



Windows XP – Part 1 The Basics

Objectives:

- Learn how to use the Keyboard.
- Learn about the Desktop, when to left click, right click, or double click.
- Learn about the Taskbar.
- Learn to work with multiple Windows.
- Learn how to use the START menu.
- Learn how to use the Control Panel.
- Learn about Windows Security.



Windows XP Introduction Part I

Windows XP: provides two vital roles. One: it runs the computer (serves as the operating system). Second: it allows the user to relatively easily interact with the computer and manipulate software, data, files and folders. New versions of the operating system are created to allow your computer to run new applications.

The keyboard: The computer keyboard is very similar to a typewriter keyboard.



The differences include:

Alt: Used in combination of other keys to perform specific tasks

Backspace: Remove a character to the left of the cursor

Caps Lock: Only applies to letters

Ctrl: Used in combination with other keys to perform specific tasks

Delete: Remove a character to the right of the cursor

Esc: Cancels a command or menu

F or Function Keys: Roles are software specific

Num Lock: Set numeric keyboard to numbers not arrow keys

Shift: Makes capital letters or upper symbol on non-letter keys

Tab: Moves cursor to next tab stop

The Mouse:

Left Button
"Left Click"

The left button is used select icons, files and folders. either a single click or double click to make the selection.

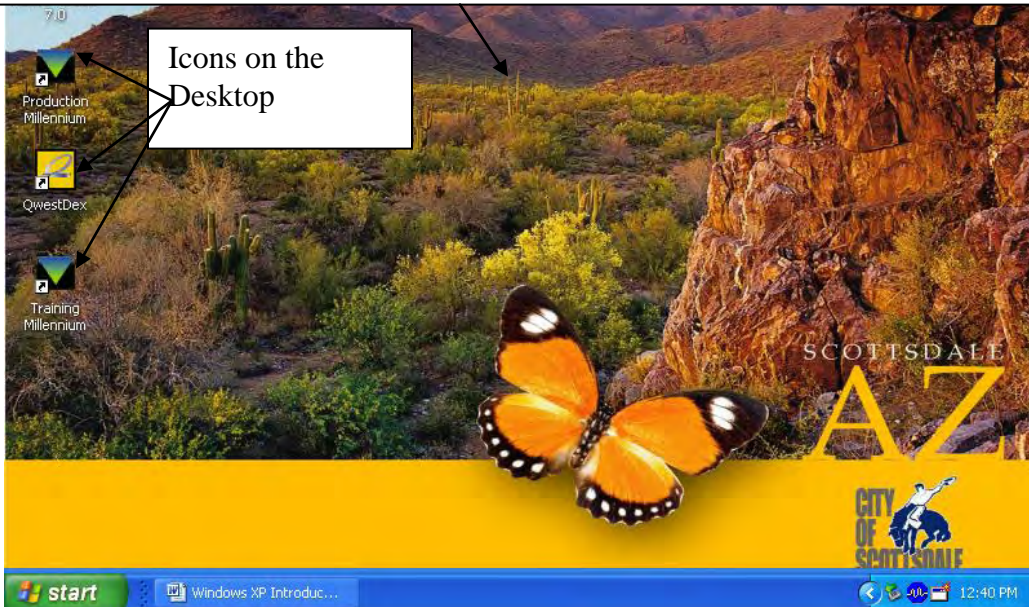
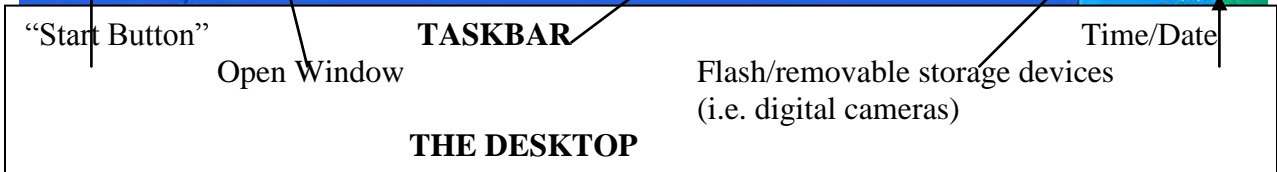


Right Button
"Right Click"

The right button will open up a menu. The default action will be in bold. To de-select the menu hit esc or left click.

Dragging is used to move an icon from one place to another. Just Left Click the item and hold the mouse button down while you move the icon to the desired location, the let go of the left button.

THE DESKTOP & TASKBAR



A WINDOW

Every Window contains:

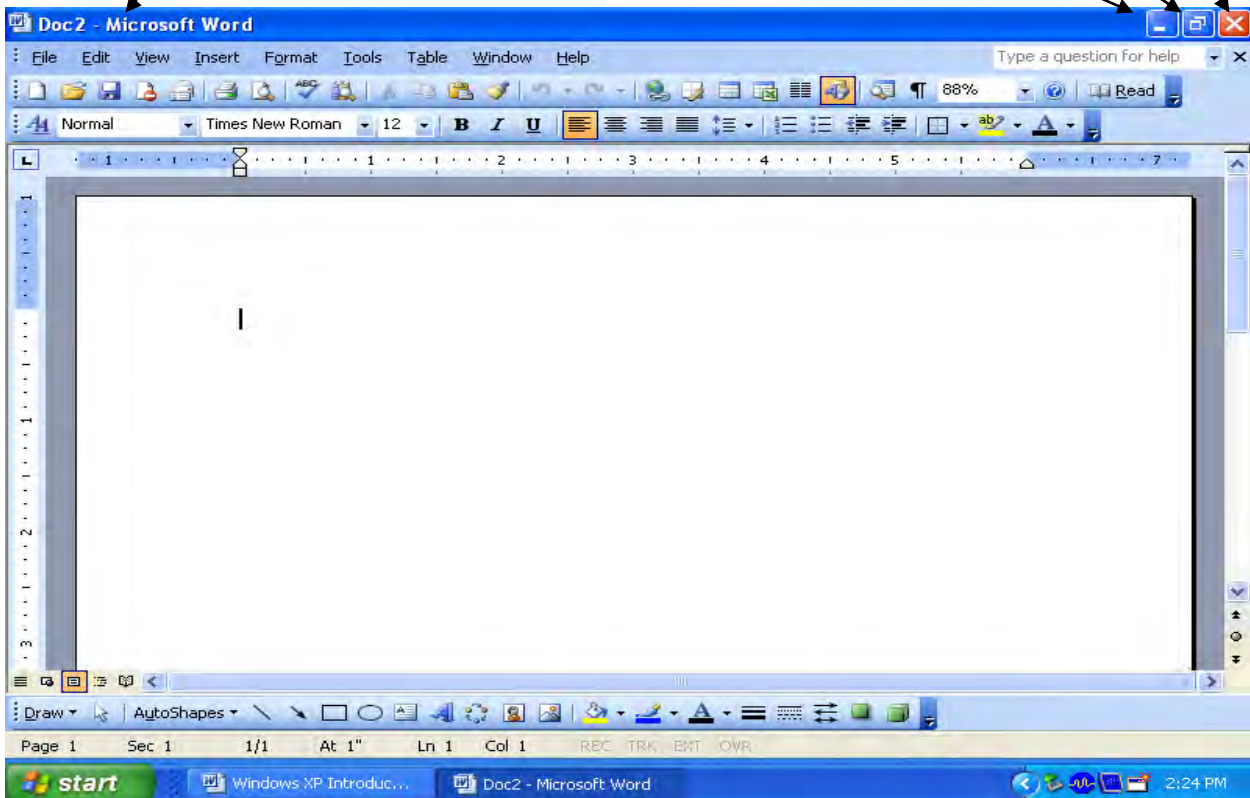
Title: including name of file and software used to create it

Buttons to change Window

Minimize (the minus sign)

Resize (the rectangle)

Quit
(the X)

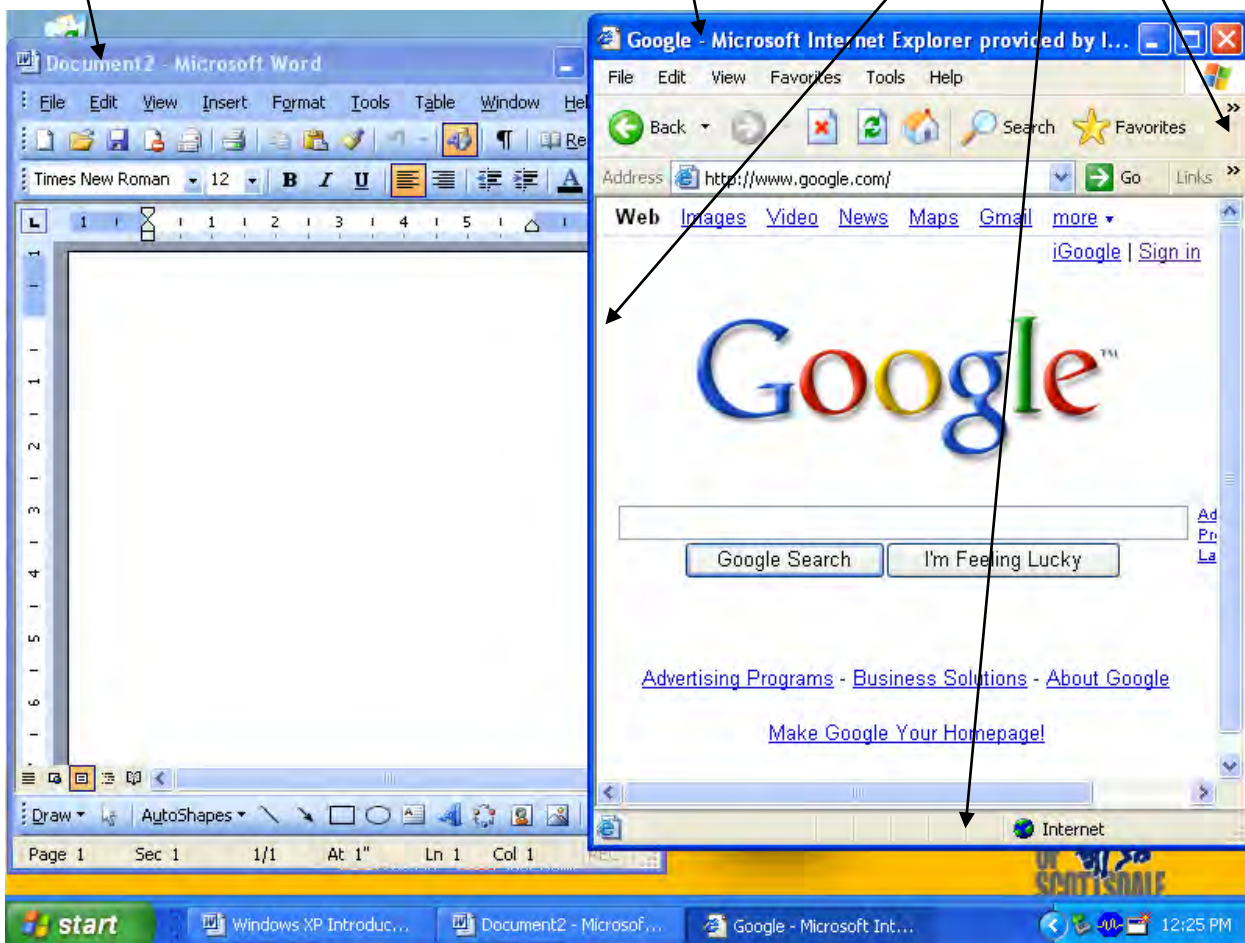


MULTIPLE WINDOWS

Windows are moved by Left clicking on the top blue strip, then holding the left button down, dragging the window to its new location

Windows can be made smaller or larger by left clicking on an edge, then holding the left button in, dragging the side to change the size

The active window will have a darker blue strip on top



Windows XP allows you to have multiple windows on display on your desktop. However, you can only work with one (the active window). By changing the size of the windows and moving them around, you can have several windows on the desktop at once.

Files: Are the means by which computers manipulate and store information. They are “packets” of data that belong together and serve a common purpose. The file can be a document, music, video, or a picture. Files must be saved if you wish to access them later.

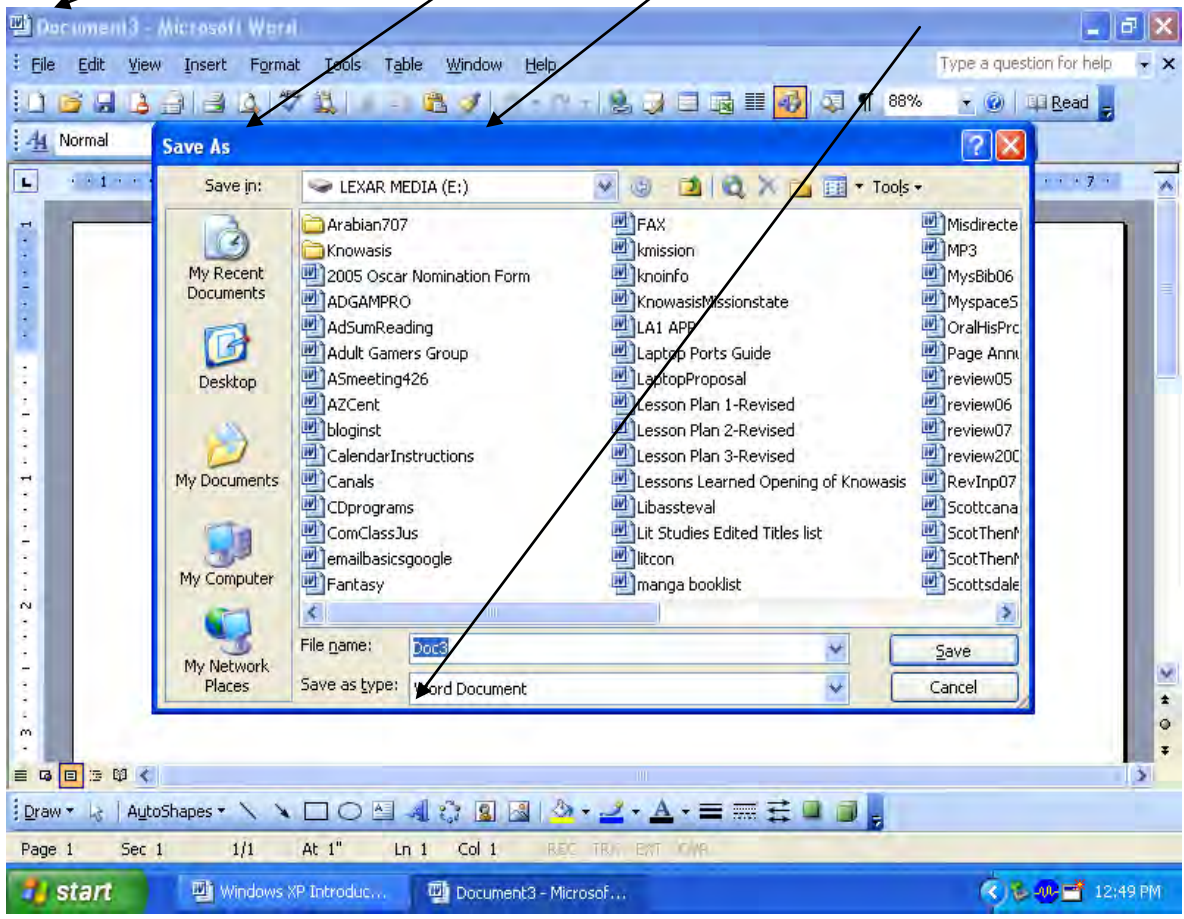
Files can be saved on the hard drive “Drive C,” on a CD or DVD (a little more complicated process), or saved to a Flash/Thumb/USB (three names for the same thing) drive. Flash drives can be removed from the computer and carried with you.

Save As: the first time you save a file, use the “Save As” function. This allows you name the file and set a location for the file. After your first “Save As,” you can use “Save” which will keep the same name and location as set in “Save As.”

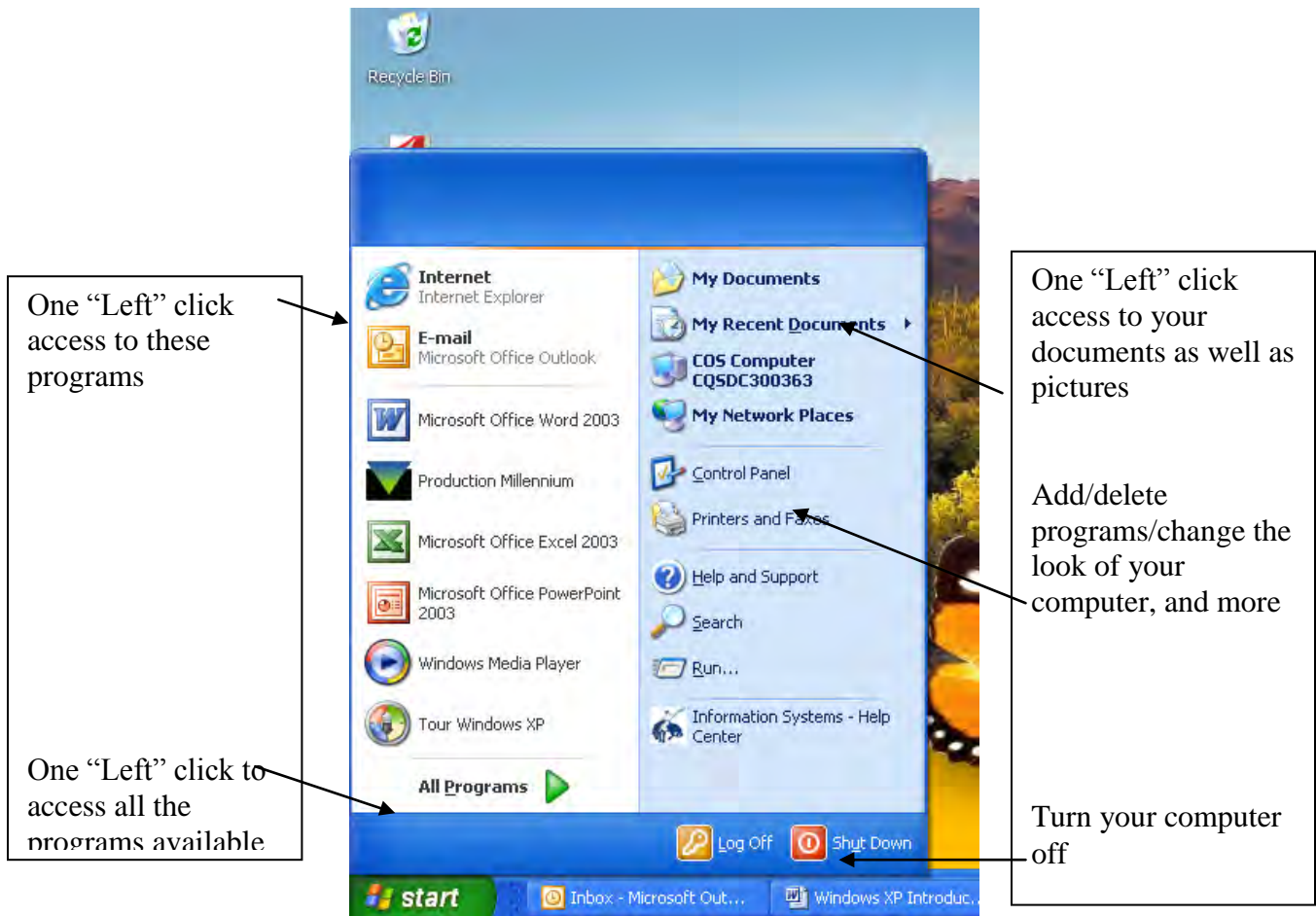
The first time you save a file, use the “Save As” function

“Save As” allows you to assign a place to store the file and name the file

Left Click on “File” when ready to save

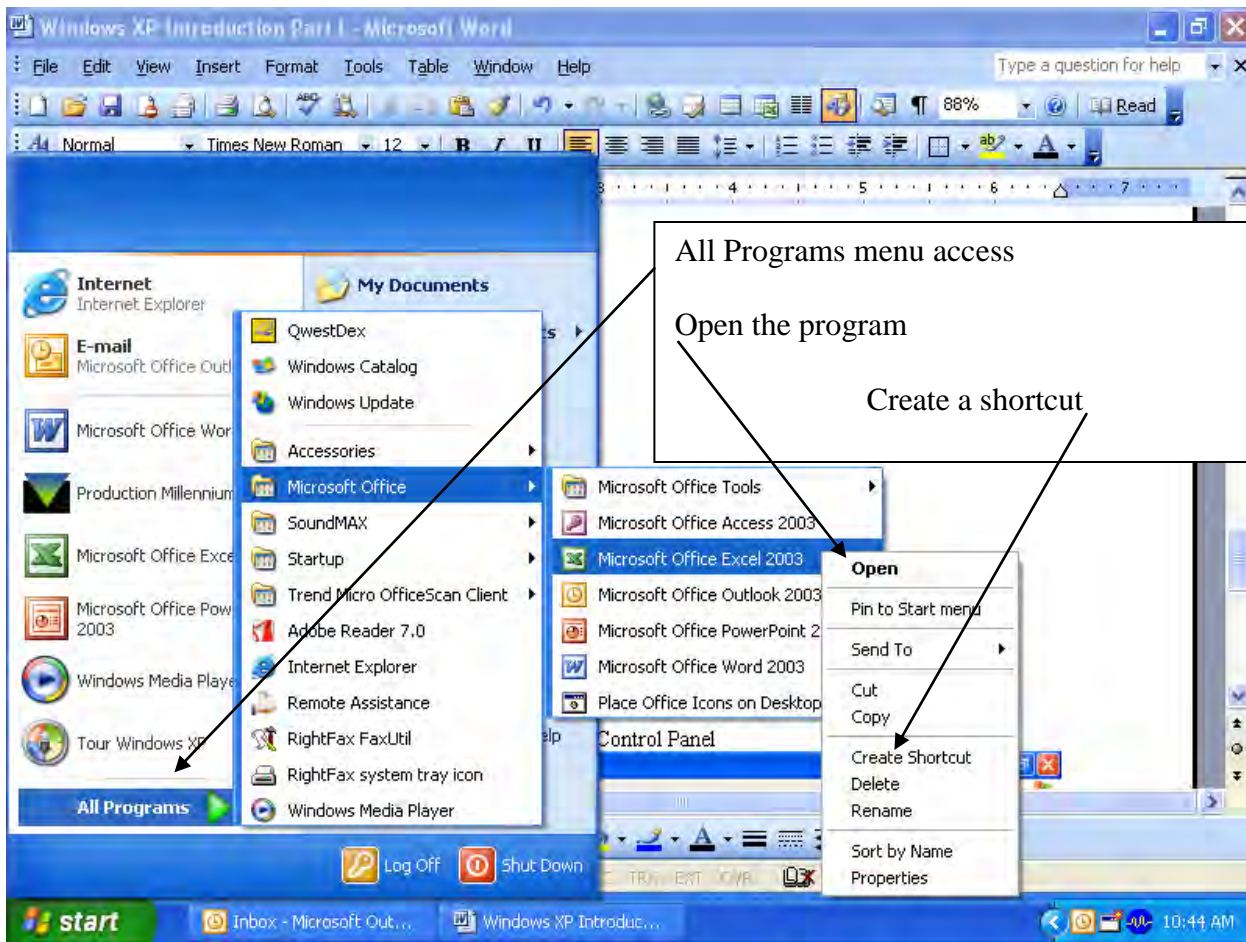


THE START BUTTON



The START menu is accessed by "Left" clicking on the START button on the bottom left of the Desktop. The START menu allows you to access all your programs, change the look of you computer, change the time, add/delete programs, and quit when you are done.

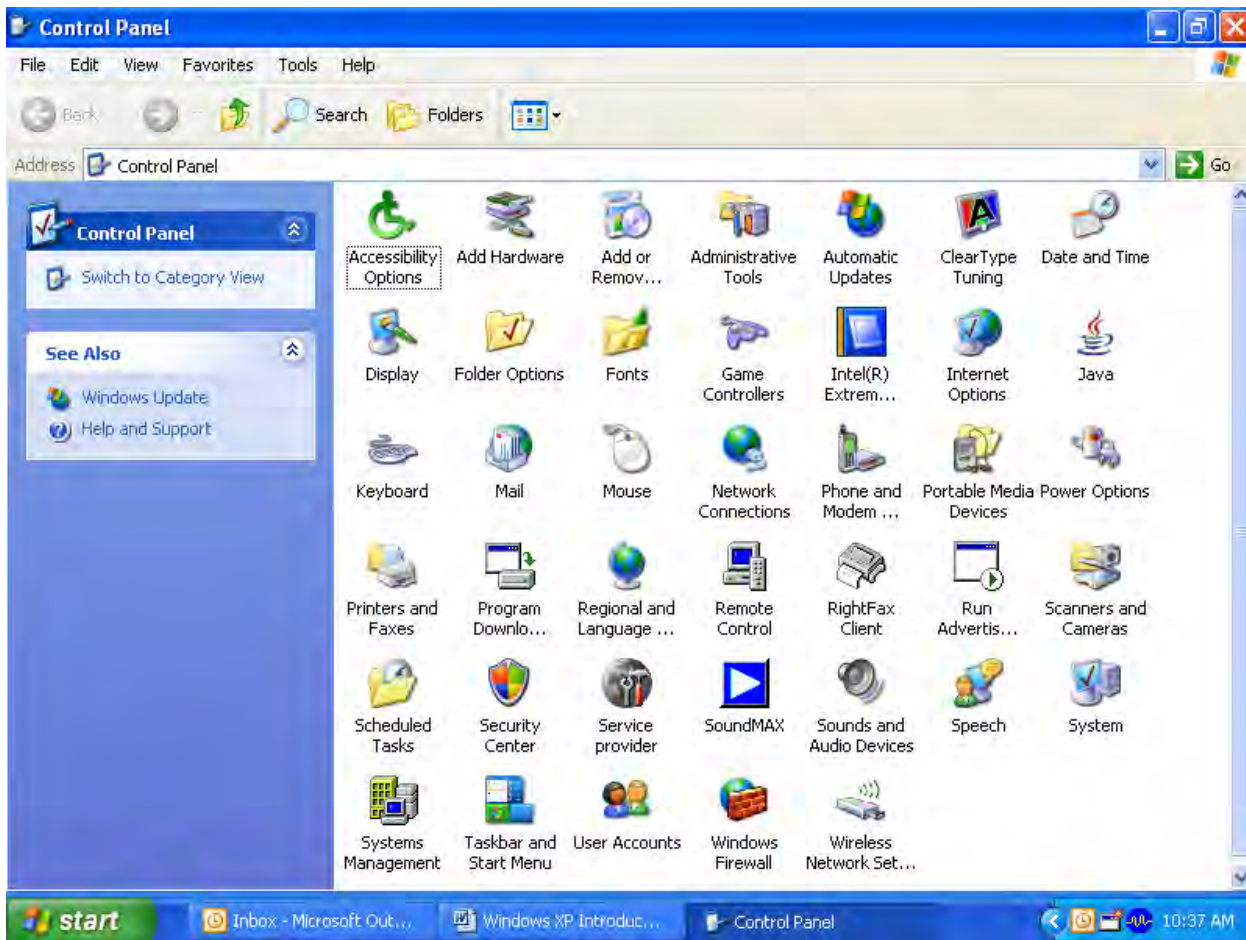
ALL PROGRAMS BUTTON



Also accessed via the START button is the “All Programs” menu. Through this menu, you can open software programs and create shortcuts for the software programs to the Desktop.

To put a shortcut on the desktop, click on START → Programs, and find the program you want. Right-Click it, then drag it to the desktop, then click on Create Shortcut Here. You can then left-drag the shortcut to where you want it on the desktop.

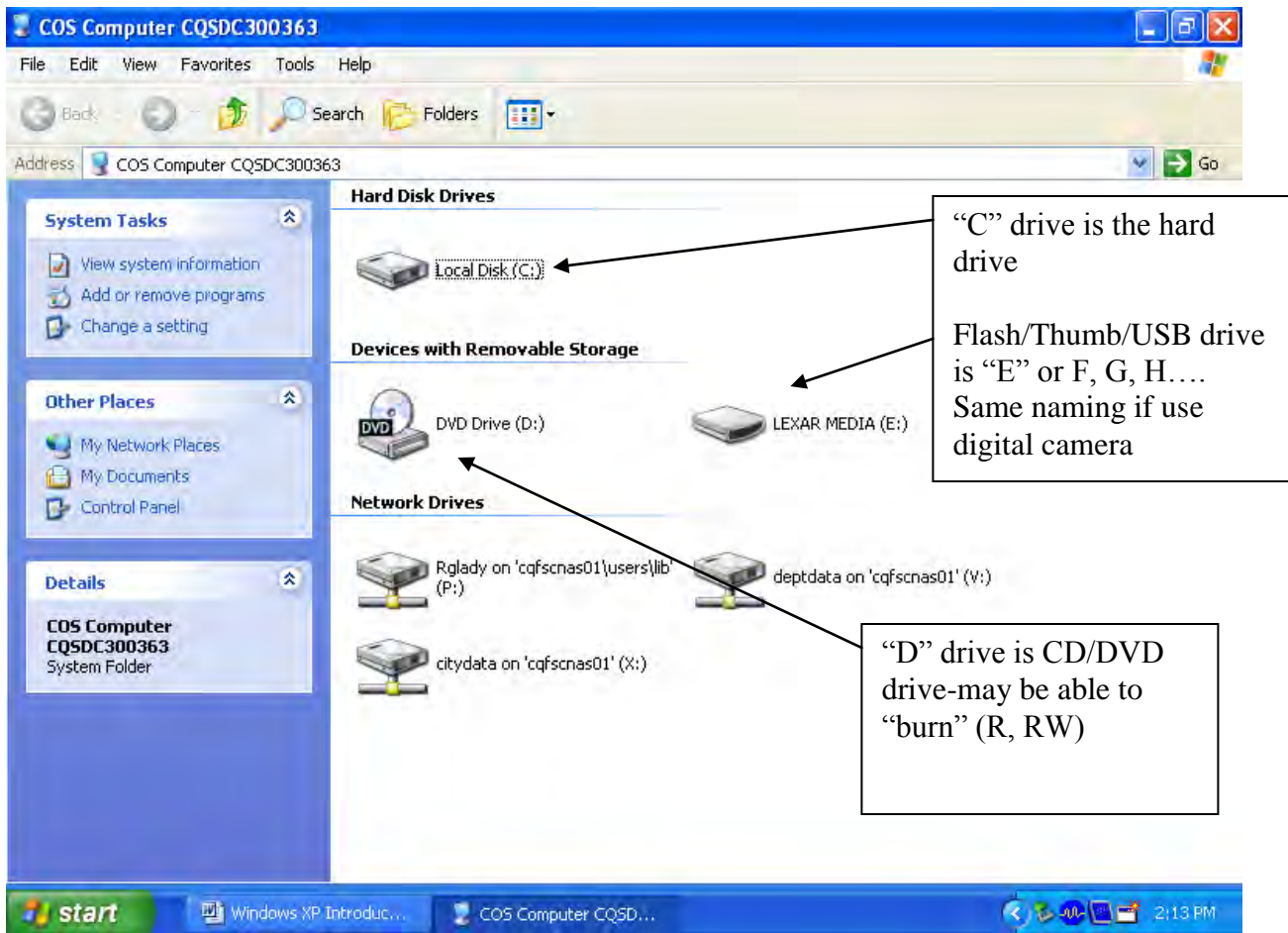
THE CONTROL PANEL



Click on START → Settings → Control Panel. A Window will display all the various features of your computer that you can adjust or change.

The Control Panel allows you to change settings on your computer, set the date and time and add or delete programs.

MY COMPUTER



Click on START → Settings → My Computer.

“My Computer” allows you to see what disk drives are installed, including flash drives. “Left” clicking on the drives will show you what files/folders are on the drive.