

## ***Course Topics:***

- I. Windows XP Overview**
- II. The Windows XP Environment**
- III. Exploring the Start Menu**
- IV. Exploring the Taskbar and Quick Launch Bar**
- V. Working with Windows and Icons**
- VI. Managing Folders and Files with Explorer**
- VII. Using Windows Help**
- VIII. Customizing the Desktop**
- IX. Shutting Down**

## **Section 1 -- What is Windows XP?**

Windows is a computer program that guides the computer's functions and tells it how to process each task. For this reason, Windows is also referred to as an **operating system** or a **platform**. Windows replaces the **DOS** (Disk Operating System) that used to be required on all IBM-style personal computers. **Note:** *What may confuse new users is that a "window" also refers to any graphical representation of an open application, document, or the content of any computer storage device (a diskette, a C: drive, etc.)*

### ***Using Windows XP***

Windows uses a **Graphical User Interface**, or GUI (pronounced "Gooney"). GUI allows you to control the computer's tasks by clicking on **graphic icons** instead of typing a series of keyboard commands (as was required in DOS.)

To run on the Windows platform, all programs must conform to the design standards set for programs by Microsoft, and have the **same control buttons, menus, and toolbars**, regardless of the software's maker. This standardization is known as a **Common User Interface**, or CUI. It's what helps make it easy for you to start using any new Windows program, since you will already be comfortable with the basic navigational "look."

### ***Windows XP vs. Older Versions***

Windows XP has evolved from older versions of Windows (3.0, 3.1, 3.11, 95, 98 Me, NT, 2000). It is much more reliable, it takes advantage of

improvements in the CPU, and it supports long file names. It is an excellent choice for most home and office needs.

Windows XP significantly improves the performance and reliability seen with earlier versions of Windows, and it is designed to work with the most powerful hardware and software.

## Section 2 -- The Windows XP Environment

Because the El Camino College computers are connected to a network, you will see the server logon screen. **Note:** You may need to select **CTRL+ALT+DEL** to bring up the Log On screen.

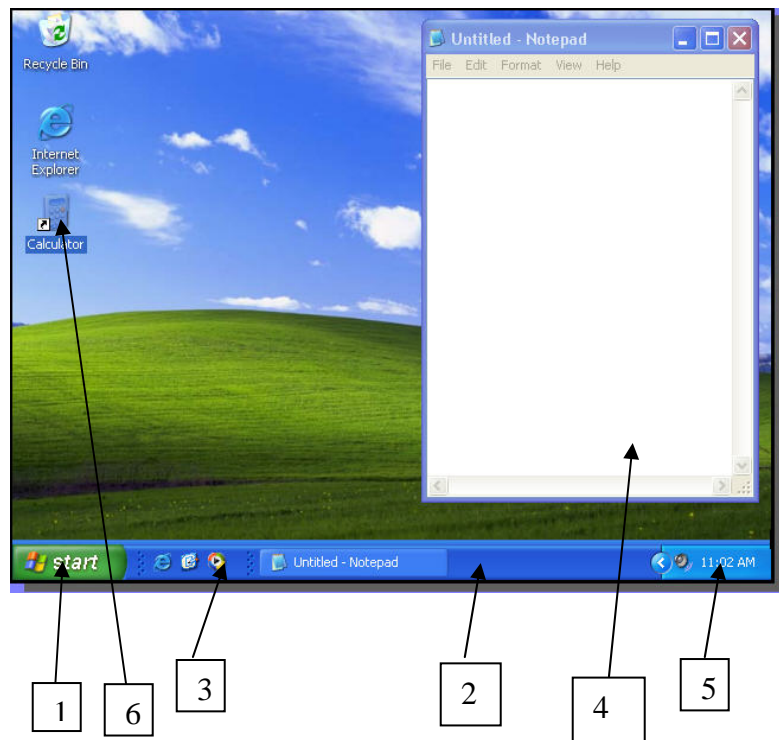
To logon, type in your *User Name* and *Password*, then select **OK**.



### *The Windows XP Desktop*

The **Desktop** is the first area you see after starting Windows; it contains *applications, areas to store files, shortcuts to applications,* and the *Taskbar*. Each item on the **Desktop** is a graphical picture or "**icon**" that represents a program, folder, or file.

## Parts of the Windows XP Desktop



1. **Start Button** – displays the Start Menu. This allows you to access all programs and the most useful items on your computer. **NOTE:** You can also press the Windows Logo key on your keyboard to access the Start Menu.
2. **Task Bar** – the narrow band located at the bottom of the desktop that contains items to help you navigate through Windows. Enables the user to switch quickly between open windows, programs, and documents.
3. **Quick Launch Bar** – located on the Taskbar, provides single-click access to programs, files, and folders. **NOTE:** To hide or display the Quick Launch Bar, right-click the taskbar and select Properties from the pop-up menu. On the Taskbar tab, check or clear the Show Quick Launch box. Click the OK button when you are done.
4. **Windows** – displays the contents of files and folders.
5. **Notification Area** – contains icons for active and urgent notifications, as well as sound controls and the current time.
6. **Icons** – small pictures on the desktop (or in folders) that are links to files, folders, and programs.

## Section 3 -- Exploring the Start Menu



The Start Menu contains all the programs currently installed on your computer. Click the **Start Button** to display the **Start Menu**. You can also press the Windows Logo key on your keyboard.

The white list of programs on the left side of the start menu is a user-based list and is divided into the **Pinned Items List** and the **Most Frequently Used Programs List**. Select **All Programs** to display a list of shortcuts to all programs currently installed on your Windows system. When you “pin” a program to the Start Menu, the program’s shortcut will remain on the Start Menu. To Pin an item, **right-click** the program icon, then select **Pin to Start Menu** from the pop-up menu.


Items on the top right side of the Start Menu are **Folder shortcuts**. The **Control Panel** shortcut opens the Control Panel where you can make changes to display and system settings. The **Set Program Access and Default** is where you would specify default programs for certain activities, such as Web browsing or sending e-mail, and which programs are accessible from the Start Menu, desktop, and other locations. The shortcut to **Printers and Faxes** opens the Printer and Faxes window, where you can work with and install printers and set up faxing. The **Help and Support** shortcut opens the Help and Support Center, where you can access Help Topics, tutorials, troubleshooting, and other support services. The **Search** shortcut opens the Search Companion window, where you can search for a variety of items on your computer and the Internet. The **Run** shortcut opens the Run window, where you can open a program, folder,

document, or Internet site. The **Log Off and Turn Off Computer** shortcuts allow you to log off Windows and shut down your computer.

## Section 4 -- Exploring the Taskbar and Quick Launch Bar



Windows has introduced **Taskbar Grouping** to its XP operating system. For example, if you are working on six documents and four of them are WordPad documents, then four WordPad **taskbar buttons are grouped** into one button and the 2 Notepad documents are grouped into one button. You can open all the documents by selecting them from the Taskbar or arranging them into a **vertical or horizontal** tile layout or as a **cascade** arrangement.

To turn **Taskbar Grouping off**, right-click an empty area of the Taskbar and select **Properties** from the pop-up menu. **Uncheck the Group similar taskbar buttons**, then click **APPLY**. To view all buttons contained in the Taskbar Notification Area, click the **Show Hidden Icons**  button on the Taskbar. To **close** a program from the Taskbar, **right-click** on the program from the Taskbar, then select **Close**.

**NOTE:** The **Taskbar** can only be “docked” on one of the four edges of the screen; it cannot be placed in the middle.

### *Using the Quick Launch Bar*

To quickly access a program, **click** an Icon on the **Quick Launch Bar**. To **hide or display** the **Quick Launch Bar**, **right-click an empty area** of the Taskbar and select **Properties** from the pop-up menu, then **check** the **Show Quick Launch Bar**. **NOTE:** You can also **right-click** an empty area on the **Taskbar** and select **Toolbars** to hide or display the Quick Launch Bar.

To **resize** the **Quick Launch Bar**, first make sure that the Taskbar is not locked, then click and **drag the vertical bar** on the right side of the **Quick Launch Bar**. To **view hidden icons** on the **Quick Launch Bar**, click the **arrow** on the bar. To **add an item** to the **Quick Launch Bar**, **select** the item **you want to add** from the My Computer or Windows Explorer window. To **remove** an item from the **Quick Launch Bar**, **right-click** the item as it appears on the bar and select **Delete** from the menu.\

## Section 5 -- Working with Windows and Icons



Windows display the contents of files, folders, and programs. Each window has a **Title Bar**, a **Minimize** button, a **Maximize/Restore Down** button, and a **Close** button.

Open the **My Document** folder on your desktop. Now click the **Minimize** button to hide the window and minimize it down into a **Taskbar** button. Click the Taskbar button to restore the window to view. Click the **Restore Down** button to restore a maximized window to its previous size. Click the **Maximize** button to enlarge the window to full-screen view. **NOTE:** You can also **resize a window** by dragging the bottom left corner of the window if the window is **NOT** maximized. Click the **Red X** Icon to **Close** the window.

To **move a window**, click and hold the mouse on the **Title Bar** and **drag the window** to the desired location. If the contents of the window don't fit in the window, **use the scroll bars** at the **bottom** and **right** side of the window to view different sections of the contents.

### **Selecting/Deselecting Icons**

To **select an Icon on the Desktop**, click with the **left mouse button** on the Icon. When you select a item the name is **Bolded**. To **deselect** an Icon, **click away** from the Icon.

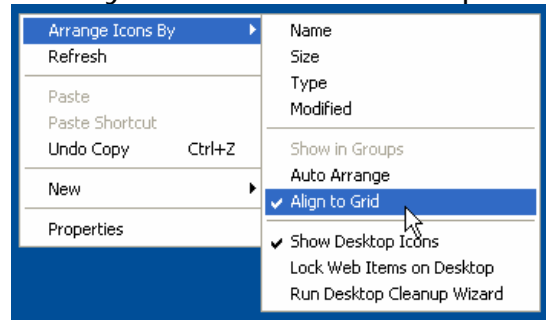
### ***Drag-and-Drop Icons***

To **drag** an Icon, click and hold the **left mouse button** on My Computer; then, **drag** the icon to the area you want to move it, and then **release** the mouse button to drop the Icon in its new place. This is known as “**drag-and-drop.**”

### ***Auto Arrange Icons***

If the icon does not remain where it was dropped, but instead snaps back into a column or the left side of the Desktop, your computer has a feature(s) turned on called **Align to Grid** or **Auto Arrange**. To turn it off:

1. Click once with the **right mouse button** anywhere on the unoccupied area of the Desktop. A Menu appears.





2. Windows allows you to move through menu options by means of Tracing; that is, simply by moving the mouse over the options, you highlight them.

Trace to **Arrange Icons By**. A **submenu** (or “flyout” menu) shows the arrangement options. If **Align to Grid** or **Auto Arrange** has a check mark (✓) next to it, click on it once with the left mouse button to turn it off.

### ***Double-Clicking on Icons***

Clicking twice rapidly in succession with the left mouse button **selects and opens** the icon. To practice double-click do the following exercises:

1. Double-click **My Computer**.
2. Click the **Close button**  at the top right of the window to close.
3. Double-click **Recycle Bin**.
4. Click the  at the top right of the window to close it.

### ***Right-Clicking on Icons***

Clicking once on any icon with the **right mouse button** always has the following effect: to **display a menu of options relating to that icon**.

### ***Using Views and Scroll Bars in a Window***

Note some Windows may contain **scroll bar** on the right side or bottom or both. If the Window is **Maximize** you will not see any scroll bars. Use the **Up Arrow** and **Down Arrow** to scroll one line at a time in a Window. As you scroll, the scroll button moves along the scroll bar to indicate how far you are progressing. Click-and-drag the **scroll button** itself to move quickly through the scroll bar.

**NOTE:** The position of the scroll button within the scroll bar is a visual clue to how many items are contained in the active window.

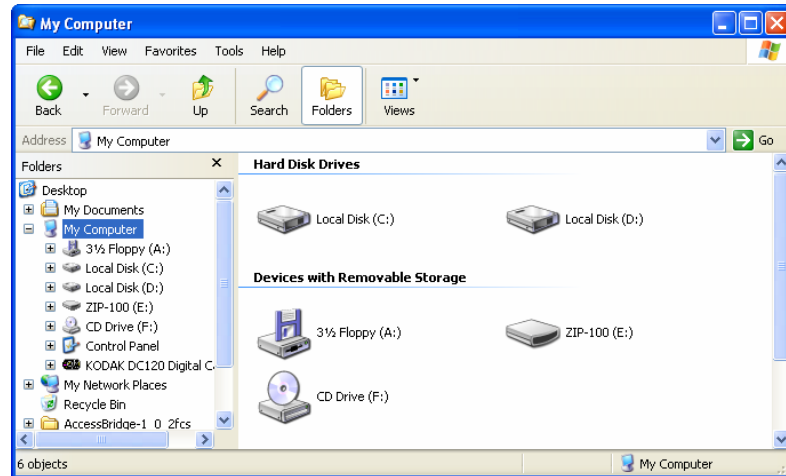
Click below the scroll button to **move down** one screen; then, click above the button to **move up** one screen. Click on the **View** menu to display the options for viewing material in windows. Options that can be turned on/off are designated with a check mark (✓); options that are selected from a list of available options are designated with a bullet (●). Ensure that the **Status Bar** is checked. Select a different viewing option, such as changing from Icons to List, or from Thumbnails to Tiles. Notice that when you change the view, the scroll button changes to reflect the new percentage of items you are viewing; the Status Bar, however, remains constant, since you are not changing the total number of items in the folder.

## **Section 6 -- Managing Folders and Files with Explorer**

**Windows XP** manages files and folders similar to that of a paper filing system. The **drive** functions as a "filing cabinet," the **folders** (directories) and **subfolders** (subdirectories) of a drive function as manila folders, and the computer's files are stored in those folders exactly as they would be if they were on paper.

### ***Viewing Files Using Windows Explorer***

1. Open Windows Explorer ( **Start > All Programs > Accessories > Windows Explorer**). **Note:** You could also get here by **right clicking on My Computer** and selecting **Explore**.



2. If your View is longer than the window than you can use the scroll bars to go **up** and **down** the folder view on the left.
3. Use the plus sign **+** and minus sign **-** next to each folder to **expand** or **contract** the subfolder list.
4. **Click** on a folder to open it. The contents of the folder are displayed on the right side of the Explorer screen.
5. On the left side of the screen, expand the folders for **My Computer**, then **Local Disk (C:)**, then scroll down and click on the **Windows** folder.

**NOTE:** Even though you are expanding the folder list on the left side of the screen, the right side still displays the active folder selected in Step 4. This will continue to be the **active folder** until you click on a new folder on the left side.

### ***Using the Search Feature in Windows Explorer***

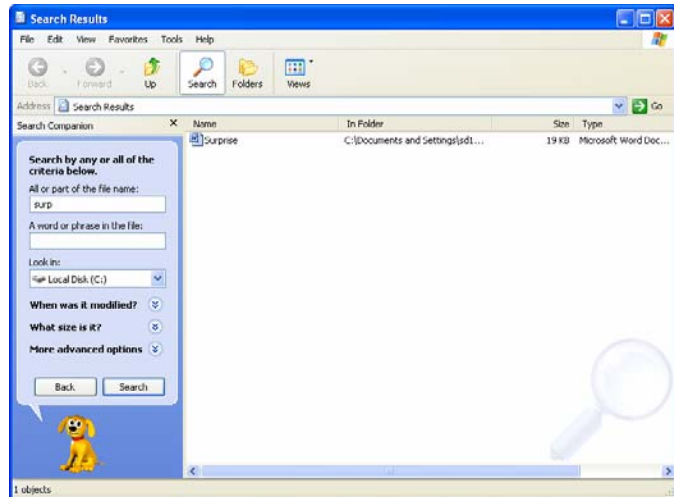
Select the **Local Disk (C:)** folder in the left side of the window pane.

1. **File > Local Disk (C:) > Search....** (you can also right-click Local Drive (C:) and select Search.)

The Search Results window displays. Ensure that the Search Companion on the left shows the **"All or part of the file name:"** & **"Look In"** areas.

2. Type **"surp"** in the File Name field. Ensure that the Look In box says "Local Disk (C:)". Click the **Search** button.

The computer searches the entire disk for any files containing the letters "surp" and displays the results in the area below the search criteria. In this case, a Microsoft Word document file called "Surprise" should display.



3. Double-click the "Surprise" file to open it. Close the "Surprise" file when finished. The screen returns to the Find dialog box.
4. You can also use **wildcards** to find a file. Delete the word "surp" in the "**Look In**" box and enter "**\*.doc**". This finds any file with the ".doc" extension, even if that extension is hidden from you. Files with this extension are MS Word files.
5. Close the Search Results window.

### ***Creating New Folders in Windows Explorer***

1. Open the "**My Documents**" folder on the desktop and choose **File > New > Folder**.

A generic "New Folder" icon appears on the right side of the screen in the Contents window. The name is already selected, and the cursor is blinking to the right of the name.



2. Type the new folder name "**My Files**" and press **Enter**.

The computer accepts the new name and places it in alphabetical order in the folder tree on the left.

**NOTE:** We could have also made a new folder by **right-clicking** within the contents of the "My Documents" window and choosing **New > Folder**.

### ***Renaming Files***

1. **Click twice** in short succession (**not double-click**) on the name of the folder you just created. (You could also right-click and select Rename.)

The entire name is selected, and the cursor is blinking at the right side.

2. Type “[Your Name]’s Projects” and press **Enter**.

The folder is renamed, and the computer places it in a new alphabetical order in the folder tree.

3. Close the “**My Documents**” window.

### ***Moving Files to Another Folder within Windows Explorer***

1. Open the **Clients** folder located on the Desktop level. (In left pane.)
2. Select the file called “**Sari, Look at This First**”. (Do not double-click.)
3. Choose **Edit > Cut** (or right-click the file and select Cut).
4. Open the “[Your Name]’s Projects” folder.
5. Choose **Edit > Paste** (or right-click within the folder and select Paste).

The file is placed into the new folder.

6. Return to the Clients folder and ensure that the file was permanently removed.
7. Select the file called “**Project 1**”.
8. Choose **Edit > Copy** (or right-click the file and select Copy).
9. Open the “[Your Name]’s Projects”.
10. Choose **Edit > Paste** (or right-click within the folder and select Paste).

The file is placed into the new folder.

11. Ensure that the file was copied instead of being cut.

**Selecting Multiple Files (Shift Click vs. Control Click)**

1. Select the file called "**Project 1**".

2. **Ctrl+Click** on "**Project 2**".

The computer selects the second file, while maintaining the first selection.

3. **Ctrl+Click** on "**Project 3**."

The computer selects the third file, while maintaining the first and second selections.

4. **Click once** on "**Project 1**". This deselects all items and selects only the last item that was clicked.

5. **Shift+Click** on "**Project 3**".

The computer selects the entire range of files.

6. **Click once** on "**Project 1**". Again, all items but that file are deselected.

7. **Ctrl+Click** on "**Project 3**".

The computer selects the third file, while maintaining the first selection.

**Moving/Coping Files (Drag-and-Drop vs. Ctrl+Drag-and-Drop)**

1. Select "**Finished Project**" in the Clients folder.

2. Ensure that you can see the "**[Your Name]'s Projects**" folder on the left side of the screen.

3. **Drag-and-Drop** the "**Finished Project**" file to the "**[Your Name]'s Projects**" folder.

The file is moved to the new folder.

4. Click back on the Clients folder to ensure that the file was permanently removed.

5. Select "**Project 1**" through "**Project 3**" in the Clients folder.

6. **Ctrl+Drag-and-Drop** the files to the “[Your Name]’s Projects” folder.

The files are copied to the new folder. The original files remain.

### ***Creating Shortcuts on the Desktop***

A Shortcut is an icon that quickly jumps to the desired program when double-clicked. For programs you use often, it is helpful to create Shortcuts rather than routing through the Start button and Programs menu.

**NOTE:** It is not necessary to create Shortcuts to programs or files that are already at the Desktop level in your folder structure (**My Computer**, **Recycle Bin**, **My Briefcase**, etc.).

1. Restore the Explorer window to its smaller size so the Desktop is visible behind it.
2. Find the **Explorer** application icon (C:\Windows\explorer.exe).
3. **Left-click**, then with the right mouse button still held down, **drag-and-drop** the icon onto the Desktop.

When you let go on the desktop, a menu appears asking if you wish to **Move Here**, **Copy Here**, or **Create Shortcuts Here**.

4. Select **Create Shortcuts Here**.

A Shortcut to Windows Explorer is created on the Desktop.

5. **Close** Windows Explorer. There should be no tasks running on your Task Bar.
6. Double-click the Windows Explorer Shortcut on the Desktop. Windows Explorer opens.

### ***Deleting Files/Folders***

1. Open the Clients folder. (Ensure that the file called “**Finished Project**” is no longer in the Clients folder.)
2. Select “**Project 1**” through “**Project 3**”.
3. Press **Delete** on your keyboard.


The screen displays the Delete Confirmation box.

4. Click **Yes** to complete the deletion.
5. On the left side of the screen, drag-and-drop the entire Clients folder to the Recycle Bin folder (there may be more than one visible on your folder tree).

The folder and all its contents are deleted.

### ***Emptying Recycle Bin From Explorer***

After being deleted or moved to the Recycle Bin, items remain there for retrieval until they are permanently deleted. You can empty the Recycle Bin from the Desktop or from within Windows Explorer.

1. Click on the **Recycle Bin** folder to view the contents.  Recycle Bin
2. **Right-click** to display the menu of options for the Recycle Bin.
3. Choose **Empty Recycle Bin**. When prompted, select **Yes**.

The Recycle Bin **permanently** deletes all files.

4. Close Windows Explorer to return to the Desktop and leave no tasks running.

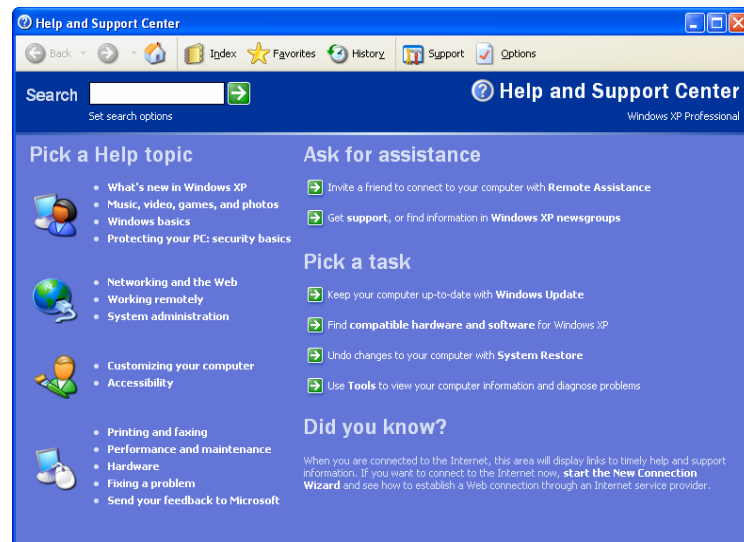
## Section 7 -- Using Windows Help

Windows comes with a **Help and Support** feature that serves as your on-line manual. It allows you to browse topics as you would in a paper manual or quickly limit your search with the Index.

### *Using the Help Topics in the Help and Support Center*

1. From the Task Bar, choose **Start > Help and Support**.

The **Help and Support Center** window displays.



2. Under the **Pick a Help topic** area, click the **"Windows Basics"** topic to open it. (Topics are expandable and contain many sub-topics. Navigate the panels just like in Windows Explorer until you find your desired task link in the right panel.)
3. In the left panel, expand **"Core Windows Tasks"**, then **"Working with files and folders"**.
4. In the right panel, click the task **"Create a new folder"**.

The task displays, showing **step-by-step instructions**.

5. Click the **Help and Support Home page** button  to return to the main Help screen.

### Using Index in the Help and Support Center

Use the Index to quickly find topics of specific interest. You do not need to type the whole word, just enough of the word to narrow down the topic list to the one you want.

1. Click on the **Index** button.



The Index window appears.

2. Type the letter **"t"** and view the results.

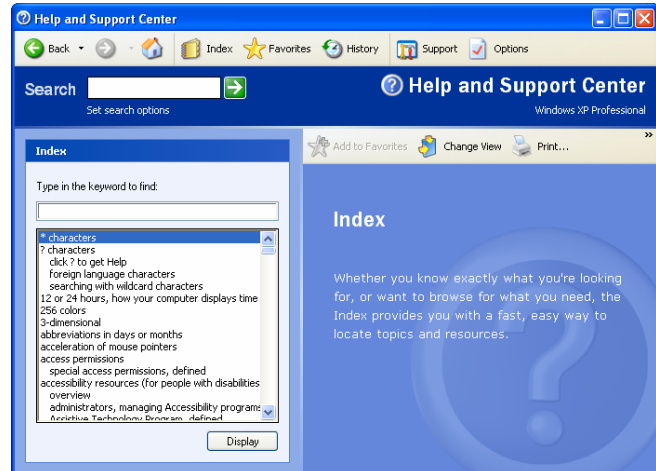
The Index scrolls to the first topic under **"t"**.

3. Type an **"e"** after the **"t"**.

The Index scrolls to the first topic under **"te"**.

4. Type an **"x"** to go to the topic **"text"**.

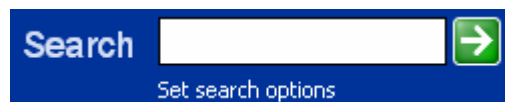
5. Under **"text,"** use the mouse to select **"moving"**. (Double-click or use the Display button.)



### Using Search in the Help and Support Center

Use the **Search** feature when you are unable to find a topic by name. The Search feature sorts through every topic in the Help manual looking for **keywords**.

1. Click in the **Search** bar.



2. Type all or part of the keyword you are looking for then Enter. (e.g., **"copy"**). **Close** the Help and Support Center.

The screen displays all topics containing that word. Browse the results to find your desired task.

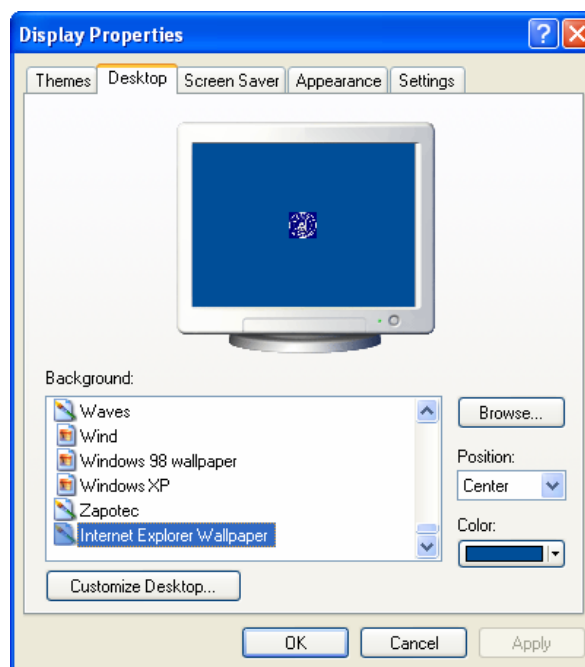
## Section 8 -- Customizing the Desktop

### *Viewing Desktop Properties*

1. **Right-click** on any blank area of the Desktop and choose **Properties** (or route through **Start > Control Panel** and run **Display**).

The Display Properties window appears.

2. Select the **Desktop** tab to select patterns and wallpaper to apply to your desktop.



Note: If you have your own image you wish to use, click the **Browse** button to locate it, and then click **OK**.

## Section 9 -- Shutting Down

### *Why Shut Down?*

Computers are delicate electronic instruments and can be ruined by sudden alterations in electrical current. Shutting off the computer while running programs can cause one of these alterations and can result in permanent damage to the computer, including loss of data.

To avoid turning off the computer while still running programs (including Windows itself), always perform a **Shut Down** operation.

### *Shutting Down Windows*

1. Choose **Start > Shut Down**.



2. The computer prompts whether you wish to stand by, shut down, restart, or hibernate.
  - a. Choose **Shut Down** and click **OK** if you wish to turn off the computer. After carefully closing all running programs, the computer will shut itself off or prompt you that the computer may be safely turned off.
  - b. Choose **Restart** and click **OK** if you wish to close all programs and restart the computer. This is equivalent to turning the computer off and immediately back on again.

# Windows XP

## Introduction



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