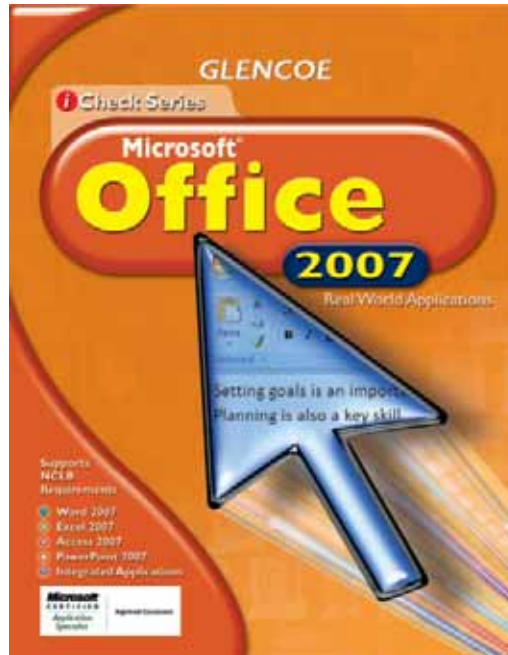


# Windows Vista 2007 Operating System Management



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# LESSON

# 1

## Protect Your Computer

### 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



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?*





## Before You Read

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

### Academic Vocabulary

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

quarantine  
resources

### Quick Write Activity



**Describe** On a separate sheet of paper, write down three things you think might help keep a computer user's account secure.

### 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.

## Step-By-Step

- 1 On the **Taskbar**, click the **Start** button.
- 2 On the **Start** menu, click **Control Panel** (see Figure 1.1).
- 3 In the **Control Panel** dialog box, click **Security**.
- 4 **!CHECK** Your screen should look like Figure 1.2.
- 5 Click **Windows Firewall**.
- 6 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 or software that keeps others from accessing the **resources**, or features, of your system.

FIGURE 1.1 Vista Start menu

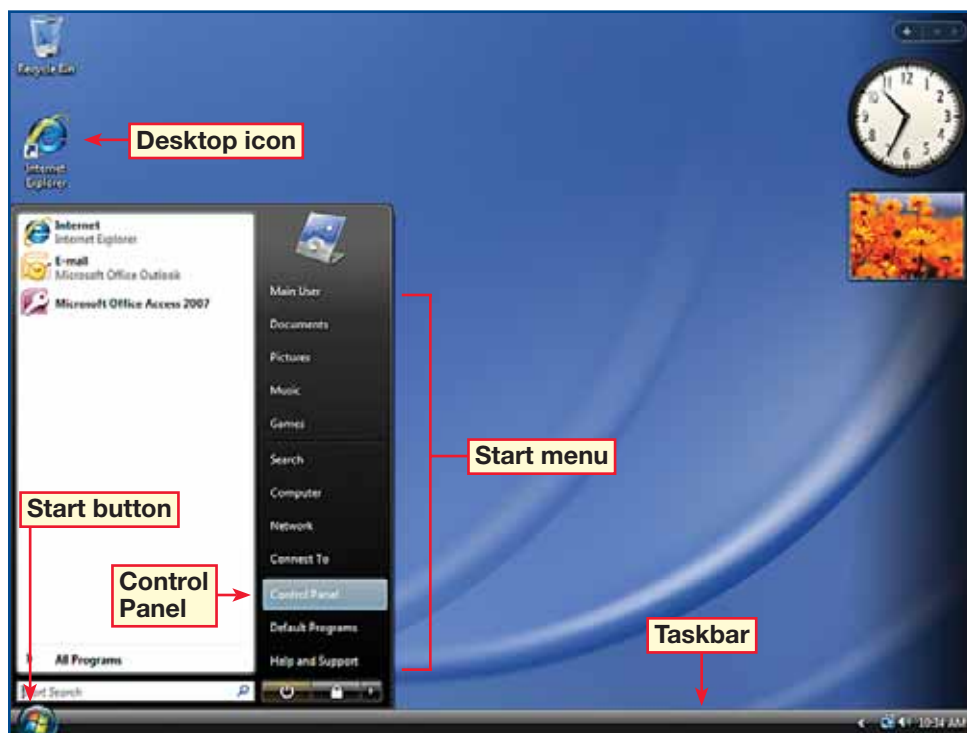


FIGURE 1.2 Security window





## Step-By-Step

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

➔ 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



FIGURE 1.3 Windows Firewall window

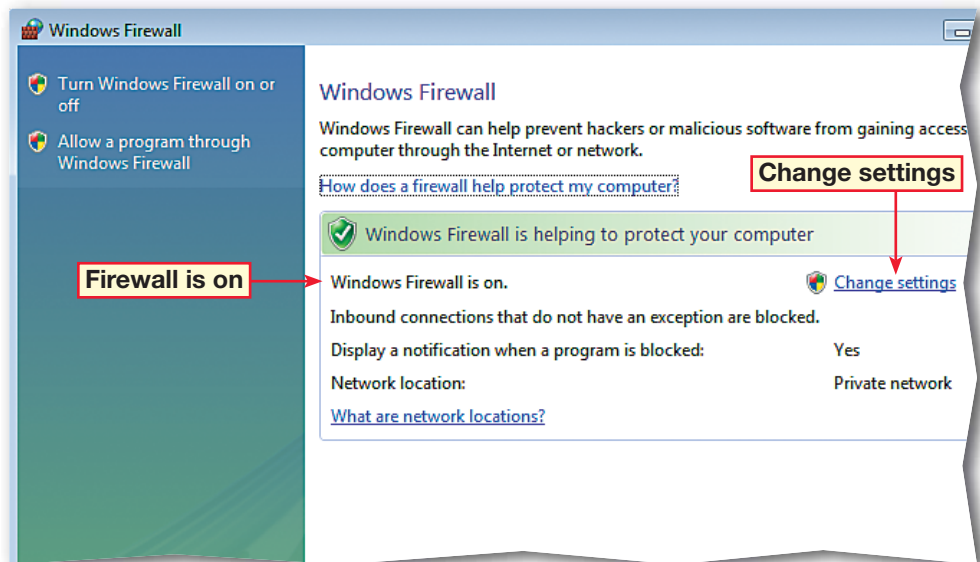
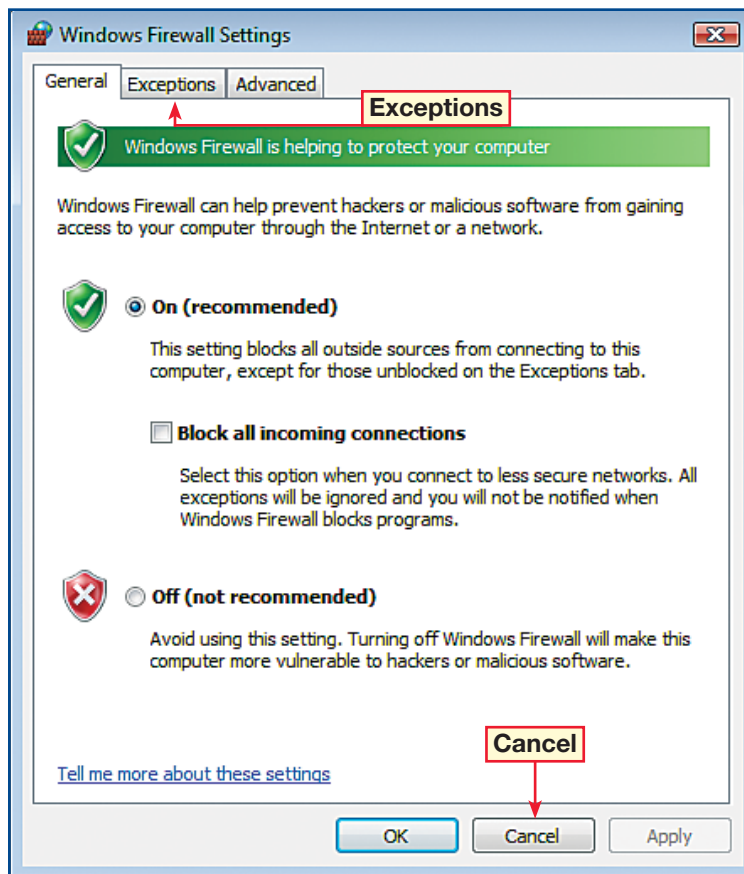


FIGURE 1.4 Windows Firewall Settings dialog box



## Step-By-Step

- 1 Click **Start** > **Control Panel** > **Security** > **Windows Firewall**.
- 2 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**.
- 4 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**.
- 7 In the **Windows Firewall** window, click **Close**.
- 8 **CHECK** Your screen should look like Figure 1.6.
- 9 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

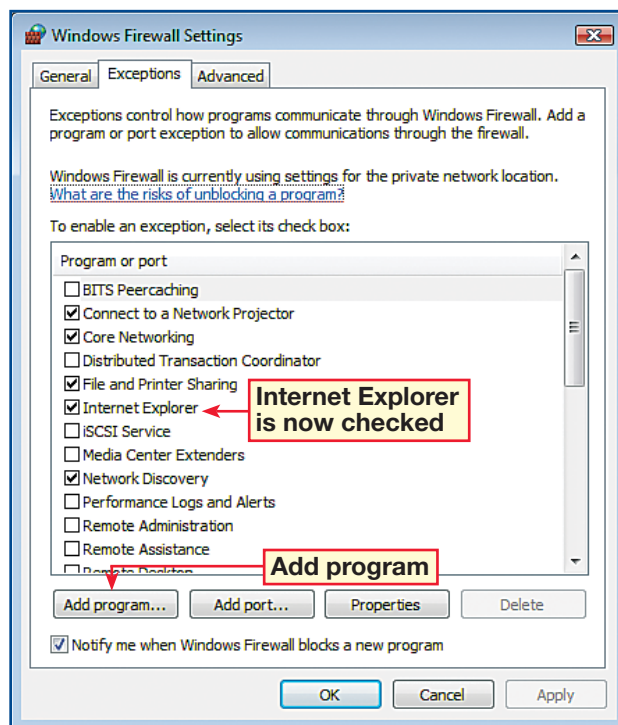


FIGURE 1.6 Security window



## Step-By-Step

- 1 Click **Start** > **Control Panel** > **Security**.
- 2 In the **Security** window, click **Security Center**.
- 3 **CHECK** Your screen should look like Figure 1.7.
- 4 Verify that **Windows Defender** is on. Click **Close**.
- 5 In the **Security** window, click **Windows Defender**.
- 6 At the top of the **Windows Defender** window, click **Tools**.
- 7 Under **Tools**, click **Software Explorer**.
- 8 In the left pane, scroll down and select **Microsoft Windows Sidebar** (see Figure 1.8).
- 9 Under the **Microsoft Windows Sidebar** description, click **Disable**. In the **Windows Defender** warning box, click **Yes**.
- 10 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

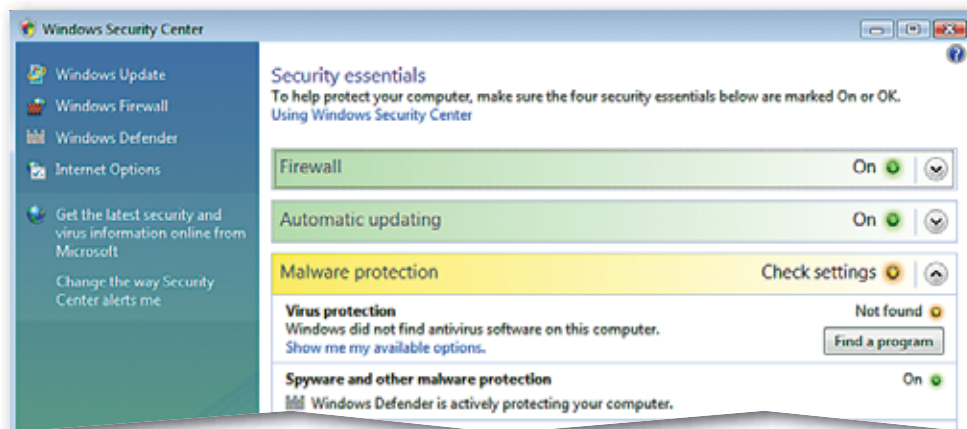
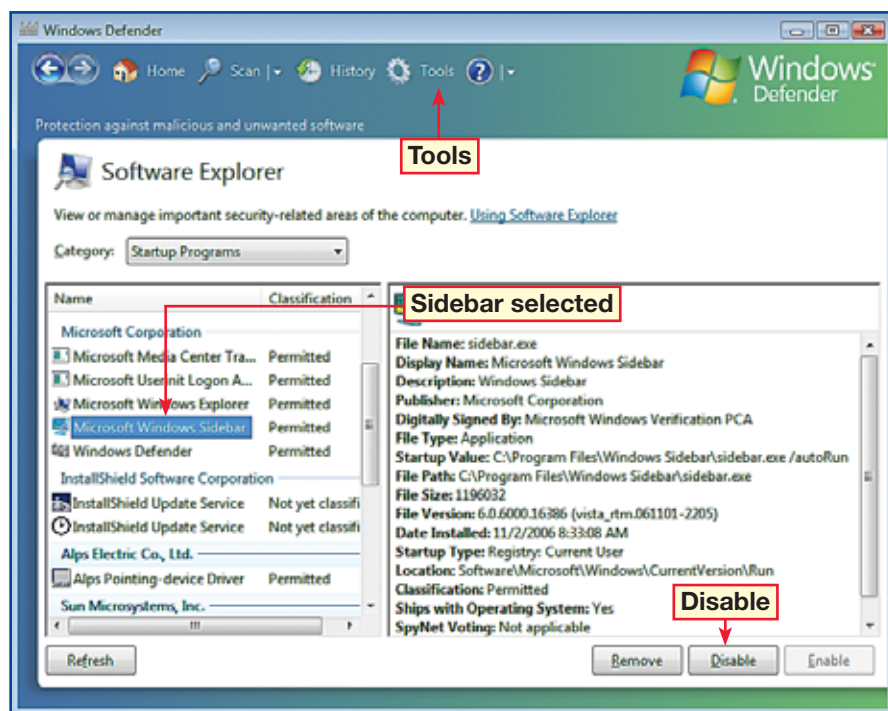






FIGURE 1.8 Windows Defender Software Explorer





## Step-By-Step

- 11 Click the **Microsoft Windows Sidebar** listing and click **Enable**. Click **Yes**.
- 12 Click **Tools**  and select **Quarantined items**.
- 13 **CHECK** Your screen should look like Figure 1.9. On this screen, you can restore or remove programs quarantined by **Windows Defender**.
- 14 Click **Back** .
- 15 Click **Allowed items**.
- 16 **CHECK** Your screen should look like Figure 1.10. On this screen, you can set **Windows Defender** to resume monitoring excepted programs.
- 17 Click **Home** . Click **Close** .

 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

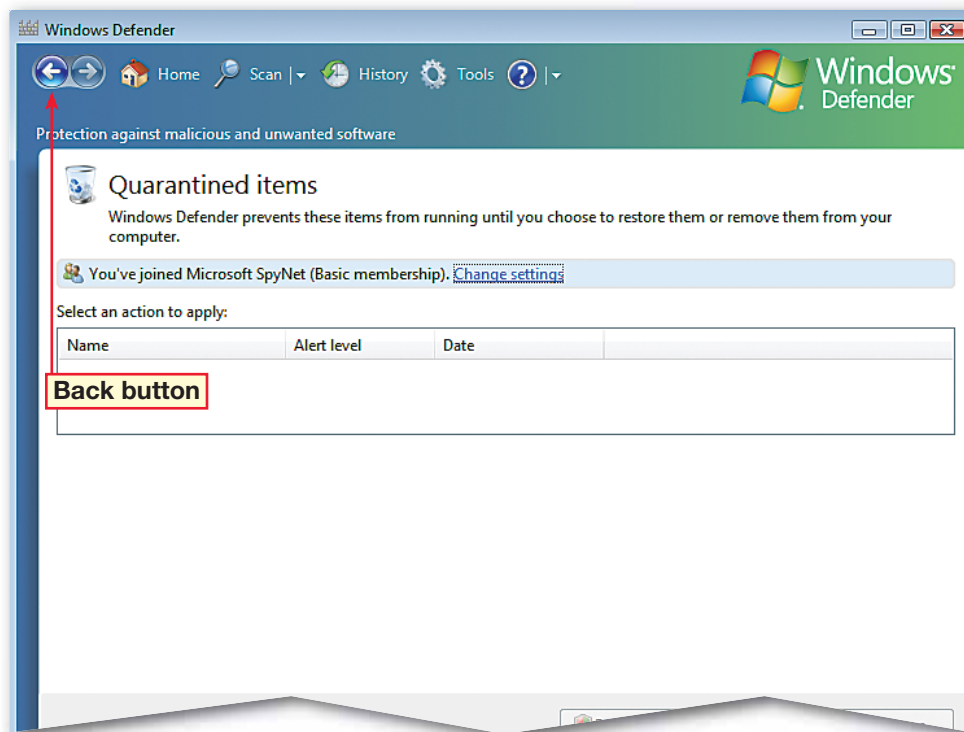
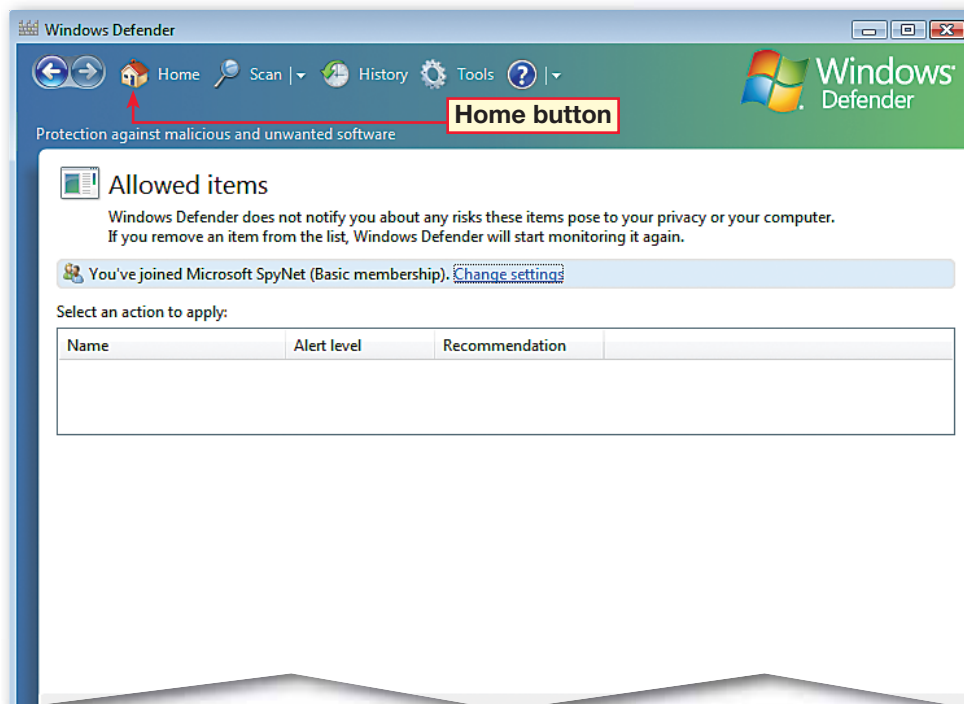


FIGURE 1.10 Windows Defender Allowed items



## Step-By-Step

- 1 Click **Start** > **Control 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**.
  - 4 Under **Install updates automatically (recommended)**, click the **Install new updates** drop-down arrow and select **Every Sunday**.
  - 5 **!CHECK** Your screen should look like Figure 1.12. Click **OK**.
  - 6 In the **User Account Control** dialog box, click **Continue**.
  - 7 In the **Windows Update** window, in the left pane, click **View update history**.
  - 8 In the list of updates, right-click the fifth update in the list and select **View Details**.
  - 9 Note the Windows update information. Click **Close**.
  - 10 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

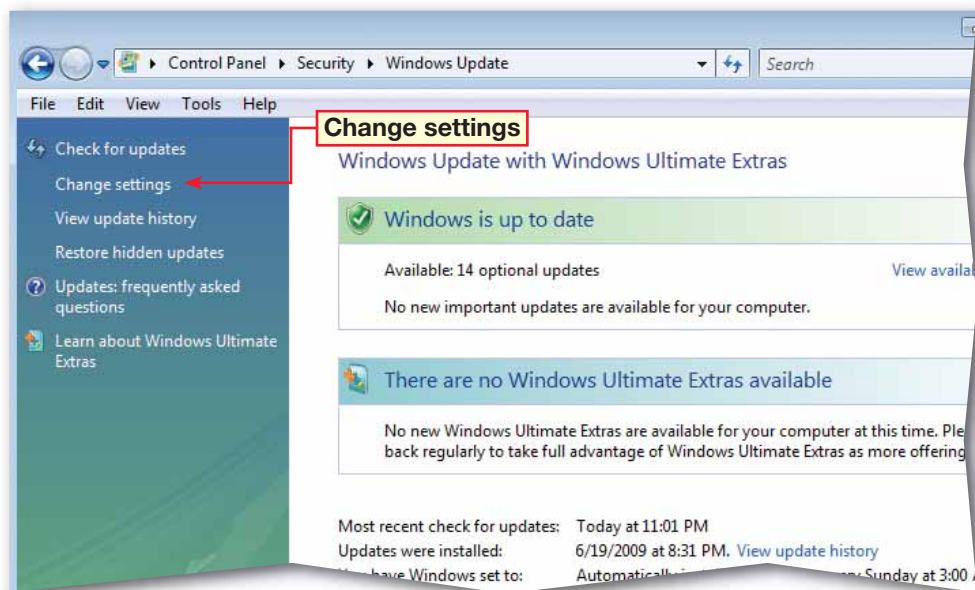
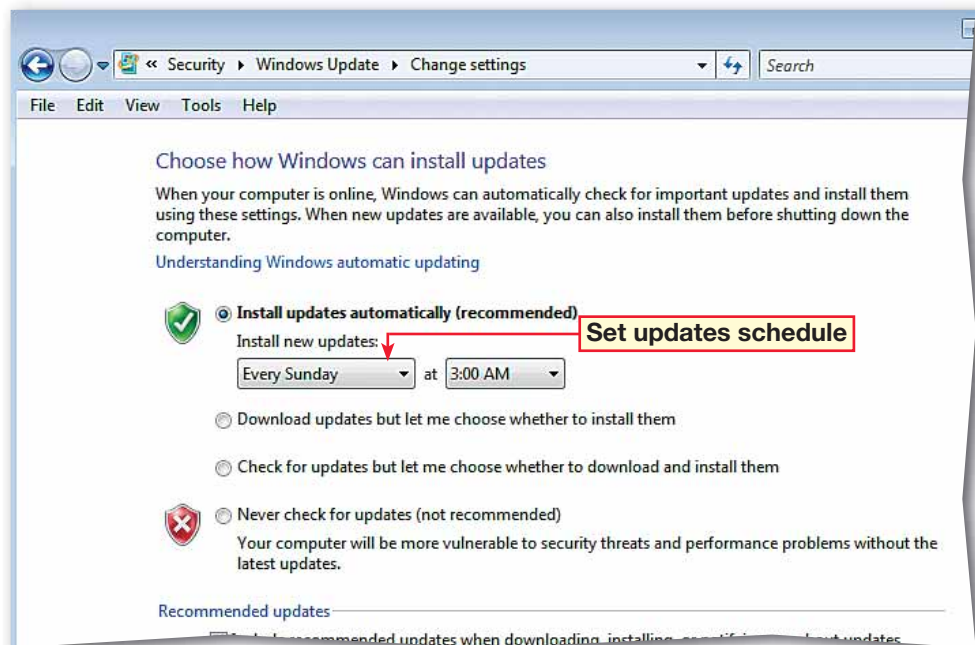


FIGURE 1.12 Windows Update settings



## Step-By-Step

- 1 Under **Windows is up to date**, click **View Available updates**.
- 2 Follow your teacher's instructions for the update you should select in the available updates box. Select the update and click **Install**.
- 3 In the **User Account Control** dialog box, click **Continue**.
- 4 **CHECK** Your screen should look like Figure 1.13.
- 5 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.
- 7 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

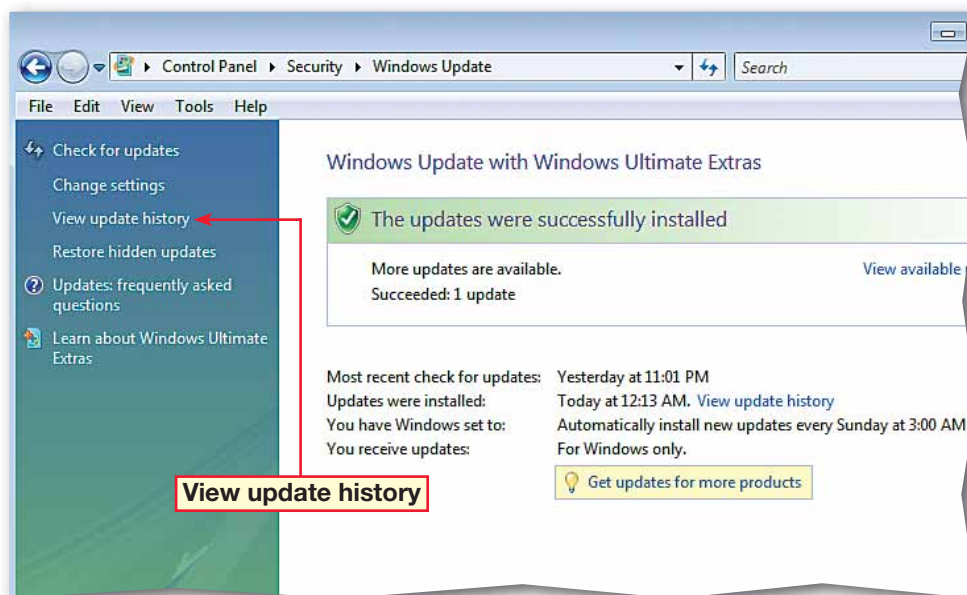
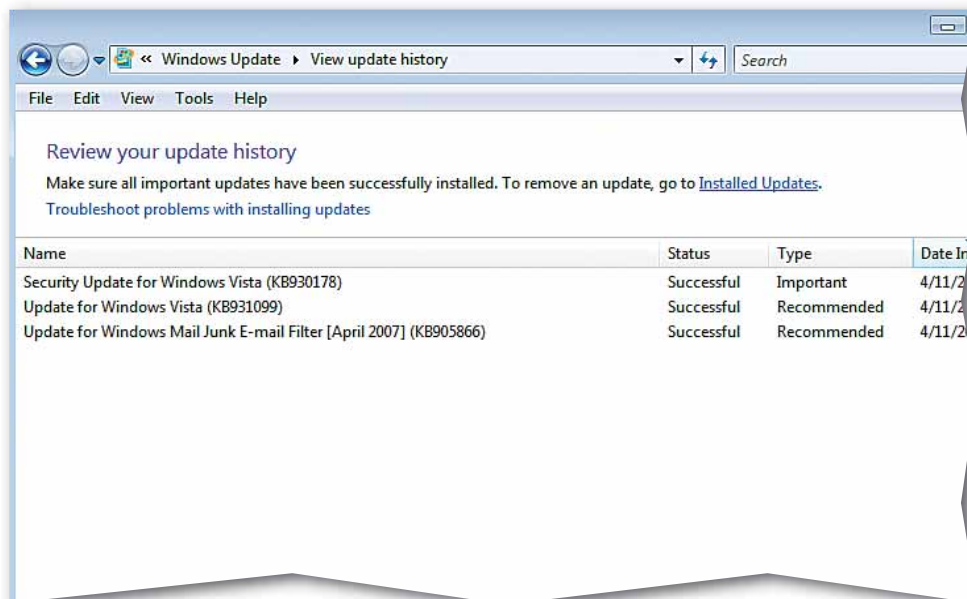





FIGURE 1.14 Update history





## Step-By-Step

- 1 Click **Start** .
- 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.
- 4 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.

### You Should Know

To prevent accidental moving or resizing of the Taskbar, you can lock it into place. To lock and unlock the Taskbar, right-click 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

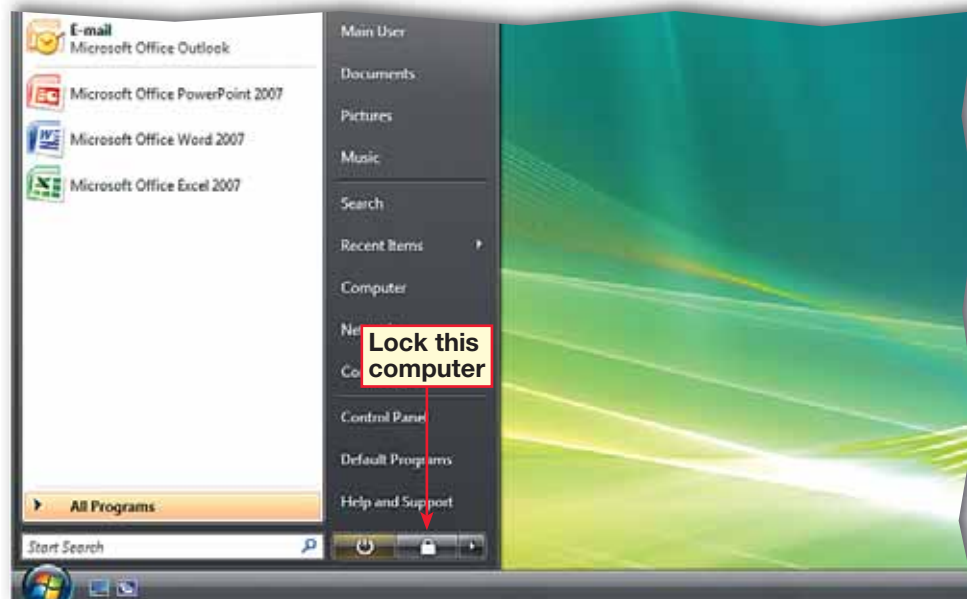


FIGURE 1.16 Locked password screen



## Step-By-Step

- 1 Click **Start** > **Control Panel** > **Appearance and Personalization**.
- 2 Click **Personalization**. Click **Change screen saver**.
- 3 **CHECK** Your dialog box should look similar to Figure 1.17.
- 4 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.
- 7 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**.
- 9 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 1.17 Screen Saver Settings dialog box

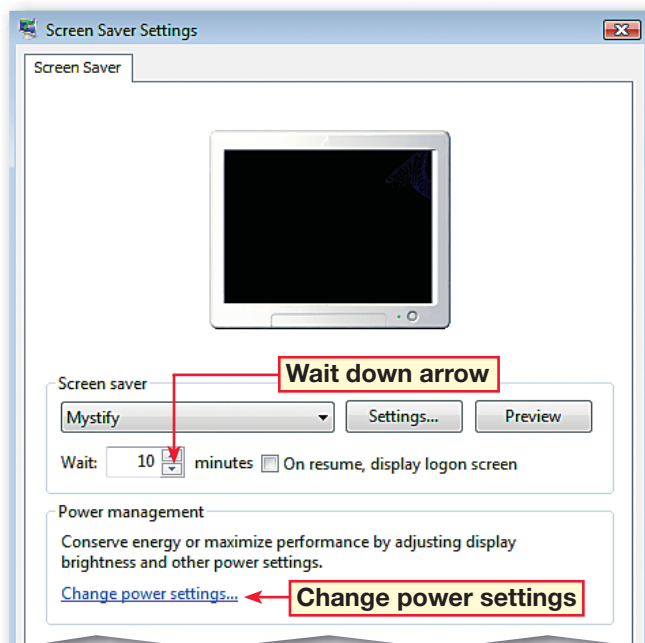
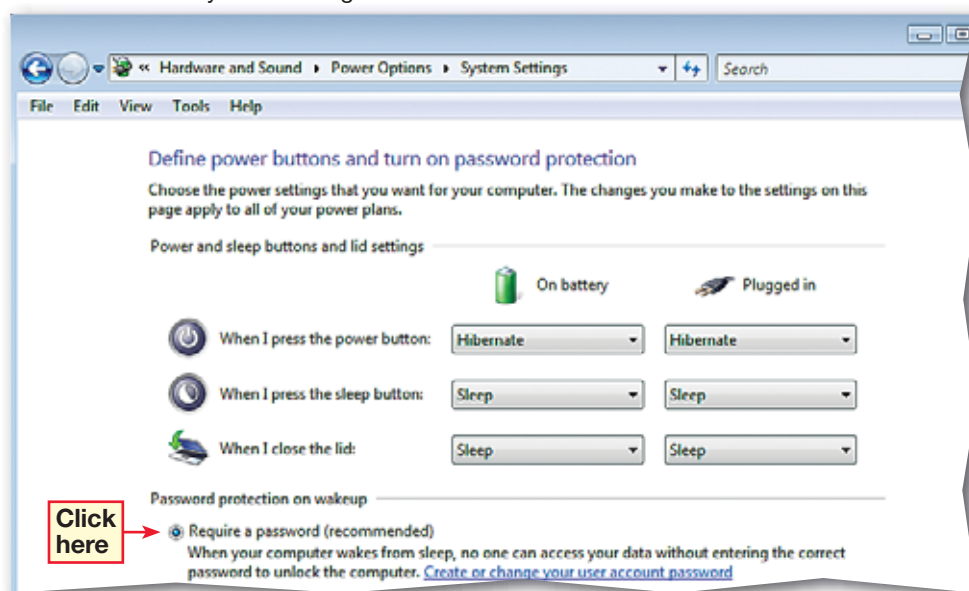


FIGURE 1.18 System Settings window



## Step-By-Step

- 1 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.
  - 7 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 1.19 Internet Properties dialog box

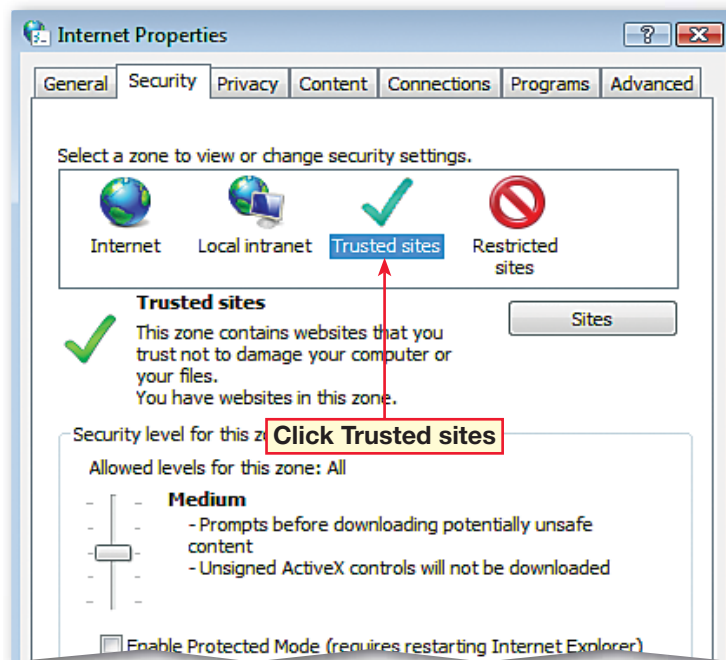
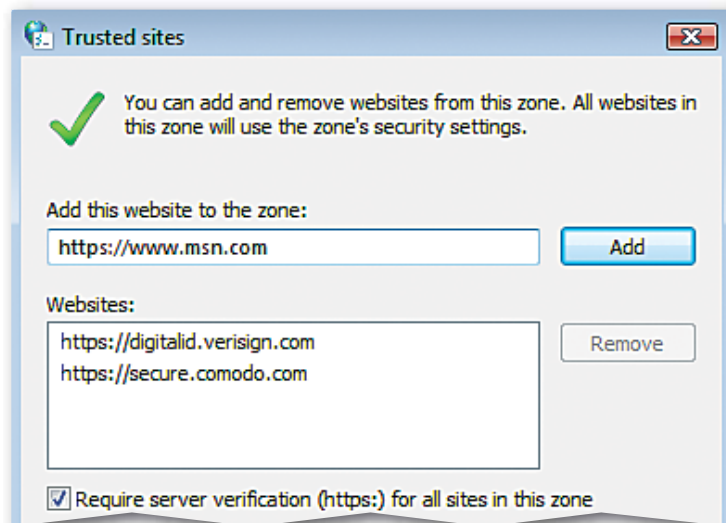


FIGURE 1.20 Trusted sites dialog box



## Step-By-Step

1 Click **Start** > **Control 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 (8-1024MB)** box until it reads **60** (see Figure 1.22).

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

5 **CHECK** Your dialog box should look similar to Figure 1.22.

6 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.

FIGURE 1.21 Internet Properties dialog box General tab

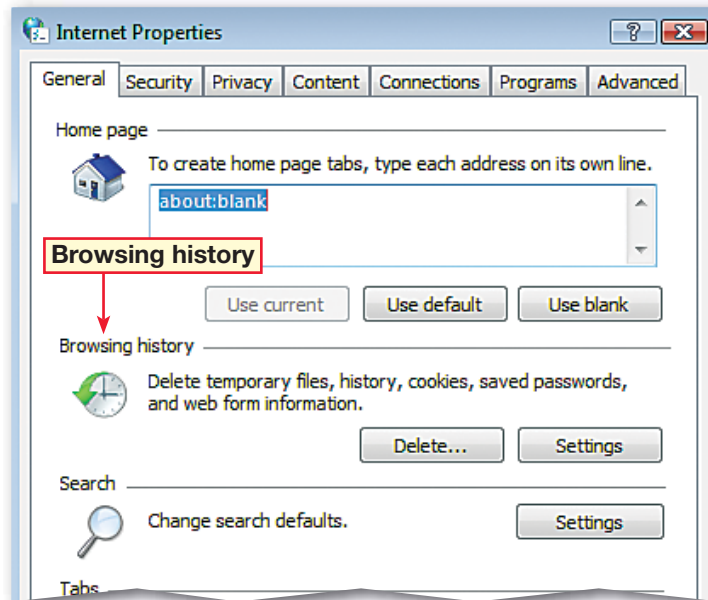
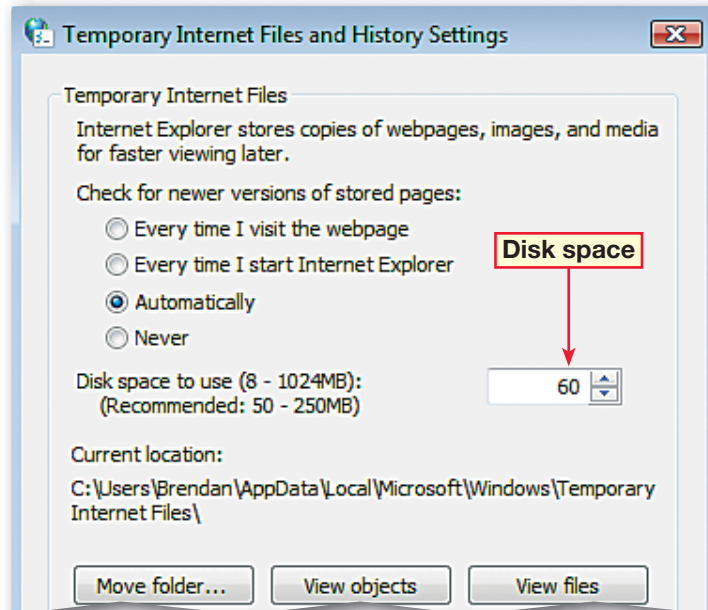


FIGURE 1.22 Temporary Internet Files and History Settings dialog box





## Step-By-Step

- 1 Click **Start** > **Control Panel** > **Security** > **Internet Options**. In the **Internet Properties** dialog box, click the **Privacy** tab.
- 2 Under **Settings**, click **Default**, if necessary.
- 3 Under **Settings**, click and drag the slider up one notch so that the setting is at **Medium High**.
- 4 **CHECK** Your dialog box should look like Figure 1.23.
- 5 Click **Advanced**. Under **Cookies**, select **Override automatic cookie handling**. Under **Third-party Cookies**, select **Prompt**. Click **OK**.
- 6 **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

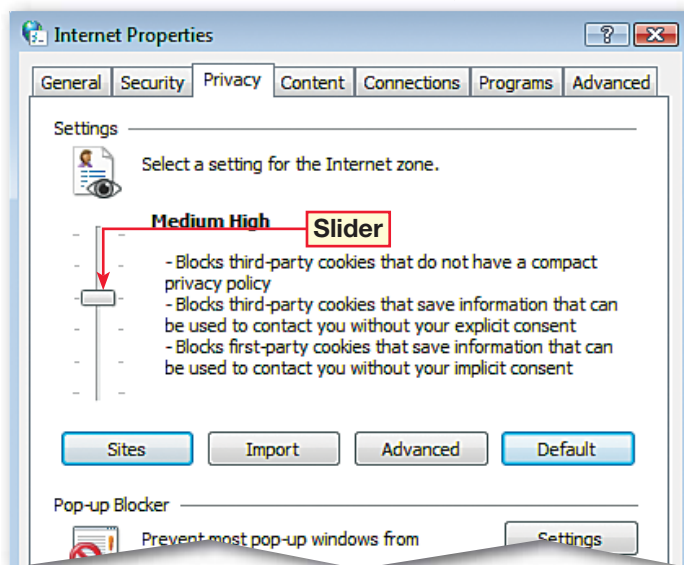
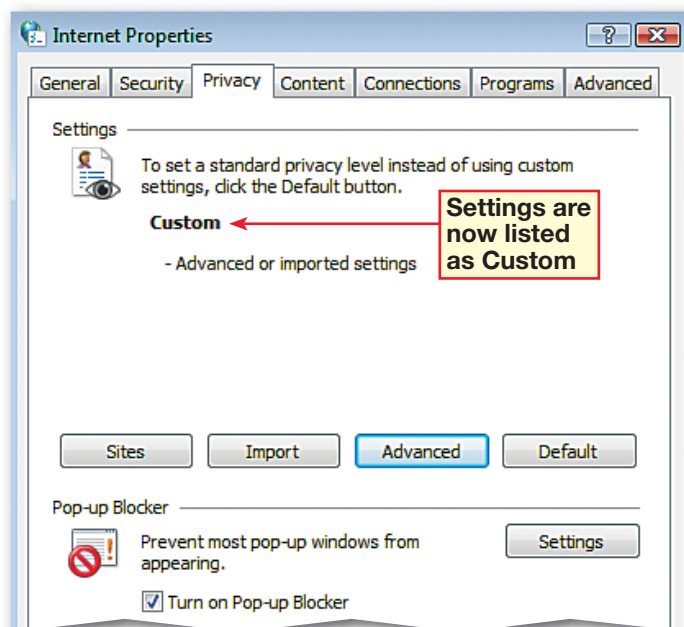


FIGURE 1.24 Custom Privacy settings



## Step-By-Step

- 1 Click **Start** > **Control Panel** > **Security** > **Internet Options**.
- 2 In the **Internet Properties** dialog box, click the **Advanced** tab (see Figure 1.25).
- 3 In the **Settings** box, scroll down to **Phishing Filter**.
- 4 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.
- 6 Click **Apply**.
- 7 **CHECK** 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

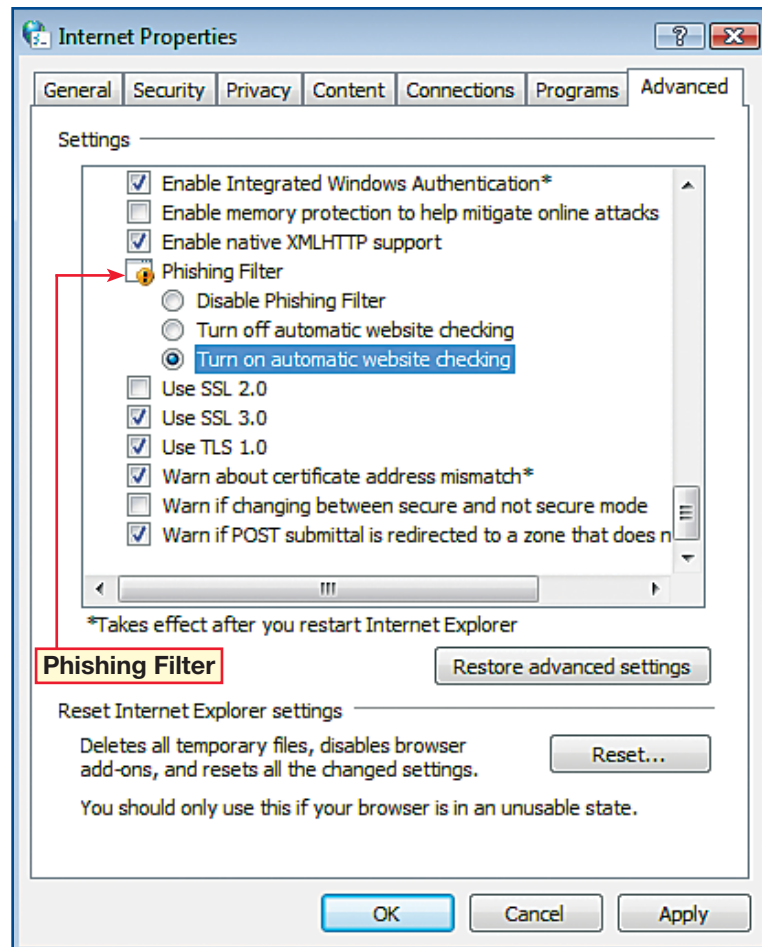
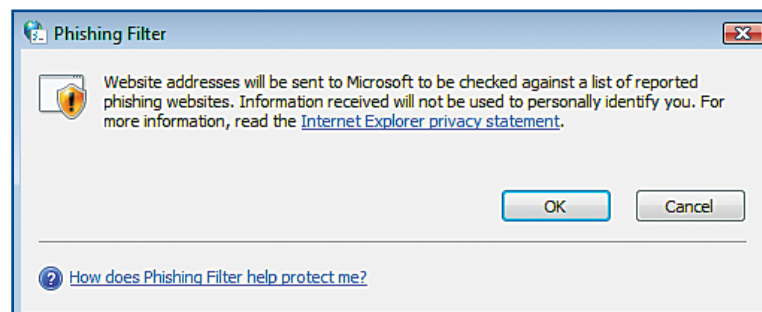




FIGURE 1.26 Phishing Filter warning box



## Step-By-Step

- 1 Click **Start**  **Control Panel** > **Security** > **Internet Options**.
- 2 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.
- 4 **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.
- 7 Click **Add**.
- 8 Click **Close**.
- 9 In the **Internet Properties** dialog box, click **OK**.
- 10 In the **Security** window, click **Close** .

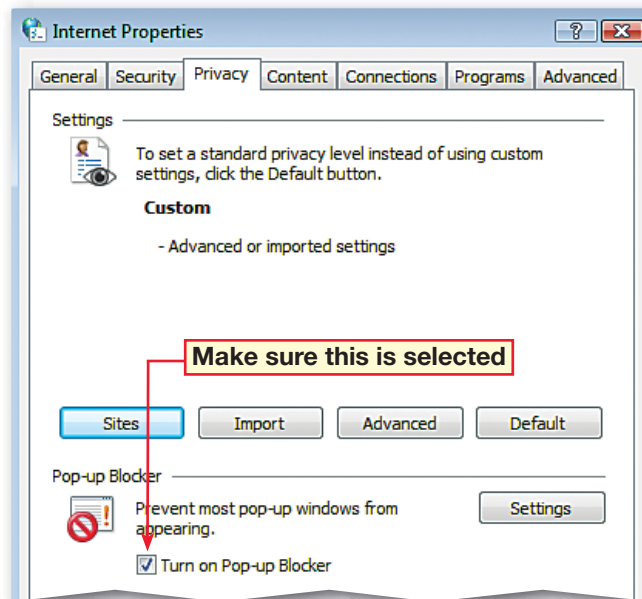
 Continue to the next exercise.

## EXERCISE 1-12 Manage Pop-Up Windows

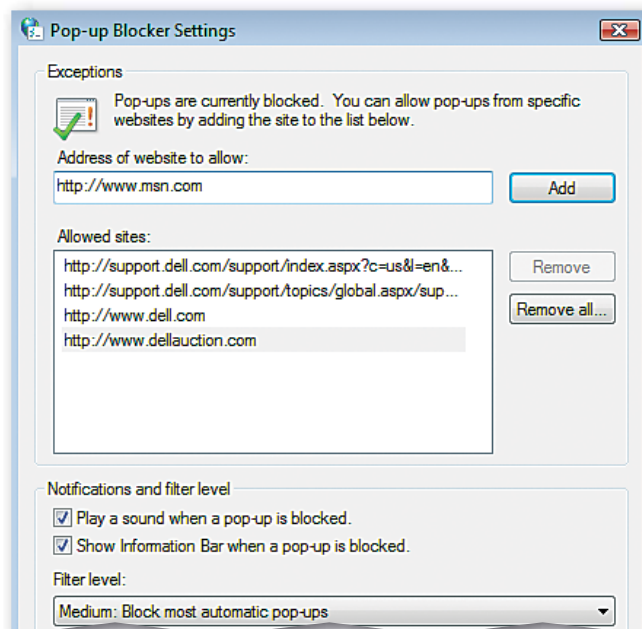


Internet Explorer can block malicious Web site functions. A **pop-up window** is an ad that suddenly appears in its own window on top of another Web site. Pop-up windows in Web sites can be informative, while others can be annoying. Some pop-ups may carry **code**, or computer programming language, that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



## Step-By-Step

- 1 Choose **Start**  **Control Panel**.
- 2 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.
- 5 In the **Manage Accounts** window, click **Create a new account**.
- 6 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

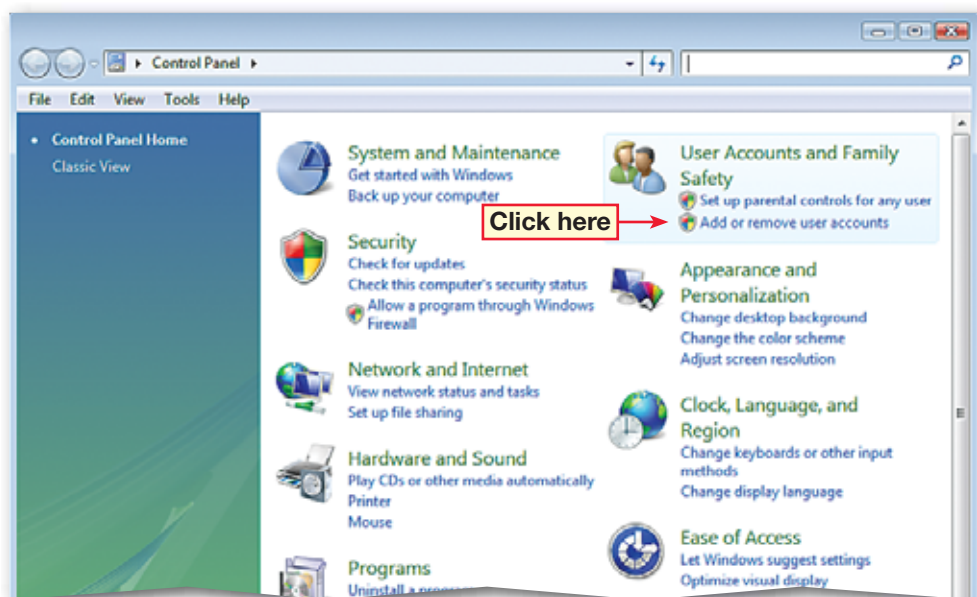
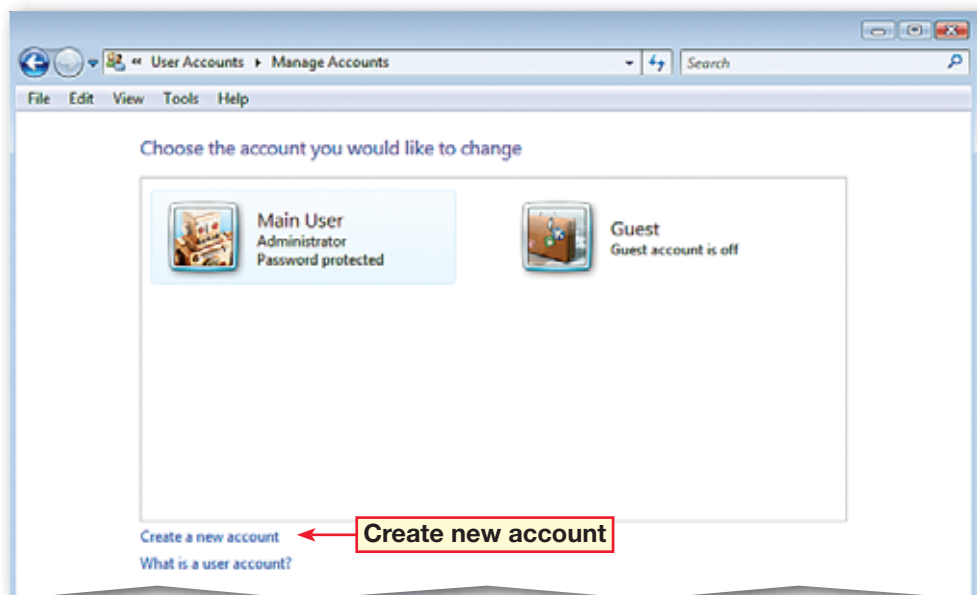


FIGURE 1.30 Manage Accounts window





## Step-By-Step

- 7 Make sure the **Standard user** option is selected.
- 8 **CHECK** Your screen should look like Figure 1.31.
- 9 Click **Create Account**.
- 10 **CHECK** Your screen should look like Figure 1.32.
- 11 Click **Create a new account**.
- 12 In the **This name will appear on the Welcome screen and on the Start menu** box, key: **Third**. Click **Create Account**.
- 13 In the **Manage Accounts** window, click the **Second** user icon. Click **Create a password**.
- 14 In the **New password** box, key: **Turtle87**. In the **Confirm new password** box, key: **Turtle87**.
- 15 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

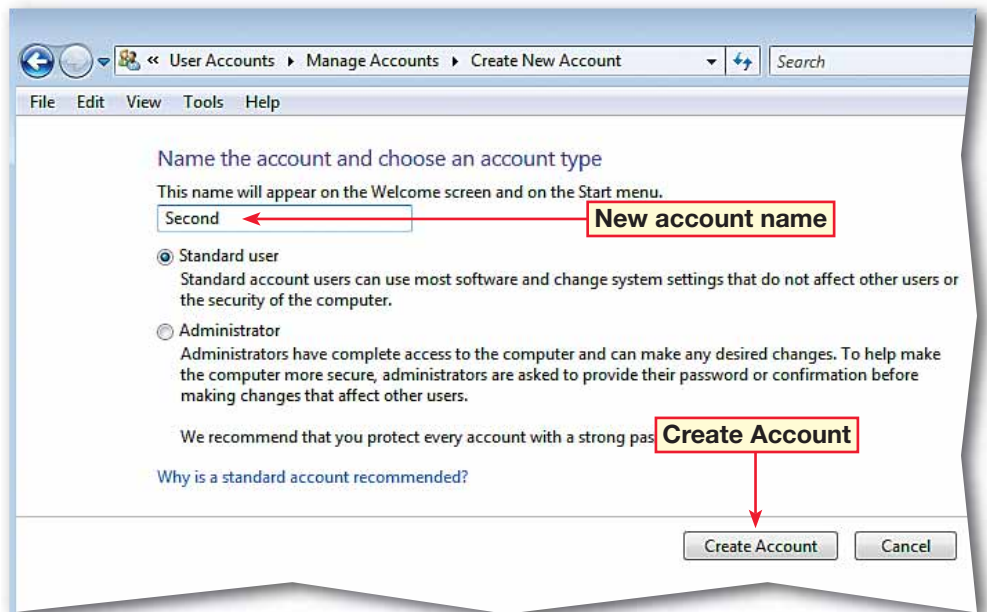
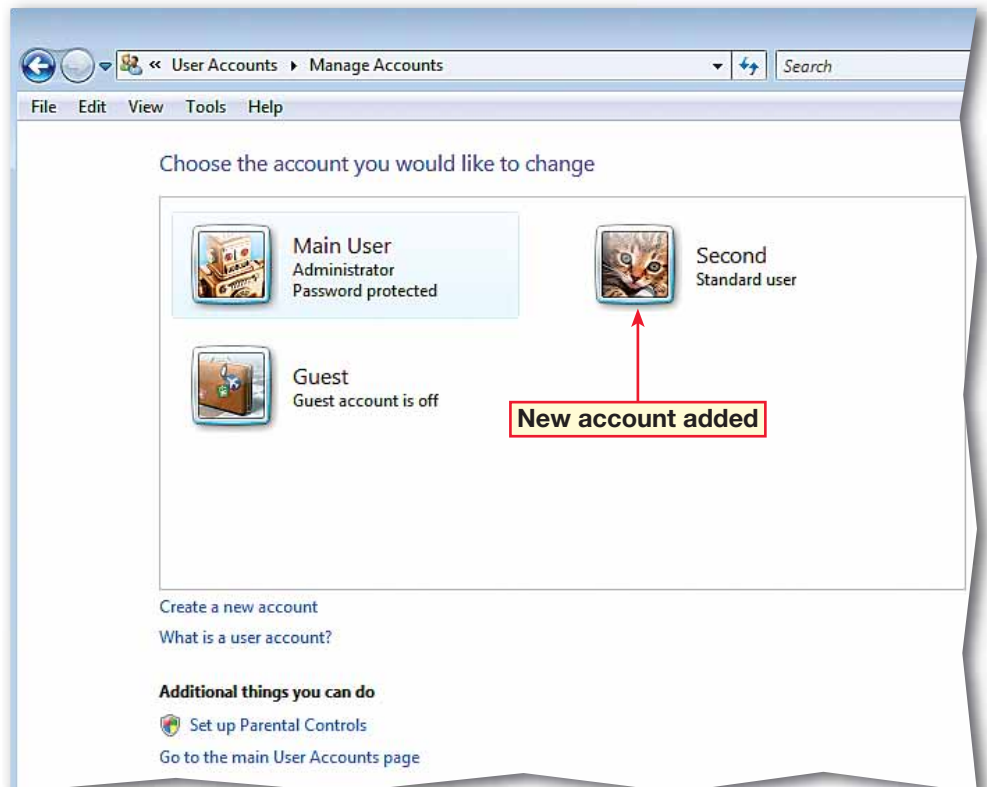


FIGURE 1.32 Manage Accounts Window with account added



## Step-By-Step

**1** Click **Start**. 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**.

**4** In the center pane, double-click the **Users** folder.

**5** Select the **Second** account. On the **Menu** bar, click **Properties**.

**6** **CHECK** Your screen should look like Figure 1.34.

**7** In the **Second Properties** dialog box, click the **General** tab. Verify that **Password Never Expires** is checked, and select **Account is disabled**.

**8** Click **OK**. Click **Close**.

 Continue to the next exercise.

### You Should Know

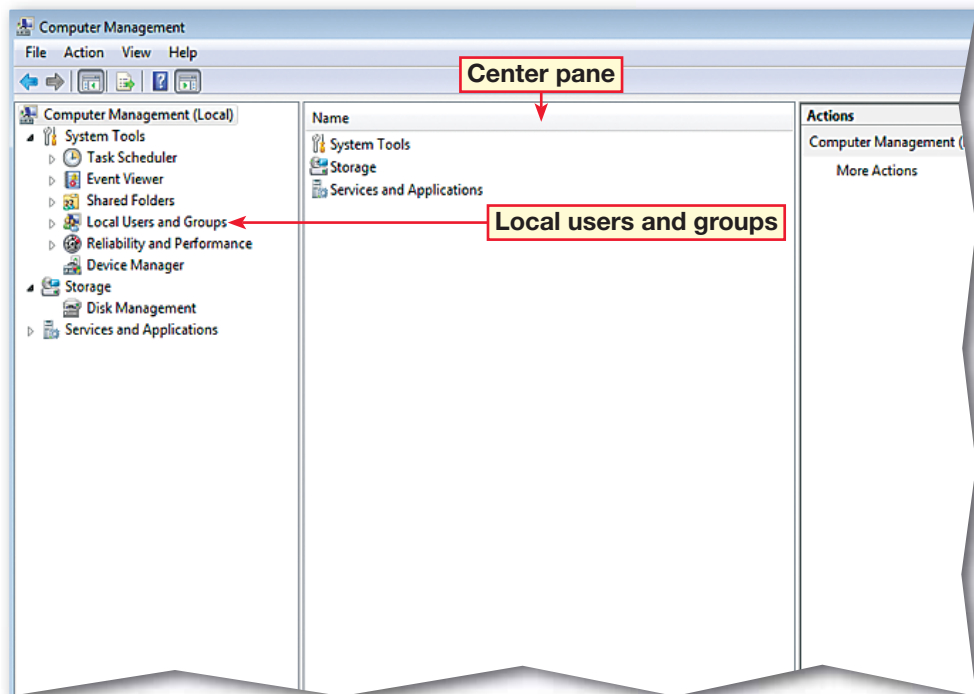
While the **Account Management** folder can manage most account functions, the **Computer Management** folder provides even more control over your computer's security.

## EXERCISE 1-14

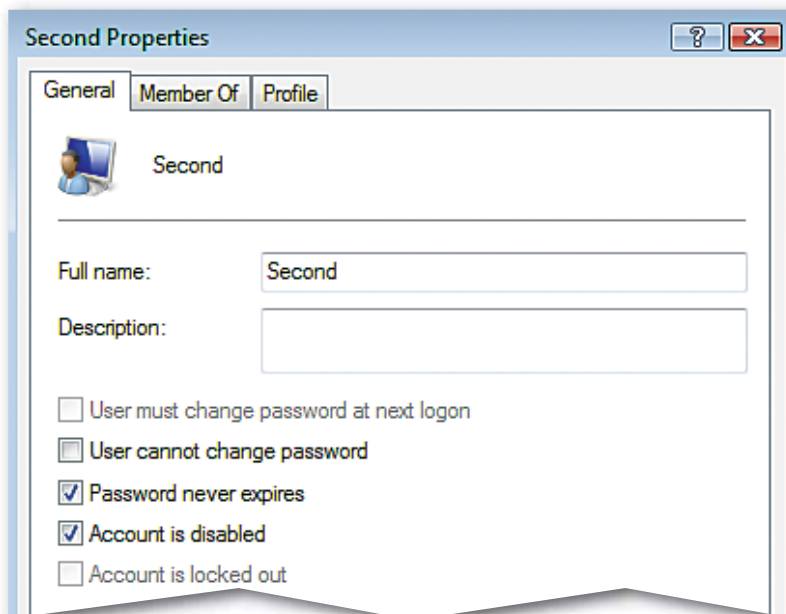
### Disable a Standard Local User Account

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



## Step-By-Step

- 1 Click **Start**. In the right pane, right-click **Computer** and select **Manage**. Click **Continue**.
- 2 In the **Computer Management** window, in the center pane, double-click the **Second** account.
- 3 In the **Second Properties** dialog box, clear the **Password never expires** check box.
- 4 Select the **User must change password at next logon** check box.
- 5 **!CHECK** Your dialog box should look like Figure 1.35. Click **OK**.
- 6 **!CHECK** Your screen should look like Figure 1.36.
- 7 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

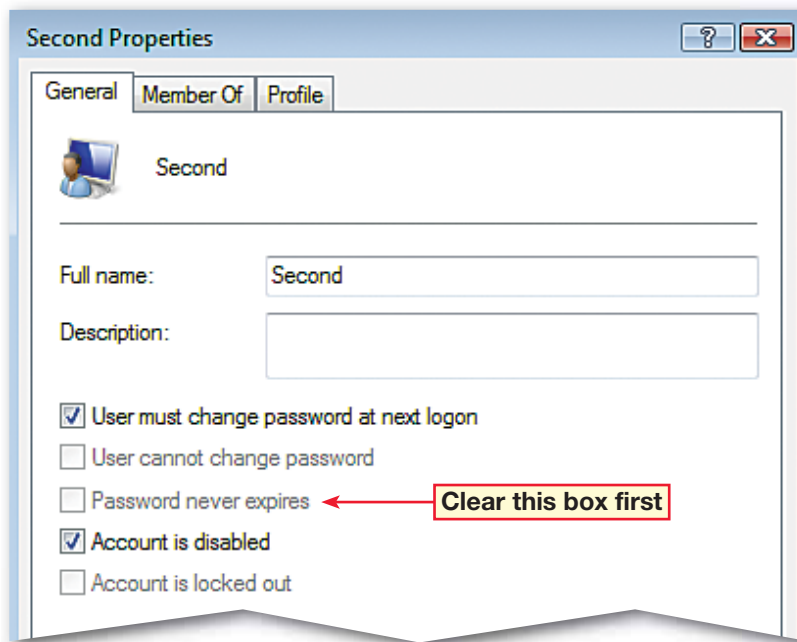
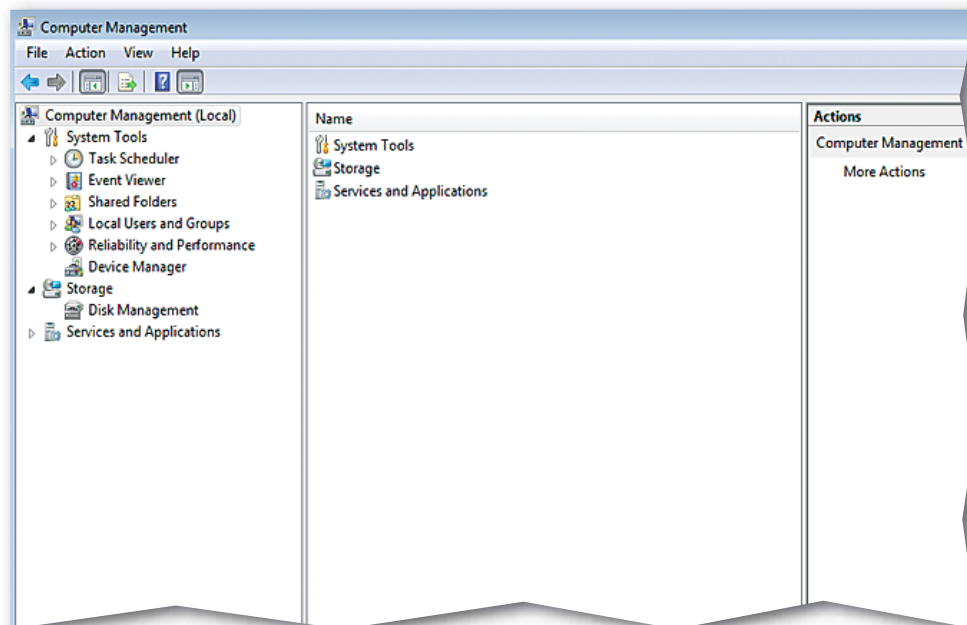


FIGURE 1.36 Computer Management window





# LESSON

# 1

## After You Read



### 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

### 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
  - B. Security Options
  - C. Computer Management
  - D. Windows Update
8. You can update Windows Vista by using which application? (p. 8)
  - A. Windows Defender
  - B. Windows Update
  - C. Windows Firewall
  - D. Phishing Filter
9. Windows Defender will place suspicious programs in what area? (p. 6)
  - A. firewall
  - B. cookie
  - C. quarantine
  - D. standard account
10. Which tool allows you to lock the computer automatically? (p. 11)
  - A. Control Panel
  - B. Screen saver settings
  - C. Desktop
  - D. Start Menu

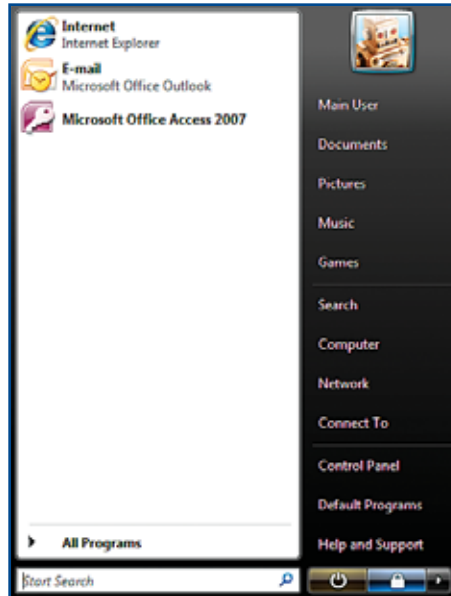
## Step-By-Step

- 1 Click **Start** .
- 2 On the **Start** menu, at the bottom of the right pane, click **Lock this computer**  (see Figure 1.37).
- 3 **iCHECK** Your screen should look like Figure 1.38.
- 4 Click in the password box.
- 5 Key your password (or the password assigned by your teacher).
- 6 Click **Enter** .

## 1. Lock the Computer

Follow the steps to complete the activity.

**FIGURE 1.37** Start menu



**FIGURE 1.38** Locked Password screen



## Step-By-Step

- 1 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**.
- 4 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**.
- 8 In the **Personalization** window, click **Close**.

## 2. Change Screen Saver Settings

Follow the steps to complete the activity.

FIGURE 1.39 Personalization window

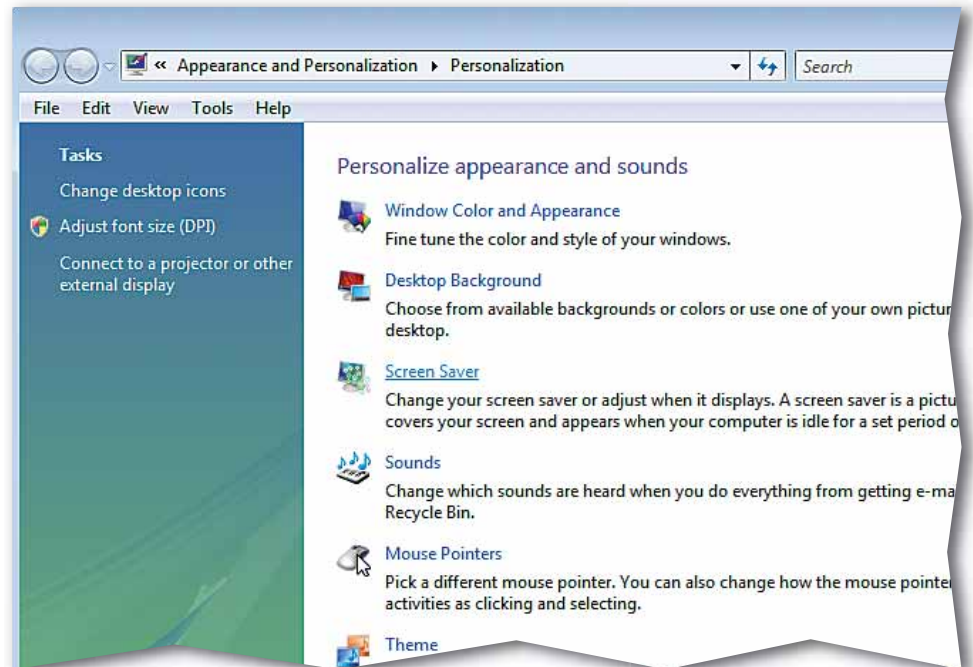
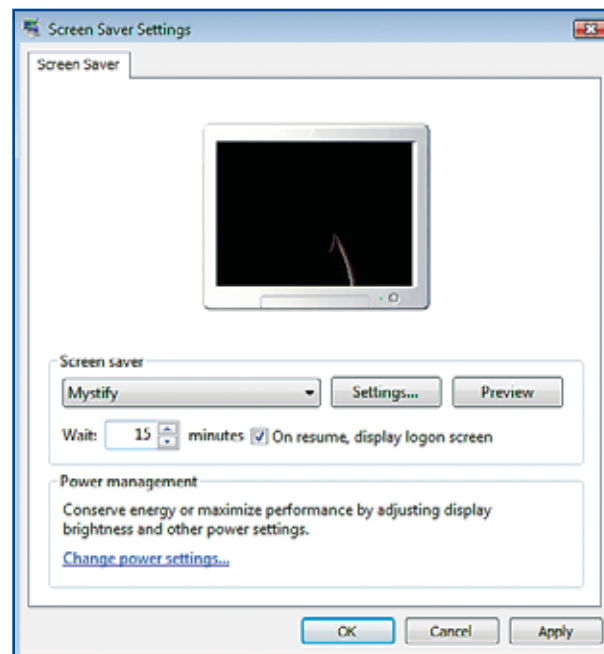




FIGURE 1.40 Screen Saver Settings dialog box



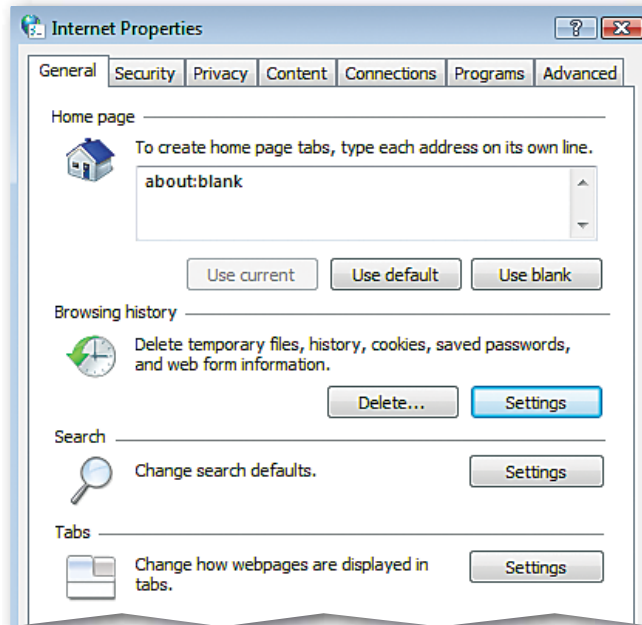
## Step-By-Step

- 1 Click **Start** . In the right pane of the **Start** menu, select **Control Panel**.
- 2 In the **Control Panel**, select **Network and Internet**.
- 3 Under **Internet Options**, click **Delete browsing history and cookies**.
- 4 **CHECK** Your screen should look like Figure 1.41.
- 5 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.
- 9 Click **OK**. In the **Network and Internet** window, click **Close** .

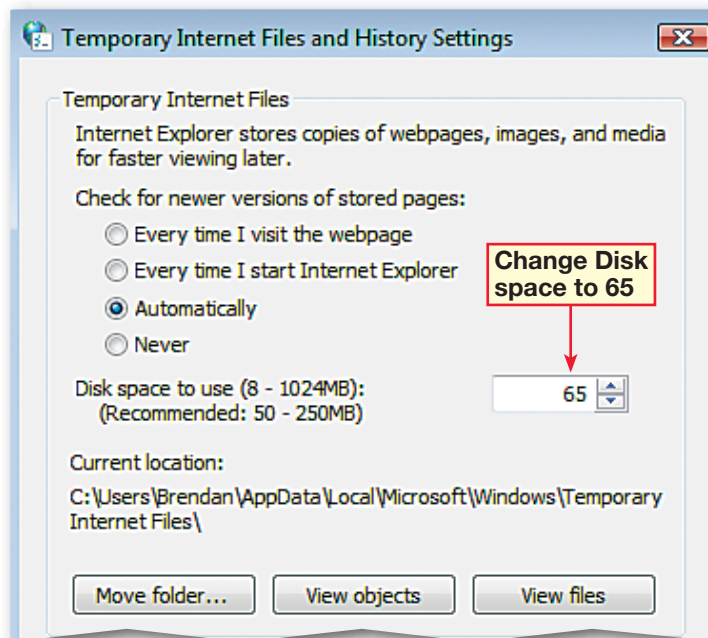
## 3. Configure History and Temporary Internet File Settings

Follow the steps to complete the activity.

**FIGURE 1.41** Internet Properties dialog box General tab




**FIGURE 1.42** Temporary Internet Files and History Settings dialog box





## Step-By-Step

- 1 Create a new account.
- 2 Name the new account **Annie Borden**.
- 3 Make sure the **Standard user** option is selected.
- 4 **CHECK** 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.
- 7 Click in the **New password** box and key: **rescueBlue55**. Click in the **Confirm new password** box and key: **rescueBlue55**.
- 8 Click **Create password**.
- 9 In the **Change an Account** window, click **Close** .

## 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

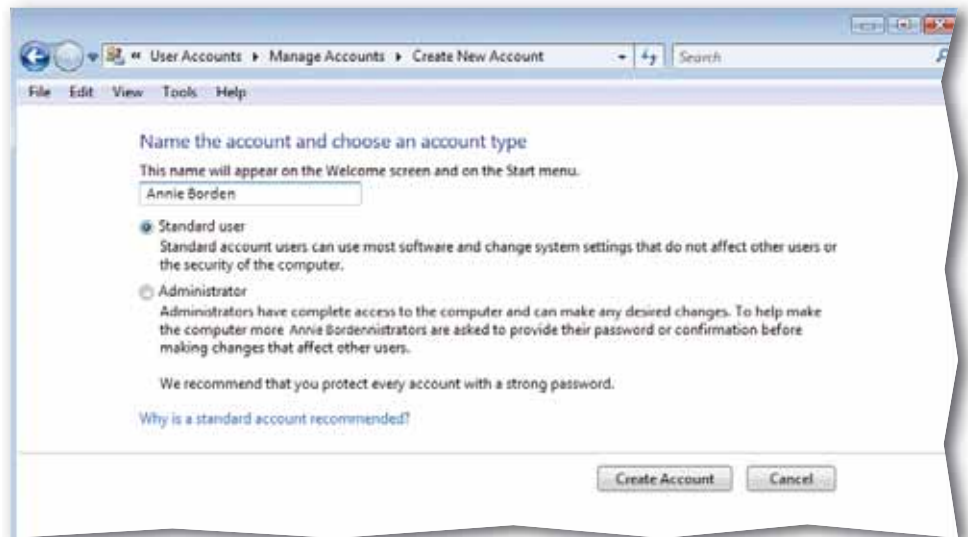



FIGURE 1.44 Manage Accounts Window with account added



## Step-By-Step

- 1 Click **Start** . In the right pane, right-click **Computer** and select **Manage**.
- 2 In the **User Account Control** dialog box, click **Continue**.
- 3 In the **Computer Management** window, in the left pane, click **Local Users and Groups**.
- 4 In the center pane, double-click **Users**.
- 5 **CHECK** Your screen should look like Figure 1.45.
- 6 In the center pane, double-click the **Annie Borden** account.
- 7 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**.
- 10 Close the **Computer Management** window.

## 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

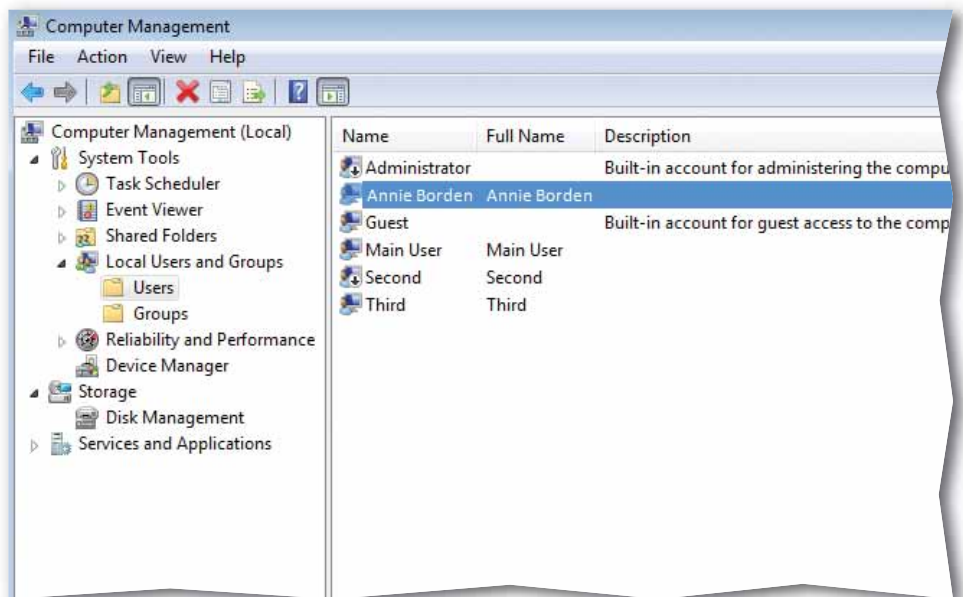
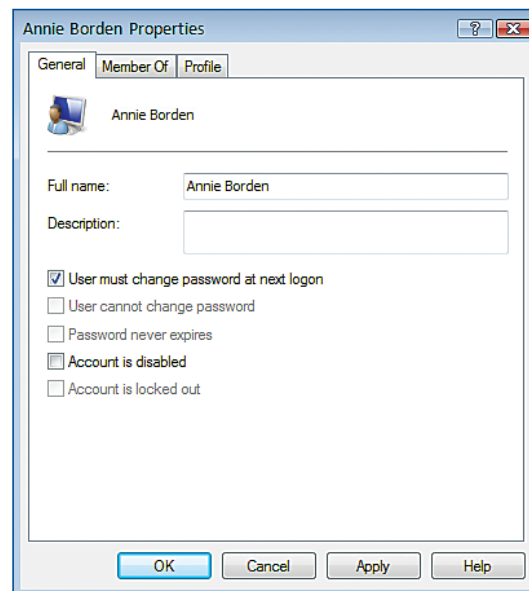


FIGURE 1.46 Annie Borden Properties dialog box



## 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?

**9. Create New Accounts**

**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**

**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



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 SKILLS

**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?*





## Before You Read

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



## Step-By-Step

- 1 On the **Taskbar**, click **Start**. In the right pane of the **Start** menu, click **Control Panel**.
- 2 In the **Control Panel** window, click **Hardware and Sound**.
- 3 **CHECK** Your screen should look like Figure 2.1.
- 4 In the **Hardware and Sound** window, click **Power Options**.
- 5 **CHECK** Your screen should look similar to Figure 2.2.
- 6 Select **High performance**.
- 7 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

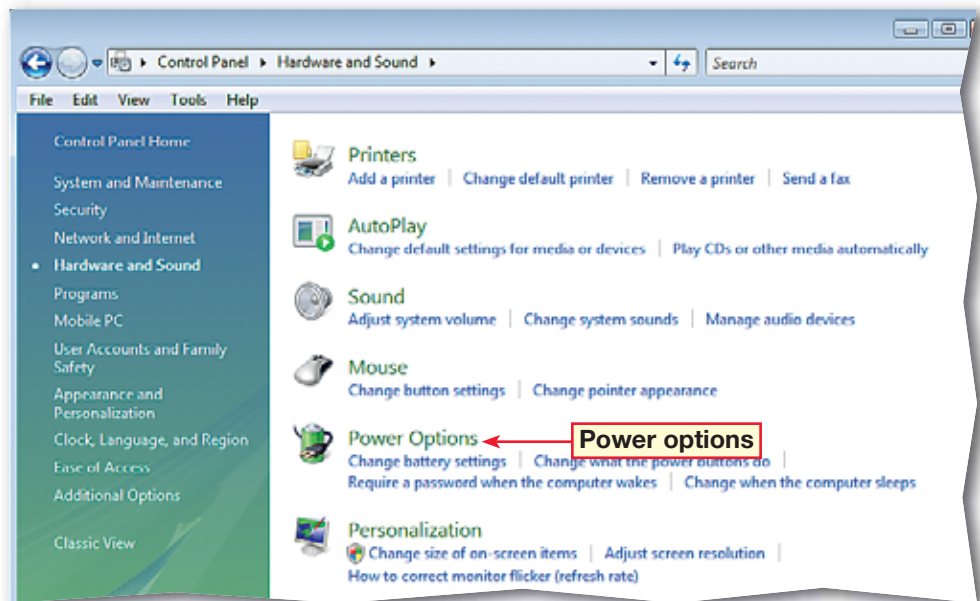
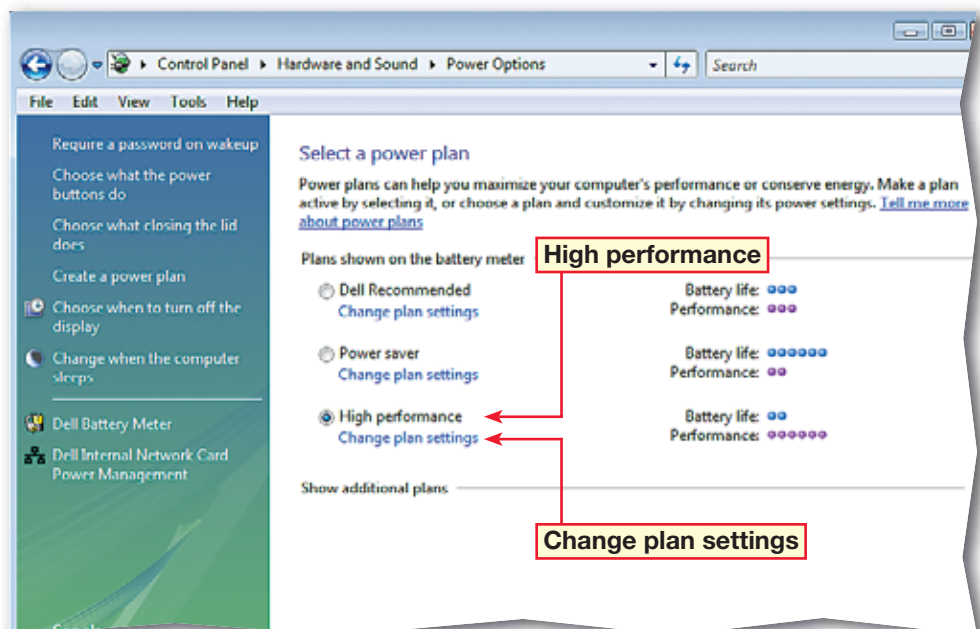


FIGURE 2.2 Power Options window





## Step-By-Step

- 8 In the **Edit Plan Settings** window, click **Change advanced power settings** (see Figure 2.3).
- 9 In the **Power Options** dialog box, under **Advanced Settings**, scroll down the list of power settings to **Display**. Click the **+** in front of **Display** to expand the options.
- 10 Double-click **Turn off display after**.
- 11 Click **Plugged in (Minutes)**. Click in the **Minutes** box to select the text and key: **40**.
- 12 **CHECK** Your dialog box should look similar to Figure 2.4.
- 13 Click **OK**.
- 14 In the **Edit Plan Settings** window, click **Close**.

Continue to the next exercise.

### Tech Tip

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.

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

FIGURE 2.3 Edit Plan Settings folder

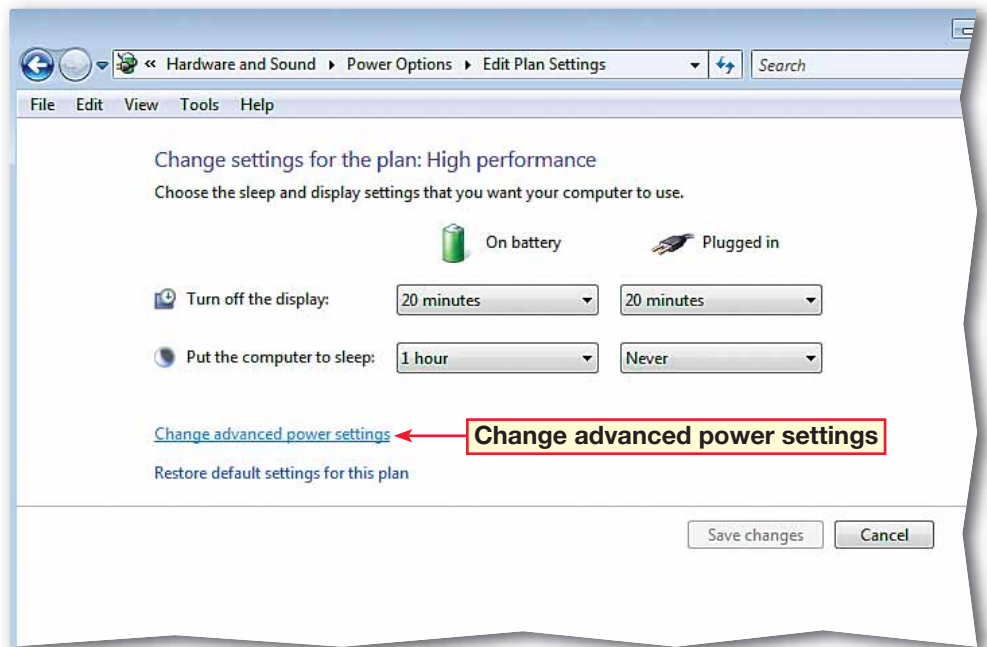
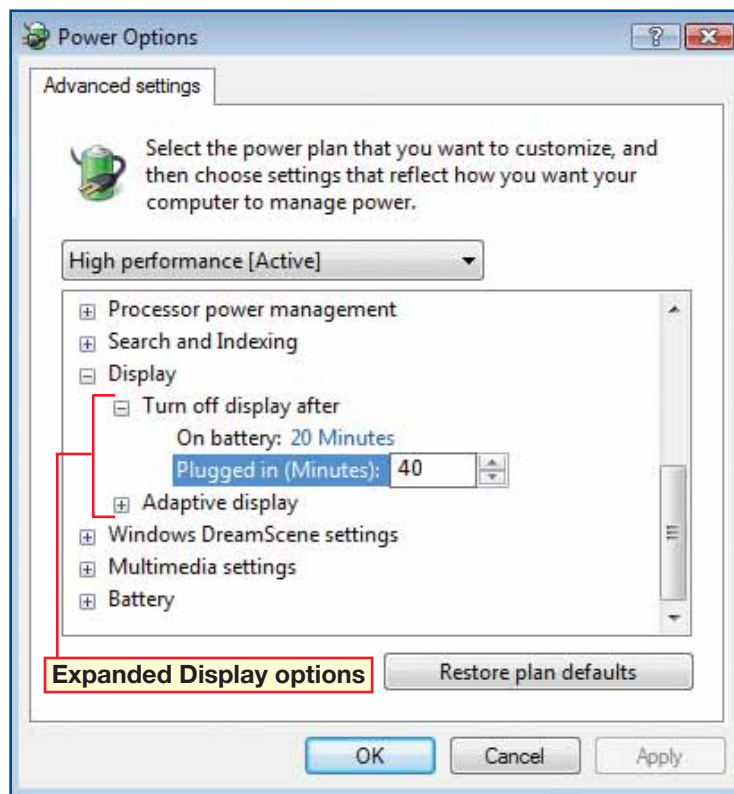


FIGURE 2.4 Power Options dialog box



## Step-By-Step

- 1 On the **Taskbar**, click **Start**.
- 2 Click **Control Panel**. In the **Control Panel** window, click **Hardware and Sound**.
- 3 Under the **Power Options**, click **Change what the power buttons do**.
- 4 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**.
- 7 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

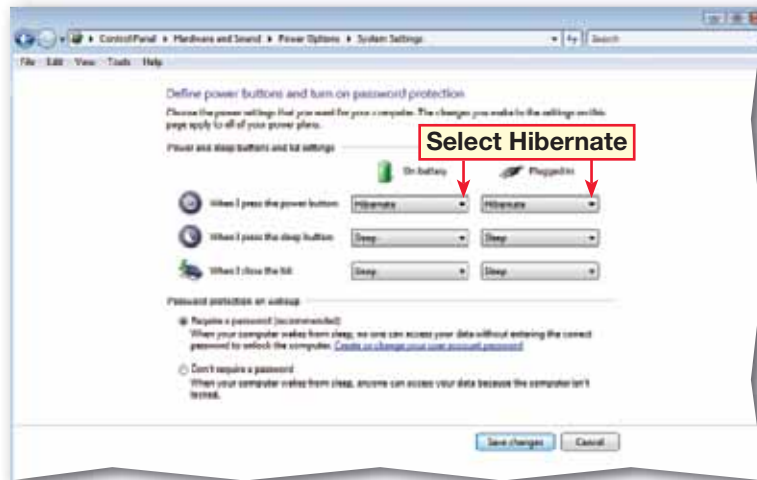
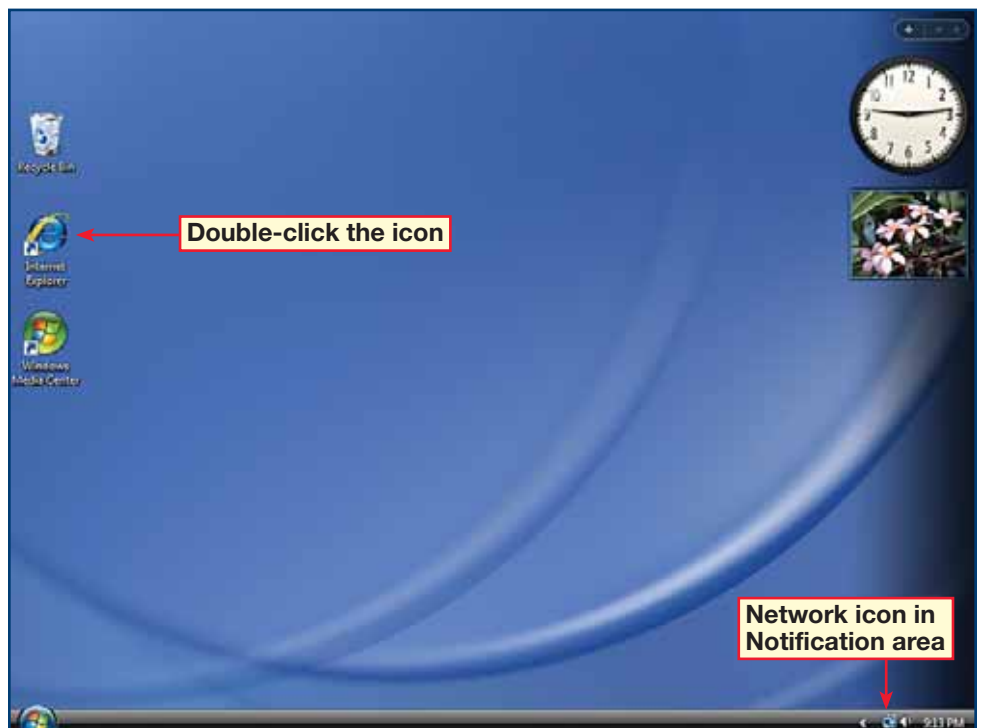





FIGURE 2.6 Internet Explorer icon on desktop



## Step-By-Step

- 8 Press the power button on your computer.
  - 9 After your computer goes into hibernation, press the power button again.
  - 10 Click your user icon or enter the password, if necessary to resume your session.
  - 11 **CHECK** Your screen should look similar to Figure 2.7.
  - 12 Click **Start** . At the bottom of the right pane, click  to open the **Shutdown** options and select **Sleep** from the list (see Figure 2.8).
  - 13 Press the power button on your computer.
  - 14 Close Internet Explorer.
-  *Continue to the next exercise.*

### Troubleshooter

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 2.7 Internet Explorer open on startup

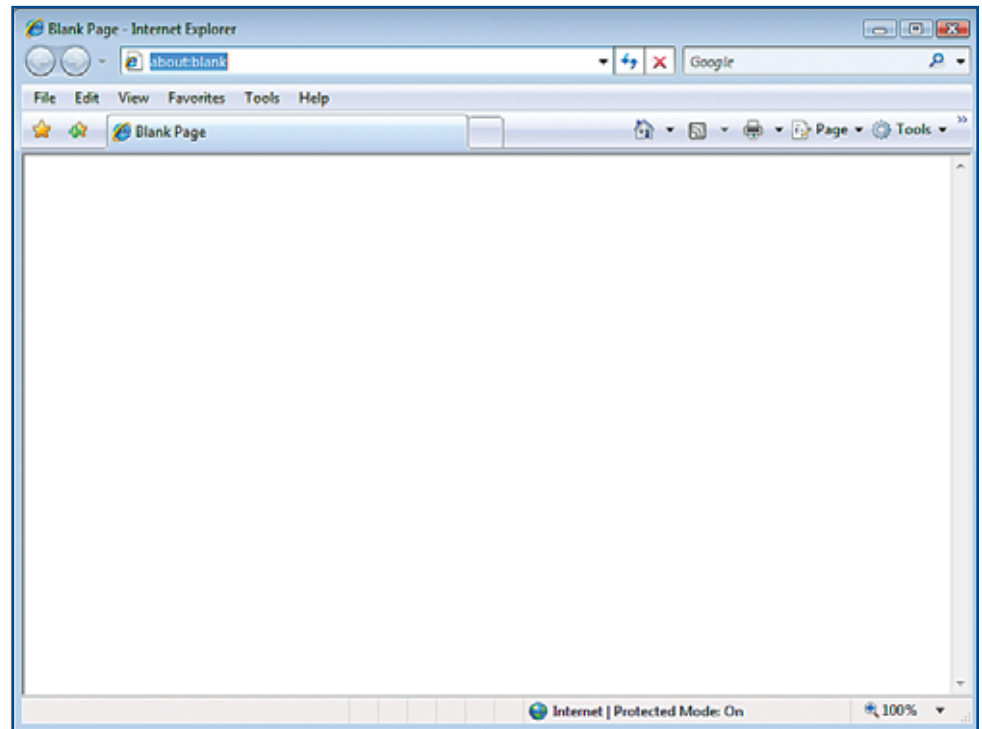
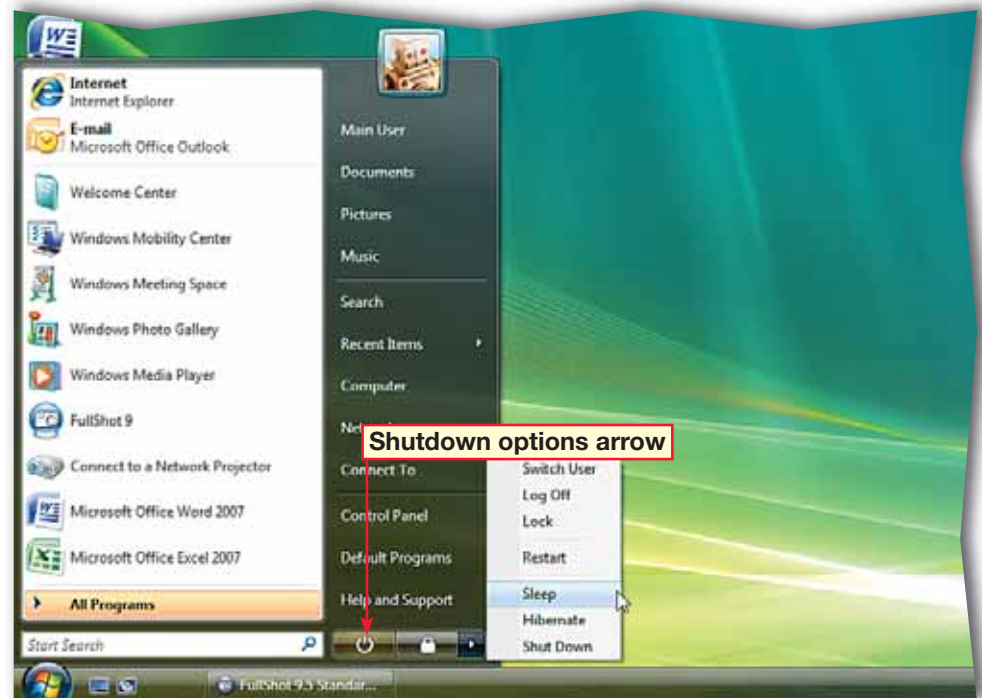





FIGURE 2.8 Start menu



## Step-By-Step

- 1 Click **Start** . In the right pane, right-click **Network** and select **Properties**.
- 2 **CHECK** Your screen should look like Figure 2.9.
- 3 In the left pane, click **Manage network connections**.
- 4 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).
- 5 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

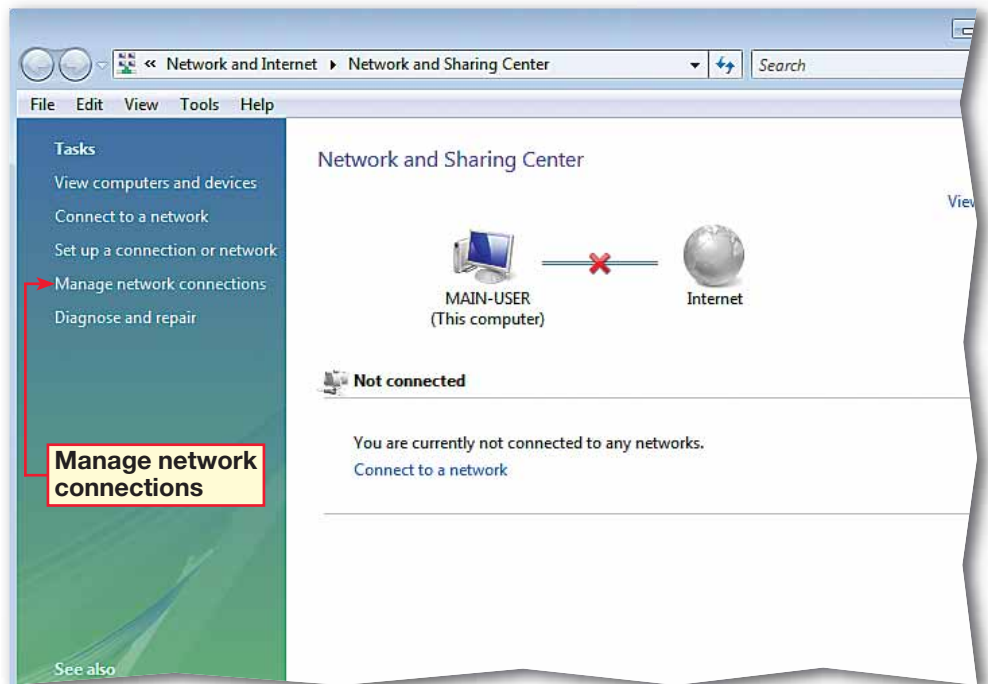
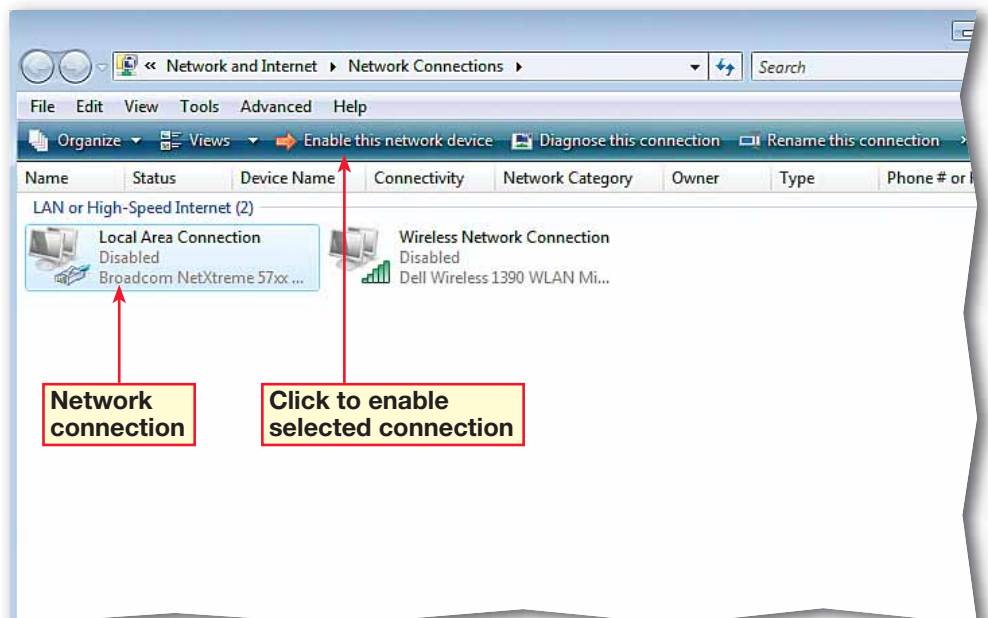


FIGURE 2.10 Network Connections window





## Step-By-Step

- 1 Click **Start**. 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).
- 4 Select the wireless network assigned by your teacher. Click **Connect**.
- 5 At the successful connection prompt, click **Close**.
- 6 **CHECK** Your screen should look similar to Figure 2.12.
- 7 Under **Connection**, click **View status**.
- 8 In the **Wireless Network Connection Status** dialog box, click **Close**.
- 9 In the **Network and Sharing Center** window, click **Close**.

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

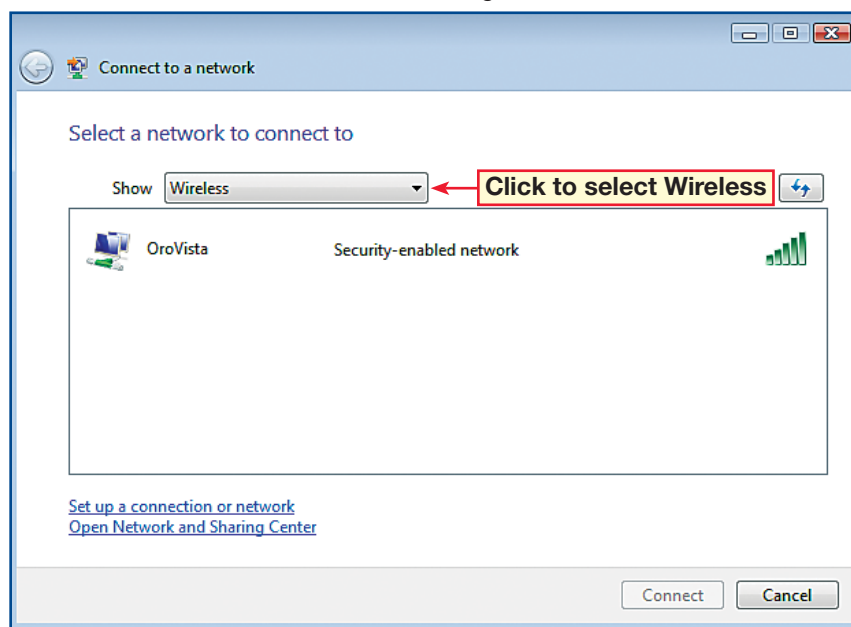
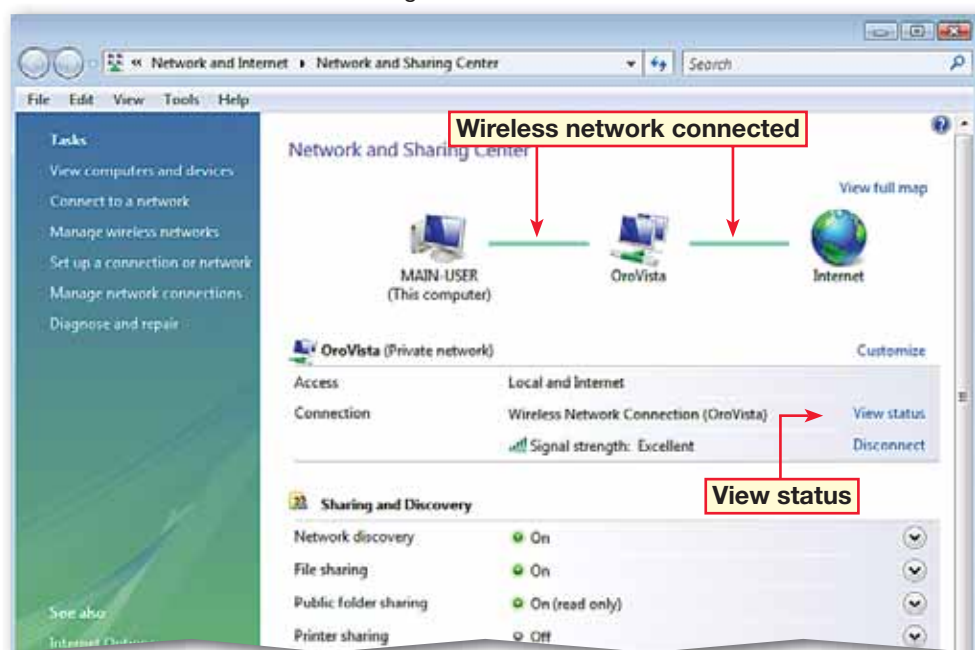


FIGURE 2.12 Network and Sharing Center connected to wireless network



## Step-By-Step

- 1 Click **Start**. 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**.
- 4 **CHECK** 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)**.
- 6 In the **Internet address** box, key the IP address provided by your teacher (see Figure 2.14). Click **Next**.

*Continued on the next page.*

### You Should Know

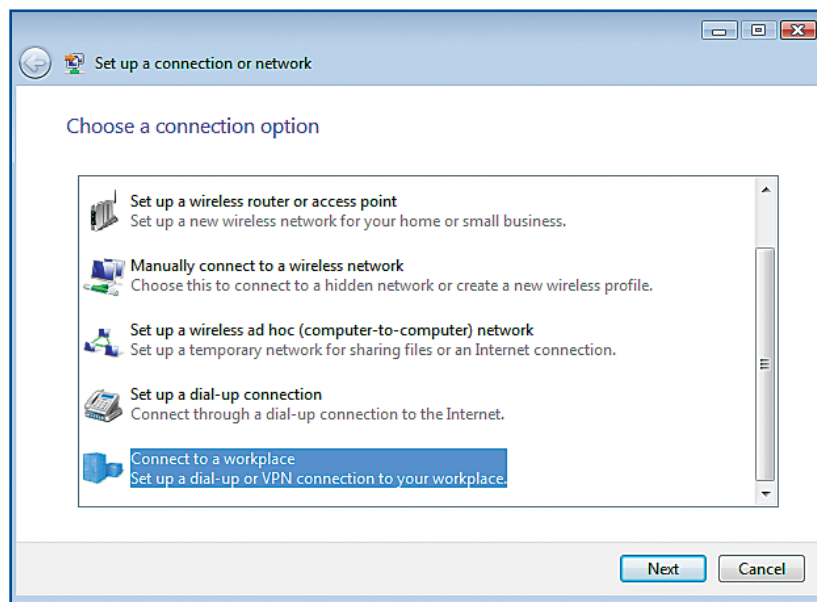
VPNs are encrypted, or private, so only authorized users have access to them.

## EXERCISE 2-5

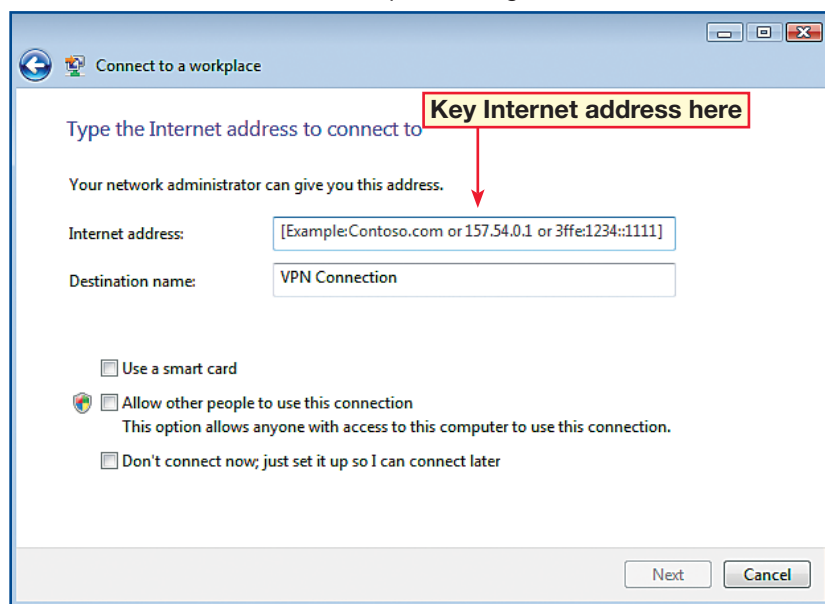
### Remotely Connect to a Network at a Workplace (Computer)

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.



**FIGURE 2.13** Set up a connection or network dialog box



**FIGURE 2.14** Connect to a workplace dialog box



## Step-By-Step

- 7 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**.
- 8 After receiving the **You are connected** message, click **Close**.
- 9 In the **Set Network Location** dialog box, click **Work** (see Figure 2.15).
- 10 In the **User Account Control** dialog box, click **Continue**.
- 11 Click **Close** .
- 12 **CHECK** Your screen should look like Figure 2.16.
- 13 Click **Close** .

### Shortcuts

To open the **Connect to a network** dialog box, right-click 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

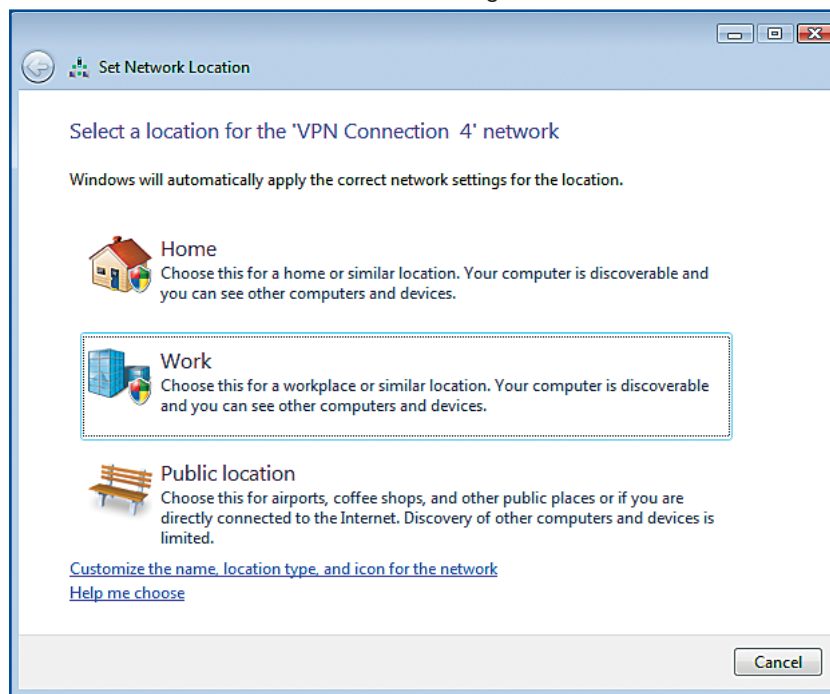
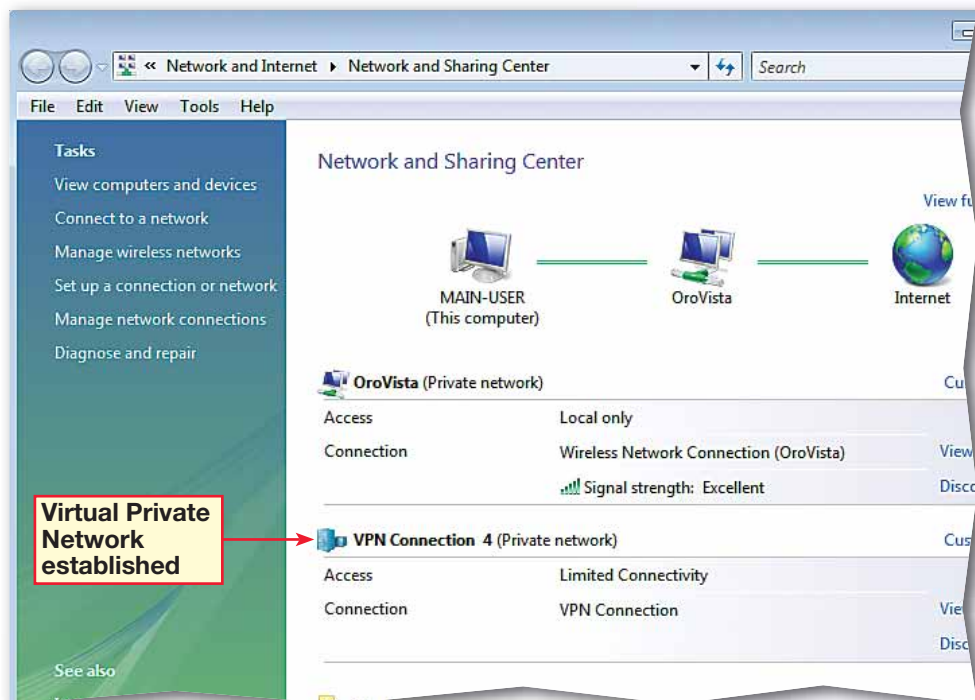


FIGURE 2.16 Network and Sharing Center with VPN connection active



## Step-By-Step

- 1 Click **Start**.
- 2 In the **Start** menu, right-click **Computer** and select **Properties**.
- 3 In the left pane, under **Tasks**, click **Remote settings** (see Figure 2.17).
- 4 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**.
- 8 In the **Remote Desktop Users** dialog box, click **Add**.
- 9 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**.
- 10 Click **OK** again.
- 11 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

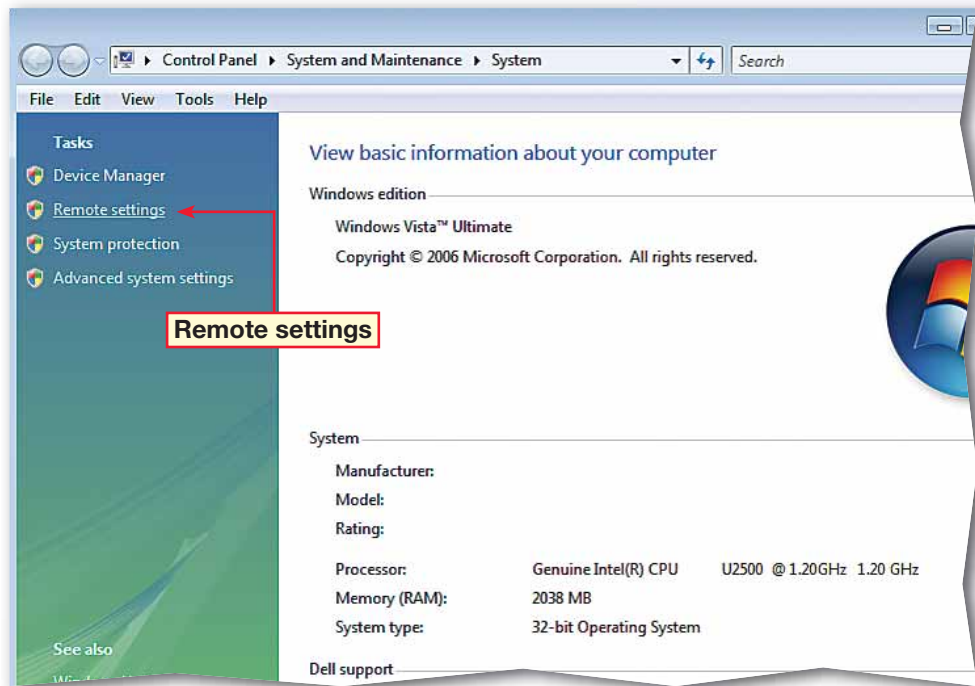
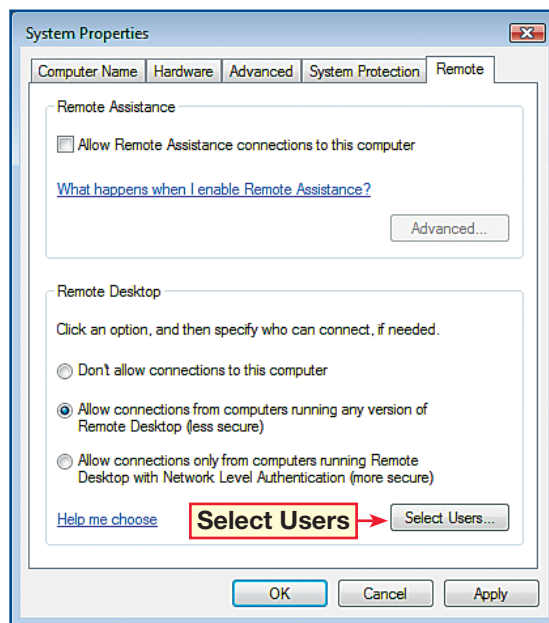


FIGURE 2.18 System Properties dialog box





## Step-By-Step

- 12 Click **Start**. Click **All Programs**.
- 13 In the list, click **Accessories**.
- 14 Click **Remote Desktop Connection**.
- 15 **CHECK** Your dialog box should look like Figure 2.19.
- 16 In the **Remote Desktop Connection** dialog box, key the name of the computer provided by your teacher.
- 17 Click **Connect**.
- 18 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**.
- 21 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

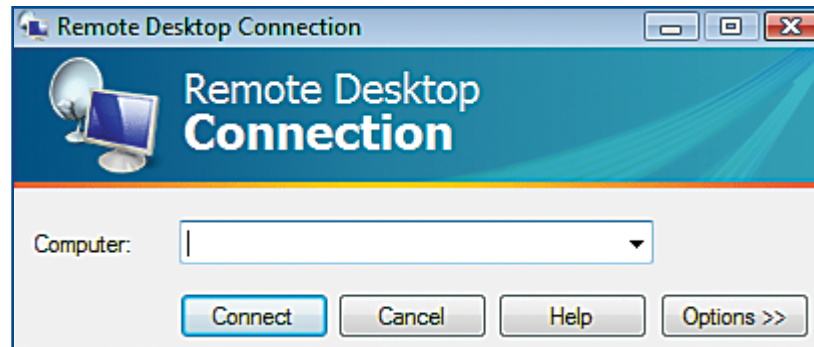
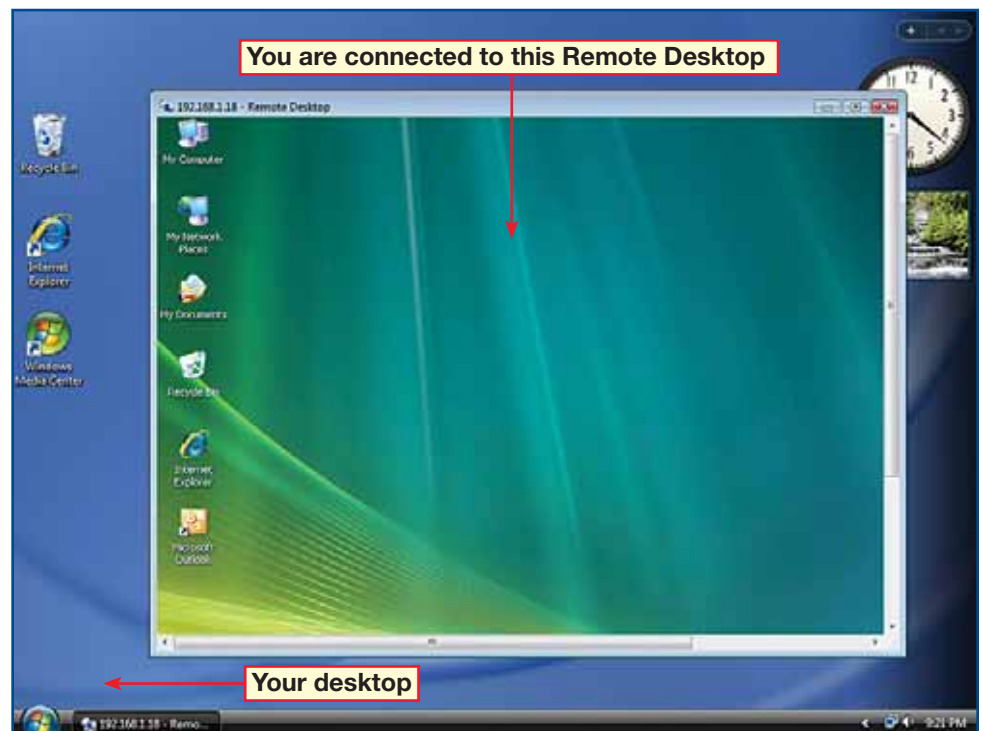


FIGURE 2.20 Remote Desktop window



### Tech Tip

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

## Step-By-Step

- 1 Click **Start**.
- 2 In the **Start** menu, right-click **Computer** and select **Properties**.
- 3 **CHECK** Your screen should look like Figure 2.21.
- 4 In the left pane, under **Tasks**, click **Remote settings**.
- 5 In the **User Account Control** dialog box, click **Continue**.
- 6 In the **System Properties** dialog box, under **Remote Assistance**, clear the **Allow Remote Assistance connections to this computer** check box.
- 7 **CHECK** 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 running a compatible operating system.

## EXERCISE 2-7

### Disable Windows Remote Assistance

In order to keep your computer secure, you can prevent others from gaining unauthorized control your computer with the Windows Remote Assistance tool. By disabling the remote control option, you can keep others from being able to [access](#), or gain entry to your computer using the Remote Assistance tool.

FIGURE 2.21 System window

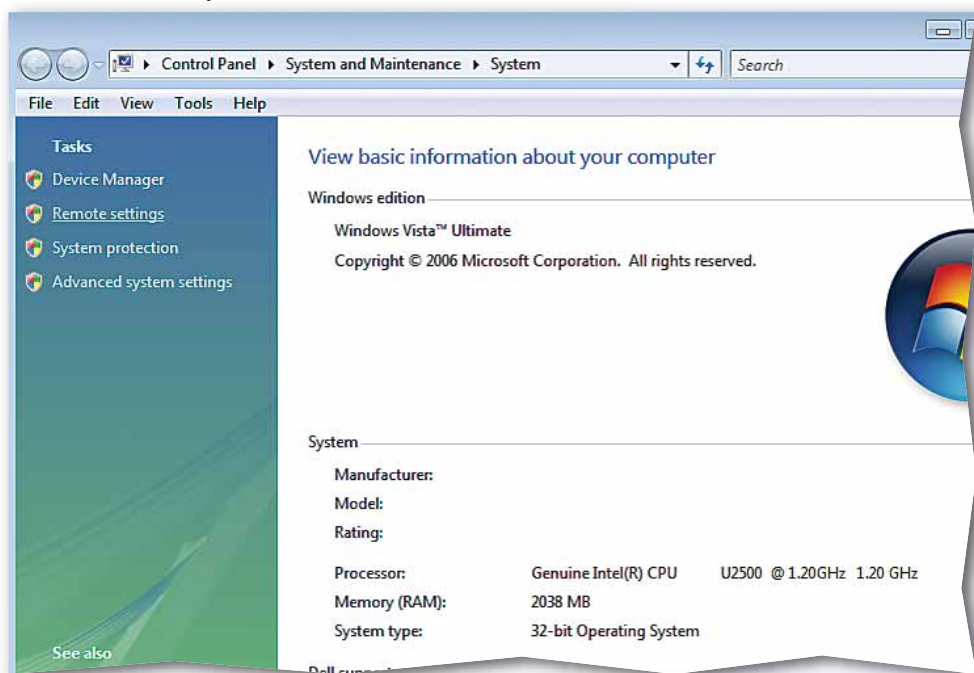
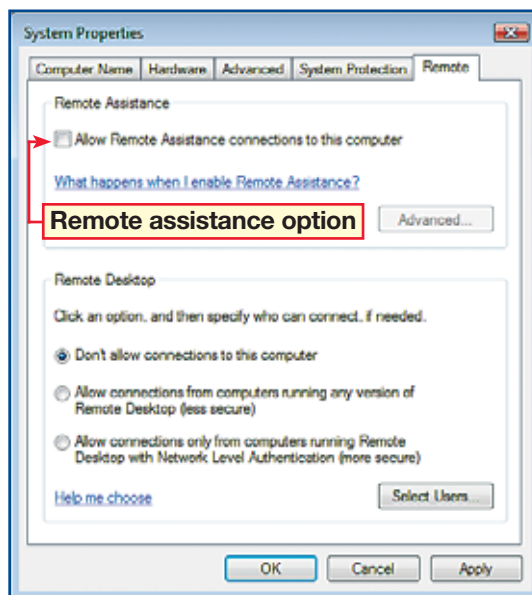






FIGURE 2.22 Remote Desktop Connection dialog box



## Step-By-Step

- 1 Click **Start** . In the right pane, select **Computer**.
- 2 In the toolbar, click **Map network drive** .
- 3 In the **Map Network Drive** dialog box, leave the default **Drive** letter as **Z:** and click **Browse** (see Figure 2.23).
- 4 Click **Browse** and navigate to, and select, the folder assigned by your teacher.
- 5 Click **OK**. Click **Finish**.
- 6 In the new mapped shared folder view, click **Close** .
- 7 **CHECK** Your screen should look like Figure 2.24.
- 8 Click **Close** .

### 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.

FIGURE 2.23 Map Network Drive dialog box

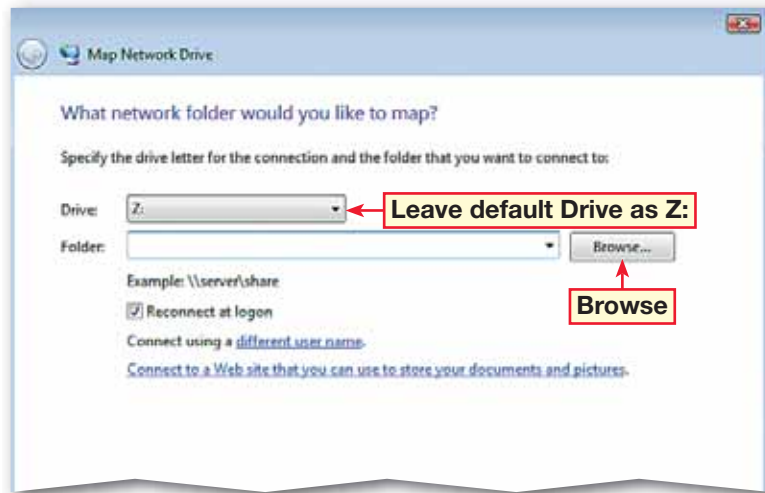
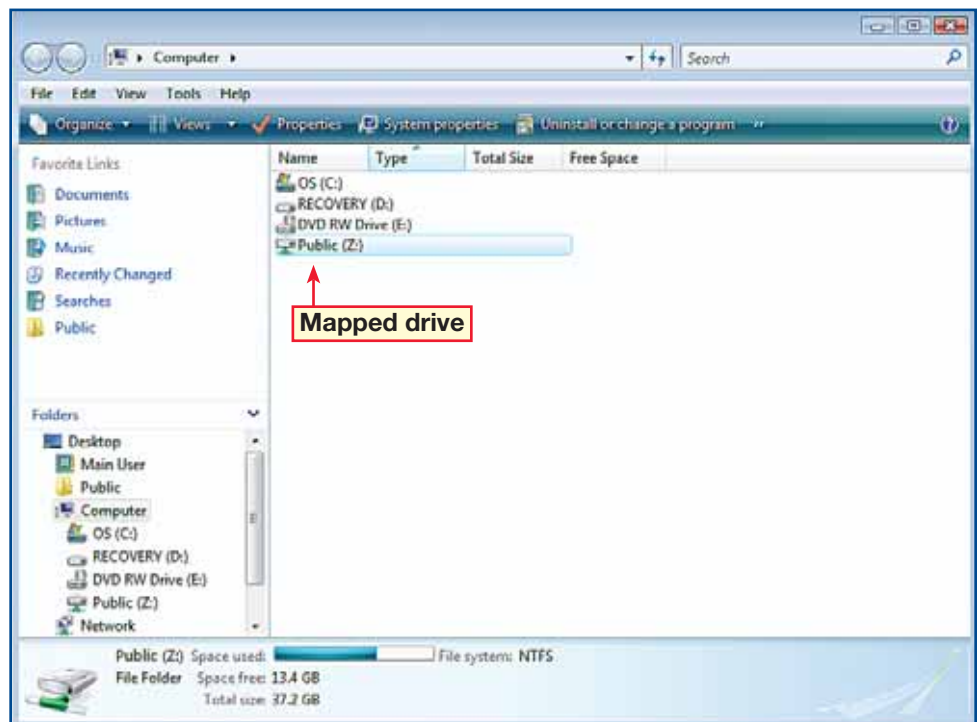




FIGURE 2.24 Computer folder with mapped drive added



## Step-By-Step

- 1 Click **Start** .
- 2 In the **Start** menu, click **Network** (see Figure 2.25).
- 3 **CHECK** Your screen should look similar to Figure 2.26.
- 4 Double-click the computer icon for the computer assigned by your teacher. View the resources available on that computer.
- 5 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

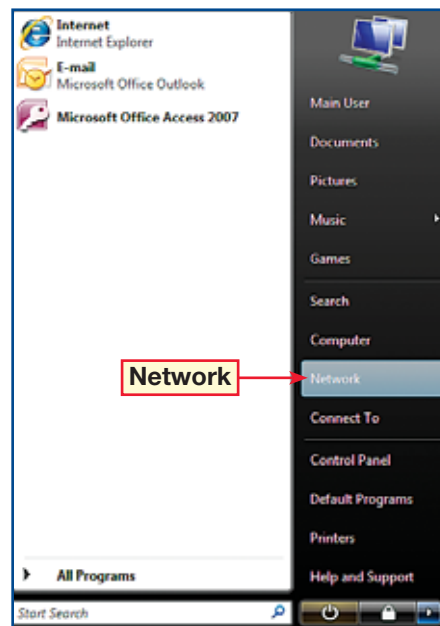
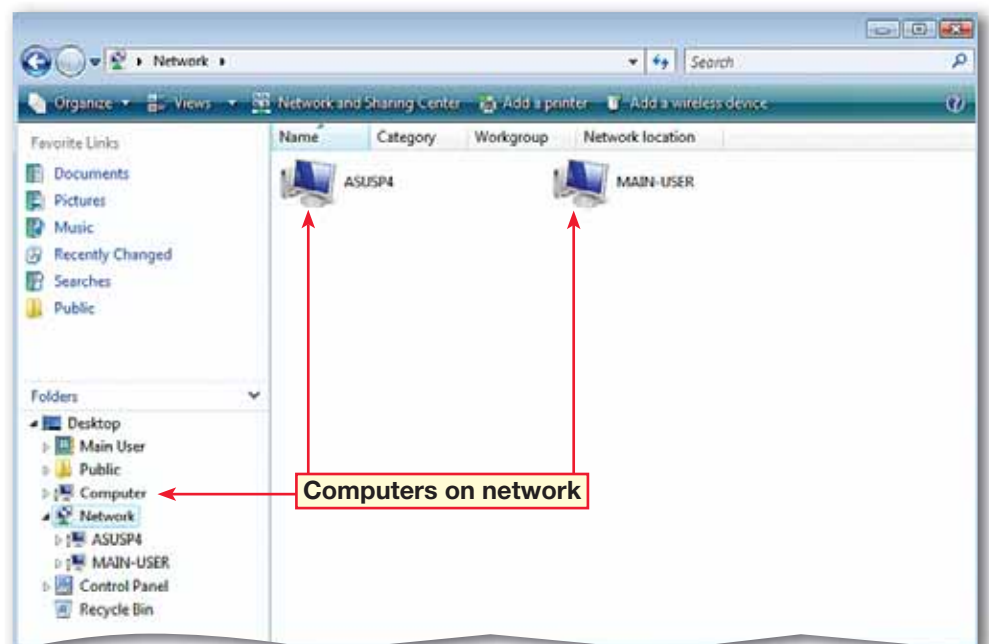


FIGURE 2.26 Network folder





## Step-By-Step

- 1 Click **Start**.
- 2 In the **Start** menu, click **Network**.
- 3 **CHECK** Your screen should look similar to Figure 2.27.
- 4 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

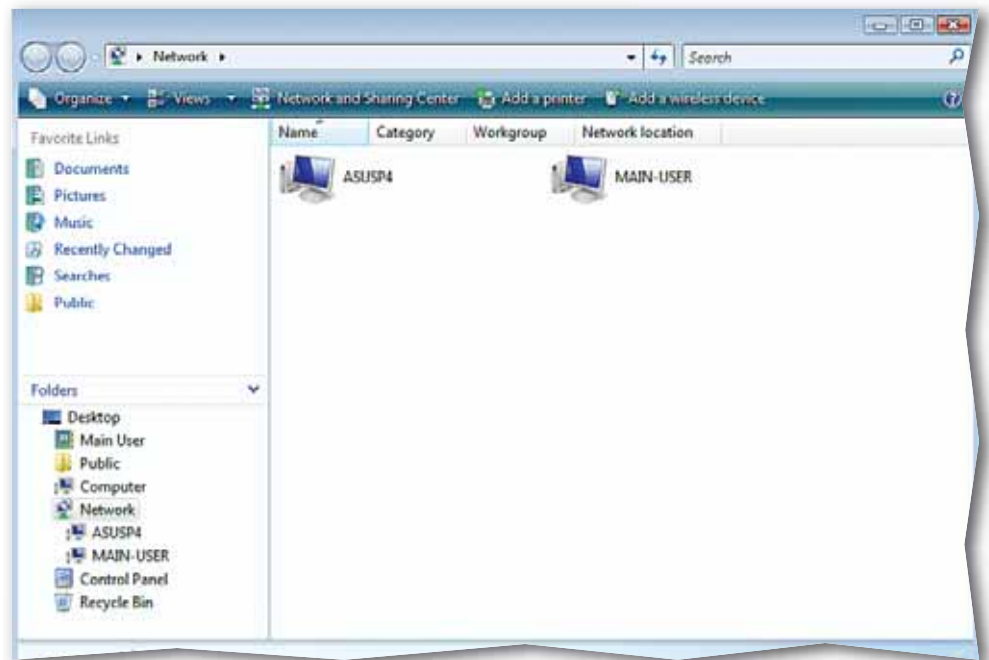
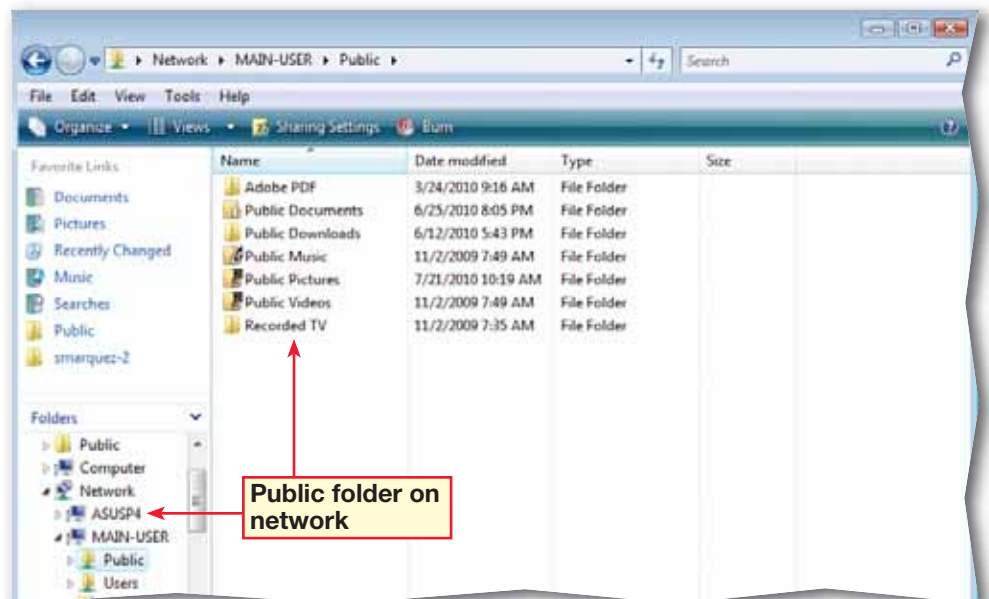


FIGURE 2.28 Network Public folder



## Step-By-Step

- 1 Click **Start**. In the **Start** menu, click **Control Panel**.
- 2 Click **Network and Internet**.
- 3 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.
- 7 Click **Start**. Select **Network**.
- 8 Double-click the computer assigned by your teacher.
- 9 In the assigned computer folder, right-click the **Public** folder and select **Always Available Offline** (see Figure 2.30).
- 10 Click **Close**.

Continue to the next exercise.

## EXERCISE 2-11

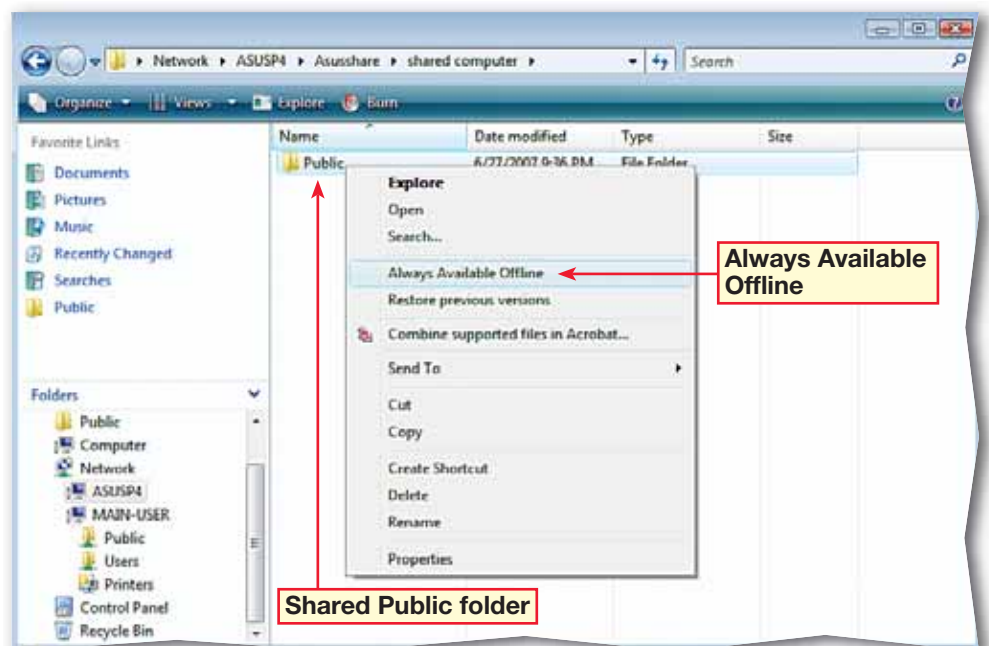
### Access Files While a Computer Is Offline

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



## Step-By-Step

- 1 Click **Start** . Click **All Programs**.
- 2 Click **Accessories**. Select **Sync Center**.
- 3 **iCHECK** Your screen should look like Figure 2.31.
- 4 Select the **Offline Files** folder. Click **Sync** .
- 5 In the **Sync Center** folder in the left pane, click **View sync results**.
- 6 **iCHECK** Your screen should look similar to Figure 2.32.
- 7 Click **Close** .

 Continue to the next exercise.

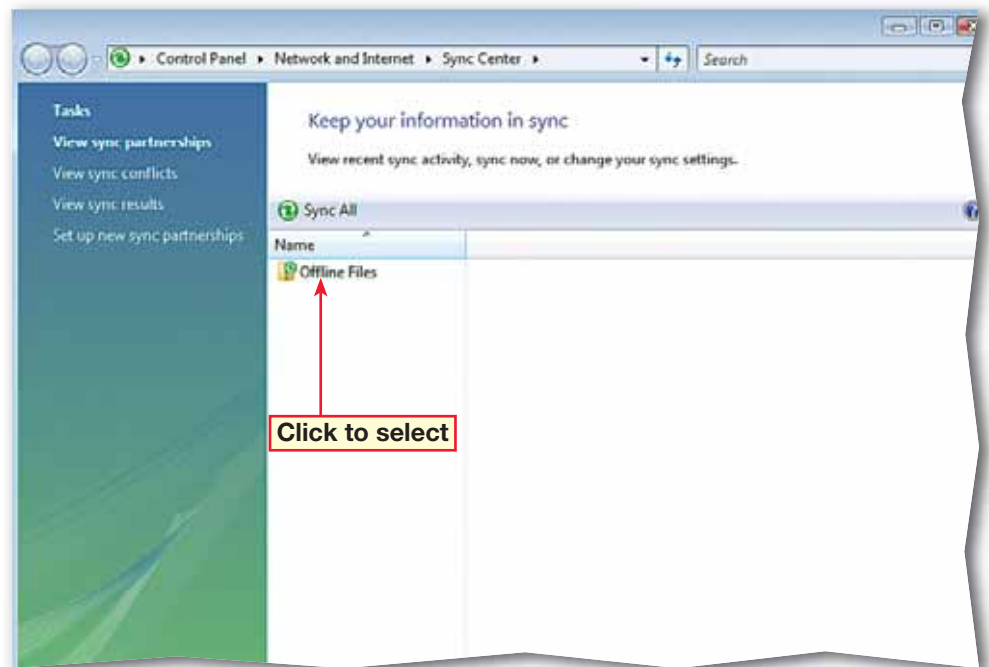
### Tech Tip

*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.

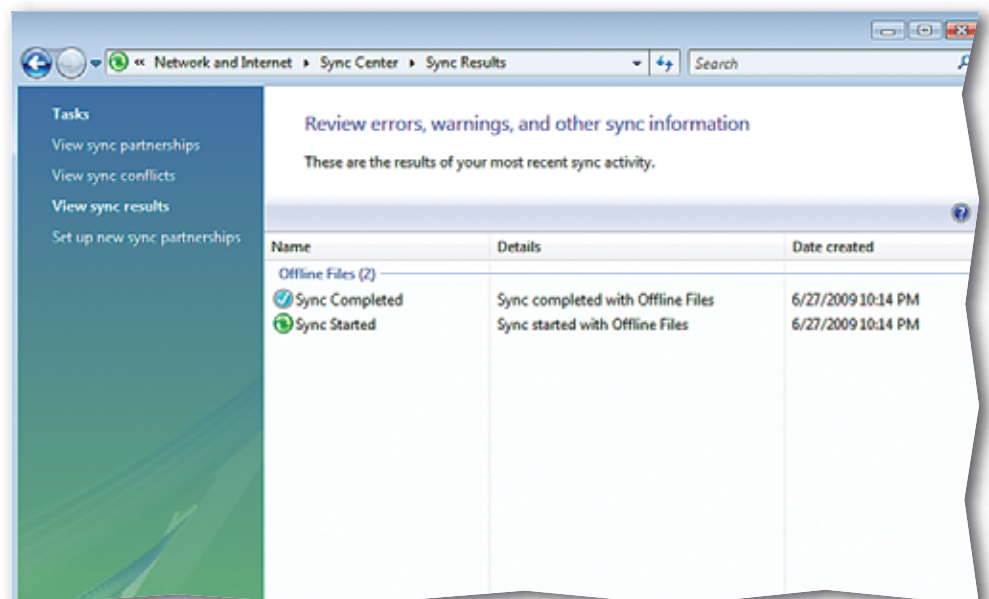
## EXERCISE 2-12 Synchronize Folders between Computers

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



**FIGURE 2.32** Sync Results folder



## Step-By-Step

- 1 Click **Start**. Select **Network**. Navigate to the **Public** folder.
- 2 Right-click the **Public** folder and select **Delete**. Click **Yes** in the confirmation box.
- 3 Click **Close**.
- 4 Click **Start**. Choose **All Programs>Accessories> Sync Center**.
- 5 Click **Sync All**.
- 6 **CHECK** Your screen should look like Figure 2.33.
- 7 In the left pane, click **View sync conflicts**.
- 8 Click the file icon in the file area and click **Resolve**.
- 9 In the **Resolve Conflict** dialog box, click **Keep this version** with the location **On this computer** (see Figure 2.34).
- 10 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

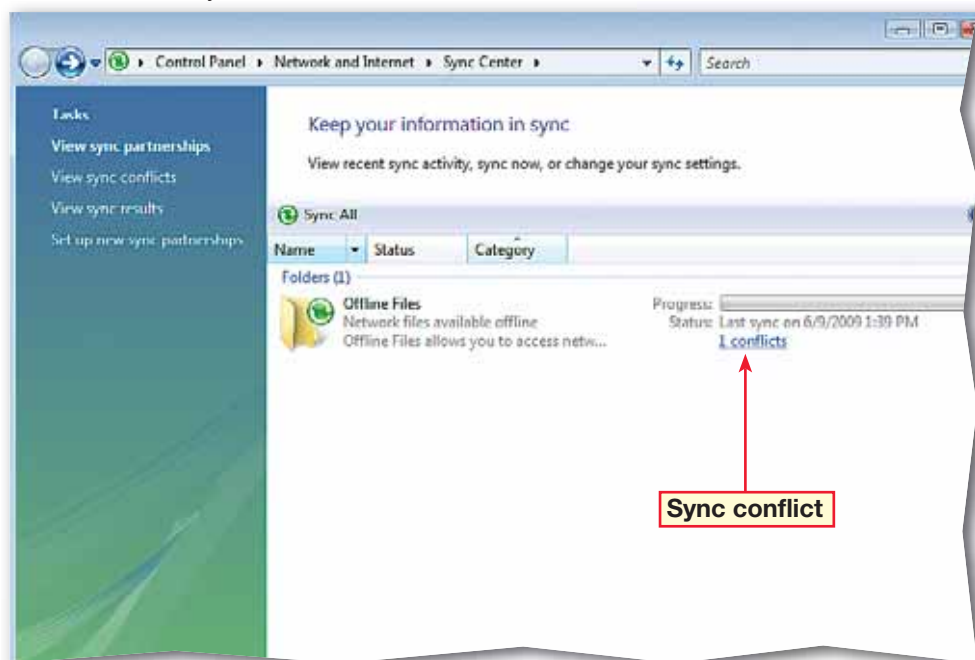
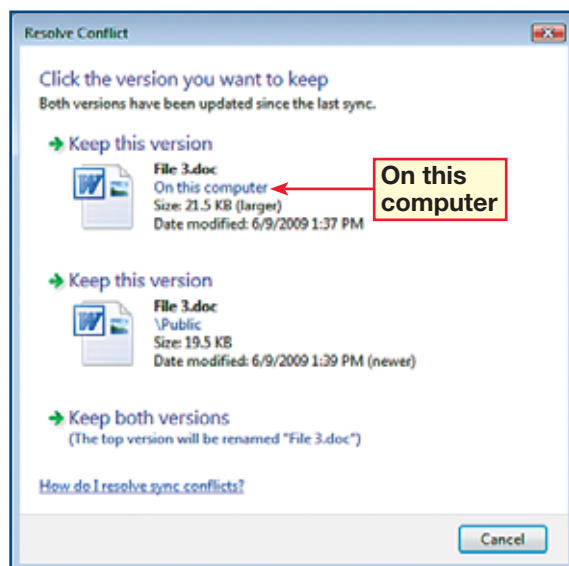


FIGURE 2.34 Resolve Conflict dialog box





## Step-By-Step

- 1 Double-click the **Internet Explorer** icon on the desktop.
- 2 **CHECK** Your screen should look similar to Figure 2.35.
- 3 In the **Navigation** bar, key the address of a Web site provided by your teacher. Press **ENTER**. Click **Page** and select **Save As**.
- 4 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**.
- 5 On the toolbar, click the **Home** drop-down arrow. Select **Blank Page**.
- 6 Click **Tools** and select **Work Offline**.
- 7 On the **Menu** bar, choose **File>Open**. Click **Browse**.
- 8 In the **Windows Internet Explorer** dialog box, navigate to your saved Web page and select it. Click **Open**. Click **OK**.
- 9 **CHECK** Your screen should look like Figure 2.36.
- 10 Click **Close**.

Continue to the next exercise.

## 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

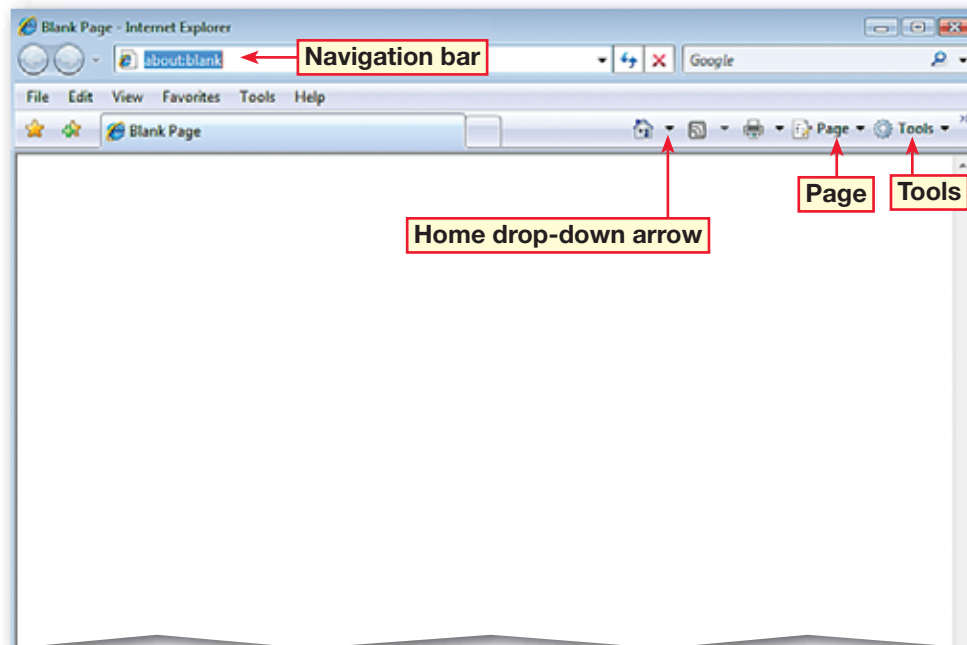


FIGURE 2.36 Web site open offline



## Step-By-Step

- 1 Click **Start**. Select **Control Panel**. Click **Network and Internet**.
- 2 **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.
- 5 Click the **Sign In** tab. Under **Status**, select **Sign in to People Near Me**. Click **OK**.
- 6 In the **People Near Me** dialog box, click **OK**. In the **User Account Control** dialog box, click **Continue**.
- 7 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

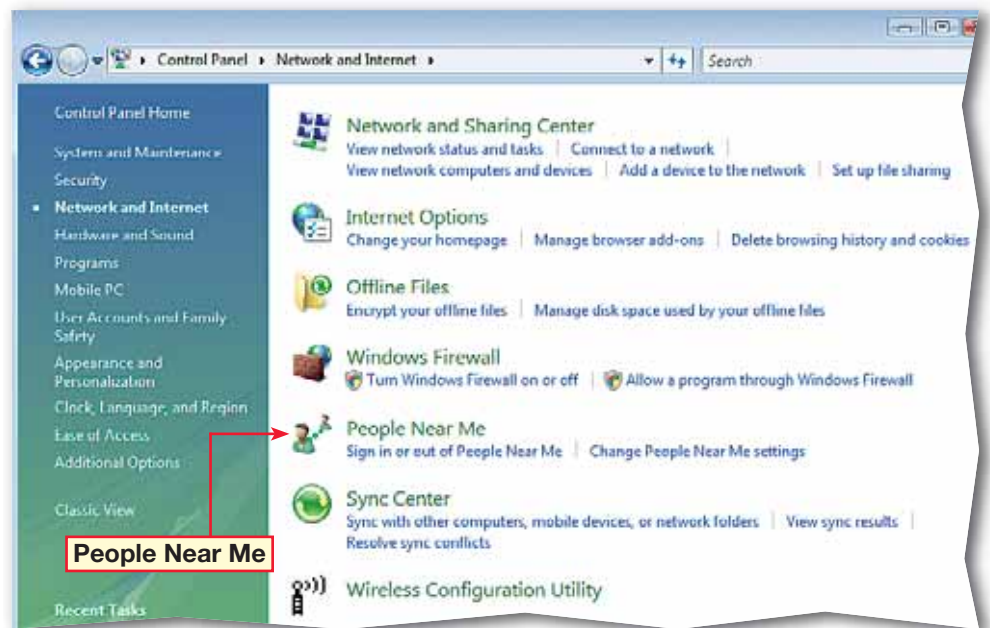
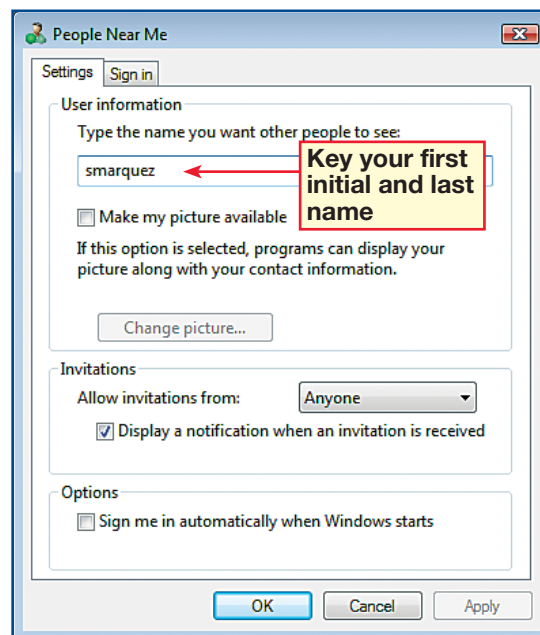




FIGURE 2.38 People Near Me dialog box



## Step-By-Step

- 9 In the left pane, click **System and Maintenance**.
- 10 Click **Administrative Tools**.
- 11 In the right pane, double-click **Services**.
- 12 In the **User Account Control** dialog box, click **Continue**.
- 13 In the **Services** window, click **DFS Replication**. In the description that opens, click **Start the service** (see Figure 2.39).
- 14 Click **Close** .
- 15 Close the **Administrative Tools** and the **System and Maintenance** window.
- 16 Click **Start** . Choose **All Programs>Windows Meeting Space**.
- 17 In the **Windows Meeting Space Setup** dialog box, click **Yes, continue setting up Windows Meeting Space**.
- 18 In the **User Account Control** dialog box, click **Continue**.
- 19 **CHECK** 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

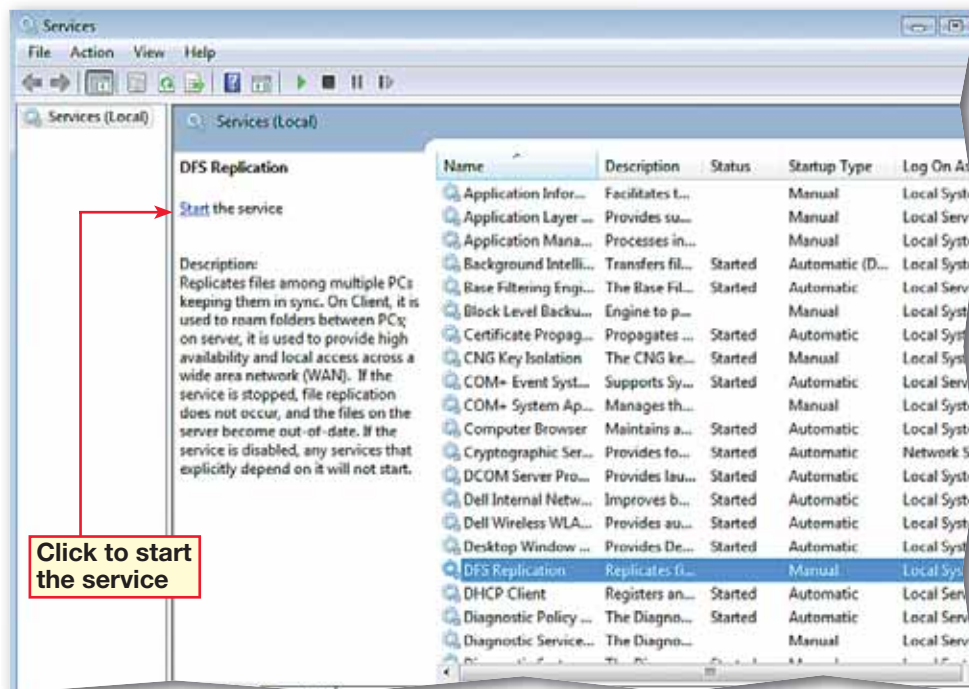
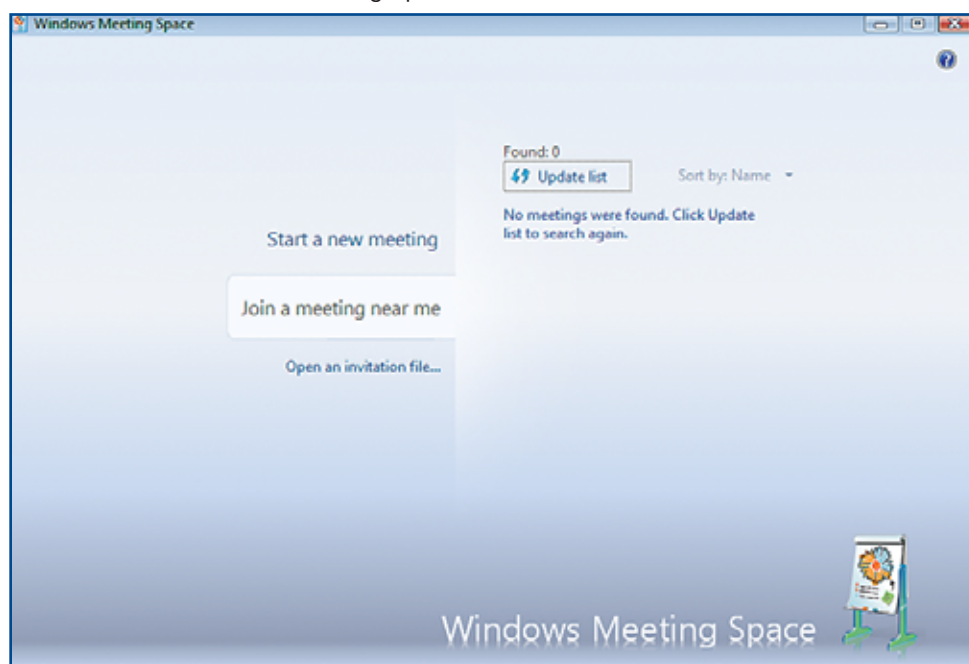


FIGURE 2.40 Windows Meeting Space





## Step-By-Step

- 1 In the **Windows Meeting Space** window, click **Start a new meeting** (see Figure 2.41).
- 2 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**.
- 3 In the **Password** box, key: **meeting1**.
- 4 Click **Create a meeting**.
- 5 **! CHECK** 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 **Participants**, right-click 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

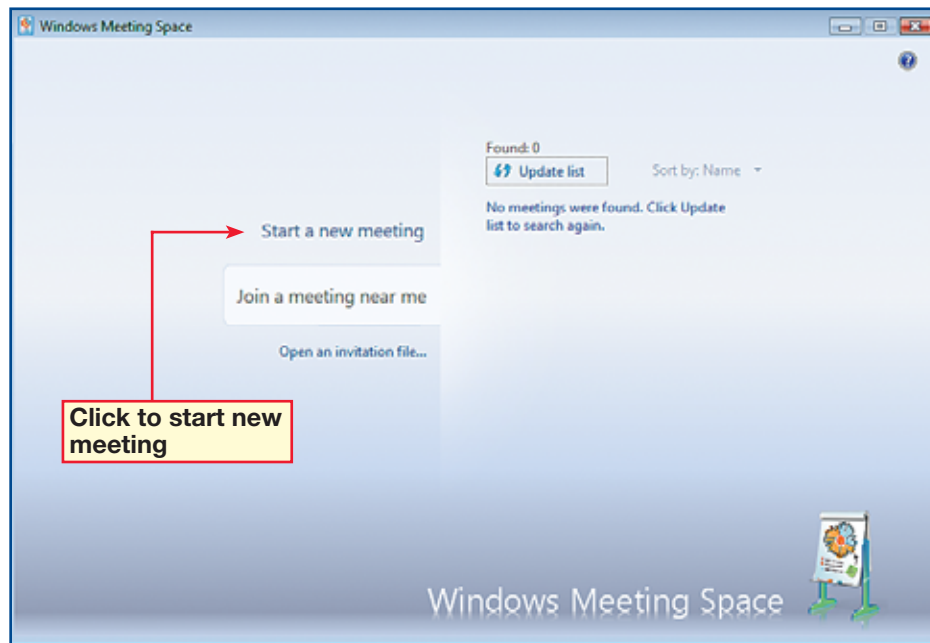
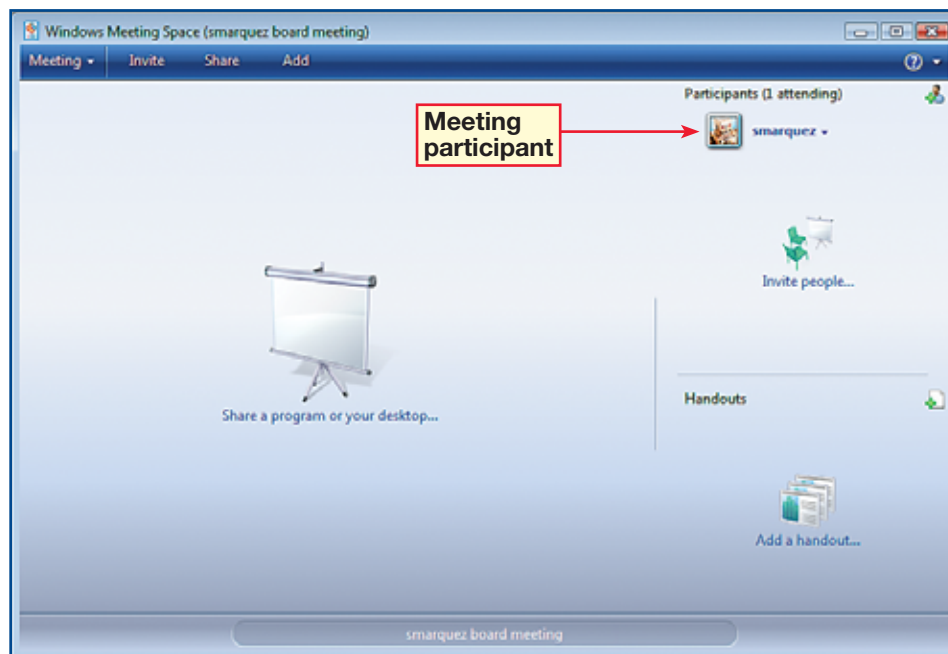


FIGURE 2.42 Windows Meeting Space board meeting





## Step-By-Step

**1** In the **Windows Meeting Space** board meeting, click the **Meeting** drop-down 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.

**4** In the password box, key: **meeting1**.

**5** Click **Join a meeting**.

**6** **iCHECK** Your screen should look similar to Figure 2.44.

**7** Click the **Meeting** drop-down arrow and select **Exit**.

 *Continue to the next exercise.*

### Troubleshooter

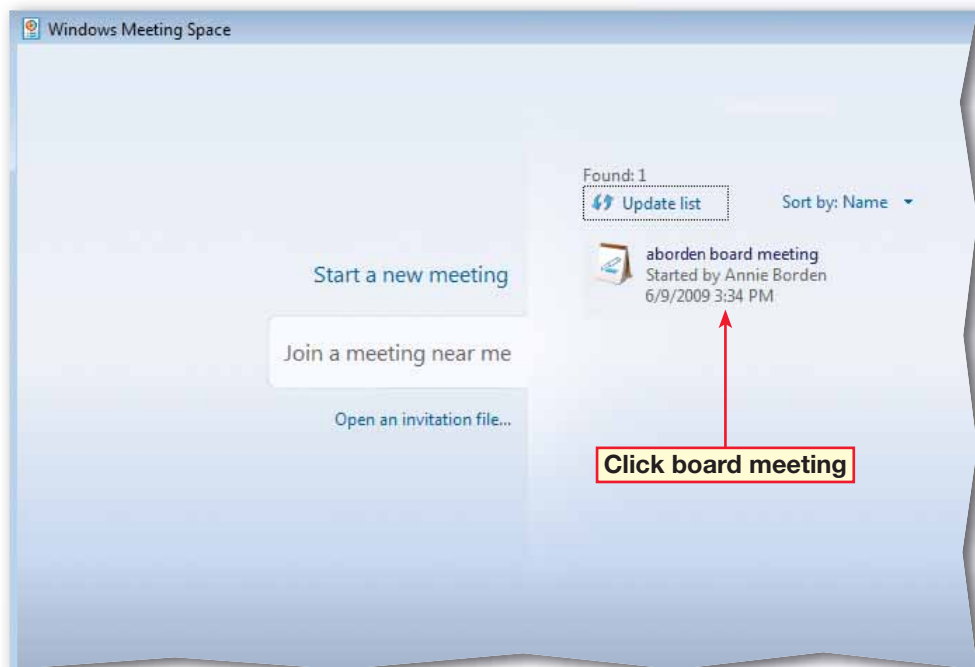
Be careful when keying in a password. The use of proper spelling in a password is very important. If the password is incorrect, you might not be able to join a meeting.

## EXERCISE 2-17

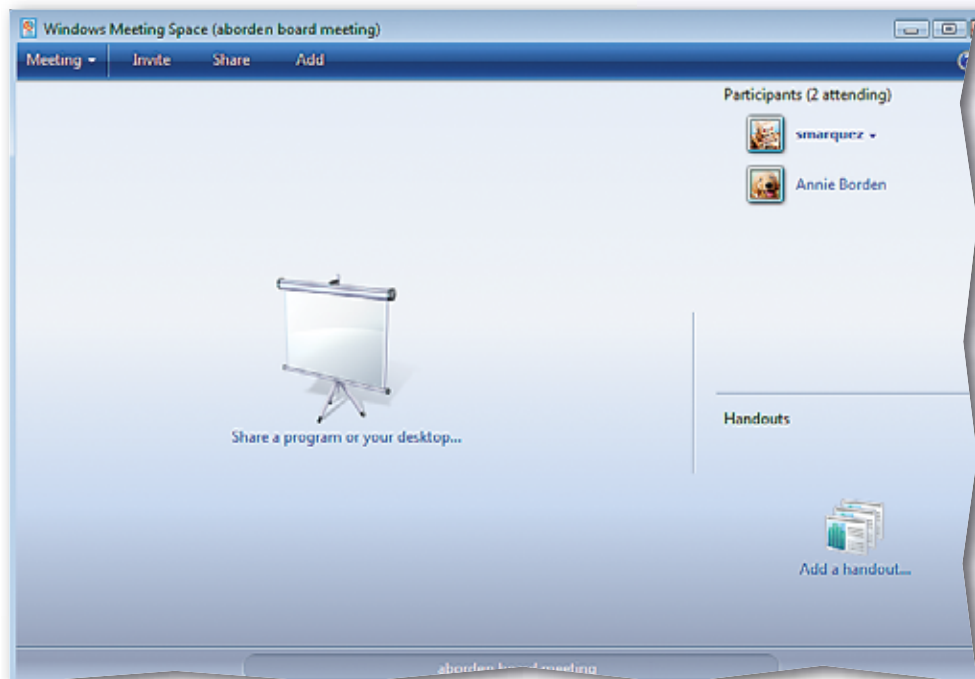
### Join an Existing Local Collaboration Session

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



**FIGURE 2.44** Joined existing meeting



## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 Click **Mobile PC**.
- 3 **CHECK** Your screen should look like Figure 2.45.
- 4 Under **Windows Mobility Center**, click **Adjust settings before giving a presentation**.
- 5 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.
- 7 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

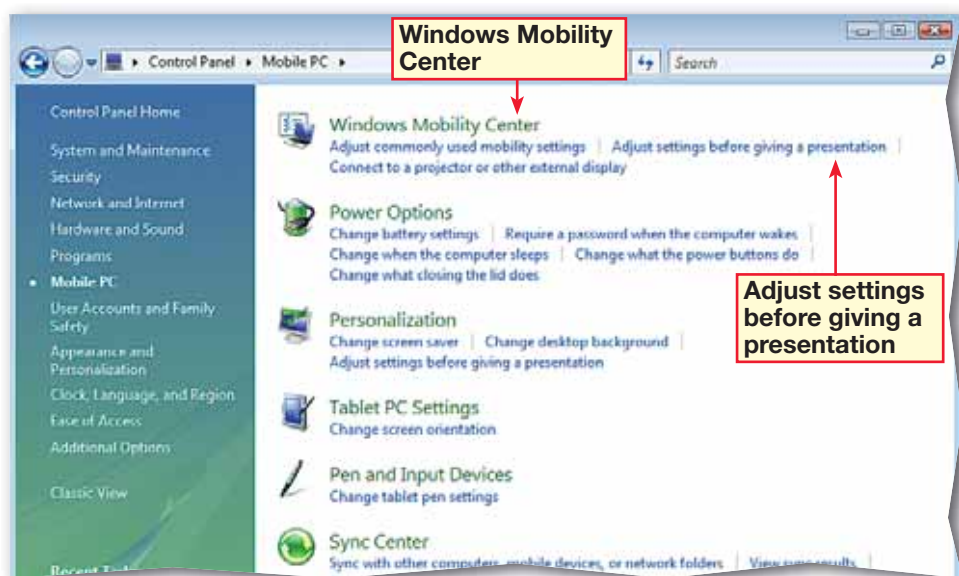
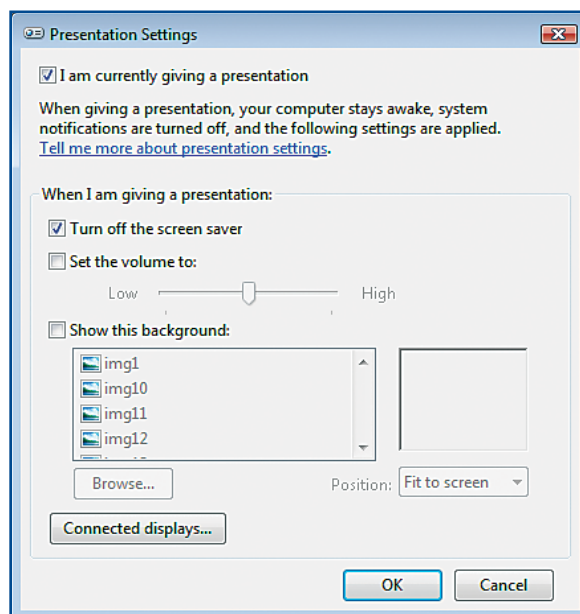


FIGURE 2.46 Presentation Settings dialog box



## Step-By-Step

**1** In the **Mobile PC** window, under **Windows Mobility Center**, click **Connect to a projector or other external display** (see Figure 2.47).

**2** **iCHECK** Your screen should look like Figure 2.48.

**3** In the **Windows Mobility Center** dialog box, in the **External Display** box, click **Connect display**.

**4** Click **Close** .

**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

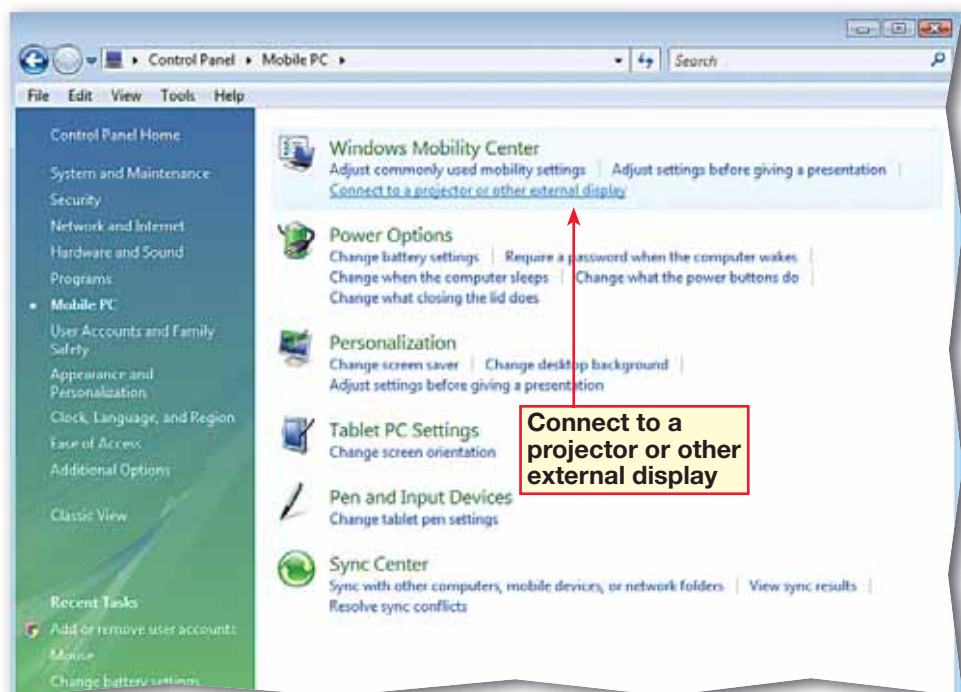
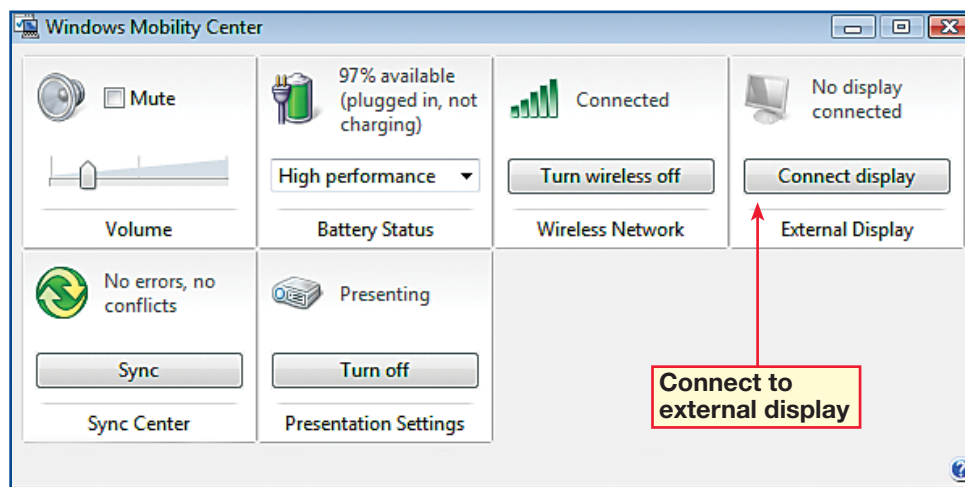


FIGURE 2.48 Windows Mobility Center dialog box





## Step-By-Step

- 1 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)**.
- 4 In the list of **Available projectors**, select the one assigned by your teacher.
- 5 Click **Connect**.
- 6 Close the projector.
- 7 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

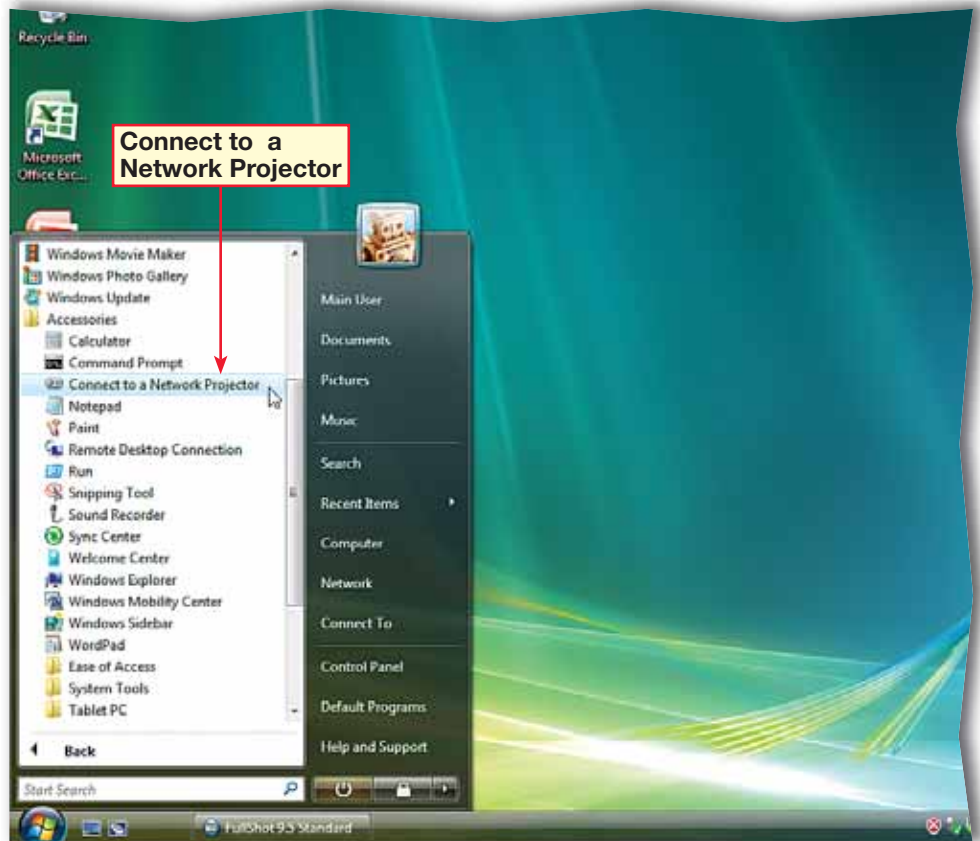
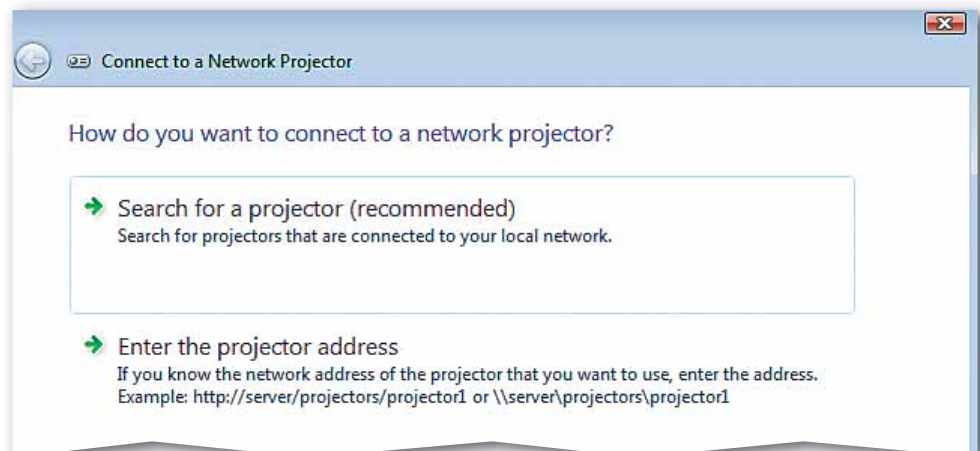


FIGURE 2.50 Connect to a Network Projector dialog box







## 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

### 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 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 synchronized files on your computer? (p. 45)
 


A. Control Panel>Network and Internet>Shared Files.	C. Control Panel>Internet Options>Offline Files.
B. Control Panel>Network and Internet>Offline Files.	D. Start Menu.
8. Remote Desktop Connection allows you to access which programs? (p. 39)
 

A. The programs on the Taskbar.	C. Internet Explorer.
B. All programs on the remote computer.	D. Windows Explorer.
9. Where would you set up an external display? (p. 53)
 

A. Windows Mobility Center	C. Appearance and Personalization
B. Mobile PC	D. Ease of Access
10. Where would you configure power settings? (pp. 31, 32)
 

A. Control Panel>System and Maintenance>System	C. Desktop
B. Screen saver settings	D. Control Panel>System and Maintenance>Power Options


## Step-By-Step

1 Click **Start** . In the right pane, click **Control Panel**. Click **Hardware and Sound**.

2 **CHECK** Your screen should look like Figure 2.51.

3 In the **Hardware and Sound** window, click **Power Options**. Select **High performance** and click **Change plan settings**.

4 In the **Edit Plan Settings** folder, click **Change advanced power settings**.

5 In the **Power Options** dialog box, scroll down to **Display**. Click  to expand the options.

6 Double-click **Turn off display after**. Click **Plugged in**. Select the value in the **Minutes** box and key: **44**.

7 **CHECK** Your screen should look like Figure 2.52.

8 Click **OK**. Click **Close** . Shut down Windows Vista.

## 1. Configure Power Settings

Follow the steps to complete the activity.

FIGURE 2.51 Hardware and Sound window

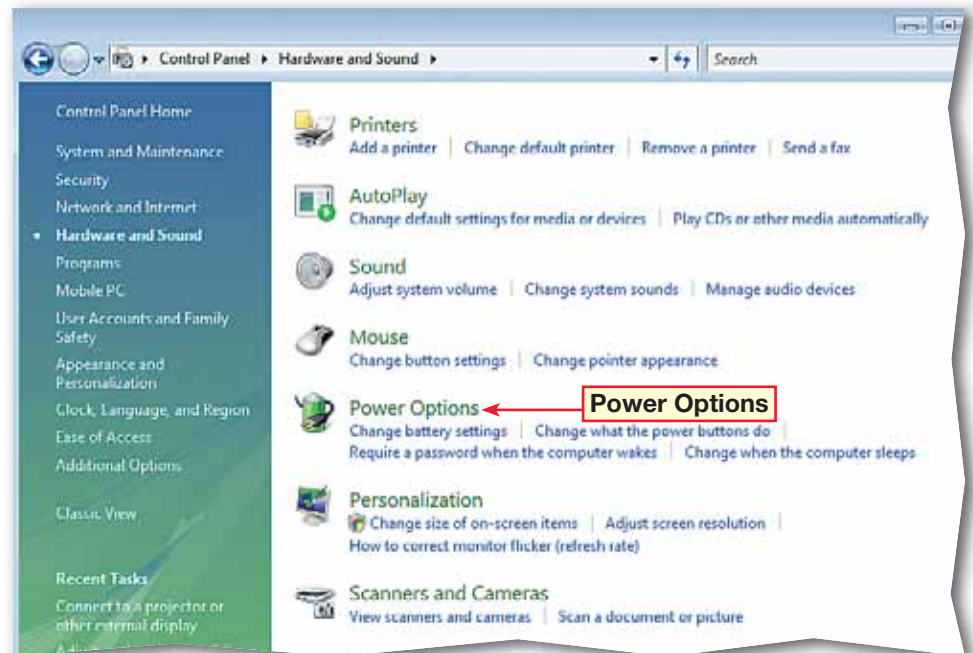
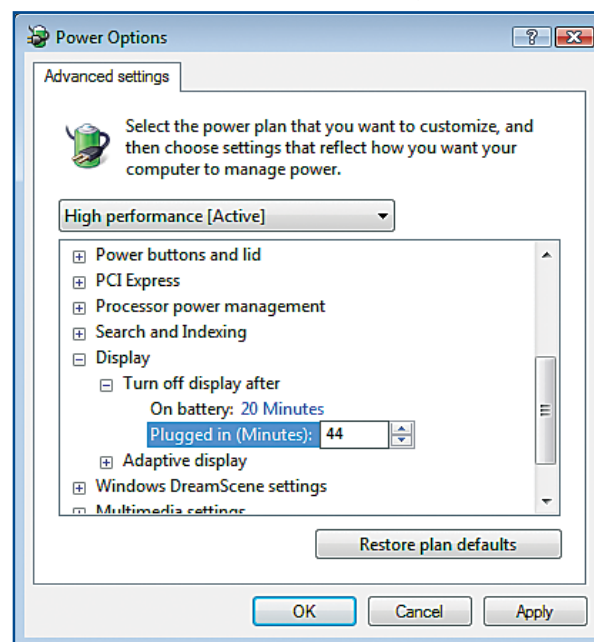





FIGURE 2.52 Power Options dialog box



## Step-By-Step

- 1 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**.
- 4 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**.
- 6 Click **Close** .
- 7 In the **Network and Sharing Center**, click **Close** .
- 8 Shut down Windows Vista.

## 2. Choose a Network Connection

Follow the steps to complete the activity.

FIGURE 2.53 Network and Sharing Center

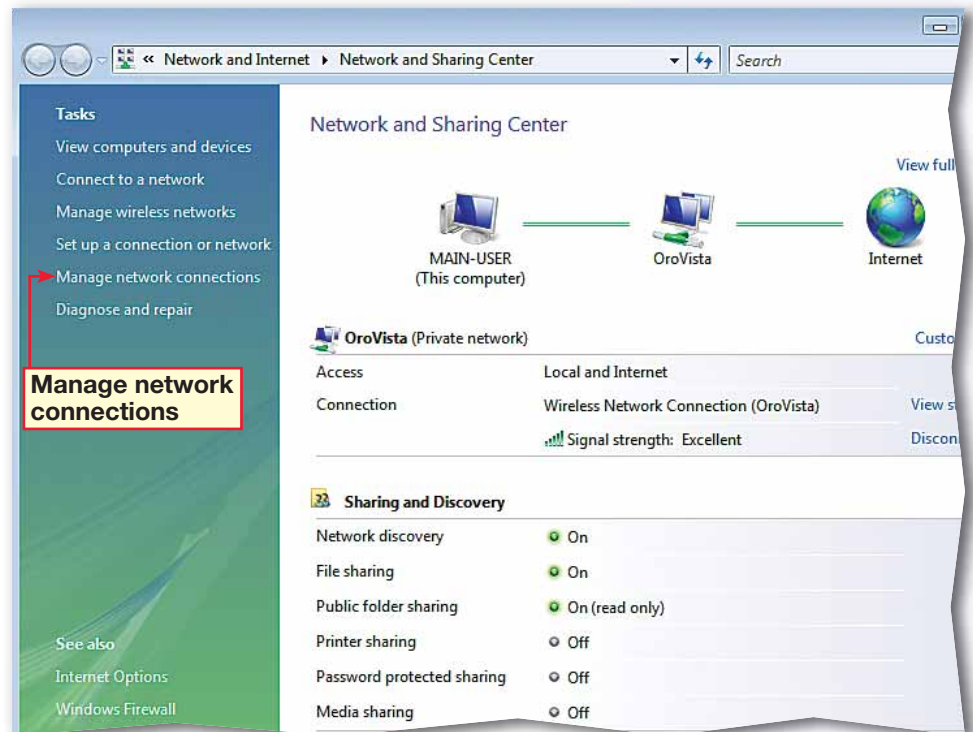
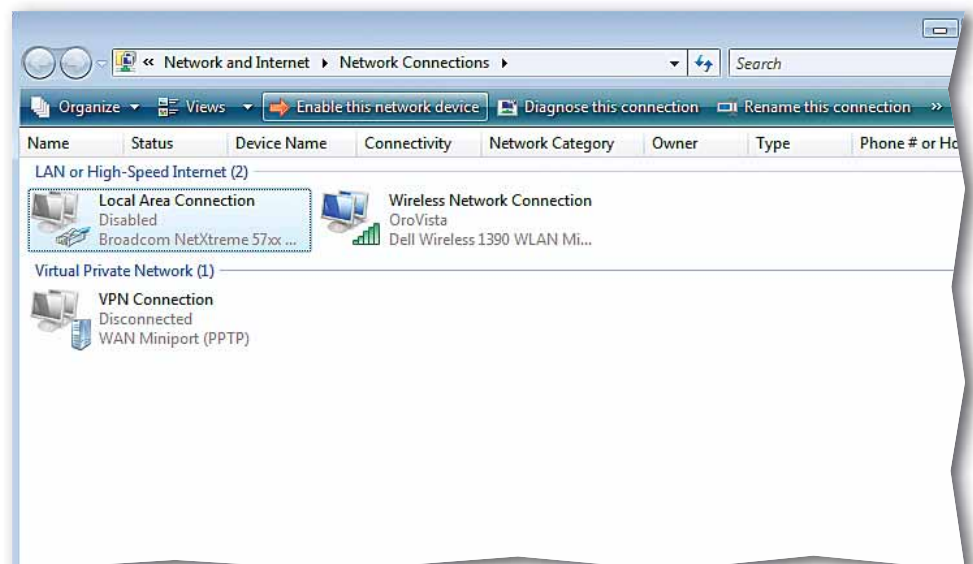



FIGURE 2.54 Network Connections folder





## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 Click **Mobile PC**.
- 3 **iCHECK** Your screen should look like Figure 2.55.
- 4 Under **Windows Mobility Center**, click **Adjust settings before giving a presentation**.
- 5 In the **Presentation Settings** dialog box, clear the **I am currently giving a presentation** option.
- 6 **iCHECK** Your dialog box should look like Figure 2.56.
- 7 Click **OK**.
- 8 Close the **Mobile PC** folder.
- 9 Shut down Windows Vista.

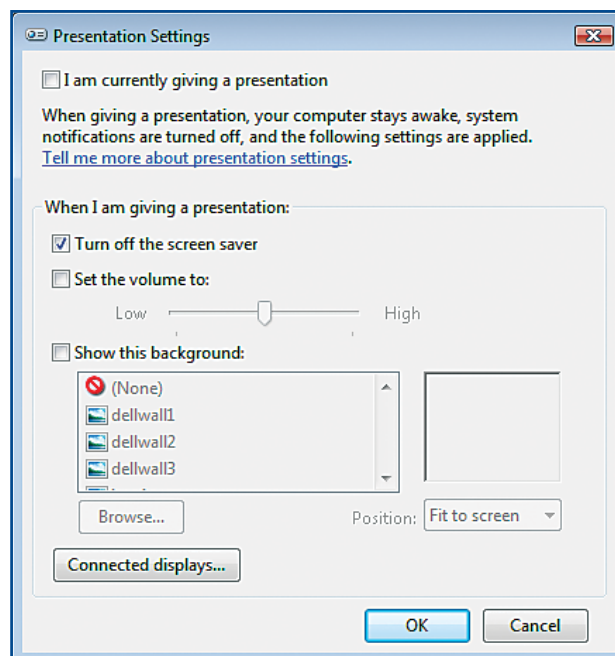
## 3. Prepare a Computer for Presenting Information

Follow the steps to complete the activity.

FIGURE 2.55 Mobile PC folder





FIGURE 2.56 Presentation Settings dialog box





## Step-By-Step

- 1 Click **Start** . Right-click **Network** and select **Properties**.
- 2 Select **Set up a connection or network**. Under **Choose a connection option**, select **Connect to a workplace**.
- 3 Click **Next**. Select **Use my Internet connection (VPN)**.
- 4 **CHECK** 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**.
- 7 In the **User Account Control** dialog box, click **Continue**. Click **Close**.
- 8 **CHECK** Your screen should look like Figure 2.58.
- 9 Click **Close** . Shut down Windows Vista.

## 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

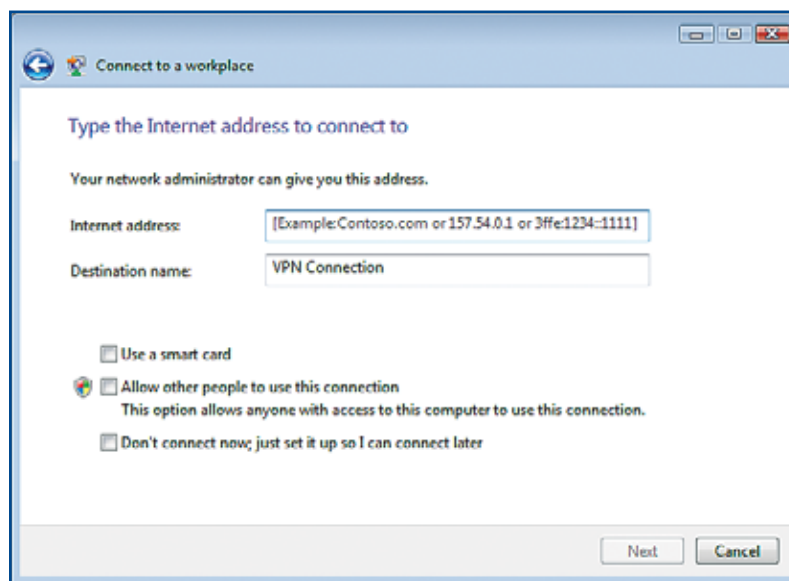




FIGURE 2.58 Network and Sharing Center with VPN connection active



## Step-By-Step

- 1 Click **Start** . Click **All Programs**.
- 2 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.
- 6 Click **Connect**.
- 7 In the **Credentials** box, key the user name and password provided by your teacher. Click **OK**.
- 8 **CHECK** Your screen should look like Figure 2.60.
- 9 In the **Remote Desktop** window, click the **Close** .
- 10 In the **Disconnect Windows session** dialog box, click **OK**.
- 11 Shut down Windows Vista.

## 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

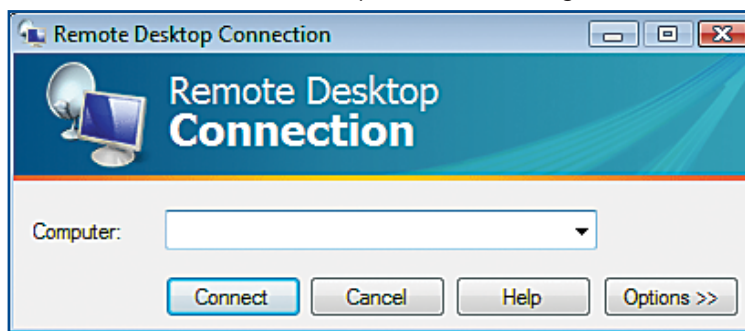


FIGURE 2.60 Remote Desktop window



## 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.

**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**

**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



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 SKILLS

**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?*





## Before You Read

**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 mode	display driver	screen resolution
Computer Management	hard disk hardware	share software
configure device	operating system PC card	uninstall USB device
Device Manager	restore point	
Disk Management	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



**Describe** Think about the types of programs that you might have used on a computer. On a separate sheet of paper, write the names of five different programs installed on your computer that were not developed specifically for Windows Vista.

### 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.

## Step-By-Step

**1** Click **Start**  **All Programs > Maintenance**. Click **Backup and Restore Center**.

**2** **CHECK** Your screen should look like Figure 3.1.

**3** In the left pane, click **Create a restore point or change settings**. Click **Continue**.

**4** 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**.

**7** In the **System Properties** dialog box, click **OK**.

**8** Click **Close** .

 *Continue to the next exercise.*

### You Should Know

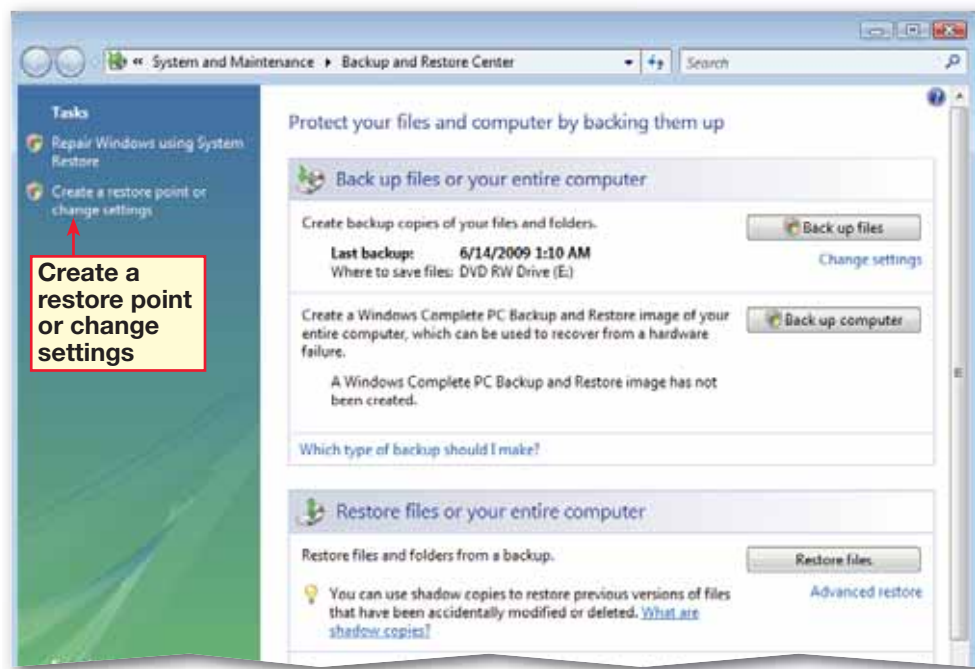
Vista automatically creates restore points when it detects that changes are being made to the system, but you can also manually set a restore point.

## EXERCISE 3-1 Create a Restore Point

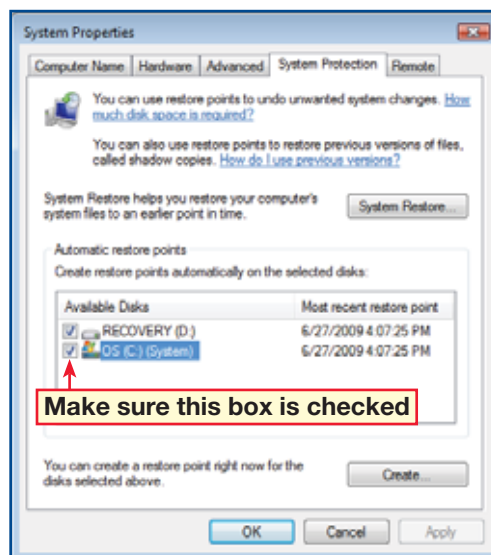


To allow the Vista **operating system** to be effective in recovering from major system errors, it is necessary for you to create a **restore point**. An operating system is the program that manages all other programs on your computer. A restore point is the most recent stored state of the settings of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





## Step-By-Step

- 1 Choose **Start** > **Control Panel**. Click **Programs**.
- 2 **CHECK** Your screen should look like Figure 3.3.
- 3 In the **Programs** window, under **Programs and Features**, click **Uninstall a program**.
- 4 **CHECK** 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**.
- 6 In the **User Account Control** dialog box, click **Continue**.
- 7 In the **Uninstall** confirmation dialog box, click **Yes**.
- 8 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

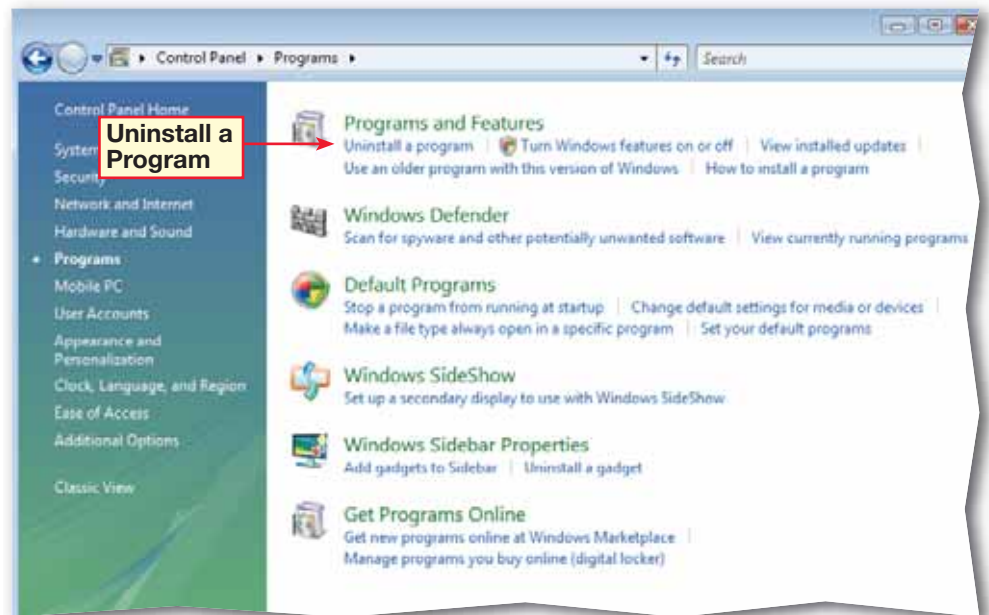
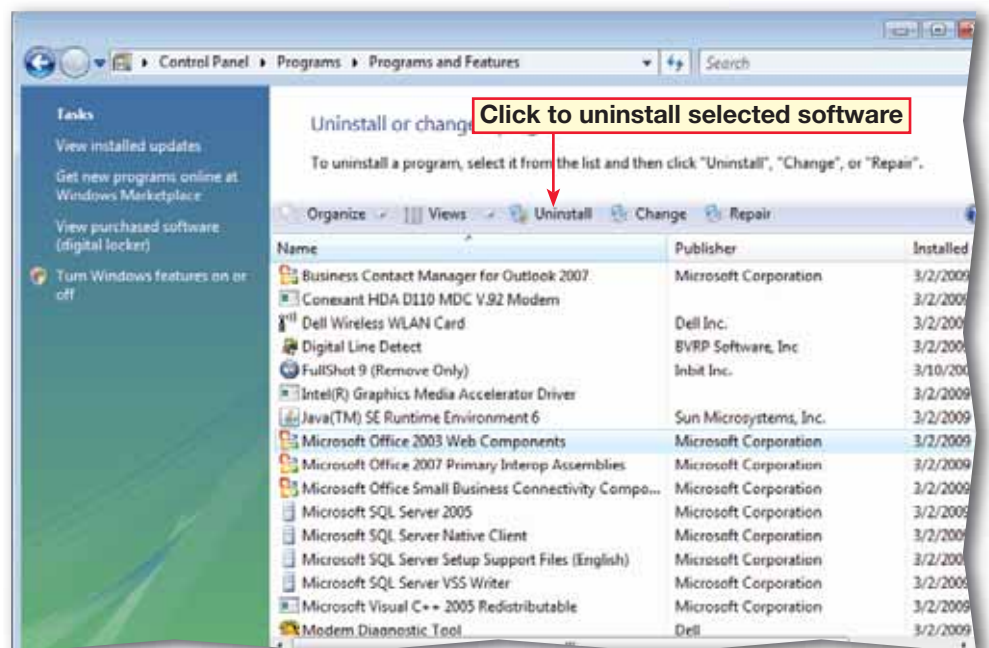




FIGURE 3.4 Programs and Features window





## Step-By-Step

- 1 Choose **Start**  **All Programs > Windows Update**.
- 2 **CHECK** 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**.
- 7 In the **User Account Control** dialog box, click **Continue**.
- 8 In the **Windows Update** window, click **Close** .

 Continue to the next exercise.

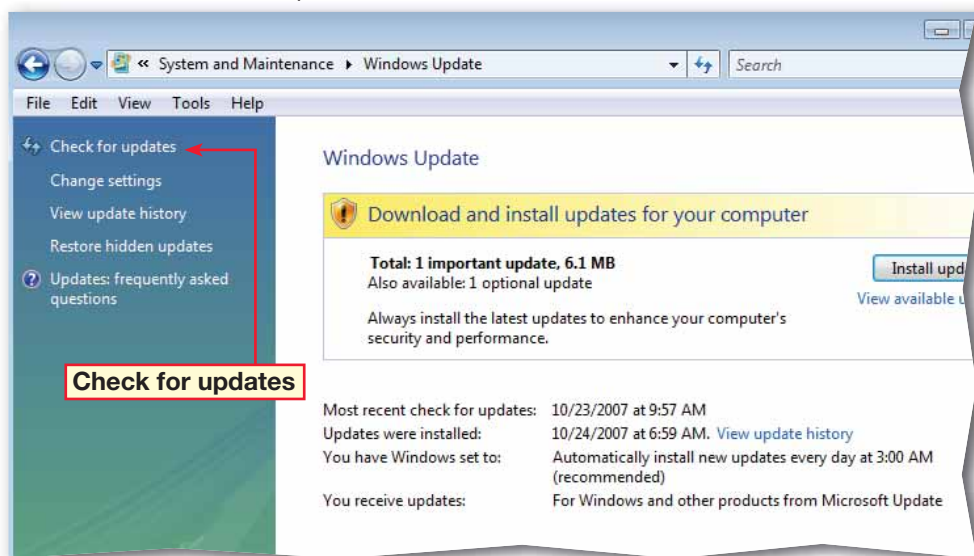
### Troubleshooter

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.

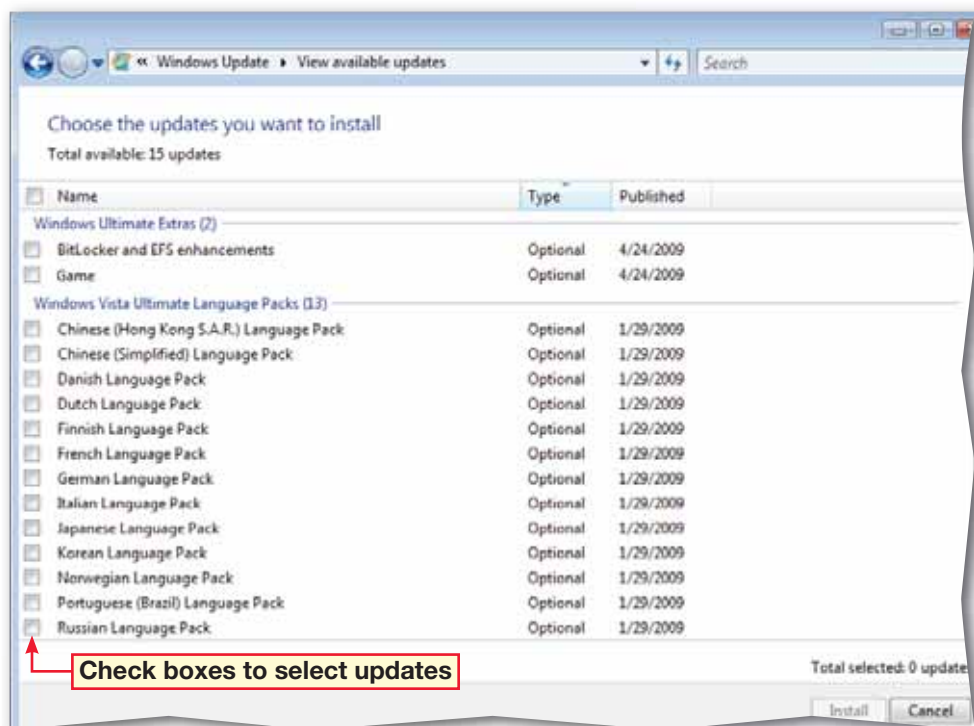
## EXERCISE 3-3 Install a Software Update

**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



## Step-By-Step

- 1 Choose **Start** > **All Programs**.
- 2 Click **Accessories**. Right-click **Notepad**, or another program chosen by your teacher, and select **Properties**.
- 3 **CHECK** Your dialog box should look similar to Figure 3.7.
- 4 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.
- 6 Click the compatibility mode drop-down arrow and select **Windows 98/Windows Me**.
- 7 **CHECK** Your dialog box should look like Figure 3.8.
- 8 Click **OK**.

Continue to the next exercise.

### 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

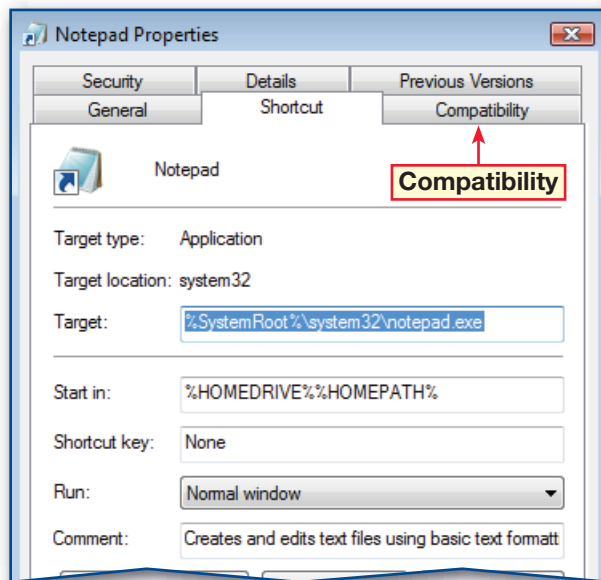
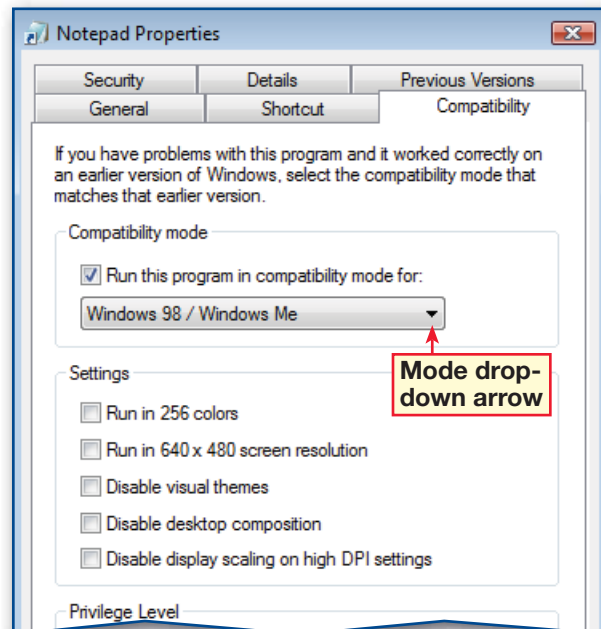




FIGURE 3.8 Compatibility mode settings



## Step-By-Step

- 1 Choose **Start**  **Computer** (see Figure 3.9).
- 2 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.
- 4 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

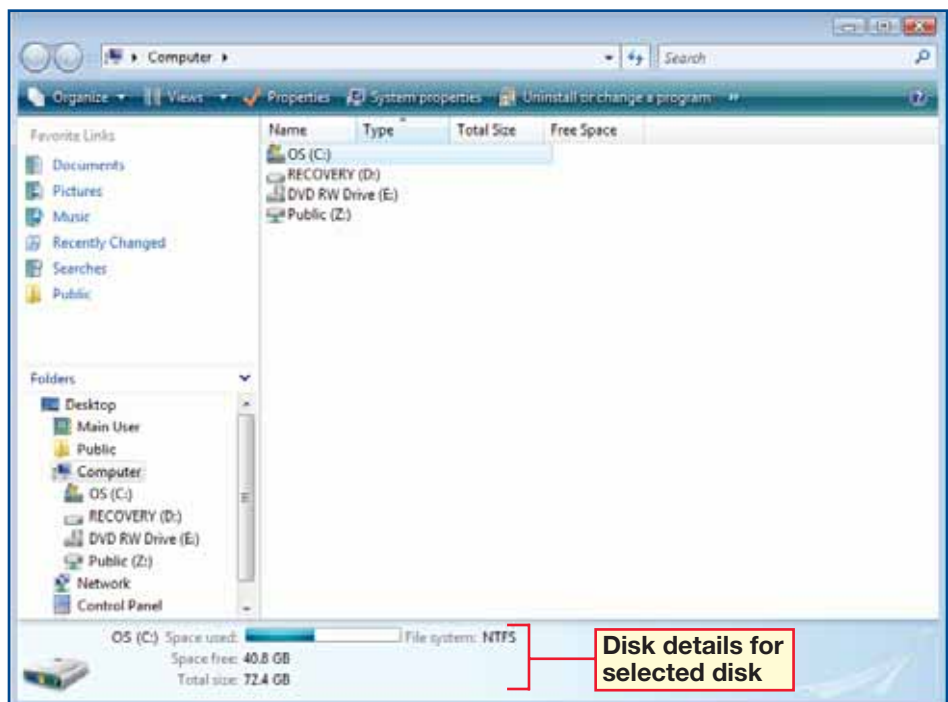
### Analyze the Space Available on a Hard Disk

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



## Step-By-Step

- 1 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.
- 4 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.
- 6 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

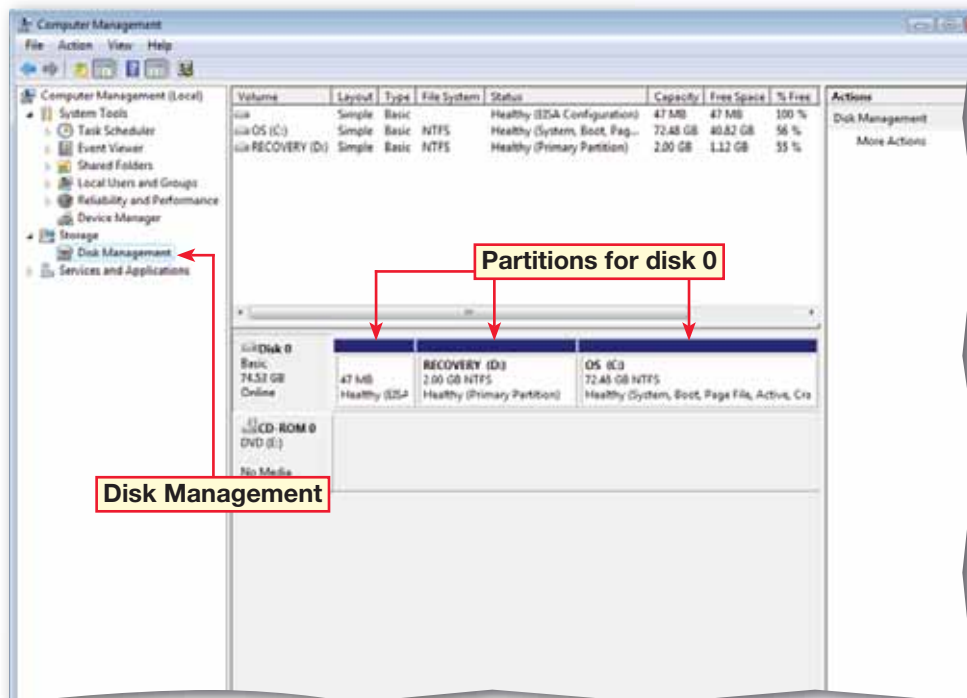
### Determine if a Hard Disk Is Partitioned

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





## Step-By-Step

- 1 Choose **Start Computer**.
- 2 **CHECK** Your screen should look like Figure 3.13.
- 3 In the right pane, select the hard drive chosen by your teacher.
- 4 Right-click the drive and select **Properties**.
- 5 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

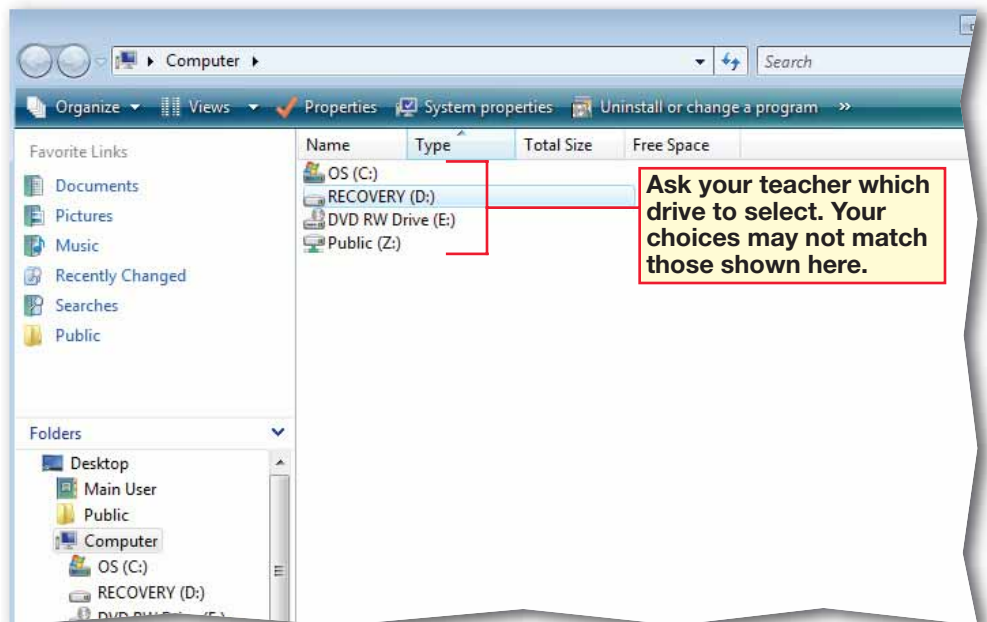
The routine performance of maintenance will help keep your computer running at its best. Proper maintenance is also essential in keeping other complex machines running efficiently. Write a paragraph explaining the steps you need to complete in order to maintain a machine, such as a bike, car, or cell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

## EXERCISE 3-7

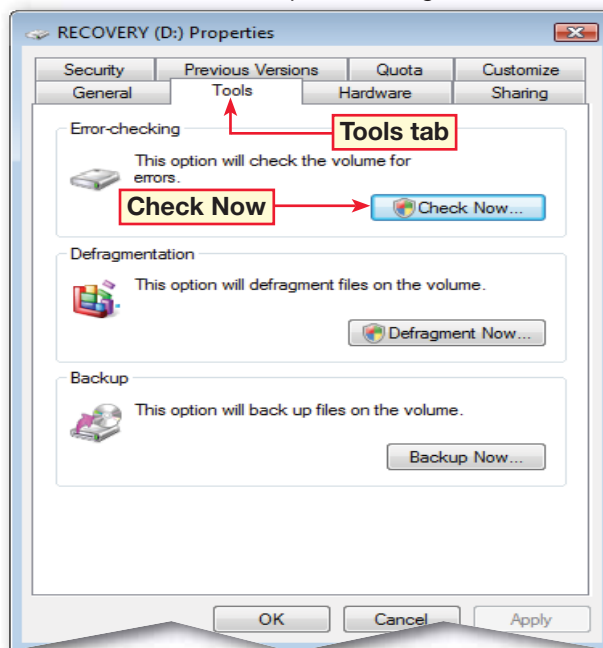
### Check the Hard Disk for Problems

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



**FIGURE 3.14** Drive Properties dialog box



## Step-By-Step

- 7 In the **User Account Control** dialog box, click **Continue**.
- 8 In the **Check Disk** dialog box, click both check boxes.
- 9 **!CHECK** Your dialog box should look like Figure 3.15.
- 10 Click **Start**.
- 11 **!CHECK** Your dialog box should look like Figure 3.16. Click **Close**.
- 12 In the **Properties**, dialog box, click **OK**.
- 13 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.

### 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.

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



FIGURE 3.15 Check Disk dialog box

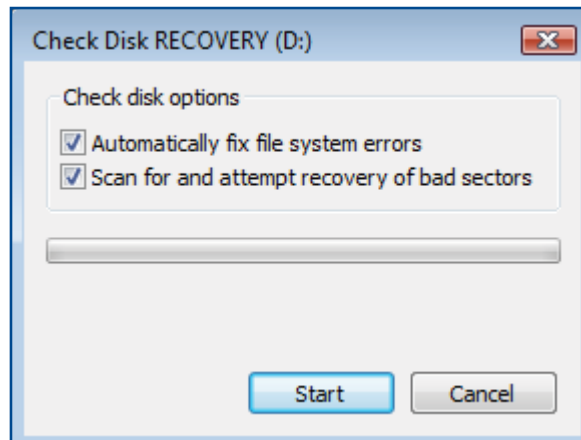
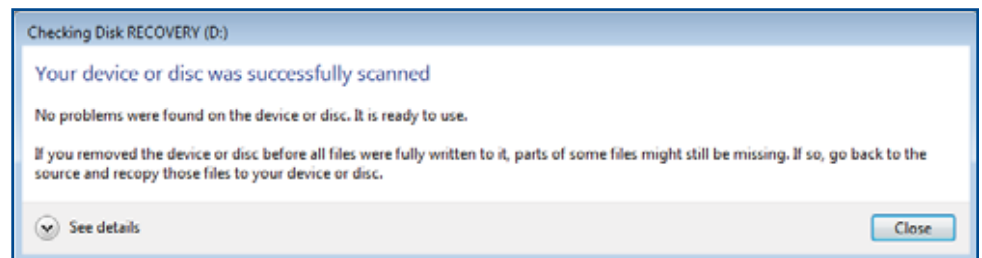


FIGURE 3.16 Checking Disk confirmation dialog box



## Step-By-Step

- 1 Click **Start** and select **Control Panel**. Click **Hardware and Sound**.
- 2 Click **Device Manager**. In the **User Account Control** dialog box, click **Continue**.
- 3 In the list of devices, scroll down to **Ports**. Click **+** in front of **Ports** to expand the listing.
- 4 **CHECK** Your screen should look like Figure 3.17.
- 5 Right-click **Printer Port (LPT1)** and select **Disable**. Click **Yes**.
- 6 **CHECK** Your screen should look similar to Figure 3.18.
- 7 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 drop-down 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

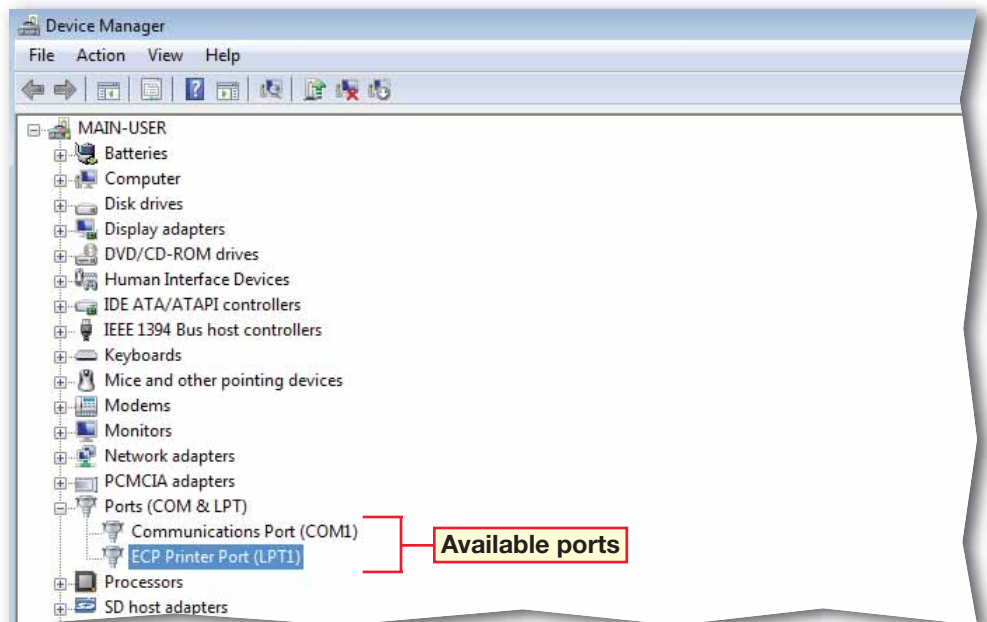
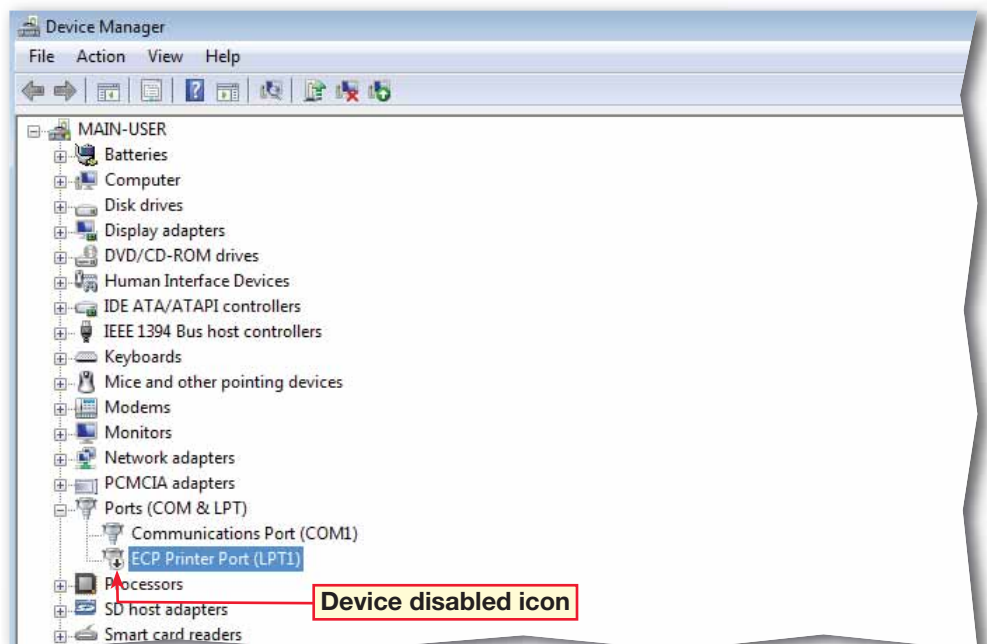


FIGURE 3.18 Device Manager with Printer Port disabled



## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 In the **Control Panel**, click **Hardware and Sound**.
- 3 Click **Device Manager**.
- 4 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).
- 6 **CHECK** Your screen should look similar to Figure 3.20.
- 7 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**.

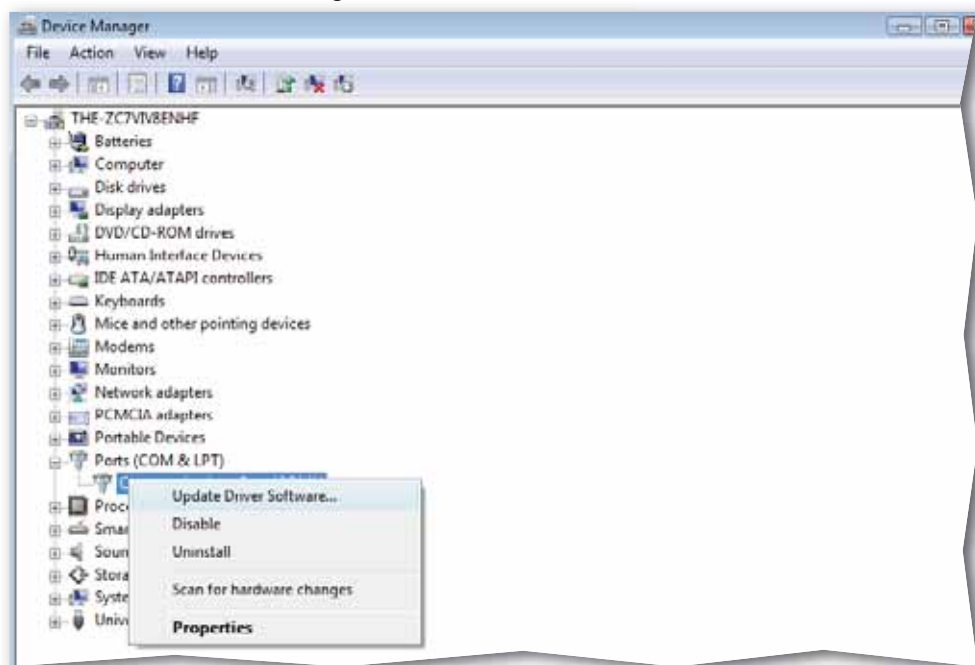
➔ *Continue to the next exercise.*

## EXERCISE 3-9 Update a Device Driver

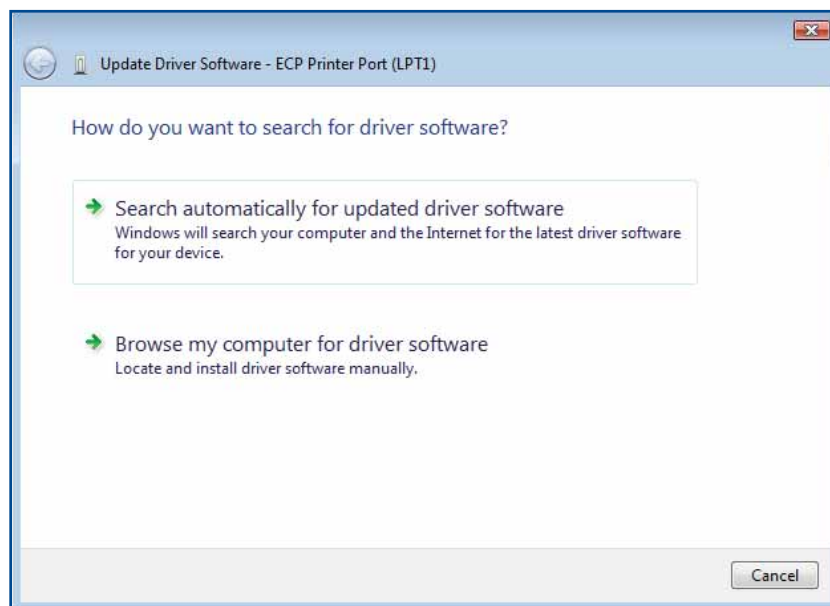


Vista's Device Manager also allows you to update a **driver** for a listed device. The process is similar to a software update. Drivers for devices might be updated to resolve hardware conflicts, maximize the efficiency of the device, or make the device compatible with a newer operating system.

**FIGURE 3.19** Device Manager



**FIGURE 3.20** Update Driver Software dialog box





## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 In the **Control Panel**, click **Hardware and Sound**.
- 3 Click **Device Manager**.
- 4 In the **User Account Control** dialog box, click **Continue**.
- 5 Right-click the driver assigned by your teacher and select **Properties**.
- 6 In the device **Properties** dialog box, click **Roll Back Driver** (see Figure 3.21).
- 7 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.
- 10 In the **System Settings Change** warning box, click **Yes** to restart your computer.

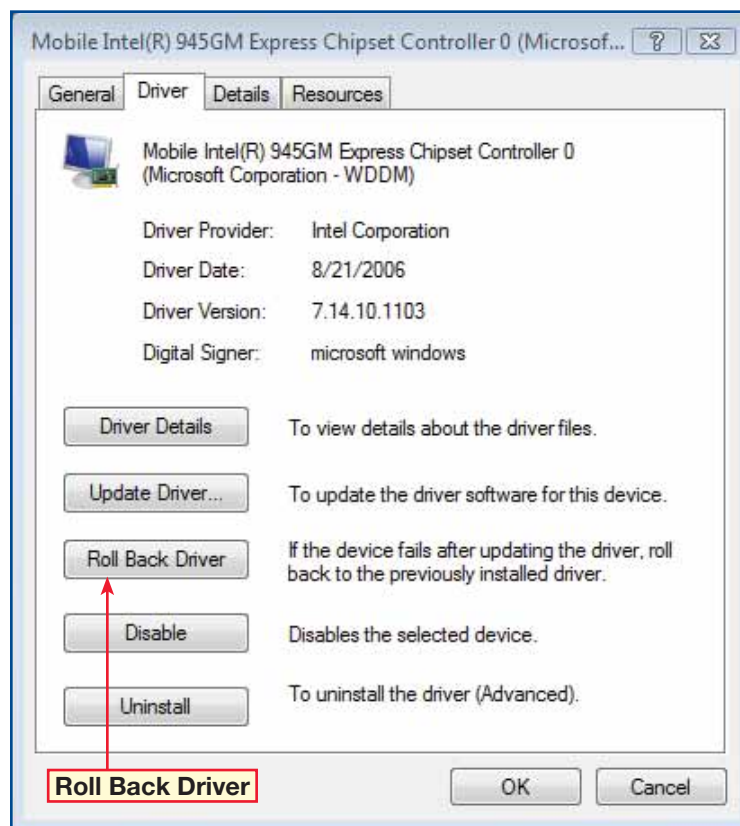
 Continue to the next exercise.

## EXERCISE 3-10

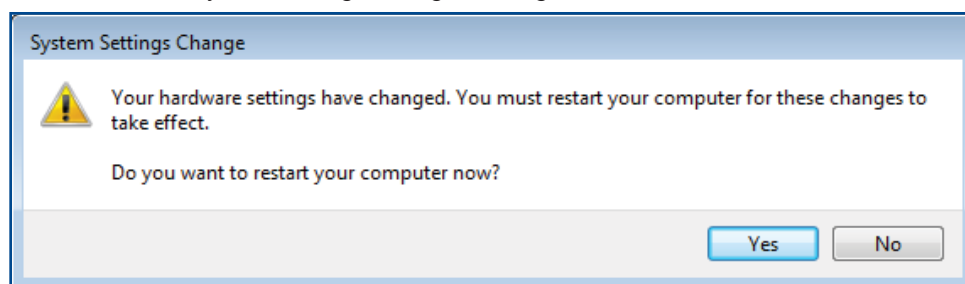
### Change a Driver to a Previous Version

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



**FIGURE 3.22** System Settings Change warning box



## Step-By-Step

- 1 Insert the PC Card or USB device that you will be using for this lesson. Close all windows that may appear on your screen.
- 2 In the **Notification area** of the **Taskbar**, double-click the **Safely Remove Hardware** icon (see Figure 3.23).
- 3 In the **Safely Remove Hardware** dialog box, in the **Hardware devices** box, follow your teacher's instructions as to which device to select.
- 4 **CHECK** Your dialog box should look similar to Figure 3.24.
- 5 Click **Stop**.
- 6 In the **Stop a Hardware device** dialog box, select the device in the list area and click **OK**.
- 7 Remove the PC card by ejecting it, or a USB device by unplugging it.
- 8 In the **Safe To Remove Hardware** confirmation box, click **OK**.
- 9 In the **Safely Remove Hardware** dialog box, click **Close**.

 Continue to the next exercise.

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

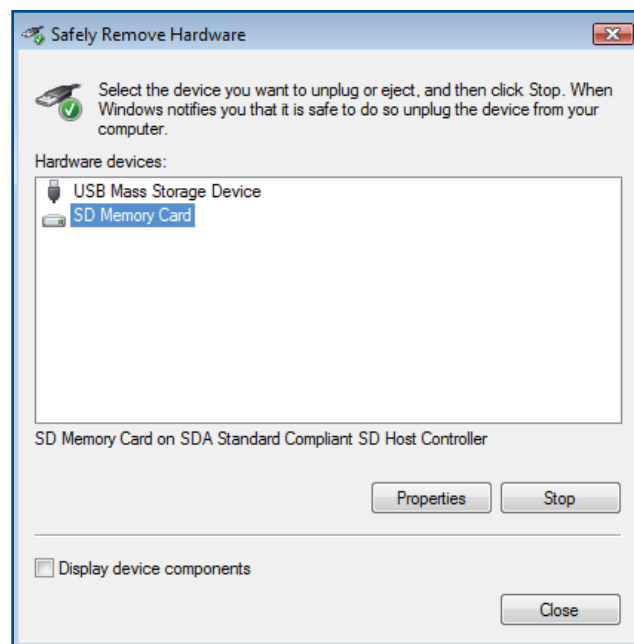


A **PC card** or **USB device** is a portable hardware device on which you can save data to be moved from one computer to another. They do not normally require a **complex**, or complicated, installation or driver update. You can connect or disconnect them while your computer is running. There are some 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



**FIGURE 3.24** Safely Remove Hardware dialog box



## Step-By-Step

- 1 Right-click in an open area of the desktop and select **Personalize**.
- 2 Click **Display Settings**.
- 3 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**.
- 6 In the **Display Settings** dialog box, click the **Colors** drop-down arrow and select the medium color depth (**16 bit**).
- 7 In the **Display Settings** dialog box, click and drag the **Resolution** slider to the lowest setting.
- 8 **CHECK** Your dialog box should look similar to Figure 3.26. Click **Apply**.
- 9 In the **Display Settings** dialog box, click **No**.
- 10 Click **Close**.

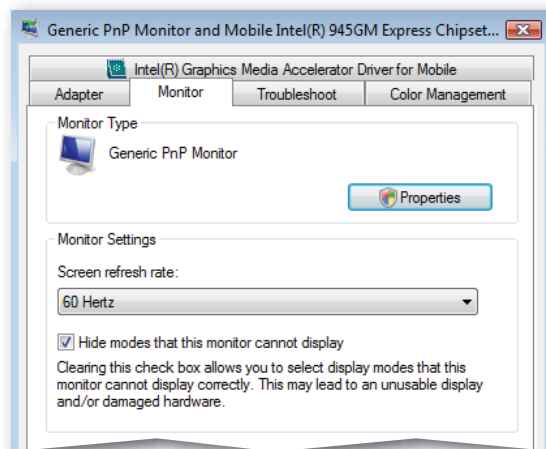
 Continue to the next exercise.

## EXERCISE 3-12

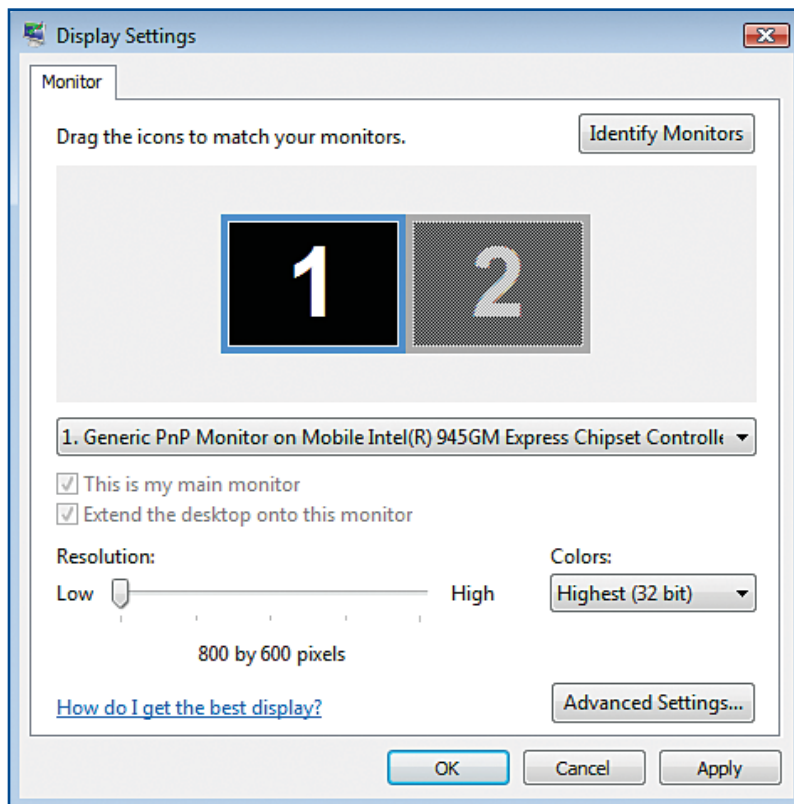
### Adjust Display Resolution and Color Depth and Display Refresh Rate

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



**FIGURE 3.26** Advanced Monitor Settings



## Step-By-Step

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





## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 In the **Control Panel**, under **Appearance and Personalization**, click **Adjust screen resolution**.
- 3 In the monitor icon area, click the monitor labeled **2** (see Figure 3.29).
- 4 Adjust the **Resolution** slider to the lowest possible setting.
- 5 Click **OK**.
- 6 **CHECK** Your screen should look like Figure 3.30.

 Continue to the next exercise.

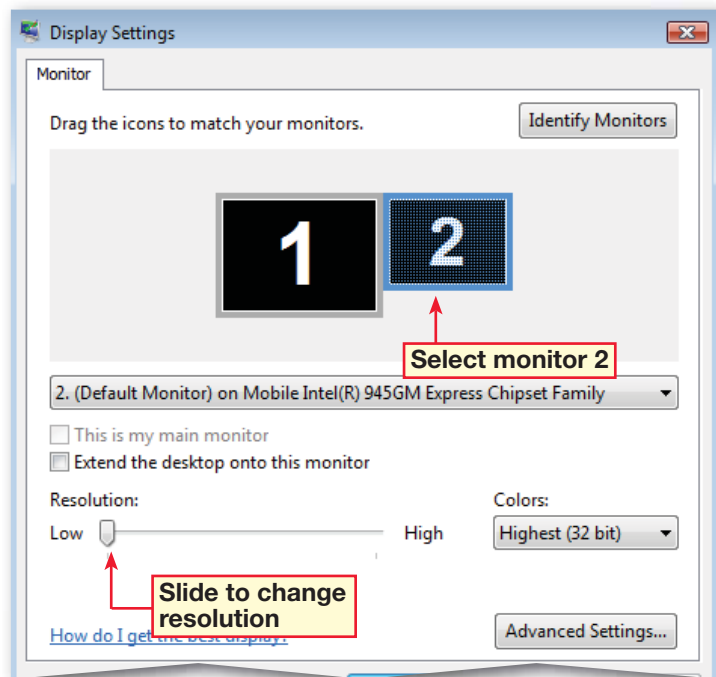
### Tech Tip

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



## Step-By-Step

- 1 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**.
- 3 Check the box next to **Extend the desktop onto this monitor**.
- 4 **CHECK** Your dialog box should look like Figure 3.30. Click **OK**.
- 5 In the settings confirmation dialog box, click **Yes**.
- 6 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.
- 8 Select the check box next to **This is my main monitor** (see Figure 3.32).
- 9 Click **OK**.
- 10 In the **Control Panel**, click **Close**.

Continue to the next exercise.

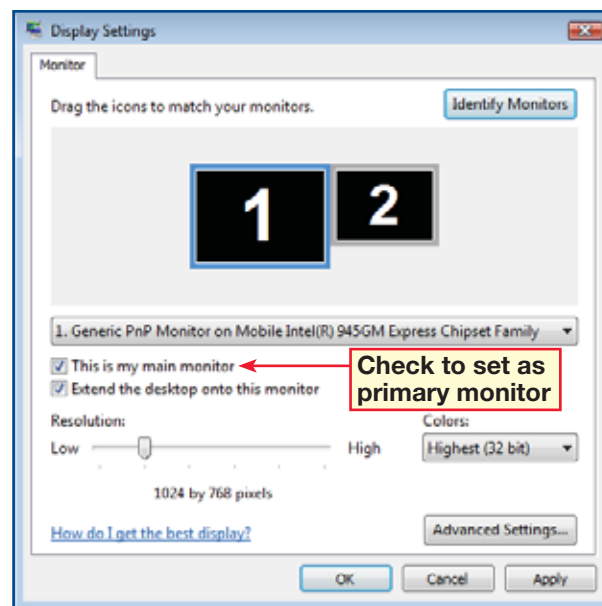
## EXERCISE 3-15 Extend the Desktop onto a Secondary Monitor

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



FIGURE 3.32 Main monitor selected



## Step-By-Step

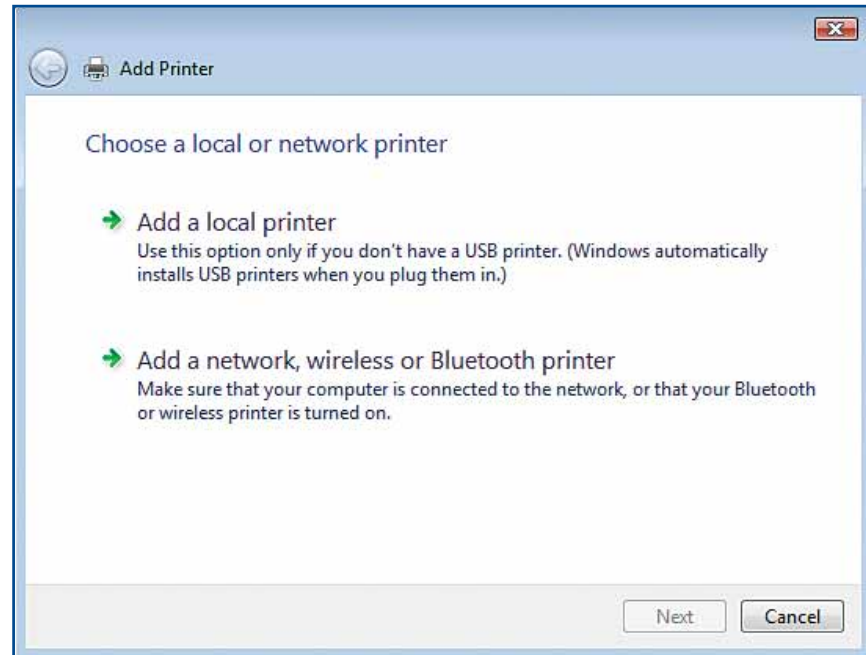
- 1 Click **Start**  and select **Control Panel**.
  - 2 In the **Control Panel**, under **Hardware and Sound**, click **Printer**.
  - 3 In the toolbar, click **Add a printer** .
  - 4 **CHECK** Your screen should look similar to Figure 3.33.
  - 5 In the **Add Printer** dialog box, click **Add a local printer**.
  - 6 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.
  - 7 **CHECK** Your dialog box should look similar to Figure 3.34.
  - 8 Click **Next**.
-  *Continued on the next page.*

## EXERCISE 3-16 Install a Local Printer

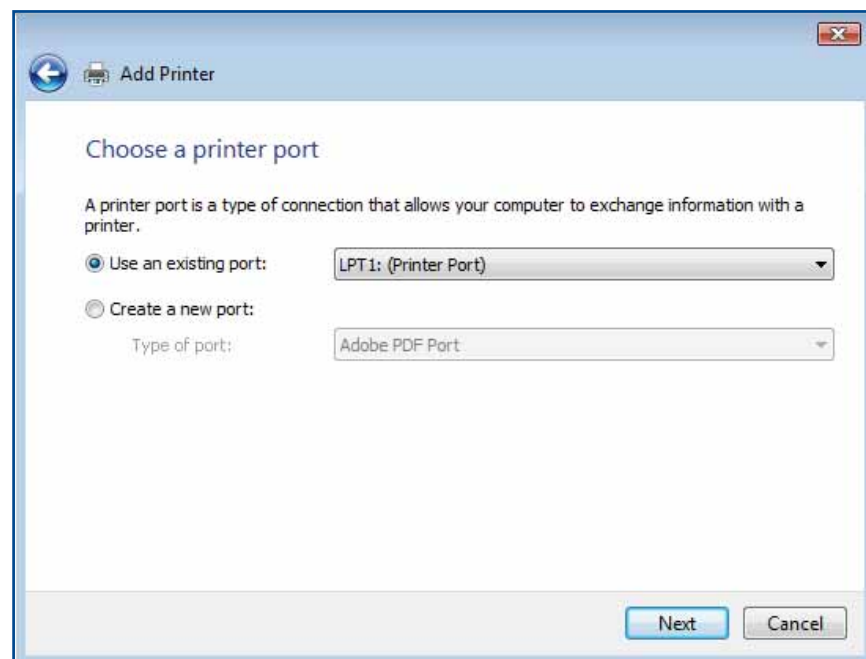


In addition to configuring your display settings to make your information more readable, you must also configure your printer. A printer connected directly to your computer is called a local printer.

**FIGURE 3.33** Add Printer dialog box



**FIGURE 3.34** Choose a printer port window



## Step-By-Step

**9** 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).

**10** Click **Next**.

**11** Clear the **Set as the default printer** option and click **Next**.

**12** With your teacher's permission, click **Print a test page**. Click **Finish**.

**13** **CHECK** 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

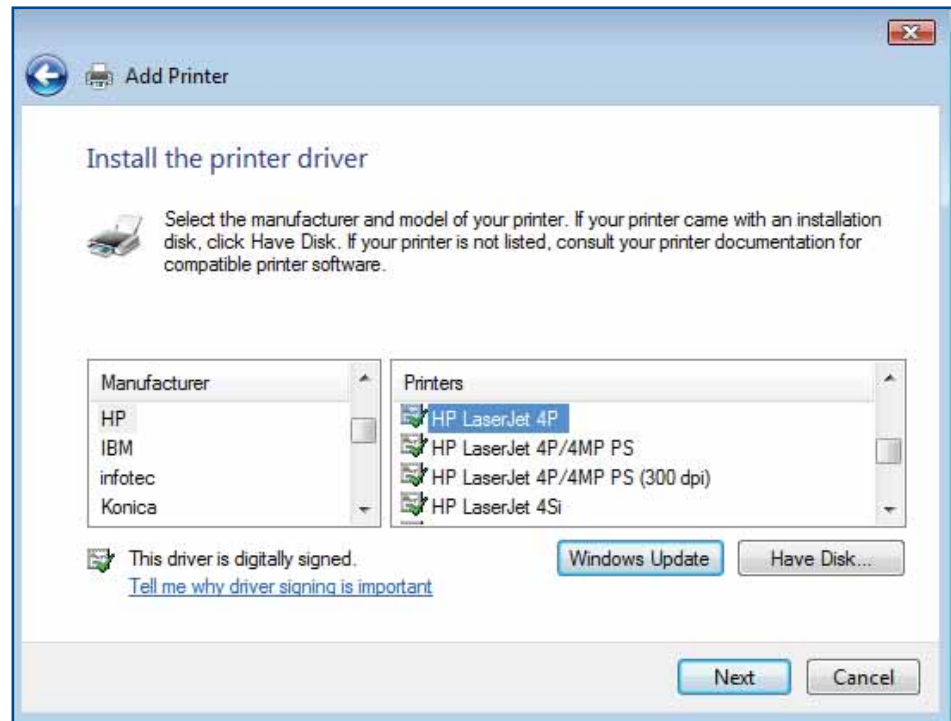
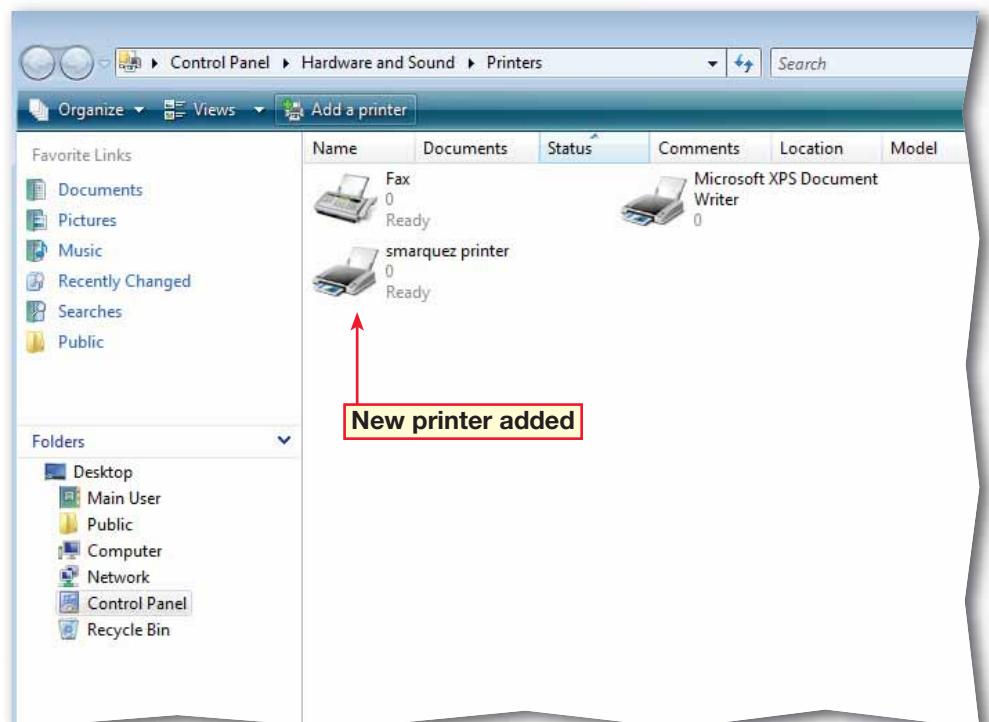


FIGURE 3.36 Printers folder with new local printer added





## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 In the **Control Panel**, under **Hardware and Sound**, click **Printer**.
- 3 In the toolbar at the top of the screen, click **Add a printer**.
- 4 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**.
- 6 In the **Printer name** box, follow your teacher's instructions for the printer name you should key (see Figure 3.37).
- 7 Click **Next**. In the confirmation window, click **Print a test page** (with your teacher's permission). Click **Finish**.
- 8 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.
- 9 **CHECK** 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

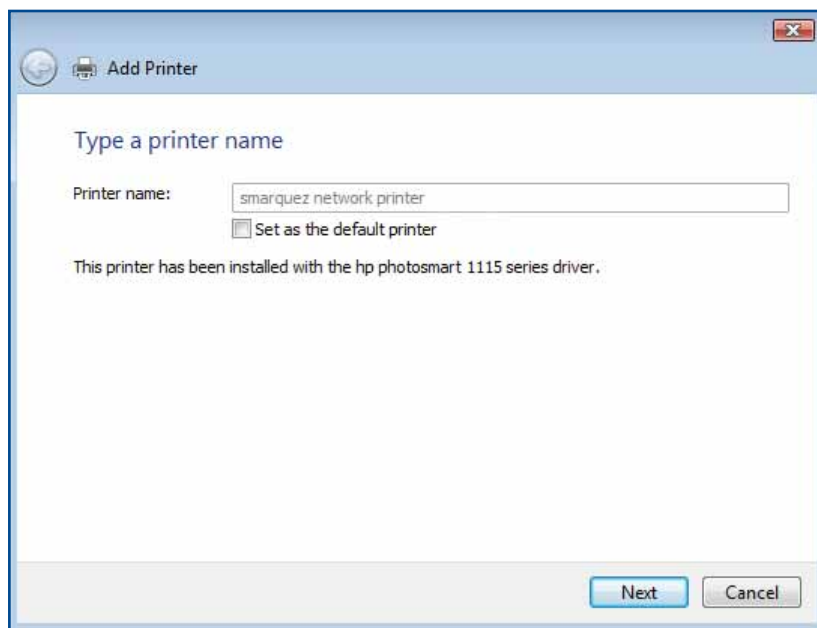
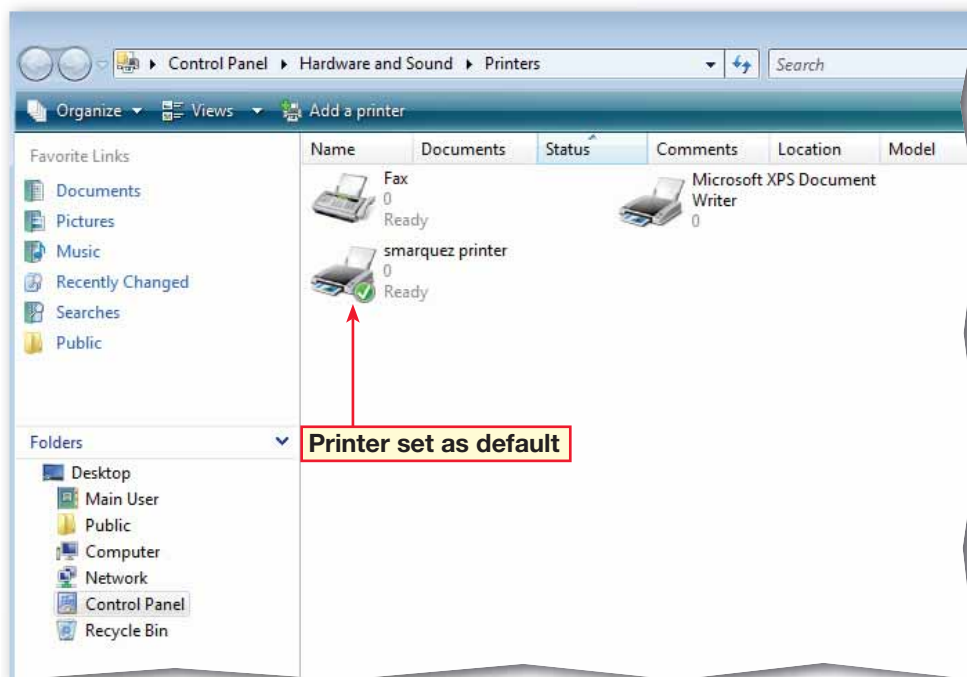


FIGURE 3.38 New default printer



## Step-By-Step

1 Click **Start** and select **Control Panel**.

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

3 In the **Printers** window, follow your teacher's instructions for selecting a printer.

4 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.

7 In the **User Account Control** dialog box, click **Continue**.

8 Click the **Share this printer** check box.

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

10 Click **OK**.

11 **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

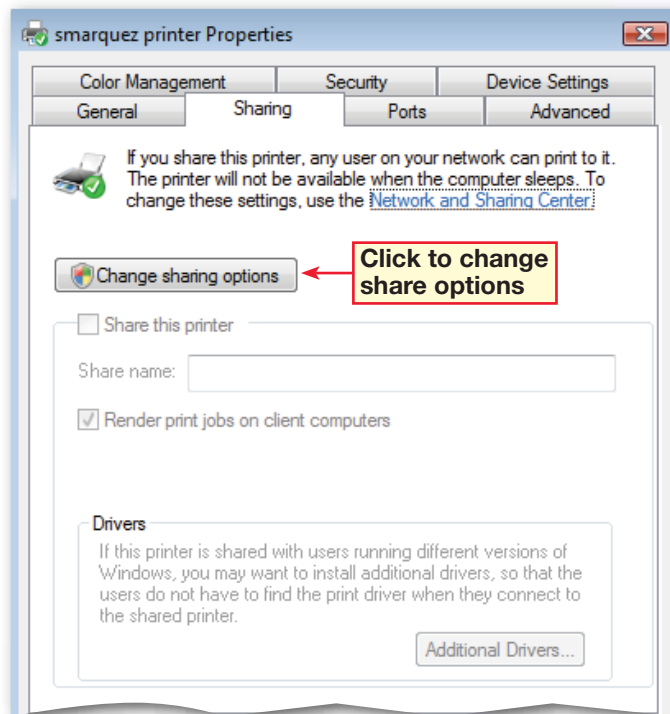
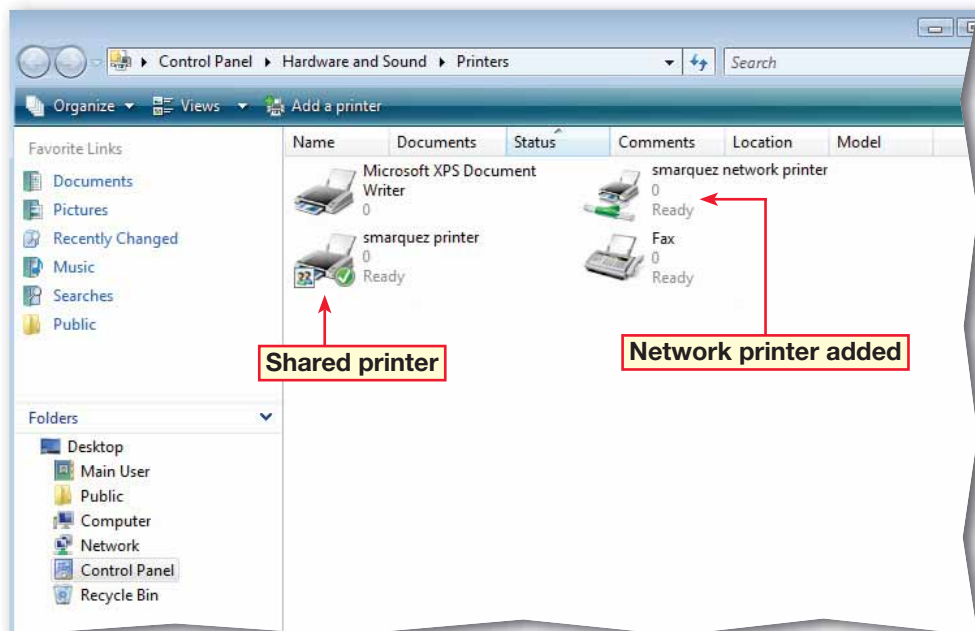


FIGURE 3.40 Shared printer added



## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 In the **Control Panel**, under **Hardware and Sound**, click **Printer**.
- 3 In the **Printers** window, right-click the shared printer and select **Sharing**.
- 4 In the printer **Properties** dialog box, click **Change sharing options** (see Figure 3.41).
- 5 In the **User Account Control** dialog box, click **Continue**.
- 6 Under **Drivers**, click **Additional Drivers**.
- 7 **CHECK** 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).
- 9 Click **OK**.
- 10 Close the **Printers** window.
- 11 Close the **Control Panel**.

## 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

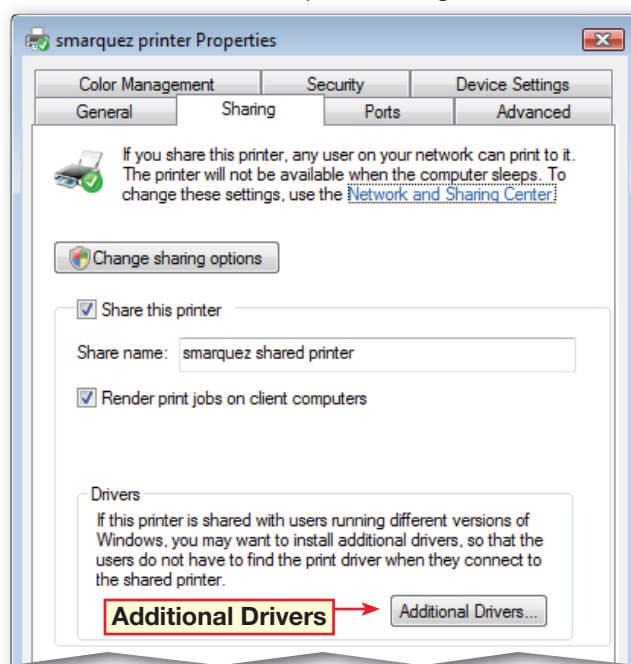
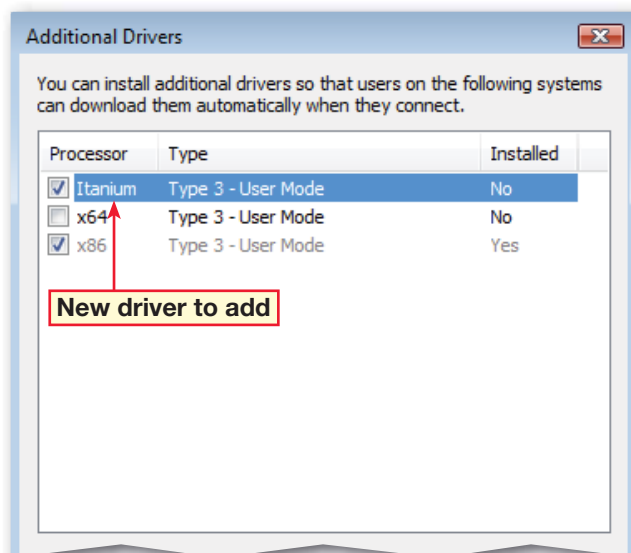


FIGURE 3.42 Additional Drivers dialog box





## 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

## 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 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.	C. In the Disk Management folder.
B. In the Device Manager.	D. Windows Explorer.
9. Where would you set the display's color depth? (p. 78)
 

A. Display Settings dialog box	C. Appearance and Personalization
B. Device Manager	D. Monitors folder



## Step-By-Step

**1** Choose **Start**  **>All Programs>Maintenance**. Click **Backup and Restore Center**.

**2** **CHECK** Your screen box should look like Figure 3.43.

**3** In the left pane, click **Create a restore point or change settings**. Click **Continue**.

**4** 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**.

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

**7** In the **System Properties** dialog box, click **OK**.

**8** Close the **Backup and Restore Center**.

**9** Exit Vista.

## 1. Create a Restore Point

Follow the steps to complete the activity.

FIGURE 3.43 Backup and Restore Center

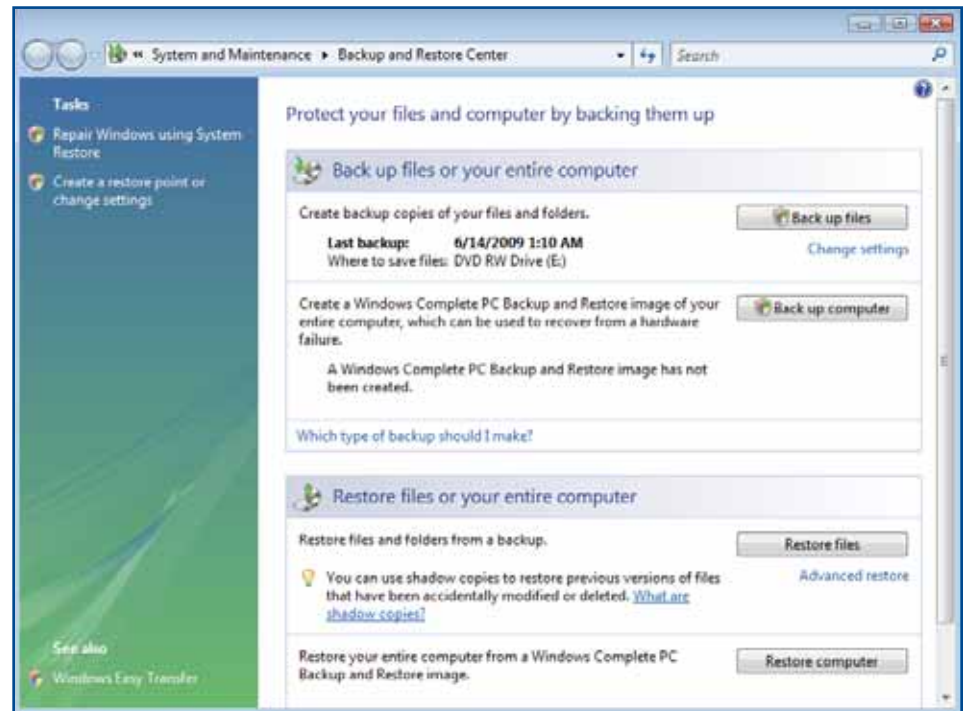
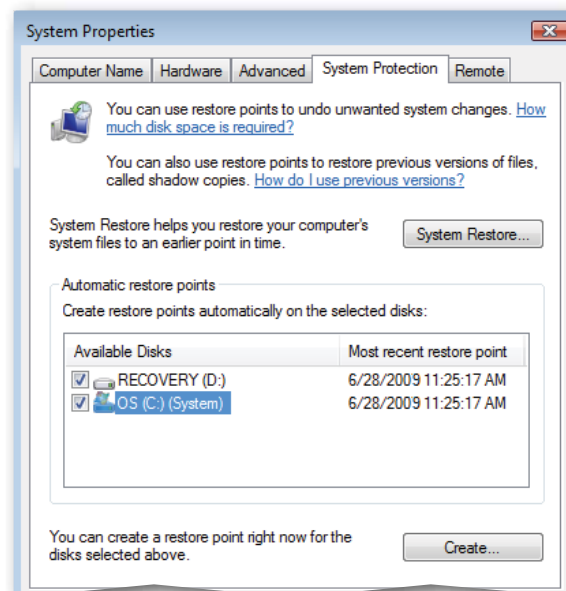



FIGURE 3.44 System Properties dialog box



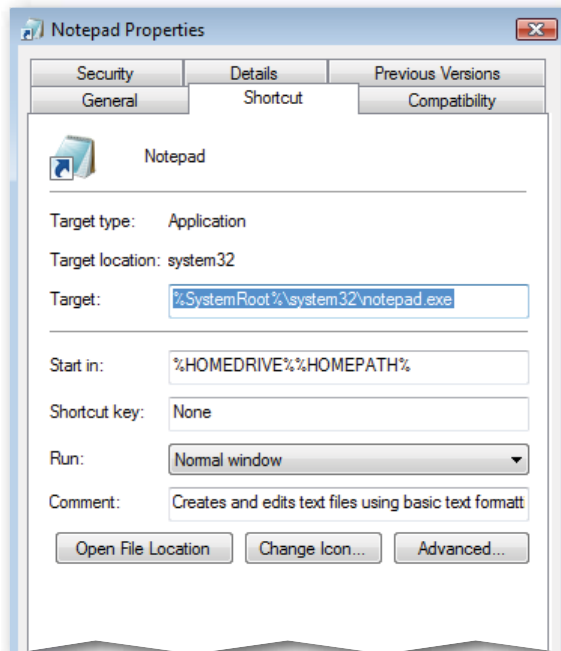
## Step-By-Step

- 1 Start Vista.
- 2 Choose **Start**  **>All Programs**.
- 3 Click **Accessories**. Select **Notepad**, right-click and select **Properties**.
- 4 **CHECK** Your dialog box should look similar to Figure 3.45.
- 5 In the program's **Properties** dialog box, click the **Compatibility** tab.
- 6 Under **Compatibility mode**, click the **Run this program in compatibility mode for:** check box.
- 7 Click the **Compatibility mode** drop-down arrow and select **Windows 2000**.
- 8 **CHECK** Your dialog box should look similar to Figure 3.46.
- 9 Click **OK**.
- 10 Exit Vista.

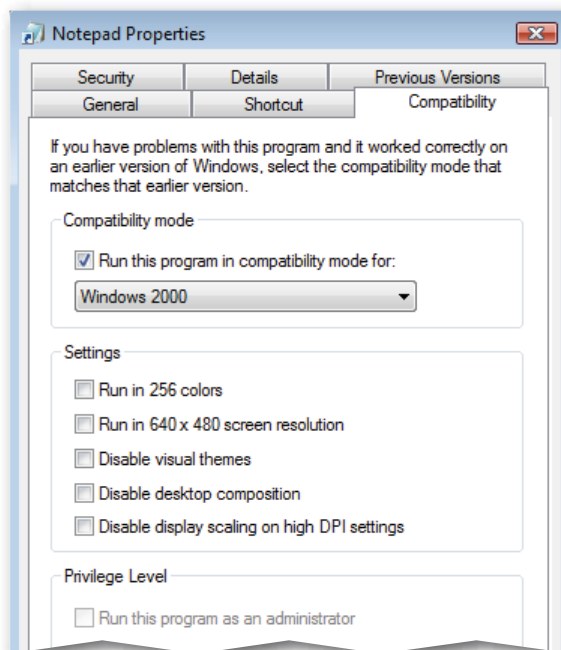
## 2. Configure a Program for Compatibility Mode

Follow the steps to complete the activity.


**FIGURE 3.45** Notepad Properties



**FIGURE 3.46** Compatibility mode settings



## Step-By-Step

- 1 Start Vista.
- 2 Click **Start**  and select **Control Panel**.
- 3 In the **Control Panel**, click **Hardware and Sound**.
- 4 Click **Device Manager**.
- 5 **CHECK** Your screen should look similar to Figure 3.47.
- 6 Right-click the device assigned by your teacher and select **Update Driver Software**.
- 7 In the **Update Driver Software** dialog box, click **Search automatically for updated driver software** (see Figure 3.48).
- 8 In the **Update Driver Software** dialog box, click **Close**.
- 9 In the **System Settings Change** dialog box, click **Yes** to restart your computer.
- 10 Exit Vista.

## 3. Update a Device Driver

Follow the steps to complete the activity.

FIGURE 3.47 Device Manager

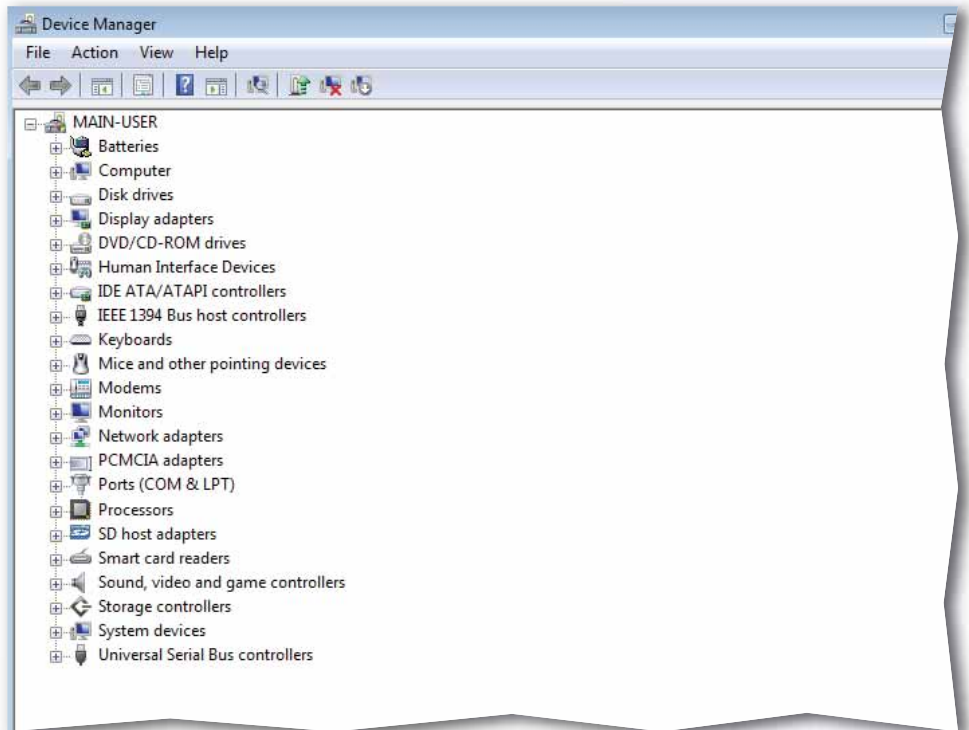
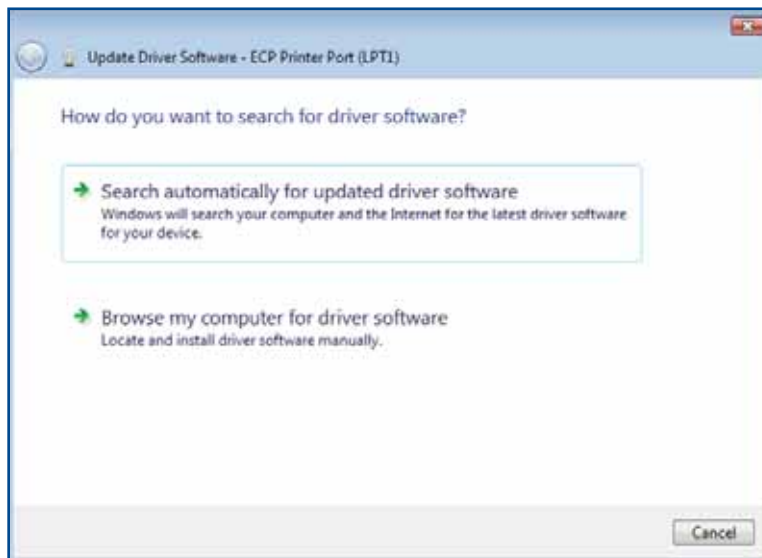




FIGURE 3.48 Update Driver Software dialog box



## Step-By-Step

- 1 Click **Start**  and select **Control Panel**. Under **Hardware and Sound**, click **Printer**.
- 2 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**.
- 6 In the **Printer name** box, key: **[your first initial and last name] printer two**.
- 7 Clear the **Set as the default printer** option and click **Next**.
- 8 With your teacher's permission, click **Print a test page**. Click **Finish**.
- 9 **CHECK** Your screen should look like Figure 3.50.
- 10 Exit Vista.

## 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

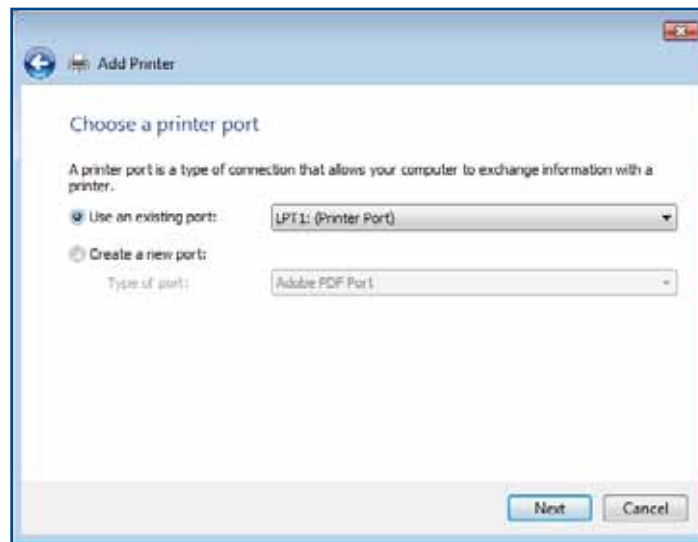
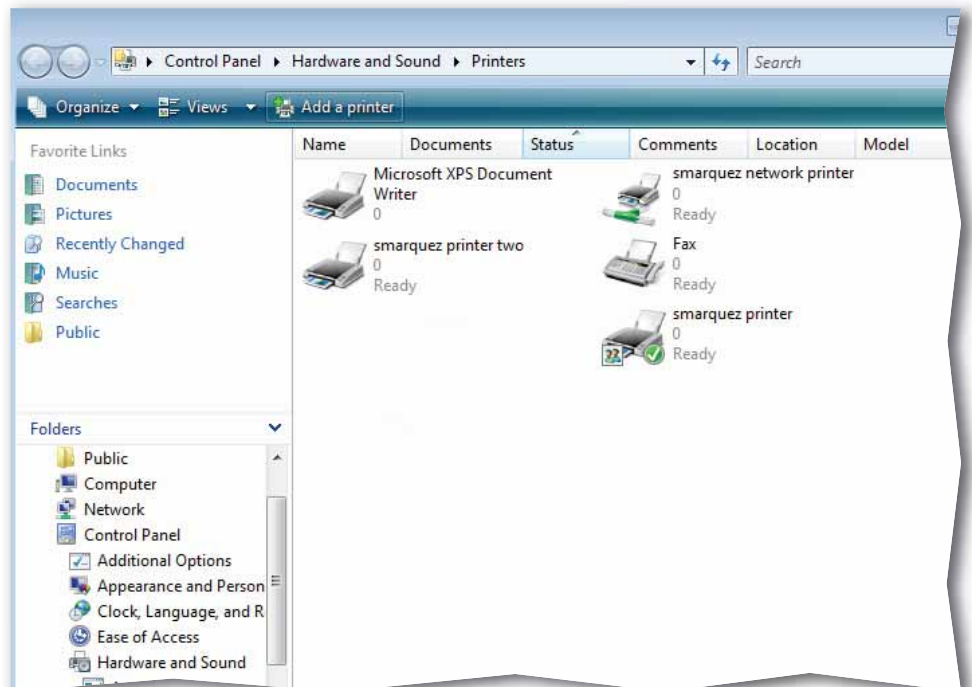



FIGURE 3.50 Printers folder with new local printer added





Step-By-Step

- 1 Click **Start** . 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.

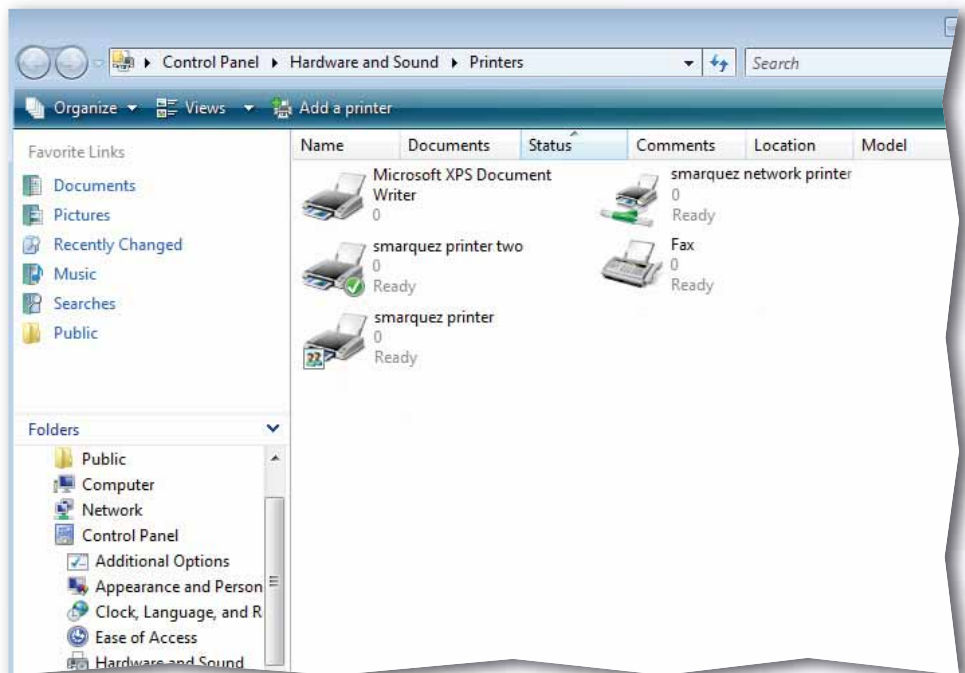
5. Change the Default Printer

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



## 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. Standards at Work Activity



### Microsoft Certified Application Specialist 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.

**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



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 SKILLS

**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?*







## Before You Read

**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 Center	keyword 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.

## Step-By-Step

- 1 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.
- 2 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.
- 5 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).
- 6 Under **Folder views**, click **Apply to Folders**. In the dialog box, click **Yes**.
- 7 In the **Folder Options** dialog box, click **OK**. Click **Close** .
- 8 Choose **Start**  **Documents**.
- 9 **CHECK** Your screen should look like Figure 4.2. Click **Close** .

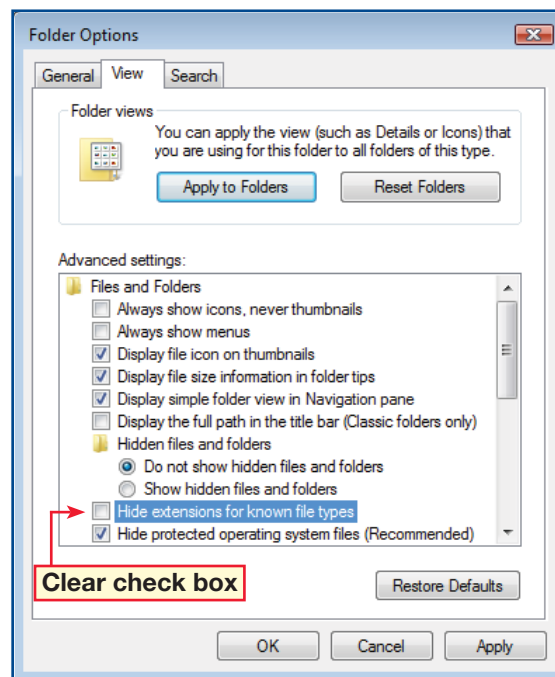
 Continue to the next exercise.

## EXERCISE 4-1 Show and Hide File Extensions

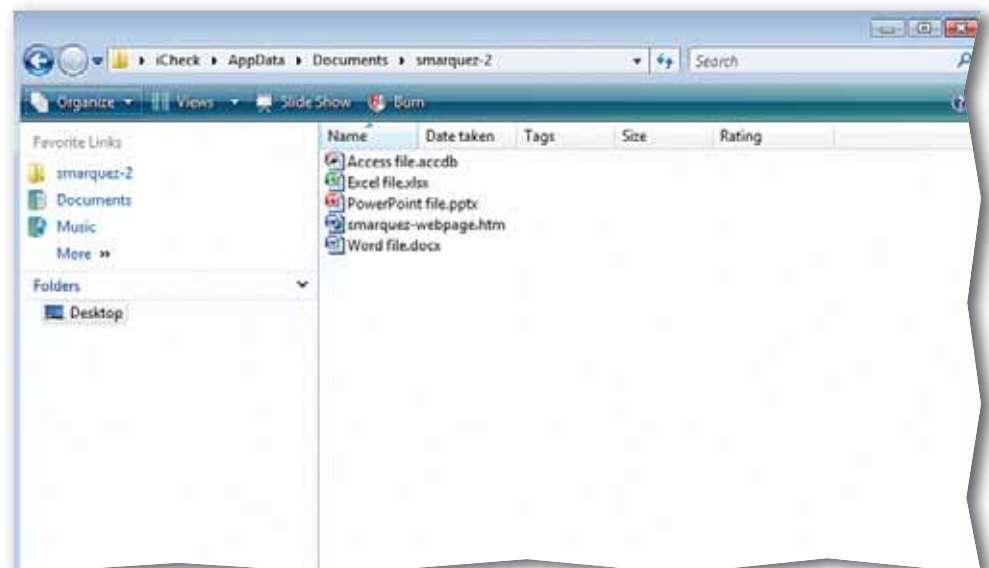


One of the key tools for file management is **Windows Explorer**. From this window you can set the majority of file and folder viewing options and navigate to any location on your computer to view them. Every file has a **file extension**, which is a set of characters added to the end of its name to 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



**FIGURE 4.2** Files showing file extensions



## Step-By-Step

- 1 Click **Start** > **Control Panel**.
- 2 In the right pane, click **Appearance and Personalization**.
- 3 **CHECK** Your screen should look like Figure 4.3.
- 4 Click **Folder Options**.
- 5 In the **Folder Options** dialog box, click the **View** tab.
- 6 In the **Advanced settings** pane, scroll to **Hide protected operating system files (Recommended)** and clear the check box.
- 7 **CHECK** Your screen should look like Figure 4.4.
- 8 In the **Warning** box, click **Yes**.
- 9 Click **OK**.

➔ 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

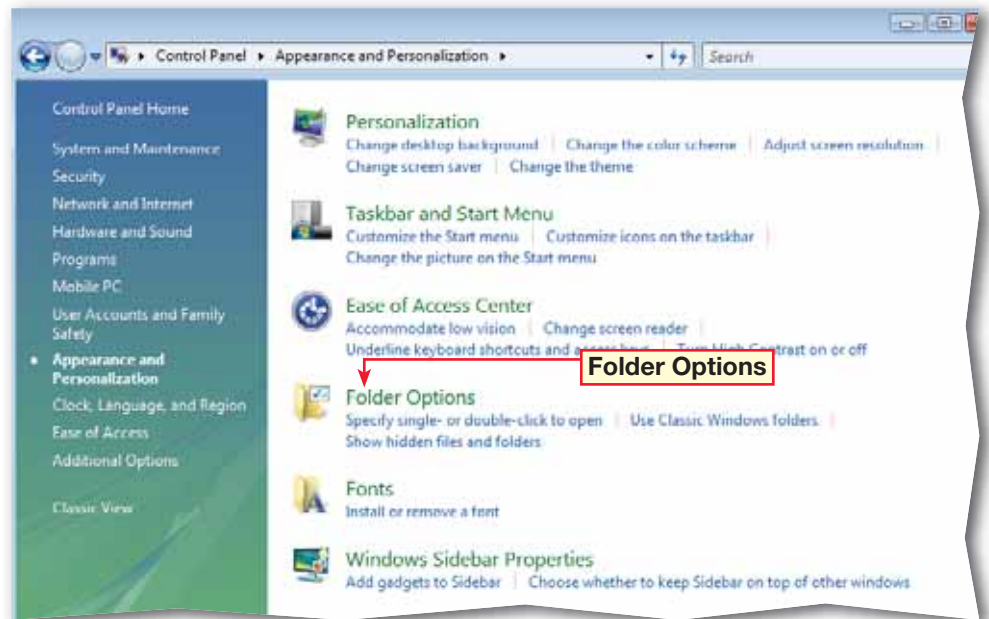
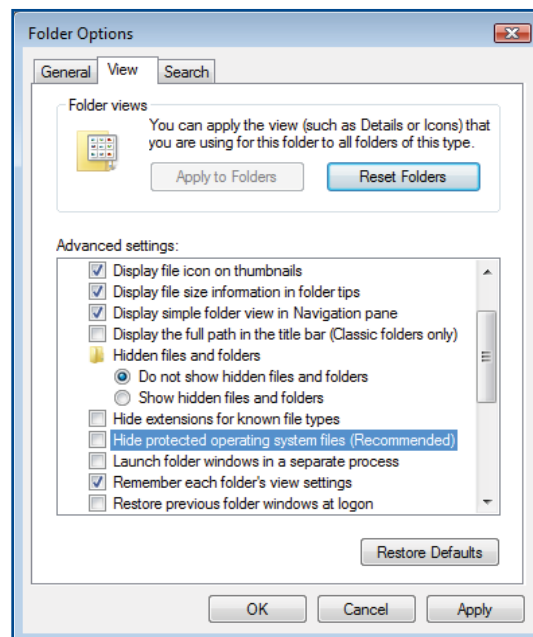




FIGURE 4.4 Change folder settings



## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 In the right pane, click **Appearance and Personalization**.
- 3 **CHECK** Your screen should look like Figure 4.5.
- 4 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**.
- 7 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**.
- 9 Click **OK**.
- 10 In the **Appearance and Personalization** window, click **Close** .

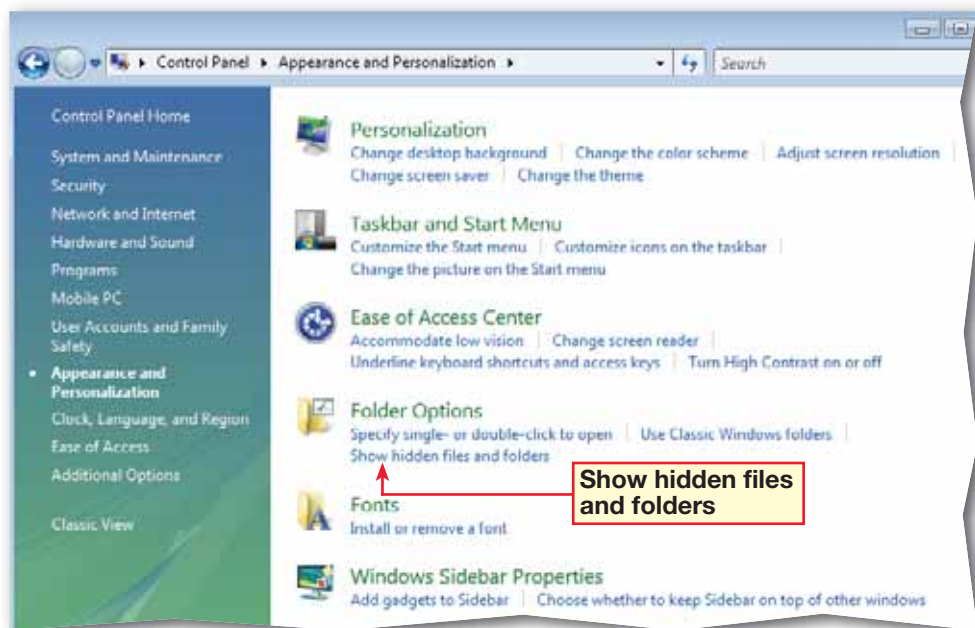
 Continue to the next exercise.

## EXERCISE 4-3

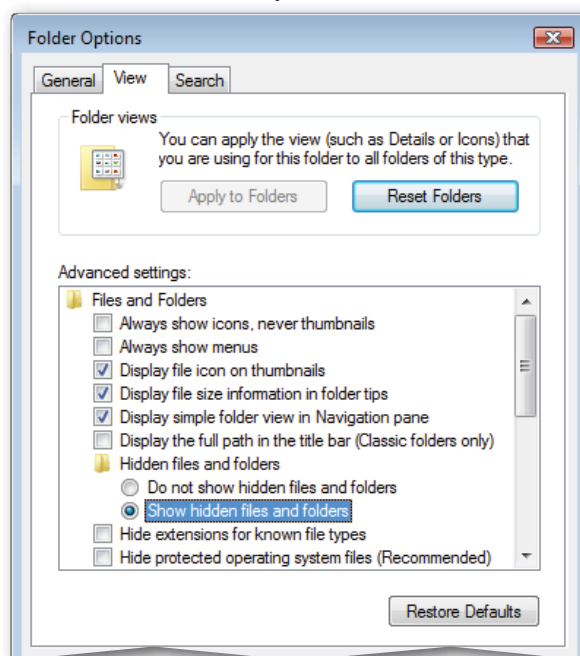
### Show Hidden Files and Folders

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





## Step-By-Step

- 1 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**.
- 4 Click **Organize** and choose **Layout > Preview Pane**.
- 5 Click **Organize** and choose **Layout > Details Pane** to close the pane.
- 6 Select **Excel file.xlsx** in the file list.
- 7 **!CHECK** 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

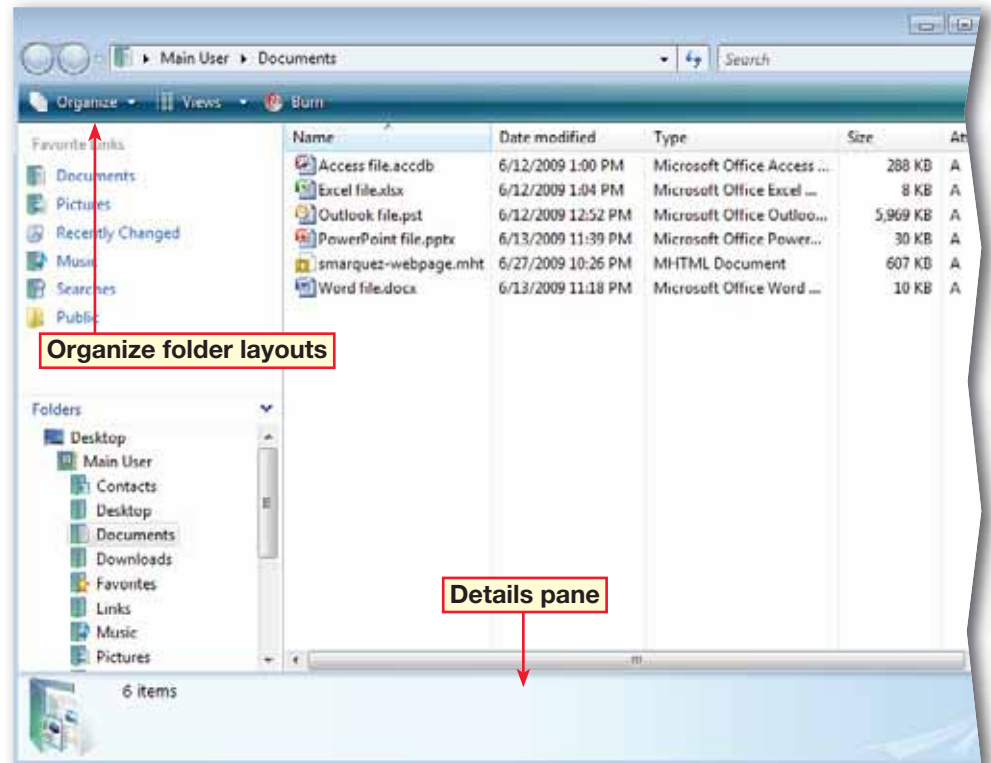
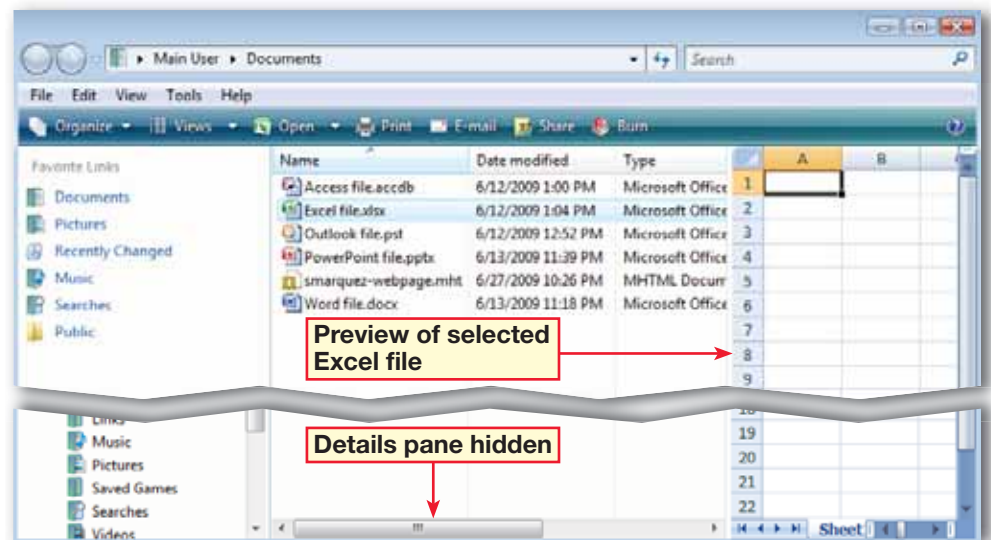


FIGURE 4.8 Windows Explorer layout changed



## Step-By-Step

- 1 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**.
- 4 Key: [your first initial and last name]-1.
- 5 Press **ENTER**.
- 6 Click **Organize** and choose **Layout> Details Pane**.
- 7 **CHECK** Your screen 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

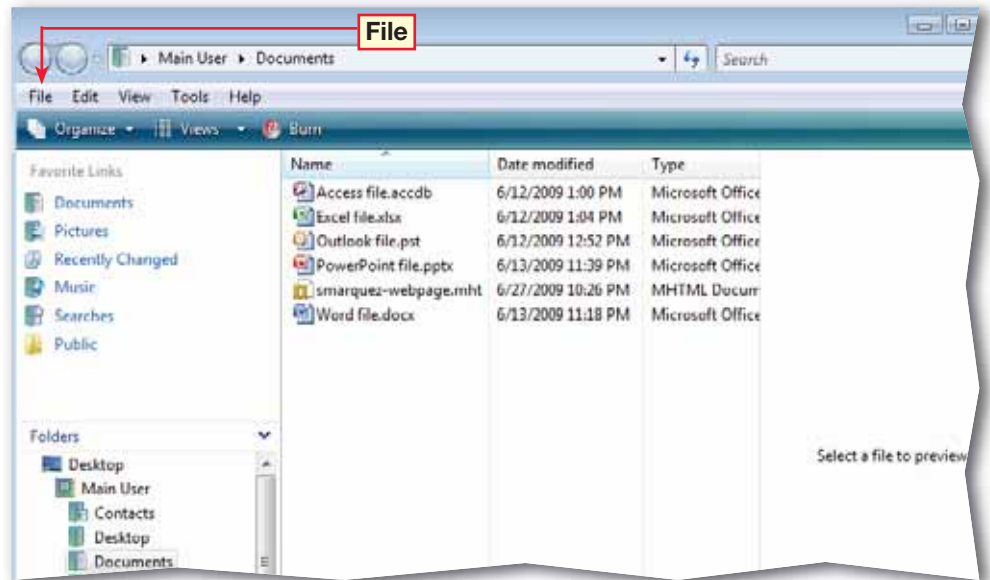
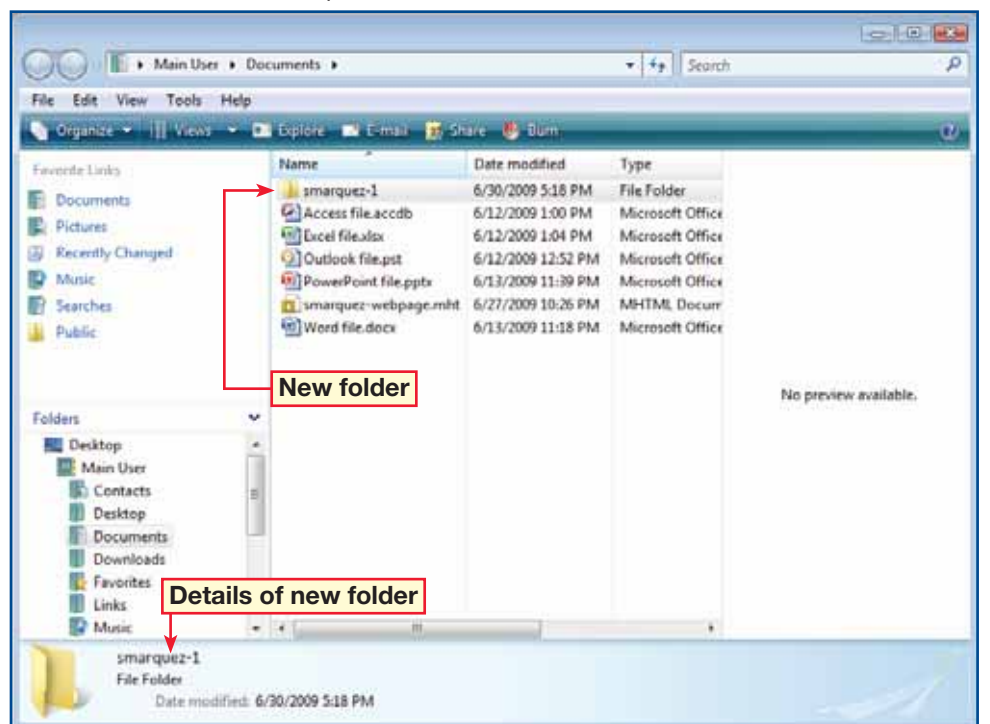








FIGURE 4.10 Windows Explorer with new folder added



## Step-By-Step

- 1 Click **Start**  and choose **All Programs> Accessories>Windows Explorer**.
- 2 In the **Windows Explorer** file list, select the **[your first initial and last name]-1** folder you created in the previous exercise.
- 3 In the **Menu bar**, click **File** and select **Rename**.
- 4 **CHECK** Your screen should look similar to Figure 4.11.
- 5 Press  on your keyboard. Press  once to delete the **1** and key: **2**.
- 6 Press .
- 7 **CHECK** Your screen should look similar to Figure 4.12.
- 8 Click **Close** .

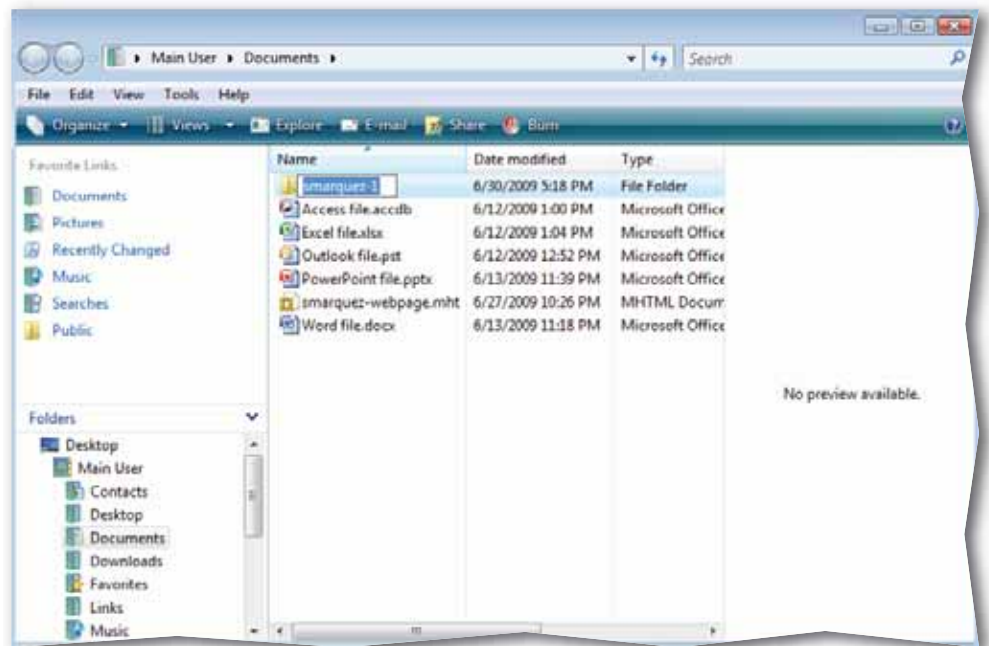
### Shortcuts

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

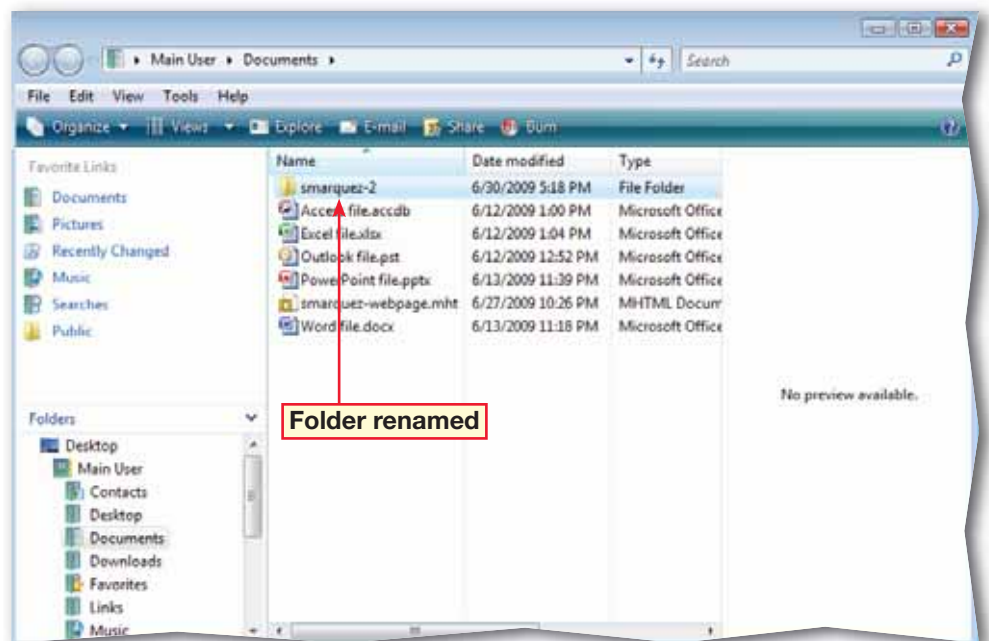
## EXERCISE 4-6 Rename a Folder

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






**FIGURE 4.12** Windows Explorer with renamed folder





## Step-By-Step

- 1 Click **Start**  and choose **All Programs > Accessories** and select **Windows Explorer**.
- 2 **iCHECK** Your screen should look similar to Figure 4.13.
- 3 Click the **[your first initial and last name]-2** folder.
- 4 Drag and drop the folder onto the **Start**  button.
- 5 Close Windows Explorer.
- 6 Click **Start** .
- 7 **iCHECK** Your screen should look similar to Figure 4.14.
- 8 Click **Start**  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

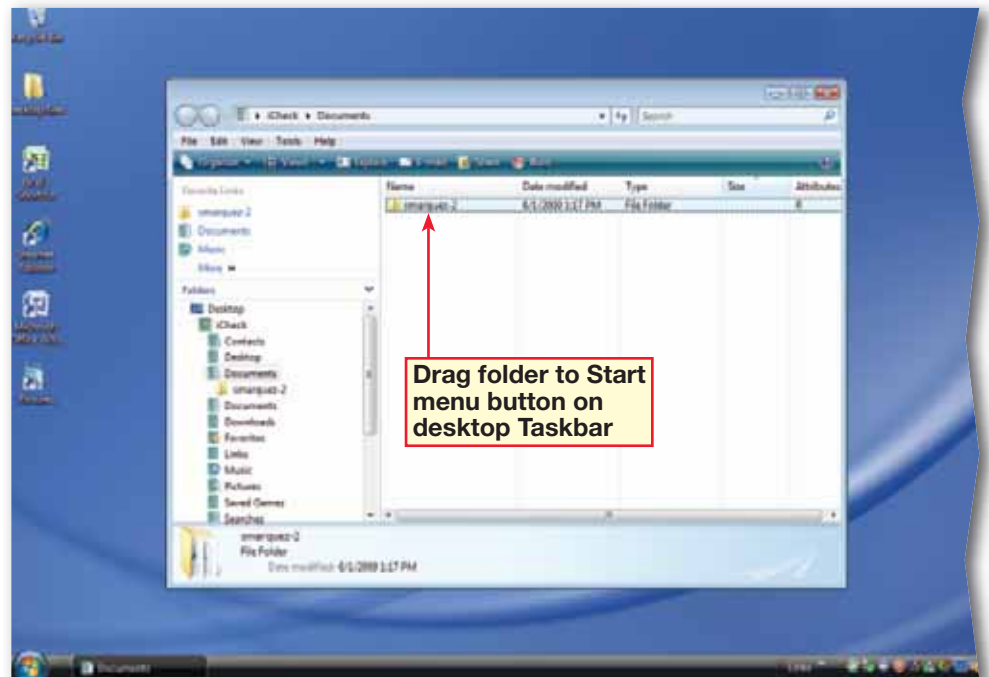
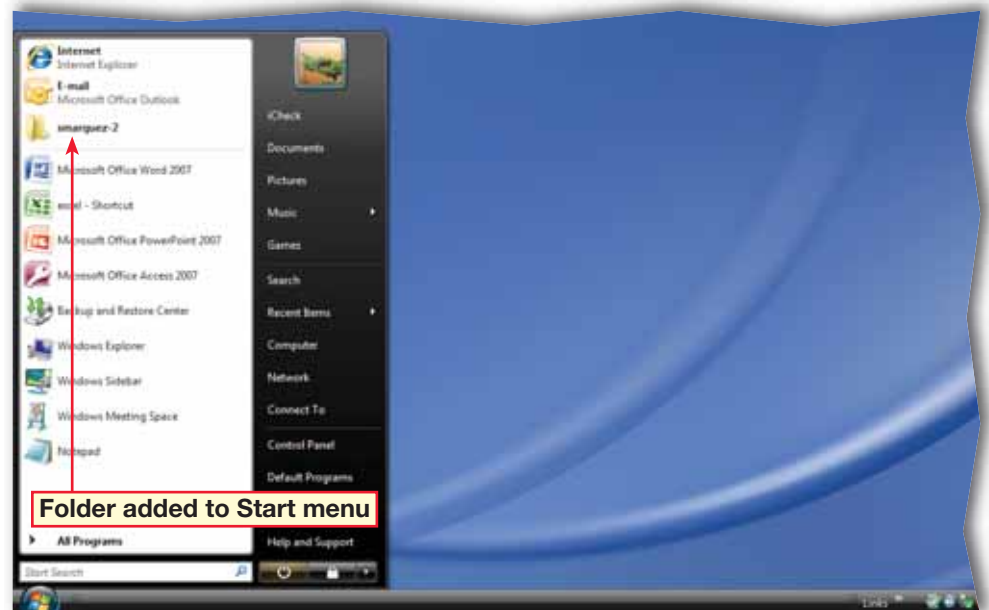





FIGURE 4.14 Start menu with folder shortcut added





## Step-By-Step

- 1 Click **Start**  and select **Documents**.
  - 2 **CHECK** Your screen should look similar to Figure 4.15.
  - 3 Click the **[your first initial and last name]-2** folder.
  - 4 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.
  - 6 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 double-headed arrow. Click and drag it down.

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



Vista is designed to allow you quick access and navigation through the computer's directory. The **Favorite Links** list is part of that effort. The list appears in the folder views in the Navigation pane under the Favorite Links heading.

FIGURE 4.15 Documents folder

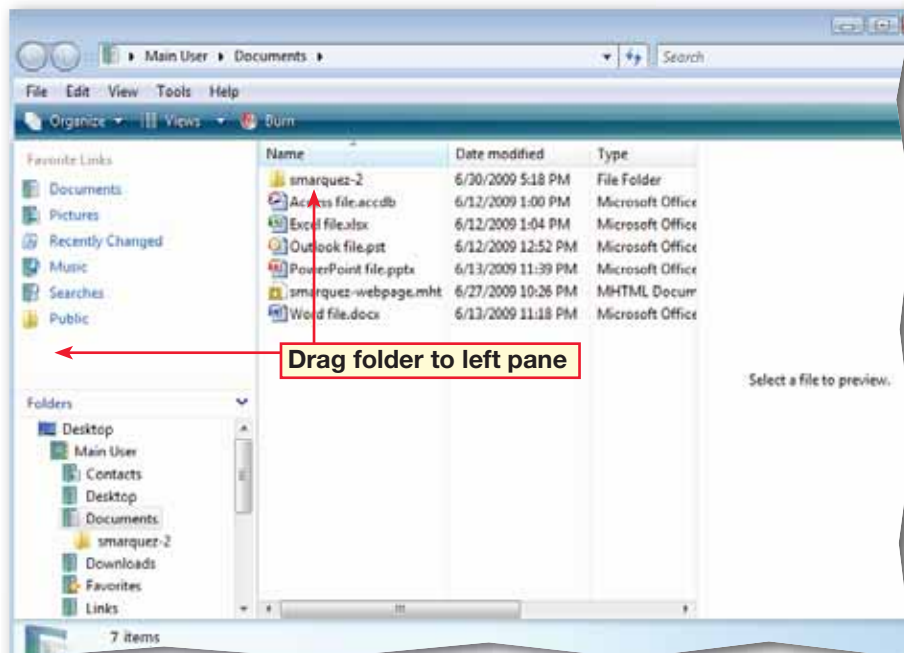
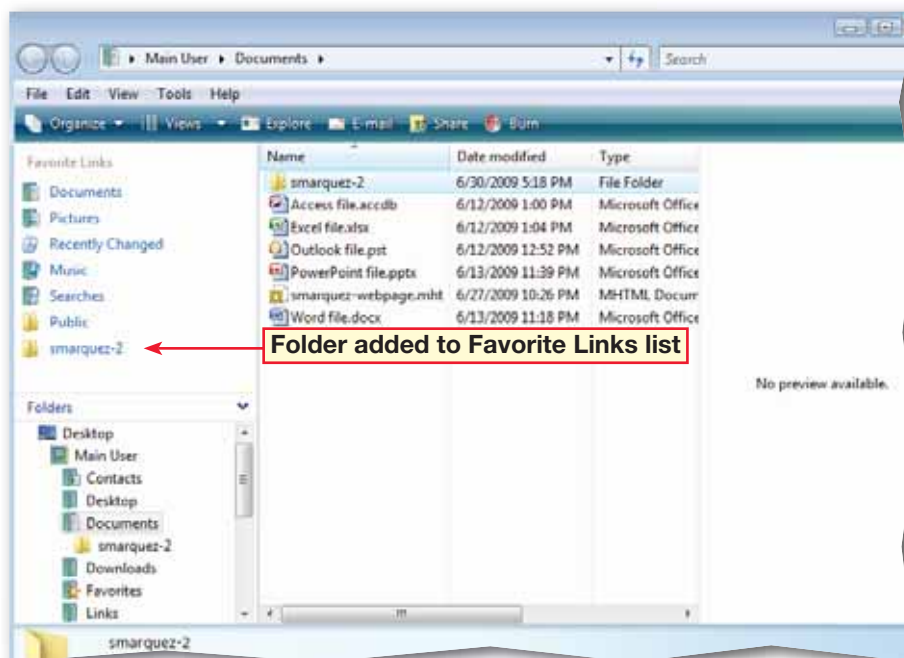


FIGURE 4.16 Folder added to Favorite Links



## Step-By-Step

- 1 Click **Start** and select **Documents**.
- 2 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**.
- 4 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.
- 7 Click **Check Names**. Click **OK**.

➔ *Continued on the next page.*

### Troubleshooter

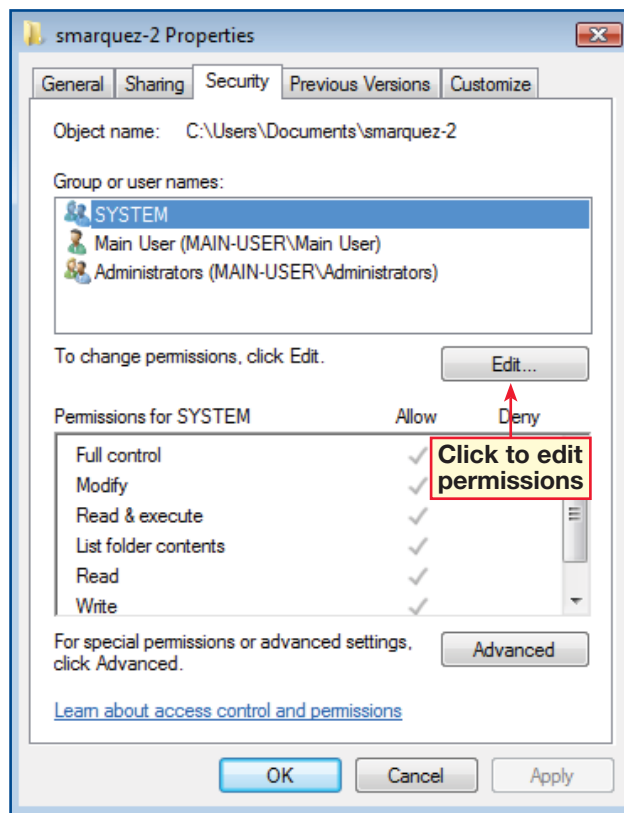
In Step 6, make sure you key the text exactly as written: a space between “Annie” and “Borden”, no spaces between “Borden”, “;”, or “Third”. Otherwise the system will not recognize the user names.

## EXERCISE 4-9

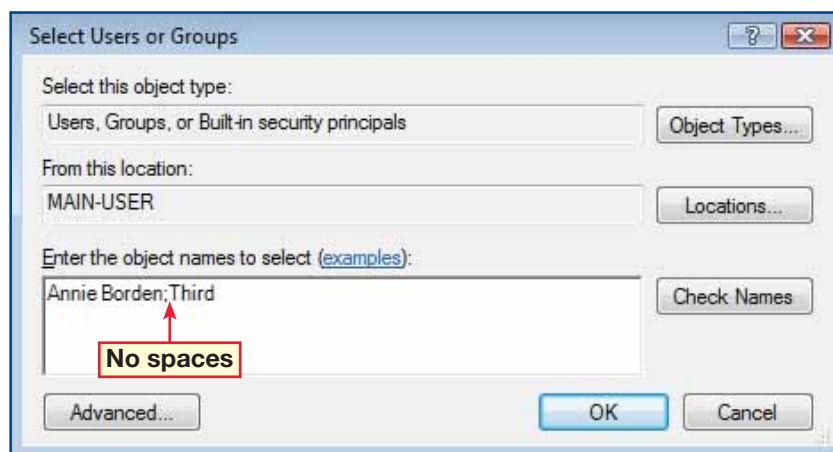
### Configure the NTFS Permissions of a Folder

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



**FIGURE 4.18** Select Users or Groups dialog box



## Step-By-Step

**8** In the **Permissions** dialog box, under **Group or user names**, select **Third (MAIN-USER\Third)** (see Figure 4.19).

**9** 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.

**10** Click **Apply**. Under **Group or user names**, select **Annie Borden**.

**11** Under **Permissions for Annie Borden**, click the **Deny** check box for **Full control**. Note that all the **Deny** boxes are checked.

**12** Click **OK**.

**13** In the **Windows Security** dialog box, click **Yes**.

**14** Click **OK**.

**15** Right-click in an open area of the **Documents** file list and select **Refresh**.

**16** **CHECK** Your screen should look like Figure 4.20.

**17** Click **Close** .

 Continue to the next exercise.

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

FIGURE 4.19 Permissions dialog box

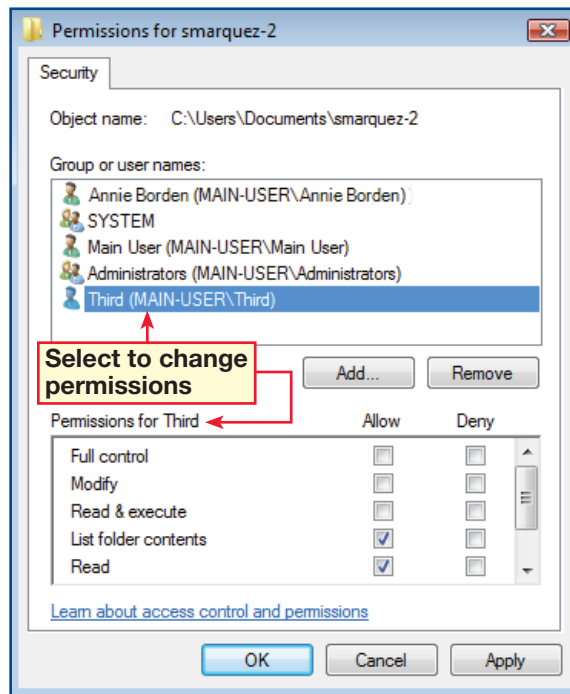
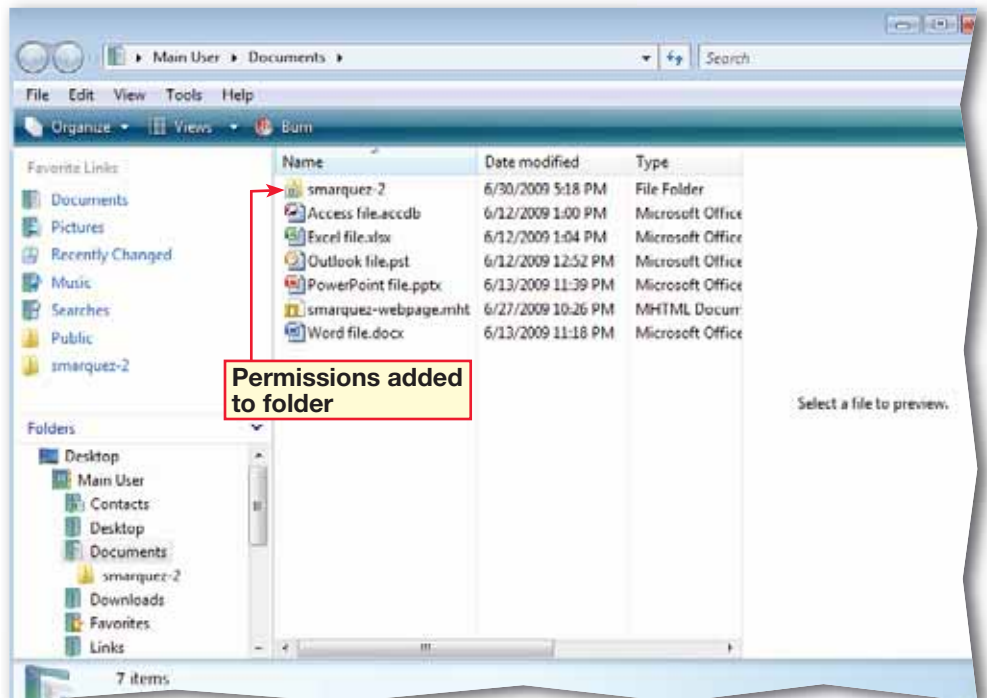


FIGURE 4.20 Documents folder with folder with permissions



## Step-By-Step

- 1 Click **Start**  and select **Documents**.
- 2 In the **Documents** folder list, right-click the **[your first initial and last name]-2** folder and select **Properties** (see Figure 4.21).

- 3 In the **Properties** dialog box, click the **Customize** tab.

- 4 Under **What kind of folder do you want?**, click the **folder type** drop-down arrow and select **Pictures and Videos**.

- 5 **CHECK** Your dialog box should look like Figure 4.22.

- 6 Click **OK**.

- 7 Click **Close** .

 Continue to the next exercise.

### You Should Know

Even if you customize a folder to hold a specific type of file, you can save any type of file in that folder. For example, you can save a Word 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

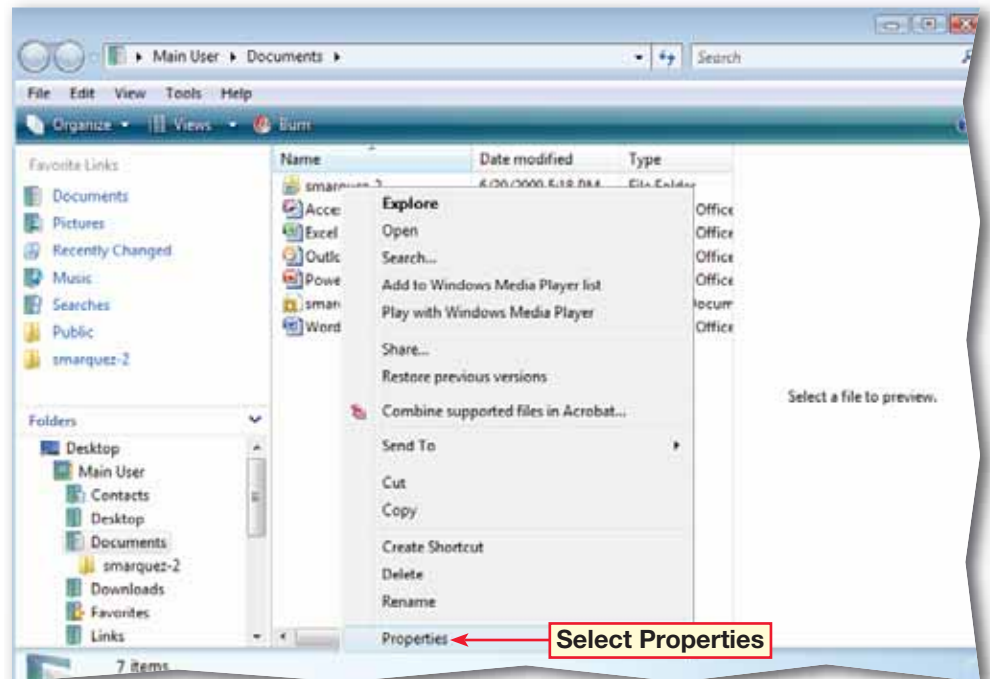
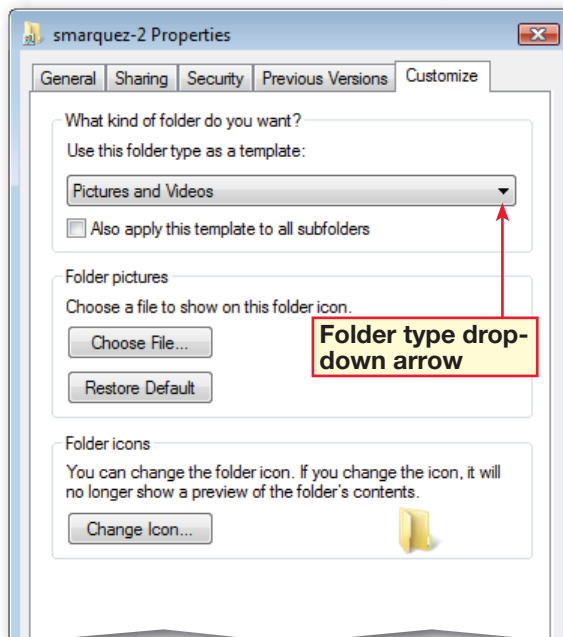


FIGURE 4.22 Folder Properties dialog box Customize tab





## Step-By-Step

- 1 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**.
- 6 In the **File Sharing** dialog box, under **Choose people to share with**, click the drop-down arrow and select **Annie Borden**.
- 7 **CHECK** Your screen should look like Figure 4.24. Click **Add**.
- 8 Click the drop-down arrow. Select **Third**. Click **Add**.
- 9 In the user pane under **Permission Level**, click the drop-down arrow next to the **Reader** level for **Third**. Select **Contributor**.
- 10 Click **Share**. Click **Continue**. Click **Done**. Close both dialog boxes.

➔ Continue to the next exercise.

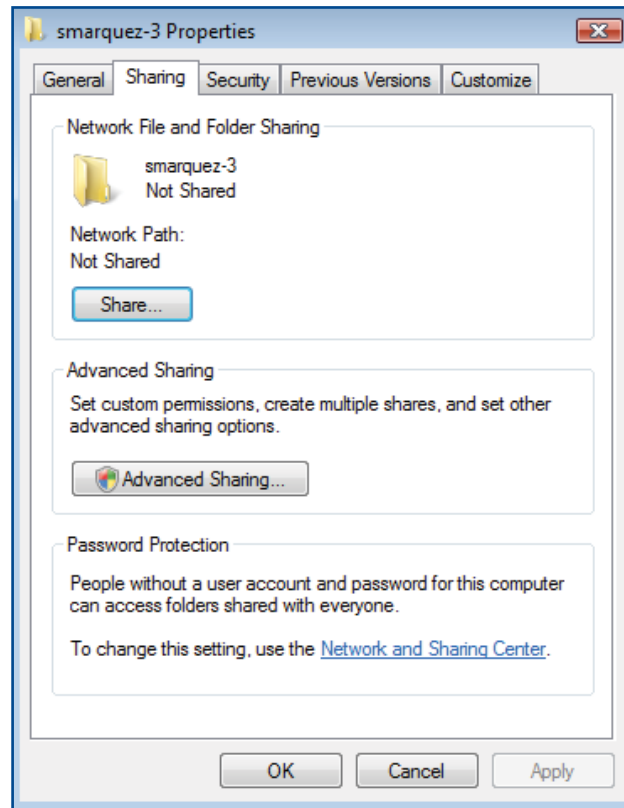
## EXERCISE 4-11

### Share a Folder on a Hard Disk

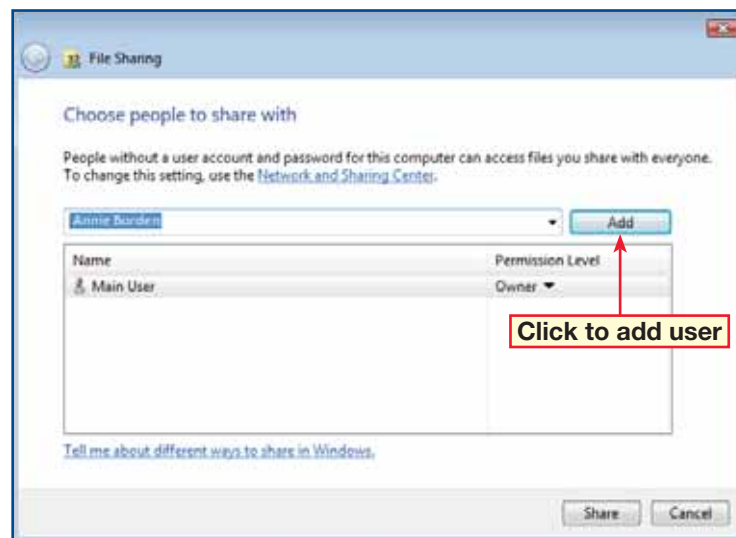


You can set up a folder on your hard disk so that other users can share the contents of that folder.

**FIGURE 4.23** Folder Properties Sharing tab



**FIGURE 4.24** File Sharing dialog box



## Step-By-Step

- 1 Click **Start** and select **Documents**.
- 2 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).
- 4 In the **User Account Control** dialog box, click **Continue**.
- 5 In the **Advanced Sharing** box, select **Share this folder**.
- 6 Click **Permissions**.
- 7 **CHECK** Your dialog box should look similar to Figure 4.26.
- 8 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

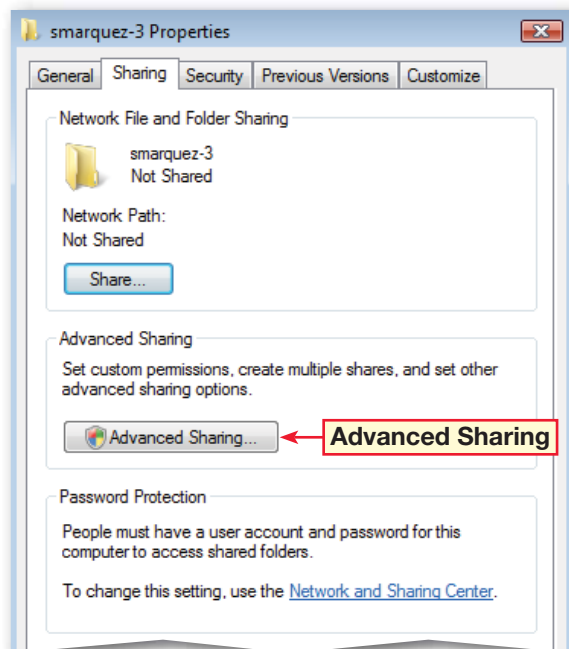
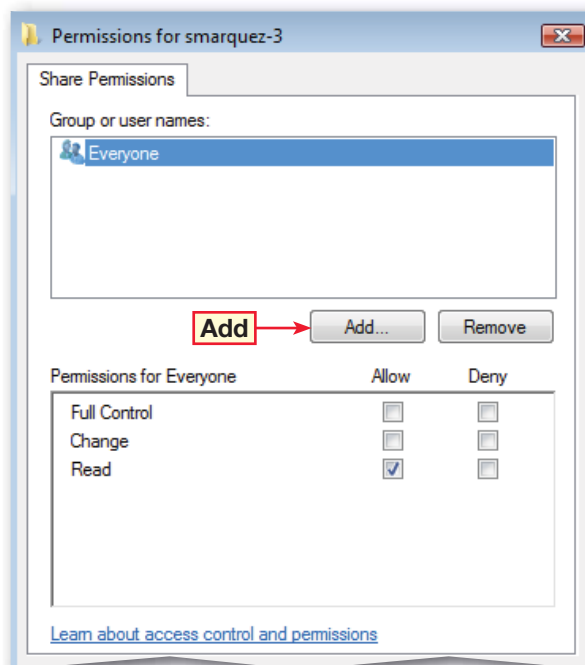


FIGURE 4.26 Permissions for folder dialog box



## Step-By-Step

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

**10** **CHECK** Your dialog box should look similar to Figure 4.27.

**11** Click **Check Names**. Click **OK**.

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

**13** Click **Apply**.

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

**15** Click **OK**.

**16** In the **Windows Security** warning box, click **Yes**.

**17** Click **OK**. Click **Close**.

**18** **CHECK** Your screen should look similar to Figure 4.28.

**19** Click **Close** .

 *Continue to the next exercise.*

## EXERCISE 4-12 (Continued)

### Add Permissions to Share for Users

FIGURE 4.27 Select Users or Groups dialog box

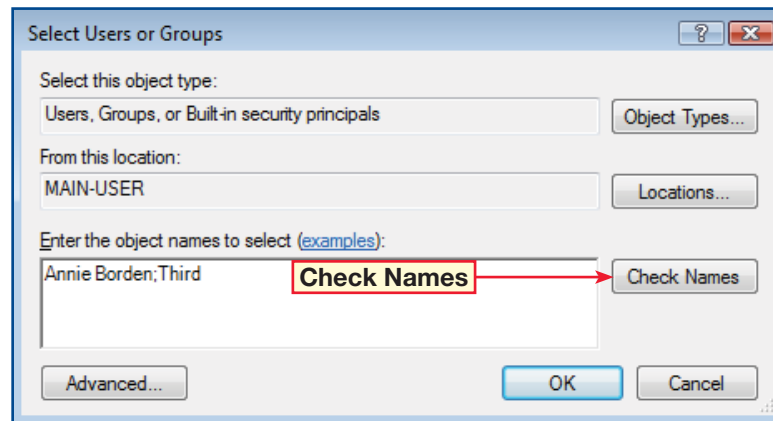
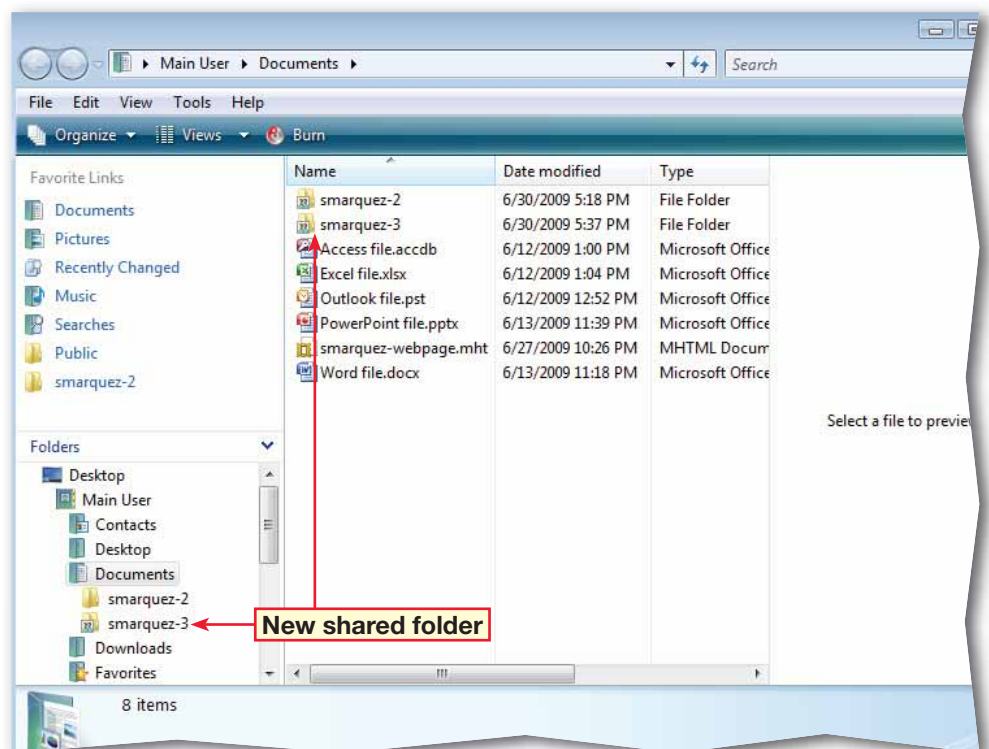


FIGURE 4.28 Documents folder with new shared folder



### 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.

## Step-By-Step

- 1 Click **Start** and select **Documents**.
- 2 Right-click the folder **[your first initial and last name]-2** and select **Properties**.
- 3 In the **Properties** dialog box, click **Advanced**.
- 4 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 **CHECK** Your screen should look like Figure 4.29.
- 7 Click in the **Search** box and key: **[your first initial and last name]-2**.
- 8 In the **Show only** menu, click **Picture**. In the search box, key: **tree**.
- 9 **CHECK** Your screen should look similar to Figure 4.30.
- 10 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

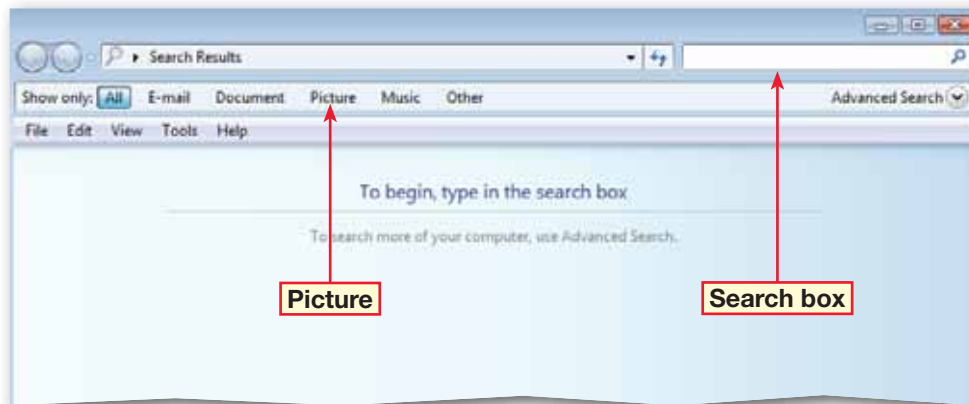
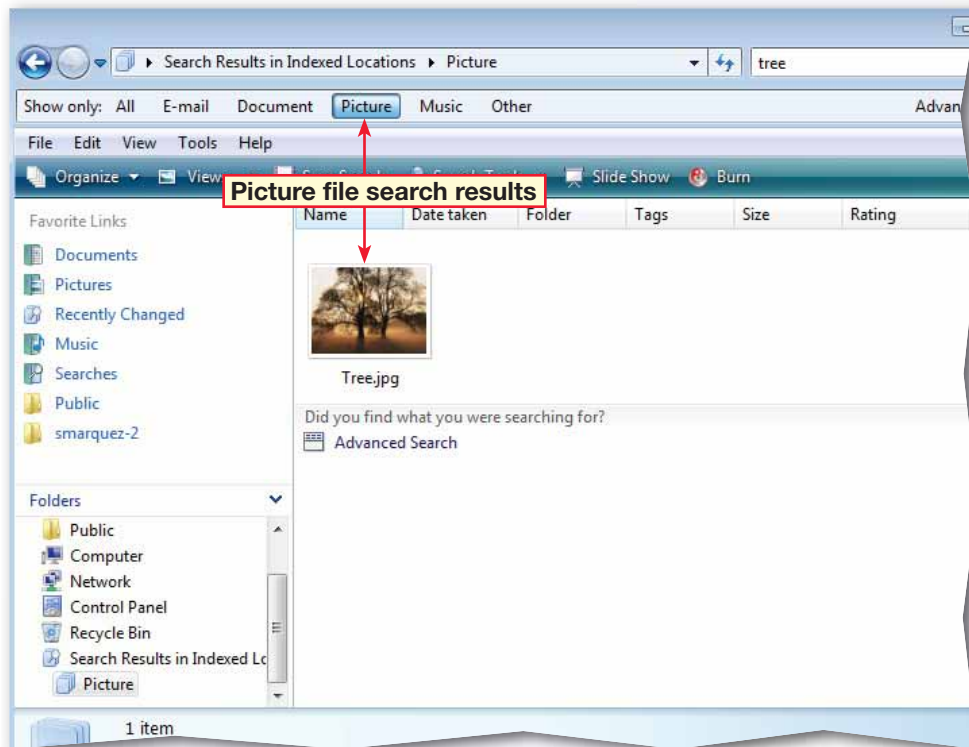




FIGURE 4.30 Search folder with tree results





## Step-By-Step

- 1 Click **Start**  and select **Search**.
- 2 In the search box, key: **note**. Review the search results.
- 3 In the search box at the end of **note**, key: **?**.
- 4 **iCHECK** Your screen should look similar to Figure 4.31.
- 5 In the search box, press **<BACKSPACE>** to delete **note?**. Key: **\*.jpg**.
- 6 **iCHECK** Your screen should look similar to Figure 4.32.
- 7 Click **Close** .

 Continue to the next exercise.

### Tech Tip

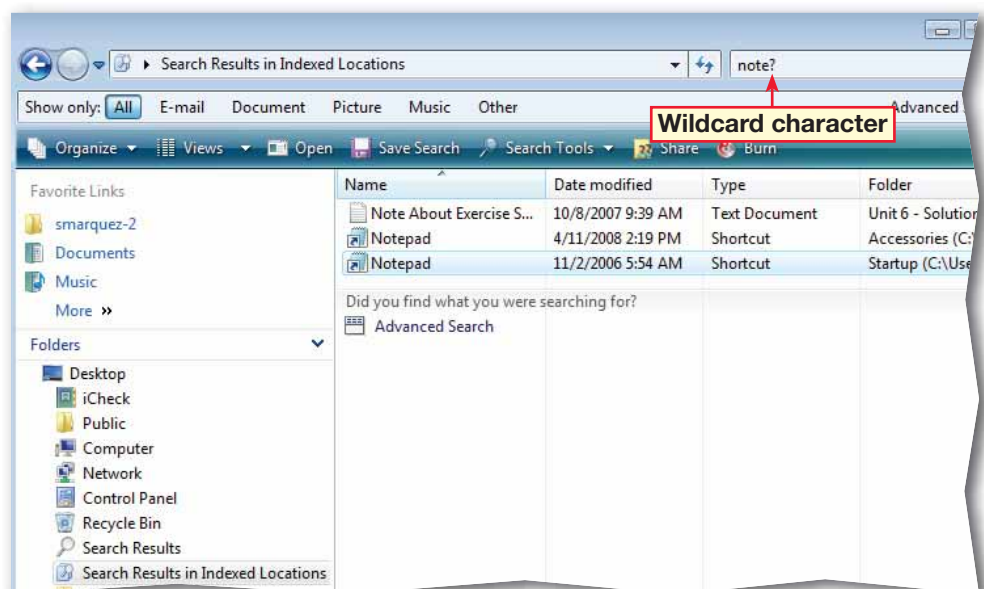
The \* and the ? are two of the most common wildcard characters. The \* stands for any number of characters from zero to many, and the ? stands for one unknown character.

## EXERCISE 4-14

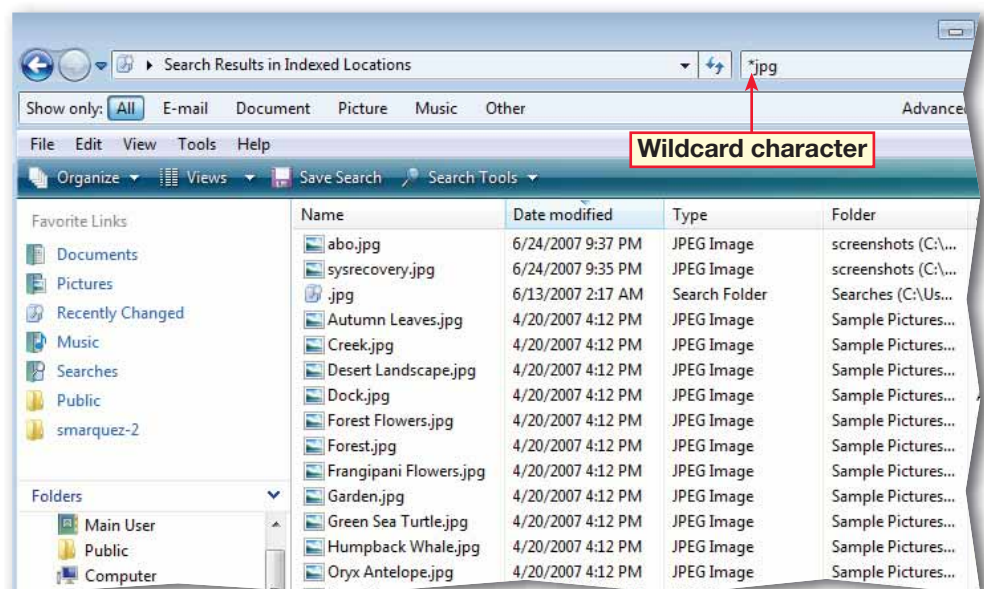
### Search for Files and Folders Using Wildcards

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



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



## Step-By-Step

- 1 Click **Start**  and select **Documents**.
- 2 **iCHECK** Your screen should look similar to Figure 4.33.
- 3 Click in the **Search** box and key: **excel**.
- 4 **iCHECK** Your screen should look similar to Figure 4.34.
- 5 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**.

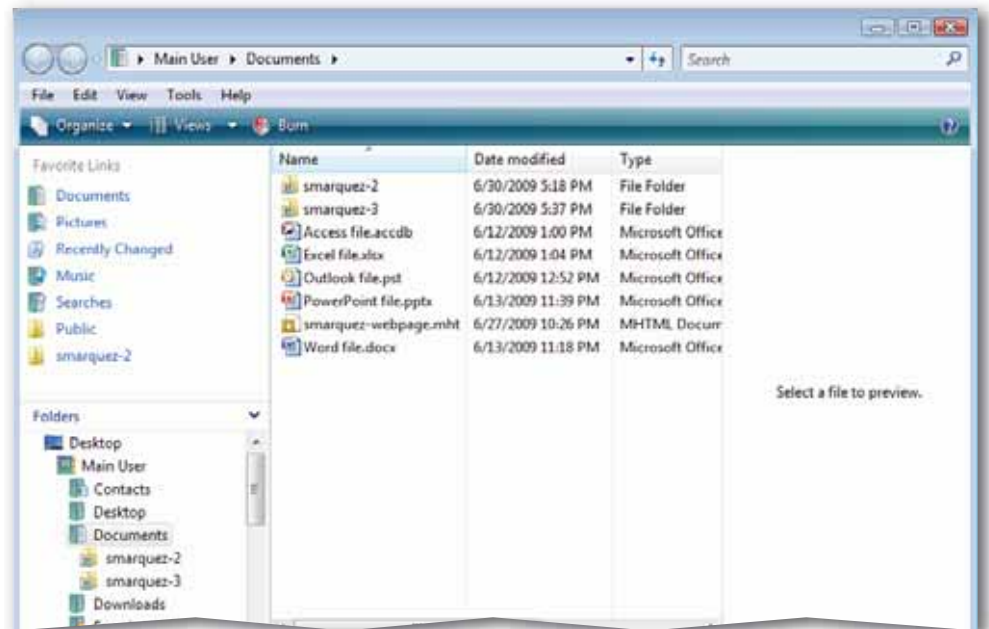
## EXERCISE 4-15

### Search for Files and Folders Using Keywords

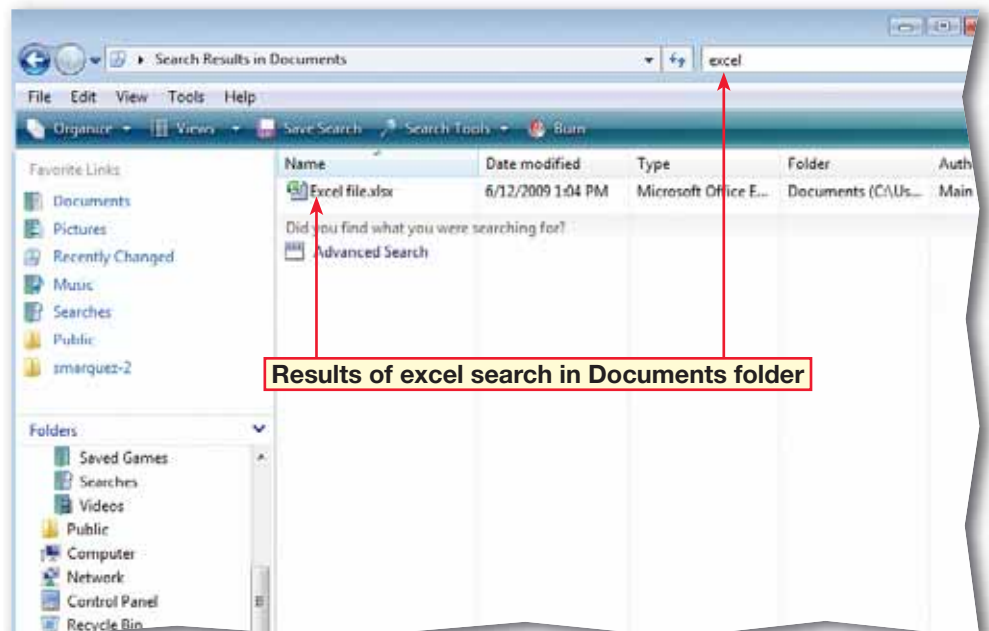


Each folder has a search box in the upper-right corner that lets you search the contents of files and folders within the folder. You can search by a **keyword**. A keyword is a word that appears within the file or folder's name or contents, to generate results.





**FIGURE 4.33** Documents folder



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



## Step-By-Step

- 1 Click **Start**  and select **Search**.
- 2 In the **Search** box, key: **\*.jpg**.
- 3 On the toolbar, click **Save Search**.
- 4 In the **Save As** dialog box, click **Save**.
- 5 Click **Close** .
- 6 Click **Start**  and select **Documents**.
- 7 In the left pane, under **Favorite Links**, click **Searches**.
- 8 **CHECK** Your screen should look similar to Figure 4.35.
- 9 In the file list, double-click the **.jpg** search. Note the search results.
- 10 **CHECK** Your screen should look similar to Figure 4.36.
- 11 Click **Close** .

 Continue to the next exercise.

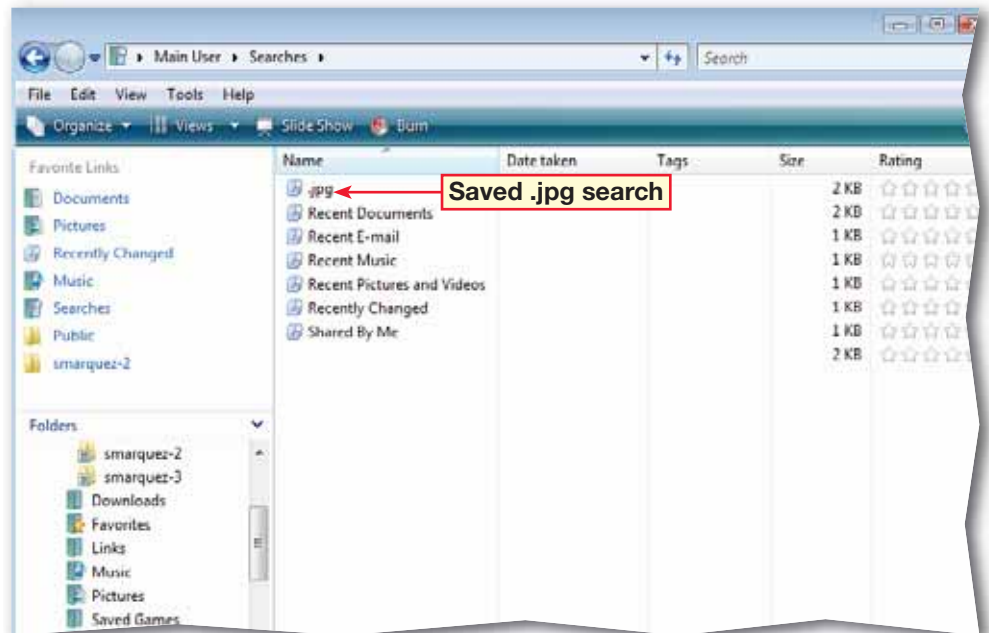
## EXERCISE 4-16

### Redisplay the Results of a Previous Search

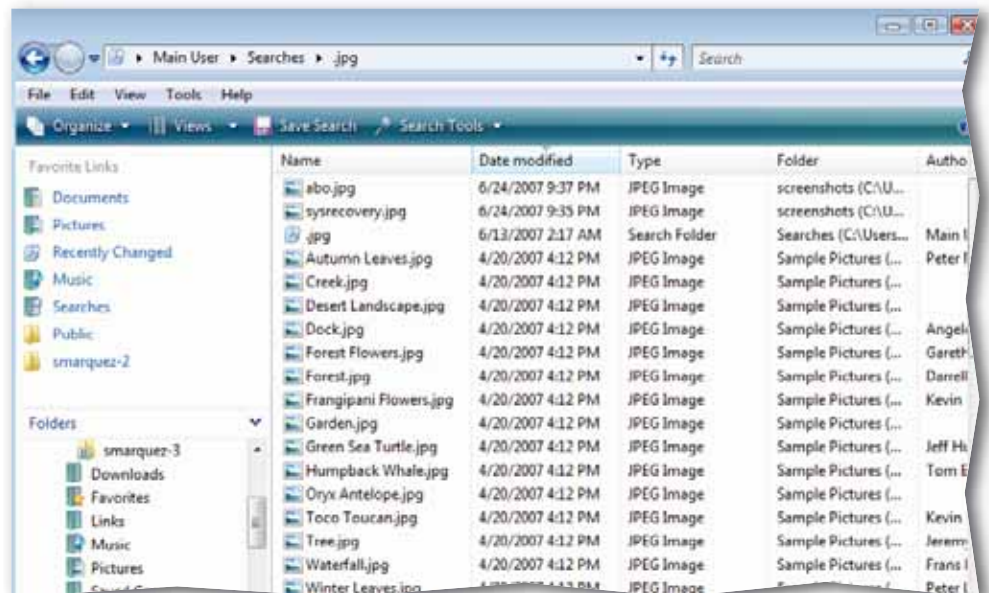


When you search for a file or folder, you might not get the results you want on the first try. You might think after the second effort, however, that your first attempt was better. If you frequently conduct the same search, you can go back to the previous search results instead of having to key the search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

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







**FIGURE 4.36** Search folder with .jpg search





## Step-By-Step

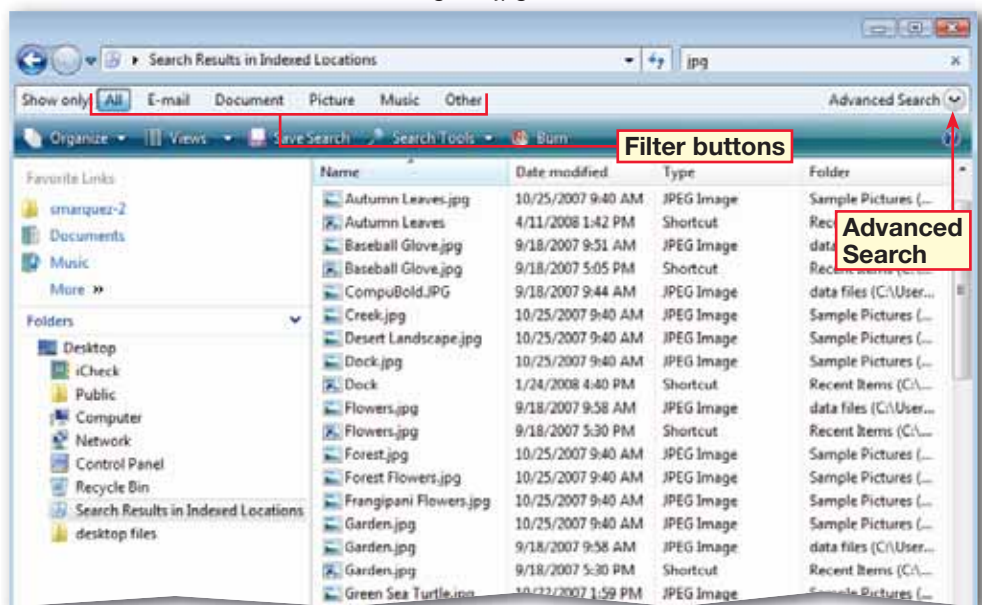
- 1 Click **Start**  and select **Search**.
- 2 In the search box, key: **.jpg**.
- 3 **CHECK** Your screen should look similar to Figure 4.37.
- 4 Click **Show Advanced Search** .
- 5 In the **Location** drop-down menu, select **Choose search locations**.
- 6 In the **Choose Search Locations** dialog box, under **Change selected locations**, click the expansion arrow next to **Public** and check the **Public Pictures** box.
- 7 Click **OK**. Click **Search**.
- 8 Click **Hide Advanced Search** .
- 9 In the **Show only** toolbar, click **Picture**.
- 10 **CHECK** Your screen should look similar to Figure 4.38. Click **Close** .

 Continue to the next exercise.

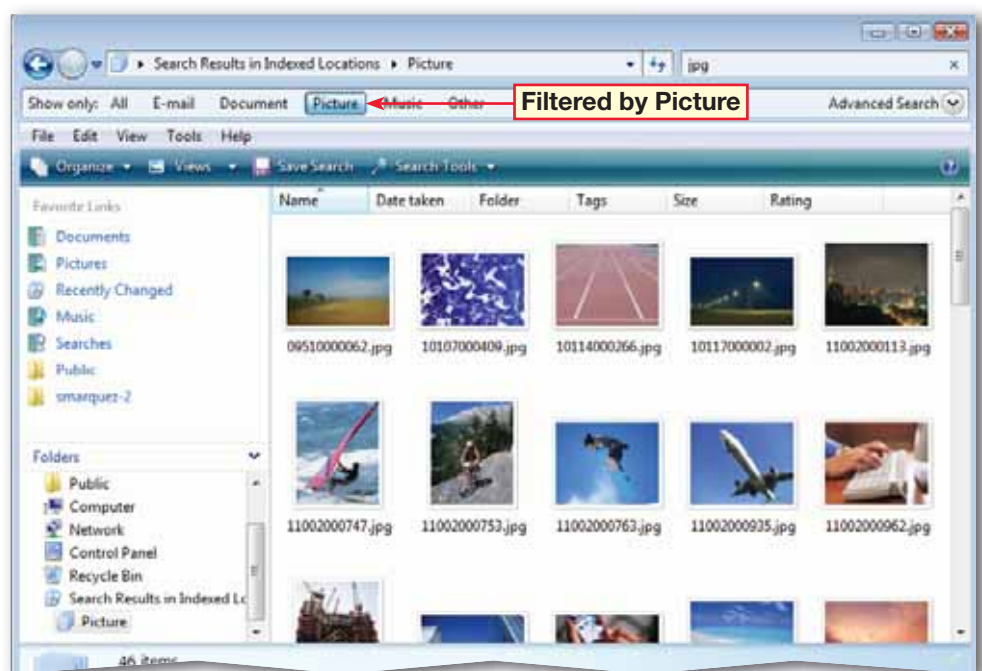
## EXERCISE 4-17 Filter Results of a Search

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



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





## Step-By-Step

- 1 Click **Start** and select **Documents**.
- 2 On the toolbar, click **Organize**.
- 3 Choose **Layout>Preview Pane** to close the **Preview Pane**, if necessary.
- 4 **CHECK** Your screen should look similar to Figure 4.39.
- 5 On the toolbar, click the **More options** drop-down arrow next to **Views**.
- 6 Select **Extra Large Icons**.
- 7 **CHECK** Your screen 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

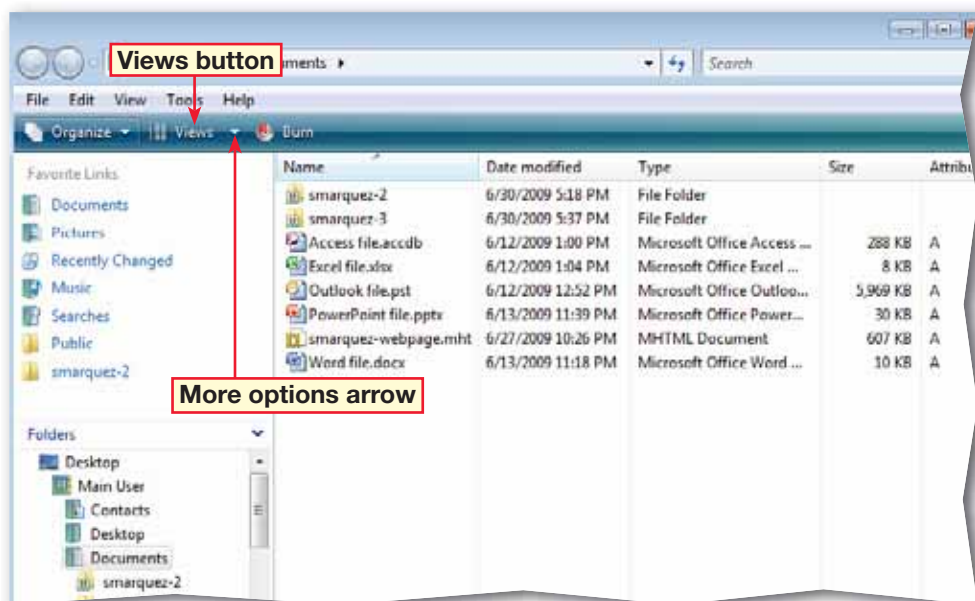
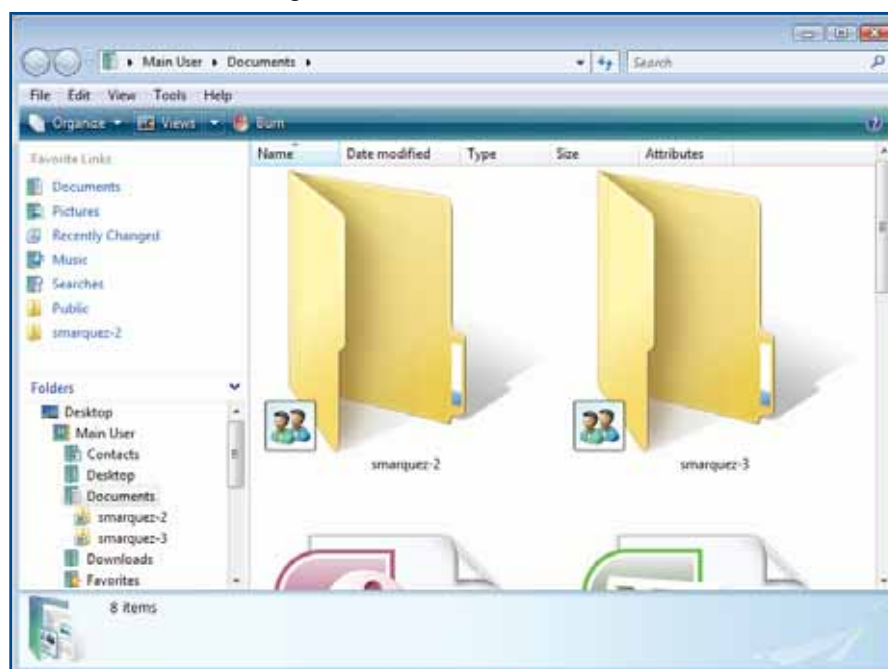


FIGURE 4.40 Extra Large Icons view



## Step-By-Step

- 8 Click the **Views More options** drop-down arrow.
  - 9 Select **Medium Icons**.
  - 10 **CHECK** Your screen should look like Figure 4.41.
  - 11 Click **Views**.
  - 12 **CHECK** Your screen should look like Figure 4.42.
  - 13 Click **Close**.
- Continue to the next exercise.

### Tech Tip

Clicking the **Views** drop-down 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 4.41 Documents folder Medium Icons view

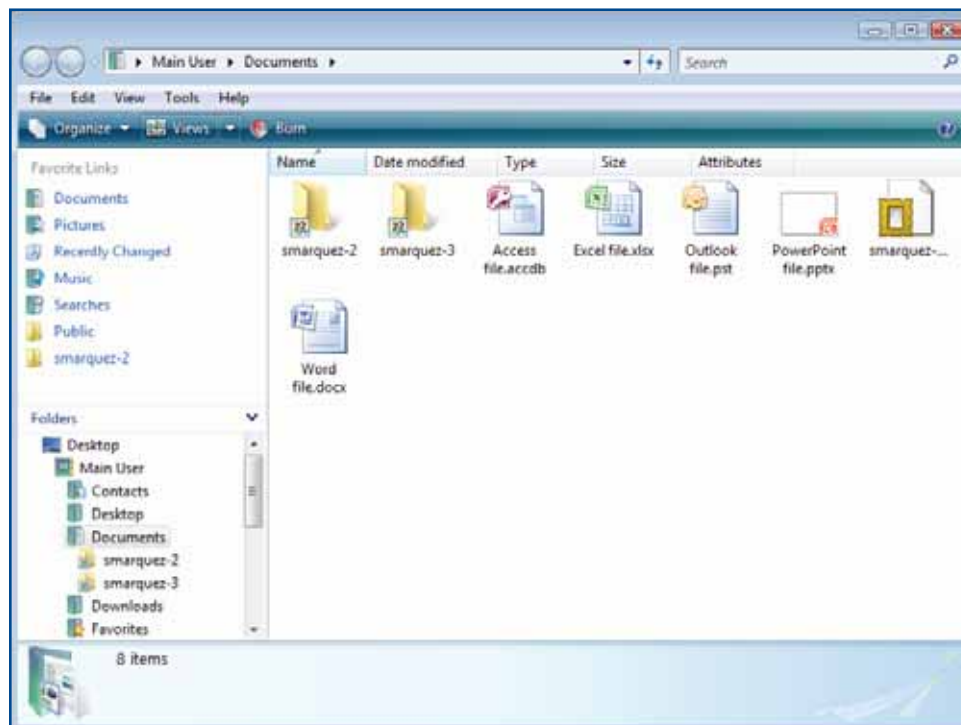
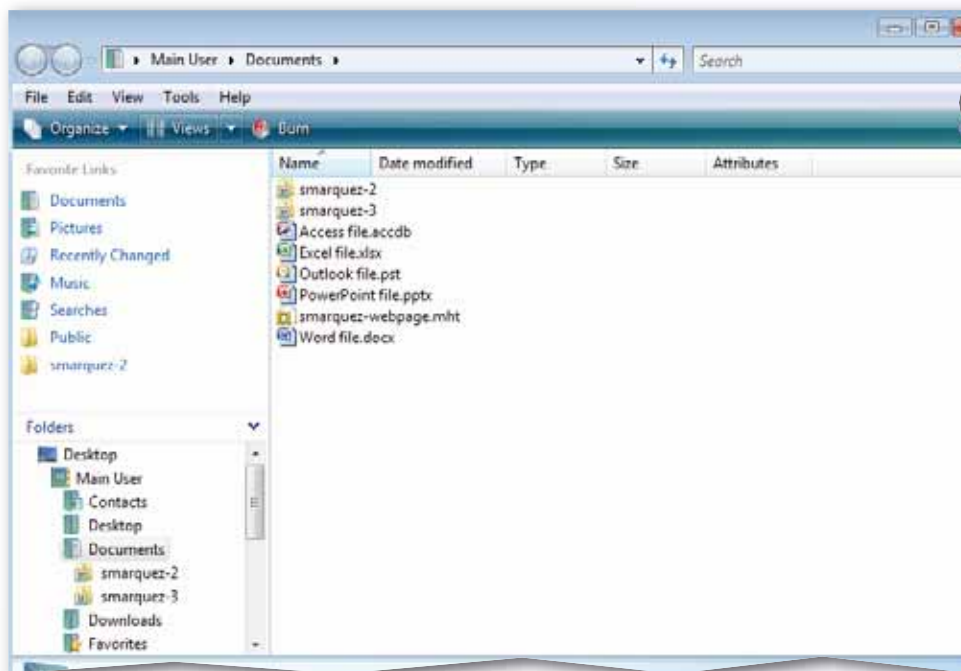





FIGURE 4.42 Documents folder list



## Step-By-Step

- 1 Click **Start**  and select **Documents**.
- 2 On the toolbar, click **Views** . Select the **Details** view.
- 3 On the toolbar, click **View** and select **Choose Details**.
- 4 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.
- 7 Click **Close** .

 Continue to the next exercise.

### You Should Know

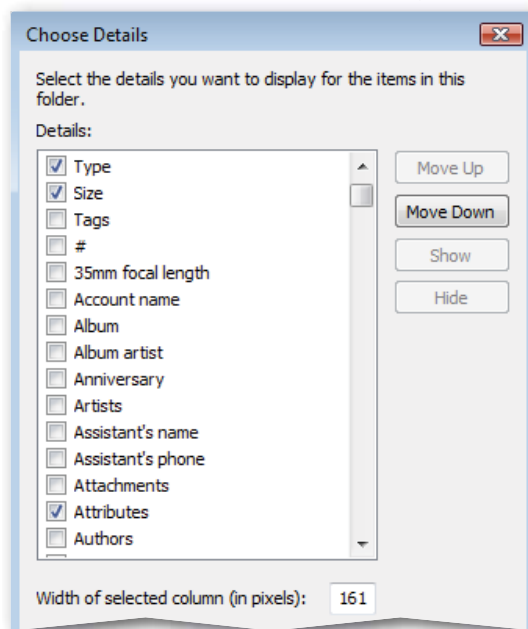
To open every new folder in its own folder window, choose **Organize>Folder and Search Options** and click the **General** tab. Then, click **Open each folder in its own window**.

## EXERCISE 4-19

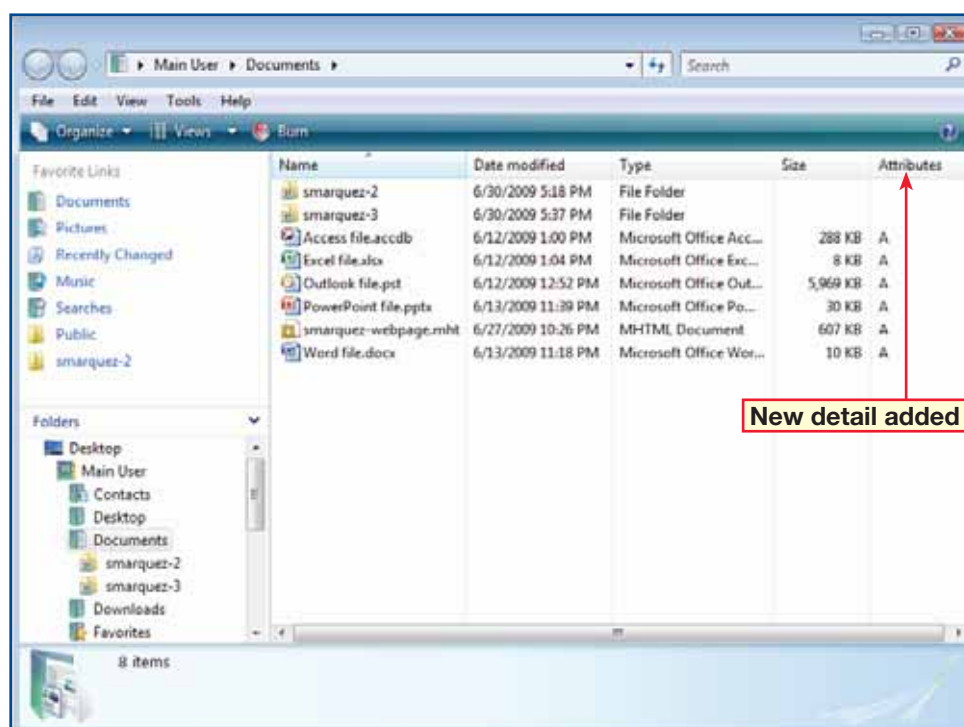
### Display and Hide File and Folder Details

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



**FIGURE 4.44** Default folder new details



## Step-By-Step

- 1 Click **Start** and select **Documents**.
- 2 In the main menu bar, click **View** and choose **Group By>Attributes**.
- 3 **CHECK** Your screen should look similar to Figure 4.45.
- 4 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

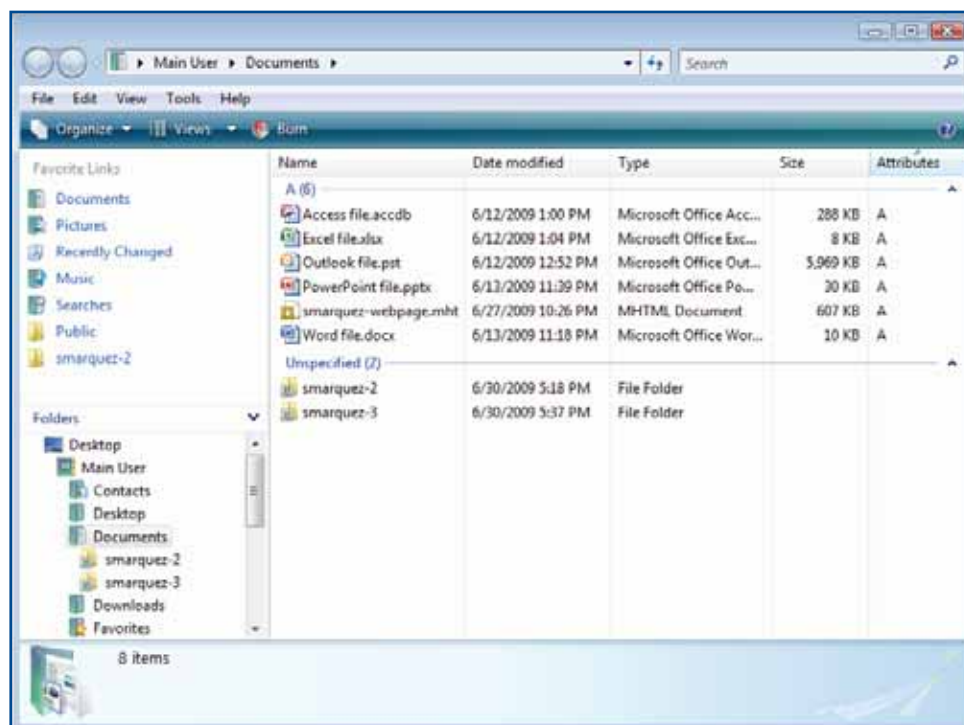
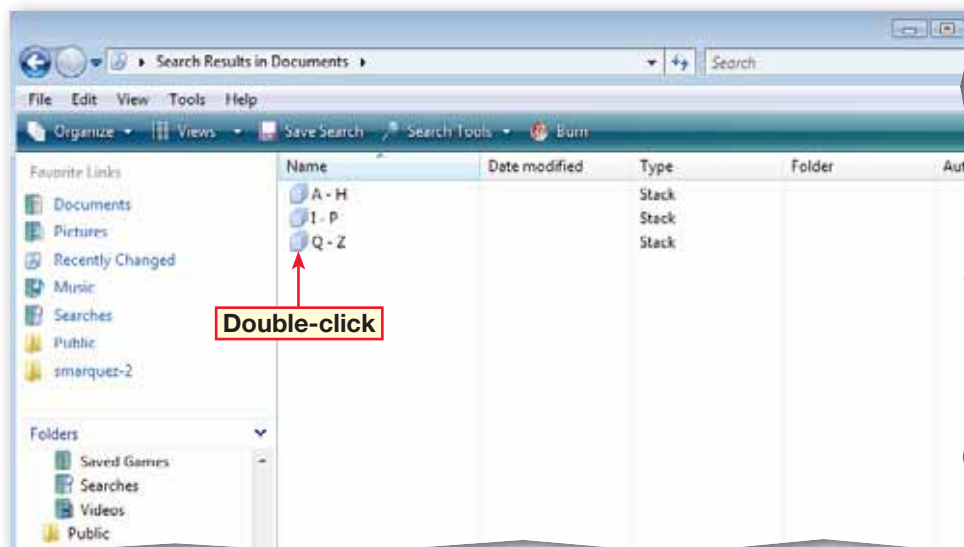




FIGURE 4.46 Documents folder stacked by name





## Step-By-Step

- 6 In the **Documents** folder list pane, double-click **Q-Z**.
- 7 **!CHECK** Your screen should look like Figure 4.47.
- 8 Click **Back**  twice to go back to the view that grouped files by attributes.
- 9 Click **View** and choose **Sort By>Descending**.
- 10 Click **View** and choose **Sort By>Size**.
- 11 **!CHECK** Your screen should be similar to Figure 4.48.
- 12 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.

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

FIGURE 4.47 Stack Q-Z

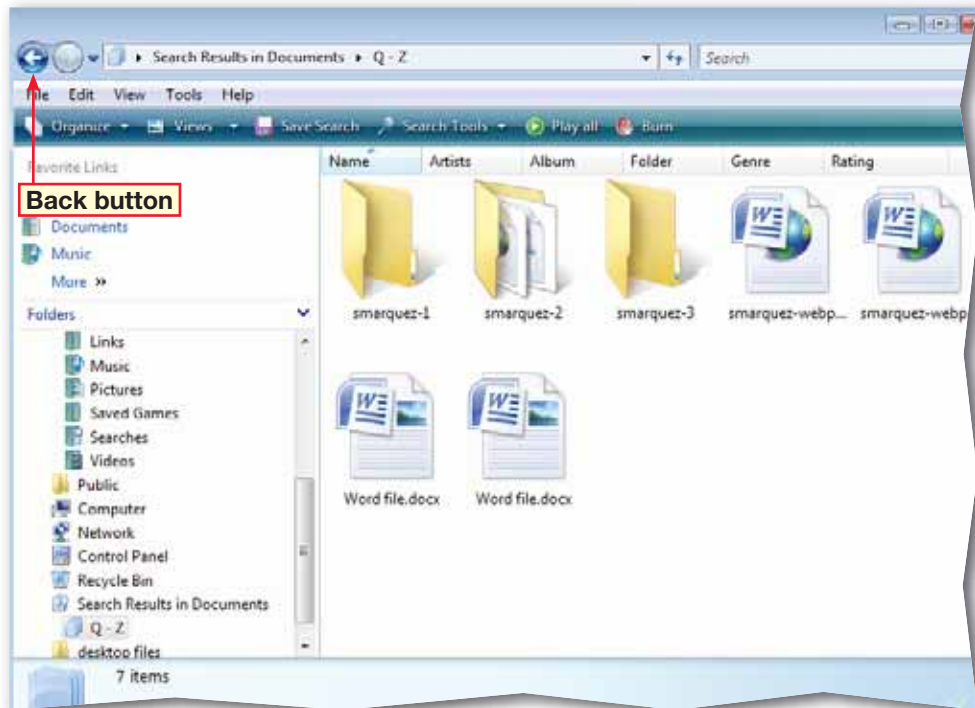
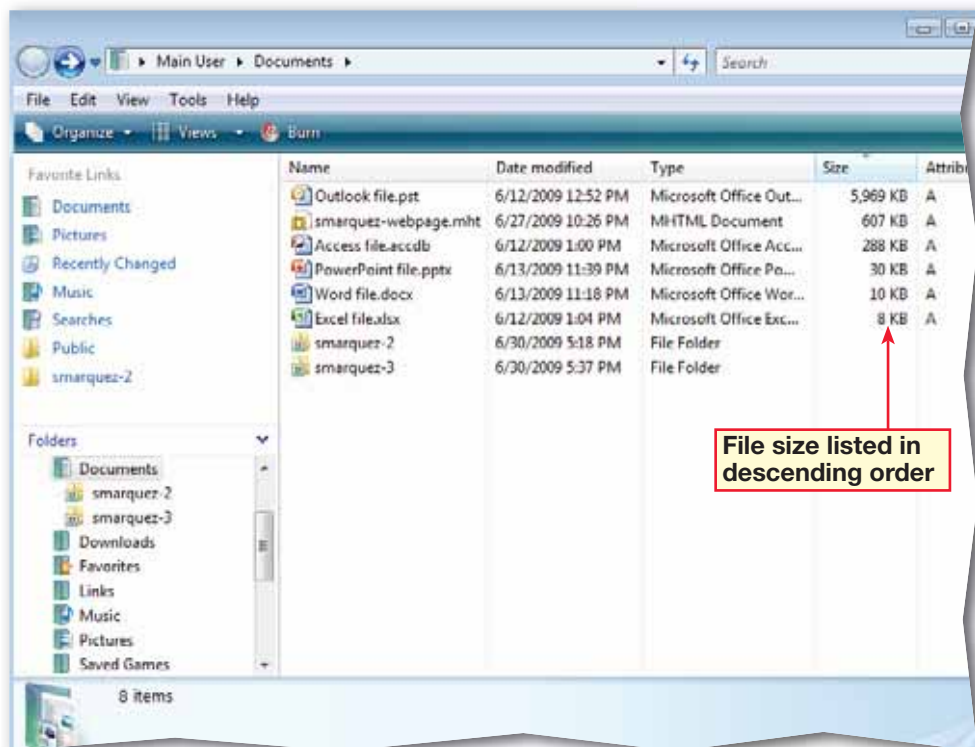


FIGURE 4.48 Documents folder sorted by descending size



## Step-By-Step

- 1 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.
- 4 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 Book-sellers 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**.

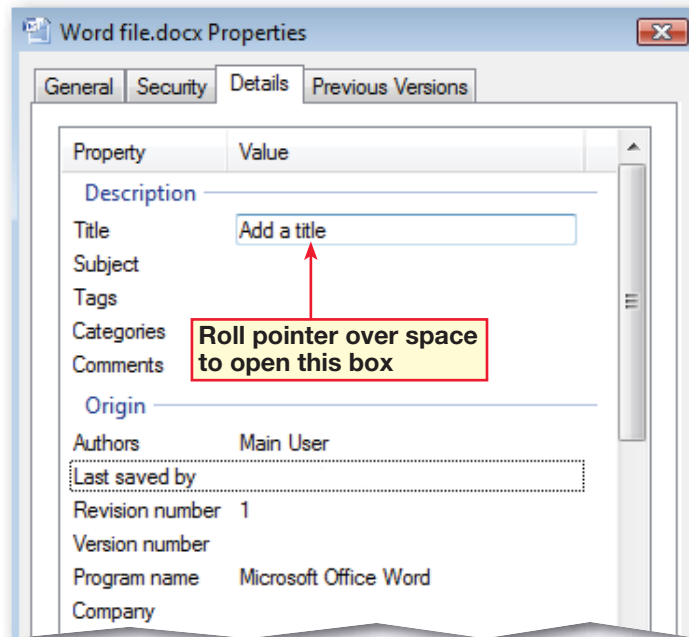
Continue to the next exercise.

## EXERCISE 4-21 Add Metadata to a File

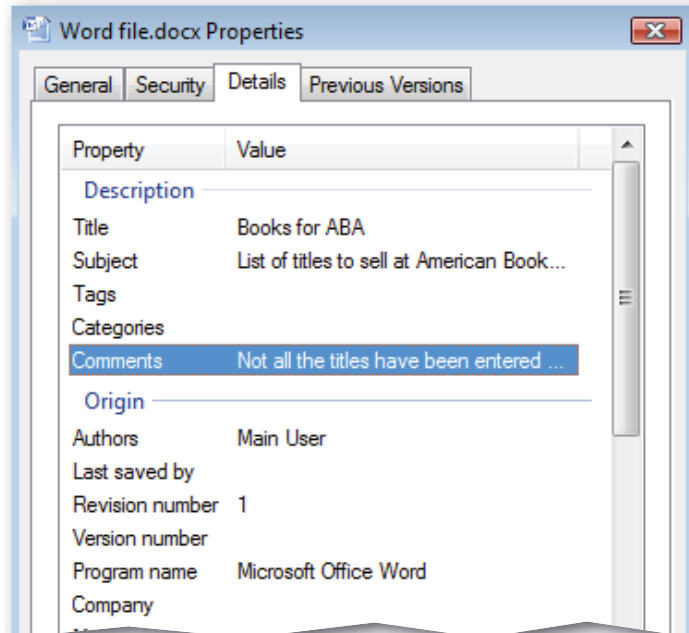


**Metadata** is information about a file that is included in a file's properties. This information can be useful when you are searching for a file or when you are deciding how to display or categorize your files. Metadata can contain personal information, so check the metadata before you share the file.

**FIGURE 4.49** Properties dialog box Details tab



**FIGURE 4.50** New information added



## Step-By-Step

- 1 Click **Start** and select **Documents**.
- 2 Right-click the **PowerPoint file.pptx file** in the file list and select **Properties**.
- 3 Click the **Details** tab. Click **Remove Properties and Personal Information**.
- 4 In the **Remove Properties** dialog box, make sure the **Create a copy with all possible properties removed** option is selected (see Figure 4.51).
- 5 Click **OK**. Click **OK** again.
- 6 **CHECK** Your screen should look like Figure 4.52.
- 7 In the **Documents** folder, select **PowerPoint file - Copy.pptx** and note the properties listed in the details pane.
- 8 Click **Close**.

Continue to the next exercise.

### You Should Know

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

## 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

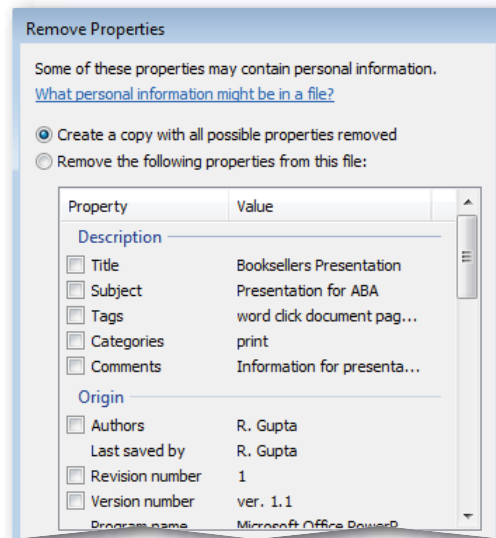
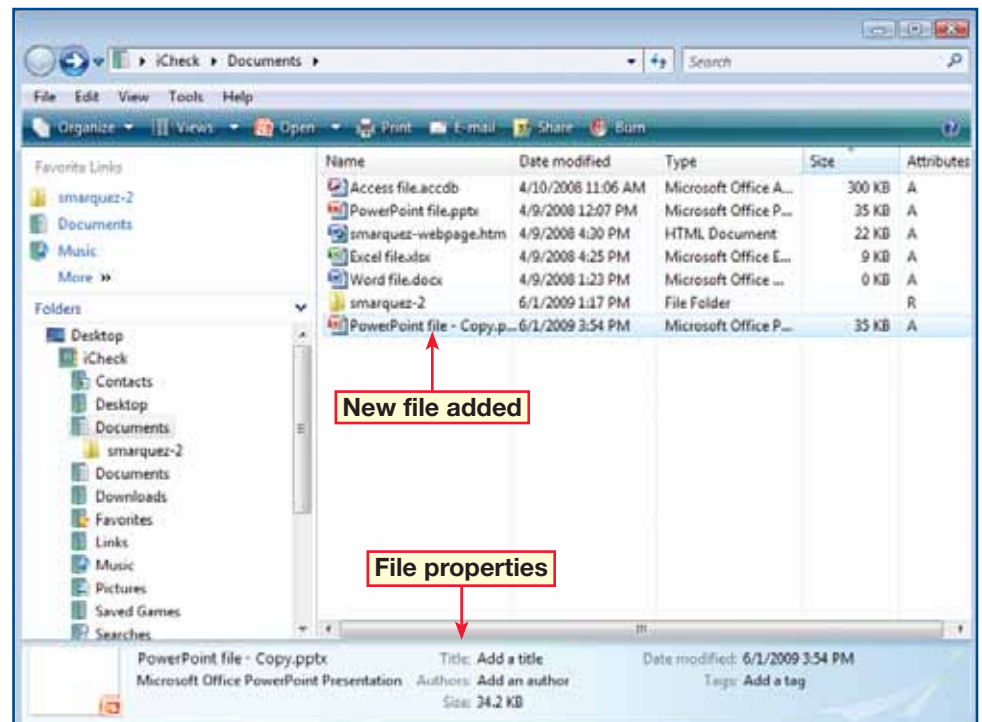


FIGURE 4.52 Documents folder with new file added





## Step-By-Step

- 1 Click **Start** and select **Documents**.
- 2 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.
- 4 In the **Menu** bar, click **File** and select **Rename**.
- 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

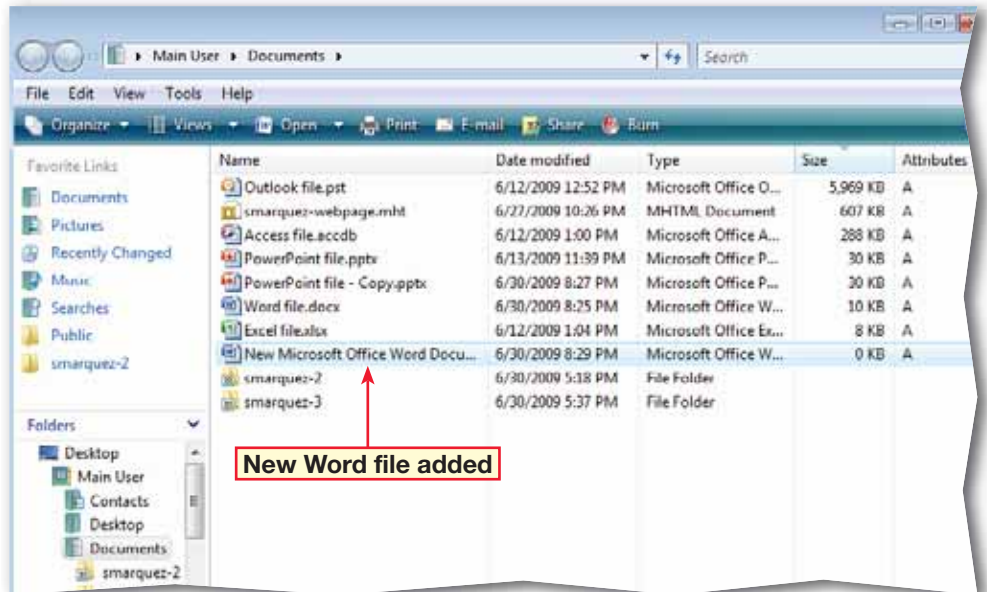
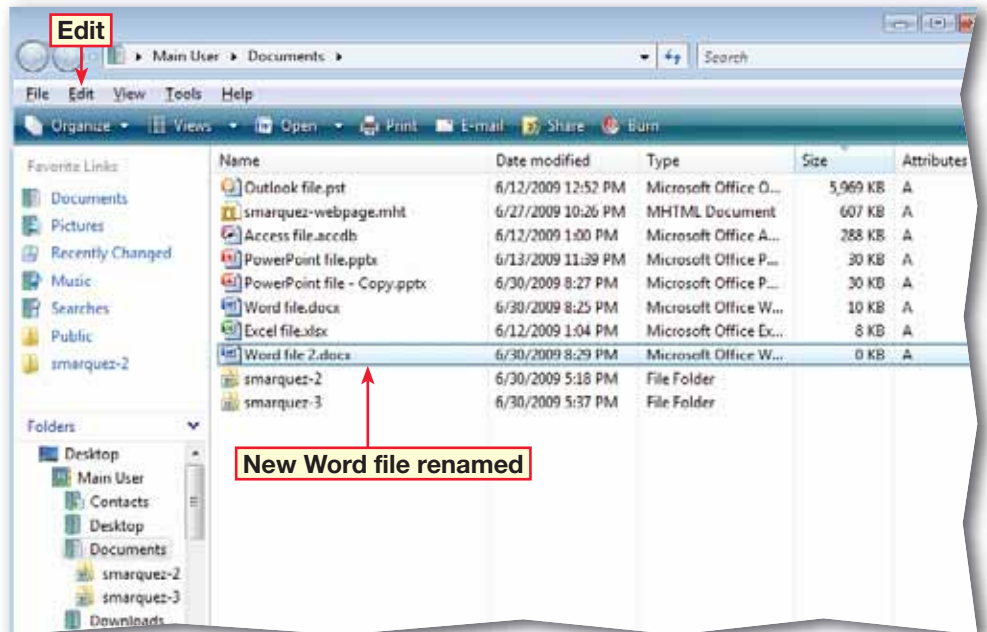


FIGURE 4.54 Documents folder renamed document





## Step-By-Step

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

### 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

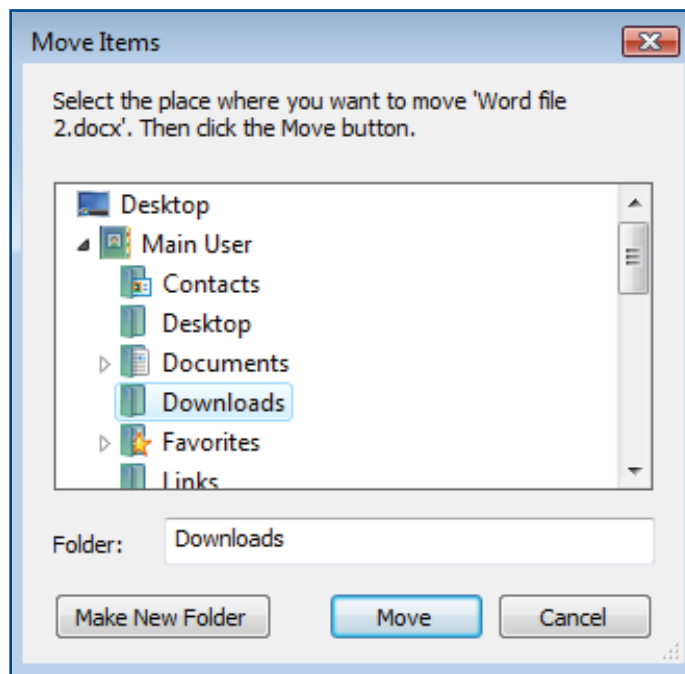
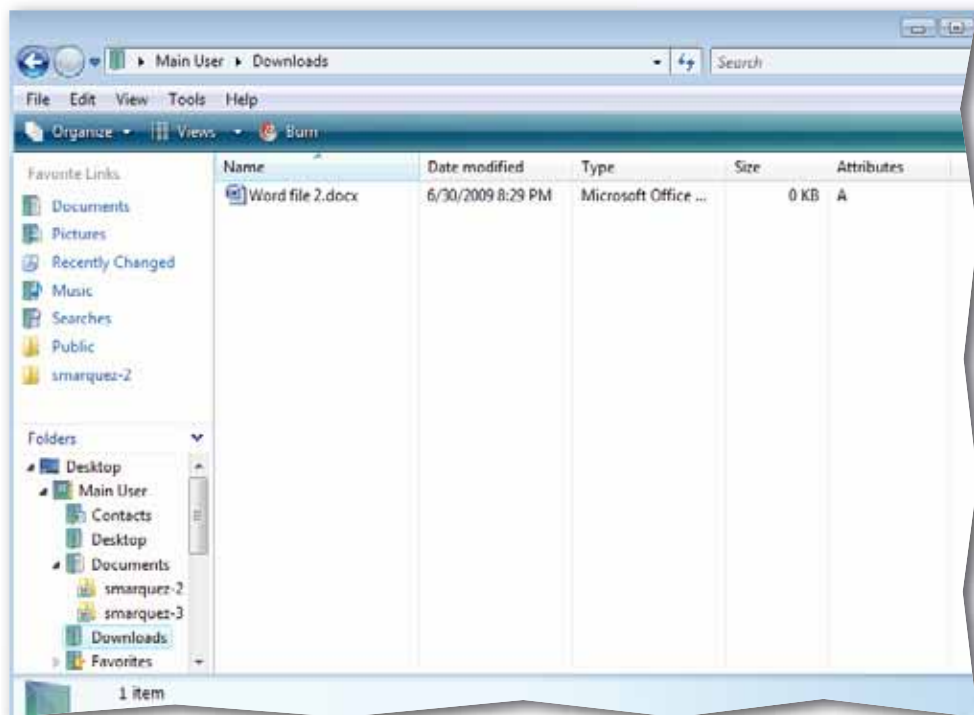


FIGURE 4.56 File moved to Downloads folder



## Step-By-Step

- 1 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**.
- 4 **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.
- 7 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

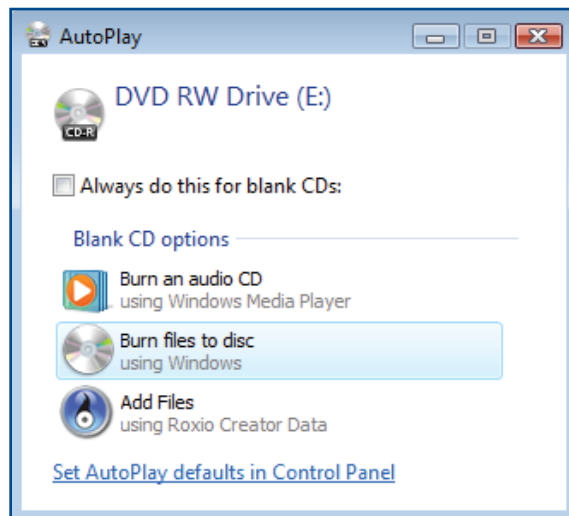
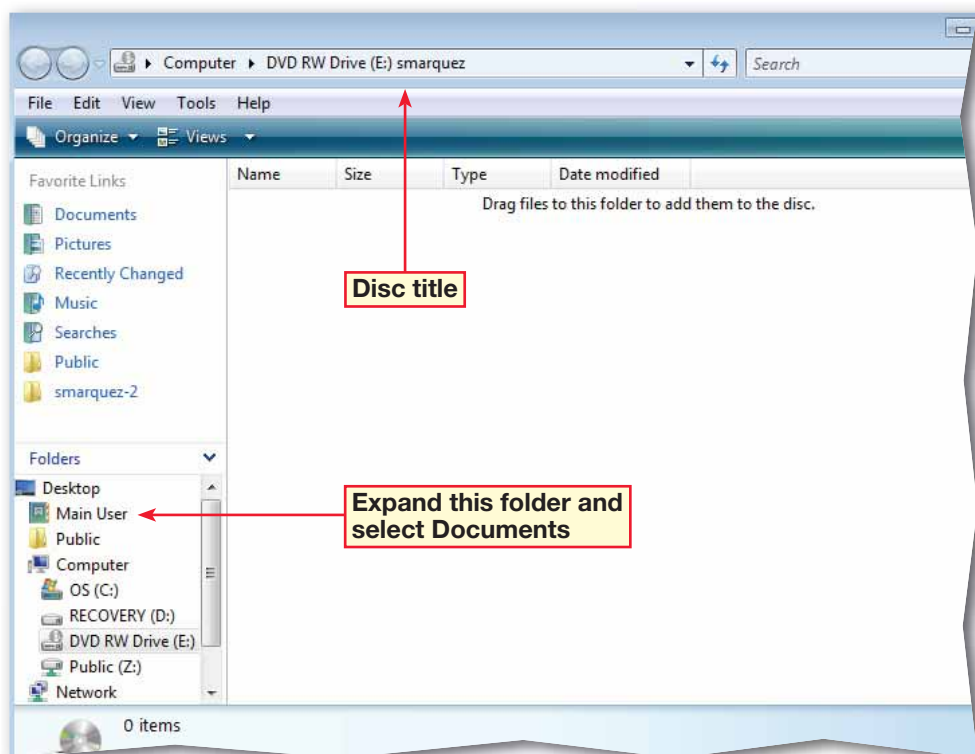




FIGURE 4.58 CD/DVD drive folder



## Step-By-Step

- 8 In the drive folder, click **File** and select **Close session** (see Figure 4.59).
- 9 Close the drive folder view by clicking **Close** .
- 10 In the left pane, under **Folders**, select **[your CD/DVD drive]**.
- 11 **CHECK** Your screen should look similar to Figure 4.60.
- 12 Click **Close** .
- 13 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

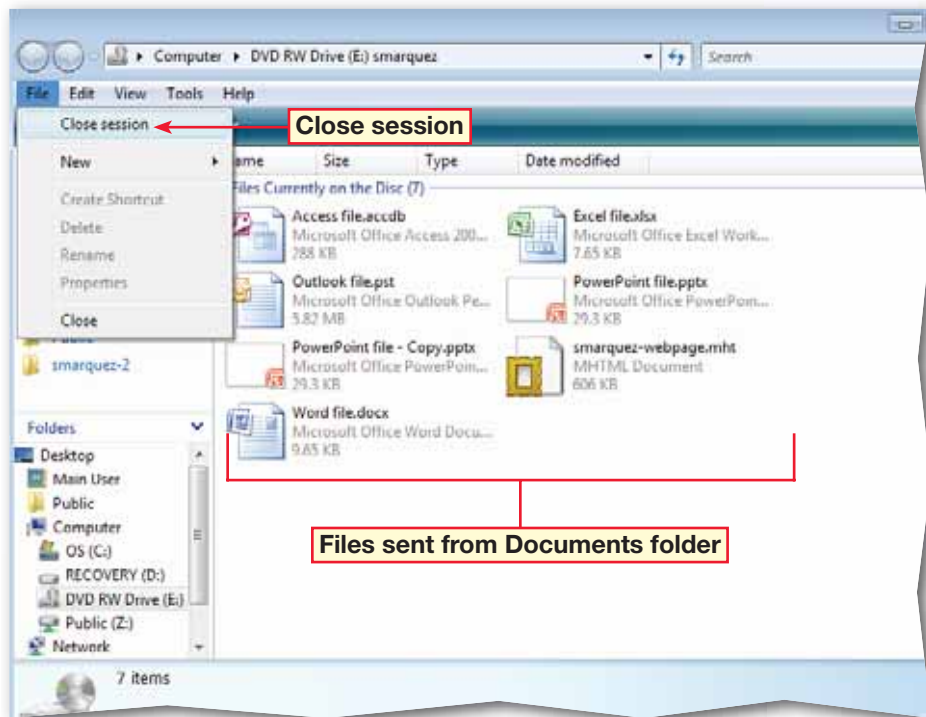
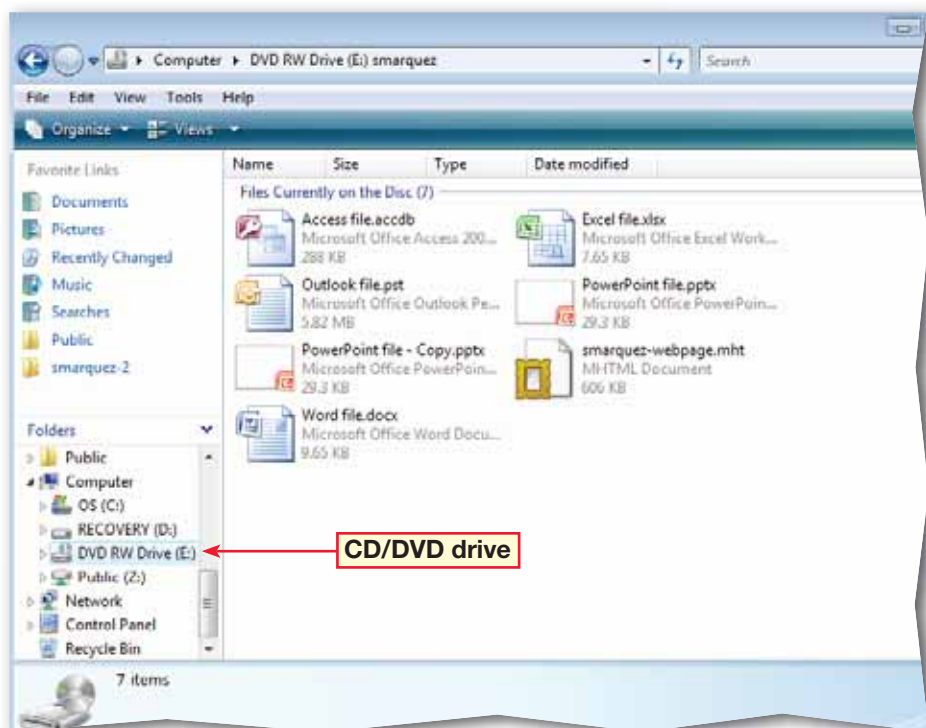



FIGURE 4.60 Files added to CD/DVD drive folder



## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 In the **Control Panel**, click **System and Maintenance**.
- 3 Click **Backup and Restore Center**.
- 4 **!CHECK** Your screen should look like Figure 4.61.
- 5 Under **Back up files or your entire computer**, click **Back up files**.
- 6 In the **User Account Control** dialog box, click **Continue**.
- 7 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**.
- 8 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**.
- 10 Click **Save settings and start backup**. In the confirmation box, click **Close** .

 Continue to the next exercise.

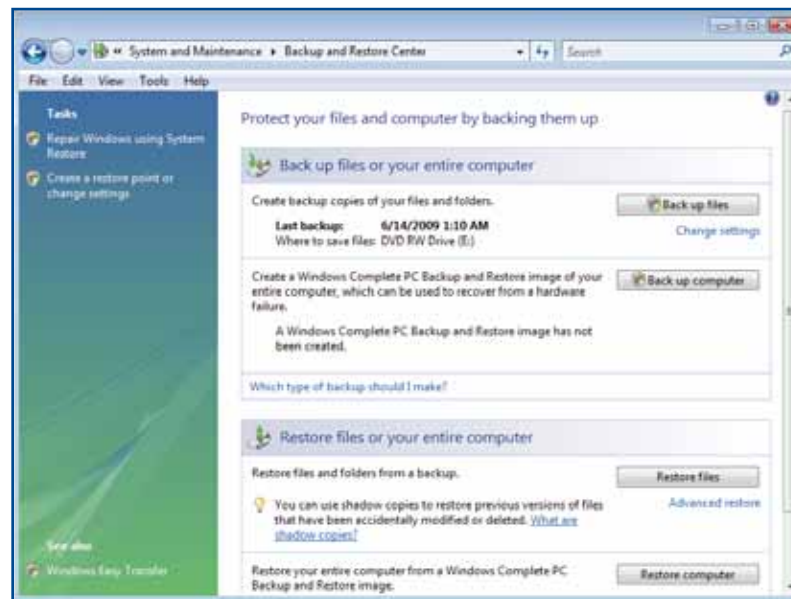
## EXERCISE 4-25

### Back Up Files and Folders

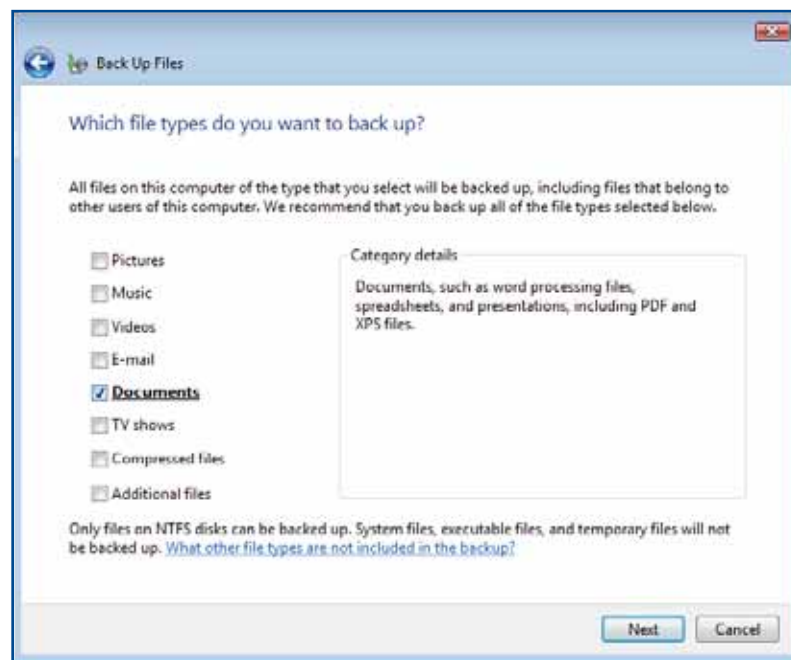


To make sure you do not lose valuable data if your computer hardware or software is damaged or malfunctions, you should regularly back up your data. Vista has functions that make backing up files easier. You can choose to back up only some information without backing up all data.

**FIGURE 4.61** Backup and Restore Center





**FIGURE 4.62** Back Up Files wizard





## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 In the **Control Panel**, click **System and Maintenance**. Click **Backup and Restore Center**.
- 3 Under **Back up files or your entire computer**, click **Change settings**.
- 4 **CHECK** Your screen should look like Figure 4.63.
- 5 Click **Change backup settings**.
- 6 In the **User Account Control** dialog box, click **Continue**. Click **Next** three times.
- 7 Under **How often do you want to create a backup?**, make sure **How often** is set to **Weekly**.
- 8 Click the **What day** drop-down arrow and select **Sunday**. Click the **What time** drop-down arrow and select **12:00 AM (midnight)**.
- 9 **CHECK** Your wizard should look like Figure 4.64.
- 10 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

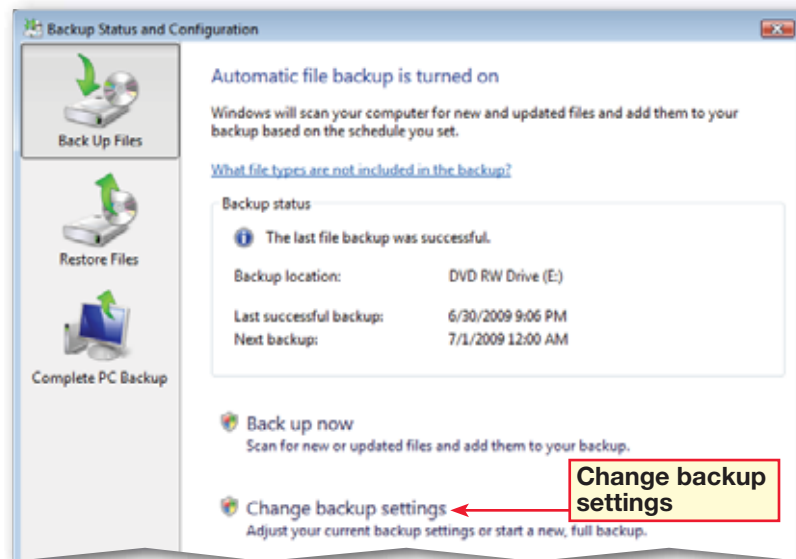
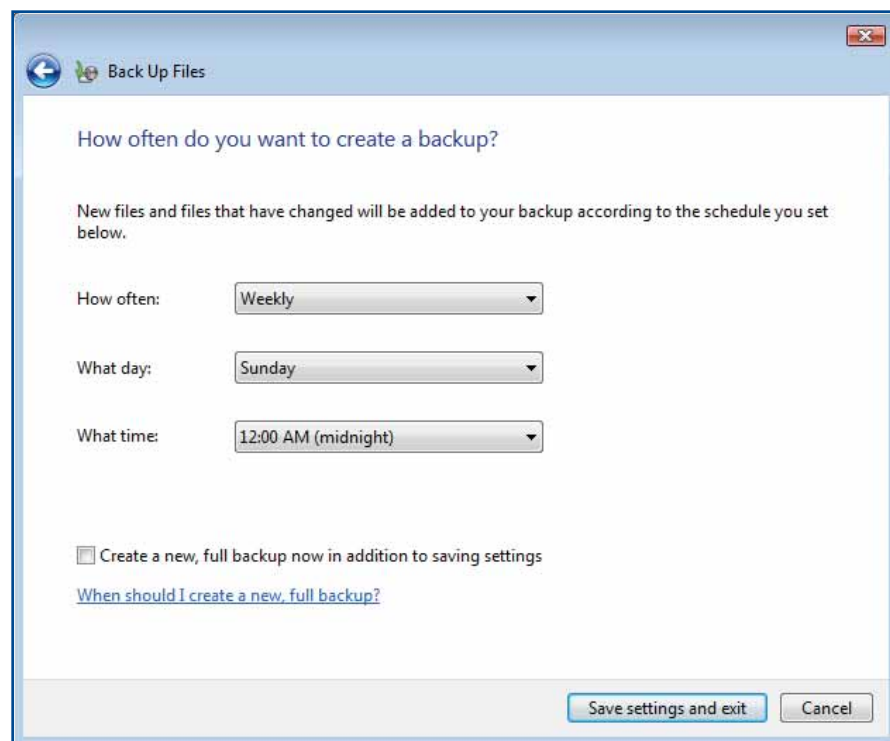


FIGURE 4.64 Back Up Files wizard



## Step-By-Step

1 Click **Start** and select **Control Panel**.

2 Click **Backup and Restore Center**.

3 Under **Restore files or your entire computer**, click **Restore files**.

4 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**.

6 In the **Add files to restore folder**, hold **CTRL** and select all the files.

7 **CHECK** Your screen should look similar to Figure 4.65.

8 Click **Add**. Click **Next**. Click **Start restore**.

9 In the **Copy File** dialog box, click the **Do this for all conflicts** check box. Select **Copy, but keep both files**.

10 **CHECK** Your screen should look similar to Figure 4.66.

11 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

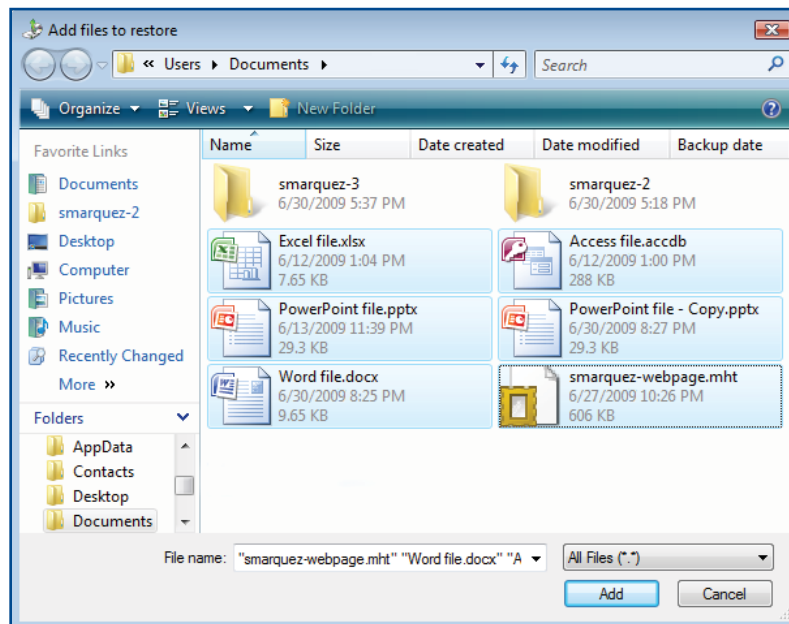
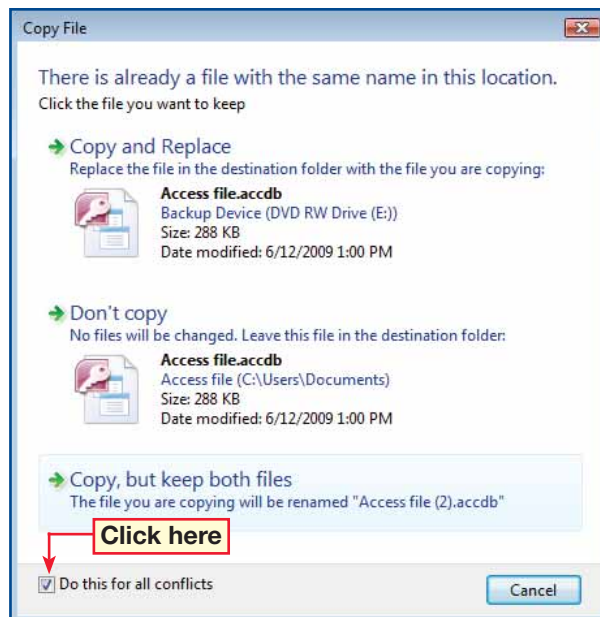




FIGURE 4.66 Copy File dialog box



## Step-By-Step

- 1 Click **Start**  and select **Documents**.
- 2 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.
- 4 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.
- 6 In the **Previous Versions** dialog box, select **Restore**.
- 7 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.

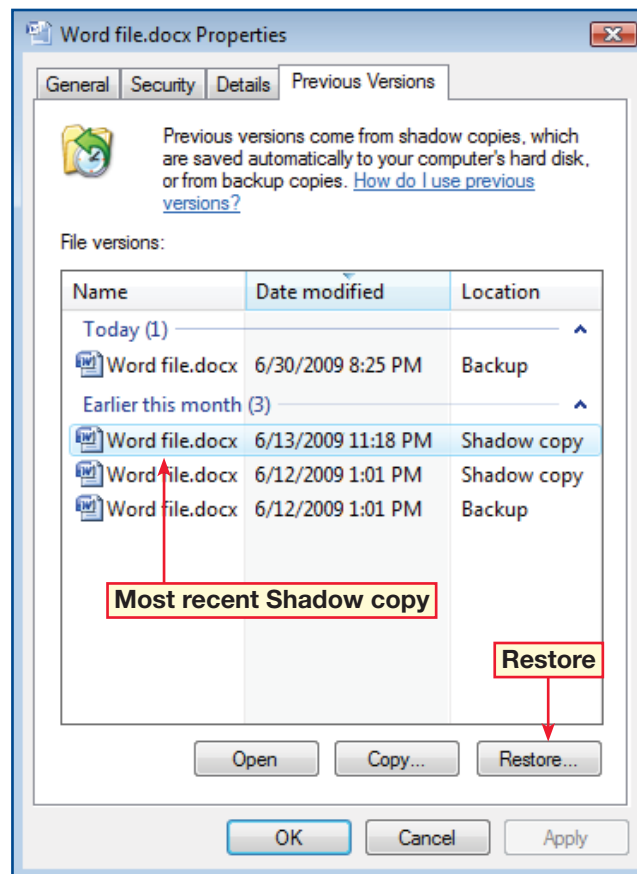
## EXERCISE 4-28

### Restore a Previous Version of a File

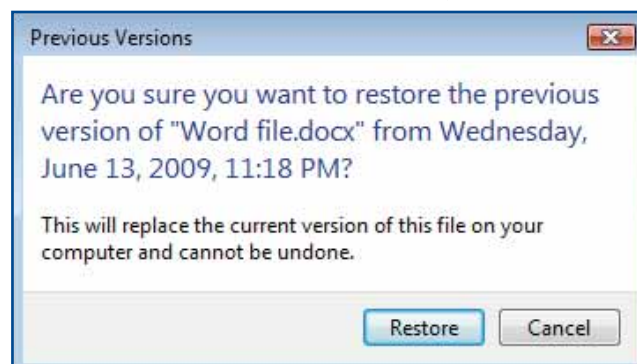


You do not always have to use the Backup and Restore Center to view a previous version of a file. You can retrieve a previous version of a file while viewing it in a folder, using either a backup copy, or a **shadow copy**, which is created by your computer and saved locally when the system protection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

**FIGURE 4.67** Properties dialog box file versions



**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

### 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)
2. A(n) \_\_\_\_\_ is a character that can be used to represent any number or letter in a search. (p. 112)
3. You can use a \_\_\_\_\_ to navigate directly to a specific folder from 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 a file.	C. Information about a file's address.
B. Information added to the properties of a file.	D. Your name and personal information.
8. What is the folder called that displays your search results? (p. 111)
 

A. A shared folder	C. A virtual folder
B. A Boolean operator	D. A Search folder
9. Which of the following are file extensions? (p. 97)
 

A. Documents/Music files/Picture files/Video files	C. Documents/Music/Photos/Data
B. .jpg/.mov/.mpg/.acddb	D. Documents/Pictures and Videos/Music Details/Music icons



## Step-By-Step

1 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**.


4 In the **Folder Options** dialog box, click the **View** tab.

5 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.

7 In the **Folder views** area, click **Apply to Folders**.

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

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

## 1. Show and Hide File Extensions

Follow the steps to complete the activity.

FIGURE 4.69 Windows Explorer

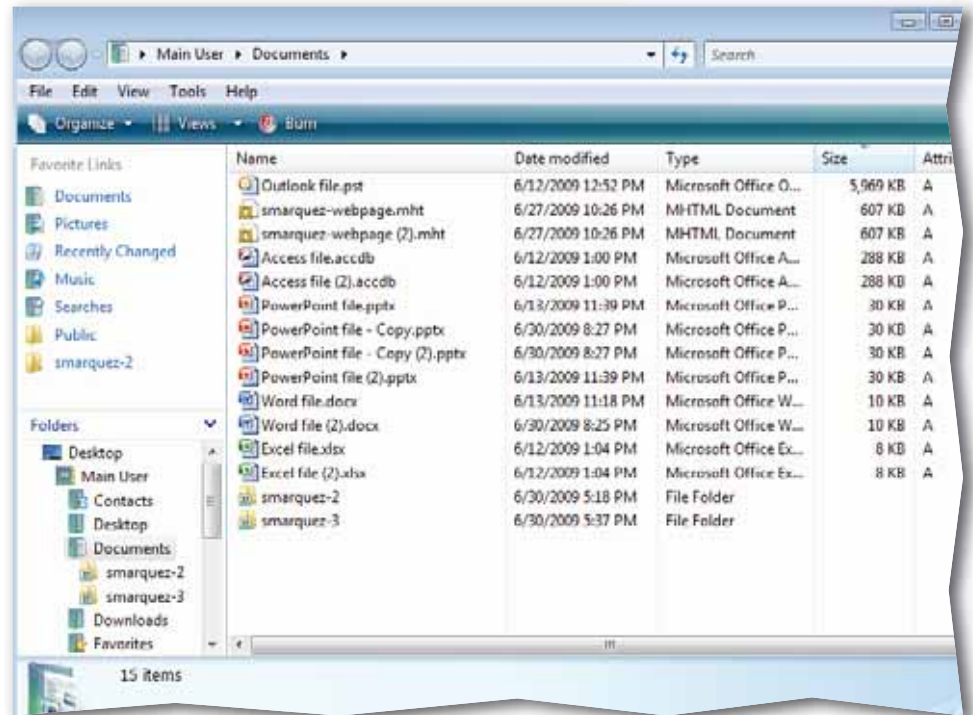
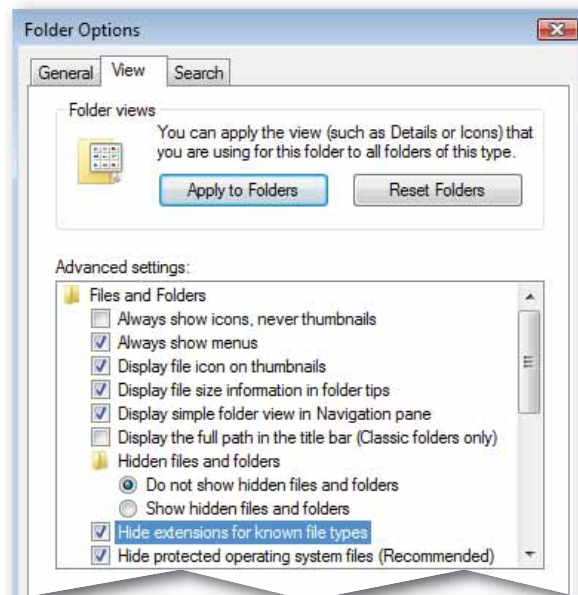




FIGURE 4.70 Folder Options dialog box



## Step-By-Step

- 1 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.
- 4 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**.
- 7 Close the **Preview pane**.
- 8 Click **Close** .
- 9 Exit Vista.

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

Follow the steps to complete the activity.

FIGURE 4.71 Documents folder default view

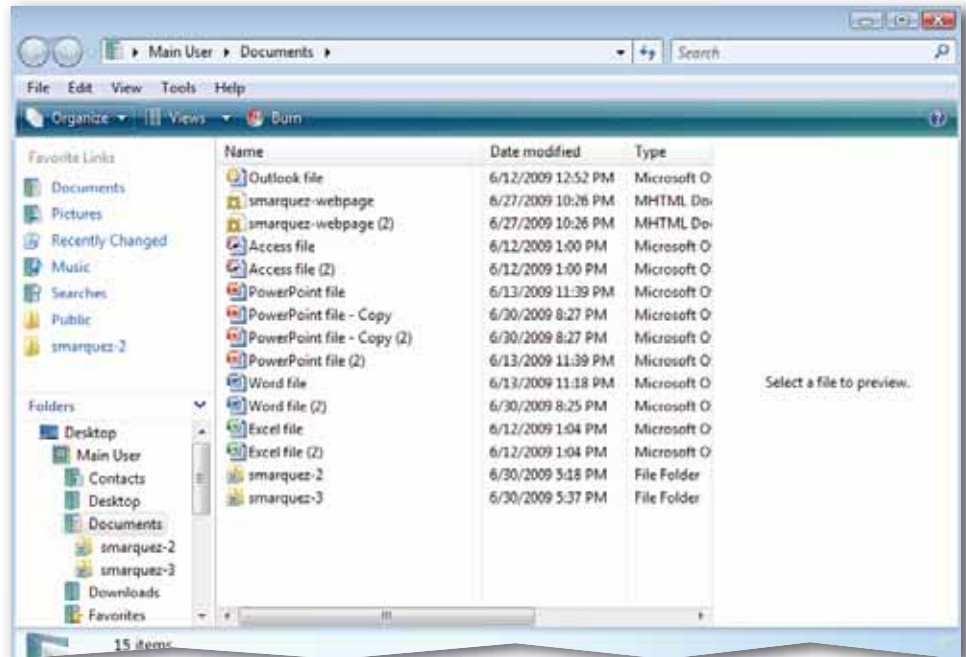
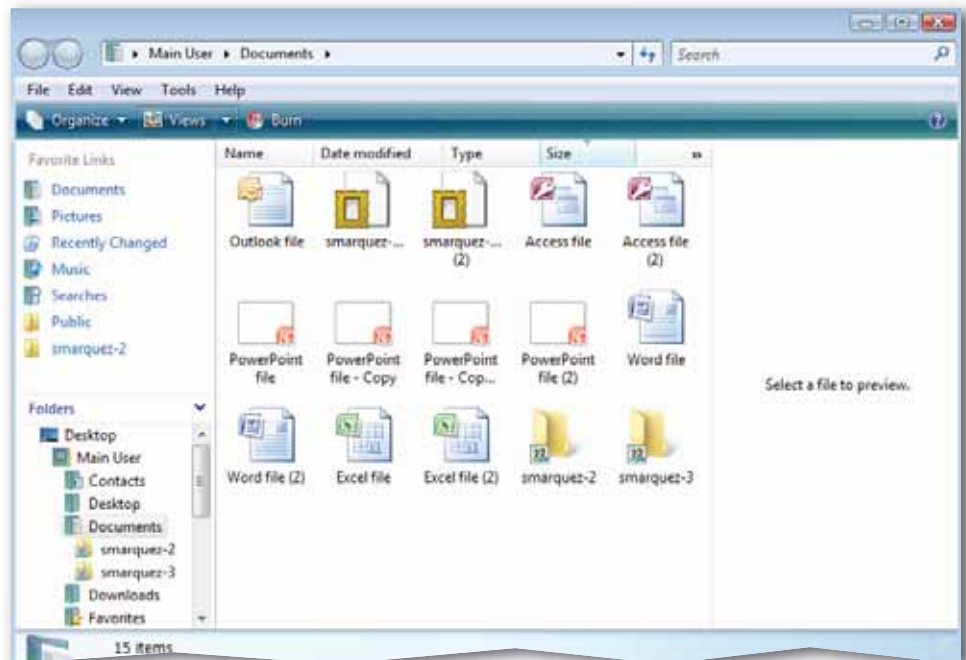





FIGURE 4.72 Documents folder Medium Icons



## Step-By-Step

- 1 Click **Start**  and select **Documents**.
- 2 In the main menu, click **View** and choose **Group By>Attributes**.
- 3 Click **View** and choose **Stack By>Name**.
- 4 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.
- 7 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** .
- 11 Exit Vista.

## 3. Group, Stack, and Sort Files

Follow the steps to complete the activity.

FIGURE 4.73 Stack Q-Z

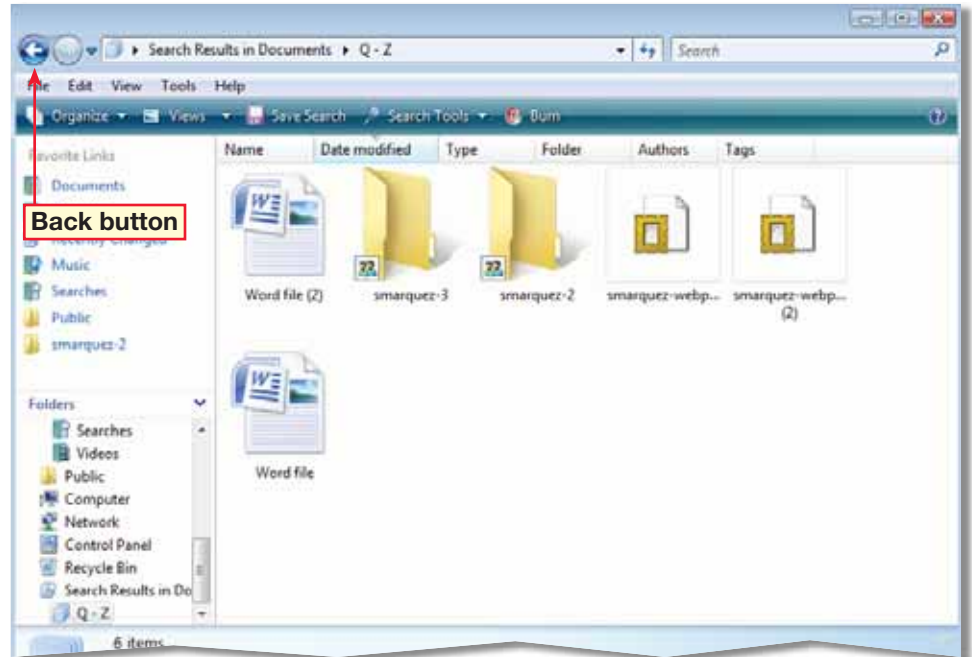
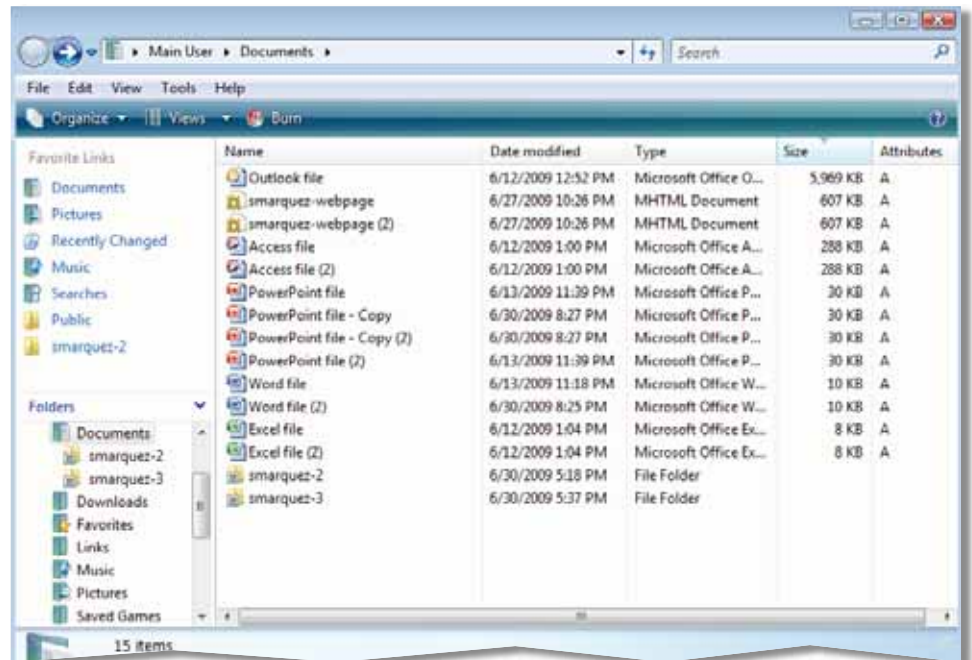




FIGURE 4.74 Documents folder sorted by descending size





## Step-By-Step

- 1 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**.
- 4 In the **Remove Properties** dialog box, make sure the **Create a copy with all possible properties removed** option is selected. Click **OK**.
- 5 **CHECK** Your screen should look like Figure 4.75.
- 6 In the **Properties** dialog box, click **OK**.
- 7 **CHECK** Your screen should look similar to Figure 4.76.
- 8 In the **Documents** folder, select the **Word file - Copy.docx** file and note the properties listed in the details pane.
- 9 Click **Close** .
- 10 Exit Vista.

#### 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

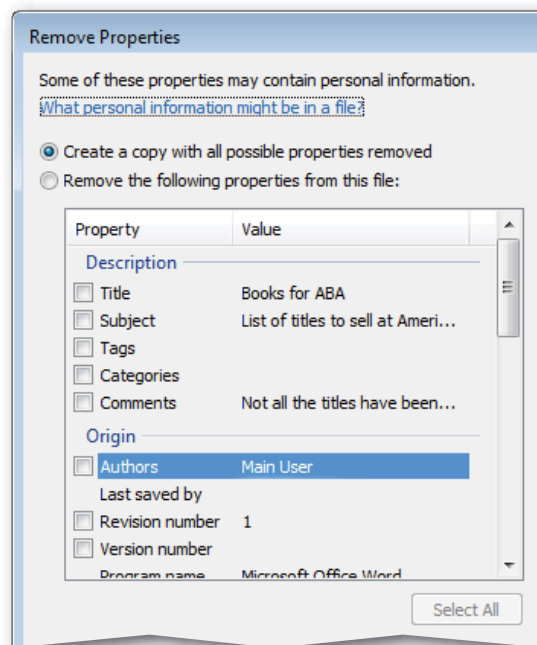
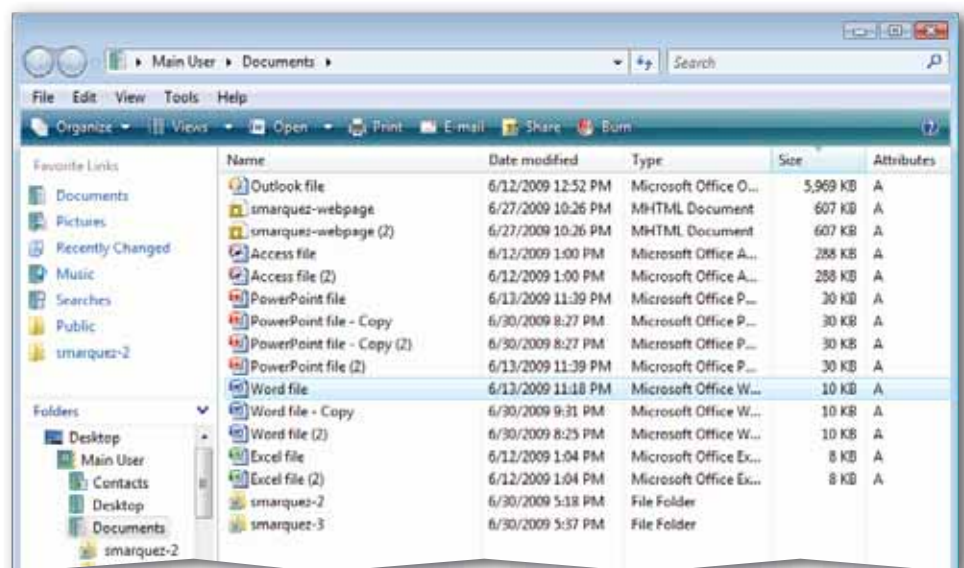



FIGURE 4.76 Documents folder with new file added





## Step-By-Step

- 1 Open your computer's disc drive and insert a CD or DVD. Close the drive.
- 2 Select **Burn files to disc.**
- 3 **CHECK** Your screen should look like Figure 4.77.
- 4 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**.
- 6 In the main menu, click **File** and select **Send To>** **[your CD/DVD drive]**.
- 7 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]**.
- 9 **CHECK** Your screen should look like Figure 4.78.
- 10 Click **Close** . Remove the disc from the drive and turn it in to your teacher. Exit Vista.

## 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

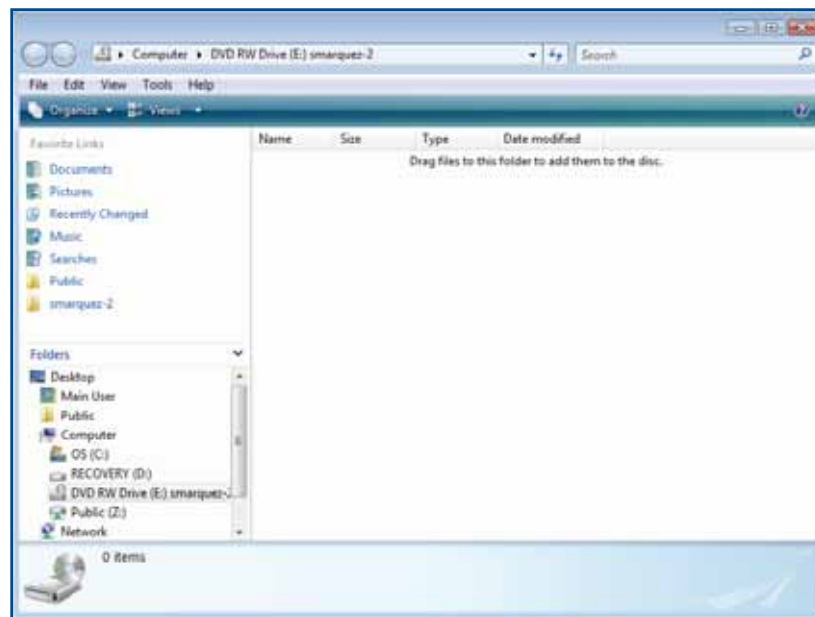
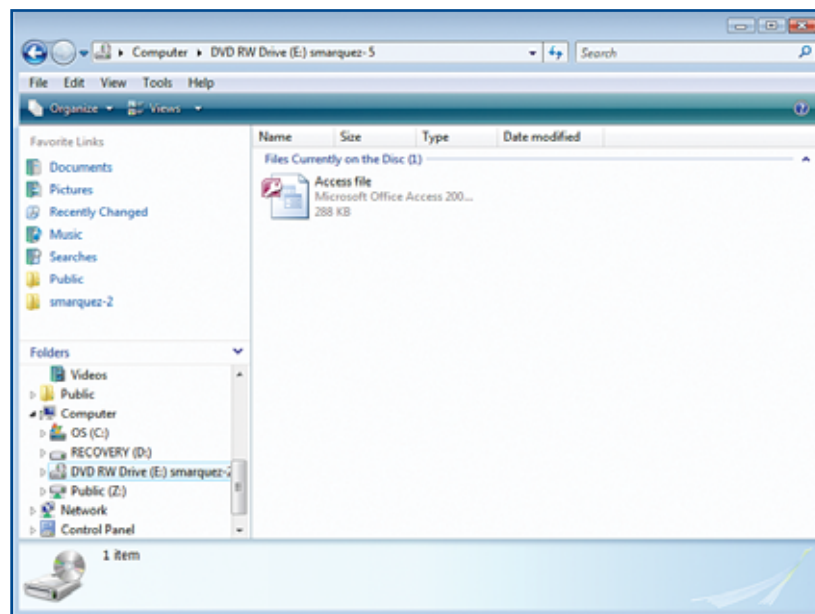


FIGURE 4.78 CD/DVD drive folder with file added



## 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**.

**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 it is 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



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 SKILLS

**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?*







## Before You Read

**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	Quick Launch toolbar
mouse pointer	Start menu
Notification area	Startup folder
pin	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.

## Step-By-Step

1 Click **Start** and select **Control Panel**.

2 In the **Control Panel** window, select **Appearance and Personalization**.

3 **CHECK** Your screen should look like Figure 5.1.

4 Under **Taskbar and Start Menu**, click **Customize the Start menu**.

5 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.

7 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

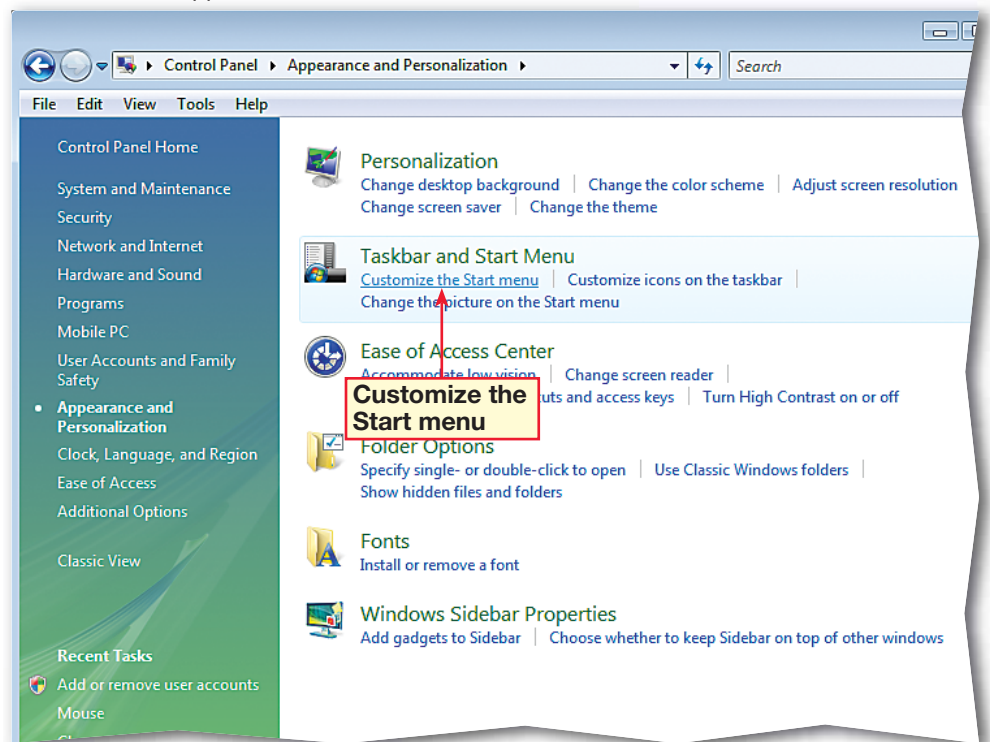
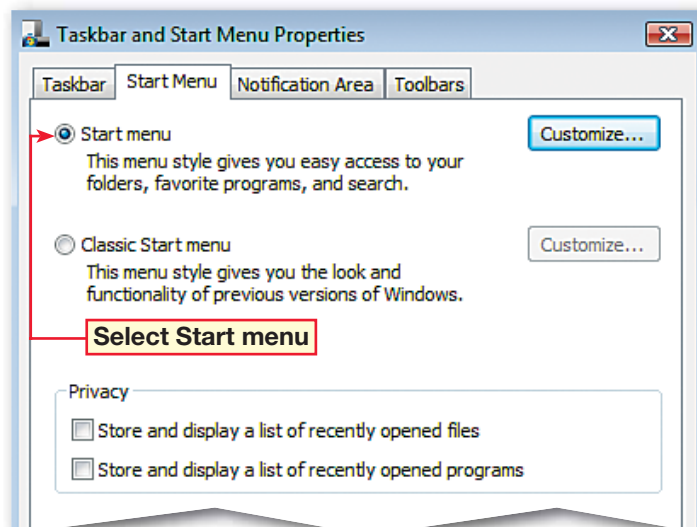


FIGURE 5.2 Taskbar and Start Menu Properties dialog box



## Step-By-Step

- 8 In the **Customize Start Menu** dialog box, scroll down to **Music** and click **Display as a menu** (see Figure 5.3).
- 9 Scroll down and select the **Printers** check box. Click **OK**.
- 10 In the **Taskbar and Start Menu Properties** dialog box, click **OK**.
- 11 Close the **Appearance and Personalization** window.
- 12 Click **Start**.
- 13 **CHECK** Your screen should look like Figure 5.4.
- 14 Click **Start** again to close the **Start menu**.

➔ Continue to the next exercise.

### Shortcuts

You also can access the **Taskbar and Start Menu Properties** dialog box by right-clicking the **Taskbar**, choosing **Properties**, and clicking the **Start Menu** tab.

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



FIGURE 5.3 Customize Start Menu dialog box

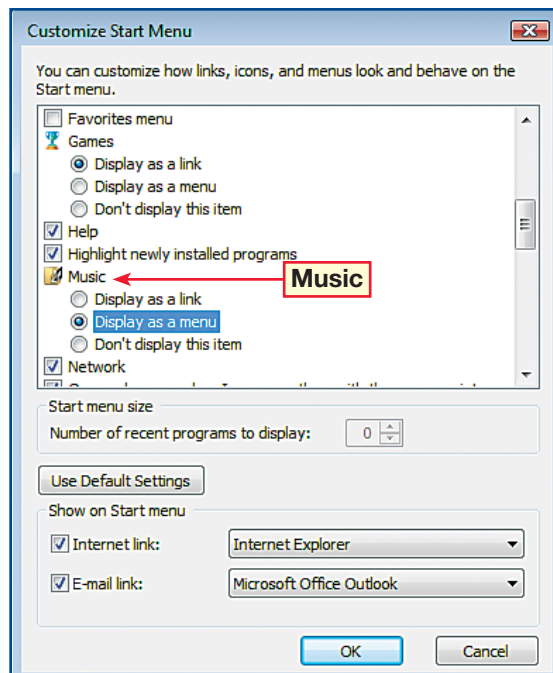
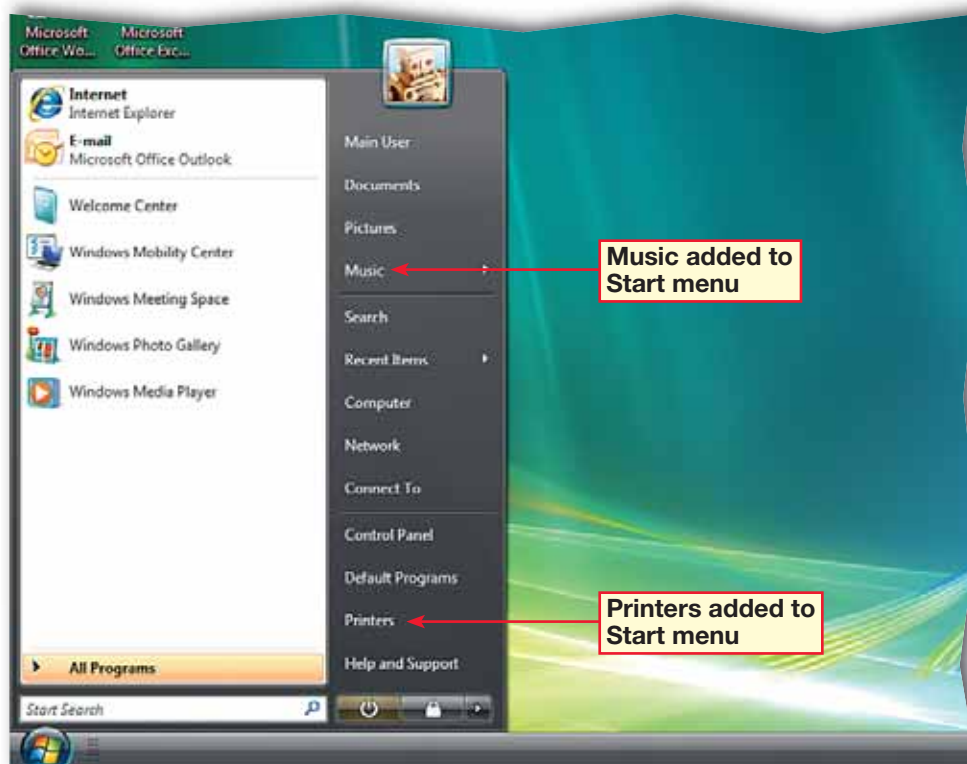


FIGURE 5.4 Start menu customized



## Step-By-Step

- 1 Click **Start** and choose **All Programs > Accessories**.
  - 2 Right-click **Calculator** and select **Pin to Start Menu** (see Figure 5.5).
  - 3 In the **Start** menu, click **Back**.
  - 4 **CHECK** 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

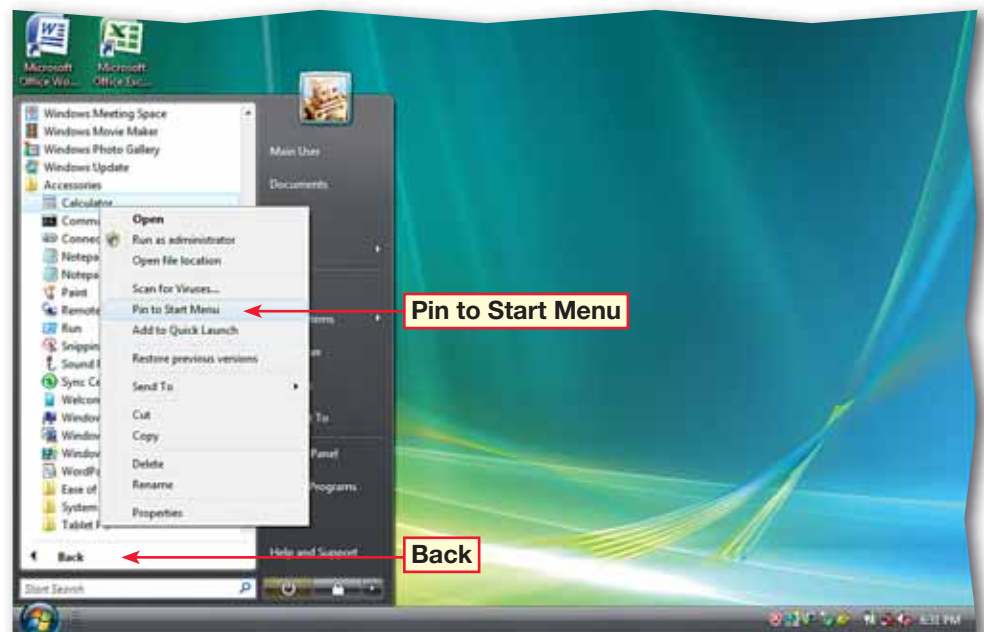




FIGURE 5.6 Unpinning Calculator from Start menu





## Step-By-Step

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

 Continue to the next exercise.

### You Should Know

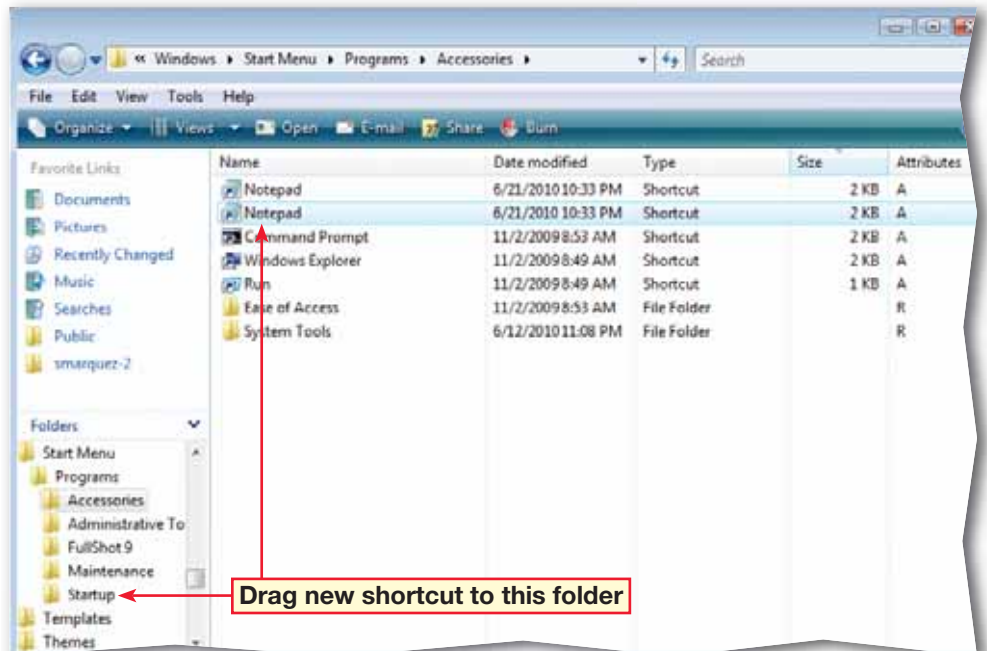
The next time you start **Windows Vista**, the **Notepad** program will start automatically. If you do not want this program to run automatically, open the **Startup** folder and delete the **Notepad** shortcut. Be careful not to remove any other programs or program shortcuts in the **Startup** folder.

## EXERCISE 5-3

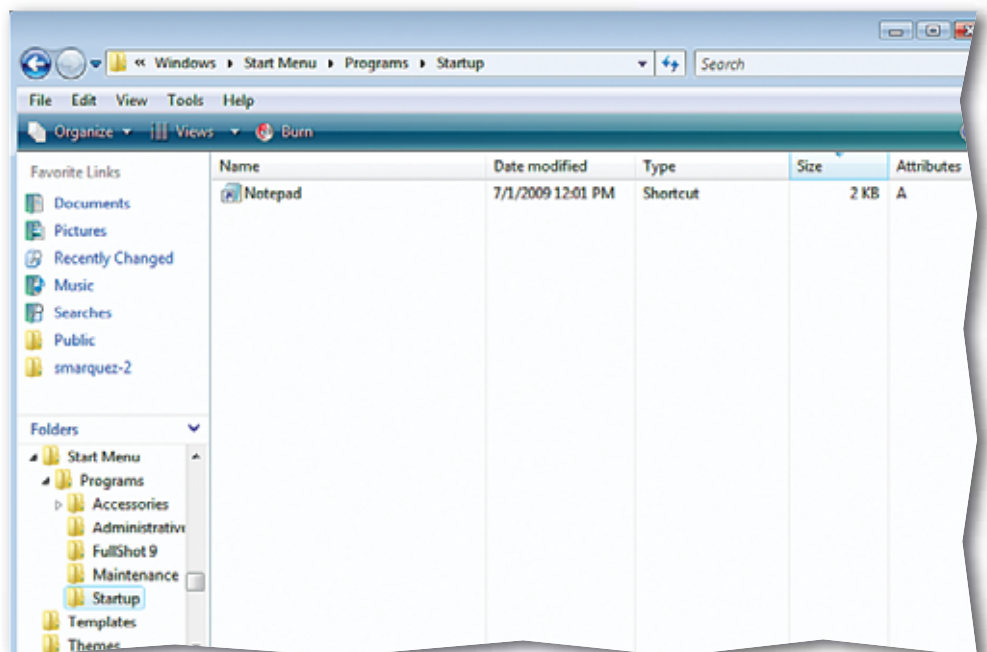
### Configure a Program to Start Automatically

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



**FIGURE 5.8** Startup folder with Notepad added



## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 Click **Appearance and Personalization**.
- 3 Click **Taskbar and Start Menu**.
- 4 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**.
- 7 In the **Appearance and Personalization** folder, click **Close**.
- 8 **CHECK** Your screen should look similar to Figure 5.10.

➔ Continue to the next exercise.

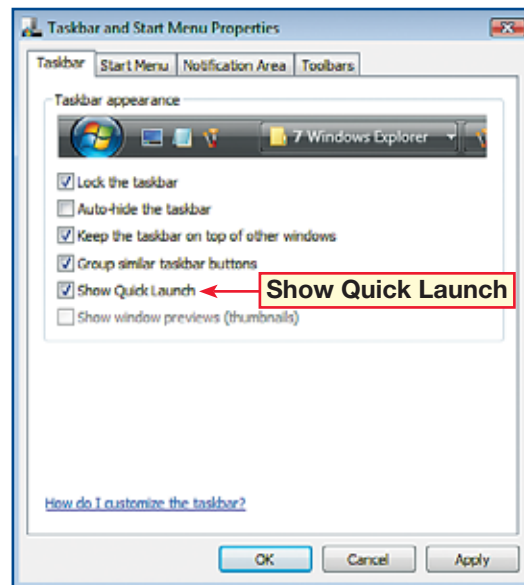
### Shortcuts

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



## Step-By-Step

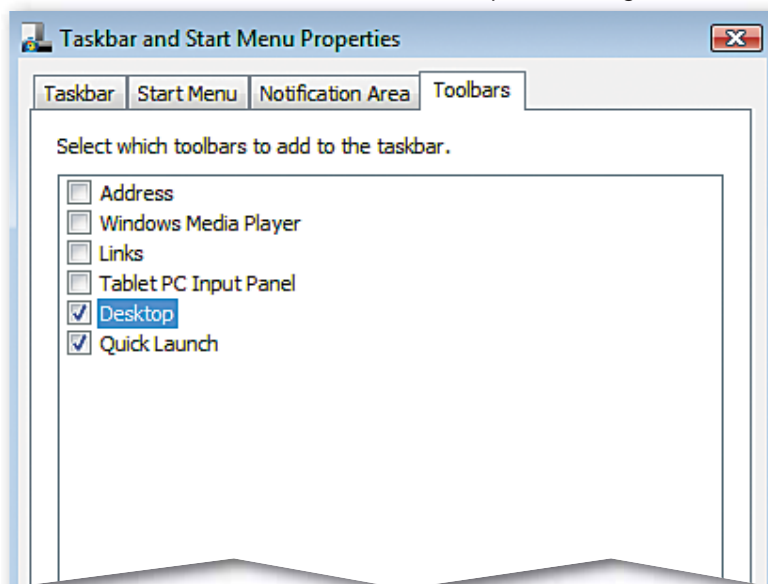
- 1 Click **Start** and select **Control Panel**.
- 2 Select **Appearance and Personalization**.
- 3 Click **Taskbar and Start Menu**.
- 4 In the **Taskbar and Start Menu Properties** dialog box, click the **Toolbars** tab.
- 5 Click the **Desktop** check box.
- 6 **CHECK** Your screen should look similar to Figure 5.11.
- 7 Click **OK**.
- 8 Close the **Appearance and Personalization** window.
- 9 On the **Taskbar**, to the right of the **Desktop** toolbar label, click the double right-arrow **>>**.
- 10 **CHECK** Your screen should look similar to Figure 5.12.
- 11 Click the double right-arrow again to close the toolbar menu.

 Continue to the next exercise.

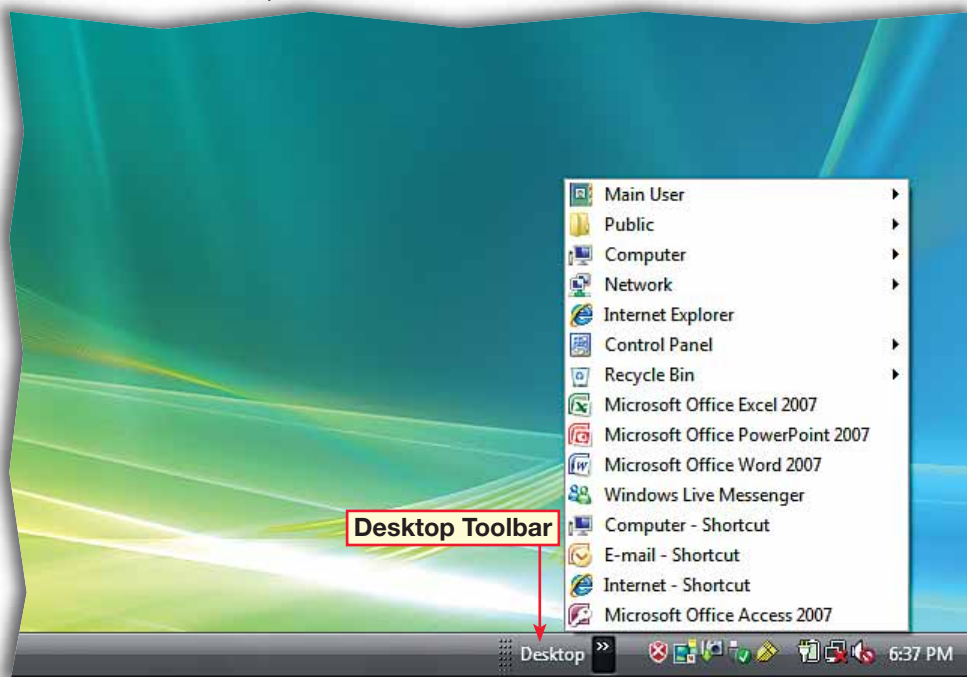
## EXERCISE 5-5 Add a Toolbar to the Taskbar

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.

**FIGURE 5.11** Taskbar and Start Menu Properties dialog box Toolbars tab





**FIGURE 5.12** Desktop toolbar menu





## Step-By-Step

- 1 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).
- 2 Release the mouse button.
- 3 **CHECK** Your screen should look similar to Figure 5.14.
- 4 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.*

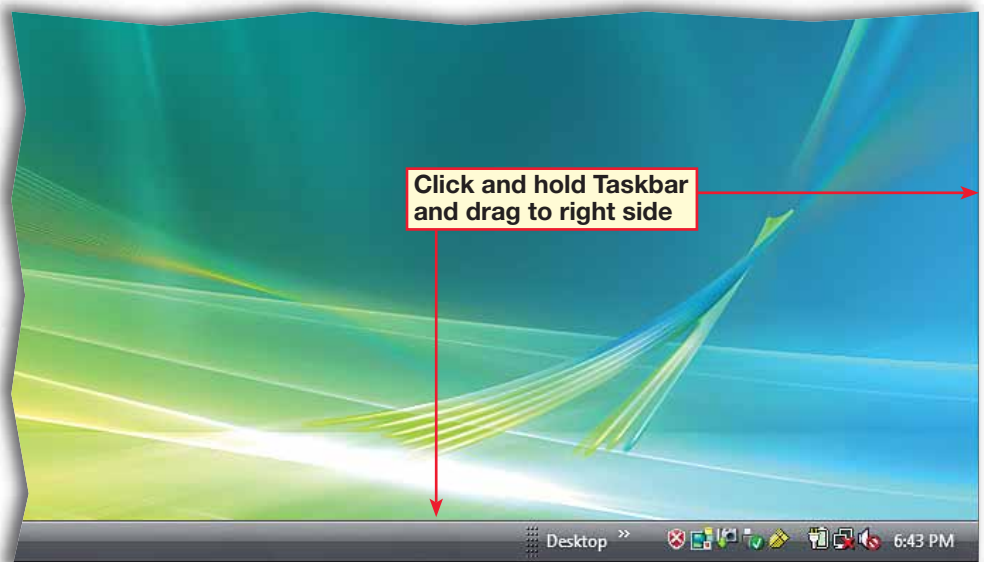
### Tech Tip

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.

**FIGURE 5.13** Desktop with Taskbar at bottom



**FIGURE 5.14** Taskbar at right side of screen





## Step-By-Step

**7** In the **Taskbar and Start Menu Properties** dialog box, on the **Taskbar** tab, check the **Auto-hide the taskbar** box.

**8** **CHECK** Your screen should look similar to Figure 5.15. Click **OK**.

**9** **CHECK** Your screen should look similar to Figure 5.16.

**10** 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.

**11** 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



FIGURE 5.15 Taskbar and Start Menu Properties dialog box

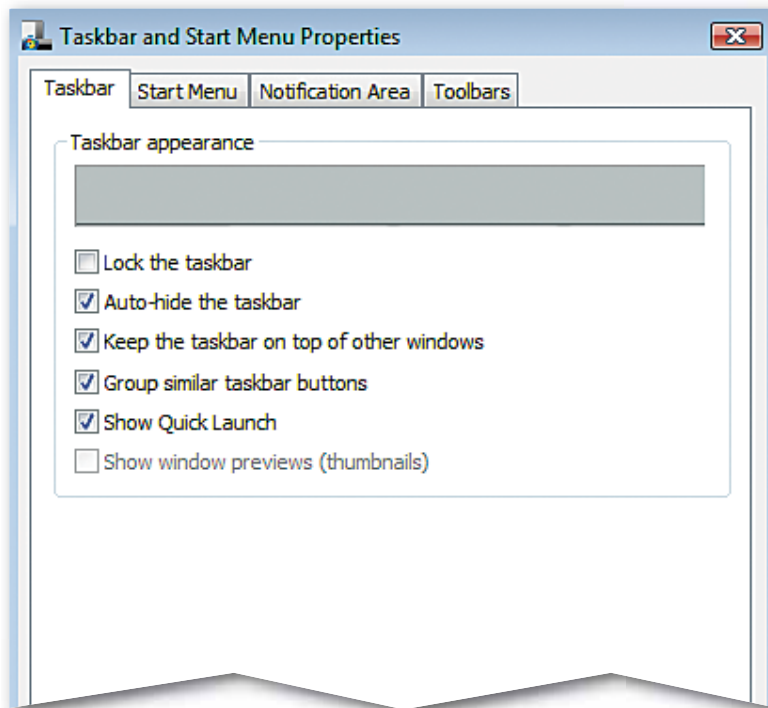


FIGURE 5.16 Taskbar hidden



## Step-By-Step

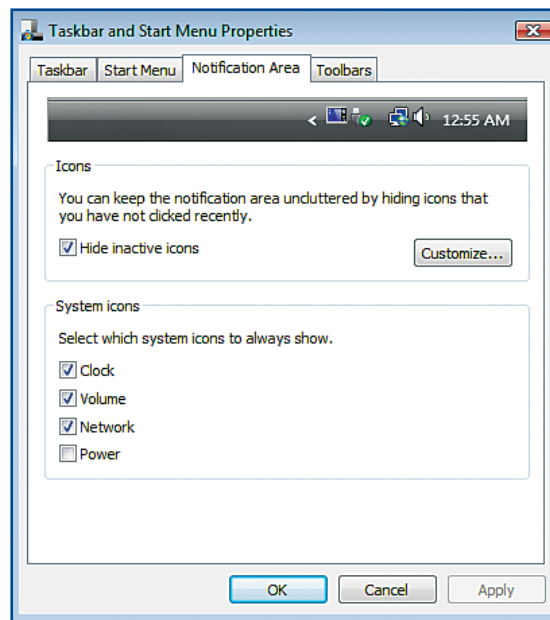
- 1 Right-click a blank area on the **Taskbar** and select **Properties**.
- 2 In the **Taskbar and Start Menu Properties** dialog box, click the **Notification Area** tab.
- 3 Under **Icons**, check the **Hide inactive icons** box, if necessary.
- 4 **CHECK** Your dialog box should look similar to Figure 5.17.
- 5 Click **Customize**.
- 6 In the **Customize Notification Icons** dialog box, click **Windows Sidebar**. In the **Behavior** column, click the drop-down arrow and select **Show** (see Figure 5.18).
- 7 Click **OK**. In the **Taskbar and Start Menu Properties** box, click **OK**.

➔ Continue to the next exercise.

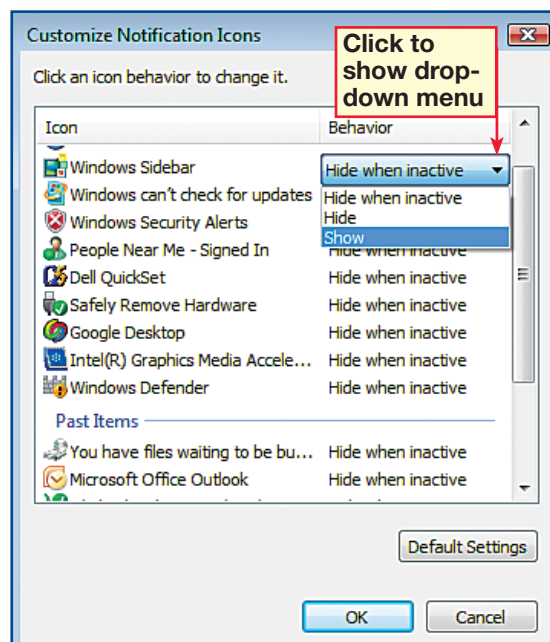
## EXERCISE 5-7 Customize the Notification Area

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



**FIGURE 5.18** Customize Notification Icons dialog box



## Step-By-Step

**1** Right-click in an open area of the desktop and select **Personalize** from the drop-down menu.

**2** Click **Window Color and Appearance**. Under **Window Color and Appearance**, click **Open classic appearance properties for more color options**.

**3** 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**.

**7** Click **Close** .

 Continue to the next exercise.

### Tech Tip

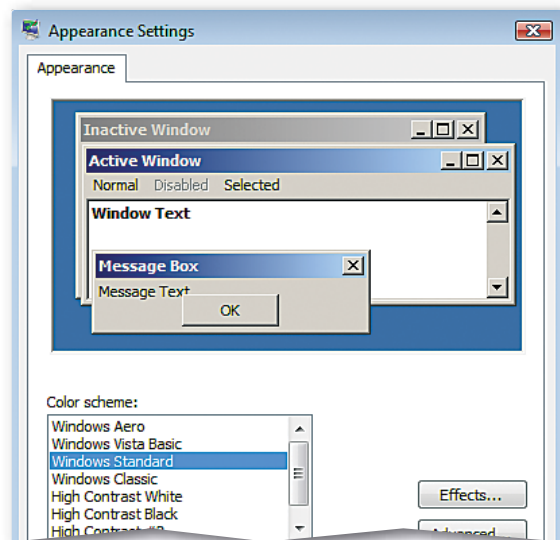
In Step 3, note your computer's **Color scheme** setting before you change it to **Windows Standard**. You can see a preview by clicking on each **Color scheme**.

## EXERCISE 5-8

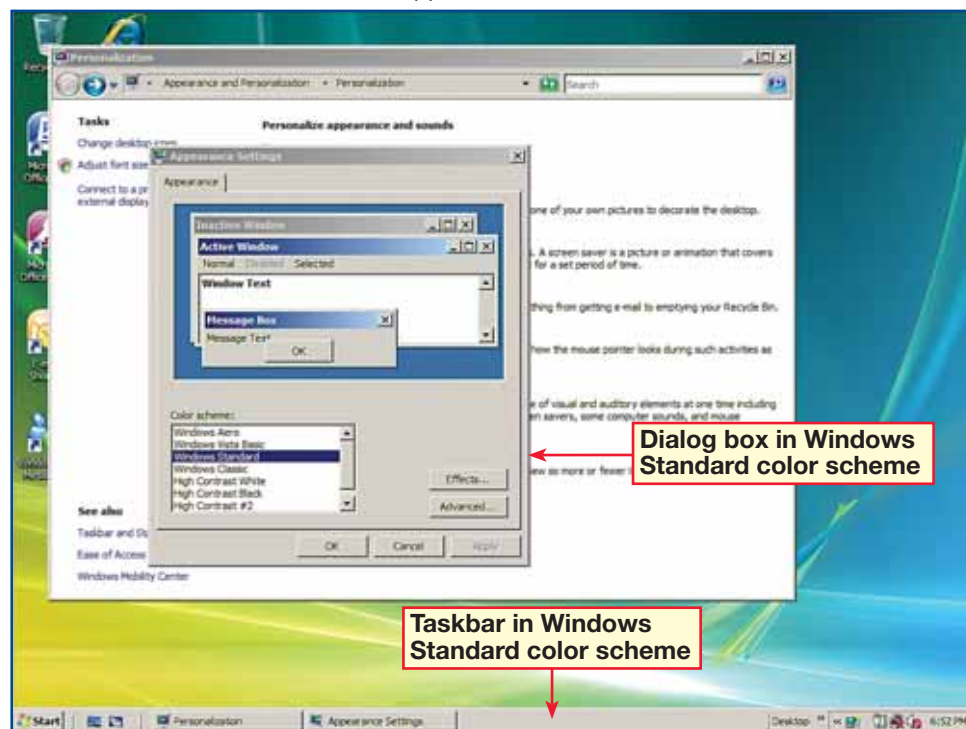
### Change the Appearance of a Computer

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



**FIGURE 5.20** Windows Standard appearance





## Step-By-Step

- 1 Right-click in an open area of the desktop.
- 2 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.
- 5 Right-click in an open area of the desktop and choose **View>Auto Arrange** to deselect the **Auto Arrange** feature.
- 6 If necessary, arrange the desktop icons back to the way you prefer.

➔ 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





## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 Click **Appearance and Personalization**. Click **Personalization**.
- 3 **CHECK** Your screen should look like Figure 5.23.
- 4 In the **Personalization** folder, click **Sounds**.
- 5 In the **Sound** dialog box, under **Program**, scroll down and click **Device Connect**.
- 6 Click **Test**.
- 7 Under the **Sounds** heading, click the drop-down arrow and select **tada.wav**.
- 8 Click **Test**.
- 9 **CHECK** Your dialog box should look like Figure 5.24. Click **OK**.
- 10 Click **Close** .

 Continue to the next exercise.

### Troubleshooter

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

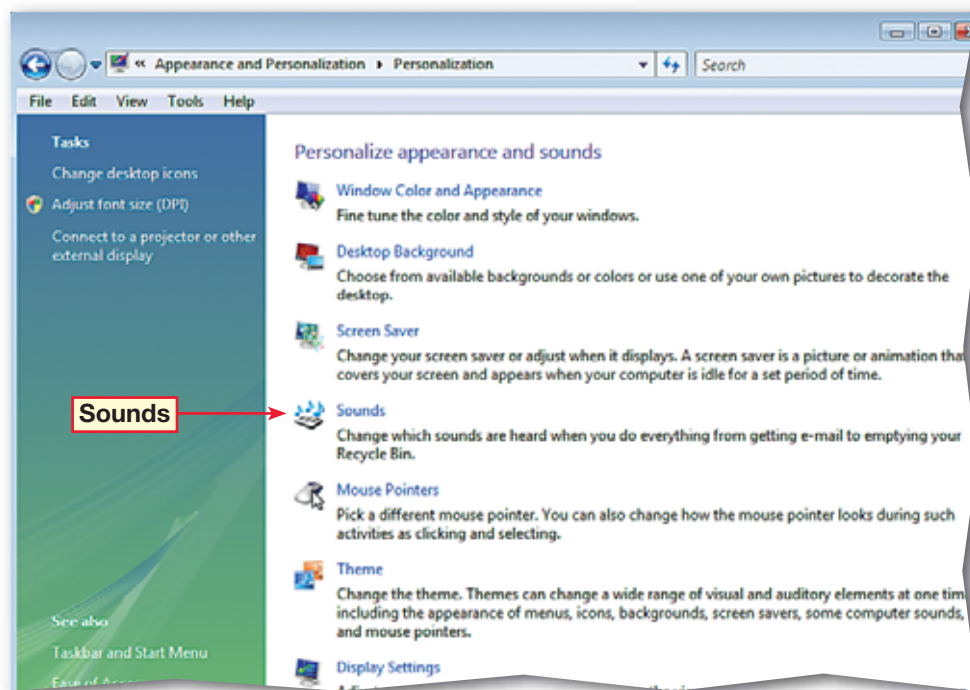
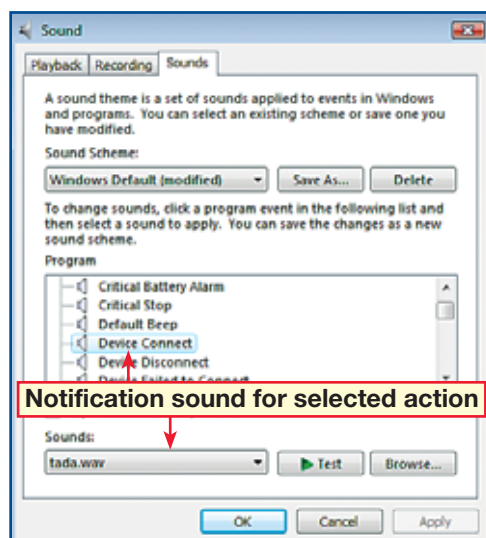


FIGURE 5.24 Sound dialog box



## Step-By-Step

- 1 Right-click on an open area of the desktop and select **Personalize**.
- 2 In the **Personalization** window, click **Screen Saver** (see Figure 5.25).
- 3 In the **Screen Saver Settings** dialog box, click the **Screen saver** drop-down arrow and select **Mystify**.
- 4 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.
- 6 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**.
- 8 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

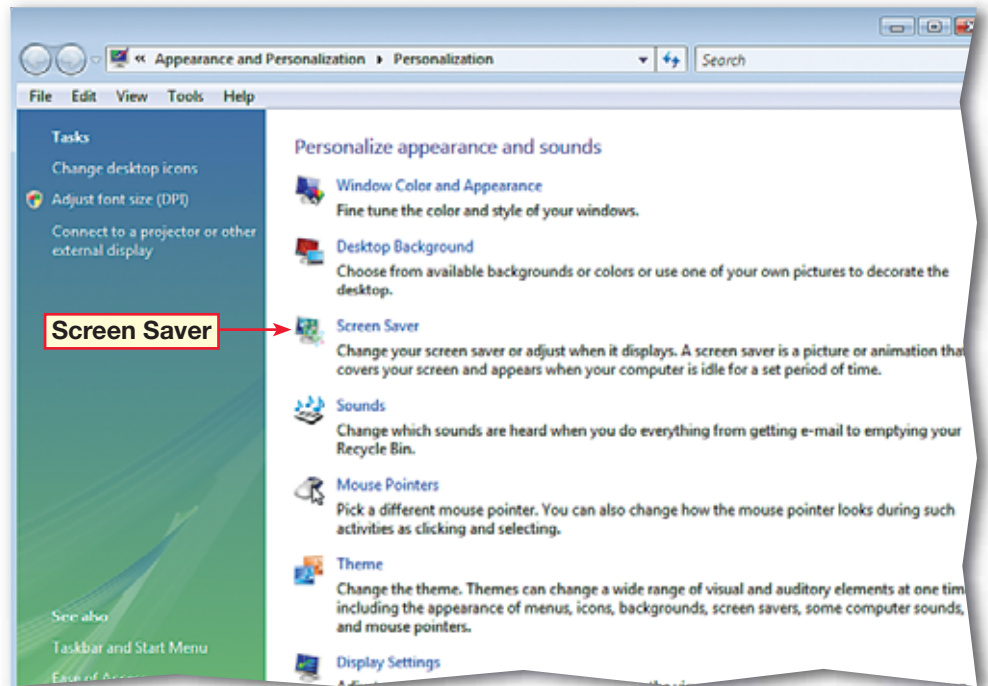
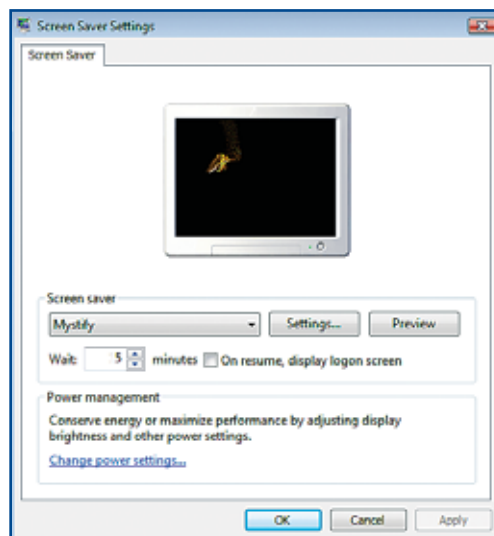


FIGURE 5.26 Screen Saver Settings dialog box



## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 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.
- 4 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.
- 7 Click **OK**.
- 8 Close the **Control Panel**.
- 9 Press and release **CTRL**. Move the mouse pointer around the screen.

➔ Continue to the next exercise.

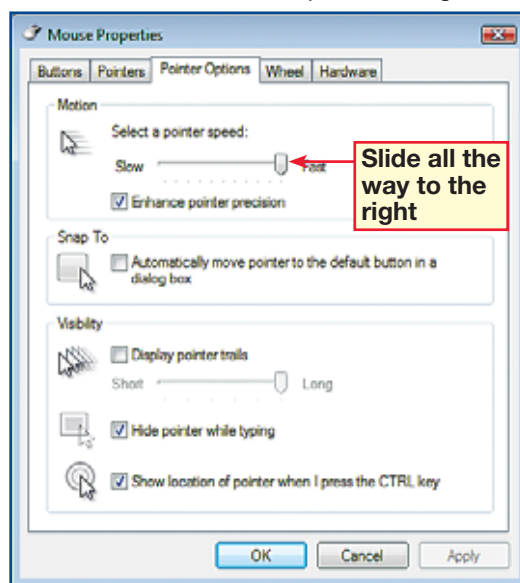
## EXERCISE 5-12 Change the Mouse Settings

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



## Step-By-Step

- 1 Click **Start** and choose **All Programs> Accessories> Windows Sidebar**.
- 2 **CHECK** Your screen should look like Figure 5.29.
- 3 Click **Start** and select **Control Panel**.
- 4 Click **Appearance and Personalization**.
- 5 In the **Appearance and Personalization** window, click **Windows Sidebar Properties**.
- 6 In the **Windows Sidebar Properties** dialog box, under **Arrangement**, check the **Sidebar is always on top of other windows** box.
- 7 **CHECK** Your dialog box should look like Figure 5.30. Click **Apply**.
- 8 Click **OK**. Close the **Appearance and Personalization** window.

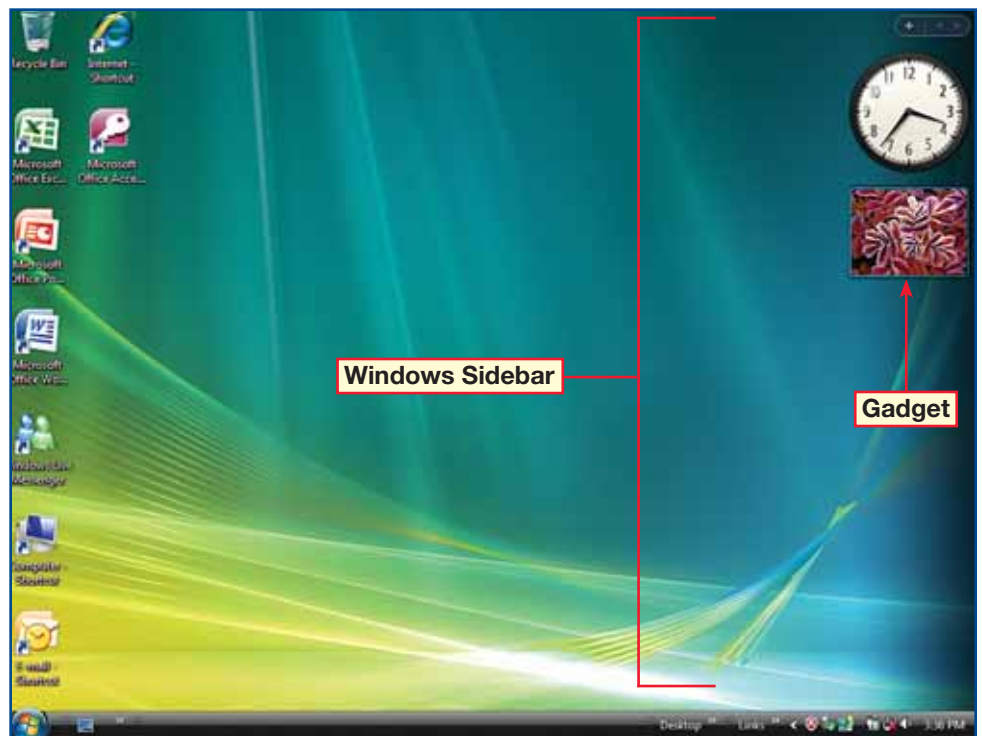
➔ Continue to the next exercise.

## EXERCISE 5-13

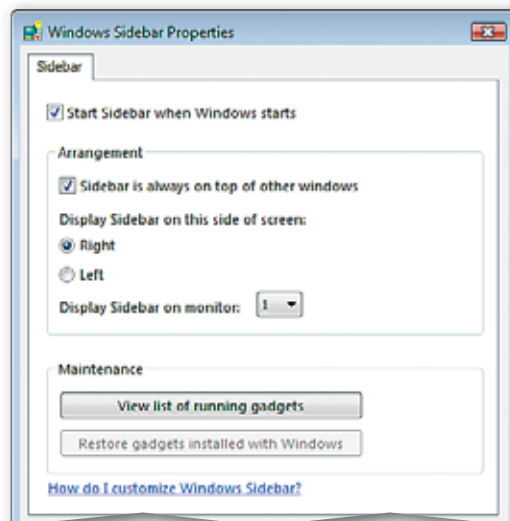
### Display and Configure the Windows Sidebar

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





## Step-By-Step

- 1 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.
- 4 Follow your teacher's instruction for selecting a gadget. Click **Download**.
- 5 In the **Windows Internet Explorer** confirmation box, click **OK**.
- 6 In the **File Download** dialog box, click **Save**.
- 7 In the **Save As** dialog box, navigate to the **Documents** folder and click **Save**.
- 8 Close **Internet Explorer**.
- 9 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



## Step-By-Step

- 10 Click **Start** and select **Documents**.
- 11 Double-click the gadget that you downloaded.
- 12 In the **Windows Sidebar Security Warning** box, click **Install**.
- 13 In the **Documents** folder, click **Close**.
- 14 Click the **+** to reopen the **Gadget Gallery**.
- 15 **CHECK** Your screen should look similar to Figure 5.33.
- 16 In the **Gadget Gallery**, double-click the gadget. Close the **Gadget Gallery**.
- 17 **CHECK** Your screen should look similar to Figure 5.34.

➔ 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





## Vocabulary

### Key Terms

gadget

mouse pointer

Notification area

pin

Quick Launch toolbar

Start menu

Startup folder

Windows Sidebar

### Academic Vocabulary

associate

method

### 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	C. Start>Control Panel>Personalize>Quick Launch
B. Right-click the Taskbar and choose Toolbars>Quick Launch	D. Choose Quick Launch in the Start menu
8. How do you move the Taskbar? (p. 147)
 

A. Control Panel>Personalization>Taskbar and Start menu.	C. Right-click and drag the Taskbar to a new location.
B. Drag it to a new location.	D. Right-click and select Move Taskbar.
9. How do you change the screen saver? (p. 153)
 

A. In the Personalization folder, click Screen Saver.	C. Right-click on the desktop and select Screen Saver.
B. In the Control Panel, click Screen Saver.	D. Right-click the Taskbar and select Screen Saver.



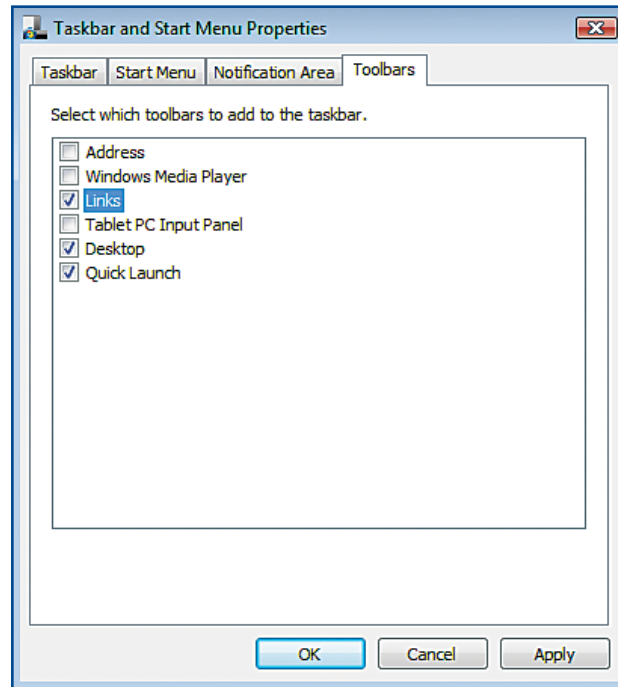
## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 Select **Appearance and Personalization**.
- 3 Click **Taskbar and Start Menu**.
- 4 In the **Taskbar and Start Menu Properties** dialog box, click the **Toolbars** tab (see Figure 5.35).
- 5 Add the **Links** toolbar to the **Taskbar**.
- 6 Click **OK**.
- 7 Close the **Appearance and Personalization** window.
- 8 On the **Taskbar**, click the double right-arrow after the **Links** label.
- 9 **CHECK** Your dialog box should look similar to Figure 5.36.
- 10 Click the double right-arrow again to close the toolbar menu.
- 11 Exit **Vista**.

## 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





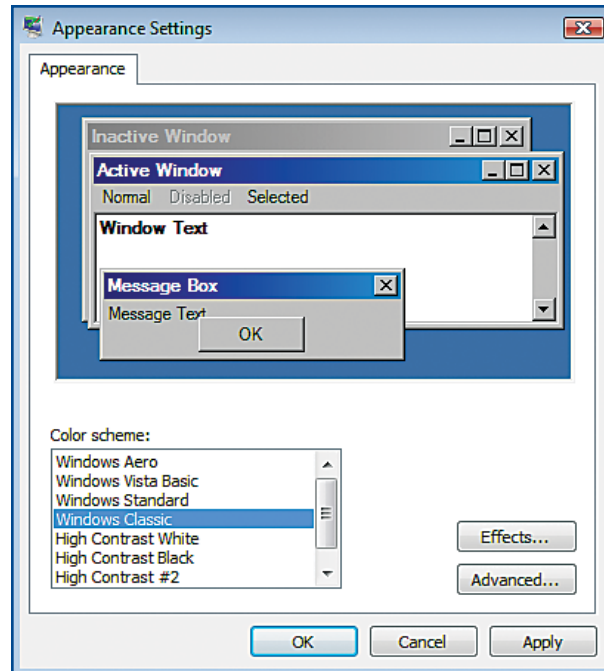
## Step-By-Step

- 1 Right-click in an open area of the desktop and select **Personalize** from the drop-down menu.
- 2 Click **Window Color and Appearance**.
- 3 In the **Appearance Settings** dialog box in the **Color scheme** pane, select **Windows Classic** (see Figure 5.37).
- 4 Click **Apply**.
- 5 **CHECK** 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**.
- 7 In the **Personalization** window, click **Close**.
- 8 Exit **Vista**.

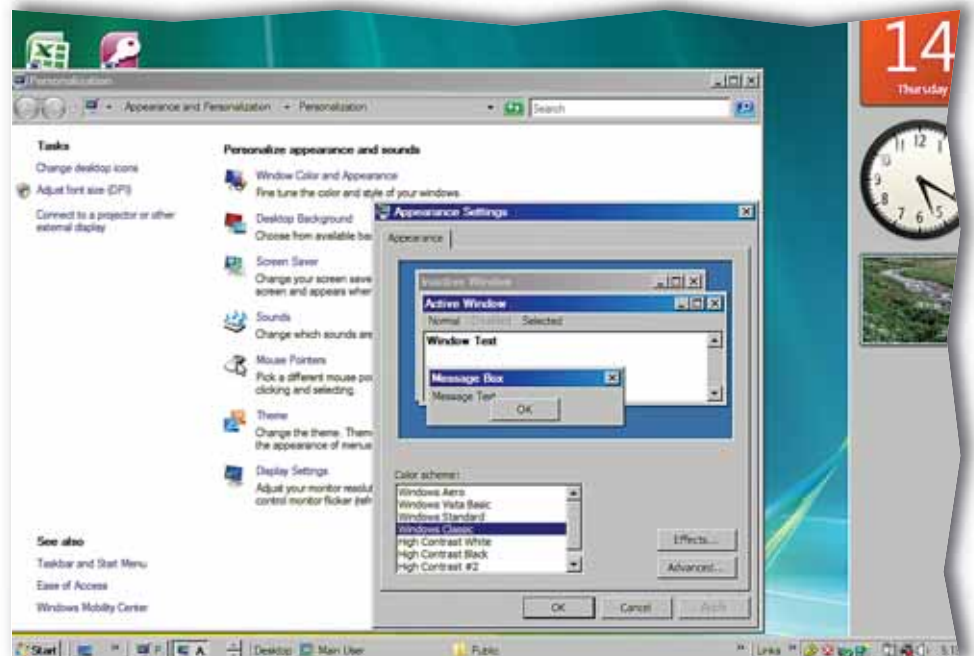
## 2. Change the Appearance of your Screen

Follow the steps to complete the activity.


**FIGURE 5.37** Appearance Settings dialog box



**FIGURE 5.38** Windows Classic appearance



## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 Click **Appearance and Personalization**. Click **Personalization**.
- 3 **iCHECK** Your screen should look like Figure 5.39.
- 4 Click **Sounds**.
- 5 In the **Sound** dialog box, under **Program**, scroll down to and select **New Mail Notification**.
- 6 Click **Test**.
- 7 Under **Sounds**, click the drop-down arrow and select **Windows Exclamation.wav**.
- 8 Click **Test**.
- 9 **iCHECK** Your screen should look like Figure 5.40. Click **OK**.
- 10 Close the **Personalization** window.
- 11 Exit **Vista**.

## 3. Change the Sound Settings

Follow the steps to complete the activity.

FIGURE 5.39 Personalization window

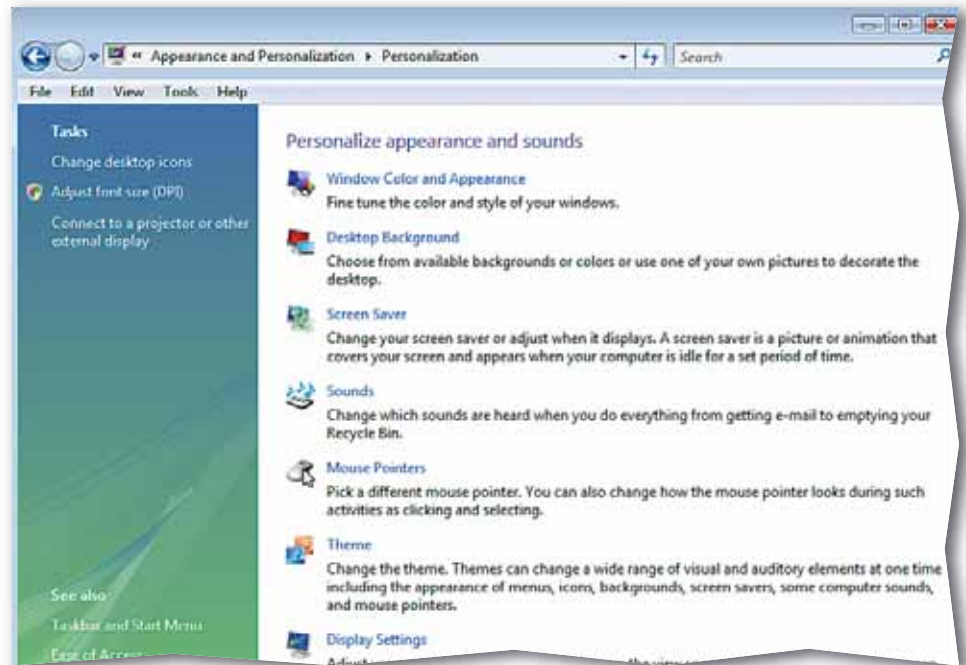
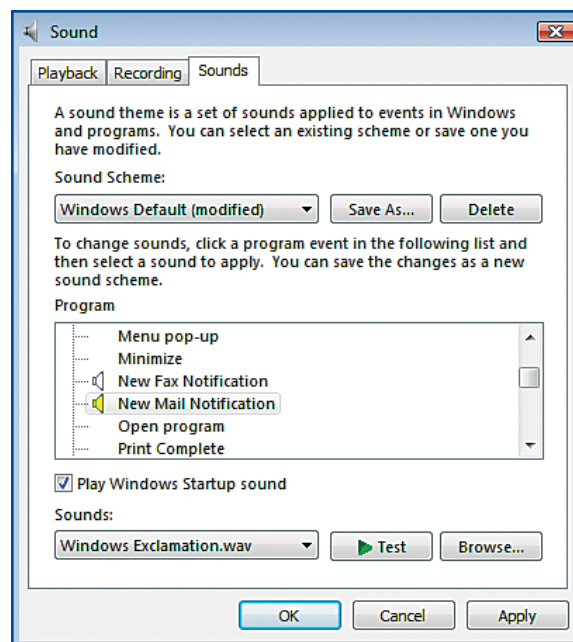


FIGURE 5.40 Sound dialog box



## Step-By-Step

- 1 Right-click in an open area of the desktop and select **Personalize**.
- 2 Click **Screen Saver** (see Figure 5.41).
- 3 In the **Screen Saver Settings** dialog box, change the **Screen Saver** to **Aurora**.
- 4 Change the wait time to 15 minutes.
- 5 **CHECK** Your dialog box should look like Figure 5.42.
- 6 Preview the changes.
- 7 Click **OK**.
- 8 Close the **Personalization** folder.
- 9 Exit **Vista**.

## 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

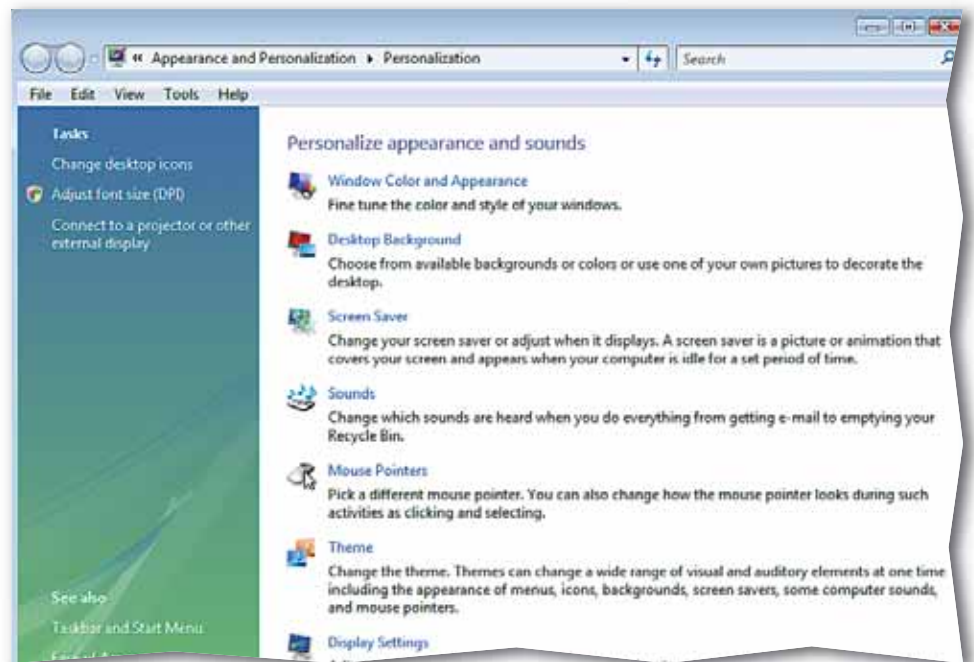
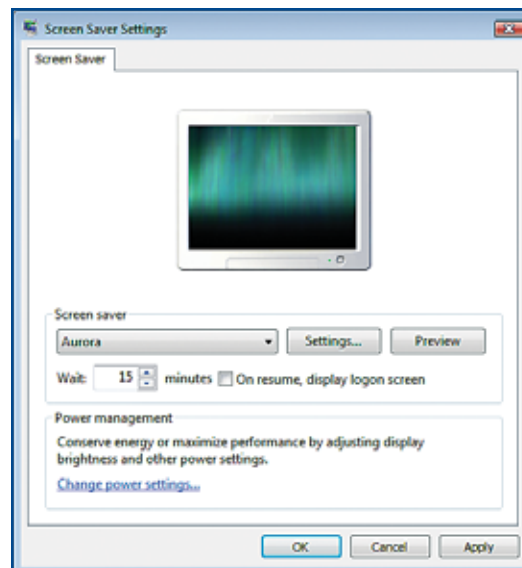



FIGURE 5.42 Screen Saver Settings dialog box





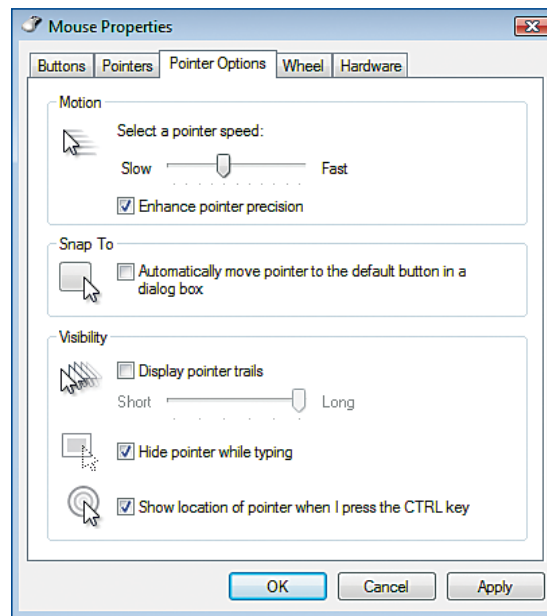
## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 In the **Control Panel**, under **Hardware and Sound**, click **Mouse**.
- 3 In the **Mouse Properties** dialog box, click the **Pointer Options** tab.
- 4 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.
- 7 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.
- 10 Close the **Control Panel**.
- 11 Exit **Vista**.

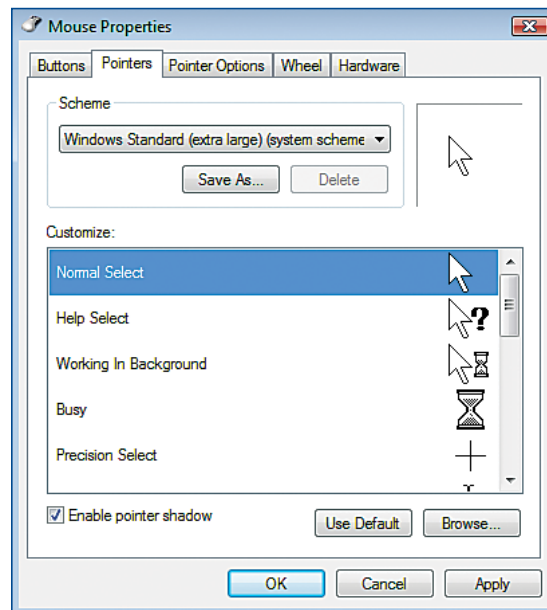
## 5. Change the Mouse Settings

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



**FIGURE 5.44** Mouse Properties dialog box Buttons tab





## 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.

**Before You Begin**

**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:

1. 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**

**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**

**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



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?*





## Before You Read

**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	ReadyBoost
command prompt	Remote Assistance
CPU	Invitation
defragment	statistics
Internet Protocol (IP)	system restore point
memory cache	Task Manager
optimize	unresponsive
page file memory	Windows Experience
ping	Index
print queue	Windows Help and
processor	Support
RAM	

### 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.



## Step-By-Step

- 1 Connect to your computer the removable media provided by your teacher.
- 2 In the **AutoPlay** dialog box under **General Options**, select **Speed up my system** (see Figure 6.1).
- 3 In the **Secure Digital Storage Device Properties** dialog box, click the **ReadyBoost** tab.
- 4 Click **Use this device**.
- 5 **CHECK** Your dialog box should look like Figure 6.2.
- 6 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, right-clicking the drive, and selecting **Properties**.

## EXERCISE 6-1 Use Windows ReadyBoost

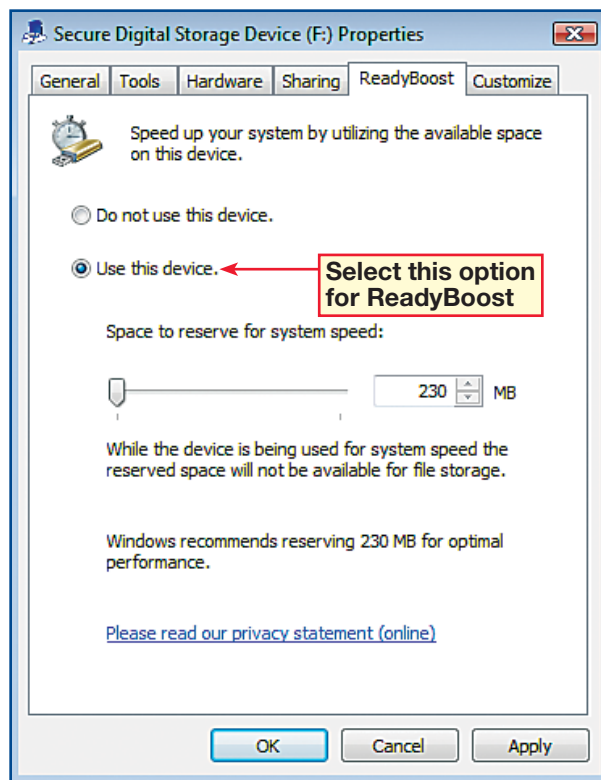


Windows **ReadyBoost** speeds up your computer by using space on certain removable media, or digital storage devices. It does this by expanding the available memory, or **memory cache**. ReadyBoost uses part of the removable media as a temporary location to store information that is being transferred. 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



## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 In the **Control Panel**, click **System and Maintenance**.
- 3 **CHECK** Your screen should look like Figure 6.3.
- 4 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**.
- 6 In the **Disk Defragmenter** dialog box, click **Defragment now** (see Figure 6.4).
- 7 Click **Close**.
- 8 Close the **System and Maintenance** window.

Continue to the next exercise.

### You 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

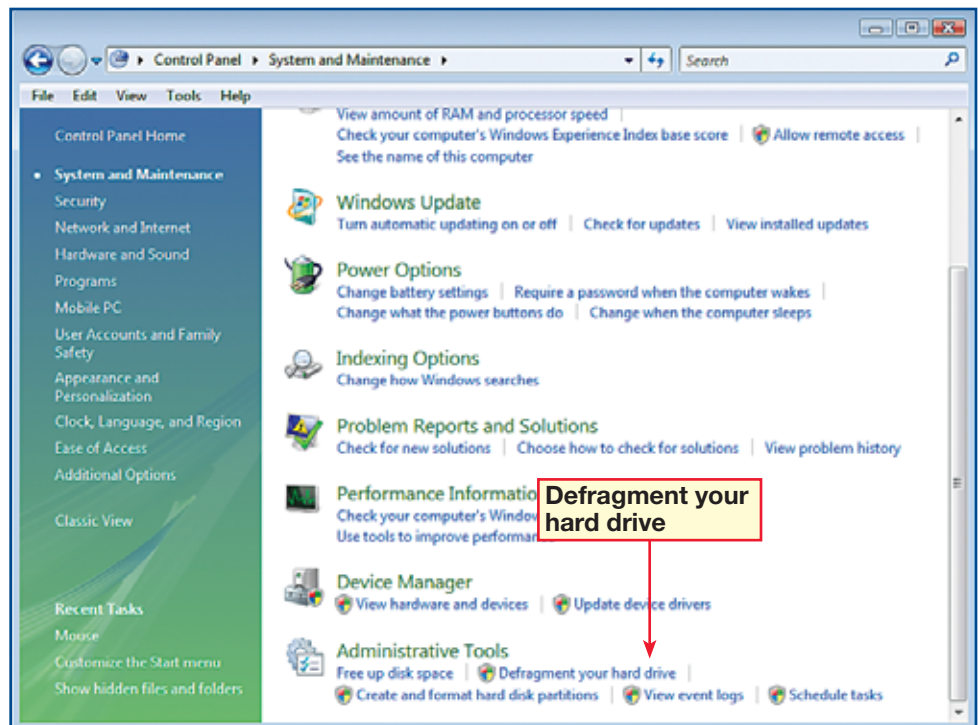
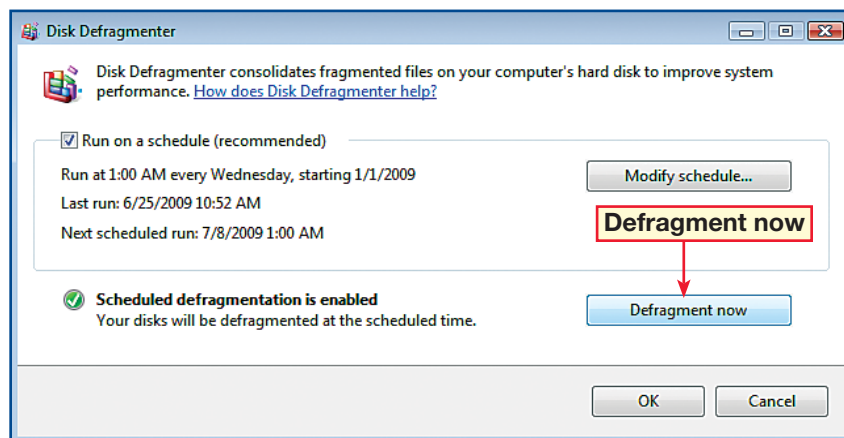




FIGURE 6.4 Disk Defragmenter dialog box



## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 In the **Control Panel**, click **System and Maintenance**.
- 3 **CHECK** Your screen should look like Figure 6.5.
- 4 Click **Power Options**.
- 5 Select the **High performance** option if it is not already selected.
- 6 **CHECK** Your screen should look like Figure 6.6.
- 7 Click **Close** .

 Continue to the next exercise.

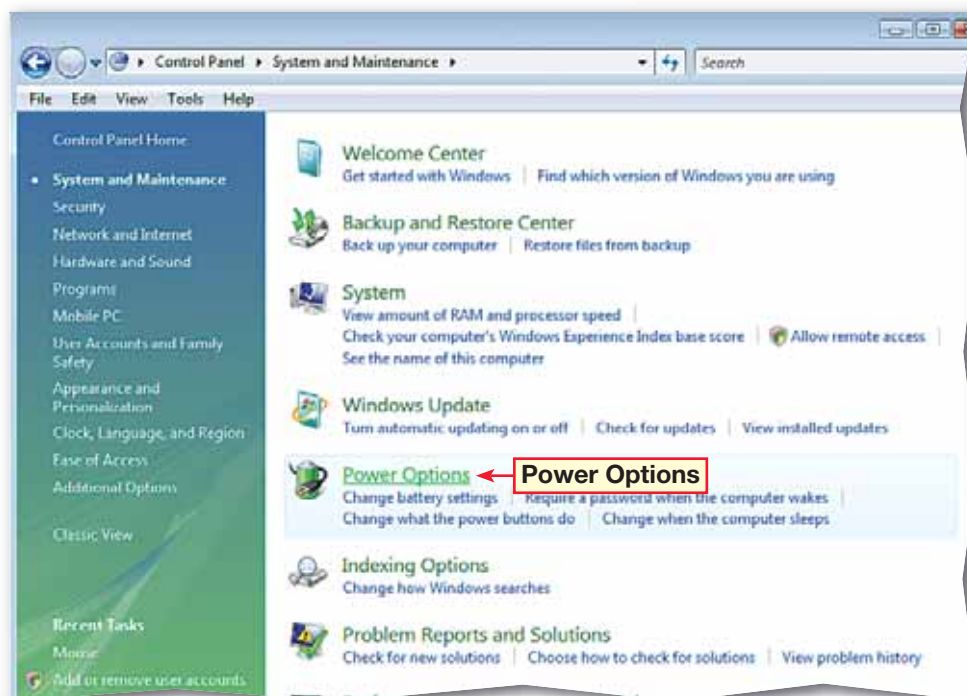
### Troubleshooter

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.

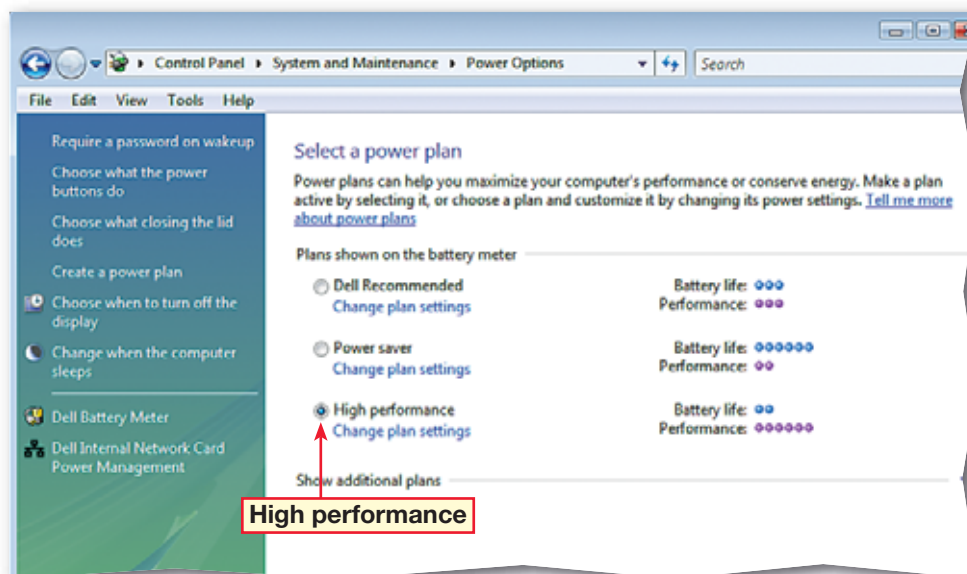
## EXERCISE 6-3 Adjust Power Options

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





## Step-By-Step

- 1 Click **Start**. 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.
- 3 Under **Find an answer**, click **Windows Basics**.
- 4 Scroll down to **Help and Support**. Under **Help and Support**, click **Getting help**.
- 5 Click in the **Search Help** box and key: **network connections**. Press **ENTER**.
- 6 Click **Working with the Network Connections folder**.
- 7 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).

Continued on the next page.

### Tech 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 6.7 Windows Help and Support home

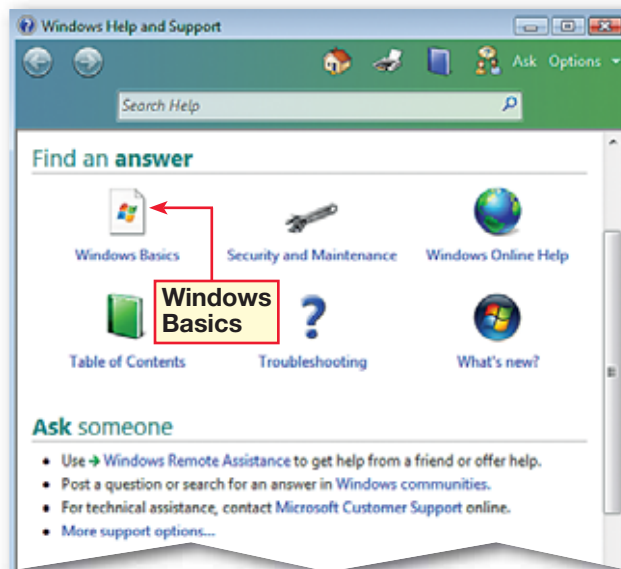
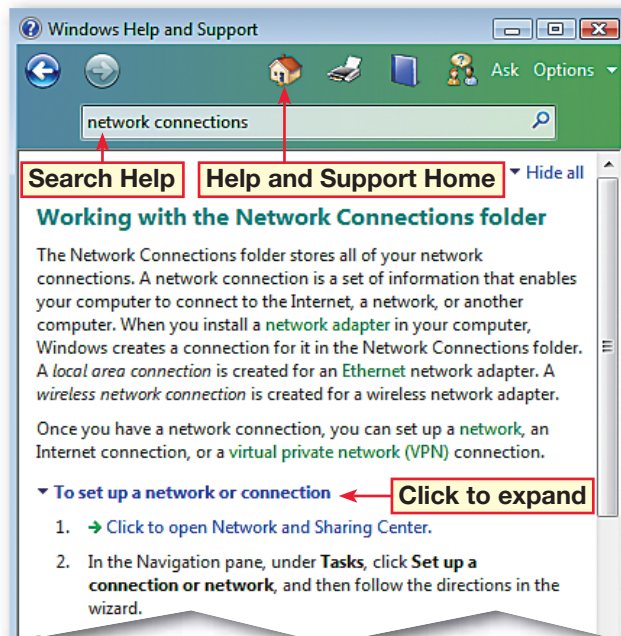



FIGURE 6.8 Working with the Network Connections folder help





## Step-By-Step

- 8 Click **Help and Support** home .
- 9 Under **Ask someone**, click **More support options**.
- 10 Under **Other resources**, click **Knowledge Base**.
- 11 **CHECK** Your screen should look like Figure 6.9.
- 12 Click the first option in the **Search Results** list.
- 13 **CHECK** Your screen should look similar to Figure 6.10.
- 14 Close **Internet Explorer**.
- 15 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

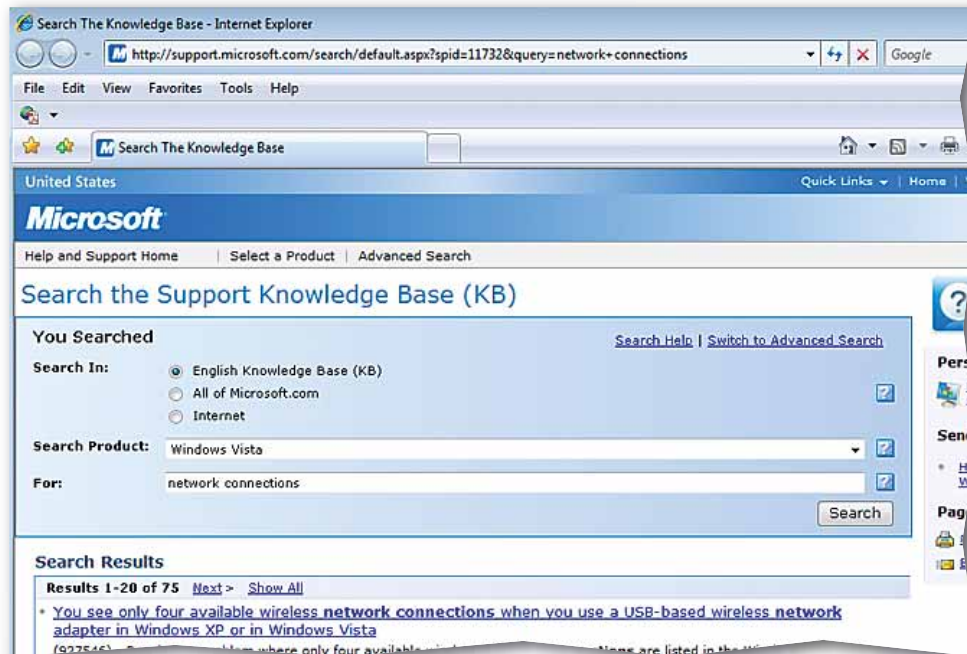
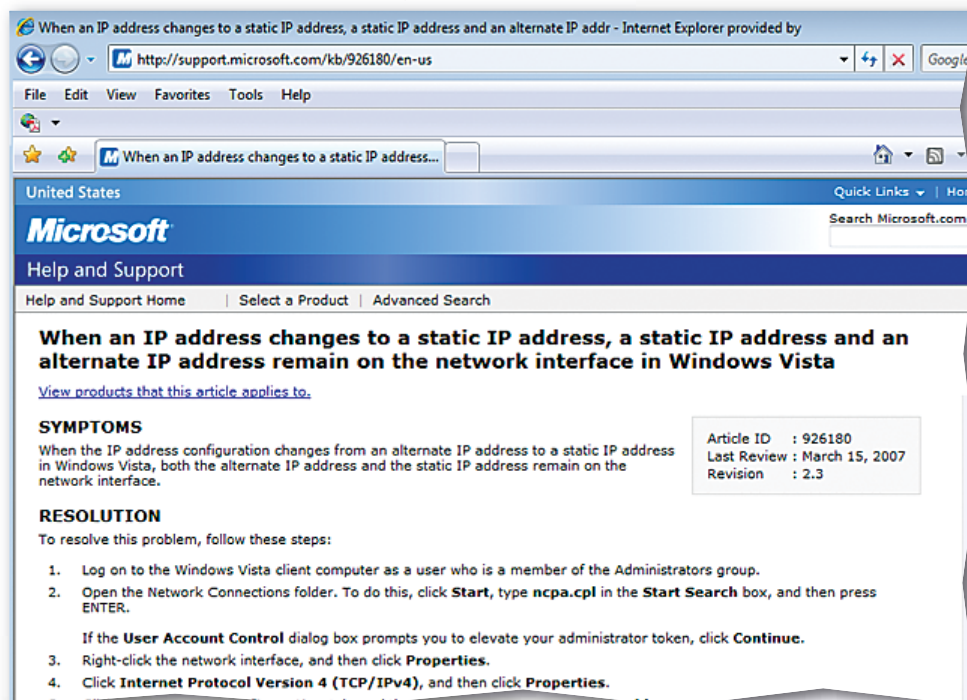


FIGURE 6.10 Results of Knowledge Base search



## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 Select **System and Maintenance**, then click **Performance Information and Tools**.
- 3 Click **Advanced Tools**.
- 4 **CHECK** Your screen should look like Figure 6.11.
- 5 Click **Open Task Manager**. In the **Windows Task Manager**, click the **Performance** tab (see Figure 6.12).
- 6 Under **CPU Usage**, note the percentage displayed under the graph. This is the current CPU use.
- 7 Under **System**, note the numbers to the right of **Page File**. This is the current amount of memory devoted to page file use.
- 8 Close the **Windows Task Manager**. Close the **Advanced Tools** window.

Continue to the next exercise.

### Shortcuts

You can also open the **Task Manager** by right-clicking 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

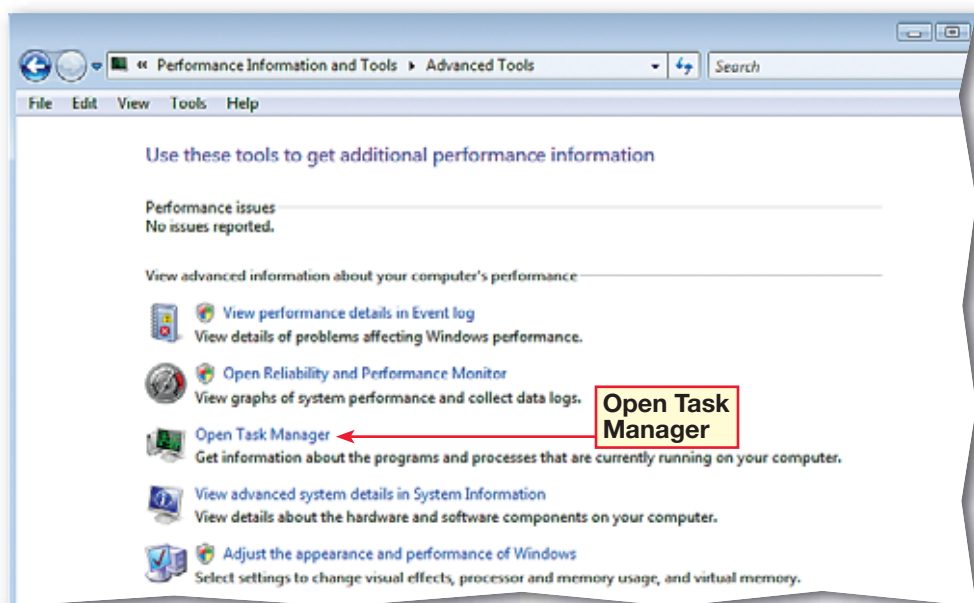
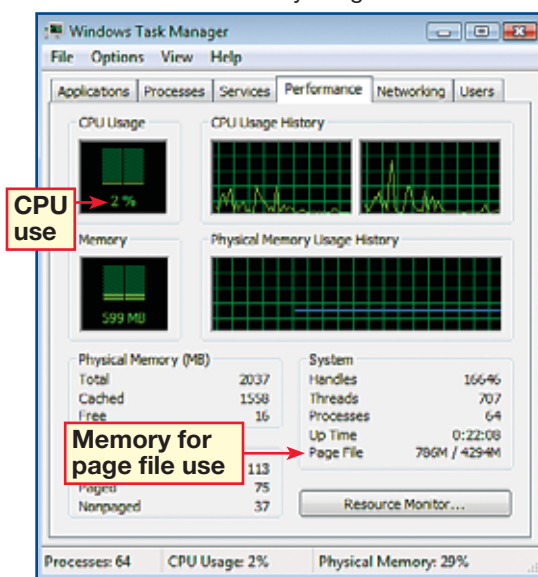


FIGURE 6.12 Memory usage in the Windows Task Manager



## Step-By-Step

- 1 Click **Start**.
- 2 Right-click **Computer** and select **Properties** (see Figure 6.13).
- 3 **CHECK** Your screen should look similar to Figure 6.14.
- 4 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.
- 6 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

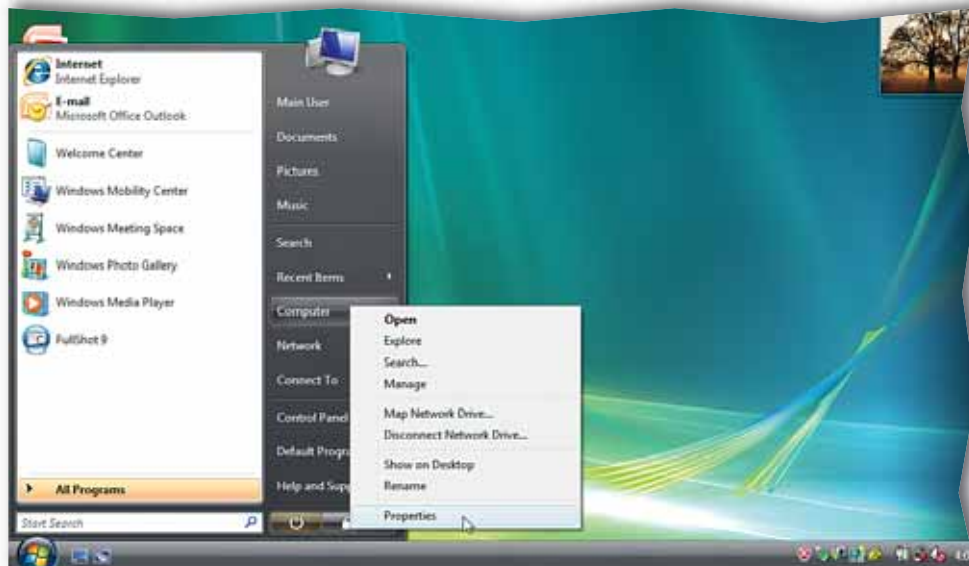
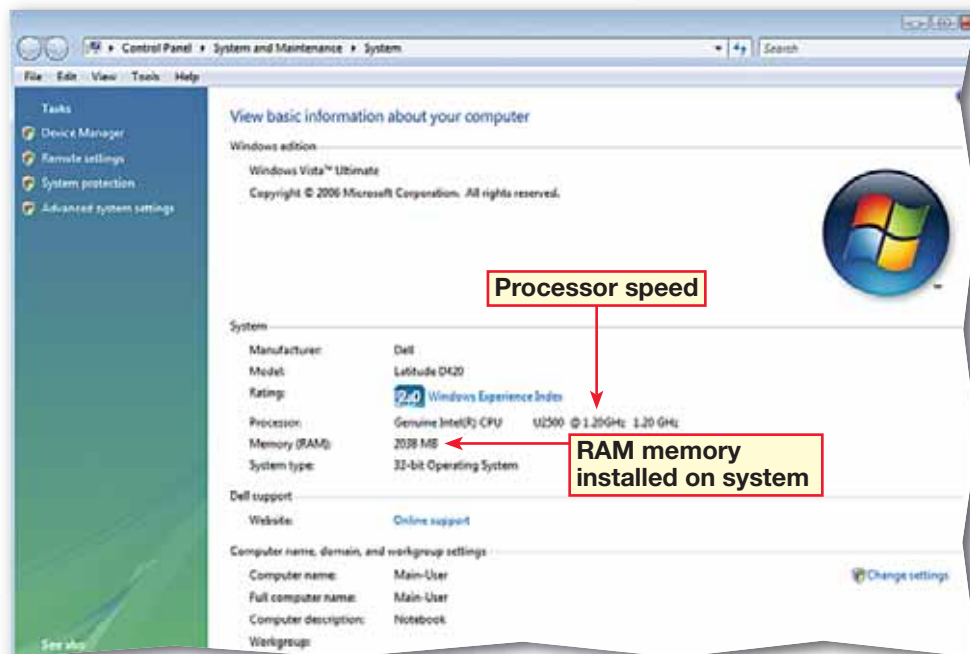


FIGURE 6.14 System information





## Step-By-Step

- 1 Click **Start**.
- 2 Right-click **Computer** and select **Properties**.
- 3 In the **System** window, in the left pane, select **Device Manager** (see Figure 6.15).
- 4 In the **Use Account Control** dialog box, click **Continue**.
- 5 In the **Device Manager**, click **+** in front of **Disk drives**. Note that all your computer's disk drives are displayed.
- 6 **CHECK** Your screen should look similar to Figure 6.16.
- 7 Choose **File>Exit**.
- 8 In the **System** window, click **Close**.

➔ 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

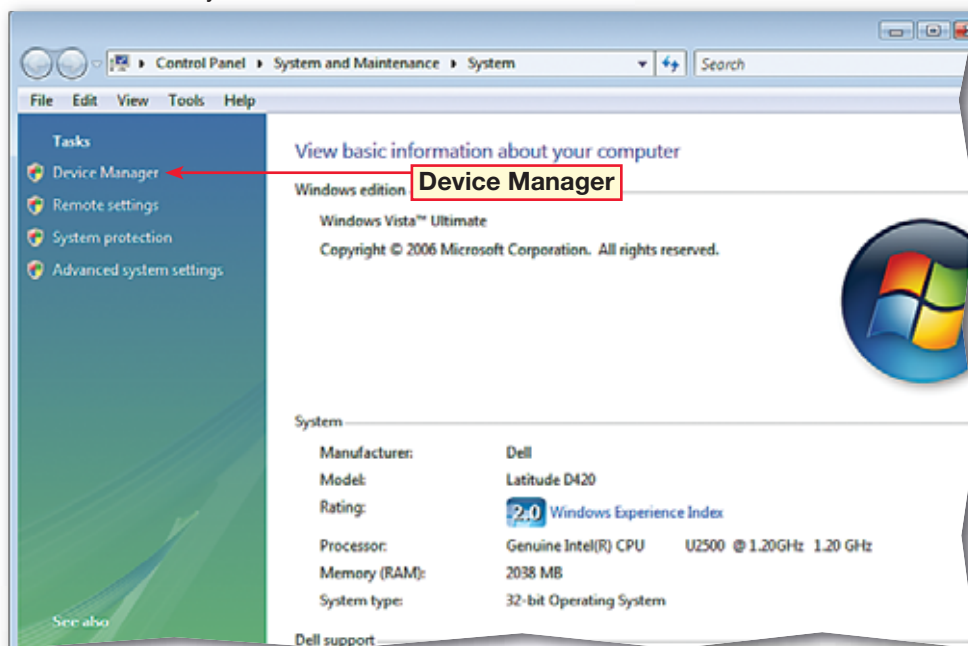
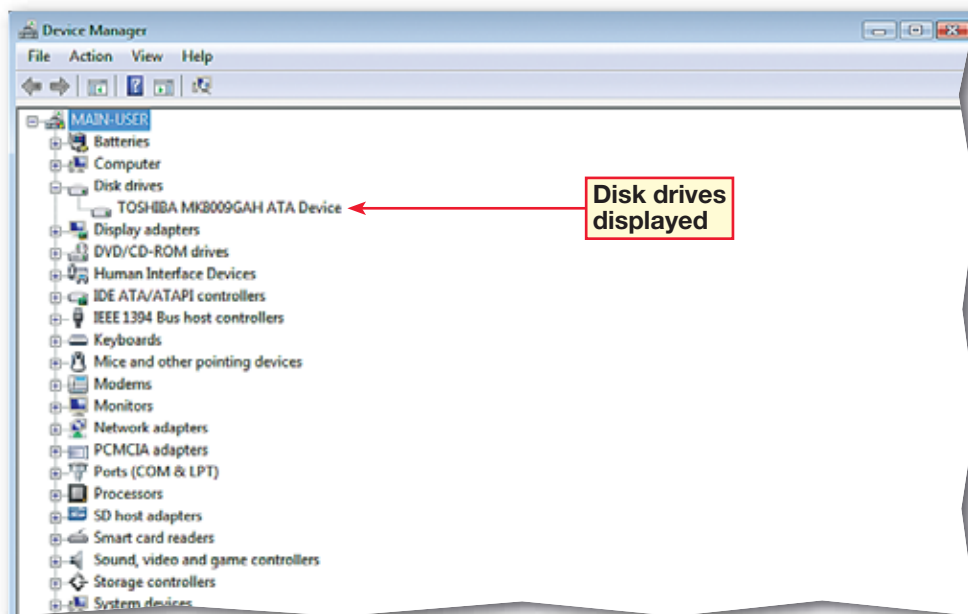


FIGURE 6.16 Device Manager





## Step-By-Step

1 Click **Start** and select **Control Panel**.

2 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.

4 If your computer currently has no score, click **Rate this computer**. If your computer has a score, click **Update my score**.

5 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**.

7 Click **Print this page**. With permission from your teacher, click **Print** in the **Print** dialog box.

8 Close the **More details about my computer** page.

9 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

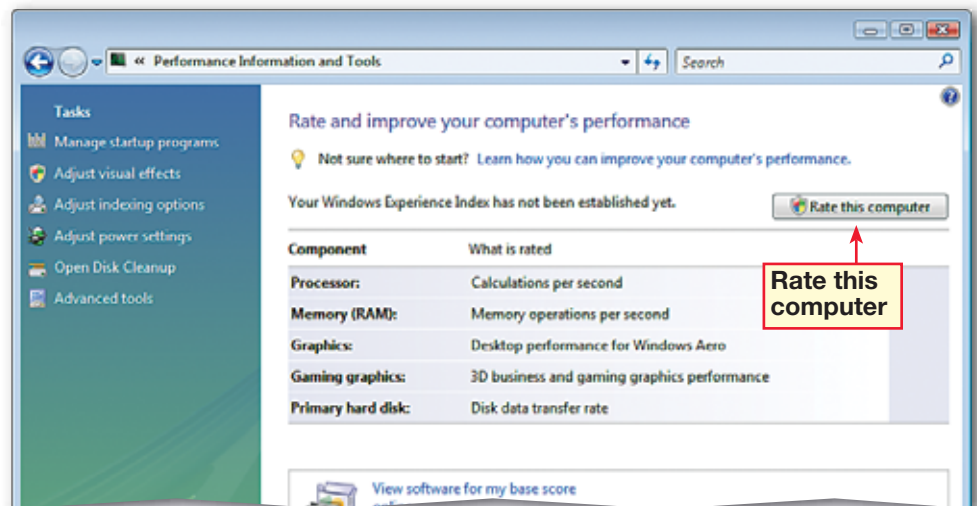
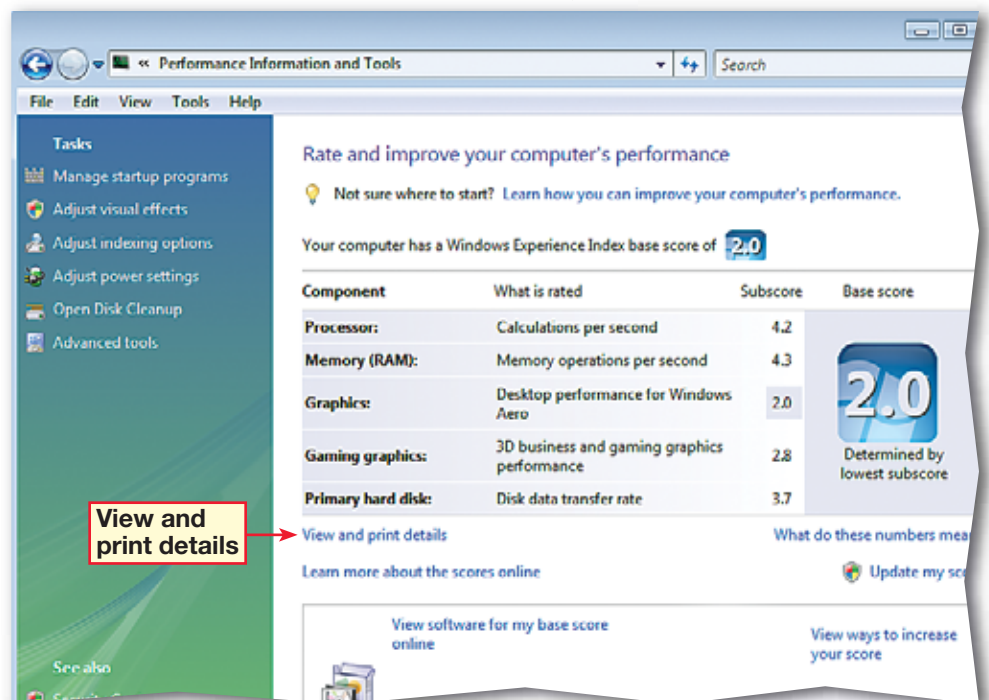





FIGURE 6.18 Rate and improve screen with rating updated



## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 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.
- 4 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.
- 7 Click **Close** .
- 8 In the **Connection Status** dialog box, click **Close** .
- 9 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

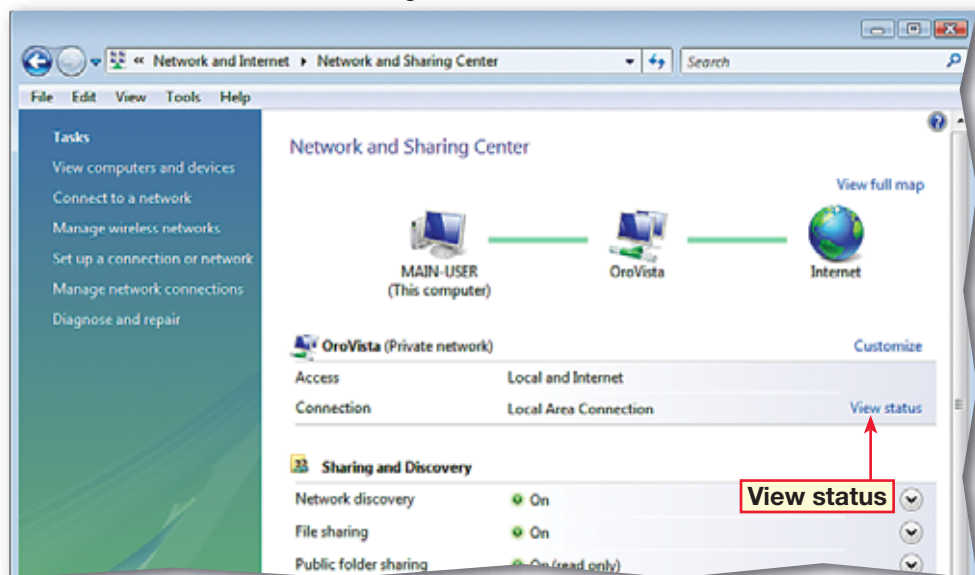
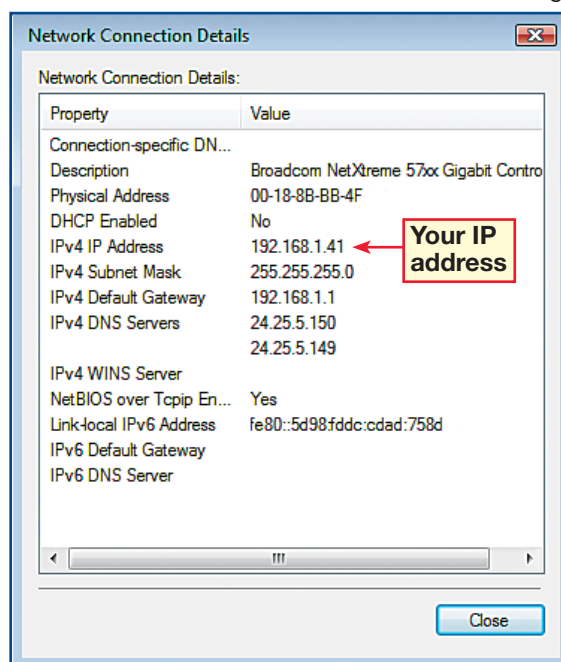


FIGURE 6.20 Network Connection Details dialog box



## Step-By-Step

- 1 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.
  - 6 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

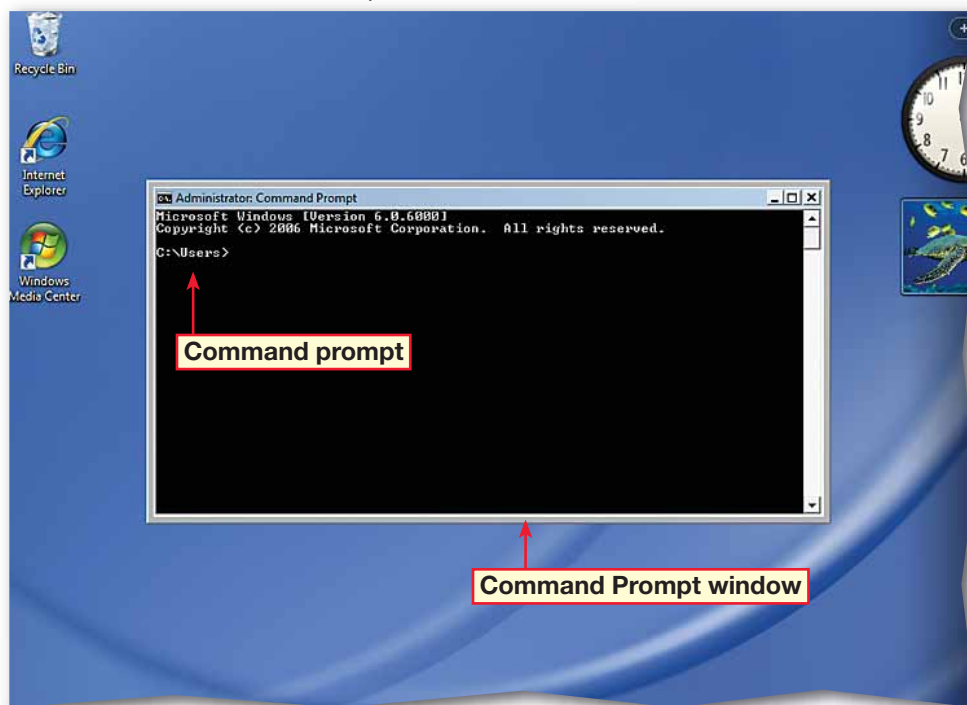
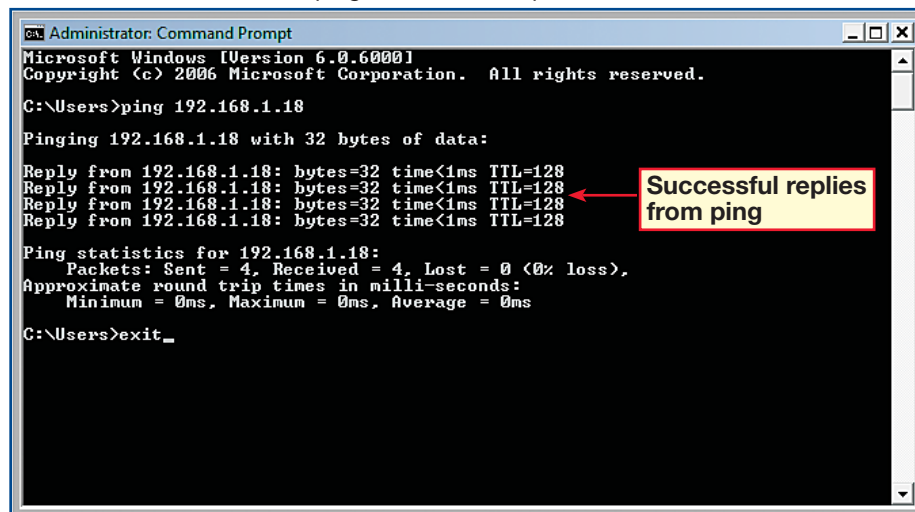


FIGURE 6.22 Successful ping to another computer





## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 Click **Network and Internet**.
- 3 **CHECK** Your screen should look like Figure 6.23.
- 4 Click **Network and Sharing Center**.
- 5 **CHECK** Your screen should look like Figure 6.24.
- 6 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

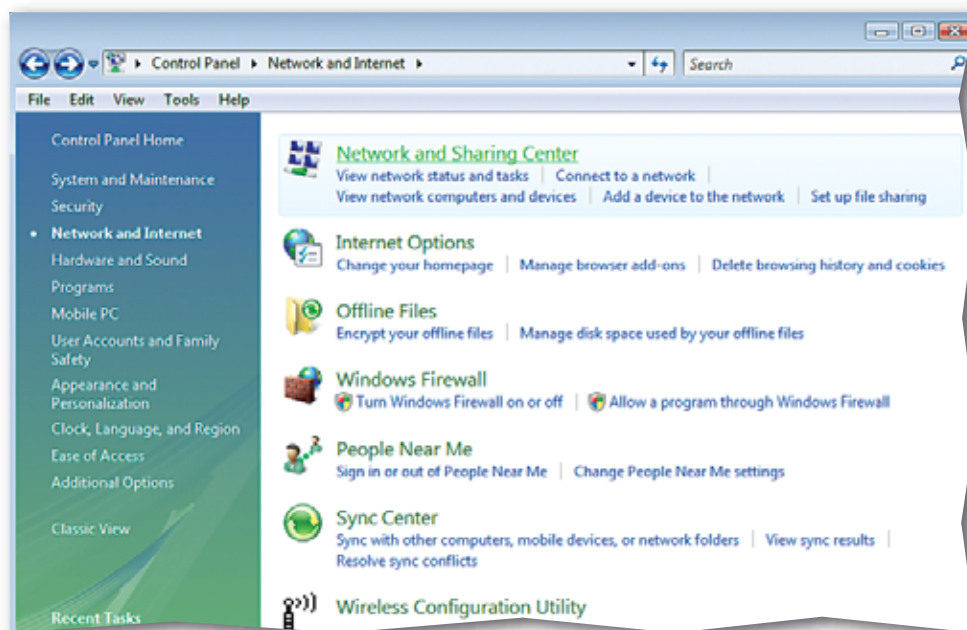
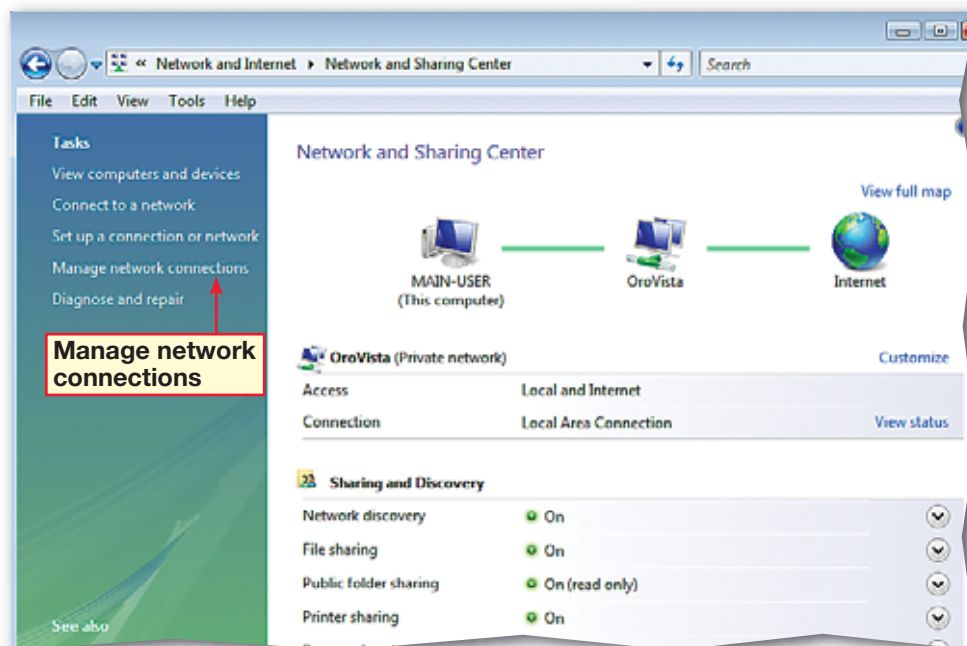


FIGURE 6.24 Network and Sharing Center





## Step-By-Step

- 7 **CHECK** Your screen should look like Figure 6.25.
- 8 Under **LAN or High-Speed Internet**, follow your teacher's instructions for selecting a connection.
- 9 On the **Network Connections** toolbar, click **Disable this network device**.
- 10 In the **User Account Control** dialog box, click **Continue**.
- 11 **CHECK** Your screen should look similar to Figure 6.26.
- 12 Select the disabled network device. On the **Network Connections** toolbar, click **Enable this network device**.
- 13 In the **User Account Control** dialog box, click **Continue**.
- 14 In the **Network Connections** menu, choose **File>Close**.
- 15 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

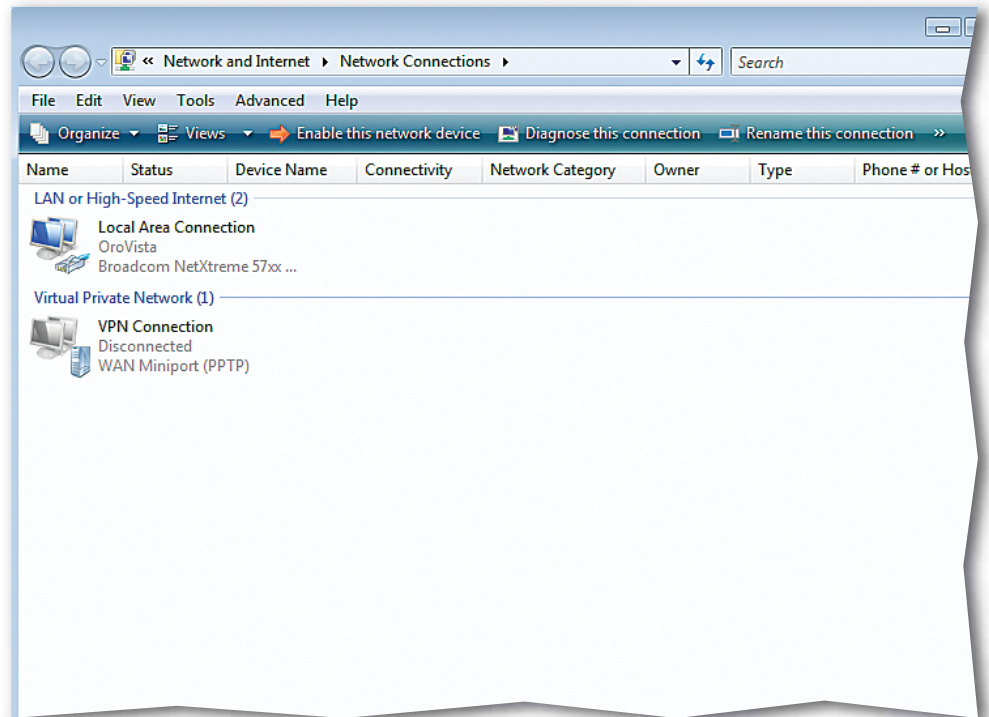
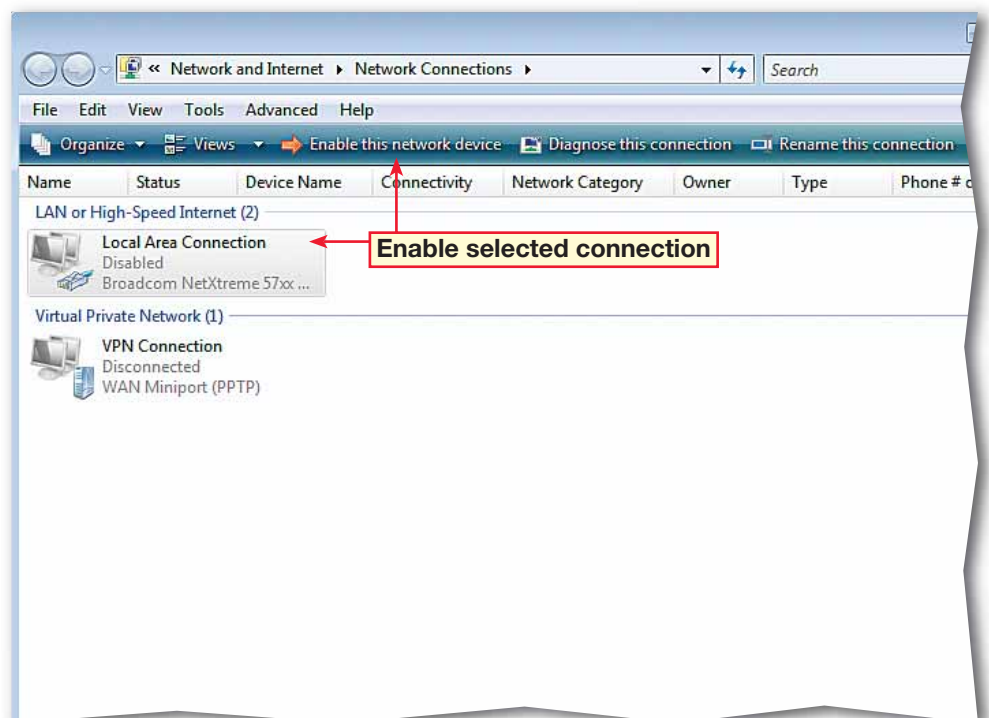


FIGURE 6.26 Network Connections with device disabled



## Step-By-Step

- 1 Double-click the **Internet Explorer** icon on your desktop to start the program.
- 2 **iCHECK** Your screen should look similar to Figure 6.27.
- 3 Right-click in an open area of the **Taskbar** and select **Task Manager**.
- 4 Click the **Applications** tab.
- 5 **iCHECK** Your screen should look similar to Figure 6.28.
- 6 Under **Task**, select the Internet page that you opened in Step 1.
- 7 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

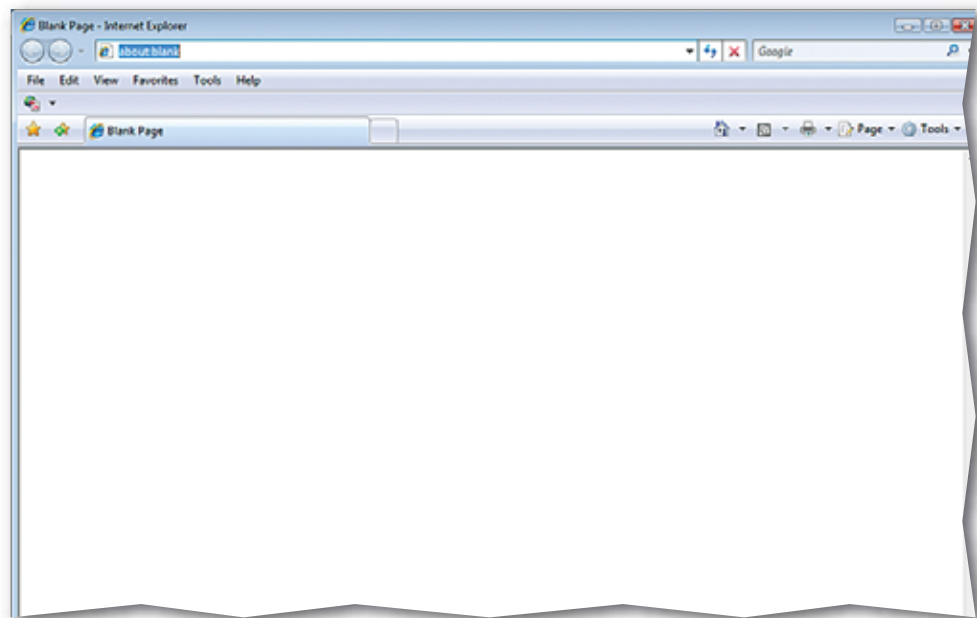
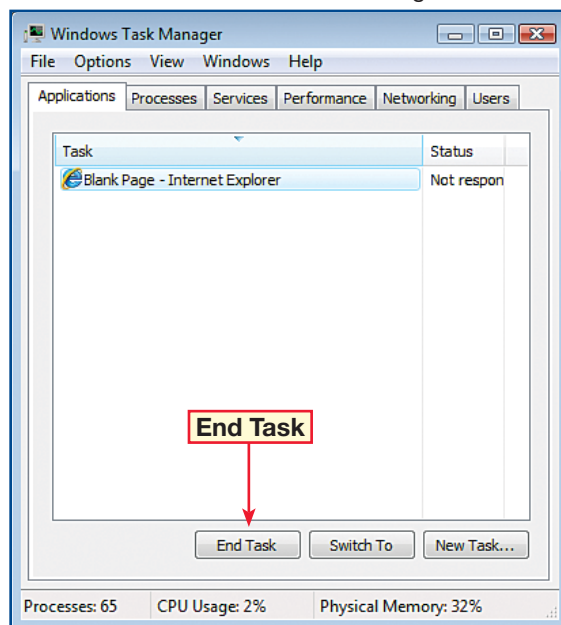


FIGURE 6.28 Windows Task Manager



## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 Click **Programs**.
- 3 In the **Programs** window, click **Programs and Features**.
- 4 **CHECK** Your screen should look similar to Figure 6.29.
- 5 Select the name of the program assigned by your teacher.
- 6 On the toolbar, click **Repair** (see Figure 6.30).
- 7 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**.
- 8 Close the **Programs and Features** window.

Continue to the next exercise.

### 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

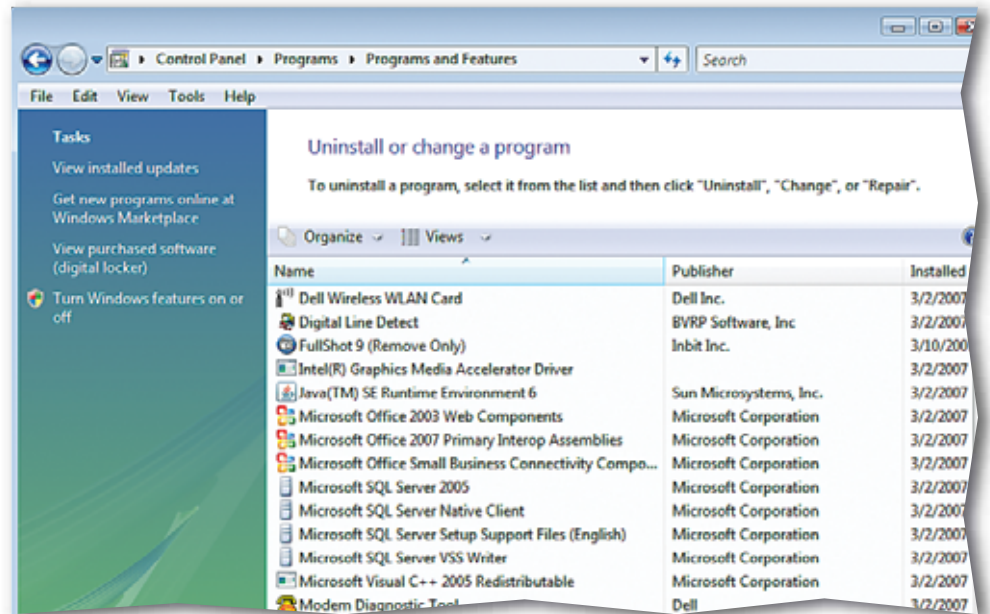
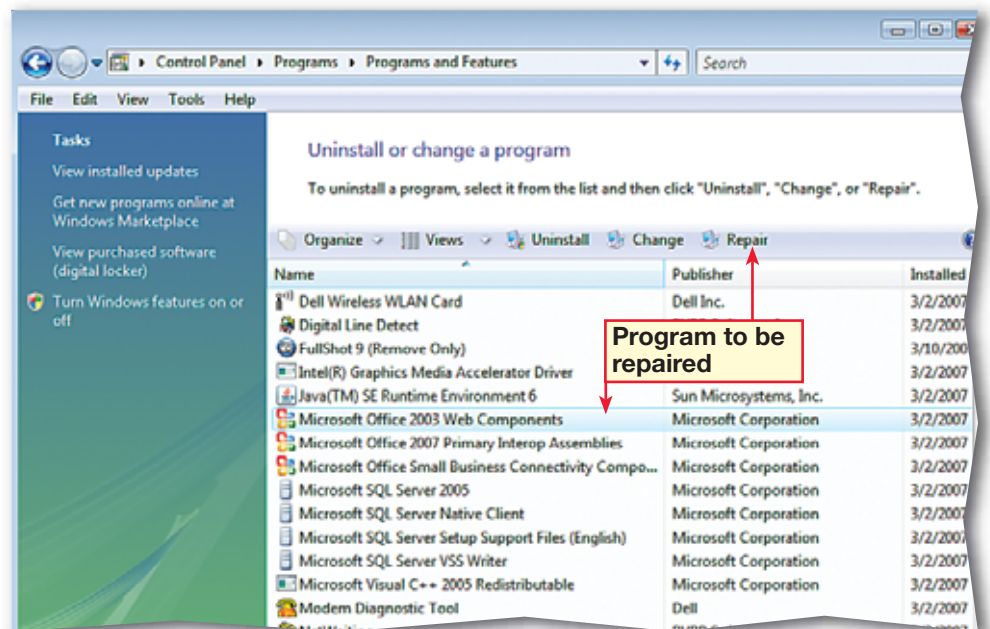


FIGURE 6.30 Program with Repair button enabled





## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 Under **Hardware and Sound**, click **Printer**.
- 3 **CHECK** Your screen should look similar to Figure 6.31.
- 4 Select the printer assigned by your teacher.
- 5 Double-click the printer icon to open the **Print Queue**.
- 6 **CHECK** Your screen should look like Figure 6.32.
- 7 In the queue's menu, choose **Printer > Properties**.
- 8 In the printer's **Properties** dialog box, click the **General** tab.

*Continued on the next page.*

### Tech Tip

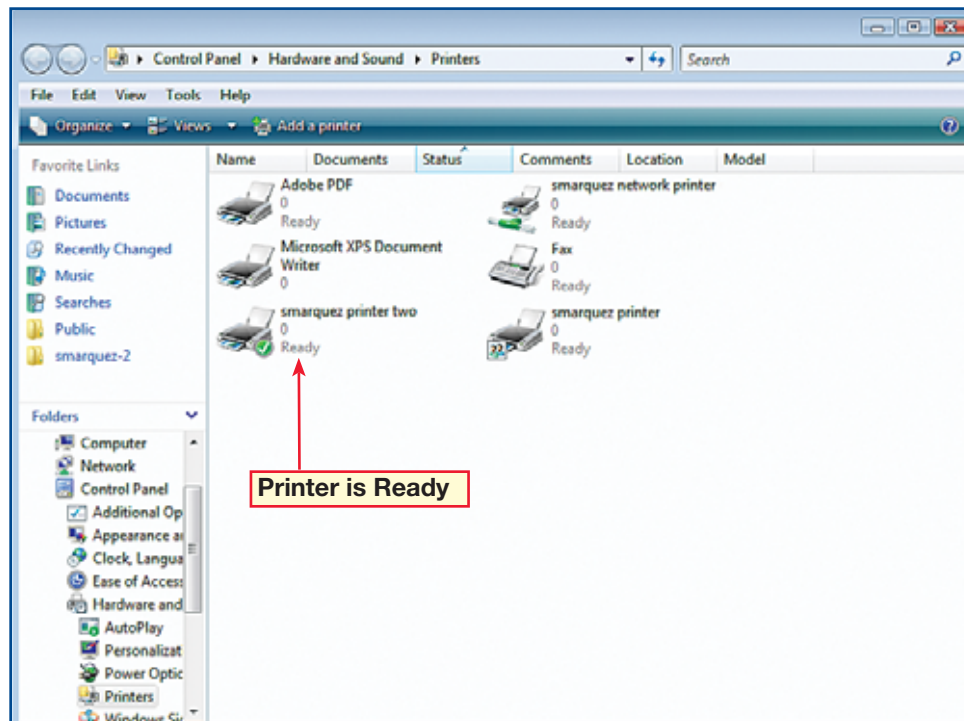
If you are currently printing, you can open the **print queue** by clicking the printer icon in the **Notification** area.

## EXERCISE 6-14

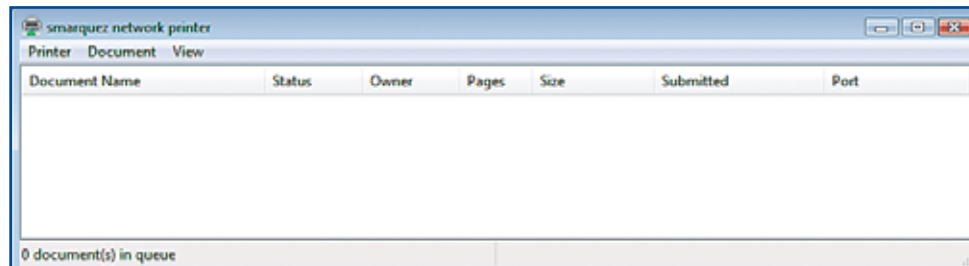
### Check the Status of a Printer

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





## Step-By-Step

- 9 Click **Print Test Page**. In the printer's dialog box, click **Close**. In the printer's **Properties** dialog box, click **OK** (see Figure 6.33).
- 10 **CHECK** Your screen should look like Figure 6.34.
- 11 Select the print job that is displayed in the print queue and choose **Document>Pause**.
- 12 In the print queue, choose **Document>Resume**.
- 13 Select the document in the print queue and choose **Document>Cancel**.
- 14 Choose **Printer>Close**.
- 15 Close the **Printers** folder.
- 16 Close the **Control Panel**.

 Continue to the next exercise.

### You Should Know

You can use the print queue to pause, resume, restart, or cancel a print job.

## EXERCISE 6-14 (Continued) Check the Status of a Printer



FIGURE 6.33 Printer Properties

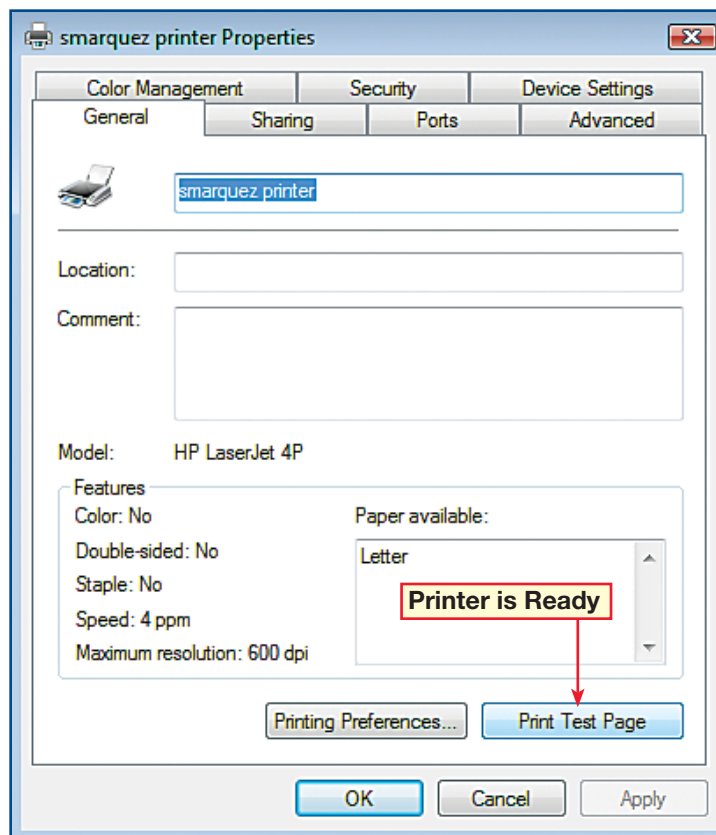
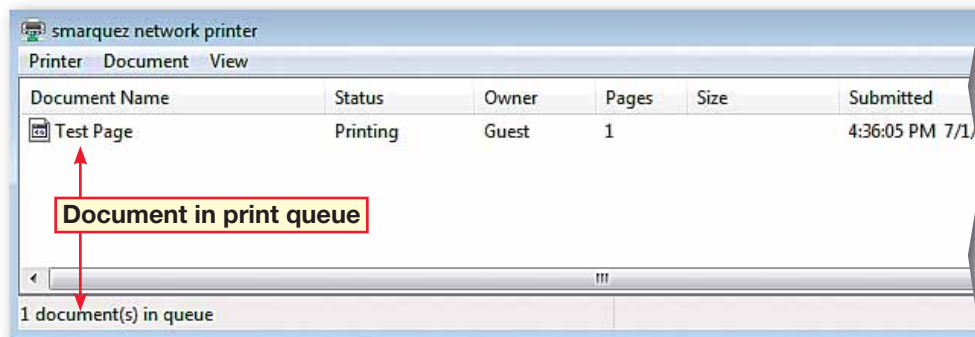


FIGURE 6.34 Print queue with printing document



## Step-By-Step

- 1 Click **Start**. Click the right-arrow at the bottom right side of the **Start** menu. Click **Restart**.
  - 2 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.
  - 4 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.
  - 6 Close **Windows Help and Support**.
  - 7 Restart the computer.
- ➔ Continue to the next exercise.

### Tech Tip

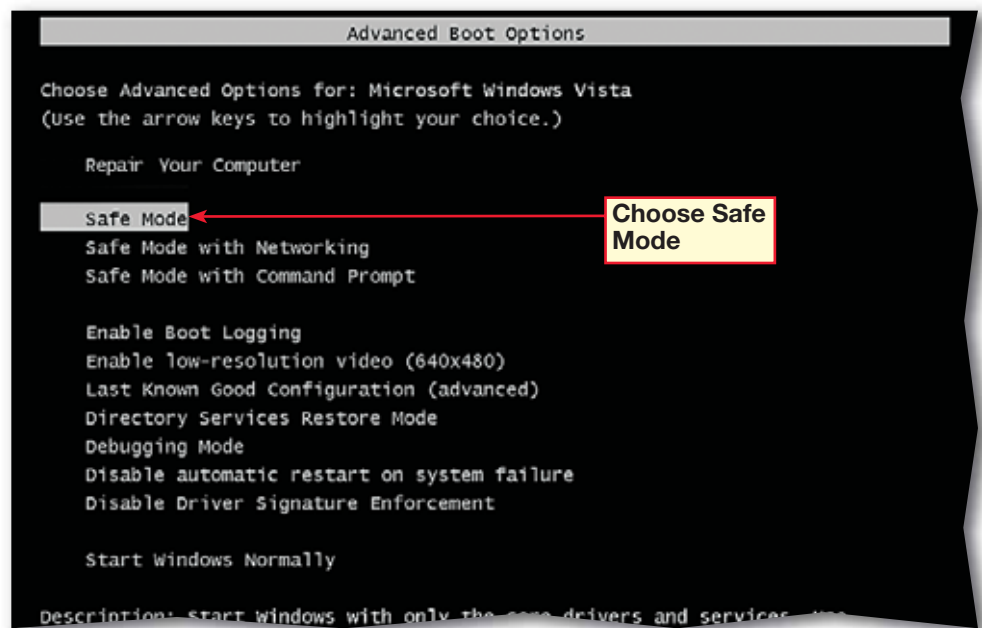
**Safe Mode** starts Windows with the bare minimum of system drivers and operations and without network drivers. If Windows starts in **Safe Mode**, you can eliminate these aspects as the cause of any problems.

## EXERCISE 6-15

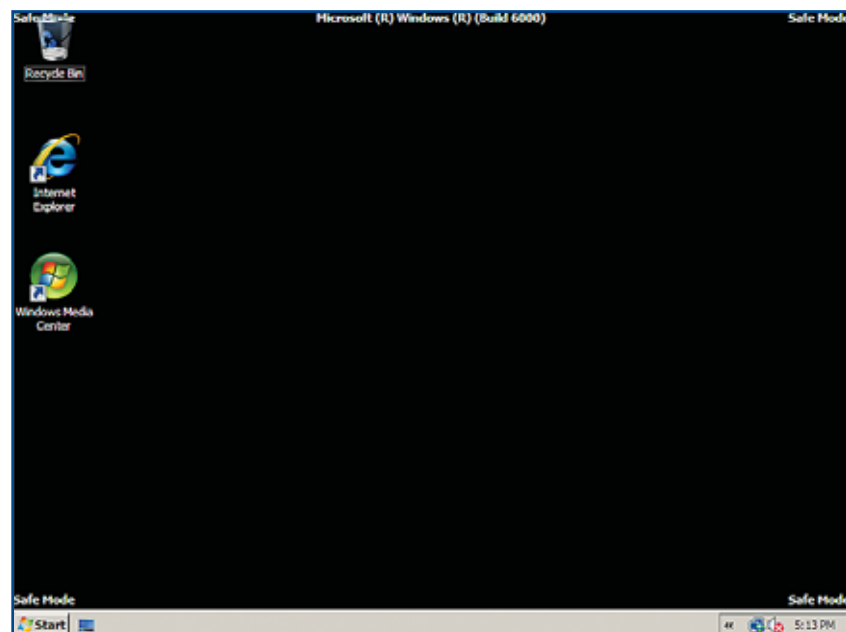
### Use Advanced Startup Options

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



## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 Click **System and Maintenance**. Select **Backup and Restore**.
- 3 **CHECK** Your screen should look like Figure 6.37.
- 4 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**.
- 6 In the **System Restore** dialog box, click **Next**.
- 7 In the list of restore points, select the latest restore point (see Figure 6.38).
- 8 Click **Next**. In the **Confirm your restore point** screen, double-check your restore point and click **Finish**.
- 9 In the **System Restore** confirmation dialog box, click **Yes**.
- 10 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

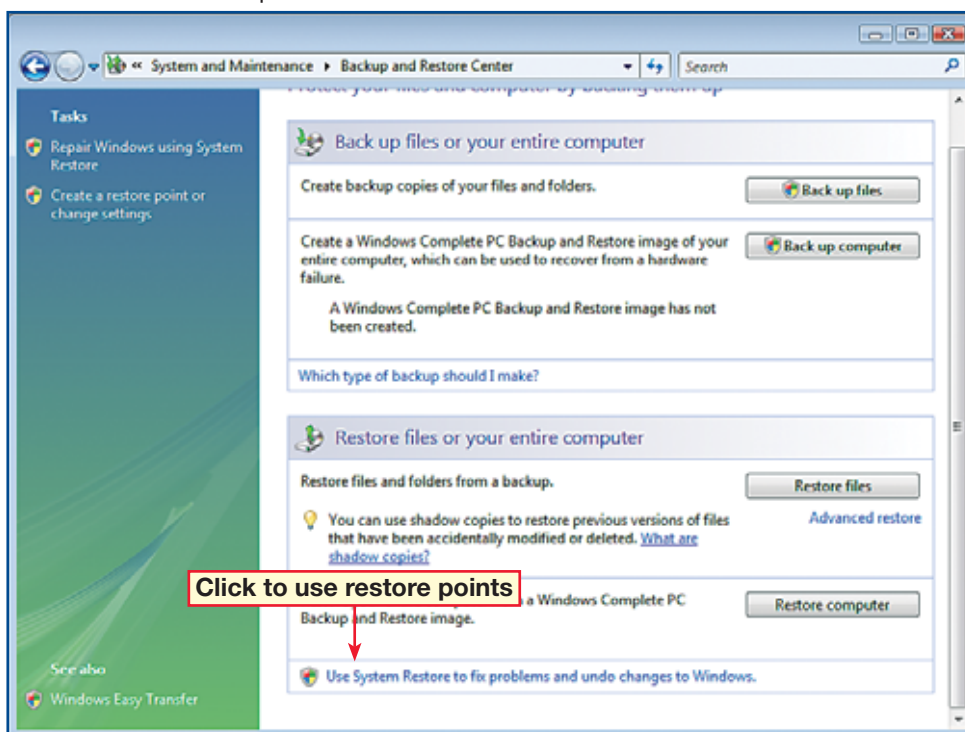
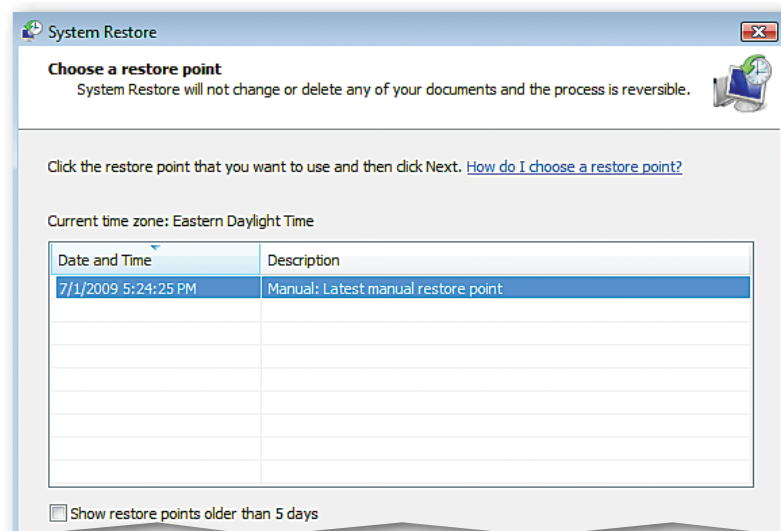



FIGURE 6.38 System Restore dialog box with restore point selected



## Step-By-Step

- 1 Click **Start**  click the right-facing arrow at the bottom right of the **Start** menu. Click **Restart**.
- 2 Press and hold **F8** until you reach the **Advanced Boot Options** page (see Figure 6.39).
- 3 Click **Repair Your Computer**. Press **ENTER**.
- 4 In the **System Recovery Options** dialog box, click **Next**.
- 5 Click the **User name** drop-down arrow and select your name. Key your password into the **Password** box.
- 6 Click **OK**.
- 7 **CHECK** Your screen should look like Figure 6.40.
- 8 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

If your operating system becomes so corrupted that it cannot be restored, you must repair it. Vista offers several tools for repairing a Vista installation. They can all be reached through the **Advanced Boot Options** page. You should only follow the steps in this exercise with your teacher's permission.

FIGURE 6.39 Advanced Boot Options screen

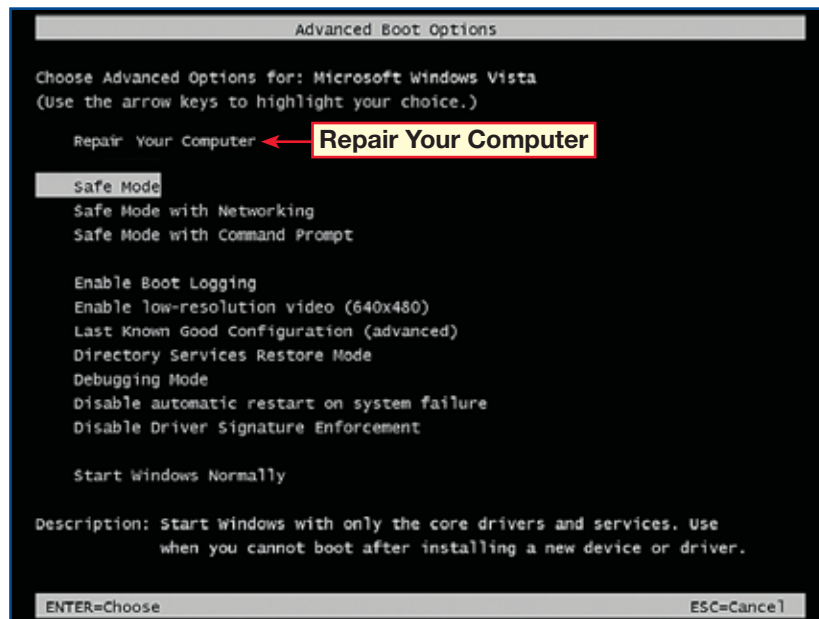
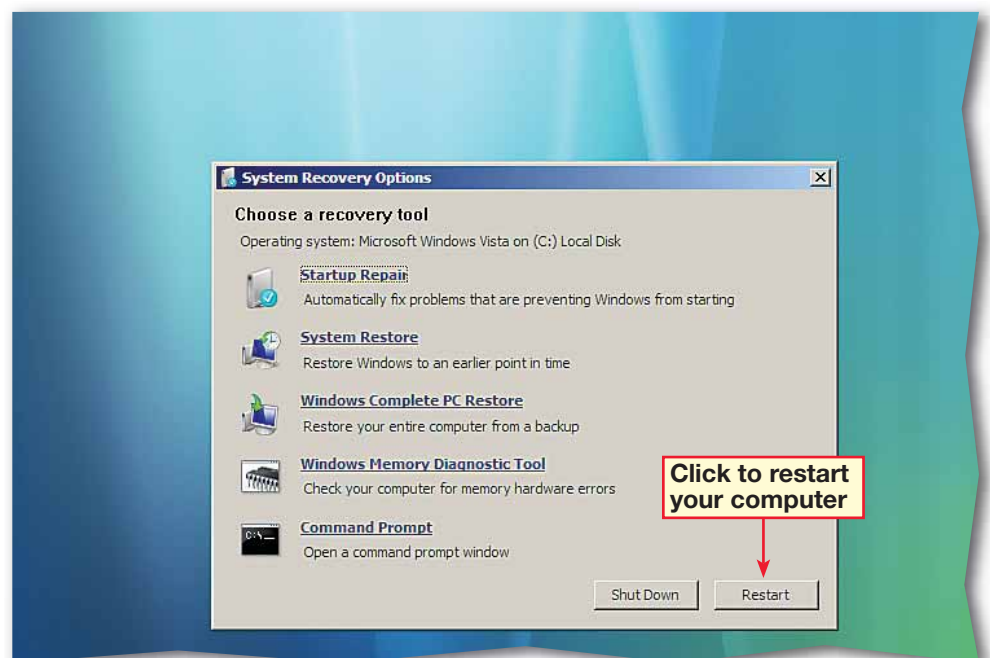


FIGURE 6.40 System Recovery Options dialog box





## Step-By-Step

1 Click **Start** and select **Control Panel**.

2 Click **System and Maintenance**.

3 **CHECK** Your screen should look like Figure 6.41.

4 Under **System**, click **Allow remote access**.

5 In the **User Account Control** dialog box, click **Continue**.

6 In the **System Properties** dialog box, click the **Remote** tab. Under **Remote Assistance**, check the **Allow Remote Assistance connections to this computer** box.

7 **CHECK** Your screen should look like Figure 6.42.

8 Click **OK**.

9 Close 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

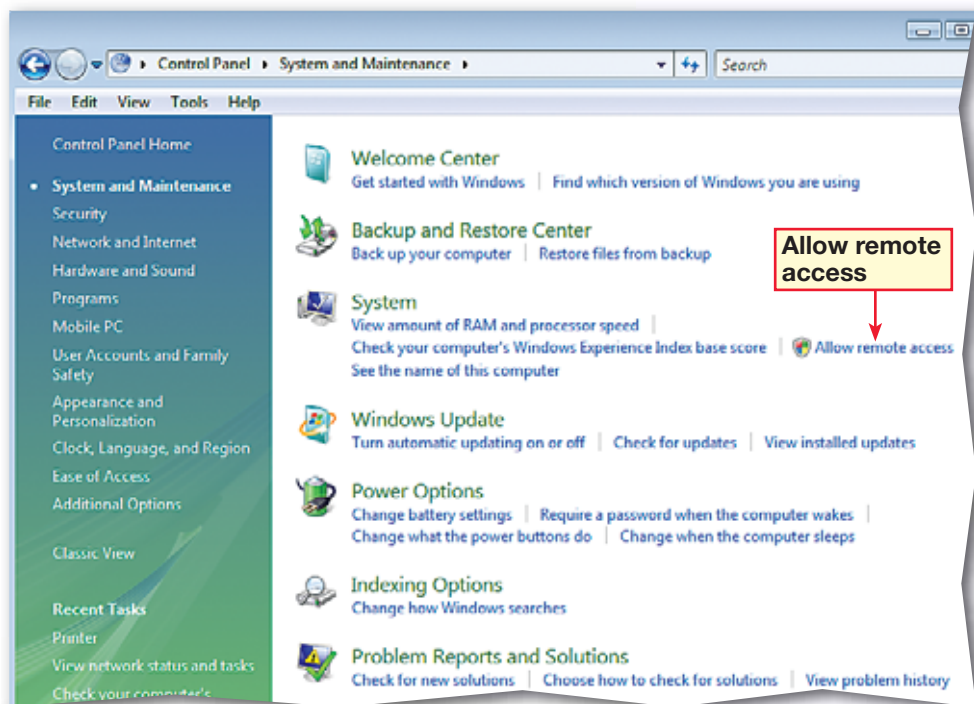
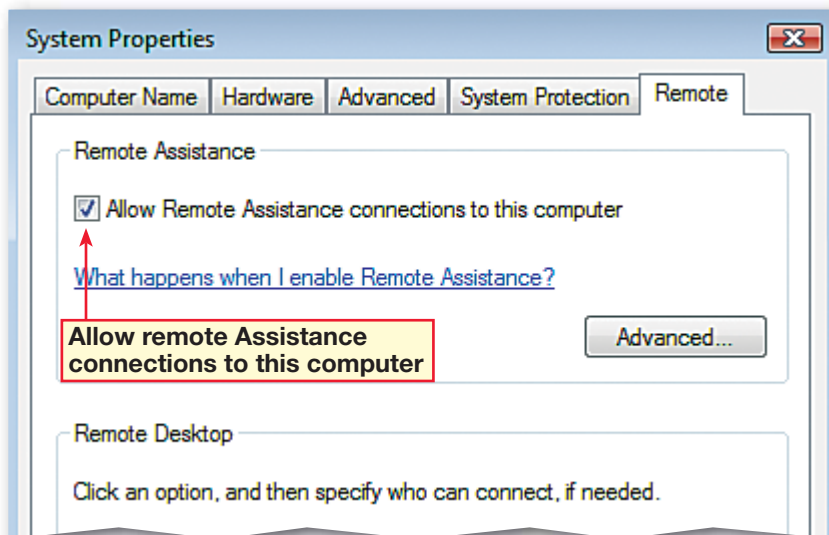


FIGURE 6.42 System Properties dialog box



## Step-By-Step

- 1 Click **Start** and select **Control Panel**.
- 2 Click **System and Maintenance**.
- 3 Under **System**, click **Allow remote access**.
- 4 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.
- 7 Under **Remote Assistance**, click **Advanced**.
- 8 In the **Remote Assistance Settings** dialog box, under **Invitations**, select the number in the box and key: **1**.
- 9 **CHECK** Your screen should look like Figure 6.44. Click **OK**.
- 10 In the **System Properties** dialog box, click **OK**. Close the **System and Maintenance** folder.

 Continue to the next exercise.

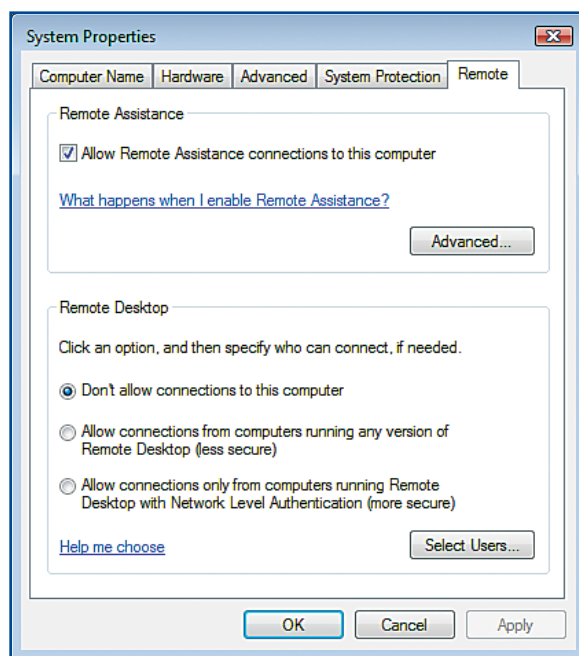
## EXERCISE 6-19

### Set Limits for Windows Remote Assistance

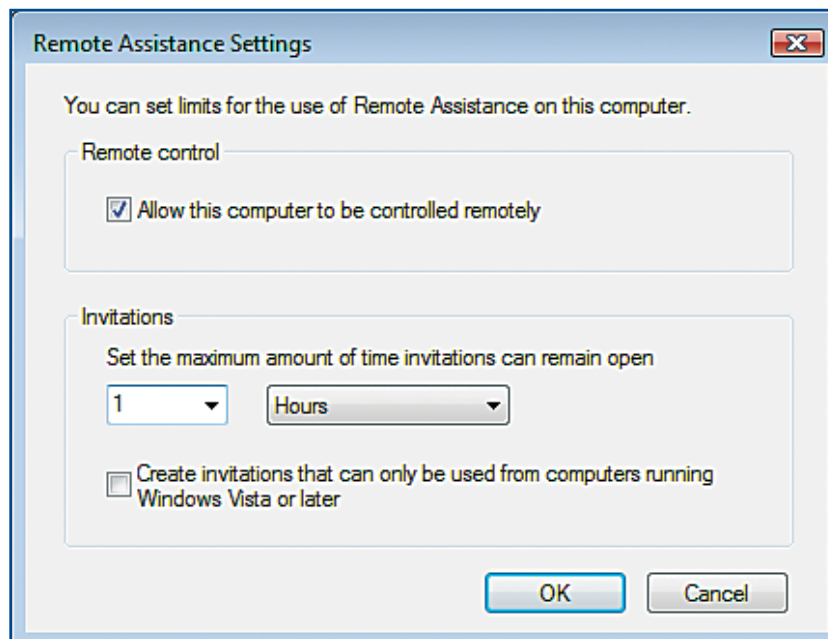


Because a Remote Assistance Invitation allows others to access your computer, you do not want the invitation to be left open so that an intruder can gain access to your computer without permission. You can set the amount of time an invitation is open so that after the invitation expires it will disable remote access.

**FIGURE 6.43** System Properties dialog box



**FIGURE 6.44** Remote Assistance Settings dialog box



## Step-By-Step

- 1 Click **Start** and select **Help and Support**.
- 2 **CHECK** Your screen should look like Figure 6.45.
- 3 In **Windows Help and Support**, under **Ask someone**, click **Windows Remote Assistance**.
- 4 In the **Windows Remote Assistance** wizard, select **Invite someone you trust to help you** (see Figure 6.46).
- 5 Click **Use e-mail to send an invitation**.
- 6 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

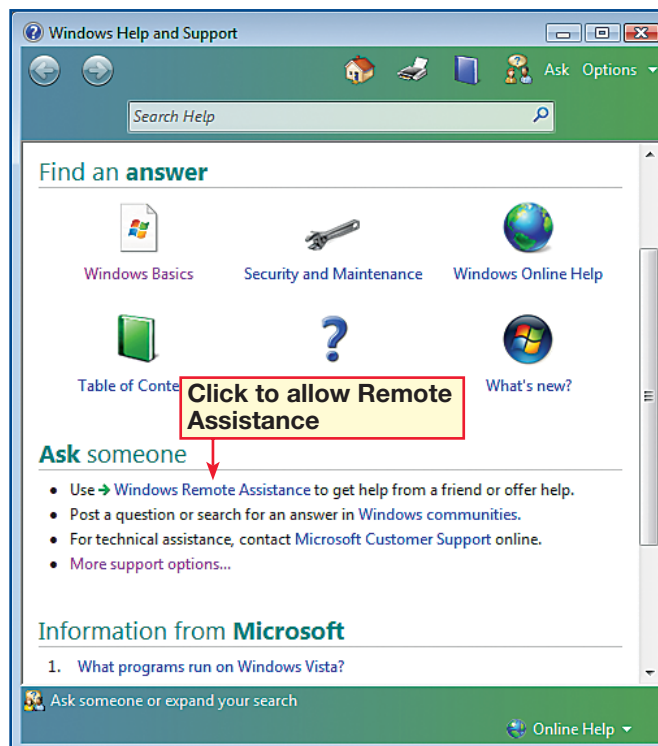
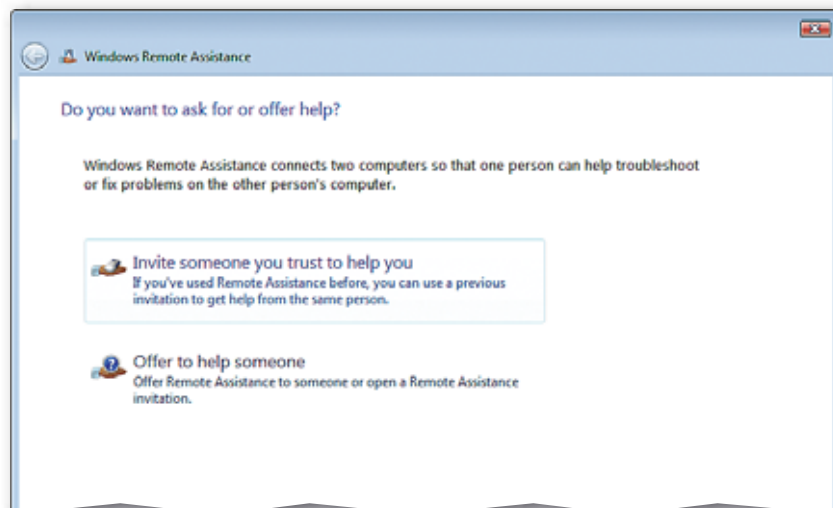


FIGURE 6.46 Windows Remote Assistance wizard



## Step-By-Step

- 7 Click **Next**.
- 8 **iCHECK** Your screen should look like Figure 6.47.
- 9 In the **To** box, key the e-mail address of a classmate assigned by your teacher.
- 10 Click **Send**.
- 11 **iCHECK** Your screen should look like Figure 6.48.

➔ Continue to the next exercise.

### You Should Know

You also can send requests directly through the **Remote Assistance** utility by choosing **Start > All Programs > Maintenance**.

## EXERCISE 6-20 (Continued)

### Request Remote Assistance through Windows Help and Support

FIGURE 6.47 Invitation e-mail

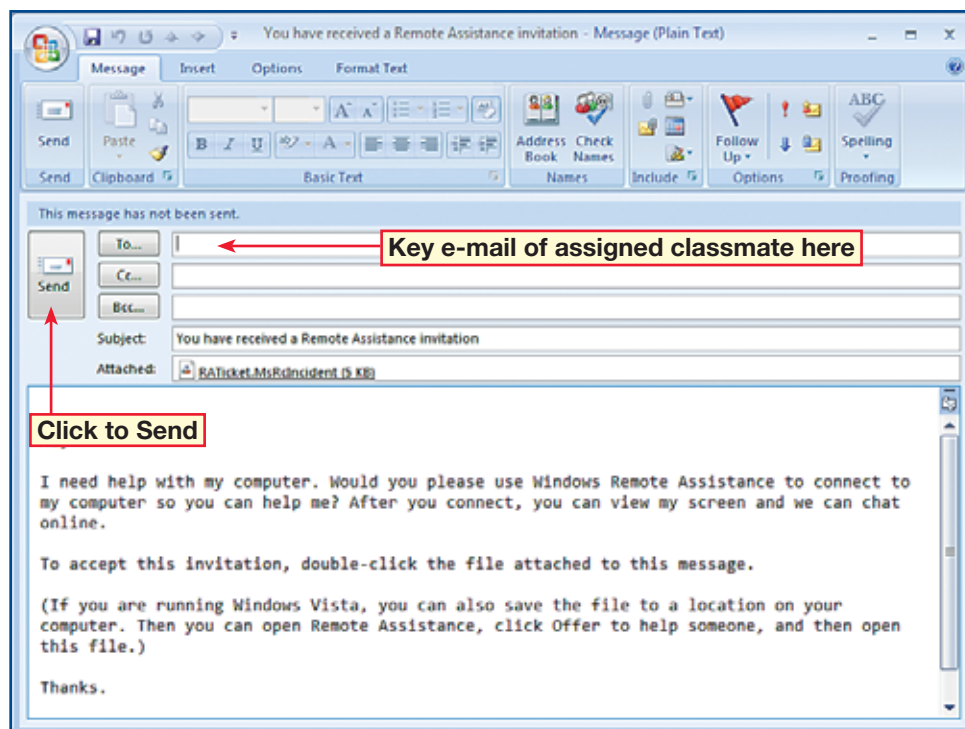
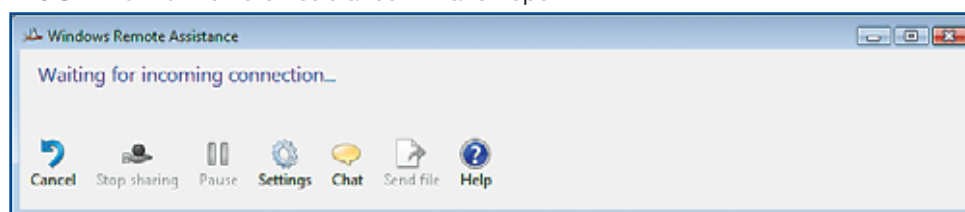


FIGURE 6.48 Remote Assistance Invitation open




### 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.



## Step-By-Step

- 1 In the **Windows Remote Assistance** confirmation box, click **Yes** (see Figure 6.49).
- 2 **!CHECK** Your screen should look like Figure 6.50.
- 3 Click **Disconnect** .
- 4 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  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

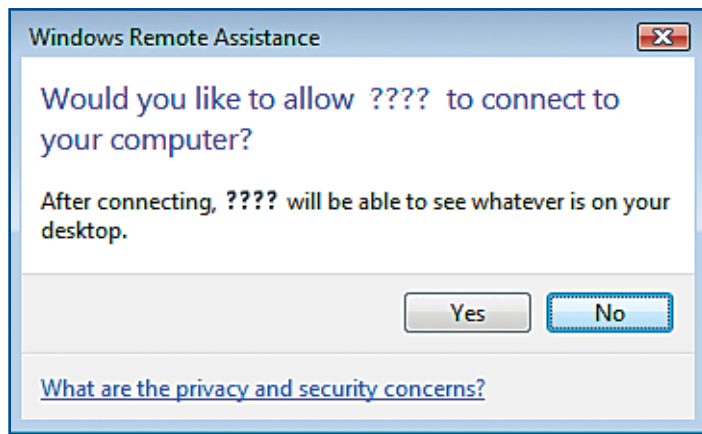
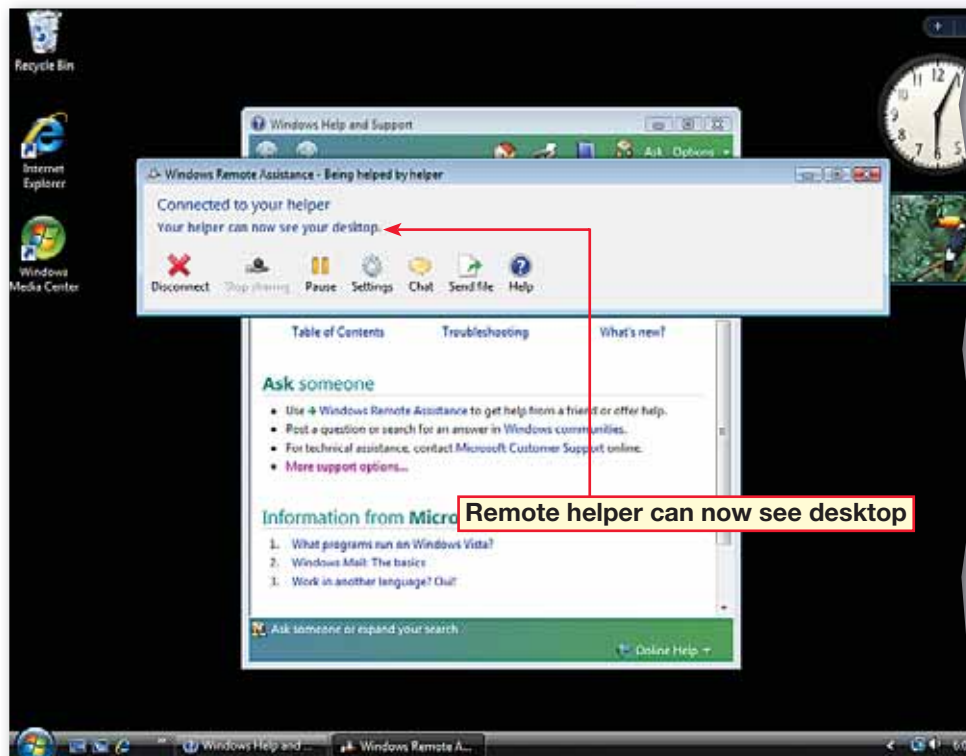


FIGURE 6.50 Remote Assistance in session





## 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

### Review Vocabulary

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

- \_\_\_\_\_ helps to increase your computer's speed by temporarily storing files on a removable storage device. (p. 168)
- The Task Manager can help you close programs that have become \_\_\_\_\_. (p. 181)
- Print jobs that have been sent from your computer but are not yet printed are in the \_\_\_\_\_. (p. 183)
- In order to have access to a network, you must first \_\_\_\_\_ a connection to the network. (p. 179)
- You can request help with your computer from specific individuals by sending a(n) \_\_\_\_\_. (p. 188)

### Vocabulary Activity

- 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.

- 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
- Where would you terminate unresponsive programs? (p. 181)
 

A. User Account Control	C. Device Manager
B. Task Manager	D. Windows Explorer
- 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
- 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 Start menu	D. Select Safe Mode in System window

## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 Select **System and Maintenance**, then click **Performance Information and Tools**.
- 3 In the left pane, click **Advanced Tools**.
- 4 **CHECK** Your screen should look like Figure 6.51.
- 5 Click **Open Task Manager**.
- 6 In the **Windows Task Manager**, click the **Performance** tab (see Figure 6.52).
- 7 In the **CPU Usage** area, note the percentage displayed under the graph.
- 8 In the **System** area, note the numbers to the right of **Page File**.
- 9 In the **Windows Task Manager** menu, choose **File>Exit Task Manager**.
- 10 Close the **Advanced Tools**.
- 11 Exit **Vista**.

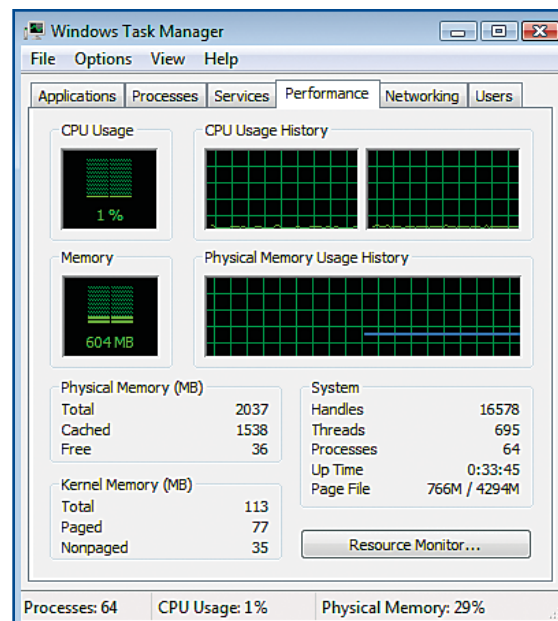
## 1. Learn the CPU and Page File Use of a Computer

Follow the steps to complete the activity.



FIGURE 6.51 Advanced Tools



FIGURE 6.52 Windows Task Manager



## Step-By-Step

- 1 Click **Start** .
- 2 Right-click **Computer** and select **Properties** (see Figure 6.53).
- 3 **CHECK** Your screen should look similar to Figure 6.54.
- 4 Under **System**, note the information given for **Processor**.
- 5 Under **System**, note the amount of **Memory (RAM)** given in megabytes (MB).
- 6 Click **Close** .
- 7 Exit **Vista**.

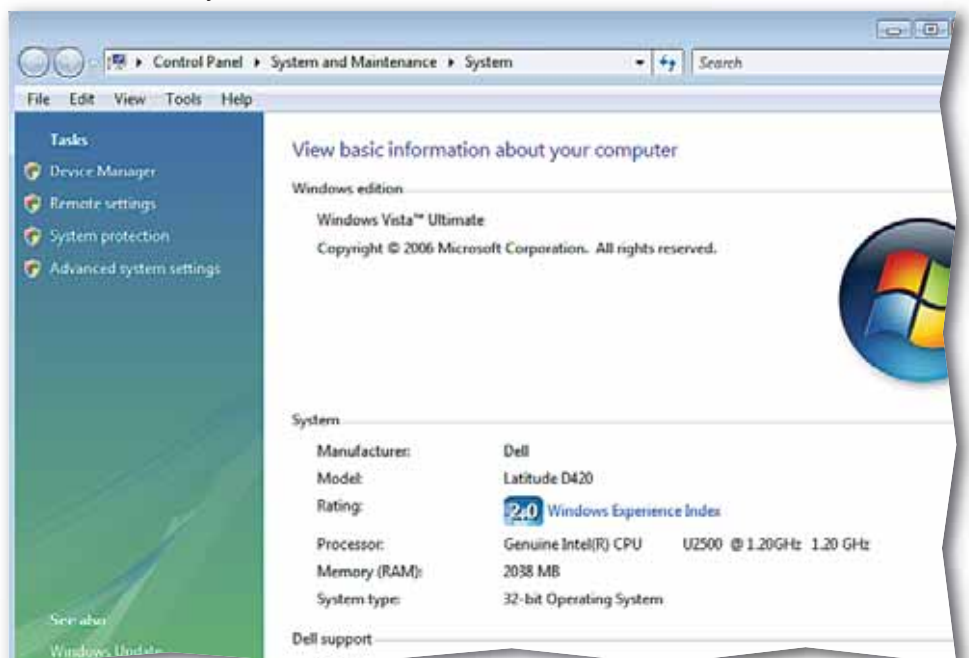
## 2. Display the Amount of RAM and the Processor Speed

Follow the steps to complete the activity.

FIGURE 6.53 Start menu




FIGURE 6.54 System information





## Step-By-Step

- 1 Click **Start**  and select **Control Panel**.
- 2 Under **Hardware and Sound**, click **Printer** (see Figure 6.55).
- 3 **CHECK** Your screen should look similar to Figure 6.56.
- 4 Select the printer assigned by your teacher. Check to see that the status of this printer is **Ready**.
- 5 Close the **Printers** window.
- 6 Close the **Control Panel**.
- 7 Exit **Vista**.

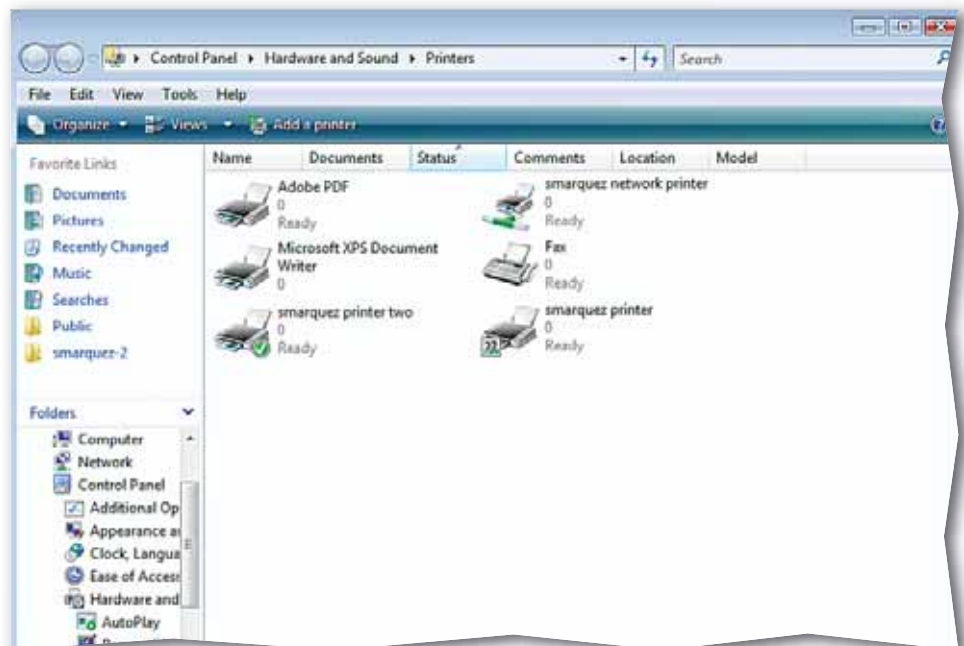
## 3. Discover the Status of a Printer

Follow the steps to complete the activity.


FIGURE 6.55 Control Panel



FIGURE 6.56 Printers folder



## Step-By-Step

- 1 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**.
- 4 **CHECK** Your screen should look like Figure 6.57.
- 5 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 **CHECK** Your screen should look like Figure 6.58.
- 8 In the **Network Connections** folder menu, choose **File>Close**.
- 9 Close the **Network and Sharing Center**. Exit **Vista**.

## 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

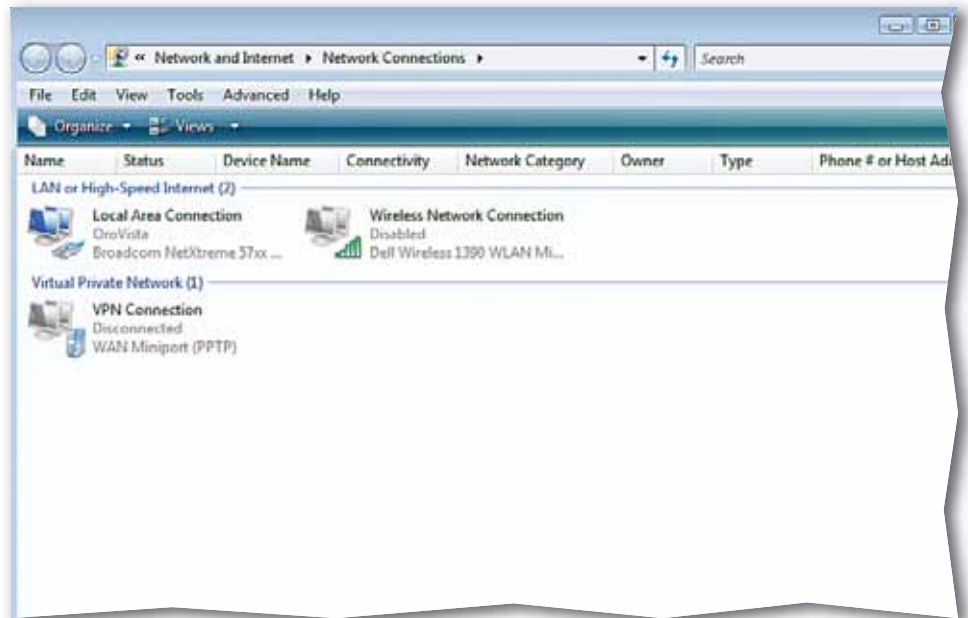
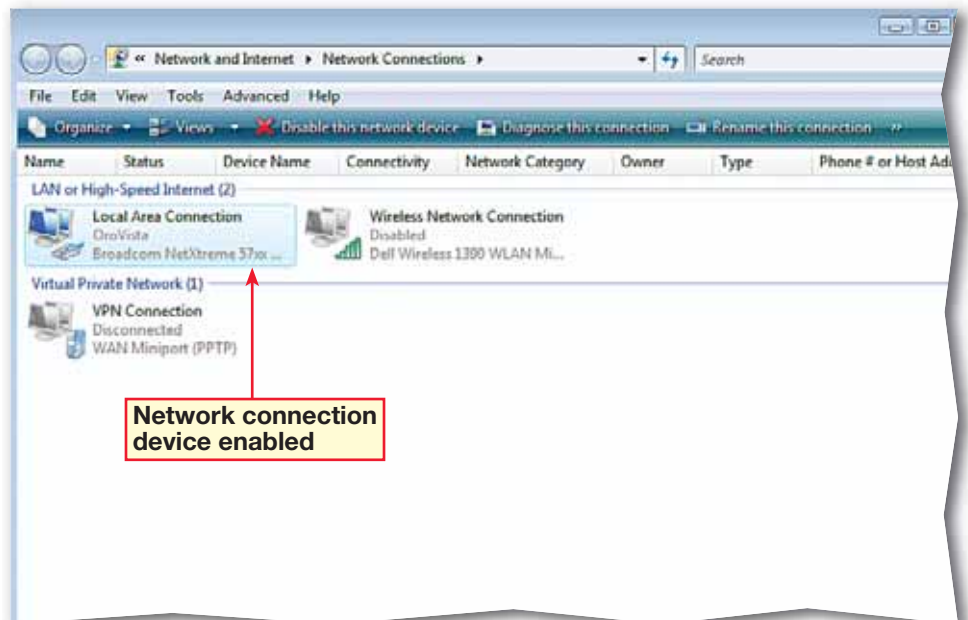



FIGURE 6.58 Network Connections with device enabled



## Step-By-Step

- 1 Click **Start**  and choose **All Programs> Accessories>Command Prompt**.
- 2 **CHECK** Your screen should look similar to Figure 6.59.
- 3 In the **Command Prompt** window, after the **>**, and key: **ping [the IP address of a computer assigned by your teacher]**.
- 4 Press **ENTER**. Key: **exit**.
- 5 **CHECK** Your screen should look similar to Figure 6.60.
- 6 Press **ENTER**.
- 7 Exit **Vista**.

## 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

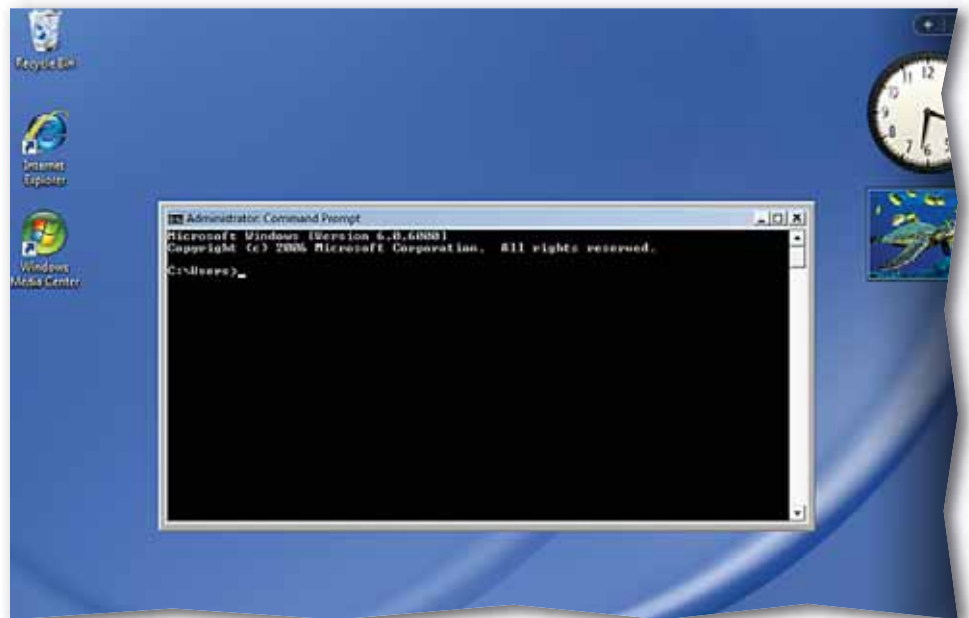


FIGURE 6.60 Successful ping to another computer

```

Administrator: Command Prompt
Microsoft Windows [Version 6.0.6000]
Copyright (c) 2006 Microsoft Corporation. All rights reserved.

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 = 0ms, Maximum = 0ms, Average = 0ms

C:\Users>exit_

```

## 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**.



**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**.