

MICROSOFT WINDOWS XP

Questions and Answers

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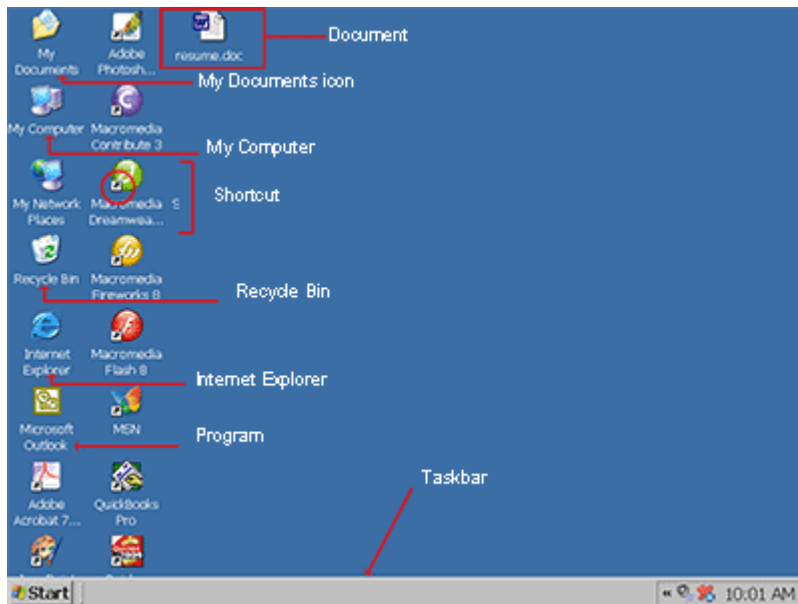
Desktop

What is a desktop?

When you start your computer, the first thing you see is the desktop. The desktop is your work area.

Can you explain the Windows XP desktop?

Yes.



Taskbar	By default, the taskbar is located on the bottom edge of the desktop. You can click the taskbar and drag it to other locations. The Start button, active program buttons, icons for quick access to programs, and the current time are located on the taskbar.
My Computer	The My Computer icon provides access to the resources on your computer. You can access your drives and other peripherals by clicking on the My Computer icon.
Internet Explorer	The Internet Explorer icon launches the Internet Explorer browser.
The Recycle Bin	When you delete an object, Windows XP sends it to the Recycle Bin. You can restore objects that are located in the Recycle Bin or you can permanently delete them.
Shortcut icon	Icons with an arrow in the lower left corner are shortcut icons. Click the icon for quick access to the object they represent (program, document, printer, and so on).

**Program, folder,
and document
icons**

Program, folder, and document icons do not have an arrow in the lower left corner. They represent the actual object and provide direct access to the object.

Starting and Shutting Down Your Computer

How do I shut down my computer?

To shut down your computer:



1. Click the Start button. The Start menu will appear.
2. Click Turn Off Computer. The Turn Off Computer dialog box will appear.
3. Click the Turn Off icon. Your computer will shut down.

How do I restart my computer?

You may need to shut down and restart your computer after installing a new program or if your system becomes unstable. To shut down and immediately restart your computer:

1. Click the Start button. The Start menu will appear.
2. Click Turn Off Computer. The Turn Off Computer dialog box will appear.
3. Click the Restart icon. Your computer will restart.

What is Standby mode?

When your computer is in the Standby mode, your computer consumes less electricity, but is ready for immediate use. However, if the computer loses electrical power while in the standby mode, any information you have not saved will be lost.

How do I put my computer in Standby mode?


To put your computer in Standby mode:

1. Click the Start button. The Start menu will appear.
2. Click Turn Off Computer. The Turn Off Computer dialog box will appear.
3. Click the Stand By icon.

How do I start a program?

To start a program:

1. Click the Start button, located in the lower left corner of your screen.
2. Highlight Programs. The Program menu will appear.
3. Move to the Program menu and highlight the program you want to start. If you see a right pointer next to your selection, a submenu will appear. Refine your choice by highlighting the appropriate selection on the submenu. Continue until you get to the final submenu.
4. Click the program name to start the program.

Note: A chevron  at the bottom of the list of options means that there are additional options. To view the additional options, click the chevron.

The Start and Program Menu

How do I add an item located on my desktop to the Start or to a Program menu?

To add an item on the desktop to the Start or to a Program menu:

1. Click and drag the item on top of the Start button.
2. Release the mouse button when the Start menu appears.
3. The item will appear on the Start menu.
4. If you would prefer to have the item on a Program menu or submenu of the Start menu, drag the item from the Start menu to the Program menu or submenu.

What is Windows Explorer?

Windows Explorer is a place where you can view the drives on your computer and manipulate the folders and files. Using Windows Explorer, you can cut, copy, paste, rename, and delete folders and files.

How do I Open Windows Explorer?

To open Windows Explorer:

1. Click the Start button, located in the lower left corner of your screen.
2. Highlight programs.
3. Highlight Accessories.
4. Click Windows Explorer.

Alternatively, you can open Windows Explorer by holding down the Windows key and typing e (Windows-e).

How do I add an item located in Windows Explorer to the Start menu or to a Program menu?

To add an item located in Windows Explorer to the Start menu or to a Program menu:

1. Click the Start button. The Start menu will appear.
2. Highlight Settings. A submenu will appear.
3. Click Taskbar and Start Menu. A dialog box will appear.
4. Click the Start Menu tab.
5. Click the Customize button.
6. Click Add.
7. Type the path to the item you want to add, or use Browse to navigate to the item.
8. Click Next.
9. Double-click an appropriate folder for the item.
10. Click Finish.
11. Click OK.
12. Click OK again. The item will appear on the menu.

How do I remove an item from the Start menu or from a Program menu?

To remove an item from the Start menu or from a Program menu:

1. Click the Start button. The Start menu will appear.
2. Highlight Settings. A submenu will appear.
3. Click Taskbar and Start Menu. A dialog box will appear.
4. Click the Start Menu tab.
5. Click Customize.
6. Click the Remove button.
7. Find and click the item you want to remove.
8. Click the Remove button. You will be prompted.
9. Click Yes.
10. Click Close.
11. Click OK.
12. Click OK again.

How do I copy an item that is located on the Start menu or on a Program menu?

To copy an item located on the Start menu or on a Program menu:

1. Highlight the item.
2. Right-click. A context menu will appear.
3. Click Copy.

How do I rename an item on the Start menu or on a Program menu?

To rename an item on the Start menu or on a Program menu:

1. Highlight the item.

2. Right-click the item.
3. Click Rename. The Rename dialog box will appear.
4. Type the new name in the New Name field.
5. Click OK.

How do I delete a file from the Start menu or from a Program menu?

To delete a file from the Start menu or from a Program menu:

1. Highlight the item.
2. Right-click.
3. Click Delete. You will be prompted.
4. Click Yes.

How do I re-sort the Start or a Program menu?

To resort a menu:

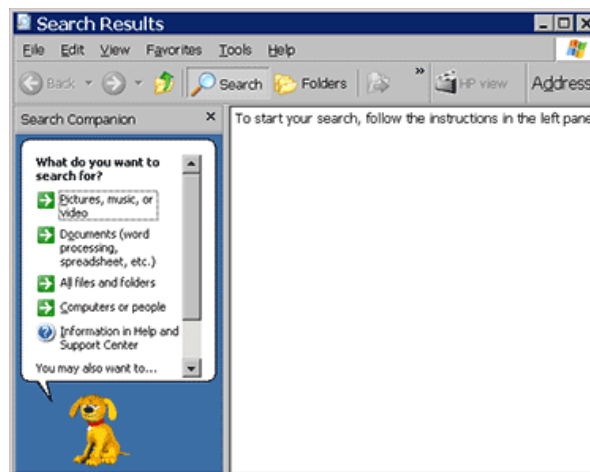
1. Go to the menu.
2. Right-click.
3. Click Sort By Name.

Note: Some menus cannot be re-sorted.

How do I quickly find files and folders?

Windows XP enables you to quickly locate files and folders on your drives. The search option provides you with four search options: Pictures, music, or video; Documents; All files and folders; and Computers and people. To quickly find a file or folder:

1. Click the Start button. The Start menu will appear.
2. Highlight Search.
3. Click Files or Folders. The Search Results dialog box will open.



4. Choose an option.
5. Enter your search criteria. Use the table that follows to help you.
6. Click search. The results of your search will appear in the right pane.

Field	Entry Type
<p>All or part of the file (document) name: Computer name:</p>	<p>Enter the filename, the first few letters of the filename, or any letters found in the filename. Use the * as a wild card. For example, to find all of the files that begin with r and end in the extension .doc, enter r*.doc. To find files that begin with resume and have any extension, enter resume.*.</p> <p>If you are looking for a file that has a specific word or phrase in the filename, enter the word or phrase in this field.</p>
<p>A word or phrase in the file:</p>	<p>If you are looking for a file that has a specific word or phrase in the file, enter the word or phrase in this field.</p>
<p>Look In:</p>	<p>Select the drive or folder you want to search.</p>
<p>Specify Dates:</p>	<p>Select from Modified, Created, or Last Accessed. Select Modified to find all files modified since the date criteria you enter, select Created to find all files created since the date criteria you enter, or select Last Accessed to find all files accessed since the date criteria you enter.</p>
<p>Between/During the Previous</p>	<p>Specify the date search criteria you want to use. Between allows you to search for files modified, created, or accessed between two dates. During allows you to search for files modified, created, or accessed during the previous number of days or months you specify.</p>

What is the Most Recently Used Document list?

As you work, Windows XP tracks the last 15 files you used. It lists these files on the Most Recently Used Document list. To view the Most Recently Used Document list:

1. Click the Start button.

2. Highlight Documents. The most recently used documents will display.

To open a file listed on the Most Recently Used Document list, click the file name.

How do I clear my Most Recently Used Document list?

To clear the Most Recently Used Document list:

1. Click the Start button. The Start menu will appear.
2. Highlight Settings.
3. Click Taskbar and Start menu. A dialog box will appear.
4. Click the Start Menu tab.
5. Click Customize.
6. Click Clear.
7. Click OK.

Games

Where are the games?

Several games are included with Windows XP. To access the games:

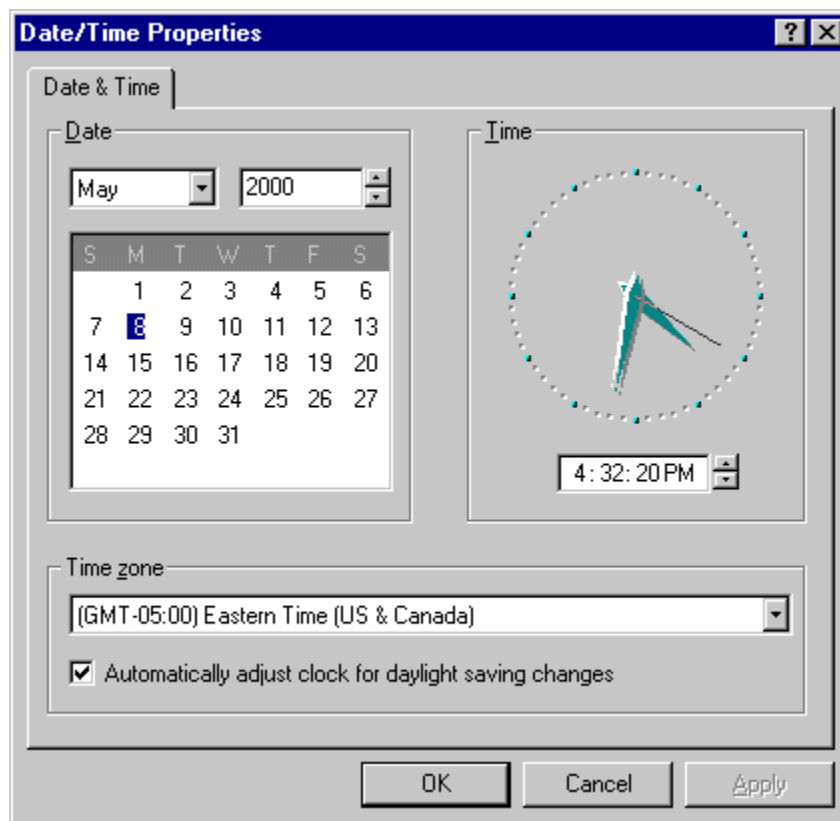
1. Click the Start button, which is located in the lower left corner of the screen. The Start menu will appear.
2. Highlight Programs. A submenu will appear.
3. Highlight Games. Another submenu will appear.
4. Click the game you want to play.

Date and Time

How do I change the date and/or time?

To change the date and/or time:

1. Click the Start button, which is located in the lower left corner of the screen. The Start menu will appear.
2. Highlight Settings. A submenu will appear.
3. Click Control Panel. The Control Panel will open.
4. Click Date/Time. The Date/Time Properties dialog box will appear.



5. In the Date frame, select the month and year.
6. In the Month field, click to open the drop-down menu and select the current month.
7. Type the year in the Year field or use the arrows next to the field to move forward or backward until you get to the current year.
8. The Time field is divided into four segments: hour, minutes, seconds, and AM and PM. To make an adjustment:
 - o Click in the segment and either type in the correct information or use the arrow keys on the right side to select the correct hour, minute, second or AM or PM.

Time Zone:

1. Click the Time Zone tab.
2. Choose the correct time zone from the drop-down menu.
3. If you want the clock to automatically adjust to daylight saving time, check the box on the screen.
4. Click the Apply button.
5. Click OK.

Printers and Printing

How do I install a new printer?

To install a new printer:

1. Make sure your printer is plugged in, connected to your computer, turned on, and has paper in it.
2. Click the Start button. The Start menu will appear.
3. Highlight Settings. A submenu will appear.
4. Click Printers and Faxes. The Printers and Faxes control panel will appear.
5. Double-click on Add Printer. The Add Printer Wizard will open.
6. Follow the onscreen instructions.

How do I cancel a print job?

To cancel a print job:

1. Click the Start button. The Start menu will appear.
2. Highlight Settings. A submenu will appear.
3. Click Printers and Faxes. The Printers and Faxes control panel will appear.
4. Double-click the printer to which you sent the print jobs. The Printer window will open.
5. Click the job you want to stop. If you want to stop more than one job, hold down the Control key while you click the additional jobs.
6. Click Document, which is located on the menu bar.
7. Click Cancel.

How do I cancel every print job?

To cancel every print job:

1. Click the Start button. The Start menu will appear.
2. Highlight Settings. A submenu will appear.
3. Click Printers and Faxes. The Printers and Faxes control panel will appear.
4. Double-click the printer to which you sent the print jobs. The Printer window will open.
5. Click Printer, which is located on the menu bar.
6. Click Cancel All Documents.

How do I temporarily stop selected jobs from printing?

To temporarily stop selected jobs from printing:

1. Click the Start button. The Start menu will appear.
2. Highlight Settings. A submenu will appear.
3. Click Printers and Faxes. The Printers and Faxes control panel will appear.
4. Double-click the printer to which you sent the print job. The Printer window will open.
5. Click the document you want to pause. If you want to pause more than one document, hold down the Control key as you select the additional documents.
6. Click Document, which is located on the menu bar.
7. Click Pause. A checkmark should appear next to Pause.

How do I restart print jobs I temporarily stopped?

To restart a print job you temporarily stopped:

1. Click the Start button. The Start menu will appear.
2. Highlight Settings. A submenu will appear.
3. Click Printers and Faxes. The Printers and Faxes control panel will appear.
4. Double-click the printer to which you sent the print job. The Printer window will open.
5. Click the documents you paused. If more than one document has been paused, hold down the Ctrl key as you click the additional documents.
6. Click Document, which is located on the menu bar.
7. Click Pause. The checkmark next to Pause should disappear.

How do I temporarily stop all jobs from printing?

To temporarily stop all jobs from printing:

1. Click the Start button. The Start menu will appear.
2. Highlight Settings. A submenu will appear.
3. Click Printers. The Printer control panel will appear.
4. Double-click the printer to which you sent the print jobs. The Printer window will open.
5. Click Printer, which is located on the menu bar. A drop-down menu will appear.
6. Click Pause Printing. A checkmark should appear next to Pause Printing.

I temporarily stopped all of the print jobs and now I want to restart them. How do I do that?

To restart a print queue that has been stopped:

1. Click the Start button. The Start menu will appear.
2. Highlight Settings. A submenu will appear.
3. Click Printers and Faxes. The Printer control panel will appear.
4. Double-click the printer to which you sent the print job. The Printer window will open.
5. Click Printer, which is located on the menu bar. A drop-down menu will appear.
6. Click Pause Printing. The checkmark next to Pause Printing should disappear.
7. Click OK again.

Desktop Shortcuts

What is a desktop shortcut?

A desktop shortcut, usually represented by an icon, is a small file that points to a program, folder, document, or Internet location. Clicking on a shortcut icon takes you directly to the object to which the shortcut points. Shortcut icons contain a small arrow in

their lower left corner. Shortcuts are merely pointers—deleting a shortcut will not delete the item to which the shortcut points.

How do I create a desktop shortcut?

To create a shortcut to an item located on the **Start menu**:

1. Click Start. The Start menu will appear.
2. Locate the item to which you want to create a shortcut. If the item is located on a submenu, go to the submenu.
3. Click and drag the item to your desktop.

To create a shortcut to items visible in **Windows Explorer**:

1. Open Windows Explorer.
2. Minimize the Windows Explorer window.
3. Locate in Windows Explorer the item to which you want to create a shortcut.
4. Hold down the right mouse button and drag the item onto the desktop.
5. Release the right mouse button. A context menu will appear.
6. Click Create Shortcuts Here.

How do I turn a Web link into a desktop shortcut?

To turn a Web link into a desktop shortcut, click the link in your browser window (usually underlined text) and drag it to the desktop. An icon will appear on your desktop. When you click the icon, your browser will open and you will go directly to the Web page.

How does the desktop shortcut wizard work?

1. Right-click the desktop. The context menu will appear.
2. Click New. A submenu will appear.
3. Click Shortcut. The Create Shortcut dialog box will appear.
4. Type in the location and name of the item to which you want to create a shortcut. Alternatively, browse to find the item.
5. Click Next. A dialog box will appear.
6. Accept the default name or type in a new name.
7. Click Finish.

How do I rename a desktop shortcut?

To rename a shortcut:

1. Right-click the shortcut.
2. Click Rename.
3. Type the new name.

How do I delete a desktop shortcut?

To delete a shortcut:

1. Click the shortcut.
2. Press the Delete key.
3. Click Yes.

How do I change the icon associated with an object?

To change the icon associated with an object:

1. Right-click the icon. The context menu will appear.
2. Click Properties.
3. Click the Change Icon button.
4. Click the icon of your choice.
5. Click OK.

Note: Not all icons can be changed. If you do not see the Change Icon button, the icon cannot be changed.

Wallpaper

What is wallpaper?

Wallpaper is the background that displays on your desktop.

How do I change my wallpaper?

To change your wallpaper:

1. Right-click your desktop.
2. Highlight Properties.
3. Click the Desktop tab.
4. Select the wallpaper you want from the list that appears in the Background box.

Note: If you would like to display an image you created, you can click Browse to find the image.

5. Select how you want your image to appear on the screen. Choose from the following:

Center

Place the image in the center of the screen.

Tile

Have the image display as tiles across and down the screen.

Stretch

Stretch the image so the image covers the entire screen.

Fonts

What is a font?

A font is a set of characters represented in a single typeface. Each character within a font is created by using the same basic style.

Can you explain font size?

Fonts are measured in points. There are 72 points to an inch. The number of points assigned to a font is based on the distance from the top to the bottom of its longest character.

How do I install a new font?

To install a new font:

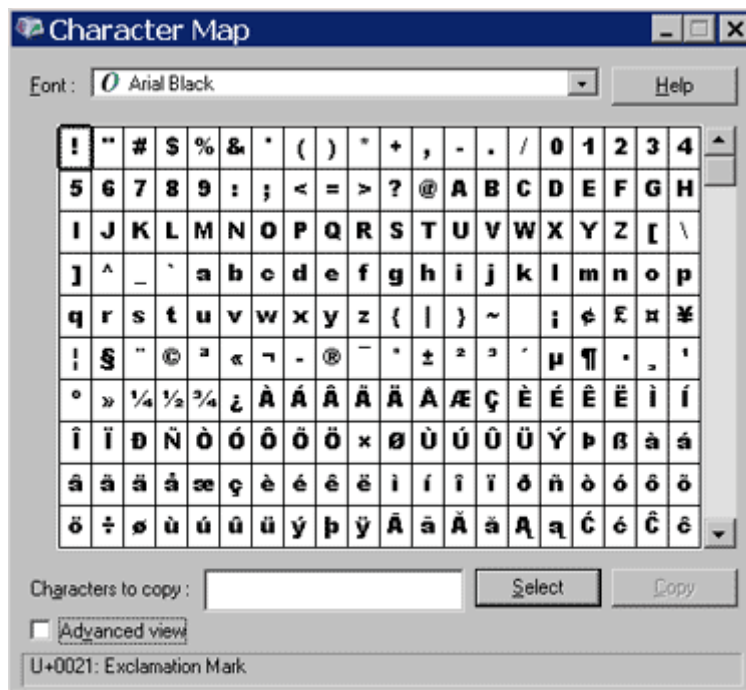
1. Click the Start button.
2. Highlight Settings.
3. Click Control Panel.
4. Click Fonts. The Fonts window will open.
5. Click File, which is located on the menu bar.
6. Click Install New Font.
7. Specify the drive and folder where the font you want to install is currently located.
8. Select the font you want to install from the fonts listed in the List of Fonts box.
9. Select Copy Fonts to Fonts Folder (this will put a copy of the font you are installing in the Fonts folder).
10. Click OK.

What is the Character Map?

The Character Map displays the characters available in a selected font. To view the Character Map dialog box:

1. Click the Start button.
2. Highlight Programs.
3. Highlight Accessories.
4. Highlight System Tools.
5. Click Character Map.

The dialog box shown here will display.



Select a font from the Font field drop-down menu. The characters of the font are in boxes in the center of the window. Click a character box to display an enlarged version of the character. The keystroke necessary to produce the character displays in the lower left corner of the screen. Double-click a character or select the character; then click the Select button to send the character to the Characters to Copy field. You can send multiple characters to the Characters to Copy field. Click the Copy button to move the Characters to Copy field contents to the Clipboard.

What are drives?

Drives are used to store data. Almost all computers come with at least two drives: a hard drive (which is used to store large volumes of data) and a CD drive (which stores smaller volumes of data that can be easily transported from one computer to another). The hard drive is typically designated the C:\ drive and the CD drive is typically designated the D:\ drive. If you have an additional floppy drive, it is typically designated the A:\ drive. If your hard drive is partitioned or if you have additional drives, the letters E:\, F:\, G:\ and so on are assigned.

File Management

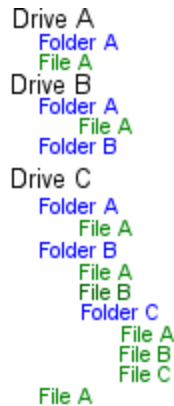
What are folders?

Folders are used to organize the data stored on your drives. The files that make up a program are stored together in their own set of folders. You will want to organize the files you create in folders. You will want to store files of a like kind in a single folder.

How does Windows XP organize files and folders on drives?

Windows XP organizes folders and files in a hierarchical system. The drive is the highest level of the hierarchy. You can put all of your files on the drive without creating any folders, but that is like putting all of your papers in a file cabinet without organizing them into folders. It works fine if you have only a few files, but as the number of files increases, there comes a point at which things become very difficult to find. So you create folders and put related material together in folders.

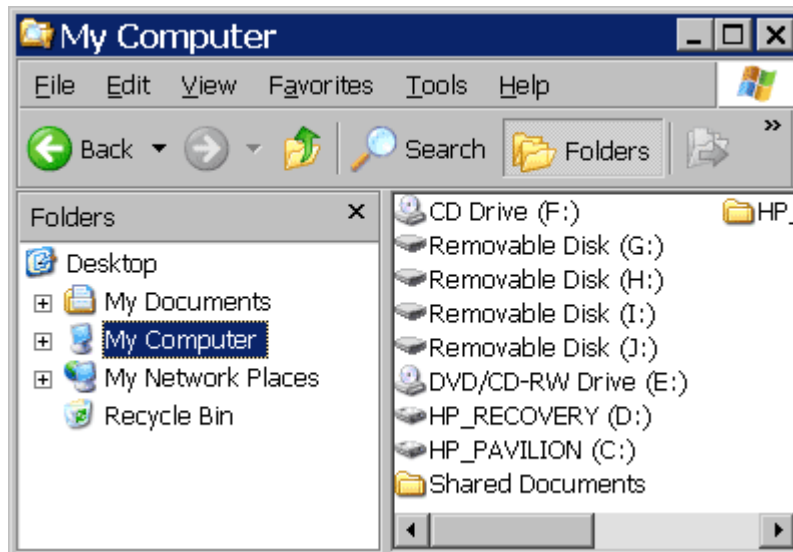
A diagram of a typical drive and how it is organized is shown here.



At the highest level, you have some folders and perhaps some files. You can open any of the folders and put additional files and folders into them. This creates a hierarchy.

Can you explain the Windows Explorer window?

Yes. When you open Windows Explorer, the screen shown here will appear.



Windows XP separates the window into two panes. If you click an object in the left pane, the contents of the object display in the right pane. Click Desktop and the contents of the

Desktop folder display on the right. Click My Computer and your computer resources display on the right. To see the contents of a drive, click the drive. To see the contents of a folder, click the icon for the folder in the left pane.

How do I create a new folder when in Windows Explorer?

To create a new folder:

1. In the left pane, click the drive or folder in which you want to create the new folder.
2. Click any free area in the right pane. A context menu will appear.
3. Highlight New.
4. Click Folder.
5. Type a name for the folder.

Can you explain Windows Explorer views?

Yes. Views control how Windows Explorer displays information in the right pane. Windows Explorer provides you with the following choices: Thumbnails, Tiles, Icons, List, and Details.

- Thumbnails view displays images. These images represent the contents of folders and files. For example, if a folder contains pictures, up to four of the pictures in the folder will be displayed on the folder icon.
- Tiles view and Icons view display icons to represent drives, folders, and the contents of folders. The icons displayed when you choose Tiles view are larger than the icons that display when you choose Icon view.
- List view displays all of the files and folders without supplying the size, type, or date modified.
- Details view displays the size, type, and date modified.

To change the view:

1. Right-click any free area in the right pane. A context menu will appear.
2. Highlight View.
3. Select the view you want from the drop-down menu.

How do I delete a file or folder?

To delete a file or folder:

1. Right-click the file or folder you want to delete. A context menu will appear.
2. Click Delete. Windows Explorer will ask, "Are sure you want to send this object to the recycle bin?"
3. Click Yes.

How do I copy a file or folder?

To copy a file or folder:

1. Right-click the file or folder you want to copy. A context menu will appear.
2. Click Copy. The file or folder should now be on the Clipboard.

How do I cut a file or folder?

To cut a file or folder:

1. Right-click the file or folder you want to cut. A context menu will appear.
2. Click Cut. The file or folder should now be on the Clipboard.

Note: Cutting differs from deleting. When you cut a file, the file is placed on the Clipboard. When you delete a file, the file is sent to the Recycle Bin.

How do I paste a file or folder?

To paste a file or folder:

1. After cutting or copying the file, right-click the object or right-click in the right pane of the folder to which you want to paste. A context menu will appear.
2. Click Paste.

How do I rename a file or folder?

To rename a file or folder:

1. Right-click the file or folder. A context menu will appear.
2. Click Rename.
3. Type the new name.

Screen Saver

What is a screen saver?

Computer monitors display images by firing electron beams at a phosphor-coated screen. If the same image stays on the screen too long, there is a danger that the image will leave a permanent imprint on the screen. Screen savers help prevent this by providing a constantly changing image.

How do I select a screen saver?

To select a screen saver:

1. Right-click anywhere on the Windows desktop. A context menu will appear.
2. Choose Properties. The Display Properties dialog box will appear.

3. Click the Screen Saver tab.
4. The Screen Saver field provides the list of available screen savers. Select the screen saver you want from the list.
5. Click Preview to preview your screen saver.
6. Click Esc to return to the Display Properties dialog box.
7. In the Wait field, set the number of minutes of inactivity before the screen saver starts.
8. Click OK.

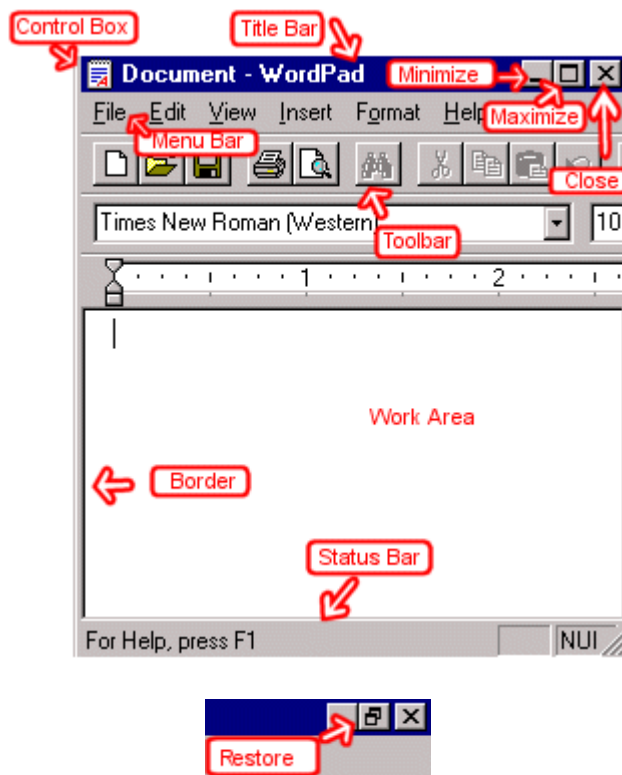
Windows

What is a window?

A window is an area on your desktop within which all Windows-based programs run.

Can you explain the parts of a window?

Yes. I will use WordPad as an example.



<p>Control Box</p>	<p>The control box provides a menu that enables you to restore, move, size, minimize, maximize, or close a window.</p>
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Border	The border separates the window from the desktop. You resize the window by dragging its borders outward to expand it and inward to contract it.
Title bar	The title bar displays the name of the current file and the name of the current program.
Minimize button	Use the Minimize button to temporarily decrease the size of a window or remove a window from view. While a window is minimized, its title appears on the taskbar.
Maximize button	Click the Maximize button and the window will fill the screen.
Restore button	After you maximize a window, if you click the Restore button, the window will return to its former size.
Close button	Click the Close button to exit the window and close the program.
Menu bar	The menu bar displays the program menu. You send commands to the program by using the menu.
Toolbars	Toolbars generally display right below the menu, but you can drag them and display them along any of the window borders. You use the icons on the toolbars to send commands to the program.
Work area	The work area is located in the center of the window. You perform most of your work in the work area.
Status bar	The status bar provides you with information about the status of your program.

Can I have more than one window open at a time?

Yes.

How do I switch between windows?

If you have several windows open at the same time, the window on top is the *window with focus*. You can only interact with the window with focus. To change windows, do one of the following:

1. Click anywhere on the window you want to have focus.
2. Hold down the Alt key and press the Tab key (Alt-Tab) until you have selected the window to which you want to change.
3. All active files display on the taskbar. Click the taskbar button for the window you want to have focus.

How do I move a window around on my desktop?

To move a window around on your desktop, left-click the window's title bar and drag the window.

What does it mean to "cascade your windows"?

Cascading your windows is a way of organizing your windows on your desktop. Cascading windows fan out across your desktop with the title bar of each window showing.

How do I cascade my windows?

To cascade your windows:

1. Right-click the taskbar. A menu will appear.
2. Click Cascade Windows.

What does it mean to "tile your windows"?

Tiling your windows is a way of organizing your windows onscreen. When you tile your windows, Windows XP places each window on the desktop in such a way that no window overlaps any other window. You can tile your windows horizontally or vertically.

How do I tile my windows?

To tile your windows:

1. Right-click the taskbar. A menu will appear.
2. Click Tile Windows Horizontally or Tile Windows Vertically, whichever you prefer.

What are scrollbars?

In many programs, if the contents of the work area do not fit in the window, scrollbars will appear. A vertical scrollbar will appear at the right side of the window and a horizontal scrollbar at the bottom of the window, depending on the fit. The vertical scrollbar provides a way to move up and down. The horizontal scrollbar provides a way to move from left to right.

The scroll box indicates where you are in your document. If the scroll box is at the top of the scrollbar, you are at the top of the document. If the scroll box is in the center of the scrollbar, you are in the center of the document.

How do the scrollbars work?

To move up and down one line at a time:

- Click the arrow at either end of the vertical scrollbar.

To move from side to side one character at a time:

- Click the arrow at either end of the horizontal scrollbar.

To move approximately one window at a time:

- Click above the scroll box to move up.
- Click below the scroll box to move down.

To scroll continuously:

- Click the appropriate arrow and hold down the mouse button.

To move to a specific location:

- Left-click the scrollbar and hold down the left mouse button until you arrive at the location. For example, if you want to go to the center of the document, click the center of the scrollbar and hold down the left mouse button.
- Or, drag the scroll box until you arrive at the desired location.

What is an icon?

An icon is a graphic image. Icons help you execute commands quickly. Commands tell the computer what you want the computer to do. To execute a command by using an icon, click the icon.

What is a menu?

Menus provide a way for you to send commands to the computer (tell the computer what you want the computer to do). When you open a window, menu options are listed from left to right just below the title bar on the menu bar. When you click a menu item, a drop-down menu appears. Select the command you want to execute from the drop-down menu. An ellipsis after a drop-down menu item signifies that there are additional options; if you select that option, a dialog box will appear.

What is a shortcut key?

You can use shortcut keys to execute a command quickly by pressing key combinations instead of selecting the commands directly from the menu or clicking on an icon. When you look at a menu, you will notice that most of the options have one letter underlined. You can select a menu option by holding down the Alt key and pressing the underlined letter. You can also make Alt-key selections from drop-down menus and dialog boxes.

In this tutorial and on this Web site, we use the following notation: a key name followed by a dash and a letter means to hold down the key while pressing the letter. For example, "Alt-f" means to hold down the Alt key while pressing "f" (this will open the File menu in many programs). As another example, holding down the Ctrl key while pressing "b" (Ctrl-b) will bold selected text in many programs. In some programs, you can assign your own shortcut keys.

What is a selection?

A selection is a highlighted area on which you can perform a command. For example, if you are using a word processing program, you can highlight a word and then execute the Underline command to underline the highlighted word.

How do I make a selection?

To make a selection:

1. Left-click where you want to start your selection.
2. Hold down your left mouse button and drag the mouse until you have highlighted the area you want.

Or

1. Left-click where you want to start your selection.
2. Hold down the Shift key while you use the arrow keys to highlight the area that you want.

Note: Typing over highlighted text replaces the old text with the new text you type.

Explain cut, copy, and paste.

The Cut, Copy, and Paste commands are nearly universal. These three functions are used by almost every Windows program and perform more or less the same function in each of them. You can cut, copy, and paste programs, disks, and text, to name just a few things.

Cut: When you cut something, *it is deleted from its current location and saved to the Clipboard*. Information saved to the Clipboard stays there until new information is either cut or copied. Each time you execute Cut or Copy, you replace the old information on the Clipboard with whatever you just cut or copied. You can paste the same Clipboard information as often as you like.

Copy: Copy is similar to Cut except the original item is not deleted. When you copy something, *a copy of the item is saved to the Clipboard*. Information stored on the Clipboard stays there until new information is either cut or copied. Each time you execute Cut or Copy, you replace the old information on the Clipboard with whatever you just cut or copied. You can paste Clipboard information as often as you like, until you replace it with something else.

Paste: You can place information on the Clipboard wherever you like. Execute the Paste command and information you have cut or copied is placed wherever your cursor is located.

Clipboard: The *Clipboard is the storage area for items that have been cut or copied*. Each time you execute Cut or Copy, you replace the old information on the Clipboard with whatever you just cut or copied. You can paste Clipboard information as often as you like, until you replace it with something else.

There are three major methods of cutting, copying, and pasting. The three methods are using the menu, using keyboard shortcuts, and using icons. We will review all of them. In most programs, they will work exactly as described here.

Using the Menu:

Cut

1. Select what you want to cut.
2. Click Edit, which is located on the menu bar. A drop-down menu will appear.
3. Click Cut.

Paste

1. Place the cursor at the point where you want to place the information that is currently on the Clipboard.
2. Click Edit. A drop-down menu will appear.
3. Click Paste.

Copy

1. Select what you want to copy.
2. Click Edit, which is located on the menu bar. A drop-down menu will appear.
3. Click Copy.

Using Keyboard Shortcuts:

Cut

1. Select what you want to cut.
2. Press Ctrl-x.

Paste

1. Place the cursor at the point where you want to place the information that is currently on the Clipboard.
2. Press Ctrl-v.

Copy

1. Select what you want to copy.
2. Press Ctrl-c.

Using Icons:

Cut

1. Select what you want to cut.
2. Click the Cut icon.

Paste



1. Place the cursor at the point where you want to place the information that is currently on the Clipboard.
2. Click the Paste icon.














Copy





1. Select what you want to copy.
2. Click the Copy icon.

Are there any universals that apply to almost all programs?

Yes, there are and I list a few of them here. I use the following convention to indicate a menu path: *View > Toolbars*. When you see *View > Toolbars*, it means choose View from the menu bar and select Toolbars from the drop-down menu. The following list applies to many, but not all programs. Check each program's documentation for information specific to the program.

Icon	Shortcut Key	Menu Path	Command Description
	Ctrl-n	<i>File > New</i>	Create a new file.
	Ctrl-o	<i>File > Open</i>	Open an existing file.

	Ctrl-s	<i>File > Save</i>	Save the current file.
	Ctrl-p	<i>File > Print</i>	Print the current file.
	Ctrl-f	<i>Edit > Find</i>	Find text in the current document.
	Ctrl-x	<i>Edit > Cut</i>	Cut (delete and place on Clipboard) the current selection.
	Ctrl-v	<i>Edit > Paste</i>	Place the material currently on the Clipboard in the file at the current location.
	Ctrl-c	<i>Edit > Copy</i>	Copy the current selection to the Clipboard.
	Ctrl-z	<i>Edit > Undo</i>	Reverse the most recent command. Place the program in the state it was in before executing the last command.
	Ctrl-y	<i>Edit > Redo</i>	Reverse the last undo. Place the program in the state it was in before executing Undo.
		<i>Format > Font</i>	Apply a font to the current selection.
		<i>Format > Font</i>	Set the size of the font for the current selection.
	Ctrl-b	<i>Format > Font</i>	Bold the current selection.
	Ctrl-i	<i>Format > Font</i>	Italicize the current selection.
	Ctrl-u	<i>Format > Font</i>	Underline the current selection.

	Ctrl-l		Left-align the selection.
	Ctrl-r		Right-align the selection.
	Ctrl-e		Center the selection.
	Ctrl-j		Justify the selection.
		<i>View > Toolbars</i>	Select the toolbars you want to display.

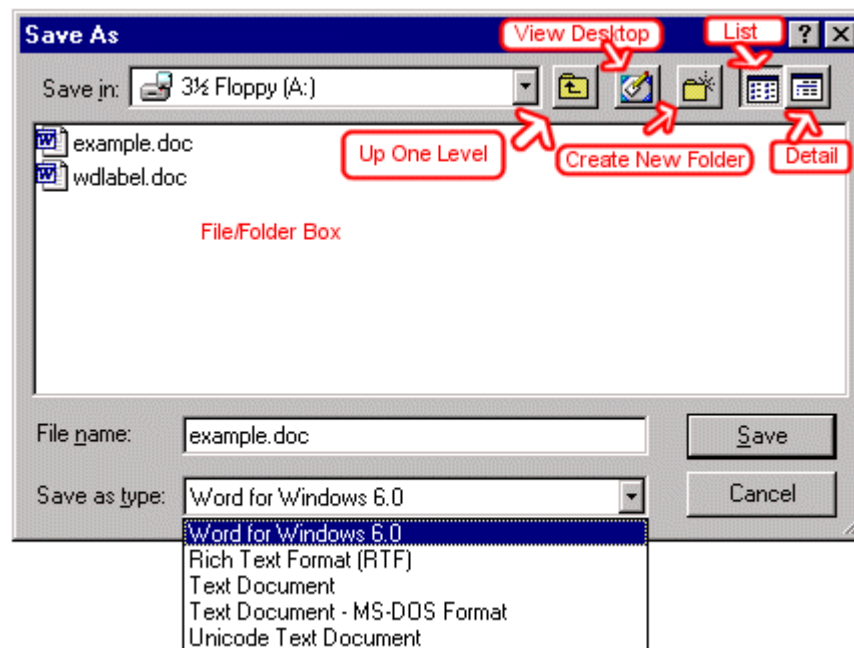
Saving A File

Can you explain how to save a file?

Yes. I will use WordPad as an example.

To save a file:

1. Click File, which is located on the menu bar. A drop-down menu will appear.
2. Click Save. A dialog box similar to the one shown here will appear.



Field/Icon	Entry
Save In field	Click to open the menu-box and select the drive and folder to which you want to save the file.

Up One Level icon	Click this icon to move up one level in the folder hierarchy.
View Desktop icon	Click this icon to move to the Desktop folder.
Create a New Folder icon	Use the Create a New Folder icon to create a new folder: <ol style="list-style-type: none"> 1. Click the Create New Folder icon. 2. Type the folder name and press Enter. 3. Click the folder you just created to open the folder.
List icon	Your program displays files and folders in the center of the dialog box. To have the files display without the size, type, and date modified, click the List icon.
Detail icon	Your program displays files and folders in the center of the dialog box. To have the files display with the size, type, and date modified, click the Detail icon.
File/Folder box	Your program displays files and folders in File/Folder box. Click a folder to open the folder. Click a file if you want the current file to write over (replace) that file.
File Name field	Enter the name you want your file to have in this field.
Save As Type field	Click to open the drop-down box and select a file type.
Save button	Click the Save button to save your file.

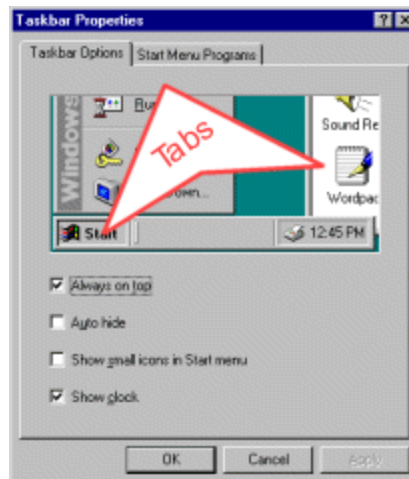
Cancel button	Click the Cancel button if you have changed your mind and do not wish to save your file.
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Dialog Boxes

What is a dialog box?

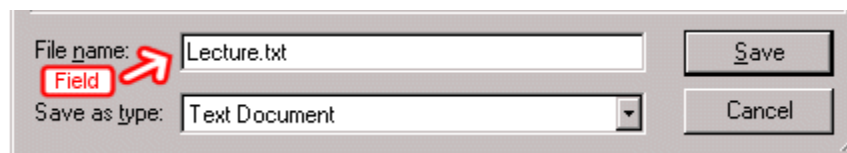
Whenever you see an **ellipsis (...)** after a menu option, selecting that option causes a dialog box to appear. You use dialog boxes to send commands to the computer. Most dialog boxes provide an OK button and a Cancel button. Press the OK button if you are satisfied with your entries and you want to send the commands to the computer. Press the Cancel button if you have changed your mind and do not want to send the commands to the computer.

What are tabs?



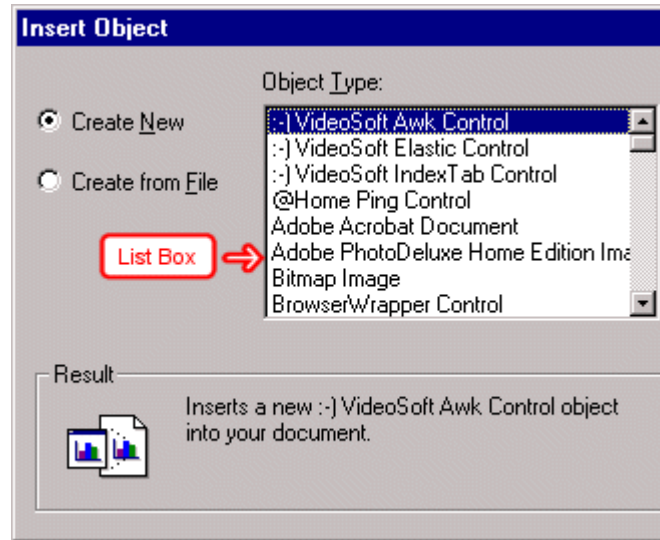
Some programs provide dialog boxes with several pages of options. You move to a page by clicking on the tab or by using Ctrl-Tab (hold down the Ctrl key while pressing the Tab key to flip through the pages).

What are fields?



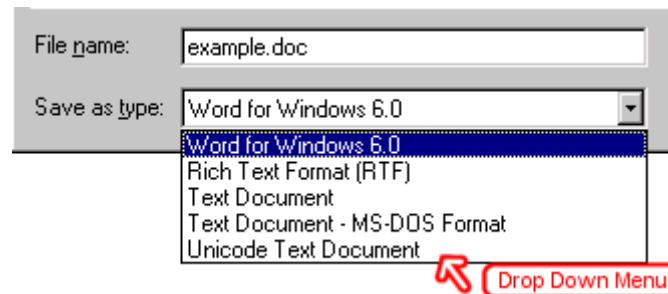
You type entries into fields (also referred to as text boxes). For example, in the Save As dialog box, you type the name you want the file to have in the File Name field.

What are list boxes?



List boxes enable you to make a choice from a list of options. To make your selection, simply click the option you want. In some list boxes, you can choose more than one item. To choose more than one item, hold down the Ctrl key while you make your selections. If there are more options than can be displayed in the box, a scrollbar appears on the list box. Use the scrollbar to view the additional choices.

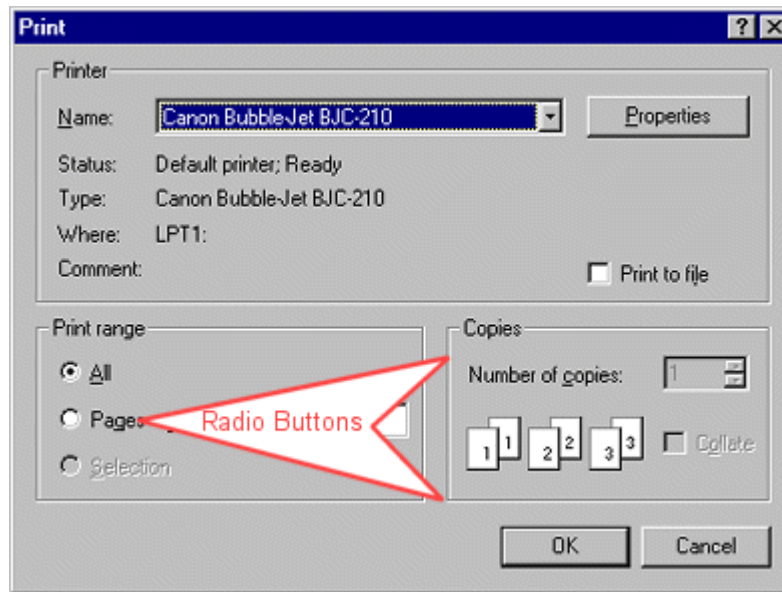
What is a drop-down or pull-down menu?



Fields with a drop-down menu have a small downward-pointing arrow next to them. You click the arrow and a list of options appears. You select the option you want from the list. You can also open the drop-down menu by holding down the Alt key and pressing the down arrow.

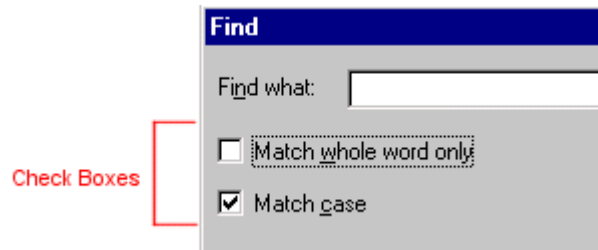
You can use the arrow keys to move up and down in a drop-down menu. You can also move to an item by typing the first few letters of the option.

What are radio buttons?



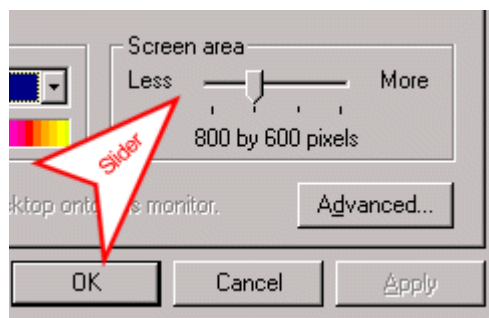
Windows XP and programs that run under Windows XP use radio buttons to present a list of mutually exclusive options. You can select only one of the options presented. Radio buttons are usually round. A dot in the middle indicates that the option is selected.

What are checkboxes?



Check boxes are another method used to select options. You click the checkbox to select the item. An X or a checkmark appears in a selected box. You toggle checkboxes on and off by clicking in the box.

What is a slider?



You use a slider to increase or decrease a value. You increase a value by moving the slider from left to right; you decrease a value by moving the slider from right to left.

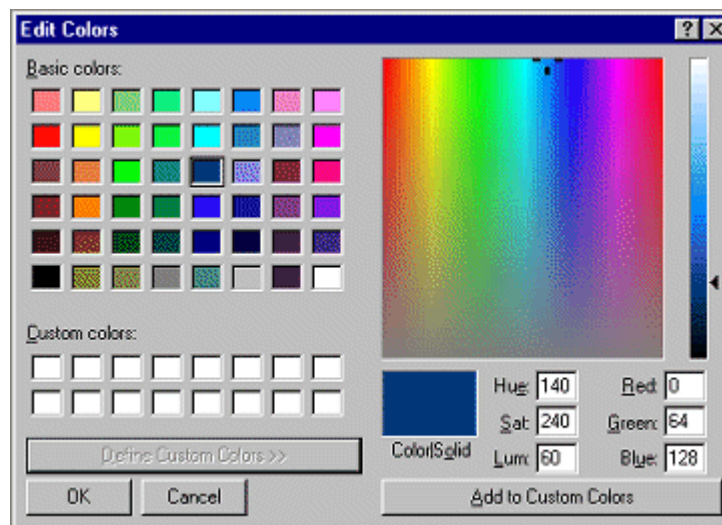
What is a spinner?



A *spinner* is a set of arrows located on the side of a text box. You use the up arrow to increment a value and the down arrow to decrement a value. You can also type the value you want directly into the text box.

Color Box

Would you explain the Windows XP color box?



Yes. The Windows color box provides 48 basic colors. You select a color by clicking on the square of the color. You can save 16 custom colors. To select a custom color, expand the window by clicking on the Define Custom Color button. A color matrix box and a luminosity slider will appear. Move the pointer in the color matrix box horizontally to adjust the hue. Move the pointer vertically to adjust the saturation. Use the luminosity slider to adjust the luminosity. The Hue, Saturation, Luminosity (HSL) values and Red, Green, Blue (RGB) values display at the bottom of the window. After you have selected a color, you can add the color to a Custom Color square by clicking on the Add to Custom Colors button.

The Color|Solid box may display two colors. The left side of the box displays the dithered color and the right side of the box displays a closely related non-dithered color. There are 256 non-dithering colors. Non-dithering colors should display the same on all computer monitors; consequently, Web developers prefer them.