



NATIONAL DIPLOMA IN COMPUTER TECHNOLOGY



COMPUTER PACKAGES 1

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Week 1

At the end of Week 1 the Students will be able to:

- (i) Explain the difference between Systems Software, Program generators and Application Packages
- (ii) Know the different categories of computer Packages

Systems Software:

A System Software is a program that controls and supports operations of a computer system. System software includes variety of programs such as Operating system, Database management system; Communications control programs as well as Service and Utility programs.

Program generators:

These software programs enable an individual to easily create a program of their own with less effort and programming knowledge. With a program generator a user may only be required to specify the steps or rules required for his or her program and not need to write any code or very little code.e.g are Adventure Maker, Alice, Stagecast creator and Yoyo games

Stage Cast creator:

This program generator gives one the power to create an interactive simulations, stories, games, etc.

Adventure Maker:

This is a program generator that enables users to create point- and click games and virtual tours for windows.

Yoyo game:

This Program enables individual to come and play, make and share online casual games.

Application Packages:

These are prewritten computer programs designed for special or general purpose tasks. Some applications packages perform single functions, while others integrate several functions in a single package

Software Packages

Software packages could be categorized into the following classes:

- (i) Word processing Packages
- (ii) Electronic spreadsheets
- (iii) Database Management Systems (DBMS)
- (iv) Desktop publishing Packages (DTP)

Week 2

At the end of week 2, the students will be able to:

- (1) Identify the modes of Packages acquisition
- (2) State the criteria for Packages Acceptability
- (3) Understand Windows

Modes of Packages Acquisition

These are ways the users acquire the software packages for use: Software packages could be acquired through the following ways:

- (i) Buying from Software Developers
- (ii) Renting from Software Houses
- (iii) Buying from Software Vendors
- (iv) Hiring from Software Developers

(2) Criteria for Packages acceptability

- (i) Whether the Packages meet the users needs
- (ii) Whether the packages meet up with the processing requirements
- (iii) Whether the packages are affordable by those who need them
- (iv) Whether the packages are reliable
- (v) Whether the packages are

(3) Concepts of Windows:

Windows is a graphical multi user interface that uses icons that represent tasks and allows multitasking operation

What is a Graphical User Interface?

A Graphical User Interface (GUI) is simply an additional part of the operating system that displays windows and drop down menus, and also enables you to drive your computer using a mouse. Examples of operating system that use a GUI include Windows and IBM's OS/2.

The advantages of using a GUI

All programs look similar and when you switch from a program supplied by one manufacturer to one from a different manufacturer, you will find the transition very easy.

Application programs work in the same way as the underlying operating system.

The GUI also allows programmers to easily write consistent looking programs

Week3

At the end of week 2, the students will be able to:

- (1) Know what Spreadsheet is
- (2) Know concept of Spreadsheet
- (3) Know advantages and disadvantages of spreadsheet
- (4) Know application areas of Spreadsheet

SPREADSHEET

A Spreadsheet is a Programmable Application Package that mostly operates with Rows and Columns of numbers on the Screen and allows the users to enter Values, Labels and Formulas for automated calculations of some expected results. As the name suggests, Spreadsheets were simply a means of spreading figures or numeric data items over a sheet of paper and carrying out calculations on them.

Typical examples of Spreadsheet Programs include the following:

- Ms Excel
- Lotus 1-2-3
- Multiplan
- Supercalc
- Viewsheet
- Pipedream
- Quattro
- Eureka

WORKBOOK

A Workbook is a File in which users work and store their data. Each Workbook contains many Worksheets that allow users to organize various kinds of related information in a single File. Stated in another way, a Workbook is a collection of several Worksheets. Ms Excel Workbook contains a minimum of one Worksheet and a maximum of two hundred and fifty five (255) Worksheets.

WORKSEET

A Worksheet is the Primary document that the user uses in Ms Excel to store and work with data. A Worksheet consists of cells that are organized in Rows and Columns. A typical Worksheet is made up of 256 Columns by 65,536 Rows. It is sometimes called a Spreadsheet.

CELL

A cell is any rectangular box in the Worksheet that is formed as a result of the intersection of a Row and a Column. A Cell is identified by a Cell name or Address, which is formed by combining a Column name with a Row name.

RANGE

A range is any rectangular collection of Cells.

LABEL

A Label is any Worksheet data entry that consists of text. A Label cannot be used for Computations or Calculations but are mostly used for Column heading in the Worksheet.

VALUE

A Value is any Worksheet data entry that consists of numbers. A Value is used for Calculations or Computations.

FORMULA

A Formula is any Expression that computes a Numeric result. Usually, a Formula begins with the sign of equality (=).

FUNCTION

A Function is an in-built Formula for automatic calculations. A Function is sometimes refers to as built-in calculations and data manipulations that perform work on Formulas and Values.

FILL HANDLE

A Fill handle is a cell pointer's box that you can Click and drag to extend and copy the cell's contents. It is also a black square box at the bottom right hand corner of an active cell through which the user can click and drag to copy and paste the cell's contents.

WIZARD

A Wizard is a Step-by-step set of dialogue boxes that guide the user through the creation of a document or that guide the user on how to accomplish a specific task.

OFFICE ASSISTANT

An Office Assistant is an Animated cartoon Character that appears on the Screen and offers useful advice as the user uses Office Program.

ARGUMENT

An Argument is a value that a Function operates with or it is a value that a Function uses in performing calculations. Argument usually appears inside a Function's parentheses.

ABSOLUTE ADDRESS

An Absolute address is an address that references cells using their specific addresses and does not change if the cell holding the Formula is copied.

RELATIVE ADDRESS

A Relative Address is an Address that references cells based on the current cell's location and will change if the cell holding the Formula is copied.

ADVANTAGES OF SPREADSHEET

- Spreadsheet automates most of the manual computations using Formulas and Functions.
- Spreadsheet comes with a large worksheet editing area for the User's work.
- There is inclusion of Facility for creating sophisticated and Professionally looking charts.
- There is inclusion of Database Management Facility for the user's need.
- Communication is possible between Spreadsheet Programs and other Windows - based Programs.
- With Spreadsheet, Financial documents and other confidential documents can be protected from unauthorized access.
- Spreadsheet is a Flexible and a User Friendly Application Package.

DISADVANTAGES OF SPREADSHEET

- Protected documents (Pass worded documents) cannot be retrieved if the name of the Password is forgotten.
- Corrupted Spreadsheet files can cause draw back to Managers since it can lead to lose of vital information.
- Despite its popularity, flexibility and ease of use many Users can still not afford to acquire this software Package.
- Hidden Source code makes it quite impossible for the user to modify the Program to include additional Facilities or Features he/she may need to work with.

TASKS SUITABLE FOR SPREADSHEET AUTOMATION

The following tasks are particularly suitable for Spread Automation:

- Payroll Calculations
- Invoicing

- Budget Preparations/Calculations & Analysis
- Sales Analysis & Forecasting
- Inventory Control
- Investments Plans
- Examinations Results Processing
- Balance Sheet Preparation
- Journals and Ledgers Transactions
- Preparation of various Accounts

Week4

At the end of week 2, the students will be able to:

- (1) Know what Word processor is
- (2) Know concept of Word processing
- (3) Know advantages and disadvantages of spreadsheet
- (4) Know major features of a Word processor

Word processor:

This is an Application software package that enables the user to type, edit, format, store, retrieve and print mainly text-based document. Put in another way, this package turns an electronic computer into an electronic typing machine. Examples of Word processors include:

- (i) Ms Word
- (ii) MultiMate
- (iii) AmiPro
- (iv) Word Perfect
- (v) Note pad
- (vi) Word star
- (vii) Letter Perfect

(2) Concepts of Word Processing:

Word processing is the activities of typing, editing, formatting, storing, retrieving and printing mainly text-based document with computer

Software

What is an Operating System?

- The operating system is a special type of program that loads automatically when you start your computer. The operating system allows you to use the advanced features of a modern computer without having to learn all the details of how the hardware works. There are a number of different types of operating system in common use. The IBM PC (Personal Computer) was introduced way back in 1981 and was originally supplied with an operating system called DOS (Disk Operating System). This operating system was very basic, and you had to be a bit of a computer expert just to understand how to use it. It was NOT user-friendly. Later on, Microsoft introduced Windows and this is the operating system that is most widely used on PCs today. To complicate matters further, there are a number of different types of Windows. The first widely used version of Windows was called Windows 3.1. This was more powerful than DOS and far easier to use. It had a Graphical User Interface (GUI), i.e. you could 'drive' it using a mouse and drop down menus. Later versions of Windows include Windows 95, Windows NT, Windows 98, Windows 2000 and Windows XP. The good news is that later versions of Microsoft Windows look almost identical to each other and are all much easier to use than Windows 3.1.

Main functions of an operating system

- The operating system is a special type of program that loads automatically when you start your computer. The operating system allows you to use the advanced features of a modern computer without having to learn all the details of how the hardware works. There are a number of different types of operating system in common use. The IBM PC (Personal Computer) was introduced way back in 1981 and was originally supplied with an operating system called DOS (Disk Operating System). This operating system was very basic, and you had to be a bit of a computer expert just to understand how to use it. It was NOT user-friendly. Later on, Microsoft introduced Windows and this is the operating system that is most widely used on PCs today.
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IBM produced an operating system called OS/2 but this was largely ignored and is only used by a few companies.

UNIX and Linux are other examples of operating systems that may be run on PCs

Other types of computers, such as those manufactured by Apple have a completely different operating system.

What is a Graphical User Interface?

- A Graphical User Interface (GUI) is simply an additional part of the operating system that displays windows and drop down menus, and also enables you to drive your computer using a mouse. Examples of operating system that use a GUI include Windows and IBM's OS/2.

The advantages of using a GUI

- All programs look similar and when you switch from a program supplied by one manufacturer to one from a different manufacturer, you will find the transition very easy.
- Application programs work in the same way as the underlying operating system.
- The GUI also allows programmers to easily write consistent looking programs.

What is an application program?

- An application program is the type of program that you use once the operating system has been loaded. Examples include word-processing programs (for producing letters, memos etc), spreadsheets (for doing accounts and working with numbers), databases (for organizing large amounts of information) and graphics programs (for producing pictures, advertisements, manuals etc).

Word processing

- A word processing program (such as Microsoft Word) allows you to easily produce letters, memos, etc. You can easily mail merge a list of names and addresses to produce mass mailers, individually addressed to customers or subscribers.

Spreadsheets

- A spreadsheet program (such as Microsoft Excel) allows you to work out a company's income, expenditure and then calculate the balance. It enables you to make 'what if' type projections of how the company will fair in the future and to forecast how changes in prices will affect profits.

Databases

- A database program (such as Microsoft Access) allows you to compile information and then to search this information to extract just the information you require. For instance, if you have a database of all the equipment housed within an office you can very simply produce a report listing only the equipment above a certain value.

Presentation

- A presentation program (such as Microsoft PowerPoint) allows you to produce professional looking presentations, which can be printed out directly onto slides for use with an overhead projector. Alternatively, you can display your presentations directly on a computer screen.

Web browsing

- These applications allow you to view and interact with the World Wide Web (WWW).

Web authoring

- These applications allow almost anyone to create a web site, quickly and easily.



Week 5

Getting to Know Windows

Understanding Windows XP

What is Windows XP?

- **Windows XP** is the newest Microsoft operating system. Based on **Windows 2000 Professional** and powered by the new **Windows Engine**, Windows XP is said to be more reliable, efficient, secure, and easy to use. Features new to Windows XP include: an updated user interface; new multimedia, communications, and networking features; a new Help and Support Center; plus other new and improved experiences.

Note: Windows XP is available in **Home** and **Professional** editions. This training manual covers **Windows XP Professional**.

The New Windows Engine

- **Windows XP** is built on the code base of **Windows 2000** and **Windows NT** that feature a 32-bit computing architecture and a fully protected memory model. Enhancements added to Windows XP include improved document recovery, improved application and hardware compatibility, system memory protection, and system stability.

Windows XP System Requirements

To use **Windows XP Professional**, your system must have:

- 300 megahertz or higher processor clock speed (minimum 233 megahertz).
- 128 megabytes RAM or higher (minimum 64 megabytes).
- 1.5 gigabytes available hard disk space.
- Super VGA (800x600) or higher resolution video adaptor and monitor.
- CD-ROM or DVD Drive.

Note: To use certain features in Windows XP, your system will require additional functionality. For example, Internet and e-mail functionality requires an Internet connection.

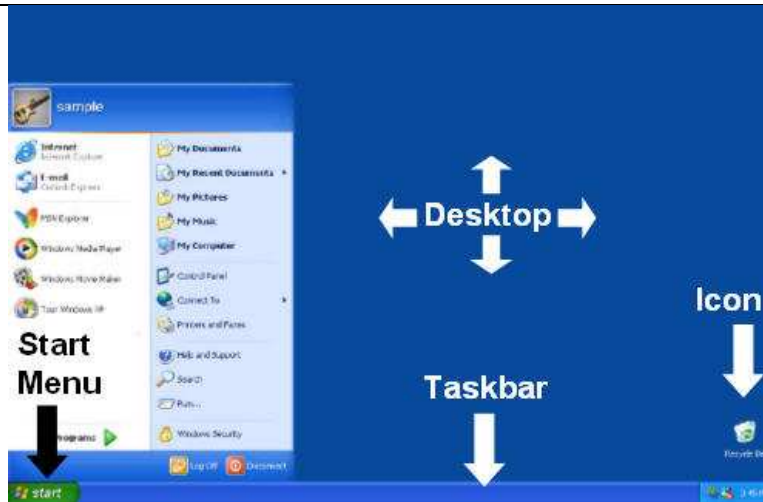
Using the Microsoft Web Site

- The **Microsoft Windows XP Professional** Web site provides Windows XP users with support, downloads, tips, and product information. You can visit their Web site at <http://www.microsoft.com/windowsxp/pro/default.asp>.

Getting to Know the Windows XP Environment

Working with the New Windows XP Interface

- Windows XP offers a bright new visual design. The **Start** menu, **taskbar**, and other desktop elements all have new looks. Features new to Windows XP keep the desktop and taskbar less cluttered and the **Start** menu personalized to your preferences.



Using the Start Menu

- The **Start** menu provides access to the most useful items on your computer including all programs, most recent documents, help and support, and other items on your computer. Windows XP includes more **Start** menu customization options.

To access the Start menu:

- Click the **Start** button at the bottom-left of the screen:



Using Icons

- Files, folders, and programs are represented by icons. A file's icon is represented by the program the file was created in. Folder icons usually look like a folder. Some folders can have a customized icon applied to them. The name of the file, folder, or program is displayed under the icon.
- The **Recycle Bin** is the only folder displayed on the desktop when you first start Windows XP:

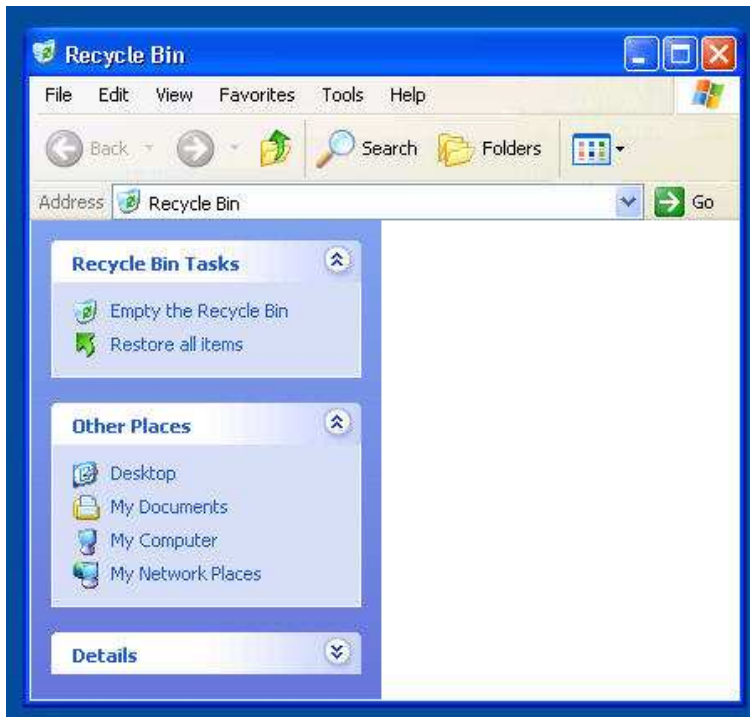


To open a file, folder, or program:

- Double-click on the file, folder, or program icon.

Using Windows

- Windows are frames on the desktop that contain the contents of opened files, folders, and programs:



Using the Desktop

- The desktop is the background displayed on your computer screen. File, folder, and program icons can be displayed on the desktop for easy access to your most commonly used tasks, documents, and programs. Opening files, folders, and programs displays window frames on the desktop.
- The desktop can be customized with themes and backgrounds to personalize the look of your computer.

Using the Taskbar

- The taskbar displays opened files, folders, and programs. When multiple windows are open, you can click on file, folder, or program buttons in the taskbar to switch between windows.



- The taskbar also contains a notification area where the current **time** and **Windows Messenger** program are displayed by default. The notification area is at the very right of the taskbar:



Working with the Start Menu

Starting and Ending your Computer Session

Logging On

- A new feature to Windows XP, the **Welcome Screen** lists all user accounts.

To log on:

- Click your user account.
- Type your password.
- Click the arrow in the green box.

OR

- Click your user account.
- Type your password.
- Press the **Enter** key on your keyboard.

Logging Off

- Logging off does not shut down your computer. When you log off, all open programs are closed.

Switching Between Users

- When you switch between users, all programs keep running and the computer switches to another user. When you return to your user account, your open programs are exactly as you left them.

To keep programs running and switch between users:

- Click **Start > Log Off**. This opens a **Log Off Windows** dialog box.
- Click **Switch User**.

Restarting the Computer

- Click **Start > Turn Off Computer**. This opens a **Turn off computer** dialog box.
- Click **Restart**.

Sending the Computer into Hibernation

- Sending your computer into hibernation saves everything in computer memory onto your hard disk. When your computer is awakened from hibernation, all programs and documents that were open when you sent your computer into hibernation are restored on the desktop.

To send your computer into hibernation:

- Click **Start > Turn Off Computer**. This opens a **Turn off computer** dialog box.
- Click **Hibernate**.

Shutting Down the Computer

- Shutting down the computer turns your computer off.

To shut down the computer:

- Click **Start > Turn Off Computer**. This opens a **Turn off computer** dialog box.
- Click **Turn off**.

Getting to Know the Start Menu

Accessing the Most Frequently Used Programs

- The most frequently used programs are automatically displayed at the beginning of the **Start** menu. Although only five programs are displayed at the beginning of the **Start** menu when you use Windows XP for the first time, the **Start** menu will display up to six frequently used programs by default.

Accessing Internet and E-mail Programs

- By default, Internet and e-mail programs are displayed above the most frequently used programs. You will notice that a separator line divides the two sections. The top section above the most frequently used programs is known as the **pinned items list**. The **pinned items list** is static and does not change or update like the most frequently used programs.

To access Internet and e-mail programs:

- Click the **Start** button.
- Select the Internet or e-mail program you want to open:



Note: Customizing the **pinned items list** is discussed later in this chapter.

Accessing All Programs

- Clicking on **All Programs** in the **Start** menu opens a list of applications available on your computer.

To access All Programs:

- Click **Start > All Programs**.
- Select the application you want to open:



Note: When a menu item has a right pointing triangle next to it, clicking on the menu item will open another menu displaying additional menu options.

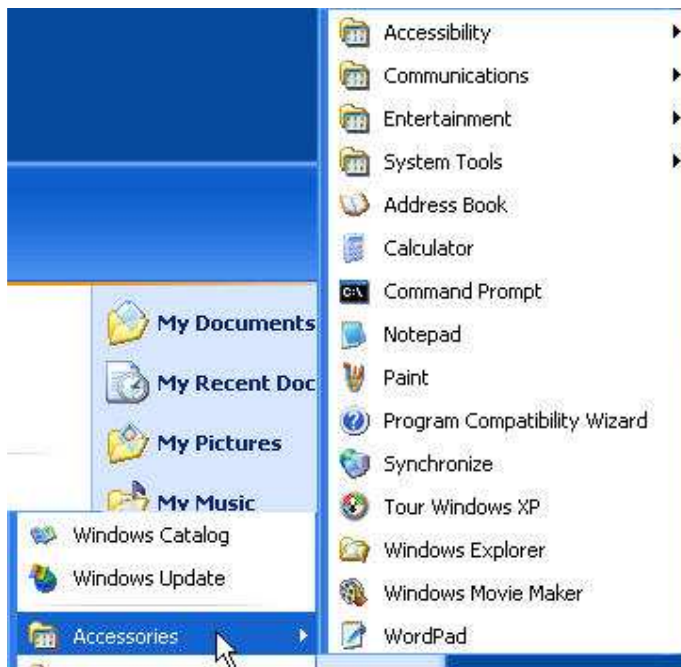
Getting to Know Default Folders in the Start Menu

Accessing Accessories

- The **Accessories** folder is a default Windows XP folder listed under **All Programs** in the **Start** menu.
- The **Accessories** folder contains Windows XP programs and helpful tools to get the most out of Windows

To access the Accessories folder:

- Click **Start > All Programs > Accessories**.



Note: Programs and tools in the **Accessories** folder are discussed in more detail when the specific functionality is covered in the **Foundation** and **Intermediate** training manuals.

Accessing Games

- The **Games** folder is a default Windows XP folder listed under **All Programs** in the **Start** menu.
- The **Games** folder contains Windows XP games including **FreeCell**, **Hearts**, **Internet Backgammon**, **Internet Checkers**, **Internet Hearts**, **Internet Reversi**, **Internet Spades**, **Minesweeper**, **Pinball**, **Solitaire**, and **Spider Solitaire**.

To access the Games folder:

- Click **Start > All Programs > Games**.

Note: Games are discussed in more detail in the **Intermediate** training manual.

Adding Applications to the Startup Menu

- The **Startup** folder is a default Windows XP folder listed under **All Programs** in the **Start** menu.

- Any applications in the **Startup** folder begin automatically each time you start Windows XP. The **Startup** folder is empty by default.

To add applications to the Startup folder:

- Click **Start > All Programs**.
- Right-click on **Startup**.
- From the pop-up menu, select **Open**:



- This opens the **Startup** window.
- Create a shortcut of the application you want to add to the **Startup** folder.
- Cut and paste the shortcut into the **Startup** window.

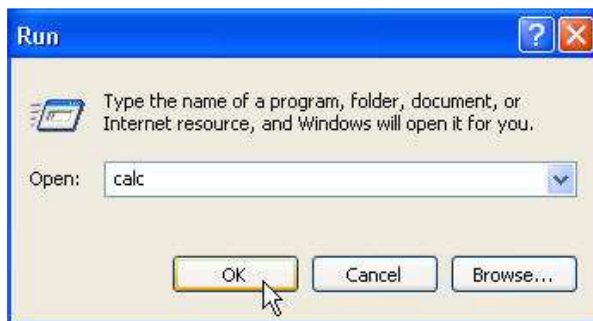
Note: Creating shortcuts and cutting and pasting files, folders, and programs, is discussed in more detail later in this training manual.

Running Programs and opening Folders and Documents

- The **Run** command on the **Start** menu allows you to run programs, open folders and documents, or go to a Web site.

To display the Run command:

- Click **Start > Run**. This opens the **Run** dialog box:



- Type the name of the program, folder, document, or Web site you want to run or open.
- Click **OK**.

Customizing the Start Menu

Selecting a Start Menu Style

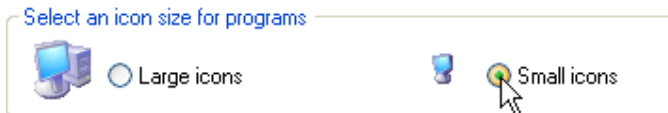
- The Windows XP **Start** menu has a new design and layout. For those users that prefer the **Start** menu style of older Windows versions, the **Start** menu can be changed to the **Classic Start menu**.

Selecting a Start Menu Icon Size

- In the **Start** menu, an icon is displayed to the left of each program, folder, or file, providing a visual representation of the corresponding program, folder, or file. The size of the icons can increase or decrease the overall size of the **Start** menu.

To increase or decrease the size of Start menu icons:

- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Click the **Customize** button.
- Select the **Large icons** or **Small icons** option button in the **Select an icon size for programs** area:

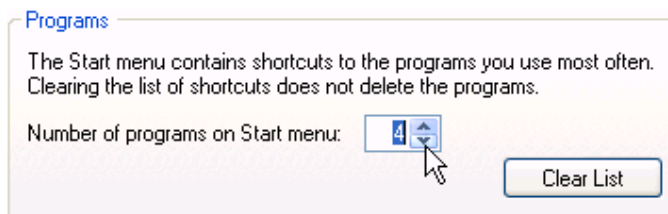


Changing the Number of Programs Displayed in the Start Menu

- The **Start** menu displays six frequently used programs by default. When you remove a program from the frequently used programs list, it is replaced by another program.

To customize the number of frequently used programs displayed in the Start menu:

- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Click the **Customize** button.
- Click the up and down arrows on the **Number of programs on Start menu** box in the **Programs** area:



- Click **OK**.
- Click **OK** again to exit the **Taskbar and Start Menu Properties** dialog box.

Note: To clear all programs displayed in the frequently used program list, click the **Clear List** button.

Displaying Recent Documents

- The **My Recent Documents** folder displays the most recent documents you have opened. The **My Recent Documents** folder is located among the **Start** menu items with a blue background:



To remove the My Recent Documents folder from the Start menu items:

- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Click the **Customize** button.
- Click the **Advanced** tab.
- Uncheck the List my most recently opened documents box in the Recent documents area.
- Click **OK**.
- Click **OK** again to exit the **Taskbar and Start Menu Properties** dialog box.

Note: To clear all documents displayed in the **My Recent Documents** list, click the **Clear List** button.

Clearing Recent Documents from the Classic Start Menu

- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Select the **Classic Start menu** option button.
- Click the **Customize** button.
- Click the **Clear** button in the **Start menu** area.
- Click **OK**.
- Click **OK** again to exit the **Taskbar and Start Menu Properties** dialog box.

Using Advanced Options from the Classic Start Menu

- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Select the **Classic Start menu** option button.
- Click the **Customize** button.
- Click the up and down arrows on the scroll bar to scroll through the **Advanced Start menu options**.
- Check and uncheck your preferred options.
- Click **OK**.
- Click **OK** again to exit the **Taskbar and Start Menu Properties** dialog box.

Customizing the Desktop and Taskbar

Customizing the Desktop

Applying a Desktop Theme

- A desktop theme affects the whole look of your desktop, including the desktop background, screen saver, window appearance, pointers, and sounds. You can choose between the **Windows XP** or **Windows Classic** theme, or create your own theme. By default, the Windows XP theme is applied the first time you start Windows XP:



Applying a Desktop Background

- The desktop background can be customized with a picture, texture, or color. You can choose from Windows XP backgrounds or use your own images.

To apply a desktop background:

- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Desktop** tab.
- Select a background from the **Background** list.
- Click **OK**.

Applying your own Image to the Desktop Background

- Select the picture in the **My Pictures** folder that you want to apply as the desktop background.
- Click the **Set as desktop background** link in the task panel:



Applying a Screen Saver

- A screen saver is activated automatically after your computer has been idle for the number of minutes specified in the **Wait** box. The screen saver will automatically return you to your work unless you have password protected the screen saver.

To apply a screen saver:

- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Screen Saver** tab.
- Select a screen saver from the **Screen Saver** drop-down menu.
- Click the **Preview** button to preview the screen saver.
- Click **OK**.

Note: To change screen saver settings, such as the color or speed of a screen saver, click the **Settings** button.

OR

- Click **Start > Control Panel > Appearance and Themes**.
- Click **Choose a screen saver** in the **Pick a Task** area. This opens the **Display Properties** dialog box at the **Screen Saver** tab.
- Select a screen saver from the **Screen Saver** drop-down menu.
- Click the **Preview** button to preview the screen saver.
- Click **OK**.

Password Protecting a Screen Saver

- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Screen Saver** tab.
- Check the **On resume, password protect** box.
- Click **OK**.

Note: Your password is the same password with which you log on to Windows XP.

OR

- Click **Start > Control Panel > Appearance and Themes**.
- Click **Choose a screen saver** in the **Pick a Task** area. This opens the **Display Properties** dialog box at the **Screen Saver** tab.
- Check the **On resume, password protect** box.
- Click **OK**.

Changing Window Appearance

- Colors schemes and font sizes can be modified to customize the appearance of windows.

To change window appearance:

- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Appearance** tab.
- Make the windows customizations you want.
- Click **OK**.

Note: To change individual elements of the window appearance such as the active title

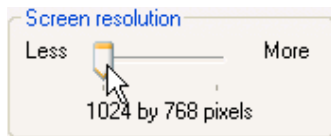
bar, the inactive title bar, the font, and menu styles, click the **Advanced** button and make your changes.

Changing Screen Settings

- A higher screen resolution reduces the size of items on your screen, including windows, the **Start** menu, and icons, and increases the relative space on your desktop. A lower screen resolution increases the size of items on your screen and decreases the relative space on your desktop.

To change the screen resolution:

- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Settings** tab.
- Click and drag the **Screen resolution** bar until you reach the resolution you want:



OR

- Click **Start > Control Panel > Appearance and Themes**.
- Click **Change the screen resolution** in the **Pick a Task** area. This opens the **Display Properties** dialog box at the **Settings** tab.
- Click and drag the **Screen resolution** bar until you reach the resolution you want.

To change the number of screen colors:

- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Settings** tab.
- Select the **Color quality** you want from the drop-down menu.

Changing Desktop Icons

- Desktop icons can be changed for **My Computer**, **My Documents**, **My Network Places**, and the **Recycle Bin**.

To change desktop icons:

- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Desktop** tab.
- Click the **Customize Desktop** button. This opens the **Desktop Items** dialog box.
- Select the icon you want to change.
- Click the **Change Icon** button:



- Select an icon.
- Click **OK**.
- Click **OK** to exit the **Desktop Items** dialog box.
- Click **OK** again to exit the **Display Properties** dialog box.

Using the Desktop Cleanup Wizard

- The **Desktop Cleanup Wizard** cleans up your desktop by moving unused desktop shortcuts to a folder called **Unused Desktop Shortcuts**. By default, the **Desktop Cleanup Wizard** runs every sixty (60) days.

To run the Desktop Cleanup Wizard:

- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Desktop** tab.
- Click the **Customize Desktop** button. This opens the **Desktop Items** dialog box.
- Click the **Clean Desktop Now** button. Complete the wizard steps.
- Click **OK** to exit the **Desktop Items** dialog box.
- Click **OK** again to exit the **Display Properties** dialog box.

Note: Uncheck the **Run Desktop Cleanup Wizard every 60 days** box if you do not want the wizard to run automatically every 60 days.

Customizing the Taskbar

Changing the Taskbar Appearance

- By default, the taskbar uses the new taskbar grouping feature and is always displayed on top of any opened windows.

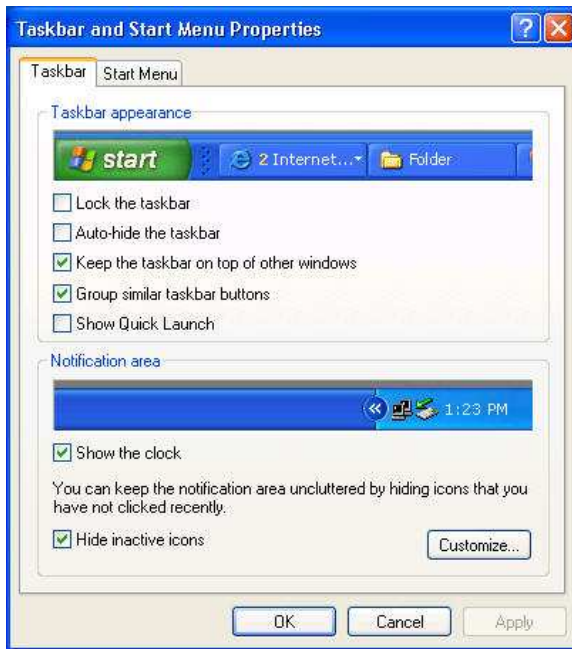
Note: Taskbar customizations can also be performed in the **Control Panel** under **Appearance and Themes**.

Locking the Taskbar

- Locking the taskbar secures the taskbar location so it cannot be moved.

To lock the taskbar:

- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box:



- Check the **Lock the taskbar** box.
- Click **OK**.

Auto-hiding the Taskbar

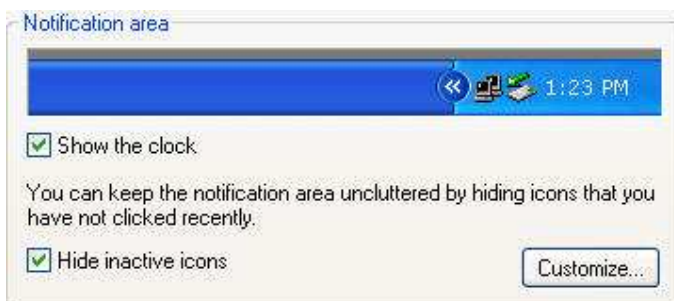
- Auto-hiding the taskbar hides the taskbar on the desktop. To display the taskbar, point your mouse cursor at the location of the taskbar.

To auto-hide the taskbar:

- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Check the **Auto-hide the taskbar** box.
- Click **OK**.

To modify taskbar notification settings:

- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Make the changes you want in the **Notification area**:



- Click **OK**.

Note: To customize notification behavior for different items, click the **Customize** button.

Working with Windows

Understanding Windows

About Windows

- Windows are frames on the desktop that contain the contents of opened files, folders, and programs. The content of a window changes according to the type of file, folder, or program opened.

Using the Title Bar

- The **title bar** is the horizontal bar at the top of each window:



- The **title bar** contains the program or folder **icon**, the **title** of the window, and the **Minimize**, **Maximize**, and **Close** buttons.

Using the Program or Folder Icon

- The program or folder **icon** displays a pop-up menu with options to minimize, maximize, or close the window, or restore, resize, or move the window.

To display the program or folder icon pop-up menu:

- Click on the program or folder icon in the title bar.

Using the Scroll Bars

- When the contents of a window are too large to fit in the screen, scroll bars appear to scroll both vertically and horizontally through the window:



To scroll vertically:

- Click the up and down arrows to scroll up and down the window

OR click and drag the vertical scroll bar to scroll up and down the window.

To scroll horizontally:

- Click the left and right arrows to scroll the window to the left and right

OR click and drag the horizontal scroll bar to scroll the window to the left and right.

Manipulating Windows

Minimizing Windows

- Minimizing a window displays the window in the taskbar as a button:



- Minimizing windows is useful if you need to view the desktop or just want to temporarily hide the open window.

To minimize an open window:

- Click the **Minimize** button on the title bar:



OR

- Click on the program or folder **icon** on the title bar.
- From the pop-up menu, select **Minimize**.

Note: Click the program or folder button in the taskbar to restore the open window.

Minimizing All Open Windows

- Minimizing all open windows is a quick way to access and view the desktop.

To minimize all open windows:

- Click the **Show Desktop** button on the taskbar:



Note: The **Show Desktop** button is displayed on the taskbar when the **Quick Launch** toolbar is displayed. The **Quick Launch** toolbar is discussed in more detail later in this training manual.

Maximizing Windows

- Maximizing a window makes the window cover the whole screen.

To maximize a window:

- Click the **Maximize** button on the title bar:



OR

- Click on the program or folder **icon** on the title bar.

- From the pop-up menu, select **Maximize**.

Note: Double-clicking the title bar maximizes and restores a window.

Restoring Windows

- Restoring a window puts a window that has been maximized or minimized back to its previous size.

To restore a window:

- Click the **Restore Down** button on the title bar:



OR

- Click on the program or folder **icon** on the title bar.
- From the pop-up menu, select **Restore**.

Note: Double-clicking the title bar maximizes and restores a window.

Closing Windows

- Closing a window ends a program or closes a file or folder.

To close a window:

- Click the **Close** button on the title bar:



OR

- Click on the program or folder **icon** on the title bar.
- From the pop-up menu, select **Close**.

Resizing and Moving Windows

Resizing the Window Border

- Resizing windows is useful if you want to view more than one window at a time.

To increase or decrease window width:

- Click and drag the left or right window border:



Cascading Windows

- Cascading windows arranges all open windows (not windows minimized to the taskbar) so that title bars are listed under each other:



To cascade windows:

- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Cascade Windows**.

Note: To undo the windows cascade, right-click on an empty area of the taskbar and select **Undo Cascade**.

Tiling Windows Horizontally

- Tiling windows horizontally resizes each open window (not windows minimized to the taskbar) so each window is horizontally stacked.

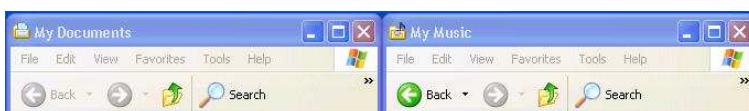
To tile windows horizontally:

- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Tile Windows Horizontally**.

Note: To undo the horizontal window tile, right-click on an empty area of the taskbar and select **Undo Tile**.

Tiling Windows Vertically

- Tiling windows vertically resizes each open window (not windows minimized to the taskbar) so each window is arranged and displayed vertically:



To tile windows vertically:

- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Tile Windows Vertically**.

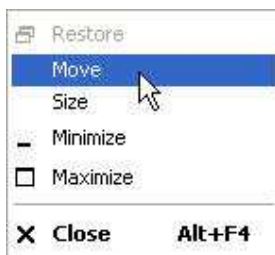
Note: To undo the vertical window tile, right-click on an empty area of the taskbar and select **Undo Tile**.

Moving a Window

- Click and drag the window **title bar** to the position you want.

OR

- Click on the program or folder **icon** on the title bar.
- From the pop-up menu, select **Move**:



- Click and drag the window **title bar** to the position you want.

Understanding Windows Menus

Getting to Know Windows Menus

- Window menus change according to the type of file, folder or program opened. This section discusses the menus displayed in an open folder:

**Using the File Menu**

- The **File** menu offers tasks to manage files and folders. Some tasks offered in the **File** menu include creating a new file or folder, opening or exploring a file or folder, creating shortcuts, renaming or deleting a file or folder, and sending a file or folder to different locations.

Using the Edit Menu

- The **Edit** menu also offers tasks to manage files and folders. Some tasks offered in the **Edit** menu include copying, cutting, and pasting files and folders and undoing and redoing file and folder actions.

Using the View Menu

- The **View** menu offers tasks to change how files and folders in a window are viewed. Some tasks offered in the **View** menu include changing how files and folders are displayed in the window, showing or hiding toolbars and the status bar, selecting the details displayed in detail view, and arranging icons.

Using the Favorites Menu

- The **Favorites** menu offers a quick way to access Internet pages, folders, or files added to your **Favorites** list. Tasks offered in the **Favorites** menu include adding and organizing favorites.

Using the Tools Menu

- The **Tools** menu offers tasks to manage network drives, synchronize offline files and folders, and set folder options.

Using the Help Menu

- The **Help** menu offers a link to the **Help and Support Center**, offers to check the legality of your Windows XP copy, and displays information about your copy of Windows XP.

Week 6

Working with Accessories

Using Notepad

About Notepad

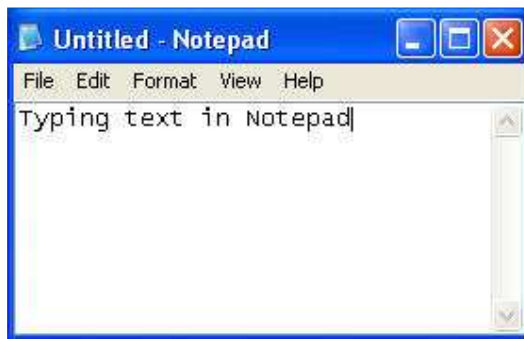
- **Notepad** is a Windows XP accessories program that is used for creating simple text documents.

Opening Notepad

- Click **Start > All Programs > Accessories > Notepad**.

Entering Text in Notepad

- Begin typing in the **Notepad** window:



Wrapping Text

- When you type in **Notepad**, your text stays on one line so the **Notepad** document gets wider and wider to accommodate the amount of text. To view all text, you need to use the horizontal scroll bar.
- To have lines wrap at the end of a line and begin a new line when your text reaches the end of the document window, you need to turn on **Word Wrap**.

To turn on Word Wrap:

- From the **Notepad** main menu, select **Format > Word Wrap**.

Note: Text will move to different lines when you resize your **Notepad** window.

Saving a Notepad Document

- From the **Notepad** main menu, select **File > Save**. The first time you save a new **Notepad** document, you will be prompted for a file name and a file location.
- Select a file location.
- Enter a file name.
- Click **Save**.

Printing a Notepad Document

- From the **Notepad** main menu, select **File > Print**. This opens the **Print** dialog box.
- Click **Print**.

Exiting Notepad

- From the **Notepad** main menu, select **File > Exit**.

Using Paint

About Paint

- **Paint** is a Windows XP accessories program that is used to create drawings and make basic edits to images.

Opening Paint

- Click **Start > All Programs > Accessories > Paint**:

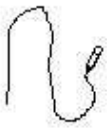


Drawing a Line with a Pencil

- Click the **Pencil** button on the **Tool Box**:



- Click and drag your mouse on the drawing canvas:



Note: To change the color of a drawing tool, click a color in the **Color Box**.

Drawing a Line with a Brush

- Click the **Brush** button on the **Tool Box**:



- Click and drag your mouse on the drawing canvas.

Drawing a Line with an Airbrush

- Click the **Airbrush** button on the **Tool Box**:



- Click and drag your mouse on the drawing canvas.

Adding Text

- Click the **Text** button on the **Tool Box**:



- Click and drag your mouse on the drawing canvas to create a text box.
- Begin typing.

Adding Shapes

- Click on one of the shape buttons on the **Tool Box**:



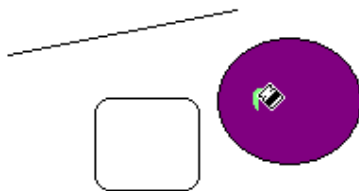
- Click and drag your mouse on the drawing canvas.

Filling Shapes with Color

- Click the **Fill** button on the **Tool Box**:



- Select the color you want from the **Color Box**.
- Click inside the shape you want to fill:



Erasing a Drawing

- Click the **Eraser/Color Eraser** button on the **Tool Box**:



- Click and drag your mouse over the drawings you want erased.

Opening an Existing Image

- From the **Paint** main menu, select **File > Open**.
- Locate and select the image you want to open.
- Click **Open**.

Saving an Image

- From the **Paint** main menu, select **File > Save**. The first time you save a new **Paint** document, you will be prompted for a file name and a file location.
- Select a file location.
- Enter a file name.

- Click **Save**.

Exiting Paint

- From the **Paint** main menu, select **File > Exit**.

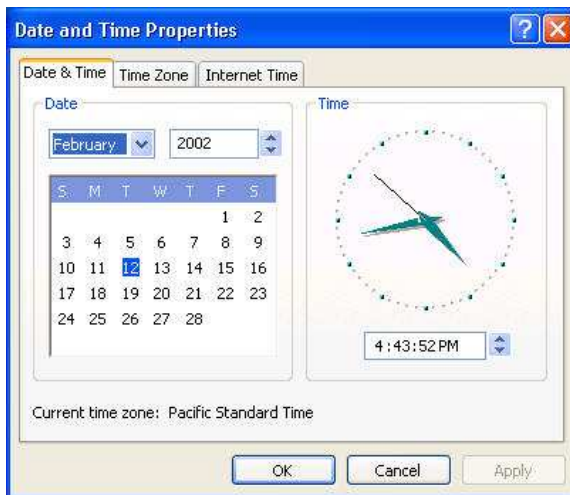
Using the Clock

About the Clock

- Your computer clock is automatically synchronized with a network time server or Internet time server depending on whether your computer is a member of a domain.

Displaying the Clock

- Double-click on the clock in the taskbar notification area. This opens the **Date and Time Properties** dialog box:



Setting the Date and Time

To set the time:

- Click the up and down arrows next to the time box.

To set the date:

- Select the month from the month drop-down menu in the **Date** area.
- Click the up and down arrows next to the year box in the **Date** area to set the year.
- Click a date on the calendar in the **Date** area to set the day.

Setting the Time Zone

- Click the **Time Zone** tab:



- Select a time zone from the drop-down menu.
- Click **OK**.

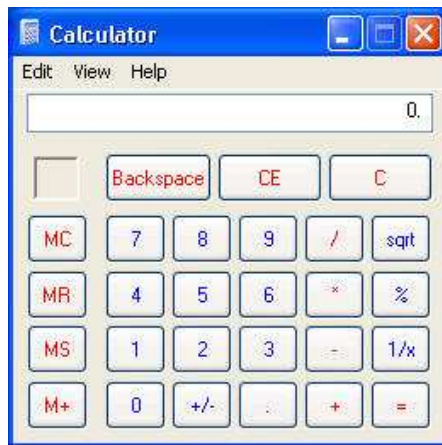
Using the Calculator

About the Calculator

- **Calculator** is a Windows XP accessories program that is used to calculate equations. The calculator can be viewed as a standard calculator for simple calculations or a scientific calculator for complex calculations.

Displaying the Calculator

- Click **Start > All Programs > Accessories > Calculator**:



Switching between the Standard and Scientific Calculator

- From the **Calculator** main menu, select **View > Scientific**:



Using the Number Pad

- Click the calculator buttons on the calculator number pad to enter equations
- OR* use the number pad on your keyboard to enter equations.

Exiting Calculator

- Click the **Close** button on the **Calculator** title bar.

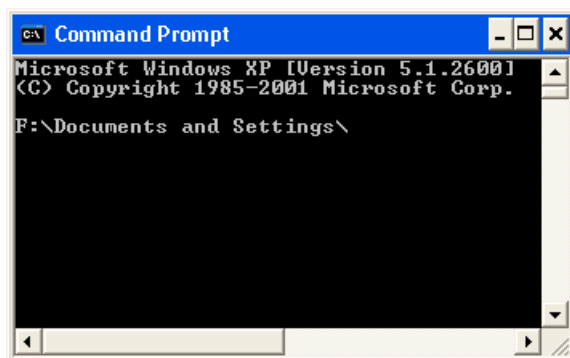
Using the Command Prompt

About the Command Prompt

- Command Prompt** is a Windows XP accessories program that is used for typing MS-DOS commands.

Opening the Command Prompt

- Click **Start > All Programs > Accessories > Command Prompt**:



Exiting the Command Prompt

- Type **exit** at the **Command Prompt**.
- Press the **Enter** key on your keyboard.

Week 7

Working with Files and Folders

About Folders

- Folders on a computer provide a storage system similar to folders in a filing cabinet. Folders can contain files and other subfolders. Windows XP provides a number of default (personal) folders to start your computer filing system.
- A folder is typically represented by a folder icon. The folder name is under the icon:



Using My Computer

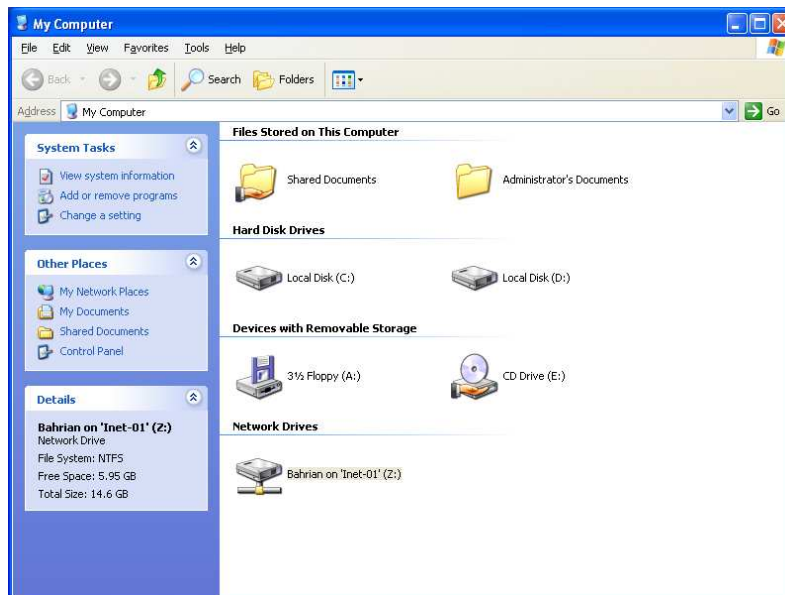
- The **My Computer** folder displays all hard disk drives and removable storage devices connected to your computer:



- Double-clicking on a drive or removable storage device displays its contents.

To open the My Computer folder:

- Click Start > My Computer.



- Using My Documents
- The **My Documents** folder provides a place to store all of your files. When you save a document, the default save location is the **My Documents** folder:



To open the My Documents Folder:

- Click **Start > My Documents**.

Week 8

Working with Files and Folders

About Folders

- Folders on a computer provide a storage system similar to folders in a filing cabinet. Folders can contain files and other subfolders. Windows XP provides a number of default (personal) folders to start your computer filing system.
- A folder is typically represented by a folder icon. The folder name is under the icon:



Using My Computer

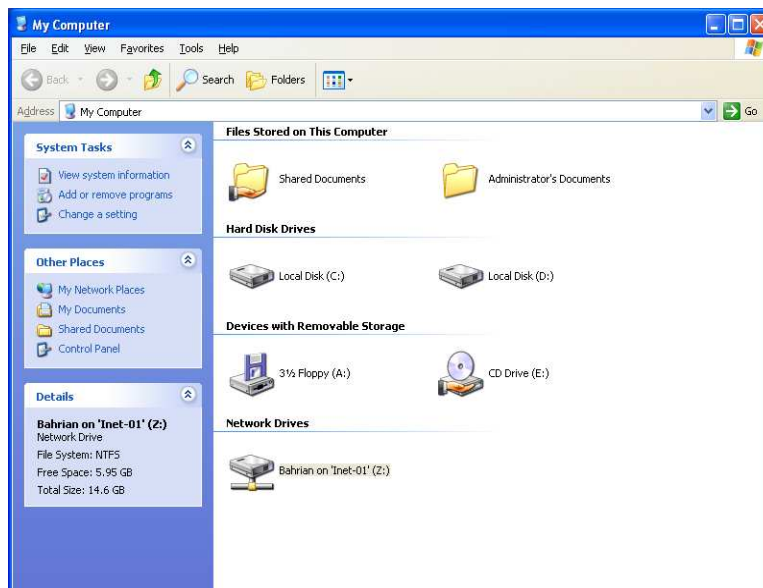
- The **My Computer** folder displays all hard disk drives and removable storage devices connected to your computer:



- Double-clicking on a drive or removable storage device displays its contents.

To open the My Computer folder:

- Click Start > My Computer.



- Using My Documents
- The **My Documents** folder provides a place to store all of your files. When you save a document, the default save location is the **My Documents** folder:



To open the My Documents Folder:

- Click **Start > My Documents**.

Using My Pictures

- By default, the **My Pictures** folder is situated in the **My Documents** folder. When you save pictures from your digital camera or scanner to your computer, or save a file in a graphics program, such as **Microsoft Paint**, the default save location is the **My Pictures** folder:



To open the My Pictures folder:

- Click **Start > My Pictures**.

Note: The **My Pictures** folder contains some sample pictures.

Using My Music

- By default, the **My Music** folder is situated in the **My Documents** folder. When you use **Windows Media Player** to copy music from a CD or download music from the Internet, the default save location is the **My Music** folder:





To open the My Music folder:

- Click **Start > My Music**.

Note: The **My Music** folder contains some sample music.

To determine file types

- Within the Windows Explorer window each file will be marked with a small icon, as illustrated. In the example shown the first file displays an icon representing Microsoft Word, and if you look along the line of information about this file, it clearly states (*assuming that you are using the details mode to view the files*) that the file is indeed a **Microsoft Word Document**. The second file is marked as a **Microsoft PowerPoint Presentation** file in the same way.

	ecd1-module-7.doc	1,453KB	Microsoft Word Document
	front cover.ppt	16KB	Microsoft PowerPoint Presentation

This indicates that somehow Windows knows what a Word file is and what a PowerPoint file is. This is because when Word and PowerPoint were installed onto the PC the installation program gave Windows information about files that would be created using these packages.

If you were to double click on say, the Word file, the Word program would open up, and

the data file that you double clicked on would be displayed within the Word program. To use the jargon, files created within Word are "associated" with Microsoft Word and all Word document files have a file extension of .doc

- In some cases Windows does not have detailed information about certain file types. In the example illustrated, there are two files and the icons used to display them are the generic Windows default icons. This means that if you were to double click on these files they would not run or be displayed within a program, for the simple reason that Windows does not know what to do with these files. There is no "file association" for these particular files.

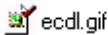


Some more examples:

- Note that the icons shown for some of these file types will vary depending on what programs you have installed on your computer.



The .EXE extension indicates that the file is an executable (program) file.



The .GIF extension means that the file contains an image. GIF files are commonly found on the Web.



.JPG or .JPEG is another common type of image file.



.HTML (HyperText Markup Language) is the format that Web pages are stored in.



.MDB files contain an Access database.



.PDF is used by the Adobe Acrobat program. PDF files contain documents that can be viewed or printed.



.RTF (Rich Text Format) is used for word processed documents. It is supported by many different kinds of word processing application so it is useful for converting documents from one program to another.



.TXT files are simple text only files, commonly created using the Windows Notepad application.

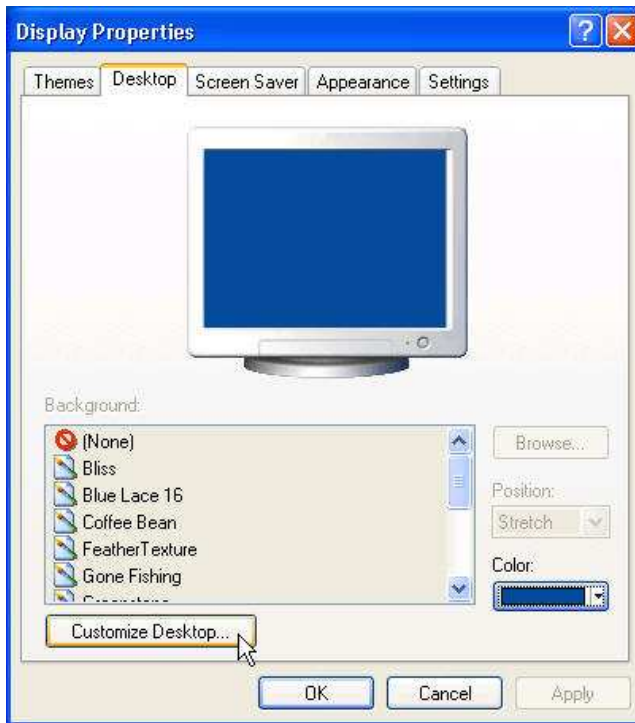


.XLS files contain an Excel Workbook.

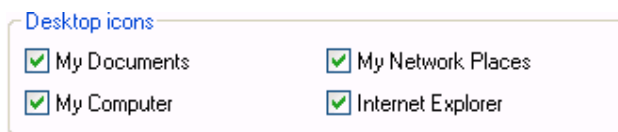
To display commonly used folders on the desktop:

- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.

- Click the **Desktop** tab.
- Click the **Customize Desktop** button:



- Check the icons you want displayed on your desktop in the **Desktop icons** area:



- Click **OK**.
- Click **OK** again to exit the **Display Properties** dialog box.

Using the Recycle Bin

- When you delete a program, file, or folder, it is moved to the **Recycle Bin**. The **Recycle Bin** gives you the opportunity of later retrieving your deleted items if you change your mind. Items in the **Recycle Bin** still take up hard disk space. When the **Recycle Bin** is full, Windows XP automatically cleans out enough space to accommodate the newest deleted items.
- By default, the **Recycle Bin** is located on your desktop:



Displaying Folders on the Desktop

- Windows XP makes it easy to display the most commonly used folders and programs on your desktop for easy access.

Managing Files and Folders

Opening a File or Folder

- Double-click on the file or folder you want to open. The file or folder is displayed in a window.

Note: To open programs, files, and folders from the **Start** menu, only a single-click is required.

Copying, Cutting, and Pasting Files and Folders

- Copying files and folders is useful if you want to copy (duplicate) a file or folder, and place it in another location. Cutting a file or folder is useful if you want to **move** a file or folder to another location.

To copy or cut files and folders:

- Right-click on the file or folder you want to copy or cut.
- From the pop-up menu, select **Copy** or **Cut**.
- Open the location you want the copied or cut item to be placed.
- Right-click in the location.
- From the pop-up menu, select **Paste**.

Creating Shortcuts for Files and Folders

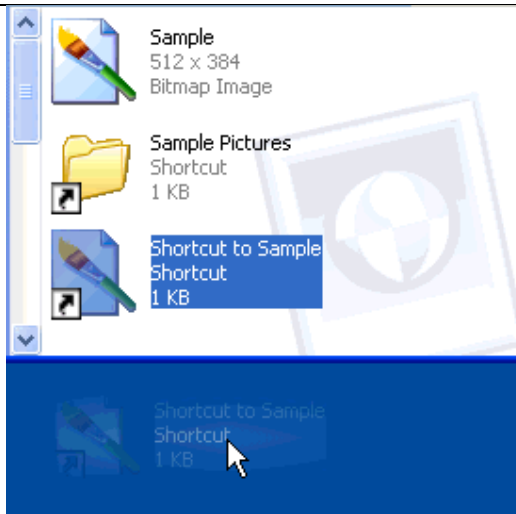
- Creating a shortcut is useful when you frequently access a program, folder, or file, or when you want to place a program, folder, or file in the **Start** menu. The desktop is a convenient location to place shortcuts.

To create a shortcut from a program, file, or folder:

- Right-click on the program, file, or folder for which you want to create a shortcut.
- From the pop-up menu, select **Create Shortcut**.
- Cut and paste the shortcut to the location you want.

OR

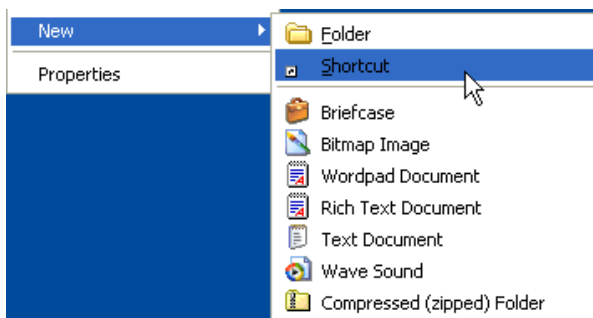
- Right-click on the program, file, or folder for which you want to create a shortcut.
- From the pop-up menu, select **Create Shortcut**.
- Click and drag the shortcut into a folder or onto the desktop:



Note: When you delete a shortcut, the original program, file, or folder is not deleted.

To create a shortcut from a location:

- Right-click on the location you want your shortcut.
- From the pop-up menu, select **New > Shortcut**:



Renaming Files and Folders

- Right-click on the file or folder you want to rename.
- From the pop-up menu, select **Rename**.
- Type a new name:



- Press the **Enter** key on your keyboard.

Deleting Files and Folders

To delete a file or folder located on the desktop:

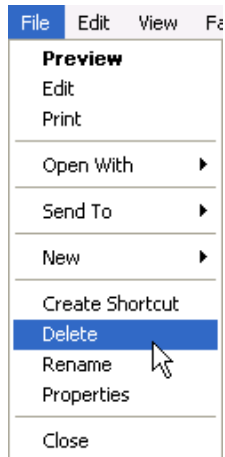
- Right-click on the file or folder you want to delete.
- From the pop-up menu, select **Delete**.

OR

- Select the file or folder you want to delete.
- Press the **Delete** key on your keyboard.

To delete a file or folder located in a folder:

- Select the file or folder you want to delete.
- From the main menu, select **File > Delete**:

*OR*

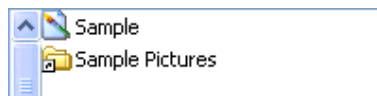
- Select the file or folder you want to delete.
- Press the **Delete** key on your keyboard.

Changing File and Folder Views

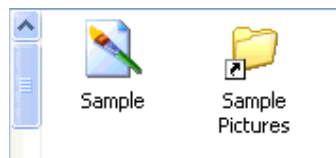
- When viewing files and folders **within a folder**, files and folders can be viewed as:
- **Details:**

Name	Size	Type	Date Modified
Sample	577 KB	Bitmap Image	2/8/2002 4:59 PM
Sample Pictures	1 KB	Shortcut	2/4/2002 7:51 PM

- **A List:**



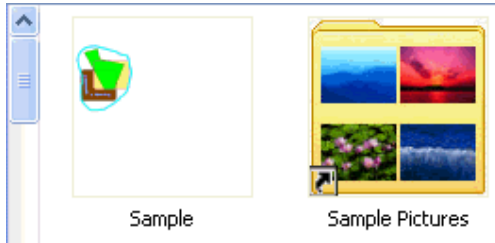
- **Icons:**



- **Tiles:**



- **Thumbnails:**



Displaying the File and Folder Structure

- Click the **Folders** button on the **Standard Buttons** toolbar:



Navigating Folders

- The **Standard Buttons** toolbar contains **Back**, **Forward**, and **Up** navigation buttons:



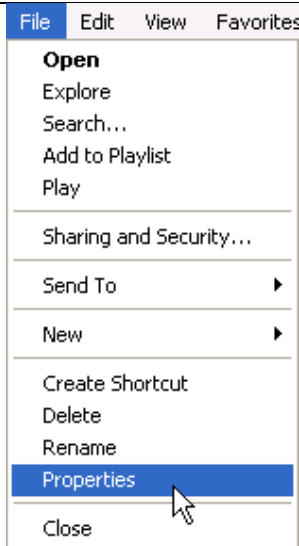
- When you click the **Back** navigation button, you return to the previous opened folder.
- The **Forward** navigation button becomes active once you have clicked the **Back** navigation button. The **Forward** navigation button returns you to the opened folder you navigated back from.
- The **Up** navigation button moves you up one level in the folder structure. For example, the **My Music** folder is located in the **My Documents** folder. If the **My Music** folder is open and you click the **Up** navigation button, you will be taken to the **My Documents** folder regardless of the folders that are **Back** or **Forward** in your navigation.

Displaying File and Folder Properties

- Files and folders have property sheets that include information such as the type, size and location of a file or folder; the date a file or folder was created, modified, or accessed; file and folder attributes; the name of the program that opens a file; and the number of files or subfolders contained in a folder.
- File and folder property sheets vary depending on the type of file or folder.

To display properties for files and folders within a folder window:

- Select the file or folder (in the folder window) for which you want to display properties.
- From the main menu, select **File > Properties**:



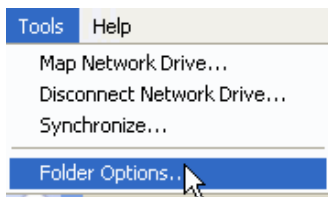
OR

Modifying Folder Options

- Modifying folder options allows you to customize how folders appear and function. Options include opening folders with a single- or double-click, choosing the default folder view (details, tiles, etc.), specifying a program to open certain file types, and working with offline files and programs when not connected to a network.

To modify folder options:

- Open the folder for which you want to modify options.
- From the main menu, select **Tools > Folder Options**:



- This opens the **Folder Options** dialog box.
- Make the folder modifications you want.
- Click **OK**.

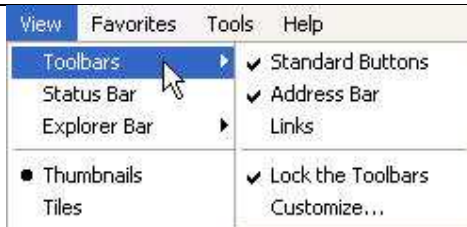
OR

- Click **Start > Control Panel**.
- Click **Appearance and Themes**.
- Click **Folder Options** in the **or pick a Control Pane icon** area. This opens the **Folder Options** dialog box.
- Make the folder modifications you want.
- Click **OK**.

Modifying the Folder Window Toolbar

To show or hide folder window toolbars:

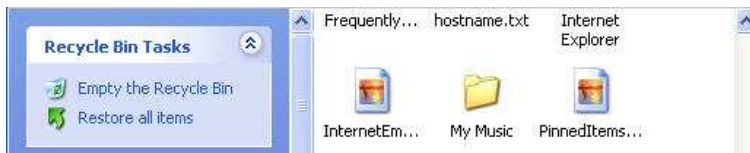
- From the main menu, select **View > Toolbars**. This displays a list of toolbars available. Toolbars with a check next to them are already displayed:



- Check or uncheck the toolbars you want to show or hide.

Using Task Panels

- A new feature to Windows XP, task panels provide an easy way to access the most commonly used folder tasks. The task panel displays a list of hyperlinked tasks to the left of the folder contents:



- Several folders offer additional specialized hyperlinked tasks. For example, the **My Pictures** and **My Music** folders offer links that help you manage your picture and music files. The **Recycle Bin** offers links to empty the **Recycle Bin** or restore items from the **Recycle Bin**. The **My Computer** folder offers links to view system information, add or remove programs, and change system settings.

Working with Files and Folders

About Folders

- Folders on a computer provide a storage system similar to folders in a filing cabinet. Folders can contain files and other subfolders. Windows XP provides a number of default (personal) folders to start your computer filing system.
- A folder is typically represented by a folder icon. The folder name is under the icon:



Using My Computer

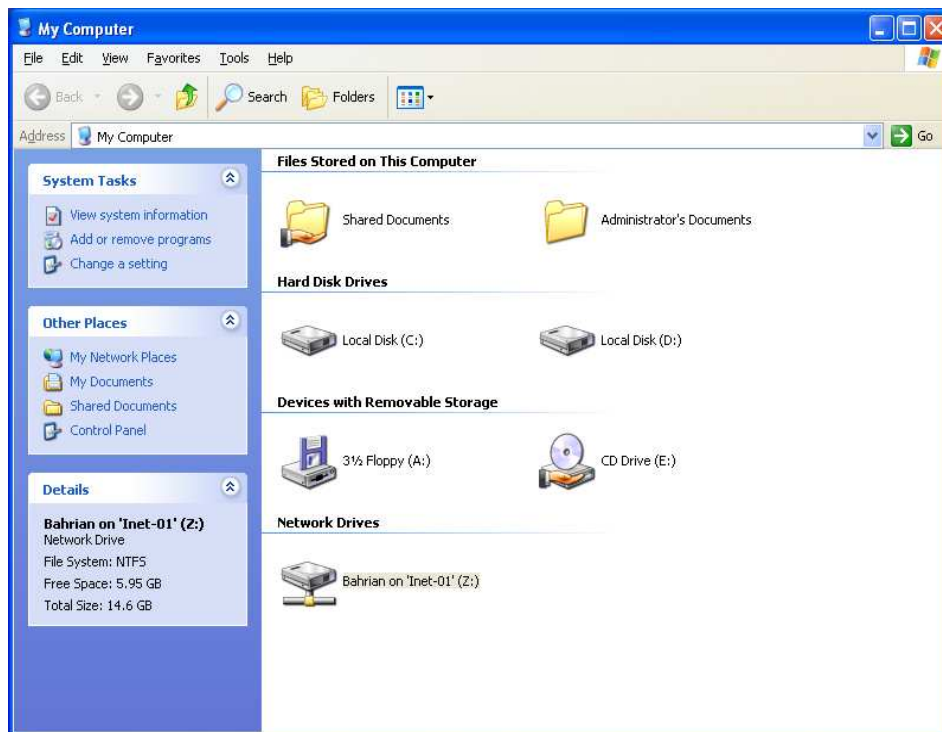
- The **My Computer** folder displays all hard disk drives and removable storage devices connected to your computer:



- Double-clicking on a drive or removable storage device displays its contents.

To open the My Computer folder:

- Click Start > My Computer.



- Using My Documents
- The **My Documents** folder provides a place to store all of your files. When you save a document, the default save location is the **My Documents** folder:



To open the My Documents Folder:

- Click **Start > My Documents**.

Using My Pictures

- By default, the **My Pictures** folder is situated in the **My Documents** folder. When you save pictures from your digital camera or scanner to your computer, or save a file in a graphics program, such as **Microsoft Paint**, the default save location is the **My Pictures** folder:



To open the My Pictures folder:

- Click **Start > My Pictures**.

Note: The **My Pictures** folder contains some sample pictures.

Using My Music

- By default, the **My Music** folder is situated in the **My Documents** folder. When you use **Windows Media Player** to copy music from a CD or download music from the Internet, the default save location is the **My Music** folder:





To open the My Music folder:

- Click **Start > My Music**.

Note: The **My Music** folder contains some sample music.

To determine file types

- Within the Windows Explorer window each file will be marked with a small icon, as illustrated. In the example shown the first file displays an icon representing Microsoft Word, and if you look along the line of information about this file, it clearly states (*assuming that you are using the details mode to view the files*) that the file is indeed a **Microsoft Word Document**. The second file is marked as a **Microsoft PowerPoint Presentation** file in the same way.

	ecd1-module-7.doc	1,453KB	Microsoft Word Document
	front cover.ppt	16KB	Microsoft PowerPoint Presentation

This indicates that somehow Windows knows what a Word file is and what a PowerPoint file is. This is because when Word and PowerPoint were installed onto the PC the installation program gave Windows information about files that would be created using these packages.

If you were to double click on say, the Word file, the Word program would open up, and

the data file that you double clicked on would be displayed within the Word program. To use the jargon, files created within Word are "associated" with Microsoft Word and all Word document files have a file extension of .doc

- In some cases Windows does not have detailed information about certain file types. In the example illustrated, there are two files and the icons used to display them are the generic Windows default icons. This means that if you were to double click on these files they would not run or be displayed within a program, for the simple reason that Windows does not know what to do with these files. There is no "file association" for these particular files.

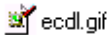


Some more examples:

- Note that the icons shown for some of these file types will vary depending on what programs you have installed on your computer.



The .EXE extension indicates that the file is an executable (program) file.



The .GIF extension means that the file contains an image. GIF files are commonly found on the Web.



.JPG or .JPEG is another common type of image file.



.HTML (HyperText Markup Language) is the format that Web pages are stored in.



.MDB files contain an Access database.



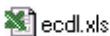
.PDF is used by the Adobe Acrobat program. PDF files contain documents that can be viewed or printed.



.RTF (Rich Text Format) is used for word processed documents. It is supported by many different kinds of word processing application so it is useful for converting documents from one program to another.



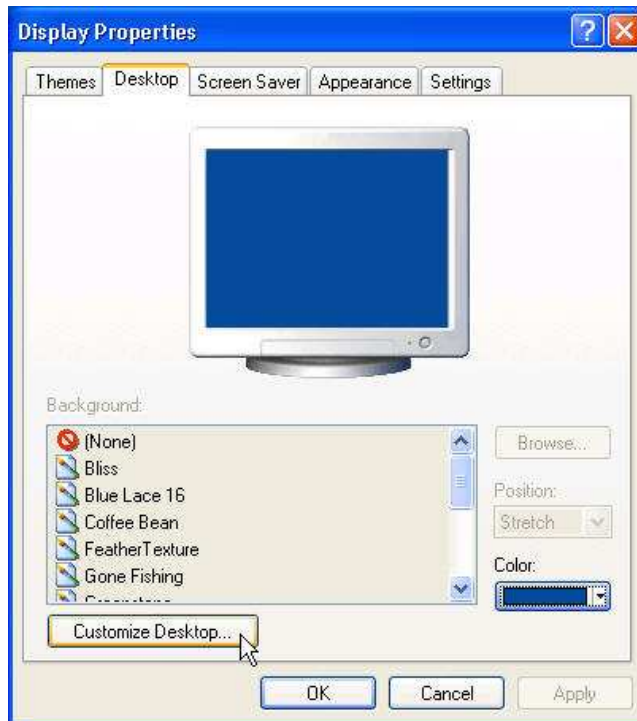
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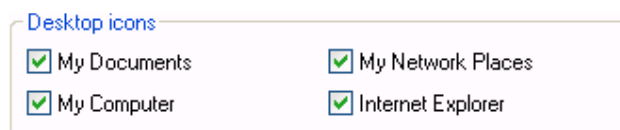
.XLS files contain an Excel Workbook.

To display commonly used folders on the desktop:

- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Desktop** tab.
- Click the **Customize Desktop** button:



- Check the icons you want displayed on your desktop in the **Desktop icons** area:



- Click **OK**.
- Click **OK** again to exit the **Display Properties** dialog box.

Using the Recycle Bin

- When you delete a program, file, or folder, it is moved to the **Recycle Bin**. The **Recycle Bin** gives you the opportunity of later retrieving your deleted items if you change your mind. Items in the **Recycle Bin** still take up hard disk space. When the **Recycle Bin** is full, Windows XP automatically cleans out enough space to accommodate the newest deleted items.
- By default, the **Recycle Bin** is located on your desktop:

**Displaying Folders on the Desktop**

- Windows XP makes it easy to display the most commonly used folders and programs on your desktop for easy access.

Managing Files and Folders

Opening a File or Folder

- Double-click on the file or folder you want to open. The file or folder is displayed in a window.

Note: To open programs, files, and folders from the **Start** menu, only a single-click is required.

Copying, Cutting, and Pasting Files and Folders

- Copying files and folders is useful if you want to copy (duplicate) a file or folder, and place it in another location. Cutting a file or folder is useful if you want to **move** a file or folder to another location.

To copy or cut files and folders:

- Right-click on the file or folder you want to copy or cut.
- From the pop-up menu, select **Copy** or **Cut**.
- Open the location you want the copied or cut item to be placed.
- Right-click in the location.
- From the pop-up menu, select **Paste**.

Creating Shortcuts for Files and Folders

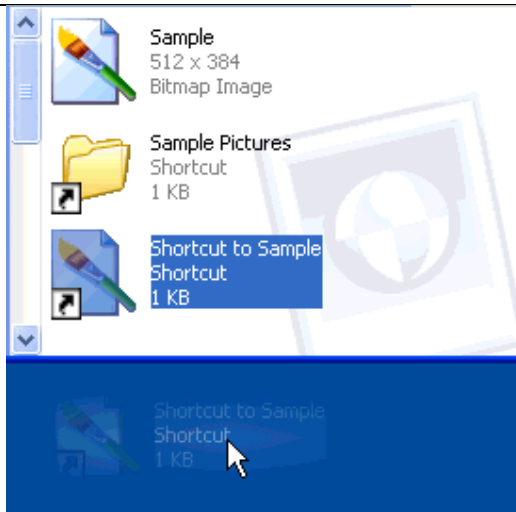
- Creating a shortcut is useful when you frequently access a program, folder, or file, or when you want to place a program, folder, or file in the **Start** menu. The desktop is a convenient location to place shortcuts.

To create a shortcut from a program, file, or folder:

- Right-click on the program, file, or folder for which you want to create a shortcut.
- From the pop-up menu, select **Create Shortcut**.
- Cut and paste the shortcut to the location you want.

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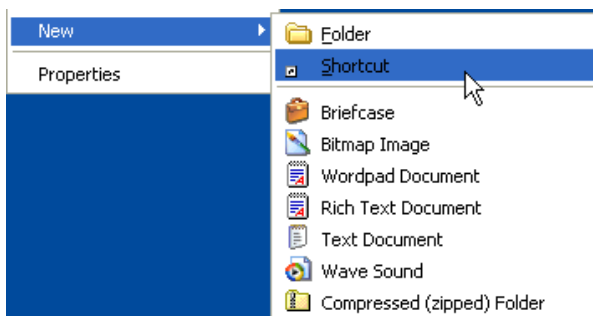
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- From the pop-up menu, select **Create Shortcut**.
- Click and drag the shortcut into a folder or onto the desktop:



Note: When you delete a shortcut, the original program, file, or folder is not deleted.

To create a shortcut from a location:

- Right-click on the location you want your shortcut.
- From the pop-up menu, select **New > Shortcut**:



Renaming Files and Folders

- Right-click on the file or folder you want to rename.
- From the pop-up menu, select **Rename**.
- Type a new name:



- Press the **Enter** key on your keyboard.

Deleting Files and Folders

To delete a file or folder located on the desktop:

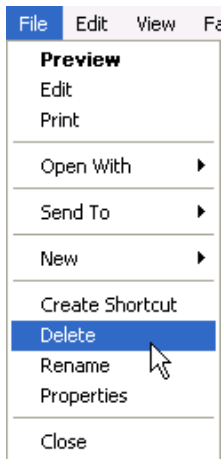
- Right-click on the file or folder you want to delete.
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OR

- Select the file or folder you want to delete.
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To delete a file or folder located in a folder:

- Select the file or folder you want to delete.
- From the main menu, select **File > Delete**:



OR

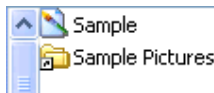
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Changing File and Folder Views

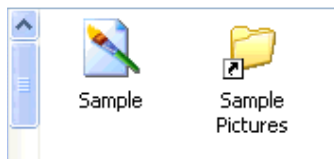
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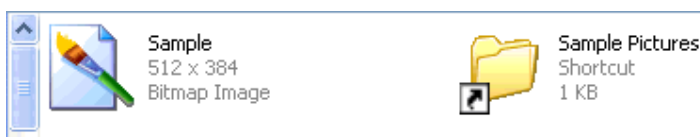
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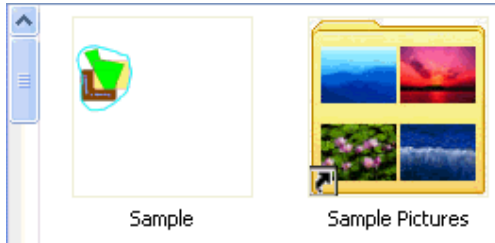
- **Icons:**



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- **Thumbnails:**



Displaying the File and Folder Structure

- Click the **Folders** button on the **Standard Buttons** toolbar:



Navigating Folders

- The **Standard Buttons** toolbar contains **Back**, **Forward**, and **Up** navigation buttons:



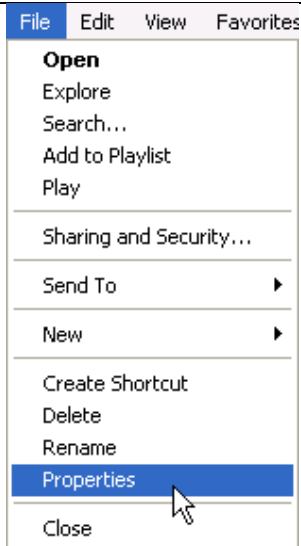
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To display properties for files and folders within a folder window:

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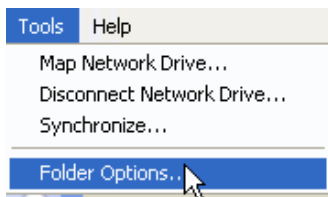
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Modifying Folder Options

- Modifying folder options allows you to customize how folders appear and function. Options include opening folders with a single- or double-click, choosing the default folder view (details, tiles, etc.), specifying a program to open certain file types, and working with offline files and programs when not connected to a network.

To modify folder options:

- Open the folder for which you want to modify options.
- From the main menu, select **Tools > Folder Options**:



- This opens the **Folder Options** dialog box.
- Make the folder modifications you want.
- Click **OK**.

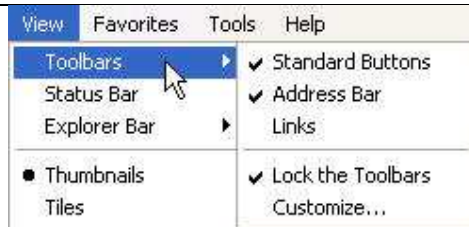
OR

- Click **Start > Control Panel**.
- Click **Appearance and Themes**.
- Click **Folder Options** in the **or pick a Control Pane icon** area. This opens the **Folder Options** dialog box.
- Make the folder modifications you want.
- Click **OK**.

Modifying the Folder Window Toolbar

To show or hide folder window toolbars:

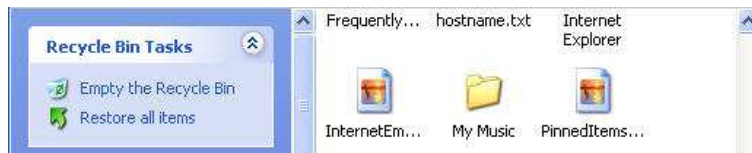
- From the main menu, select **View > Toolbars**. This displays a list of toolbars available. Toolbars with a check next to them are already displayed:



- Check or uncheck the toolbars you want to show or hide.

Using Task Panels

- A new feature to Windows XP, task panels provide an easy way to access the most commonly used folder tasks. The task panel displays a list of hyperlinked tasks to the left of the folder contents:



- Several folders offer additional specialized hyperlinked tasks. For example, the **My Pictures** and **My Music** folders offer links that help you manage your picture and music files. The **Recycle Bin** offers links to empty the **Recycle Bin** or restore items from the **Recycle Bin**. The **My Computer** folder offers links to view system information, add or remove programs, and change system settings.

Week 10

Using the Search Companion

About the Search Companion

- Enhanced for Windows XP, the **Search Companion** is designed to help you quickly find what you're looking for. The **Search Companion** helps you find files, folders, printers, computers and people, information in the **Help and Support Center**, and acts as a starting point to search the Internet.

Displaying the Search Companion

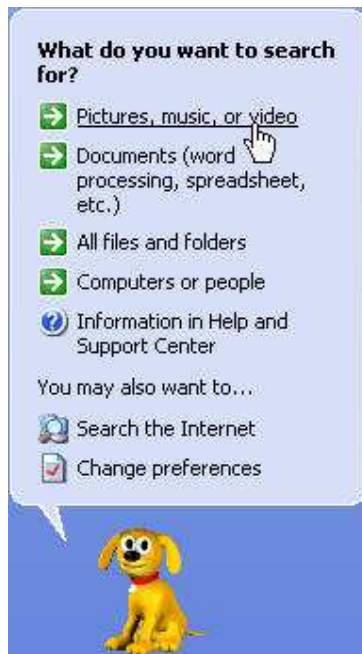
- Click **Start > Search**

OR click the **Search** button in a folder window:



Searching for Pictures, Music, or Video

- Click the **Pictures, music, or video** link in the **Search Companion**:



- Check the file type for which you are searching and/or enter a file name.
- Click **Search**.

Note: Use **advanced search options** to search on more specific criteria.

Searching for Documents

- Click the **Documents (word processing, spreadsheet, etc.)** link in the **Search Companion**.

- Select the criteria on which you are basing your search and/or enter a file name:

-



- Click **Search**.

Searching for all Files and Folders

- Click the **All Files and Folders** link in the **Search Companion**.
- Select the criteria on which you are basing your search and/or enter a file name or word or phrase in the file.
- Click **Search**.

Using Windows Explorer or My Computer

- **Windows Explorer** and **My Computer** offer ways to manually locate and manage files and folders within the hierarchical structure of files, folders, and drives on your computer.

To open Windows Explorer:

- Click **Start > All Programs > Accessories > Windows Explorer**.

To open My Computer:

- Click **Start > My Computer**.

Week 11

Working with Files and Folders

Getting to Know Windows XP Folders

About Folders

- Folders on a computer provide a storage system similar to folders in a filing cabinet. Folders can contain files and other subfolders. Windows XP provides a number of default (personal) folders to start your computer filing system.
- A folder is typically represented by a folder icon. The folder name is under the icon:



Using My Computer

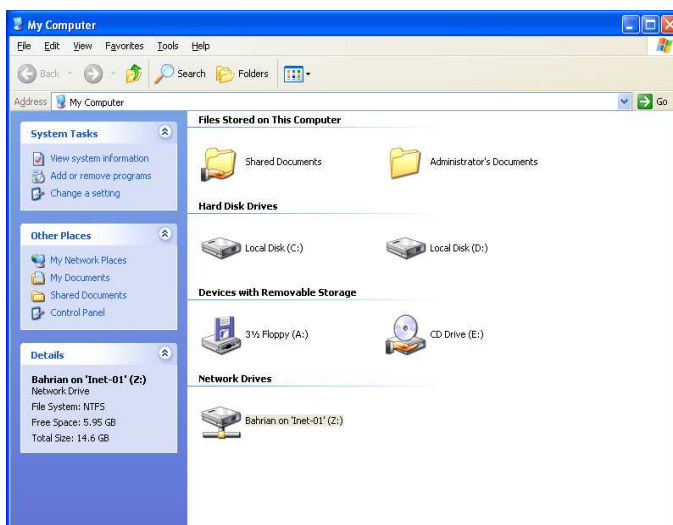
- The **My Computer** folder displays all hard disk drives and removable storage devices connected to your computer:



- Double-clicking on a drive or removable storage device displays its contents.

To open the My Computer folder:

- Click Start > My Computer.



- Using My Documents
- The **My Documents** folder provides a place to store all of your files. When you save a document, the default save location is the **My Documents** folder:



To open the My Documents Folder:

- Click **Start > My Documents**.

Using My Pictures

- By default, the **My Pictures** folder is situated in the **My Documents** folder. When you save pictures from your digital camera or scanner to your computer, or save a file in a graphics program, such as **Microsoft Paint**, the default save location is the **My Pictures** folder:



To open the My Pictures folder:

- Click **Start > My Pictures**.

Note: The **My Pictures** folder contains some sample pictures.

Using My Music

- By default, the **My Music** folder is situated in the **My Documents** folder. When you use **Windows Media Player** to copy music from a CD or download music from the Internet, the default save location is the **My Music** folder:





To open the My Music folder:

- Click **Start > My Music**.

Note: The **My Music** folder contains some sample music.

To determine file types

- Within the Windows Explorer window each file will be marked with a small icon, as illustrated. In the example shown the first file displays an icon representing Microsoft Word, and if you look along the line of information about this file, it clearly states (*assuming that you are using the details mode to view the files*) that the file is indeed a **Microsoft Word Document**. The second file is marked as a **Microsoft PowerPoint Presentation** file in the same way.

	ecd1-module-7.doc	1,453KB	Microsoft Word Document
	front cover.ppt	16KB	Microsoft PowerPoint Presentation

This indicates that somehow Windows knows what a Word file is and what a PowerPoint file is. This is because when Word and PowerPoint were installed onto the PC the installation program gave Windows information about files that would be created using these packages.

If you were to double click on say, the Word file, the Word program would open up, and

the data file that you double clicked on would be displayed within the Word program. To use the jargon, files created within Word are "associated" with Microsoft Word and all Word document files have a file extension of .doc

- In some cases Windows does not have detailed information about certain file types. In the example illustrated, there are two files and the icons used to display them are the generic Windows default icons. This means that if you were to double click on these files they would not run or be displayed within a program, for the simple reason that Windows does not know what to do with these files. There is no "file association" for these particular files.

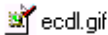


Some more examples:

- Note that the icons shown for some of these file types will vary depending on what programs you have installed on your computer.



The .EXE extension indicates that the file is an executable (program) file.



The .GIF extension means that the file contains an image. GIF files are commonly found on the Web.



.JPG or .JPEG is another common type of image file.



.HTML (HyperText Markup Language) is the format that Web pages are stored in.



.MDB files contain an Access database.



.PDF is used by the Adobe Acrobat program. PDF files contain documents that can be viewed or printed.



.RTF (Rich Text Format) is used for word processed documents. It is supported by many different kinds of word processing application so it is useful for converting documents from one program to another.



.TXT files are simple text only files, commonly created using the Windows Notepad application.

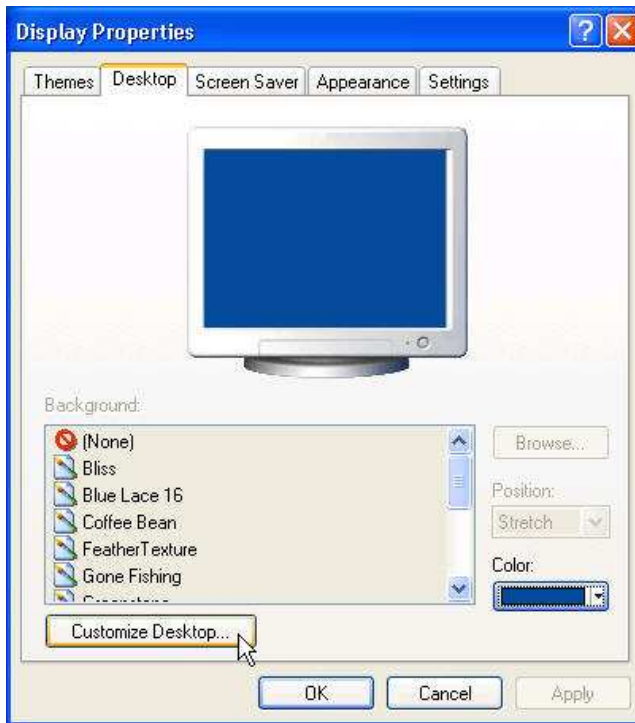


.XLS files contain an Excel Workbook.

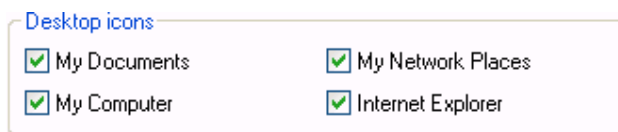
To display commonly used folders on the desktop:

- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.

- Click the **Desktop** tab.
- Click the **Customize Desktop** button:



- Check the icons you want displayed on your desktop in the **Desktop icons** area:



- Click **OK**.
- Click **OK** again to exit the **Display Properties** dialog box.

Using the Recycle Bin

- When you delete a program, file, or folder, it is moved to the **Recycle Bin**. The **Recycle Bin** gives you the opportunity of later retrieving your deleted items if you change your mind. Items in the **Recycle Bin** still take up hard disk space. When the **Recycle Bin** is full, Windows XP automatically cleans out enough space to accommodate the newest deleted items.
- By default, the **Recycle Bin** is located on your desktop:



Displaying Folders on the Desktop

- Windows XP makes it easy to display the most commonly used folders and programs on your desktop for easy access.

Managing Files and Folders

Opening a File or Folder

- Double-click on the file or folder you want to open. The file or folder is displayed in a window.

Note: To open programs, files, and folders from the **Start** menu, only a single-click is required.

Copying, Cutting, and Pasting Files and Folders

- Copying files and folders is useful if you want to copy (duplicate) a file or folder, and place it in another location. Cutting a file or folder is useful if you want to **move** a file or folder to another location.

To copy or cut files and folders:

- Right-click on the file or folder you want to copy or cut.
- From the pop-up menu, select **Copy** or **Cut**.
- Open the location you want the copied or cut item to be placed.
- Right-click in the location.
- From the pop-up menu, select **Paste**.

Creating Shortcuts for Files and Folders

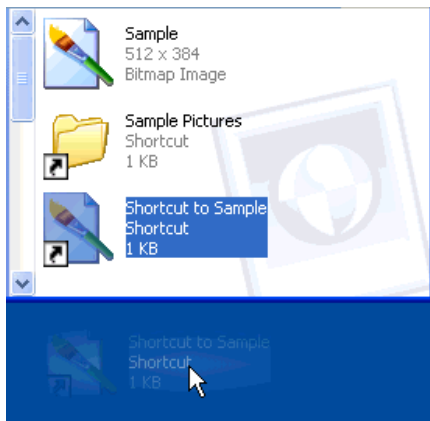
- Creating a shortcut is useful when you frequently access a program, folder, or file, or when you want to place a program, folder, or file in the **Start** menu. The desktop is a convenient location to place shortcuts.

To create a shortcut from a program, file, or folder:

- Right-click on the program, file, or folder for which you want to create a shortcut.
- From the pop-up menu, select **Create Shortcut**.
- Cut and paste the shortcut to the location you want.

OR

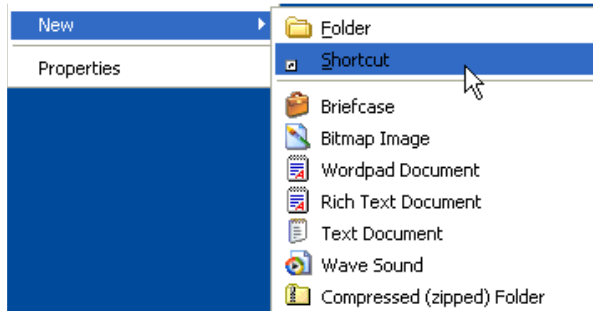
- Right-click on the program, file, or folder for which you want to create a shortcut.
- From the pop-up menu, select **Create Shortcut**.
- Click and drag the shortcut into a folder or onto the desktop:



Note: When you delete a shortcut, the original program, file, or folder is not deleted.

To create a shortcut from a location:

- Right-click on the location you want your shortcut.
- From the pop-up menu, select **New > Shortcut**:



Renaming Files and Folders

- Right-click on the file or folder you want to rename.
- From the pop-up menu, select **Rename**.
- Type a new name:



- Press the **Enter** key on your keyboard.

Deleting Files and Folders

To delete a file or folder located on the desktop:

- Right-click on the file or folder you want to delete.
- From the pop-up menu, select **Delete**.

OR

- Select the file or folder you want to delete.
- Press the **Delete** key on your keyboard.

To delete a file or folder located in a folder:

- Select the file or folder you want to delete.
- From the main menu, select **File > Delete**:



OR

- Select the file or folder you want to delete.
- Press the **Delete** key on your keyboard.

Week 12

Viruses

Concepts

What is a virus and what does it do?

- Viruses are small programs written so that they can jump from one computer to another (via disk or a network), and which can cause disruption or damage to the computer system. Even data files such as a Word document can contain a virus. As well as causing damage to your data, or in some cases even destroying your data, viruses can cause other effects; such as using your email system to email all your email contacts and in the process infect other people's computers.

How viruses infect computers

- Basically if you access files that are virus infected then that virus may be transmitted to your computer. Never accept diskettes/CD-ROMs/DVDs that have not been properly virus scanned first by your computer support team. Never connect to the Internet without an active virus checker program scanning all the files you download. Even be careful when using your organizations network, as one computer on the network is capable infecting all the other computers on the network.

Why use a virus checker?

- An up to date virus checker should help protect you from losing data due to virus attack.
- You should find that your email system, does not get jammed up due to multiple email viruses.
- You will have less chance of being sued for damages from other organizations that you accidentally infected with a virus.
- You will save time and money by preventing virus attacks as opposed to dealing with the effects of an attack.

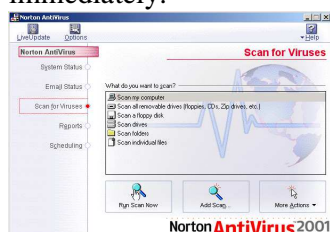
What is virus disinfecting?

- Running a virus checker on a computer that contains a virus is known as disinfecting the PC, as the virus program will detect, then eliminate the virus.

Handling Viruses

To run a virus checker

- Many virus checking programs will scan your PC when you first switch on in the morning and some will even run detailed scans automatically, as well as automatically updating themselves so that you are protected against new virus types. In the example shown we have started the Norton Anti Virus program (via the Start menu). In this case we clicked on the **Scan for Viruses** button within the program. As you can see you can choose to scan only certain drives or the whole computer. At the end of the process you should see a message telling you that your computer is free of viruses. If a virus is detected during the scan and you work in a large organization inform your IT technical support team immediately.



Regularly update your virus checking software

- As new viruses are constantly emerging, it is vital to update your virus program on a regular basis. Many programs will do this automatically. For instance the Norton Antivirus program has a facility they call 'Live Update', which will update the virus checker with information about more recent viruses.



Week 13

Working with System Tools

Viewing System Information

- **System Information** displays information for local and remote computers including hardware configurations, computer components, software, and drivers.

To view system information:

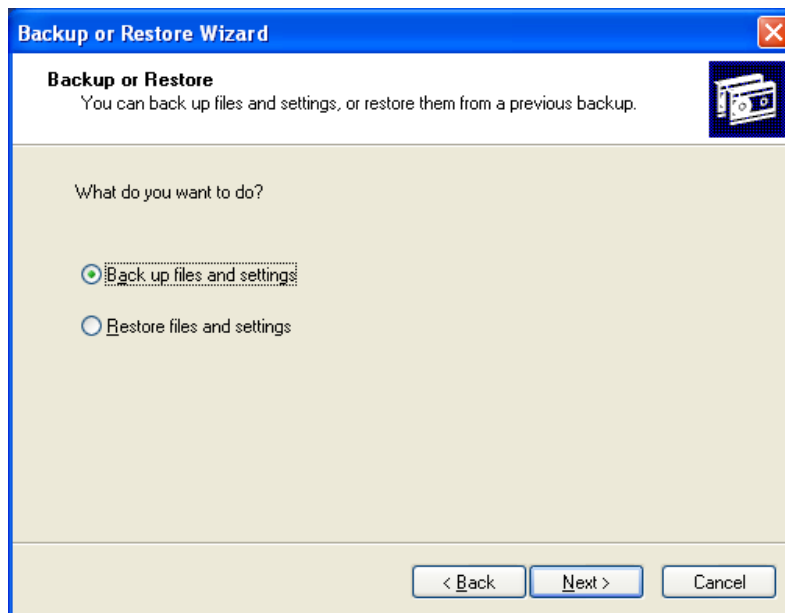
- Click **Start > All Programs > Accessories > System Tools > System Information**.
- Click the **Close** button on the **System Information** window when you have finished viewing system information.

Using the Backup or Restore Wizard

- The **Backup or Restore Wizard** helps you back up or restore files and settings on your computer.

To use the Backup or Restore Wizard:

- Click **Start > All Programs > Accessories > System Tools > Backup**.
- Click **Next**.



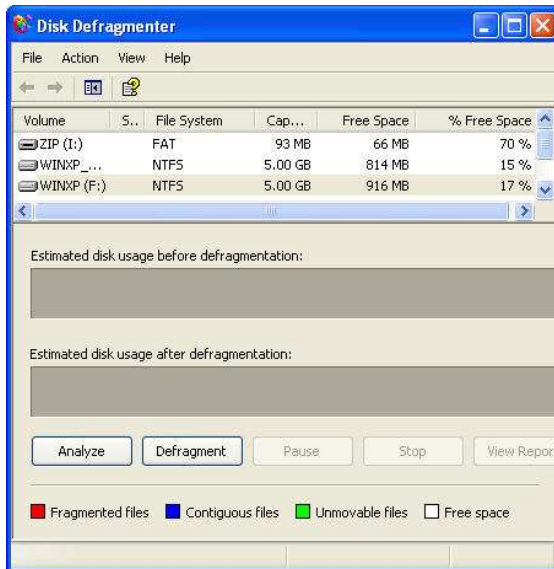
- Select **Back up files and settings** or **Restore files and settings**.
- Complete the wizard steps according to the selection made.

Running the Disk Defragmenter

- The **Disk Defragmenter** allows your computer to save and run files more efficiently by consolidating fragmented files and folders.

To run the Disk Defragmenter:

- Click **Start > All Programs > Accessories > System Tools > Disk Defragmenter**. This opens the **Disk Defragmenter** window:



- Select the drive you want to defragment.
- Click the **Defragment** button.

Note: To analyze a drive before defragmenting it, click the **Analyze** button and review the report.

Week 14

Working with System Tools

Viewing System Information

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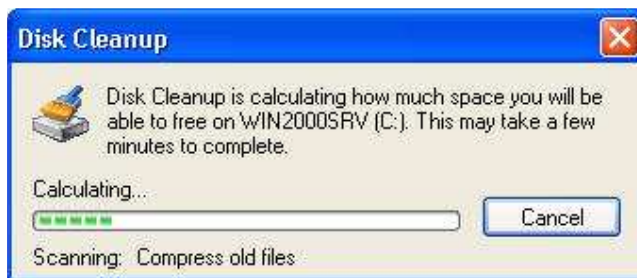
- Click **Start > All Programs > Accessories > System Tools > System Information**.
- Click the **Close** button on the **System Information** window when you have finished viewing system information.

Using Disk Cleanup

- **Disk Cleanup** frees up space on selected drives by displaying temporary files, Internet files, and unnecessary program files that can be deleted.

To use Disk Cleanup:

- Click **Start > All Programs > Accessories > System Tools > Disk Cleanup**.
- Select the drive you want to clean from the drop-down menu.
- Click **OK**. This runs **Disk Cleanup**:



- Check the files you want to delete.
- Click **OK**.
- Click **Yes** to delete the files.

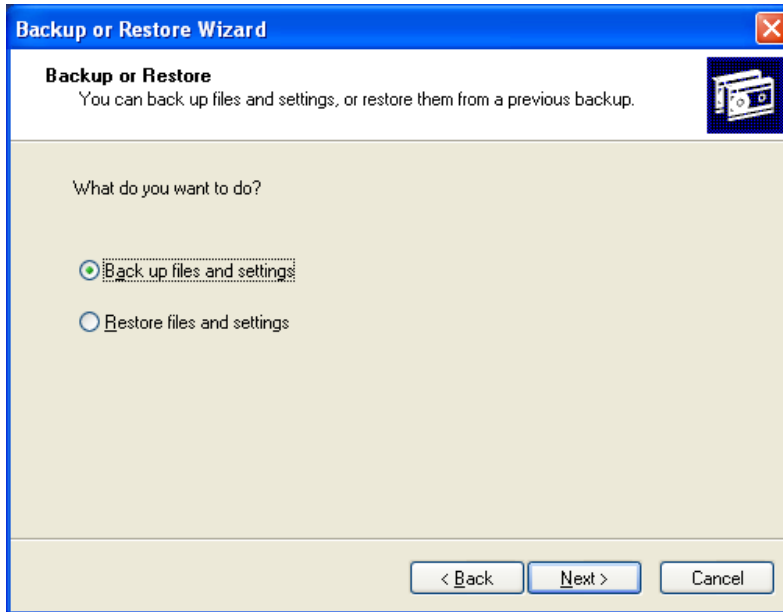
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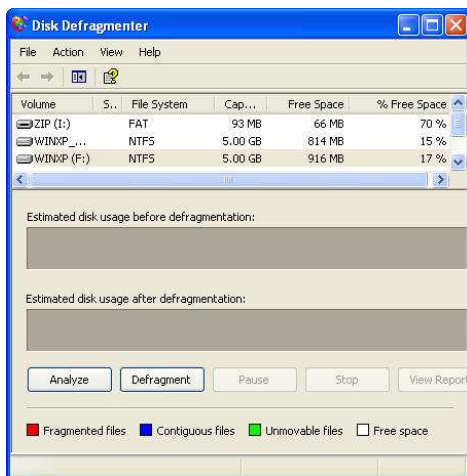
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Week 15

Working with System Tools

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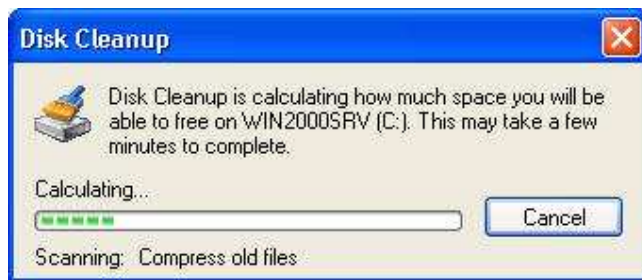
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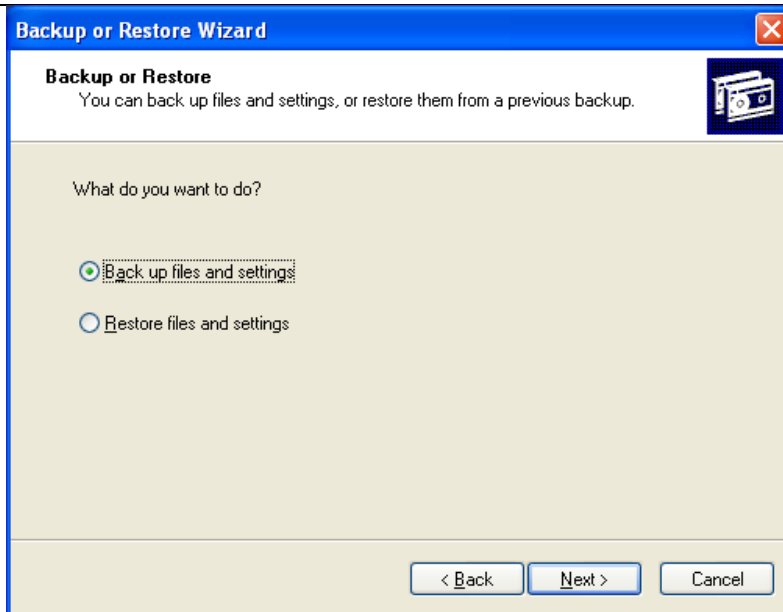
- Check the files you want to delete.
- Click **OK**.
- Click **Yes** to delete the files.

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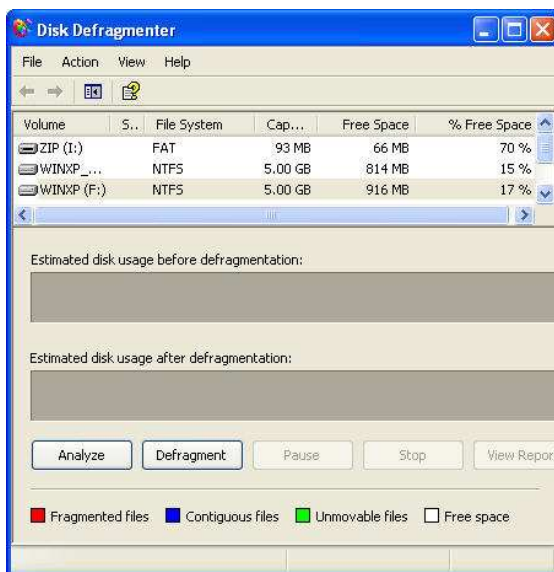
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