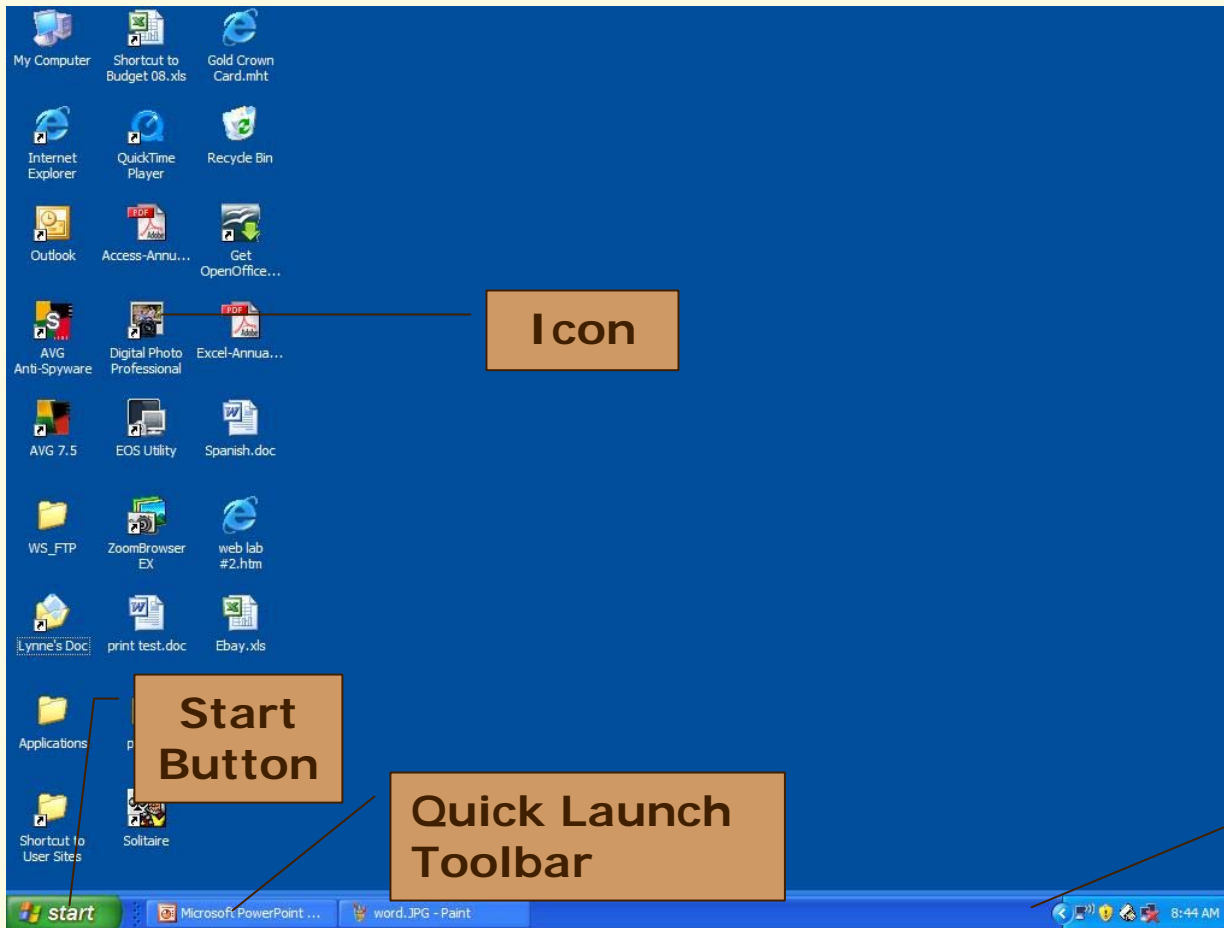# Using your computer

Learning about the Windows XP Operating System

What will we learn?

- What a desktop is and what is on it
- What the title bar, toolbar, menu bar and task bar are
- How to create, move, rename and delete folders and files
- What the Minimize, Maximize, and Restore buttons are and what they do
- How to scroll, re-size windows and drag objects
- What the keyboard shortcuts are

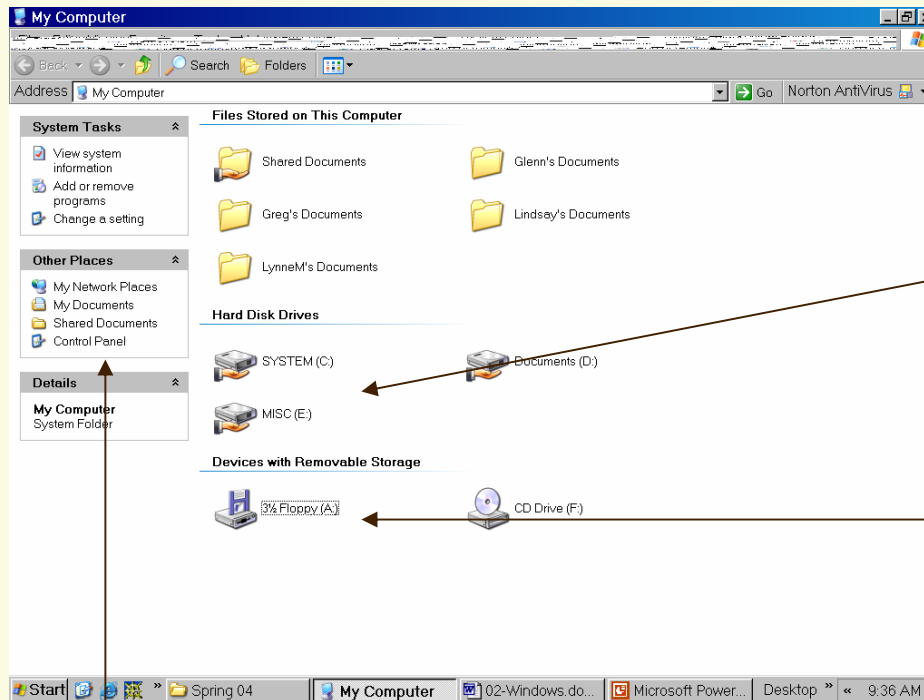# Desktop Components

Icon

Start Button

Quick Launch Toolbar

Taskbar

Recycle Bin

Recycle Bin

- Deleted files are initially placed in the Recycle Bin.
- A file that has been accidentally deleted can be restored.
- Periodically, the Recycle Bin should be emptied.
- Files deleted from external media (floppy, USB, etc.) are <u>NOT</u> placed in the Recycle Bin and are permanently deleted.
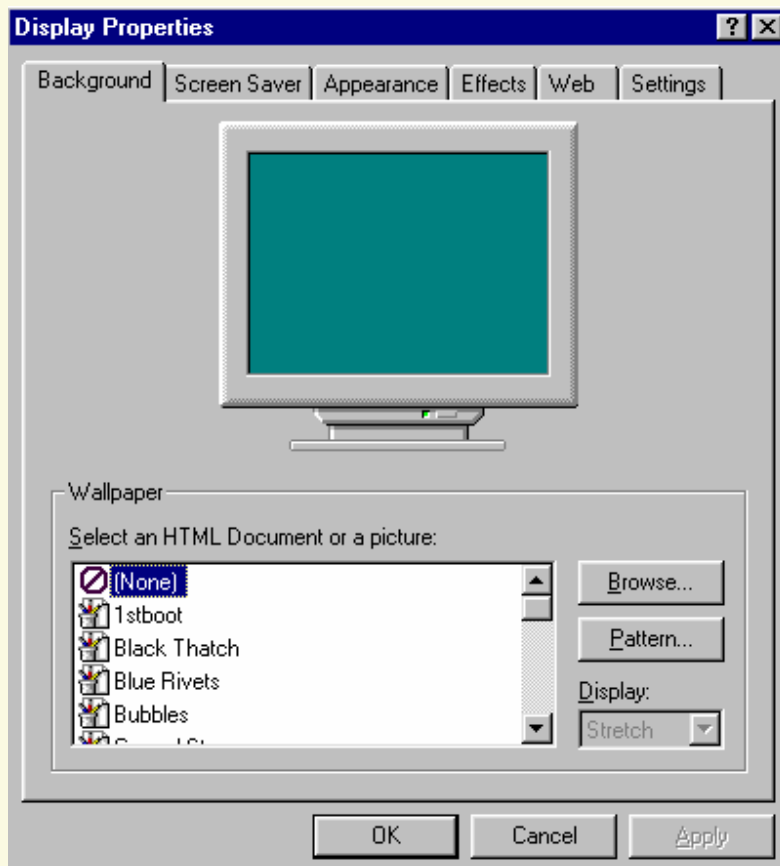
My Computer

Hard drive(s)

Removable drives like CDs and floppies

Another way to access the control panel and other common folders
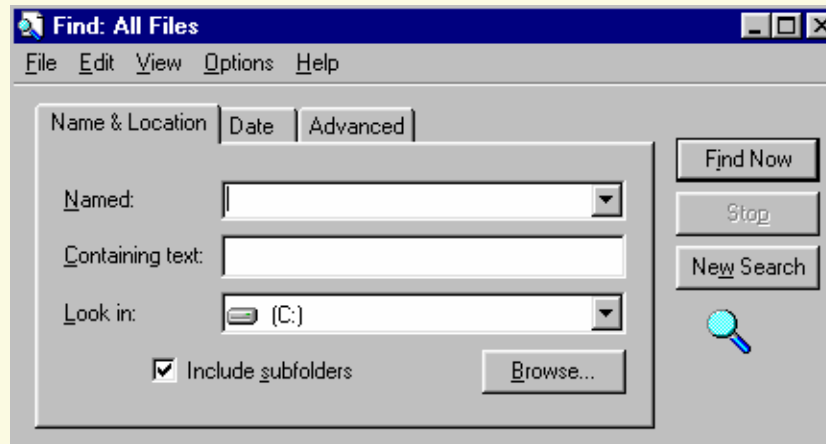
Customizing the Desktop

Open the Display Properties dialog box to customize the desktop by changing features such as:

- Background

- Wallpaper

- Screen Saver

Find Files

- Open the Find: All Files dialog box to quickly locate a file.
- Files can be opened, copied, moved, deleted, or renamed in the Find results window.
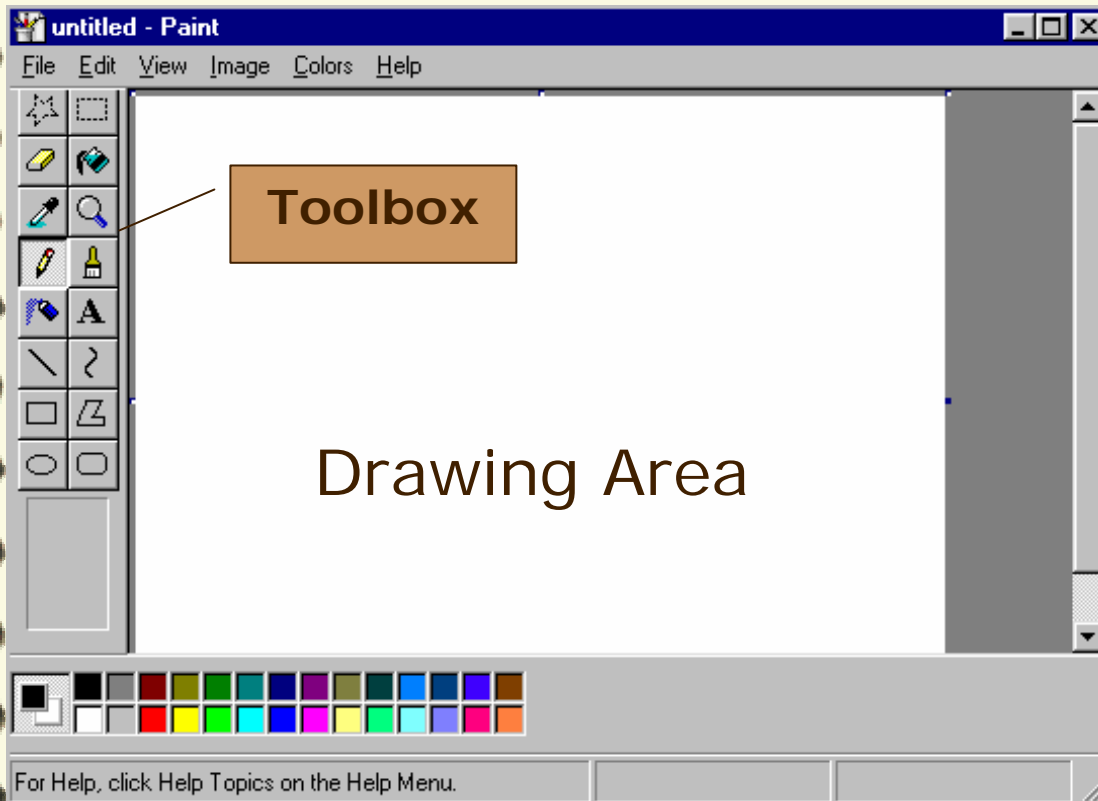
There are more than just games under accessories:
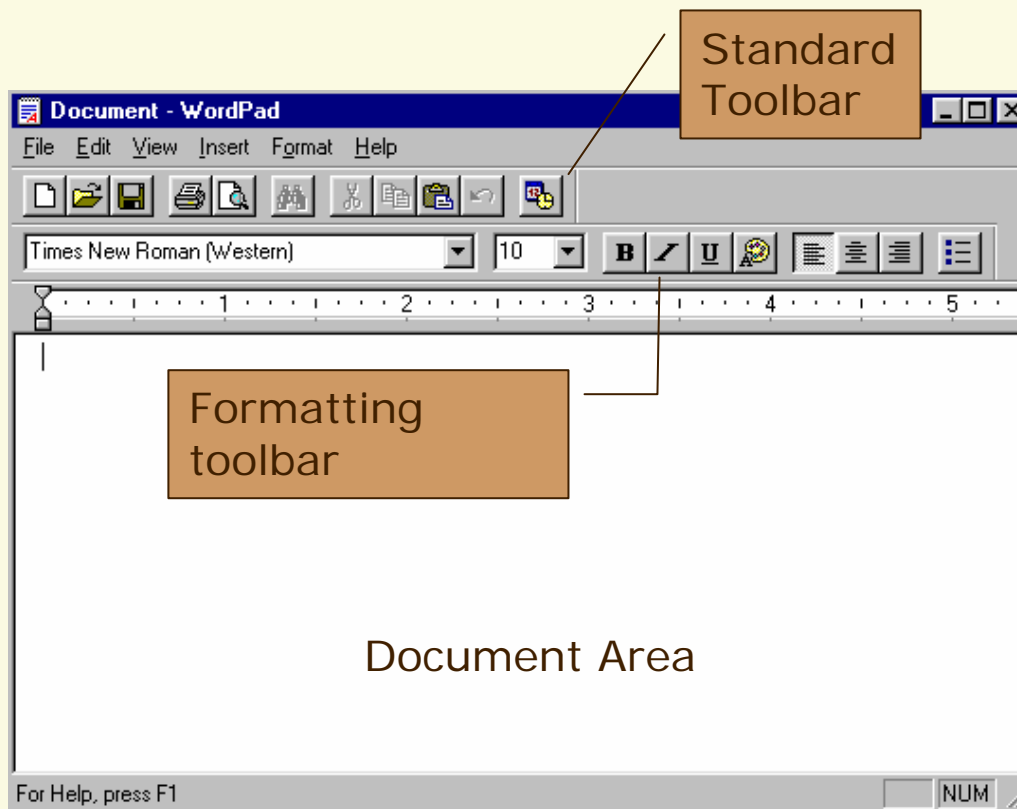
- Games
- Calculator
- Notepad
- WordPad
- Magnifier

Paint Accessory

untitled - Paint

File Edit View Image Colors Help

Toolbox

Drawing Area

For Help, click Help Topics on the Help Menu.

Open the Paint accessory to create and modify images such as a logo or simple drawing.

WordPad Accessory

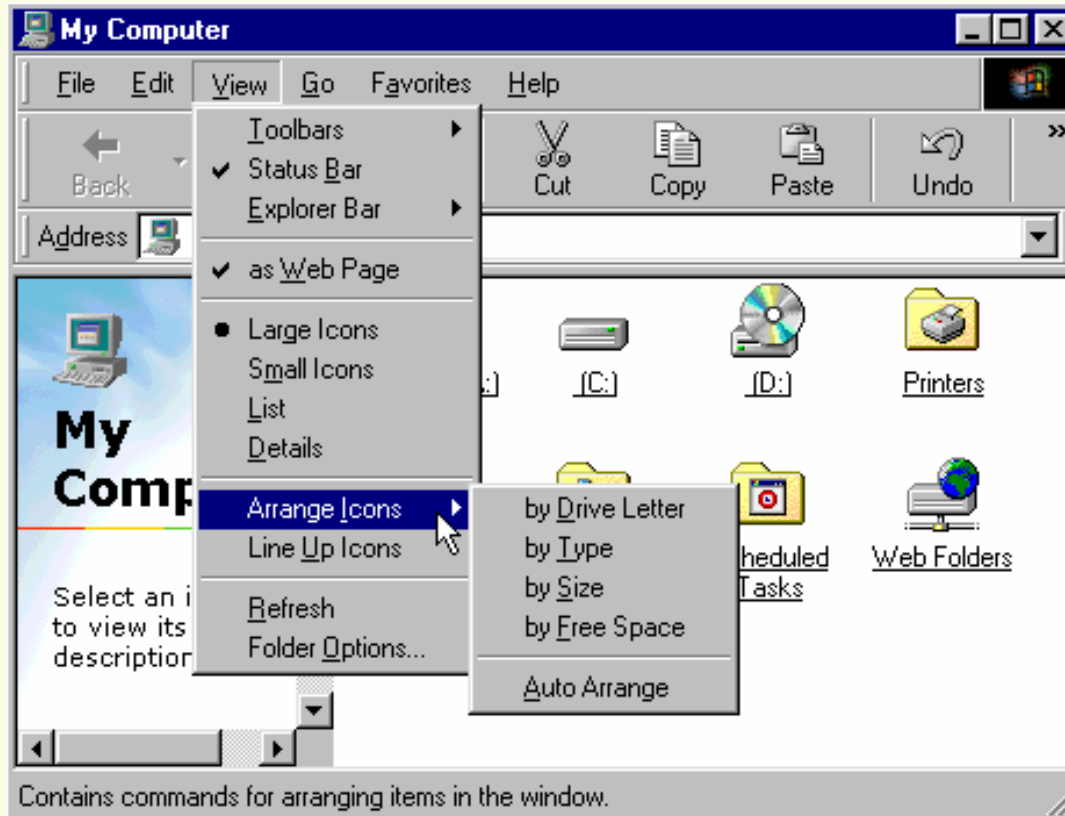Standard Toolbar

Formatting toolbar

Document Area

The WordPad Accessory is a word processing program that offers some of the features of Microsoft Word.
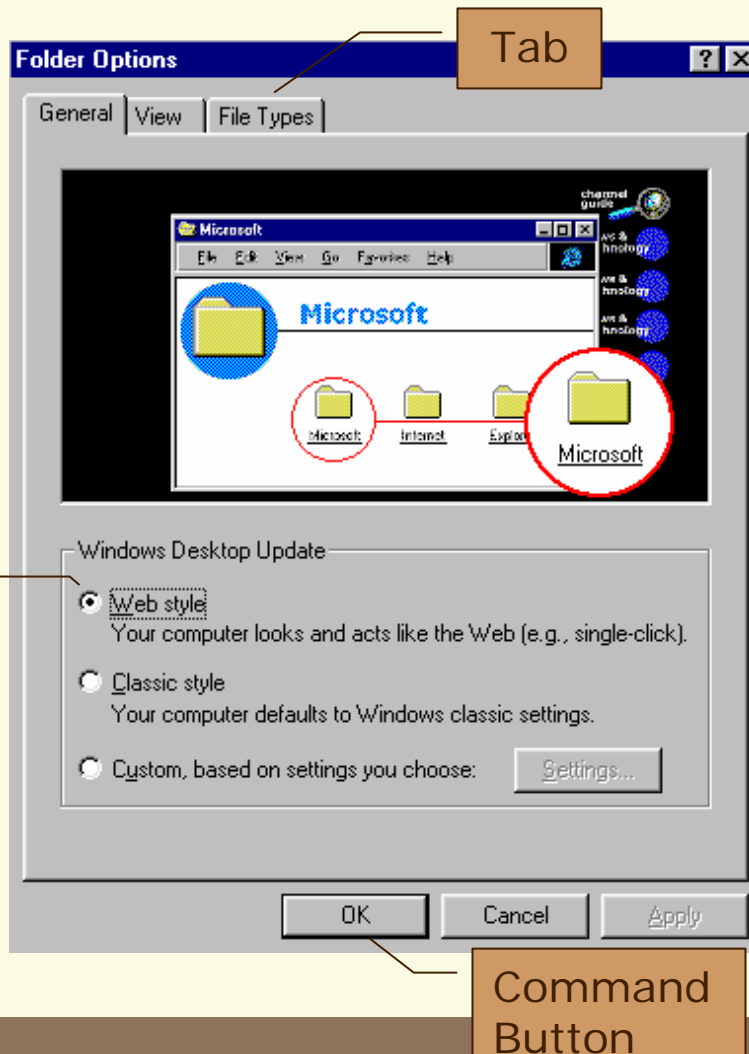
Windows

A window can display an application (program), documents, or the contents of a disk drive or network. All windows have the same components

Menus

Commands or functions in Windows 98 and applications are accessed through menus or toolbars. Menus are organized into groups of related commands.
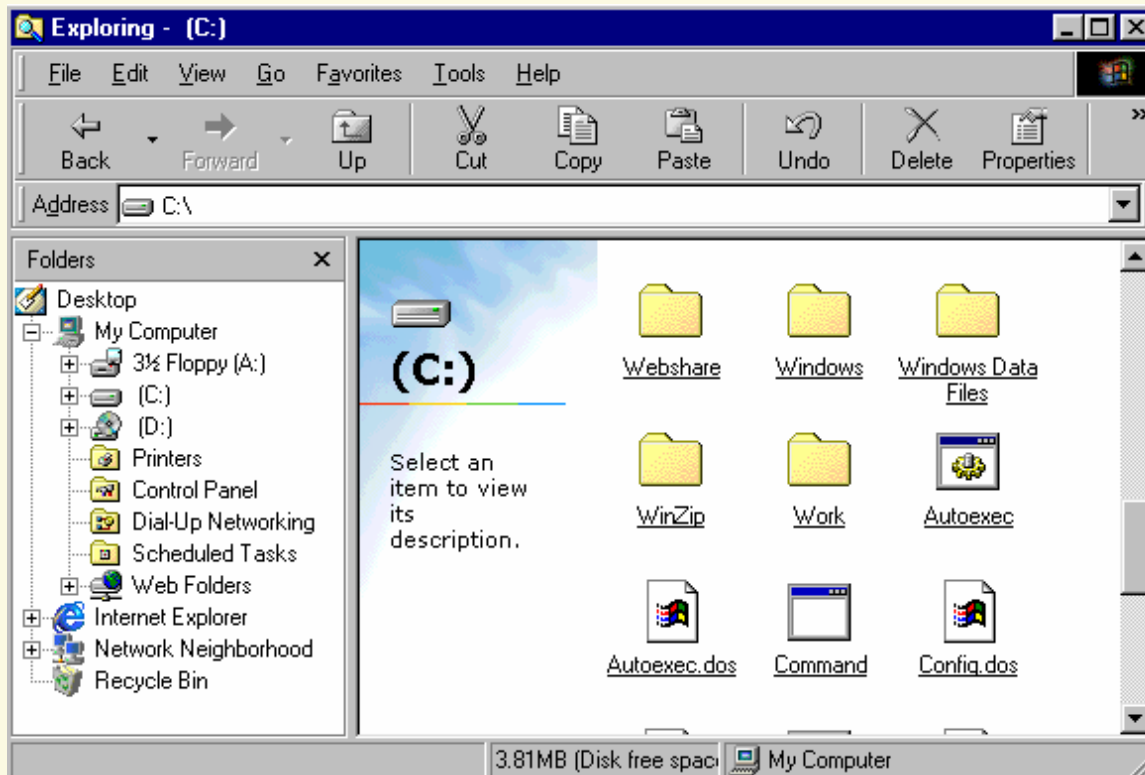
Dialog Boxes

Folder Options dialog box with labels:
- Tab
- Option Button
- Command Button

Dialog Boxes appear when additional information is required for a function. Some common elements in dialog boxes are:

- tabs

- command buttons

- option buttons

Windows Explorer

Use Windows Explorer to perform file management tasks such as:

- create folders
- copy files
- move files
- delete files
- rename files

Let's get started:
Turn on your computers

Password: ECC