

Working with Windows



Key terms in this appendix include

- desktop
- dialog box
- file extension
- folder
- format a disk
- graphic user interface (GUI)
- horizontal scrollbar
- icon
- maximize
- message box
- minimize
- My Computer
- restore
- scrollbar
- Start button
- subfolder
- submenu
- taskbar
- title bar
- toolbar
- vertical scrollbar
- window
- Windows Explorer

Objectives

- Start Windows and Use the Mouse
- Use the Start Button and the Taskbar
- Work with a Window
- Format a Disk
- Manage Folders
- Manage Files
- Use the Windows Help System
- Shut Down Your Computer

Why Would I Do This?

Microsoft Office 2000 works with five different versions of Windows—Windows 95, Windows 98, Windows Millenium, Windows 2000, and Windows NT. The version of Windows you are using will not make a difference in the way any of your Office 2000 programs work. The version will, however, influence the look of your screen for some of the topics that are covered in this appendix. For example, the Help topics have been rearranged and refined in the newer Windows versions, as has the Help window layout. Also, some of the Windows utilities have been made to look more like Web pages in the newer versions.

To use Microsoft Office 2000 applications effectively, you need to have at least a basic familiarity with the Microsoft Windows operating system. You need to know how to work with the Start button and taskbar, and how to open, close, move, and resize windows. You need to know how to use both the left and right buttons on your mouse as well as how to move, copy, and delete files and folders. Finally, you need to know how to get Windows help.

In this appendix, the instructions and figures are based on Windows 2000 Professional.

Lesson 1: Starting Windows and Using the Mouse

In most cases, starting Windows is an automatic procedure. You turn on the computer and the version of Windows you are using appears.

Your screen will look different than the Windows screens displayed throughout this lesson because your computer has different software installed, different shortcuts on the desktop, and possibly a different version of Windows.

To Start Windows and Use the Mouse

1 Turn on your computer.

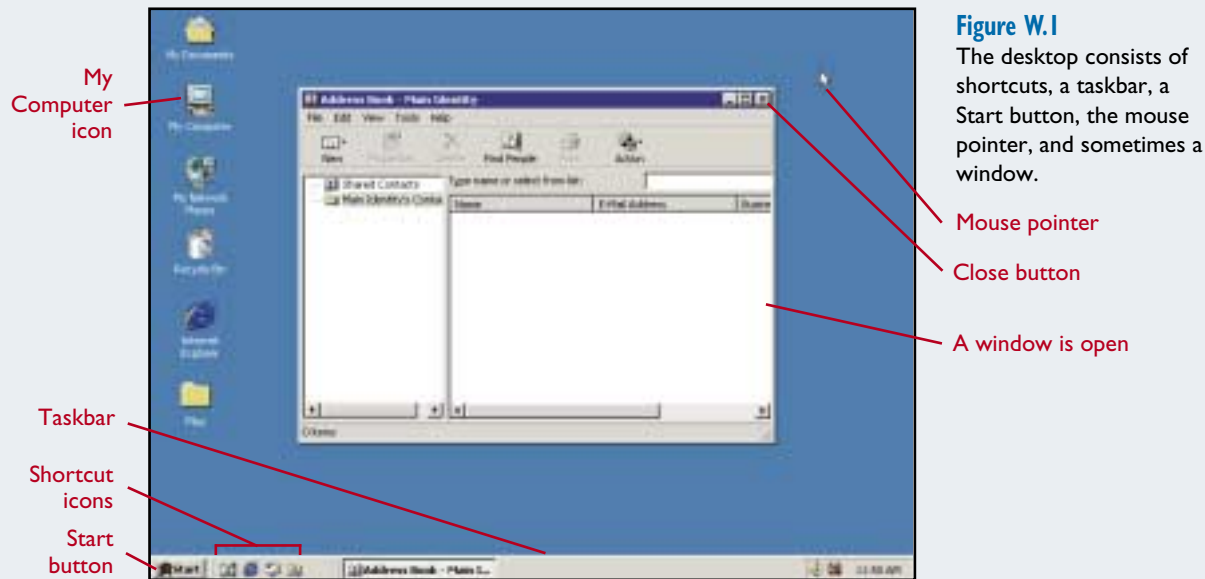
After showing several screens of text and the Windows opening screen, the Windows desktop displays. The look of the screen varies depending on which version of Windows you are using. There may be a window open on your screen if the window was left open by the last person to use the computer (see Figure W.1).

The Windows **desktop** consists of shortcut **icons** (small graphic symbols that represent programs) that run programs, a **taskbar** at the bottom of the screen, and a **Start button** on the left edge of the taskbar. There are also shortcut icons on the right side of the taskbar. Finally, somewhere on the desktop you will see an arrow. This is the mouse pointer, often just called the pointer, which you use to select or activate things onscreen.



Inside Stuff: Entering Passwords on a Network Computer

If you are using a computer in a lab or on a network, a box, called a **dialog box**, may appear asking for a user name and password. In many cases, you can press **Esc** or click the Cancel button, which bypasses the security. If this doesn't work, ask your instructor or network administrator how to proceed.

**Figure W.1**

The desktop consists of shortcuts, a taskbar, a Start button, the mouse pointer, and sometimes a window.

Mouse pointer

Close button

A window is open



If You Have Problems...

The taskbar may not appear at the bottom of the desktop. To see it, move the mouse pointer to the bottom of the screen. The taskbar should pop up.

The taskbar also may not appear at the location shown in the figure. It may have been moved to the top or one of the sides of the desktop.

- 2 If there is a window open, click the **Close button** in the upper-right corner of the window.

- 3 Move the mouse pointer until it points to the center of the **My Computer icon** on the desktop.

My Computer is one of two ways to get to the programs and documents stored on your computer; the other is the Windows Explorer. The My Computer icon looks like a miniature computer.



If You Have Problems...

The name you see under the My Computer icon may be different than the one you see in Figure W.1.

- 4 Click once on the **My Computer icon** using the left mouse button.

The icon turns dark, indicating that it has been selected.

- 5 Click twice on the **My Computer icon** using the left mouse button.

The My Computer **window** is displayed (see Figure W.2). A window is a box that displays information or a program. A window consists of a **title bar** containing the window name, a menu bar, and often one or more **toolbars**. A status bar at the bottom of the window provides additional information.

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To Start Windows and Use the Mouse (continued)

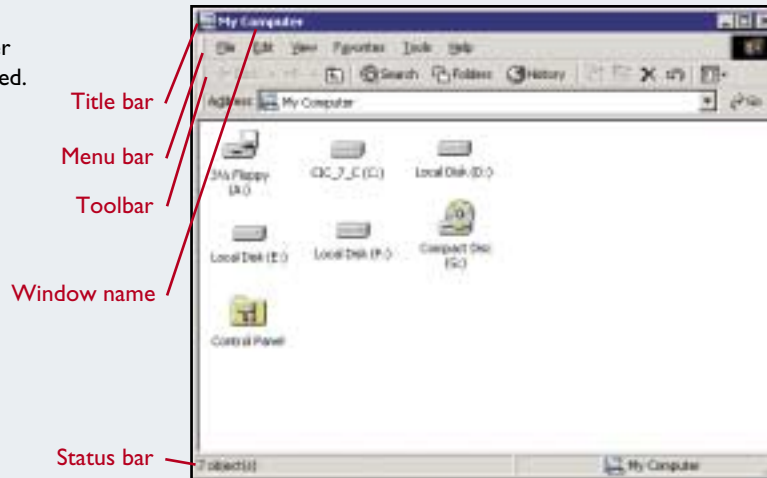


If You Have Problems...

The My Computer window can be customized in many ways. Your window might look like a Web page, it might display smaller buttons, or it might even consist of a list of folder and file names. The look of the window can be changed using the View menu option.

Figure W.2

The My Computer window is displayed.



If You Have Problems...

If the My Computer window does not open for you, it may be that you moved the mouse while you were double-clicking the mouse button. It may also mean that you did not click the mouse button fast enough. In either case, try again. If you are unfamiliar with a mouse, it may take a while to become proficient.

Another possible reason the My Computer window will not open is that your computer is in a lab with security installed. Some levels of security will not allow you to open the My Computer window. If this is the case, ask your instructor or network administrator to reduce the security level or remove the security entirely.

6 Click the Close button in the upper-right corner of the My Computer window title bar.

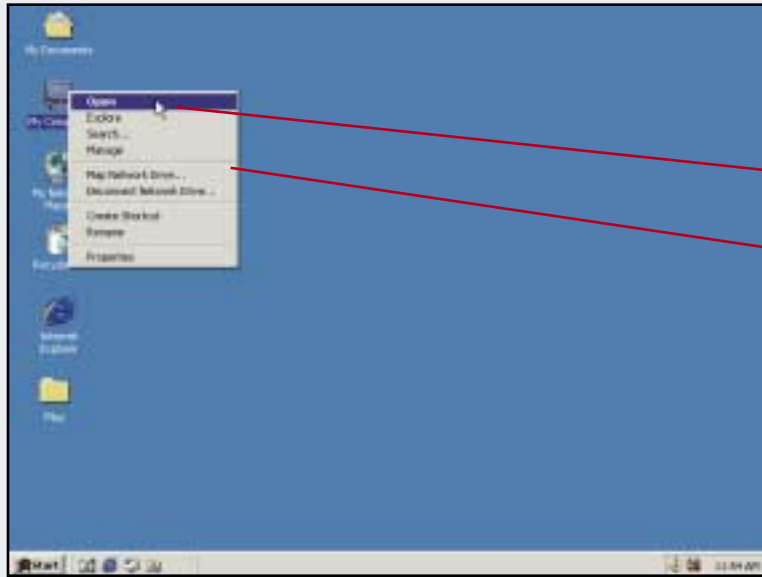
The My Computer window closes.

7 Right-click on the My Computer icon.

A shortcut menu displays. Shortcut menus are used to perform operations quickly without having to use the menu bar or the toolbar.

8 Move the mouse pointer over the word Open in the My Computer shortcut menu.

The Open menu option is selected (see Figure W.3).

**Figure W.3**

The My Computer shortcut menu is displayed.

Open option is selected

Shortcut menu



Inside Stuff: Shortcut Menus

The shortcut menu you activated by clicking the right mouse button works on nearly all objects in Windows and in Microsoft Office applications. Before you go to the toolbar or menu to do something to an object onscreen, try clicking it with the right mouse button first. You will find shortcut menus to be a great timesaver.

9 Click the left mouse button once.

The My Computer window is displayed. This performs exactly the same task as double-clicking on the icon. In both Microsoft Windows and Microsoft Office, nearly every procedure and task can be performed two, three, or even four different ways.

Note: From this point on, when you are asked to click a mouse button, it will be assumed that the instruction refers to the left mouse button. The right mouse button will always be specified.

10 Click the Close button in the My Computers window title bar.

The window closes. Leave your computer on for the next lesson.



Inside Stuff: The Difference between Windows, a Window, and a Dialog Box

It is important to understand the distinction between Windows, window, and a dialog box. Windows (with a capital W) is the operating system you are using. It might be Windows NT, Windows 95, Windows 98, Windows Millenium, or Windows 2000. These operating systems are all similar, and use what is known as a **graphic user interface (GUI)**. The graphic user interface lets you see your document formatting as it looks when you print the document. It also uses small graphic objects (icons) to represent commands or files.

A window, on the other hand, is a box onscreen that contains some sort of program, while a dialog box gives you a message or asks for a decision. Occasionally you will see a small box that gives you no options, but simply tells you that a procedure has been completed or something hasn't worked properly. This is called a **message box**.

Lesson 2: Using the Start Button and the Taskbar

One of the really nice features of the Windows operating system is the opportunity for the user to have more than one window open at a time. This is particularly important when using Microsoft Office, because you can have more than one application open at once and easily move information between applications. You use the taskbar to move from one application to the other, and you use the Start button, located on the left edge of the taskbar, to launch programs, set up your printer, get help, and shut down your computer.

To Use the Start Button and the Taskbar

1 Click the Start button.

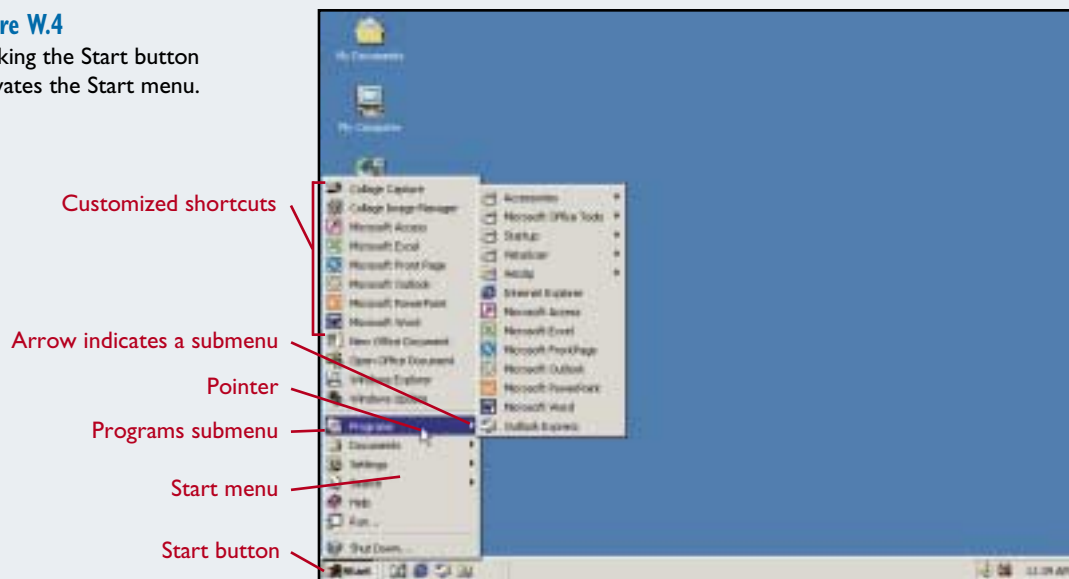
The Start menu displays. Some of the options have arrows on the right. These arrows indicate that there is a **submenu** containing programs or folders containing more options. A submenu is a second-level menu activated by selecting a menu item. The items at the top of the Start menu are customized, and will be different from those on your screen.

2 Move the pointer up to the Programs menu option, but do not click the mouse button.

The Programs menu is displayed (see Figure W.4). The folders at the top contain programs, or more folders, or both. Your program menu will look somewhat different because your computer will have different programs installed. Also, earlier versions of Windows may show a very long list of programs that either extends beyond the bottom of the screen, or is displayed in several panels to the right. If your options scroll off the screen, you can click on the double-arrow at the bottom of the menu to scroll down.

Figure W.4

Clicking the Start button activates the Start menu.



3 Move the pointer over and up to the Accessories menu option, but do not click the mouse button.

The Accessories submenu is displayed.

**If You Have Problems...**

If the Accessories option is not visible, move the pointer to the top of the menu and hold it above the double-arrow. The menu should scroll up to the top.

- 4 Move the pointer into the Accessories submenu and move down to the Calculator option.**

The Calculator option is highlighted.

- 5 Click the Calculator option.**

The Calculator window is displayed (see Figure W.5). Try using the calculator.

**Figure W.5**

The Calculator window is displayed.

- 6 Click the Start button and move the pointer to the Programs menu option.**

The Programs submenu is displayed.

- 7 Move the pointer to Microsoft Word and click it.**

Microsoft Word opens. There is also a Microsoft Word button in the taskbar. The Word window may or may not be maximized. If it is not, click the Maximize button.

**If You Have Problems...**

The way you open the Microsoft Office applications depends on how your computer has been set up. You may have a shortcut so that you can start the programs from the top of the Start menu. You may also have shortcuts on the desktop. If there is a shortcut for Microsoft Word on the desktop, you can double-click it instead of using the Start menu. You may also have a toolbar at the top of your screen with icons that open Office applications.

- 8 Click the Start button, go to the Programs option, and then select Microsoft Excel.**

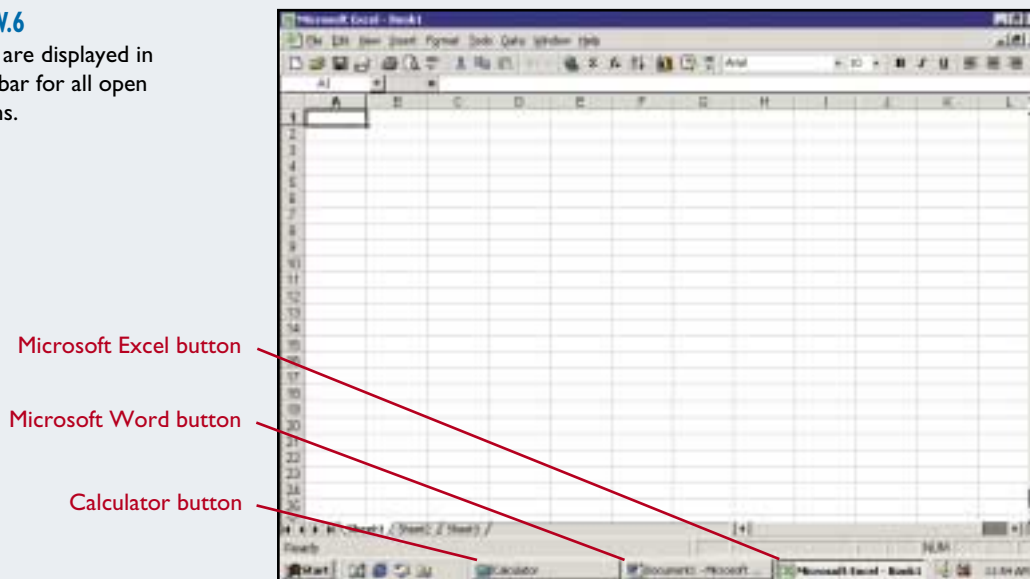
Microsoft Excel opens. You now have buttons for Word, Excel, and the Calculator in the taskbar (see Figure W.6). The Excel window may or may not be maximized. If it is not, click the Maximize button. The buttons in the taskbar are displayed from left to right in the order the programs were opened.

continues ►

To Use the Start Button and the Taskbar (continued)

Figure W.6

Buttons are displayed in the taskbar for all open programs.



9 Click the Microsoft Word button.

The Microsoft Word window appears. The program was open but hidden, so it did not have to be reloaded.

10 Click the Calculator button.

The Calculator window displays on top of the Word window. You can have more than three programs open at the same time.

11 Click anywhere on the Word window.

The Word window again becomes the active window (it appears in front).

12 Click the Close button to close Word.

Make sure you click the Close button (the one with the X in it) on the right side of the title bar that says Microsoft Word.

The Microsoft Excel window is displayed behind the Calculator window.

13 Click the Close button to close the Calculator, then click the Close button to close Excel.

You know there are no more programs open because the taskbar is empty.

Lesson 3: Working with a Window

In Lesson 2 you opened the Calculator window using the Start button. You can also use the Start button to access the **Windows Explorer**. The Windows Explorer is another way to access programs and documents, as well as copy, move, delete, and rename files.

In many cases, your computer will not be able to display all of the information contained in a window, whether that window contains a word processing document, a Web page, or the Windows Explorer. Scrollbars are included if the information in a window stretches beyond the right or bottom edges of the window. The **horizontal scrollbar** enables you to move left and right to view information that is too wide for the screen. The **vertical scrollbar** enables you view information that is too long for the screen.

In this lesson, you use the Windows Explorer to practice resizing a window. You also **maximize** the window, which enables the window to take up the whole screen, and **restore** the window, which takes it back to the size it was before being maximized. You also **minimize** a window, removing it entirely from the screen and storing it in the taskbar until it is needed again.

To Work with a Window

1 Click the Start button. Move the pointer up to the **Programs** menu option.

The **Programs** submenu is displayed. Near the end of the menu you see the Windows Explorer. You may have to scroll down to find the Windows Explorer option. If it does not appear on your menu, click the **Accessories** option and look for it there.

2 Click the **Windows Explorer** option.

The Windows Explorer window is displayed. It consists of a title bar, a menu bar, a toolbar, a list of drives and folders, and a list of the contents of the default disk drive (see Figure W.7).



If You Have Problems...

Your screen may look considerably different than the one shown in the figure. The size and shape may be different, the general look and feel may be different, and you may not see the toolbar. To get your screen to look something like the one in the figure:

- If the Windows Explorer takes up the entire screen, click the middle button in the set of three buttons in the upper-right corner of the screen. You learn more about these buttons later in this lesson.
- If the toolbar is not displayed, choose **View**, **Toolbars**, from the menu and select the first two options. To use the menu, click on the command you want with the left mouse button (in this case **View**) and release the mouse button. Move the pointer down the list of choices in the drop-down menu. Highlight and click the option you want.
- If icons appear instead of folders and files in the right side of the window, click the **Views** button on the toolbar and select **Details**.
- If you do not see a panel on the left with folders in it, click the **Folders** button on the toolbar.
- If there are other differences, don't worry about them.

3 Move the pointer to the lower right corner of the **Windows Explorer** window.

The pointer changes to a diagonal two-headed arrow.

4 Click, hold down the left mouse button, then drag up and to the left about an inch each way.

The window resizes as you move the pointer. If you are using an older version of Windows, the window is resized when you release the mouse button.

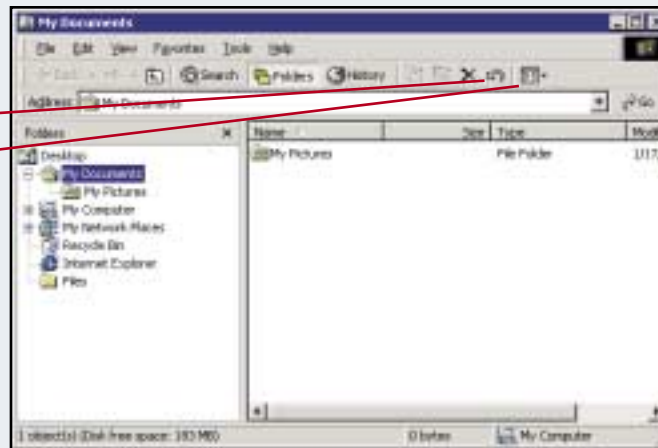
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To Work with a Window (continued)

Figure W.7

The Windows Explorer window is displayed.

Folders button
Views button



- 5 Move the pointer to the **Windows Explorer title bar**. Click with the left mouse button and drag down and to the right.

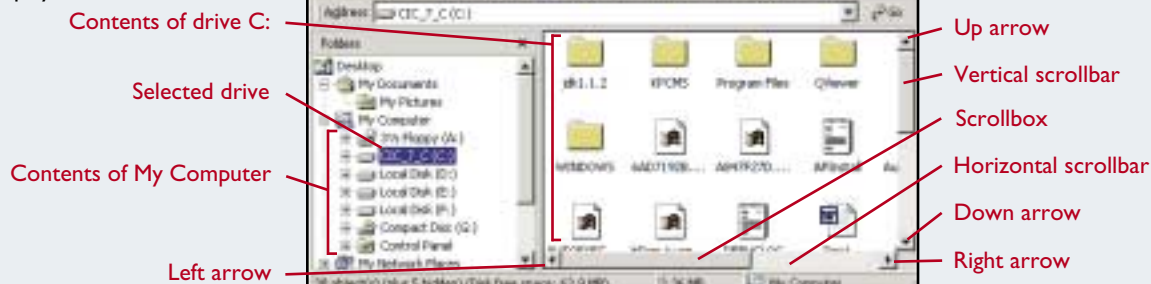
When you release the left mouse button, the Windows Explorer window is placed in the new location.

- 6 Click the plus sign to the left of the **My Computer icon in the left panel of the Windows Explorer window**, and then click on the drive labeled **C:**.

The disk drives and Control Panel in My Computer display, as do the contents of drive C: (see Figure W.8). Notice the scrollbars in the right panel of the window. The Windows Explorer window consists of two windows, both of which can have vertical and horizontal scrollbars.

Figure W.8

The contents of drive C: are displayed.



- 7 Click and hold down the mouse button on the down arrow at the **bottom of the vertical scrollbar on the right of the window**.

The items at the bottom of the window scroll up so that you can see the folders and files that were not visible before.

- 8 Click and hold down the left mouse button on the up arrow on the **same scrollbar**.

You move up in the list until the first items are displayed.

- 9** Click and hold down the right arrow in the horizontal scrollbar at the bottom right-hand corner of the window. Now click the left arrow to move back to where you started.

The window scrolls left and right.

- 10** In the vertical scrollbar on the right side of the window, click the scrollbox with the left mouse button and drag down about half way. The **scrollbox** enables you to move quickly up or down a window (see Figure W.9). The relative location of the scrollbox also indicates your relative location in the window. There is a scrollbox in the vertical scrollbar in the middle of the window for the left window panel. You can also move up or down a screen at a time by clicking in the gray area above or below the scrollbox.



Figure W.9

The scrollbox can be used to move quickly on a scrollbar.

Scrollboxes

- 11** Place the pointer on the Maximize button in the upper-right corner of the Windows Explorer window.

The Maximize button is the middle button in the group of three (see Figure W.10).



Figure W.10

The Maximize button causes the window to fill the entire screen.

Close button

Maximize button

Minimize button

- 12** Click the Maximize button.

The Windows Explorer window now occupies the entire screen. The Maximize button is now the Restore button, and has a different look (see Figure W.11).

continues ►

To Work with a Window (continued)

Figure W.11

The Maximize button changes to the Restore button when the screen is maximized.

Restore button



13 Click the Restore button.

The window returns to the size it was before you clicked the Maximize button.

14 Click the Minimize button.

The Windows Explorer window is still open, but is stored on the taskbar at the bottom of the screen. The window has not been closed, just temporarily hidden.

15 Click the Windows Explorer icon in the taskbar.

The window displays in the same location as it was in when you clicked the Minimize button.

16 Click the Close button in the upper right-hand corner of the Windows Explorer window.

The Windows Explorer window is closed.

Lesson 4: Formatting a Disk

When you purchase a floppy disk it will very likely be formatted for use on a Windows-based machine. There are instances, however, when you will need to **format** the disks yourself, especially if you want to use Macintosh disks. Formatting a disk sets it up to receive data. It also identifies and automatically isolates any bad spots on the surface of the disk, and sets up an area for a disk directory. If there is any information on the disk, formatting will erase it. If you have any previously-used disks laying around that don't contain important data, it is probably a good idea to reformat them before you use them.

In this lesson, you format a floppy disk.

To Format a Disk

1 Place a floppy disk in drive A:.

Drive A: is the floppy drive on your computer. It doesn't matter if the disk you use is brand new or not.

2 Click the Start button, move to the **P**rograms option, and select **W**indows Explorer.

The Windows Explorer is opened. It may or may not be maximized. For the purposes of this lesson, it does not matter. Your Windows Explorer window should look similar to the way it looked in Lesson 3. The contents of your diskette will be different than the contents shown in Figure B.12.

3 If you can't see the icon that says **3 1/2 Floppy (A:)**, use the up arrow on the scrollbar to move to the top of the list of folders.

The drive A: icon should be visible in the folders area of the Windows Explorer window. In this example, there is one file in the drive A: contents area.

4 Right click on the floppy disk icon or name.

A shortcut menu is displayed (see Figure W.12). One of the options is **F**ormat. The options available in the shortcut menu will vary depending on what version of Windows you are using and what other programs you have installed on your computer.

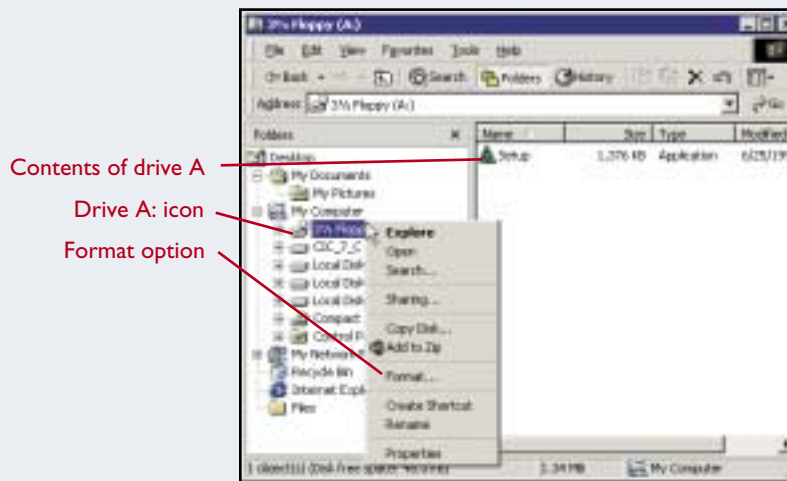


Figure W.12

The Format option is available on the shortcut menu.

5 Click the **F**ormat option.

The Format dialog box is displayed (see Figure W.13). There are several options available. You can do a **Q**uick Format, which erases the existing files on a previously formatted disk, or you can do a full format, which erases everything from the disk. (Note: If you are using an older version of Windows, your Format dialog box will look considerably different, although the options are all there.)

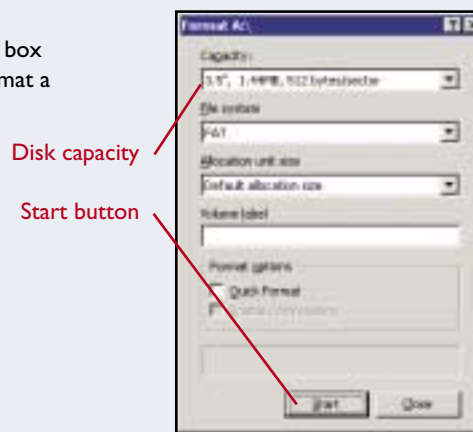
The capacity of the disk is detected automatically. If you are formatting a very old disk, the capacity might be 720 Kb instead of 1.44 Mb.

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To Format a Disk (continued)

Figure W.13

The Format dialog box enables you to format a disk.



6 Click the **Start** button.

You may see a dialog box warning you that formatting will erase everything on the disk. If you get this message, click OK. Windows begins to format the disk. A bar at the bottom of the Format window shows you the progress of the format, which will take a couple of minutes. A message box lets you know when formatting is complete. If you are using an older version of Windows, a Format Results dialog box displays. This dialog box does not display on the newest version of Windows.

7 Click **OK** to close the message box (or click the **Close** button in the **Format Results** dialog box).

The program returns to the Format dialog box. There are two Close buttons in the dialog box—a big one at the bottom, and the standard (X) button in the upper-right corner. Both do the same thing.

8 Click either **Close** button in the **Format** dialog box.

You now have a clean disk ready to use.



Inside Stuff: Trying to Open an Unreadable Disk

If you put a disk in the disk drive that the computer cannot read, Windows will automatically ask you if you want to format the disk the first time you try to open it. If you are sure it does not contain important information in another format (Macintosh, for example), choose to format the disk.

Lesson 5: Managing Folders

Folders are used to organize files or other folders (called **subfolders**). As you use the computer more and more, you will build up a collection of files that you want to save. If you put all of the files in one place, searching for the right one might be difficult. Folders enable you to store your important files by type or by subject, and make handling your files more manageable. In most cases, you will use folders on hard drives or other drives with large capacities. You can, however, create folders on floppy disks. The procedure is the same no matter where you want to create them.

To Create and Rename a Folder

- 1 **Make sure the disk you formatted in Lesson 4 is in the disk drive. With the Windows Explorer window open, click on the icon for drive A:.**

You may have to scroll up to find the drive A: icon. The contents area is empty because you just formatted the disk.

- 2 **Move the pointer to the empty contents area and right-click.**

A shortcut menu is displayed. The contents of the shortcut menu depend on the version of Windows that you are using.

- 3 **Move the pointer to the New option.**

A submenu is displayed, showing the things that you can create from this shortcut menu (see Figure W.14). The top of the submenu will give you the option of creating a new folder or shortcut, while the contents of the bottom part of the submenu will be determined by the programs that you have installed on your computer.

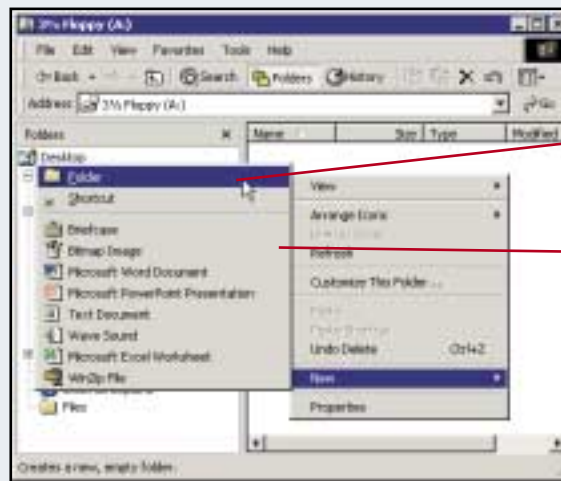


Figure W.14

The New submenu is displayed.

Folder option

New submenu

- 4 **Click the Folder option.**

A new folder is created with the name in the edit mode.

- 5 **Type Word Documents over the default New Folder name and press Enter.**

The folder now has a meaningful name (see Figure W.15).



If You Have Problems...

If you accidentally press Enter before you have a chance to name the folder, you can rename it. Right-click the folder, then choose Rename from the shortcut menu and type in a new file name.

- 6 **Choose File, New from the menu.**

The same submenu you used in the shortcut menu is displayed.

- 7 **Select Folder from the submenu. Call the new folder Excel Documents and press Enter.**

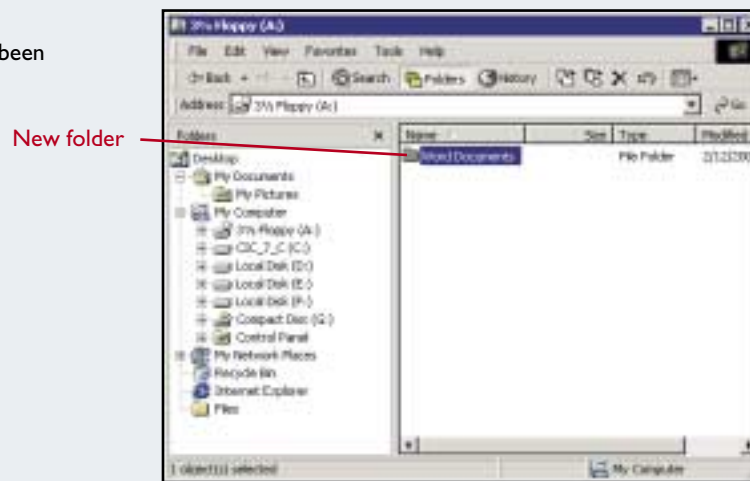
You now have two folders and no files on your disk.

continues ►

To Create and Rename a Folder (continued)

Figure W.15

The new folder has been renamed.



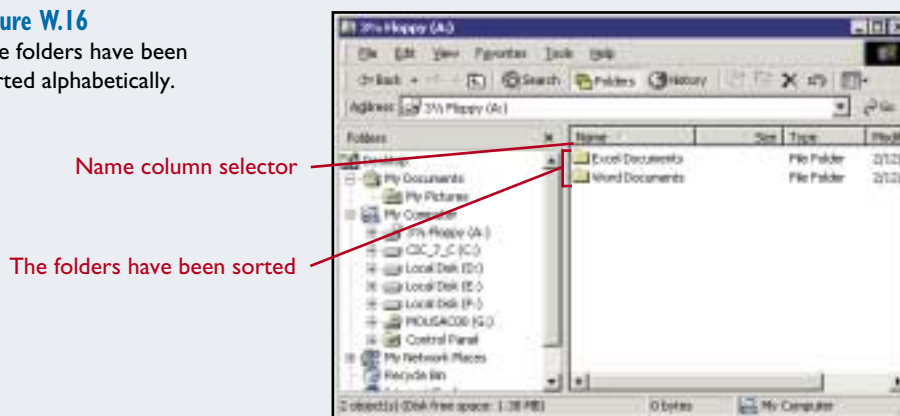
8 Click the Name column selector in the Contents area of the Windows Explorer window.

The folders are sorted in alphabetical order (see Figure W.16). If you click the Name column selector again, it would sort the folders in descending (z-to-a) order.

Leave the Windows Explorer window open for the next lesson.

Figure W.16

The folders have been sorted alphabetically.



Inside Stuff: Sorting by File Size, Type, or Date

You can click any of the column selectors in the contents area to sort the files and folders. Clicking once on the size column selector, for example, sorts the files by size, smallest to largest. Clicking it again sorts the files from largest to smallest. Since folders have no size, they are either all shown first or all shown last. You can use the same procedure to sort by date modified or by file type.

Lesson 6: Managing Files

You will often need to copy files from one location to another. As you work on your computer you will also need to make backup copies of important files. You can do this by copying a file from a hard disk to a floppy disk, a network drive, a zip disk, or even a recordable CD.

When you copy a file directly to a floppy disk, the My Documents folder, the Desktop, or a zip disk, you can use the Send To option from the shortcut menu. If you are copying to a hard drive, or to a folder on any drive, you will need to select and copy the file, then move to the desired location and paste it.

When you are certain you no longer need a file, it is a good idea to remove it from the disk, whether it is a floppy disk or a hard drive. In this lesson you copy, move, rename, and delete files.

To Manage Files

- 1 **Scroll down the folders column (on the left side of the Windows Explorer window) and select the CD-ROM drive that holds your student disk.**

The Windows Explorer displays the folders and files that are on that disk. The drive letter of your CD-ROM may be different than the one shown, and the name of the CD will also be different.

- 2 **Click the plus sign to the left of the Student folder.**

A list of folders used in this book displays (see Figure W.17).

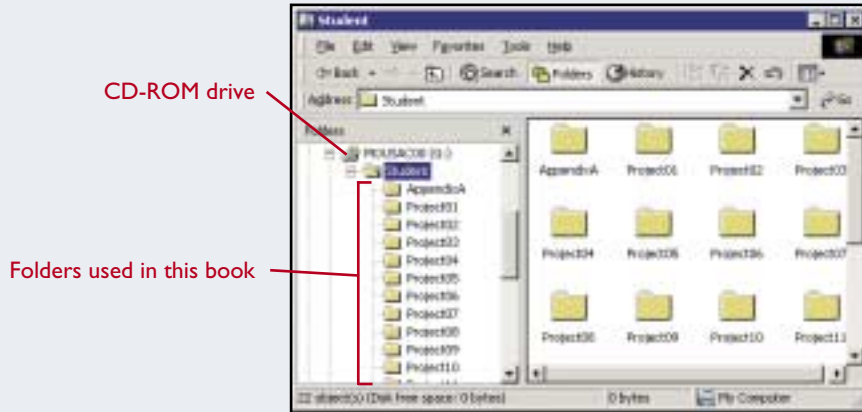


Figure W.17

The folders used in this book are displayed.

- 3 **Double-click the AppendixB folder. Right-click the Appendix Excel File.**

A shortcut menu displays.

continues ►

To Manage Files (continued)



If You Have Problems...

You may not see a file called Appendix Excel File. Instead, there may be a file called Appendix Excel File.xls. The three letters following the file name are called a **file extension**, and nearly all files have these extensions. If you want to turn them off, choose Tools, Folder Options, from the menu. Click the View tab and click the Hide file extensions for known file types option. If you are using an older version of Windows, choose View, Options from the menu, then click the View tab, if necessary. Click the check box to the left of the phrase Hide MS-DOS file ex-tensions for file types that are registered.

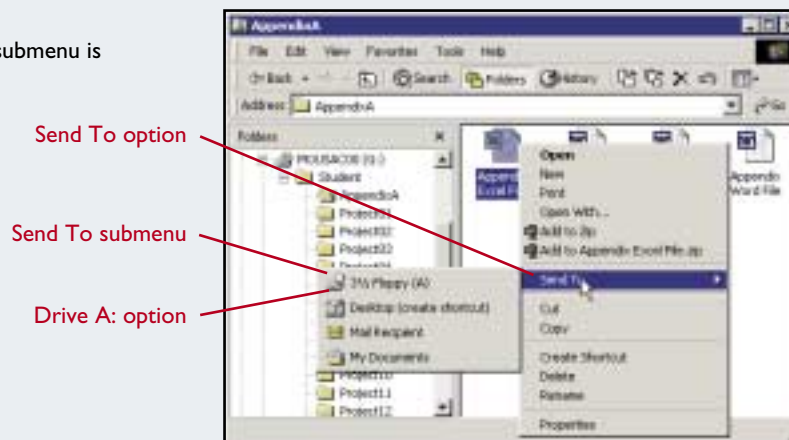
Files created by Microsoft Office programs have a standard set of extensions. For example, Microsoft Word documents end in .doc, PowerPoint presentations end with .ppt, Excel files end with .xls, and Access files end with .mdb. In this book it is assumed that the file extensions are turned off.

4 Select Send To from the shortcut menu.

A submenu is displayed showing the locations you can send the file (see Figure W.18). You will want to send this file to your newly-formatted floppy disk.

Figure W.18

The Send To submenu is displayed.



If You Have Problems...

If you are using disk space on a hard drive or network drive to store your files, you need to use a different procedure. There are several methods you can use, but the easiest is to select the file, use the Edit, Copy command from the menu (or click the Copy button), go to the destination drive and folder, then use the Edit, Paste command from the menu (or click the Paste button).

5 Select and click the 3 1/2 Floppy (A) option.

The file is copied to your floppy drive.


Inside Stuff: Copying Files using Drag-and-Drop

You can also copy files from the CD-ROM to the floppy disk by dragging the file from the CD-ROM and dropping it on the icon for drive A, or whatever drive and folder you are using.

- 6 Repeat the procedure for Steps 4-5 to copy the other three files to your disk.**

- 7 Scroll up and click 3 1/2 Floppy (A) in the folders section of the Windows Explorer.**

Notice that your files are now on the floppy disk (see Figure W.19). The files also remain on the CD-ROM. Copying does not remove the original file from its original location, no matter where you are copying from and to.

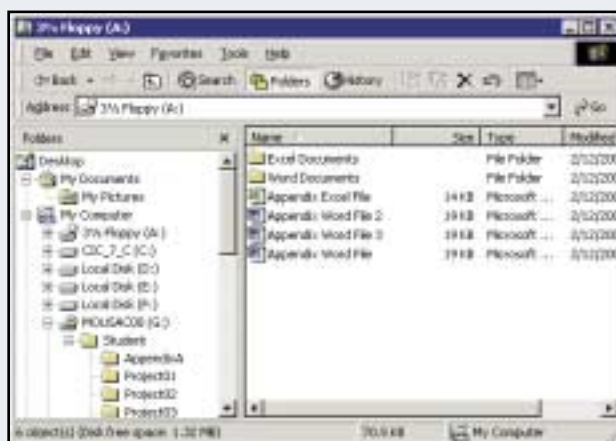


Figure W.19

The files have been copied from the student disk to a floppy disk.

Copied files


Inside Stuff: Copying Several Files at the Same Time

You can also copy several files from one disk to another. You can copy them one at a time, as you did in this lesson, or you can copy multiple files. If the files are all next to each other, you can click on the first one, hold down **(⇧)Shift**, then click on the last file. The first and last file and all of the files in between are selected. You can then right-click on any one of the selected files and send them to the floppy disk.

If the files are not together, click on the first one, then hold down **(Ctrl)** and click on each of the files you want to copy. You can then right-click on any one of the selected files and send them to the floppy disk.

- 8 Click on the Appendix Excel File and drag it over the top of the Excel Documents folder in the All Folders column.**

The Excel Documents folder is selected (see Figure W.20).

- 9 Release the mouse button.**

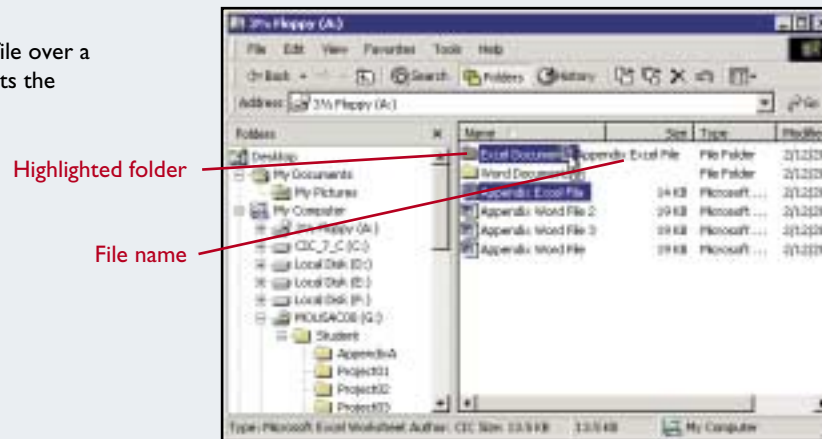
The file disappears. You may be asked to confirm that you want to move a read-only file. Click Yes to complete the move.

continues ►

To Manage Files (continued)

Figure W.20

Dragging the file over a folder highlights the folder.



If You Have Problems...

When you copy files from any CD-ROM, they will be copied in read-only mode—you can't make changes to them. You can open the file in an application and use the **File, Save As** command to save the file under another name. This removes the read-only status.

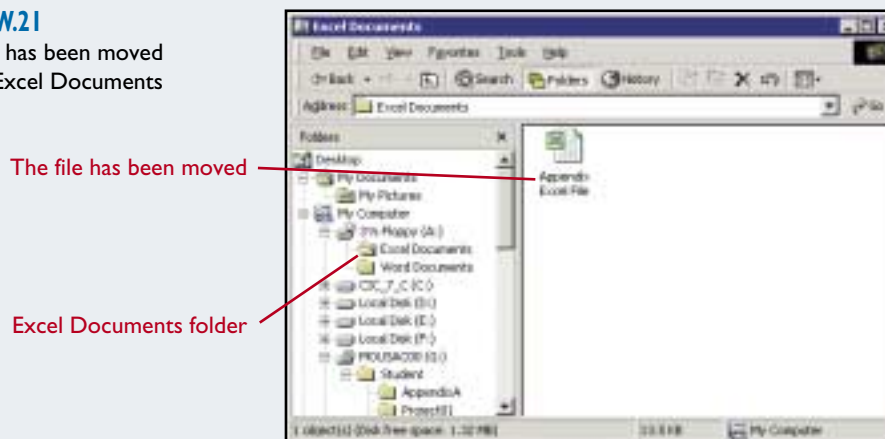
If you are using Access, the above procedure will not work, since there is no **Save As** option. If you are using Access, right-click on the file name and choose **Properties** from the shortcut menu. Deselect the read-only status and click **OK**.

10 Double-click the Excel Documents folder.

The file you just moved to drive A: is displayed (see Figure W.21).

Figure W.21

The file has been moved to the Excel Documents folder.



If You Have Problems...

The folders may not appear under the drive A: icon in the All Folders area. If this is the case, click the **(+)** to the left of the icon to display the folder icons. You can also double-click on the drive A: icon to display its folders.

- 11 Click once on the 3 1/2 Floppy (A:) icon. Repeat Steps 8-9 to move the Word files into the Word Documents folder.**

All three files disappear. Once again, you may be asked to confirm the move of each file.



Inside Stuff: Moving a File using Cut-and-Paste

You can also move a file using the cut-and-paste method. To do this, select the file, then choose Edit, Cut from the menu (or click the Cut button). Move to the new drive or folder, then choose Edit, Paste from the menu (or click the Paste button).

- 12 Click on the Word Documents folder in the All Folders area on the left side of the Windows Explorer window.**

All three files are now in the Word Documents folder. You now delete one of these files.

- 13 Right-click the Appendix Word File 3 file.**

A shortcut menu displays (see Figure W.22).

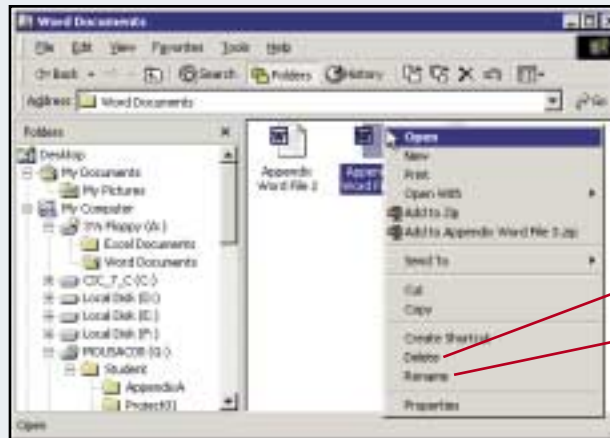


Figure W.22

The document shortcut menu displays.

Delete option

Rename option

- 14 Select Delete from the shortcut menu.**

The Delete dialog box displays, asking if you are sure you want to delete the file.

- 15 Click the Yes button to confirm the deletion.**

The file is deleted from the disk. You can delete folders the same way you just deleted a file. Next, rename a file.



Inside Stuff: Attempting to Delete an Open File

You might try to delete a file and the Windows Explorer will display a dialog box that says that the file cannot be deleted. This usually means that the file is open. You must close a document before you can delete it.

- 16 Right-click the Appendix Word File 2 file.**

The file is selected and a shortcut menu displays.

continues ►

To Manage Files (continued)

17 Select **Rename** from the shortcut menu.

The shortcut menu disappears and the file name is in the edit mode.

18 Type **New Word Document** over the existing name and press **Enter**.

The first letter you type removes the entire original name. You may be asked to confirm that you want to rename a read-only file. Click **Yes** to complete the name change.

There are several restrictions for naming files or folders. A file name can contain up to 255 characters, including spaces, although the file name cannot begin with a space. It also cannot contain the following characters: \ / : * ? " < > |.



If You Have Problems...

If you have file extensions turned on, you get an error message telling you *If you change a filename extension the file may become unusable. Are you sure you want to change it?* If you get this message, click the **No** button, then add **.doc** to the file name you typed in.

If your file name is longer than the **Name** column in the **Contents** area of the **Windows Explorer** window, the right side of the file name will appear to be cut off. Don't worry, it's still there. If you want to see the whole file name, click on the line to the right of the **Name** column selector and drag to the right. You can resize any of the columns in the **Contents** area.



Inside Stuff: Another Way to Rename a File or Folder

There is a third way to rename a file or folder. You can click the file or folder once with the left mouse button, wait a second, then click on it again and type in a new name. If you click too quickly, however, you will open the file or folder.

Lesson 7: Using the Windows Help System

There are many things you can do with Windows that are not covered in this brief introduction. If you want to perform an action in Windows but don't know how, Windows has a help feature that can guide you. There are three separate help functions included in the Windows Help file. The first is a **Contents** section that reads like a book. The second is an **Index** of key terms that might help you find a topic if you know the proper terminology. The third is a **Find (Search)** feature that enables you to look for individual words in the help text. This is particularly important if you don't know the correct words and phrases to use with the **Index** feature.

To Use the Windows Help System

- 1 Click the **Start** button and select the **H**elp option. Click the **C**ontents tab, if necessary.

A help window is displayed (see Figure W.23). There are three help tabs: **C**ontents, **I**ndex, and **S**earch (called Find in the older versions of Windows). A fourth tab, Favorites, is included in Windows 2000. The Contents window contains help in a book-like format.

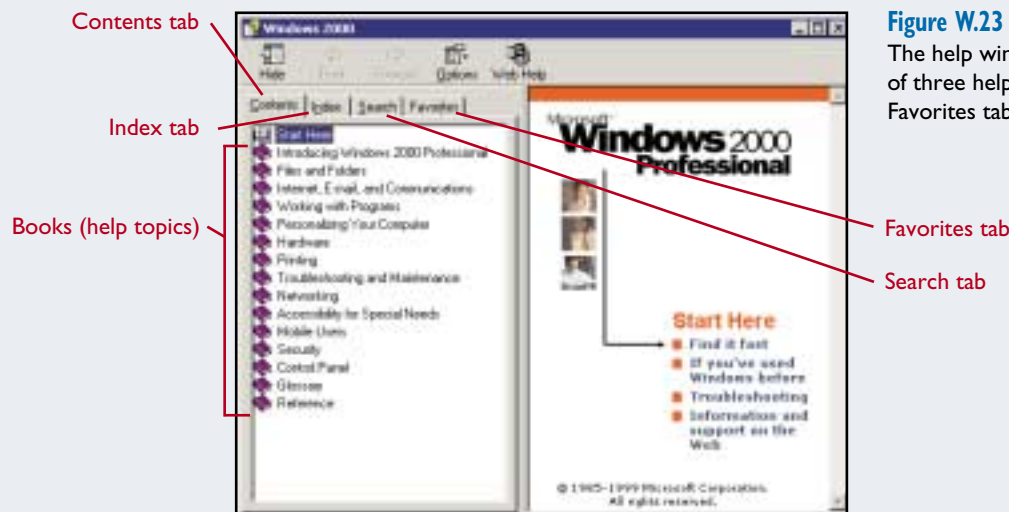


Figure W.23

The help window consists of three help tabs, plus a Favorites tab.

- 2 Click the **I**ntroducing Windows 2000 Professional book icon (or its equivalent).

The Introducing Windows 2000 Professional book is opened to display topics and other books.



If You Have Problems...

The look of the Help Topics window varies widely depending on which version of Windows you are using. For example, the Contents tab contains five books in Windows 95, ten books plus an introduction in Windows 98, and fifteen books plus an introduction in Windows 2000 Professional. The way these books are activated is also different. In Windows 95 and Windows NT 4.0, you need to double-click on the book or select the book and click the **O**pen button. If you are using Windows 98 or 2000, you simply need to click once on the book. This demonstrates the movement of the Windows operating system toward a Web structure.

- 3 **Open How to Use Help.**

Chapters consisting of a page with a question mark are displayed (see Figure W.24). The chapters will be different for different versions of Windows. (Note: To get to this book using Windows NT 4.0, click the How To book first.)

- 4 **Open any chapter and move through the help for the topic you have chosen. When you are through, click the Close button to close the Help Topics window.**

continues ►

To Use the Windows Help System (continued)

Figure W.24

Each help book consists of books or chapters on the topic.



5 Click the **Start button, select the **H**elp option, then click the **I**ndex tab, if necessary.**

The Help Topics window displays. The Index tab enables you to type in the word or phrase that you are looking for help on. Related topics are displayed in the bottom part of the window. The Index tab limits you to searches for predetermined words and phrases.



If You Have Problems...

Once again the look of the window depends on the version of Windows you are using. The help window Index tab displayed in the figure is from Windows 2000 Professional.

6 Type **Start in the keyword text box near the top of the window.**

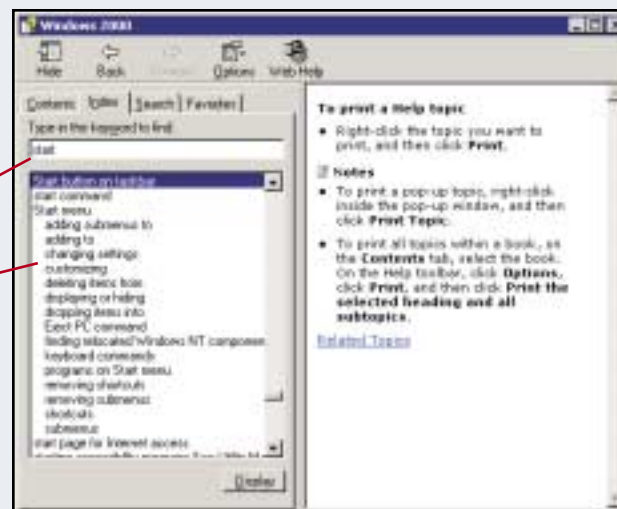
Related topics are shown in the box below (see Figure W.25).

Figure W.25

The help Index tab enables you to type in a word or phrase to find help.

Type the word or phrase here

Related topics are shown here



7 Double-click customizing from the Start menu topic.

Go through the instructions about adding a program to the Start menu. As with the Contents tab, the look of the Index tab will differ depending on your Windows version. The exact wording will differ also, but you will be able to determine which option to use.

8 When you are through, click the Close button to close the help window.

Lesson 8: Shutting Down Your Computer

It is important that you shut down your computer properly. To do this, you need to use the Shut Down option from the Start menu. The Shut Down option gives the computer a chance to close many of the programs that are going on in the background—programs that you probably don't even know are running. Simply turning off the computer can cause problems.

To Shut Down Your Computer

1 Click the Start button.

The Start menu is displayed.

2 Select Shut Down from the Start menu.

The Shut Down Windows dialog box displays (see Figure W.26).



Figure W.26

The Shut Down Windows dialog box is displayed.

**If You Have Problems...**

Once again, the contents of the Shut Down Windows dialog box depends on the version of Windows you are using. The dialog box shown in the figure is from Windows 2000 Professional, which provides a drop-down menu of choices. Earlier versions display the list of options immediately.

If you are working in a lab, you might get a completely different message, asking if you want to log out or log in as a new user.

continues ►

To Shut Down Your Computer (continued)

- 3 Make sure the Shut down option is selected, then click OK (Yes in Windows 95).**

If you have a file that you forgot to close, Windows prompts you to save your work, then shuts the computer down. Depending on the computer you are using, you may get a message telling you It's now safe to turn off your computer. Some computers will automatically shut down.

Summary

In this appendix, you had a brief introduction to Windows. There are many more topics that might be of interest to you. You can start adding to your arsenal of Windows knowledge by going through the Help menu and exploring topics of interest. You might also want to pick up a Windows tutorial or reference manual—you can find several at www.prenhall.com.

All key terms appearing in this book (in bold italic) are listed alphabetically in this Glossary for easy reference. If you want to learn more about a feature or concept, turn to the page reference shown after its definition.

desktop The basic screen from which Windows and programs are run. The desktop consists of program icons, a taskbar, a Start button, and a mouse pointer. [pg. 2]

dialog box A window that displays when a program requires more information or response from the user to complete a task. [pg. 2]

file extension Letters or characters to the right of the decimal point in a file name that tell the computer what program to open the file in. Extensions can be displayed or hidden. [pg. 18]

folder A storage area on a hard disk, zip disk, floppy disk, or network drive that can hold files, programs, or subfolders. Folders are a way to organize the various elements stored on a storage device. [pg. 14]

format a disk To set up a floppy disk to receive data. Formatting a disk sets up a special location for a disk directory and marks the disk magnetically so information can be written and retrieved. [pg. 12]

graphic user interface (GUI) A computer operating system that shows documents as they will look in their final form, and uses icons to represent programs and commands. [pg. 5]

horizontal scrollbar The bar at the bottom of a window that enables you to move left and right to view information too wide for the screen. [pg. 8]

maximize Increase the size of a window to fill the screen. [pg. 9]

message box Tells you that a procedure is finished, or that something didn't work correctly. It is similar to a dialog box, but without the option of making any changes. [pg. 5]

minimize Remove the window from the screen without closing it. Minimized windows can be reopened by clicking the appropriate button on the taskbar. [pg. 9]

My Computer One of two ways to get at the programs and documents stored on your computer. There is always an icon for My Computer on your desktop. [pg. 3]

restore To return a window to the size it was before it was minimized. [pg. 9]

scrollbox A small box in a horizontal or vertical scrollbar that indicates the relative location in a window. [pg. 11]

Start button The button on the left side of the taskbar that is used to launch programs, change system settings, or shut down the computer. [pg. 2]

submenu A second menu, activated by selecting a menu option. [pg. 6]

taskbar The area, usually at the bottom of the screen, that contains the Start button, buttons representing open programs, and other buttons that will activate programs. [pg. 2]

title bar The bar at the top of a window that contains the name of the application and current document, along with the Minimize, Maximize/Restore, and Close buttons. [pg. 3]

toolbar The area under the menu bar that contains command options. These commands are buttons with icons, not words. [pg. 3]

vertical scrollbar The gray area at the right side of a window that enables you to move up and down to view information too long for the screen. [pg. 8]

window A box that displays information or a program, such as a letter, a list of programs, or a calculator. Windows usually consist of title bars, toolbars, menu bars, and status bars. A window will always have Minimize, Maximize (or Maximize/Restore), and Close buttons. [pg. 3]

Windows Explorer Displays the files and folders on the various drives and the computer desktop. You can copy, delete, move, and rename files in the Windows Explorer. [pg. 8]