Microsoft Windows XP
Foundation Level
Exercise Workbook
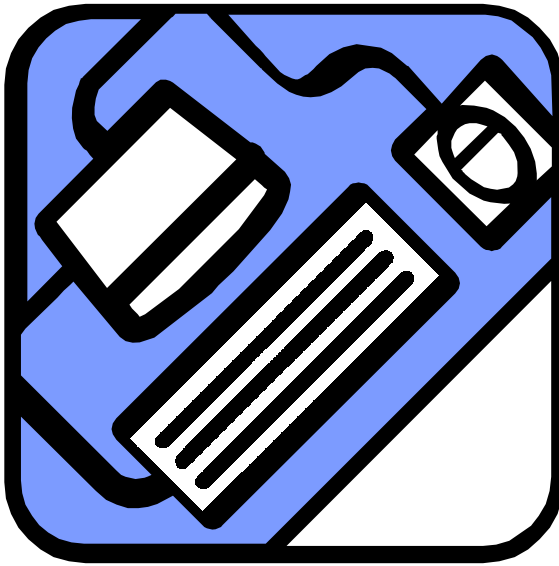
Sample versions of courseware from Cheltenham Computer Training

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Courseware Release Version 5.0

Installing the Sample Files into the Hard Disk

Installing the Sample Files

- Use Windows Explorer to create a folder called **Windows XP Foundation Samples**, in the **My Documents** folder.
- If you are installing the sample files from the CD-ROM, place the CD-ROM in the CD drive and copy the files from the **windows_xp_foundation\exercise_files** to the **My Documents\Windows XP Foundation Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

- **Notes for tutors:**
  The above instructions are for Windows 95 - and for Windows 98 that has not been set-up for a multi-user environment (with individual profiles). The instructions above may also require modification within a Windows NT environment. Where possible pre-install the relevant work files prior to use by students/delegates.

Getting to Know Windows XP

Starting Windows XP

- Click **Start > All Programs > Accessories > Tour Windows XP**:

- Select the Windows XP tour format you would prefer to view.
- Click **Next**.
- If you chose the animated tour, sit back and watch. When you have finished the tour, click the **Exit Tour** button:

- If you chose the non-animated tour, click through the tour and read the information. When you have finished the tour, click the **Close** button on the title bar:

Getting to Know the Windows XP Environment

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

- Look at the different programs and extended menus available.
- Look at the **Recycle Bin** located on your desktop. Notice the icon represents a bin and the folder title is underneath the icon.
- Double-click the **Recycle Bin**. Notice the **Recycle Bin** folder opens into a window.
- Look at the taskbar. Notice how the **Recycle Bin** folder is displayed as a button:

- Look at the taskbar notification area. Notice how Windows XP displays the current time and Windows Messenger program by default.
- From the **Recycle Bin** main menu, select **File > Close**:
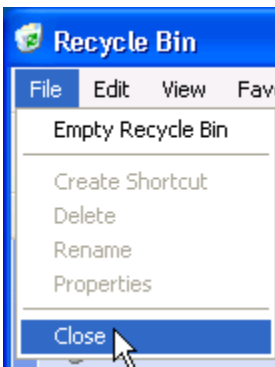
Working with the Start Menu

Getting to Know the Start Menu

- Click the **Start** button.
- Look at the programs displayed in the most frequently used programs list.
- Look at the Internet and e-mail programs displayed in the **pinned items list**:

- Click **All Programs** in the **Start** menu.
- Look at the different programs and extended menus available.
- Click **Accessories** in the **All Programs** sub-menu.
- Look at the different programs and extended menus available.
- Click **Games** in the **All Programs** sub-menu.
- Look at the different games available.
- Click **Startup** in the **All Programs** sub-menu. Notice how the **Startup** folder is empty by default.

Managing the Start Menu

- Click **Start > All Programs > Games**.
- Right-click on **Hearts**.
- From the pop-up menu, select **Send To > Desktop (create shortcut)**:
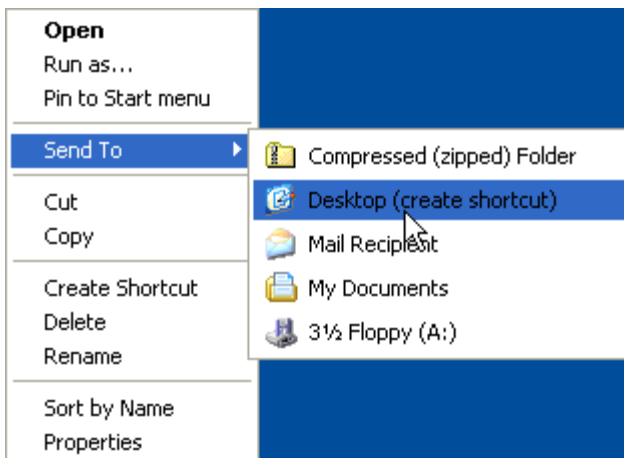
- Notice a shortcut to the game **Hearts** now appears on your desktop:

- Right-click on the **Start** button.
- From the pop-up menu, select **Open**.
- Click and drag the **Hearts** shortcut into the **Start Menu** window:
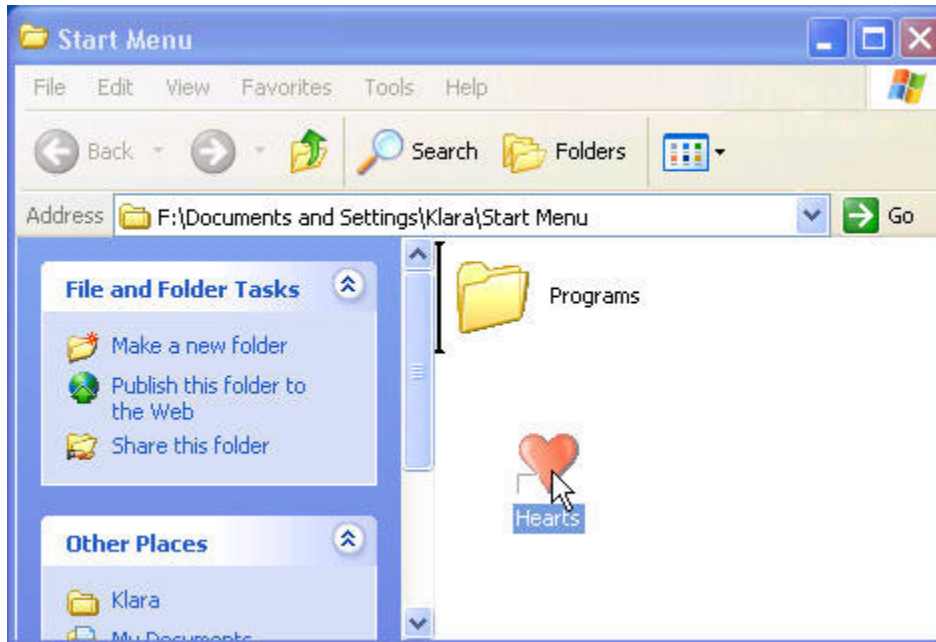
- Click the **Close** button on the **Start Menu** title bar:

- Click **Start > All Programs**. Notice how **Hearts** appears in the **All Programs** sub-menu **above** the divider line.
- Right-click on **Hearts** in the **All Programs** menu.
- From the pop-up menu, select **Pin to Start menu**. Notice how **Hearts** now appears in the **pinned items list**.
- Right-click on **Hearts** in the **All Programs** sub-menu.
- From the pop-up menu, select **Delete**.
- Click **Yes** to delete the shortcut.
- Click **Start > All Programs**.
- Right-click on **Games**.
- From the pop-up menu, select **Explore**.
- Look at the **Games** folder contents and the file and folder structure in the left panel.
- Click the **Close** button on the **Games** title bar.

Customizing the Start Menu

- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**.
- Select the **Classic Start menu** option button.
- Click **OK**.
- Click the **Start** button.
- Look at the **Start** menu differences in the **Classic Start** menu.
- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**.
- Select the **Start Menu** option button.
- Click **Apply**.
- Click the **Customize** button.
- Change the **Number of programs on Start menu** box in the **Programs** area to read **5**.
- Click the **Advanced** tab.
- Scroll through the **Start menu items**:
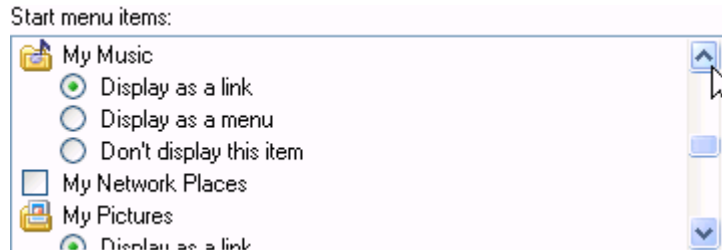
- Check the **Favorites menu** box.
- Click **OK**.
- Click **OK** again to exit the **Taskbar and Start Menu Properties** dialog box.
- Click the **Start** button. Notice the **Favorites** menu has been added to the **Start** menu (with the blue background).

Working with Files and Folders

Getting to Know Default Folders

- Click **Start > My Documents**. Notice how the **My Pictures** folder and **My Music** folder are located by default in the **My Documents** folder.
- Double-click the **My Pictures** folder.
- Double-click the **Samples** folder to view the sample pictures provided by Windows XP.
- Click the **Back** navigation button to return to the **My Pictures** folder.
- Click the **Back** navigation button again to return to the **My Documents** folder.
- Double-click the **My Music** folder.
- Double-click the **Sample Music** folder to see the sample music provided by Windows XP.
- Click the **Up** navigation button to return to the **My Music** folder:

- Click the **Close** button on the **My Music** title bar.
- Click **Start > My Computer**.
- Look at the drives and removable storage devices.
- Click the **Close** button on the **My Computer** title bar.
- Double-click on the **Recycle Bin** on the desktop. Notice the **Hearts** shortcut in the **Recycle Bin** that was deleted earlier from the **Start** menu.
- Click the **Empty the Recycle Bin** link in the **Recycle Bin Tasks** area.
- Click **Yes** to empty the **Recycle Bin**.
- Click the **Close** button on the **Recycle Bin** title bar.
- Right-click on the desktop.
- From the pop-up menu, select **Properties**.
- Click the **Desktop** tab.

- Click the **Customize Desktop** button:
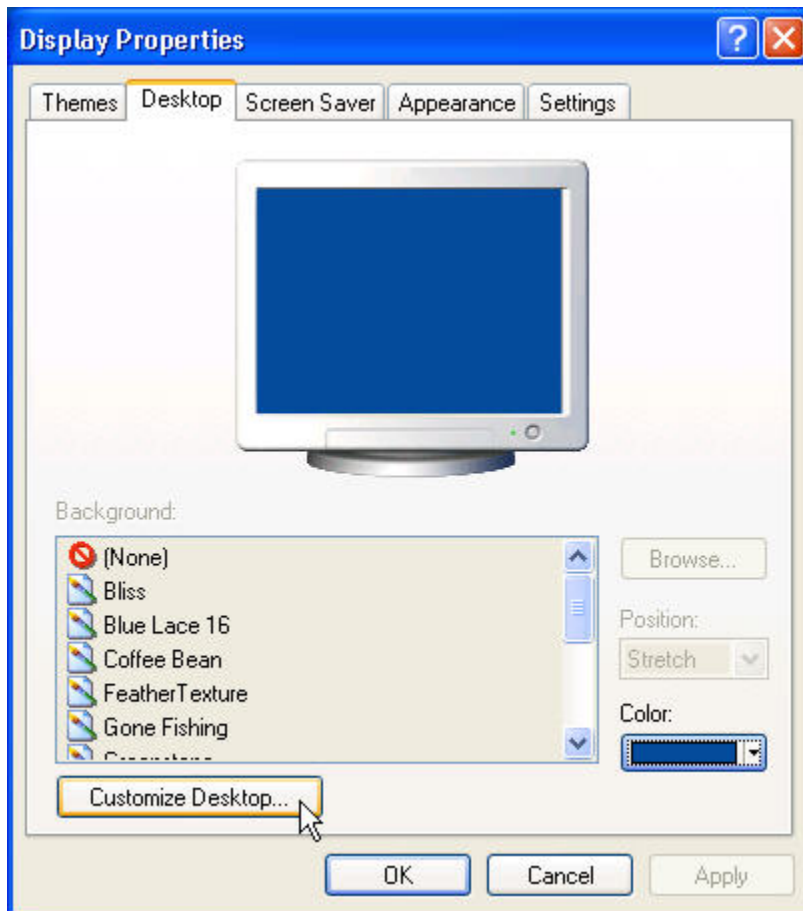
- Check all folders in the **Desktop icons** area:
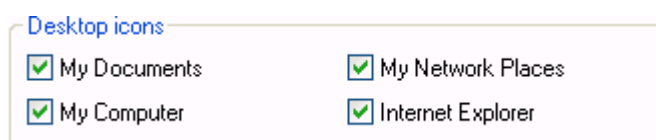
- Click **OK**.
- Click **OK** again to exit the **Display Properties** dialog box. Notice how the folder icons are now displayed on your desktop.

Managing Files and Folders

- Double-click on the **My Documents** folder on the desktop.
- Double-click on the **Windows XP Foundation Samples** folder.
- Right-click on *RedSunset.jpg*.
- From the pop-up menu, select **Cut**.
- Click the **Close** button on the **Windows XP Foundation Samples** title bar.
- Click **Start > My Pictures**.
- From the **My Pictures** main menu, select **Edit > Paste**.
- Click the **Close** button on the **My Pictures** title bar.
- Double-click on the **My Documents** folder on the desktop.
- Right-click on the **My Pictures** folder.
- From the pop-up menu, select **Create Shortcut**.
- Click and drag the **Shortcut to My Pictures** folder to the desktop.
- Double-click the **My Pictures** folder in the **My Documents** window.
- Double-click the **Sample Pictures** folder in the **My Pictures** window.
- Click the **Views** button on the **Standard Buttons** toolbar:
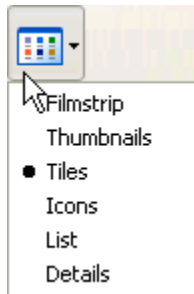
- Select **Details**.
- Look at the **Details** view in the **My Pictures** window.
- Click the **Views** button on the **Standard Buttons** toolbar.
- Select **List**.
- Look at the **List** view in the **My Pictures** window.
- Click the **Views** button on the **Standard Buttons** toolbar.
- Select **Icons**.
- Look at the **Icons** view in the **My Pictures** window.
- Click the **Views** button on the **Standard Buttons** toolbar.
- Select **Tiles**.
- Look at the **Tiles** view in the **My Pictures** window.
- Click the **Views** button on the **Standard Buttons** toolbar.
- Select **Thumbnails**.
- Look at the **Thumbnails** view in the **My Pictures** window.
- Click the **Views** button on the **Standard Buttons** toolbar.
- Select **Filmstrip**.
- Look at the **Filmstrip** view in the **My Pictures** window.

- From the main menu, select **Tools > Folder Options**:
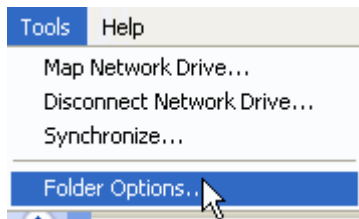
- Look at the folder options available in the **Folder Options** dialog box.
- Click **OK**.
- From the main menu, select **View > Toolbars > Customize**:
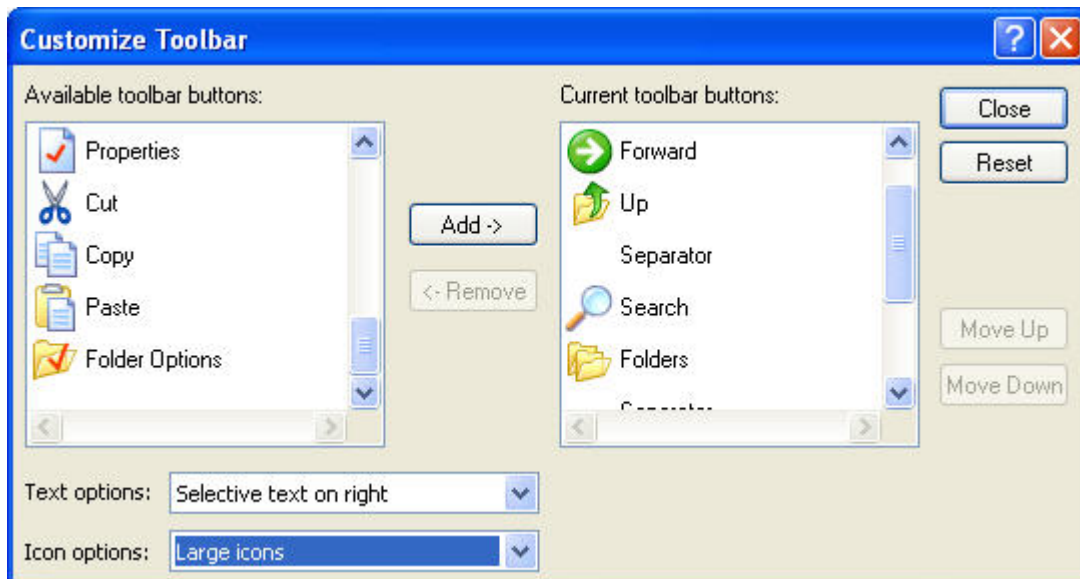
- Select the **Properties** button in the **Available toolbar buttons** list.
- Click **Add**.
- Click **Close**.
- Notice the **Properties** button has been added to the **Standard Buttons** toolbar.
- Click the **Close** button on the **Sample Pictures** title bar.

Using the Search Companion

- Click **Start > Search**.
- Click the **Pictures, music, or video** link in the **Search Companion**.
- Check the **Pictures and Photos** box.
- Type *RedSunset.jpg* in the **All or part of the file name** box.
- Click **Search**. Notice how *RedSunset.jpg* is displayed in the results window.

  Note: If the **Search Companion** is still searching your computer after locating *RedSunset.jpg*, click the **Stop** button.

- Double-click *RedSunset.jpg* in the results window. Notice how the image opens in the **Windows Picture and Fax Viewer**.
- Click the **Close** button on the **Windows Picture and Fax Viewer** title bar.
- Click on the animated character in the **Search Companion**.
- Click the **Choose a different animated character** link.
- Click the **Next** button until you find an animated character you like:
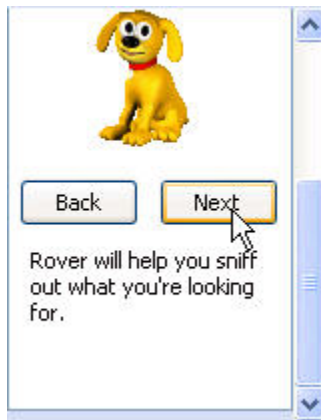
- Click **OK**.
- Click the **Close** button on the **Search Results** title bar.

Working with Windows

Manipulating Windows

- Double-click the **My Documents** folder on the desktop.
- Click the **Minimize** button on the **My Documents** title bar:

- Click the **My Documents** button on the taskbar to restore the **My Documents** window.
- Click the **Maximize** button on the **My Documents** title bar:

- Notice how the **My Documents** window now covers the whole screen.
- Click the **Restore Down** button on the **My Documents** title bar:

Resizing and Moving Windows

- With the **My Documents** folder open, click and drag the right window border to increase the width of the **My Documents** window.
- Click and drag the bottom window border to increase the height of the **My Documents** window.
- Click and drag a window border corner to increase the height and width of the **My Documents** window simultaneously.
- Click **Start > My Pictures**.
- Click **Start > My Music**. You should now have three windows open on your desktop (**My Documents**, **My Pictures**, and **My Music**).
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Cascade Windows**. Notice how all open windows are listed under each other.
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Tile Windows Horizontally**. Notice how all open windows are stacked on each other.
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Tile Windows Vertically**. Notice how all open windows are arranged and displayed vertically.

- Click on the **My Documents** folder icon:
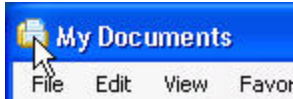
- From the pop-up menu, select **Close**.
- Click on the **My Music** folder icon.
- From the pop-up menu, select **Close**.
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Undo Tile**.
- Resize the **My Pictures** folder so it fits nicely on your screen.
- Click and drag the **My Pictures** title bar so you are moving it around the screen.
- Click the Close button on the **My Pictures** title bar.

Customizing the Desktop and Taskbar

Customizing the Desktop

- Right-click on the desktop.
- From the pop-up menu, select **Properties**.
- Select **Windows Classic** from the **Theme** drop-down menu:
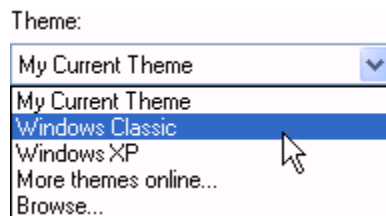
- Click **Apply**. Notice how the look of your desktop, windows, and fonts have changed.
- Select **Windows XP** from the **Theme** drop-down menu.
- Click **Apply**.
- Click the **Desktop** tab.
- Select **Autumn** from the **Background** list. Notice how the **Autumn** background is displayed in the preview screen:

- Select **Tulips** from the **Background** list.
- Click **Apply**.
- Click **OK** to exit the **Display Properties** dialog box.
- Double-click on the **Shortcut to My Pictures** folder on the desktop.
- Select (click once) *RedSunset.jpg*.
- Click the **Set as desktop background** link in the task panel.
- Click the **Close** button on the **My Pictures** title bar.
- Right-click on the desktop.
- From the pop-up menu, select **Properties**.
- Click the **Screen Saver** tab.
- Select **Starfield** from the **Screen Saver** drop-down menu.
- Click the **Preview** button to preview the screen saver.

- Move your mouse to return to your screen.
- Click the **Appearance** tab.
- Select **Olive Green** from the **Color scheme** drop-down menu.
- Click **Apply**.
- Click the **Desktop** tab.
- Click the **Customize Desktop** button.
- Select the **My Network Places** folder icon.
- Click the **Change Icon** button.
- Select any new icon you want.
- Click **OK**.
- Click **OK** to exit the **Desktop Items** dialog box.
- Click **OK** again to exit the **Display Properties** dialog box. Notice how the **My Network Places** icon has changed on the desktop.

Customizing the Taskbar

- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Properties**.
- Check the **Show Quick Launch** box in the **Taskbar appearance** area. Notice how the taskbar preview changes to demonstrate the addition of the **Quick Launch** toolbar.
- Uncheck the **Hide inactive icons** box in the **Notification area**. Notice how the notification area preview changes to demonstrate icons that are no longer hidden.
- Click **OK**. Notice how **Internet Explorer**, **Windows Media Player**, and the **Show Desktop** button are displayed in the **Quick Launch** toolbar.

Working with Taskbar Toolbars

- Click and drag the **Shortcut to My Pictures** folder located on the desktop, into the **Quick Launch** toolbar.
- Right-click on the **Shortcut to My Pictures** folder located on the desktop.
- From the pop-up menu, select **Delete**.
- Click **Yes** to delete the shortcut.
- Click the **My Pictures** shortcut in the **Quick Launch** toolbar.
- Click the **Close** button on the **My Pictures** title bar.
- Right-click on the **Internet Explorer** shortcut located on the **Quick Launch** toolbar.
- From the pop-up menu, select **Delete**.
- Click **Yes** to delete the shortcut.
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Toolbars > Address**.
- Double-click the word **Address** on the taskbar to display the **Address** box.
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Toolbars > Links**.

- Click the double chevron to display the links in a pop-up menu:
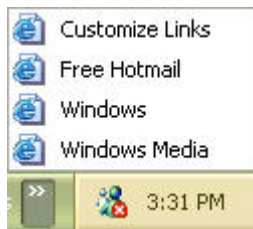
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Toolbars > Desktop**.
- Click the double chevron to display the desktop items in a pop-up menu.
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Toolbars > Address**. This should close the **Address** toolbar.
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Toolbars > Links**. This should close the **Links** toolbar.
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Toolbars > Desktop**. This should close the **Desktop** toolbar.

   Note: The only toolbar that should be displayed in the taskbar is the **Quick Launch** toolbar.

Working with Web Applications

Using Internet Explorer 6.0

- Click the **Start** button.
- Click **Internet (Internet Explorer)** in the **pinned items list**.
- Type **http://www.microsoft.com/windowsxp/pro/default.asp** in the **Address** bar.
- Press the **Enter** key on your keyboard.
- From the main menu, select **Favorites > Add to Favorites**.
- Click **OK**.
- From the **Internet Explorer** main menu, select **Favorites**. Notice how the **Windows XP Professional Home Page** has been added to your **Favorites** menu.
- From the **Internet Explorer** main menu, select **Tools > Internet Options**.
- Look at the options available for **Internet Explorer**.
- Click **OK**.
- Click the **Close** button on the **Internet Explorer** title bar.

Using Outlook Express

- Click the **Start** button.
- Click **E-mail (Outlook Express)** in the **pinned items list**.
- If the **Internet Connection Wizard** opens, click **Cancel**.
- Click **Yes** to exit the wizard.
- Click the down arrow on the **Create Mail** button on the **Outlook Express** toolbar:

- Select a piece of stationery. Notice how a new e-mail message opens with the stationery in the mail message background.
- Click the **Close** button on the **New Message** title bar.
- Click the **Close** button on the **Outlook Express** title bar.

Working with Windows XP Accessories

Using Notepad

- Click **Start > All Programs > Accessories > Notepad**.
- Type **To input text in Notepad, you just begin typing**.
- Click your mouse at the very beginning of the sentence (before **To**).
- From the **Notepad** main menu, select **Edit > Replace**.
- Type **input** in the **Find what** box.
- Type **enter** in the **Replace with** box.
- Click **Find Next**.
- Click **Replace**.
- Click **OK**. Notice how the word **input** has been changed to the word **enter**.
- Click the **Close** button on the **Replace** title bar.
- From the **Notepad** main menu, select **Format > Word Wrap**.
- Resize your **Notepad** window so the sentence wraps on two lines:
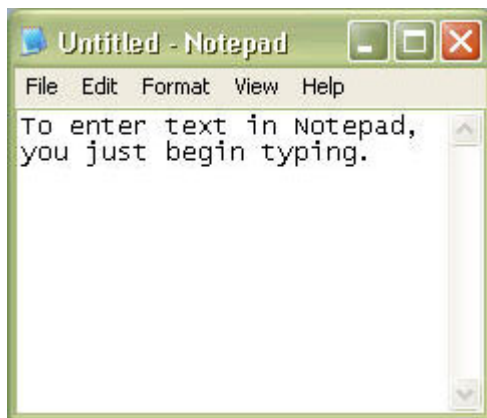
- From the **Notepad** main menu, select **File > Exit**.
- Click **No**.

Using Paint

- Click **Start > All Programs > Accessories > Paint**:
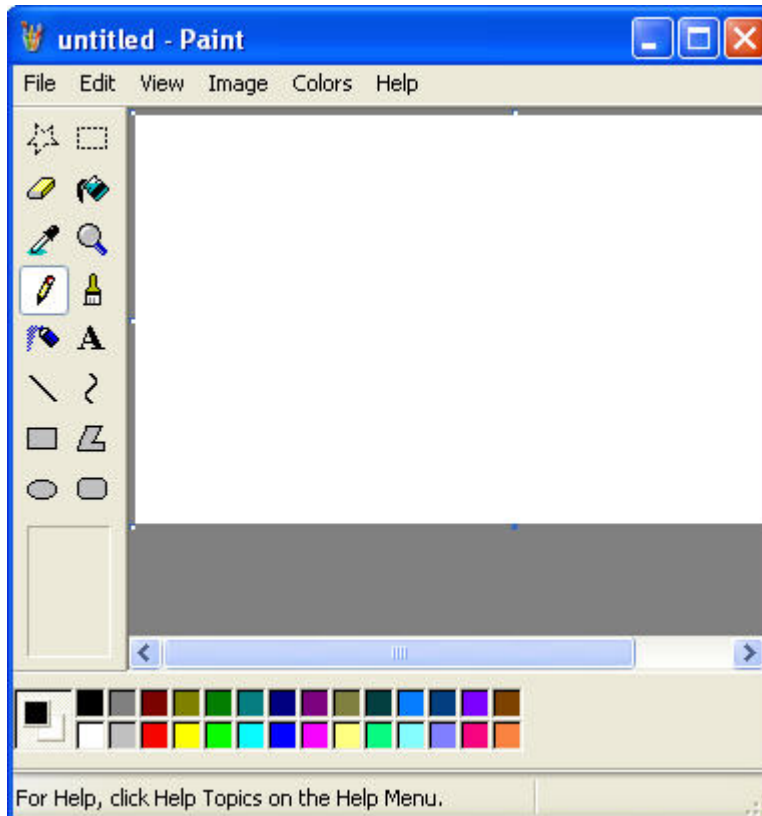
- Click the **Ellipse** (oval) on the **Tool Box**.
- Click and drag your mouse on the drawing canvas to create an oval eye.
- Click and drag your mouse on the drawing canvas to create a second oval eye.
- Click the **Fill** button on the **Tool Box**:

- Select a shade of blue from the **Color Box**.
- Click inside each oval eye.
- Click the **Airbrush** button on the **Tool Box**:

- Select a shade of red from the **Color Box**.
- Click and drag your mouse on the drawing canvas to create a smile.
- Click the **Brush** button on the **Tool Box**:

- Select a shade of brown from the **Color Box**.
- Click and drag your mouse on the drawing canvas to create a nose.
- With the same tool color, click and drag your mouse on the drawing canvas to create some hair.
- Click the **Eraser/Color Eraser** button on **Tool Box**:

- Click the smallest eraser point at the bottom of the **Tool Box**:

- Click inside each oval eye to create pupils.
- From the **Paint** main menu, select **File > Save**.
- Locate your **Windows XP Foundation Samples** folder.
- Type **Face** in the **File name** box.
- Click **Save**.
- From the **Paint** main menu, select **File > Exit**.

Using WordPad

- Click **Start > All Programs > Accessories > WordPad**.
- Type **To input text in WordPad, you just begin typing**.
- Select all of the text (click at the beginning of the sentence and release your mouse at the end of the sentence):

To input text in WordPad, you just begin typing.

- From the **Font Size** drop-down menu, select **14**:

- Click the **Bold** button on the **Format Bar**.
- Click the **Italic** button on the **Format Bar**.
- Click the **Underline** button on the **Format Bar**.
- Click your mouse at the end of the sentence.
- From the **WordPad** main menu, select **Insert > Object**.
- Select the **Create from File** option box.
- Click the **Browse** button.
- Locate your **Windows XP Foundation Samples** folder.
- Select *Face.bmp*.
- Click **Open**.
- Click **OK**.
- From the **WordPad** main menu, select **File > Exit**.
- Click **No**.

Using the Clock

- Double-click on the clock in the taskbar notification area.
- Click the up and down arrows next to the time box.
- Select a month from the month drop-down menu in the **Date** area.
- Click the up and down arrows next to the year box in the **Date** area to set a year.
- Click a date on the calendar in the **Date** area to set a day.
- Click the **Time Zone** tab.
- Select a time zone from the drop-down menu.
- Click **Cancel** (none of your clock changes will be saved).

Using the Calculator

- Click **Start > All Programs > Accessories > Calculator**.
- From the **Calculator** main menu, select **View > Scientific**.
- From the **Calculator** main menu, select **View > Standard**.
- Enter an equation by clicking on the calculator keypad.
- Enter an equation by using the number pad on your keyboard (make sure the **Number Lock** button is selected on your keyboard).
- Click the **Close** button on the **Calculator** title bar.

Using the Address Book

- Click **Start > All Programs > Accessories > Address Book**.
- Click the **New** button on the **Address Book** toolbar.
- Select **New Contact**.
- Enter your contact information in the **Properties** dialog box.
- Click **OK**.
- Select your contact information line in the **Address Book** list.
- Click the **Properties** button on the **Address Book** toolbar:

- Click **OK**.
- Select your contact information line in the **Address Book** list.
- Click the **Delete** button on the **Address Book** toolbar.
- Click **Yes** to delete the contact.
- From the **Address Book** main menu, select **File > Exit**.

Using the Command Prompt

- Click **Start > All Programs > Accessories > Command Prompt**.
- Type **exit** at the **Command Prompt**.
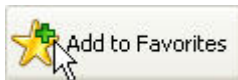- Press the **Enter** key on your keyboard.

Getting Help and Support

Using and Managing the Help and Support Center

- Click **Start > Help and Support**.
- Type **what's new in xp** in the **Search** box.
- Click the arrow in the green box. Notice how the search results are displayed.
- Click the help topic link **What's new in Windows XP**.
- Click the **Add to Favorites** button above the help topic:

- Click **OK**.
- Click the **Favorites** button on the **Help and Support Center** toolbar:

- Notice how the help topic has been added to your **Favorites** list.
- Click the **Home** button on the **Help and Support Center** toolbar:

- Click **What's new in Windows XP** in the **Table of Contents**. Notice how the **Table of Contents** link displays several **What's new** topics.
- Click **Windows XP articles: Walk through ways to use your PC**.
- Click on any articles that interest you.
- Click the **History** button on the **Help and Support Center** toolbar:

- Look how the pages you have visited are displayed in the **History** panel.
- Click the **Close** button on the **Help and Support Center** title bar.

Using Windows Update

- Click **Start > Control Panel**.
- Click **Performance** and **Maintenance**.
- Click **System**.

- Click the **Automatic Updates** tab. Look at the **Automatic Update** options available.

   Note: You may not be able to perform the **Windows Update** exercise if your administrator has blocked access to **Windows Update** functions.

- Click **Cancel.**
- Click the **Close** button on the **Performance and Maintenance** title bar.
- Click **Start > All Programs > Windows Update**.

   Note: If this is the first time you have run **Windows Update**, you will have to install **Windows Update Control**. Click **Yes**.

- Click **Scan for updates**. **Windows Update** will list updates in categories in the **Windows Update** panel.
- Click a category to view updates.
- Click the **Close** button on the **Internet Explorer** title bar.

Using Accessibility Programs

- Click **Start > All Programs > Accessories > Accessibility > Magnifier**.
- Click **OK**.
- Minimize the **Magnifier Settings** dialog box. Notice how a separate window has been created to magnify your working area.
- Click the **Magnifier Settings** button on the task bar to restore the **Magnifier Settings** window.
- Click **Exit**.
- Click **Start > All Programs > Accessories > Accessibility > Narrator**.
- Click **OK**.
- Minimize the **Narrator** dialog box. Notice how the narrator announces your keyboard strokes and other events.
- Click the **Narrator** button on the task bar to restore the **Narrator** window.
- Click **Exit**.
- Click **Yes** to exit.
- Click **Start > All Programs > Accessories > Accessibility > On-Screen Keyboard**.
- Click **OK**. Look at the keys on the on-screen keyboard.
- Open **Notepad** or **WordPad** and try typing something.
- Exit **Notepad** or **WordPad**.
- Click the **Close** button on the **On-Screen Keyboard** title bar.
- Click **Start > All Programs > Accessories > Accessibility > Utility Manager**.
- Click **OK**.
- If any accessibility programs are running, select the accessibility programs in the list and click **Stop**.
- Click **OK**.
- Click **Start > Control Panel**.
- Click **Accessibility Options**.
- Click **Accessibility Options** in the **or Pick a Control Panel icon** area. Look at the options available in the **Accessibility Options** dialog box.
- Click **OK**.
- Click the **Close** button on the **Accessibility Options** title bar.