
MICROSOFT WINDOWS XP

NEW FEATURES

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NEW FEATURES

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LESSON 1 - EXPLORING NEW INTERFACE CHANGES

EXPLORING WINDOWS XP



Discussion

Windows XP is Microsoft's new operating system for the personal computer. XP stands for eXPerience; experience that comes from all the previous versions of Windows.

Former versions of the Windows operating system for personal computers belonged to one of two categories. The first category included Windows 95, 98 and Windows Me. These versions targeted the consumer market and were inherently unstable. The other category was aimed at the professional/corporate market, and was known as Windows NT. Previous NT versions include 3.1, 3.5, 3.51, 4.0 and Windows 2000. NT, while more limited in compatible hardware and software, provided a much more stable environment than Windows 9.x. Windows XP was created to meet the demands of both the consumer and corporate marketplace.

There are two versions of Windows XP, the Home Edition and the Professional Edition. The Professional Edition incorporates all the features of the Home Edition with additional features for connecting to corporate networks and domains, and features for accessing office resources from remote locations.

In both versions, Windows XP has taken the complexity out of setting up your computer by including more wizards for connecting to printers, networks, and the Internet, and for performing various system and administrative functions. There are even wizards to help you send files to a Web server or your own Web site, print photos, and remove unused items from your desktop.

Microsoft has designed Windows XP with a fresh, new interface that is simpler in design and easier to use. Windows XP provides a context-sensitive environment; sensing your current setting and presenting the most commonly used tasks. In addition, user tasks are grouped into logical, hierarchical categories for easier access.

LOGGING INTO WINDOWS XP



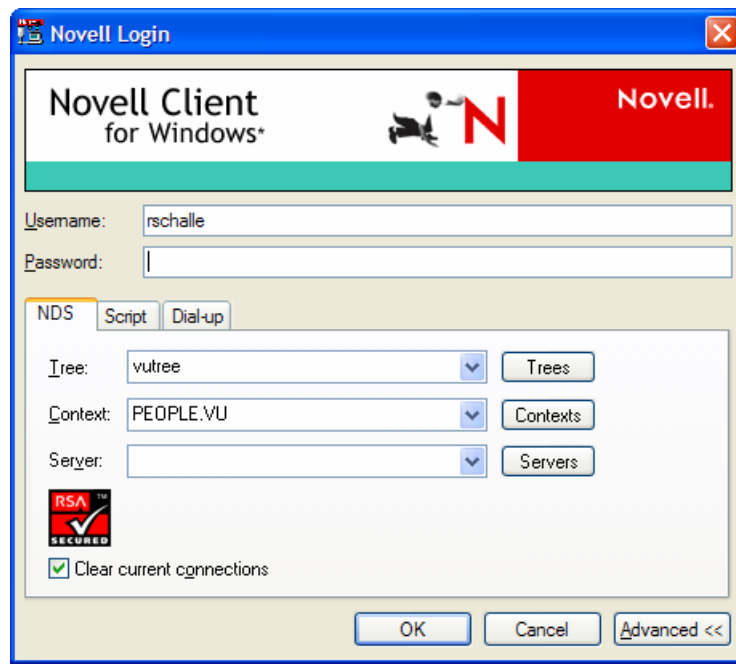
Discussion

Windows XP is a secure operating system, meaning that users *must* log into their local “workstation” in order to gain access to the computer. You can no longer hit the “Cancel” button to bypass the login screen. When you start Windows XP, the login screen that you see will depend on whether or not you are a member of the Arts & Science domain. While A&S is using a Windows *domain* for its networking, the rest of the campus is still using *Novell* networking software.

*For those logging into the Arts & Science domain (this includes everyone in SAC and a few other departments around campus), you will need to hit the **Ctrl-Alt-Del** key combination on your keyboard in order to get the login box below. Make sure that you are logging into the ASDOMAIN. Your username should be filled in already. Simply type in your LDAP (email) password in the password box and click OK.*

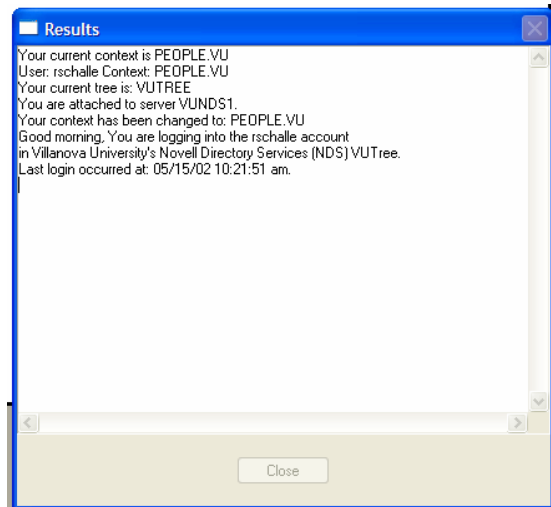
IMPORTANT NOTE: if you are a member of the Arts & Science domain, do not log into anyone else's machine without first consulting one of your Technical Coordinators.

For all others on campus, when your computer starts up, you will see the Novell Netware login box below. If you click on the Advanced button, you should see the following information:



The *Tree*, *Context* and *Server* boxes should already be filled in with your appropriate information. Most faculty and staff log into the **vutree** with **people.vu** context (the server is usually blank, with the exception of some departments – ask your IT Coordinator if you are not sure). However, some departments log into different trees with different contexts. Ask your IT Coordinator or call the Help Desk (x97777) if you are having a problem connecting to the printers and shared folders that you normally use. Your *Username* should already be filled in. Simply type in your LDAP (email) password in the *Password* box and click OK.

Once you have successfully logged in, wait for the Novell login scripts screen to run. This screen will close by itself.



For those using their laptops from home or off campus, you will not be able to log into Novell from off campus. Therefore, you can do one of two things:

1. Click **Workstation Only** before logging in (those on the Arts & Science domain will not see this box).
2. Login as you normally do and click **Yes** when you receive the message saying that **The tree or server could not be found. Try logging into another tree or server. Would you still like to log into Windows?**

By answering Yes, you will still have access to email and the web via a modem connection (such as RAS or AOL), but you will not have access to any shared folders or printers on the Novell network.

Once you are logged into your workstation, your personal settings are loaded and your desktop appears. These settings can be different for each individual who uses the computer.



If more than one person uses your computer, each user must have his/her own account on the local workstation in order to gain access to the machine. Contact your IT Coordinator or call the Help Desk at x97777 for help in creating new user accounts on your machine.

EXPLORING NEW WINDOW FEATURES



Discussion

When you open a window, you will notice that the user interface is significantly changed. System and folder windows appear with a common tasks pane on the left side. This pane is context-sensitive; as you select objects in a window, the contents of the task pane change to reflect tasks that would be commonly performed with that object. Common task groups include **System Tasks**, **File and Folder**

Tasks, Picture Tasks and Network Tasks. Task groups can be collapsed to hide the listed tasks and expanded to display them.

Other groups may also appear on the common tasks pane. The **Other Places** group contains links to other folders. For instance, you can open another folder, such as **My Documents**, by clicking the corresponding link. Selecting a link to another folder opens the folder in the current window. The **Details** group displays information about the currently selected object.

Since most folder tasks appear in the tasks pane, Windows XP displays fewer buttons on the **Standard Buttons** toolbar. However, some buttons are especially useful. The **Folders** button alternates between the common tasks pane and the traditional **Folders** list. Since newly opened windows replace the current window, the **Back** and **Forward** buttons are useful for navigating to previously viewed windows.



By default, the status bar is hidden, but you can display it by selecting the **View** menu and the **Status Bar** command.



You can display navigational underscores on menus by pressing the **[Alt]** key. You can permanently enable navigational underscores by selecting the **Appearance** tab in the Display Properties dialog box, selecting **Effects**, and deselecting the **Hide underlined letters for keyboard navigation until I press the Alt key** option.



Procedures

1. Open the desired window.
2. To open another folder, select a link from the **Other Places** group on the common tasks pane.
3. Select the desired file or folder to view the tasks in the common tasks pane.
4. To hide the tasks in a group, click the up arrows in the task group.
5. To display the tasks in a group, click the down arrows in the task group.
6. Click the **Folders** button on the **Standard Buttons** toolbar to switch to the **Folders** list.
7. Click the **Folders** button on the **Standard Buttons** toolbar to switch to the common tasks pane.
8. To display a previously viewed window, click the **Back** or **Forward** button on the **Standard Buttons** toolbar.

LESSON 2- CUSTOMIZING THE DESKTOP



ADDING SHORTCUTS TO THE DESKTOP



Discussion

When you first open Windows XP, you will immediately notice that the difference between this version and earlier versions of Windows is the appearance of the desktop. The most obvious change is that your icons will be different than they were on your old machine.

You will see a shortcut to your **My Documents** folder, as well as ones for **My Computer**, **My Network Places** (formerly Network Neighborhood), **Recycle Bin**, **Banner**, **Academic Audit** (used by A&S), **Netscape Messenger**, **Calendar** and **Communicator**, and the Windows **Backup** program.

You can easily add additional shortcuts to your Desktop for the programs that you use most often by following the procedures below.



Procedures

1. Click the **Start** button and navigate up to Programs. Use your mouse to navigate, but do not hold the mouse button down.
2. **Locate** the program that you want to create a shortcut for.
3. With your **right-mouse button**, click on the name of the program.
4. Navigate to **Send To** and then **left-click** on **Desktop (create shortcut)**.
5. The shortcut will be placed on your Desktop.
6. Hit the **Esc** key on your keyboard (top left corner) three times or click away from the Start menu to make the menu disappear.
7. Repeat this process for all the shortcuts that you want on the Desktop.

DISPLAYING SYSTEM ICONS ON THE DESKTOP



Discussion

The **Recycle Bin**, **My Documents**, **My Computer**, **My Network Places**, and the **Internet Explorer** icons have all been added to your desktop. However, if you remove these icons from your Desktop, you must go into the system's display properties to restore them.



Procedures

1. Open the Display Properties dialog box by right-clicking on your Desktop and selecting **Properties**.
2. Select the **Desktop** tab.
3. Select **Customize Desktop**.
4. Select the icons you want to display under **Desktop icons**.
5. Continue selecting options as desired.
6. Select **OK**.
7. Select **OK** or **Apply**.

CHANGING YOUR DESKTOP AND DISPLAY SETTINGS



Discussion

You may notice that the Desktop on your new PC looks different than that of your old computer. You may have had a green background or a photo as your Desktop background. Now you have a Villanova seal as your Desktop background. Other elements that have change are your screen saver, your color scheme, and possibly your display settings. You can change all of these features using the Display Properties dialog box, which controls the background and appearance of your desktop, the appearance of icons and screen savers, and settings for your monitor. The **Themes** page is new to the Windows XP display properties box. A theme is a set of display settings, including the **Desktop** background, the **Screen Saver** and the **Appearance** of all windows, buttons and bars in Windows.

UNIT has created a theme for your new machine that is based on the **Windows Classic** theme. Although the Windows Classic theme looks and feels much like that of your old machine, it doesn't take advantage of the many color and aesthetic enhancements that Microsoft has built into the **Windows XP** theme. You can easily switch to the new **Windows XP** theme, which is much more

colorful, brighter and bolder than the Classic theme that you currently have. You can also customize your Desktop, Screen Saver and Appearance settings individually.

The **Desktop** page, previously called the **Background** page, is used to select the desktop background. The **Customize Desktop** button opens the Desktop Items dialog box, where you can show, change or clean up desktop icons. The **Web** page, used to display, update, and control Web content on your desktop, is also located in this dialog box. If you want to use an image as your Desktop background, click the **Browse** button and select the file.

The only change to the **Screen Saver** page is the method of password protecting your screen saver. You can enable password protection by selecting the **On resume, display Welcome screen** option. This will “lock” your machine once the screen saver comes on. Once your workstation is locked, only you (or another system administrator) can gain access to your machine by typing in a password. You can set the amount of time that you want your computer to wait before turning on the password-protected screen saver.

You can change the look of window elements with the **Appearance** page. You can select whether or not you want to use the **Classic Windows** or the **Windows XP** style in the Windows & Buttons section. This changes the appearance of all title bars, minimize/maximize/close buttons and the Start button. With both styles, you can change the **Color Scheme** and **Font Size** for windows and buttons. Using the **Advanced** button, you can change individual elements of a window. Selecting the **Effects** button provides options for changing transition effects and screen fonts. If you like to use the keyboard to select menu and dialog box items, you can deselect the **Hide underlined letters for keyboard navigation until I press the Alt key** option.

The **Settings** page still allows you to change your screen resolution, which affects the size of the display of programs on your computer. The smaller the resolution, the less you will see of the “big picture.” For instance, when viewing a web page using a screen resolution of **800 x 600**, you may not be able to see the entire page and will have to scroll right to see the entire contents of the webpage. However, if you change your Screen Resolution to **1024 x 768**, you will be able to see most webpages in their entirety. Banner users may want to use the **800 x 600** resolution, while laptop users should stick with **1024 x 768**.

You can access the Display Properties dialog box by right-clicking on a blank area of your Desktop and left-clicking **Properties**.



You can also open the Display Properties dialog box by opening the Control Panel and selecting **Display** (Classic View) or **Appearance & Themes** (Category View).



If you are using a laptop or a flat monitor, you may want to turn on the **ClearType** feature to improve the visibility of screen fonts. You can enable this feature by selecting the **Appearance** tab in the Display Properties dialog box, selecting **Effects**, and selecting **ClearType** from the **Use the following method to smooth edges of screen fonts** option.



It is a good idea to save the theme with another name to preserve your settings.



Procedures

1. Right-click on a blank area of your **Desktop** and select **Properties**.
2. To change the **Theme**, select the Themes tab. To change to the new **Windows XP Theme**, select **Windows XP** from the **Themes** drop-down menu.
3. To change the **Desktop** background, click the **Desktop** tab and select a different **Background**. To select a picture to be your Desktop background, click **Browse** and select the picture you want (you must know where that picture is). You must also determine how you want that picture to be positioned with the **Position** box. You can **Center**, **Tile** or **Stretch** the picture.
4. To change the **Screen Saver** and its options, click the **Screen Saver** tab. To disable the **Lock** (password protect) feature of the screen saver, uncheck the **On resume, password protect** box. *See important note box below about this.*
5. To change the **Appearance** of windows and buttons, click the **Appearance** tab. To switch to the new bolder and more colorful **Windows XP** appearance, change the **Windows and Buttons** from **Windows Classic** to **Windows XP**. With the Windows XP appearance, you can also change to from the **Default (blue) Color Scheme** to the **Olive Green** or **Silver**. The Windows Classic appearance of Windows and Buttons also gives your many Color Schemes to choose from. In addition, you have the ability to change the size of the **Fonts** on the title bars from Normal to Large or Extra Large.
6. To change the size of your **Display Settings**, click the **Settings** tab and set it to either **800 x 600** or **1024 x 768**.
7. Select **OK** or **Apply** to save your settings.



IMPORTANT NOTE: If you disable your screen saver altogether by selecting **None** on the **Screen Saver** list, you must click the **Power** button under **Monitor Power** on that same screen and tell the computer to **Turn off the monitor** after 20 minutes or so in order to prevent monitor burnout. Call the Helpdesk if you need assistance in doing this.

LESSON 3 - USING NEW TASKBAR FEATURES

CUSTOMIZING THE TASKBAR



Discussion

You may notice a few changes to the Taskbar in Windows XP. The Taskbar is the long bar at the bottom of your screen where your **Start button** resides. The most obvious change is that the Taskbar is locked. When the taskbar is locked, you cannot move it or change its height.

You can edit the Taskbar's properties two ways: 1) By right-clicking on the Taskbar and selecting Properties; 2) By clicking **Start, Settings, Taskbar and Start Menu** and selecting the **Taskbar** tab at the top of the window. New customization options include:

1. **Lock the Taskbar**, which prevents you from accidental resizing or moving the Taskbar. However, this feature also makes it so that you cannot resize the QuickLaunch Toolbar area, so if you want to add icons to the QuickLaunch toolbar and make them easily accessible, you must first **Unlock** the Taskbar. See note below about relocking the Taskbar.
2. **Group similar taskbar buttons**, which will group applications that are open on the Taskbar. See "Using Grouped Taskbar Buttons" below for more information on this feature.
3. **Show the Quick Launch Toolbar**, which is a shortcut bar directly to the right of your Start menu. You can drag shortcuts from your Desktop to the QuickLaunch Toolbar. To use a shortcut in the QuickLaunch toolbar, simply click once on the shortcut in the toolbar. This feature is helpful if you want to get to a shortcut on your Desktop, but you have other applications open.



You can also right-click on the Taskbar to lock or unlock it or display toolbars.



If the taskbar is locked, you cannot resize toolbars displayed on the taskbar, such as the QuickLaunch Toolbar. If toolbar icons are hidden, you must Unlock the Taskbar in order to resize the toolbar. To unlock the taskbar, right-click on the taskbar and click **Unlock the Taskbar**. Then drag the vertical line to the right of the QuickLaunch icons to resize the toolbar. *It is recommended that you then right-click on the Taskbar and **Lock the Taskbar** again once you have resized the QuickLaunch Toolbar. This prevents you from accidentally resizing/moving the Taskbar and prevents the Taskbar from accidentally disappearing, which it sometimes will do.*



You can minimize all open windows by right-clicking the taskbar and selecting the **Show the Desktop** command.



Procedures

1. Right-click the taskbar.
2. Select the **Properties** command.
3. To unlock the taskbar, clear the **Lock the Taskbar** box.
4. Select **OK**.

USING GROUPED TASKBAR BUTTONS



Discussion

The taskbar displays a button for each open program. Many applications, such as Office XP, display a taskbar button for each open document as well. With all these buttons, the taskbar can become quite crowded. Windows XP solves this problem with a new feature that groups similar taskbar buttons under one button, when the taskbar becomes too crowded. For example, if you have Netscape Messenger and five Word documents open, Windows will group all the Word taskbar buttons together as one button. When you click the button, a list of all the open Word documents appears. To view a document, simply click the document name from the list.

Grouped taskbar buttons display the common application name plus the number of open windows. A grouped button for six Word documents would display the button name, **5 Microsoft Word**. A grouped taskbar button is also distinguished by a small white triangle on the right side of the button.



You can turn off the taskbar grouping feature by right-clicking the taskbar, selecting **Properties**, and then deselecting the **Group similar taskbar buttons** option.



If you disable grouping for taskbar buttons, the taskbar can display buttons for ten open windows. If you open more than ten windows, the taskbar adds another row and a scroll bar appears allowing you to scroll up and down the rows. If you prefer, you can also unlock the taskbar and increase its height so that all rows are displayed.

LESSON 4 - EXPLORING CHANGES TO MY COMPUTER

OPENING MY COMPUTER



Discussion

My Computer, available from the **Start** menu, organizes all of your computer's resources into one window. You can use My Computer to view and access any resources available to your computer, such as folders and files located on your hard drive, floppy disk drive, or any network drive to which you have access.

When you open My Computer, the common tasks pane appears on the left side of the window. Initially, the pane contains three task groups. You can use the links in the **System Tasks** and **Other Places** groups to perform system functions or to open another folder. The **Details** group provides information about the selected object. If you select a storage device, such as a drive, you can see the amount of free space and the total capacity of the drive.

Other changes to note in My Computer are that the icons are grouped under categories, the toolbar contains fewer buttons, and by default, the status bar does not appear at the bottom of the window. Categories in My Computer include **Hard Disk Drives** and **Devices with Removable Storage**. Other categories that may appear include: the **Network Drives** category if you are mapped to a network drive, and the **Files Storage on This Computer** category if your system is part of a workgroup rather than a domain.



The first time you open the **C:\Windows** folders, you may have to click the **Show the contents of this folder** link to view the folder contents.



Any Novell or ASDOMAIN network drives that you may have mapped, such as the F, H, M, O or S drives - to name a few - will appear under the **Network Drives** area in **My Computer**.

WORKING WITH NEW FOLDER VIEWS



Discussion

When you open a folder, Windows XP senses the contents of the folder and automatically selects the appropriate view. There are several new views in Windows XP.

The **Thumbnails** view is a new view to some versions of Windows. It is a view designed to preview graphics. If Windows XP recognizes the file format of a graphic, a miniature of the graphic appears

in this view. If Windows XP does not recognize the format, an icon representing the program associated with that file type appears in the thumbnail area.

If you are working with a folder containing graphics, you can also use the **Filmstrip** view to view your pictures. This view is divided into two panes. The bottom pane displays all the images in the folder in thumbnail size across one row, as if in a filmstrip. The top pane displays the selected picture in magnified size. This view also includes tools to navigate through your pictures and rotate them.

The default view for most folders is the **Tiles** view. In addition to displaying the file or folder name, this view shows additional information, such as file type, size, or author. You can switch to other views, including **Thumbnails**, **Icons**, **Details**, **List**, and **Filmstrip** (only available in those folders containing pictures). To change to another folder view, you can select the desired view from the **View** menu or you can click the down arrow to the right of the **Views** icon on the Standard Buttons toolbar.




You may need to refresh a view in order to access the **Filmstrip** view.



The **Large Icons** view in previous versions of Windows is now called **Icons** view. The **Small Icons** view is no longer available and the **List** view has not changed.



Procedures

1. In My Computer, open the folder whose view you want to change.
2. Click the **Views** button  on the **Standard Buttons** toolbar and try the various views on the menu to see which you like best. The view that shows you the most about your files and folders is the **Details** view.
3. Changing the **View** will only affect the view of this folder. If you want all of your folders to have the same view, see the “Changing Folder Options” section below.

CHANGING FOLDER OPTIONS



Discussion

You can use the Folder Options dialog box to change the look of all your folders. You can select settings that affect all folders, or apply the view of the current folder to all folders.

Options selected on the **View** page apply to all folders. These options include controlling the display of file extensions, hidden and system files, and pop-up descriptions. You can try enabling and disabling different options to see which settings you prefer.

By default, an icon view selected from the **View** menu only affects the current folder. If you decide to display all your folders with the same view settings, you can use the **Apply to All Folders** button in the Folder Options dialog box to apply these settings to all folders. The **Reset All Folders** button resets the view for all folders back to the default.

You can use the **General** page to display the Windows classic folders, which displays folders without the common tasks pane. You can change options to open each folder in its own window while browsing, instead of using the same window, and open items with a single-click instead of a double-click.

The **Restore Defaults** button on each page allows you to reset the options to their default settings.



Users often select single-clicking to eliminate the confusion that arises from single-clicking hyperlinks and double-clicking Windows icons.




When single-clicking is enabled, you select an item by pointing to it. You can select multiple items by holding the **[Shift]** or **[Ctrl]** keys and pointing to the desired items.



Procedures

1. Open My Computer.
2. Select the **Tools** menu.
3. Select the **Folder Options** command.
4. Select the **View** tab.
5. Select or deselect the desired options. If you want all of your folders in Windows to show in the **View** that you have selected for the current folder that is open, click **Apply to All Folders**.
6. Select the **General** tab.
7. Select the desired options under the **Tasks, Browse folders, and Click items as follows** sections.
8. Select **OK** to save your changes and close the Folder Options dialog box, or select **Apply** to apply your changes and leave the dialog box open.



When you change the **View** of all folders (i.e., to **Details** view), you can override that view for any individual folder by clicking on the **Views** button  on the **Standard Buttons** toolbar and selecting a different view. You may want to do this if you have changed all of your folders to the **List** or **Details** view, but you want your folders that contain pictures to display in the **Filmstrip** view.

LESSON 5 - USING NEW FILE AND FOLDER FEATURES

USING COMMON FILE TASKS



Discussion

The common tasks pane is a new feature in Windows XP. When you open a folder or select a file, Windows displays all the tasks you would commonly perform on the selected item. Tasks pertaining to files and folders appear in the **File and Folder Tasks** group. These tasks include renaming, moving, copying, publishing, e-mailing, printing, and deleting the file.

Folder toolbars no longer contain buttons for cutting, copying and pasting. Although you can still use the **Edit** menu or keyboard to perform this two-step process (cut/copy and paste), Windows now includes a one-step process for moving and copying files. The **Move this file** and **Copy this file** tasks both open dialog boxes that allow you to select the destination from a folder tree. In addition, you can create a new folder during the process. If you are moving or copying multiple files, the name of the task changes to **Move the selected items** and **Copy the selected items**.

While the common tasks pane makes it easy to perform tasks in a folder, the **Folders** list is a good way to navigate to a desired folder. You can use the **Folders** button on the **Standard Buttons** toolbar to switch between the common tasks pane and the **Folders** list.



My Computer and Windows Explorer are the same program in Windows XP. My Computer opens with the common tasks pane displayed and Windows Explorer opens with the **Folders** list displayed. No matter which you open, you can use the **Folders** button to switch between panes.



File tasks are also located on the **File** and **Edit** menus.



New folders created in the Move Items and Copy Items dialog boxes are automatically named **New Folder**. You can rename the folder before you complete the move/copy process or after the process is complete. To rename the folder while in the dialog box, select the **New Folder** folder, press the **[F2]** key, type a new name, and press **[Enter]**.



Procedures

1. In **My Computer**, open the desired folder and display the common tasks pane - if it is not already visible - by clicking the **Folders** button.
2. Select the file on which you want to perform a task.

3. *To move or copy the selected file*, select the **Move this file** or **Copy this file** tasks under the **File and Folder Tasks** group. Select the drive where you want to move or copy the file. Select the folder where you want to move or copy the file. To create a new folder, select **Make New Folder**. Select the desired folder. Select **Move** or **Copy**.
4. *To email the selected file*, click **Email this file**. Netscape Messenger will open up a new Composition window and the file will be attached. This will not work if you are using WebMail.
5. *To print the selected file without opening it*, click **Print this file**. The file will be printed to your default printer.
6. *To delete the selected file*, click **Delete this file**. You will be asked if you are sure. Click **Yes** to delete the file and **Cancel** to cancel the deletion. The deleted file will be moved to your **Recycle Bin**.



You can select more than one file to perform a task on by holding the **[Ctrl]** key and pointing to the desired items. To select an entire string of files, click on the first one, hold the **[Shift]** key and click on the last one. To select all of the files within a folder, open the folder, then click on **Edit** from the menubar above and clicking on **Select All** or by clicking **[Ctrl] – A** on your keyboard.

USING COMMON FOLDER TASKS



Discussion

Windows XP senses when a folder is selected and displays folder-related tasks in the common tasks pane. Common tasks that appear in the **File and Folder Tasks** group include renaming, moving, copying, publishing, sharing, e-mailing, and deleting the folder. You move and copy folders using the same procedures for moving and copying files.

You can use the **Make a new folder** task to create a new folder. However, you must deselect all folder items to access this task.



You can also access the common tasks pane in Windows Explorer by selecting the **Folders** button on the toolbar.



Folder tasks are also located on the **File** and **Edit** menus.



Procedures

1. In My Computer, select the folder on which you want to perform a task.
2. Select the desired task from the **File and Folders Tasks** group, such as **Rename this folder**, **Move this folder** or **Copy this folder**.
3. *To create a new folder*, deselect any selected folder items. Click the **Make a new folder** task in the **File and Folders Tasks** group. Type a name for the folder. Press **[Enter]**.
4. *To copy or move a folder*, select the folder you want to move or copy. Select the **Move this folder** or **Copy this folder**. Select the drive where you want to move or copy the folder. Select the folder where you want to move or copy the file. To create a new folder, select **Make New Folder**. Select the desired folder. Select **Move** or **Copy**.
5. *To email the selected folder*, click **Email this folder**. Netscape Messenger will open up a new Composition window and the files within that folder will be attached. This will not work if you are using WebMail.
6. *To delete the selected folder*, click **Delete this folder**. You will be asked if you are sure. Click **Yes** to delete the file and **Cancel** to cancel the deletion. The deleted file will be moved to your **Recycle Bin**.

LESSON 6 - USING THE SEARCH COMPANION

SEARCHING FOR FILES AND FOLDERS



Discussion

The search function in Windows XP is called the Search Companion. Although similar in function to the **Find** or **Search** commands in previous versions of Windows, the Windows XP **Search Companion** includes many more search options.

Selecting the **Search** command on the **Start** menu opens the Search Results window, with the **Search Companion** displayed in the left pane. The **Search Companion** is where you enter your criteria to search for files and folders. After performing a search, the right pane lists the search results. You can open a found file or folder from the right pane simply by double-clicking it.

The first step is to select the type of item for which you are searching. You can search for media files, such as pictures, music and video; documents, such as those created with word processing and spreadsheet programs; or all files and folders. In addition, you can search for other computers on your network, or for people in your address book or an Internet directory.

Search options are context-sensitive. Windows displays different search fields depending upon the type of item you are searching for.

After the found files appear in the Search Results window, you have three choices. If you are satisfied with the results, you can select **Yes, finished searching**. This closes the Search Companion, but leaves the Search Results window open with the found files listed. If you are not satisfied with the results, you can use the links under **No, refine this search and...** to change your search criteria. Finally, if you want to conduct another search, you can select **Start a new search**.



You can also access the Search Companion from a folder window by clicking the **Search** button on the **Standard Buttons** toolbar. The results of your search will then appear in the Search Results window.



Selecting the **Start a new search link** does not clear the previous search criteria. The search criteria is not cleared until you close the Search Companion.



You can save your search criteria in a file using the **File** menu and the **Save Search** command. To reuse the search, double-click the saved search file to open your criteria in the Search Companion. Then, select **Search** to perform the search.



Procedures

1. To open the Search Companion, click on **Start, Search, for Files or Folders**. Make sure your window is maximized by clicking on the Maximize button at the top right corner of the window.
2. Select the desired type of search (select **Documents** for any file that is not a system file).
3. If you know when the file was last saved, select the desired date option. If you don't remember, leave **Don't remember** selected.
4. To search for files or folders with a specific name, type the name of the file or folder you want to locate. If you don't know the exact name of the file, type part of the filename in the box.
5. Select **Search** to perform the search.

LESSON 7 - USING THE HELP AND SUPPORT CENTER

EXPLORING THE HELP AND SUPPORT CENTER



Discussion

The process of getting help in Windows XP has been greatly expanded. Help is now located in the Help and Support Center, which provides a colorful, full-blown support system.

The home page for the Help and Support Center includes a navigation bar (toolbar), a **Search** box, and links to information arranged under categories. Major topic headings are listed under the **Pick a Help topic** category. You can select a link and drill down until you find the desired information.

Other categories appear on the right side of the Help and Support Center window. These include **Dell Online**, **Additional Resources**, and **Did you know?** categories. Links under these categories open specific help pages.

Note: If you have a hardware or software problem, please contact the Helpdesk at x97777. Do not call or email Dell.

Selecting a link under one of the categories opens a two-pane window. On the left is the navigation pane, which displays topic and subtopic headings. On the right is the topic pane, which displays help information or links to other help topics. A toolbar appears above the topic pane. You can use the **Change View** button to display only the topic pane so that you can view your desktop and the help information at the same time. The **Print** button prints the current topic in the topic pane.

As you move through the help windows, you can use the buttons on the navigation bar to navigate to previously viewed windows. You can always return to the opening Help and Support Center page by clicking the **Home** button on the navigation bar.



The Help and Support Center can also be opened from any folder window by selecting the **Help** menu and the **Help and Support Center** command.






Some links require an Internet connection to find information. Most of the links under the **Did you know?** category are Internet based.



To print all the subtopics under a topic heading, right-click the heading in the navigation pane and select **Print**. A dialog box opens describing your print selection. You can also print pop-up descriptions in a dialog box by right-clicking the pop-up box and selecting the **Print Topic** command.



Procedures

1. Select the **Start** button on the taskbar.
2. Select **Help and Support**.
3. Select the desired link.
4. To expand a topic in the navigation pane, click the plus sign.
5. Click a subtopic in the navigation pane.
6. Continue expanding links in the topic pane until the desired information appears.
7. Click the  **Change View** button to display only the topic pane.
8. Click the  **Change View** button to display the entire Help and Support Center window.
9. Click the **Home** button  on the navigation bar to return to the home page.

SEARCHING FOR HELP TOPICS



Discussion

You can use the **Search** box on the Help and Support Center home page to search for information about a topic. You should enter one or more words related to the topic you want to find. The topics that match your search words appear in the Search Results pane.

Search results are displayed in categories. Help topics contain a list of keywords to speed up searching. The topics listed in the **Suggested Topics** category have keywords that match your search text and provide the closest match to your criteria. Topics listed under the **Full-text Search Matches** category contain some of your search words in the topic text, but since they do not contain matching keywords, they may not be as relevant to the information for which you are looking.

With an Internet connection, you can also use the **Microsoft Knowledge Base** category to search Microsoft's online store of information.

If your search produces too many results, you can narrow the search by selecting the **Search within previous results** option and entering more specific text in the **Search** box.



You should only enter the specific words related to the topic in the **Search** box, not full sentences or questions.



Procedures

1. Open the Help and Support Center.
2. Click in or select the current text in the **Search** box.
3. Enter words relating to the information you want to search for.
4. Press **[Enter]** or click the **Start searching** arrow.
5. Click a link under the **Suggested Topics** category.
6. To view other matches, click **Full-text Matches** or **Microsoft Knowledge Base** in the **Search Results** pane.

CHANGING SEARCH OPTIONS



Discussion

Settings in the **Set search options** page affect the number of search results found. You can adjust the options to find more or fewer matches.

For **Full-text Search Matches**, you can narrow the search to match words in titles only, or broaden the search to match similar words. Furthermore, you can omit search categories completely from a search. For example, if you want to search keywords only, you can leave only the **Suggested Topics** category enabled.

If you are conducting an online search, you can change the options for the **Microsoft Knowledge Base** category. You can limit the search to titles only, select a product to search, and select how search words are matched.



You can also open the **Set search options** page by clicking the **Options** button in the navigation bar and selecting **Set search options** in the navigation pane.

USING FAVORITES AND HISTORY LISTS



Discussion

The Help and Support Center employs several tools that you can use to return to topics that you previously viewed.

The Favorites list is used to bookmark help topics you want to easily find again. Once you find a topic you would like to bookmark, you use the **Add to Favorites** button on the topics pane toolbar to add it to the Help and Support Favorites list.

When you want to view the Favorites list, you select the **Favorites** button on the navigation bar. You can then redisplay any bookmarked topic. In addition to displaying topics, you can also rename them and remove them from the list.

The History list is another way of locating a help topic you previously viewed. Every topic you have viewed appears in the History list in the order in which they were viewed. You can use the **History** button on the navigation bar to open the History list and select a topic to redisplay.



The Help and Support Favorites list is not the same Favorites list found in Internet Explorer or in a folder window.

CHANGING HELP OPTIONS



Discussion

You can customize various Help and Support Center options using the **Options** button on the navigation bar.

You can use the **Change Help and Support Center options** link to modify the icons that appear on the navigation bar and change the size of the font used for content in topic pane.

Other links in the Options pane include **Set search options** to modify search settings and **Install and share Windows Help** to install other Help content and share the content with other users on your network.

LESSON 8 - SHUTTING DOWN/LOCKING YOUR WORKSTATION

SHUTTING DOWN YOUR COMPUTER VS. LOCKING THE WORKSTATION



Discussion

Most of us are used to shutting down our computers at the end of the day. However, there is no longer a need to shut your new computer down every day. To secure your system, all you need to do is **Lock the Workstation** at the end of the day. When you come back in the morning, simply type in your password and the machine will come right back to where you left it the day before.

It is a good idea to periodically shut your computer down (around 2 times a week and on the weekends), but not daily.



Procedures

1. *To lock your workstation*, hit the **Ctrl-Alt-Delete** key combination on your keyboard.
 2. Click **Lock Workstation**. The workstation will be locked, preventing anyone (except a system administrator) from getting into your computer.
 3. When you come back to your computer, type your user password to get back into the computer.
-
1. *To shut down your computer*, click the **Start** button and select **Shut Down**.
 2. Click **OK**.

Other options on the **Shut Down Windows** menu are:

1. **Logoff** – Log out of the current user account so that another user can login
2. **Restart** – Reboots the computer
3. **Stand by** – Maintains your session, leaving the computer running with low power with data still in memory.



Whatever option you select from the Shut Down menu will be the default option the next time you click on Shut Down.

LESSON 9 - OTHER WINDOWS FEATURES

ENDING A PROGRAM THAT IS NOT RESPONDING



Discussion

Windows XP is a much more secure operating system than Windows 98. You will notice fewer “Illegal operations” and will find that your new computer is much more stable than the old one. Even when a program “crashes,” Windows XP will often close that application without forcing you to restart the computer. In addition, better document recovery has been built into the Microsoft Office applications, so when Word, PowerPoint or another Office program experiences a problem, the program will close, reopen and recover your work as best as it can (see the Word, Excel and PowerPoint documentation to learn about document recovery).

Sometimes, however, a program will stop responding but will not tell you. You can manually end the program that is not responding so that you can continue on with your work. To do this, you must enter the **Task Manager**. The **Applications** tab of the Task Manager lists all open applications and lists the status of each program, including **Running** or **Not Responding**.

Once in the Task Manager, to end a program that is not responding, select the program from the list and click the **End Task** button. You may get a message saying that the program is not responding. When you click End Task again, the program will close. Unlike the Windows 98 task list, you must close the Windows XP Task Manager by clicking on the X at the top of the window.



Procedures

1. Hit the **Ctrl-Alt-Delete** key combination on your keyboard.
2. Click the **Task List** button.
3. Select the **Applications** tab if it is not already selected.
4. Select the application that is not responding and click **End Task**.
5. If necessary, click **End Task** again if prompted to do so.
6. Close the **Task Manager** by clicking the **X** in the top right corner.

CREATING USER ACCOUNTS



Discussion

Because Windows XP is a secure operating system, every person who uses your computer must have his/her own account. User Accounts can be set up two ways: as Administrators or as Limited Users. Limited Users do not have the ability to edit User Accounts or install/remove hardware and software. They also cannot access your My Documents folder. Administrators have the ability to do everything that you can do on the machine, including add/remove software and hardware, add/remove User Accounts (including yours) and view all folders, including your My Documents folder.

Because of the sensitivity of creating User Accounts, we ask that you please call the Helpdesk or your IT Coordinator for assistance in creating them.

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