Introduction to Windows XP Operating System

Please note that this introductory manual has been designed for use in coordination with the Introduction to Windows XP Operating System workshop. For a complete listing of currently offered workshops, please refer to: http://www.neiu.edu/~scs or call (773) 442-4390

Document Created by:

Student Client Support
Academic Computing, NEIU
B-107
Web: www.neiu.edu/~scs
Email: scs@neiu.edu
Phone: 773-442-4390

Course Description:

This workshop will introduce basic Windows operating system concepts. Using the Windows XP operating system, we will explore the Windows interface and perform basic file maintenance.

Prerequisites:

None.

Goal(s) of the Workshop:

Participants should leave with an understanding of how to use the Windows XP operating system for basic user operability, file management, and printing.

Course Content:

- Exploring the Windows interface
- Searching for files and programs
- Creating, storing, printing files
- Using Norton Anti-virus to scan a floppy disk for viruses

Disclaimer:

The **Introduction to Windows XP** workshop is recommended for people unfamiliar with computers and will serve as a foundation for the other Windows related workshops. The screen captures found in this document are based on the Windows XP Professional Edition Operating System. The menu style is based on a classic Start Menu view.

Questions regarding workshops may be directed to:

Student Client Support
Academic Computing, NEIU
B-107
Web: www.neiu.edu/~scs
Email: scs@neiu.edu
Phone: 773-442-4390

Table of Contents

Introduction

The Windows XP Operating System is a graphical user interface (GUI) developed by the Microsoft Corporation. The purpose of this document is to assist the user in learning the basic fundamentals of the Windows XP Operating System. The **Introduction to Windows XP** workshop is recommended for people unfamiliar with computers and will serve as a foundation for the other Windows related workshops.

Basic Terminology

- *Monitor*: The **television-like** screen that displays the visual representation of the computer's contents.

- *Floppy Disk*: Storage device used for storing small programs or data. Most diskettes are 3.5" in size and can store 1.4 Megabytes (MB) of information. A new kind of diskette, called a Zip Disk, can hold as much as 250 MB or more.

- *Hard Disk*: Storage device found in the computer which is used for storing instructions and data. Hard disks are capable of storing gigabytes (GB) of data (thousands of Megabytes).

- *CD-ROM*: Compact Disk Read Only Memory storage media. CD-ROMs have a similar appearance to audio CDs. Computer programs are often stored on these discs because of their large storage capacity.

- *CD-R/RW*: A compact disk, similar to a CD-ROM, except it can have information recorded on it. Some types are capable of being recorded multiple times.

- *RAM*: Random Access Memory. RAM is found inside the computer and is used to temporarily store instructions and data for processing.

- *Mouse*: A handheld device which controls cursor movements on the screen. A button on the mouse can be used to select programs/files by clicking once on the program/file icon. It can also be used to launch programs/files by rapidly clicking twice on the icons (double clicking).

- *Left-Click*: Pressing the left button of the mouse once. (Used for selecting icons and opening programs.)

- *Right-Click*: Pressing the right button of the mouse once. (Used for opening contextual menus.)

- *Single-Click*: Clicking once (with the **left** mouse button) on the icon to select the icon.

- *Double-Click*: Clicking twice (with the **left** mouse button) on the icon to activate the icon. Activating the icon will run the program or open the file that is associated with the icon.

- *Drag/Drag-and-Drop*: This is used to move files around on the computer. It may also be used to copy files from hard drive to floppy drive and vice-versa. To drag a file, **left-click and hold down the button**. Move the icon to the new location and let go of the mouse button.

Northeastern Illinois University uses a Novell Network for file sharing. To log on to the NEIU Network, press the **OK** button at the **Novell Login** screen. You now have access to the various programs that are network accessible.
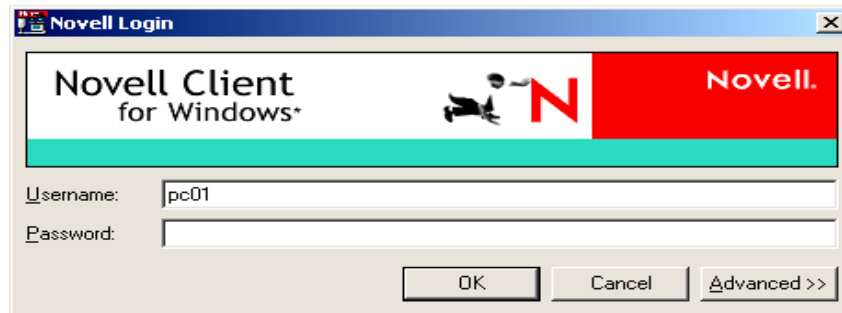

Windows

Desktop
The computer screen that is displayed is called the **Desktop**. As you move the mouse around with your hand, you see the mouse pointer move accordingly on the computer desktop. The icons on the desktop correspond to commonly used programs found in the computer. These icons are actually shortcuts to the programs themselves and double-clicking the icons will launch the programs automatically.

5
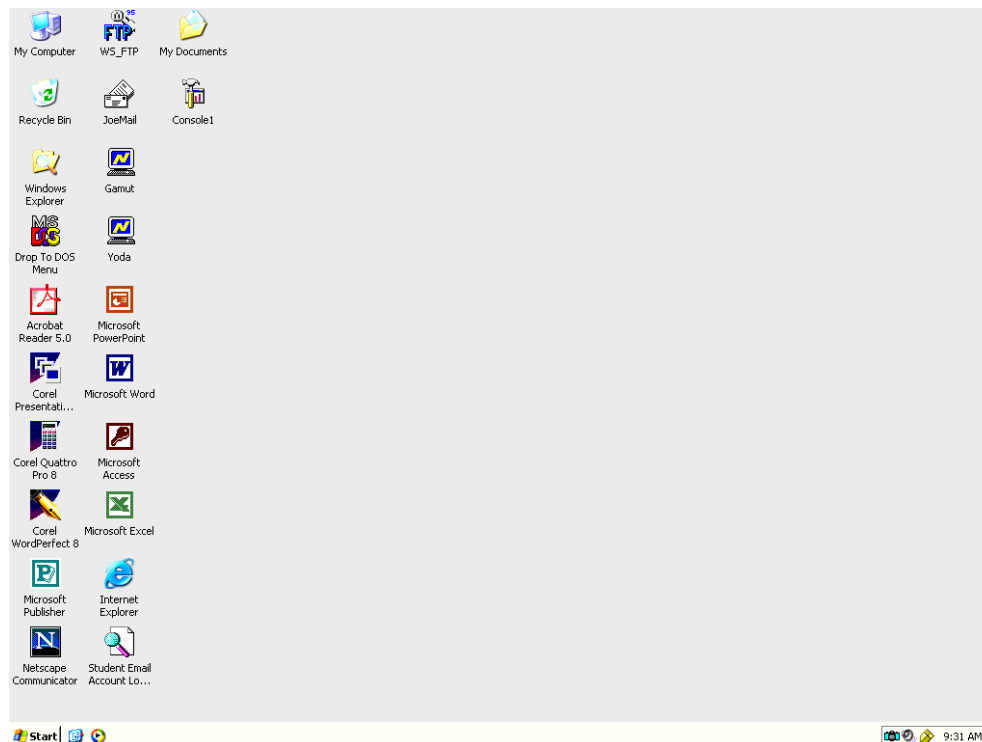
You can also use the right mouse button to open up different commands. Right-click on an empty area of the desktop and arrange the icons by name.
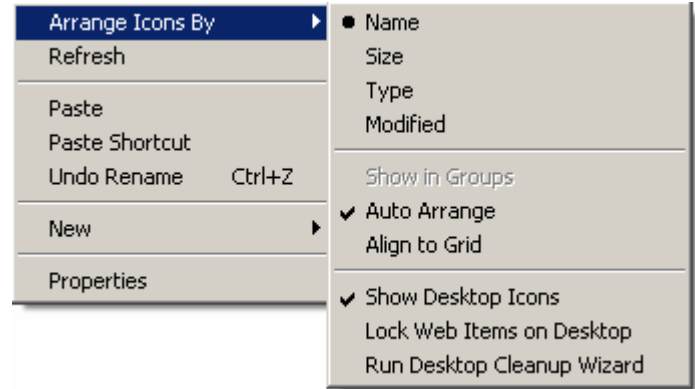

My Computer

The **My Computer** icon will show a listing of the computer's disk drives, network drives, and system files/folders. Local files or folders are found on the computer's drives whereas remote files or folders are found on the network drives. Double-clicking on the drive letter will open the contents of that drive.

You can also right-click on the icons to do advanced functions.
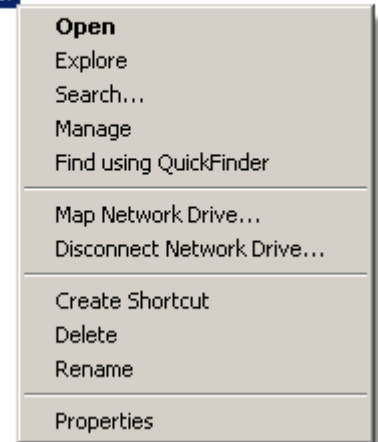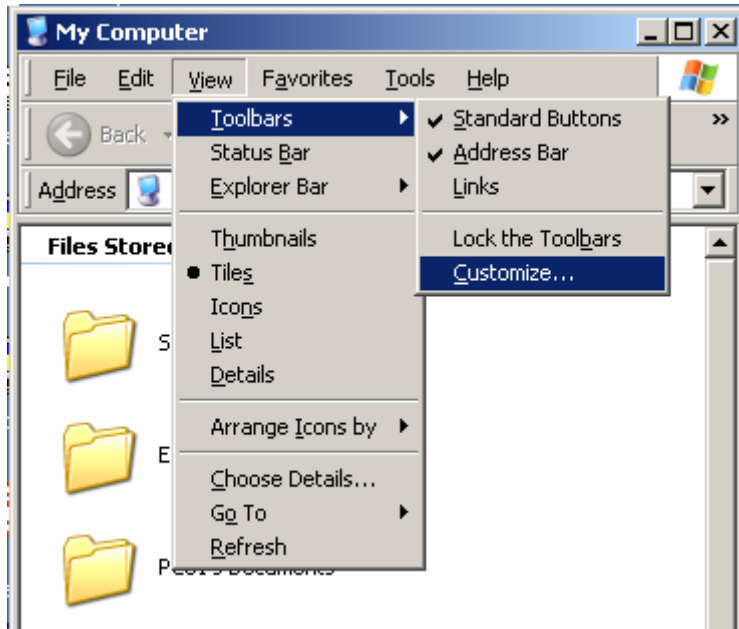

Title Bar
The **Title Bar** shows the name of which window you are viewing.

Menu Bar
Select **View** from the **Menu Bar** and click **Toolbars**, and then click **Customize**
(From now on, selecting options will be shown as **View -> Toolbars -> Customize**)

You are able to customize the toolbars and menus that are available for quick access.

By selecting **<u>V</u>iew -> Til<u>e</u>s**, you are able to customize the way files, folders, and or programs are displayed to give you detailed information or a preview of what the file contains.
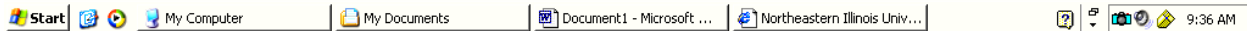
<u>My Documents</u>

The **My Documents** folder is the default folder where most of the Windows XP programs will save your files.

<u>Taskbar</u>

All open windows will be accessible via the **Taskbar**. You can select them by clicking on the button that they formed when they were first opened.
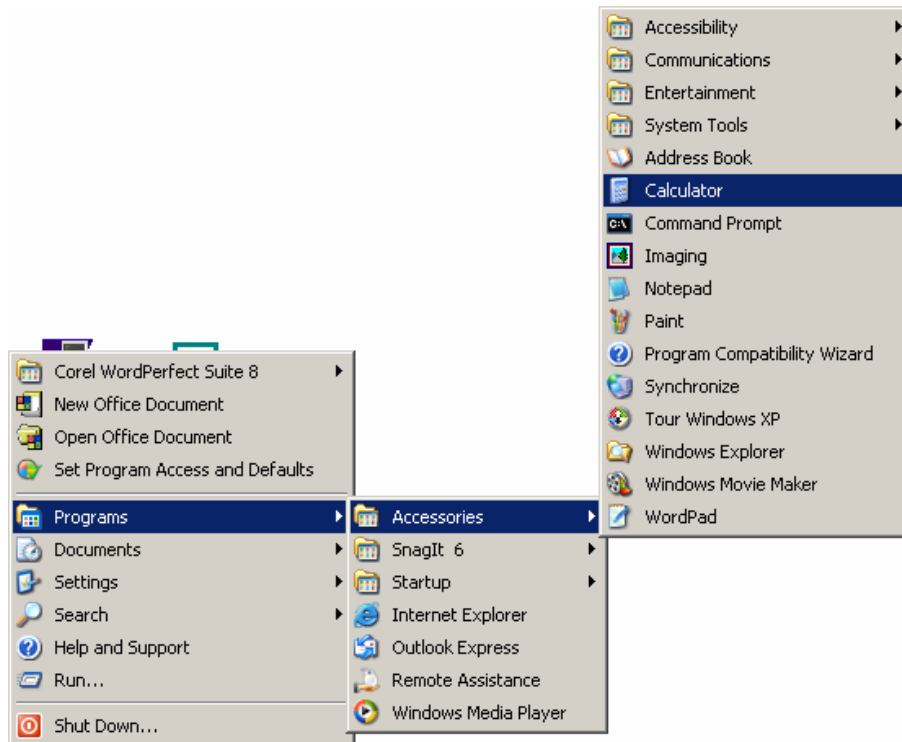

Time and date are found on the right-hand side of the **Taskbar** and can be changed by double clicking on the numbers that display the time.
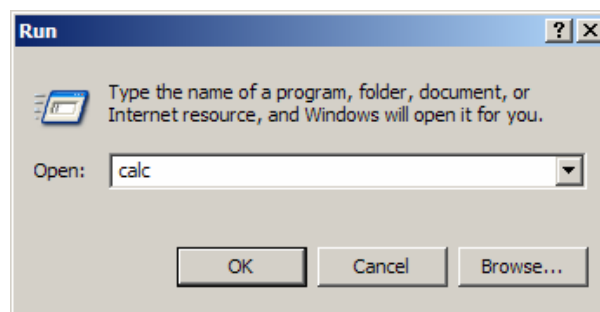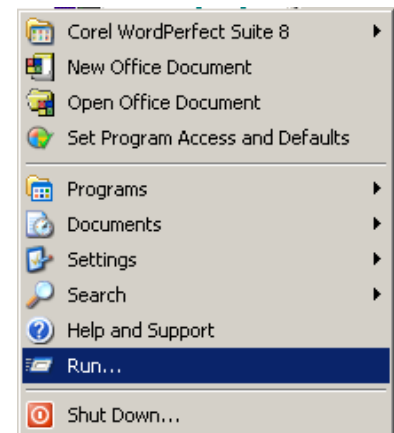
Start Menu

The **Start Menu** contains shortcuts to the most commonly used programs that are found on your computer.

Clicking **Start -> Programs -> Accessories -> Calculator** will launch the calculator program

If you know the name of the program you want to open, go to **Start -> Run** and type in the program's name. For example, if you want to open the calculator program, go to **Start -> Run** and type in the name **calc**. Click the **OK** button.

Explorer

Go to **Start -> Run** and type **Explorer**. Click the **OK** button. (You can also right-click on the Start Menu Button and select **Explore All Users**.) This will allow you to create and maintain shortcuts in the **Start Menu** and other folders on the computer. (University machines will not allow you to create shortcuts in the **Start Menu**.)
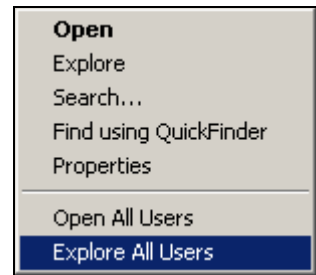
Minimize/Maximize/Restore/Close

Every window in the XP operating system will have a series of buttons on the top right corner of the **Title Bar**.
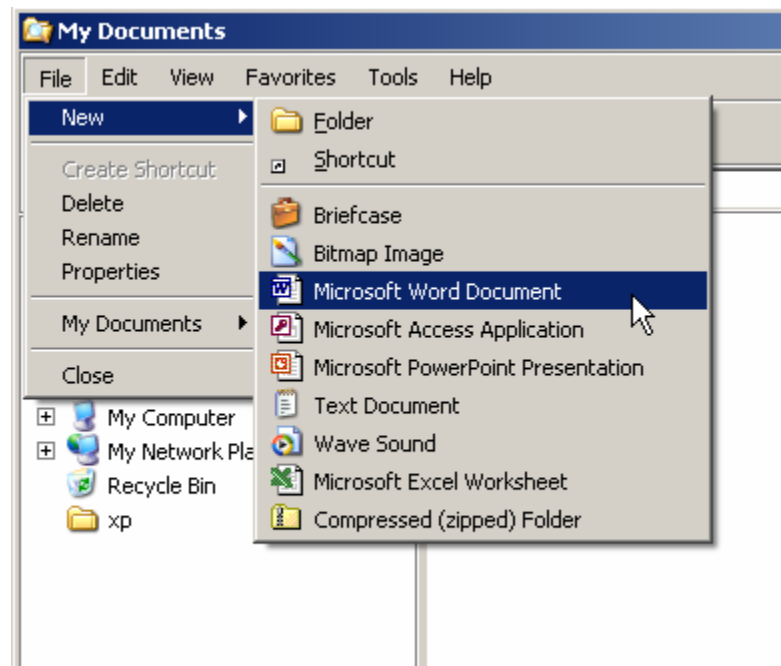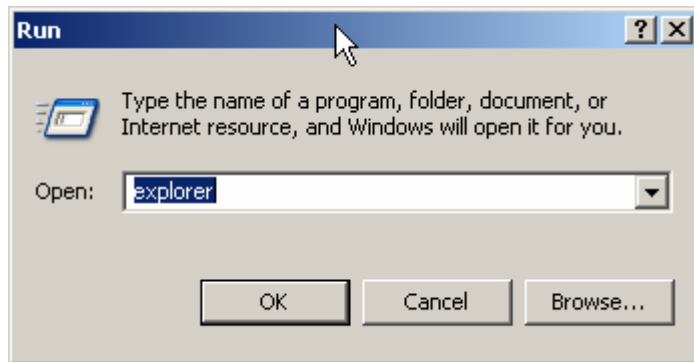
Close   Maximize

Minimize   Restore Window

File Management (Exercise)
Objective/Goal: Basic file creation and maintenance by performing various tasks on the computer.

New File
Go to **Start -> Run** and type **Explorer**. Click the **OK** button. In the Explorer Window, select **File -> New -> Microsoft Word Document**

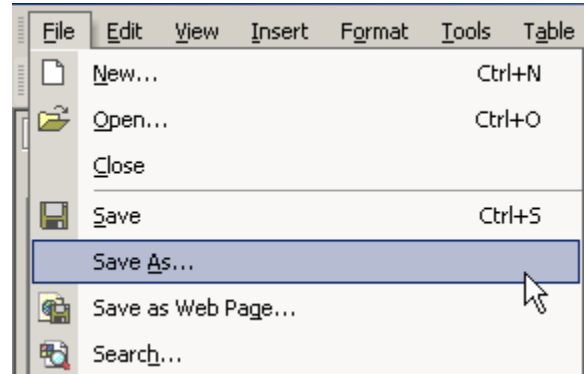Name it **temp.doc** and click the **OK** button.

Open File

Open the file you just created by double-clicking on it. You can also open the file from the **Menu Bar** by selecting **File -> Open.**

With the new file open, enter your name in the open area of the Microsoft Word document.
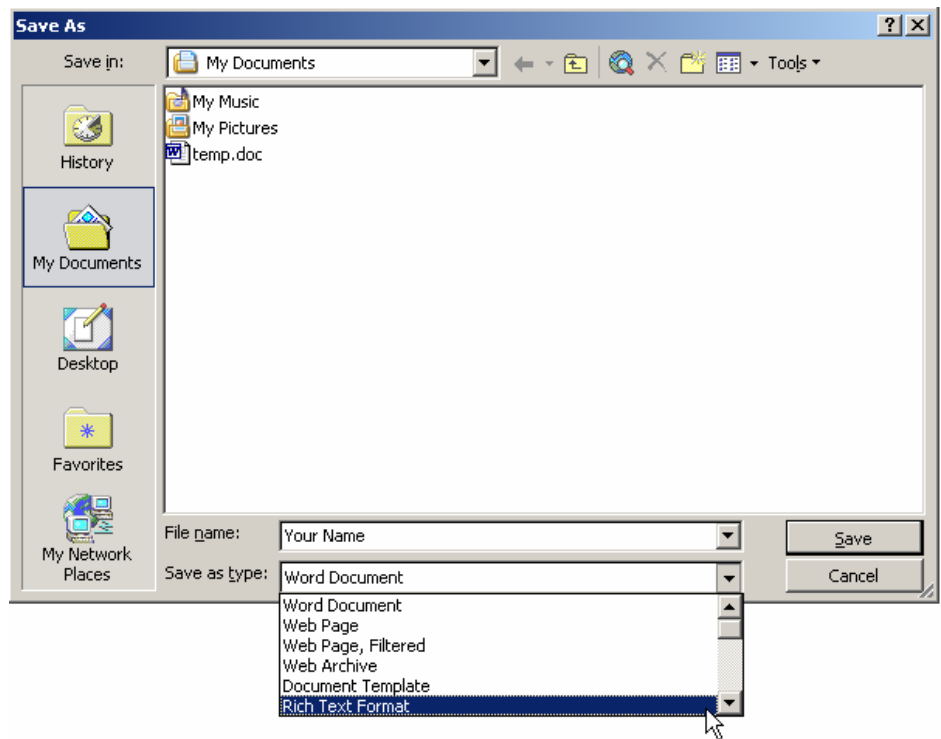
Save (As)

Select **File -> Save As**

Enter your name as the **File name:.**

Click on the down arrow where it says to **Save as type:.**

Select to save the file as **Rich Text Format (*rtf).**

Click **Save and c**lose the file.

*NOTE: By saving the text file as the **Rich Text Format**, you are able to open this file on any type of computer and work on it even if they do not have the Microsoft Word software installed on the machine. Furthermore, saving it this way allowed you to make a backup copy of the file that was created. Making backup copies of files is one of the best practices a computer user can do. Remember to make regular backup copies of your important files and keep the backups in a safe place.*

Copy

Another way to make a backup copy of your files would be to:
- Locate the file you want to copy in My Computer or Windows Explorer.
- Select the file you want to copy by clicking once on the file.
- Select **Edit** from the **Tool Bar** and click on **Copy**.
- Select **Edit** from the **Tool Bar** and click **Paste**.
- You now have a copy of the file you selected.

You can also right-click on the file you want to copy and left-click on the **Copy** command. Now move to an empty area of the window you are currently in and right-click that spot. Select **Paste**.
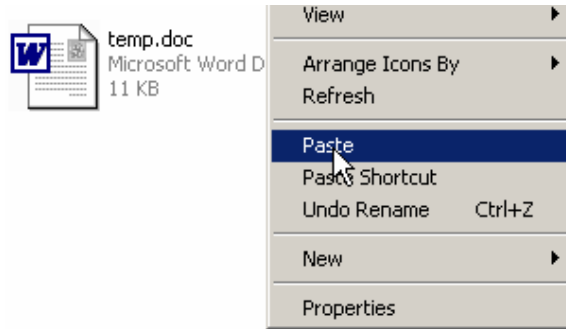
Unzip

*NOTE: A zipped file is a compressed file that was created by a program to save disk space. Windows XP has an automatic unzipping utility that will allow you to open zipped files on disk. Place the floppy disk that was loaned to you at the beginning of the workshop in the floppy disk drive. In the Explorer Window, select **My Computer** and click on **3½ Floppy A:** drive. Double click on the file **text_zip.zip**.*

You can drag-n-drop this file to the **My Documents** folder. Move the mouse pointer over the file, left-click once on the file and while holding your finger down, drag the mouse over so the pointer will be on top of the **My Documents** folder and let go of the file by taking your finger off of the mouse.

Print

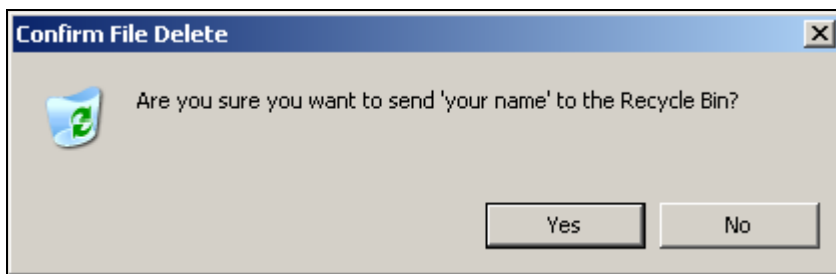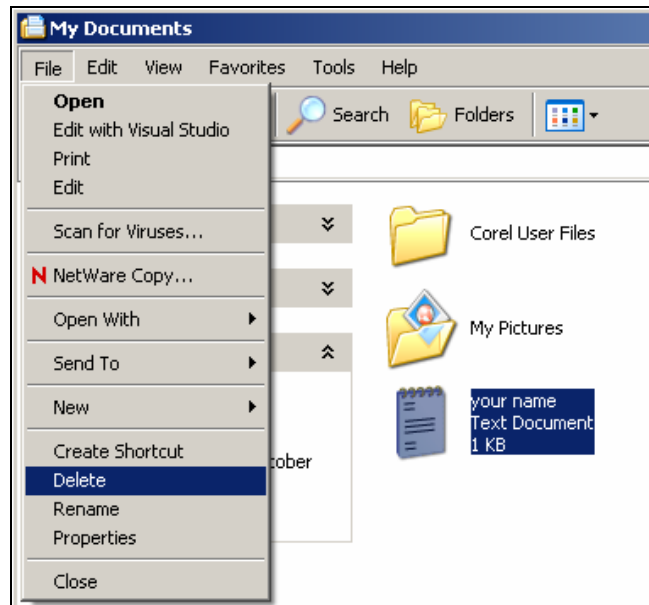Open the new file and select **P**rint from the **File Menu**.
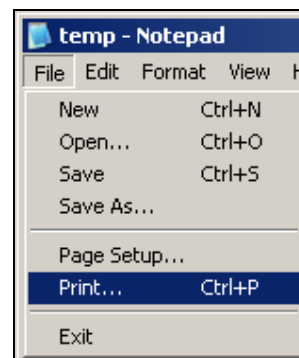
Close the file.

*NOTE: Each computer lab on campus will have a different Print Dialog box. Press the **OK** button and a lab assistant will be available to help you with your print out.*

Delete

From the **Menu Bar**, select <u>File</u> -> <u>Delete</u>

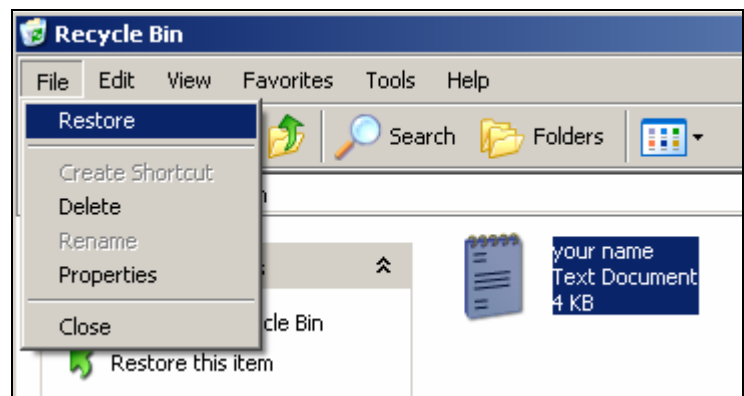Click the **Yes** button.

Recycle Bin

Locate the **Recycle Bin i**con on the Desktop.

Find the file you just deleted and select it by clicking on it once. From the **Menu Bar**, Select <u>File</u> -> <u>Restore</u>
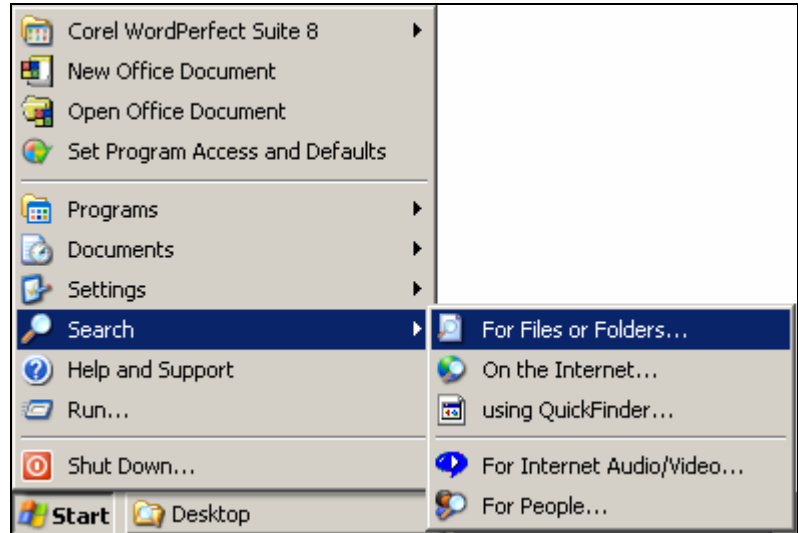
The file will have been restored to the directory it was deleted from. If you do not remember which directory the file was in when it was deleted, you can search for it by using the Search Feature.

NOTE: University machines will not restore a file after the machine has been restarted.

Search

To search for the file that was just restored, Click the **Start Menu b**utton, and select **Search ->For File or Folders …**

There are various ways to search for files and folders. You are able to search by file name or words found in the file you are looking for. You can search specific areas of your hard drive or for files that were created or modified on a certain date. Test some different ways of searching to see which one works best for you.

Name	In Folder
your name	My Documents

Search Companion ✕

There was one file found. Is it what you wanted?

→ Yes, finished searching

→ Yes, but make future searches faster

No, refine this search and...

→ Change file name or keywords

→ Look in more locations

→ Change whether hidden and system files are included

🔍 Start a new search

[Back]
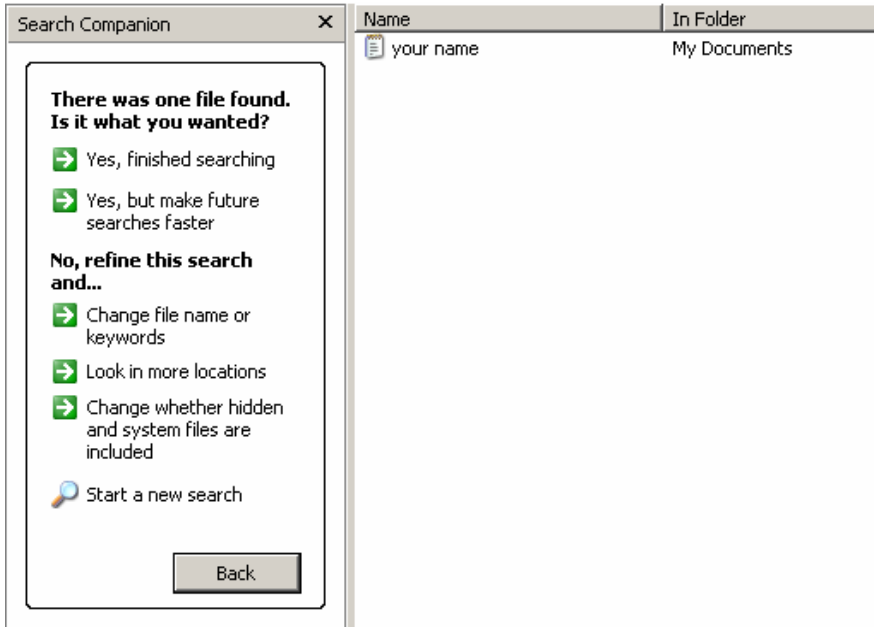
Double-click on the icon to open it

Also, the most recent files that were opened will be found in **Start Menu -> Documents**

Programs	▶	
Documents	▶	📄 My Documents
Settings	▶	📄 My Pictures
Search	▶	📄 temp
Help and Support		📄 your name
Run...		
Shut Down...		
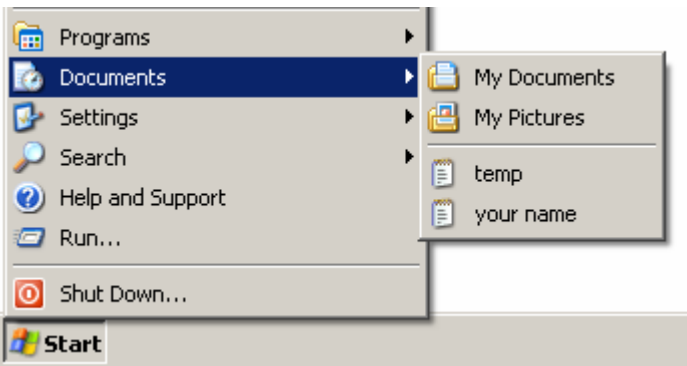
🏁 **Start**

Help

The **Help and Support Center** can be a vital source of information. Click the **Start Menu** and select **Help and Support**.

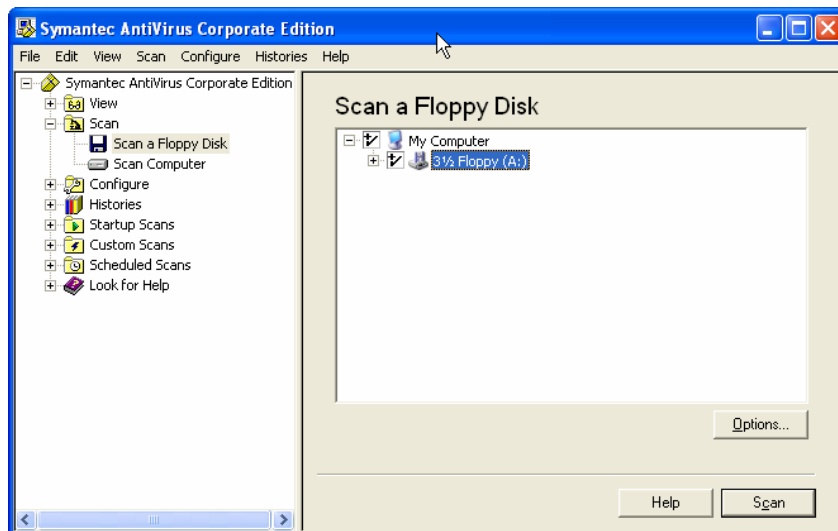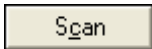| Programs	▶
Documents	▶
Settings	▶
Search	▶
Help and Support	
Run...	
Shut Down...	

🏁 **Start**
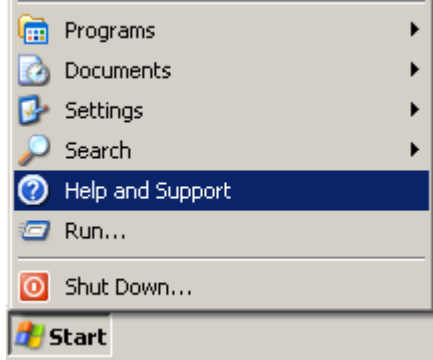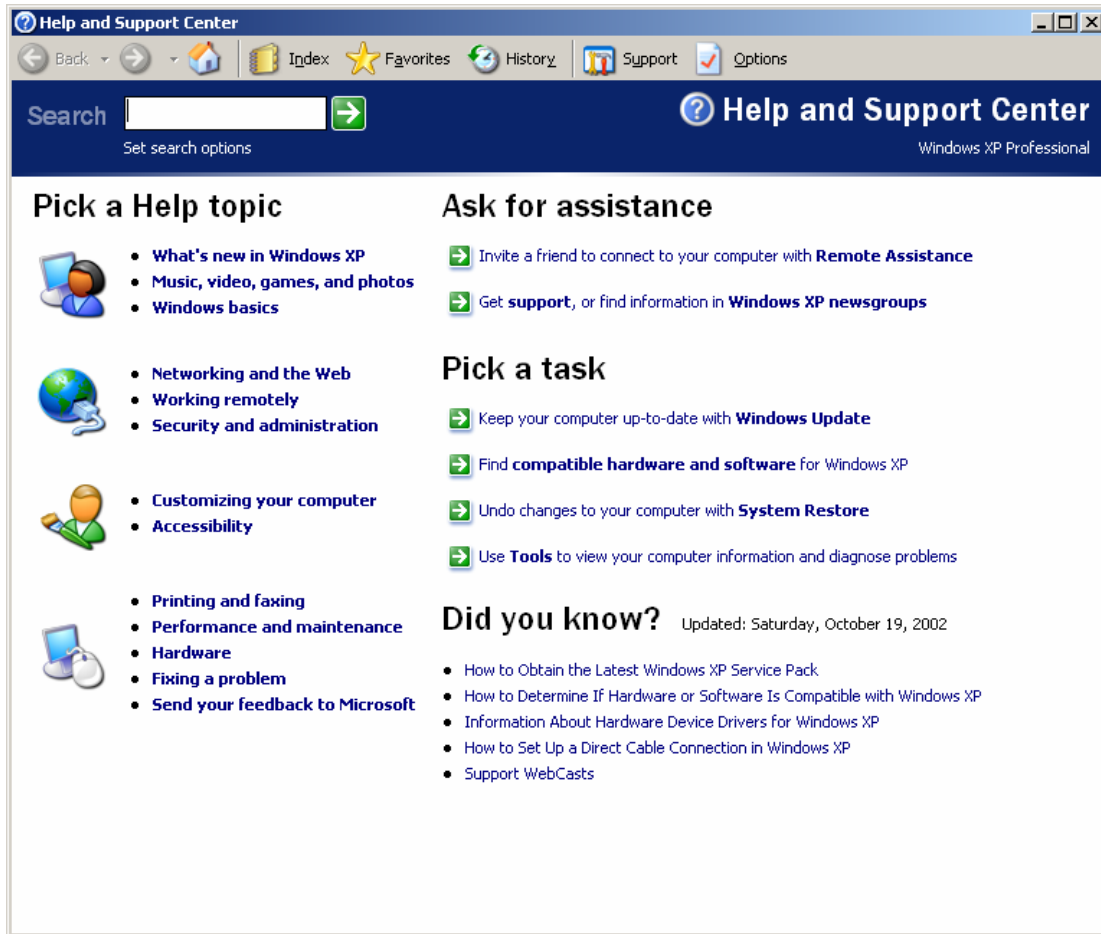
You can type in a word or phrase to search for or select topics that might be useful. Try typing the word **Restore**.
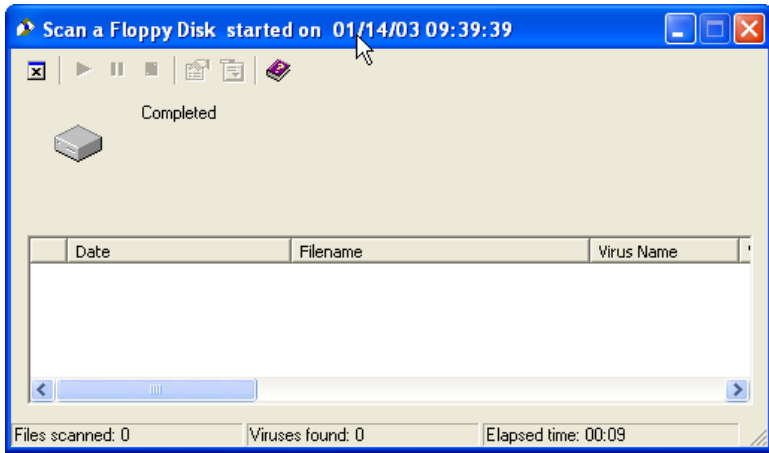
Antivirus

Locate the **Norton Anti-Virus** icon on the right-hand side of the **Task Bar** and double-click it.

Insert the disk we loaned you into the floppy drive. Select the option of Scan -> Scan a Floppy Disk. There should be a checkmark next to the Floppy Disk.

Press the button.

The scan will complete and tell you whether or not there is a virus on the disk. If a virus is found, follow the on screen instructions to disinfect. You may also contact one of our student lab assistants for help. When scanning is complete, close the open window and Exit the program.

< END OF EXERCISE >

Log Off/Shutdown/Restart

To restart your computer or turn your computer off, click the Start Menu Button and select Shut Down …
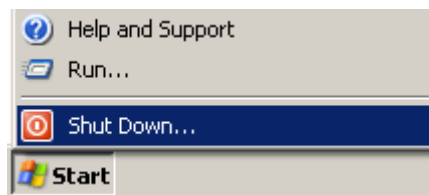
You will now have the option to log off the computer, turn your computer off or restart the computer. Select what you want to do and click the **OK** button.

Alternatively, pressing **CTRL-ALT-DEL** (hold down the Ctrl key, the Alt key, and the Delete key on the keyboard) simultaneously will bring up these options also.
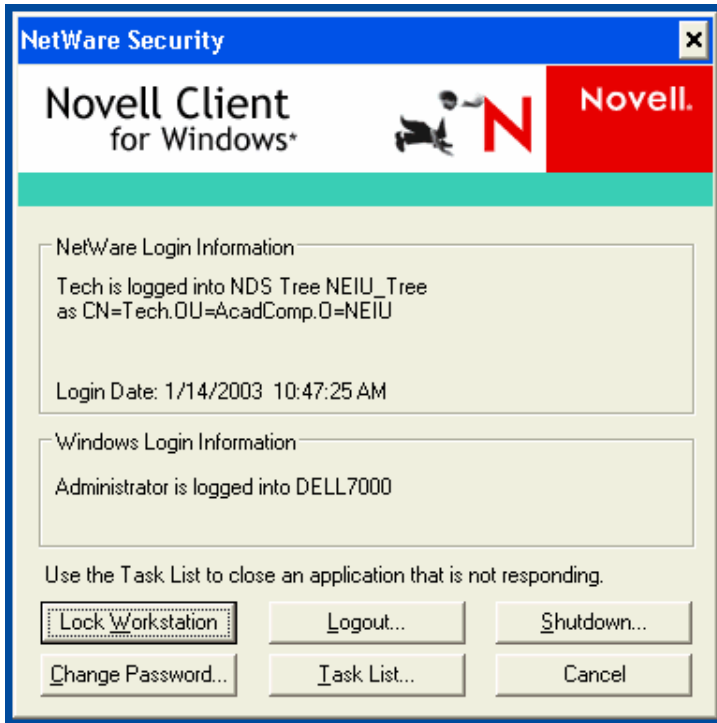
Pressing the **<u>Logout</u>** button will prompt you if you want to end your Windows session. This will close down all programs you had open and will make the computer available for a new user.

Pressing the **<u>Shutdown</u>** button will ask if you want to turn off or restart the system. If you restart the system, the computer will refresh all settings and computer memory will be restored for a new user.

Introduction to Windows XP Review

Conclusion of Document

Student Client Support hopes that this document has been of use to you in familiarizing yourself with the Windows XP Operating System. Please direct any comments you have concerning our workshops or this document to Student Client Support in B-107, extension 4390.

Information Resources

Information regarding student workshops, documentation, email accounts, and lab locations is available at our website http://www.neiu.edu/~scs.

Document Created by:

Student Client Support
Academic Computing, NEIU
B-107
Web: www.neiu.edu/~scs
Email: scs@neiu.edu
Phone: 773-442-4390