Beginning Microsoft Windows

Quick Reference Guide

Windows Desktop

Windows: An Introduction

Log On to a Windows Computer

The Ctrl, Alt and Delete keys have been pressed, and the Log On to Windows dialog box is displayed.

Type the user name and *press* the Tab key.

Type the password and *press* the Tab key.

Click the Log on To list.

Click the server name.

Click OK.

Start Menu

Windows Help: Accessing

Click the Start button.
Click the Help command.
Click the book icon for the topic on which you want information in the Contents tab page.
Click a topic subentry.
Click the Index tab.
Type the name of the topic on which you want information and *press* the Tab key.
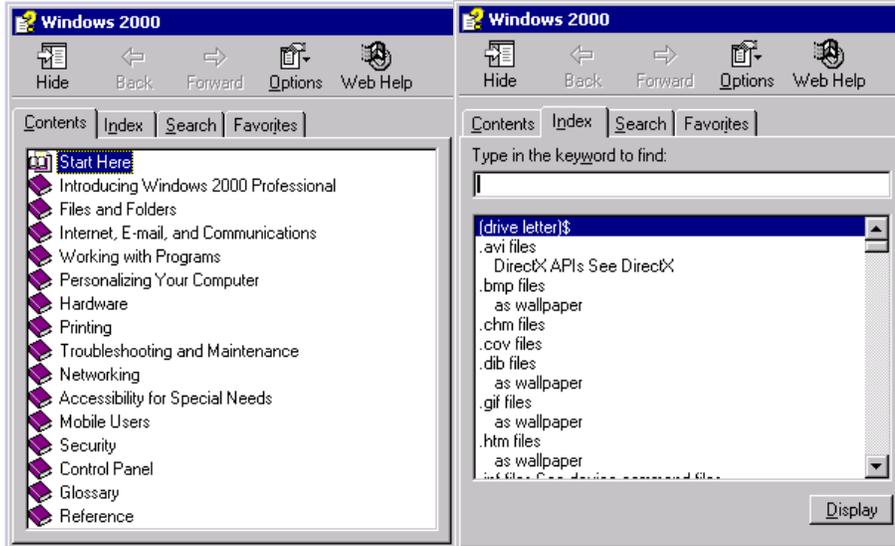*Click* a topic subentry.
Click the Display button.
Click the Search tab.
Type the name of the topic on which you want information and *click* the List Topics
    button.
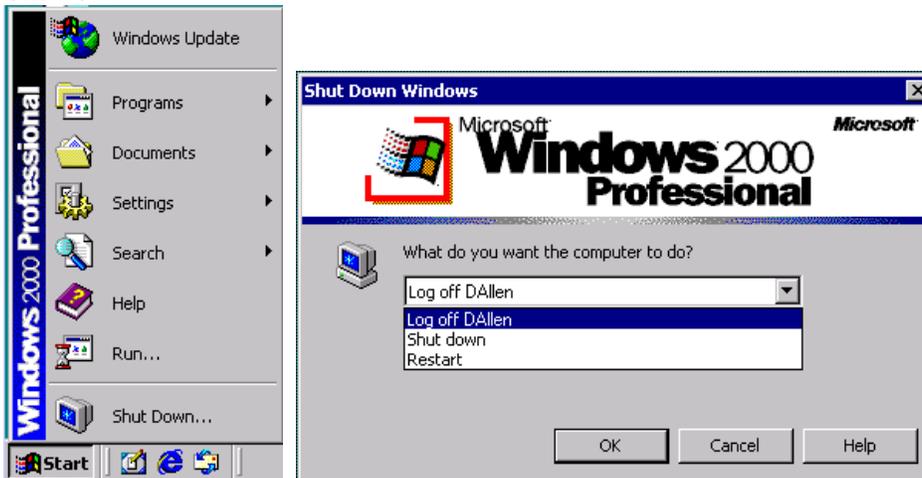*Click* a topic subentry.
Click the Display button.

Shutting Down

Click the Start button.
Click the Shut Down command.
Click the What do you want the computer to do list.
Click the Shut Down option.
Click OK.

Windows Programs

Windows Programs: An Introduction

Windows Programs: Starting
Click the Start button on the Windows desktop.
Point to the Programs command.
Point to the Accessories command.
Click the command to start the program.

Windows Programs: Basic Tasks
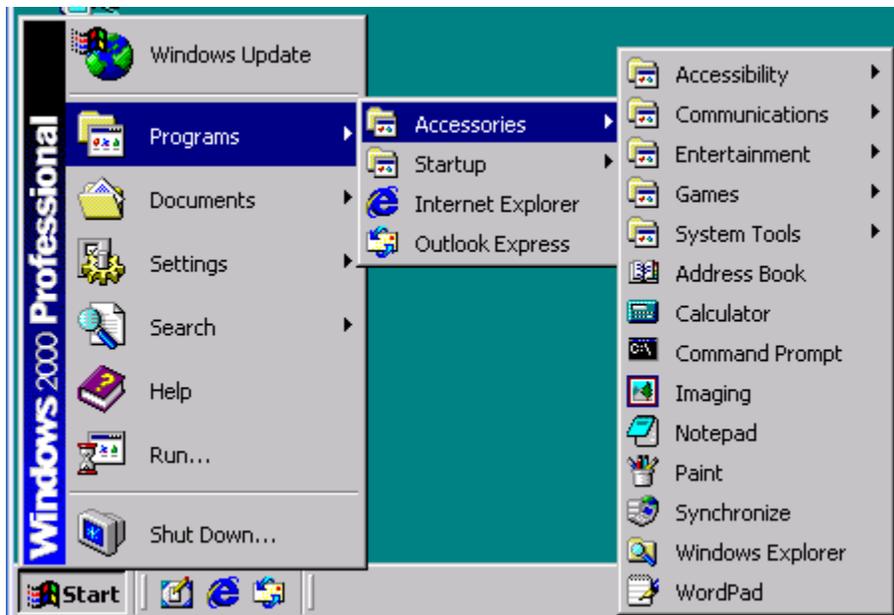
Note to Trainer go through all programs, open/close and what there for and how they work.

Files in Programs: Opening
Double-click a Windows program.
Click the File menu name.
Click the Open command.
Click the file to be opened.
Click the Open button.

Files in Programs: Creating
Double-click a Windows program.
Double-click a file.
Click the File menu name.
Click the New command.

Click OK.

Files in Programs: Saving
> *Click* the File menu name.
> *Click* the Save command.
> *Click* the Save As command.
> *Type* the name of the file in the File Name box and *press* Tab.
> *Click* the Save button.

Files in Programs: Printing
> *Double-click* a file in a Windows program.
> *Click* the File menu name.
> *Click* the Print command.
> *Type* the number of copies in the Number of copies box and *click* the Print button.

Files in Programs: Closing
> *Double-click* a file in a Windows program.
> *Click* the File menu name.
> *Click* the Exit command.

Windows Explorer: An Introduction
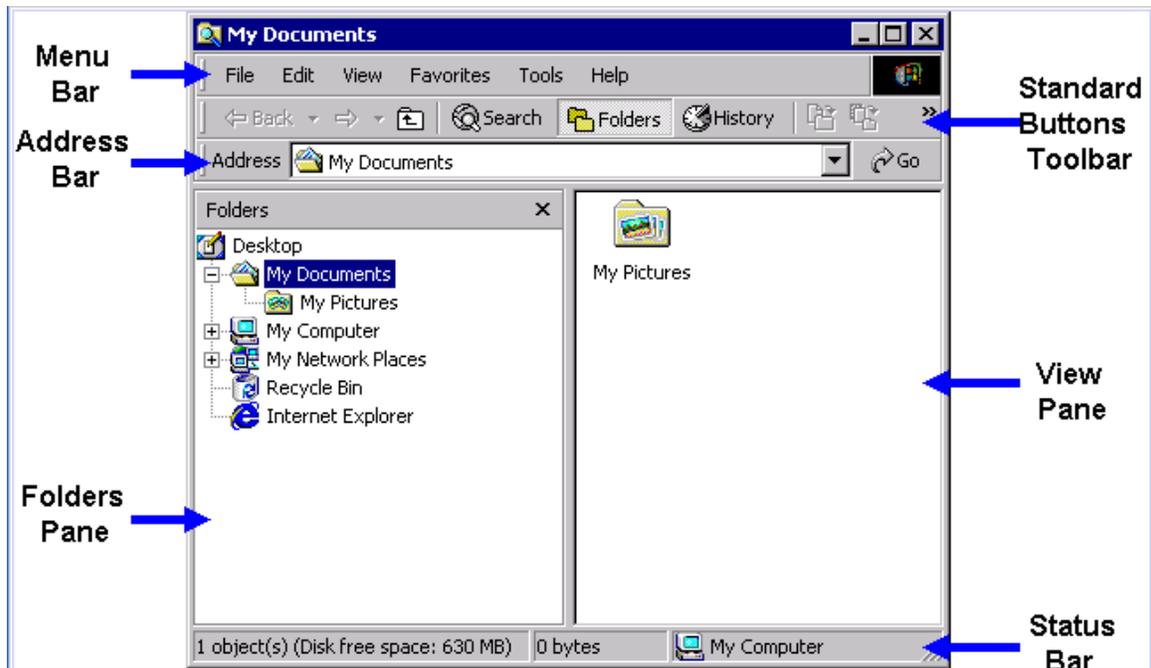
Windows Explorer Interface: Customizing
> *Select* a folder.

Click the View menu name.
Click the Small Icons command.
Click the List command on the View menu.
Click the Details command on the View menu.
Click the Thumbnails command on the View menu.
Click the Large Icons command on the View menu.

Organizing Files and Folders

File Types and Associations
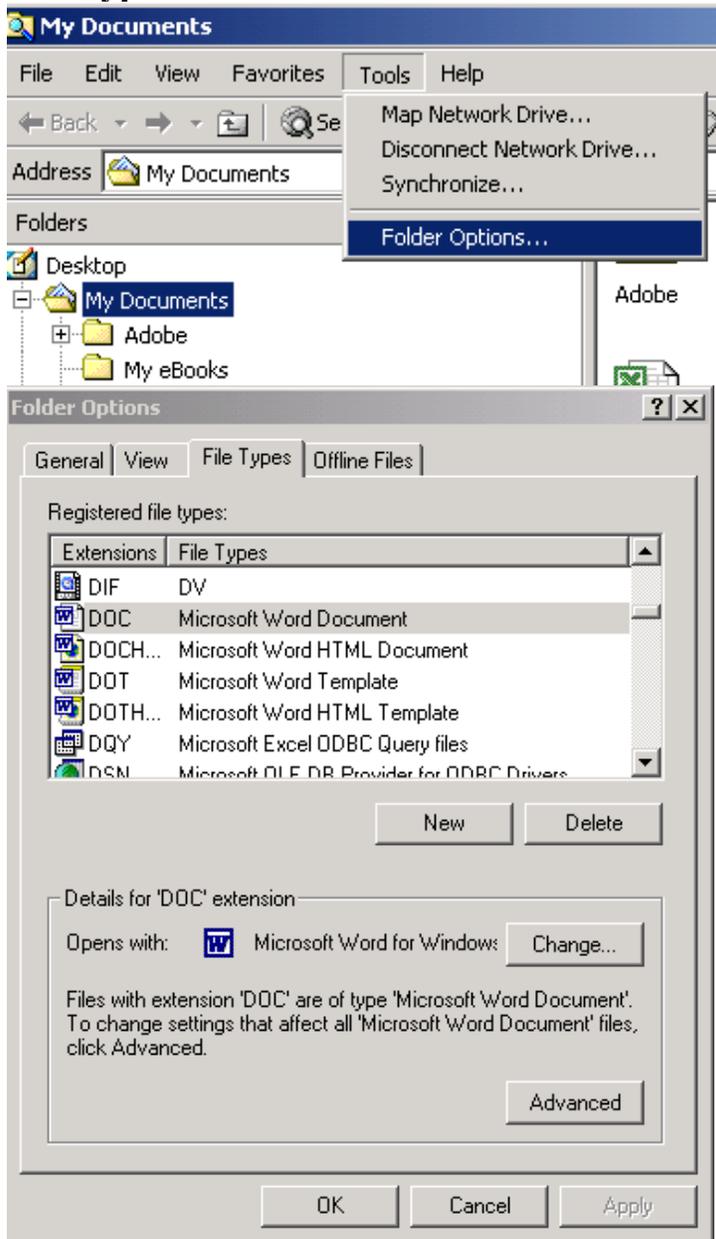
.ini

.bmp

.com

.hlp

.wav

.htm

.sys

.txt

.doc

Microsoft Office 2000

.doc

.ppt

.xls

.mdb

Unknown File Type

Files: Associating with Programs
>*Click* the file to be associated.
>*Click* the File menu name.
>*Click* the Open With command.
>*Click* a program in the programs list.
>*Click* the Always use this program to open these files check box.
>*Click* OK.

Working with Files and Folders

Files in Folders: Creating
>*Click* the File menu name.
>*Point* to the New command.
>*Click* Folder.
>*Type* the name of the folder and *press* Enter.
>*Click* Open.
>*Click* a file type.
>*Type* the name of the file and *press* Enter.

Files: Copying
>*Double-click* a folder.
>*Select* a file.
>*Click* the Edit menu name.
>*Click* the Copy To Folder command.
>*Click* the plus sign (+) next to the My Computer icon.
>*Click* the plus sign (+) next to the Local Disk (C:) icon.
>*Click* the folder to which the file is to be copied.
>*Click* OK.

Files: Moving
>*Double-click* a folder.
>*Select* a file.
>*Click* the Edit menu name.
>*Click* the Move To Folder command.
>*Click* the plus sign (+) next to the My Computer icon.
>*Click* the plus sign (+) next to the Local Disk (C:) icon.
>*Click* the folder to which the file is to be moved in the Browse For Folder dialog box.
>*Click* OK.

Files: Deleting
>Procedure to delete a file so that it can be retrieved later.
>*Select* a file.
>*Click* the File menu name.
>*Click* the Delete command.
>*Click* Yes.

>Procedure to delete a file permanently.
>*Select* a file.

Click the File menu name.
Press the Shift key.
Click the Delete command keeping the Shift key pressed.
Click Yes.

Files: Restoring
    Select a file.
    Click the File menu name.
    Click the Restore command.

Files: Sorting
    Select a folder.
    Click the View menu name.
    Point to the Arrange Icons command.
    Click the by Type command.
    Click the by Size command.
    Click the by Date command.
    Click the by Name command.
    Click the AutoArrange command.

Files: Searching
    Click the View menu name.
    Point to the Explorer Bar command.
    Click the Search command.
    Type the name of the file to be searched for and *press* Tab.
    Click the Search Now button.

Files: Printing
    Select the file to be printed.
    Click the File menu name.
    Click the Print command.

Networking in Windows

Networking: An Introduction

Changing the Logon Password
    Press the Ctrl, Alt, and Delete keys together.
    Open the Windows Security dialog box.
    Click Change Password.
    Type the current password and p*ress* Tab.
    Type the new password and *press* Tab.
    Type the new password again and *click* OK.
    Click OK.

Ctrl, Alt, and Delete keys

Searching for a Computer

Click the View menu name.
Point to the Explorer Bar command.
Click the Search command.
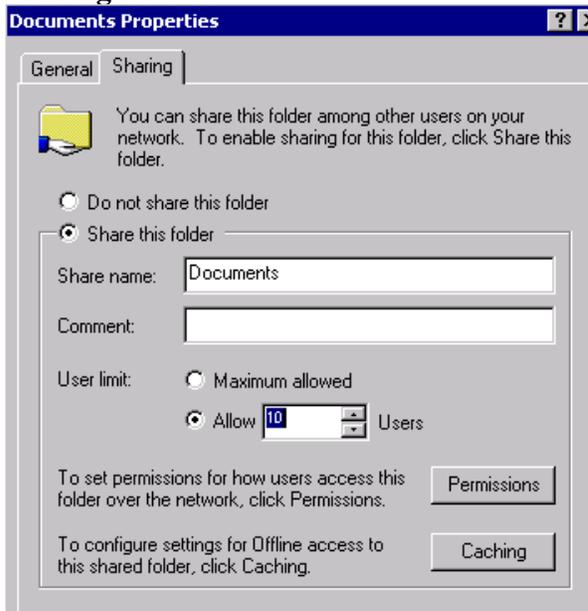*Click* the Computers hyperlink.
Click the Computer Name box.
Type the name of the computer to search for and *press* Tab.
Click the Search Now button.

Network Resource Sharing

Sharing a Folder

Select the folder to be shared.
Click the File menu name.
Click the Properties command.
Click the Sharing tab.
Click the Share this folder option.
Click the Allow option.
Type the number of users and *press* Tab.
Click the Permissions button.
Click the Add button.
Click the user name.
Click the Add button.
Click OK.
Click the user name.
Click the Full Control check box.
Click OK.
Click OK.

Tasks	Read	Change	Full Control
Viewing the contents of files and subfolders	✔		
Navigating to subfolders			
Changing the contents of files	✘		
Adding files and subfolders			
Deleting subfolders and files			
Changing access permissions			

Mapping to Network Resources

Click the Tools menu name.
Click the Map Network Drive command.
Click the Drive list.
Click the available drive letter.
Click the Browse button.
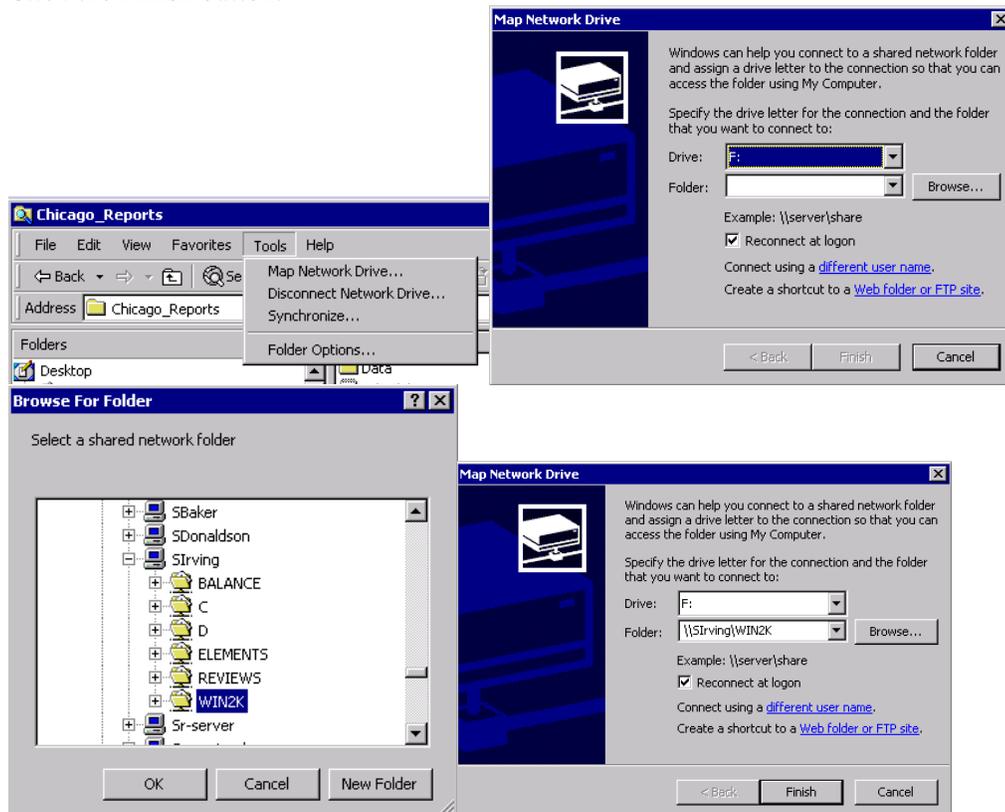*Click* the plus sign (+) next to the My Network Places folder.
Click the plus sign (+) next to the Computers Near Me folder.
Click the plus sign (+) next to the computer name where the folder to be mapped exists.
Click the folder that has to be mapped.
Click OK.
Click the Finish button.

Additional Information

Button Reference

New

This button creates a new file.

Open

This button opens an existing presentation.

Save

This button saves the active file with its current file name, location, and format.

Print

This button prints the active file or selected items.

Print Preview

This button displays full pages of the file to be printed.

Cut

This button removes the selected item and places it on the Clipboard.

Copy

This button creates a duplicate copy of the selected item on the Clipboard.

Paste

This button inserts the items that have been cut or copied to the Clipboard in a new location.

Undo

This button reverses the last command or the last entry that you typed.

Date/Time

This button inserts the current date with or without the time into a WordPad document.

Font

This button changes the font of the selected text or numbers.

Font Size

This button changes the size of the selected text or numbers.

Bold

This button makes the selected text or numbers bold. If the selected text or numbers are already bold, this button removes the bold formatting.

Italic

This button italicizes the selected text or numbers. If the selected text is already italicized, this button removes the italicized formatting.

Underline

This button underlines the selected text or numbers. If the selected text or numbers are already underlined, this button removes the line from below the text or number.

Font Color

This button changes the font color of the selected text or numbers.

Align Left

This button aligns selected text, numbers, or inline objects to the left, forming a ragged right edge.

Center

This button centers selected text, numbers, or inline objects.

Align Right

This button aligns selected text, numbers, or inline objects to the right forming a ragged left edge.

Bullets

This button adds or removes bullets from selected paragraphs.

Free-Form Select

This button selects a free-form area of a picture to move, copy, or edit.

Select

This button selects a rectangular area of a picture to move, copy, or edit.

Eraser/Color Eraser

This button erases a portion of a picture.

Fill

This button fills an area of a picture with the current drawing color.

Pick Color

This button picks up a color from an existing picture.

Magnifier

This button changes the zoom level of a picture.

Brush

This button draws a free-form line by using a brush of the selected shape and size.

Airbrush

This button draws a free-form line by using an airbrush of the selected size.

Pencil

This button draws a free-form line.

Text

This button inserts text into a picture.

Line

This button draws a straight line with the selected line width.

Curve

This button draws a curved line.

Rectangle

This button draws a rectangle with the selected fill style.

Polygon

This button draws a polygon with the selected fill style.

Ellipse

This button draws an ellipse with the selected fill style.

Rounded Rectangle

This button draws a rounded rectangle with the selected fill style.

Back

This button accesses previously accessed resources.

Forward

This button accesses the disk drive or folder you accessed after the current folder or disk drive.

Up

This button moves the current level one level upward in the hierarchical structure of objects.

Search

This button locates files, folders, or computers on the network.

Folders

This button displays or hides the hierarchical structure of all the folders and disk drives in the Folders pane of Windows Explorer.

History

This button displays a list of all the files or Web pages visited.

Move To

This button moves the selected file or folder to another folder or disk.

Copy To

This button copies the selected file or folder to another folder or disk.

Delete

This button moves selected files or folders to the Recycle Bin.

Undo

This button undoes the last action.

Views

This button customizes the View pane.

Glossary
Alphabetical List of Terms
Address bar
Address bar is a component of Windows Explorer that enables you to easily move to a folder or a Web page.
Address Book
The Address Book is a program that allows you to store information, such as the name, phone number, and e-mail address, of your contacts.
backup
A backup is a copy of the data stored on a computer.
bit
A bit is the smallest unit of data storage. It can be either 0 or 1.
bitmap
A bitmap is the default file format used by Paint to save pictures.
bulletin board service
A bulletin board service is a service that enables you to review messages entered by other users and to enter your own messages.
byte
A byte is a collection of 8 bits.
Calculator
Calculator is a program that can be used to perform both arithmetic and scientific calculations.
Change access permission
The Change access permission is one of the access permissions that you can assign to a user. A user with this access permission can perform tasks such as viewing and modifying the contents of files and subfolders. Files and subfolders can also be deleted from the shared folder by the user to whom this access permission is assigned.
Clipboard
The Clipboard is a temporary storage location for the data that you cut or copy. The data is stored in multiple formats and can be transferred between programs that use different formats.
default setting
A default setting is a predefined setting that is used when you do not specify a preferred setting.
desktop
The desktop is the primary Windows screen that displays when Windows starts. It represents the work area on your computer screen.
dialog box
A dialog box is a special window in which you select options for carrying out a command or a task.
dial-up connection
A dial-up connection is the connection established when you dial up another user by using a modem over a phone line.
Dial-up Networking
Dial-up Networking is a feature that enables connection from one computer to another by using a phone line and a modem.

digital camera
A digital camera is an input device used to feed photographic images into a computer.

direct cable
A direct cable is a link between two computers created using a single cable instead of using other interfacing devices such as a modem.

disk drive
A disk drive is a hardware component that is used for storing programs and information. A disk drive can be of two types, fixed or movable.

e-mail
An e-mail message is an electronic message that is sent by you to another user over a network.

floppy disk
A floppy disk is a removable storage medium used to store data. Floppy disks have less storage capacity compared to hard disks, but they are not as expensive as the hard disks. Floppy disks are available in two sizes, 5.25 inch and 3.5 inch.

floppy disk drive
A floppy disk drive is a disk drive that can read and write to floppy disks.

folder
A folder is an object used to store files.

font
A font is the form in which a character appears.

Full Control access permission
The Full Control access permission is the highest access level that you can assign to a user. A user with this access level can view the contents of files and subfolders and modify it. A user with this access permission can also delete files and subfolders from the shared folder. In addition, a user with the Full Control access permission can change the access permissions assigned to other users.

hard disk
A hard disk is an electromagnetic disk used to store information in a computer.

hardware
Hardware is the machinery and physical parts that constitute a computer.

hyperlink
A hyperlink is a word or a graphic on a Web page that links to other Web pages either in the same Web site or a different Web site.

HyperTerminal
HyperTerminal is a utility provided by Windows. The HyperTerminal utility along with a modem can be used to connect to a remote computer even if the remote computer is not running on the same operating system.

HyperText Markup Language (HTML)
HyperText Markup Language (HTML) is the software language used to create Web pages.

HyperText Transfer Protocol (HTTP)
HyperText Transfer Protocol (HTTP) is the protocol used by the WWW service of the Internet.

Internet
The Internet is a worldwide network of computers that provides you with access to a vast reservoir of information.

Internet Connection Wizard

The Internet Connection Wizard is a tool that guides you through the steps for establishing a connection to the Internet.

Internet Explorer

Internet Explorer is a Web browser that allows you to navigate through the Internet and view Web pages.

Internet Service Provider (ISP)

An Internet Service Provider (ISP) is a company that provides you with Internet access.

intranet

An intranet is the internal network of a company that may or may not be connected to the Internet.

Local Area Network (LAN)

A Local Area Network (LAN) is a network that is limited to a geographical small area. Most LANs are confined to a single building or group of buildings.

mapping

Mapping is the process of matching data from source systems to the structures required in a data warehouse.

menu bar

A menu bar consists of a series of menus that help you perform different tasks.

modem

A modem is a hardware device that transmits data from one computer to another across a phone line.

My Computer

The My Computer folder is one of the default Windows folders. This folder enables you to view and manage all the resources that are available on your computer.

My Documents

The My Documents folder is one of the default Windows folders. This folder is the default location where all documents created by you are stored unless another location is specified.

NetMeeting

NetMeeting is a utility that can be used to host and participate in meetings over the Internet. Unlike Online services, you can use NetMeeting to include both sound and video images. You can also view the user you are calling, sketch during an online meeting, and send files to all the participants of the meeting.

network

A network consists of two or more computers that are connected for sharing resources such as documents, printers, and fax services.

newsgroup

A newsgroup is a forum on the Internet where you can share ideas, information, and opinions on various subjects.

Notepad

Notepad is a program that allows you to create and edit files that do not require any formatting.

offline

Offline is the state of a computer when it is not connected to a network or the Internet.

online services

Online services are the services that provide an infrastructure in which Internet subscribers can communicate with one another either by exchanging e-mail messages or by participating in online conferences.

operating system

An operating system controls programs and hardware. An example of an operating system is Microsoft Windows.

Outlook Express

Outlook Express is the primary Windows messaging software program that allows you to exchange e-mail messages and read and post messages to Internet newsgroups.

Paint

Paint is a graphic program that you can use to create pictures and graphics.

path

The path of a file represents the specific location of a file on a computer or a network.

Phone Dialer

Phone Dialer is a utility that enables you to place telephone calls or participate in video conference calls from your computer.

port

A port is a physical connection point on your computer where you can connect a device that transfers information in and out of a computer.

print queue

A print queue is a directory on a file server that holds the print job until it is ready to be serviced by a print server.

printer

A printer is an output device used to print the results generated by a computer.

program

A program consists of a group of instructions for a computer to perform specific tasks.

protocol

A protocol defines a set of rules by which networked computers communicate to exchange information and data.

Quick Launch toolbar

The Quick Launch toolbar provides shortcuts on the taskbar for some commonly used programs, such as Outlook Express.

Read access permission

The Read access permission is the lowest access level that you can assign to a user. If a user has the Read access permission, the user can view the contents of files and subfolders. However, a user with this access permission cannot modify content.

Recycle Bin

The Recycle Bin is one of the default Windows folders. Files and folders that are deleted are stored in the Recycle Bin unless you specify that the files and folders are to be permanently deleted. You can also use the Recycle Bin to retrieve the files you deleted erroneously. In addition, you can remove the deleted files or folders stored in the Recycle Bin to create more disk space on your computer.

resolution

The resolution is a measure for the number of dots that can be displayed on one inch of the screen.

ROM

ROM is a chip that contains permanently recorded instructions that can be accessed but not changed.

scanner

A scanner is a device that can read text or illustrations that are printed and translate the information into a form, such as a file, which a computer can use.

server
A server is a computer on a network that runs software for controlling access to all or parts of the network and its resources.

status bar
A status bar provides details about a selected item.

taskbar
The taskbar is a component on the desktop. The taskbar contains the Start button, the Quick Launch toolbar and the system clock. In addition, the taskbar displays all the programs that are being accessed and enables you to switch between the programs.

Telnet sites
Telnet sites are sites on the Internet that allow you to connect to computers that are on different networks.

toolbar
A toolbar consists of a group of items that you use to perform common tasks such as copying or deleting.

ToolTip
A ToolTip is a brief description that appears when you position the pointer over an item. The item can be an icon, a button, or a link.

Virtual Private Network (VPN)
Virtual Private Network (VPN) is a private and authenticated connection that provides access to private networks over the Internet even if you are not a part of the network.

wallpaper
Wallpaper is a picture displayed on the desktop background. It can be a bitmap file or a Web page.

Web page
A Web page is an HTML document that is used to display information on the Internet.

Web site
A Web site is a group of Web pages linked to each other.

window
A window is a rectangular area that displays an open program or the contents of a folder or a disk on the screen . It can take up the whole screen area or a portion of it and can be resized and moved anywhere on the screen.

Windows Explorer
Windows Explorer is a file management tool that displays files and folders in a hierarchical structure.

Windows Update
Windows Update is a new Web-based resource site that allows registered users of Windows to keep their systems up-to-date by providing access to the latest drivers and operating system files on an ongoing basis.

Wizard
A Wizard is a tool that assists you through each step of a task.

WordPad
WordPad is a program that can be used to create and edit documents that can be formatted by using various fonts and paragraph styles.

World Wide Web (WWW)

The World Wide Web (WWW) or the Web is a worldwide network of Internet servers that supports HTML documents, which enable you to link documents and view graphic, audio, and video files. The Web is a part of the Internet.