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## 4.0 INTRODUCTION

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Windows 95 comes with a set of programs called “Accessories”. These accessories are used to write, paint, calculate, and perform a variety of other tasks. Some of these accessories were also in the previous version of Windows. Usually, they have common features, so they are easy to use. This unit will be discussing about the use of these accessories.

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### 4.1 OBJECTIVES

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At the end of this unit, you should be able to deal with:

Paint package

Wordpad and Notepad

other accessories of Windows

briefcase utility of Windows 95

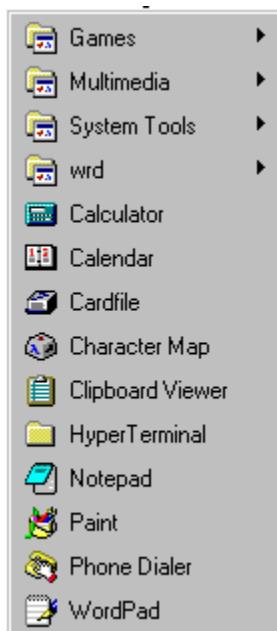
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### 4.2 RUN YOUR PROGRAMS

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To run the accessory programs, follow the instructions:

1. Click the **Start** button.
2. Then click on **Programs**, and then click on **Accessories**.
3. The cascading menu appears. Click on the program you want to run.



To run other programs, that have been created by the users :

1. Click on **Run...** option from the **Start** menu.
2. **Run** dialog box is opened. In the **Open** text box, enter the path name of the program you want to run.
3. If you do not remember the name of the file, click on **Browse...** button.
4. In the **Browse** window, look in text box lists the available drives, folders, and files. Click on the down-arrow.
5. To see inside a folder, click it. The box below shows the folders and files in the selected location.
6. Double-click a folder or file to open it.



7. To open the folder one level higher, click on the toolbar.
8. Once the file is located, click on **Open** and then click on **OK** from the **Run** window.

## 4.3 WINDOWS 95 ACCESSORIES

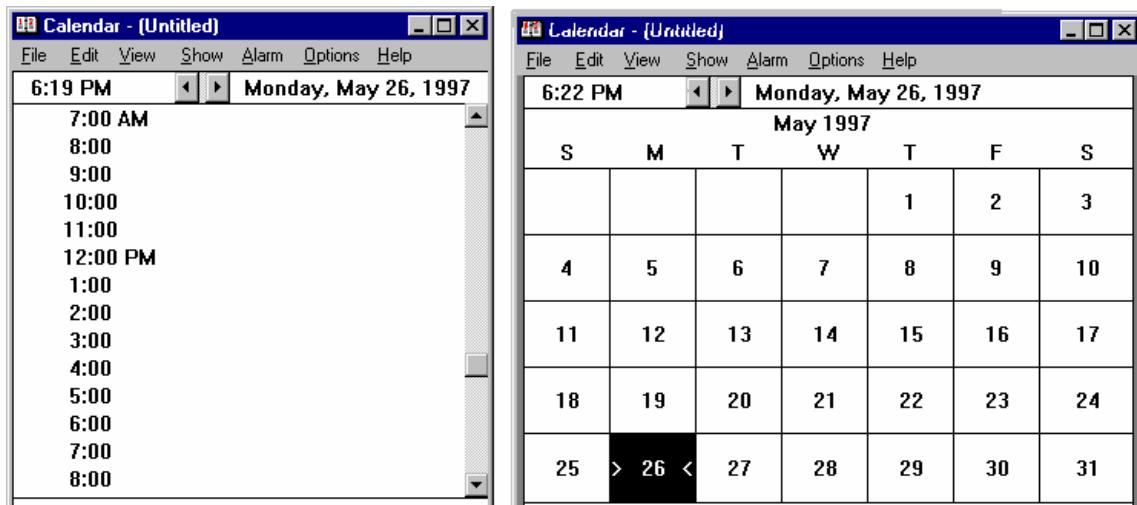
In the following session, we will discuss the various accessories in more detail.

### 4.3.1 General Use

The usual accessory programs that are used are easy and useful to work with. They are provided for performing certain day-to-day activities of the users.

#### *Calendar*

Windows Calendar is used to view the current month's calendar that shows the day and date, and also the current day showing the timings to keep track of your appointments. To display either of the mentioned views, click on the View option, and select whichever you require.



Above given are the samples of two views. The left window displays the day schedule to track your appointments, whereas, the right window displays the month calendar.

## A Graphical User Interface

### **Calculator**

You can use Calculator in **standard** view to do simple calculations, or use it in **scientific** view to do advanced scientific and statistical calculations. You have been using this program in earlier versions of Windows also.

### **Character Map**

Character Map works only with Windows-based programs. This is used to insert a special character into a document.

To insert a special character in the document, follow the given steps :

1. Select **Character Map** from the cascading menu of **Accessories**.
2. Click the **Font** box, and then click a font.
3. To magnify a character in Character Map, click it and hold down the mouse button. Double-click each character you want. The character(s) will appear in the **Characters To Copy** box.
4. Click **Copy**.
5. In your document, click where you want the character(s) to appear, click the **Edit** menu, and then click **Paste**.
6. Select the character(s), and then change them to the same font you used in Character Map.

### **Clipboard Viewer**

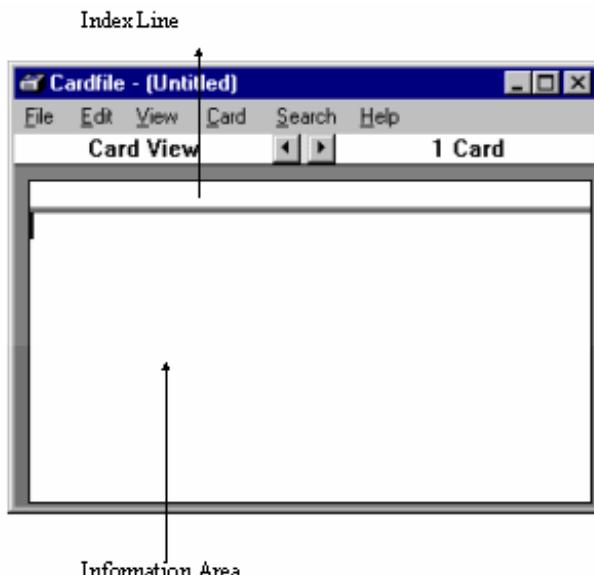
As we know from our earlier experiences, that clipboard is the invisible holding area for copy and cut operations, but you can save the information for later use. If the current information on the clipboard is not saved, it is lost the next time you copy new information to it.

Clipboard is mainly used to transfer information between applications.

### **Cardfile**

You can use Windows Cardfile to organise and manage information, such as names, addresses, and phone numbers.

Card view displays your file as a series of cards. List view displays the index line of every card in the file in alphabetic order.



Index Line is the bar at the top of each card that contains the title of the card. Entering text in the index line is optional. In List View, the index line of every card in the file is displayed in alphabetic order.

The area of the text below the index line, into which you type information is the Information Area.

The options from the menu enable you to the usual tasks like, add or delete cards. Pictures and drawings can also be embedded or linked in cards.

### ***MS Exposition***

Microsoft Exposition is used to learn about Microsoft products, in categories such as Entertainment, Business, and Kids.

### ***Games***

If you do not see any games on your Accessories menu, then you did not install any games when you installed Windows. Usually the games that come with Windows 95 software are Solitaire, FreeCell, Minesweeper, and Hearts.

#### **4.2.2 Writing & Drawing**

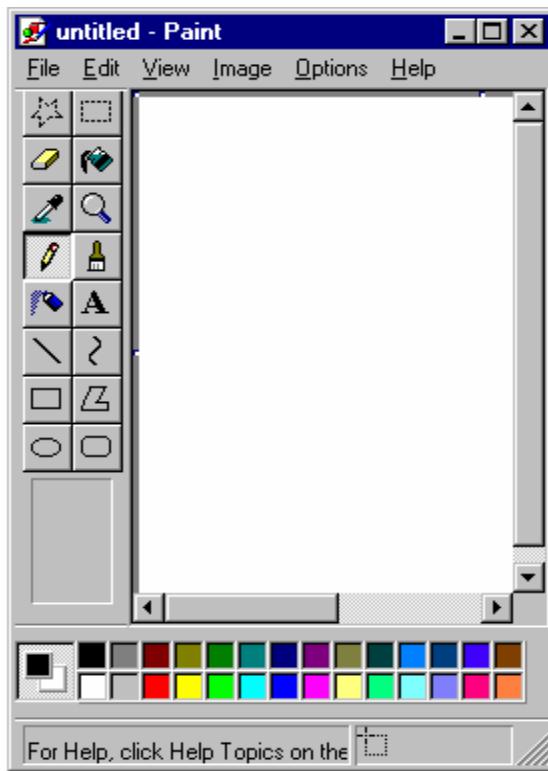
Whereas, drawing brings out fun in the work, writing part is essential for all types of communications. The different tools that are provided with Windows 95 are WordPad in addition to Paint (Paint Brush in earlier versions of Windows), and Notepad that was there in earlier also. Let us look into these tools in detail.

##### ***Paint***

Paint is a bitmap-painting program with a full set of painting tools and a wide range of colours. You can use it to create, edit, and view pictures. The pictures created by Paint can be pasted into another document you have created, or use it as your desktop background. You can even use Paint to view and edit scanned photos.

To start Paint, select **Paint** from the cascading menu of **Accessories**.

## A Graphical User Interface



The Paint window consists of a workspace, or **canvas**, where you paint pictures. To the left of the canvas is the **Toolbox**, which contains a set of painting tools. The **colour palette** is at the bottom of the canvas. The **selection box** is on the left side, where you select the width of lines or pen tips to use for the Brush, Line, Eraser, and other tools. To paint, select a tool, a colour, and a line width, and then start painting on the canvas.

## WordPad

WordPad is a text editor for short documents. Though, this accessory does not have the advanced features of full-blown word processors like MS-Word. You can format documents in WordPad with various fonts and paragraph styles.

To start WordPad, click on Start menu, then on Accessories, and then on WordPad.



Once WordPad is running, you can do the following:

1. Specify the initial page layout for a document, such as paper size and margin settings.

2. Type, edit, and delete text, as well as copy or move text from one place to another. You can also copy or move text between two different applications.
3. Change the font, style, and size of characters, and change the alignment and indents of paragraphs. You can also set special tabs and create bulleted or numbered lists.
4. Search for previously typed text or replace text with new text.
5. Create compound documents that contain pictures, spreadsheet data, charts, sound, and video created in other applications.

### **Notepad**

You can use Notepad to create or edit text files that do not require formatting and are smaller than 64K. Notepad opens and saves text in ASCII (text-only) format only. To create or edit files those require formatting or are larger than 64K, use WordPad. Notepad loads very quickly and is easy to learn and use.

To start Notepad, click on **Notepad** from the cascading menu of **Accessories**.



Now you can type text in the workspace and use standard editing techniques to insert, delete, and copy or move text.

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## **4.4 BRIEFCASE**

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Briefcase is designed for mobile users who carry portable computers with them while travelling. These users work on files at home and while travelling on the road, therefore they can use Briefcase to help keep the various copies of the files updated.

The principle behind Briefcase is that, the user has multiple copies of files on different systems. The Briefcase keeps track of which files are the most recent and update the files that do not have the most recent data.

To use Briefcase, follow the steps given below:

1. Drag files from shared folders on your main computer to the **Briefcase** icon on your portable computer.
2. After you finish working on the files on the portable computer, reconnect to your main computer.

## A Graphical User Interface

3. Click **Update All in Briefcase** to automatically replace the unmodified files on your main computer with the modified files in your Briefcase. The files on your main computer are automatically revised; you do not need to move the files you worked on out of Briefcase or delete the existing copies.

When you are copying files from your main computer into Briefcase, the two computers must be connected, either over a network or by a cable.

If you do not see a Briefcase icon on your desktop, follow the steps given below:

1. Click on **Settings** from the **Start** menu, then click on **Control Panel**, and finally double-click on **Add/Remove programs** object to open the **Add/Remove Programs** dialog box.
2. Click **Accessories**, and then click **Details**.
3. Click the check box for **Briefcase** to mark it for installation, and then click **OK**.

### Check Your Progress

1. What are the “Accessories” of Windows?

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2. Which programs are new in Windows 95 that were not there in earlier versions of Windows?

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3. What is the function of the “Briefcase” in Windows 95?

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## 4.5 SUMMARY

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In this session you have learned:

1. Windows 95 comes with a set of programs called “Accessories”.
2. Windows Calendar is used to view the current month’s calendar that shows the day and date, and also the current day showing the timings to keep track of your appointments.
3. You can use Calculator in **standard** view to do simple calculations, or use it in **scientific** view to do advanced scientific and statistical calculations.
4. Character Map works only with Windows-based programs, that is used to insert a special character into a document.
5. Clipboard is the invisible holding area for copy and cut operations, and also to save the information for later use.
6. Clipboard is mainly used to transfer information between applications.
7. Windows Cardfile is used to organise and manage information, such as names, addresses, and phone numbers.

8. Microsoft Exposition is used to learn about Microsoft products, in categories such as Entertainment, Business, and Kids.
9. The pictures created by Paint can be pasted into another document you have created, or use it as your desktop background.
10. WordPad is a text editor for short documents.
11. Notepad is used to create or edit text files that do not require formatting and are smaller than 64K.
12. Briefcase is designed for mobile users who carry portable computers with them while travelling.
13. The Briefcase keeps track of which files are the most recent and update the files that do not have the most recent data.

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#### **4.6 MODEL ANSWERS**

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The questions given in the ‘Check Your Progress’ have been designed only at the conceptual level and the answers to these questions are directly available in the unit. Therefore, Model Answers have not been provided. However, as this block is more practical oriented, therefore, students are advised to try the commands given, on their terminals.