

## **1. What is Windows?**

A window is the rectangular portion of a desktop that displays an open program or the contents of a folder or disk. You can open multiple windows at a time. This ability (opening more than one program at a time.) is one of the distinguishing features of windows. Windows is a single user, multitasking operating system. Unlike DOS, the Windows operating system provides a graphical user interface.

The latest version of windows is Windows XP. Earlier versions were Windows 2000, Windows 98, etc. In this training manual, we shall see how to use Windows XP.

## **2. Benefits of Windows**

The main benefits of MS-Windows over that of MS-DOS are:

- ❖ No need of memorizing commands and switches.
- ❖ No typing required. You simply click on menus, dialog boxes, option buttons, list boxes, etc.
- ❖ The availability of many programs designed to run under windows.
- ❖ The possibility of sharing information between windows program is high.
- ❖ High support for communication.
- ❖ Use of many programs simultaneously.
- ❖ High support for long file name, enabling file organization easier.

## **3. Components of windows**

### **Desktop**

When you start Windows XP, the large area you see is called the Desktop, on which icons, windows and applications are displayed. Think of the Desktop as your personal workspace.

**Icons:** Are small pictures representing a program, disk drive, file, folder, application or other item.

**Folder:** Contain programs, files, or other folder that are grouped together for easy access.

**Menu:** list of commands.

**Mouse:** A mouse is a pointing device that is used in windows. It is a hand held device that controls the movement of a pointer on your screen. The object that moves around the screen as the mouse is moved is called a **mouse pointer**.

There are usually two buttons on the mouse: **Left** and **Right** button. The terms used while using mouse are:

**Pointing:** Positioning the mouse cursor over an item or an area you want.

**Clicking:** Positioning and pressing the left mouse button once.

**Double Clicking:** Clicking the mouse button twice quickly over an object.


**Dragging:** Positioning the mouse cursor on an object, holding the mouse button down and moving the cursor to a desired place before releasing the button. Dragging helps to move an object. Moving objects on your screen is a lot like moving object around your desk. For example, clicking and dragging on an icon is a lot like physically picking up a pen or some other object with hand and dragging the pen in a new location.


You also drag to select text, such as word in a document or the name of a file. To select a text you first insert your cursor (a blinking vertical line) where you want to start the selection by clicking. Then hold down the left mouse button, drag to the place where you want to end the selection, and release the mouse button.

**Remark:** the shape of the mouse cursor changes to signify or indicate different things. These are:



**Vertical resize:** To resize top or bottom boundary of window or an object.

 **Horizontal resize:** To resize the left or right boundary of window or an object.

 **Diagonal resize:** To resize the diagonal corners of a window or an object.



**Move:** Whenever you have selected an object for moving, your pointer would turn into this shape.



**Normal Select:** Whenever you normally point the **mouse pointer** at any object or icon, scroll bar, or menu the mouse pointer would turn into this shape.



**Help Select:** Whenever you click on what is this? From the help menu or press shift + F1 on the keyboard, the mouse pointer would turn into this shape. Once you get this shape, simply click on the icon for which you want description.



**Working in back ground:** Whenever you execute a command, which takes a couple of windows would display this shape. This means that the window is processing your request in the background.



**Busy:** Whenever windows is trying to load some information into the computer memory, or is busy trying to open or save a file, this mouse pointer would be displayed.



**Text select:** Whenever and wherever you can work on some text or some typed input is required from the user, this mouse pointer would be displayed.

**Disk Drives:**

Are data reading and writing device which are used to read the data stored on the CD (disk) and transfer to the primary memory for farther process or to write data on the DC (disk). We use disk drive letter to specify drives.

For:

- I.      **Micro floppy disk**, we use **A: drive**
- II.     **Mini floppy disk**, we use **B: drive**
- III.    **Hard disk**, we use **C: drive**
- IV.    **CD's**, we use **D: drive**

#### **4.      Working with Windows Environment**

When you switched on your computer, windows will load it self in your computers memory. Depending on how your computer is setup, the first time you start windows, various items appear on the desktop. Here are the elements you see on the desktop of Windows <sup>XP</sup> when you start windows.

#### **The Start button and Taskbar**

The taskbar is located at the bottom of your screen. It is a bar and contains the Start button (allows you to quickly start a program or to find a file), Tool bar, Clock and other features. At the far-right corner of the task bar, you see the system clock. Point your cursor (double click on it) to see the date and time. When you open a program, document or window, a button appears on the taskbar. You can use this button to quickly switch between the windows you have opened by clicking its taskbar button. When you click the start button, you see a menu that contains every thing you need to begin windows.

### **My Computer**

It is located at the upper left corner on the Desktop. You can use My Computer to quickly and easily see every thing on your computer. In side My Computer, you can see a list of all of the disk drives on your computer.

### **Recycle Bin**

The Recycle Bin is a folder where the windows stores deleted files. You can use the Recycle Bin to retrieve files you deleted in error, or empty the Recycle Bin to create more disk space.

## **5. Elements of windows**

Most windows have certain elements in common which looks like as the fig. Below.

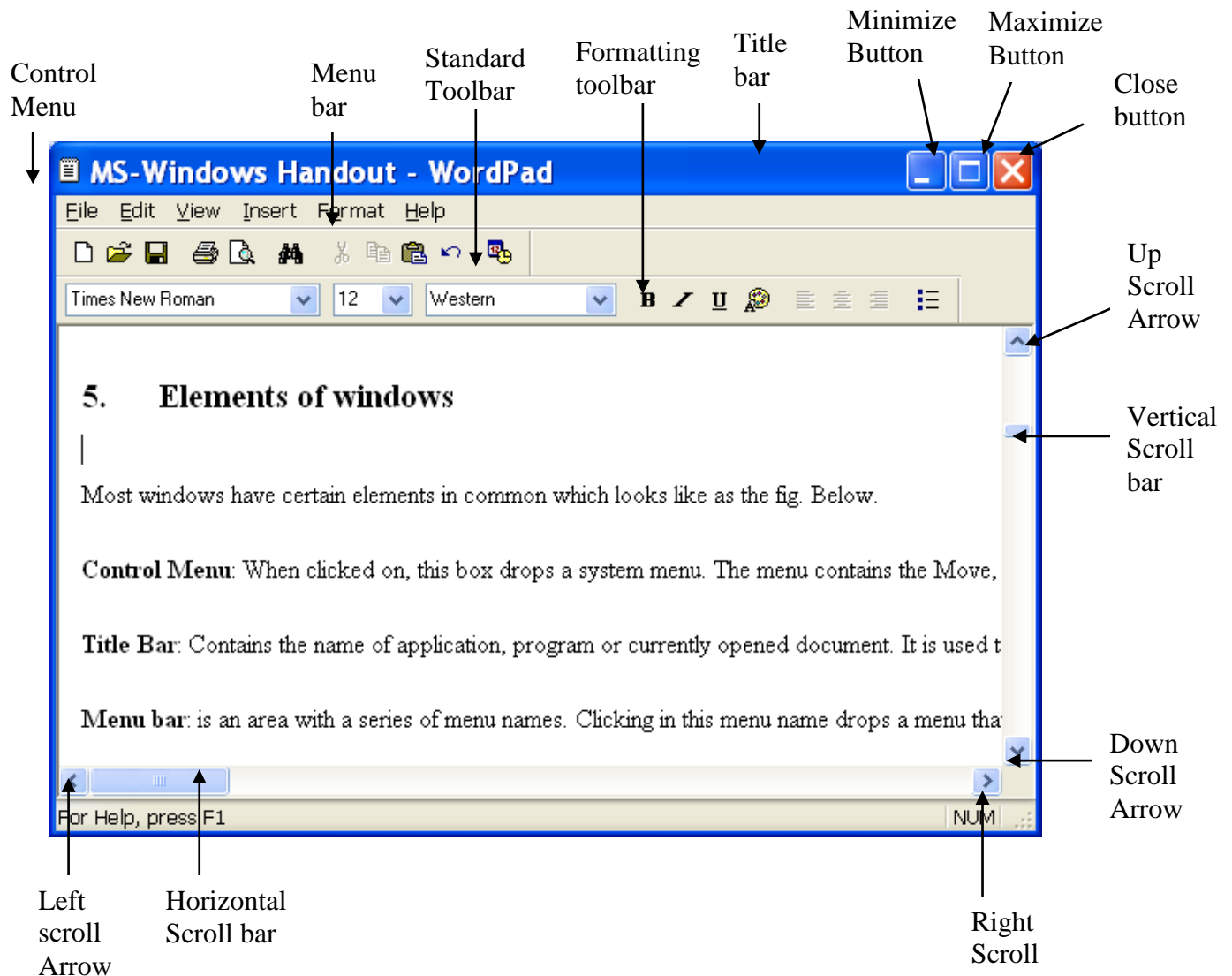
**Control Menu:** When clicked on, this box drops a system menu. The menu contains the Move, Resize, Maximize, Minimize, Restore and Close buttons. It is also called the system icon.

**Title Bar:** Contains the name of application, program or currently opened document. It is used to move a window by holding down the left mouse button and move it to the desired place. It is also used to maximize or restore a window (double click on it).

**Menu bar:** is an area with a series of menu names. Clicking in this menu name drops a menu that contains a number of commands from which we can select.

**Minimize, Maximize and Close Buttons:** They are located in the top, right-hand corner of ever window. When you click on the minimize button, the window is reduced to an icon on the taskbar. The Maximize Button is changed to Restore button, which returns the window to its original state.

**Scrolling Arrows and Bars:** Very often, a window you open can't display everything that is in it. If so, the window will have a scrolling arrow and bar, either a vertical one along the right side or a horizontal one across the bottom, or both. If a window doesn't have anything hidden that you can't see, you will not see any scroll bars. To see more of what a window has, click on the scroll arrow and hold the mouse button down, or drag the scroll bars to scroll more swiftly.



**The Status bare:** There is also a status bar at the bottom if the window that gives you information about what is in windows, If you are not viewing the status bar choose status bar from view menu. The status bar has hider features that show you what menus will do if you choose an option from them and displays in information explaining what the mysterious icons are as you move the mouse pointer over them.

## **6. Starting and Quitting Programs**

### **Starting a Program**

❖ To start a Program:

1. Click the Start button, and then point to All Programs
2. If the program you want is not on the menu, point on the folder that contains the program.
3. Double-click the program.

**Remark:** If the program you want to start doesn't appear on the All Programs menu or one of its submenus, point to Search on the start menu and then click Files and Folders. Use the Search dialog box to type the program you want and click Search. From the search results dialog box, double click the program you want to open.

**Alternative Method:** Starting a program by using the Run command.

1. Click the Start button, and then click Run.
2. In the Open box, type the location and name of the program you want to start. If you don't remember the location or name of the program file, click Browse and from the programs that appear, double-click on the program you want to open.

### Starting the Word Pad

Windows includes a text editor, Word pad, which you can use to create and modify documents.

- To start Word pad:
  - i. Click the Start button
  - ii. Point to All Programs
  - iii. Point to Accessories
  - iv. Click on Word pad

### Starting Paint

Windows includes a program, paint that enables you to create, modify or view pictures.

- To start **Paint**:
  - 1) Click the Start button
  - 2) Point to All Programs
  - 3) Point to accessories
  - 4) Click Paint

### Starting Calculator

Windows includes a program, called **Calculator** that enables you to perform simple calculations. You can use Calculator in **Standard View** to do simple calculations or use it in **Scientific View** to do advanced scientific and statistical calculations. To start **Calculator**, click **Calculator** from **Accessories** in the **All Programs** option.



## Switching between Windows

You can switch to another opened programs or a window by clicking its button on the **Taskbar** or click on anywhere inside the window (if not minimizes). Switching doesn't close the program window you were working in; it just changes the view on your screen.

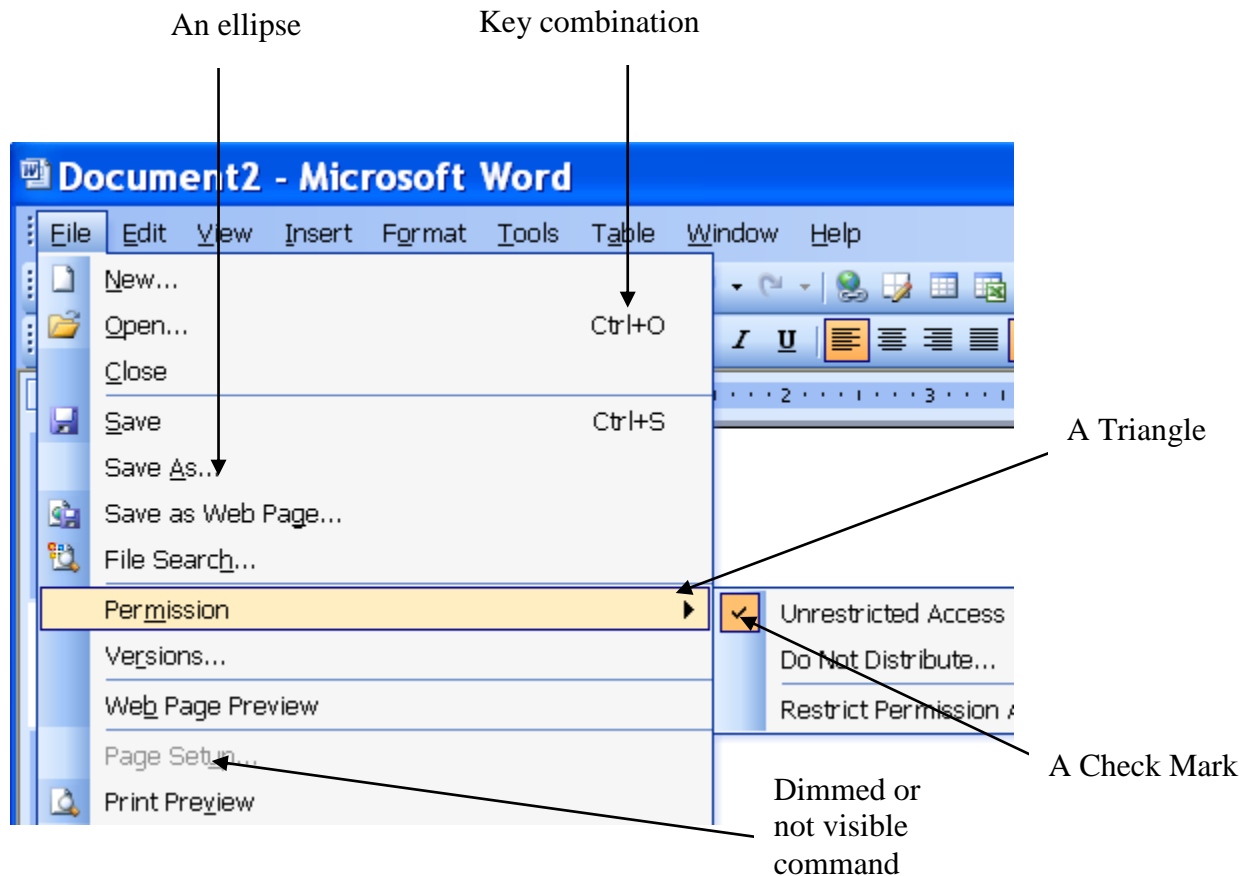
## Cascading and Tiling Windows

**Cascading** means arranging windows one over the other, while **Tiling** means arranging windows side by side. Use the right mouse button to click on the empty space of **Taskbar** and then click **Cascade Windows** (arrange windows on over the other) and **Tile Windows horizontally** or **vertically** (To arrange windows side by side) from the pop-op menu, as you want.

## Menu Conventions

Commands or sometimes characteristics are listed on menus. Most applications have their own menus, which are listed on the menu bar along the top of the application window. To choose commands from a menu, click on the menu, move the mouse pointer on the menu item and click on the item you want. The following menu conventions are used in windows

- a) **A Check Mark (✓)** to the left of a command: shows the command is in effect at the Current time.
- b) **A Triangle ( ► )** to the right of a command: shows you that if that command is chosen, another files or folders are placed.
- c) **Dimmed or not visible menu**: The command cannot be used at the current condition.
- d) **A key combination to the right of a command**: shows the shortcut for the chosen command by suing the keyboard.
- e) **An ellipse (...)** following a command: A dialog box appears when the command is chosen.



### Dialog Boxes

Dialog boxes are specialized windows, which appears when you need to supply additional information to complete a task. The elements of dialog boxes are:

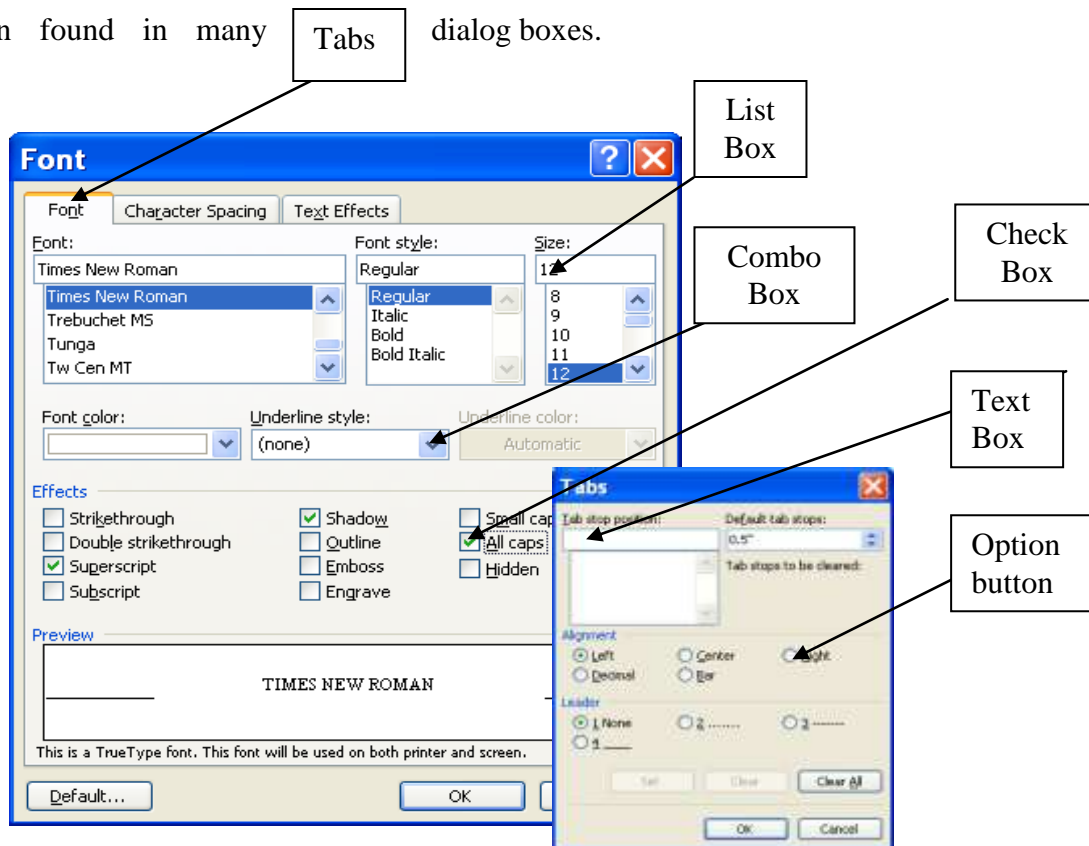
**Combo Boxes (Drop-Down List Boxes):** provides features of a text box and list box because you can type right into it or select from a list of choices. To choose an item in combo box, click on the down arrow, and from the choices that appear click on your choices.

**Text Boxes:** Boxes in which information is typed against on insertion point.

**Check Boxes:** Are used to set ON or OFF. You can check more then one check box in a group.

**Option Buttons:** Option buttons are sometimes referred to as radio buttons. Only one option button in a group can be selected. Click on the one you want to choose it.

**Command and buttons:** Buttons to choose a command to initiate an action. The action the button will perform will indicate on the button itself. The action can either be indicated by graphics as on a toolbar or by text as on the OK, Cancel, Quit, Open and Help button found in many dialog boxes.



**Tabs:** Some dialog boxes have multiple sections and categories. Tabs separate such sections and only the option on the currently highlighted tab can be viewed. When you select different tabs, the original tab moves back and the new tab is brought in to the foreground. To move between different tabs in a dialog box, click on the tab required.

### Arranging the Icons on the Desktop

As you work with windows, your screen can get cluttered very quickly. You can arrange the icons on your Desktop based on the date, time, the folder, and the shortcut was created or size or type of the folder or file.

You can arrange icons on the Desktop by simply dragging and placing them where you want to place them.

Or

1. Right click on the blank area of the Desktop
2. Click on the **Arrange icons** by option
3. Click on the desired type of arrangement

### Quitting an Opened Program

➤ To close a program:

- 1) Click on the **Close (X)** button from the top-right corner of the window, or
- 2) Click **File** and then **Click Exit** or **Close** from the **Control** menu.

If you are using multiple windows, and want to close all opened windows, hold the Shift key and then click the **Close (X)** button in the upper right corner of the title bar.

### Shutting Down Your Computer.

To avoid damaging programs, always shutdown windows (the programs you opened) before you turn off your Computer. That way, you can also be sure of your work is saved.

## **7. Working with Files and Folders**

In widow, you store your work in folders just like you would in your office or at home.

Both the Explorer and My computer objects allow you to look at your programs, files and folders stored on disk.

**The Explorer:** Allow you to see the hierarchy of all folders on your computer. Windows explorer displays folders in the left hand-panda and the contents of the folder in the right hand-pane.

➤ To open explorer and look at the hierarchy of folders:

1. Right click on the **Start** button and click **Explore** from the pop-up menu.
2. Click a folder on the left side of the window to display its contents on the right. Click the **plus** (+) sign to display more folders.

**Remark:** To change the size of either side of the window, drag the bar that separates the two sides.

**My computer:** My computer window displays a list of all the disk drives plus icons for the control panel folder, My Documents, Recycle Bin and My Network places. When you open the disk drive, you can see the files and folders that it contains folders, files, programs and other folders.

➤ To see what is in your Computer:

- 1) Click the Start button and click on My Computer.
- 2) Double-click on the icon for the drive you want to look at. This displays the contents of the drive. To open the file or folder, or start a program, double click on it.

You can also open the **My Computer**, from the **Windows Explorer**. Open the **Explorer** and double click **My Computer**.

## **7.1 Creating a New Folder**

Your documents and programs are stored in folders, which you can see in **My Computer** and **Windows Explorer**.

➤ To create a new folder:

1. In **my Computer or Explorer (Widows Explore)** check the dialog box by opening Explorer from Start button), open the folder in which you want to create a new folder.
2. On the **File** menu, point to **New** and the click **Folder**. Or, right-click on the empty screen and from the pop-up menu point to **New** and click **Folder**. The new folder appears with a temporary name.
3. Type a name for the new folder.

➤ To change the name of a file or folder:

1. In **My computer or Explorer**, click the file or folder you want to rename. You do not need to open it.
2. On the **File** menu, click **Rename** or right click on the file or folder to be renamed and click **Rename**.
3. Type the new Name.

➤ To open a file of folder:

1. Double click the drive that contains the file from my Computer or Explorer.
2. Double-click on the desired file or folder.

➤ To select the Whole files or folders:

1. Click the first icon.
2. Hold down the **Shift** key while you click the last icon to be selected.

➤ To select only some files or folders:

Hold down the **CTRL** key while clicking each one.

## 7.2 Copying and Moving Files and Folders

Copying means duplicating (producing) a copy of files while moving a file is removing it from its original position.

➤ To copy a file or folder:

- 1) Select the file or folder to be copied
- 2) On the **Edit** menu or standard toolbar click **Copy**. Or right click on the file or folder to be copied and click **Copy** from the pop-up menu.
- 3) Open the folder or disk where you want to put the copy.
- 4) On the **Edit** menu or standard toolbar or from the pop-up menu click **Paste**.

**Note:** Use **Ctrl + Left drag** to force a copy.

**Remark:** To move a file or folder, follow the same procedure as copying except that instead of clicking copy from the edit menu or standard tool bar to copy a file or folder, click cut to move.

**Note:** - Use the left mouse button to drag the object from one folder to another on the same drive.

- Use **Shift + Left drag** to force move.

## **Copying a File to a Floppy Disk**

- To copy a file or folder to a floppy disk
  - 1) Insert the disk into the floppy disk drive.
  - 2) In **My Computer**, or **Explorer**, click the file you want to copy.
  - 3) On the **File** menu, point of **Send to** and then click **3 ½ Floppy**.
    - Or - right click on the file to be copied.
      - Point to **Send to** and then click **3 ½ Floppy**.
- To make a copy of a disk:
  1. Click the icon for the disk you want to copy.
  2. On the **File** menu, point to the **Disk Copy** and click **Copy Disk**.
  3. In **Copy From**, click the drive you want to copy from.
  4. In **Copy To**, click the drive you want to Copy to.
  5. Click **Start**.

## **7.3 Opening Files and Folders**

The act of accessing (reading or retrieving) files and folders you have stored in some disk storage is known as **opening**. After you have looked the file you want, you can double-click to open it.

- To open a file or folder:
  1. From the **Desktop**, double click **My Computer**.
  2. Double - click the drive that contains the file or folder you want to open.
  3. Double -click the file or folder you wan to open.



## **7.4 Deleting Files and Folders**

Whenever you delete a file, it is temporarily moved to the **Recycle Bin**, on the **Desktop**. If you need the files you have deleted, you can restore the files. However, when you empty the **Recycle Bin**, all of the items in are permanently deleted from your computer.

➤ To delete a file:

1. Click on the file or folder you want to **Delete**
2. On the File menu, click **Delete**.

Or

1. Right-Click on the file or folder you want to delete.
2. From the pop-up menu, click **Delete**.

**Remark:** If you want to retrieve a file you have deleted, look in the **Recycle Bin**. Your deleted files remain in the **Recycle Bin** until you empty it.

➤ To delete files with out moving them to Recycle Bin:

1. Select the file or folder to be deleted.
2. Use the right moves button to click the selection.
3. Hold down the **Shift Key** and click **Delete** or hold down the **Shift key** while pressing the **Delete key** if you are using the keyboard.

➤ To retrieve deleted files:

1. Double-click the **Recycle-Bin** icon
2. Click on the fie you want to retrieve
3. Click **Restore all items**.

➤ To empty the **Recycle Bin**

1. Double-click the **Recycle Bin**.
2. Click **Empty Recycle Bin**.

## 7.5. Labeling and Formatting a Disk

Labeling is used to give, change or display the volume label of a disk.

- To label a disk:
  1. If the disk you want to label is a floppy disk, insert into its drive.
  2. Double-click **My Computer** icon
  3. Right click on the drive icon you want to label.
  4. Choose the **Properties** and click the **General tab**.
  5. On the **Label** text box, type the label.
  6. Click **Ok**.

### Formatting a Disk

Formatting a disk means, preparing a disk for use. Formatting a disk removes all information from the disk. You cannot format a disk if there are files opened on that file.

- To format a disk:
  1. If the disk you want to format is a floppy disk, insert it into its drive.
  2. In **My Computer** or in the right pane on **Explorer**, right-click the icon for the disk you want to format.
  3. On the **File** menu, Click **Format**.
  4. Click **Start**.

### 8.6 Using Help

If you do not know how to do something, you can look it up in help.

- To use help:
  1. Click the Start button.
  2. Click Help
  3. Click the Contents tab to browse through topics by category. Click the **Index** tab to see a list of index entries that is either type the word you are looking for or scroll through the list. Click the **Find** tab to search for words or phrases that may be contained in a Help topic.

#### Getting Help in a Dialog box

You can get Help on each item in a dialog box by clicking the question mark button in the title bar and then clicking the item. If the dialog box does not have the button, look for a Help button, or try pressing F1.

Another way to get help is to use your mouse button to click an item, and then click **What is This?** on the menu that appears.

## **9. The Control Panel**

The control panel window contains numerous icons that allow you to control your system. The particular icons that you see on your own PC may be slightly different from computer to computer, due to the fact that you may have different hard ware installed.

You can change all of your computer setting from adding program and fonts to customize your disk top in control panel.

- To open control panel:
  1. Click **Start**
  2. Click **Control Panel**
  3. Click on **Switch to Classic view**, if it is not in **Category View**

### **9.1. Date and Time**

In side your computer, there is a component called a real time clock (**RTC**). This **RTC** and **COMS** battery ensure that the basic settings are lost when you switch off your computer. RTC stores the current time and date in your computer and passes on this information to put a date and time to correct operations. The current Date, Time and Time Zone information can be set from the **Date and Time** icon with in the **Control Panel**.

- To Change the **Date and Time**:
  1. **Open Date and Time** from the **Control Panel**.
  2. Click on the **Month-roll-down** to change the **Month**.
  3. Click on the **Year** button to change the **year**.
  4. Click on any of the Date to change the **Date**.
  5. Click on the **Time** button.
  6. Click **Apply** and **Ok**.

**Time Zone:** This option determines which time zone you are in. Especially for Laptop users who zip across many countries (and time zone frequently).

➤ **To change the time zone:**

1. Select **Date** and **Time** from **control panel**
2. Click Time Zone folio
3. Choose the Time zone you want to change by scrolling up and down.
4. Click **Apply, Ok**

## **9.2. Changing The Desktop's Pattern or Wall Paper**

**Display:** Is used to modify **Desktop background, Screen savers, Menu appearances** etc.

**Background:** Desktop wallpapers decorate and add more colors fun to your life.

➤ **To change background:**

1. Double-click **Display** from **Control panel**
2. Click on **Back ground** folio tap.
3. Click on the **Wallpaper** or **HTML** from the list that you want.
4. Click **Apply, Ok**.

**Screen Saver:** Is a moving image or pattern that appears on your monitor when you have left your computer idle for specified limits. Screen saver serves four main functions:

1. Most of them are interesting and provide fun and entertainment.
2. When the save static image stays on screen for a long periods of time, it can burn the delicate phosphors on the inside surface of the picture of your monitor. This can live the permanent ghost of the image on the screen, there by damaging monitor.
3. Many newer computer have built power saving option built into them (e.g. EPA energy Star, VESA, etc.), which powers the monitor as soon as the screen savers come in to effect, there by saving on your electricity bills.

4. The screen saver has security feature that is once the screen saver is activated, it requires the user typing in the correct pass word before you can resume working. This makes sure that no body peeps and messes with your computer file while you are away from your desk.

➤ To change the Screen Saver:

1. Double-click **Display** from the **Control panel**.
2. Click **Screen saver** tab.
3. Click the **screen saver roll-down** list and choose the **screen saver** that you want to apply.
4. Click **Setting** to change the **Setting**.
5. Click on **Preview** to preview the screen saver before applying it.
6. Click on **Wait comb box** to increase or decrease the time after which the screen saver would appear.
7. Click **Apply, Ok**.

### 9.3. Fonts

Like having different hand writings available on your computer, fonts are type faces that you can use pop up your work and change the appearance of characters on your screen and on the printer-paper.

➤ To change fonts:

1. **Double** click **Fonts** from **Control Panel**. A list of all available fonts would be displayed.
2. **Double -Click** the icon for the font to see a sample of font.

## 9.4. Mouse

You can control the mouse pointer speed, shape, button configuration, **Double-click** speed, etc.

➤ Button configuration:

1. Double-click Mouse from **Control panel**
2. Click on Button Folio tab
3. Click on **right handed radio button** of the button configuration, to convert your **left Mouse button** into **right mouse button** and vice versa.
4. Drag the slider to increase the clicking speed of the **mouse**.
5. Click **Apply, Ok**.

➤ Pointing configuration:

1. Double Click Mouse form **Control panel**
2. Click on pointer folio
3. Click on the **Combo Box** to select scheme.
4. Drag the **scroll bar** to customize or click **Browse...** to choose another scheme
5. Click **Apply, Ok**

➤ Motion configuration:

1. Click **Mouse** from **Control panel**
2. Click on Motion folio
3. Drag the slider on the adjacent how fast you pointer moves on the acceleration frame, you can click on the option (**None Low Medium High**) to make them look ling or short.
4. Click **Apply, Ok**

## **9.5. Multimedia**

As the name suggests, it is a combination of many mediums: Sound, Static pictures, Movie clips, Animation, Text, etc. To use multi-media, you must have the hardware's: CD-ROM drive, Sound card, Speaker and Microphones.

- To change multimedia:
  1. Double click **Multimedia** from control panel
  2. Choose any folio tab as your requirement to get the subsequent dialog box in this case click video
  3. Click on **window radio button** if you want your screen to appear in window format or click on the full screen radio button to get a full screen picture
  4. Click on roll down list (Show video on the frame) to choose the type of window screen that you want.
  5. Click **Apply, Ok**

## **9.6. Regional Setting**

Are settings like Language, Number, Formatting, Currency, **Date and Time format**.

### **Steps:**

1. Double click **Regional setting** from control panel
2. Click on **General** folio.
3. Drag the scroll bar to select your location (Regional Settings). Choosing the **Regional Setting** automatically changes settings on the **Number, Currency, Time and Date tabs**.
4. Click on **Apply, Ok**.



## **9.7 Installing Programs from CDs'**

1. Insert the CD into its drive. If the CD is bootable CD, it starts automatically.
2. If the CD is not bootable, Double-Click My Computer, and Open the CD drive you want.
3. Follow the screen that appears.