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| WINDOWS<br>XP        | <h2>Operating System</h2>  |
| BACK NEXT END<br>1-2 | <ul style="list-style-type: none"><li>• Operating systems software<ul style="list-style-type: none"><li>- The operating system is a special type of program that loads automatically when you start your computer.</li><li>- The operating system allows you to use the advanced features of a modern computer without having to learn all the details of how the hardware works</li></ul></li></ul> |

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|----------------------|--|
| WINDOWS<br>XP        | <h2>Operating System</h2>  |
| BACK NEXT END<br>1-3 | <ul style="list-style-type: none"><li>• The link between the hardware and you, the user</li><li>• Makes the computer easy to use without having to understand bits and bytes</li></ul> |

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WINDOWS XP

## Starting Windows XP

- Windows XP desktop uses a Graphical User Interface. (GUI)
- A Graphical User Interface (GUI) is simply an additional part of the operating system that displays windows and drop down menus, and also enables you to drive your computer using a mouse.

BACK NEXT END  
1-4

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WINDOWS XP

## Starting Windows XP

- Start Windows XP by powering on the computer and its peripheral devices (monitor, printer, etc.)
- Click your user account icon to log on without a password, **OR**, as needed, type your user name, then type in the password, and press Enter to log on
- Your desktop will appear

BACK NEXT END  
1-5

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WINDOWS XP

- Desktop
  - Area that appears on the screen when Windows XP starts
  - A workspace for projects and tools
  - Uses default settings when the computer is first started
    - Default settings: settings preset by the operating system
  - Appearance can be changed by the user

BACK NEXT END  
1-6

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**WINDOWS XP**

## The Windows Desktop

**Icons represent programs, files, or folders**

Usually have additional icons on the desktop

Double-click the desktop icon to open its associated program, file, or folder

**Icons**

**Desktop**

**Start button**

**Quick Launch toolbar (single-click icons)**

**Task button area**

**Notification area**

BACK NEXT END

1-7

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**WINDOWS XP**

## Using the Taskbar: the Start Menu

**Use the Start menu to launch programs**

- Click a pinned or recently-used application program
- Click All Programs to navigate to programs not shown
- Use the choices in the right column for folders or other features
- Click Search at the bottom right to look for a program, folder, or file

Student Name

Launch Internet Explorer Browser

Email

Adobe Acrobat 7.0 Professional

Microsoft Office Access 2007

Microsoft Office PowerPoint 2007

Microsoft Office Word 2007

Microsoft Office Excel 2007

Notepad

All Programs

My Documents

My Recent Documents

My Pictures

My Music

My Computer

My Network Places

Control Panel

Set Program Access and Defaults

Connect To

Printers and Faxes

Help and Support

Search

Run...

Log Off Turn Off Computer

BACK NEXT END

1-8

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**WINDOWS XP**

## Opening a Program

**Click the Start button, then drag up to All Programs, drag over and up to Microsoft Office, then drag over and down, and click Microsoft Word**

Microsoft Office

Microsoft Office Tools

Microsoft Office Access 2003

Microsoft Office Excel 2003

Microsoft Office PowerPoint 2003

Microsoft Office Publisher 2003

Microsoft Office Word 2003

Microsoft Office

Microsoft Office Tools

Microsoft Office Access 2003

Microsoft Office Excel 2003

Microsoft Office PowerPoint 2003

Microsoft Office Publisher 2003

Microsoft Office Word 2003

**Word's task appears in the Taskbar**

start

start

Document - Microsoft

BACK NEXT END

1-9

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**WINDOWS XP**

## Opening Another Application

Click the Start button, then drag up to All Programs, drag over and up to Microsoft Office, then drag over and down, and click Microsoft Excel



Excel's task also appears in the Taskbar

BACK NEXT END  
1-10

Detailed description: This slide shows the steps to open an application in Windows XP. It features a screenshot of the Start menu with the 'All Programs' folder expanded, and the 'Microsoft Office' folder also expanded. Within the Office folder, 'Microsoft Office Excel 2003' is highlighted. A callout box at the bottom right shows the taskbar with the Start button and two open application buttons: 'Document1 - Microsoft...' and 'Microsoft Excel - Book1'.

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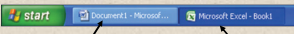
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**WINDOWS XP**

## Switching between Tasks

The Taskbar shows two open tasks



Click the taskbar button for Word to make it active

Click the taskbar button for Excel to make it active

Only one open task can be active

BACK NEXT END  
1-11

Detailed description: This slide illustrates switching between tasks. It shows a screenshot of the Windows XP taskbar with two open application buttons: 'Document1 - Microsoft...' and 'Microsoft Excel - Book1'. Arrows point from text instructions to each button. A callout box at the bottom states 'Only one open task can be active'.

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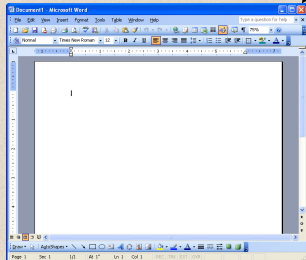
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**WINDOWS XP**

## Closing the Application

Click the application's Close button (top X) in the upper right corner of the window



BACK NEXT END  
1-12

Detailed description: This slide shows how to close an application. It features a screenshot of a Microsoft Word window. An arrow points to the 'X' close button in the top-right corner of the window's title bar.

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**WINDOWS XP**

## The Notification Area

**Contains icons for specialized programs that run in the background; newly installed programs may add icons**

**Hover the mouse pointer over the icon and hesitate about a second to display a tooltip**



**If all icons don't show, click the arrow to the left of the notification area**

*Left-, right-, or double-click one of these icons to display its menu, dialog box, or options*

BACK NEXT END  
1-13

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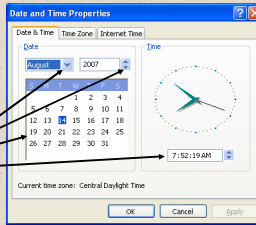
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**WINDOWS XP**

## The Notification Area ./.2

**Contains an icon display of the computer's system clock**

**Double-click the system clock icon to display its dialog box and options**



**Click to select or change the date and time components; click OK when finished**

BACK NEXT END  
1-14

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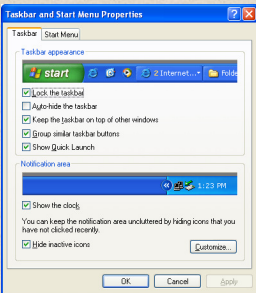
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**WINDOWS XP**

## Setting Taskbar Properties

**Right-click an empty area of the Taskbar; then left-click Properties**



BACK NEXT END  
1-15

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WINDOWS XP

## Turning Off the Computer

**To shut down the computer – click the Start button, then click Turn Off Computer; choose the desired option**

| Option                             | Description   | Restore the computer  |
|------------------------------------|---|---|
| <b>Standby</b>                     | Computer switches to low power; monitor and hard drive turn off; memory is not saved; saves battery power for laptops | Quickly press the Power ON button on the computer; restores desktop and all open programs |
| <b>Hibernate (Shift + Standby)</b> | Computer saves everything in memory, turns off the monitor and hard drive; turns off the computer                     |   |
| <b>Turn Off</b>                    | Shuts down Windows XP and turns off all power to the computer   | Press the computer's Power ON button  |
| <b>Restart</b>                     | Shuts down Windows XP; warm-boots the computer  | N/A   |

BACK NEXT END  
1-16

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WINDOWS XP

## Managing Files and Folders

- Windows uses a system of drive letters for different physical drives you have access to.
- To help organize your files it is possible to create folders (also referred to as directories) to help divide and even subdivide the files stored within the various logical drives available.
- Finally, at the very end of this structure are the various files that we use.

BACK NEXT END  
1-17

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WINDOWS XP

## Managing Files and Folders

- **File** – has a name, location, and file type *(the file type indicates which application program can open or change it)*
- **Folder** – used to hold several files and to organize files
- **Drive** – hardware location of folders and files

**Each user has his/her own *My Documents* folder on the C: hard drive, created automatically by Windows to store his/her files**

BACK NEXT END  
1-18

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**WINDOWS XP**

## Copying a File or Folder

- Open **My Computer** (click *Start, My Computer*)
- Navigate to and click on (select) the file or folder to be copied
- Under **File and Folder Tasks**, click *Copy this file* or *Copy this folder*
- In the **Copy Items** dialog box, navigate to the drive/folder to contain the copied item
- Click the **Copy** button

BACK NEXT END  
1-19

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**WINDOWS XP**

## Deleting a File/Folder

- Open **My Computer** (click *Start, My Computer*)
- Navigate to and click on (select) the file or folder to be deleted
- Under **File and Folder Tasks**, click *Delete this file* or *Delete this folder*
- At the confirming delete message, reply Yes

The file is removed from its location and stored in the Recycle Bin

BACK NEXT END  
1-20

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**WINDOWS XP**

## Selecting Multiple Files & Folders

**Adjacent files, folders**

Click first file or folder  
Hold down the Shift key and click the last one

**Non-adjacent files, folders**

Hold down the Ctrl key and click the desired files, folders

BACK NEXT END  
1-21

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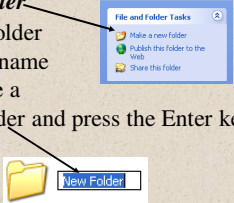
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WINDOWS XP

## Creating a Folder

- Open **My Computer** (click *Start, My Computer*)
- Navigate to the location for the new folder
- In the **File and Folder Tasks**, click **Make a new folder**
- When the new folder appears with its name highlighted, type a name for the folder and press the Enter key



BACK NEXT END

1-22

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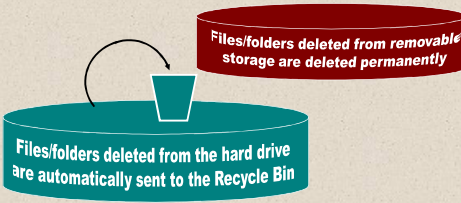
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WINDOWS XP

## Using the Recycle Bin



Files/folders deleted from the hard drive are automatically sent to the Recycle Bin

Files/folders deleted from removable storage are deleted permanently

Recover a deletion: double-click the Recycle Bin, right-click the desired item, click Restore

Empty the Recycle Bin: right-click the Recycle Bin desktop icon, click *Empty Recycle Bin*

BACK NEXT END

1-23

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WINDOWS XP

## Creating a Shortcut

**Create a shortcut on the desktop for a file or folder...**

1. Open *My Computer*
2. Navigate to the desired file or folder
3. Right-click the desired file or folder
4. Click *Send to* and choose *Desktop*

**Delete a shortcut from the desktop...**

Click and drag the shortcut to the Recycle Bin

BACK NEXT END

1-24

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**WINDOWS XP**

## Customizing the Desktop

**What can you change?**

**The theme – a set of fonts, sounds, icons, colors, mouse pointers, background, and a screensaver**

**The Desktop background color or image**

**The Screen Saver, its speed, and its timing**

**Display settings – color quality and screen resolution, based on the computer's hardware**

**The Desktop scheme – a predefined set of colors used in windows, menus, title bars, and systems fonts**

BACK NEXT END  
1-25

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**WINDOWS XP**

## Customizing the Desktop ../2

**To display Desktop properties ...**

**Right-click an empty spot in the Desktop**

**Click Properties in the shortcut menu**

BACK NEXT END  
1-26

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**WINDOWS XP**

## Using Windows Help and Support Center

**Click the Start button, Help and Support Center**

**Enter word or phrase to find**

**OR**

**Click a topic**

**OR**

**Click a Hyperlink**

BACK NEXT END  
1-27

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**WINDOWS XP**

## Using Windows Help and Support Center ./.2

**Click the Index toolbar button**

**Enter a keyword to find**

**OR**

**Click a Hyperlink**

1-28

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**WINDOWS XP**

## Customizing Monitor Settings

**Right-click an empty spot in the Desktop**

**Click Properties in the shortcut menu**

**Click the Settings tab**

**Click and drag the slide bar to 1024 X 768 and click OK**

1-29

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**WINDOWS XP**

## Features Summary

*How do you start a program using an icon on the Desktop?*

**Double-click the program's icon**

1-30

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WINDOWS XP

## Features Summary

*How do you start a program using an icon in the Quick Launch toolbar?*

**Click the program's icon in the Quick Launch Toolbar**

BACK NEXT END

1-31

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WINDOWS XP

## Features Summary

*How do you start a program using the Start button?*

**Click the Start button, click All Programs, click and drag to the desired program**

BACK NEXT END

1-32

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WINDOWS XP

## Features Summary

*How can you change the system date?*

**Double-click the Time icon in the Notification area**

BACK NEXT END

1-33

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WINDOWS XP

## Features Summary

*How do you display the Desktop Properties dialog box?*

**Right-click an empty spot in the Desktop and click Properties**

BACK NEXT END

1-34

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WINDOWS XP

## Features Summary

*How do you close an application window?*

**Click the Close button (X) in the upper right corner of the application window**

BACK NEXT END

1-35

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WINDOWS XP

## Features Summary

*How can you create a new folder?*

- 1. Navigate to the drive and folder for the new folder**
- 2. In the Files and Folders Task Pane click *Make a new folder***
- 3. Type the name for the folder**

BACK NEXT END

1-36

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WINDOWS XP

## Features Summary

*How can you copy several files at once into the My Documents folder?*

1. Navigate to and select the files
2. Click **Copy the selected items** in the Files and Folders Task pane
3. In the Copy Items dialog box, navigate to the My Documents folder
4. Click Copy

BACK NEXT END

1-57

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WINDOWS XP

## Features Summary

*Is a file permanently gone from your hard drive when you delete it?*

**No, it has been automatically placed in the hard drive's Recycle Bin**

BACK NEXT END

1-58

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WINDOWS XP

## Features Summary

*How do you recover a deleted file?*

1. Double-click the Recycle Bin to open it
2. Locate and click on the deleted file
3. Click File, Restore

BACK NEXT END

1-59

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WINDOWS  
XP

## Features Summary

*How do you create a shortcut on the Desktop for a commonly-used file?*

**Locate the file, right-click it, and click Send To, then click on Desktop**

BACK NEXT END

1-40

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