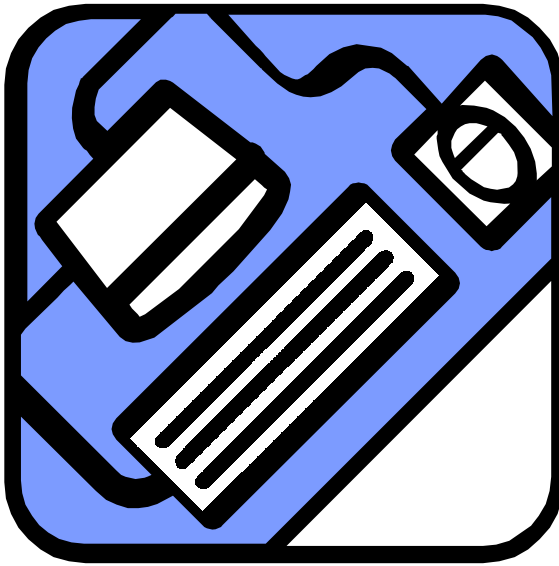

Microsoft Windows XP Intermediate Level Exercise Workbook



C C T G L O B A L . C O M

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Courseware Release Version 5.0

INSTALLING THE SAMPLE FILES INTO THE HARD DISK.....	1
INSTALLING THE SAMPLE FILES.....	1
WORKING WITH THE CONTROL PANEL	3
UNDERSTANDING THE CONTROL PANEL	3
ADDING OR REMOVING PROGRAMS	4
CHANGING SOUNDS	5
MODIFYING USER ACCOUNTS.....	6
MODIFYING DATE, TIME, TIME ZONE, LANGUAGE, AND REGIONAL OPTIONS	7
WORKING WITH PRINTERS AND OTHER HARDWARE	9
ADDING AND MANAGING PRINTERS	9
ADDING A SCANNER OR CAMERA	10
MODIFYING MOUSE SETTINGS	11
MODIFYING KEYBOARD SETTINGS	12
WORKING WITH MULTIMEDIA.....	13
PLAYING AND MANAGING MUSIC.....	13
CUSTOMIZING WINDOWS MEDIA PLAYER	14
TAKING AND MANAGING DIGITAL PHOTOS	15
SHARING DIGITAL PHOTOS.....	16
USING WINDOWS MOVIE MAKER	17
EDITING AND SAVING A MOVIE	18
PLAYING GAMES AND INTERNET ZONE GAMES	19
NETWORKING	21
SETTING UP A NETWORK.....	21
SHARING RESOURCES	22
WORKING WITH AND MANAGING A REMOTE DESKTOP	22
OPTIMIZING AND MAINTAINING YOUR COMPUTER.....	25
MAINTAINING A COMPUTER SYSTEM.....	25
USING SYSTEM TOOLS	27

Installing the Sample Files into the Hard Disk

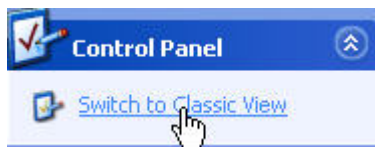
Installing the Sample Files

- Use Windows Explorer to create a folder called **Windows XP Intermediate 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_intermediateexercise_files** to the **My Documents\Windows XP Intermediate 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.

Working with the Control Panel

Understanding the Control Panel

- Click **Start > Control Panel**.
- Move the cursor over the **Appearance and Themes** category.
- Read the descriptive text.
- Move the cursor over the **Network and Internet Connections** category.
- Read the descriptive text.
- Move the cursor over the **Add or Remove Programs** category.
- Read the descriptive text.
- Move the cursor over the **Sounds, Speech, and Audio Devices** category.
- Read the descriptive text.
- Move the cursor over the **Performance and Maintenance** category.
- Read the descriptive text.
- Move the cursor over the **Printers and Other Hardware** category.
- Read the descriptive text.
- Move the cursor over the **User Accounts** category.
- Read the descriptive text.
- Move the cursor over the **Date, Time, Language, and Regional Options** category.
- Read the descriptive text.
- Move the cursor over the **Accessibility Options** category.
- Read the descriptive text.
- Click **Switch to Classic View** in the **Control Panel** task panel:

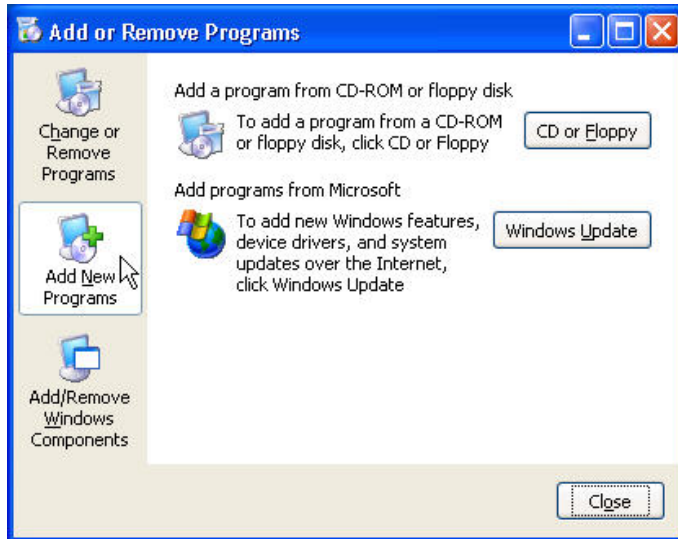


- Move the cursor over each task and read the descriptive text.
- Click **Switch to Category View** in the **Control Panel** task panel:

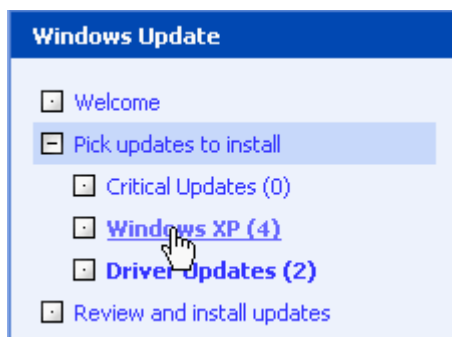


Adding or Removing Programs

- With the **Control Panel** window open, click the **Add or Remove Programs** category.
- Scroll up and down the **Currently installed programs** list to view all programs installed on your computer.
- Click the **Add New Programs** button:



- Click the **Windows Update** button.
- Click **Scan for updates**.
- If there are critical updates, click **Review and install updates**.
- Click **Install Now** to install the critical updates.
- Accept the **Microsoft Windows Update** License Agreement.
- After **Windows Update** has installed the updates on your computer, click **Cancel** to restart your computer at a later time.
- If there are no critical updates, click an update category in the **Windows Update** panel:

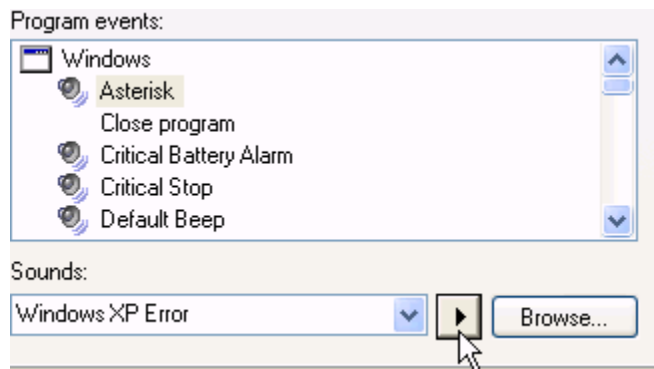


- Click **Add** to add an update to your installation list.
- Click **Review and install updates**.
- Click **Install Now** to install your selected updates.

- Accept the **Microsoft Windows Update** License Agreement.
- After **Windows Update** has installed the updates on your computer, click **Cancel** to restart your computer at a later time.
- Click the **Close** button on the **Windows Update** title bar.
- Return to the **Add or Remove Programs** window.
- Click the **Add/Remove Windows Components** button.
- Look at the components you can add or remove.
- Click **Cancel**.
- Click the **Close** button.

Changing Sounds

- With the **Control Panel** window open, click the **Sounds, Speech, and Audio Devices** category.
- Click **Adjust the system volume**.
- Click and drag the **Device volume** slide indicator to reach the sound volume you want.
- Click **OK**.
- Click **Change the sound scheme**.
- Select **Windows Default** from the **Sound scheme** drop-down menu.
- Click **No** if Windows XP asks you to save the previous scheme.
- Scroll through the **Program events** list.
- Look at the events you can assign a sound to.
- Select **Asterisk** from the **Program events** list.
- Click the right-triangle to hear its sound:

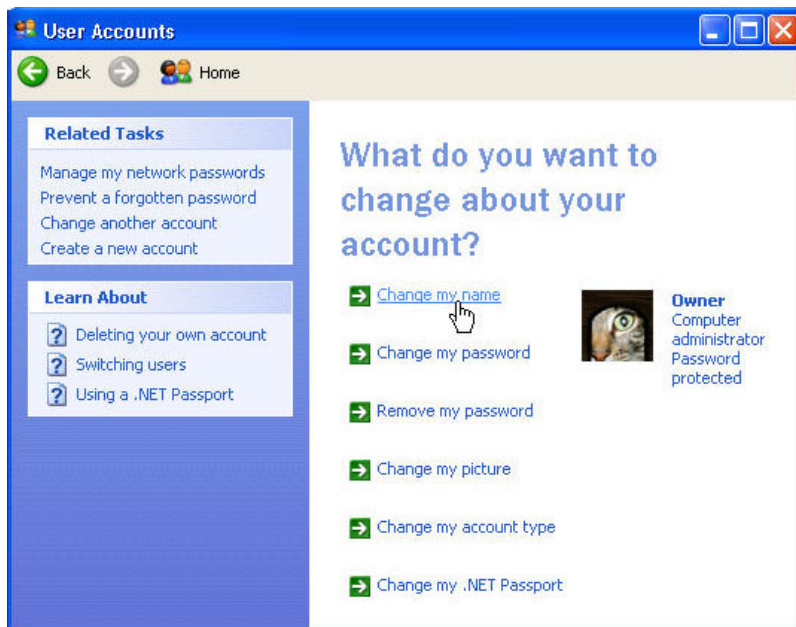


- Select **Exit Windows** from the **Program events** list.
- Click the right-triangle to hear its sound.
- Select **Empty Recycle Bin** from the **Program events** list.
- Click the right-triangle to hear its sound.
- Select **Close program** from the **Program events** list (by default, **Close program** does not have a sound assigned to it).
- Click the **Browse** button.
- Select **tada.wav**.
- Click the right-triangle at the bottom-left of the dialog box to hear its sound.
- Click **OK**.
- Click the **Save As** button.
- Enter **Test** for your new sound scheme name.

- Click **OK**.
- Select **Windows Default** from the **Sound scheme** drop-down menu.
- Notice how the **Close program** sound disappears from the **Program events** list.
- Select your saved scheme (**Test**) from the **Sound scheme** drop-down menu.
- Click **OK**.
- Click the **Close** button on the **Sounds, Speech, and Audio Devices** title bar.

Modifying User Accounts

- Click **Start > Control Panel**.
- Click the **User Accounts** category in the **Control Panel** window.
- Click **Change an account**.
- Click your account.
- Click **Change my name**:



- Type a new name for your account.
- Click **Change Name**.
- Click **Change my picture**.
- Select a new picture for your account.
- Click **Change Picture**.
- Click the **Back** button in the **User Accounts** window:



- Click the **Back** button again.
- Click **Create a new account**.

- Type **Sample** for the new account name.
- Click **Next**.
- Select **Limited** for the account type.
- Click **Create Account**.
- Click the new **Sample** account.
- Click **Create a password**.
- Type a new password.
- Type the new password again to confirm.
- Type a password hint.
- Click **Create Password**.
- Click **Delete the account**.
- Click **Delete files**.
- Click **Delete Account**.
- Click the **Close** button on the **User Accounts** title bar.

Modifying Date, Time, Time Zone, Language, and Regional Options

- With the **Control Panel** window open, click the **Date, Time, Language, and Regional Options** category.
- Click **Change the format of numbers, dates, and times**.
- Look at the options available.
- Click **OK**.
- Click the **Close** button on the **Date, Time, Language, and Regional Options** title bar.

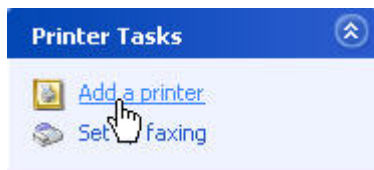
Working with Printers and Other Hardware

Adding and Managing Printers

- Connect your computer and printer by plugging the printer cable into the appropriate port.
- Plug the printer's power cord in.
- Turn the printer on.
- Click **Start > Printers and Faxes**.
- View the printers installed on your computer.
- If your printer is Plug and Play and has been automatically detected by Windows XP, or if you already have a printer installed on your computer, the printer(s) will be displayed in the **Printers and Faxes** window.

Note: The following exercise can only be performed if you have a printer attached directly to your computer.

- If the printer attached to your computer has already been installed, perform the following steps:
 - Select the printer attached to your computer.
 - Click **Delete this printer** in the **Printer Tasks** panel.
 - Click **Yes** to delete the printer.
 - If the deleted printer was the only printer installed on your computer, a dialog message box will appear telling you there are no printers set up on the computer. Click **OK**.
- Click **Add a printer** in the **Printer Tasks** panel:

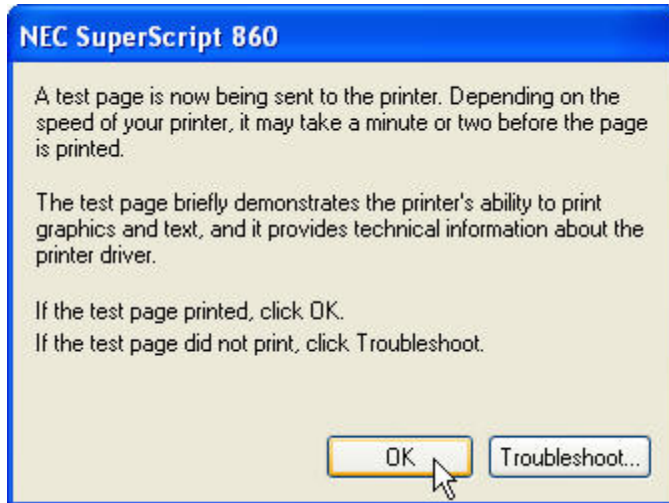


- In the **Add Printer Wizard**, click **Next**.
- Select **Local printer attached to this computer**.
- Make sure the **Automatically detect and install my Plug and Play printer** box is unchecked.
- Click **Next**.
- Select the port your computer is attached to from the drop-down menu.
- Click **Next**.
- Select a manufacturer and a printer.
- Click **Next**.

Note: If a driver already exists for your printer, you will be asked to keep the existing driver or select a new one. Select **Keep existing driver** and click **Next**.

- Enter a printer name.

- Click **Next**.
- Select **Do not share this printer**.
- Click **Next**.
- Select **Yes** to print a test page.
- Click **Next**.
- Click **Finish**.
- When the test page prints, click **OK**:



- In the **Printers and Faxes** window, select the printer you just installed
- Click **Share this printer** in the **Printer Tasks** panel.
- Select **Share this printer**.
- Enter a **Share name**.
- Click **OK**.
- Click the **Close** button on the **Printers and Faxes** title bar.

Adding a Scanner or Camera

- Connect a scanner or digital camera to your computer.
- Turn the scanner or digital camera on.

Note: If a dialog box opens asking you to select an imaging program, click **Cancel**.

- Click **Start > Control Panel**.
- Click the **Printers and Other Hardware** category in the **Control Panel** window.
- Click **Scanners and Cameras**.
- If the scanner or camera just connected to your computer is displayed in the **Scanners and Cameras** window, your imaging device was successfully installed with **Plug and Play**.
- If the scanner or camera just connected to your computer is not Plug and Play and does not appear in the **Scanners and Cameras** window, click **Add an imaging device** in the **Imaging Tasks** panel.

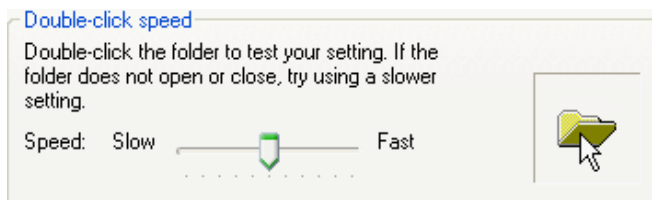
- This opens the **Scanner and Camera Installation Wizard**:



- Click **Next**.
- Select a manufacturer and a model.
- Click **Next**.
- Select the port that your scanner or digital camera is connected.
- Click **Next**.
- Enter a name for the imaging device.
- Click **Next**.
- Click **Finish**.
- View the installed imaging device in the **Scanners and Cameras** window.
- Click the **Close** button on the **Scanners and Cameras** title bar.

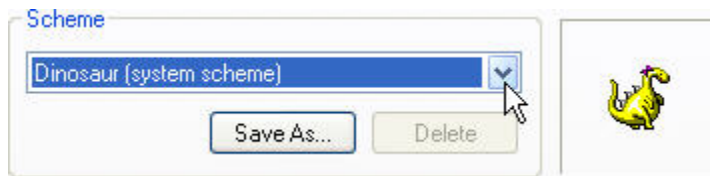
Modifying Mouse Settings

- Click **Start > Control Panel**.
- Click the **Printers and Other Hardware** category in the **Control Panel** window.
- Click **Mouse**.
- Drag the speed slide indicator in the **Double-click speed** area.
- Test the double-click speed by double-clicking on the folder:



- Drag the slide indicator until you find a double-click speed you like.

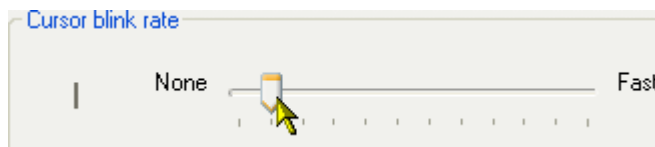
- Click the **Pointers** tab.
- Select **Dinosaur (system scheme)** from the **Scheme** drop-down menu:



- Click the **Pointer Options** tab.
- Drag the **Motion** slide indicator to **Slow**.
- Move your mouse around the screen to view the motion speed.
- Drag the **Motion** slide indicator to the speed you want.
- Check the **Display pointer trails** box in the **Visibility** area.
- Move your mouse around the screen to view the pointer trails.
- Click **OK**.
- Notice your pointer has changed according to the **Dinosaur** scheme.

Modifying Keyboard Settings

- Click **Keyboard** in the **Printers and Other Hardware** window.
- Drag the **Cursor blink rate** slide indicator to one mark before **None**:



- Notice how slowly the cursor is blinking.
- Drag the **Cursor blink rate** slide indicator to **Fast**.
- Notice how quickly the cursor is blinking.
- Drag the **Cursor blink rate** to the speed you want.
- Click **OK**.
- Click the **Close** button on the **Printers and Other Hardware** title bar.

Working with Multimedia

Playing and Managing Music

- Click **Start > All Programs > Accessories > Entertainment > Windows Media Player**.
- By default, Windows Media Player should open into the **Media Guide**.
- Look at the media links available in the **Media Guide**.
- Insert an audio CD into your CD-ROM drive.
- Click the **Copy from CD** button in the **Features Taskbar**.
- Check and uncheck the songs you want (copy at least 3 songs).
- Click **Copy Music**:



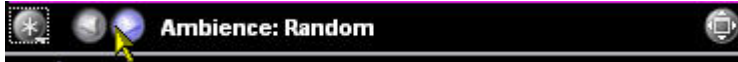
- If you're asked to protect or unprotect your music content, make your selection and click **OK**.
- Once your music has finished copying, click the **Media Library** button in the **Features Taskbar**.
- Click **Album** to list your music by album.
- Click **Artist** to list your music by artist.
- Click **New playlist**:



- Call your playlist **Favorites**.
- Click **OK**.
- Select your favorite song from the CD you just recorded in the **Media Library**.
- Click **Add to playlist**.
- Select **Favorites**.
- Select and add any other songs to your **Favorites** playlist.
- Click **My Playlists**.
- Double-click **Favorites**.
- View the songs added to your **Favorites** playlist.

Customizing Windows Media Player

- With **Windows Media Player** open at the **Media Library**, double-click a song you want to play.
- Click the **Now Playing** button in the **Features Taskbar**.
- Notice the visualization changing to the beat of the music.
- Click the **left** and **right arrows** underneath the visualization to scroll through available visualizations:



- Select a visualization you like.
- Click the **Skin Chooser** button in the **Features Taskbar**.
- Click on each skin.
- Select a skin you like.
- Click **Apply Skin**:



- Click the **Switch to full mode** button:



Note: The **Switch to full mode** button will look slightly different depending on the skin mode you are in.

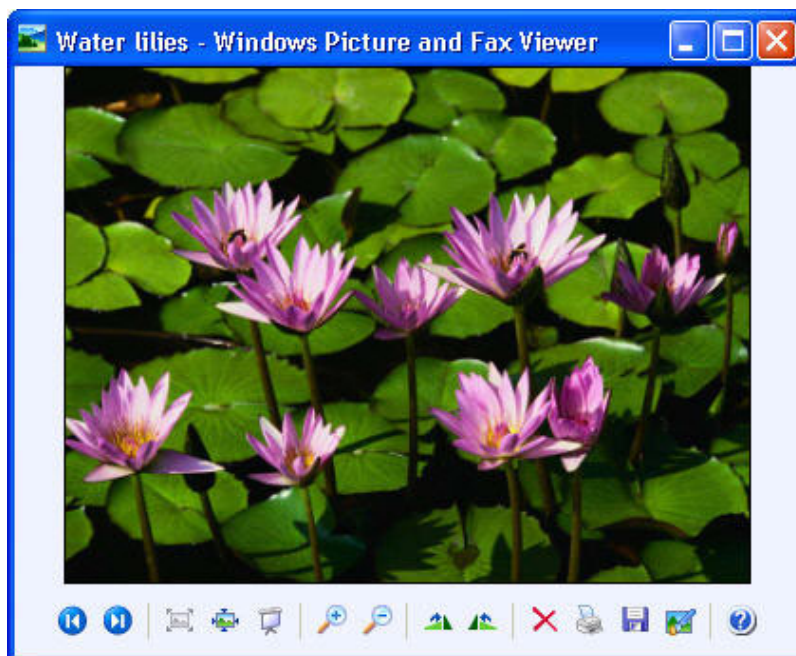
- Click the **Close** button on the **Windows Media Player** title bar.
- Click **Start > My Music**.
- Notice the music you recorded was automatically added to the **My Music** folder.
- Click the **Close** button on the **My Music** title bar.

Taking and Managing Digital Photos

- Make sure your scanner or digital camera is connected to your computer, installed, and turned on.

Note: The following exercise can only be performed if your scanner or digital camera contains images to download.

- Click **Start > Control Panel**.
- Click the **Printers and Other Hardware** category in the **Control Panel** window.
- Click **Scanners and Cameras**.
- Select your scanner or digital camera.
- Click **Get pictures** in the **Imaging Tasks** panel.
- In the **Scanner and Camera Wizard**, click **Next**.
- Select the pictures you want to copy.
- Click **Next**.
- Enter a name for the group of pictures.
- Select a save location.
- Click **Next**.
- Select **Nothing** from the **Other Options**.
- Click **Next**.
- Click **Finish**.
- This automatically opens your newly created folder within the **My Pictures** folder.
- Double-click a picture to view it in the **Windows Picture and Fax Viewer**:



Note: Your picture will be different from the one illustrated above.

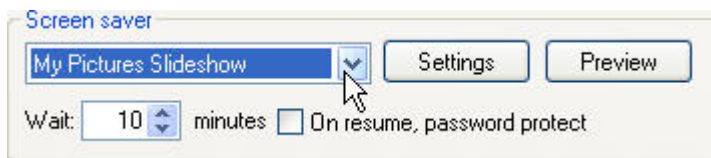
- Select your favorite picture in the **My Pictures** folder.
- Click **Copy this file** in the **File and Folder Tasks** panel.
- Select the **Desktop** as the save location in the **Copy Items** dialog box.
- Click **Copy**.
- Close the pictures folder window.
- Click the **Close** button on the **Scanners and Cameras** title bar.
- Notice the picture you copied is now located on the **Desktop**.

Sharing Digital Photos

- Click **Start > My Pictures**.
- Double-click the folder containing the pictures you downloaded from your imaging device.
- Click **View as a slide show** in the **Picture Tasks** panel.
- Watch the slide show.
- When you have finished, click the stop button in the **Slide Show** toolbar:



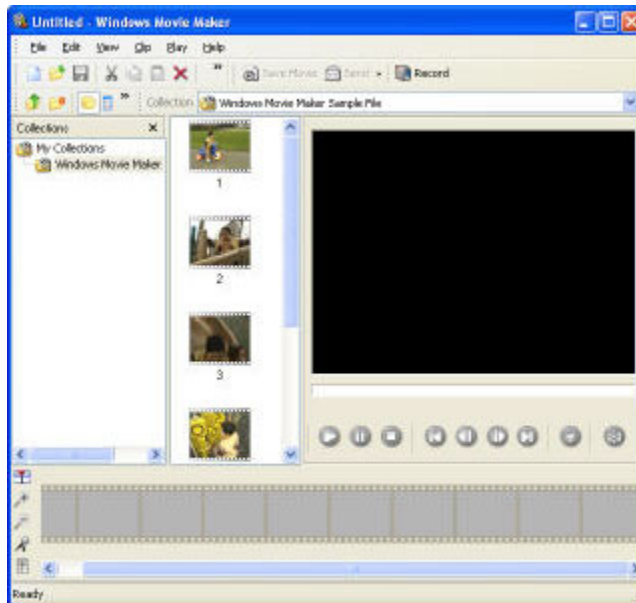
- Click **Start > Control Panel**.
- Click the **Appearance and Themes** category in the **Control Panel** window.
- Click **Choose a screen saver**.
- Select **My Pictures Slideshow** from the **Screen saver** drop-down menu:



- Click the **Settings** button.
- Click the **Browse** button.
- Locate and select the folder containing the pictures you downloaded from your imaging device.
- Click **OK**.
- Click **OK** again to exit the **My Pictures Screen Saver Options** dialog box.
- Click the **Preview** button.
- Move your mouse to end the screen saver preview.
- Click **OK**.
- Click the **Close** button on the **Appearance and Themes** title bar.
- Select a picture within the **My Pictures** folder.
- Click **Print this picture** in the **Picture Tasks** panel.
- In the **Photo Printing Wizard**, click **Next**.
- Select the image(s) you want to print.
- Click **Next**.
- Select a printer to print to.
- Click **Next**.
- Select a page layout suited to the picture(s) you have selected.
- Click **Next**.
- Click **Finish**.
- Close the pictures folder window.

Using Windows Movie Maker

- Click **Start > All Programs > Accessories > Windows Movie Maker**.
- Look at the four main areas in the **Windows Movie Maker** environment including the **toolbars**, **Collections** area, **monitor**, and **workspace**:



- From the **Windows Movie Maker** main menu, select **File > Import**.
- Locate your **Windows XP Intermediate Samples** folder.
- Select **Windows Movie Maker Sample File.wmv**.
- Click **Open**.
- Click and drag each clip in the **Collections** area into the **Storyboard** workspace:



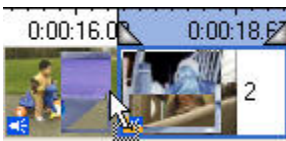
- From the **Windows Movie Maker** main menu, select **Play > Play Entire Storyboard/Timeline**.
- From the **Windows Movie Maker** main menu, select **File > Save Project**.
- Locate your **Windows XP Intermediate Samples** folder.
- Enter **SampleMovie** in the **File name** box.
- Click **Save**.
- From the **Windows Movie Maker** main menu, select **File > Exit**.

Editing and Saving a Movie

- Click **Start > All Programs > Accessories > Windows Movie Maker**.
- From the **Windows Movie Maker** main menu, select **File > Open Project**.
- Locate your **Windows XP Intermediate Samples** folder.
- Select **SampleMovie.MSWMM**.
- Click **Open**.
- Click the **Timeline** button to the left of the workspace:



- Select the second clip in the **Timeline** workspace.
- Drag it to the left so it slightly overlaps the first clip:



- Select the third clip in the **Timeline** workspace.
- Drag it to the left so it slightly overlaps the second clip.
- Select the fourth clip in the **Timeline** workspace.
- Drag it to the left so it slightly overlaps the third clip.
- Select the fifth clip in the **Timeline** workspace.
- Drag it to the left so it slightly overlaps the fourth clip.
- From the **Windows Movie Maker** main menu, select **Play > Play Entire Storyboard/Timeline**.
- From the **Windows Movie Maker** main menu, select **File > Save Movie**.
- Type **Sample Movie** in the **Title** box in the **Display information** area.
- Click **OK**.
- Click **Save**.
- Click **Yes** to watch the movie now.
- Click the **Close** button on the **Windows Media Player** title bar when you have finished watching the movie.
- From the **Windows Movie Maker** main menu, select **File > Exit**.
- Click **Yes** to save your project.

Playing Games and Internet Zone Games

- Click **Start > All Programs > Games > FreeCell**.
- From the **FreeCell** main menu, select **Game > New Game**.

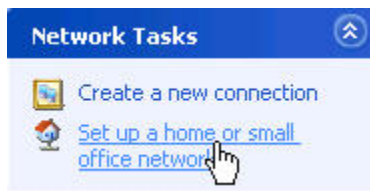


- Look at the playing area.
- Click the **Close** button on the **FreeCell** title bar.
- Click **Yes** to resign the game.
- Click **Start > All Programs > Games > Internet Hearts**.
- Read the **Zone.com** screen.
- Click **Quit**.

Networking

Setting up a Network

- Prior to setting up a network using the **Network Setup Wizard**, each computer must have a local area connection and be connected together.
- The **Network Setup Wizard** must run on the host computer first — the computer sharing its Internet connection.
- Click **Start > Control Panel**.
- Click the **Network and Internet Connections** category in the **Control Panel** window.
- Click **Network Connections**.
- Click **Set up a home or small office network** in the **Network Tasks** panel:



- Click **Next** in the **Network Setup Wizard**.
- Read the checklist for creating a network.
- Click **Next**.
- As the host computer, select **This computer connects directly to the Internet. The other computers connect to the Internet through this computer.**
- Click **Next**.
- Select your Internet connection.
- Click **Next**.
- Enter a computer description and name.
- Click **Next**.
- Enter a network (workgroup) name.

Note: Each computer on the network must have the same network (workgroup) name.

- Click **Next**.
- Click **Next** to apply the network settings.
- If the other (client) computers on the network are not running Windows XP, select **Create a Network Setup Disk** otherwise select **Just finish the wizard**.
- Click **Next**.

Note: If you chose to create a setup disk, insert a floppy disk into the **A:** drive and click **Next**.

- Click **Finish**.
- Run the **Network Setup Wizard** on the remaining (client) computers on the network.
- Click the **Close** button on the **Network Connections** title bar.

Sharing Resources

- Click **Start > My Computer**.
- Click **My Network Places** in the **Other Places** task panel.
- View your network places.
- Click **Start > All Programs > Accessories > Windows Explorer**.
- Right-click on the **My Music** folder.
- From the pop-up menu, select **Sharing and Security**.
- Check the **Share this folder on the network** box in the **Network sharing and security** area.
- Click **OK**.
- Click the **Close** button on the **My Network Places** title bar.

Working with and Managing a Remote Desktop

- Prior to connecting to a remote desktop, the host (remote) computer must be set up to receive a remote desktop connection and the home computer must have the **Remote Desktop Connection** client installed.
- This exercise assumes you are on the home computer making a remote desktop connection to the host computer.
- Click **Start > All Programs > Accessories > Communications > Remote Desktop Connection**.
- Select the computer name to which you are connecting from the **Computer** drop-down menu.
- Click the **Options** button on the **Remote Desktop Connection** dialog box:



Note: Your computer name will be different from the one illustrated above.

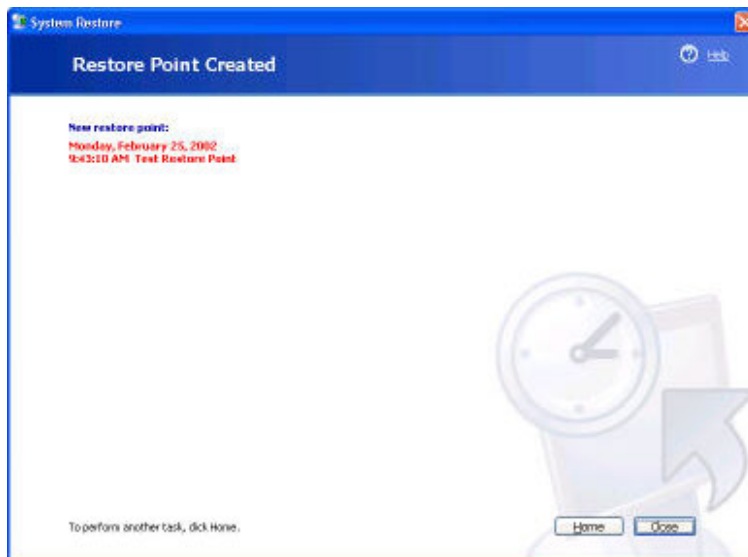
- Click the **Local Resources** tab.
- Check the **Disk drives** box in the **Local devices** area (if it is not already checked).
- Check the **Printers** box in the **Local devices** area (if it is not already checked).
- From the **Remote computer sound** drop-down menu, select **Bring to this computer**.
- Click **Connect**.
- Enter your user name and password.
- Click **OK**.

- From your **Remote Desktop** session, click **Start > All Programs > Accessories > Windows Explorer**.
- Your local drives will appear in **Windows Explorer** as **<driveletter> on <home computer name>**. An example would be **D on ComputerA**.
- View the drives of your local computer through your **Remote Desktop** session.
- Click the **Close** button on the **Windows Explorer** title bar.
- From your **Remote Desktop** session, click **Start > Log Off**.
- Click **Log Off** to disconnect and end your session.

Optimizing and Maintaining your Computer

Maintaining a Computer System

- Click **Start > All Programs > Accessories > System Tools > System Restore**.
- Select **Create a restore point** in the **System Restore Wizard**.
- Click **Next**.
- Type **Test** as your restore point description.
- Click **Create**:

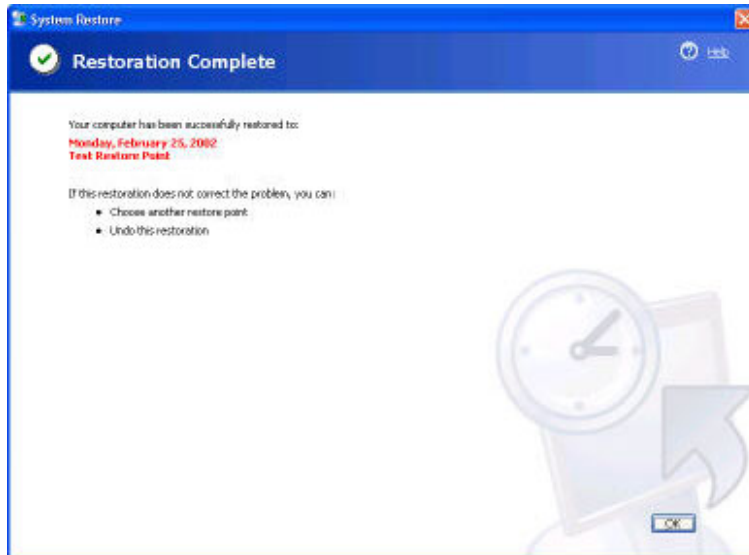


- Click **Home**.
- Select **Restore my computer to an earlier time** in the **System Restore Wizard**.
- Click **Next**.
- Click today's date.
- Click the **Test** restore point.
- Click **Next**.

- Click **Next** to shut down Windows XP and restore the computer.

Note: Make sure all programs are saved and closed prior to restoring the computer.

- Click **OK** to close the **System Restore** window:



- Click **Start > Control Panel**.
- Click the **Performance and Maintenance** category in the **Control Panel** window.
- Click **Power Options**.
- Look at the power options available.
- Click **OK**.
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Task Manager**.
- Click on the different **Task Manager** tabs.
- Click the **Close** button on the **Task Manager** title bar.
- Click the **Close** button on the **Performance and Maintenance** title bar.

Using System Tools

- Click **Start > All Programs > Accessories > System Tools > System Information**.
- Click on the different **System Information** categories and subcategories.
- Click the **Close** button on the **System Information** title bar when you have finished viewing system information.
- Click **Start > All Programs > Accessories > System Tools > Disk Cleanup**.
- Select the drive you save your files to (usually **C:**).
- Click **OK**.
- Check any files you can delete.
- Click **OK**.
- Click **Yes** to delete the files.
- Click **Start > All Programs > Accessories > System Tools > Disk Defragmenter**.
- Select the drive you save your files to (the same drive that you cleaned up).
- Click the **Defragment** button.

Note: If the defragmentation is taking too long, click the **Stop** button.

- Click the **Close** button on the **Disk Defragmenter** title bar.
- Click **Start > All Programs > Accessories > System Tools > Scheduled Tasks**.
- Double-click **Add Scheduled Task**.
- In the **Scheduled Task Wizard**, click **Next**.
- Select **FreeCell** in the **Application** list.
- Click **Next**.
- Select **One time only**.
- Click **Next**.
- Enter a time two minutes from now.
- Click **Next**.
- Enter your user name and password.
- Click **Next**.
- Click **Finish** to add the task to your Windows XP schedule.
- Click the **Close** button on the **Scheduled Tasks** title bar.
- Wait two minutes for the task to run.
- Click the **Close** button on the **FreeCell** title bar.