

WINDOWS

XP

USING WINDOWS XP

A computer requires an operating system to provide necessary instructions on a multitude of processes including loading programs, managing data, directing the flow of information to peripheral equipment, and displaying information. Windows XP Professional is an operating system that provides functions of this type (along with much more) in a graphical environment. Windows is referred to as a *graphical user interface* (GUI—pronounced *goeey*) that provides a visual display of information with features such as icons (pictures) and buttons.

In this introduction you will learn basic features of Windows XP. Historically, Microsoft has produced two editions of Windows—one edition for individual users (on desktop and laptop computers) and another edition for servers (on computers that provide service over networks). Windows XP is an upgrade and merging of these two Windows editions and is available in two versions. The Windows XP Home Edition is designed for home use and Windows XP Professional is designed for small office and workstation use. Whether you are using Windows XP Home Edition or Windows XP Professional, you will be able to complete the steps in the exercises in this introduction.

Before using one of the software programs in the Microsoft Office suite, you will need to start the Windows XP operating system. To do this, turn on the computer. Depending on your computer equipment configuration, you may also need to turn on the monitor and printer. If you are using a computer that is part of a network system or if your computer is set up for multiple users, a screen will display showing the user accounts defined for your computer system. At this screen, click your user account name and, if necessary, key your password and then press the Enter key. The Windows XP operating system will start and, after a few moments, the desktop will display as shown in figure W.1. (Your desktop may vary from what you see in figure W.1.)



EXPLORING THE DESKTOP

When Windows XP is loaded, the main portion of the screen is called the *desktop*. Think of the desktop in Windows as the top of a desk in an office. A business person places necessary tools—such as pencils, pens, paper, files, calculator—on his or her desk to perform functions. Like the tools that are located on a desk, the desktop contains tools for operating the computer. These tools are logically grouped and placed in dialog boxes or panels that can be displayed using icons on the desktop. The desktop contains a variety of features for using your computer and software programs installed on the computer. The features available on the desktop are described in the following text.

Using Icons

Icons are visual symbols that represent programs, files, or folders. Figure W.1 identifies the Recycle Bin icon located on the Windows XP desktop. The Windows XP desktop on your computer may contain additional icons. Programs that have been installed on your computer may be represented by an icon on the desktop. Also, icons may display on your desktop representing files or folders. Click an icon and the program, file, or folder it represents opens on the desktop.

Using the Taskbar

The bar that displays at the bottom of the desktop (see figure W.1) is called the Taskbar. The Taskbar, shown in figure W.2, contains the Start button, a section that displays task buttons representing open programs, and the notification area.

FIGURE

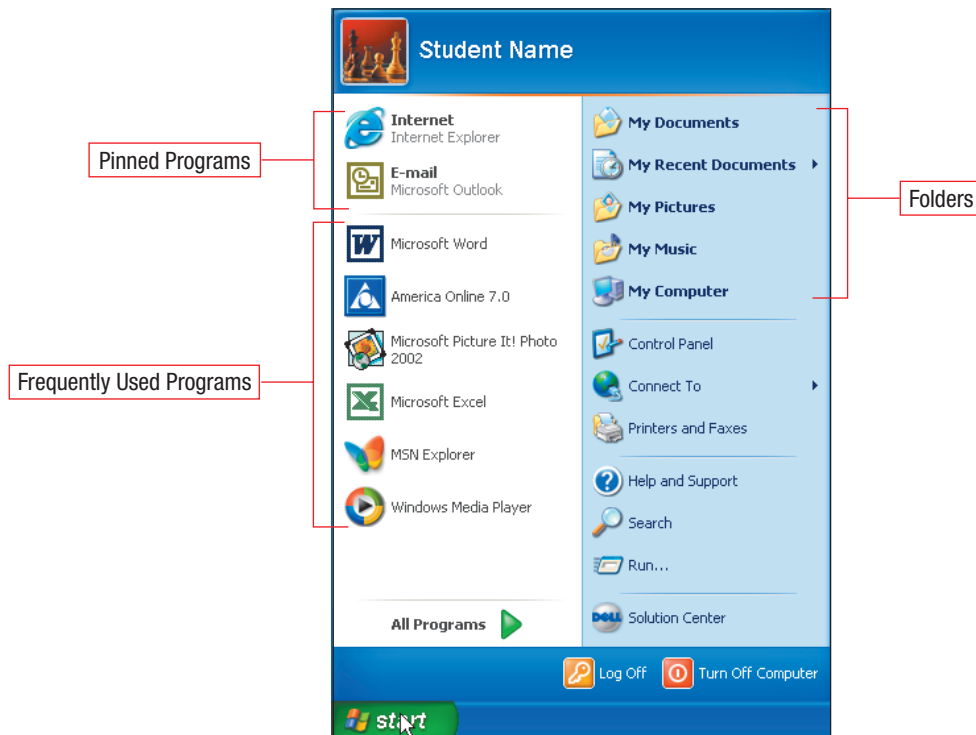
W.2 *Windows XP Taskbar*



Click the Start button, located at the left side of the Taskbar, and the Start menu displays as shown in figure W.3 (your Start menu may vary). You can also display the Start menu by pressing the Windows key on your keyboard or by pressing Ctrl + Esc. The left column of the Start menu contains pinned programs, which are programs that always appear in that particular location on the Start menu, and links to the most recently and frequently used programs. The right column contains links to folders, the Control Panel, online help, and the search feature.

FIGURE

W.3 *Start Menu*



To choose an option from the Start menu, drag the arrow pointer to the desired option (referred to as *pointing*), and then click the left mouse button. Pointing to options at the Start menu followed by a right-pointing triangle will cause a side menu to display with additional options.

When a program is open, a task button appears in the middle of the Taskbar. In the Taskbar shown in figure W.4, the Microsoft Word program is open and a task button representing the program displays on the Taskbar.

FIGURE

W.4 Taskbar with Microsoft Word Open



Switching Between Open Programs

To switch between open programs, click the program's task button on the Taskbar. In figure W.5, three programs are open—Microsoft Word, Excel, and PowerPoint. Microsoft Excel is the active task button. Clicking either the Microsoft Word or Microsoft PowerPoint task button will activate that program. Almost every program you open will appear as a task button on the Taskbar. (A few specialized tools may not.)

FIGURE

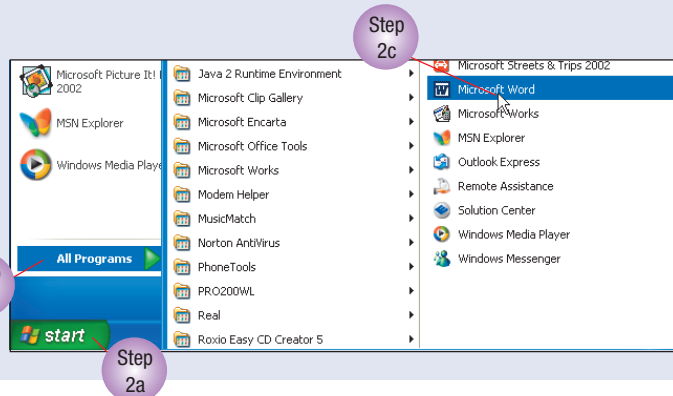
W.5 Taskbar with the Microsoft Excel Program Active



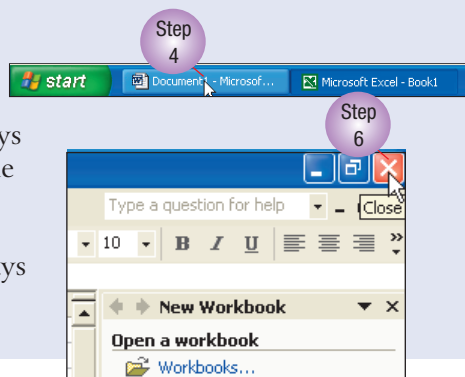
exercise 1

OPENING PROGRAMS AND SWITCHING BETWEEN PROGRAMS

1. Open Windows XP. (To do this, turn on the computer and, if necessary, turn on the monitor and/or printer. If you are using a computer that is part of a network system or if your computer is set up for multiple users, you may need to click your user account name and, if necessary, key your password and then press the Enter key. Check with your instructor to determine if you need to complete any additional steps.)
2. When the Windows XP desktop displays, open Microsoft Word by completing the following steps:
 - a. Position the arrow pointer on the Start button on the Taskbar and then click the left mouse button.
 - b. At the Start menu, point to *All Programs*. (This causes a side menu to display.)
 - c. Drag the arrow pointer to *Microsoft Word* in the side menu and then click the left mouse button.



- d. When the Microsoft Word program is opened, notice that a task button representing Word displays on the Taskbar.
3. Open Microsoft Excel by completing the following steps:
 - a. Position the arrow pointer on the Start button on the Taskbar and then click the left mouse button.
 - b. At the Start menu, point to *All Programs*.
 - c. Drag the arrow pointer to *Microsoft Excel* in the side menu and then click the left mouse button.
 - d. When the Microsoft Excel program is opened, notice that a task button representing Excel displays on the Taskbar to the right of the task button representing Word.
4. Switch to the Word program by clicking the task button on the Taskbar representing Word.
5. Switch to the Excel program by clicking the task button on the Taskbar representing Excel.
6. Exit Excel by clicking the Close button that displays in the upper right corner of the Excel window. (The Close button contains a white X on a red background.)
7. Exit Word by clicking the Close button that displays in the upper right corner of the Word window.

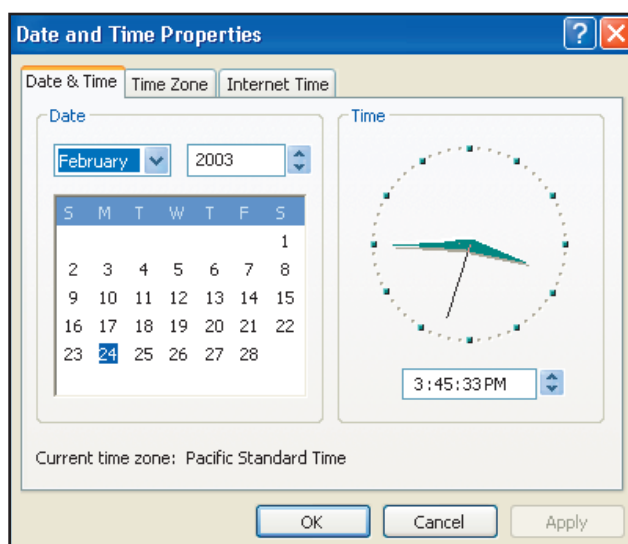


Exploring the Notification Area

The notification area is located at the right side of the Taskbar and contains the system clock along with small icons representing specialized programs that run in the background. Position the arrow pointer over the current time in the navigation area of the Taskbar and today's date displays in a small yellow box above the time. Double-click the current time displayed on the Taskbar and the Date and Time Properties dialog box displays as shown in figure W.6.

FIGURE

W.6 *Date and Time Properties Dialog Box*



Change the date with options in the Date section of the dialog box. For example, to change the month, click the down-pointing arrow at the right side of the list box containing the current month, and then click the desired month at the drop-down list. Change the year by clicking the up- or down-pointing arrow at the right side of the list box containing the current year until the desired year displays. To change the day, click the desired day in the monthly calendar that displays in the dialog box. To change the time, double-click either the hour, minute, or seconds and use the up and down arrows to adjust the time.

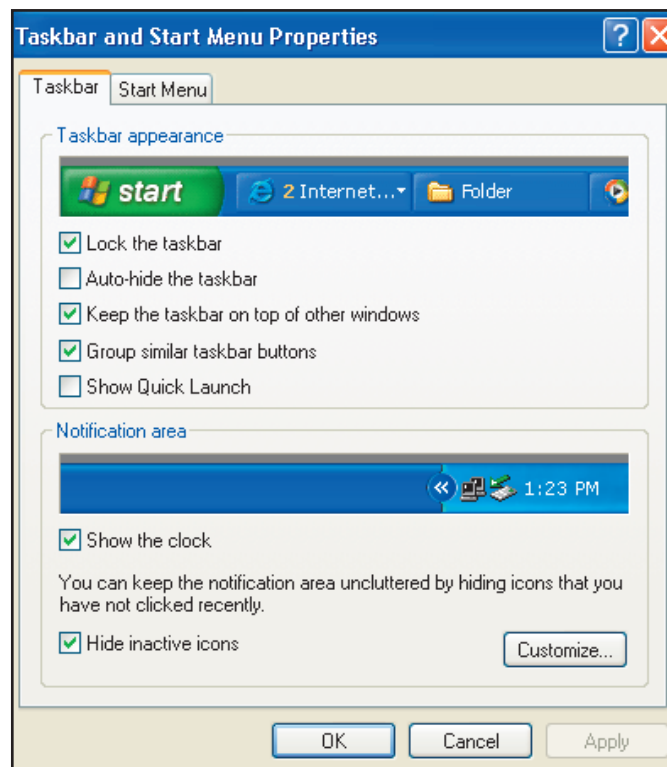
Some programs, when installed, will add an icon to the notification area of the Taskbar. Display the name of the icon by positioning the mouse pointer on the icon and, after approximately one second, the icon label displays in a small yellow box. Some icons may display information in the yellow box rather than the icon label. If more icons have been inserted in the notification area than can be viewed at one time, a left-pointing arrow button displays at the left side of the notification area. Click this left-pointing arrow button and the remaining icons display.

Setting Taskbar Properties

By default, the Taskbar is locked in its current position and size and cannot be changed. This default setting, along with other default settings, can be changed with options at the Taskbar and Start Menu Properties dialog box, shown in figure W.7. To display this dialog box, position the arrow pointer on any empty spot on the Taskbar, and then click the *right* mouse button. At the pop-up menu that displays, click *Properties*.

FIGURE

W.7 Taskbar and Start Menu Properties dialog box



Each property is controlled by a check box. Property options containing a check mark are active. Click the option to remove the check mark and make the option inactive. If an option is inactive, clicking the option will insert a check mark in the check box and turn on the option (make it active). The *Taskbar appearance* section of the Taskbar and Start Menu Properties dialog box contains these options:

Lock the taskbar: Check this option if you want to lock the current position and size of the Taskbar so it cannot be changed. Remove the check if you want to move the Taskbar to a different location on the desktop or change the size of the Taskbar.

Auto-hide the taskbar: Check this option if you want to collapse the Taskbar into a thin line at the bottom of the screen. If the Taskbar is collapsed, move the mouse pointer to the bottom of the desktop (or the location where the Taskbar is positioned) to display the Taskbar.

Keep the taskbar on top of other windows: With this option active, the Taskbar is visible at all times even when running a program.

Group similar taskbar buttons: If the Taskbar becomes crowded with task buttons, task buttons for the same program are collapsed into a single button.

Show Quick Launch: Check this option to display the Quick Launch bar, which is a customizable toolbar on the Taskbar that you can add buttons for starting your favorite programs.

The *Notification area* section of the Taskbar and Start Menu Properties dialog box contains these options:

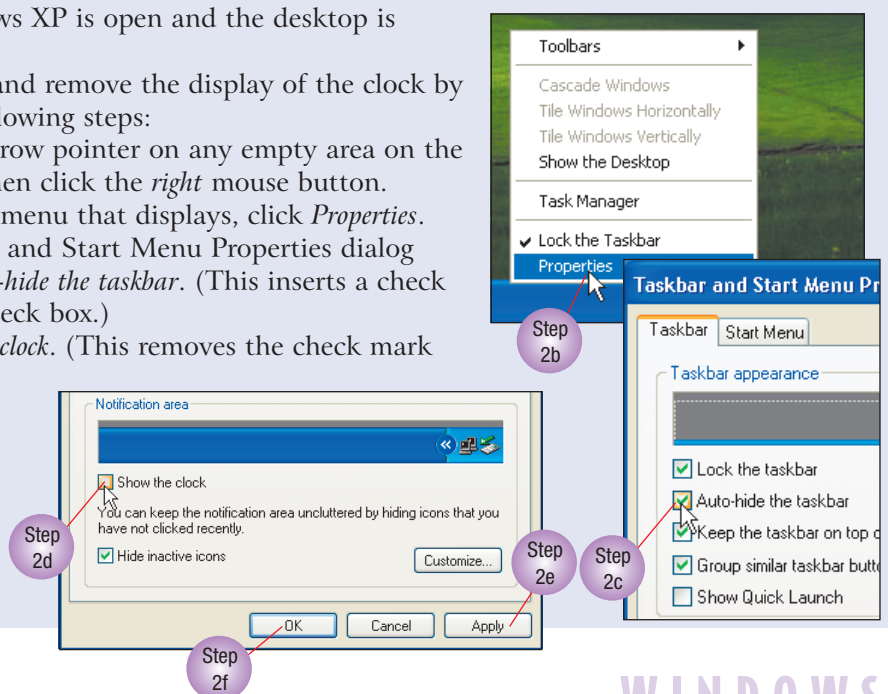
Show the clock: Display or hide the clock on the Taskbar.

Hide inactive icons: With this option active, icons that have not been used recently will not display in the notification area.

exercise 7

CHANGING TASKBAR PROPERTIES

1. Make sure Windows XP is open and the desktop is displayed.
2. Hide the Taskbar and remove the display of the clock by completing the following steps:
 - a. Position the arrow pointer on any empty area on the Taskbar and then click the *right* mouse button.
 - b. At the pop-up menu that displays, click *Properties*.
 - c. At the Taskbar and Start Menu Properties dialog box, click *Auto-hide the taskbar*. (This inserts a check mark in the check box.)
 - d. Click *Show the clock*. (This removes the check mark from the check box.)
 - e. Click the *Apply* button.
 - f. Click *OK* to close the dialog box.



3. Display the Taskbar by positioning the mouse pointer at the bottom of the screen. When the Taskbar displays, notice that the time no longer displays at the right side of the Taskbar.
4. Return to the default settings for the Taskbar by completing the following steps:
 - a. With the Taskbar displayed (if it does not display, position the mouse pointer at the bottom of the desktop), position the arrow pointer on any empty area on the Taskbar and then click the *right* mouse button.
 - b. At the pop-up menu that displays, click *Properties*.
 - c. At the Taskbar and Start Menu Properties dialog box, click *Auto-hide the taskbar*. (This removes the check mark from the check box.)
 - d. Click *Show the clock*. (This inserts a check mark in the check box.)
 - e. Click the *Apply* button.
 - f. Click *OK* to close the dialog box.

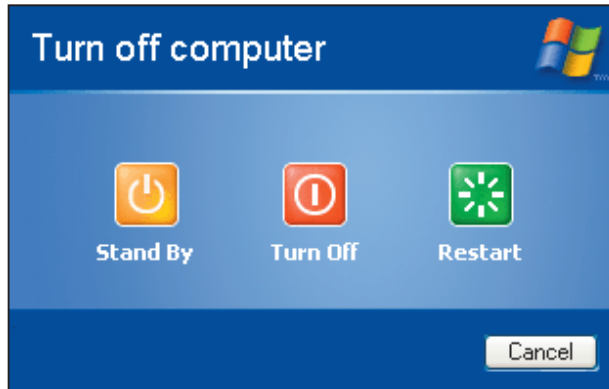
TURNING OFF THE COMPUTER

When you are done working with your computer, you can choose to shut down the computer completely, shut down and then restart the computer, put the computer on stand by, or tell the computer to hibernate. Do not turn off your computer until your screen goes blank. Important data is stored in memory while Windows XP is running and this data needs to be written to the hard drive before turning off the computer.

To shut down your computer, click the Start button on the Taskbar and then click *Turn Off Computer* at the Start menu. At the Turn off computer window, shown in figure W.8, click the Stand By option and the computer switches to a low power state causing some devices such as the monitor and hard disks to turn off. With these devices off, the computer uses less power. Stand by is particularly useful for saving battery power for portable computers. Tell the computer to “hibernate” by holding down the Shift key while clicking the Stand By option. In hibernate mode, the computer saves everything in memory on disk, turns off the monitor and hard disk, and then turns off the computer. Click the *Turn Off* option if you want to shut down Windows XP and turn off all power to the computer. Click the *Restart* option if you want to restart the computer and restore the desktop exactly as you left it. You can generally restore your desktop from either stand by or hibernate by pressing once on the computer’s power button. Usually, bringing a computer out of hibernation takes a little longer than bringing a computer out of stand by.

FIGURE

W.8 Turn off computer Window

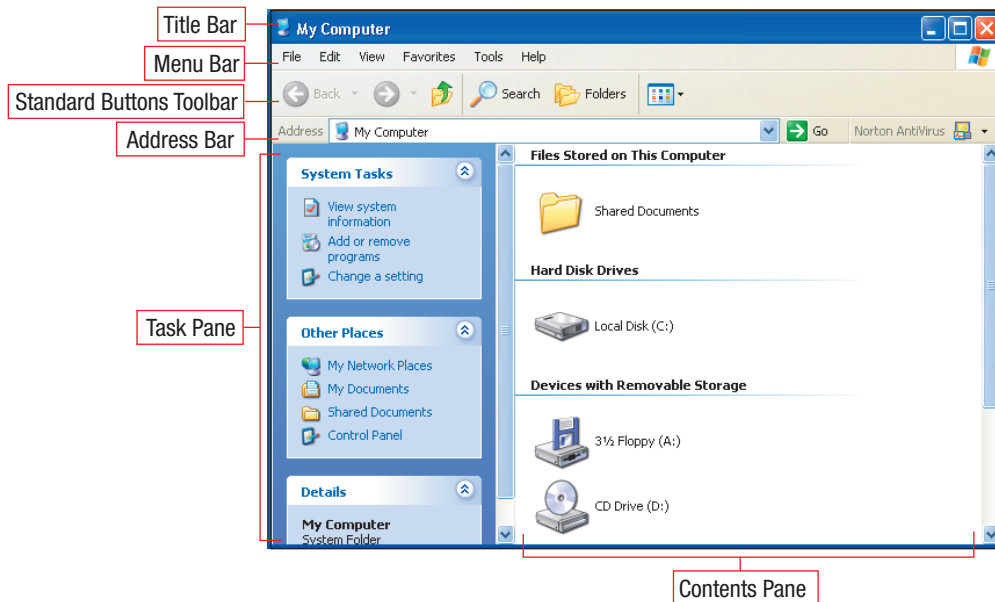


MANAGING FILES AND FOLDERS

As you begin working with programs in Windows XP, you will create files in which data (information) is saved. A file might contain a Word document, an Excel workbook, or a PowerPoint presentation. As you begin creating files, consider creating folders into which those files will be stored. File management tasks such as creating a folder and copying and moving files and folders can be completed at the My Computer window. To display the My Computer window shown in figure W.9, click the Start button on the Taskbar and then click *My Computer*. The various components of the My Computer window are identified in figure W.9.

FIGURE

W.9 My Computer Window



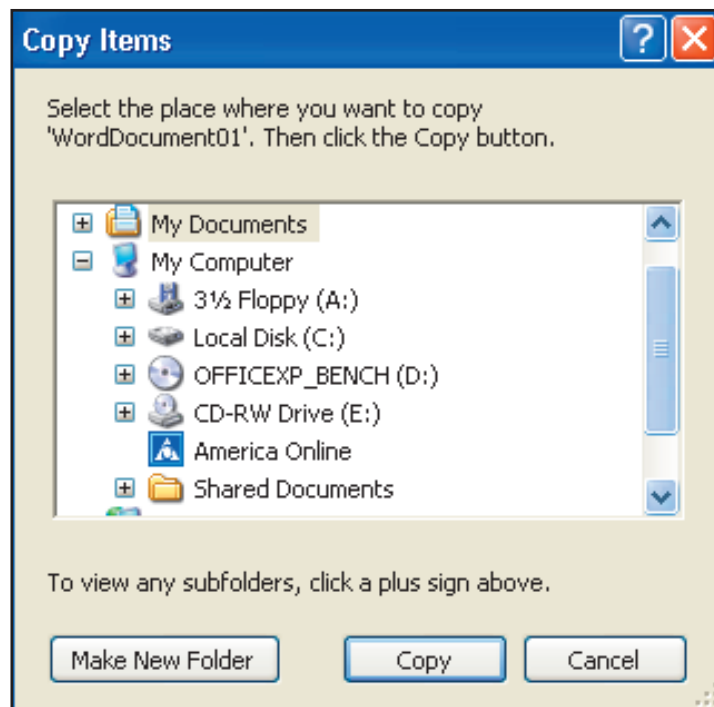
Copying, Moving, and Deleting Files/Folders

File and folder management activities might include copying and moving files or folders from a folder or drive to another or deleting files or folders. The My Computer window offers a variety of methods for copying, moving, and deleting files/folders. You can use options in the task pane, drop-down menu options, or shortcut menu options. This section will provide you with the steps for copying, moving, and deleting files/folders using options in the task pane.

To copy a file/folder to another folder or drive, first display the file in the contents pane by identifying the location of the file. If the file is located in the My Documents folder, click the My Documents option in the task pane. If the file is located on the hard drive, double-click the desired drive in the *Hard Disk Drives* section in the contents pane and if the file is located on a floppy disk or CD, double-click the desired drive letter or CD letter in the *Devices with Removable Storage* section in the contents pane. Next, click the folder or file name in the contents pane that you want to copy. This changes the options in the task pane to include management options such as renaming, moving, copying, and deleting folders or files. Click the *Copy this folder* (or *Copy this file*) option in the task pane and the Copy Items dialog box displays as shown in figure W.10. At the Copy Items dialog box, click the desired folder or drive and then click the Copy button.

FIGURE

W.10 Copy Items Dialog Box



To move a file or folder to another folder or drive, select the file or folder and then click the *Move this folder* (or *Move this file*) option. At the Move Items dialog box, specify the location, and then click the Move button. Copying a file or folder leaves the file or folder in the original location and saves a copy at the new location while moving removes the file or folder from the original location and moves it to the new location.

A file or folder can be easily removed (deleted) from the My Computer window. To delete a file or folder, click the file or folder in the contents pane, and then click the *Delete this folder* (or *Delete this file*) option in the task pane. At the dialog box asking you to confirm the deletion, click the Yes button. A deleted file or folder is sent to the Recycle Bin. You will learn more about the Recycle Bin in the next section.

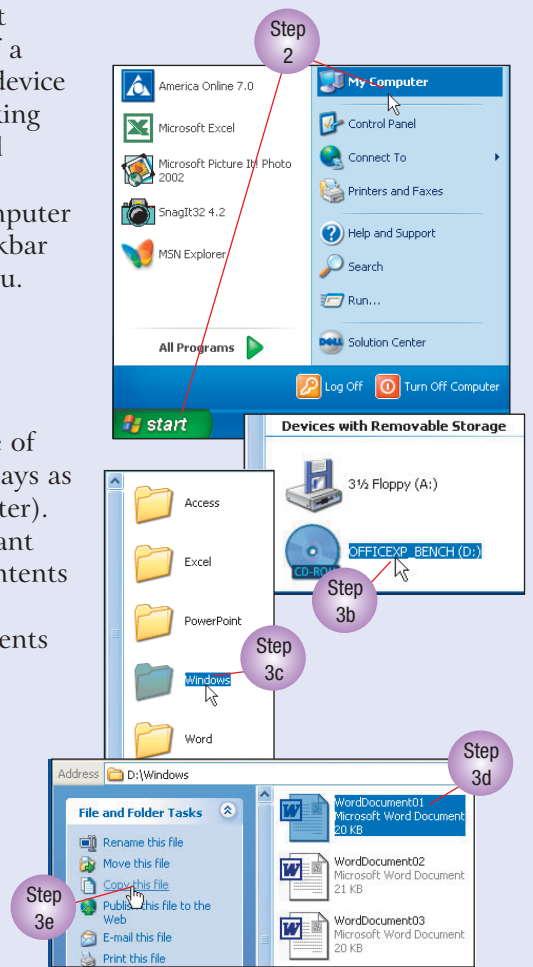
In exercise 3, you will insert the CD that accompanies this book into the CD drive. When the CD is inserted, the drive may automatically activate and a dialog box may display on the screen telling you that the disk or device contains more than one type of content and asking what you want Windows to do. If this dialog box displays, click the Cancel button to remove the dialog box.

Student files are also available at the IRC page where you linked to this PDF file.

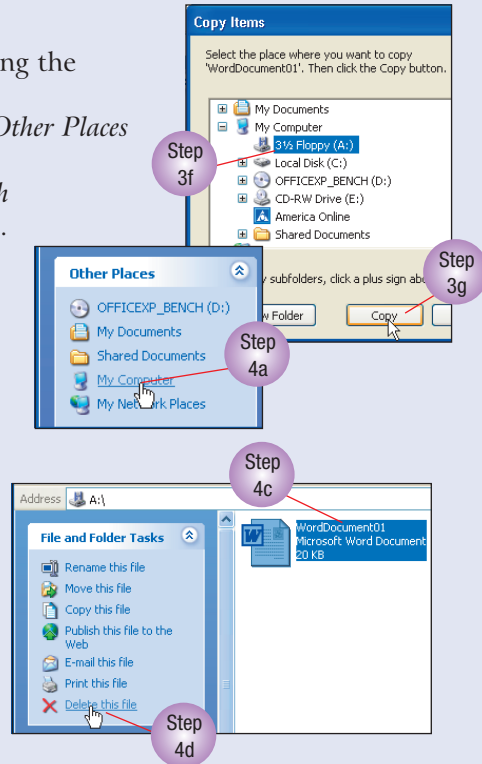
exercise 3

COPYING A FILE AND FOLDER AND DELETING A FILE

1. At the Windows XP desktop, insert the CD that accompanies this textbook into the CD drive. If a dialog box displays telling you that the disk or device contains more than one type of content and asking what you want Windows to do, click the Cancel button.
2. At the Windows XP desktop, open the My Computer window by clicking the Start button on the Taskbar and then clicking *My Computer* at the Start menu.
3. Copy a file from the CD that accompanies this textbook to a disk in drive A by completing the following steps:
 - a. Insert a formatted 3.5-inch disk in drive A.
 - b. In the contents pane, double-click the name of the drive containing the CD (probably displays as OFFICEXP_BENCH followed by a drive letter). (Make sure you double-click because you want the contents of the CD to display in the contents pane.)
 - c. Double-click the *Windows* folder in the contents pane.
 - d. Click *WordDocument01* in the contents pane to select it.
 - e. Click the *Copy this file* option located in the *File and Folder Tasks* section of the task pane.
 - f. At the Copy Items dialog box, click *3 1/2 Floppy (A:)* in the dialog box list box.



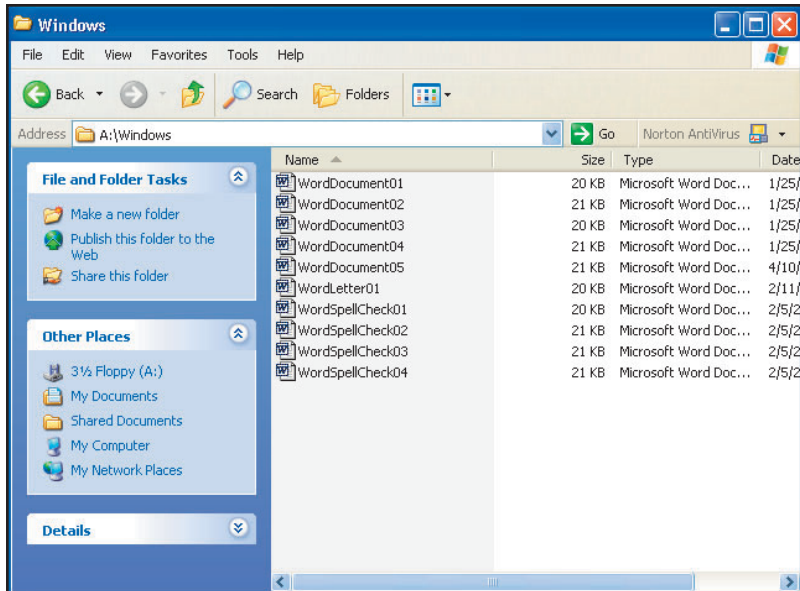
- g. Click the Copy button.
4. Delete *WordDocument01* from drive A by completing the following steps:
 - a. Click the *My Computer* option located in the *Other Places* section of the task pane.
 - b. Double-click *3 1/2 Floppy (A:)* in the *Devices with Removable Storage* section of the contents pane.
 - c. Click *WordDocument01*.
 - d. Click the *Delete this file* option in the *File and Folder Tasks* section of the task pane.
 - e. At the message asking you to confirm the deletion, click the Yes button.
 5. Copy the *Windows* folder from the CD drive to the disk in drive A by completing the following steps:
 - a. Click the *My Computer* option in the *Other Places* section of the task pane.
 - b. In the contents pane, double-click the name of the drive containing the CD (probably displays as OFFICEXP_BENCH followed by a drive letter).
 - c. Click the *Windows* folder in the contents pane to select it.
 - d. Click the *Copy this folder* option in the *File and Folder Tasks* section of the task pane.
 - e. At the Copy Items dialog box, click *3 1/2 Floppy (A:)* in the list box.
 - f. Click the Copy button.
 6. Close window by clicking the Close button (contains a white X on a red background) located in the upper right corner of the window. (You can also close the window by clicking File on the Menu bar and then clicking Close at the drop-down menu.)



Selecting Files/Folders

More than one file or folder can be moved, copied, or deleted at the same time. Before moving, copying, or deleting files/folders, select the desired files or folders. Selecting files/folders is easier when the display in the contents pane is changed to List or Details. To change the display, open the My Computer window and then click the Views button on the Standard Buttons toolbar. At the drop-down list that displays, click the List option or the Details option. If you click the Details option, the file or folders in the contents pane display in a manner similar to that shown in figure W.11.

W.11 Contents Pane with Details View Selected



To move adjacent files/folders, click the first file or folder and then hold down the Shift key and click the last file or folder. This selects and highlights all files/folders from the first file/folder you clicked to the last file/folder you clicked. With the adjacent files/folders selected, click the *Move the selected items* option in the *File and Folder Tasks* section of the task pane, and then specify the desired location at the Move Items dialog box. To select nonadjacent files/folders, click the first file/folder to select it, hold down the Ctrl key and then click any other files/folders to be moved or copied.

Student files are also available at the IRC page where you linked to this PDF file.

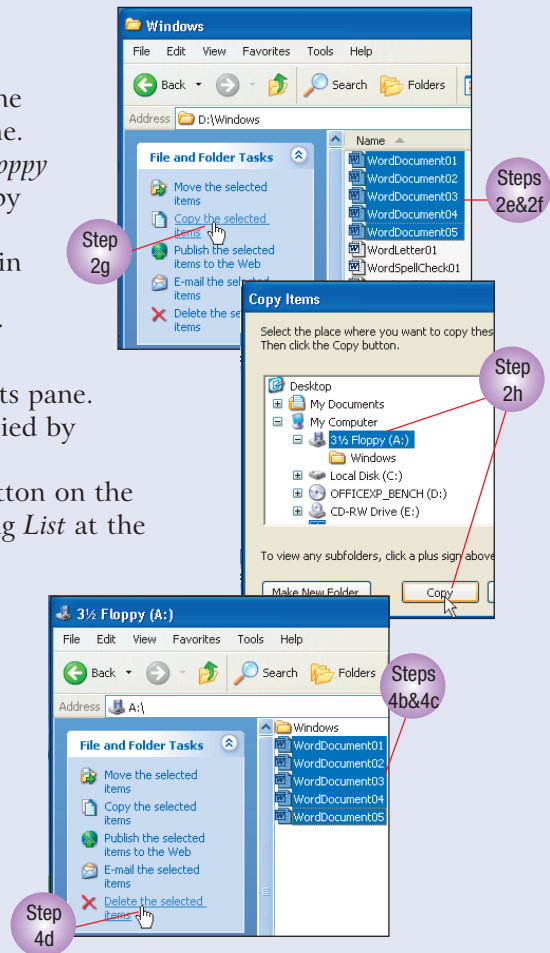
exercise 4

COPYING AND DELETING FILES

1. At the Windows XP desktop, open the My Computer window by clicking the Start button and then clicking *My Computer* at the Start menu.
2. Copy files from the CD that accompanies this textbook to a disk in drive A by completing the following steps:
 - a. Make sure the CD that accompanies this textbook is inserted in the CD drive and a formatted 3.5-inch disk is inserted in drive A.
 - b. Double-click the CD drive in the contents pane (probably displays as OFFICEXP_BENCH followed by the drive letter).
 - c. Double-click the *Windows* folder in the contents pane.
 - d. Change the display to Details by clicking the Views button on the Standard Buttons toolbar and then clicking *Details* at the drop-down list.

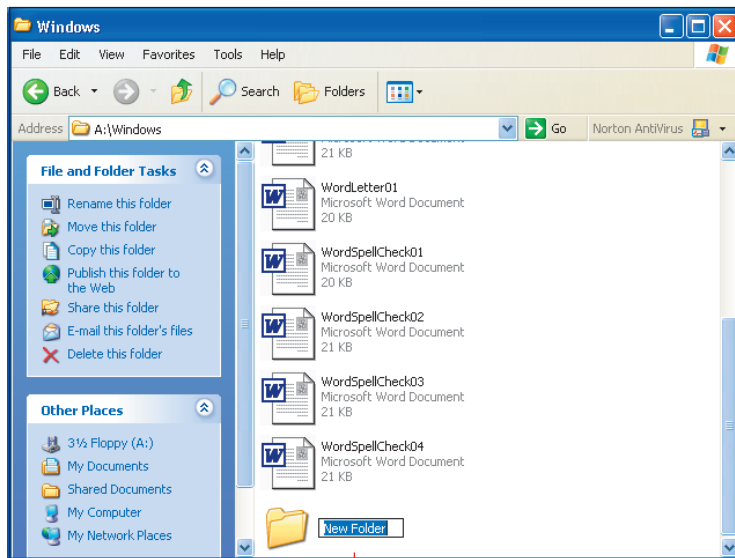


- e. Position the arrow pointer on *WordDocument01* in the contents pane and then click the left mouse button.
 - f. Hold down the Shift key, click *WordDocument05*, and then release the Shift key. (This selects *WordDocument01*, *WordDocument02*, *WordDocument03*, *WordDocument04*, and *WordDocument05*.)
 - g. Click the *Copy the selected items* option in the *File and Folder Tasks* section of the task pane.
 - h. At the Copy Items dialog box, click *3 1/2 Floppy (A:)* in the list box, and then click the Copy button.
3. Display the files and folder saved on the disk in drive A by completing the following steps:
 - a. Click the *My Computer* option in the *Other Places* section of the task pane.
 - b. Double-click *3 1/2 Floppy (A:)* in the contents pane.
 4. Delete the files from drive A that you just copied by completing the following steps:
 - a. Change the view by clicking the Views button on the Standard Buttons toolbar and then clicking *List* at the drop-down list.
 - b. Click *WordDocument01* in the contents pane.
 - c. Hold down the Shift key, click *WordDocument05*, and then release the Shift key. (This selects *WordDocument01*, *WordDocument02*, *WordDocument03*, *WordDocument04*, and *WordDocument05*.)
 - d. Click the *Delete the selected items* option in the *File and Folder Tasks* section of the task pane.
 - e. At the message asking you to confirm the deletion, click the Yes button.
 5. Close the window by clicking the Close button (white X on red background) that displays in the upper right corner of the window.



Manipulating and Creating Folders

As you begin working with and creating a number of files, consider creating folders in which you can logically group the files. To create a folder, display the My Computer window, and then display in the contents pane the drive or disk on which you want to create the folder. Click the File option on the Menu bar, point to New, and then click Folder at the side menu. This inserts a folder icon in the contents pane and names the folder *New Folder* as shown in figure W.12. Key the desired name for the new folder and then press Enter.

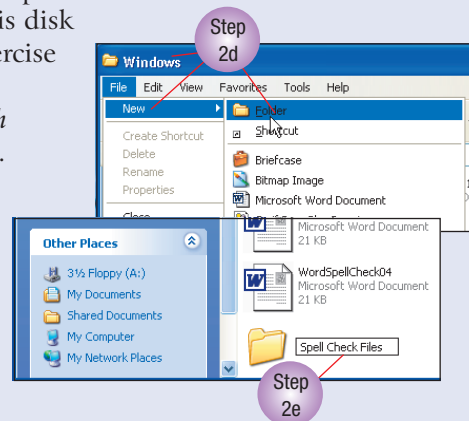


Key the name for the new folder and then press Enter.

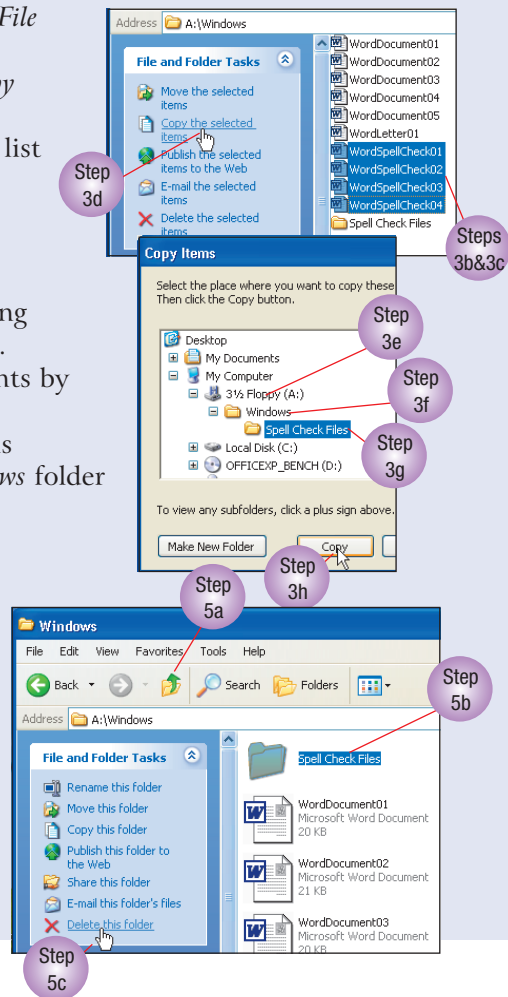
exercise 5

CREATING A NEW FOLDER

- At the Windows XP desktop, open the My Computer window.
- Create a new folder by completing the following steps:
 - Make sure your disk is inserted in drive A (this disk contains the *Windows* folder you copied in exercise 3).
 - Double-click *3 1/2 Floppy (A:)* in the *Devices with Removable Storage* section of the contents pane.
 - Double-click the *Windows* folder in the contents pane. (This opens the folder.)
 - Click **F**ile on the Menu bar, point to **N**ew, and then click **F**older.
 - Key **S**pell **C**heck **F**iles and then press Enter. (This changes the name from *New Folder* to *Spell Check Files*.)
- Copy *WordSpellCheck01*, *WordSpellCheck02*, *WordSpellCheck03*, and *WordSpellCheck04* into the *Spell Check Files* folder you just created by completing the following steps:
 - Click the Views button on the Standard Buttons toolbar and then click *List* at the drop-down list.
 - Click once on the file named *WordSpellCheck01* located in the contents pane.
 - Hold down the Shift key, click once on the file named *WordSpellCheck04*, and then release the Shift key. (This selects *WordSpellCheck01*, *WordSpellCheck02*, *WordSpellCheck03*, and *WordSpellCheck04*.)



- d. Click the *Copy the selected items* option in the *File and Folder Tasks* section of the task pane.
 - e. At the Copy Items dialog box, click *3 1/2 Floppy (A:)* in the list box.
 - f. Click *Windows* (below *3 1/2 Floppy (A:)*) in the list box.
 - g. Click *Spell Check Files* in the list box (below *Windows*).
 - h. Click the Copy button.
4. Display the files you just copied by double-clicking the *Spell Check Files* folder in the contents pane.
 5. Delete the *Spell Check Files* folder and its contents by completing the following steps:
 - a. Click the *Up* button on the Standard Buttons toolbar. (This displays the contents of *Windows* folder which is up one folder from the *Spell Check Files* folders.)
 - b. Click the *Spell Check Files* folder in the contents pane to select it.
 - c. Click the *Delete this folder* option in the *File and Folder Tasks* section of the task pane.
 - d. At the message asking you to confirm the deletion, click the *Yes* button.
 6. Close the window by clicking the *Close* button located in the upper right corner of the window.



USING THE RECYCLE BIN

Deleting the wrong file can be a disaster but Windows XP helps protect your work with the Recycle Bin. The Recycle Bin acts just like an office wastepaper basket; you can “throw away” (delete) unwanted files, but you can “reach in” (restore) to the Recycle Bin and take out a file if you threw it away by accident.

Deleting Files to the Recycle Bin

A file/folder or selected files/folders deleted from the hard drive are automatically sent to the Recycle Bin. Files/folders deleted from a disk are deleted permanently. (Recovery programs are available, however, that will help you recover deleted text. If you accidentally delete a file/folder from a disk, do not do anything more with the disk until you can run a recovery program.)

One method for deleting files is to display the *My Computer* window and then display in the contents pane the file(s) and/or folder(s) you want deleted. Click the file or folder or selected multiple files or folders and then click the appropriate delete option in the task pane. At the message asking you to confirm the deletion, click the *Yes* button.

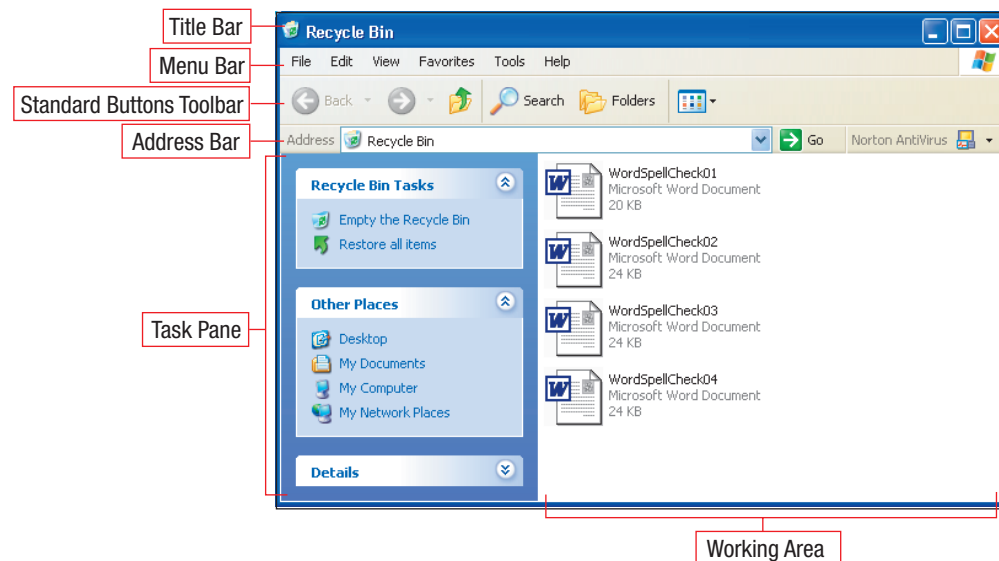
Another method for deleting a file is to drag the file to the Recycle Bin icon on the desktop. Drag a file icon to the Recycle Bin until the Recycle Bin icon is selected (displays with a blue background) and then release the mouse button. This drops the file you are dragging into the Recycle Bin.

Recovering Files from the Recycle Bin

If you accidentally delete a file to the Recycle Bin, it can be easily restored. To restore a file, double-click the Recycle Bin icon on the desktop. This opens the Recycle Bin window shown in figure W.13. (The contents of the Recycle Bin will vary.)

FIGURE

W.13 *Recycle Bin Window*



To restore a file, click the file you want restored, and then click the *Restore this item* option in the *Recycle Bin Tasks* section of the task pane. The file is removed from the Recycle Bin and returned to its original location. You can also restore a file by positioning the arrow pointer on the file, clicking the *right* mouse button, and then clicking *Restore* at the pop-up menu.

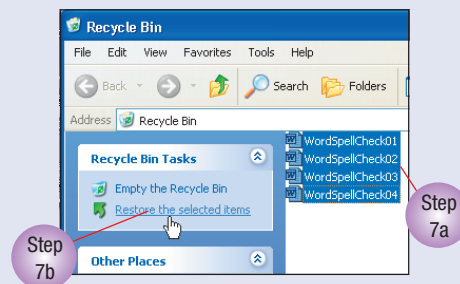
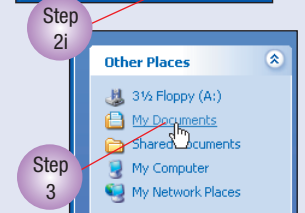
exercise 6

DELETING FILES TO AND RECOVERING FILES FROM THE RECYCLE BIN

(Before completing this exercise, check with your instructor to determine if you can copy files to the hard drive.)

1. At the Windows XP desktop, open the My Computer window.
2. Copy files from your disk in drive A: to the My Documents folder on your hard drive by completing the following steps:
 - a. Make sure your disk containing the *Windows* folder is inserted in drive A.

- b. Double-click *3 1/2 Floppy (A:)* in the *Devices with Removable Storage* section of the contents pane.
 - c. Double-click the *Windows* folder in the contents pane.
 - d. Click the Views button on the Standard Buttons toolbar and then click *List* at the drop-down list.
 - e. Position the arrow pointer on *WordSpellCheck01* and then click the left mouse button.
 - f. Hold down the Shift key, click *WordSpellCheck04*, and then release the Shift key.
 - g. Click the *Copy the selected items* option in the *File and Folder Tasks* section of the task pane.
 - h. At the Copy Items dialog box, click *My Documents* in the list box.
 - i. Click the Copy button.
3. Click the *My Documents* option in the *Other Places* section of the task pane. (The files you copied, *WordSpellCheck01* through *WordSpellCheck04*, will display in the contents pane in alphabetical order.)
 4. Delete *WordSpellCheck01* through *WordSpellCheck04* from the My Documents folder and send them to the Recycle Bin by completing the following steps:
 - a. Select *WordSpellCheck01* through *WordSpellCheck04* in the contents pane. (If these files are not visible, you will need to scroll down the list of files.)
 - b. Click the *Delete the selected items* option in the *File and Folder Tasks* section of the task pane.
 - c. At the message asking you to confirm the deletion to the Recycle Bin, click the Yes button.
 5. Click the Close button to close the window.
 6. At the desktop, display the contents of the Recycle Bin by double-clicking the Recycle Bin icon.
 7. At the Recycle Bin window, restore *WordSpellCheck01* through *WordSpellCheck04* to the My Documents folder by completing the following steps:
 - a. Select *WordSpellCheck01* through *WordSpellCheck04* in the contents pane of the Recycle Bin window. (If these files are not visible, you will need to scroll down the list of files.)
 - b. With the files selected, click the *Restore the selected items* option in the *Recycle Bin Tasks* section of the task pane.
 8. Close the Recycle Bin window by clicking the Close button located in the upper right corner of the window.
 9. Display the My Computer window.
 10. Click the *My Documents* option in the *Other Places* section of the task pane.
 11. Delete the files you restored by completing the following steps:
 - a. Select *WordSpellCheck01* through *WordSpellCheck04* in the contents pane. (If these files are not visible, you will need to scroll down the list of files. These are the files you recovered from the Recycle Bin.)
 - b. Click the *Delete the selected items* option in the *File and Folder Tasks* section of the task pane.
 - c. At the message asking you to confirm the deletion, click the Yes button.
 12. Close the window.



Emptying the Recycle Bin

Just like a wastepaper basket, the Recycle Bin can get full. To empty the Recycle Bin, position the arrow pointer on the Recycle Bin icon on the desktop and then click the *right* mouse button. At the pop-up menu that displays, click *Empty Recycle Bin*. At the message asking you to confirm the deletion, click the Yes button. You can also empty the Recycle Bin by double-clicking the Recycle Bin icon. At the Recycle Bin window, click the *Empty the Recycle Bin* option in the *Recycle Bin Tasks* section of the task pane. At the message asking you to confirm the deletion, click the Yes button. (You can also empty the Recycle Bin by clicking File on the Menu bar and then clicking Empty Recycle Bin at the drop-down menu.)

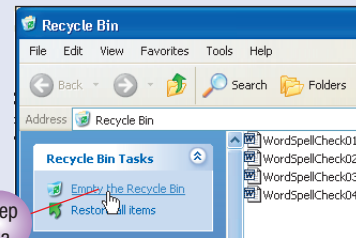
Emptying the Recycle Bin deletes all files/folders. You can delete a specific file/folder from the Recycle Bin (rather than all files/folders). To do this, double-click the Recycle Bin icon on the desktop. At the Recycle Bin window, select the file/folder or files/folders to be deleted. Click File on the Menu bar and then click Delete at the drop-down menu. (You can also right-click a selected file/folder and then click Delete at the shortcut menu.) At the message asking you to confirm the deletion, click the Yes button.

exercise 7

EMPTYING THE RECYCLE BIN

(Before completing this exercise, check with your instructor to determine if you can delete files/folders from the Recycle Bin.)

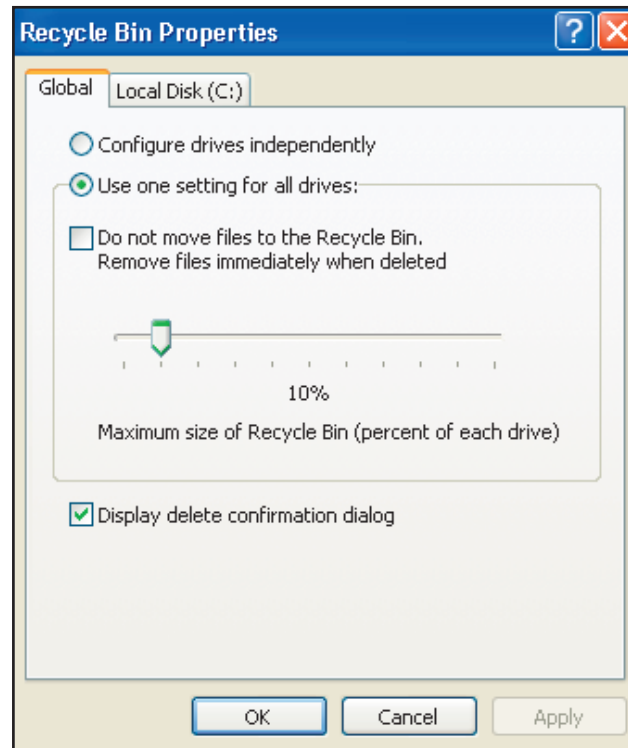
1. At the Windows XP desktop, double-click the Recycle Bin icon.
2. At the Recycle Bin window, empty the contents of the Recycle Bin by completing the following steps:
 - a. Click the *Empty the Recycle Bin* option in the *Recycle Bin Tasks* section of the task pane.
 - b. At the message asking you to confirm the deletion, click the Yes button.
3. Close the Recycle Bin window by clicking the Close button located in the upper right corner of the window.



When the Recycle Bin is emptied the files cannot be recovered by the Recycle Bin or by Windows XP. If you have to recover a file, you will need to use a file recovery program such as Norton Utilities. These utilities are separate programs, but might be worth their cost if you ever need them.

Customizing the Recycle Bin

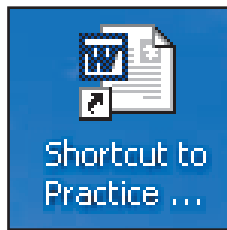
The Recycle Bin settings can be customized at the Recycle Bin Properties dialog box shown in figure W.14. To display this dialog box, position the arrow pointer on the Recycle Bin icon on the desktop and then click the *right* mouse button. At the pop-up menu that displays, click *Properties*.



The Recycle Bin can operate differently on each drive contained by your computer, or you can have one setting for all components of the computer. In figure W.14, the settings are the same for all drives. Until you remove files/folders from the Recycle Bin, they take up space on your hard drive. You can limit the maximum size of the Recycle Bin by moving the slide bar in the Recycle Bin Properties dialog box. You can pick any percentage between 1 and 100. The larger the Recycle Bin, the less room there is for all your other work. Once the Recycle Bin is filled, it begins to delete old files to make room for new ones. After making any desired changes to the Recycle Bin Properties dialog box, click OK to close the dialog box.

CREATING A SHORTCUT

If you use a file or program on a consistent basis, consider creating a shortcut to the file or program. A shortcut is a specialized icon that represents very small files that point the operating system to the actual item, whether it is a file, a folder, or an application. For example, in figure W.15, the *Shortcut to Practice Document* icon represents a path to a specific file in the Word 2002 program. The icon is not the actual file but a path to the file. Double-click the shortcut icon and Windows XP opens the Word 2002 program and also opens the file named Practice Document.

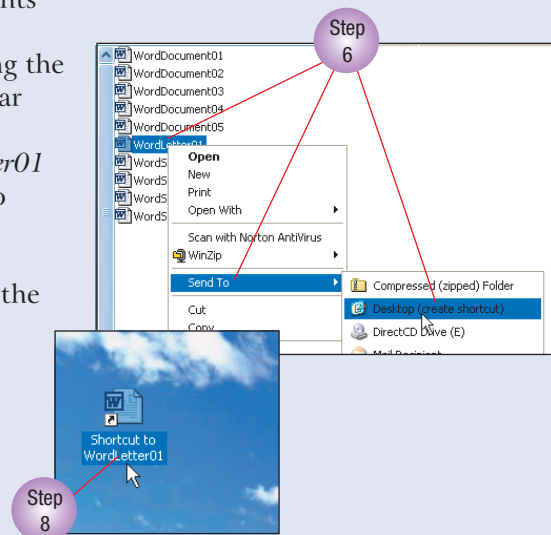


One method for creating a shortcut is to display the My Computer window and then display the drive or folder where the file is located. Right-click the desired file, point to Send To, and then click Desktop (create shortcut). A shortcut icon can be easily deleted from the desktop by dragging the shortcut icon to the Recycle Bin icon. This deletes the shortcut icon but does not delete the file to which the shortcut pointed.

exercise 8

CREATING A SHORTCUT

1. At the Windows XP desktop, display the My Computer window.
2. Make sure your disk is inserted in drive A.
3. Double-click *3 1/2 Floppy (A:)* in the *Devices with Removable Storage* section of the contents pane.
4. Double-click the *Windows* folder in the contents pane.
5. Change the display of files to a list by clicking the Views button on the Standard Buttons toolbar and then clicking *List* at the drop-down list.
6. Create a shortcut to the file named *WordLetter01* by right-clicking on *WordLetter01*, pointing to Send To, and then clicking Desktop (create shortcut).
7. Close the My Computer window by clicking the Close button located in the upper right corner of the window.
8. Open Word 2002 and the file named *WordLetter01* by double-clicking the *WordLetter01* shortcut icon on the desktop.
9. After viewing the file in Word, exit Word by clicking the Close button that displays in the upper right corner of the window).
10. Delete the *WordLetter01* shortcut icon by completing the following steps:
 - a. At the desktop, position the mouse pointer on the *WordLetter01* shortcut icon.
 - b. Hold down the left mouse button, drag the icon on top of the Recycle Bin icon, and then release the mouse button.

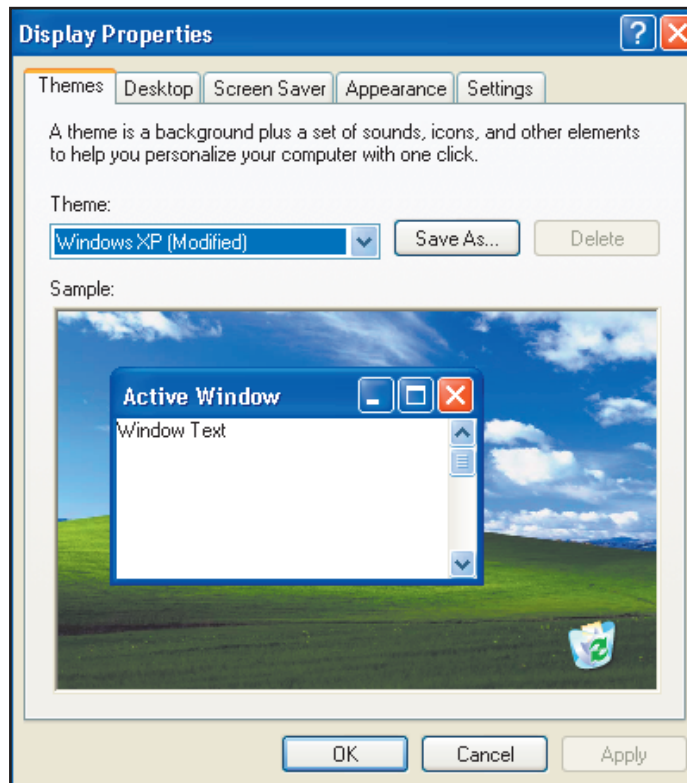


CUSTOMIZING THE DESKTOP

You can customize the Windows XP desktop to fit your particular needs and preferences. For example, you can choose a different theme, change the desktop background, add a screen saver, and apply a different appearance to windows, dialog boxes, and menus. To customize the desktop, position the arrow pointer on any empty location on the desktop and then click the *right* mouse button. At the pop-up menu that displays, click *Properties*. This displays the Display Properties dialog box with the Themes tab selected as shown in figure W.16.

FIGURE

W.16 *Display Properties Dialog Box with Themes Tab Selected*



Changing the Theme

A Windows XP theme specifies a variety of formatting such as fonts, sounds, icons, colors, mouse pointers, background, and screen saver. Windows XP contains two themes—Windows XP (the default) and Windows Classic (which appears like earlier versions of Windows). Other themes are available as downloads from the Microsoft web site. Change the theme with the Theme option at the Display Properties dialog box with the Themes tab selected.

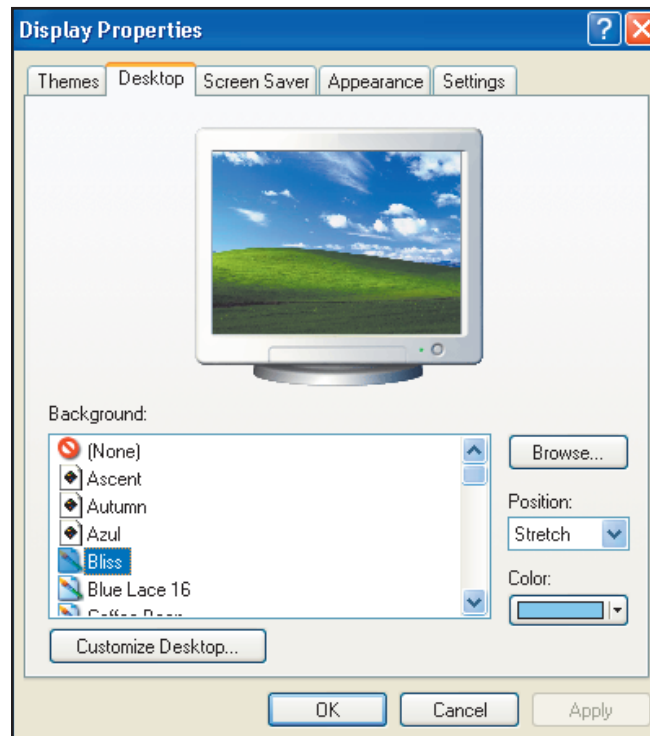
Changing the Desktop

With options at the Display Properties dialog box with the Desktop tab selected, as shown in figure W.17, you can choose a different desktop background and customize the desktop. Click any option in the Background list box and preview

the results in the preview screen. With the Position option, you can specify that the background image is centered, tiled, or stretched on the desktop. Use the Color option to change the background color and click the Browse button to choose a background image from another location or web site.

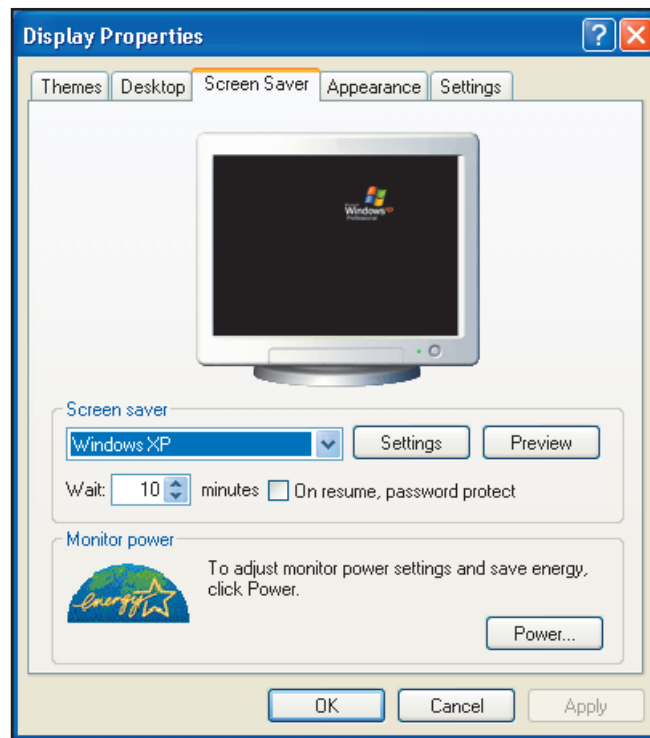
FIGURE

W.17 *Display Properties Dialog Box with Desktop Tab Selected*



Adding a Screen Saver

If your computer sits idle for periods of time, consider adding a screen saver. If a screen sits idle for a long period of time, you run the risk of burning any images onto the screen. (Fortunately, monitor technology has improved and burning images on the screen is becoming less of a problem.) A screen saver is a pattern that changes constantly, thus eliminating the problem of an image staying on the screen too long. To add a screen saver, display the Display Properties dialog box and then click the Screen Saver tab. This displays the dialog box as shown in figure W.18.

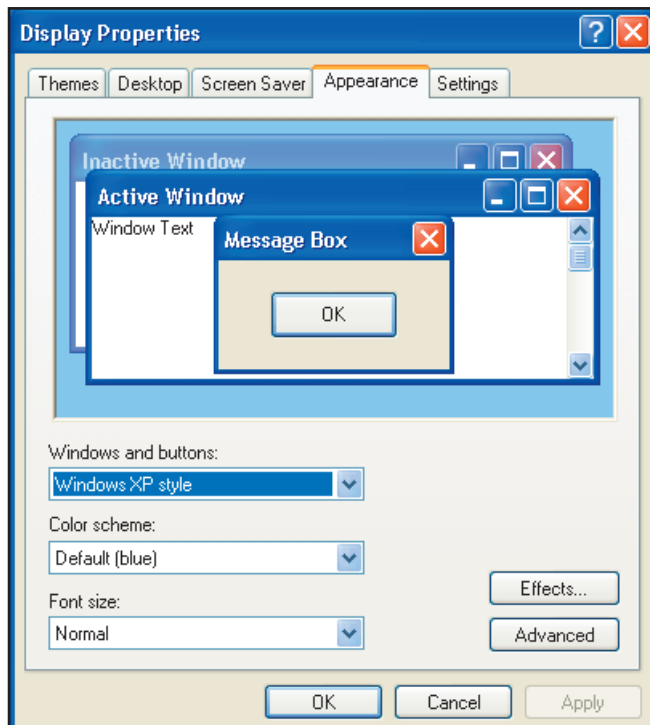


Click the down-pointing arrow at the right side of the Screen saver list box to display a list of installed screen savers. Click a screen saver and a preview displays in the monitor located toward the top of the dialog box. Click the Preview button and the dialog box is hidden and the screen saver displays on your monitor. Move the mouse or click a button on the mouse and the dialog box will reappear.

If your computer's hardware is Energy Star compatible, the *Energy saving features of monitor* section is enabled. Click the Power button and a dialog box displays with options for choosing a power scheme appropriate to the way you use your computer. The dialog box also includes options for specifying how long the computer can be left unused before the monitor and hard disk are turned off and the system goes to standby or hibernate mode.

Changing Colors

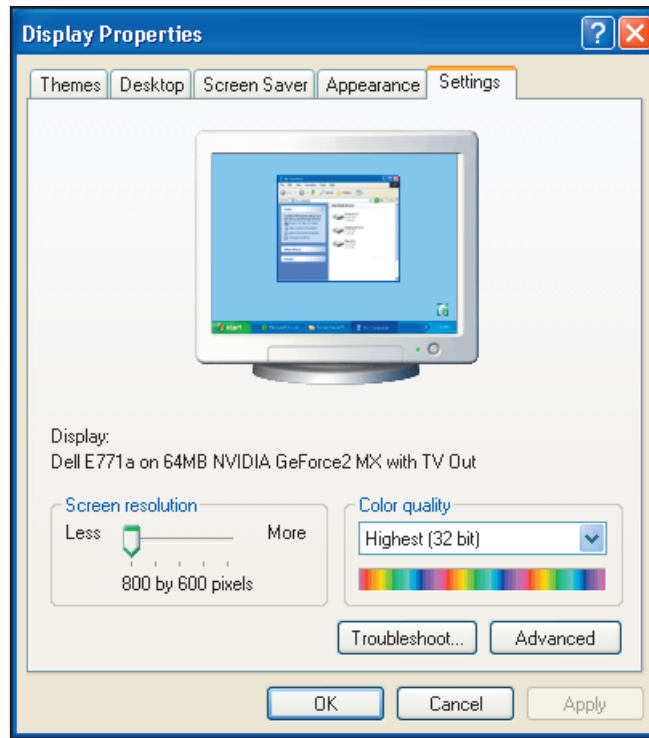
Click the Appearance tab at the Display Properties dialog box and the dialog box displays as shown in figure W.19. At this dialog box, you can change the desktop scheme. Schemes are predefined collections of colors that are used in windows, menus, title bars, and system fonts. Windows XP loads with the Windows XP style color scheme. Choose a different scheme with the Windows and buttons option and choose a specific color with the Color scheme option.



Changing Settings

Click the Settings tab at the Display Properties dialog box and the dialog box displays as shown in figure W.20. At this dialog box, you can set color and screen resolution.

W.20 *Display Properties Dialog Box with Settings Tab Selected*



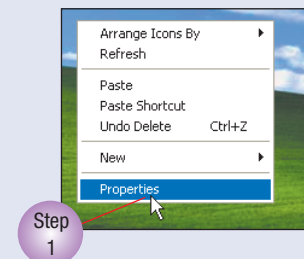
The Color quality option determines how many colors are displayed on your monitor. The more colors that are shown, the more realistic the images will appear. However, a lot of computer memory is required to show thousands of colors. Your exact choice is determined by the specific hardware you are using. The Screen resolution slide bar sets the screen’s resolution. The higher the number, the more you can fit onto your screen. Again, your actual values depend on your particular hardware.

exercise 9

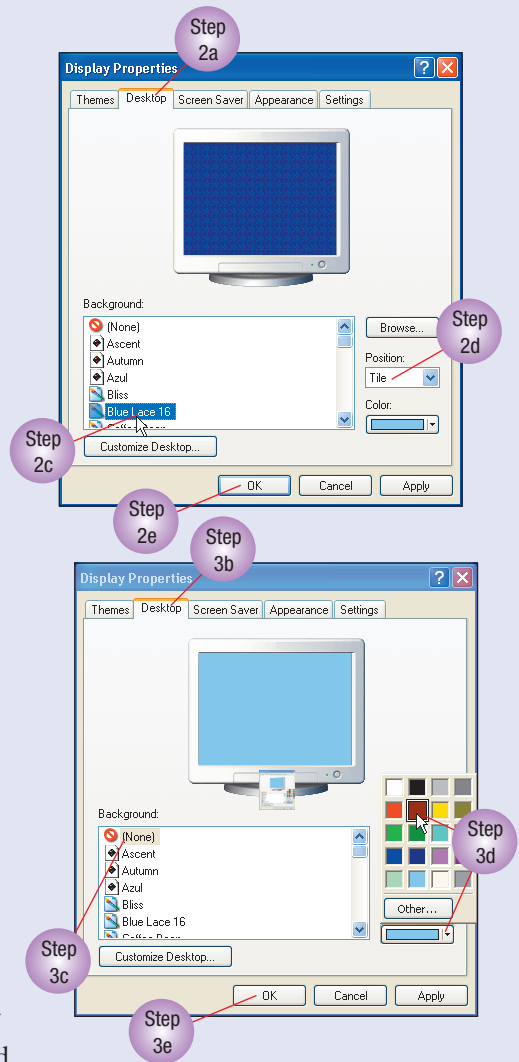
CUSTOMIZING THE DESKTOP

(Before completing this exercise, check with your instructor to determine if you can customize the desktop.)

1. At the Windows XP desktop, display the Display Properties dialog box by positioning the arrow pointer on an empty location on the desktop, clicking the *right* mouse button, and then clicking *Properties* at the pop-up menu.
2. At the Display Properties dialog box, change the desktop background by completing the following steps:
 - a. Click the Desktop tab.
 - b. If a background is selected in the Background list box (other than the *(None)* option), make a note of this background name.



- c. Click *Blue Lace 16* in the Background list box. (If this option is not available, choose another background.)
 - d. Make sure *Tile* is selected in the Position list box.
 - e. Click *OK* to close the dialog box.
3. After viewing the desktop with the *Blue Lace 16* background, remove the background image and change the background color by completing the following steps:
 - a. Display the Display Properties dialog box.
 - b. At the Display Properties dialog box, click the Desktop tab.
 - c. Click *(None)* in the Background list box.
 - d. Click the down-pointing arrow at the right side of the Color option and then click the dark red option at the color palette.
 - e. Click *OK* to close the Display Properties dialog box.
4. After viewing the desktop with the dark red background color, add a screen saver and change the wait time by completing the following steps:
 - a. Display the Display Properties dialog box.
 - b. At the Display Properties dialog box, click the Screen Saver tab. (If a screen saver is already selected in the Screen saver list box, make a note of this screen saver name.)
 - c. Click the down-pointing arrow at the right side of the Screen saver list box.
 - d. At the drop-down list that displays, click a screen saver that interests you. (A preview of the screen saver displays in the screen located toward the top of the dialog box.)
 - e. Click a few other screen savers to see how they will display on the monitor.
 - f. Click *OK* to close the Display Properties dialog box. (At the desktop the screen saver will display, by default, after the monitor has sat idle for one minute.)
5. Return all settings back to the default by completing the following steps:
 - a. Display the Display Properties dialog box.
 - b. Click the Desktop tab.
 - c. If a background was selected when you began this exercise, click that background name in the Background list box.
 - d. Click the Screen Saver tab.
 - e. At the Display Properties dialog box with the Screen Saver tab selected, click the down-pointing arrow at the right side of the Screen saver list box, and then click *(None)*. (If a screen saver was selected before completing this exercise, return to that screen saver.)
 - f. Click *OK* to close the Display Properties dialog box.



EXPLORING WINDOWS XP HELP AND SUPPORT

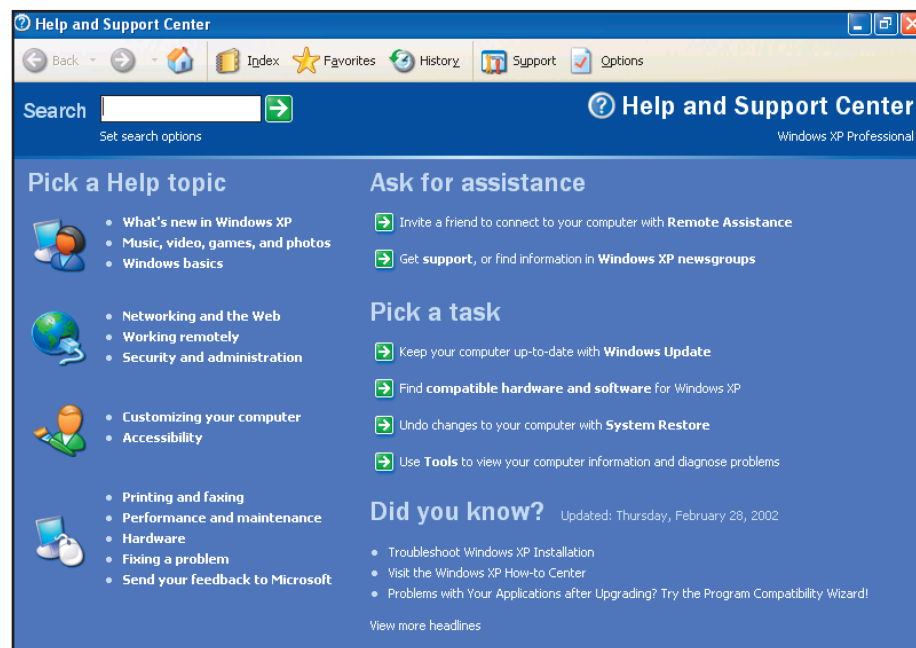
Windows XP includes an on-screen reference guide providing information, explanations, and interactive help on learning Windows features. The on-screen reference guide contains complex files with hypertext used to access additional information by clicking a word or phrase.

Using the Help and Support Center Window

Display the Help and Support Center window shown in figure W.21 by clicking the Start button on the Taskbar and then clicking *Help and Support* at the Start menu. The appearance of your Help and Support Center window may vary slightly from what you see in figure W.21.

FIGURE

W.21 *Help and Support Center Window*

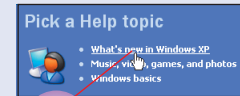


If you want to learn about a topic listed in the *Pick a Help topic* section of the window, click the desired topic and information about the topic displays in the window. Use the other options in the Help and Support Center window to get assistance or support from a remote computer or Windows XP newsgroups, pick a specific task, or learn about the additional help features. If you want help on a specific topic and do not see that topic listed in the *Pick a Help topic* section of the window, click inside the Search text box (generally located towards the top of the window), key the desired topic, and then press Enter or click the Start searching button (white arrow on a green background).

exercise 10

GETTING HELP FROM THE HELP AND SUPPORT CENTER WINDOW

- At the Windows XP desktop, use the Help and Support feature to learn about new Windows XP features by completing the following steps:
 - Click the Start button on the Taskbar and then click *Help and Support* at the Start menu.
 - At the Help and Support Center window, click *What's new in Windows XP* located in the *Pick a Help topic* section of the window.
 - Click the *What's new topics* option located in the *What's new in Windows XP* section of the window. (This displays a list of Help options at the right side of the window.)
 - Click the *What's new in Windows XP* option located at the right side of the window below the subheading *Overviews, Articles, and Tutorials*.
 - Read the information about Windows XP that displays at the right side of the window.
 - Print the information by completing the following steps:
 - Click the Print button located on the toolbar that displays above the information on what's new with Windows XP.
 - At the Print dialog box, make sure the correct printer is selected, and then click the Print button.
- Return to the opening Help and Support Center window by clicking the Home button located on the Help and Support Center toolbar.
- Use the Search text box to search for information on deleting files by completing the following steps:
 - Click in the Search text box located towards the top of the Help and Support Center window.
 - Key **deleting files** and then press Enter.
 - Click the *Delete a file or folder* option that displays in the Search Results section of the window (below the *Pick a task* subheading).
 - Read the information about deleting a file or folder that displays at the right side of the window and then print the information by clicking the Print button on the toolbar and then clicking the Print button at the Print dialog box.
 - Click the *Delete or restore files in the Recycle Bin* option that displays in the Search Results section of the window.
 - Read the information that displays at the right side of the window about deleting and restoring files in the Recycle Bin and then print the information.
- Close the Help and Support Center window by clicking the Close button located in the upper right corner of the window.

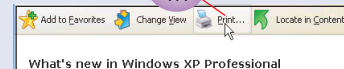


Step 1b

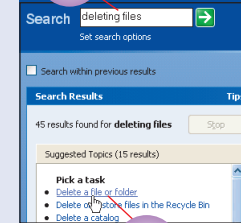


Step 1d

Step 1f1



Step 3b



Step 3c

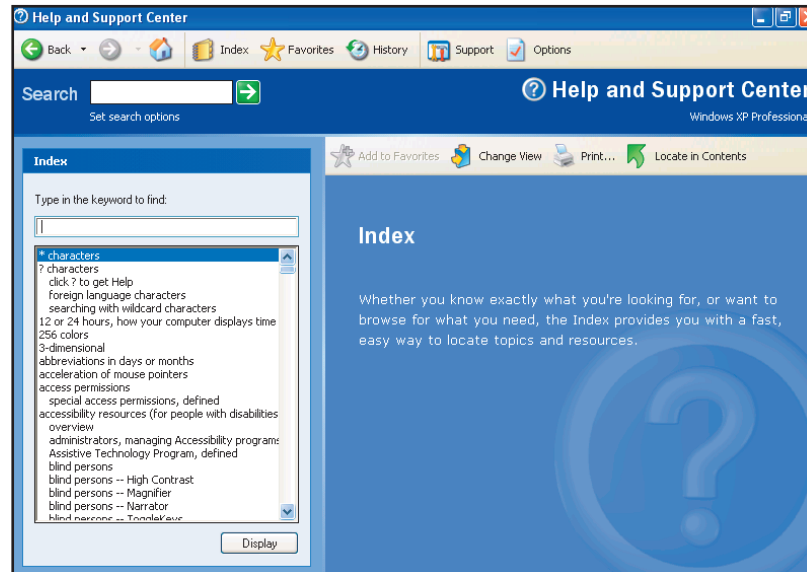
Displaying an Index of Help and Support Topics

Display a list of help topics available by clicking the Index button on the Help and Support Center window toolbar. This displays an index of help topics at the left side of the window as shown in figure W.22. Scroll through this list until the

desired topic displays and then double-click the topic. Information about the selected topic displays at the right side of the window. If you are looking for a specific topic or keyword, click in the *Type in the keyword to find* text box, key the desired topic or keyword, and then press Enter.

FIGURE

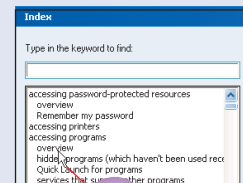
W.22 Help and Support Center Window with Index Displayed



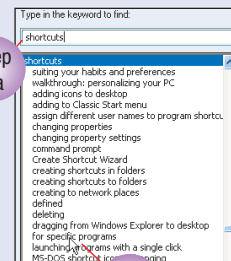
exercise 11

USING THE INDEX TO SEARCH FOR INFORMATION

- At the Windows XP desktop, use the Index to display information on accessing programs by completing the following steps:
 - Click the Start button on the Taskbar and then click *Help and Support* at the Start menu.
 - Click the Index button on the Help and Support Center window toolbar.
 - Scroll down the list of Index topics until *accessing programs* is visible and then double-click the subheading *overview* that displays below *accessing programs*.
 - Read the information that displays at the right side of the window and then print the information.
- Find information on adding a shortcut to the desktop by completing the following steps:
 - Select and delete the text *overview* that displays in the *Type in the keyword to find* text box and then key **shortcuts**.
 - Double-click the subheading *for specific programs* that displays below the *shortcuts* heading.
 - Read the information that displays at the right side of the window and then print the information.
- Close the Help and Support Center window by clicking the Close button located in the upper right corner of the window.



Step 1c



Step 2a

Step 2b