Windows XP Overview

Part 1/3

Objectives

The following concepts will be introduced in this lab:

1. **Operating System**: An operating system is a collection of programs that helps the computer manage its resources and that acts as the interface between the user and the computer.

2. **Desktop**: The desktop is the opening screen for Windows XP and is the place where you begin your work using the computer.

3. **Menu**: A menu is one of many methods used to tell a program what you want it to do. When opened, a menu displays a list of commands.

4. **Window**: A window is a rectangular section of the screen that is used to display information and other programs.

5. **Dialog Box**: A dialog box is a window that is displayed whenever the program requires additional information from you in order to complete a task.

6. **Folders**: A folder is a named area on a disk that is used to store related subfolders and files.
1. Operating System

Operating System:

An operating system is a collection of programs that helps the computer manage its resources and that acts as the interface between the user and the computer.

2. Desktop

Desktop:

The desktop is the opening screen for Windows XP and is the place where you begin your work using the computer.
3. Menus

Menu:
A menu is one of many methods used to tell a program what you want it to do. When opened, a menu displays a list of commands.

4. Windows

Window:
A window is a rectangular section of the screen that is used to display information and other programs.
5. Dialog Boxes

Dialog Box:

A dialog box is a GUI component that is displayed whenever the program requires additional information from you in order to complete a task.

6. Folders

Folders:

A folder is a named area on a disk that is used to store related subfolders and files.
Initiating a Windows Session

Windows Authentication

A valid user is identified by credentials consisting of:
User Name / Password

Example: In CSU Lab BU017
UserName: BU017AUSERxx
Password: 1234567

Using the Mouse

Action | Description
---|---
Point | XY positioning
Click | Press-Release Left button
Double-Click | Quickly press-release left button
Drag | Move mouse while holding down the left/right button.

Using the Keyboard

For a complete description of keyboard shortcuts read the article: Keyboard shortcuts for Windows
Available at http://support.microsoft.com/kb/126449

Example: Using Microsoft Windows Logo (Win-Logo) key

- Win-Logo: Start menu
- Win-Logo + R: Run dialog box
- Win-Logo + M: Minimize all
- SHIFT + Win-Logo + M: Undo minimize all
- Win-Logo + F1: Help
- Win-Logo + E: Windows Explorer
- Win-Logo + F: Find files or folders
- Win-Logo + D: Minimizes all open windows displays the desktop
- CTRL + Win-Logo + F: Find computer
- Win-Logo + TAB: Cycle through taskbar buttons
- Win-Logo + Break: System Properties dialog box

Exploring the Desktop

- The Windows-XP desktop is a customizable icon-driven GUI.

A. The Start button.

B. The Start Menu. The Start Menu provides access to all your programs, help services and Windows settings.

C. Icons. Icons represent a function, program or document on your computer.

D. Recycle Bin. Repository of deleted documents.

E. My Documents. Default storage for all the documents you create or save on your computer.
Exploring the Desktop

- The Windows-XP desktop is a customizable icon-driven GUI.

Continuation…

F. **My Computer.** Information about your computer system.

G. **Desktop.**

H. **Notification Area.** Calendar, weather info, "You have mail...", other background routines.

I. **The Taskbar / System Tray.** Strip at the bottom of the screen which contains the Start button, Quick Launch bar and Notification Area.

J. **The Quick Launch bar.** Provides a quick way to start programs you use frequently.

Start Menu

Quick access to the following:

- All Programs
- Recently executed programs
- Pinned Programs
- Link to: My Documents
- System Settings
- Help
- Log off / Shut Down
Executing an Application

How to execute a program?

Drill-down submenus from All Programs to the desired application

Example: Using the Screen Magnifier
Sizing and Moving Windows

Each window has on the top-right corner the following components:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Minimize](image) | **Minimize**: Reduces a window to an icon in the *Taskbar* ribbon.  
[Shortcut: *Alt* + space + *N* ] |
| ![Maximize](image) | **Maximize**: Enlarges the window to a full screen.  
[ Same as: Double-click Title Bar ]  
[Shortcut: *Alt* + space + *X* ] |
| ![Restore](image) | **Restore**: Returns a window to its previous size  
[ Same as: Double-click Title Bar ]  
[ Shortcut: *Alt* + space + *R* ] |
| ![Exit](image) | **Exit**: Exit the application  
[Shortcut: *Alt* + *F4* ] |
Asking for Help

Click on the **Start** button. Click on **Help and Support**. Enter a topic.
### Asking for Help

1. Click on the **Start** button.
2. Click on **Help and Support**.
3. Click on the **Index** icon of the main menu.
4. Enter a keyword in the text-box, such as "deleting It".
5. Scroll down the list box until you find the appropriate topic.

### Dialog Boxes

Dialog boxes allow the user to supply additional information required by a program.

1. **Textbox**
2. **Drop-down list**
3. **List box**
4. **Hyperlink**
5. **Buttons**
6. **Option/Check buttons (not show here)**
Dialog Boxes

Dialog boxes allow the user to supply additional information required by a program.

1. Textbox
2. List box
3. Drop-down list
4. Hyperlink
5. Buttons
6. Check buttons
7. Option buttons

Multiple Windows

The Active Window is on top of the desktop.
**Minimizing All Windows**

Keyboard shortcut:
- `Win-Logo + D`
- `Win-Logo + M`

**Closing a Window**

For an opened window click on the **EXIT** button

[ Alt + F4 ]
Closing a Window

For a minimized window right-click icon on the taskbar button.
Then choose Close from the menu list.

Using My Computer

My Computer is used to display the contents of your hard disk, CD-DVDs, removable drives, mobile units.

[Win-logo + E]
Using My Computer

Exploring the hardware in your machine

My Computer – Viewing Folders and Files

Drill-down on Local Disk. In this example the path is:

C:\Documents and Settings\Administrator\My Documents
My Computer – Viewing Folders and Files
Change the View layout – Select **Tiles** (instead of Icons)

Options include:
- Filmstrip
- Thumbnails
- Tiles
- Icons
- List
- Details

My Computer – Viewing Folders and Files
Change the View layout – Select **List** (instead of Icons)

Options include:
- Filmstrip
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My Computer – Viewing Folders and Files

Click on Folders view to show a Tree-like directory

Shortcut to display Windows Explorer: Win-Logo Key + E
My Computer - Sorting and Grouping Files and Folders

Choose View | Arrange Icons by… | Show in Groups

Folders and files grouped by date category
My Computer - Sorting and Grouping Files and Folders

1. Choose View | Arrange Icons by… | Show in Groups
2. Click on column Name (try each of the other columns)

Viewing Pictures

1. Invoke Windows Explorer [ Either click on My Computer (desktop) or shortcut Windows Logo + E ]
2. Drill down: My Documents | My Pictures
3. If needed select view type: Thumbnails
**Viewing Pictures**

1. **Select** Sample Pictures
2. **Click on** Sunset

![Mini Toolbar](image)
- Previous
- Next
- Rotate

**Shutting Down Windows XP**

Click on **Start** button, then **Log Off** button

**Log Off Windows Options**

1. **Switch User**: Current session continues in the background. Another user is allowed to log on.
2. **Log Off**: Closes programs and files. Current session is terminated
Shutting Down Windows XP

Click on **Start** button, then **Shut Down** button

**Turn Off computer Options**

1. **Stand By**: Maintains the session with the computer running on low power and data still in memory.
2. **Turn Off**: Safely ends current session so you can turn off power.
4. **Hibernate**: Saves your session to disk so you could turn power off. The session is restored next time Windows boots up.

Customizing the Taskbar

1. Click on **Start** button
2. Right-click on the **Start Menu**.
3. Click on the **Taskbar** tab of the menu window.
Customizing the Start Menu

1. Click on Start button
2. Right-click on the Start Menu to edit its Properties.
3. Select the Start Menu tab.
4. Select Small icons (a max. of 8)
5. Choose applications to be pinned (Navigator & Yahoo Mail in the example)

Commonly used programs could be permanently placed (pinned) to the Start Menu.
2. Use the Windows Explorer, locate the program (iTunes in this example), right-click and select Pinn
Customizing the Start Menu

Adding iTunes to the permanent Start Menu.

- Use the Windows Explorer to locate the program (iTunes in this example).
- Right-click on the program’s icon and select Pin to Start Menu.

Customizing the Taskbar

1. Click on Customize.
2. Select programs to be shown permanently in the System Tray.
Customizing the Taskbar

Click on **Auto-hide the Taskbar.**

Click/Unclick on **Group similar…**buttons. Multiple sessions of a program (e.g. Internet Explorer) are shown as a single icon and a counter (2 in this example).
Customizing the Taskbar

Click/Unclick on **Show Quick Launch**. Commonly used programs will be placed on the Taskbar.

![Taskbar and Start Menu Properties](image)

Customizing the Taskbar

Click/Unclick on **Group similar……buttons**. Multiple sessions of a program (e.g. Internet Explorer) are shown as a single icon and a counter (2 in this example).
Customizing the Taskbar

Click/Unclick on Group similar....buttons. Multiple sessions of a program (e.g. Internet Explorer) are shown as a single icon and a counter (2 in this example).