

Windows Tutorial

If you're not familiar with Windows, review this Windows Tutorial carefully. You'll learn how to

- Use a mouse
- Start Windows
- Use the taskbar, menus, dialog boxes, and other important aspects of Windows

If you're familiar with Windows but need help navigating Windows files and folders, refer to "File Management." There you'll find information on how Windows stores information and how to use Windows Explorer, a tool for managing files and folders.



NOTE: All examples in this Tutorial refer specifically to Windows XP. If you are using any other version of Windows, your screen might differ slightly from the images shown in this Tutorial. However, because most basic features are common to all versions of Windows, this Tutorial should be helpful to you no matter what version of Windows you use.

Computers differ in the ways they can be set up. In most cases, when you turn on your computer Windows loads automatically and the Windows logon screen appears. However, before Windows XP lets you in, you need to log on and give the computer your password. In order to log on, you need to know how to use the mouse, a device attached to your computer.

Using the Mouse

A *mouse* is a pointing device that is typically attached to your computer. Optical versions, which are not attached, are also available. The mouse is your access to the computer screen, allowing you to accomplish specific tasks. It operates through a *cursor*, a screen object you use to point to things on the computer screen. The normal shape for the mouse cursor is a pointer arrow. To move the pointer arrow on the screen, you roll the mouse on any flat surface, or on a mouse pad, which has a smooth surface designed for easy mouse rolling. Although you can use the keyboard with Windows, you'll probably find yourself using the mouse most of the time.

To use the mouse to position the pointer to an object on the computer screen:

1. Turn on the computer (if it isn't on already). Windows loads and the logon screen appears. The screen includes a logon name and picture assigned to you by your instructor.

To log on, you need to move the screen pointer to the logon name that was assigned. The pointer on the computer screen mirrors the actions made by

the mouse when you roll it. Place your hand over the mouse and roll it to the left. The pointer on the screen moves to the left.

2. Roll the mouse to the right, and watch the pointer on the screen move to the right.
3. Practice rolling the mouse in all directions. When moving the mouse on the mouse pad, if you reach the edge of the pad, just pick up the mouse and place it in the center of the pad. Try it now to see how it works.
4. Roll your mouse to the edge of the pad, and then lift it and place it back in the middle of the pad. When you feel that you can control the mouse position on the screen, roll the mouse to the name you have been assigned.

To log on, you will need to *click* the name to select it. Mouse clicks are covered in the next section; instructions for logging on to Windows XP are covered in succeeding sections.

Clicks and Double-Clicks

A mouse typically has two buttons at the front (the edge of the mouse where the cord attaches)—one on the left and one on the right. (A mouse might also have a center button or a wheel. Since these are not typical, a center button or wheel isn't discussed in this Tutorial.)

Single-click actions with the mouse are used to locate the pointer at a specific screen location. To perform a single click:

1. Roll the mouse around on the mouse pad until the pointer on the screen is over an item the screen. Remember that the direction in which you move the mouse on the pad represents the pointer's movement on the screen.
2. Press and release the left mouse button once. Pressing and releasing the mouse button is referred to as a *click*. The computer tells you that the action has been performed when the object you click is *highlighted* (typically, the color of the selected object changes) to indicate to you that it has been *selected*. In Windows, you often need to select an object before you can perform some action on it. For example, you usually need to select an object before you can copy it. (Working with text is somewhat different and will be covered in succeeding paragraphs.)

Pressing and releasing the mouse button twice is referred to as a double-click. When you double-click an object on the screen, it is selected—the object highlights—and an action is performed. For example:

- When you double-click a folder, it highlights and opens to a window showing the items it contains.
- When you double-click a word in a text file, it is selected for a future action. In a text file, the pointer becomes an I-beam for selecting a location in the text.



NOTE: Whenever you're told to "click" or "double-click" an item on the computer screen, use the left mouse button.

Selecting and Dragging

You can also select a larger object such as a picture or a block of text by using the mouse.

1. Position the pointer on one side of the object and hold down the left mouse button.
2. Roll the mouse until the pointer reaches the other side of the object.
3. Release the mouse button. The selected object is highlighted.

"Drag and Drop"—Moving an Object Using the Mouse

You can use the mouse to move an object on the screen to another screen location. In this operation, you select an object and drag the mouse to move the selected object, such as an icon. The operation is known as drag-and-drop.

1. Using the mouse, move the pointer over the object you want to *drag*.
2. Perform a single-click action by pressing the left mouse button but *keep it pressed down*. The selected object will highlight.
3. With the left mouse button still depressed, roll the mouse until the pointer and selected object are placed at the desired new location.
4. Release the mouse button position in order to *drop* the object. The object is now positioned at the new location.

Using the Right Mouse Button

Pressing and quickly releasing the right mouse button is referred to as a *right-click*. Although the right mouse button is used less frequently, using it can be a real time-saver. When you right-click an icon, a *shortcut menu* appears with commands including Edit, Save, Rename, etc., just like the standard menu bar items. Right-clicking and menus are covered later in this Tutorial.

As you progress in this Tutorial, you will become familiar with the terms in Table 1, describing the actions you can take with a mouse.

TABLE 1 Mouse Terms

TERM	DESCRIPTION
Point	Roll the mouse until the tip of the pointer is touching the desired item on the computer screen.
Click	Quickly press and release the left mouse button. Single-clicking selects screen icons.
Double-click	Quickly press and release the left mouse button twice. Double-clicking selects an object and performs an action such as opening a folder.







TABLE 1 Mouse Terms *continued*

TERM	DESCRIPTION
Drag	Point to an object onscreen, hold down the left mouse button, and roll the mouse until the pointer is in position. Then release the mouse button (drag-and-drop).
Right-click	Quickly press and release the right mouse button. A selection menu for object appears.
Select	When working in Windows, you must first select an object in order to work with it. Many objects are selected with a single click. However, depending on the size and type of object to be selected, you may need to roll the mouse to include an entire area: Holding down the left mouse button, roll the mouse so that the pointer moves from one side of an object to another. Then release the mouse button.

Pointer Shapes

As you perform actions onscreen using the mouse, the onscreen arrow-shaped pointer changes its shape, depending on where it is located and what operation you are performing. The term *cursor* is the generic term for all the shapes that a pointer may take. Table 2 shows the most common types of pointers.

TABLE 2 Frequently Used Mouse Cursors

CURSOR	NAME	DESCRIPTION
	Pointer	Used to point to objects.
	I-Beam	Used in typing, inserting, and selecting text. When the I-beam is moved to a selected location, it turns into a blinking bar that remains on the screen.
	Two-Headed Arrow	Used to change the size of objects or windows.
	Four-Headed Arrow	Used to move objects.
	Hourglass	Indicates the computer is processing a command. While the hourglass is displayed, it is best to wait rather than try to continue working. NOTE: Some hourglass actions will actually not allow you to perform other procedures until processing is completed.
	Hand	Used in Window's Help system to display additional information. It is occasionally used by some graphics programs for drag-and-drop actions.


Starting Windows: The Logon Screen

The Windows XP logon screen allows several people to use the same computer at different times. Each person's files are hidden from the others using the computer. However, users may share selected files using the Shared Document folder. The logon screen lists each user allocated to the computer by name.


If the administrator has added your name to a given computer, the logon screen will include your name. If the computers are not assigned to specific indi-

viduals, you may find a box for Guest or for a generic person. If your computer is on a network, your instructor might need to provide you with special start-up instructions.

After you have logged on to Windows XP, the desktop is the first thing that appears on the computer screen. It is your onscreen work area. All the elements you need to start working with Windows appear on the desktop.


 **NOTE:** On some computers, the logon screen does not appear automatically. You might have to press the following keys, all at once, and then quickly release them: **Ctrl**+**A**+**Y**.


1. If you have not already turned on the computer, do so now to begin the Windows XP loading process. The Windows logon screen appears.
2. Click your name to select it. The Password box appears with an I-beam cursor in position ready for you to type your password.
3. Type in your password.
4. Click the arrow icon to the right of the box. If you have entered the password correctly, the Windows desktop appears. If you made an error, the Password box returns for you to type in the correct password.

 **NOTE:** If you don't remember your Windows password, click the ? icon on the right of the box for the clue you gave when you selected your password. Otherwise, ask your instructor for help.

The Windows Desktop

If you have worked on an earlier version of Windows, you will find that the Windows XP desktop screen is less cluttered and more colorful. The icons that appeared in Windows NT and other earlier versions of Windows are no longer part of the standard desktop. Instead, you'll find an empty screen, with a newly designed taskbar at the bottom. At the left of the taskbar is a large green *Start button*, your entry point into many XP functions. Along the taskbar are a variety of small buttons for program access and other functions. The new design allows you to perform many Windows tasks easily, once you become familiar with all the taskbar functions.

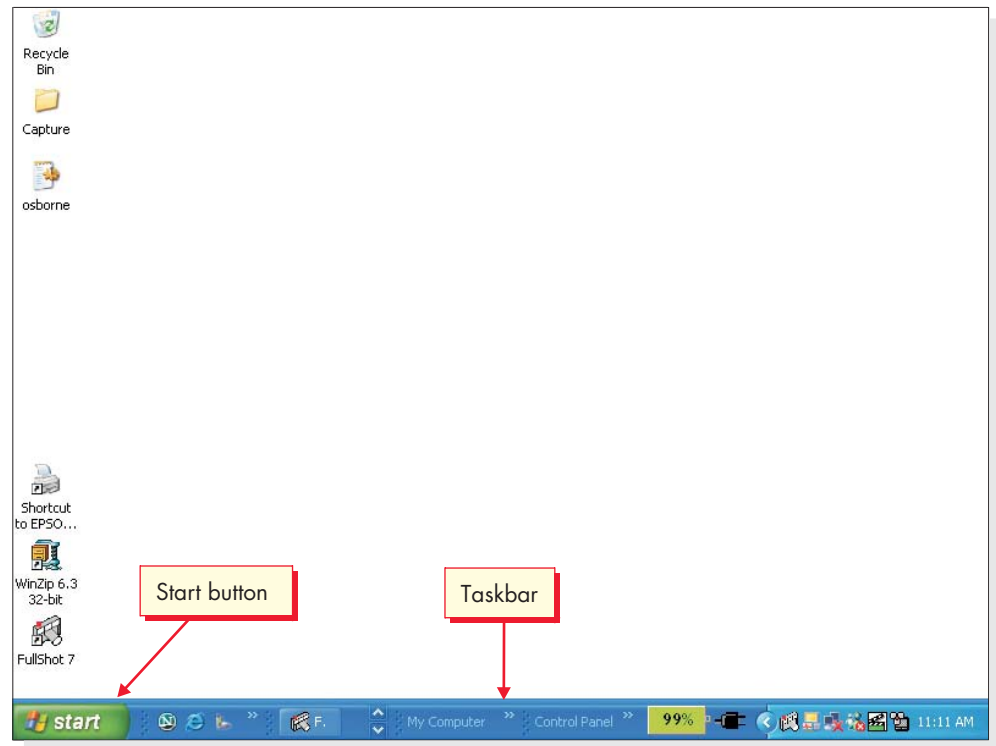
 **NOTE:** If you yearn for the old traditional screen, you can select the Classic view, which is described under "Changing the Display to Classic View" later in this Tutorial. See Figure 1 on the next page.

 **TIP:** This is a good place to practice using the mouse, following the procedures described at the beginning of the Tutorial.

Using the Start Menu

Clicking the taskbar Start button opens a large two-panel menu with lists of commands and shortcuts to programs and Windows tasks. If this is a computer

FIGURE 1
Windows XP
desktop



assigned to you for logon, your Start screen will contain items that may differ from those of another user assigned to the same computer. To open and learn about the **Start** menu, first click the Start button on the Windows taskbar. The **Start** menu appears. Across the top is a bar containing your logon name.

FIGURE 2
Start menu



The left panel consists of three sections divided by separator lines. The top section, called the pin area, lists programs that are always available for you to click. These can include your Internet browser, mail, your word processor, etc. You can remove programs you don't want listed, rearrange them, and add those you prefer.

Below the separator line are shortcuts to programs you use most often, placed there automatically by Windows. You can remove programs you don't want listed, rearrange them, but not add any manually.

The right panel, also divided into three sections, includes icons for My Documents, My Computer, Control Panel, Search, Run, and others. Depending on how your computer is set up, your icons might be different from those shown in Figure 2.

Table 3 describes the typical components of the **Start** menu.

TABLE 3 Components of the Start Menu

COMMAND	USE
Top Bar	Lists the name of the user currently logged on to the computer. The Start window for each logged-on user can vary.
Left Panel Pins	You can add or delete these items and arrange them in the order you like.
Internet	Connects to the browser chosen as the default.
E-mail	Connects to the chosen e-mail service.
Microsoft Word	Connects to the word processing program you use.
<i>Below the first separator line</i>	
Left Panel Programs	Windows lists programs you use most often here. You can delete items or rearrange them, but you can't add any manually.
<i>Below the second separator line</i>	
All Programs	Clicking All Programs or the large sideways triangle to its right displays a menu with submenus listing the programs on your computer. Programs with a sideways triangle on the right indicate items in a submenu. Drag to and click a program to instruct Windows to open it.
Right Panel	Gives you direct access to standard Windows programs and component elements.
<i>Right Panel Top</i>	
My Documents	When you double-click this icon, a new window opens showing all the files in your My Documents folder.
My Recent Documents	Shows up to 15 of the most recent documents you worked on and saved.
My Pictures	Displays the picture files contained in your My Pictures folder.
My Music	Displays the audio files contained in your My Music folder.
My Computer	Shows icons representing the disk drives available on your computer (and on your network, if you are on one). Use My Computer when you want to view the contents of a hard disk or a floppy disk.
My Network Places	Displays the icons showing your network connections.
<i>Below the first separator line</i>	
Control Panel	Displays the Control Panel listing Windows components for which you can change settings. The computer administrator may limit your access to some of these components.
Connect To	Displays a selection menu for Internet and LAN connection sites. The administrator may block this feature.
Printers and Faxes	Displays a selection menu for the printers and faxes attached to your computer.

TABLE 3 Components of the Start Menu *continued*

COMMAND	USE
<i>Below the second separator line</i>	
Help and Support	Starts the Windows Help function. Windows Help offers instructions on how to perform tasks in the Windows environment.
Search	Displays a window listing commands that enable you to locate a file, folder, Internet address, or person.
Run	Opens a dialog box that allows you to type a command to start a program. It is best to avoid this function until you are a more experienced user.
<i>Bottom Bar</i>	
Log Off	A dialog box with settings that can disconnect your access to the computer and/or prepare your computer for someone else to use.
Turn Off Computer	A dialog box with settings that Stands By, Turns Off, or Restarts your computer, or else places it in a Hibernate mode. Stand By puts your computer to sleep. You wake it up by using your mouse or the keyboard. Hibernate, accessed by pressing the (Shift) key, memorizes the programs, documents, and computer state you have running when you turned off the computer. When you log on again, these are activated.

Using the All Programs Command

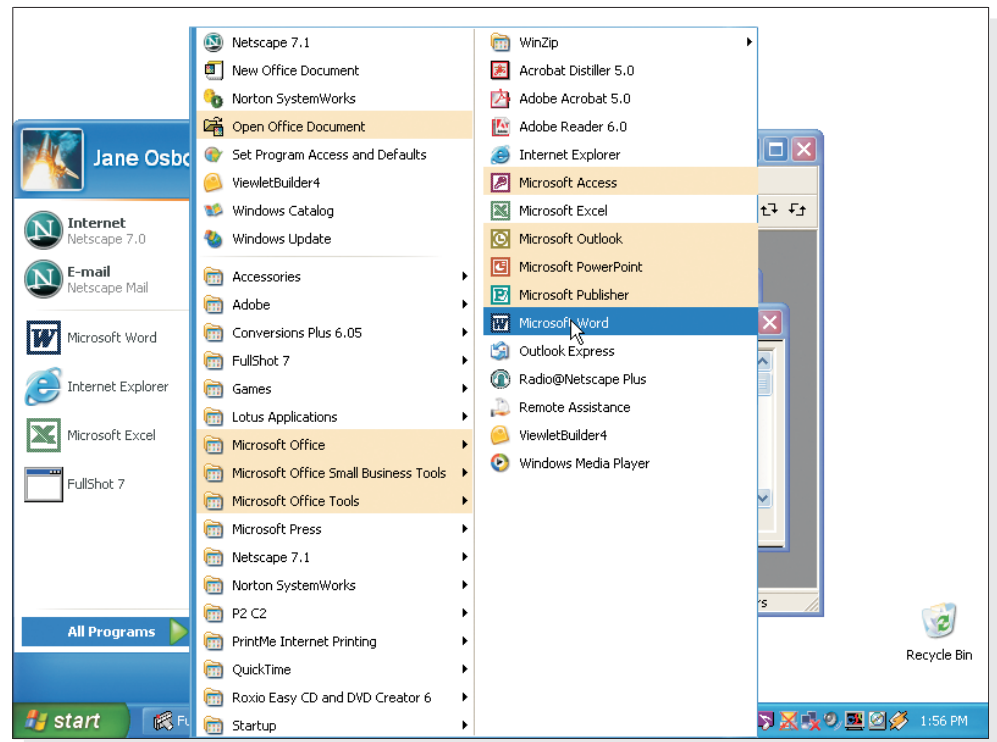
Most programs on your computer can be started from the All Programs command on the **Start** menu. This is the easiest way to open a program not listed directly in the **Start** menu.

1. To open the **All Programs** menu, click the Start button. The **Start** menu appears.
2. Click **All Programs** or the large triangle to its right at the bottom of the left panel. The **All Programs** menu/submenu appears, listing the programs installed on your computer. Every computer has a different list of programs. Notice that some menu entries have an arrow to their right. When you click an arrowed entry, its submenu appears. Some submenus contain a third menu level. This menu system is also called *cascading menus*.
3. Drag to the program you want to open and click. For the purposes of this Tutorial, open Word, a word processing program in Microsoft Office. See Figure 3 on the next page. In a few seconds, the program you selected loads and its first screen appears. Notice that a button for the program appears on the taskbar. Leave Word open for the present.

Customizing the Start Menu

Both the **Start** menu and the desktop can be customized. You can add shortcuts to the desktop if you prefer. You can add and delete items from the **Start** menu. However, if your computer is used by others, the Administrator may limit some customization functions.

FIGURE 3
All Programs
window



To add a program to the pin area at the top left of the **Start** menu:

1. Select the program you want to add to the pin list from the **All Programs** menu in Start and right-click it. Its menu appears.
2. Click **Pin To Start** on the menu. The program will be added to the pin list in the left panel above the separator line.

To remove a program from the pin area at the top left of the **Start** menu:

1. From the pin menu in Start, select the program you want to remove from the pin list and right-click it. Its menu appears.
2. Click **Unpin From Start** on the menu. The program will be removed from the pin list.

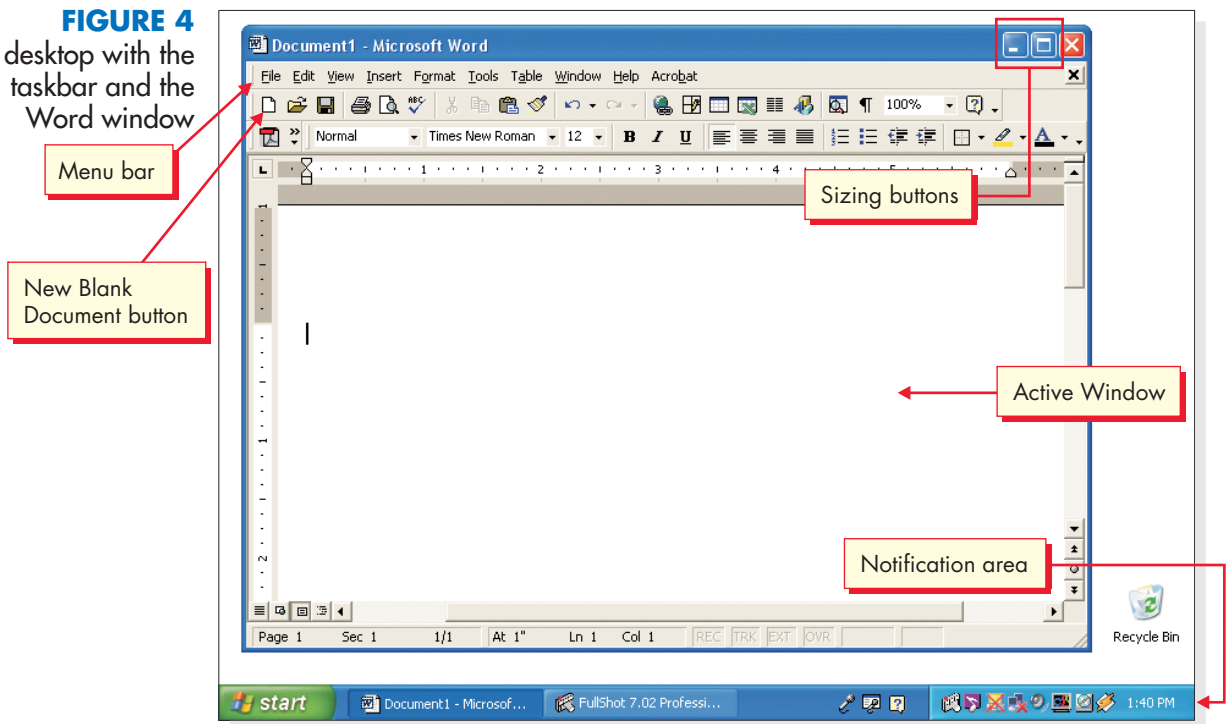
To change the order in which programs are listed in the pin area:

1. Click to select the item and press the left mouse button.
2. Drag to the desired position.

Using the Taskbar

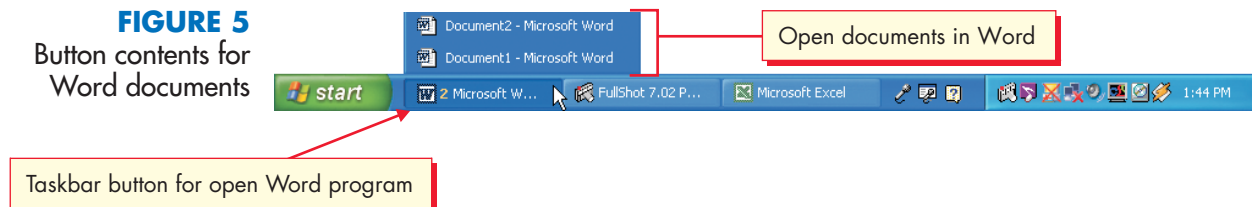
The newly designed taskbar at the bottom of your screen is one of the most important features in Windows XP. The taskbar is divided into several segments, each dedicated to a different use. Using the taskbar, you can switch between open programs and between open documents within a program.

FIGURE 4
The desktop with the
taskbar and the
Word window



Windows displays a button on the taskbar for each opened program and document. Notice that there is a button for Word, showing that it is still open. Since the taskbar can become crowded, Windows combines access to documents or programs under single buttons. An arrow to the right of a button indicates what is available under that button. The shape of the arrow varies, depending on what the button contains. Clicking the arrow opens the menu of available items.

FIGURE 5
Button contents for
Word documents



Taskbar Notification Area

The *notification area* is on the right side of the taskbar, where the current time is usually displayed. Along with displaying the time, tiny icons notify you as to the status of your browser connection, virus protection, etc. In the interests of removing clutter, the notification area hides most of the icons. Clicking the round button with a sideways arrow to the left of the notification area “hides” or “unhides” the items in it.



TIP: If you are not sure of what an item is or does, pointing to it without clicking displays a balloon with a short description.

The Active Window

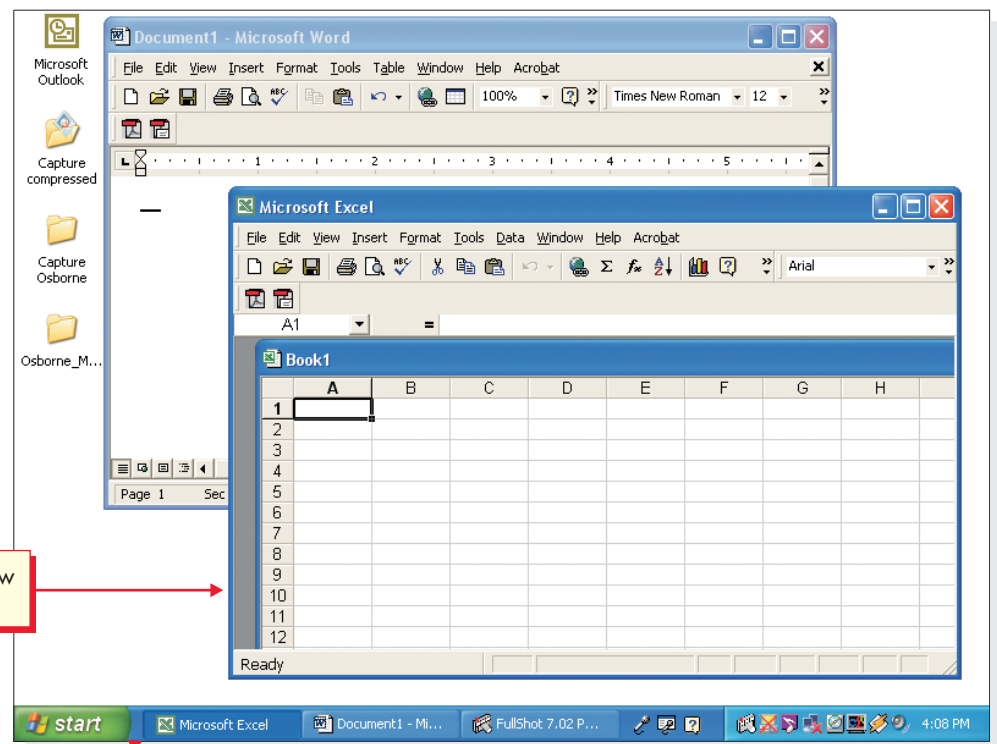
The window in which you are working is called the *active window*. The title bar for the active window is highlighted, and its taskbar button is also highlighted. The program window for Word that you opened earlier should still be open. To examine additional features of the taskbar, open a second program, Excel, a spreadsheet program in Microsoft Office.

1. If Word is not open, click the Start button and then click **All Programs, Word** from the **Start** menu. The Word window displays.
2. Click the Start button and then click **All Programs, Excel** from the **Start** menu. The Excel window displays. Notice how the Excel window covers the Word window, indicating that the window containing Excel is now active. Notice, too, that a new button has been added to the taskbar for Excel.

FIGURE 6
Excel is the active window, covering the Word window.

The Excel window is now the active window.

Taskbar button for open Excel program



3. Click the button on the taskbar for Word, the first program you opened. Word reappears in front of Excel.
4. Click the button on the taskbar for Excel. Notice that you switch back to it.
5. Click the button on the taskbar to return to Word.

To start a new blank document in Word:

1. Click the New Blank Document button on the Word toolbar located near the top of the screen (see Figure 4). Because the toolbar is now crowded, notice that the button for Word now has a “2” on it, and an upside-down triangle arrow at the right. This indicates that the button contains two documents.
2. Click the arrow. The button contents files are displayed as shown in Figure 5.
3. Drag and click the first Word program you opened.
4. Practice using the taskbar to switch between Excel and Word windows and between Word document windows until you feel comfortable with this process.

Changing the Size of the Taskbar

You can change the size of the taskbar using your mouse if your toolbar is very crowded. It is usually not necessary, because of the multiple document style buttons and other hide/unhide arrows on the taskbar.



1. Move the pointer to the top edge of the taskbar until it changes from a pointer to a two-headed arrow. Using the two-headed arrow, you can change the size of the taskbar.
2. With the pointer displayed as a two-headed arrow, hold down the left mouse button and move the arrow up until the taskbar enlarges upward.
3. Move the pointer to the top edge of the taskbar once again until the two-headed arrow displays. Hold down the left mouse button and move the arrow down to the bottom of the screen. The taskbar is restored to its original size.

Using Menus

Windows uses a system of menus that contain a choice of options for working with programs and documents. Most Windows programs use a similar menu structure. These operations are either mouse or keyboard driven. They are called commands because they “command” the computer to perform functions needed to complete the task you, the user, initiate at the menu level.

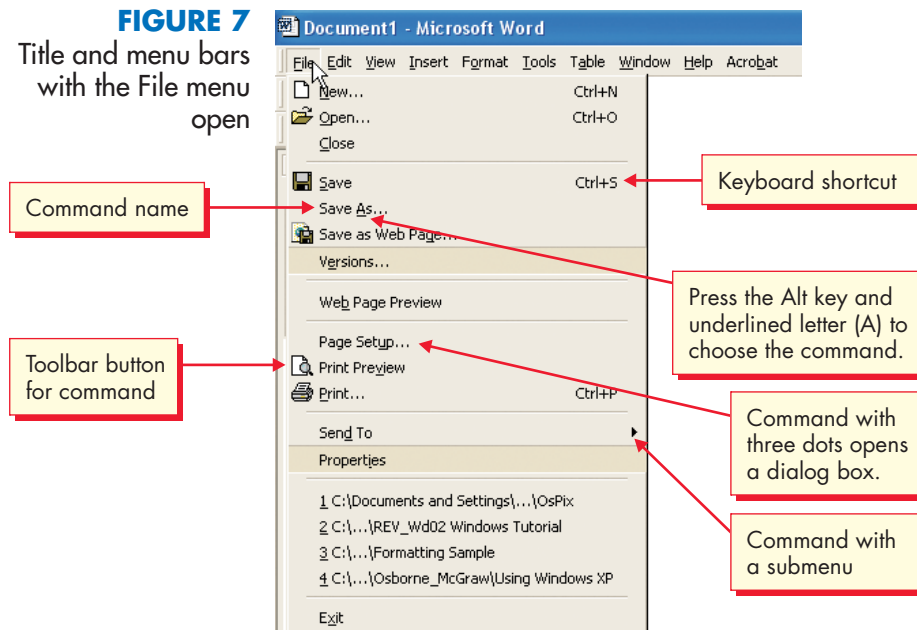
Executing a Command from a Menu

In Windows, each window includes a *menu bar*, a row of descriptive menu names at the top, just below the title bar (see Figure 4). You open a *menu* by clicking the name of the desired menu. When a menu is opened, a list of command options appears. To execute a particular command from an open menu, press the left mouse button and then drag down and release the chosen option (click and drag).

Keyboard Menu Commands

For people who prefer to use the keyboard to a mouse, Windows has provided keyboard commands for many menu items. You can use the keyboard to open menus and choose menu options.

Notice that each of the names on the menu bar has an underlined character. To open a menu, you press the **(Alt)** key and the underlined letter of the menu name at the same time. Using a combination of **(Alt)** and a key underlined in the command you want to choose is called a keyboard shortcut. For example, to open the **File** menu, hold down the **(Alt)** key and press **(F)**. You can use the keyboard again to choose a menu option. For example, with the **File** menu open, you use **(A)** (the underlined character from the Save As command) to choose the Save As command. When you see underlined letters on a menu item, it means that these letters can be used as an alternative method of executing a command. Instead of clicking the command, you press the letter that is underlined, often in combination with another letter.



Some menu items include not only the name of the command but a combination of keyboard keys. For example, under the **File** menu in Word, the Save command contains the notation **(Ctrl)+S)** to its right. This means that you can also execute the command by pressing the **(Control)** key together with the **(S)** key to save a document.

Other Menu Symbols

Menus may be displayed in a short version. If you see a double-V arrow at the bottom of a menu, it means that there are additional items hidden below. Click the double V and they will appear.

Three dots following a menu option indicate that a dialog box is displayed when that menu option is chosen. (Dialog boxes, discussed later, are small windows requesting and receiving input from a user.)

Some commands also show button icons to the left as another alternative for executing the command.

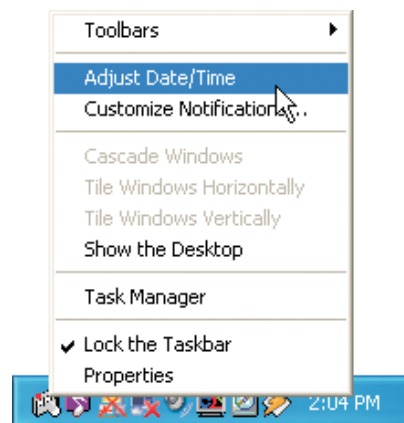
Perform the following steps for keyboard command practice:

1. Click **Edit** on the menu bar again. The menu closes.
2. Press **(Alt)+[E]**, the keyboard shortcut for the **Edit** menu. The **Edit** menu appears again.
3. Click **Edit** on the menu bar again to close the **Edit** menu.
4. Press **(Alt)+[V]**, the keyboard shortcut for the **View** menu. The **View** menu appears.
5. Click the down arrow at the bottom of the menu to display the entire **View** menu. Some commands have check marks next to them. This means the command can be turned on or off.
6. Notice also that all the commands in the menu have an underlined letter, indicating that they, too, have keyboard shortcuts.
7. Click **View** to close the **View** menu.

Displaying a Shortcut Menu

When the mouse pointer is on an object or an area of the Windows desktop and you right-click, a shortcut menu appears. A shortcut menu typically contains commands that are useful in working with the object or area of the desktop to which you are currently pointing.

FIGURE 8
The Time shortcut menu



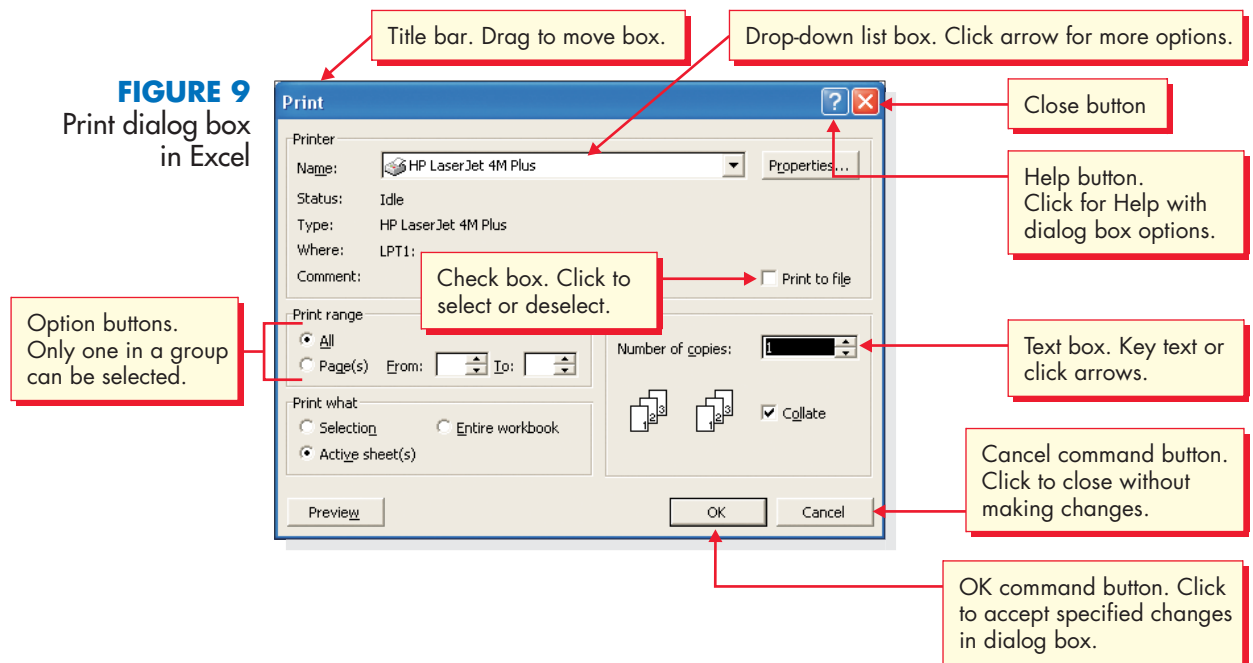
1. Position the mouse pointer on a blank area of the desktop and right-click. A shortcut menu appears with commands that relate to the desktop, including arranging icons and displaying properties.
2. Click outside the shortcut menu to close it.
3. Right-click the time in the bottom-right corner of the taskbar. A shortcut menu appears.
4. Click **Adjust Date/Time** on the shortcut menu. The Date/Time Properties dialog box appears. You can use this dialog box to adjust your computer's date and time.

5. Click **Cancel**.
6. Click outside the shortcut menu to close it.
7. Right-click an icon to display its shortcut menu, and then close the menu.

Using Dialog Boxes

Windows programs make frequent use of dialog boxes. A *dialog box* is a window that requests input from you related to a command you have chosen. All Windows programs use a common dialog box structure.

1. Make the Excel program the active window.
2. Choose **File** on the menu bar. The **File** menu appears.
3. Click the down arrow at the bottom of the menu to display the entire **File** menu. The three dots following the Print command indicate that when you choose **Print**, a dialog box will be displayed.
4. Choose **Print**. The Print dialog box appears. It contains some of the most common types of dialog box options.



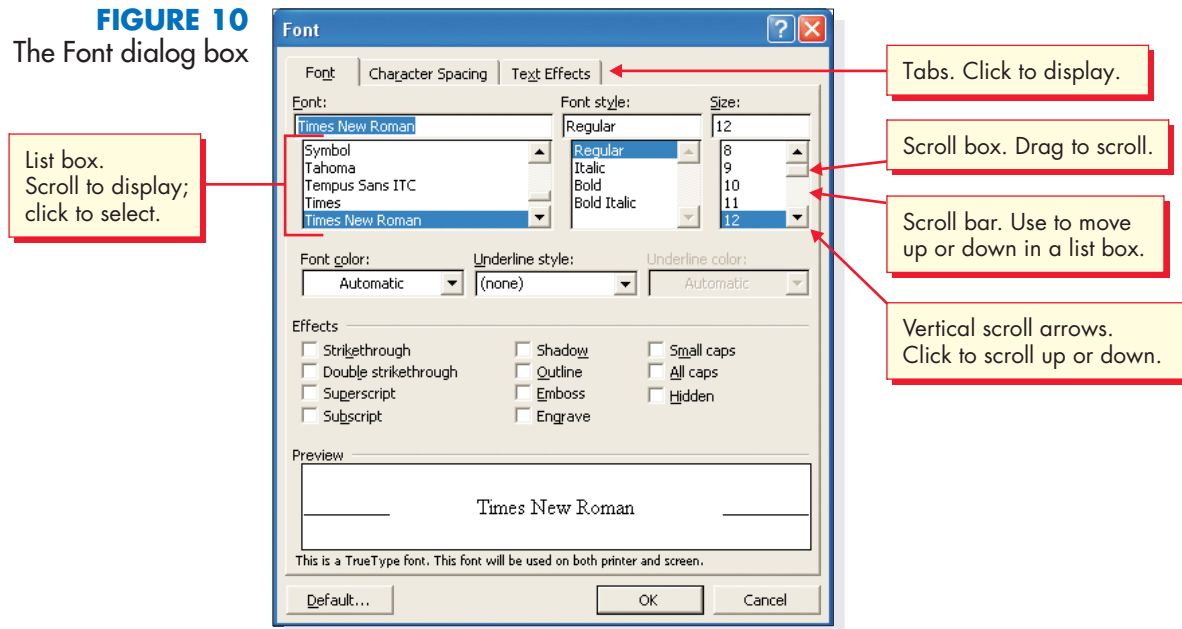
NOTE: A keyboard shortcut is available for the print dialog box: Press **Alt+F+P** (**Alt+F** to open the **File** menu, **P** to open the Print dialog box).

5. To close the Print dialog box, click **Cancel**, located in the lower-right corner of the dialog box. The Print dialog box closes without making any changes.

Another type of dialog box is available in Word. The Word **Format** menu offers many choices for choosing font styles for a document.

1. Make Word the active window.
2. Click **Format** on the menu bar. The **Format** menu appears.
3. Click **Font**. The Font dialog box appears.

FIGURE 10
The Font dialog box



4. This dialog box includes both tabs under the title bar and scroll boxes for making font choices.

The scroll boxes on the top are for specifying a font by name, its style, and its size. When you select a paragraph in a Word document, you can select its typographic features using this dialog box. The scroll box at the top left displays a list of all the type faces installed on your computer. By clicking the name of the font, you select it for your paragraph.

The vertical scroll bar on the right side of a box or a window indicates that there is more content in the window. To view the entire content, click the downward-pointing arrow to roll the window contents down to view through the options; click the upward-pointing vertical scroll arrow to roll the window contents up toward the beginning of the file. You can also drag the box on the scroll bar up or down to view all the content. The tabs at the top display other dialog boxes relating to font formatting. Click each tab to view its contents, and then return to the **Font** tab.

Use this dialog box to style a paragraph as follows:

1. Type a very short paragraph in your Word document.
2. Insert the I-beam cursor at the beginning of the text, holding down the left mouse button.

3. Drag the mouse to the end of the paragraph. It will change color, showing that it has been selected.
4. Click **Format** on the menu bar and click **Font**. The font dialog box opens.
5. In the Font Name scroll box click **Verdana**. You may need to scroll down to see it.
6. In the font Style box click **Bold**.
7. In the font Size box click **12**.
8. If you wish to change the color of your paragraph, move your pointer to the font color selection box on the left and click the down-facing arrow. A color pallet appears. Drag the pointer to the color you wish to use and click.
9. When you have completed your selections, click **OK** at the bottom of the font dialog box and look at the paragraph you have styled. If you wish, you can try other font formats, while your paragraph is selected.

Changing the Size of a Window

You can change the size of any screen window using either the mouse or the sizing buttons. Sizing buttons are the small buttons on the right side of the title bar that allow you to resize, minimize, or maximize the window (see Figure 4). This can be especially useful when you'd like to display several open windows on your desktop and see them simultaneously.

Two sizing buttons appear on the title bar of every window, to the left of the close window button (from left to right): the Minimize button and the Restore Down/Maximize button. Table 4 describes these buttons. To practice changing the size of a window, follow these steps:

1. Make Excel the active window, if it is not already. Click the Maximize button on the Excel title bar if the Excel window does not fill the entire desktop.



NOTE: Notice that the window occupies the entire desktop, and the Maximize button has changed to a Restore Window button. (This type of function is known as a toggle: when a button representing one state [Maximize] is clicked, an action is performed, the button toggles to the alternate state, and the other button [Restore Window] appears. A number of actions in Windows operate this way.)

TABLE 4 Sizing Buttons

BUTTON	USE
Minimize	Reduces the window to a button on the taskbar.
Maximize	Enlarges the window to fill the entire desktop (appears only when a window is reduced).
Restore Down	Returns the window to its previous size and desktop position (appears only when a window is maximized).

2. Click the Restore Window button on the Excel title bar. The Excel window reduces in size, and the Word window appears behind it. The Restore Window button has now changed to a Maximize button. Notice that the highlighted title bar of the Excel window indicates it is the active window.
3. Click the Minimize button. The Excel window disappears, and its button appears on the taskbar.

How to Display Two Program Windows Simultaneously

1. From Start, click **All Programs** to open Excel and two Word documents if they are not already open from an earlier section of the Tutorial.
2. Click the Excel button on the taskbar to move its window to the front of the screen.
3. Move the pointer to the right border of the Excel window. The pointer changes to a horizontal two-headed arrow.



TIP: Sometimes the borders of a window can move off the computer screen. If you're having trouble with one border of a window, try another border or drag the entire window onto the screen by using the title bar.

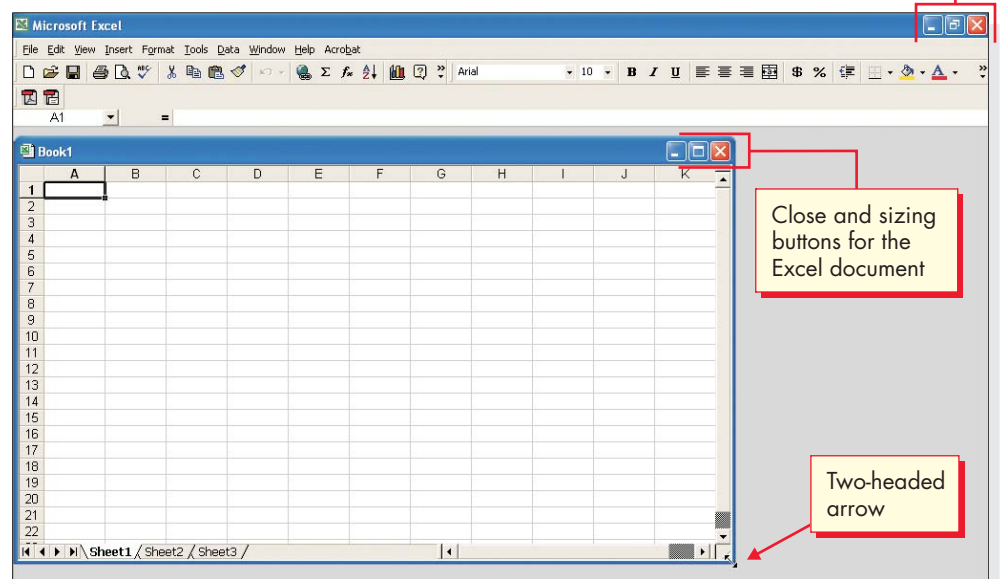


4. With the two-headed arrow displayed, drag the border to the left make the window narrower.



NOTE: You can place the pointer on any part of the window border to change its size. To change both the height and width of the window, drag the pointer to the bottom-right corner of the window. The double-headed arrow changes its orientation to a 45-degree angle (See Figure 11). Dragging this arrow acts on both the right and bottom borders.

FIGURE 11
The two-headed arrow for changing a window's size



5. Click the title bar of one of the Word windows behind the Excel window. The Word window becomes the active window. The Excel window is still open, but it is now behind the Word window.
6. Click the Maximize button if the Word window does not fill the entire desktop.
7. Click the Minimize button on the title bar of the Word window. The Excel window becomes the active window. The second Word window appears behind the Excel window.
8. Click the Close button on the title bar of the second Word window. The Excel window is still the active window. Notice that the Word program button on the taskbar no longer has an arrow to indicate multiple documents.
9. Make the Word window the active window by clicking the Word button on the taskbar.
10. Click the Restore Window button on the Word window. The Word window reduces in size. The Excel window might be partially visible behind the Word window. You can drag the two reduced windows so that parts of both can be seen simultaneously.
11. Drag the title bar of the Word window until you can see more of the Excel window. Use both title bars to reposition the windows.



NOTE: Some program windows, such as those for Excel and Word, contain two sets of sizing buttons. The upper set (on the title bar) controls the program window. The lower set controls the sizing of the document within the program window. See Figure 11 for the location of the lower set in Excel.

12. Click the Close buttons on the title bars of each of the two program windows to close them. You have a clean desktop again.

Using the Documents Command

Windows lets you open a recently used document by using the Documents command on the **Start** menu. This command allows you to open one of up to 15 documents previously saved on your computer.

1. Click the Start button on the taskbar to display the **Start** menu.
2. Choose **My Recent Documents**. The My Recent Documents submenu appears, showing you up to the last 15 documents that were saved.
3. Click a document. The program in which the document was created opens and the document displays. For example, if the document you chose is a Word document, Word opens and the document appears in a Word program window.
4. Click the program window's Close button. (Remember, to close the program, you must click the Close button on the title bar. To close a document, the lower set of buttons are clicked.) The program window closes and the desktop is clear once again.

Changing the Display to Classic View

The Display icon on the **Control** menu lets you change the way Windows looks and works. *Because your computer in school is used by other students, you should be very careful when changing settings.* Others might expect Windows to look and work the standard way. Having Windows look or work in a nonstandard way could easily confuse them. (Table 5 describes where to access other settings.)

To change the appearance of your computer to Classic view, follow these steps. Talk to your instructor first, however, before changing any settings on your computer.

1. Click the Start button on the taskbar.
2. Click **Control Panel**. The **Control Panel** submenu displays.
3. Click the Display icon. The Display dialog box is displayed.
4. Click the **Appearance** tag. The Appearance dialog box displays.
5. Drag the pointer to the Windows And Buttons box.
6. Click the arrow button on the right to choose the style of Windows you prefer. Click **Windows Classic View**.
7. Click **Cancel** to close the Display submenu without making any changes.

Using the Search Command

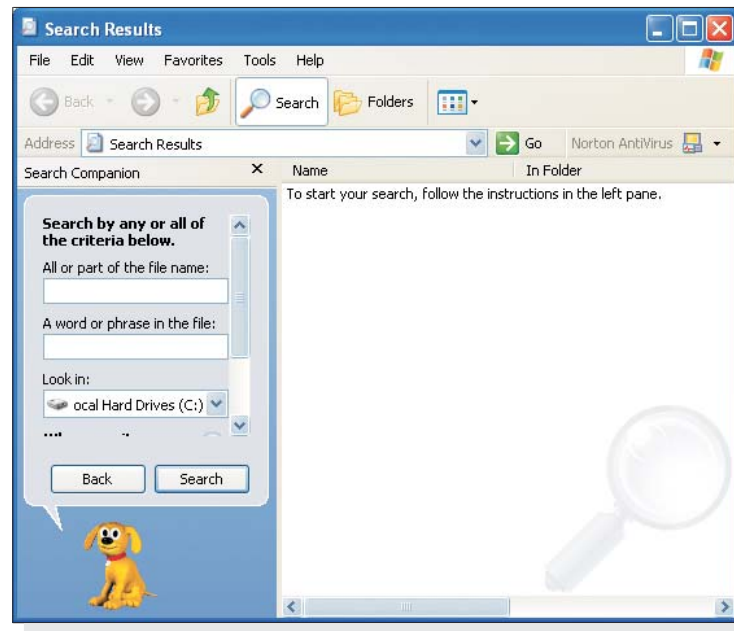
If you don't know where a file or folder is located, you can use the Search command on the **Start** menu to help you find and open it.

1. Click the Start button on the taskbar.
2. Click **Search**. The Search dialog box appears.
3. Click **For Files Or Folders**. The Search Results dialog box appears. The left panel, titled "Search by any or all of the criteria below," contains selection boxes and additional menus for making a search. See Figure 12.

TABLE 5 Settings Options

OPTION	USE
Control Panel	Displays the Control Panel window, which lets you change screen colors, add or remove programs, change the date and time, and change other settings for your hardware and software. The items listed below are accessed from the Control Panel.
Network Connections	Displays a submenu that lets you make connections with other computers or a private network.
Printers and Faxes	Displays the Printers window, which lets you add and remove printers, as well as modify your printer settings.
Taskbar and Start Menu	Displays the Taskbar and Start Menu Properties dialog box, which you use to customize the taskbar and add and remove programs on the Start menu.

FIGURE 12
Search Results
dialog box



4. Type the name of the file or folder you want to find in the All Or Part Of The File Name box.

To search files for specific text, use the Word Or Phrase In The File text box. To search for files by date, size, type, or other attributes, click **More Advanced Options** at the bottom of the left panel.

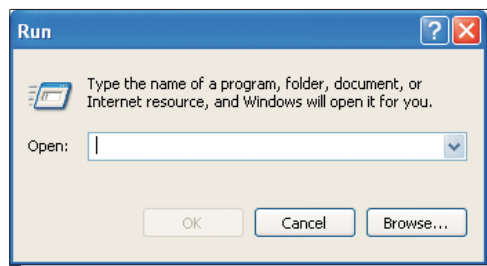
1. Click the down arrow next to the Look In text box to specify where you want Windows to search. The default location is the C drive.
2. Click **Search** to start the search. Any matches for the file are shown in the dialog box right panel.
3. Double-click any found item to open the program and view the file or folder Windows has located.
4. When you are finished with your search, close all open windows and clear your desktop.

Using the Run Command

Windows allows you to start a program by using the Run command and typing the program name. This command is often employed to run a “setup” or “install” program that installs a new program on your computer. It is best to use this command after you have become more familiar with Windows XP.

1. Click the Start button on the taskbar.
2. Choose **Run**. The Run dialog box appears. See Figure 13 on the next page.

FIGURE 13
Run dialog box



3. If you know the name of a program you want to run, type the name in the Open text box. Often you will need to click **Browse** to open a drop-down list of the disk drives, folders, and files available to you.
4. Click **Cancel** to close the Run dialog box.

Deleting Files Using the Recycle Bin

The recycle bin is the trash can icon on your desktop. To delete a file:

1. Click its icon and drag it to the recycle bin.



NOTE: As a protection against deleting a file unintentionally, any file you have placed in the recycle bin can be undeleted and used again.

2. Double-click the Recycle bin icon. A window opens listing files you have deleted.
3. To undelete a file, merely drag it out of the recycle bin window and place it on the desktop.
4. To empty the Recycle Bin and *permanently* delete files, right-click the Recycle Bin icon. Its menu appears.
5. Click **Empty Recycle Bin**.

Exiting Windows

You should always exit any open programs and Windows before turning off the computer. This is the best way to be sure your work is saved. Windows also performs other “housekeeping” routines that ensure everything is ready for you when you next turn on your computer. Failure to shut down properly will often force Windows to perform time-consuming system checks the next time it is loaded. You can either log off the computer to make it available for another user, or shut it down entirely.

To Log Off

1. Click the Start button on the taskbar.
2. Choose **Log Off** from the **Start** menu. The Log Off dialog box appears.
3. Click **Log Off**. Click **Switch User** to return to the logon screen for another user to log on.

To exit Windows, use the Turn Off Computer command on the **Start** menu. This command has several shut-down options:

Restart	Restarts the computer without shutting off the power. This is sometimes necessary when you add new software.
Shut down	Closes all open programs and makes it safe to turn off the computer. Some computers will turn off the power automatically.
Stand By	Puts the computer in a low activity state. It appears to be turned off but will restart when moving the mouse.
Hibernate	Places the computer in a mode that turns off the computer but saves the state of your computer screen before you shut down.

1. Click the Start button on the taskbar.
2. Choose **Shut Down** from the **Start** menu. The Shut Down Windows dialog box appears.
3. Click the Shut Down icon.
4. To access Hibernate, press the **(Shift)** key. The Stand By button toggles to the Hibernate button.
5. Windows prompts you to save changes in any open documents. It then prepares the computer to be shut down.
6. When Windows tells you it is safe to turn off your computer, turn off your computer and your monitor.