

## Section 3

# Fun with Windows

Windows XP is an operating system that controls the hardware and software components of your computer. Windows XP maintains the GUI (Graphical User Interface) that made Microsoft famous with the first release of Windows in 1987. With the mouse, it is easy to manipulate commands and programs under Windows XP.

If you have worked with previous versions of Windows, don't be anxious about the transition to Windows XP. Although its appearance is quite different than that of the Program Manager in Windows 3.x, you will quickly grow to appreciate Windows XP and its advantages. If you have been working with Windows 95, 98 or ME, the transition will be quick and easy.

## Starting Windows

Computer systems that run Windows XP as the operating system will load the operating system as soon as you turn on your computer.



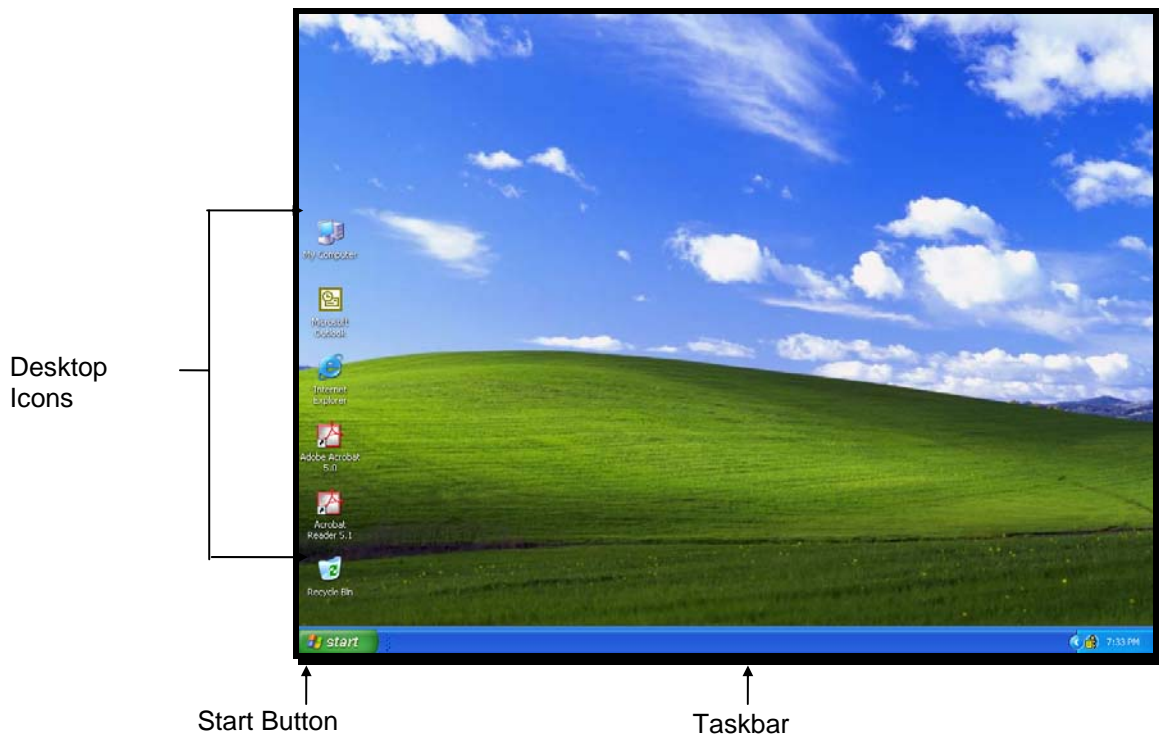
Windows XP Opening Screen



**NOTE:** The icons on the Windows XP desktop may vary from one system to another. If you purchased a new computer that came with Windows XP installed, it may have been customized by the computer manufacturer and, therefore, may have some differences.

## The Desktop

The Windows XP opening screen is called the **desktop**. Placed on the desktop are various icons, depending on how your computer is configured. At the bottom of the desktop is the Taskbar. The Taskbar is used to switch between open applications. On the far left side of the Taskbar is the **[Start]** button. This button is used to start applications and run batch files such as installation programs.



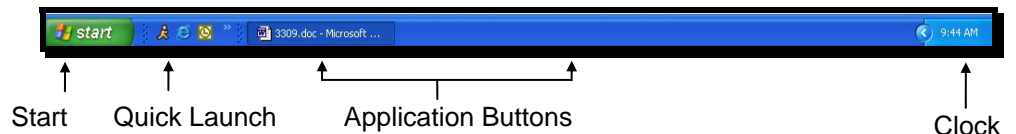
## Standard Desktop Icons

Standard icons are automatically displayed on the Windows 2000 Desktop. The table below gives a brief description of each.

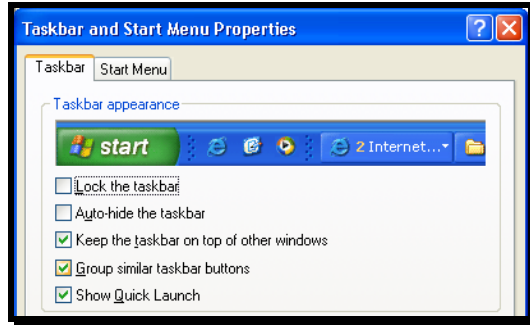
Icon	Description
<b>My Computer</b>	Contains icons for your system's resources (i.e., printers, drives, etc.)
<b>Internet Explorer</b>	An Internet browser used to view pages on the Internet.
<b>Recycle Bin</b>	The location where deleted files are placed. Files aren't actually deleted from your system until the Recycle Bin is emptied.
<b>Microsoft Outlook</b>	An e-mail and calendar program which can be used with any Internet connection.

## The Taskbar

The Taskbar appears at the bottom of the computer screen. The Taskbar for Windows XP contains the **[Start]** button, application buttons when programs are running, the Quick Launch toolbar and the calendar/clock icon.



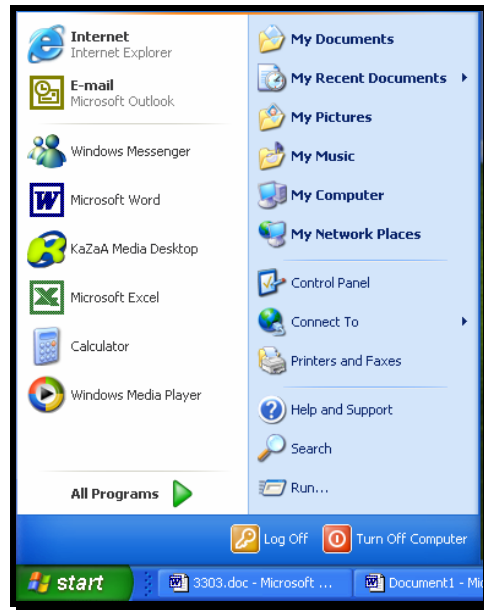
The Quick Launch toolbar was a new addition to the Taskbar with Windows 98. It provides a shortcut to frequently used applications by placing them on the Taskbar. To display the Quick Launch toolbar, you must right-click on the Taskbar. From the context menu, select **Properties**. In the **Taskbar** tab, click on the option **Show Quick Launch**. Click **[Apply]** then **[OK]** to make the change take effect immediately.



## The Start Menu

The **[Start]** button on the Taskbar is the gateway to your applications and system settings. All software programs and file management capabilities are accessed through the **[Start]** menu.

Directly above the **[Start]** button in Windows XP you will see icons and descriptions for recently used applications. These options will change throughout the day as you open and close different applications.



Windows XP Start menu

Be careful as you move your mouse pointer to the links on the right side of the Start menu. If you rest the mouse pointer over the menu option **All Programs**, the links on the right of the Start menu will be hidden beneath the applications listed by the **All Programs** selection.

The list on the right side of the **Start** menu (with a blue background) are links for frequently used folders and accessories. The table on the next page provides a description of each of the menu options and links on the Start menu.

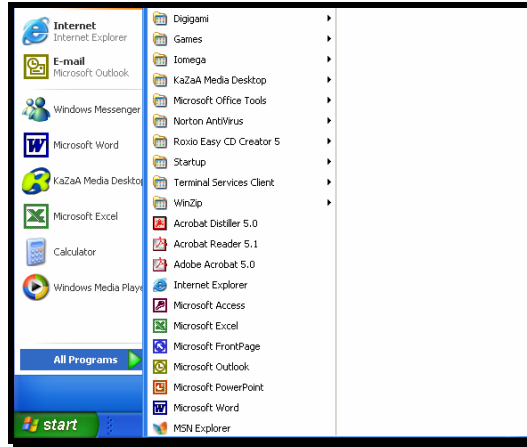
**NOTE:** The **All Programs** menu shows all of the applications that are installed on your system. A menu item displaying an arrowhead indicates a submenu. A menu option

followed by ellipses (dots) will open a dialog box, such as the **Run...** option.

<b>Menu</b>	<b>Description</b>
<b>All Programs</b>	Contains the programs that come with Windows XP (Accessories, Online Services, Internet Explorer, Startup and Windows Explorer), as well as the applications that have been installed on your computer.
<b>My Documents</b>	Opens the My Documents folder window.
<b>My Recent Documents</b>	Displays the last 15 files you have saved.
<b>My Pictures</b>	Displays digital photographs in the My Pictures window.
<b>My Music</b>	Opens the My Music folder where you can play music that has been downloaded.
<b>My Computer</b>	Displays all of the hardware devices installed on your computer system.
<b>My Network Places</b>	Provides access to other computers and devices on a network.
<b>Control Panel</b>	Opens the Control Panel window where you can install or uninstall devices and programs and customize devices.
<b>Connect To</b>	Provides a quick connection to networks.
<b>Printers and Faxes</b>	Provides access to any installed printers or faxes and allows you to add new print devices.
<b>Help and Support</b>	Provides access to the Help feature and also to on-line support from Microsoft.
<b>Search</b>	Allows you to search for files, folders, computers or other devices on the network.
<b>Run...</b>	Allows a user to run a program or install an application.
<b>Log Off</b>	Provides options for switching to a different profile or logging off the computer.
<b>Turn Off Computer</b>	Provides options to stand by, turn off, or restart the computer.

## Locate Your Applications

Click on the **[Start]** button and move the mouse pointer upward to rest on **All Programs**. The submenu, which appears on the right, displays the applications that are installed on your computer system.



All Programs menu

## Section 3

### Summary Exercises

#### Part One

1. Turn on your computer to launch Windows.
2. Login to your profile, if necessary.
3. Open the **[Start]** menu.
4. Select **Control Panel**.
5. From the **View** menu, select **Tiles**.
6. Drag-and-drop the **System** icon to bottom of the right-most column.
7. Using drag-and-drop, return the **System** icon to the bottom of the left-most column.
8. Click the **Close** button to close the Control Panel.

#### Part Two

1. Computer systems that use Windows XP will load the operating system for you when you turn on your computer. ( True / False )
2. Windows XP gives us the capability of true \_\_\_\_\_ - \_\_\_\_\_ - being able to do more than one task at a time.
3. The \_\_\_\_\_ , located at the bottom of the window, is used to switch between open applications.
4. The \_\_\_\_\_ \_\_\_\_\_ icon represents the location where deleted files are placed on the hard drive.
5. How do you access to the Control Panel, Printers and Faxes, and the Help and Support Center?
6. In the menus, an arrowhead will result in a submenu; the ellipses (dots) will result in a dialog box. ( True / False )
7. The \_\_\_\_\_ \_\_\_\_\_ option shows only those applications that are installed on your system.