Name: _____   Section: _____

CS 103 Introduction to Computers
Hands-on Exercises: Windows XP

All exercises refer to the Hands-On Exercises in the class textbook Microsoft *Office 2003, Volume 1*, by R. T. Grauer & M. Barber.

Check off each step of the exercises below after you complete them. You are required to print documents for the specified exercise steps. Submit them by stapling them to the back of this form and turn them into the instructor. If you have questions about printing, completing the assignment, ask the instructor.

Submit this assignment at the **beginning** of your assigned class. If you have not completed an exercise, then print out your results at the last step completed to receive partial credit. Late work will be reduced 50% for each class period late. This assignment is worth 15 points.

Do not use diskette drive A: for this assignment. Save all files on your USB removable disk drive instead. When the book specifies drive A:, instead use your USB removable disk drive.

Hands-On Exercise 1: Welcome to Windows XP (pp. 10 – 17)

[ ] Step 1.   Log On to Windows XP

[ ] Step 2.   Choose Theme and Start Menu

[ ] Step 3.   Open My Computer Folder

[ ] Step 4.   Move and Size a Window   [Minimizing versus Closing...]

[ ] Step 5.   Capture the selected Window with Alt+PrtScrn **(Print Document)**

[ ] Step 6.   ~~Skip this step. We don't use floppy disks~~

[ ] Step 7.   Step 7: Help and Support Center but do NOT print

[ ] Step 8.   Step 8: Log Off the Computer   [The Task Manager]

Hands-On Exercise 2: Download the Practice Files (pp. 21 – 28)

[ ] Step 1.   Start the Browser

[ ] Step 2.   Download the Practice Files

[ ] Step 3.   Install Practice Files to your USB removable disk drive

[ ] Step 4.   Delete the Compressed File   [Sort by Name, Date, …]

[ ] Step 5.   Modify a Document **(Print Document)** [The Document, Not…]

[ ] Step 6.   Create New Folder on USB drive   [Use Word to create backup]

[ ] Step 7.   Move the Files within USB drive   [The Plus and Minus Signs]

[ ] Step 8.   A Look Ahead (The folders button) [Navigating the Hierarchy]

Hands-On Exercise 3: Windows Explorer (pp. 32 – 40)

[ ] Step 1.   Create a New Folder <u>on USB Drive</u> [The Rename Command]

[ ] Step 2.   Move the Files   [Select Multiple Files]

[ ] Step 3.   Copy a Folder   [Right Click and Drag]

[ ] Step 4.   Modify a Document   [Keyboard Shortcuts]

[ ] Step 5.   Copy (Back up) a File   [The My Documents Folder]

[ ] Step 6.   Delete a Folder   [Customize Windows Explore]

[ ] Step 7.   The Recycle Bin   [Two Ways to Recover a File]

[ ] Step 8.   The Group By Command   [Keep the View]

[ ] Step 9.   Complete the Exercise **(Print Document)**

Hands-On Exercise 4: Increasing Productivity (pp. 44 – 48)

[ ] Step 1.   Display the Desktop Icons   [The Quick Launch Toolbar]

[ ] Step 2.   Create a Web Short Cut   [Working with Shortcuts]

[ ] Step 3.   Create Additional Shortcuts   [Arrange Icons Command]

[ ] Step 4.   Search for a Document   [You don't Need Complete…]

[ ] Step 5.   Search Results **(Print Screen Capture of search results)**
                         No need to do steps 6, 7, and 8

Practice Exercise 3: Create Your Own Folders (pp. 69)

1. Use your USB removable disk drive instead of a diskette A:
2. Create a Correspondence folder and Business and Personal subfolders.
3. Create a My Courses folder and a subfolder for each of your classes. For this class create a folder path <u>USB:\My Courses\cs103</u>.
4. Create a subfolder within the cs103 folder called <u>winxp</u>.
5. Move all files created in this assignment on your USB drive to the folder specified by the path <u>USB:\My Courses\cs103\winxp</u>.
6. Expand all folders contained in the USB drive by clicking the [+] sign in the folder pane of Windows Explorer to expand the USB folders.
7. Do an Alt-PrtScrn screen capture of the Windows Explorer window after creating all folders specified earlier. The image should look similar to the Figure 22 but the folder names will be different.

I completed all parts of this assignment

Signature: _____   Date completed: _____