

Windows XP Basics

Accessing Help

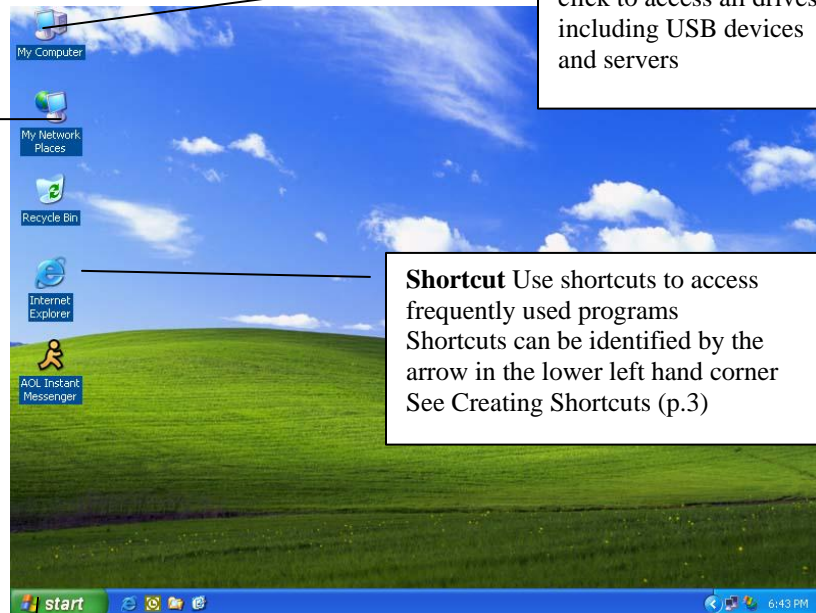
Your Windows machine has a number of places to get help.

- Go to the Start Menu and select Tour Windows XP (alternatively, go to Start/ All Programs/Accessories/Tour Windows XP)
- Go to the Start Menu and select Help and Support (alternatively, go to Start/ All Programs/Accessories/Help and Support)
- Go to <http://www.microsoft.com/windowsxp/using/default.mspx>, *Using Windows XP*
- <http://www.microsoft.com/windowsxp/using/setup/customize/default.mspx> , *Windows XP Customizing Your Computer*

The XP Desktop

Recycle Bin (trash)
Drag items here to delete them
Right Click an item and select Delete to send it to the Recycle Bin
Right click the Recycle Bin to empty the trash

Start Menu
Use this to access all programs, files and folders

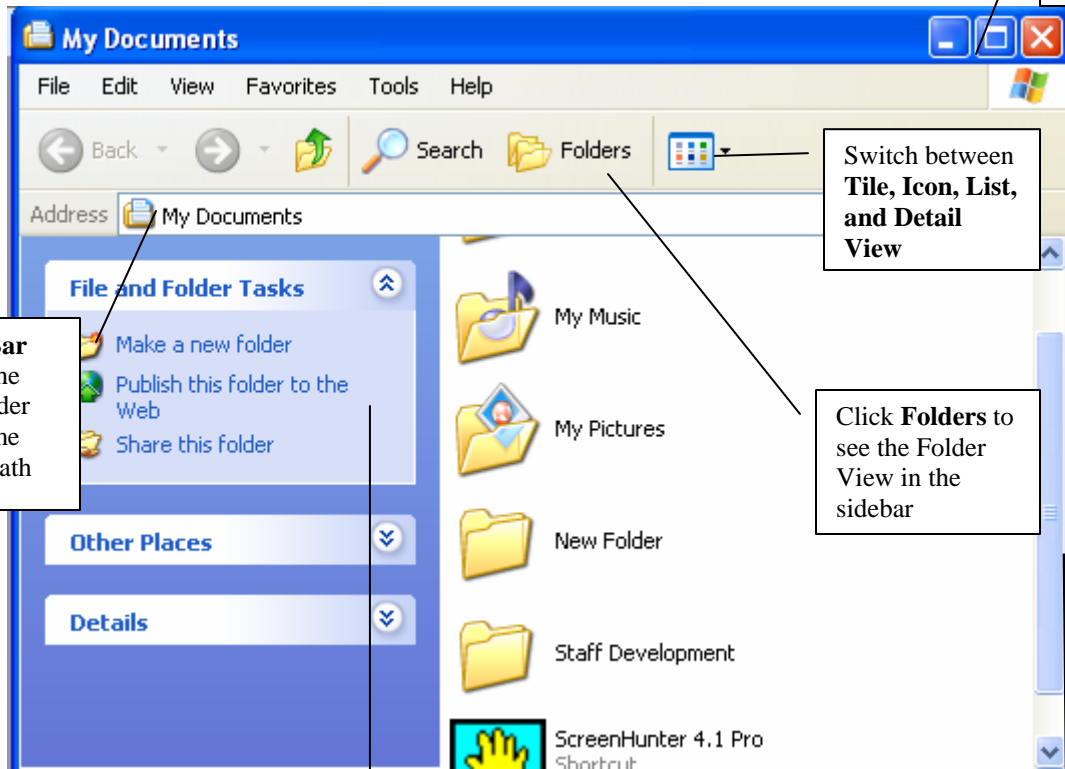


My Computer double click to access all drives including USB devices and servers

Shortcut Use shortcuts to access frequently used programs
Shortcuts can be identified by the arrow in the lower left hand corner
See Creating Shortcuts (p.3)

Taskbar
Displays icons of open windows click on a window name to bring it to the front
Right side displays permanent icons, move the mouse over each icon to see its name

Parts of a Window



Minimize, Maximize and Close buttons

Switch between **Tile, Icon, List, and Detail View**

Address Bar
Indicates the current folder and, in some cases, its path

Click **Folders** to see the Folder View in the sidebar

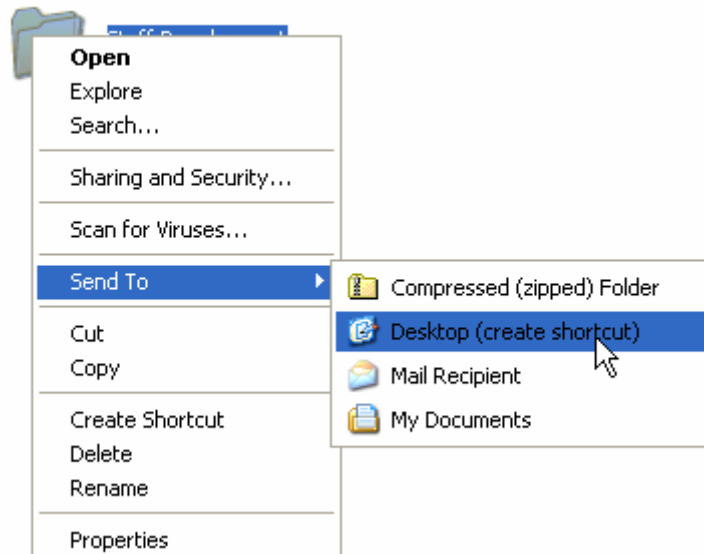
Sidebar
Use these options for common tasks, such as creating new folders
Click on an icon to see different options

Scroll Bar
Visible only when the window is not big enough to show all contents

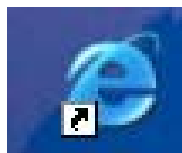
Manually resize a window by moving your mouse over its perimeter until you see a double arrow. Move a window by dragging the Title bar. The title bar contains the name of the folder you are looking at and is at the top of the window. In this case, the title bar is called My Documents.

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Creating Shortcuts



- Navigate to the desired file, folder or application
- Right click
- Drag down to **either** Send to Desktop (creates a shortcut on the Desktop)
or
- Drag down to Create Shortcut (creates a shortcut in the current location which can be dragged to another location)
- You can identify most shortcuts by the small arrow at the lower left hand corner of the icon



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Organizing Files and Folders

It is a good idea to keep all your documents in the *My Documents* folder. Think of this folder as your filing cabinet. You can create as many folders in it as you like. For instance, you might have folders called 1st period, science, or PIPs.

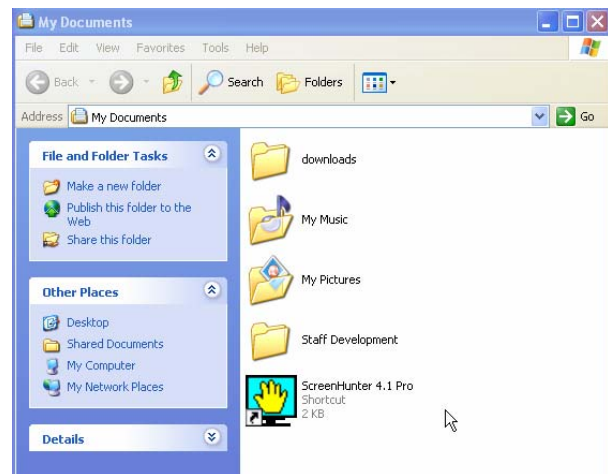
If you do not see a shortcut to My Documents on the Desktop, go to the Start Menu, right-click My Documents and select Show on Desktop.

Creating Folders in the My Documents Folder

- Double click My Documents on the Desktop
- In the blue sidebar, under Files and Folders Tasks, click Make a new folder
- Type the name of the folder
- Hit Enter

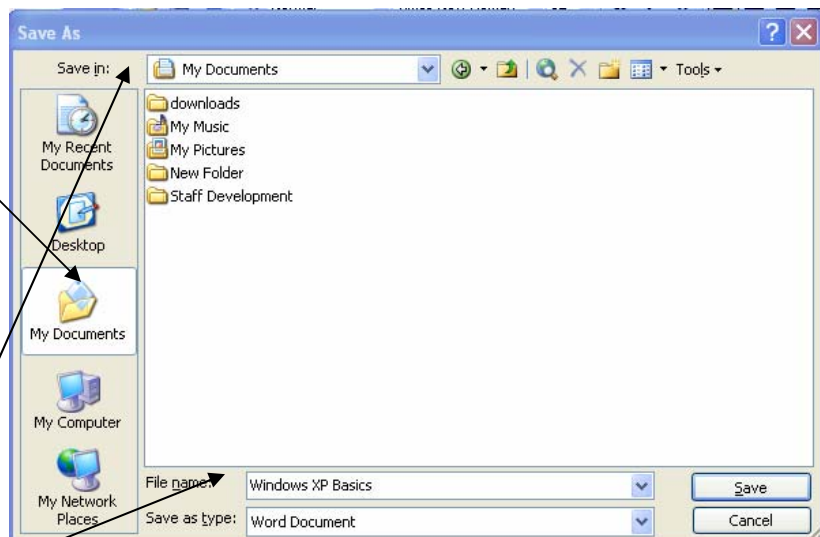
The Sidebar is a Context Sensitive Menu

Notice that when a folder is selected, the sidebar options change to Rename this folder, Move this folder, Copy this folder, etc. If a document is selected, the options will change. This is a context sensitive menu; depending on what is selected, the options will change.



Saving to the My Documents Folder

- Select Save from the File menu
- Click the My Documents icon on the sidebar (Notice that you will see My Documents in the Save in field)
- Double click the folder you wish to Save to
- Double check that the name of the targeted folder is in the Save in field
- Name your document
- Click Save



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Locating and Opening Documents in the My Documents Folder

- Double click the My Documents Folder on the desktop
- Double click the folder that contains the document
- Double click your document to open it

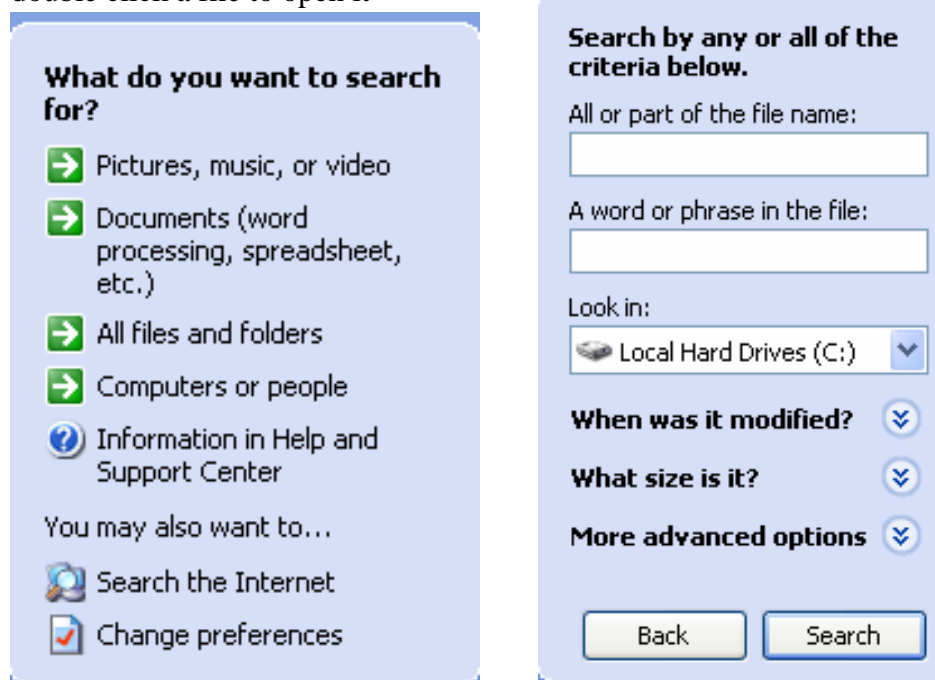
Deleting Files and Folders

The Recycle Bin is a place that temporarily stores the documents that you wish to delete.

- Right click the item to be deleted
- Select Delete
- When you are ready to delete items in the Recycle Bin, right click the bin and select Empty Recycle Bin

Locating Files

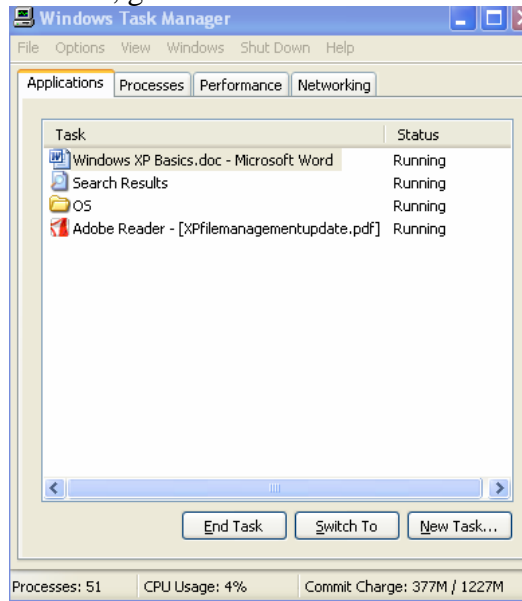
- Click the Start menu
- Click Search (magnifying glass)
- Choose the desired search criteria
- Depending on the criteria, different options will appear
- After specifying options, click Search
- Your search results will appear including the name and path to each document, double click a file to open it



Name	In Folder
Windows XP Basics.doc	C:\Documents and Settings\bagish\My Documents\Staff Development\OS
Windows XP Basics.pdf	C:\Documents and Settings\bagish\My Documents\Staff Development\OS
~\$Windows XP Basics.doc	C:\Documents and Settings\bagish\My Documents\Staff Development\OS
Windows XP Basics.doc	C:\Documents and Settings\bagish\Recent
Windows XP Basics.doc	C:\Documents and Settings\bagish\Recent

Basic Troubleshooting

- If the computer freezes, hold down Alt-Ctrl-Delete simultaneously
- The Windows Task Manager will appear
- Click the name of the program or task that is not responding
- Click End Task
- To Restart or Shut Down, go to the Shut Down menu

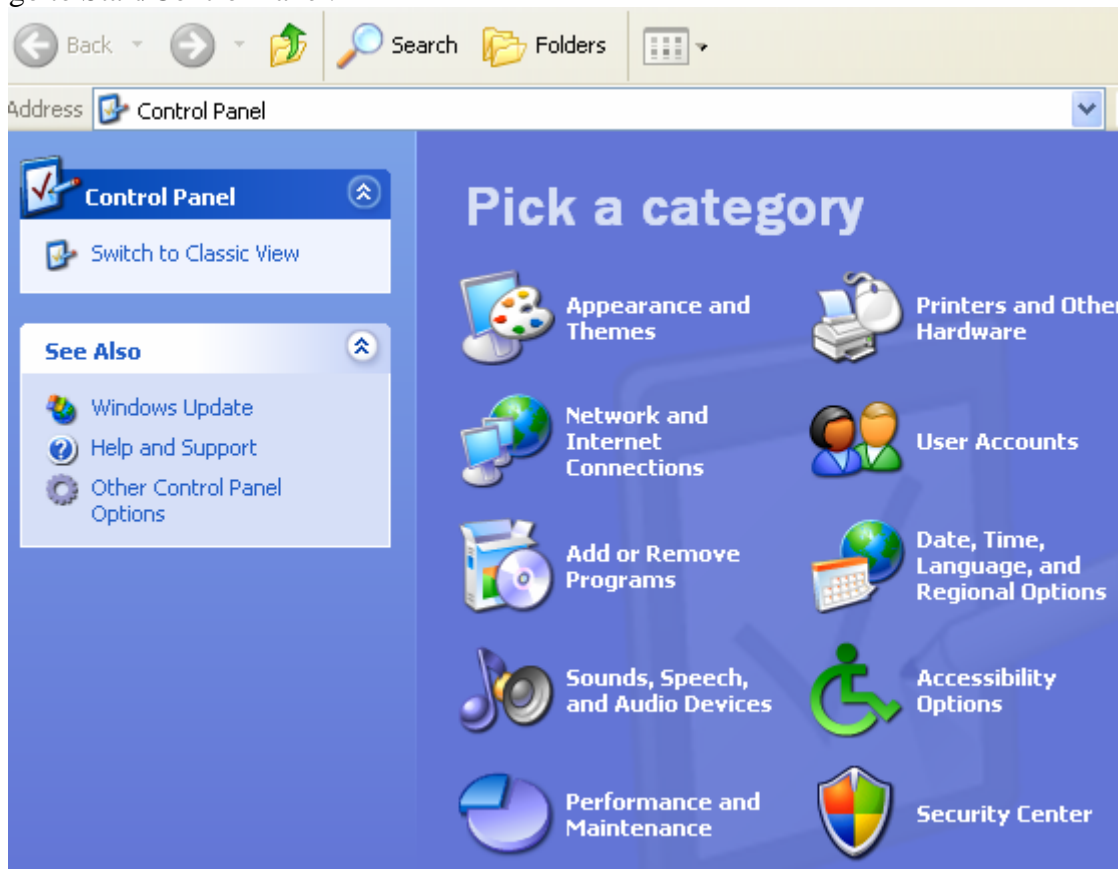


Shutting Down the Computer
Click Start/Turn off Computer
Click Turn Off

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Control Panels

Control panels allow you to add devices and customize your computer. To access them, go to Start/Control Panel.



Click the desired category. Some Control Panels you may wish to use are:

Under Appearance and Themes

Change the computer's theme (display)
 Change the desktop background (display)
 Choose a screen saver (display)
 Change the screen's resolution (display)

Under Sounds, Speech, and Audio Devices

Adjust the system volume (sound and audio devices)

Change the sound scheme (sound and audio devices)

Under Printers and Other Hardware

Add a printer

Under Date, Time, Language, and Regional Options

Change the date and time (Date and Time Properties)

Tip: Click Switch to Classic View to see all the Control Panels at once.