

M O D U L A R S Y S T E M

MICROSOFT
WINDOWS XP

Osman AY
Muammer ÖKSÜZ



www.zambak.com

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Microsoft

Windows

xp

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CHAPTER 1

OPERATING SYSTEM
MICROSOFT WINDOWS XP
INSTALLING WINDOWS XP
WINDOWS XP TOUR



Installing Windows XP





Windows controls hardware



Windows can run more than one program simultaneously.



Windows stores information in folders and files

OPERATING SYSTEM

Windows XP is an operating system. An operating system is a collection of programs (software) that controls computer's hardware devices, interact with programs, as well as the way the computer responds to your commands. Here is what an operating system does:

Controls Hardware

Windows controls all devices of your computer system. It makes graphics and text appear on your monitor, and makes your mouse point and click.

Runs Programs

Windows runs all your programs. Without Windows, your word processor (Wordpad, Notepad, Microsoft Word etc.), Web browser (Internet Explorer, Netscape, Opera etc.), and games wouldn't work. Windows lets your programs talk to your hardware, for example, your word processor can print documents to the printer or your modem communicates and you can surf on the Internet by using your Web browsers.

Organizes Files

Windows stores information in files and folders on your computer's storage units such as harddisk, flashcards or floppy, just like you store files and folders in a filing cabinet.

Think of Operating System as an orchestra conductor who makes sure all the parts of your computer, your hardware and programs work together. What makes operating systems special is its ability to make computer operations easy. With Windows, all you have to do is point and click to do something much, much easier.

Programs are tools that help you perform certain tasks. Whenever you work with your computer, you are using Windows XP either directly or indirectly through another program, such as Windows Explorer.

MICROSOFT WINDOWS XP

Windows XP is based on Windows 2000 Professional and powered by the new **Windows Engine**. The New Windows Engine is built on the code base of Windows 2000 and Windows NT that feature a 32-bit computing architecture and a fully **engine protected** memory model.

Enhancements added to Windows XP includes improved document recovery, improved application and hardware compatibility, system memory protection, and system stability. Windows XP is more reliable, efficient, secure, and easy to use than earlier Windows versions.

Features new to Windows XP includes: an updated user interface; new multimedia, communications, and networking features; a new Help and Support Center, etc. Two Windows XP editions are available, **Windows XP Home Edition** and **Windows XP Professional Edition**. This book covers only Windows XP Professional.



Windows XP Start menu

Differences between Windows XP and other versions of Windows

Improved Interface

The most obvious and controversial feature of Windows XP is a completely redesigned interface and Start menu that supposedly lets you find what you need more quickly and is easier to use. If you can't stand the new Windows XP interface, you can always switch back to your trusted Windows 9x interface.

Personalized Menus

As you use your computer, Windows XP watches which programs and files your menus use and don't use. After a while, Windows XP starts to hide the items you don't use as much from the Start menu. The items are still there, you just have to click the downward-pointing arrow (▼) at the bottom of the menu to see them.

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

Press **F1** to start **Help and Support Center**.

More Reliable

Windows XP is based on the same technology as Microsoft Windows NT and Windows 2000 business operating systems. This makes Windows XP much more stable than Windows 95, 98, and ME and greatly reduces the number of crashes and restarts.

Better File and Folder Management

Windows XP makes it easier to view and work with your files and folders. **Folder Thumbnail view** lets you preview photos and images and the new **File and Management**. **Folder tasks pane** lets you easily copy, move, rename, or delete any file or folder.

Better Help and Support

Windows XP makes it easier to get efficient help and support with new features support such as **Remote Assistance** which allows you to contact a computer expert and let them fix a problem on your computer even if they are hundred miles away.



Personalized menus



Windows Help and Support

INSTALLING WINDOWS XP

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

Windows XP can be setup to a computer with or without a pre-installed operating system. If you want to setup Windows XP to a computer without an operating system, turn on the computer and insert the **Windows XP Installation CD** into CD-ROM drive. The computer starts with Windows XP Setup and the wizard guides you through to set up the system to your computer. If you want to setup Windows XP on a computer that already has an operating system you run the computer, then start the setup wizard from the operating system you use.

BEFORE YOU INSTALL WINDOWS XP

Before you install Windows XP you must consider the following steps.

- Make sure your hardware components meet the minimum requirements.
- Obtain compatible hardware and software, such as upgrade packs and device drivers.
- Obtain network information.
- Back up your files you want to restore.
- Determine whether you want to perform an upgrade to Windows XP or install a new copy.

Hardware Requirements

Windows XP Professional needs the following minimum hardware requirements:

- 233 MHz Pentium or higher microprocessor
- 64 MB of RAM minimum (128 MB recommended)
- 1.5 GB of free disk space
- VGA monitor
- Keyboard
- Mouse or compatible pointing device
- CD-ROM or DVD drive

Checking Hardware Compatibility

The Windows XP Setup Wizard automatically checks your hardware and software then reports any potential conflicts. To ensure a successful installation, however, you should determine whether your computer hardware is compatible with Windows XP Professional before you start the wizard.

Windows XP Professional supports only those devices listed in the Windows Catalog. If your hardware isn't listed, connect to the hardware manufacturer's web site and request a Windows XP Professional driver for the component.

You can view the Windows Catalog at the web site of Microsoft: <http://www.microsoft.com/whdc/hcl/default.mspx>.



Windows Hardware and Driver Central



Changing computer name

Network cards are most common used hardware to connect to network.

You can always join a domain after you install Windows XP Professional.

Obtaining Network Information

First, you need to decide whether your computer is joining a **domain** or a **workgroup**. If you don't know which option to choose, or if your computer won't connect to a network, select the workgroup option. If you select the domain option, make sure you have a domain account or ask your network administrator to create a new one for you.

If your computer is currently connected to a network, request the following information from your network administrator before you begin the setup process:

- Name of your computer
- Name of the workgroup or domain
- TCP/IP address

To connect to a network during the setup process, you must have the correct hardware installed on your computer and be connected by a network cable.

Backing Up Your Files

If you're upgrading from an earlier version of Windows, you should back up your files. You can back up files to storage units (such as, a different partition on your harddisk, another harddisk, a flashdrive, or a CD-ROM) or another computer on your network.

How you back up your files depends on your hardware configuration. Backing up data to the CD-ROM is a frequently used way. Flashdrive, External USB Harddisk or second harddisk can be a good backup unit. Besides, Windows can be installed to any free partition without erasing the data in the system partition.

Choosing Upgrade or Installing a New Copy

After you start the Windows XP Setup Wizard, one of the first decisions you have to make is whether to upgrade your current operating system or to perform an entirely new installation. During the setup process, you must choose between upgrading or installing a new copy of Windows (a 'clean install').

During an upgrade, the Windows XP Setup Wizard replaces existing Windows files but preserves your existing settings and applications. Some applications might not be compatible with Windows XP Professional and therefore might not function properly after an upgrade. Windows XP compatible versions may be installed later. You can upgrade to Windows XP Professional from the following operating systems:

- Windows 98 (all versions)
- Windows Millennium Edition
- Windows NT 4.0 Workstation (Service Pack 6 and later)
- Windows 2000 Professional (including service packs)
- Windows XP Home Edition

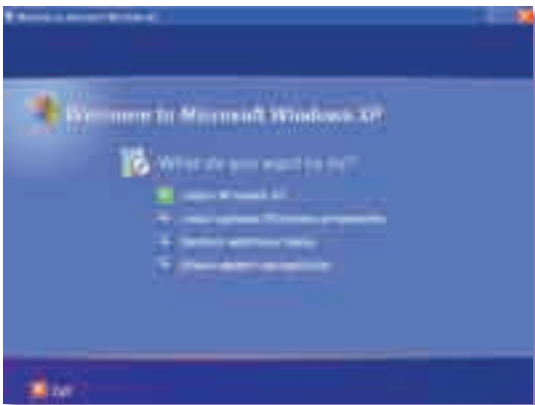
If your computer is currently running an unsupported operating system (such as DOS, Windows 3.1, Windows 95), you must install a new copy. The wizard installs Windows XP Professional in a new folder. After the installation is complete, you will have to reinstall application programs and reset your customized settings.

If you want to modify the way the wizard installs Windows XP Professional, click Advanced Options, and then perform any of the following tasks:

- Change the default location of the setup files.
- Store system files in a folder other than the default folder (\Windows).
- Copy the installation files from the CD to the hard disk.
- Select the partition on which to install Windows XP Professional.



Computer is started from the setup CD.



Setup is started from the setup CD in current operating system.

| Upgrade | Install a new copy |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| You're already using an earlier version of Windows that supports upgrading | Your hard disk is blank. |
| You want to replace your Windows operating system with Windows XP. | Your current operating system doesn't support an upgrade to Windows XP. |
| You want to keep your existing files and preferences. | You already use an operating system, but you don't want to keep your existing files and preferences, so that you can cleanly install. |

To decide whether to upgrade or clean install

Installing a New Copy (Clean Install)

If your computer has a blank hard disk or your current operating system isn't supported, You need to install a new copy of Windows XP. Boot up your computer with Windows XP Setup CD and let setup wizard to guide you

step 1: Start your computer by running your current operating system, and then insert the Windows XP Professional CD into your CD-ROM drive.

step 2: If Windows automatically detects the CD, click **Install Windows**. The Windows XP Setup Wizard appears.

If Windows doesn't automatically detect the CD, click Start, and then click **Run**. Type **d:\setup.exe** where "d" is the letter of CD-ROM drive.

step 3: Press **ENTER**.

step 4: When prompted to choose an installation type, select **New Installation (Advanced)**, and then click Next.

step 5: Follow the instructions that appear on your screen.



Installing a New Copy



Upgrading to Windows XP

Upgrading Windows

The upgrade process is simple. The Windows XP Setup Wizard detects and installs the appropriate drivers, or it creates a report listing devices that couldn't be upgraded, so you can be sure your hardware and software is compatible with Windows XP Professional.

step 1: Start your computer by running your current operating system, and then insert the Windows XP Professional CD into your CD-ROM drive.

step 2: If Windows automatically detects the CD, the Windows XP Professional CD dialog box appears. To start your upgrade, click **Install Windows**.

If Windows doesn't automatically detect the CD, click Start, and then click **Run**. Type **d:\setup.exe**.

step 3: Press **ENTER**.

step 4: When prompted to choose an installation type, select **Upgrade**, and then click **Next**.

step 5: Follow the instructions that appear on your screen.

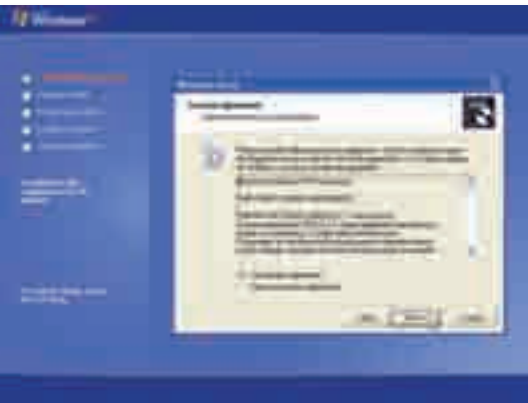
SET UP WIZARD

The Windows XP Setup Wizard helps you gather information about you and your computer. Although much of this installation process is automatic, you might need to provide information or select settings on the following pages, depending on the current configuration of your computer:

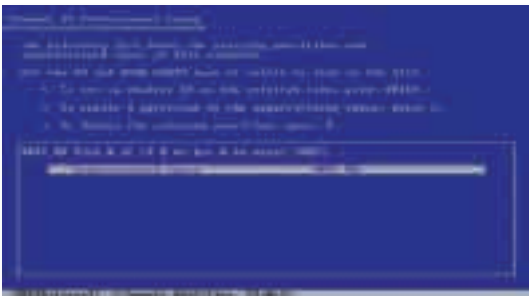
step 1: Licensing Agreement. If you agree with the terms and want to continue the setup process, press **F8** to accept this agreement (F8 = I agree).



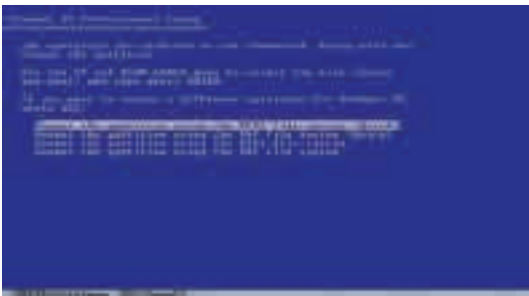
step 2: If you start setup wizard from your current operating system License Agreement window will be as below.



step 3: Create a new partition or select an existing one to install Windows XP.



step 4: Select the file system for the new partition. Use the arrow keys to select the file system you want, and then press Enter. The recommended file system for Windows XP Professional is NTFS. If you're upgrading, the wizard uses your current file system.



Windows file systems: Before formatting a volume or partition, consider the file system with which to format it. Windows XP support NTFS (New Technology File System), FAT (File Allocation Table), and FAT32 file systems. NTFS is the recommended file system for Windows XP because it supports several features that the other file systems do not, such as file and folder permissions, encryption, large volume support, and sparse file management. However, you must format the volume or partition as FAT if you plan to access files from other operating systems, including MS-DOS, Windows 9X, and Windows NT 4.0.

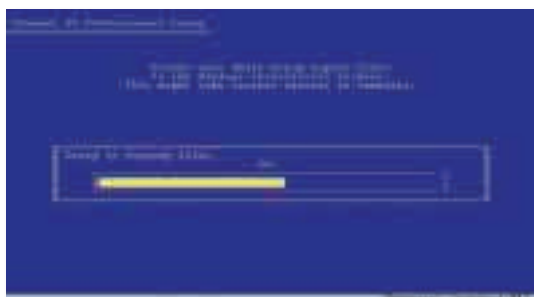
Choose NTFS only if you are running Windows 2000 or Windows XP and you want to take advantage of NTFS features.

The following features are unique to NTFS: Compression, Disk quotas, Encryption, Mount points, and Remote storage.

step 5: Windows formats the new partition with selected file system.



step 6: Installation files and folders are copied to the new partition. When these processes are finished, it automatically restarts the computer.



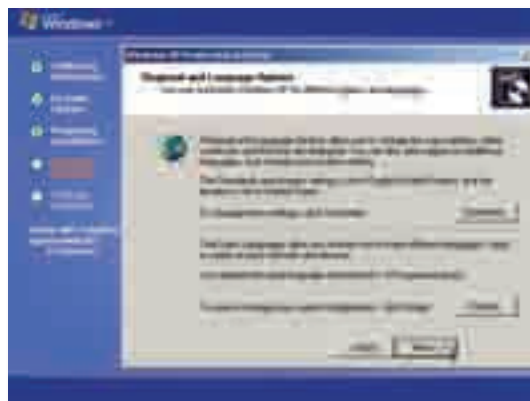
step 7: Personalize Your Software. Type the full name of the person to whom this copy of Windows XP Professional is licensed to and, optionally, the organization.



step 8: Enter your Windows XP product key. It is usually under Windows XP CD-ROM.

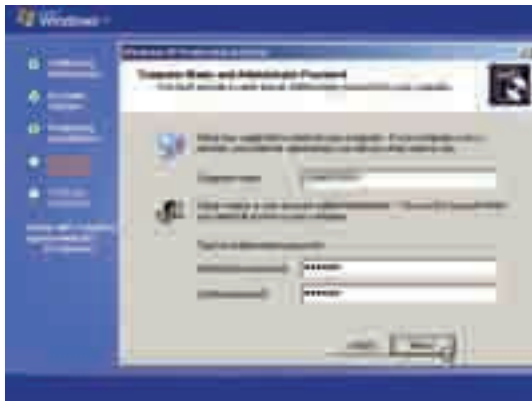


step 9: You can change the system and user local settings for your region and language. You can customize Windows XP for different languages and regions. Defining multiple keyboard layouts is also possible.



step 10: Computer Name and Administrator Password. Type a unique computer name that differs from other computers, workgroup, or domain names on your network. The wizard suggests a computer name, but you can change that name.

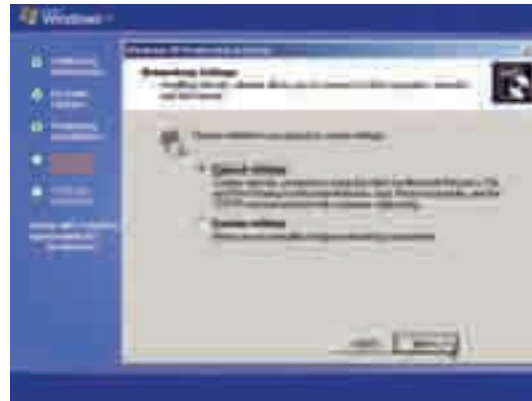
During the installation, the wizard automatically creates an **Administrator** account. When you use this account, you have full rights over the computer's settings and can create user accounts on the computer. That is, logging on as an Administrator after you install Windows XP Professional gives you administrative privileges to manage your computer. Type a password for the Administrator account. For security reasons, you should always assign a password to the Administrator account. Take care to remember and protect your password.



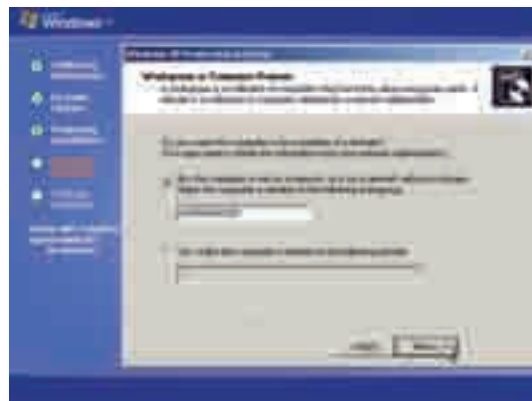
step 11: Date and Time Settings. Verify the date and time for your region, select the appropriate time zone, and then select whether you want Windows XP Professional to automatically adjust for daylight saving time.



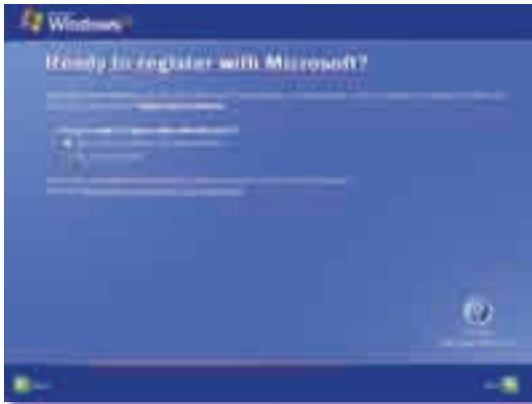
step 12: Networking Settings. Unless you're an advanced user, select the Typical settings option for your network configuration. To manually configure network clients, services, and protocols, select the Custom settings option.



step 13: Workgroup or Computer Domain. During the setup process, you must choose to join either a workgroup or a domain.



step 14: Windows XP Setup Wizard asks you to register your copy with Microsoft. You can choose **Yes** to register online if you have internet connection, or you can choose **No** to register later.



During or after the setup process, you need to join either a workgroup or a domain. If you don't have a domain, choose to join a workgroup.

Joining a Workgroup

A **workgroup** is one or more computers with the same workgroup name (for example, HOME, CLASS A, TEACHERS etc.). Any user can join a workgroup by specifying the workgroup name - you don't need special permissions to join a workgroup. You must provide an existing or a new workgroup name, or you can use the workgroup name that the Windows XP Setup Wizard suggests.

Joining a Domain

A **domain** is a collection of computers defined by a network administrator. Unlike joining a workgroup, which you can do yourself, joining a domain requires permission from the network administrator.

The user account identifies you to your computer and the computer account identifies your computer to the domain.

To join a domain during the setup process, you must have a computer account in the domain you want to join. You can ask your network administrator to create a computer account. Or, if you have the appropriate privileges, you can create the account yourself. If you're upgrading from Windows NT Workstation, the Windows XP Setup Wizard uses your existing computer account.

If you have difficulty joining a domain during the setup process, join a workgroup instead, and then join the domain after you finish installing Windows XP.

step 15: Network Identification Wizard. Identify the users who will be using your computer. If you indicate that you're the only user, you're assigned administrator rights.



step 16: Windows XP Setup Wizard completes the installation. Windows XP Professional prompts you to log on. You can log on to Windows XP by simply clicking on your user name.



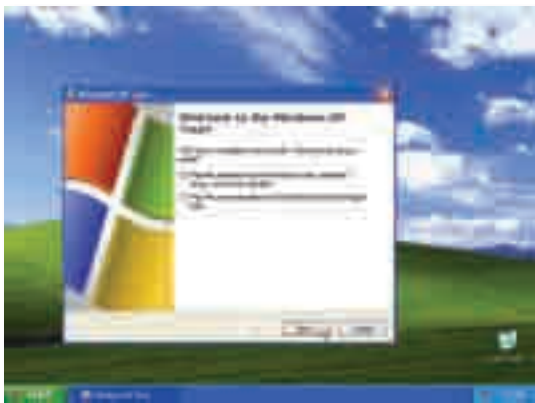
step 17: After logging on you can create user accounts, and reconfigure any settings that you entered during the setup process.

WINDOWS XP TOUR

The Windows XP Tour takes you through new Windows XP features. You can start the tour by clicking the [Take a tour of Windows XP](#) callout or you can click [Tour Windows XP](#) on Start menu.



- You can select the animated tour that features text, animation, music and voice narration or the text based tour to see the text and images only.



- The tour has five buttons on the upper right hand side of the window:



Windows XP Basics

Unlock the World of Digital Media



The Connected Home and Office



Best for Business



Safe and Easy Personal Computing



Windows XP is an operating system. It controls hardware, runs programs, organizes files. Windows XP has some new features and enhancements. It has an improved interface, personalized menus, better file and folder management, better help and support capabilities and it is more reliable and stable.

Windows XP can be installed to a computer which has an operating system or to a new computer. There are some points which should be considered before installation: Hardware components must meet the minimum requirements. Hardware and software must be compatible. Important files should be backed up, and network and user information must be ready.

You can upgrade to Windows XP if you have Windows 9x, Windows ME, Windows NT Workstation with Service Pack 6 or later or Windows 2000 Professional operating systems.

You can select an existing partition or create a new partition to install Windows XP. NTFS is the recommended file system for Windows XP.

More than one regional setting, language or keyboard layout can be used in Windows XP. You can select these during or after setup.

Windows XP can join either a workgroup or a domain. More than one user can be created during installation. Users can log on and switch easily, no need to log off the current user.

After installation and log on, you can take Windows XP Tour to learn more about Windows XP and enjoy watching animated Windows XP features.

You should activate your copy within 30 days through internet or by calling the sales representative.

**INSTALLING**



INSTALLING

1. Which of the following is false about an operating system?
 - a. Runs programs
 - b. Controls hardware
 - c. Organizes files
 - d. Conducts orchestra
2. Windows XP is based on the same technology as...
 - a. Windows 95
 - b. Windows 98
 - c. Windows NT
 - d. Windows ME
3. Which of the following is not a new feature that has come with Windows XP?
 - a. Remote Assistance
 - b. Personalized menus
 - c. Increased number of crashes and restarts
 - d. Thumbnail view
4. Before you install Windows XP, which of the following is not needed?
 - a. You must delete the files you want to restore.
 - b. Hardware and software must be compatible.
 - c. You should decide to upgrade or install a new copy.
 - d. Hardware components must meet minimum requirements.
5. Which of the component below is not in the minimum hardware requirements list for Windows XP?
 - a. 1.5 GB of free disk space
 - b. Pentium IV or higher processor
 - c. Mouse or compatible pointing device
 - d. VGA monitor
6. You can't backup your files on a _____.
 - a. Harddisk
 - b. Different partition
 - c. Flashdrive
 - d. RAM
7. Which of the following operating systems you cannot upgrade to Windows XP from?
 - a. Windows 98
 - b. Windows ME
 - c. Windows NT
 - d. Windows 2000 Server
8. Which key should you press to accept the License Agreement?
 - a. F10
 - b. F9
 - c. F8
 - d. F6
9. Which file system is recommended for Windows XP?
 - a. FAT
 - b. NTFS
 - c. FAT32
 - d. FAT64
10. After which step, can you not cancel installation?
 - a. Collecting information
 - b. Dynamic Update
 - c. Preparing installation
 - d. Installing Windows
11. You can configure network at this time _____.
 - I- During the installation at networking setting.
 - II- After the installation.
 - III- Before the installation
 - IV- When you are partitioning the harddisk during installation
 - a. I
 - b. II
 - c. I-II
 - d. I-II-IV

CHAPTER 2

STARTING WINDOWS XP
WINDOWS XP INTERFACE
USING MOUSE
USING KEYBOARD
WORKING WITH WINDOWS
DIALOG BOXES
RUNNING PROGRAMS



**Getting
Started**



STARTING AND LOGGING ON TO WINDOWS

When you install Windows XP Professional, Setup prompts you to create a user account for yourself and one for each person who regularly uses the computer, whether in an office or home.

Starting Windows is a simple procedure: you turn the computer on and wait for the boot process to be completed. Computer is connected to a network, you will be prompted to log on to the network. That is, you will have to type a user name and password to identify yourself to Windows and the network. The password works much like a personal identification number (PIN) on an ATM. Passwords prevent unauthorized individuals from accessing information on your computer and on the network.



Logging on to Windows



Windows XP has powerful and practical network features.

The Windows Welcome Tutorial can be started at any time from **Start > All Programs > Accessories > Tour Windows XP**

The Windows Welcome Tutorial is displayed when a user turns on a new Windows XP computer for the first time.

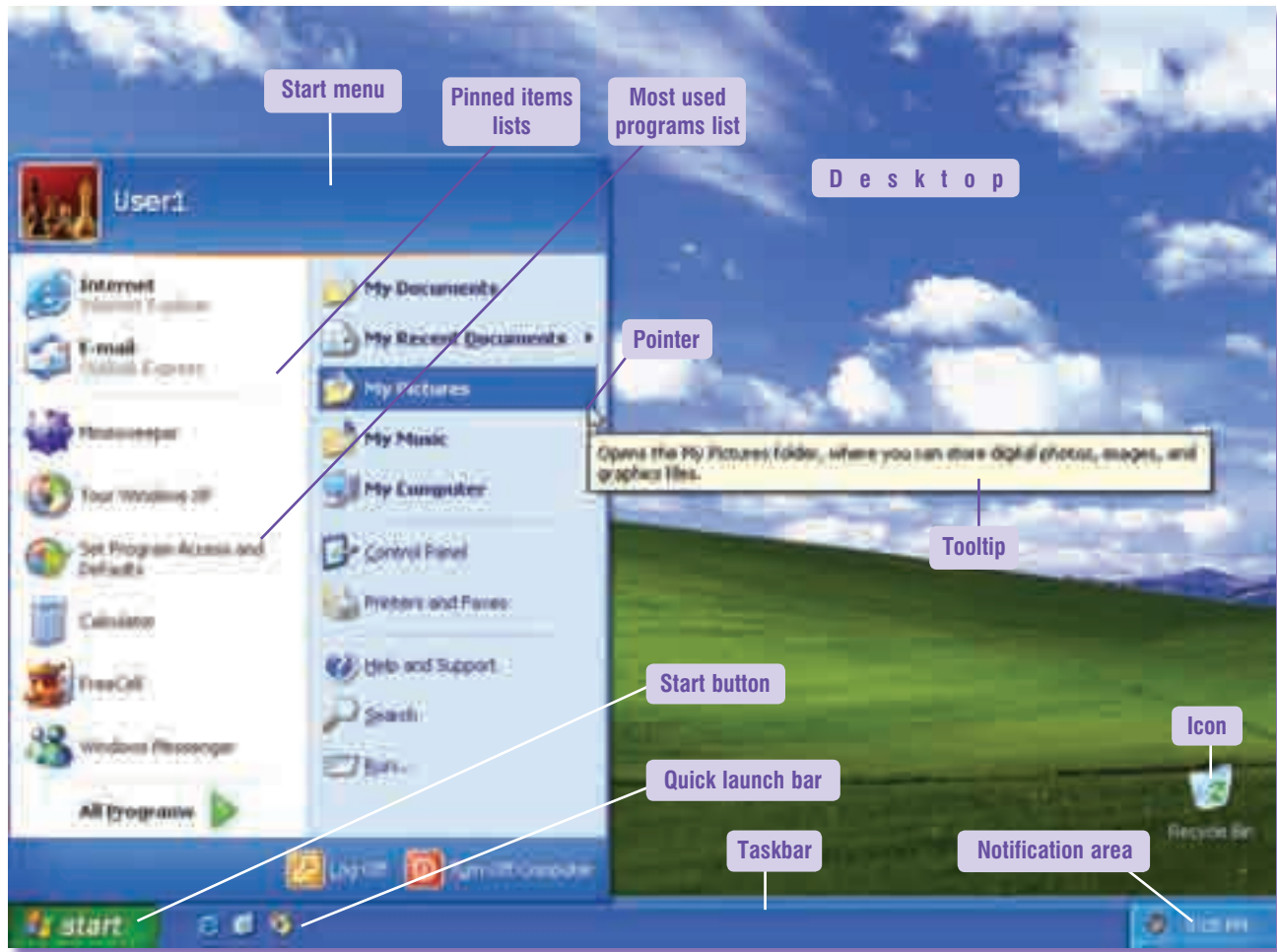
The Windows Welcome Tutorial helps users set up their computer by configuring settings, connecting to the Internet, setting up a network, creating user profiles, and registering the computer.

The Windows XP Tour takes users through new Windows XP features including safe and easy computing, the world of digital media, the connected home and office, business advantages, and Windows XP basics.

WINDOWS XP INTERFACE

Windows XP offers a new visual design. The **start menu**, **taskbar**, and other **desktop** elements all have new looks. The start menu provides access to most useful items on your computer including all programs, most recent documents, help and support, and other items on your computer. Windows XP also includes more start menu optimization options.

Windows XP Components



Windows XP user interface features

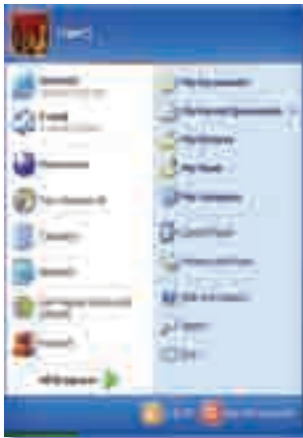
Desktop

The desktop is composed of the contents of your computer screen after Windows XP has been started.

You can use Windows logo key. Or Ctrl+Esc key combination to open Start menu.



Start button



Start menu

A program can be added to the pinned items list above the separator line by right clicking the item and selecting the **Pin to Start** menu option.



Quick Launch bar

Taskbar

The taskbar is the strip along the bottom of the screen. It typically shows, from left to right, the Start button, the Quick Launch bar, buttons for certain utilities and programs and the time. Also, all open programs are displayed as buttons on the taskbar.

Start button

The Start button is located on the left edge of the taskbar, and it is the most important component on the Windows desktop. It is the launching point for every program and window on your computer. Click the Start button to open a series of menus for starting programs, most frequently used programs, finding and opening folders and files, setting options, getting help, adding hardware and software, and shutting down the computer.

Time

The time is displayed near the right edge of the taskbar. You can also use this area of the taskbar to display a calendar. Position the mouse pointer on the time to view a pop-up description showing the day and date.

Window

The window is a frame on the screen that displays the contents of opened files, folders, or programs. Several windows can be displayed on the screen at one time, either side by side, top to bottom, or overlapping. You will learn how to move and resize windows later in this chapter.

Start menu

You can open the Start menu by clicking the Start button. Start menu lets you easily access the most useful items on your computer. **All Programs** item opens a list of programs currently installed on your computer. Programs are added to the **most frequently used programs** list above All Programs item when you use them.

Quick Launch bar

The Quick Launch bar gives you quick access to your most frequently used applications. Internet Explorer, Outlook Express, the Windows desktop are already included on the Quick Launch bar by default.

Recycle Bin

The Recycle Bin stores all the files you delete from your computer. You can use the Recycle Bin to retrieve files you have accidentally deleted. You create more disk space by emptying the Recycle Bin. The Recycle Bin is the only folder displayed on the desktop when you first start the Windows XP.

Shortcuts

Shortcuts are a type of icon that offers quick access to files, folders, or programs. You can create a shortcut that appears on the desktop and provides faster access to a file. You use shortcuts in the same way you use other icons, double-clicking them to open files, folders, or run programs. Shortcuts look similar to other icons except that each has a small, curved arrow in its

bottom-left corner. You might think of shortcuts as placeholders for other icons. You can create, copy, move, and delete a shortcut without affecting the file, folder, or program itself.

Icons

Files, folders, and programs are represented by icons. A file's icon is represented by the program the file was created in. For example, Microsoft Word document's icon (📄) is similar to the icon of Microsoft Word Program (📄) the document was created in. Folder icons (📁) look like a folder. The name of the file, folder, or program is displayed under the icon.



Shortcut



Icon

Switching User or Logging Off

User Switching makes it possible for you to quickly switch between users without actually logging off from the computer. Multiple users can share a computer and use it simultaneously, switching back and forth without closing the programs they are running.

To switch to another user,

- Start > Log Off > Switch User > the user account

To log off from the computer

- Start > Log off > Log off.



Windows XP Log Off screen

Turning Off Computer

When you've finished using your computer, you need to shut down Windows before you turn your computer off. Shutting down gives Windows a chance to tidy up after itself, saving information in the computer's memory to the local disk, cleaning up temporary files, and verifying that you've saved any changes you made to any files you worked on.



Shut Down Windows XP

To turn off computer

step 1: Save all your work and exit all your programs. Saving any files you've been working on is the most important step of all when you shut down your computer.

step 2: Click [Start](#).

step 3: Click [Turn Off Computer](#).



Windows XP Turn Off screen

| Shut Down Option | What it Does |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stand by | Use Stand by if you have a laptop and are going to leave your computer briefly but want to conserve as much energy as possible while you are away. After you return on your computer, you will be able to pick up exactly where you left off. |
| Shut down | Use this option if you want to turn your computer off. It saves your Windows settings and saves any information stored in memory to the local disk. |
| Restart | Saves any Windows settings, writes any information stored in your computer's memory to the local disk, and restarts your computer. Use this option if Windows or your Windows-based programs start acting flaky. You sometimes have to restart your computer after installing new software. |
| Log Off | This option closes all your programs and disconnects your computer from the network, preparing your computer to be used by other users. |
| Hibernate | Your computer shuts down after saving everything in memory on your hard disk. When you bring your computer out of hibernation, all programs and documents that were open are restored to your desktop. With this option you don't need to save and close when you want to shut down and then reopen all the programs you were working on when you turn on the computer. |

Shut Down Windows Options



Help and Support Center window

Windows Help and Support Center

If you need any information about Windows XP, Windows [Help and Support Center](#) can help you.

To open Help and Support Center window, you can select [Help and Support](#) item in the [Start](#) menu. This window has a [Search](#) box. You can write the words you want information about into that box.

You can also click on a help topic or task listed in this window. You can invite a friend to connect to your computer with [Remote Assistance](#) to help you. Windows [Newsgroups](#) are also good places to find information that you can't find in Windows help. Windows newsgroups are places where people ask questions and get answers from other Windows users.

USING MOUSE

Mouse is a device used to control Windows by pointing at, selecting, and moving objects on computer screen. The mouse is linked to the **pointer** (🖱️) (also called the **cursor**) on your computer screen. When you move the mouse on your mouse pad, the pointer moves on the computer screen.



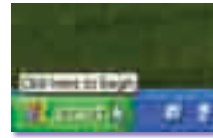
Mouse with two buttons and wheel

Point to an object

Simply place the mouse pointer over the object you want to point by moving the mouse. When you point the Start button, the pop-up hint appears, as shown in the figures below. You must point to objects in order to click or double-click them.



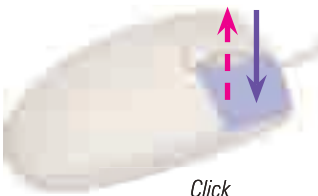
Pointing to My Computer icon



Pointing to Start button

Click

Point to the object and press and release the mouse button. For example, click the **My Computer** icon to select it.



Click



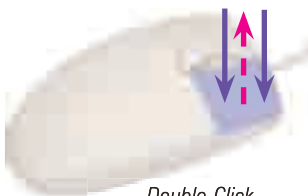
Clicking My Computer icon reverses the text color.



Clicking Start button opens the menu.

Double-click

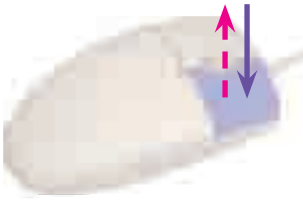
Just as it sounds, double-clicking means pressing and releasing the mouse button twice in rapid succession. You will usually open a file, folder, or program by double-clicking it.



Double-Click



Opening My Computer by double clicking



Right-Click

Right-click

Use the secondary mouse button to display a menu of tasks or options that change depending on where you click. This menu is called **pop-up menu** or **shortcut menu** and is useful for completing tasks quickly. Clicking the secondary mouse button is called right-clicking.



Drag and drop

Drag and drop

You can move items around your computer screen by dragging and dropping them with the mouse. To drag and drop something: place the pointer over an object and press and hold down the left mouse button. While you are still holding the button, move the mouse to where you want to place the object and then release the mouse button.



Rotate the wheel

Rotate the wheel

Most mice now include a wheel that helps you to scroll through documents more easily. The wheel may also act as a third button. The wheel is especially useful for internet surfing.

Using Mouse



- Position your pointer over the **Recycle Bin** icon and double-click it. Recycle Bin opens to display its contents.
- Drag and drop one of the items from the Recycle Bin window to the **Desktop**
- Close the Recycle Bin window by clicking its **Close** button, as shown in the figure.



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

| Click when you want to | Double-click when you want to |
|-------------------------------------------------|------------------------------------------------------------|
| Select an item. | Open a file. |
| Open a menu. | Open a folder. |
| Press a button on a toolbar or in a dialog box. | Display the properties of an object (in certain programs). |

Solitaire

Play a game of **Solitaire** and practice dragging and dropping the cards. If you don't know how to play Solitaire, you can still practice your dragging and dropping. Just point to a card, click and hold down the mouse button and move the card around the screen. Release the mouse button to drop the card. If you try dropping a card in an invalid location, the card will be whisked back to its original pile. Click the **Close** button located in the top right corner of the Solitaire program to exit the program when you've finished playing.



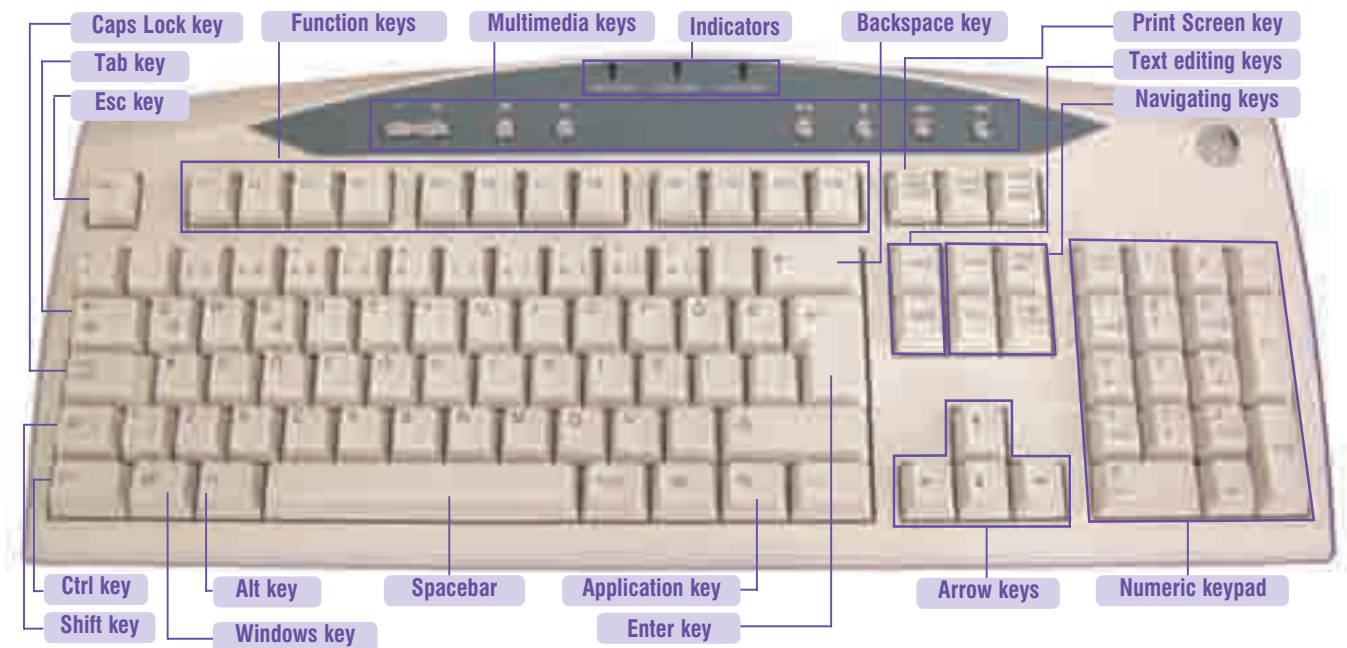
Tips for using the mouse buttons and wheel

- To click, point to an object on the screen and quickly press and release the primary button.
- To double-click, point to an object on the screen and quickly press and release the primary button twice. If you have trouble double-clicking, you can often perform the same task by right-clicking the object and then clicking the first option on the menu that appears.
- To drag an object, move your pointer over an object on the screen, click and hold the primary button, move the object to a new location, and then release.
- To display shortcut menus, point to an object on the screen, and then click the secondary button.
- If your button has a wheel, roll the wheel with your forefinger to move up or down in a document or on a Web page.

USING KEYBOARD

The keyboard is the primary way of entering text in a computer, although it may be replaced by handwriting and speech recognition technologies in the future.


- A keyboard does not require adjustments or software settings after you plug it in. It should just work.
- You can change keyboard settings in [Control Panel Start > Control Panel > Keyboard](#). You can adjust the rate at which a character is repeated when you hold down a key, and the time delay before it starts repeating. You can also adjust the blink rate of the insertion point.
- Most actions you can perform with your mouse can also be performed with your keyboard.
- You can switch to a different keyboard layout or enter text in other languages without changing keyboards. However, the key labels may no longer match the characters you are entering.
- You can use shortcut keys as an alternative to the mouse when working in Windows. You can open, close, and navigate the Start menu, desktop, menus, dialog boxes, and Web pages using keyboard shortcuts. Keyboard shortcuts may also make it easier for you to interact with your computer.



A keyboard with 104 keys and 9 buttons

| Press | To |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| CTRL+C | Copy selected text or file or folder |
| CTRL+X | Cut. |
| CTRL+V | Paste. |
| CTRL+Z | Undo. |
| DELETE | Delete. |
| SHIFT+DELETE | Delete selected item permanently without placing the item in the Recycle Bin. |
| CTRL while dragging an item | Copy selected item. |
| CTRL+SHIFT while dragging an item | Create shortcut to selected item. |
| F2 | Rename selected item. |
| CTRL+RIGHT ARROW | Move the insertion point to the beginning of the next word. |
| CTRL+LEFT ARROW | Move the insertion point to the beginning of the previous word. |
| CTRL+DOWN ARROW | Move the insertion point to the beginning of the next paragraph. |
| CTRL+UP ARROW | Move the insertion point to the beginning of the previous paragraph. |
| CTRL+SHIFT with any of the arrow keys | Highlight a block of text. |
| SHIFT with any of the arrow keys | Select more than one item in a window or on the desktop, or select text within a document. |
| CTRL+A | Select all. |
| F3 | Search for a file or folder. |
| ALT+ENTER | View properties for the selected item. |
| ALT+F4 | Close the active item, or quit the active program. |
| ALT+Enter | Displays the properties of the selected object. |
| ALT+SPACEBAR | Opens the shortcut menu for the active window. |
| CTRL+F4 | Close the active document in programs that allow you to have multiple documents open simultaneously. |
| ALT+TAB | Switch between open items. |
| ALT+ESC | Cycle through items in the order they were opened. |
| F6 | Cycle through screen elements in a window or on the desktop. |
| F4 | Display the Address bar list in My Computer or Windows Explorer. |
| SHIFT+F10 | Display the shortcut menu for the selected item. |
| ALT+SPACEBAR | Display the System menu for the active window. |
| CTRL+ESC | Display the Start menu. |
| ALT+Underlined letter in a menu name | Display the corresponding menu. |
| Underlined letter in a command name on an open menu | Carry out the corresponding command. |
| F10 | Activate the menu bar in the active program. |
| RIGHT ARROW | Open the next menu to the right, or open a submenu. |
| LEFT ARROW | Open the next menu to the left, or close a submenu. |
| F5 | Refresh the active window. |
| BACKSPACE | View the folder one level up in My Computer or Windows Explorer. |
| ESC | Cancel the current task. |
| SHIFT and hold it down when you insert a CD into the CD-ROM drive | Prevent the CD from automatically playing. |

Windows Shortcuts

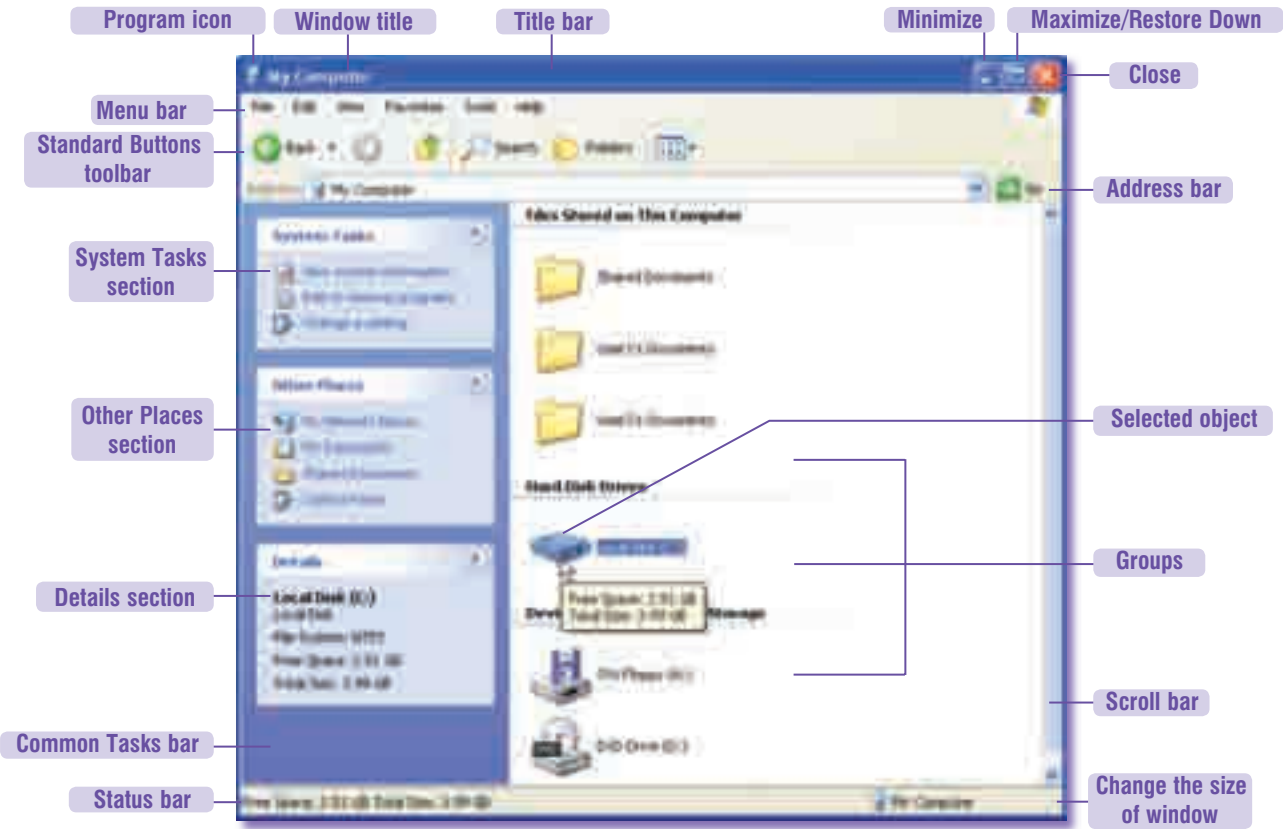
| Press | To | Press | To |
|-----------------------------------------------------------------------------------|-------------------------------------------|---------|--------------------------------------|
|  | Display or hide the Start menu. | +F | Search for a file or folder. |
| +BREAK | Display the System Properties dialog box. | CTRL++F | Search for computers. |
| +D | Show the desktop. | +F1 | Display Windows Help. |
| +M | Minimize all windows. | +L | Lock your computer, or switch users. |
| +Shift+M | Restores minimized windows. | +R | Open the Run dialog box. |
| +E | Open My Computer, Windows Explorer. | +U | Open Utility Manager. |

Windows Key Shortcuts

WORKING WITH WINDOWS

UNDERSTANDING WINDOWS

Windows are frames on the desktop that contain the contents of opened files, folders, or programs. The content of a window changes according to the type of the program. Window is a portion of the screen where programs and processes can be run. You can open several windows at the same time. For example, you can open your e-mail in one window, work on a table in a spreadsheet in



Features of My Computer window

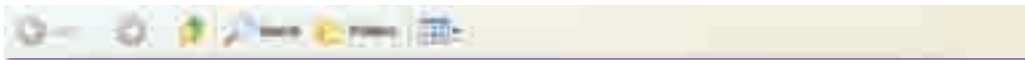
another, download pictures from your digital camera in another window, and search your project on the Web in another window. Windows can be closed, resized, moved, minimized to a button on the taskbar, or maximized to take up the whole screen.

Title Bar



The title bar is the horizontal bar at the top of each window. It contains the program icon, the title of the window, and the Minimize, Maximize, and Close buttons, and the optional ? button for context sensitive help. You can display context menu when you right-click the title bar.

Toolbar



A toolbar is a row, column, or block of on-screen buttons or icons in a program. When these buttons or icons are clicked, they activate certain functions, or tasks, of the program. The window above has Back, Forward, Up, Search, Folders and Views buttons and icons. For example, the toolbar in Microsoft Word contains buttons for changing text to italic or boldface, and for saving or opening a document. In some programs users can customize toolbars and move them around in the program window or on the screen.

Status Bar



A line of information related to the current program. The status bar is usually located at the bottom of a window. Some windows don't have a status bar.

Using the Program or Folder Icon

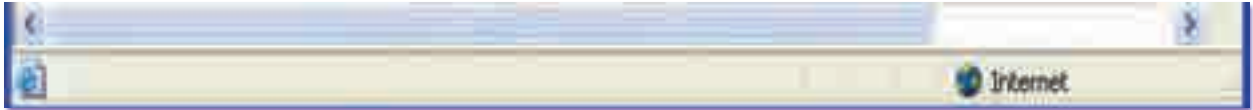
The program or folder icon displays a pop-up menu. This menu lets you to reach options: minimize, maximize, close the window, or restore, resize, and move the window. To display the program or folder icon pop-up menu, click on the program or folder icon in the title bar or press Alt + Spacebar.



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:

- Click the **up** and **down arrows** or click and drag the vertical scroll bar to scroll up and down the window.
- Click the **left** and **right arrows** or click and drag the horizontal scroll bar to scroll the window to the left and right.



Horizontal scroll bar

MANIPULATING WINDOWS

One of the benefits of Windows XP is that it enables you to open and work with several programs at the same time. For example, you can watch movie with your Windows media player program while your Web browser is open and downloading a file from the Internet. Unfortunately, there isn't enough space for all of them to fit on your computer screen. But, to make working with several programs at once very easy, you can change the size of the windows. You can maximize, or enlarge, a window so it takes up the entire screen; minimize, or reduce, a window so that it only appears as a button in the Windows taskbar; or size a window somewhere in between.



Close button

Closing a Window

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

To close a window:

- Click the **Close** button on the title bar.
- Click on the **program or folder icon** on the title bar. From the pop-up menu, select **Close**.
- Press **Alt+F4**



Minimize button

Minimizing a Window

Minimizing windows is useful if you need to view the desktop or just want to temporarily hide the open window. Minimizing a window displays the window in the taskbar as a button.

Most common ways to minimize an open window are:

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

- Right-click on the program or folder icon in the taskbar. From the pop-up menu, select **Minimize**.
- To minimize all open windows click the **Show Desktop** button on the taskbar.

Maximizing a Window

Some programs, such as word processors and Web browsers, are easier to work with and fill the entire screen. To enlarge a window to fill your computer screen, click the Maximize button.

To maximize a window:

- Click the **Maximize** button on the title bar
- Click on the **program or folder icon** on the title bar, from the pop-up menu, then select **Maximize**.
- Double click the **title bar**.

Restoring a Window

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

To restore a window:

- Click the **Restore Down** button on the title bar.
- Click on the **program or folder icon** on the title bar, from the pop-up menu, then select **Restore**.
- Double click the **title bar**.

Moving a Window

- Click and drag the window **title bar** to the position you want.
- Click on the program or folder icon on the title bar. From the System menu (Program icon), select **Move**. Using keyboard **arrow keys** move the window to the position you want then press **Enter**. If you want to cancel moving press **Esc**.



System menu



The pointer after Move command



The **Show Desktop** button is placed on the **Quick Launch** toolbar. Click the program or folder button in the taskbar to restore the minimized window.



Maximize button

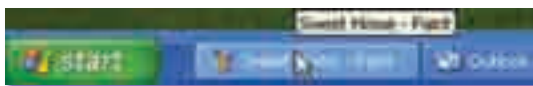


Restore Down button

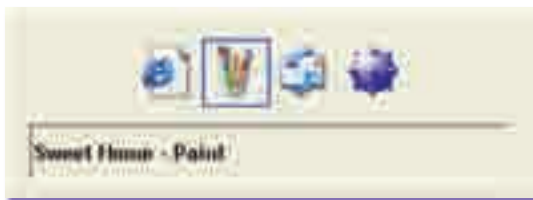


Resizing a window

A maximized or minimized window cannot be resized or moved.



Switching to Paint by clicking its program button on taskbar



Task list appears when you press Alt+Tab keys.

Resizing a Window

You can resize a window by changing the width or height of a window.

To resize an open window:

- To change the width, point to the left or right window border. When the pointer changes into a horizontal double-headed arrow (\longleftrightarrow), drag the border to the right or left.
- To change the height, point to the top or bottom window border. When the pointer changes into a vertical double-headed arrow (\updownarrow), drag the border up or down.
- To change the height and width at the same time, point to any window corner. When the pointer changes into a diagonal double-headed arrow (\nwarrow), drag the border in any direction.

You can also use your keyboard to resize a window.

- Press **Alt + Spacebar** to open shortcut menu for the active window. Select **Size**.
- Using left and right arrow keys change width.
- Using up and down arrow keys change height.

Switching Between Windows

You can have several programs or windows open and running simultaneously, but you can only work in one window at a time. The window you're working with is called the active window and always appears on top of any other windows that you have open.

To switch between open windows:

- Click the program button on the taskbar.
- Click on any part of the window you want it to appear in front.
- Press and hold down the **Alt** key and press the **Tab** key to display the task list. Repress the Tab key until the program you want is selected, then release the Alt key.
- You can cycle through items in the order they were opened using **Alt+Esc** keys.

Tiling and Cascading Windows

When you have several windows or programs open, you can have Windows XP automatically arrange them for you, instead of manually resizing and pushing them around. Windows can organize your windows in two different ways by tiling and cascading.

Tiling Windows Horizontally or Vertically

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

To tile windows horizontally:

- Right-click on an empty area of the **taskbar**.
- Select **Tile Windows Horizontally**.

To tile windows vertically:

- Right-click on an empty area of the **taskbar**.
- Select **Tile Windows Vertically**.



Tiled windows

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**.
- Select **Cascade Windows**.

After cascading or tiling, you can return to the previous state by selecting **Undo Cascade** or **Undo Tile** from the taskbar shortcut menu.



Cascaded windows



WINDOWS MENUS

Give commands to the programs to perform some certain tasks. The commands can be given to a program in several different ways: by using menus, toolbars, shortcut menus, and keystroke shortcuts. The most common way is using menus. Window menus change according to the type of file, folder or program opened. If a menu has (...) sign, it means that a submenu will open when you click on this menu. When you click on a menu with ellipsis, a dialog box appears. This section discusses Windows Explorer menus displayed in an open folder.



Windows Explorer menu bar



File menu



View menu



Tools menu

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.

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.

Tools Menu

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

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.



Favorites menu

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.



Help menu

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.



Edit menu

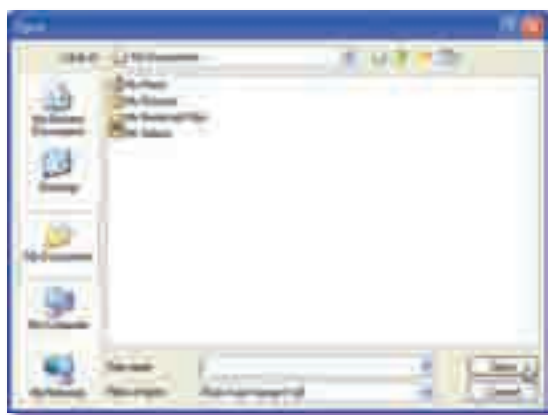
DIALOG BOXES

Some commands in menus have options to select. Such commands have ellipsis after command text. When you select such a command, a dialog box appears. For example, when you select **Open** command from the **File** menu, **Open dialog box** comes to screen.

Dialog boxes have controls to help selections. These controls are **text box**, **list box**, **combo box**, **check box**, **button**, **radio button**, **tab**, **panel** and **section** etc. You can save the changes you made by clicking **Apply** or **OK** button.

You can cancel the changes by clicking **Cancel** button or pressing **Esc** key. You can move through controls by pressing **Tab** key, and through Tab controls by pressing **Ctrl+Tab** keys.

Dialog boxes don't appear in the task list or taskbar.



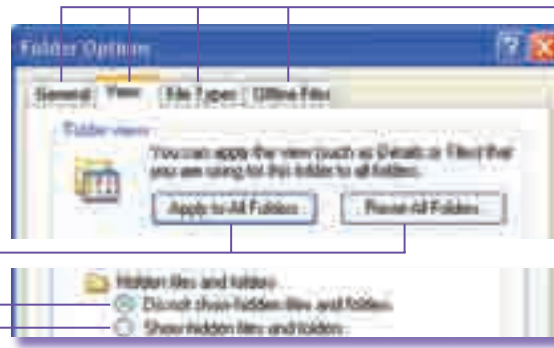
Open dialog box



Such as Open, Save As etc. have dialog boxes.

Button: Buttons found in dialog boxes are used to execute or cancel commands.

Radio button: A little round button you can click in a dialog box to select one of several choices. You can select only one radio button at a time. When you select another button, the original button is deselected.



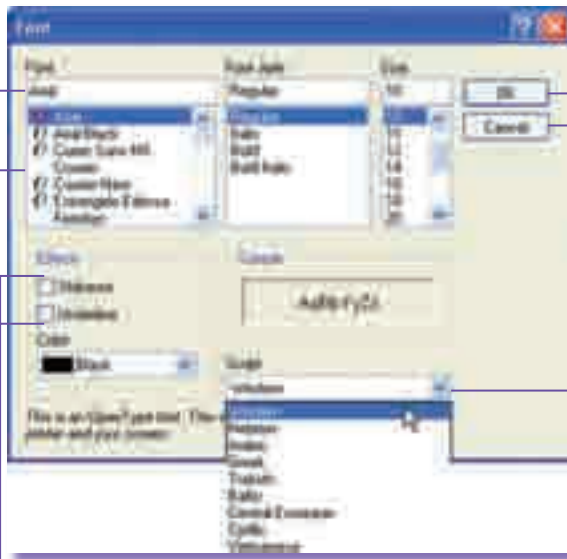
Windows Controls

Tab: The more complicated dialog boxes contain so many options that they can't all fit on the same screen. When this happens, Windows divides the dialog box into several related Tabs or sections.

Text box: Text boxes are the most common components of a dialog box. To use a text box, first select the text box by clicking it, or pressing the Tab key until the insertion point appears in the text box, then simply type in the text you want into the text box.

List box: List box is a way of listing several options into a small box. Sometimes list boxes contain so many options that they can't all be displayed at once, and you must use the list boxes scroll bar to move up or down the list.

Check box: Sometimes you need to select more than one item from a dialog box. You use the Check box control when you're presented with multiple choices.



Windows Controls

OK button: Applies and saves any changes you have made and, subsequently, closes the dialog box. Usually, OK is the default button. Pressing the Enter key does the same thing as clicking the default button.

Cancel button: Closes the dialog box without applying and saving any changes. Pressing the Esc key usually does the same thing as clicking the Cancel button.

Combo box: The combo box is similar to the list box. It also displays a list of options. The only difference is that you must click the combo box's downward pointing arrow to display its options.

RUNNING PROGRAMS

There are different methods of opening or running, programs.

- You can start a program by clicking the **Start** button, pointing **All Programs**, and then clicking the program.
- You can start a program by opening **My Computer** or **Windows Explorer**, pointing the program icon and then double-clicking the program.
- You can also start a program by using the **Run** command in the **Start** menu.



Adding Calculator shortcut to Startup



Running Calculator using Windows Explorer

Startup

Programs in the startup folder run automatically when Windows starts up.

To run calculator automatically when you start Windows add the program shortcut to the **Startup** menu in the **All Programs** menu.

- step 1:** Right-click the **Start** button and click **Open**.
- step 2:** Double-click the **Programs** folder and then click **Startup** folder.
- step 3:** Click **Start > All Programs > Accessories**
- step 4:** Hold down the **Ctrl** key down and drag **Calculator** icon to the **Startup** window.

Run Command

The Run command is a more technical way to start a program:

- step 1:** Click the **Start** button.
- step 2:** Select **Run** from the **Start** menu.
- step 3:** The Run dialog box appears. If you know the program's filename and location, you can type it in the Open text box. Otherwise, you can click **Browse** button to open Browse dialog box.



Starting Run command



Run dialog box

When you turn on your computer, Windows automatically starts. To log on, you should click on your user name and enter your password.

The **Windows desktop** is the whole area on the screen and the taskbar lies down the desktop. You can use start button to open start menu. When a program is started, a window appears on the desktop and a button is placed in the taskbar for that program. More than one user can use Windows at the same time by switching users.

Log off command in the start menu closes all open programs, saves data and logs off the user. Windows can be shut down by clicking Turn Off Computer (Shut Down) command in the start menu.

You can get help about Windows using **Help and Support Center** window by clicking Help and Support command in the start menu.

Mouse is the device used to control Windows graphical user interface. Point, click, double click, right click, drag and drop are the mouse processes.

Keyboard is used to enter text. Function keys or key combinations are used to run commands.

Windows have some common parts and features. These are title bar, menu bar, tool bar, status bar, common tasks bar, scroll bars. Windows can be minimized, maximized, restored or closed. By dragging the borders, a window can be resized. To move a window, you need to drag the title bar.

Windows can be cascaded and tiled horizontally, or vertically. To switch between open windows, you can click the window, the button in the taskbar, press Alt+Tab or Alt+Esc keys.

Dialog boxes are used to select options. There are many different controls to choose from, like buttons, text boxes, list boxes, combo boxes, check boxes and tabs.

There are three different ways to run a program: From start menu, click program item, in Windows Explorer or on desktop, click program icon, or write the path to the program in Open text box in the Run window.

1. What do you need to type in the text box after you click the user name on the Windows XP welcome screen to log on?

- a. User name
- b. PIN
- c. Password
- d. Computer name

2. To assign permissions to user accounts what rights do you need to have?

- a. User
- b. Administrative
- c. Windows XP
- d. FAT32

3. Start menu does not provide access to _____.

- a. Programs
- b. Most recent documents
- c. Help and support
- d. Log on

4. When do programs keep running?

- a. Switch user
- b. Log off
- c. Shut down
- d. Turn off





5. Which shut down option restores open programs?

- a. Stand by
- b. Restart
- c. Log off
- d. Hibernate

6. Which of the following is false?

- a. Click: Press and release the mouse button.
- b. Double-click: Press and release the mouse button twice rapidly.
- c. Drag: Rotate the wheel to scroll.
- d. Point: Place the mouse pointer over.





7. Which of the following is true?

- a.  Shows the desktop
- b. +L Lock the computer
- c. +E Open the Run dialog box
- d. +S Display the Start menu

8. Which of the following shows information related to the program and located at the bottom of the window?

- a. Statusbar
- b. Taskbar
- c. Title bar
- d. Toolbar

9. Which match is false?

- a.  Maximize button
- b.  Minimize button
- c.  Move pointer
- d.  Resize pointer

10. Which type of control is deselected when you select the other one?

- a. Check box
- b. Text box
- c. Radio button
- d. OK button

QUESTIONS

**GETTING
STARTED**

NOTES

CHAPTER 3

CUSTOMIZING DESKTOP
CUSTOMIZING TASKBAR
START MENU PROPERTIES
CUSTOMIZING FOLDERS
REGIONAL SETTINGS
KEYBOARD SETTINGS
MOUSE SETTINGS
DATE AND TIME SETTINGS

Customizing Windows XP





Display Properties dialog box, Windows XP theme



Desktop shortcut menu



Display Properties dialog box Desktop tab

CUSTOMIZING DESKTOP

When you log on to Windows XP the first thing you see is the desktop. Desktop and taskbar never leave your computer at all unless you shut down the Windows. The desktop is your workspace, where you actually get your work done. You can customize the desktop by changing the theme, color scheme, background, desktop items, windows and buttons style, font size, screen resolution and color quality.

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 when you start Windows XP for the first time.

To apply a desktop theme:

- step 1:** Right-click on the **Desktop**.
 - step 2:** From the pop-up menu, select **Properties**. **Display Properties** dialog box opens.
 - step 3:** Select a theme from the **Theme** drop-down menu.
 - step 4:** Click **OK**.
- or
- step 1:** Click **Start** > **Control Panel** > **Appearance and Themes**.
 - step 2:** Click **Change the computer's theme** in the **Pick a task...** area or click **Display** in the **or pick a Control Panel icon** area. That opens the **Display Properties** dialog box.
 - step 3:** Select a theme from the **Theme** drop-down menu and then click **OK**.

Applying Background

You can personalize Windows by adding wallpaper to the Windows desktop. Wallpaper in Windows is a graphical picture you can stick to the desktop. You can choose from Windows XP backgrounds or use your own images.

step 4: Click **OK**.

Applying an Image to the Desktop Background

step 1: Select the picture in the **My Pictures** folder that you want to apply as the desktop background.

- Click **Set as Desktop Background** in the picture shortcut menu.



Picture Tasks section

Changing Desktop Items

You can display or hide desktop icons and also you can change them. There are four desktop icons you can display: **My Documents**, **My Computer**, **My Network Places** and **Internet Explorer**.

To display a desktop icon:

step 1: Open the **Display Properties** dialog box and click **Desktop** tab.

step 2: Click **Customize Desktop** button.

step 3: In **Desktop Items** dialog box Desktop icons section, select the icons you want to see on your desktop. Click **OK**.

To change a desktop icon

step 1: In the **Desktop Item** dialog box, click the icon you want to change.

step 2: Click **Change Icon** button.

step 3: In **Change Icon** dialog box select the icon you like. Click **OK**.



Picture shortcut menu



Adding Desktop Items.

Changing icon.

Applying a Screen Saver

A screen saver is a moving image that appears on the computer screen when you haven't used your computer for a while. Screen savers were originally used to protect screens from screen burn, which could occur when a static image was left on the screen for hours. You don't have to worry about screen burn with today's monitors, but many people still like to use screen savers for entertainment and to personalize their computers.

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 when you click or move your mouse or press any key unless you have password protected the screen saver.

To apply a screen saver:

- step 1:** Open the **Display Properties** dialog box.
- step 2:** Click the **Screen Saver** tab.
- step 3:** Select a screen saver from the **Screen saver** drop-down menu.
- step 4:** Click the **Preview** button to preview the screen saver. Click **OK**.

You can protect your computer from unauthorized use by selecting **On resume, display Welcome screen** option.

The password to protect screen saver is the same password with your log on to Windows XP password



Display Properties dialog box, Screen Saver tab

Adjusting the Energy-Saving Features of Computer

You can use Power Schemes defined in **Power Options Properties** dialog box to use energy saving features of Windows. Windows can turn off your monitor or hard disks to save energy when the computer hasn't been used for a defined time. To turn the monitor and hard disks back on, simply press a key on the keyboard or move the mouse.

To use a power scheme:

- step 1:** Click the **Power** button in the **Monitor power** section of **Display Properties** dialog box **Screen Saver** tab. **Power Options Properties** dialog box appears.
- step 2:** Select a scheme from the **Power schemes** list or select an interval for monitor and hard disks from the lists in the **Settings** section.



Power Options Properties dialog box

| Power Scheme | Turn off monitor | Turn off hard disks |
|--------------------------|------------------|---------------------|
| Home/Office Desk | After 20 minutes | Never |
| Portable/Laptop | After 15 minutes | After 30 minutes |
| Presentation | Never | Never |
| Always On | After 20 minutes | Never |
| Minimal Power Management | After 15 minutes | Never |
| Max Battery | After 15 minutes | Never |

Power Schemes

Changing Window Appearance

From **Display Properties** > **Appearance** tab you can change the style of windows and buttons, color scheme and font size.

There are two styles in the Windows and buttons list: **Windows XP style** and **Windows Classic** style. Windows XP style has rounded corners, big and colorful buttons and bright crayon-like colors.

You can try colors in the Color scheme to find your favorite. There are Default (blue), Olive Green and Silver options.

If the default font size (Normal) is difficult for you to see, you may select Large Fonts or Extra Large Fonts.

The preview area displays how your screen will look after you apply the new options.

To change the appearance:

step 1: Open the **Display Properties** dialog box **Appearance** tab.

step 2: Select a style from **Windows and buttons** list.

step 3: Select a color scheme.

step 4: Increase font size.

step 5: Click **Effects** button to open the Effects dialog box, and select visual effects for menus, icons, and fonts.



Display Properties dialog box

Use the following transition effect for menus and tooltips: Specify whether to activate animations for menus and tooltips. Animations change how menus, lists, and tooltips open and close. **Fade effect** displays the window item decreasing the transparency. **Scroll effect** displays by increasing the size.

Use the following method to smooth edges of screen fonts: Select Standard for desktop monitors; select **ClearType** for most laptop computers and other flat screen monitors. ClearType is new technology and the words on the screen look as smooth as the words on a piece of paper.

Use **large icons**: Specify whether to use large icons to represent files, folders, programs, and shortcuts on your desktop.

Show shadows under menus: Menus are opened with shadow under them.

Hide underlined letters for keyboard navigation until I press the ALT key: Specify whether to suppress the underlined letters of keyboard shortcuts until you actually use the keyboard to navigate in Windows, generally with the ALT key.

step 6: Click **Advanced** button to open **Advanced Appearance** window. Select the item to change its size and color. You can restore default values by selecting the style from Windows and buttons list.



Advanced Appearance window appears when you press Advanced button in the Appearance tab.



Menu with custom colors

After you increase screen resolution or screen refresh rate, if the screen remains blank, reset your computer and start your computer in **Safe Mode** to revert the screen settings. Press **F8** when your computer boots up and select **Safe Mode** from the options menu.

Changing Screen Settings

A higher screen resolution reduces the size of items on your screen, including windows, start menu, 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

step 1: Open the **Display Properties** dialog box.

step 2: Click the **Settings** tab.

step 3: Click and drag the **Screen resolution** slider progress bar until you reach the resolution you want.

To change the color quality

step 1: Open the **Display Properties** dialog box.

step 2: Click the **Settings** tab.

step 3: Select the Color quality you want from the drop-down menu.



Screen Resolution is 800 by 600



Screen Resolution is 1600 by 1200

Changing the screen resolution.

1. Using **Display Properties** dialog box **Settings** tab **Screen resolution** bar, change the resolution to 800 by 600 pixels.
2. Click **OK**.
3. In **Monitor Settings** window click **Yes** to apply this resolution or click **No** to turn back to previous resolution.
4. Repeat the first three steps for different resolutions.



Changing Screen Refresh Rate

Refresh rate is the frequency at which a monitor can update its display. The refresh rate represents the maximum rate at which graphics on the screen can change. A slow refresh rate will appear unnatural.

The default refresh rate setting is 60 Hz. If you use a higher refresh rate, you can reduce the screen flickers. However, if you specify a refresh rate that is too high for your monitor, your screen may become unusable and your hardware may be damaged. Changes to the refresh rate affect all users that log on to the computer.

To change refresh rate:

- step 1:** Open the **Display Properties** dialog box.
- step 2:** In the Settings tab click **Advanced** button.
- step 3:** In the Advanced Settings dialog box click **Monitor** tab
- step 4:** From the **Screen refresh rate** list select the value you want.



Advanced Settings dialog box Monitor tab

Changing screen refresh rate.

Practice

1. From the **Advanced Settings** dialog box **Monitor** tab deselect **Hide modes that this monitor cannot display** check box.
2. Select a higher refresh rate from **Screen refresh rate** list.
3. Click **OK**.
4. In higher refresh rates, the monitor flickers less. But if it doesn't support the rate you have selected, screen goes off. If so, just wait 15 seconds for screen to come back.

100

[illegible][illegible]

54 | WINDOWS XP

Customizing Windows

Grouping Similar Taskbar Buttons

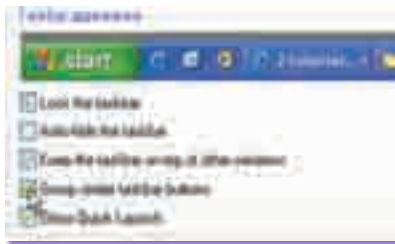
When you open more than one document in the same program and then minimize each document so that it appears as a button on the taskbar, all the buttons for that program are grouped together on the taskbar. The button displays the name of both the document and the program in which it was created.

To group similar taskbar buttons:

step 1: Right-click on an empty area of the taskbar. Select **Properties**.

step 2: Check **Group similar taskbar buttons** box.

You can close grouped windows by right-clicking the button of the group and then clicking **Close Group**.



Group similar taskbar buttons option



Internet Explorer windows are grouped.



Group shortcut menu

The Quick Launch Toolbar

The Quick Launch toolbar lets you add a group of buttons to the taskbar that lets you display the Windows desktop or start your favorite programs. Microsoft has already added three buttons to the Quick Launch toolbar to launch programs they think you will use frequently. Since the taskbar always appears at the bottom of the screen, the Quick Launch toolbar is probably the fastest and most convenient place to add shortcuts to your favorite programs.

To show the Quick Launch toolbar

step 1: Right-click on an empty area of the **Taskbar**.

step 2: Select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.

step 3: Check the **show Quick Launch** box.

or



Toolbars submenu Quick Launch item

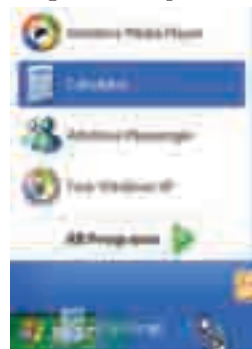
● Point to **Toolbars** option and select **show Quick Launch**.

To add a shortcut to Quick Launch bar

step 1: Drag the program icon you want to add over the **Quick Launch** bar.

step 2: Select the place between other icons. An arrow appears to show the position where the icon will be inserted.

step 3: Drop the icon.



Adding a shortcut (calculator)

The default buttons on the Quick Launch toolbar

Microsoft Internet Explorer launches Microsoft's Web browser, letting you surf the Internet.

Show Desktop lets you display the **Windows Desktop** by minimizing all opened windows.

Windows Media Player is a center for playing and organizing multimedia on your computer and on the Internet.



Taskbar and Start Menu properties dialog box Notification area section



Customize Notifications window



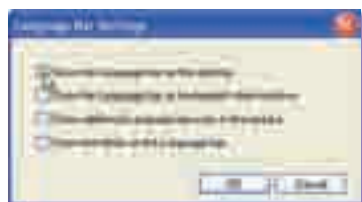
Customize Notifications item



Text Services and Input Languages dialog box



Keyboard layout shortcut menu



Language Bar Settings



Language shortcut menu

Notification Area

In Taskbar and Start Menu Properties dialog box Notification area section, there are two check boxes: Show the clock and Hide inactive icons.

Show the clock: Shows or hides the digital clock in the notification area.

Hide inactive icons: Keeps the taskbar notification area from displaying unused icons.

The taskbar notification area displays the current time and Windows Messenger program by default and hides inactive icons to avoid clutter.

Customize button: Windows displays icons for active and urgent notifications, and hides inactive ones. You can change this behavior for items from the list in Customize Notifications window which opens when you click Customize button.

Language Bar

The language bar is available to place on the taskbar only if you have added multiple languages or multiple keyboard layouts in [Regional and Language Options](#) in the [Control Panel](#). When inserting text, you can use different keyboard layouts.

The letters on the bar represent the active language. For example, **EN** stands for English.

The keyboard icon represents the keyboard layouts if you have selected more than one.

To show language bar:

- In the [Language Bar Settings](#) dialog box, check the [Show the Language bar on the desktop](#) box.

To switch languages:

- Click the [language bar](#) on the [Taskbar](#), then select the language.

To switch keyboards:

- Click the [keyboard icon](#) on the [Taskbar](#), then select the keyboard.

Volume Icon

You can adjust volume by using Volume icon in the notification area.

To add the volume icon to the taskbar:

step 1: Click **Start**, **Control Panel**, and then double-click **Sounds and Audio Devices**.

step 2: In the **Sounds and Audio Devices Properties** dialog box, click **Place volume icon in the taskbar** to check in.

step 3: Click **OK**.



Sounds and Audio Devices icon



Volume bar



Displaying Volume icon in the notification area

START MENU

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**. When you change to the Classic Start menu, My Documents, My Computer, My Network Places and Internet Explorer icons will be placed on the desktop.

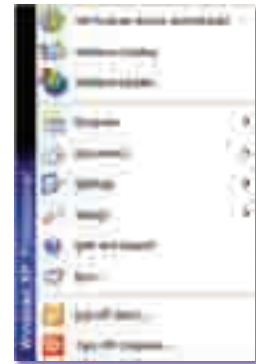
To change to the Classic Start menu

step 1: Right-click on the **Start** button.

step 2: Select **Properties**. **Taskbar and Start Menu Properties** dialog box opens.

step 3: Select the **Classic Start menu**.

step 4: Click **OK**.



Windows XP Classic Start menu



Windows XP Start menu



Changing the Start menu to Classic view

Menu Items Icon Size

Start menu items have icons in front of them. You can change the size of those icons.

To change the icon size:

- By default **Large icons** radio button is selected. Click **Small icons** radio button.



Customizing Start Menu

Pinned Programs List

The list of programs on the Start menu is divided into two parts: the programs displayed above the separator line (also known as the pinned items list) and the programs displayed below the separator line (also known as the most frequently used programs list). The programs on the pinned items list remain there and are always available for you to click to start them. You can add programs to the pinned items list.

To add programs to the pinned items list:

step 1: Right-click the program in the most frequently used programs list you want to pin.

step 2: Click **Pin to Start menu** from the shortcut menu.



Pinning a program to Start menu

Most Frequently Used Programs List

Programs are added to the most frequently used programs list when you use them. Windows has a default number of programs that are displayed on the most frequently used programs list. When that number of programs is reached, the programs you have not opened recently are replaced by the programs you used last. You can change the default number of programs displayed on the most frequently used programs list.

To change the number of the most frequently used programs list:

step 1: Right click the **Taskbar > Properties > Start Menu > Customize**. **Customize Start Menu** dialog box opens.

step 2: Click the up and down arrows on the **Number of programs on Start menu** box in the Programs area. Or write the number of programs you want to display in the Start menu.

To show Internet and e-mail programs on Start menu

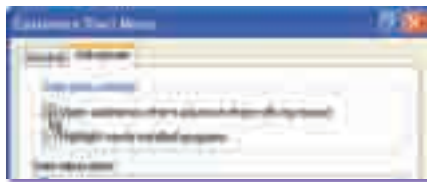
step 1: In the **Customize Start Menu** dialog box, in the **Show on Start menu** area, select or deselect **Internet** and **E-mail** check boxes to show or hide the programs.

step 2: Click the Internet drop-down menu to display **Internet Explorer** or **MSN Explorer**.

step 3: Click E-mail drop-down menu to display **Hotmail**, **MSN Explorer** or **Outlook Express**.

The Way to Display Submenus

By default, submenus (folders) open on the Start menu when you pause on menu items with the mouse. If you deselect **Open submenu when I pause on them with my mouse** check box, you must click on the menu to display the submenu. This option works only for the submenus on Start menu. Submenus of submenus still open when you pause on them even if you deselected this option.



Customize Start Menu window Advanced tab

Start Menu Items

The right half part of the Start menu with light blue background has items and folders. These folders and items can be modified in the **Taskbar and Start Menu Properties** dialog box > **Advanced** tab > **Start menu items**.

To modify Start menu items

step 1: Scroll through the **Start menu items** list in **Customize Start Menu** dialog box, **Advanced** tab:

step 2: Select, check, and uncheck your preferred options.

Display as a link radio button in Start menu items list, displays the item as a link and you can click to open that item on Start menu.

Display as menu radio button in Start menu items list, displays the item as a menu and you can click to open that menu and select items from it.

Enable dragging and dropping option enables you to drag an icon to the Start menu and create a shortcut to the program that icon represents. This option also enables you to change the location of items in the Start menu.

Scroll Programs option specifies whether to display the items on the Programs menu as one long scrolling menu or as horizontal pages. Depending on your screen resolution, if you have more than 29 or 38 programs installed, you can access the programs you don't see by clicking the arrow at each end of the list of programs.

To show your most recently used documents on the Start menu

step 1: Open **Customize Start Menu** dialog box, **Advanced** tab:

step 2: Select the **List my most recently opened documents** check box.

The next time you click **Start**, the **My Recent Documents** will be on the Start menu. This folder contains the documents and files you opened recently.

MANAGING THE START MENU

On the Start menu, you can add, remove, rename programs or folders. There are two ways you can add programs to the Start menu: Dragging and dropping a program to Start menu or opening Start Menu Programs folder and creating a program shortcut in it.

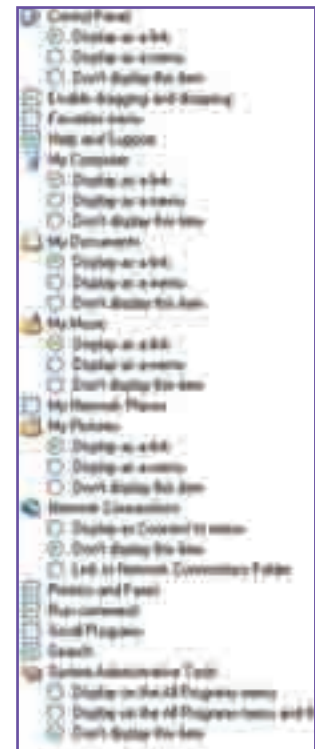
To add shortcut by opening Start Menu folder:

step 1: Right-click the **Start** button.

step 2: Select **Open**. **Start Menu** window opens.

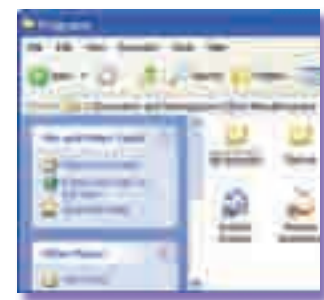
step 3: Double click **Programs**.

step 4: Create a shortcut of the application you want to add to the Start menu or drag the program to Programs window and drop it.



Start menu items list in
Customize Start Menu dialog
box Advanced tab

Programs that are added to the Start menu appear in **All Programs** submenu. You will notice that the **All Programs** submenu is divided into two parts by a separator line. The added programs are located under this separator line.



Start menu Programs window



Adding Nero to All Programs by dragging.

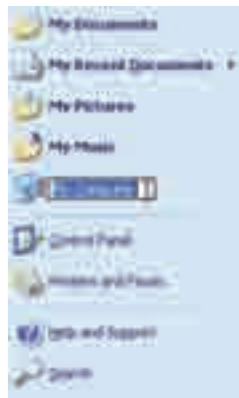


Start menu displays six frequently used programs by default. When you remove a program from the frequently used programs list, it is replaced by previous frequently used program.



Removing from pinned items list

Depending on the location of the item you are renaming, you will be given the option to type a new name directly underneath the icon, or type a new name in a dialog box.



Renaming My Computer

To add shortcut by dragging and dropping

- step 1:** Drag the program icon to **Start** button. Wait until Start menu opens.
- step 2:** Point to **All Programs**. Programs submenu opens.
- step 3:** When you move mouse pointer over submenu, a bar appears to position the program shortcut.
- step 4:** Release mouse button to drop the shortcut.

To remove shortcut from All Programs

- step 1:** Click **Start** to open Start menu.
- step 2:** Click **All Programs**.
- step 3:** Right-click the program and click **Delete**.
- step 4:** Click **Yes** on Confirm File Delete warning message box.

To remove shortcut from pinned items list or most frequently used programs list

- step 1:** Click **Start** to open Start menu.
- step 2:** Right-click the item and click **Remove** from this list.

To rename shortcut

- step 1:** Right-click the program shortcut you want to rename.
- step 2:** Click **Rename**.
- step 3:** Type the new name.

CUSTOMIZING FOLDERS

You can specify how your folders function and how content is displayed. For example, you can indicate that you want your folders to display **hyperlinks** to common tasks, other storage locations, and detailed file information. You can also choose to open items with either a single or a double click. You can change the program that opens a file type. You can also change the items that appear on your desktop.

To change folder options settings, open **Folder Options** in **Control Panel**. Or, from a folder window, click **Tools**, and then click **Folder Options**.



Folder Options dialog box General tab

To open each folder in the same window or in its own window

step 1: In **Folder Options** dialog box **General** tab, click **Open each folder in the same window** if you want to use one window to open folders.

step 2: Click **Open each folder in its own window** if you want to open a folder in a new window.

To change the way to open items

step 1: In **Folder Options** dialog box **General** tab, select **Single-click to open an item (point to select)** radio button to open an item by clicking.

step 2: Select **Double-click to open an item (single-click to select)** radio button to open an item by double-clicking.

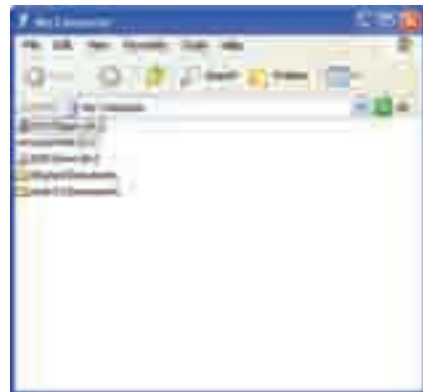
To change folder view

step 1: In **Folder Options** dialog box **General** tab, click **Show common tasks in folders** radio button in **Tasks** section to change to common tasks view.

step 2: Click **Use Windows classic folders** radio button to change the view into classic.



Common tasks view



Classic view

Using double-click and single-click

- Open **Recycle Bin** using **double-click**.
- Open **Recycle Bin** using **single-click**.



Folder Views

If you want to see all folder windows with the same settings, you must first select the settings, then click **Apply to All Folders** button on **Folder Options** dialog box, **View** tab, **Folder views** section. **Reset All Folders** button in this section, enables you to view each folder in its own setting.



Folder Options Advanced settings

Advanced Settings

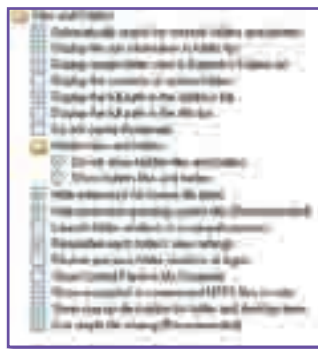
In **View** tab **Advanced settings** list, there are many options you can apply to folders. The setting options are self-explanatory but lets explain some of them:

If you want to see file size information in folder tips you should check the **Display file size information in folder tips** box. If you uncheck this option, it reduces the CPU load and display time.

If you want to see hidden files and folders you must select **Show hidden files and folders** option.

If you want to see the file extensions for known file types for example .doc, .txt, .avi, you must uncheck **Hide extensions for known file types** option.

If you want to make file sharing and security settings for each user you should uncheck the [Use simple file sharing \(Recommended\)](#) box.



Folder Options View tab

File Type Association or Open With

To open a file it must be associated with a program. When you install a program it automatically registers the files it can open.

To change a file name extension's association

step 1: On the **File Types** tab, select the file type extension.

step 2: Click **Change** button.

step 3: **Open With** window opens. Select the program you want to open the file with.

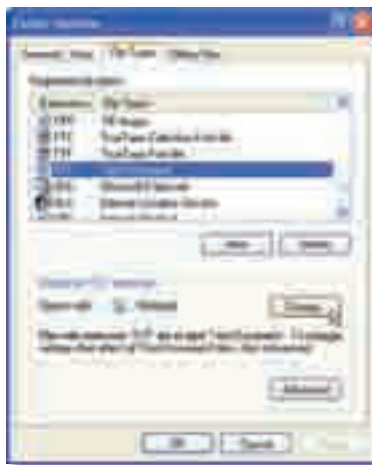
step 4: Click **OK**.

To associate a file name extension with a program

step 1: On the **File Types** tab, click **New**.

step 2: Type a new or existing file name extension, and then click **Advanced**.

step 3: In **Associated File Type**, select a file type to associate with the file name extension.



Folder Options File Types tab

| Option | Description |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tasks | |
| Show common tasks in folders | Specifies that hyperlinks to common folder tasks and other places on your computer are displayed in folders. These links appear in the left pane of the folder window. |
| Use Windows classic folders | Specifies that folder contents are displayed like classic Windows folders, which means that folder contents do not look and work like Web pages. |
| Browse folders | |
| Open each folder in the same window | Specifies that the contents of each folder open in the same window. To switch back to the previous folder, click the Back button on the toolbar, or press BACKSPACE. |
| Open each folder in its own window | Specifies that the contents of each folder open in a new window. The previous folder content still appears in a different window, so you can switch between the windows. |
| Click items as follows | |
| Single-click to open an item (point to select) | Specifies that you want to open items in folders and on the desktop by single-clicking them, just as you would click a link on a Web page. To select an item without opening it, rest your pointer on it. |
| Underline icon titles consistent with my browser | Icon titles are underlined, just like links on a Web page. |
| Underline icons titles only when I point at them | Icon titles are underlined only when you point at them. |
| Double-click to open an item (single-click to select) | Specifies that you want to select files and folders by clicking to select an item and double-clicking an item to open it. This is how Windows normally works. |

Folder Options

Associating .me extensions with Notepad.

1. Click **Start** button, and **Control Panel**.
2. Click **Appearance and Themes**. Then click **Folder Options**.
3. Select **File Types** tab. Click **New** button.
4. In the **Create New Extension** dialog box, **File Extension** box, type "me".
5. Click **Advanced** button. Select **Text Document** from the **Associated File Type** list. If you type "text" when the list is active, it will automatically select Text Document type.
6. When you click **OK**, **Create New Extension** dialog box will close and the new type will take place in the **Registered file types** list, and you will see Notepad in **Opens with** area.



| Settings | Default | Description |
|-----------------------------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Display file size information in folder tips | ✓ | This displays the size of a file in the folder tips area. |
| Display simple folder and view in Explorer's Folders list | ✓ | In Windows Explorer, click the folder to display its contents subfolders. All folders are automatically closed when another folder is clicked. To hide or display a folder while it's still open, click on the plus or minus sign next to the folder. |
| Display the contents of system folders | ✓ | System folders such as your C: drive, Program Files, Documents and Settings, and Windows, contain files your computer needs to run properly, and are usually hidden. |
| Display the full path in the address bar | ✓ | Displays the path of the folder in the address bar of the window, such as "C:\Windows\Program Files" instead of just "Program Files". |
| Display the full path in title bar | | Displays the path of the folder in the title bar of the window, such as "C:\Windows\Program Files" instead of just "Program Files". |
| Do not cache thumbnails | | When you store images in a cache file, Windows can reuse them instead of recreating them each time you open a folder. By disabling this automatic function, folders that contain thumbnails might take longer to open. |
| Hidden files and folders | ✓ | Hides program or system files that should not be changed. Select this option to protect critical hidden files from accidentally being changed or deleted, and to reduce clutter in your folders. Right-click a file and select Properties to find out whether it is designated as hidden. |
| Do not show hidden or system files | ✓ | Specifies that both hidden and system files do not appear. Select this option to protect your hidden files from being accidentally changed or deleted, and to reduce clutter in your folder windows. |
| Show all files | ✓ | Specifies that all files, including hidden and system files, appear in the list of files in this folder. Power Windows users like to use this option. |
| Hide file extensions for known file types | ✓ | Hides the three-letter file name extensions for most files. For example, Filename.TXT would appear as just Filename. Click this option to reduce clutter in your folder windows. |
| Hide protected operating system files (Recommended) | ✓ | Select this option to specify that files necessary to running your computer properly are hidden so they are not accidentally removed or changed. |
| Launch folder windows in separate process | | When you open a folder, this option specifies that it is opened as a separate part of memory. This can increase the stability of Windows, however it might decrease your computer's performance. |
| Remember each folder's view settings | ✓ | Specifies that any folder settings you selected are retained whenever you reopen it. When this box is not checked, all folders return to their original state after you close them. |
| Show pop-up description for folder and desktop items | ✓ | Shows a description of the selected item in a small pop-up |

Folder Options Advanced View Settings

Renaming a file extension when the extensions are hidden.



1. Open the folder **My Documents\Sample Pictures**.
2. Open **Folder Options** dialog box. Select **View** tab.
2. From **Advanced settings** list uncheck **Hide extensions for known file types** box, and click **OK**.
3. Change the extension of the file **Winter** from **jpg** to **jpeg**.

REGIONAL SETTINGS

You can change the format of numbers, currency, date, and time. When you select country from the list in Regional and Language Settings dialog box Regional Options tab, the preferences for this country are displayed under Samples. Windows programs automatically use these preferences.

To change Numbers, Currency, Time, and Date formats

- step 1:** Click **Start** button, and click **Control Panel**.
- step 2:** Click **Date, Time, Language and Regional Options** button. **Regional and Language Options** dialog box appears.
- step 3:** In the **Regional Options** tab click **Customize** button. **Customize Regional Options** dialog box appears.
- step 4:** Click the related tab. Select the items from the lists you want to change and then click **OK**.



Customize Regional Options dialog box



Regional Options tab



Text Services and Input Languages dialog box

Adding Other Languages

- step 1:** In the **Regional and Language Options** dialog box, click the **Languages** tab. **Text Services and Input Languages** dialog box opens.
- step 2:** In the **Installed services** section, there are installed languages, keyboard layouts and other input services like handwriting or voice recognition listed. Click **Add** button.
- step 3:** From the **Add Input Language** dialog box, select the language and keyboard layout you want to add.

Input languages may have more than one keyboard layout. Keyboard layout is the sequence of keys on the keyboard. Some layouts are especially designed to type faster.

| Long Date Formats of Different Countries | |
|------------------------------------------|---------------------------|
| English (USA) | Thursday, July 22, 2004 |
| English (UK) | 22 July 2004 |
| Russian | 22 июля 2004 г. |
| Swedish | den 22 juli 2004 |
| French (Canada) | 22 juillet 2004 |
| German (Germany) | Donnerstag, 22. Juli 2004 |

1. Move your mouse pointer over the **clock** in the **Notification Area** and wait to see the date information.
2. Click **Start > All Programs > Accessories > Calculator**. See the decimal point character.
3. Open **Regional and Language Options** dialog box. In the **Regional Options** tab, **Standards and formats** section, select **Spanish (Spain)** from the list.
4. Now again wait your mouse pointer over the **clock** and see the date information.
5. Activate the **Calculator** and see the decimal point character.

English (USA)

Thursday, July 22,
2004

Spanish (Spain)

jueves, 22 de julio
de 2004

KEYBOARD SETTINGS

Repeat delay is the time amount that elapses before starting to repeat when you hold down a key. **Repeat rate** is the number of characters repeated in a unit time when you hold down a character key..

You can change some speed properties of keyboard. When you press and hold a character key on keyboard Windows repeats this character. You can change repeat delay and repeat rate. You can also adjust cursor blink rate.

To modify speed options

- step 1: Click **Start** button and then **Control Panel**.
- step 2: Click the **Printers and Other Hardware** category.
- step 3: Click **Keyboard**. This opens the **Keyboard Properties** dialog box at the **Speed** tab.
- step 4: Drag the sliders for **Repeat delay** and **Repeat rate** as you want.
- step 5: Click the text box and test the speeds by pressing and holding a character. You can immediately see the change in the blink rate when you drag the **Cursor blink rate** slider.



Keyboard Properties dialog box



Mouse Properties dialog box, Buttons tab

MOUSE SETTINGS

There are Buttons, Pointers, Pointer Options, Wheel and Hardware tabs in Mouse Properties dialog box. As the tab names imply, you can change button and wheel settings, select pointer schemes, and change pointer properties.

Mouse Buttons

The primary mouse button is used to click items in Windows. The default primary button is the left mouse button. You can change it to the right mouse button.

To change primary mouse button

- step 1:** Click Start button and then click Control Panel.
- step 2:** Click the Printers and Other Hardware category.
- step 3:** Click Mouse. Mouse Properties dialog box opens.
- step 4:** In Button configuration section, check Switch primary and secondary buttons box.

If you have difficulty with double-clicking, you can adjust double-click speed and try a slower speed.

To adjust double-click speed

- step 1:** Drag the speed slide to left to decrease the speed or to right to increase.
- step 2:** Test the double-click speed by double-clicking the folder to the right side and if it is not comfortable use the slide again to adjust the speed.

Pointers

Each pointer shape is a visual cue that indicates what the operating system is doing or what you can do in various situations. You can change the shapes of pointers.

To choose a mouse pointer scheme

- From Mouse Pointers dialog box, Pointers tab, select a scheme from the Scheme list.



Mouse pointer schemes

Conductor mouse pointer scheme

To change pointer speed

- Drag the **Motion** slide in **Pointer Options** tab to the speed you want. Then check the speed by moving mouse.
- The pointer can automatically snap to the default button in dialog boxes, and this feature saves you from extra mouse movements.

To snap the mouse pointer

- Click the **Automatically move pointer to the default button** in a dialog box to check.



Mouse Properties dialog box, Buttons tab



Mouse Properties dialog box, Pointer Options tab



Scrolling section

To add a trail to the mouse pointer

You can add **trail** to the mouse pointer and this makes it easier to see on LCD screens.

step 1: Check the **Display pointer trails** box in the **Visibility** area.

step 2: Drag the slider to adjust the trail length. Move the mouse to see the trail.

Hide pointer while typing option hides the pointer when you start typing and redisplay it when you move the mouse.

Show location of pointer when I press CTRL key option is useful especially on **LCD** screens.

To adjust the wheel behavior

step 1: Select **The Following number of lines at a time** radio button.

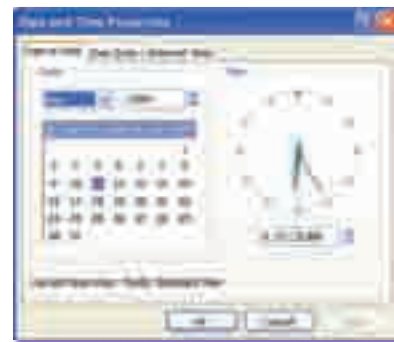
step 2: Select the number of lines, or Select **One screen at a time** radio button.

DATE AND TIME SETTINGS

Computers have built-in clocks. Even when the computer has no electricity this clock continues to work by its battery power. **Clock** supplies the computer time and date information. This information is used to determine when the files are created and modified. You should make sure the date and time are set correctly in your computer.



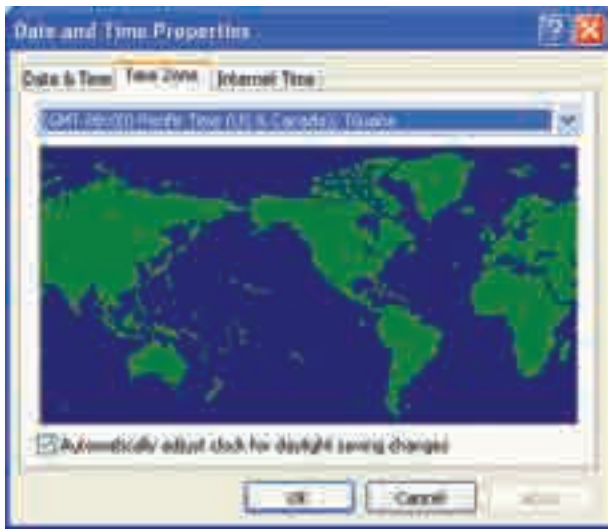
Clock shortcut menu



Date and Time Properties dialog box,
Date & Time tab

Changing Mouse Pointer Scheme.

1. Select **Dinosaur pointer** scheme.
2. Change the primary button of your mouse to the right button.
3. Add trail to the mouse pointer.
4. Set the option to show the location of pointer when you press the **CTRL** key.
5. Change the wheel scrolling option to **One screen at a time**.



Time Zone tab

To adjust date and time

step 1: Click [Start](#) button, and then [Control Panel](#). Click [Date, Time, Language and Regional Options](#) category. Click [Date and Time](#).

or

Right-click the [clock](#) on [Taskbar Notification Area](#) and then click [Adjust Date/Time](#).

step 2: Select the month, year and day values from the lists in [Date](#) area.

step 3: Double-click the [hour](#) and then click the up or down arrows to increase or decrease the value in [Time](#) area. Repeat this step for minute and second values also.

step 4: To change the [AM/PM](#) indicator, select it, and then click the arrows.

There are 74 time zones listed in [Time Zone](#) drop down menu. According to the selected time zone, there is [Automatically adjust clock for daylight saving changes](#) check box. This box is checked by default. If you have more than one operating system installed on your computer, only one of them should adjust the clock for daylight saving changes.

(GMT-12:00) International Date Line West
(GMT-11:00) Midway Island, Samoa
(GMT-10:00) Hawaii
(GMT-09:00) Alaska
(GMT-08:00) Pacific Time (US & Canada); Tijuana
(GMT-07:00) Arizona
(GMT-07:00) Chihuahua, La Paz, Mazatlan
(GMT-07:00) Mountain Time (US & Canada)
(GMT-06:00) Central America
(GMT-06:00) Central Time (US & Canada)
(GMT-06:00) Guadalajara, Mexico City, Monterrey
(GMT-05:00) Saskatchewan
(GMT-05:00) Bogota, Lima, Quito
(GMT-05:00) Eastern Time (US & Canada)
(GMT-05:00) Indiana (East)
(GMT-04:00) Atlantic Time (Canada)
(GMT-04:00) Caracas, La Paz
(GMT-04:00) Santiago
(GMT-03:30) Newfoundland
(GMT-03:00) Brazil
(GMT-03:00) Buenos Aires, Georgetown
(GMT-03:00) Greenland
(GMT-02:00) Mid-Atlantic
(GMT-01:00) Azores
(GMT-01:00) Cape Verde Is.
(GMT) Casablanca, Marrakech
(GMT) Greenwich Mean Time / Dublin, Edinburgh, Lisbon, London
(GMT+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
(GMT+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
(GMT+01:00) Brussels, Copenhagen, Madrid, Paris
(GMT+01:00) Sarajevo, Skopje, Warsaw, Zagreb
(GMT+01:00) West Central Africa
(GMT+02:00) Athens, Istanbul, Nicosia
(GMT+02:00) Bucharest
(GMT+02:00) Cairo
(GMT+02:00) Harare, Pretoria
(GMT+02:00) Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius
(GMT+02:00) Jerusalem
(GMT+03:00) Baghdad
(GMT+03:00) Kuwait, Riyadh
(GMT+03:00) Moscow, St. Petersburg, Volgograd
(GMT+03:00) Nairobi
(GMT+03:30) Tehran
(GMT+04:00) Abu Dhabi, Muscat
(GMT+04:00) Baku, Tbilisi, Yerevan
(GMT+04:30) Kabul
(GMT+05:00) Ekaterinburg
(GMT+05:00) Islamabad, Karachi, Tashkent
(GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi
(GMT+05:45) Kathmandu
(GMT+06:00) Almaty, Novosibirsk
(GMT+06:00) Astana, Dhaka
(GMT+06:00) Sri Jayawardenepura
(GMT+06:30) Rangoon
(GMT+07:00) Bangkok, Hanoi, Jakarta
(GMT+07:00) Krasnoyarsk
(GMT+08:00) Beijing, Chongqing, Hong Kong, Urumqi
(GMT+08:00) Jakarta, Medan, Batam
(GMT+08:00) Kuala Lumpur, Singapore
(GMT+08:00) Perth
(GMT+08:00) Taipei
(GMT+09:00) Osaka, Sapporo, Tokyo
(GMT+09:00) Seoul
(GMT+09:00) Yakutsk
(GMT+09:30) Adelaide
(GMT+09:30) Darwin
(GMT+10:00) Brisbane
(GMT+10:00) Canberra, Melbourne, Sydney
(GMT+10:00) Guam, Port Moresby
(GMT+10:00) Hobart
(GMT+10:00) Vladivostok
(GMT+11:00) Magadan, Solomon Is., New Caledonia
(GMT+12:00) Auckland, Wellington
(GMT+12:00) Fiji, Kamoharua, Marshall Is.
(GMT+13:00) Nukunono

Time Zones

Desktop is the on-screen work area on which windows, icons, menus, and dialog boxes appear. You can apply Windows XP or Windows Classic themes to the desktop. An image can be applied to the desktop as background. You can determine which icons will be displayed on desktop and you can change these icons with the ones listed in the Change Icon dialog box. You can apply a screen saver to desktop to protect your monitor from screen burn caused by static images. You can change the appearance of desktop items by selecting windows and button styles, color schemes and font sizes. Windows saves energy by turning off hard disks and monitor when they are not used for a specified amount of time.

Taskbar is the bar that contains the Start button and by default appears at the bottom of the desktop. You can click the taskbar buttons to switch between programs. You can also hide the taskbar, move it to the sides or top of the desktop. You can resize it to hold the icons and buttons when there are many. You can group similar taskbar buttons. You can add Address, Links, Language, Desktop, and Quick Launch toolbars to the taskbar. In the notification area of the taskbar, the time is displayed. This area can also contain shortcuts that provide quick access to programs such as volume control, and Windows Messenger. Some shortcuts temporarily appear to provide information about the status of activities.

Start menu is the starting point of windows to run programs, search files or folders, get help and support and also end point you shut down the windows. There are two views of start menu: Windows XP style (default view) and Classic style. You can add or remove shortcuts to programs to the start menu.

Folder is a container for programs and files in graphical user interfaces, symbolized on the screen by a graphical image (icon) of a file folder. A folder is a means of organizing programs and documents on a disk and can hold both files and additional folders. You can prefer one of the two views (common tasks and classic) of folder. You can open each folder in the same window or in separate windows. You can change the way to open items (by clicking or double-clicking) from the Folder Options dialog box. File type association determines which file is related to and run by which program.

You can select the country of which you want to use number, currency, date and time formats. Windows can add more than one language and keyboard layout and you can easily switch between them.

To adjust the amount of time that elapses before characters repeat when you hold down a key on your keyboard, you should drag the Repeat delay slider in Keyboard Properties dialog box.

Primary mouse button is the one you use most often for clicking and double-clicking. The left mouse button is the primary button by default. There are some pointer options that increases your productivity which are changing pointer speed, adding a trail to pointer, snapping the pointer to default button, and adjusting the number of lines to scroll using wheel.

Date and Time Properties dialog box is opened by right-clicking the clock in notification area. Date and time values can be adjusted, daylight saving option and time zone can be selected in this dialog box. You can synchronize your computer clock with an Internet time server.

SUMMARY

**CUSTOMIZING
DESKTOP**



CUSTOMIZING DESKTOP

1. Which of the following statements is false about applying a background image to the desktop?
 - a. Center-Centers the image in the middle of the desktop.
 - b. Tile-Makes a repeated pattern from the image to fill the desktop.
 - c. Stretch-Stretches the image to the entire screen.
 - d. Cascade-Overlaps images on each other.
2. Which of the following icons is not in the list that you can select to display on desktop?
 - a. My Computer
 - b. My Documents
 - c. My Pictures
 - d. Internet Explorer
3. What should you do to make Windows XP asks password when you unlock the computer. In Display Properties dialog box, Screen Saver tab, _____.
 - a. Enter 10 in the Wait box.
 - b. Check the On resume, display Welcome screen box.
 - c. Press Preview button.
 - d. Press Power button.
4. In which power scheme do monitor and hard disks never turn off?
 - a. Home/Office Desk
 - b. Portable/Laptop
 - c. Presentation
 - d. Always On
5. Which screen resolution reduces the size of items on your screen the most?
 - a. 1280x1024
 - b. 1024x768
 - c. 800x600
 - d. 640x480
6. ClearType technology _____.
 - a. Shows shadow under menus.
 - b. Displays words as smooth as on paper.
 - c. Increases color quality.
 - d. Applies effects to menus.
7. You can not _____.
 - a. Move the taskbar.
 - b. Resize the taskbar.
 - c. Auto hide the taskbar.
 - d. Remove the taskbar.
8. Which toolbar is used to start programs by clicking?
 - a. Language
 - b. Quick Launch
 - c. Links
 - d. Address
9. What does Scroll Programs option mean in Customize Start Menu dialog box Advanced tab?
 - a. Show the Programs menu as a long scrolling menu.
 - b. Enable dragging an icon to the Start menu.
 - c. Display Programs as horizontal pages.
 - d. Display Programs as submenus.
10. What does "Snap To" mean in Mouse Properties dialog box?
 - a. Add a trail to the pointer.
 - b. Increase pointer speed.
 - c. Move pointer to the default button.
 - d. Change primary button.

CHAPTER 4

FILES AND FOLDERS
WORKING WITH DISKS
MS-DOS: THE OLD FRIEND

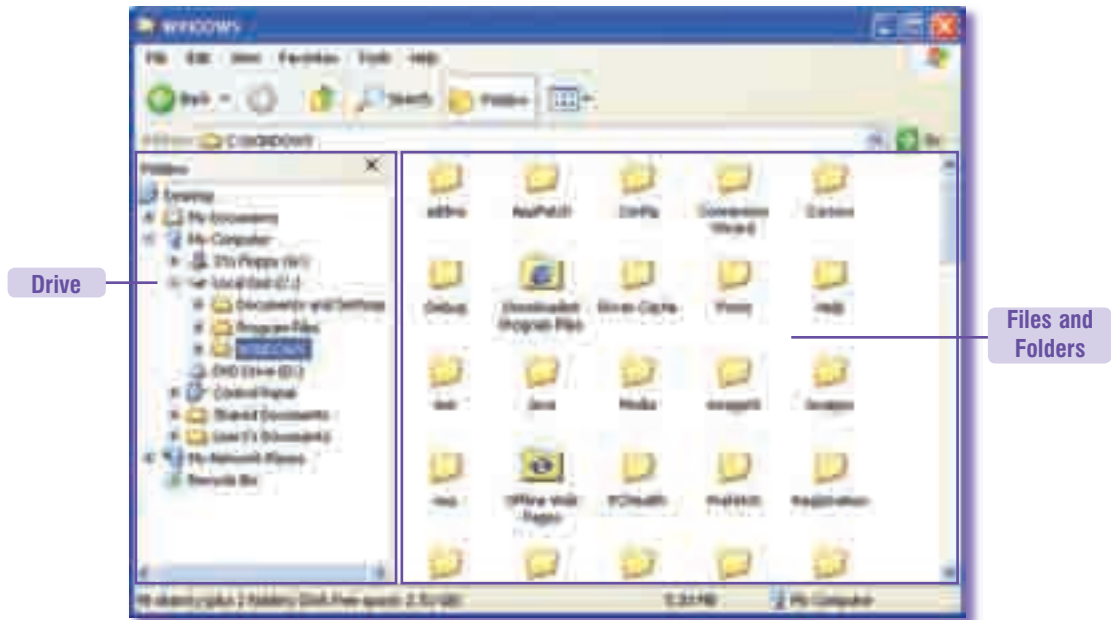


Windows Explorer



INTRODUCTION

Windows Explorer displays the hierarchical structure of files, folders, and drives on your computer. It also shows any network drives that have been mapped to drive letters on your computer. Using Windows Explorer, you can copy, move, rename, and search for files and folders. For example, you can open a folder that contains a file you want to copy or move, and then drag the file to another folder or drive.



Windows Explorer Folders view

COMPONENTS OF WINDOWS EXPLORER

Mapping a drive: Windows can help you connect to a shared network folder or drive and assign a drive letter to the connection so that you can access the folder using **My Computer**.

Local Area Network is a group of computers and other devices to share the files and other resources.

All the actions that can be performed in Windows Explorer are grouped by their functions in pull down menus. These pull down menus are found in the **Menu Bar**. You can access the items in the menus by mouse or keyboard to perform your desired action.

Toolbar contains the on-screen buttons to activate the most used actions such as search, back, and go to upper directory. **Address Bar** displays full path of the file or folder you are working with. **Status Bar** displays a line of information related to the current action. A plus sign (+) next to a folder means that the folder contains subfolders.

There are other places in Windows where you can view and work with files and folders. **My Documents** is a convenient place to store documents, graphics, or other files you want to access quickly. You can also view **My Network Places**, which lists other computers that are connected to your local area network (LAN).

To open Windows Explorer

step 1: Start > All Programs > Accessories > Windows Explorer.

step 2: Windows key + E ( + E)

step 3: Right click Start button > Explore

step 4: Right click My Documents, or My Computer, or My Network Places, or Recycle Bin, or any folder, select Explore.

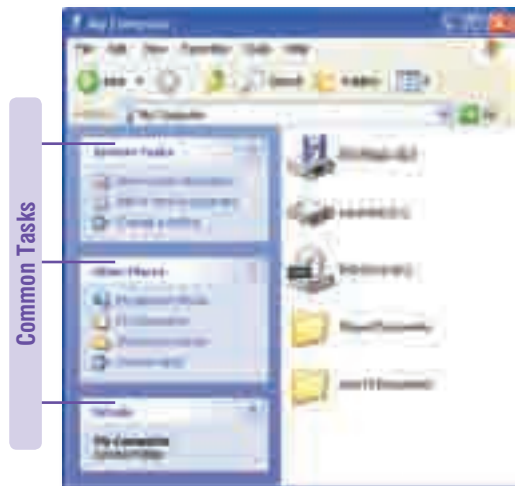
Common Tasks

System Tasks: Shows common tasks like rename, copy, delete.

Other Places: Shortcuts for most used places like Desktop, My Computer, and My Network Places.

Details: Shows selected document or folder properties.

To show the Folders list, click Folders on the toolbar.



Windows Explorer Common Tasks view

WORKING WITH FILES AND FOLDERS

A file is a collection of information, such as a program, a set of data used by a program, or a user-created document. A folder (directory) is a container of related files and subfolders.

Creating a new Folder

To create a new folder, from the main menu select File > New > Folder or right-click the place where you want to create the new folder then from pop menu select New > Folder.



Creating a new folder by shortcut menu

Changing the name of a file or folder

step 1: Open My Documents.

step 2: Click the file or folder you want to rename.

step 3: Under File and Folder Tasks, click Rename this file or Rename this folder.

step 4: Type the new name, and then press ENTER.

Some programs cannot interpret long file names. The limit for programs that do not support long file names is eight characters. File names cannot contain the following characters: \ / : * ? " < > | .

The names of system folders such as Documents and Settings, Windows, or System32 cannot be changed. They are required for Windows XP to run properly.



Renaming a file from File menu or shortcut menu

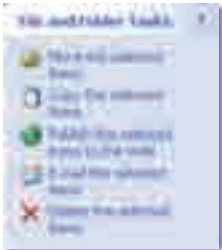
You can also rename a file or folder by right-clicking it and then clicking Rename.



Selecting with Ctrl+Click



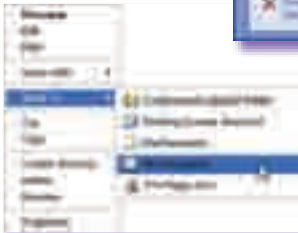
Selecting with Shift+Click



File and Folder Tasks



Copying from Edit menu or shortcut menu



Sending a file to My Documents



My Files shortcut created in Send To folder

Selecting files or folders

Selecting multiple files or folders helps you to copy, move, delete, and compress these files. These are some methods to select files and folders:

- To select nonconsecutive files or folders, press and hold down **Ctrl** key, and then click each item.
- To select consecutive files or folders, click the first item, press and hold down **Shift** key, and then click the last item.
- To select all the files and folders in the window, from the **Edit** menu click **Select All**.
- Click and draw a rectangle around any adjacent files you want to select.
- To cancel the selection, click in a blank area in the window.

Copying a file or folder

Copy operation duplicates the files or the folders in a different location.

step 1: Select the file or folder you want to copy.

step 2: Under **File and Folder Tasks**, click **Copy the selected items**. In **Copy Items**, select the drive or folder you want to copy to, and then click **Copy**.

or

step 1: Right-click the file or folder you want to copy, and select the **Copy** command from the pop-up menu.

step 2: Right-click the mouse on the target place, and select the **Paste** command from the pop-up menu.

An alternative and quick way to copy the files and the folder to a pre-determined location is to right click the selected files or folders and select **Send To** from pop-up menu. You can quickly send a file to a floppy disk, your desktop, or the My Documents folder.

Windows XP adds the removable drives and most used folders in **Send To** as default. To modify the list of the items in Send To, go to the folder **Documents and Settings > [User Name] > Send To**, and remove or add the shortcuts.

Moving a file or folder

Move operation transfers files or folders to a different location.

To move a file or folder:

step 1: Select the file or folder you want to move.

step 2: Under **File and Folder Tasks**, click **Move this file** or **Move this folder**.

step 3: In the **Move Items** dialog box, select the drive or folder you want to move to, and then click **Move**.

or

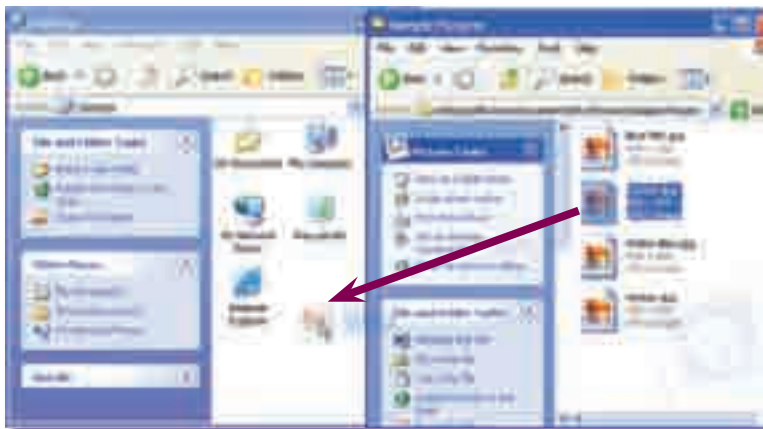
step 1: Right-click the file or folder you want to move, select the **Cut** command from the pop-up menu.

step 2: Right-click the target location, and select the **Paste** command from the pop-up menu.

When you drag and drop a file or folder between two locations in the same drive, the file is moved, but if you want to copy the file, do the same action while holding down the **Ctrl** key.



Cut and Paste commands to move a file(s) or folder(s)



Dragging a file to another location



Delete command and Delete this file task

Deleting a file or folder

step 1: Select the file or folder you want to delete.

step 2: Under **File and Folder Tasks**, click **Delete this file** or **Delete this folder**.

step 3: In dialog box, click **YES**.

or

● Right click the file or folder you want to delete, select the **Delete** command from the pop-up menu.

You can delete the selected file or folder by pressing **Delete** key too.

When you delete files or folders from your hard disk, Windows XP places them in the **Recycle Bin**, where you can retrieve them, until you empty the Recycle Bin. Files or folders deleted from a floppy disk or a network drive are permanently deleted and are not sent to the Recycle Bin.



Create Shortcut command in File and pop-up menu

Wildcard is a keyboard character that can be used to represent one or many characters. The asterisk (*) typically represents one or more characters, and the question mark (?) typically represents a single character.



Search Companion



Searching
.project.

Creating a shortcut on the desktop

A shortcut is a file that provides immediate access to a program, a folder, a document, or a Web page. Shortcuts appear as icons on **Desktop**.

step 1: Click the item you want to create shortcut for, such as a file, program, folder, printer, or computer.

step 2: On the **File** menu, click **Create Shortcut**.

step 3: You may resize the window to see the desktop.

step 4: Drag the new shortcut to the desktop.
or

step 1: Right click the file or folder you want to create shortcut for.

step 2: Select the **Create Shortcut** command from the pop-up menu

step 3: Drag the new shortcut to the desktop.
or

step 1: On Desktop, click right mouse button, select **New**, Shortcut from pop-up menu.

step 2: Browse the file, folder, drive, or program you want to create shortcut for.
or

● Drag and drop the file or folder you want to create shortcut using the right button of the mouse.

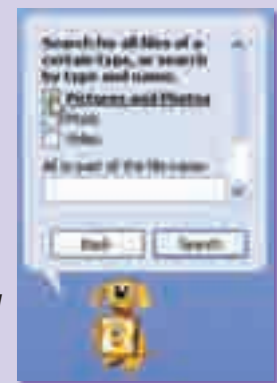
Searching for files and folders

Windows offers a number of ways to find files and folders. **Search Companion** offers the most direct way to locate a file. Use Search Companion if you are looking for common file types, if you remember all or part of the name of the file or folder you want to find, or if you know when you last changed the file.

If you know only part of the name, you can use wildcard characters (*) and (?) to locate all files or folders that include that part in the name. For example, ***project.*** represents **infoproject.doc**, **biology project.doc**, and **my project.exe** files.

Searching Files

1. Click **Start** button and then click **My Computer**.
2. Click **Search** button on the **Toolbar**.
3. Click **Pictures > music**, or **video**.
4. Check either box of Pictures and Photos, Music, and Video.
5. Click **Search** button. Wait Windows to find out the files.
6. Make sure in **View** menu, **Status Bar** is checked out.
7. From **Edit** menu, click **Select All** and then see how many objects are selected in the **Status bar**.



Compressing files and folders

Compressing files, folders, and programs decreases their size and reduces the amount of space they use on your drives or removable storage devices. Drive compression decreases the amount of space used by all of the files and folders stored on that drive.

To compress a file or a folder:

step 1: Right click the files or folders which will be compressed, select **Send To Compressed (zipped) Folder**.

step 2: Then the compressed file is created with the name of the file you have right-clicked.

Compressed files and folders can be moved to any drive or folder on your computer, the Internet, or your network, and they are compatible with other file compression programs such as WinZip.

Compressed folders are identified by a zipped folder icon.



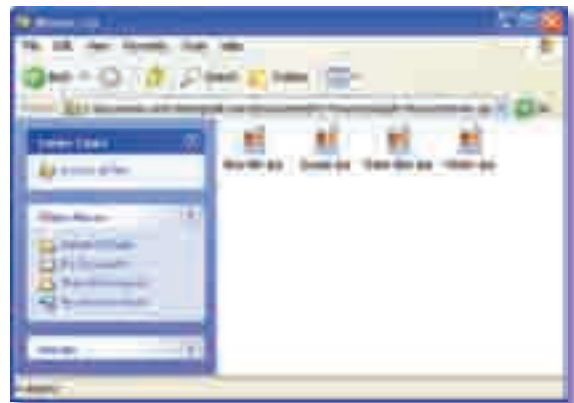
WinZip, WinRAR, WinAce are the examples of the famous compression programs.



Selecting and compressing files



Files are compressed into the Winter.zip



The files in Winter.zip (see the Address bar)

Changing File Attributes

File attribute is information that indicates whether a file is **hidden**, **system**, **read-only**, **archive**, and etc.

You can change a file attribute by clicking **Properties** command in either File menu or shortcut menu and then clicking the check boxes in [File Name] Properties dialog box.



File Properties command

Compressing Different Types of Files

Compress a folder of documents, a folder of pictures, and then a folder of programs (executable files), and then compare the compression ratios.

WORKING WITH DISKS

Disks are storage devices of computer. They are used to store files and folders. **Disk Management** is a system utility in Windows to initialize and manage disks, to create and format partitions with the FAT, FAT32, or NTFS file systems.

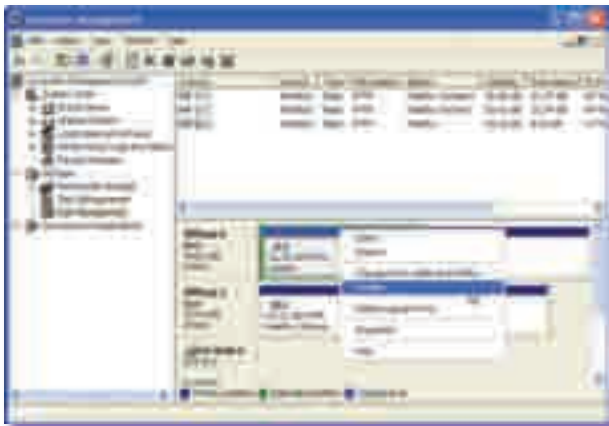
Creating a Partition or Logical Drive

Partition is a logically distinct portion of a storage device that functions as if it were a physically separate unit.

A physical disk contains primary partitions, extended partitions, or logical drives.

You can create up to four primary partitions on a disk, or three primary partitions and an extended partition with multiple logical drives.

Unlike primary partitions, you do not format an extended partition with a file system and then assign a drive letter to it. Instead, you create one or more logical drives within the extended partition. After you create a logical drive, you format it and assign it a drive letter.



Disk Management utility

To create a partition:

step 1: Open Disk Management by right-clicking **My Computer** > **Manage** > **Computer Management (Local)** > **Storage Devices** > **Disk Management**.

step 2: Right-click an unallocated region of a basic disk, and then click **New Partition**, or right-click free space in an extended partition, and then click **New Logical Drive**.

step 3: In the **New Partition Wizard**, click **Next**, click **Primary partition**, **Extended partition**, or **Logical drive**, and then follow the instructions on your screen.

You must be logged on as an administrator or a member of the Administrators group in order to complete this procedure.

Administrator is a person who can make system-wide changes to the computer, install software, access to all files on the computer, and manages user and group accounts.

Formatting a Partition

Formatting puts a file system on the disk. A file system allows an operating system to use available disk space to store and retrieve files. When you format a disk that contains data, the data is lost.

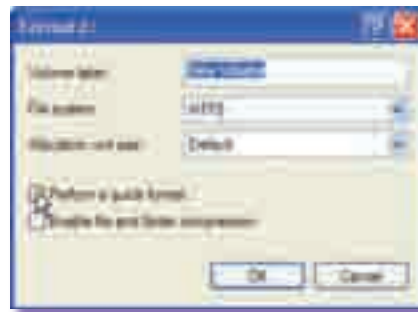
To format a partition:

step 1: Right-click the partition you wish to format in **Windows Explorer**.

step 2: Choose **Format** from the pop-up menu.

step 3: Choose file system (NTFS is recommended)

Deleting, creating partitions or formatting volumes destroys any existing data. Be sure to back up your important data in the disk.



Formatting a partition

Copying of a floppy disk

Floppy disks are used to backup data. High Density floppy disks have 1.44 MB capacity. You can copy one floppy disk to another to create its backup.

step 1: Insert a disk into your floppy disk drive (usually A).

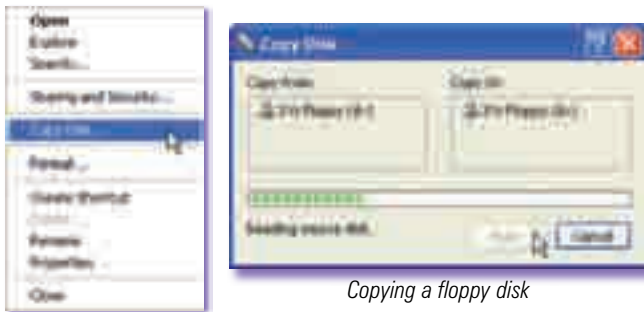
step 2: Open [My Computer](#).

step 3: Click the floppy disk drive.

step 4: On the [File](#) menu, click [Copy Disk](#).

step 5: Follow the instructions on your screen.

Existing information on the target disk will be deleted.



Copy Disk command of
File menu

The disks that you copy from and to must be the same type.

The [Copy Disk](#) command is not available unless you have selected a floppy disk.

Copying files and folders to a CD

You may back-up your important data to a CD. Standard CDs hold up to 650 megabytes (MB) of data. High-capacity CDs hold up to 850 MB.

To copy files to a CD-RW:

step 1: Insert a blank, writable CD into the CD recorder.

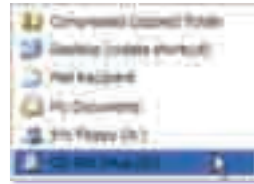
step 2: Open [My Computer](#).

step 3: Right-click the files or folders you want to copy to the CD.

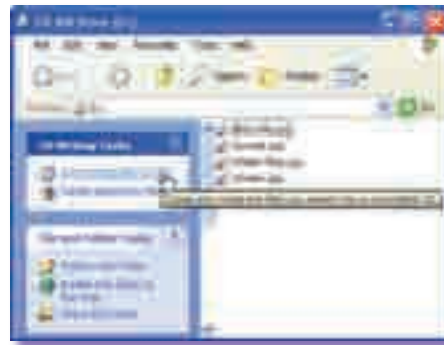
step 4: From the pop-up menu, select [Send To CD-RW Drive](#).

step 5: Windows XP will notify that the files are ready to be written to the CD. Click on the message to open the CD-RW drive. You can open CD-RW drive from [My Computer](#) too.

step 6: Under [CD Writing Tasks](#), click [Write these files to CD](#). Windows displays the CD Writing Wizard. Follow the instructions in the wizard.



Sending files to CD-RW



Writing files to CD-RW

MS-DOS : THE OLD FRIEND

MS-DOS is an operating system with a command-line interface used on personal computers. It translates keyboard input from the user into operations the computer can perform, it also oversees operations such as disk input and output, video support, keyboard control, and many internal functions related to program execution and file maintenance. Windows supplies you the command prompt window to write MS-DOS commands. The command prompt is a 16-bit shell in which the MS-DOS environment is emulated in 32-bit Windows system.

To start Command Prompt

- [Start](#) > [All Programs](#) > [Accessories](#) > [Command Prompt](#).
- or
- [Start](#) > [Run](#), type [cmd](#) and press [Enter](#)

To end your MS-DOS session

- You can type **exit** in the command prompt window at the blinking cursor or click the Close button.

Windows Explorer displays the hierarchical structure of files, folders, local and network drives on your computer. You can create, copy, move, delete, rename, and search for files and folders using Windows Explorer.

You can perform open, cut, copy, delete, rename or view properties operations from either shortcut menu or Edit menu. You can also use shortcut keys. For example, Ctrl+X cuts the selected file, Ctrl+C copies, Ctrl+V pastes, and F2 opens renaming box.

You can select files or folders by clicking. To select two or more files consecutively, hold down the Shift key and click the last file. To select separate files or folders, hold down the Ctrl key and click the files.

To copy the selected files or folders, click Copy command in either shortcut or Edit menu, or drag the items to another drive or Ctrl+drag to another location in the same drive.

To move the selected files or folders, click Cut command, go to the new location, and then select Paste command in either shortcut or Edit menu.

To rename a file or folder, select Rename command and write the new name in the renaming box and pay attention to the file extension.

To delete selected files or folders, click Delete command or press Delete key. When you delete files, they are sent to Recycle Bin. You can restore the files from the Recycle Bin or permanently delete them.

To reach the files or folders from your desktop, you can create shortcut to them. Shortcut is an icon and when you double-click it, the related file or folder opens.

To search for files or folders, you can click the Search button in toolbar to open Search Companion, and then write the file name in the name box and click Search button.

You can reduce the size of files by **compressing**. To compress the files, right-click the file or folder and then select Send To, Compressed (zipped) Folder.

Properties command in Edit menu opens file properties window and displays type, location, size and creation date of file. You can change file attributes by clicking Read-only or Hidden check boxes.

Disk Management is used to create, delete or format partitions. You can select FAT32 or NTFS file systems to format. NTFS is recommended for Windows XP, if you want to use advanced sharing, security and compression features.

Command Prompt helps users to enter MS-DOS commands in Windows XP.

1. When you use cut or copy command, where is the selected text kept temporarily?

- a. Taskbar
- b. Desktop
- c. ROM
- d. Clipboard

2. Which buttons are used to navigate through locations you've already visited?

- a. Back and Forward
- b. Open and Close
- c. Up and Down
- d. Back and Next

3. You can not rename a _____.

- a. CD-ROM.
- b. Printer.
- c. File.
- d. Folder.

4. Which type of storage devices can be used in computers?

- I. Floppy disks
 - II. Hard disks
 - III. Compact discs (CD-ROMs)
 - IV. Removable disks
- a. I, II, III
 - b. I, II, III, IV
 - c. I, II
 - d. I, II, IV

5. Which character can NOT be used to name a file?

- a. +
- b. .
- c. /
- d. €

6. Which menu of Windows Explorer includes commands like Cut, Copy, Paste, Undo, etc...?

- a. File
- b. Window
- c. View
- d. Edit

7. What should you do to rename a shortcut?

- a. Click the shortcut icon.
- b. Right-click the selected item and select Rename.
- c. Double click the shortcut icon.
- d. Double click the shortcut icon rapidly.

8. .EXE, .DOC, and .JPG are examples of _____.

- a. File names
- b. Types of picture files in computers
- c. File extensions.
- d. Software application names

9. Which is not an option in Views in Windows Explorer?

- a. Details
- b. List
- c. View
- d. Icons

10. Which one represent all jpeg photo files whose names start first with the letter 'a'?

- a. a?* .mp3
- b. a* .jpg
- c. *? .jpg
- d. a* .mp3

11. Which programs can you use to view and manage the contents of your computer?

- I. My Documents
- II. My Computer
- III. My Network Places
- IV. Windows Explorer

- a. I, II
- b. II, IV
- c. I, II, III, IV
- d. II, III, IV

QUESTIONS

**WINDOWS
EXPLORER**



WINDOWS EXPLORER

12. What do you do to go to the previous level when you're browsing the contents of your computer?

- a. Click the Up button on the toolbar.
- b. Click the Back button on the toolbar.
- c. Press Ctrl+Z.
- d. Click the Address box on the toolbar and select the appropriate location.

13. You cannot open a file or folder by

- I. Double-clicking
- II. Clicking
- III. Selecting and pressing Enter
- IV. Selecting and pressing Space Bar

- a. I, II
- b. III, IV
- c. III
- d. IV

14. In order to select more than one file, use

- a. Ctrl+Tab
- b. Shift+Right click
- c. Backspace+Click
- d. Ctrl+Click

15. To start Command Prompt, click Start button, point to _____.

- a. Settings, Control Panel, Command Prompt
- b. All Programs, Accessories, Command Prompt
- c. All Programs, Accessories, Run
- d. All Programs, Run

16. What is the first item of Address list box in Windows Explorer?

- a. Desktop
- b. My Computer
- c. Drive C
- d. Network Neighborhood

17. Which of the following should be done to display the contents of a drive?

- a. Right-click the drive
- b. Double-click the drive
- c. Triple-click the drive
- d. Ctrl+Click the drive

18. How do you delete a file permanently from your computer (without sending to Recycle Bin)?

- a. Ctrl+Delete
- b. Right-click+Delete
- c. Shift+Delete
- d. Ctrl+Alt+Delete

19. How do you sort the files according to their file size?

- a. View, Arrange Icons by, Modified
- b. View, Icons size
- c. View, Size
- d. View, Arrange Icons by, Size

20. How do you set the 'Read-only' property of a file?

- a. Right-click the file, and then click Properties, Read-only
- b. Click the file, Read-only
- c. View, Options, Read-only
- d. Tools, Options, Read-only

CHAPTER 5

NOTEPAD
WORDPAD
PAINT
ADDRESS BOOK
WINDOWS MOVIE MAKER
WINDOWS MEDIA PLAYER
SOUND RECORDER
CHARACTER MAP
SYSTEM INFORMATION
SCHEDULED TASKS
ACCESSIBILITY PROGRAMS

Accessories



INTRODUCTION

Windows XP comes with some additional programs for text editing, painting, playing music and video files, recording sound etc. Those programs are good enough for elementary and medium level applications. You may need to buy professional programs for advanced applications, such as Microsoft Word for text editing, Corel Draw for drawing.

In this chapter, you are going to learn not only how to use those Windows XP accessories but also the basics of desktop publishing and multi-media technologies.

NOTEPAD

Introduction

Notepad is a basic ASCII text editor that you can use to create simple documents. The most common use for Notepad is to view or edit text (.txt) files, but many users find Notepad a simple tool for creating Web pages.

Because Notepad supports only very basic formatting, you cannot accidentally save special formatting in documents that need to remain pure text. This is especially useful when creating HTML documents for a Web page because special characters or other formatting may not appear in your published Web page or may even cause errors.

You can save your Notepad files as Unicode, ANSI, UTF-8, or big-endian Unicode. These formats provide you greater flexibility when working with documents that use different character sets. The size of the Notepad document cannot exceed 64 KB.

Components of Notepad

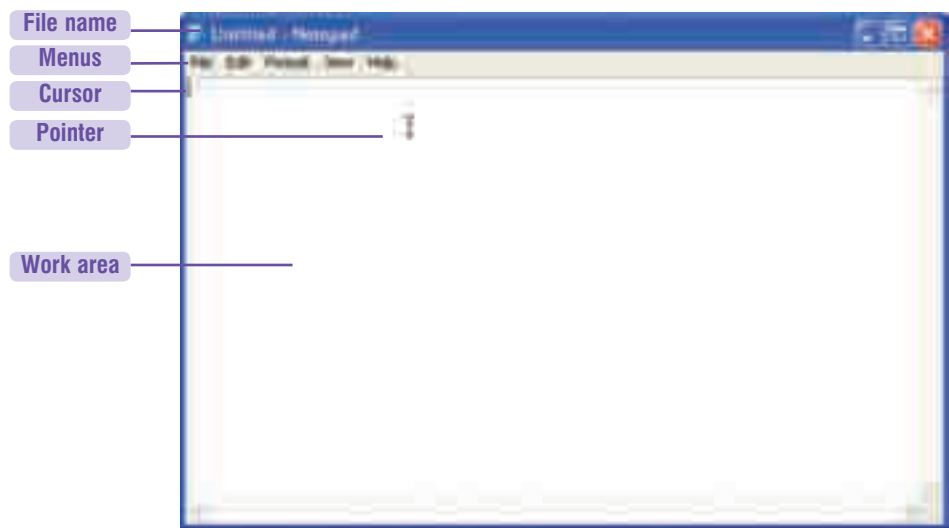


Program icon



Document icon

ASCII (American Standard Code for Information Interchange) is the world-wide standard for the code numbers used by computers to represent all the upper and lower-case Latin letters, numbers, punctuation, etc.



To start Notepad

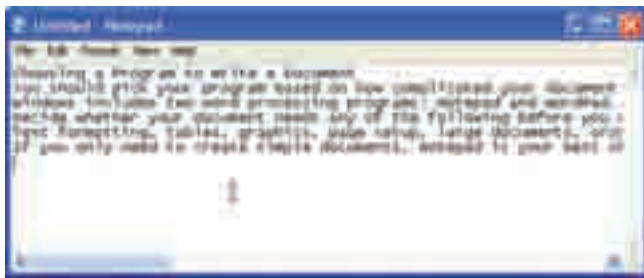
- Click **Start > All Programs > Accessories > Notepad**
- Or
- Click **Start > Run**. Type **notepad** and press Enter.



Running Notepad

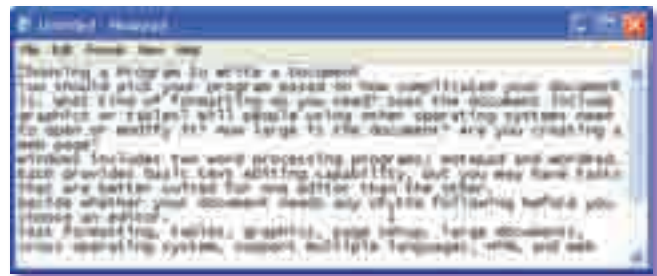
Entering Text

Type the following text in the Notepad window. Your text may lie on one line so the document gets wider and wider. Do not care about it at this moment. You will wrap the text in the next section. Use the horizontal scroll bar to view all the text.



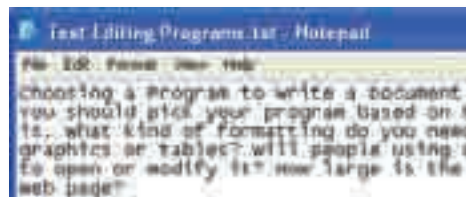
Wrapping Text

The Word Wrap property of Notepad fits the lines of the document in the Notepad window. Notice that horizontal scroll bar disappears and vertical scroll bar appears according to the length of the text. To turn this wrapping feature on, from the Notepad menu, click **Format > Word Wrap**.



Saving the Document

To save a Notepad document, from the Notepad menu, select **File > Save**. Save As dialog box appears. Select the location and enter the filename such as **Text Editing Programs.txt**. After you save the file, notice that the title of the document has been changed to the name you have given.



Window title has changed to the filename.

Opening a New Document

To open a new document, from the Notepad main menu, select **File > New**. You will be prompted if you want to save the current document. Notepad is a SDI (Single Document Interface) text editor so you can open only one document at a time.



File Menu

Page Setup

In the **Page Setup** window, you can arrange paper size, paper source, page orientation, page margins, header and footer, and you can see the print preview of the document, and you can open printer setup window. To open the Page Setup window, from the Notepad main menu, select **File > Page Setup**. Page Setup window opens if you have an installed printer.



Page Setup dialog box

Printing a Document

From the Notepad menu, select **File > Print** to print the current document. The Print dialog box appears. In this dialog box, you can choose the printer if there are more than one installed, you can select to print all the document, selected text, current page or range of pages.

You can save your document as a printable file by checking the **Print to file** check box. Later, whenever you wish, you can print your document directly from this printable file.

You should select the same paper size both in page setup and printer setup, dialog boxes.



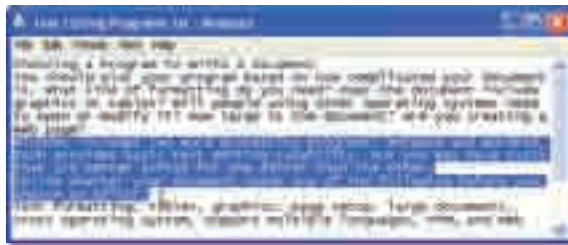
Print dialog box

Selecting Text

The text can be selected by the mouse or with the Shift and the arrow keys.

To select the text with the mouse, click the beginning of the text you want to select, while you keep pressed the left button of the mouse, move the mouse pointer at the end of the text, and then release the mouse, or after you make the first selection, press the shift button and click the end of the text you want to select. To select a word, double click the word.

To select the text with the keyboard, move the cursor at the beginning of the text you want to select, while you keep pressed the shift key, use the appropriate arrow key or page down and page up keys.



Selecting text

Moving, Copying and Deleting Text

You can delete, cut, copy and paste the selected text by using shortcut menu, Edit menu or the keyboard. Right-click the selected text to open the shortcut menu.



Shortcut menu

You can cut or copy selected text and then paste it to another location. Cutting the text deletes it from source location but copying does not delete. Pasting the text, after cutting moves it to the new location and after copying duplicates it. To cut or copy the selected text right-click the text, and then click **Cut** or **Copy** command from the shortcut

menu. Then, right-click to the location you want to paste the text and click **Paste** command from the shortcut menu. To delete the selected text, select **Delete** command or simply press **Delete** key.

You can undo your action by clicking **Edit > Undo** or pressing **Ctrl+Z**.

Finding Text

To open the **Find** dialog box, from the Notepad menu, select **Edit > Find**. Type the target text in the **Find what** text box you and click **Find Next**. **Up** and **Down** options determine if the text will be looked for above or below the cursor location. Check the **Match case** check box if you want to make a case sensitive search.



Find dialog box

Replacing Text

To open the **Replace** dialog box, from the Notepad menu, select **Edit > Replace**. Type the word you are looking for in the **Find what** text box and type the replacing word in the **Replace with** box and click **Find Next**. After it finds the word, click **Replace** if you wish to replace it.



Replace dialog box

Changing Font Properties

To open the **Font** dialog box, from the Notepad menu, select **Format > Font**. In this dialog box, you can change font name, font style and font size and script. The change will be applied to the whole document.



Font Dialog box

Times New Roman, font size 10

Arial, font size 12

Arial, bold, italic, font size 12

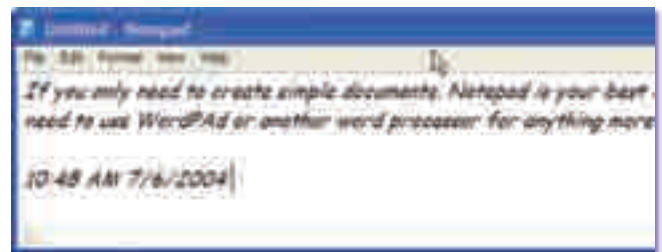
Courier New, font size 14

Comic Sans MS, underlined, font size 13

Font Samples

Inserting Current Time/Date

Notepad can stamp the current time and date into your document. Move the cursor to the location where you want to insert the date information and from the **Edit** menu > **Date/Time**.



Inserting Time / Date

Changing The Font Properties.

1. Click **Format** and then click **Font**.
2. Select **Times New Roman** from Font list box.
3. Select **Italic** from Font style list box.
4. Select **12** points from Size list box. You can preview your selections in Sample box.
5. Click **OK** button. See how your text changes.
6. Try other fonts, styles and sizes from **Font dialog box**.



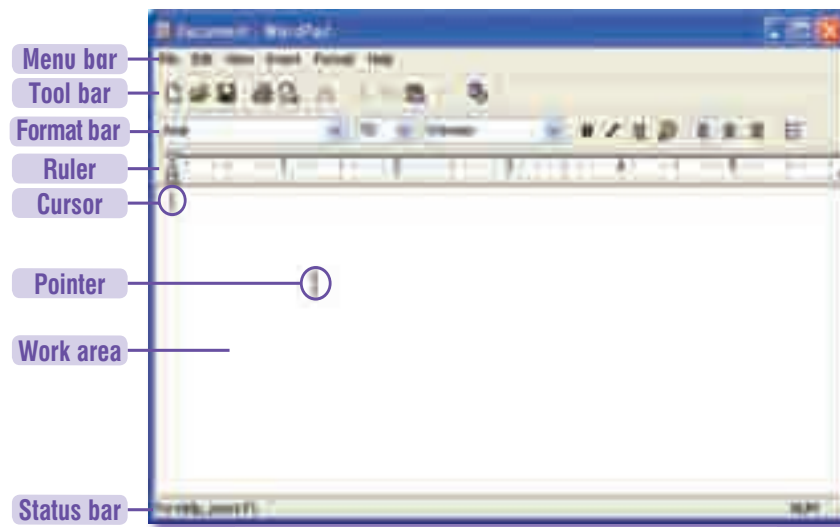
WORDPAD

Introduction

You can create and edit simple text documents or documents with complex formatting and graphics with **WordPad**. You can link or embed information from other documents into a WordPad document.

You can save your WordPad file as a text file, rich text file, text file for MS-DOS, or Unicode. These formats provide greater flexibility when working with other programs. Documents that use multiple languages should be saved as rich text files.

Components of Wordpad



To open WordPad

step 1: Click **Start** button and point to **All Programs**.

step 2: Point to **Accessories** > click **WordPad**.

or

- Click **Start** > **Run**, and type **wordpad**, then press **Enter**.



Running WordPad



Program icon



Document icon

Customizing WordPad

Toolbar, Format Bar, Ruler and the Status Bar can be removed and added. To remove or add those components, use the **View** menu. You can change the placement of the Toolbar and Format Bar by dragging and dropping them by the mouse.

Measurement units can be selected as Inches, centimeters, points or picas. To open the **Options dialog** box, click **Options** command in **View** menu.



One inch is equal to 2.54 cm, 6 picas and 72 points.

Entering Text

Type the following text in the WordPad and save it as **Nim.rtf**. Rtf stands for Rich Text Format.

NIM

Take five, or better, take one, or better, always already take none, ah!

Nim, also known as the Marienbad game, is a kind of logic game which is played between two players. It is very useful, especially when you are bored and you have some time to waste.

There are many variants of Nim. All of them starts with N items (e.g. matches) and the purpose of the game is to take the last item. One of the easiest variant of Nim is played as follows:

Initially there are N items on the table between two players. The first player may take at least 1, at most M items. Then the second player may take at least 1, at most M items. They continue in this way in turn until there are no items to take any more. The one who takes the last item (or items) is the winner.

Formatting Text

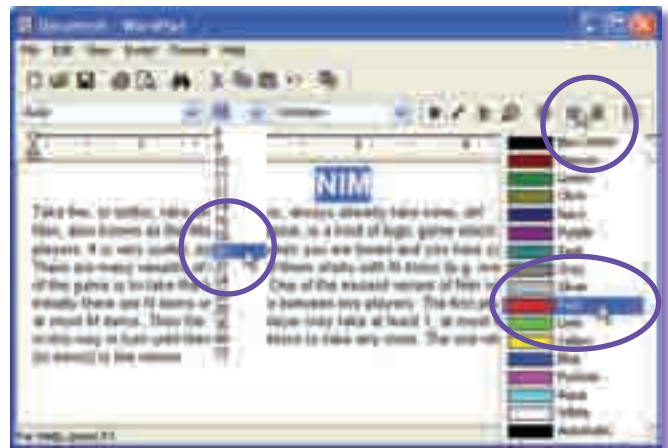
The text can be formatted by using the toolbar items or the Format menu.

step 1: Select the title of the document (NIM). Set the font size to 20, font style to Bold, font color to Red and the alignment to Center.

step 2: Select the first paragraph of the document. Set the font name to **Times New Roman**, font size to 12 and alignment to right.

step 3: Select the last three paragraphs of the document. Set the font name to **Arial**, font size to 12 and alignment to left.

step 4: Open the **Paragraph** dialog box. From WordPad menu select **Format > Paragraph**. Set the First line indentation to 1 cm and click **OK**.

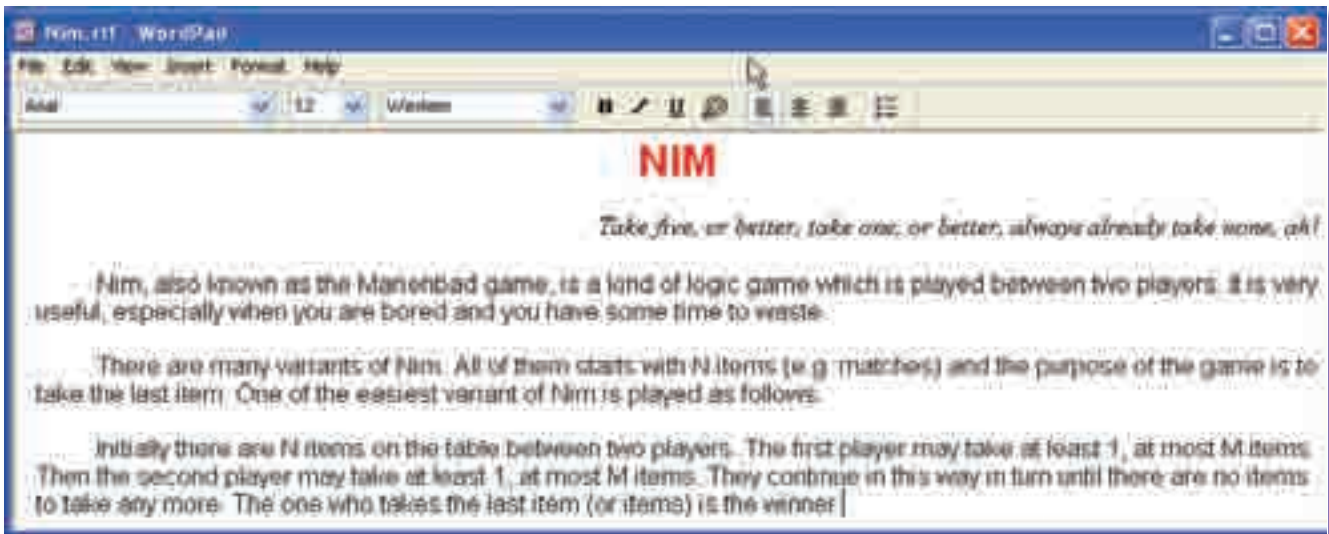


Formatting the title



Setting first line indent

Your formatted document should be seen as below.



Inserting Objects

- Open the file [Nim.rtf](#). Open the **Insert Object** dialog box from WordPad menu, select **Insert > Object**. Select the **Create from file** radio button. Click **Browse** and select the image that is related with the Nim game and then click **OK** to insert it into your document. The image will be inserted to the position where the cursor is located.



Insert menu

You can create a new object by choosing the **Create New** radio button. You can make a link to the original object by checking the **Link** check box, so whenever the original object changes, the object in the document will change.



Insert Object dialog box



Picture is inserted into the document at the position where the cursor is located.

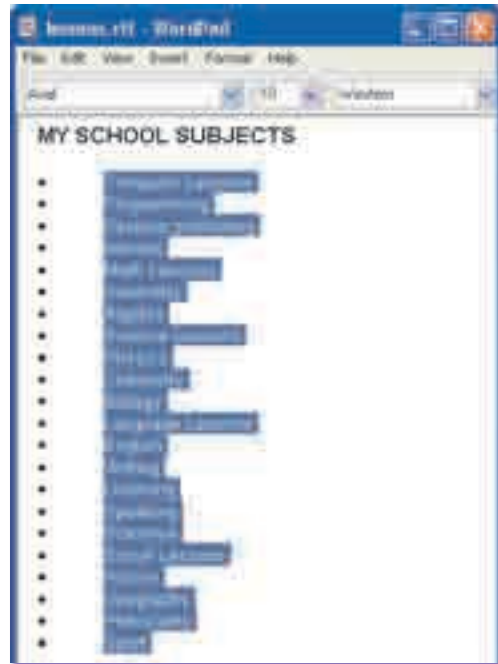
Creating a Bullet list

step 1: Click the **New** button and open a new document. Do not forget to save your document Nim.rtf.

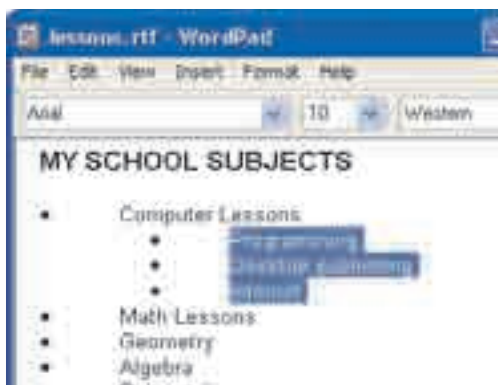


step 2: Make a list of your school subjects in groups. Language lessons together, science lessons together and so on.

step 3: Select the entire list, except the title, and click the bullets button.

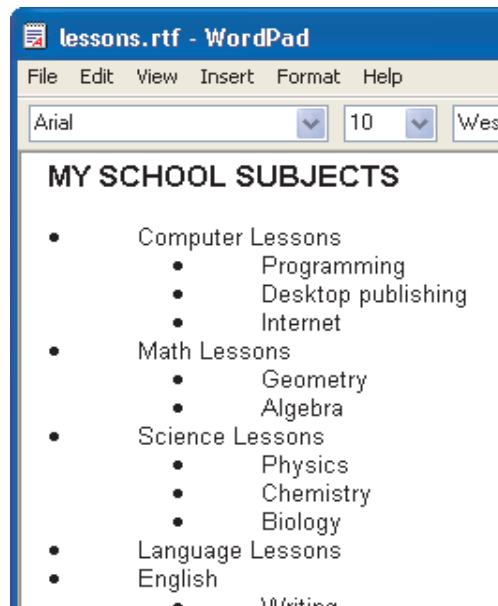


step 4: Select only the computer lessons (Programming, Desktop publishing, Internet). Set the paragraph indentation to 3 cm.



step 5: Bullet your document by using the paragraph indentation property like in the figure.

step 6: Save your documents as **Lessons.rtf**.



Comparing the Notepad and the Wordpad.

| PROPERTY | NOTEPAD | WORDPAD |
|--------------------------------------------------------|---------|---------|
| You can stamp the current Time/Date in your document. | YES | YES |
| You can change font properties of the selected text. | | |
| You can print your document. | | |
| You can draw a table. | | |
| You can create a bullet list. | | |
| You can find and replace specific characters or words. | | |
| Supports only ASCII files. | | |
| You can make spell-check. | | |

Write the advantages of using a word processor program than using a typewriter.

PAINT



Program icon



Document icon

Introduction

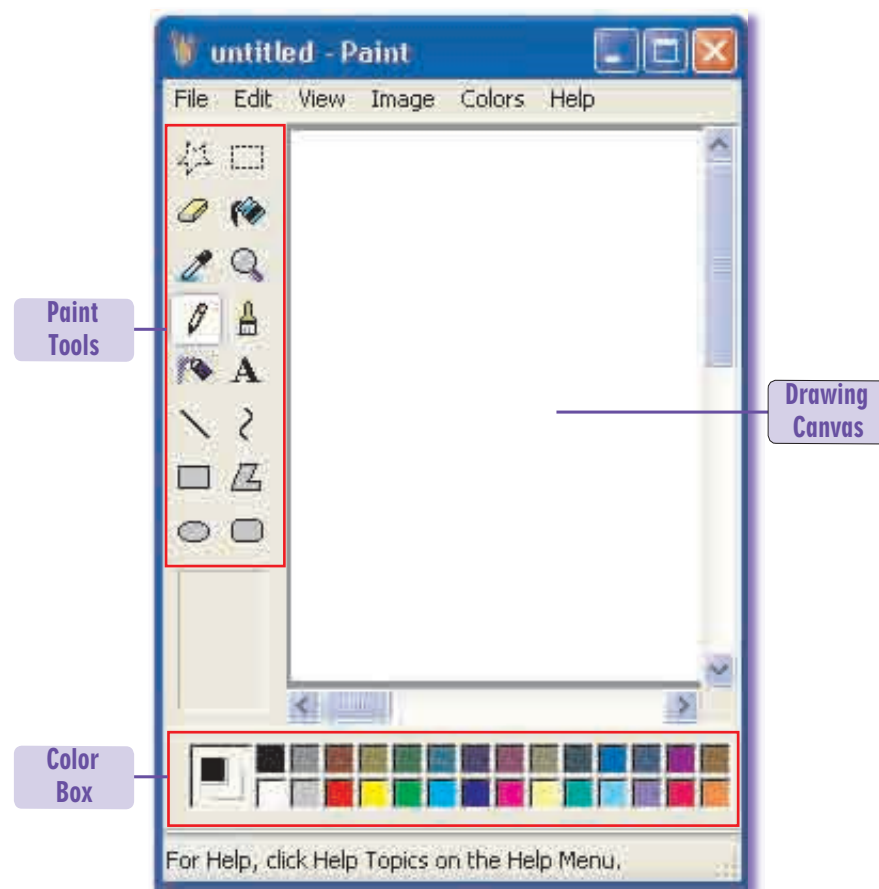
Paint is a drawing tool you can use to create simple or elaborate drawings. These drawings can be either black-and-white or color, and can be saved as bitmap files (.bmp). You can print your drawing, use it for your desktop background, or paste it into another document. You can even use Paint to view and edit scanned photos.

You can also use Paint to work with pictures, such as .jpg, .gif, or .tif files. You can paste a Paint picture into another document you've created, or use it as your desktop background.

Opening Paint

- Click **Start > All Programs > Accessories > Paint**, or
- Click **Start > Run** and type **mspaint** and press Enter.

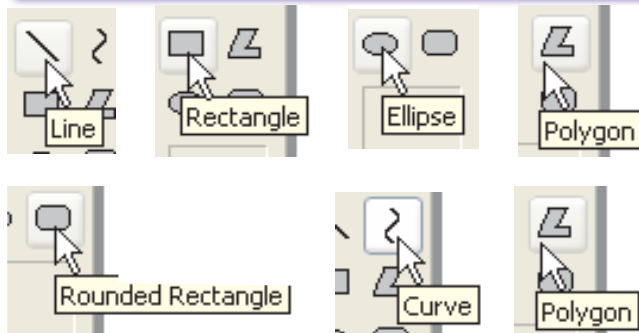
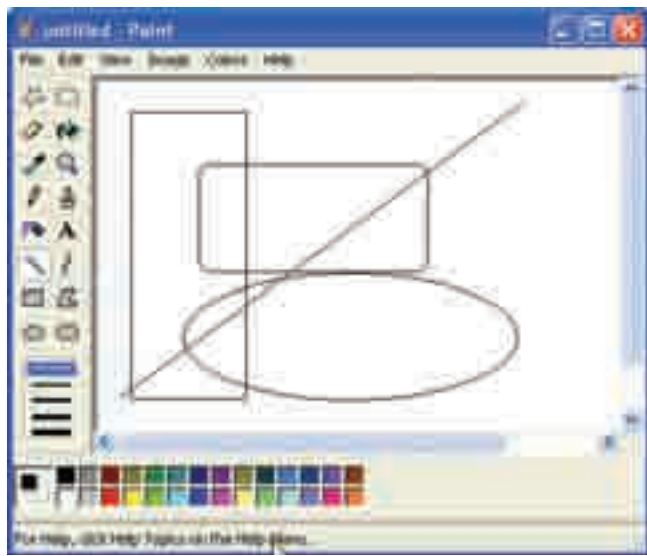
Components of Paint



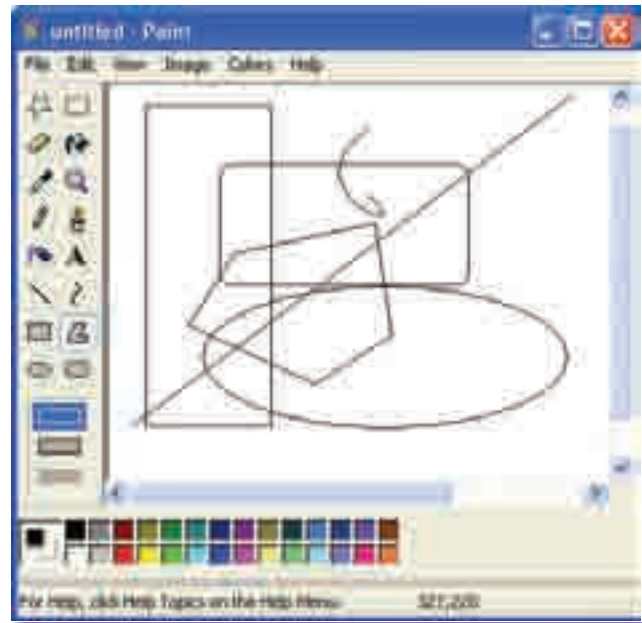
Drawing Geometric Shapes

step 1: Draw a **rectangle**, an **ellipse**, a **rounded rectangle** and a **line**. To draw those shapes, first click the appropriate tool button, and then move the mouse pointer to the starting position of the drawing. While you keep pressed the left mouse button, move the mouse pointer to the end position of the drawing and release the mouse left button.

step 2: Add a **curve** into your drawing. To draw a curve, click the curve button and move the mouse pointer to the starting position of the curve, while you keep pressed the left mouse button, move the mouse pointer to the end position of the curve and release the left mouse button. You have just drawn a line. Right now, mouse pointer is a form of plus sign (+), move the mouse pointer to one side of the line and click.



step 3: Add a **polygon** into your drawing. To draw a polygon, click the Polygon button and move the mouse pointer to the starting corner of the polygon. While you keep pressed the left mouse button, move the mouse pointer to the next corner of the polygon and release mouse button. You have just drawn the first side of the polygon. Move the mouse pointer to the position of the next corner and click, continue this process until you reach the starting corner.



Changing the Thickness and Color of a Shape

You cannot change the thickness of a drawn shape in the Paint. You must determine the thickness of a figure before you draw it.

- Click the **Line** button, chose the Red color from the colors palette and select the thickest line type, and draw a line.

To change the color of an existing line:

step 1: Click fill with color () button in the toolbox.

step 2: In the color box, choose your color.

step 3: Click the object you want to change its color.



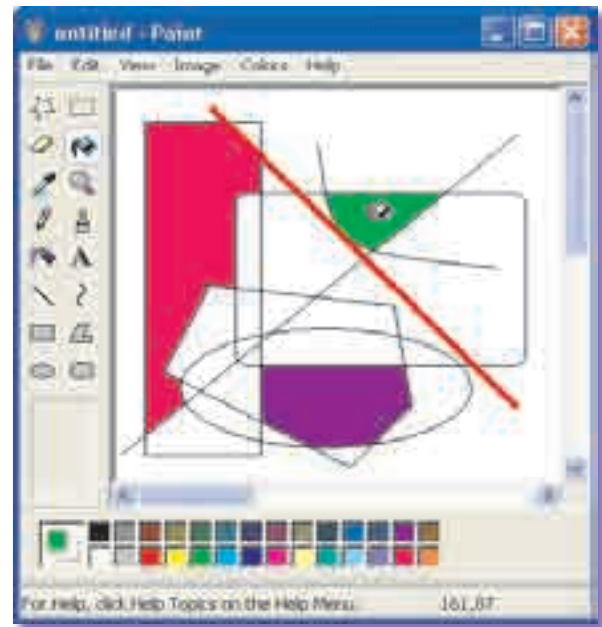
Filling Shapes with Color

step 1: Click the **Fill** button, select the color you like from the colors palette and click inside the shape you want to fill. Fill different shapes of the drawing with different colors. For the additional colors use **Edit Colors** dialog box. To open Edit Colors dialog box, from the Paint main menu, select **Colors > Edit Colors**.

step 2: You can draw directly a filled rectangle, ellipse or polygon. Before you draw your shape select the filled shape.



Drawing lines



Filling with color

Using Pencil

step 1: Open a new paint document. You will be prompted to save the current one. Paint supports different types of picture formats: bmp, gif, jpeg, tif, png. You can choose any of the formats to save your picture.

step 2: Click the **Pencil button**. Select your color, and draw your initials on the canvas by dragging the mouse.



Using Pencil

Using Brush

● Click the **Brush button** on the tool box, select your color. Click and drag the mouse to underline your initials.



Using Brush

Using Airbrush

● Click the Airbrush button on the tool box, select your color and draw your signature under your initials.

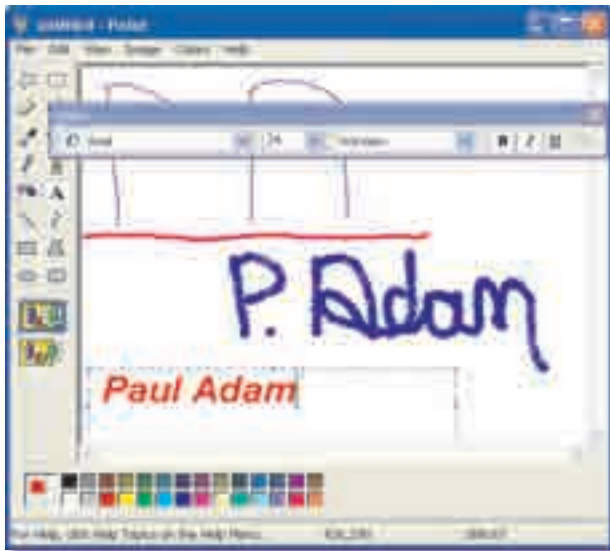


Using Airbrush



Adding Text

- Click the **Text** button on the tool box, select your color and create a **text box** (a rectangle area where you are going to type your name) on the drawing canvas by clicking and dragging your mouse. Choose your font name, font style and font size from the **Text toolbar** and write your full name. To open the Text toolbar, from Paint main menu, select **View > Text toolbar**.



Typing in Paint

Erasing a Drawing

You can erase a drawing by using **Eraser button**, or drawing a filled shape with the background color of the shape you want to erase.

- Click the **Eraser** button and erase your initials by clicking and holding down the left mouse button and dragging the mouse pointer. Draw a filled rectangle by using background color. To use the background color, click and hold down the right mouse button and drag the pointer.

Use left mouse button to use the foreground color, and use right mouse button to use the background color when you draw a shape.



Erasing

Selecting an Area

- There are two buttons you can use to select an area: **Select** button and **Free-Form Select** button. To select all the drawing, from the Paint main menu, select **Edit > Select All**. After you select an area you can copy, cut or delete.

Inserting a Picture

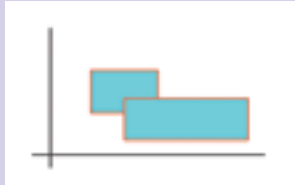
- You can insert a picture from a storage device or you can paste a picture from **Clipboard**. To insert a picture from another location, from the Paint main menu, select **Edit > Paste From**. To paste a picture from Clipboard, from Paint main menu, select **Edit > Paste**.

Clipboard is a temporary area of memory for cut or copied items.

Remake the following document by using WordPad and Paint programs.

PROBLEM DESCRIPTION

Your Biology teacher has rented a rectangular field near the school for a biology project. The aim of the project is to test several plants to see if they can grow in your town. Your teacher groups his students. Each group is going to test a different plant in a rectangular area which will be large enough to grow their plant.



After each group takes their area the teacher realizes that some areas overlap. Your teacher wants to calculate the total area which was taken by the groups. You have to write a program to solve this matter.

It is considered that the size of the main field is 200 m X 200 m, it is parallel to the X and Y axis and its lower-left corner is on the origin (0,0). The groups' areas are parallel to the X and Y axis too. Number of the groups is not more than 100.

Using Paint

1. Draw your favorite car.
2. Draw one of your class mates and ask your friends to guess who he (she) is him or her.
3. Draw the flags of several countries. Which flag is the most difficult to draw?
4. Draw your computer lab's bird's-eye view, included desks, computers, door, windows etc.

Computer Hardware

Make a document to explain main computer hardware components: monitor, system unit, keyboard, mouse, printer, scanner, hard disk, main board, CPU, etc. Use only Paint and WordPad programs. Draw the components in Paint and type your text in WordPad. Give some information for each component. Print out your document.



ADDRESS BOOK



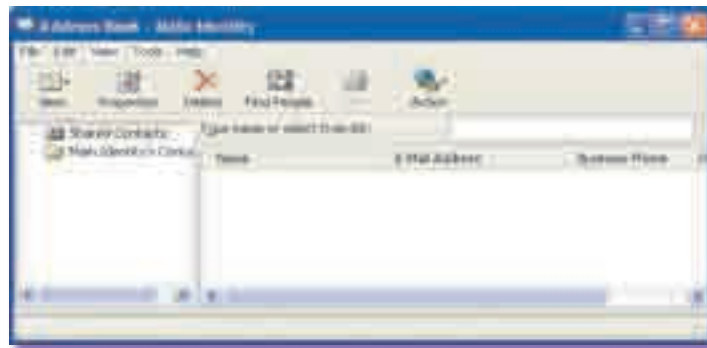
Program icon

Introduction

Address Book stores contact information such as, e-mail addresses, post-mail addresses, phone and fax numbers, and instant messaging addresses. You can create groups of contacts to send an e-mail to a set of people, such as business associates, relatives, or friends. You can keep contacts in your main folder, as well as organize them into subfolders. You can create business cards to attach your e-mail messages.

Opening Address Book

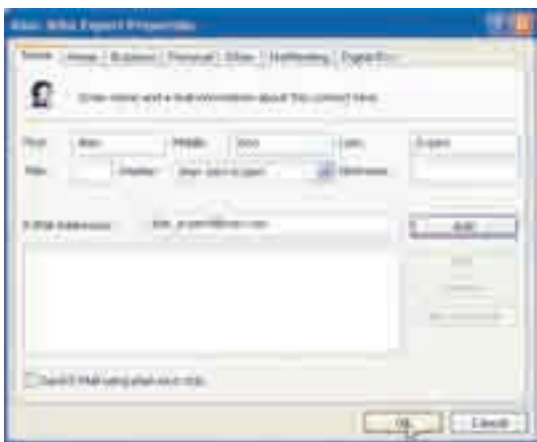
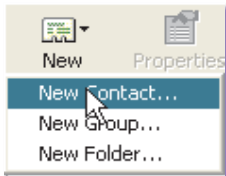
- Click **Start > All Programs > Accessories > Address Book**, or
- Click **Start > Run** and type **wab** and press Enter.



Address book

Adding a New Contact

- step 1:** To add a new contact, click the **New** button on the Toolbar, and select **New Contact** from the pull down list.
- step 2:** Fill all the contact information of one of your friends, and click **Add** button.
- step 3:** Add some more contacts.



Adding a contact



List of the contacts in the Address book

Changing Contact Information

● To change the contact information, open the Properties window of the contact. To open the Properties window of a contact, double click the contact or click the **Properties** button when the contact is selected.



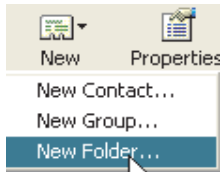
Properties button

Organizing Contacts and Folders

You can keep contacts in your main folder, as well as organize them into subfolders. If you have contacts you would like to share with the other users with whom you share Outlook Express (Windows XP integrated e-mail program), you can move contacts into the Shared Contact's folder, where other users can view them when they use the Address Book. Subfolders are always in alphabetical order; you cannot reorganize them.

If you cannot see the folders on the left, point to the **View** menu and select **Folders and Groups**.

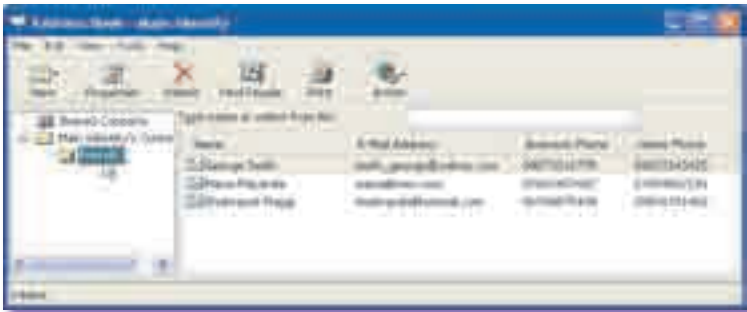
- To create a new folder, click the **New** button and select **New Folder** from the pull down list. The **Properties** dialog box will open. Write the name of the subfolder you want to create and click **OK**.
- Drag and drop the contacts you want to move to the new subfolder. I moved Goerge, Maria and Shahrazat.



Creating new folder



Friends Properties dialog box



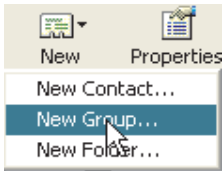
Addresses in Friends folder

Creating a Group of Contacts

You can create a single group name to use when sending a message to several contacts at once. Simply create a group name and add individual contacts to the group. Then, send an e-mail to the group.

- In the **Address Book**, select the folder in which you want to create a group. Click **New** on the toolbar, and then click **New Group**.

The Properties dialog box opens. In the **Group Name** box, type the name of the group and click OK. Drag and drop the contacts you want to add to the new group. I added the girls (Maria and Shahrazat) to the new group.



Creating new group



A group of contacts

Organizing Names

When you have a large Address Book, you can organize it in several ways to make it easy to retrieve contacts and groups. To sort contacts by name, e-mail address, or phone number, click the appropriate column heading above the name list. To switch columns between ascending and descending sort order, click the column heading. To change the order of the columns, point to a column heading (Name, E-mail Address, Home Phone, and so on), and then drag the column to the left or right until it's located where you want it to be.

- Sort the contacts in the subfolder Friends in ascending order.

Deleting a Contact

Select the contact you want to delete from the list and click the **Delete** button.

Printing Address Book

Select the contact you want to print. Use **Shift** key to select a block of names. Click the first name in the block, press and hold down the **Shift** key, and click the last name in the block. Use **Ctrl** key to select individual names. Press and hold down the **Ctrl** key and click the names. After you select the names, click the **Print** button.

In the **Print** dialog box, choose the print style. To print all **Address Book** information about the contacts, click **Memo**. To print business-related information about the contacts, click **Business Card**. To print a list of phone numbers for the selected contacts, click **Phone List**.



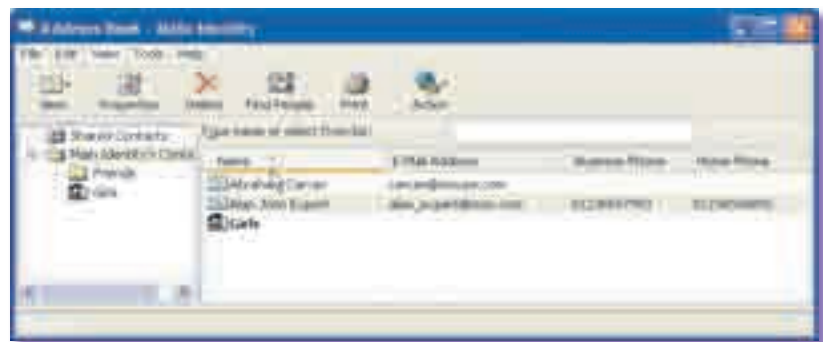
Delete button



Print button

Organize your contacts.

Add your class mates, teachers and relatives to your address book. Organize them in the appropriate groups and subfolders.



Sorting the contacts

WINDOWS MOVIE MAKER

Introduction

You can use Windows Movie Maker to record audio and video source materials and import source files, which you can then edit and arrange to create movies.

Source material is the original audio and video content that is recorded into Windows Movie Maker. The content can come from a variety of sources such as a videotape, an audiotape, a Web camera, or a television broadcast. Once source material is recorded in Windows Movie Maker, the content becomes a Media source file with a .wmv (windows media video) extension stored on your computer.

Source file is the original file that is imported into Windows Movie Maker. This file can be an audio file (with a file name extension such as .mp3, .asf, or .wma), a video file (with a file name extension such as .wmv, .asf, .avi, or .mpg), or a still image file (with a file name extension such as .jpg or .gif).

Movie file is the file created by combining the audio, video, and still images contained in your project. You can save movies to your hard disk, or send them in an e-mail message or post them to a Web server. Movie files are saved as a Media file with a .wmv extension.

The possibilities for creating movies are limited only by your imagination. For example, you can create movies to distribute news, provide entertainment, sell products, communicate business messages, or conduct distance learning.

System Requirements for Windows Movie Maker

Minimum system requirements:

- 300 megahertz (MHz) Pentium II or equivalent
- 64 megabytes (MB) of RAM
- 2 gigabytes (GB) of free hard disk space
- An audio capture device
- A video capture device
- IEEE 1394 DV capture card (for true DV capture from a DV device)

The following items are recommended for recording from a DV device:

- 600 MHz Pentium III or equivalent (or higher)
- 128 MB of RAM

In the case you don't record source materials and narration, you don't need the capture devices.



Program icon

wmv:

Windows Media Movie

asf:

Advanced Streaming
Format

avi:

Audio Video Interleaved

mpg:

Moving Picture Group



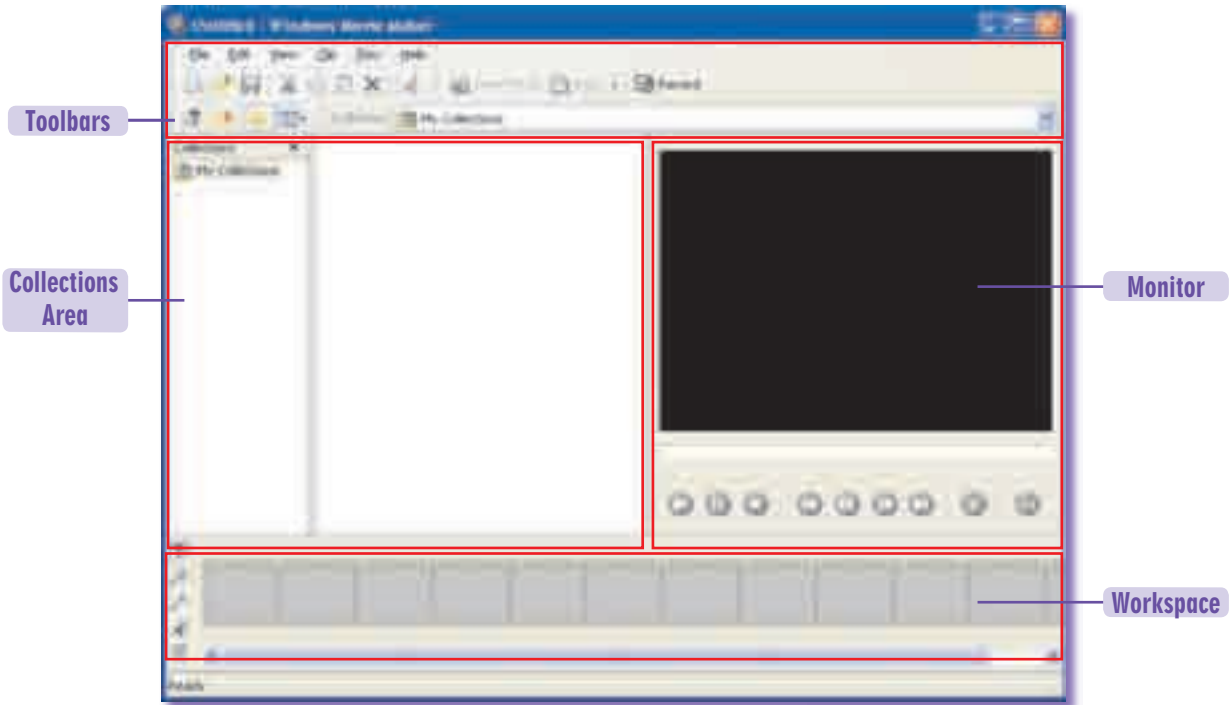
Video Camera

DV: Digital Video

Opening Windows Movie Maker

- Click **Start > All Programs > Accessories > Windows Movie Maker**, or
- Click **Start > Run** and type **moviemk** and press **Enter**.

Components of Windows Movie Maker



Understanding Windows Movie Maker File Types

Project File

Contains information about a current project. Your project consists of clips that you have added to the workspace. You can open a saved project and edit its contents, which include adding, removing, or rearranging the order of your clips. When you are finished with editing a project, you can save it as a movie and send it in an e-mail message or post it to a Web server. A project file is saved with a **.mswmm** file name extension.

Movie File

Contains your saved movie. A movie with both audio and video, or with video only, is saved as a Windows Media file with a **.wmv** file name extension, whereas a movie that contains audio only is saved as a Windows Media file with a **.wma** (windows media audio) file name extension.



Collections File

A database file that stores information about your collections and the clips contained within your collections. This file contains information about the source files that are imported into Windows Movie Maker, not the actual source files. Do not delete this file. If this file is deleted, all of the information about your collections and the clips within your collections will be lost. The collections file is saved with a .col file name extension.

Understanding Windows Media Technologies

Microsoft Windows Media Technologies is the underlying technology enabling you to create, deliver, and play digital media **content**. Windows Media Technologies use **codecs** to compress large media files for network delivery. Windows Movie Maker merges components of Windows Media Technologies into one easy-to-use package, so only a few steps are needed to convert source material into movies that others can watch and enjoy.

The movies you create are saved as Windows Media files with a .wmv file name extension (video and audio or video only) or with a .wma file name extension (audio only). People can view your movies through Microsoft Windows Media Player, which basically acts as a television for the viewer.

Getting Content into Windows Movie Maker

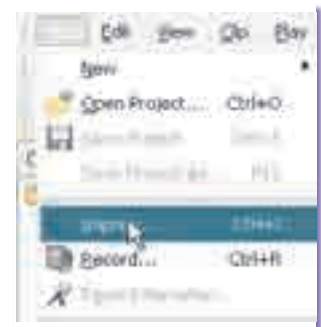
You can get content into Windows Movie Maker in two ways: Recording your source material or importing existing media source files.

step 1: Open Windows Media Player.

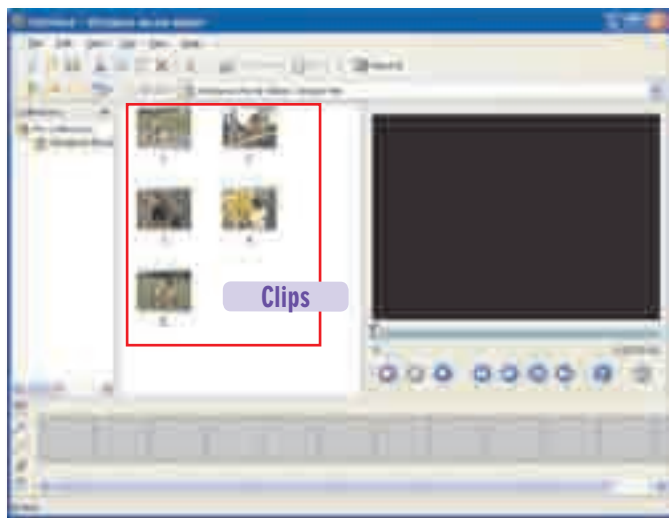
step 2: Import the file... \ My Documents \ My Movies \ Media Player Sample File. wmv.

Content is a general term that refers to audio and video media, images, text, and any other information that is seen or heard as part of a media presentation. Data is said to contain content if it can be converted to an analog form and produce images or sound

Codec is short for compressor-decompressor that can compress and uncompress audio or video content. For Windows Movie Maker, Codecs are used to decrease the file size of content so that it can be sent over a network.



Importing a file

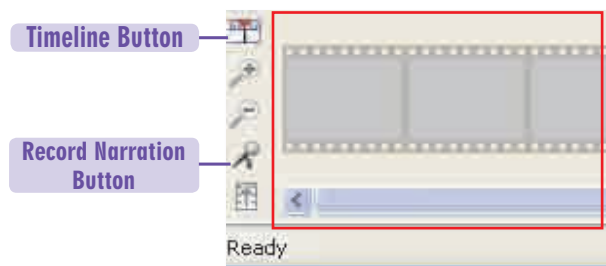


Clips are parts of a movie

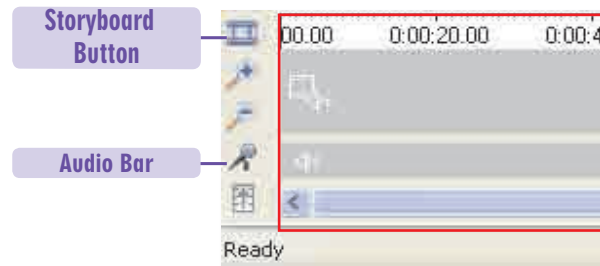
Clips are the audio, video, or still images within Windows Movie Maker. Clips are stored in collections.

Editing Project

You can use the **workspace** to edit content or create projects. The workspace consists of two views: storyboard and timeline. Both views display your work in progress but give you a different focus. The storyboard view displays the sequence of clips and the timeline view displays the timing of clips. You can switch between views as you work on a project.



Storyboard View



Timeline View

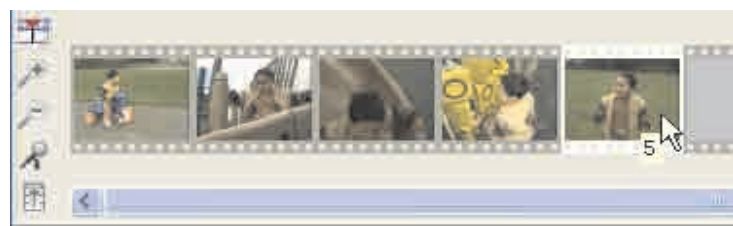
Adding a Clip to the Project

step 1: Switch to the **Storyboard** view mode if you are in **Timeline** view mode. Drag the first clip from clips area to the workspace and drop it onto the storyboard.

step 2: Drag and drop other clips onto the **Storyboard**.



First clip added



Fifth clip added

Playing Clips in Windows Movie Maker

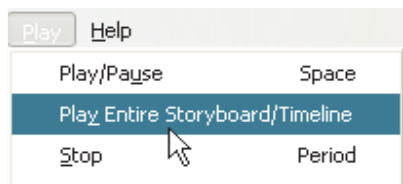
You can play a single clip or all the clips.

step 1: Click the first clip, and then click the **Play** button on the **Monitor** buttons.

step 2: Play all the clips. From Movie Maker main menu, select **Play > Play Entire Storyboard \ Timeline**.



Play button



Play in the entire story

Using Transitions

A transition controls how your movie sequences between clips. You can create a cross-fade transition, which causes the frames in the clip that is playing to fade out as the frames in the new clip fade in. You can also adjust the time duration of a transition, up to the duration of the adjacent clip. If you do not create a transition, there will be a straight cut (no fade) between two clips.

step 1: Switch to the **Timeline** view mode.

step 2: Click the second clip on the **Storyboard**, and drag it onto the first clip until it covers almost half of the first clip.

step 3: Make the same process for the last clip on the **Storyboard**.

step 4: Play all the clips and see the difference of the passing between two consecutive clips with and without transition.



Creating transition

Adding Audio to the Project

You can insert audio clips into your project, just as you can insert video clips and still image clips. Audio clips, such as music or narration, are displayed in the audio bar of the workspace when viewing your project in the timeline view.

step 1: Import the file ...\\My Documents\\My Music\\Sample Music\\Beethoven's Symphony No. 9 (Scherzo).wma.

step 2: Drag the audio file from the **Clips** area to the **Workspace** and drop onto the **Audio bar**.

step 3: Play your project. Did the audio stop with the video clips? Arrange the **audio trim** so that it will end with the video clips. Click the end of the audio trim and move it to the left until it reaches to the end of the **video clips trim**.



Adding audio



Adjusting audio

Splitting a Clip

step 1: In the collections area, click the first video clip.

step 2: Position the playback indicator, which is on seek bar of the monitor, so that it is at the point you want to split the clip. Position it at the half of the seek bar.



Positioning the playback indicator

step 3: Click the **Split** button from the **Monitor** buttons. The beginning portion of the clip keeps the original name (1); the end portion of the clip has the original name with a number in parentheses (1(1)).



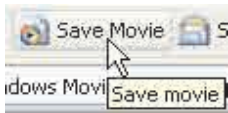
Split clip button



Splitting the clip

Saving the movie

Click the **Save Movie** button from the toolbars, and type name of the movie. Windows Movie Maker will create your movie.



Save Movie button

Project

My Classmates

Create a movie file in which each of your class-mates introduces himself or herself.

Project

My Hometown

Compose a movie file to present your hometown. Choose the best project in the class.

WINDOWS MEDIA PLAYER

Introduction

Windows Media Player is a center for playing and organizing multimedia on your computer and on the Internet. The Windows Media Player is like having a radio, CD player, and MP3 player all in one.

You can use Windows Media Player to play and organize digital media files on your computer and on the Internet. In addition, you can use the Player to listen to radio stations from all over the world, play and copy CDs, create your own CDs, play DVDs, and copy music and videos to portable devices, such as portable digital audio players and Pocket PCs.

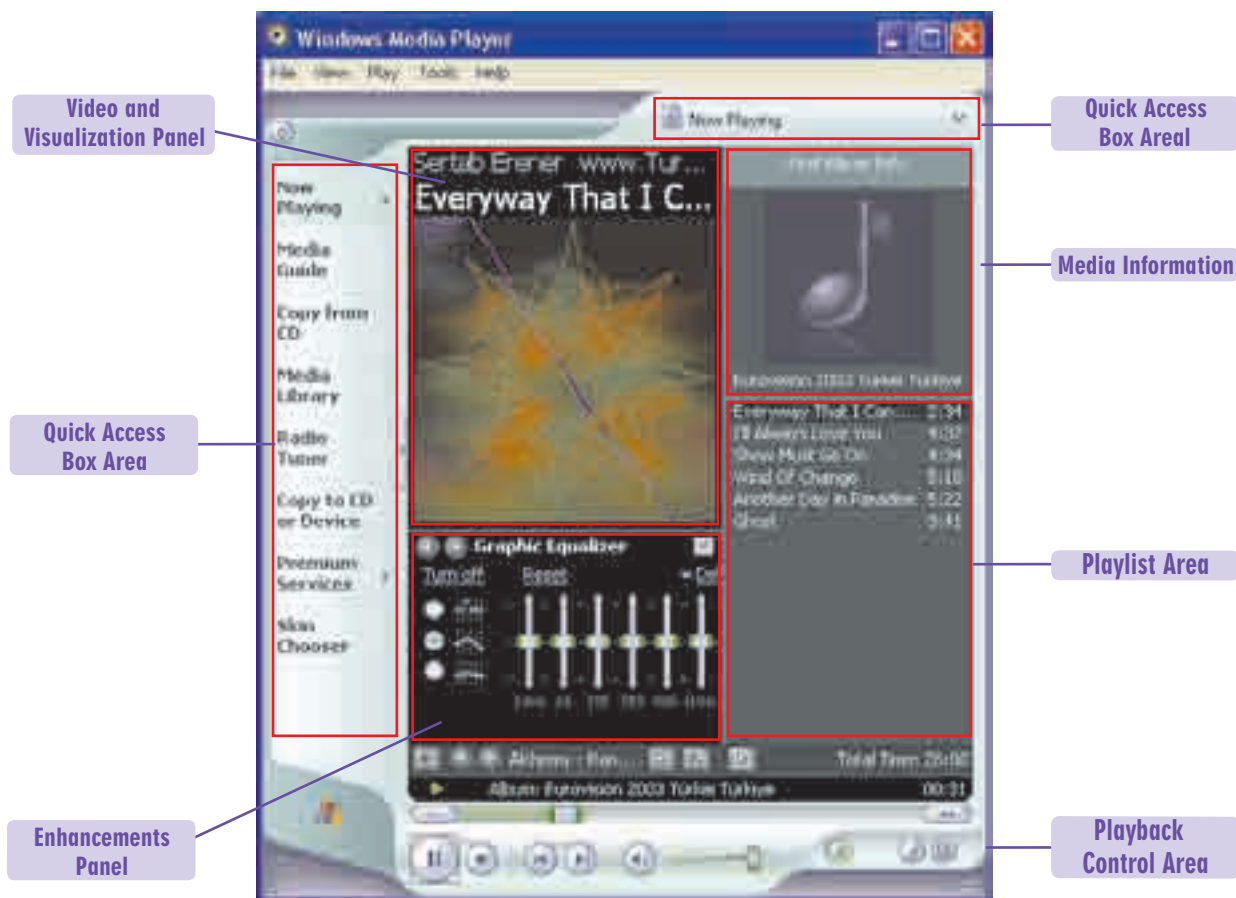


Program icon

Opening Windows Media Player

- Click **Start > All Programs > Accessories > Windows Media Player**, or click **Start > Run** and type **wmplayer** and press **Enter**.

Components of Windows Media Player





Streaming is a method of delivering audio and video files across a network or the Internet without downloading an entire file before it plays. When a streamed file finishes playing, it is not stored on your computer. All streaming media files buffer before playing.

Buffering is the process of sending a certain amount of information to the computer before the content actually plays.

Understanding Digital Media Concepts

Digital media content that plays as it is streamed to your computer is known as streaming media. Digital media content that is stored on your computer (or a shared network drive) when you play it is known as local media.

Local media can be downloaded to your computer from a server on the Internet. There are two download methods: **traditional** and **progressive**. When a file is downloaded traditionally, the entire file must be copied to your computer before you can play it. When a file is downloaded progressively, you can begin to play the file before it is completely copied to your computer. In both cases, the files are stored on your computer.

There are advantages and disadvantages to both streaming and local media content. Streaming media does not take up any permanent disk space on your computer, but you must be connected to the Internet to play it. You can play local media without being connected to the Internet, but it can take up a lot of disk space on your computer.

Supported File Types

The table below lists the file types (formats) supported by Windows Media Player.

To play **.mp2v** files, you must have a software or hardware DVD decoder installed on your computer.

| File type (format) | File name extension |
|---------------------------------------------|---------------------------------------------------------------------|
| Music CD Playback (CD audio) | .cda |
| Audio Interchange File Format (AIFF) | .aif, .aifc, and .aiff |
| Windows Media audio and video files | .asf, .asx, .wax, .wm, .wma, .wmd, .wmp, .wmv, .wmx, .wpl, and .wvx |
| Windows audio and video files | .avi and .wav |
| Windows Media Player skins | .wmz |
| Moving Picture Experts Group (MPEG) | .mpeg, .mpg, .m1v, .mp2, .mpa, .mpe, .mp2v*, and .mpv2 |
| Musical Instrument Digital Interface (MIDI) | .mid, .midi, and .rmi |
| AU (UNIX) | .au and .snd |
| MP3 | .mp3 and .m3u |
| DVD video | .vob |
| Macromedia Flash | .swf |

File types supported by Windows Media Player

Playing Media Files


Playing Files

Select the file and then click the Play button  on the Play menu.

Playing Audio CDs

Insert an audio CD or a data CD that contains music files (also known as a media CD) into your CD-ROM drive, Windows Media Player can play the CD automatically, unless the Player is already in use or the Player is not the default player for CDs.

Playing VCDs

You can use Windows Media Player to watch video CDs (VCDs) on your computer. Insert a VCD into your CD-ROM drive, the VCD begins playing automatically unless Windows Media Player is playing other content. If the Player is playing other content, you can play a VCD by using the Play menu. To watch a movie in full screen mode, from the Windows Media Player main menu, select **View > Full Screen**, or just click the Full Screen button .

Playing DVDs

Insert a DVD in your DVD drive, Windows Media Player begins playing it automatically, unless the Player is already in use. To play a DVD, select **Play > DVD**, VCD or CD Audio, and then click the drive that contains the DVD. In the Playlist pane, click a DVD title, or chapter name, if appropriate.



Finding Digital Media on the Internet

You can find digital media on the Internet by using the **Media Guide** and **Premium Services** features.

The Windows Media Player Media Guide is a handy tool for accessing the latest music, movies, and information on the Internet. The Media Guide is host to WindowsMedia.com, a site for streaming media. The guide is like an electronic magazine; it is updated daily with links to the latest movies, music, and video on the Internet, and includes a broad range of topics from international news to the latest developments in the entertainment industry.

Premium Services integrates subscription services, such as **PressPlay** and **FullAudio**, with the Player. Once you subscribe to a service, you can stream, download, manage, play, and in some cases, copy digital media content. Note that digital media content from a subscription service may only be available as long as you are a subscriber to that service.

To access the digital media on the internet, you must have an Internet connection.



Media Guide

Copying Digital Media Files from a CD

Copying (**ripping**) tracks from CDs to Media Library is easy, and you can even listen to your CD while you are copying it. Variables such as the type of CD you are trying to copy and the speed of your CD-ROM drive can affect the quality of the copy.

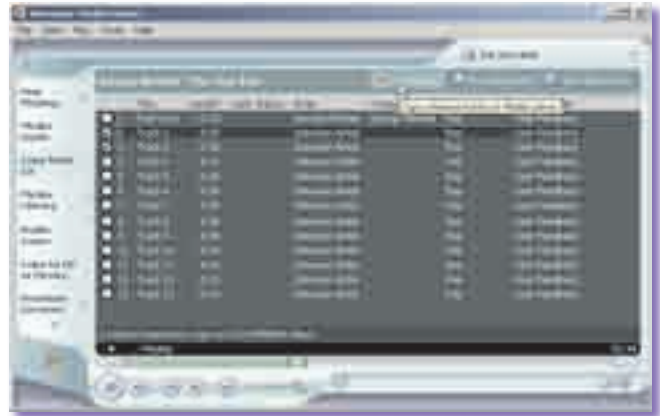
step 1: Insert an audio CD or a data CD that contains music files (also known as a media CD) into your CD-ROM drive. If Windows Media Player doesn't play it automatically, select **Play > DVD, VCD or CD Audio**.

step 2: Click **Copy** from **CD** tab from the **Taskbar Area**.

step 3: Choose the files (tracks) you want to copy. I chose Track 2 and Track 3.

step 4: Click the **Copy Music** button.

step 5: Windows Media Player will copy the tracks to your specified location. ...**\My Documents\ My Music** is the default location. To change the location, from Windows Media Player main menu, select **Tools > Options > Copy Music** tab.




Tracks on a music CD

Organizing Digital Media Files

You can use Media Library to organize all the media files on your computer or network and to organize links to digital media content on the Internet.

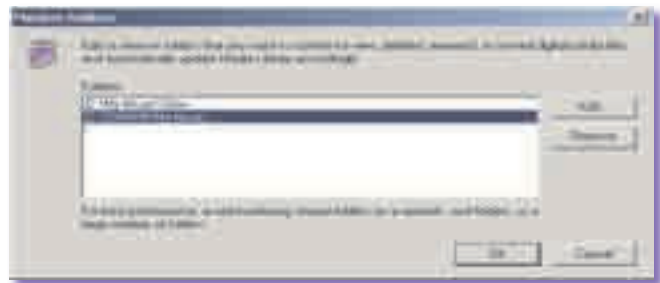
step 1: Click **Media Library** from **Taskbar Area**.

step 2: Add links to digital media files, including tracks copied from CDs, on your computer, network, or Web sites. Click the **Add**  **Add** button and select the way you add the files from the menu. I chose **By Monitoring Folders**.



Adding files by monitoring folders

step 3: Add or remove the files you want to monitor.



Monitor Folders dialog box



Copying files to a removable disk

Copying Media Files to a CD or Portable Device

Not only you can add music to your Media Library, but you can also take those songs from the Media Library and copy them onto a CD or a portable device, such as a flash memory or an MP3 player.

- step 1:** Click **Copy to CD or Device** from **Taskbar** area.
- step 2:** Select the items you want to copy.
- step 3:** Select the target device.
- step 4:** Click the **Copy** button.

Setting Media Library options

Use the Media Library tab to set options to add purchased music to Media Library automatically, permanently delete digital media files from your computer, and specify whether media information is updated and downloaded.

To access the **Media Library** tab, from Windows Media Player main menu, select **Tools > Options > Media Library** tab.

Changing the Skin

Skin is a user interface that provides an alternative appearance and customized functionality for software such as Windows Media Player. You can change the appearance of Windows Media Player by using skins. Each skin has a distinct appearance that usually incorporates basic Player functions such as play, previous, next, stop, and the ability to adjust the volume. The Player includes several skins, but you can also download skins from the Internet. When you apply a skin, that skin displays whenever you change from full mode to skin mode.

- step 1:** Click **Skin Chooser** from **Taskbar** area.
- step 2:** Select the skin you like to apply.
- step 3:** Click the **Apply Skin** button.



Choosing a skin

SOUND RECORDER

Introduction

You must have a sound card and speakers installed on your computer, to use the Sound Recorder program. If you want to record something, you will also need a microphone. You can record, mix, play, and edit sounds by using Sound Recorder. You can also link or insert sounds into another document.



Program icon

Opening Sound Recorder




- Click **Start** > **All Programs** > **Accessories** > **Entertainment** > **Sound Recorder**, or click **Start** > **Run** and type **sndrec32** and press Enter.

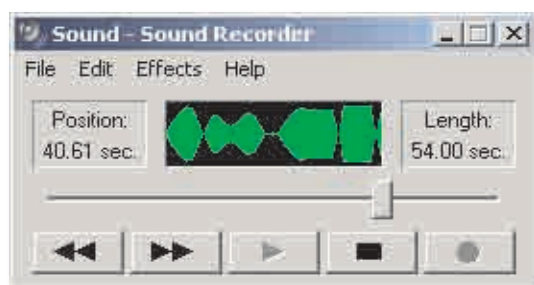
You cannot modify a compressed sound file.



Sound Recorder

Recording and Playing Sounds

- step 1:** Click the Record  button, talk in your computer's microphone, and then click the Stop  button. As you record your voice, a waveform should appear in the Sound Recorder window.
- step 2:** Click the Play  button, and listen to you recorded sound.
- step 3:** Save your recorded sound. From Sound Recorder main menu, select **File** > **Save**. Sound Recorder saves the recorded sound as waveform (.wav) file. I named my file as **Sound.wav**.



Playing the sound

Modifying Sound Files

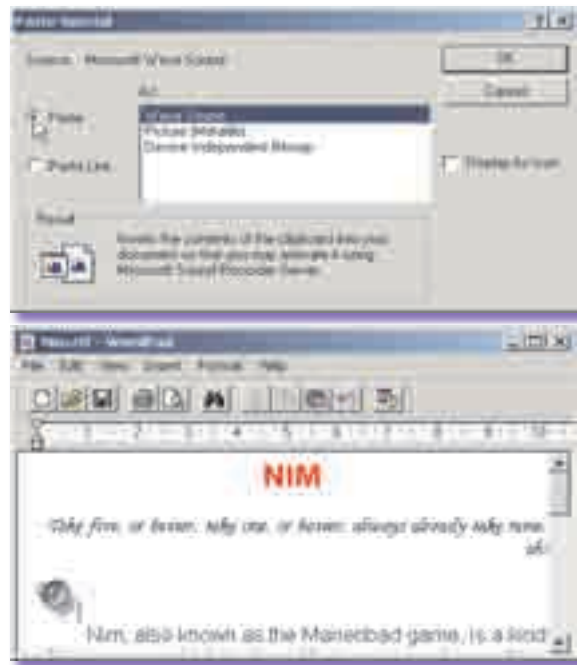
- step 1:** Open the sound file you are interested in. From Sound Recorder main menu, select **File > Open**.
- step 2:** Decrease the volume of the sound file. **Effects > Decrease Volume**. Play your sound.
- step 3:** Increase speed of the sound file. **Effects > Increase Speed** (by 100%). Play your sound.
- step 4:** Add echo into your sound file. **Effects > Add Echo**. Play your sound.
- step 5:** Reverse your sound file. **Effects > Reverse**. Play your sound.
- step 6:** Delete the first half of the sound file. Move the slider to the half of the file. **Edit > Delete Before Current Position**.
- step 7:** Record a new sound into the file. Move the slider to the place in the file where you want to record sound, and record the new sound.



Modifying sound

Adding a Sound File to a Document

- step 1:** Open the sound file you are interested in.
- step 2:** From Sound Recorder main menu, select **Edit > Copy**.
- step 3:** Open the **WordPad**.
- step 4:** In WordPad open the document **Nim.rtf**. If you don't have this document, create a new document.
- step 5:** Move the cursor to the place where you want to insert the sound file.
- step 6:** From WordPad main menu, select **Edit > Paste Special**. From the Paste Special window click the **Paste** radio button. The Paste inserts the sound file into your document. It increases the size of the document. The changes of the sound file don't affect your document. The Paste Link only makes a link between the sound file and your document. It doesn't increase the size of the document. The changes of the sound file directly appears in your document.



Adding a sound file to a WordPad document

- step 7:** Listen to the sound you have just added to the document. Write click the speaker symbol in the document. From the pop up menu, select **Sound Recorder Document Object > Play**.



Playing the sound in WordPad

Project

My family

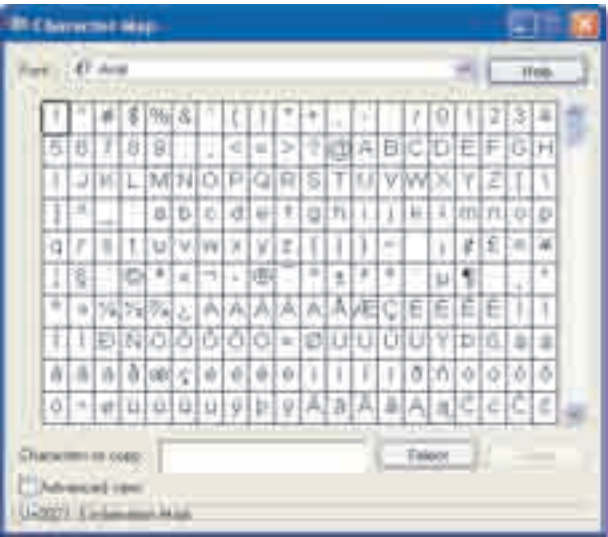
Record a speech of each member in your family (pets are included) in a sound file, and then play it in your classroom or in your computer lab.

CHARACTER MAP

You can use Character Map to view the characters that are available in a selected font. You can copy individual characters or a group of characters to the Clipboard and paste them into any program that can display them. Or, depending on the program you are using (such as WordPad), you can even copy characters by dragging them from Character Map directly into an open document.



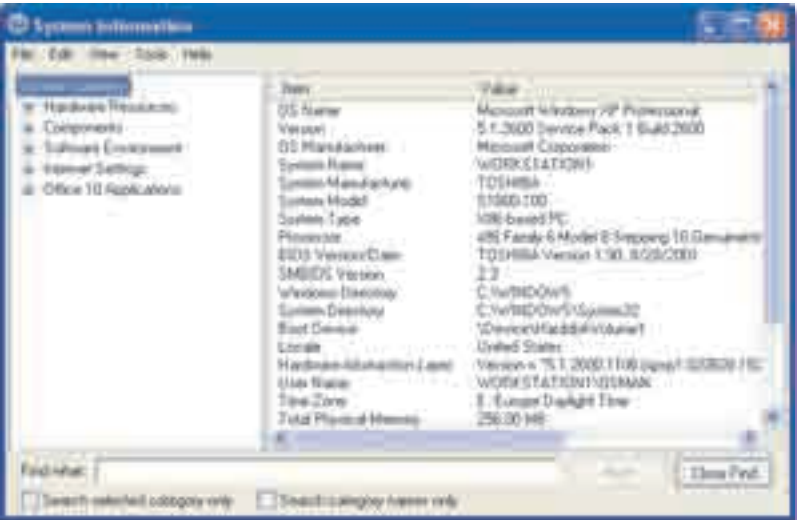
Program icon



Character Map window

SYSTEM INFORMATION

System Information collects and displays information about the configuration of your system.



System Information window

Clipboard is a memory buffer. When you cut or copy information from a program, it is moved to the Clipboard and remains there until you clear the Clipboard or until you cut or copy another piece of information.

SCHEDULED TASKS

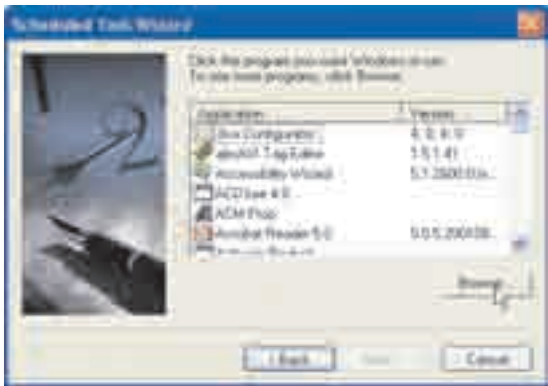
Scheduled Tasks runs any script, program or document on the time you have set. You can wake up your computer with a specific program at a desired time.

step 1: Open Scheduled Tasks. [Start > All Programs > Accessories > System Tools > Scheduled Tasks](#).

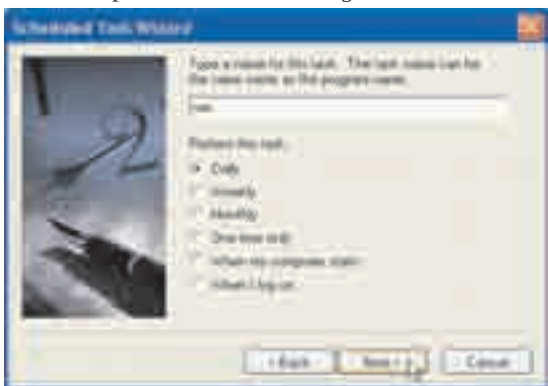
step 2: Double click [Add Scheduled Tasks](#) to start Scheduled Tasks Wizard.



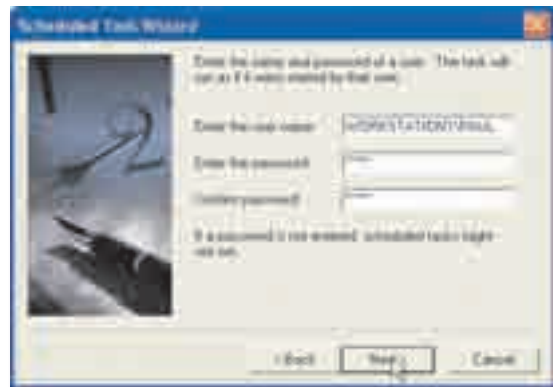
step 3: Click [Browse](#) button and find the document Nim.rtf.



step 4: On the next screen, set the start time, start date and period of the starting time.



step 5: Enter the user name and password. To run a scheduled task you must have a password.



step 6: Click the [Finish](#) button.



- Scheduled Tasks will run the document [Nim.rtf](#) on the set time. The .rtf extension associated text editor program (WordPad, MS Word) will open Nim.rtf. After you add a scheduled task, you can change the settings. Double click the name of the task to change it.



Gather your system information.

Write down the main configuration of your computer system in a [WordPad](#) document. Use [System Information](#) program to obtain the configuration.

Wake up with your favorite music.

Set a [scheduled task](#) to wake your computer up with your favorite music in the morning.

Using the Character Map

Add your mail-address at the end of the document [Nim.rtf](#). Use the character map for the @ character.



Accessibility submenu

ACCESSIBILITY PROGRAMS

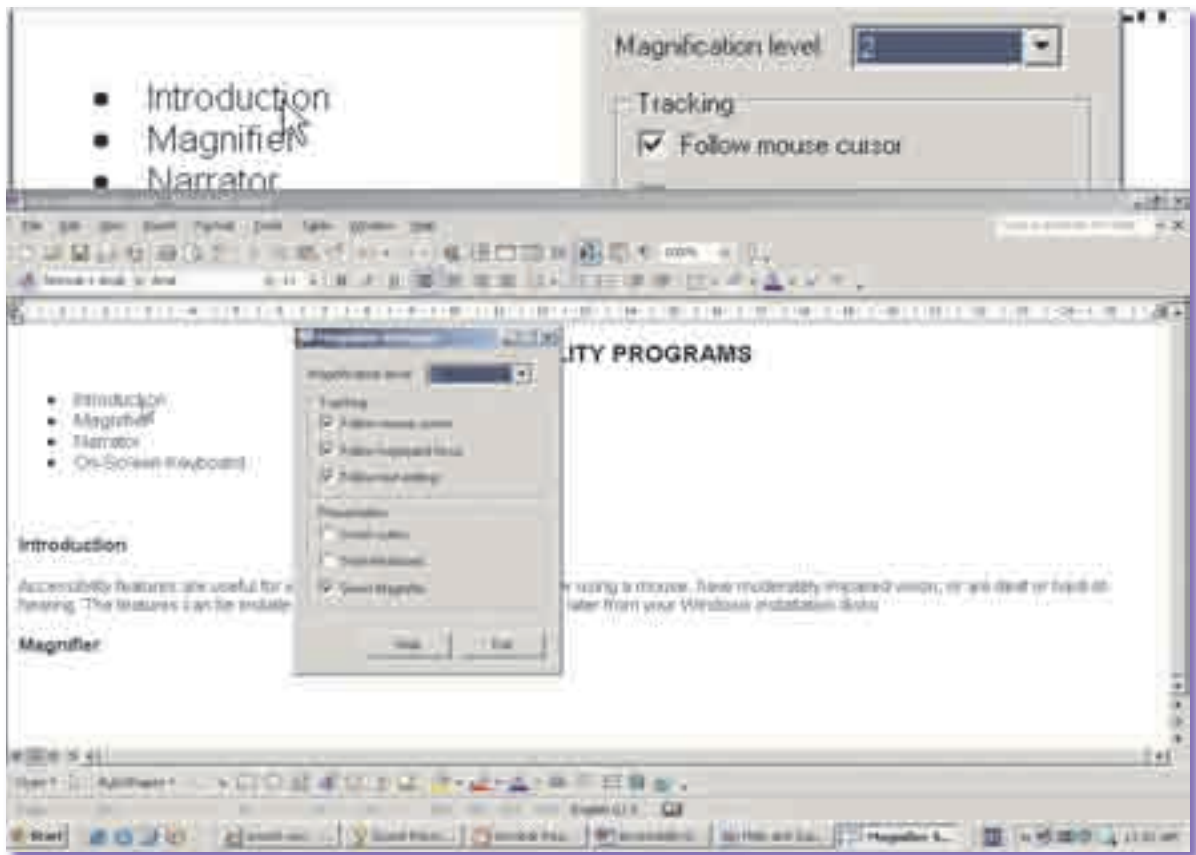
INTRODUCTION

Accessibility features are useful for individuals who have difficulty typing or using a mouse, have moderately impaired vision, or are deaf or hard-of-hearing. The features can be installed during Setup, or you can add them later from your Windows installation disks.

- To access any of the accessibility programs, [Start](#) > [All Programs](#) > [Accessories](#) > [Accessibility](#).

Magnifier

Magnifier is a display utility that makes the screen more readable for users who have impaired vision. Magnifier creates a separate window that displays a magnified portion of your screen. You can also change the color scheme of the magnification window for easier visibility. You can move or resize the Magnifier window, or drag it to the edge of the screen and lock it into place. Magnifier is intended to provide a minimum level of functionality for users with slight visual impairments.



Magnifier view

Narrator

Narrator is a text-to-speech utility for users who are blind or have impaired vision. Narrator reads what is displayed on your screen: the contents of the active window, menu options, or the text you have typed.

Narrator is designed to work with Notepad, WordPad, Control Panel programs, Internet Explorer, the Windows desktop, and Windows setup. Narrator may not read words aloud correctly in other programs.



Narrator window

On-Screen Keyboard

On-Screen Keyboard is a utility that displays a virtual keyboard on the screen and allows users with mobility impairments to type data using a pointing device or joystick. On-Screen Keyboard is intended to provide a minimum level of functionality for users with mobility impairments.

On-Screen Keyboard has three typing modes

step 1: In **clicking** mode, you click the on-screen keys to type text.

step 2: In **scanning** mode, On-Screen Keyboard continually scans the keyboard and highlights areas where you can type keyboard characters by pressing a hot key or using a switch-input device.

step 3: In **hovering** mode, you use a mouse or joystick to point to a key for a predefined period of time, and the selected character is typed automatically.



On-Screen Keyboard window

Notepad is a basic ASCII text editor that you can use to create simple documents. The most common use for Notepad is to view or edit text (.txt) files, but many users find Notepad a simple tool for creating Web pages.

WordPad is a text editor that you can create and edit simple text documents or documents with complex formatting and graphics. You can link or embed information from other documents into a WordPad document.

Paint is a drawing tool you can use to create simple or elaborate drawings. These drawings can be either black-and-white or color, and can be saved as bitmap files. You can print your drawing, use it for your desktop background, or paste it into another document. You can even use Paint to view and edit scanned photos.

Address Book stores contact information such as, e-mail addresses, post-mail addresses, phone and fax numbers, and instant messaging addresses.

You can use Microsoft Windows **Movie Maker** to record audio and video source material and import source files, which you can then edit and arrange to create movies. The possibilities for creating movies are limited only by your imagination.

Windows Media Player is a center for playing and organizing multimedia on your computer and on the Internet. The Windows Media Player is like having a radio, CD player, and MP3 player all in one.

You can use **Sound Recorder** to record and play sounds. You must have a sound card, speakers and microphone installed on your computer.

You can use **Character Map** to view the characters that are available in a selected font, and to insert them into an open document.

System Information collects and displays information about the configuration of your system.

Scheduled Tasks runs any script, program or document at the time you have set. You can wake up your computer with a specific program at a desired time if you have a proper system.

Accessibility programs (Magnifier, Narrator, On-Screen Keyboard), are useful for individuals who have difficulty typing or using a mouse, have moderately impaired vision, or are deaf or hard-of-hearing.

1. Which one is an ASCII text editor?

- a. Sound Recorder
- b. Notepad
- c. WordPad
- d. Paint

2. What is the size of the biggest document you can open in Notepad?

- a. 8 KB
- b. 16 KB
- c. 32 KB
- d. 64 KB

3. Which property of Notepad fits the lines of the document in the Notepad window?

- a. Word Wrap
- b. Fit to Window
- c. Arrange Text
- d. Page Setup

4. Which of the following statements is true?

- a. You cannot arrange the paper size in Notepad.
- b. Paint is an advanced text editor.
- c. You can change font name, font style and font size in Notepad.
- d. You can open more than one document at a time in Notepad.

5. Which of the following statements is not true?

- a. WordPad can save the documents as rich text files.
- b. WordPad opens all Notepad documents.
- c. Notepad cannot open all WordPad documents.
- d. You can insert a picture into a document in Notepad.

6. Which of the following programs is used to keep the contact information?

- a. Address Book
- b. Contact Book
- c. System Information
- d. Magnifier

7. Which of the following statements is true?

- a. Paint supports only bitmap files.
- b. You can use a Paint picture as your desktop background.
- c. You cannot paste a Paint picture into WordPad document.
- d. You cannot draw a circle in Paint.

8. Which of the following statements is not true about Paint?

- a. You can zoom the drawing.
- b. You can rotate the drawing.
- c. You can arrange the paper size and the margins.
- d. You can print the selected part of the picture.

9. Which of the following statements is not true about windows movie maker?

- a. Windows Movie Maker records audio and video source materials and import source files.
- b. Windows Movie Maker can edit compressed media files.
- c. Windows Movie Maker can play individual clips and the project.
- d. Windows Movie Maker saves movie files with a .vma file name extension.

QUESTIONS



10. Which of the following does not come along with Windows XP?

- a. MS Word
- b. Windows Media Player
- c. Calculator
- d. Volume Control

11. The user can configure and schedule automated tasks on the computer using _____.

- a. Alert
- b. Event Viewer
- c. Plug and Play
- d. Task Scheduler

12. You can use Task Scheduler to _____.

- a. Customize how a task will run at a scheduled time
- b. Defragment the hard disk
- c. Search for damaged areas on the hard disk
- d. Monitor system performance

13. What is the result of the following expression. Use the Windows XP Calculator. Start > All Programs > Accessories > Calculator. $3 + (32 - 321^{1/2})^2 / (6 \times 3.2)^{5/3} = ?$

- a. 0.55
- b. 1.46
- c. 3.72
- d. -0.55

CHAPTER 6

ADD OR REMOVE PROGRAMS
CHANGING OR REMOVING
PROGRAMS
ADDING NEW PROGRAMS
ADD REMOVE HARDWARE
USING THE ADD
HARDWARE WIZARD
USING THE DEVICE MANAGER
MODIFYING HARDWARE PROFILES
INSTALLING MODEMS
ADDING AND MANAGING PRINTERS

Add Remove Software and Hardware





Add or Remove Programs icon

ADD OR REMOVE PROGRAMS

Most programs come with specific instructions that explain their own installation. In general, if you're installing a program from a CD-ROM, you might not have to do much more (Most CD-ROM's will automatically start the installation program when the CD is inserted).

The **Add or Remove Programs** category in the **Control Panel** allows you to change or remove programs, add new programs, and add/remove Windows XP components.

CHANGING OR REMOVING PROGRAMS

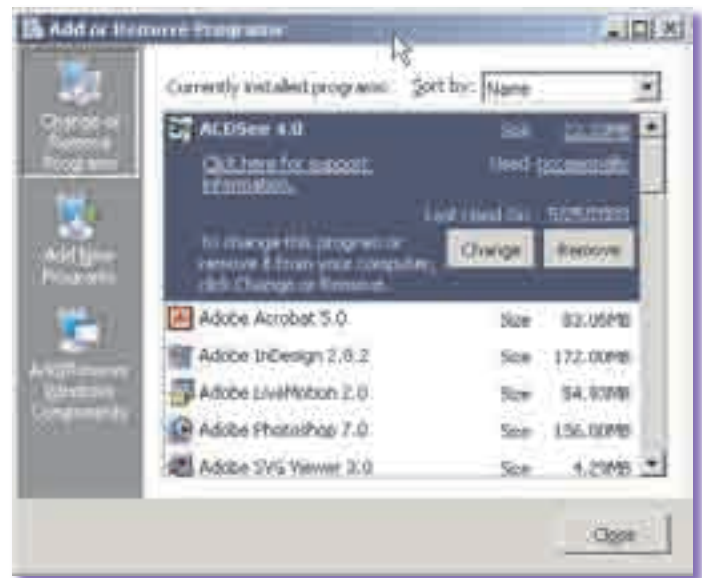
Click the **Add or Remove Programs** category in the **Control Panel** window. The **Change or Remove programs** section is displayed by default in the Add/Remove Programs window:

step 1: Select the program you want to change or remove from the Currently installed programs list.

step 2: Click the **Change**, **Remove**, or **Change/Remove** button (change and remove options vary for different programs).

step 3: Follow the instructions to change or remove the program.

It is also possible to uninstall or change some programs from start menu using its original link.



Add or Remove Programs window



Uninstalling Winamp program

ADDING NEW PROGRAMS

Click the Add or Remove Programs category in the Control Panel window. It has two parts

To Add a Program from a CD-ROM or Floppy Disk

step 1: Click the [CD](#) or [Floppy](#) button. This opens the [Install Program from Floppy Disk](#) or [CD-ROM](#) dialog box.

step 2: Insert the installation disk.

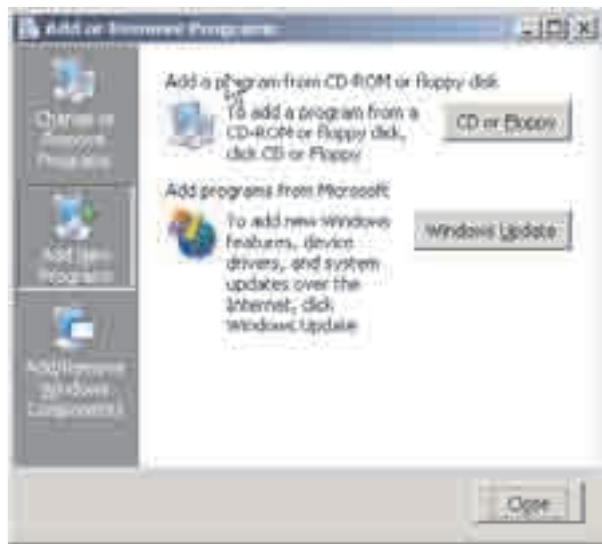
step 3: Click [Next](#).

Complete the installation steps.

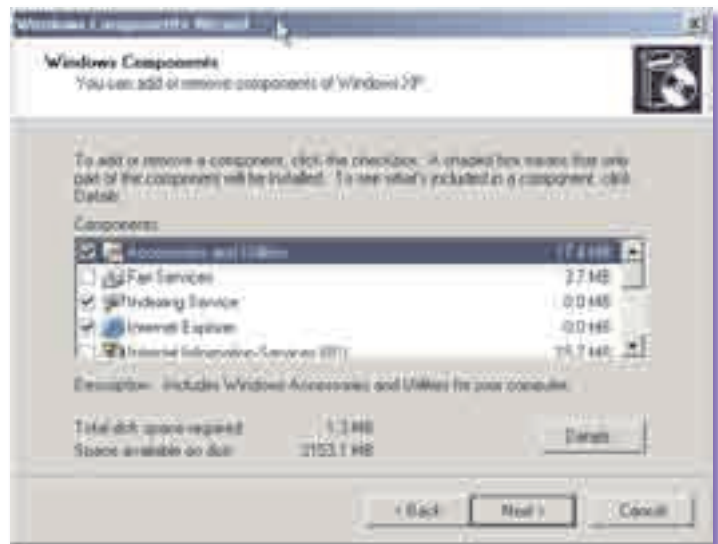
To Add a Program from Microsoft

Windows XP is normally not installed with all the components that come on the Windows XP CD. This prevents programs you don't need from taking up hard disk space on the computer. For example, if your computer doesn't have a modem, it doesn't make much sense to install any communication components.

To add new Windows features, device drivers, and system updates over the Internet, click [Windows Update](#), and follow the wizard steps.



Add New Programs tab



Windows Components Wizard window

| Window Component | Description |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Accessories and Utilities | Install a variety of accessories, including games, small applications, and wallpaper. |
| Fax Services | Allows faxes to be sent and received. |
| Indexing Service | Locates, indexes, and updates documents to provide fast full-text searching. |
| Internet Explorer | Adds or removes access to Internet Explorer from the Start menu and Desktop |
| Internet Information Services (IIS) | Includes Web and FTP support, along with support for FrontPage, transactions, Active Server Pages, and database connections. |
| Management and Monitoring Tools | Includes tools for monitoring and improving network performance. |
| Message Queuing | Programs for playing sounds, animation, and video on your computer. Also adds additional sound effects. |
| Online Services | Provides guaranteed message delivery, efficient routing, security, and transactional support. |
| MSN Explorer | Explore the web, read your e-mail, talk to your online buddies, enjoy online music and video, and more. |
| Networking Services: | Contains a variety of specialized, network-related services and protocols. |
| Other Network File and Print Services | Shares files and printers on this computer with others on the network. |
| Update Root Certificates | Automatically downloads the most current root certificates for secure e-mail, WEB browsing, and software delivery. |

Functions of Windows XP Components

ADD REMOVE HARDWARE

Hardware includes any device that is connected to your computer and is controlled by your computer's microprocessor. This includes equipment that was connected to your computer when it was manufactured, as well as peripheral equipment that you added later.

Devices (Plug and Play and non-Plug and Play) can be connected to your computer in several ways. Some devices, such as network adapters and sound cards, are connected to expansion slots inside your computer. Other devices, such as printers and scanners, are connected to ports on the outside of your computer. Some devices, known as PC Cards, connect only to PC Card slots on a portable computer.

USING THE ADD HARDWARE WIZARD

The Add Hardware Wizard is useful if you have added different types of hardware to your computer that have not been detected by Plug and Play.

To use the Add Hardware Wizard

- step 1: [Start](#) > [Control Panel](#) > [Printers and Other Hardware](#) category.
 - step 2: Add Hardware in the [See Also](#) task panel, this opens the [Add Hardware Wizard](#).
 - step 3: Complete the wizard steps.
- or
- step 1: [Start](#) > [Control Panel](#) > [Performance and Maintenance](#) > [System](#) > [System Properties](#) > [Hardware](#) > [Add Hardware Wizard](#)
 - step 2: Complete the wizard steps.
- or
- step 1: Right click [My Computer](#) icon on the Desktop.
 - step 2: Select [Properties](#), it opens the [System Properties](#) window
 - step 3: Click the [Hardware](#) tab.



Add Hardware Wizard

A **Plug and Play** device is detected and configured automatically by the computer.

Here are some of the peripheral devices you can add to your computer:

Universal Serial bus (USB), IEEE 1394, Modems, Disk drives, CD-ROM drives, DVD drives, Printers, Network adapters, Keyboards, Video adapter cards, Monitors, Game controllers.



Designed for Windows XP Logo: For the best performance, Microsoft recommends using hardware products that display the Designed for Microsoft Windows XP logo on the external packaging and on the device itself.

USING THE DEVICE MANAGER

The Device Manager lists all the hardware devices installed on your computer. Use the Device Manager to change the properties of any device, or remove. Open the System Properties dialog box.

step 1: Right click [My Computer](#) > [Properties](#) > [Hardware](#) > [Device Manager](#)

step 2: Select the device you want to manage.

MODIFYING HARDWARE PROFILES

Hardware profiles allow you to set up and store different hardware configurations.

To Modify Hardware Profiles

step 1: [Start](#) > [Control Panel](#) > [Performance and Maintenance](#) > [System](#) (this opens the System Properties) > [Hardware](#) > [Hardware Profiles](#).

step 2: Select and modify the hardware profile you want.



System Properties window



Device Manager window

INSTALLING MODEMS

Most modems manufactured now are compatible with **Plug and Play** and installed automatically after they are connected to the computer. However, older modems and external serial modems may not be detected, in that case, refer to the manufacturer's documentation.

Adding a Modem and Displaying Installed Modems

step 1: **Start** > **Control Panel** > **Printers and Other Hardware** > **Phone and Modem Options** (This opens the Phone and Modem Options dialog box)

step 2: Click **Modems** (You will see the installed modems and their attached ports.)
Note: You may be prompted for dialing information for your location.

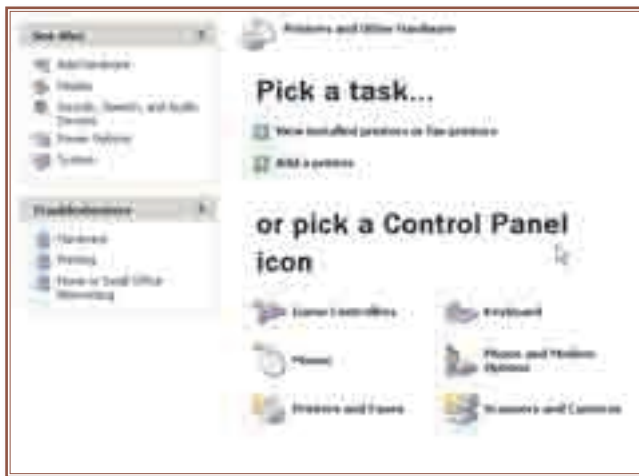
step 3: Click **Add** (This opens the Install New Modem Wizard) > **Next**.

step 4: If Windows XP detects a Plug and Play modem, it will install it for you.

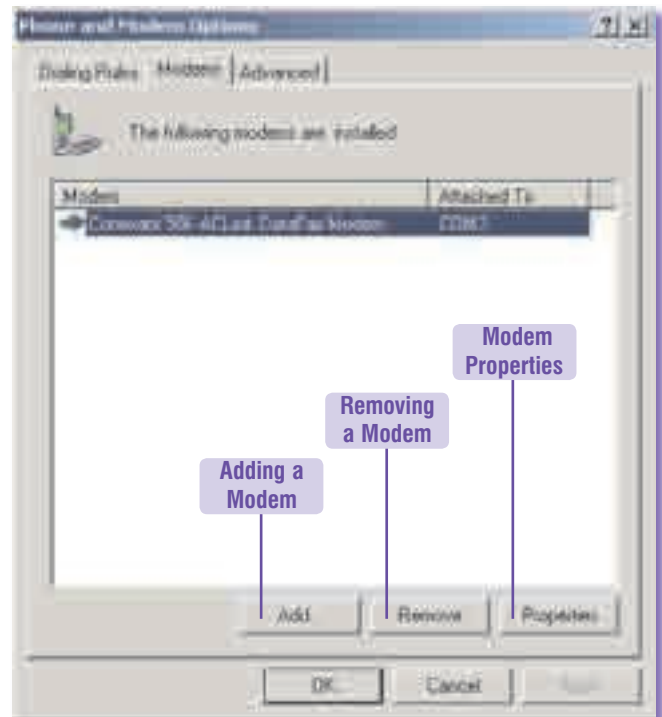
step 5: If Windows XP does not detect a Plug and Play modem

Next > Select a manufacturer and a model > **Next**

step 6: Select the port(s) you want to install the modem on, click **Next** and **Finish**.



Printers and Other Hardware window



Phone and Modem Options window

ADDING AND MANAGING PRINTERS

Windows XP makes it easy to print your documents, whether your computer is connected directly to a printer or linked remotely on a network.

Displaying Installed Printers

- **Start > Printers and Faxes > Printers and Other Hardware > Printers and Faxes.**

Viewing Printer Properties

- **Start > Printers and Faxes**, right-click on the printer you want to view properties for > **Properties.**

Installing a Plug and Play Printer

Plug and Play devices make the installation process easy. A Plug and Play printer only needs to be plugged in. Windows XP installs the necessary drivers and updates the system for you.

To install a Plug and Play printer

step 1: Connect the printer cable to the appropriate computer port.

step 2: Plug the printer's power cord in.

step 3: Turn the printer on.

Installing a non Plug and Play Printer

step 1: **Start > Printers and Faxes > Add a printer** in the **Printer Tasks** panel:

step 2: This opens the **Add Printer Wizard**, click **Next.**

step 3: Select **Local printer attached to this computer.**

step 4: Uncheck the **Automatically detect and install my Plug and Play printer** box if your printer is not Plug and Play, click **Next.**

step 5: Select the port to use, click **Next.**

step 6: Select a manufacturer and a printer. If your printer is not in the list, click the **Have Disk** button and find the drivers in the floppy disk or CD which comes with the printer.

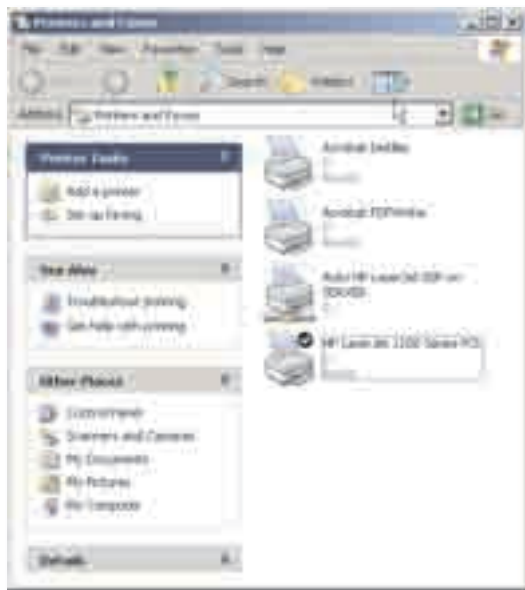
step 7: Click **Next** and enter a printer name.

step 8: Select whether to use the printer as your default printer, click **Next.**

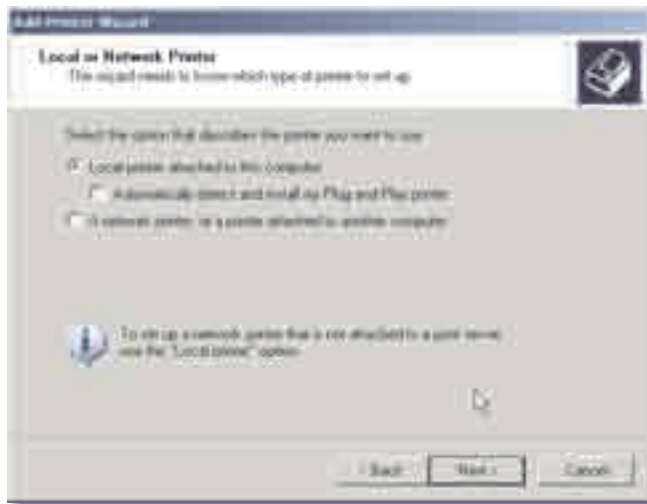
step 9: Select whether to share the printer. For shared printers, enter a share name, click **Next.**

step 10: If you chose to share the printer, enter a location and comment. Click **Next.**

step 11: Select whether to print a test page, click **Next** and **Finish.**



Printers and Faxes window



Adding a local printer

The **default printer** option will only appear if you have more than one printer installed.

Connecting to a Network Printer

step 1: Click [Start](#), [Printers and Faxes](#).

step 2: Click [Add a printer](#) in the [Printer Tasks](#) panel. This opens the [Add Printer Wizard](#), click [Next](#).

step 3: Select [Network printer](#), or a printer attached to another computer, click [Next](#).

step 4: Enter or browse for the printer that you want to connect to. If you browse for the printer, click [Next](#) and select the printer you want to connect to from the [Network list](#), click [Next](#).

step 5: Select whether to use the printer as your default printer, click [Next](#) and [Finish](#).

Default printer prints documents automatically if a different printer is not specified beforehand.

Sharing a printer allows other computers to connect to that printer over a network.

Network users should have print right to use the printer. To let everybody print, right click the printer, select properties. Click security tab. Select everyone from the user list and give print right.

Network printer is connected to a network so that many computers can access it.



Pop-up menu of a printer

Most programs come with specific instructions that explain their own installation. In general, if you're installing a program from a CD-ROM, you might not have to do much more

The **Add or Remove Programs** category in the Control Panel allows you to change or remove programs, add new programs, and add/remove Windows XP components.

Windows XP is normally not installed with all the components that come on the Windows XP CD. This prevents programs you don't need from taking up hard disk space on the computer.

Hardware includes any device that is connected to your computer and is controlled by your computer's microprocessor.

A **Plug and Play device** is detected and configured automatically by the computer

For the best performance, Microsoft recommends using hardware products that display the **Designed for Microsoft Windows XP** logo on the external packaging and on the device itself

The **device manager** lists all the hardware devices installed on your computer. Use the Device Manager to change the properties of any device, or remove.

Hardware profiles allows you to set up and store different hardware configurations

Most modems manufactured now are compatible with Plug and Play and installed automatically after they are connected to the computer.

Windows XP makes it easy to print your documents, whether your computer is connected directly to a printer or linked remotely to a network.

Sharing a printer allows other computers to connect to that printer over a network.

Network users should have print right to use the printer.

1. To set up a dial-up connection to Internet use _____.

- a. Modem
- b. Printer
- c. Network interface card
- d. TV card

2. The "X" sign on an icon of a device in the Device Manager means _____.

- a. The device is working properly
- b. The device has been disabled
- c. The device has been removed
- d. The device is not working properly

3. The device that has the "Design for Windows XP" logo _____.

- a. Works properly in Windows XP
- b. May disable your system
- c. Impairs the correct operation of your computer
- d. Windows XP does not let you install such devices

4. To uninstall a program properly you use _____.

- a. Select Program > Delete
- b. Start > Run
- c. Right click > Delete
- d. Control Panel > Add or Remove Programs

5. To take latest Windows update you use _____.

- I- Start > All Programs > Windows update
 - II- Internet Explorer > Tools > Windows update
 - III- Run > wupdmgr
 - IV- Help and Support Center > Pick a Task > Keep your computer up-to-date with Windows Update
- a. I
 - b. II
 - c. I – II – III
 - d. I – II – III – IV

6. Which of the following can be used to remove or modify an installed program?

- I- Control Panel > Add or Remove Programs > Change or Remove Programs
 - II- Control Panel > Add or Remove Programs > Add New Programs
 - III- Control Panel > Add or Remove Programs > Add/Remove Windows Components
 - IV- Start Menu > All Programs > [Program name] > [Uninstall link]
- a. I – II – IV
 - b. I – II
 - c. I – IV
 - d. II – IV

7. It is easy to recognize and adapt changes with the hardware which is _____.

- a. Plug and Play
- b. Alerter
- c. Task Scheduler
- d. Event Log

8. It is easy to control the devices on the computer, if you use _____.

- a. Task Manager
- b. Remote Assistance
- c. System Information
- d. Device Manager

9. Use the _____ in the LOCAL DISK (C:) Properties dialog box to view a list of all disk drives, troubleshoot disk drives that are not working properly, and display the properties of each disk drive.

- a. Tools tab
- b. Hardware tab
- c. Sharing tab
- d. General tab

QUESTIONS

**Add Remove
Software and
Hardware**



**Add Remove
Software and
Hardware**

10. To remove Windows XP games from your computer use _____:

- I- Change or Remove Programs
 - II- Add New Programs
 - III- Add/Remove Windows Components
 - IV- Start > Run > Uninstall.exe
- a. I
 - b. II
 - c. III
 - d. III-IV

11. You can not add/remove a _____.

- a. CD-Rom drive
- b. RAM
- c. CPU
- d. Chipset

12. Which of the following is not true?

- a. Network printer is connected to a network so that many computers can access it
- b. The default printer option will only appear if you have other printers installed
- c. Default printer prints documents automatically if a different printer is not specified
- d. The non Plug and Play printers are installed automatically

CHAPTER 7

LOCAL USERS AND GROUPS
SHARING A FOLDER
SECURITY PERMISSIONS
DISK QUOTA



**Users,
Security
and Quota**



Microsoft
Windows ^{xp}

LOCAL USERS AND GROUPS

Local Users and Groups is an important security feature because you can limit the ability of users and groups to perform certain actions by assigning them rights and permissions. A right authorizes a user to perform certain actions on a computer, such as backing up files and folders or shutting down a computer. A permission is a rule associated with an object (usually a file, folder, or printer) and it regulates which users can have access to the object and in what manner.

Managing Local Users and Groups

You need to be logged on as an administrator or a member of the Administrators group in order to perform some tasks.

Local Users and Groups manages users and groups of users for your computer. You can create new users and groups, add users to groups, remove users from groups, disable user and group accounts, and reset passwords.

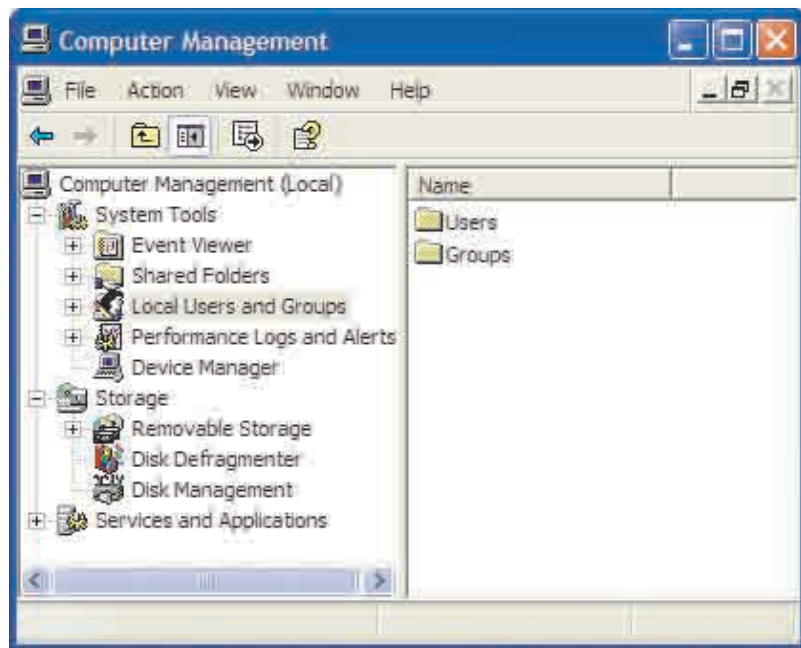
step 1: Open **Computer Management (Local)**. Click **Start > Control Panel > Administrative Tools > Computer Management**, or right click **My Computer** and select **Manage**.

step 2: In the console tree, click **Local Users and Groups**.

A local user or group is an account that can be granted permissions and rights from your computer. You can add local users, and local groups.

If you are not an experienced user, don't use Administrative Tools, instead use User Accounts located in Control Panel. To open User Accounts, click **Start > Control Panel > User Accounts**.

Local Security policy is a combination of security settings that affect the security on a computer. You can use Local Security Policy to edit account policies and local policies on your local computer. **Start > Control Panel > Administrative Tools > Local Security Policy**.



Local Users and Groups

USER ACCOUNTS

A user account defines the actions a user can perform in Windows. On a stand-alone computer or a computer that is a member of a workgroup, a user account establishes the privileges assigned to each user. The permissions and rights granted to a group are assigned to its members.

There are two types of user accounts available on your computer: Computer administrator and limited. The guest account is available for users with no assigned account on the computer.

COMPUTER ADMINISTRATOR ACCOUNT

The computer administrator account is intended for someone who can make system wide changes to the computer, install programs, and access all files on the computer. Only a user with computer administrator account has full access to other user accounts on the computer. This user:

- Can create and delete user accounts on the computer.
- Can create account passwords for other user accounts on the computer.
- Can change other people's account names, pictures, passwords, and account types.
- Cannot change his or her own account type to a limited account type unless there is at least one other user with a computer administrator account type on the computer. This ensures that there is always at least one user with a computer administrator account on the computer.

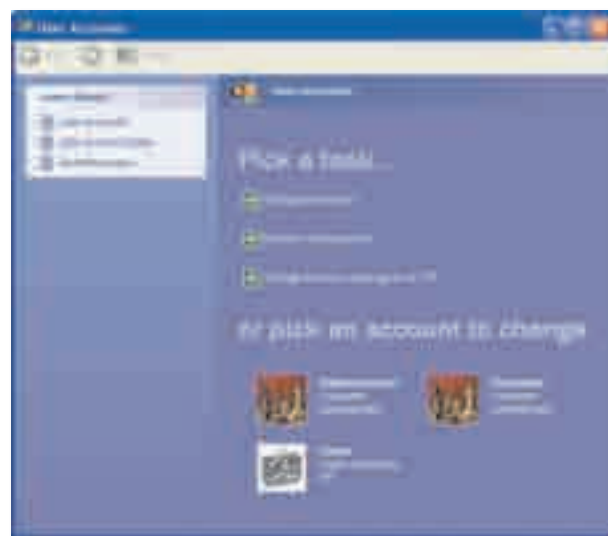
LIMITED ACCOUNT

The limited account is intended for someone who should be prohibited from changing most computer settings and deleting important files. A user with a limited account:

- Cannot install software or hardware, but can access programs that have already been installed on the computer.
- Can change his or her account picture and can also create, change, or delete his or her password.
- Cannot change his or her account name or account type. A user with a computer administrator account must make these kinds of changes.



Some programs might not work properly for users with limited accounts. If so, change the user's account type to computer administrator, either temporarily or permanently.



Local Users

A user name cannot be identical to any other user or group name on the computer being administered. It can contain up to 20 uppercase or lowercase characters except for the following: / \ [] : ; | = , + * ? < >

A user name cannot consist solely of periods (.) or spaces.

In Password and Confirm password, you can type a password containing up to 127 characters.

You should not add a new user to the Administrators group unless the user will perform only administrative tasks.

Windows XP creates users with default properties either case using Control Panel > Users Accounts or Control Panel Administrative Tools > Control Management.

GUEST ACCOUNT

The guest account is intended for use by someone who has no user account on the computer. There is no password for the guest account, so the user can log on quickly to check e-mail or browse the Internet. A user logged on to the guest account:

- Cannot install software or hardware, but can access programs that have already been installed on the computer.
- Cannot change the guest account type.
- Can change the guest account picture.

CREATING A NEW USER ACCOUNT

step 1: Open Computer Management.

step 2: In the console tree, click Local Users and Groups.

Computer Management > System Tools > Local Users and Groups > Users

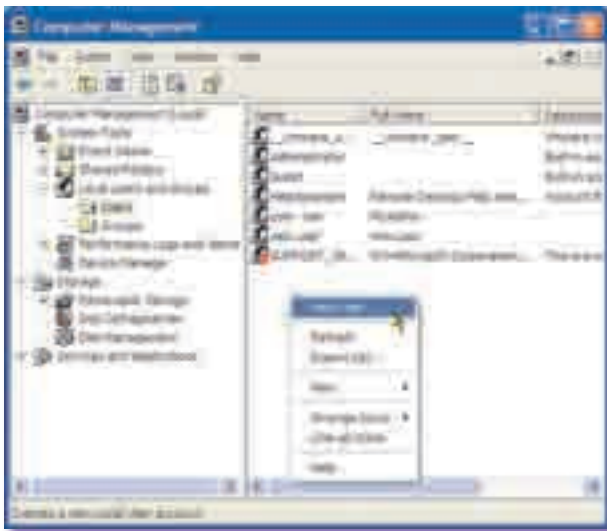
step 3: On the Action menu, click New User.

step 4: Type the appropriate information in the dialog box.

step 5: Select or clear the check boxes for:

- User must change password at next logon
- User cannot change password
- Password never expires
- Account is disabled

step 6: Click Create, and then click Close.



Creating a new user



New user's information

SHARING A FOLDER

Allows you to share the folder with other users and set access permissions for the files it contains.

step 1: Select the folder which you want to share

step 2: Right Click on the folder, select **Properties**.

step 3: Click **sharing** tab

step 4: Click **share this folder**

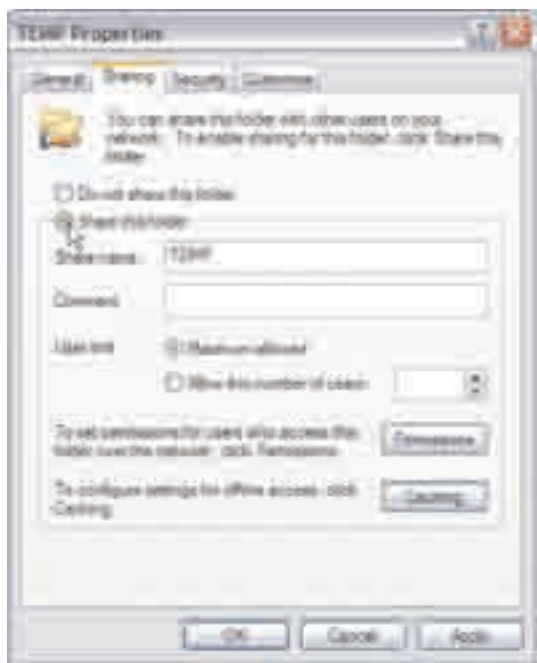
step 5: Type a name in share name. (The folder will be seen in this name in the network)

step 6: Decide how many users will be allowed to use this folder.

step 7: To set permissions for users who access his folder over the network, click permissions;

In the group or use name part, add the users who will use this folder.

In the permissions for everyone, check/ uncheck necessary options to allow or deny.



Sharing the TEMP folder

SECURITY PERMISSIONS

Lists the users who can modify, read and execute, view folder contents, write to the file or folder, or have read-only access.



Everyone can access the folder



Changing user security permissions

DISK QUOTA

If the volume is not formatted with the NTFS file system, or if you are not a member of the Administrators group, the Quota tab is not displayed in the volume's Properties dialog box.

Pressing **CTRL+ALT+DELETE** before logging on guarantees that the authentic Windows logon prompt appears. Requiring the use of **CTRL+ALT+DELETE** increases security.

When the disk quota system is configured to deny disk space to users of the volume who exceed their assigned quota limit, users cannot write additional data to the volume without first deleting or moving some existing files from the volume. The response of the system to a user exceeding the quota limit depends on each individual program.

step 1: Open **My Computer**.

step 2: Right-click the volume for which you want to deny disk space use, and then click **Properties**.

step 3: In the Properties dialog box, click the **Quota** tab.

step 4: On the Quota properties page, select the **Enable quota management** check box, select the **Deny disk space to users exceeding quota limit** check box,

step 5: Set the **limit disk space warning level**.

To require users to press CTRL+ALT+DELETE before logging on

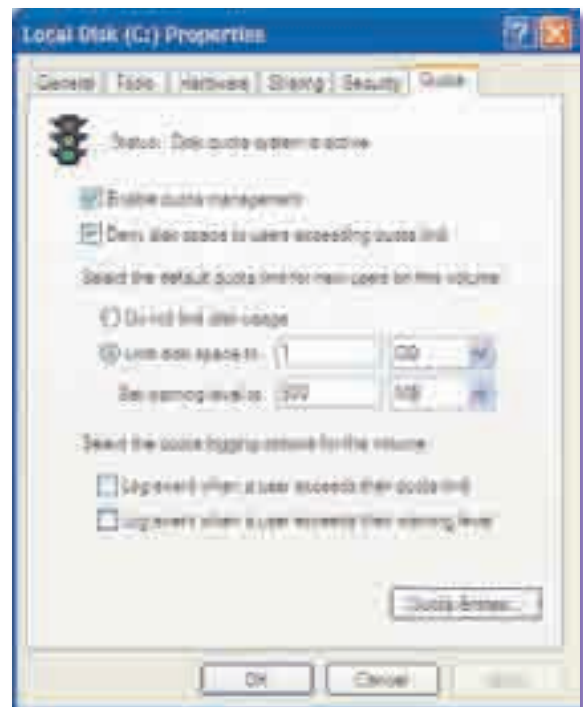
You must be logged on as an administrator or a member of the Administrators group.

step 1: Open **User Accounts** in **Control Panel**.

step 2: Change the way users log on or off > **Uncheck Use the Welcome screen**.



Default quota settings



Each user has 1 GB disk space.

Local Users and Groups is an important security feature because you can limit the ability of users and groups to perform certain actions by assigning them rights and permissions.

A **user right** authorizes a user to perform certain actions on a computer, such as backing up files and folders or shutting down a computer.

A **permission** is a rule associated with an object (usually a file, folder, or printer) and it regulates which users can have access to the object and in what manner.

A **user account** defines the actions a user can perform in Windows.

The **computer administrator account** is intended for someone who can make system wide changes to the computer, install programs, and access all files on the computer.

The **limited account** is intended for someone who should be prohibited from changing most computer settings and deleting important files.

The **guest account** is intended for use by someone who has no user account on the computer. There is no password for the guest account, so the user can log on quickly to check e-mail or browse the Internet.

Sharing a folder allows you to share the folder with other users and set access permissions for the files it contains.

Security permissions lists the users who can modify, read and execute, view folder contents, write to the file or folder, or have read-only access.

When the **disk quota** system is configured to deny disk space to users of the volume who exceed their assigned quota limit, users cannot write additional data to the volume without first deleting or moving some existing files from the volume.

If the volume is not formatted with the NTFS file system, or if you are not a member of the Administrators group, the Quota tab is not displayed in the volume's Properties dialog box



USERS SECURITY QUOTA

1. Which of the users is seen on the welcome screen of Windows XP.
 - a. All the users
 - b. All the enabled users
 - c. All the enabled users except the administrator
 - d. Only administrator
2. _____ are used to restrict rights of a user
 - a. User names
 - b. Passwords
 - c. Limited accounts
 - d. Computer name
3. The Guest user cannot _____.
 - I- Change his welcome screen picture
 - II-Log on to the computer
 - III- Create a password
 - IV- View permissions
 - a. I – III
 - b. I – IV
 - c. I – III – IV
 - d. III – IV
4. Only the administrators can _____.
 - I- Change the screen saver
 - II-Create new user accounts
 - III- Lock the taskbar
 - IV- Change the system date and time
 - V-Enable quota management
 - a. II – V
 - b. II – IV – V
 - c. II – IV
 - d. I – II – IV – V
5. Use the _____ folder to share folders with other computer users.
 - a. Shared documents
 - b. Shared files
 - c. Shared items
 - d. Document sharing
6. Which users are created automatically by Windows XP in the installation.
 - a. None
 - b. Administrator
 - c. Guest
 - d. Administrator and Guest
7. At least how many users exist after the installation of Windows XP
 - a. 3
 - b. 2
 - c. 1
 - d. 0
8. To enable the Guest account _____.
 - a. Right click my computer> users
 - b. Ctrl+Alt+Delete > users
 - c. Click icon of Guest on the welcome screen > right turn on
 - d. Control panel > user accounts
9. To restrict the amount of the disk space available to a user you use _____.
 - a. User security
 - b. Quota management
 - c. Disk defragmenter
 - d. Dr. Watson
10. To create a new local group _____.
 - a. Computer Management > Local Users and Groups
 - b. Control Panel > Local Users and Groups
 - c. Control Panel > User Accounts
 - d. You can not create a new user

CHAPTER 8

SYSTEM RESTORE
COMPUTER'S PERFORMANCE
TASK MANAGER
FONTS
DISK DEFRAGMENTER
DISK ERRORS

Optimizing and Maintaining



SYSTEM RESTORE

Restoring your computer does not affect or change your personal data files.

System restore uses some disk space of your computer.

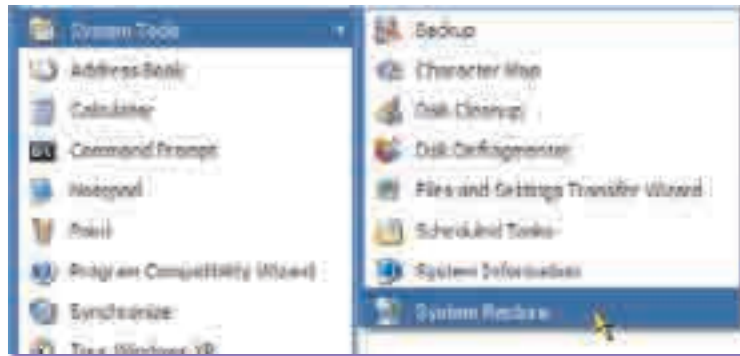
System Restore is a component of Windows XP that you can use to restore your computer to a previous state, if a problem occurs, without losing your personal data files (such as Microsoft Word documents, browsing history, drawings, favorites, or e-mail). System Restore monitors changes to the system and some application files, and it automatically creates easily identified restore points. These restore points allow you to revert the system to a previous time. They are created daily and at the time of significant system events (such as when an application or driver is installed). You can also create and name your own restore points at any time.

Accessing System Restore

You must be a member of the administrator group on your computer to access the System Restore Wizard or change System Restore settings.

There are three methods that you can use to access System Restore functionality.

- Through the Start menu: **Start > All Programs > Accessories > System Tools**, and then click **System Restore**.
- Through Control Panel: **Start > Control Panel > Performance and Maintenance > System Restore**.
- Through Help and Support Center: **Start > Help and Support > Undo changes to your computer with System Restore**.



System Restore in System Tools submenu

Turning off / on System Restore

- step 1:** Right click **My Computer**, click **Properties**.
- step 2:** Select **System Restore** tab.
- step 3:** Check/uncheck **Turn off System Restore** check box.

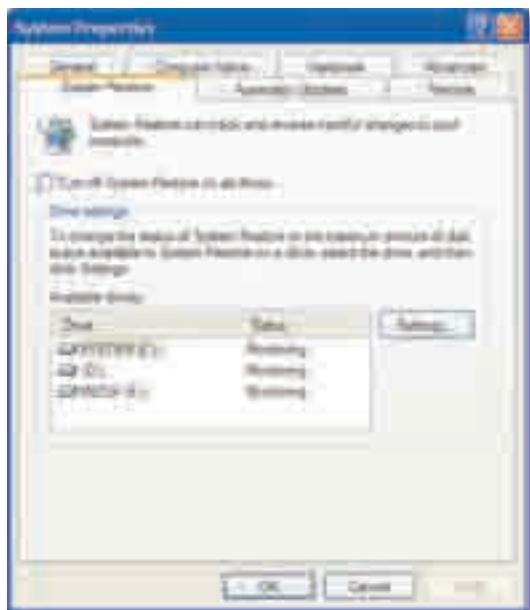
Creating a Restore Point

step 1: Access the [System Restore Wizard](#) through [Help and Support Center](#).

step 2: Click [Create a restore point](#), and then click [Next](#).

step 3: In the [Restore point](#) description box, type a name to identify this restore point. System Restore automatically adds to this name the date and time that this Restore Point is created.

step 4: To finish creating this restore point, click [Create](#).



Turning on/off system restore

USING THE SYSTEM RESTORE WIZARD

The System Restore Wizard guides you through the steps of each task in System Restore.

When you run the wizard to restore your computer to an earlier state, it displays the following screens:

Welcome to System Restore

This screen gives you the option to restore your computer to an earlier time or state.



System Restore Wizard

Select a Restore Point

This screen allows you to pick a date on the calendar and then select a restore point to restore your computer to an earlier state



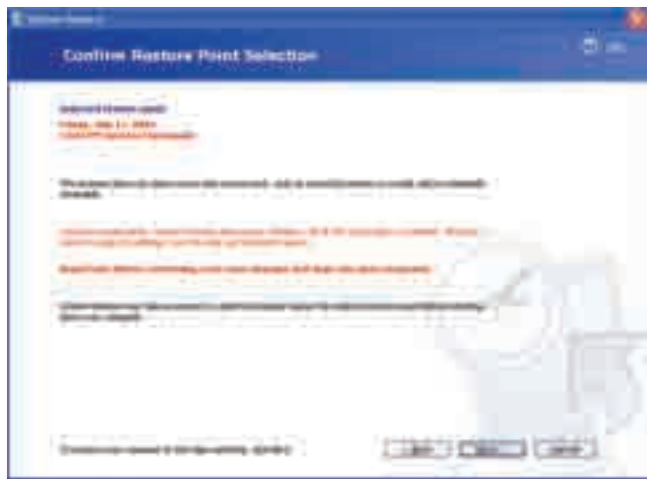
Selecting a restore point

Confirm Restore Point Selection

This screen allows you to change your mind about the selected restore point or the restoration and to save all files and close all programs before starting the restoration. After you confirm the selection, the restoration process starts, the system restarts, and a user logon screen is displayed.

Restoration Complete

This screen indicates your restoration has been successful. If the restoration fails, the Restoration was unsuccessful screen is displayed, and no changes are made to your computer.



Confirming System Restore Point Selection

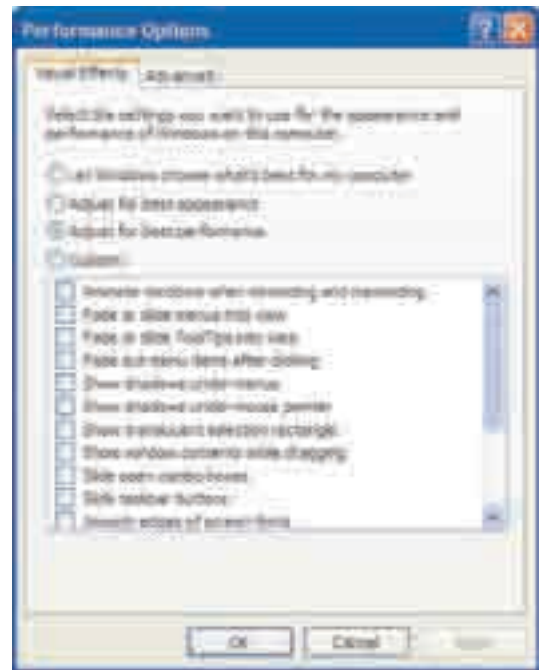
MANAGING YOUR COMPUTER'S PERFORMANCE

Windows XP allocates resources according to its settings and manages devices accordingly. You can, however, change the way Windows XP uses processor time and computer memory to improve performance. You can also adjust the settings for your computer's visual effects.

CHANGING VISUAL EFFECTS

Windows provides several options to set the visual effects of your computer. For example, you can choose to show shadows under menus, giving them a 3-D look. You can tell Windows to display the entire contents of a window while you move it on your screen. To make large text more readable, you can choose to display the smooth edges of screen fonts. You can also enable the Web view in your folders, which will display a list of hyperlinked

tasks and information on the left side of the folder window. Windows provides options for enabling all of the settings (for best appearance), or none of the settings (for best computer performance).



Performance Options window Visual Effects tab

MANAGING PROCESSOR TIME

System processing is managed by Windows, which can allocate tasks between processors, as well as manage multiple processes on a single processor. However, you can set Windows to allocate more processor time to the program you are currently running. This can result in faster program response time. Or, if you have background programs, such as printing or disk backup that you want to run while you work, you can have Windows share processor resources equally between background and foreground programs.

To Change the Performance of Foreground and Background Programs

step 1: Open **System** in **Control Panel**.

step 2: On the **Advanced** tab, under **Processor scheduling**, do one of the following:

- Click **Programs** to assign more processor resources to the foreground program than the background program.
- Click **Background services** to assign equal amounts of processor resources to all programs.

MANAGING COMPUTER MEMORY

The area on the hard disk that Windows uses as if it were RAM is known as virtual memory and is often called the paging file. The default size of the virtual memory pagefile (named **pagefile.sys**) created during installation is 1.5 times the amount of RAM on your computer.

To best optimize your virtual memory space, divide it among as many physical hard drives as possible. When selecting drives, keep the following guidelines in mind:

- Try to avoid having a pagefile on the same drive as the system files.
- Don't place multiple pagefiles on different partitions on the same physical disk drive.

Changing the size of the virtual memory paging file

You must be logged on as an administrator or a member of the Administrators group in order to perform this procedure. If your computer is connected to a network, network policy settings may also prevent you from performing this procedure.

step 1: Open **System** in **Control Panel**.

step 2: On the **Advanced** tab, under **Virtual memory**, click **Change**.

step 3: Under **Drive** [Volume Label], click the drive that contains the paging file you want to change.

step 4: Under **Paging file size** for selected drive, click **Custom size**, and type a new paging file size in megabytes in the **Initial size (MB)** or **Maximum size (MB)** box, and then click **Set**.

If you decrease the size of either the initial or maximum page file settings, you must restart your computer to see the effects of those changes. Increasing typically do not require a restart.

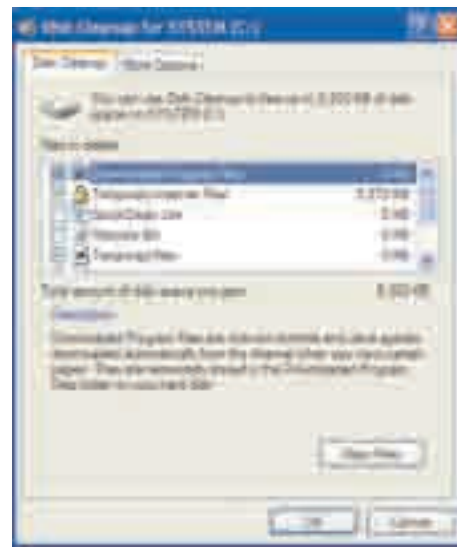
For best performance, do not set the initial size to less than the minimum recommended size under Total paging file size for all drives. The recommended size is equivalent to 1.5 times the amount of RAM on your system. Usually, you should leave the paging file at its recommended size, although you might increase its size if you routinely use programs that require a lot of memory.

To delete a paging file, set both initial size and maximum size to zero, or click **No paging file**. Microsoft strongly recommends that you do not disable or delete the paging file.

USING DISK CLEANUP

Disk Cleanup helps free up space on your hard drive. Disk Cleanup searches your drive, and then shows you temporary files, Internet cache files, and unnecessary program files that you can safely delete.

To open Disk Cleanup, click **Start** > **All Programs** > **Accessories** > **System Tools** > **Disk Cleanup**.



Disk Cleanup window



Power Options Properties window

Standby is a state in which your computer consumes less power when it is idle

Standby is particularly useful for conserving battery power in portable computers. Because Standby does not save your desktop state to disk, a power failure while on Standby can cause you to lose unsaved information.

Hibernate is a state in which your computer shuts down after saving everything in memory on your hard disk.

POWER OPTIONS

Using **Power Options** in **Control Panel**, you can reduce the power consumption of any number of your computer devices or of your entire system. You do this by choosing a **power scheme**, which is a collection of settings that manages the power usage by your computer. You can create your own power schemes or use the ones provided with Windows.

To choose a power scheme

step 1: Open **Control Panel > Performance and Maintenance > Power Options**.

step 2: Under **Power Schemes**, select the power scheme you want. The power settings you see will change depending on the power scheme you choose. You can also adjust the individual settings in a power scheme. For example, depending on your hardware, you can:

- Turn off your monitor and hard disks automatically to save power.
- Put the computer on **standby** when it is idle. While on standby, your entire computer switches to a low-power state where devices, such as the monitor and hard disks, turn off and your computer uses less power. When you want to use the computer again, it comes out of standby quickly, and your desktop is restored exactly as you left it.
- Put your computer in **hibernation**. The hibernate feature saves everything in memory on disk, turns off your monitor and hard disk, and then turns off your computer. When you restart your computer, your desktop is restored exactly as you left it. It takes longer to bring your computer out of hibernation than out of standby.

Typically, you turn off your monitor or hard disk for a short period to conserve power. If you plan to be away from your computer for a while, you put your computer on standby, which puts your entire system in a low-power state.

Put your computer in hibernation when you will be away from the computer for an extended time or overnight. When you restart the computer, your desktop is restored exactly as you left it.

- You can create a new power scheme by clicking the time settings you want, clicking [Save As](#), and typing a name.
- Using Power Options in Control Panel, you can adjust any power management option that your computer's unique hardware configuration supports. Because these options may vary widely from computer to computer,

USING WINDOWS TASK MANAGER

Windows Task Manager provides information about computer performance and displays details about programs and processes running on your computer. If you are connected to a network, you can also view network status. Using Windows Task Manager, you can also end programs or processes, start programs, and view a dynamic display of your computer's performance.

Opening Windows Task Manager

- Right-click an empty space on the [Taskbar](#), and then click [Task Manager](#), or press [Ctrl+Alt+Del](#) key combination, and then click [Task Manager](#).

Programs that are running

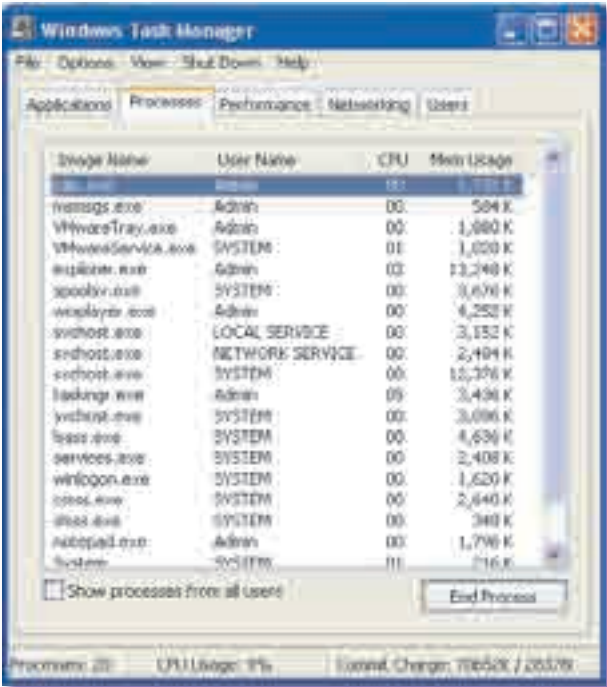
The [Applications](#) tab shows the status of the programs running on your computer. On this tab, you can end, switch to, or start a program.

Processes that are running

The [Processes](#) tab shows information about the processes running on your computer. For example, you can display information on [CPU](#) and [memory](#) usage.



Taskbar context menu



Windows Task Manager Processes tab



Windows Task Manager Applications tab

Handle is an interface added to an object in the user interface.

Thread is the basic unit of program execution. Each thread perform a different job.

Performance measures

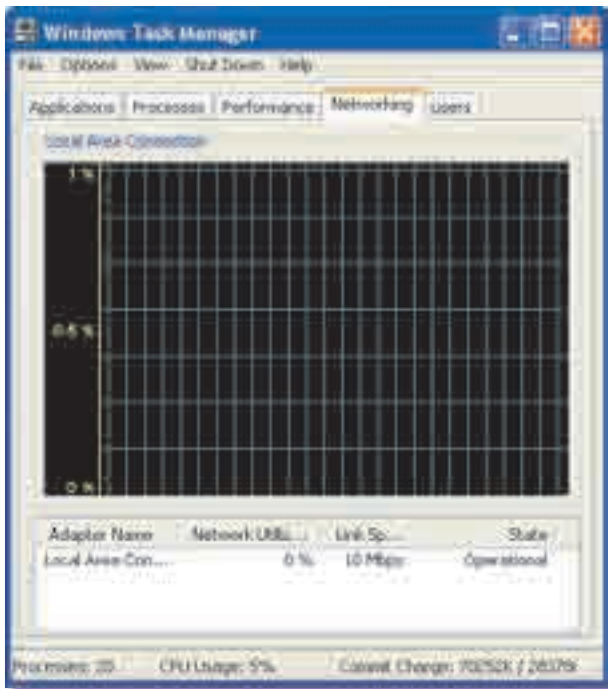
The **Performance** tab displays a dynamic overview of your computer's performance, including:

- Graphs for CPU and memory usage.
- Totals for the number of handles, threads, and processes running on your computer.
- Totals, in kilobytes, for **physical**, **kernel**, and **commit** memory.

Viewing Network performance

The **Networking** tab displays a graphical representation of network performance. It provides a simple, qualitative indicator that shows the status of the network(s) that are running on your computer. The Networking tab is displayed only if a network card is present.

On this tab, you can view the quality and availability of your network connection, whether you are connected to one or more than one network.



Windows Task Manager Networking tab



Windows Task Manager Performance tab

Monitoring Sessions

The **Users** tab displays users who can access this computer, and session status and names. **Client Name** specifies the name of the client computer using the session, if applicable. **Session** provides a name for you to use to perform such tasks as sending another user a message or connecting to another user's session.

The **Users** tab is displayed only if the computer you are working on has **Fast User Switching** enabled, and is a member of a workgroup or is a standalone computer. The Users tab is unavailable on computers that are members of a network domain.



Windows Task Manager Users tab

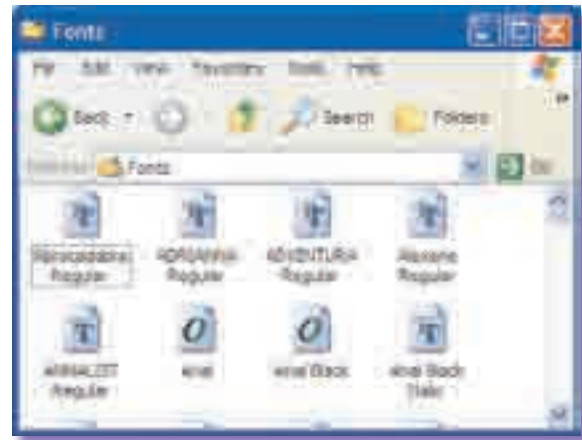
FONTS

Fonts are used to display text on the screen and in print. In Windows, a font is the name of a typeface. Fonts have styles, such as italic, bold, and bold italic.

To view a font on your computer

step 1: Open **Fonts** in **Control Panel**.

step 2: Double-click the font you want to view.



Fonts window

My font size is 7
My font size is 8
My font size is 10
My font size is 12
My font size is 16
My font size is 20

Font size samples

Arial
Courier
Impact
Lucida Handwriting
Tahoma
Times New Roman

Font samples



Installing a new font

When you install a printer, the installation program may install several printer fonts. These do not appear in the Fonts folder, but they do appear in the Font list of Windows-based programs, such as WordPad.

To select more than one font to add, hold down the **CTRL** key, and then click each of the fonts you want to add.

You can also drag fonts from another location to add them to the Fonts folder.

To add new fonts to your computer

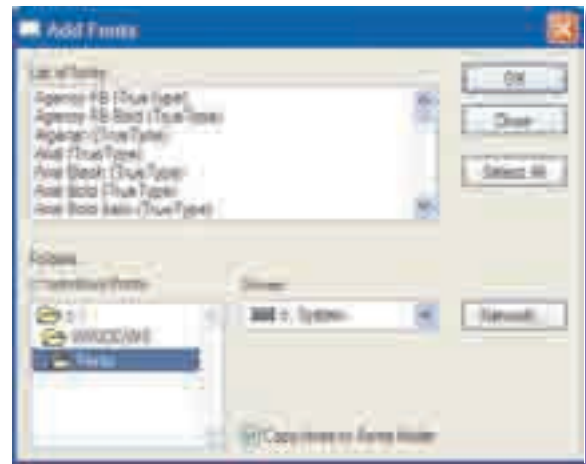
step 1: Open **Fonts** in **Control Panel**.

step 2: On the **File** menu, click **Install New Font**.

step 3: In **Drives**, click the drive you want.

step 4: In **Folders**, double-click the folder that contains the fonts you want to add.

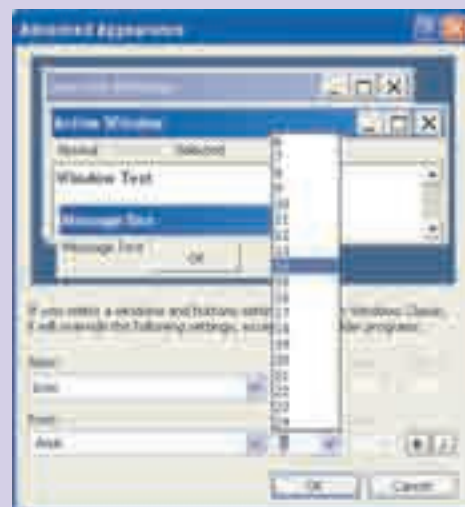
step 5: In **List of fonts**, select the font you want to add, and then click **OK**. (To add all of the listed fonts, click **Select All**, and then click **OK**.)



Add Fonts dialog box

Changing Desktop Icons Fonts

1. Right-click **Desktop** > **Properties** > **Appearance** > **Advanced**.
2. Select **Icon** from items menu. Font, Font size and Icon size will be active.
3. Select the Icon size **40**, font **Arial** and font size **14**.
4. Click **OK** to close the **Advanced Appearance** dialog box and to close the **Display Properties** dialog box



DISK DEFRAGMENTER

Normally, computers store each file in a single location on their hard drive. Over time, a hard drive can become fragmented, and instead of storing a file in one, single location, it begins storing files in pieces, or fragments, in several locations all over the hard drive. When the computer reads a fragmented file, it must read the file from several different areas of the hard drive instead of just one.

Defragmenting a hard drive using a special utility program can improve its performance by putting fragmented files back together in one place. Windows XP comes with a disk defragmentation program called, Disk Defragmenter. In general you should defragment your computer hard drive about once a month.

To start Disk Defragment

- step 1: Open **My Computer**, and then select the local disk you want to defragment.
- step 2: On the **File** menu, click **Properties**.
- step 3: On the **Tools** tab, under **Defragmentation**, click **Check Now**.
- step 4: It opens Disk Defragmenter window

Analysis and Defragmentation displays

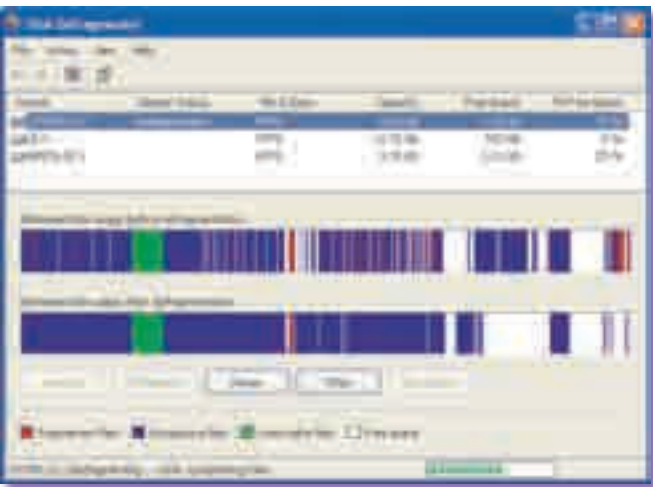
Each bar on the Analysis and Defragmentation displays represents a grouping of dozens or even hundreds of clusters, depending on the size of the volume and the cluster.

The Analysis and Defragmentation displays provide an approximate view of a volume's fragmentation.

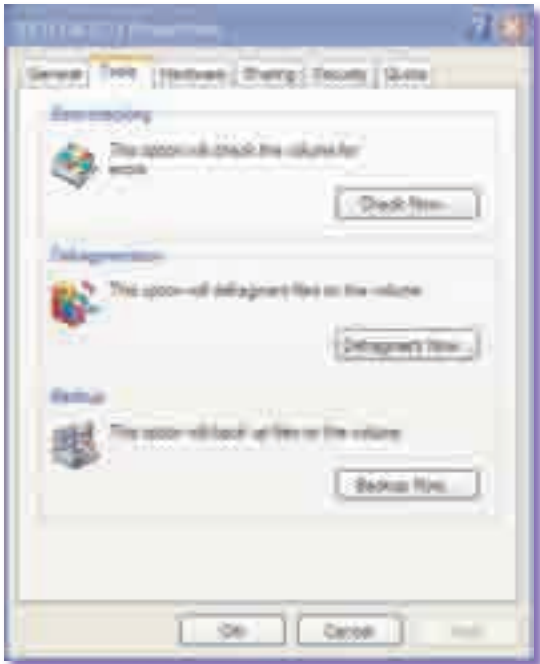
For exact, numerical figures, use the Analysis and Defragmentation Reports.

Disk Defragmenter can defragment volumes that are formatted with the file allocation table (FAT) file system, the FAT32 file system, and the NTFS file system.

All files must be closed for this process to run. If the volume is currently in use, a message box will appear prompting you to indicate whether or not you want to reschedule the disk checking for the next time you restart your system.



Disk Defragmenter window



System Properties window Tools tab

A volume must have at least %15 free space for Disk Defragmenter to completely and adequately defragment it.

Defragmentation Report

You can view or print the Defragmentation Report only after you defragment a volume. The Defragmentation Report dialog box displays detailed information about the volume that was defragmented. The second half of the Defragmentation Report lists any files that were not defragmented.

Why are files not moved to some regions of NTFS-formatted volumes?

On volumes formatted with the NTFS file system, Windows reserves a portion of the free space called the master file table (MFT) Zone, as a space where the MFT can grow. Windows stores all the information necessary to retrieve files from the volume in the MFT.

Disk Defragmenter cannot move files to the MFT Zone because it is reserved by Windows. However, Windows allows other files to be saved in the space reserved for the MFT Zone when no other disk space is available.

DETECTING AND REPAIRING DISK ERRORS

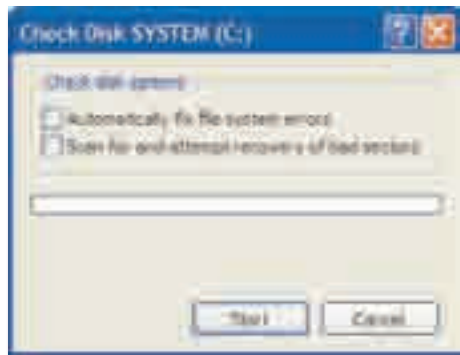
You can use the Error-checking tool to check and fix for file system errors and bad sectors on your hard disk.

Open My Computer, and then select the local disk you want to check.

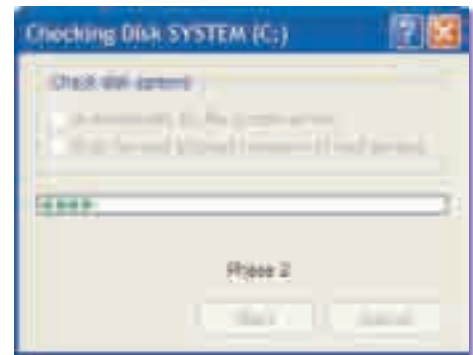
step 1: On the **File** menu, click **Properties**.

step 2: On the **Tools** tab, under **Error-checking**, click **Check Now**.

step 3: Under **Check disk options**, select the **Scan for and attempt recovery of bad sectors** check box.



Check Disk System window



Check Disk System Phase 2

Dr. Watson cannot prevent errors from occurring, but the information recorded in the log file can be used by technical support personnel to diagnose the problem.

Using Dr. Watson

Dr. Watson detects information about system and program failures and records the information in a log file. In the event of a program error, Dr. Watson starts automatically.

To open Dr. Watson, click **Start** > **Run** > type **drwtsn32**.

System Restore is a component of Windows XP Professional that you can use to restore your computer to a previous state, if a problem occurs, without losing your personal data files (such as Microsoft Word documents, browsing history, drawings, favorites, or e-mail).

Windows XP allocates resources according to its settings and manages devices accordingly. You can, however, change the way Windows XP uses **processor time** and **computer memory** to improve performance.

Windows provides several options to set the **visual effects** of your computer.

For **best performance**, do not set the initial size to less than the minimum recommended size under **Total paging file size** for all drives. The recommended size is equivalent to 1.5 times the amount of RAM on your system.

Using **Power Options** in Control Panel, you can reduce the power consumption of any number of your computer devices or of your entire system. You do this by choosing a power scheme.

Windows Task Manager provides information about computer performance and displays details about programs and processes running on your computer. If you are connected to a network, you can also view network status.

The **Networking** tab displays a graphical representation of network performance. It provides a simple, qualitative indicator that shows the status of the network(s) that are running on your computer.

Fonts are used to display text on the screen and in print. In Windows, a font is the name of a typeface. Fonts have styles, such as italic, bold, and bold italic.

Normally, computers store each file in a single location on their hard drive. Over time, a hard drive can become **fragmented**, and instead of storing a file in one, single location, it begins storing files in pieces, or **fragments**, in several locations all over the hard drive.



OPTIMIZING and MAINTAINING

1. _____ is the concept of multiple programs running at the same time.
 - a. Multi-user
 - b. File management
 - c. Multitasking
 - d. File sharing
2. To rearrange the files on the hard disk in contiguous blocks with no fragmentation, use the _____ tool.
 - a. Disk Cleanup
 - b. Disk Defragmenter
 - c. Speed Disk
 - d. System Restore
3. _____ deletes unnecessary files and frees up space on the harddisk.
 - a. Disk Defragmenter
 - b. Task Monitor
 - c. Disk Cleanup
 - d. Check Disk
4. Because of a problem, you need to revert your system to a previous state without losing your personal data files. You should use _____.
 - a. System Restore
 - b. Undo
 - c. Backup
 - d. System Information
5. Damaged areas on the hard disk are called _____.
 - a. Lost clusters
 - b. Logical errors
 - c. Cross-linked files
 - d. Bad sectors
6. The _____ utility included in Windows XP Professional allows you to select files, create a backup file, and save the backup file.
 - a. Update
 - b. Task Monitor
 - c. Backup
 - d. Disk Defragmenter
7. The _____ tab of the Windows Task Manager window displays the status of programs running on the computer.
 - a. Applications
 - b. Networking
 - c. Performance
 - d. Processes
8. To launch Help and Support, press _____.
 - a. CTRL+ESC, S
 - b. F5
 - c. CTRL+ALT+ESC
 - d. F1
9. Typing defrag.exe in the Command Prompt window displays _____.
 - a. Disk Cleanup
 - b. Disk Defragmenter
 - c. Computer Management
 - d. Registry Editor
10. Which one of the following does not effect system performance.
 - a. Intalling Office 2003
 - b. Disk Defragmenter
 - c. Disk Cleanup
 - d. Changing Visual Effects

CHAPTER 9

NETWORK ARCHITECTURES
NETWORK TOPOLOGIES
BASIC LAN DEVICES
PROTOCOLS
DIRECT CONNECTION
USING A HUB
NETWORK WIZARD
MAKING NETWORK
SETTINGS MANUALLY
NETWORK ADDRESS
TESTING THE CONNECTION
IP ADDRESSES
BROWSING THE NETWORK
SHARING
MAPPING FOLDERS AND DRIVES
SENDING MESSAGES
REMOTE DESKTOP CONNECTION
WINCHAT



Networking





INTRODUCTION

A network is a connected system of objects or people. Networks are all around us, even inside us. Your own nervous system and blood circulation system are networks. You may think of others: communications, transportation, social, biological.

In computer science, a **network** is several computers, printers, and other devices that are connected together with cables or wireless connection. This allows the computers to talk to each other and share information and resources (usually files and printers). Networks can be small or large, permanently connected through wires or cables, or temporarily connected through phone lines or wireless transmissions. The largest network is the Internet, which is a worldwide group of networks.

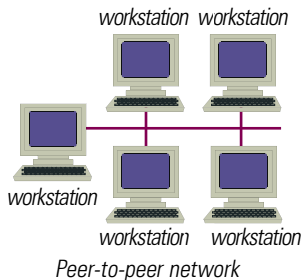
NETWORK TECHNOLOGIES

NETWORK ARCHITECTURES

LAN

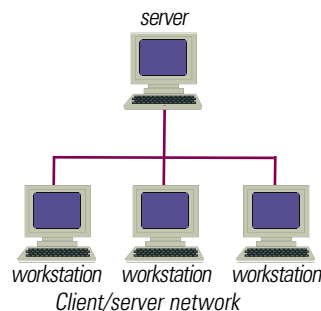
Usually, if the devices on a network are in a single location such as a building or a group of rooms, they are called a **local area network (LAN)**. LANs usually have all the devices on the network connected by a single type of network cable.

Local Area Networks (LANs) are divided into two types of network sub-categories: peer-to-peer and client/ server.



Peer-to-Peer Network

In a peer-to-peer network, everyone stores their files on their own computer, and anyone on the network can access files stored on any other computer. Because you don't need any additional software, peer-to-peer networking is an inexpensive way to connect computers in a small office or home. The disadvantages of a peer-to-peer network are that they don't offer as much security as client/server networks do, and they can be difficult to find files that are stored on many different computers. Both versions of Windows XP Home and Professional support peer-to-peer networking.



Client/Server Network

In a client/server network, everyone stores their files on a central computer called **server**. Everyone on the network can access the files stored on the server. Client/server networks are more secure, easier to administer, and much more powerful than peer-to-peer networks. That's why they are used to connect computers in businesses. The disadvantages of client/server networks are that they require special, expensive software, such as **Windows 2003 Server**, and they are more complicated to install and configure than peer-to-peer networks. Only Windows XP Professional supports client/server networking.

WAN

If the devices are scattered widely, such as in different buildings or different cities, they are usually set up into several LANs that are joined together into a larger structure called wide area network (WAN). A WAN is composed of two or more LANs. Each LAN has its own network cable connecting all the devices in that LAN. The LANs are joined together by another connection method, often high-speed telephone lines or very fast dedicated network cables called backbones.

WANs are often treated as a single entity for organizational purposes. For example, the LILY Software Company might have branches in four different cities, with a LAN in each city. All four LANs are joined together by high-speed telephone lines. However, as far as the Internet and anyone outside the LILY Software Company are concerned, the LILY Software WAN is a single entity.

NETWORK TOPOLOGIES

The layout of the network (the actual devices and the manner in which they are connected to each other) is called the **network topology**. Topology defines the structure of the network.

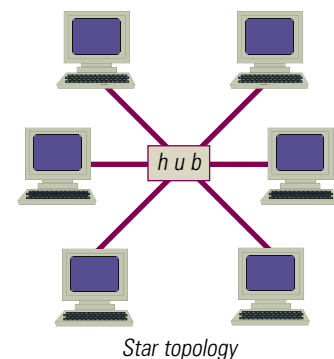
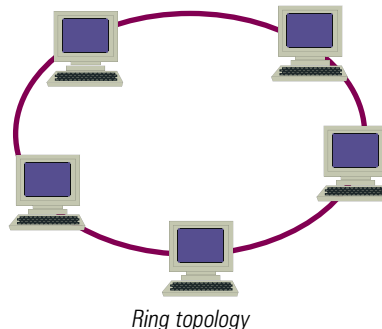
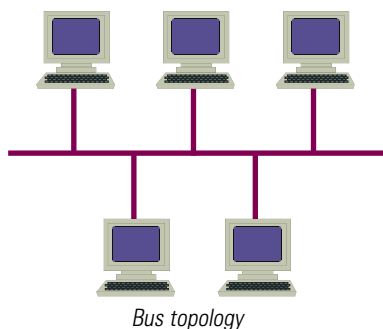
There are two definitions: the physical topology, which is the actual layout of the wire (media), and the logical topology, which defines how the media is accessed by the hosts.

Host is a computer that is connected to a network.

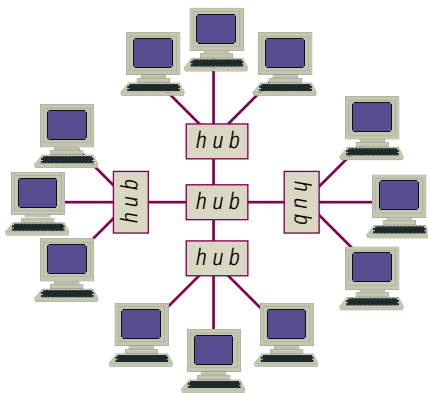
Physical Topologies

The physical topologies that are commonly used are the Bus, Ring, Star, Extended Star, Hierarchical, and Mesh.

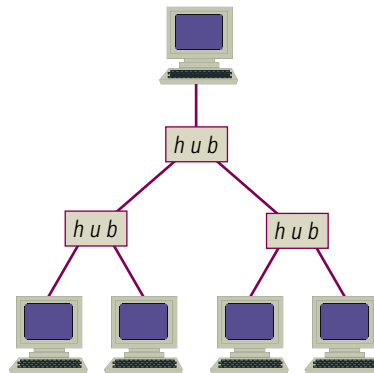
- A **bus topology** uses a single backbone segment (length of cable) that all the hosts connect to directly.
- A **ring topology** connects one host to the next and the last host to the first. This creates a physical ring of cable.
- A **star topology** connects all cables to a central point of concentration. This point is usually a hub or a switch, which will be described later in this chapter.



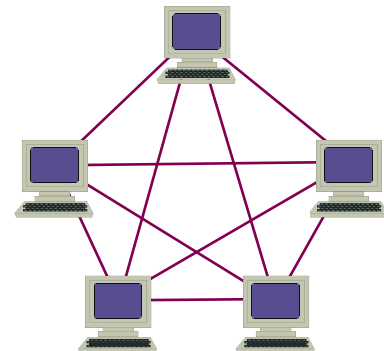
- An **extended star topology** links individual stars together by linking the hubs/switches.
- A **hierarchical topology** is similar to an extended star but instead of linking the hubs/switches together, the system is linked to a computer that controls the traffic on the topology.
- A **mesh topology** is used when there must be absolutely no break in communications, for example the control systems of a nuclear power plant. So as you can see in the graphic, each host has its own connections to all other hosts. This also reflects the design of the Internet, which has multiple paths to any one location.



Extended star topology



Hierarchical topology



Mesh topology

Token is a unique structured data object or message that circulates continuously among the nodes of a token ring and describes the current state of the network. Before any node can send a message, it must first wait to control the token.

Ethernet is a LAN specification invented by Xerox Corporation and developed by Xerox, Intel, and Digital Equipment Corporation. Digital signals are sent without frequency shifting. In general, only one communication channel is available at any given time.

Logical Topology

The logical topology of a network is how the hosts communicate across the medium. The two most common types of logical topologies are Broadcast and Token-passing.

- **Broadcast** topology simply means that each host sends its data to all other hosts on the network medium. There is no order the stations follow to use the network, it is first come, first serve. This is the way that **Ethernet** works.
- **Token-passing** controls network access by passing an electronic token sequentially to each host. When a host receives the token, it can send data on the network. If the host has no data to send, it passes the token to the next host and the process repeats itself.

BASIC LAN DEVICES

NIC

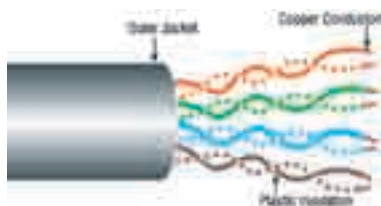
NIC (Network interface card) is a printed circuit board that provides network communication capabilities to and from a computer system.



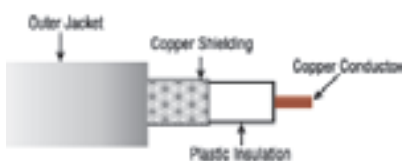
Medium

Medium is a material (or environment) through which data travel. The plural form of medium is media. A medium could be any of the following materials:

- telephone wires
- category 5 UTP
- coaxial cables (used for cable TV)
- optical fibers (thin glass fibers that carry light)
- atmosphere (mostly oxygen, nitrogen, and water)
- vacuum (where there is virtually no matter, no molecules, no atoms).



Category 5 UTP cable



Coaxial cable

The atmosphere carries radio waves, microwaves, and light. Communication without some type of wires or cables is called wireless or free-space communication. This is possible using electromagnetic (EM) waves. EM waves travel through the atmosphere, but they also travel through the vacuum of outer space.

You can build computer networks with many different media types. Each media has advantages and disadvantages. What is an advantage for one media (category 5 cost) might be a disadvantage for another (fiber optic cost). Some of the advantages and disadvantages of the media are:

- Cable length
- Cost
- Ease of installation

Coaxial cable, optical fiber, and even free space can carry network signals. The principal medium for LANs is called Category 5 unshielded twisted-pair cable (CAT 5 UTP).



Fiber-optic cable

Repeater

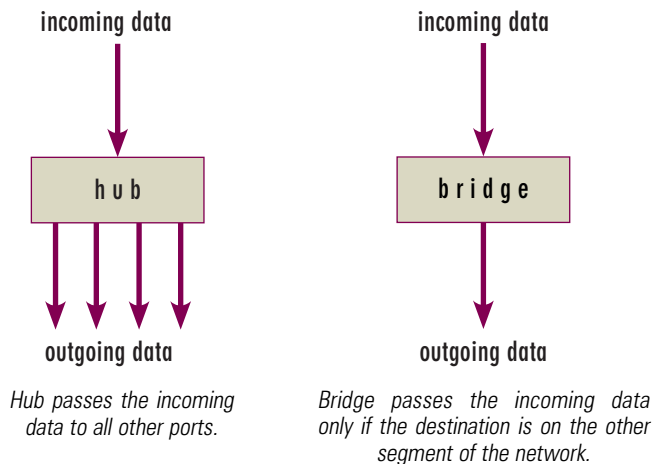
One of the disadvantages of the type of cable that we primarily use (CAT5 UTP) is cable length. The maximum length for UTP cable in a network is 100 meters. If we need to extend our network beyond that limit, we must add a device to our network. This device is called a repeater. The purpose of a repeater is to regenerate and re-time network signals to allow them to travel a longer distance on the media. In practice, at most four consecutive repeaters can be used in a network.

Hub

The purpose of a hub is to regenerate and retiming network signals. This is done to a large number of hosts (e.g., 4, 8, or even 24) using a process known as concentration. The number of the ports of a Hub is a power of two. You will notice that this definition is very similar to the repeater's definition, which is why a hub is also known as a **multi-port repeater**. The difference is the number of cables that connect to the device. Two reasons for using hubs are to create a central connection point for the wiring media, and increase the reliability of the network. The reliability of the network is increased by allowing any single cable to fail without disrupting the entire network.

Bridge

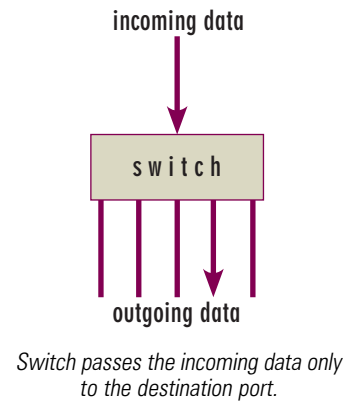
Bridge is designed to connect two LAN segments. The purpose of a bridge is to filter traffic on a LAN, to keep local traffic local, yet allow connectivity to other parts (segments) of the LAN for traffic that has been directed there.



Switch

A switch is called a **multi-port bridge**, just like a hub is called a multi-port repeater. The difference between the hub and switch is that switches make a LAN much more efficient. Think of the switch as something that is able to combine the connectivity of a hub with the traffic regulation of

a bridge on each port. Switches are smarter than hubs and offer more bandwidth. A switch forwards data packets only to the appropriate port for the intended recipient.



Bandwidth is the data transfer capacity of a medium. Bandwidth is described in bit per second (bps).

PROTOCOLS

A Protocol is a set of rules that make communication on a network more efficient. In other words, a protocol is a formal description of a set of rules and conventions that govern how devices on a network exchange information. In order for data packets to travel from a source to a destination on a network, it is important that all the devices on the network speak the same language or protocol. Some common examples are as follows:

- **FTP - File Transfer Protocol:** Transfers files between computers (or other network nodes) in a network. It is a part of TCP/IP protocol stack.
- **HTTP - Hypertext Transfer Protocol:** Transfers files between web browsers and web servers.
- **SMTP - Simple Mail Transfer Protocol:** Sends messages from one computer to another on a network. It provides electronic mail services in internet.
- **DNS - Domain Name System:** Transfers names of the network nodes (such as workstations) In the Internet, DNS transfers domain name addresses (such as www.zambak.com) to IP addresses (such as 213.153.180.23)

- **TFTP - Trivial File Transfer Protocol:** It is the simplified version of FTP. FTP is more reliable than TFTP, in contrast TFTP is faster than FTP.
- **UDP - User Datagram Protocol:** It is a connectionless protocol within TCP/IP protocol stack. It is usually used for TFTP and SMTP. UDP is more efficient than TCP.
- **TCP - Transmission Control Protocol:** Provides full duplex data transmission. TCP a connection - oriented reliable protocol within protocol stack. TCP is more reliable than UDP.
- **IP - Internet Protocol:** The communications protocol underlying the internet. It finds the best path(s) between the source and destination for data transfer.
- **RIP - Routing Information Protocol:** Teaches to a router where to send an incoming message.

Router is a device that connects LANs.

Connection-oriented is the data communication method in which communication proceeds through three well-defined phases: connection establishment, data transfer, connection release.

Full Duplex is the simultaneous data transmission between a sender and receiver station.

CONFIGURING A PEER-TO-PEER NETWORK

In this section, you will learn how to connect two PCs to create a simple peer-to-peer LAN or workgroup. There are two ways to make the physical network of two PCs: Direct connection and using a hub (or a switch) between the PCs.

DIRECT CONNECTION

Required Equipment: Two PCs installed NICs and Windows XP operating system, and a crossover Category 5 UTP cable.

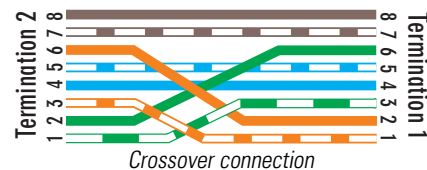
- Check the Network Adapter (NIC): Open the Control Panel. **Start > Control Panel**. If the Control Panel is in the Category View, **switch to the Classical View**. Double Click the **System** icon. It opens the **System Properties** window. Select the **Hardware** tab, and click

the **Device Manager** button. To verify that the NIC is functioning properly for both workstations, double click on **Network Adapters** and then right click the NIC adapter in use. Click **Properties** to see if the device is working properly.

- Connect the two PCs (workstations) directly to each other from one Network Interface card (NIC) to the other NIC using the crossover cable and RJ45 connectors.
- Turn on the PCs, and check the green link light on the back of each NICs to verify that they are communicating. If the link light is not on, it usually indicates a bad cable connection, an incorrectly wired cable or the NICs may not be functioning correctly.



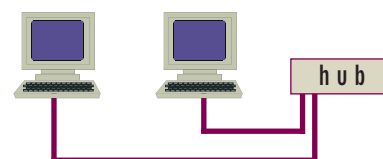
Directly connected two hosts



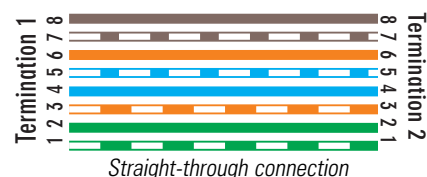
Crossover connection



RJ45 Jack



Two host connected with a hub



Straight-through connection

USING A HUB BETWEEN THE PCs

Required Equipment: Two PCs installed NICs and Windows XP operating system, a hub (or a switch) and two straight through Category 5 UTP cables. In a straight-through connection, both ends of the cable have the same color configuration. Any one end of the crossover connection color configuration can be used to make a straight-through connection.

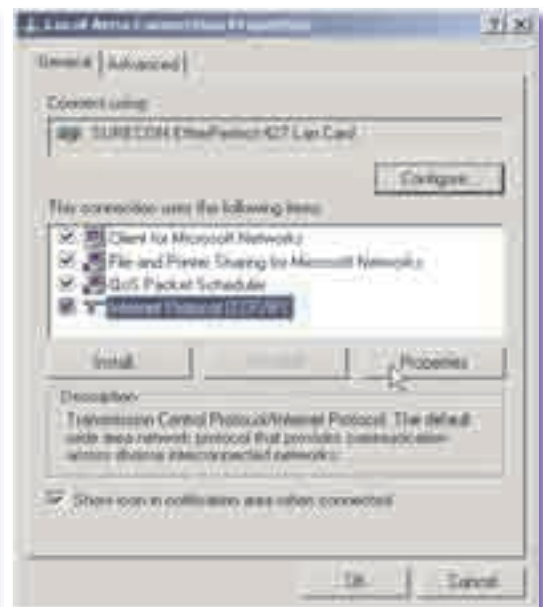
- Plug the hub or its AC adapter into a power outlet.
- Plug the one of the straight through cables from workstation 1 into port 1 of the hub.
- Plug the other straight through cable from workstation 2 into port 2 of the hub.
- Boot the workstations.
- Check the green link light on the back of each NIC and the green lights on ports 1 and 2 of the hub to verify that they are communicating. This also verifies a good physical connection between the Hub and the NICs in the workstations. If the link light is not on, it usually indicates a bad cable connection, an incorrectly wired cable or the NIC or hub may not be functioning correctly.



My Network Places icon



Opening properties of LAN



Opening Internet Protocol Properties

MAKING NETWORK SETTINGS WITH WIZARD

In Windows XP, you can make your network setting manually or you can use **Network Setup Wizard** and let Windows XP configure your workgroup. In this section, you will use the Wizard to make your network settings for a peer-to-peer LAN, and in the following section, you will make the network settings manually for the same peer-to-peer LAN.

For the First Workstation

step 1: Right click the **My Network Places** icon on the desktop, select **Properties** from the pop up menu.

If the **My Network Places** Icon is not appearing on the desktop, right click the **Desktop**, and select the **Properties** from the pop up menu. Select the **Display** tab from the Display Properties window. Click the **Customize Desktop** and check **My Network Places**.

step 2: From the **Network Connections** window, right click the **Local Area Connection** icon of the NIC, and select **Properties** from the pop up menu.

step 3: From the Local Area Connection Properties window, select **Internet Protocol (TCP/IP)** and click **Properties** button.

step 4: From the Internet Protocol (TCP/IP) Properties window, select **Obtain an IP address automatically**



Obtaining automatic IP address

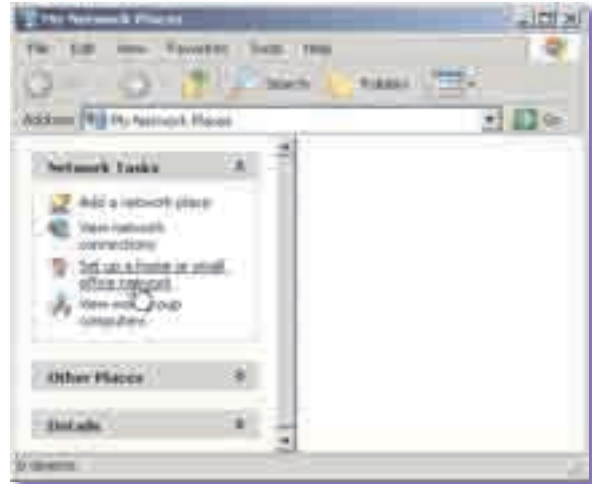
and **Obtain DNS server address automatically** radio buttons, and then click **OK** button.

step 5: Click **OK** button on the Local Area Connection Properties window.

step 6: **Close** the Network Connections window.

step 7: Double click the **My Network Places** icon on the desktop.

step 8: Click **Set up a home or small office network** item from the **Network Tasks**.



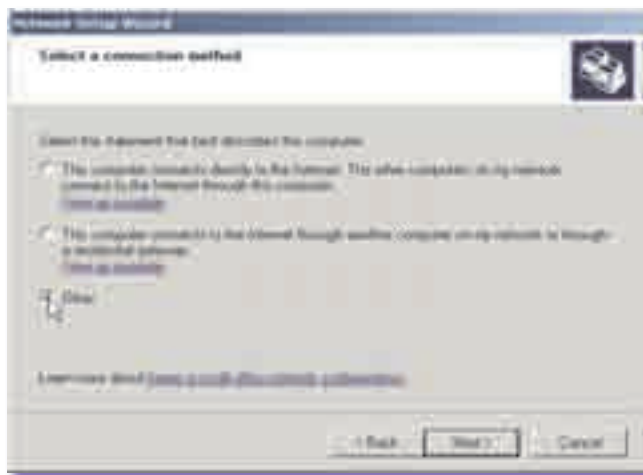
Setting up a network

step 9: Click **Next** button in the Network Setup Wizard dialog box.

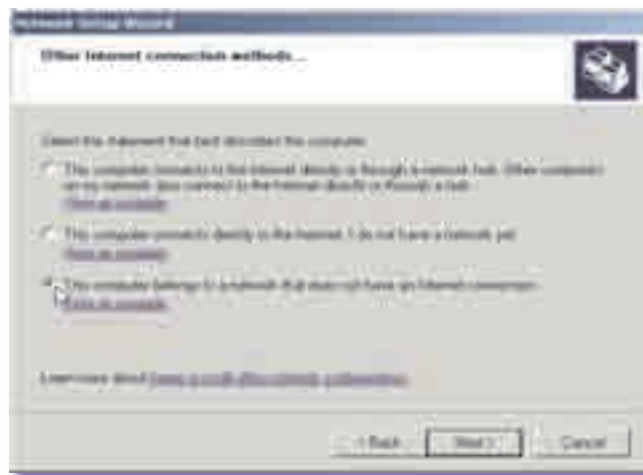


Network Setup Wizard

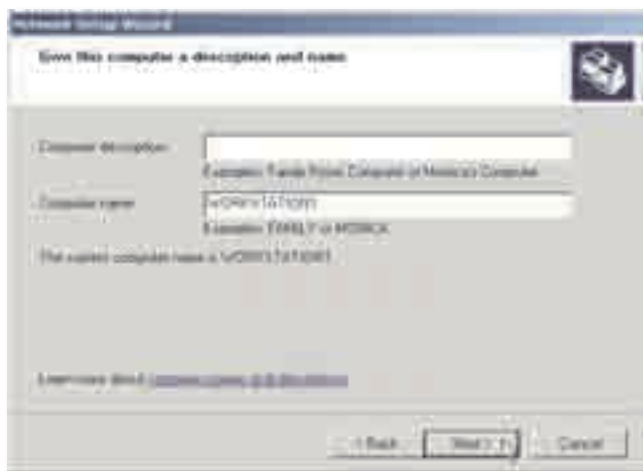
step 10: Select **Other** radio button and click **Next** button. Your computer will not connect to the Internet via this connection.



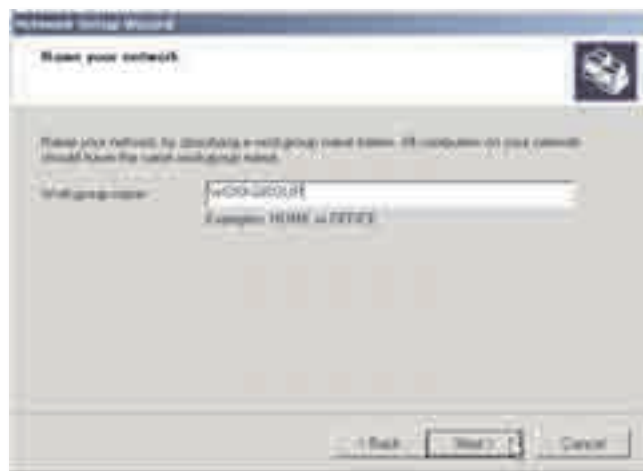
step 11: Select the last radio button on the next screen.



step 12: Type the name of the computer on the next dialog box, for example **WORKSTATION1**, and click **Next** button.

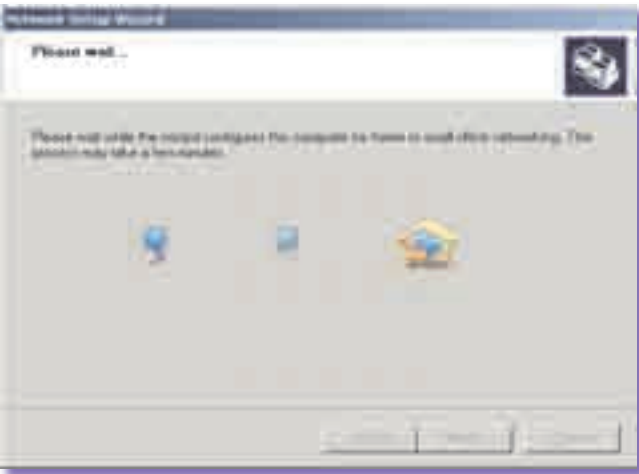


step 13: Type the name of the workgroup that you want to create, for example **WORKGROUP**, and click the **Next** button.

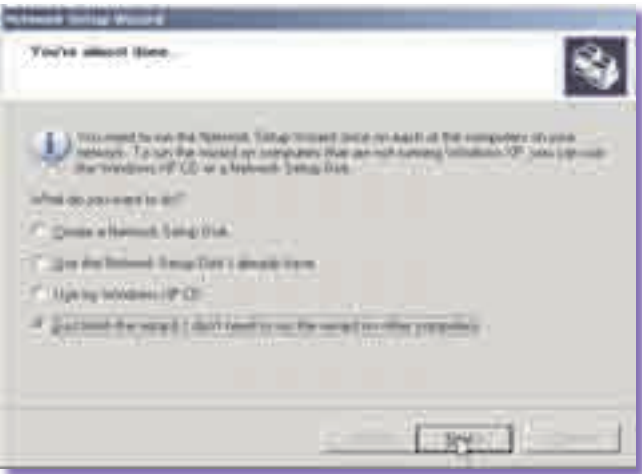


step 14: You will see the network settings information, click **Next** button. Be sure that the computer name and the workgroup name are correct.

step 15: Wait until Windows XP finishes the process.



step 16: Select Just finish the wizard radio button and click Next button.



step 17: Click Finish button to complete the process.



For the Second Workstation

Follow the same steps of the first workstation. Only change the name of the computer, for example WORKSTATION2.

| | |
|----------------|---------------|
| IP address | 192.168.1.2 |
| Subnet mask | 255.255.255.0 |
| Computer name | WORKSTATION2 |
| Workgroup name | WORKGROUP |

Settings of workstation #2

Put ticks(√) in the columns to compare a peer-to-peer network to a client/server network.

Activity

| | peer-to-peer | client/server |
|---------------------------------------------------|--------------|---------------|
| Everyone stores their files on their own computer | √ | |
| Everyone stores their files on the server | | |
| Require a special software | | |
| Suitable for small office or home | | |
| Windows XP Home and Professional support | | |
| Easier to configure | | |
| Easier to administer | | |
| More workstations can be added to the network | | |

MAKING NETWORK SETTINGS MANUALLY

Understanding IP Addressing

An IP address is a 32-bit address assigned to hosts using TCP/IP and is written as 4 octets. A **subnet mask** is used to extract network information from the IP address.

Your LAN doesn't connect to the internet or another LAN with a router so you are free to choose any IP address. Otherwise, you have a limited IP address range depending on the IP address that used to connect to the internet. However there are certain addresses that are reserved only for internal network use. These addresses are called private addresses.

There are three classes of IP addresses in the Internet: **Class A**, **class B** and **class C**.

Class A addresses use the first octet (the first 8 bits) to identify the network portion of the address and the remaining three octets (24 bits) can be used for the host portion of the address. You can use $2^{24} - 2 = 16,777,214$ IP addresses for your hosts (The first IP address is the address of the network and the last IP address is the broadcasting address).

Class B addresses use the first two octets for network portion of the address and the last two octets for the host portion of the address. You can have $2^{16} - 2 = 65,534$ hosts in your network.

Class C addresses use the first three octets for the network portion of the address and the last one octet for the host portion of the address. You can address $2^8 - 2 = 254$ hosts in your network.

Check the first octet of the IP address to recognize it's class. The first octet of the class A IP address are in the range 0-126, the first octet of the class B IP addresses are in the range 128-191, and the first octet of the class C IP addresses are in the range 192-223.

Broadcast address is a special reserved address for sending a message to all hosts.

| Class | 8 Bits | 8 Bits | 8 Bits | 8 Bits |
|-------|-------------------|---------|---------|--------|
| A | Network (0-126) | Host | Host | Host |
| B | Network (128-191) | Network | Host | Host |
| C | Network (192-223) | Network | Network | Host |

IP address classes

| Class | Internal Address Range |
|-------|-------------------------------|
| A | 10.0.0.0 - 10.255.255.255 |
| B | 172.16.0.0 - 172.31.255.255 |
| C | 192.168.0.0 - 192.168.255.255 |

Private IP address ranges

For the First Workstation

- step 1: Right click the **My Network Places** icon on the desktop, select **Properties** from the pop up menu.
- step 2: From the **Network Connections** window, right click the **Local Area Connection** icon of the NIC, and select **Properties** from the pop up menu.
- step 3: From the Local Area Connection Properties window, select **Internet Protocol (TCP/IP)** and click **Properties** button.
- step 4: Enter the IP address and the Subnet mask, and then click **OK** button. The IP address of our workstation is 192.168.1.1 and the Subnet mask is 255.255.255.0.
- step 5: Right click **My Computer** icon on the desktop and select **Properties** from the pop up menu.
- step 6: From the **System Properties** window, select the **Computer Name** tab.
- step 7: Enter Computer name, for example **WORKSTATION1**, and the name of the workgroup, for example **WORKGROUP**, and click **OK** button.

| | |
|----------------|---------------|
| IP address | 192.168.1.1 |
| Subnet mask | 255.255.255.0 |
| Computer name | WORKSTATION1 |
| Workgroup name | WORKGROUP |

Settings of workstation #1



Entering IP address and subnet mask



Naming the computer and the workgroup

Default gateway is used to connect to the Internet. It is the IP address of the device (usually a router) that distributes the internet.

DNS server is used in a Client/Server LAN. It translates names of the hosts into their IP addresses and vice versa.

Extracting of the network address

- step 1: Convert the IP address and Subnet mask from decimal to binary number system.
- step 2: Apply logical AND operation to IP address and Subnet mask.

| | | |
|-----|-------------------------------------|------------------|
| | 11000000.10101000.00000001.00000001 | |
| AND | 11111111.11111111.11111111.00000000 | |
| | 11000000.10101000.00000001.00000000 | (the net. addr.) |

AND operation

| Decimal | Binary |
|---------------|-------------------------------------|
| 192.168.1.1 | 11000001.10101000.00000001.00000001 |
| 255.255.255.0 | 11111111.11111111.11111111.00000000 |

Decimal to binary conversion

step 3: Convert the network address from binary to decimal, that is 192.168.1.0. 192.168.1.0 is the address of the network. All the devices that have the same network address belong to the same network so they can communicate each other. The devices which are physically connected to the same network but have different network addresses don't belong to the same logical network. In our network, the usable IP addresses are between 192.168.1.1 and 192.168.1.254. 192.168.1.255 is used for broadcasting.

For the Second Workstation

Configure the second workstation in the same way you have configured the first workstation. Use the configuration settings given in the table.

| | |
|----------------|---------------|
| IP address | 192.168.1.2 |
| Subnet mask | 255.255.255.0 |
| Computer name | WORKSTATION2 |
| Workgroup name | WORKGROUP |

Settings of workstation #2

TESTING THE CONNECTION

- From one of the workstations, **ping** the other workstation. At the **command prompt**, type **ping** and name of the target workstation (or its IP address) and press **ENTER**. I used WORKSTATION2 to ping WORKSTATION1.
- Check the sent, received and lost packets. If there is no lost packet you have a good connection.

Ping is a command that verifies connections to one or more remote hosts. It is useful for diagnosing IP network failures

```

C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\>PING WORKSTATION1

Pinging WORKSTATION1 [169.254.94.126] with 32 bytes of data:

Reply from 169.254.94.126: bytes=32 time<1ms TTL=128
Reply from 169.254.94.126: bytes=32 time<1ms TTL=128
Reply from 169.254.94.126: bytes=32 time<1ms TTL=128
Reply from 169.254.94.126: bytes=32 time<1ms TTL=128

Ping statistics for 169.254.94.126:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 0ms, Maximum = 0ms, Average = 0ms

C:\>

```

Pinging WORKSTATION1 from WORKSTATION2

Expand your peer-to-peer network.

Debate

How can you add a third computer to your workgroup?

- When you use a direct connection between two computers.
- When you use a hub between two computers.

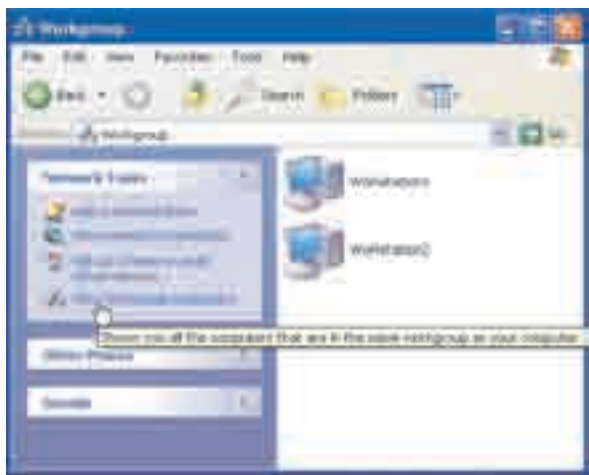
USING THE NETWORK

BROWSING THE NETWORK

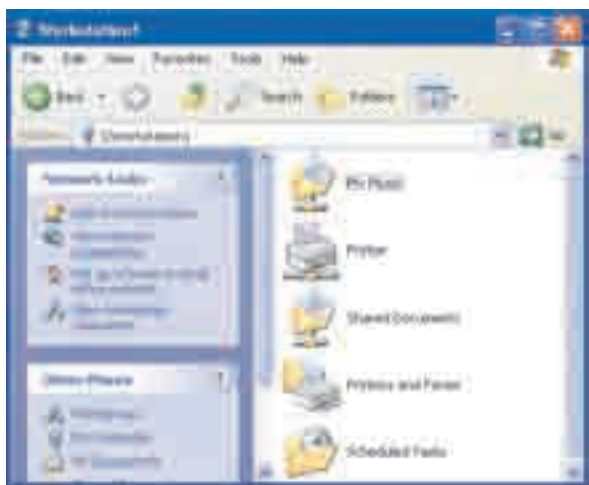
step 1: Double click **My Network Places** icon on the Desktop.

step 2: Click **View workgroup computers** from Network Tasks.

step 3: You have all the workstations in the network on the screen. Double click the computer you want to browse. I browsed WORKSTATION1. All the shared sources of the WORKSTATION1 are on the screen.



There are two computers in the workgroup.



Browsing WORKSTATION1 from WORKSTATION2

SHARING FILES AND FOLDERS

Shared Documents folder is the default shared folder. You can simply copy the files and the directories you want to share with others into this folder. To share a folder without copying it into the Shared Documents:

step 1: Double click **My Document** icon on the Desktop.

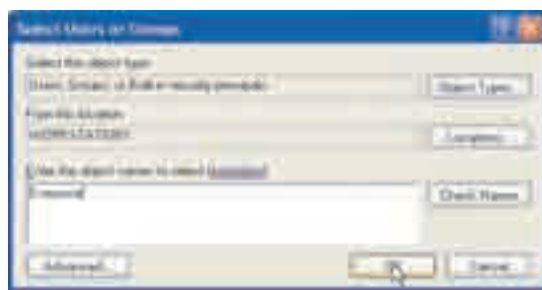
step 2: Right click **My Music** folder and select **Properties** from the pop up menu.

step 3: Click the **Security** tab. Security tab exists only in NTFS file system. If your system uses NTFS and the Security tab doesn't appear, **Control Panel > Folder Options > View** and uncheck the **Use simple file sharing** check box.

step 4: Click the **Add** button and type **Everyone** as an object name in **Select Users or Groups** window, and then click **OK** button.



Changing My Music folder Security properties



step 5: As default, **Everyone** has only listing, reading and executing rights. You can give some more rights in demand.

step 6: Click the **Sharing** tab and select the **Share this folder** radio button. You can change the **Share Name**. All the connected users are permitted only to read the shared folder. Click **Permissions** button to give them more rights. Click **OK** to close the **Properties** window.

step 7: There must be a hand symbol under the **My Music** folder to show that it is a shared folder.



step 8: Browse **WORKSTATION1** and verify that **My Music** folder is shared.

SHARING PRINTERS

step 1: Open the **Printers and Faxes** window. **Start > Printer and Faxes**.

step 2: Right click icon of the printer you want to share and select **Properties** from the pop up menu.

step 3: Click **Security** tab and let **Everyone** print.

step 4: Click the **Sharing** tab and share the printer.



MAPPING FOLDERS AND DRIVES

When you map a network folder or drive, you assign it a drive letter, like (Z:), so that it appears as a drive in My Computer, Windows Explorer, and in your programs Open and Save dialog boxes. Once a network folder has been mapped and assigned a drive letter, you can open and access it just like another drive on your computer. Mapping is much faster than having to browse through the network again and again to find it. You need to share drive or folder you want to map before mapping. To map the folder My Music:

step 1: Right click **My Computer** icon on the **Desktop** and select **Map Network Drive**. In the **Map Network Drive** window, click **Browse** button.



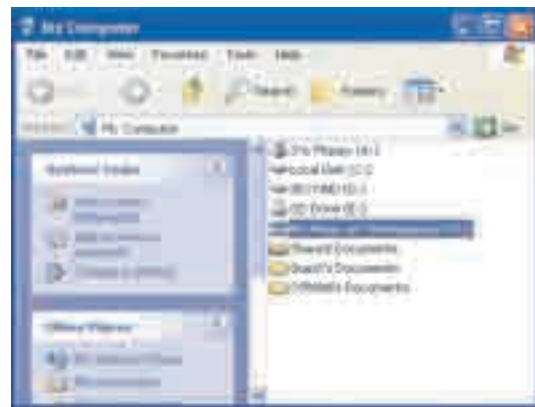
step 2: Choose the computer you want to connect and click the folder or the drive you want to map, and click OK. I want to map **WORKSTATION1\My Music**.



step 3: Check **Reconnect at logon** check box if you want to connect to the folder or directory each time you log on, and click **Finish**.



step 4: Double click **My Computer**. You must see a new drive.



Practice

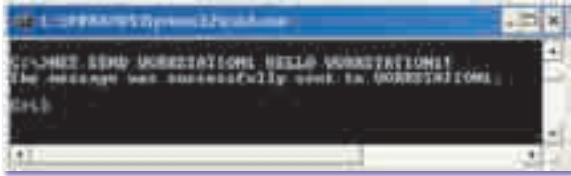
Map a folder.

- Map the Shared Documents folder of WORKSTATION1.
- Use My Network Drive window.
 - Use command prompt. Type `\\WORKSTATION1\Documents` and press **Enter**.

SENDING MESSAGES

The **Net Send** and the **Msg** commands are used to send a message to a computer or to a user.

step 1: Send a message to WORKSTATION1 from WORKSTATION2. I sent "HELLO WORKSTATION1!"



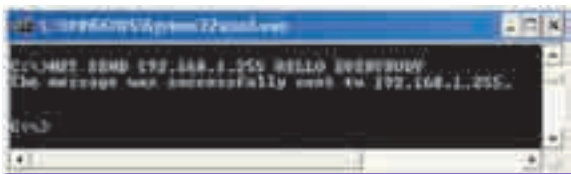
step 2: See the incoming message in WORKSTATION1.



step 3: Send the same message using IP address. The IP address of WORKSTATION1 is 192.168.1.1.



step 4: Send a message to all the workstations in WORKGROUP. Use Broadcast address to send a message to all the workstations. The broadcast address of WORKGROUP is 192.168.1.255.



USING REMOTE DESKTOP CONNECTION

With Remote Desktop on Windows XP Professional, you can have access to a Windows session that is running on your computer when you are at another computer. This means you have access to all of your applications, files, and network resources as though you were in front of your computer.

Remote Desktop automatically locks the computer so no one else can access your applications and files while you are gone. When you come, you can unlock it by pressing CTRL+ALT+DEL.

To Let Users Connect Remotely to your Computer

step 1: Right click **My Computer** icon on the **Desktop** of WORKSTATION1 and select **Properties** from the pop up menu.

step 2: Click the **Remote** tab and check the **Remote Desktop** check box, and click **OK**.



WORKSTATION1 can be connected remotely.

To Connect to WORKSTATION1 Remotely

step 1: From WORKSTATION2 open the Remote Desktop Connection window. Start > All Programs> Accessories > Communications >Remote Desktop Connections.

step 2: Type or select the name of the computer (WORKSTATION1) you want to connect.

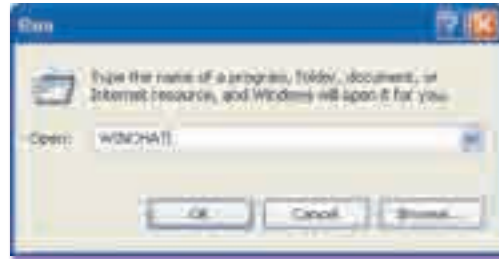


step 3: Click Options button. Type the user name and the password to log on WORKSTATION1, and click Connect button.



USING WINCHAT

step 1: Open the Winchat program in both workstations. Type Winchat in command prompt or in Run window and press ENTER.



step 2: From the main menu, select Conversation > Dial.

step 3: Select the computer you want to chat with from the Select Computer window and click OK.



step 4: After the other computer accepts your invitation, you can start chatting.



A **network** is several computers, printers, and other devices that are connected together with cables or wireless connection.

Local-Area Networks (LAN) connects workstations, peripherals, terminals, and other devices in a single building or other geographically limited area. Wide-area networks (WAN) is the network of LANs.

In a **peer-to-peer network**, everyone stores their files on their own computer, and anyone on the network can access files stored on any other computer. In a **client/server network**, everyone stores their files on a central computer called a server. Everyone on the network can access the files stored on the server.

There are two parts to the topology definition: the **physical topology** and the **logical topology**. The commonly used physical topologies are the Bus, Ring, Star, Extended Star, Hierarchical, and Mesh. The two most common types of logical topologies are Broadcast and Token-passing.

The common **LAN Devices** are NIC, Medium, Repeater, Hub, Bridge and Switch.

Protocol is a set of rules and conventions that govern how devices on a network exchange information. It is a kind of language used in the network.

You can make the settings of the workstations in a LAN by using **Network Settings Wizard** or manually entering the IP addresses and Subnet Mask.

An **IP address** is a 32-bit address assigned to hosts using TCP/IP and is written as 4 octets. A subnet mask is used to extract network information from the IP address. IP address is the logical address of a host.

PING (Packet Internet Groper or Packet Inter-network Groper) is a utility to determine whether a specific IP address is accessible. It works by sending a packet to the specified address and waiting for a reply. PING is used primarily to troubleshoot network and internet connections.

Net Send and **Msg** commands are used to send a message to a workstation or to a user.

With **Remote Desktop** in Windows XP Professional, you can have access to a Windows session that is running on your computer when you are at another computer.

1. Which network type does require a special software?

- a. Client/server
- b. Peer-to-peer
- c. Workgroup
- d. Home network

2. Which of the following is a logical topology?

- a. Star Topology
- b. Token-Ring Topology
- c. Logic Topology
- d. Hierarchical Topology

3. Which of the following is not a LAN device?

- a. NIC
- b. Medium
- c. Bridge
- d. Modem

4. Which one is not an important criterion to choose a media type?

- a. Cable length
- b. Cost
- c. Color
- d. Ease of installation

5. How is the set of rules called to make communications between the devices in a network?

- a. Bandwidth
- b. Switch
- c. Broadcast
- d. Protocol

6. What term is used to describe throughput capacity of a medium?

- a. Broadcast
- b. Medium Capacity
- c. Bandwidth
- d. Quality

7. How is the bandwidth described?

- a. Bits per second
- b. Bytes per second
- c. Meter
- d. Cost per meter

8. Which connector is used with Category 5 UTP cable?

- a. RJ11
- b. BNC connector
- c. RJ45
- d. Composite

9. What is the main disadvantage of the Bus Topology?

- a. Difficult to install
- b. Expansive
- c. Poor bandwidth
- d. When a node is down, all the network will be down.

10. Which device is not used in a Star Topology?

- a. Router
- b. Bridge
- c. NIC
- d. Switch

11. Which of the following statements is true?

- a. Two hosts may have the same ID in a workgroup.
- b. Two NICs (Network Interface Card) may have the same IP address in a workgroup.
- c. Ping command cannot use the name of the workstation (workstation ID).
- d. Ping command can use the IP address of the workstation.

12. Which of the following factors determines number of the hosts in a workgroup?

- a. Cable length
- b. Bandwidth
- c. IP addresses range
- d. Media type

13. Which of the following factors determines the IP address range?

- a. Subnet Mask
- b. Physical Topology
- c. Default Gateway
- d. Logical Topology

QUESTIONS



14. If five hosts are connected to a hub, how many IP addresses are required for those six devices?

- a. 4
- b. 5
- c. 6
- d. 7

15. Which LAN topology connects all the workstations to a central point, using a hub or switch?

- a. Bus
- b. Star
- c. Ring
- d. Hierarchical

16. What must computers on a network have in common in order to communicate directly with each other?

- a. Same operating system
- b. Same IP address
- c. The NICs must be produced by the same company.
- d. Same Protocol

17. What numbering system uses only zeros and ones?

- a. Binary
- b. Octal
- c. Decimal
- d. Hexadecimal

18. What is the binary equivalent of decimal 38?

- a. 1111
- b. 10011101
- c. 110100
- d. 100110

19. What is the binary equivalent of decimal 255?

- a. 1111111
- b. 11111110
- c. 11111111
- d. 10000000

20. What is the decimal equivalent of binary 11111000?

- a. 248
- b. 31
- c. 244
- d. 240

21. If the IP address of a host is 192.168.150.25 and the Subnet Mask is 255.255.255.0, what are the Network Address and the Broadcast address of the network?

- a. 192.168.150.25 and 255.255.255.255
- b. 255.255.255.0 and 255.255.255.25
- c. 192.168.150.0 and 192.168.150.255
- d. 255.255.255.0 and 192.168.150.0

22. If the Subnet Mask is 255.255.255.0, what is the number of the usable IP addresses for the hosts?

- a. 254
- b. 255
- c. 256
- d. 0

23. If the Subnet Mask is 255.255.255.240 and Network ID is 210.1.1.0 in a network, what are the smallest and the biggest usable IP addresses for the hosts?

- a. 210.1.1.0 and 210.1.1.16
- b. 210.1.1.1 and 210.1.1.14
- c. 210.1.1.0 and 210.1.1.14
- d. 210.1.1.0 and 210.1.1.15

24. If the Subnet Mask is 255.255.255.192 in a network, what is the number of the usable IP addresses for the hosts?

- a. 2
- b. 62
- c. 190
- d. 254

25. Which of the following cannot be shared in a network?

- a. Drive
- b. File
- c. Folder
- d. Printer

26. You can see a shared folder but you cannot open it. What is the possible reason?

- a. The operating systems are not compatible.
- b. The protocols are not compatible.
- c. Because of the security settings of the folder. You don't have permission to list it.
- d. Virus

27. You shared a folder in your workstation as read only and you gave the full control right to Everyone. Which of the following is true?

- a. Other workstations can delete the folder.
- b. Other workstations can create a subfolder in the folder.
- c. Other workstations can only read the folder.
- d. Other workstations cannot see the folder.

28. There is a folder in a workstation shared as read only and you have permission to delete it from the security settings. How can you delete the folder from your workstation?

- a. First make Remote Desktop Connection, and then you delete it.
- b. Browse the network, find the folder and delete it.
- c. Write the following command from the Command Prompt.
C:\Del [workstation name]\
[Folder Name]
- d. You cannot delete it.

29. Workgroup is a _____ network.

- a. Client\Server
- b. WAN
- c. Peer-to-Peer
- d. Protocol

30. What are the classes of the following IP addresses respectively?

- 192.168.150.1
- 15.16.17.18
- 150.149.170.3
- 128.1.1.1
- a. C, A, B, C
- b. B, C, A, C
- c. A, B, C, A
- d. C, A, B, B

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