

Getting Started with Windows XP

Microsoft Windows

- Review
 - operating system
 - booting
 - application programs (Word, Excel, Access, etc.)
- User Interface
 - hardware and software used to communicate with and control your computer
 - how you issue commands, view results and obtain feedback
 - GUI

Starting Microsoft Windows

system is off (cold boot)	system is already on (warm boot)
Turn on power switches	Close any applications
P.O.S.T.	Restart <i>Windows</i> by using Start Shut Down... Restart
Computer looks for operating system on C: and copies it into RAM (boot)	
SCC specific tasks performed network login antivirus software loads	
Insert your USB Flash Drive after <i>Windows Desktop</i> appears	

Viewing the Desktop

- Figure A -1 page 31
- Your electronic work area
- The desktop contains objects
 - icons
 - Taskbar
 - Start button
 - Quick Launch toolbar
 - Show Desktop button
 - System Tray (nib)
 - current time
 - what happens when you point to the time?
 - what happens when you double-click the time?
 - what do the icons represent?



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Using the Mouse

- 6 fundamental mouse operations
 - point
 - click
 - right-click
 - double-click
 - drag
 - right-drag (lfb)
- The mouse pointer changes shape/color to indicate different functionality (Table A -2 page A -5)
 - take advantage of this during SAM exams!
- ScreenTip (ToolTip)

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Starting a Program

- Review
 - program
 - application program
- 3 main ways to start an application program
 - use the Start menu
 - eg: Start | Programs | Accessories | WordPad
 - click the program's Quick Launch Toolbar icon
 - double-click the program's Desktop icon
- When you launch a program, Windows locates the program on disk, loads (copies) it into RAM, creates a window for program to run within, and creates a Taskbar button

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Window

- Used to contain objects and organize the desktop
- Anatomy of a window
 - Title Bar
 - Minimize button
 - Maximize button
 - Restore button
 - Close button
 - Window Border
 - Menu Bar
 - Toolbars
- Active window
 - receives keystrokes and mouse operations
 - its Title Bar is blue and its Taskbar button is indented

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Moving and Resizing Windows

- Resize a Window
 - how?
- Moving an Object
 - how?
- Right-Dragging
 - moves an object and displays a shortcut menu for the dragged object

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Keyboard Shortcuts

- Alternatives to using the mouse
- Most keyboard shortcuts involve pressing multiple keys
 - [Shift]
 - [Ctrl]
 - [⌘]
 - [Alt]
- Examples
 - [Ctrl] + [P]
 - [Ctrl] + [A]
 - [Alt] + [Tab]
 - [Ctrl] + [Alt] + [Del]
 - [⌘] + [D]
 - [⌘] + [E]
 - [⌘] + [Break]

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Using Menus, Keyboard Shortcuts, and Toolbars

- Menu
 - a list of related commands
 - menu conventions
 - shortcut keys
 - black arrow
 - ellipsis (...)
 - underlined letters
 - check marks or bullets
 - dimmed (grayed-out) commands
 - right-clicking an object produces the object's **pop-up menu** (aka **context menu**)

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Using Dialog Boxes

- When do they appear?
- Provide a chance for you to override **default values**
- Can contain many different types of **controls**
 - Figures and Table, page 41
 - command button
 - slider control
 - check box
 - text box
 - list box
 - tab control
 - spin box
 - option button

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Using Scroll Bars

- Scrolling in a Window
 - why?
 - how? (Table A-7, page 43)
 - scroll bar
 - scroll box
 - scroll arrows

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Using Windows Help and Support

- Start | Help and Support
- Search box
 - you specify a word or phrase to identify relevant topics
- What happens when click an underlined phrase?

- Back and Forward buttons (nib)

- Windows Update (nib)

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Closing a Program and Shutting Down Windows

- Three common ways to close a program
 -
 -
 -
- What happens when you close a program?
 -
 -
- Recommended shut down process
 - 1 save your data file
 - 2 exit the application program and return to the Windows desktop
 - 3 use Windows Explorer to backup the file(s) you worked on
 - 4 use Start | Shut Down... | Restart

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