

Introductory Windows xp for end-users

QUICK REFERENCE CARD

GETTING STARTED

Launching Windows XP in a stand-alone computer. The following steps outline how to launch Windows XP in a computer which is not part of a network.

- 1 Make sure that there is no diskette in drive A:
- 2 Switch your PC on

Exiting Windows XP. The following steps outline the standard procedure to be followed if you want to exit Windows XP and physically switch off your computer.

- 1 Click the Start button on the Windows XP Taskbar, select Turn Off Computer



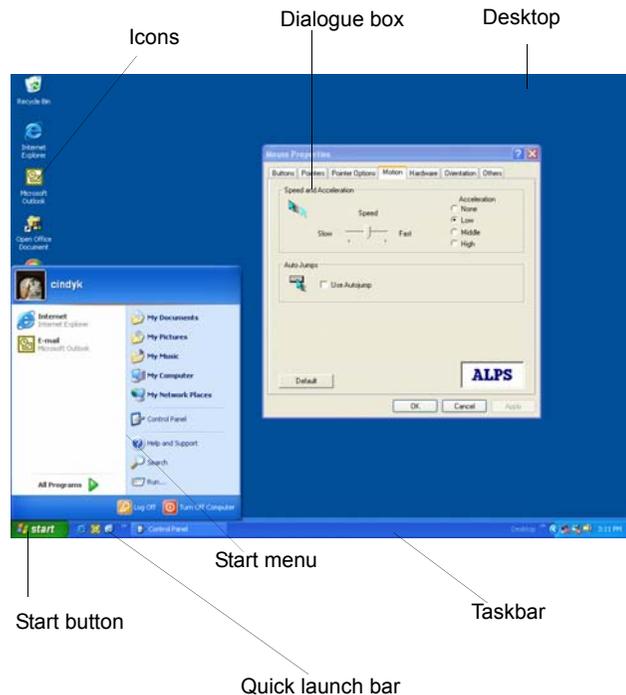
- 2 Click Turn Off



If you click Restart, Windows XP will be launched again without switching off your computer.

WINDOWS XP INTERFACE

Main interface components



The Desktop. The Desktop occupies the entire screen. It is the background on which other Windows XP objects appear, such as windows, dialogue boxes, icons, etc. The Desktop normally displays a series of icons that stand for different programs. If you have maximized

a window (that is, if its window is as large as it can possibly be), it takes up the entire screen and therefore blocks the Desktop from view completely. If, on the other hand, the window is of an intermediate size or it is minimized (to an icon), the Desktop will be visible behind it (unless there is another window which is maximized).

The Taskbar. The Taskbar is the horizontal bar which occupies the bottom of the screen. It contains the Start button on the left hand side and a Notification area on the far right. It also displays buttons representing the programs which are currently running. Clicking the button of a program displayed on the Taskbar switches you to that program if you are not already in that program. If you click the button of the program you are already in, it minimizes its window.

The Start button. The Start button is located on the left hand side of the Taskbar and it is used to activate the Start menu, which in turn allows you to carry out common tasks such as launching programs or exiting Windows XP.

The Start menu. The Start menu is activated by clicking the Start button on the Taskbar. The Start menu features a number of options which you can select with the mouse in order to launch programs, open recently used documents, change your computer settings, to log off as the current user, to exit Windows XP altogether, and so on.

Icons. An icon is a small image that represents an object such as a program, a data file, a folder, a device attached to your computer, etc. Icons allow you complete tasks such as launching programs, displaying the contents of disks, etc. Double-clicking an icon launches the program that it represents.

Dialogue boxes. Now and then Windows programs display dialogue boxes so that you can make choices and confirm them. A dialogue box also contains buttons to accept the changes or to discard them.

MOUSE OPERATIONS

Mouse terms

- *Pointing* means to take the Mouse Pointer over a menu option, a button, an icon, an object, etc.
- *Clicking* means to press and release the left button or the right button of the mouse
- *Double-clicking* means to press and release the left button of the mouse quickly twice in succession without moving the mouse between clicks
- *Dragging* means to hold down the left mouse button or the right mouse button while moving the Mouse Pointer as it is over (i.e., as it is pointing at) an object that has to be moved
- *Selecting* means to take the Mouse Pointer over a menu option, an icon, an object, etc. (i.e., to point at it) and to click the left mouse button or, in the case of text, to drag the Mouse Pointer over the desired text so that it is highlighted

LAUNCHING AND EXITING PROGRAMS

Launching programs

You can access the programs installed in your PC (e.g., Word, Excel, PowerPoint, etc.) through the All Programs menu. As you purchase and install additional programs, their names will automatically appear listed in this menu, from which they can be launched.

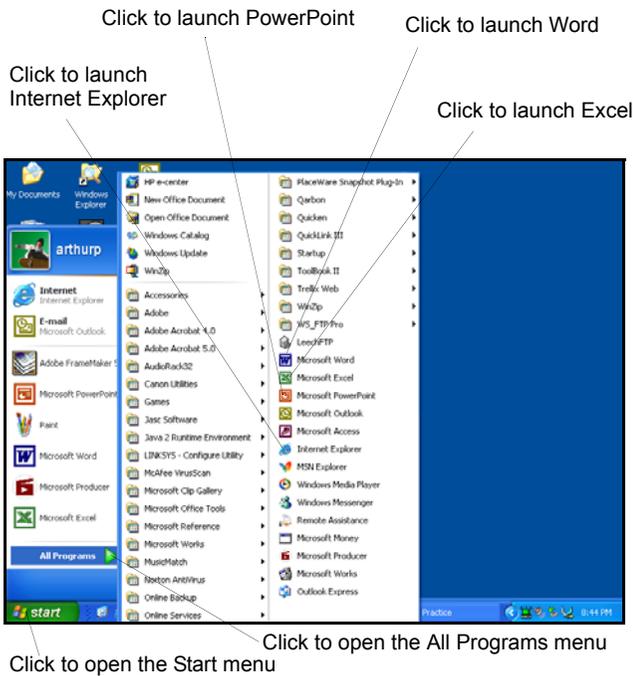
- 1 Click the Start button on the Taskbar
- 2 Select All Programs
- 3 Select the program to be launched
The entry of the program to be launched may be listed directly under the All Programs menu, or may be listed under a sub-menu which is

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accessible in turn from the All Programs menu. Once the program is running, you can start using it.



Exiting programs

When you finish working with a program, you should exit it. Otherwise, it will take up memory in your system unnecessarily that might be better used for other tasks.

- 1 Select File from the Menu bar at the top of the window
- 2 Select Exit from the drop-down menu
If you have not saved the current file since the last time it was edited, the program asks you whether you want to save it before exiting. If so, click Yes, type a name for the file and click Save (or OK).

Exiting non-responding programs

Sometimes a program causes a conflict that Windows XP cannot resolve and, as a consequence, the program ceases to respond to your commands. The following steps outline how to shut down a program that is not responding.

- 1 Press Ctrl+Alt+Delete at the keyboard
This displays the Windows Task Manager, which lists all the programs currently in use.
- 2 Select the non-responding program to be shut down
- 3 Click the End Task button
Windows XP forces the selected program to shut down.

MANIPULATING WINDOWS

Opening windows

- 1 Double-click the icon of the window to be opened

Switching windows with the Taskbar

- 1 Click in the Taskbar the button of the window to switch to

Using Taskbar groups

You can switch to the window of a data file which is currently open by selecting it from the pop-up menu of its program button in the Taskbar.



- 1 Click in the Taskbar the button of the program containing the file to switch to
- 2 Select the file to switch to

Closing windows with the Close button

- 1 Click the Close button of the window to be closed



Sizing windows with the sizing buttons

You can change the size of windows by clicking the Maximize button, the Minimize button or the Restore button in the Title bar of the window.



Minimize button



Maximize button



Restore button

Moving windows

- 1 Make sure that the window to be moved is displayed at an intermediate size
- 2 Take the Mouse Pointer to the Title bar of the window to be moved
- 3 Hold down the left mouse button, move the Mouse Pointer to the desired location
- 4 Release the left mouse button

MANIPULATING THE DESKTOP

Displaying the Desktop with the Taskbar

- 1 Click the Desktop icon on the Taskbar



Automatically arranging icons

- 1 Take the Mouse Pointer to an empty area on the Desktop
- 2 Click the right mouse button
- 3 Select Arrange Icons By, select Auto Arrange

Creating shortcut icons on the Desktop

- 1 Take the Mouse Pointer to the icon of the object for which a shortcut is to be created
- 2 Hold down the right mouse button, drag the icon to the location where the shortcut is to appear
- 3 Release the right mouse button
- 4 Select Create Shortcuts Here

Creating shortcut icons in the Start menu

You can add shortcut icons to the Start menu so that it is easy to open the programs, data files or other objects they stand for.

- 1 Take the Mouse Pointer to the icon of the object for which a shortcut is to be created
- 2 Hold down the right mouse button
- 3 Drag the icon to the Start button on the Taskbar
- 4 Drag the icon to the location in the left hand side panel of the Start Menu where the shortcut icon is to appear
- 5 Release the right mouse button

Deleting icons from the Desktop using the right mouse button

When you remove an icon from the Desktop only the icon is removed, not the program, data file or other object it stands for.

- 1 Take the Mouse Pointer to the icon to be deleted

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- 2 Click the right mouse button
- 3 Select Delete
- 4 Click Yes

Deleting icons from the Start menu

When you remove an icon from the Start menu only the icon is removed, not the program, data file or other object it stands for.

- 1 Click the Start button on the Taskbar
- 2 Take the Mouse Pointer to the icon to be deleted
- 3 Click the right mouse button, Select Remove From This List.

MANIPULATING THE TASKBAR

Hiding and displaying the Taskbar

You can hide the Taskbar from view or display it permanently. If the Taskbar is hidden, it becomes visible automatically as you reach for it with the mouse.

- 1 Take the Mouse Pointer to an empty area in the Taskbar, click the right mouse button, select Properties
- 2 Select or de-select Auto-Hide The Taskbar, click OK

Adding icons to the Quick Launch bar

Adding an icon to the Quick Launch bar of the Taskbar allows you to quickly open the window of the icon with a single click.

- 1 Take the Mouse Pointer to the icon of the object for which a shortcut is to be created, hold down the right mouse button
- 2 Drag the icon to the desired location in Quick Launch bar of the Taskbar, release the mouse right mouse button

Deleting icons from the Quick Launch bar

You can delete an icon from the Quick Launch bar of the Taskbar any time. When you delete an icon from the Quick Launch bar only the icon is removed, not the program, data file or other object it stands for.

- 1 Take the Mouse Pointer to the icon to be deleted from the Quick Launch bar, click the right mouse button
- 2 Select Delete, click Yes

USER ACCOUNTS

Logging in

In order to log in Windows XP you need to have a user account.

- 1 Make sure that the Windows XP login screen is displayed
- 2 Click the user name to log in as



Switching user accounts

Windows XP allows you to have more than one user account logged in at the same time, though only one can be the current user account.

- 1 Click the Start button, click Log Off



- 2 Click Switch User, select the user account which is to become the current user account

Logging off

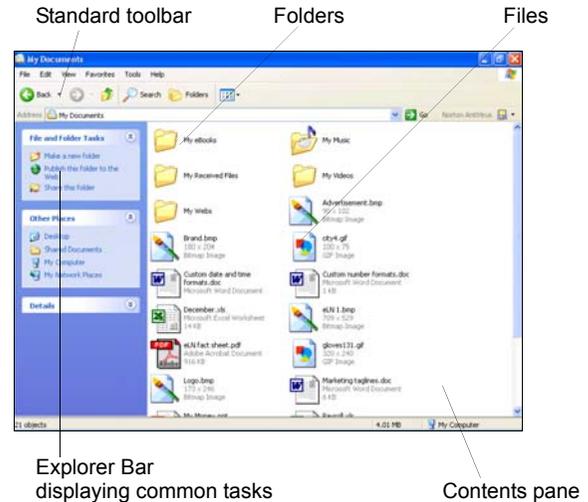
You can log off Windows XP anytime. When you log off, Windows XP can still remain running.

- 1 Click the Start button

- 2 Click Log Off, click Log Off

WINDOWS EXPLORER

Windows Explorer is a program that comes with Windows XP and which allows you to perform, among other things, common file and folder operations such as listing, copying, renaming and deleting files and folders. When you launch Windows Explorer, it displays a partial list of the contents of your disk.



Launching Windows Explorer

- 1 Click the Start button on the Taskbar, select All Programs
- 2 Select Accessories, select Windows Explorer

Displaying folders

You can ask Windows Explorer any time to display the folder structure in the Explorer Bar.

- 1 Click the Folders button on the Standard Buttons toolbar



Selecting files

- 1 Take the Mouse Pointer to the file to be selected
- 2 Click the left mouse button

Listing folder contents using the Explorer Bar

- 1 Take the Mouse Pointer in the Explorer Bar to the folder whose contents are to be listed
- 2 Click the left mouse button

Expanding or collapsing folders while selecting them

- 1 Take the Mouse Pointer in the Explorer Bar to the folder which is to be expanded or collapsed
- 2 Position the Mouse Pointer over the plus sign (+) or the minus sign (-), click the left mouse button

Searching for files or folders

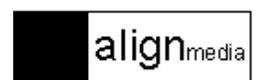
Windows Explorer allows you to search for files or folders.

- 1 Select the folder from which the search is to start, click the Search button on the Standard Buttons toolbar



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- 2 Select All Files And Folders, type part of or the entire filename of the file to be found under All Or Part Of the File Name
- 3 Type a word or phrase contained in the file to be found under A Word Or Phrase In The File, click Search

Modifying views

You can ask Windows Explorer to display the items in the Contents pane of its window in different ways.

- 1 Select View
- 2 Select Thumbnails, Filmstrip, Tiles, Icons, List or Details

Copying or moving files or folders using the right mouse button

Note that if you copy or move a folder, the folder itself, all its files and all subsequent subfolders with their corresponding files are duplicated in or moved to the target.

- 1 Select the files or folders to be copied or moved, click the right mouse button, select Copy or Cut
- 2 Select the location where the files or folders are to be copied or moved to, click the right mouse button, select Paste

Deleting files or folders using the Delete key

When files or folders are deleted, Windows XP places them inside the Recycle Bin, allowing you to recover them if they have been accidentally deleted. When you delete a folder, the folder itself and all its contents are deleted.

- 1 Select the files or folders to be deleted
- 2 Press the Delete key, click Yes

Restoring files or folders

The following steps outline how to recover files or folders that have been deleted.

- 1 Display the contents of the Recycle Bin, select the files or folder to be restored
- 2 Click the right mouse button, select Restore

Creating folders using the right mouse button

- 1 Select the folder which is to be above the folder to be created, click the right mouse button
- 2 Select New, select Folder
- 3 Type the name of the new folder



- 4 Press Enter

CHANGING THE DISPLAY

Changing themes

Windows XP allows you to change the way it displays windows, dialogue boxes, buttons, etc. by selecting different themes.

- 1 Click the Start button on the Taskbar, select Control Panel
- 2 Select Change The Computer's Theme, select the desired theme under Theme, click OK

Changing Desktop background images

- 1 Click the Start button on the Taskbar, select Control Panel, select change The Desktop Background
- 2 Select the desired image under Background, click OK

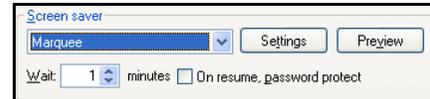
Changing Desktop background colours

- 1 Click the Start button on the Taskbar, select Control Panel, select Change The Desktop Background
- 2 Click the Color button, select the desired colour from the Color palette, click OK

Setting screen savers

A screen saver displays images in motion to help prevent damage to your screen that may be caused by static images. A screen saver ceases its activity as soon as you move the mouse or start to type.

- 1 Click the Start button on the Taskbar, select Control Panel, select Choose A Screen Saver
- 2 Select the desired screen saver under Screen Saver, click Settings, Make the necessary changes, click OK

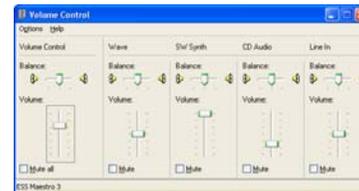


WINDOWS XP ACCESSORIES

Controlling sound and volume

You can also control the volume of the sound system in your PC through Windows XP, including turning it on or off altogether.

- 1 Click the Start button on the Taskbar, select All Programs, select Accessories, select Entertainment
- 2 Select Volume Control, adjust the volume as desired under Volume in Volume Control



Using Disk Cleanup

Disk Cleanup helps you get rid of unwanted or unnecessary files from your system which are just taking disk space.

- 1 Click the Start button on the Taskbar, select All Programs, select Accessories, select System Tools
- 2 Select Disk Cleanup, select the files to be permanently deleted from your system, click OK, click Yes

KEYBOARD SHORTCUTS

To	Press
Open the Start menu	Windows Logo key
Open the shortcut menu	Menu key
Close the active window	Alt+F4
Display the Desktop	Windows Logo+D
End non-responding program	Ctrl+Alt+Delete
Launch Windows Explorer	Windows Logo+E
Refresh Windows Explorer window	F5
Rename selected file or folder	F2
Activate next option in dialogue box	Tab
Activate previous option in dialogue box	Shift+Tab
Cycle through open programs	Alt+Esc
Switch between open programs	Alt+Tab
Copy selected text or object	Ctrl+C
Cut selected text or object	Ctrl+X
Paste Clipboard contents	Ctrl+V
Undo last action	Ctrl+Z
Capture entire screen to the Clipboard	PrintScreen
Capture active window to the Clipboard	Alt+PrintScreen