# Beginning Computer Course

 **for Seniors 2006** 

## *Windows XP Course Outline*

Revised June 2006

Student _____

Date _____

Instructor _____

Recommended reference book:
***Windows XP for Dummies***
By
Andy Rathbone.

**Licking County Computer Society**
and
**Licking County Aging Program**

# LCCS/LCAP Beginners Computer Classes

# Introduction

## Purpose

The purpose of this course is to give the student a **basic understanding** of how to use the **Windows operating system**. The course focuses on developing mouse skills, using CDs and floppies, creating files and folders, making shortcuts to files and programs, manipulating windows, understanding email, surfing the internet, and maintaining the computer.

## The Course

The course consists of **seven weekly classes** with each class lasting **two hours**. Zerger Hall Senior Center — 345-0821. Please phone if you cannot make your scheduled class.

Upon the completion of this course the student should be able to:

- Turn on and shutdown the computer
- Control and use the mouse
- Open and close files
- Create and save a folder and/or a file
- Create and send email
- Utilize the internet
- Perform basic maintenance
- Load, retrieve and copy information from CDs and Floppies to and from your computer

## Prerequisite

There are **no skill perquisites** for taking this course. It is a course that starts with the very basics of computing. It would be helpful, but not essential, to have typing knowledge. We insist, however, that you have a **computer** to use and practice with **at home.** Otherwise, what you learn in class will be quickly lost.

## Course Computers and Personnel

The Licking County Computer Society (LCCS) provides the computers and projector for the classroom and maintains them. All personnel who help manage and teach the class sessions donate their time as **volunteers** from LCCS. The Licking County Aging Program (LCAP) provides the room, tables, support from staff, and makes other facilities available to us.

# Week 1

## A. Introduction

1. Please **DO NOT** turn on computers.
2. **Name cards.**
3. **Sign in sheet**
   a. Fill out your name, address, and birth date, along with the last 4 numbers of your Social Security number. This is for the Licking County Aging Program (LCAP) to help with their funding purposes.
   b. Check your name on the sheet each week to indicate attendance.
4. **Handouts**
   a. **The Instructors and aides** — this handout is for students so that if they have a computer question or problem, the student can call an instructor or aide for help. Please only call between 9:00 AM and 9:00 PM.
   b. **Course outline** — a course outline is in your notebook and is yours to keep. It covers the instructions that will be presented in each week's class of the course. Please take the outline home with you for practice and bring it back to class each week.
   c. **CD** containing all the class materials. If you do not have a CD drive on your computer at home, we will give you a set of floppy disks with the essential materials.
   d. **Quizzes to take home** — answers for each week will be discussed at the beginning of the following week.
   e. **Additional handouts** — from time to time, there will be additional handouts covering information for specific classes.
5. **Questions and answers**
   a. General student knowledge (typing ability, etc.)
   b. Student's computers at home — it is essential that you practice at home.
   c. Operating system — Windows 98, Me, or XP. We will be using Windows XP in the classroom. If you have Windows 98 or Me, we will give you an extra outline to use at home.

**B**. **Hardware Explanations —** presentation by the instructor.
**Watch** the illustrations on the screen. (The instructor may at times "freeze" your monitor so that your screen shows what is projected. In this case, do not try to use your mouse or keyboard.)

1. **In the tower (Figure 1):**
   - **a.** Pentium processor
   - **b.** **RAM** Random Access Memory.
   - **c.** Hard disk drive (commonly called C Drive)
   - **d.** Sound card, display adapter, modem
   - **e.** CD - ROM — large data storage capacity
   - **f.** Modem or local area network (LAN)
   - **g.** Floppy drive — small data storage capacity
2. **Peripherals**
   - **a.** Power strip with filtering and surge protection (Figure 2)
   - **b.** Monitor
   - **c.** Mouse
   - **d.** Keyboard
   - **e.** Printer and automatic ABCD switch
   - **f.** Other (not attached to classroom computers — scanner, multicard reader, etc.

## C. Software

While hardware refers to anything you can physically touch, it cannot act without instructions. Some instructions are "hard-wired" but software provides the main ingredients that allow the user to run the computer and use applications to accomplish simple and complex tasks. Software is usually stored on magnetic media such as the hard drive. It can be divided into two main categories.

1. **Operating system**
   The operating system controls the workings of the computer. In the case of our computers, Windows XP is the operating system and also includes some small application programs.
2. **Program Applications**
   Program applications allow the user to perform a multitude of tasks. Common ones are word processing, calculations, use of pictures (graphics) including digital photos, database, etc.

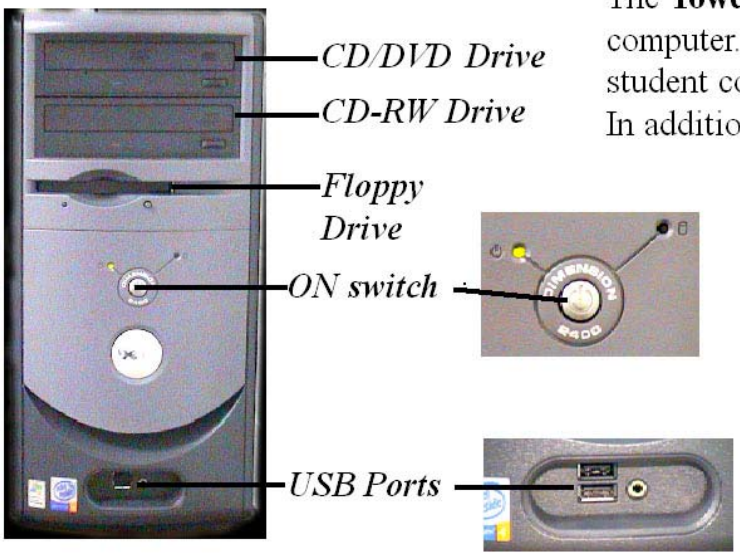


**Figure 1. The tower**

The **Tower** contains the guts of the computer. The microprocessor in the student computers is an Intel Pentium 4. In addition to the components listed on page 2 under **B. 1.** of the outline for week 1, there are a number of ports, including 2 USB ports conveniently placed on the front of the tower.

The ON switch is shown with two indicator lights — the one on the left is lit when the power is on and the one on the right flickers when the hard drive is working.

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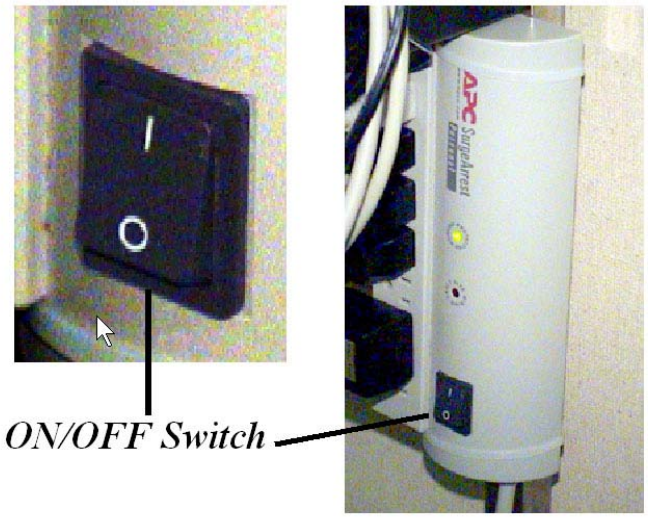


**Figure 2. Power Strip** with surge and filtering protection.

On each table, there is one power strip serving the two computers. It is attached to a back leg of the table nearest the wall. The On/Off switch has a zero (off) and a one (on). A small indicator light will show when the power is on.

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**It is important that the strip should never be turned off until both computers on the table have been powered down by following the instructions on page 5 of the outline for week 1 under D. 2.**

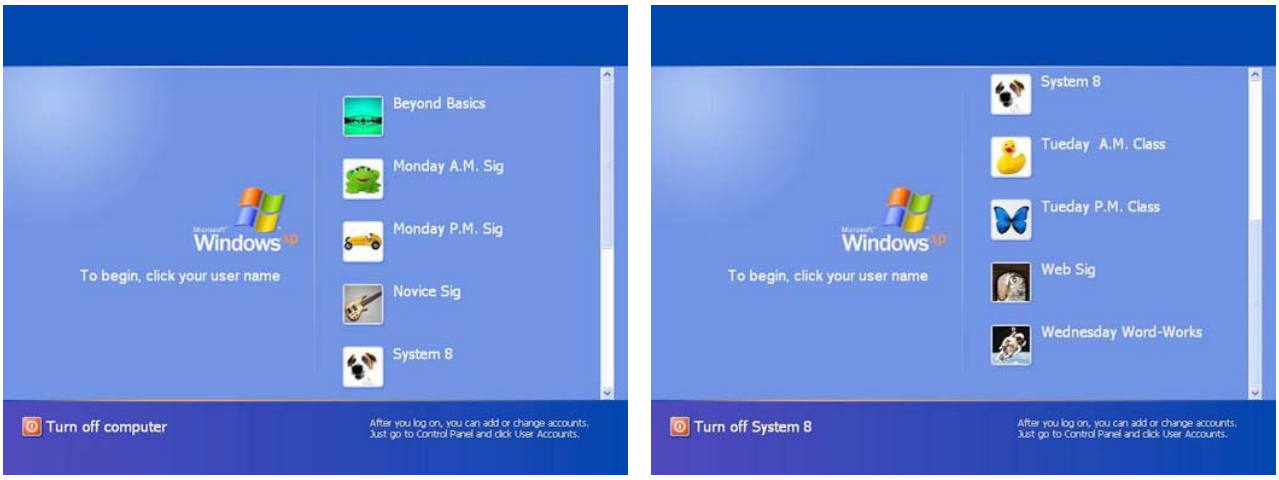



**Figure 3. User accounts.** These screens will be seen when starting Windows in the classroom. There are separate accounts for each of the beginner's classes and others for the various groups using these computers. The icons may differ from those seen on your computer. The system account is numbered for each computer and is the only one that is not restricted. You may have to scroll down to see your own class. Scroll using the scroll wheel on the mouse or by clicking on the tiny arrow at the bottom of the scroll bar (right-hand side of each picture).

**To check if you are in the correct user account, press the Window key on the keyboard — a menu comes up with the account name (class name) on top.**

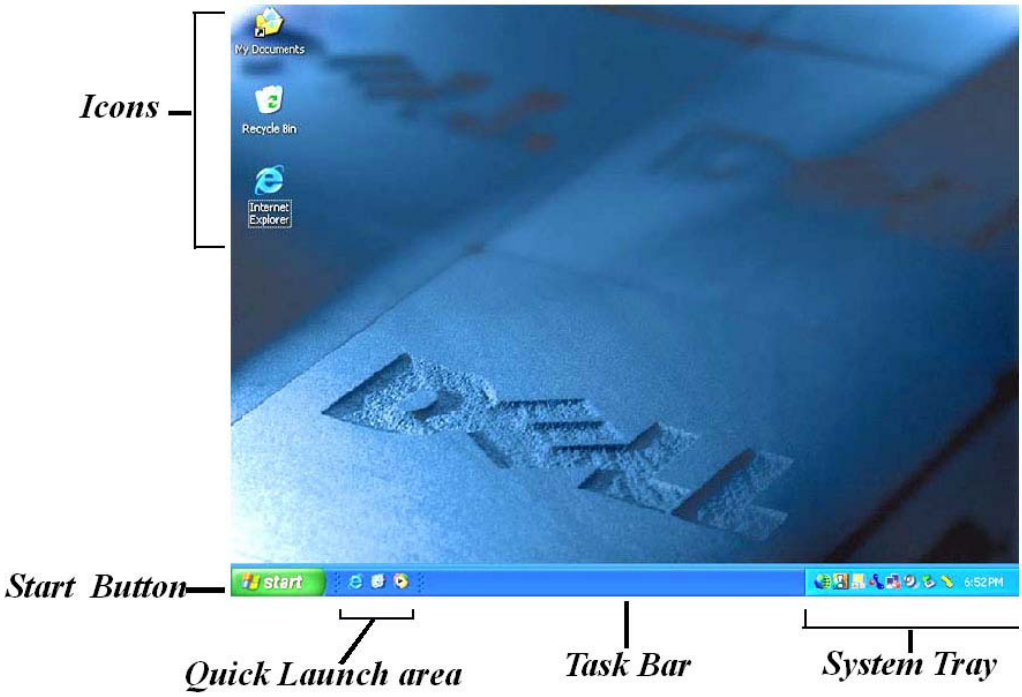



**Figure 4. Overview of Windows Desktop.** See page 5 of the outline for week 1 under E. The background and how many icons appear on the Desktop are the user's choice. The Quick Launch area of the Task Bar holds icons that require only one click for launching programs. The system tray shows icons of programs running at start-up.

## D. Starting and exiting Windows

### 1. Turning on your computer

**a.** Be sure power strip is on.

**b.** Turn on monitor and then turn on the computer

**WHAT YOU SHOULD SEE ON STARTING UP**

**i.** Dell logo

**ii.** Windows XP — Home (Professional in display computer)

**iii.** Blank screen

**iv.** Welcome

**v.** User accounts (Figure 3) — click on your class

**vi.** Type in your class code

**vii.** Desktop (icons etc) — Figure 4

**viii.** To check if you are in the right user account, click on **Start** button. Name is at the top.

### 2. Turning off the computer

**a.** **DO NOT** turn the computer off by using the on-off button on the tower.

**b.** Using the mouse, place the arrow on the **Start** button and click on the words **Turn Off Computer. O**ptions are then displayed on the Screen.

**c.** Click on the **middle button** (red, Turn off**).** Follow screen directions. The computer will turn off by itself after a short delay. Ask for help if it does not.

**d.** Turn off the monitor and then the power strip (be sure both computers on the table are off).

**e.** Before turning the computer back on, always wait 20 seconds **(safety precaution for the C Drive to stop).**

1. **Exercise –** Repeat steps under 1 and 2 above, leaving out step 2.d

## E. Overview of Windows Desktop

What you see on the screen after **Startup** is the Windows user interface. (Figure 4)

1. **ICONS** seen on the screen at startup
2. Task bar
3. Quick launch area
4. System tray

## F. Using the Mouse

A mouse is a handheld input device you roll across a flat surface (like a desk or mouse pad). The mouse pointer is the arrow or symbol that indicates the mouse pointer's position on the desktop.(of the computer)

1. How to **hold** the **mouse — (**watch the instructor).

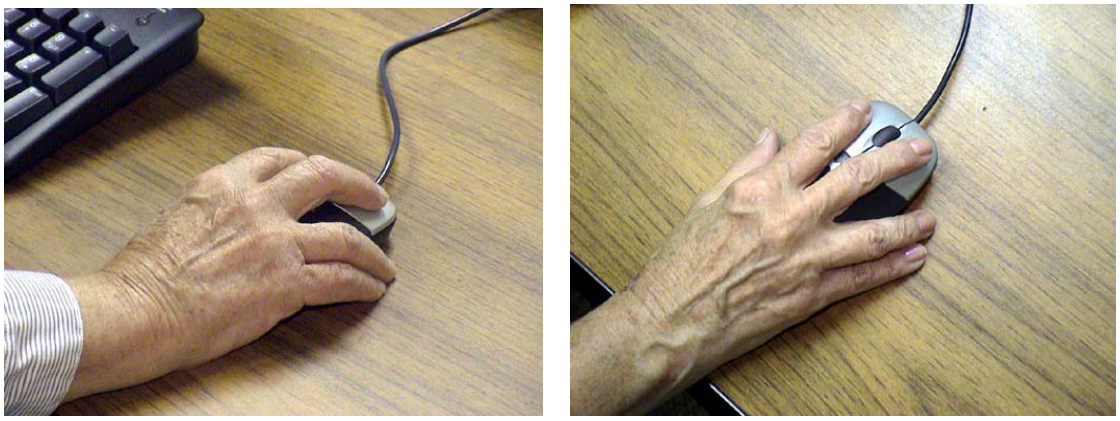


**Figure 5. How to hold the mouse**. Place your hand gently on the mouse (left-hand photo) with your thumb and 3rd and/or 4th fingers on the table (best seen in the overhead photo at the right). This gives you control of mouse movement.

2. To **position** the **mouse** you move the mouse and the **pointer** moves in the same direction that you move the mouse.
   Once you move the mouse to a **desired position** on the desktop you use the **mouse buttons - left** or **right** to tell it what to do.
3. **A typical Mouse**
   A mouse normally has two mouse buttons and a scroll wheel. You use the left button to click choices, select text, and drag items around the screen. When you click an item with the right button such as text or a graphic, a short menu appears with a list of commands related to the selected item. The scroll wheel is used to page up or down.

## 4. Understanding Basic Mouse Techniques

a. **Pointing** — Move the mouse to position it over an item on the desktop
b. **Clicking —** Press and release the **left button**
c. **Double-Clicking** — Press and release the **left mouse** button **twice quickly**
d. **Dragging** — Point to an item, press and hold the **left** mouse button down, move the mouse to a new location, and then release the mouse button.
e. **Right-clicking —** Point to an item, and then press and release the right mouse button and you then get a menu. You then click a command from the menu.
f. **Right-dragging —** position the mouse cursor over an item, hold the right button down and move it to a new position. When you release the button, a menu appears. You can then click on a command.

**Please note:** If the instructions say **click or drag,** it means use the **left button.** Otherwise, the instructions will say **right click** or **right drag.**

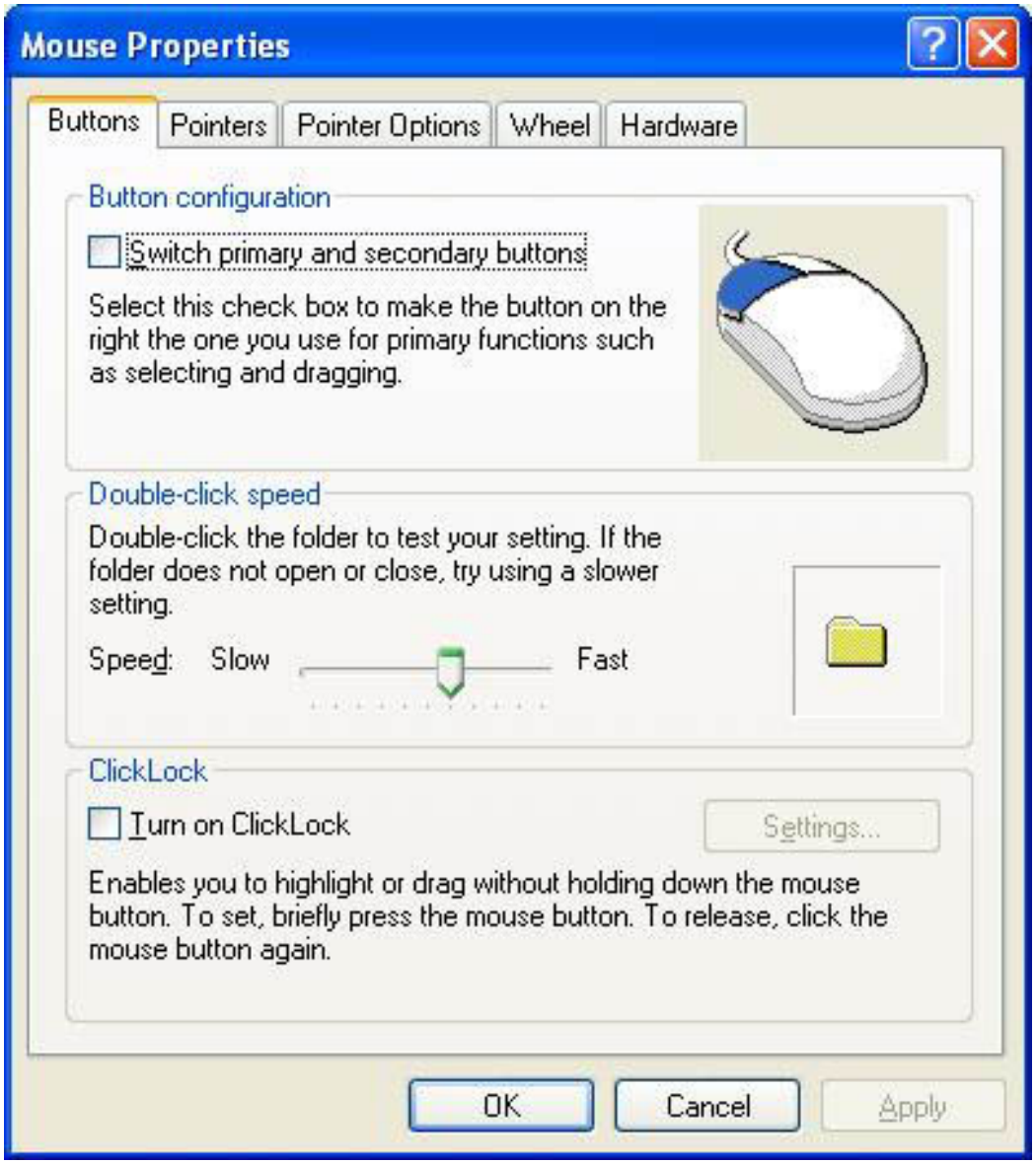



**Figure 6. Mouse settings.**. If you need to make changes to how your mouse performs at home, here is a brief description.

To open **Mouse** properties, click **Start**, click **Control Panel,** and then double-click **Mouse**. The dialog box (above) appears. Depending upon your specific mouse, options may vary from the illustration. In general, the following options are available.

1) Adjust the double-click speed for your mouse. 2) Adjust the cursor blink rate .
3) Reverse your mouse buttons (e.g. if you are left-handed). 4) Improve the visibility of the mouse pointer. 5) Change the appearance of your mouse pointer. 5) Adjust the speed of your mouse pointer. 6) Change the number of lines that you scroll with the center scroll wheel.

If you need more help, go to **Help** from the **Start** menu and search for "Mouse settings".

## G. Using the game of Solitaire to practice using the mouse.

**a.** Click on the **Start** button, then click on **All Programs.**

**b.** Click on **Games** (Figure 7).

**c.** Click on the word, **Solitaire.** The program opens in a window. If you do not know how to play the game, click on **Help** in the menu bar near the top of the window, just below the title bar. Choose the Index tab and click on **how to play the game**. Just read what comes up on the screen.

**d.** Close the program after you have practiced, but be sure to practice at home!


**Figure 7.** How to open (launch) the game of Solitaire. **This is what your screen should show just before you click on the word, Solitaire.**

# Special Instructions

## Copying Student Files from a floppy disk or a CD to a folder in My Documents.

These steps are essential for subsequent weeks, when we will be using the files for exercises during the rest of the course. We will give each student a floppy disk or CD, depending on what is needed for his/her home computer.

1. **Making a folder in My Documents**
   a. Open **My Documents** (on the **desktop**, double click on the icon, **My Documents**).
   b. **Right click** in the **blank** (clear) portion of the window. On the **menu** that appears, **click** on **New** and then on **Folder** in the next **menu**.
   c. While the folder caption is dark, type **Your name**. Then **click** on a **clear area**.
   d. Open the **folder** you just made by **double clicking** on it, **or single clicking** and **pressing** the **Enter key**. Leave the **window** showing on the **Desktop**. You know you are in your folder by the title bar name.
2. **Use of Floppy or CD Disk**
   a. **Insert** the **disk** into the **Floppy drive** with the **arrow pointing up** and in the direction of the drive. **O**r — Insert the **CD** in the top **CD-ROM drive** with the label up.
   b. From the **Start** menu or from the **Desktop**, open **My computer**, and **double click** on **3 ½ floppy drive (A:)** or on the **CD drive (D:)**.
   c. You should see a **folder** named **Student files**.
   d. **Make sure this window** and the **Your folder window** are **both showing** on the **Desktop**. To do this, **right click on the taskbar** and choose **tile vertically**. **Right drag** the folder **Student files** to **Your folder window** and, in the new menu, choose **Copy** with a **left click**.
   e. You now have a **subfolder** in **Your folder**, which, in turn, is a **subfolder** of **My documents**.
   f. **Open** the subfolder, **Your folder**, by **double clicking** on it to **be sure all the Student files are there.** Compare with the instructor's screen.

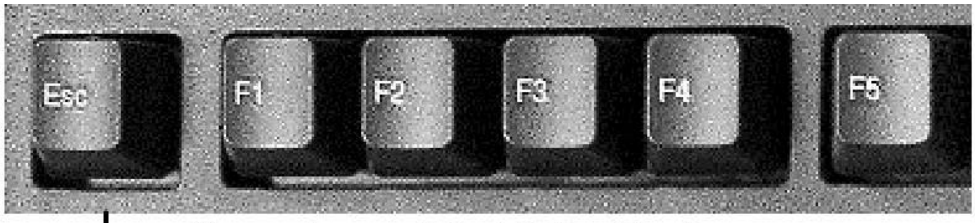
   .

# Week 2

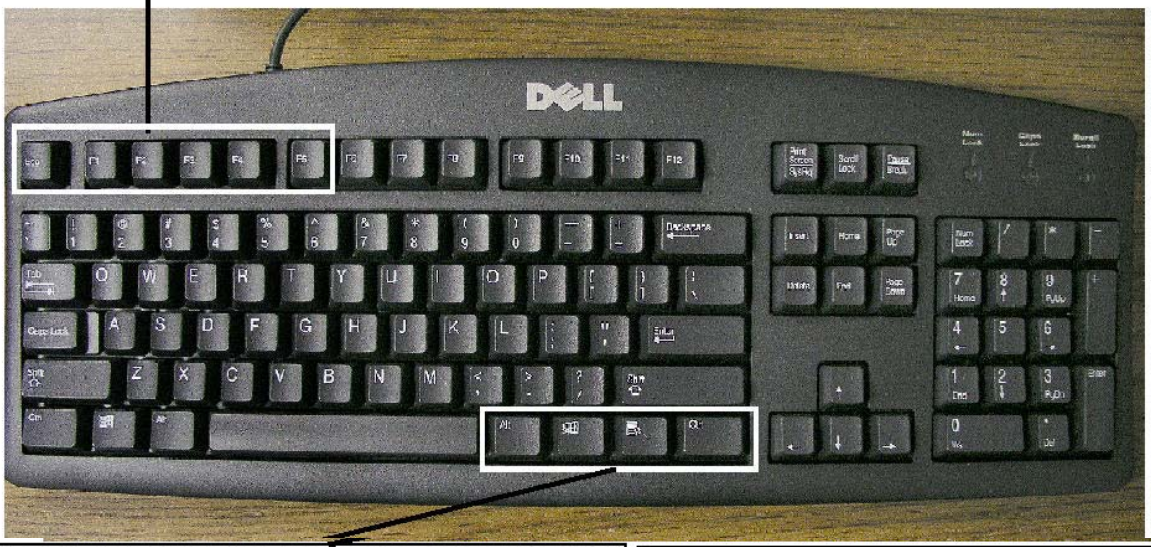
## A. Using the keyboard (see figure 1, week 2, page 2)

1. **Function keys and Esc key**
   **These keys** are in the **top row of the keyboard**. The **function keys** have an **"F**" before the number — i.e., **F1 through F12**. Each of these **keys** has a **specific function**, alone, or in combination with another keyboard key. Here are some examples.
   a. **Single click** on the **desktop**. Nothing happens except that windows **attention** is brought to its **desktop**. Now press **F1** and complete **Help** menu appears.
   b. **Go to Programs**, **Accessories**, and **click on WordPad**. While in **WordPad press F1. Help** appears. Close by clicking on the X.
   c. **Press F4** while **holding down** the **Alt** key. The current program will shut down and the desk top will appear.
   d. **Press F4** while **holding down** the **Alt** key a second time. The shut down message will appear. **Click cancel.** The shutdown message will disappear.
   e. **Click** on the **Start** button. **Press** the **Esc button** on the **upper left** on the **keyboard**. The **Start menu** goes away.
2. **Using the Arrow keys (**figure 1, right-hand portion**)**
   a. Single **click** on the **Start button**. **Press** the keyboard **Up arrow**. The **Turn off Computer** word is highlighted. **Continue to press the up arrow** until **Programs** is **highlighted**. **Press** the keyboard **Right arrow**. The **subdirectory** is **highlighted**. Now the **up** and **down arrows** on the keyboard can **select a program lower** in the list. **Press** the **escape key** and then **click** on an **open space** on the **desktop**.
3. **Keyboard shortcuts** are described in **Help.**
   a. Click **Start**, arrow up to **Help and Support**. In S**earch box** type K**eyboard shortcuts**, **Click arrow** or **press Enter key**.
   b. Choose **Windows keyboard shortcuts overview.**
   c. Try looking at one of the categories — e.g. **Natural**
4. **Other special keys** will be described when they are used.

**Figure 1. Parts of the keyboard.**




**Escape key and first 5 function keys**





**Special keys at the right of the space bar.**

From left to right: **Alt** key, **Windows** key, **Menu** key and **Ctrl** key. Except for the Menu key, these keys are also to the left of the space bar.

The **Alt** and **Ctrl** keys, used alone or in combination with other keys have special effects or commands according to the program being used. They are often used for shortcuts (see outline for Week 2, p. 1)

The **Windows** key when pressed brings up the Start menu and Taskbar (if hidden). It provides keyboard shortcuts when combined with other keys.

The **Menu key** gives the same type of menu as right-clicking the mouse button. Either the arrow keys and Enter key or left clicking with the mouse can be used to select from the menu,

**Right-hand portion of the keyboard** showing the number pad (right), arrow keys, and special keys above. Arrow keys are very useful when editing documents and as an alternative to the mouse in navigating wubdows, menus, etc..

## B. Maximizing and Minimizing Windows

1. **Open and close a window. (figure 2**, week 2, page **4)**
   a. **Click** on the **Start button**. (Note: you can also press **Ctrl+Esc** to bring the start menu to life (if not seen)).
   b. Slide pointer to **Programs**.
   c. Slide pointer to **Accessories.**
   d. Slide pointer to **WordPad** and **click**. Remember – the left mouse button is the primary button for right-handed people. (**Note**, use a single click and press **Enter** after the icon turns blue or is highlighted.)
   e. **Click** on **X** in the **upper right corner** to **close** the **program**.
2. **Making a Window fill the screen** (**figure 2** on page 4**)**
   a. **Load** the **WordPad** program again. Look at the **3 buttons** at **right** of the **Title** bar. The **left-hand button** looks like a **minus sign**. The **right hand button** has an **X** to close the program. The **center button** has either a **single screen icon (maximize button**) or a **double screen icon (restore button**).
   b. **Click** on the **center button**. This will either **maximize** the window (full screen) **or restore the window**. Click again one or two times. (Note: Double Clicking on the blue area of the **Title Bar** does the same thing.)
   c. **Click** on the **button** that looks like a **minus sign**. This **minimizes the window** and makes it **disappear from view** — but **the program is not gone**. **It is** now **placed on the Task Bar at the bottom of the screen.**
   d. Look for the **WordPad icon (document**) on the **Task Bar** and **click** on it**.** This **restores** it to a **window**.

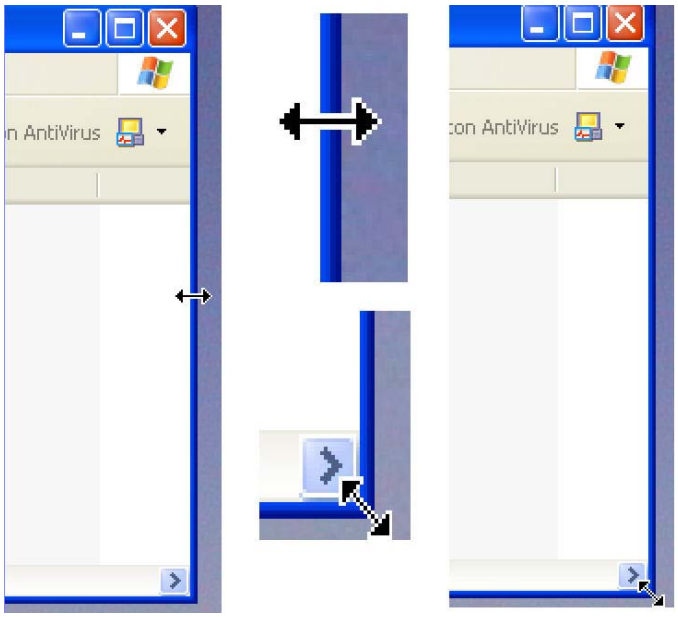
## C. Adjusting a Window Size (**figure 3** on page 4)

1. **Load WordPad**
2. **Be sure you are in a window**, not a full screen.
3. To **change the window size move** the mouse **pointer** to the **right edge of the window** until you see **double pointed arrow**s. Hold the left button down and **drag** to the right or left. Note that the **window changes size**. Do the **same** to the **top** or **bottom**.
4. Now **move the mouse** to the **lower right corner** of the **window, drag the double arrow diagonally** to **change** the **window size**.

**Figure 2. The three buttons at the far right of the Title Bar**

**The** left-most buttons **in each view allow the user to minimize the window. When the button is clicked, the window will be placed on the Task Bar. It can be restored by clicking on its icon in the main part of the Task Bar. Clicking on the** middle **buttons will restore the view to a window if it is already full screen (left-hand view) or make a window full screen (right-hand view). The** X **button is for exiting the window or program.**

**Figure 3. Appearance of double arrows for adjusting a window size**



When you move the mouse cursor to the edge of a window, it turns into a double arrow. The mouse button is then depressed and the arrow is dragged in either direction to make the window smaller or larger in the dimension of the arrow (in the illustration (left and upper middle). If the double arrow is placed in the corner, dragging it will change the size of both dimensions. Try moving the arrows in both directions to see how this works.

**Figure 4. The appearance of Shortcuts.**


*Folder short cut*

A shortcut targets the folder or file and is recognized by the curved arrow at the lower left of its icon. Notice that the icon of the folder shortcut resembles a folder. The icon of file shortcut is a symbol or picture associated with the program that can open it.


*File short cut*

## D. Changing a window location on the screen

1. Load **WordPad** and find the **Title Bar** of the **WordPad window**. **Hold** the **left mouse button down** on the **title bar** and **drag WordPad** to another location **on the screen**.
2. **Tiling and Cascading windows on the Desktop**
   a. With **WordPad** still open, load **Paint** and **Notepad** programs. On a **blank space** of the **Taskbar** ( near the **System** tray) **right** click.
   b. **Choose Cascade** by **left clicking** and note how the three programs are placed on the screen.
   c. **Right click** on the **Taskbar** again and **choose Tiling Horizontally**. Note how the programs are placed on the screen — each above the other. **Tiling** V**ertically** places the programs side by side.
   d. Close all windows.

## E. Using a window's menu and controls

1. Load the **Calculator** program.
2. **Click** on **View** on the **Menu** bar, which is just below the **Title** bar.
3. **Click** on the word **Scientific**.
4. **Click** on the word **Standard** on the **View** menu.
5. **Press** the Function Key **F1.** Clicking on **Help** menu does the same thing.
6. **Under** the **Index tab**, **scroll down** to **calculations** and then to **simple**. **Highlight** the word **simple** and then **click** on the **Display button**. (**Or** in the **dialog box type SI**.) Instructions on how to do this task appear.
7. **Click** on the **Search tab** and **type "dividing**" in the **keyword box**. Then **click** on **Enter** or **single click** on **list topics**.

## F. Filling out forms (Dialog Box)

1. **Click** on the **Start button** and select **Run** by **clicking** on it.
2. **Type** the word **Sesame** in the **box**. **Clic**k on **OK**. (After the failure to **open Sesame** message, **left click** on **cancel**.)

## G. Working with the Desktop, Start Menu and Taskbar.

1. Enlarge the **Taskbar** by **moving** the **mouse** to the **top** of it until the **double arrow is seen**. **Hold** the mouse **button down** and **drag** the **Taskbar** up. This allows you to show more open programs easily.
2. Load **Paint, Calculator**, and **Notepad**. Using the **Taskbar** icons, **click on each one** individually. Note the each appears in front and can be used.
3. **Find** an **empty area** of the **Taskbar** with the **mouse** and **drag** (**hold the button down**) to the right, left and top of the screen. Put it to your own

preference at home. **Drag it back to the bottom** of the screen for this class.

4. Hide the **Taskbar** by **right clicking** on a **blank area** of the **Taskbar.** Choose **Properties (**left click). **Check** the **Auto** hide box. Click on **Apply** then on **OK**. Note the **Taskbar** disappears. Move the mouse to the bottom of the screen. Note the **Taskbar** reappears. Right click on a **blank** area of the **Taskbar. Left click** on **properties.** Remove the check mark from the **Auto** hide box.

## H. Using the Start Menu

**Note:** Watch closely while the instructor shows this first.

1. Choose **Search (**or **Find** in Windows 98) from the **Start Menu**. **Click** on **Files** and **Folders** in the panel to the **left.** Type **frog** in the **file name box**. **Where is it?** Use the **scroll bar** to **find** the **look in box**. **Click** on the little **arrow** in the **"look in**" box and **click** on **My Documents**. Now **click** on the **Search button**. **Double click** on **eau de Froggie** and a window **a**ppears in the **windows picture and fax viewer**. Click on **X** to **close**.
2. **Right click** on **eau de Froggie. Click** on **Open with**. In the **right hand menu left click** on **Paint**.
3. **Close** the **program** by **clicking the X button** at the **upper right** of the **window**. Then **close** the **search window**.

## I. Using the Desktop.

1. **Making** a **Shortcut**.
   a. **Click** on the **Start button**, **click** on **Programs**, and **Accessories.**
   b. **Move** the mouse **pointer** to **Calculator** to **highlight it** but **do not Click**.
   c. **Right click** and in the **menu**, **choose Send to** and in the next **menu** choose **Desktop** (as a shortcut). You should now see a **shortcut icon** to the **calculator** on the Desktop. **Remember** — you can recognize a shortcut by the little arrow in the bottom left of the icon.
   d. **Double click** on the new **Shortcut** to **Calculator.** The Calculator **program will open**.

2. **Creating, folders, populating and moving them.**
   a. **Click** on the **clear part** of the **Desktop** with the **right mouse button**. Choose **New** from the **menu**. Choose **Folder** from the **New menu**. A **folder icon** will appear with a **highlighted caption** underneath it.
   b. At the keyboard, **type "Junk"** and **press** the **enter key**.
   c. With the right mouse button drag and drop the **Calculator shortcut** in the new folder you just created. Read the small menu and click on **Move** here. Note that the calculator shortcut disappears from the desktop.
   d. **Double** click on the **Junk** folder. The Calculator shortcut appears in the folder. **Right** drag the Calculator shortcut to the Desktop and choose **Move** here from the menu. Close the empty folder.
   e. **Right** click on the junk folder. Choose **Delete** and answer the question.

## J. Retrieving deleted files from the recycle bin

1. Drag the **Calculator** shortcut to the **Recycle bin**. The **Calculator** is now in the recycle bin and not on the Desktop...
2. Double click on the Recycle bin. **Right** click on the **Calculator shortcut.** Select **Restore.**

**Note**: When the Recycle bin is open, **never** choose **Empty** the Recycle bin or **Restore** all items. Instead, just click on what you **want** to remove or restore.

## K. Making a your own shortcut on the Desktop

1. Open **My Documents**. If necessary, move or resize the My Documents window so that a clear space on the Desktop is showing.
2. Locate your personal folder (the one that has your name on it.
3. With the mouse, point at your own folder icon and, while holding down the **right** button, drag to the Desktop. Let go of your mouse button.
4. On the little menu that appears, choose **Create Shortcuts he**re.
   A folder icon with your name in the caption appears on the Desktop.

This shortcut looks similar to your folder in My Documents, except that the icon has a little rounded arrow showing in the lower left-hand corner. This is how you recognize a shortcut, whether it is a folder or an individual file (see figure 4 on page 4)).

You can make a shortcut to any folder or file by using the steps above.

# WEEK 3

## Working with Drives, Folders, and Files

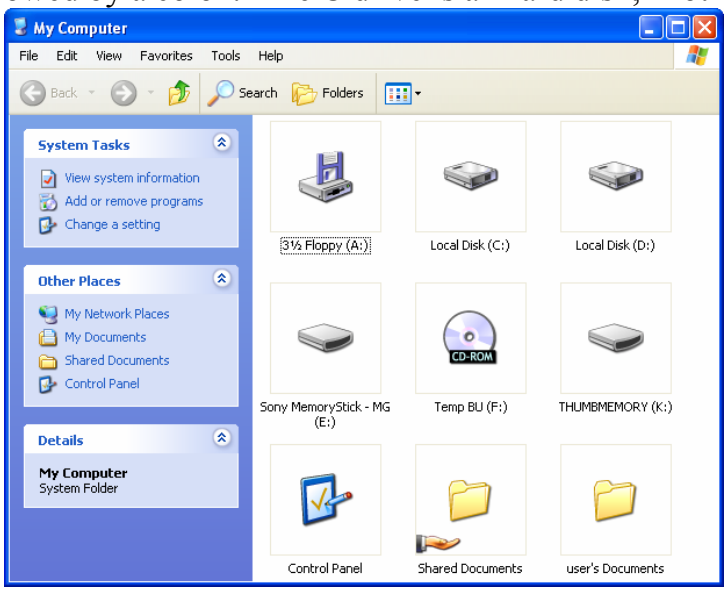
## A. Understanding File Management

| Office Analogy | Computer Area | What it is? |
|---|---|---|
| File Cabinet | Computer tower | Place to hold drives |
| Drawers | Drives | Holds files & folders |
| Hanging Folders | Folders | Group of files |
| Manila folders | Sub-folders | Related Files |
| Letters, Recipes, etc | Files | Single batches of info |

## B. Working with drives.

### 1. How to find what is stored on a Drive (Figure 1)

**a.** Open **My Computer.** Note that several drives are listed and each has an assigned drive letter followed by a colon. The C drive is a "hard disk," not accessible from outside the tower. It is always in use when Windows is running. Other drives may have removable disks, for example, the A drive, CD drives, etc. The number of drives varies, depending on what is installed in the computer. Therefore, your class computer and your home computer may differ from the illustration.




**b.** Double click on the **A Drive**. Read the **error message.**

**c.** Insert a **floppy disk** in the **3 ½ slot**.

**d.** The message should disappear and the A drive window will open. (If it does not, **double click** on the **A Drive.**)

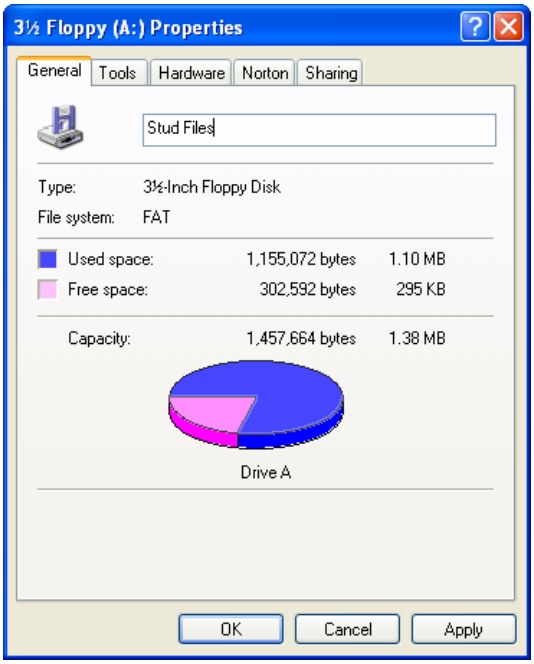
**e.** **Close** out the window**.**

**f.** What happens when you start up the computer if you had accidentally left a floppy disk in the drive?

2. **Find how much space is used on a disk (Figure 2)**

***Figure 2****. This window shows properties of the "Student Files" floppy disk. The view was brought up by right clicking on the 3-1/2 Floppy(A:) in My Computer (Figure 1) and choosing Properties in the right-click menu. As you can see, the files take up about 3/4 of the total storage space available in the Floppy (A:). With today's focus on large illustrated documents and digital still and video photography, the trusty floppy disk is being phased out by many computer companies. CD burners and USB storage devices are taking its place.*

***Note the tabs at the top. The Tools tab is important and will be covered in Week 7.***



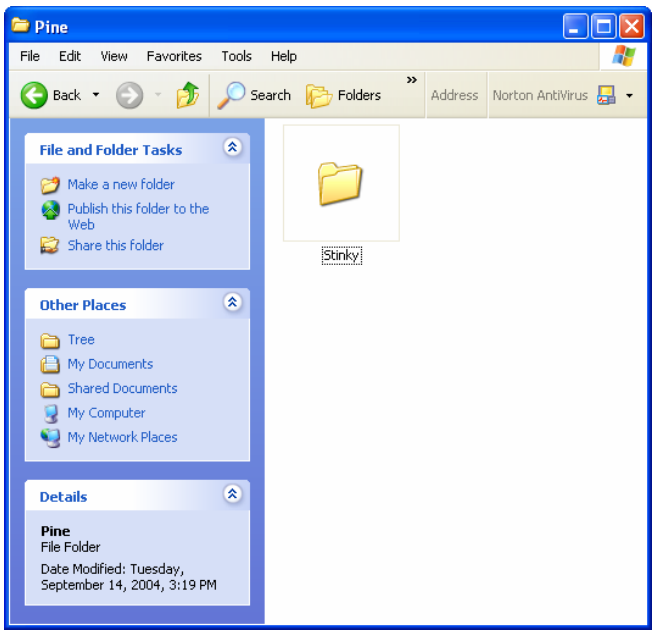

   a. Open **My Computer**.
   b. Right click on the **A Drive.**
   c. Left click on **properties**. (Explanation of **floppy disk** size — 1.45 MB or, approximately, 1,450 KB or 1,450,000 bytes)
   d. **Close** out the **window.**
   e. Open **My Computer**.
   f. Right click on the **C Drive**.
   g. Left click on **Properties**. Note how much more total space is available, compared to the Floppy A Drive. There should always be ample **unused space** on the hard drive.
   h. **Close** out the **Window**.

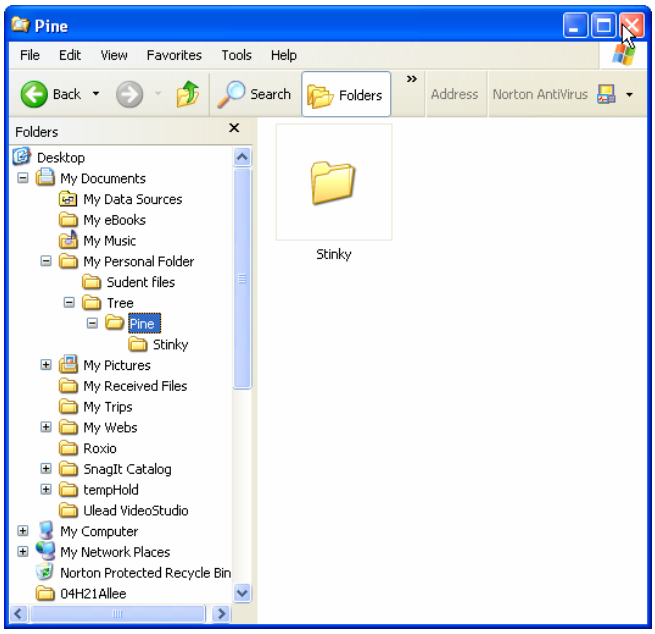
3. **Deleting a drive.** (Cannot be done without a screwdriver.)

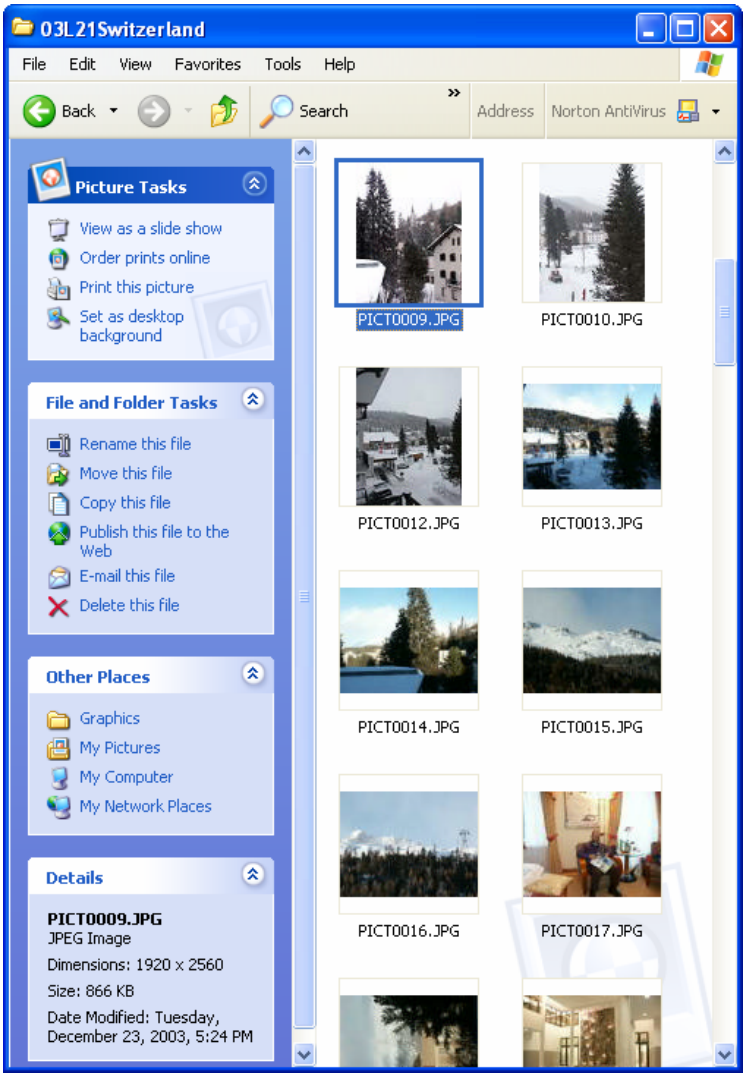
## C. Working with Folders

1. **Looking inside a folder (Figure 3, top portion on next page)**
   **(Note: Beginners should avoid opening the Windows folder listed in the C: hard drive as their inexperience may result in problems.)**
   a. Open **My Documents**
   b. Double click on the **Your Personal folder. Student files** folder is now a **sub-folder** to your **personal folder**. (Note: you may also double click on your shortcut on the desktop — see below).
2. **Different views of files in a folder window (Bottom portion of Figure three on page 3 and Figure 4. on page 4)**
   a. Open your **Student Files** folder and click on the **View** menu in the Menu bar. Choose the **list** view and then the **details** view as shown in figure 4. The **thumbnail** view will show large icons, especially handy for showing picture (graphics) files. Try it. The **filmstrip** view is an additional option when all the files in a folder are graphics.

**Figure 3. Looking inside a folder**



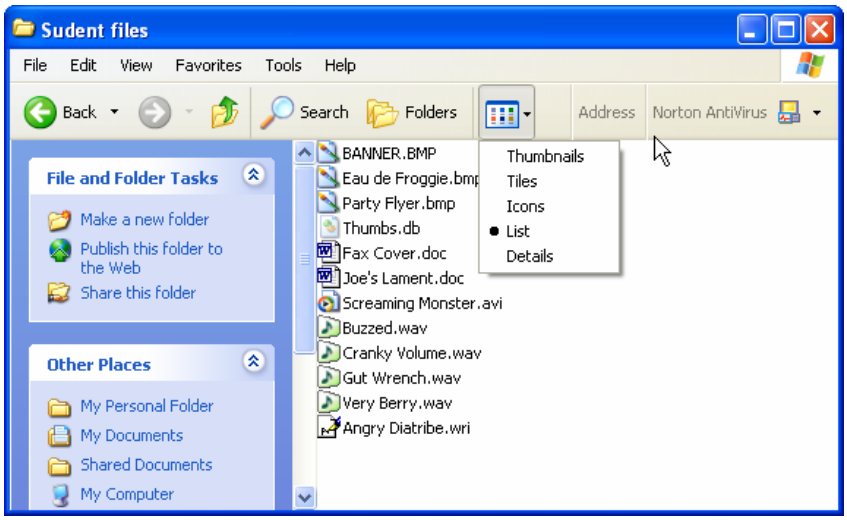




**Above**. The same folder window showing the **Tasks panel** in the left-hand illustration and the **Folders view** in the right-hand illustration. Among other choices, the Tasks panel allows you to create a new folder, access My Documents, etc. At the bottom, it gives Properties of the open folder. When the **Folders** button in the toolbar is clicked, the panel changes to Windows Explorer so you can see the **entire path** of the open folder **(Pine)**. You can toggle back to the Tasks view by clicking on the Folders button again.

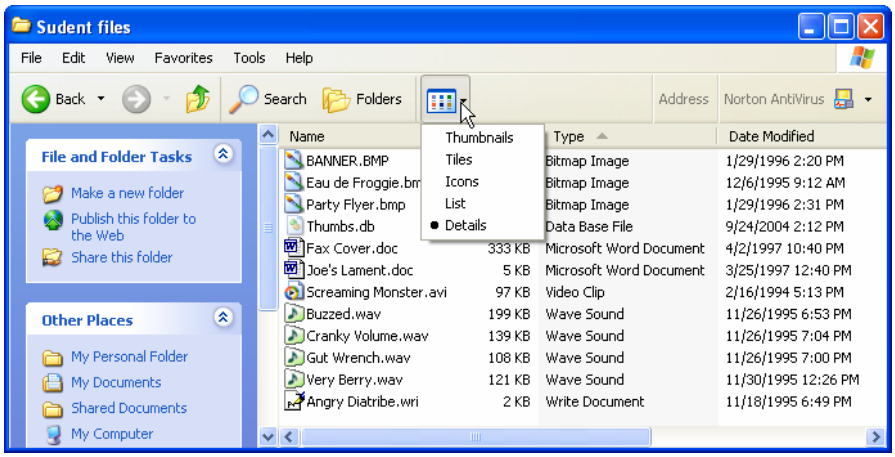
**Left**. When a folder contains graphics files (drawings, photographs, etc.), the Panel shows tasks related to this type of file. For example, you can view all the pictures as a slide show or select one and set it as background for the desktop. The print wizard can be accessed by clicking on **Print this file,** which takes you through the steps. In short, the Task panel can be a great convenience.

**Figure 4. Different views of files in a folder window.**

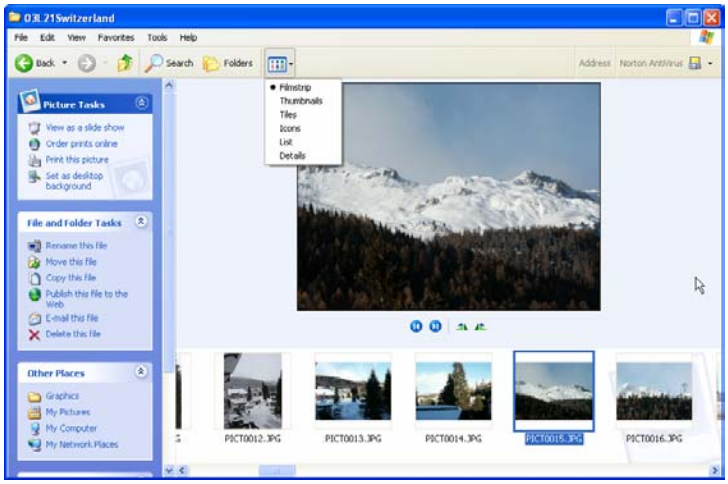
In addtion to the differences in the left panel views shown in Figure 3., there are different views for displaying files in the main folder window. These are accessed by clicking on the view menu in the menu bar or by clicking on the view button, as shown in the screen captures below. **The Thumbnail view** is illustrated in Figure 3 at the bottom of page three.




**The list view**. File names, with their icons, are listed in columns. If there are too many files for one column, addtional columns will appear and, if necessary, a scroll bar will be visible at the bottom of the window. No details, other than the file names, are given.



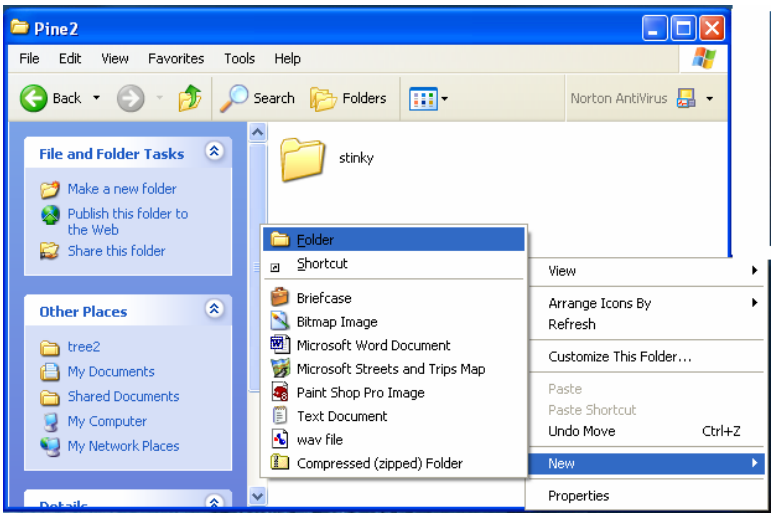

**The details view** is very useful, giving information in a table layout. Size of the file, type and date modified are shown. The scroll bar at the bottom will reveal more information. If there are more files, a scroll bar will be visible at the right



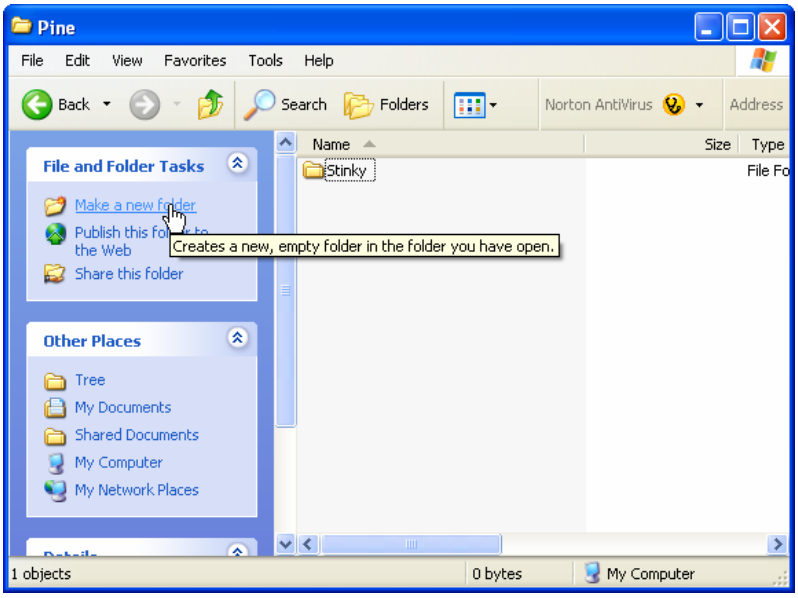

**The filmstrip view** will be an additional option in the view menu if all the files in the folder are graphics (photographs in this case). If one of the thumbnails in the row at the bottom is selected, it will be shown as a larger preview image. Since all of the files are arranged in a single row, a scroll bar at the bottom is usually necessary.

3. **Creating a folder in your personal folder (Figure 5 on page 6).**
   a. Double click on the shortcut to your folder on the Desktop. This opens your personal folder.
   b. If the window is small, maximize it to show **File and Folder Tasks** panel on the left side of the window.
   c. In the File and Folder Tasks panel on the left side of the window, click on **Make a new folder.** (This feature is not available in Window 95/98/Me)
   d. Type **Tree** and press enter twice. Now you are looking at the tree folder.
4. **Another way of creating a new folder** is as follows:
   a. **Right** click in a **blank** area of the Tree folder. Go to New and in the next menu, go to Folder. Left click and name the new folder **Pine**.
   b. Repeat the above directions and create a new folder named **Stinky** in the **Tree** folder.
   c. **Drag** and **drop Stinky** to the **Pine** folder.
   d. Open the **Pine** folder and verify that the **Stinky** folder is there. (**Figure 5**). **Close** out all folder windows. You now return to the **Desktop.**
5. **Find Stinky**
   a. **Click** on the **Start button**.
   b. Go to **Search** and **click** on **files** and **folders.**
   c. Type **Stinky** in the name box and choose C: drive in the look-in box. Then **click Search button**.
   d. **Close** out by **clicking X**.
6. **Deleting a Folder.**
   a. To get rid of **Stinky** from the **Pine folder**, **single left click** on the **Stinky** folder to select it and then **press** the **delete key** on the **keyboard**. **Confirm** in **dialog box** with **Yes**.
7. **Changing a folder name. Click Up folder twice.**
   a. **Open** the T**ree** folder.
   b. **Right click** on the **pine** folder.
   c. **Left click** on **Rename,** type **Oak**.
   d. **Move** the **pointer to** a **blank area** and **left click twice**.
   e. **Exit** the **Tree folder**. You should be back on the Desktop.

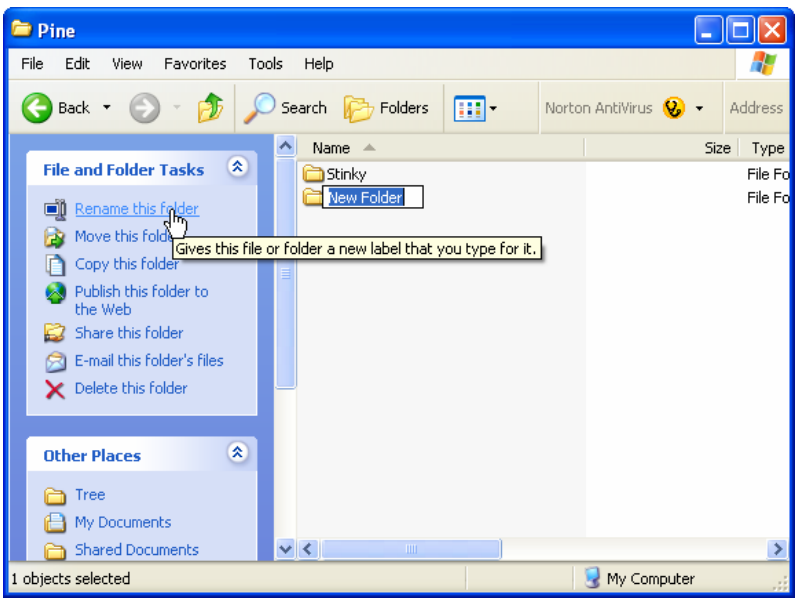
**Figure 5. Two ways of creating a new folder in Windows XP** (see outline, page 5)




**Method 1. Right click on a blank space in the folder.** This brings up a menu from which **New** can be selected, as shown in the top view at the left. When **New** is selected, another menu appears with several choices. When **Folder** is clicked with the left mouse button, a new folder appears with a caption that can be retyped with a name of your choice. This method is available in previous Windows versions as well as Windows XP.

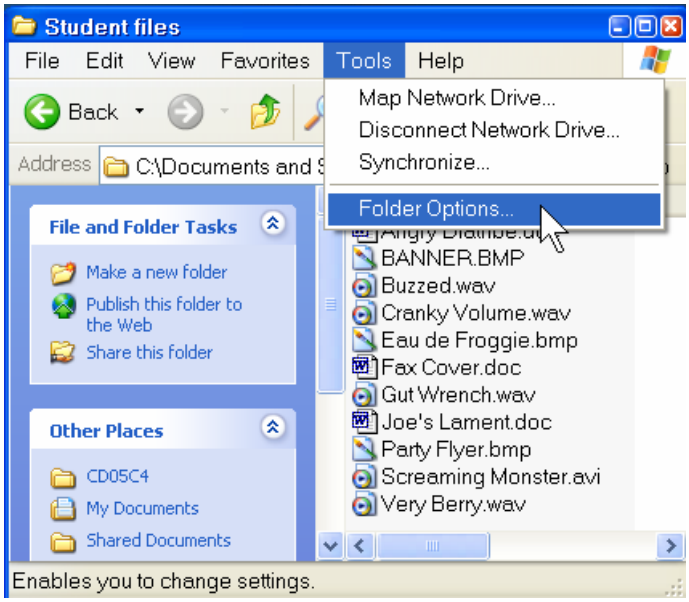



**Method 2. Use the Task panel** as shown in the middle view. By clicking on "**Make a new folder**," a new folder appears with highlighted caption as shown in the bottom view. You simply type over the highlighted caption to rename it with a name of your choice.
**This method is not available in Windows 98, 95, or ME.**



## D. Working with files

1. **Opening a file.**
   a. Be sure you are on the **Desktop.**
   b. **Double click** on Y**our folder** shortcut.
   c. **Double click** on **Student files** subfolder.
   d. **Right** click on the **Angry Diatribe** file and choose **Word Pad.**.
   e. Close Word Pad so that the **Student files** folder is still open.
2. **Copying or moving a file** (similar to copying or moving a folder — see Week 1, p. 9).
3. **Deleting a file (**Similar to deleting a folder — see Week 3,C. 6, page 5)
4. **Changing a file name.** (Same as renaming a folder)
5. **Showing Extensions of files.** By now you realize that all files have names — program or application files usually are named to indicate the name of folder. Data files, in general, have names chosen by the user who created them. If you look at the files in your Student files folder, they have distinctive names, such as Angry Diatribe and Cranky Volume.
   However, filenames also include three-letter extensions, which are probably not showing on your screen. Contrast your folder with the one in the illustration below. The file extension indicate what program the file is associated with, such as a word-processing document, a drawing or graphics program, sound, video etc.
   **(Figure 6).**
   a. To show file extensions, click on Tools in the menu bar of the folder and select folder options.
   b. Click on the View tab and scroll down until you come to the line Hide extensions for known file types. Unclick the square to the left of the line and then click OK.
   c. Now you should see the extensions in your own screen.



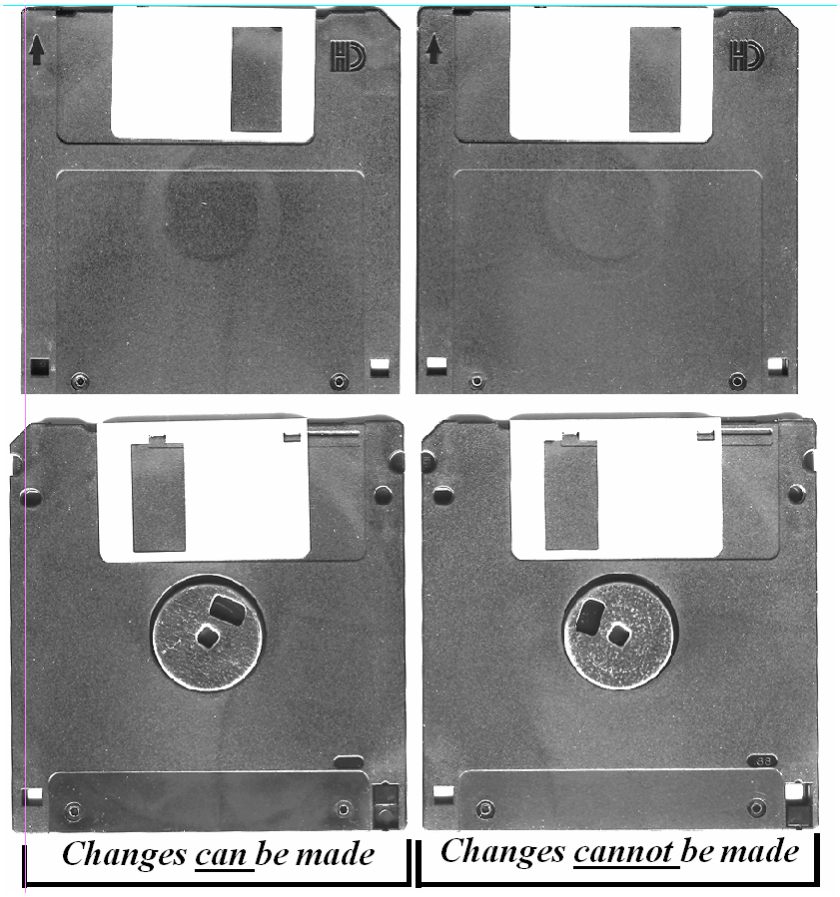

Some of the common extensions you may encounter: **txt** = text file that can be opened with Notepad; **rtf** = Rich Text Format that can be opened with any word processor (Word Pad, MS Word, MS Works, etc); **doc** = opens with MS Word, etc.; **bmp** = Bit-Mapped Picture opens with Paint or other graphics program; **jpg** = a photo format (Joint Photographic Experts Group) useful for email and Internet; **gif** = Graphics Interchange Format, also useful for Internet but supports only 256-color images; **tif** = Tagged Image File, a high-quality graphics format. There are many other extensions.

## E. Working with Floppy disks

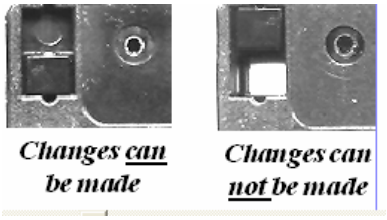
Floppy disks are stiff on the outside but on the inside, they have a thin, flat disk of Mylar coated with particles pf ferric oxide capable of holding a magnetic field. This is the basis for storing data. Therefore it is important to protect these disks from magnetic fields. **Never put magnets near the computer.**

1. **Formatting a floppy disk or erasing data.**
   - **a.** Insert a **floppy disk**, provided by the instructor, into the floppy drive slot. This disk will be colored so as not to confuse it with the black floppy that contains **Student Files.** (**Instructors:** Please be sure to collect both disks at the end of this exercise for the next class.)
   - **b.** Go to **My Computer**.
   - **c.** **Check** to see if anything is on the disk by **double clicking** with the **left mouse button** on the **3 ½ inch floppy**.
   - **d.** **Click** on the **UP Arrow** and go to the next higher window.
   - **e.** Right click on the **3 ½ floppy** and then choose **Format.** Choose the **format type** and left click on **Quick Format** to put a check mark in box (note: Quick format simply erases all the folder and files on the disk). Click on **Start.** Read the results. If **Errors** are indicated, **remove** the disk from the drive and throw it away.
2. **Copying a disk —** your own disk (Student files) will be the **source** disk**.** Please be sure you have your name on the label. The **copy** disk will be the one you just formatted above (E.1.)
   - **a.** **Write-protect** your own disk by opening the little window on the back of the disk. The instructor will demonstrate **(Figure 7,** next page**).**
   - **b.** **Open My Computer**. Right click on the **3½ floppy**.
   - **c.** **Left** click on **Copy disk**. Insert your own disk (the **source** disk).
   - **d.** Click **start** and then follow instructions. (Note: before inserting, **the source disk** (in this case the black one**) should always be write-protected** so that it is not accidentally erased during the copy procedure.)
   - **e.** When prompted, remove the **source** disk and insert the **copy** disk (the one formatted above).
   - **f.** When the copy is completed, close the Copy dialog box. Verify the contents of the copy disk by double clicking on the **A Drive** in the **My Computer** folder. You should see the Student files folder.

## Figure 7. Write protecting a Floppy Disk




In the views at the left the top shows the front of the disks with the arrow pointing up (this is the end that goes into the disk drive). The bottom views show the back of the disks. In the left hand views, notice two small square holes, one of which is covered. At the right, both holes are open. This is the write-protected mode.
***Below are enlarged views showing how to change from unprotected (closed) to protected (open). Just slide the little cover to the new position.***




## Figure 7. Other disks & drives suitable for backing up data

**A CD-R disk is shown on the left.**
If you have a CD recorder (burner) on your home computer, it is a very good way to back up your data (including photographs) or to share with others. It can hold over 400 times more than a floppy disk.

**USB storage devices.**
The one shown here at the right is an example of a very handy device, called a thumb drive or flash memory, which may vary from 64 megabytes (44 floppies) to more than a gigabyte (over 700 floppies). The one pictured is less than 3 inches long. It is easily plugged in and removed, and it can be carried on a key chain, in a pocket or as a necklace. There are various types of UBS devices in the market today.

## F. Working with CDs and DVDs

CDs, or Compact disks, unlike other disks, are not magnetic but rather optical. They are read by an optical scanner mechanism with a high intensity light source such as a laser and mirrors. The disk should be handled **only by its edges** and **kept free of scratches and dirt**. DVD (Digital Versatile Disks) look about the same as CDs on the outside but are capable of holding about **6 times more data**. Our classroom computers have two drives for two main types of disks, as follows:

1. **CD/DVD-ROM** Disks. ROM stands for Read-Only-Memory, which means you can access the data but you cannot transfer or backup data **to** the disk. This type of disk is commonly used for installation of operating systems and program applications.

2. **CD-R/RW or DVD-R/RW disks. R** by itself stands for recordable. **RW** stands for rewritable. With both disks, you can record and add data but with the CD-**RW** disk you can write to the disk many times and so it is ideal for backing up updated data. It can also be erased. With special software, it can be prepared to behave like a floppy disk except that it can hold **600 times** more data. A DVD disk can hold 4.7 gigabytes or about **4,000 times** more than a floppy disk.
   Using the **CD-RW or DVD-R/RW** drive and the appropriate disks, you can record or "burn" your own disks. This provides a means of backing up your data, saving music, etc. Backing up data is the important one for our purposes.
   a. **Software.** In order to "burn" a CD-R or RW disk, an application program is necessary. Although somewhat limited, a scaled down program is included with Windows XP. Later in this course, we will demonstrate this.

3. **Other external storage devices**

   a. As described in **Figure 7** on the previous page, USB storage devices have become very popular and can be bought in various sizes, from 128 megabyte to more than a gigabyte. They continue to come down in price.

## G. Formatting a hard drive. THIS IS A NO-NO.

1. This would remove your **operating system** and all info from the computer's hard drive (usually the C drive).

# Week 4

## A. Starting a Program

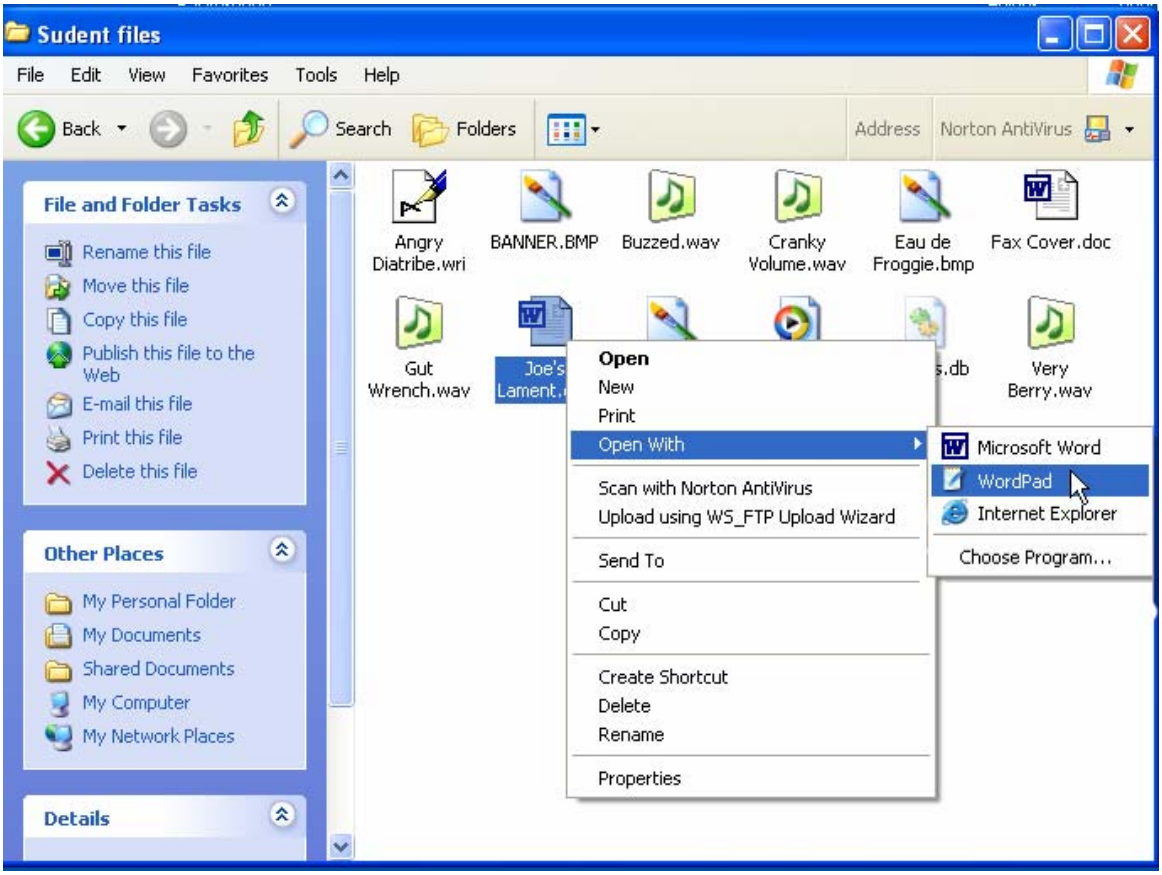
1. **Opening A Program From The Start Menu**
   - **a.** Click once on the **Start** button
   - **b.** Go to **Programs** — Opens the sub-menu
   - **c.** Go to **Accessories** — note the small triangle which means a lower indentured menu is available.
   - **d.** Go to **System Tools** – Some of these items will be covered in Class 6.
   - **e.** Move the mouse to an open area and click once to close the entire **Program** menu.
2. **Opening a program with a shortcut**
   - **a.** Covered in Week 2, page. 6, I
3. **Opening a program with a data file.**

   A program consists of program files which contain executable commands. In contrast, a data file contains text, numbers, or graphics that the user has **created** using a **program**, and that program can subsequently display the data file. Examples are documents created using a word processing program, graphics created using a graphics-editing program, etc. In Windows XP and 98, a data file associated with a program can be used to open the program and display the data file. An example:
   - **a.** Open your personal folder by double clicking on its shortcut on the Desktop.
   - **b.** Open the **Student files folder**.
   - **c.** **Right** click on **Joe's Lament**. A menu comes up as usual with right clicking. Choose **Open with**. (Figure 1, next page)
   - **d.** Choose **WordPad** from the **Open with** menu. Both the program and your data file are open.

   This method saves the steps (B.1. page 3) of first going to the Start menu, then choosing WordPad from Accessories, then going to Open in WordPad's File menu, and searching the path to the data file that you wish to open.
   - **e.** Close out of WordPad and any open folders — back to Desktop.

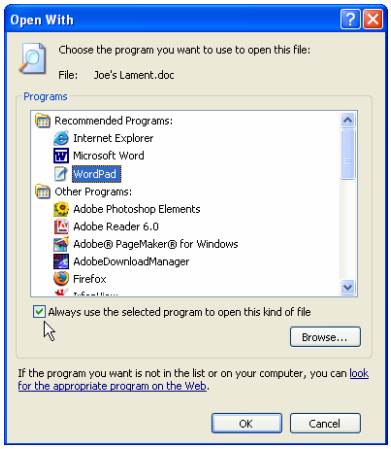
# Figure 1. Opening a program with a data file.

**(see outline on previous page, Week 4 A.3.b. and c.)**




This view is the result of following the steps on page 1 of the outline for Week 4 (Steps A. 3. a. through d.— be sure the words, "Choose Open with," are added to step c.). In the Student files folder, the file, Joe's Lament, has been right-clicked, bringing up a menu. **Open with** is selected from this menu and **WordPad** has been selected in the next menu. Both the program, WordPad, and the file, Joe's Lament, will open by clicking WordPad.

**Special note** about the **Choose Program** option in the right-hand menu above. The reason for using Open With instead of simply double clicking on the file, is that it would open automatically with Microsoft Word or similar word-processor by default unless WordPad is the only word-processor installed. The **default association** can be changed by selecting **Choose Program**. Highlight the program of your choice and then click on the little box below that says, Always use the selected program to open this kind of file," (a *.doc file in this case). Now you can double click to open "Joe's lament" and it will automatically be launched in WordPad. You can always change back to Microsoft Word or other word processor by using the Choose Program option again.



## B. Opening or Creating a File

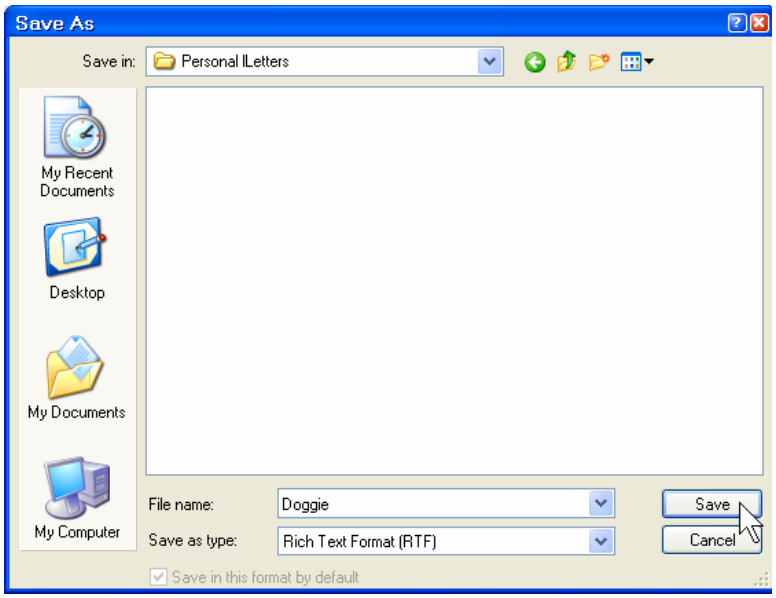
1. **Loading a file into a program**
   - **a.** Click on the **Start** Button.
   - **b.** Go through **Accessories** to **Word Pad** and Open it.
   - **c.** Go to the **File** menu in the menu bar (upper left of window).
   - **d.** Choose **Open** from the **Word Pad** file menu.
   - **e.** **My Documents** should be showing in the **Look in** box. If it is not, use the drop-down menu and select it.
   - **f.** Double click on **your personal folder**.
   - **g.** Choose (double click) the **Student Files** folder.
   - **h.** Double click on the **Angry Diatribe file**. If it doesn't come up, go to the **File Type** and select **All Documents.** Now it should appear.
   - **i.** **Close** the program. Now you should be looking at the Desktop.
2. **Creating a File from the Desktop Menu**
   - **a.** Right Click on the **Desktop**.
   - **b.** Choose **New** from the menu.
   - **c.** Choose **Text Document** from the menu. Double click on the icon. The **Notepad** program comes up so you can start typing.
   - **d.** Close **Notepad**.

## C. Saving a File

**Note:** The first time you save a new document, you must use **Save As** in order to specify location, etc., as in the example below. The next time you save the same document, you may use **Save**, unless you wish to change the location or other settings. In other words, the **Save** command will always use the settings that you specified the last time you used **Save As**.

1. **Knowing where to save your work**
   - **a.** Double click on your **personal folder shortcut** on the **desktop**.
   - **b.** Right click on a blank area of the folder. Choose **Folder** from the new menu.
   - **c.** If highlighted with a blinking insertion point, type **Letters** over the caption and press the Enter key. If it is not highlighted with a blinking insertion point, click on the icon and then click on the highlighted caption. Then type Letters as above.
   - **d.** Double Click on the new **Letters** folder to open it.
   - **e.** Right Click inside the new **Letters folder** and choose **folder** from the **new** menu (or click on Make a new folder from the left hand panel). Name the new folder **Business Letters**
   - **f.** Repeat step **e** and name the n**ew** folder **Personal Letters. Close.**

2. **Saving your work — Figure 2, below**
   a. Load **WordPad** from the **start** menu**.**
   b. Type the sentence: "My dog has fleas."
   c. Choose **Save As** from the **WordPad's File** menu.
   d. Choose **Your personal file** from the **Save In** box.
      i. Double click on the **Letters folder**.
      ii. Double click on the **Personal Letters folder**.
      iii. Be sure File type in the **Save as type** box is Rich Text Format (RTF).
      iv. Type **Doggie** in the **File name box.** Click on the **Save** button.
      v. Our letter appears so we can add to it.
      vi. Type the following to our sentence: "and so does my cat."
      vii. Go to the WordPad File menu and click on **Save** or click on the **Save** button. Note that when you hover the mouse over buttons in the tool bar, the name of the button appears.

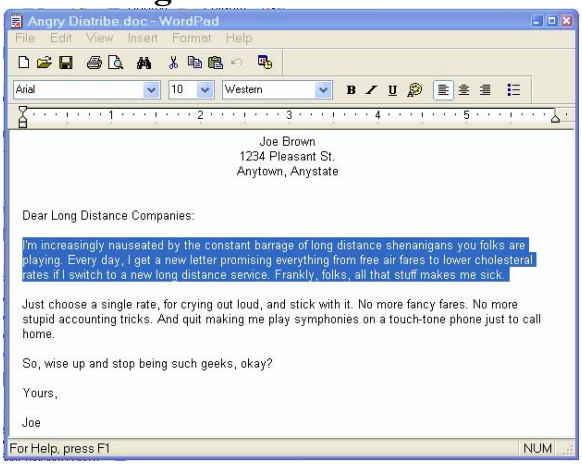



   e. Close **WordPad**.
   f. Open **Your personal folder**. Double click on the Personal Letters folder and verify that the letter has been saved.

## D. Sharing Information (that cut and paste stuff)

1. **Selecting information**
   a. Load **WordPad** from the **start menu.**
   b. Load the file, **Angry Diatribe,** from the **Student files** folder in **Your Personal folder**.
   c. **Point** at the start of the first paragraph. **Hold down the left mouse button and drag the cursor** down and across the screen to the end of the paragraph.

**d.** The whole paragraph is **highlighted — Figure 3**




Note: **Shortcuts to Highlighting:**

**i.** A **word:** Place mouse cursor on word and double click on it.

**ii.** A **paragraph:** Triple click with the insertion point **inside** the paragraph.

**iii.** A **sentence:** Hold down the **Ctrl** key and click on the sentence.

**iv.** A **document:** Hold down **Ctrl** key and single click in the left margin. You may also hold down the **Ctrl key** and press the **"A"** key.

2. **Copying Information**
   - **a.** Load **WordPad**
   - **b.** Load **Angry Diatribe** from **Student files**.
   - **c.** **Point** the **cursor** at the **start** of the first paragraph. **Hold down** the mouse button **and drag the cursor** down and across the screen **to the end of the first paragraph**.
   - **d.** Choose **Copy** from the **WordPad Edit** menu. The paragraph goes to a place called the clipboard where it is held.
   - **e.** **Move** the mouse cursor to the end of the **last line** of the letter and click to put the insertion point there.
   - **f.** Choose **Paste** from the **Edit** menu.
   - **g.** Choose **Undo** from the **Edit** menu to return to previous.
3. **Cutting Information**
   - **a.** Highlight the first paragraph, this time by double clicking on the arrow in the left margin.
   - **b.** Choose **Cut** from the **Edit** menu.
   - **c.** **Move** the mouse **cursor to** the end of last line of the letter and **click**.
   - **d.** Choose **Paste** from the **Edit** menu.
   - **e.** Choose **Undo** from the **Edit** menu.
4. **Pasting information to another program**
   - a. Highlight the first paragraph of the letter in WordPad.
   - **b.** Choose **Copy** from the **Edit** menu.
   - **c.** Minimize **WordPad**.
   - **d.** Open **Notepad**
   - **e.** Choose **Paste** from the **Edit** menu.

**f.** The paragraph is now part of the new letter in **Notepad**

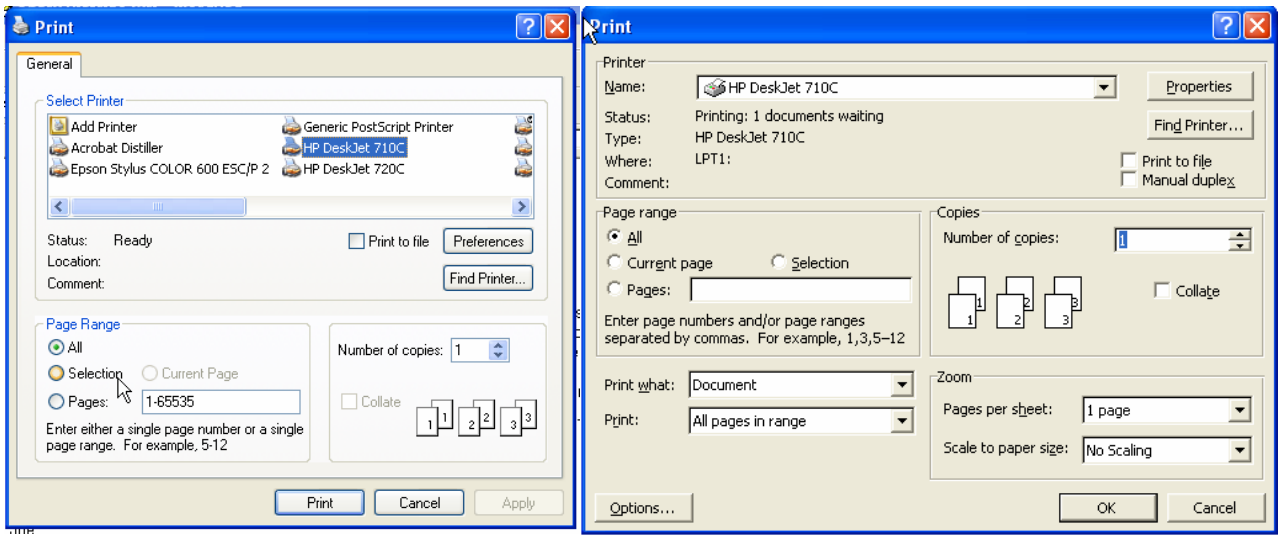
g. Click on the **Minimize** button at the right of the **Title bar**.

## E. Printing a File

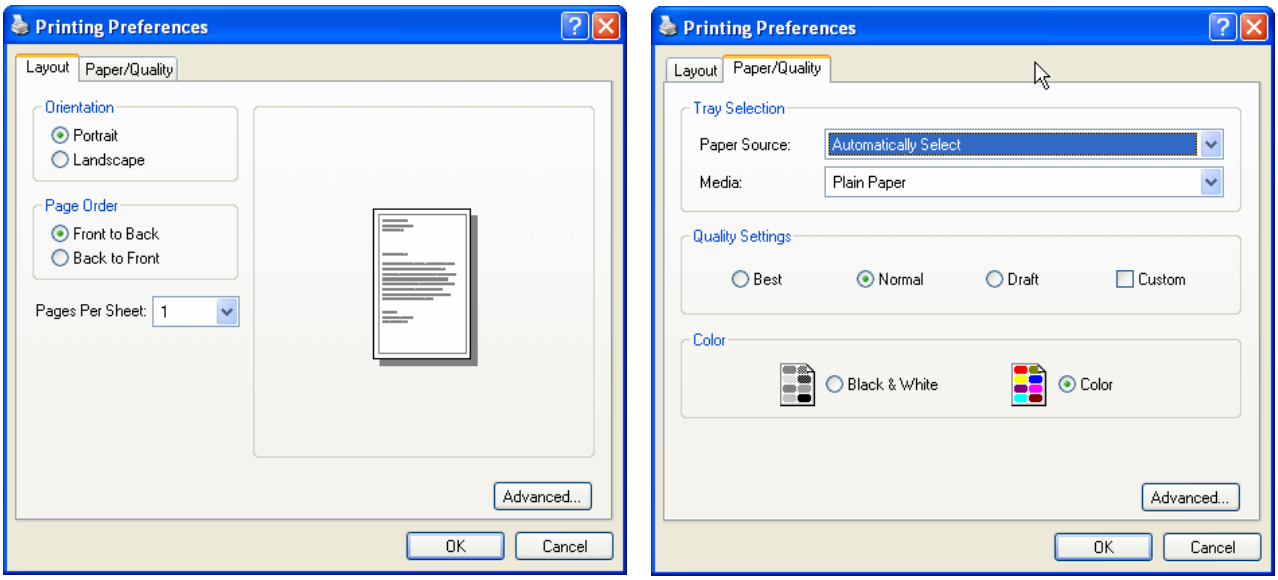
Remember, one printer serves the two computers at each table. The automatic switch tells the printer which computer is trying to print but you will have to decide who goes first.

1. **Sending information to the printer**
   - **a.** Bring up **WordPad** from the **Task bar**.
   - **b. Click** on the **Print Preview** button.
   - **c.** If the appearance is OK**,** click on the **Print** button. After a brief delay, the printer will start printing.
2. **Adjusting the Printer Settings** (also see next page)
   - **a.** Choose **Print** from the **File** menu. Note that when you print using the printer button on the Toolbar, the default settings will be used, so you cannot choose other settings.
   - **b.** Explanation of choices in the printer **Dialog box. (**These may vary with different printers and with different programs)
     - **i. Choose the printer**. There is only one per table in the classroom but if you have more than one printer at home, click on the arrow and select from the menu.
     - **ii. Properties or Preferences**. Again, these vary according to the printer make and model.
     - **iii. Page range.** There are several choices — usually the default is the whole document.
     - **iv. Number of pages.** The default is 1 but you can replace the "1" with any number.
     - **v. Other** settings and options are usually available.

**Figure 4. Printer settings** (see outline for Week 4, Page 6, E.2.b.)




The above dialog boxes show settings options for the HP Deskjet 710 printer. The printer was the same but the programs were different — WordPad at the left and Microsoft Word at the right. More options and information are available in Word but the basic settings are the same. First the printer is chosen and its default settings are shown for number of copies, page range, etc. In page range, note that you may select the whole document, one or more pages, current page (if more than one page in the document), and selected text. The latter is very handy with Web pages, for example, where a single page may take up many printed pages. Just highlight what you want and print out only that selection.




These views show dialog boxes when the Preferences or Properties button is clicked. Layout to the left and Paper/Quality at the right. The Advanced button will take you to even more optional settings.

# Week 5

## Word processing, Drawing, and Graphics Programs

## A. WordPad (Writing a letter)

1. **Open WordPad from the start menu.**
   (See **Firgure 1** for appearance and location of **a. through e**. below.)
   a. **Title Bar** identifies the program you are in.
   b. **Menu Bar** gives access to commands by clicking on each menu
   c. **Tool Bar** is an alternative to Menu commands. As you hover the mouse cursor over each button, its function is revealed in a little box just below the mouse cursor and is also described in a bar at the bottom of the window. Try it. The same is true of the buttons in the Format bar.
   d. **Format bar** controls the appearance of text.
   e. **Ruler** is used to change TAB settings.

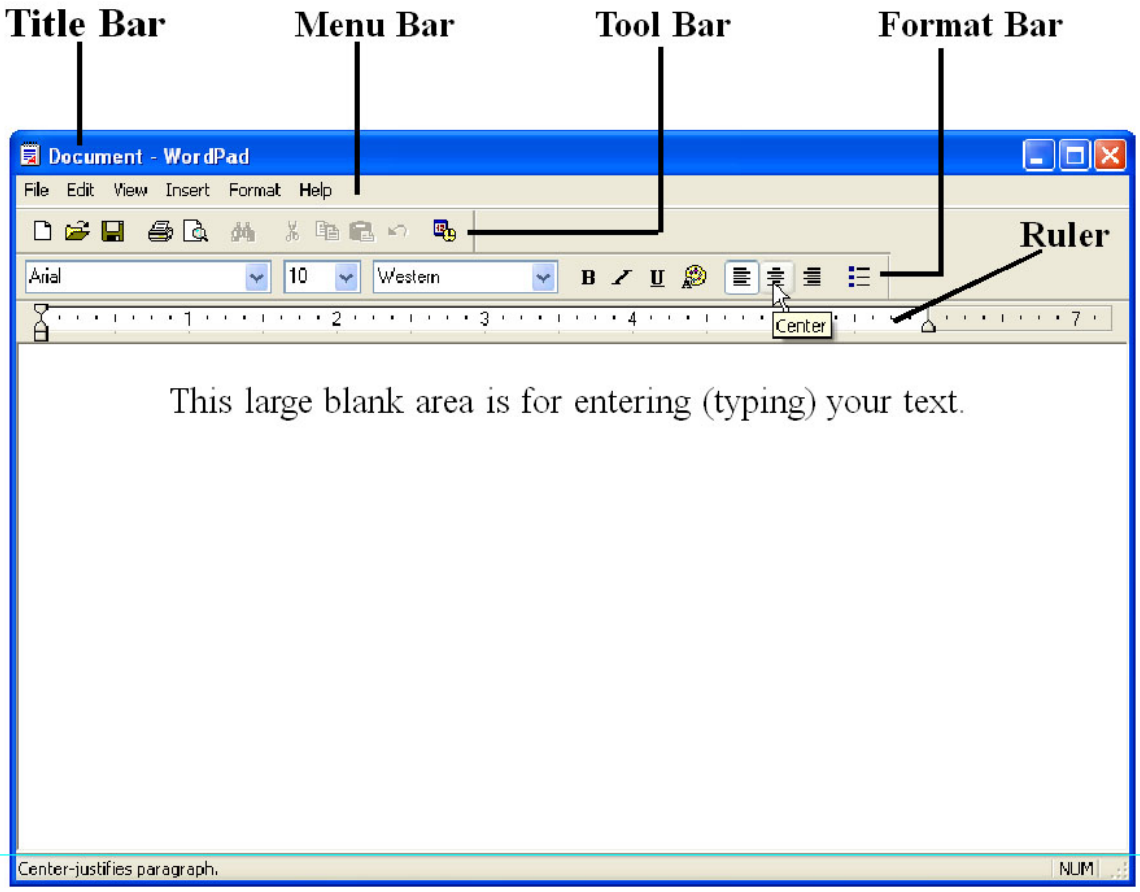
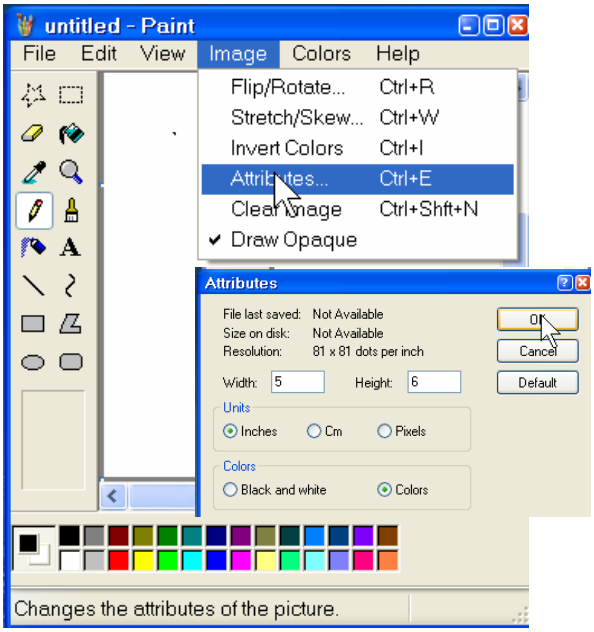


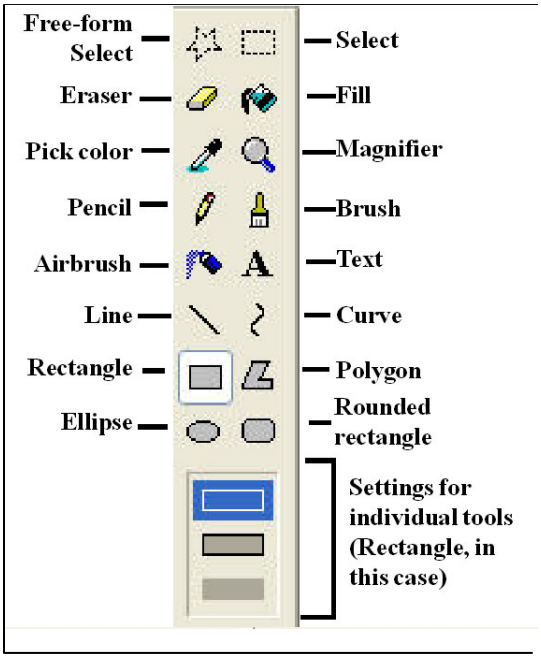

**Figure 1. WordPad.** *This window is fairly typical of a word-processing program, although more sophisticated programs offer more features. The bars at the top of the window provide all of the commands and formatting tools necessary to create documents. You can even insert objects, such as pictures, provided they are sized and enhanced beforehand.*

2. **Creating a letterhead with WordPad**
   - **a.** Type your name and address, pressing **Enter** after each line.
   - **b.** Press Enter again, type the word, "**date**" and press **Enter** twice.
   - **c.** Highlight the lines containing your name and address.
   - **d.** Click on the centering tool in the Format Bar.
   - **e.** Click on the Font box and choose **14**, click on it.
   - **f.** Highlight your name and choose **20** from the Font size box. Click on the B button to apply boldface to your name.
   - **g.** Save your work as **Letterhead** in your personal folder.
   - **h.** Close the WordPad Program.
   - **i.** Check your folder for **Letterhead** file.
3. **Using your Letterhead file to Write a letter.**
   - **a.** **Right** click on **Letterhead** file in your personal folder. Choose **Open with** and click on **WordPad.**
   - **b.** Choose **Save As** from the File menu.
   - **c.** Save the file as **Begging** in your personal folder.
     **Note**: By saving this file with a different name, the Letterhead file will still be available to use again for another letter.
   - **d.** Double click on the word, **date.**
   - **e.** Type today's date and press Enter twice.
   - **f.** Type "Dear Parents" and press Enter twice.
   - **g.** Type "Please sends me some money. I'm hungry."
   - **h.** Press Enter twice and type "Love."
   - **i.** Press Enter 4 times and type "Robin."
   - **j.** Save your work.
   - **k.** Highlight the name "Robin."
   - **l.** Click on the **Font** pop-down menu and select **Arial Black.**
   - **m.** Save your work.
4. **Searching and replacing words in your letters.**
   - **a.** Choose **Replace** from the Edit menu.
   - **b.** Type the word "Robin" in the find box.
   - **c.** Type the word "Bill" in the **Replace** with box.
   - **d.** Click on the **Replace All** button.
   - **e.** Close the program window.

## B. The Paint Program, (making a party flyer).




1. **Choosing the size and color.**
   a. Load **Paint** from the **Accessories** menu.
   b. Choose **Attributes** from **Paint's Image menu**.
   c. **Set the width to 5 inches. The height to 6 inches and the colors to colors.**
   d. Click on **OK**
   e. Save your work as **Party Flyer** in Your personal folder. (Use **Save as** the first time, so you can name the file.)
2. **Making a Border.**
   a. Click on the **rectangle** tool.
   b. Draw a **rectangle** by pointing the **cursor** near the upper **left corner.**
   c. Hold down the **left mouse button** and **drag** the **crosshairs** down and to the right.
3. **Adding Color.**
   a. Click on the **Fill with color** tool**.**
   b. Pick on the **color** you want to use from the **color box (**right or left click)
   c. Click inside the **rectangle.**




4. Adding **Text** to your banner.
   a. Choose black from the **color box** (left click).
   b. Click on the **Text icon** which is the **letter A**.
   c. Click on the left side of your page. If the **text toolbar** doesn't jump on the screen go to the **View menu** and select it.


   d. Choose **Arial** from the **Font box** and select **font size** of **48.**
   e. **Left** click twice slowly in the **top left** corner of the colored rectangle.
   f. **Drag** the **text box** to the **right edge** of the **Rectangle.**
   g. Type **Party Time!!!** In the **Text Box.**

5. **Drawing Circles and Ovals.**
   - **a.** Click on the **Ellipse** tool icon.
   - **b.** Draw an oval (balloon) beneath the banner.
   - **c.** Color the balloon.
   - **d.** Draw a second balloon and color it.
6. **Erasing your artwork.**
   - **a.** Click on the **Eraser** tool icon.
   - **b.** Erase the second balloon you just drew**.**
7. **Drawing lines.**
   - **a.** Click on the **Brush tool**.
   - **b.** Add a wavy line to the bottom of the balloon.
   - **c.** Save and close program.

## C. Image Display and Editing Programs

Paint is a useful program for drawing but has only limited tools for displaying and editing/enhancing digital images, such as photographs, for example. Graphics is the process by which the computer displays data pictorially — thus, an image appears on your screen. Digital photographs have become very popular for emailing, printing, posting on Web sites, creating slideshows, etc. So have scanned images of old film prints.

1. **Viewing images in Windows XP.** This version of Windows comes with a program called **Windows Picture and Fax Viewer**. With image files it will always be listed in the **Open with** menu and can be made the default if you wish. Try it on sample photographs.
   - **a.** Open **My Documents,** open **My Pictures**. And then open **Sample Pictures**. Note picture tasks in the left-hand panel.
   - **b.** Right click on one of the photographs and open it with **Windows Picture and Fax Viewer. (**See Week 4 if you need a review of the **Open With** procedure.)
   - **c.** A large view of the photo fills all or most of the screen. There are tools at the bottom of the window, allowing you to zoom in and out, rotate, etc.
   - **d.** Close the Viewer. In the tasks panel, select **View as a slide show**. Use the arrow keys to go forward or back. Press the escape key to close the slide show.

2. **Viewing images in other Windows and non-Windows programs (**Windows 98 also applies here.) **Note:** In Windows 98, you may have to hold down the **Shift key** while right-clicking to bring up the **Open with** menu.
   a. **Paint.** Paint will display photographs and drawings quite well if you click on View in the menu bar and select View **Bitmap.** Click on the image and close Paint.
   b. **Internet Explorer** will display JPG and Gif files, commonly used for the Internet, but not other image formats. Also, if the files are very large, only a portion of the picture will be displayed on the screen.
   c. **Irfanview** is about the best image-viewer we know of. It is a free program that can be downloaded from **www.irfanview.com**. It will load just about any graphics file, no matter what format, and it is very fast. We will be demonstrating how to download files in Week 6. If you cannot download it yourself at home, please contact one of your instructors.
3. **Image-editing programs.** If you have a digital camera and/or a scanner, an image-editing program may have come with it. Suites, such as Microsoft Office and Works Suite, usually include such programs. We all have our favorite programs — **Adobe Photoshop Elements, Roxio PhotoSuite**, etc. On the classroom computers, we have **Picture it!** which is included with Microsoft Works Suite.
   a. Go to **My Documents,** click on the **My Pictures** folder, and open **Sample Pictures** folder.
   b. Right click on **Blue Hills** and open with **Picture It!**
   c. Select **Levels Auto Fix** in the **Touchup** panel. This may not be what you want, so go to the **Edit** menu and click on **Undo**.
   d. Go to the **File menu** and select **Save as**. Click the pop down menu in the **Save in:** box. Scroll to the top of the menu and click on **My Documents**. Then double click on your **Personal Folder.** Click on the **Save** button**.** The reason for this step is so that you can make any changes to this photo you wish. The original will still be in the **My Pictures** folder for other students.
   e. Now try clicking on **Brightness and Contrast.** Slide the Brightness and Contrast settings back and forth. Or, click the up and down arrows to the right of the slides. Click **Done** when you have what you want.
   f. Try some of the other editing features, such as changing the blue hills to green……

# Week 6

## CD Recording, Internet and Email

## A. CD-R/RW Recording

Please review Week 3, page 10, F. 2.

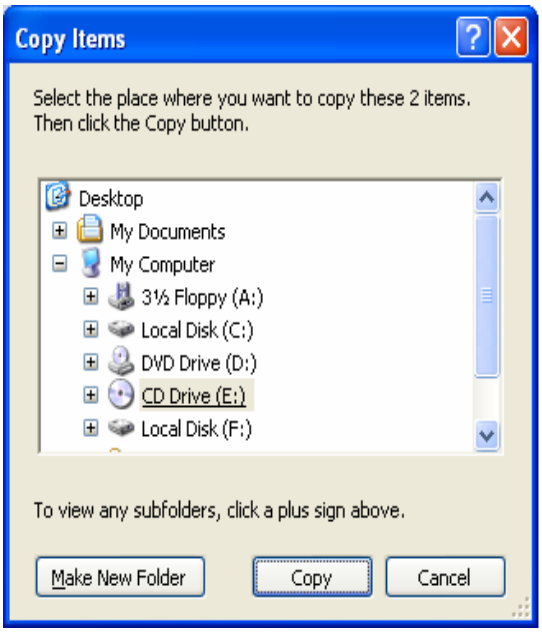
1. **To copy files and folders to a CD-R**
   For this exercise, we will use the software that came with Windows XP. It is a limited program but works fine for simple backups/copies of data, including pictures, songs, etc. If you have a CD recorder (burner) at home, you may have a better software program — by all means use it.

   **a.** Using the CD from your book, there is still room for more data to be added. Insert in the lower CD drive. Please see **Week 1, page 3, Figure 1** if you need to review. Press the little button at the lower right of the drive (just above the floppy drive).

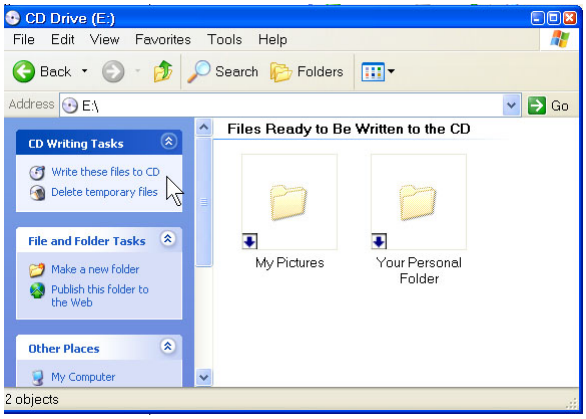
   **b.** Open **My Documents** from the Desktop and click on your personal folder to highlight it. Do not open it. While holding the **Ctrl key** down, click once on the **My Pictures** folder. Now both folders should be highlighted (selected).

   **c.** Be sure the left-hand panel is showing. If it is not, change to full screen. **Under File and Folder Tasks**, click on **Copy the selected items**. **(**If you had selected only one item, you would have had a choice of **Copy this file** or **Copy this folder**.)

   **d.** In the **Copy items** dialog box, to choose where to copy these items, select the **CD-RW drive (E).** Click on **Copy.** **(Figure 1)**



**e.** Open **My Computer** and **double** click the CD recording drive. Window displays a temporary area where the files are held before being recorded to the CD. Verify that the two folders are showing under **Files ready to be written to the CD.** (Note the little arrows pointing down on each of the folders icons.) **(Figure 2)**




**f.** Under **CD Writing Tasks** in the left-hand panel, click **Write these files to CD**. Windows displays the **CD Writing Wizard**. — **(Figure 3)** Follow the instructions in the wizard.


**g.** After the folders have been copied to the CD, eject it from the recording drive by pressing the drive button. (This may happen automatically.)

**h.** To verify that your folders and files are on the CD, insert it in the uppermost CD drive (the "non-recording" drive). Open the drive (it may do so automatically) by double clicking on **D:** in **My Computer**. The two folders should appear and you should open each one to be sure all the files are there. If the disk has not been "finalized," additional items can be recorded at another time until the disk is full.

**2. Alternative Method to Copy Files and Folders to a CD-R**

This method is essentially the same as under A. above but may be easier for some users.

**a.** Insert your CD, which has room for more data, into the CD recorder. This is the lower CD drive. Please see **Week 1, page 3, Figure 1,** if you need to review. Press the little button at the lower right of the drive (just above the floppy drive).

**b.** Open **My Computer** and **double** click the CD recording drive. If it opens in full screen, restore it by clicking on the middle button in the upper right corner.

**c.** Open **MY Documents.** Be sure both folders are showing.

**d.** While holding down the **Ctrl** key, drag **Your Personal Folder** to the CD Drive folder and then select **copy** from the menu. Do the same with the My Pictures folder. Now the CD Drive folder appears as illustrated in step **e**. (Figure 2) on the preceding page. Then follow steps f. through h.

**Note: As long as a blank CD-R disk is in CD recorder, v**irtually any method used to copy a file or folder to the CD recorder will work by bringing up the CD **Writing Wizard —** for example**,** you can use the **Send to** command (right click on the file to be copied) to copy a file or folder to the disk in the CD recorder. Then follow instructions **f. through h.** under A.1. for the rest of the procedure.

**3. To copy files and folders to a CD-RW**

Please review Week 3 outline, page 10, **F. RW** disks allow you to record over what are already there and release the space that the original file or folder had occupied. A CD-R does not release the space, in which case, the up-dated item will require additional space. A CD-RW costs more than a CD-R but may be well worth the extra cost if you are frequently backing up updated data.

To record a CD-RW on the classroom computers, the procedure is the same as under **A.1. and A,2,**

## B. The Internet and World Wide Web

The **Internet** was created originally by the US Department of Defense in the 1960's and was expanded by academic researchers in the 1970's. In 1985, the National Science Foundation began a program to establish Internet access for U.S. and international educational and research institutions. In the 1990's, there was a huge increase in the number of computers connected to the Internet and it was estimated that at this rapid growth, everyone in the world would have an email address by the year 2000.

Basically, the Internet is a huge collection of computers (servers) networked by wires and satellites.

The **World Wide Web (www)** resides on the Internet. It is a network or collection of Internet servers that follow the HTTP protocol and support specially formatted **documents** in the HTML computer language. These documents are the **Web pages** or **Web sites.** To access these sites, A software program, called a **Web browser,** is necessary. The Web browser allows you to flip through the pages of a Web site or to jump from site to site. Windows includes a browser, **Internet Explorer.**

Before you can use a browser, **Internet connections** have to be set up. Connections may be **Dial-up though a modem,** using ordinary telephone lines, or **high speed connections**, which are many times faster than **Dial up**. High speed connections are commonly via **Cable, Satellite, or DSL.** DSL connections require special telephone lines.

No matter what type of connection you use, you need an **ISP (Internet Service Provider)**. Locally, there are a number of ISPs. Cable and Satellite companies offer

their own ISPs. For dial-up and DSL, there is a choice. National providers, such as AOL and MSN, may or may not have local phone numbers. If you are using a phone line for connection, be sure it is local or you may run up a huge bill. ISPs will provide you with instructions on configuring your connection. In the classroom, we are using DSL and our ISP is alink (AlphaLink Technologies).

## C. Internet Explorer (see Figure 4)

1. **To surf the www (world wide web).**
   - **a.** Go to Quick launch (on taskbar) or Desktop and click on the icon of Internet Explorer — the big E.
   - **b.** In address bar, type www.lccsohio.org. Click on **Go**. (see **Figure 4** on next page)

**Note**: Org stands for organization, Net=Networks, Com= commercial, Gov= government, Edu= Education,
Foreign sites have an abbreviation for their country.
e.g., UK= England, SP=Spain, etc.

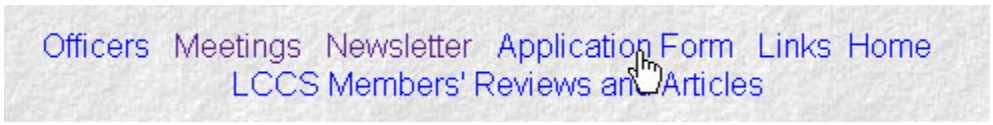
- **c.** Go to tools and select Internet options
- **d.** On the General Tab under **Homepage address**, click on **Use Current**. Click on **Apply** and **OK**.
- **e.** On the new home page, use scroll bar and go to the paragraph beginning, "Our general meetings…." The word **meeting** is in blue — this means it is a **hyperlink**. Note that, as you **hover** the mouse over the **hyperlink**, the cursor changes from an arrow to a hand. When you **click** the mouse, you are taken to the Meeting page.

**Note**: A **Hyperlink** takes you to other pages in the same site, or to other Web sites.

- **f.** In the **Address bar,** type (your choice). Check it out!
- **g.** Then in the Address bar type **Google.** MSN Search window comes up.
- **h.** Go to **Google search engine**. A **Search engine** helps you find things and information on just about any subject. But beware — not all information is correct. Some other search engines are: Yahoo, AltaVista, Excite, HotBot, and Lycos, just to name a few.
- **i.** In the blank Bar, type **Maps,** click Google search. On Web Results, 1-10 of about 132,000.000 hits for the word, Maps. Click on Yahoo, **Maps** and **Driving Directions**. Fill out form. In the address bar, type "745 E. Main St. Newark, Ohio 43055." Click on **Get Map**. **(See Figure 5** on page 6.**)**
- **j.** Click on **Printable Version**.
- **k.** Beside the **Back** button, click on the small down Arrow to see a menu of where you have been.
- **l.** Click on **Licking County Computer Society**.
- **m.** Close Internet Explorer.

# Figure 4. Internet Explorer
# Showing home page of the Licking County Computer Society






This is the view you have in Internet Explorer after you have finished steps C.1. a. through e. on page 4 of the Week 6 outline. At the top of the screen are the usual Title Bar and Menu Bar. Just below these is a Toolbar with buttons specific for Internet Explorer. Hover the mouse pointer over each one to find out what it does. At the far left of the bar are two arrows. The one pointing back is highlighted and, if clicked, will take you back to the previous Web page you were viewing. If they are both highlighted, you can go both ways, and by clicking on the tiny down arrow between them you can choose any of recent pages you have accessed. The Address Bar is just below the Tool Bar.

The two views below the main picture are enlarged views of hyperlinks. On the left is a link to the Meeting page and on the right, links to any page on the site. Note that the mouse cursor changes to a pointing hand when it is over a hyperlink.

# Figure 5. Surfing the World Wide Web.

This view refers to outline for Week 6, page 4, C.1.i.


After you have searched for maps in the Google search engine and clicked on Yahoo Maps and Driving Directions, this form appears.

The address is the location of Zerger Hall. In most forms, the tab key will take you to the next blank area, or you can use the mouse. Remember, wherever you see the little down arrow (looks like a v), there are choices after it is clicked.

This is the map that appears after clicking on the Get Map button in the box illustrated above. The star shows the location of Zerger Hall. You could zoom in to get more street names (e.g., O'Bannon) or zoom out to see more of Newark , the county, etc.

## D. Sending Email in Outlook Express

### 1. Open Outlook Express.

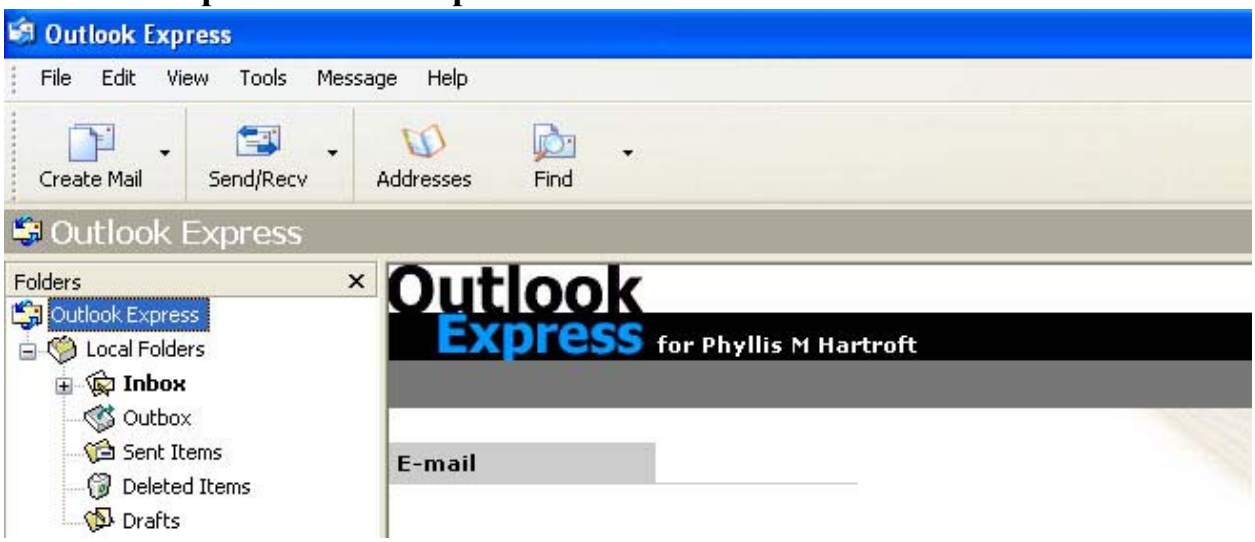



***Figure 6*** *shows the top portion of the screen when Outlook Express is open. The buttons in the Tool Bar have captions below the icons. The tiny down arrows reveal options. In the left-hand panel are folders for holding email: incoming (Inbox), outgoing but not sent (Outbox) and Sent Items. The view on opening can be changed by going to the Tools and View menus. In particular, if the Preview Pane is showing when you open the Inbox, be sure to disable it. Go to the view menu and select* ***Layout Properties.*** *In the dialog box, uncheck the box next to "show preview pane" under Preview Pane. Reasons for this are given in the outline (D.1.c.).*

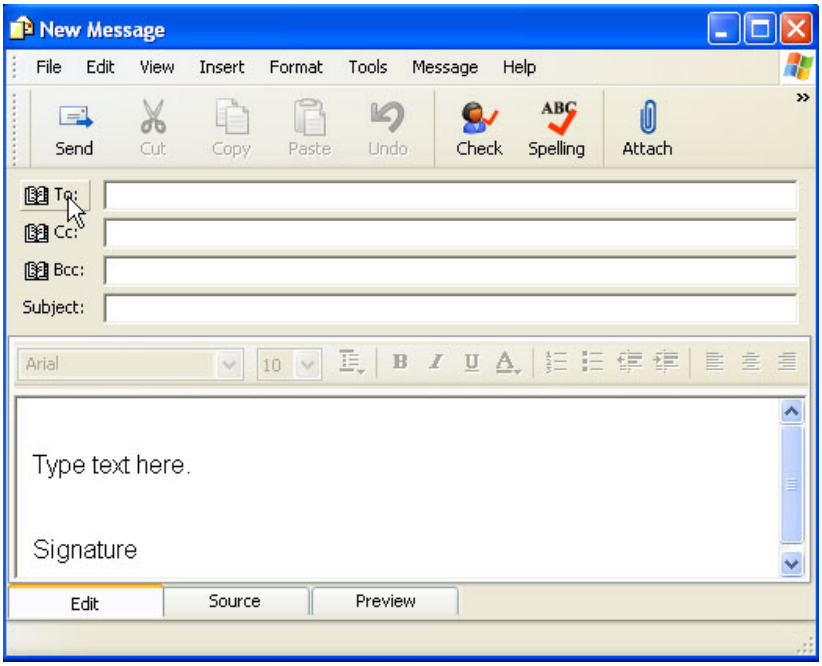
- **a.** Go to **Start, All Programs,** then to **Outlook Express.** Click on it.
- **b.** When **Outlook Express** opens, click on **Inbox**.
- **c.** Change the preview window. Go to **view** on menu bar and click on **layou**t. In layout window under **Preview Pane,** click **off** show preview pane, **apply** and click **OK**. The reason for doing this is to keep from automatically opening a spam email or an email with a virus.

### 2. Create Mail

- **a.** Click on **Create Mail** to bring up window for **new message** (**Figure 7).**
- **b.** Fill out forms. Address is very important, must be exact — no misspelled words or numbers and no extra spaces! If you misspell part of the email address, your message will bounce back to your own mailbox, with a confusing undeliverable message attached.

## Figure 7. New Message

*By clicking on the **Create Mail** button (left-hand button in the toolbar above), the New Message window appears. Again, the buttons in the toolbar of the New Message window are labelled. Fill out the forms: email addresses or display names from your address book go in the **To:** line. The other lines are explained in the outline. (Outline, D.2.). When you are ready to send the email, click on send. It will go to your Outbox and will remain there until you click on the Send/Recv button in the main Outlook Express window.*




**c.** Using the **Address Book**. One way of preventing misspelled email addresses is to save them, with a display name, in the Address Book. If you have sent that person an email previously, or have saved senders' email addresses and display name to your address book, click the word ***to*** next to the address box. A window appears, listing the names of people in your Address Book. Select one or more and put it in **To, Cc** or **Bcc.**

**d.** Explanation of the "copies." **Cc.** stands for carbon copy. In other words, all the people whose names are put here will receive the same message, and their **names will appear** in the email. **Bcc**. Stands for Blind carbon copy, names will not be on email.

**e.** **Using the Tab key, go to the Subject line.** The subject line should always be filled in. Just a short word or two is all that is needed. It helps your recipient know what your email is about so that he or she can choose to respond right away or file it in the "I'll respond when I get around to it" box.(It may also distinguish it from spam.)

**f.** Click on **Tab** and the I bar is in message area ready for typing..

**g.** **Attachments.** Documents and photos may be sent in the email message. Just click on **Attach** and a window comes up, in **look in** box click **on your folder**. Choose Froggie, click on **attach** and it is on your email.

**h.** Click on the **Send** button when finished and it will go to the **Outbox.** The next time you click on the Send/Rec button, it will be sent to the recipient(s).

**Note:** If you ever receive a message with an attachment that ends in the letters **EXE** or **VBS**, please delete the message immediately without opening it — even if the message comes from a trusted friend. Those attachments are the easiest way for evil people to send virus and worm programs into computers. After these programs get into your system, they replicate, sending copies of themselves to everybody you know-all you friends-without you knowing what's going on. For complete peace of mind, buy an antivirus program and keep it updated faithfully. (This is taken from *Windows XP for Dummies* by Andy Rathbone**.)**

# Week 7
# Maintenance, Trouble Shooting, Updating and Backups in Windows XP

## A. Review of Week 6

**1. Internet and Email — question and answer period**

## B. System tools

To get to System Tools, open My Computer, **right** click on the **C: drive**, and click on **Properties**. The properties window appears as **General** — see tabs at the top of the window just below the Title Bar.

**1. Disk Cleanup (Figure 1).**

**a.** Click on the **Disk Cleanup** button; the Disk Cleanup window appears. It has a list of folders containing files that may be deleted if you wish. Each item in the **Disk Cleanup** list is followed by the number of kilobytes that will be gained by "cleaning" it, and the total is shown below the list. Generally, it is safe to choose all of them but you may also be selective. By highlighting each one, either a View Files button or information about the item appears below the list. ( As you know, you may also delete files from the **Recycle Bin** easily from the Desktop.)

**b.** Click on **OK**. A message appears. Click on Yes if you still wish to delete files in the selected items.

**c.** Now you are back to the **Properties** window.

**2. Tools —** Two tools appear when you click on the **Tools** tab.
**Note**: Those running Windows 98 or 95, should use the **Windows 98 Course Outline** at home. If you did not get one, there are extras on the shelf. Please ask the instructor.

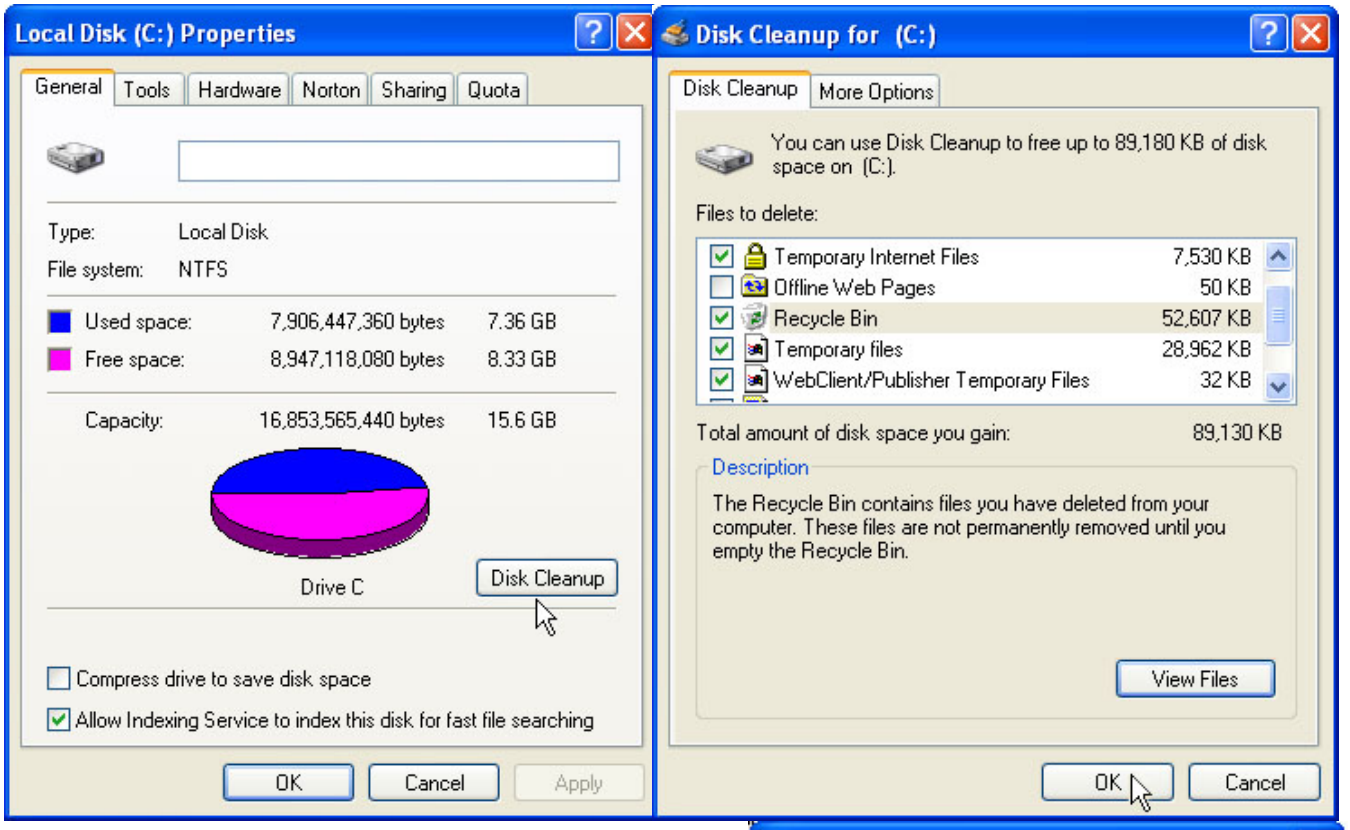
**a. Error checking**. Click on **Check Now**.

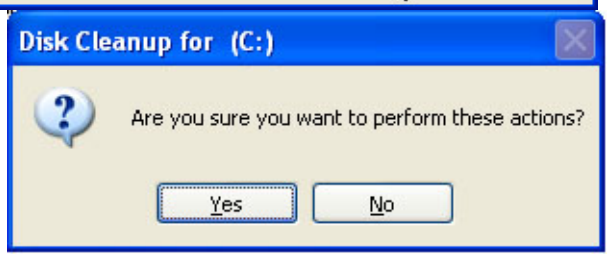
**i.** Under **Check disk options,** click on the box for **Automatically fix system errors** and then click **Start.**

**ii.** A message window appears saying "You do not have sufficient rights to check this drive." Click on OK to close the message.


The reason this happened is that your user account is limited. Only the Administrator can do this – **at home, if you are the only user, you are the administrator),** and you will be able to complete the step. The rest of the steps for Error checking are illustrated in **Figure 2.**

**Figure 1. Disk Cleanup (see Week 7 outline, page 1, B.1.)**



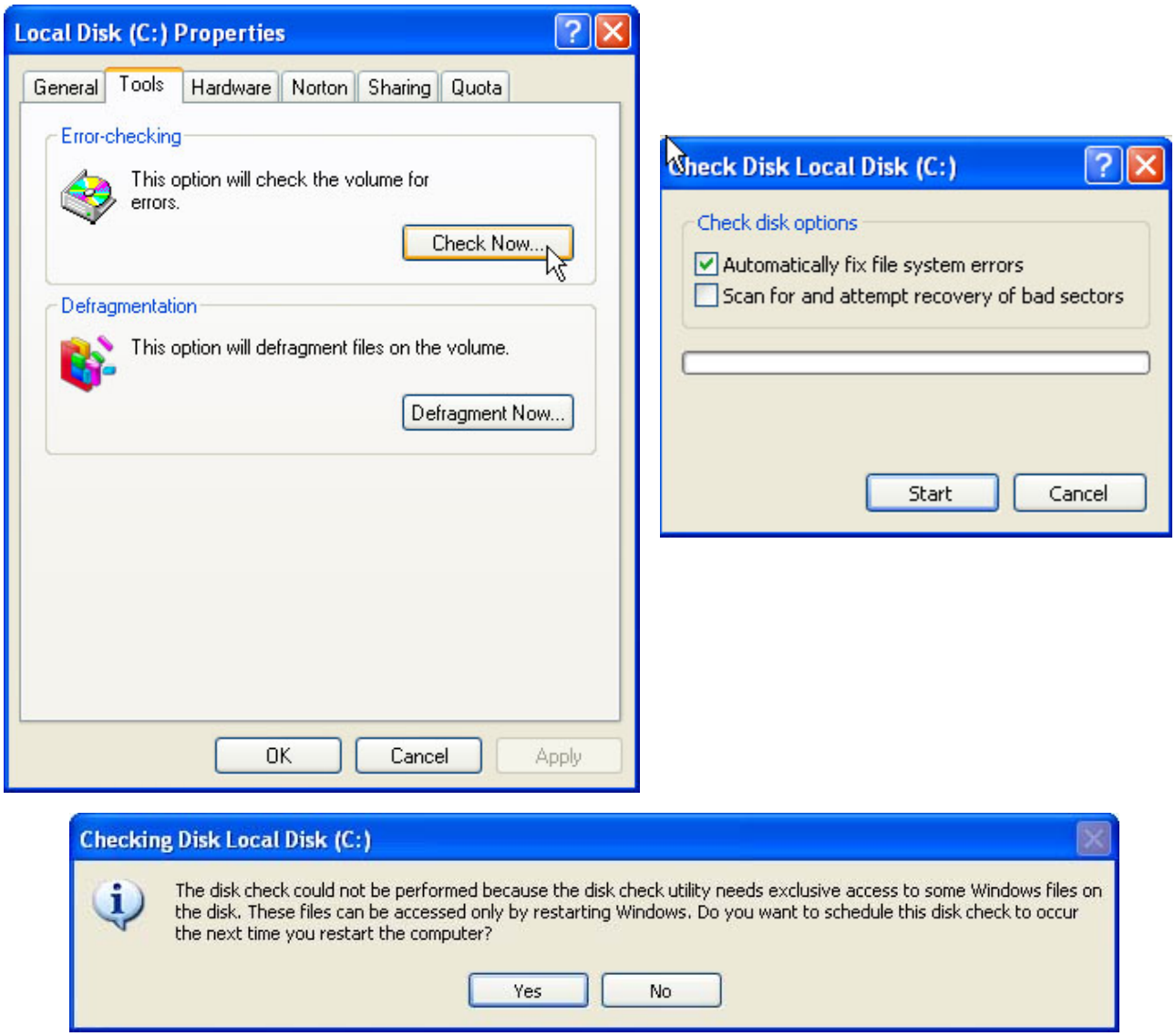

**Above, left:** Properties window of the C: drive. To get to this screen, right click on the C: drive in My Computer.

By clicking on the **Disk Cleanup button,** the **Disk Cleanup window (above, right)** appears. It contains a list of items that can be emptied if the little boxes to the left of each is checked. The number of kilobytes that can be saved is listed on the right. Highlighting one item at a time reveals information under Description. With some, it is possible to view a list of files inside the folders.

When the OK button is clicked, a message comes up making sure you want to proceed with this step. Click Yes to do it.

Also see Outline for Week 7, page 1.

**Figure 2. Tools — Error checking**




When the Tools tab is clicked in the Properties Window (upper left on the previous page), the view at the upper left appears. It has the two tools for Error checking and for Defragmentation. Here, the Error checking is selected by clicking on the **Check Now** button. Another dialog window appears, with two options. The one for automatically fixing file system errors is checked. The second option is a surface check to find and attempt to recover bad places on the hard drive. Usually, this is not necessary unless physical damage to the disk is suspected. When the start button of this window is checked, the scan is started, but then a message comes up (the lower illustration). As you can see, it wants to schedule the rest of this procedure for the next time the computer is rebooted. **Click yes.**

The reboot does not have to be done immediately, but should be completed before using the **Defragment** tool. (See next page.)

**b. Defragmenter tool (Figure 3)**

*Disk Defragmenter consolidates fragmented files and folders on your computer's hard disk, so that each occupies a single, contiguous space on the volume. As a result, your system can gain access to your files and folders and save new ones more efficiently. By consolidating your files and folders, Disk Defragmenter also consolidates the volume's free space, making it less likely that new files will be fragmented.* (From Windows Help)

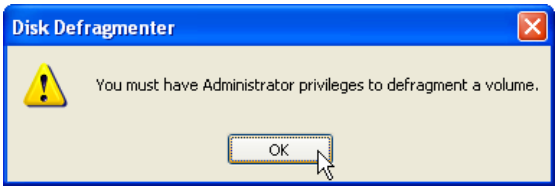
It is always wise to use **Disk Cleanup** before **Defragging**.

You should be back at the window with the tools tab active before beginning the steps below.

**i.** Click on **Defragment Now** button to bring up the **Disk Defragmenter** window.

**ii.** The C: drive should be selected (highlighted). Click on the **Defragment** button near the bottom of the window.

**iii.** Again, a message comes up that you are not allowed to defragment a volume. Click on OK.




**iv.** Please look at **Figure 3** on page 5 for a description of subsequent steps.

**v.** Exit out of the Properties window to go back to the Desktop.

How frequently you run the tools described above depends on how often and what kind of programs you use. In general, if you use your computer almost every day, it is wise to check for errors and to defragment every month, or more often with heavy use.

## C. Windows Update — (Figure 4) — *It is a catalog of items such as drivers, security fixes, critical updates, the latest Help files, and Internet products that you can download to keep your computer up-to-date*. In Windows XP, updates are always available on Microsoft's Web site.

**1. Automatic Update**.

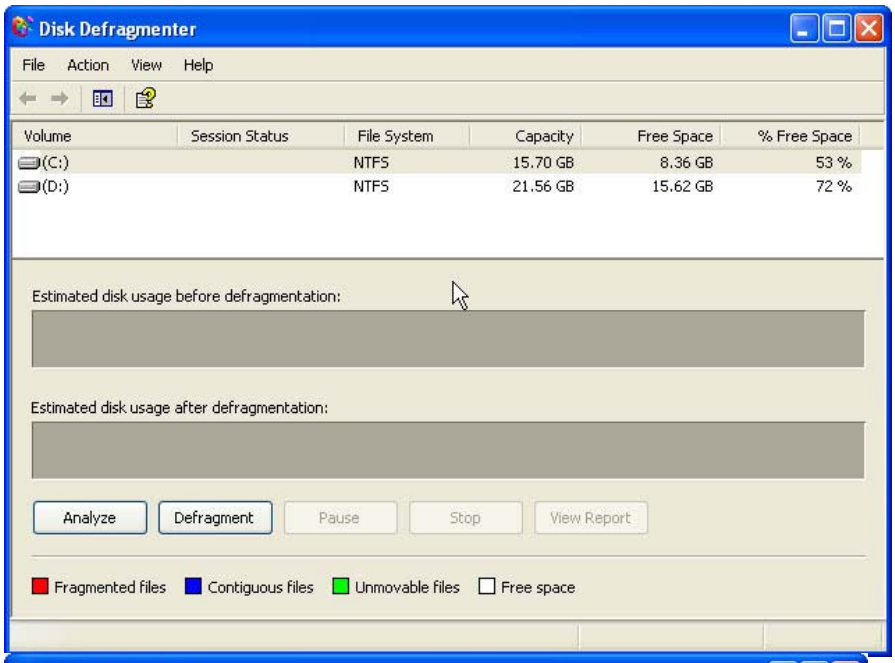
Unless you have turned off **Automatic updates,** critical and security updates are downloaded after Microsoft scans your computer to generate a list of critical updates. It is done in the background whenever you are online. This is when you may see a "balloon" message in the system tray (notification area) telling you that updates are ready to install. You can view the updates first, if you wish. There are optional settings for this feature. (You have to be administrator to do this.)

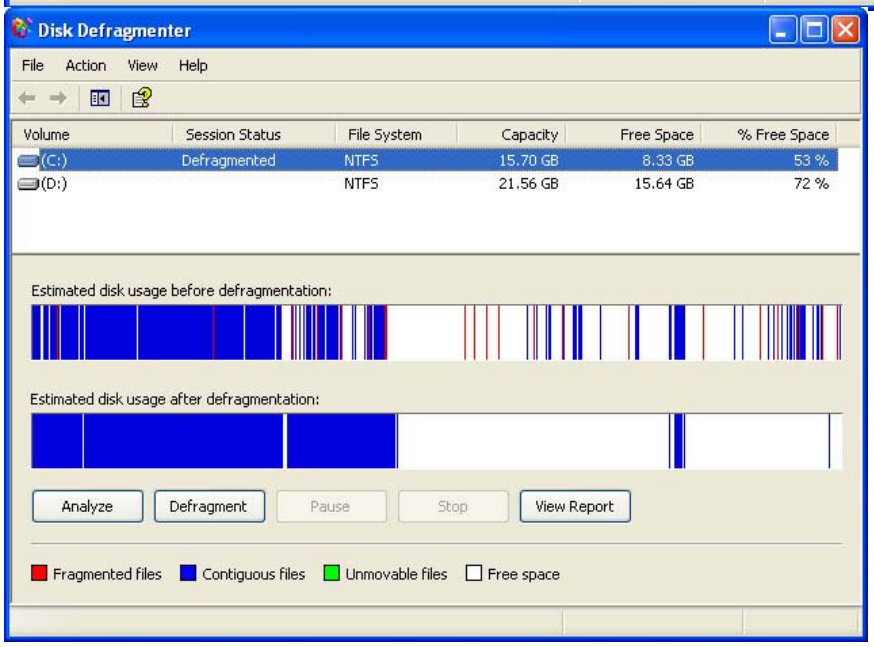

# Figure 3. Defragmentation

(see outline for Week 7, page four, 2,b.)

This **view at the left** appears when the Tools tab is clicked in the Disk Properties window. After the error checking has been completed, click on the **Defragment Now** button. The views below appear.

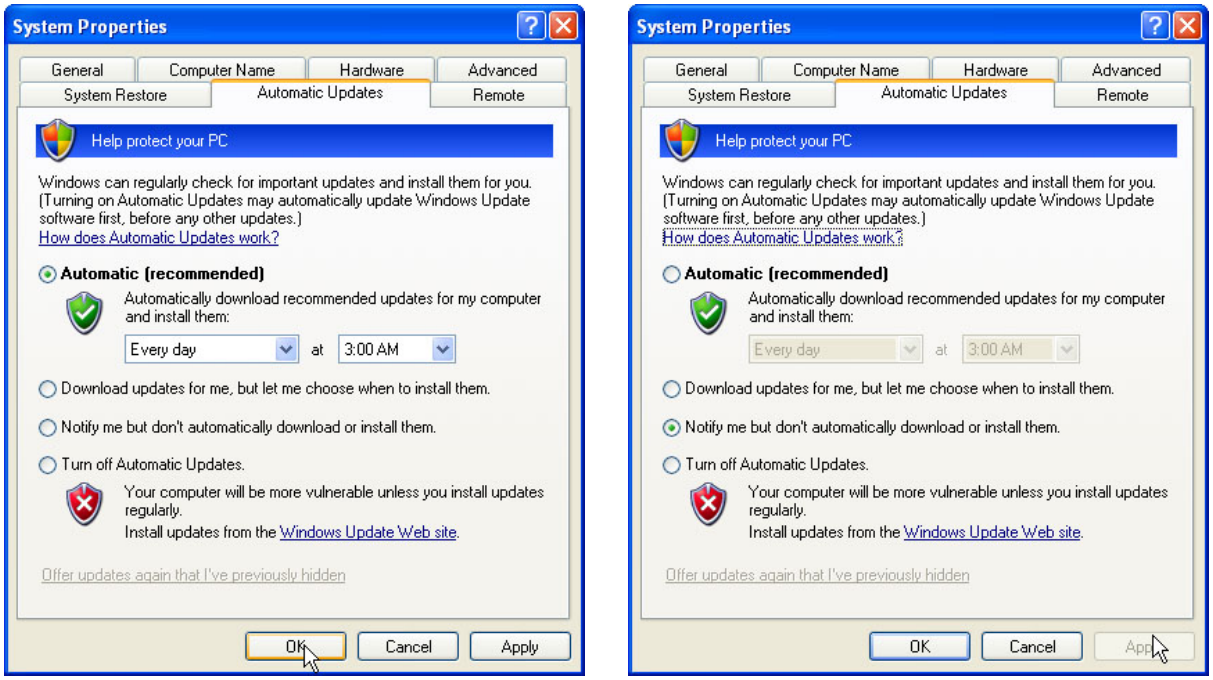
The **middle view** shows the Disk Defragmenter window before beginning the procedure. Choose (highlight) the disk you wish to defragment. Note the two blank horizontal bars. Click on the **Analyze** button. When this finishes, the report is shown graphically in the upper of the two bars (see illustration below). Now click on the **Defragment** button. By watching the lower bar, you get an idea of what Disk Defragmenter is doing.




Each vertical line has a color corresponding to the code at the bottom (cannot be seen in your black and white copy). They begin to be moved around. The procedure may take a while so you don't have to watch it. After defragmentation is complete, the view is quite different. Not only have files been defragmented but the free space (white) has been consolidated for future (unfragmented) files.

## Figure 4. Windows XP Updates — optional settings




**Upper left-hand view.** After you have right clicked on MyComputer and selected Properties, the System Properties window appears. From the tabs at the top of this window, **Automatic Updates** tab is selected. Microsoft recommends the setting that gives you no choice — i.e., available updates for your computer will be downloaded and installed automatically.

**Upper right-hand view.** The next two options give you a chance to decide whether or not to install the updates. A good choice, if you want control over the updates, is the third option. You would be notified when updates are availble for download and installation but it will not be done automatically.

The fourth option is to completely disable Windows Update. Since many of the updates are for added security, this is risky. You should then go to Windows **Help and Support** and click on **Windows Update** at regular intervals**.** You will be taken to Microsoft's Windows Update Web site where your computer will be scanned for available updates. You can then choose from a list of updates for download and installation.

**Service Pack 2** is an impoprtant update for Windows XP. It should not be downloaded and installed automatically for two reasons. First, it is very large so you may wish to get it on disk. Second, there are guidelines for preparing your computer before installation.

**a.** Right click on My Computer and select Properties. Click on Properties.

**b.** Click on Automatic Updates in the tab at the top of the Systems Property window. Click the option you want:

**i.** Automatic (recommended). The updates will be downloaded and installed in the background. No notification.

**ii.** Download updates for me but let me choose when to install them. You are notified when updates are ready to install. You may view them and select specific updates that you want to install. This is a good compromise.

**iii.** Notify me but don't automatically download or install them. Windows finds updates that apply to your computer but does not download or install them until you select ones that you want.

**iv.** Turn off **Automatic Updates.** In order to get updates with this option, you should go to the Help and Support Center in the Start menu and click on **Windows Update** under **Pick a Task.** You will then be taken to Microsoft's update Web page where you may scan for updates applicable to your computer. This method is more time-consuming and puts the responsibility on the user.

**2. Service Packs**

In addition to regular critical/security updates, Microsoft releases larger updates called Service Packs, which contain all the fixes and enhancements made available during the previous year. The Service Packs may also contain other improvements so they may be quite large. Thus, Microsoft offers free CDs if you do not wish to download them. There have been two releases for Windows XP. In both cases, the Service Pack can be uninstalled later, provided you opted for archiving the files during installation. This is important, so be sure you have lots of space on your hard drive.

**a.** **Service Pack 1** was released first and is included with Windows XP on the class computers, which were new in June, 2004.

**b.** **Service Pack 2** is the most recent release and has been somewhat controversial but currently most problems have been resolved by guidelines to be followed **before** you install. See www.microsoft.com/windowsxp/sp2/default.mspx and click on "What to know before you down and install. New computers (since fall of 2004) already include Service Pack 2.

## D. System Restore

As with other system tools in Windows XP, this one requires administrator privileges. If something goes wrong, System Restore allows you to go back to an earlier time without losing any data files. It is discussed in your book, Chapter 15, and in Windows XP Help. Just search for **System Restore.** It is a limited utility but is very useful when it works.

## E. Spyware &Adware

From **Webopedia:** (n.) *Any software that covertly gathers user information through the user's Internet connection without his or her knowledge, usually for advertising purposes*.

And from **Spybot's** Dictionary: *What is spyware? In easy terms, spyware is software that transmits personally identifiable information from your computer to some place in the internet without your special knowledge. Adware is also often a side-effect of spyware, as both monitor you for a sole purpose – delivering you advertisement that is especially tailored to your habits*.

No matter what the definition, if you have adware or spyware on your computer, you need to get rid of it. How do you know if you have it? And how do you get rid of it? Both questions are answered by two programs that can be downloaded from the Internet. **Lavasoft Ad-Aware** and **Spybot Search & Destroy.**

**http://www.spybot.info/en/index.html** **Spybot** is freeware, although donations are accepted.

## F. Antivirus Protection

Viruses can wreak havoc with your computer. It is essential to run reliable and up-to-date antivirus software. Many new computers come with trial versions that last only three months or so. Furthermore, it will not be up-to-date for protecting against recent viruses until you go on line and update the virus definitions. The same applies to buying a new antivirus program. Whatever antivirus program you use, it should have auto-protect and automatic LiveUpdate enabled. Check the date of virus definitions frequently. This description uses the terminology of Norton Antivirus but any antivirus program should have comparable features. You should scan for viruses at regular intervals.

**Grisoft AVG** antivirus software is highly-rated and is free for individual users. To find it, search for AVG in Google search engine (www.google.com).

## G. Some general guidelines

1. Always place (save) data files in **My Documents**, using personal subfolders that you have created.
2. "Clean up" the hard drive, frequently, as described above.
3. Always use the **Error-checking** and **Defragmentation** tools prior to installing any large programs.
4. Keep your antivirus software up-to-date, as described above, and scan your computer frequently. It is a small price to pay.
5. If you have data files you do not want to lose, **back them up**! – i.e., save or copy them to a floppy disk, zip disk, CD, or other external media. And if you have important data, take the removable media off-site. If you are writing the Great American Novel and you have a house fire, you do not want to lose that information. Consider saving more than one copy of your important data.
6. Avoid the urge to install every piece of software that comes your way, especially questionable or unknown shareware/freeware. Be sure any software program you **do** install comes with uninstall software.
7. Use Windows or Program **Help** when you encounter a problem.
8. When all else fails, contact LCCS — instructors, Windows SIG, and Repair SIG should be able to help

**We would love to welcome you as new members of the Licking County Computer Society.**