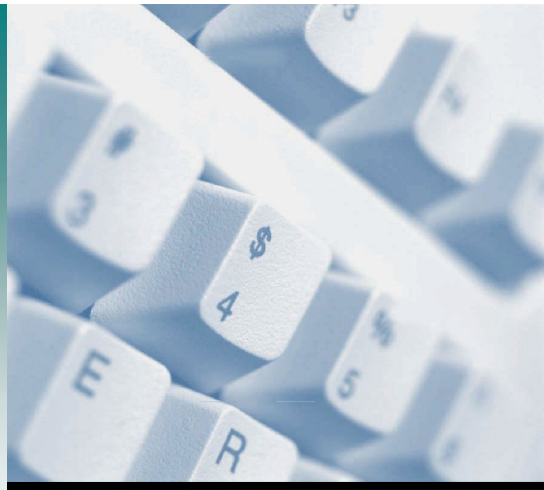

Microsoft®

Windows 2000

Student Edition Complete

CustomGuide.com
Computer Courseware

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Table of Contents

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Introduction

Welcome to CustomGuide: Microsoft Windows 2000. CustomGuide courseware allows instructors to create and print manuals that contain the specific lessons that best meet their students' needs. In other words, this book was designed and printed just for you.

Unlike most other computer-training courseware, each CustomGuide manual is uniquely designed to be three books in one:

- Step-by-step instructions make this manual great for use in an instructor-led class or as a self-paced tutorial.
- Detailed descriptions, illustrated diagrams, informative tables, and an index make this manual suitable as a reference guide when you want to learn more about a topic or process.
- The handy Quick Reference box, found on the last page of each lesson, is great for when you need to know how to do something quickly.

CustomGuide manuals are designed both for users who want to learn the basics of the software and those who want to learn more advanced features.

Here's how a CustomGuide manual is organized:

Chapters

Each manual is divided into several chapters. Aren't sure if you're ready for a chapter? Look at the prerequisites that appear at the beginning of each chapter. They will tell you what you should know before you start the chapter.

Lessons

Each chapter contains several lessons on related topics. Each lesson explains a new skill or topic and contains a step-by-step exercise to give you hands-on-experience.

Chapter Reviews

A review is included at the end of each chapter to help you absorb and retain all that you have learned. This review contains a brief recap of everything covered in the chapter's lessons, a quiz to assess how much you've learned (and which lessons you might want to look over again), and a homework assignment where you can put your new skills into practice. If you're having problems with a homework exercise, you can always refer back to the lessons in the chapter to get help.

How to Use the Lessons

Every topic is presented on two facing pages, so that you can concentrate on the lesson without having to worry about turning the page. Since this is a hands-on course, each lesson contains an exercise with step-by-step instructions for you to follow.

To make learning easier, every exercise follows certain conventions:

- Anything you're supposed to click, drag, or press appears **like this**.
- Anything you're supposed to type appears `like this`.
- This book never assumes you know where (or what) something is. The first time you're told to click something, a picture of what you're supposed to click appears either in the margin next to the step or in the illustrations at the beginning of the lesson.

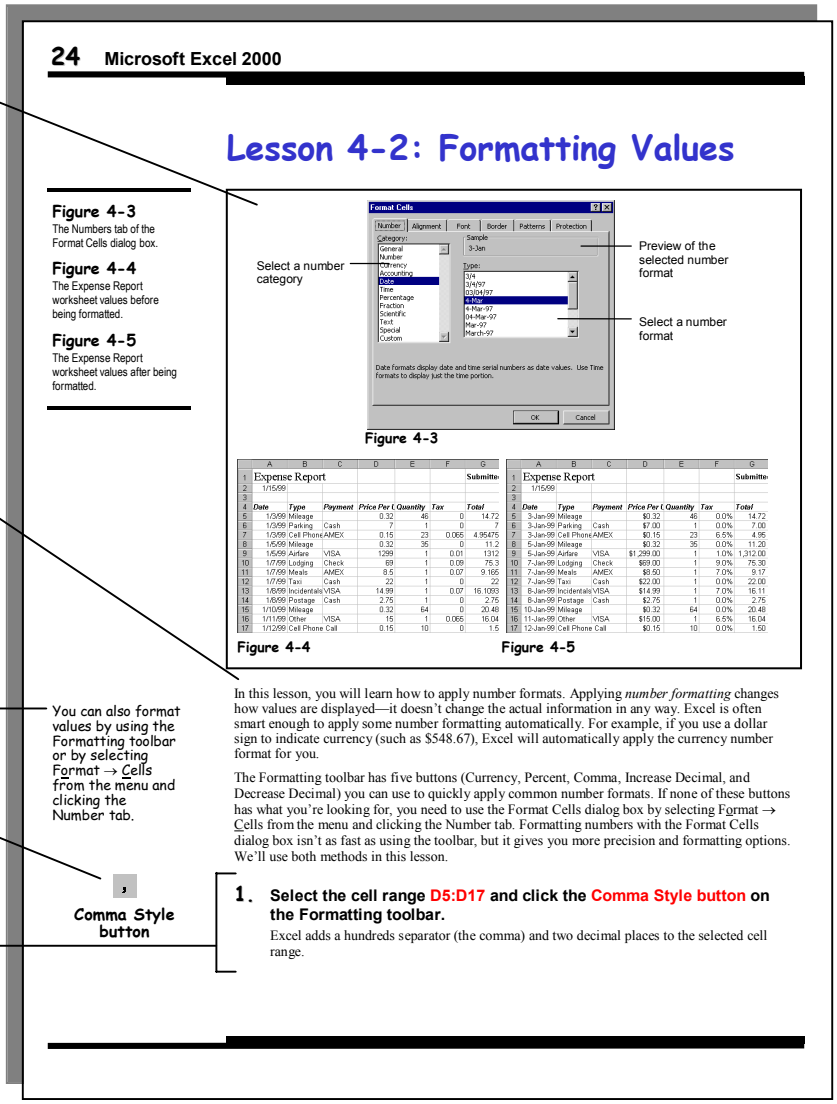
Illustrations show what your screen should look like as you follow the lesson. They also describe controls, dialog boxes, and processes.

An easy-to-understand introduction explains the task or topic covered in the lesson and what you'll be doing in the exercise.

Tips and traps appear in the margin.

Icons and pictures appear in the margin, showing you what to click or look for.

Clear step-by-step instructions guide you through the exercise. Anything you need to click appears **like this**.



24 Microsoft Excel 2000

Lesson 4-2: Formatting Values

Figure 4-3
The Numbers tab of the Format Cells dialog box.

Figure 4-4
The Expense Report worksheet values before being formatted.

Figure 4-5
The Expense Report worksheet values after being formatted.

Select a number category

Preview of the selected number format

Select a number format

Figure 4-3

Figure 4-4 Figure 4-5

In this lesson, you will learn how to apply number formats. Applying *number formatting* changes how values are displayed—it doesn't change the actual information in any way. Excel is often smart enough to apply some number formatting automatically. For example, if you use a dollar sign to indicate currency (such as $548.67), Excel will automatically apply the currency number format for you.

The Formatting toolbar has five buttons (Currency, Percent, Comma, Increase Decimal, and Decrease Decimal) you can use to quickly apply common number formats. If none of these buttons has what you're looking for, you need to use the Format Cells dialog box by selecting Format → Cells from the menu and clicking the Number tab. Formatting numbers with the Format Cells dialog box isn't as fast as using the toolbar, but it gives you more precision and formatting options. We'll use both methods in this lesson.

You can also format values by using the Formatting toolbar or by selecting Format → Cells from the menu and clicking the Number tab.

Comma Style button

1. **Select the cell range D5:D17 and click the Comma Style button on the Formatting toolbar.**
   Excel adds a hundreds separator (the comma) and two decimal places to the selected cell range.

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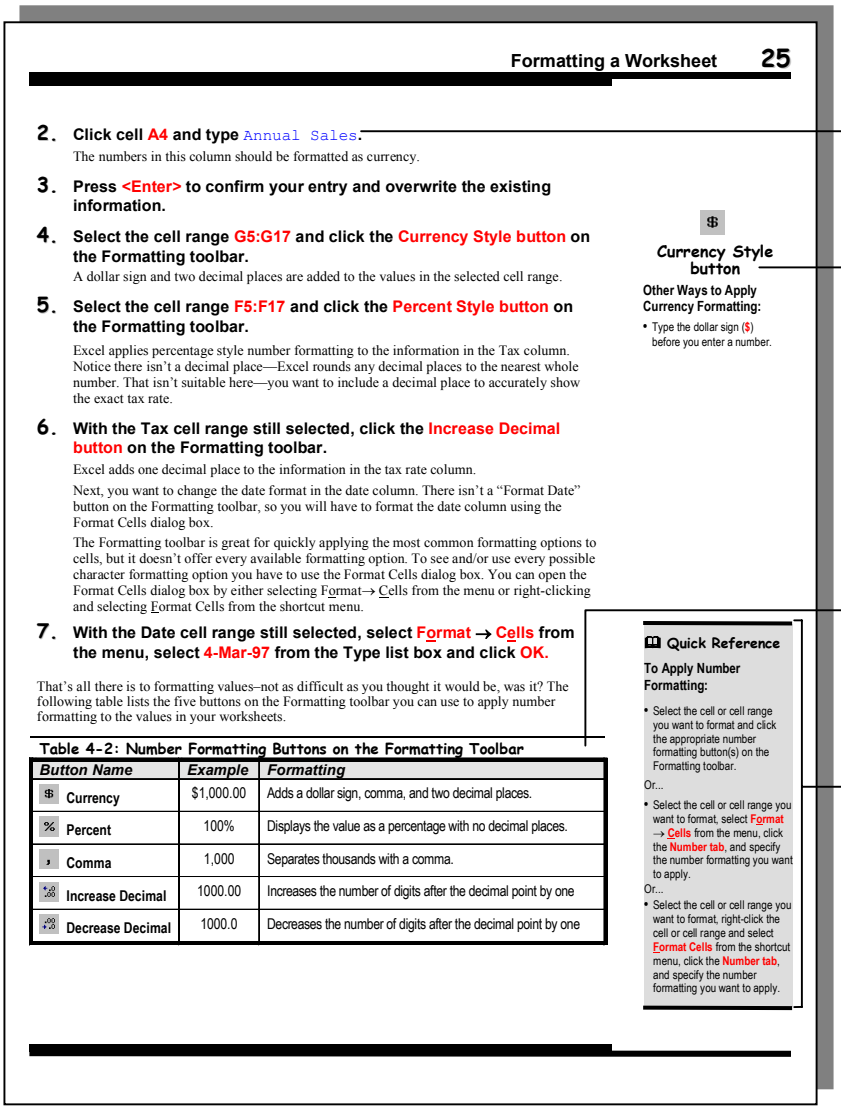
- When you see a keyboard instruction like "press **<Ctrl>** + **<B>**," you should press and hold the first key (<Ctrl> in this example) while you press the second key (<B> in this example). Then, after you've pressed both keys, you can release them.
- There is usually more than one way to do something in Word. The exercise explains the most common method of doing something, while the alternate methods appear in the margin. Use whatever approach feels most comfortable for you.
- Important terms appear in *italics* the first time they're presented.
- Whenever something is especially difficult or can easily go wrong, you'll see a:
  NOTE:
  immediately after the step, warning you of pitfalls that you could encounter if you're not careful.
- Our exclusive Quick Reference box appears at the end of every lesson. You can use it to review the skills you've learned in the lesson and as a handy reference—when you need to know how to do something fast and don't need to step through the sample exercises.



Formatting a Worksheet 25

2. **Click cell A4 and type** `Annual Sales`.
   The numbers in this column should be formatted as currency.
3. **Press <Enter> to confirm your entry and overwrite the existing information.**
4. **Select the cell range G5:G17 and click the Currency Style button on the Formatting toolbar.**
   A dollar sign and two decimal places are added to the values in the selected cell range.
5. **Select the cell range F5:F17 and click the Percent Style button on the Formatting toolbar.**
   Excel applies percentage style number formatting to the information in the Tax column. Notice there isn't a decimal place—Excel rounds any decimal places to the nearest whole number. That isn't suitable here—you want to include a decimal place to accurately show the exact tax rate.
6. **With the Tax cell range still selected, click the Increase Decimal button on the Formatting toolbar.**
   Excel adds one decimal place to the information in the tax rate column.
   Next, you want to change the date format in the date column. There isn't a "Format Date" button on the Formatting toolbar, so you will have to format the date column using the Format Cells dialog box.
   The Formatting toolbar is great for quickly applying the most common formatting options to cells, but it doesn't offer every available formatting option. To see and/or use every possible character formatting option you have to use the Format Cells dialog box. You can open the Format Cells dialog box by either selecting Format→ Cells from the menu or right-clicking and selecting Format Cells from the shortcut menu.
7. **With the Date cell range still selected, select Format → Cells from the menu, select 4-Mar-97 from the Type list box and click OK.**

That's all there is to formatting values–not as difficult as you thought it would be, was it? The following table lists the five buttons on the Formatting toolbar you can use to apply number formatting to the values in your worksheets.

Table 4-2: Number Formatting Buttons on the Formatting Toolbar

Button Name	Example	Formatting
Currency	$1,000.00	Adds a dollar sign, comma, and two decimal places.
Percent	100%	Displays the value as a percentage with no decimal places.
Comma	1,000	Separates thousands with a comma.
Increase Decimal	1000.00	Increases the number of digits after the decimal point by one
Decrease Decimal	1000.0	Decreases the number of digits after the decimal point by one

Currency Style button

Other Ways to Apply Currency Formatting:

- Type the dollar sign ($) before you enter a number.

Quick Reference

To Apply Number Formatting:

- Select the cell or cell range you want to format and click the appropriate number formatting button(s) on the Formatting toolbar.

Or...

- Select the cell or cell range you want to format, select Format → Cells from the menu, click the Number tab, and specify the number formatting you want to apply.

Or...

- Select the cell or cell range you want to format, right-click the cell or cell range and select Format Cells from the shortcut menu, click the Number tab, and specify the number formatting you want to apply.

Anything you need to type appears `like this`.

Whenever there is more than one way to do something, the most common method is presented in the exercise and the alternate methods are presented in the margin.

Tables provide summaries of the terms, toolbar buttons, or shortcuts covered in the lesson.

CustomGuide's exclusive Quick Reference is great for when you need to know how to do something fast. It also lets you review what you've learned in the lesson.

Chapter One: The Fundamentals

Chapter Objectives:

- **See what's new in Windows 2000**
- **Loading and exiting Windows**
- **Pointing with the mouse**
- **Clicking, double-clicking, and right-clicking**
- **Dragging and dropping**
- **Using the keyboard**

☑ Prerequisites

- An IBM-compatible computer
- Windows 2000 installed on the computer

Welcome to Windows 2000! If you're new to Windows, or to computers all together, you're starting at the right chapter. This chapter covers the "bare bones" basics about learning how to start your computer and load Windows. You'll learn how to operate the mouse by clicking, double-clicking, dragging and dropping, and right-clicking. You'll also learn about your computer's keyboard and what those cryptic-looking keys on it are used for. Finally, you'll learn how to exit Windows and shut your computer down.

Before we start, take a deep breath and relax. You may find this difficult to believe, but computers aren't nearly as difficult and complicated as you probably think they are. No matter what your previous experience with computers has been, this chapter assumes you're the most computer-illiterate person in the world and keeps everything as simple as possible. Actually, you're probably going to find that some of the lessons in this chapter are a little *too* easy. When you come across something you already know how to do, go ahead and skip the lesson (unless you're in a classroom of course—then go ahead and show everyone what a computer whiz you are!).

Ready? Did you take that deep breath? Then turn the page and let's get started!

Lesson 1-1: A Look at Windows 2000 and What's New

Figure 1-1

What's New in Windows 2000 Professional, as shown in the Discover Windows 200 Professional Program on the Windows 2000 CD-ROM.

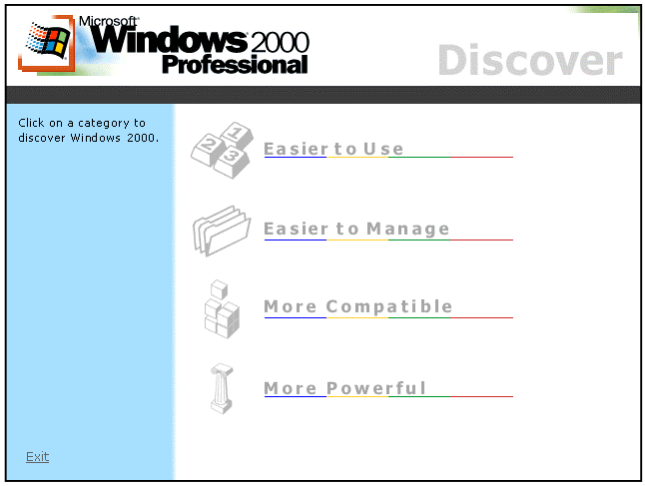


Figure 1-1

Before we start pointing and clicking anything, it helps if you actually understand what exactly Windows 2000 Professional is. Windows 2000 Professional is an *operating system*. OK, so what's an *operating system*? An operating system is a software program that controls and runs just about everything on your computer. Here's what an operating system does:

- **Controls Your Computer's Hardware**
  Windows controls the different devices of your computer system. It's what makes your printer print, graphics and text appear on your monitor, and your mouse point and click… OK, actually you make the mouse point and click—but Windows is what puts the mouse pointer (↖) on the screen and electronically connects it to your mouse.
- **Runs Your Computer's Programs**
  Windows is what runs all your programs. Without Windows your word processor, Web browser (Internet), and games wouldn't work. Windows lets your programs talk to your hardware, so, for example, your word processor can print things to the printer.
- **Organize Files**
  Windows stores information in files and folders on your computer's hard disk, just like you store files and folders in a filing cabinet.

Think of Windows 2000 Professional as an orchestra conductor who makes sure all the parts of your computer—your hardware and programs—work together. Operating systems have been around for a long time—what makes Windows special is how easy it makes it to operate computers. In the computer stone age (about 10 years ago) people had to type hard-to-remember, cryptic commands into their computer to make them do what they wanted. With Windows, all you have to do is point and click to do something—much, much easier.

Microsoft introduced Windows 2000 Professional in the winter of 2000 (surprise!) So what's the difference between Windows2000 Professional and other versions of Windows, such as Windows 95 and Windows 2000? Table 1-1: What's New in Windows 2000? discusses some of the major differences.

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Why Use Windows 2000 Professional? First, make sure you *can* upgrade. Windows 2000 has some hefty hardware requirements. To use Windows NT, you needed a computer with at least a Pentium processor, 100 MB of free hard disk space, and 32 MB of RAM. To use Windows 2000 your computer should have:

- A Pentium II processor
- 500 MB of free hard disk space
- 64 MB of RAM

If your computer doesn't meet these requirements you probably need to beef-up your system before you make the switch to Windows 2000. If your computer meets the minimum hardware requirements, refer to Table 1-1: What's New in Windows 2000? to see if Windows 2000's new features justify the time and cost of upgrading. If you already have Windows 95, it might not be worth it.

Table 1-1: What's New in Windows 2000?

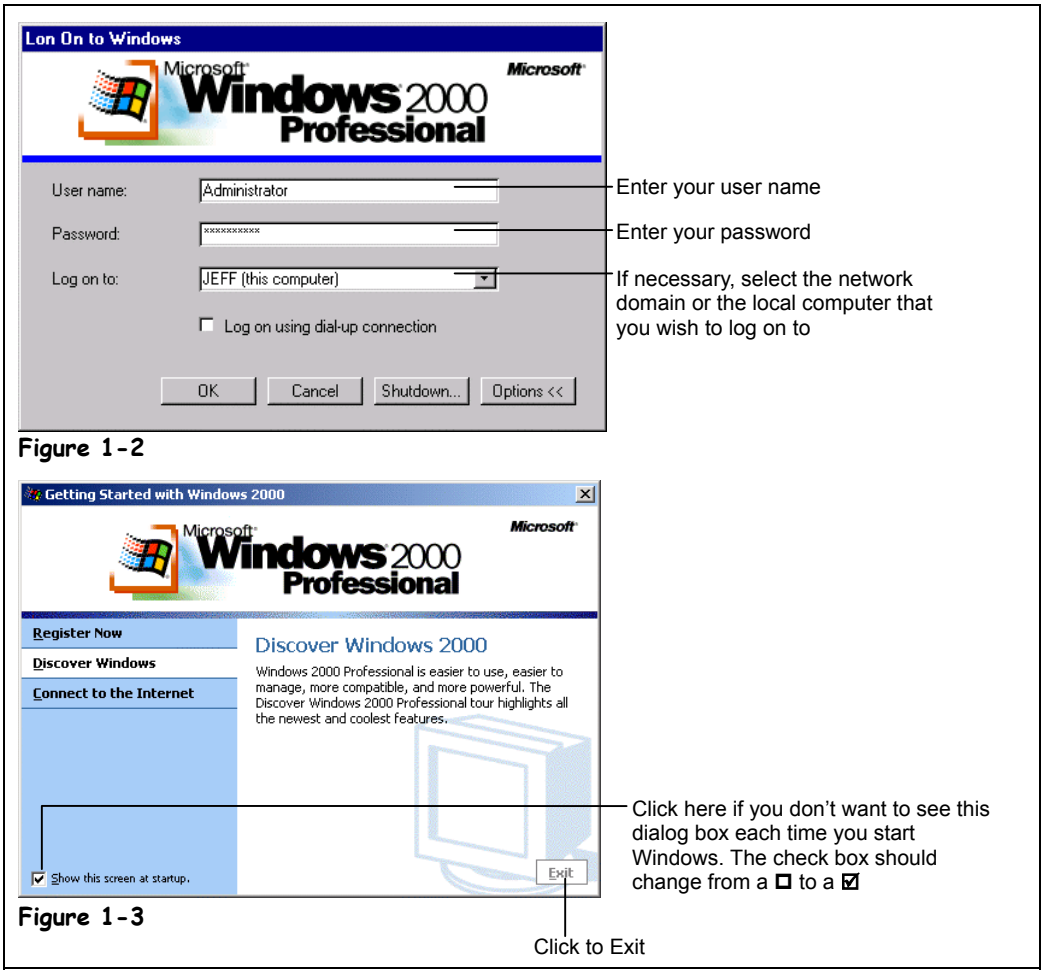
New Feature	*Description*
Easier To Use	Working with files and folders is easier than ever. Windows 2000, by default, saves all your files in one convenient place—the My Documents folder on the desktop. Windows 2000 even keeps a list of your recently used files for quick access later.
Easier To Manage	Windows 2000 is easier to work with and manage—both for you and your local network administrator. You can easily add and remove programs and sort them by how often you use them. On a Windows 2000 network some programs even automatically install and repair themselves!
Latest Hardware Support	Windows NT 4.0, the predecessor of Windows 2000, was a powerful operating system but it didn't support a lot of new hardware that has come out. Windows 2000 combines the power of Windows NT 4.0 with the hardware support of Windows 2000. Windows 2000 includes hardware support for: • USB ports • Laptop computers • Multimedia devices
More Reliable	Since it's based on Windows NT technology, Windows 2000 is 300% more stable than Windows 95 or 98 and greatly reduces the number of crashes and restarts. Windows 2000 also keeps track of files and components your programs need to run. If a file is missing or damaged, Windows will search for and reinstall the files automatically.
More Secure	Security is the big reason most businesses choose to go with Windows 2000. Windows 2000 can restrict access to your programs, files, and folders, and other resources on the network.

Lesson 1-2: Starting and Logging On to Windows

Figure 1-2
The Log On to windows dialog box.

Figure 1-3

The Welcome to Windows 2000 dialog box.



When you get to work, after taking off your jacket and grabbing a cup of coffee, you probably begin your day by turning on your computer and starting Windows. This lesson explains how to do the absolute most basic thing there is to do with your computer—turn it on. Windows should automatically start after you turn on your computer. If it doesn't, or if a confusing-looking screen greets you, this lesson also explains what you need to do to load Windows.

1. **Turn on your computer's monitor.**

   The On/Off switch for most monitors is located just below the monitor's screen. Most monitors won't display anything until the computer is turned on.

2. **Turn on your computer.**

   Finding your computer's On/Off switch for the first time can be a little tricky. Refer to your computer's reference manual if you can't find the On/Off switch for your computer. Your computer should make a whirring sound and several clicks and/or beeps after you turn it on and as it powers up.

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NOTE: If nothing happens when you turn your computer on, first check the computer's power cord—is it plugged into to the wall or power strip? Check the other end of the power cord— is it securely plugged into the back of the computer? If your computer is plugged into a power strip or surge protector (it really should be) check and make sure that the power strip is turned on.

Eventually you should see the Welcome to Windows dialog box. If you're connected to a Novell Network the dialog you see may be slightly different, but the message will usually be the same—press Ctrl + Alt + Delete to log on.

3. **If necessary, press <Ctrl> + <Alt> + <Delete> to start the log on procedure.**

   The Log On to Windows dialog box appears, as shown in Figure 1-2.

4. **Enter your user name and password and press <Enter>.**

   Depending on how your computer is setup, the Getting Started with Windows 2000 dialog box may appear. Here's how to close it:

5. **If the Getting Started with Windows 2000 dialog box appears click the Exit button to close it.**

If you didn't already know how to turn your computer on, congratulations! You've just taken your first step in learning how to operate a computer and Microsoft Windows 2000.

Quick Reference

To Start Windows

1. Turn on your computer.
2. If necessary, press <Ctrl> + <Alt> + <Delete> to start the log on procedure.
3. Enter your user name and password and press <Enter>.

Lesson 1-3: Understanding the Windows 2000 Screen

Figure 1-4

The major parts of the Windows 2000 screen. More items will probably appear on your computer, depending on how it is set up.

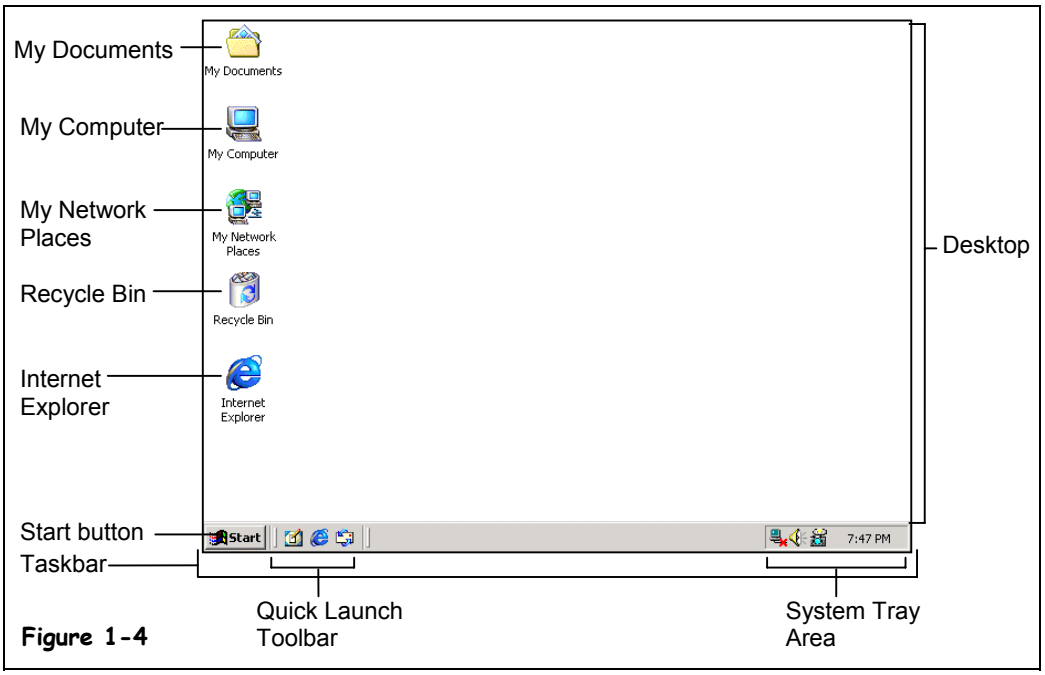

Figure 1-4

You might find the Windows screen a bit confusing and overwhelming the first time you see it. Nothing on the screen appears familiar to you—where do you even start? This lesson will help you become familiar with the main Windows screen, known as the *desktop*. There isn't a step-by-step exercise anywhere in this lesson—all you have to do is look at Figure 1-4 then refer to Table 1-2: Major Parts of the Windows 2000 Screen, to see what everything you're looking at means. And, most of all, relax! This lesson is only meant to help you get aquatinted with Windows—you don't have to memorize anything.

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Table 1-2: Major Parts of the Windows 2000 Screen

Item	*Description*
Desktop	The large, background area of the Windows screen. You can customize the desktop by adding shortcuts to your favorite programs, documents, and printers. You can also change the look of the desktop to fit your mood and personality.
My Documents	My Documents is a special folder that provides a convenient place to store files and documents you create on your computer.
My Computer	My Computer lets you see everything on your computer. Double-click the My Computer icon on the desktop to browse through your files and folders.
My Network Places	If you're on a network, the My Network Places icon will appear on your desktop. You can double-click the My Network Places icon to browse through the computers in your workgroup and the computers on the network. If you're connected to the Internet, the My Network Places icon will on your desktop, since the Internet is actually a network too.
Recycle Bin	The Recycle Bin stores all the files you delete from your computer. You can use the Recycle Bin to retrieve files you deleted by accident or empty the Recycle Bin to create more disk space.
Taskbar	The Taskbar usually appears at the bottom of your screen, and contains the famous Start button, which you use to start your programs. Whenever you open a program, document, or window, an icon for that program appears on the taskbar. This lets you see which programs are currently running and easily switch between them.
Start Button	The Start button lets you quickly open your programs and documents. You can also use the Start button to find files and change the settings for Windows.
Quick Launch Toolbar	New in Windows 2000, the Quick Launch Toolbar gives you quick access to your most frequently used applications. Internet Explorer, Outlook Express, the Windows desktop, and several Web sites, called channels, are already included on the Quick Launch Toolbar by default.

Don't worry if you find some of these things confusing at first—they will make more sense after you've actually had a chance to use them in the upcoming lessons.

Lesson 1-4: Using the Mouse: Pointing, Clicking, and Double-clicking

Figure 1-5

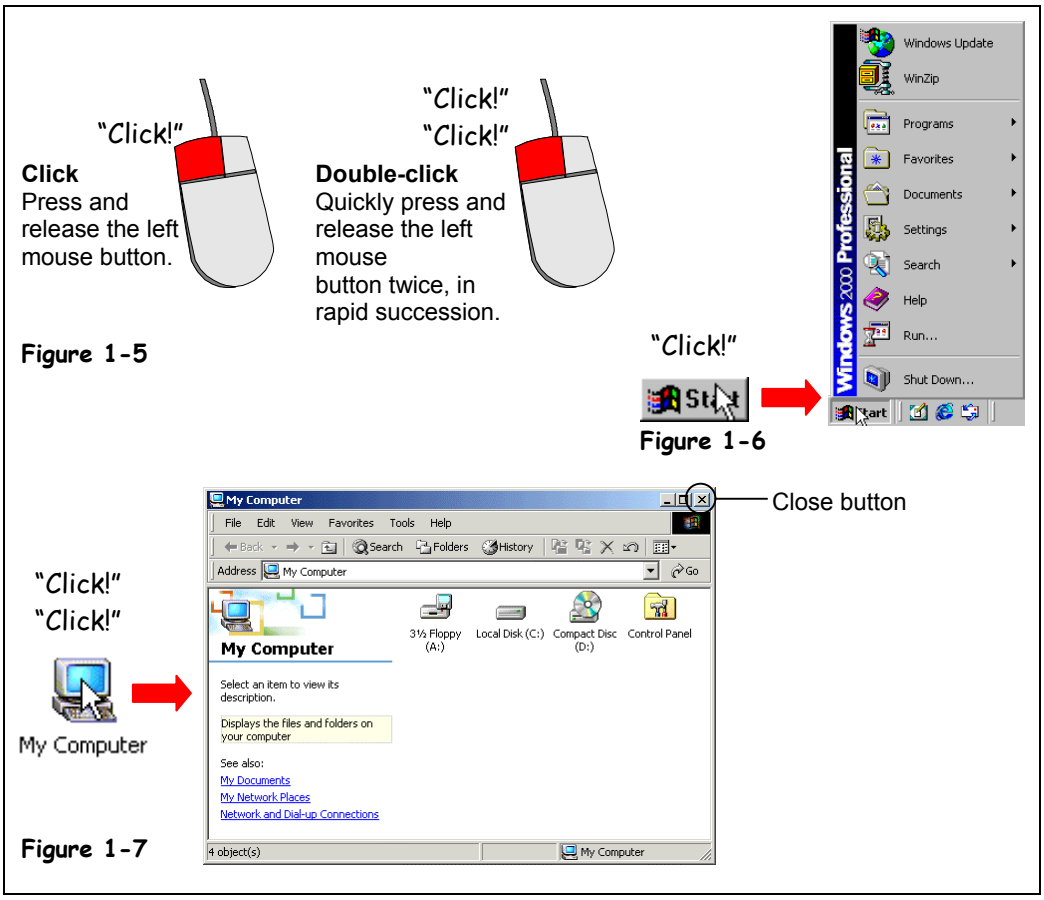
Clicking and Double-clicking with the mouse.

Figure 1-6

Click the Start button to open the Windows 2000 Start menu.

Figure 1-7

Double-click the My Computer icon to open it and display its contents.



Just like you control your television set using a remote control, you control Windows by using the mouse and keyboard. A mouse is a palm-sized device that lets you point at, select, and move objects on your computer screen. The mouse is linked to the pointer on your computer screen—when you move the mouse on your desk, the pointer moves on the computer screen. Think of the mouse as an electronic extension of your hand. This lesson will show you how to perform the two most basic mouse actions: clicking, and double-clicking.

Pointer

1. Rest your hand on the top of the mouse, then move the mouse and watch as the arrow moves across the screen.

The arrow (also called the cursor or pointer) follows the mouse as you move it across the desk or mouse pad.

Pointing is the most basic action you can do with the mouse. To point to something simply place the mouse pointer over it by moving the mouse. You must point to objects in order to click or double-click them.

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Start button

My Computer

Close button

2. Move the mouse pointer until the tip of the pointer is over the Start button. Leave the pointer there for a few seconds.

A message "Click here to begin" appears by the pointer after several seconds.

Clicking means pressing and releasing the left mouse button one time. The mouse makes a clicking noise whenever you press and release one of its buttons, hence the name *clicking*. The next steps will show you how to open the Start menu by clicking it:

3. Move the pointer over the Start button and then click the left mouse button.

When you click the Start button, the Windows 2000 menu pops-up, as shown in Figure 1-7. Congratulations! You've just made your first click!

NOTE: Most mice have two mouse buttons. Normally you use the left mouse button (unless someone has changed the mouse options and reversed the buttons!) You can assume you will use the left mouse button whenever you see the words click or double-click. The right mouse button has its own purpose—and we'll discuss it in an upcoming lesson.

You can close the Windows 2000 menu without selecting anything by clicking anywhere outside the Start menu.

4. Move the pointer anywhere outside the Windows 2000 Start menu and click the left mouse button.

Now that you're feeling comfortable with pointing and clicking we'll move on to something a little more tricky: *double-clicking*. Just as it sounds, double-clicking means pressing and releasing the mouse button twice in rapid succession. Normally, you open an object, such as a file, folder, or program by double-clicking it.

5. Move the pointer over the My Computer icon and double-click the left mouse button.

My Computer opens to reveal its contents, as shown in Figure 1-7.

NOTE: A lot of people have problems the first time they try double-clicking. If your double-click doesn't seem to work it's probably because you're not either not holding the mouse steady while you're double-clicking, or else you're not double-clicking fast enough. If you click the mouse button too hard you may inadvertently slide the mouse before you've finished double-clicking—and your double-click won't register. If you're certain that you're holding the mouse steady while you double-click, you can adjust the double-click speed in the Windows Control Panel.

6. Close the My Computer windows by clicking its Close button, as shown in Figure 1-7.

Table 1-3: Things you can click and double-click

Click when you want to:	*Double-click when you want to:*
Select something.	Open a file.
Open a menu.	Open a folder.
Press a button on a toolbar or in a dialog box.	Display the properties or settings for an object (in certain programs)
Move to the area or field you want in a program or dialog box.	

Quick Reference

To Point to Something:

- Move the mouse so that the pointer ( ) is over the object.

To Click:

- Point to the object and press and release the mouse button.

To Double-click:

- Point to the object and rapidly click the mouse button two times.

Lesson 1-5: Using the Mouse: Dragging and Dropping

Figure 1-8

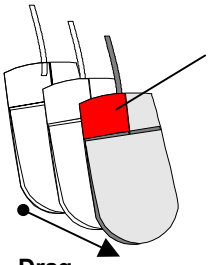
Dragging and Dropping with the mouse.

Figure 1-9

Staring the Solitaire game located under Programs→Accessories →Games→ Solitaire.

Figure 1-10

The Solitaire game, which comes with Windows.



Hold down the mouse button while you drag the mouse across your desk

Drag
Place the pointer over an object and press and hold down the left mouse button. While you are still holding the button, move the mouse to the where you want to place the object and then release the mouse button

Figure 1-8

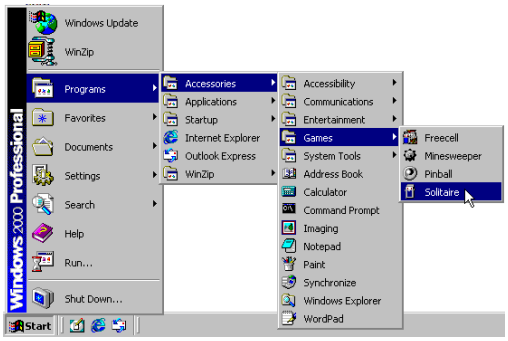


Figure 1-9

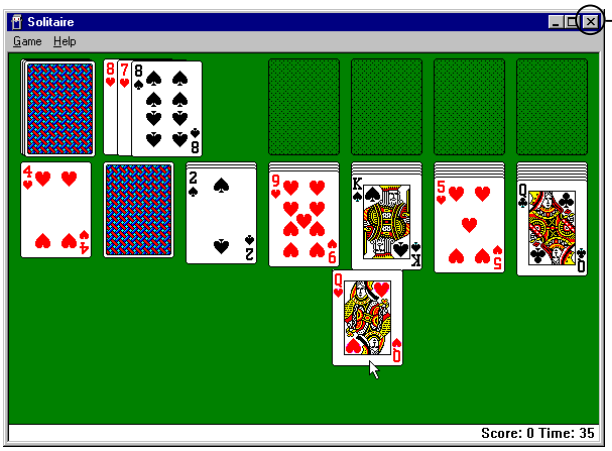


Figure 1-10

You can move items around your computer screen by *dragging and dropping* them with the mouse. To drag and drop something you: 1) Move the mouse pointer over the object you want to move, then click and *hold down* the mouse button. 2) While you are still holding down the mouse button, move the mouse until the pointer is over the place you want to put the object, then 3) Release the mouse button.

Start button

This will probably be the most entertaining lesson in the book, because your assignment is to master dragging and dropping by playing a game of Solitaire! Microsoft included Solitaire with Windows to help people improve their mouse skills. You've probably noticed that a lot of people never stop practicing these skills with Solitaire. Here's how to open Solitaire:

1. **Click the Start button.**

   Remember the Start button is located in the bottom-left corner of your screen. The Windows 2000 Start menu appears.

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2. **Point to the word Programs.**

   The Programs menu pops out to the right.

3. **Click the word Accessories.**

   Yikes! Another menu, the Accessories menu, pops out. (Microsoft buried Solitaire deep inside the Programs menu).

4. **Click the word Games.**

   Yet another menu pops out, as shown in Figure 1-9.

5. **Click the word Solitaire.**

   You're finally there! The Solitaire program opens, as shown in Figure 1-10.

Close button

6. **Play a game of Solitaire and practice dragging and dropping the cards.**

   If you don't know how to play solitaire you can still practice your dragging and dropping. Just point to a card, click and hold down the mouse button and move the card around the screen. Release the mouse button, to drop the card. If you try dropping a card in an invalid location, the card will be whisked back to its original pile.

7. **Click the Close button, located in the top right corner of the Solitaire program to exit the program when you've finished playing.**

   The Solitaire program closes.

OK, there's got to be more things to drag and drop besides cards! Although we'll be covering this stuff later on, Table 1-4: Things you can drag and drop gives some examples of when you can use drag and drop.

Table 1-4: Things you can drag and drop

You can do this:	*By dragging this:*
Move a window to a new location on the screen	Drag the window by its title bar and drop it in a new location on the screen.
Move a file to a new folder	Drag the file and drop it in the desired folder.
Change the size of a window	Drag the borders or corners of the window.
Scroll a window to see something located off-screen.	Drag the scroll box (the little elevator) up or down the scroll bar and drop it in a new location.
Move just about anything on your computer's screen	Point to the object, click and hold down the mouse button, drag the object to a new place, and then release the mouse button.

Quick Reference

To Drag-and-Drop:

1. Point to the object you want to drag and drop and click and hold down the mouse button.
2. While you're still holding down the mouse button, drag the object to the desired location on the screen.
3. Release the mouse button.

Lesson 1-6: Using the Mouse: Right-clicking

Figure 1-11

Making a right-click.

Figure 1-12

The right mouse button shortcut menu for the Recycle bin.

Figure 1-13

The right mouse button shortcut menu for the Clock.

Figure 1-14

The Hard disk (C:) Properties dialog box.

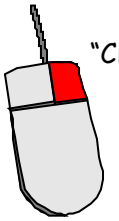

Figure 1-11

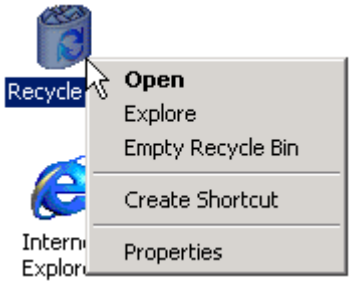

Figure 1-12

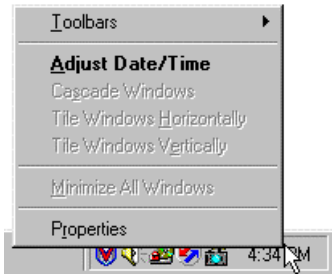

Figure 1-13

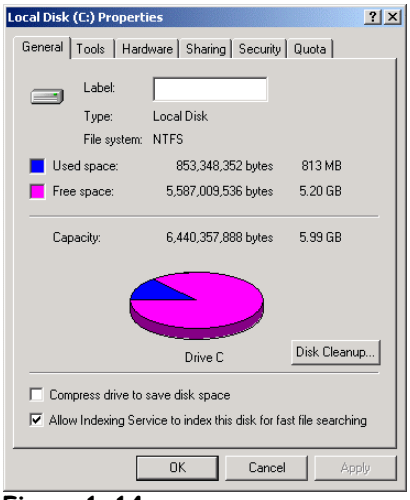

Figure 1-14

You already know that the left mouse button is the primary mouse button, used for clicking and double-clicking, and it's the mouse button you will use over 95 percent of the time when you work with Windows. So what's the right mouse button used for? Whenever you *right-click* something, it brings up a shortcut menu that lists everything you can do to the object. Whenever you're unsure or curious about what you can do with an object, point to it and click it with the right mouse button. A shortcut menu will appear with a list of commands related to the object or area you right-clicked.

Right mouse button shortcut menus are a great way to give commands to Windows because you don't have to wade through several levels of unfamiliar menus when you want to do something.

Recycle Bin

1. **Move the pointer over the Recycle Bin icon on your desktop and click the Right mouse button.**

   A shortcut menu appears with a list of commands related to the Recycle Bin, as shown in Figure 1-12.

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2. **Point to and click the Empty Recycle Bin option on the shortcut menu with the Left mouse button.**

   You still use the left mouse button to select menu items, even if they are found in a right-mouse button shortcut menu. A dialog box appears, asking you if you are sure you want to delete the contents of the Recycle Bin. Better play it safe and…

3. **Click No with the left mouse button.**

   Next, you realize the clock displayed on the far right side of the taskbar is ten minutes fast. You can display the clock's properties by right-clicking the clock.

4. **Move the pointer over the Clock, located on the far right side of the Windows Taskbar, and click the Right mouse button.**

   Another shortcut menu appears, with commands related to the Windows clock, as shown in Figure 1-13. Notice one of the commands listed on the shortcut menu is Adjust Date/Time. You would select this menu item if you really wanted to adjust the date and/or time your computer thinks it is. You don't want to adjust the date or time, however, so you can move on to the next step and close the shortcut menu without selecting anything.

5. **Click anywhere outside the Clock shortcut menu with the left mouse button to close the menu without selecting anything.**

   The final object we'll right-click in this lesson is the computer's hard disk. To get to the hard disk you have to open My Computer. Do you remember how to do it?

6. **Double-click the My Computer icon.**

   The My Computer window opens, displaying the contents of your computer. You want to see how much space is left on your computer's hard disk. Right-click the Hard disk (C:) icon to get this information.

7. **Right-click the Hard disk (C:) icon.**

   A shortcut menu appears, with a list of commands related to the hard disk.

8. **Click the Properties option on the shortcut menu with the Left mouse button.**

   A dialog box appears, showing a graph with how much space is left on your hard drive, as shown in Figure 1-14.

9. **Click Cancel to close the Hard Disk (C:) Properties dialog box.**

You're done! You've learned all the actions you can perform with the mouse. Quick! What are they again? Pointing, Clicking, Double-clicking, Dragging and Dropping, and Right-clicking. What an accomplishment!

Right-click an object to open a shortcut menu that lists everything you can do to the object.

Windows clock

My Computer

Hard disk icon

Quick Reference

To Display a Shortcut Menu for Something:

- Point to the object and click the right mouse button.
  Select items from the shortcut menu with the left mouse button.

To Close a Shortcut Menu without Selecting Anything:

- Click anywhere outside the shortcut menu with the left mouse button or press the <Esc> key.

Lesson 1-7: Using the Keyboard

Figure 1-15

The computer's keyboard (your computer may have a slightly different layout than the one pictured here).

Figure 1-16

The Shut Down Windows dialog box.

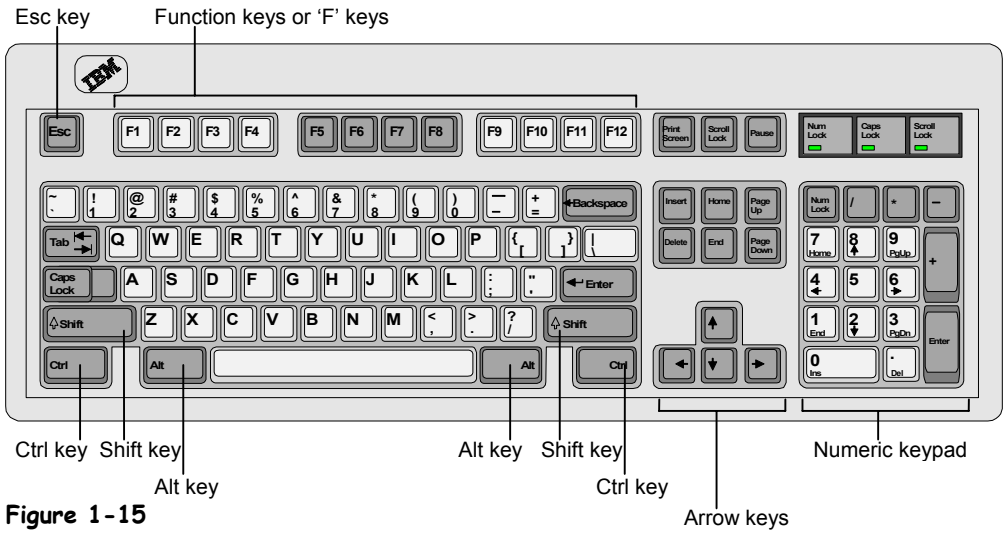

Figure 1-15

Figure 1-16

Now that you've mastered the mouse, it's time to move on to the other device that you use to control your computer: the keyboard. The keyboard may seem more familiar and easy to use than the mouse at first, but don't be fooled! Computer keyboards sneak in some extra keys that you need to know about. This lesson explains what these extra keys on the keyboard are and when to use them.

1. **Press and hold down the <Alt> key, press the <F4> key and release both buttons.**

   Pressing <Alt> + <F4> closes down the currently running program. Since you're using the Windows Desktop, the Shut Down Windows dialog box appears, as shown in Figure 1-16.

   We're not ready to shut Windows down just yet (we'll cover that in a future lesson). Follow the next step to back out of the Shut Down Windows dialog box without selecting anything.

2. **Press the <Esc> key.**

   Pressing <Esc> does the same thing as clicking the Cancel button. The Shut Down Windows dialog box disappears and you're back at the Windows desktop.

Table 1-5: Special Keys and Their Functions describes the <Alt> and <Esc> keys you just used, as well some of the other confusing keys on the keyboard.

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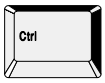
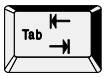
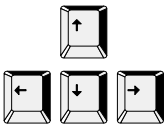
Table 1-5: Special Keys and Their Functions

Key(s)	*Description*
	The <Alt> key doesn't do anything by itself—it needs another key to make things happen. For example, pressing the <Tab> key while holding down the <Alt> key switches between any programs that are currently running.
	Just like the <Alt> key, the <Ctrl> doesn't do anything by itself—you need to press another key with it to make things happen. For example, pressing the <X> key while holding down the <Ctrl> key cuts whatever is selected.
	The <F1> key is the help key, and pressing it displays helpful information about what you're doing.
	The <Esc> (Escape) key is the "Wait, I've changed my mind" key and is the same as clicking Cancel in a dialog box. For example, if you click something and an unfamiliar dialog box appears you can close it by pressing the <Esc> key.
	The <Enter> key is the "Carry out my orders" key and is the same as clicking the OK button in a dialog box. For example, after you've typed the name of a program you want to run in a dialog box, press <Enter> to run the program. The <Enter> key also adds starts a new line or paragraph if you're entering text.
	When you're in a dialog box, pressing the <Tab> key moves to the next field. When you're using a word processor the <Tab> key works just like you'd think it would and jumps to the nearest tab stop whenever you press it.
	The arrow keys move your computer's cursor across the screen.
	Nothing surprising here. The <Delete> key deletes or erases whatever you select—files, text, or graphical objects. If you're working with text, the <Delete> key erases characters to the right of the insertion point.
	Use the <Backspace> key to fix your typing mistakes—it erases characters to the left of the insertion point.
	The <Home> key jumps to the beginning of the current line when you're working with text.
	The <End> key jumps to the end of the current line when you're working with text.
	The <Page Up> key moves up one screen.
	The <Page Down> key moves down one screen.

Quick Reference

To Use a Keystroke Combination:

- Press and hold down the first key, press the second key, then release both keys. For example, press the <Tab> key while you're holding down the <Alt> key.

To Use the Special Keys on the Keyboard:

- Refer to Table 1-5: Special Keys and Their Functions.

Lesson 1-8: Exiting Windows and Turning off Your Computer

Figure 1-17

The Shut Down Windows dialog box.

Figure 1-17

At the end of the day, when you've finished using your computer, you need to shut down Windows before you turn your computer off. Shutting down gives Windows a chance to tidy up after itself, saving information in the computer's memory to the hard disk, cleaning up temporary files, and verifying that you've saved any changes you've made to any files you're working on.

Should I turn my computer off at all? One of the great computer debates is whether you should turn your computer off at all. Some people turn off their computer whenever they've finished working on it, just like a television set. Others don't turn their computers off—*ever*. People who turn their computers off at night say that keeping the computer on 24 hours a day, 7 days a week wears out the computer's mechanical components and wastes electricity. Other people say that leaving your computer on keeps temperature fluctuations down, which is better for the computer's delicate internal components. Plus most new computers enter a standby or hibernate mode after a period of time, so they don't really consume that much power. Which method is best? That's a decision you'll have to make on your own. Some people turn their home computer off when they finish using it and leave their office computer on 24 hours a day.

Whether or not you turn your computer on or not you should *always* follow the next few steps at the end of the day, when you've finished using your computer.

1. **Save all your work and exit all your programs.**

   Saving any files you've been working on is the most important stepof all when you shut down your computer. You should also consider backing up any vital information if you have a tape backup, Zip drive, or other backup device. You can also save any important files to a floppy.

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2. **Click the Start button.**

   The Start menu appears.

Start button

3. **Click the Shut Down option from the Start menu.**

   The Shut Down Windows dialog box appears, as shown in Figure 1-17.

4. **Make sure the Shut down option is selected and click the OK button.**

   The computer's hard drive hums as Windows cleans up and shuts itself down.

   NOTE: Leaving nothing to chance, Windows checks to make sure you've saved everything you've been working on, such as letters you've created in your word processing program. If Windows notices you haven't saved a file, it asks if you want to save the changes you've made to the file before it completes the shut down procedure.

   After a minute or two, Windows finishes shutting down tells you it's safe to turn off your computer.

5. **Turn your computer and monitor off.**

   This final step is optional if you adhere to the "Never turn your computer off" philosophy.

Shut Down option

Congratulations! You've completed the chapter and are well on your way to mastering Windows 2000! You're probably wondering "What were those other Shut Down options for?" Table 1-6: Shut Down Windows Options explains them:

Table 1-6: Shut Down Windows Options

Shut Down Option	*What it Does*
Stand by	Use Suspend if you have a laptop and are going to leave your computer briefly but want to conserve as much energy as possible while you are away. After you return your computer to its original running state, you will be able to pick up exactly where you left off. (Make sure you save everything you were working on first!)
Shut down	Use this option if you want to turn your computer off. It saves your Windows settings and saved any information stored in memory to the hard disk.
Restart	Saves any Windows settings, writes any information stored in your computer's memory to the hard disk, and restarts your computer. Use this option if Windows or your Windows-based programs start acting flaky. You often have to restart your computer after installing new software.
Log Off As…	This option appears only if your computer is connected to a network. This option closes all your programs and disconnects your computer from the network, preparing your computer to be used by someone else.

Quick Reference

To Shut Down Windows:

1. Save any files you've been working on and exit all your programs.
2. Click the **Start button** and select **Shut Down**.
3. Select the **Shut Down** option and click **OK**.

Chapter One Review

Lesson Summary

Starting and Logging On to Windows

- **To Start Windows 2000:** Turn on your computer. If necessary, press **<Ctrl>** + **<Alt>** + **<Delete>**, enter your user name and password, and then click **OK**.

Understanding the Windows 2000 Screen

- Be able to identify the main components of the Windows screen.

Using the Mouse: Pointing, Clicking, and Double-clicking

- **Point:** Move the mouse so that the pointer ( ) is over the object.
- **Click:** Point to the object and press and release the mouse button.
- **Double-click:** Point to the object and rapidly click the mouse button twice in rapid succession.

Using the Mouse: Dragging and Dropping

- **To Drag-and-Drop:** Point to the object you want to drag and drop and click and hold down the mouse button. While you're still holding down the mouse button, drag the object to the desired location on the screen, and then release the mouse button.

Using the Mouse: Right-clicking

- **To Display an Object's Shortcut Menu:** Point to the object and click the right mouse button. Select items from the shortcut menu with the left mouse button.
- **To Close a Menu without Selecting Anything:** Click anywhere outside the shortcut menu with the left mouse button or press the **<Esc>** key.

Using the Keyboard

- **To Use a Keystroke Combination:** Pressing one key while holding down the other key. For example, press the <Tab> key while you're holding down the <Alt> key.

Exiting Windows and Turning off Your Computer

- **To Shut Down Windows:** Save any files you've been working on, exit all your programs, click the **Start button**, select **Shut Down**, select the **Shut Down** option and click **OK**.

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Quiz

1. Microsoft Windows is a (an):

A. Word processing program.
B. Database program.
C. Operating System.
D. Graphics program.

2. Windows uses only the left mouse button (True or False?)

3. Which of the following moves the pointer to another location on-screen?

A. Pressing the arrow keys on the keyboard.
B. Moving the mouse until the pointer points to that spot.
C. Moving the mouse until the pointer points to that spot and click the left mouse button.
D. Moving the mouse until the pointer points to that spot and click the right mouse button.

4. A keystroke combination is:

A. Pressing two or more keys at the same time, for example pressing the <Shift> and <Tab> keys at the same time.
B. A way to lock your computer to prevent unauthorized access. To unlock the computer, simply retype your keystroke combination.
C. Using the keyboard in conjunction with the mouse.
D. A type of mixed drink.

5. To display a shortcut menu for an object, do the following:

A. Point to the object and press <Ctrl> + <P>.
B. Touch the object on-screen with your finger.
C. Click the object.
D. Right-click the object.

6. The <F1> key displays help on whatever you're working on (True or False?)

Homework

1. Turn on your computer and start Windows 2000.
2. Find, point to, and click the Start button, then close the Start menu without selecting anything.
3. Find and double-click My Computer.
4. Shut down Windows by selecting Shut down from the Start menu, verifying the Shut down option is selected, and clicking the OK button.

Quiz Answers

1. C. Microsoft Windows is an Operating System.

2. False. Windows uses both the left and right mouse buttons.
3. B. Move the pointer by moving the mouse until the pointer points to that spot.
4. A. A keystroke combination is when you press two or more keys at the same time, for example <Shift> + <Tab>.
5. D. Right-click the object.
6. True. Pressing the <F1> key displays help on whatever you're working on.

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Chapter Two: Working with a Window

Chapter Objectives:

- **Starting a program**
- **Understanding the parts of a window**
- **Minimizing, maximizing, and restoring a window**
- **Moving and closing a window**
- **Changing the size of a window**
- **Switching between several programs**
- **Tiling and cascading windows**

☑ Prerequisites

- How to start and shut down Windows.
- How to use the mouse to click, double-click, drop-and-drag, and right-click.

No doubt about it, computers are sophisticated, complex machines. To make computers easier to use, Microsoft designed Windows to work like you do when you're sitting at a desk. When you work at your desk, you spread out everything, grab a piece of paper and work on it for a while, and then shuffle another piece of paper on top of it. That's how Windows works, except instead of working with papers, you work with *windows*—boxes that contain programs and information.

You can shuffle these windows around the screen, just like you shuffle papers on your desk—which is why the main Windows screen is called the *desktop*. Just like your desk, if you're working with a lot of things at the same time, the Windows desktop can become messy and difficult to find things.

This chapter explains how to manage the windows and programs on your screen. First, you'll learn how to open a window. Next, you'll discover the parts that constitute a window (the windows on your computer are A LOT different than ones on your house). Then you'll learn how to change the size of a window—*minimizing* it to a tiny little icon that appears only on the Taskbar and *maximizing* it so that it fills the entire screen. You'll also learn how to "shuffle" windows around, sending some to the background and bringing others up to the forefront. Let's get started!

Lesson 2-1: Starting a Program

Figure 2-1

Click on the Start button to open the Start menu, and then point to Programs to open the Programs menu.

Figure 2-2

Click on Accessories to open the Accessories menu, and then click on WordPad to open the WordPad program.

Figure 2-3

The WordPad program.

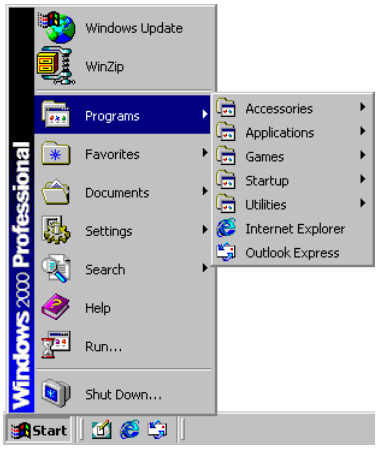


Figure 2-1

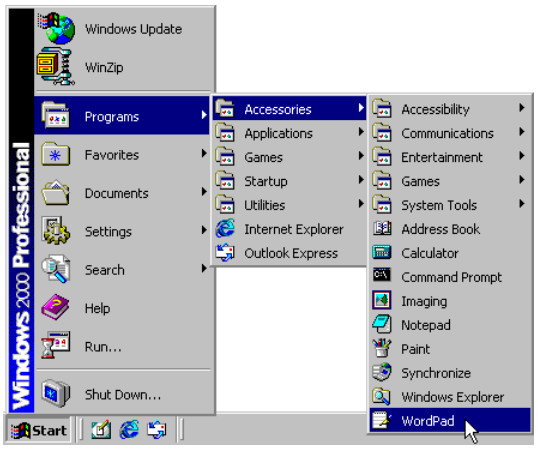


Figure 2-2

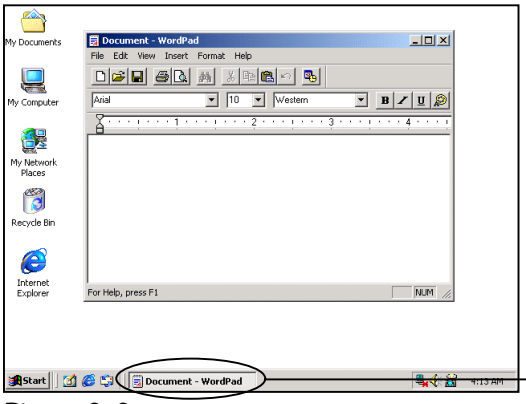
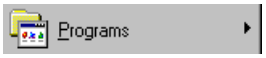


Figure 2-3

Any programs that are currently running appear as icons on the taskbar

Start button

To do just about anything with your computer, you need to run a program. A *program* is a complex set of instructions that tells your computer how to do something. Your word processor is a program and so is the Solitaire game that comes with Windows. The easiest way to start a program is by clicking the Windows Start button and then selecting the program from the Programs menu. This lesson explains one of the most basic operations you can do with Windows: starting a program.



Programs menu

1. **Click the Start button.**

   Remember that the Start button resides in the bottom-left corner of the computer screen. The Start menu pops up.

2. **Point to the word Programs.**

   A menu listing the different program categories pops out to the side of the Start menu, as shown in Figure 2-1.

Accessories menu

3. **Point to the word Accessories.**

   Another menu, the Accessories menu, shoots out from the Programs menu, as shown in Figure 2-2. The program you want to load, called "WordPad," is located here, in the Accessories menu. Can you find it?

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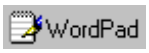
4. **Click the word WordPad.**

The WordPad program appears onto the screen in its own window, as shown in Figure 2-3. WordPad is a simple word processing program that is included with Microsoft Windows.

NOTE: The Programs menu is merely a list of the programs that should be available on your computer. Normally when you install a program onto your computer, it adds itself to the Start menu. Occasionally, old MS-DOS programs or programs that are poorly written may not put themselves on the Start menu when you install them, and you will have to find and add the program to the Program menu yourself. You'll learn how to manually add programs to the Start menu in an upcoming lesson.

Great! You've just started your first program. Turn the page and we'll examine the parts of the WordPad window.



WordPad program

Almost all programs run in their own separate window on the screen.

Quick Reference

To Start a Program:

1. Click the Start button.
2. Point to the Programs option.
3. Click the menu and any submenus where the program you want to run is located.
4. Click the name of the program you want to run.

Lesson 2-2: Understanding the Parts of a Window

Figure 2-4

The parts of a typical Window.

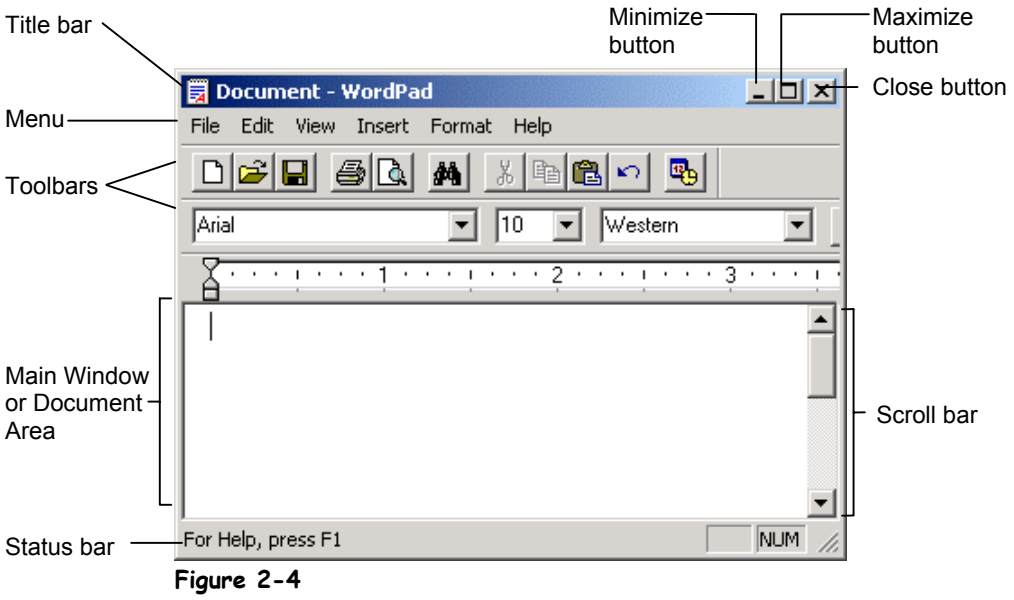


Figure 2-4

Located in every window are several little buttons, menus, and controls that you use to control the program and window. There's no getting around it—you're simply going to have to learn what these little buttons, menus, and controls are and how to use them because they appear in every Windows program. Here's the good news: once you can find your way around a window for one program you'll be familiar with the windows for most programs since this window/menu/button concept appears in just about every Windows program.

No exercises or homework for you in this lesson—it's just here to help you become familiar with the parts of a Window. All you have to do is look at Figure 2-4 and then refer to Table 2-1: Parts of a Window to see what everything you're looking at is.

You'll actually get a chance to use some of these buttons and menus later on.

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Table 2-1: Parts of a Window

Part	*Description*
Title bar	Displays the name of the program or window.
Minimize button	Minimizes a window, hiding it from your screen but keeping it running in your computer's memory, ready for quick use. You can minimize a program you're not using so that it is still running but out of sight.
Maximize/Restore button	Depending on the size of the window, this button toggles between maximize and restore. Here's what each one does:  **Maximize:** Enlarges the window so that it fills the entire screen. This lets you see more of the contents of the window. The Maximize button only appears when the window isn't maximized, or doesn't fill up the entire screen.  **Restore:** When a window is maximized, or fills up the entire screen, clicking the Restore button returns the window to its previous size.
Close button	Closes the window or program when you've finished working with it, removing it from the screen and the computer's memory.
Menu	Controls what the program does. The items listed on the menu change from program to program, but the menu's location doesn't—it's always perched near the top of a window, right below the Title bar.
Toolbar	Some (but not all) windows and programs have one or more toolbars, which contain buttons you point to and click to access frequently used commands.
Main Window or Document Area	This is where all the action takes place—where you work on whatever you're working on. If you were using a word processor, this is where your letter would appear; if were browsing the Internet, this is where the Web pages would appear.
Scroll bar	Sometimes a window is not large enough to display all the information at once. When this happens, you use the scroll bar to move or scroll through the information in the window.
Status bar	Displays information such as instructions, messages about the state of the computer, or your location in the window.

Got everything down? Don't worry if you don't—remember, this lesson is just quick-guided tour of a typical window. The rest of the lessons in this chapter focus on how to use a window's controls, buttons, and menus.

Lesson 2-3: Minimizing, Maximizing, and Restoring a Window

Figure 2-5

The Minimize, Maximize, and Restore buttons appear in the upper right corner of most programs.

Figure 2-6

A window in a restored state only fills up part of the screen.

Figure 2-7

A window in a maximized state fills up the entire screen.

Figure 2-8

A window in a minimized state appears only as an icon on the taskbar.

Figure 2-5

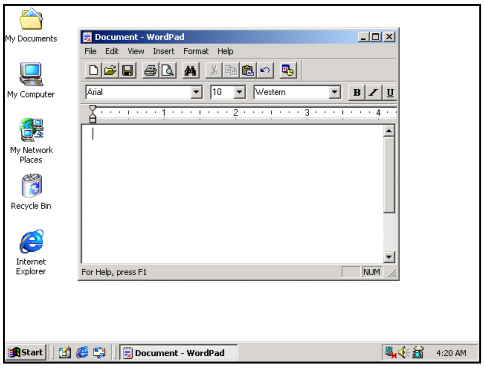

Figure 2-6

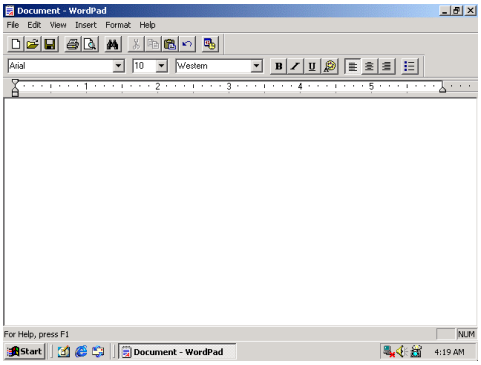

Figure 2-7

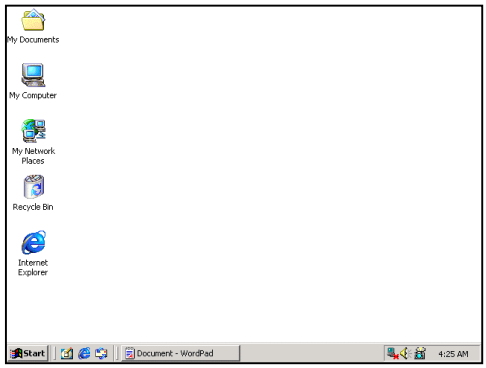

Figure 2-8

One of the benefits of Windows 2000 is that it enables you to open and work with several programs at the same time. To make working with several programs at once easier, you can change the size of the windows. You can *maximize* or enlarge a window so it takes up the entire screen, *minimize* or reduce a window so that it only appears as a button in the Windows taskbar, or size a window somewhere in between. This lesson explains how to change the size of a window by *maximizing*, *minimizing*, and *restoring*.

Maximize button

First let's look at how to *maximize* a window. Some programs, such as word processors and Web browsers, are easier to work with and see if they fill the entire screen. To enlarge a window to fill your computer screen, you click the Maximize button.

Restore button

1. Click the WordPad window's Maximize button—the middle button in WordPad's titlebar.

The WordPad program maximizes, filling the entire screen. You can change a maximized window back to its original size by clicking the Restore button. The Restore button appears in place of the Maximize button whenever a window is already in a maximized state.

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2. **Click the WordPad window's Restore button to restore the WordPad window back to its previous size.**

   The window returns to its previous size.

   Just like you can keep several papers on top of your desk, Windows can run more than one program at a time. For example, you can work on a letter with your word processing program while your Web browser is open and downloading a file from the Internet. There is a potential pitfall with running several programs simultaneously—there isn't enough room for them all to fit on your computer screen!

   Luckily, you can tuck programs away, keeping them running and ready for use but away from view by *minimizing* them.

3. **Click the WordPad window's Minimize button to minimize the WordPad program.**

   The WordPad program shrinks to an icon located in the Windows taskbar. WordPad is still open and running—it's just hidden from view, tucked away and ready for future use. It's important to note that minimized programs can still run in the background, meaning if a program's doing something, such as downloading a file from the Internet, it will keep doing it even when the program is minimized.

   It's easy to redisplay a minimized program or window when you're ready to use it again. Here's how:

4. **Find and click the WordPad icon in the Windows taskbar.**

   The WordPad program springs back to life and appears on the screen.

It's important that you get all this maximize/minimize/restore stuff down because it will help you run more than one program at a time and be more productive with your computer.

Other Ways to Maximize and Restore a Window:

- Double-click the title bar of the window to toggle between maximized and restored states.

Minimize button

WordPad icon

Quick Reference

To Maximize a Window:

- Click the window's Maximize button.

Or…

- Double-click the window's title bar.

To Restore a Maximized Window:

- Click the window's Restore button.

Or…

- Double-click the window's title bar.

To Minimize a Window:

- Click the window's Minimize button.

To Restore a Minimized Window:

- Click the window's icon on the taskbar.

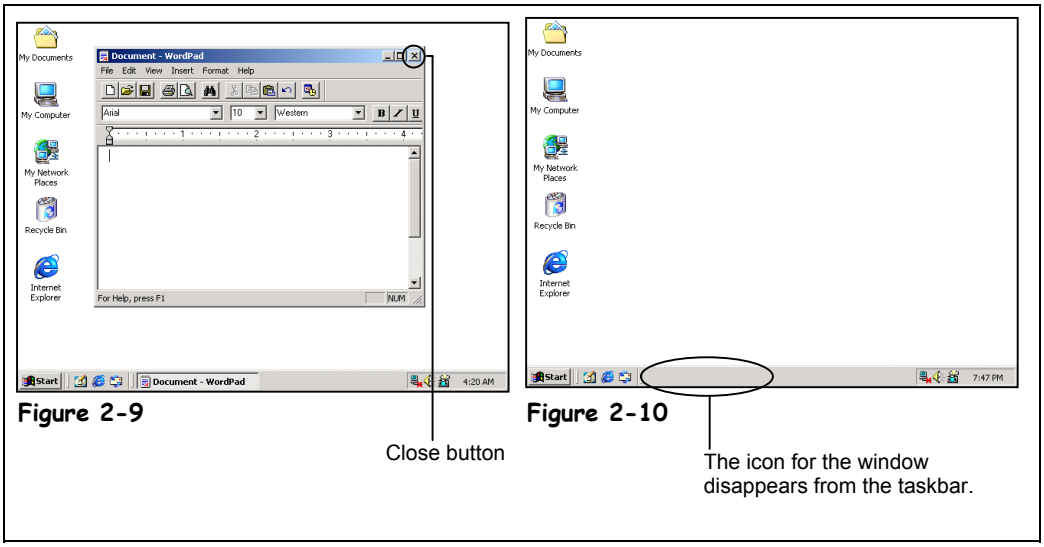
Lesson 2-4: Closing a Window

Figure 2-9

Click the close button (✕) of the window you want to close.

Figure 2-10

The window disappears from your screen.



Close button

Other Ways to Close a Window:

- Select File → Exit or Close from the menu.
- Right-click the program's icon on the task bar and select Close from the shortcut menu.
- Press <Alt> + <F4>.

Quick Reference

To Close a Window:

- Click the window's close button (✕).

Or…

- Right-click the program's icon on the task bar and select Close from the shortcut menu.

Or…

- Press <Alt> + <F4>.

To Close All Open Windows:

- Hold down the <Shift> key while you click the close button (✕) of any window.

When you're finished working with a window or program, you can close it to remove it from the screen and computer's memory. You can close any window or program by clicking its close button—the little ✕ that appears in the upper-right corner of the window.

1. **Click the WordPad window's Close button.**

   The WordPad program closes. Notice the WordPad icon no longer appears in the Windows taskbar at the bottom of the screen. That's all there is to closing a window or program.

   Here's a tip: If a program has more than one window open, you can close all its open windows by holding down the <Shift> key when you click the close button for any window.

   Since you're going to be working with the WordPad program in the next few lessons, you will need to open it again.

2. **Click the Start button.**

   The Windows 2000 Start menu appears.

3. **Select Programs → Accessories → WordPad from the Start menu.**

   The WordPad program reappears.

If a program happens to be minimized, you need to restore it by clicking its icon on the taskbar before you can see and click the window's close button.

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Lesson 2-5: Moving a Window

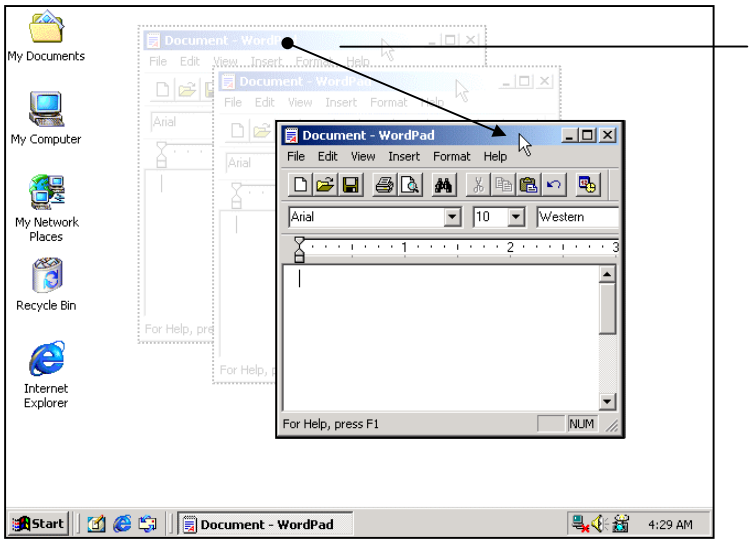

Figure 2-11

Figure 2-11

Moving a window to a new location on the screen.

Sometimes when you have several programs or windows open, you will find that one window covers the other windows or other items on your screen. When this happens, you can simply move a window to a new location on the screen—just like you would move a report or folder to a different location on your desk. Here's how to move a window:

Title bar

1. **Position the mouse pointer over the title bar of the WordPad program.**

   Remember that the title bar is at the very top of a window or program and displays the name of the program or window.

2. **Click the title bar and move the mouse while still holding down the mouse button.**

   Yep, it's that drag and drop stuff you learned earlier. An outline of the window follows your mouse as you drag the window, as shown in Figure 2-11, showing you where you are moving it.

3. **Release the mouse button to drop the window to a new location.**

Quick Reference

To Move a Window:

- Click and drag the window by its title bar. Release the mouse button to drop the window in the desired location on the screen.

Lesson 2-6: Sizing a Window

Figure 2-12

Dragging a window's edge or corner changes the size of the window.

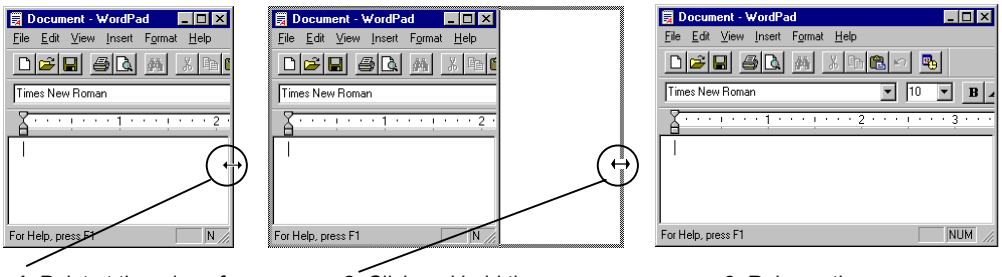

Figure 2-12

If you've been following the lessons in this chapter carefully, you should already know how to change the size of a window or program by minimizing, maximizing, and restoring it. This lesson explains how you can fine-tune the size of a window to meet your own specific needs.

1. Make sure the WordPad program appears as a window and doesn't fill the entire screen.

A window must not be maximized (fills up the entire screen) or minimized (appears only as a button on the Taskbar) if you want to manually size it.

2. Position the mouse pointer over the right edge of the WordPad window until it changes to a ↔.

The mouse pointer changes shapes over the border of a window

The two arrows point in the directions that you can drag the window's border, in this case, left or right. Had you positioned the pointer over the top or bottom of the window, the pointer would have changed to a ↕, indicating that you could drag the top or bottom of the window up or down.

NOTE: Windows is very picky where you place the pointer, and sometimes it can be tricky finding the exact spot where the pointer changes. It's there—just move the pointer slowly over the border until you find it.

3. Click and hold down the left mouse button and drag the mouse to the right one-inch to move the window border.

Notice the window's border follows as you drag the mouse. When the window is the size you want, you can release the mouse button.

4. Release the mouse button.

The window is displayed in the new size.

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This lesson explained how to resize a window by adjusting the right edge of a window, but you can also change a window's size by dragging its left, top, and bottom. You can also resize a window by dragging its corners just like you drag its edges.

Quick Reference

To Change a Window's Size:

1. Point at the window's edges or corners until the pointer changes to a double-arrow (like ↔).
2. Click and hold down the mouse button and drag the edge or corner to a new location, until the window is the size you want.

Lesson 2-7: Switching Between Windows

Figure 2-13

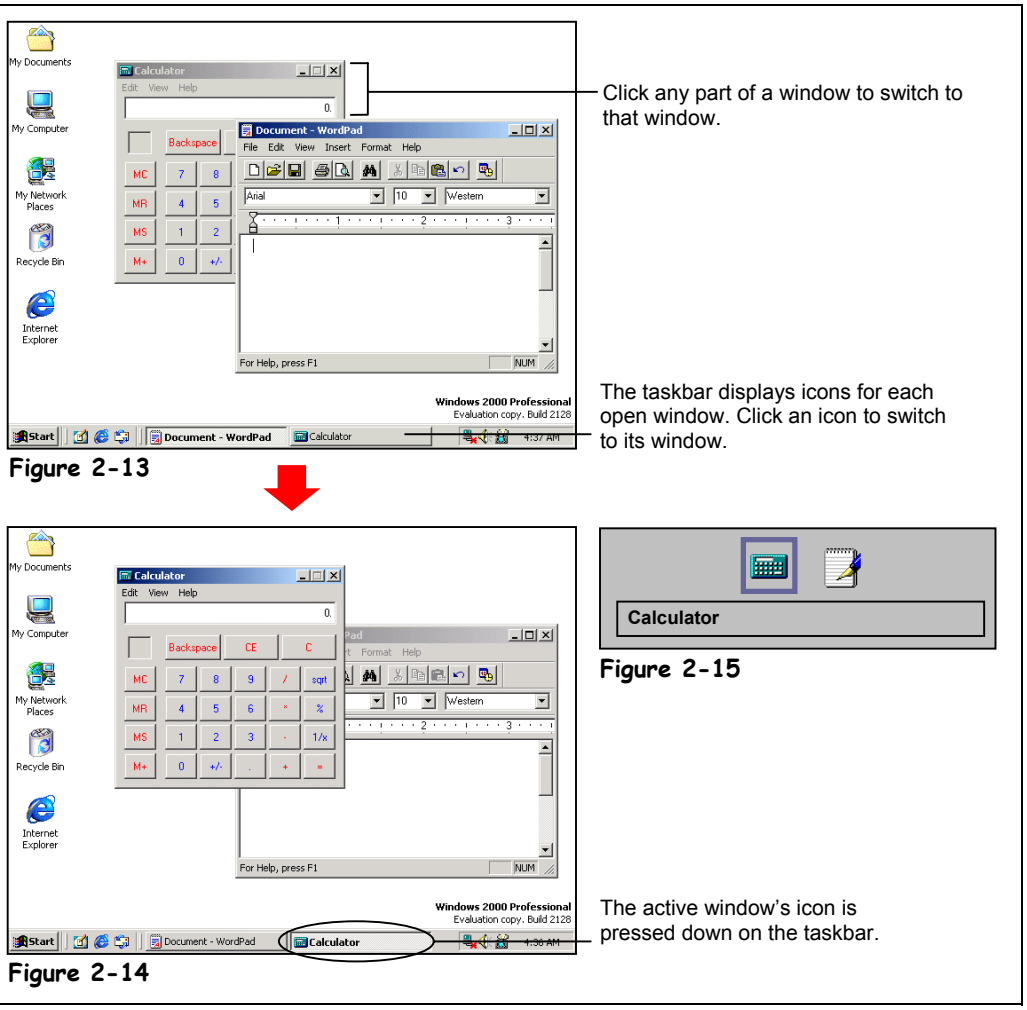
You can only work in one window at a time. Notice WordPad appears in front of all other windows and has a blue title bar.

Figure 2-14

Click any part of the Calculator window or its button on the taskbar so that it appears in front of all the other windows.

Figure 2-15

Pressing <Alt> + <Tab> lists all the programs that are currently running.



You can have several programs or windows open and running simultaneously, but you can only *work* in one window at a time. The window you're working with is called the *active window* and always appears on top of any other windows that you have open. If you think about it, you do the same thing when you work at your desk. When you want to work on a piece of paper, you place it on top of everything else on your desk.

This lesson explains how to switch between the programs you're running. There are actually several ways to switch between windows, and we'll cover all of them in this lesson. First, you need to make sure you have several programs running…

1. Make sure the WordPad program is still open.

The WordPad program should still be up and running from the previous lesson. If it isn't, open it by clicking the Start button and selecting Programs → Accessories → WordPad. Notice an icon for the WordPad program appears on the taskbar. Next, you need to open another program that comes with Windows 2000—the calculator.

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2. **Start the calculator by clicking the Start button and selecting Programs → Accessories → Calculator.**

   The calculator program appears in front of the WordPad program. An icon for Calculator program also appears in the taskbar, next to the WordPad icon. Notice the Calculator icon is pressed down, indicating it is the active window, or is the window that appears in front of the others. You can make WordPad the active window by clicking its icon on the taskbar.

3. **Click the WordPad button on the taskbar.**

   The WordPad program appears in front, and its icon on the taskbar depresses, indicating it is now the active window. You can also switch to a window by clicking any part of the window that you can see.

WordPad button on the taskbar

4. **Click any portion of the Calculator window.**

   If you can't see the Calculator window at all, it's because the Calculator window is completely covered by the WordPad window, in which case you will have to click the Calculator icon on the taskbar instead.

   Yet another method of switching between windows is the most famous keystroke combination in Windows: <Alt> + <Tab>.

5. **Press and hold down the<Alt> key, press and release the <Tab> key *but not the <Alt> key!***

   The task window appears, as shown in Figure 2-15. The task window lists all the windows and programs that are currently running. Move on to the next step to see how you can retrieve a program or window from the task list.

6. **While still holding down the <Alt> key, press and release the <Tab> key until the WordPad program is selected, then release the <Alt> key.**

   When you release the <Alt> key, the selected window or program is activated and displayed in front of any other windows.

   NOTE: <Alt> + <Tab> is especially useful when you use programs that fill the entire computer screen, such as MS-DOS programs and some games. When you can't see the taskbar or any part of another window, <Alt> + <Tab> is the only way you can switch between programs.

   NOTE: When you're working with multiple programs, be careful you don't accidentally run a second copy of the same program. This wastes memory and makes things confusing. For example, if you've been using the Calculator program and want to bring it back up, make sure you check the taskbar to see if it's already running. If it is (a Calculator icon appears on the taskbar) use any of the methods you've learned in this lesson to switch to it. If a program is already running and you load it again from the Start menu, a second copy of the program opens and two icons for the programs will appear on the taskbar.

Think you have a handle on switching between programs and windows? Good, because when you work with Windows, you'll find yourself switching between programs and windows throughout the day.

Quick Reference

To Switch between Open Programs:

- Click the program's icon on the taskbar.

Or…

- Click any part of the window you want to appear on front.

Or…

- Press and hold down the <Alt> key and press the <Tab> to display the task list. Press the <Tab> key until the program you want is selected, then release the <Alt> key.

Lesson 2-8: Tiling and Cascading Windows

Figure 2-16

Right-click any empty area of the taskbar to display its shortcut menu

Figure 2-17

Tiled windows allow you to view the contents of all your open windows at once.

Figure 2-18

Cascaded windows neatly overlap each other.

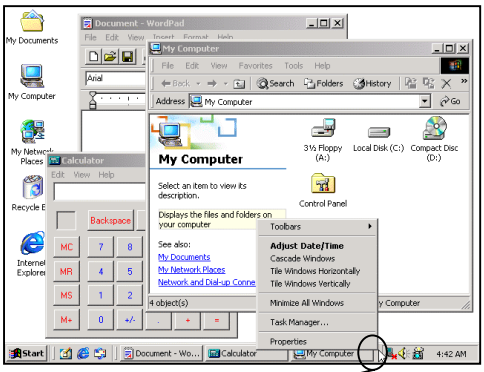

Figure 2-16

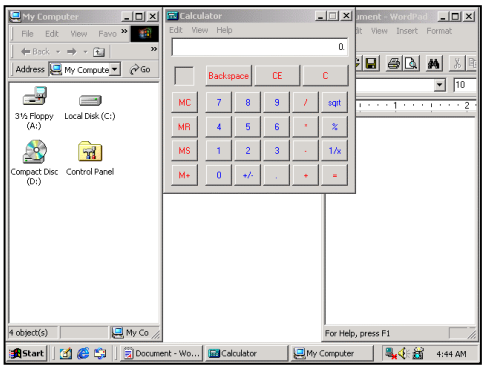

Figure 2-17

Right-click any blank area of the taskbar to display its shortcut menu. (Sometimes there may only be a small blank area of the taskbar available!)

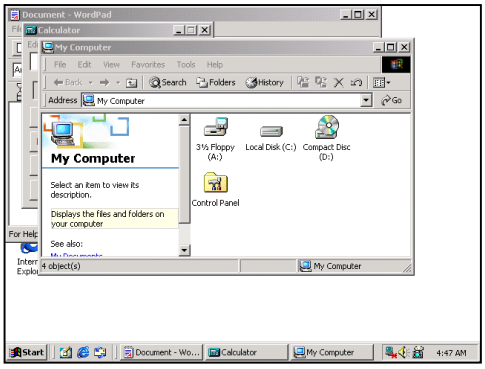

Figure 2-18

When you have several windows or programs open, you can have Windows automatically arrange them for you, instead of manually resizing and pushing them around yourself. Windows can organize your windows in two different ways by *tiling* and *cascading*. This lesson will show you both methods and how they both work.

In order to demonstrate how to tile and cascade windows we need to open yet another program.

1. Make sure the WordPad and Calculator programs are running.

These programs should still be running from the previous lesson. If they're not, open them it by clicking the Start button and selecting them from the Programs → Accessories menu.

The third window we'll load for this exercise is the My Computer window.

My Computer

2. Double-click the My Computer icon.

You can find the My Computer icon in the upper left corner of the Windows desktop. When you double-click My Computer, its contents appear in their own window. You're ready to have Windows arrange your windows.

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3. Click an empty area on the taskbar with the right mouse button.

A shortcut menu appears where you right-click. You have to be especially careful and make sure you right-click an empty area of the taskbar, otherwise the wrong shortcut menu will appear. Make sure your shortcut menu looks like the one in the margin or in Figure 2-16.

NOTE: Make sure you click an empty area of the taskbar—in a place where there aren't any icons, pictures, or text. Sometimes, especially when you have a lot of windows and icons open, it can be pretty hard to find an empty area on the taskbar. There should always be an empty area just to the right of the last program icon and to the left of the system tray (the area with the clock on it). Sometimes the empty area is a sliver, as shown in Figure 2-16, but it's still there!

Taskbar Shortcut menu

4. Click Tile Windows Horizontally from the shortcut menu.

Windows organizes all the open windows by tiling them horizontally across the screen and giving each window equal space, as shown in Figure 2-17. Had you selected the Tile Windows Vertically option from the shortcut menu, the windows would have been tiled vertically instead of horizontally. Tiling windows is useful when you only have a few windows open and want to view their contents at the same time.

Cascade windows is the other method of automatically arranging your windows. It's useful when you have several windows open and want to quickly find all of them, but not display their contents.

5. Click an empty area on the taskbar with the right mouse button.

A shortcut menu appears.

6. Click Cascade Windows from the shortcut menu.

Windows organizes all the open windows by neatly overlapping them over one another, as shown in Figure 2-18.

Guess what? You've finished this chapter and know everything there is to know about opening, closing, moving, sizing, switching between, and arranging windows. What an accomplishment!

Quick Reference

To Tile Windows on the Desktop:

- Right-click any blank area of the taskbar (usually near the clock) and select either Tile Windows Horizontally or Tile Windows Vertically from the shortcut menu.

To Cascade Windows on the Desktop:

- Right-click any blank area of the taskbar (usually near the clock) and select Cascade Windows from the shortcut menu.

Chapter Two Review

Lesson Summary

Starting a Program

- Start a program by clicking the **Start button**, pointing to the **Programs** menu, clicking the menu and any submenus where the program you want to run is located, and then clicking the name of the program you want to run.

Understanding the Parts of a Window

- Be able to identify a window's title bar, menu, minimize, maximize, and close buttons.

Minimizing, Maximizing, and Restoring a Window

- Maximize a window so that it fills the entire screen by clicking its **Maximize button** or by double-clicking its title bar.
- Restore a window to its previous size by clicking its **Restore button** or by double-clicking its title bar.
- Minimize a window so that it only appears as an icon on the taskbar by clicking the window's **Minimize button**.
- Restore a minimized window by clicking its icon on the taskbar.

Closing a Window

- Close a window by clicking its **close button** or by pressing **<Alt>** + **<F4>**.
- Close all open windows by holding down the **<Shift>** key while you click the **close button** ( ) of any window.

Moving a Window

- **To Move a Window:** Click and drag the window by its title bar. Release the mouse button to drop the window in the desired location on the screen.

Sizing a Window

- **To Change a Window's Size:** Point at the window's edges or corners until the pointer changes to a double-arrow (like ↔). Click and hold down the mouse button and drag the edge or corner to a new location until the window is the size you want.

Switching between Windows

- You can only work on one window at a time. The window you're working on is the active window and appears in front of all the inactive windows.

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- **To Switch between Open Programs:** There are three ways to switch between open programs:
  1. Click the program's icon on the taskbar.
  2. Click any part of the window you want to appear on front.
  3. Press and hold down the **<Alt>** key and press the **<Tab>** to display the task list. Press the **<Tab>** key until the program you want is selected, then release the <Alt> key.

Switching between Windows

- **To Tile Windows on the Desktop:** Right-click any blank area of the taskbar (usually near the clock) and select either **Tile Windows Horizontally** or **Tile Windows Vertically** from the shortcut menu.
- **To Cascade Windows on the Desktop:** Right-click any blank area of the taskbar (usually near the clock) and select **Cascade Windows** from the shortcut menu.

Quiz

1. To start a program in Windows 2000, do the following:

A. Make sure the Program Manager is open, double-click the Program Group where the program you want to run is located, and double-click the Program.
B. Click the Start button, point to the Programs menu, click the menu and any submenus where the program you want to run is located, and click the name of the program you want to run.
C. Click the Start button, point to the Run menu, click the menu and any submenus where the program you want to run is located, and then click the name of the program you want to run.
D. None of the above.

2. The little bar that lists a program's name and is found at the top of a window is called the:

A. Windows bar.
B. Program bar.
C. Title bar.
D. Very top of the window bar.

3. You start your favorite word processing program to type a letter, but the program appears in a window that's too small to use. How can you maximize the window so that it fills the entire screen? (Select all that apply).

A. Select Window → Full Screen from the menu.
B. Double-click the window's Title bar.
C. Click the program's icon on the taskbar.
D. Click the Maximize button located in the right side of the window's Title bar.

4. **You can open or restore a minimized window by clicking its icon on the taskbar (True or False?)**

5. **You can move a window to a different position on your computer screen by dragging it by its:**

   A. Title bar.
   B. Status bar.
   C. Move handle.
   D. Tail.

6. **You have several programs open at the same time—how can you switch between these programs? (Select all that apply).**

   A. Restart the program—Click the Start button, point to the Programs menu, click the menu and any submenus where the program you want to switch to is located, and click the name of the program you want to view.
   B. Click the program's icon on the taskbar.
   C. Click any part of the window you want to appear on front.
   D. Press and hold down the <Alt> key and press the <Tab> to display the task list. Press the <Tab> key until the program you want is selected, then release the <Alt> key.

Homework

1. Click the Start button, select Programs, and click the Accessories menu.
2. Start the NotePad program (located under Programs - Accessories).
3. Make the NotePad window a few inches bigger.
4. Maximize the NotePad window.
5. Restore the NotePad window to its previous size.
6. Move the NotePad window to a different location on the screen.
7. Switch to the Calculator window.
8. Tile both windows on the screen by right-clicking a blank area of the taskbar.
9. Close both windows.

Quiz Answers

1. B.
2. C. The little bar along the window's top that lists the program name is the Title bar.
3. B and D. Double-clicking the window's Title bar or clicking the window's Maximize button will both maximize the window so it fills the entire screen.
4. True. Clicking the icon of a minimized program on the taskbar restores the window.
5. A. Move a window by dragging its Title bar.
6. B, C, and D – you can use any of these methods to switch between open programs. Don't use A, which starts another copy of the program instead of switching to the already open program.

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Chapter Three: Working with a Windows Program

Chapter Objectives:

- **Using menus and toolbars**
- **Filling out a dialog box**
- **Entering and editing text**
- **Saving and opening a file**
- **Selecting, replacing, and deleting text**
- **Using undo**
- **Printing**
- **Cutting, copying, and pasting**
- **Formatting fonts and paragraphs**
- **Getting help**

☑ Prerequisites

- How to start and shut down Windows.
- How to use the mouse to click, double-click, drop-and-drag, and right-click.
- How to use the keyboard.

Up until now, we've only been focusing on how to use the Windows 2000 operating system. In this chapter, you'll be working with a program—the reason you have Windows 2000. This chapter explains how to control programs using menus and toolbars. You'll learn what a *dialog box* is (you'll see a lot of them in Windows) and how to fill one out.

Next, we'll get more specific. Every program is different, but the procedure for doing things in all programs is the same. This chapter explains these basic generic chores using the WordPad program. You'll learn how to enter, edit, and delete text, open, save, and print a file, and how to get help when you need it. Once you've learned these basic skills in WordPad, you can apply them to just about every other Windows program. This is one of the longest chapters since we have a lot of ground to cover. Take a deep breath and let's get started…

Lesson 3-1: How to Use Menus

Figure 3-1

Starting the WordPad program.

Figure 3-2

The Insert menu.

Figure 3-3

The Insert Date and Time dialog box.

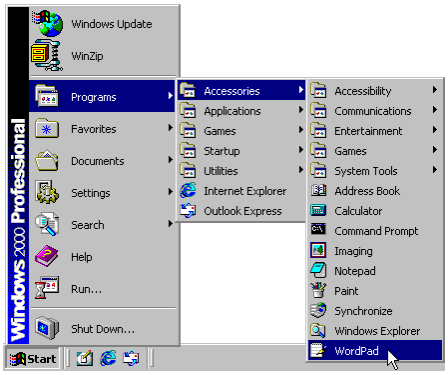

Figure 3-1

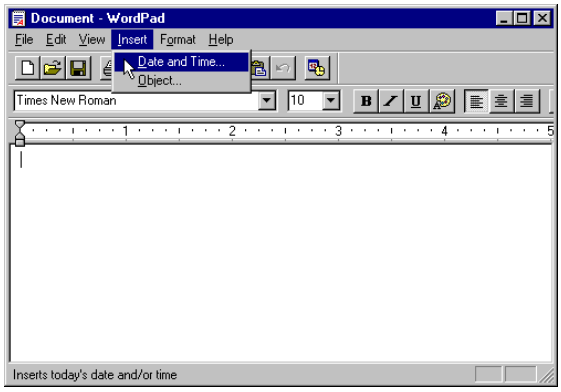

Figure 3-2

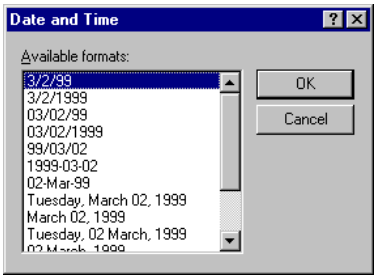

Figure 3-3

To make a program do your bidding you give it commands. You can give commands to your Window program in several different ways: by using menus toolbars, right-mouse button shortcut menus, and keystroke shortcuts. This lesson explains the most common method of issuing commands to Windows programs—through *menus*. You can find a program's menu near the top of a window, just beneath the title bar. In Figure 3-2 notice the words File, Edit, View, Insert, Format, and Help that appear near the top of the WordPad program. Those words are menus, and the next few steps will show you why they're there.

Start button

1. **Click the Start button.**

   The Start menu appears.

2. **Select Programs → Accessories → WordPad from the Start menu.**

   That means you should click the word Programs, then click the word Accessories from the Programs menu, then click the word WordPad from the Accessories menu, as shown in Figure 3-1. The WordPad program appears.

3. **Move the pointer to and click the word Insert on the menu bar, as shown in Figure 3-2.**

   A menu drops down under the word Insert, as shown in Figure 3-2. The Insert menu contains a list of commands to insert things, such as the "Date and Time" which inserts the current date and/or time, and "Object" which inserts a file created in another program.

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4. Under the Insert menu, point to and click the Date and Time option.

The Date and Time dialog box appears, as shown in Figure 3-3, presenting you with several different date and time formats you can insert. You'll learn more about dialog boxes in an upcoming lesson.

5. Click the OK button.

The Data and Time dialog box disappears and the current date is inserted into the WordPad document. Take a close look at the WordPad menu—notice how every word in the menu has an underlined letter somewhere in it? For example, the F in the File menu is underlined. Pressing the <Alt> key and then pressing the underlined letter in a menu does the same thing as clicking the menu with the mouse.

OK button

6. Press the <Alt> key then press the <F> key.

The File menu appears. Once a menu is open, you can use the arrow keys on your computer's keyboard to navigate through the menus or else press any other underlined letters in the menu.

You can open menus by clicking the menu name with the mouse or by pressing the <Alt> key and the underlined letter in the menu name.

7. Press the Right Arrow Key <→>.

The next menu to the right, the Edit menu, opens. If you opened a menu and change your mind, it's easy to close it without selecting any commands. Just click anywhere *outside* the menu or else press the <Esc> key.

8. Click anywhere outside the menu to close the menu without selecting any commands.

You can close a menu without selecting any commands by clicking anywhere outside the menu or by pressing the <Esc> key.

NOTE: The procedure for using menus and the general order/layout of the menu is usually similar in most Windows programs. So if you master the menus in one Windows program you will be somewhat familiar with the layout and function of the menus in other Window programs.

Table 3-2: Common Windows Program Menus gives you a preview of some of the different menu items you will come across.

Table 3-2: Common Windows Program Menus

File	*Description*
File	Commands to open, save, close, print, and create new files.
Edit	Commands to copy, cut, paste, find, and replace text in a document.
View	Commands to change how the document is displayed on the screen.
Insert	Lists items that you can insert into a document, such as graphics, page numbers, and the current date.
Format	Commands to format text, paragraphs, tab stops, etc. Strangely, the command to format the page (i.e. margins, etc.) is located in the File menu under Page Setup.
Window	Commands to display and arrange multiple windows (if you have more than one document open). WordPad doesn't have this option since it can only have one file open at a time.
Help	Get help on the Windows program you are using.

Quick Reference

To Open a Menu:

- Click the menu name with the mouse.

Or…

- Press <Alt> and then the underlined letter in menu.

Lesson 3-2: How to Use Toolbars

Figure 3-4

Move the pointer over a button and wait a few seconds for the button's description.

Figure 3-5

The Date and Time dialog box.

Figure 3-6

The updated WordPad document.

Figure 3-4

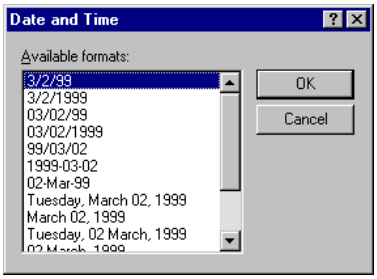

Figure 3-5

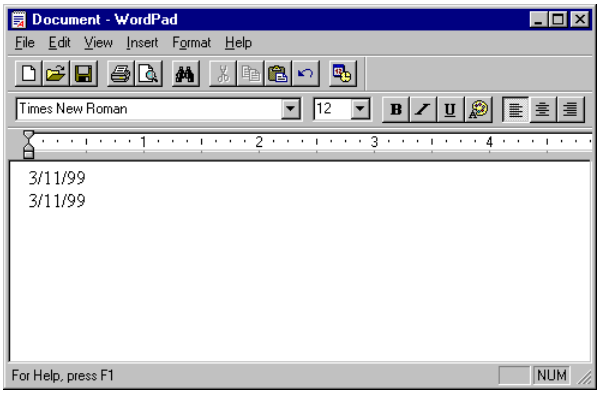

Figure 3-6

Toolbars are another common way to boss your programs around. While menus contain every conceivable command for a program, toolbars contain buttons only for the commands you use most frequently. Instead of having to wade through several menus to do something, you can click a single button. Two toolbars appear in the WordPad program—the Standard toolbar and Formatting toolbar. The *Standard toolbar* appears on top and contains buttons for the most frequently used commands in WordPad, such as saving and printing a document. The *Formatting toolbar* is located right underneath the Standard toolbar and has buttons for quickly formatting fonts and paragraphs.

Toolbar buttons have small icons to indicate what they do. For example, a small picture of a printer appears on the Print button. If you still don't know what a button is for, move the pointer over the button and wait a few seconds. Usually, a little window will appear with a brief description of the button.

Date/Time button

1. **Press the <Enter> key to add a blank line after the date you entered in the previous lesson.**

2. **Position the mouse pointer over the Date/Time button on WordPad's Standard toolbar, as shown in Figure 3-4.**

   A small window appears over the button briefly identifying what the button is—in this case "Date/Time" as shown in Figure 3-4.

3. **Click the Date/Time button.**

   The Date and Time dialog box appears, as shown in Figure 3-5, presenting you with several different date and time formats to insert.

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4. Click the OK button.

WordPad inserts the current date and time in the WordPad document.

OK button

Compare your screen with the one in Figure 3-6.

Quick Reference

To Use a Toolbar Button:

- Click the toolbar button.

To See What a Toolbar Button Does:

- Position the pointer over the toolbar button and wait a second. A ScreenTip will appear above the button.

Lesson 3-3: Filling Out a Dialog Box

Figure 3-7

The Font dialog box.

Figure 3-8

Using a Scroll Bar.

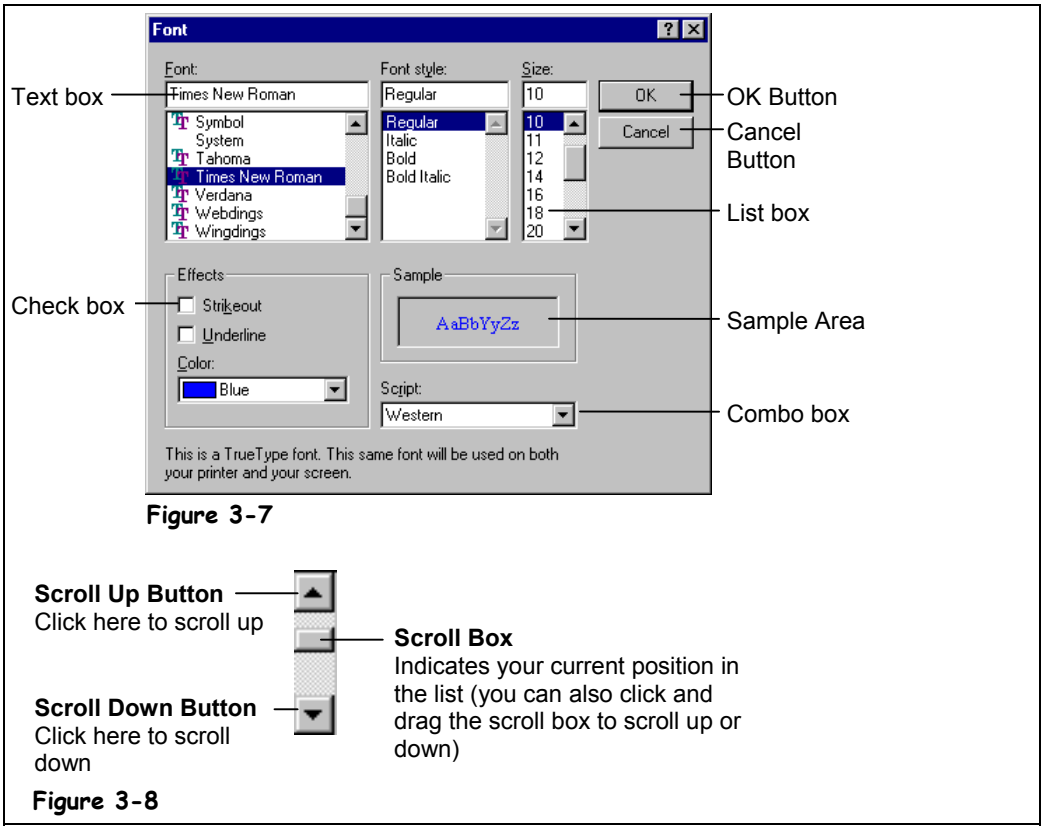
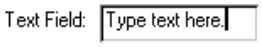


Figure 3-7

Figure 3-8

You can select a control in a dialog box by clicking the control with the mouse or by pressing the <Tab> key until the control is selected.



Text Box

List Box

Some commands are more complicated than others are. For example, saving a file is a simple process—all you have to do is select File → Save from the menu or click the Save button on the Standard toolbar. Other commands are more complex. Whenever you want to do something relatively complicated in Windows, you need to fill out a *dialog box*. Filling out a dialog box is not much different than filling out a paper form. Dialog boxes usually contain several types of controls, including:

- Text boxes
- List boxes
- Check boxes
- Combo boxes (also called drop down lists)
- Buttons

This lesson will give you a quick tour of a more complicated dialog box and show you how to use the various dialog box components you will come across.

1. Select Format from the menu.

The Format menu appears. Look at the items listed in the Format menu—all of them are followed by ellipses (…). Whenever you see a menu item followed by ellipses it means that there is a dialog box lurking just behind the menu.

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2. Select Font from the File menu.

The Font dialog box appears, as shown in Figure 3-7. The Font dialog box is one of the most complex dialog boxes in the WordPad program and contains several types of components you can fill out. You have to go to, or select, a control before you can use it. You can do this by clicking the control with the mouse or by pressing the <Tab> key to move to the next control or <Shift> + <Tab> to move to the previous control, until the blinking cursor appears in it or it becomes highlighted.

First, let's look at text boxes. Look at the Font text box, as indicated in Figure 3-7. Text boxes are the most common component of a dialog box and are nothing more than the fill-in-the-blank box you've undoubtedly already used in many types of paper forms. Text boxes are incredibly easy to use—just select and type in the text you want.

3. Make sure the Font text box is selected and type `Arial`.

You've just filled out the text box—nothing to it. The next stop in our dialog box tour is the *List Box*. You can find a list box directly beneath the Font text box. A list box puts several options together into a small box. Sometimes list boxes contain so many options that they can't all be displayed at once, and you must click the list box's *scroll bar* to move up or down the list. See Figure 3-8 for an illustration of a scroll box.

4. Click and hold the Font list box's Scroll Down button until Times New Roman appears in the list.

5. Click the Times New Roman option in the list.

Our next destination is the *Combo Box*. The combo box is the cousin of the list box—it too displays a list of options, the only difference is you must click the combo box's downward pointing arrow in order to display its options.

6. Click the Color combo box's down arrow.

A list of color options appears below the Color combo box.

7. Select the Blue color from the combo box.

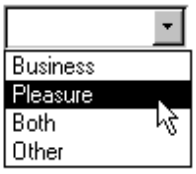
Sometimes you need to select more than one item in a dialog box. For example, what if you want to add Strikeout formatting *and* Underline formatting to the selected font? You use the *check box* control when you're presented with multiple choices.

8. In the Effect section, click the Strikeout check box and click the Underline check box.

The last destination on our dialog box tour is the *Button*. Buttons are used to execute or cancel commands. Two buttons can be found in every dialog box. They are:

- **OK:** Applies and saves any changes you have made and then closes the dialog box. Pressing the <Enter> key usually does the same thing as clicking the OK button.
- **Cancel:** Closes the dialog box without applying and saving any changes. Pressing the <Esc> key usually does the same thing as clicking the cancel button.

9. Click the Cancel button to cancel the changes you made and close the Font dialog box.



Combo Box

Check box

Quick Reference

To Select a Dialog Box Control:

- Click the control with the mouse.

Or…

- Press <Tab> to move to the next control in the dialog box or <Shift> + <Tab> to move to the previous control until you arrive at the desired control.

To Use a Text Box:

- Simply type the information directly into the text box.

To Use a List Box:

- Click the option you want from list box. Use the scroll bar to move up and down through its options.

To Use a Combo Box:

- Click the Down Arrow to list the combo box's options. Click an option from the list to select it.

To Save Changes and Close a Dialog Box:

- Click the OK button or press <Enter>.

To Close a Dialog Box without Saving Changes:

- Click the Cancel button or press <Esc>.

Lesson 3-4: Entering Text in the WordPad Program

Figure 3-9

A simple letter created in the WordPad program.

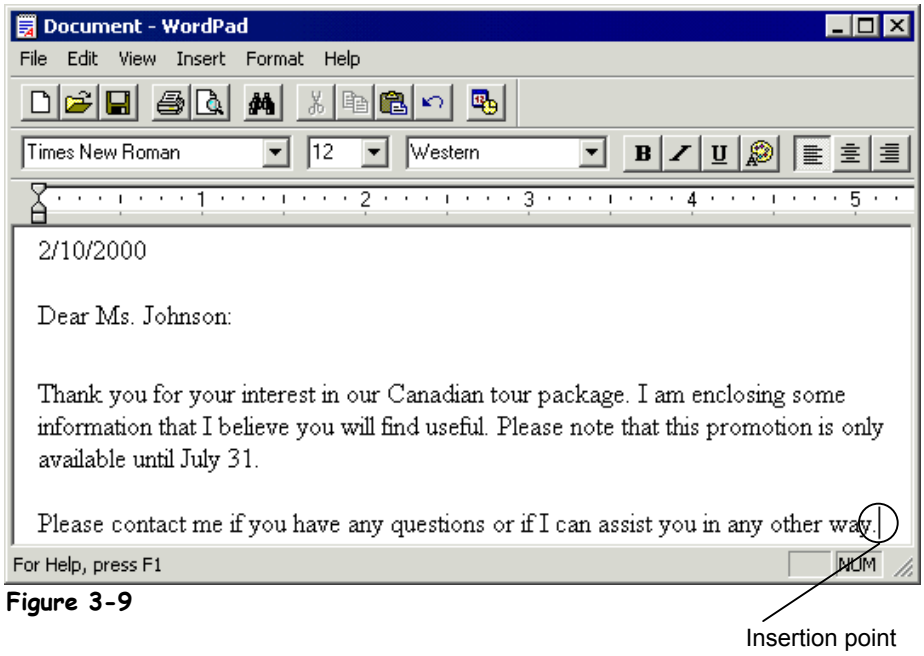


Figure 3-9

This lesson explains how to create a document using the WordPad program. Actually, there isn't much to explain—all you have to do is type!

1. **Press the <Enter> key twice to add a blank line between the dates and the letter you're about to write.**

2. **Type the following text:** `Dear Ms. Johnson:`

   As you type, notice the insertion point, small, blinking vertical bar moves to indicate where you are typing.

3. **Press the <Enter> key twice.**

   WordPad inserts a new paragraph, or new line, each time you press the <Enter> key.

4. **Type the follow text:**

   ```
   Thank you for your interest in our Canadian tour package. I am enclosing some information that I believe you will find useful. Please note that this promotion is only available until July 31.

   Please contact me if you have any questions or if I can assist you in any other way.
   ```

   Make sure you press the <Enter> key twice to add a blank line between the two paragraphs. Don't press <Enter> when you read the end of a line—WordPad will automatically move the text to the next line for you. This feature is called *word-wrap*.

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When you're finished typing, compare your letter with the one in Figure 3-9.

Lesson 3-5: Editing Text

Figure 3-10

Use the keyboard or the mouse to move the insertion point in a document.

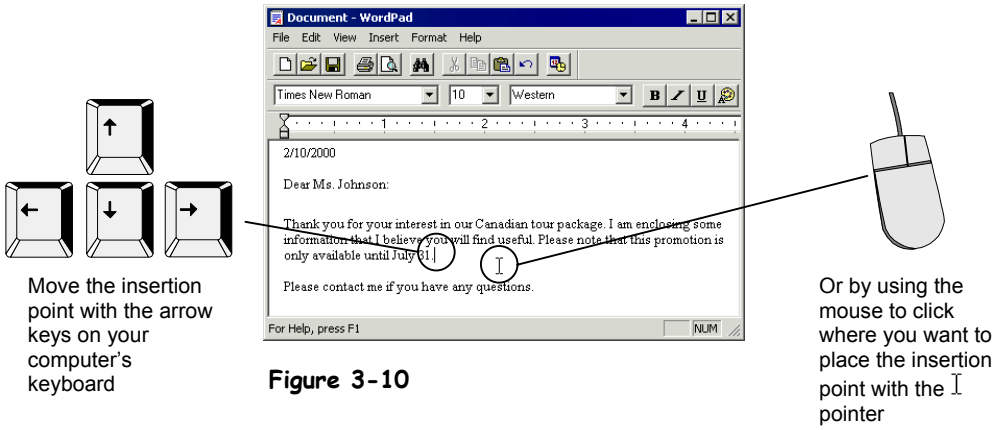

Figure 3-10

Often after typing a document, you will discover that you need to make some changes to your text—perhaps you want to rephrase or even delete a sentence. Editing a document by inserting and deleting text is very simple. To insert text, you move the insertion point (the blinking bar) to where you want to insert the text. You move the insertion point using the arrow keys on the keyboard or by using the mouse to click where you want to move the it, as shown in Figure 3-10. Once the insertion point is where you want, just start typing.

There are a couple ways to delete text. One way to delete text is to place the insertion point to the *left* of the text you want to delete and press the <Backspace> key. Another way to delete text is to place the insertion point to the right of the text you want to delete and press the <Delete> key.

In this lesson, you'll get practice inserting and deleting text and revising the letter you created in WordPad.

1. **Press the Up Arrow Key <↑> button.**

   The insertion point moves up one line.

2. **Press and hold the Up Arrow Key <↑> to move the insertion point to the very top line in the document.**

   Now you need to move the insertion point to the beginning of the current line.

3. **Press and hold the Left Arrow Key <←> button to move the insertion point to the very beginning of the line.**

Thank you for your interest
available until July 31.

Placing the insertion point

4. **Type `Subject: Canada Tour Information` and press <Enter> twice.**

   The text and blank line is inserted at the insertion point, before the rest of the document. You've just learned how to insert text in a document—pretty easy huh?

5. **Move the insertion point immediately *after* the word information in the first body paragraph.**

   Here you need to delete some text—the word "information."

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6. **Press the <Backspace> key several times, until the word "information" is deleted.**

   The Backspace key deletes one space to the left (backwards) of the insertion point.

7. **Type brochures.**

   You've just deleted the word "information" and inserted the word "brochures" to take its place.

   You can also use the mouse to move the insertion point instead of the arrow keys. Simply move the I pointer where you want to place the insertion point with the mouse and click.

8. **Click immediately after the word questions in the sentence "Please contact me if you have any questions…" with the I pointer.**

   The insertion point appears immediately after the word questions—right where you clicked the mouse button.

   You can also use the Delete key to delete text. Like the Backspace key, the Delete key also deletes text but in a slightly different way. The Backspace key deletes text before, or to the *left* of the insertion point, while the Delete key deletes text after, or to the *right* of the insertion point.

9. **Press the <Delete> key.**

   The Delete key deletes text after, or to the right of, the insertion point.

10. **Press and hold the <Delete> key until you have deleted the rest of the sentence "or if I can assist you in any other way."**

    Great! You've learned how to delete text using the Delete key.

Compare your revised document with the one shown in Figure 3-10.

The <Backspace> key deletes one space to the left, or behind, the insertion point.

The <Delete> key deletes once space to the right, or after, the insertion point.

Quick Reference

To Move the Insertion Point:

- Use the arrow keys.

Or…

- Click where you want to place the insertion point with the I pointer.

To Insert Text:

- Move the insertion point where you want to insert the text and then type the text you want to insert.

To Delete Text:

- The <Backspace> key deletes text before, or to the left of the insertion point.
- The <Delete> key deletes text after, or to the right of the insertion point.

Lesson 3-6: Saving and Opening a File

Figure 3-11

The Open dialog box.

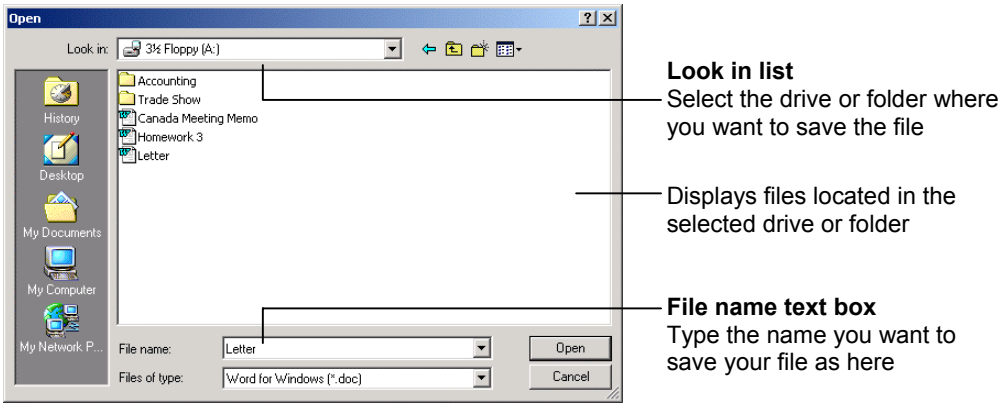
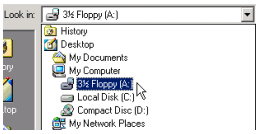


Figure 3-11

Save button

Other Ways to Save:

- Select File → Save from the menu.



Look in List

Close button

Once you have created something in a program, you must *save* the file if you ever want to use it again in the future. When you save a file, you're transferring it from your computer's memory (which is erased when you close the program) to the computer's hard disk (which is permanent and not erased when you close the program). In this lesson, you will learn how to save a file and then open or retrieve it from the hard disk.

1. **Verify that your Practice Disk is in the computer's disk drive.**

2. **Click the Save button on the Standard toolbar.**

   The Save As dialog box appears, as shown in Figure 3-11. You must give your file a name and specify where you want to save it. First, tell the computer you want to save the file on your Practice floppy disk (which you should have already inserted in the computer's disk drive in the previous step).

3. **Click the arrow located to the right of the Look in list then click the 3½ Floppy (A:) from the list.**

   The 3½ floppy (A:) will appear in the Look in list and will display any WordPad files that are located on the floppy. Next, you need to give your file a name. Here's how:

4. **Click the File name text box.**

   The File name box is where you give your file a name.

   NOTE: Filenames can be up to 255 characters long and contain letters, numbers, and some symbols. You can't use the symbols " \ / : * | < > in a file name.

5. **Type `Letter` in the File name text box.**

   This will save the document you created in a file named "Letter" in the floppy disk.

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6. **Click Save to save your document to the floppy disk.**

   The floppy disk hums as your computer saves the Letter file to it.

   NOTE: You can also save any files you've created to the hard disk—which is normally where most people save their files, instead of a floppy disk.

   Now that you've saved the file to a disk, you can safely close WordPad or even turn off the computer, knowing that your WordPad "Letter" file is stored and can be retrieved whenever you want to work on it again.

7. **Close the WordPad program by clicking its Close button.**

   The WordPad program closes. Now, make sure the Letter document you created and saved in WordPad is still there.

8. **Start the WordPad program again.**

   Once you have started WordPad, you will need to open the Letter document you saved.

9. **Click the Open button on the Standard toolbar.**

   The Open dialog box appears. The Open dialog box is very similar to the Save dialog box—except you specify the name and location of the file you want to open.

10. **Click the arrow located to the right of the Look in list then click 3½ Floppy (A:) from the list.**

    The 3½ floppy (A:) will appear in the Look in list and the computer will display any WordPad files that have been saved on the floppy disk. Here's how to select a file you want to open.

11. **Click the Letter file.**

    Shading appears over the Letter file, indicating it is selected.

12. **Click the Open button to open the selected file.**

    The Letter document appears in the WordPad window.

When you open a file, instead of selecting a file and clicking the Open button, you can save a half-second or so by simply double-clicking the file you want to open.

Open button

Other Ways to Open a File:

- Select File → Open from the menu.

Table 3-3: Special Folders in the Open and Save As Dialog Boxes

Folder	*Description*
 History	Displays a list of files that you're recently worked on.
 Desktop	Temporarily minimizes or hides all you programs so that you can see the Windows desktop.
 My Documents	Displays all the files in the My Document folder—the default location where Microsoft Office programs save their files.
 My Computer	Displays the contents of your computer so that you can browse your computer's local hard drives, floppy drive, and CD-ROM drive.
 My Network Places	Displays the contents of the network so that you can browse any shared drives or folders on the server.

Quick Reference

To Save a File:

- Click the Save button on the Standard toolbar.

Or…

- Select File → Save from the menu.

To Open a File:

- Click the Open button on the Standard toolbar.

Or…

- Select File → Open from the menu.

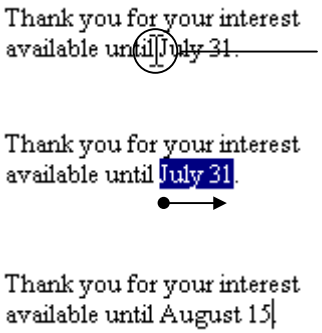
Lesson 3-7: Selecting, Replacing, and Deleting Text

Figure 3-12

Selecting and replacing text.

Figure 3-13

The updated letter.



1. Position the insertion point before or after the text that you want to select.
2. Click and hold down the left mouse button, drag the mouse across the text you want to select, and then release the mouse button.
3. If you want to replace the selected text, simply type in the new text – it will overwrite the selected text.

Figure 3-12

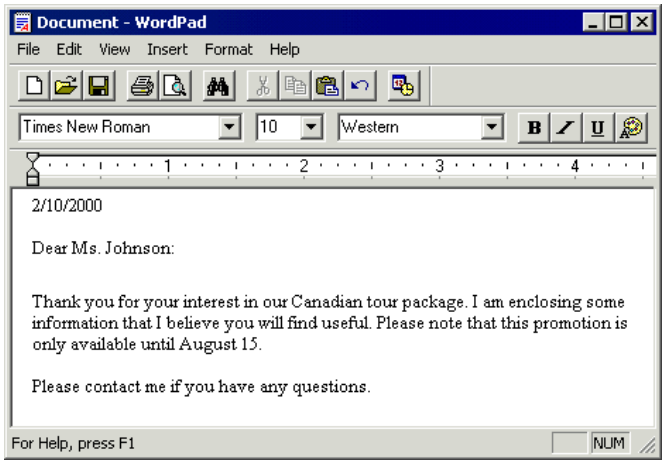


Figure 3-13

This lesson explains how to select text. Whenever you want to edit more than one character at a time, you must *select* it first. A lot of editing and formatting techniques, such as formatting, cutting, copying, and pasting text, also require that you select the text you want to modify. There are probably hundreds of reasons to select text in many Windows-based programs, so it pays if you're an expert at doing it.

To replace text select the text you want to replace and type the new text you want to replace it with.

1. **Place the insertion point immediately in front of the words July 31 in the first body sentence of the paragraph.**

   You learned how to move the insertion around using the mouse earlier in this chapter. Actually, you can place the insertion point before or after the text you want to select.

2. **Click and hold down the mouse button and drag the mouse across the words July 31 (the words should be highlighted). Release the mouse button when you're finished.**

   The words July 31 should be highlighted in black, as shown in Figure 3-12. Selecting text with the mouse can be a little tricky at first, especially if you're still a novice at using the mouse. When you select text, anything you type while the text is selected will replace the selected text.

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3. **Type** `August 15`.

   The words "August 15" replace the selected text "July 31." A quick way to select a single word is to double-click the word you want to select.

4. **Double-click the word Information in the Subject line.**

5. **Type** `Package`.

   The word Package replaces the word Information. You can also use the keyboard to select text if you don't like using the mouse. To select text using the keyboard, move the insertion point before or after the text you want to select, press and hold down the <Shift> key while you use the arrow keys to select the text.

6. **Move the insertion point to the very end of the Subject: Canadian Tour Package line.**

   Try selecting text with the keyboard in the next step.

7. **Press and hold down the <Shift> key and press and hold down the left arrow key <←> until the Subject line is selected.**

   If you change your mind after selecting text, it's easy to deselect it. Just click anywhere else on the screen.

8. **Click anywhere in the document to deselect the text.**

   The Subject line is no longer selected.

   Another trick you should know is that you can delete any selected text by pressing the <Delete> key.

9. **Select the second date you previously inserted and press the <Delete> key.**

   The extra date is deleted.

And that's all there is to selecting text in Windows. Again, it's very important that you know how to select text. Knowing how to select text will make you much more proficient and adapt at using many Window programs.

Table 3-4: Shortcuts for Selecting Text

To Select This	*Do This*
A word	Double-click the word.
A line	Click next to the line in the left margin.
A sentence	Press and hold <Ctrl> and double-click the sentence.
The entire document	Press and hold <Ctrl> and double-click in the left margin.

Other Ways to Select Text:

- Move to the beginning or end of the text that you want to select, press and hold down the <Shift> key while using the arrow keys to select the text.

Quick Reference

To Select a String of Text:

1. Move the insertion point to the beginning or end of the text you want to select.
2. Click and hold the left mouse button and drag the insertion point across the text then release the mouse button once the text is selected.

   Or…

   Press and hold down the <Shift> key while using the arrow keys to select the text you want.

To Select a Single Word:

- Double-click the word you want to select.

To Replace Text:

- Replace text by first selecting it, then typing the new text you want.

To Deselect Text:

- Click anywhere on the computer screen.

To Delete Selected Text:

1. Select the text.
2. Press the <Delete> key.

Lesson 3-8: Using Undo

Figure 3-14

Canceling a text deletion with the Undo feature.

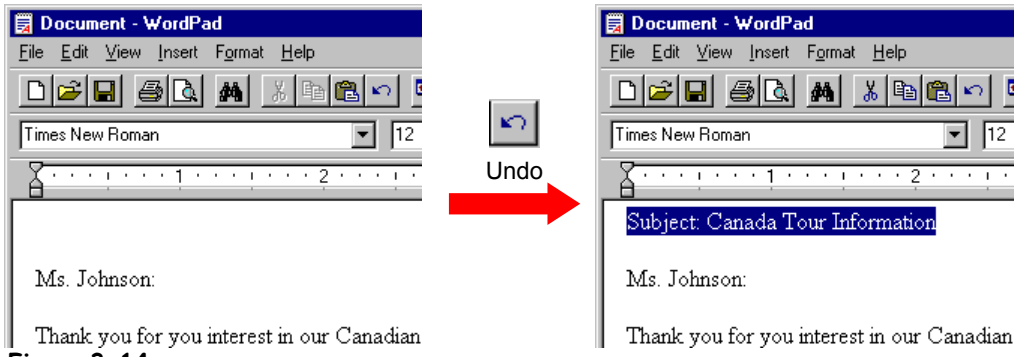

Figure 3-14

Undo button

Other Ways to Undo:

- Select **Edit** → **Undo** from the menu.
- Press **<Ctrl>** + **<Z>**.

You may not want to admit this, but you're going to make mistakes when you use Windows. You might accidentally delete a sentence in your word processing program you didn't mean to delete or paste something you didn't mean to paste. Fortunately, Windows and most Windows programs come with a wonderful feature called *undo* that does just that—it undoes your last action, making it as though it never happened.

Many people that are new to Windows or computers in general are often terrified of using computers because they are afraid they will make a mistake and seriously mess-up their computer. First of all, it's more difficult to "mess up" your computer than you think it is. Second, after this lesson, you will know how to use Undo, so even if you do make a mistake, you can easily cancel it.

1. **Select the Subject: Canada Tour line and delete it by pressing the <Delete> key.**

   Whoops! You didn't really want to delete that! Watch how you can undo your "mistake."

2. **Click the Undo button on the Standard toolbar to cancel your last change.**

   Poof! WordPad cancels your last action and the deleted text "Subject: Canada Tour" reappears.

In most programs, Undo will only cancel your last action or change, so if you don't catch your mistake right after you make it, Undo may not be able to help.

Quick Reference

To Undo Your Previous Action:

- Click the Undo button on the toolbar.

Or…

- Select **Edit** → **Undo** from the menu.

Or…

- Press **<Ctrl>** + **<Z>**.

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Lesson 3-9: Printing a File

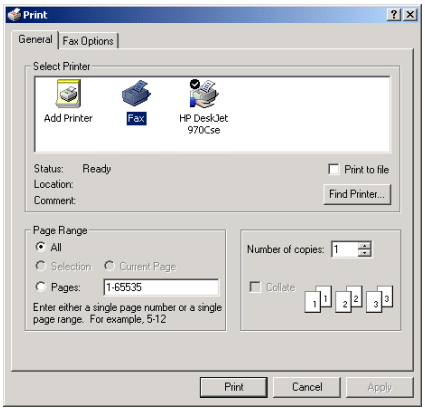


Figure 3-15

Figure 3-15

The Print dialog box.

This lesson will show you how to send whatever you're working on to the printer. Printing is one of the easiest things to do in Windows.

1. Select File → Print from the menu.

The Print dialog box appears, as shown in Figure 3-15. The Print dialog box may differ depending on the program you're using, but it should usually contain the options listed in Table 3-5: Print Dialog Box Options.

2. Click OK.

Windows sends the document to the printer.

Other Ways to Print:

- Click the **Print button** if it appears on the toolbar.
- Press **<Ctrl>** + **<P>**.

Table 3-5: Print Dialog Box Options

Print option	*Description*
Name	Used to select what printer to send your file to when it prints (if you are connected to more than one printer). The currently selected printer is displayed.
Properties	Displays a dialog box with options available with your specific printer such as the paper size you want to use, if your document should be printed in color or black and white, etc.
Page range	Allows you to specify what pages you want printed. There are several options: **All:** Prints the entire document. **Selection:** Prints only the text you have selected (before using the print command). **Pages:** Prints only the pages of the file you specify. Select a range of pages with a hyphen (like 5-8) and separate single pages with a comma (like 3,7).
Number of copies	Specifies the number of copies you want to print.

Quick Reference

To Print a File:

- Click the **Print button** on the Standard toolbar.

Or…

- Select **File** → **Print** from the menu.

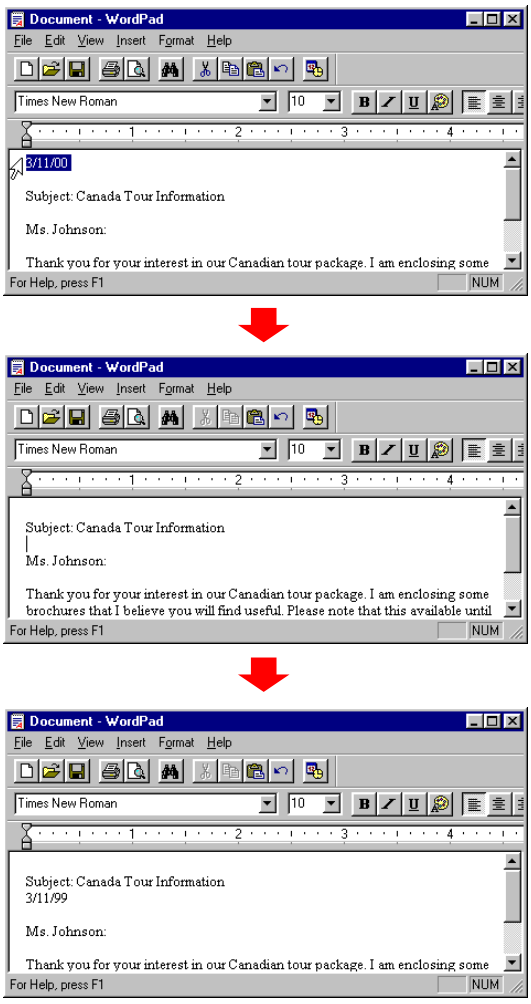
Or…

- Press **<Ctrl>** + **<P>**.

Lesson 3-10: Cutting, Copying, and Pasting Text

Figure 3-16

The steps involved in cutting and pasting text.



1. Select the text or object you want to cut and click the Cut button. The text or object is removed or "cut" from its original location.
2. Move the insertion point to where you want to place the cut text or object.
3. Click the Paste button to paste the cut text or object.

Cut button

Other Ways to Cut:

- Select Edit → Cut from the menu.
- Press <Ctrl> + <X>.

Paste button

Other Ways to Paste:

- Select Edit → Paste from the menu.
- Press <Ctrl> + <V>.

By now, you should already know how to select text in a document. Once text is selected, you can move it to another place in the document by cutting it and then pasting elsewhere. Cutting and pasting text is one of the more common tasks you will use in your programs. Anything you cut is placed in temporary storage area called the Windows *Clipboard*. The Clipboard is available to any Windows program, so you can cut and paste text between different programs.

1. Select the entire date line.

Remember how to select text? Point to the beginning or end of the text you want to select, hold down the left mouse button, drag the cursor across the text, and release the mouse button.

Now you can now cut the selected text to the Windows clipboard.

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2. Click the Cut button on the Standard toolbar.

The selected text, the current date, disappears from WordPad and is placed in the Windows *Clipboard,* ready to be moved to a new location.

NOTE: The Windows Clipboard can only hold one piece of information at a time. Every time you cut or copy something to the Clipboard, it replaces the previous information.

3. Move the insertion point to the blank line immediately below the Subject: Canada Tour Page.

This is where you want to paste the date you cut.

4. Click the Paste button on the Standard toolbar.

Poof! The cut text, the current date, appears at the insertion point.

Copying information is very similar to cutting information. Both commands put your selected information in the Clipboard where you can then paste it to a new location. The only difference between the two commands is that Cut command deletes selected information when it copies it to the clipboard, while the Copy command copies the selected information to the clipboard without deleting it.

5. Select the entire document by holding down the <Ctrl> key and clicking the pointer in the left margin.

Now you can copy the selected text to the clipboard.

6. Click the Copy button on the Standard toolbar.

Nothing appears to happen, but the selected text has been copied to the clipboard.

One of the great things about Windows is it allows you to share information between programs. For example, the information that you just copied to the Windows clipboard from WordPad can be pasted into another Windows program. To see how this works, you will need to open another Windows program—the Notepad.

7. Click the Start button and select Programs → Accessories → Notepad.

The Notepad program appears. Notepad is a bare-bones simple program and doesn't have a toolbar like WordPad does, so you will have to access the Paste command through the menu.

8. Select Edit → Paste from the Notepad menu.

The document you copied from the WordPad program is pasted into the Notepad program. You won't be using the Notepad program anymore in this Chapter, so you can close it.

9. Click the Notepad program's Close button.

A dialog box appears, asking if you want to save the changes you made to the Notepad file. You don't need to save any changes so you can safely click No.

10. Click No.

You should save the changes you've made to your WordPad document.

11. Click the Save button on WordPad's Standard toolbar to save the changes you've made to the document.

WordPad saves your recent changes to the hard disk.

Copy button

Other Ways to Copy:

- Select Edit → Copy from the menu.
- Press <Ctrl> + <C>.

Quick Reference

To Cut Something:

1. Select the text or object you want to cut.
2. Click the Cut button on the Standard toolbar.

   Or…

   Select Edit → Cut from the menu.

   Or…

   Press <Ctrl> + <X>.

To Copy Something:

1. Select the text or object you want to copy.
2. Click the Copy button on the Standard toolbar.

   Or…

   Select Edit → Copy from the menu.

   Or…

   Press <Ctrl> + <C>.

To Paste a Cut or Copied Object:

1. Place the insertion point where you want to paste the text or object.
2. Click the Paste button on the Standard toolbar.

   Or…

   Select Edit → Paste from the menu.

   Or…

   Press <Ctrl> + <V>.

Lesson 3-11: Changing the Font Type and Size

Figure 3-17

Selecting a font from the font list.

Figure 3-18

The Font dialog box.

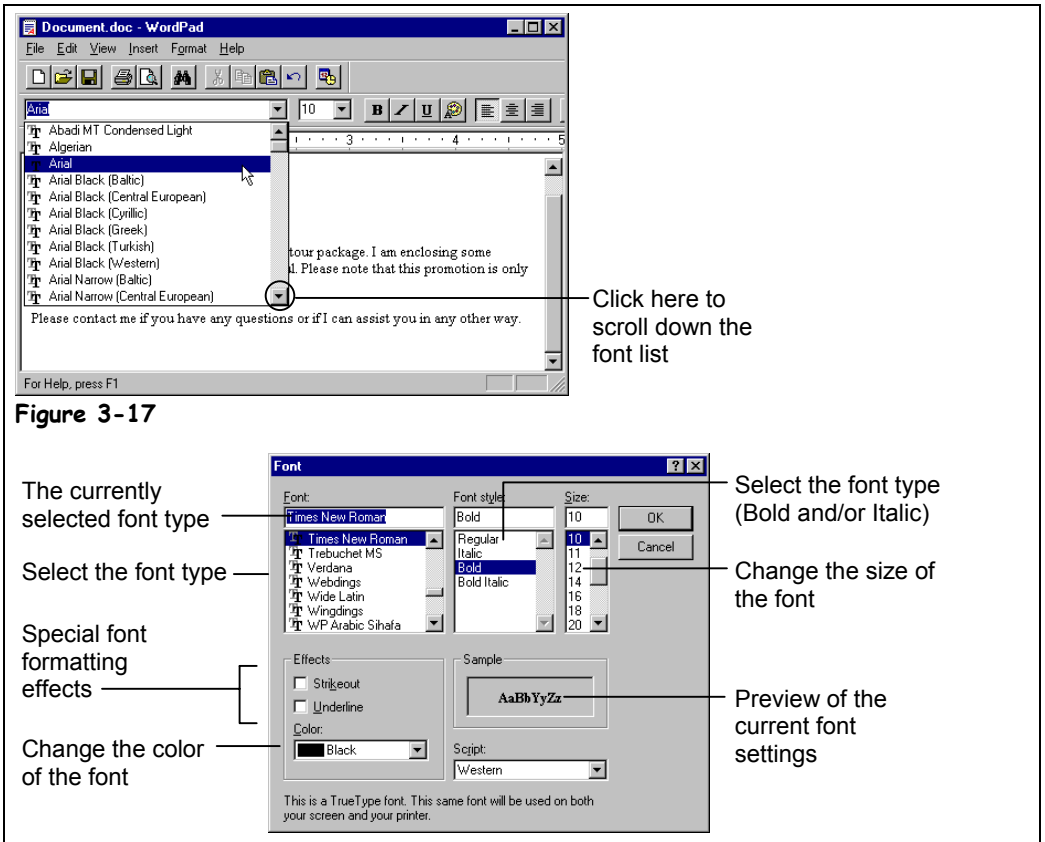

Figure 3-17

Figure 3-18

In this lesson, you'll learn how to change the font or text size and style. Although you'll be working with the WordPad program, the basic procedure for changing the size and type of a font is the same in all Windows programs.

Font list

Other Ways to Change Fonts:

- Select **Format** → **Font** from the menu, select the font options you want from the font dialog box, then click **OK**.

1. **Move the insertion point the very end of the document and press <Enter> twice to add a blank line.**

   You are going to add your name to the document here, but first you want to use a different font to make it stand out.

2. **Click the Font list arrow on the Formatting toolbar.**

   A list appears with all the fonts that are available on your computer, listed in alphabetical order. Since there isn't enough room to display all the font types at once, you may have to scroll up or down the list until you find the font type you want.

3. **Scroll up the Font list until you see the Arial font, then click the Arial font.**

   Anything you type at this point will appear in the selected Arial font.

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4. **Type `Jeff Nelson`.**

   The name Jeff Nelson appears in the Arial font. You can also select text and change it to a new font.

5. **Select the line Subject: Canada Tour Information.**

   In the next step we'll change the selected text to Courier New font type.

6. **Click the Font list arrow and select Courier New from the Font list.**

   The selected text changes to the Courier New font.

   You can also change the size of a font and make it larger or smaller. Font size is measured in *points*: the bigger the point number, the larger the size of the font. 10 point and 12 point are the most commonly used font sizes. Changing the font size is similar to changing font types.

7. **Make sure the Subject: Canada Tour Information line is still selected, and click the Font Size list arrow.**

   A list of font sizes appears.

8. **Select 14 from the Font Size list.**

   The font for the selected line, Subject: Canada Tour Information, is enlarged to 14 point.

   So far, you've been using the Formatting toolbar to change the type and size of fonts. Another method of adjusting the type and size of fonts is to use the Font dialog box, which you can open using the menu. Since not all Windows program have a Formatting toolbar, you should know how to format fonts with this method.

9. **Select Format → Font from the menu.**

   The Font dialog box appears, as shown in Figure 3-18. Notice there are options for changing the font type and size, as well as other formatting options. After you've surveyed the Font dialog box, you can close it without making any changes by clicking the Cancel button.

10. **Click Cancel to close the Font dialog box without making any changes.**

Font Size list

Other Ways to Change the Font Size:

- Select Format → Font from the menu, select the font options you want from the font dialog box, and click OK.

Table 3-1: Examples of Font Types and Sizes

Common Font Types	*Common Font Sizes*
Arial	Arial 8 point
Comic Sans MS	Arial 10 point
Courier New	Arial 12 point
Times New Roman	Arial 14 point

Quick Reference

To Change Font Size:

- Select the point size from the  Font Size list on the Formatting toolbar.

Or…

- Select Format → Font from the menu and select the font size in the Font dialog box.

To Change Font Type:

- Select the font from the  Font Style list on the Formatting toolbar.

Or…

- Select Format → Font from the menu and select the font type in the Font dialog box.

Lesson 3-12: Using Bold, Italics, and Underline

Figure 3-19

WordPad's Formatting toolbar.

Figure 3-20

The document with bold and italics formatting.

Italics button

Other Ways to Italics:

- Select Format → Font from the menu, select Italic from the Font Style box, and then click OK.
- Press <Ctrl> + <I>.

Bold button

Quick Reference

To Format Text with Bold, Italics, or Underlining:

- Click the Bold, Italics, or Underline button on the Formatting toolbar.

Or…

- Select Format → Font from the menu and select the formatting from the Font Style list.

Or…

- Press the <Ctrl> key and:
  <B> for Bold
  <I> for Italics
  <U> for Underlining

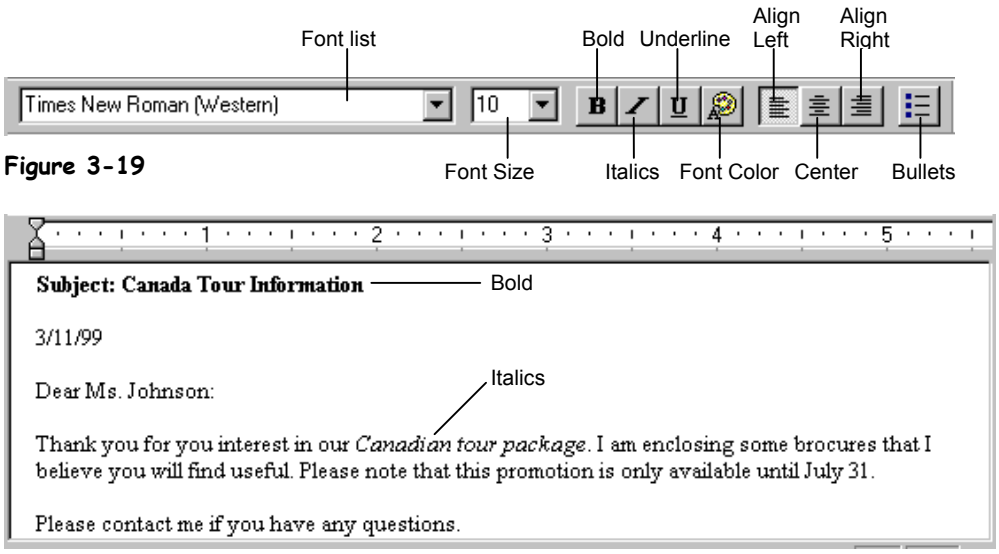

Figure 3-19

Figure 3-20

In the previous lesson, you learned how to format characters in a document by changing their font type and font size. This lesson will show you how to emphasize text in a document by making the text darker and heavier (**bold**), slanted (*italics*), or adding underlining.

1. **Select the text Canadian tour package, located in the first body paragraph in your document.**

   You can make the selected text stand out by formatting with Italics.

2. **Click the Italics button on the Formatting toolbar.**

   The selected text, Canadian tour package, appears in italics. Notice that the Italics button is pushed down on the Formatting toolbar, indicating the text is formatted with Italics.

   It's just as easy to format characters with bold or underline formatting.

3. **Select the line Subject: Canada Tour Information.**

   Now format the selected text with bold formatting.

4. **Click the Bold button on the Formatting toolbar.**

   The selected text appears in bold. To remove the bold style, repeat step 4.

5. **Make sure the Subject: Canada Tour Information is still selected, then click the Bold button on the Formatting toolbar.**

   The bold style is removed from the selected text. You can apply italic and underline formatting from text by using the same method, except you would click the Italics or Underline button.

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Lesson 3-13: Changing Paragraph Alignment

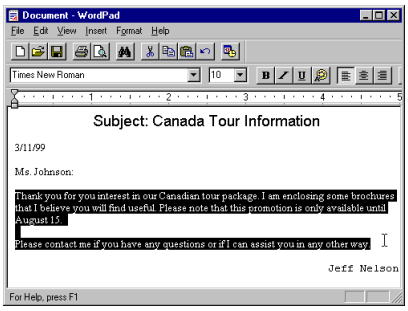

Figure 3-21

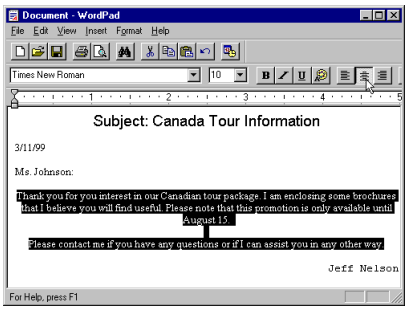

Figure 3-22

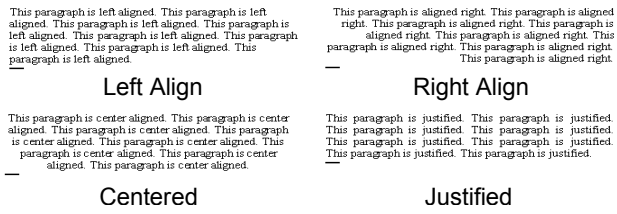

Figure 3-23

This lesson moves on to paragraph formatting and explains how to align paragraphs to the left, right, center, or justified on a page—a common formatting task in all word processing programs.

1. **Place the insertion point anywhere in the last line, Jeff Nelson, and then click the Align Right button on the Formatting toolbar.**

   The last line is aligned to the right with a ragged left edge.

2. **Place the insertion point anywhere in the first line, Subject: Canada Tour Information, then click the Center button on the Formatting toolbar.**

   The subject line is centered between the left and right margins.

3. **Press the <End> key to move to the end of the current line, then press <Enter>.**

   Notice the new paragraph is centered like the one above it. That's because when you press <Enter>, the new paragraph "inherits" the formatting from the paragraph above it.

4. **Drag the mouse pointer I to select the two body paragraphs, as shown in Figure 3-21, then click the Center button on the Formatting toolbar.**

   The selected paragraphs are centered on the page.

5. **With the two paragraphs still selected, click the Align Left button on the Formatting toolbar.**

   The selected paragraphs are again aligned to the left.

6. **Click the Save button on the Standard toolbar to save your work.**

Figure 3-21

Place the insertion point I in the paragraph you want to align or select the paragraph(s).

Figure 3-22

Clicking the Center button on the Formatting toolbar centers the selected paragraphs.

Figure 3-23

Left, right, centered, and justified paragraphs.

Align Right button

Center button

Align Left button

Quick Reference

To Change a Paragraph's Alignment:

- Place the insertion point in the paragraph and click the Align Left, Center, or Align Right button.

Or…

- Place the insertion point in the paragraph, select Format → Paragraph from the menu and select the alignment from the Alignment list.

Lesson 3-14: Getting Help by Contents

Figure 3-24

The Contents tab of the Help window.

Figure 3-25

Expanding a Help Topic.

Figure 3-26

The displayed help topic.

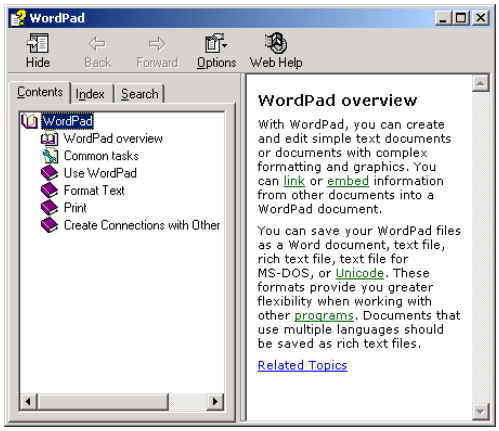

Figure 3-24

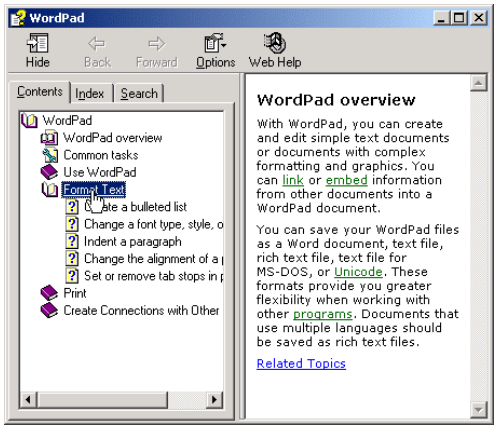

Figure 3-25

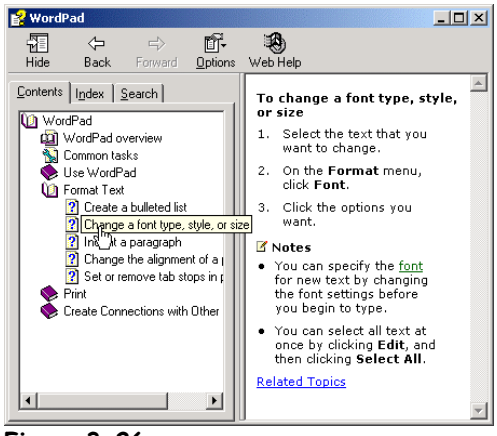

Figure 3-26

When you don't know how to do something in Windows or a Windows based program, don't despair—most programs come with a built-in help feature. Help is one of the greatest—and sadly often the least used-feature of most Windows programs. There is often more information about how to use a program under the *Help* feature than there is in the program manual! Many people actually learn how to use entire programs by simply using the Help feature of the program when they don't know how to do something.

Help allows you to try new, exciting things in programs all by yourself. It simply cannot be stressed how important and useful the Help feature is. There are several different ways you can get help in Windows—we'll look at them in the next couple of lessons.

For this lesson, imagine that you've seen several of your co-workers use different sized fonts in their WordPad documents. You decide it's time you learned how to change the size of the fonts in WordPad, so you decide to use the help feature.

Most Windows applications have a Help menu listed at the far right of the menu bar. You can also open Help pressing the <F1> key.

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1. **Make sure the WordPad program is loaded and press the <F1> key.**

   The Help window appears with the Contents tab in front, as shown in Figure 3-24. One way to get help is by Contents. Using Help by Contents is similar to a book's table of contents. Help by Contents is a good way to get general information on a topic, especially if it's a subject you're not familiar with. The help contents are organized in outline form. The book icon ( ) that appear to the left of a topic tells you there are sub-topics and information under this topic. To view this information, you have to open or expand the topic by double-clicking it.

2. **Double-click the Format Text topic to expand it.**

   The topic opens and a list of sub-topics appears under it, as shown in Figure 3-25.

3. **Double-click the Changing a font type, style, or size topic (it has a question mark icon by it).**

   Information on text formatting appears in the right pane of the help window, as shown in Figure 3-26. You can easily print any help topic.

6. **Click the Options button at the top of the dialog box and select the Print Topic item.**

   The Print dialog box appears, ready to carry out your print command. Since you already know how to print in Windows, save the paper and cancel the print job.

7. **Click the Cancel button to close the Print dialog box without sending the help topic to the printer.**

The <F1> key displays help on what you're doing.

Options button

Quick Reference

To Get Help by Contents:

1. Press <F1> or select Help from the menu, and click the Contents tab if necessary.
2. Scroll down the screen and double-click the help topic you're looking for.
3. Double-click any help subtopic(s).

To Move a Previous Help Screen or Topic:

- Click the Back button.

To Print a Help Topic:

- Click the Options button and select Print Topic.

Lesson 3-15: Getting Help with the Help Index and Search

Figure 3-27

The Index tab of the Help dialog box.

Figure 3-28

The Topics Found dialog box.

Figure 3-29

Click the ? to display help on what a dialog box control does.

Figure 3-30

If you've never used a program's Search for Help feature before you may be prompted to create a Help Index.

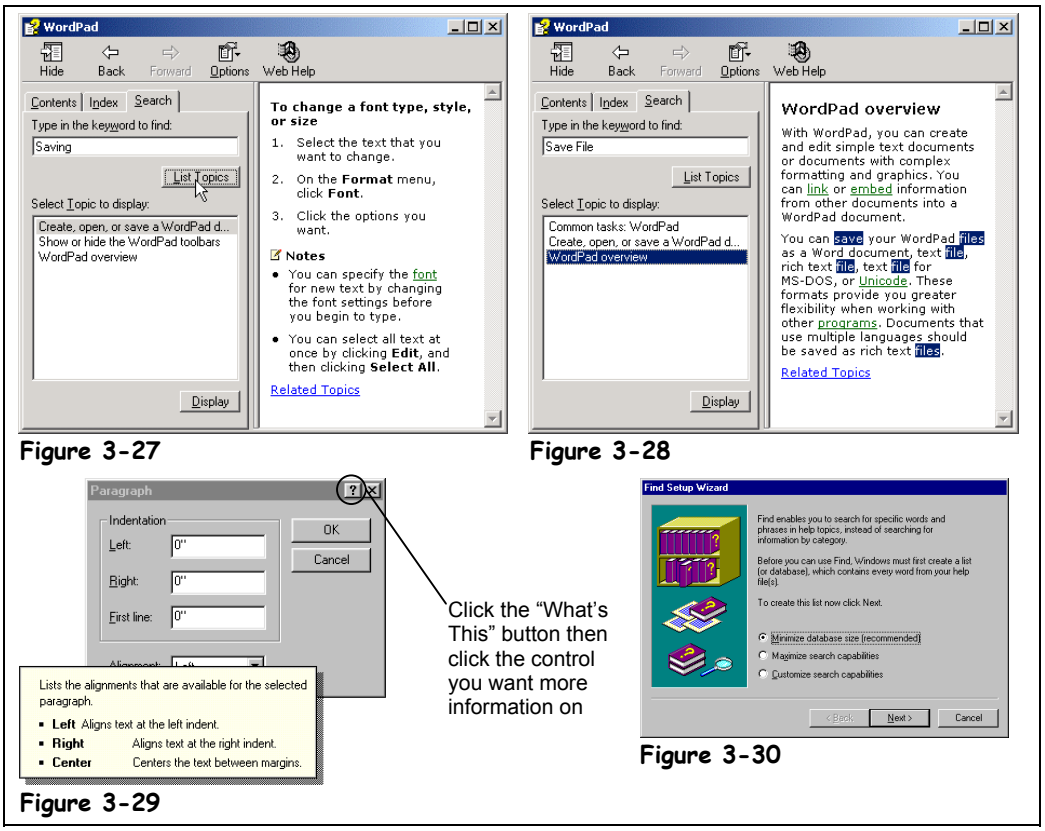

Figure 3-27 Figure 3-28 Figure 3-29 Figure 3-30

Two more methods of getting help are the Help Index and Search. You use the Help index just like you would use the index at the back of a book.

1. **If the Help window isn't already open, press <F1> to open it.**

2. **Click the Index tab to bring it to the front.**

   The Index tab appears in front of the Help Window. This time, let's get some help on how to save files in WordPad.

3. **In the Type in the keyword to find box type the word `Saving`.**

   The index topics list box displays all index entries that begin with the words "Saving" as shown in Figure 3-27. A help topic called Saving Documents is listed—see what this topic is about.

4. **Double-click the Saving Text subtopic to open it.**

   Another dialog box opens. There are several subtopics listed under Save Documents—you have to select the topic that best relates to what you want to do.

5. **Double-click the Create Open or Save a WordPad Document topic.**

   Information on saving changes to a document appears in the right pane of the help window.

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The Search function is another way that you can search for help topics. Search is much more specific and powerful than either Help by Contents or the Help Index. Search allows you to search for specific information.

6. Click the Search tab.

Next, you must specify what help you want to look for.

NOTE: If this is the first time you've ever used the search or find feature for some programs Windows will have to create an index, as shown in Figure 3-30. Just follow the on-screen instructions that appear.

8. In the Type the word(s) you want to find box type the word `Save` and click the List Topics button.

Both the words and topics lists are updated to show all help topics that contain the word "Save." You can refine a help search by typing in more than one word.

9. In the Type the word(s) you want to find box type a <Space> then the words `File` after the word table so that the text box reads Save File.

Both the words and topics lists are updated and display only those help topics that contain both the words "Save" and "File" in them.

10. Double-click the WordPad Overview topic.

Windows displays the WordPad Overview help topic.

11. Click the Close button to close the Help dialog box.

During your journey with Windows you will probably come across dialog boxes with a number of confusing controls and options. To help you find out what the various controls and options in a dialog box do, many dialog boxes contain a "What's This" (?) button, located right next to the close button.

12. Select Format → Paragraph from the menu.

The Paragraph dialog box appears. Notice the Help button located in the dialog box's title bar just to the left of the dialog box's close button?

13. Click the "What's This" button (?).

The mouse pointer changes to a ?, indicating you can point to anything on the dialog box to find out what it does, as shown in Figure 3-29.

14. Click the Alignment combo box.

A window appears with a brief description of what the Alignment combo box does.

15. Click Cancel to close the Paragraph dialog box.

That's it—you're done learning the various ways to get help in Windows. If you know how to use a program's help feature, you may never need to attend another computer class—everything you need to know is there, buried somewhere in help. Make yourself a promise that the next time you have a question about how to do something in a program you will try using the program's built-in help feature before you reach for the manual or ask one of your computer-savvy friends.

?
Help button

Quick Reference

To Use the Help Index:

1. Press <F1> or select Help from the menu and click the Index tab.
2. Type the keyword(s) you that describe the help topic you are looking for.
3. Double-click the help topic you're looking for.

To Find a Help Topic:

1. Press <F1> or select Help from the menu and click the Search or Find tab.
2. Type the keyword(s) you that describe the help topic you are looking for.
3. Double-click the help topic you're looking for.

To See what a Control in a Dialog Box Does:

1. Click the Dialog box ? "What's This" button (located right next to the close button).
2. Click the control you want more information on with the ? pointer.

Lesson 3-16: Saving and Opening Files in Different Locations

Figure 3-31

TheOpen/Save toolbar.

Figure 3-32

The Open dialog box for the WordPad program.

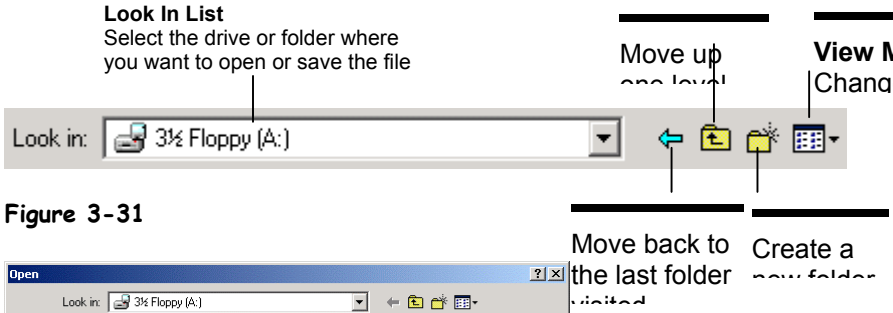


Figure 3-31

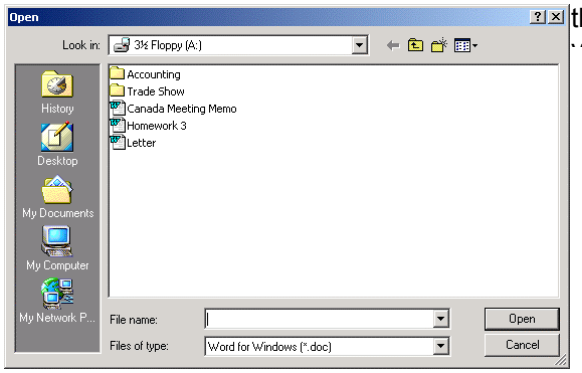
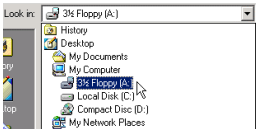


Figure 3-32

Open button

Other Ways to Open a File:

- Select File → Open from the menu.



Look in List

By saving your files in related folders right away, you make them easier to find and you don't have to do as much file management later. This lesson will show you how to save your files in different locations. You'll also learn how to save files in different file formats.

1. **Open the WordPad program by clicking the Start button and selecting File → Programs → Accessories → WordPad from the program menu.**

   The WordPad program appears.

2. **Click the Open button on the Standard toolbar.**

   The Open Dialog box for the WordPad program appears, as shown in Figure 3-32. Before we open a file, first let's take a closer look at the Open dialog box. Notice the toolbar that appears near the top of the dialog box, as shown in Figure 3-31. If several of the buttons on the toolbar look somewhat familiar, they should—because they're the same toolbar buttons that you'll find in My Computer and Windows Explorer. When you're opening or saving a file you can navigate through the drives, folders, and files on your computer just like you do in My Computer and Windows Explorer.

3. **Click the Look In List arrow.**

   A list displaying all your computer's drives appears.

4. **Select 3½ Floppy (A:) from the Look In List.**

   The Open dialog box reads the floppy disk and displays any Word for Windows (*.doc) files located on the floppy. Here's how you can view *all* the file types in the root directory on the floppy—not just Word for Windows files.

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5. **Click the File of type list and select All Documents (*.*).**

   The Open dialog box is updated to display all the files in the root directory of the floppy disk.

6. **Double-click the Canada Meeting Memo file to open it.**

   WordPad opens the Canada Meeting Memo file. Normally, when you save an existing file, it's saved with its original file name in its original location or folder. There are times, however, when you will need to save a copy of a file in a new location, with a different file name, or in a different file format.

7. **Select File → Save As from the menu.**

   The Save As dialog box appears.

   Whenever you save or store files on a computer, try to save them in a related folder. For example, you might create a "Personal Letters" folder to store all your personal correspondence files and a "Business" folder for your business-related files. Selecting a folder to save a file in is easy—simply double-click the folder.

   NOTE: If you don't specify a drive or folder when you're saving a file, the program will save the file in the current folder—the drive and folder that happens to be open at that time. This can often make the file more difficult to find in the future.

8. **Double-click the Trade Show folder.**

   The Trade Show folder opens—this is where you want to save the file.

   Earlier in this chapter, you learned that computer programs save and open files in their own different types or formats, just like people from other countries speak different languages. But, just as some people can speak more than one language, many computer programs can open and save files using other file types or formats. WordPad normally files in Word for Windows (*.doc) format, but it's easy to save files in different formats—here's how:

9. **Click the Save as type list arrow.**

   A list of the different file types WordPad and save and open appears.

10. **Select Text Documents (*.txt) from the Save as type list.**

    One more thing before we save the file—we want to save it with a different name. If you clicked the Save button at this point, WordPad would save the file in the Trade Show folder with the original file name "Canada Meeting Memo." To save the file with a different name, simply type the new file name in the File Name box.

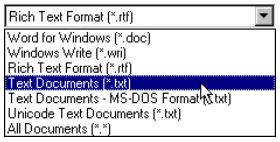
11. **Click the File Name box and type `Canada Letter`.**

12. **Click Save and click Yes to confirm the loss in formatting.**

    WordPad saves the Canada Letter as a text file under the Trade Show folder.

13. **Close the WordPad program.**

You can perform basic file management, such as renaming, deleting, moving, and copying files and folders from inside any Open or Save dialog box, just as if you were in My Computer or Windows Explorer.



Save as type list

Quick Reference

To Save a File in a New Location:

- Select File → Save As from the menu, open the drive and/or folder where you want to save the file and click Save.

To Save a File in a Different File Format:

- Select File → Save As from the menu, select the file format from the Save as type list and click Save.

Chapter Three Review

Lesson Summary

How to Use Menus

- Open a menu by clicking the menu name with the mouse or by pressing **<Alt>** and then the underlined letter in menu.

How to Use Toolbars

- Click the toolbar button you want to use.
- **To See What a Toolbar Button Does:** Position the pointer over the toolbar button and wait a second. A ScreenTip will appear above the button.

Filling Out a Dialog Box

- Be able to identify and use text boxes, list boxes, check boxes, combo boxes, and buttons.
- Use a scroll bar to move up or down when a list or screen can't display all its information at once.
- **To Select a Dialog Box Control:** Click the control with the mouse or press **<Tab>** to move to the next control in the dialog box or **<Shift>** + **<Tab>** to move to the previous control until you arrive at the desired control.

Editing Text

- Move the insertion point by pressing the arrow keys on the keyboard or by clicking where you want to place the insertion point.
- **To Insert Text:** Move the insertion point where you want to insert the text and then type the text you want to insert.
- **To Delete Text:** The **<Backspace>** key deletes text before, or to the left of, the insertion point. The **<Delete>** key deletes text after, or to the right of, the insertion point.

Saving and Opening a File

- **To Save a File:** Click the  **Save button** on the Standard toolbar or select **File** → **Save** from the menu, select the drive and/or folder where you want to save the file, give the file a name an click **Save**.
- **To Open a File:** Click the  **Open button** on the Standard toolbar or select **File** → **Open** from the menu, select the drive and/or folder where the file you want to open is located, select the file and click **Open**.

Selecting, Replacing, and Deleting Text

- **Selecting Text with the Mouse:** Move the insertion point to the beginning or end of the text you want to select, click and hold the left mouse button and drag the insertion point across the text, releasing the mouse button once the text is selected.

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- **Selecting Text with the Keyboard:** Move the insertion point to the beginning or end of the text you want to select, press and hold the **<Shift>** key while you use the arrow keys to select the text.
- Double-click the word to select it.
- Typing replaces any selected text; pressing the **<Delete>** key deletes any selected text.
- Deselect text by clicking anywhere on the screen.

Using Undo

- **To Undo Your Last Action:** Click the  **Undo button** on the toolbar, select **Edit** → **Undo** from the menu, or press **<Ctrl>** + **<Z>**.

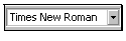
Printing a File

- Print a file by clicking the  **Print button** on the Standard toolbar or selecting **File** → **Print** from the menu.
- Select **File** → **Print** from the menu to display the Print dialog box, which allows you to specify printing options, such as printing specific pages or multiple copies.

Cutting, Copying, and Pasting Text

- **To Cut Something:** Select the text or object you want to cut. Cut the selection by clicking the  **Cut button** on the Standard toolbar, selecting **Edit** → **Cut** from the menu, or pressing **<Ctrl>** + **<X>**.
- **To Copy Something:** Select the text or object you want to copy. Copy the selection by clicking the  **Copy button** on the Standard toolbar, selecting **Edit** → **Copy** from the menu, or pressing **<Ctrl>** + **<C>**.
- **To Paste a Cut or Copied Object:** Place the insertion point where you want to paste the text or object. Click the  **Paste button** on the Standard toolbar, select **Edit** → **Paste** from the menu or press **<Ctrl>** + **<V>**.

Changing the Font Type and Size

- **To Change Font Size:** Select the pt. size from the  **Font Size list** on the Formatting toolbar or select **Format** → **Font** from the menu and select the font size in the dialog box.
- **To Change Font Type:** Select the font from the  **Font Style list** on the Formatting toolbar or select **Format** → **Font** from the menu and select the font type in the Font dialog box.

Using Bold, Italics, and Underline

- Format text with bold, italics or underling by clicking the corresponding button (**Bold**, **Italics**, or **Underline**) on the Formatting toolbar or by selecting **Format** → **Font** from the menu and selecting the formatting from the **Font Style list**. You can also press the **<Ctrl>** key and:
   **<B>** for Bold
   <I> for Italics
   **<U>** for Underlining.

Changing Paragraph Alignment

- Change a paragraph's alignment by placing the insertion point in the paragraph and then either clicking the **Align Left**, **Center**, or **Align Right button** on the Formatting toolbar or selecting **Format** → **Paragraph** from the menu and selecting the paragraph alignment from the **Alignment list**.

Getting Help by Contents

- Pressing the **<F1>** key displays information on what you're currently doing.
- **To Get Help by Contents:** Press **<F1>** or select **Help** from the menu, and click the **Contents tab** if necessary. Scroll down the screen and double-click the topic you're looking for. Double-click any subtopics if necessary.
- Click the **Back button** to move to the previous help screen or topic.
- **To Print a Help Topic:** Click the **Options button** and select **Print Topic**.

Getting Help with the Help Index and Search

- **To Use the Help Index:** Press **<F1>** or select **Help** from the menu and click the **Index tab** and type the keyword(s) that describe the help topic you are looking for. Double-click the help topic you're looking for.
- **To Search for a Help Topic:** Press **<F1>** or select **Help** from the menu and click the **Search tab** and type the keyword(s) that describe the help topic you are looking for. Double-click the help topic you're looking for.
- Clicking the Dialog box's **Help button** button and then clicking a control with the pointer explains what the control does.

Saving and Opening Files in Different Locations

- **To Save a File in a New Location:** Select **File** → **Save As** from the menu, open the drive and/or folder when you want to save the file and click **Save**.
- **To Save a File in a Different File Format:** Select **File** → **Save As** from the menu, select the file format from the **Save as type** list and click **Save**.

Quiz

1. You can open a program's menu by: (Select all that apply).

A. Clicking the menu name with the mouse.
B. Pressing <Esc> and then the underlined letter in menu.
C. Pressing <Alt> and then the underlined letter in menu.
D. Saying "Computer, open the (state the name of the menu here) menu".

2. How can you move the insertion point in WordPad? (Select all that apply).

A. By pressing the arrows keys on your computer's keyboard.
B. By using the mouse and clicking where you want to place the insertion point with the I pointer.
C. By selecting the Window → Move Insertion Point command.
D. The insertion point is an immovable object and can't be moved.

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3. Which key deletes text before, or to the left, of the insertion point?

A. <Page Up>
B. <Page Down>
C. <Delete>
D. <Backspace>

4. Typing overwrites, or replaces, any text that is selected (True or False?)

5. Which of the following statements is NOT true?

A. You can undo the last action or mistake you made by clicking the Undo button on the toolbar or by selecting Edit → Undo from the menu.
B. You can print the file you're working on by clicking the Print button on the toolbar or by selecting File → Print from the menu.
C. You should save your work or file whenever you think about it.
D. Files names can contain up to 8 characters.

6. The following will cut selected text or information and place it on the clipboard (Select all that apply).

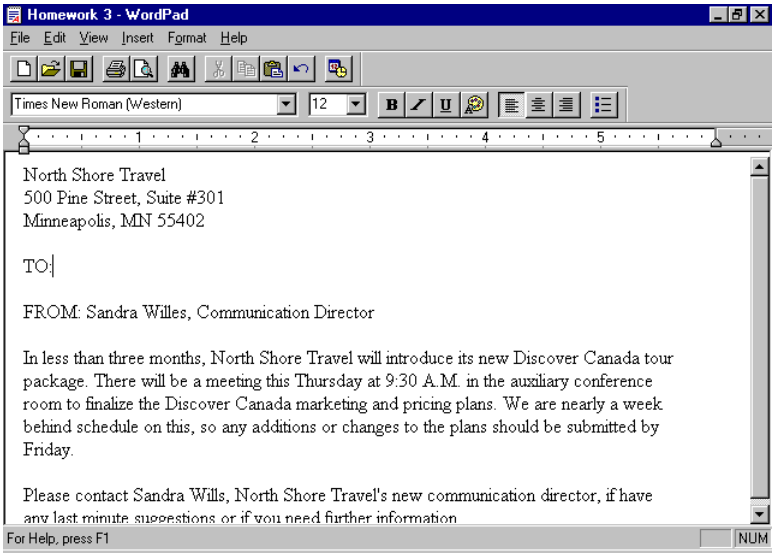
A. Pressing <Ctrl> + <X>.
B. Pressing <Ctrl> + <Delete>.
C. Clicking the Cut button on the toolbar.
D. Selecting Edit → Cut from the menu.

7. Unlike cutting, when you copy something, you can't see it on-screen (True or False?)

8. Pressing <F5> displays Help on what you're doing (True or False?)

Homework

1. Insert your Practice Disk into your computer's floppy drive.
2. Start WordPad. Click the Open button on the Standard toolbar (or select File → Open from the menu). Select the 3½ Floppy A: from the Look In list and open the Homework 3 file.
3. Select File → Save As from the menu. Save the "Homework 3" as "Memo" on the Practice Disk in the 3½ Floppy A: drive.



4. Move the insertion point to the end of the TO: line, press the <Spacebar> and type "All Staff."
5. Select the top three address lines.
6. With the top address lines still selected, click the Center button on the Formatting toolbar to center align them.
7. Select the top "North Shore Travel" line and change the font type to Arial, the font size to 14 pt. and apply bold formatting.
8. With the top "North Shore Travel" line still selected, press the <Delete> key to erase the line. Click the Undo button on the Standard toolbar to undo the deletion.
9. Select the text "Sandra Willes, Communication Director" and copy it by clicking the Copy button on the Standard toolbar
10. Move to the very end of the document, press the <Enter> key to add a blank line, type "Sincerely," and press <Enter> four times to add several blank lines.
11. Click the Paste button on the Standard toolbar to paste the text you copied in Step 9.
12. Save your work and exit WordPad.

Quiz Answers

1. A and C. Clicking the menu name or pressing the <Alt> key and the underlined letter in the menu will both open a menu.
2. A and B. Either method will move the insertion point.
3. D. The <Backspace> key deletes text before, or to the left, of the insertion point. <Delete> deletes text after, or to the right, of the insertion point
4. True. Typing replaces any selected text.
5. D. MS-DOS files had an 8 character limit, but in Windows 95/2000 file names can contain up to 255 characters.
6. B. All the other methods will cut selected text or information and place it on the clipboard.

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7. True. You can't see anything happen when you copy something, although it has been placed in the invisible Windows clipboard behind the scenes.

8. False. <F1> is the Windows help key.

Chapter Four: Working with Files and Folders

Chapter Objectives:

- **Understanding storage devices, folders, and files**
- **Opening a file and folder**
- **Creating and renaming a folder**
- **Deleting files and folders**
- **Copying and moving files and folders**
- **Changing how information is displayed**
- **Selecting multiple files and folders**
- **Finding a file**
- **Using Windows Explorer**

☑ Prerequisites

- How to use the mouse to click, double-click, drop-and-drag, and right-click.
- How to use menus, toolbars, and dialog boxes.

When you work at your desk for a while, unless you make a concentrated effort to stay organized, all your papers and files begin to pile up and become messy. It takes a little more time, but the same phenomenon occurs after you've worked with Windows for a while—the files you create using your computer start becoming disorganized and harder and harder to find.

In this chapter, you'll take your first step beyond the Windows basics and enter the world of *file management*. You'll learn how Windows stores information in files and folders, just like a file cabinet does. You'll find you will need to clean and organize your files and folders from time to time, just like you would the contents of a file cabinet. This chapter explains how to organize your computer by creating folders to store related information, how to move and copy files between folders, how to delete and rename files and folders, and how to retrieve a deleted file if you change your mind. You can perform file management using several different programs—My Computer, Windows Explorer, and even from the Open and Save dialog boxes of most programs.

Windows 2000 has many new enhancements to make file management even easier than in Windows 95/98. We'll also take a look at these changes in this chapter.

Lesson 4-1: Understanding Storage Devices, Folders, and Files

Figure 4-1

How information is stored in a file cabinet.

Figure 4-2

How information is stored on a disk.

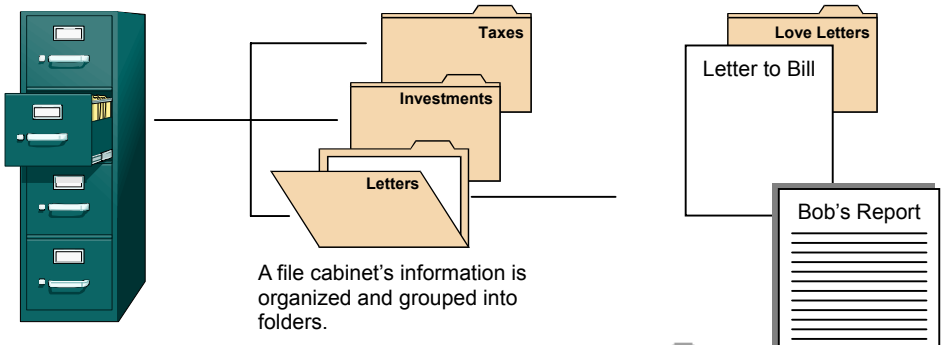

Figure 4-1

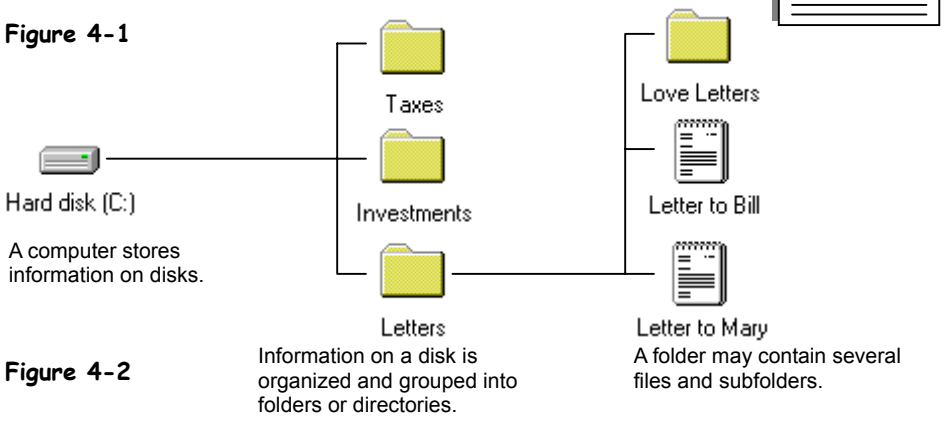

Figure 4-2

In order to understand *file management*, you need to understand how your computer stores information. Filing cabinets store information in files, which are organized and grouped in folders and kept in big drawers. Computers also store information in files, which are also organized and grouped in folders, and stored not in big drawers but on *disks*. A *disk drive* is the part of the computer that reads and writes information onto disks, just like a tape recorder records and plays music on cassette. There are four main types of disks/drives computers use to store their information, as shown in the following table:

Table 4-1: Common Computer Disks

Type	*Drive Letter*	*Size*	*Description*
 **Floppy Disk**	A or B	1.44 MB	Floppy disks are the square plastic things that look like coffee coasters. Floppy drives can't hold a lot of information, but they're ideal for moving small files, such as word processing documents, between computers.

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Type	Drive Letter	Size	Description
 **Hard Disk**	C and above	Over 4 GB	Hard disks hide permanently inside your computer. Your computer's hard disk is its main filing cabinet—where it stores almost all of its programs and files.
 **CD-ROM**	D or above	600 MB	Compact discs, or CD-ROMs, look like the audio discs you play in your stereo. CD-ROMs are cheap and they can store a lot of information, which is why they're used to install software for store games and programs with a lot of multimedia. Unlike floppy or hard disks, most CD-ROMs can only read information—you can't save anything on them.
 **Removable Drive**	D or above	Over 100 MB	Removable storage drives have features of both hard disks and floppy disks. Removable drives are like a floppy drive because they read and write information on small, removable cassettes that are about the size of a floppy disk. They are like hard drives because each cassette can usually hold more than 100 MB and is almost as fast as a hard drive. The Iomega ZIP drive is currently the most popular removable drive.

Most computers come with a floppy drive, a hard drive, and a CD-ROM drive. Your computer labels these drives with letters, as shown in Table 4-1: Common Computer Disks.

Just like liquids are measured in quarts and gallons, computers save their information in units called *bytes*. Unlike gallons, computers use the metric system, so 1,000 bytes make up a *kilobyte* and 1,000,000 (one million) bytes make up a *megabyte*, as shown in Table 4-2: How Memory is Measured.

Table 4-2: How Memory is Measured

Term	Description	Size
Byte	A **byte** can store a single character, such as the letter j or numeral 8.	A single character.
Kilobyte (K or KB)	A **kilobyte** (**K**) is about 1,000 bytes (1,024 to be exact). A kilobyte is equivalent to a page of double-spaced typing.	1,024 bytes
Megabyte (MB or MEG)	A **megabyte** (**MB**) is about one million bytes—about as much text as an average-length novel.	1,048,576 bytes
Gigabyte (GB or GIG)	A **gigabyte** (**GB**) is over a billion bytes, and holds more information than several dozen encyclopedias!	1,073,741,824 bytes

Lesson 4-2: Using My Computer to See What's in Your Computer

Figure 4-3

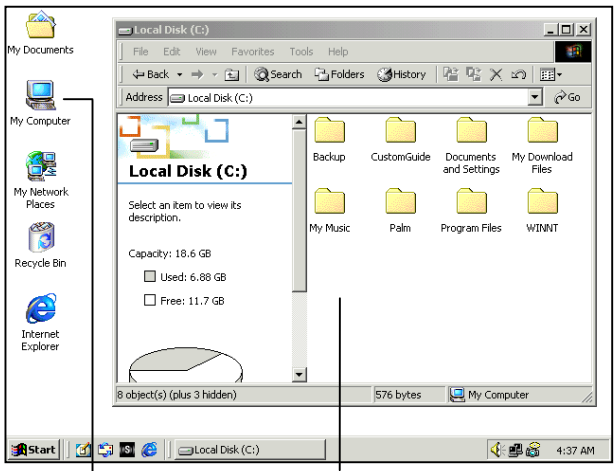
My Computer displays the drives, folders (directories), and files that are in your computer.

Figure 4-4

The Properties dialog box for a 3½ floppy disk.

Figure 4-5

The My Computer toolbar.



Double-click **My Computer**…

to view the contents of your computer.

Figure 4-3

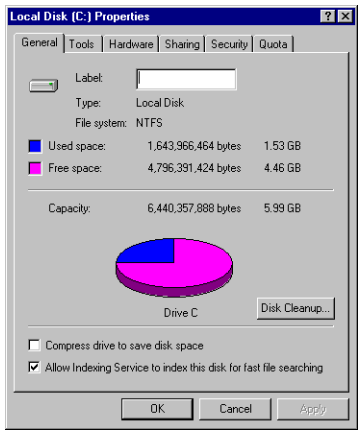


Figure 4-4

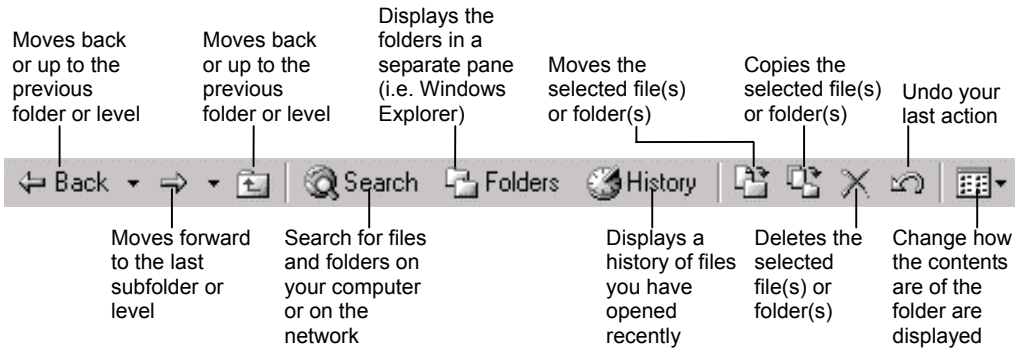


Figure 4-5

When you want to see what's in a file cabinet, you simply pull open one of its drawers. You can view the information stored on your computer's drives in much the same way—by opening the drive you want to access. This lesson will show you how to look at the drives, folders, and files in your computer.

My Computer

1. Double-click the My Computer icon to open it.

The My Computer window appears, as shown in Figure 4-3. My Computer lists all your drives and several special folders (Printers, Control Panel, Dial-up Networking, and Scheduled Tasks) that contain other information. Since your computer may have different drives, the contents of your computer may differ from those shown in Figure 4-3. Want to see what's inside something? All you have to do is double-click the drive, folder, or file you want to open.

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One more note of interest: Notice My Computer appears in its own window, with its own little buttons, scroll bars, and menus? The My Computer window works just like the other windows you've been working with. You can move it, resize it, and minimize it. You can even open more than one copy of My Computer at a time!

2. Double-click the (C:) hard drive icon.

The contents of the C: drive appear in the window. What do all those symbols in the window mean? Each item you see has an icon, or symbol, to help you identify what type of item it is. We'll take a look at what each of these symbols means in an upcoming lesson.

To move back to the previous folder or level, click the Up button on the toolbar.

3. Click the Up button on the toolbar to move back to the My Computer level.

NOTE: If the toolbar is not visible, select View → Toolbars → Standard Buttons from the menu.

You move up one level, from the C: drive back to My Computer. Now that you know the procedure for displaying the contents of a drive, move on to the next step to display the contents of the 3½ Floppy (A:) drive.

4. Make sure your practice disk is inserted in the floppy drive and double-click the 3½ Floppy (A:) drive icon.

The floppy drive hums as your computer accesses it (floppy drives are as slow as molasses). After a couple of seconds, the contents of your 3½ floppy drive appear in the window.

NOTE: If you change floppy disks while the My Computer window is displaying the contents of the floppy drive, the My Computer window will not automatically display the contents of the new disk. You can update the view and display the contents of a new floppy disk by selecting View → Refresh from the menu.

5. Click the Up button to move back to the My Computer level.

Sometimes you may want to get more information about a drive, folder, or file. For example, how much space is available on a disk? To get more information about anything, right-click the object you want more information about and select Properties from the shortcut menu.

6. Right-click the 3½ Floppy (A:) drive icon and select Properties from the shortcut menu.

The floppy drive hums as Windows examines it. After a moment, the Properties window appears, as shown in Figure 4-4. The Properties window displays the amount of used and free space on the disk in megabytes (MB) and gigabytes (GB). Refer to the previous lesson if you're unfamiliar with these terms.

7. Click the Properties dialog box by clicking its Close button.

The Properties dialog box closes. Go ahead and close the My Computer window to complete the lesson.

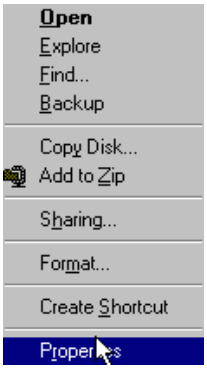
8. Close the My Computer window.

Getting the hang of opening and exploring your computer? Good, because we'll be doing a lot more snooping inside the contents of your computer throughout the rest of this chapter.

Hard Disk (C:)

Up button

3½ Floppy (A:)



Floppy shortcut menu

Quick Reference

To View the Contents of Your Computer:

- Double-click the My Computer icon on the Windows Desktop.

To View the Contents of a Disk Drive:

- Follow the above step to open My Computer and then double-click the drive you want to open.

To View the Properties of Something:

- Right-click the drive, folder, or file and select Properties from the shortcut menu.

Lesson 4-3: Opening a Folder

Figure 4-6

Double-click a folder to open it and view its contents.

Figure 4-7

The file and folders appear in the window.

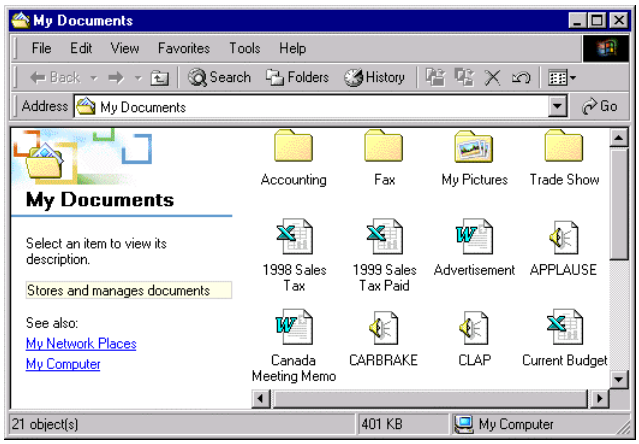


Figure 4-6

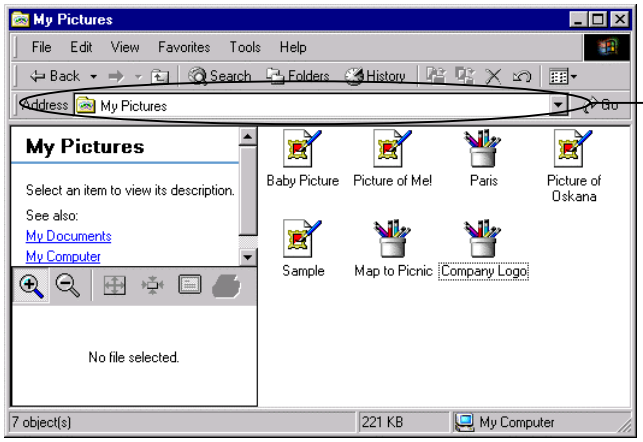


Figure 4-7

Your computer stores related files together in folders, just like you do with your file cabinet. In the previous lesson, you learned how to use My Computer to view the contents of your computer and open a disk drive and display its contents. In this lesson, we'll go a little bit further and show you how to open a folder.

Windows 2000 gives you your very own a special folder named "My Documents" as a convenient location to store all your files. Here's how to open the My Documents folder (and any other folder).

My Documents

1. **Double-click the My Documents folder on the Windows desktop.**

   The contents of the My Documents—several files and subfolders—appear in the window. The My Documents folder contains several folders, or *subfolders*. If you think about it, you probably do the same thing—keep several subfolders inside a larger folder—in your own file cabinet.

My Pictures

2. **Double-click the My Pictures folder.**

   NOTE: This is where the comparison we've been using between a file cabinet and a computer begins to break down a bit. When you file things in your file cabinet, you probably never have more than two, possibly three nested folders

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(i.e. a folder inside another folder). Your computer's folders, on the other hand, can contain as many subfolders as you want, nested as deep as you want, so you can have a folder inside a folder inside a folder—ad infinitum.

The contents of the My Pictures folder appear in the Window. Notice the Address bar displays the current folder you are in: My Pictures.

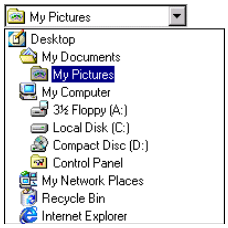
Instead of clicking the Up button several times to jump back through several levels of folders you can click the Address bar to quickly jump to the root directory of any of drive on your computer.

3. Click the Address Bar arrow.

A list your computer's drives and the folder you are currently in appears. You can click any folder or drive to go to that folder or drive.

4. Select the (C:) hard drive from the list.

You return to the root directory of the C: drive. The Address bar is a fast way of selecting a drive, especially if you are in a folder that is nested several levels deep.



Address Bar

You can think of the Address Bar as your compass because even when you're exploring unfamiliar folders nested deep in the far recesses of your computer, it always tells you where you are. If you get really lost, you can always click the Address Bar and jump back to the familiar C: drive.

All this moving around your computer, opening disk drives and folders is a little boring, but it's something you have to get used if you want to have any degree of proficiency with Windows. Going back to our trusty file cabinet metaphor, imagine what would happen if you didn't know how to open the drawers and folders in your file cabinet. How would you find your tax returns if you were audited or your insurance policy if you were in an accident? Opening disk drives and folders, and being able to navigate through the contents of your computer are among of the most important Windows skills you can learn.

Quick Reference

To Open a Folder:

- Double-click the folder.

To Move Back or Up to the Previous Level or Folder:

- Click the Up button on the toolbar.

Or…

- Click the Back button on the toolbar.

Or…

- Click the Address Bar on the toolbar and select the appropriate drive or folder.

Lesson 4-4: Creating and Renaming a Folder

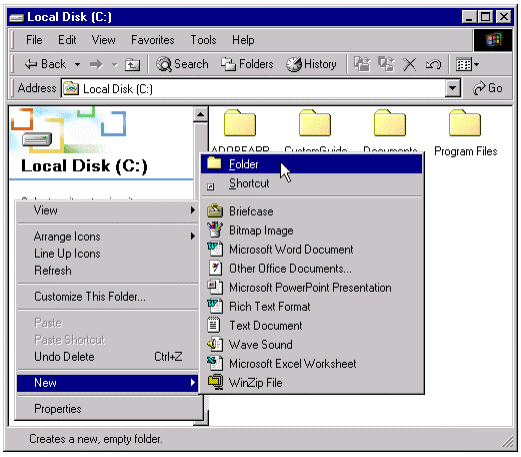


Figure 4-8

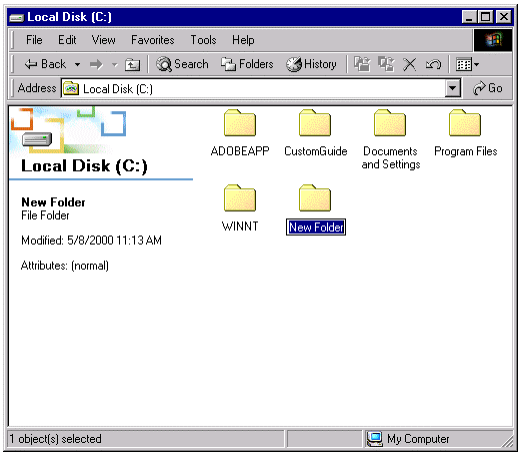


Figure 4-9

Figure 4-8

To create a new folder right-click any empty area of the window to open a shortcut menu, select New → Folder from the shortcut menu.

Figure 4-9

A newly created folder.

Windows 2000 comes with the My Documents folder which you can use to save your files in, but sooner or later you'll want to expand your horizons and create your own folders inside the My Documents folder or on the network to help you better organize your files. This lesson will show you how to create a new folder to hold and organize your files. You'll also learn how to rename an existing folder.

1. **Open My Computer.**

   The My Computer window appears after you double-click the My Computer icon.

2. **Double-click the (C:) hard drive icon.**

   The contents of the C: hard drive appear.

3. **Right-click an empty area of the (C:) drive window.**

   A shortcut menu appears.

Other Ways to Create a Folder:

- Select File → New → Folder from the menu.

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4. **Select New → Folder from the shortcut menu, as shown in Figure 4-8.**

A new folder appears with a temporary name "New Folder" as shown in Figure 4-9. Now all you have to do is move on to the next step and give the new folder a name.

5. **Type `Practice Folder` as the name for the new folder, and then press <Enter>.**

Your new Practice Folder is located in the root directory, or first folder, of the C: drive. You can create a folder inside any existing folder the same way—by opening the folder and then repeating Steps 3-5. You can create as many folders as you like to develop a your own filing system to help organize your files and folders. Open the Practice Folder to display its contents.

NOTE: A file name can contain up to 255 characters, including spaces. File names cannot contain the following characters: \ / : * ? " < > |

6. **Double-click the Practice Folder to open it.**

The contents of the Practice Folder appear in the window. That's right, there's nothing there. The Practice Folder is an empty folder, since you just created it.

7. **Click the Up button to move back to the root directory.**

You can easily change the name of a folder. Here's how:

8. **Right-click the Practice Folder icon.**

A shortcut menu appears, with a list of things you can do to the selected folder.

9. **Select Rename from the shortcut menu, type `Temp Folder` and press <Enter>.**

The "Practice Folder" is renamed "Temp Folder."

Up button

Other Ways to Rename a Folder:

- Select the folder and select File → Rename from the menu.

Quick Reference

To Create a New Folder:

1. Open the disk or folder where you want to place the new folder.
2. Right-click any empty area in the window and select New → Folder from the shortcut menu.

Or…

Select File → New → Folder from the menu.

3. Type a name for the folder and press <Enter>.

To Rename a Folder:

- Right-click the folder, select Rename from the shortcut menu, type a name for the folder and press <Enter>.

Or…

- Click the folder to select it, select File → Rename from the menu, type a name for the folder and press <Enter>.

Lesson 4-5: Copying, Moving, and Deleting a Folder

Figure 4-10

To move a folder, drag it to a new location on your computer, in this case to the Temp Folder.

Figure 4-11

The Browse For Folder dialog box lets you specify where you want to move or copy a file or folder.

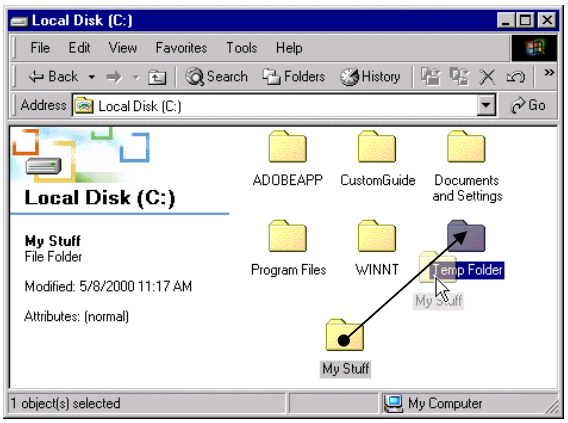

Figure 4-10

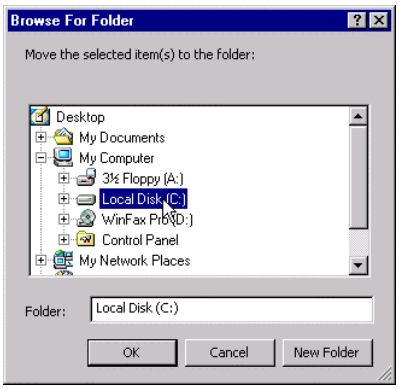

Figure 4-11

You probably don't reorganize the folders in your file cabinet very often—and you probably won't need to move or copy the folders on your computer very often either. When you find you *do* need to move or copy a folder however, you can do so by using one of two simple methods:

- Drag-and-dropping.
- Using the Move To and Copy To buttons (formerly known as the Copy and Paste method in previous versions of Windows.)

You'll learn how to use both methods in this lesson and how to delete a folder when you no longer need it.

To copy a folder, hold down the <Ctrl> key as you drag the folder to the new location.

1. Create a new folder called `My Stuff` in your C drive.

You learned how to create a folder in the previous lesson.

2. Drag the My Stuff folder to the Temp Folder, as shown in Figure 4-10.

Already forgot how to drag and drop? If so, here it is one more time: position the mouse over the My Stuff folder, click and hold down the mouse button as you move the pointer to the Temp Folder, then release the mouse button. The My Stuff folder is moved inside the Temp Folder. Let's make sure we really moved the My Stuff folder.

3. Double-click the Temp Folder to open it.

Yep, there's the My Stuff folder. You're probably already beginning to suspect that there are several methods for doing exactly the same thing in Windows. Here's another popular method for moving folders you might want to know—using Window 2000's new Move To button (previously known as the Cut and Paste method in order versions of Windows).

4. Click the My Stuff folder to select it.

Once you have selected the folder you want to move, you can use the Move To button to move it to another location.

Move To button

Other Ways to Move a File or Folder:

- "Cut" the file or folder by selecting Edit → Cut from the menu or pressing <Ctrl> + <X>, moving to the desired location and then "paste" the file or folder by selecting Edit → Cut from the menu or pressing <Ctrl> + <X>.

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5. Click the Move To button on the toolbar.

The Browse for Folder dialog box appears, as shown in Figure 4-11. This is where you tell Windows where you want to move the selected folder. The Browse for Folder dialog box displays the drives and folders on your computer in a *hierarchical* view. A plus symbol (⊞) or a minus symbol (⊟) beside a folder means a folder contains several subfolders. Normally these subfolders are hidden. You can display the hidden folders within a folder by clicking the plus sign (⊞) beside the folder.

6. Click the ⊞ Plus Symbol to the left of the My Computer icon.

My Computer expands and displays its contents. The Local Disk (C:) is where you want to move the My Stuff folder.

7. Click the Local Disk (C:) icon and click OK.

The My Stuff folder is moved from the Temp Folder back to the root directory of the C drive.

8. Click the Up button on the toolbar to move back to the root directory.

If you can move a folder you can copy a folder—because all you need to do to copy a folder is hold down the <Ctrl> key while you drag the folder to where you want it copied.

9. Hold down the <Ctrl> key while you drag the My Stuff folder to the Temp Folder.

Although you can't see it, the My Stuff folder has been copied to the Temp Folder. Let's make sure.

10. Double-click the Temp Folder to open it.

The contents of the Temp Folder appear in the window. Sure enough, the My Stuff folder has been copied. Although we won't step through it, you can also copy a folder using the Copy To button. Just select the folder, click the Copy To button, specify where you want to copy the folder and click OK.

11. Click the Up button to move back to the root directory.

Here's how to delete a folder:

12. Click the Temp Folder to select it and then press the <Delete> key.

A dialog box may appear, asking you to confirm the folder.

13. Click Yes to delete the folder.

The Temp Folder and all its contents are deleted and disappear from the window. Windows places any deleted files or folders in the Recycle Bin in case you change your mind later on and decide you want to restore the file or folder. We'll discuss the Recycle Bin in an upcoming lesson.

NOTE: Deleting a folder can be dangerous. Before you delete a folder, make sure it doesn't contain any important files. If you don't know what the contents of a folder are, you shouldn't delete it.

14. Delete the My Stuff folder by repeating the procedure in Steps 12 and 13 and then close the My Computer window.

We've worked on copying and moving folders to locations on the same drive, but you can also copy a folder to a different drive by simply dragging to the drive icon where you want it copied. If you can't see the drive or folder where you want to move or copy something to, you can do a couple of things: you can use the Cut, Copy, Paste method, or you can open a second My Computer window and drag the folder from one window to the other.

Quick Reference

To Move a Folder:

- Drag the folder to the desired location (you might have to open another My Computer window).

Or…

1. Click the folder to select it and click the Move To button on the toolbar.
2. Select the folder or disk where you want to move the folder and click OK.

To Copy a Folder:

- Hold down the <Ctrl> key while you drag the folder to the desired location (you might have to open another My Computer window).

Or…

1. Click the folder to select it and click the Copy To button on the toolbar.
2. Select the folder or disk where you want to move the folder and click OK.

To Delete a Folder:

- Select the folder and press the <Delete> key. Click Yes to confirm the folder deletion.

Lesson 4-6: Opening, Renaming, and Deleting a File

Figure 4-12

Double-clicking the Open Me file opens it in the Notepad program.

Figure 4-13

Right-click a file to display a list of things you can do to it.

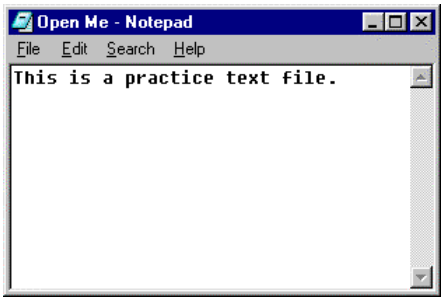

Figure 4-12

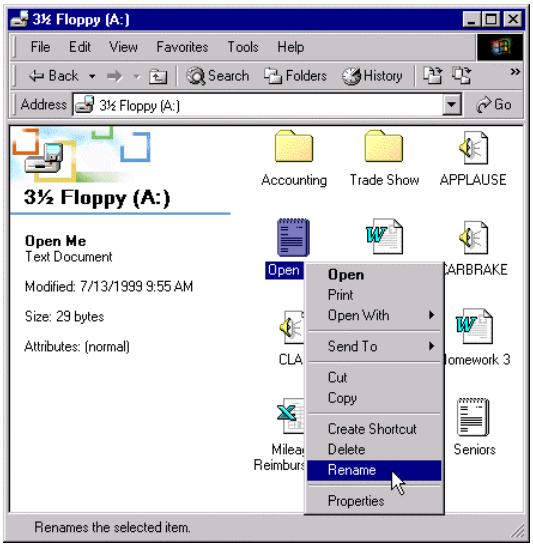

Figure 4-13

In the past few lessons, you've learned all about folders—how to open, rename, move, copy, and delete them. In the next couple of lessons, we'll being working with the files that are stored in those folders. Working with files is very, very similar to working with folders. So similar, in fact, that the procedures for opening, renaming, moving, copying, and deleting a file are exactly the same as opening, renaming, moving, copying, and deleting a folder!

3½ Floppy (A:)

Open Me

1. **Make sure your Practice disk is inserted in the Floppy drive and open My Computer.**

   The My Computer window appears.

2. **Double-click the 3½ Floppy (A:) icon.**

   The contents of the practice disk appear.

3. **Find and double-click the Open Me file.**

   The Open Me file opens in the NotePad program—the program it was created in, as shown in Figure 4-12. You could review, make changes to, and then save the Open Me file if you wanted at this point.

4. **Click the Notepad program's Close button to close the program and the Open Me file.**

   The Notepad program closes.

   You've already learned how to rename and delete a folder, so the next few steps should be really easy for you because you rename and delete a file in exactly the same way.

5. **Right-click the Open Me file.**

   A shortcut menu appears, with a list of things you can do to the selected file, as shown in Figure 4-13.

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6. **Select Rename from the shortcut menu, type `Text File` as the new name for the folder, then press <Enter>.**

   The Open Me file is renamed to Text File.

   Here's how to delete a file:

7. **Click the Text File to select it, and then press the <Delete> key.**

   A dialog box may appear, asking you to confirm the file deletion.

8. **Click Yes to delete the selected file.**

   The Text File is deleted and disappears from the window. Deleting a file isn't quite as dangerous as deleting a folder is, but you should always consider if you might need the file again. Don't delete a file unless you're absolutely sure you will never need it again. And NEVER delete a file if you don't know what it is.

9. **Close the My Computer window.**

Quick Reference

To Open a File:

- Double-click the file.

To Rename a File:

- Right-click the file, select Rename from the shortcut menu, type a name for the folder and press <Enter>.

Or…

- Click the file to select it, select File → Rename from the menu, type a name for the folder and press <Enter>.

To Delete a File:

- Select the file and press the <Delete> key. Click Yes to confirm the folder deletion.

Lesson 4-7: Copying and Moving a File

Figure 4-14

To move a file, drag the file to the desired location.

Figure 4-15

Right-click a file and select Sent To → 3½ Floppy from the shortcut menu to send, or copy the file to a floppy disk.

Figure 4-16

The Browse For Folder dialog box.

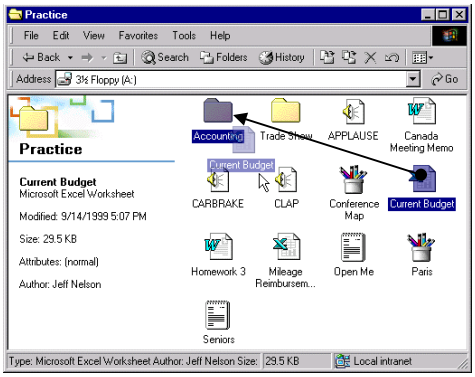


Figure 4-14

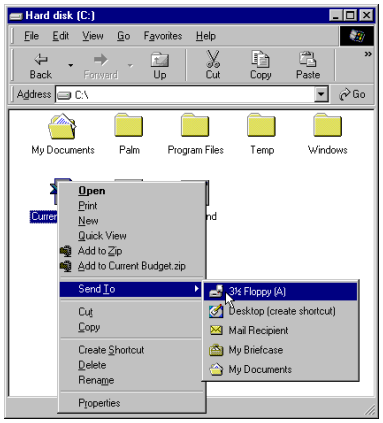
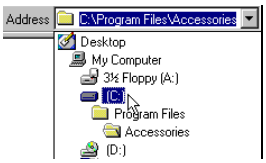


Figure 4-15

Figure 4-16

Move To button



Address Bar

The procedure for moving and copying files is no different than moving or copying folders. This lesson about moving and copying files should be just a refresher for you.

1. **Make sure your Practice disk is inserted in the Floppy drive and open My Computer.**

   You know how to do this by now, don't you? Double-click the My Computer icon and then double-click the 3½ Floppy (A:) icon. When copying or moving files or folders, sometimes you may find it easier if you have two My Computer windows open at the same time: one window with the source file(s) and another window for the destination where you want to move or copy the file(s).

2. **Drag the Current Budget file to the Accounting folder.**

   The Current Budget file is moved to, or inside, the Accounting folder. Open the Accounting folder to make sure the file was moved.

3. **Double-click the Accounting folder to open it.**

   Sure enough, the Current Budget file has been moved to the Accounting folder. You can also use the Move to and Copy to buttons to move and copy files

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4. Click the Current Budget file to select it.

Now that the file is selected, you can use the Move To button to move it to a different location.

5. Click the Move To button on the toolbar.

The Browse For Folder dialog box appears, as shown in Figure 4-16. This is where you tell Windows where you want to move the selected file. The Browse for Folder dialog box displays the drives and folders on your computer in a *hierarchical* view. A plus symbol (⊞) or a minus symbol (⊟) beside a folder means a folder contains several subfolders. Normally these subfolders are hidden. You can display the hidden folders within a folder by clicking the plus sign (⊞) beside the folder.

6. Click the ⊞ Plus Symbol to the left of the My Computer icon.

My Computer expands and displays its contents. The Local Disk (C:) is where you want to move the Current Budget file.

7. Click the Local Disk (C:) icon and click OK.

The Current Budget file is moved to the root directory of the C drive.

8. Click the Address Bar arrow and select Local Disk (C:).

You're back in the root folder of the C: drive.

The method for copying a file is identical to copying a folder: hold down the <Ctrl> key and drag the file to the location where you want it copied.

9. Hold down the <Ctrl> key and drag the Current Budget file to the Windows Desktop.

The Current Budget file has been copied to the Windows Desktop.

NOTE: Some people actually do save their most important files to the Windows Desktop so that they won't lose them. Just make sure that you don't save too many files there—nobody likes a messy desktop!

We don't want to clutter your computer's hard drive with practice files, so let's delete the Current Budget file in the root folder of the C: drive.

10. Select the Current Budget file and press <Delete>.

Windows deletes the Current Budget file.

11. Close the My Computer window.

The My Computer window closes, allowing you to view the Windows Desktop and the copied Current Budget file.

Here's a shortcut for copying one or more files to a floppy disk.

12 Find and right-click the Current Budget file.

A shortcut menu appears with a list of things that you can do to the selected file.

13. Select Send To from the shortcut menu, and then select the 3½ Floppy (A:) option, as shown in Figure 4-15.

Windows copies the file to the floppy disk. By the way, this shortcut method works for folders as well.

Quick Reference

To Move a File:

- Drag the file to the desired location (you may have to open another My Computer window).

Or…

1. Click the file to select it and click the Move To button on the toolbar.
2. Select the folder or disk where you want to move the folder and click OK.

To Copy a File:

- Hold down the <Ctrl> key while you drag the file to the desired location (you might have to open another My Computer window).

Or…

1. Click the file to select it and click the Copy To button on the toolbar.
2. Select the folder or disk where you want to move the folder and click OK.

To Copy a File to a Floppy Disk:

- Right-click the file or folder and select Send To → 3½ Floppy (A:) from the shortcut menu.

Lesson 4-8: Restoring a Deleted File and Emptying the Recycle Bin

Figure 4-17

To restore a deleted file from the Recycle Bin right-click the file and select Restore from the shortcut menu.

Figure 4-18

You can empty the Recycle Bin by right-clicking it and selecting Empty Recycle Bin from the shortcut menu.

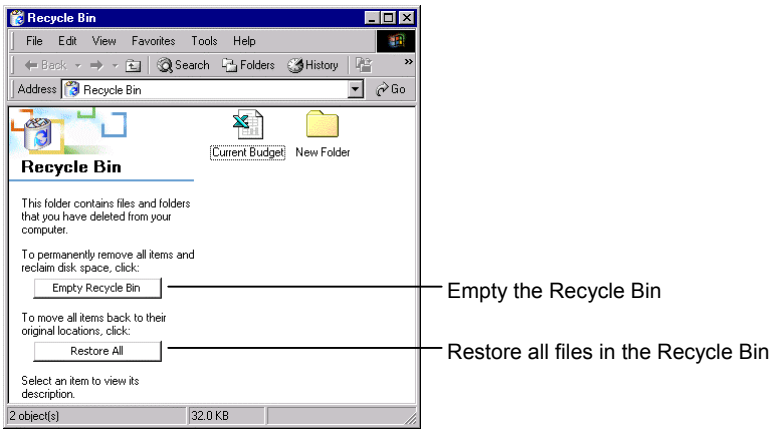

Figure 4-17

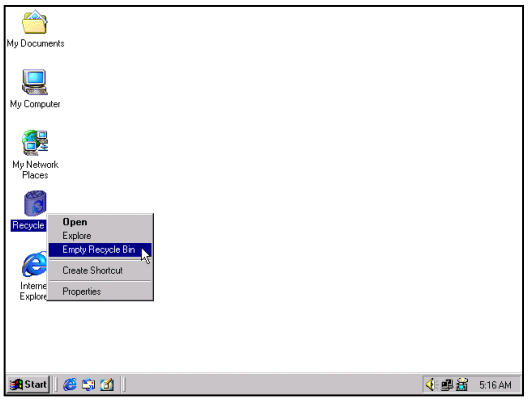

Figure 4-18

Just like a wastebasket, the *Recycle Bin* stores all of the files and folders you have deleted. If you change your mind and decide you need a deleted file it's easy to find and retrieve it. This lesson will show you how to open the Recycle Bin and see what's inside, restore a previously deleted file, and empty the Recycle Bin to free up some space on your hard disk.

1. **Delete the Current Budget file you copied to the Windows Desktop in the previous lesson.**

   Remember how to delete a file? Click the file to select it, press the <Delete> key, and confirm your deletion, if asked. Windows removes the Current Budget file from the Program Files folder and places it in the Recycle bin.

2. **Double-click the Recycle Bin to open it.**

   You may need to move or minimize the My Computer window if the Recycle Bin isn't visible. The Recycle Bin opens and displays all the files you have recently deleted. If you accidentally delete a file or folder, you can retrieve it from the Recycle Bin.

   New in Windows 2000 are the Empty Recycle Bin and Restore All Files button, which make it easy to empty the Recycle Bin and restore any deleted files.

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3. **Find and right-click the Current Budget file and select Restore from the shortcut menu, as shown in Figure 4-17.**

   Restoring a file pulls it out of the Recycle Bin and puts it back in its original location.

4. **Close the Recycle Bin window.**

   Now, make sure the Current Budget file is in its original location.

5. **Verify that the Current Budget file has been retrieved to the Windows Desktop.**

   OK, you can delete the Current Budget file from the Windows Desktop again, and this time we won't restore it.

6. **Delete the Current Budget file from the Windows Desktop.**

   There is theoretically a limit to how many deleted files and folders the Recycle bin can hold. The maximum size of the Recycle bin is normally set 10 percent of the hard drive. So for example, if you have a 10GB hard drive, the maximum amount of files the recycle bin could hold would be 1GB. When the Recycle Bin reaches its limit, Windows automatically starts deleting files from the Recycle bin, starting with the oldest file.

   You can adjust the properties for the Recycle Bin, so for example, you could adjust its maximum size from 10 percent of the hard drive to 5 percent, by right-clicking the Recycle Bin and selecting Properties from the shortcut menu.

   Usually it's best to let Windows automatically handle the Recycle Bin, but you can also manually empty the Recycle Bin if you find you need more free space on your computer.

7. **Right-click the Recycle Bin and select Empty Recycle Bin from the menu.**

   A dialog box may appear and ask you to confirm your deletion.

8. **Click Yes if asked to confirm the deletion.**

   All the files and folders are permanently deleted from your computer. Notice the Recycle Bin icon no longer displays any trash—indicating it is empty.

   NOTE: Be careful when emptying the Recycle Bin. Since Windows automatically erases the oldest files from the Recycle Bin, you really shouldn't have to manually empty the Recycle Bin much at all. A lot of users empty the Recycle bin just about every time they delete something—and then later kick themselves because they realize they needed the file they just permanently erased.

One final word about the Recycle Bin—any files you delete from a floppy disk are *not* placed in the Recycle Bin. So be extra careful when you're deleting files from a floppy disk, because the Recycle Bin won't be able to restore them.

Recycle Bin contains deleted files

Recycle Bin does not contain deleted files

Quick Reference

To Restore a Deleted File:

1. Double-click the Recycle Bin to open it.
2. Find and right-click the deleted file and select Restore from the shortcut menu.

To Empty the Recycle Bin:

- Right-click the Recycle Bin and select Empty Recycle Bin from the shortcut menu.

Lesson 4-9: A Closer Look at Files and Folders

Figure 4-19

Files display different types of icons to help you identify what type of file they are.

Figure 4-20

Every file has a three-letter extension, which is normally hidden from view, so Windows knows what type of file it is.

Figure 4-21

Files with their 3 letter file extensions displayed.

Figure 4-22

A file's path name is determined by first by the drive, then by the folder(s), then by the file name.

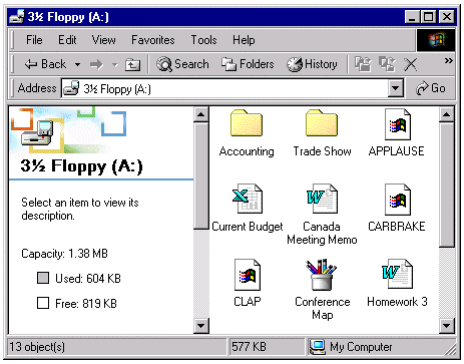

Figure 4-19

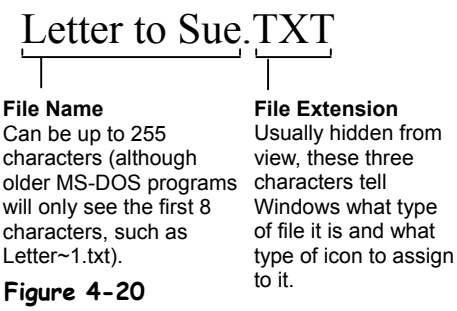

Figure 4-20

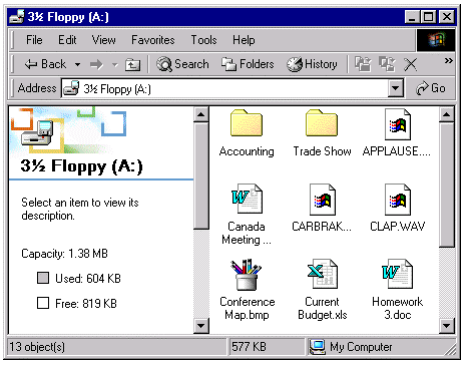

Figure 4-21

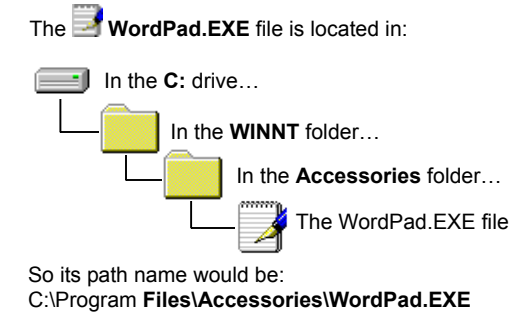

Figure 4-22

In this lesson, we'll take a break from all that pointing, clicking, dropping, and dragging and take a closer look at files. When you're viewing the contents of your computer, you've probably already noticed that everything has its own picture or icon to represent what it is. Except for a few exceptions, folder icons always look like little manila folders ( ). Files, on the other hand, come in a variety of types and icons.

There are two parts to every file: the file name, which you've already seen and are familiar with, and the file extension, a three letter extension that tells Windows what type of file it is (see Figure 4-20). Since Windows assigns pictures or icons to the types of files it recognizes, it normally hides these file extensions from view. Whenever you open a file by double-clicking it, Windows automatically opens the file in the program it knows created the file. For example, Microsoft Word always adds the file extension DOC to its files, so when you double-click a DOC file, Windows know it has to open the file in Microsoft Word.

Another file and folder related term you might hear is *path*. A path is the drive and folder(s) where a file or folder is located—think of it like a street address. A path contains the drive letter, followed by a colon, followed by any folders (which must be separated by backslashes \), and then finally comes the name of the file. For example C:\Program Files\Accessories\WordPad.EXE (see Figure 4-22 for an illustration).

A **root folder**, or directory, is the first folder from where all the other folders branch from. When you double-click the C: Hard Drive icon, the window shows the contents of the root folder of the C drive.

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Table 4-3: Common Files Types

File	Description
 MS-DOS Program	MS-DOS programs are written for an earlier, more primitive operating system than Windows. MS-DOS programs don't have the fancy graphics, icons, and features of more-advanced Windows programs. **All** Windows or DOS programs have .EXE or sometimes .COM extensions. EXE stands for *executable*, meaning the file is a program that will run or execute when you open it.
 Unknown File Type	Windows doesn't know what type of file this is, so you can't readily open it by double-clicking it. That doesn't mean the file isn't important – it's probably a very important file for Windows or a program. Leave these files alone unless you absolutely know what they are for.
 Word Document	This is a document created in the word processing program, Microsoft Word. Word documents normally have a .DOC extension.
 Excel Workbook	This is a spreadsheet created with the program Microsoft Excel. Excel spreadsheets normally have a .XLS extension.
 Paint File (BMP)	This is a graphic file or picture, which was created in Paint or another graphics program. These files are also sometimes referred to as bitmaps. The extension for this particular type of graphic file is BMP or bitmap. There are also other types of graphic files that use different extensions and icons.
 JPEG File	Another very popular graphic file, most of the photographs you see on the Internet are JPEGs.
 Text File	Text or ASCII files are simple files that only contain text – no formatting, graphics, or any fancy stuff. Text files usually have a .TXT extension.
 Shortcut File	Shortcut files point to files and folders elsewhere on your computer so that you can quickly open that file, folder, or program without having to go to its actual location. All of the Programs in the Start Menu and some of the items on your desktop are actually shortcuts that point to the program files, located elsewhere on your computer. Shortcuts only point to files or folders, so moving, renaming, or deleting a shortcut does not affect the original program or file in anyway. You can tell the difference between a shortcut and original file because the shortcut has an arrow () in the lower left corner.
 Setup Program File	Setup files are special executable (EXE) program files, except instead of running a program when opened, they install software programs onto your computer.

Since Windows assigns pictures to help you distinguish between the different types of files, normally the three letter file extensions are hidden from view, but you can tell Windows to display the extension—we'll cover that when learn how to customize Windows.

Lesson 4-10: Changing How Information is Displayed

Figure 4-23

A bullet (•) appears next to the current view. Here the window is displayed in Large Icons View.

Figure 4-24

The window displayed in Details View.

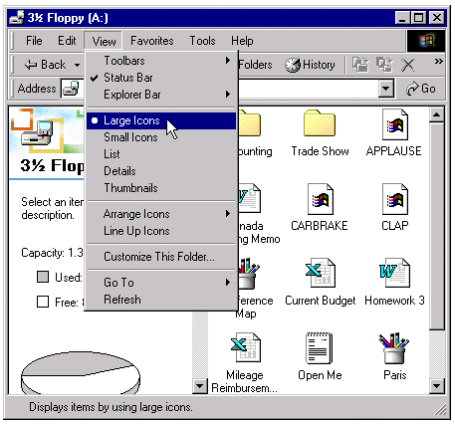


Figure 4-23

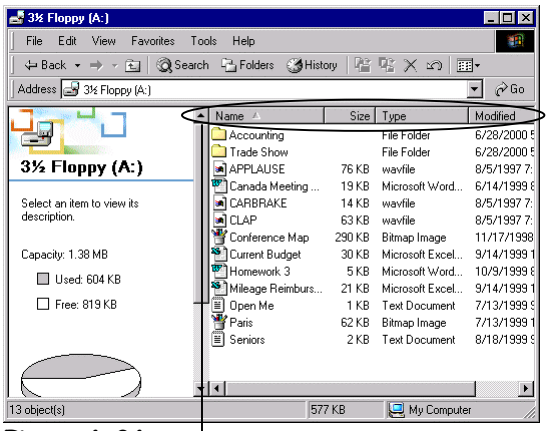


Figure 4-24

While in **Details View**, click the column heading you want to use to sort the items. Click the column heading again to sort the items in reverse order

When you work with files and folders on your computer, you may find that you need to change how you view information on the screen. This lesson will show you how to change the appearance of items using one of four view modes: Large Icons, Small Icons, List, or Details. Experiment to find the view that works best for you. You'll also learn how to change the order in which files and folders are sorted. You can sort the contents files and folders by name, date (when they were created), size, and type (what type of file they are).

1. Open My Computer and double-click the 3½ Floppy (A:).

Windows normally displays items as large icons by default.

2. Verify that you are viewing your computer's contents as large icons by selecting View → Large Icons from the window.

You can display more items in a window at a time by using List view. Try switching to List view now.

3. Select View → List from the menu.

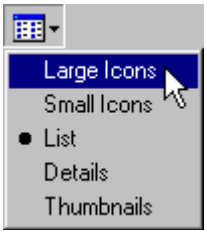
The items are displayed as small icons in a list. Details view displays information about each item, including the name, size, type of item, and when it was created or last modified.

4. Select View → Details from the menu.

You can sort items in a variety of ways: alphabetically by name, by size, or even by the date they were last modified or saved. If you're in Details view all you have to do is click the heading for the column you want to use to sort the items.

5. Click the Name heading to sort the items by name.

The list is sorted alphabetically by name. Clicking the heading again sorts the items in reverse order (Z-A).



Other Ways to Change Views:

- Select a view from the **View button list arrow** on the toolbar.

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6. **Select View → Large Icons from the menu.**

You can have Windows arrange and organize items so they appear in neat columns and rows, instead of a cluttered mess.

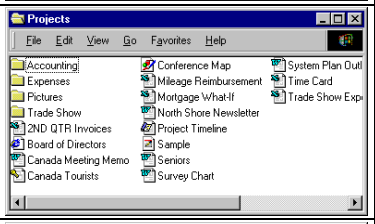
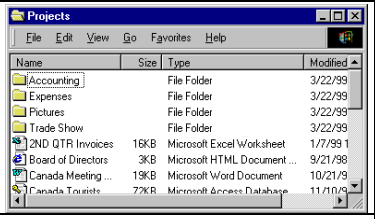
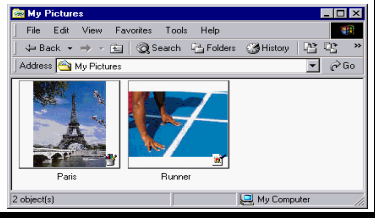
7. **Select View → Arrange Icons → Auto Arrange from the menu.**

A check mark (✓) appears by Auto Arrange when this feature is on. (You can skip step 8 if Auto Arrange already has a check mark). Now, whenever you change the size of a window, or add, move, or delete a file, Windows will automatically rearrange the items.

8. **Select View → Arrange Icons → by Name from the menu.**

The list is sorted alphabetically by name.

Table 4-4: Different Methods of Viewing Items

View	*Description*
Large Icons 	Files and folders are displayed as large icons. This is a good view for when you're learning how to use Windows or have trouble clicking a file with the mouse.
Small Icons 	Files and folders are displayed as small icons.
List 	Files and folders are displayed as small icons in a list. This is a great default view, because it allows you to see as many files as possible.
Details 	Displays information about every file and folder, such as its name, size, type, and when it was last modified is displayed. You can change the order the list is sorted by clicking the column headings.
Thumbnails 	New in Windows 2000, Thumbnails view is very useful if you are working with pictures and graphics because it previews every graphic file instead of only displaying a unhelpful file name.

Quick Reference

To Change How Items are Displayed:

- Select View from the menu and select from one of the four view modes (Large Icons, Small Icons, List, or Details).

Or…

- Select a view from the **View button list arrow** on the toolbar.

To Change How Items are Sorted:

1. Follow the above step to display the window in **Details View**.
2. Click the **column heading** you want to use to sort the window. Click the column heading again to sort in reverse order.

To Automatically Arrange Icons:

- Select View → Arrange Icons → Auto Arrange from the menu.

Lesson 4-11: Selecting Multiple Files and Folders

Figure 4-25

To select several files that are next to each other, hold down the mouse button and drag a rectangle around the files you want to select.

Figure 4-26

When you want to select a group of consecutive files, select the first file you want to select, hold down the <Shift> key and click the last file.

Figure 4-27

Use the <Ctrl> key when you want to select several random files.

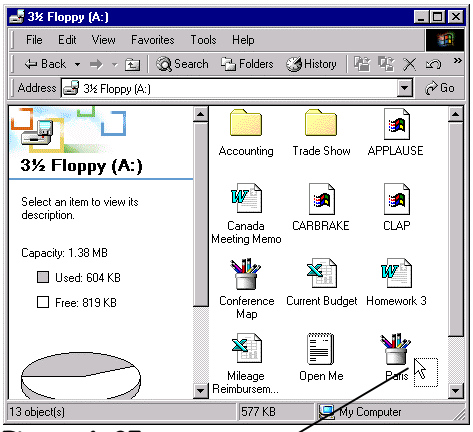
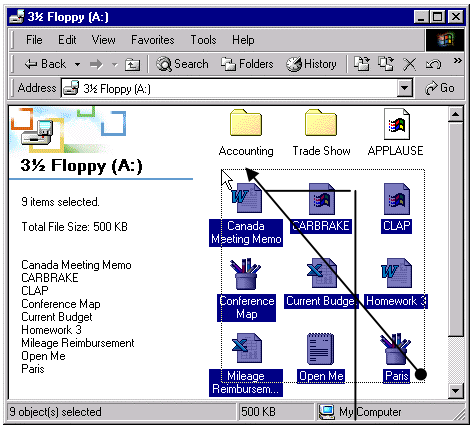


Figure 4-25

Move the pointer to an empty area in the window.



Hold down the mouse button and drag a rectangle around the files you want to select.

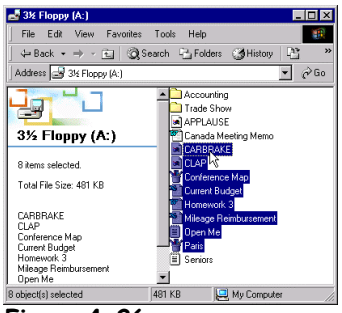


Figure 4-26

Click the first file you want to select, press and hold down the **<Shift>** key and click the last file you want to select.

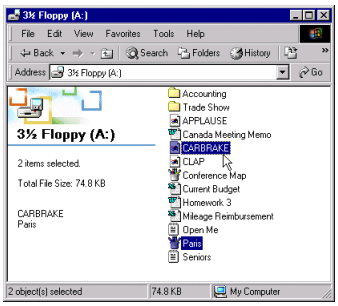


Figure 4-27

Press and hold down the **<Ctrl>** key while you click each file you want to select.

By now, you know that you must select a file or folder before you can do something to it, such as move or delete it. In this lesson, you will learn how to select more than one file and/or folder at a time, so you can move, copy, or delete a group of files at the same time.

1. **Open My Computer and double-click the 3½ Floppy (A:).**

   First, let's review how to select a single file.

2. **Click the Paris file to select it.**

   The Paris file is highlighted, indicating that it is selected. You could now, at this point delete, move, or copy the Paris file. To deselect a file, just click in any empty area on the window.

3. **Click any empty area of the window to deselect the Paris file.**

   The Paris file is no longer selected.

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You can select more than one file or folder at a time, so you can delete, move, or copy a whole bunch of files at once. Like so many Windows functions, there are several methods to select multiple files. If the files you want to select are next to each other, you can move mouse pointer to empty area on the screen, hold down the mouse button and drag a rectangle around the files you want to select, as shown in Figure 4-25.

4. **Move the pointer to any empty area in the folder window, click and hold down the mouse button and drag a rectangle around several files, as shown in Figure 4-25.**

   The only problem with this method is that it only works when you want to select files that are next to each other.

5. **Click any empty area of the screen to deselect the files.**

   Another method of selecting adjacent files and folders is to click the first file you want to select, hold down the <Shift> key as you click the last file of the group of files you want to select.

6. **Click the Carbrake file to select it (the first file in the group), press and hold the <Shift> key as you click the Paris file (the last file in the group).**

   You've selected the Carbrake file, the Paris file, and all the files that are in between the two.

7. **Click any empty area of the screen to deselect the files.**

   To select random, or non-adjacent files and folders, hold down the <Ctrl> key, and then click each item you want to select.

8. **Click the Carbrake file to select it, press and hold down the <Ctrl> key, click Clap file, the Paris file, and the Accounting folder, then release the <Ctrl> key.**

   Remember, you can move, copy, or delete any selected files all at once. Holding down the <Ctrl> key also lets you click and deselect any selected files.

9. **With the files still selected, click and drag any of the selected files (the Carbrake, Clap, or Paris files, or the Accounting folder) from the folder window to the desktop.**

   The selected files are copied from the floppy drive to the desktop.

10. **With the newly copied files still selected on the desktop, press the <Delete> key.**

    The selected files are all deleted from the desktop.

    To select all the files and folders in the window, select Edit → Select All from the menu.

11. **Select Edit → Select All from the menu.**

    All the files in the window are selected.

12. **Close the window to end this lesson.**

Quick Reference

To Select Multiple Files:

- If the files are next to each other you can click and drag a rectangle around the files you want to select.

Or…

- If the files are next to each other you can click the first file you want to select, press and hold down the <Shift> key and click the last file you want to select.
- If the files aren't next to each other you can select random files by holding the <Ctrl> key and clicking the files you want to select.

Lesson 4-12: Finding a File

Figure 4-28

The Name and Location tab of the Find dialog box.

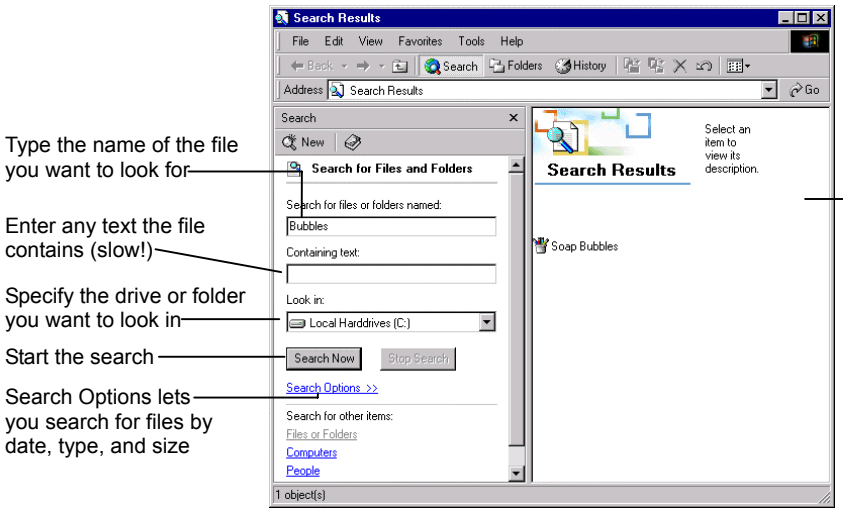

Figure 4-28

It's just as easy to misplace and lose a file in your computer as it is to misplace your car keys—maybe easier! Luckily, Windows comes with a great feature called Find, which can track down your lost files. Find can search for files even when you can't remember the exact file name or location.

You can search for a file by:

- The file name or any part of the file name
- The date the file was created or modified
- The type of file, such as a Microsoft Word document or graphic file
- The text it contains
- The size of the file

You can set one or several of these criterions to search for a file. For example, you might look for a Microsoft Word document with the word "May" somewhere in the name that you created last month.

1. **Click the Start button and select Search → For Files or Folders.**

   The Find dialog box appears, as shown in Figure 4-28.

2. **Type `Bubbles` in the Search for files or folders named box, make sure the (C:) hard disk appears in the Look in box, and then click the Find Now button.**

   Windows searches through the C: hard disk, and displays the names and locations of all the files its finds that have the word Bubbles in their names. You can open any of these files by double-clicking them.

3. **Double-click the Soap Bubbles file located in the Windows NT folder.**

   The Soap Bubbles file, a bitmap picture of several bubbles, opens in the Paint program.

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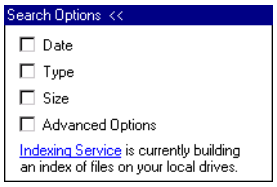
4. Close the Paint program.

If you only know part of the file name, just enter the part of the file name that you know. For example, searching for the word "Bubble" will find every file or folder with a name containing the word "Bubble" such as Bubble.BMP, Bubble boat.DOC, etc.

If you remember the date when you created a file, but not its name, you can also search for a file by date. Instead of entering the name of the file in the Named box, click the Date tab and tell Windows to search for all files within a certain number of days or between certain dates. Let's take a look at the Date tab so you're more familiar with it.



Search Options lets you search for files by date, type, and size.

5. Click the Search Options link.

The Search Options dialog box appears. You can click the Find all files combo box to select files that were either created, modified, or last accessed, and then specify the number of days or a date range when the files were either created, modified, or last accessed.

By clicking the Of type combo box you can search for specific types of files, for example WordPad documents. You can also search by files based on size by entering the size range in the Size boxes.

Another way you can search for files is by the text they contain—for example if the only thing that you remembered about a file was that it was about how to *Install* a spark plug you could search for files containing the text "Install".

6. Click the Containing text box, type `Install` and then click the Find Now button.

Windows searches through the C: hard disk and displays the names and locations of all the files it finds that contain the word "install." A lot of files should appear in the search results area of the Find window.

NOTE: File searches based on the text they contain are much slower than searches based on other criteria. Also, if you're searching for a file that contains a phrase, make sure you enter the exact sequence of the phrase. For example, if you're looking for a file that contains the phrase ACME Widget Company and you tell Windows to search for a file containing the text ACME Company, Windows won't find the file because you didn't include the word Company.

You can cancel a search in progress, especially if you're getting too few or too many results, by clicking the Stop Search button at any time.

7. Click the Stop Search button to cancel the search, and then close the Search window.

Quick Reference

To Find a File:

1. Click the **Start button** and select **Search** → **For Files or Folders** from the Start menu.
2. Enter part of the file name in the **Search for files or folders named** box. You can also search for files using other criteria—using the **Containing text** box or by clicking the **Search Options** link.
3. Click **Search Now** to start searching for the file(s).

Lesson 4-13: Using the Folders Pane (Windows Explorer)

Figure 4-29

Start Windows Explorer by clicking the Start button and selecting Programs → Windows Explorer from the Start Menu.

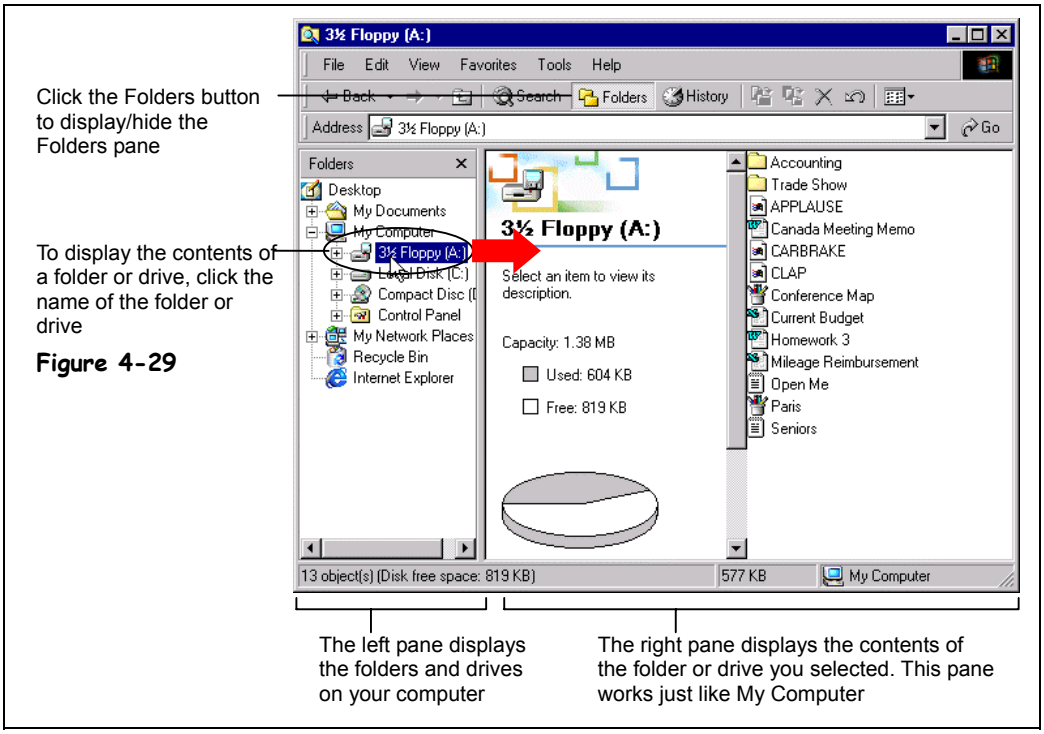
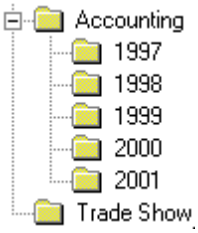


Figure 4-29

A plus symbol (⊞) next to a folder indicates that all the subfolders it contains are hidden. Click the plus symbol to display the hidden subfolders.



A minus symbol (⊟) next to a folder indicates that all the subfolders it contains are displayed. Click the minus symbol to collapse or hide the subfolders.

If you have been following the lessons in this chapter and haven't been skipping ahead, by now you should know just about everything there is to know about file management. You learned that you can use the My Computer program to view the contents of your drives, and how to create, open, rename, copy, move, and delete files and folders.

This lesson introduces the *folders pane*, which you can use to view and work with the contents of your computer. The folders pane lets you see the organization of all the folders on your computer, as shown in Figure 4-29. The folder pane is especially useful for when you want to copy and move files—you can drag the files from the left pane to the appropriate folder in the right pane. To view the folders pane, simply click the Folders Folders button from anywhere in My Computer.

If you're a Windows 95 or 98 user, the folder pane replaces Windows Explorer; simply click the Folders Folders button anytime you want to view or work with the folders on your computer.

1. Double-click My Computer.

The familiar My Computer window appears. In Windows 2000 you can view the My Computer folders pane at any time—all you have to do is click the *Folders button* on the toolbar.

2. Click the Folders Folders button on the toolbar

The Windows Explorer folder pane appears. The drives and folders in the right pane of the window are the contents of your computer. You can see what's in a drive or folder by clicking it in the left Folders pane.

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3. Click the 3½ Floppy (A:) drive icon in the left pane of the Explorer window (make sure your Practice Disk is inserted in the floppy drive).

Explorer displays the contents of the floppy disk in the right pane of the window, as shown in Figure 4-29. Move on to the next step and we'll look at the contents of the hard drive.

4. Click the (C:) hard drive in the left pane of the Explorer window.

Explorer displays the contents of the hard drive in the right pane of the window. The left pane of Windows Explorer displays the drives and folders in a *hierarchical* view. A plus symbol (⊞) or a minus symbol (⊟) beside a folder means a folder contains several subfolders. Normally these subfolders are hidden. You can display the hidden folders within a folder by clicking the plus sign (⊞) beside the folder.

5. Click the plus symbol (⊞) beside the Windows folder.

The Windows folder expands and displays all the folders within it. The plus symbol (⊞) changes to a minus symbol (⊟), indicating the folder is expanded and is displaying all the folders within it. Notice some of the Windows subfolders also have ⊞'s by them, indicating that they contain several subfolders.

6. Click the Windows folder in the left pane of the Explorer window to select it.

The contents of the Windows folder appear in the right pane of the Explorer window. Notice the subfolders in the Windows folder are displayed in both the left and right panes.

You can collapse or hide folders to reduce the amount of information that is on the screen. To collapse a folder, click the minus sign (⊟) beside the folder.

7. Click the minus symbol (⊟) beside the Windows folder.

The Windows folder collapses all its subfolders are hidden from view. The minus symbol (⊟) changes to a plus symbol (⊞), indicating that all the subfolders in the Windows folder are hidden from view.

You can adjust the size of either pane of the window.

8. Position the mouse over the bar separating the two sides of the window until the pointer changes to a ↔, then drag the bar to the right or left about a half-inch.

Just like in My Computer, you can change how information is displayed by using the View menu.

9. Select View → Large Icons from the menu.

The contents in the left pane of Explorer are displayed in Large Icon View.

10. Select View → List from the menu.

The contents in the left pane of Explorer are displayed in List View.

It's important to remember that the right pane is still My Computer, so the procedures for creating, opening, renaming, moving, copying, and deleting files and folders are exactly the same.

No symbol next to a folder indicates that the folder does not contain any subfolders, although it may still contain files.

The mouse pointer changes shapes over a window border.

Quick Reference

To Display the Folders Pane (Windows Explorer):

- Open My Computer and click the Folders Folders button on the toolbar.

To View the Contents of a Drive or Folder:

- Click the drive or folder in the left folder pane—the contents of that drive or folder will appear in the right pane.

To Display or Hide a Drive or Folder's Subfolders:

- Click plus symbol (⊞) to display any hidden subfolders, click the minus symbol (⊟) to hide any subfolders.

To Adjust the Size of Windows Explorer's Panes:

- Drag the bar separating the two panes to the right or left.

Lesson 4-14: File Management Using the Folders Pane

Figure 4-30

You can move and copy files using drag and drop in Windows Explorer.

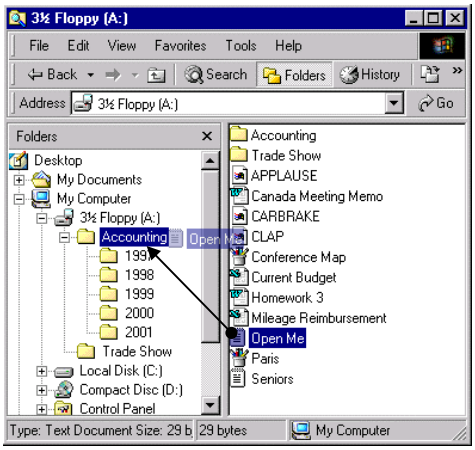

Figure 4-30

In this lesson, you'll learn how to perform basic file management in the folders pane. Specifically, you'll move a file and create a new folder. Again, although the folders pane looks a little different than the rest of the My Computer screen, all the file management procedures you've learned work exactly the same. If you've followed the other lessons, this should be one of the easiest lessons in the chapter.

1. **Make sure My Computer is open with the Folders pane displayed and the Practice Disk is inserted in the floppy drive.**

   Remember that all you have to do to view the Folders pane is click the Folders button on the toolbar.

2. **Click the 3½ Floppy (A:) drive icon in the left Folders pane.**

   The contents of the Practice Disk appear in the right pane of My Computer. There is a plus symbol (⊞) beside the 3½ Floppy (A:) drive, which indicates the floppy disk contains several subfolders.

3. **Click the plus symbol (⊞) beside the 3½ Floppy (A:) drive to display the subfolders in the Practice Disk.**

   The 3½ Floppy (A:) drive expands and displays all the subfolders inside it, and the plus symbol (⊞) changes to a minus symbol (⊟). Since you can see all the folders in the right folders pane it's much easier to move and copy files and folders.

4. **Hold down the <Ctrl> key while you click and drag the Open Me file in the root directory of the A: drive to the Accounting folder, as shown in Figure 4-30.**

   It doesn't matter if you drag and drop the Open Me file to the Accounting folder in the left pane or the right pane—they're both the same folder. The Open Me file is copied to the Accounting folder. Move on to the next step and let's see if you can create a new folder while the Folders pane is displayed.

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5. Create a new folder named 2002 in the root directory of the A: drive.

Need a refresher on how to create a folder? First you need to click the A: drive in the left folder pane to select it and display its contents in the right pane. Next, right-click any empty area in the right pane of the window, select New → Folder from the shortcut menu, type 2002, and press <Enter>.

6. Move the 2002 folder in the root directory of the A: drive to the Accounting folder by dragging the 2002 folder from the right pane to the Accounting folder in the left pane.

Verify that the 2002 folder was moved inside the Accounting folder.

7. Click the plus symbol (⊞) beside the Accounting folder to display the subfolders in the Accounting folder.

The Accounting folder expands and displays all the folders inside it. Try deleting a folder using Windows Explorer—you already know the technique.

8. Click the 2001 folder to select it, press the <Delete> key, and then confirm the deletion.

It doesn't matter if you use the left or right pane to select a folder—they're both the same folder, and you can rename, copy, move, and delete folders in either pane of the window.

9. Close the Windows Explorer to end this lesson.

Congratulations! You've just about completed what is probably the most difficult chapter in the book. Move on to the review sections and see how much you've learned.

Quick Reference

To Open a File or Folder:

- Double-click the file or folder.

To Move a File or Folder:

- Drag the file or folder to the desired location in either pane of the window.

To Copy a File or Folder:

- Hold down the <Ctrl> key while you drag the file or folder to the desired location in either pane of the window.

To Create a New Folder:

1. Click the disk or folder where you want to put the new folder.
2. Right-click any empty area in the window and select New → Folder from the shortcut menu.
3. Type a name for the folder and press <Enter>.

To Delete a File or Folder:

- Select the file or folder and press the <Delete> key. Click Yes to confirm the deletion.

To Rename a File or Folder:

- Right-click the file or folder, select Rename from the shortcut menu, type the new name and press <Enter>.

Lesson 4-15: Using MS-DOS

Figure 4-31

MS-DOS running inside a window.

Figure 4-32

The DOS prompt.

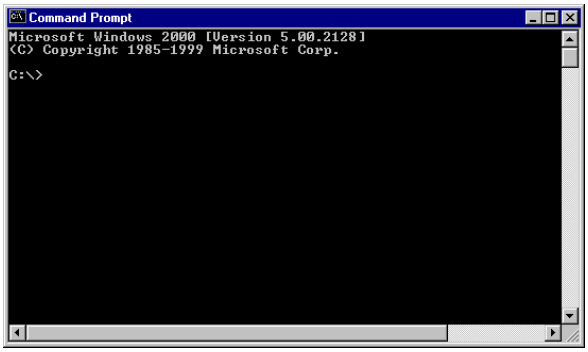

Figure 4-31

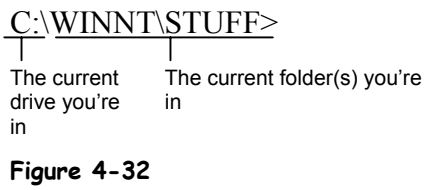

Figure 4-32

In the old-fashioned days of computers, before there was Windows there was MS-DOS. MS-DOS (which stands for Microsoft Disk Operating System) didn't have any windows, pointers, or icons—you ran programs, changed folders, and copied files by typing difficult to remember commands. Windows has been around for a long time, so thankfully there aren't as many DOS programs around as there used to be. Still, one day you might be on the phone with technical support and be told to go to an MS-DOS prompt. To prepare you for that day, here's a lesson all about MS-DOS.

1. Click the Start button and select Accessories → Command Prompt.

The MS-DOS Prompt window appears, as shown in Figure 4-1. Yes, that stark barren screen was all people had to work with to run programs, copy files, and navigate between folders in the old-fashioned days of computer. Notice the DOS prompt, which tells you the current drive (C:) and folder (Windows). Move on to the next step to see how you changed folders in MS-DOS.

2. Type `CD WINNT` and press <Enter>.

The * (asterisk) is a wildcard character—use it as a substitution for any part of a file name in MS-DOS. For example typing DEL *.TMP would delete all the files with a .TMP extension in the current folder.

The clumsy, hard-to-remember command you just typed brought you to the WINNT subfolder. Notice the DOS prompt changes to C:\ WINNT. MS-DOS doesn't automatically display all the files and subfolders in the current folder like My Computer or Windows Explorer—you have to tell MS-DOS to display the contents of the current directory. Here's how:

3. Type `DIR /W`.

The DIR (which stands for *directory*) command displays the contents of the current folder. The /W switch tells DOS to display the contents in wide mode—otherwise the contents of the current drive wouldn't fit on one screen and you wouldn't be able to view them all. To run a program in DOS, go to the program's folder and type the program's name.

4. Type `EDIT` and press <Enter>.

The DOS-based EDIT program appears. DOS programs aren't as standardized as their more advanced Windows successors, so even the most basic commands, such as how to exit a program, will vary greatly between programs.

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5. **Press the <Alt> key then <F> (to open the File menu> then <X> (to exit the EDIT program).**

   You exit from the EDIT program and return to the desolate MS-DOS screen.

6. **Type `CD ..` and press <Enter>.**

   This cryptic command changes to the previous parent folder. Let's return back to the warm and user-friendly world of Windows.

7. **Type `EXIT` and press <Enter>.**

   The MS-DOS Prompt window closes.

Most DOS commands have additional options, called switches which you specify after the DOS command preceded by a /. Type /? after a DOS command to view all the switches or options for the command.

Table 4-5: Common MS-DOS Commands

Command	Syntax	Description
A: (Drive Letter)	[drive letter]	Change the current drive. **Example:** `D:` would change to the D: drive.
DIR	DIR	Displays the names of all the files and folder in a folder. **Example:** `DIR /W` displays the contents of the current folder in wide screen view.
COPY	COPY [source file] [destination]	Copies one or more files to another location. **Example:** `COPY LETTER.TXT A:` would copy the LETTER.TXT file to the A: drive.
XCOPY	XCOPY [source file] [destination]	XCOPY is a super-charged version of the COPY. **Example:** `XCOPY A:*.*` C:\NEW would copy all the files in the A: drive to the NEW folder on the C: drive. If the NEW folder didn't exist on the C: drive, XCOPY would create the folder.
DEL	DEL [path] [filename]	Deletes one or more files. **Example:** `DEL *.TMP` would erase any files in the current folder with .TMP file extensions.
RENAME	RENAME [old name] [new name]	Renames a file or folder. **Example:** `RENAME LETTER.TXT APPROVE.TXT` would rename the LETTER.TXT file to APPROVE.TXT.
CD	CD [path]	Change the current folder. Type .. to change to the previous parent folder. **Example:** `CD TEMP` would change to the TEMP folder, `CD ..` would change to the root folder of the C: drive.
MD	MD [folder name]	Creates or makes a new folder. **Example:** `MD DOCS` would create a new folder named DOCS.
RD	RD [folder name]	Deletes a folder. **Example:** `RD DOS` would delete the DOCS folder.

Quick Reference

To Use the MS-DOS Prompt:

- Click the **Start button** and select **Accessories** → **Command Prompt**.

To Exit Back to Windows:

- Type `EXIT` and press **<Enter>**.

Chapter Four Review

Lesson Summary

Understanding Storage Devices, Folders, and Files

- Computers store information using files and folders, on disks drives, just like you store information in a file cabinet.
- Know the following memory terminology:

Term	Size
Byte	A single character such as the letter j or number 8.
Kilobyte (K or KB)	1,024 bytes – a typed page.
Megabyte (MB or MEG)	1,048,578 bytes – a novel.
Gigabyte (GB or GIG)	Several encyclopedia sets.

Using My Computer to See What's in Your Computer

- Double-click the **My Computer** icon on the Windows Desktop displays the contents of your computer.
- Double-click a disk drive in the My Computer window to display the disk drive's contents.
- **To View the Properties of Something:** Right-click the object and select **Properties** from the shortcut menu. For example, right-clicking a hard drive and selecting **Properties** from the shortcut menu would display how much space is left on the hard disk.

Opening a Folder

- Double-click a folder to open it and display its contents.
- **To Move Back or Up to the Previous Level or Folder:** Click the **Up button** on the toolbar, click the **Back button** on the toolbar, or click the **Address Bar** on the toolbar and select the appropriate drive or folder.

Creating and Renaming a Folder

- **To Create a New Folder:** Open the disk or folder when you want to put the new folder. Right-click any empty area in the window and select **New** → **Folder** from the shortcut menu or select **File** → **New** → **Folder** from the menu. Type a name for the folder and press **<Enter>**.
- **To Rename a Folder:** Right-click the folder, select **Rename** from the shortcut menu, type a name for the folder and press **<Enter>**. You can also rename a folder by clicking the folder to select it, selecting **File** → **Rename** from the menu, typing a name for the folder and pressing **<Enter>**.

Copying, Moving, and Deleting a Folder

- **Move a Folder (Drag and Drop Method):** Move a folder by dragging it to the desired location, such as another folder or on the desktop (you might have to open another My Computer window if you want to copy it to another folder).

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- **Move a Folder (Toolbar Method):** Click the folder to select it and click the **Move To button** on the toolbar, select the folder or disk where you want to move the folder and click **OK**.
- **Copy a Folder (Drag and Drop Method):** Hold down the **<Ctrl>** key while you drag the folder to the desired location (you might have to open another My Computer window if you want to copy it to another folder).
- **Copy a Folder (Toolbar Method):** Click the folder to select it and click the **Copy To button** on the toolbar, select the folder or disk where you want to move the folder and click **OK**.
- **To Delete a Folder:** Select the folder and press the **<Delete>** key. Click **Yes** to confirm the folder deletion.

Opening, Renaming, and Deleting a File

- Double-click a file to open the file in the program that created it.
- **To Rename a File:** Right-click the file, select **Rename** from the shortcut menu, type a name for the folder and press **<Enter>**. You can also rename a file by clicking the file to select it, selecting **File → Rename** from the menu, typing a name for the folder and pressing **<Enter>**.

Copying and Moving a File

- You can copy and move files the same as you copy and move folders.
- **Move a Folder (Toolbar Method):** Click the file to select it and click the **Move To button** on the toolbar, select the folder or disk where you want to move the folder and click **OK**.
- **Copy a File (Drag and Drop Method):** Hold down the **<Ctrl>** key while you drag the file to the desired location (you might have to open another My Computer window).
- **Copy a Folder (Toolbar Method):** Click the folder to select it and click the **Copy To button** on the toolbar, select the folder or disk where you want to move the folder and click **OK**.
- **To Copy a File or Folder to a Floppy Disk:** Right-click the file or folder and select **Send To → 3½ Floppy (A:)** from the shortcut menu.

Restoring a Deleted File and Emptying the Recycle Bin

- **To Restore a Deleted File:** Double-click the Recycle Bin to open it. Find and right-click the deleted file and select **Restore** from the shortcut menu.
- **To Empty the Recycle Bin:** Right-click the Recycle Bin and select **Empty Recycle Bin** from the shortcut menu.

A Closer Look at Files and Folders

- There are two parts to a file: the file name, which can be up to 255 characters and the file extension, which is 3 characters long and tells Windows what type of file it is.

Changing how Information is Displayed

- **To Change How Items are Displayed:** Select **View** from the menu and select one of the four view modes or select a view from the **View button list arrow** on the toolbar.
- The five view modes are Large Icons, Small Icons, List, Details, and Thumbnails.

Selecting Multiple Files and Folders

- By selecting multiple files and folders you can move, copy, or delete a group of files and folders all at once.
- If the files are next to each other you can click and drag a rectangle around the files you want to select.
- If the files are next to each other you can click the first file you want to select, press and hold down the **<Shift>** key and click the last file you want to select.
- If the files aren't next to each other you can random files by holding the **<Ctrl>** key and clicking the files you want to select.

Finding a File

- **To Find a File:** Click the **Start button** and select **Search** → **For Files or Folders** from the Start menu. Enter part of the file name in the **Search for files or folders named** box.
  You can also search for files using other criteria—using the **Containing text** box or by clicking the **Search Options** link. Click **Search Now** to start searching for the file(s).

Using the Folders Pane (Windows Explorer)

- The folders pane lets you view and manage the contents of your computer. Previously this was a separate program called *Explorer* in pervious versions of Windows.
- **To Display the Folders Pane:** Open **My Computer** and click the 

Folders button on the toolbar
- A plus symbol (⊞) next to a folder indicates that all the subfolders it contains are hidden. Click the plus symbol to display the hidden subfolders.
- A minus symbol (⊟) next to a folder indicates that all the subfolders it contains are displayed. Click the minus symbol to collapse or hide the subfolders.
- No symbol next to a folder indicates that the folder does not contain any subfolders, although it may still contain files.
- **To View the Contents of a Drive or Folder:** Click the drive or folder in the left, folder pane—the contents of that drive or folder will appear in the right pane.
- **To Adjust the Size of Windows Explorer's Panes:** Drag the bar separating the two panes to the right or left.

File Management Using the Folders Pane

- **To Open a File or Folder:** Double-click the file or folder.
- **To Move a File or Folder:** Drag the file or folder to the desired location in either pane of the window.
- **To Copy a File or Folder:** Hold down the **<Ctrl>** key while you drag the file or folder to the desired location in either pane of the window.
- **To Create a New Folder:** Click the disk or folder where you want to put the new folder, right-click any empty area in the window and select **New** → **Folder** from the shortcut menu. Type a name for the folder and press **<Enter>**.
- **To Delete a File or Folder:** Right-click the file or folder, select **Rename** from the shortcut menu, type the new name and press **<Enter>**.

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Using MS-DOS

- **To Use the MS-DOS Prompt:** Click the **Start button** and select **Programs** → **Accessories** → **Command Prompt**.
- **To Exit from the MS-DOS Prompt:** Type `EXIT` and press **<Enter>**.

Quiz

1. Computers store information on which types of disks (Select all that apply).

A. Floppy disks.
B. Hard disks.
C. Compact discs (CD-ROMs).
D. Removable disks.

2. Drives are named with one letter. Most computers have a floppy disk called A: and a hard disk called C: (True or False?)

3. The purpose of your computer's folders is to: (Select all that apply).

A. Lose your important files.
B. Store related files and programs in the same place.
C. Make it difficult to delete things unless you really know what you're doing.
D. Organize related files and information on your computer.

4. .TXT, .DOC, and .BMP — these are all examples of:

A. Three meaningless letters with a period in front of them.
B. File extensions.
C. Types of advanced degrees in computers.
D. How confusing computers are.

5. Which program(s) can you use to view and manage the contents of your computer? (Select all that apply).

A. Netscape Navigator.
B. My Computer.
C. System Sleuth.
D. Windows Explorer.

6. You open a file or folder by double-clicking it (True or False?)

7. Do this to display the contents of a certain drive or folder:

A. Right-click the drive or folder.
B. Click the drive or folder while holding down the <Alt> key.
C. Double-click the drive or folder.
D. Triple-click the drive or folder.

8. **To view an object's properties, right-click the object and select and select Properties from the shortcut menu (True or False?)**

9. **When you're browsing the contents of your computer, do this to move back or up to the previous level or folder (Select all that apply).**

   A. Click the Up button on the toolbar.
   B. Click the Back button on the toolbar.
   C. Press <Ctrl> + <Z>.
   D. Click the Address Bar on the toolbar and select the appropriate drive or folder.

10. **Which of the follow statements is NOT true?**

    A. You can move a file or folder to a new location by dragging and dropping it.
    B. You can rename a file or folder by right-clicking it, selecting Rename from the shortcut menu, typing the new name and pressing <Enter>.
    C. A plus symbol (⊞) next to a folder in Windows Explorer indicates the folder is locked and cannot be modified or deleted.
    D. Holding down the <Ctrl> key while you're dragging and dropping something copies it instead of moving it.

11. **Delete a file or folder by clicking it, pressing the <Delete> key, and confirming the deletion (True or False?)**

12. **Do this to select multiple files and folders: (Select all that apply).**

    A. Click and drag a rectangle around any adjacent files you want to select.
    B. Select File → Select Multiple Files from the menu, and then click the files you want to select.
    C. Click the first file you want to select, press and hold down the <Shift> key and click the last file you want to select.
    D. Hold down the <Ctrl> key and click the files you want to select.

13. **Which of the following statements is NOT true? (Select all that apply).**

    A. You can find a file on your computer by clicking the Start button, selecting Find → Files and Folders, enter what you want to search for and click Find Now.
    B. Open Windows Explorer by clicking the Start button and selecting Programs → Windows Explorer.
    C. To save a file in a location other than the program's default folder you have to save the file, then use My Computer or Windows Explorer to move the file to the desired location.
    D. You can display the contents of a drive or folder using Large Icons, Small Icons, List, or Details View.

14. **The three-letter extension of a file is normally displayed in Windows 2000? (True or False?)**

Homework

1. Open My Computer.
2. View the contents of your C: hard disk.
3. Create a new folder in the root directory of your C: hard disk.

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4. Rename the new folder “Project Files.”
5. Insert a floppy disk in the A: drive and copy the Project Files folder there.
6. Delete the Project Files folder from the C: drive.
7. Open the Recycle Bin and find the deleted Project Files folder. Would you know how to retrieve it?
8. Open Windows Explorer and view the contents of the A: drive.
9. Use the Windows Explorer View menu to display the contents of the A: drive in List view.
10. While you're still in List view, sort the files in alphabetical order.
11. Use the Start menu's Find feature to find all the files named "readme.txt" on your C: drive. Open one of these files by double-clicking it.

Quiz Answers

1. A, B, C, and D. Computers can store their information on any of these disk types.
2. True.
3. B and D.
4. B. File extensions, which are used to identify the file type.
5. B and D. My Computer and Windows Explorer both display the contents of your computer and allow you to manage your computer’s files and folders.
6. True. Double-clicking a file or folder opens it.
7. C. Double-click a folder to open it and display its contents.
8. True. Right-clicking an object and selecting Properties from the shortcut menu displays the properties of the object.
9. A, B, and D. Any of these will bring you back to the previous level or folder.
10. C. A plus symbol (⊞) next to a folder in Windows Explorer means the folder contains subfolders.
11. True.
12. A, C, and D. You can use any of these methods to select multiple files and folders.
13. C. You can easily save a file in a different location by opening the drive and/or folder where you want to save the file and clicking Save.
14. False. File extensions are normally hidden in Windows 2000.

Chapter Five: Customizing the Taskbar and Desktop

Chapter Objectives:

- **Moving, sizing, and hiding the Taskbar**
- **Adjusting your computer's volume**
- **Adding and removing programs to and from the Start Menu**
- **Opening recently used files**
- **Staring programs with the Run command**
- **Adding shortcuts to the Desktop**
- **Starting a program automatically**
- **Using the Quick Launch Toolbar**

☑ Prerequisites

- How to use the mouse to click, double-click, drop-and-drag, and right-click.
- How to use menus, toolbars, and dialog boxes.
- How to view and navigate through the contents of your computer (disk drives and folders.
- How to create, move, copy, and delete files and folders.

When you turn on your computer and Windows loads and eventually pops to life on your screen, the first things you see are the *desktop* and *taskbar*. Not only are the desktop and taskbar the first things you see when you start Windows, but they never leave your computer at all—unless you shut it off, that is. That's because the taskbar and desktop are two of the most important parts of Windows. The taskbar is the control center for Windows—where you start and manage all your programs. The desktop is your workspace—where you actually get your work done.

Because the taskbar and desktop are so important, this entire chapter is devoted just to them. In this chapter, you'll learn how to customize the taskbar and desktop to set them up so they work best for you. Customizing the taskbar and desktop is a lot like arranging furniture in an empty living room—there's no right way of doing it, just whatever works best for you.

In this chapter, you'll learn how to move, size, and hide the taskbar, how to add and remove programs and folders to and from the Programs menu, and how to add shortcuts to the Windows desktop.

Lesson 5-1: Moving, Resizing, and Hiding the Taskbar

Figure 5-1

Using drag and drop you can position the taskbar at the top, bottom, left, and right of the screen.

Figure 5-2

The Toolbar Properties dialog box.

Figure 5-3

You can resize the taskbar so it can display more information.

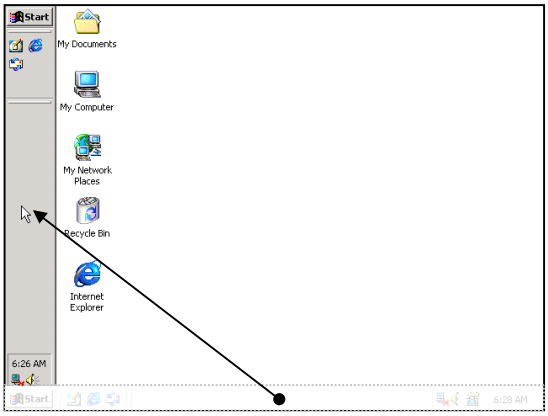


Figure 5-1

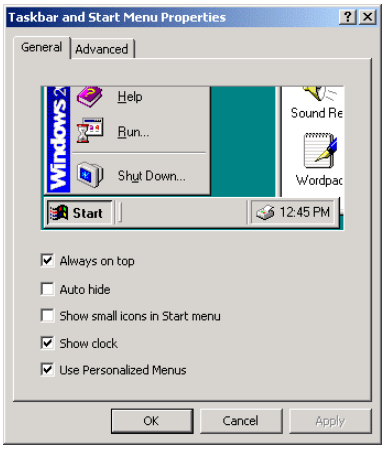
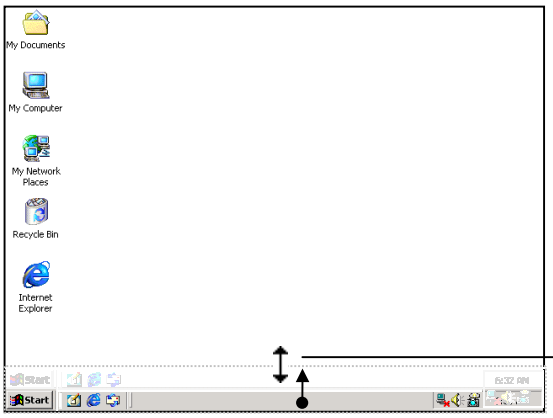


Figure 5-2



Position the pointer over the top edge of the taskbar and drag until the task bar is the size you want

Figure 5-3

The taskbar is the command center for Windows, and that's why it normally always rests along the bottom of the screen, ready for use. Still, some people think the taskbar should be located in a different, more convenient location on the screen. Others don't like how the ever-present taskbar always occupies a half-inch of valuable desktop real estate at the bottom of the screen. This lesson will show you how to move the taskbar to a new location on the screen, how to change the size of the taskbar, and how to hide the taskbar to give you more room on the screen.

1. **Position the mouse over a blank area of the taskbar and hold down the mouse button.**

2. **Drag the taskbar to the left of your screen and release the mouse button, as shown in Figure 5-1.**

   An outline of the taskbar appears to show where you're moving the taskbar. By dragging and dropping, you've moved the taskbar to the left side of the screen, as shown in Figure 5-1.

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NOTE: You can only move the taskbar to the top, bottom, left, or right edge of the screen.

3. **Drag the taskbar back to the bottom of the screen.**

   You can also change the size of the taskbar to display more or less information.

4. **Position the pointer over the top edge of the taskbar until it changes to a ↕.**

5. **Drag the taskbar up a half-inch and the release the mouse button, as shown in Figure 5-3.**

   The taskbar is resized.

6. **Drag the taskbar back to its previous size.**

   You can also resize the taskbar so that it disappears entirely from the screen, although a tiny strip of a border of the taskbar will always appear at the bottom of the screen. If you can't find you taskbar, it has either been resized until it's almost off the screen, in which case you will need to resize it, or else the taskbar is hidden.

   Hide the taskbar? Yep, you can hide the taskbar to give you more room on the screen. When you need the taskbar, you can bring it back simply by positioning the mouse pointer near the bottom of the screen. Here's how to hide the taskbar:

7. **Right-click a blank area of the taskbar.**

   A shortcut menu for the taskbar appears.

8. **Select Properties from the shortcut menu.**

   The Toolbar Properties dialog box appears, as shown in Figure 5-3.

9. **Click the Auto hide option to check it, and then click OK.**

   The dialog box closes and the taskbar disappears. Don't worry—the taskbar is still there, it's just hidden.

10. **Position the mouse pointer near the very bottom of the screen.**

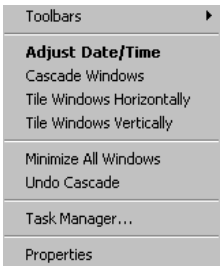
    The taskbar reappears whenever the mouse pointer is near the bottom of the screen. When you move the mouse away from the bottom of the screen, the taskbar will disappear.

11. **Right-click a blank area of the taskbar, select Properties from the shortcut menu, and uncheck the Auto hide option.**

    Several other options appear in the Taskbar Properties shortcut menu. They are:

    - **Always on top:** Ensures that the taskbar is always visible, even when you run a program in full screen mode. This option is selected by default.
    - **Auto hide:** We've already gone through this option—it hides the taskbar. To redisplay the taskbar, position the mouse pointer near the bottom of the screen.
    - **Show small icons in Start menu:** Shrinks the size of the Start menu—useful if your Start menu contains lots of programs.
    - **Show clock:** Displays a digital clock on the taskbar. This option is selected by default.

12. **Click OK.**



Taskbar shortcut menu

Quick Reference

To Move the Taskbar:

- Position the pointer over a blank area on the taskbar and click and drag the taskbar to the top, bottom, left, or right of the screen.

To Size the Taskbar

- Position the pointer over the top edge of the taskbar, until the pointer changes to a ↕, then drag the edge until the taskbar is the size you want.

To Hide the Taskbar:

- Right-click any blank area of the taskbar, select Properties from the shortcut menu, check the Auto hide option, and click OK.

To Display a Hidden Taskbar:

- Position the pointer near the very bottom of the screen.

Lesson 5-2: Adjusting your Computer's Volume

Figure 5-4

The Windows Volume control.

Figure 5-5

The Advanced Volume control dialog box.

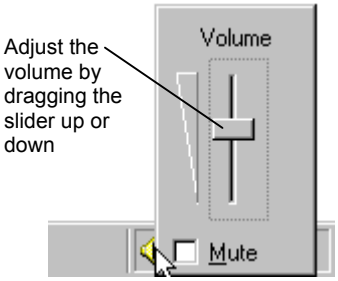


Figure 5-4

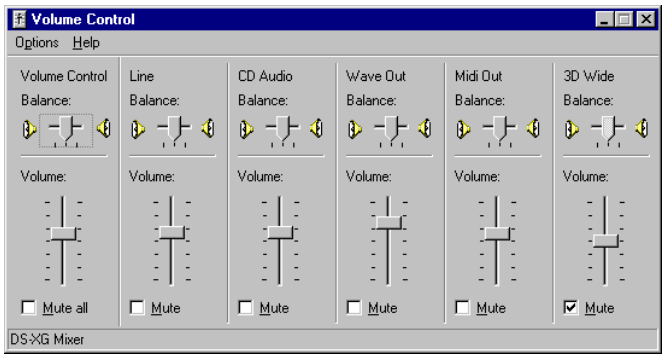


Figure 5-5

If your computer has a sound card that is working properly, a tiny speaker will appear on the far right side of the taskbar, right next to the clock. This speaker is your computer's volume control. This lesson will show you how you can use the speaker icon to adjust your computer's volume—something useful to know if you have someone in your home who uses the computer to play loud, annoying computer games!

Speaker icon

1. **Click the speaker icon located to the far right of the taskbar next to the clock.**

   The Volume control appears, as shown in Figure 5-4.

2. **Drag the volume slider up or down to increase or decrease the volume.**

   The Volume control also contains a Mute check box. When the Mute box is checked, the computer's sound is turned off completely.

Speaker with Sound Muted

3. **Click anywhere outside the Volume control box.**

   The Volume control is usually all you need to adjust your computer's volume. However, if you're an audiophile, you can also fine-tune the volume settings of your computer by double-clicking the speaker icon.

4. **Double-click the speaker icon.**

   The Volume Control dialog box appears, as shown in Figure 5-5. The Volume Control has lots of volume and balance controls, just like an advanced, expensive stereo system. With the Volume Control dialog box, you can individually adjust the volume, balance between speakers, and input levels of your computer's sound system. The Volume Control dialog box for your computer may have different controls, depending on the capabilities of the sound card in your computer. See Table 5-1: Controls on the Sound Control Dialog Box for a description of the various controls on the Sound Control dialog box.

The Volume Control dialog box also displays graphical feedback of your computer's sound, just like an equalizer.

5. **Close the Sound Control dialog box.**

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Table 5-1: Controls on the Sound Control Dialog Box

Control	*Description*
Volume Control	Adjusts the overall playback volume of the soundcard.
Line-In	Adjusts the recording volume level for the Line-In jack.
Wave	Adjusts the playback volume level of digitally recorded sounds, such as .wav files.
Microphone	Adjusts the recording volume level for a microphone.
CD Audio	Adjusts the playback volume level if you're playing an audio CD in your computer.
Synthesizer	Adjusts the playback volume level of your sound card's music synthesizer and MIDI files.

Quick Reference

To Adjust Your Computer's Volume:

- Click the **Speaker icon** located on the far right of the taskbar, and drag the volume slide control up or down.

To Turn the Volume Off:

- Click the **Speaker icon** located on the far right of the taskbar and check the **Mute check box**.

To Display the Volume Control Dialog Box:

- Double-click the **Speaker icon** located on the far right of the taskbar.

Lesson 5-3: Adding and Removing Programs to the Start Menu

Figure 5-6

The Start Menu Programs tab of the Taskbar Properties dialog box.

Figure 5-7

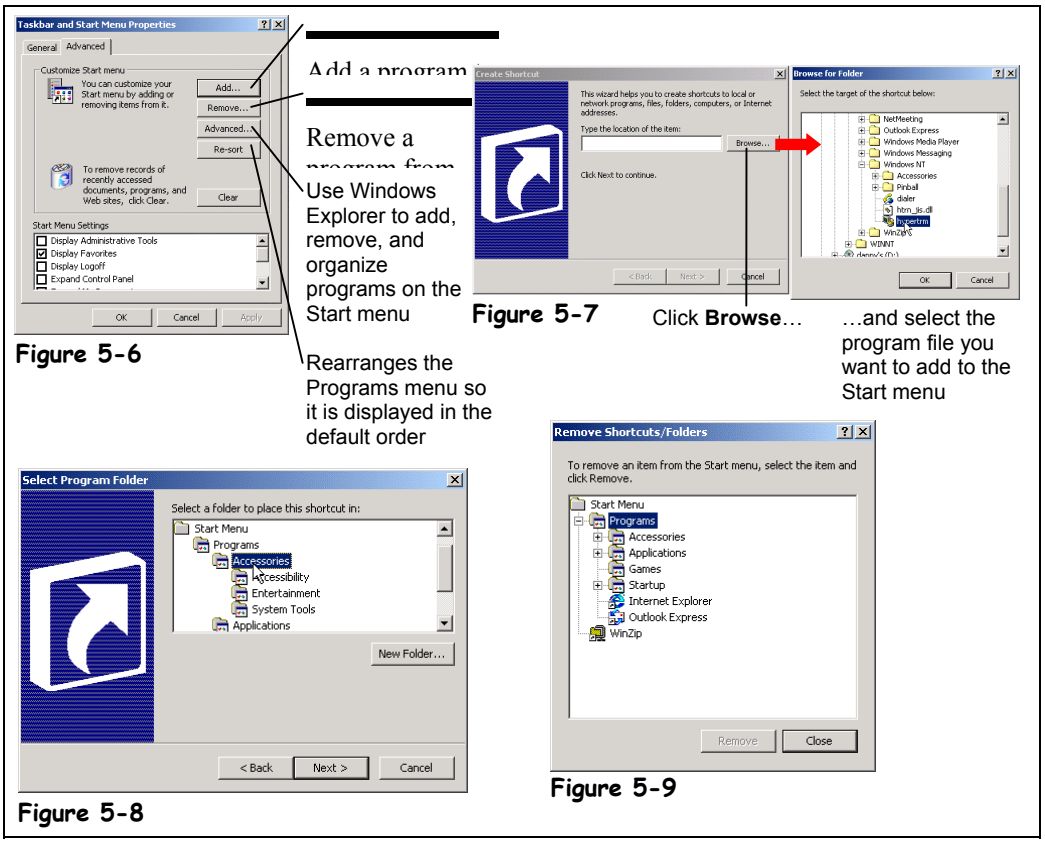
The Browse window.

Figure 5-8

Select a Program folder to place the program in.

Figure 5-9

The Remove Shortcuts/Folders dialog box.



Normally, when you install a Windows-based program, it automatically adds its own menu and icon to the Program menu. You can also manually add your favorite programs and files to the Program menu, making them easy to find and open.

Other Way to Add Programs to the Start Menu:

- Locate the program file in My Computer or Windows Explorer and drag the program down to the Start button. The only problem with this method is that is places the program at the very top level of the Start Menu (although you can move it to a folder later).

1. **Click the Start button and select Settings → Taskbar and Start Menu…**

   The Taskbar and Start Menu Properties dialog box appears.

2. **Click the Advanced tab.**

   The Advanced tab appears in front of the dialog box, as shown in Figure 5-6. The Customize Start menu section is what's important here—it allows you to add and remove programs to and from the Start menu.

3. **Click Add.**

   The Create Shortcut dialog box appears, asking you to specify the name and location of the file you want to add to the Start menu. If you know the specific name and location of the program or file you want to add, you can type its name and location directly in the Command line text box, for example C:\WINNT\NOTEPAD.EXE. Most of the time you won't know the name and location of the file and will have to browse through the contents of your computer in order to find it.

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4. **Click the Browse button.**

   A Browse window appears, as shown in Figure 5-7.

5. **Browse to the WINNT folder in your hard disk and double-click the Notepad program file.**

   Windows enter the name and location, C:\WINNT\NOTEPAD.EXE.

6. **Click Next.**

   The Select Program Folder window appears, as shown in Figure 5-8. Here, you must double-click the menu where you want the program to appear.

7. **Double-click the Accessories menu folder.**

   Yet another dialog box appears. Here, you can type a name you want to see on the menu since the program names aren't always very intuitive. For example, instead of "Notepad" you could type "Notes." For now, however, we'll just use the program name.

8. **Click Finish and then OK.**

   If you've selected an MS-DOS program, Windows will prompt you to choose an icon for the program. Windows adds the Notepad program to the accessories menu and closes the dialog box. Check to make sure it's there.

9. **Click the Start button, and select Programs → Accessories from the menu.**

   Yep, there's the Notepad program.

10. **Click anywhere in the desktop area to close the Start menu.**

    Removing an item from the Program menu is even easier than adding one, as you will see in the next few steps:

11. **Right-click an empty area of the taskbar and select Properties from the taskbar shortcut menu, and if necessary click the Start Menu Programs tab.**

    The Start Menu Program tab appears in front of the Taskbar Properties dialog box.

12. **Click Remove.**

    The Remove Shortcuts/Folders dialog box appears, as shown in Figure 5-9. Here you must locate the program you want to remove from the Start menu.

13. **Click the plus sign ⊞ beside the Accessories folder to expand it.**

    The Accessories folder expands and displays its contents.

14. **Find and select the Notepad program under the Accessories folder, then click the Remove button**

    The Notepad program is removed form the Start menu.

15. **Click Close and then click OK.**

Deleting a program from the Start menu doesn't remove the program from your computer—only its *shortcut* on the Start menu. A shortcut is a quick way to start a program or open a file or folder without having to go to its actual location. Shortcuts are especially useful for programs, files, and folders you use frequently. All of the Programs in the Start Menu are actually shortcuts that point to the program files, located elsewhere on your computer. We'll learn more about shortcuts in an upcoming lesson. You can tell the difference between a shortcut and original file because the shortcut displays an arrow (↗).

Most of the programs on your computer are located in their own subfolder in the **Program Files** folder in the C: drive.

🕮 Quick Reference

To Add a Program to the Start Menu:

1. Click the Start button and select Settings → Taskbar and Start Menu…
2. Click the Advanced tab and click Add.
3. Click the Browse button, open the program's folder and double-click the program name.
4. Click the Next button, open the program's folder, and double-click the program name.

To Remove a Program from the Start Menu:

1. Click the Start button and select Settings → Taskbar and Start Menu…
2. Click the Advanced tab and click Remove.
3. Open the program's folder, select the program, and click Remove.
4. Click Close and then click OK.

Lesson 5-4: Understanding Personalized Menus

Figure 5-10

The Programs menu with less-frequently used items hidden.

Figure 5-11

The Programs menu all options displayed.

Figure 5-12

The Customize dialog box.

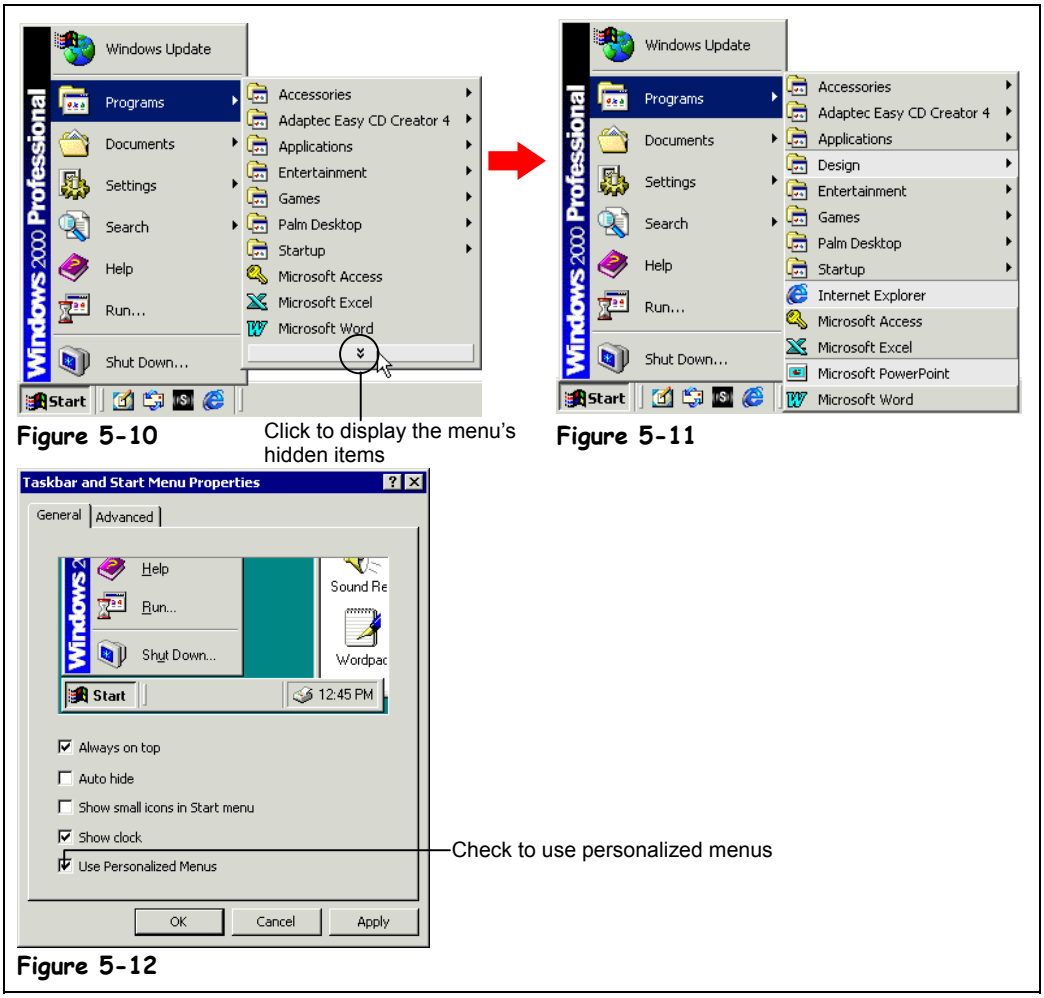
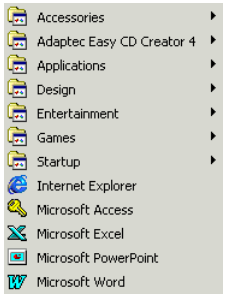


Figure 5-10 **Figure 5-11**

Figure 5-12



The Programs menu with every option displayed.

Personalized Menus are one of the best new features of Windows 2000, but they can also be the most confusing. Personalized Menus keeps the Programs menu clean by hiding items that you haven't used recently, while still keeping other programs easily accessible. As you use your computer, Windows 2000 watches which programs you use and don't use. After a while, Windows 2000 starts to hide the items you don't use as much from the Programs menu. The items are still there, you just have to click the downward-pointing arrow (⌄) at the bottom of the Programs menu to see them.

If you have ever purchased a computer from BestBuy® or CompUSA® you will probably love the Personalize menus feature as it hides the cluttered and mostly useless programs that come pre-installed on your computer. Of course, if you absolutely hate the new, personalized menus, you can always turn them off.

In this lesson you will learn how to use and configure Windows 2000's personalized menus.

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1. **Click the Start button and select Programs.**

   The Programs menu appears as shown in Figure 5-10 (although your computer will have different options than the illustration). The options listed in the Programs menu are the ones that are used the most frequently on your computer. You can expand the Programs menu to see the less frequently used items by clicking the downward-pointing arrow (⌄) at the bottom of the Programs menu.

2. **Click the ⌄ arrow at the bottom of the Programs menu.**

   Windows expands the Programs menu and displays the less-frequently used items, as shown in Figure 5-11.

   If you're accustomed to working with earlier versions of Microsoft Windows you may find the new personalized menus somewhat disconcerting. If so, you can easily turn the personalized menus off. Here's how.

3. **Click the Start button and select Settings → Taskbar and Start Menu…**

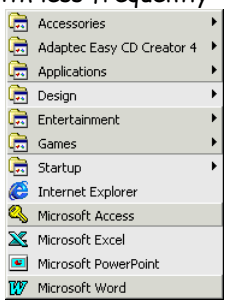
   The Taskbar and Start Menu dialog box appears, as shown in Figure 5-12. To turn off Windows 2000's personalized menus, simply uncheck the Use Personalized Menus box.

   We don't want to make any changes for now, however so you can close the Taskbar and Start Menu dialog box.

4. **Click Cancel.**

So how can you make an option on the Programs menu appear in the frequently-used list? Simply select the option a few times—Windows 2000 will see what you're doing and will make sure it appears when you open the Programs menu.

The Programs menu with less frequently



The Programs menu with less frequently used options displayed after clicking the downward-pointing arrow (⌄) at the bottom of the menu.

Quick Reference

To Display Hidden Options in the Programs Menu:

- Click the downward-pointing arrow (⌄) at the bottom of the Programs menu.

To Turn the Personalized Menus On or Off:

1. Click the Start button and select Settings → Taskbar and Start Menu…
2. Check or uncheck the Use Personalized Menus box.
3. Click OK.

Lesson 5-5: Organizing the Start Menu

Figure 5-13

Creating a new folder in the Programs Menu.

Figure 5-14

Move a program into a different folder in the Programs Menu by dragging and dropping.

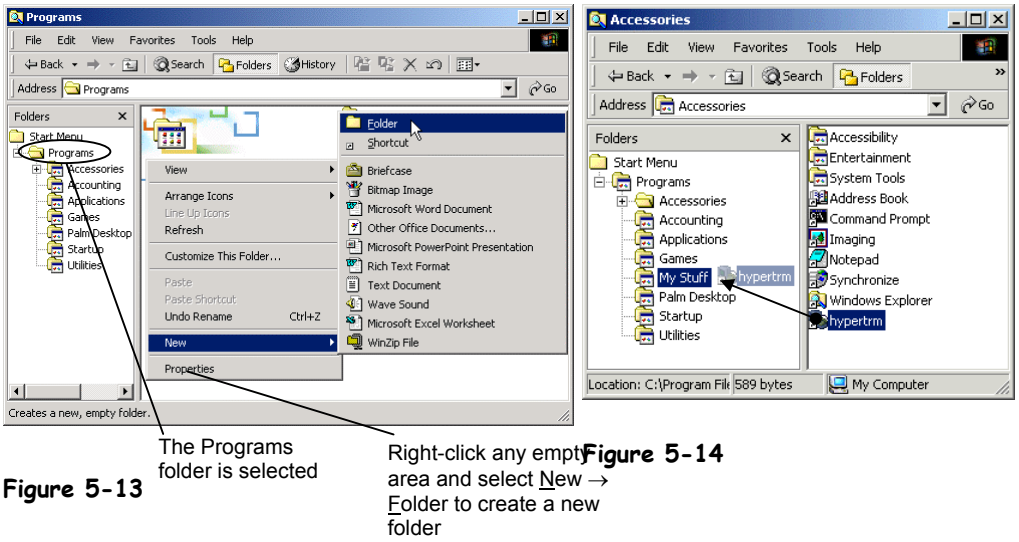


Figure 5-13 The Programs folder is selected

Figure 5-14 Right-click any empty area and select New → Folder to create a new folder

Other Ways to Move Folders and Files in the Programs Menu:

- Click the **Start button**, select **Programs**, then click and drag the folders or programs to the desired location in the Programs Menu.

If you only have time to read one lesson from this chapter, this is the one. Every program you install to your computer seems to add its own, individual folder to the Programs menu. Soon your Programs menu is filled with so many menus that it can be difficult find the program you want. Actually, you don't even have to install many programs on your own to clutter up your Programs menu with zillions of folders, because most computers come set up that way!

To make your programs easier to find, you can (and should) organize your Programs menu by creating your own program folder categories, moving related programs into these new folders, and then removing any unnecessary, empty Program folders.

This lesson assumes you already know how to use Windows Explorer, create and delete folders, move files, and create and remove programs from the Start menu. If you aren't familiar with how to do any of these tasks, you better take another look at the chapter on file management.

1. **Click the Start button and select Settings → Taskbar and Start Menu... and click the Advanced tab.**

   The Taskbar and Start Menu Properties dialog box.

2. **Click the Advanced button.**

   The contents of the Start menu appear in a hierarchical order. Since you're using Windows Explorer, you can perform all the file management tasks you've learned: expand and collapse folders, create and delete folders, and move and copy files or folders.

3. **If it isn't already expanded, click the plus sign ⊞ beside the Programs folder in the left window pane.**

   The Programs folder expands.

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4. **Click the Programs folder, located in the left side of the window, to select it and display its contents in the right side of the windows.**

   The contents of the Programs folder, several folders and a program file or two, appear in the right pane of Windows Explorer. To add a new program folder to the Programs menu simply create a new folder inside the Programs folder.

5. **Right-click an empty area in Programs folder, in the right pane. Select New → Folder from the shortcut menu, name the new folder `My Stuff` and press <Enter>.**

   Sometimes, when you create a new folder, you have to tell Windows to refresh the screen in order to display the new window.

6. **Select View → Refresh from the menu.**

   Windows Explorer updates the screen and displays the new My Stuff folder in both panes. Now you can add programs to your new My Stuff program folder by following the steps from the lesson on adding and removing programs or by moving programs from other folders into the My Stuff folder.

7. **Click the Accessories folder, located in the left pane, to select it and display its contents in the right side of the windows.**

   The contents of the Accessories folder appear in the right side of Windows Explorer. Since you're actually using Windows Explorer to view the Start menu, you can move and copy its files and folders using the file/folder move and copy methods that you've already learned.

8. **Drag the Calculator program from the Accessories folder (the right side of the screen) to the My Stuff folder (left side of the screen), as shown in Figure 5-14.**

   You've just moved the Calculator program. Instead of appearing in the Accessories folder, it will now appear in the New Stuff folder. Close Explorer and see if this is the case.

9. **Close Windows Explorer and click OK to close the Taskbar Properties dialog box.**

10. **Click the Start button, select Programs → My Stuff.**

    Sure enough, there's the New Stuff program folder you created with the Calculator program in it. Go back and leave the Start menu the way you left it.

11. **Repeat steps 1 and 2.**

    You're back in Windows Explorer, looking at the Start Menu.

12. **Click the My Stuff folder (in the left pane) to select it, and drag the Calculator program from the My Stuff folder (in the right pane) to the Accessories folder (in the left pane).**

    Now you can delete the My Stuff folder you just emptied.

13. **Click the Programs folder (in the left pane) to select it, click the My Stuff folder (in the right pane) and press the <Delete> key. Then confirm the deletion.**

    The My Stuff folder is deleted from the Start menu.

14. **Close Windows Explorer and click OK to close the Taskbar Properties dialog box.**

Other Ways to Create a Folder:

- Select File → New → Folder from the menu.

Quick Reference

To Organize the Programs Menu:

1. Click the Start button and select Settings → Taskbar and Start Menu... and click the Advanced tab.
2. Click the Advanced button.
3. Using basic file management techniques, add new folders to the Programs Menu, as needed, and move folders and files around using drag and drop.

Lesson 5-6: Opening Recently Used Documents

Figure 5-15

The Documents menu keeps a listing of the files you most recently used.

Figure 5-16

Clear the Documents list in the Start Menu Programs tab of the Taskbar Properties dialog box.

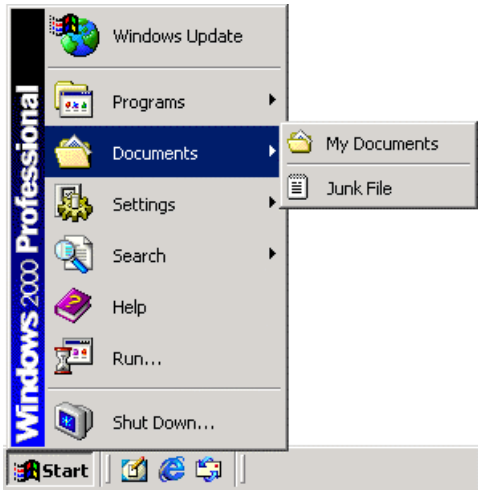

Figure 5-15

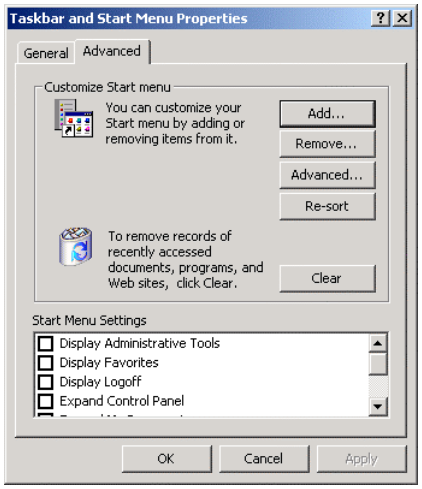

Figure 5-16

Windows remembers the files that you used most recently so you can quickly retrieve them without having to dig through several browse windows. This lesson shows you how you can use the Documents option in the Start menu to open a recently used file.

First, we need to create a document so Windows will be able to retrieve it.

1. **Use the Notepad program to create a simple text file (type whatever you want in it) and save it in the root directory of the C: hard drive with the name `Junk File`, and then close Notepad.**

   You learned how to save files in a previous lesson—just select File → Save from the menu and select the location where you want to save the file (the root directory of the C: drive).

   You could retrieve the Junk File by opening Notepad and selecting File → Open from the menu. You could retrieve the Junk File by opening My Computer or Windows Explorer, opening the C: drive, and double-clicking the file. Or you could just select the Junk File from the Documents menu, as we'll see in the next step.

2. **Click the Start button and select Documents.**

   The Documents menu appears, listing your recently used files, as shown in Figure 5-15. Can you find your Junk File?

3. **Select the Junk File from the Documents menu.**

   The Junk File opens in Notepad, where you can review and make changes to the file.

4. **Close the Notepad program.**

   Although there's really no need to, you can remove the list of documents from the Documents menu.

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5. **Click the Start button and select Settings → Taskbar and Start Menu… and click the Advanced tab.**

   The Advanced tab appears in front of the Taskbar and Start Menu Properties dialog box. as shown in Figure 5-16.

6. **Click the Clear button to remove the contents of the Documents menu.**

   Initially, it appears as though nothing has happened, but Windows has removed the list of files from the Documents menu.

7. **Click OK to close the Taskbar Properties dialog box.**

   Verify that the Documents menu has been reset and is empty.

8. **Click the Start button and select Documents.**

   The Documents list is empty. As you create and open files, they will appear in the Documents list.

Quick Reference

To Open a Recent File:

- Click the Start button → Documents and select the file you want to open.

To Clear the List of Recently Used Files:

1. Click the Start button and select Settings → Taskbar and Start Menu… and click the Advanced tab.
2. Click Clear to clear the list and click OK.

Lesson 5-7: Using the Run Command to Start a Program

Figure 5-17

The Run option in the Start menu.

Figure 5-18

The Run dialog box.

Figure 5-19

Browsing for a program to run.

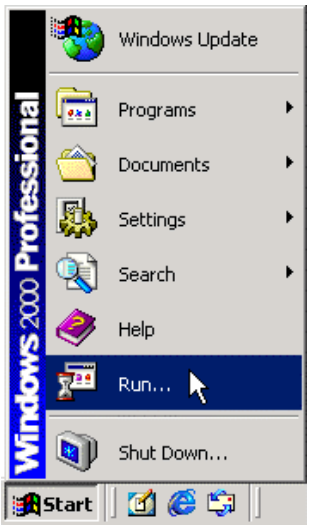

Figure 5-17

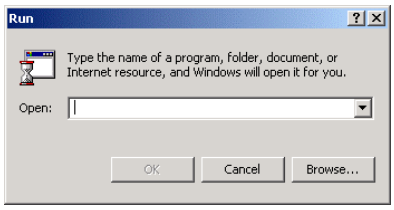

Figure 5-18

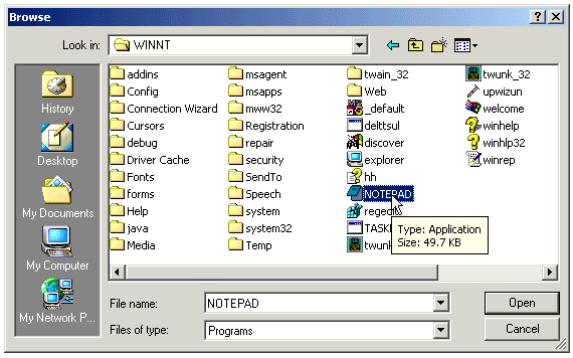

Figure 5-19

If you've gotten this far, you should already know at least a couple different methods of opening, or starting, programs. You can start a program by clicking the Start button, selecting Programs, and then finding and clicking the program. You can also start a program by opening My Computer or Windows Explorer, finding the program (which can be tricky) and then double-clicking the program. In this lesson you'll learn yet another way to start a program—using the Run command in the Start menu.

The Run command is a more technical way to start a program, and hopefully you won't have to use it much—if ever. Still, just in case, here it is.

1. **Click the Start button.**

2. **Select Run from the Start menu.**

   The Run dialog box appears, as shown in Figure 5-18. If you know the program's filename and location, you can type it in the Open box. Actually, this is how people used to run programs. You see, before Windows there was an operating system called MS-DOS. MS-DOS didn't have any cute icons, windows, or picture—there was nothing to point and click at all. People would start programs by typing the program's name and pressing <Enter>. Yuck!

   Enough of the history lesson. Remember that the Run command was a little technical? That's because you have to know the name of the program and the program's path (the drive and folders it's in). A path is like a street address, containing the drive letter, followed by a colon, followed by any folders (which must be separated by backslashes \), and then finally comes the name of the program. For example, to run the Notepad program, you would type C:\WINNT\NOTEPAD.

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3. **Type `C:\winnt\notepad` in the Open text box and click OK.**

   The Notepad program opens.

4. **Close the Notepad program.**

   Typing the program name and path is difficult, and impossible if you don't know the exact name of the file and folders. Isn't there an easier way to get the name and path of the program in the Open box? Sure—you can find the program you want to run by browsing for it.

5. **Repeat Steps 1 and 2.**

   This time instead of typing the program's name and path, browse for the Notepad program.

6. **Click the Browse button.**

   A Browse dialog box appears, as shown in Figure 5-19. Use the Browse dialog box to help you enter the program's name and path.

7. **Open the WINNT folder, then find and double-click the Notepad program.**

   The Notepad program path appears in the Run dialog box. Click OK and Notepad opens again.

8. **Close the Notepad program.**

You'll rarely, if ever, use the Run command to start programs. One instance when you might use the Run command is when you're installing a new program and the installation manual tells you to install a program by entering something like D:\SETUP.EXE. Now, when you run across instructions like that, you'll know how to do it.

Quick Reference

To Start a Program with the Run Command:

1. Click the Start button and select Run.
2. Enter the path and name of the program you want to run, or click the Browse button, find the file and double click it.
3. Click OK to run the program.

Lesson 5-8: Adding Shortcuts to the Desktop

Figure 5-20

Create a shortcut to a file or folder by dragging the object with the right mouse button and selecting Create Shortcut Here form the shortcut menu.

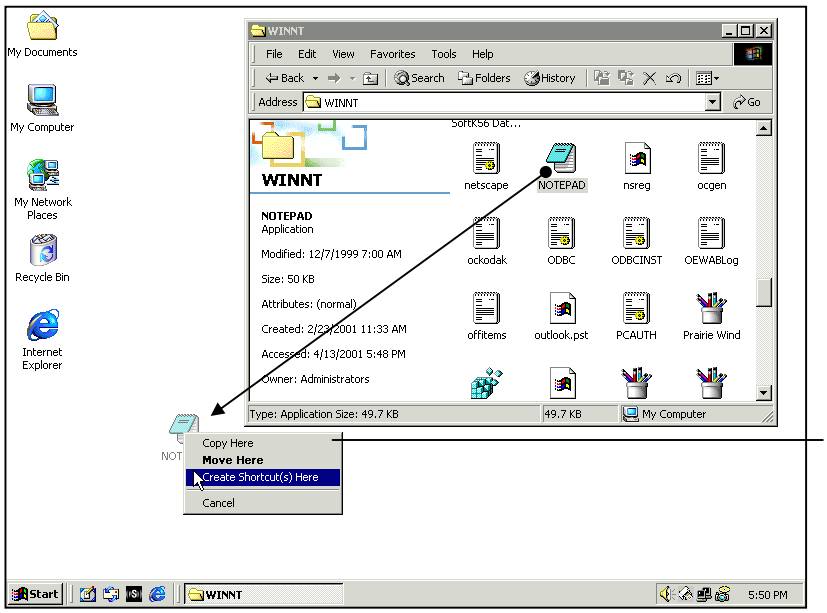

Figure 5-20

Notepad Program

Shortcut to Notepad

Shortcuts have a small arrow (↗) in the corner.

Other Ways to Create a Shortcut:

- Right-click the file or folder for which you want to create a shortcut, and select **Create Shortcut** from the shortcut menu.

The Start menu makes it easy to find and open your programs. However, sometimes the 5 seconds or so it takes to wade through the menu can still be too long for opening programs or files you use frequently. A shortcut is a quick way to start a program or open a file or folder without having to go to its actual location. Shortcuts are especially useful for programs, files, and folders you use frequently. All of the Programs in the Start Menu are actually shortcuts that point to the program files, located elsewhere on your computer. Shortcuts only point to files or folders, so moving, renaming, or deleting a shortcut does not affect the original program or file in any way. You can tell the difference between a shortcut and original file because the shortcut displays an arrow (↗).

This lesson will show you how to add a shortcut to the desktop.

1. **Open My Computer.**

   To create a shortcut you need to find the program you want the shortcut to point to. In this exercise, create a shortcut to the Notepad program.

2. **Open the WINNT folder in the (C:) hard drive.**

   The WINNT folder contains the most vital program files on your computer—the ones that make Windows 2000 operate! Since you need to be extra careful when you're opening the WINNT folder, you have to tell Windows 2000 to display the contents of the WINNT folder by clicking the words Show Files.

3. **If necessary, click Show Files.**

   Windows 2000 displays the contents of the WINNT folder. Now you need to find the Notepad program.

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4. **Find the Notepad program.**

   There are a lot of programs and files in the Windows folder, so you will have to scroll quite a bit to find the Notepad program. Make sure the contents of the Windows folder are being sorted alphabetically by name—or you may never find it!

5. **Using the right mouse button, drag the Notepad program from the Windows folder to an empty area on your desktop, as shown in Figure 5-20.**

   Dragging items with the right-mouse button causes a shortcut menu to appear, with copy, move, and create shortcut options.

6. **Select Create Shortcut(s) Here from the shortcut menu.**

   The Notepad shortcut appears on the desktop. The default names Windows gives to shortcuts usually aren't very meaningful, so you will usually want to rename them.

7. **Rename the Shortcut to Notepad to just `Notepad`.**

   Remember how to rename files? Right-click the file, select Rename from the shortcut menu, rename the file and press <Enter>. Now, try using your new shortcut.

8. **Double-click the Notepad shortcut.**

   The Notepad program opens.

9. **Close the Notepad program.**

   Since a shortcut only points to a program or file, deleting a shortcut does not delete the original file it points to.

10. **Delete the Notepad shortcut.**

To change the settings for a shortcut, such as what kind of window it starts in or if the location of the program changes, right click the shortcut, and select Properties. One more thing: you can create shortcuts to your favorite folders. For example, you could create a shortcut to a folder that contains your frequently used files on the Desktop (actually the My Documents is a shortcut that points to the folder My Documents located in the C: drive).

Other Ways to Create a Shortcut:

- Right-click an empty area of any folder or the Windows Desktop and select New → Shortcut from the shortcut menu. Enter the path and name of the program you want the shortcut to point to, or click the Browse button, find the file and double click it.

Quick Reference

To Create a Shortcut to a File or Folder:

- Drag the file or folder to a new location with the right mouse button. Select Create Shortcut Here from the shortcut menu.

Or…

- Right-click the file or folder for which you want to create a shortcut, and select Create Shortcut from the shortcut menu.

Or…

- Right-click an empty area of any folder or the Windows Desktop and select New → Shortcut from the shortcut menu. Enter the path and name of the program you want the shortcut to point to, or click the Browse button, find the file and double click it.

Lesson 5-9: Staring a Program Automatically when Windows Starts

Figure 5-21

Any programs, files, or folders you place in the StartUp folder in the Programs Menu will start or open automatically every time you load Windows.

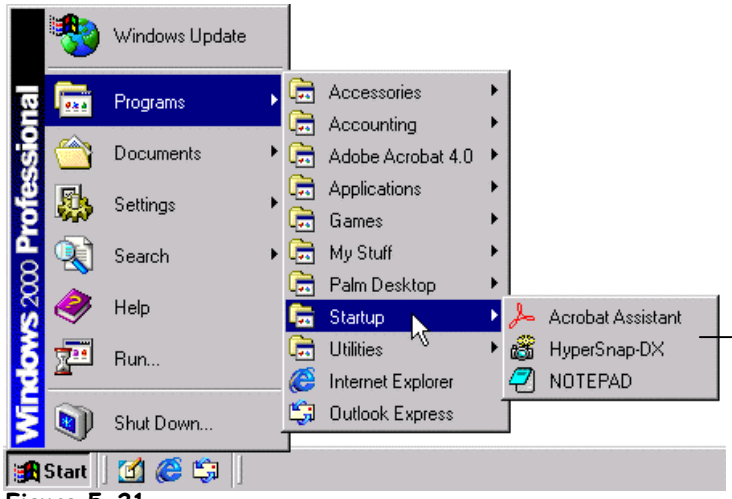

Figure 5-21

If you use the same program each and every day, you can save five seconds or so at the beginning of every day by having Windows start the program automatically every time you turn the computer on. This lesson shows you how to automatically start a program when you start Windows, and how to stop programs from automatically starting. Let's get started!

1. **Right-click an empty area of the taskbar and select Properties from the taskbar shortcut menu and click the Start Menu Programs tab.**

   The Start Menu Program tab appears in front of the Taskbar Properties dialog box.

2. **Click the Advanced button.**

   Windows displays the contents of the Start menu in a hierarchical view. You can perform all the file management tasks you've already learned: expand and collapse folders, create and delete folders, and move and copy files or folders.

3. **If it isn't already expanded, click the plus sign ⊞ beside the Programs folder to expand it.**

   The Programs folder expands.

4. **Click the Programs folder, located in the left side of the window, to select it and display its contents in the right side of the window.**

   The contents of the Programs folder appear in the right pane of the window. One folder in the Programs folder is special: it's called the *StartUp* folder. Windows will automatically open anything in the StartUp folder every time you turn your computer on.

5. **Click the Accessories folder, located in the left pane, to select it and display its contents in the right side of the windows.**

   The contents of the Accessories folder appear in the right pane of Windows Explorer.

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6. **Press and hold the <Ctrl> key as you drag the Notepad program from the Accessories folder (in the pane) to the StartUp folder (in left pane).**

   You've copied the Notepad program shortcut from the Accessories folder to the StartUp folder. Now the Notepad program will start every time you turn on your computer and start Windows. You don't need to restart your computer to see if the Notepad program will automatically open when you start Windows.

   If you no longer want a program to start automatically, simply delete or move the program's shortcut from the StartUp folder.

7. **Delete the Notepad shortcut from the StartUp folder.**

   Close the window to end this lesson.

8. **Close Windows Explorer and click OK to close the Taskbar Properties dialog box.**

NOTE: Try not to place programs in the StartUp menu unless you really do use them every time you start Windows. Having too many programs open at the same time takes up memory and can greatly slow down how long it takes Windows to start.

Quick Reference

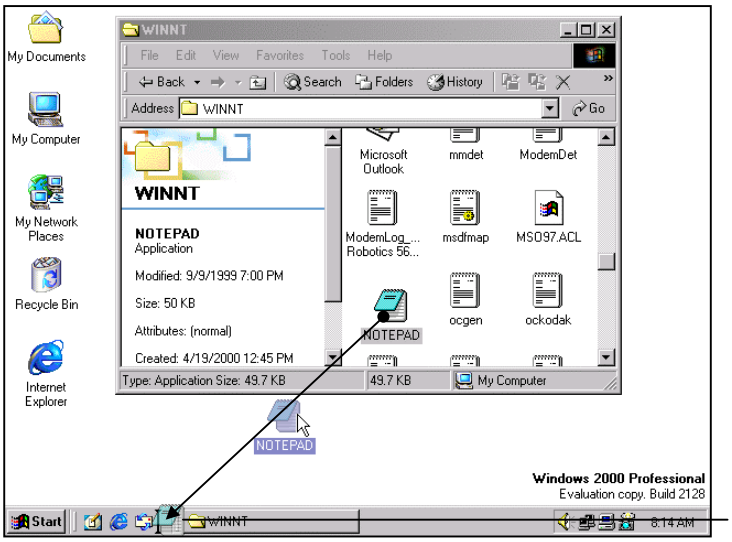
To Start a Program Automatically when you Load Windows:

- Add the program, file, or folder to the **StartUp** folder in the Programs Menu.

Lesson 5-10: Working with the Quick Launch Toolbar

Figure 5-22

Adding a program to the Quick Launch toolbar.



Dragging any program, file, or folder on to the Quick Launch toolbar adds it as a button

Figure 5-22

The *Quick Launch toolbar* lets you add a group of buttons to the taskbar that you can use to start your favorite programs. Microsoft has already added several buttons to the Quick Launch toolbar to launch programs they think you will use frequently. The default buttons on the Quick Launch toolbar include:

- **Microsoft Outlook Express:** Launches Microsoft Outlook, a program you can use to send a receive e-mail. If you use a different program to send and receive e-mail, such as America Online, you probably can safely delete this button.
- **Microsoft Internet Explorer:** This launches your Web browser, letting you surf the Internet. If you use the Internet this is a great button to have.
- **Show Desktop:** Another great button, this one minimizes every program and window you have open at once so you can see the Windows desktop.

Since the taskbar always appears at the bottom of the screen, the Quick Launch toolbar is probably the fastest and most convenient place to add shortcuts to your favorite programs. There is one major caveat with the Quick Launch toolbar bar, however. The more buttons you add to the Quick Launch toolbar, the less room you leave on the taskbar to see what programs are currently running. You should probably never have more than six buttons on the Quick Launch toolbar.

Resize the Quick Launch toolbar by dragging its right border to the right or left.

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1. **Open My Computer.**

   The procedure of adding a program or file to the Quick Launch toolbar is almost the same as adding a shortcut to the desktop, so you need to find the program you want to add.

2. **Open the WINNT folder in the (C:) hard drive.**

   NOTE: If the Windows warning screen appears when you open the Windows folder, click the words Show Files to display the contents of the Windows folder.

   Now find the Notepad program and add it to the Quick Launch toolbar.

3. **Find the Notepad program and drag it down to the Quick Launch toolbar area of the taskbar, as shown in Figure 5-22.**

   Since there isn't a lot of room on the Quick Launch toolbar, you will probably have to resize it to see all of its contents. Here's how to resize the Quick Launch Toolbar:

4. **Drag the Quick Launch toolbar's right border to the right about a half-inch.**

   You've just resized the Quick Launch toolbar. The only problem with making the Quick Launch toolbar bigger is that you make the rest of the taskbar smaller. Try running the Notepad program from the Quick Launch toolbar.

5. **Click the Notepad icon on the Quick Launch toolbar.**

   The Notepad program starts.

6. **Close the Notepad program.**

   Of course, you can always delete a shortcut from the Quick Launch toolbar if it's no longer needed.

7. **Right-click the Notepad icon on the Quick Launch toolbar and select Delete from the shortcut menu.**

   The Notepad shortcut is deleted from the Quick Launch toolbar.

8. **Resize the Quick Launch toolbar back to its original size.**

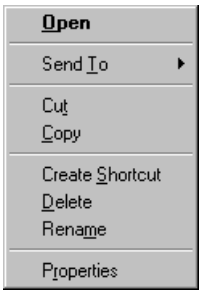
   If you don't use the Quick Launch toolbar at all—and a lot of people don't—you can hide it entirely and reclaim some valuable taskbar real estate.

9. **Right-click any empty area on the taskbar and select Toolbars → Quick Launch from the shortcut menu.**

   Finding an empty area on the taskbar can be difficult if you're running several programs. If you are having trouble finding an empty area on the taskbar to right-click, you're probably going to have to close one or more of the programs that are currently running.

   Displaying the Quick Launch tool is just as easy as hiding it.

10. **Repeat Step 9 to display the Quick Launch toolbar.**



Right-click any button on the Quick Launch toolbar to delete, rename, or modify it.

Quick Reference

To Add an Program to the Quick Launch toolbar:

- Drag and drop the program onto the Quick Launch toolbar.

To Resize the Quick Launch toolbar:

- Drag the right border of the Quick Launch toolbar to the right or left.

To Delete a Program from the Quick Launch toolbar:

- Right-click the program's button on the Quick Launch toolbar and select Delete from the shortcut menu.

To Hide/Display the Quick Launch toolbar:

- Right-click any empty area on the taskbar and select Toolbars → Quick Launch from the shortcut menu.

Chapter Five Review

Lesson Summary

Moving, Sizing, and Hiding the Taskbar

- Move the taskbar by positioning the pointer over a blank area on the taskbar and clicking and dragging the taskbar to the top, bottom, left, or right of the screen.
- Change the size of the taskbar by positioning the pointer over the top edge of the taskbar until the pointer changes to a ↕, and then dragging the edge until the taskbar is the size you want.
- Hide the taskbar by right-clicking any blank area of the taskbar, selecting **Properties** from the shortcut menu, checking the **Auto hide** option and clicking **OK**.
- Display a hidden taskbar by positioning the pointer near the very bottom of the screen.

Adjusting your Computer's Volume

- Adjust your computer's volume by clicking the **Speaker icon** located on the far right of the taskbar and dragging the volume slide control up or down.
- Mute your computer's volume by clicking the **Speaker icon** located on the far right of the taskbar and checking the **Mute check box**.
- **To Display the Volume Control Dialog Box:** Double-click the **Speaker icon** located on the far right of the taskbar.

Adding and Removing Programs to the Start Menu

- **To Add a Program to the Start Menu:** Right-click a blank area of the task bar and select **Properties** from the shortcut menu. Click the **Start Menu Programs tab** and click **Add**. Click the **Browse** button, open the program's folder, and double-click the program name. Click **Next** button, open the program's folder and double-click the program name.
- **To Remove a Program from the Start Menu:** Right-click a blank area of the task bar and select **Properties** from the shortcut menu. Click the **Start Menu Programs tab** and click **Remove**. Open the program's folder, select the program, and click **Remove**. Click **Close** and then click **OK**.
- The items in the Programs menu are only shortcuts that point to the actual program files, which are located elsewhere on your computer. Deleting a shortcut from the Programs menu doesn't delete the actual program.

Opening Recently Used Documents

- You can open a recent document by clicking the **Start button** → **Documents** and selecting the file you want to open.
- **To Clear the List of Recently Used Files:** Click the **Start button** and select **Settings** → **Taskbar and Start Menu...** and click the **Advanced tab**. Click **Clear** to clear the list and click **OK**.

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Understanding Personalized Menus

- **To Display Hidden Options in the Programs Menu:** Click the downward-pointing arrow (⌄) at the bottom of the Programs menu.
- **To Turn the Personalized Menus On or Off:** Click the **Start button** and select **Settings** → **Taskbar and Start Menu…** Check or uncheck the **Use Personalized Menus** box and click **OK**.

Opening Recently Used Documents

- You can open a recent document by clicking the **Start button** → **Documents** and selecting the file you want to open.
- **To Clear the List of Recently Used Files:** Click the **Start button** and select **Settings** → **Taskbar and Start Menu…** and click the **Advanced tab**. Click **Clear** to clear the list and click **OK**.

Using the Run Command to Start a Program

- **To Start a Program with the Run Command:** Click the **Start button** and select **Run**. Enter the path and name of the program you want to run, or click the **Browse** button, find the file, and double click it. Click **OK** to run the program.

Adding Shortcuts to the Desktop

- A shortcut is a quick way to open a file or folder without having to go to the actual location. Shortcuts always display an arrow (↗) in their corner.
- **To Create a Shortcut to a File or Folder:** Drag the file or folder to a new location with the **right mouse button** and select **Create Shortcut Here** from the shortcut menu. You can also create a shortcut by right-clicking the file or folder for which you want to create a shortcut and selecting **Create Shortcut** from the shortcut menu. Finally, you can create a shortcut by right-clicking an empty area of any folder or the Windows Desktop and selecting **New** → **Shortcut** from the shortcut menu, entering the path and name of the program you want the shortcut to point to.

Staring a Program Automatically when Windows Starts

- **To Start a Program Automatically when you Load Windows:** Add the program, file, or folder to the **StartUp** folder in the Programs Menu.

Working with the Quick Launch Toolbar

- **To Add an Item to the Quick Launch toolbar:** Drag and drop the object onto the Quick Launch toolbar.
- **To Resize the Quick Launch toolbar:** Drag the right border of the Quick Launch toolbar to the right or left.
- **To Delete a Program from the Quick Launch toolbar:** Right-click the program's button on the Quick Launch toolbar and select **Delete** from the shortcut menu.
- **To Hide/Display the Quick Launch toolbar:** Right-click any empty area on the taskbar and select **Toolbars** → **Quick Launch** from the shortcut menu.

Quiz

1. You can move the taskbar to any edge of the screen (True or False?)

2. Which of the following statements is NOT true?

A. You can change the size of the taskbar by dragging its top edge until the taskbar is the size you want.
B. Move the pointer to the bottom of the screen to display a hidden taskbar.
C. You can position the taskbar so that it floats in the middle of the screen.
D. You can accidentally change the size of the taskbar so that it disappears almost completely from the screen – in which case you will need to resize it.

3. You can adjust your computer's volume by clicking the speaker icon located on the taskbar and dragging the slide control up or down (True or False?)

4. Which of the following statements is NOT true (Select all that apply).

A. You can't add or remove programs from the Start menu.
B. Most programs add themselves to the Start menu's Programs menu.
C. Deleting a program from the Start menu deletes the program from your hard disk.
D. You can open recently used documents by clicking the Start button, selecting Documents, and selecting the file you want to open.

5. You can create, rename, delete, and move folders and files in the Start menu, just like you would in:

A. Windows Explorer.
B. WordPad.
C. A Macintosh computer.
D. The taskbar.

6. You know a program is installed on your computer, but for some reason it doesn't appear anywhere in the Start menu. How can you start the program? (Select all that apply?)

A. Click the Start button, select Run, click the Browse button, find and double-click the file.
B. Open My Computer, find the file and double-click it.
C. Open Windows Explorer, find the file and double-click it.
D. If the program doesn't appear in the Start menu it's not installed on your computer.

7. Which of the following statements is NOT true?

A. Shortcuts have a ↗ in their corner.
B. When you delete a shortcut, it also deletes the file or folder it points to.
C. You can create a shortcut by dragging the file or folder to a new location with the right mouse button and selecting Create Shortcut Here from the shortcut menu.
D. The items in the Start menu's Programs menu are actually shortcuts.

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Homework

1. Position the taskbar at the top of the screen, then move it back to the bottom of the screen.
2. Display the Taskbar Properties dialog box.
3. Display the Volume control for your computer.
4. Display a list of recently used files.
5. Create a new folder in the Programs menu named “Financial Programs.”
6. Delete the Financial Programs folder.
7. Use the Start menu's Run command to start the NotePad program. (Hint: It's located in the C:\Windows folder).
8. Create a shortcut to the NotePad program on the desktop. Delete the shortcut when you're finished.

Quiz Answers

1. True. You can move the taskbar to any edge of the screen.
2. C. You can only move the taskbar to the edges of the screen.
3. True.
4. A and D. You can easily add and remove programs from the Start menu—and deleting programs from the Start menu leaves the original program intact.
5. A. Actually when you modify the Start menu you’re using Windows Explorer. If you picked C. My Computer you were on the right track, because you can create, rename, delete, and move folders in My Computer too.
6. A, B, and C. You can start a program or open a file using any of these methods.
7. B. A shortcut only points to a file or folder elsewhere on the computer—deleting the shortcut, moving it, or renaming it in no way affects the original file.

Chapter Six: Customizing Windows

Chapter Objectives:

- **Changing the date and time**
- **Adding wallpaper and changing the screen colors**
- **Changing the screen resolution and color depth**
- **Using a screen saver and desktop theme**
- **Changing system sounds**
- **Adjusting the mouse**
- **Customizing how Windows looks and works**

☑ Prerequisites

- How to use the mouse to click, double-click, drop-and-drag, and right-click.
- How to use menus, toolbars, and dialog boxes.
- How to view and navigate through the contents of your computer (disk drives and folders.)

In the old days, computers had two settings: on or off. Computers have come a long way since then—today Windows lets you give your computer personality by changing how it looks, sounds, and operates. Click some buttons and the desktop becomes a lush jungle with birds singing and wild animals growling. Click some more buttons and you're working on a baseball diamond and are hearing the cracking of a bat when you open a window.

This chapter will show you how to customize Windows settings to suit your own personal needs and tastes. You'll learn how to adjust the date and time your computer thinks it is, your mouse settings so you can finally slow down that blasted double-click speed, and the sounds your computer makes. You'll also learn how to give your computer character by adding your own custom wallpaper, screensaver, desktop themes, and screen colors. Once you've decorated Windows with your own personal theme, you'll want to make sure it looks as good as possible—so you'll learn how to adjust the screen resolution and how many colors can appear on the screen at once.

Lesson 6-1: A Look at the Control Panel

Figure 6-1

Open the Control Panel by clicking the Start menu and selecting Settings → Control Panel.

Figure 6-2

The Control Panel.

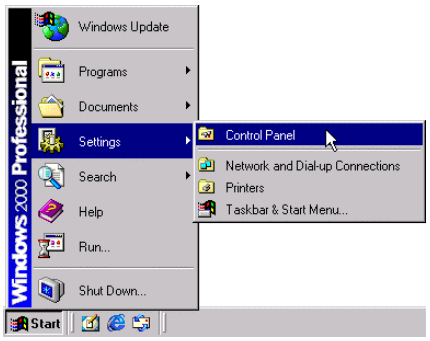

Figure 6-1

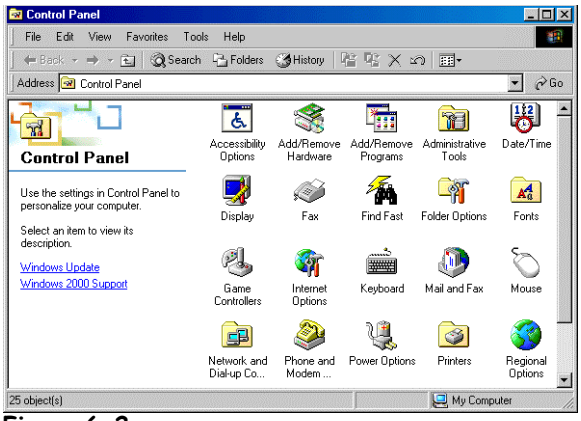

Figure 6-2

The Control Panel is the place to go when you want to change the various settings of your computer and Windows. Since this chapter deals entirely with configuring your computer, you'll be seeing a lot of the Control Panel in the upcoming lessons. That's why this lesson is a quick introduction to the Control Panel. No exercises here—just a guided tour of the Control Panel to help you become familiar with it.

Control Panel

Other Ways to Open the Control Panel:

- Open **My Computer** and double-click the **Control Panel** folder.

1. **Open the Control Panel by clicking the Start button and selecting Settings → Control Panel.**

   The Control Panel appears, as shown in Figure 6-2. Your Control Panel may look slightly different, depending on your computer setup.

2. **Look at the various icons in the Control Panel and refer to Table 6-1: What's in the Control Panel to see what they do.**

   If you're curious, you can even go ahead and double-click any of the icons in the Control Panel to display the dialog box that lives behind each one—just don't touch anything on those dialog boxes for now!

3. **When you're finished, close the Control Panel.**

Ready to start customizing your computer? Then move on to the next lesson and let's start!

Table 6-1: What's in the Control Panel

Item	*Description*
Accessibility Options	Allows you to change the settings for the mouse, keyboard, sound, and display to make the computer easier to use for those who are physically challenged.
Add New Hardware	Starts a Wizard that walks you through the installation of new hardware to your system, such as a network card or CD-ROM player.
Add/Remove Programs	Installs or removes programs and additional Windows components on your computer.

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Item	Description
Date/Time	Changes the date, time, and time zone information on your computer.
Display	Changes how your things are displayed your screen. You can adjust the resolutions, how many colors to use, the color scheme, and a lot more.
Fonts	Displays all the fonts that are installed on your computer and allows you to install or remove fonts.
Game Controllers	This is where you can adjust your computer's joystick (if you have one).
Internet Options	Changes your Internet settings.
Keyboard	Adjusts the rate at which the cursor blinks, the rate characters are repeated when you hold down a key, and country and language settings for the keyboard.
Modems	Lets you see what modems are installed in your computer and what COM port they use, and adjust their properties, such as how they dial numbers.
Mouse	Adjusts your mouse settings, such as if the buttons are configured for a left-handed or right-handed user, the double-click speed, and the speed of the mouse pointer.
Multimedia	Changes settings for your computer's multimedia devices, such as the sound card's volume and recording levels and the size of the window in which digital video plays on your computer.
Network	If you're connected to a network, this allows you (or preferably your network administrator) to configure your network settings, such as the what type of network hardware, software, and protocols you're using.
Power Management	Changes your computer's power management settings, which reduces how much power your computer system uses—especially important for laptop users.
Printers	Displays all the printers that are currently installed for use on your computer, enables you to add and remove printers and change each printer's default settings.
Regional Settings	Changes how numbers, currencies, dates and times are displayed throughout Windows.
Sounds	Changes system and program sounds.
System	Provides advanced information about your computer system and allows you to change its settings. You shouldn't touch this one unless you really know what you're doing.

Quick Reference

To Open the Control Panel:

- Click the **Start button** and select **Programs** → **Settings** → **Control Panel**.

Or…

- Open **My Computer** and double-click the **Control Panel** folder.

Lesson 6-2: Changing the Date and Time

Figure 6-3

The Date & Time tab of the Date/Time Properties dialog box.

Figure 6-4

Using the time and dates control in the Date/Time Properties dialog box.

Figure 6-5

The Time Zone tab of the Date/Time Properties dialog box.

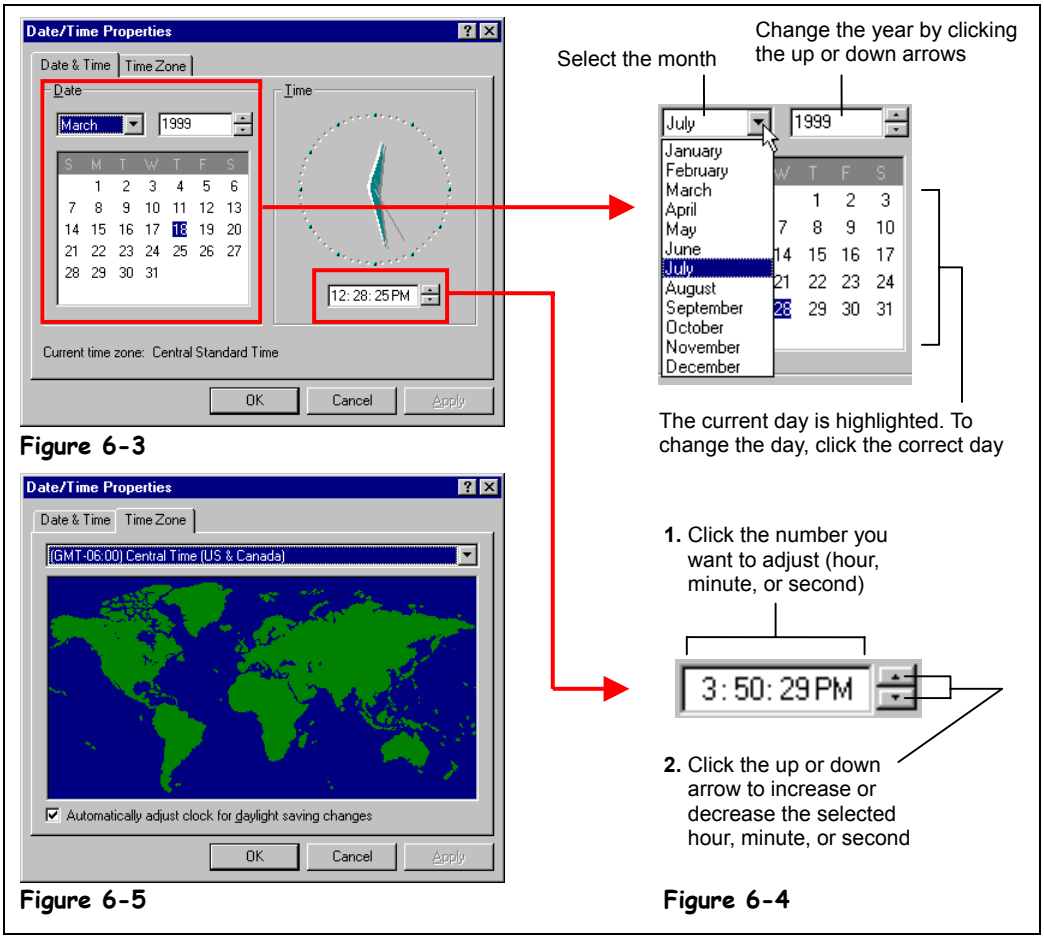

Figure 6-3

Figure 6-5

Figure 6-4

Your computer has its own built-in clock that has many purposes, including determining when you created or modified a file. For this reason, you should make sure the date and time are set correctly in computer. This lesson will show you how to set the date and time for your computer if you find it needs adjusting.

The far right area of the taskbar normally displays the time your computer thinks it is. To display the date, you merely need to move the pointer over the clock and wait a few seconds.

Display the Current Date

1. **Move the pointer over the clock on the taskbar and wait a few seconds.**

   A small box that displays the date appears.

   To change the date or time, double-click the clock on the taskbar.

2. **Double-click the clock on the far right edge of the taskbar.**

   The Date/Time Properties dialog box appears, as shown in Figure 6-3. To change the time setting, click on the area of the clock you want to adjust and then adjust the settings using the up or down arrows.

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3. **Click the hour part of the time and click the clock's up-arrow to advance the time one hour, as shown in Figure 6-4.**

   You could adjust the minutes the same way—by clicking the minute part of the time and then clicking the up or down arrows. You can also manually type the numbers in using the keyboard.

   You can change the date in the right area of the dialog box. Change the month and year by clicking their corresponding text boxes, located above the calendar.

4. **Click the Month list arrow and select January from the list, then click the Year text box and click the up-arrow to advance the year several years.**

   The calendar actually displays the days in the selected month. The current day is highlighted. To change the day, just click the day you want.

5. **Click on day 1 in the calendar, to change the date to January 1.**

   If you use a laptop, you may need to adjust which time zone you're in. You can do this using the Time Zone tab of the Date/Time Properties dialog box.

6. **Click the Time Zone tab.**

   The Time Zone tab appears in the front of the dialog box, as shown in Figure 6-5. You can click the Time Zone list arrow to select your current time zone from a list of all available time zones. Also note the Automatically adjust clock for daylight savings changes box. When this box is checked, Windows will automatically adjust your computer's clock when daylight saving time changes, meaning one less clock you have to change.

7. **Click Cancel to close the Date/Time Properties dialog box without applying the date and time changes you've made.**

The built-in clock in your computer should keep track of the date and time even when you turn your computer off. If your computer doesn't keep the proper time and date, it means there is probably something wrong with your computer's built-in clock.

Quick Reference

To Display the Current Date:

- Point at the clock on the taskbar for several seconds.

To Change the Date and/or Time:

1. Double-click the clock on the taskbar.
2. Adjust the date and time using the calendar and clock controls, as shown in Figure 6-4 and click OK.

To Change Time Zones:

1. Double-click the clock on the taskbar.
2. Click the Time Zone tab and select the time zone from the list box and click OK.

Lesson 6-3: Adding Wallpaper to the Desktop

Figure 6-6

The Background tab of the Display Properties dialog box.

Figure 6-7

Windows with the Carved Stone wallpaper.

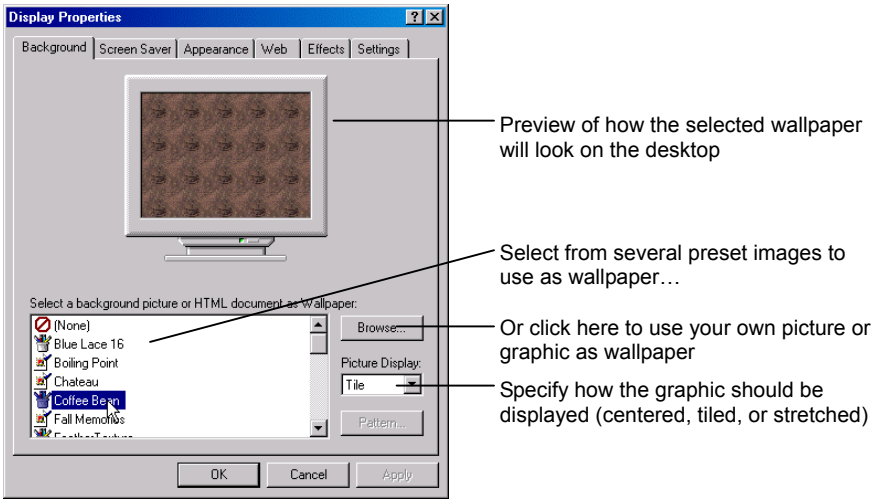

Figure 6-6

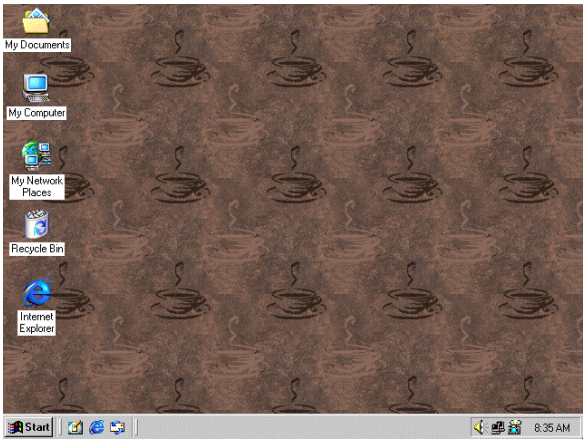

Figure 6-7

Desktop shortcut menu

Most of us don't work in a sterile work environment—we decorate our desktops with pictures, plants, and Dilbert calendars. Similarly, Windows lets you give your computer personality to reflect your own personal tastes. In this lesson, you will learn how to start personalizing Windows by adding *wallpaper* to the Windows desktop. *Wallpaper* in Windows is a graphical picture you can stick to the desktop—the blank, background area of the Windows screen.

1. **Right-click a blank area on the desktop, and select Properties from the shortcut menu.**

   The Display Properties dialog box appears.

2. **Click the Background tab.**

   The Background tab appears in front of the Display Properties dialog box, as shown in Figure 6-6. This is where you can select a file to use as wallpaper.

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3. **In the Wallpaper section, select the Coffee Bean file from the list.**

   A preview appears of what your desktop will look like with the selected wallpaper. Notice the Display combo box—you can display your wallpaper using one of three different methods:

   - **Center:** Centers the image in the middle of your desktop. Use this setting if you have a large picture you want to display, such as a scanned picture.
   - **Tile:** Makes a repeated pattern from the image. Use this setting for small to medium sized pictures and for all the default files listed in the Wallpaper box.
   - **Stretch:** Stretches the image so that it fills the entire screen.

4. **Click the Display combo box and select Tile.**

   You're ready to add your wallpaper.

5. **Click Apply.**

   The Coffee Bean design appears in a tiled pattern on your screen. If you want to use a picture that isn't listed in the Wallpaper section, such as a scanned picture of your family, you can click the Browse button.

6. **Click the Browse button.**

   A Browse dialog box appears, asking you to specify the name and location of the file you want to use as your wallpaper.

7. **Close the Browse dialog box.**

   To remove wallpaper from your screen, just repeat steps 1 and 2, and select (None) from the Wallpaper section.

8. **In the Wallpaper section, select (None) from the list, and then click OK.**

   The Display Properties dialog box closes, and the wallpaper is removed from the screen.

Here's one more wallpaper tip: if you're surfing the Web with Microsoft's Internet Explorer (the Web browser that comes with Windows 2000) and happen to see a graphic or picture you like, you can use it as your wallpaper. Just right-click the graphic and select the Set as Wallpaper option from the shortcut menu to save the image from the Internet and display it as wallpaper.

Quick Reference

To Add or Change Wallpaper:

1. Right-click a blank area on the desktop and select **Properties** from the shortcut menu.
2. Make sure the **Background tab** is selected, then select the wallpaper you want to use from the preset list or click **Browse** and specify the name and location of your own picture or graphic you want to use as wallpaper.
3. Select how you want the wallpaper to be displayed (centered, tiled, or stretched) from the **Display list** (optional).
4. Click **OK**.

Lesson 6-4: Changing Window's Screen Colors

Figure 6-8

The Appearance tab of the Display Properties dialog box.

Figure 6-9

The Desert color scheme.

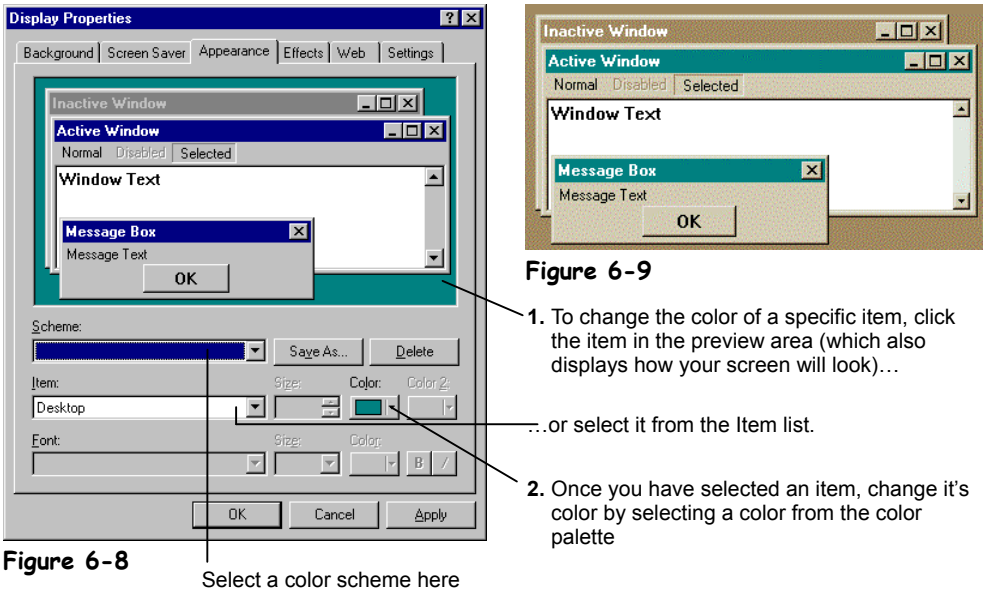

Figure 6-8

Figure 6-9

Another way to personalize Windows is to change the screen colors. Windows screen colors include all the basic parts of a window: the title bar, the menu, any scroll bars, etc. Windows comes with an assortment of color schemes you can use, and if you don't like any of the color schemes, you can create your own.

1. **Right-click a blank area on the desktop, and select Properties from the shortcut menu.**

   The Display Properties dialog box appears.

2. **Click the Appearance tab.**

   The Appearance tab appears in front of the Display Properties dialog box, as shown in Figure 6-8. This is where you can change the colors of the various window elements, or you can use a color scheme to change the appearance of many screen elements all at once.

3. **Click the Scheme combo box and select the Desert scheme from the list.**

   The preview area of the dialog box displays how your screen will look with the selected color scheme. You can also change the colors for the various windows elements. First, you need to select the item or element.

4. **Click the Title bar of the Active Window in the preview area of the dialog box.**

   The words "Active Title Bar" should appear in the in Item combo box. You can also select an item by selecting it from the Item combo box—but it's more intuitive to click the item from the preview area. Next, you can change the color and the font (if it's used) of the selected item.

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5. **Click the Color list arrow.**

A color palette appears below the Color box. Select the color you want use for the selected item.

6. **Select the Red color from the color palette.**

The preview area of the dialog box displays the active title bar in red. To make and confirm your changes, you would normally click Apply or OK. However, since you don't want to keep these changes for now you can click Cancel instead.

7. **Click the Cancel button to close the Display Properties dialog box without saving any of your screen color changes.**

You can always return to the original Windows color scheme by opening the Display Properties dialog box, clicking the Appearance tab, and selecting the *Windows Standard* scheme from the scheme list.

Color Palette

Quick Reference

To Change Windows Color Scheme:

1. Right-click a blank area on the desktop and select **Properties** from the shortcut menu.
2. Click the **Appearance tab**.
3. Select a color scheme from the **Scheme list** and click **OK**.

To Change the Color of a Specific Windows Item:

1. Repeat **Steps 1** and **2** of the previous instructions.
2. Select the item from the **Item list** or by clicking it in the **Preview area**.
3. Select a color from the color palette and click **OK**.

Lesson 6-5: Adjusting the Screen Resolution

Figure 6-10

Lower resolution (640 by 480) displays larger images on the screen; higher resolutions (800 by 600) displays smaller images but lets you see more information at once.

Figure 6-11

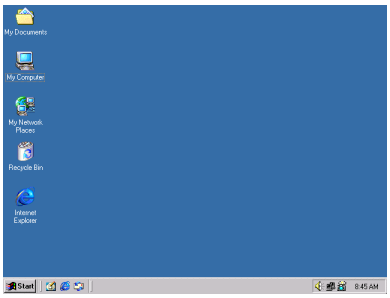
The Settings tab of the Display Properties dialog box.

Figure 6-12

The Display Properties warning dialog box.

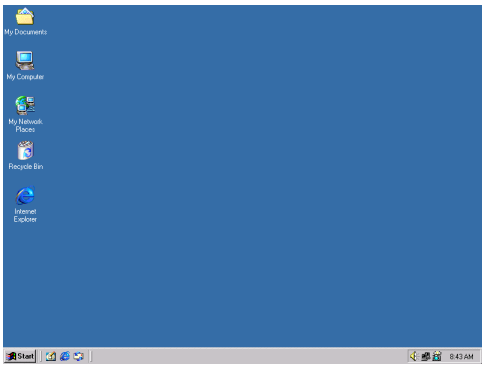
Figure 6-13

Click Yes to keep the new resolution, click No to switch back to the original resolution setting.

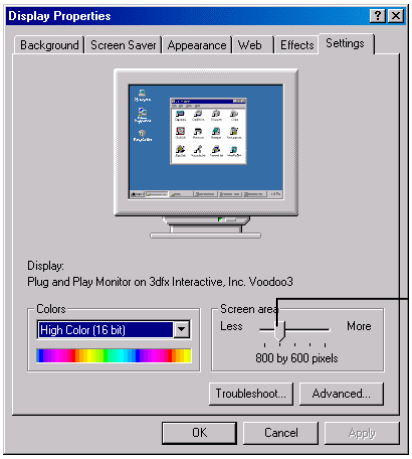


640 by 480 pixels

Figure 6-10



800 by 600 pixels



Drag the slider to select the display resolution

Figure 6-11

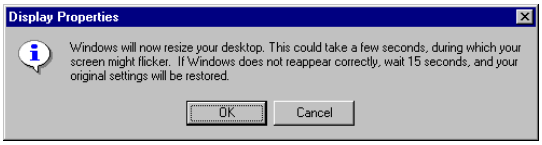


Figure 6-12

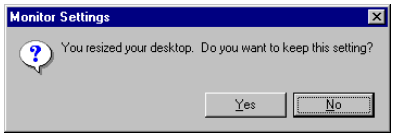


Figure 6-13

Screen Resolution has to do with how much information can fit on the computer screen. Obviously, you can't adjust how large or small your computer's monitor is (without buying a new one that is), but you can make all the images on your screen larger or smaller so you can see more information at once.

1. **Right-click a blank area on the desktop and select Properties from the shortcut menu.**

   The Display Properties dialog box appears.

2. **Click the Settings tab.**

   The Settings tab appears in front of the Display Properties dialog box, as shown in Figure 6-11. The Screen area is where you can change the resolution setting. Look at the numbers of pixels that are displayed—that is the current display resolution.

3. **Slide the bar in the Screen area all the way to the left.**

   The number of pixels should change to 640 by 480. If your slider is already set at 640 by 480, move the slider one notch to the right, to 800 by 600.

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4. **Click Apply.**

   A dialog box, similar to the one shown in Figure 6-12 appears.

5. **Click OK to confirm the change in resolution.**

   If you're unlucky and have an older computer, Windows may have to restart the computer to resize the screen. If you're lucky, Windows will resize the screen without restarting your computer. Windows asks you if you like the new resolution setting, as shown in Figure 6-13. If you do like it, click the Yes button, if you don't, click the No button. If you don't do anything, Windows assumes you don't like the new resolution setting, or your monitor can't display the new resolution, and switches back to the original resolution.

6. **Click No to return to the original resolution setting.**

For a more complete description of the various resolution settings you can use, see Table 6-2: Common Screen Resolutions. The highest resolution you can display depends on how much memory is installed on your video card. Most video cards have enough memory to display at least 800 by 600 resolution.

Table 6-2: Common Screen Resolutions

Resolution	Description
 640 by 480	This is the lowest resolution setting. 640 by 480 used to be the standard resolution setting, but larger and cheaper monitors have made it almost obsolete. Use this setting if you have a small, 14-inch (or smaller) monitor or if you have difficulty seeing information on the screen.
 800 by 600	This is today's standard resolution setting for most computers and is a good in-between resolution, allowing you to display quite a bit of information on the screen without having to use a magnifying glass to read it. Use this setting if you have a 15-inch or 17-inch monitor.
 1024 by 768	Quickly becoming the new standard, 1024 by 768 puts a lot of information on your screen, but the images can start getting small and difficult to read at this point (unless you have a large monitor). Use this setting if you have a 17-inch or greater monitor or when you want to see a lot of information at the same time, for example if you're working a large spreadsheet, graphic files, or multiple windows.
 Higher resolutions	Depending on how expensive the graphics card in your computer is there may be several higher modes of resolution that continue to display more and more information and smaller and smaller images.

Higher Resolutions Require More Speed and Video Memory

Quick Reference

To Change the Screen Resolution:

1. Right-click a blank area on the desktop and select **Properties** from the shortcut menu.
2. Click the **Settings tab**.
3. Slide the **Screen Area slider** to the right or left to select the resolution you want to use.
4. Click **OK**.

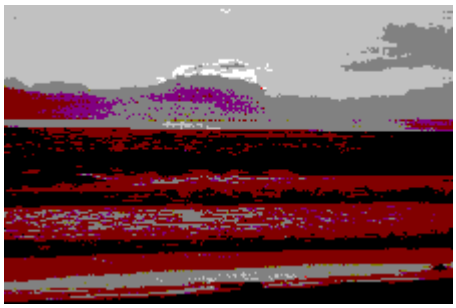
Lesson 6-6: Adjusting the Screen Color Depth

Figure 6-14

You can change the number of colors displayed on your screen, resulting in more realistic images.

Figure 6-15

The Settings tab of the Display Properties dialog box.



16 Colors

High Color (16 bit)

Figure 6-14

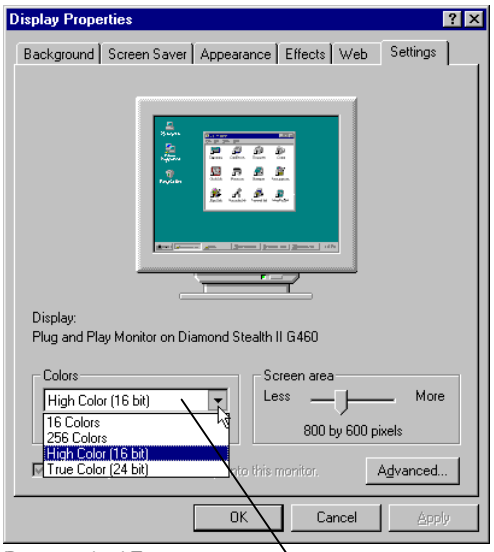


Figure 6-15

Another change you can make to your display settings is the number of colors that are displayed on the screen at once, or the *color depth*. Why would you want to change the number of colors displayed on your screen? Perhaps you want to use higher color depth settings to make videos and photographs more realistic. Or some finicky games also require you to use a specific color depth.

1. **Right-click a blank area on the desktop, and select Properties from the shortcut menu.**

   The Display Properties dialog box appears.

2. **Click the Settings tab.**

   The Settings tab appears in front of the Display Properties dialog box, as shown in Figure 6-15. The Colors combo box is where you can select the color depth you want to use. The Colors combo box displays the current color depth setting.

3. **Click the Colors combo box and select 16 Colors.**

   If your Color box is already set to display 16 Colors or if there isn't a 16 Color option, then select 256 Colors.

   NOTE: If 16 Colors is the only option that appears in the Colors combo box it means your video card is not properly installed. You'll need to reinstall the video drivers (software) that came along with your computer or video card.

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4. **Click Apply.**

   A dialog box appears, asking you confirm the changes you've made to the display settings.

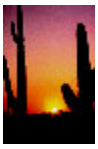
5. **Click OK to confirm the display setting changes.**

   Windows may have to restart the computer to change the display setting. A dialog box will appear, asking you if you like the new display settings. Here again, click Yes if you want to keep the new settings and No if you want to switch back to the original color depth. If you don't do anything, Windows assumes you don't like the new resolution setting, or your monitor can't display the new resolution, and switches back to the original display settings.

6. **Click No to return to the color depth setting.**

For a more complete description of the various color depth settings you can use, see Table 6-3: Common Color Depths. The maximum color depth, or simultaneous number of colors you can display at once, depends on how much memory is installed on your video card. Most video cards have enough memory to display at least High Color (16-bit) resolution.

Table 6-3: Common Color Depths

Color Depth	Description
 16 Colors	This is the lowest color depth setting, and many programs look terrible in only 16 colors. Don't use 16-color mode unless you have a compelling reason to. If this is the only setting that appears in the Color combo box you probably don't have the right software driver installed for your video card.
 256 Colors	This was the standard color depth for Windows years ago, but most computers and video cards are fast enough to run with more colors without taking a performance hit.
 High Color (16 bit)	High Color (16 bit) displays roughly 65,000 colors at once. This is the point where pictures become photo-realistic. Unless you have a new, ultra-fast computer, this is the best color depth setting because it can display photo-realistic images without slowing your computer down. You have to really squint to see much difference between High Color (16 bit) and higher levels of color depth.
 True Color (24 bit) and Greater	True Color (24 bit) and higher display millions of colors at once. Depending on how expensive the graphics card in your computer is there may be several higher modes of color depth, which continue to display more and more colors on the screen.

More Colors Require More Speed and Video Memory

Quick Reference

To Change the Screen Resolution:

1. Right-click a blank area on the desktop and select **Properties** from the shortcut menu.
2. Click the **Settings tab**.
3. Click the **Colors list** and select the Color Depth setting you want to use.
4. Click **OK**.

Lesson 6-7: Using a Screen Saver

Figure 6-16

The Settings tab of the Display Properties dialog box.

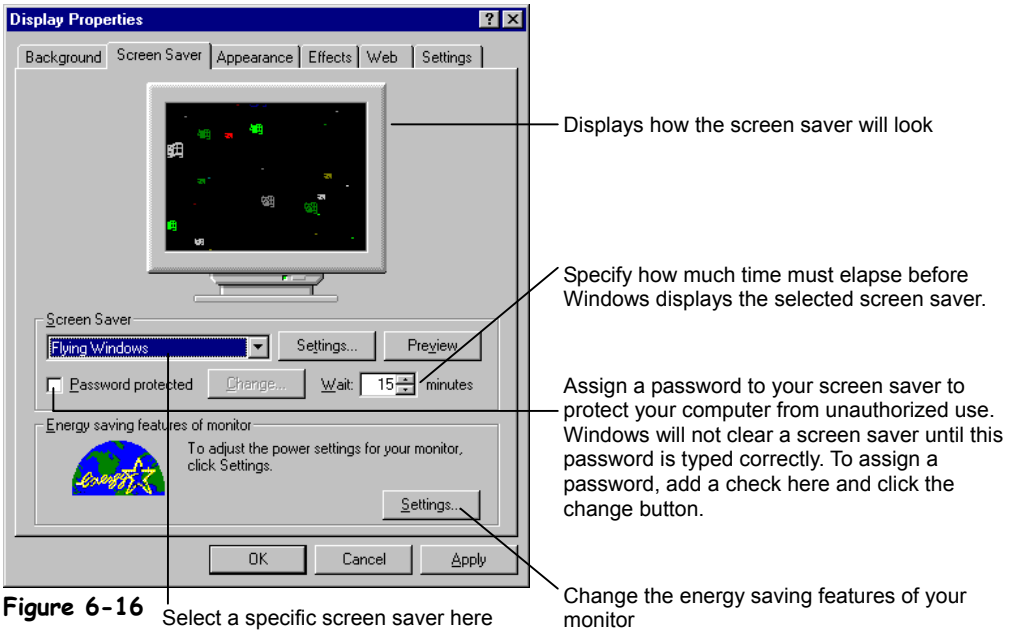
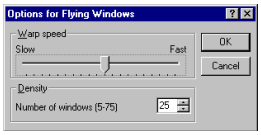


Figure 6-16

A screen saver is a moving image that appears on the computer screen when you haven't used your computer for a while. Screen savers were originally used to protect screens from screen burn, which could occur when an static image was left on the screen for hours and hours. You may have seen examples of screen burn on older cash machines. You don't have to worry about screen burn with today's monitors, but many people still like to use screen savers for entertainment and to personalize their computers.

This lesson will show you how make a screen saver appear if your computer hasn't been touched for a while. You will also learn how to conserve power by having the monitor switch to a low-power standby mode or even turn itself off if the computer has been idle.



Screen Saver settings

1. **Right-click a blank area on the desktop, and select Properties from the shortcut menu.**

   The Display Properties dialog box appears.

2. **Click the Screen Saver tab.**

   The Screen Saver tab appears in front of the Display Properties dialog box, as shown in Figure 6-15.

3. **Click the Screen Saver list arrow.**

   A list of the available screen savers appears.

4. **Select the Flying Windows screen saver from the list.**

   A preview of the Flying Windows screen saver appears in the preview area of the dialog box. You can also preview the screen saver in full screen mode by clicking the Preview button. You can change the settings for the selected screen saver by clicking the Settings button.

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5. **Click the Settings button.**

   A dialog box appears with settings for the selected screen saver. The options listed in this dialog box will differ depending on the screen saver. There may be options for how many and what type of objects should appear on the screen, how fast the objects should move, or if you want to hear sounds when the screen saver is active—it depends on which screen saver is selected.

6. **Click Cancel to close the Options for Flying Windows dialog box.**

   You can assign a password to your screen saver to protect your computer from unauthorized use by clicking the Password protected check box. Windows will not clear a screen saver until this password is typed correctly.

   You can easily change the amount of time it takes before Windows displays the selected screen saver.

7. **Click the Wait box and type 15.**

   You can also click the Wait box up arrow until the number 15 appears. Now the screen saver will appear when you don't use your computer for 15 minutes.

   Instead of using a screen saver, if you have an Energy Star compliant monitor you can conserve power by switching the monitor to a low-power standby mode or even have the monitor turn itself off if the computer hasn't been used for a while. Most monitors made in the last five years are Energy Star compliant.

8. **Click the Settings button in the Energy saving features of monitor section.**

   The Power Management dialog box appears.

9. **Click the Turn off monitor list arrow and select After 30 minutes.**

   This setting will cause your monitor to turn itself off when the computer hasn't been used for 30 minutes. To turn the monitor back on, simply press a key on the keyboard or move the mouse—you don't need to push the monitor's on/off switch.

10. **Click OK.**

EnergyStar compliant logo

Quick Reference

To Set Up a Screen Saver:

1. Right-click a blank area on the desktop and select Properties from the shortcut menu.
2. Click the Screen Saver tab.
3. Click the Screen Saver list and select a screen saver.
4. (Optional) Specify how much time must elapse before Windows displays the selected screen saver in the Wait box and click the Password Protected check box and click Change to assign a password to the screen saver.
4. Click OK.

To Adjust the Energy-Saving Features of your Monitor:

1. Follow the preceding Steps 1 and 2.
2. Click the Settings button in the Energy Saving Features section and adjust the interval after which the monitor shuts off.

Lesson 6-8: Changing System and Program Sounds

Figure 6-17

The Sounds Properties dialog box.

Figure 6-18

The Browse for Sound file dialog box.

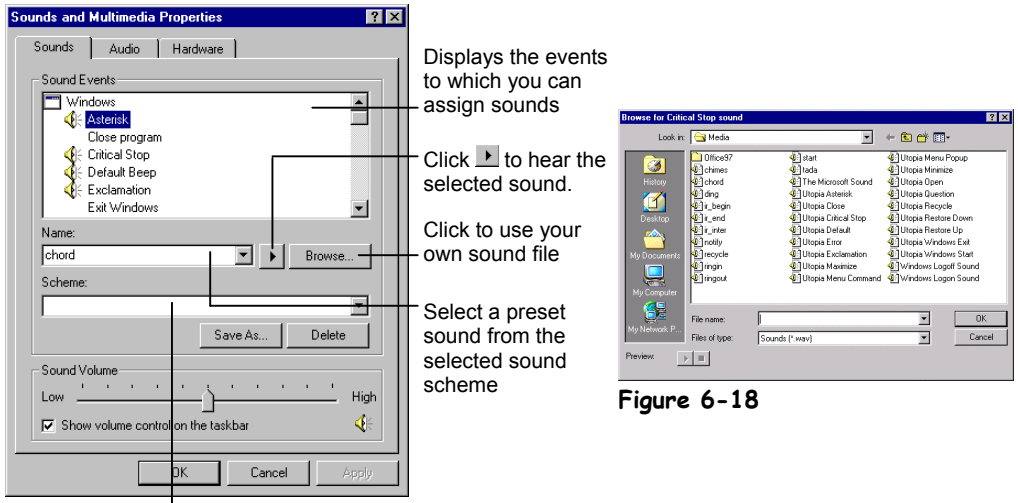

Figure 6-17

Figure 6-18

Computers still have a long way to go before they can talk to you, but they can give you simple audio feedback, as long as your computer has a sound card and speakers. This lesson shows you how to assign sounds to events performed on your computer. An event is an action performed by you or a program. For example, when you press an incorrect key, the computer sometimes utters a simple beep. If you have a sound card, you can choose to play a sound other than a boring beep whenever you press an incorrect key. Other events you can assign sounds to include when you start or quit Windows.

Sounds and Multimedia

1. **Open the Control Panel by clicking the Start button and selecting Settings → Control Panel.**

   The Control Panel opens.

2. **Double-click the Sounds and Multimedia icon.**

   The Sounds Properties dialog box appears, as shown in Figure 6-17. The Sounds Properties dialog box displays the events to which you can assign sounds and the available sounds that you can associate with the events. There are also a number of sound schemes available that you can use to change the sounds assigned to many different system events all at once.

3. **Select the Exit Windows in the Events list.**

   You can listen to the sound that is currently assigned to any event by selecting the event and then clicking the triangular play button in the Preview area of the dialog box. The sound assigned to the Exit Windows event (if one is assigned) appears in the Name box.

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4. Click the Play button in the Preview area of the dialog box to listen to the sound assigned to the Exit Windows event.

If you don't hear a sound, either the Exit Windows event doesn't have a sound assigned to it (you can check this by looking at the Name box) or else your computer doesn't have a soundcard and/or speakers, the volume is turned off, or the soundcard drivers are not installed correctly.

To assign a different event to the selected sound, click the Browse button to select the sound.

5. Click the Browse button.

A Browse window appears, as shown in Figure 6-18. Select the location and file for the sound you want to hear every time the selected event occurs.

6. Double-click The Microsoft Sound.

The Microsoft Sound is now assigned to the Exit Windows event. You can listen to The Microsoft Sound by clicking the triangular play button in the Preview area of the dialog box.

7. Click the Play button in the Preview area of the dialog box to listen to The Microsoft Sound.

You can quickly assign sounds to many system events at the same time by using a sound scheme. A scheme is a set of events and the sounds associated with them. Table 6-4: Common Sound Schemes lists the sound schemes that ship with Windows.

8. Click the Schemes list arrow and select the Utopia sound scheme.

Windows may ask you if you want to save your current sound scheme—you can answer No to this. Now Windows will use the Utopia sound scheme for any system events.

NOTE: Windows 2000 may not have installed all the sound schemes during installation. To make sure all the sound schemes are installed, open the Control Panel, double-click the Add/Remove Programs icon, click the Windows Setup tab, select the Multimedia option and click Details, and make sure the Multimedia sound schemes options is checked in.

9. Click Cancel to close the Sounds Properties dialog box without saving your changes.

Table 6-4: Common Sound Schemes

Scheme	*Description*
Jungle	Sounds you might hear in the jungle: lions roaring and bird chirping
Utopia	A no-nonsense scheme: clicking, whooshing, and sliding sounds
Windows Default	Window's standard beep sounds (boring!)
Musica	Sounds you might hear in an orchestra: drums, clarinets, trumpets
Robotz	Industrial, mechanical sounds you might hear in some futuristic factory

Quick Reference

To Use a Sound Scheme:

1. Click the Start button and click Settings → Control Panel.
2. Double-click the Sounds icon.
3. Select a scheme from the Schemes list.
4. Click OK.

To Assign a Sound to a Specific Windows Event:

1. Follow the above Steps 1 and 2.
2. Select the event from the Event list.
3. Click the Browse button and specify and the location and name of the sound file you want to assign to the event. Click the Play button to listen to the selected sound.
4. Click OK.

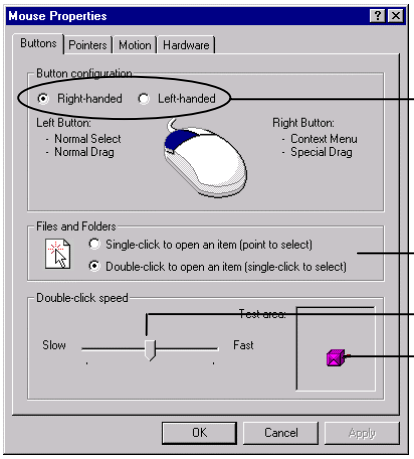
Lesson 6-9: Adjusting the Mouse

Figure 6-19

The Buttons tab of the Mouse Properties dialog box.

Figure 6-20

The Motion tab of the Mouse Properties dialog box.



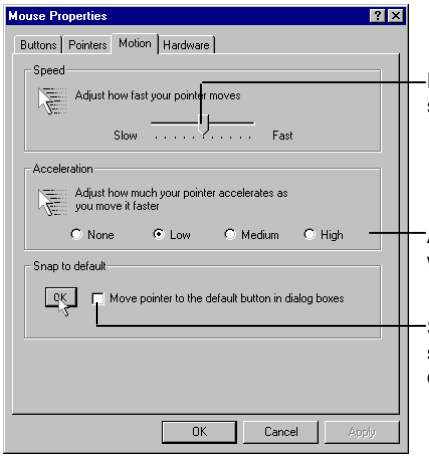
Specify if you are right-handed or left-handed to switch the functions of the left and right mouse buttons

Specify weather you want to open items by clicking them once (like the Web) or twice (the traditional method)

Drag the slider to change the double-click speed

Double-click this area to test the double-click speed

Figure 6-19



Drag the slider to change the pointer speed

Adjust how much your pointer moves when you move your mouse faster

Specifies whether the mouse pointer snaps to the default button (such as OK or Apply) in dialog boxes

Figure 6-20

A common complaint many users have about Windows is they don't like how the mouse works. The mouse either is too slow or too fast, does not respond very well to your double-clicks, or worst of all if you're left-handed, its buttons are in the wrong places!

This lesson shows you how to adjust the mouse settings to make it easier for you to work with.

Mouse icon

1. **Open the Control Panel by clicking the Start button and selecting Settings → Control Panel.**

   The Control Panel opens.

2. **Double-click the Mouse icon to change the mouse settings.**

   The Buttons tab of the Mouse Properties dialog box appears, as shown in Figure 6-19.

   Many people complain that the double-click speed setting for Windows is too fast. To adjust the amount of time between clicks, drag the Double-click speed slider to the right or left. You can test the double-click speed by double-clicking the jack-in-the-box in the Test area box.

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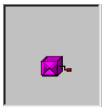
3. **Slide the Double-click slider to Slow, and then double-click the jack-in-the-box in the Test area.**

   Jack jumps out of his box when you complete a successful double-click.

4. **Slide the Double-click slider to Fast, and then double-click the jack-in-the-box in the Test area.**

   You probably won't be able to double-click fast enough to make Jack go in or out of his box with the double-click setting this fast.

   You will have to experiment with the Double-click slider, adjusting it to find a double-click speed that suits your own personal preferences. Most people find that the double-click speed works best somewhere in the middle or somewhat to the left of the Double-click speed bar.



Double-click Test Area

5. **Click the Motion tab.**

   The Motion tab of the Mouse Properties dialog box appears, as shown in Figure 6-20. Here you can also adjust how fast the mouse pointer moves across your screen when you move the mouse by dragging the Pointer speed slider to the right or left.

   Now that you understand how to adjust the mouse to your liking, you can close the Mouse Properties dialog box to end the lesson.

6. **Click Cancel to close the Mouse Properties dialog box without saving your changes.**

Quick Reference

To Open the Mouse Properties Dialog Box:

- Click the Start button, select Settings → Control Panel and double-click the Mouse icon.

To the Left and Right Mouse Buttons:

- Open the Mouse Properties dialog box, click the select either the Right-handed or Left-handed option and click OK.

To Change the Double-Click Speed:

- Open the Mouse Properties dialog box, drag the Pointer Speed slider to a new position, and click OK.

To Change the Pointer Speed:

- Open the Mouse Properties dialog box, click the Motion tab, drag the Pointer Speed slider to a new position, and click OK.

Lesson 6-10: Using Web View

Figure 6-21

In Web View things look like a Web Page. The left panel of every window displays information about the selected object. This is the default view.

Figure 6-22

Without Web View enabled things look and act the same way as they did in previous versions of Windows.

Figure 6-23

The Folder Options dialog box.

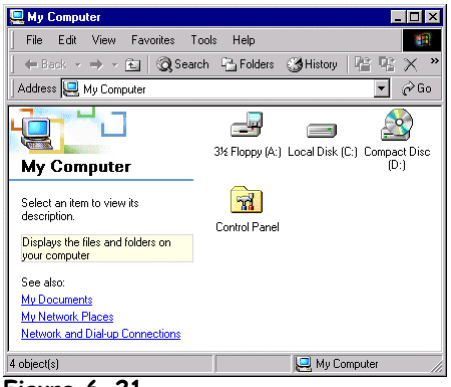


Figure 6-21

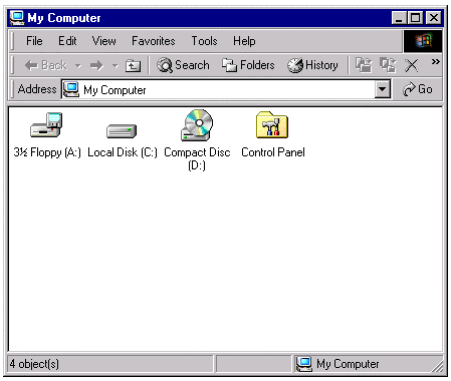


Figure 6-22

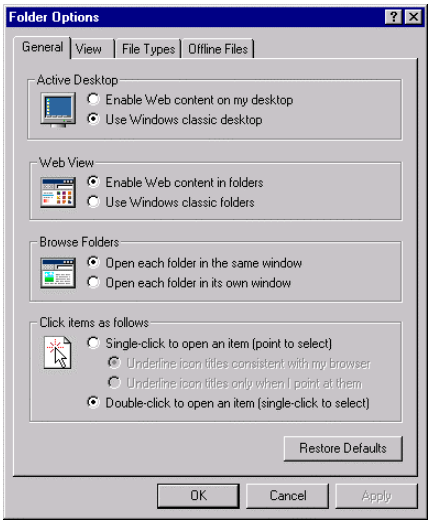


Figure 6-23

One of biggest changes in Microsoft made in Windows 98 and of course continues with Windows 2000 is that it allows you to view and work with the Windows desktop, folders, and files like a Web page. When you use *Web style*, all your files and folders look and act like Web pages—hyperlinks appear under the items in your computer, and you single-click to open them. First-time Windows users may find Web style easier to use, but it is a major change from how earlier versions of Windows, such as Windows 95, work. If you prefer working the way you're used to in Windows, you can use the Classic style for all your folders, which is also default style. This lesson explains how to switch between Web Style and Classic style, so you can decide for yourself which method you prefer.

1. Open My Computer (or any drive or folder) and select Tools → Folder Options from the menu.

The Folder Options dialog box appears, as shown in Figure 6-23. This is where you change how you want Windows to look and act. You have three options:

- **Web style:** Windows looks and works just like a Web page. Click items on your desktop or in folders just once to open or run them, just like you click links on the Web. To select an item, you just point to it.
- **Classic style:** Windows looks and works the way it always has. Double-click items on the desktop or in a folder to open or run them, and click them once to select them.

Other Ways to Change Folder Options:

- Select View → Folder Options from the menu of My Computer or Windows Explorer.

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- **Custom:** Select your own settings to customize the way you want Windows to look and work. For example, you could use aspects of both Classic and Web style. To set your preferences, click the Settings button. We'll take a closer look at this option in the next lesson.

2. Click the Web style option and click OK.

The dialog box closes and you return to the desktop. See how you like working with Windows in Web style. Notice all the items on your desktop are underlined, just like hyperlinks on a Web page.

3. Point to the My Computer icon.

The pointer changes to a hand, just like it does when you position over a link on a Web page.

4. Single-click the My Computer icon, and then single-click the (C:) hard disk icon.

In Web style you single-click items to open them instead of double-clicking them. It does take some getting use to if you're accustomed to Windows 95 or Classic style.

5. Point to the Program Files folder.

You've selected the Program Files folder simply by pointing to it! Selecting an item in Web style can be a little disconcerting if you're accustomed to the classic style. Remember, in Web style you have to point to an object to select it because clicking an object will open it.

NOTE: You can still select multiple items in Web style; it's just a little trickier. To select several nonadjacent items hold down the <Ctrl> key as you point to each item that you want to select. Selecting adjacent items is the same as it always was, however—just drag a rectangle around the items you want to select or hold down the <Shift> or <Ctrl> keys and point to the files you want select.

Once you've selected something in Web style, the procedure for moving, copying, renaming, and deleting is the same.

6. Right-click the Program Files folder.

Right-clicking still works the same in Web style, and a familiar shortcut menu appears, listing what you can do to the folder.

7. Click anywhere outside the shortcut menu to close it without selecting any options.

In Web style, Windows displays the contents of folders as Web pages. When a folder is displayed as a Web page, it sometimes displays additional information about the folder's contents. You can also customize the folder by adding your own information and adding background wallpaper to the folder.

8. Click the Up button to move back to the My Computer level.

See how viewing a folder in Web style can provide you with more information.

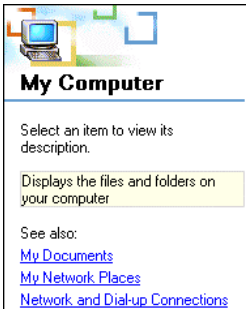
9. Point to the (C:) hard disk icon.

The left side of the Window displays information about the hard drive. Switch back to the Classic style of viewing and working with Windows.

10. Click the Start button and select Settings → Control Panel → Folder Options.

You're back at the Folder Options dialog box.

11. Click the Classic style option and click OK.



A Folder's Web Content

Quick Reference

To Switch between Classic Style and Web Style:

1. Click the Start button and select Settings → Folder Options.
2. Select one of the three options (Web style, Classic style, or Custom).
3. Click OK.

To Use Web Style:

- Single-click to open an object and simply point at an object to select it.

Lesson 6-11: Customizing How Folders Look and Work

Figure 6-24

The Custom Settings dialog box allows you to customize how Windows looks and works. Table 6-5: General Setting Options describes each of the options shown here.

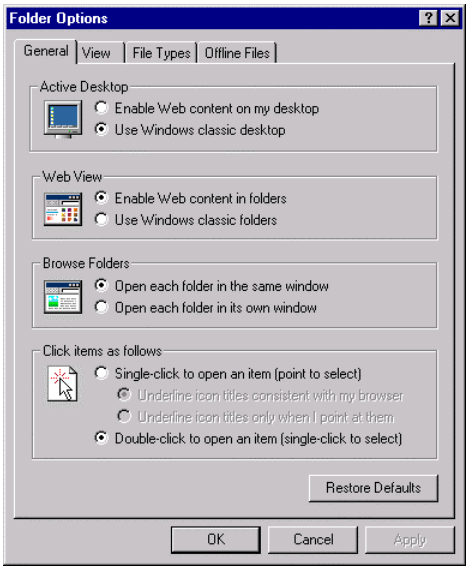


Figure 6-24

In the previous lesson, you learned how you work and view windows in Classic Style or Web Style. If you like some aspects of Web Style, but just can't get used to some of the new procedures, such as single-clicking an item to open it, you can create your own custom style. By creating a custom style, you can use features from both Classic Style and Web Style. For example, you could view your desktop and folders as Web pages (Web Style) but still have to double-click items to open them (Classic Style).

This is another guided-tour lesson to help you become familiar with creating a Custom Style, should you ever want to use it.

1. **Click the Start button and select Settings → Control Panel → Folder Options.**

   The Folder Options dialog box appears.

2. **Review the General settings tab.**
3. **Refer to Table 6-5: General Setting Options for a description of each of the options. Click Cancel when you're finished.**

Actually, you might want to test out some of the optional general settings and see if any of them work for you. A lot of power Windows users greatly prefer using their own settings instead of the defaults.

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Table 6-5: General Setting Options

Option	*Description*
Active Desktop	
Enable Web content on my desktop	The Windows desktop looks and works like a Web page, and you can add active content (Web pages that can you can update, such as the latest headlines) to it. This option slows down your computer.
Use Windows classic desktop	The Windows desktop looks and works like the classic Windows desktop instead of like a Web page.
Web View	
Enable Web content in folders	Displays folders as Web pages. When a folder is displayed as a Web page it displays additional information about the folder's contents in the left side of the window. You can also customize the folder by adding your own information and adding background wallpaper to the folder.
Use Windows classic folders	Displays a folder as a Web page only when you specifically choose to do so for that folder from the View → as Web page menu option.
Browse Folders	
Open each folder in the same window	Displays the contents of every folder you open in the same window. To move back to the previous folder, click the Up button on the toolbar.
Open each folder in its own window	Opens a new window every time you open a folder. The previous folder will still be displayed in a window, so you can switch between them. This option can quickly clutter the screen with numerous windows.
Click items as follows	
Single-click to open an item (point to select)	Specifies that you want to open files and folders by single-clicking them, just like you would click a link on a Web page. Point to something to select it without opening it.
Underline icon titles consistent with my browser settings	Icon titles are underlined, just like links on a Web page.
Underline icons titles only when I point at them	Icon titles are underlined only when you point at them.
Double-click to open an item (single-click to select)	Specifies that you want to select files and folders by clicking and double-clicking item to open them. This is how Windows normally works.

Lesson 6-12: Customizing Folder View Options

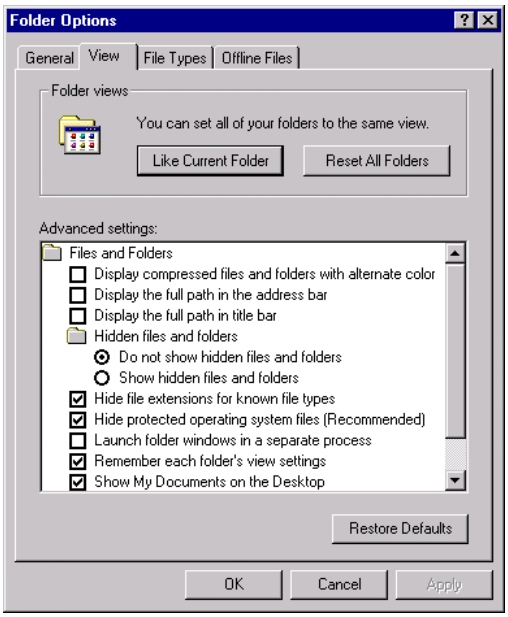

Figure 6-25

The View tab of the Folder Options dialog box. See Table 6-6: Folder Options for descriptions of the various options.

Yet another lesson on folder options? Yep, in this lesson we will conclude our tour of how to customize how Windows looks and acts. This lesson explains how to change how information is displayed in My Computer and Windows Explorer. Remember the three letter file extensions that are tacked on at the end of every file, such as .TXT? Normally Windows hides those extensions from view, but you can change this setting so Windows displays the file name *and* file extension, for example "Letter. TXT" instead of just "Letter".

This is another "look—but don't touch" lesson. We'll open the dialog box where you can change the how information is displayed, then you can look at Table 6-6: Folder Options–View Settings to see what everything means.

1. **Click the Start button and select Settings → Control Panel.**

   The Control Panel window appears.

2. **Click the Folder Options icon, then click the View tab.**

   The View tab of the Folder Options dialog box appears, as shown in Figure 6-25.

3. **Refer to Table 6-6: Folder Options-View Settings for a description of each of the options. Click Cancel when you're finished.**

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Table 6-6: Folder Options-View Settings

Option	*Default*	*Description*
Display compressed files and folders with alternate color		Specifies that compressed files and folders are displayed in a different color than files and folders that are not compressed.
Display the full path in the address bar		Specifies that the complete path of the open file or folder is displayed in the address bar of the window.
Display the full path in the title bar		Specifies that the complete path of the open file or folder is displayed in the title bar of the window.
Hidden files and folders		Specifies whether to hide or display files and folders that have the Hidden attribute.
Do not show hidden files and folders	✓	Specifies that hidden files do not appear in the list of files in this folder. Generally, hidden files are program or system files that should not be changed or deleted. To find out whether a file is designated as hidden, right-click the file, and then click Properties. Selecting this check box also reduces clutter in your folder windows.
Show hidden files and folders		Specifies that hidden and system files appear in the list of files in Windows Explorer.
Hide file extensions for known file types	✓	Hides the three-letter file-name extensions for certain files, reducing clutter in folder windows.
Hide protected operating system files [Recommended]	✓	Specifies that operating system files do not appear in the list of files in this folder in order to protect them from being deleted or changed accidentally.
Launch folder windows in a separate process		Specifies that each folder is opened in a separate part of memory. When you open each folder in a separate part of memory, the stability of Windows 2000 can be increased. However, your computer's performance might decrease slightly.
Remember each folder's view settings	✓	Specifies that the individual folder settings are retained whenever you close and then reopen the folder. When this box is not selected, all folder settings return to the default.
Show My Documents on the Desktop	✓	Specifies that the My Documents folder is displayed on the desktop. My Documents is the default storage location for most documents that you create. My Documents also contains the My Pictures folder, which is the default storage location for your pictures and scanned images.
Show pop-up descriptions for folder and desktop items	✓	Specifies that a description of a selected folder or desktop item is displayed in a pop-up window. When you select this check box, the pop-up description appears even if Web content is not enabled on your desktop or in folders. If Web content is displayed in the folder, selecting this check box has no effect because the same information already appears in the left pane of the folder.

Quick Reference

To Customize Folder View Options:

1. Click the **Start button**, and select **Settings** → **Control Panel** from the menu.
2. Open the **Folder Options** icon.
3. Click on the **View tab**.
4. Refer to Table 6-6: Folder Options-View Settings and make the desired changes.

Chapter Six Review

Lesson Summary

A Look at the Control Panel

- The Control Panel is where you can change the various settings of your computer and Windows.
- Open Control Panel by clicking the **Start button** and selecting **Programs** → **Settings** → **Control Panel**, or by opening **My Computer** and double-clicking the **Control Panel** folder.

Changing the Date and Time

- Point at the clock on the taskbar for several seconds to display the current date.
- **To Change the Date and/or Time:** Double-click the **clock** on the taskbar, adjust the date and time using the calendar and clock controls, and click **OK**.
- **To Change Time Zones:** Double-click the **clock** on the taskbar, click the **Time Zone tab**, select the time zone from the list box, and click **OK**.

Adding Wallpaper to the Desktop

- **To Add or Change Wallpaper:** Right-click a blank area on the desktop and select **Properties** from the shortcut menu. Make sure the **Background tab** is selected, and then select the wallpaper you want to use from the preset list or click **Browse** and specify the name and location of your own picture or graphic you want to use as wallpaper. Select how you want the wallpaper to be displayed (centered, tiled, or stretched) from the **Display list** and click **OK**.

Changing Window's Screen Colors

- **To Change Windows Color Scheme:** Right-click a blank area on the desktop and select **Properties** from the shortcut menu, click the **Appearance tab**, select a color scheme from the **Scheme list** and click **OK**.
- You can change the color of a specific Windows object (such as the Title bar) by opening the Appearance tab of the Display Properties dialog box, clicking the object in the **Preview area** or select it from the **Item list**, specifying its color from the color palette, and clicking **OK**.

Adjusting the Screen Resolution

- Screen Resolution has to do with how much information can fit on the screen. Higher screen resolutions can display more information on the screen at once but at the price of making everything appear smaller.
- **To Change the Screen Resolution:** Right-click a blank area on the desktop and select **Properties** from the shortcut menu, and click the **Settings tab**. Slide the **Screen Area slider** to the right or left to select the resolution you want to use, and click **OK**.

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Adjusting the Screen Color Depth

- Color depth has to do with how many colors are displayed on the screen at the same time.
- **To Change the Screen Resolution:** Right-click a blank area on the desktop and select **Properties** from the shortcut menu, click the **Settings tab**, click the **Colors list** and select the Color Depth setting you want to use, and click **OK**.

Using a Screen Saver

- **To Set Up a Screen Saver:** Right-click a blank area on the desktop and select **Properties** from the shortcut menu, click the **Screen Saver tab**, click the **Screen Saver list** and select a screen saver, and click **OK**.
- You can password protect your screen saver by clicking the **Password Protected check box** and clicking **Change** to assign a password to the screen saver.
- You can adjust the energy-saving features of your monitor by opening the Screen Saver tab of the Display Properties dialog box, clicking the **Settings button** in the Energy Saving Features section, and adjusting the interval after which the monitor shuts off.

Changing System and Program Sounds

- **To Use a Sound Scheme:** Click the **Start button** and click **Settings** → **Control Panel**, double-click the **Sounds** icon, select a scheme from the **Schemes list**, and click **OK**.
- **To Assign a Sound to a Specific Windows Event:** Click the **Start button**, select **Settings** → **Control Panel** and double-click the **Sounds** icon. Select the event for which you want to assign a sound, then click the **Browse button** and specify and the location and name of the sound file you want to assign to the event. Click the **Play** button to listen to the selected sound, and click **OK**.

Using a Desktop Theme

- **To Use a Desktop Theme:** Click the **Start button**, select **Settings** → **Control Panel**, double-click the **Desktop Themes** icon, and select a theme. (Optional) Check each setting to which you want the theme applied, and click **OK**.
- The Desktop Themes is an optional Windows component. If you can't find it, you'll need to install it by opening the Control Panel, double-clicking Add/Remove Programs, clicking the Windows Setup tab, and check the Desktop Themes box.

Adjusting the Mouse

- Open the Mouse Properties dialog box by clicking the **Start button**, select **Settings** → **Control Panel** and double-clicking the **Mouse icon**.
- **To Switch the Left and Right Mouse Buttons:** Open the Mouse Properties dialog box, select either the **Right-handed** or **Left-handed** option, and click **OK**.
- **To Change the Double-Click Speed:** Open the Mouse Properties dialog box, drag the **Pointer Speed slider** to a new position, and click **OK**.
- **To Change the Pointer Speed:** Open the Mouse Properties dialog box, click the **Motion tab**, drag the **Pointer Speed slider** to a new position, and click **OK**.
- **To Add Pointer Trails:** Open the Mouse Properties dialog box, click the **Motion tab**, click the **Show pointer trails box**, and click **OK**.

Viewing and Working with Windows as a Web Page

- Windows 2000 lets you view and work with the desktop, folders, and files like a Web page (Web Style) or like Windows 95 (Classic Style).
- In Web Style, Windows looks and works just like a Web page. Single-click items on your desktop or in folders just once to open or run them, just like you click links on the Web. To select an item, you just point to it.
- In Classic Style, Windows looks and works the way it always has. Double-click items on the desktop or in a folder to open or run them, and single-click to select them.
- **To Switch between Classic Style and Web Style:** Click the **Start button** and select **Settings** → **Control Panel** → **Folder Options**, Select one of the three options (Web style, Classic style, or Custom) and click **OK**.

Customizing How Folders Look and Work

- **To Customize how Folders Works:** Click the **Start button** and select **Settings** → **Control Panel** → **Folder Options**.

Customizing Folder View Options

- **To Customize Folder View Options:** Click the **Start button** and select **Settings** → **Control Panel** → **Folder Options**, click the **View tab**, select the desired folder view options, and click **OK**.

Quiz

1. Used only for advanced networking settings, the Control Panel should never be touched by ordinary users (True or False?)

2. Which of the following statements is NOT true?

A. You can change the color of individual Windows objects, such as the title bar and scroll bars.
B. You can change the colors for all Windows objects at once using a color scheme.
C. Double-click the clock on the taskbar to adjust the time and date your computer thinks it is.
D. You can only use preset patterns as your desktop wallpaper.

3. 640 x 480, 800 x 600, 1024 x 768 are all examples of:

A. Color depths.
B. Dimensions for the three largest patios in the world.
C. Screen resolutions.
D. Multiplication problems that you would need to use a calculator to solve.

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4. **You're a huge fan of the early 1980's TV show *The Dukes of Hazzard*. Which of the following are ways you could customize your computer to show everyone your devotion to this forgotten show?**

   A. Change the desktop wallpaper to a confederate flag, like the paint job on the Duke boy's car.
   B. Apply the "The Dukes of Hazzard" desktop theme, which comes with Windows 2000.
   C. Add a system sound so that whenever someone turns your computer on they hear sheriff Roscoe exclaim "Them Dukes, them Dukes!"
   D. Windows 2000 doesn't allow you to personalize your computer in such bad taste.

5. **You can change the mouse's double-click speed by clicking the Mouse icon in the Control Panel (True or False?)**

6. **Double-clicking the desktop opens the Display Properties dialog box, which allows you to change any screen settings such as the Windows colors, screen resolution, and desktop wallpaper. (True or False?)**

Homework

1. Change your Windows wallpaper to Leaves, in tiled format.
2. Change your Windows screen colors to the Desert color scheme and then back to the previous color scheme.
3. Change the Windows sound scheme to the Musica scheme and then back to the previous sound scheme.
4. Try out your video card's various screen resolutions to see which one you like best.
5. Try viewing and working with My Computer or Windows Explorer using Web Style. Switch back to Classic Style when you're finished.
6. Adjust your mouse's pointer speed and double-click speed to suit your preferences.

Quiz Answers

1. False. The Control Panel is where you go to make changes to Windows and your computer. While there are a few technical areas in the Control Panel, most of it is straightforward and easy to understand.
2. D. You can use your own pictures and graphics as wallpaper in addition to Windows preset wallpaper settings.
3. C. These are all examples of screen resolutions.
4. A and C. Fortunately there isn't a Duke of Hazard desktop theme that ships with Windows 2000, but you can still personalize the other settings, such as the wallpaper and system sounds.
5. True. The double-click speed is probably one of the first things you should adjust if you're having trouble double-clicking with the mouse.
6. False. Right-click the desktop and select Properties from the shortcut menu to open the Display Properties dialog box.

Chapter Seven: The Free Programs

Chapter Objectives:

- **Learn about WordPad**
- **Learn about NotePad**
- **Learn about the Calculator**
- **Learn about the Sound Recorder**
- **Learn about Paint and create a picture**
- **Learn about the games (Solitaire, Minesweeper, and Hearts)**
- **Playing an audio CD**
- **Learn about Character Map**

☑ Prerequisites

- How to use the mouse to click, double-click, drop-and-drag, and right-click.
- How to start programs in the Start Menu.
- How to use menus, toolbars, and dialog boxes.
- How to view and navigate through the contents of your computer (disk drives and folders.

Windows 2000 doesn't really do much by itself—you need to run a program whenever you want to do something with your computer. You don't have to rush off to the local computer store to buy a software program to let you type a letter or paint a picture, because Microsoft has included a handful of small but useful programs with Windows 2000. You can find most of these programs—such as WordPad, Paint, Note, and Calculator—in the Accessories group of the Start Menu.

This chapter explores the programs that Microsoft tossed into the Accessories menu. You'll learn what all the "freebie" programs are, what they do, and if they'll work for your purposes.

If you're this far in the book, you should already have a good sense of how to work with a Windows program. Most of the lessons in this chapter are the "guided tour" type and only a few of them have the usual step-by-step exercises. Don't worry—all these programs are all very simple and easy to use, so you shouldn't have any trouble figuring out how use them.

Lesson 7-1: WordPad

Figure 7-1

Actually a stripped-down word processor, the WordPad accessory allows you to create letters and documents.

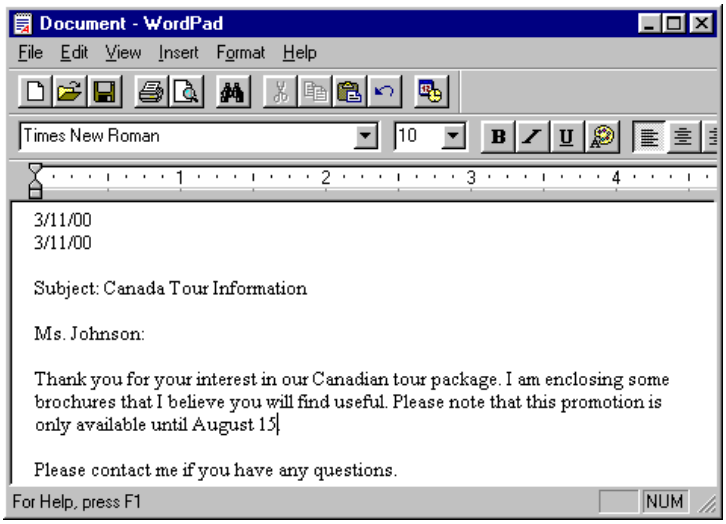

Figure 7-1

WordPad is a stripped down word processor and is one of the best "freebies" Microsoft tossed in with Windows 2000. You can use WordPad to create letters, memos, and documents. You can format your WordPad documents with various font and paragraph styles. Here's how to open the WordPad program:

1. **Click the Start button and select Programs → Accessories → WordPad.**

   The WordPad program appears, as shown in Figure 7-1. If you want, try typing some text in the WordPad program, and explore WordPad's menus.

2. **Close the WordPad program.**

Quick Reference

To Open WordPad:

- Click the Start button and select Programs → Accessories → WordPad.

Table 7-1: WordPad

Description	A scaled-down word processing program you can use to create simple letters and documents.
Type of File(s) Used	Word 6.0 files, Rich Text files, Text Documents, Write files
Features Include	Font and paragraph formatting, bullets, tab stops, insert the current date, print preview, insert objects from other programs, and find and replace.
Features Don't Include	Spell-checker, thesaurus, tables, headers and footers, many other advanced word processing features.
Found Under	Programs → Accessories → WordPad

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Lesson 7-2: Notepad

Figure 7-2

Figure 7-2

Use the Notepad program when you need to jot down quick notes that don't require any type of formatting.

WordPad is one of the most full-featured free programs and Notepad is probably the simplest. You can use Notepad to create or edit simple notes or text files that do not require any type of formatting. Notepad opens and saves text in ASCII (text-only) format. Notepad can only open or read files that are smaller than 64K. If you need to create or edit a file that requires formatting or is larger than 64K, use WordPad. Let's take a closer look at Notepad.

1. **Click the Start button and select Programs → Accessories → Notepad.**

   The Notepad program appears, as shown in Figure 7-2. If you want, try typing some text in Notepad, and explore Notepad's menus.

2. **Close the Notepad program.**

Table 7-2: Notepad

Description	A simple text editor without any formatting features.
Type of File(s) Used	Text Documents
Features Include	Find text in document, time/date stamp, and word-wrap.
Features Don't Include	Formatting of any kind, can only work with text files under 64K.
Found Under	Programs → Accessories → Notepad

Quick Reference

To Open Notepad:

- Click the Start button and select Programs → Accessories → Notepad.

Lesson 7-3: Calculator

Figure 7-3

The Calculator program in Standard mode.

Figure 7-4

The Calculator program in scientific mode.

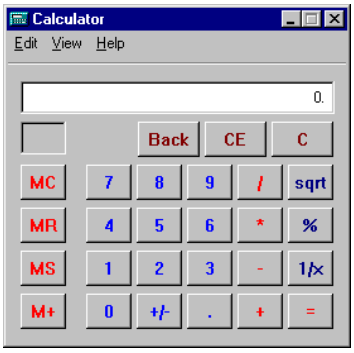

Figure 7-3

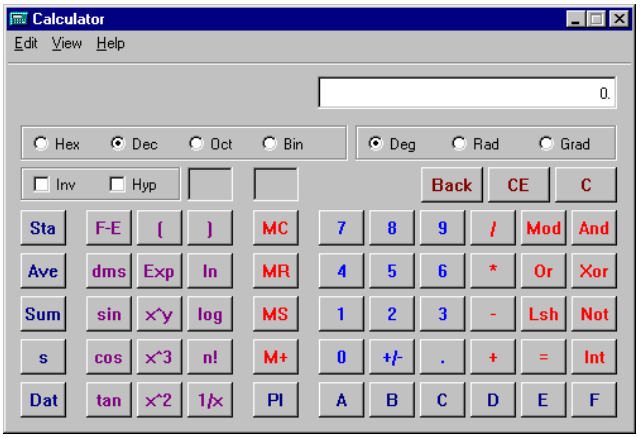

Figure 7-4

The Calculator accessory is one of the more useful programs included with Windows. You use the Calculator just like you would use a calculator that's not on your computer. The only difference between the two is that instead of pressing the calculator's keys with your fingers, you click them with your mouse. You can also use the number keys or the numeric keypad on your keyboard to enter numbers into the Calculator program. Here's how to open the Calculator program.

1. **Click the Start button and select Programs → Accessories → Calculator.**

   The Calculator program appears, as shown in Figure 7-3. If you want, try making some calculations with the Calculator. The Calculator program can be used in one of two modes: standard or scientific. Normally, Standard mode is adequate for most of us, but if you're an engineer, math teacher, or a student, you might want to use the Calculator's scientific mode.

2. **Select View → Scientific from the menu.**

   The Calculator appears in scientific mode, as shown in Figure 7-4. If you still remember your Trigonometry or Statistics, feel free to try out the expanded functions in scientific mode.

3. **Select View → Standard from the menu to return to Standard mode, and close the Calculator when you're finished.**

Quick Reference

To Open the Calculator:

- Click the Start button and select Programs → Accessories → Calculator.

To Switch Between Standard and Scientific Modes:

- Select View → Scientific or Standard from the menu.

Table 7-3: Calculator

Description	A computer version of a standard and scientific calculator you can use to make quick calculations on your computer.
Found Under	Programs → Accessories → Calculator

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Lesson 7-4: Sound Recorder

Figure 7-5

Figure 7-6

Figure 7-5

The Sound Recorder program.

Figure 7-6

Sound Record displays a waveform when it plays or records something.

To use the Sound Recorder program, you must have a sound card and speakers installed on your computer. If you want to record something, you will also need a microphone. If your computer system meets these requirements, then you can use Sound Recorder like a computerized tape recorder to record voice annotations or anything else you can think of.

Record button

Stop button

Play button

1. **Click the Start button and select Programs → Accessories → Multimedia → Sound Recorder.**

   The Sound Recorder program appears, as shown in Figure 7-5. Try recording a sound.

2. **Click the Record button, talk briefly into your computer's microphone, and then click the Stop button.**

   As you record your voice, a waveform should appear in the Sound Recorder windows, as shown in Figure 7-6. If you don't see a waveform, your microphone is shut off or is plugged into the wrong jack in your soundcard or there is something wrong with your soundcard.

3. **Click the Play button to play back the sound you just recorded.**

   Take some time to explore Sound Recorder's menus. Under the File menu, you can save a recorded sound or open a previously recorded sound. The Effects menu lets you do some cool things with your recordings, like adding echo to it, reversing it, or adjusting its volume.

4. **Close the Sound Recorder program.**

Table 7-4: Sound Recorder

Description	Record voice annotations or other sounds and save them to your computer.
Type of File(s) Used	WAV files
Features Include	Record and playback, echo, reverse, increase/decrease volume.
Features Don't Include	Advanced mixing features.
Found Under	Programs → Accessories → Multimedia → Sound Recorder.

Quick Reference

To Open Sound Recorder:

- Click the Start button and select Programs → Accessories → Multimedia → Sound Recorder.

To Record a Sound:

1. Click the Record button and speak into the microphone.
2. Click the Stop button when you're finished.

To Play a Sound:

- Click the Play button.

Lesson 7-5: Paint

Figure 7-7

Create pictures and maps with the Paint program.

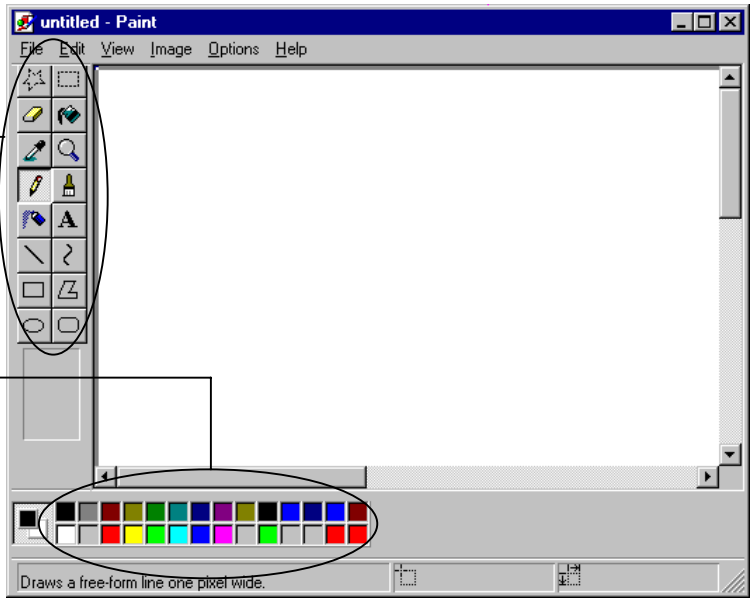

Figure 7-7

Paint is a drawing program that comes with Windows 2000. You can use Paint to create and view pictures and graphics—including maps, artwork, and photographs.

1. Click the Start button and select Programs → Accessories → Paint.

The Paint program appears, as shown in Figure 7-7. Paint includes a lot of tools to create pictures—see Table 7-6: The Paint Tools for their descriptions.

Paint is the most complex of the free accessories that come with Windows. If you want to learn more about how to use paint, take a look the tables in this lesson, then move on to the next lesson.

Table 7-5: Paint

Description	Use Paint to create, edit, and view pictures and graphics.
Type of File(s) Used	Bitmap (BMP) graphic files
Features Include	Draw shapes, add text, paint, use maximum number of possible colors (determined by your display's color depth settings).
Features Don't Include	Photo retouching, acquire from scanner, saving to many other graphic formats such as GIF as JPEG pictures.
Found Under	Programs → Accessories → Paint

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Paint provides you with a number of tools to create your pictures. To see a tool's description, position the mouse over the tool button for a few seconds. After a moment, the name of the tool will appear. In addition, a brief description of the tool appears in the Status bar whenever the pointer is over it. The following table describes the Paint tools and their functions:

Table 7-6: The Paint Tools

Tool	Name	Description
	**Free Form Select**	Draws a freeform outline with the mouse around any shape to select it. Once you have selected an area, you can cut, copy, or move it.
	**Select**	Same as above except it uses a rectangle as the selection area.
	**Eraser**	Erases portions of the current picture. You can choose from four different eraser sizes.
	**Fill With Color**	Fills areas with the selected color from the color palette.
	**Pick Color**	Copies a color from one object to another.
	**Magnifier**	Zooms in or out of the current graphic.
	**Pencil**	Draw freeform objects, just as if you were using a real pencil.
	**Brush**	Paint freeform objects, just as if you were using a real paintbrush. You can choose from several different brush sizes and shapes.
	**Airbrush**	Apply color, using an airbrush effect.
	**Text**	Inserts text into the picture.
	**Line**	Draws lines.
	**Curve**	Draws curved lines.
	**Rectangle**	Draws rectangles.
	**Polygon**	Draws polygons.
	**Ellipse**	Draws ellipses.
	**Rounded Rectangle**	Draws rectangles with rounded edges.

Quick Reference

To Start Paint:

- Click the **Start button** and select **Programs** → **Accessories** → **Paint**.

Lesson 7-6: Creating Pictures with Paint

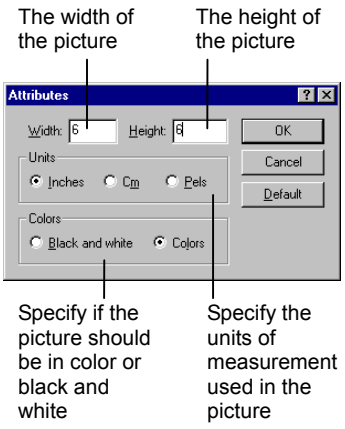

Figure 7-8

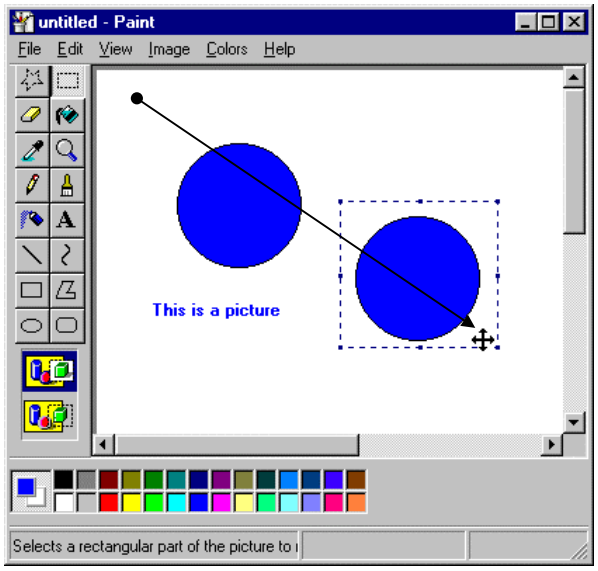

Figure 7-9

Figure 7-8

The Attributes dialog box.

Figure 7-9

Moving a pasted object in Paint by dragging and dropping.

In the previous lesson you were introduced to the Paint program; in this lesson you'll get your hands dirty and actually create a simple drawing in Paint. Creating pictures in Paint is easy—simply click the tool you want, and your mouse pointer turns into that tool. To draw a rectangle, for example, click the rectangle button tool and then click and drag a rectangle in the Paint area of the window.

Ellipse tool

To make a perfect circle or square, click the corresponding shape tool and hold down the <Shift> key while you drag the + pointer.

1. **Make sure the Paint program is open.**

   Pictures can be just about any size. Here's how to change a picture's dimensions or size:

2. **Select Image → Attributes from the menu.**

   The Attributes dialog box appears, as shown in Figure 7-8. Here you can specify how large you want your picture to be, and if it should appear in color or black and white.

3. **Click the Inches option in the Units section, set the Width to 6 inches and the Height to 6 inches, make sure the Colors option is selected, and then click OK.**

   Compare your Attributes dialog box with the one shown in Figure 7-8. Paint resizes the picture to your specifications.

4. **Click the Ellipse tool.**

   The Ellipse tool depresses and the pointer changes to a +, indicating you can draw the selected shape.

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Also, notice that three fill options appear below the Paint tools. There are three options for any shapes you draw. They are:

- **Outline:** (Top option) Draws the outline of the shape.
- **Outline and Fill:** (Middle option) Draws the outline of the shape and fills the inside with the color currently selected from the color palette.
- **Fill:** (Bottom option) Draws a colored shape without an outline.

Fill Options

5. **Position the pointer in the blank area in the picture, then click and hold the mouse button and drag it down and to the right until you have a 1" diameter circle.**

Here's how to add color to the circle you just created.

6. **Click the Fill tool.**

Now you need to select the color you want to use from the color pallete.

Text Tool

Fill Tool

7. **Click the Blue color from the color palette at the bottom of the screen.**

Now all you have to do is click inside what you want to fill with the selected color. The pointer changes to a , indicating you can fill objects with the selected color.

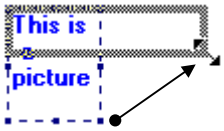
Select Tool

8. **Click inside the circle with the pointer.**

The circle is filled with the blue color. You can also add text to your drawing—here's how:

9. **Click the Text tool.**

This time the pointer changes to a +, indicating you can add text to your picture. Click where you want to add text to the picture.



Resize text after you type it by clicking and dragging any of its sizing handles until the text fits in the box.

10. **Click a blank area of the picture.**

The Text Toolbar should appear on the Paint screen, letting you select from several fonts and styles.

11. **Type** `This is a picture`.

You will probably have to adjust the text border so that the text fits. Actually, if you create a large enough rectangle by clicking and dragging with the + pointer, you won't have to resize it.

12. **Drag the text box's lower right border up and to the right until the text fits on a single line.**

You can also cut, copy, and paste objects in Paint.

13. **Click the Select tool and select the circle object.**

To select an object, position the pointer above the top-left corner of the circle, then drag a rectangle around the circle by clicking and dragging the mouse below the bottom-right corner of the circle and releasing the mouse button. A dotted rectangle appears around the circle.

14. **Select Edit → Copy from the menu.**

Now paste the picture.

15. **Click a blank area of the picture to deselect the circle, and then select Edit → Paste from the menu.**

The copied circle is pasted in the picture. Notice the pasted circle is selected. You can easily move any object while it is selected.

16. **Move the selected circle by dragging it to a new position in the Paint window.**

17. **Exit the Paint program.**

Quick Reference

To Use a Paint Tool:

- Click the paint tool button. The mouse pointer tuns into that specific tool.

To Change the Size of a Paint Picture:

- Select Image → Attributes from the menu. Specify the picture size and click OK.

Lesson 7-7: Play Games

Figure 7-10

The Solitaire game.

Figure 7-11

The Minesweeper game.

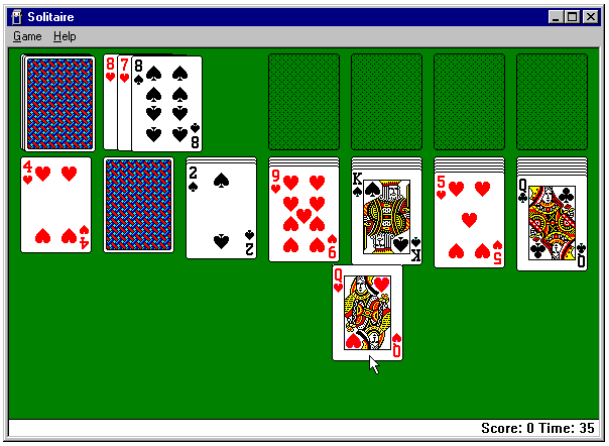


Figure 7-10

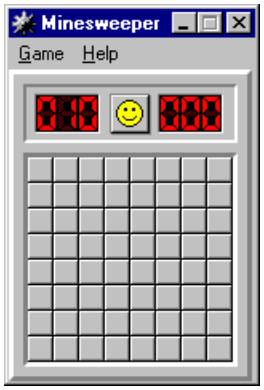


Figure 7-11

Windows 2000 comes with several simple games you can play when things get dull at the office. FreeCell, Hearts, Minesweeper, and Solitaire not only help you pass the time but they're also a great way to improve your mouse skills. You can find these games under the Games group in the Accessories menu.

Table 7-7: Games Included with Windows

FreeCell	Solitaire card game. To win, you make four stacks of cards on the home cells: one for each suit, stacked in order of rank.
Hearts	Multi-player card game. The object of Hearts is to have the lowest score at the end of the game.
Minesweeper	Find all the mines on the playing field as quickly as possible without uncovering any of them.
Solitaire	Solitaire card game. The object of the game is to use all the cards in the deck to build up the four suit stacks from ace to king.

Quick Reference

To Play a Built-in Game:

- Click the **Start button** and select **Programs** → **Accessories** → **Games** and selecting the game you want to play.

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Lesson 7-8: Play an Audio CD

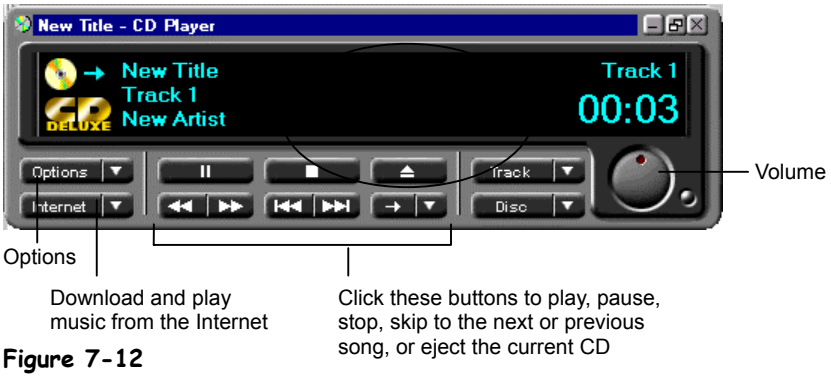

Figure 7-12

Figure 7-12

The CD Player program works just like the CD Player on your stereo.

If your computer is equipped with a CD-ROM, sound card, and speakers, you can listen to your audio compact discs on the CD-ROM drive, just like a stereo system. Under the CD Player's Options menu you can specify the order in which the tracks or song on the CD should be played or if the songs should be played in random order. If you want to get fancy, you can even download the artist's name, CD title, and all the songs on the CD from the Internet, so you can refer and select songs by their names instead of using ambiguous names like Track 01. The CD Player program saves this information, so the next time you want to play a particular audio CD, the artist, title, and song/track information will automatically appear for the CD.

Other Ways to Play an Audio CD:

- Click the **Start button** and select **Programs** → **Accessories** → **Entertainment** → **Games**.

Table 7-8: CD Player

Description	The CD Player program plays audio CDs in the computer's CD-ROM drive.
Type of File(s) Used	Audio CD's.
Features	Random play, continuous play, artist, title, and track titling.
Found Under	Programs → Accessories → Entertainment → Sound Recorder. However, the CD Player should automatically start whenever you insert an audio CD into your computer's CD-ROM drive.

Quick Reference

To Play an Audio CD:

- Simply insert the CD into your computer's CD-ROM drive. The CD Player program will automatically play the CD.
- Use the button controls on the CD Player program to stop, play, pause, skip to the previous or next song, or eject the CD.

Lesson 7-9: Character Map

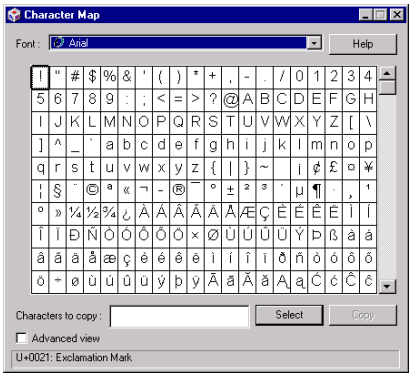

Figure 7-13

Figure 7-13

The Character Map program.

Believe it or not, you can enter many more characters and symbols in a document that cannot be found on the computer's keyboard. For example, you can insert the copyright symbol (©), accented and foreign characters (Æ), silly characters (☺), and many, many more. In this lesson you will learn how to insert special symbols with the Character Map program.

1. **Click the Start button and select Programs → Accessories → WordPad.**

   Now open Character Map to insert a special character into the WordPad document.

2. **Click the Start button and select Programs → Accessories → Character Map.**

   The Character Map program appears, as shown in Figure 7-13.

   NOTE: The Character Map program is usually not installed with Windows 2000. If you can't find the Character Map program in the Accessories menu, it may not have been installed. You can install Character Map by opening the Control Panel, double-clicking the Add/Remove Programs, clicking System Tools, clicking the Details button and selecting Character Map.

3. **Find and double-click the © symbol.**

   Emphasize the word *find* because you'll probably spend a few minutes looking for the tiny © symbol before you find it.

4. **Click Copy.**

   The © symbol has been copied to the Windows clipboard.

5. **Switch to WordPad and click the Paste button.**

   The © symbol is pasted into the WordPad document.

6. **Close both the WordPad and Character Map programs.**

Quick Reference

To Open Character Map:

- Click the Start button and select Programs → Accessories → System Tools → Character Map.

Table 7-9: Character Map

Description	Program that allows you to insert special characters into programs.
Found Under	Programs → Accessories → System Tools → Character Map.

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Chapter Seven Review

Lesson Summary

WordPad

- WordPad is a simple word processor that supports font and paragraph formatting. The default file format for WordPad is Word 6.0 (DOC) files.
- Start WordPad by clicking the **Start button** and selecting **Programs** → **Accessories** → **WordPad**.

Notepad

- Notepad is a simple text editor that can open and save text (ASCII) files that are smaller than 64K. No formatting of any kind is supported.
- Start Notepad by clicking the **Start button** and selecting **Programs** → **Accessories** → **Notepad**.

Calculator

- Calculator is an on-screen calculator.
- Start Notepad by clicking the **Start button** and selecting **Programs** → **Accessories** → **Calculator**.
- You can switch between Standard and Scientific modes by selecting **View** → **Scientific** or **Standard** from the menu.

Sound Recorder

- Sound Recorder is a digital tape recorder you can use if you have a sound card and speakers installed on your computer. Sound Recorder saves its recordings as digital WAV files.
- Start Sound Recorder by clicking the **Start button** and selecting **Programs** → **Accessories** → **Multimedia** → Sound Recorder.
- **To Record a Sound:** Click the **Record button** and speak into the microphone. Click the **Stop button** when you're finished.
- **To Play a Sound:** Click the **Play button**.

Paint

- Paint is a drawing program that can use paint to create and view pictures and graphics. The default file format for Paint is bitmap (BMP) files.
- Start Paint by clicking the **Start button** and selecting **Programs** → **Accessories** → **Paint**.

Creating Pictures with Paint

- **To Use a Paint Tool:** Click the paint tool button. The mouse pointer turns into that specific tool.

- **To Change the Size of a Paint Picture:** Select **Image** → **Attributes** from the menu. Specify the picture size and click **OK**.

Play Games

- Windows 2000 comes with four built-in games: FreeCell, Hearts, Minesweeper, and Solitaire.
- **To Play a Built-in Game:** Click the **Start button** and selecting **Programs** → **Accessories** → **Games** and selecting the game you want to play.

Play an Audio CD

- The CD Player program will play your audio compact discs (CDs) just like your stereo.
- **To Play an Audio CD:** Simply insert the CD into your computer's CD-ROM drive. The CD Player program will automatically play the CD.
- Use the button controls on the CD Player program to stop, play, pause, skip to the previous or next song, or eject the CD.

Character Map

- The Character Map program lets you insert special symbols not found on the keyboard, such as © or ☺.
- Start Character Map by clicking the **Start button** and selecting **Programs** → **Accessories** → **System Tools** → **Character Map**.

Quiz

1. **The WordPad program includes the following features (Select all that apply).**

   A. Ability to use different fonts.
   B. A spell-checker.
   C. Ability to format paragraphs.
   D. A Thesaurus.

2. **The NotePad program can open any text files of any size. (True or False?)**

3. **To record sounds with the Sound Recorder, you'll need (Select all that apply).**

   A. A sound card.
   B. A microphone.
   C. A MIDI interface.
   D. Speakers.

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4. The Calculator program can be displayed using standard and scientific modes. (True or False?)

5. Which is NOT a game that comes along with Windows 2000?

A. Solitaire.
B. Minesweeper.
C. Starcraft.
D. FreeCell.

6. Which of the following statements is NOT true?

A. Windows will automatically play an audio disc when you insert it into your computer's CD-ROM drive.
B. The Character Map program lets you insert special symbols not found on the keyboard.
C. The Paint program saves and opens JPG files.
D. You can change the size of a paint picture.

Homework

1. Use the Paint to create the following picture: (Don't worry if yours doesn't turn out exactly the same).

2. Use the Calculator to find the square root of 12.

3. Open the Seniors text file in NotePad.

4. Start the WordPad program.

5. Copy all the text in the NotePad and paste it into WordPad.

6. Insert a ☺ symbol anywhere in the WordPad document (Hint: You'll need to use the Character Map program).

Quiz Answers

1. A and C. WordPad can format fonts and paragraphs, but it doesn't come with a spell checker or a thesaurus.
2. False. NotePad can only open text files that are 64K or less. You'll have to use WordPad to open text files that are larger than 64K.
3. A, B, and D. You need a sound card and microphone to record sounds with Sound Recorder, and you'll need speakers if you want to hear what you recorded.
4. True. You can use the calculator in standard or scientific mode.
5. C. Starcraft doesn't come with Windows 2000 (although it is a great game!).
6. C. Bitmap (BMP) files are the default format used by Paint.

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Chapter Eight: Optimizing and Maintaining your Computer

Chapter Objectives:

- Formatting and copying a floppy disk
- Defragmenting and fixing errors on your hard disk
- Backing up and restoring your hard disk
- Freeing up space on your hard disk
- Scheduling tasks
- Installing and removing software
- Adding and removing Windows components
- Installing a printer
- Installing new hardware
- Using the Windows 2000 update feature

☑ Prerequisites

- How to use the mouse to click, double-click, drop-and-drag, and right-click.
- How to use menus, toolbars, and dialog boxes.
- How to view and navigate through the contents of your computer (disk drives and folders).

Cars require maintenance to keep them running at their peak performance. Some car maintenance tasks are simple and routine, such as changing oil every 3,000 miles. Others are more complicated, such as installing a new radio. Computers are no different. Your computer requires routine maintenance to prevent and/or correct problems, when you want to add or remove hardware or software, and to keep it running at its best possible performance.

This chapter explains how to optimize and maintain your computer. You'll learn how to find and correct problems on your computer's hard disk, install and remove software, backup and restore your important files, add new hardware to your computer, and a lot more.

Lesson 8-1: Formatting a Floppy Disk

Figure 8-1

The Format – 3½ Floppy dialog box.

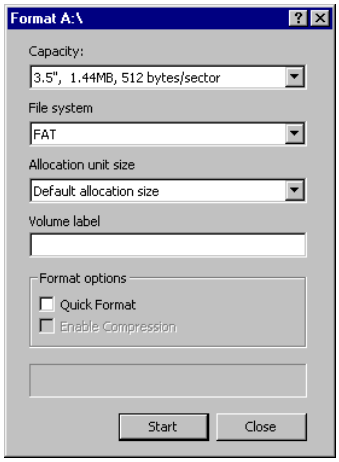
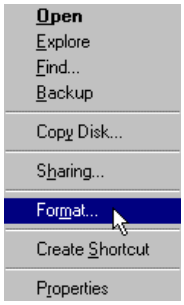


Figure 8-1



Shortcut menu

Before you can use a floppy disk, you must format it so that you can save information on it. You can also format a disk to erase any files that are saved on it and prepare it for new files. You can save yourself a lot of time by buying pre-formatted disks—just make sure they are formatted in IBM format!

Unless you have an extra floppy handy, you don't have to walk through this lesson's step-by-step exercise, but when you need to format a floppy, here's how to do it:

1. **Insert the floppy disk you want to format into the floppy drive.**

   NOTE: Formatting a floppy disk completely erases any information stored on it, so make sure the disk you want to format doesn't contain any information you may need.

2. **Double-click the My Computer icon to open it.**

   The My Computer window appears.

3. **Right-click the drive containing the floppy disk you want to format (usually A:), and select Format from the shortcut menu.**

   The Format dialog box appears. There are several options you can specify when formatting a floppy disk—see Figure 8-1 to see what they are.

4. **Click Start.**

   The floppy drive whirrs as it formats the floppy disk. Formatting a floppy disk usually takes about a minute. When the format is complete, the Format Results dialog box appears with information about the formatted disk.

   NOTE: Don't use a floppy disk that has bytes in bad sectors—throw it away. A floppy disk with bad sectors is not reliable and should not be entrusted with your valuable data.

5. **Click Close to close the Results dialog box and click Close again to close the Format dialog box.**

Quick Reference

To Format a Floppy Disk:

1. Insert the floppy you want to format into the floppy drive.
2. Open My Computer or Windows Explorer, right-click the floppy drive and select Format from the shortcut menu.
3. Select the formatting options and click Start.

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Lesson 8-2: Copying a Floppy Disk

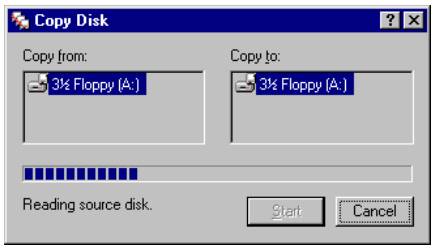

Figure 8-2

Figure 8-2

The Copy Disk dialog box.

Instead of merely copying files and folders, someday you may find it necessary to make an exact copy of a floppy disk. You should check two things before copying a floppy disk. First, make sure the floppies are the same density—most floppies are the High Density 1.44 MB type, so this shouldn't be a problem. Second, make sure that the destination floppy—the one where the information is being copied—doesn't contain any information you may need, as the copy command will delete and replace any previously stored information with the information you are copying.

Like the previous lesson on Formatting, unless you have a couple extra floppies on hand, this isn't a hands-on exercise. When you do need to copy a floppy disk, however, this is what you do:

1. **Insert the original floppy disk you want to copy into the floppy drive.**
2. **Open My Computer.**

   The My Computer window appears.
3. **Right-click the drive containing the floppy disk you want copy (usually A:), and select Copy Disk from the shortcut menu.**

   The Copy Disk dialog box appears. Not may options listed here—just select the drive you want the files copied from and where you want the files copied. Yes, you can specify the same drive as the disk you copy from.
4. **Click Start.**

   It will take about a minute for Windows to read all the information from the original source disk into your computer's memory.
5. **When prompted, insert the second destination disk and press <Enter>.**

   Depending on your computer's configuration, Window may ask you swap the two disks several times to copy all the information from one to the other, so…
6. **Finishing the copy procedure by following the on-screen instructions.**

Quick Reference

To Copy a Floppy Disk:

1. Insert the source floppy you want to copy into the floppy drive.
2. Open My Computer, right-click the floppy drive, and select Copy Disk from the shortcut menu.
3. Click Start.
4. Follow the on-screen instructions and insert the source and destination disks as prompted.

Lesson 8-3: Repairing Disk Errors

Figure 8-3

The Tools tab of the disk Properties dialog box.

Figure 8-4

The Check Disk options dialog box.

Figure 8-5

Windows 2000 checks the selected disk for errors.

Figure 8-6

Windows 2000 cannot check the hard disk where Windows 2000 is installed (usually the C: drive) while Windows 2000 is running. In such cases you can specify that Windows 2000 should check the disk for errors the next time you restart the computer.

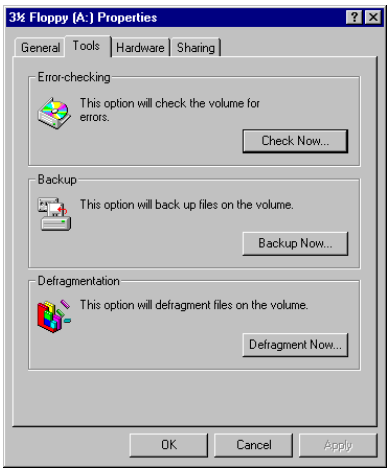

Figure 8-3

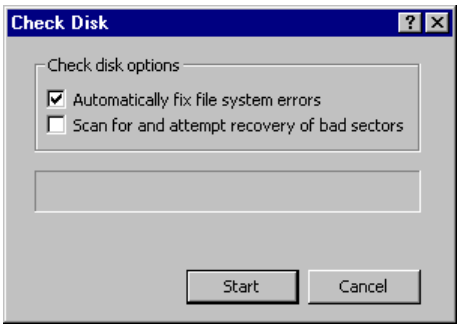

Figure 8-4

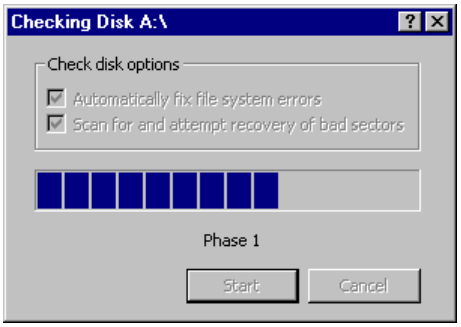

Figure 8-6

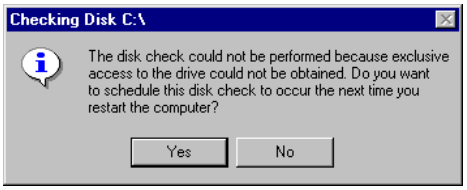

Figure 8-6

Over time, errors begin to appear on your computer's hard drive, affecting its performance. Fortunately, most of the hard drive damage caused by normal wear and tear is not serious and can easily be diagnosed and fixed by a hard drive repair program. Microsoft Windows 2000 can check for and repair some of these errors. In this lesson, you will learn how to use ScanDisk to diagnose and repair any errors on your computer's hard disk—a preventative maintenance task that you should do at least once a month.

One important note: Checking for hard disk errors in Windows 2000 is substantially different than in Windows 95/98. Because of its advanced file system schematics, Windows 2000 cannot check for and repair errors on the drive where it is installed while Windows 2000 is running (this is usually the C: drive). You can however opt to check for and repair disk errors on this drive the next time you restart your computer before Windows 2000 starts.

1. **Open My Computer.**

   Next, you need to right-click the drive you want to check.

2. **Right-click the 3½ Floppy (A:) disk icon and select Properties from the shortcut menu.**

   The Properties for the selected drive appear in the General Properties dialog box. Error-checking and several other nifty maintenance tools are located on the Tools tab.

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3. Click the Tools tab.

The Tools tab appears, as shown in Figure 8-3. The Error-checking status section at the top of the dialog box is what's important here. Its tells you the last time checked the selected drive for errors.

Turning off your computer without using the Windows 2000 Shut Down sequence is the biggest cause of hard disk errors.

4. Click the Check Now button to check the selected disk for errors.

The Check Disk dialog box appears as shown in Figure 8-4. There aren't many options listed here but the ones that are important.

Select the *Automatically fix errors* check box to automatically fix any disk errors. If you don't select this check box, Windows 2000 will prompt you to fix each and every error it finds. It's usually best if you check the Automatically fix errors box and fix any errors.

Checking or unchecking the *Scan for and attempt recovery of bad sectors* box does one of two things:

- **Scan for and attempt recovery of bad sectors unchecked:** Checks only the files and folders on the selected drive(s) for errors. A standard test takes only a minute or two to run, and is the computer-equivalent of a 10-point maintenance check they do on your car during a routine oil change.
- **Scan for and attempt recovery of bad sectors checked:** Checks the files and folders on the selected drive(s) for errors *and* the surface of the hard drive for physical damage. This can take a *long time*—up to several hours if you have a large hard drive. A thorough test is the computer-equivalent of an annual vehicle inspection.

If you right-click the C: drive or whatever hard disk Windows 2000 is installed on a dialog box like the one in Figure 8-6 will appear.

NOTE: Since Window 2000 cannot check for and repair drive errors on the drive where it is installed while Windows 2000 is running you can click the Yes button to have Windows 2000 check for and repair disk errors on this drive the next time you restart your computer before Windows 2000 starts.

5. Check the Automatically fix errors box and uncheck the Scan for and attempt recovery of bad sectors box.

The options you selected will run a standard test on the floppy disk and automatically fix any file or folder errors.

6. Click Start.

Windows 2000 checks the files and folders on the floppy drive and displays its progress.

After a minute or two, Windows 2000 finishes checking the selected drive for errors, and displays its results, as shown in Figure 8-6.

NOTE: If Windows 2000 reports any bytes in bad sectors (only available if you perform a thorough test), that is not a good sign. Bad sectors are often a sign of an imminent hardware failure. Backup everything on the disk immediately, and then run a thorough test every few days. If more bad sectors appear, the drive will likely fail shortly.
You shouldn't continue using floppy disks that have bad sectors.

7. Click Close to close the Results window, click Close again to close the ScanDisk program, and then click OK to close the Properties window.

That's all there is to checking for and repairing disk errors.

Quick Reference

To Use ScanDisk:

1. Open My Computer or Windows Explorer.
2. Right-click the disk you want to scan, select Properties from the shortcut menu, and click the Tools tab.
3. Click the Check Now button.
4. Specify if you want any errors to be automatically fixed and if you want to scan for and attempt recovery of bad sectors.
5. Click Start.

Lesson 8-4: Defragmenting Your Hard Disk

Figure 8-7

The Tools tab of the (C:) Properties dialog box.

Figure 8-8

The Disk Defragmenter displays the defragmentation progress.

Figure 8-9

The Disk Defragmenter completes its job.

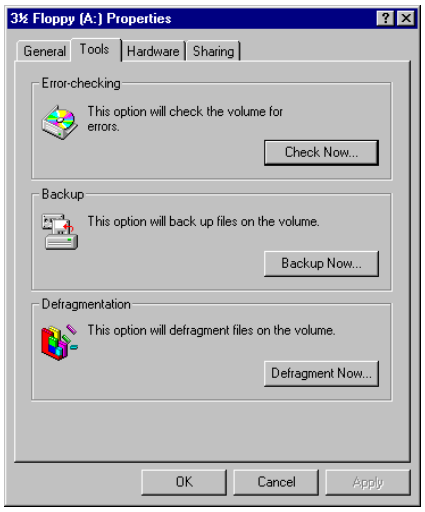

Figure 8-7

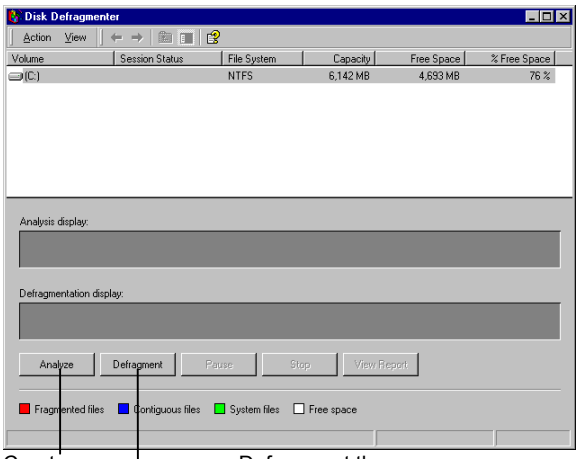

Figure 8-8

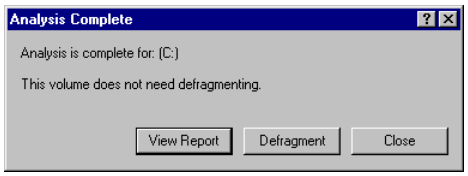

Figure 8-9

Normally, computers store each file in a single location on their hard drive, just like a song is recorded on a continuous area on a cassette tape. Over time, however, a hard drive can become *fragmented*, and instead of storing a file in one, single location it begins storing files in pieces, or fragments, in several locations all over the hard drive. When the computer reads a fragmented file, it must read the file from several different areas of the hard drive instead of just one. Defragmenting a hard drive using a special utility program can improve its performance by putting fragmented files back together in one place. Windows 2000 comes with a disk defragmentation program called, what else? Disk Defragmenter. (In case you haven't noticed by now, Microsoft doesn't give its products very flashy names). You should defragment your computer hard drive about once a month.

To create a new user account you must be logged on to Windows 2000 as an administrator.

1. **Click the Start button, select Shut Down, select the Log Off option and click Yes.**

   Windows 2000 closes any programs you might be running and the familiar Logon dialog box appears.

2. **Open My Computer.**

   Next, you need to right-click the drive you want to defragment.

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NOTE: In theory, you could defragment a floppy drive, but there is absolutely no reason why you would ever need to. Hard drives are the only type of drive that benefit from running Disk Defragmenter.

3. **Right-click the (C:) hard disk icon and select Properties from the shortcut menu.**

   The Properties for the selected drive appear in the General Properties dialog box. Defragment, and several other maintenance tools, are located on the Tools tab of the Properties dialog box.

4. **Click the Tools tab.**

   The Tools tab appears, as shown in Figure 8-3. Here it's the Defragmentation status section in the middle of the dialog box that's important.

5. **Click the Defragment Now button.**

   The Disk Defragmenter appears as shown in Figure 8-8. You should always have Windows 2000 analyze the drive to see if it really needs to be defragmented.

6. **Click Analyze to create a fragmentation report for the selected drive.**

   Windows 2000 analyzes the selected drive for fragmentation and creates a report that tells you if you need to defragment the drive.

   If you still want to defragment the selected drive move on to the next step, otherwise go to Step 8.

7. **Click Defragment to start defragmenting the selected drive.**

   The Defragmenter program displays the progress of the defragmentation. Defragmenting a hard drive can take a long time—up to several hours!

   When the defragmentation process is finally complete, a dialog box appears displaying the results of the defragmentation.

8. **Click Close.**

   You're finishing using Disk Degragmenter so…

9. **Close the Disk Defragmenter program.**

Disk Defragmenter

Other Ways to Start Disk Defragmenter:

- Click the Start button and select Programs → Accessories → System Tools → Disk Defragmenter.

Quick Reference

To Defragment your Hard Disk:

1. Open My Computer or Windows Explorer.
2. Right-click the disk you want to scan, select Properties from the shortcut menu and click the Tools tab.
3. Click the Defragment Now button.
4. Click Start.

Lesson 8-5: Backing Up Your Hard Disk

Figure 8-10

The first Microsoft Backup screen asks you want you want to do—backup or restore a previous backup.

Figure 8-11

You can select the specific folders and files you want to backup.

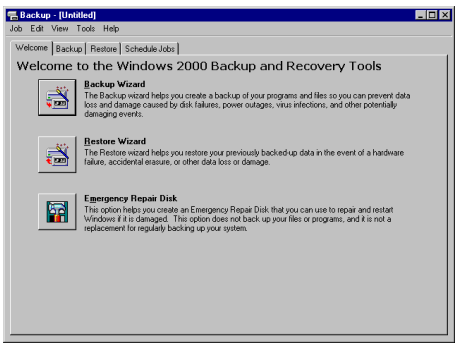

Figure 8-10

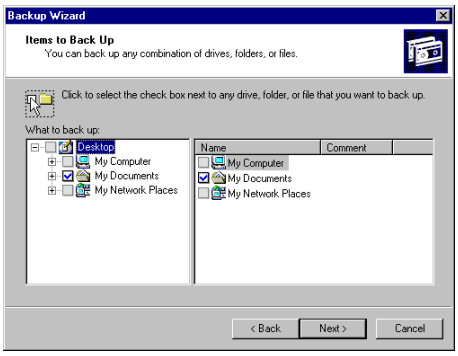

Figure 8-11

We don't live in a perfect world. Hard drives fail, computers are stolen, and important files are sometimes accidentally erased. You should always periodically backup, or make copies of, your critical files and programs, should disaster strike. This lesson explains how to use the included Microsoft Backup program to backup your important files.

Microsoft Backup

Other Ways to Start Backup:

- Right-click the disk that contains the files you want to backup, select **Properties** from the shortcut menu, click the **Tools tab**, and click **Backup Now**.

1. **Click the Start button and select Programs → Accessories → System Tools → Backup.**

   The Microsoft Backup dialog box appears, as shown in Figure 8-10. You are presented with three choices:

   - **Backup Wizard:** Backs up files and folders on your disk using the Backup Wizard that guides you through the required steps.
   - **Restore Wizard:** Restore files from a prior backup back to the hard disk. The Restore Wizard guides you through the required steps.
   - **Emergency Repair Disk:** Backs up important information about your Windows 2000 system, including the registry, system boot files, etc. so that you can recover and boot your Windows 2000 system should disaster strike.

2. **Click the Backup Wizard button and click Next.**

   A new screen appears, asking you what you want to backup. You have two choices:

   - **Back up everything on my computer:** Backups *everything*—every folder and file on your computer. The advantage of complete backups is that you can be almost certain you can restore everything on your computer should a catastrophe strike. The disadvantage of complete backups is that they take forever to complete and require lots of storage space.
   - **Backup selected files, folders, drives, and network data:** Backups only those files and folders you select. The advantage to using a selective backup is it's fast and space-efficient. It is often not necessary to backup your program files since you can always reinstall them from their original CD's. The disadvantage of selective backups is that you're not backing up everything on your computer, so there's always the chance you might miss a critical file.
   - **Only back up System State data:** Backs up important information about your Windows 2000 system, including the registry, system boot files, etc.

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3. **Select the Backup selected files, folders, drives, and network data option and click Next.**

   The next screen in the Backup Wizard appears, as shown in Figure 8-11. Since you chose a selective backup, you need to select the files and folders you want to backup.

4. **Select the files and folders you want to backup.**

   All you have to do here is click a folder in the left pane to select it and view its contents in the right pane, and click the plus symbol (⊞) next to a folder to expand it and display any hidden subfolders. To backup a file or folder, click the checkbox beside it. Files and folders with a ☑ beside them will be backed up; those with a ☐ beside them won't. Selecting a folder also selects any subfolders within that folder.

5. **Click Next when you have finished selecting the files and folders you want to backup.**

   Another screen appears—this is where you tell Microsoft Backup where you want to backup the selected files. The destination for the backup could be a tape drive, a ZIP drive, or even a floppy drive.

6. **Select a file name and destination for the backup (use the Browse button to browse for the destination) and click Next.**

   The final screen of the Backup Wizard appears. You can go ahead and back up your selected files by clicking Finish or you can specify more backup options listed in by clicking the Advanced button.

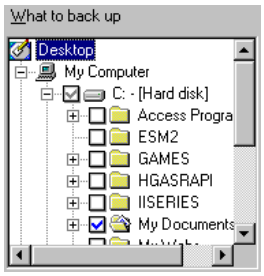
7. **Click Finish.**

   Microsoft Backup backs up the files and folders you selected to the specified destination. How long the backup takes depends on how many files you selected and the backup's destination. Floppy backups can be excruciatingly slow, and often require many disks.

   After a while, Microsoft Backup completes backing up all your files, verifies that they were all successfully backed up and displays a report of the backup.

8. **Click Close to close the Backup Progress dialog box and close the Backup program.**

The next lesson describes how to restore a backup.



Check the Folders and Files you want to backup

Quick Reference

To Perform a Backup:

1. Click the Start button and select Programs → Accessories → System Tools → Backup.
2. Click the Backup Wizard button and click Next.
3. Select what you want to backup: everything on your computer, selected files and folders, or Windows 2000 system state data and click Next.
4. Select the folders and files you want to backup if you selected that option in Step 3.
5. Specify a file name and destination and click Next.
6. If you want to specify the backup method click the Advanced button otherwise click Finish.

Lesson 8-6: Restoring a Backup

Figure 8-12

The Select Backup Sets dialog box.

Figure 8-13

Select the specific folders and/or files you want to restore.

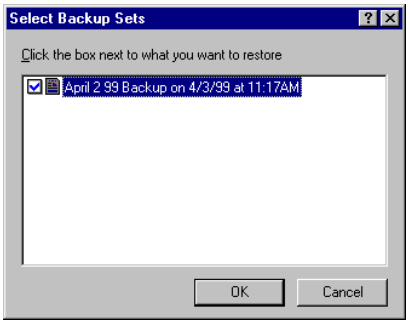


Figure 8-12

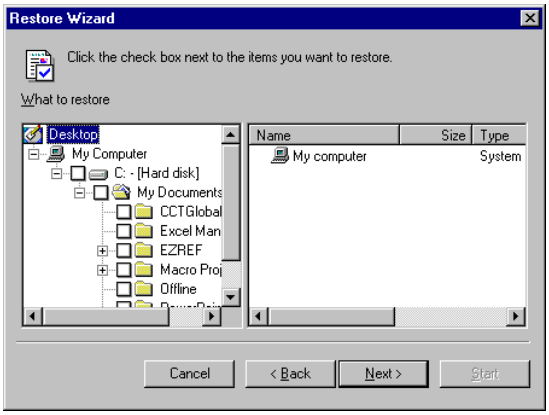


Figure 8-13

Disaster's struck. Your computer's hard drive has just crashed. Fortunately, if you've been diligent and have been backing up your important files like you learned in the previous lesson, all may not yet be lost. This lesson explains how to restore a backup—something you hopefully will never have to do.

1. **Click the Start button and select Programs → Accessories → System Tools → Backup.**

   The Welcome to Microsoft Backup screen appears.

2. **Select the Restore backed up files option and click OK.**

   A new screen appears, asking for the backup file name and location. Here you must specify the name and location of your backup.

3. **Select the name and location of the backup (use the to browse for it) and click Next.**

   Remember that this is the "wrapper" backup file—the file that contains all your backup sets. Microsoft Backup opens the backup file and displays all the backup sets, as shown in Figure 8-12.

4. **Select the backup set you want to restore and click OK.**

   After you select a backup set, Microsoft Backup looks at it (this may take a while) and then asks which folders and/or files you want to restore, as shown in Figure 8-13. You don't have to restore each and every file and folder in a backup set—you can restore specific files if you want. This screen is similar to Windows Explorer—click a folder in the left pane to select it and view its contents in the right pane, and click the plus symbol (⊞) next to a folder to expand the folder and display any hidden subfolders. To restore a folder or file click the checkbox beside it. Files and folders with a ☑ beside them will be restored, those with a ☐ beside them won't. Selecting a folder also selects any subfolders within that folder.

5. **Select the folders and files you want to restore and click Next.**

   The next step in restoring your backup is to choose where you want to restore the selected files and folders. You have two options:

   - **Original Location:** Restore the selected files and folders to their original location.

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- **Alternate Location:** Allows you to restore the selected files and folders to a different location than the original. This is a good safety option because you can compare the restored files to the originals.

6. **Click the Where to restore list arrow and specify if you want the files restored in their original locations or to alternative locations.**

   If you selected the Alternate Location option, move on to Step 7 otherwise skip to Step 8.

7. **Specify the location where you want to restore the selected files and folders (use the  to browse).**

8. **Click Next.**

   Another screen with more options—you need to specify whether existing files should be replaced during restore. The available options are:

   - **Do not replace the file on my computer:** This is the default—and almost always the best and safest option. Existing files on your computer will never be overwritten or replaced by backup files.
   - **Replace the file on my computer only if the file is older:** Microsoft Backup will replace the existing file on your computer only if the backed up file is newer.
   - **Always replace the file on my computer:** Microsoft Backup will always replace the existing file on your computer with the backup file. This is the most dangerous option and should be not be used unless you really know what you're doing.

9. **Select the When restoring files that already exist option you want and click Start.**

   Microsoft Backup asks if the required backup media is available; for example if your backup spans several floppy disks, you will need all those disks.

10. **Make sure you have all the disks or tapes ready where the backup was saved and click OK.**

    Microsoft Backup restores the selected files and folders to the location you specified. After a while, and it could be a long while depending on how many files you selected to restore, a dialog box will appear, informing you that the files were successfully restored.

11. **Click OK and then close Microsoft Backup.**

One more suggestion before we leave the world of backing up and restoring: after backing up your important files, place the tape, floppies, or zip disk in safe location—don't leave them in or near the computer! If your computer is stolen, all the files you've been diligently backing up won't do you any good if you've left them in the tape backup still in your stolen computer!

Quick Reference

To Restore a Backup:

1. Click the Start button and select Programs → Accessories → System Tools → Backup.
2. Select the Restore backed up files option and click OK.
3. Specify the name and location of the backup and click Next.
4. Select the backup set you want to restore and click OK.
5. Select the folders and files you want to restore and click Next.
6. Select where you want the files restored (Original locations or Alternate locations). If you selected Alternate locations, specify the location where you want the selected files and folders restored. Click Next.
7. Specify an overwrite option and click Start.

Lesson 8-7: Freeing Up Space on your Hard Disk

Figure 8-14

The General tab of the Drive Properties dialog box.

Figure 8-15

The Disk Cleanup dialog box.

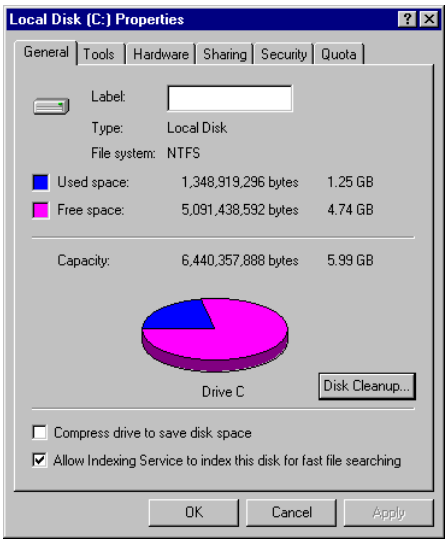

Figure 8-14

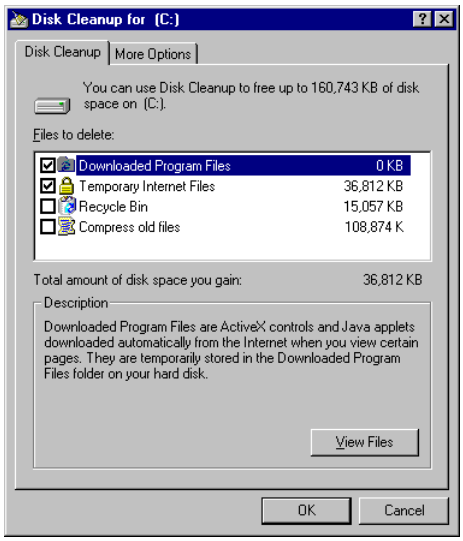

Figure 8-15

After working at your desk for several days, you create unnecessary paperwork that you throw away to free your desk from clutter. Windows does the same thing as time passes, except instead of paper it creates unnecessary files that don't do anything except waste valuable space on your hard disk. Windows 2000's Disk Cleanup program erases these garbage files for you. This lesson explains how to use the Disk Cleanup utility to clear these unnecessary files from your computer.

1. **Open My Computer or Windows Explorer, right-click the (C:) hard drive icon, select Properties from the shortcut menu, and click the General tab if necessary.**

   The Properties for the selected drive appear, as shown in Figure 8-14.

2. **Click the Disk Cleanup button.**

   Windows looks at the hard disk and determines how many unnecessary files you can delete and how much space will be freed by deleting these files. After several seconds, the Disk Cleanup dialog box appears and displays this information, as shown in Figure 8-15.

   The files you can safely delete fall into several categories—see Table 8-1: Types of Files you can Safely Delete to Save Hard Disk Space for descriptions of them.

3. **Click OK.**

   Disk Cleanup deletes the selected types of unnecessary files.

That's all there is to using Disk Cleanup to free space on your hard drive. If you find you still need more room on your hard disk, you have several more options to free up some space. Here are some things you can do to reclaim space on your hard disk:

- **Remove Unnecessary Programs:** One of the best methods of reclaiming space on your hard disk is removing old programs you don't use anymore. Open Add/Remove Programs in the Control Panel to have Windows delete these programs for you.

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- **Remove Unnecessary Windows Components:** Although this won't free up a lot of space, you can remove optional Windows components by opening Add/Remove Programs in the Control Panel, clicking the Windows Setup tab, and removing the checkmarks from the Windows components you want to remove.
- **Use the Disk Compression:** Disk compression can increase the amount of space on your hard disk by compressing files at the price of slower performance. Windows 2000 will give you the option of compressing old files that you haven't used in a while, allowing you to reclaim hard drive space by compressing files you seldom—if ever—use.

Table 8-1: Types of Files you can Safely Delete to Save Hard Disk Space

File Type	*Description*
Temporary Internet Files	The Internet saves Web pages on your hard disk for quick viewing—so when you return to a Web page, it can fetch it much faster from your hard disk than it can from the Internet. This collection of files used to speed up the Internet is known as a cache. You can safely remove these temporary Internet files from your computer without deleting your Web settings and bookmarks or favorite locations. Disk Cleanup does not normally delete these files, since they help speed up the Internet.
Downloaded Program Files	Similar to Temporary Internet Files, Downloaded Program Files are small programs (ActiveX controls and Java applets if you want to be technical) that have been downloaded from the Internet when you view certain pages.
Offline Web Pages	Offline pages are Web pages that are stored on your computer so you can view them without being connected to the Internet. If you delete these pages now, you can still view your favorites offline later by synchronizing them. You can safely remove offline Web pages from your computer without deleting your Web settings and bookmarks or favorite locations
Recycle Bin	The Recycle Bin contains files you have deleted from your computer. These files are not permanently removed until you empty the Recycle Bin.
Temporary Files	Programs sometimes store temporary information in a TEMP folder, usually located in the WINNT folder. Before a program closes, it usually deletes this information. Turning your computer off without following the Windows shutdown procedure doesn't give the program or Windows time to cleanup after themselves, and these TMP files are leftover. You can almost always safely remove .TMP files.

Quick Reference

To Free Space on Your Hard Drive:

1. Open My Computer or Windows Explorer.
2. Right-click the hard disk and select **Properties** from the shortcut menu.
3. Click the **Disk Cleanup button**.
4. Click **OK**.

Lesson 8-8: Scheduling Tasks

Figure 8-16

The Scheduled Tasks folder.

Figure 8-17

The Scheduled Task Wizard lists all the programs on your computer—select the one you want to schedule.

Figure 8-18

Specify when you want the selected program to run.

Figure 8-19

Specify when you want the selected program to run.

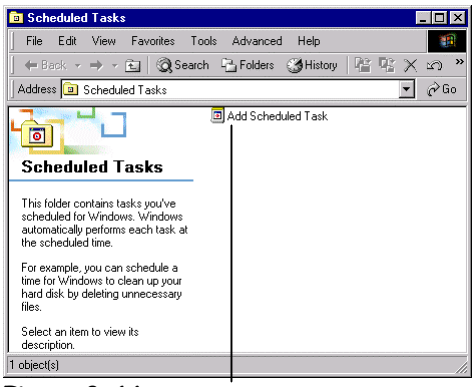

Figure 8-16 Double-click to add a new scheduled task

Figure 8-17

Figure 8-18

Figure 8-19

Scheduled Tasks

Other Ways to View Scheduled Tasks:

- Open My Computer and double-click the **Scheduled Tasks** folder.

To keep your computer in peak condition, you should run the ScanDisk, Disk Defragmenter, and Disk Cleanup programs once every couple of weeks. You can have Windows automatically perform these and other tasks on a regular basis for you with the *Task Scheduler*. The Task Scheduler works a lot like VCR, except instead of recording your favorite television shows while you're away, Task Scheduler automatically runs specified programs when you tell it to. This lesson explains how to use the Task Scheduler to run your programs automatically on a regular basis.

1. **Click the Start button and select Program Files → Accessories → System Tools → Scheduled Tasks.**

   The Scheduled Tasks window appears, as shown in Figure 8-16.

2. **Double-click the Add Scheduled Task icon to schedule a new program.**

   The first screen of the Schedule Tasks Wizard appears.

3. **Click Next.**

   The Scheduled Task Wizard lists all the programs that are installed on your computer. You must select the program you want to schedule. ScanDisk, Microsoft Backup, Disk Defragmenter, and Disk Cleanup are all excellent candidates for adding to the Scheduled Tasks.

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4. **Select the program you want to schedule from the list and click Next.**

   The next step in the Schedule Task Wizard is specifying how often you want the selected program to run, as shown in Figure 8-18.

5. **Select how often you want to run the selected program from the listed options and click Next.**

   The next screen in the Schedule Tasks Wizard appears, as shown in Figure 8-19. Here you must specify when Task Scheduler should run the selected program. You should always try to schedule a time when the computer won't be in use, such as late at night.

   Of course, the computer still has to be on for Task Scheduler to work.

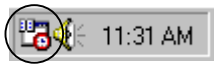
6. **Specify when you want the program to run and click Next.**

   The last screen of the Scheduled Task Wizard appears, reporting that you have successfully added a new scheduled task.

7. **Click Finish.**

   The Scheduled Task Wizard closes and the selected program appears in the Scheduled Tasks window.

When you no longer want a program to be scheduled, just delete it from the Scheduled Tasks window, just like you would delete a file.



Double-click the Task Scheduler icon on the taskbar to display the Scheduled Tasks window.

Quick Reference

To Schedule a Task:

1. Click the **Start button** and select **Program Files** → **Accessories** → **System Tools** → **Scheduled Tasks**.

   Or…

   Open My Computer and double-click the **Scheduled Tasks** folder.
2. Double-click the **Add Scheduled Task** icon and click **Next**.
3. Select the program you want to schedule from the list and click **Next**.
4. Specify when you want the program to run and click **Next**.
5. Select an interval when you want to run the selected program from the listed options and click **Next**.
6. Specify when you want the program to run, click **Next**, and then click **Finish**.

To Remove a Task from the Task Scheduler:

- Open the Task Scheduler and delete the task, just as you would a file or folder.

Lesson 8-9: Installing New Software

Figure 8-20

The Add/Remove Programs Properties dialog box

Figure 8-21

The installation program for every software program is different—but most of them work the same way.

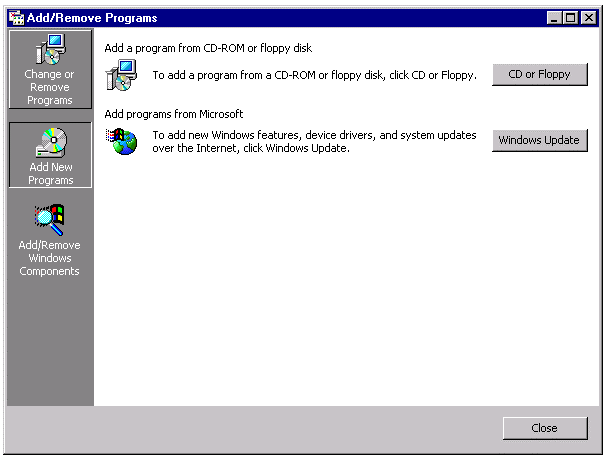


Figure 8-20

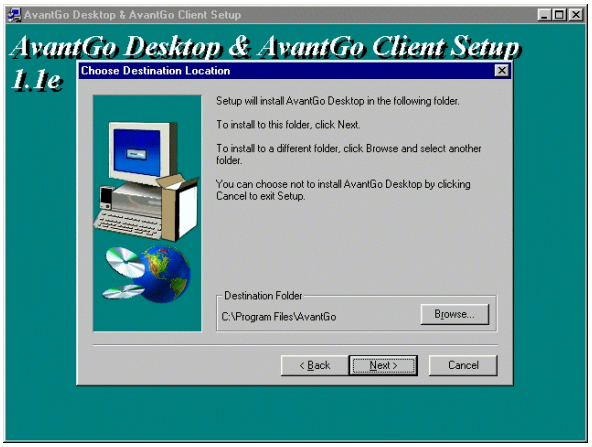


Figure 8-21

Most programs come with specific instructions that explain their own installation better than this lesson ever could. Still, if you've misplaced the instructions or never had them to begin with, for example if you've downloaded a program off the Internet, this lesson will help you install most programs.

Add/Remove Programs

1. Find the Program's disk (or disks) and insert it (or the first disk) into the disk drive.

If your software comes on more than one disk, dig through the box until you find a disk labeled Disk 1, Installation, or Setup.

Actually, if you're installing a newer program from a CD-ROM you might not have to do much more—a lot of CD-ROM's will automatically start the installation program when the CD is inserted. You can move on to Step 8 if this is the case.

Finally if you're installing a program from a file located on your hard drive or a network drive skip to Step 6.

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2. **Click the Start button and select Settings → Control Panel.**

   The Control Panel appears.

3. **Double-click the Add/Remove Programs icon.**

   The Add/Remove Programs Properties dialog box appears, as shown in Figure 8-20.

4. **Click the Add New Programs button, click the CD or Floppy button, and click Next.**

   Windows searches your floppy drive and CD-ROM for the program you want to install. Most programs come with a special program called SETUP or INSTALL, which installs the main program onto your computer.

   If you're installing a program from a CD-ROM or floppy disk, you'll probably only have to follow the first four steps—and you can skip ahead to Step 8. If Windows can't find the installation program move on to Step 5.

5. **Click Cancel to close the Install window and close the Control Panel.**

   If you're installing a finicky program, a program that you've downloaded from the Internet, or a program located on a network, you're probably going to have install the program yourself.

6. **Open My Computer.**

   You have to open the disk drive or folder where the setup program is. For example, double-click the CD-ROM icon if you're installing from a CD-ROM. If you're installing a file you've downloaded from the Internet, find and open the folder where you saved the file.

7. **Find and double-click any files called Setup or similarly named files.**

8. **Follow the on-screen instructions to install the program.**

Every program is different, and so is its installation program. Most installation programs have more in common with each other than they have differences. Most use a step-by-step Wizard to guide you through the installation process, most let you specify where you want to install the program (although they have their own default folder in mind), and most let you specify which program components you want to install.

Most installation programs create their own folder and icons in the Start menu, which can be both a blessing and a curse—a blessing because you don't have to manually add an icon to the Programs menu, a curse because if you've installed a lot of software onto your computer, your Programs menu will be cluttered with dozens of folders and programs. You can always reorganize the Programs menu and reduce the amount of folders and clutter—something you learned back in the Customizing the Taskbar and Desktop chapter.

Add New Programs

Setup

Most programs have a special installation program used to install them onto your computer. These programs are usually named Setup, Install, or something similar.

Quick Reference

To Install Software:

1. Find the Program's disk (or disks) and insert it (or the first disk) into the disk drive.
2. Click the **Start button** and select **Settings → Control Panel**.
3. Double-click the **Add/Remove Programs** icon.
4. Click the **Install** button and then click **Next**.

   If this doesn't work, click **Cancel**, close the Control Panel, open My Computer find the disk drive or folder where the program you want to install is located, and find double-click the installation program (usually called **SETUP**).
5. Follow the on-screen instructions to install the program.

Lesson 8-10: Removing Software

Figure 8-22

The Add/Remove Programs Properties lists all the Windows programs that are installed on your computer.

Figure 8-23

The Confirm File Deletion dialog box.

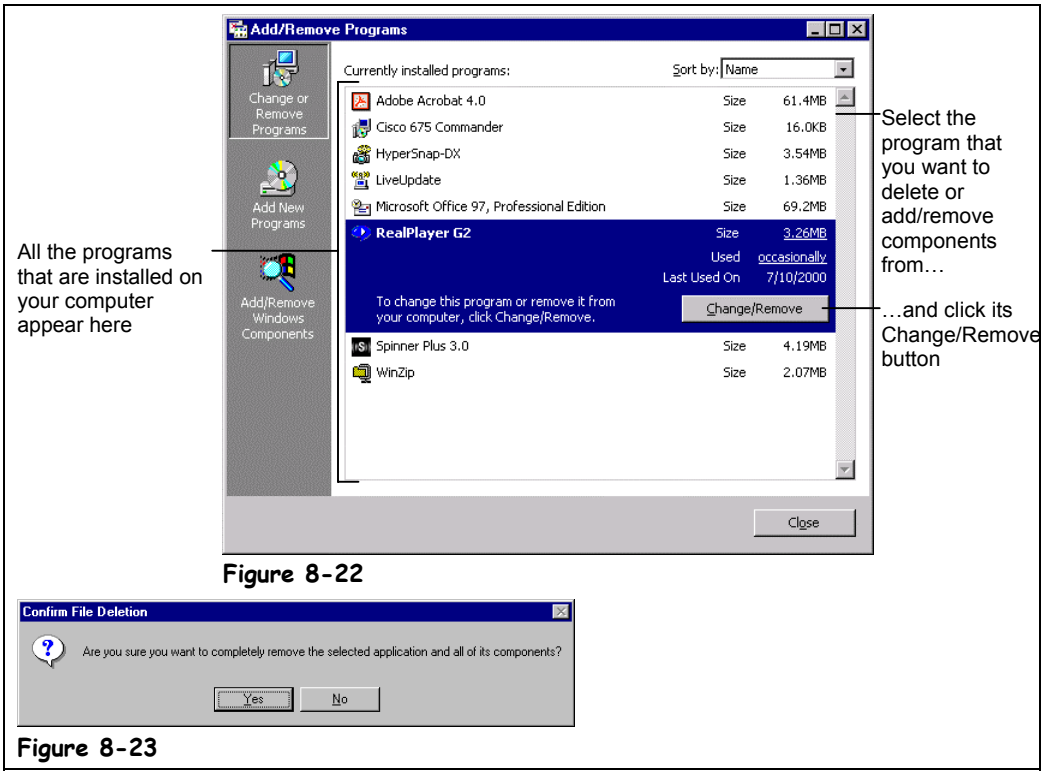

Figure 8-22

Figure 8-23

You've finally finished that adventure game you've spent 100 hours on, and since you no longer need the game, you decide to reclaim the 200 megabytes it occupies on your hard drive. So how do you remove, or erase, a program that you no longer need from Windows? You'll learn how in this lesson.

Before Windows 95, removing programs from the computer was a very messy process—so messy in fact, that most people never removed programs they no longer needed. The unused programs just sat there, taking up valuable space on the hard drive. Times have changed, and removing *most* programs is a breeze with Windows 2000. The following steps should remove all but the most belligerent, obsolete programs from your computer.

Add/Remove Programs

1. **Click the Start button and select Settings → Control Panel.**

   The Control Panel window appears.

2. **Double-click the Add/Remove Programs icon.**

   The Add/Remove Programs Properties dialog box appears, as shown in Figure 8-22. Hopefully, most of the programs installed on your computer should appear somewhere on this list, in alphabetically order.

3. **Find and select the program you want to remove from your computer, and click its Change/Remove… button.**

   Be absolutely sure you want to remove the program, as it will be completely erased from your hard disk. If you created any files or documents with the program you want to remove, it's probably a good idea to back them up, although removing a program usually doesn't affect any files it created.

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4. Finish removing the selected program by following the on-screen instructions.

Since every program is different, the steps for removing the programs may differ slightly as well. They usually involve nothing more than confirming that you want to really want to delete the program and possibly having to select which components of a program you want to delete. You may also have to restart your computer.

After following the prompts and instructions, the selected program is deleted from your computer. Of course, you can always reinstall the program, should you ever decide you need it again.

What if the program I want to remove doesn't appear in the list? Sorry, but then there is no easy way to remove the program. It was probably written for an older version of Windows or even MS-DOS and cannot be automatically removed by Windows. There are still several things you can try to remove the program:

First, check the menu group where the program is located in the Start menu. Usually there are several additional programs or icons. If one of the options says something like "Uninstall Brand X Software" you're in luck—you can click that option and remove the program.

Second, you can purchase and install an Uninstall program to remove the obtrusive program. Uninstall programs are great for removing older Windows programs, and they're usually safe to use too. The only disadvantage is that you have to buy them. How many older Windows programs do you need to remove from your computer? If it is only one or two, then the prospect of paying $30 to $50 for an Uninstall program isn't very appealing.

Third, you can try erasing the program the old-fashioned way—by opening My Computer or Windows Explorer and finding and deleting the folder where the program is located. Be very careful and make sure you know what you're doing when you remove or erase the program yourself—you don't want to inadvertently delete something that shouldn't be deleted!

Quick Reference

To Remove a Program:

1. Click the **Start button** and select **Settings** → **Control Panel**.
2. Double-click the **Add/Remove Programs** icon.
3. Find and select the program you want to remove from your computer, and then click its **Change/Remove…** button.
4. Finish removing the selected program by following the on-screen instructions.

Lesson 8-11: Adding and Removing Windows Components

Figure 8-24

The Windows Setup tab of the Add/Remove Programs Properties dialog box.

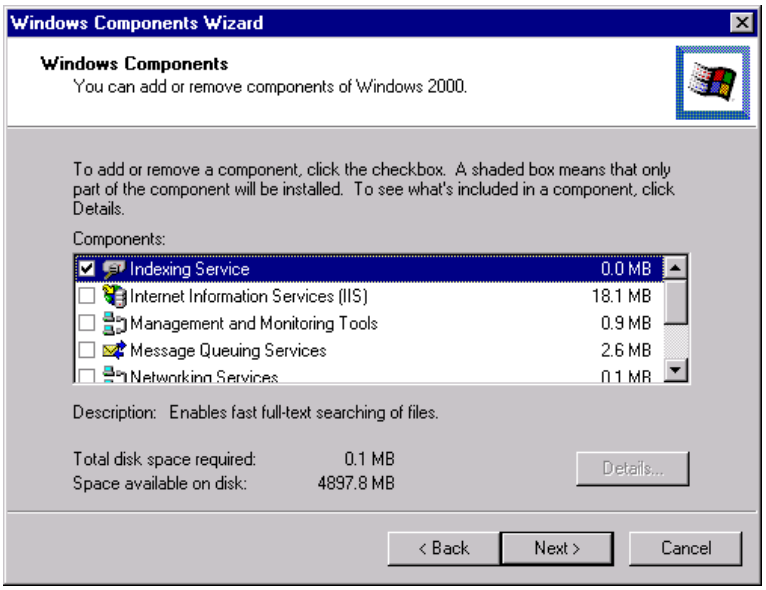

Figure 8-24

Windows 2000 is normally not installed with all the components that come on the Windows 2000 CD. This prevents programs you don't need from taking up hard disk space on the computer. For example, if your computer doesn't have a modem, it doesn't make much sense to install any communication components. This lesson will show you how you can add and remove these optional Windows components to and from your computer.

Add/Remove Programs

1. **Open the Control Panel by clicking the Start button and selecting Settings → Control Panel.**

   The Control Panel appears.

2. **Double-click Add/Remove Programs and click the Windows Setup tab.**

   The Windows Setup tab of the Add/Remove Programs Properties dialog box appears, as shown in Figure 8-24. You can view which components have been installed and which haven't by looking at the Components list. The Windows components are grouped by category. An unchecked box (☐) by a category indicates *none* of its components have been installed. A checked box (☑) by a category means *all* of its components have been in stalled. A grayed checked box (☑) by a category means *some* of its components have been installed. To view which components are in a category, select the category and click the Details button.

3. **Scroll down the Components list until you see the Desktop Themes category. Click the Desktop Themes category (the word, not the checkbox) to select it and then click the Details button.**

   The details of the Desktop Themes category appear in their own dialog box. You can install a Windows by adding a check to the check box (☑).

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To remove a Windows component, simply remove the check mark from a check box (☐).

4. **Click the Cancel button to close the Add/Remove Program Properties dialog box without saving your changes.**

Since you clicked Cancel, you didn't actually add or remove any Windows components in this lesson. Had you clicked OK, Windows would have removed and added the components you selected. One more thing—if you're adding components, make sure you have the Windows 2000 CD-ROM handy.

🕮 Quick Reference

To Add or Remove Windows Components:

1. Open the Control Panel by clicking the **Start button** and selecting **Settings** → **Control Panel**.
2. Double-click the **Add/Remove Programs** icon and click the **Windows Setup tab**.
3. Click the box beside the component category you want to add (☑) or remove (☐).

   You can also add or remove specific components in a category. Select the category, click **Details**, and then click the box beside the component category you want to add (☑) or remove (☐).
4. Click **OK**.

Lesson 8-12: Installing a Printer

Figure 8-25

The Printers folder displays all the printers that are installed on your computer and you can also add new printers.

Figure 8-26

Selecting a printer driver by manufacturer.

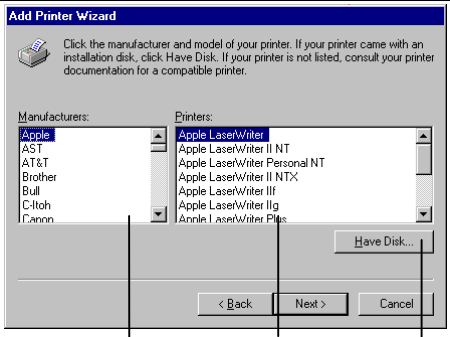
Figure 8-27

Selecting a printer driver by manufacturer.

Figure 8-28

Assigning a name to the printer and if is should be used as the default printer.

Figure 8-25



Select the printer manufacturer

Select the printer model

Figure 8-26

If you can't find your printer in the list, insert the installation disks that came with the printer and click **Have Disk**

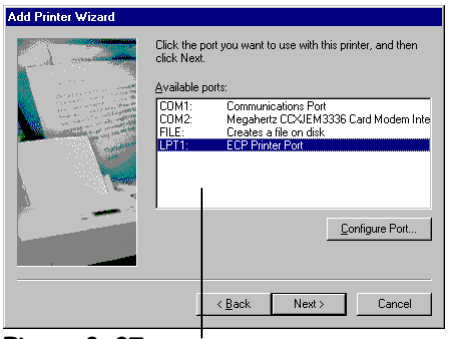


Figure 8-27

Select the port you want to use with your printer (LPT1 is the most commonly used port)

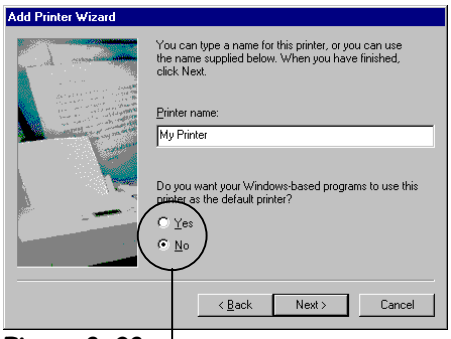
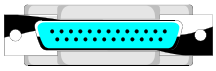


Figure 8-28

Yes: Files will always print to this printer

No: Files will printer to the printer only when you select it



Parallel Port

Printers folder

Other Ways to Open the Printers Folder:

- Open My Computer and double-click the **Printers** folder.

Adding a new printer to your computer? Before you can use your new printer, you need to install it on your computer. This lesson will show you how to do just that.

1. **Place the printer near your computer, plug the printer cable into your computer's parallel port. Turn both your computer and the printer on.**

   You can find the parallel port in the back of your computer. It's probably the biggest port back there and has 25 little holes.

2. **Open the Printers folder by clicking the Start button and selecting Settings → Printers.**

   The Printer folder appears, as shown in Figure 8-25.

3. **Double-click the Add Printer icon.**

   The first page of the Add Printer Wizard springs onto your screen. The Add Printer Wizard will help you setup your printer by walking you step-by-step through the entire installation process.

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4. **Click Next.**

   The Add Printer Wizard may ask how the printer is connected to the computer: if it's a local printer or a network printer. A local printer plugs directly into your computer; a network printer is located on the network.

5. **Select either the Local printer or Network printer option and click Next to continue.**

   The next step of the Add Printer Wizard appears, as shown in Figure 8-26. Here you need to specify the manufacturer and model of the printer.

6. **Click on the manufacturer of your printer from the manufacturer list.**

   You may have to scroll down the list of printer manufacturers. When you click on the manufacturer's name, a list of printer models from that manufacturer appears in the model list to the right.

7. **Click on the model of your printer from the model list.**

   NOTE: If you can't find your printer in the list, insert the floppy disk or CD-ROM that came with your computer and click the Have Disk button. You may have to refer to the instructions that came with your printer to install it.

8. **Click Next.**

   The Add Printer Wizards asks a more technical question—which port do you want to use? If you're installing a local printer, ninety-nine percent of the time you will want to use the LPT1: Printer Port (the one that's already highlighted).

9. **If you're installing a local printer, select the port you want to use with your printer (usually LPT1: Printer Port) and click Next.**

   Yet another screen… (yawn!) The Add Printer Wizard assigns a name to your new printer, as shown in Figure 8-28. You can assign your own name to the printer by typing it in the Printer Name box. The other important choice you have to make on this screen is whether or not you want to use the new printer as the default printer. The default printer is where Windows prints all its files, unless you specify otherwise.

10. **Assign a name to your printer, specify if you want it to be the default printer and click Next.**

    Windows asks if you would like to print a test page to make sure your new printer works. It's up to you if you want to print a test pages or not, although it's a good idea if you want to verify that your printer is installed and working properly. If you print a test page make sure there is paper and a good ink or toner cartridge in your printer!

11. **Specify if you want Windows to print a test page and click Finish.**

    Windows may ask you to insert the Windows 2000 CD-ROM.

12. **If prompted, insert the Windows 2000 CD-ROM and click OK.**

    Windows copies the necessary files on to your computer. If you told Windows you wanted a test page printed, it would be sent to the new printer at this point.

13. **If you specified you wanted a test page printed, verify that the test page printed correctly and click Yes.**

That's it—your printer is installed and should appear as a new icon in the Printers folder.

Quick Reference

To Install a New Printer:

1. Open the Printers folder by clicking the **Start button** and selecting **Settings** → **Printers**.

   Or…

   Open My Computer and double-click the **Printers** folder.
2. Double-click the **Add Printer** icon.
3. Click **Next**.
4. Specify how the printer is connected (local or network) and click **Next**.
5. Select the printer's **manufacturer** and **model**. If your printer doesn't appear in the list, insert the disk that came with the printer and click the **Have Disk** button. Click **Next**.
6. Select a port to use with the printer (usually LPT1:) and click **Next**.
7. (Optional) Specify whether you want to use the printer as the default printer and assign a name to the printer if you want. Click **Next**.
8. Specify if you want a test page printed and click **Finish**.

Lesson 8-13: Changing Printer Settings and the Default Printer

Figure 8-29

Right-click any printer in the Printers folder to change its settings.

Figure 8-30

The printer Properties dialog box will be different for every printer, depending on the printer's features.

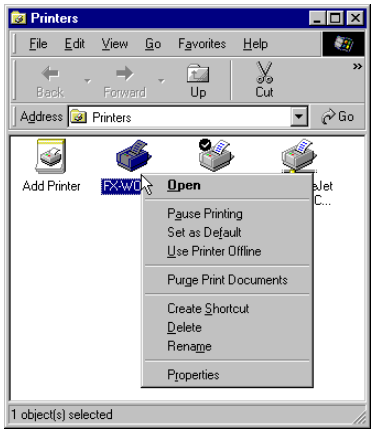

Figure 8-29

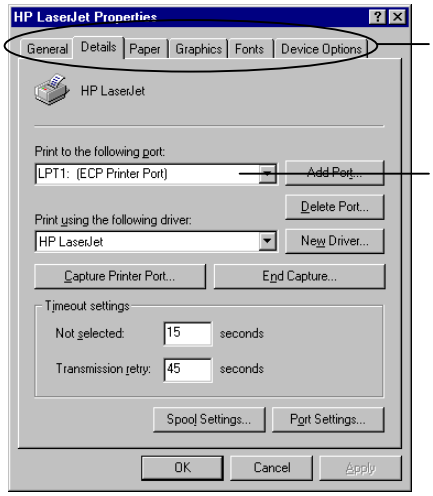

Figure 8-30

Default Printer

Sometimes you may want a little more from your printer. For example, perhaps you have more than one printer connected to your computer and want to change the default printer. Maybe you want to take advantage of some of your printer's more advanced features or are having trouble printing and want to look at your printer's settings and find out what's wrong. This lesson will show you how to change which printer your computer uses as the default printer (where your computer prints everything unless you specify otherwise) and how to view and change the default settings for your printer.

Quick Reference

To Change the Default Printer:

1. Open the Printers folder by clicking the **Start button** and selecting **Settings** → **Printers**.
2. Right-click the desired printer and select **Set as Default** from the shortcut menu.

To View/Change a Printer's Properties:

- Open the Printers folder, right-click the appropriate printer, and select **Properties** from the shortcut menu.

1. Click the Start button and select Settings → Printers.

The Printers window appears.

2. Right-click the printer you want to set as your new default printer and select Set as Default from the shortcut menu.

The default printer displays a black checkmark (✔). Any documents you print will now be sent to the default printer.

You can also view the properties for all your printers from the Printers folder. Here's how:

3. Right-click the printer whose properties you want to view and select Properties from the shortcut menu.

The Properties dialog box for your particular printer appears, as shown in Figure 8-30. Keep in mind that every printer is different, so the Properties dialog box for your particular printer may look a lot different from the one shown in Figure 8-30. All Printer Properties dialog boxes let you change the default options for your particular printer—what port it uses, its print quality, etc.

4. Click Cancel to close the Properties dialog box, then close the Printers folder.

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Lesson 8-14: Using the Windows Internet Update Feature

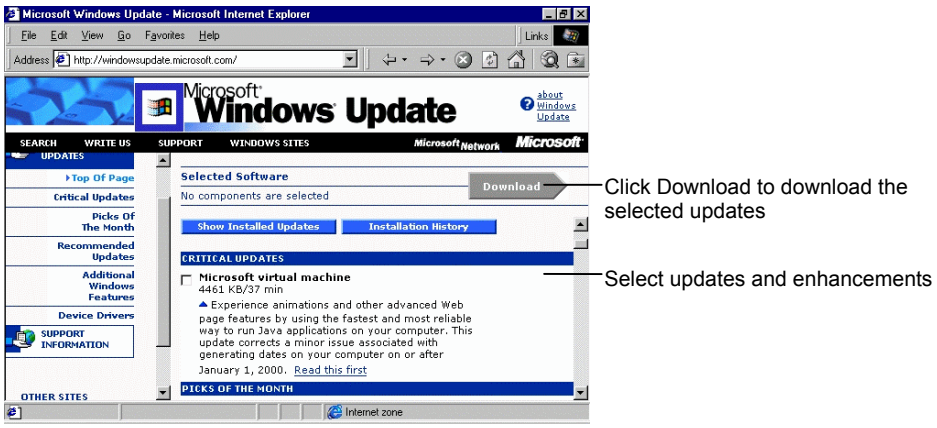

Figure 8-31

Figure 8-31

The Microsoft Windows Update Web page. Select the software you want to install, and then click Download.

If you have a connection to the Internet, you can find and install product enhancements and updated system files, device drivers, and service packs. Keeping Windows up-to-date with the latest files helps your computer work and run better.

PRODUCT UPDATES

1. **Establish a connection to the Internet.**

   Depending on how you connect to the Internet, this may be an unnecessary step, as Windows Update usually connects to the Internet for you. If you use America Online, however, you will need to establish an Internet connection before starting Windows Update.

2. **Click the Start button and select Windows Update.**

   The Windows Update page appears in your Web browser, as shown in Figure 8-31.

3. **Follow any on-screen instructions.**

   Windows 2000 may need to update the update program—simply follow the on-screen instructions to do this.

4. **Click the Product Updates area of the Web page and follow the on-screen instructions.**

   The updated files are categorized—some files are critical updates, which you should probably download and install, other files are there just for fun, such as additional desktop themes.

5. **Select the updates you want to download.**

   Remember, since you're on the Internet, all these files are going to take a while to download.

6. **Click Download.**

   Windows 2000 automatically installs the updates files after it has downloaded them. You may have restart your computer, depending on what types of changes have been made to your computer.

Quick Reference

To Use the Windows Update Service:

1. Establish a connection to the Internet.
2. Click the Start button and select Windows Update.
3. Follow any on-screen instructions.
4. Click the Product Updates area of the Web page and follow the on-screen instructions.
5. Select the updates you want to download and click Download when you're finished.

Chapter Eight Review

Lesson Summary

Formatting a Floppy Disk

- Formatting a floppy disk erases any previous files stored on it and prepares the disk so that you can save information on it.
- **To Format a Floppy Disk:** Insert the floppy you want to format into the floppy drive, open My Computer or Windows Explorer, right-click the floppy drive and select **Format** from the shortcut menu. Select the formatting options you want to use and click **Start**.

Copying a Floppy Disk

- **To Copy a Floppy Disk:** Insert the source floppy you want to copy into the floppy drive, open My Computer or Windows Explorer, right-click the floppy drive and select **Copy Disk** from the shortcut menu and click **Start**. Follow the on-screen instructions and insert the source and destination disks as prompted.

Using Scandisk to Repair Disk Errors

- **To Use ScanDisk:** Open My Computer or Windows Explorer, right-click the disk you want to scan, select **Properties** from the shortcut menu and click the **Tools tab**. Click the **Check Now** button, specify whether you want to do a Standard or Thorough scan and if you want any errors to be automatically fixed, and click **Start**.

Defragmenting your Hard Disk

- **To Defragment your Hard Disk:** Open My Computer or Windows Explorer, right-click the disk you want to defragment, select **Properties** from the shortcut menu and click the **Tools tab**. Click the **Defragment Now** button and click **Start**.

Backing Up your Hard Disk

- **To Perform a Backup:** Click the **Start button** and select **Programs** → **Accessories** → **System Tools** → **Backup**. Select either the Create a new backup job or Open a backup job option and click **OK**. If you selected Create a new backup job select what you want to backup: selected folders and files or everything and click **Next**. Select the folders and files you want to backup if you selected the select folders and files option. Select the backup method (New and Changed Files or All Files) you want to use and click **Next**. Specify a file name and destination and click **Next**. Type a name for the current backup and click **Start**.

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Restoring a Backup

- **To Restore a Backup:** Click the **Start button** and select **Programs** → **Accessories** → **System Tools** → **Backup**. Select the **Restore backed up files** option and click **OK**. Specify the name and location of the backup and click **Next**. Select the backup set you want to restore and click **OK**. Select the folders and files you want to restore and click **Next**. Select where you want the files restored (Original locations or Alternate locations). If you selected Alternate locations, specify the location where you want to restore the selected files and folders. Specify an overwrite option and click **Start**.

Freeing Up Space on your Hard Disk

- **To Use Disk Cleanup to Free Space on Your Hard Drive:** Open My Computer or Windows Explorer, right-click the hard disk and select **Properties** from the shortcut menu, click the **Disk Cleanup button** and click **OK**.
- You can also free up hard disk space by removing programs and Windows components that you don't use.

Scheduling Tasks

- The Task Scheduler automatically runs specified programs when you tell it to.
- **To Schedule a Task:** Click the **Start button** and select **Program Files** → **Accessories** → **System Tools** → **Scheduled Tasks** or open My Computer and double-click the **Scheduled Tasks** folder. Double-click the **Add Scheduled Task** icon, select the program you want to schedule from the list, click **Next**, select an interval when you want to run the selected program from the listed options, and click **Next**. Specify when you want the program to run, click **Next** and then **Finish**.
- You can delete tasks from the Task Scheduler just like you would a file or folder.

Installing New Software

- **To Install Software:** Find the Program's disk (or disks) and insert it (or the first disk) into the disk drive. Click the **Start button** and select **Settings** → **Control Panel**, double-click the **Add/Remove Programs** icon, click the **Install** button and then click **Next**. Windows should automatically install your software. Follow the on-screen instructions to install the program.
- If Windows can't find the setup file, click Cancel, close the Control Panel, open My Computer or Windows Explorer, find the disk drive or folder where the program you want to install is located, and find and double-click the installation program (usually called SETUP).

Removing Software

- **To Remove a Program:** Click the **Start button** and select **Settings** → **Control Panel**, double-click the **Add/Remove Programs** icon, find and select the program you want to remove from your computer, and click the **Add/Remove…** button. Finish removing the selected program by following the on-screen instructions.

Adding and Removing Windows Components

- Windows 2000 is normally not installed with all the components that come the software. You can add or remove optional Windows components with the **Add/Remove Programs** icon in the Control Panel.

- **To Add or Remove Windows Components:** Open the Control Panel by clicking the **Start button** and selecting **Settings** → **Control Panel**. Double-click the **Add/Remove Programs** icon, click the **Windows Setup tab**, and click the box beside the component category you want to add (☑) or remove (☐). You can also add or remove specific components in a category. Select the category, click **Details**, and then click the box beside the component category you want to add (☑) or remove (☐). Click **OK** when you're finished.

Installing a Printer

- **To Install a New Printer:** Open the Printers folder by clicking the **Start button** and selecting **Settings** → **Printers** or by opening My Computer and double-clicking the **Printers** folder. Double-click the **Add Printer** icon, click **Next**, specify how the printer is connected (local or network) and click **Next**. Select the printer's **manufacturer** and **model**. If your printer doesn't appear in the list, insert the disk that came with the printer and click the **Have Disk** button. Click **Next**. Select a port to use with the printer (usually LPT1:) and click **Next**. Specify whether you want to use the printer as the default printer and assign a name to the printer if you want to. Click **Next**. Specify if you want a test page printed and click **Finish**.

Changing Printer Settings and the Default Printer

- Change the default printer (where your computer prints everything unless otherwise specified) by opening the Printers folder, right-clicking the desired printer and selecting **Set as Default** from the shortcut menu.
- **To View/Change a Printer's Default Properties:** Open the Printers folder, right-click the appropriate printer and select **Properties** from the shortcut menu.

Using the Windows Internet Update Feature

- If you have a connection to the Internet, you can use the Windows Internet Update feature to find and install updated system files, hardware drivers, and product enhancements.
- **To Use the Windows Update Service:** Establish a connection to the Internet, click the **Start button** and select **Settings** → **Windows Update** and follow any on-screen instructions. Click the **Product Updates** area of the Web page and follow the on-screen instructions, then select the updates you want to download and click **Download** when you're finished.

Quiz

1. Which statement is NOT true about formatting a floppy disk?

A. You must often format new floppy disks in order to save information on them.
B. You can copy the system files to a floppy disk, enabling you to start your computer using the floppy disk.
C. Formatting a floppy disk erases all its information.
D. If you format a floppy disk and Windows 2000 reports it found bad sectors on the disk, don't worry about it. Most floppy disks have bad sectors.

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2. You can copy a floppy disk by inserting the disk, right-clicking the floppy drive icon, and selecting Copy Disk from the shortcut menu. (True or False?)

3. Which statement is NOT true about ScanDisk?

A. You can do a standard or thorough disk scan with ScanDisk.
B. ScanDisk can automatically repair most disk errors it finds.
C. ScanDisk will find and remove any computer viruses it finds on your disk.
D. A thorough scan of a hard drive takes a long time—up to several hours.

4. By right-clicking your hard drive and selecting Properties, you can access all of these programs EXCEPT?

A. ScanDisk.
B. Drive Converter (FAT32).
C. Disk Defragmenter.
D. Disk Cleanup.

5. You're a busy person and have better things to do than performing routine maintenance on your computer. What can you do to get out of having to manually run ScanDisk, Disk CleanUp, and Disk Defragmenter every week?

A. Pay someone else to run these programs for you.
B. Don't use your computer.
C. Add these programs to the StartUp folder in the Programs menu.
D. Add these programs to the Task Scheduler.

6. You've finally bought the "Bird Watcher's Encyclopedia" CD-ROM you've been wanting for months. Now how can you install it on your computer? (Select all that apply.)

A. Insert the CD-ROM into the drive—Windows 2000 may automatically install it.
B. Insert the CD-ROM, open My Computer, look for a program file named "Setup," "Install", or something similar and double-click that file.
C. Right-click the taskbar, select Properties from the shortcut menu, click the Start Menu Programs tab, and click the Add button.
D. Open the Control Panel, double-click Add/Remove Programs, and click Install.

7. Which of the following statements is NOT true?

A. You can remove most programs on your computer by opening the Control Panel, double-clicking Add/Remove Programs, selecting the program you want to remove and clicking the Add/Remove button.
B. Everything included on the Windows 2000 CD-ROM is installed when you install Windows.
C. Windows 2000 can use both local and network printers.
D. The default printer is the printer Windows always prints to unless you specify otherwise.

8. The most common printer port is COM1. (True or False?)

Homework

1. Use Disk Cleanup to clear unnecessary files from your hard disk.

2. Start ScanDisk, run a standard scan of your hard disk, and have Windows automatically fix any errors it finds.
3. Open the Task Scheduler. Would you know how to add a task to the Task Scheduler?
4. See which Windows components are currently installed on your computer.
5. Defragment your hard disk.

Quiz Answers

1. D. A floppy disk with bad sectors is unreliable—don't use it.
2. True.
3. C. ScanDisk will find and repair most disk errors it finds, but it's oblivious to computer viruses. You will need a virus-scanning program for that.
4. B. Since you don't use the Drive Converter (FAT32) program much (if ever) it's not located under the Disk Properties dialog box.
5. D. Adding programs to the task scheduler runs them on the days and times you specify.
6. A, B, and D. All of these are methods to install software.
7. B. There are many Windows components that are often not installed when you install Windows 2000—to save space and because most people would not use them.
8. False. The most common printer port is LPT1:

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Chapter Nine: Exploring the Internet

Chapter Objectives:

- **Understanding the Internet**
- **Connecting to the Internet**
- **Finding a specific Web page**
- **Browsing and searching the Web**
- **Adding Web pages to favorites**
- **Displaying a history of viewed Web pages**
- **Download software**
- **Introduction to e-mail and newsgroups**

☑ Prerequisites

- How to use the mouse to click, double-click, drop-and-drag, and right-click.
- How to start programs in the Start Menu.
- How to use menus, toolbars, and dialog boxes.

Unless you've been living on a deserted island for the past five years, you already know that the Internet is the biggest thing to happen with computers since… well, computers! Unless you're retired, you can't ignore the Internet any more than you can ignore computers—it's not going away and it's already changing the world we live in. Fortunately, for the most part, the Internet is incredibly easy to use. Even the most computer-phobic users seem to feel right at home on the Internet.

This chapter explains the ins and outs of the Internet. If you've ever spent a sleepless night wondering exactly what the Internet is and how it got started, you'll finally learn exactly what the Internet is and how it all got started. Then you'll learn how to get your computer connected to the Internet and how to surf the Web using the Windows 2000 Internet Explorer. You'll also learn some useful tips such as how to search for information, how to save your favorite Web pages so that you can easily come back to them later, and how to change the Web page that first appears when you connect to the Internet. Finally, you'll learn how to download software, and send and receive e-mail.

Lesson 9-1: Introduction to the Internet

Figure 9-1

The Internet is the largest network in the world, consisting of millions of computers, all over the world, all connected together.

Figure 9-2

Web pages are stored on Web servers—computers that are permanently connected to the Internet.

Figure 9-1

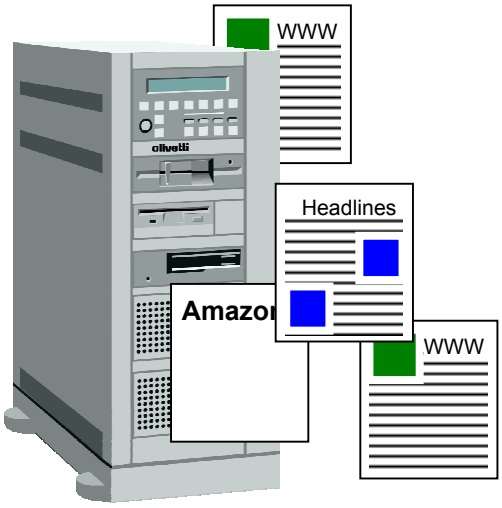

Figure 9-2

The Internet is the largest computer network in the world. It consists of millions of computers, all over the planet, all connected to each another.

The Internet was born in the 1960's when the United States military worried that a nuclear bomb could destroy its computer systems (there weren't many of them back then). So it placed several computers far apart from each other and connected them with some super-fast telephone lines so that the computers could talk to each other. If a nuclear bomb blew up one computer, another computer could instantly take over; thus, the computer network wouldn't go down. Years passed and other organizations, such as colleges and universities, started connecting their computers to this growing network to share information.

Although the Internet has been around a long time, it wasn't until the 1990's that someone thought of a wonderful idea called the *World Wide Web*. The World Wide Web is what you probably think of when you think of the Internet, although it's really just a part of the Internet. The Web consists of millions of documents that are stored on hundreds of thousands of computers that are always connected to the Internet. These documents are called *Web pages*, and you can find Web pages on every subject imaginable—from your local newspaper, to online catalogs where you can buy just about anything, to airline schedules, and much, much more.

Web pages are stored on *Web servers*. A Web server is a computer, not unlike your own computer, only bigger and faster. There are hundreds of thousands of Web servers located all over the world. Web servers are always connected to the Internet so that people can always view their Web pages 24 hours a day.

So what can you do on once you're connected to the Internet? Plenty. Table 9-1: What Can I do on the Internet? shows just a few of the many things there are to do on the Internet.

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Table 9-1: What Can I do on the Internet?

Activity	*Description*
Send and Receive E-mail	Exchanging electronic mail (or e-mail) is the most used popular feature on the Internet. Just like regular paper mail, you can send and receive e-mail with people around the world, as long as they have access to a computer and the Internet. Unlike regular paper mail, e-mail is usually delivered to its destination almost instantly.
Browse the World Wide Web	The World Wide Web is what most people think of when then think of the Internet—although it's really only a part of the Internet. The World Wide Web is an enormous collection of interconnected documents stored on Web servers all over the world. The World Wide Web has information on every subject imaginable.
Join online discussions with newsgroups	Newsgroups are discussion groups on the Internet that you can join to read and post messages to and from people with similar interests. There are thousands of newsgroups on topics such as computers, education, romance, hobbies, politics, religion, and more.
Chat with other online users	Chatting lets you communicate with people on the Internet instantly—no matter how far away they are! Most chats are text-based, meaning you have to type when you converse with people on the Internet. A growing number of chats have voice and even video capabilities—all without having to pay long distance changes.
Download software	You can download pictures, demo programs, patches and drivers for your computer, and many other types of files and save them to your computer.
Listen to music and watch videos	You can listen to sound on the Web, such as radio stations, or music by your favorite artists.

Lesson 9-2: Connecting to the Internet

Figure 9-3

Microsoft's Internet Connection Wizard will set you up with an Internet Service Provider.

Figure 9-4

The Dial-up Connection dialog box.

Figure 9-5

The Internet Start Web page.

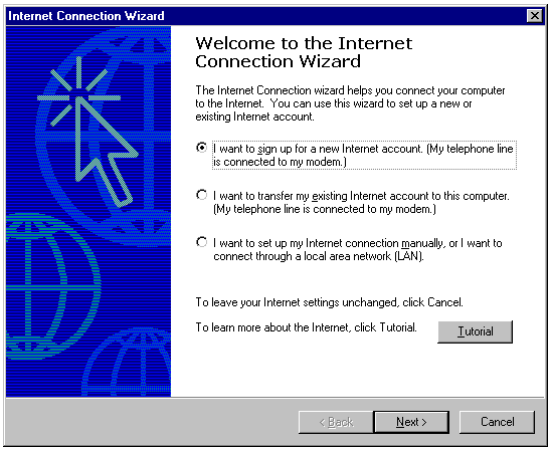

Figure 9-3

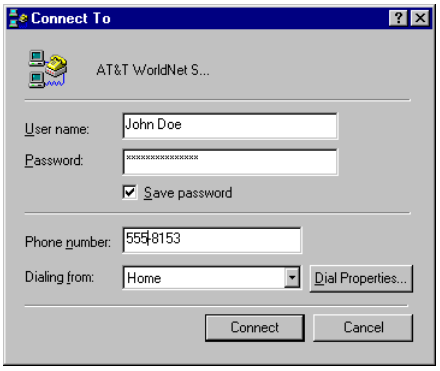

Figure 9-4

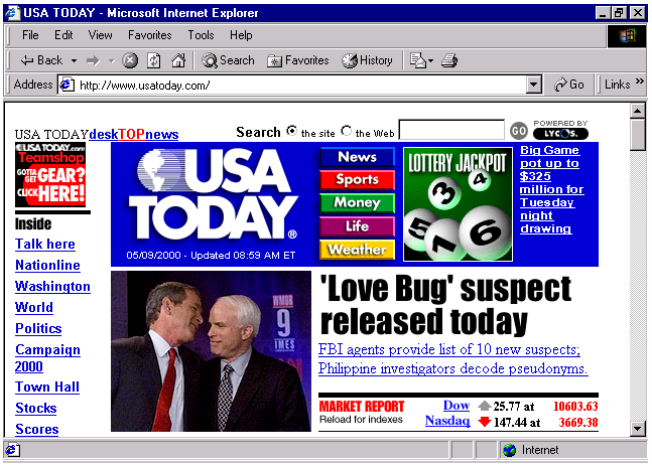

Figure 9-5

There are three things you'll need to connect to the Internet:

- **An Internet Service Provider (ISP):** An Internet Service Provider is a lot like a phone company, except instead of letting you make telephone calls to other people, an Internet Service Provider lets your computer connect to the Internet. Just like your telephone company, Internet Service Providers charge for their services—the average rate currently seems to be about $20 a month for unlimited usage. You've probably already heard of the most famous Internet Service Provider—America Online or AOL.
- **A Web Browser:** A Web browser is a program that lets your computer view and navigate the World Wide Web.

Internet Explorer

Other Ways to Open Internet Explorer:

- Click the Internet Explorer icon on the Windows Quick Launch toolbar.

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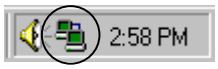
- **A Phone Line and Modem or Other Connection:** A modem is your computer's very own telephone that lets it talk to other computers over the telephone line. Your existing phone line will work just fine with your modem, although it will be tied up whenever you're connected to the Internet. If you or someone in your home is a heavy Internet user, you might consider getting a second phone line for your computer. If you have the Internet at work, you might have a network connection to the Internet, which is much, much faster than a modem and is connected to the Internet 24 hours a day.



This icon appears on the taskbar whenever your computer is connected to the Internet via modem.

Point to the icon and wait a few seconds to see what your connection speed to the Internet is.

1. Double-click the Internet Explorer icon on your desktop to start Internet Explorer.

If you have America Online, you would double-click the America Online icon instead. If you're already setup with an Internet provider, the Dialog-up Connection dialog box appears, as shown in Figure 9-4.

If this is the first time you've ever tried connecting to the Internet, you may be greeted by the Internet Connection Wizard, as shown in Figure 9-3. Microsoft included the Internet Connection Wizard to help you get connected to the Internet and find an Internet Service Provider. If you want, you can follow the step-by-step instructions and let the Internet Connection Wizard help find you a Internet Service Provider—or you can find your own. Ask a computer-savvy friend or an employee at a local computer store for the name and number of a local Internet Service Provider. Once you are set up with an Internet Service Provider, come back finish the rest of this lesson.

2. Enter your User name and Password, if necessary, and click Connect.

If you have previously entered your user name and password and checked the Save password option, the user name and password—masked by asterisk (*) characters will already appear in their respective text boxes.

If you listen to your computer, you should hear a dial tone, your modem dial the phone, and finally a screeching sound as your ISP answers the phone.

NOTE: If you're connected to the Internet through a network at work, an ISDN or DSL line, or a cable modem, you won't hear anything at all, since these are all digital connections. Actually, it would probably pay off if you checked if the Internet *is* available in your area by cable or DSL connections. If it is, it's probably worth the extra ten or twenty dollars a month to get a connection to the Internet that is at least ten times faster than a standard phone connection. Plus, you don't have to worry about people getting busy signals when you're using the Internet.

After a connection to the Internet has been established, Internet Explorer appears on screen and displays your home page.

A *home page* is the page your Web browser displays when it connects to the Internet. The default start page for Microsoft Internet Explorer is Microsoft's start page (what else did you think it would be?), but you can easily change your default start page—more about that in another lesson.

Quick Reference

To Connect to the Internet:

1. Double-click the Internet Explorer icon on the desktop.

Or…

Click the Internet Explorer icon on the Quick Launch toolbar.

2. If necessary, enter your user name and password and click Connect.

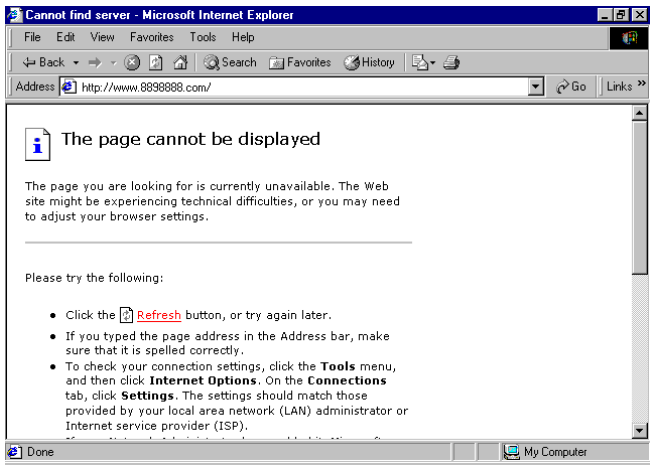
Lesson 9-3: Displaying a Specific Web Page

Figure 9-6

The USA Today Web site.

Figure 9-7

When a Web page is currently unavailable, this screen is displayed in Internet Explorer.



Web addresses are everywhere—on television advertisements, in magazine and newspaper articles, and even on business cards. These www.something.com's you've seen and heard so much about are *URLs* (if you really want to know, URL stands for Uniform Resource Locator). Just like there is a house, office, or building behind a postal address, there is a Web page behind every Web address. Unlike postal addresses, through the magic of technology, you can arrive instantly at a Web page by typing its Web address, or URL, into your Web browser. Well, hopefully instantly… if you've already been on the Internet for any amount of time, you probably know that sometimes the Internet gets busy and *net congestion* can cause a Web page to come up slowly—if at all! This lesson will show you how to visit the Web sites behind all the Web addresses you've seen.

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1. **Connect to the Internet.**

   It doesn't matter where you are on the Internet—you can always enter a Web address.

2. **Click the words in the Address bar.**

   The text in the Address bar becomes highlighted.

3. **Type the address of the Web page you want to view; in our example we'll use `www.usatoday.com` and press <Enter>.**

   Web addresses are preceded by *http://*, for example, *http://*www.usatoday.com. Technically you don't need to add the http:// before typing the Web address—save yourself some time and leave it out.

   NOTE: If you forget the www in front of a Web address or a .com an Internet Explorer feature the Microsoft marketing department calls *IntelliSense*® attempts to correct the Web address by adding the www or .com for you. Sometimes it works, sometimes it doesn't.

   After a moment, you're connected to the USA Today Web site, as shown in Figure 9-7 (though hopefully your headlines won't be as out-of-date!) Let's try going to another Web site.

4. **Type `www.yahoo.com` in the Address bar and press <Enter>.**

   Probably the most famous Web site on the Internet, the Yahoo home page, appears.

Sometimes when you're browsing the Web, you'll see a screen like one in Figure 9-7. This means the Web site is unavailable. Several things can cause a Web page not to be loaded:

- The computer where the Web page is stored is down.
- Too many users are trying to view the same Web page at the same time.
- You've lost your connection to the Internet.
- The Web page no longer exists, or maybe it never existed in the first place (did you type in the correct Web address?)

For all these cases, try going to the Web site again later. Whatever was causing the problem might be fixed a few minutes or hours later.

Address Bar

You can leave off the http:// when you type a Web page address. For example, type www.nbc.com instead of http://www.nbc.com.

Quick Reference

To Display a Specific Web Page:

- Type the Web address in the Address bar and press <Enter>.

Lesson 9-4: Browse the Web

Figure 9-8

The Internet Explorer toolbar.

Figure 9-9

The Yahoo home page.

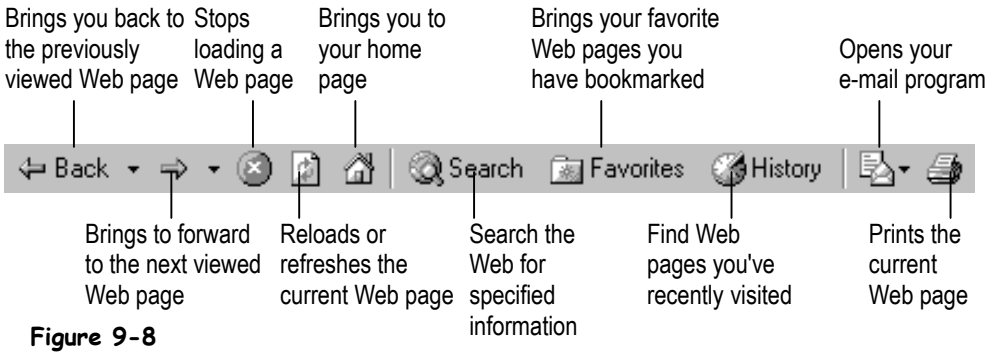
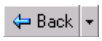


Figure 9-8

Figure 9-9



Back button

Tip: Instead of repeatedly clicking the Back and Forward buttons, you can click their down arrows to display a list of previous Web pages.

Luckily, the World Wide Web is remarkably easy to navigate. So easy, in fact, that most users seem to have an uncanny ability to browse through Web pages without any previous training—even if they have difficulty with other computer programs. This chapter explains how to find your way through the millions of Web pages that are on the Internet. Even if you already think you have browsing down, you might want to read this chapter—you might learn a trick or two you didn't know.

1. **Make sure your Web browser is open so that you're connected to the Internet.**

   Hopefully you know how to do this by now!

2. **Go to the Yahoo home page by clicking the Address bar, typing `www.yahoo.com` and pressing <Enter>.**

   The Yahoo home page fills the screen. Many of the underlined words and pictures you see on the Yahoo page are actually *hyperlinks*. When you position the pointer over a hyperlink it changes to a . Clicking a hyperlink will automatically:

   - Take you to a different part of the same Web page.
   - Take you to a different page within the same Web site.
   - Take you to a different page in a different Web site.

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- Allow you to download a file.
- Send an e-mail to a specified e-mail address.
- Play a video or sound.

3. Position the pointer over the What's New icon near the top of the Yahoo page.

The pointer changes into a anytime it is over a link. Remember, links can be either text or pictures.

4. Click the What's New icon or text.

The What's New Web page connected to the link appears. Notice the address bar displays the address of the new Web page, http://www.yahoo.com/new/. You can easily move back to the previous Web page.

5. Click the Back button on the toolbar.

You're back at the Yahoo home page. The Forward button moves forward through the Web pages you have viewed.

6. Click the Forward button on the toolbar.

You return to the What's New Web page.

Just like a metro highway system at rush hour, the Internet often becomes congested when too many users try to view the same Web site at the same time. When this happens, it may take a long time for the Web page to appear on screen, or you may even get a screen like the one shown in Figure 9-7. Here are a few strategies to try if you are having problems displaying Web pages.

If a Web page is taking too long to display on your computer screen you can stop transferring the page and try again later. Here's how to stop transmitting a page:

7. Click the Address bar, type www.microsoft.com and press <Enter>. After a second or two—before the Microsoft home page completely loads—click the Stop button on the toolbar.

You can also try *refreshing* a sluggish or difficult Web page. There are basically two reasons to refresh a Web page:

- To attempt to view a Web page that is not loading.
- To update a Web page that contains information that is constantly changing, such as headline news stories or financial information.

8. Click the Refresh button on the toolbar.

Another way you can return to previously visited Web sites to use the Address bar, which remembers every Web address that you've manually typed into it.

9. Click the Address bar list arrow.

A list of the Web addresses you've previously entered appears below the address bar.

10. Select the http://www.yahoo.com site from the list.

You return to the Yahoo Web site.

Forward button

Stop button

Refresh button

Quick Reference

To Use a Hyperlink:

- Click the hyperlink with the pointer.

To Go Back to the Previous Page:

- Click the Back button on the toolbar.

To Stop the Transfer of Information:

- Click the Stop button on the toolbar.

To Refresh a Web Page:

- Click the Refresh button on the toolbar.

To Return to a Web Address you Typed in the Address Bar:

- Click Address bar's arrow and select the Web address.

Lesson 9-5: Search the Web

Figure 9-10

Searching the Web with Internet Explorer's integrated search function.

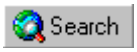
Figure 9-11

Searching the Web with Yahoo.

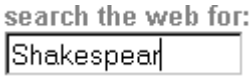
Figure 9-10

Figure 9-11

The Internet's greatest strength is also its greatest weakness: with so much information—literally millions of Web pages—it can be extremely difficult to find what you're looking for. Fortunately, there are many *search engines* that catalog the millions of Web pages on the Internet so that you can find Web pages on topics that interest you. There are many search engines available on the Internet—you've probably heard of some of the more popular ones, like Yahoo, Excite, and HotBot. In this lesson you'll learn how you can search the Web to find information on the topics you specify.



Search button



1. **Make sure your Web browser is open so you are connected to the Internet.**

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

   A Search pane appears on the left side of Internet Explorer, as shown in Figure 9-10. This is where you specify what you want to search for.

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3. **Click the search the Web for box and type in the word or phrase you want to search for.**

4. **Click search.**

   The Security Alert dialog box may appear (it appears any time you send information over the Internet, unless you uncheck the "In the future do now show the warning check box"). If it does, you can safely click OK.

   Microsoft Internet Explorer returns a list of Web pages, ranked by relevance, that contain the word or phrase you specified. You may have to scroll down to view the entire list.

5. **Click the Web page you want to view.**

   Are you finding mostly irrelevant information in your search results? Then you may have to refine your search. For example, a search on the word "Windows" may result in links to "Anderson® Windows," "Stained Glass Windows," and "Microsoft Windows", while a search on the phrase "Microsoft Windows" will result in links to "Microsoft Windows." Some search engines will let you search within your results. So for example you could do a search for the word "Windows" and then further refine your search by searching the results for the word "Microsoft."

6. **Click the Search button to close the search panel.**

You don't have to click Microsoft Internet Explorer's search button to look for information on the Web—you can also go directly to a search engine's Web site and specify what you want to look for there. *Table 9-2: Popular Search Engines on the Web* is by no means a definitive inventory of the dozens of search engines that are currently available on the Web, but it lists the best and most popular Web search engines and their Web addresses.

Table 9-2: Popular Search Engines on the Web

Site	*Web Address*	*Description*
AltaVista	www.altavista.com	Operated by Digital, AltaVista claims to catalog and index more Web pages than any other search engine.
Excite	www.exite.com	Excite has a powerful, highly rated search engine, and they also have one of the best customizable home pages on the Internet.
Google	www.google.com	Google is consistently ranked the best and most relevant search engine, however it doesn't contain many other features other than search.
Hotbot	www.hotbot.com	Though not as popular as some of the others, HotBot consistently ranks as one of the best, most relevant search engines.
Lycos	www.lycos.com	Lycos is another powerful search engine, especially if you're looking for information in formats other than Web pages, such as MP3 sound files.
Yahoo	www.yahoo.com	The mother of all Web pages, Yahoo is actually more of a directory service than a search engine, but it makes it very easy to find topics, especially if you're new to the Internet.

Quick Reference

To Search the Web for Information Using Internet Explorer:

1. Click the Search button on the toolbar.
2. Type the word or phrase you want to search for in the Search the Web for box and click Search.
3. Click the link for the Web page you want to look at.
4. Click the Search button on the toolbar to close the search panel.

To Search the Web for Information Using a Search Engine:

- Type the Web address for the search engine in the Address bar and press <Enter>. Type the word or phrase you want to search for in the Web page's search box and press <Enter>.

Lesson 9-6: Adding a Web Page to Favorites and Changing your Home Page

Figure 9-12

The Add Favorites Dialog box.

Figure 9-13

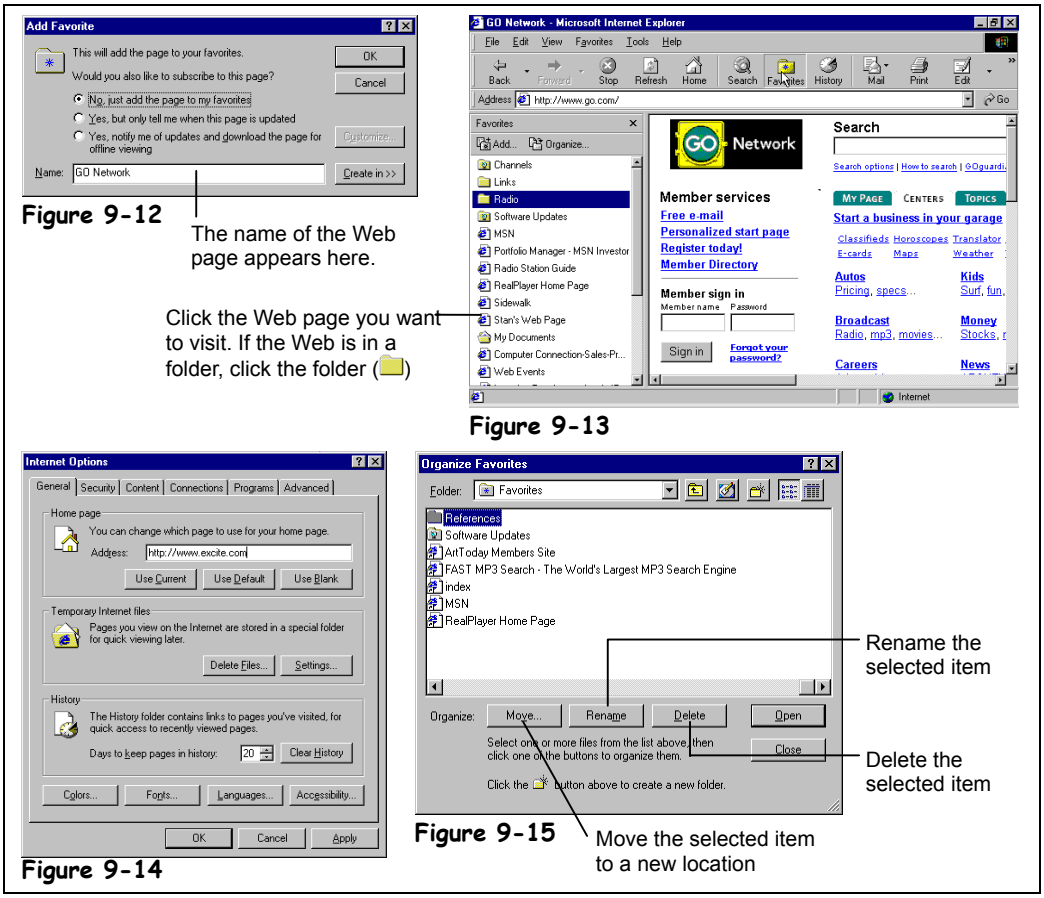
Clicking the Favorites button displays a list of your favorite Web pages.

Figure 9-14

The General tab of the Internet Options dialog box. You can change your home page here.

Figure 9-15

The General tab of the Internet Options dialog box. You can change your home page here.



Other Ways to Add a Web Page to Favorites:

- Right-click anywhere on the Web page and select **Add to Favorites** from the shortcut menu.

Finally found a Web page that you like and will want to return back to it later? You don't have to write down the Web address on a Post-It note and stick on your monitor—you can add the Web page to Internet Explorer's Favorites feature so you can always quickly return back to any Web page in the list. In this lesson, you'll learn how to add your favorite Web sites to Internet Explorer. You'll also learn how to change your home page (also called a start page)—the Web page that appears each time you start Internet Explorer.

1. **Make sure your Web browser is open that you're connected to the Internet.**

2. **Go to a Web page that you visit frequently and want to add to your Favorites list.**

   It doesn't matter how you get to the Web site—type the page's Web address in the Address bar (if you know it) or navigate there by clicking a hyperlink from another Web site. When the desired Web page appears on your screen, you can add it to your Favorites so you can always easily return to it later.

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3. Select Favorites → Add to Favorites from the menu.

The Add Favorites dialog box appears, as shown in Figure 9-12. The name of the Web page appears in the name box—if you want, you can replace the Web page's default name with one that is more meaningful to you. Clicking the Create In button lets you add shortcut to a folder.

4. Click OK to add the Web page.

A shortcut to the Web page is added to your list of favorites.

Here's how to display your favorite Web sites:

5. Click the Favorites button on the toolbar.

A list of your favorite Web pages appears in a panel on the left side of Internet Explorer, as shown in Figure 9-13.

6. Click the favorite Web page you want to view.

If your favorite Web page is a folder, just click the folder ( ) then the favorite Web site. The Web page you clicked appears in the right panel of Internet Explorer.

7. Hide the list of favorite Web pages by clicking the Favorites button on the toolbar.

The list of favorite Web pages disappears.

Is there a Web page that you *really* like and use almost every time you're on the Internet? You might consider making that Web page your *Home page*—the Web page that appears each time you start Internet Explorer. Some of the search engines we discussed in the previous lesson make excellent home pages. Here's how to make a Web page your home page:

8. Go to a Web page that you want to set as your home page and select View → Internet Options from the menu. Click the General tab if necessary.

The Internet Options dialog box appears, as shown in Figure 9-14. The address of your current home page appears in the box in the Home page section.

9. Click Use Current button to set the Web page that is displayed on your screen as your new home page.

10. Click OK.

The Internet Options dialog box closes. The next time you start Internet Explorer, the Web page you selected will appear as your start page.

If you've added a lot of Web pages to your list of favorites, it can be difficult to find a specific Web page out of all those entries. You can organize your favorites list by creating subfolders to keep related Web pages together—for example, you might create a folder called "Travel" to keep all your travel related Web pages together, and another folder called "Financial" to hold your financial and investment related Web pages. Here's how to organize your list of favorites:

11. Select Favorites → Organize Favorites from the menu.

The Organize Favorites dialog box appears, as shown in Figure 9-15. We don't need to go in detail here—you can organize your favorites using the same Windows file management techniques you already know (if you don't, review the file management chapter). The Organize Favorite dialog box even provides you with several handy buttons to move, rename, and delete files and shortcuts.

12. Close the Organize Favorites dialog box.

Favorites button

Other Ways to View Your Favorite Web Pages:

- Select Favorites from the menu and select the Web page.

Quick Reference

To Add a Web Page to Your List of Favorites:

- Go to the Web page, select Favorites → Add to Favorites from the menu and click OK.

Or…

- Go to the Web page, right-click anywhere on the Web page and select Add to Favorites from the shortcut menu.

To Go To a Favorite Web Page:

- Click the Favorites button on the toolbar and select the Web page from the left side of Internet Explorer. Click the Favorites button when you're finished.

Or…

- Select Favorites from the menu and select the Web page.

To Change Your Start Page:

- Go to the Web page, select View → Internet Options from the menu and click the Use Current button.

To Organize Favorites:

- Select Favorites → Organize Favorites from the menu.

Lesson 9-7: Displaying a History of Visited Web Pages

Figure 9-16

Internet Explorer displays a history of previously visited Web sites.

Figure 9-16

Can't find your way back to that really neat Web site you were looking at yesterday? Don't worry—Internet Explorer keeps track of the Web pages you've visited during the past 20 days. You can use Internet Explorer's *history* feature to easily return to any of these sites, and that's the topic of this lesson.

History button

1. **Make sure your Web browser is open so you're connected to the Internet.**
2. **Click the History button on the toolbar to display a list of the Web pages you have recently visited.**

   A history of all the Web pages you've visited recently appears in the left side of Internet Explorer. The history is grouped chronologically—all you have to do it click the day or week you viewed the Web page that you want to view again.
3. **Click the day or week you viewed the Web page that you want to view again.**

   Actually finding the Web page you want to view in the history can take a bit of trial and error, because who remembers the exact day when they visited a specific Web page?

   When you click a day or week, the Web sites you viewed during that day or week appear. A (Web site) symbol appears by each Web site.
4. **Click the Web site you want to revisit.**

   The Web site's individual Web pages appear, each with a (Web page) symbol beside them.
5. **Click the Web page you want to view.**

   The Web page appears.

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6. Click the History button on the toolbar when you've finished working with your history of recently view Web pages.

The History panel disappears.

Quick Reference

To Display a History of Visited Web Pages:

1. Click the History button on the toolbar.
2. Click the day or week you viewed the Web page.
3. Click the Web site you want to revisit.
4. Click the specific Web page you want to view.
5. Click the History button on the toolbar when you've finished working with your history of recently view Web pages.

Lesson 9-8: Saving Pictures and Files to Disk (Downloading)

Figure 9-17

There are many files and programs on the Internet that you can download onto your computer's hard drive.

Figure 9-18

Specify where on your hard drive you want the downloaded file to be saved.

Figure 9-19

Windows displays the progress of a download.

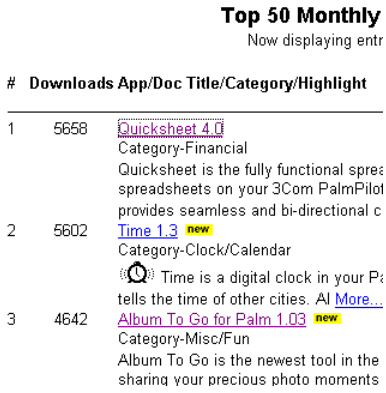

Figure 9-17

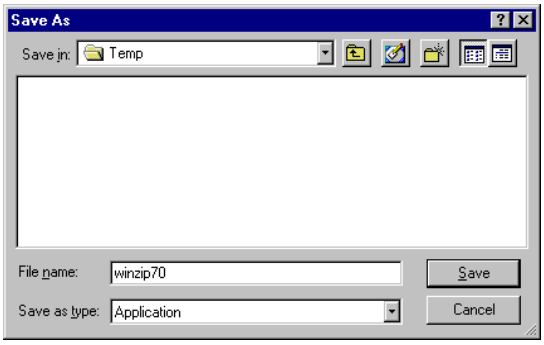

Figure 9-18

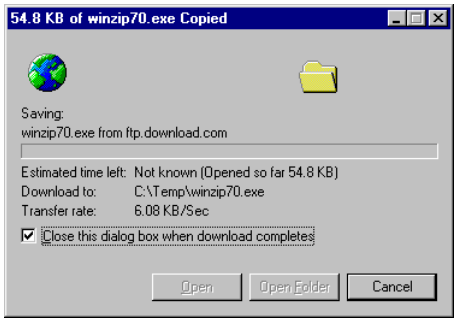

Figure 9-19

Another common way people use the Internet is to download files from a Web server on the Internet and save them onto their local hard drive. Some of the most common types of files people download from the Internet include:

- **Images:** You can save any picture that you see on a Web page, print it, use it as your Windows wallpaper, or anything else you can think of.
- **Programs**: Many software companies have demo versions of their programs available on the Internet that you can download and evaluate. In addition, thousands of free shareware programs are available for you to download for free!
- **Patches, Fixes, and Drivers:** One of the great things about the Internet is how you can find and download bug fixes for your programs and drivers for your hardware devices, such as a driver for a discontinued foreign printer.
- **Music:** A new file format called MP3 is revolutionizing the music industry. MP3 files are sound files that you can listen to on your computer. They have digital CD quality sound, but use compression so that they are 11 times smaller than the CD equivalent and small enough to be easily downloadable from the Internet.
- **Viruses:** Just kidding—the last thing the world you want to download from the Internet is a computer virus! Since you won't always know where a program or file you want to download comes from, you should make sure your computer has a virus protection program installed before you download anything from the Internet.

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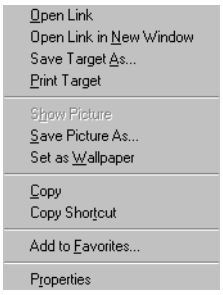
Other than the slight risk of contracting a virus (if you don't have virus protection software installed), the only other downside of downloading files off the Internet is how long it can take—especially if you're downloading a huge file over a 33.6 modem connection to the Internet!

In this lesson, you'll learn how to download files and images from the Internet and save them to your hard disk. When you come across a picture or image on the Internet that you really like, here's how you can permanently save it to your computer's hard drive:



Internet Explorer shortcut menu

1. **Right-click the image you want to save and select Save Picture As from the shortcut menu.**

   Windows asks where you want to save the image by presenting you with the Save As dialog box, as shown in Figure 9-18.

2. **Navigate to the drive and folder when you want to save the image, give the image a different name if you want, and click OK.**

   Windows saves the image to the specified drive and folder.

   The procedure for downloading and saving programs and other files from the Internet is almost the same as downloading and saving an image. Here's how to do it:

A ZIP file

3. **Find the file you want to download, right-click it and select Save Target As from the shortcut menu.**

   You can usually also simply click a file you want to download, but doing this will sometimes open the file in Internet Explorer instead of saving it to your computer. As with images, you have specify where you want to save the file.

4. **Navigate to the drive and folder when you want to save the file, give the file a different name if you want, and click OK.**

   Windows will download the file and save it to the drive and folder you specified. It may take several minutes or several hours to download the file, depending on the file's size and how fast your connection to the Internet is. Windows displays a dialog box that shows the progress of the download, as shown in Figure 9-19.

   NOTE: Make sure you remember where you save your downloaded files! Many people download software without thinking about where they're saving it, only to be unable to find the file once it's finished downloading. It makes sense to create and use a folder called "Downloads" or something similar when you can save your downloaded files.

One more note about downloading files and programs off the Internet: a large percent of the programs you can download off the Internet are stored in *ZIP* files. ZIP files package programs and files together and make them must easier to download.

ZIP files do two things:

- **Compress Information:** Instead of downloading a 2 MB file you can download a 1 MB file in half the time.
- **Store multiple files together in a single ZIP file:** Instead of downloading 20 or so files that a program requires to run, you only have to download a single ZIP file.

Once you have downloaded a ZIP file, you need a special program called WinZip to "unpackage" the ZIP file. You can find and download the WinZIP program at www.winzip.com.

Quick Reference

To Save an Image on a Web Page to Disk:

1. Right-click the image you want to save and select Save Picture As from the shortcut menu.
2. Navigate to the drive and folder when you want to save the image, give the image a different name if you want, and click OK.

To Download a File:

1. Right-click the file you want to download, select Save Target As from the shortcut menu.
2. Navigate to the drive and folder when you want to save the file, give the file a different name if you want, and click OK.

Lesson 9-9: Introduction to E-mail

Figure 9-20

Microsoft Outlook Express is the e-mail program that is included with Windows 2000.

Figure 9-21

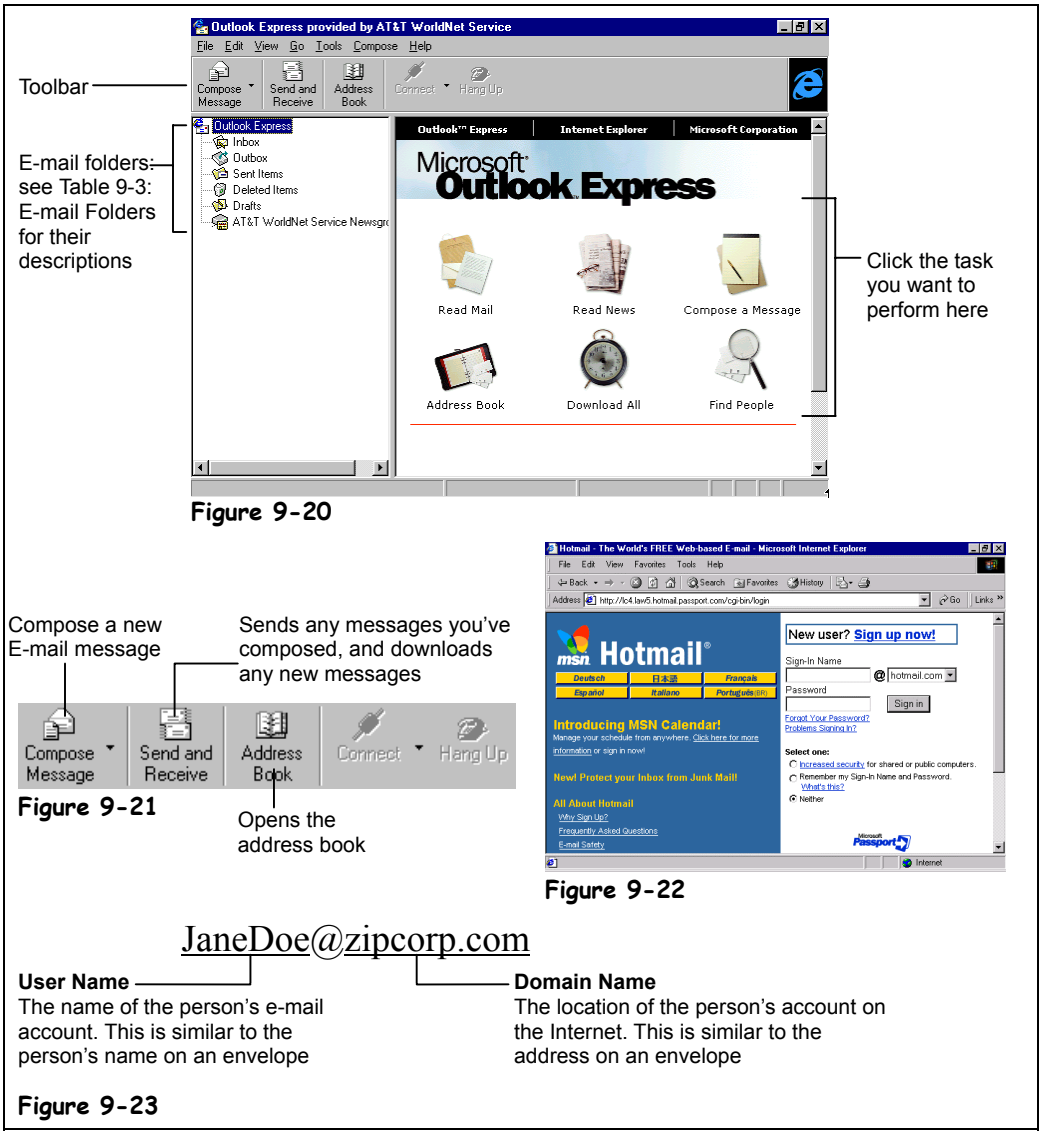
Outlook Express's toolbar

Figure 9-22

Many people prefer to use Web-based e-mail, such as Hotmail, since you can use it anywhere on any computer that has a connection to the Internet.

Figure 9-23

An Internet e-mail address consists of two parts: a user name and a domain name, separated by the @ symbol.



Do you really need a definition of e-mail? You already know that you can use e-mail to send messages to the staff at the office or to people all over the world. You probably also know that e-mail is a fast (almost instantaneous) and economical (many e-mail accounts are completely free!).

Just like you need to know a person's street address if you want to send them a letter, you need to know a person's e-mail address if you want to send that person an e-mail message. Figure 9-23 is an example of what a typical e-mail address looks like.

Windows 2000 comes with an e-mail program called *Outlook Express*. Outlook Express is a stripped-down version of Microsoft's full-featured e-mail program *Outlook*, which comes with Microsoft Office. Outlook Express allows you compose, send, and receive e-mail

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messages over the Internet—and the remainder of the lessons in this lesson will show you how to accomplish these tasks.

Move on to the one and only step in this lesson and we'll take a quick look at Outlook Express before we move on and learn how to compose, send, and receive e-mail.

1. Open Outlook Express by clicking the Outlook Express button on the taskbar's Quick Launch toolbar.

The main screen of Outlook Express appears, as shown in Figure 9-26. Notice the folders in the left pane of Outlook Express? These folders categorize your messages and work just like the In and Out boxes you've seen at the office. Table 9-3: E-mail Folders describes each of these folders.

Outlook Express button

Other Ways to Start Outlook Express:

- Select Go → Mail from Internet Explorer's menu.

Although we'll be working in Microsoft Outlook Express throughout the remaining lessons in this chapter, Outlook Express is by no means the only program you can use to send and receive e-mail. There are many, many different e-mail programs available, such as GroupWise, Lotus Notes, and even America Online that can also send and receive e-mail. In fact, if you're connected to the Internet and have a Web browser, you don't even need an e-mail program at all to send and receive e-mail—you can do it right from the Web! Web based e-mail is usually free, and it allows you to compose, send, and receive e-mail using a Web page instead of an e-mail program. Many people actually prefer using Web-based e-mail instead of an e-mail program because it's free and can be accessed anywhere there is a computer with an Internet connection. Hotmail, shown in Figure 9-22, owned by Microsoft (who else?) is the largest Web based e-mail program in the world.

Table 9-3: E-mail Folders

Folder	*Description*
Inbox	Stores the messages you've received.
Outbox	Temporarily stores any messages that you've composed that have not been sent.
Sent Items	Stores copies of messages you have sent.
Deleted Items	Stores messages that you've deleted.
Drafts	Stores draft messages that you haven't completed yet.

Quick Reference

To Start Outlook Express:

- Click the Outlook Express button on the taskbar's Quick Launch toolbar.

Or…

- Select Go → Mail from Internet Explorer's menu.

Lesson 9-10: Composing and Sending E-mail

Figure 9-24

The New Message window.

Figure 9-25

The New Message toolbar.

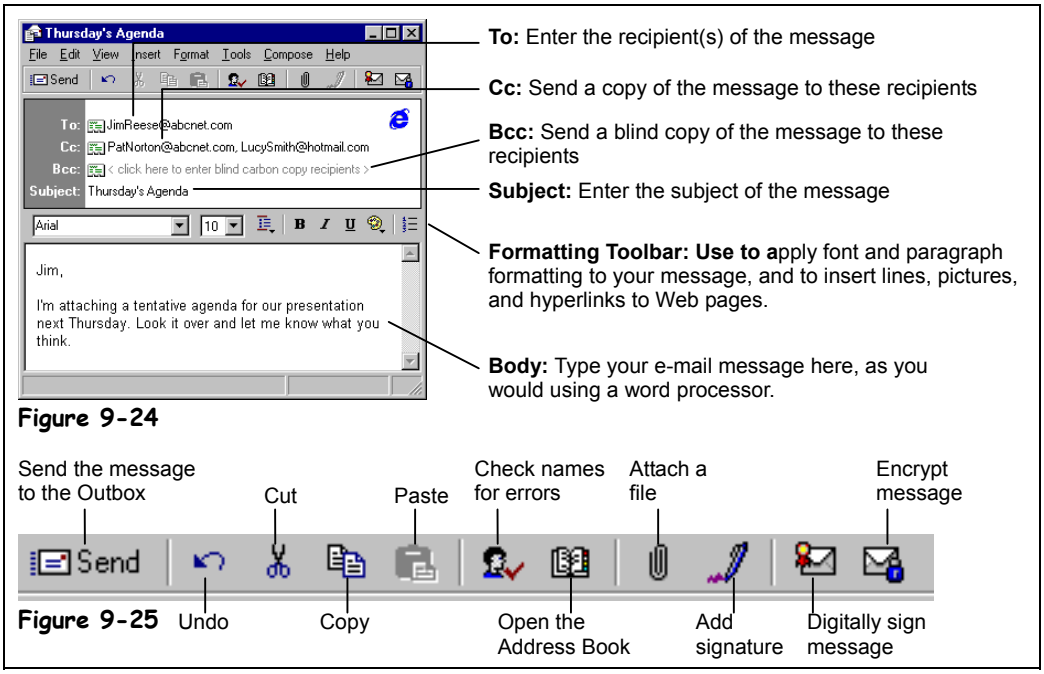

Figure 9-24

Figure 9-25

Outlook Express button

Other Ways to Start Outlook Express:

- Select Go → Mail from Internet Explorer's menu.

Compose Message button

Other Ways to Compose a Message:

- Select Compose → New Message from the menu.
- Press <Ctrl> + <N>.

Select Recipients from List button

Here's a quick explanation on how to compose and send an e-mail message:

1. **If it's not already opened, start Outlook Express by clicking the Outlook Express button on the taskbar's Quick Launch toolbar.**

   The Outlook Express program appears.

2. **Click the Compose Message button on the Outlook Express toolbar.**

   The New Message window appears, as shown in Figure 9-24, ready for you to write your e-mail message. The first thing you have to do is specify the recipient's e-mail address in the To: field. You can either type this address in the To: box or you can click the Select Recipients from a list button that appears immediately to the left of the To: box.

   If the recipient of your e-mail isn't in the Address Book or if you want to type out their address in the To: field, move on to the next step. If you want to select your recipient's name from the Address Book (providing that they are in the address book), skip to Step 4.

3. **Type the recipient's e-mail address in the To: field.**

   If you need to send a message to more than one person, simply enter all the recipient's e-mail addresses, making sure you separate them with a comma (,). For example: JohnWilson@acme.com, BettyT@yahoo.com. Skip to Step 7 when you're finished.

4. **If the recipient is in your Address Book, click the Select recipients from a list button to the left of the To: field.**

   The Select Recipients dialog box appears, as shown in Figure 9-27.

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5. **Click the name of the recipient in the Name list then click the To: button.**

   If you need to send a message to more than one person, you can repeat Step 5 to add the other recipients. When you're finished, move on to the next step.

6. **Click OK.**

   The Select Recipients dialog box closes and the recipient(s) appear in the To: field.

7. **(Optional) To send a copy of a message to someone, click in the Cc: field and/or the Bcc: field and enter Repeat Steps 3-6 to enter their e-mail addresses, only click the Cc: or Bcc: button instead of the To: button.**

   Table 9-4: Ways to Address an E-mail Message gives a description of carbon copies (Cc) and Blind Carbon Copies (Bcc). Next, you have to enter the subject of the message so your recipient(s) will know what your message is about. The subject will appear in the heading of the message in the recipient's inbox.

8. **Click the Subject field and enter a subject for the e-mail.**

   Now you can type actual e-mail message.

9. **Click the pointer in the body of the message, in the lower pane, then type the message as you would in a word processor.**

   Keep in mind that all the generic Windows programs commands you've learned, such as cutting, copying, pasting, and formatting text will work in Outlook Express.

10. **(Optional) To check the spelling of your message select Tools → Spelling from the menu.**

    Outlook Express checks the spelling in your message, flags each word it can't find in its dictionary, and suggests an alternate word. To replace an unknown word with a suggestion, select the suggestion in the Change To list and click the Change button. To ignore a word the spell checker doesn't recognize, such as the name of a city, click or Ignore All.

11. **(Optional) To send a file or picture along with your message click the Attach button on the toolbar and then select the file in the Insert Attachment dialog box.**

12. **When you're finished with the message, click the Send Message button on the toolbar.**

    The message is sent to the Outbox folder, and will be sent the next time you click the Send and Receive button. Go to Step 13 if you want to send the message immediately.

13. **Click the Send and Receive button on the Outlook toolbar.**

    Outlook sends all the messages that are stored in the Outbox folder and retrieves any new e-mail messages it finds on the e-mail server.

Attach button

Send and Receive button

Table 9-4: Ways to Address an E-mail Message

Address	*Description*
To	Sends the message to the recipient you specify (required).
Carbon Copy (Cc)	Sends a copy of the message to a recipient who is not directly involved, but would be interested in the message.
Blind Carbon Copy (Bcc)	Sends a copy of the message to a recipient without anyone else knowing that they received the message.

Quick Reference

To Compose a Message:

1. Open Outlook Express.
2. Click the **Compose Message button** on the Outlook Express toolbar.
3. Type the recipient's address in the **To:** field.

Or…

Click the **Select recipients from a list button** to the left of the To: field, click the name of the recipient in the Name list, then click the **To: button**. Click **OK** when you're finished.

4. Click the **Subject** field and enter the message's subject.
5. Click the pointer in the lower pane and type the message.
6. (Optional) Check the spelling of your message by selecting **Tools** → **Spelling** from the menu.
7. (Optional) Attach a file by clicking the **Attach** button on the toolbar and then selecting the file in the Insert Attachment dialog box.
8. Click the **Send Message button** on the toolbar to send the message.

Lesson 9-11: Adding a Name to the Address Book

Figure 9-26

The Address Book window.

Figure 9-27

The Select Recipients window.

Figure 9-28

The Contact Properties dialog box.

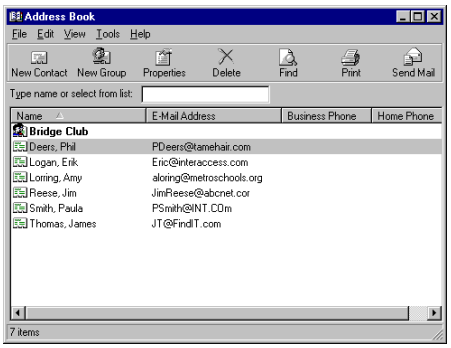

Figure 9-26

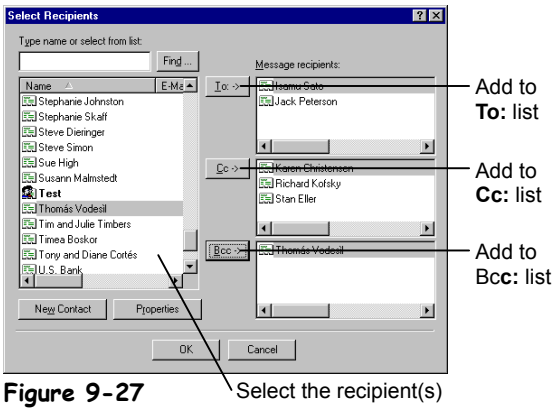

Figure 9-27

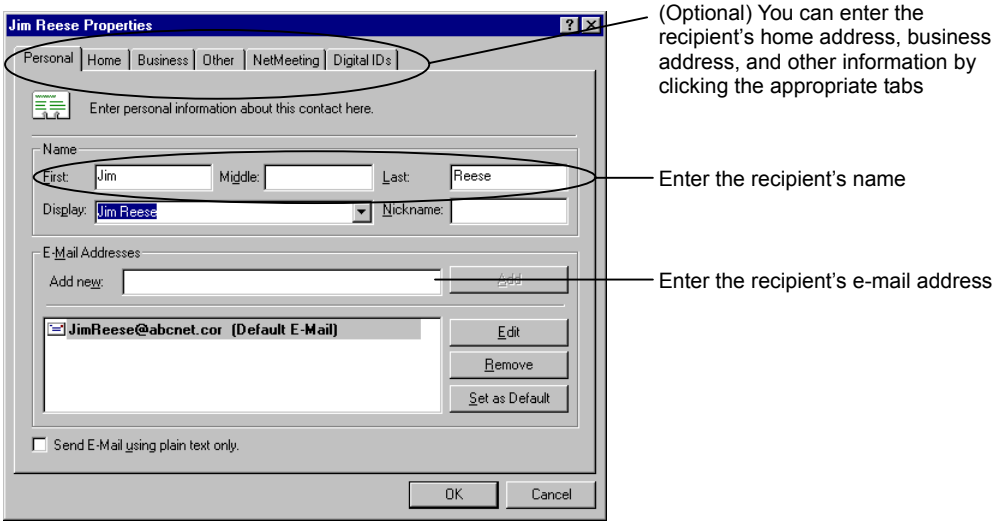

Figure 9-28

Address Book button

Other Ways to Open the Address Book:

- Press <Ctrl> + <B>.

Unless you only write to two or three people, it's almost impossible to memorize the e-mail addresses of everyone you correspond with, especially when they have e-mail addresses that look something like brad.james.traindept@gold.tc.umn.edu. Fortunately, if you use the Windows Address Book, you don't have to. Simply enter the peoples' name and e-mail addresses to whom you regularly send messages, and you'll never have to remember another obscure e-mail address again. This lesson will show you how to add an e-mail address to the Address Book.

1. **If it isn't already open, start Outlook Express by clicking the Outlook Express button on the taskbar's Quick Launch toolbar or by selecting Go → Mail from the menu in Windows Explorer.**

   The Outlook Express main program screen appears.

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2. **Click the Address Book button on the Outlook Express toolbar.**

   The Address Book window appears, as shown in Figure 9-26. Two types of items appear in the Windows Address Book:

   - **Contacts:** Contacts are the individual recipients in your Address Book.
   - **Groups:** A group allows you to send messages to a group of recipients.

3. **Click the New Contact button on the Windows Address Book toolbar.**

   The Contact Properties dialog box appears with the Personal tab in front, as shown in Figure 9-28.

4. **Type the recipient's first and last name in the appropriate fields.**

5. **Enter the recipient's e-mail address in the Add New box in the E-Mail Addresses section, then click the Add button.**

6. **(Optional) Repeat Steps 4 and 5 to add additional e-mail addresses for the recipient.**

   If a recipient has several e-mail addresses, you can make one of them the default address by selecting the address and clicking the Set as Default button.

7. **(Optional) To add additional information about the recipient, such as their home or business mailing address and phone numbers, click the appropriate sheet tabs and enter the information.**

8. **Click OK to close the Properties dialog box.**

   You return to the Windows Address Book window, where the new contact appears.

9. **Click the Address Window's Close button to close it.**

New Contact button

Quick Reference

To Add a Name to the Address Book:

1. Start Outlook Express.
2. Click the Address Book button on the Outlook Express toolbar.
3. Click the New Contact button on the Windows Address Book toolbar.
4. Type the recipient's first and last name in the appropriate fields.
5. Enter the recipient's e-mail address in the Add New box in the E-Mail Addresses section, then click the Add button.
6. (Optional) Repeat Steps 4 and 5 to add additional e-mail addresses for the recipient.
7. (Optional) To add additional information about the recipient, such as their home or business mailing address and phone numbers, click the appropriate sheet tabs and enter the information.
8. Click OK, then close the Address Book.

Lesson 9-12: Receiving E-mail

Figure 9-29

Outlook Express's Inbox folder.

Figure 9-30

Outlook Express's toolbar.

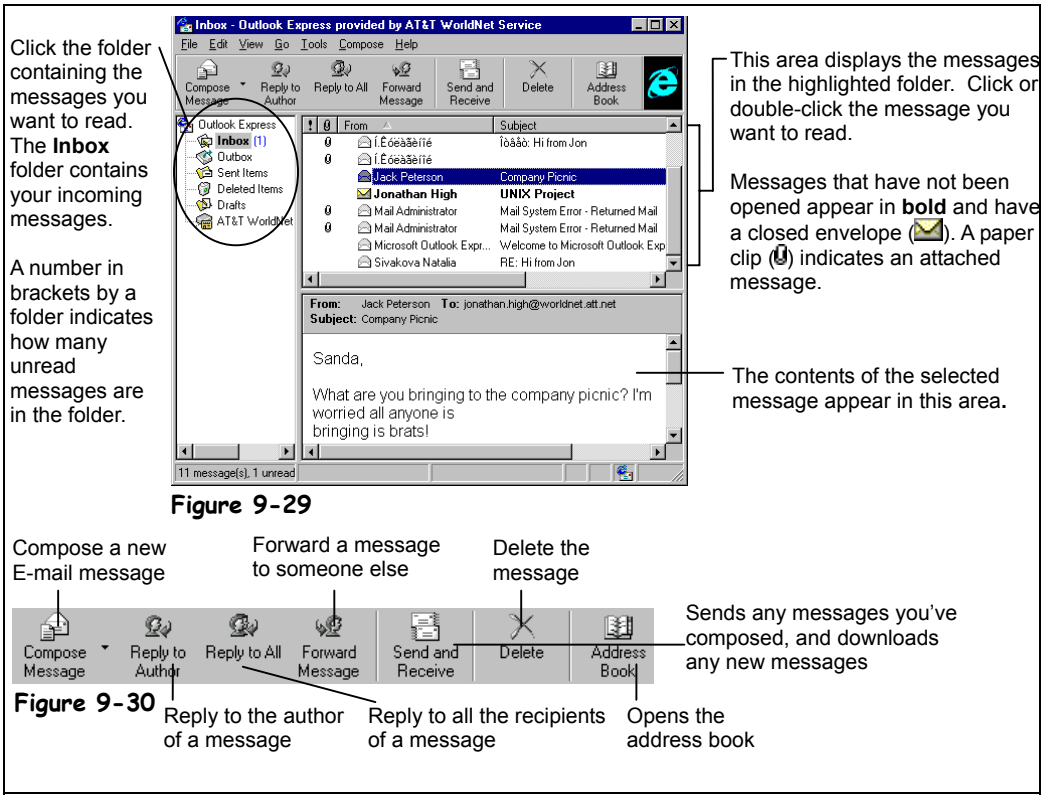

Figure 9-29

Figure 9-30

This lesson explains how to receive and read your e-mail messages with Outlook Express. You'll find it's a lot easier to retrieve and read e-mail messages than it is to sort through and read postal mail—no envelopes to rip open, no scribbled handwriting to decipher, no junk mail to go through… well that's not quite true. Unfortunately, the online world is plagued with junk mail, called *Spam*, just like the postal world. Oh well.

Inbox folder

1. **If it isn't already open, start Outlook Express by clicking the Outlook Express button on the taskbar's Quick Launch toolbar or by selecting Go → Mail from the menu in Windows Explorer.**

   The Outlook Express main program screen appears.

2. **Click the Inbox folder in the left pane of the Outlook Express window.**

   The contents of the Inbox folder appear in the upper-right pane of the Outlook Express window, as shown in Figure 9-29. Let's check and see if you have any new e-mail.

Send and Receive button

3. **Click the Send and Receive button on the Outlook Express toolbar.**

   Normally, Outlook Express automatically checks your mail server for new messages every 30 minutes. If it finds any new messages on your mail server it downloads them and saves them to your computer. You can force Outlook to check for new messages by clicking the Send and Receive button. If you connect to the Internet with a modem connection, Outlook Express will automatically dial out and connect to the Internet to establish a connection with your mail server.

   Your new messages are saved in the Inbox folder. Any new, unread messages appear in **bold** and have a closed envelope icon ( ) next to them. Here's how to open and read a message.

Other Ways to Send and Receive Messages:

- Press <Ctrl> + <M>.

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4. Click the message you want to read.

The contents of the message appear in the lower-right pane of Outlook Express, and the From and Subject information appear at the top of this pane. You can also open a message its own window—especially helpful when you want to read a long message. Simply double-click the message you want to read. The message appears in its own window. You can close the message's window when you're finished reading it by clicking the window's close button.

If a message has one or more files attached to it, a paper clip will also appear in this area. If a message contains an attachment, go to Step 5 to open it. If not, skip ahead to Step 6.

5. (Optional) To open any files attached to a message click the paper clip icon and then click the file you want to open from the list that appears from the paper clip.

Paper Clip

Sometimes you'll want to print a copy of a message. Here's how to do it:

6. (Optional) To print a message, select File → Print from the menu, or press <Ctrl>+ <P>. Click OK to print the message.

Quick Reference

To Receive and Read E-mail Messages:

1. Start Outlook Express and click the **Inbox folder**.
2. Click the Send and Receive **Send and Receive button** on the Outlook Express toolbar.
3. Click or double-click the message you want to read.

To Open an Attached File:

- Follow the above steps to read the message, then click the **paper clip icon**, and then click the file you want to open from the list that appears from the paper clip.

To Print a Message:

- Follow the above steps to read the message, then select File → Print from the menu, or press <Ctrl>+ <P>. Click OK to print the message.

Lesson 9-13: Replying to a Message

Figure 9-31

Replying to a message.

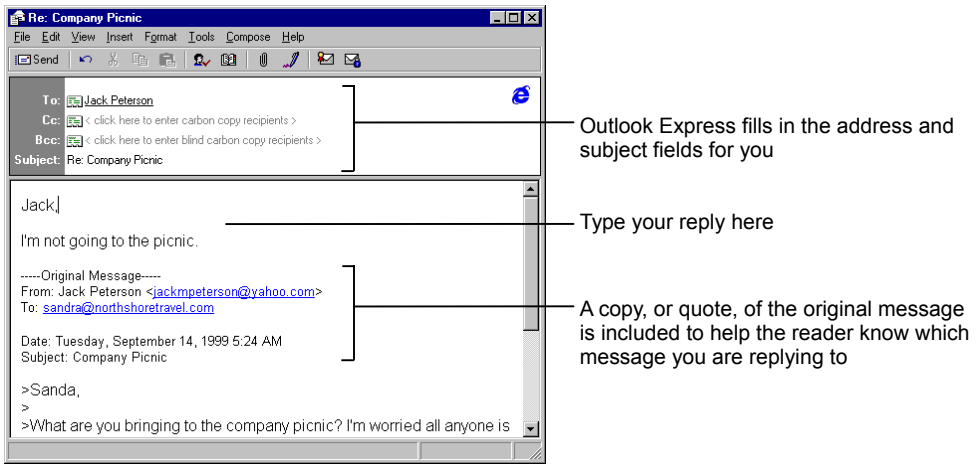

Figure 9-31

Reply to All button

Reply to Author button

You can reply to a message, just like you would answer a letter. This lesson explains how to do it.

1. **Find and open the message you want to reply to.**

   You learned how to open and read messages in the previous lesson. Next, you need to decide who you want to respond to. You have two choices:

   - **Reply to Author:** Sends the reply only to the author of the message.
   - **Reply to All:** Sends the reply to everyone who received the message.

2. **Click the reply option you want to use: Reply to Author or Reply to All.**

   A window appears where you can type your reply.

3. **Type your reply and click the Send button on the toolbar when you're finished.**

You can use special characters to express emotion in your e-mail messages, in chat rooms, or elsewhere on the Internet. *Table 9-5: Expressing Emotion in Your Messages* has some of the more common ones. Some of them resemble a face if you turn them sideways.

Quick Reference

To Reply to a Message:

1. Find and open the message you want to reply to.
2. Click the reply option you want to use: **Reply to Author** or **Reply to All**.
3. Type your reply and click the **Send button** on the toolbar when you're finished.

Table 9-5: Expressing Emotion in Your Messages

Abbreviation	*Description*	*Abbreviation*	*Description*
:) or : -)	Smile	FAQ	Frequently asked questions
: (or : - (	Frown	IMHO	In my humble opinion
;) or ; -)	Wink	LOL	Laughing out loud
:)~ or : -)~	Sticking tongue out	ROTFL	Rolling on the floor laughing
: O or : - O	Surprise	FWD	Forwarded message

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Lesson 9-14: Forwarding and Deleting a Message

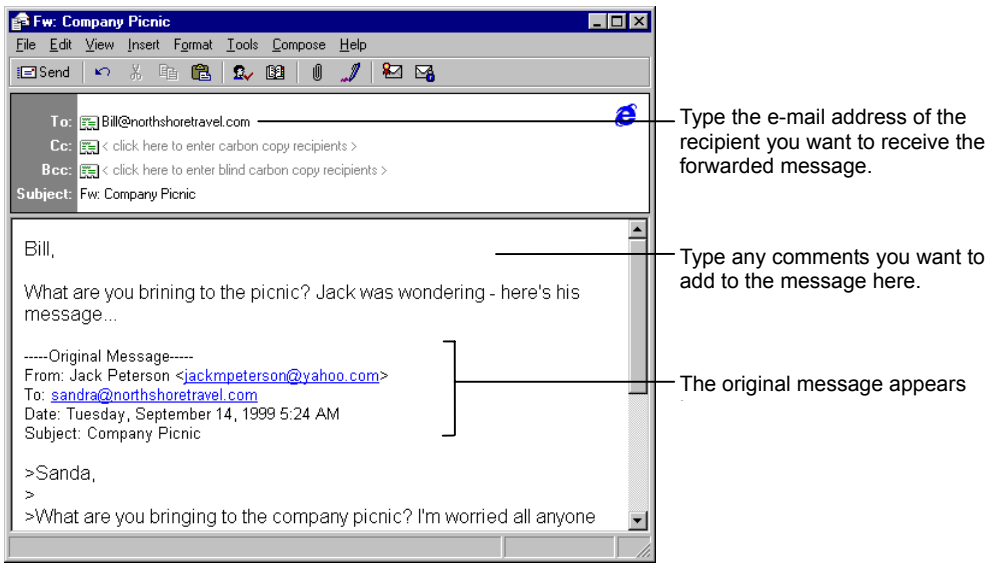

Figure 9-32

Figure 9-32

Forwarding a message.

Forward Message button

After you've read a message, you can add your own comments and *forward* it to someone else. Besides the typical business correspondence, many people especially like to forward e-mails that contain jokes or words of wisdom.

1. **Find and open the message you want to forward.**
2. **Click the Forward Message button on the toolbar.**

   A window appears with the message you are forwarding. You need to specify to whom you want to send, or forward, the message.
3. **Type the recipient's e-mail address in the To: field or use the Address Book to enter the recipient's address.**

   You can also add your own comments about the message you are forwarding.
4. **(Optional) To add your own comments to the message, click the message body area and type your comments.**

   You're ready to send the forwarded message.
5. **Click the Send button on the toolbar to forward the message.**

   Remember, that clicking Send normally only sends it to the Outbox folder. You'll have to click the Send and Receive button to actually send the message.

   When you no longer need a message, you can delete it to prevent your Inbox folder from becoming cluttered with dozens of messages. Deleting a message is very, very easy. Here's how to do it:
6. **Select the message you want to delete and press the <Delete> key.**

   The message is removed from the current folder and is placed in the Deleted Items folder.

Quick Reference

To Forward a Message:

1. Find and select the message you want to forward and click the Forward Message button on the toolbar.
2. Enter the recipient's e-mail address in the To: field.
3. (Optional) Enter your own comments in the message body area.
4. Click the Send button on the toolbar.

To Delete a Message:

- Select the message you want to delete and press the <Delete> key.

Chapter Nine Review

Lesson Summary

Introduction to the Internet

- The Internet is the largest computer network in the world, with millions of computers all over the world connected to each other.
- Web pages are stored on Web servers, which are always connected to the Internet so that people can view their Web pages 24 hours a day.
- Some of things you can do using Internet include sending and receiving e-mail, browsing the World Wide Web, posting and reading newsgroup messages, chatting with other Internet users, and downloading software.

Connecting to the Internet

- To connect to the Internet you need an Internet Service Provider (ISP), a Web browser program, and a phone line and modem or other connection to the Internet.
- **To Connect to the Internet:** Double-click the **Internet Explorer** icon on the desktop or click the **Internet Explorer** icon on the Quick Launch toolbar. If necessary, enter your user name and password and click **Connect**.

Displaying a Specific Web Page

- **To Display a Specific Web Page:** Type the Web address in the Address http://www.us **Address bar** and press **<Enter>**.
- Sometimes a Web page may not be available for viewing. This can be caused by the Web server where the Web page is stored being down, by Internet congestion, or by the Web page no longer existing. Try returning to the Web page later.

Browse the Web

- A hyperlink is a link to another Web page or file. The pointer changes to a whenever it is positioned over a hyperlink.
- **To Use a Hyperlink:** Click the hyperlink with the pointer.
- **To Go Back to the Previous Page:** Click the Back **Back button** on the toolbar.
- **To Stop the Transfer of Information:** Click the Stop **Stop button** on the toolbar.
- **To Refresh a Web Page:** Click the Refresh **Refresh button** on the toolbar.
- **To Return to a Web Address you Typed in the Address Bar:** Click Address bar's arrow and select the Web address.

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Search the Web

- **To Search the Web for Information Using Internet Explorer:** Click the  **Search button** on the toolbar, type the word or phrase you want to search for in the **Search the Web for box** and click **Search**, then click the link for the Web page you want to look at. Click the **Search button** on the toolbar to close the search panel.
- **To Search the Web for Information Using a Search Engine:** Type the Web address for the search engine in the  **Address bar** and press **<Enter>**. Type the word or phrase you want to search for in the Web page's **search box** and press **<Enter>**.

Adding a Web Page to Favorites and Changing your Start Page

- **To Add a Web Page to Your List of Favorites:** Go to the Web page, select **Favorites** → **Add to Favorites** from the menu and click **OK** or right-click anywhere on the Web page and select **Add to Favorites** from the shortcut menu.
- **To Go To a Favorite Web Page:** Click the  **Favorites button** on the toolbar and select the Web page from the left side of Internet Explorer, then click the **Favorites button** when you're finished. You can also go to a favorite Web page by selecting **Favorites** from the menu and selecting the Web page.
- **To Change Your Start or Home Page:** Go to the Web page, select **View** → **Internet Options** from the menu and click the **Use Current** button.
- **To Organize Your Favorites:** Select **Favorites** → **Organize Favorites** from the menu.

Displaying a History of Visited Web Pages

- **To Display a History of Visited Web Pages:** Click the  **History button** on the toolbar and click the day or week you viewed the Web page. Click the Web site you want to revisit and then the specific Web page. Click the **History button** on the toolbar when you've finished.

Download Software

- **To Save an Image on a Web Page to Disk:** Right-click the image you want to save and select **Save Picture As** from the shortcut menu, navigate to the drive and folder when you want to save the image, give the image a different name if you want, and click **OK**.
- **To Download a File:** Right-click the file you want to download, select **Save Target As** from the shortcut menu, navigate to the drive and folder when you want to save the file, give the file a different name if you want, and click **OK**.
- Many programs and files on the Internet are stored in compressed ZIP files and need to be unpacked using a program called WinZip.

Introduction to E-mail

- **To Start Outlook Express:** Click the **Outlook Express button** on the taskbar's Quick Launch toolbar or select **Go** → **Mail** from Internet Explorer's menu.

Composing and Sending E-mail

- **To Compose a Message:** Start Outlook Express, click the  **Compose Message button** on the Outlook Express toolbar, type the recipient's address in the **To:** field or click the **Select recipients from a list button** to the left of the To: field, click the name of the recipient in the Name list, then click the **To: button** and **OK** when you're finished. Click the pointer in the lower pane and type the message. Click the  **Send Message button** on the toolbar to send the message.
- **To Check a Message for Spelling Errors:** Before you send the message select **Tools** → **Spelling** from the menu.
- **To Attach a File to a Message:** Before you send the message, click the  **Attach** button on the toolbar and then select the file in the Insert Attachment dialog box.
- You can address a message using **To** which sends the message to the recipient you specify (required), **Carbon Copy (Cc)** which sends a copy of the message to a recipient who is not directly involved, but would be interested in the message, and **Blind Carbon Copy (Bcc)** which sends a copy of the message to a recipient without anyone else knowing that they received the message.

Adding a Name to the Address Book

- **To Add a Name to the Address Book:** Start Outlook Express, click the  **Address Book button** on the Outlook Express toolbar, and click the  **New Contact button** on the Windows Address Book toolbar. Type the recipient's first and last name in the appropriate fields and enter the recipient's e-mail address in the **Add New box** in the E-Mail Addresses section and click the **Add** button. Click **OK**, and then close the Address Book.

Receiving E-mail

- Outlook Express checks your mail server for new messages every 30 minutes, but you can also check for new messages on-demand by clicking the  **Send and Receive button** on the Outlook Express toolbar.
- **To Receive and Read E-mail Messages:** Start Outlook Express and click the **Inbox folder**, click the **Send and Receive button** on the Outlook Express toolbar, and click or double-click the message you want to read.
- **To Open an Attached File:** Follow the above steps to read the message, then click the **paper clip icon** and then click the file you want to open from the list that appears from the paper clip.
- **To Print a Message:** Follow the above steps to read the message, then select **File** → **Print** from the menu, or press **<Ctrl>**+ **<P>**. Click **OK** to print the message.

Replying to a Message

- **To Reply to a Message:** Find and open the message you want to reply to, click the reply option you want to use: **Reply to Author** or **Reply to All**. Type your reply and click the **Send button** on the toolbar when you're finished.

Forwarding a Message

- **To Forward a Message:** Find and select the message you want to forward and click the  **Forward Message button** on the toolbar, enter the recipient's e-mail address in the **To:** field, enter your own comments in the message body area, and click the **Send button** on the toolbar.

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- **To Delete a Message:** Select the message you want to delete and press the **<Delete>** key.

Quiz

1. A Web server is:

A. The world's largest supercomputer that contains and runs the Internet.
B. A computer that stores Web pages and that is always connected to the Internet.
C. A computer that acts as a gateway between your office network and the Internet.
D. A waiter at a restaurant for spiders.

2. A Home page is the first Web page you see when you connect to the Internet. (True or False?)

3. Which button on Internet Explorer's toolbar brings you back to the page you last viewed?

A. Home
B. Stop
C. Refresh
D. Back

4. Which of the following statements is NOT true?

A. Internet Explorer keeps a history of visited Web pages for 20 days.
B. A search engine lets you search for Web pages for topics that interest you.
C. Eudora is an e-mail program that comes with Windows 2000.
D. You can download and save images from a Web page onto your computer.

5. When you've finished writing a letter in Outlook Express, clicking the Send button on the toolbar will instantly send the message to its destination (True or False?)

6. Which of the following statements is NOT true?

A. When you reply to a message, Outlook Express includes the content of the original message to make it easy for the recipient to know which message you're replying to.
B. E-mail messages can contain files, such as pictures and word processing documents called *attachments*.
C. You can send anonymous e-mail using the Blind Carbon Copy (Bcc) field.
D. You can save a list of Web pages you visit frequently in Internet Explorer's favorite list.

Homework

1. Get a subscription to the Internet.
2. Open Internet Explorer.
3. Go to the Yahoo Web site (www.yahoo.com).
4. Search the Internet for information on Russia.
5. Spend at least 30 minutes browsing the Web on whatever topics you want.

Quiz Answers

1. A. A Web server is a computer that holds Web pages and is connected to the Internet 24 hours a day so that people can view those Web pages.
2. True.
3. C. The Back button returns you to the Web page you just left.
4. C. Eudora *is* a popular e-mail program, but it doesn't come with Windows 2000. Outlook Express is the answer you want.
5. False. This was a trick question—when you click the Send button, you save the message to the Inbox folder. In order to send any messages that are in the Inbox, you need to click the Send and Receive button on the toolbar.
6. C. Adding a recipient to the Blind Carbon Copy field allows them to receive a message without seeing who else received the message.

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Chapter Ten: Networking with Windows 2000

Chapter Objectives:

- **Understanding networks**
- **Installing a peer-to-peer networking**
- **Adding and removing network components**
- **Sharing your files and printer with other users on the network**
- **Browsing the network**
- **Connecting to a network drive and printer**

Chapter Task: Learn how use Windows on a network

☑ Prerequisites

- How to use the mouse to click, double-click, drop-and-drag, and right-click.
- How to use menus, toolbars, and dialog boxes.
- How to view and navigate through the contents of your computer (disk drives and folders).
- How to maintain and optimize your computer.

A network is a group of computers that are connected so that they can share equipment and information. If you're using Windows 2000 are almost certainly connected to a large network. That's because Microsoft was thinking of large business networks when it designed Windows 2000. Computers running Windows 95 and 98 can also be connected to a network, but they don't have the built-in security features that Windows 2000 does.

Networking is an enormous topic—Microsoft Certified System Professionals (MCSE) who specialize in installing and maintaining Microsoft Windows based networks often spend at least a year and half studying for six tests that are every bit as hard as a CPA or bar exam. This chapter won't make you a Microsoft Certified System Professional but it will explain how to perform several common networking tasks, such as how to browse the network, connect to a network printer, and share files and folders on your computer with other users on the network. We'll leave the more complicated networking tasks for your network administrator.

Lesson 10-1: Introduction to Networks

Figure 10-1

The parts of a network (see Table 10-1: Network Components for a description of everything).

Figure 10-2

In a peer-to-peer network, everyone stores their files on their own computer. Anyone on the network can access files stored on any other computer.

Figure 10-3

In a client/server network, everyone stores his or her files on a central computer called a server. Everyone on the network can access the files stored on the server.

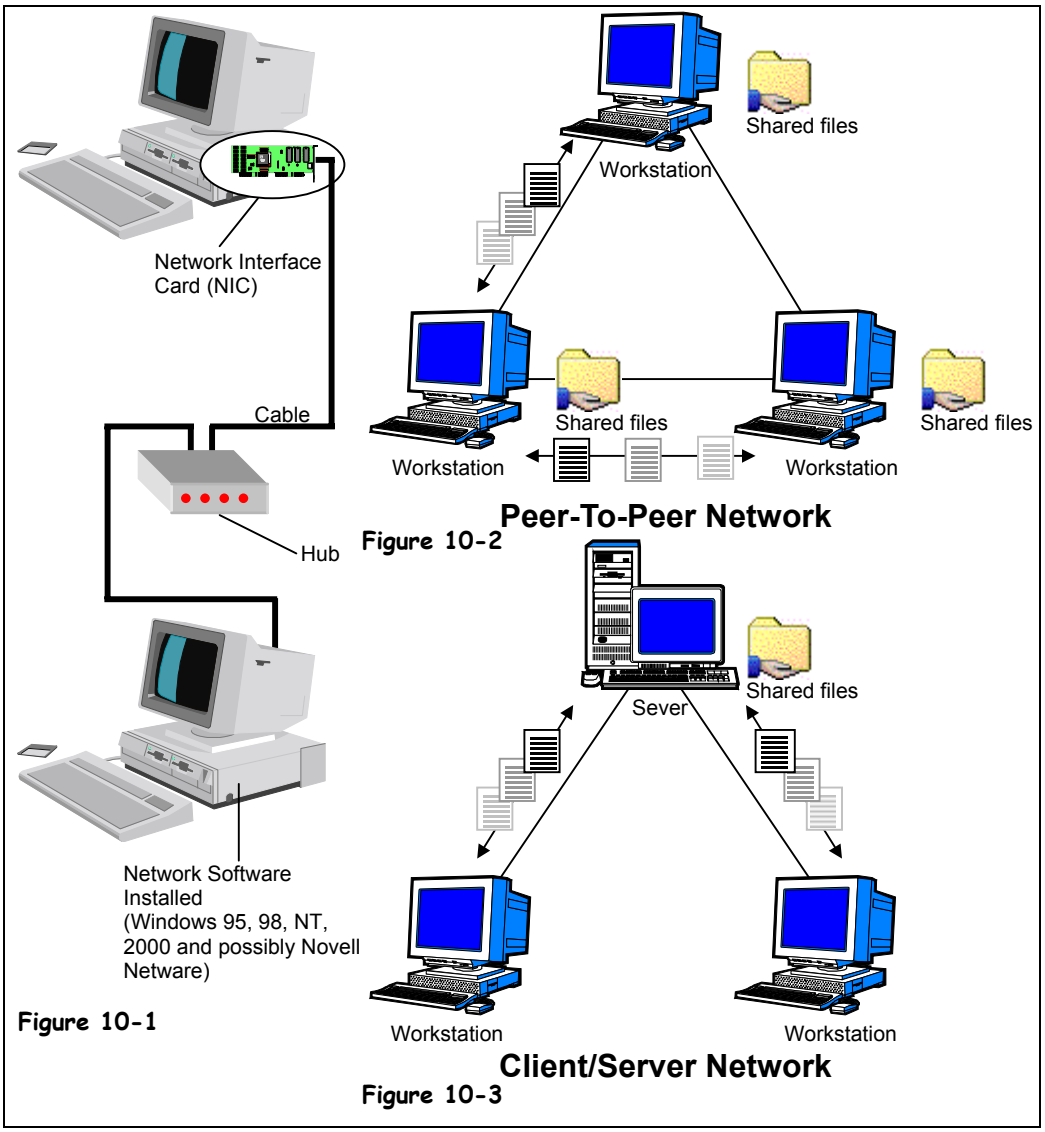

Figure 10-1

Figure 10-2

Figure 10-3

OK, so what exactly *is* a network? A network is several computers, printers, and other devices that are connected together with cables. This allows the computers to talk with each other and share information and resources (usually files and printers). Networks vary in size; they can be as small as two computers connected to each other by cable, or they can span the entire globe—the Internet is actually the world's largest network.

So what are the benefits of networking? Plenty:

- **Share Information:** Networks allow you to share files and programs. Before networks, people had to save their files on floppy disks to exchange information. This wasted a lot of time—especially if the computers were located in opposite ends of the building!

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- **Share Equipment:** Computers connected to a network can share equipment to reduce costs. For example rather than buying a printer for each computer, everyone can share one central network printer.
- **Use Network Software:** Software designed for networks lets people send and receive electronic mail (e-mail) with other users on the network, schedule meetings with other users on the network, and share databases. When you're browsing the Web, you're actually using software designed for a network!

There are two basic types of networks:

- **Local Area Networks (LAN):** A network that connects computers in the same geographic area or building, using cables. Local Area Networks are what most people think of when they think of a network—and what we'll be discussing throughout the chapter.
- **Wide Area Networks (WAN):** A network that connects computers across a large geographic area using telephone lines or satellites. The Internet is actually a huge Wide Area Network.

Twisted Pair cable

Local Area Networks (LANs) are subdivided into two types of network subcategories: peer-to-peer and client/server, as shown in Figure 10-2 and Figure 10-3:

- **Peer-to-Peer Network:** In a peer-to-peer network, everyone stores their files on their own computer, and anyone on the network can access files stored on any other computer. Because you don't need any additional software (Windows 2000 includes peer-to-peer networking), peer-to-peer networking is an inexpensive way to connect computers in a small office or home. The disadvantages of a peer-to-peer network are that it doesn't offer as much security as client/server networks, and it can be difficult to find files that are stored on many different computers.
- **Client/Server Network:** In a client/server network, everyone stores their files on a central computer called a server. Everyone on the network can access the files stored on the server. Client/server networks are more secure, easier to administer, and much more powerful than peer-to-peer networks. That's why they are used to connect computers in most businesses. The disadvantages of client/server networks are that they require special, expensive software, such as Windows 2000 Server or NetWare, and they are more complicated to install and configure than peer-to-peer networks.

Coaxial cable

Figure 10-1 shows the basic parts in a network. The following table explains what they are:

Table 10-1: Network Components

Component	*Description*
Network Interface Card (NIC)	A network interface card is a device that plugs into your computer and physically connects each computer to the network and allows your computer to talk to other computers and devices on the network.
Cables	Cables are the wires that physically connect the computers, printers, and other equipment on a network. The main types of cables used today are coaxial and twisted pair.
Hub	A hub is a device where all the cables on a network connect, similar to a power strip.
Network Operating Software	Your operating system must provide networking capabilities. Windows 2000 and Windows 2000 have peer-to-peer networking capabilities. Windows 2000 and NetWare have client/server capabilities.

Lesson 10-2: Browsing the Network

Figure 10-4

The My Network Places window displays all the computers on your network.

Figure 10-5

Double-click the Entire Network icon to display all the computer on your network.

Figure 10-6

The available types networks.

Figure 10-7

The available domains on your network.

Figure 10-8

The computers connected to a network domain.

Figure 10-9

The shared drive on a computer attached to the network.

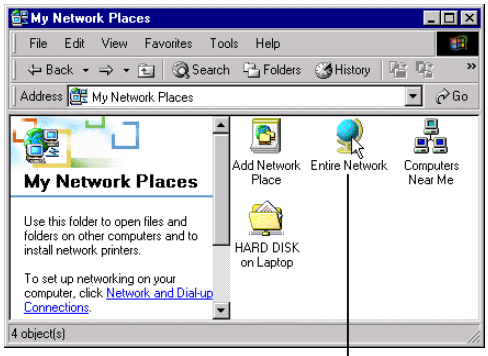

Figure 10-4 Click **Entire Network** to view all the computers on your network

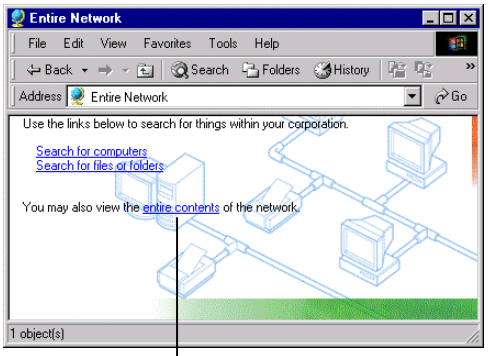

Figure 10-5 Click **entire contents**

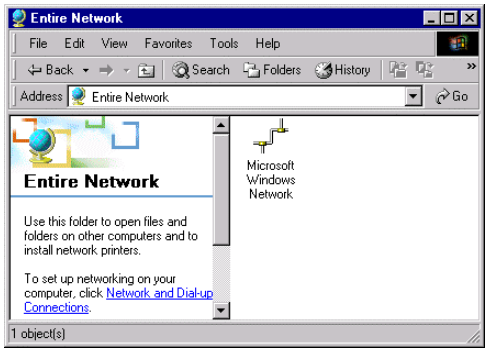

Figure 10-6

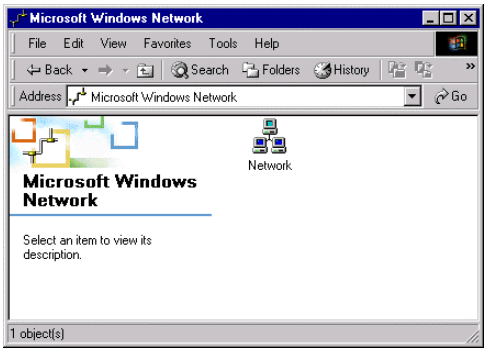

Figure 10-7

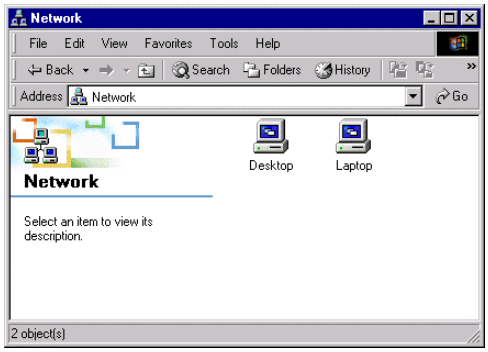

Figure 10-8

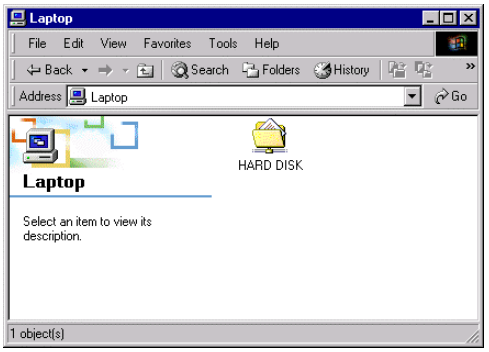

Figure 10-9

If your computer is connected to a network, you can easily browse through the shared folders and files on the network. The procedure for browsing the contents of the network is no different than browsing through the contents of your computer—you double-click a folder or file to open it. You can also create, copy, move, rename, and delete files and folders on the network, just like you would on your computer's hard drive (if your network administrator has given you enough rights to the network!) To browse the network you double-click the *My Network Places* on the Windows desktop, instead of My Computer.

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My Network Places

1. **Double-click the My Network Places icon on the Windows desktop.**

   The My Network Places window appears, displaying all the computers on the network. Obviously, your network has its own computers and resources, so your window will differ from the one shown in Figure 10-4.

2. **Double-click the Entire Network icon.**

   Because some networks can be extremely large, Windows asks how you want to search for resources on your computer, as shown in Figure 10-5. Usually it's best to click the entire contents link.

3. **Click the entire contents link.**

   Windows 2000 displays all the types of networks to which your computer is connected, as shown in Figure 10-6. For example, your organization may have both a Novell network and a Microsoft network. If this weren't confusing enough, often computer may be (and often are) connected by several different types of networks.

4. **Double-click the type of network you want to browse.**

   Windows 2000 displays all the network domains and workgroups to which your computer is connected, as shown in Figure 10-7. You can think of a network domain or workgroup as a neighborhood where computers reside. Network domains and workgroups are often organized by departments.

5. **Double-click the network domain that contains the computer to want to browse.**

   Since most large organization may have dozens—if not hundreds—of network domains and workgroups you will need to know the name of the network domain or workgroup where the computer you want to browse resides. Ask your helpful network administrator.

   When you double-click a network it displays all the computer connected to it, as shown in Figure 10-8.

6. **Find and double-click the computer that contains the files or folders you want to use.**

   The computer's shared folders appear in the window, as shown in Figure 10-9 (although the folders you see will undoubtedly be different). You know what to do from here: double-click the folder you want to open—no different than in My Computer or Windows Explorer. If nothing appears in the window when you double-click a computer, it either means that computer doesn't have any shared folders or else your network administrator hasn't given you the rights to view those shared folders.

   If a shared folder is password protected, a password dialog box will appear when you double-click the folder. Simply type the password and click OK. If you want Windows to remember your password for the network folder, check the Save this password in your password list box—and you won't have to retype the password the next time you try to open the folder.

7. **Find and double-click the shared drive or folder.**

   If you have the proper permission you will be able to view, open, and possible modify and delete the files on the shared drive or folder.

Quick Reference

To Browse the Network:

1. Double-click the My Network Places icon.
2. Click the entire contents link.
3. Double-click the type of network you want to browse.
4. Find and double-click the network domain that contains the computer to want to browse.
5. Find and double-click the computer that contains the files or folders you want to use.
6. Find and double-click the shared drive or folder.

Lesson 10-3: Mapping a Network Drive

Figure 10-10

The My Network Places window displays all the computers on your network.

Figure 10-11

To map to a network drive, right-click the folder and select Map Network Drive from the shortcut menu.

Figure 10-12

The Map Network Drive dialog box.

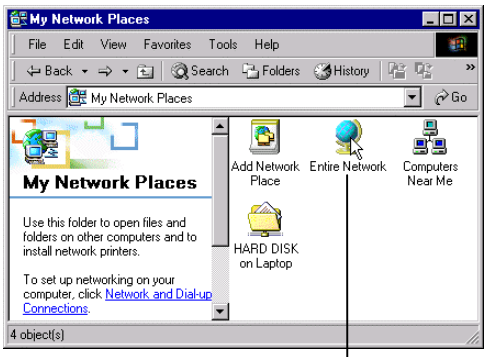

Figure 10-10 Click **Entire Network** to view all the computers on your network

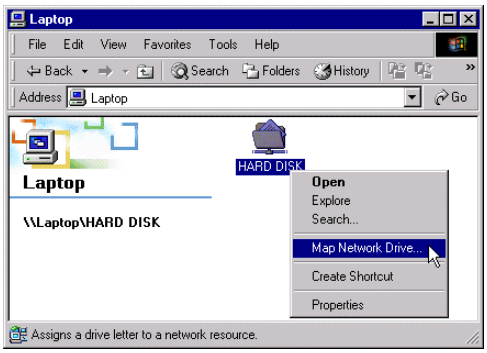

Figure 10-11

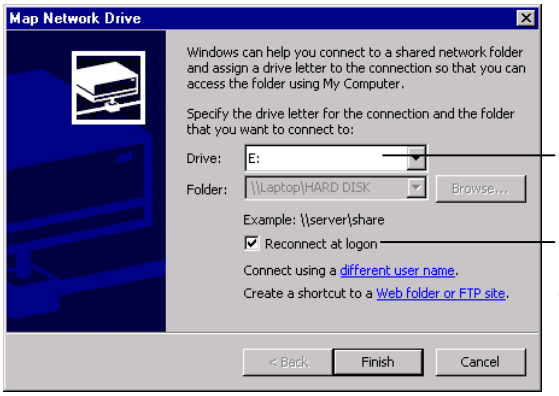

Figure 10-12

If you frequently access a specific network folder, you should consider *mapping* the network folder. When you *map* a network folder, you assign it a drive letter, like G:, so that it appears as a drive in My Computer, Windows Explorer, and in your programs Open and Save dialog boxes. Once a network folder has been mapped and assigned a drive letter, you can open and access it just like another drive on your computer—which is much faster than having to browse through the network again and again to find it. First you need to open the shared drive or folder you want to map…

1. **Double-click the My Network Places icon on the Windows desktop.**

   The My Network Places window appears, displaying all the computers on the network, as shown in Figure 10-10.

2. **Double-click the Entire Network icon.**

   Windows asks how you want to search for resources on your computer. Usually it's best to click the entire contents link.

3. **Click the entire contents link.**

   Windows 2000 displays all the types of networks to which your computer is connected, as shown in Figure 10-6. For example, your organization may have both a Novell network and a Microsoft network. If this weren't confusing enough, often computer may be (and often are) connected by several different types of networks.

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4. **Double-click the type of network you want to browse.**

   Windows 2000 displays all the network domains and workgroups to which your computer is connected.

5. **Double-click the network domain that contains the computer to want to browse.**

   Since most large organization may have dozens—if not hundreds—of network domains and workgroups you will need to know the name of the network domain or workgroup where the computer you want to browse resides. Ask your helpful network administrator.

   When you double-click a network icon it displays all the computers connected to the network.

6. **Find and double-click the computer that contains the files or folders you want to use.**

   The computer's shared folders appear in the window, as shown in Figure 10-11 (although the folders you see will undoubtedly be different). You know what to do from here: double-click the folder you want to open—no different than in My Computer or Windows Explorer. If nothing appears in the window when you double-click a computer, it either means that computer doesn't have any shared folders or else your network administrator hasn't given you the rights to view those shared folders.

   If a shared folder is password protected, a password dialog box will appear when you double-click the folder. Simply type the password and click OK. If you want Windows to remember your password for the network folder, check the Save this password in your password list box—and you won't have to retype the password the next time you try to open the folder.

   If you access the same network folder frequently, it makes sense to map it and assign it a drive letter, so you don't have to spend as much time finding and opening the folder every time. Here's how to map a network drive:

7. **Right-click the network folder you want to map and select Map Network Drive from the shortcut menu.**

   The Map Network Drive dialog box appears, as shown in Figure 10-12. You have to assign a drive letter, such as H: to the network folder. Clicking the Drive list arrow lets you select from those drive letters that aren't currently in use. Checking "Reconnect at login" check box will remap the network folder to its assigned drive letter whenever you start your computer. If the Reconnect at login check box is left blank, then the network folder will only be mapped to its assigned drive letter until you turn off your computer.

   Once a network folder has been mapped, it appears as a drive in My Computer.

8. **Select a drive letter from the Drive list, and check the Reconnect at login check box if you want to permanently map the network folder.**

   Decide you don't need to be mapped to a network folder anymore? Then here's how to disconnect a mapped network drive.

9. **Open My Computer or Windows Explorer, right-click the network drive you want to disconnect from and select Disconnect Network Drive from the shortcut menu.**

Quick Reference

To Map a Network Drive:

1. Open My Network Places and find the computer and folder you want to map.
2. Right-click the folder and select Map Network Drive from the shortcut menu.
3. Select a Drive letter from the Drive list, and check the Reconnect at login check box if you want to permanently map the network folder.

To Disconnect a Mapped Network Drive:

- Open My Computer or Windows Explorer, right-click the network drive you want to disconnect from and select Disconnect Network Drive from the shortcut menu.

Lesson 10-4: Connecting to a Network Printer

Figure 10-13

The Printers dialog box.

Figure 10-14

The Sharing tab of the Printer Properties dialog box.

Figure 10-15

Select the network printer you want to connect to in the Browse for Printer dialog box.

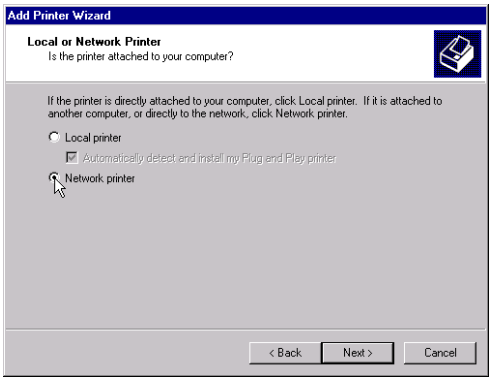

Figure 10-13

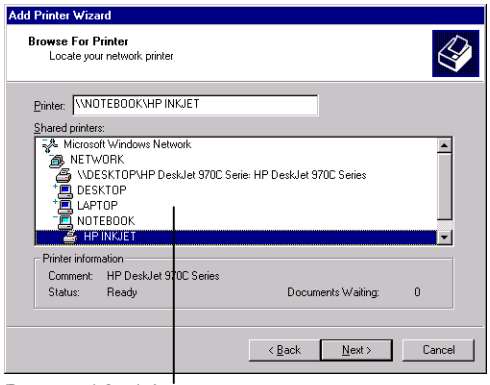

Figure 10-14 Click the + next to a computer to view its printers

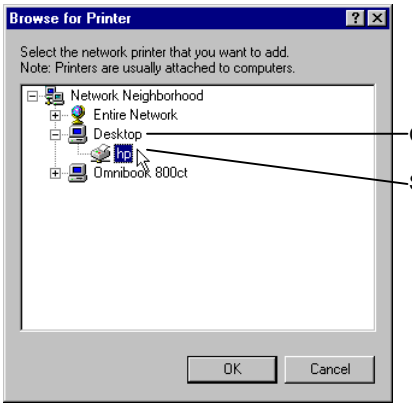

Figure 10-15

Connecting your computer to a network printer isn't much different from installing a local printer to your computer. In fact, if you already know how to install a local printer to your computer you can probably install a network printer without even having to look a this lesson. Still, here's how to do it if you want the step-by-step procedure.

Network Printer

1. **Make sure you're logged on to the network.**

   Obviously, you won't be able to install a network printer if your computer isn't connected to the network.

2. **Open the Printers folder by clicking the Start button and selecting Settings → Printers.**

   The Printer folder appears.

3. **Double-click the Add Printer icon.**

   The first page of the Add Printer Wizard springs onto your screen.

4. **Click Next.**

   The Add Printer Wizard may ask how the printer is connected to the computer: if it's a local printer or a network printer.

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5. **Select the Network printer option and click Next to continue.**

   Now the Add Printer Wizard prompts you to enter the printer name. If you know the printer name and the computer or server name you can enter it in the Network path or queue route box like this: \\Computer Name\Printer Name. More than likely you won't know the printer name and will have to move on to the next step and browse for the printer on the network.

6. **Click Next.**

   The Browse for Printer dialog box appears, as shown in Figure 10-15. All the computers with shared printers on the network should appear—all you have to do is select the computer and printer you want to which you want to connect.

7. **Click the + next to the desired computer or server to display its printer(s), click the desired printer and click Next.**

   Windows wants to know if you want to use the printer as your default printer.

8. **Specify if you want the selected network printer to be your default printer and click Next.**

   Windows 2000 correctly identifies the make and manufacturer of your printer. Move on to the next step to finish adding the network printer.

9. **Click Finish.**

   Windows may ask you to insert the Windows 2000 CD-ROM or the printer drivers software.

10. **If prompted, insert the Windows 2000 or printer driver CD-ROM and click OK.**

    Windows copies the necessary files on to your computer.

That's it—you're connected to the network printer, which appears as an icon in the Printers folder.

Quick Reference

To Connect to a Network Printer:

1. Open the Printers folder by clicking the Start button and selecting Settings → Printers.
2. Double-click the Add Printer icon.
3. Click Next.
4. Select the Network printer option and click Next.
5. Click the Next button.
6. Click the + next to the desired computer or server, click the desired printer and click Next.
7. Specify whether you want to use the printer as the default printer and assign a different name to the printer if you want. Click Next.
8. Click Finish.

Lesson 10-5: Changing Your Password

Figure 10-16

The Windows 2000 Security dialog box.

Figure 10-17

The Change Password dialog box.

Figure 10-16

Figure 10-17

Actually you may not have a choice about when you change your log on password—many corporations make their employees change their passwords every several months or so. If your company doesn't force you to periodically change your Windows log on password it's still a good idea to change passwords every once in a while for security purposes. How often should you change your password? That's a determination you'll have to make. If you're working on sensitive or confidential files you should probably change their password every few weeks. Otherwise you're probably safe changing your log on password once every few months. As you've probably already guessed, this lesson explains how to change your Windows log on password.

Pressing <Ctrl> + <Alt> + <Delete> also lets you see which user account is currently logged onto your computer.

1. **Press <Ctrl> + <Alt> + <Delete>.**

   The Windows 2000 Security dialog box appears, as shown in Figure 10-16.

2. **Click the Change Password button.**

   The Change Password dialog box appears, as shown in Figure 10-17, displaying your user name and domain that you are logged on to. The first thing you need to do is tell Windows 2000 what your old password is.

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3. **Type your old password in the Old Password box and press the <Tab> key.**

   Now you give yourself a new password.

4. **Type your new password in the New Password box, press <Tab> and type your new password again in the Confirm New Password box.**

   NOTE: You're probably heard this before, but when you pick a password, don't use words or numbers that people could associate with you, such as the name of your dog or your birthday. The best passwords of all combine letters and number, for example rose007.

5. **Click OK.**

   A dialog box appears, confirming that your password has been changed.

6. **Click OK to close the dialog box and click Cancel to close the Windows 2000 Security dialog box.**

That's all there is to changing your password. Make sure you write down your new password so that you don't forget it the next time you have to log on to Windows 2000!

Quick Reference

To Change Your User Password:

1. Press <Ctrl> + <Alt> + <Delete>.
2. Click the Change Password button.
3. Type your old password in the Old Password box and press the <Tab> key.
4. Type your new password in the New Password box, press <Tab> and type your new password again in the Confirm New Password box.
5. Click OK to close the dialog box and click Cancel to close the Windows 2000 Security dialog box.

Lesson 10-6: Creating a New User

Figure 10-18

The Users and Passwords dialog box.

Figure 10-19

Enter a User Name, full name, and an optional description to the Add New User dialog box.

Figure 10-20

Enter and confirm a password for the new user.

Figure 10-21

Specify the level of access you want to give the new user.

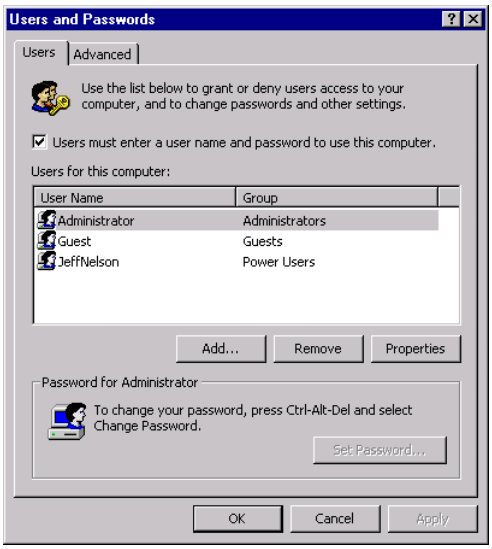

Figure 10-18

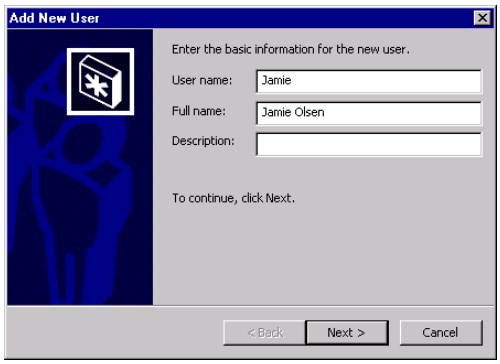

Figure 10-19

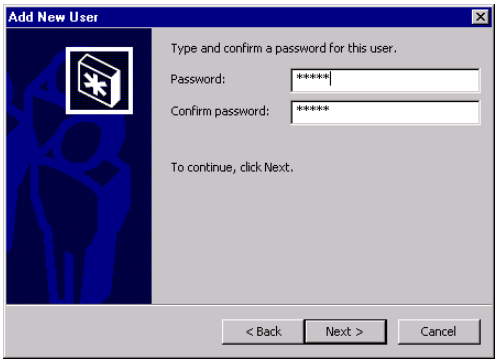

Figure 10-20

Figure 10-21

If you share your Windows 2000 based computer with several people you may want to create a new user account so that each person can have their own personalized settings on the computer. Each user account contains personalized settings for:

- **Permissions:** These have to be setup by a network administrator. Permissions give you access to some areas of the network while restricting your from others. Windows 2000 even allows you to restrict access to individual files and folders saved on your own computer (more about that later!)
- **Wallpaper and screen colors:** Each user can decorate their desktop with their own wallpaper and Windows screen colors to suit their own personal tasks.
- **Start menu and shortcuts:** Each user account has its own personalized Start menu and desktop. A neat feature that can often be confusing for many users. For example, say you're logged on as Joe Schnook and add a desktop shortcut to an encyclopedia program. The encyclopedia program shortcut won't appear on Mary Johnson's desktop when she logs on to Windows 2000 because Joe Schnook added to his own personal Windows 2000 desktop.

Users and Passwords

To create a new user account you must be logged on to Windows 2000 as an administrator or know the administrator password.

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1. **Click the Start button, select Settings → Control Panel.**

   The Control Panel appears. Time to see if you have the permissions needed to add a new user account or if you will have to make a call to your company's computer support department.

2. **Double-click the Users and Passwords icon.**

   If you're not logged on with administrative privileges Windows will prompt you to enter the password for the Administrator. If you don't know the administrative password you will need to make a call to your network administrator or computer support person and have them create a new user account for you. Otherwise move on to the next step to start adding a new user account.

3. **Enter the Administrator account and Password and click OK.**

   You're ready to start entering the new user account.

4. **Click Add.**

   The Add New User dialog box appears, as shown in Figure 10-19.

5. **Type the user name in the Username box.**

   User names cannot be the same to any other user or group name, can contain up to 20 uppercase or lowercase characters including spaces. User names cannot contain the following characters: \ / : * ? " < > |+ * ?

   Now that you have entered the user name you can enter the user's full name and a description if you want.

6. **Type the user's full name in the Full Name box and an optional description of the user in the Description box. Click Next when you're finished.**

   Next you need to enter the user's password, as shown in Figure 10-20.

7. **Type the user's password in both the Password and the Confirm Password boxes. Click Next when you're finished.**

   The last step in adding a new user account is assigning their level of access. You have three options:

   - **Standard user:** Users can modify the computer and install programs, but cannot read of modify files that belong to other users.
   - **Restricted user:** Users can operate the computer and save documents, but cannot install programs or make changes to the system files and setting.
   - **Other:** Select from other types of user access, such as *Administrators*, who can read of modify files that belong to other users.

8. **Select the type of access you want to grant the new user and click Finsh.**

   The new user account should appear in User Accounts.

9. **Click OK to close the User Accounts dialog box.**

That's all there is to adding a new user account to your Windows 2000 based computer (if you're able to log on as an administrator that is!) You will almost certainly want to have the new user log on to the computer using their assigned user name and password to make sure everything works OK.

Need to delete a user account? All you have to do (provided you can log on as a network administrator) is repeat Steps 1-4, click the user you want to remove and click the Remove button.

Quick Reference

To Create a New User Account:

1. Click the Start button, select Settings → Control Panel.
2. Double-click the Users and Passwords icon.
3. Enter the Administrator account and Password and click OK.
4. Click Add.
5. Enter the User Name, Full Name box and an optional Description.
6. Type the user's password in both the Password and the Confirm Password boxes.
7. Select the type of access you want to grant the new user and click Finsh.
8. Click OK.

To Delete a User Account:

1. Repeat Steps 1-3 in the preceding instructions.
2. Click the user you want to remove and click the Remove button.

Lesson 10-7: Making a User a Member of a Group

Figure 10-22

The Properties Management dialog box.

Figure 10-23

The Member Of tab of the User Properties dialog box.

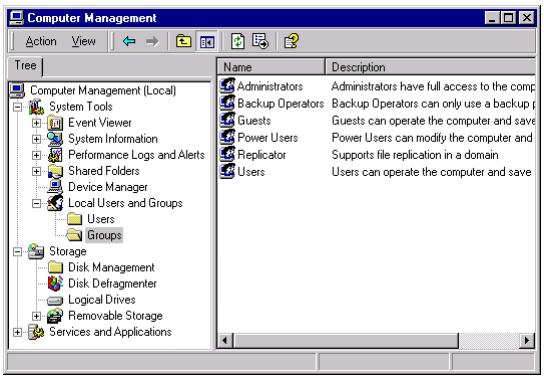

Figure 10-22

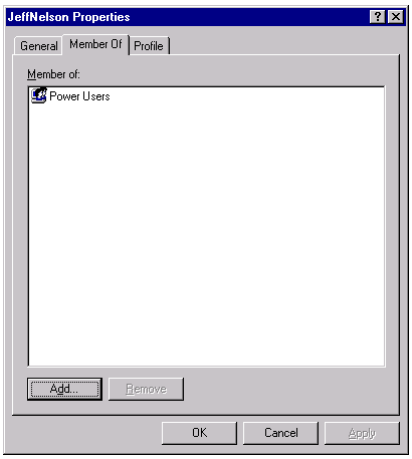

Figure 10-23

Security, permissions, and groups can be a little confusing at first, so think of a computer running Windows 2000 as the Pentagon—that's right the headquarters for the United States military. Visitors can walk right into the Pentagon's lobby and there are even tours of low security areas of the Pentagon. To work in most areas of the Pentagon you need a security clearance, however. And to gain access to the top secret rooms of the Pentagon, where the government conceals the wreckage of crashed UFO's and files on who really shot president Kennedy, you need to have a top secret security clearance.

Security clearance levels in Windows 2000 are called *permissions*. Windows 2000 assigns permissions to both individual user accounts and to groups. The easiest way to assign permissions to a user is to make them a member of a group. Using the Pentagon example, visitors would members of the *Guests* group, the common everyday works at the Pentagon would be members of the *Users* group, and the generals and other head honchos would be members of the *Administrators* group.

By assigning or removing a user from a group in Windows 2000, you are restricting what they can and can't do. For example, you might want to give a particular user permission to delete files in a particular folder but not another user.

This lesson explains how to make a user a member of a group. We'll explore how to change restrictions for a specific folder or printer in another lesson. You must have administrative permissions in order to add and modify groups and permissions. If you can't log on to Windows 2000 as an administrator, have your network administrator make the permissions and groups changes for you.

1. **If necessary, log off of Windows 2000 and log on to Windows 2000 as an administrator.**

   First you need to open the Windows Control Panel.

2. **Click the Start button, select Settings → Control Panel and double-click the Administrative Tools icon.**

   The Computer Management tool lets you manage groups, permissions, and access to local and remote computer resources.

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3. **Double-click the Computer Management icon.**

   The Computer Management dialog box appears, as shown in Figure 10-22. There's a lot of technical stuff listed here—don't touch it unless you really know what you're doing. The *Local Users and Groups* is where you can view and modify the users and groups on your local computer.

   NOTE: You can only view and manage groups, users, and permissions on your local computer with Windows 2000 professional—not network groups, users, and permissions.

4. **Find the Local Users and Groups folder and click its ⊞ plus symbol to expand it.**

   The Local Users and Groups folder expands and displays its contents: Users and Groups.

5. **Click the Users folder.**

   The right pane of the window displays the local user accounts.

6. **Double-click the user account that you want to add to a group and click the Member of tab.**

   The User Properties dialog box appears, as shown in Figure 10-23. You can add a user to a group by clicking the Add button.

7. **Click the Add button.**

   The Groups Membership dialog box appears. The Group Membership dialog box displays which groups to which the selected user is a member and to which groups they are not a member. Windows 2000 makes all new users members of the Users group by default (although you can always change this). A user can be a member of more than one group at a time.

8. **Select the group to which you want to make the user a member of and click Add. Click OK when you're finished.**

   You can also easily remove a user from a group: Click the group you want to remove and click the Remove button.

9. **Click OK close the User Properties dialog box and close the Computer Management window.**

Quick Reference

To Add a User to a Group:

1. If necessary, log off of Windows 2000 and log on to Windows 2000 as an administrator.
2. Click the Start button and select Settings → Control Panel and double-click the Administrative Tools icon.
3. Double-click the Computer Management icon.
4. Find the Local Users and Groups folder and click its ⊞ plus symbol to expand it, then click the Users folder.
5. Double-click the user account that you want to add to a group and click the Member of tab.
6. Click the Add button.
7. Select the group to which you want to make the user a member of and click Add. Click OK when you're finished.

To Remove a User from a Group

1. Repeat Steps 1-5 in the preceding instructions.
2. Click the group you want to remove and click the Remove button. Click OK when you're finished.

Lesson 10-8: Sharing Your Files and Printer on the Network

Figure 10-24

The Sharing tab of the Hard disk Properties dialog box.

Figure 10-25

The Sharing tab of the Printer Properties dialog box.

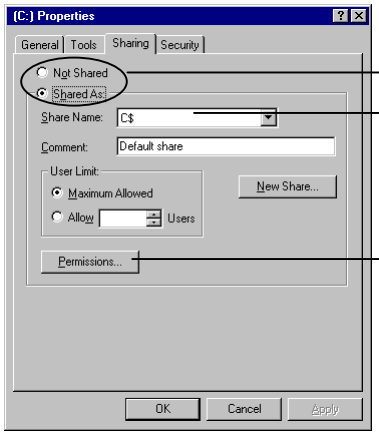


Figure 10-24

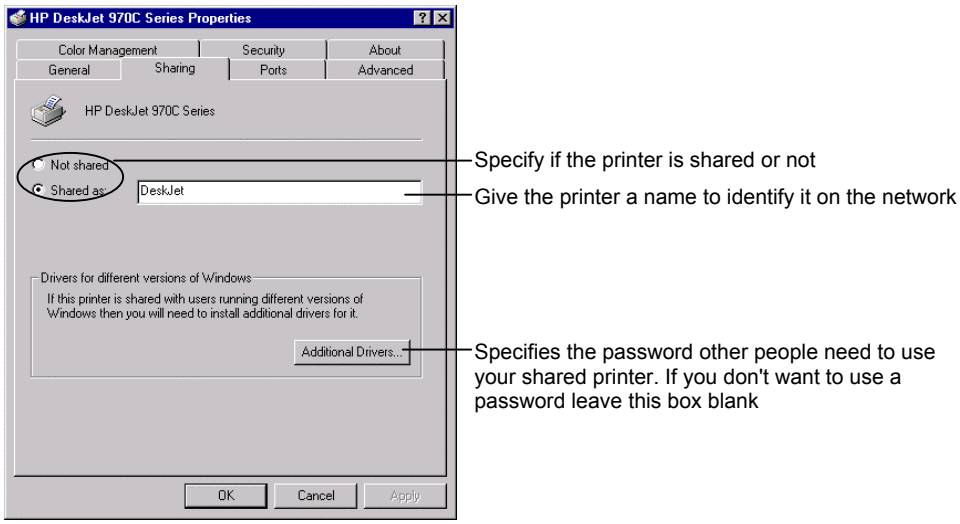
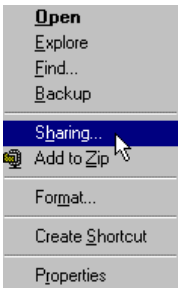


Figure 10-25



Sharing a Drive or Folder

Sharing enables other computers on the network to access the files and folders saved on your computer's hard drive and a printer that is connected to your computer. You can specify exactly what information you want to share with people on the network and which people users have permission to access that information. For example, you might want to share only a particular folder with other users, rather than entire contents of your computer's hard drive. This lesson explains how to share your computer's files, so other users can read and modify them, and printer, so other users can use it to print their files.

1. Find and right-click the drive or folder you want to share and select Sharing from the shortcut menu.

For example, if you wanted to share all the information on the C: hard drive, you would right-click the C: hard drive in My Computer or Explorer. The Sharing tab of the Properties dialog box appears, as shown in Figure 10-24. This is where you can specify that you want to share the selected drive or folder.

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Shared folder

Shared printer

2. **Click the Shared this folder option and, if you want, enter a name for the shared folder in the Share Name box.**

   Unless you specify otherwise, Windows uses the drive letter or folder name as the default share name.

3. **Click OK.**

   A hand appears under the drive or folder, indicating it is being shared and is accessible to other users on the network. To stop sharing a folder or drive, all you need to do is repeat Step 1 and 2 and select the Not Shared option in Step 2.

   Sharing a computer's printer so that other computers on the network can use it is not much different than sharing a drive or folder. Here's how to do it:

4. **Click the Start button and select Settings → Printers.**

   The Printers window appears.

5. **Right-click the printer you want to share and select Sharing from the shortcut menu.**

   The share tab of the Printer Properties dialog box appears, as shown in Figure 10-25.

6. **Click the Shared as option and, if you want, enter a name for the shared printer in the Share Name box.**

   Unless you specify otherwise, Windows uses part of the printer's name as its default share name.

7. **Click OK to share the printer.**

   A hand appears under the printer, indicating it is being shared and is accessible to other users on the network. To stop sharing a printer, all you need do to is repeat Steps 5 and 6 and in Step 7 select the Not Shared option.

Quick Reference

To Share a Drive or Folder:

1. Open My Computer or Windows Explorer, find and right-click the drive or folder you want to share and select Sharing from the shortcut menu.
2. Click the Shared this folder option and, if you want, change the name for the shared folder in the Share Name box.
3. (Optional) Click the Permissions button and specify any permissions, then click OK.

To Share a Printer:

1. Click the Start button and select Settings → Printers.
2. Click the Shared As option and, if you want, change the name for the shared printer in the Share Name box.
3. Click OK.

Lesson 10-9: Changing Permissions to a Shared Folder or Printer

Figure 10-26

The Folder Properties dialog box.

Figure 10-27

The Permissions dialog box.

Figure 10-28

The Add Users and Groups dialog box.

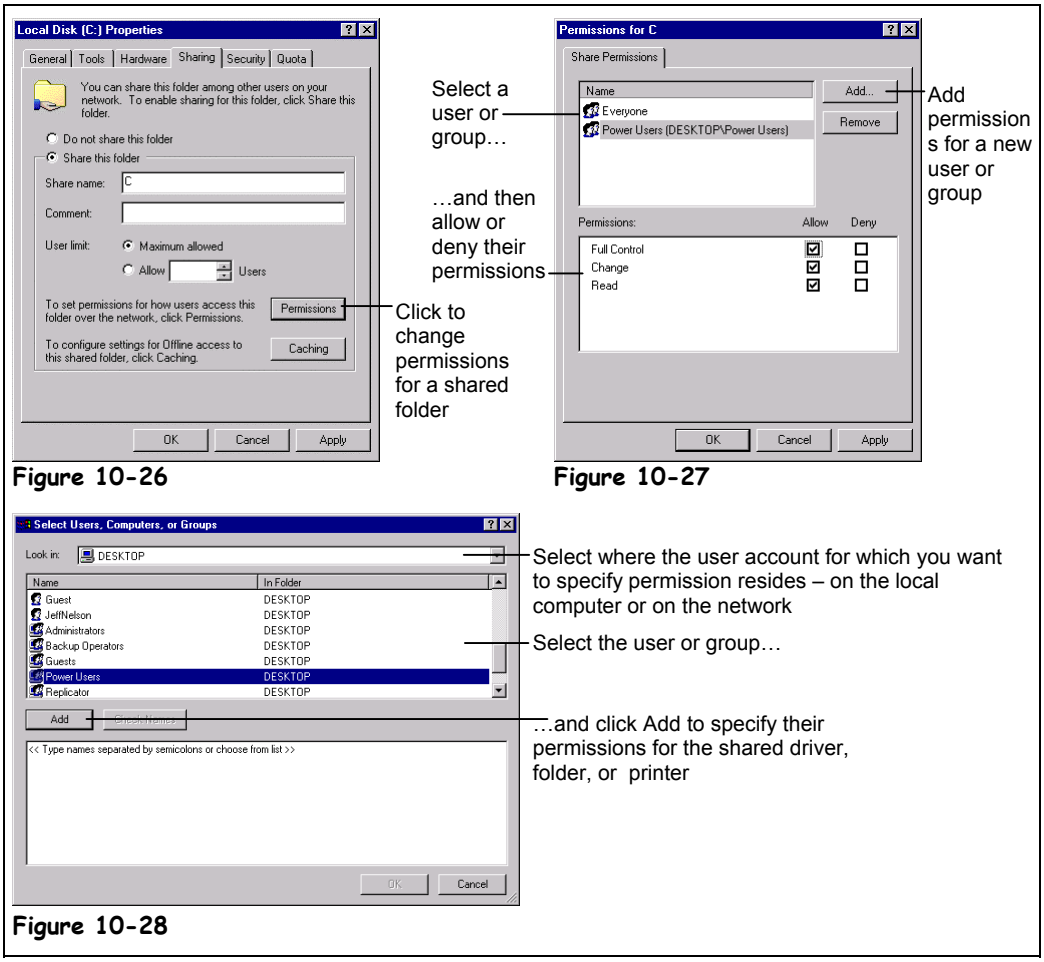

Figure 10-26

Figure 10-27

Figure 10-28

You can specify which particular users can access your shared folders and/or printer by granting or removing their permissions. This lesson explains how.

1. **Make sure that you are logged on to Windows 2000 as an administrator.**

   Your company many not allow you to log onto Windows 2000 as an administrator, in which case you will have to contact your company's real network administrator and ask them to change your permission settings for you.

   To log onto to Windows 2000 as an administrator click the Start button select Shut Down, select the Close all programs and log on as a different user option and click Yes. Press <Ctrl> + <Alt> + <Delete> to logon to Windows 2000, type Administrator in the User name box, type the password (if you know it) in the Password box otherwise leave the Password box empty and click OK. If it works, move on to the next step, it doesn't you'll have to give your friendly network administrator a call.

2. **Right-click the shared folder or printer you want to change permissions for and select Sharing from the shortcut menu.**

   The Properties dialog box appears, as shown in Figure 10-26.

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NOTE: You must first share a folder or printer before you can change its permissions. See the lesson on "Sharing Your Files and Printer on the Network" to do this.

3. **Click Permissions.**

   The Permissions dialog box appears, as shown in Figure 10-27. Here you can specify who you want to be able to access the folder and what type of access they access they have (for shared folders). By default, Windows 2000 gives everyone on the network Full Control access to a shared folder, so the first thing you will want to do is change this.

4. **Make sure Everyone is selected and check the permissions you want to grant to everyone.**

   Table 10-2: Types of Access explains the different types of access levels you can allow or deny for a shared folder or printer.

   Once you've changed the access level for everyone you can specify which groups and/or users are allowed access to the shared folder or printer.

5. **Click Add.**

   The Add Users and Groups dialog box appears, as shown in Figure 10-28.

6. **If necessary, select the domain that contains the list of names and groups from the Look in combo box.**

   Windows 2000 displays groups and user accounts in the Names list. It's time to specify who you want to have access to the shared folder or printer.

7. **Select the user, group, or computer you want to have access to the shared folder or printer from the Names list and click Add. Repeat for all the groups or user accounts you want to you want and click OK when you're finished.**

   The name of the user, group, or computer appears in the Add Names list.

8. **Select the group or user account whose permissions you want to modify and then check or uncheck the permissions you want to grant or deny. Repeat for all the groups and/or user accounts.**

   Move on to the next step when you have specified the permissions for all the groups and/or user account.

9. **Click OK, OK to close the remaining dialog boxes.**

If you no longer want a user, group, or computer listed in the Permissions dialog box you can remove them by selecting their name and clicking Remove.

Table 10-2: Types of Access

Access Level	*Description*
Full Control	Users can open, create, change, move, and delete files in the folder, and may also be able to share folders and change permissions.
Change	Users can open, create, change, move, and delete files in the folder.
Read	Users can open but not change or delete files in the folder.

Quick Reference

To Change Permissions to a Shared Folder or Printer:

1. Make sure that you are logged on to Windows 2000 as an administrator.
2. Right-click the shared folder or printer you want to change permissions for select Sharing from the shortcut menu.
3. Click Permissions.
4. Make sure Everyone is selected and check or uncheck the access level you want to grant every user on the network.
5. Click Add.
6. If necessary, select the domain that contains the list of names and groups from the Look in combo box.
7. Select the user or group you want to have access to the shared folder or printer from the Names list and click Add.
8. Repeat Step 7 for each user or group you want to have access. Click OK when you're finished.
9. Select the group or user account whose permissions you want to modify and then check or uncheck the permissions you want to grant or deny. Repeat for all the groups and/or user accounts.

To Remove a User or Group from the Permission List:

1. Repeat Steps 1-3.
2. Select the user or group you want to remove and click Remove.

Chapter Ten Review

Lesson Summary

Introduction to Networks

- In a peer-to-peer network, everyone stores their files on their own computer. Anyone on the network can access files stored on any other computer.
- In a client/server network, everyone stores their files on a central computer called a server. Everyone on the network can access the files stored on the server.
- To connect computers to a network you need: a network interface card, cables, a network operating system, and a hub (depending on the type of cables you're using).

Browsing the Network and Mapping a Network Drive

- Double-click the **My Network Places** icon on the desktop to view the network. Double-click a specific computer to view its contents.
- When you map a network drive or folder, you assign it a drive letter, so that it appears with all the other drives on your computer. This makes it much easier to access than having to browse through the network and find it every time.
- **To Map a Network Drive:** Open **My Network Places** and find the computer and folder you want to map, right-click that folder and select **Map Network Drive** from the shortcut menu. Select a **Drive** letter from the Drive list, and check the **Reconnect at login** check box if you want to permanently map the network folder.
- **To Disconnect a Mapped Network Drive:** Open My Computer or Windows Explorer, right-click the network drive you want to disconnect from and select **Disconnect Network Drive** from the shortcut menu.

Connecting to a Network Printer

- **To Connect to a Network Printer:** Open the Printers folder by clicking the **Start button** and selecting **Settings** → **Printers**. Double-click the **Add Printer** icon, click **Next**, select **Network**, and click **Next**. Click the **Browse** button, click the ⊞ next to the desired computer or server, click the desired printer, and click **OK**. Select the printer's **manufacturer** and **model**. If your printer doesn't appear in the list, insert the disk that came with the printer and click the **Have Disk** button. Specify whether you want to use the printer as the default printer and assign a different name to the printer if you want. Click **Next**. Specify if you want a test page printed and click **Finish**.

Changing Your Password

- **To Change Your User Password:** Press **<Ctrl>** + **<Alt>** + **<Delete>** and click the **Change Password** button. Type your old password in the **Old Password** box and press the **<Tab>** key, type your new password in the **New Password** box, press **<Tab>** and type your new password again in the **Confirm New Password** box. Click **OK** to close the dialog box and click **Cancel** to close the Windows 2000 Security dialog box.

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Creating a New User

- Creating several user accounts on the same computer lets each person have their own permissions to shared folders and printers, start menu and shortcuts, and wallpaper and screen colors.
- **To Create a New User Account:** Logon to Windows 2000 as `Administrator` if you are able—if you're not you will have to contact your company's real network administrator to add a new user account. If you can log on as an administrator click the **Start button** and select **Programs** → **Administrative Tools (Common)** → **User Manager** from the menu, select **User** → **New User** from the menu. Click **Add** and type a user name in the **Username** box, the user's full name in the **Full Name** box and an optional description of the user in the **Description** box. Type the user's password in both the **Password** and the **Confirm Password** boxes and Check or uncheck any password options check boxes to specify any optional password settings for the user account, then click **OK**.
- **To Delete a User Account:** Repeat **Steps 1-4** in the preceding instructions, click the user you want to remove and click the **Remove** button.

Making a User a Member of a Group

- **To Add a User to a Group:** Click the **Start button** and select **Programs** → **Administrative Tools (Common)** → **User Manager** from the menu, double-click the user that you want to add to a group and click the **Groups** button. Select the group(s) to which you want to make the user a member of and click **Add**. Click **OK**, **OK** to close the Group Membership and User Properties dialog box then close the User Manager.

Sharing Your Files and Printer on the Network

- When you share a folder or printer on your computer, you allow other computers on the network to use it.
- **To Share a Drive or Folder:** Open My Computer or Windows Explorer, find and right-click the drive or folder that you want to share and select **Sharing** from the shortcut menu. Click the **Shared As** option and, if you want, change the name for the shared folder in the Share Name box, select the **Access Type** you want, and, if necessary, enter a password, then click **OK**.
- **To Share a Printer:** Click the **Start button** and select **Settings** → **Printers**. Click the **Shared As** option and, if you want, change the name for the shared printer in the Share Name box, enter a password to restrict access to the printer (optional), then click **OK**.

Changing Permissions to a Shared Folder or Printer

- By changing permissions to a shared folder or printer you determine which users have access to the shared folder or printer and what kind of access they have.
- **To Change Permissions to a Shared Folder or Printer:** Make sure that you are logged on to Windows 2000 as an administrator. Right-click the shared folder or printer you want to change permissions for and click **Permissions**. Make sure **Everyone** is selected and select access level you want to grant every user on the network from the **Type of Access** combo box. Click **Add** and select the domain that contains the list of names and groups from the **List Names From** combo box if it differs from the one already shown. If you want to display individual users in the Names list click **Show Users**. Select the user, group, or computer you want to have access to the shared folder or printer from the **Names list**, select the type of access from the **Type of Access** combo box and click **OK**.

- There are several types of access:

No Access	Users cannot see the shared folder.
Read	Users can open but not change or delete files in the folder.
Change	Users can open, create, change, move, and delete files in the folder.
Full Control	Users can open, create, change, move, and delete files in the folder, and may also be able to share folders and change permissions.

Quiz

1. A large corporation would probably use a peer-to-peer network as its network. (True or False?)

2. What are the benefits of networking? (Select all that apply).

A. A network allows you to share information, such as files and folders.
B. A network allows you to share equipment, such as printers.
C. A network allows you to use software designed for networks, such as e-mail and multi-user databases.
D. A network allows you to share electricity and conserve power.

3. Which is NOT a required part of a network?

A. A network operating software.
B. Cables.
C. A Network Interface Card (NIC).
D. A Network administrator.

4. You plug your new computer into the office network, double-click the My Network Places to browse the network, but there's nothing there! What could be wrong? (Select all that apply).

A. The Workgroup name in the Network dialog box (found by right-clicking My Network Places and clicking the Identification tab) is incorrect.
B. Your computer's voltage output is too high.
C. Your computer doesn't have the right network protocol installed.
D. Who cares? Give the network administrator a call—it's their job to fix these kinds of problems!

5. Which of the following are network protocols? (Select all that apply).

A. IPX/SPX
B. NASCAR
C. TCP/IP
D. NetBEUI

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6. **In order to share your computer's folders, files, and printers on the network you have to make sure File and Printer Sharing is installed on your computer. (True or False?)**

7. **Which of the following statements is NOT true? (Select all that apply).**

   A. Networks are treacherous, uncharted places that should only be navigated by those with their CNE or MSCE certification.
   B. You can map a folder on the network to a drive letter on your computer by right-click the network folder and selecting Map Network Drive from the shortcut menu.
   C. My Network Places lets you browse through the contents of the network, just like My Computer lets your browse through the contents of your computer.
   D. Your computer doesn't save drive mappings—you have to map the network folder each time you start your computer.

Homework

1. Open My Network Places.
2. Browse the contents of the shared folders on the computers connected to the network.
3. Map a folder on the network as a network drive—don't check the Reconnect at login option.
4. Open the Network dialog box by right-clicking the My Network Places icon and selecting Properties from the shortcut menu. Click the Identification tab to see what the names of your computer and network are. Close the dialog box when you're finished.

Quiz Answers

1. False. Larger organizations almost always use a Client/Server network.
2. A, B, and C. Networking has nothing to do whatsoever with electrical consumption.
3. D. Your friendly Network administrator certainly makes it easier to work with the network, but he or she isn't a required part of the network.
4. A and C. You should right-click My Network Places and see if your computer is using the same network protocol as everyone else and if the workgroup name is correct.
5. A, C, and D. IPX/SPX, TCP/IP, and NetBEUI are all network protocols.
6. True. You have to install File and Printer Sharing in order to share your computer's folders, files, and printers on the network.

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