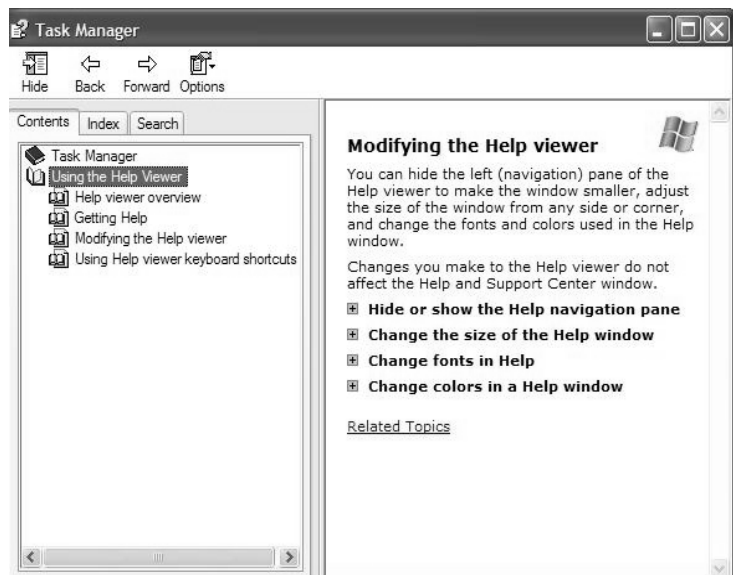
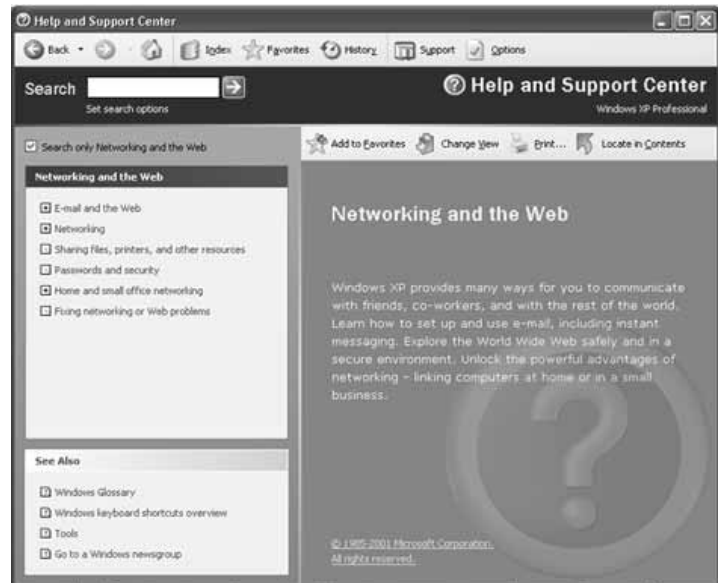
User Accounts

While your user accounts are probably set up by your office administrator, you can set up user accounts on your home computer by selecting **User Accounts**. Here you can add/delete accounts and change the way users log off.

Help and Support Center

WinXp provides an extensive Help function. To access this select **Help|Help and Support** center on the menu bar or Help and Support center on the See Also box in the task pane. Choose a help topic by category or by typing in keywords into the Search box at the top of the window. This is a very comprehensive Help; and can show you graphically step by step how to perform different functions in WinXP. You also have the ability to search the web.

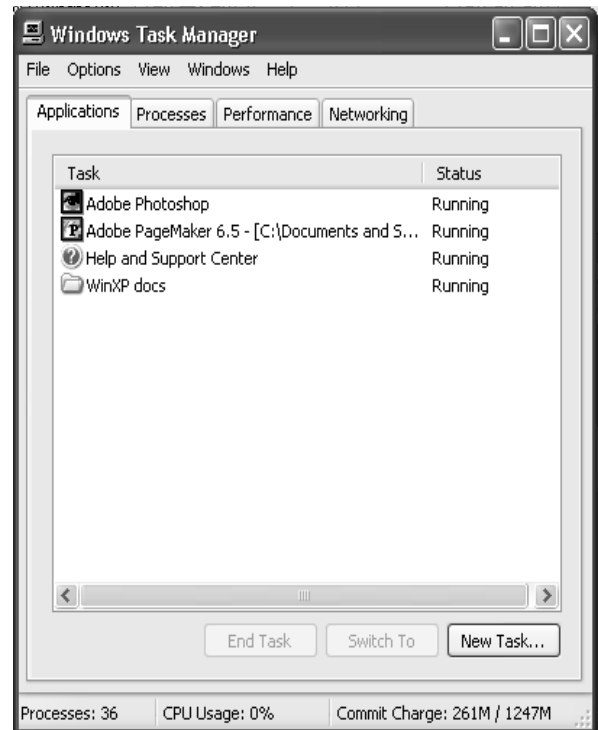
The application Help window looks quite different from the WinXP Help and Support Center. The window is split in half; the left side has three tabs: Contents, Index and Search and the right side displays the explanation of a given topic. The toolbar across the top allows you to hide/show the left pane, move back and forward through topics that you have chosen and switch display options.



Task Manager

The task Manager is a useful tool when you start using more complex applications. You can use Task Manager to monitor key indicators of your computer's performance. You can see the status of the programs that are running and end programs that have stopped responding. You can also assess the activity of running processes using as many as fifteen parameters, and see graphs and data on CPU and memory usage. Depending on the Security setting of your computer, start the Task Manager by pressing **Ctrl+Alt+Delete**. This will either bring up a security dialogue box with several options including Logoff, Shutdown, Switch User, Lock Computer, and Task

Manager. Select the Task Manager button. If this security scene does not come up, the Task Manager will automatically open by pressing **Ctrl+Alt+Delete**. You can also open the Task Manager by right clicking on the taskbar and selecting Task Manager.



The Task Manager window has five tabs Applications, Processes, Performance, Networking, and Users. The Applications tab provides information about programs and processes running on your computer. It is in this tab you can force programs to stop running by selecting the end task button. This is very useful if you have a program that is running very slow or not responding. It also displays the most commonly used performance measures for processes under the Processes and Performance tabs. In addition, if you are connected to a network, you can view network status and see how your network is functioning under the Networking tab. Finally, under the Users tab, if you have more than one user connected to your computer, you can see who is connected, what they are working on, and you can send them a message.

Logging off and Shutting Down

Depending on how you or your administrator has set up your user accounts, there may be different ways to log off your computer. The shortcut button may be on the desktop or at the bottom of the start menu. If your computer is set up for many users, you can also log off by pressing **Ctrl+Alt+Delete** and selecting Logoff. To Shutdown, select **Start|Shutdown**; the button will be at the bottom of the menu by default. You can also shut down by pressing **Ctrl+Alt+Delete** and selecting the Shutdown option. In the Task Manager window, all of the shutdown options (Stand by, Hibernate, Log off, Turn off, Restart, Switch User) are available in the Shut Down menu of the menu bar.

