

Windows – Level 1

Computer Training Solutions



1. Getting Started

- ✦ Introduction to Personal Computers
 - ✦ Identify Computer Components
 - ✦ How the Computer Works
 - ✦ Start the PC
 - ✦ Log On and Log Off Your Workstation
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2. Using a Personal Computer

- ✦ Explore the Windows XP Desktop
 - ✦ Use the Taskbar and the Start menu
 - ✦ Work with an Open Window
 - ✦ Minimize, Maximize, Restore
 - ✦ Move and Resize Windows
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3. Working with Windows XP Programs

- ✦ Use Help
 - ✦ Launch Windows XP Programs
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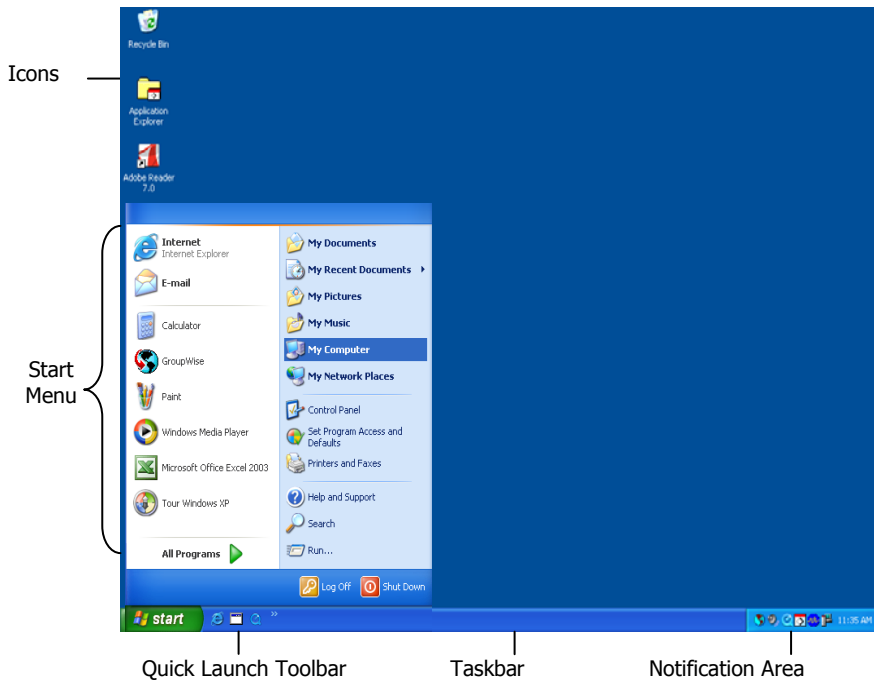
4. Using the Internet

- ✦ Brief History of the Internet
 - ✦ Overview of the Internet Explorer Application Window
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5. Displaying Web Sites

- ✦ Open Web Pages
- ✦ Follow Links
- ✦ Adding Links to the Links Toolbar
- ✦ Bookmark Pages as Favorites

Windows Desktop



My Documents Provides you with a convenient place to store documents, graphics, or other files that you want to access quickly.

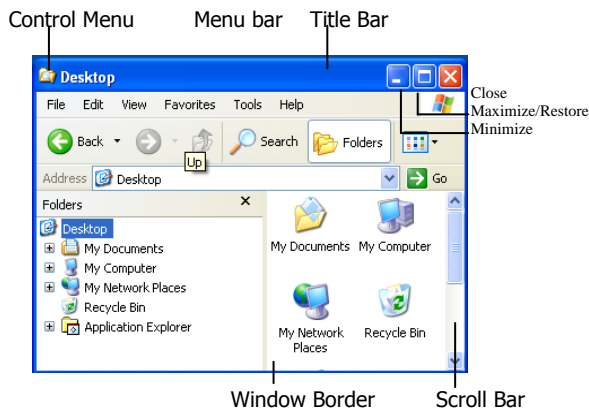
My Computer Use this folder to quickly see the contents of your hard disk, CD-ROM drive, and mapped network drives.

My Network Places Displays all the shared computers, printers and other resources on the network to which your computer is connected.

Recycle Bin The Recycle Bin stores files deleted from the hard drive, until you empty the bin. If you want to retrieve an item that you have deleted, look in the Recycle Bin.

Internet Explorer Using an Internet connection and Internet Explorer, you can browse the World Wide Web. You can also browse the HSC's Intranet Home Page.

Taskbar The Taskbar appears at the bottom of your screen. The Taskbar contains the **Start** button, which you can use to quickly start a program, find a file, or access Help.



- Control Menu** Click to open the menu and view its items.
- Title Bar** The horizontal bar at the top of the window contains the name of the window. Drag the Title Bar to move the window.
- Minimize** Click to reduce a window to a button on the Taskbar.
- Maximize/Restore** Click to enlarge a window to its largest size. Click again to restore the window to its previous size.
- Close** Click to close a window.
- Window Border** Drag the border to change the size of the window.
- Scroll Bar** Drag the scroll box to view more areas in the window.

Ctrl + Alt + Del

Besides using [CTRL ALT DEL] to log on the computer, pressing these keys while logged on will open the Windows Security dialogue box. In this window, you will find options to: lock computer, log off, shut down, change password, or open the Task Manager.

Keyboard Shortcuts

Use shortcut keys as an alternative to the mouse when working in Windows. Keyboard shortcuts may also make it easier for you to interact with your computer.

Switch between open items	Alt + Tab
Exit the active program	Alt + F4
Toggle full screen in Windows Explorer, Internet Explorer	F11
Display the Start Menu	Ctrl + Esc
Accessing Help	F1
Refresh current window	F5
Move to next field	Tab
Open a menu	Alt + underlined letter
Close a menu	Esc
Undo	Ctrl + Z

Using Help

From the **Start** menu select **Help and Support**.

Click a topic on the left side or; In the **Search** box, type in the word or phrase depicting the topic you want help on.

Click the desired topic from the search results on the left side of the window and view the contents on the right side.



Hardware Components

Physical components or parts of the computer that you can see and touch such as the CPU, disk drives, keyboard, mouse, printer.

Software Components

Instructions that enable the computer to perform a task. There are 2 types of software:

- **Operating System Software** (such as Windows XP) works in the background to start your computer, creates a working environment and sets the rules for how the computer and application programs work together.
- **Application Software** (such as Word, Excel, PowerPoint) perform specific tasks, such as writing a letter, producing a chart, or creating a presentation.

Cycle of four basic computer activities

Input: Information or data that goes into the computer through an input device such as a keyboard, mouse, and video camera.

Processing: Central Processing Unit (CPU) is a tiny electronic chip that interprets data and executes instructions.

Output: Information processed by the CPU that flows out of a computer, to an output device such as a monitor or printer.

Storage: Information that will be used later and can be transferred to a storage device.

Log In

1. Press **[CTRL] + [Alt] + [Del]**.
2. Type in your **username**, and then press **tab**.
3. Type in your **password**, and click **OK** or press **Enter**.

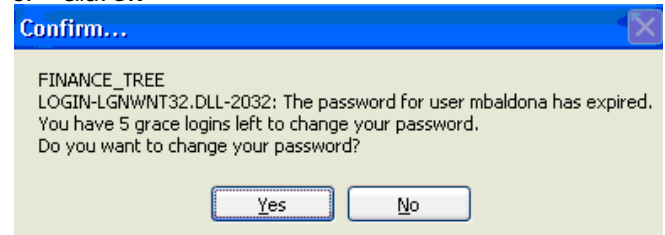
Log Out

Do one of the following:





1. Click on the **Start** button
 2. Click on **Shut Down**
 3. If necessary choose Shut Down from the dropdown menu
 4. Click on **OK**
- OR-
1. Press **[CTRL] + [Alt] + [Del]**.
 2. Click on **Log Out**.
 3. Click on **OK**

Changing the Password


1. When prompted to change your password click on **Yes**
2. Type in a new password (minimum 8 characters and cannot start with a number).
3. Press **Tab** to move to the next text box
4. Retype the same password
5. Click **OK**



Minimize, Maximize, Restore and Close a Window

-  Minimize: Reduces a window to a button on the taskbar.
-  Maximize: Makes the window expand to the size of the Desktop
-  Restore Down: Restores a window to its previous size
-  Close: Closes a window

Move and Resize Windows

- To move a window, point to the Title Bar of the window, press and hold down the left mouse button and drag it to its new location.
- To resize a window, place the mouse pointer on any border or corner and when the mouse pointer becomes a two-headed arrow , drag the window's border or corner until it reaches the desired shape and release the mouse.

Switch Between Windows

- Point to the taskbar and click on the window to restore.

Start an Application

Choose **Start** → **All Programs** and choose the desired program
 -OR-
Double-Click on the desired program icon on the desktop

Exercise 1

1. Open **My Computer** and **maximize** if necessary.
2. Click on the **Restore** button to restore the size of the My Computer window. Size the borders so that the window takes up about half of the Desktop.
3. Move the **My Computer** window by dragging it to a new location on the desktop.
4. **Minimize** My Computer. Restore My Computer from the Taskbar.
5. Open the **Recycle Bin**. Maximize the Recycle Bin window if necessary.
6. Switch to the My Computer window by clicking on it on the Taskbar.
7. Switch to the Recycle Bin window by clicking on it on the Taskbar.
8. Restore the Recycle Bin. Close the Recycle Bin.
9. Close My Computer.

Exercise 2

1. Close any open windows. Open the calculator by clicking on Start and pointing to **Programs, Accessories** and clicking **Calculator**.
2. Do several calculations with the Calculator.
3. Minimize the Calculator.
4. Click on Start and open the Paint program by pointing to **Programs, Accessories, Paint**. Maximize Paint.
5. Restore the Calculator by clicking on it on the Taskbar. Switch back to Paint by clicking on it on the Taskbar. Close Paint.
6. Close the Calculator.