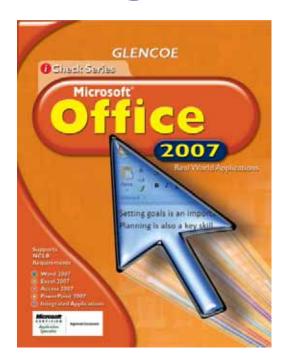
Windows Vista 2007 Operating System Management



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LESSON

Key Concepts

- Configure the Windows firewall and Defender
- Configure Windows Update
- Set simple privacy and user settings
- Create and disable standard user accounts
- Configure Internet Explorer settings

Standards

The following standards are covered in this lesson. Refer to pages xxiv and 715 in the Student Edition for a description of the standards listed here.

ISTE Standards Correlation

NETS•S

1a, 2a, 3b, 3c, 4b, 5a, 5b, 6a, 6b, 6c, 6d

Microsoft Certified Application Specialist Standards

Vista

1.1, 1.2, 1.3, 1.4, 1.5, 1.6



Protect Your Computer

When you begin using a personal computer in a public environment, such as in the workplace, one of your first tasks should be to make sure that access to your information is as controlled as possible. Becoming proficient in Windows Vista will allow you to manage security features and configure user and privacy settings to control your information better, both as a student, and in your career.

21st CENTURY SKILLS

Avoid Ambiguity "I think Mark is visiting Mario. Drive to his house and bring him back here." Whom should you pick up? Mark or Mario? A word or phrase that has two or more possible meanings is called an *ambiguity*. While you should always try to avoid ambiguity when communicating with others, you will inevitably have to deal with ambiguous situations. When faced with confusion, do not be afraid to ask people to help clarify the situation. For example, you can repeat the instructions back to the speaker: "You are asking me to drive to Mario's house to bring Mark back here. Is this correct?" *What is another example of an ambiguity that you can think of*?



LESSON

Reading Guide



Make Connections Before starting a lesson, survey the content by reading the exercise titles, bold words, and figure captions. Look for relationships between ideas as you read. Relating an unfamiliar idea with something you already know will increase your understanding.

Read to Learn

- Improve productivity by configuring update, security, and Internet Explorer settings.
- Collaborate by creating and managing standard local user accounts.
- Learn to increase your computer's security.

Main Idea

Setting up and configuring simple security and privacy settings is essential in Vista.

Vocabulary

Key Terms

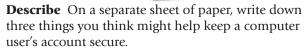
administrator code configure cookie Defender firewall malicious software password Phishing Filter pop-up window privacy settings screen saver security settings standard account update virus Web site

Academic Vocabulary

These words appear in your reading and on your tests. Make sure you know their meanings.

quarantine resources

Quick Write Activity



Study Skills

Ask Questions If you do not understand something, ask a question. Asking a question does not make you look foolish. In fact, some of your classmates probably have the same question.

Academic Standards

English Language Arts

NCTE 4 Adjust use of language to communicate effectively with a variety of audiences.

NCTE 5 Use different writing process elements to communicate effectively.

Math

NCTM (Measurement) Understand measurable attributes of objects and the units, systems, and processes of measurement.

- On the **Taskbar**, click the **Start** 🛞 button.
- On the **Start** menu, click **Control Panel** (see Figure 1.1).
- 3 In the **Control Panel** dialog box, click **Security**.
- OCHECK Your screen should look like Figure 1.2.

Click Windows Firewall.

In the Windows Firewall window, under Windows Firewall is helping to protect your computer, verify that the Windows Firewall is on.

Continued on the next page.

Troubleshooter

Always ask your teacher before adjusting any settings on your school computer!

You Should Know

A firewall checks information coming from outside computer users (via the Internet or a network), and either blocks it or allows it to access your computer.

EXERCISE 1-1 Manage Windows Firewall



The Vista screen offers many different features on the desktop and in the Start menu. You can place commonly used program icons on the desktop or access them through the Start menu. The Control Panel allows you to manage many different settings and security features. One of the first steps in maintaining the security of your computer is to have a functioning **firewall**, which is hardware of software that keeps others from accessing the **resources**, or features, of your system.

FIGURE 1.1 Vista Start menu



FIGURE 1.2 Security window



- ()CHECK) Your screen should look like Figure 1.3.
- Click Change Settings. If a User Account Control dialog box opens, click Continue.
- In the Windows Firewall Settings dialog box, click the Exceptions tab (see Figure 1.4). Read the available options.
- Olick the **Advanced** tab. Read the available options.
- Click the General tab. Read the available options.
- **()CHECK** Your screen

should look like Figure 1.4.



Continue to the next exercise.

Microsoft Office 2007

Vista automatically activates the Windows Firewall for you, but you can turn it on or off or adapt it to suit your needs.

Tech Tip

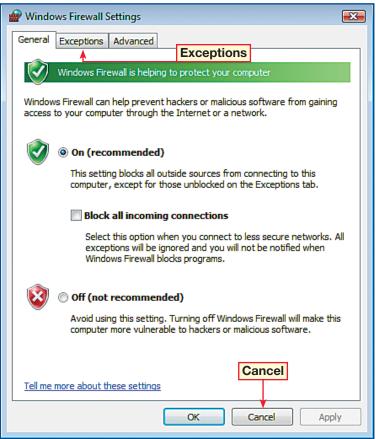
You can set the firewall to allow specific programs to pass information back and forth from your computer without being blocked.

EXERCISE 1-1 (Continued) **Manage Windows Firewall**



Windows Firewall		
 Turn Windows Firewall on or off Allow a program through Windows Firewall 	Windows Firewall Windows Firewall can help prevent hackers or malicious computer through the Internet or network. How does a firewall help protect my computer? Windows Firewall is helping to protect your of	Change settings
Firewall is on	 Windows Firewall is on. Inbound connections that do not have an exception an Display a notification when a program is blocked: 	Change settings re blocked. Yes
	Network location: What are network locations?	Private network

FIGURE 1.4 Windows Firewall Settings dialog box



Click Start Start Control Panel>Security> Windows Firewall.

- In the left pane, click Allow a program through Windows Firewall. (If a User Account Control dialog box opens, click Continue.)
- 3 In the Windows Firewall Settings dialog box, on the Exceptions tab, click Add program.
- In the Add a Program dialog box, scroll down and select Internet Explorer.
- 5 (CHECK) Your screen should look like Figure 1.5. Click **OK**.
- 6 In the Windows Firewall Settings box, click OK.
- In the Windows Firewall window, click Close ES.
- 8 (CHECK) Your screen should look like Figure 1.6.

In the Control Panel, click Close

Continue to the next exercise.

EXERCISE 1-2 Configure Windows Firewall Specifically for Programs



A firewall acts as a barrier to prevent unwanted access to your computer. However, your settings should allow useful programs that use the Internet to send and receive data through your computer's firewall.

FIGURE 1.5 Windows Firewall Settings dialog box

🔐 Windows Firewall Settings 🛛 🕰				
General Exceptions Advanced				
Exceptions control how programs communicate through Windows Firewall. Add a program or port exception to allow communications through the firewall.				
Windows Firewall is currently using settings for the private network location. What are the risks of unblocking a program?				
To enable an exception, select its check box:				
Program or port				
BITS Peercaching				
Connect to a Network Projector				
Core Networking				
Distributed Transaction Coordinator				
Internet Explorer				
SCSI Service				
☐ Media Center Extenders ✓ Network Discovery				
Performance Logs and Alerts				
Add program				
Add program Add port Properties Delete				
Add program Add port Properdes Delete				
Votify me when Windows Firewall blocks a new program				
OK Cancel Apply				

FIGURE 1.6 Security window



- Click Start Start Control Panel>Security.
- In the Security window, click Security Center.
- 3 (ICHECK) Your screen should look like Figure 1.7.
- Verify that **Windows Defender** is on. Click **Close**
- J In the Security window, click Windows Defender.
- 6 At the top of the Windows Defender window, click Tools 🔯.
- Under Tools, click Software Explorer.
- In the left pane, scroll down and select Microsoft
 Windows Sidebar (see Figure 1.8).
- Under the Microsoft
 Windows Sidebar
 description, click Disable.
 In the Windows Defender
 warning box, click Yes.
- Scroll back to the **Sidebar** listing in the pane on the left. The program is now classified as **Disabled**.
 - Continued on the next page.

EXERCISE 1-3 Use Windows Defender



Windows **Defender** is a program that provides another level of protection for your computer. Defender helps you to keep **malicious software**, or software that is intentionally designed to damage, disrupt, or steal information, from being installed on your computer. Defender can constantly protect your computer from these programs, or you can scan your computer to make sure no unauthorized programs have been put on your machine. Defender will **quarantine**, or separate, suspicious software until you determine whether you want to restore or remove the program.

FIGURE 1.7 Windows Security Center

Ø V	Vindows Security Center		-		•
é	Windows Update Windows Firewall Windows Defender	Security essentials To help protect your computer, make sure the four security essentials b Using Windows Security Center	elow are marked On or (ж.	
2	Internet Options	Firewall	On	0	۲
2	Get the latest security and virus information online from Microsoft	Automatic updating	On	0	۲
	Change the way Security	Malware protection	Check settings	0	۲
	Center alerts me	Virus protection Windows did not find antivirus software on this computer. Show me my available options.	Not Find a p	foun progr	_
		Spyware and other malware protection		0	n o



Windows Defender	
Protection against malicious and unwanted software	V 🔯 Tools 🕐 I+ 🗾 🚺 Windows: Defender
Software Explorer View or manage important security-related areas of Category: Startup Programs	Tools the computer. <u>Using Software Explorer</u>
Name Classification Microsoft Corporation Microsoft Media Center Tra Permitted Microsoft User nit Logon A Permitted Microsoft Windows Explorer Permitted Microsoft Windows StileItar Microsoft Windows Defender Microsoft Windows Defender Microsoft Windows StileItar Microsoft StileItar Microsoft Windows St	File Name: sidebar.exe Display Name: Microsoft Windows Sidebar Description: Windows Sidebar Publisher: Microsoft Corporation Digitally Signed By: Microsoft Windows Verification PCA File Type: Application Startup Value: C:\Program Files\Windows Sidebar\sidebar.exe / autoRun File Path: C:\Program Files\Windows Sidebar\sidebar.exe File Size: 1196032 File Version: 6.0.6000.16386 (vista_rtm.061101-2205) Date Installed: 11/2/2006 8:33.08 AM Startup Type: Registry: Current User Location: Software\Microsoft\Windows\CurrentVersion\Run Classification: Permitted Ships with Operating System: Yes SpyNet Voting: Not applicable

Click the Microsoft Windows Sidebar listing and click Enable. Click Yes.

😢 Click **Tools** 🔯 and select **Quarantined items.**

()CHECK) Your screen should look like Figure 1.9. On this screen, you can restore or remove programs quarantined by Windows Defender.





()CHECK Your screen should look like Figure 1.10. On this screen, you can set Windows Defender to resume monitoring excepted programs.



Continue to the next exercise.

You Should Know

If you do not want Windows Defender to monitor specific programs, click on the Action menu in the Alert dialog box. Then, click Always Allow.

EXERCISE 1-3 (Continued) **Use Windows Defender**

FIGURE 1.9 Windows Defender Quarantined items

Windows Defender				
G → Home > Scan + History Tools I +	ndows [.]			
Protection against malicious and unwanted software				
Quarantined items Windows Defender prevents these items from running until you choose to restore them or remove them from computer.	i your			
Regional Microsoft SpyNet (Basic membership). Change settings				
Select an action to apply:				
Name Alert level Date				
Back button				

FIGURE 1.10 Windows Defender Allowed items

Windows Defender			- • •
	Scan ▼ ④ History ③ To bus and unwanted software	ools	Nindows Defender
If you remove	nder does not notify you about any risi an item from the list, Windows Defend	ler will start monitoring it a	
Select an action to app	rosoft SpyNet (Basic membership). 💽	hange settings	
Name	-	ommendation	

7

Click Start Scontrol Panel>Security. In the Security window, click Windows Update.

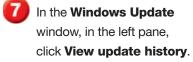
2 (CHECK) Your screen should look similar to Figure 1.11.

3 In the left pane, click **Change settings**.

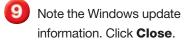
Under Install updates automatically (recommended), click the Install new updates drop-down arrow and select Every Sunday.

OCHECK Your screen should look like Figure 1.12. Click **OK**.

In the User Account Control dialog box, click Continue.



In the list of updates, rightclick the fifth update in the list and select View Details.



Click OK.

Continue to the next exercise.

EXERCISE 1-4 Configure Windows Update



Windows Update is a tool that allows you to keep your version of Windows Vista up to date with the latest additions issued by Microsoft. You can **update** your computer manually by loading the most recent changes to the Windows operating software directly from Microsoft. You can also **configure**, or change the settings of Windows update to download and install new updates automatically.

FIGURE 1.11 Windows Update window

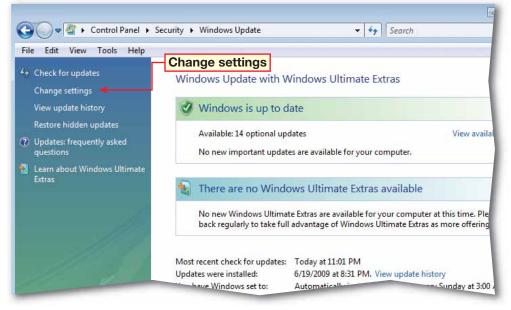
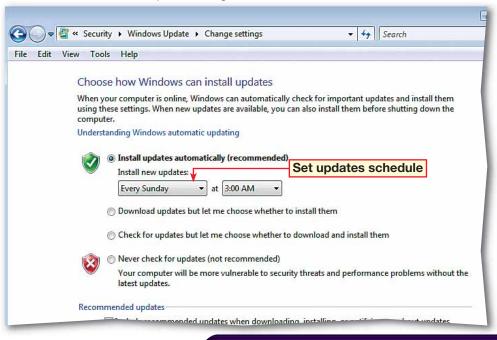


FIGURE 1.12 Windows Update settings



Under Windows is up to date, click View Available updates.

Follow your teacher's instructions for the update you should select in the available updates box. Select the update and click **Install**.

In the User Account Control dialog box, click Continue.

OCHECK Your screen should look like Figure 1.13.

In the **Windows Update** window, in the left pane, click **View update history** to view a list of the updates on your computer.

6 (CHECK) Your screen should look similar to Figure 1.14.

🚺 Click Close 🔀

Continue to the next exercise.

Troubleshooter

If you turn off automatic updating, be sure to check for updates regularly or you might put your computer at risk or experience problems when using Windows or other programs.

EXERCISE 1-5 Update Windows Vista



It is important to know how to update Windows Vista manually because there might be a time when an update is so critical to your computer's operation that you cannot wait for the automatic update. For example, you should manually install an update patch to stop a new **virus**, or a program that is designed to damage your computer's software or hardware. From the Windows Update folder, you can also view a list of the updates already installed on your computer.

FIGURE 1.13 Update installed

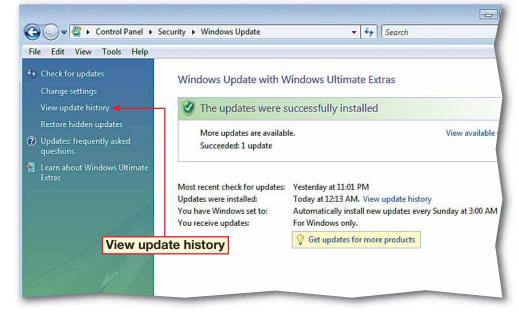


FIGURE 1.14 Update history

File Edit View Tools Help			
Review your update history			
Make sure all important updates have been successfully installed. To remove	an update, go to <u>Installed</u>	Updates.	
Troubleshoot problems with installing updates			
Name	Status	Туре	Date I
Security Update for Windows Vista (KB930178)	Successful	Important	4/11/2
Jpdate for Windows Vista (KB931099)	Successful	Recommended	4/11/2
Update for Windows Mail Junk E-mail Filter [April 2007] (KB905866)	Successful	Recommended	4/11/2



On the **Start** menu, at the bottom of the right pane, click **Lock this computer** (see Figure 1.15).

- 3 **()CHECK** Your screen should look similar to Figure 1.16.
 - Click in the password box and key your password (or the password assigned by your teacher).
- 5 Click Enter 🛐.
 - Continue to the next exercise.

You Should Know

Vista includes several different images that you can show to represent the user. Your image may be different from the robot shown in Figure 1.15 and 1.16.

ou Should Know

To prevent accidental moving or resizing of the Taskbar, you can lock it into place. To lock and unlock the Taskbar, rightclick a blank space on the Taskbar and click **Lock the Taskbar**.

EXERCISE 1-6 Lock the Computer



Occasionally you may need to leave your computer for a short time. If you do not want to turn it off and then restart it when you come back, you can lock the computer. Vista has a feature called the Lock this computer option. The feature locks the computer so that others cannot use it. To unlock it, you need to enter the proper **password**, or series of characters that will allow access.

FIGURE 1.15 Start menu



FIGURE 1.16 Locked password screen



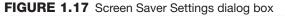
- Click Start Start Control Panel>Appearance and Personalization.
- Click Personalization. Click Change screen saver.
- 3 **()CHECK** Your dialog box should look similar to Figure 1.17.
- Click the Wait down arrow.
 Change the setting to 5.
 Under Power
 management, click
 Change power settings.
- 5 In the **Power Options** window, in the left pane, click **Require a password** on wakeup.
- 6 (CHECK) Your screen should look like Figure 1.18.
- Under Password protection on wakeup, click Require a password (recommended). Click Save Changes (or Cancel if Require a password was already selected).
- 8 Close the **Power Options** window. In the **Screen Saver Settings** dialog box, click **OK**.
 - In the Appearance and Personalization window, click Close

Continue to the next exercise.

EXERCISE 1-7 Change Screen Saver Settings



Vista also can automatically lock the computer for you. You can set the **screen saver**, or program that replaces the image on the screen when it is not in use, to lock the computer. After the computer is idle for a period of time, the screen saver will appear. The next time someone attempts to use the computer, he or she will have to enter the correct password to use the computer.



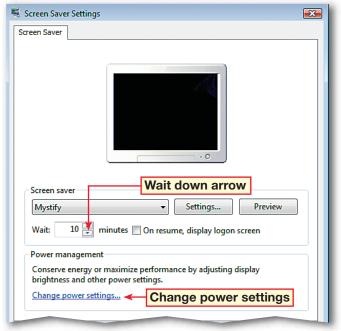


FIGURE 1.18 System Settings window

🚱 🕞 🗢 😵 « Hardware and Sound → Power Options → System Settings 🔹 🛃 Search	
File Edit View Tools Help	
Define power buttons and turn on password protection	1
Choose the power settings that you want for your computer. The changes you make to the sett page apply to all of your power plans.	ings on this
Power and sleep buttons and lid settings	
👔 On battery 🛷 Plugge	d in
When I press the power button: Hibernate	•
When I press the sleep button: Sleep	-
When I close the lid: Sleep	-
Password protection on wakeup	
Click here Require a password (recommended) When your computer wakes from sleep, no one can access your data without entering th password to unlock the computer. <u>Create or change your user account password</u>	e correct

Lesson 1: Exercise 1-7

- Click Start 🚱. Choose Control Panel>Security.
- 2 Under Internet Options, click Change security settings.
- 3 In the Select a zone to view or change security settings box, click Trusted sites.
- 4 **()CHECK** Your dialog box should look like Figure 1.19. Click **Sites**.
- 5 In the Trusted sites dialog box, in the Add this website to the zone box, key: https://www.msn.com.
- 6 (CHECK) Your dialog box should look like Figure 1.20.

Click Add. Click Close.

Continue to the next exercise.

Academic Skills

In Step 5, the name of the Web site must be keyed correctly or it will not be trusted. Getting the right characters in the right order is called *proper syntax*. On a sheet of paper, write the Internet addresses for five Web sites you have visited online. Circle the common elements of syntax in each.

EXERCISE 1-8 Configure Windows Internet Explorer Security Settings

As the default Web browser in Windows Vista, Internet Explorer sends and receives information between your computer and the Internet. In order to protect your computer to your satisfaction while still allowing Internet Explorer to send and receive the maximum amount of information, you can configure several settings in Internet Explorer, including the security settings.





FIGURE 1.20 Trusted sites dialog box

🔁 Trusted sites			
You can add and remove websites from this zor this zone will use the zone's security settings.	ne. All websites in		
Add this website to the zone:			
https://www.msn.com	Add		
Websites:			
https://digitalid.verisign.com	Remove		
https://secure.comodo.com			
Require server verification (https:) for all sites in this zone			

Click Start Scontrol Panel>Security>Internet Options. In the Internet Properties dialog box, click the General tab (see Figure 1.21).

2) Under **Browsing history**, click **Settings**.

3 In the Temporary Internet Files and History Settings dialog box, click the up arrow for the Disk space to use (8–10245MB) box until it reads 60 (see Figure 1.22).

Under **History**, click in the **Days to keep pages in history** box and key: 7.

box should look similar to Figure 1.22.

Click OK.

Continue to the next exercise.

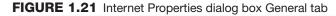
Tech Tip

If you delete all of your Web page browsing history, you do not delete your list of favorites or subscribed feeds. To delete all browsing history, choose **Start>Internet Explorer** and click **Tools**. Then, click **Delete Browsing History**, select **Delete all**, and click **Yes**.

EXERCISE 1-9 Configure History and Temporary Internet Files Settings



Internet Explorer keeps a record of sites you have visited and some temporary files that are downloaded in order to make the program function efficiently. You can configure Explorer as to how long the program stores those files and Web sites before deleting them.



🗈 Internet Properties 🛛 🗌	? 🔀
General Security Privacy Content Connections Programs Ad	vanced
Home page	_
To create home page tabs, type each address on its own	line.
about:blank	^
Browsing history	Ŧ
Use current Use default Use blan	k
Browsing history	
Delete temporary files, history, cookies, saved passwords and web form information.	s,
Delete Settings	s
Search	— II
Change search defaults. Settings	s
Tabs	

FIGURE 1.22 Temporary Internet Files and History Settings dialog box

🗈 Temporary Internet Files and History Settings 🛛 🛛 💽						
Temporary Internet Files						
Internet Explorer stores copies of webpages, images, and media for faster viewing later.						
Check for newer versions of stored pages:						
Every time I visit the webpage						
© Every time I start Internet Explorer Disk space						
Automatically						
🔘 Never						
Disk space to use (8 - 1024MB): 60 - (Recommended: 50 - 250MB)						
Current location:						
C:\Users\Brendan\AppData\Local\Microsoft\Windows\Temporary Internet Files\						
Move folder View objects View files						

- Click Start Scontrol Panel>Security>Internet Options. In the Internet Properties dialog box, click the Privacy tab.
- Under Settings, click Default, if necessary.
- Under Settings, click and drag the slider up one notch so that the setting is at Medium High.
- OCHECK Your dialog box should look like Figure 1.23.
- 5 Click Advanced. Under Cookies, select Override automatic cookie handling. Under Thirdparty Cookies, select Prompt. Click OK.
- **CHECK** Your dialog
 box should look like Figure
 1.24. Note the Settings
 description is now Custom.

Continue to the next exercise.

You Should Know Cookies record your information history and preferences for viewing,

including sign-in names and passwords. This allows Web sites to load the information for you automatically the next time you log on.

EXERCISE 1-10 Configure Privacy Settings



Internet Explorer has its own set of **privacy settings** that act similarly to the Windows Firewall. Explorer's privacy settings deal mostly with the acceptance or denial of **cookies**, which are placed on your computer by the Web sites you visit to gather and store information about how you use the site. However, some cookies might put your privacy at risk. You can block, or control, the cookies that are stored on your computer to help protect your privacy.

FIGURE 1.23 Internet Properties dialog box Privacy tab

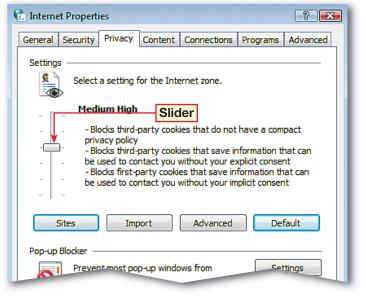


FIGURE 1.24 Custom Privacy settings

🧞 Internet Propert	ies					? 🔀
General Security	Privacy	Content	Connectio	ons F	Programs	Advanced
		d privacy le		d of u	sing custor	n
settings, dick the Default button. Custom < Settings are now listed as Custom						
			-			
Sites	Imp	port	Advand	ced	Def	fault
Pop-up Blocker –						
OI Preve appea		p-up windo	ws from		Set	tings
🔽 Tu	rn on Pop+	up Blocker				

Click Start Start Control Panel>Security>Internet Options.

In the Internet Properties dialog box, click the Advanced tab (see Figure 1.25).

In the **Settings** box, scroll down to **Phishing Filter**.

 Double-click Phishing
 Filter to expand the options, if necessary. Select
 Turn on automatic
 website checking.

5 (CHECK) Your screen should look like Figure 1.25.

Click Apply.

OCHECK Your screen should look like Figure 1.26. Click **OK**.

Continue to the next exercise.

You Should Know

Common phishing scams are disguised in e-mails that look like official messages from a trusted source, such as a bank or creditor. The message often directs recipients to a fraudulent site where they are asked to enter personal information that is commonly used for identity theft.

EXERCISE 1-11 Use the Phishing Filter



You can sometimes run across Web sites online that are designed to capture your personal information and use it in marketing schemes or worse. The **Phishing Filter** in Internet Explorer is designed to protect users from those Web sites by blocking the sites and warning users if the sites are encountered.

FIGURE 1.25 Internet Properties dialog box Advanced tab

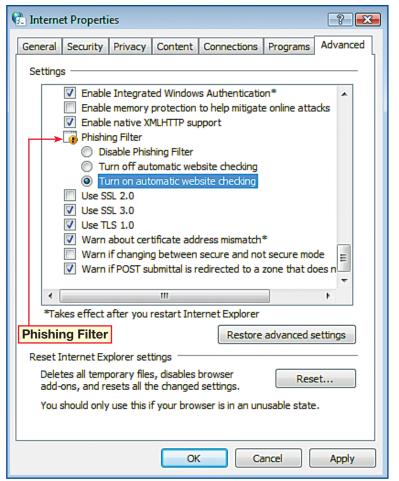
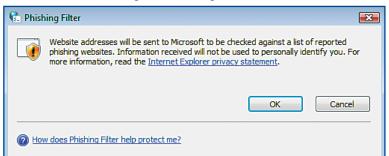


FIGURE 1.26 Phishing Filter warning box



- Click Start Start Control Panel>Security>Internet Options.
- In the Internet Properties dialog box, click the Privacy tab.
- 3 Under Pop-up Blocker, make sure the Turn on Pop-up Blocker check box is selected.
- **() CHECK)** Your screen should look like Figure 1.27. Click **Settings**.
- 5 In the Pop-up Blocker Settings dialog box, under Exceptions, in the Address of websites to allow box, key: http://www. msn.com (see Figure 1.28).
- 6 **()CHECK** Your screen should look similar to Figure 1.28.
- Click Add.
 Click Close.
 In the Internet Properties dialog box, click OK.
 In the Security window, click Close S.

Continue to the next exercise.

EXERCISE 1-12 Manage Pop-Up Windows



Internet Explorer can block malicious Web site functions. A **pop-up window** is an ad that suddenly appears in its own window on top of another Web site. Pop-up windows in Web sites can be informative, while others can be annoying. Some pop-ups may carry **code**, or computer programming language, that is harmful to your computer. You can configure Internet Explorer to block some or all pop-ups.

FIGURE 1.27 Internet Properties dialog box Privacy tab

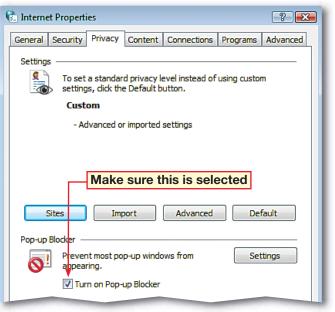


FIGURE 1.28 Pop-up Blocker Settings dialog box

Pop-up Blocker Settings	E
Exceptions Pop-ups are currently blocked. You can allow pop-ups f websites by adding the site to the list below. Address of website to allow: http://www.msn.com	rom specific
Allowed sites: http://support.dell.com/support/index.aspx?c=us&l=en& http://support.dell.com/support/topics/global.aspx/sup http://www.dell.com http://www.dellauction.com	Remove
Notifications and filter level Image: Play a sound when a pop-up is blocked. Image: Show Information Bar when a pop-up is blocked. Filter level: Image: Medium: Block most automatic pop-ups	•

Choose Start 🚳 Control Panel.

In the Control Panel window, under User Accounts and Family Safety, click Add or remove user accounts (see Figure 1.29).

3 In the User Account Control dialog box, click Continue.

4 (CHECK) Your screen should look similar to Figure 1.30.

In the Manage Accounts window, click Create a new account.

In the Create New Account window, in the This name will appear on the Welcome screen and on the Start menu box, key: Second.



Continued on the next page.

Troubleshooter

Create a password that is easy to remember, but difficult for other people to guess. A password that uses a random set of characters is more difficult to decipher than one that is not random.

EXERCISE 1-13 Create a Standard Password-Protected Local User Account

Having different accounts on one computer allows several different users to use the same computer without interfering with the settings or files of the other users. A **standard account** differs from an administrative account in that it can use all the programs and change personal settings but cannot add or remove programs or change settings that would affect other users.

FIGURE 1.29 Control Panel window



FIGURE 1.30 Manage Accounts window



Make sure the **Standard user** option is selected.

()CHECK) Your screen should look like Figure 1.31.

Click Create Account.

OCHECK Your screen should look like Figure 1.32.

Click Create a new account.

In the This name will appear on the Welcome screen and on the Start menu box, key: Third. Click Create Account.

In the Manage Accounts window, click the Second user icon. Click Create a password.

In the New password box, key: Turtle87. In the Confirm new password box, key: Turtle87.

Click Create password. In the Change an Account window, click Close

Continue to the next exercise.

Tech Tip

You can only add or remove user accounts if you are the administrative user and are working within your administrator account.

EXERCISE 1-13 (Continued) Create a Standard Password-Protected Local User Account

FIGURE 1.31 Create New Account window

1000 - 1000 - 100	Tools Help
3	Name the account and choose an account type
	This name will appear on the Welcome screen and on the Start menu.
1	Second New account name
(Standard user
	Standard account users can use most software and change system settings that do not affect other u the security of the computer.
() Administrator
- (Administrator Administrators have complete access to the computer and can make any desired changes. To help n the computer more secure, administrators are asked to provide their password or confirmation befor making changes that affect other users.
	Administrators have complete access to the computer and can make any desired changes. To help n the computer more secure, administrators are asked to provide their password or confirmation befor
	Administrators have complete access to the computer and can make any desired changes. To help n the computer more secure, administrators are asked to provide their password or confirmation befor making changes that affect other users.

FIGURE 1.32 Manage Accounts Window with account added

J ▼ Edit	😵 « User Accounts 🕨 Manage Accounts View Tools Help	✓ 4 Search
	Choose the account you would li	ke to change
	Main User Administrator Password protected	Second Standard user
	Guest Guest account is off	New account added
	Create a new account	
	What is a user account?	
	Additional things you can do	
	🛞 Set up Parental Controls	
	Go to the main User Accounts page	

- Click Start (3). In the right pane, right-click Computer and select Manage. Click Continue.
- 2 (CHECK) Your screen should look like Figure 1.3
- 3 In the left pane, under Computer Management (Local), click Local Users and Groups.
- In the center pane, doubleclick the **Users** folder.
- 5 Select the Second account. On the Menu bar, click Properties .
 - **()CHECK)** Your screen should look like Figure 1.34.
- In the Second Properties dialog box, click the General tab. Verify that Password Never Expires is checked, and select Account is disabled.
- Click **OK**. Click **Close**.
 - Continue to the next exercise.
 - You Should Know

While the **Account Management** folder can manage most account functions, the **Computer Management** folder provides even more control over your computer's security.

EXERCISE 1-14 Disable a Standard Local User Account

The accounts you create on your computer can be controlled to the point that you can disable an account without actually deleting it. You can reactivate the account at any time using the Vista's computer management functions.

FIGURE 1.33 Computer Management window

FIGURE 1.34 Second Properties dialog box General tab

Second Properties	? 🔀			
General Member Of	Profile			
Second				
Full name:	Second			
Description:				
User must change	password at next logon			
User cannot change password				
Password never expires				
Account is disabled				
Account is locked	out			

- Click Start (). In the right pane, right-click Computer and select Manage. Click Continue.
- In the **Computer Management** window, in the center pane, doubleclick the **Second** account.
- 3 In the Second Properties dialog box, clear the Password never expires check box.
- Select the User must change password at next logon check box.
- 5 (CHECK) Your dialog box should look like Figure 1.35. Click **OK**.
 - Should look like Figure 1.36.
- In the Computer Management window, on the Menu bar, choose File>Exit.

Shortcuts

To open the Account Properties dialog box from the Computer Management window, select the account in the center pane and choose Action>Properties.

EXERCISE 1-15 Require a User to Change a Password



As the **administrator**, or manager, of your computer, you can require some tasks of the other users on your machine. One of the most critical is to have users change their passwords regularly to prevent them from being discovered. You can activate this option from the Computer Management window as well.

FIGURE 1.35 Second Properties dialog box

Second Properties	E	? 🗙		
General Member Of	Profile			
Second				
Full name:	Second			
Description:				
User must change	password at next logon			
User cannot change password				
Password never expires Clear this box first				
Account is disabled				
Account is locked	out			

FIGURE 1.36 Computer Management window

法 Computer Management File Action View Help			
 Computer Management (Local) System Tools Task Scheduler Event Viewer Shared Folders Coal Users and Groups Reliability and Performance Doix Manager Sorvices and Applications 	Actions Computer Management More Actions		

LESSON

Vocabulary

Key Terms

administrator

code

configure

- cookie
- Defender
- firewall

malicious software

- password
- **Phishing Filter**
- pop-up window
- privacy settings
- screen saver
- security settings
- standard account
- update
- virus
- Web site

Academic Vocabulary

quarantine

resources

After You Read

Review Vocabulary

Complete the following statements on a separate piece of paper. Choose from the Vocabulary list on the left to complete the statements.

- **1.** The ______ blocks Web sites that attempt to gather personal information from your computer. (p. 15)
- **2.** The only user allowed to add or remove software from the computer is the ______. (p. 20)
- **3.** The ______ can be set to lock the computer automatically. (p. 11)
- **4.** A(n) ______ controls how programs send information into and out of a computer. (p. 3)
- **5.** In order to keep Vista current you must occasionally ______ the system. (p. 8)

Vocabulary Activity

- **6.** Create flashcards to help you study the vocabulary terms.
 - Write each vocabulary term on one side of a 3-inch-by-5-inch index card.
 - On the other side of the card, write the definition for that vocabulary word.
 - Pair up with a classmate and take turns testing each other on the vocabulary words until you both get them correct.

Review Key Concepts

Answer the following questions on a separate piece of paper.

7. You can disable a standard local account from which window? (p. 19)		
A. Account Management	C. Computer Management	
B. Security Options	D. Windows Update	
8. You can update Windows Vista by	using which application? (p. 8)	
A. Windows Defender	C. Windows Firewall	
B. Windows Update	D. Phishing Filter	
9. Windows Defender will place suspi	icious programs in what area? (p. 6)	
A. firewall	C. quarantine	
B. cookie	D. standard account	
10. Which tool allows you to lock the computer automatically? (p. 11)		

C. Desktop

- A. Control Panel
- B. Screen saver settings D. Start Menu



1001010

Practice It Activities

1. Lock the Computer

Follow the steps to complete the activity.

FIGURE 1.37 Start menu













100101

- Right-click in a blank area of the Vista desktop and select **Personalize** from the drop-down menu.
- 2 (CHECK) Your screen should look like Figure 1.39.
- 3 In the **Personalization** window, click **Screen Saver**.
- In the Screen Saver Settings dialog box, change the Wait box to 15.
- 5 Check the On resume, display logon screen box.
- 6 (CHECK) Your dialog box should look like Figure 1.40.
- 7 Click OK.
 -
 - In the **Personalization** window, click **Close**

Practice It Activities

2. Change Screen Saver Settings

Follow the steps to complete the activity.

FIGURE 1.39 Personalization window

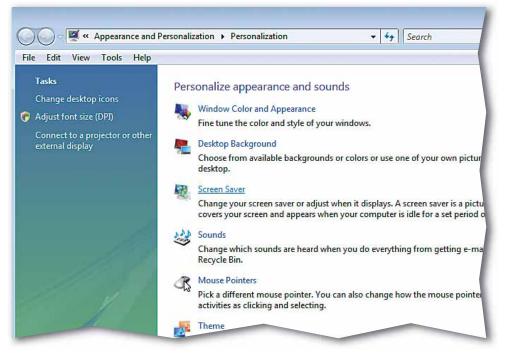


FIGURE 1.40 Screen Saver Settings dialog box

Screen Saver Setti Screen Saver	ngs	
Screen saver	-0	
Mystify	Settings Preview	
Wait: 15	minutes 🔽 On resume, display logon screen	
	y or maximize performance by adjusting display other power settings.	

LESSON

Step-By-Step

- Click Start (1). In the right pane of the Start menu, select Control Panel.
- In the Control Panel, select Network and Internet.
- Under Internet Options, click Delete browsing history and cookies.
- GCHECK Your screen should look like Figure 1.41.
- Under Browsing history, click Settings.
- 6 In the Temporary Internet Files and History Settings dialog box, click the Disk space to use up arrow and change the number to 65.
- 7 Under **History**, click in the **Days to keep pages in history** box. Key: 10.
- 8 **()CHECK** Your screen should look like Figure 1.42.

Olick OK. In the Network and Internet window, click Close 2.

Practice It Activities

3. Configure History and Temporary Internet File Settings

Follow the steps to complete the activity.

FIGURE 1.41 Internet Properties dialog box General tab

🚯 Internet Properties	-?- - X-		
General Security Privacy Content Connections Programs	Advanced		
Home page			
about:blank	^ _		
Use current Use default Use b	lank		
Browsing history			
Delete temporary files, history, cookies, saved passwo and web form information.	rds,		
Delete Setti	ngs		
Change search defaults.	ngs		
Tabs Change how webpages are displayed in Setti tabs.	ngs		



🚱 Temporary Internet Files and History Settir	ngs 🔀		
Temporary Internet Files			
Internet Explorer stores copies of webpages, images, and media for faster viewing later.			
Check for newer versions of stored pages:			
Every time I visit the webpage			
Every time I start Internet Explorer	Change Disk space to 65		
Automatically	space to 05		
Never			
Disk space to use (8 - 1024MB): (Recommended: 50 - 250MB)	65 🚔		
Current location:			
C:\Users\Brendan\AppData\Local\Microsoft\V Internet Files\	Vindows\Temporary		
Move folder View objects	View files		



- Create a new account.
- Annie Borden.
- 3 Make sure the **Standard user** option is selected.
- OCHECK Your screen should look like Figure 1.43.
- 5 In the Manage Accounts window, click the Annie Borden user icon (see Figure 1.44).
- 6 Create a password for the new account.
- Click in the **New password** box and key: rescueBlue55. Click in the **Confirm new password** box and key: rescueBlue55.
 - Click Create password.
 - In the Change an Account window, click Close

You Try It Activities

4. Add New Account to Your Computer

You work in a small office that has a limited number of computers available. Your supervisor has just hired a new employee and wants you to train her. You decide the easiest way to find a workspace for her is to temporarily add an account for her to your computer.

FIGURE 1.43 Create New Account window

Edit	View Tools Help
	Name the account and choose an account type
	This name will appear on the Welcome screen and on the Start menu.
	Annie Borden
	Standard user
	Standard account users can use most software and change system settings that do not affect other users or the security of the computer.
	Administrator Administrators have complete access to the computer and can make any desired changes. To help make the computer more Annie Bordennistrators are asked to provide their password or confirmation before making changes that affect other users.
	We recommend that you protect every account with a strong password.
	Why is a standard account recommended?





LESSON

Step-By-Step

- Click Start (3). In the right pane, right-click Computer and select Manage.
- In the User Account Control dialog box, click Continue.
- 3 In the Computer Management window, in the left pane, click Local Users and Groups.
- In the center pane, doubleclick **Users**.
- 5 (CHECK) Your screen should look like Figure 1.45.
- In the center pane, doubleclick the Annie Borden account.
- In the Annie Borden Properties dialog box, clear the Password never expires check box.
- 8 Select the User must change password at next logon check box.
- 9 (CHECK) Your screen should look like Figure 1.46. Click **OK**.
- Olose the Computer Management window.

Lesson 1: You Try It Activities

You Try It Activities

5. Have New Employee Create Password on First Login

You want the new employee to have her own account, but you do not want to be responsible for the security of her files on the computer. You decide to add her to your computer but have her create her own password the first time she logs in.

FIGURE 1.45 Computer Management window

	Name	Full Name	Description
System Tools Task Scheduler	🕵 Administrator		Built-in account for administering the comp
Event Viewer Stared Folders Social Users and Groups	Annie Borden	Annie Borden Main User Second Third	Built-in account for guest access to the com

FIGURE 1.46 Annie Borden Properties dialog box

Annie Borden Properties			
General Member Of Profile			
Annie Borden			
Full name:	Annie Borden		
Description:			
User must change password at next logon			
User cannot change password Password never expires			
Account is disabled			
Account is locked out			
ОК	Cancel Apply	Help	

Vista 26

LESSON

Critical Thinking Activities

6. Beyond the Classroom Activity

Language Arts: Configure Privacy Settings Browse the Web to find at least three news Web sites that you think are trustworthy. Using the tools you have learned about, change Internet Explorer's security settings to assign these Web sites as **Trusted** sites.

- Open the Internet Properties dialog box.
- Click the **Security** tab. Select **Trusted** sites.
- Enter the URLs of the news sites so that your computer will recognize them as trusted sites.

Open a Word document and list the news sites. Then, key a paragraph that explains why you think the news sites you picked are trustworthy. Save your document as: v1rev-[your first initial and last name]6.

7. Standards at Work Activity			
🚦 Microsoft	Certified Application Specialist Correlation		
Vista 1.3	Configure Windows Update settings		

Perform a Manual Update It has been awhile since your last manual update of Vista and your automatic update only completes the critical updates. Manually update your Windows Vista operating system. Choose an available optional update that you would like to perform. With your teacher's permission, download and install the update. After installing the update, go to update history, find the update, and print the details.

8. 21st Century Skills Activity

Clarify Information One of your coworkers is not certain why an individual would want to scan for malicious software on a regular basis. Open **Windows Defender** to scan your machine for malicious programs. Click the drop-down arrow next to **Scan** and select **Quick Scan**. (Even a quick scan might take several minutes. If your teacher does not assign a particular time to run a scan, get permission before starting the scan.)

After the scan, check the **Windows Defender History** to see if it has encountered any malicious programs. Then, open a Word document and describe the malicious program (if Windows Defender found one), as well as the action **Windows Defender** took. Explain why updating Vista regularly can help keep unauthorized software off your machine. Be sure you clearly identify why it is important to perform scans on a regular basis. Save the document as: v1rev-[your first initial and last name]8.

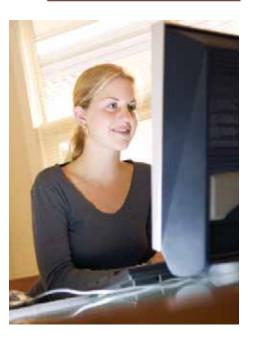


Before You Begin

Security Can you remember being asked to keep a secret? Knowing that you needed to keep the information secret probably made you more aware of its significance. Being aware of what others want to know is helpful in securing information.

Reflect Once you complete the projects, open a Word document and answer the following questions:

- 1. What information on a computer might you want to keep secure from others?
- 2. How can you keep the information on your computer secure?



Challenge Yourself Projects

9. Create New Accounts

ch

Language Arts: Configure New User Accounts You are in tech support for a small company that has a limited number of workstations.

- Create three new accounts on your computer for three new employees. Use **First**, **Second**, and **Third** for the account names.
- Assign passwords to the **Second** and **Third** accounts using the account names for the passwords. Configure the accounts to prompt the users to change their passwords on their first logon.
- The **First** employee will not start work for three weeks. Disable, but do not delete, the account.

Open a Word document and key a brief note that tells the employees how to access their accounts. Include instructions about how to change their passwords. Save your file as: v1rev-[your first initial and last name]9.

10. Configure Privacy Settings

Language Arts: Set Privacy Settings Employees usually are not allowed to browse the Internet during company time, but the new employees that have been hired will need to do research online. Your supervisor worries that cookies and other identity-related applications could compromise the company's client information.

- Access the two new active accounts (reset the passwords by adding a 1 to the end of the current passwords).
- Set privacy settings for the two accounts to the highest possible level.

Open a Word document and key a paragraph that explains what types of Internet research an employee might be asked to complete. Save your file as: v1rev-[your first initial and last name]10.

11. Personalize the Desktop

R

Language Arts: Change Screen Saver Settings The Second account user wants the screen saver to lock the computer when it activates. He also wants a different screen saver. The Third account user says that the screen saver comes on too soon. His screen saver should also lock his computer when it activates. Make these changes to the accounts. Test them after you have set them up. Then, open a Word document and key two or three paragraphs that explain how the auto-lock feature can help to keep the information on a computer secure. Save your file as: v1rev-[your first initial and last name]11.



Key Concepts

- Configure power and shutdown functions
- Connect to remote and wireless networks
- Connect to a network by mapping a drive, browsing, or accessing shared folders
- Access offline folders and Web sites
- Synchronize folders
- Start, join, and sign in to a local collaboration network
- Display information on external display and network devices

Standards

The following standards are covered in this lesson. Refer to pages xxiv and 715 in the Student Edition for a description of the standards listed here.

ISTE Standards Correlation

NETS•S

1a, 2a, 2d, 3b, 3c, 4b, 5a, 5b, 6a, 6b, 6c, 6d

Microsoft Certified Application Specialist Standards

Vista

2.1, 2.2, 2.3, 2.4, 2.5, 5.1, 5.2

Manage Mobile and Remote Computing

As laptops and wireless networks have become more popular, computer users have more choices about how and where they work and stay in touch. Knowing how to connect to a network when you are not in your own office environment enables you to stay connected to resources and coworkers even if you have to travel great distances to accomplish tasks.

21st CENTURY) S K I L L S

Be Courteous Your parents probably taught you to have good manners when you were growing up. In the business world, there is no reason not to practice those same values. In your communication with coworkers, supervisors, and especially clients, a courteous manner will go a long way toward making all parties feel that they are accomplishing something. Treat others with respect, and they more than likely will return that manner and not hesitate to work with you in the future. *What is one thing you could do to become more courteous*?



Vista 29

Reading Guide

Before You Read

LESSON

Read Out Loud If you find you are having trouble comprehending what you read, read the material to yourself as if you are teaching it to someone else. The tone and inflection that you use might give you hints as to the meaning of the text, and you might find you have taught yourself, as well.

Read to Learn

- Learn how to connect to a variety of networks.
- Use wired or wireless connections.
- Explore ways to keep your information updated regardless of where it is kept.
- Communicate and present information in a format and medium that is easy to understand.

Main Idea

Vista's network and interface functions allow you to connect to other users, groups, and networks to share and present information even if you are working from multiple locations.

Vocabulary

Key Terms

collaborative desktop hibernate mapping network power settings Remote Desktop Connection shared folder sleep mode synchronize Virtual Private Network (VPN) Windows Meeting Space Windows Mobility Center wired network wireless network

Academic Vocabulary

These words appear in your reading and on your tests. Make sure you know their meanings.

access conflict enable

Quick Write Activity

Describe Many businesses and government offices that do not provide network access are offering wireless connections to everyday computer users. On a separate sheet of paper, identify and describe at least three places you know of that offer wireless Internet access.

Study Skills

Don't Be a Night Owl You might have heard the phrase "burning the midnight oil" used to describe someone up all night studying for a test. Avoid this habit. Instead of forcing yourself to stay up late, study for an exam in the same circumstances as you will take it—when you are not tired and you have had a full night's sleep.

Academic Standards

English Language Arts

NCTE 3 Apply strategies to interpret texts.

- **NCTE 4** Use written language to communicate effectively.
- NCTE 5 Use different writing process elements to communicate effectively.
- NCTE 12 Use language to accomplish individual purposes.

- On the **Taskbar**, click **Start** Start Control Pane of the **Start** menu, click **Control Panel**.
- In the Control Panel window, click Hardware and Sound.

3 (CHECK) Your screen should look like Figure 2.1.

In the Hardware and Sound window, click Power Options.

5 (CHECK) Your screen should look similar to Figure 2.2.

Select High performance.

Click Change plan settings.

Continued on the next page.

You Should Know

You can also access Vista's **Power Options** window by clicking the **Mobile PC** heading in the **Control Panel** if you are using a laptop or mobile device.

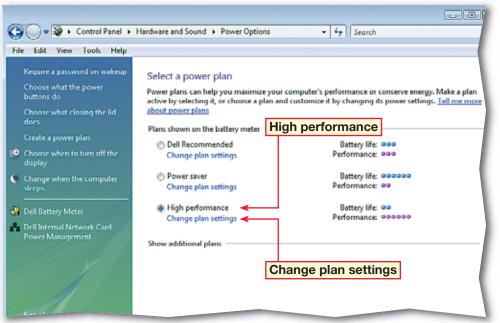
EXERCISE 2-1 Configure Power Settings and Options

With mobile computers becoming more popular, power consumption has become a more critical aspect to operating systems. Even most desktop computers will allow you to manage your power configurations. Vista's **power settings** are different and adapt themselves depending on whether you are using a desktop computer, which is designed to remain in one location, or a laptop, which can be carried from place to place.

FIGURE 2.1 Hardware and Sound window



FIGURE 2.2 Power Options window



- In the Edit Plan Settings window, click Change advanced power settings (see Figure 2.3).
- In the **Power Options** dialog box, under **Advanced Settings**, scroll down the list of power settings to **Display**. Click the <u>in</u> front of **Display** to expand the options.
- Double-click Turn off display after.
- Click **Plugged in** (Minutes). Click in the Minutes box to select the text and key: 40.
 - OCHECK Your dialog box should look similar to Figure 2.4.



Depending on the type of computer system you are using (laptop or desktop), and the power configurations set up by the hardware's manufacturer, the power options might appear different in the **Power Options** and **Control Panel** windows.

Tech Tip

EXERCISE 2-1 (Continued) Configure Power Settings and Options

FIGURE 2.3 Edit Plan Settings folder

5	ettings for th <mark>e p</mark> lan: Higl eep and display settings that y		iter to use.	
	Ĵ	On battery	Plugged in	
🔛 Turn off t	the display: 20 minut	tes 🔻	20 minutes	•
🌖 Put the c	omputer to sleep: 1 hour	*	Never	•
Change advar	nced power settings	Change ad	vanced power s	ottinge
	It settings for this plan	Change au	valiced power 3	ettings
			Save change	es Cancel

FIGURE 2.4 Power Options dialog box

	settings that reflect how yo manage power.	ou want your
High performance [A	ctive] 🔹	
 Processor power		*
 Turn off displ On batter 	ay after y: 20 Minutes n (Minutes): 40	
⊕ Adaptive disp ⊕ Windows Dream	lay Scene settings	E.
 ⊞ Multimedia settir ⊞ Battery 	ngs	-

- 0n the Taskbar, click Start 🚳.
- Click Control Panel. In the Control Panel window, click Hardware and Sound.
- 3 Under the Power Options, click Change what the power buttons do.
- Next to the When I press the power button option, click the drop-down arrow and select Hibernate (under both On battery and Plugged in if you are using a laptop computer).
- 5 (CHECK) Your screen should look similar to Figure 2.5.
- 6 Click Save Changes. In the Power Options window, click Close
- Double-click the **Internet Explorer** icon on your desktop to open Internet Explorer (see Figure 2.6).

Continued on the next page.

You Should Know

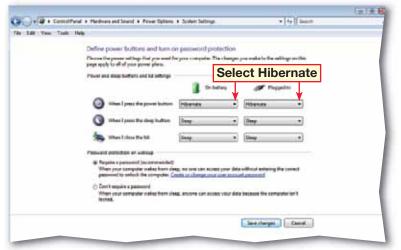
If the power has not been turned off, when your computer comes out of hibernate or sleep mode, it returns to its previous state.

EXERCISE 2-2 Use Sleep and Hibernation Mode

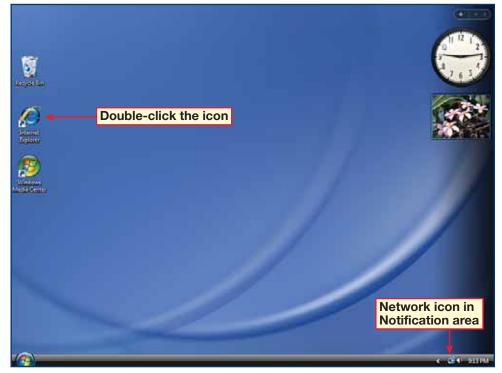


If you are using a mobile, or laptop computer, it might be easier and more efficient to put the system in a sleep or hibernate mode rather than turning it off. **Sleep mode** saves your information to the hard drive and puts the computer in a standby mode to resume instantly. **Hibernate** saves your information to the hard drive, and puts your computer into a standby mode, but allows you to turn off the power if necessary.

FIGURE 2.5 System Settings folder



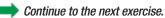




- Press the power button on your computer.
- After your computer goes into hibernation, press the power button again.
- 🚺 Click your user icon or enter the password, if necessary to resume your session.
- **()CHECK** Your screen should look similar to Figure 2.7.
- Click **Start** L At the bottom of the right pane, click **I** to open the Shutdown options and select Sleep from the list (see Figure 2.8).
- - Press the power button on your computer.



Close Internet Explorer.



roubleshooter

Make sure you know where the power button for your machine is, and be careful not to confuse it with a Reset button, which will reboot the system instead of shutting it down.

EXERCISE 2-2 (Continued) **Use Sleep and Hibernation Mode**



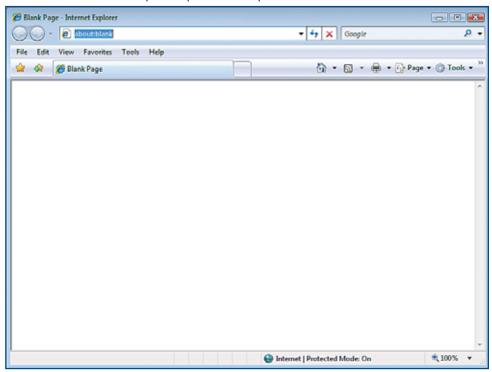
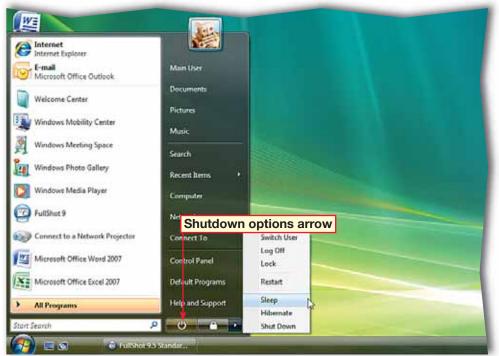


FIGURE 2.8 Start menu



- Click Start (2). In the right pane, right-click Network and select Properties.
- **OCHECK** Your screen should look like Figure 2.9.
- 3 In the left pane, click Manage network connections.
 - In the **Network Connections** window, click the network connection assigned by your teacher. In the toolbar, select **Enable this network device** (see Figure 2.10).
 - In the User Account Control dialog box, click Continue. Click Close
- 6 In the Network Connections window, click Close
 - Continue to the next exercise.

Shortcuts

You can also open the Network and Sharing Center by clicking the network icon in the Notification Area (the area on the right side of the Taskbar that contains shortcuts to programs and important status information) and selecting Network and Sharing Center.

EXERCISE 2-3 Choose a Network Connection



Your computer may have several different options set up to connect to different networks. A **network** is a group of computers connected to each other. You can choose connection settings to determine the network to which you will connect.

FIGURE 2.9 Network and Sharing Center

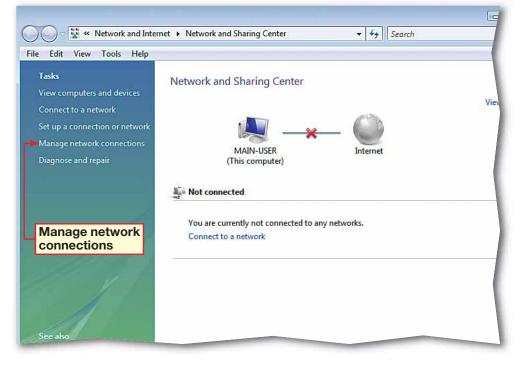
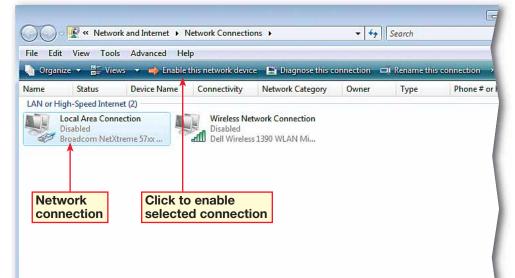


FIGURE 2.10 Network Connections window



- Click Start (3). Right-click Network and select Properties.
- 2 In the Network and Sharing Center window, select Connect to a network.
- 3 In the Connect to a network dialog box, click the Show drop-down arrow and select Wireless (see Figure 2.11).
- Select the wireless network assigned by your teacher.
 Click Connect.
- At the successful connection prompt, click Close.
- 6 (CHECK) Your screen should look similar to Figure 2.12.
- Under Connection, click View status.
- 8 In the Wireless Network Connection Status dialog box, click Close

In the Network and Sharing Center window, click Close <u>C</u>.

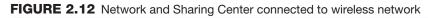
Continue to the next exercise.

EXERCISE 2-4 Connect to and Check the Status of a Wireless Network

You can connect to a wireless network, or type of computer network that is wireless, in much the same way you connect to a wired network. You can also monitor the status of the wireless connection to check signal strength for best performance.

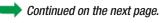
FIGURE 2.11 Connect to a network dialog box

G	👰 Conn	ect to a network				_ 0 🔀
	Select a	a network to connec	t to			
	Sho	Wireless	•	Click to se	lect Wirele	ss 😽
	4	OroVista	Security-enabled ne	twork		llee
		connection or network twork and Sharing Center				
					Connect	Cancel



Network and Inter	net • Network and Sharing Cer	nter 💌 😽 Search	٩
le Edit View Tools Help			
Tasks	Network and Sharing	ireless network conne	cted 0
View computers and devices	Heritorik and anaring i		AND A RECEIPT
Connect to a network			View full map
Manage wireless networks		★ ▲	
Set up a connection or network	MAIN-USER	OroVista	
Manage network connections	(This compute		Internet
Diagnose and repair			
No.	💇 OroVista (Private netwo	nk)	Customize
	Access	Local and Internet	
10	Connection	Wireless Network Connection (OroVis	
111-1		all Signal strength: Excellent	Disconnect
11 11	2 Sharing and Discovery	Vie	w status
	Network discovery	e On	۲
A	File sharing	e On	
See also	Public folder sharing	On (read only)	
Internet Outcome	Printer sharing	9 Off	(•)

- Click Start (2). Right-click Network and select Properties.
- 2 In the left pane, select Set up a connection or network.
- 3 In the Set up a connection or network dialog box, in the Choose a connection option box, scroll down and select Connect to a workplace.
- **OCHECK** Your dialog box should look similar to Figure 2.13.
- 5 Click Next. In the Connect to a workplace dialog box, select Use my Internet connection (VPN).
- In the **Internet address** box, key the IP address provided by your teacher (see Figure 2.14). Click **Next**.



You Should Know

VPNs are encrypted, or private, so only authorized users have access to them.

EXERCISE 2-5 Remotely Connect to a Network at a Workplace (Computer)



Connecting to a network located in your office is convenient, but the increasing popularity of mobile, or remote, computing has created a need to connect to networks regardless of your location. Microsoft Windows Vista allows you to connect to your office network using a Virtual Private Network (VPN) over the Internet.



🕞 🖞 Set up a connection or network	
Choose a connection option	
Set up a wireless router or access point Set up a new wireless network for your home or small business.	•
Manually connect to a wireless network Choose this to connect to a hidden network or create a new wireless profile.	
Set up a wireless ad hoc (computer-to-computer) network Set up a temporary network for sharing files or an Internet connection.	E
Set up a dial-up connection Connect through a dial-up connection to the Internet.	
Connect to a workplace Set up a dial-up or VPN connection to your workplace.	~
Next	Cancel

FIGURE 2.14 Connect to a workplace dialog box

🚱 🔹 Connect to a workplace						
Type the Internet addr	ess to connect to					
Your network administrator of	Your network administrator can give you this address.					
Internet address:	[Example:Contoso.com or 157.54.0.1 or 3ffe:1234::1111]					
Destination name:	VPN Connection					
Destination name: Vin Connection Use a smart card This option allows anyone with access to this computer to use this connection. Don't connect now; just set it up so I can connect later						
	Next Cancel					

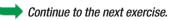
Under the **Type your user name and password** heading, in the **User name** and **Password** boxes, key the user name and password provided by your teacher. Click **Connect**.

- After receiving the You are connected message, click Close.
- In the Set Network Location dialog box, click Work (see Figure 2.15).
- In the User Account Control dialog box, click Continue.

🚺 Click Close 🔀.

GCHECK Your screen should look like Figure 2.16.

Click Close 🔀



Shortcuts

To open the **Connect to a network** dialog box, rightclick the **Network** icon in the **Notification** area on the **Taskbar**, and select **Connect to a network**.

EXERCISE 2-5 (Continued) Remotely Connect to a Network at a Workplace (Computer)

FIGURE 2.15 Set Network Location dialog box

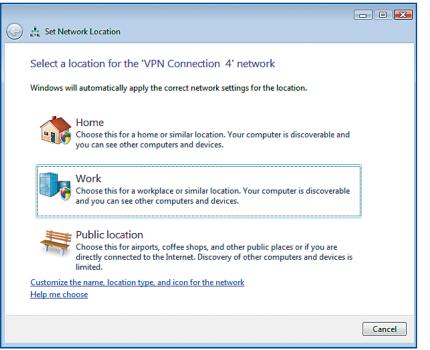
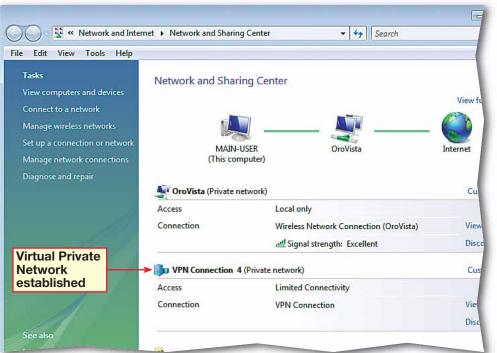


FIGURE 2.16 Network and Sharing Center with VPN connection active





In the **Start** menu, rightclick **Computer** and select **Properties**.

In the left pane, under Tasks, click Remote settings (see Figure 2.17).

In the User Account Control dialog box, click Continue.

5 In the System Properties dialog box, under Remote Desktop, select Allow connections from computers running any version of Remote Desktop.

6 (CHECK) Your dialog box should look like Figure 2.18.

7

Click Select Users.

In the **Remote Desktop** Users dialog box, click Add.

In the Enter the object names pane, key the name provided by your teacher. Click OK. In the Remote Desktop Users dialog box, click OK.



Click **OK** again.

Close the **System** window.

Continued on the next page.

EXERCISE 2-6 Use a Remote Desktop Connection



With Microsoft Windows Vista, you can connect to your own network wherever you go. You can also use another PC to connect to your own PC. You can use the programs on that computer while viewing its **desktop** through the **Remote Desktop Connection**.

FIGURE 2.17 System window

File Edit View Tools Help	 System and Maintenance 	System 💌	Search	
Tasks Perice Manager Remote settings System protection Advanced system settings Remote	Windows edition Windows Vista™ Ultin	tion about your comput nate crosoft Corporation. All rights r		
	System Manufacturer: Model:			

FIGURE 2.18 System Properties dialog box

System Properties					
Computer Name Hardware Advanced System Protection Remote					
Remote Assistance					
Allow Remote Assistance connections to this computer					
What happens when I enable Remote Assistance?					
Advanced					
Remote Desktop					
Click an option, and then specify who can connect, if needed.					
Ont allow connections to this computer					
 Allow connections from computers running any version of Remote Desktop (less secure) 					
Allow connections only from computers running Remote Desktop with Network Level Authentication (more secure)					
Help me choose Select Users -> Select Users					
OK Cancel Apply					

Click Start (). Click All Programs.

13 Ir

In the list, click **Accessories**.

Click Remote Desktop Connection.

box should look like Figure 2.19.

In the Remote Desktop Connection dialog box, key the name of the computer provided by your teacher.

T

Click Connect.

In the credentials box, key the user name and password provided by your teacher. Click **OK**.

19

Your screen should look like Figure 2.20.

20

In the Remote Desktop window, click Close

In the Disconnect Windows session dialog

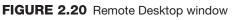
box, click **OK**. The remote connection is now closed.

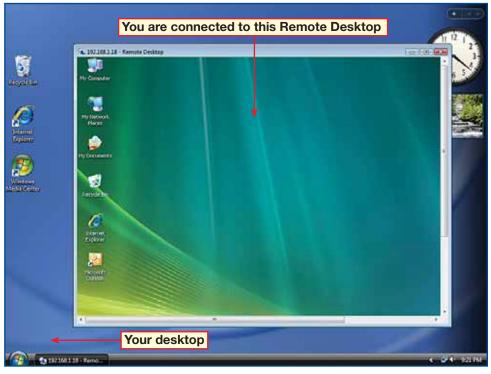
Continue to the next exercise.

EXERCISE 2-6 (Continued) Use a Remote Desktop Connection

FIGURE 2.19 Remote Desktop Connection dialog box

🚛 Remote De	esktop Connection	- • •
M	Remote Desktop Connection	
Computer:	1	-
	Connect Cancel Hel	p Options >>





Tech Tip

If you are using Windows Vista, you cannot use a Remote Desktop Connection to connect to remote computers that use Windows XP.

- Dick Start 🚳
- In the Start menu, rightclick Computer and select Properties.
- 3 (CHECK) Your screen should look like Figure 2.21.
- In the left pane, under Tasks, click Remote settings.
 - In the User Account Control dialog box, click Continue.
- In the System Properties dialog box, under Remote Assistance, clear the Allow Remote Assistance connections to this computer check box.
- **OCHECK** Your dialog box should look like Figure 2.22.
- 8 Click OK.
 9 Click Close

 Continue to the next exercise.

 You Should Know
 Windows Remote

 Assistance allows you to
 permit another user to
 connect to your computer
 from another computer
 from another computer
 running a compatible
 operating system.

EXERCISE 2-7 Disable Windows Remote Assistance

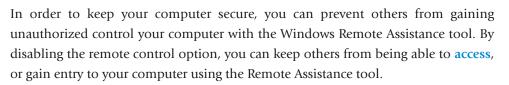


FIGURE 2.21 System window

File Edit View Tools Help	System and Maintenance 🕨	System 🔹	ۥ Search
Tasks Image: Device Manager Remote settings System protection Advanced system settings	View basic informat Windows edition Windows Vista™ Ultim Copyright © 2006 Mic		
See also	System Manufacturer: Model: Rating: Processor: Memory (RAM): System type:	Genuine Intel(R) CPU 2038 MB 32-bit Operating System	U2500 @1.20GHz 1.20 GHz

FIGURE 2.22 Remote Desktop Connection dialog box

System Properties						
Computer Name	Hardware	Advanced	System Prot	ection	Remote	
Remote Assist	ance					
Alow Rem	Allow Remote Assistance connections to this computer					
What happens	What happens when I enable Remote Assistance?					
Remote	assis	tance c	ption	Ad	vanced	
Remote Deskt Click an option	, and then s			fneedeo	d.	
 New connections from computers running any version of Remote Desktop (ess secure) 						
 Allow connections only from computers running Remote Desictop with Network Level Authentication (more secure) 						
Help me choor	20			Sele	ct Users	
		ОК		ncel	Acc	

Click Start (). In the right pane, select Computer.

In the toolbar, click **Map** network drive

In the Map Network Drive dialog box, leave the default Drive letter as Z: and click Browse (see Figure 2.23).

Click **Browse** and navigate to, and select, the folder assigned by your teacher.

Click OK. Click Finish.

In the new mapped shared folder view, click Close .

()CHECK Your screen should look like Figure 2.24.

Click Close

Continue to the next exercise.

Academic Skills

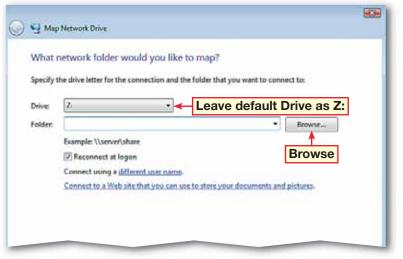
Mapping a drive through the network directory folder system is similar to reading a road map or creating a flow chart. On a separate piece of paper, draw a flow chart for how you would navigate through the folders to get to the network drive, beginning just as you open the **Network** folder.

EXERCISE 2-8

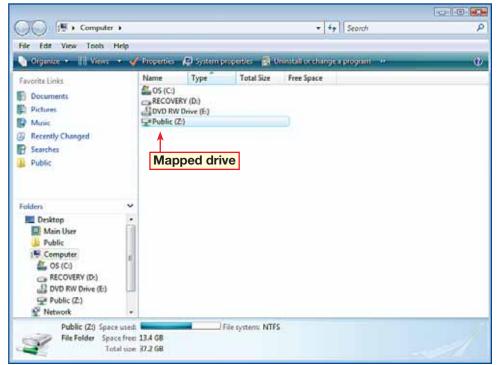
Connect to a Network Computer by Mapping a Drive

A **shared folder** is a folder on a networked computer that has been set up to allow access by others on the network. Creating a shortcut to a shared folder, computer, or drive on a network is called **mapping** a network drive. Once a shared folder is mapped, you no longer have to key in its network address each time you want to use it.











- In the **Start** menu, click **Network** (see Figure 2.25).
- 3 (CHECK) Your screen should look similar to Figure 2.26.
- Double-click the computer icon for the computer assigned by your teacher. View the resources available on that computer.

🗿 Click Close 🎫

Continue to the next exercise.

Academic Skills

You may also know the word *network* in relation to a television network. A television network uses individual local stations to carry a signal from one central location. Similarly, computer networks use individual local computer stations to transmit information from a central server.

Tech Tip

To keep the **Notification** area uncluttered, hide any icons that you have not clicked recently.

EXERCISE 2-9 Connect to a Network Computer by Browsing a Network



A simple way to connect to another computer is by browsing your network. Any computers on the network that have been configured to share resources and be identified will show up in the Network folder.

FIGURE 2.25 Network on Start menu

Internet Explorer F-mail Microsoft Office Outlook Microsoft Office Access 2007	Main User Documents Pictures Music + Games Search Computer
Network	Network
	Connect To
	Control Panel
	Default Programs
	Printers
All Programs	Help and Support
Start Search 🔎	U 🔒 🖬

FIGURE 2.26 Network folder

() ↓ ♥ + Network +		+ + Search	م
💊 Organize 🕶 🔒 Views 🔹	🖥 Network and Sharing Center 🛛 🗃 Add 1	panter 😈 Addia witeletis dence	Ø
Fevorite Links Documents Fotures Fotur	Name Category Workgrou	p Network location MAIN-USER	
	Computers on netw	ork	



- In the **Start** menu, click **Network**.
- 3 (CHECK) Your screen should look similar to Figure 2.27.
- Double-click the computer assigned by your teacher.
- 5 Double-click the **Public** folder in the network computer folder (see Figure 2.28).
- 6 Browse through the files and folders available in the **Public** folder. Click **Close**

Continue to the next exercise.

Microsoft Office 2007

In Windows Vista, a *public* folder allows users to store and share files with other users on the same computer or network.

EXERCISE 2-10 Connect to a Network Computer

by Accessing Shared Folders

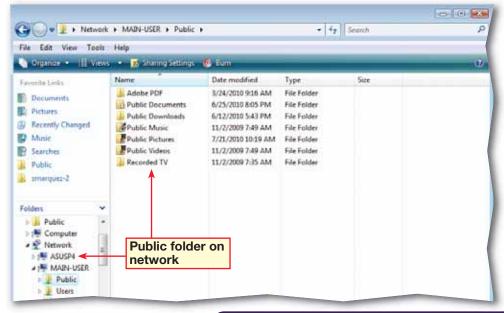


You can allow only certain people to access shared folders or you can open a shared folder to anyone with access to the network. Shared folders can be accessed by simply navigating to them on the network.

FIGURE 2.27 Network folder

Network +				- 4- Search	م
👌 Organize 🔹 🔡 Views 🔹	E Network	nd Stuning Cente	er 🐻 Adda pe	nter 🐨 460 avanslessdenre	Ū.
Favorite Links Documents Fictures Munic Recently Changed Searches Public	Name	Category ASUSP4	Workgroup	Network location	
Folders Desktop Main User Public Computer Network SUSP4 SUSP4 Control Panel Control Panel Recycle Bin					

FIGURE 2.28 Network Public folder



- Click Start (). In the Start menu, click Control Panel.
- Click Network and Internet.
- Click Offline Files. In the User Account Control dialog box, click Continue.
- 4 (CHECK) Your dialog box should look similar to Figure 2.29.
- 5 In the Offline Files dialog box, click Enable Offline Files.
- 6 Click OK. In the Offline Files dialog box, click Yes to restart your computer.
- Click Start 🚱. Select Network.
- B Double-click the computer assigned by your teacher.
- In the assigned computer folder, right-click the
 Public folder and select
 Always Available Offline (see Figure 2.30).



Continue to the next exercise.

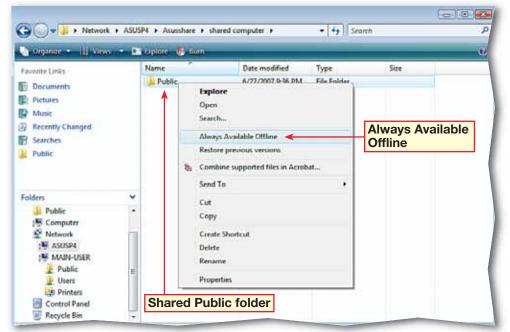
EXERCISE 2-11 Access Files While a Computer Is Offline

Vista allows you to access files from a network folder even if your computer is offline. When you set up your computer to work with offline files, Vista copies all the files from the network folder to your computer. Whenever the network files are not available, Vista uses the offline files. It can then **synchronize**, or reconcile the differences between the offline files and the same files on the network when you reconnect.

FIGURE 2.29 Offline Files dialog box



FIGURE 2.30 Assigned computer folder Public folder



Click Start (). Click All Programs.

Click Accessories. Select Sync Center.

3 (ICHECK) Your screen should look like Figure 2.31.

Select the Offline Files folder. Click Sync ().

In the Sync Center folder in the left pane, click View sync results.

6 (CHECK) Your screen should look similar to Figure 2.32.

🟉 Click Close 🗾

Continue to the next exercise.

Tech Tip

Synchronization refers to the idea of keeping multiple copies of files and folders coherent with one another. The purpose of synchronization is to maintain data integrity. When you sync files or folders, you fix the differences between the offline version of the files and the version of the files on the network.

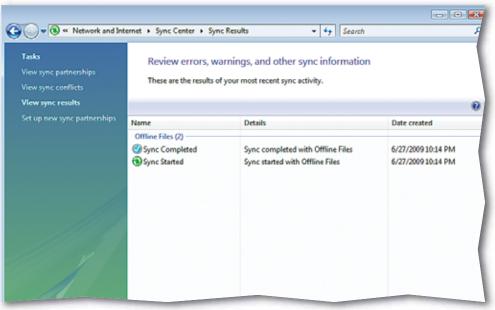
EXERCISE 2-12 Synchronize Folders between Computers

Vista synchronizes offline folders automatically when you reconnect to the network, but there might be times when you want to sync the folders manually. You may also need to resolve a synchronization **conflict**, or difference, between the files on the network and the files on your computer.

FIGURE 2.31 Sync Center folder

Tasks View syne partnerships View syne conflicts	Network and Internet Sync Center · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·
View sync results	(i) Sync All
Set up new sync partnerships	Name
	Click to select

FIGURE 2.32 Sync Results folder



- Click Start (2). Select Network. Navigate to the Public folder.
- Right-click the Public folder and select Delete.
 Click Yes in the confirmation box.
- 3) Click Close 🛒 .
- Click Start Start Choose All Programs>Accessories> Sync Center.
- 5 Click Sync All 🜘
- 6 (CHECK) Your screen should look like Figure 2.33.
- In the left pane, click View sync conflicts.
- 8 Click the file icon in the file area and click **Resolve**.
- In the Resolve Conflict dialog box, click Keep this version with the location On this computer (see Figure 2.34).
- 0 Click Close 🔀.
 - Continue to the next exercise.

EXERCISE 2-13 Resolve Synchronization Conflicts



Synchronizing files over a network means that access to those files is open to more than just your computer. Because of changes in the network or changes made by other users that have access to the files, conflicts may exist between the files held for offline use and the files on the network. These conflicts cannot be resolved using the sync function. Under these circumstances, use the Sync Center to resolve conflicts.

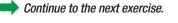
FIGURE 2.33 Sync Center with conflict

e e	 Network 	and	internet 🕨	Sync Center 🕨		- ++	Search
læks View sync partnerships View sync conflicts	Keep your information in sync View recent sync activity, sync now, or change your sync settings.						
Gew syne results	3 Synt	All					
Set up new sync partnerships	Name		Status	Category	1		
	Folders	(1)	<i>1</i>	00 (F8)			
		OH	ine Files alk	ows you to access	n¢1%		1 conflicts

FIGURE 2.34 Resolve Conflict dialog box



- Double-click the **Internet Explorer** icon on the desktop.
- 2 (CHECK) Your screen should look similar to Figure 2.35.
- In the Navigation bar, key the address of a Web site provided by your teacher.
 Press ENTER. Click Page and select Save As.
 - In the **Save Webpage** dialog box, navigate to the folder designated by your teacher. In the **File name** box, key: [your first initial and last name]-webpage. Click **Save**.
- On the toolbar, click the Home arrow. Select Blank Page.
- 6 Click **Tools** and select **Work Offline**.
- On the Menu bar, choose File>Open. Click Browse.
- In the Windows Internet Explorer dialog box, navigate to your saved Web page and select it. Click Open. Click OK.
 - Should look like Figure 2.36.
- 🔟 Click Close 🔀



EXERCISE 2-14 Make a Web Site Available Offline



You can save Web sites so that they are available offline. You do this by opening the Web page in Internet Explorer and saving it to a folder on your desktop. Using Internet Explorer, you can open the file even if you are offline.

FIGURE 2.35 Internet Explorer

💋 Blank Pa	ge - Internet Explore	r				
00	e 🔊 about:blank		Navigation	<mark>ı bar</mark>	🔹 👍 🗙 🛛 Google	ء ۾
File Edit	View Favorites	Tools	Help			
* *	🏉 Blank Page				🔄 🔂 🔭 🖾 👘 🕯	🖶 🔹 🔂 Page 🕶 🍈 Tools 🕶 🦉
						Page Tools
			H	lome drop-do	wn arrow	
-						

FIGURE 2.36 Web site open offline



- Click Start (). Select Control Panel. Click Network and Internet.
 - **()CHECK)** Your screen should look like Figure 2.37.
- 3 Click **People Near Me**. Click the **Settings** tab. In the name box, key: [your first initial and last name].
- 4 **()CHECK** Your dialog box should look similar to Figure 2.38.
- Click the Sign In tab.
 Under Status, select Sign in to People Near Me.
 Click OK.
- In the People Near Me dialog box, click OK. In the User Account Control dialog box, click Continue.
- In the Network and Internet window, under Windows Firewall, click Allow a program through Windows Firewall.
- 8 In the Windows Firewall Settings dialog box, on the Exceptions tab, select Windows Meeting Space and Windows Collaboration Computer Name Registration Service. Click OK.



Continued on the next page.

EXERCISE 2-15 Sign in to a Meeting Space



Windows Meeting Space is a function of Vista that allows computer users to work in a collaborative environment, sharing programs, information, and resources as if they were all meeting in the same room. This collaborative type of network requires that the users enable, or permit, other users to access their systems.

FIGURE 2.37 Network and Internet folder

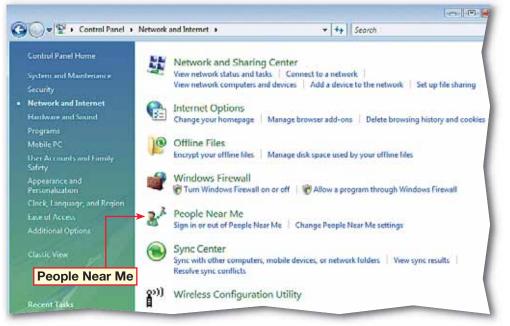


FIGURE 2.38 People Near Me dialog box

🚴 People Near Me 🛛 🕰						
Settings Sign in						
User information						
Type the name you want other people to see:						
smarquez Key your first initial and last						
Make my picture available name						
If this option is selected, programs can display your picture along with your contact information.						
Change picture						
Invitations						
Allow invitations from: Anyone						
Display a notification when an invitation is received						
Options						
Sign me in automatically when Windows starts						
OK Cancel Apply						

- In the left pane, click System and Maintenance.
- Click Administrative Tools.
- In the right pane, doubleclick **Services**.
 - In the User Account Control dialog box, click Continue.
- In the Services window, click DFS Replication. In the description that opens, click Start the service (see Figure 2.39).
 - Click Close 🔀
 - Close the **Administrative Tools** and the **System and Maintenance** window.
- Click Start (E). Choose All Programs>Windows Meeting Space.
- In the Windows Meeting Space Setup dialog box, click Yes, continue setting up Windows Meeting Space.
- In the User Account Control dialog box, click Continue.
- ID ICHECK Your screen should look like Figure 2.40.

Continue to the next exercise.

EXERCISE 2-15 (Continued) Sign in to a Meeting Space

FIGURE 2.39 Services folder DFS Replication

	a 🔒 📓 📰 🕨 🖩 🛯 🕬					
Services (Local)	Services (Local)	_				
	DFS Replication	Name	Description	Status	Startup Type	Log On A
	Start the service	Application Infor Application Layer Application Mana Background Intelli	Facilitates t Provides su Processes in Transfers fil	Started	Manual Manual Manual Automatic (D.,	Local Sys Local Ser Local Sys Local Sys
	Replicates files among multiple PCs keeping them in sync. On Client, it is used to roam folders between PCs;	🔍 Base Filtering Engi 🔍 Block Level Backu	The Base Fil Engine to p	Started	Automatic Manual	Local Ser Local Sys
	on server, it is used to provide high availability and local access across a wide area network (WAN). If the service is stopped, file replication	CNG Key Isolation	Propagates The CNG ke Supports Sy	Started Started Started	Automatic Manual Automatic	Local Sys Local Sys Local Ser
	does not occur, and the files on the server become out-of-date. If the service is disabled, any services that	COM+ System Ap Computer Browser Cryptographic Ser	Manages th Maintains a Provides fo	Started	Manual Automatic Automatic	Local Sys Local Sys
	explicitly depend on it will not start.	COM Server Pro Dell Internal Netw	Provides lau Improves b	Started Started	Automatic Automatic	Local Sy Local Sy
Click to st	art	Ca Dell Wireless WLA	Provides au Provides De	Started Started	Automatic Automatic	Local Sy Local Sy
the servic		C DFS Replication	Replicates fi-		Manual	Local Sys
		C DHCP Client	Registers an The Diagno	Started Started	Automatic Automatic	Local Ser Local Ser
		Diagnostic Service	The Diagno	<u></u>	Manual	Local Se

FIGURE 2.40 Windows Meeting Space

Windows Meeting Space			0	8
				0
		Found: 0 49 Update list Sort by: Name -		
	Start a new meeting	No meetings were found. Click Update list to search again.		
	Join a meeting near me			
	Open an invitation file			
			9	
	V	Vindows Meeting Space 🕯	rj.	



In the Windows Meeting Space window, click Start a new meeting (see Figure 2.41).

Under Meeting name,

your first initial and last name should be in the box, followed by the time. Highlight the time and key: board meeting.

In the **Password** box, key: meeting1.

Click Create a meeting.

OCHECK Your screen should look like Figure 2.42.

Continue to the next exercise.

Tech Tip

You can also send a quick, one-on-one message to someone in the meeting. Under **Particpants**, rightclick the person's name and click **Send a note**. Other participants will not see your correspondence.

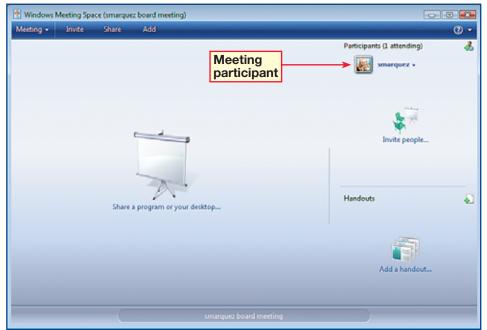
EXERCISE 2-16 Start a New Meeting

You can use Windows Meeting Space to start a meeting of your own. After you have signed in to Meeting Space, you can name the meeting, protect it with a password, and choose whether you want to allow others to see the password.

FIGURE 2.41 Windows Meeting Space

Windows Meeting Space	
Join a meeting near me Open an invitation file Click to start new meeting	Found: 0 for by: Name Normeetings were found. Click Update list to search again.
W	/indows Meeting Space





- In the **Windows Meeting Space** board meeting, click the **Meeting** dropdown arrow on the menu at the top of your screen and select **Leave meeting**.
- 2 (ICHECK) Your screen should look like Figure 2.43.
- 3 Click the available board meeting.
- In the password box, key: meeting1.
- 5 Click Join a meeting.
- 6 (CHECK) Your screen should look similar to Figure 2.44.
- Click the Meeting dropdown arrow and select Exit.

Continue to the next exercise.

Troubleshooter

Be careful when keying in a password. The use of proper spelling in a password is very important. If the password is incorrect, you might not be able to join a meeting.

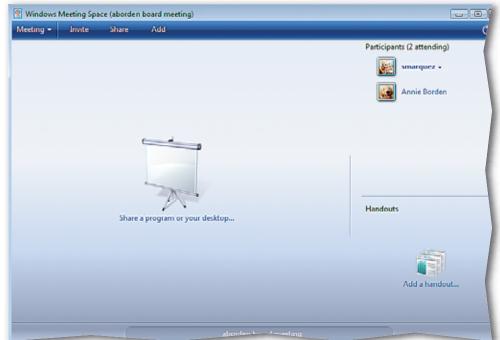
EXERCISE 2-17 Join an Existing Local Collaboration Session

You can join a meeting space already in session by signing into Windows Meeting Space or accepting an invitation to the meeting.

FIGURE 2.43 Windows Meeting Space with meeting

S Windows Meeting Space	
	Found: 1 47 Update list Sort by: Name -
Start a new meeting	aborden board meeting Started by Annie Borden 6/9/2009 3:34 PM
Join a meeting near me	
Open an invitation file	Click board meeting

FIGURE 2.44 Joined existing meeting



Click Start 🛞 and select Control Panel.

Click Mobile PC.

OCHECK Your screen should look like Figure 2.45.

Under Windows Mobility Center, click Adjust settings before giving a presentation.

In the Presentation Settings dialog box, click the I am currently giving a presentation check box.

6 (CHECK) Your dialog box should look like Figure 2.46.

Click OK.

Continue to the next exercise.

You Should Know

You can also adjust the volume, check network connectivity, and change display brightness for your mobile computer using the Windows Mobility Center.

EXERCISE 2-18 Prepare a Computer for a Presentation

Vista's **Windows Mobility Center** allows you to customize settings for a laptop or other mobile computing device. You can create mobile settings for your computer that will help if you are giving a presentation. The settings are predetermined before the presentation. After the presentation, you can turn them off. You can reactivate them before your next presentation so that your settings will not have to be reset.

FIGURE 2.45 Mobile PC folder



FIGURE 2.46 Presentation Settings dialog box

Presentation Settings	X
☑ I am currently giving a presentation	
When giving a presentation, your computer stays awake, system notifications are turned off, and the following settings are applied. <u>Tell me more about presentation settings</u> .	
When I am giving a presentation:	
Turn off the screen saver	
Set the volume to:	
Low High	
Show this background:	
[■img1 ▲	
💽 img10	
🔄 img11	
img12	
Browse Position: Fit to screen]
Connected displays	
OK Cance	1

- In the Mobile PC window, under Windows Mobility Center, click Connect to a projector or other external display (see Figure 2.47).
- CHECK Your screen should look like Figure 2.48.
- 3 In the Windows Mobility Center dialog box, in the External Display box, click Connect display.
- 🕘 Click Close ᇌ
- 5 Close the Mobile PC folder.
 - Continue to the next exercise.

You Should Know

An external display device carries information *out* of a computer to display it visually. External display devices include monitors, projectors, and televisions.

EXERCISE 2-19 Display Information on an External Display Device



Vista's mobile computer capabilities allow you to display your computer's information on any number of monitors and other external display devices. The Windows Mobility Center allows you to connect to and configure mobile and presentation settings.

FIGURE 2.47 Mobile PC folder



FIGURE 2.48 Windows Mobility Center dialog box

🖳 Windows Mobility Cente	r		
Mute	97% available (plugged in, not charging)	Connected	No display connected
	High performance 🔻	Turn wireless off	Connect display
Volume	Battery Status	Wireless Network	External Display
No errors, no conflicts	Presenting		
Sync Sync Center	Turn off Presentation Settings	Conne	ect to nal display
Sync Center	- resentation settings		0

- Click Start . Choose All Programs>Accessories> Connect to a Network Projector (see Figure 2.49).
- 2 (CHECK) Your screen should look like Figure 2.50.
- 3 In the Connect to a Network Projector dialog box, click Search for a projector (recommended).
- In the list of Available projectors, select the one assigned by your teacher.
- 5 Click Connect.
- Olose the projector.
- 🏉 Shut down Windows Vista.

Tech Tip

A *network projector* refers to a projector that is connected to the network through a wired or wireless connection, rather than connected directly to the computer.

EXERCISE 2-20 Connect to a Network Projector



Network projectors allow presentations to be displayed to users on a network. You can connect to a network projector to view the presentations online without being in the same place as the presenter.

FIGURE 2.49 Connect to a Network Projector



FIGURE 2.50 Connect to a Network Projector dialog box

 Search for a projector (recommended) Search for projectors that are connected to your local network. 	
Enter the projector address	

LESSON

Vocabulary

Key Terms

collaborative

- desktop
- hibernate
- mapping
- network
- power settings
- **Remote Desktop Connection**
- shared folder
- sleep mode
- synchronize
- Virtual Private Network

(VPN)

- Windows Meeting Space
- Windows Mobility Center
- wired network
- wireless network

Academic Vocabulary

access

- conflict
- enable

After You Read



Complete the following statements on a separate piece of paper. Choose from the Vocabulary list on the left to complete the statements.

- 1. You can access a network remotely through a ______. (p. 37)
- **2.** Creating a shortcut to a network resource is called ______ the drive. (p. 42)
- **3.** You can connect to a(n) ______ without having to connect cables. (p. 36)
- **4.** Vista enables you to ______ network files with files on your computer. (p. 45)
- **5.** Synchronizing the files on your computer with network files will help you resolve a ______. (p. 46)

Vocabulary Activity

- 6. Create a crossword puzzle using the vocabulary words.
 - On grid paper, list the vocabulary words so that they intersect at common letters, like a standard crossword puzzle.
 - Copy the arrangement of boxes onto another sheet of grid paper.
 - On a third sheet, write the definitions for the words, listing the appropriate definitions in a "Down" column and the others in the "Across" column.

Review Key Concepts

Answer the following questions on a separate piece of paper.

7. Where would you go to create synchr	onized files on your computer? (p. 45)
A. Control Panel>Network and	C. Control Panel>Internet
Internet>Shared Files.	Options>Offline Files.
B. Control Panel>Network and	D. Start Menu.
Internet>Offline Files.	
8. Remote Desktop Connection allows y	you to access which programs? (p. 39)
A. The programs on the Taskbar.	C. Internet Explorer.
B. All programs on the remote	D. Windows Explorer.
computer.	
9. Where would you set up an external of	display? (p. 53)
A. Windows Mobility Center	C. Appearance and Personalization
B. Mobile PC	D. Ease of Access
10. Where would you configure power se	ettings? (pp. 31, 32)
A. Control Panel>System and	C. Desktop
Maintenance>System	D. Control Panel>System and

B. Screen saver settings

Maintenance>Power Options

LESSON

Practice It Activities

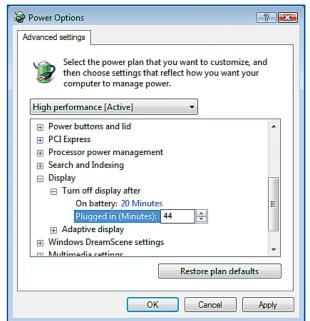
1. Configure Power Settings

Follow the steps to complete the activity.

FIGURE 2.51 Hardware and Sound window



FIGURE 2.52 Power Options dialog box



Step-By-Step ſ'n

01001001010 1001010100

01101

- Click Start 🚱. In the right pane, click Control Panel. Click Hardware and Sound.
- **()CHECK** Your screen should look like Figure 2.51.
- In the Hardware and Sound window, click Power Options. Select High performance and click Change plan settings.
- In the Edit Plan Settings folder, click Change advanced power settings.
- In the Power Options dialog box, scroll down to Display. Click + to expand the options.
- Double-click Turn off display after. Click Plugged in. Select the value in the Minutes box and key: 44.
- **()CHECK)** Your screen should look like Figure 2.52.
 - Click OK. Click Close Shut down Windows Vista.



Practice It Activities

2. Choose a Network Connection

Follow the steps to complete the activity.

FIGURE 2.53 Network and Sharing Center

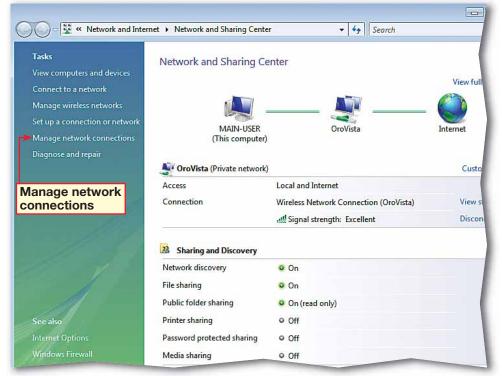


FIGURE 2.54 Network Connections folder



Step-By-Step

- Click Start . In the right pane, right-click Network and select Properties.
- 2 (CHECK) Your screen should look like Figure 2.53.
- 3 In the left pane of the Network and Sharing Center, click Manage network connections.
- Click the network connection assigned by your teacher. In the toolbar, select Enable this network device (see Figure 2.54).
- 5 In the User Account Control dialog box, click Continue.



In the Network and Sharing Center, click Close

Shut down Windows Vista.

LESSON

Click Start 🚱 and select

()CHECK) Your screen

should look like Figure 2.55.

Under Windows Mobility

settings before giving a

Settings dialog box, clear

the I am currently giving

a presentation option.

OCHECK Your dialog box should look like

Close the Mobile PC

Shut down Windows Vista.

Figure 2.56.

Click OK.

folder.

Center, click Adjust

In the Presentation

presentation.

0100100101010

Step-By-Step

Control Panel.

Click Mobile PC.

01101

Practice It Activities

3. Prepare a Computer for Presenting Information

Follow the steps to complete the activity.

FIGURE 2.55 Mobile PC folder



FIGURE 2.56 Presentation Settings dialog box

I Presentation Settings	×
I am currently giving a presentation	
When giving a presentation, your computer stays awake, system notifications are turned off, and the following settings are applied. <u>Tell me more about presentation settings</u> .	
When I am giving a presentation:	
▼ Turn off the screen saver	
Set the volume to:	
Low High	
Show this background:	
♥ (None) ■ dellwall1	
Cellwall2	
Browse Position: Fit to screen 💌	
Connected displays	
OK Cancel	



- Click Start (3). Right-click Network and select Properties.
- Select Set up a connection or network. Under Choose a connection option, select Connect to a workplace.
- Click Next. Select Use my Internet connection (VPN).
- OCHECK Your screen should look like Figure 2.57.
- 5 Key the IP address provided by your teacher. Click **Next**. Key the user name and password provided by your teacher. Click **Connect**.
- 6 After receiving the You are connected message, click Close. In the Set Network Location box, select Work.
- In the User Account Control dialog box, click Continue. Click Close.
- OCHECK Your screen should look like Figure 2.58.
- 9 Click **Close** . Shut down Windows Vista.

Lesson 2: You Try It Activities

You Try It Activities

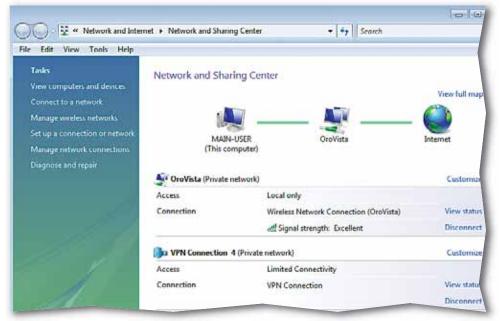
4. Remotely Connect to a Network at a Workplace

You are away from the office on a trip to meet with clients when your supervisor calls and asks for some sensitive files that are only available on your machine. The files are too big to send by e-mail, so you decide to connect to your workplace VPN to upload the files through the Internet.

FIGURE 2.57 Connect to a workplace dialog box

			- • 🞫		
G	2 Connect to a workplace				
	Type the Internet add	ress to connect to			
	Your network administrator can give you this address. Internet address: [Example:Contoso.com or 157.54.0.1 or 3ffe:1234::1111]				
	Destination name:	VPN Connection			
		to use this connection nyone with access to this computer to use this connection. just set it up so I can connect later			
		Next	Cancel		







You Try It Activities

5. Use Remote Desktop Connection

Your supervisor has received the files but says there is a corruption with some of the software on his machine. He is not sure how to fix it. You decide to use Remote Desktop Connection to see if you can figure out how to solve the problem from your location.

FIGURE 2.59 Remote Desktop Connection dialog box



FIGURE 2.60 Remote Desktop window



Step-By-Step

Click Start 🚳. Click All Programs.

Click Accessories.

- 3 Click Remote Desktop Connection.
- 4 (CHECK) Your dialog box should look like Figure 2.59.
- 5 In the **Remote Desktop Connection** dialog box, key the name of the computer provided by your teacher.

Dick Connect.

- In the Credentials box, key the user name and password provided by your teacher. Click OK.
- 8 (ICHECK) Your screen should look like Figure 2.60.
- In the Remote Desktop window, click the Close <u>Close</u>.
 - In the **Disconnect Windows session** dialog box, click **OK**.



Shut down Windows Vista.

Critical Thinking Activities

6. Beyond the Classroom Activity

Language Arts: Connect to a Network Computer Connect to the network computer assigned by your teacher using the **Network** folder. Using the tools you have learned, make a designated folder available offline.

- Disable the network connection.
- Make two changes in the files in the designated folder. Print the files so that you have a hard copy of the changes.
- Reconnect to the network and synchronize the files. Resolve any conflicts.

Open a Word document and create a checklist that details the steps you took to disable the network connection. After you have created the checklist, key a short paragraph that describes some advantages to working with offline files. Save your file as: v2rev-[your first initial and last name]6.

7. Standards at Work Activity

Microsoft Certified Application Specialist Correlation Vista 2.4 Connect to another computer

Manipulate a Remote Desktop Connect to another computer assigned by your teacher using **Remote Desktop Connection**.

Once you have connected to the remote computer, open **Internet Explorer** on the remote computer and add three trustworthy news Web sites to the favorites on that machine. Close **Internet Explorer** and exit **Remote Desktop Connection**. Then, open a Word document and list the three Web sites. Key a short paragraph that explains the reasoning behind your choices and why the sites are trustworthy. Save your file as: v2rev-[your first initial and last name]7.

8. 21st Century Skills Activity

Communicate Responsibly Communication is important in the modern workplace. While more and more communication takes place through computer-aided activities rather than in face to face conversations, this communication can be less efficient if you do not treat others with respect. Set up a meeting to discuss the importance of communicating responsibly in the workplace using **Microsoft Meeting Space**. Invite three classmates to the meeting via e-mail. Ask them each to send you one reason why being courteous is important in the business world. Add their ideas to the meeting agenda. Join at least one other meeting by accepting an invitation from one of your other classmates.

LESSON

LESSON

Challenge Yourself Projects

Before You Begin

Finish the Task Many jobs today are not defined by the traditional "9-to-5" work schedule. The standard work day has shifted more toward focusing on the completion of tasks instead of the amount of time in a work day. Mobile computing, networking and instant communication have all contributed to this shift.

Reflect Once you complete the projects, open a Word document and answer the following questions:

- 1. What type of career would you choose: time-based or task-based? Why?
- 2. How might you affect your coworkers if you did not complete each of the tasks in the Challenge Yourself Projects?



9. Make Files Available Offline

x Imade/Getty Imades

Language Arts: Increase Accessibility The Inventory Control department at your company is complaining that the slow network connection makes it too difficult to work on inventory files on the network. You have been asked to solve the problem.

- Browse the network to the folder assigned by your teacher and make it available offline.
- Map the folder so that it is quickly accessible every time.
- Synchronize the files in the folder.

Open a Word document and key one paragraph that describes how working with offline files can help boost efficiency and protect files against network outages. Save your file as: v2rev-[your first initial and last name]9.

10. Connect to a Wireless Network

Language Arts: Activate a Wireless Connection Your supervisor needs wireless access for his mobile computer and has given you access to his machine.

- Activate a wireless connection to connect to the network.
- Check the connection status of the wireless network.

Open a Word document and key a paragraph that compares and contrasts the advantages and disadvantages of wireless networks. What would life be like without wireless networks? How would your life change if wireless networks disappeared from the world? Save your file as: v2rev-[your first initial and last name]10.

11. Use a Remote Connection

Language Arts: Personalize a Desktop Remotely You have connected your supervisor to the wireless network, but you have realized there were some last-minute tweaks to his settings that you forgot to accomplish. Use **Remote Desktop Connection** to connect to the computer assigned by your teacher and:

- Double the screen saver time.
- Change the desktop background.
- Configure the power settings for maximum performance.

Open a Word document and key a paragraph that identifies how being able to connect to a work computer from a home computer is beneficial to a business. Save your file as: v2rev-[your first initial and last name]11.



Key Concepts

- Create a restore point
- Install, uninstall, update, and run a program in compatibility mode
- Analyze the space and partitions on a hard disk
- Enable and disable devices
- Update and roll back drivers
- Adjust display settings
- Install and share local and network printers

Standards

The following standards are covered in this lesson. Refer to pages xxiv and 715 in the Student Edition for a description of the standards listed here.

ISTE Standards Correlation

NETS•S

1a, 2a, 2d, 3b, 3c, 4b, 5a, 5b, 6a, 6c

Microsoft Certified Application Specialist Standards Vista 3.1, 3.2, 3.3, 3.4, 3.5, 3.6

Manage Software, Disks, and Devices

As personal computers become more advanced, the potential for technical problems also rises. While most workplaces that depend on computers employ technicians to maintain their PCs and networks, understanding some of the key Vista functions will allow you to solve or avoid many common problems. Vista also allows you to tailor your computer to fit your needs.

21st CENTURY) S K I L L S

Ask Questions Whether in the workplace or the classroom, at some point someone will want you to take on a task that you do not completely understand. Never be afraid to ask questions. It is more than likely the person questioned will appreciate the fact that you were paying enough attention to want to know more. Think hard about what you really want to know. The better the question is, the more informative the answer is likely to be. *How could asking questions help you accomplish a certain task?*



Vist<u>a 64</u>

Reading Guide



LESSON

Highlight To help your reading comprehension, consider using a highlighter to capture the main points of each paragraph. As you read, the act of highlighting these points reinforces them in your mind and makes it easier to study them when you go back to review.

Read to Learn

- Learn how to install and manage software.
- Manage your hard disk and hardware devices.
- Optimize your display settings.
- Install and configure network and local printers.

Main Idea

Use Vista's functions to optimize your system and manage your computer's hardware and software.

Vocabulary

Key Terms

compatibility display mode driver Computer hard disk Management hardware configure operating syste device PC card Device Manager restore point Disk Safely Remov Management Hardware

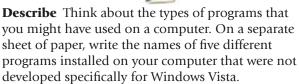
display screen driver resolution hard disk share hardware software operating system uninstall PC card USB device restore point Safely Remove Hardware

Academic Vocabulary

These words appear in your reading and on your tests. Make sure you know their meanings.

available complex primary

Quick Write Activity



Study Skills

Organize Your Workstation A messy environment can be distracting. Increase your effectiveness by lessening distractions. Organize an area where you can do homework assignments, write papers, and complete projects.

Academic Standards

English Language Arts

- **NCTE 1** Read texts to acquire new information.
- **NCTE 3** Apply strategies to interpret texts.

NCTE 5 Use different writing process elements to communicate effectively.

Math

NCTM (Measurement) Understand measurable attributes of objects and the units, systems, and processes or measurement.

NCTM (Measurement) Apply appropriate techniques, tools, and formulas to determine measurements.

- Click Start Shart Click Start Click Start Click Backup and Restore Center.
- 2 (ICHECK) Your screen should look like Figure 3.1.
- 3 In the left pane, click Create a restore point or change settings. Click Continue.
- In the System Properties dialog box, under Available Disks, select the OS (C:) (System) drive. Leave the box checked (see Figure 3.2).
- 5 Click **Create**. In the **System Protection** dialog box, key: First Manual Restore Point.
- 6 Click Create. Click OK.
 - In the System Properties dialog box, click OK.



Continue to the next exercise.

You Should Know

Vista automatically creates restore points when it detects that changes are being made to the system, but you can also manually set a restore point.

EXERCISE 3-1 Create a Restore Point



To allow the Vista **operating system** to be effective in recovering from major system errors, it is necessary for you to create a **restore point**. An operating system is the program that manages all other programs on your computer. A restore point is the most recent stored state of the settings of your computer's operating system. If your system crashes, System Restore will return Vista to the most recent restore point.

FIGURE 3.1 Backup and Restore Center

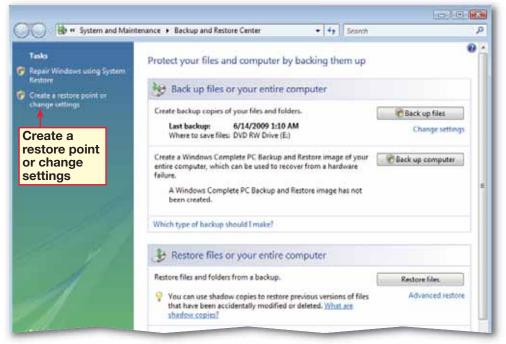
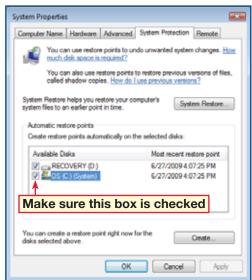


FIGURE 3.2 System Properties dialog box



Choose Start Scontrol Panel. Click Programs.

GCHECK Your screen should look like Figure 3.3.

 In the Programs window, under Programs and Features, click Uninstall a program.

OCHECK Your screen should look like Figure 3.4.

5 Ask your teacher which program to select in the program list. On the toolbar above the list, click **Uninstall**

In the User Account Control dialog box, click Continue.

In the **Uninstall** confirmation dialog box, click **Yes**.

B Click OK. Click Close

Continue to the next exercise.

Tech Tip

Installation procedures will vary from one program to another. For more on how to install a program, choose **Start>Control Panel>Programs**. Under **Programs and Features**, click **How to install a program**.

EXERCISE 3-2 Install and Uninstall a Software Program

Adding, running, and removing programs is part of the everyday operation of most computers. How you install and **configure**, or set up, a program is largely up to the program and its installation components. Vista makes it easier to remove some programs which do not have readily **available**, or built-in, **uninstall** features.

FIGURE 3.3 Control Panel



FIGURE 3.4 Programs and Features window

	Tasks View installed updates Get new programs online at Windows Marketplace View purchased software	Uninstall or change Click to uninstall selected software To uninstall a program, select it from the list and then click "Uninstall", "Change", or "Repair".			
	(digital locker)	Name	Publisher	Installed	
•	Turn Windows features on er off	Business Contact Manager for Outlook 2007 Conesant HDA D110 MDC V.92 Modern International Content of the second s	Microsoft Corporation Dell Inc. BVRP Software, Inc Inbit Inc. Sun Microsystems, Inc.	3/2/2009 3/2/200 3/2/200 3/2/200 3/10/200 3/2/2009 3/2/2009	
		Microsoft Office 2003 Web Components Microsoft Office 2007 Primary Interop Assemblies Microsoft Office Small Business Connectivity Compo Microsoft SQL Server 2005 Microsoft SQL Server Native Client Microsoft SQL Server Setup Support Files (English) Microsoft SQL Server VSS Writer Microsoft VIsual C++ 2005 Redistributable Microsoft VIsual C++ 2005 Redistributable	Microsoft Corporation Microsoft Corporation Microsoft Corporation Microsoft Corporation Microsoft Corporation Microsoft Corporation Microsoft Corporation Microsoft Corporation Dell	3/2/2009 3/2/2009 3/2/2009 3/2/2009 3/2/2009 3/2/2009 3/2/2009 3/2/2009 3/2/2009	

- Choose Start >All Programs>Windows Update.
- OCHECK Your screen should look like Figure 3.5.
- 3 In the left pane, click Check for updates.
- 4 Click View available updates.
- 5 (CHECK) Your screen should look similar to Figure 3.6.
- 6 Click the check box for the update assigned by your teacher and click **Install**.
- In the User Account Control dialog box, click Continue.
- 8 In the Windows Update window, click Close
 - Continue to the next exercise.

Troubleshooter 📂

Often, updates will take a while to download and install on your system. Do not interrupt the update by closing the folder or clicking **Stop** before the update is complete. Be patient. If you interrupt the process, you may damage the program or operating system.

EXERCISE 3-3 Install a Software Update



Software is a general term that is applied to application programs such as Word and Excel. Microsoft and other software publishers create updates for software regularly, and you should update your software as often as possible. For publishers other than Microsoft, check with the publisher to see how to download and install updates.

FIGURE 3.5 Windows Update window

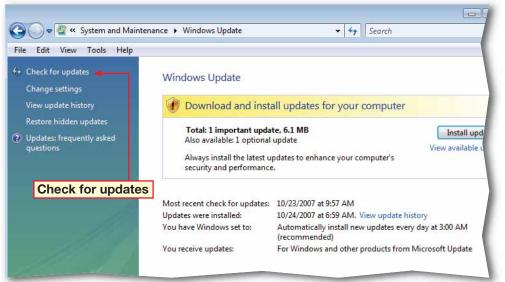


FIGURE 3.6 Available updates

C View available update • View available updates		▼ ♦ Search	
Choose the updates you want to install			
Total available: 15 updates			
Name.	Type	Published	
Windows Ultimate Extras (2)			
BitLocker and EFS enhancements	Optional	4/24/2009	
Game	Optional	4/24/2009	
Windows Vista Ultimate Language Packs (13)			
Chinese (Hong Kong S.A.R.) Language Pack	Optional	1/29/2009	
Chinese (Simplified) Language Pack	Optional	1/29/2009	
Danish Language Pack	Optional	1/29/2009	
Dutch Language Pack	Optional	1/29/2009	
Finnish Language Pack	Optional	1/29/2009	
French Language Pack	Optional	1/29/2009	
German Language Pack	Optional	1/29/2009	
1 Italian Language Pack	Optional	1/29/2009	
Japanese Language Pack	Optional	1/29/2009	
Korean Language Pack	Optional	1/29/2009	
Norwegian Language Pack	Optional	1/29/2009	
Portuguese (Brazil) Language Pack	Optional	1/29/2009	
Russian Language Pack	Optional	1/29/2009	
Check boxes to select updates			Total selected: 0 upd

Choose Start SAII Programs.

- Click Accessories. Rightclick Notepad, or another program chosen by your teacher, and select Properties.
- 3 (CHECK) Your dialog box should look similar to Figure 3.7.
- In the program's **Properties** dialog box, click the **Compatibility** tab.
- 5 Under Compatibility mode, click the Run this program in compatibility mode for: check box.
- Click the compatibility mode drop-down arrow and select Windows 98/ Windows Me.
- **OCHECK** Your dialog box should look like Figure 3.8.



You Should Know

Not all programs can be run in compatibility mode. If programs were designed for use with Vista, this option will not be available.

EXERCISE 3-4 Configure a Program to Use Compatibility Mode



Many older programs designed for previous versions of Windows will work in Vista. If an older program experiences problems or does not work at all, you may still be able to run them in Vista. Vista's **compatibility mode** simulates earlier versions of Windows so that older programs will run effectively.

FIGURE 3.7 Notepad Properties dialog box

🗿 Notepad Prope	rties	—							
Security	Details	Previous Versions							
General	Shortcut	Compatibility							
Not	epad	Compatibility							
Target type:	Target type: Application								
Target location:	Target location: system32								
Target: %SystemRoot%\system32\notepad.exe									
Start in:	%HOMEDRIVE%%HOMEPATH%								
Shortcut key:	None								
Run:	Normal window 👻								
Comment:	Creates and edits text	files using basic text formatt							

FIGURE 3.8 Compatibility mode settings

🔊 Notepad Properti	ies			×					
Security	Details	_	Previous Versions						
General	Shortcut		Compatibility						
If you have problems with this program and it worked correctly on an earlier version of Windows, select the compatibility mode that matches that earlier version.									
Compatibility mod	e			ן ר					
Run this prog	gram in compatibility	mode	e for:						
Windows 98 /	Windows Me		_						
Settings									
📃 Run in 256 d	colors		down arrow						
Run in 640 x	480 screen resolutio	on							
Disable visual themes									
Disable desktop composition									
Disable display scaling on high DPI settings									
Privilege Level									

Choose Start Computer (see Figure 3.9).

In the **Computer** folder, select the system drive (**C**:) that you want to check free space on.

3 **()CHECK** Your screen should look similar to Figure 3.10. Note that the drive information displays in the **Details** pane at the bottom of the folder.

Click Close 🔀.

Continue to the next exercise.

You Should Know

You can find the amount of free space on a drive by choosing **Start> Computer>Manage.** Select **Disk Management**.

Academic Skills

Computer storage space is measured in gigabytes (GB). A gigabyte is one billion (1,000,000,000) bytes. File and program sizes are usually measured in kilobytes (KB - 100,000 bytes) and megabytes (MB - 1,000,000 bytes). Use a calculator to determine how many bytes of free space your PC has.

EXERCISE 3-5 Analyze the Space Available on a Hard Disk

Every individual program, update, and data file on your computer takes up space on the hard disk on your computer. The **hard disk**, or hard drive, is a magnetic disk that stores computer data. You can check how much space is left on your hard disk.

FIGURE 3.9 Start menu



FIGURE 3.10 Computer folder

~~~				1000	
Computer	9.			• + Search	م م
Coganize - (  -Views	🔹 🧹 Propenti	a 🖉 System	nopente 🔊 U	lninstell sitchanige o passanno 40	(Ø)
Feveritz Links  Pocuments  Pictures  Music  Recently Changed  Scarches  Public  Folders	Name OS (C PRECO DVD Pubs	IVERY (D:) RW Drive (E:)	Total Size	Free Space	
	rec: 40.8 GB free: 40.8 GB free: 72.4 GB	i Fil	e system: NTFS	Disk details fo selected disk	r

- Click Start (). Right-click Computer and select Manage (see Figure 3.11).
- 2 In the User Account Control dialog box, click Continue. Under Storage, click Disk Management.
- 3 **()CHECK** Your screen should look similar to Figure 3.12.
- At the bottom of the **Disk Management** window, the hard disks will be numbered starting with **0**.
- 5 Click the first disk label. If more than one volume appears in the top pane, the disk has multiple partitions.
- 🔰 Click Close 🔀

Continue to the next exercise.

#### Academic Skills

When you *partition* a hard drive, you divide a disk into separate *volumes*. These volumes are fractions of the original whole. Fold a piece of paper in three equal sections. Then, fold the paper in half. Unfold the paper. It is still the same size, but is divided into separate parts. How many sections is the paper divided, or partitioned, into?

## **EXERCISE 3-6** Determine if a Hard Disk Is Partitioned

Vista has many management programs that allow you to gather information about your computer and help you tune your system to run at peak efficiency. One of the most powerful tools is the Computer Management folder, which includes the Disk Management tools.

#### FIGURE 3.11 Start menu



#### FIGURE 3.12 Disk Management view

Computer Management (Local)  III System Tools  C Task Scheduler	Vehame coa coa OS (C:)	Leyout Simple Simple	Basic	File System	Status Healthy (ISA Cont Healthy (System, B	figurations 4	IT MB	Free Space 47 MB 40.82 GB	75 Free 100 % 56 %	Actions Disk Management
Event Viewer     Shared Folders     Shared Folders     Miccal Users and Groups     Beliability and Performance     Device Manager	GARECOVERY (D)	Simple	Resic	NTPS	Healthy (Frimary P	Partition) 3	2.00 GB	1.12 68	55 %	More Actions
Disk Management		[		[	Partition	<mark>s for d</mark>	lisk	0		
	·				•		+			
	Basic 74.52 GB Online	47 MB	122.0	RECOVERY 2.00 GB NT Healthy (Pr	Na international distance in the second s	OS 803 72.45 GB NTES Healthy Dythe		Page File, Ac	tive Cra	
	CD-ROM 0 DVD (E)									
Disk Mana	igement								_	

- Choose Start 🚳 Computer.
- OCHECK Your screen should look like Figure 3.13.
- In the right pane, select the hard drive chosen by your teacher.
- Bight-click the drive and select Properties.
- In the drive **Properties** dialog box, click the **Tools** tab (see Figure 3.14).
- **6** Under **Error-checking**, click **Check Now**.

Continued on the next page.

#### You Should Know

To see the errors on the disk that the program corrected, click **See details** in the **Check Disk** confirmation dialog box.

#### Academic Skills

The routine performance of maintenance will help keep your computer running at its best. Proper maintenance is also essential in keeping other complex machines running efficiently. Write a paragraph explaining the steps you need to complete in order to maintain a machine, such as a bike, car, or cell phone.

## **EXERCISE 3-7** Check the Hard Disk for Problems



You should check your system periodically for errors to ensure that your hard disk is running properly. Maintaining your hard disk will help keep all of your software and hardware running. Nearly every program and connection your computer holds is on the hard disk. If the hard disk fails, the data on the hard disk may be damaged or deleted.

#### FIGURE 3.13 Computer folder

Computer +					▼ 4 Search
🔄 Organize 👻 📗 Views 👻	🗸 I	Properties	😰 System p	roperties 📷 U	ninstall or change a program 🛛 »
Favorite Links	1	Name	Туре	Total Size	Free Space
<ul> <li>Documents</li> <li>Pictures</li> <li>Music</li> <li>Recently Changed</li> <li>Searches</li> <li>Public</li> </ul>	6	GS (C:) RECOVER DVD RW I Public (Z:	Drive (E:)		Ask your teacher which drive to select. Your choices may not match those shown here.
Folders Desktop Main User Public Computer Solution Computer RECOVERY (D:)	× *				

#### FIGURE 3.14 Drive Properties dialog box

Security         Previous Versions         Quota         Customize           General         Tools         Hardware         Sharing
Error-checking Tools tab
This option will check the volume for errors.
Check Now  Check Now
This option will defragment files on the volume.
Backup
This option will back up files on the volume.
Backup Now
OK Cancel Apply

In the User Account Control dialog box, click Continue.

In the Check Disk dialog box, click both check boxes.

9 (CHECK) Your dialog box should look like Figure 3.15.

🔰 Click Start.

- **1 ()CHECK** Your dialog box should look like Figure 3.16. Click **Close**.
- In the **Properties**, dialog box, click **OK**.

Close the **Computer** folder.

Continue to the next exercise.

#### Tech Tip

If the **Automatically fix file system errors** check box is selected for a disk that is in use, you will be prompted to reschedule the disk check for the next time you restart your computer.

### EXERCISE 3-7 (Continued) Check the Hard Disk for Problems

FIGURE 3.15 Check Disk dialog box

#### FIGURE 3.16 Checking Disk confirmation dialog box

Checking Disk RECOVERY (D:)	
Your device or disc was successfully scanned	
No problems were found on the device or disc. It is ready to use.	
If you removed the device or disc before all files were fully written to it, parts of some files might still b source and recopy those files to your device or disc.	e missing. If so, go back to the
See details	Close

#### You Should Know

To automatically repair problems with files and folders, select the **Automatically fix file system errors** check box in the **Check Disk** dialog box. To find and repair physical errors on the hard disk itself, select the **Scan for and attempt recovery of bad sectors** check box.

Click Start (2) and select Control Panel. Click Hardware and Sound.

- Click Device Manager. In the User Account Control dialog box, click Continue.
- In the list of devices, scroll down to Ports. Click in front of Ports to expand the listing.
- Image: A state of the state
- Bight-click Printer Port
   (LPT1) and select
   Disable. Click Yes.
- 6 (CHECK) Your screen should look similar to Figure 3.18.
- Select the Printer Port. In the Device Manager, choose Action>Enable.

8 Close the Device Manager. Close the Control Panel.

Continue to the next exercise.

Shortcuts

Many **Device Manager** functions in the dropdown menus can also be activated using the toolbar in the **Device Manager**.

## **EXERCISE 3-8** Enable and Disable Devices



Each individual piece of **hardware**, or actual physical part, in your computer is called a **device**. Vista allows you to manage these devices through the **Device Manager**. You can enable or disable devices on your computer to resolve conflicts or conserve resources.

#### FIGURE 3.17 Device Manager

🚔 Device Manager
File Action View Help
🖻 🚆 MAIN-USER
🕀 💘 Batteries
ia_ 😥 Computer
🗄 👝 Disk drives
🖶 🎭 Display adapters
🗄 📲 DVD/CD-ROM drives
😟 🕼 Human Interface Devices
🖶 😋 IDE ATA/ATAPI controllers
📺 – 👹 IEEE 1394 Bus host controllers
i — Keyboards
Mice and other pointing devices
🕀 🛄 Modems
🗄 🖳 Monitors
Network adapters
PCMCIA adapters
Ports (COM & LPT)
Communications Port (COM1)
CCP Plinter Port (CP 11)
Processors
🗄 🖾 SD host adapters

#### FIGURE 3.18 Device Manager with Printer Port disabled

File Action View Help	
🖃 🛃 MAIN-USER	
🕀 🧤 Batteries	
🕀 🍋 Computer	
🗄 👝 Disk drives	
🗄 📲 Display adapters	
DVD/CD-ROM drives	
🗄 🕼 Human Interface Devices	
IDE ATA/ATAPI controllers	
🗄 🖷 🖉 IEEE 1394 Bus host controllers	
🛓 🛲 Keyboards	
Mice and other pointing devices	
🗄 🔚 Modems	
🛓 🖳 Monitors	
🛓 💇 Network adapters	
PCMCIA adapters	
Ports (COM & LPT)	
ECP Printer Port (LPT1)	
Decessors	
B SD host adapters Device disabled icon	

- Click Start 🚳 and select Control Panel.
- In the Control Panel, click Hardware and Sound.
- Click Device Manager.
- In the User Account Control dialog box, click Continue.
- 5 In the Device Manager, Click Ports. Click Printer Port (LPT1). Right-click the device and select Update Driver Software (see Figure 3.19).
  - Should look similar to Figure 3.20.
- In the Update Driver Software dialog box, click Search automatically for updated driver software.
- 8 Read the Update Driver Software confirmation dialog box, Click Close.

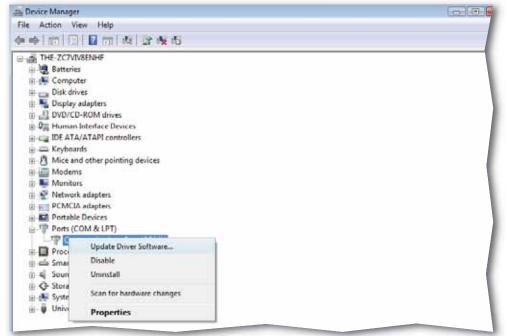
Continue to the next exercise.

## **EXERCISE 3-9** Update a Device Driver



Vista's Device Manager also allows you to update a **driver** for a listed device. The process is similar to a software update. Drivers for devices might be updated to resolve hardware conflicts, maximize the efficiency of the device, or make the device compatible with a newer operating system.

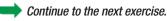
#### FIGURE 3.19 Device Manager



#### FIGURE 3.20 Update Driver Software dialog box

0	<u>n</u> 1	Jpdate Driver Software - ECP Printer Port (LPT1)	
	Hov	v do you want to search for driver software?	
	*	Search automatically for updated driver software Windows will search your computer and the Internet for the latest driver software for your device.	
	•	Browse my computer for driver software Locate and install driver software manually.	
			Cancel

- Click Start 🚳 and select Control Panel.
- In the Control Panel, click Hardware and Sound.
- Olick Device Manager.
- In the User Account Control dialog box, click Continue.
- 5 Right-click the driver assigned by your teacher and select Properties.
- In the device Properties dialog box, click Roll Back
   Driver (see Figure 3.21).
  - In the Driver Package rollback confirmation dialog box, click Yes.
- 8 In the device **Properties** dialog box, click **Close**.
- 9 (CHECK) Your dialog box should look similar to Figure 3.22.
- In the System Settings Change warning box, click Yes to restart your computer.



### **EXERCISE 3-10** Change a Driver to a Previous Version

Sometimes updating to the most current driver for a device causes more problems than it solves. In this case, Vista offers you the option of rolling back the driver to the previous version. This returns the device to its original state before you updated the driver.

#### FIGURE 3.21 Mobile Intel(R) Device Properties dialog box

ieneral	Driver	Details	Resources
			145GM Express Chipset Controller 0 ration - WDDM)
	Driver	Provider:	Intel Corporation
	Driver	Date:	8/21/2006
Driver Version:			7.14.10.1103
	Digital	Signer:	microsoft windows
Upda	ate Drive	f	To update the driver software for this device.
Roll I	Back Dri	ver	If the device fails after updating the driver, roll back to the previously installed driver.
[	Disable		Disables the selected device.
L L	Ininstall		To uninstall the driver (Advanced).

#### FIGURE 3.22 System Settings Change warning box



Insert the PC Card or USB device that you will be using for this lesson. Close all windows that may appear on your screen.

In the Notification area of the Taskbar, double-click the Safely Remove Hardware icon (see Figure 3.23).

In the **Safely Remove Hardware** dialog box, in the **Hardware devices** box, follow your teacher's instructions as to which device to select.

**OCHECK** Your dialog box should look similar to Figure 3.24.

Dick Stop.



- Remove the PC card by ejecting it, or a USB device by unplugging it.
  - In the Safe To Remove Hardware confirmation box, click OK.
  - In the **Safely Remove Hardware** dialog box, click **Close**.

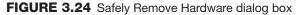
Continue to the next exercise.

### EXERCISE 3-11 Remove PC Cards and USB Devices

A **PC card** or **USB device** is a portable hardware device on which you can save data to be moved from one computer to another. They do not normally require a **complex**, or complicated, installation or driver update. You can connect or disconnect them while your computer is running. There are some precautions to take, however, before disconnecting the devices if the **Safely Remove Hardware** icon is displayed.

FIGURE 3.23 Safely Remove Hardware icon in Taskbar









- Right-click in an open area of the desktop and select Personalize.
- Click Display Settings.
- In the Display Settings dialog box, click
   Advanced Settings. Click the Monitor tab.
- 4 (CHECK) Your dialog box should look similar to Figure 3.25.
- 5 Under Monitor Settings, click the Screen refresh rate drop-down arrow to view the different options. Click Cancel.
- In the Display Settings dialog box, click the Colors drop-down arrow and select the medium color depth (16 bit).
- In the **Display Settings** dialog box, click and drag the **Resolution** slider to the lowest setting.
- OCHECK Your dialog box should look similar to Figure 3.26. Click Apply.
- In the **Display Settings** dialog box, click **No**.
- Click Close.

Continue to the next exercise.

### **EXERCISE 3-12** Adjust Display Resolution and Color Depth and Display Refresh Rate



Vista has many features to make using your computer easier, and among one of the most notable is the large number of **display** settings. You can optimize your display for your particular monitor using the features in the Personalization folder.

#### FIGURE 3.25 Display Settings dialog box

Generic PnP Monitor and Mobile Intel(R) 945GM Express Chipset 🔜									
Adapter Monitor Troubleshoot Color Management									
Monitor Type									
Generic PnP Monitor									
Properties									
Monitor Settings									
Screen refresh rate:									
60 Hertz 👻									
Hide modes that this monitor cannot display									
Clearing this check box allows you to select display modes that this monitor cannot display correctly. This may lead to an unusable display and/or damaged hardware.									

#### FIGURE 3.26 Advanced Monitor Settings

Display Settings	×
Monitor	
Drag the icons to match your monitors.	Identify Monitors
1. Generic PnP Monitor on Mobile Intel(R) 945GM R	Express Chipset Controlle 💌
☑ Extend the desktop onto this monitor	
Resolution:	Colors:
Low High	Highest (32 bit) 🔻
800 by 600 pixels	
How do I get the best display?	Advanced Settings
ОК	Cancel Apply

Right-click in an open area of the desktop and choose View>Large Icons.

- 2 (CHECK) Your screen should look similar to Figure 3.27.
- 3 Right-click in an open area of the desktop and choose **View>Medium Icons**.

Should look similar to Figure 3.28.

Continue to the next exercise.

#### Tech Tip 🛢

The images on your monitor are made up of individual dots of color called pixels. The more pixels you have on the screen, the higher the resolution.

#### Academic Skills

Many monitors allow for screen resolutions anywhere from  $800 \times 600$  to  $1280 \times 1024$ . A low resolution screen would be 800 pixels wide and 600 pixels high. To find out the overall number of pixels, you would multiply  $800 \times 600$ .

## **EXERCISE 3-13** Adjust Icon Size

You can adjust your **screen resolution** to get more information on the display, but the higher the resolution the smaller some images become. In order to make your desktop more readable, Vista allows you to adjust the size of your desktop icons.

#### FIGURE 3.27 Desktop with large icons

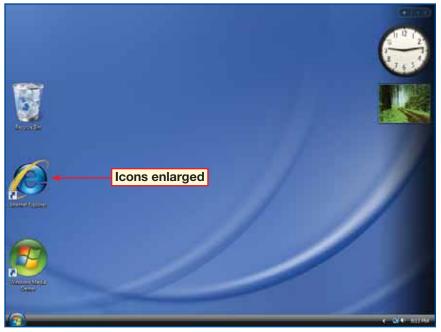


FIGURE 3.28 Desktop with medium icons





Click Start 🚱 and select Control Panel.

In the Control Panel, under Appearance and Personalization, click Adjust screen resolution.

In the monitor icon area, click the monitor labeled **2** (see Figure 3.29).

#### Adjust the **Resolution** slider to the lowest possible setting.

5) Click **OK**.

**GCHECK** Your screen should look like Figure 3.30.

Continue to the next exercise.

#### Tech Tip

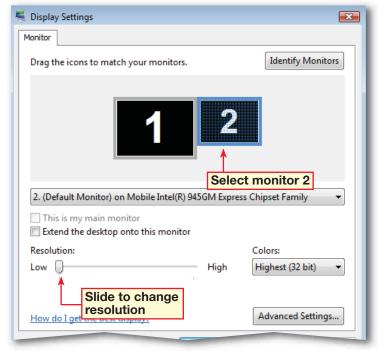
You can add a second monitor to your computer if you have a video card that supports multiple monitors, or your computer has more than one video card.

## **EXERCISE 3-14** Adjust Monitor Resolution on a Secondary Monitor



You can connect more than one monitor to your PC, which you might do when giving a presentation or working with video editing or graphics programs. You can adjust the secondary monitor settings independently of the **primary**, or main, monitor settings.

#### FIGURE 3.29 Display Settings dialog box



#### FIGURE 3.30 Control Panel



- Click Start and select Control Panel. Under Appearance and Personalization, click Adjust screen resolution.
- 2 In the monitor icon area, select the monitor icon labeled **2**.
- Check the box next to Extend the desktop onto this monitor.
- **GCHECK** Your dialog box should look like Figure 3.30. Click **OK**.
- 5 In the settings confirmation dialog box, click **Yes**.
- In the Control Panel, under Appearance and Personalization, click Adjust screen resolution.
- 7 In the **Display Settings** dialog box, click the monitor icon that you want to be your primary monitor.
- Select the check box next to **This is my main monitor** (see Figure 3.32).



Continue to the next exercise.

## **EXERCISE 3-15** Extend the Desktop onto a Secondary Monitor



Vista's display features allow you to extend your desktop onto a secondary monitor, meaning you now have the area of two monitors to display your entire desktop. You might use this when you have more than one program open and want to see a full window view of each. You can also select a monitor to be the primary monitor.

#### FIGURE 3.31 Display Settings dialog box

Display Settings		×
Monitor		
Drag the icons to match your monitors.		Identify Monitors
2. (Default Monitor) on Mobile Intel(R) This is my main monitor V Extend the desktop onto this monito		
Resolution:		Colors:
Low 0	High	Highest (32 bit) 🗢
800 by 600 pixels		
How do I get the best display?		Advanced Settings
C	OK	Cancel Apply

FIGURE 3.32 Main monitor selected



- Click Start 🚳 and select Control Panel.
- In the Control Panel, under Hardware and Sound, click Printer.
- 3 In the toolbar, click Add a printer 🔛.
  - **GCHECK** Your screen should look similar to Figure 3.33.
- In the Add Printer dialog box, click Add a local printer.
- In the Choose a printer port dialog box, make sure Use an existing port is selected. Click the port drop-down arrow and follow your teacher's instructions for selecting a port.
- **OCHECK** Your dialog box should look similar to Figure 3.34.
- 8 Clie

Click **Next**.

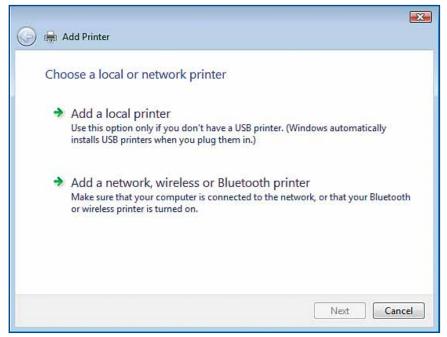
Continued on the next page.

## EXERCISE 3-16 Install a Local Printer



In addition to configuring your display settings to make your information more readable, you must also configure your printer. A printer connected directly to your computer is called a local printer.

#### FIGURE 3.33 Add Printer dialog box



#### FIGURE 3.34 Choose a printer port window

Choose a printer po	rt	
A printer port is a type of cor printer.	nnection that allows your computer t	to exchange information with a
Over a stating port:	LPT1: (Printer Port)	
Create a new port:		
Type of port:	Adobe PDF Port	

In the Install the printer driver window, in the Manufacturer and Printers boxes, follow your teacher's instructions for selecting the options (see Figure 3.35).



#### Click Next.

- Clear the Set as the default printer option and click Next.
- With your teacher's permission, click Print a test page. Click Finish.
- 13 OCHECK Your screen should look similar to Figure 3.36.
  - Continue to the next exercise.

#### Tech Tip

If you have added a printer but are unable to use it, you may need to install or update the printer driver so that it is compatible with the version of Windows running on your computer.

#### EXERCISE 3-16 (Continued) **Install a Local Printer**

FIGURE 3.35 Install the printer driver window

	driver facturer and model of your printer. If your printer car	ne with an installation
	Disk. If your printer is not listed, consult your printer	
	aventi C	
Manufacturer	* Printers	
HP	HP LaserJet 4P	
IBM	HP LaserJet 4P/4MP PS	[
infotec	HP LaserJet 4P/4MP PS (300 dpi)	
Konica	+ HP LaserJet 4Si	

#### FIGURE 3.36 Printers folder with new local printer added

🖌 Organize 👻 📲 Views	- 😫 A	dd a printe	1			_	-
Favorite Links	P	lame	Documents	Status	Comments	Location	Model
Documents		Fa	ж		Microsof Writer	t XPS Docume	nt
Pictures	4	R	eady	1			
Music		7 sr	marquez printer				
Recently Changed			eady				
Searches			eauy				
Public		1 î					
			• •				
Folders	~	New	v printer ac	Ided			
📃 Desktop							
Main User							
🍌 Public							
r Computer							
Network							
Control Panel							

- Click Start 🚳 and select Control Panel.
- In the Control Panel, under Hardware and Sound, click Printer.
- In the toolbar at the top of the screen, click Add a printer .
- Click Add a network, wireless or Bluetooth printer.
- 5 In the available printers list box, follow your teacher's instructions for selecting a printer. Click **Next**.
- In the **Printer name** box, follow you teacher's instructions for the printer name you should key (see Figure 3.37).
- Click Next. In the confirmation window, click
   Print a test page (with your teacher's permission).
   Click Finish.

Follow your teacher's instructions for selecting a printer. Right-click the printer icon and select Set as Default Printer from the drop-down menu.

ficheck Your screen should look like Figure 3.38.

> Continue to the next exercise.

### **EXERCISE 3-17** Install a Network Printer

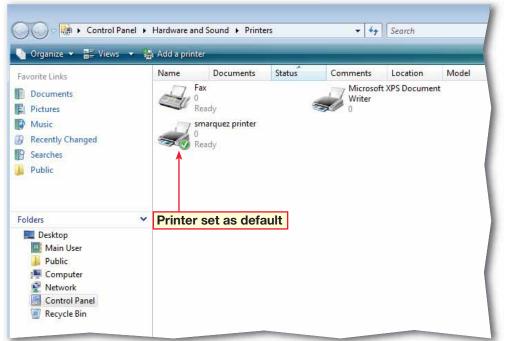


In order for several users to share a printer, Vista enables you to connect to a printer that is on a network. You install this printer in much the same way as you install a local printer.

#### FIGURE 3.37 Printer name window

		×
🕞 🖶 Add Printer		
		-
+		
Type a printe	er name	
Printer name:	smarquez network printer	
	Set as the default printer	
This printer has be	en installed with the hp photosmart 1115 series driver.	
	Next Can	cel

#### FIGURE 3.38 New default printer



Click Start 💿 and select Control Panel.

In the Control Panel, under Hardware and Sound, click Printer.

- 3 In the **Printers** window, follow your teacher's instructions for selecting a printer.
- Right-click the printer icon and select **Sharing** from the list.
- 5 In the printer **Properties** dialog box, click **Change sharing options**.
- 6 (CHECK) Your dialog box should look like Figure 3.39.
- In the User Account Control dialog box, click Continue.
- 8 Click the Share this printer check box.

In the Share name box, follow your teacher's instructions for naming the printer.



**CHECK** Your screen should look similar to Figure 3.40.

Continue to the next exercise.

## **EXERCISE 3-18** Share a Printer on a Network

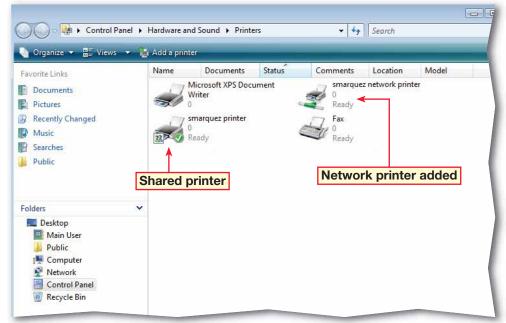


Many networks connect several computers to the same printer. You can connect your PC to the printer and **share** the printer with other users through the network.

#### FIGURE 3.39 Printer Sharing Options

smarquez printer Properties									
Color Management	Se	curity		Device Settings					
General Sharir		Advanced							
If you share this printer, any user on your network can print to it. The printer will not be available when the computer sleeps. To change these settings, use the <u>Network and Sharing Center</u> !									
Change sharing options		Click t share							
Share this printer									
Share name:									
Render print jobs on cl	✓ Render print jobs on client computers								
Drivers If this printer is shared windows, you may war users do not have to fir the shared printer.	nt to insta	all additional int driver whe	driver: en the	s, so that the					

#### FIGURE 3.40 Shared printer added



- Click Start 🚳 and select Control Panel.
- In the Control Panel, under Hardware and Sound, click Printer.
- In the **Printers** window, right-click the shared printer and select **Sharing**.
- In the printer Properties dialog box, click Change sharing options (see Figure 3.41).
- 5 In the User Account Control dialog box, click Continue.
- Under Drivers, click Additional Drivers.
- **GCHECK** Your screen should look similar to Figure 3.42.
- 8 In the Additional Drivers dialog box, follow your teacher's instructions for selecting the drivers and click **OK** (see Figure 3.42).



## **EXERCISE 3-19** Make Printer Drivers Available for Other Operating Systems

When you share a printer on a network, you can not be sure that everyone on the network is using the same operating system or computer system that you are. For that reason, Vista enables you to install additional drivers for the printer so that other users will not have to search for a driver when they connect to the shared printer.

#### FIGURE 3.41 Printer Properties dialog box

General       Sharing       Ports       Advanced         If you share this printer, any user on your network can print to it.       The printer will not be available when the computer sleeps. To change these settings, use the Network and Sharing Center!         Change sharing options         Change sharing options         Share this printer         Share name:       smarquez shared printer         Render print jobs on client computers         Drivers       If this printer is shared with users running different versions of Windows, you may want to install additional drivers, so that the	Color Management Security Device Settings								
The printer will not be available when the computer sleeps. To change these settings, use the <u>Network and Sharing Center</u> . Change sharing options Change sharing options Share this printer Share name: smarquez shared printer Render print jobs on client computers Drivers If this printer is shared with users running different versions of	General Sharing Ports Advanced								
<ul> <li>Share this printer</li> <li>Share name: smarquez shared printer</li> <li>Render print jobs on client computers</li> <li>Drivers</li> <li>If this printer is shared with users running different versions of</li> </ul>									
Share name: smarquez shared printer          Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez shared printer         Image: smarquez sharquez shar	Change sharing options								
<ul> <li>Render print jobs on client computers</li> <li>Drivers</li> <li>If this printer is shared with users running different versions of</li> </ul>	Share this printer								
Drivers	Share name: smarquez shared printer								
If this printer is shared with users running different versions of	Render print jobs on client computers								
users do not have to find the print driver when they connect to the shared printer.									

FIGURE 3.42 Additional Drivers dialog box

ditional Driv	vers	<b>E</b>
	additional drivers so that users of them automatically when they co	
Processor	Туре	Installed
<b>V</b> Itanium	Type 3 - User Mode	No
🔲 x64	Type 3 - User Mode	No
<b>▼</b> x86	Type 3 - User Mode	Yes
New dri	ver to add	



#### Vocabulary

#### **Key Terms**

compatibility mode

**Computer Management** 

configure

device

**Device Manager** 

**Disk Management** 

display

driver

hard disk

hardware

operating system

PC card

restore point

Safely Remove Hardware

screen resolution

share

software

uninstall

**USB** device

#### **Academic Vocabulary**

available

complex

primary

## **After You Read**

#### **Review Vocabulary**

Complete the following statements on a separate piece of paper. Choose from the Vocabulary list on the left to complete the statements.

- **1.** You can remove PC cards and USB devices while your computer is running by using the ______ feature. (p. 77)
- **2.** Programs that were designed for older versions of Windows can be run in _____. (p. 69)
- **3.** Use the display settings dialog box to select a(n) _____. (p. 80)
- **4.** A(n)______ allows a device to work with your computer's operating system. (p. 75)
- 5. You can enable or disable devices in the _____. (p. 74)

#### **Vocabulary Activity**

Practice vocabulary using synchronized folders. In Lesson 2, you learned how to synchronize files and folders on a network.

- Create a Word document that contains the vocabulary words from this lesson. Save the document as: terms-[your first initial and last name]. Copy it to the **Terms** folder on your network.
- Create another Word document that contains only the definitions of the vocabulary. Save the document as: definitions-[your first initial and last name]. Copy it to the **Definitions** folder on the network.
- Make both folders available offline. Disable your network connection and open the **terms** and **definitions** files of a classmate. Add the definitions to the **terms** file and the terms to the **definitions** file. Enable your network connection and synchronize the files.

#### **Review Key Concepts**

Answer the following questions on a separate piece of paper.

7. What can you do if an updated driver causes system problems? (p. 76)

- A. Scan the hard disk.C. Nothing.B. Download an updated driver<br/>with Windows Update.D. Roll back the driver.
- **8.** Where would you find out if your hard disk is partitioned? (p. 71)
  - A. In the Computer Management folder.
    B. In the Device Manager.
    C. In the Disk Management folder.
    D. Windows Explorer.
- **9.** Where would you set the display's color depth? (p. 78) A. Display Settings dialog box C. Appearance and
  - B. Device Manager
- C. Appearance and Personalization D. Monitors folder



0100100101

- Choose Start SAII Programs>Maintenance. Click Backup and Restore Center.
- 2 (CHECK) Your screen box should look like Figure 3.43.
- In the left pane, click Create a restore point or change settings. Click Continue.
- In the System Properties dialog box, on the System Protection tab, in the Available Disks box, select the OS (C:) (System) drive.
- 5 **()CHECK** Your dialog box should look similar to Figure 3.44. Click **Create**.

In the System Protection dialog box, key: Second Manual Restore Point. Click Create. Click **OK**.

- In the System Properties dialog box, click OK.
  - Close the Backup and Restore Center.

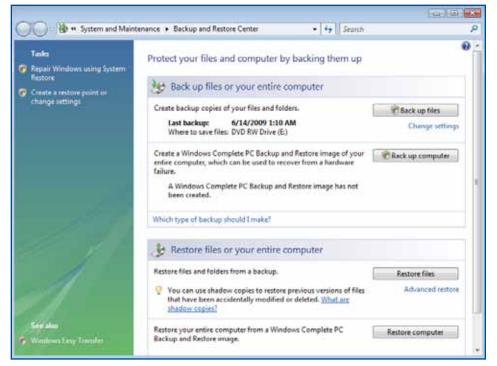
I Exit Vista.

## **Practice It Activities**

#### **1. Create a Restore Point**

Follow the steps to complete the activity.

#### FIGURE 3.43 Backup and Restore Center



#### FIGURE 3.44 System Properties dialog box

System Properties				<b></b>					
Computer Name H	ardware Adva	anced Sy	stem Protection	Remote					
You can use restore points to undo unwanted system changes. <u>How</u> <u>much disk space is required?</u> You can also use restore points to restore previous versions of files, called shadow copies. <u>How do Luse previous versions?</u>									
System Restore he system files to an e Automatic restore Create restore po	lps you restore arlier point in tin points	your compi ne.	uter's Sy	stem Restore					
Available Disks		-	Most recent r	estore point					
✓ → RECOVI ✓ ▲ OS (C:)			6/28/20091 6/28/20091						
You can create a n disks selected abor		nt now for t	he	Create					



Start Vista.

Programs.

Figure 3.45.

tab.

2000.

Figure 3.46.

Click OK.

Exit Vista.

6

In the program's

Choose Start ( S > All

Click **Accessories**. Select **Notepad**, right-click and select **Properties**.

**()CHECK)** Your dialog box should look similar to

Properties dialog box, click the Compatibility

Under Compatibility mode, click the Run this

program in compatibility mode for: check box.

Click the **Compatibility mode** drop-down arrow and select **Windows** 

**OCHECK** Your dialog box should look similar to

## **Practice It Activities**

#### 2. Configure a Program for Compatibility Mode

Follow the steps to complete the activity.

#### FIGURE 3.45 Notepad Properties

🗿 Notepad Prop	erties	<b>×</b>
Security	Details	Previous Versions
General	Shortcut	Compatibility
No	tepad	
Target type:	Application	
Target location:	system32	
Target:	%SystemRoot%\system32	2\notepad.exe
Start in:	%HOMEDRIVE%%HOME	PATH%
Shortcut key:	None	
Run:	Normal window	•
Comment:	Creates and edits text files	s using basic text formatt
Open File Lo	cation Change Icon	Advanced

#### FIGURE 3.46 Compatibility mode settings

🕖 Notepad Properti	es	<b>—</b>
Security	Details	Previous Versions
General	Shortcut	Compatibility
	Windows, select the	nd it worked correctly on compatibility mode that
Compatibility mode	•	
Run this prog	gram in compatibility r	node for:
Windows 2000		•
Disable visua	480 screen resolutio	
Privilege Level		
Run this prog	gram as an administra	tor



Start Vista.

**Control Panel**.

Figure 3.47.

Software.

Close.

computer.

Exit Vista.

Click Start 🚳 and select

In the **Control Panel**, click **Hardware and Sound**.

Click Device Manager.

**()CHECK)** Your screen should look similar to

Right-click the device assigned by your teacher and select **Update Driver** 

In the **Update Driver Software** dialog box, click **Search automatically** 

for updated driver

In the Update Driver

software (see Figure 3.48).

Software dialog box, click

In the **System Settings Change** dialog box, click

Yes to restart your

## **Practice It Activities**

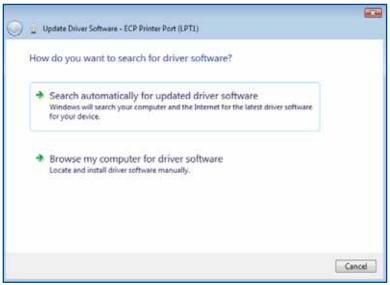
#### **3. Update a Device Driver**

Follow the steps to complete the activity.

#### FIGURE 3.47 Device Manager

File Action View Help	
(= ->   m   G   🛛 🖬 🔍 😭 🐙 🕼	
🖃 🏭 MAIN-USER	
🕀 🐙 Batteries	
🕀 🚛 Computer	
🗄 👝 Disk drives	
🗄 📲 Display adapters	
DVD/CD-ROM drives	
🕀 🕼 Human Interface Devices	
E - C IDE ATA/ATAPI controllers	
🗄 🖗 IEEE 1394 Bus host controllers	
庄 🛲 Keyboards	
Mice and other pointing devices	
🕀 📠 Modems	
🗄 🖳 Monitors	
🕀 💽 Network adapters	
🕀 💼 PCMCIA adapters	
🗄 🖤 Ports (COM & LPT)	
🕀 🛄 Processors	
🗄 😅 SD host adapters	
🗄 📹 Smart card readers	
🖶 🐗 Sound, video and game controllers	
🗄 🔆 Storage controllers	
🔃 🌉 System devices	
🛓 🏺 Universal Serial Bus controllers	

FIGURE 3.48 Update Driver Software dialog box



Lesson 3: Practice It Activities



- Click Start and select Control Panel. Under Hardware and Sound, click Printer.
- Click Add a printer Click Add a local printer.
- 3 In the Choose a printer port window, ask your teacher what port to select.
- 4 (CHECK) Your screen should look similar to Figure 3.49. Click **Next**.
- 5 Under Manufacturer and Printers, select the options designated by your teacher. Click Next.
- In the Printer name box, key: [your first initial and last name] printer two.
- Clear the Set as the default printer option and click Next.
- 8 With your teacher's permission, click **Print a test page**. Click **Finish**.
  - **OCHECK** Your screen should look like Figure 3.50.

10 Exit Vista.

## You Try It Activities

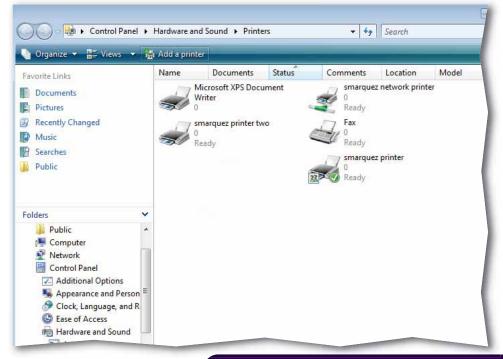
#### 4. Install a Local Printer

Your supervisor often prints sensitive personnel information and does not want to send it to the shared printer in the main office. She asks you to install a new printer in her office for her computer.

#### FIGURE 3.49 Choose a printer port window

t	
nection that allows your compute	er to exchange information with a
LPT1: (Printer Port)	
Adobe PDF Port	
	nection that allows your compute

#### FIGURE 3.50 Printers folder with new local printer added





1001

- Click Start (3). In the Start menu, click Printers (see Figure 3.51).
- 2 Select the [your first initial and last name] printer two.
- 3 Right-click the printer icon and select Set as Default Printer.
- 4 **()**CHECK Your screen should look similar to Figure 3.52.
- 5 Close all open windows. Exit Vista.

## You Try It Activities

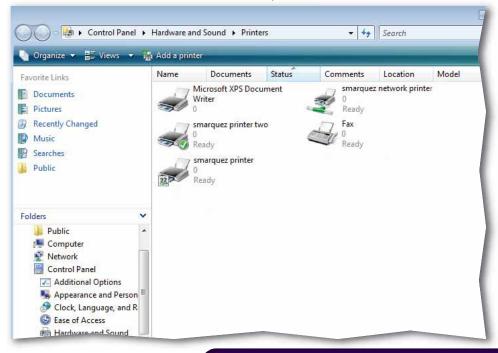
#### 5. Change the Default Printer

Your supervisor's default printer is still the printer in the main office area. Change the default printer to the one you just installed locally on her computer.

#### FIGURE 3.51 Start menu



#### FIGURE 3.52 Printers folder with new default printer



## **Critical Thinking Activities**

#### 6. Beyond the Classroom Activity

**Language Arts: Personalize Your Display** Make your display more comfortable for you to use. Using the tools you have learned:

- Adjust your display resolution to best suit you.
- Set the display refresh rate to the optimal setting.
- Adjust the size of the icons to your liking.

Open a Word document and key a paragraph that describes the changes you made and why these settings are the best for you. Save the document as: v3rev-[your first initial and last name]6.

7. Standard	Is at Work Activity	
🚦 Microsoft	<b>Certified Application Specialist C</b>	Correlation
Vista 3.2	Manage Disks	

**Size Up Your Hard Disk** Find out how much space is available on your computer's hard disk.

Using the skills you have learned, find out:

- How many hard disks are on your machine.
- How many volumes each disk has.
- How much free space is in each volume.
- What the total amount of free space on the hard disks is.

Open a Word document and create a table with two columns. In the first column, enter the above bullet points. In the second column, key the answer for each bullet point. Put your name at the top of the document. Print this document and give it to your teacher. Save the document as: v3rev-[your first initial and last name]7.

#### 8. 21st Century Skills Activity

**Ask Your Computer the Right Questions** Some computer applications and updates are automatic. Others must be activated by you. Knowing whether the hard disk is developing problems or errors is critical, but you will not know for certain unless you scan the disk. Otherwise, it might be too late if the errors start to interfere with your programs.

Scan a volume (other than your C: drive) of your hard disk for errors. Share your results with your teacher.

LESSON



## **Challenge Yourself Projects**

#### Before You Begin

Plan Ahead Before you begin any project in the workplace, it is good to have a plan. Start off by looking at resources and options for the project so that you can deal with problems before they occur. These projects teach you how to use Vista to efficiently manage your computer's hardware and software.

**Reflect** Once you complete the projects, open a Word document and answer the following questions:

- 1. Which is the more efficient - running a program in compatibility mode or upgrading the program?
- **2.** In the long run, which is more cost effective?



#### 9. Look Ahead

Language Arts: Manage Space on Your Hard Drive Your manager at an online book store uses a particular viewer to read some of his older documents. Check to see if there is space on the computer hard disk to install the program. (Your teacher will provide the program for you.)

- Check the program's properties to see if you can determine the size of the program file.
- Check the free space on the hard disk for the volume that you will install the program on (this is usually C:).
- Install the program by following its installation instructions.

When you are finished, open a Word document and key a paragraph explaining why managing the size and contents of your hard drive is important. Explain what can happen if you try to load a program without checking to see if your hard drive has enough free space. Save the document as: v3rev-[your first initial and last name]9.

#### **10. Configure Compatibility**

Language Arts: Work in Compatibility Mode While the book store has upgraded the computer network to Vista, the viewer itself was designed for a previous version of Windows.

Configure the program to run in compatibility mode for Windows XP. Then, open a Word document and key a paragraph that describes the steps you took to configure the program to work in compatibility mode. Save the document as: v3rev-[your first initial and last name]10.

#### **11. Set Up Printers**

Language Arts: Install a Network Printer Now that your manager has the viewer installed, he needs to connect to a shared printer capable of printing the documents.

- Install a network printer that is provided by your teacher.
- Run the program and print a sample document to check the program and printer connection.

Open a Word document and key one or two paragraphs that describes how installing additional drivers for a shared network printer might be important for business owners and employees. Save the document as: v3rev-[your first initial and last name]11.



#### **Key Concepts**

- Show and hide files, folders, and information about files and folders
- Configure Windows Explorer layouts
- Create, delete, and rename files and folders
- Configure permissions and share folders
- Search for files and folders and filter results
- Back up and restore files and schedule backups
- Copy data to removable media

#### **Standards**

The following standards are covered in this lesson. Refer to pages xxiv and 715 in the Student Edition for a description of the standards listed here.

#### **ISTE Standards Correlation**

#### NETS•S

1a, 2a, 2d, 3b, 3c, 4b, 5a, 5b, 6a, 6c

#### Microsoft Certified Application Specialist Standards

#### Vista

4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7

## **Manage Files and Folders**

Organizing your computer files and folders is the key to maintaining the information on your computer system. Having vital information stored on your computer does you no good if you cannot find it. Search functions, backups, permissions, and file properties all contribute to your computer filing system, and not using these functions would make you and your computer less efficient.

#### 21st CENTURY ) S K I L L S

**Use Good Judgment** How would you define good judgment? Showing good judgment could be as simple as thinking before you act. It could also mean that you carefully review your options and predict what the consequences will be before making decisions. Thinking about past mistakes can help you learn how to act in a similar situation. For certain activities such as driving, using good judgment can even be a life-saving skill. *What decision have you made recently that showed good judgment?* 



Vista 95

## **Reading Guide**



LESSON

**Key Terms** In order to gain a more complete understanding of the terms you are reading, keep a Key Term Journal. Divide a piece of paper into four columns. Label them *Key Term*, *What is it?*, *What else is it like?*, and *What are some examples?* Write down each term and answer the questions as you read.

#### **Read to Learn**

- Learn to manage files and folders.
- Become familiar with search techniques.
- Learn to back up and restore data and save it to removable media.

#### Main Idea

Use Vista's file and folder configuration features to organize and archive the data on your computer.

#### Vocabulary

#### **Key Terms**

Backup and Restore	keyword
Center	metadata
CD	permissions
DVD	rename
Favorite Links	shadow copy
file extension	share
filter	sort
folder shortcut	stack
folder type	virtual folder
group	wildcard
hidden file	Windows Explorer

#### **Academic Vocabulary**

These words appear in your reading and on your tests. Make sure you know their meanings.

feature indicate medium secure

#### Quick Write Activity 📝

**Describe** Businesses may file information by categories such as customer name, date, or ID number. On a separate sheet of paper, identify three types of businesses that might file information based on an ID number.

#### **Study Skills**

**Eliminate Distractions** Trying to study while listening to the radio, watching TV, or performing some other task at the same time makes you less effective at both efforts. Try to avoid doing anything else when you are studying and make that time more effective.

#### **Academic Standards**

#### **English Language Arts**

NCTE 1 Read texts to acquire new information.

- NCTE 5 Use different writing process elements to communicate effectively.
- NCTE 7 Conduct research and gather, evaluate, and synthesize data to communicate discoveries.
- NCTE 8 Use information resources to gather information and create and communicate knowledge.

- With your teacher's help, navigate to the data files folder. Select all of the files for this lesson. Copy and paste them into your Documents folder.
- Choose Start All Programs>Accessories.
- 3 Select Windows Explorer. In the Windows Explorer toolbar, click Organize. Select Folder and Search Options.
- 4

Click the View tab.

- In the Advanced settings box, scroll down to Hide extensions for known file types. Clear the check box to show file extensions (see Figure 4.1).
- Onder Folder views, click Apply to Folders. In the dialog box, click Yes.
  - In the Folder Options dialog box, click OK. Click Close
- B Choose Start Documents.



Continue to the next exercise.

### **EXERCISE 4-1** Show and Hide File Extensions

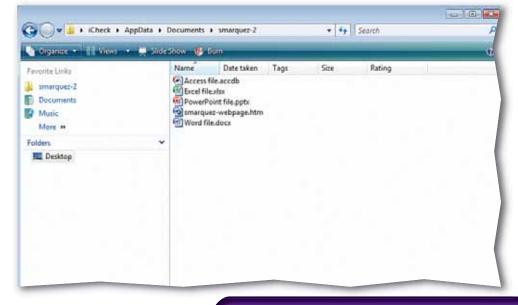


One of the key tools for file management is **Windows Explorer**. From this window you can set the majority of file and folder viewing options and navigate to any location on your computer to view them. Every file has a **file extension**, which is a set of characters added to the end of its name to identify its type of format. You can choose to show or hide the file extensions in the Folder Options dialog box.

FIGURE 4.1 Folder Options dialog box

Folder Options
General View Search
Folder views You can apply the view (such as Details or Icons) that
you are using for this folder to all folders of this type.
Apply to Folders Reset Folders
Advanced settings:
Files and Folders
Always show icons, never thumbnails
Always show menus
✓ Display file icon on thumbnails
<ul> <li>Display file size information in folder tips</li> </ul>
<ul> <li>Display nie size information in folder ups</li> <li>Display simple folder view in Navigation pane</li> </ul>
Display the full path in the title bar (Classic folders only)
Hidden files and folders
Do not show hidden files and folders
Show hidden files and folders
Hide extensions for known file types
Hide protected operating system files (Recommended)
Clear check box Restore Defaults
OK Cancel Apply

FIGURE 4.2 Files showing file extensions



- Click Start Start Control Panel.
- In the right pane, click Appearance and Personalization.
- 3 (CHECK) Your screen should look like Figure 4.3.

Click Folder Options.

- In the Folder Options dialog box, click the View tab.
- In the Advanced settings pane, scroll to Hide protected operating system files (Recommended) and clear the check box.
- OCHECK Your screen should look like Figure 4.4.
- 8 In the Warning box, click **Yes**.



Continue to the next exercise.

## **EXERCISE 4-2** Show and Hide Protected Operating System Files

As a safety precaution, many operating system files will not appear in a folder view. Your system might be damaged if these files were to be moved or lost. In order to view these files, you must change the folder settings.

#### FIGURE 4.3 Appearance and Personalization window

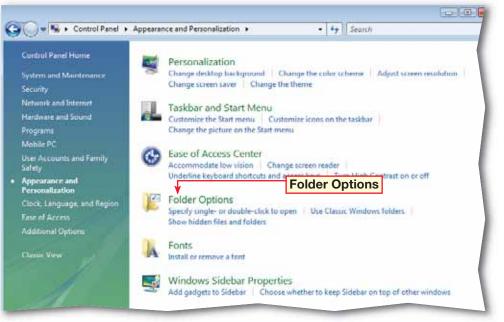
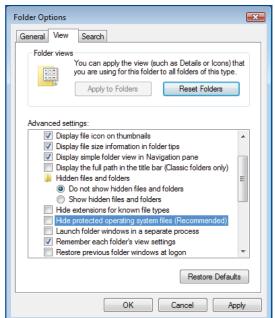
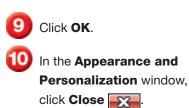


FIGURE 4.4 Change folder settings



- Click Start 🚳 and select Control Panel.
- In the right pane, click Appearance and Personalization.
- 3 (CHECK) Your screen should look like Figure 4.5.
- Under Folder Options select Show hidden files and folders. In the Folder Options dialog box, click the View tab.
- 5 In the Advanced settings pane, under Hidden files and folders, select Show hidden files and folders.
- 6 (CHECK) Your dialog box should look like Figure 4.6. Click **Apply**.
- In the Advanced settings pane, click the check box in front of Hide protected operating system files (Recommended).
- 8 Under Hidden files and folders, select Do not show hidden files and folders.



Continue to the next exercise.

### **EXERCISE 4-3** Show Hidden Files and Folders



In addition to the operating system folder, other files and folders might be hidden. A **hidden file** is a file that Windows Vista does not display. Hidden files and folders make windows look less cluttered. They also prevent people from moving or deleting them. Use the folder options settings to hide or show a hidden file or folder.

#### FIGURE 4.5 Appearance and Personalization window

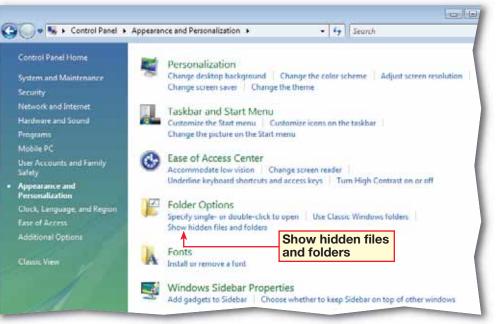
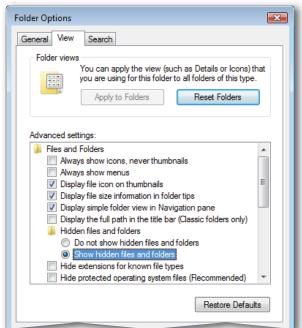


FIGURE 4.6 Protect System files



Click Start and choose All Programs> Accessories. Select Windows Explorer.

- 2 (CHECK) Your screen should look similar to Figure 4.7.
- 3 On the toolbar, click Organize and choose Layout>Menu Bar.
- Click Organize and choose Layout>Preview Pane.
- Click Organize and choose Layout>Details
   Pane to close the pane.
- 6 Select Excel file.xlsx in the file list.
- **TORECK** Your screen should look similar to Figure 4.8.
- 8 Click Close
  - Continue to the next exercise.

#### You Should Know

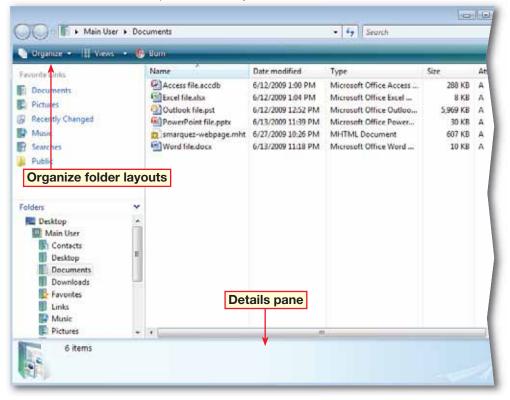
Select a file to view the most common properties associated with the file in the **Details** pane.

## **EXERCISE 4-4** Configure Windows Explorer Layouts



You use Windows Explorer to view most of the files and folders on your computer. Windows Explorer can be configured to show files and folders in different ways. You can change the layout to show such things as details or previews of files.

#### FIGURE 4.7 Windows Explorer default layout



#### FIGURE 4.8 Windows Explorer layout changed

Favorite Links  Documents  Pictures  Recently Changed  Music	Name Access file.accdb Excel file.alsx Outlook file.pst	Date modified 6/12/2009 1:00 PM 6/12/2009 1:04 PM 6/12/2009 12:52 PM 6/13/2009 11:39 PM	Type Microsoft Office Microsoft Office Microsoft Office	1 2	A	8	
Pictures B Recently Changed	Cutlook file.pst	6/12/2009 1:04 PM 6/12/2009 12:52 PM	Microsoft Office Microsoft Office	1 2 3			
Pictures Recently Changed	Outlook file.pst	6/12/2009 12:52 PM	Microsoft Office	2			
9 Recently Changed	PowerPoint file.pptx			3			
and the second		6/13/2009 11:39 PM	A.C	-			
Music			Microsoft Office	4			
	smarquez-webpage.mht			5			
8 Searches	Word file.docx	6/13/2009 11:18 PM	Microsoft Office	6			
Public	Preview of se	elected		7			
	Excel file		>	8			
				9		1	
Line				10			
Music	<b>Details pane</b>	hidden		19			
Pictures	Details parte	maach		20			
Saved Games				21			

Click Start 🚱 and choose All Programs> Accessories>Windows Explorer.

- 2 (CHECK) Your screen should look similar to Figure 4.9.
- 3 In the Menu bar, choose File>New>Folder.
- Key: [your first initial and last name]-1.

5 Press Enter

- 6 Click Organize and choose Layout> Details Pane.
  - Should look similar to Figure 4.10.

Continue to the next exercise.

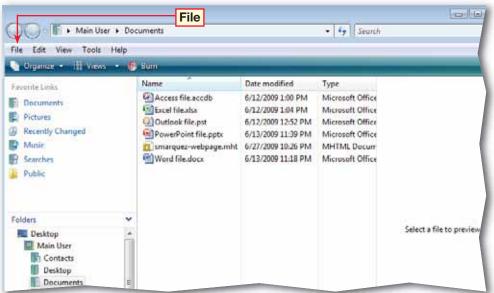
#### Shortcuts

You can also create a new folder by right-clicking in an open area of the file list and choosing **New>Folder**.

## **EXERCISE 4-5** Create a Folder

In order to keep files organized on your computer, you should categorize them as much as possible. One of the primary ways to organize files is to keep the different categories of files in separate folders. You can create new folders in any location.

#### FIGURE 4.9 Windows Explorer





and the second se	Help	2011 Mar 19 19 19		
Finance • 11 Views	Name	Date modified	Туре	
Documents Pictures Pictures Nunic Searches Public	Access file.accdb Cuel file.dox Outlook file.pst OverPoint file.pptx Sword file.docx New folder	6/30/2009 5:18 PM 6/12/2009 1:00 PM 6/12/2009 1:04 PM 6/12/2009 12:52 PM 6/13/2009 11:39 PM 6/27/2009 11:39 PM 6/13/2009 11:18 PM	File Folder Microsoft Office Microsoft Office Microsoft Office Microsoft Office MHTML, Docum Microsoft Office	
Folders  Desktop  Main User  Contacts Desktop  Documents Downloads Favorites Deta	ills of new folder			No preview available.
Mutic	• (e) (iii	1		



Click Start 🚱 and choose All Programs> Accessories>Windows Explorer.

In the Windows Explorer file list, select the [your first initial and last name]-1 folder you created in the previous exercise.

Jin the Menu bar, click File and select Rename.

4 **()**CHECK Your screen should look similar to Figure 4.11.

Press → on your keyboard. Press ← BACKSPACE once to delete the 1 and key: 2.

Press ENTER. **CHECK** Your screen should look similar to Figure 4.12.

Click Close 🔀.

Continue to the next exercise.

You can also rename a

folder by right-clicking on the folder and selecting **Rename**. You can also select the folder and press F2 on your keyboard.

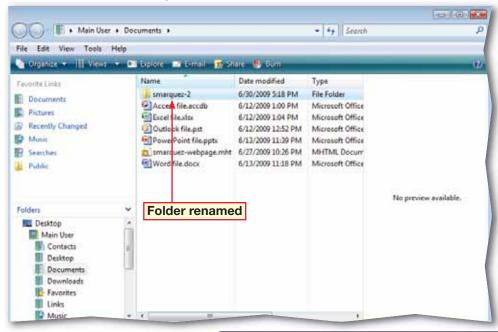
## **EXERCISE 4-6** Rename a Folder

Changing the name of a folder is easy in Microsoft Windows Vista. You should be careful when you **rename** folders, as programs often have stored information in specific addresses. If you rename the folder in which a program has stored information for later use, the program may no longer be able to access that information.

#### FIGURE 4.11 Windows Explorer with original folder name

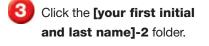
Main User > Doc			• • Search	
ile Edit View Tools Help Gaganeer III Views - E	Explore 🖼 Explore 👩 St	ere 🧶 Bon		
invente Links Documents Pictures Recently Changed Music Searches Public	Name Concrete Access file.accdb Excel file.atsa Outlook file.pst PowerPoint file.pptx smarquez-webpage.mht Word file.docx	Date modified 6/30/2009 5:18 PM 6/12/2009 1:00 PM 6/12/2009 1:04 PM 6/12/2009 12:52 PM 6/13/2009 11:39 PM 6/13/2009 11:18 PM	Type File Folder Microsoft Office Microsoft Office Microsoft Office MHTML Docum Microsoft Office	No preview available.
olders v Desktop * Main User s Contacts s Desktop Documents Downloads Favorites s Links wusic v				

#### FIGURE 4.12 Windows Explorer with renamed folder



Click Start 🚱 and choose All Programs> Accessories and select Windows Explorer.

2 (CHECK) Your screen should look similar to Figure 4.13.



- Drag and drop the folder onto the Start button.
- 5 Close Windows Explorer.
- 🗿 Click Start 🚳

**GCHECK** Your screen should look similar to Figure 4.14.

8 Click Start (3) to close the Start menu.

Continue to the next exercise.

Tech Tip

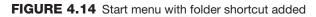
If you use a folder regularly, you can also create a shortcut for the folder on your desktop. Right-click the folder and select **Create Shortcut**. Then click the shortcut and drag it onto the desktop.

## **EXERCISE 4-7** Add a Folder Shortcut to the Start Menu

To make access to your personal folders faster, you can add a **folder shortcut** to the Start menu. The folder shortcut bypasses the folder path, and takes you directly from the Start menu to the folder. Vista will open the Windows Explorer view of the folder.

#### FIGURE 4.13 Windows Explorer

000				1	
(A) E + theit + Decreek	<u>E</u>		4y Secon	_	P
- File 1948 - View - Tank - Help -	and a second date	-			- 10
Teresta Teria strangung 2 El Orounente	News Conserved 2	Data modified 63(20001317PM	Type Fis.fritte	Sa	Attributes E
B Mann Hang w Falant E Destrop E Control E Control					
Dealorg Decements Concernents Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Decements Deceme	menu l	older to St outton on p Taskbar			
E Polices E Savel Gener					





Lesson 4: Exercise 4-7

- Click Start () and select Documents.
- **CHECK** Your screen should look similar to Figure 4.15.
- 3 Click the **[your first initial** and last name]-2 folder.
- Drag and drop the folder in a blank area on the
   Favorite Links list in the left pane.
- 5 **()CHECK** Your screen should look similar to Figure 4.16.

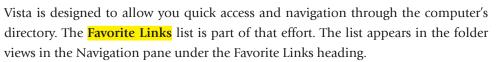
🗿 Click Close 🔀

Continue to the next exercise.

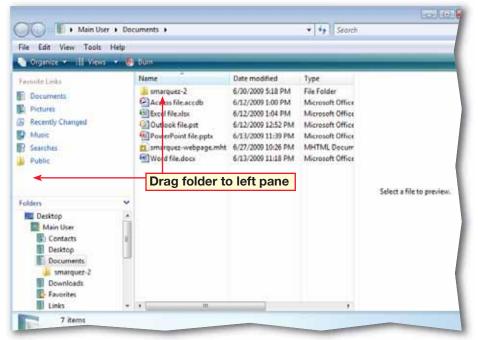
### Troubleshooter

You may need to resize the folder links in the left pane in order to have room to add the folder to your **Favorite Links** list. Move your cursor to the top of the **Folders** label until it becomes a doubleheaded arrow. Click and drag it down.

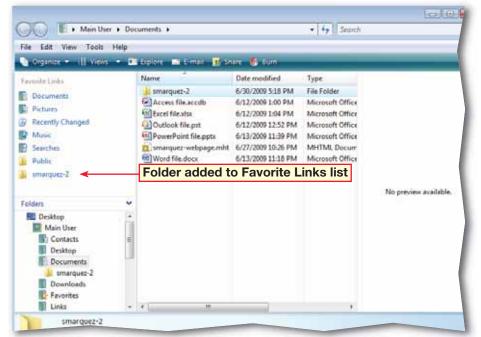
## **EXERCISE 4-8** Add Folders to the Favorite Links List



### FIGURE 4.15 Documents folder



### FIGURE 4.16 Folder added to Favorite Links



Click Start 🚱 and select Documents.

 Right-click the [your first initial and last name]-2 folder. Select Properties.
 Click the Security tab.

3 (CHECK) Your dialog box should look similar to Figure 4.17. Click **Edit**.

In the Permissions for [your first initial and last name]-2 dialog box, click Add.

5 In the Select Users or Groups dialog box, click in the Enter the object names to select box and key: Annie Borden;Third.

- 6 (CHECK) Your dialog box should look like Figure 4.18.
- Click Check Names. Click OK.
  - Continued on the next page.

### Troubleshooter

In Step 6, make sure you key the text exactly as written: a space between "Annie" and "Borden", no spaces between "Borden", ";", or "Third". Otherwise the system will not recognize the user names.

## **EXERCISE 4-9** Configure the NTFS Permissions of a Folder

In addition to hiding folders, you can set **permissions** for the folders. By changing permissions, you prevent others from changing any aspect of a folder. You can set the same permissions for a group of users or different permissions for individual users.

### FIGURE 4.17 Properties dialog box Security tab

🗼 smarquez-2 Properties 🛛 💽
General Sharing Security Previous Versions Customize
Object name: C:\Users\Documents\smarquez-2
Group or user names:
SYSTEM
🔏 Main User (MAIN-USER\Main User)
& Administrators (MAIN-USER\Administrators)
To change permissions, click Edit. Edit
Permissions for SYSTEM Allow Deny
Full control
Modify <b>v permissions</b>
Read & execute
List folder contents
Read
Write 🗸 🔻
For special permissions or advanced settings, Advanced click Advanced.
Learn about access control and permissions
OK Cancel Apply

### FIGURE 4.18 Select Users or Groups dialog box

Select this object type:	
Users, Groups, or Built-in security principals	Object Types
From this location:	
MAIN-USER	Locations
Enter the object names to select ( <u>examples)</u> :	
A .: D This	Check Names
Annie Borden; i nird	
Annie Borden: Third	



- In the **Permissions** dialog box, under Group or user names, select Third (MAIN-USER\Third) (see Figure 4.19).
- Under Permissions for Third. clear the Allow check box for Read & execute. Click the Allow check boxes for List folder contents and Read. All other check boxes should be blank.
- Click Apply. Under Group or user names, select Annie Borden.
- 111 Under Permissions for Annie Borden, click the Deny check box for Full control. Note that all the Deny boxes are checked.

In the Windows Security

Right-click in an open area

of the **Documents** file list

**()CHECK)** Your screen

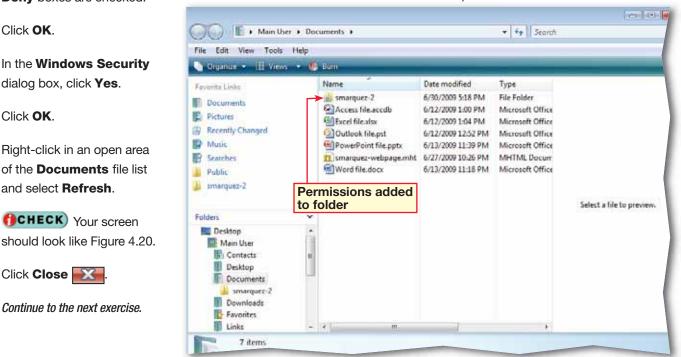
Continue to the next exercise.

and select Refresh.

dialog box, click Yes.

Click OK.

Click OK.



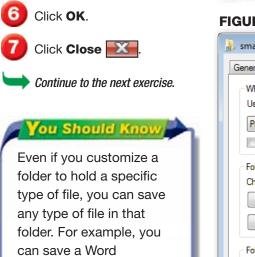
### **EXERCISE 4-9** (Continued) **Configure the NTFS Permissions** of a Folder

### FIGURE 4.19 Permissions dialog box

Permissions for smarquez-2		<b>—</b>
Security		
Object name: C:\Users\Documents	\smarquez-2	
Group or user names:		
<ul> <li>Annie Borden (MAIN-USER\Ann SYSTEM</li> <li>Main User (MAIN-USER\Main User Administrators (MAIN-USER\Administrators)</li> </ul>	ser)	
Lind (MAIN-USER\Third)		
Select to change permissions	Add	Remove
Permissions for Third 🔫	Allow	Deny
Full control		
Modify		
Read & execute		
List folder contents	<b>V</b>	
Read	<b>V</b>	-
Learn about access control and permi	ssions	
ОК	Cancel	Apply

FIGURE 4.20 Documents folder with folder with permissions

- Click Start (5) and select Documents.
- In the Documents folder list, right-click the [your first initial and last name]-2 folder and select Properties (see Figure 4.21).
- In the Properties dialog box, click the Customize tab.
- Under What kind of folder do you want?, click the folder type drop-down arrow and select Pictures and Videos.
- **()CHECK** Your dialog box should look like Figure 4.22.

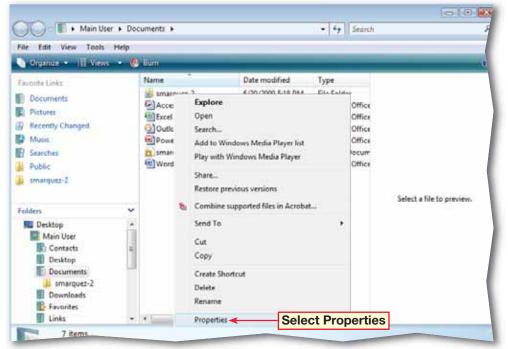


document in a Pictures and Videos folder.

## **EXERCISE 4-10 Set the Folder Type**

The folder type can indicate, or convey, what sort of files are saved inside it. You can change the type assigned to a folder based on the kind of files you want to save in the folder. Making folders of different types makes it easier to find your files later.

### FIGURE 4.21 Documents folder



### FIGURE 4.22 Folder Properties dialog box Customize tab

smarq	uez-2 Pro	perties				×
General	Sharing	Security	Previou	is Versions	Customize	
		der do you ype as a te				
Pictu	ures and Vi	deos				<b>-</b>
A	so apply th	is template	e to all su	bfolders		1
	r pictures se a file to	show on th	his folder	icon.		
C	hoose File.			Folder down	type dr arrow	op-
Re	store Defa	ult				
Folder	ricons					
				you change Ider's conte	the icon, it w	vill
Ch	ange Icon					





- Click Start 🚳 and select Documents.
- 2 Create a new **Documents** folder called: [your first initial and last name]-3.
- 3 Right-click the folder and select **Properties**. Click the **Sharing** tab.
- 4 (CHECK) Your dialog box should look similar to Figure 4.23.
- 5 Under Network File and Folder Sharing, click Share.
- In the File Sharing dialog box, under Choose people to share with, click the drop-down arrow and select Annie Borden.
- **TOCHECK** Your screen should look like Figure 4.24. Click **Add**.
- B Click the drop-down arrow. Select **Third**. Click **Add**.
- In the user pane under Permission Level, click the drop-down arrow next to the Reader level for Third. Select Contributor.
- Olick Share. Click Continue. Click Done. Close both dialog boxes.

Continue to the next exercise.

### EXERCISE 4-11 Share a Folder on a Hard Disk



You can set up a folder on your hard disk so that other users can share the contents of that folder.

	FIGURE 4.23	Folder Properties	Sharing tab
--	-------------	-------------------	-------------

👃 smarquez-3 Properties 🛛 💽
General Sharing Security Previous Versions Customize
Network File and Folder Sharing
smarquez-3 Not Shared
Network Path: Not Shared
Share
Advanced Sharing
Set custom permissions, create multiple shares, and set other advanced sharing options.
Advanced Sharing
Password Protection
People without a user account and password for this computer can access folders shared with everyone.
To change this setting, use the <u>Network and Sharing Center</u> .
OK Cancel Apply

FIGURE 4.24 File Sharing dialog box

Choose people to share with	
eople without a user account and passwo o change this setting, use the Network ar	ord for this computer can access files you share with everyon ad Sharing Center.
Annie Burden	
	• Add
Name	Permission Level
📩 Main User	Owner 🖛
	Click to add us
fell me about different ways to share in W	

- Click Start 🚳 and select Documents.
- Right-click the [your first initial and last name]-3 folder and select
   Properties.
- 3 In the folder **Properties** dialog box, click the **Sharing** tab, if necessary. Under **Advanced Sharing**, click **Advanced Sharing** (see Figure 4.25).
- In the User Account Control dialog box, click Continue.
- In the Advanced Sharing box, select Share this folder.
- Olick Permissions.
- **7 ()CHECK)** Your dialog box should look similar to Figure 4.26.
  - In the **Permissions** for folder dialog box, click **Add**.
  - Continued on the next page.

### **EXERCISE 4-12** Add Permissions to Share for Users



In addition to allowing specific people to access the folder, you can set specific permissions for users that allow them to **share** files and folders. This added level of security will help keep your data safe, or **secure**, and your folders well organized.

### FIGURE 4.25 Properties dialog box

🗼 smarquez-3 Properties 🛛 💽
General Sharing Security Previous Versions Customize
Network File and Folder Sharing
smarquez-3 Not Shared
Network Path: Not Shared Share
Advanced Sharing Set custom permissions, create multiple shares, and set other advanced sharing options.
Advanced Sharing
Password Protection
People must have a user account and password for this computer to access shared folders.
To change this setting, use the <u>Network and Sharing Center</u> .

FIGURE 4.26 Permissions for folder dialog box

👃 Permissions for sn	narquez-3			×
Share Permissions				
Group or user names	8:			
Street Everyone				
	Add	Add	Remove	
Permissions for Ever	yone	Allow	Deny	
Full Control				
Change				
Read		$\checkmark$		
Learn about access	control and perm	issions		
	control and point			

In the Select Users or Groups dialog box, click in the Enter the object names to select box and key: Annie Borden;Third.

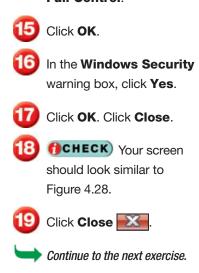
**OCHECK** Your dialog box should look similar to Figure 4.27.

Click Check Names. Click OK.

In the Permissions for dialog box, under Group or user names, click Third. Under Permissions for Third, check the Allow box for Full Control.

Click Apply.

Under Group or user names, select Annie Borden. Under Permissions for Annie Borden, check the Deny box for Full Control.

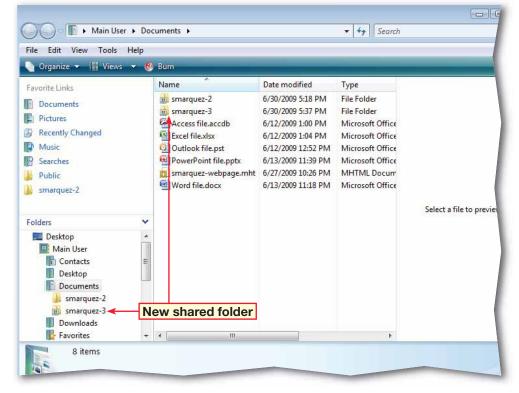


### EXERCISE 4-12 (Continued) Add Permissions to Share for Users

#### FIGURE 4.27 Select Users or Groups dialog box

Select Users or Groups			? 💌
Select this object type:			
Users, Groups, or Built-in secur	ity principals		Object Types
From this location:			
MAIN-USER			Locations
Enter the object names to selec	t ( <u>examples</u> ):		
Annie Borden;Third	Check Names		Check Names
Advanced		ОК	Cancel

FIGURE 4.28 Documents folder with new shared folder



### You Should Know

The **Full Control** permission level allows users to see the contents of a file or folder, make changes to existing files and folders, create new files and folders, and run programs in a folder.

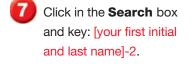
Click Start 🚱 and select Documents.

2 Right-click the folder [your first initial and last name]-2 and select Properties.

Jin the **Properties** dialog box, click **Advanced**.

In the **Advanced Attributes** dialog box, make sure **Index this folder for faster searching** is checked. Click **OK** twice.

- 5 Click Start 🚱 and select Search.
- 6 (ICHECK) Your screen should look like Figure 4.29.



In the **Show only** menu, click **Picture**. In the search box, key: tree.

9 (CHECK) Your screen should look similar to Figure 4.30.

🚺 Click Close 📧

Continue to the next exercise.

## **EXERCISE 4-13** Search for Files and Folders Using a Virtual Folder



Over time, your computer may accumulate more files and folders than you can keep track of. To keep you from losing valuable information, Vista offers several search features to help you find files and folders on your computer or on a network. Vista also allows you to index the searches so that only the locations that you want are included in your search. The most readily available search feature, or function, is the virtual folder, a directory that organizes files based on their content in order to speed up file searches...

### FIGURE 4.29 Search folder

P + Search Results	s (	• 4
Show only: All E-mail Doo File Edit View Tools Hel	current Picture Music Other	Advanced Search 🕥
	To begin, type in the search	h box
	To search more of your computer, use Adv	vanced Search.
	Picture	Search box



Show only: All E-mail Doo	ument Picture Music Other Adva
File Edit View Tools Hel Drganize - 🖻 View Pic	ture file search results
Favorite Links Documents Pictures Recently Changed Music Searches Public smarquez-2	Name     Date taken     Folder     Tags     Size     Rating       Image: Tree,jpg     Tree,jpg     Did you find what you were searching for?     Image: Tree, include the searching for?     Image: Tree, include the searching for?
Folders Public Computer Computer Control Panel Recycle Bin Search Results in Indexed La Picture	

- Click Start 🛞 and select Search.
- In the search box, key: note. Review the search results.
- 3 In the search box at the end of **note**, key: ?.
- OCHECK Your screen should look similar to Figure 4.31.
- 5 In the search box, press • BACKSPACE to delete note?. Key: *.jpg.
- 6 (CHECK) Your screen should look similar to Figure 4.32.

🟉 Click Close 🔜

Continue to the next exercise.

### Tech Tip

The * and the **?** are two of the most common wildcard characters. The * stands for any number of characters from zero to many, and the **?** stands for one unknown character.

## **EXERCISE 4-14** Search for Files and Folders Using Wildcards



If you do not know exactly which file or folder name you are looking for, but you know part of the file or folder name, you can still complete a search. Vista allows you to use a character, called a **wildcard**, to search for partial file or folder names. Wildcard characters tell Vista that a character or several characters are being left out of the search term. Wildcards increase the number of matches in a search.

### FIGURE 4.31 Search folder with wildcard character added

Show only: All E-mail Document I I Organize - III Views - III Open	Picture Music Other		dcard chara	cter
Favorite Links smarquez-2 Documents Music More »	Name Note About Exercise S Notepad Notepad Did you find what you were :	Date modified 10/8/2007 9:39 AM 4/11/2008 2:19 PM 11/2/2006 5:54 AM	Type Text Document Shortcut Shortcut	Folder Unit 6 - Solutio Accessories (C: Startup (C:\Use
Folders V Eolders V Desktop iCheck Public Computer Network Control Panel Recycle Bin Search Results Search Results Search Results in Indexed Locations	Advanced Search			

#### FIGURE 4.32 Search folder with new wildcard search

	Indexed Locations		▼ 47 ×jpg	
Show only: 📶 E-mail Docun	nent Picture Music O	ther		Advanc
File Edit View Tools Help		the state of the s	ildcard cha	racter
🔄 Organize 🔻 📗 Views 🔻 🔓	Save Search 🏸 Search To			
Favorite Links	Name	Date modified	Туре	Folder
Documents	🔛 abo.jpg	6/24/2007 9:37 PM	JPEG Image	screenshots (C:\
	sysrecovery.jpg	6/24/2007 9:35 PM	JPEG Image	screenshots (C:\
Pictures	🐻 .jpg	6/13/2007 2:17 AM	Search Folder	Searches (C:\Us
Recently Changed	Autumn Leaves.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures
Music	Creek.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures
P Searches	E Desert Landscape.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures
Public	Nock.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures
smarquez-2	Forest Flowers.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures
sinarquez-z	Forest.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures
	Frangipani Flowers.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures
Folders 🗸	Sarden.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures
Main User	🔚 Green Sea Turtle.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures
Public -	Humpback Whale.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures
	S Oryx Antelope.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures

Click Start () and select Documents.

2 (CHECK) Your screen should look similar to Figure 4.33.

Click in the **Search** box and key: excel.

**GCHECK** Your screen should look similar to Figure 4.34.

Click Close 🔀

Continue to the next exercise.

### Tech Tip

If you want to search by file type, key the file extension. For example, to find an MP3 file, key **MP3**. For more accurate results, key in ***.mp3**.

## **EXERCISE 4-15** Search for Files and Folders Using Keywords

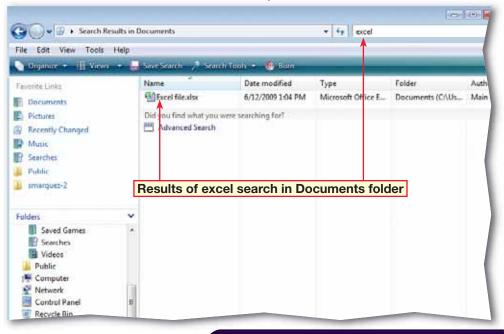


Each folder has a search box in the upper-right corner that lets you search the contents of files and folders within the folder. You can search by a keyword. A keyword is a word that appears within the file or folder's name or contents, to generate results.

### FIGURE 4.33 Documents folder

Generation Here → Here File Edit View Tools Here				¥
Organize - III Views -	• im		_	
Favorite Links Documents Fictures Recently Changed Music Searches Public smarquer-2	Name smarquez-2 Smarquez-3 Access file.accdb Excel file.alsx Outlook file.ptt PowerPoint file.ptts smarquez-webpage.mbt Word file.docx	Date modified 6/30/2009 5:18 PM 6/30/2009 5:37 PM 6/12/2009 1:00 PM 6/12/2009 1:04 PM 6/12/2009 12:52 PM 6/13/2009 11:39 PM 6/27/2009 10:26 PM 6/13/2009 11:18 PM	Type File Folder File Folder Microsoft Office Microsoft Office Microsoft Office Microsoft Office MHTML Docum Microsoft Office	Calant a file to some form
olders  Desktop  Main User  Contacts Desktop  Documents  smarquez-2  Smarquez-3 Downloads	* E			Select a file to preview.

#### FIGURE 4.34 Documents folder with excel keyword search



- Click Start 🚳 and select Search.
- In the Search box, key: *.jpg.
- On the toolbar, click **Save Search**.
- In the **Save As** dialog box, click **Save**.
  - 🔰 Click Close 🔜
- Olick Start and select Documents.
- In the left pane, under Favorite Links, click Searches.
- 8 (CHECK) Your screen should look similar to Figure 4.35.
- In the file list, double-click the .jpg search. Note the search results.
- **OCHECK** Your screen should look similar to Figure 4.36.
- 🚺 Click Close 🔜
  - Continue to the next exercise.

## **EXERCISE 4-16** Redisplay the Results of a Previous Search



114

Vista

When you search for a file or folder, you might not get the results you want on the first try. You might think after the second effort, however, that your first attempt was better. If you frequently conduct the same search, you can go back to the previous search results instead of having to key the search again.

### FIGURE 4.35 Documents folder with list of saved searches displayed

File Edit View Tools He	💭 SlideShow 🔘 Dam				
Favorite Links	Name	Date taken	Tags	Sae	Rating
Documents Pictures Recently Changes Music Searches Public smarquez-2	Jpg     Recent Documents     Recent F-mail     Recent Music     Recent Pictures and     Recently Changed     Shared By Me	- Saved .jpg sea	rch	2 KB 1 KB 1 KB 1 KB 1 KB 1 KB	
Folders smarquez-2 bownloads Favorites Links Music Foltures Saved Games	× •				

### FIGURE 4.36 Search folder with .jpg search

Contraction of the local division of the loc						
🔄 Organize 🔹 🕕 Views		SaveSearch 🦯 Search To	ols	_	_	-
Favorite Links		Name	Date modified	Туре	Folder	Autho
Documents		🛋 abo.jpg	6/24/2007 9:37 PM	JPEG Image	screenshots (C/\U	
El Pictures		sysrecovery.jpg	6/24/2007 9:35 PM	IPEG Image	screenshots (C!\U	
Contraction of the second s		B JP9	6/13/2007 2:17 AM	Search Folder	Searches (C:\Users	Main
B Recently Changed		Autumn Leaves.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	Peter
Music		Creek.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	
E Searches		E Desert Landscape.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	
Public		Dockjpg	4/20/2007 4:12 PM	IPEG Image	Sample Pictures (	Ange
smarquez-2		Forest Flowers.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	Garet
an printipage.st		E Forest.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	Darre
		🛋 Frangipani Flowers.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	Kevin
Folders	×	Garden.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	
smarquez-3		Green Sea Turtle.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	Jeff H
Downloads		Humpback Whale.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	Tom
E Favorites	1.00	Cryx Antelope.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	
Links	12	Toco Toucan jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	Kevin
Music	13	Tree.jpg	4/20/2007 4-12 PM	JPEG Image	Sample Pictures {	leren
Pictures		🛀 Waterfall.jpg	4/20/2007 4:12 PM	JPEG Image	Sample Pictures (	Frans
III could		Winter Leaves ino	A TRANSPORT A A ST DLA	JPEG Image	e	Peter

- Click Start 🚳 and select Search.
- In the search box, key: jpg.
  - 3 (CHECK) Your screen should look similar to Figure 4.37.
- Click Show Advanced Search ().
- 5 In the Location drop-down menu, select Choose search locations.
- In the Choose Search Locations dialog box, under Change selected locations, click the expansion arrow next to Public and check the Public Pictures box.
- 7 Click OK. Click Search.
- Click Hide Advanced Search A.
- In the **Show only** toolbar, click **Picture**.
- **ID (CHECK)** Your screen should look similar to Figure 4.38. Click **Close** 
  - Continue to the next exercise.

## **EXERCISE 4-17** Filter Results of a Search

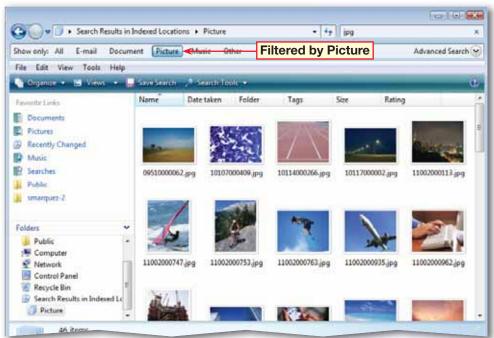


Vista's **filter** functions help you to narrow down the results of your search after you have generated your initial results. In the toolbar above the main menu are filter buttons that divide the results into categories based on the type of file returned by the search.

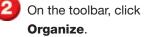
### FIGURE 4.37 Search folder searching for .jpg

Search Results in Indexed			tr ipg	×
Show only 📶 E-mail Document	Picture Music Other			Advanced Search
🐚 Organize 🔹 🔢 Views 🔹 🛄 S <mark>aves</mark>	earch Search Tools •	Barri Fil	ter buttons	
Favorite Links	Name	Date modified	Type	Folder
ornarquez-2 Documents Music More >>	Autumn Leaves jpg     Autumn Leaves     Baseball Glove jpg     Baseball Glove jpg     CompuBold JPG	10/25/2007 9:40 AM 4/11/2008 1:42 PM 9/18/2007 9:51 AM 9/18/2007 5:05 PM 9/18/2007 9:44 AM	JPEG Image Shortcut JPEG Image Shortcut JPEG Image	Sample Pictures ( Rec Advanced data Search data files (C/User
Folders V Desktop Check	Creek.jpg Desert Landscape.jpg Dock.jpg	10/25/2007 9:40 AM 10/25/2007 9:40 AM 10/25/2007 9:40 AM 10/25/2007 9:40 AM 1/24/2008 4:40 PM	JPEG Image JPEG Image JPEG Image Shortcut	Sample Pictures ( Sample Pictures ( Sample Pictures ( Recent Rems (C.\
Public     Computer     Network     Control Panel	Flowers.jpg Flowers.jpg Forest.jpg	9/18/2007 9:58 AM 9/18/2007 5:30 PM 10/25/2007 9:40 AM	JPEG Image Shortcut JPEG Image	data files (Ci/User Recent Items (Ci/ Sample Pictures (
<ul> <li>Recycle Bin</li> <li>Search Results in Indexed Locations</li> <li>desktop files</li> </ul>	<ul> <li>Forest Flowers.jpg</li> <li>Frangipani Flowers.jpg</li> <li>Garden.jpg</li> <li>Garden.jpg</li> </ul>	10/25/2007 9:40 AM 10/25/2007 9:40 AM 10/25/2007 9:40 AM 9/18/2007 9:58 AM	JPEG Image JPEG Image JPEG Image JPEG Image	Sample Pictures ( Sample Pictures ( Sample Pictures ( data files (C/\User
	Garden.jpg	9/18/2007 5:30 PM 10/22/2007 1:59 PM	Shortcut JPEG Image	Recent Items (CA

### FIGURE 4.38 Search results for .jpg filtered by picture



Click Start 💿 and select **Documents**.



Choose Layout>Preview Pane to close the Preview Pane, if necessary.

Should look similar to Figure 4.39.

On the toolbar, click the More options drop-down arrow next to Views III.

6 Select Extra Large Icons.

Should look like Figure 4.40.

Continued on the next page.

### Tech Tip 📕

To see the size of a folder in a ScreenTip when you rest the mouse pointer over the folder, choose **Organize>Folder and Search Options** and click the **View** tab. Select the **Display file size information in folder tips** check box.

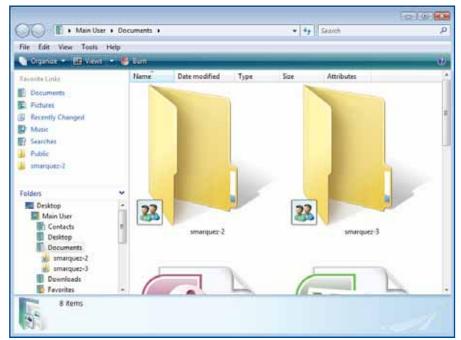
## **EXERCISE 4-18** Change the Way Files Are Displayed within Folders

You can set a variety of viewing styles in a folder. You can choose which files you see and how many details you see about files, such as the file size, file type, and more. You also can customize how the file icon appears.

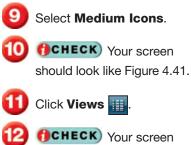
### FIGURE 4.39 Documents folder default view

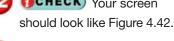
Views bu	itton	ments +		• 49 Search		
	Help					
Organize      III Views     Favorite Links	1 *	Name	Date modified	Туре	Site	Attrib
Documents	1	m. smarquez-2	6/30/2009 5:18 PM	File Folder		
The state of the s		iii smarquez-3	6/30/2009 5:37 PM	File Folder		
Pictures .		Access file.accdb	6/12/2009 1:00 PM	Microsoft Office Access	288 KB	A
Recently Changed		Excel file.xlsx	6/12/2009 1:04 PM	Microsoft Office Excel	8 KB	A
Music .		🔮 Outlook file.pst	6/12/2009 12:52 PM	Microsoft Office Outloo	5,969 KB	A
B Searches		PowerPoint file.pptx	6/13/2009 11:39 PM	Microsoft Office Power	30 KB	A
Public		smarquez-webpage.mht	6/27/2009 10:26 PM	MHTML Document	607 KB	Α
smarquez-2		Word file.docx	6/13/2009 11:18 PM	Microsoft Office Word	10 KB	A
	re op	tions arrow				
Folders	*					
Desktop						
Main User						
Contacts	E					
Desktop						
Documents						
iii) smarquez-2						

#### FIGURE 4.40 Extra Large Icons view



8 Click the Views More options drop-down arrow.





Click Close 🔜.

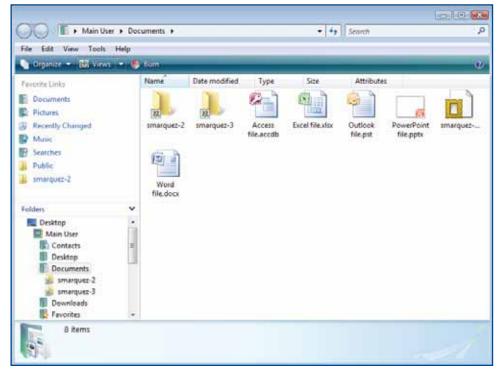
Continue to the next exercise.

### Tech Tip

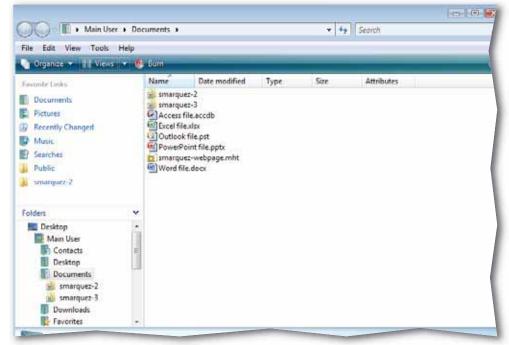
Clicking the **Views** dropdown arrow allows you to choose a specific view option. If you click the **Views** button itself, **Windows Explorer** will automatically cycle to the next view. As you continue to click the button, you can cycle through all of the available views.

## **EXERCISE 4-18** (Continued) Change the Way Files Are Displayed within Folders





### FIGURE 4.42 Documents folder list



Click Start 🛞 and select Documents.



- 3 On the toolbar, click View and select Choose Details.
  - In the **Choose Details** dialog box, in the **Details** pane, clear the **Tags** check box (see Figure 4.43).
- 5 Scroll down the **Details** list and click the **Attributes** check box. Click **OK**.
- 6 (CHECK) Your screen should look similar to Figure 4.44.



Continue to the next exercise.

### You Should Know

To open every new folder in its own folder window, choose Organize>Folder and Search Options and click the General tab. Then, click Open each folder in its own window.

## **EXERCISE 4-19** Display and Hide File and Folder Details

There are many levels of information that you can display for your files and folders. The settings you choose will depend upon how much information you need or want.

### FIGURE 4.43 Choose Details dialog box

Choose Details		×
Select the details you want to display for folder.	the ite	ms in this
Details:		
🔽 Туре		Move Up
V Size		Move Down
Tags		Move Down
		Show
35mm focal length		Hide
Album		
Album artist		
Anniversary		
Artists		
Assistant's name		
Assistant's phone		
Attachments		
✓ Attributes		
Authors	Ŧ	
Width of selected column (in pixels):	161	

### FIGURE 4.44 Default folder new details

	r + Documents +		•   • +    Search		
ide Edit View Tools	Help				
🖌 Organize 🖛 🔢 Views	🔸 🕘 Ban				1
avorite Links Documents Pictures Recently Changed Music Searches Public smarquez-2	Name smarquez-2 smarquez-3 Call smarquez-3 Call Excel file.also Callook file.ge ForwerPoint [ Smarquez-wo Smarquez-wo Smarquez-wo Smarquez-wo Smarquez-wo Smarquez-wo Smarquez-wo Smarquez-wo Smarquez-wo Smarquez-wo Smarquez-wo Smarquez-wo Smarquez-wo Smarquez-vo Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez-s- Smarquez	6/12/2009 1.04 PM et 6/12/2009 12:52 PM e.pptx 6/13/2009 11:39 PM bpage.mbt 6/27/2009 10:26 PM	MHTML Document		Attributes A A A A A A A
Folders  Fol	• •		N	<mark>ew deta</mark> i	l adde



- Click Start 🚱 and select Documents.
- In the main menu bar, click **View** and choose **Group By>Attributes**.
- 3 (CHECK) Your screen should look similar to Figure 4.45.
- Click View and choose Stack By>Name.
- 5 (CHECK) Your screen should look similar to Figure 4.46.
  - Continued on the next page.

### Academic Skills

Grouping, stacking, and sorting are ways of organizing data by certain criteria. On a separate sheet of paper, write down which method you would use to sort file names alphabetically. Describe the steps you would take to do that.

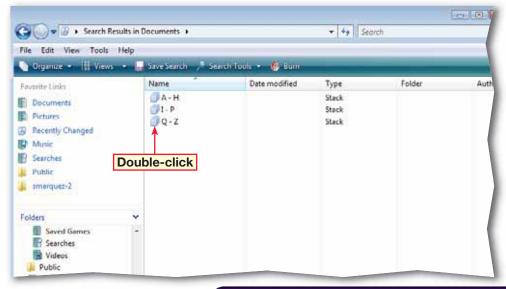
## **EXERCISE 4-20** Group, Stack, and Sort Files by Details

You can **group**, **stack**, or **sort** files. Each method is a way of organizing and presenting your files. You may want to stack, or pile, a collection of related files that are organized by common file properties, such as by file name or size. You may want to group related files by file type. You can also sort files by the last date they were modified.

### FIGURE 4.45 Documents folder grouped by attributes

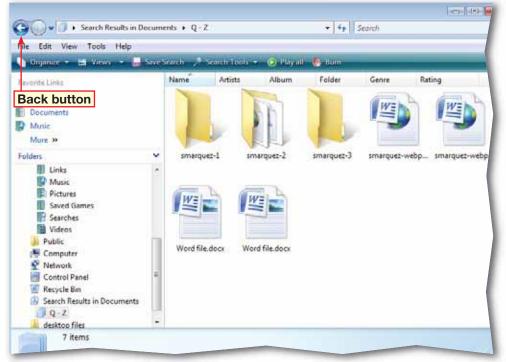
🕈 Osganize 👻 🗍 Vievis 🔹 🖲	dens	_	_	_	1
Paverite Links	Name	Date modified	Туре	Size	Attributes
Documents     Pictures     Recently Changed     Music     Searches     Public     smarquez-2	A (6) Access file.accdb Excel file.alsx Outlook file.pst Outlook file.pst Smarquez-webpage.mht Word file.docx Umpercified (2) smarquez-2	6/12/2009 1:00 PM 6/12/2009 1:04 PM 6/12/2009 12:52 PM 6/12/2009 11:39 PM 6/27/2009 10:26 PM 6/13/2009 11:18 PM 6/30/2009 5:18 PM	Microsoft Office Acc Microsoft Office Exc Microsoft Office Out Microsoft Office Po MHTML Document Microsoft Office Wor File Folder	8 KB 5,969 KB	
Folders v Desktop Contacts Desktop Documents smarquez-3 Downloads Pavoites v	🕌 smarquez-3	6/30/2009 5:37 PM	File Folder		

FIGURE 4.46 Documents folder stacked by name

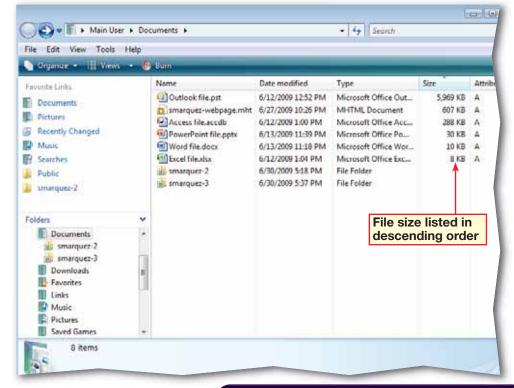


## EXERCISE 4-20 (Continued) Group, Stack, and Sort Files by Details

### FIGURE 4.47 Stack Q-Z







In the Documents folder list pane, double-click Q-Z.



**()CHECK)** Your screen should look like Figure 4.47.

Click Back twice to go back to the view that grouped files by attributes.

Olick View and choose Sort By>Descending.

Click View and choose Sort By>Size.

**OCHECK** Your screen should similar to Figure 4.48.

2 Click Close 🔀.

Continue to the next exercise.

### Troubleshooter

If you want to see only the files written by a particular person, or *author*, sort the contents of a folder by that person's name. Only the files that contain that name will display.

Lesson 4: Exercise 4-20

- Click Start 🛞 and select Documents.
- 2 Right-click Word file.docx in the file list and select Properties.
- 3 In the **Properties** dialog box, click the **Details** tab.
  - Under **Description**, roll the mouse pointer over the blank area to the right of **Title** (see Figure 4.49). Click in the **Add a title** box and key: **Books for ABA**. Press **ENTER**.
- 5 Roll the mouse over the blank area to the right of **Subject** and click in the box. Key: List of titles to sell at American Booksellers Association meeting. Press ENTER.
- 6 Roll the mouse over the blank area to the right of **Comments** and click in the box. Key: Not all of the titles have been entered yet. Press ENTER.
- 7 **()CHECK** Your screen should look like Figure 4.50. Click **OK**.
- 8 Click Close

Continue to the next exercise.

### **EXERCISE 4-21** Add Metadata to a File



Metadata is information about a file that is included in a file's properties. This information can be useful when you are searching for a file or when you are deciding how to display or categorize your files. Metadata can contain personal information, so check the metadata before you share the file.

### FIGURE 4.49 Properties dialog box Details tab

Word file.docx Properties	×
General Security Details Previous Versions	
Property Value	<b>^</b>
Description	
Title Add a title	
Subject	
Tags	=
Categories Roll pointer over space	
Comments to open this box	
Origin	
Authors Main User	
Last saved by	
Revision number 1	
Version number	
Program name Microsoft Office Word	
Company	

### FIGURE 4.50 New information added

🕙 Word file.docx Pr	operties	×
General Security	Details Previous Versions	
Property	Value	*
Description		
Title	Books for ABA	
Subject	List of titles to sell at American Book	
Tags		=
Categories		
Comments	Not all the titles have been entered	
Origin		
Authors	Main User	
Last saved by		
Revision number	1	
Version number		
Program name	Microsoft Office Word	
Company		

Click Start 🕢 and select **Documents**.

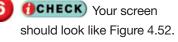
2 Right-click the PowerPoint file.pptx file in the file list and select Properties.

Click the Details tab. Click Remove Properties and Personal Information.

In the Remove

**Properties** dialog box, make sure the **Create a copy with all possible properties removed** option is selected (see Figure 4.51).

Click **OK**. Click **OK** again.



In the Documents folder, select PowerPoint file -Copy.pptx and note the properties listed in the details pane.



Continue to the next exercise.

In the **Remove Properties** dialog box, note that you can also remove individual properties from the file.

You Should Know

## **EXERCISE 4-22** Remove Properties and Personal Information from a File



Because any property or personal information connected to a file can be read by anyone who has access to that file, Vista offers several functions to remove pieces of information that you do not want to share with others.

### FIGURE 4.51 Remove Properties dialog box

emove Properties					
Some of these properties may contain personal information. <u>What personal information might be in a file?</u> © Create a copy with all possible properties removed © Remove the following properties from this file:					
Property	Value				
Description Title Subject Tags Categories Comments Origin	Booksellers Presentation Presentation for ABA word click document pag print Information for presenta	E			
Authors Last saved by Revision number Version number	R. Gupta R. Gupta 1 ver. 1.1 Wirropoff Office PowerD	Ŧ			



File Edit View Tools Help					
🕥 deganize 👻 🔟 Viewi 🔹 🛃 Open	· · · · · · · · · · · · · · · · · · ·	📝 Share 🔞 Barn	_	_	w.
Favorita Links	Name	Date modified	Туре	Size	Attribut
imarguez-2	Access file.accdb	4/10/2008 11:06 AM	Microsoft Office A	300 KB	A
	PowerPoint file.ppt	4/9/2008 12:07 PM	Microsoft Office P	35 KB	A
Documents	🔄 smarquez-webpage.htm	4/9/2008 4:30 PM	HTML Document	22 KB	A
Music	Sicel fileador	4/9/2008 4:25 PM	Microsoft Office E	9 KB	A
More W	Word file.docx	4/9/2008 1:23 PM	Microsoft Office	0 KB	A
Folders Y	ismarquez-2	6/1/2009 1:17 PM	File Folder		R
Desktop     Contacts     Contacts     Desktop     Documents     smarquez-2     Documents     Documents     Documents     Documents     Documents     Documents     Documents     Documents     Saved Games     Searches     *	File propert	<u>a</u>			

Click Start 🚳 and select Documents.

 Right-click in an open area of the file list and choose
 New>Microsoft Office
 Word Document.
 Press ENTER.

3 (CHECK) Your screen should look similar to Figure 4.53.



5 Key: Word file 2 (see Figure 4.54). Press ENTER

Continued on the next page.

### You Should Know

If you give several files of the same type the same name and then need to rename them, you can rename all the files at once. Select the files you want to rename, right-click the files, and then click **Rename**. Each file will have the same name, followed by a different sequential number. For example, **Document (2)**, **Document (3)**, and so on.

### **EXERCISE 4-23** Create, Rename, Move and Delete Files

Vista allows you to create new files for various applications simply by right-clicking. For example, you can create a new Word file without even opening the Word application. You can also delete, move, or rename files to suit your needs.

#### FIGURE 4.53 Documents folder new document

🔄 Organice 👻 📶 Vie	: Help vo 🕶 🖻 Open 🐨 👰 Print 📑 Her	nall 👿 Share 🙆 I	kim.		
Favorite Links	Name	Date modified	Туре	Size	Attributes
Documents	(a) Outlook file.pst	6/12/2009 12:52 PM	Microsoft Office O	5,969 KB	A
and the second se	smarquez-webpage.mht	6/27/2009 10:26 PM	MHTML Document	607 KB	A
Pictures	Access file.accdb	6/12/2009 1:00 PM	Microsoft Office A	288 KB	A
Recently Changed	PowerPoint file.pptv	6/13/2009 11:39 PM	Microsoft Office P	30 KB	A
Manac.	PowerPoint file - Copy.pptx	6/30/2009 8:27 PM	Microsoft Office P	30 KB	A
B Searches	Word file.docx	6/30/2009 8:25 PM	Microsoft Office W	10 KB	A
Public	Excel fileator	6/12/2009 1:04 PM	Microsoft Office Ex	8 KB	A
smarquez-2	New Microsoft Office Word Docu	6/30/2009 8:29 PM	Microsoft Office W	0 KB	Α
and and a second second	📸 smarquez-2	6/30/2009 5:18 PM	File Folder		
	🖮 smarquez-3	6/30/2009 5:37 PM	File Folder		
Folders					
Desktop -	New Word file adde	4			
Main User	New Word life adde	a			
E Contacts					
Desktop					
E Documents					
smarquez-2					

#### FIGURE 4.54 Documents folder renamed document

File Edit Yiew Tool:	: Help x. • 🗇 Open • 🖨 Pant 📼	E-mail 👩 Share 💩 E	iun -	_	_
Favorite Links	Name	Date modified	Туре	Size	Attribute
Documents	Outlook file.pst	6/12/2009 12:52 PM	Microsoft Office 0	5,969 KB	A
and the second second second	n smarquez-webpage.mht	6/27/2009 10:26 PM	MHTML Document	607 KB	A
Pictures	Access file.accdb	6/12/2009 1:00 PM	Microsoft Office A	288 KB	A
Recently Changed	PowerPoint file.ppts	6/13/2009 11:39 PM	Microsoft Office P	30 KB	A
Mutic	PowerPoint file - Copy.pptx	6/30/2009 8:27 PM	Microsoft Office P	30 KB	A
Seatches	Word file.docx	6/30/2009 8:25 PM	Microsoft Office W	10 KB	A
Public	Cocel file.xlsx	6/12/2009 1:04 PM	Microsoft Office Ex	8 KB	A
smarguez-2	Word file 2.docs	6/30/2009 8:29 PM	Microsoft Office W	0 KB	A
mindnerva	smarquez-2	6/30/2009 5:18 PM 6/30/2009 5:37 PM	File Folder File Folder		
olders 🗸 🗸					
Desktop Main User Contacts Desktop Documents smarquez-2 smarquez-3 Downloads	New Word file ren	amed			

- In the Menu bar, click Edit and select Move to folder.
- In the Move Items dialog box, choose [your user name]>Downloads. Click Move (see Figure 4.55).
- In the left pane, under
   Folders, click the
   Downloads folder.
- 9 (CHECK) Your screen should look like Figure 4.56.
- Right-click Word file
   2.docx and select Delete.
   In the confirmation box,
   click Yes.
- 🚺 Click Close 🔜
  - Continue to the next exercise.

### Shortcuts

To move a consecutive group of files or folders, click the first item, hold down SHIFT, and click the last item. Click **Edit** in the **Menu** bar and select **Move to folder**.

### EXERCISE 4-23 (Continued) Create, Rename, Move, and Delete Files

#### FIGURE 4.55 Move Items dialog box

Move Items	×
Select the place where you want to move 'Word file 2.docx'. Then dick the Move button.	
📃 Desktop	*
A 🔤 Main User	=
🕞 Contacts	
Desktop	
Documents	
Downloads	
Favorites	
Links	Ŧ
Folder: Downloads	
Make New Folder Cance	<b>el</b>

### FIGURE 4.56 File moved to Downloads folder

Name				
Name				
	Date modified	Туре	Size	Attributes
Word file 2.docx	6/30/2009 8:29 PM	Microsoft Office	0 KB	A

- Open your computer's disc drive and insert a CD or DVD. Close the drive.
- 2 In the AutoPlay dialog box, click Burn files to disc (see Figure 4.57).
- 3 In the **Burn a Disc** dialog box, in the **Disc title** box, key: [your first initial and last name]. Click **Next**.
- **1 ()CHECK** Your screen should look similar to Figure 4.58.
- 5 In the left pane, under Folders, expand the Main User folder and select the Documents folder.
- 6 Hold down CTRL and click all the files in the folder.
- In the Menu bar, click File and choose Send To>[your CD/DVD drive].
  - Continued on the next page.

### Academic Skills

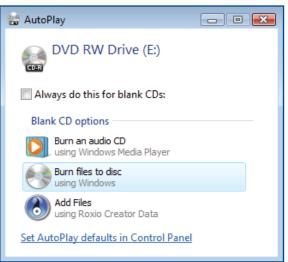
The word *medium* as it is used here, refers to an individual method of distributing information. You may recognize it better in its plural form, *media*.

### **EXERCISE 4-24** Copy Data Files to a CD or DVD

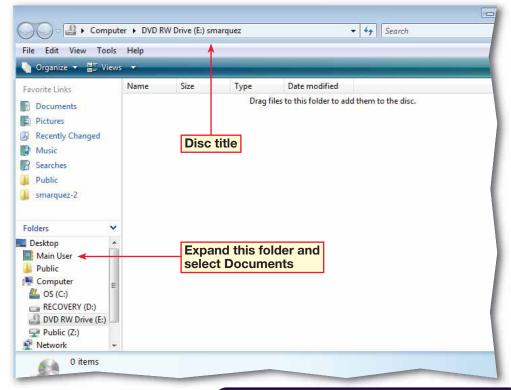


You can save your files to the hard disk or network drives, or you can save them to a removable **medium**, or format, like a **CD** or a **DVD**. Saving data to a removable medium ensures a higher level of security for your data. It can protect your privacy and protect the data if the computer hardware fails.

### FIGURE 4.57 AutoPlay dialog box



### FIGURE 4.58 CD/DVD drive folder



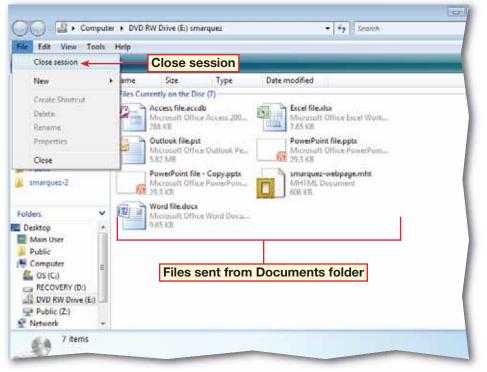
- In the drive folder, click **File** and select **Close session** (see Figure 4.59).
- Close the drive folder view by clicking Close _____.
- In the left pane, under Folders, select [your CD/ DVD drive].
- Should look similar to Figure 4.60.
  - Click Close 🔀
- Eject your disc from the computer's disc drive and turn it in to your teacher.
  - Continue to the next exercise.

### You Should Know

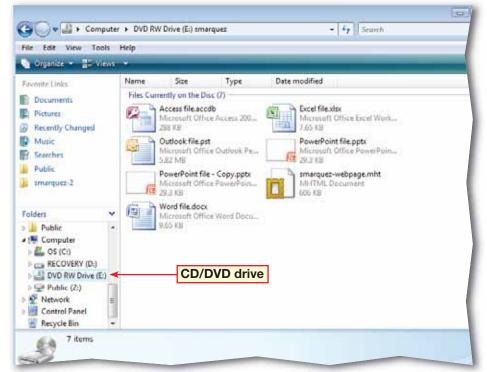
When you copy files to a writeable disc, the process is known as *burning* a disc. Burning your data to a disc is also useful for storing, archiving, and sharing files among different computers.

## EXERCISE 4-24 (Continued) Copy Data Files to a CD or DVD

#### FIGURE 4.59 CD/DVD drive folder



### FIGURE 4.60 Files added to CD/DVD drive folder



- Click Start 🚳 and select Control Panel.
- In the Control Panel, click System and Maintenance.
- Click Backup and Restore Center.
  - **() CHECK)** Your screen should look like Figure 4.61.
  - Under Back up files or your entire computer, click Back up files.
- 6 In the User Account Control dialog box, click Continue.
- In the Back Up Files wizard, select On a hard disk, CD, or DVD. In the drop-down list, select the option assigned by your teacher. Click Next.
- Under Which file types do you want to back up, clear all the check boxes except Documents.
- 9 **(CHECK)** Your screen should look like Figure 4.62. Click **Next**.
- Click Save settings and start backup. In the confirmation box, click Close

Continue to the next exercise.

## **EXERCISE 4-25** Back Up Files and Folders



To make sure you do not lose valuable data if your computer hardware or software is damaged or malfunctions, you should regularly back up your data. Vista has functions that make backing up files easier. You can choose to back up only some information without backing up all data.

### FIGURE 4.61 Backup and Restore Center

a distant and the second second second	ntenance + Backup and Restore Center + 49 Sourch	\$	P
File Edit View Tools Help Tesks Fepse Windows using System Restorm	Protect your files and computer by backing them up	Ð	•
Crewe a restore point or change settings	Back up files or your entire computer Create backup copies of your files and folders. Last backup: 6/14/2009 1:10 AM Where to save files: DVD RW Drive (E)	Back up files Change settings	
	Create a Windows Complete PC Backup and Rottens image of your entire computer, which can be used to recover from a hardware failure. A Windows Complete PC Backup and Restore image has not been created.	Back up computer	121
	Which type of backup should i makef		
1	Restore files and folders from a backup.	Restore files Advanced restore	141
Wontroa Lang Tomober	Restore your entire computer from a Windows Complete PC Beckup and Restore image.	Restore computer	

### FIGURE 4.62 Back Up Files wizard

Which file types do you	want to back up?
	t type that you select will be backed up, including files that belong to fe recommend that you back up all of the file types selected below.
Pictures	Category details
Music	Documents, such as word processing files, spreadsheets, and presentations, including PDF and XPS files.
Videos	
E-mail	
Documents	
TV shows	
Compressed files	
Additional files	
	backed up. System files, executable files, and temporary files will not spea are not included in the backup?

- Click Start 🚳 and select Control Panel.
- In the Control Panel, click System and Maintenance. Click Backup and Restore Center.
- Under Back up files or your entire computer, click Change settings.
- GCHECK Your screen should look like Figure 4.63.
- 5 Click Change backup settings.
  - In the User Account Control dialog box, click Continue. Click Next three times.
- Under How often do you want to create a backup?, make sure How often is set to Weekly.
- 8 Click the What day dropdown arrow and select Sunday. Click the What time drop-down arrow and select 12:00 AM (midnight).
- **OCHECK** Your wizard should look like Figure 4.64.
- Click Save settings and exit. Click Close
  - Continue to the next exercise.

## EXERCISE 4-26 Schedule Backups



You can set up your system to perform automatic backups. Automatic backups allow you to reset your system to an earlier period, called a restore point, if your system is damaged. You can schedule regular backups in the **Backup and Restore Center**.

### FIGURE 4.63 Backup Status and Configuration window

🔠 Backup Status and Co	onfiguration				
Back Up Files	Automatic file backup is turned on Windows will scan your computer for new and updated files and add them to your backup based on the schedule you set.				
1	What file types are not included. Backup status The last file backup was				
Restore Files	Backup location:	DVD RW Drive (E:)			
Ń	Last successful backup: Next backup:	6/30/2009 9:06 PM 7/1/2009 12:00 AM			
Complete PC Backup				- 1	
	Back up now Scan for new or updated files and add them to your backup.				
	🛞 Change backup setti	ngs 🔫	Change backu settings	р	
	Adjust your current backup	settings or start a new,	full backup.		

### FIGURE 4.64 Back Up Files wizard

now onen u	o you want to create a backup?
New files and fil below.	es that have changed will be added to your backup according to the schedule you se
How often:	Weekly
What day:	Sunday
What time:	12:00 AM (midnight)
	full backup now in addition to saving settings reate a new, full backup?

- Click Start 🚳 and select Control Panel.
- Click Backup and Restore Center.
- Under Restore files or your entire computer, click Restore files.
  - In the Restore Files window, select Files from the latest backup and click Next.
- 5 In the Select the files and folders to restore screen, click Add files.
- In the Add files to restore folder, hold CTRL and select all the files.
- **OCHECK** Your screen should look similar to Figure 4.65.
- 8 Click Add. Click Next. Click Start restore.
- In the Copy File dialog box, click the Do this for all conflicts check box. Select Copy, but keep both files.
- **OCHECK** Your screen should look similar to Figure 4.66.
- Click Finish. Click Close

Continue to the next exercise.

### **EXERCISE 4-27** Restore Files and Folders from a

**Backup File** 

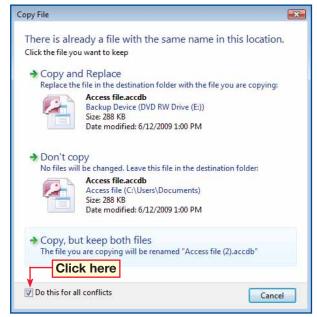


Once you have backed up your files, you can restore them at any time using the Backup and Restore Center. You can restore files to the most recent backup, or you can restore files based on a previous restore point or backup.

### FIGURE 4.65 Add files to restore folder

🗦 Add files to restore					×
Users	s 🕨 Document	s 🕨	<b>▼</b> 4 <del>j</del>	Search	Q
🌗 Organize 👻 📰 Vi	iews 🔻 📑 I	New Folder	_	_	0
Favorite Links	Name	Size	Date created	Date modified	Backup date
<ul><li>Documents</li><li>smarquez-2</li></ul>		arquez-3 0/2009 5:37 PM		smarquez-2 6/30/2009 5:1:	8 PM
Desktop	6/1	<b>el file.xlsx</b> 2/2009 1:04 PM 5 KB		Access file.ac 6/12/2009 1:0 288 KB	
<ul> <li>Pictures</li> <li>Music</li> <li>Recently Changed</li> </ul>	6/1	werPoint file.ppt 3/2009 11:39 PM 3 KB		PowerPoint fi 6/30/2009 8:2 29.3 KB	le - Copy.pptx 7 PM
More » Folders	6/3	<b>rd file.docx</b> 0/2009 8:25 PM 5 KB		smarquez-we 6/27/2009 10: 606 KB	
AppData  Contacts Contacts Costcop Contacts Costcop Costcop					
File n	ame: "smarquez	:-webpage.mht" "	Word file.docx" "A	✓ All Files (*.*) Add	Cancel

### FIGURE 4.66 Copy File dialog box



- Click Start 🚱 and select Documents.
- In the file list, select **Word file.docx**. Right-click the file and select **Restore previous versions**.
- 3 (CHECK) Your dialog box should look like Figure 4.67.
- In the Properties dialog box, under File versions, select the most recent Shadow copy of the file and click Restore.
- 5 (CHECK) Your dialog box should look like Figure 4.68.
  - Jin the **Previous Versions** dialog box, select **Restore**.
- In the **Properties** dialog box, click **OK**.

### 8) Click Close 🔀

### Troubleshooter

Only one version of a file is saved as a shadow copy. If you modify a file more than once in a day, only the version that was current when the restore point was made is saved as a shadow copy.

### **EXERCISE 4-28** Restore a Previous Version of a File

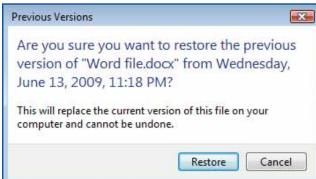


You do not always have to use the Backup and Restore Center to view a previous version of a file. You can retrieve a previous version of a file while viewing it in a folder, using either a backup copy, or a **shadow copy**, which is created by your computer and saved locally when the system protection is turned on.

### FIGURE 4.67 Properties dialog box file versions

Word file.docx Properties						
General Security Details Previous Versions						
Previous versions come from shadow copies, which are saved automatically to your computer's hard disk, or from backup copies. How do I use previous versions?           File versions:						
Name	Date modified	Location				
Today (1) Word file.docx Earlier this month	6/30/2009 8:25 PM (3)	Backup				
Word file.docx	6/13/2009 11:18 PM	Shadow copy				
Word tile.docx	6/12/2009 1:01 PM	Shadow copy				
Word file.docx	6/12/2009 1:01 PM	Backup				
Most recent Shadow copy						
		Restore				
0	Open Copy Restore					
C	OK Cancel Apply					

### FIGURE 4.68 Previous Versions dialog box





### Vocabulary

### **Key Terms**

**Backup and Restore Center** 

CD

DVD

**Favorite Links** 

file extension

file icon

filter

folder shortcut

folder type

group

hidden file

keyword

metadata

permissions

rename

shadow copy

share

sort

stack

virtual folder

wildcard

Windows Explorer

### Academic Vocabulary

feature

indicate

medium

secure

## **After You Read**

### **Review Vocabulary**

Complete the following statements on a separate piece of paper. Choose from the Vocabulary list on the left to complete the statements.

- **1.** A DVD is an example of a removable _____. (p. 125)
- _____ is a character that can be used to represent any number **2.** A(n) _____ or letter in a search. (p. 112)
- _____ to navigate directly to a specific folder from **3.** You can use a _____ the Start menu. (p. 103)
- 4. You can restore individual files using backup copies or a _____ (p. 130)
- **5.** You can determine who has access to your shared folders by setting _. (p. 105)

### **Vocabulary Activity**

6. Practice vocabulary by sharing folders.

Create a folder labeled **Vocabulary** on your hard disk and set it to be a shared folder.

- Set the permissions on the folder to allow only the classmate assigned by your teacher.
- Within the shared folder, create and name a folder for each vocabulary word.
- Navigate to your assigned classmate's shared folder. Within each folder, create a Word file named for the vocabulary word on the folder and key the definition for the word in the file.

### **Review Key Concepts**

Answer the following questions on a separate piece of paper.

- 7. What is metadata? (p. 121) A. Secret information embedded in C. Information about a file's a file. address. D. Your name and personal B. Information added to the properties of a file. information. **8.** What is the folder called that displays your search results? (p. 111) C. A virtual folder A. A shared folder B. A Boolean operator D. A Search folder **9.** Which of the following are file extensions? (p. 97) A. Documents/Music files/Picture C. Documents/Music/Photos/Data files/Video files D. Documents/Pictures and Videos/ Music Details/Music icons
  - B. .jpg/.mov/.mpg/.accdb

131 Vista



10010

- Choose Start All Programs>Accessories. Select Windows Explorer.
- 2 (CHECK) Your screen should look similar to Figure 4.69.
- 3 In the Windows Explorer toolbar, click Organize and select Folder and Search Options.
- In the Folder Options dialog box, click the View tab.
- In the Advanced Settings box, select the Hide extensions for known file types check box.
- 6 (CHECK) Your dialog box should look like Figure 4.70.
- In the Folder views area, click Apply to Folders.

8 In the **Folder views** confirmation dialog box, click **Yes**.

In the Folder Options dialog box, click OK. Click Close . Exit Vista.

## **Practice It Activities**

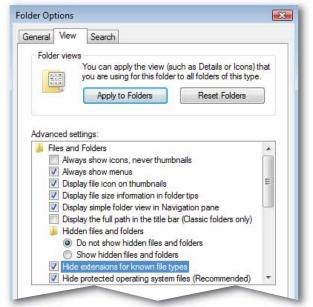
### 1. Show and Hide File Extensions

Follow the steps to complete the activity.

### FIGURE 4.69 Windows Explorer

ile Edit View Tools	Help				
Organice - III View	s 🔸 🕘 dam		_	_	
avorite Links	Name	Date modified	Туре	Size	Attr
Documents	Outlook file.pst	6/12/2009 12:52 PM	Microsoft Office O	5,969 KB	Α
	smarquez-webpage.mht	6/27/2009 10:26 PM	MHTML Document	607 KB	A
Pictures	smarquez-webpage (2).mht	6/27/2009 10:26 PM	MHTML Document	607 KB	Α
Recently Changed	Access file.accdb	6/12/2009 1:00 PM	Microsoft Office A	288 KB	A
Music	Access file (2).accdb	6/12/2009 1:00 PM	Microsoft Office A	288 KB	Α
Searches	PowerPoint file.ppts	6/13/2009 11:39 PM	Microsoft Office P	30 K.H	Α
Public	PowerPoint file - Copy.pptx	6/30/2009 8:27 PM	Microsoft Office P	30 KB	A
smarquez-2	DowerPoint file - Copy (2).pptx	6/30/2009 8:27 PM	Microsoft Office P	30 KB	А
sumdoer.r	PowerPoint file (2).pptx	6/13/2009 11:39 PM	Microsoft Office P	30 KB	A
	Word file.docx	6/13/2009 11:18 PM	Microsoft Office W	10 KB	Α
olders N	Word file (2).docx	6/30/2009 8:25 PM	Microsoft Office W	10 KB	A
Desktop	<ul> <li>Excel filexisx</li> </ul>	6/12/2009 1:04 PM	Microsoft Office Ex	8 KB	A
Main User	Excel file (2).xlsa	6/12/2009 1:04 PM	Microsoft Office Ex.,	8 KB	A
Contacts	mi smarquez-2	6/30/2009 5:18 PM	File Folder		
Desktop	🗰 smarquez-3	6/30/2009 5:37 PM	File Folder		
Documents					
smarquez-Z					
smarquez-3					
Downloads					
E Favorites		III			

FIGURE 4.70 Folder Options dialog box







- Click Start 🚱 and select Documents.
- 2 On the toolbar click Organize and choose Layout>Preview Pane.
- 3 **()CHECK** Your screen should look similar to Figure 4.71.
- On the toolbar, click the **Views More options** drop-down menu and select **Medium Icons**.
- 5 **()CHECK** Your screen should look similar to Figure 4.72.
- 6 Click the Views More options arrow and select Details.
- Close the **Preview pane**.
- Click Close 
   Exit Vista.

## **Practice It Activities**

### 2. Change the Way Files Are Displayed within Folders

Follow the steps to complete the activity.

### FIGURE 4.71 Documents folder default view

File Edit View Tools	Help			
👌 Organize 🕶 🔠 Views	👻 🤨 Ban	_	_	0
Favorite Links	Name	Date modified	Туре	
Documents	Outlook file	6/12/2009 12:52 PM	Microsoft O	
E Pictures	m smarquez-webpage	6/27/2009 10:26 PM	MHTML Do-	
Recently Changed	smarquez-webpage (2)	6/27/2009 10:26 PM	MHTML Do-	
Music	Access file	6/12/2009 1:00 PM	Microsoft O	
A CONTRACT OF A	Access file (2)	6/12/2009 1:00 PM	Microsoft O	
B Searches	PowerPoint file	6/13/2009 11:39 PM 6/30/2009 8:27 PM	Microsoft O Microsoft O	
Public	PowerPoint file - Copy	6/30/2009 8:27 PM		
smarquez-2	PowerPoint file - Copy (2) PowerPoint file (2)	6/13/2009 8:27 PM 6/13/2009 11:39 PM	Microsoft O Microsoft O	
	Word file	6/13/2009 11:19 PM	Microsoft O	Select a file to preview.
Folders		6/30/2009 8:25 PM	Microsoft O	Select a file to preview.
The second state of the se	CAR AND	6/12/2009 1:04 PM	Microsoft O	
E Desktop	Giffacel file (2)	6/12/2009 1:04 PM	Microsoft O	
Main User		6/30/2009 3:18 PM	File Folder	
Contacts	smarquez-3	6/30/2009 5:37 PM	File Folder	
Desktop	The privar does o	W24/2008 2-27 PM	rile roisei	
E Documents				
smarquez-2				
smarquez-3				
-	VC #		1	

### FIGURE 4.72 Documents folder Medium Icons

ile Edit View Tools						
Organize 🕶 👪 View						
Documents Pictores	Name	Date modified	Type	Size		
Recently Changed	Outlook file	smarquez	smarquez (2)	Access file	Access file (2)	
Bearches Public smarquet-2	PowerPoint file	PowerPoint file - Copy	PowerPoint file - Cop	PowerPoint file (2)	Word file	Select a file to preview.
Desktop Main User Contacts		Excel file	Excel file (2)	32 smarquez-2	12 smarquez-3	
Desktop Documents smarquez-2 smarquez-3 Downloads Favorites						

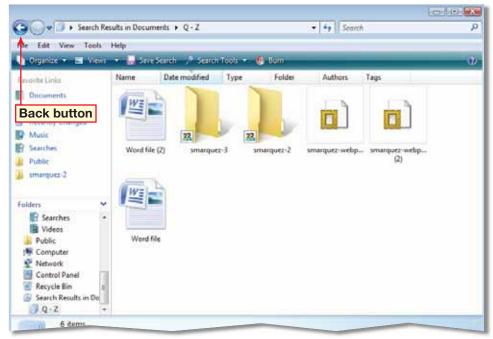


## **Practice It Activities**

### 3. Group, Stack, and Sort Files

Follow the steps to complete the activity.

### FIGURE 4.73 Stack Q-Z





Main Us	er + Documents +		++ Search		
File Edit View Tools	Help				
👌 Organize 🕶 🔢 View	🔹 🐖 Ban	_			(
Favorite Links	Name	Date modified	Туре	Size	Attribute
E Documents	G Outlook file	6/12/2009 12:52 PM	Microsoft Office O	5,969 KB	A
Contraction of the second second	smarquez-webpage	6/27/2009 10:26 PM	MHTML Document	607 KB	A
Pictures	marquez-webpage (2)	6/27/2009 10:26 PM	MHTML Document	607 KB	A
Recently Changed	Access file	6/12/2009 1:00 PM	Microsoft Office A	288 KB	A
Music	Access file (2)	6/12/2009 1:00 PM	Microsoft Office A	288 KB	A
B Searches	PowerPoint file	6/13/2009 11:39 PM	Microsoft Office P	30 KB	A
Public	PowerPoint file - Copy	6/30/2009 8:27 PM	Microsoft Office P	30 KB	A
tmarquet-2	PowerPoint file - Copy (2)	6/30/2009 8:27 PM	Microsoft Office P	30 KB	A
The interfactive	DowerPoint file (2)	6/13/2009 11:39 PM	Microsoft Office P	30 KB	A
	Word file	6/13/2009 11:18 PM	Microsoft Office W	10 KB	A
Folders	Word file (2)	6/30/2009 8:25 PM	Microsoft Office W	10 KB	A
Documents	. Excel file	6/12/2009 1:04 PM	Microsoft Office Ex	8 KB	A
tmarguez-2	Excel file (2)	6/12/2009 1:04 PM	Microsoft Office Ex	8 KB	A
😹 smarquez-3	👷 🔜 smarquez-2	6/30/2009 5:18 PM	File Folder		
Downloads		6/30/2009 5:37 PM	File Folder		
Favorites					
Links					
Music					
Pictures					
Saved Games	100				-

Step-By-Step

- Click Start 🚳 and select Documents.
- 2 In the main menu, click View and choose Group By>Attributes.
- Click View and choose Stack By>Name.
- In the **Documents** folder list pane, double-click **Q–Z**.
- 5 (CHECK) Your screen should look similar to Figure 4.73.
- 6) Click Back 💽 twice.
- In the Menu bar, click View and choose Sort By>Descending.
- 8 Click View and choose Sort By>Size.
- 9 (CHECK) Your screen should look similar to Figure 4.74.
- 10 Click Close 武

### 🚺 Exit Vista.



- Click Start 🚱 and select Documents.
- 2 Right-click Word file.docx in the file list and select Properties.
- 3 Click the Details tab. Click Remove Properties and Personal Information.

In the **Remove Properties** dialog box, make sure the **Create a copy with all possible properties removed** option is selected. Click **OK**.



- 6 In the **Properties** dialog box, click **OK**.
- **ICHECK** Your screen should look similar to Figure 4.76.
- In the Documents folder, select the Word file – Copy.docx file and note the properties listed in the details pane.

🕘 Click Close 🔜

Exit Vista.

Lesson 4: You Try It Activities

## You Try It Activities

## 4. Remove Properties and Personal Information from a File



Your supervisor wants you to send a database to the company accountant for a preliminary audit, but he wants to remove any identifying information from the file. Use the Remove Properties function before sending the file.

### FIGURE 4.75 Remove Properties dialog box

Remove Pro	Remove Properties						
What perso	a copy with all p	may contain personal information. <u>n might be in a file?</u> possible properties removed properties from this file:					
Proper	rty	Value	*				
Ca	oject gs tegories mments	Books for ABA List of titles to sell at Ameri Not all the titles have been					
Au	thors	Main User					
	st saved by						
	vision number	1					
	sion number	Microsoft Office Word	-				
Dro	oram nama	Microsoft Office Word Select	All				



J Mai	n User	Documents		• • Search		4
and the second se	-	Help • 🖾 Open • 🍓 Drint 📾 G	omail 💼 Share 🕘 Ba			i2
Fervorite Links		Name	Date modified	Туре	Stor	Attributes
Documenta		Outlook file	6/12/2009 12:52 PM	Microsoft Office O	5,969 KB	A
and the second second		smarquez-webpage	6/27/2009 10:26 PM	MHTML Document	607 KB	A
Pictures		g smarquez-webpage (2)	6/27/2009 10:26 PM	MHTML Document	607 KB	A
Recently Changed		Access file	6/12/2009 1:00 PM	Microsoft Office A	288 KB	A
Music		Access file (2)	6/12/2009 1:00 PM	Microsoft Office A	288 KB	A
B Searches		PowerPoint file	6/13/2009 11:39 PM	Microsoft Office P	30 KB	A
Public		PowerPoint file - Copy	6/30/2009 8:27 PM	Microsoft Office P	30 KB	A
umarguez-2		PowerPoint file - Copy (2)	6/30/2009 8:27 PM	Microsoft Office P	30 KB	A
a ministra a		PowerPoint file (2)	6/13/2009 11:39 PM	Microsoft Office P	30 KB	A
		Word file	6/13/2009 11:18 PM	Microsoft Office W	10 KB	A
olders	~	Word file - Copy	6/30/2009 9:31 PM	Microsoft Office W	10 KB	Α
Desktop		Word file (2)	6/30/2009 8:25 PM	Microsoft Office W	10 KB	A
Main User	10	Excel file	6/12/2009 1:04 PM	Microsoft Office Ex	8 KB	A
Contacts		Excel file (2)	6/12/2009 1:04 PM	Microsoft Office Ex	8 KB	A
Desktop	11	😹 smarquez-2	6/30/2009 5:18 PM	File Folder		
E Documents	-	smarguez-3	6/30/2009 5:37 PM	File Folder		



- Open your computer's disc drive and insert a CD or DVD. Close the drive.
- Select Burn files to disc.
- **()CHECK)** Your screen should look like Figure 4.77.
- In the **Disc title** box, key: [your first initial and last name]-5. Click **Next**.
- 5 Under Folders, expand the Main User folder and select the Documents folder. Select Access file.accdb.
- In the main menu, click File and select Send To> [your CD/DVD drive].
- In the drive folder, click File and select Close session. Close the drive folder.
- 8 In the **Documents** folder, under **Folders**, select [your CD/DVD drive].
- OCHECK Your screen should look like Figure 4.78.
- Click Close EX. Remove the disc from the drive and turn it in to your teacher. Exit Vista.

## You Try It Activities

### 5. Copy Data Files to a CD or DVD

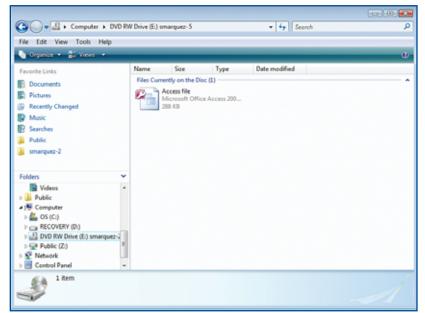


The accountancy firm does not accept database information via e-mail, so you will have to save the file to a different medium and send it via standard mail. You decide to burn the information to a CD or DVD.

### FIGURE 4.77 AutoPlay dialog box

Compider + DVD Ri	V Drive (E:) s	marquez 2		• + Second	مع ها صا م
File Edit View Tools Help					
Constant Birden +					- U
Faunche Links Documents Pictures Differently Changed Matic Stanches Public stransparse 2	Name	Sat	Type Drag files to	Date modified this folder to add them to the disc.	
Folders					
RECOVERY (D)     DVD RW Drive (E) smarquez-1     Public (Z)     Network     O Rems					
29 Million					

### FIGURE 4.78 CD/DVD drive folder with file added



## **Critical Thinking Activities**

### 6. Beyond the Classroom Activity

**Language Arts: Back Up Files** By now you have created several files for this lesson and your work in the previous lessons. Using the skills you learned in this lesson, back up all the files you have created on your computer so far. Back up this information to a network location or to a CD or DVD, depending upon the option your teacher assigns.

Save the backup files in a single folder named: v4rev-[your first initial and last name]6. When you are finished, open a Word document and key a paragraph that describes why you should back up the files on your computer on a regular basis. Share your paragraph with the class.

#### 7. Standards at Work Activity

Microsoft Certified Application Specialist Correlation Vista 4.2.4 Add a folder shortcut to the Start menu

**Shortcut to Vocabulary** Using the skills you have learned in this lesson, create a shortcut to the **Vocabulary** shared folder you created in this lesson's Vocabulary Activity. Put the shortcut to the shared folder on the Start menu so that you can quickly access the **Vocabulary** folder.

When you are finished, open a Word document and key a paragraph that describes why customizing your Start menu can help you to complete your tasks in a more efficient manner. Key another paragraph that describes how to remove a folder shortcut from the Start menu. Save your file as: v4rev-[your first initial and last name]7. Share your paragraph with the class.

### 8. 21st Century Skills Activity

**Use Good Judgment for Security** Often, keeping your computer secure is a matter of good judgment. Allowing the wrong people or resources to access your computer could lead to its security being compromised.

Using the skills you have learned in this lesson, create a shared folder named: v4rev-[your first initial and last name]8. Set the permissions on this folder to include your teacher and a group of classmates assigned by your teacher. Give your teacher full, unrestricted access. Give the group of students access only to view the contents of the folder.

Open a Word document and key a paragraph that describes what a user can do if he or she has Full control permissions to a file or folder. Save the file as: v4rev-[your first initial and last name]8.

LESSON



## **Challenge Yourself Projects**

### Before You Begin

**Always Make Copies** 

Backing up your data is one of the most important tasks you can perform to ensure the security of your information. These projects teach you how to use the backup techniques you have learned so that you have an effective backup strategy.

**Reflect** Once you complete the projects, open a Word document and answer the following questions:

- 1. Why is it important to save information such as memos, mail, and other important documents?
- 2. What methods should you use to protect and back up information that is not stored on your computer?



### 9.Back Up Your Data

**Language Arts: Protect Files** Your supervisor wants to have backups made of the company's business files each week. Schedule an automatic backup to run every Saturday morning to back up the files in your **Documents** folder. Set the files to be backed up to the network location specified by your teacher in a folder named: v4rev-[your first initial and last name]9.

Open a Word document and list three examples of commonly used folders that a business might want to backup. Then, key a paragraph that describes how making backups for commonly used folders can protect your company from losing important data. Share your ideas with the class.

### **10. Set Permissions**



Language Arts: Restrict Access to a Folder While you want backups to be readily available in order to preserve your business data files, you do not want just anyone to have access to your corporate information. Set the v4rev-[your first initial and last name]9 folder you created above to have permissions only for your teacher.

Open a Word document and key a paragraph that describes how setting permissions on files and folders can help protect your document against unwanted changes and comments. Identify three types of information a business might want to restrict access to in order for the business to remain successful.

Save your file as: v4rev-[your first initial and last name]10.

### **11. Hide Files**



**Language Arts: Control Files** As a further security measure for the files, make the files within the **v4rev-[your first initial and last name]9** folder hidden files to protect them from accidentally being moved or deleted. Change your settings in Windows Explorer so that you can view hidden files.

Open a Word document and key a paragraph that explains why is it important to ensure that you are the only one that has the control, or power, to view hidden files.

Save your file as: v4rev-[your first initial and last name]11.



### **Key Concepts**

- Customize the Start menu
- Configure programs to start automatically
- Add toolbars to the Taskbar
- Move, hide, and customize the Taskbar and Notification area
- Change the appearance of your computer and arrange desktop icons
- Change the sound, screen saver, and mouse settings
- Configure Windows Sidebar and download and install new gadgets

### **Standards**

The following standards are covered in this lesson. Refer to pages xxiv and 715 in the Student Edition for a description of the standards listed here.

### **ISTE Standards Correlation**

NETS•S 1a, 2a, 2d, 3b, 3c, 4b, 5a, 5b, 6a, 6c

**Microsoft Certified Application Specialist Standards** Vista

6.1, 6.2, 6.3, 6.4

## **Customize Windows Vista**

Customizing your computer's work area and desktop is similar to organizing your desk at home or at work. Having a comfortable and uncluttered workspace allows you to keep track of everything you need to complete your work. The skills you will learn in this lesson will help you to maximize your efficiency by showing you how to adjust Vista's settings.

### 21st CENTURY ) S K I L L S

**Promote Accessibility** Everyone is unique, and our uniqueness allows us to appreciate our differences. In order for workers to perform at the top of their abilities, they need to have easy access to everything they require to do their jobs. A person who is visually impaired may need to adjust the settings on his or her computer. A person with a condition that affects his or her motor skills and coordination may need to adjust the speed and sensitivity of equipment, such as a mouse. What are three valuable resources that you have access to at school or in the workplace? What would happen if you did not have access to these resources?



### **Reading Guide**



LESSON

**Watch Your Speed** Sometimes we read so fast that we do not take enough time to understand what we are reading. To better learn difficult concepts, slow down when you have trouble understanding. Take a moment to reread anything that you do not completely comprehend.

#### **Read to Learn**

- Learn to optimize the Start menu and Taskbar to make tools and programs more accessible.
- Practice how to change the settings for your computer's sound, mouse, and screen saver.
- Learn to configure Windows Sidebar and download and install new gadgets.

#### Main Idea

Learn how to adapt Windows Vista to best suit your needs and improve your efficiency.

### Vocabulary

#### **Key Terms**

gadget mouse pointer Notification area pin Quick Launch toolbar Start menu Startup folder Windows Sidebar

#### **Academic Vocabulary**

These words appear in your reading and on your tests. Make sure you know their meanings.

associate method

### Quick Write Activity



**Describe** On a separate sheet of paper, list three tools on the Vista desktop that you use frequently. Write one or two sentences about how these tools could be even more useful.

#### Study Skills

**Double-Check Your Work** Review the papers you prepare for school or work to ensure that all questions are answered and relevant. Double-checking your work could be a big step toward improving your grades.

#### Academic Standards

#### **English Language Arts**

**NCTE 3** Apply strategies to interpret texts.

- NCTE 4 Use written language to communicate effectively.
- NCTE 5 Use different writing process elements to communicate effectively.
- NCTE 7 Conduct research and gather, evaluate, and synthesize data to communicate discoveries.

#### Math

NCTM (Measurement) Apply appropriate techniques, tools, and formulas to determine measurements.

- Click Start 🚱 and select Control Panel.
- In the Control Panel window, select Appearance and Personalization.
- OCHECK Your screen should look like Figure 5.1.
- Under Taskbar and Start Menu, click Customize the Start menu.
- In the Taskbar and Start Menu Properties dialog box, be sure the Start menu is selected.
- 6 (CHECK) Your screen should look like Figure 5.2.

Click Customize.

Continued on the next page.

### Tech Tip

If you are unsure what a program in the **Start menu** does, move the mouse pointer over its icon or name. A ScreenTip will appear that displays information about the program.

### **EXERCISE 5-1** Customize the Start Menu

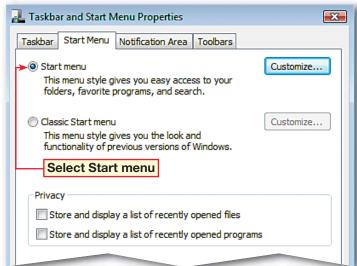


Windows Vista allows you to customize many of its functions. One of the easiest ways to make Vista more efficient is to make the **Start menu** fit your needs. The primary way you can do this is by using the Customize the Start menu function. This tool allows you to adjust what items appear in the Start menu.

### FIGURE 5.1 Appearance and Personalization window



#### FIGURE 5.2 Taskbar and Start Menu Properties dialog box





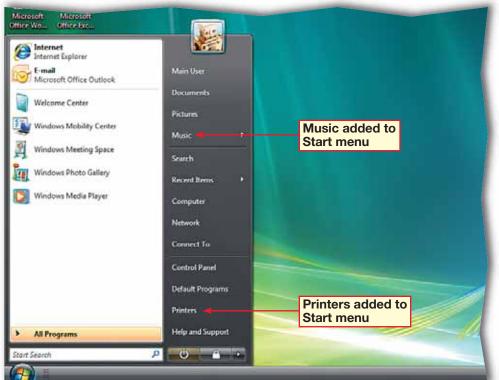
### EXERCISE 5-1 (Continued) Customize the Start Menu



### FIGURE 5.3 Customize Start Menu dialog box

Customize Start Menu
You can customize how links, icons, and menus look and behave on the Start menu.
Favorites menu
T Games
O Display as a link
Display as a menu
O Don't display this item
Мнер
Highlight newly installed programs
Music Music
O Display as a link
Display as a menu     Don't display this item
V Network
Start menu size
Number of recent programs to display:
Use Default Settings
Show on Start menu
☑ Internet link: Internet Explorer
✓ E-mail link: Microsoft Office Outlook
OK Cancel

#### FIGURE 5.4 Start menu customized



- Click Start (2) and choose All Programs> Accessories.
- 2 Right-click **Calculator** and select **Pin to Start Menu** (see Figure 5.5).
- In the **Start** menu, click **Back**.
- OCHECK Your screen should look like Figure 5.6.
- 5 Right-click Calculator in the Start menu and select Unpin from Start Menu.
- 6 Click Start 🚳.
  - Continue to the next exercise.

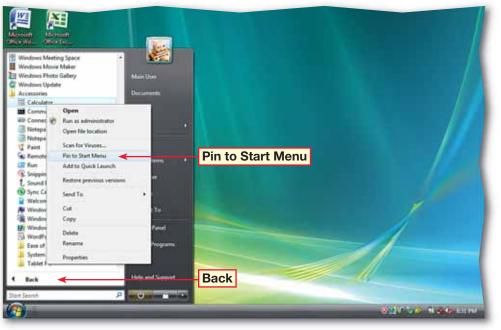
### Academic Skills

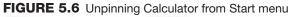
Many computer terms, such as *pin*, are metaphors. You pin a program that you want to make easily accessible to the Start menu much as you would pin a list of phone numbers to a bulletin board near your phone. Make a list of computer terms that are also metaphors for other common items.

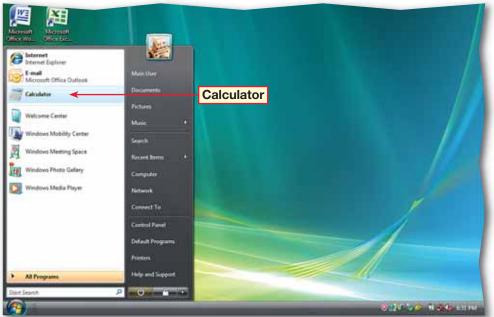
### **EXERCISE 5-2** Pin and Unpin Items in the Start Menu

You can also customize your Start menu to include shortcuts to the programs you use most often. You can **pin** these programs to the Start menu, which makes them appear on the Start menu. A pinned program is available on the Start menu at all times.

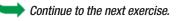
### FIGURE 5.5 Pinning Calculator to Start menu







- Click Start 🚳 and select All Programs.
- 2 Right-click the **Startup** folder and select **Open**.
- In the left pane under **Folders**, navigate to the **Accessories** folder and select it.
- In the Accessories folder pane, right-click on the Notepad icon and select Create Shortcut.
- Click and drag the shortcut to the **Startup** folder (see Figure 5.7).
- 6 Under Folders, click the Startup folder.
- OCHECK Your screen should look like Figure 5.8.
- 8 Click Close 🔀



### You Should Know

The next time you start Windows Vista, the Notepad program will start automatically. If you do not want this program to run automatically, open the Startup folder and delete the Notepad shortcut. Be careful not to remove any other programs or program shortcuts in the Startup folder.

### EXERCISE 5-3 Configure a Program to Start Automatically

If there are programs you always use when you turn on your computer, you can set up those programs to start automatically when Windows Vista starts. Placing the shortcuts of programs onto the **Startup folder** makes them run automatically when Vista starts.

### FIGURE 5.7 Drag Notepad onto Startup folder

Window	s + Start Menu + Programs +	Accessories >	• 4. Search	l	
	Help		tersels?		
CONTRACTOR OF A DESCRIPTION OF A DESCRIP	🔹 🖭 Open 📑 Gemeile 💈	🖇 Share 🛛 😸 Diem	_	_	_
Favorite Links	Name	Date modified	Туре	Size	Attributes
Documents	Notepad	6/21/2010 10:33 PM	Shortcut	2 KB	A
	Notepad	6/21/2010 10:33 PM	Shortcut	2 KB	A
Pictures	Command Prompt	11/2/20098:53 AM	Shortcut	Z KB	A
Recently Changed	P Windows Explorer	11/2/20098:49 AM	Shortcut	2 KB	A
Music	(E) Run	11/2/20098:49 AM	Shortcut	1 KB	A
B Searches	Late of Access	11/2/20098:53 AM	File Folder		R
Public	System Tools	6/12/2010 11:08 PM	File Folder		R
senarquez-2					
Folders 🗸					
Start Menu Programs Accessories Administrative To FullShot 9					
Maintenance	Drag new short	cut to this folder			

FIGURE 5.8 Startup folder with Notepad added

	ows → Start Menu → Program	and the second se	- A Court		- 0
		ms • startup	• + Search		
File Edit View Too					
👌 Organize 👻 🔠 Vie	ws 🔻 🔮 Burn				
Favorite Links	Name	Date modified	Туре	Size	Attributes
Documents	Notepad	7/1/2009 12:01 PM	Shortcut	2 KB	Α
Pictures					
Recently Changed					
Music					
B Searches					
Public					
smarquez-2					
olders					
🕌 Start Menu 🚽	*				
A 🎉 Programs					
Accessories					
FullShot 9					
Maintenance					
📕 Startup					
Templates					
Themes					

- Click Start 🚳 and select Control Panel.
- 2 Click Appearance and Personalization.
- Click Taskbar and Start Menu.
- In the Taskbar and Start Menu Properties dialog box, click the Taskbar tab. Click the Show Quick Launch check box.
- 5 (CHECK) Your dialog box should look similar to Figure 5.9.
- 6 Click OK.
- In the Appearance and Personalization folder, click Close .
- 8 (CHECK) Your screen should look similar to Figure 5.10.



Continue to the next exercise.

### Shortcuts

You can open the **Quick** Launch toolbar—or any other toolbar—from the **Taskbar** by right-clicking an open area of the **Taskbar** and choosing **Toolbars>Quick Launch**.

### **EXERCISE 5-4** Display the Quick Launch Toolbar on the Taskbar



The **Quick Launch toolbar** allows you to quickly start your most frequently used programs. The Quick Launch toolbar is displayed on the Vista Taskbar. You can modify the Quick Launch toolbar to contain shortcuts to any programs you desire.

### FIGURE 5.9 Taskbar and Start Menu Properties dialog box



FIGURE 5.10 Quick Launch toolbar in Vista Taskbar



- Click Start 🚳 and select Control Panel.
- Select Appearance and Personalization.
- Click Taskbar and Start Menu.
- In the Taskbar and Start Menu Properties dialog box, click the Toolbars tab.
- Click the **Desktop** check box.
- 6 **()CHECK** Your screen should look similar to Figure 5.11.
  - 💋 Click **OK**.
  - Close the Appearance and Personalization window.
- On the Taskbar, to the right of the Desktop toolbar label, click the double right-arrow .
- **OCHECK** Your screen should look similar to Figure 5.12.
- Click the double right-arrow again to close the toolbar menu.
  - Continue to the next exercise.

### **EXERCISE 5-5** Add a Toolbar to the Taskbar



The Vista Taskbar can display several different types of toolbars in addition to the Quick Launch toolbar. These toolbars can be opened from the Taskbar and Start Menu Properties dialog box, accessed through the Control Panel, or by right-clicking the Taskbar itself.



🛃 Taskbar and Start Menu Properties 🛛 💽
Taskbar Start Menu Notification Area Toolbars
Select which toolbars to add to the taskbar.
Address
Windows Media Player Links
Tablet PC Input Panel
Desktop
V Quick Launch

FIGURE 5.12 Desktop toolbar menu



- Click in a blank area on the **Taskbar**, and drag the **Taskbar** up and to the right side of the screen (see Figure 5.13).
- Release the mouse button.
- 3 (CHECK) Your screen should look similar to Figure 5.14.
- Click Start 💿 to view the Start menu.
- 5 Click Start 🚱 to close the menu.
- 6 Right-click on a blank area of the Taskbar and select Properties.

Continued on the next page.

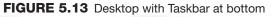
### Tech Tip

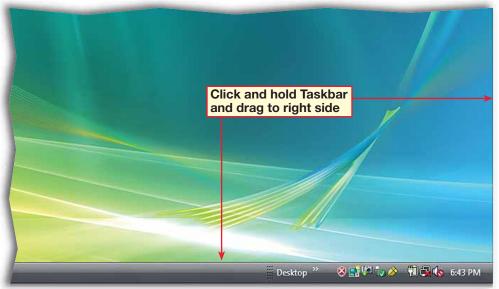
Be careful to not clutter the desktop. You can improve your computer's performance and find files and folders more easily if you store them in the Documents folder rather than on the desktop.

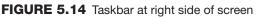
### **EXERCISE 5-6** Move and Hide the Taskbar



While the Taskbar serves many useful purposes, it does take up space at the bottom of your screen. You can move the Taskbar to another part of the desktop or even hide it when you want to use all of the screen area.









In the Taskbar and Start Menu Properties dialog box, on the Taskbar tab, check the Auto-hide the taskbar box.

- 8 OCHECK Your screen should look similar to Figure 5.15. Click OK.
- **()CHECK** Your screen should look similar to Figure 5.16.

Move your mouse pointer all the way to the right side of the screen to display the Taskbar. Drag the Taskbar back to the bottom of the screen.



Right-click the Taskbar and select Properties.



12 In the Taskbar and Start Menu Properties dialog box, clear the Auto-hide the taskbar check box and click **OK**.

Continue to the next exercise.

Tech Tip 💂

You can only move the Taskbar if it is not locked. To lock and unlock the Taskbar, right-click in a blank area on the Taskbar and select Lock the Taskbar.

### EXERCISE 5-6 (Continued) Move and Hide the Taskbar



🛃 Taskbar and Start Menu Properties 🛛 💽
Taskbar Start Menu Notification Area Toolbars
Taskbar appearance
Lock the taskbar
Auto-hide the taskbar
Keep the taskbar on top of other windows
Group similar taskbar buttons
Show Quick Launch
Show window previews (thumbnails)

FIGURE 5.16 Taskbar hidden



- Right-click a blank area on the **Taskbar** and select **Properties**.
- In the Taskbar and Start Menu Properties dialog box, click the Notification Area tab.
- Under Icons, check the Hide inactive icons box, if necessary.
- 4 (CHECK) Your dialog box should look similar to Figure 5.17.
  - Click Customize.
    - In the **Customize Notification Icons** dialog box, click **Windows Sidebar**. In the **Behavior** column, click the dropdown arrow and select **Show** (see Figure 5.18).
- Click OK. In the Taskbar and Start Menu Properties box, click OK.
  - Continue to the next exercise.

### **EXERCISE 5-7** Customize the Notification Area

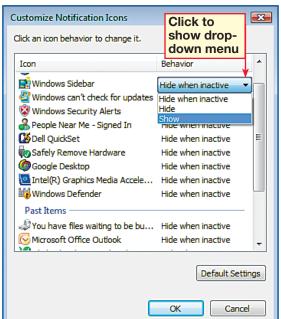


The **Notification area** is on the right side of the Taskbar. It displays the icons for some services, applications, and the computer's clock. You can customize the Notification area just as you can customize the rest of the Taskbar.

### FIGURE 5.17 Taskbar and Start Menu Properties dialog box

🛃 Taskbar and Start Menu Properties 🛛 🛛 🔀
Taskbar Start Menu Notification Area Toolbars
< 🛄 🤯 🤹 12:55 AM
Icons
You can keep the notification area unduttered by hiding icons that you have not dicked recently.
V Hide inactive icons
System icons
Select which system icons to always show.
Clock
Volume
V Network
Power
OK Cancel Apply

### FIGURE 5.18 Customize Notification Icons dialog box



- Right-click in an open area of the desktop and select
   Personalize from the drop-down menu.
- Click Window Color and Appearance. Under Window Color and Appearance, click Open classic appearance properties for more color options.
- In the Appearance Settings dialog box, under Color scheme, select Windows Standard.
- 4 (CHECK) Your dialog box should look like Figure 5.19. Click **Apply**.
- 5 **()CHECK** Your screen should look similar to Figure 5.20.
- 6 Select the previous setting. Click **OK**.
  - 🂋 Click Close 🌌

Continue to the next exercise.

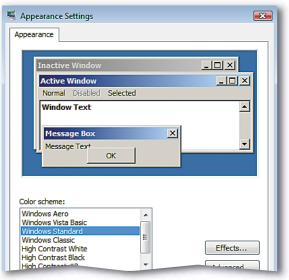


In Step 3, note your computer's **Color scheme** setting before you change it to **Windows Standard**. You can see a preview by clicking on each **Color scheme**.

### **EXERCISE 5-8** Change the Appearance of a Computer

Vista contains functions that allow you to change specific aspects of your computer's appearance, like the Start menu or Taskbar. It also has functions that allow you to change the overall appearance of the desktop. For example, you can change the colors and font styles in active and inactive windows and dialog boxes.

### FIGURE 5.19 Appearance Settings dialog box







150

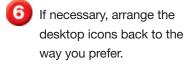
Vista

Lesson 5: Exercise 5-8

Right-click in an open area of the desktop.

In the drop-down menu, choose **View>Auto Arrange** (see Figure 5.21) to have Windows arrange the desktop icons automatically.

- 3 Right-click in an open area of the desktop and choose Sort By>Name.
- 4 **()CHECK** Your screen should look similar to Figure 5.22.
- Right-click in an open area of the desktop and choose
   View>Auto Arrange to deselect the Auto
   Arrange feature.



Continue to the next exercise.

### You Should Know

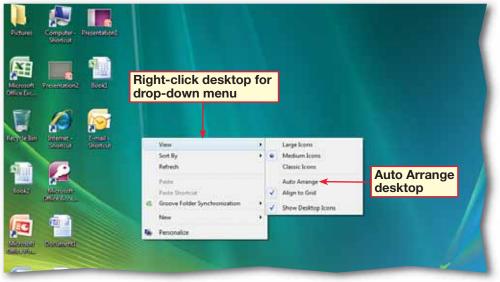
You can also sort your desktop icons by file size or the last date they were modified.

### **EXERCISE 5-9** Arrange Desktop Icons



You can arrange program and folder icons on your desktop to best suit your needs, or you can let Vista arrange the icons for you using a **method**, or system, you choose. You can have the icons sorted by such details as name or type, or you can have them aligned to a grid or arranged automatically.

### FIGURE 5.21 Desktop drop-down menu

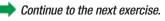


#### FIGURE 5.22 Desktop icons sorted by type



- Click Start 🚳 and select Control Panel.
- 2 Click Appearance and Personalization. Click Personalization.
- 3 (CHECK) Your screen should look like Figure 5.23.
  - In the **Personalization** folder, click **Sounds**.
- 5 In the **Sound** dialog box, under **Program**, scroll down and click **Device Connect**.
- 6 Click Test.
  - Under the **Sounds** heading, click the dropdown arrow and select **tada.wav**.
- 8 Click Test.
   9 (CHECK) Your dialog box should look like Figure 5.24. Click OK.

00 Click Close 🔀



roubleshooter

If you cannot hear sounds, make sure you have speakers connected to your computer. Also, make sure your sound settings are not on mute.

### **EXERCISE 5-10** Change the Sound Settings



You can modify the sound properties in Vista to customize many different audio settings. You can change the volume settings for all sounds. You can also **associate**, or assign, sounds to a certain action, such as logging on or receiving a new e-mail. These settings are changed by applying different sound files to program events. The new sounds will play when you perform the actions to which they are associated.

#### FIGURE 5.23 Personalization window

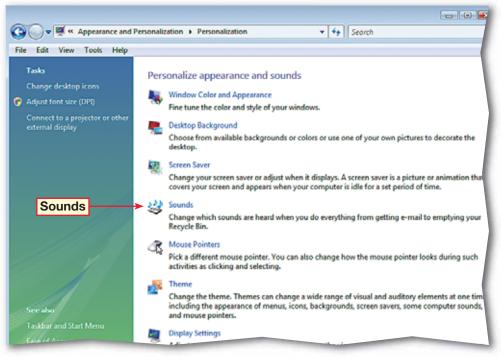


FIGURE 5.24 Sound dialog box

🖌 Sound 🛛 🔀
Playback Recording Sounds
A sound theme is a set of sounds applied to events in Windows and programs. You can select an existing scheme or save one you have modified.
Sound Scheme:
Windows Default (modified)   Save As Delete
To change sounds, click a program event in the following list and then select a sound to apply. You can save the changes as a new sound scheme.
Program
Critical Battery Alarm
-t] Critical Stop
-C Default Beep
Device Connect
- C Deve Disconnect
Notification sound for selected action
Sounds:
tada.wav  Test Browse
OK Cancel Apply

- Right-click on an open area of the desktop and select **Personalize**.
- In the **Personalization** window, click **Screen Saver** (see Figure 5.25).
- 3 In the Screen Saver Settings dialog box, click the Screen saver dropdown arrow and select Mystify.
- Under Screen saver, in the Wait box, click the down arrow to **5** minutes.
- 5 (CHECK) Your dialog box should look similar to Figure 5.26.
  - Click **Preview** to see a preview of the **Mystify** screen saver on your monitor. Click any key to end the screen saver.
- 7) Click **OK**.
  - Close the **Personalization** window.

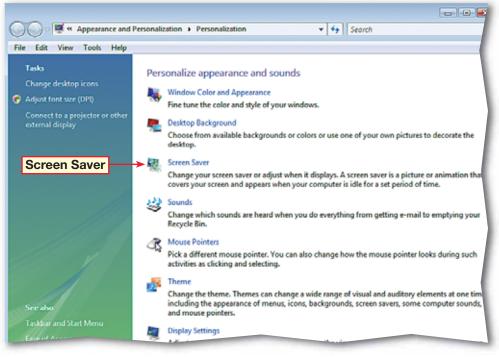
Continue to the next exercise.

### **EXERCISE 5-11** Change the Screen Saver Settings



You can personalize the screen saver, which is the picture or animation that Vista displays on your screen when your computer is idle. You can choose a new screen saver from several different options. Vista allows you to disable the screen saver. You also can change the settings for the screen saver, including the amount of time before it activates and whether you must enter a password to return to your desktop.

### FIGURE 5.25 Personalization window



### FIGURE 5.26 Screen Saver Settings dialog box

en Saver	
	B
	.0
Screen saver Mystify	• Settings Preview
Mystily	
Mystily	Settings     Preview minutes  On resume, display logon screen
Mystify Wait: 5	Settings     Preview minutes  On resume, display logon screen

- Click Start 🚳 and select Control Panel.
- In the Control Panel, under Hardware and Sound, click Mouse (see Figure 5.27)
- 3 In the Mouse Properties dialog box, click the Pointer Options tab.
- Under **Motion**, slide the selector all the way toward the **Fast** setting.
- 5 Under Visibility, Check Show location of pointer when I press the CTRL key box.
- 6 (CHECK) Your dialog box should look like Figure 5.28.
  - 🥖 Click **OK**.
- B) Close the Control Panel.
  - Press and release CTRL Move the mouse pointer around the screen.

Continue to the next exercise.

### **EXERCISE 5-12** Change the Mouse Settings

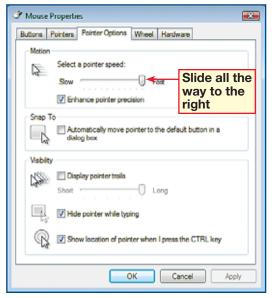


You can change the **mouse pointer** settings in Vista to make the mouse more comfortable for you to use. Vista allows you to adjust the speed the mouse pointer moves over the desktop or the speed at which it registers double-clicks. You can swap the functions of the buttons, or make the mouse pointer more visible.

### FIGURE 5.27 Control Panel



### FIGURE 5.28 Mouse Properties dialog box



- Click Start and choose All Programs> Accessories>Windows Sidebar.
- 2 (ICHECK) Your screen should look like Figure 5.29.
- Click Start and select Control Panel.
- Click Appearance and Personalization.
- 5 In the Appearance and Personalization window, click Windows Sidebar Properties.
- In the Windows Sidebar Properties dialog box, under Arrangement, check the Sidebar is always on top of other windows box.
- **OCHECK** Your dialog box should look like Figure 5.30. Click **Apply**.
- Click OK. Close the Appearance and Personalization window.

Continue to the next exercise.

### EXERCISE 5-13 Display and Configure the Windows Sidebar

The Windows Sidebar is another function of Vista designed to help you make the most of your computer desktop. The Sidebar is a panel on the desktop that displays gadgets. A gadget is a mini application that can be used to perform tasks, such as displaying the time, date, or contacts.

### FIGURE 5.29 Windows Sidebar opened



#### FIGURE 5.30 Windows Sidebar Properties dialog box



Vista 155

- At the top of the **Windows Sidebar**, click the to open the **Gadget Gallery** (see Figure 5.31).
- 2 In the Gadget Gallery, click Get more gadgets online.
- 3 (CHECK) Your screen should look like Figure 5.32.
- Follow your teacher's instruction for selecting a gadget. Click **Download**.
- 5 In the Windows Internet Explorer confirmation box, click OK.
  - In the **File Download** dialog box, click **Save**.
- In the Save As dialog box, navigate to the Documents folder and click Save.



Close Internet Explorer.

- Close the **Gadget Gallery**.
  - Continued on the next page.

### You Should Know

By default, new gadgets are installed at the top of the **Sidebar**. If there is not enough room for all of the gadgets, the gadget at the bottom will be removed.

### EXERCISE 5-14 Download and Install a Gadget



Windows Vista provides several pre-installed gadgets for the Sidebar. You can also download more gadgets online from the Microsoft Windows Live Gallery. Once you have downloaded a gadget from the Internet, or have chosen a pre-installed option, you can install and display the gadget in the Windows Sidebar. You can install up to six different gadgets on the Sidebar.

### FIGURE 5.31 Gadgets button



### FIGURE 5.32 Gadget Gallery



Click Start 🚳 and select Documents.



Double-click the gadget that you downloaded.

In the Windows Sidebar Security Warning box, click Install.



Click the to reopen the **Gadget Gallery**.

5 (CHECK) Your screen should look similar to Figure 5.33.

In the Gadget Gallery, double-click the gadget. Close the Gadget Gallery.



Continue to the next exercise.

### Academic Skills

Being able to follow instructions is important to any academic study. Look for a gadget that you think will help you in your work. On a separate sheet of paper, explain how you will use the new gadget to help with an upcoming project.

### EXERCISE 5-14 (Continued) Download and Install a Gadget

### FIGURE 5.33 Internet Explorer Sidebar page



#### FIGURE 5.34 Sidebar with Picture Puzzle added



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Vista

LESSON

### Vocabulary

### Key Terms

gadget

mouse pointer

Notification area

pin

**Quick Launch toolbar** 

Start menu

Startup folder

Windows Sidebar

### **Academic Vocabulary**

associate

method

### **After You Read**

### **Review Vocabulary**

Complete the following statements on a separate piece of paper. Choose from the Vocabulary list on the left to complete the statements.

- **1.** A clock is an example of a(n) ______ that can be added to the Windows Sidebar. (p. 155)
- **2.** You can configure a program to run automatically when Windows Vista starts by putting it into the ______. (p. 144)
- **3.** The ______ is where the majority of the programs in Vista are launched. (p. 141)
- **4.** You can ______ applications to the Start menu in order to make them easily accessible. (p. 143)
- **5.** A sound can be ______ with an action, which will result in the sound being played when the action is performed. (p. 152)

### Vocabulary Activity

- **6.** Create a word search using eight of the Vocabulary words from the lesson.
  - Pick eight words for the search.
  - Write the definitions for the words. These will be the clues for the search.
  - Create a block of letters—your eight words should be hidden in this block.
  - Exchange your word search with a classmate and solve their search. Use the definitions to identify the eight vocabulary words, then find the words in the block of letters.

### **Review Key Concepts**

Answer the following questions on a separate piece of paper.

- 7. How do you display the Quick Launch toolbar? (p. 145)
  - A. Start>Control Panel>Quick Launch
  - B. Right-click the Taskbar and choose Toolbars>Quick Launch
- 8. How do you move the Taskbar? (p. 147)A. Control Panel>Personalization> Taskbar and Start menu.
  - B. Drag it to a new location.
- **9.** How do you change the screen saver? (p. 153)
  - A. In the Personalization folder, click Screen Saver.
  - B. In the Control Panel, click Screen Saver.

- C. Start>Control Panel> Personalize>Quick Launch
- D. Choose Quick Launch in the Start menu
- C. Right-click and drag the Taskbar to a new location.
- D. Right-click and select Move Taskbar.
- C. Right-click on the desktop and select Screen Saver.
- D. Right-click the Taskbar and select Screen Saver.



Click Start (3) and select

Select Appearance and **Personalization**.

Click Taskbar and Start

In the **Taskbar and Start Menu Properties** dialog box, click the **Toolbars** tab

Add the Links toolbar to

Close the **Appearance** and **Personalization** 

On the **Taskbar**, click the double right-arrow after the

**()CHECK)** Your dialog box should look similar to

Click the double right-arrow again to close the toolbar

Lesson 5: Practice It Activities

(see Figure 5.35).

the Taskbar.

Click OK.

window.

Links label.

Figure 5.36.

menu.

Step-By-Step

Menu.

**Control Panel**.

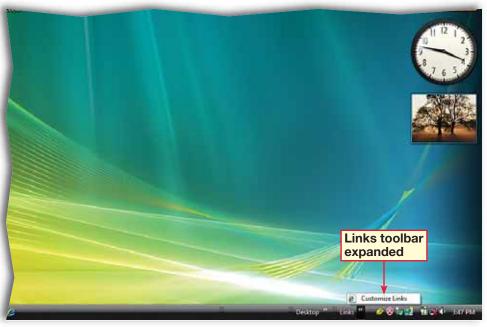
### **Practice It Activities**

### 1. Add a Toolbar to the Taskbar

Follow the steps to complete the activity.

### FIGURE 5.35 Taskbar and Start Menu Properties dialog box

FIGURE 5.36 Links toolbar menu



Exit Vista.



### **Practice It Activities**

### 2. Change the Appearance of your Screen

Follow the steps to complete the activity.

#### FIGURE 5.37 Appearance Settings dialog box

Settings	×
Appearance	
Inactive Window	
Active Window	
Normal Disabled Selected	
Window Text	
Message Box	×
Message Text OK	
Color scheme: Windows Aero	
Windows Vista Basic	<u>^</u>
Windows Standard Windows Classic	E
High Contrast White	Effects
High Contrast Black High Contrast #2	• Advanced
	Auvanced
ОК	Cancel Apply

FIGURE 5.38 Windows Classic appearance



### Step-By-Step

- Right-click in an open area of the desktop and select
   Personalize from the drop-down menu.
- Click Window Color and Appearance.
- 3 In the Appearance Settings dialog box in the Color scheme pane, select Windows Classic (see Figure 5.37).
- Click Apply.
  - **OCHECK** Your screen should look similar to Figure 5.38.
- 6 In the Appearance Settings dialog box in the Color scheme pane, select Windows Vista Basic and click OK.
  - In the **Personalization** window, click **Close**
- 8 Exit Vista.



Click Start 🚱 and select

Click Appearance and

Personalization. Click

**()CHECK)** Your screen

In the Sound dialog box,

down to and select New

Under Sounds, click the

**()CHECK)** Your screen

should look like Figure 5.40.

Close the **Personalization** 

drop-down arrow and

select Windows

Exclamation.wav.

under Program, scroll

Mail Notification.

Click Test.

Click Test.

Click OK.

window.

Exit Vista.

should look like Figure 5.39.

Personalization.

Click Sounds.

010010101001

Step-By-Step

**Control Panel**.

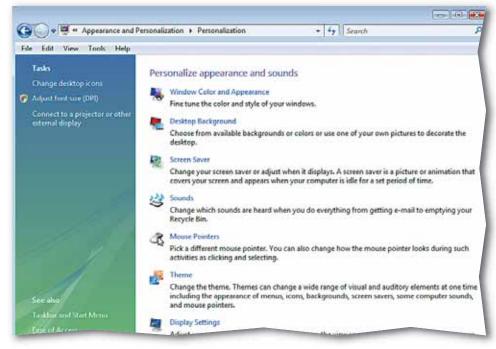
101101 0010101

### **Practice It Activities**

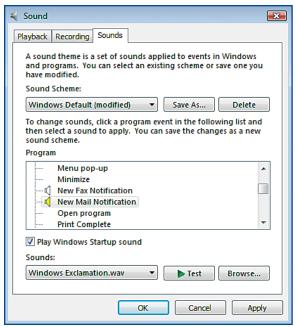
### 3. Change the Sound Settings

Follow the steps to complete the activity.

### FIGURE 5.39 Personalization window



### FIGURE 5.40 Sound dialog box







01001001010 010010101001

101101

Right-click in an open area of the desktop and select Personalize.

Click Screen Saver (see Figure 5.41).

- In the Screen Saver Settings dialog box, change the Screen Saver to Aurora.
- Change the wait time to 15 minutes.
- **()CHECK** Your dialog box should look like Figure 5.42.

Preview the changes.

- Click OK.
- Close the **Personalization** folder.

Exit Vista.

### **You Try It Activities**

### 4. Change the Screen Saver

Your supervisor has asked you to set up his computer. Now he would like the screen saver changed. You decide to change the screen saver to a more constant pattern and to increase the amount of time the computer must be idle before it activates.

### FIGURE 5.41 Personalization window





No. Screen Saver Settings	
Screen Saver	
Screen saver           Aurora           Settings          Preview           Wait:         15           minutes         On resume, display logon screen	
Power management Conserve energy or maximize performance by adjusting display brightness and other power settings. Change power settings	
OK Cancel Apply	_





- Click Start 🚳 and select Control Panel.
- 2 In the Control Panel, under Hardware and Sound, click Mouse.
- In the Mouse Properties dialog box, click the Pointer Options tab.
- In the **Motion** area, slide the selector midway between the **Slow** and **Fast** settings.
- 5 (CHECK) Your dialog box should look like Figure 5.43.
- 6 Click the Pointers tab.
- Change the Scheme to Windows Standard (Extra Large).
- 8 Move the mouse pointer around the screen to check the speed.
- 9 **()CHECK** Your dialog box should look like Figure 5.44.
  - Close the **Control Panel**.
  - Exit Vista.

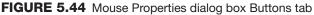
### **You Try It Activities**

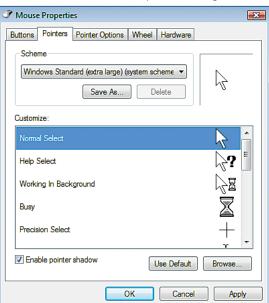
### 5. Change the Mouse Settings

While you are changing your supervisor's screen saver, he asks that you also change his mouse settings so that the cursor moves more slowly. He would also like to make the pointer larger so that he can see it more easily.

### FIGURE 5.43 Mouse Properties dialog box Pointer Options tab

Thouse Properties
Buttons Pointers Pointer Options Wheel Hardware
Motion
Select a pointer speed:
Slow Fast
Thance pointer precision
Snap To
Automatically move pointer to the default button in a dialog box
Visibility
Display pointer trails
Short Long
Hide pointer while typing
R Show location of pointer when I press the CTRL key
OK Cancel Apply





### **Critical Thinking Activities**

### 6. Beyond the Classroom Activity

**Language Arts: Personalize Your Desktop** You work for the community newspaper. You decide to customize your desktop functions to make the computer more efficient for you in your role at the paper.

- Change the more common sound settings to sounds that better suit you and your work environment.
- Move or hide the **Taskbar** to better use your viewable area.
- Add or remove gadgets on the **Sidebar**, or turn off the **Sidebar**, depending upon your preference.

Open a Word document and key an essay that lists the changes you made to your desktop. Describe why you made the changes and how they will help to increase your efficiency. Save your document as: v5rev-[your first initial and last name]6.

# 7. Standards at Work Activity Microsoft Certified Application Specialist Correlation Vista 6.4 Manage the Windows Sidebar

**Finding New Gadgets** Make a list of the gadgets from Microsoft that might be useful in your position at the paper. Using the skills you have learned:

- Download three new gadgets from the Internet. Do not install them.
- Save the gadgets in your **Documents** folder.
- Save copies of the gadgets into a network folder location provided by your teacher in a folder you create labeled: v5rev-[your first initial and last name]7. Then, open a Word document and key a paragraph that explains why the **Gadgets Gallery** might be useful in the newspaper business. Share your answers with the class.

### 8. 21st Century Skills Activity

**Increase Accessibility** One way to appreciate diversity in the workplace is to make computers more accessible to those with disabilities. Make your computer easier to use for someone who might have a learning difficulty or physical disability:

- Adjust the mouse options to make the pointer as visible as possible.
- Adjust the speed of the mouse to make it move as far as possible with the least amount of effort. Share your new settings with a classmate.

LESSON

### **Challenge Yourself Projects**

### Before You Begin

LESSON

**Customize** Every person works at different speeds and with different styles, which is why customizing your desktop to your needs is necessary. These projects teach you how to use the skills you have learned to adapt your computer workspace to its most efficient mode.

**Reflect** Once you complete the projects, open a Word document and answer the following questions:

- How does your custom desktop differ from some of your classmates' desktops?
- 2. How does your desktop differ from the Vista default?



### 9. Modify Quick Launch Toolbar

ark Richards/PhotoEdit

**Language Arts: Create Shortcuts** You use a few programs at work often enough that you decide to make them readily accessible. Display the **Quick Launch** toolbar on the **Taskbar** if it is not visible.

- Create new shortcuts on the desktop for the following programs: **Internet Explorer**, **Outlook**, and **Word**.
- Move the programs onto the **Quick Launch** toolbar.

After you have added the programs to the toolbar, open a **Word** document and key a paragraph that explains how you moved the shortcut icons to the toolbar. Save your document as: v5rev-[your first initial and last name]9.

### **10. Configure Programs**

**Language Arts: Open Outlook on Startup** The newspaper's supervising manager wants each employee to check his or her calendar appointments and e-mail at the beginning of each shift.

Configure **Outlook** to open automatically on your desktop when **Vista** starts. Make the program open in a window that takes up about a quarter of the screen. Open a **Word** document and key a paragraph that explains why checking your e-mail and calendar appointments on a consistent basis is critical in today's workplace. Would you want to do business with a vendor that did not engage in consistent and timely response to its e-mail or phone messages? Explain how not checking your calendar could result in poor service. Save your document as: v5rev-[your first initial and last name]10.

### **11. Convert Currency**

Rubric

R

Math: Download and Install a Gadget You are responsible for updating the currency exchange rates feature in the Business section of your newspaper. Use the Gadget Gallery to find a currency converter gadget. Download and save the gadget in your Documents folder. Then, install it and add it to Sidebar.

After you have added the gadget to the **Sidebar**, use the converter to determine the following conversions from U.S. dollars to Japanese yen:

- \$1 \$5
- **•** \$10 **•** \$20

Use **Word** to create a table for your answers. Save the document as: v5rev-[your first initial and last name]11.



### **Key Concepts**

- Use Windows ReadyBoost
- Defragment a hard disk
- Use Windows Help and Support
- Display information about your computer's performance
- Enable and disable network connections
- Use advanced startup options
- Manage Remote Assistance

#### Standards

The following standards are covered in this lesson. Refer to pages xxiv and 715 in the Student Edition for a description of the standards listed here.

#### **ISTE Standards Correlation**

#### NETS•S

1a, 2a, 2d, 3b, 3c, 4b, 5a, 5b, 6a, 6c

Microsoft Certified Application Specialist Standards

Vista

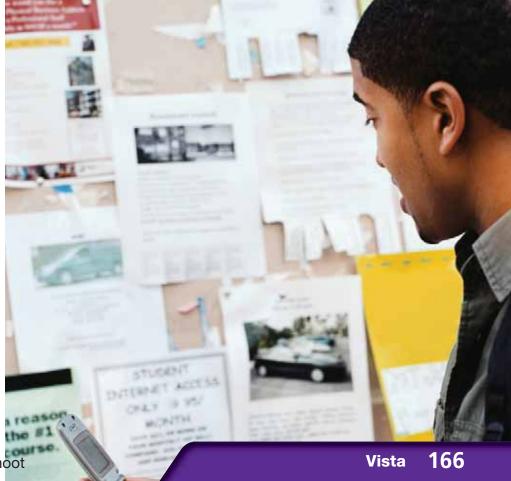
7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8

### **Optimize and Troubleshoot**

With personal computers and operating systems becoming more complex, there are more things that might go wrong with them. It is a good idea to be able to maintain your computer to keep it in good running order. You should also be able to diagnose and repair some minor malfunctions on your own. The exercises in this lesson will give you the skills to perform these tasks. The exercises in this lesson can make permanent changes to your computer and software. Do not complete any of the exercises without the express permission of your teacher.

### 21st CENTURY SKILLS

**Use the Right Resources** You are surrounded by sources of information everywhere you look. A school bulletin board offers a place for students to exchange information about extracurricular activities and items or services for sale. Your school library has books, magazines, and newspapers, as well as librarians who can help you find resources for a research project. An Internet connection opens an almost limitless source of information. *How do you know when you are using a reliable resource? How do you find a valid resource on the Internet?* 



### **Reading Guide**



LESSON

**Memory Aids** Successful readers use "mind tricks" to help them remember. A proven strategy is to make associations with new ideas as you learn them. The term WYSIWYG (wiz-zee-wig) is an example, standing for "What You See Is What You Get." As you read, make up your own memory aids.

#### **Read to Learn**

- Use utilities to manage your computer.
- Evaluate system statistics.
- Discover how to use help and support.

#### Main Idea

Use Vista's utilities to maintain your computer and to repair common system malfunctions.

#### Vocabulary

#### **Key Terms**

Advanced Boot Options command prompt CPU defragment Internet Protocol (IP) memory cache optimize page file memory ping print queue processor RAM ReadyBoost Remote Assistance Invitation statistics system restore point Task Manager unresponsive Windows Experience Index Windows Help and Support

#### **Academic Vocabulary**

These words appear in your reading and on your tests. Make sure you know their meanings.

establish identify restore

### Quick Write Activity

**Describe** On a separate sheet of paper, write down three problems you have had in the past with a computer. Write down possible solutions to the problems next to them.

### **Study Skills**

**Look It Up** If you hear or read a word that you do not know, look it up in the dictionary or on your computer. Before long, this practice will become a vocabulary-building habit.

### Academic Standards

#### **English Language Arts**

**NCTE 3** Apply strategies to interpret texts.

- **NCTE 4** Use written language to communicate effectively.
- **NCTE 8** Use information resources to gather information and create and communicate knowledge.
- Math

**NCTM (Measurement)** Apply appropriate techniques, tools, and formulas to determine measurements.

- Connect to your computer the removable media provided by your teacher.
- In the AutoPlay dialog box under General Options, select Speed up my system (see Figure 6.1).
- In the Secure Digital Storage Device Properties dialog box, click the ReadyBoost tab.
  - Click Use this device.
- 5 (CHECK) Your dialog box should look like Figure 6.2.
- 丿 Click **OK**.
  - Continue to the next exercise.

Tech Tip

You can also open the **Properties** dialog box **ReadyBoost** tab by selecting an appropriate media drive from the **Computer** folder, rightclicking the drive, and selecting **Properties**.

### **EXERCISE 6-1** Use Windows ReadyBoost



Windows **ReadyBoost** speeds up your computer by using space on certain removable media, or digital storage devices. It does this by expanding the available memory, or **memory cache**. ReadyBoost uses part of the removable media as a temporary location to store information that is being transferred. You can activate ReadyBoost when you connect removable storage media, such as a USB drive, to your computer.

#### FIGURE 6.1 AutoPlay dialog box



#### FIGURE 6.2 Secure Digital Storage Device Properties dialog box

👃 Secure Digital Storage Device (F:) Properties 🛛 🛛 🗮	3
General Tools Hardware Sharing ReadyBoost Customize	_
Speed up your system by utilizing the available space on this device.	
$\bigcirc$ Do not use this device.	
Our Select this option for ReadyBoost	
Space to reserve for system speed:	
230 MB	
While the device is being used for system speed the reserved space will not be available for file storage.	
Windows recommends reserving 230 MB for optimal performance.	
Please read our privacy statement (online)	
OK Cancel Apply	

- Click Start 🚳 and select Control Panel.
- In the Control Panel, click System and Maintenance.
- OCHECK Your screen should look like Figure 6.3.
- In the System and Maintenance window, under Administrative Tools, click Defragment your hard drive.
- 5 In the User Account Control dialog box, enter the password, if necessary. Click Continue.
- In the Disk Defragmenter dialog box, click
   Defragment now (see Figure 6.4).
- 7 Click Close.
- Close the **System and Maintenance** window.
  - Continue to the next exercise.

### ou Should Know

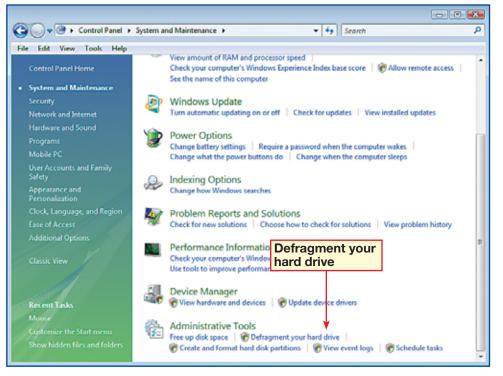
Defragmenting your hard disk might take several minutes to a few hours, depending on the size and degree of fragmentation of your hard disk. Do not use your computer during this process.

### **EXERCISE 6-2** Manually Defragment a Hard Disk

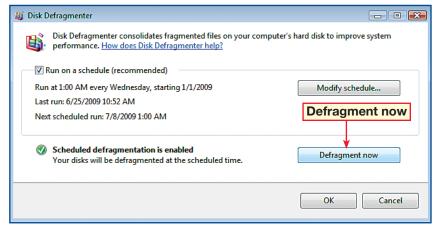


Over time, data can spread out across a hard disk. This process is called fragmentation. When you **defragment** a computer's hard disk, all the data is reorganized on the disk so that it is stored and grouped most effectively. Defragmenting a hard disk enables the computer to access the information more quickly.

### FIGURE 6.3 System and Maintenance window



### FIGURE 6.4 Disk Defragmenter dialog box



Click Start 🚱 and select Control Panel.

In the Control Panel, click System and Maintenance.



Select the High performance option if

6 (ICHECK) Your screen should look like Figure 6.6.

it is not already selected.

7) Click Close 🔀.

Continue to the next exercise.

### Troubleshooter

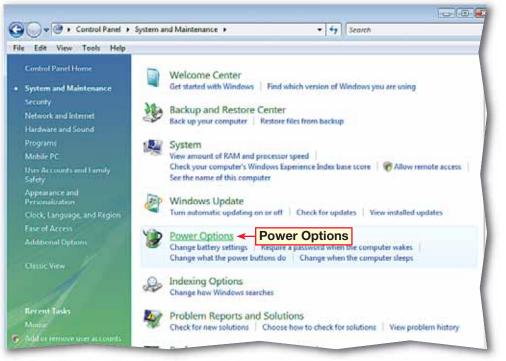
Your user rights and computer's hardware configuration might limit the changes you can make to the **Power Options** settings. Ask your teacher if you need more information about the settings.

### EXERCISE 6-3 Adjust Power Options

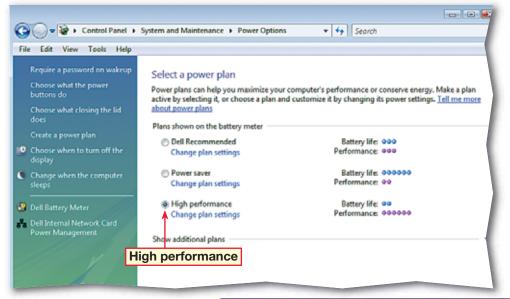


Power options are another way to **optimize** your computer. When you optimize your computer, you make it perform as well as it possibly can. You can set the power options to maximize your computer's processing power and speed, or you can configure the computer to run in a power-conserving mode.

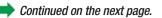
### FIGURE 6.5 System and Maintenance window



#### FIGURE 6.6 Power Options



- Click Start (20). In the right pane at the bottom of the Start menu, click Help and Support.
- 2 (CHECK) Your screen should look similar to Figure 6.7.
- Under Find an answer, click Windows Basics.
- Scroll down to Help and Support. Under Help and Support, click Getting help.
- Click in the Search Help box and key: network connections. Press ENTER.
  - Click Working with the Network Connections folder.
- Read the information about working with the Network Connections folder. Click To set up a network or connection to expand the topic (see Figure 6.8).



ech Tip

To browse Help topics by subject, click **Browse Help** and select a subject heading from the list.

### **EXERCISE 6-4** Use Windows Help and Support and the Knowledge Base

To answer questions about Vista, you can use the Windows Help and Support tool. After entering a search term, you will be directed to a list of related topics with information and answers. If you search the Knowledge Base, you will find articles created by technicians based on issues raised by users. Articles are frequently updated.





FIGURE 6.8 Working with the Network Connections folder help



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Vista

Click Help and Support home 🐼.



Under Other resources, click Knowledge Base.

**OCHECK** Your screen should look like Figure 6.9.

Click the first option in the **Search Results** list.



- Close Internet Explorer.
- Close Windows Help and Support.

Continue to the next exercise.

### You Should Know

The Microsoft Knowledge Base is an online feature of Windows Help and Support. This means you must be connected to the Internet to access it. If your computer is currently offline, you will not be able to search the Knowledge Base.

### **EXERCISE 6-4** (Continued) Use Windows Help and Support and Knowledge Base

#### FIGURE 6.9 Knowledge Base displayed in Internet Explorer



#### FIGURE 6.10 Results of Knowledge Base search

🖉 🗸 🖬 http://support.microsoft.com/kb/926180/en-us	✓ 47 × 0
e Edit View Favorites Tools Help	
<b>▼</b>	
分 Men an IP address changes to a static IP address	🟠 = E
sited States	Quick Links 👻
licrosoft ^a	Search Microsoft
elp and Support	
lp and Support Home   Select a Product   Advanced Search	
······································	
alternate IP address remain on the network interface in W View products that this article applies to.	
alternate IP address remain on the network interface in W View products that this article applies to. SYMPTOMS When the IP address configuration changes from an alternate IP address to a static IP address n Windows Vista, both the alternate IP address and the static IP address remain on the	
alternate IP address remain on the network interface in W /iew products that this article applies to. SYMPTOMS When the IP address configuration changes from an alternate IP address to a static IP address n Windows Vista, both the alternate IP address and the static IP address remain on the letwork interface.	Article ID : 925180 Last Review : March 15, 2007
alternate IP address remain on the network interface in W /iew products that this article applies to. SYMPTOMS When the IP address configuration changes from an alternate IP address to a static IP address n Windows Vista, both the alternate IP address and the static IP address remain on the network interface. RESOLUTION	Article ID : 925180 Last Review : March 15, 2007
alternate IP address remain on the network interface in W /iew products that this article applies to. SYMPTOMS When the IP address configuration changes from an alternate IP address to a static IP address n Windows Vista, both the alternate IP address and the static IP address remain on the network interface. RESOLUTION	Article ID : 926180 Last Review : March 15, 2007 Revision : 2.3
alternate IP address remain on the network interface in W View products that this article applies to. SYMPTOMS When the IP address configuration changes from an alternate IP address to a static IP address in Windows Vista, both the alternate IP address and the static IP address remain on the network interface. RESOLUTION To resolve this problem, follow these steps:	Article ID : 926180 Last Review : March 15, 2007 Revision : 2.3
2. Open the Network Connections folder. To do this, click Start, type ncpa.cpl in the Start	Article ID : 926180 Last Review : March 15, 2007 Revision : 2.3 tors group. Search box, and then press

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Vista

Click Start 🚱 and select Control Panel.

Select System and Maintenance, then click Performance Information and Tools.

Click Advanced Tools.

**CHECK** Your screen should look like Figure 6.11.

Click Open Task Manager. In the Windows Task Manager, click the Performance tab (see Figure 6.12).

Under CPU Usage, note the percentage displayed under the graph. This is the current CPU use.

Under System, note the numbers to the right of Page File. This is the current amount of memory devoted to page file use.

Close the Windows Task
 Manager. Close the
 Advanced Tools window.

Continue to the next exercise.

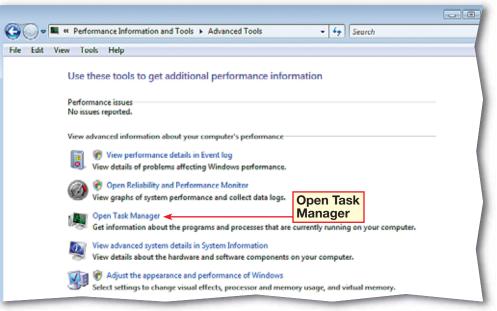
#### Shortcuts

You can also open the **Task Manager** by rightclicking in a blank area of the **Taskbar** and selecting **Task Manager**.

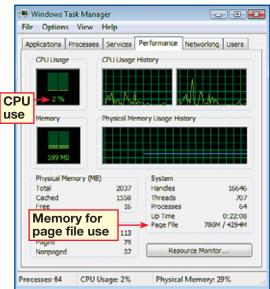
### **EXERCISE 6-5** Learn the CPU and Page File Usage of a Computer

Vista tracks **statistics**, or numerical data, about the operation of your computer. These statistics include the percentage of the computer's **CPU**, or Central Processing Unit, that is being used and how much **page file memory** is in use. A page file is memory on the hard drive that the computer uses to temporarily supplement **RAM**, or Random Access Memory. You can track these statistics using the **Task Manager**.

#### FIGURE 6.11 Advanced Tools



#### FIGURE 6.12 Memory usage in the Windows Task Manager





Right-click **Computer** and select **Properties** (see Figure 6.13).

3 (CHECK) Your screen should look similar to Figure 6.14.

Under System, note the information given for Processor. This most likely includes a number given in gigahertz (GHz). This is your processor speed.

5 Under **Memory (RAM)**, note the number given in gigabytes (GB) or megabytes (MB). This is the amount of RAM installed on your computer.

Click Close 🔀

Continue to the next exercise.

### You Should Know

RAM is the short-term storage that your computer uses to run programs. RAM memory is designed to clear when your computer is turned off.

#### Tech Tip

*CPU* and *processor* are synonyms. The terms can be used interchangeably.

### **EXERCISE 6-6** Display the Amount of RAM and the Processor Speed

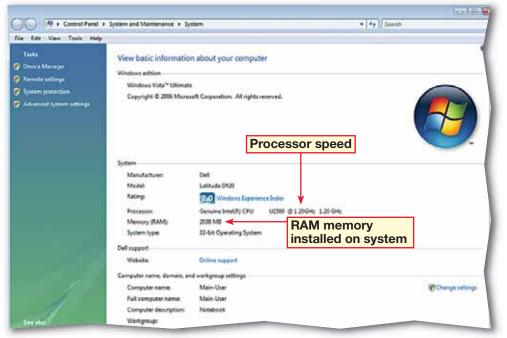


Sometimes, you may need to check the amount of RAM a computer has, as well as the speed of its **processor**. The processor is the main circuit chip that performs the calculations that run the computer. Both RAM and processor statistics are important in deciding which software and hardware to add to your computer.

### FIGURE 6.13 Computer Properties



### FIGURE 6.14 System information







- Right-click **Computer** and select **Properties**.
- In the System window, in the left pane, select Device Manager (see Figure 6.15).
- In the Use Account Control dialog box, click Continue.
  - In the **Device Manager**, click in front of **Disk drives**. Note that all your computer's disk drives are displayed.
- OCHECK Your screen should look similar to Figure 6.16.



Choose File>Exit.



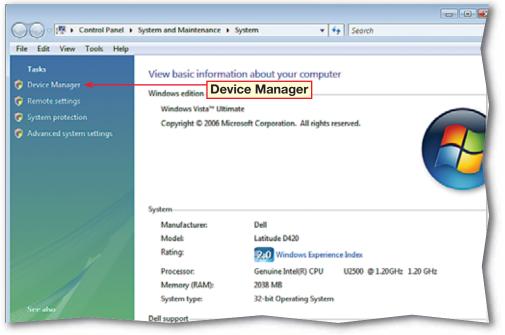
Continue to the next exercise.

### **EXERCISE 6-7** Find the Hardware and Devices Installed on a Computer

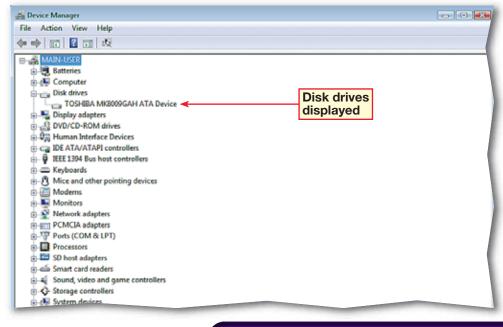


Vista utilities enable you to find out exactly what hardware and devices are connected to or installed on your computer. The Device Manager is the utility that displays installed devices and allows you to enable, disable, and uninstall them.

#### FIGURE 6.15 System window



#### FIGURE 6.16 Device Manager



Click Start 🚳 and select Control Panel.

Select System and Maintenance. Under System, click Check your computer's Windows Experience Index base score.

3 ()CHECK) Your screen should look like Figure 6.17.

If your computer currently has no score, click Rate this computer. If your computer has a score, click Update my score.

In the User Account Control dialog box, click Continue.

6 (CHECK) Your screen should look similar to Figure 6.18. Click View and print details.

Click **Print this page**. With permission from your teacher, click **Print** in the **Print** dialog box.

Close the More details about my computer page.

Close the **Performance** Information and Tools window.

Continue to the next exercise.

## **EXERCISE 6-8** Learn the System Performance Rating of a Computer



Vista rates your system performance using the Windows Experience Index, a number that determines a base score for your system that can be used to ensure that programs and other software will run correctly and quickly on your computer. To change your score, you must upgrade your computer.

#### FIGURE 6.17 Rate and improve your computer's performance screen

G . Ferformance Infor	mation and Tools	• 49 Search	ها ت ا م
Tasks Manage startup programs Adjust visual effects Adjust indexing options	Not sure where to s	your computer's performance start? Learn how you can improve your compute ce Index has not been established yet.	Ť
Adjust power settings	Component	What is rated	1
Open Disk Cleanup Advanced tools	Processor:	Calculations per second	Rate this
Advanced tools	Memory (RAM):	Memory operations per second	computer
	Graphics:	Desktop performance for Windows Aero	
	Gaming graphics:	3D business and garning graphics performan	nce
	Primary hard disk:	Disk data transfer rate	
	View softw	vare for my base score	



🚱 🕞 💌 🦇 Performance Inform	mation and Tools	<b>+ 4∳</b> Se	tarch			
File Edit View Tools Help						
Tasks Manage startup programs Adjust visual effects Adjust indexing options	Rate and improve your computer's performance          Image: White the start is a windows Experience Index base score of the start is a windows Experience Index base score of the start is a windows Experience Index base score of the start is a windows Experience Index base score of the start is a windows Experience Index base score of the start is a windows Experience Index base score of the start is a windows Experience Index base score of the start is a windows Experience Index base score of the start is a windows Experience Index base score of the start is a windows Experience Index base score of the start is a windows Experience Index base score of the start is a window with the start is					
Adjust power settings	Component	What is rated	Subscore	Base score		
Open Disk Cleanup     Advanced tools	Processor:	Calculations per second	4.2			
Mavanced tools	Memory (RAM):	Memory operations per second	43			
	Graphics:	Desktop performance for Windows Aero	2.0	2.0		
	Gaming graphics:	3D business and gaming graphics performance	2.8	Determined by lowest subscore		
Manager	Primary hard disk:	Disk data transfer rate	3.7			
View and print details	View and print details		What	do these numbers mea		
print contailo	Learn more about the so	cores online		🛞 Update my sei		
	View softw online	are for my base score		View ways to increase your score		
See also	<b>.</b>					

Click Start 🚳 and select Control Panel.

Click Network and Internet. Under Network and Sharing Center, click View network status and tasks.

3 (CHECK) Your screen should look similar to Figure 6.19.

- Under the network heading, to the right of **Connection**, click **View Status**.
- 5 In the Connection Status dialog box, click Details.
- 6 (CHECK) Your dialog box should look similar to Figure 6.20.

Click Close



Close the Network and Sharing Center window.

Continue to the next exercise.

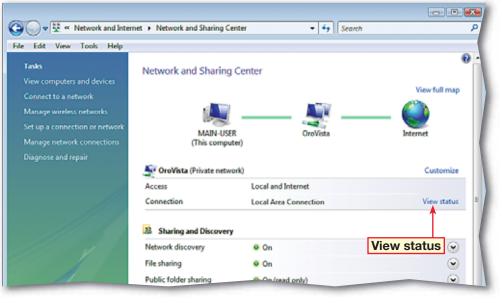
Tech Tip

An IP address consists of four groups of numbers separated by periods, such as 169.129.74.44.

# **EXERCISE 6-9** Find the IP Configuration of a Computer

The **Internet Protocol (IP)** configuration of a computer is key to connecting your computer to a network. A unique IP address is assigned specifically to your computer so that other computers and services on a network can find and communicate with your computer. There are several aspects of the IP configuration that must be set in order to connect a computer to a network or the Internet.

#### FIGURE 6.19 Network and Sharing Center



Vista

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#### FIGURE 6.20 Network Connection Details dialog box

Network Connection Detai	ls 🔀
Network Connection Details:	
Property	Value
IPv4 DNS Servers	Broadcom NetXtreme 57xx Gigabit Contro 00-18-8B-BB-4F No 192.168.1.41 <b>Your IP</b> 255.255.255.0 192.168.1.1 24.25.5.150 24.25.5.149
IPv4 WINS Server NetBIOS over Tcpip En Link-local IPv6 Address IPv6 Default Gateway IPv6 DNS Server	Yes fe80::5d98fddc:cdad:758d
•	4 III
	Close

Click Start and choose All Programs> Accessories>Command Prompt.

2 (CHECK) Your screen should look like Figure 6.21.

3 In the **Command Prompt** window where the blinking cursor is after the >, key: ping [the address of a computer assigned by your teacher].

- 4 Press ENTER
- 5 (CHECK) Your screen should look like Figure 6.22.
  - Key: exit. Press ENTER

Continue to the next exercise.

#### Academic Skills

*Troubleshooting* requires you to systematically review a system or problem. It is similar to the kind of systematic review you might give to a mathematical calculation or formula. By testing all the parts of a formula, for example, you can pinpoint where it went off track and make corrections.

# **EXERCISE 6-10** Ping a Computer to Ascertain Connectivity Status

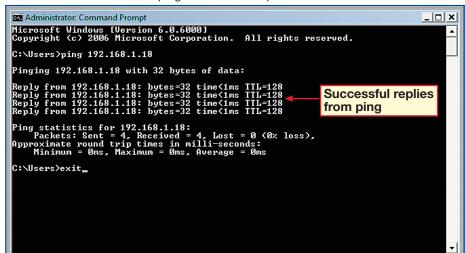


One of the easiest ways to ensure that your computer is successfully connected to a network is to **ping** another computer. You ping a computer by opening your system's **command prompt** and entering the command ping with the IP address of the computer you want to check.

#### FIGURE 6.21 Command Prompt window

Recycle Bin	
Internet Explorer Windows Iedia Center	Administrator: Command Prompt Hicrosoft Windows [Uersion 6.9.6080] Copyright <c> 2806 Microsoft Corporation. All rights reserved. C:\Users&gt; Command prompt</c>
-	Command Prompt window

#### FIGURE 6.22 Successful ping to another computer



Click Start 🚳 and select Control Panel.

Click Network and Internet.

3 ()CHECK) Your screen should look like Figure 6.23.

Click Network and Sharing Center.

5 (CHECK) Your screen should look like Figure 6.24.

In the Network and Sharing Center, under Tasks, click Manage network connections.

Continued on the next page.

#### You Should Know

A network connection is a connection that enables a computer to transmit and receive information with the Internet, a network, or another computer.

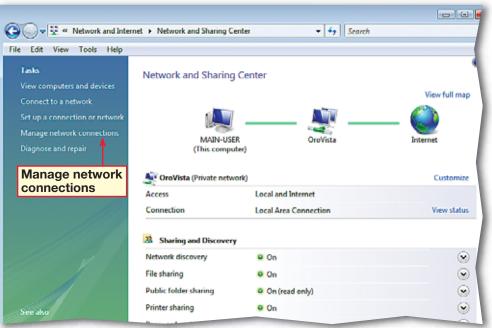
# **EXERCISE 6-11** Enable and Disable a Network Connection

When you **establish**, or make, a connection to a network, that connection usually stays active until you disconnect it. You do not want to lose the configuration information when you disconnect, so in order to shut down the connection, you should disable it in the Network and Sharing Center.

#### FIGURE 6.23 Network and Internet window

- - -C 🖸 🖉 💌 🎬 🕨 Control Panel 🔸 Network and Internet 🔸 • + Search File Edit View Tools Help Network and Sharing Center 33 View network status and tasks Connect to a network View network computers and devices Add a device to the network Set up file sharing Internet Options Change your homepage | Manage browser add-ons | Delete browsing history and cookies Offline Files Encrypt your offline files | Manage disk space used by your offline files Appearance and Personalization Windows Firewall 🚼 Turn Windows Firewall on or off 🛛 🚼 Allow a program through Windows Firewall People Near Me Sign in or out of People Near Me Change People Near Me settings Sync Center Sync with other computers, mobile devices, or network folders | View sync results | Resolve sync conflicts (a) Wireless Configuration Utility

#### FIGURE 6.24 Network and Sharing Center



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Vista

Lesson 6: Exercise 6-11

**()CHECK** Your screen should look like Figure 6.25.

- Under LAN or High-Speed Internet, follow your teacher's instructions for selecting a connection.
- On the Network Connections toolbar, click **Disable this network** device 🔀
- In the User Account Control dialog box, click Continue.
- **()CHECK** Your screen should look similar to Figure 6.26.
- Select the disabled network device. On the Network **Connections** toolbar, click Enable this network device.
- In the User Account Control dialog box, click Continue.
  - In the Network Connections menu, choose File>Close.
- Close the **Network and** Sharing Center.

Continue to the next exercise.

#### EXERCISE 6-11 (Continued) **Enable and Disable a Network Connection**

#### FIGURE 6.25 Network Connections

$\bigcirc \bigcirc$	v 😨 < Networl	k and Internet 🕨	Network Connecti	ons 🕨	<b>- - 4</b> <del>9</del>	Search	
File Ed	lit View Tools	Advanced He	elp				
🎍 Orga	nize 🔻 📲 View	s 🔻 📫 Enable	this network devi	e 🖪 Diagnose this c	onnection 🗆	👖 Rename thi	connection »
Name	Status	Device Name	Connectivity	Network Category	Owner	Туре	Phone # or Hos
LAN or I	High-Speed Interne	et (2)					
<b>N</b>	Local Area Conne OroVista Broadcom NetXtr						
Virtual P	rivate Network (1)						
	VPN Connection Disconnected WAN Miniport (P	РТР)					
						_	



Vame	Status	Device Name	Connectivity	Network Category	Owner	Туре	Phone #
0.055.075	ligh-Speed Inter	I Service Contract	Connectivity	Network Category	Owner	туре	Phone
	Local Area Con Disabled Broadcom Net	nection 🔫	Enable se	elected connec	tion		
Virtual Pr	rivate Network (J	1)					
	Disconnected WAN Miniport	(РРТР)					

- Double-click the **Internet Explorer** icon on your desktop to start the program.
- 2 (CHECK) Your screen should look similar to Figure 6.27.
- 3 Right-click in an open area of the **Taskbar** and select **Task Manager**.
- Click the **Applications** tab.
- 5 (CHECK) Your screen should look similar to Figure 6.28.
- **6** Under **Task**, select the Internet page that you opened in Step 1.
  - Click End Task.
- 8 In the Windows Task Manager menu, choose File>Exit Task Manager.

Continue to the next exercise.

#### Troubleshooter

If you end the program yourself using **Task Manager**, any unsaved changes will be lost.

### **EXERCISE 6-12** Identify and Terminate Unresponsive Programs

Sometimes a program that is running will become stuck or **unresponsive**. Vista will try to solve the problem, but if you do not want to wait you can stop the program using Task Manager. Once in Task Manager dialog box, **identify**, or discover which program is unresponsive, and stop it.

#### FIGURE 6.27 Internet Explorer

🍘 Blank Page - Internet Explorer	- 0 -
OO - R boor blad	- 49 X Google 🔎
File Edit View Favorites Tools Help	
<b>6</b> •	
👷 💸 🏉 Blank Page	🦓 🔻 🔯 👻 💮 Page 🖛 🕐 Tools 🔻
	1
	1
	1

#### FIGURE 6.28 Windows Task Manager

🖳 Windows Task Manager	- • •
File Options View Windows Help	
Applications Processes Services Performance Netwo	rking Users
Task	Status
Blank Page - Internet Explorer	Not respon
End Task	
↓ <u> </u>	
End Task Switch To	New Task
Processes: 65 CPU Usage: 2% Physical Memo	ory: 32%

- Click Start 🚳 and select Control Panel.
- 2 Click Programs.
- In the **Programs** window, click **Programs and Features**.
- 4 (CHECK) Your screen should look similar to Figure 6.29.
  - Select the name of the program assigned by your teacher.
- 6 On the toolbar, click **Repair** (see Figure 6.30).
- In the Windows Installer dialog box, click Browse and navigate to the location provided by your teacher, or insert the disc provided by your teacher. Click **OK**.
- Close the **Programs and** Features window.



Troubleshooter

Do not make permanent changes to installed software without permission from your teacher.

## **EXERCISE 6-13** Repair a Software Installation



Vista utilities enable you to repair some software installations. Problems can occur when programs have not installed correctly. Programs can also become corrupted over time, perhaps because of the installation of other programs. You can use the Programs and Features tool to help install and uninstall programs and to repair installations. Do not repair a program without permission from your teacher.

#### FIGURE 6.29 Programs and Features window

Control Panel +	Programs	++ Search	
File Edit View Tools Help			
Tasks View installed updates Get new programs online at Windows Marketplace View purchased software	Uninstall or change a program To uninstall a program, select it from the list and then Organize - III Views	click "Uninstall", "Change", or	"Repair".
(digital locker)	Name	Publisher	Installed
Turn Windows features on or off	Image: Second	Dell Inc. BVRP Software, Inc Inbit Inc. Sun Microsystems, Inc. Microsoft Corporation Microsoft Corporation Microsoft Corporation Microsoft Corporation Microsoft Corporation Microsoft Corporation Microsoft Corporation	3/2/2007 3/2/2007 3/10/200 3/2/2007 3/2/2007 3/2/2007 3/2/2007 3/2/2007 3/2/2007 3/2/2007 3/2/2007 3/2/2007 3/2/2007

#### FIGURE 6.30 Program with Repair button enabled

🚱 🔍 💌 🖪 🕨 Control Panel	Programs      Programs and Features	• + Search	
File Edit View Tools Help			
Tasks View installed updates Get new programs online at Windows Marketplace	Uninstall or change a program To uninstall a program, select it from the list and th Organize I III Views I Summatall		"Repair".
View purchased software (digital locker)	Name	Publisher	Installed
Turn Windows features on or off	G FullShot 9 (Kemove Only)	ogram to be baired	3/2/2007 3/2/2007 3/10/200 3/2/2007
	🛃 Java(TM) SE Runtime Environment 6	Sun Microsystems, Inc.	3/2/2007
	Signature Components Microsoft Office 2003 Web Components	Microsoft Corporation	3/2/2007
	Signature Contract Market Street Contract Primary Interop Assemblies	Microsoft Corporation	3/2/2007
	Microsoft Office Small Business Connectivity Compo	Microsoft Corporation	3/2/2007
	Microsoft SQL Server 2005	Microsoft Corporation	3/2/2007
1111 1	Microsoft SQL Server Native Client	Microsoft Corporation	3/2/2007
	Microsoft SQL Server Setup Support Files (English)	Microsoft Corporation	3/2/2007
	Microsoft SQL Server VSS Writer	Microsoft Corporation	3/2/2007
	Microsoft Visual C++ 2005 Redistributable	Microsoft Corporation	3/2/2007
	Contract Modern Diagnostic Tool	Dell	3/2/2007
11111	Contraction of the second seco	DUDD	50000

Click Start () and select Control Panel.

Under Hardware and Sound, click Printer.

3 (CHECK) Your screen should look similar to Figure 6.31.

Select the printer assigned by your teacher.

5 Double-click the printer icon to open the **Print Queue**.

6 (ICHECK) Your screen should look like Figure 6.32.

 In the queue's menu, choose Printer>
 Properties.

In the printer's Properties dialog box, click the
 General tab.

Continued on the next page.

#### Tech Tip

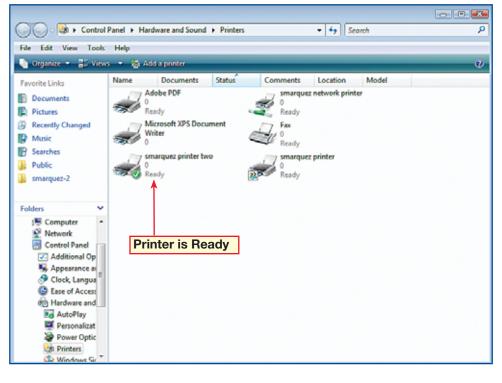
If you are currently printing, you can open the **print queue** by clicking the printer icon in the **Notification** area.

## **EXERCISE 6-14** Check the Status of a Printer



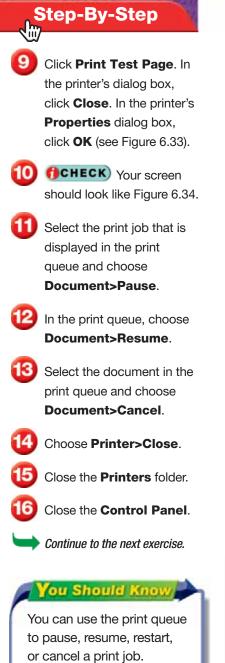
When you are connected to a network, you might have several choices of printers to work with. It is a good idea to check the status of all the printers you are connected to and see if a printer is busy. You can also pause or delete a print job that you already have sent to the printer. You can control the print jobs that you have sent to a printer through the printer's **print queue**.

#### FIGURE 6.31 Printers window



#### FIGURE 6.32 Print queue

rinter Document View							
Ocument Name	Status	Owner	Pages	Size	Submitted	Port	



## EXERCISE 6-14 (Continued) Check the Status of a Printer



🖶 smarquez printe	er Properties			×
Color Manage	ment	Security	Device Settings	
General	Sharing	Ports	Advanced	
<i>"</i>	arquez printer		·	
Location:				
Comment:				
Model: HP Features Color: No	LaserJet 4P	Paper availabl	e:	
Double-sided: N	lo	Letter		
Staple: No		Printe	er is Ready	
Speed: 4 ppm Maximum resolu	tion: 600 dpi			
	Printing	Preferences	Print Test Page	
		ОК	Cancel App	ly

FIGURE 6.34 Print queue with printing document

Document Name	Status	Owner	Pages	Size	Submitted
🛅 Test Page	Printing	Guest	1		4:36:05 PM 7/.
Document in pri	int queue				

- Click Start (3). Click the right-arrow at the bottom right side of the Start menu. Click Restart.
- After the Power On Self Test, but before Windows Vista starts, press and hold down F8.
- 3 (CHECK) Your screen should look similar to Figure 6.35.
- On the Advanced Boot Options screen, choose Safe Mode. Press ENTER. If necessary, log in.
- 5 (CHECK) Your screen should look similar to Figure 6.36.
- Close Windows Help and Support.
- Restart the computer.
- Continue to the next exercise.

#### Tech Tip

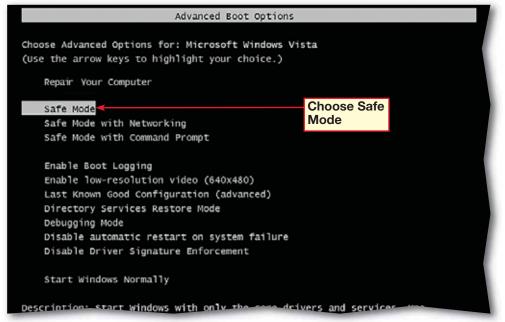
Safe Mode starts Windows with the bare minimum of system drivers and operations and without network drivers. If Windows starts in Safe Mode, you can eliminate these aspects as the cause of any problems.

# **EXERCISE 6-15** Use Advanced Startup Options

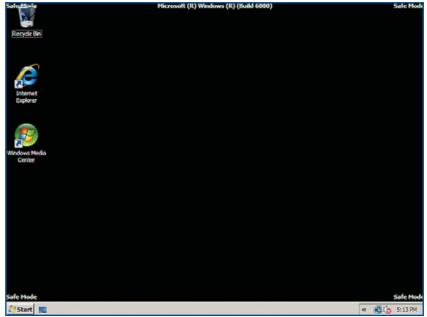


Sometimes a computer might encounter an error that corrupts the operating system so badly that it will no longer run. When this happens, you can start Vista in a different way in order to fix the problem. These advanced startup options can help you get the system running smoothly again. Do not follow these steps without your teacher's permission. Never change settings with which you are unfamiliar.

#### FIGURE 6.35 Advanced Boot Options screen



#### FIGURE 6.36 Windows Vista in Safe Mode



- Click Start 🚳 and select Control Panel.
- Click System and Maintenance. Select Backup and Restore.
- 3 (CHECK) Your screen should look like Figure 6.37.
- At the bottom of the screen, click Use System Restore to fix problems and undo changes to Windows.
- 5 In the User Account Control dialog box, click Continue.
- In the System Restore dialog box, click Next.
- In the list of restore points, select the latest restore point (see Figure 6.38).
- Click Next. In the Confirm your restore point screen, double-check your restore point and click Finish.
- In the **System Restore** confirmation dialog box, click **Yes**.
- After the computer restarts, click Close in the System
   Restore completion dialog box.

Continue to the next exercise.

### **EXERCISE 6-16** Restore a Computer to a Previous Point

Vista allows you to create a **system restore point**, that will **restore**, or return, your computer's operating system to a previous point. Returning to the previous settings will solve any system problem that occurred recently. This is not a backup, because system restore only restores the operating system, not your data files or programs.

#### FIGURE 6.37 Backup and Restore Center

😋 🔵 🗢 🚯 « System and Mainter	sance + Backup and Restore Center + 49 Search	٩
Tasks	Back up files or your entire computer	^ 
Create a restore point or change settings	Create backup copies of your files and folders.	🕐 Back up files
	Create a Windows Complete PC Backup and Restore image of your entire computer, which can be used to recover from a hardware failure. A Windows Complete PC Backup and Restore image has not been created.	🕐 Back up computer
	Which type of backup should I make?	E
	Restore files and folders from a backup. Vou can use shadow copies to restore previous versions of files that have been accidentally modified or deleted. <u>What are</u> <u>shadow copies?</u>	Restore files Advanced restore
Click to See also Windows Easy Transfer	Backup and Restore image. Backup and Restore image. Windows Complete PC Backup and Restore in age. Windows Complete PC Backup and Restore to fix problems and undo changes to Window	Restore computer

#### FIGURE 6.38 System Restore dialog box with restore point selected

System Restore		X		
Choose a restore point System Restore will not change or delete any of your documents and the process is reversible.				
Click the restore point that you want to use and then dick Next. <u>How do I choose a restore point?</u> Current time zone: Eastern Daylight Time				
Date and Time Description				
Date and Time	Description			
7/1/2009 5:24:25 PM	Manual: Latest manual restore point			

- Click **Start** Sclick the right-facing arrow at the bottom right of the **Start** menu. Click **Restart**.
- Press and hold F8 until you reach the Advanced Boot Options page (see Figure 6.39).
- Click Repair Your Computer. Press ENTER
- In the System Recovery Options dialog box, click Next.
- 5 Click the **User name** dropdown arrow and select your name. Key your password into the **Password** box.

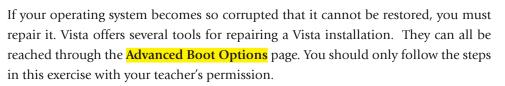


- 3) Click Restart.
  - Continue to the next exercise.

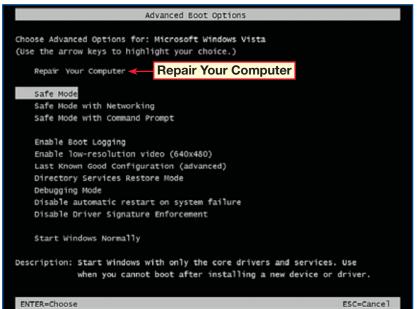
#### Tech Tip

A *boot* disk, or startup disk, contains the files that your computer uses to start Windows Vista. The files are also stored on the computer, but if they become damaged, you can use the files on the boot disk to start Windows.

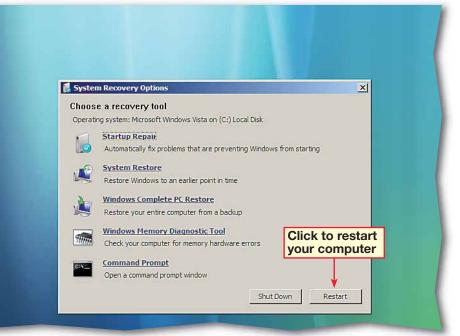
# **EXERCISE 6-17** Repair the Windows Vista Installation



#### FIGURE 6.39 Advanced Boot Options screen







Click Start 🚳 and select Control Panel.

Click System and Maintenance.

3 (CHECK) Your screen should look like Figure 6.41.

- Under System, click Allow remote access.
  - In the User Account Control dialog box, click Continue.

In the System Properties dialog box, click the Remote tab. Under Remote Assistance, check the Allow Remote Assistance connections to this computer box.

OCHECK Your screen should look like Figure 6.42.

8) Click **OK**.

Olose the **System and Maintenance** window.

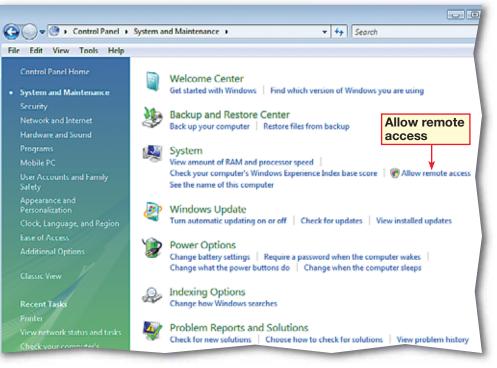
Continue to the next exercise.

# EXERCISE 6-18

# Enable Windows Remote Assistance Invitations by Using Remote Settings

Vista allows you to request remote help to fix your computer as well as respond to requests for such help. To allow someone to have remote access to your computer, or to remotely access someone else's computer, you must change the settings to enable a **Remote Assistance Invitation**.

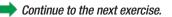
#### FIGURE 6.41 System and Maintenance window



#### FIGURE 6.42 System Properties dialog box

System Properties				
Computer Name Hardware Advanced System Protection Remote				
Remote Assistance				
Allow Remote Assistance connections to this computer				
What happens when Lenable Remote Assistance?				
Allow remote Assistance Advanced				
Remote Desktop				
Click an option, and then specify who can connect, if needed.				

- Click Start 🚳 and select Control Panel.
- Click System and Maintenance.
- 3 Under System, click Allow remote access.
- In the User Account Control dialog box, click Continue.
- 5 In the System Properties dialog box, click the **Remote** tab.
- 6 (CHECK) Your screen should look like Figure 6.43.
  - Under Remote Assistance, click Advanced.
- In the Remote Assistance Settings dialog box, under Invitations, select the number in the box and key: 1.
- OCHECK Your screen should look like Figure 6.44. Click OK.
- In the System Properties dialog box, click OK. Close the System and Maintenance folder.



## EXERCISE 6-19 Set Limits for Windows Remote Assistance

Because a Remote Assistance Invitation allows others to access your computer, you do not want the invitation to be left open so that an intruder can gain access to your computer without permission. You can set the amount of time an invitation is open so that after the invitation expires it will disable remote access.

#### FIGURE 6.43 System Properties dialog box

System Properties	;				×	
Computer Name	Hardware	Advanced	System Protect	ction	Remote	
Remote Assistance						
☑ Allow Remote Assistance connections to this computer						
What happens	What happens when I enable Remote Assistance?					
	Advanced					
- Remote Deskt	Remote Desktop					
Click an option	i, and then s	pecify who c	an connect, if r	needed	I.	
Oon't allow	connections	s to this comp	uter			
	<ul> <li>Allow connections from computers running any version of Remote Desktop (less secure)</li> </ul>					
Allow connections only from computers running Remote Desktop with Network Level Authentication (more secure)						
Help me choos	<u>;e</u>		(	Selec	ct Users	
		ОК	Cano	:el	Apply	

#### FIGURE 6.44 Remote Assistance Settings dialog box

Remote Assistance Settings	×
You can set limits for the use of Remote Assistance on this computer.	
Allow this computer to be controlled remotely	
Invitations Set the maximum amount of time invitations can remain open	
Create invitations that can only be used from computers running Windows Vista or later	
OK Cancel	

Click Start 🚱 and select Help and Support.

- **OCHECK** Your screen should look like Figure 6.45.
- In Windows Help and Support, under Ask someone, click Windows Remote Assistance.
- In the Windows Remote Assistance wizard, select Invite someone you trust to help you (see Figure 6.46).
- Olick Use e-mail to send an invitation.
  - In the **Password** box, key: helper1. Key the same password into the **Retype** the password box.

Continued on the next page.

#### Tech Tip

If you are connected to the Internet, **Windows Remote Assistance** is a convenient way to ask someone you trust to connect to your computer and help you fix a problem.

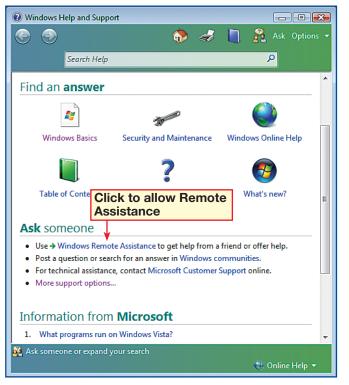
# EXERCISE 6-20

# Request Remote Assistance through Windows Help and Support

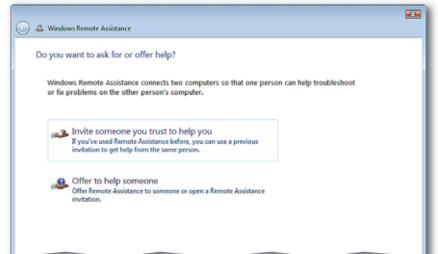


In order for you to receive remote help, you must request assistance through an invitation. Because remote assistance is a form of operating system help, you can send a request for Remote Assistance through Windows Help and Support.

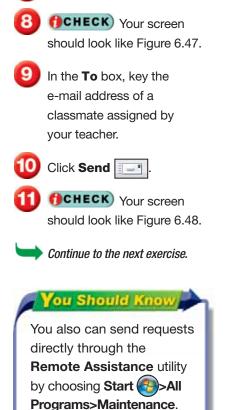
#### FIGURE 6.45 Windows Help and Support



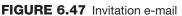
#### FIGURE 6.46 Windows Remote Assistance wizard

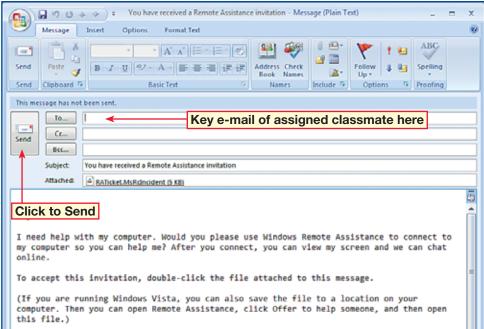


Click Next.



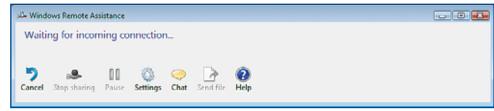
## **EXERCISE 6-20** (Continued) Request Remote Assistance through Windows Help and Support





Thanks.

#### FIGURE 6.48 Remote Assistance Invitation open



### Troubleshooter

Remember, make sure you invite someone that you find trustworthy, such as a friend, coworker, or technical support person. The person you invite will have access to your files and personal information.

### Vista 191

- In the **Windows Remote** Assistance confirmation box, click **Yes** (see Figure 6.49).
- 2 (ICHECK) Your screen should look like Figure 6.50.
- 3) Click Disconnect 🔀
- In the Windows Remote Assistance confirmation box, click Yes.
- 5 In the Windows Remote Assistance wizard, click Cancel.
- 6 Close Windows Help and Support.

#### Tech Tip 🖢

If at any time you want to immediately disconnect from Windows Remote Assistance, you can press for to end the session.

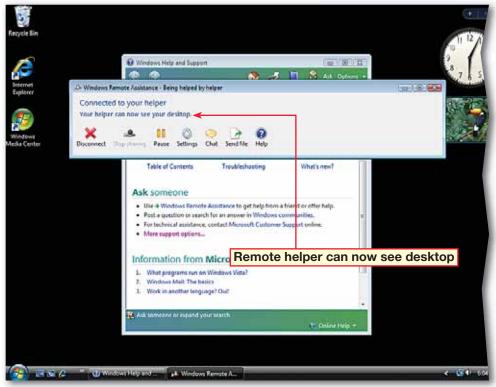
## **EXERCISE 6-21** Disable Remote Assistance Invitations

You can disable a Remote Assistance Invitation at any time. Once you have disabled the invitation, your request for assistance can no longer be used by anyone to gain access to your computer.

#### FIGURE 6.49 Remote Assistance confirmation box



#### FIGURE 6.50 Remote Assistance in session



#### LESSON

# After You Read



*Complete the following statements on a separate piece of paper. Choose from the Vocabulary list on the left to complete the statements.* 

- **1.** ______ helps to increase your computer's speed by temporarily storing files on a removable storage device. (p. 168)
- **2.** The Task Manager can help you close programs that have become _____. (p. 181)
- **3.** Print jobs that have been sent from your computer but are not yet printed are in the _____. (p. 183)
- **4.** In order to have access to a network, you must first ______ a connection to the network. (p. 179)
- **5.** You can request help with your computer from specific individuals by sending a(n) ______. (p. 188)

#### Vocabulary Activity

**6.** Three of the vocabulary words in this lesson are abbreviations. Open a Word document and key the abbreviations, the terms that they stand for, and the definition of the terms.

Now find eight other vocabulary words for which you can make abbreviations. Write them out the same way as the original three, including their definitions.

#### **Review Key Concepts**

Answer the following questions on a separate piece of paper.

7. What utility would you use to request remote help? (p. 188) A. Remote Control Settings C. Remote Assistance Invitation B. Remote User Assistance D. Remote Desktop Connection **8.** Where would you terminate unresponsive programs? (p. 181) A. User Account Control C. Device Manager B. Task Manager D. Windows Explorer **9.** Where would you enter the command to ping a computer? (p. 178) A. Network and Sharing Center C. System and Maintenance B. Command window D. Command prompt **10.** How do you start Vista in Safe Mode? (p. 185) A. Press F8 at startup C. Restart in Task Manager B. Select Advanced Boot Options in D. Select Safe Mode in System Start menu window

## Vocabulary

#### **Key Terms**

**Advanced Boot Options** 

command prompt

CPU

defragment

**Internet Protocol (IP)** 

memory cache

optimize

page file memory

ping

print queue

processor

RAM

ReadyBoost

**Remote Assistance** 

Invitation

statistics

system restore point

**Task Manager** 

unresponsive

Windows Experience Index

Windows Help and Support

#### **Academic Vocabulary**

establish

identify

restore



Click Start (3) and select

100101

**Control Panel**.

Select **System and Maintenance**, then click **Performance Information and Tools**.

In the left pane, click **Advanced Tools**.

Click Open Task

(see Figure 6.52).

In the **Windows Task Manager**, click the **Performance** tab

In the CPU Usage area,

displayed under the graph.

In the **System** area, note the numbers to the right of

In the Windows Task Manager menu, choose

Close the Advanced

File>Exit Task Manager.

note the percentage

Page File.

Tools.

Exit Vista.

Manager.

**()CHECK)** Your screen should look like Figure 6.51.

Step-By-Step

# Practice It Activities

#### 1. Learn the CPU and Page File Use of a Computer

Follow the steps to complete the activity.

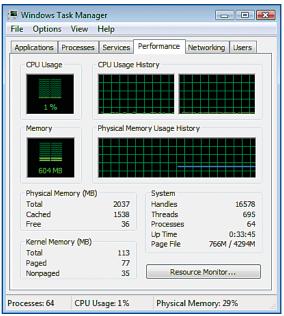
#### FIGURE 6.51 Advanced Tools

R

ii)

	R « Perf	formance Information and Tools + Advanced Tools + 47 Search	
Edit	View To	ools Help	
	Use	these tools to get additional performance information	
		rmance issues sues reported.	
	View a	advanced information about your computer's performance	
		<ul> <li>View performance details in Event log</li> <li>View details of problems affecting Windows performance.</li> </ul>	
	0	Open Reliability and Performance Monitor View graphs of system performance and collect data logs.	
	1	Open Task Manager Get information about the programs and processes that are currently running on your computer.	
	0	View advanced system details in System Information View details about the hardware and software components on your computer.	
	S	Adjust the appearance and performance of Windows. Select settings to change visual effects, processor and memory usage, and virtual memory.	
	B	Open Disk Defragmenter     Modify the schedule used to automatically defragment your hard disk.	
	62	Concrete a system health report	

#### FIGURE 6.52 Windows Task Manager





# **Practice It Activities**

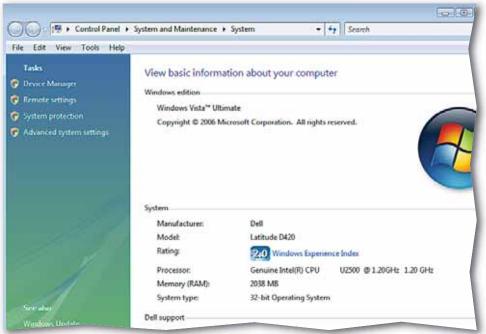
#### 2. Display the Amount of RAM and the Processor Speed

Follow the steps to complete the activity.

#### FIGURE 6.53 Start menu



#### FIGURE 6.54 System information



# Step-By-Step

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01101



- 2 Right-click Computer and select Properties (see Figure 6.53).
- 3 (CHECK) Your screen should look similar to Figure 6.54.
- Under System, note the information given for Processor.
- 5 Under **System**, note the amount of **Memory (RAM)** given in megabytes (MB).
  - 丿 Click Close 🔣
- 7) Exit Vista.



## **Practice It Activities**

#### 3. Discover the Status of a Printer

Follow the steps to complete the activity.

#### FIGURE 6.55 Control Panel



#### FIGURE 6.56 Printers folder



# Step-By-Step

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010110101

- Click Start 🚱 and select Control Panel.
- Under Hardware and Sound, click Printer (see Figure 6.55).
- 3 (CHECK) Your screen should look similar to Figure 6.56.
- Select the printer assigned by your teacher. Check to see that the status of this printer is **Ready**.
- 5 Close the Printers window.
  - Close the Control Panel.
- 🏉 Exit **Vista**.



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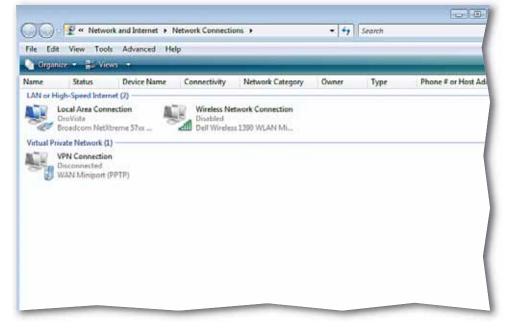
- Click Start 🚱 and select Control Panel.
- 2 Click Network and Internet. Click Network and Sharing Center.
- 3 In the Network and Sharing Center Tasks pane, click Manage network connections.
- Image: A state of the state
  - Under LAN or High-Speed Internet, follow your teacher's instructions for selecting a connection.
- 6 On the Network Connections toolbar, click Enable this network device. In the User Account Control dialog box, click Continue.
- 7 OCHECK Your screen should look like Figure 6.58.
- 8 In the Network Connections folder menu, choose File>Close.
- Olose the Network and Sharing Center. Exit Vista.

# You Try It Activities

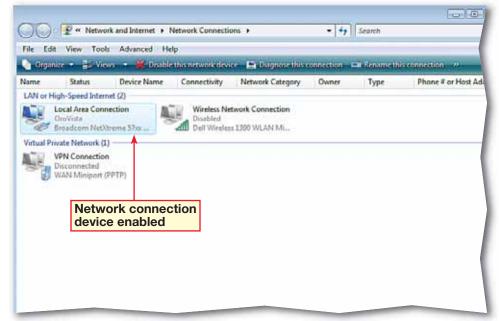
#### 4. Enable and Disable a Network Connection

Your supervisor's desktop computer has become disconnected from the network. She has asked you to reconnect it. You decide to try to reconnect to the network using the previously configured network connection.

#### FIGURE 6.57 Network Connections



#### FIGURE 6.58 Network Connections with device enabled





- Click Start and choose All Programs> Accessories>Command Prompt.
- 2 (CHECK) Your screen should look similar to Figure 6.59.
- In the Command Prompt window, after the >, and key: ping [the IP address of a computer assigned by your teacher].

Press ENTER. Key: exit.

**GCHECK** Your screen should look similar to Figure 6.60.

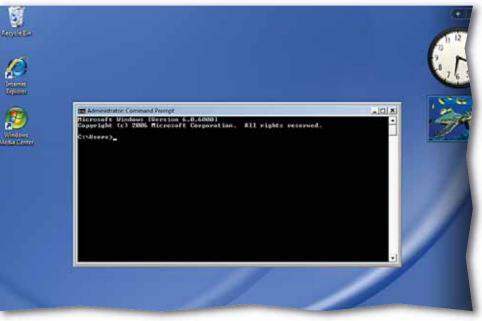


# **You Try It Activities**

#### 5. Ping a Computer to Check Connectivity

You need to check the network connection to your supervisor's desktop computer. You decide to ping another computer in the office to make sure the computer is really connected.

#### FIGURE 6.59 Command Prompt window



#### FIGURE 6.60 Successful ping to another computer

🔤 Administrator: Command Prompt	_ 🗆 🗙
Microsoft Windows [Version 6.0.6000] Copyright (c) 2006 Microsoft Corporation. All rights reserved.	<b>^</b>
C:\Users>ping 192.168.1.18	
Pinging 192.168.1.18 with 32 bytes of data:	
Reply from 192.168.1.18: bytes=32 time<1ms TTL=128 Reply from 192.168.1.18: bytes=32 time<1ms TTL=128 Reply from 192.168.1.18: bytes=32 time<1ms TTL=128 Reply from 192.168.1.18: bytes=32 time<1ms TTL=128	
Ping statistics for 192.168.1.18: Packets: Sent = 4, Received = 4, Lost = 0 (0% loss), Approximate round trip times in milli-seconds: Minimum = Oms, Maximum = Oms, Average = Oms	
C:\Users>exit_	
	-

# **Critical Thinking Activities**

#### 6. Beyond the Classroom Activity

**Language Arts: Gather Information for Repairs** With a classmate, take turns sending each other Remote Assistance Invitations. When you have control of your classmate's computer, use the information you have learned in this lesson to gather the following statistics about their computer:

- Processor speed
- Amount of RAM
- IP address

Key the statistics into a Word document with your name and the name of your assigned classmate. Under the statistics, include a paragraph that defines each of the bulleted items in this activity. With your teacher's permission, use the Internet or your school library to gather additional information for the definitions. Save your file as: v6rev-[your first initial and last name]6.

7. Standards at Work Activity			
Microsoft Certified Application Specialist Correlation			
Vista 7.3	Locate System Information		

**Size Up Your System** Use the skills you have learned concerning the Windows Experience Index to find the system performance rating of your computer. Then, with your teacher's permission, use Internet Explorer to search the Internet for software that meets the rating number.

Open a Word document and list the titles of at least three compatible programs and their rating numbers. Save your file as: v6rev-[your first initial and last name]7.

#### 8. 21st Century Skills Activity

**Language Arts: Find Reliable Resources on the Internet** A computer makes many resources available to you. Judging whether those resources are reliable is important to determining the quality and validity of the information. With your teacher's permission, use the Internet to learn three tips or criteria for evaluating a Web page. For example, determine whether the information on the page is outdated, or whether the page lists the author or institution that published the page, as well as contact information. Open a Word document and key a list of criteria students can use to judge the reliability of a Web site. Save your paragraph as: v6rev-[your first initial and last name]8.

LESSON

LESSON

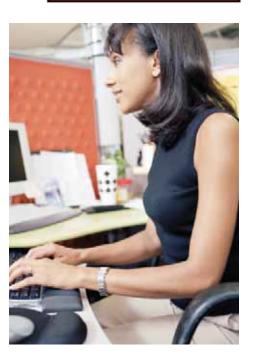
# **Challenge Yourself Projects**

#### Before You Begin

**Recovery** A computer crash in the workplace can cost a company huge amounts of money and time. While backups can restore the system to a point, everything done since the last backup will be lost. These projects demonstrate how you can use the skills you have learned to repair a malfunctioning system.

**Reflect** Once you complete the projects, open a Word document and answer the following questions:

- **1.** How often do you think a typical business should perform backups?
- **2.** How often do you think such a business should set system restore points?



#### 9. Protect Company Resources

Language Arts: Use Safe Mode Your company's main server has crashed and will not run when it is rebooted. The computer runs Windows Vista. Your supervisor has called you in to get the computer up and running, as the company is losing money every minute the server is offline. You find that you cannot get Vista to boot properly.

- Using the advanced startup options, start Vista in Safe Mode with networking capabilities.
- Ping another computer while in **Safe Mode** to determine whether the server (your computer) is connecting or not. Then restart Vista normally.

Open a Word document and key a paragraph that describes why it is important to back up your system and files regularly. Save your file as: v6rev-[your first initial and last name]9.

#### **10. Repair Your Computer**

Language Arts: Use Startup Repair You find that there was nothing wrong while you were in Safe Mode, but the server still will not start. You determine that you will have to repair the Vista installation. Restart your computer using the advanced startup options and choose Repair Your Computer in the Advanced Boot Options. In the System Recovery **Options** box, select **Command Prompt** and ping another computer. Exit the command prompt and restart Vista normally.

Open a Word document and make a list of at least three hardware failures that Startup Repair cannot fix. With your teacher's permission, use the Internet or Windows Vista Help and Support to help you gather the information. Save your file as: v6rev-[your first initial and last name] 10.

#### **11. Recover Information**

Language Arts: Use System Restore None of the fixes you have employed to this point have fixed the problem entirely, so you decide to restore the computer to a previous point. Use the most recent system restore point to return the computer to the previous stable state.

Open a Word document and list at least three types of files that System **Restore** does not affect when using restore points to return your system to an earlier point in time. Explain why it is important to back up these types of files. Save your file as: v6rev-[your first initial and last name]11.



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