# Windows 2000

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## Acrobat Reader: How to …

**F5/F6** open/closes bookmarks - **F4** open/closes thumbnails

**In menu View you can set, how the file is displayed**

**CTRL+0** = Fit in Window, **CTRL+1** = Actual size, **CTRL+2** = Fit width

You can set **SINGLE PAGE**, **CONTINUOUS VIEW** or **CONTINUOUS FACING**

.. try them out and you will see the differences.

**Navigation**

**ARROW LEFT/RIGHT**: forward/backwards one page

**ALT+ARROW LEFT/RIGHT**: same as in a browser: forward/back

**CTRL++** zooms in **AND CTRL +-** zooms out

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# Congratulations…

on your purchase of Windows2000! Or maybe it wasn't a program you bought yourself, it was already on the computer. But no matter what, you are about to start exploring a future-proof operating system. The market is dictating that this colorful and versatile interface is what we can expect from computers in the future. But don't forget that what you see on the screen is the result of many years of development and research into user friendliness. The cleverest design features are often the simplest and most logical – *after* they are worked out. And it is the same with computers. The simpler and smarter they are, the better for us users.

## Jargon – only for experts?

The computer industry  probably uses more technical terms than any other.

*'MHz, RAM, CD-ROM, GB, SDRAM…'*

As a new user it is easy to get confused by all these technical terms, but it will help you to learn the correct language and its meaning from the beginning. It makes it easier to talk with other computer users and look for help using the built-in help functions. Any terms directly concerning Windows2000 will be thoroughly explained the first time they appear in the booklet.

## What is expected of you …

is that you really **want** to learn how to use Windows2000. You should know the simplest computer terms and be able to find your way around the keyboard (as described in the booklet 'Make Friends with your PC' also available from KnowWare)

## …and your machine

Windows2000 makes many demands on your computer. If it is at all limited, you will soon get frustrated working with Windows2000.

## If you upgrade from Win95 or 98…

you will notice that Windows2000 is easier to install on your computer and that the icons on the desktop are different. Very little else appears to have changed on the surface.

Technically there have been many improvements – in fact the program has been literally rewritten on the basis of WindowsNT – but this booklet describes the way you *work* with Windows2000, not what happens behind the curtain.

Important differences between the previous versions and Windows2000 will be presented in a gray frame as shown later on this page.

## About this booklet

What order should a booklet follow when it describes a program that does not actually *create* anything? Windows2000 is an operating system, so all it has been designed to do is 'just' control a computer. One can always argue that there are 'right' and 'wrong' things to include in a booklet like this, and they may or may not be presented in the 'correct' order. I have chosen to structure this booklet in an easytouse way, which should make you able to use all kinds of programs.

At the same time, everything will be presented as practical exercises that you can try on your own computer while you read.

As you progress, you will notice that there are many ways to do the same thing – one of the greatest advantages of Windows, as it lets you customize the program to suit the way you work. All the exercises are thoroughly described using the mouse, but can also be performed using the keyboard. In the long term this makes your work faster and easier. In this booklet, I assume that you have a standard new Windows2000 installation. If that is not the case, you might find that your computer reacts a bit differently than what is described in the exercises. You will still benefit greatly from the booklet, however, as the basic functionality of Windows2000 remains unchanged.

## Symbols

The booklet uses various different text styles to make it easy to follow, and to let you revise the most important points quickly and easily.

> Frames like this one contains useful tips and upgrade information.  These thingsare important to know to use Windows2000 efficiently.

> Text appearing on a gray background is nice to know information that may not be directly relevant to the exercise.

# Exercise 1: Let's get going

## When you switch the computer on…

all sorts of frightening things happen on the screen. Various sounds can be heard from deep inside the computer, and lots of what appears to be nonsense scrolls over the screen. Luckily, none of this concerns you; Windows2000 manages everything for you. After a little while a smart background appears, together with all sorts of small pictures and symbols. This background is called the *Desktop*, a very descriptive term as you can add all sorts of things on it, either next to or on top of each other, any way you want. So be careful; the screen can get just as messy as your real desk, though luckily it is very easy to tidy up the chaos on your screen.

When the desktop is displayed, it can still take a while before the computer is ready. The *Mouse pointer* shows that you still have to wait a little.

Try holding the mouse and moving it without lifting it from the surface. The mouse pointer on the screen follows your movements, and simultaneously tells you the status of your computer:

The computer is busy. All its resources are in use and all you can do is wait.

The computer is working in the background. You can carry on working, but things will happen more slowly.

When the computer is ready, the mouse pointer changes to its normal shape. You can point to and select objects, and do much more as you will learn, using the tip of the arrow.

### Hard disk

The sound you heard from inside the computer when it started came from its *hard disk*. All the programs are stored here and are read into the computer's memory whenever they are started. When the time comes to save your own work, when you have written a letter, for example, this is also stored on the hard disk.

This means that you can retrieve it later.
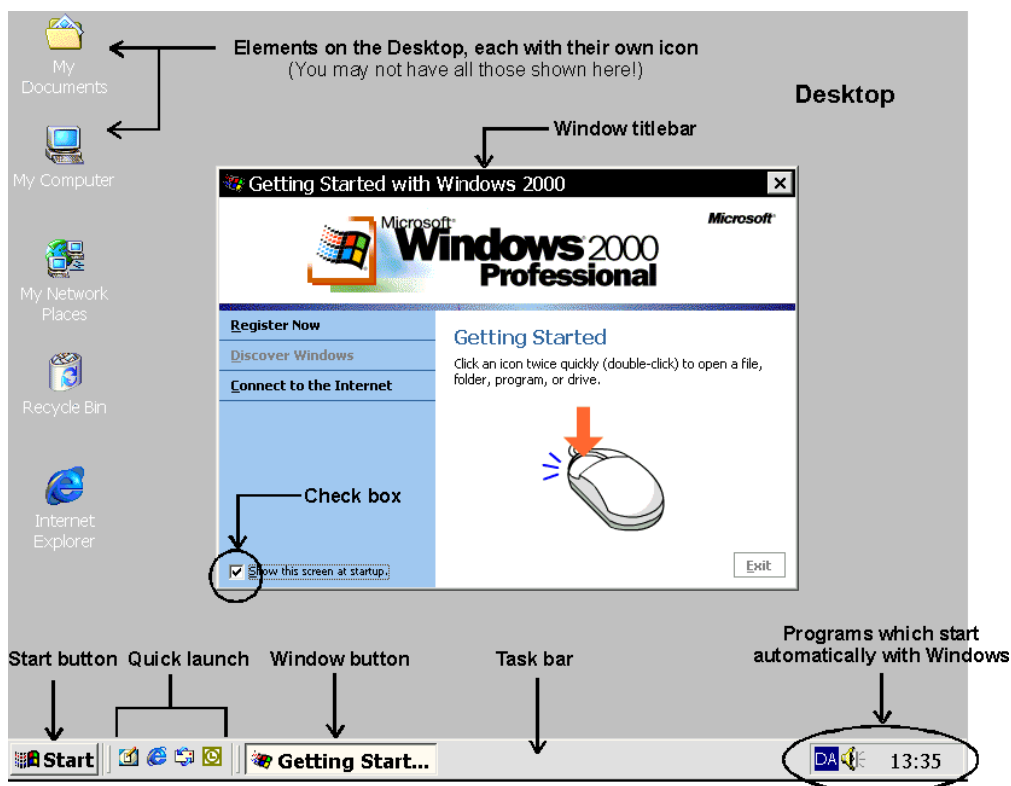
### Icons

Items on the desktop are shown using little pictures called *icons*. You will find these icons all over the place in Windows2000, including on the Start button and the *Taskbar*.

### Shortcuts

The icons on the desktop are *shortcuts* to programs you're supposed to use a lot. These shortcuts point to programs stored somewhere on your hard disk. You can create shortcuts to programs and other objects yourself. A shortcut can point to a document such as a letter you have written and saved on your machine's hard disk.

When you install new programs on your computer, it creates its own shortcuts in different places in Windows2000. The theory is that you will always be able to start programs easily no matter where on the hard disk they may be.

### Taskbar

At the bottom of the screen is the *Taskbar* – a very important component of Windows2000. The *Start* button lets you start all programs on your computer via shortcuts.

### Programs

I have already used the word *program* a couple of times, but what does it really mean?

Windows2000 consists of a number of programs, each of which carries out a specific task. If you want to write a letter, you will use a word processing program; if you want to draw, then you will use a program specially designed for this purpose.

In this booklet you will be introduced to a number of programs included with Windows2000, which together make up a large part of the user interface.

### A click…

with the mouse is a quick press on the left mouse button. Such a click is usually used to choose an option or a function with the mouse. In earlier versions of Windows only the left mouse button was used, but in Windows2000 the right mouse button is often used as well (see page 16). But in this booklet, when I ask you to click, I will be referring to the left mouse button.

## The opening screen

If you have just unpacked your machine, plugged it in, and started it, it will prompt you to enter a password. If you simply enter your name and leave the password field blank, you will not be asked for a password every time you start Windows2000. This *dialog box* appears whenever you turn your computer on:



### Dialog box

The **Getting started with Windows2000** is a good example of a *dialog box*. Every time a window requires you to make a choice before proceeding, it is called a dialog box – you are in a dialog with the program. A single dialog box usually contains many choices. Later you will see that a dialog box can contain several *tabs* just like an old fashioned archive or address book. The **Getting started with Windows2000** dialog box should be closed. Try this on your own computer (if this dialog box is not displayed on your screen, then just read through the following points):

1. Move the mouse so that the mouse pointer points at (is over) the **Close** button in the dialog box and click once. The dialog box closes.

2. Next time you start Windows2000, this dialog box will be displayed again. This might seem like fun at first, but when you get bored with it, removing the "X" in the little check-field at the bottom of the dialog box (by clicking in the field) will stop this dialog box from being displayed each time Windows starts.
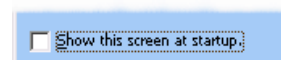
## Starting a program

The Start button is, according to Microsoft, one of the most important elements of the user interface. It gives you easy access to all the programs and facilities on your computer.

Try this on your own computer:

1. Click on the **Start** button on the left side of the Taskbar to open the *Start menu*.
   The little triangle on the right side of the *menu items* **Programs, Documents, Settings** and **Search** shows that these menus have further levels = more choices:
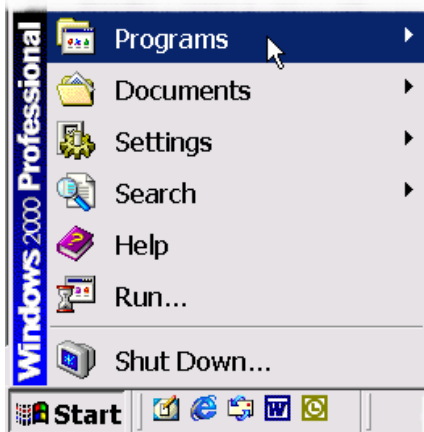


2. Point, without clicking the mouse buttons, to the menu item **Programs**. It is now highlighted with a dark color – it is *selected*. After a short pause, the next level opens and displays a list of the programs and folders you have on your machine.

3. Choose the **Accessories** menu item by pointing to it with the mouse pointer (without clicking on it).

   > Note: it is not necessary to click on menu items with several levels – they open automatically after a short pause.

4. Now move the mouse to the left until it points to **Settings** on the top level of the Start menu. After a moment, the next level of this **Settings** menu is shown.

5. Move the mouse pointer up again until it points to the **Programs** menu, and then to **Accessories** in the next level. If you are supposed to point at several levels of a menu, you'll see something like this in this booklet: **Programs|Accessories**.
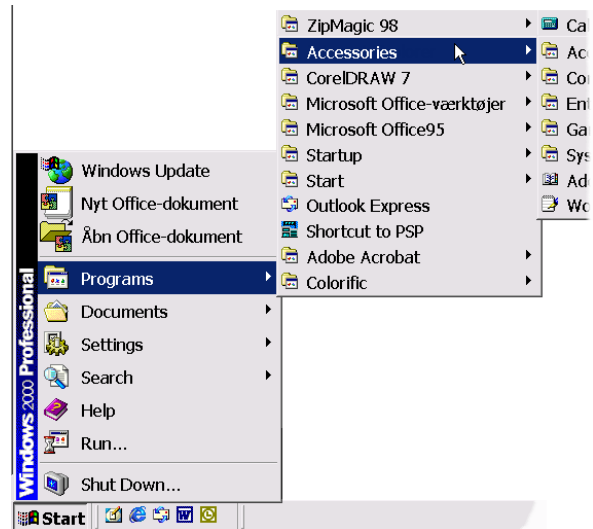


6. Point to the **WordPad** program and wait for a short while. This program is part of Windows, but if you don't see it here, you probably have the **Notepad** program. Choose it instead.
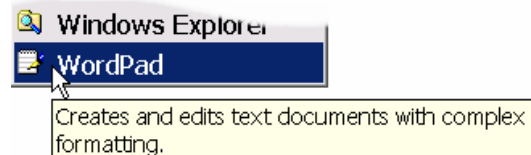


   > A yellow box tells you what you can do with the selected program … a quick and easy help-function.

7. *Click* on **WordPad**, and you should see the menu disappear and the program start.

   > Click on a program to start it. It does not matter if you move the mouse away from the menus. Just move the mouse back and forth until you hit the right place.

If you have one of the new Windows keyboards, then you can use the key marked with the Windows2000 logo ( ⊞ ). If you want to close the Start menu without starting a program, then just click anywhere on the desktop or press the Esc key.

Without going into a detailed description of the **WordPad** program, we will use it to write a few letters. We will also save the letter so that you can find and edit it later.

## Writing a letter…

is something we all do from time to time. No matter whether you have bought a fully featured word processor like Microsoft Word, or if Windows' own WordPad will be enough for you, the principles are the same:

1. The program starts in its own window. In the window, the cursor blinks in a large white field, which represents a piece of paper. The cursor is on the first line of the paper.

2. Type "London" and press Enter twice (Enter is the key marked with the ↵ symbol).
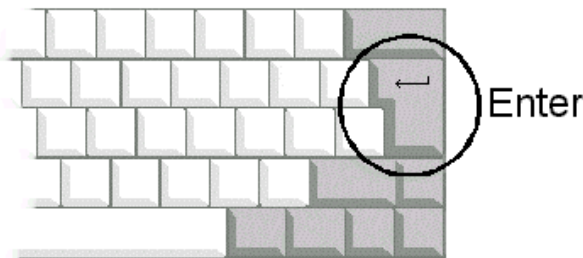


The cursor is now at the beginning of line three. When you start typing the following text, you should forget about pressing Enter to end a line – just type all the text. WordPad will automatically wrap text to the next line when necessary.

3. Type:

"The tour is to the United Kingdom. We will start by spending three days in London, the capital. After this we will visit most of the south coast."

4. If you make a mistake, then correct your text by using the Delete key to delete letters to the right of the cursor, or Backspace to delete letters to the left of the cursor (backwards).
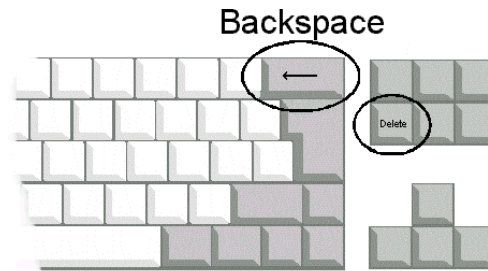


## Printing your letter

1. Switch on your printer.

2. Above the text of your letter you will see a ruler and two rows of buttons (with icons), called toolbars. These buttons are shortcuts to functions that you'll need regularly. If you hold the mouse still over one of these buttons for a moment (without clicking), a small yellow help text called a tool tip will appear, which describes the button's function.

3. Find the **Print** button on the toolbar and click on it.

## Saving your letter…

is very important. You will often have to print a letter several times, or maybe you will need to alter it, or add something to it at a later date.

Sooner or later you will also realize that it is equally important to know *where* the letter is saved. Initially we will save it on the desktop.

1. Find the **Save** button on the toolbar and click on it. The **Save as** dialog box is displayed.

2. In the **Save in:** field, choose **Desktop** (click on the small arrow to the right of the field and click on **Desktop** in the drop-down list).

3. Click in the **File name** field and type **London.**

## What is a file?

When you save your work onto the computer's hard disk, it becomes a *file*. All programs, including Windows2000 itself, consist of files – lots of files. The computer and Windows know which files are to be used, and when.

When you start a program like WordPad, the computer loads the information in the relevant files from the hard disk into its memory (RAM).

When you save a letter you have written, not only the text is saved, but also information about how the letter is formatted as well as other things that the program needs to know.

## What can I call my files?

Windows2000 allows 'long file names'. Microsoft promoted this aggressively when they launched Windows95 several years ago. For most of us it is quite natural that a file name can be long and descriptive. Earlier in the history of the PC, before Windows95, file names were limited to a maximum of eight characters (the name) followed by a dot and then three further characters (the extension). This was very limiting if you wanted to name a file something descriptive.

Windows lets you use up to 255 characters, including spaces. All files have extensions, even though you may not see them immediately.

File names *can not* include any of the following characters: slash (/), backslash (\), greater than (>), less than (<), asterisk/star(*), question mark (?), double quotes ("), pipe (|), colon (:) or semi-colon(;)

Only programs written specially for Windows can use these long file names. If you open a file with a long name in an older program that cannot understand long file names, the filenamewill automatically be shortened. The abbreviated name will use the first six characters of the long name (ignoring any spaces), followed by a *tilde* (~) and a number, as in:

Long name: First draft family budget 1998.doc
Short name :FIRSTD~1.DOC

Long name: Final family budget 1998.doc
Short name: FINALF~1.DOC

3. Click on the **Save** button. The letter is saved and the dialog box closes. You can see the name of the letter on the title bar of the program.

It may well be that you'll see a three-letter 'extension' after the name, e.g. *London.rtf.*

This depends on the preferences you've set for the **Windows Explorer** program. We will be taking a closer look at that on page 52.

The extension tells Windows2000 which program the letter belongs to.

4. Close the letter by exiting **WordPad**: Click on the button with the little cross at the top right of the window.

You can exit a program without worrying that your hard labor will disappear into thin air. If you have not saved your letter, the program will always ask you if you want to save it before the program closes. This applies for all Windows programs.

The number following the tilde is increased every time Windows finds a file where the first six characters are identical.

If you use programs that cannot use long filenames, I would suggest using filenames with a maximum of eight characters, or names starting with different letters.

### Opening a file

As I mentioned earlier, Windows2000 gives you many different ways of doing the same things. This holds true even when you want to open your saved letter again.

We will try the most instructive method first. Try this on your own computer:

1. Find the **London** file on your Desktop.

2. A single click on the file's icon will select it. To open the file, you must click on it twice in quick succession using the left mouse button. This is called a *double click* . Try it now (you must not move the mouse between the two clicks).

> This is the way Windows2000 works by default. You can, however, change the way you start programs to a single click.
>
> See page 34 to find out how to alter the way Windows2000 works.

3. WordPad starts and the file is opened, ready to use. If you have Microsoft Word installed on your computer, it will open instead of WordPad (this is explained on page 52).

4. Close WordPad (or Word).

> When you double click, it may happen that Windows2000 perceives your action as two single clicks, either because the interval between the two clicks was too long, or because you moved the mouse a little between the clicks. You can adjust the speed of a double click (we will try this on page 59). If your double click didn't work the first time, just try again.

> If you click a selected icon a second time, but this time hit the text under the icon, Windows2000 will think that you want to change the name of the icon. If the name is suddenly selected inside a frame, Windows2000 thinks you want to type in somenew text:



> If this happens, just click anywhere outside this text field, which will unselect the text line.

With the exercises you have run through so far, you have learned the basics of Windows2000, and ought to be able to manage the most vital tasks without running into any great problems. But you will probably not be surprised to hear that there are many other things you still have to know to be able to use the program effectively.

In the sections to follow, I will attempt to deepen what you have already learned, and also to give you a reasonable idea of the program's design and functions so that you will not be nervous about carrying out even quite advanced operations.

Before continuing, it is  a good idea to practice some of the basic techniques from the preceding pages so that you are comfortable using them.

## Shutting down the computer

When you have finished working, Windows should be closed down before you switch the computer off.

Certain operations need to be terminated when Windows closes.

1. Click on the **Start** button.

2. Choose **Shut down…**.
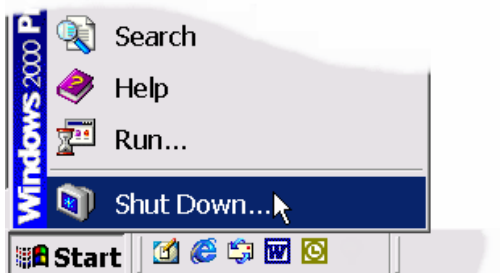


3. The **Shut down Windows** dialog box is displayed. Note that this dialog box also gives you the option of restarting the computer.



4. Choose **Shut down** and click **OK**. All changes you have made in Windows2000 are saved in the shut down sequence. You should therefore never switch off the machine before the screen tells you that it is safe to switch off the computer.

5. If you have one of the most modern computers, it may well switch itself off. But even so, you will probably have to switch the screen off manually. Switch your computer on again.

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If your computer is equipped with power management functions, there will probably be more options available in the **Shut Down Windows** dialog box.

**Stand by**
This will make your computer go into a 'sleep mode'. It consumes less electrical power but remains available for immediate use by pressing any key on the keyboard.

**Hibernate**
Windows2000 saves all the changes you have made in any open program and turns off the computer. When you restart your computer, unlike in the normal shut down sequence, the computer desktop is restored exactly as it was before hibernation (this option is not always available -- even on new computers).

**Disconnect**
is only available when your computer is connected to a Windows2000 server, running so-called terminal services.

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Sometimes, if you have installed a new program or changed the regional or other settings, Windows2000 may ask you to restart the computer so that the new settings can take effect.

1. Choose **Restart** in the **Shut Down Windows** dialog box.

This is almost the same as switching your computer off and then on again. If you choose **Restart**, you save a little time, as the hard disk does not have to stop spinning and then start up again.

---

If you hold the Shift key down while choosing **Restart the computer?** in the **Shut down Windows** dialog box, only Windows will be restarted.

In this case, you do not need to wait for the computer to run a system test.

# Exercise 2: Basic terminology

## Desktop elements (objects)

As you read on page 7, the desktop can contain programs and shortcuts to programs and documents. You can put the most-used programs and documents on the desktop so you can start them quickly.

Let us take a closer look at the objects that were probably placed on your desktop during the Windows2000 installation. Different types of installation can result in different objects appearing on the desktop, so you might see objects on your desktop that I do not cover here.

### Important objects on the desktop

The **My Documents** folder is intended as a default storage location for your own files, that is, your daily work. If you are sharing your computer with other users, each user will have their own private folder. The other users will not be able to see or use the files in your **My Documents** folder.

In Windows95 and 98, the **My Documents** folder was found on the **Start** menu.

The **My computer** object lets you see the contents of your computer (see page 34).

If you are connected to other computers in a network, then **My Network Places** gives you access to them.

The **Recycle Bin** has an obvious function. Files you no longer want can be put here. Just like an ordinary rubbish bin, you can consider the Recycle Bin as a kind of temporary store, from which you can retrieve dumped objects if you change your mind. The files placed here are only actually deleted from the computer when you empty the bin.

### Other objects

The **Internet Explorer** icon lets you connect to the Internet. The first time you start the program, a wizard will help you through the process of connecting your computer to the Internet. I advise you to contact an Internet provider before running the wizard.

I have Microsoft Office installed on my computer. The installation program automatically placed an icon called **Microsoft Outlook** on the desktop. If you want to know more, KnowWare has a booklet covering this very useful e-mail and communications program.

### The Taskbar can do far more…

than just let you start programs on your computer. At the right side of the Taskbar, you will see various symbols. They show you which programs are started automatically when the computer is switched on. On a new computer, it might look something like this:
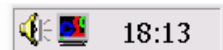
The little digital display shows the time according to the computer's internal clock. Try *pointing* the mouse at this digital display for a moment without clicking. Is the date correct? (You will see how to change the clock's settings on page 59).

### Quick Launch

The little area next to the Start button on the Task bar is actually a small toolbar. Clicking on an icon on this **Quick Launch** area will start the program in question immediately.
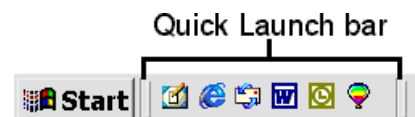
You can add and delete shortcuts, which we will try later in the booklet.

Dragging…

an object on the desktop with the mouse is an easy way to move it around – that is, to change its position.

1. Point at the **My computer** icon.

2. Hold the left mouse button down *while* you move the mouse to the right (or whichever direction you want).

3. **My computer** 'sticks' to the mouse pointer as long as you hold the left button down. When you have moved it where you want it, release the mouse button.

4. Move the **Recycle Bin** to a new position on the desktop in the same way. Try this a few times with other objects until you feel totally confident doing it.

## Windows

Programs always start in their own *window*. This window is situated over the desktop. You can move it and change its size as you want. A window can be distinguished from a dialog box in that you cannot change the size of a dialog box.

Let us look a little closer at a program window.

1. Open the program 'Solitaire' by clicking the **Start button** and pointing at **Programs|Accessories|Games**.

2. Click on the **Solitaire icon** (program).

### The Title & Menu bars

The topmost line in all windows and dialog boxes is called the *Title bar*.



On the right side of this title line are three buttons. The leftmost button minimizes the window. The middle button maximizes the window, while the button at the right closes the window (in this case the **Solitaire** program).
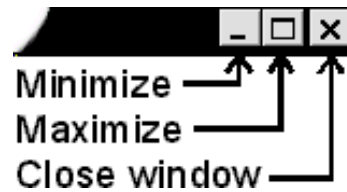


In some programs or dialog boxes, the size of the window cannot be altered. In that case it will only have a button for closing the window.

1. Click on the button to **maximize** the **Solitaire** window.

2. The button icon will change its appearance, and clicking on it will **Restore** the window to its earlier size. Click on the **Restore** button. The window returns to the size it was before it was maximized.

3. Now click on the button to **minimize** the window. The whole window collapses down onto the Taskbar. The program is not switched off; it is just 'packed away' (still running in the background).



4. Click the **Solitaire** button on the Taskbar and the program is displayed in a window the same size as it was before you minimized it.

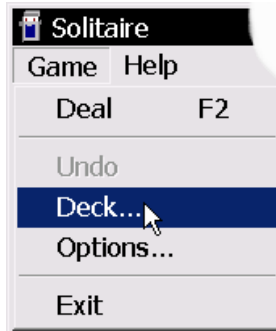5. Repeat this exercise a few times until you are completely comfortable with it.

> If you double click on the title bar of a window, that window will be maximized. Double clicking on the title bar of a maximized window restores it to the size it had before it was maximized.

The menu bar is also a part of every window, and is essential when you want to choose one of the program's functions.

Every program will have different menus and menu items reflecting the functions offered by the program.

Let's look at the menus offered by Solitaire.

1. Click on the **Game** menu. A submenu is displayed under the menu.

2. Point at the **Deck** menu and click.

3. Click on a new pattern for the back of the cards and click on **OK** to choose it and close the dialog box.

If you are keen on using the keyboard, you can address the menu bar by holding down the Alt key. Each menu item is now shown with an underlined letter. To open the **Game** menu, hold down Alt while pressing 'g' (shown as Alt+G). Now release the Alt key. Press the underlined letter to select a menu item, such as 'c' to choose Deck on the game menu.

1. Open the **Game** menu and then the **Options** menu.

2. In the dialog box that appears, click in the field marked **Draw one**. Notice that a small black dot shows that this option is chosen. You do not have to remove the dot in the **Draw three** field.

Only one round field, called *radio buttons*, can be chosen at a time in each area of the dialog box.

Several square fields, called *option fields*, can be chosen at the same time .

1. Notice the black border around the **OK** button. This shows that it is in 'Focus'. This means that you can select it by pressing Enter. Do that now to accept the new setting and close the dialog box.
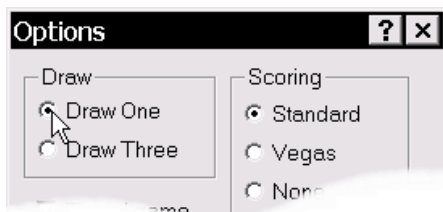
All dialog boxes have buttons to close or cancel them. One of the buttons will always be the focus.

The left button on this picture is the focus. To select it, just press the Enter key.

Clicking on the small icon on the left side of the title bar opens the program's **Control menu** . The items on this menu are the same as those on the buttons on the right side of the title bar.

Notice the key combination used for closing a program: Alt+F4. These keys can be used in all Windows programs.

The F1, F2…F12 keys are called Function keys, and are situated above the letter and number keys on your keyboard.

As you can see, there are many ways to do the same thing on a Windowsbased computer. Over time, you will find the way that suits you best.

## Working with several windows

One of the great strengths of Windows is that you can work with several windows on the screen. Windows has made this dramatically easier by introducing the Taskbar. We need to open another program to see the advantage of the Taskbar:

1. Without closing **Solitaire**, click on the **Start button**.

2. Point at **Programs**|**Accessories** and click on **WordPad**.

3. The program starts, and you should maximize it (click on the **Maximize** button). It now covers the entire desktop.

The **Solitaire** window is now hidden behind the WordPad window. The Taskbar, however, shows that both programs are open.

When Windows cannot show all the text on one of the Taskbar program buttons, all you have to do is point at the button for a moment:
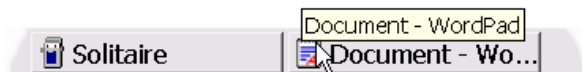


## Moving between open programs

When you have several programs open, you can move between them by clicking on the program button on the Taskbar.

1. Click on the **Solitaire** button, and maximize the window.

2. Click on the **WordPad** button.

As you can see, it is easy to work with several programs simultaneously without getting lost.

How many programs you can open at one time depends on your computer's resources.

Windows2000 is much better than its predecessors when it comes to sharing and controlling computer memory.
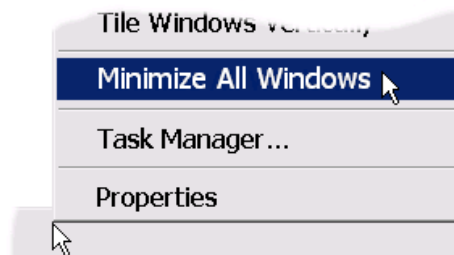
## A right click…

with the mouse means that you point at the object with the mouse, clicking on the right mouse button. This button is often used in Windows to open a menu for the object you right clicked.

The computer world uses the word 'objects' a lot. All the elements that you see on the desktop are called objects, so the menu attached to a particular element is called its 'object menu'.

From now on, a click with the right mouse button is called a **right click**.

1. Point to an empty space on the gray Taskbar and right click.

2. Choose **Minimize all windows** on the object menu. (click on the menu item using either the left or right mouse button).



All open windows are now minimized, no matter what size they were. This is a great way to tidy up your desktop, don't you think?
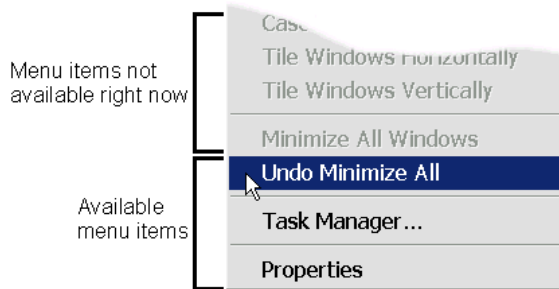
1. Right click the desktop. The object menu appears again, but this time it contains menu items that are relevant for the desktop. Choose the menu item **Line up icons**.

2. The Desktop icons are arranged according to an invisible grid. They are placed in tidy vertical and horizontal rows.
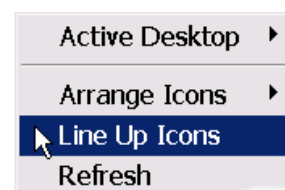
## Menu items…

that cannot be selected are shown in a dimmed tone:

1. Right click the Taskbar. The menu item **Minimize all windows** is dimmed. Try clicking on it…nothing happens.

2. Instead, choose **Undo minimize all**, which will cause all the windows to be restored to the size they had before they were minimized.

Menu items not available right now

Available menu items

Cas…
Tile Windows Horizontally
Tile Windows Vertically

Minimize All Windows
Undo Minimize All
Task Manager…
Properties

You will find that some menu items in an object menu are replaced by different ones while you are working. This is the method used by the program to make sure that you always gain quick access to menu items that are exactly relevant to the work you are doing.

Keep an eye on the **Undo** menu item from above on the object menu of the Taskbar:

1. Right click the **Taskbar** and choose **Tile windows horizontally**.

2. Right click the **Taskbar** again and note the **Undo tile** command.

3. Keep an eye on the **Undo** command on the object menu while choosing **Tile windows vertically** fol-

Minimize All…
Undo Tile

lowed by **Cascade**. Swap between these menu items a few times. The **Undo** menu item follows your choices, but note that only the last choice can be undone.

4. End by minimizing all windows before you continue.

---

If you open a 'wrong' menu, don't click on it again to close it before opening another menu. Just click on the other menu to close the first and open the new one.

But if you open a dialog box, it has to be closed again before you can move to another window or do anything in the program.

Remember: A dialog box has 'action–buttons' like OK, CANCEL or APPLY.

---

To see the desktop quickly while working in many windows, click on the **Show desktop** button on the **Quick launch** toolbar on the **Taskbar** to minimize all windows.

Show Desktop

**Start**
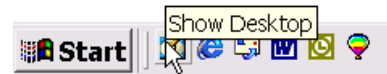
## I suggest…

that you work with program windows maximized, and use the buttons on the Taskbar to move between open windows – or even better:

---

Press Alt+Tab to move between open programs like this: Hold Alt down.The first press of the Tab key displays a window showing all open programs. Continue holding down Alt while you press Tab until the black frame marks the program you want. Then release Alt.

Windows2000 remembers which program you were working on last and makes sure that a single press of Alt+Tab will select that program.

I suggest that you practice using Alt+Tab with your left hand when you want to move between open programs.

We will try this method in the following exercise. I assume that you still have **WordPad** and **Solitaire** open:

1. Let us imagine that you are writing a letter in **WordPad** describing your home's size and layout. Type the following text:

   My living room is nice and big, 7.5 x 4.5 meters to be precise, equal to an area of |
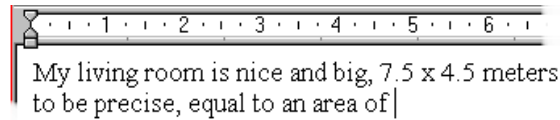
2. Now you need to work out the area of your lounge. Start Windows' own calculator by choosing **Start|Programs|Accessories| Calculator**.

3. You can either click on the calculator's numbers or type them in directly using the keyboard: **7.5*4.5** followed by Enter, which is equivalent to =.
   The multiplication symbol is the asterisk (star), which is easiest to enter using the numerical keyboard on the right of your keyboard. The result is 33.75.

   > It is easiest to enter numbers using the numerical keyboard on the right side of the keyboard. In addition to the numbers, there are keys for multiplication (*), division (/), addition (+) and subtraction (-), together with a decimal point (.) and Enter

4. Move to **WordPad** by pressing Alt+Tab once. Windows2000 remembers that this was the previous program you were using. Now type **33.75** and press Enter to insert a new line.

5. Continue typing:

   My kitchen, on the other hand, is quite small, to be precise 3.25 x 4 meters, which equals an area of |

6. Move to the **Calculator** using Alt+Tab. Type the calculation, return to **WordPad**,and type the result (**13**).

7. Return to **Calculator** and close the program before continuing.

If you often work with more than one program simultaneously, you will soon find the Alt+Tab key combination very convenient.

But the mouse is still a very important tool when working with Windows.

To avoid problems in your fingers, wrist, elbow, and shoulder (!), you must feel relaxed about using the mouse and its functions.

We will look closer at the mouse and its many functions in the next exercise.

# Exercise 3: The Mouse

## Techniques and training

No matter how you look at it, Windows2000 is designed with mouse use in mind. However, it is still worth remembering that computers were invented long before the mouse, and that even in the beginning, they could be used for large, complicated tasks. The mouse should always be a help! It must never become a 'necessary evil' of your everyday work. That simply makes using a computer a form of torture. It is very important to keep the computer in its place as a tool. It should be adapted to your needs and work routines, not the opposite. Far too often you will meet procedures that have been designed to suit the computer's functions. By now there are many users whose bodies are painful evidence that too much use of the mouse can damage the fingers, wrists, arms, and shoulders. But there are some tasks that are best carried out using the mouse, so you will not be able to ignore it completely.

### Are you sitting comfortably??

It is important that you are sitting in a comfortable and relaxed position while you work. In the booklet 'Make friends with your PC,' Johann-Christian Hanke describes how you should sit in front of the computer. You should pay particular attention that you can use the mouse without straining your hand, arm, and shoulder. I will use a few practical exercises to revise and further explore the use of the mouse. If you already feel that you are a mouse expert, then just skim through these pages.

### Click

Try this on your own computer. I assume that you have not changed the Windows standard color scheme:

1. Click the **WordPad** button on the Taskbar.

2. Close the program by clicking on the **Close** button on the far right side of the title bar.

3. Click the **Solitaire** button, then click the **Restore** button on the title bar. The window is now displayed in its original size.

4. Now click on an empty space on the desktop next to the **Solitaire** window.

5. The title bar on the **Solitaire** window turns gray, which means that the program no longer has the focus (is selected).

6. Click on the **My computer** icon (or another icon if this one is not visible). It turns blue, which means that it has the focus (is selected).

7. Click **Recycle Bin**. Now **My Computer** is no longer selected;instead the **Recycle Bin** becomes the selected object.

8. Click anywhere in the **Solitaire** window to give it focus (select it) again.

> A click on a button in a window or dialog box makes something happen (a window closes or maximizes, etc.), while a click on a menu opens it. A click on an object on the desktop gives it focus (but nothing further happens).

### Double click

You can do many different things with every object in Windows2000. But for each one, Microsoft has defined one action as the most obvious. For example, the most natural thing to do with **My computer** is open a window that will let you see the contents of your computer. The obvious thing to do with the **Recycle Bin** is show what has been deleted, and so on.

The most obvious thing to do with a letter that you have saved on your Desktop is open it in the program you used to write it. You carry out the most obvious action for an object by double clicking it, like this:

1. With **Solitaire** open on your Desktop, point at **My computer** and click twice, rapidly one time after the other, using the left mouse button without moving the mouse between each click. The window shows you the contents of your computer.

2. Close the window. We will return to it later.

Double clicks start programs and open windows. When a program or a window is open, you activate buttons or menus with a single click. In other words:

You *select* with one click and *execute* with a double click.

## Right click

When you want to do something to an object, it is usually easiest to use its *object menu* (often referred to as a shortcut menu). The menu items you see on the object menu when you right click depend on what sort of object you clicked. All objects have their own specific properties, so this item – properties – will usually be on the menu.

1. Right click the **Taskbar** and click on the **Properties** menu item. The dialog box has two tabs, which is a smart way of cramming lots of information into a single dialog box:



2. Click on the **General** tab. The **Always on top** checkbox will be selected, an option I recommend you retain. This ensures that the Taskbar is always visible, even though you may have maximized a window. The next option, **Auto hide,** is fun. Click in the checkbox, then click on the **Apply** button to see what effect this choice has, without closing the dialog box (unlike pressing the **OK** button).
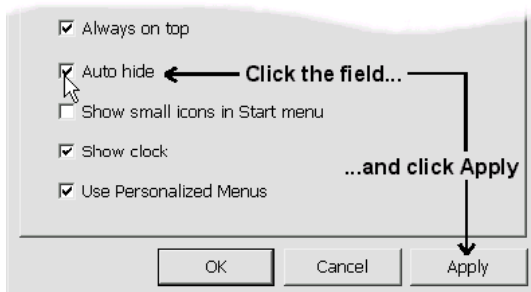


3. The Taskbar disappears. Now try *pointing* the mouse at the bottom of the window, where the Taskbar was before. It reappears. This gives you a little more working area, but you can still get to the Taskbar easily.

4. But we want to work with the Taskbar visible. Click on the **Auto hide** checkbox again to remove the checkmark and click **OK** (or press Enter).

## Drag

To drag with the mouse means that you hold the left mouse button down *while* you move the mouse over the mouse pad.

1. You can move a window or dialog box by 'grabbing' the title bar and *dragging* it with the mouse.



Grab hold of **Solitaire's** title bar and drag the window to the right on the screen.

2. Click the menu item **Game|Deck** and drag this window to the left on the screen.

3. Select a new pattern for the back of the cards and click on **OK**.

## Gymnastics with the mouse

Let's return to Solitaire and practice these various clicks and dragging techniques before exploring Windows2000 any deeper.

Has it been a long time since you played Solitaire (sometimes known as Patience)?

The idea is that you place cards in a vertical row, in descending order – starting with the king – but alternating red and black cards. A black eight is placed on the red nine, and then a red seven is placed on the black eight, followed by a black six, and so on. The Aces are placed at the top right, and the game finishes when you can place all cards of the same suit on the Aces in ascending order.

1. Find a card that can be put on another card.

2. Point at the card and drag it into its new position. Release the mouse button. If you misplace a card it will 'fly' back to its original position when you release the mouse button.

3. Continue with more cards. You do not have to place the cards in exactly the right place; release the mouse button as soon as the card 'touches' the card over shich it should be placed.

When you get stuck and cannot move any more cards…

1. …click on the deck of cards to the top left. A new card turns over face up. If you can use it, drag it to its new place.

2. Instead of dragging the Aces into position, all you need to do is double click them. When you want to move a two over an Ace of the same suit, just double click the two, and it will 'fly' to its Ace.
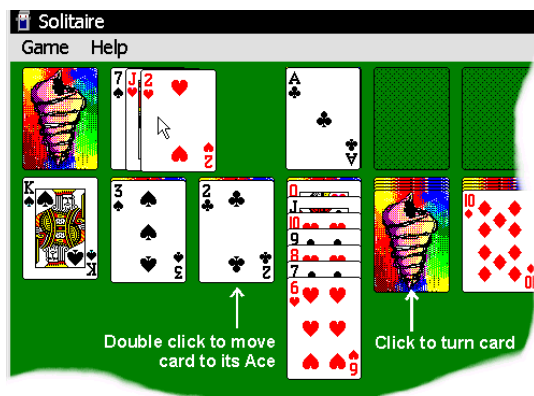


Continue playing until you feel comfortable dragging, clicking, and double clicking. If you get stuck and cannot use any further cards from the deck, you can start a new game with the **Game|Deal** command.

The **Game|Options command** lets you specify how many cards should be turned over when you click on the deck, among other things.

## The window's size…

can be changed freely. When the mouse pointer touches the edge of the window, its appearance changes to a double arrow. If you place the mouse pointer over the corner of a window, it again becomes a double arrow, but this time one inclined at 45 degrees.
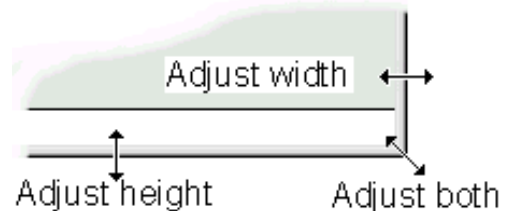


1. With the mouse pointer on either edge of **Solitaire's** window, drag it with the mouse. When the window is of a suitable size, release the mouse.

2. Try dragging each edge to test their individual effects on the window size.

3. Click the **Maximize** button.

4. Click the **Restore** button, and the window returns to the size it was before it was maximized.

In some windows, like WordPad's, the area used for adjusting its size is shown like this.



Some programs retain the same window size the next time you start them. **Solitaire** always starts in a standard window size, no matter how large the window was when you closed it.

Let us check how WordPad reacts:

1. Close **Solitaire** and start **WordPad** (**Start|Programs|Accessories|WordPad**).

2. The program starts in a maximized window. Restore the window size and drag it smaller. Close the program.

3. Start **WordPad** again. Its window is the same size as it was when you last closed it.

Let **WordPad** stay on your screen. We will be working with it in the next section.

# Exercise 4: Help

The wonderful thing about Windows2000 help is that it works the same way in any Windows program.

> Though the Help function basically works the same way in Windows98 and Windows2000, its appearance is slightly different in Windows2000.

We will search for help on how to use the word processor **WordPad**.

1. Maximize the WordPad window.
2. Chose the **Help|Help Topics** menu command (or press F1) to get help for the program or dialog box in which you are presesntly working:

The window is divided into two halves. The help topics are shown in the left half and the help text is shown in the right half.



The help window contains four tabs:
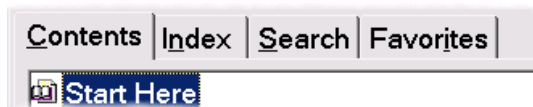


Let's take a look at each tab, as the principles of help in Windows2000 programs are identical.

## Contents

Using the **Contents** tab gives you general instructions on how to use the program:
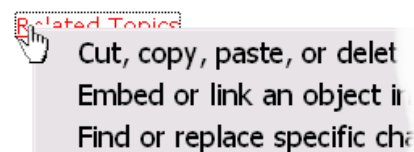
1. Click on **Use WordPad**.
2. The 'Book' opens, and its subsections appear. The first section of each 'book' is an overview that helps you understand what the 'book' describes.
3. Click on **Undo your last action**.
   When you click a help topic, the relevant help text is displayed in the right window.
4. You can always return to the previously selected topic by clicking on the **Back** button.
   Click a topic in the left half to close the 'book' again.

If the WordPad Help window takes up too much space, then you can hide the left side by pressing the **Hide** button on the toolbar. The caption changes to **Show**. Click it again to display the left pane.
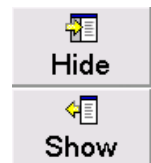
> Underlined colored text shows that there is more help available for a particular subject. The text color changes and the mouse pointer becomes a hand when you point to the colored text.
>
> 
>
> Click on **Related topics** and click on the topic you want to learn about on the 'fly out' menu.

> You can print the topic by clicking the **Option** button followed by the **Print…** menu command. You can choose between printing only the text shown in the right pane or all the topics in the 'book' selected in the left pane.
> Make your choice and click the **OK** button.

## Index

The **Index** tab lets you look for help for a specific word or action.

1. Click the **Index** tab.

   You can either click a word in the long alphabetical list, or type in the first letters of a topic about which you need help, as here:

   Type '**c**'. The list of topics immediately scrolls down through the word list to the first topic beginning with letter you typed. If you want to make the search more precise, type in more letters, for example '**co**'. Select the topic **color, font** and click the **Display** button to view the help text.
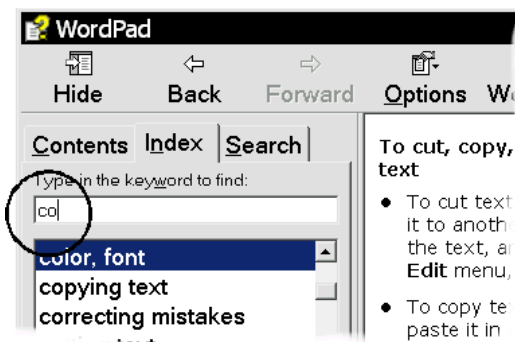


2. Instead of selecting a subject and then clicking the **Display** button, all you need to do is double click the subject. Double click **Copying text**.
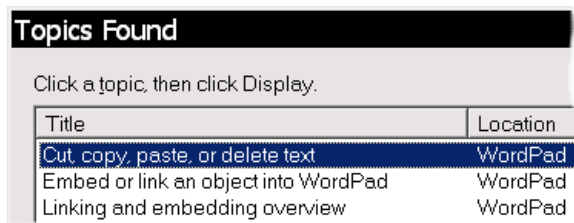


This function, where a program searches a list of topics using the initial letters you type, is called 'Speed-search' and can be used in most dialog boxes in Windows and Windows programs.

## Search

With the **Search** tab, you can search using your own words or string of words, which makes your search easier.

1. Click on the **Search** tab.

The first time you choose the **Search** tab, it might start a 'wizard' to install the necessary information. You will find wizards throughout Windows2000. All programs have a help function installed together with the program, but is not ready for use until you select the Search tab for the first time. Just follow the wizard step by step, accepting the default selections.

2. Now you can search for the word of your. Type the word 'font' in the **Type in the keyword to find** field.

3. Click the **List topics** button or press Enter to display a list of all topics containing the word you typed.

4. Select a topic in the **Select Topic to display** field and click **Display** (or double click the topic).

As you can see, 'speed–search' does not work on this tab.

When a list is longer than the field can display, a *scroll bar* appears on the right side of the field:
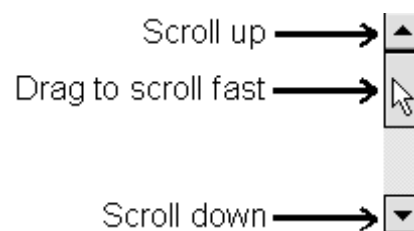


Scroll bars appear in all windows and dialog boxes where there is more information than can be shown at once.

In many program windows, you may see a horizontal scroll bar as well. Use the *scroll buttons* the same way as the vertical scroll bar:



## What's this?

When you don't know a program particularly well and are unsure what a particular topic does or is called (which is often the situation when you need help), then you can use the method described in the next example:

1. Close the **WordPad** help program.

2. In WordPad, select **Format|Font**. The Font dialog box opens. This lets you alter the appearance and color of your characters. Just click on a font name to see what it looks like in the **Sample** field:
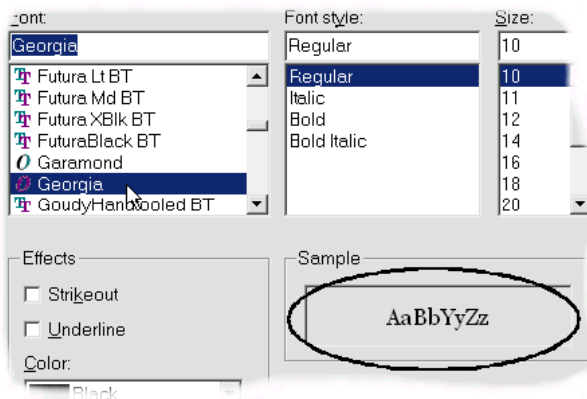


3. You can get direct help for each field in the **Font** dialog box by clicking the question mark on the title bar:



4. The mouse pointer changes to a small question mark, the *help pointer*. A small help text will be displayed for the next object you click on. Here I have clicked in the Font field:



Every time you want help for a new subject, first click on the button with the question mark, then click on different elements of the dialog box.

## Right click…

usually opens the object menu for the object that you right click.

Buttons in a dialog box have no object menus. Instead, a right click is used as a shortcut to help. This means that you do not need to click the button with the question mark icon:

1. Right click the **OK** button and point at the **What's This?** text that is displayed. Click on it (with *either* the left or right mouse button).



2. Continue right clicking other elements in the dialog box.

Notice that fields you can type in have a 'normal' object menu:
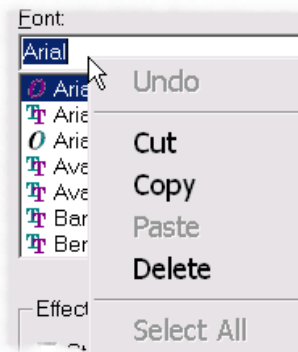


Right click the text above the field to get help for it.

The *Esc* key (escape) cancels a **dialog box**. I recommend using it, as it is often easier to press than to find the mouse and click **Cancel**.

3. Close **WordPad.**

# Exercise 5: Creating more files

We are now going to create some more files on the desktop.

But first, our letter **London** should be re-written so that it's more exciting and interesting.

1. Double click the **London** icon on your desktop.

2. The cursor is placed at the beginning of the document. You can move the cursor around by using the arrow keys, or by clicking the mouse where you want it positioned. Now use the arrow keys to move the cursor to the end of the document.

> To move the cursor to the very end of the document text, press Ctrl+End.
> To move to the beginning of the document, press Ctrl+Home.

3. With the cursor at the end of the text, press Enter twice to insert two new lines.

4. Click on the **Date/Time** button on the upper toolbar, then choose a date format by clicking on it.

5. Click **OK** or press Enter to insert the date and close the dialog box.

6. Click on the **Align right** button to move the date to the right side of the paper.

7. The word **London** is a heading, and should be written in large text that stands out. Before you can format text, it must be selected. You can drag the cursor over the word **London**, but this takes a little practice.

8. With **London** selected, make the character (font) size 12 points and click the **Bold** button. If you want, you can also choose another font while the text is selected.
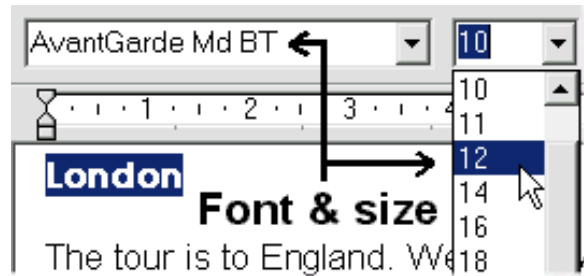
> Text must be selected before you can change its appearance. A word is selected with a double click. A line is selected by clicking to the left of the text – the mouse pointer must should be an arrow pointing to the right. An entire paragraph is selected by clicking three times on a word in the paragraph.

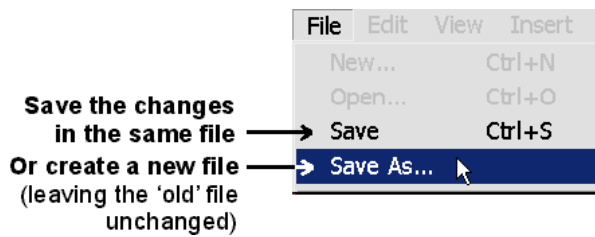Let us try formatting some more words now:

1. Select **United Kingdom** (drag the mouse over both words) and click the **Italic** button.

2. Select the words **London, the capital** and click the **Bold** and **Underline** buttons.

3. Select the date in the last line and use the **Color** button to choose a suitable color for it.

The changes in the letter should now be saved. Since we don't want to make another copy of the file, just save the changes in the same file:

1. Select **File|Save from the menus** or use the **Save** button on the toolbar.

> When a document (file) is saved for the first time, the **Save as** dialog box will be displayed.
>
> As soon as the file has been named, changes can be saved quickly using the **Save** command (press the Ctrl+S keys). If you want to save the changes using a new name to leave the original file unchanged, then choose **File|Save as** and type in a new name.

**File** Edit View Insert

New...      Ctrl+N

Open...      Ctrl+O

**Save the changes in the same file** → Save      Ctrl+S

**Or create a new file** (leaving the 'old' file unchanged) → Save As...

Now we want to write a couple more letters:

1. Choose **File|New**. A dialog box asks what sort of file you want to create.
Select **Rich Text Document** and click **OK** (press Enter). The file will have the extension **.rtf** for Rich Text Format when it is saved.

2. Type **Copenhagen** on the first line of the new document. Format the text as 12 point, **Bold** and **Center** it.

3. Insert two empty lines (by pressing Enter twice), then type and format the following text:

"Next we traveled to *Denmark*, whose capital *Copenhagen* is famous for the **Tivoli gardens**, **The Little Mermaid**, and **Amalienborg castle**."

> Instead of clicking the **Bold**, **Italic** and **Underline** buttons, you can use the keyboard shortcuts Ctrl+B, Ctrl+I, and Ctrl+U (pressing them again turns the function off). In general, you can use Ctrl together with the letter you see on a button in all programs.

4. Insert two more lines (press Enter twice), and add the date, aligned to the right.

5. Save the document on your desktop under the name **Copenhagen**.

6. Create another document the same way with the following text:

**"Paris**

In *France* we will visit that most wonderful of cities, *Paris*, and go up to the top of the **Eiffel Tower**."

7. Add the date again and format the text as you wish.

8. Save the document on your desktop under the name **Paris**.

9. Create one more document containing the following text:
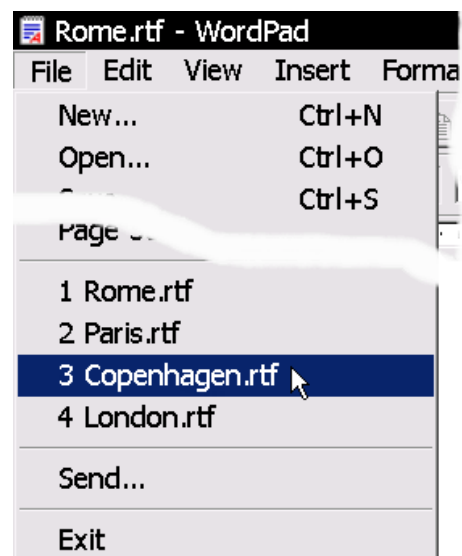
**"Rome**

In *Italy* we will explore *Rome's* beautiful districts and see **the Vatican**."

10. Add the date as before and format the text as you want.

11. Save this document on your desktop under the name **Rome**.

> The ? and * cannot be used in filenames, as they are used to specify search criteria.
> See page 50 for more information about searching for files.

You now have four documents on your desktop. You can open them as follows:

1. In WordPad, click on the **File** menu and choose one of the files shown at the bottom of the menu. The last four files you have *saved* are always shown here:

**Rome.rtf - WordPad**

File Edit View Insert Forma

New...      Ctrl+N

Open...      Ctrl+O

     Ctrl+S

Page

1 Rome.rtf

2 Paris.rtf

3 Copenhagen.rtf

4 London.rtf

Send...

Exit

2. Click on **Copenhagen.rtf** to open it. Word-Pad can only have one file open at a time, so **Rome** closes and **Copenhagen** is displayed.

3. Select the word **Amalienborg** and press the Delete key. Type the word **Rosenborg** (this is another famous castle in Copenhagen). Notice how the word **castle** moves to the right as you are typing.

4. Save the changes in the document by pressing Ctrl+S.
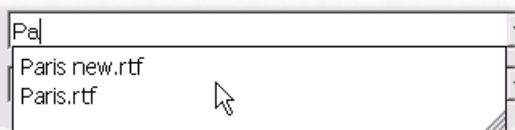
5. Now open the **Paris** file and add the text:

   "We shall, of course, also see the **Arc de Triomphe.**"

6. Choose **File|Save as,**type **Paris new** in the **File name** field, and press Enter.

| File name: | Paris new |
| Save as type: | Rich Text Format (RTF) |
| ☑ Save in this format by default | |

Don't worry about the extension **.rtf**. It will automatically be added again when you click **Save**.

> When you start writing a filename in the File name field, Windows2000 looks for similar filenames on the desktop. A list is presented with the existing names.
>
> | Pa| |
> | Paris new.rtf |
> | Paris.rtf        ℵ |
>
> Just click on a name on the list to select it.

7. Close **WordPad**. Now you have five files on your desktop.
   All the icons for the files look the same.

## Creating a drawing…

using the Microsoft Paint program lets you observe how a graphic/picture manipulation program works in Windows2000. I will give you an outline of the general principles, enough to get you started so that you can carry on playing and learn more yourself:

1. Choose **Start|Programs|Accessories|Paint**.

2. In **Paint**, the mouse is indispensable. Using the tools from the left side of the window and the colors from the palette at the bottom, you can draw very effectively, but it takes some practice.

3. Click on the **Pencil** button. The big white field is the paper on which you can draw. Hold down the left mouse button while you draw a line. As you will soon find out, freehand drawing is not easy. Using the different tools available from the toolbox to the left makes it a little easier. Here I have drawn a self-portrait (my wife says it is a pretty good likeness):
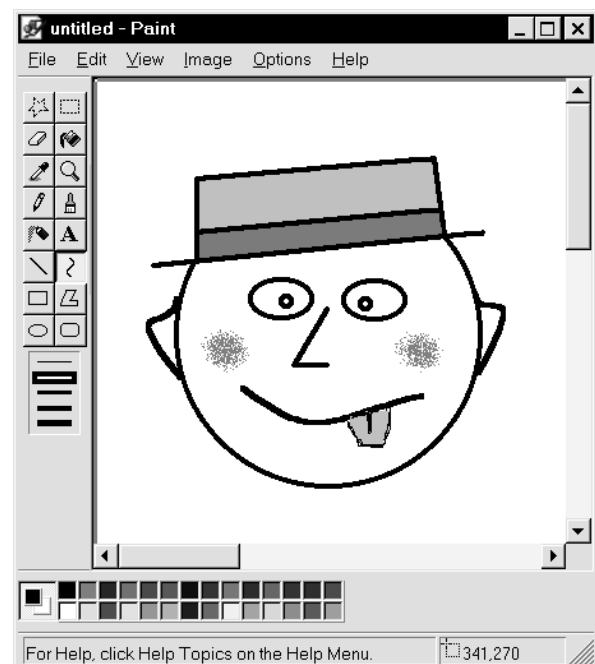


4. Click on one of the colored fields at the bottom of the window to paint in another color. If you choose the **Line** or **Curve** tool, you can also change the thickness of the line.

5. When you choose the **Airbrush** tool, you can specify both the thickness and color of your spray. Keep the mouse still with the left mouse button held down to increase the density of the paint coverage. Experiment with different colors and sizes.



Airbrush tool

Spray thickness
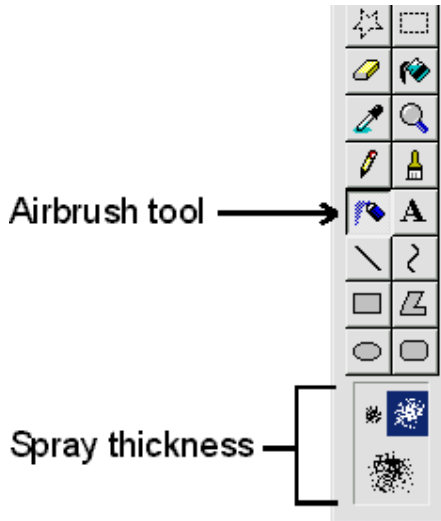
6. When you want to draw squares or circles, hold Shift down while you draw the shape.

7. Let's save our drawing on the **Desktop**. I have called my file **Portrait**.

8. Choose **File|New** to start a new drawing, and use the help program (F1) to find out more about individual tools and functions.

9. You can mix text and drawings to create charts or diagrams…
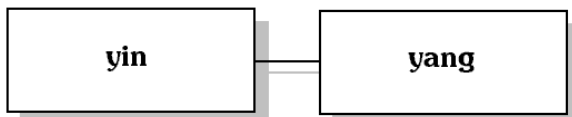


1. …or a logo for a visiting card:
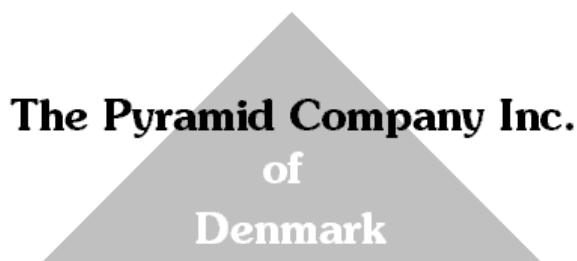


When you want to add text, you must first choose the text tool…



…and then drag out a frame where you want the text to be inserted. It takes practice to be able to position the frame correctly the first time.

When you have typed the text, it can be moved using the **Select** tool.



Drag a frame around the text to select it.



Then point inside the frame and move the text object by dragging using the mouse.

1. Save your different drawings on the desktop so that you have three files created in **Paint**. It is not important what you draw, as long as you have three files to work with as you progress through the booklet. Here are my three files:



The files have a **.bmp** (bitmap) extension. All programs can read and understand bitmap files, and Windows2000 uses them for many purposes, like as icons for buttons and as background for the desktop.

# Exercise 6: Working with objects

## A right drag…

is using the mouse to drag holding the right mouse button downYou'll find that you often use this tactic when you are working with objects. Let us take a look at the difference between a left drag and a right drag:

Close all programs. The only button on the **Taskbar** should be the **Start** button..

1. Hold the *right* mouse button down on **London** and drag it a little bit to one side. Release the mouse button.
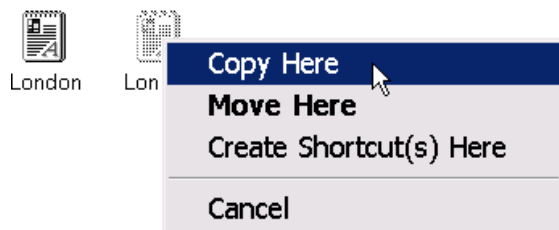


2. On the object menu, choose **Copy here**. The text under the icon shows you that this object is a copy of the original.



> The icons on your WordPad files might look a bit different. It depends on what other programs are installed on your computer.

3. Make copies of **Copenhagen**, **Paris, Paris new**, and **Rome** in the same way.

> When you right click, the mouse pointer must be over the object.
>
> If you, for example, select **London** but then point at the Desktop and right click, the object menu for the Desktop opens.

## Tidy up your desktop

The objects are making your Desktop look a little untidy.

1. Right click the **Desktop**. The Desktop object menu opens.

2. Choose **Line up icons** from the object menu.

## Rename objects

You do not have to use the text that Windows2000 uses as a caption for an icon. Usually you can give an object a better description.

> It is easiest to use the F2 key when you want to rename an object. Start by selecting the object, and then press F2.

1. Click on the copy of the file **London** on the Desktop.

2. Press F2 to edit the text.

3. The text under the icon is automatically selected. Pressing any key makes the text disappear.

   Type in a new name, for example:



   You can use up to 232 characters…but I hope for your own sake that you will not use quite so many!

4. Press Enter when you have written the text.

5. Continue renaming the other copies of your files in the same way (repeat points 1 to 4 for every object).

In the next picture, you can see what my files look like after renaming:

Springtime in Paris (new)    Springtime in Paris

City of the Vikings    Italian dreams

> A file's icon on a file indicates which program the file is associated with (ref. page 52).

> Selected text is automatically deleted when any key is pressed – you do not have to press Delete or Back spacebefore typing new text.

## Deleting objects…

from the Desktop can be done in several ways. We will try two of them, one with the mouse and one with the keyboard:

1.  You delete an object by putting it into the Re-cycle Bin. Drag the copy of **London** (whatever you called it) to the **Recycle Bin** icon. The Recycle Bin should be selected when you release the mouse.

2.  Put your copies of **Copenhagen** and **Paris** in the **Recycle Bin** using the same procedure.

3.  The Recycle Bin shows that it is full of paper .

    Recycle Bin

4.  Double click the **Recycle Bin** to see what it contains.

5.  Click the copy of **Rome** on the Desktop and press Delete on the keyboard. Windows asks you to confirm that it should be moved to the Recycle Bin. Click the **Yes** button or press Enter. The dialog box closes and the object is moved from the Desktop to the Recycle Bin.
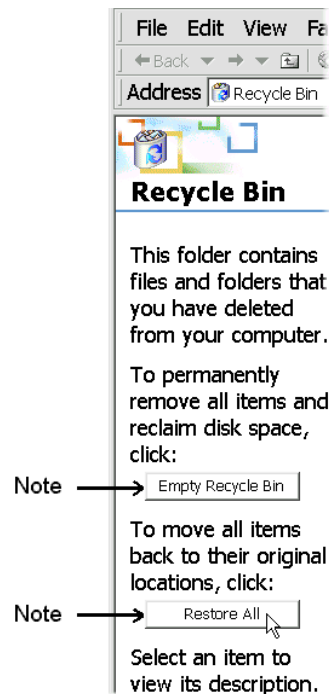
> When you put something in the Recycle Bin, it is not deleted from the computer's hard disk. Picture the Recycle Bin as a **temporary storage area** from which you can retrieve your 'archived' files.

## Undo delete

The elements you have just deleted are visible in the **Recycle Bin** window. You can undo delete in three ways:

1.  Simply select the file(s) you want to recover, and drag the file(s) out onto the Desktop.

2.  Right click the file(s) you want to recover, and click **Restore** on the object menu. The object will be sent back to the place it came from – in this case, the Desktop.
    This procedure should be used if the Desktop is covered by other windows.

3.  If you want to recover all the deleted files, click the **Restore all** "button" on the left side of the **Recycle Bin** window:

| File    Edit    View    Fa |
| Back ▼ → ▼ 🔁 |
| Address 🗃 Recycle Bin |

**Recycle Bin**

This folder contains files and folders that you have deleted from your computer.

To permanently remove all items and reclaim disk space, click:

Note →  Empty Recycle Bin

To move all items back to their original locations, click:

Note →  Restore All

Select an item to view its description.

> If you cannot see this text in the **Recycle Bin** window, select **Tools|Folder options** and se-lect the **Web view** option **Enable Web con-tents in folders**.

1.  Delete all *copies* and close the **Recycle Bin** window.
    Leave the original files on the Desktop.

# Desktop properties

Right click on an empty space on the desktop and choose **Properties** from the object menu.

The number of tabs you have varies from computer to computer.

[Please note that the numbering in the following list needs some work!! –LLG]

1. The **Background** tab lets you dramatically change the appearance of your Desktop. Choose a pattern by clicking on it.
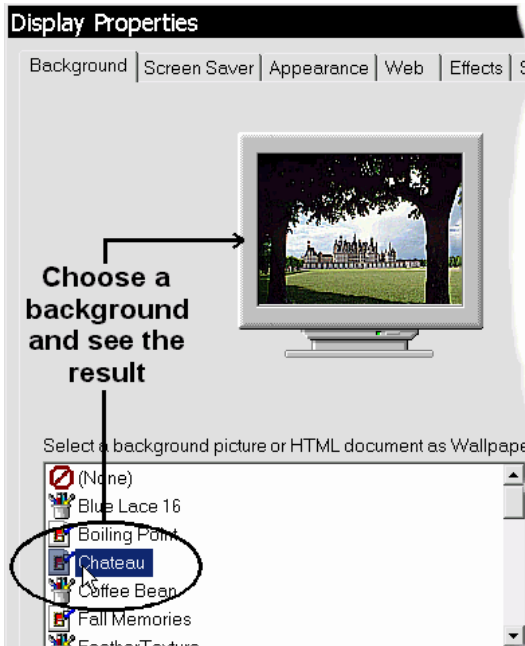


2. As soon as you have clicked on one name in the **Pattern** field (the field has focus) you can use the down and up arrow keys to move between the different choices.
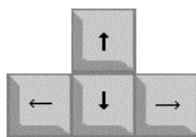


3. If you select **(None)** as background, the button **Pattern…** is available. Click on it to select a pattern. When you later select a picture for your Desktop background, the pattern will cover any leftover space around the picture.
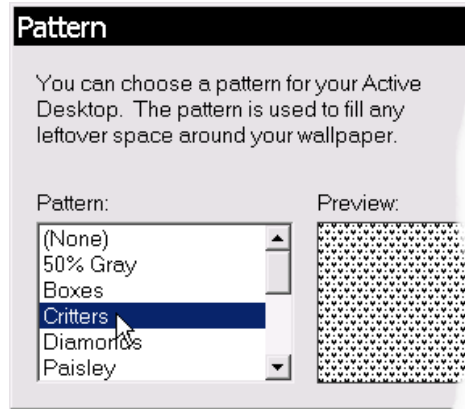


4. Click OK or Cancel to close the **Pattern** dialog box.

5. Click the **Apply** button if you want to see what your choice will look like on your Desktop without closing the dialog box. If you don't like it, just select something else and click **Apply** again.

6. Most pictures cover the entire Desktop, but if the picture is smaller than the screen, then you can choose to center it, stretch it, or repeat it side by side (**Tile**) using the **Picture display** field. Select a picture of your own choosing and check **Tiled**.
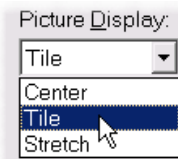


7. Now click on the **Screen Saver** tab. This is where you can choose a picture or animation to be shown on your display after you have left the mouse and keyboard untouched for a certain time period.
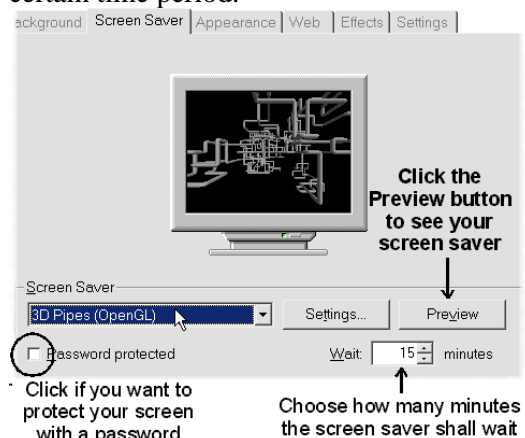
8. In **Marquee Display** and **3D Text**, you can write your own text for the screen saver to show. Choose **3D Text** and press **Settings**.

9. Type your own text in the **Text** field, as here:



10. The **Time** option displays the actual time instead.

11. Experiment with the different options in the **3D Text Setup** dialog box and click OK.

12. Click the **Preview** button to see your screen saver in action. Move the mouse or press any key to stop the screen saver.

13. Now click on the **Appearance** tab.
This is where you can change colors and fonts for most elements in all windows.

14. The **Scheme** field lets you choose between a number of built-in color schemes.
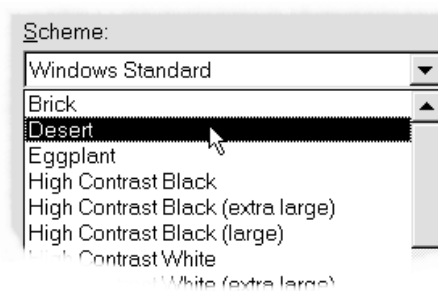


1. Click the **Apply** button to see the result of the different color schemes – in my opinion, they are not all equally attractive…

2. The **Item** field lets you specify precisely which element color you want to change…but then you have to know what the different elements are called! So instead of choosing them in the **Item** field, click on the element itself in the large center field of the dialog box. The name of the element is shown automatically in the **Item** field.
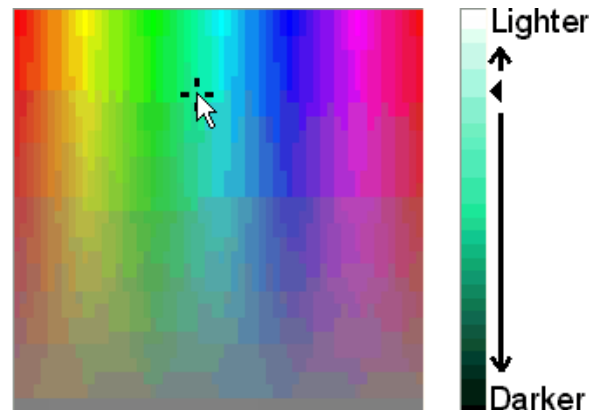
Here I have clicked on the menu line:
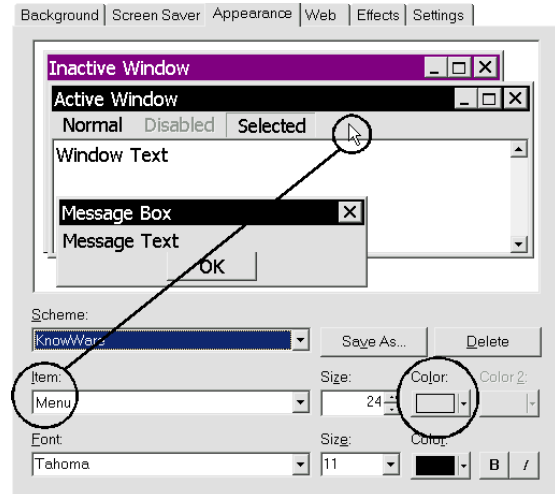


3. Choose a new color for the element you've selected by clicking on the arrow on the right part of the **Color** button.

4. If you want even more colors from which to choose, click the **Other** button:

5. Now you can specify your own color by clicking in the color palette or by dragging the cross around.



Drag the slider in the colored bar to the right to make the color lighter or darker.

6. Click on **Add to custom colors** if you want to use your new color as a user-defined color [Will it be clear to the reader what it means if something is used as a user-defined color? Just wondering… -LLG]

| | |
|---|---|
| Hue: 90 | Red: 148 |
| Sat: 127 | Green: 222 |
| Lum: 174 | Blue: 167 |

Below the color palette you can see how your new color is defined.
You can also type in the numbers yourself.

When you have changed the appearance of the items you want, you can save the result as your own color scheme:

1. Click the **Save as** button and give your new scheme a suitable name.



2. Save it by clicking the **OK** button.

3. If you want to delete one of your color schemes, select it and click the **Delete** button. The scheme is deleted when you click **OK** to close the **Display properties** dialog box.

4. Finally, choose **OK** to close the dialog box and confirm your choices.

Changing the appearance of your screen is not something you do just for fun. It also has a lot to do with changing the amount of strain put on your eyes when you work in front of the computer screen for a long time. Looking at the same color for a long time makes your eyes tired, leading to headaches and irritation.

So do yourself a favor. If you spend all day working with your computer, change the color scheme once in a while. I have a number of different schemes with strong colors, shades of gray and light colors to change between.

# OK – how far have we come…?

Though there are many more objects to discuss, you have now reached a level of knowledge where you can manage for a while.

In other words, you can now put this booklet aside and concentrate on working with the different programs on your computer, like a word processor or spreadsheet, and that will be fine – but only for a while.

## How can my work be more structured…?

Behind every program is a meaning – a philosophy. When you recognize this, you will be able to use the program much more efficiently.

That is exactly what the next exercises are all about. When you have written more letters and maybe used other programs and saved more files on your desktop, it will soon look like this:



You will then need to put your files into better order. Doing this may well seem difficult at first, but it is of paramount importance for all computer users.

I suggest that you give yourself plenty of time for the next exercises, **My computer** and **Explorer,** and maybe take them in small easy stages.

We will start by looking more closely at **My computer** and some of the objects on the Desktop.

# Exercise 7: My computer

When you want to explore the contents of your computer, you can do it with the **My computer** program, which lets you access all the components on your machine. When it starts, your computer knows nothing about itself. Everything must be read from some particular, vital, files located on the computer's hard disk. When a program starts, the computer has to read a great number of files containing information about the way that particular program works.

When you decide to print a file to your printer, again it is done using some special files (called printer drivers) that convert what you see on screen to a language the printer can understand.

All of these actions take place with the help of many different files stored on your computer's hard disk.

You can have several hard disks, and each hard disk can be divided up into several *drives*. The names given to these drives come from when personal computers first appeared:

Originally, PCs came with two floppy diskette drives and no hard disk. These two diskette drives were called drive A: and drive B:. When the hard disk was introduced, it was therefore called drive C:. On modern computers there is usually only one floppy diskette drive, drive A:, but the hard disk is still called drive C:
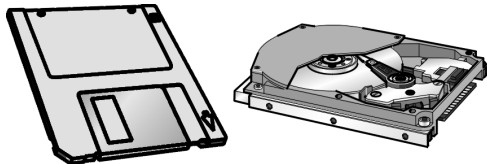
3.5" Floppy diskette     Typical hard disk

If you have several hard disks, a CD-ROM drive, and maybe a tape drive for making backups of your data, these are called D:, E:, and so on.

In order to manage program files, and not delete, rename, or move important files, it is very important that you build up a disciplined and logical structure on your hard disk.

This and the following exercise will give you an example of how this could be done. Even so, it is very important that you build your own structure to fit your specific needs.

1. Close all open windows and double click **My computer** on the Desktop.

2. The next illustration shows the drives on my machine, together with a folder.
   Your machine will have at least an icon for drive **C:,** one for a **3½ Floppy (A:),** and the folder **Control panel**.

3½ Floppy     Local Disk (C:) Local Disk (D:)
(A:)

Audio CD (E:)  Compact Disc  Control Panel
(F:)
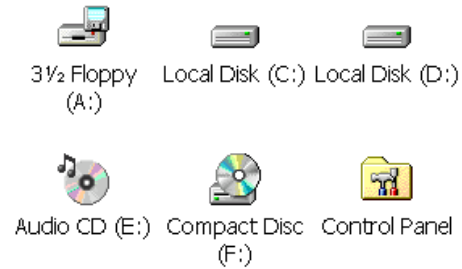
   The picture shows two hard disk drives (C: and D:). There is an audio CD inserted in the CD-ROM drive (E:), as shown on its caption, and an empty CD-ROM drive (F:).

3. You can display objects in many different ways. Click on the **View** menu and notice the four items there: **Large Icons**, **Small Icons**, **List** and **Details.**

4. Try **Small Icons**. The information shown is the same, but there is space for more icons in the window.

5. Click on the **C:** drive. The left pane and the **Status bar** of the window show how big the drive is, and how much free space there is. The Status bar shown in the bottom of the window contains useful information about the selected object.

Free Space: 4,07 GB, Capacity: 7,85 GB

The Status bar is very informative

6. Choose **View|List**. This arranges all the small icons vertically.

7. Choose **View|Details**. Now a great deal of information is displayed for each element. We will work with the window in this view.

8. Adjust the width of the window until it shows all the information it contains.

9. If the text in a column is too long to be shown in its entirety, it will be cut off:



1. You can adjust the width of each column by dragging the right side of the field containing the column heading to the right. The mouse pointer should change to a double arrow before you start dragging (as in the illustration above).

> Instead of dragging the column border, try double clicking the border. Windows2000 automatically adjusts the column width to fit the text in the column.

1. Double click on the icon for drive **C:** . Its contents are displayed in the same window.

2. You can sort the objects in alphabetical or numerical order according to the column's contents. Click on the buttons above each column.



3. For example, clicking once on heading of the column labeled **Name** sorts the objects in alphabetical order. Click the same column heading to sort in reverse order. When the small arrowhead shown beside the column name is pointing upwards, the objects are sorted in ascending order. One more click turns the arrowhead downwards, and sorts the objects in descending order.

4. Now sort the objects in descending order so that the newest modified file is shown first and the oldest last (Click on the **Modified** column until the small arrowhead is pointing downwards).

5. Sort the window again in ascending alphabetical order.

6. Double click the **WINNT** folder. This window contains files that Windows2000 needs to keep the system working properly. Windows2000 initially protects these files by hiding them. As shown by the text in the window, you can view them by clicking **Show Files**, but then again – why should you? Just leave them for Windows2000 to handle.

7. Click the first button on the toolbar to go one step backwards and display the C: drive again:
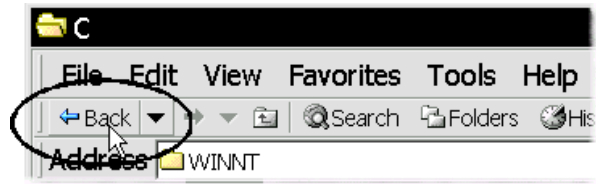


13. You can keep track of all the folders you have opened by clicking the little arrow on the right side of the **Back** button, as shown here:



14. The **Address** field just below the toolbar shows the current folder name. Click the arrow on the right side of the field to navigate quickly to another folder or drive.

15. You can hide or edit these toolbars. Choose **View|Toolbars** and click on **Address Bar** to hide it.
Follow the same procedure to show it again.

You can change the appearance of the **My Computer** windows to make them work and look like they did in Windows95/98.

1. Choose **Tools|Folder Options**, then click the **General** tab.

2. Move the dialog box aside so that you can see most of the **My Computer** window.

3. In the **Web View** section, the **Use Windows classic folders** option hides the information shown on the left side of the windows.
Select this option and click **Apply** to see the option in effect.

4. Check the effect of the other options on the **General** tab the same way.

5. Then click on the **Restore Defaults** button to return to the original settings.

> Windows lets you investigate many options and settings by clicking the **Apply** button in dialog boxes. You normally return to the previous settings by clicking the **Cancel** button, which will also close the dialog box.
>
> The **Restore Defaults** button is new with Windows2000 and lets you undo your changes while keeping the dialog box open so that you can continue working with it.

6. Click the **View** tab. I'll get back to **Like current folder** button on page 37.

The section **Advanced settings** is quite interesting. Let's try a few of the many options:

1. Click in the **Display the full path in title bar** checkbox.
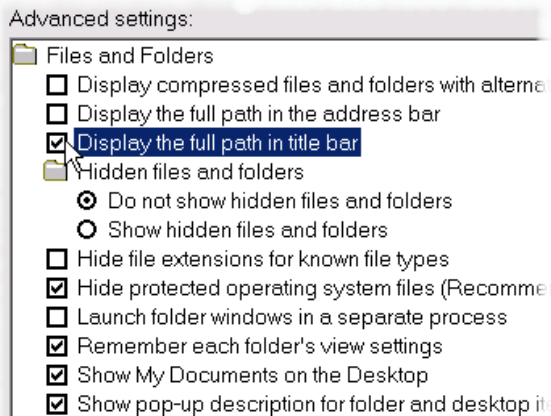


2. Click **OK** to make it active and close the window.

3. Double click the **Program Files** folder**.** If you are told that this folder is maintained by the system, click the underlined text **Show Files**.

4. Double click the **WindowsNT** folder.
   The title bar should look like this:
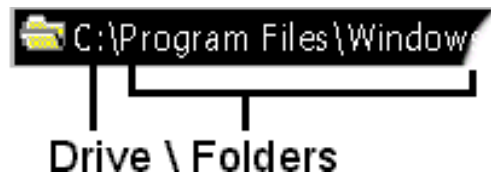


There seems to be a bug in my Windows2000 here. This is how it looks on my computer:
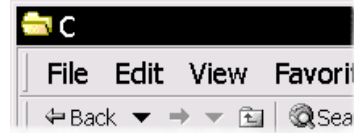


It only shows the letter **C**.

My Windows2000 is a very early one. If your version is newer, this problem might be fixed.

> There are several bugs in Windows2000. And we might as well accept that as a fact. If a program had to be completely free of bugs before it could be sold, it would never reach the sales counters.
>
> Microsoft and other software companies are constantly working to improve their programs. Free upgrades are often offered over the Internet at regular intervals.
> I'm hoping that the next Windows2000 upgrade will fix this little problem.

2. Still in the **Folder Options** dialog box, click the **View** tab, and check the **Display the fill path in the address bar** checkbox.

3. Click **OK** and close the window.

4. The **Address** field should look like this now:



Windows2000 is based on the program WindowsNT, which stands for Windows New Technology.

The WindowsNT folders on your computer contain Windows2000 programs and files.

## Make Windows look the same

When you have 'personalized' one window so that it's displayed in a way you like, you will probably want all the windows you open in the future to appear the same.

1. Open the window with the desired appearance.

2. In the window, open the **View|Folder Options** dialog box and click the **View** tab.

3. Click the **Like current Folder** button.
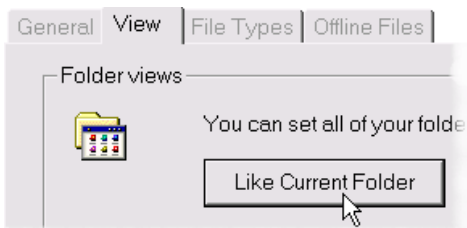


4. A new dialog box asks you to confirm the choice. Notice the text:
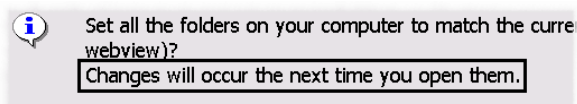


5. The different folders and drives in **My Computer** will now appear the same way – but only until you change the appearance of one folder's view. Close the window and double click the **My Computer** icon on the Desktop again.

6. Double click **C:** and change its appearance, e.g., choose **View|Large Icons** and close the window again.

7. Open the **My Computer** and **C:** windows. Windows2000 remembers how each folder and drive last appeared.

   The reason for this is that Windows remembers each folder's view settings separately.

8. If you want to change that, choose **View|Folder Options** and click the **View** tab. In the **Advanced settings** section, uncheck the **Remember each folder's view settings** checkbox.

## How My Computer is structured

All computers these days have at least one hard disk with an operating system controlling the computer via a user interface.

Microsoft could certainly have chosen many other ways of building a user interface. Using **My computer** lets you see how the computer is built up almost like a hierarchy – you are given a comprehensive view and can then dive deeper and deeper into the details of what the hard disk drive contains.

The icons in the windows show the contents of a drive and can be thought of as a filing system containing masses of folders. Each folder can contain further folders or files.

This is how I picture the structure:
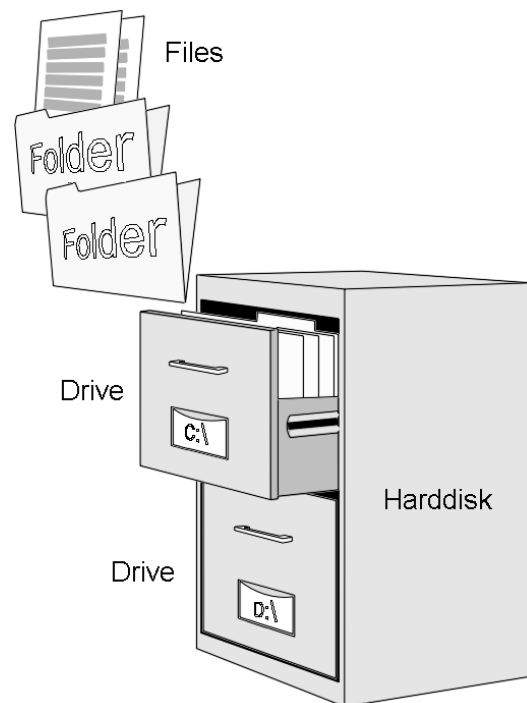


The picture above could represent the situation where you have double clicked the **C:** drive (represented by the open drawer), then double clicked the **Program Files** folder (the first folder), then double clicked the **WindowsNT** folder (the folder in the folder). You are now looking in the folder at the files it contains.

In the next section we will look closer at the structure using the **Explorer** program.

# Exercise 8: Windows Explorer

## Part one

### Build up a file structure

You have seen how **My computer** can display the contents of your machine. Every drive can contain a huge number of folders, which again can contain, in theory, an infinite number of documents – files.

It is up to you to organize your 'filing cabinet' in a logical and manageable way.

In other words, you will have to do some planning to design a sensible structure – but I can promise you that time spent doing this will save you lots of time and inconvenience later on!

It can be difficult to maintain a good general view of the file structure in **My computer**. **Windows Explorer** is better in this respect.

The **Explorer** program is nothing new. In earlier Windows versions it was called **File Manager**, but it is more than just that. It is obviously Microsoft's intention that the program should be used to Explore the contents of your machine.

### The Windows Explorer window

You can open Windows Explorer in several different ways (as usual, I might add).

1.  Right click the **Start** button and choose **Explore** from the object menu:
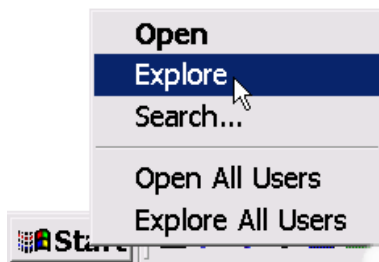


2.  The **Explorer** program window is divided into two parts. The pane on the left side displays a 'tree like' structure showing the drives and folders. The right side displays the *contents* of the selected folder or drive in the same way that **My computer** did.

This way you can explore the contents of the computer in detail (right pane) while still keeping a general view open (left pane).

3.  At the top of the hierarchy is the **Desktop**. Select this now by clicking on it.



**Drives and folders**      **Content of selected drive or folder**
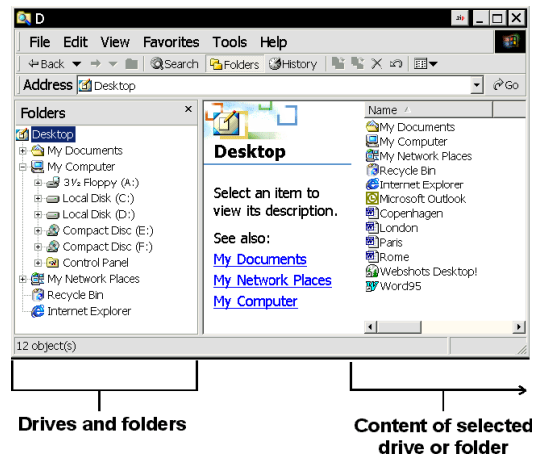
The icons are shown under the Desktop. As the Windows screen shows only two dimensions, it is not possible for us to look *into* a folder or drive. Therefore, elements *on* the Desktop are shown *under* the icon for the Desktop. The example below shows how a system of folders in a filing cabinet would look in Windows Explorer. You will create this structure on page 42:



Folders placed in other folders...      ...are shown under each other in Explorer
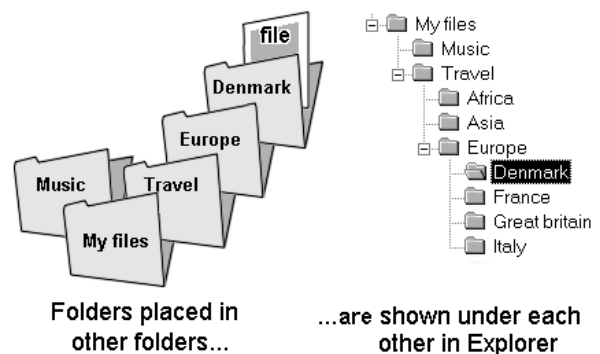
In computer language, the structure above on the **Local Disk (C:)** leading to the folder **Denmark** is expressed like this:

C:\My files\Travel\Europe\Denmark

In the following, we are working in the *left pane* of the Windows Explorer window

1. Click on the small minus sign to the left of the **My computer** icon. The structure 'collapses' into itself, and a small plus sign indicates that there are more levels below this icon:



At least one level is hidden under this icon

Follow this vertical dotted line to see elements on the Desktop
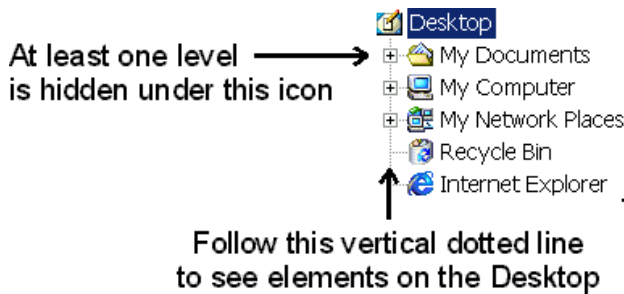
2. Click on the small plus sign next to the **My computer** icon to display itscontents – shown as underlying levels.

3. The illustrations on this page show my computer's drives and folders. Your computer will probably look different, but follow what I am doing on your computer anyway.



All levels visible

Lower levels not shown

Special folder (created by Windows)
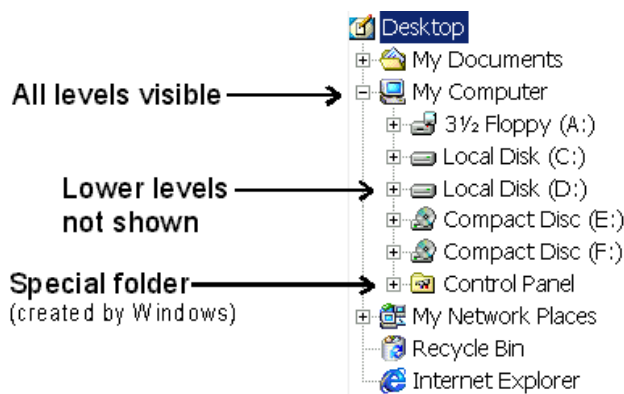
4. If the **Windows Explorer** window is not maximized, make it so now.

5. Click on the *icon* for the C drive **Local Disk (C:)**, and look at the contents displayed in the right pane. As you can see, the drive contains a large number of folders.

6. Choose **View|Details**. The right pane shows details for each element.

Let's increase the working area even more by temporarily removing the information in the left part of the right pane:

7. Choose **Tools|Folder Options** and click the **Use Windows classic folders** in the **Web View** section.
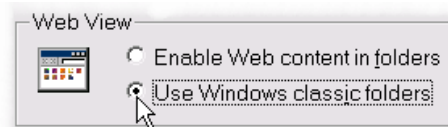


> The view options you choose in Windows Explorer also affect My computer, and vice versa.

8. Now click on the little plus sign by the **Local Disk (C:)** icon to open the hierarchy for this drive. Now the folders contained in the drive are also displayed in the left pane. But the *structure* of the drive is also shown – the dotted lines and plus signs:
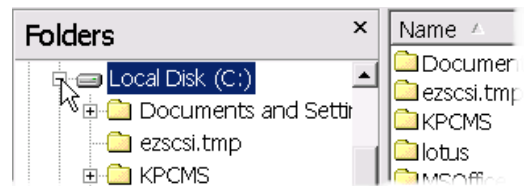


9. Click on *the icon* for the **Program Files** folder to see what it contains in the right pane.

10. Click on the *plus sign* by the **Accessories** folder. Notice that even though you have opened the folder, the right pane continues to show the contents of the **Program Files** folder – the *selected* folder.
In other words, you can open and close folders (levels) without shifting the focus from the selected folder.

We will make use of this function later when we copy and move files between folders and drives.

11. It may well be that there is no longer enough space to show every level in the left pane. You can alter the amount of space that the window gives to the left and right panes without actually adjusting the size of the window itself. Do this by dragging the dividing line between the two panes using the mouse, as illustrated in the next picture:
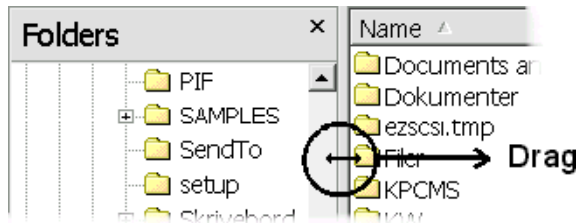


12. Close the C drive **Local Disk (C:)** by clicking the small minus sign next to the icon. All the levels under **Local Disk (C:)** are hidden, even though several folders were open.

13. Now click on the small plus sign next to **Local Disk (C:)** and notice that Explorer has remembered that the **Windows** and **Start menu** folders should be expanded.

---

If you make a mistake during these exercises, then just remember that you can undo your last action by choosing **Edit|Undo**.

Depending on of the kind of action you perform, Windows2000 can undo at least eight actions.

Actions you've made in programs, e.g., WordPad or Paint, have to be undone in that particular program. Some actions, like printing and saving, cannot be undone.

---

If you select the **3½" diskette drive (A:)** when there is no diskette in the drive, you will see a message telling you that the drive is not ready. Click **Cancel** to close this.

---

## Sorting objects

Just as in My Computer, in the Explorer you can easily sort the order in which you see objects in the right pane by using the headings of each column, which work as buttons:
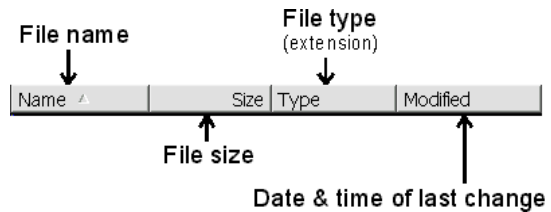


Sort the content of the Windows folder like this:

1. Select the **WINNT** folder on the **Local Drive (C:)** drive.

2. Sort in date order for when they were last modified. The newest file should be at the top of the window (descending date order – click twice on the **Modified** button).

3. Finally, sort the objects by **Type**.

4. Try selecting other folders in the left pane, and sort them in an order of your own choice.

---

You can only sort in the right pane, and only for the object, file or drive that you have selected in the left pane.

The left side is sorted automatically, first in its tree structure, and then alphabetically within every level of the tree.

---

This function gives a quick and flexible view of the files you have, and is a terrific tool to use when you need to find files from certain dates.
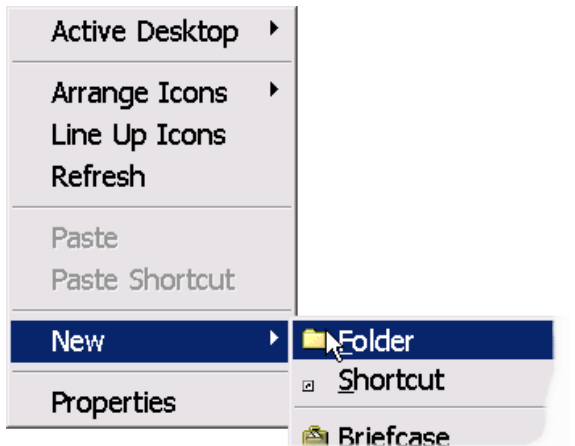
I have often used it to find the newest files in order to make a backup copy of them.

Of course Windows2000 also has an effective search tool, which is described on page 50.

## Creating folders on the Desktop

We are going to create a new folder for the files we have placed on the desktop.

1. Minimize **Explorer** and right click the **Desktop**.

2. Choose **New** and **Folder**.

Active Desktop     ▸

Arrange Icons      ▸
Line Up Icons
Refresh

Paste
Paste Shortcut

New                ▸    📁Folder
                        ▫ Shortcut
Properties              📇 Briefcase

3. The name **New Folder** is selected by default, which means that you don't have to delete it before typing the name you want.
Type **Europe** and press Enter.

4. The files **Paris new**, **Paris**, **Rome**, **London** and **Copenhagen** should be moved to the new folder. Grab the first file with the mouse and drag it over the **Europe** folder. Release it there.

5. You can move the other files one at a time using the same method, or move them all together like this:
Start by pointing slightly above and to the side of the top file, then drag the mouse until all the files are selected. As you drag, a dotted frame is shown and the icons included in the frame are all selected.
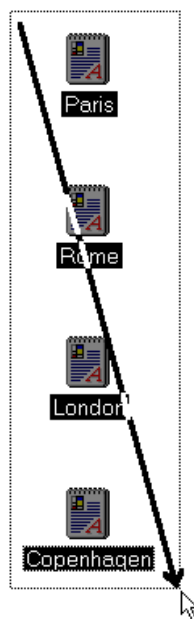
6. Release the mouse, grab hold of one of the selected files – it doesn't matter which one – drag them to the **Europe** folder and release them.

Open the **Europe** folder on the Desktop (double click on it). The files we moved are here as they should be.

> You can select several objects by dragging a 'frame' around them with the mouse.
>
> If the objects are not next to each other, click on the first one, then hold the Ctrl key down while you click on the others.

Let's see how our new folder looks in **Windows Explorer**:

1. Click the **Windows Explorer** button on the Taskbar, maximize the window, and select the **Desktop** in the left pane

2. Close all details (click all minus signs) and select the **Europe** folder.

The right pane shows the files in the **Europe** folder.

As the number of files on your computer increases, you will need a logical structure of folders to store the files in.

That is what we will do in the next section.

## Creating folders in Windows Explorer

Before creating folders in **Windows Explorer**, you should spend a moment working out where they should be placed in relation to the other folders and drives in the hierarchy.
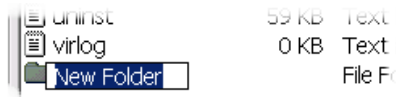
We will create a structure to help us manage all our future travel descriptions.

We will leave **Europe** on the **Desktop** for now and choose to create a completely separate folder for all our existing and future files.

1. Select **Local Disk (C:)** in the left pane.

2. Choose the **File** menu, then the menu items **New** and **Folder**.
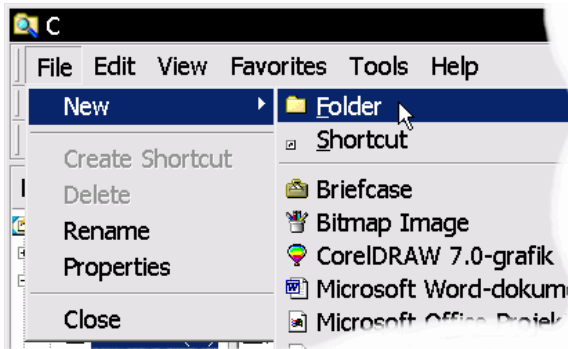


3. The new folder appears at the bottom of the right pane.



4. Give the folder a suitable name, like **My files** and press Enter.

5. Click on the new folder in the *left* pane.

When you create a new folder, it is always placed in the selected folder.
The new folder 'My files' is placed directly under Local Disk (C:). The next folder we are going to create should be in the 'My files' folder. So you must select this folder in the left pane before continuing. If you create a folder in the wrong place, you can always move it (see page 44).

If the new folder is not shown in the left pane after you've renamed it, try updating the screen by pressing the [F5] key.

1. With the **My files** folder selected in the left pane, choose **File|New|Folder**. Type **Vacations** and press Enter. The folder is still only visible in the right pane.

2. Click on the small plus sign next to **My Files** in the left pane. Click on the **Vacations** folder:



3. Notice that the folder has neither a plus nor a minus sign because it's empty.

4. With **Vacations** selected, create another folder using **File|New|Folder**.

5. Call it **Asia** and press Enter.

6. Now the **Vacations** folder has a small plus sign next to it – click on the plus sign.



7. Make sure the **Vacations** folder is still selected and create one more folder**.**

8. Type **Africa** and press Enter. As the **Vacations** folder is already open (because it's selected), you can see the new folder immediately.
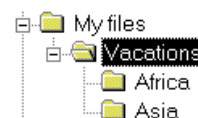


Note that the folders are sorted alphabetically in the left pane but not in the right pane.

We are assuming that you expect to be writing many descriptions of your travels, so we will divide the tree into even more levels by creating folders under each continent.

1. Select **Africa** in the left pane and choose
   **File|New|Folder.**
   Type **Kenya** and press Enter.

2. Click on the small plus sign next to the **Africa** folder so that you can see the **Kenya** folder.

3. With the **Africa** folder still selected, create two folders called **Ghana** and **Tanzania**.
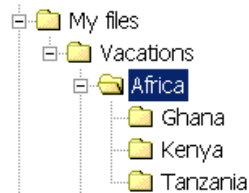


4. Asia should also contain a couple of folders. Click on **Asia** in the left pane, and create a new folder.

5. Type **Thailand** and press Enter.

6. Open the **Asia** folder so that you can see that the new folders have been created correctly in the left pane.

7. Still with **Asia** selected, create folders called **Japan** and **Malaysia**.

Your folder–tree should now look like this:



Now the structure is just about finished, but the **Europe** folder ought to be with the other continents in the **Vacations** folder.

Instead of creating it again, we will simply move it from the Desktop.

## Part two

### Moving files and folders

When you want to move files and folders, **Windows Explorer** makes your life very easy. As you have already seen – when we used the mouse to move elements to the Recycle Bin by dropping them on the bin's icon -- Windows2000 supports 'drag and drop'.

You can drag files and folders to a new place on the computer. We will move the Europe folder using the left pane:

1. Maximize **Windows Explorer**.

2. To make things easier, the location to which you want to move the folder(s) to should be visible in the left pane, in our case the **Vacation** and **Europe** folders.

3. Select the **Europe** folder on the **Desktop**. The left pane of Explorer should look something like this (I have cropped the picture so that you only see the folders relevant to this exercise):



4. Grab hold of the **Europe** folder with the mouse and drag until the mouse highlights the **Vacations** folder. When you release the mouse, the **Europe** folder disappears into the **Vacations** folder.

5. Just as when you create a new folder, the folder is shown below the folder that is selected when you release the mouse:
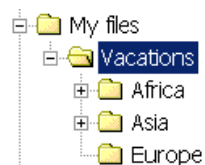


On the picture, the contents of **Asia** and **Africa** are hidden.

> When you move a folder, its contents move with it. You can drag files to any location visible in either the left or right pane.

6. Select **Europe** in the left pane and create folders called **United Kingdom**, **France**, **Denmark** and **Italy**.



Resize the left pane to make room for the new folders' names.

7. The files in the Europe folder should be moved to their respective country folders. Keep the **Europe** folder selected in the left pane. The right pane will show the files.

8. Drag **Copenhagen** from the right pane to the **Denmark** folder and release it.
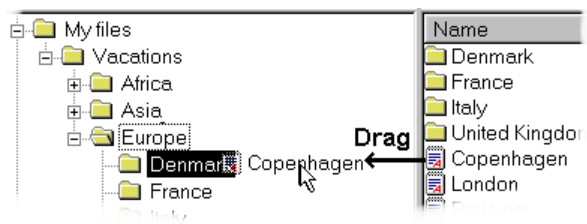


9. At the same moment the file is released, it apparently disappears. Select the **Denmark** folder and check that it contains the file.

10. Continue by moving **London** to the **United Kingdom** folder, **Rome** to the **Italy** folder, and **Paris** and **Paris new** to the **France** folder in the same way. Below, both files are selected by dragging a frame around them:

11. Release the mouse. Grab hold of one of the files and drag them to the **France** folder:



12. Click on every folder under **Europe** in the left pane and check that the files are where they should be.

We will try moving the **Europe** folder one level up to the **My Files** folder:

1. Drag **Europe** until the **My Files** folder is highlighted. When you release the mouse, Windows Explorer rearranges the folders automatically.

2. Open the **Europe** folder and check that the folders and files have been moved as well. Neat, don't you think?

3. Undo the move by clicking the **Undo** button.

## Undoing an action

Remember that you can undo any action done in **Windows Explorer**.

Click the **Undo** button on the toolbar, or choose **Edit|Undo…**

## When moving does not work…

…it is probably because you have tried to move a folder to the same level in the hierarchy.

For example, if you want to move the Thailand folder and drop it in the Asia folder, then it won't work because Thailand is already in that folder:



In that case, just click the **OK** button to close the message box. The move action is automatically canceled.

## Copy files and folders

As you saw in the preceding section, files are *moved* when you drag them from one location to another on *the same drive*. This is very sensible. You will usually want only one version of a file on a drive, or life begins to get rather confusing – which version did I update and which not…?

On the other hand, if you drag a file or folder to *another drive*, it is *copied* – which also makes perfect sense.

In the next exercise, we will copy some files and folders, and then delete them again. We will work on the same and on different drives.

1. Start **Windows Explorer** again and check that all subfolders to **My files** are visible in the left pane.

2. Start by copying the **France** *folder* to the **Asia** folder. Select the **France** folder.

3. Using the *right* mouse button, drag the **France** folder to the **Asia** folder, which is highlighted as soon as you are pointing at it. Release the mouse.

4. Choose **Copy here** from the object menu.
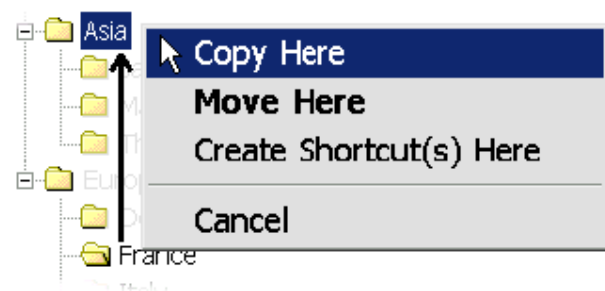


Now the **France** folder is in both the **Europe** and the **Asia** folders.

In the previous section, we tried to undo a move. Can copying also be undone?

1. Click on the **Edit** menu. Now it says:
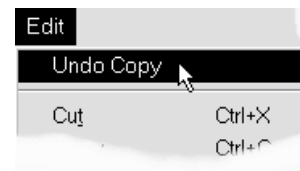
2. Click on **Undo copy.**
   A dialog box asks you if you are sure you want to do this. Click **Yes** to delete the copy of **France** from **Asia** (which will, no doubt, satisfy the French and the Asians).

---

You can also undo actions using Ctrl+Z. These keys work in nearly all Windows2000 programs! The advantage of these keys is that they are fast. The advantage of using the menu is that you can see what you are about to undo.

---

I think it is important that you are comfortable using Windows Explorer to copy objects, so we will try it again – this time in different ways:

1. *Right drag* **Denmark** to the **Africa** folder.

2. Choose **Copy here** on the object menu.

3. Oops, that was wrong – the copy should have been on the Desktop, so **Undo** the copying.

When you can't see the destination folder in the left pane, it is quite difficult to left or right drag files or folders. Instead, we will use the object menu like this:

1. Now *right click* the **Denmark** folder and choose **Copy** from the object menu.

2. In the left pane, scroll up to the very top until the **Desktop** icon is visible.

3. Right click the **Desktop** icon and choose **Paste** to insert the copy.

4. Let us just see if we can see the folder on the Desktop itself. Minimize **Explorer**. You cannot see that this is a copy. Take care not to end up with several copies of files or folders!

5. Double click the **Denmark** folder on the **Desktop**. It opens in a window and you can see that the file **Copenhagen** has been copied with it.

6. Close the window and delete it by right clicking the folder on the **Desktop**, choosing **Delete** and clicking **Yes**.

7. Click the **Explorer** button on the **Taskbar** to restore the window.

You can only see files in the right pane. So when you want to copy a file, you have to find it in the right pane and right click or drag it to a folder in the left pane.

We will copy the **London** file to the **Ghana** folder (Oh dear…what a mess. But do it anyway just for the practice).

1. Open the **Africa** folder so you can see the **Ghana** folder**.**

2. Select the **United Kingdom** folder in the left pane.

3. Right drag the **London** file to the **Ghana** folder and release it there.
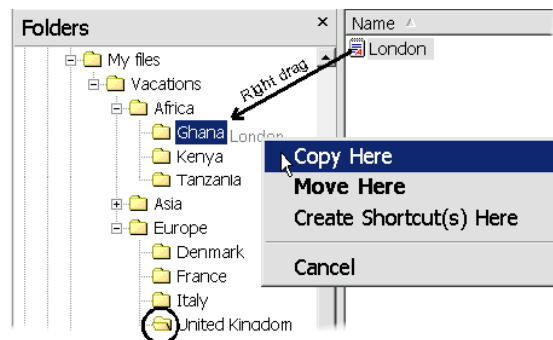


Notice that the United Kingdom folder is open, meaning that its contents are shown in the right pane. In this way you can scroll up and down in the left pane until the folder in which you want to put your copy comes into view.

4. Copy the files **Paris** and **Rome** to the **Kenya** folder using the same method.

---

You can also copy using the keys. The **Edit** menu tells you which keys you should use. It works like this: Select what you want to copy, press Ctrl+C, then select the folder where you want to put the copy. Press Ctrl+V.
If you do a lot of copying, it is a good idea to memorize these keys.

The object you have copied can be pasted in again and again using Ctrl+V.

You can move objects almost the same way. Just choose cut, Ctrl+X, instead. Paste them with Ctrl+V.

---

## Part three

### Deleting folders and files

You have already seen that when you move a folder, its contents move with it. The same thing happens when you delete a folder:

1. Right click the **Ghana** folder and click **Delete** on the object menu. A dialog box with a very exact question asks you to confirm the action.



2. Click **Yes** to transfer the folder and its contents to the Recycle Bin.

3. Undo the deletion using **Edit|Undo delete** or by pressing Ctrl+Z.

4. Select the restored **Ghana** folder and check that it still contains the **London** file.

5. Right click the **London** file in the right pane and **Delete** it.

6. Select the **Recycle Bin** in the left pane in Windows Explorer (you will find it at the bottom of the hierarchy). In the right pane you will see the file together with other files you have deleted.

7. Right click the **Recycle Bin** and choose **Empty Recycle Bin** from the object menu. Note the text in the dialog box (and in the next picture):



8. Click **Yes** (or press Enter) to confirm the permanent deletion.

You cannot undo emptying the **Recycle Bin**.

You should empty the Recycle Bin regularly so that it does not use up too much space on your hard disk.

## Part four

### Copying to other drives

If you drag a file or folder to *another drive* it will be copied, which makes a lot of sense. Think of the situation where you want to use a file on a diskette, maybe you want to send it to a collea-gue or friend, but you will still want to keep the original file on your hard disk.

Let us see how it works:

1. For this exercise you will need an empty diskette.
   Put the diskette in the **3½ Floppy** (**A:**) drive.

2. Select the diskette drive in the left pane of **Explorer**. If the drive is empty or the diskette is not properly in the drive when you try to select it, you will see this window:



   If this happens, click **Cancel,** put the diskette in properly and select the drive again (if you try putting the diskette in backwards you will feel a blockage in the diskette drive).

3. If the diskette is new, you might be asked if you want to format it, in which case you shouldclick **Yes**. (Most diskettes on sale to-day are formatted – ready for use. Some very cheap diskettes are, however, not formatted, but Windows2000 will automatically do it for you if you click **Yes** here).

4. Select the **Europe** folder.

5. Grab the folder, drag it to the **3½" Floppy (A:)**, and release it.

6. Windows shows that you are copying a file. Diskettes are not as fast as a hard disk, so you have plenty of time to see that each folder and file is copied as it should be.



Right clicking a file and choosing **Send to** lets you copy the file directly to a number of locati-ons, including the diskette drive.

This way you don't have to scroll up and down in the left pane to see the diskette drive.
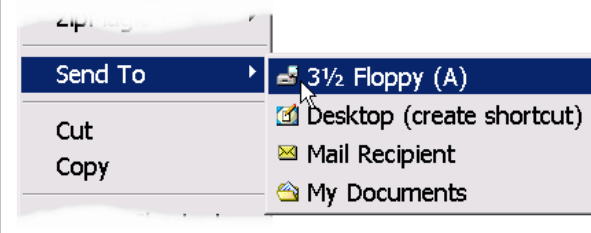


This method makes it very easy to make backup copies of important data. All you need to re-member is that a diskette cannot hold more that 1.44 MB of data – more than enough for our va-cation folders, but not enough when you really begin to produce some work.

## Some tips about selecting

When you want to select several files to copy, move, or delete, there are a couple of handy shortcuts that you should know about.

> If you have many files to select, it is easier to click on the first file, hold the Shift key down and then click on the last file. All the files between the two objects you clicked will be selected.

> If all the files in a folder are to be selected, then try using the Ctrl+A keys (remember 'A' for 'All'). This works in the right pane only.

> These keys can be used in many other programs, like Microsoft Word and Excel, so it is worth learning them.

If you want to select files that are not next to each other in the right pane of the Explorer window, then it is done like this:

1.  Select the **WINNT** folder in the left pane. Click the first file or folder in the right pane to select it.

2.  Now hold down the Ctrl key and click on the next file you want to include in the selection. As long as you hold Ctrl down, all the files you click will be added to the selection.
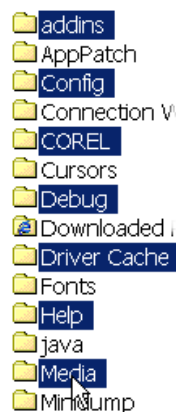
## Short résumé

Our drawings are filed on the Desktop. They should be moved into a new folder using Windows Explorer:

1.  Select the folder **My files** in **Explorer** (left pane).

2.  Choose **File|New|Folder** and call it **Drawings**.

3.  The left pane should now display the following folders:
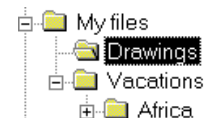
4.  Select the **Desktop** at the top of the hierarchy.

5.  In the right pane, select the drawings we created in the Paint program:

6.  Make sure that you can see the **Drawings** folder in the left pane and then *right drag* the files to the folder. Release the mouse.

7.  On the object menu, choose:
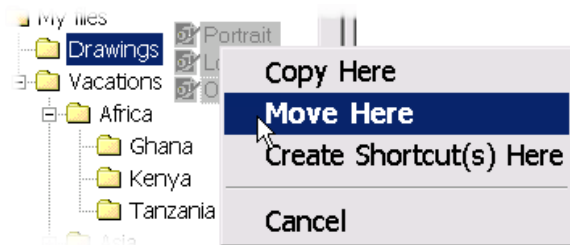
8.  Select the **Drawings** folder in the left pane and check that the drawings are there.

9.  Minimize **Explorer** and check that the files no longer exist on the Desktop.

I hope that these exercises have inspired you to continue working with Windows Explorer.
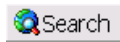
Time spent here will prove well-invested in the long run.

## Part five

### Find files in Explorer

No matter how well you organize your work, sooner or later you will need to search for a file.

1. Start **Explorer** and select the **Windows** folder.

2. Click the **Search** button on the toolbar.

3. The left pane of Windows Explorer is re-placed by the *Search Assistant*. Type the file- or folder name you are searching for in the **Search for files or folders named:** field. If you would like Windows to find only files containing specific text strings, type the text in the **Containing text:** field. The **Look in:** field lets you specify where the search should be performed.

   In the example below, I'm searching for files and folders with names *including* the text 'Win' on my computer's local hard drives.
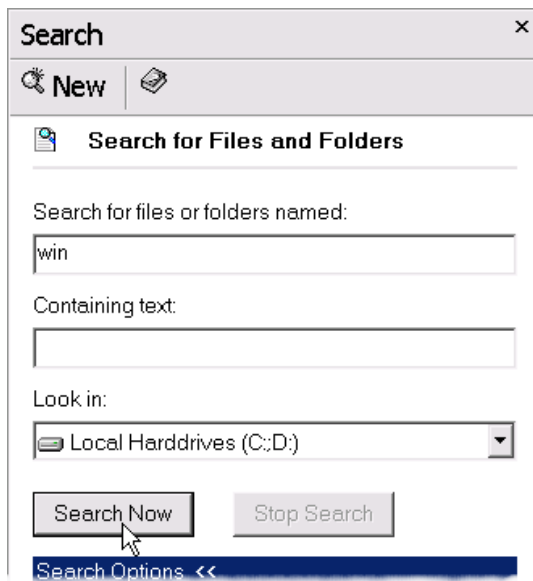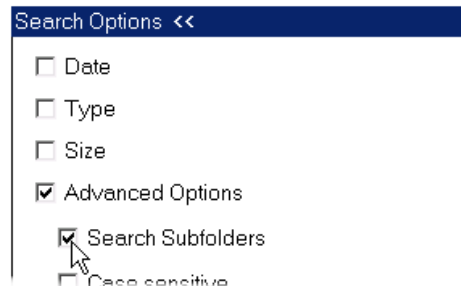
4. All files and folders found are shown in the right pane.

We will now search for one of the vacation descriptions we created earlier.

1. Type **Copenhagen** in the **Search for files or folders named:** field.

2. The **Look in:** field should point at **Local Disk (C:)**.
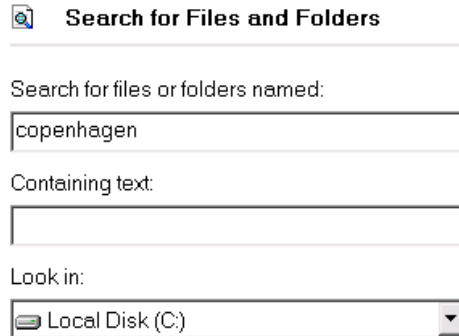
3. In the section **Search Options**, select **Advanced Options** and note that the **Search Subfolders** option should be selected.

4. Click **Search Now** to start searching.

5. If you have restarted your computer after opening the **Copenhagen** file, the search re-sult will only point at **C:\My file\Vacations\Europe\Denmark**. If you have not restarted the computer in the meantime, the search result will include a further folder:

   C:\Documents and Settings\Palle Grønbæk\Recent

6. What folder is this? You can find it on the **Start** menu under the name **Documents**, as shown in the next pic-ture.
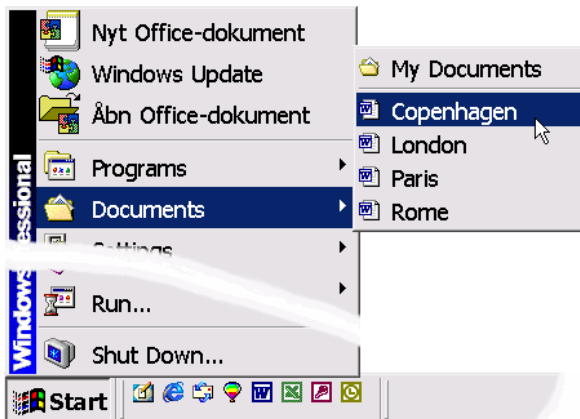
7. In Windows Explorer, the folder is called **Recent**. This folder remembers the last files you have opened. If you are working on the same documents for several days in a row, the easiest way to access them is to click on the **Start** button, point at **Documents**, and click on the file name here:

> In Windows2000, a folder called **My Documents** is placed on the Desktop by default. If you want, you can create subfolders in it to built an appropriate structure in which to save your files.
>
> 
>
> My Documents
>
> If you do this, you'll always have easy access to your working files directly from the Desktop.

The Advanced Options help you narrow your search.

Try for yourself to search for files saved between two specific dates…

…or search for files made by a certain program (Type).

If you leave the field **Search for files or folders named:** empty, all files that fulfill the advanced options on the specified drive will be found.

## Find using part of a file name

If you only know part of a file name, you can search for a particular file type or letter sequence.

If you, e.g., want to find all files beginning with the letter 'K' on your C:\ drive, use an asterisk to specify your search criteria as shown in the next picture:



> The asterisk (*) is a 'wildcard', which means that any character or characters are accepted. For example, 's*t' finds '**s**i**t**', '**s**a**t**', '**s**tar**t**' and '**s**hif**t**'. Another 'wildcard' is the question mark, meaning that any single character is accepted. For example 'si?' finds '**si**t', '**si**n', '**si**p' and '**si**r'.

## Search, Folders & History

The toolbar in Windows Explorer has three buttons that radically change the left pane of Windows Explorer.



We have worked a great deal with the Folders view and in the previous section, you were introduced to the search function.

The **History** view is especially interesting when you are visiting sites on the Internet often, as it keeps track of the pages you have visited. Click the **View** button to choose how to organize the history of your work.

Click the **Folders** button before you turn the page to continue with the next exercise.

# Part six

## Configuring Explorer

All programs save files with a special three-letter extension (which indicates the file format). The **WordPad** program saves files in the .rtf format (rich text files), while **Paint** saves in the .bmp (bitmap) format. You can choose whether **Windows Explorer** should show all file types, or only a selection of those available.

1. In **Windows Explorer**, choose **Tools|Folder Options**. The choices you make here influence all windows. They are *global* choices.

2. Click on the **View** tab and check that the **Do not show hidden files and folders** checkbox is checked:
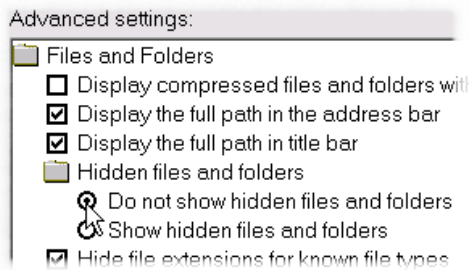


3. Click **OK** to close the dialog box.

4. In the left pane of **Windows Explorer**, select the **C:\WINNT** folder.

At the bottom of the window you can see how many objects are in the selected folder. This number will vary from computer to computer. My folder contains:



> As the hidden files are vital for your computer, keep them hidden – for safety's sake.

If you want, you can test the different options one by one.

I will focus on just one more option and inform you about the way Windows works with and displays files of different origins.
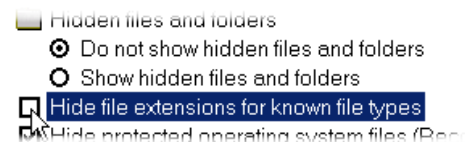
## Registered file types…

…are file types that Windows 'recognizes'. In other words, the file type comes from a program that is installed on the computer and registered by Windows. Only 'unknown' file types are shown with their extension:



Here are examples of four files, of which the first one is of unknown origin: You see its full name with extension and it's shown with a standard Windows icon. All files saved from a registered program will be shown with the same icon as the program itself.

> You can choose to show the full names (including extension) for all files by choosing **Tools|Folder Options** and unchecking the option in the View tab:
>
> 

## Associated programs

When a file type (extension) is registered, then Windows2000 knows how it should be treated. If it is a program, a double click starts the program, if it is a file, a double click starts the program in which the file was created and opens the file, as you saw with the WordPad and Paint files you created yourself earlier in this booklet.

## A few examples of file types & icons

When you're browsing your hard drive(s), it is convenient to be familiar with some of the icons shown beside each file – it makes it easier to locate certain files without using search.

Here are a few examples:

**INI files**
are configuration files that are of vital importance to a program.
The INI files WIN.INI and SYSTEM.INI are very important for Windows2000.

**TXT files**
are plain text files that can be read and edited by any text editor like WordPad or NotePad (both are included with Windows).

**HLP files**
are help files that are attached to a Windows program.

**BMP files**
are bitmap graphic files that can be read by any graphics program. The Windows screen–saver pictures are example of BMP files.

**EXE files**
are programs and typically have their own icons. When you choose to start a program in the **Start menu** or on the **Desktop**, it is the program's EXE file you are starting – it is an EXEcutable file.

## Opening files in Explorer

It is easy to start programs and open files while you are working in **Windows Explorer**:

1.  Select the **Windows** folder in the left pane in **Windows Explorer**.
2.  Open the folder **C:\My files\Vacations\ Europe\United Kingdom** in the left pane.
3.  Double click on **London** in the right pane.
4.  WordPad (or Word if it is installed on your computer) starts and the file is loaded. The file is associated with the program.
5.  Close the program.

6.  Select the **WINNT** folder.
7.  Find and double click the file **Gone Fishing** (it's a .bmp file).
8.  The **Paint** program starts with the file loaded. (Paint was described on page 27).
9.  Close the program again.
10. Try activating different files by double clicking them.

## What do I do next?

Now you know enough about creating folders and files to be able to plan a good, stable, and efficient hierarchy for your own files on your hard disk.

I suggest that you organize your files bearing in mind the kind of tasks you will be doing. For example, I suggest you save all the files having anything to do with your accounts in a folder called 'Budgets' or 'Accounting', no matter which program you used to create them:

It could look something like this:
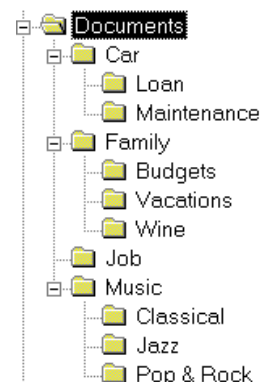


The important thing is that you experiment yourself and find a system that suits you, as my experience may not be directly relevant to how you work.

In the picture above, I named the first folder 'Documents', but you could also consider using the default folder **My documents** located on the Desktop.

# Exercise 9: Object properties

Every element (object) on your computer has its own properties. Let's take a brief look at a few object properties.

1. Close all open windows.
2. Right click the **Recycle Bin** icon on the **Desktop**.
3. Choose **Properties** from the object menu.
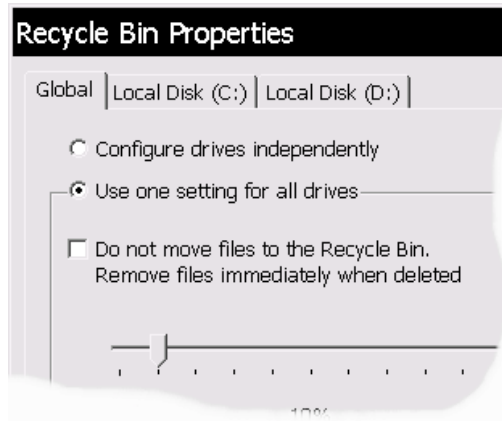


4. The dialog box has a tab labeled Global and a tab for each hard drive:

   Note that you can enable an option that lets you delete files directly without sending them to the Recycle Bin first.

   If, like me, you have several drives, you can use an option that lets you choose how much space the Recycle Bin should take up on each drive. The **Recycle Bin** icon on the Desktop manages all deleted files, no matter which drive they are actually on.

   The idea is that if you install an extra hard disk at some time in the future, the Recycle Bin will be given more space for holding deleted files. This lets you retrieve files that were deleted after a longer interval. I find a percentage of 10% to be about right, but this is very much a personal choice. If your hard disk is not large, you can choose to have a smaller Recycle Bin and therefore have more space for programs and files.

5. Click **Cancel** to close the **Properties for Recycle Bin** dialog box.

Let's look at the properties of your travel descriptions:

1. Open **Windows Explorer**.
2. In the left pane, open the **Europe** folder. Find and *right* click the **London** file.
3. Choose **Properties** from the object menu.
4. You can see the size of the file, where it is saved, when it was created, and when it was last changed:



5. In the first field, the white one, you can re-name the file.
6. The **Change** button lets you specify which program on the computer you want to use to open the file (when you double click the file). You should normally not change this setting.
7. Click **Cancel** (or press Esc) to close the dialog box.

Try right clicking other objects on the Desktop or in Windows Explorer. You'll see that different objects have different information on different tabs in their property window.

> Resist the temptation to begin changing things in dialog boxes at random. The fascinating but dangerous thing about Windows2000 is that you can change the configuration of your computer so easily. Remember that you can always click **Cancel** or press Esc to close a dialog box without saving any changes you may have made.

# Exercise 10: Shortcuts

A shortcut is, as its name suggests, a quick way to choose an object. For example, if you are a regular WordPad user, it is a little slow to keep choosing the Start button, followed by Programs, then Accessories, and then clicking on WordPad. It is much faster to start the program if there is a shortcut to it on the Start Menu or directly on the Desktop. It is even quicker if the shortcut is placed on the **Quick Launch** toolbar on the Taskbar.

A shortcut is just a small file pointing to where the program actually resides. You can also create shortcuts to your own files.

First we will set up a shortcut on the Desktop.

## Shortcuts on the Desktop

We will use **Windows Explorer** to find the WordPad program, and then create a shortcut to it on the Desktop:

1. Start **Windows Explorer** by right clicking the **Start** button and choosing **Explore** on the object menu.

2. If the **Windows Explorer** window is maximized, restore it and adjust the size of the window or move it so you can see the **Desktop** behind it.

3. Click the **Search** button on the toolbar and search for the **WordPad.exe** file. On my computer it is found in the **C:\Program Files Windows NT\ Accessories** folder.
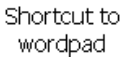
Search for files or folders named:

wordpad.exe

Containing text:

Look in:

My Computer

4. Click the **Search** button again to hide the search panel.

5. Using the left mouse button, drag the **WordPad** icon out onto the Desktop like this:
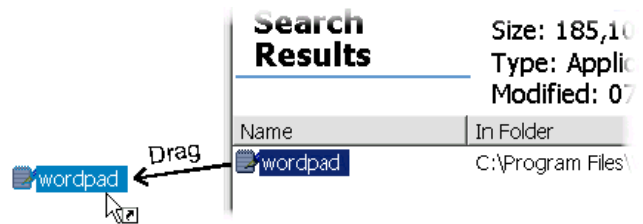


6. When you release the mouse button, the shortcut is created automatically.

7. A little arrow on the icon shows you that it is a shortcut.

8. Right click the shortcut and choose **Properties** and the **shortcut** tab.

9. If you click on the **Change icon** button at the bottom of the dialog box, you can choose another icon for the shortcut. Shortcuts to other programs might offer you many more icons to choose from.

10. Close the **Properties** dialog box.

11. Double click on the **WordPad** shortcut to start the program. That was easier than choosing Start, Programs….

12. Close **WordPad** again and delete the shortcut from the Desktop (drag it to the **Recycle Bin**).

13. We want to create shortcuts on the Desktop to some of our travel descriptions in the folder **C:\My files|Vacations**.
If we drag the files to the Desktop we will actually *move* the file from the folder to the Desktop. To create shortcuts, do this:

From the **Windows Explorer**, *right drag* the file **Copenhagen** onto the Desktop.

Release the right mouse button and choose **Create Shortcut(s) Here.**

1. Repeat this procedure to create shortcuts to the files **London**, **Paris**, and **Rome.**

2. Double click an icon to see the file. Close **WordPad** again.

> When you drag a program to a new position, a shortcut is created automatically. When you drag a file, it is moved by default. Right drag the object to choose another action.

Shortcut to          Shortcut to
Copenhagen           Rome

Shortcut to          Shortcut to
Paris                London



The line shows where
the shortcut will appear

15. Leave the four shortcuts to your vacation de-
scriptions on the Desktop – we will use them
in a little while.

## Shortcuts in the Start menu

If you work with a window maximized on the
screen, you cannot see the shortcuts on your
desktop. Therefore, it can be a good idea to
create shortcuts on the **Start menu**, which, as
you know, is always visible on the **Taskbar**.

1. Start **Windows Explorer** and locate the
   **WordPad** program file again.

2. Use the left mouse button to drag the **Word-
   pad** file and hold it still over the **Start** button
   a moment. The **Start Menu** opens.



3. Drag the mouse up to the top part of the menu
   (above the dividing line).

   Notice that you cannot place shortcuts on the
   area below the dividing line – a 'no entry'
   sign appears on the mouse pointer.

4. Point with the mouse to where you want the
   shortcut to appear and release the mouse but-
   ton.

If the position of the shortcut is wrong, just drag
   it to where you want it.
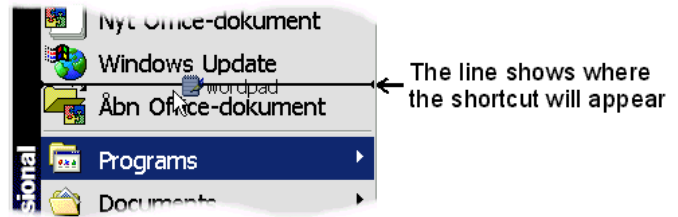
You can also just drag an object over the Start
button and drop it there. Using this method,
you cannot decide where on the Start Menu
the shortcut should appear – but you can al-
ways alter that later by dragging it around.

5. Use the same method to create a shortcut to
   the **Paint** program on the **Start menu**.

6. Now try starting both programs by clicking
   on their shortcuts on the **Start menu**.

7. Close the programs again.

You know how to rename icons on the **Desktop,**
but how do you get to programs on the **Start
menu** in order to delete or rename them?

1. Right click the **Start** button on the Taskbar
   and choose **Open** from the object menu.
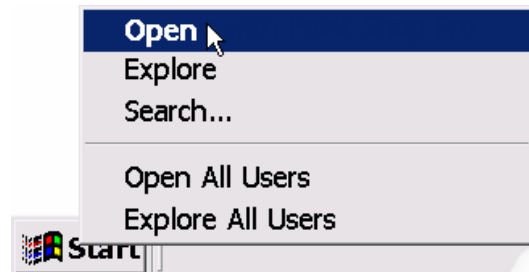


2. The contents of the Start menu are now
   shown in a window that looks like Explorer.

3. Select the **WordPad** shortcut and click again
   on the name to edit the text (or press F2).
   If you want to delete it, just press Delete on
   your keyboard.

4. Close the **Start menu** folder then click on the
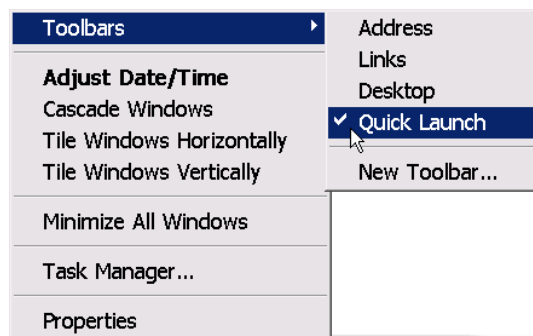   **Start** button to see the changes you've made.

## Shortcuts on the Quick Launch toolbar

It is very useful to position your most-used programs in the **Quick Launch** toolbar:

1.  Using **My Computer** or **Windows Explorer**, find a program (or a shortcut to it) and use the left mouse button to drag it to the **Quick Launch** toolbar just beside the **Start** button on the **Taskbar**. A vertical line shows you where it will be positioned.



> If the Quick Launch toolbar is not visible, *right click* an empty area of the Taskbar and choose **Toolbars**.
>
> 
>
> Click **Quick Launch** to show the toolbar.

2.  If there are too many shortcuts on the toolbar you'd like to have shown, drag the border between the Quick Launch toolbar and the rest of the Taskbar until you can see all your shortcuts.



3.  Start a program from the Quick Launch toolbar with a single click.

> Click the first icon on the Quick Launch toolbar, called **Show Desktop**, to minimize all open windows and gain quick access to the Desktop.

## While on the subject of shortcuts…

Windows2000 automatically creates shortcuts to documents you save. These are placed in the **Documents** folder shown on the **Start** menu:
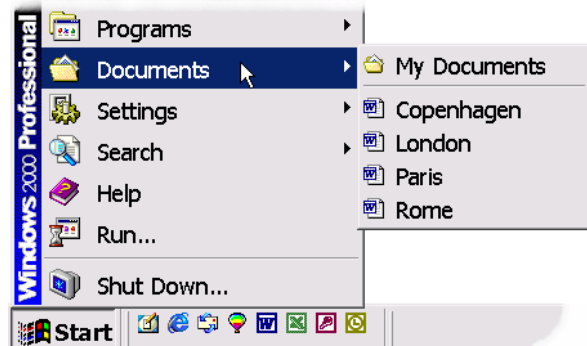


Click one of these documents to open it.

This is the quickest way to start a program and load a document that you edit often.

But why is there a folder called **My Documents** here ?

There is a good explanation to that. Windows automatically creates a folder called **My Documents** on the C:\ drive together with a shortcut to it on the **Start** menu.

If you use this folder to store all your own files, then you can easily find them by clicking **Start|Documents** with the last opened files listed there…quite smart.

### Emptying the document folder

Sometimes it can be convenient to empty the document folder (and hence clear the document menu) before starting some new work. Remember that what you see here are only shortcuts.

1.  Right click an empty area of the **Taskbar** and click **Properties**.

2.  Click the **Advanced** tab and click the **Clear** button. The folder will be emptied except for the **My Documents** folder.
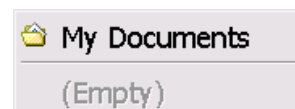
# Exercise 11: Control Panel

## Part one: Basic settings

As the name suggests, this is a panel of programs that allows you to control most of the configuration of Windows2000.

These programs can, in theory, be divided up into three categories – those that control Windows2000's configuration, those that control the hardware configuration, and those that control communication.

There can be a vast difference from computer to computer in the number of programs available on the Control Panel. I will describe a few of the programs controlling the configuration of Windows2000. All computers should have these programs.

You can always open a program to find out about it, but be careful not to make any changes if you are not sure what the consequences might be!

## Regional settings

1. Click on the **Start** button and choose **Settings**, **Control Panel**.

2. Double click the **Regional Options** icon in the **Control Panel** window.

3. These options are very important. They let you specify how your computer should show numbers, currency, dates, and times.

    On the **General** tab, you can choose which country's standard settings you will use. You can also specify other language settings for the system. Note the **Set default** button.

    Right click the different fields to learn more about them.

4. Choose **Danish** in the **Your locale (location)** field. The other tabs refer to the country that you choose here.

5. Click the **Number** tab. It will show the character to be used for decimals and as the 'digit grouping symbol', along with how negative numbers are to be shown, (English 1,250.00 is 1.250,00 in Denmark and most of Europe, for example).

6. The **Currency** tab shows the symbol used for amounts of money, together with its position (before or after) in relation to the amount.

Choose to place the symbol after the amount:
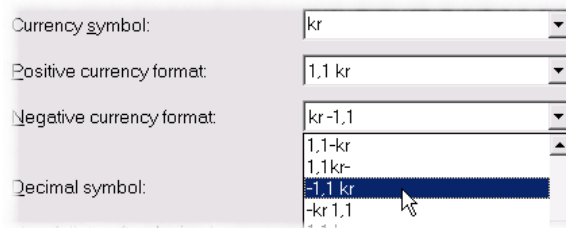


1. Click on the **Apply** button and notice the **Appearance samples** fields at the top of the tab. They show the results of your choices.

2. Look at the **Time** tab. It is self-explanatory.

3. On the **Date** tab, you can choose short and long date formats, where 'd' stands for day, 'M' for month and 'y' for year. The code 'MM' means that the month is shown as numbers, while the code 'MMMM' will display the month in full text regardless of its length.

4. Click on the **General** tab again and choose your original **English** setting again.

5. Click **Apply**.

6. If you are asked to restart the computer, click **No**. Changes you make in here have to be registered properly by restarting the computer, depending on which country you have chosen. As we will return to the original settings in a moment, we do not need to restart now.

7. Click on the **Number** and **Currency** tabs and notice that the currency, decimal, and digit-grouping symbols have all changed. Make sure that the currency symbols are displayed in front of the numbers. The format of the date and time must also be altered to reflect the standard used in the country chosen.

8. Close the **Regional Options** program.

# Date/time

In this program you can set the computer's built-in clock.

1. Double click the **Date/time** icon.
   On the **Date & Time** tab, click on the hours in the digital time display to select them.
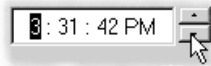


2. Click on the small up or down arrow to change the hours. Use the same method to change the minutes and seconds.

3. On the **Time Zone** tab you can specify where on the planet you are. Checking the box labelled **Automatically adjust clock for daylight saving changes** will cause the computer to change to summer and winter time automatically according to the standard of the time zone you have chosen.

4. Close the **Date/time** window.

You can also adjust the date and time properties without opening the Control Panel:

1. Point on the digital clock display on the right of the **Taskbar**. After a little while, the actual date is displayed.



2. Double click the digital clock display to open the **Date/Time Properties** dialog box.

3. Close the window again by pressing Esc.

Your computer clock is just like a battery wrist watch, it will either lose or gain time. So it is a good idea to check the display on the Taskbar and correct it once in a while.

# Mouse

If you are left handed, or use your mouse with both left and right hands to stop one hand from getting tired, then you can swap the actions of the left and right buttons of the mouse.

1. Double click on the **Mouse** icon. The window will contain different tabs according to which kind of mouse you use.

2. Depending on which mouse you are using, your Mouse Properties window may look completely different than mine, which has four tabs. But you will always be able to adjust the same functions that I describe here.

   The **Buttons** tab allows you to swap the actions of the left and right mouse buttons:
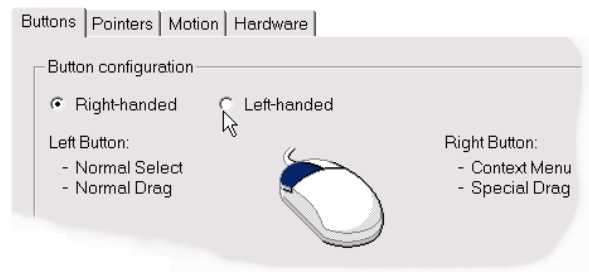


3. You can also adjust the speed of the double click action. It may be a good idea to reduce the speed in the beginning.
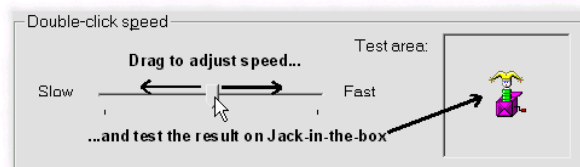


   Double click the little magic box in the **Test area** field to check the double click speed you have set. When the Jack-in-the-box jumps out, then your two clicks were understood as a double click. Double click again to put him back in the box. If this does not happen, then you are clicking too slowly (your double click has been understood as two single clicks).

4.  Click on the **Pointers** tab and choose a new 'scheme' for your pointer, or choose a different appearance for one of your pointers. Select the one you want to change and press the **Browse** button. Windows is now looking in a folder called **Cursors**. Choose a new pointer and Click **OK** to select it. You can even save your changes as a new scheme by clicking the **Save As…** button.

5.  The **Motion** tab lets you change the speed of the mouse pointer and specify whether it should accelerate when it is moved.

    Moving the **Speed** slider to **Fast** means that a slight movement of the mouse causes the mouse pointer to shoot across the screen.

    Moving it towards **Slow** causes it to move ridiculously slowly. You have to find a balanced speed that will let you work both quickly and precisely.

6.  If you check the **Snap to default** option, your mouse will automatically move to the default button in dialog boxes. The default buttons are normally the **OK** or **Apply** buttons. I hate this option (oops, sorry!). Try it out and see if you like it.

    The **Hardware** tab shows you which mouse driver your computer is using. Do not change this setting unless you are adding a new mouse to your system!

7.  Click **OK** to close the dialog box and save your changes.

## Different display options

We have already seen how you can alter the appearance of your screen display (page 30). That section described how you could change the colors and background of your Desktop. But your screen can also be configured in many other ways. For instance, you can change the resolution of the screen. Resolution is a measure of the detail in which icons and text can be displayed. The higher the resolution, the more details can be shown. You will quickly get tired of looking at a badly-adjusted display.

1.  Double click on the **Display** icon and choose the **Settings** tab.

2.  Inside the computer is a card that manages the display – the graphics card. Included with the card are a number of files, called screen drivers, which also define how many tabs the **Display properties** dialog box includes. Some of these drivers are very advanced, and are excellent at managing the quality of your display. No matter what type of graphics card you have, you should have a **Settings** tab.



3.  The **Colors** field shows how many colors your screen can display in each point (or pixel), and is measured in bits. The **High color (16 bit)** setting can display up to 65,536 colors. More colors demand more of your graphics card.

    256 colors is usually enough, but if you work with pictures, then it is better to run at least **High Color (16 bit)**. Click **Apply** and restart your computer to see the changes.

4.  The **Screen area** field lets you adjust the resolution of your display, which is the number of dots (pixels) both horizontally and vertically, for example 800 pixels by 600 pixels.

The effect of a high resolution is that you get a larger effective working area. On the other hand each screen element is smaller, so a high resolution works best on a big screen.
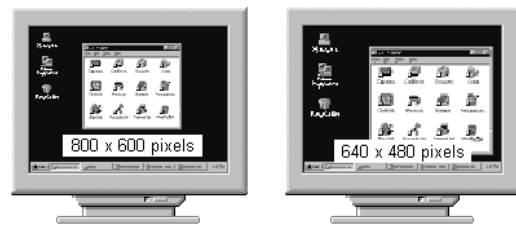


The illustration above shows the difference between *Super VGA* (800x600) and standard *VGA* (640 x 480). If you have a high-quality screen of 17" or more, I suggest that you choose 256 colors, and the highest possible resolution.

# Part two: Maintaining you system

## Add/Remove programs

You will usually find instructions for installing a new program in its manual or on its packaging.

If this is not the case, then you should use **Add/Remove Programs** in the **Control Panel**. This way, Windows keeps track of how a program is installed, which enables it to completely uninstall it again if you decide not to keep the program after a while.

1. In the **Control Panel** window, double click the **Add/Remove Programs** icon. There are three sections shown as big buttons on the gray bar to the left on this dialog box.

2. The first button, **Change or Remove Programs**, should already be selected.
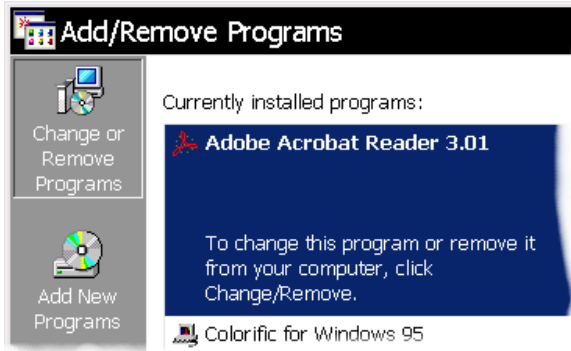
3. Each installed program has a line. Click on a program to read more about the installation or to change or remove the program from your computer.

4. Click the **Add New Programs** button on the left side of the dialog box.

5. Click on the **CD or Floppy** button to start a wizard that will help you through the installation process.

6. If you are connected to the Internet, a click in the **Windows Update** button will connect you to Microsoft and help you to find updates relevant to your computer system.

7. Close the **Add/Remove Programs** and the **Control Panel** windows.

If you remove a program by deleting its folders using **My Computer** or **Windows Explorer**, a lot of information about the program remains in various places throughout the Windows registry database files. This will slow down your computer, both during operation and at start-up time.

So do not delete program files this way, always use the **Add/Remove programs** program in the **Control panel**.

Many newer programs come with their own uninstall programs, which tidy up after themselves.

The installation instructions for a program that includes such an uninstall program may instruct you to use another installation procedure than we have just done – so follow the program's instructions.

After installation, the program will normally add a group to the Start menu.

This program group will often include an uninstall program like the one shown here:

If all software developers really thought about their users, they would include an uninstall program with their programs.

Unfortunately this is not always the case, and sometimes Windows itself cannot manage to tidy up after the more or less serious programs on the market.

So think twice about just blindly installing programs that you are not really sure you will use.

## Emergency Repair Disk

Luckily, it rarely happens that a computer will not start from its hard disk. Should it suddenly happen to you, then the best solution is to have a diskette at hand containing copies of the vital files for starting your machine.

Many new computers come with a emergency CD-ROM that helps you restore all the settings and programs with which the computer was delivered. Even if that is the case, you might consider creating an 'Emergency Repair Disk'.

This diskette helps you to get in contact with your computer again, and hence with your own files (other programs are in this respect not important, you can always install them from their diskettes or CD-ROMs again).

1. From the **Start** menu choose **Programs| Accessories| System Tools| Backup**.

2. On the **Welcome** tab click the **Emergency Repair Disk** button. You will need an empty diskette and probably your original Windows2000 CD-ROM.

3. Follow the instructions on the screen.

## If the worst happens…

If your computer won't boot up, then switch it off, put this 'Emergency Repair Disk' into the diskette drive and switch the computer on again.

The disk will help you gain access to your computer again, but if you are not familiar with basic computer commands, I recommend that you consult somebody with that knowledge, i.e., your computer dealer.

The **Start| Programs| Accessories| System Tools** menu also contains other interesting programs that will help you keep your computer in good health.

The **Disk Cleaner** and the **Disk Defragmenter** are two such programs that you should consider using at regular intervals.

Just start the programs and follow the instructions on the screen.

## What next…?

There are many ways to learn how to use Windows2000. I have chosen to concentrate on the subjects and functions that I think are the most important to know in order to understand how the program works… and at the same time give you enough knowledge to be able to continue on your own.

Windows2000 is very integrated with the Internet, which is described in KnowWare's Internet booklets. [Do you want to mention specific booklets here? -LLG]

The most important thing for me and for the publisher is that the learning process does not stop with the last page in this booklet…so if you are now enthusiastic enough to keep exploring Windows2000's many facilities and options and you are not nervous about exploring other Windows programs, my aim with this booklet has been fulfilled.

I wish you many enjoyable hours with
Windows2000 and your computer…

# General Windows keys

F1 ............................Help.

F2 ............................Edit text.

F3 ............................Find.

ALT+F4 ...................Close the active program.

CTRL+F4.................Close the active window

F5 ............................Update screen display.

F10 ..........................Activate menu line.

SKIFT+F10..............Open object menu.

Ctrl+F10 ..................Activate the Menu line.

F12 ..........................Save as in programs (for example WordPad)

ENTER ....................Choose the button with focus.

DELETE ..................Delete.

SHIFT + DELETE ....Delete without involving the Recycle Bin.

TAB .........................Move to the next field in a dialog box.

SHIFT+TAB.............Move to the previous field in a dialog box.

ALT+TAB.................Move to the previous window (hold ALT down while pressing TAB)

ESC .........................Cancel a command and close a dialog box.

ALT+↓ .....................Open a drop down list in a dialog box.

CTRL+ESC..............Go to the next open program.

CTRL+A...................Select objects in window.

CTRL+B...................Add or remove **bold** formatting to selection.

CTRL+C...................Copy the selection.

CTRL+I....................Add or remove *italic* formatting to selection

CTRL+S...................**Save** command

CTRL+U...................Add or remove underlining

CTRL+V...................Insert the selected area

CTRL+X...................Cut the selected area out

CTRL+Z...................Undo an action

There are many other shortcut keys you to be used in Windows. They will greatly improve your working speed and comfort, so the effort learning them is nothing compared to the long term benefits they provide.

When you want to master these, and let the cat play with the mouse, then search Windows help for 'Shortcut keys' – and read the KnowWare booklet *Escape from the Mousetrap*.