

Technology Handbook

Module 4

Getting Started in Windows XP

Key Terms

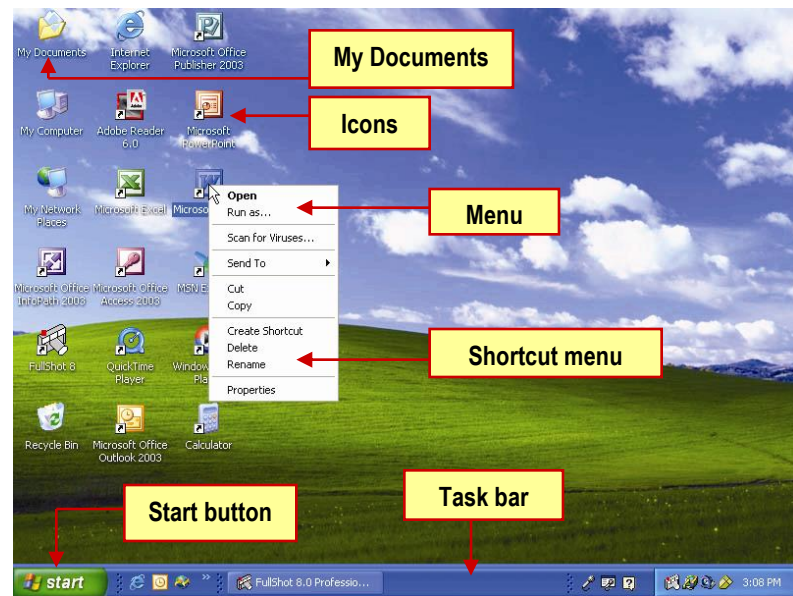
desktop
icon
Start button
Start menu
menu
task bar
shortcut menu
My Documents
window
scroll bar
resize
maximize
minimize
restore
Recycle Bin

The Graphical User Interface (GUI)

Once your computer is turned on, you will see the desktop. In a graphical user interface (GUI), the **desktop** is the visual representation of the file system on a computer. All of the files and applications on a computer can be accessed through the desktop. **Icons** are graphic representations of files or applications.

The **Start button** opens the **Start menu**, which displays files and applications. A **menu** is a list of options. The **Task bar** shows what files and applications are open. Right-click once on the mouse to open a **shortcut menu**.

Double-click on the **My Documents** icon to open a list of your documents.



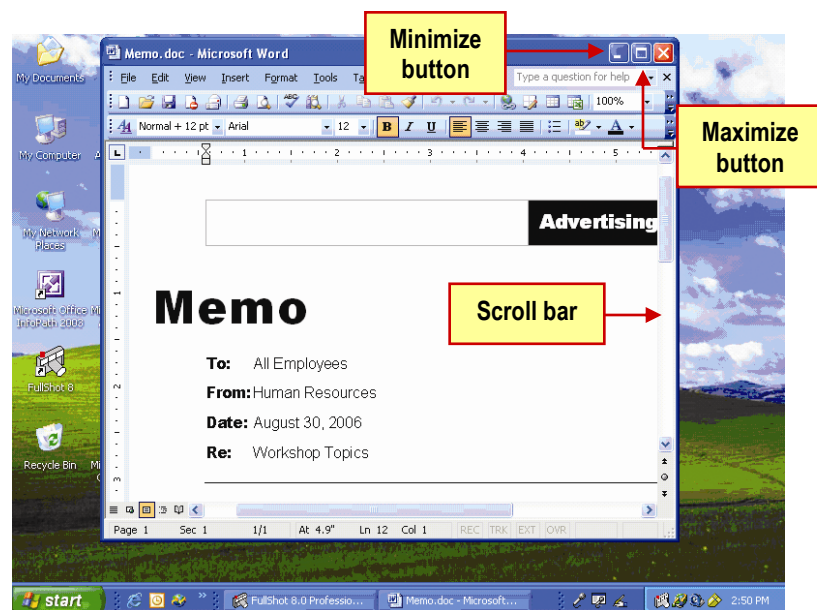
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Double-clicking on a folder opens it. The contents of the folder are displayed in a **window**, which is a box that shows what is inside a folder or file. A different window can be opened for each file or folder you want to use.

TIP

You can have many windows open at one time, but you can only work in one window, the active window, at a time.



To move a window, place your pointer on the Title bar. Press and hold the left mouse button and then move the pointer to where you want the window to be. Holding down the mouse button and moving the mouse is called dragging.

To **maximize** a window, or to make it fill up the screen, click the maximize button in the upper right corner of the window. To return the window to its original size, click the button again.

You can **minimize** a window to take the window off the desktop without closing it. To minimize a window, click the minimize button in the upper right corner of the window.

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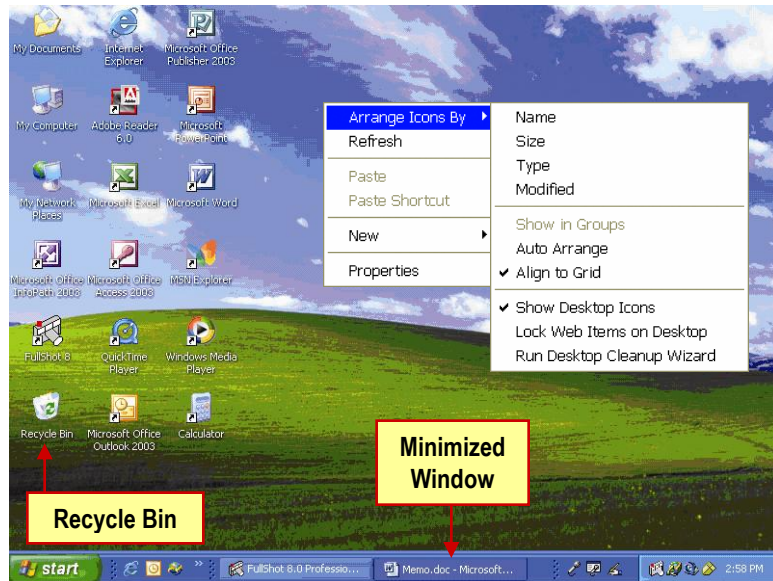
TIP

Icons can be placed in a grid by choosing **Align to Grid**. You can also choose to **hide the icons** by **deselecting Show Desktop Icons**.

Often, the entire contents of a window are not visible. To view the rest of the window, grab the **scroll bar** and drag it downward. The box that moves inside the scroll bar is called the scroll box.

To **resize** a window, or to make it larger or smaller, place the pointer over one of the corners of the window. When the small black arrows appear, drag the corner outward to make the window larger. Drag the corner inward to make the window smaller.

You can **restore** a window that was minimized to make it visible again. To restore a window, click the title of the window in the task bar. To close a window, click the Close Window button.



Icons on the desktop can be arranged to fit your needs. If you right-click the mouse on the desktop, a shortcut menu offering different options opens. If you scroll over an option with an arrow a submenu will open, offering more choices.

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TIP

Icons on the desktop can be arranged and rearranged to fit your needs. You can click and drag icons to various places on the desktop. You can also right-click the mouse and choose Arrange Icons By. A submenu will open that allows you to arrange the icons by Name, Size, Type, or Modified.

The **Recycle Bin** deletes files or applications from the computer. To delete a file or folder, drag the item to the Recycle Bin and drop it on top. This places the item in the Recycle Bin, but does not delete the item.

To delete the item, right click the Recycle Bin. Locate and click Empty Recycle Bin to permanently delete all of the items in your Recycle Bin.

✓ Tech Check

Answer the questions on a separate piece of paper.

1. **Recall** List three parts of the Windows desktop.
2. **Reproduce** Make a sketch of a window. On the sketch, label the following items: Maximize button, Minimize button, Scroll bar, and Title bar.

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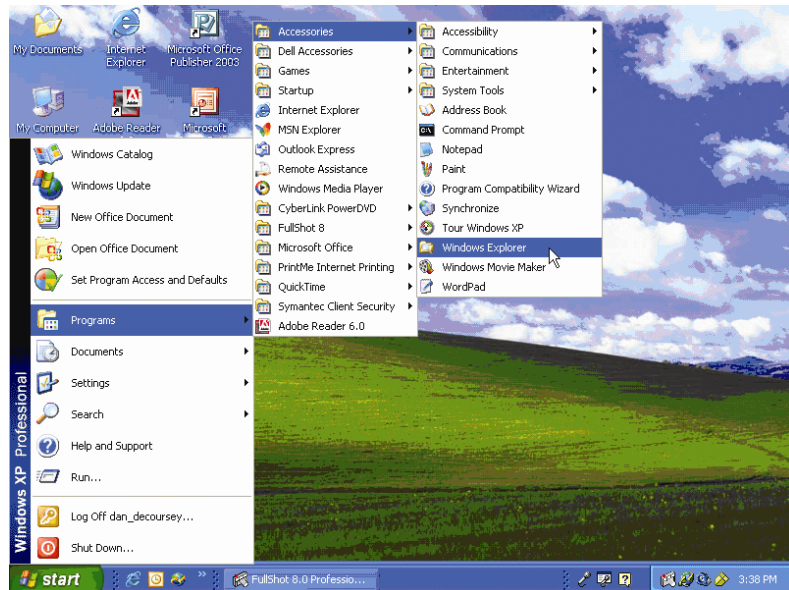
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Key Terms

Windows Explorer
directory
parent directory
subdirectory
shortcut

Working with Files and Folders

Windows Explorer is a program that shows the entire file system on a computer. To open Windows Explorer, you can choose **Start>All Programs>Accessories>Windows Explorer**.



At the top left of the window, click the Desktop icon. All of the files and folders on the desktop will be displayed on the right side of the window.

To sort the files and folders, open the View menu and choose Arrange Icons by. Then choose how you want to sort the files and folders.

One of the **directories**, or containers for files and folders, on the desktop is called My Documents. To view the files of this directory, click the My Documents icon on the left. Files can be data, text, programs, and more.

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TIP

To find out more about a file, right-click the file and choose Properties.

A directory can hold other directories. A directory that holds other directories is called a **parent directory**. A directory that is located in another directory is called a **subdirectory**. For instance, My Computer is a parent directory for 3½ Floppy (A:), and 3½ Floppy (A:) is a subdirectory of My Computer.

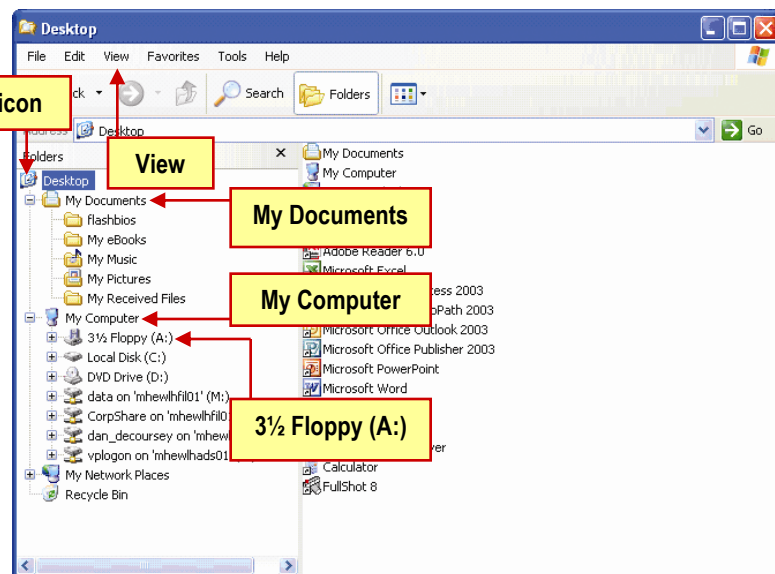
Desktop icon

View

My Documents

My Computer

3½ Floppy (A:)

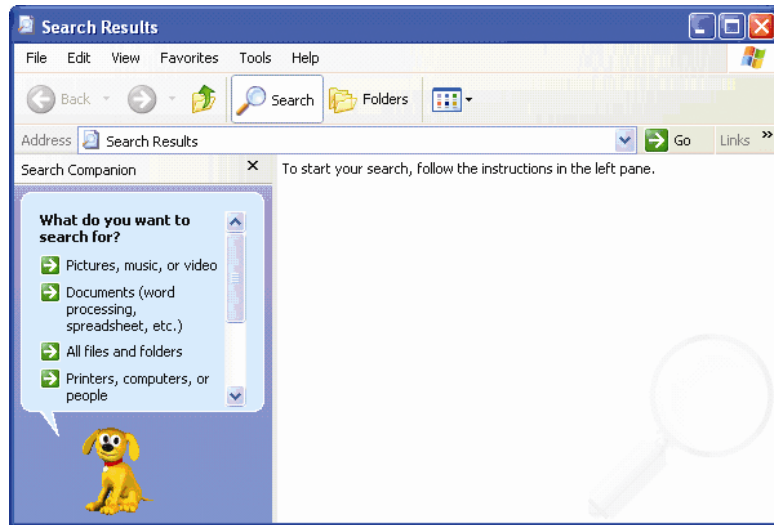


With so many places to look, finding folders and files can be difficult. Use the Search window to find files and folders when you do not know where they are.

To search for files or folders that contain the word *computer*, key **computer** below **All or part of the file name**. Then click **Search**.

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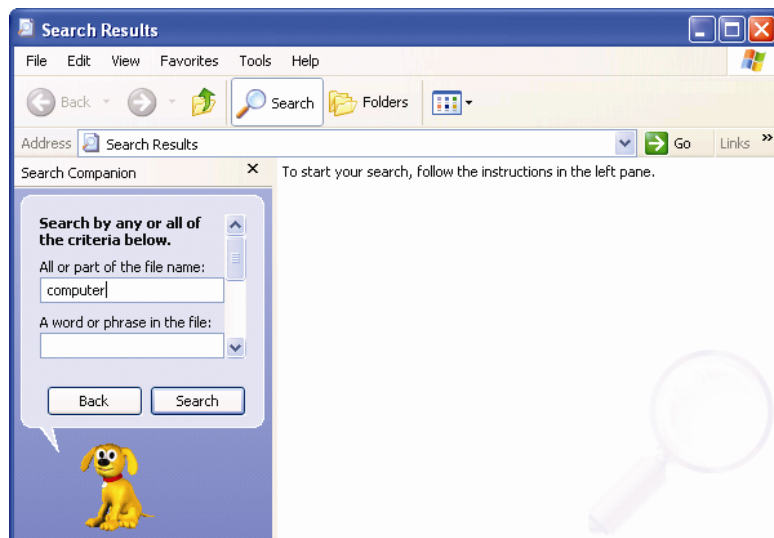
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To search for a folder, you can choose **Start>Search**. To search all of the files and folders on the computer, click **All Files and Folders** on the left side of the Search window.

TIP

If you are not sure if the name of a file is **Computer**, **Computers**, or **Computing**, use an asterisk for the part you are not sure about. For example, enter **Comput*** in All or part of the file name. This tells the computer to show all files that start with **Comput**.



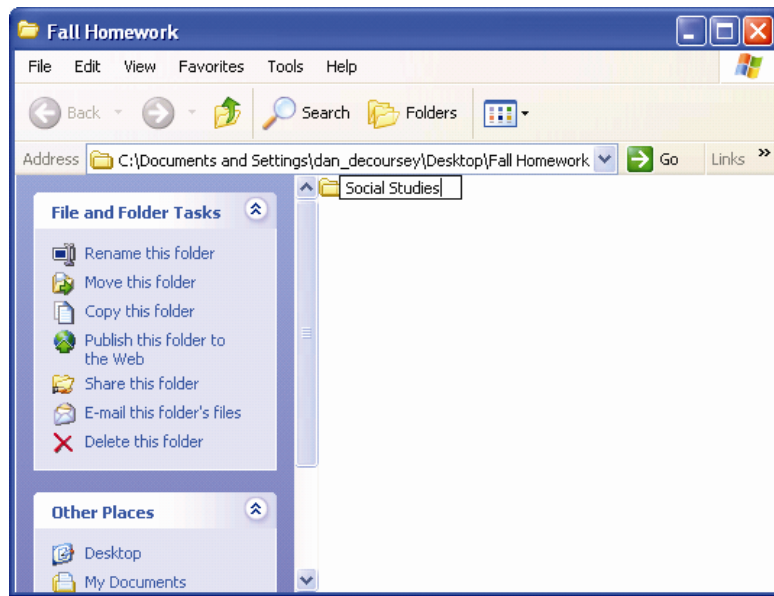
To search for files or folders that contain the word *computer*, key **computer** below **All or part of the file name**. Then click **Search**.

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To create a folder, right-click the desktop. Then choose **New>Folder**. When the new folder appears, key **Homework** and press Enter on your keyboard. Right-click the **Homework** folder and choose **Rename**. Key **Fall Homework**. Press Enter.



To create a subfolder, open the folder in which you want to create the new folder. On the left side of the window, click **Make a new folder**. Finally, key **Social Studies** and press Enter.

TIP

To move a folder, grab the folder and drop it in its new location.

Drag and drop **Social Studies** onto the desktop. Then drag it back into the **Fall Homework** folder.

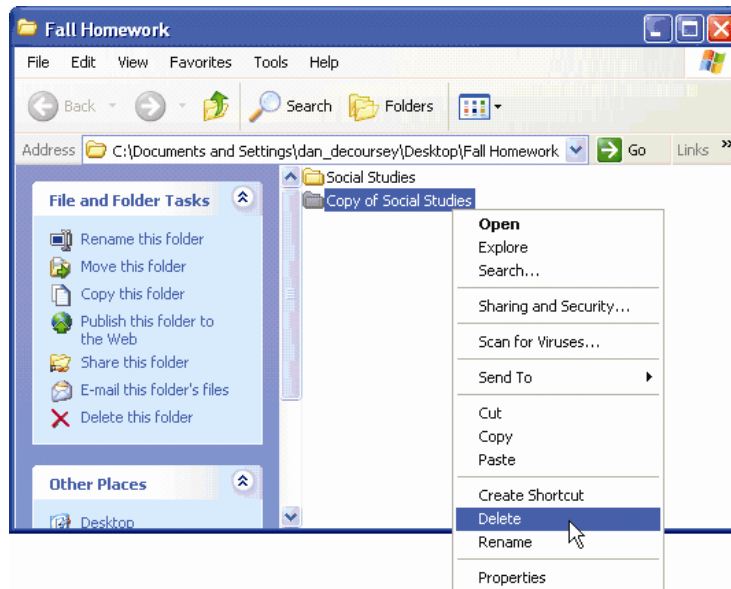
To copy the **Social Studies** folder, right-click the folder and choose **Copy**. Then right-click the empty space in the window and choose **Paste**.

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TIP

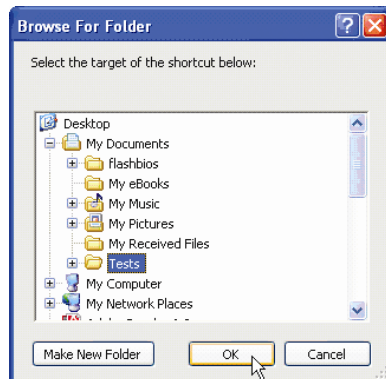
To delete the copy of Social Studies, right-click the copy and choose Delete. Then click Yes in the Confirm Folder Delete box.



A **shortcut** is an icon that will automatically open a particular program, folder, or file, no matter where the shortcut is in the file system.

Follow these instructions to create a shortcut:

1. Right-click the place where you want to put the shortcut. Choose **New>Shortcut**.
2. In the Create Shortcut box, click **Browse**.



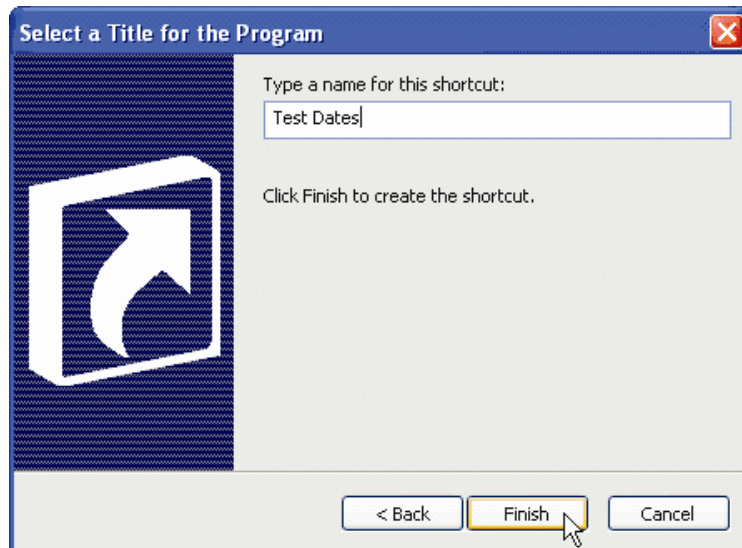
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TIP

For resources that people use often, shortcuts save the time of clicking through multiple folders to get to the program.

3. Select the location of the program or folder to which you want the shortcut to lead. Click **OK**.
4. In the Create Shortcut box, click **Next**.
5. Key a name for the shortcut in the line at the top of the box. Click **Finish**.



TIP

To rename a shortcut, right-click the shortcut and choose **Rename**. Key a new name.

✓ Tech Check

Answer the questions on a separate piece of paper.

1. **Describe** Describe the relationship between a parent directory and a subdirectory.
2. **Demonstrate** Use the search function in Windows to search for files and folders.
3. **Demonstrate** Create a new shortcut.

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Key Terms

pathname

file compression

Pathnames and File Compression

A **pathname** is a list of phrases that describes the location of a particular file.

In a Windows Explorer dialog box, the pathname of a file appears in the Address window. The pathname includes the device letter (the storage device in which the file is stored), the folder, the subfolder (if a subfolder exists), the file name, and the file extension (which identifies the file type).

Note the pathname below:

C:\My Documents\Homework\Project01.doc

The parts of the pathname can be identified as follows:

Device letter: C: (C drive)

Folder: My Documents

Subfolder: Homework

File name: Project01

File extension: doc (Word document)

If you are working on a network, you can send a pathname to a co-worker on that network so that he or she can find the file quickly.

You could send the pathname as a link that your co-worker can click to be taken directly to the file, or you could send the pathname as text and your co-worker will be able to use the pathname to find the document's location on the network.

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TIP

The most popular file compression software programs are PKZip, ZipIt, and WinZip. They have become so popular that many people use the product names to refer to the file compression process. For example, many call compressing a file “zipping,” and decompressing a file “unzipping.”

What can you do if your hard drive becomes full? The amount of memory that your computer has and how large your files are determine how many files will fit on your hard drive.

People who need to save large files often use file compression software. **File compression** is a process in which files are compressed, or “shrunk,” into a smaller file. The smaller file is called a compressed file. In order to open this file, you need to decompress it, or bring it back to its original size. A compressed file uses less disk space than a regular file. In fact, you can set a file compression ratio to determine how much your files will be compressed. For example, if you choose a file compression ratio of 20:1, the compressed file will be twenty times smaller than the original file.

✓ Tech Check

Answer the questions on a separate piece of paper.

1. **Define** What is a pathname?
2. **Recall** Identify the different parts of a pathname.
3. **Explain** What does a file compression ratio of 25:1 mean?

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Key Terms

Control Panel

The Control Panel

The **Control Panel** contains tools that allow a user to change the way Windows appears and functions. To access the Control Panel, click **Start>Control Panel**.



When you open the Control Panel in Category View, you will notice the following categories:

- **Appearance and Themes:** This category includes the computer's display settings, such as the computer's theme, background, screen saver, and screen resolution.
- **Network and Internet Connections:** You can use this category to change Internet connection settings or to create a connection to the network at your workplace.

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- **Add or Remove Programs:** This category, as its name indicates, is used to add or remove programs from your computer. When you click on this category, a window opens that includes all of the programs on your computer. You can remove these programs or make changes to them, such as modifying the default settings.
- **Sounds, Speech, and Audio Devices:** Use this category to adjust your computer's volume, to change the sound scheme (such as the sound that you hear when you turn on or shut down your computer), and to change speaker settings. You can also use this category to activate speech recognition devices.
- **Performance and Maintenance:** In this category, you can free up space on your hard disk, back up data, or rearrange items on your hard disk to make programs run faster. You can also create scheduled tasks, such as scheduling an automatic backup on a daily or weekly basis.
- **Printers and Other Hardware:** Use this category to install or add a printer or fax machine. You can also adjust settings for other hardware, such as game controllers, the mouse, the keyboard, and scanners.
- **User Accounts:** This category is used to create a user account to use a computer or log onto a network.
- **Date, Time, Language, and Regional Options:** In this category, you can change the date or time zone on your computer; change or add a language; and modify the format of numbers, dates, and times.

TIP

Visit the student Online Learning Center to learn about using the Control Panel to change monitor, mouse, and printer settings.

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TIP

You can set the computer to use a larger font, to increase contrast, or to show a visual warning when the computer makes a sound.

- **Accessibility Options:** Use this category to configure Windows for special vision, hearing, and mobility needs.

✓ Tech Check

Answer the questions on a separate piece of paper.

1. **Identify** Which Control Panel category would you use to add a speech recognition device?
2. **Recall** Name two settings you can change in the Appearance and Themes category.
3. **Demonstrate** Use the Control Panel to do the following:
 - a) Change screen displays.
 - b) Change mouse settings.
 - c) Change the date and time.

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Key Terms

shut down
restart
standby

Shutting Down

It is a good idea to **shut down** and **restart** your computer from time to time. You may also put your computer in **standby** mode.

One benefit of this practice is that if security or virus protection updates have become available since you last shut down, you will receive notifications of these updates when you restart your computer. Shutting down your computer also saves electricity and can prolong the life of your computer.

To shut down or restart your computer safely, always use the Start menu. A computer should always be turned off by choosing **Start>Shut Down**.



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TIP

After plugging the computer back in, you may need to wait for a longer time than normal for the computer to boot up while it does system checks.

If the computer “freezes,” or does not respond to clicking the mouse, the Task List may be opened to view which programs are not running—these programs can then be cancelled. To access the Task List, simultaneously press **CTRL + ALT + DELETE**. When the Task Manager window appears, click the Task List and view the list of programs that are running. Select any program that is not responding, and then click **End now**. The program will be closed and may free up your computer. If this does not work, you may have to shut off your computer with the power button and then turn it back on. If this does not work, unplug the computer, and then plug it back in.

When you choose Shut Down from the Start menu, a Shut Down dialog box gives you the following options:

- **Log off** disconnects your account from the network without shutting down the computer. When you are connected to a network, it is always a good idea to log off when you leave the computer, or else the next person who sits at that computer will have access to all of your files.
- **Shut down** automatically logs you off the network. If no one else is going to use the computer after you, it is best to shut down the computer.
- **Restart** will shut down the computer, and then automatically start it again. You might need to do this when you install new software or if your computer is not working properly.
- **Standby** lets your computer use less power when it is not in use. Your work stays on your computer so

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you can continue where you left off, but you should save it before you use this option.

TIP

When the Shut Down dialog box appears, click the drop-down arrow and choose Shut Down if necessary. Click OK.



✓ Tech Check

Answer the questions on a separate piece of paper.

1. **Recall** Name one benefit of shutting down your computer.
2. **Explain** What does the Standby option do?
3. **Discuss** What is the first thing you should do if your computer freezes?

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Key Terms

Help feature
Help and
Support Center

Using Help

Each Windows application includes a **Help feature**. The Help feature enables you to answer questions that are related to the particular application that you are using.

For more general questions related to Windows, use the **Help and Support Center**, which is accessed by choosing **Start>Help and Support**. The Help and Support Center on Windows XP includes the following Help topics:

- What's new in Windows XP?
- Music, video, games, and photos
- Windows basics
- Networking and the Web
- Working remotely
- Security and administration
- Customizing your computer
- Accessibility
- Printing and faxing
- Performance and maintenance
- Hardware
- Fixing a problem
- Send your feedback to Microsoft

In addition, you can research certain tasks, such as updating Windows, finding compatible hardware and software for Windows, and using Tools to diagnose problems. You can also search for Windows-related topics.

Microsoft.com includes information about both Microsoft Office and Microsoft Windows.

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TIP

Microsoft Office Online also offers many other features, including templates, downloads, and Clip Art.

Microsoft Office Online (office.microsoft.com) presents troubleshooting tips and additional information for many applications, including Access, Excel, FrontPage, InfoPath, Live Meeting, OneNote, Outlook, PowerPoint, Project, Publisher, Visio, and Word.



Microsoft Windows Online (microsoft.com/windows) features information about all versions of Windows XP and Windows Vista. The Web pages for Windows XP and Windows Vista include many troubleshooting tips as well as free downloads and security updates.

✓ Tech Check

Answer the questions on a separate piece of paper.

- 1. Differentiate** What is the difference between the Help feature and the Help and Support Center?
- 2. Predict** Which Help feature would you use to find information about how to save a Word document?
- 3. Discuss** Name three types of information you could find at Microsoft Online.

Module 4 Assessment

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Key Term Review

Answer the following questions on a separate sheet of paper.

1. The _____ is the visual representation of the file system on a computer.
2. _____ are graphic representations of files or applications.
3. A(n) _____ is a list of options.
4. The _____ shows what files and applications are open.
5. The _____ deletes files or applications from the computer.
6. A(n) _____ is simply a box that shows what is inside a folder or file.
7. The box that moves inside the scroll bar is called the _____.
8. A directory that holds other directories is called a _____.
9. A directory that is located in another directory is called a _____.
10. A(n) _____ is an icon that will automatically open a particular program, folder, or file.
11. A(n) _____ is a list of phrases that describes the location of a particular file.
12. The _____ contains tools that allow a user to change the way Windows appears and functions.
13. _____ lets your computer use less power when it is not in use.
14. The _____ enables you to answer questions that are related to the particular application that you are using.
15. To get help for general questions related to Windows, use the _____.

Module 4 Assessment

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Concept Review

Answer the following questions on a separate sheet of paper.

16. Windows Explorer is a program that shows the entire _____ on a computer.
17. _____ will shut down the computer, and then automatically start it again.
18. Files that are “shrunk” into a smaller file are _____.
19. If the computer “freezes,” or does not respond to clicking the mouse, the _____ may be opened to view which programs are not running.
20. To disconnect your account from the network without shutting down the computer, choose _____.

Critical Thinking

Complete the following exercises to reinforce your understanding of the lesson.

21. **Design** Design a file system to store information, such as homework, related to school. Sketch the file system with the highest directory at the top of the page. Use lines to show which folders are in each directory.
22. **Explain** Write a paragraph in which you explain the different parts of a Windows desktop to someone who has never seen it before. Mention at least three parts of the desktop and explain what each part does.