

Module 10

Applied Computer Studies

Unit 10.2 - Getting Started

Copyright © 2002 The Commonwealth *of* Learning
Revised June 2002

Contents

Introduction	1
About this unit	1
How to use this manual	1
How you'll be assessed	2
Finding your way	3
Competency	3
Learning outcomes	4
Assessment criteria	4
Other resources you may find useful	4
Need help?	5
Section 1: Getting Started	
1.1 Suggested approach to these sections	5
1.1.1 Additional worksheet activities	5
1.2 Basics of your computer	6
1.2.1 Power switches	6
1.2.2 The keyboard	7
1.2.3 The mouse	9
1.3 Starting your computer	10
1.3.1 Cold boot	10
1.3.2 Warm boot	11
1.4 Using a mouse in Windows	12
Activity 1: Using the mouse	14
Section 2: The basics of Windows 2000	
2.1 What is Microsoft Windows 2000?	15
2.2 What is the Desktop	16
2.2.1 What is a window?	17
2.2.2 Parts of a window	17
2.2.3 Icons	19
2.2.4 Types of windows	19
2.2.5 Menu Bar	20
Activity 2: Opening & Closing Menus	22
2.2.6 Scroll bars	23
Section 3: Working with Windows 2000 desktop	
3.1 The desktop displays	25
3.1.1 Explore the Taskbar	25
3.1.2 Explore the Start Menu	26
3.1.3 Opening Programs using Icons	26
Activity 3: Opening a window	27
3.2 Closing a window	27
Activity 4: Opening and closing windows	28
3.3 Moving a window	28
3.3.1 Move a window	28
Activity 5: Moving and closing windows	29
3.4 Changing the size of a window	30
3.4.1 Dragging the borders	30
Activity 6: Sizing windows	30
3.4.2 Enlarge a window to its maximum size	31

3.4.3 Reduce a window to an icon	31
Activity 7: Manipulating windows	32
3.5 Dialog boxes	32
Activity 8: Opening Dialog boxes	34
3.6 Multiple windows	34
3.6.1 Working with multiple windows	35
3.6.2 Keyboard shortcut keys	35
Activity 9: Selecting windows	35
3.7 Handling Diskettes	35
3.7.1 Taking care of diskettes	35
3.7.2 Formatting a Diskette	36
Activity 10: Format a diskette	37
Section 4: Working with Programs	
4.1 Starting a Program	39
4.2 Exiting a Program	39
4.2.1 Exiting a program using the menu	40
Activity 11: Opening and exiting an application	41
4.2.2 Exiting by closing the window	41
4.3 Moving between programs	42
4.4 Using Windows Help	42
Activity 12	43
4.5 Finishing a Work Session	44
Activity 13: Shutting Down the Computer	45
Worksheets	47
How to approach these worksheets	47
Worksheet 1	48
Worksheet 2	49
Worksheet 3	50
Worksheet 4	51
Solutions for activities	53
Solutions for Worksheets	55
Worksheet 1	55
Worksheet 2	55
Worksheet 3	56
Worksheet 4	57

Introduction

About this unit

Welcome to the unit on applied computer skills using a personal computer and Microsoft® Windows 2000.

The unit covers the processes for starting your computer, and using the mouse and keyboard to perform the basic functions of Microsoft Windows. You will apply these skills by demonstrating correct start-up procedures, starting and exiting programs and manipulating windows and icons on the screen.

How to use this manual

The manual is designed to enable you to build on the skills acquired in each section. You should work through it at your own pace in the order presented.

As well as information about starting your computer and Microsoft Windows 2000 functions, this manual will include practical activities for you to complete. The activities will give you an opportunity to practise the new functions. They will be clearly identified in the text.

If needed, additional worksheets are supplied at the end of this manual to allow you to do extra practice.

These activities are not a part of the assessment for this unit. They help you check your learning progress.

Where appropriate, solutions are provided at the back of the manual so you can check your work.

Assessment tasks are included at the end of this manual to determine if you have achieved the learning outcomes of this unit.

These tasks determine if you are competent in starting your computer and manipulating windows and icons on your screen.

You should have the following before starting:

- Access to a computer with a mouse
- Microsoft® Windows 2000 software installed on the computer you are using
- Unit 10.2 *Getting Started* learning materials (this manual)

Contact your tutor if these resources are not available.

We have assumed:

- you have already completed Unit 10.1 - Introduction to Computers.

Contact your tutor if you have not completed this unit.

How you will be assessed

The assessment will be a practical demonstration of:

- the start-up and reboot of your computer;
- opening and exiting programs;
- manipulating windows and icons.

You will be practising similar activities as you work through the manual.

Your tutor will inform you of the assessment date for this unit, or enable you to set a date when you are ready to complete the assessment for this unit.

Finding your way

As you work through the text you will see symbols below in the left margin of some pages. These ‘icons’ guide you through the content presented in this manual.



Read



Important—take note!



Assessment task



Activity to be done on computer



Competency

The resources of the TVET curriculum are competency based. The competency for each unit is expressed as a number of **learning outcomes** and **assessment criteria**.

The assessment criteria specify what you must be able to do to show you have gained the knowledge and skills needed to achieve each learning outcome.

Each unit has an assessment criteria. If you feel confident you have the necessary level of competence to successfully complete the elements shown below, you may be able to take the assessment without studying the unit. Recognition of prior learning is encouraged. Your tutor will further advise you on this.

Learning outcomes

When you have completed this unit, you should be able to:

- Demonstrate correct start-up procedures for computer operation
- Demonstrate the functions of the mouse
- Demonstrate the use of basic Windows functions - opening and closing windows, opening and closing programs, maximising and minimising windows, moving and sizing windows, moving between programs, accessing menu options

Assessment criteria

- Demonstrate, without error, the procedure for starting up and rebooting the computer
- Demonstrate the use of the mouse by activating a variety of functions within Windows
- Demonstrate the following basic Windows functions within the Desktop:
 - Using the mouse to display the contents of the Start button, Task bar and icons
 - Moving windows on the screen
 - Arranging the windows
 - Closing the windows
 - Starting two programs and switching between the two
 - Closing Windows

Other resources you may find useful

You may find the following resources helpful:

- User Manual supplied with your Microsoft® Windows 2000 Software
- On-line Help function on your computer.

Section 1 Getting started

1.1 Suggested approach to these sections

When new topics are introduced you will not need to use a computer.



Read the instructions explaining how the functions being discussed work. The icon shown here will indicate these sections.



After reading the instructions, the **activities** to be completed on the computer will be indicated by the icon shown here.

1.1.1 Additional worksheet activities

Additional activities are included after Section 4. If you feel you need more practice you can work through these worksheets before completing your assessment.

These worksheets combine the functions covered in all sections.



1.2 Basics of your computer

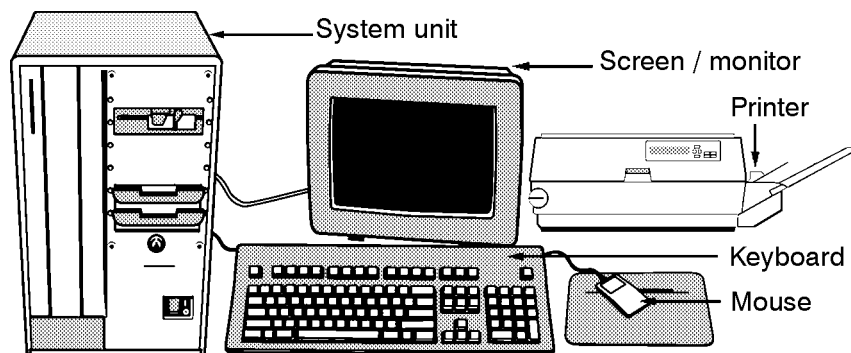
Your personal computer is made up of four main hardware components:

- Input devices – the keyboard and mouse are the main input devices
- A system unit – the part made up of the case that protects the main parts of your computer and includes the central processing unit and memory
- Storage devices – hard disk, floppy disk and CD-ROM are common storage devices. These usually reside inside the system unit
- Output devices – the monitor and printer are the most commonly used output devices

Another important device that may be a part of your computer system is the modem.

The system unit, along with all the other devices that are attached to it make up your *computer system*.

A typical computer system



1.2.1 Power switches

The system unit and the monitor are connected directly to power and will each have a power switch. The power switches are located in different places on these devices, depending on the manufacturer. However, they should be easy to find.

The monitor is sometimes connected to power through the system unit and the monitor power switch is usually left on at all times. It will turn off and on automatically with the system unit. However, you should check your computer to see if this is so, or if it is necessary to turn the monitor on separately.

Your printer has its own power switch and is usually turned on separately.



1. Check your computer and locate the power switches on the system unit and the monitor. If the monitor switch can't be found on the front, check the sides.
2. Check if the screen is connected to its own power point indicating that it needs to be turned on separately.

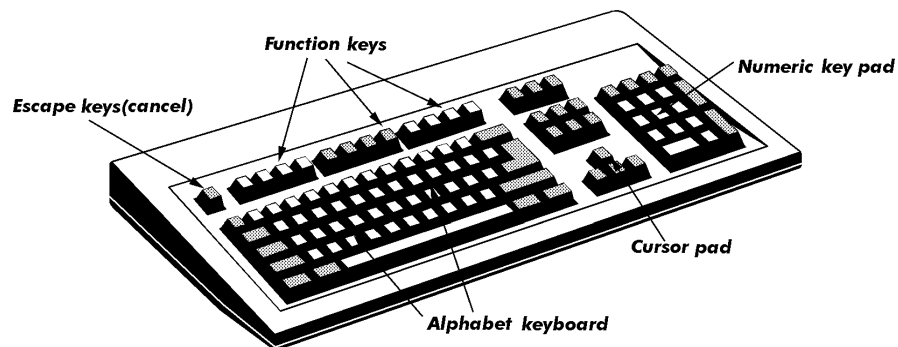


1.2.2 The keyboard

The keyboard is considered the most important input device. There are a number of different keyboard designs. Like most things related to computers, there is continual change and improvement in layout and design. However, the same keys do the same thing on all keyboards regardless of where these keys are located.

The computer keyboard is made up of:

- The alphabetic keyboard including the space bar, caps lock, shift and tab key
- The numeric keypad
- Function keys
- Cursor pad
- Special keys: Enter, Ctrl, Alt, Esc, Print Screen, Scroll Lock, Break



Points to remember when using your keyboard

The Caps Lock and Num Lock are toggle keys. That is, they can be switched between “on” and “off” states.

An indicator light displays on the top right of your keyboard signifying when the Caps Lock and Num Lock keys are turned “on”.

When Caps Lock is turned on, an alphabetic character will be typed in upper case when its key is depressed.

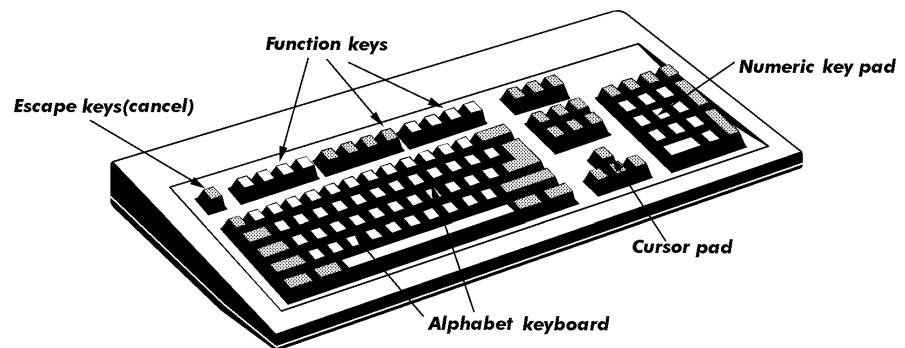
Depressing any alphabetic key while the Shift key is depressed will produce the upper case alphabetic characters for that letter. Likewise, depressing any numerical or symbol key while depressing the Shift key will produce the symbol on the top half of the key depressed.

The Num Lock key must be “on” to type numbers on the numeric keypad. When the Num Lock key is “off”, the same numbers can be used to move the cursor in the same way as the directional keys on the cursor pad.

Function keys perform different functions depending on the application in which they are used. For example, the F1 key activates the Help files in many applications.



On your computer locate the parts identified in the diagram below.





Booster keys (*Ctrl, **Alt and Shift keys) are always used in combination with other keys. ***Always hold down the booster key while you tap the other key.*** A booster key will not perform any function unless operated in conjunction with other keys. Booster keys are often used to assist in performing short cuts to some computer functions. For example, we will be using Alt+Tab to move from one Windows program to another.

* Ctrl is the abbreviation for 'Control'

** Alt is the abbreviation for 'Alternate'



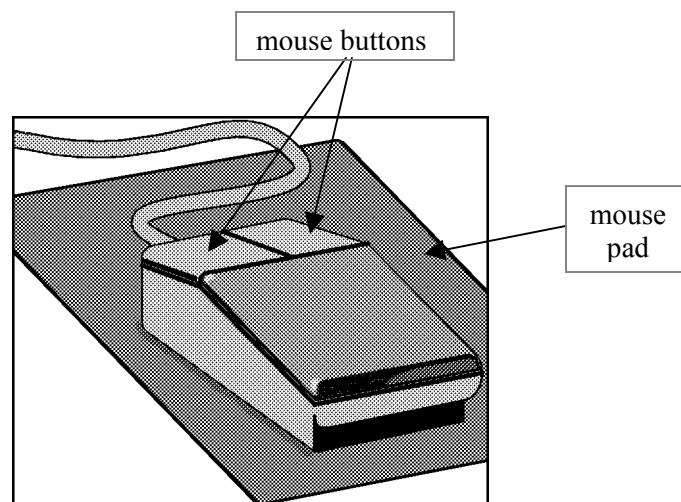
Locate the booster keys—Ctrl, Alt and Shift—on your keyboard



1.2.3 The mouse

The mouse is an ***input device*** that usually attaches to the System Unit with a cable. It is called a pointing device because it allows you to control a pointer on your computer screen. When you move the mouse on the mouse pad (a piece of anti-static material the mouse is placed on), the mouse pointer moves correspondingly on the screen. A mouse used on personal computers has at least two buttons. The left button is the most commonly used button for a right-handed user. The right button is used far less, and usually to activate short cut menus. Left-handed users can reverse the functions of these two buttons.

A typical mouse



You will learn how to use the mouse efficiently in Section 1.4 *Using a mouse in Windows*.



1.3 Starting your computer

Starting your computer is sometimes referred to in computer jargon as ‘booting’ your computer. When turning on the power switch on the system unit starts the computer, it is called a ‘cold boot’, whereas if your computer is switched on and for some reason you have to re-start it, it is known as a ‘warm boot’. Bo

1.3.1 Cold boot

To cold boot your computer follow the steps below:

- Make sure the computer is connected to the power supply.
- Check that there is no disk in the floppy disk drive.
- Press the power button on the system unit. An indicator lamp will light up.
- Check that the indicator light has also displayed on your screen. If not, turn the screen power switch on.
- Watch your screen:
 - Messages will display on the screen. This is your computer performing a self-check, ensuring that it has the needed hardware and software components to properly set-up the computer to be used by you.
 - The information displayed in this self-check will vary depending on the manufacturer of the computer, and the hardware installed.
 - Windows 2000 may take you to a start box where you may be asked to click Ctrl-Alt-Delete to start your computer. The best way to do this is to hold down the Ctrl (Control) and Alt (Alternate) keys with one hand (both keys are found on either side of the space bar at the bottom of you keyboard) then press the Delete button once.
 - You will then go to the Log On to Windows box where you have to enter a password in the Password field (if you are unsure of this, contact your tutor). Windows 2000 will start up.
 - The Windows 2000 desktop will display on the screen.



Start your computer.



1.3.2 Warm boot

A warm boot is the process of resetting your computer. When installing a new program, you are often asked to reboot, which will mean employing a warm boot. Another occasion you may have to use a warm boot is if the computer ‘freezes’ (or stops responding to commands). NEVER simply turn a computer “off” and then “on” when it freezes on you, unless you have no other alternative. Try a warm boot first.

There are three methods of warm booting:

Use the reset button (if your computer has one)

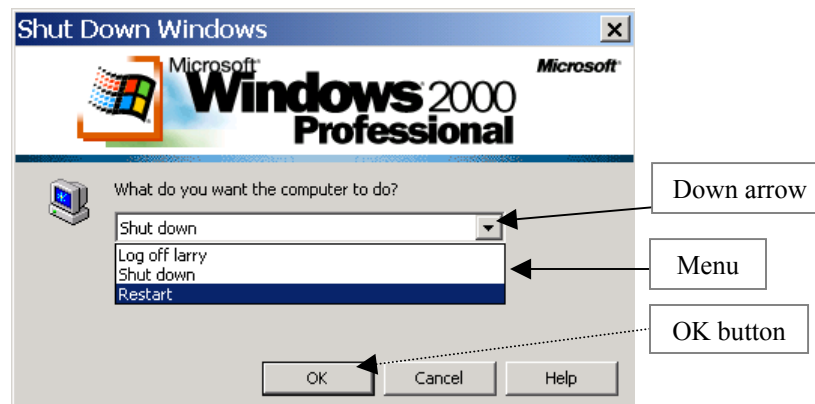
1. Remove the disk, if any, from the floppy drive.
2. Press the Reset button located on your System Unit.

Your computer will restart.

Use Ctrl/Alt/Delete keys

1. Remove the disk, if any, from the floppy drive.
2. With your left hand, hold down the Ctrl *and* Alt keys located near the spacebar, and with the right hand, press the Delete key once. Release all keys.
3. The Windows Security box will display. Select the Shut Down... option.
4. The Shut Down Windows box will display (see below).
5. Click on the down arrow. Select Restart from the menu. Click OK.

Your computer will restart.



Use the Shut Down option

1. Click on the Start button.
2. Select Shut Down from the options displayed.
3. The Shut Down Windows box will display (as above).
4. Click on the down arrow. Select Restart from the menu. Click OK.



1.4 Using a mouse in Windows






Windows is a graphical interface and is designed to be used with a mouse, although in some cases when your hands are on the keyboard it might be more convenient to use ‘shortcut’ keys on your keyboard to perform some functions you might otherwise do with the mouse. The more commonly used ‘shortcut keys’ will be included when functions are introduced.

To operate your mouse you need to understand the following mouse operations:

Operation	Action
Point	Place the mouse pointer on a specific item.
Click	Quickly press and release the left-mouse button one time. (You click on an item to select it).
Double-click	Quickly press the left-mouse button twice without moving the mouse.
Drag	Press and hold the left-mouse button down while moving (dragging) an object to the a location.
Right-click	Press and release the right-mouse button one time.

Remember, whenever you are given a mouse operation to complete, unless you are specifically told to use the right-mouse button (right-click or right-drag), the operation is carried out with the left-mouse button.

As you move the mouse around a window, the mouse pointer takes on different shapes depending on where the mouse is situated on the screen and what function is being performed. The table below explains the use of common pointers.

Pointer	Description
	An hourglass appears when the computer is processing information and wants you to wait until it is done.
	The left-pointing pointer appears in menus, dialog boxes and other areas and indicates the position of the mouse.
	The pointer converts to a right-pointing pointer when moved to the area beside the text in the left margin.
	The I-beam appears within the text area and indicates that you can type in the position it is located.
	The pointer converts to a double-headed arrow when it is placed on the border of a window or between columns in tables. It is used when resizing.

You will see more of these pointers in later sections in this manual.



Activity 1

Using the Mouse

1. Start your computer.
2. Point and Click
 - From your Desktop, point to the My Computer icon (picture)
 - Click on the My Computer icon. You have selected the My Computer icon. Notice that the My Computer icon is darker than the other icons on the Desktop.
 - Point and click on an area of your Desktop that has no icons. Notice that the My Computer icon is no longer darker than the other icons. You have deselected the My Computer icon.
3. Double-click
 - Double-click the My Computer icon. This action will open the My Computer window. (Since double-clicking is often the most difficult mouse skill to learn, it may take some practice to get the hang of it. Be careful NOT to move your mouse as you are clicking twice.)
 - We will learn more about the contents of My Computer in another section. For now, locate the X at the top right of the My Computer “box” you just opened. Point on the X, and then click it. This will close the My Computer window.
4. Drag
 - Drag the My Computer icon to any location on the Desktop. Now, put it back to where it was before you moved it.
5. Right-click
 - Point to the My Computer icon.
 - With the right-mouse button, click once on the My Computer icon. A short-cut menu should display (if nothing displays, you probably didn’t right-click. Try it again)
 - Notice the different commands on this menu. The first command is Open. If you point and click on this command, you would open My Computer again. We will learn more about short-cut menus later in this manual.
 - Now, point to an area of the desktop that has no icons to close My Computer.

(Repeat this activity until you are comfortable with the mouse operations)

Section 2 The basics of Windows 2000*



2.1 What is Microsoft Windows 2000?

Windows 2000 was developed by the Microsoft Corporation in a continued effort to provide an operating system with a graphical user interface (GUI—pronounced “gooey”) that allows the user to give commands to the computer by using icons (pictures), dialogue boxes, windows or menus displayed on the screen. Windows 2000 also allows for improved multitasking, which is the ability of Windows to switch between several open windows without having to close other windows first.

With Windows 2000, your screen is designed to represent your desktop. The different applications and documents are displayed on the screen in individual rectangular boxes called ‘windows’. The windows may overlap one another and you do not need to close out one window to use another. This is referred to as multi-tasking.

Windows can be:

- resized (made bigger or smaller);
- moved around the screen;
- opened and closed as required; and
- maximised to fill the whole screen or reduced to an icon.

Each window simulates a piece of paper (a document) or a folder on your desktop.

**** You should be able to complete all of the exercises in this unit if your computer is running Windows 98 or Windows Millennium Edition operating system. (If you are not sure which operating system your computer has installed, ask your tutor to assist you in determining which it is). Other versions of the Windows operating system (i.e. Windows 95, a later version, Windows XP) would handle some of the tasks in the activities differently. Your tutor should be consulted if you are using an operating system other than Windows 2000.***

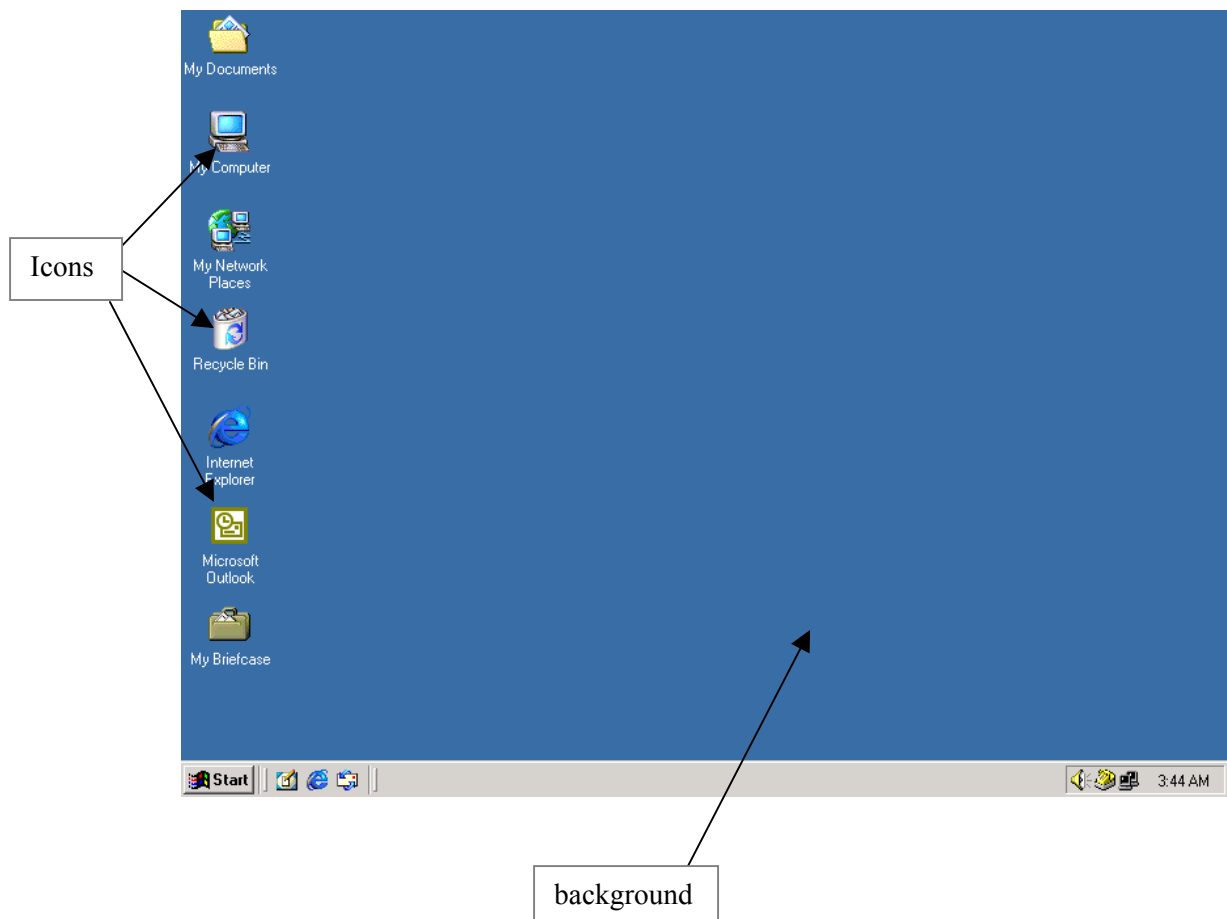


2.2 What is the Desktop?

The first thing you see after your computer has completing the booting process is **the Windows Desktop**. The Desktop takes up the majority of the space on your screen. It will continue to run as long as you are using Windows. You can start and exit applications any number of times while you are working in Windows. However, the Desktop is running in the background all the time. When you exit the Desktop, you exit Windows.

Your Desktop is like the top of your desk. As you work, you can place several folders and documents on your desk at the same time. After a while, these folders and document might overlap each other. You will see the same thing happening on your computer Desktop.

Your Desktop screen would look something like the one below. The program icons displayed allow you to start these particular programs from your Desktop. Don't worry if the number of icons displayed on your screen is different. This will depend on the programs you have available on your computer and how you have your Desktop set up. Also, your background might have a different display.



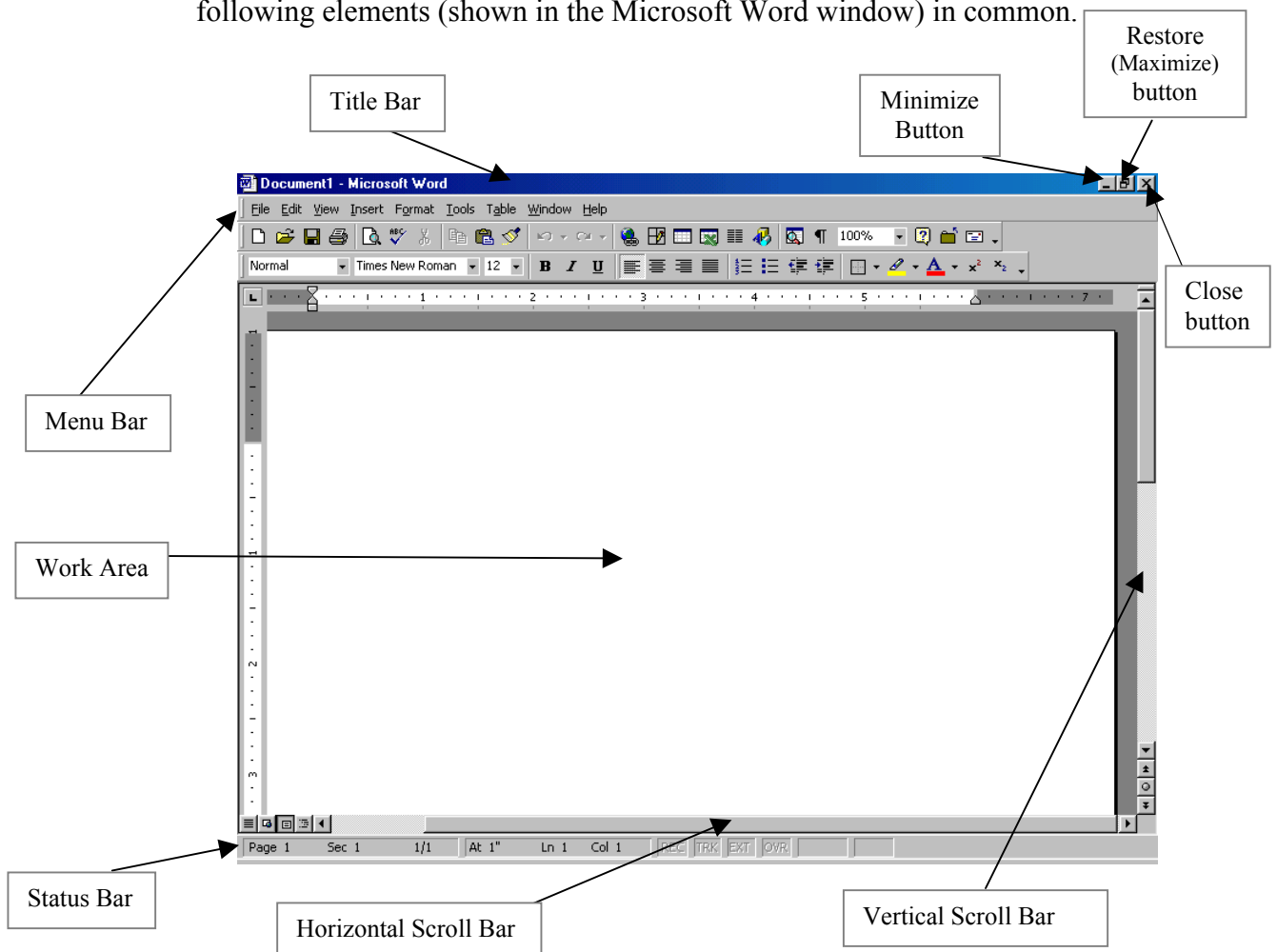
2.2.1 What is a window?

A window is a framed work area on your screen. Each window you open will contain a different program or document. All windows can be re-sized. You can have a number of different windows open, with different work being done in each one. For example, you could be using a word processing application in one window, a spreadsheet application in a second window and your mail program displayed and ready to use in a third. The number of windows your computer allows you to open at one time depends on different factors, such as your computer's memory, the program you're working in, the way you choose to display your windows and the amount of memory your program requires.

(Note the difference between Windows and windows. Windows with the upper case W refers to the operating environment. It is a name selected by Microsoft to refer to their Graphical User Interface (GUI). On the other hand windows with a lower case w refers to a rectangular area within the desktop in which a program operates.)

2.2.2 Parts of a window

You cannot work effectively in windows until you know the elements or parts of a window and the different types of windows and icons. Most windows have the following elements (shown in the Microsoft Word window) in common.



- **Close Button** - Every window will have a Close button. If you click on it the window will be closed.
- **Title Bar** - Contains the name of the application or document. If you have two or more windows open, the title bar will be a darker colour in the active window.
- **Minimize Button** – Appears in the top right corner of the window. It is selected by clicking once with the mouse. The window is reduced to an icon, without terminating the application.
- **Maximize Button** - Appears in the top right corner of the window. It is selected by clicking once with the mouse. Allows the window to fill the entire screen. When a window has been maximised, the button changes to the Restore Button.
- **Restore Button** – It appears as a double box in the top right corner of the window. When selected by clicking once with the mouse, the window is restored to its previous size. When a window has been restore, this button changes to the Maximize button.
- **Menu Bar** – Located below the title bar, the Menu bar is used to choose applications menus and to call up Help functions. The menus available depend on the application you are using. To open a menu, click on the appropriate option. To close a pull-down menu, click once outside the menu.
- **Horizontal Scroll Bar** - Enables you to move horizontally through text or icons that can't display in the current window. The scroll bar will only display when there is more information in the window than can be displayed horizontally.
- **Vertical Scroll Bar** - Enables you to move vertically through text or icons that can't display in the current window. The scroll bar will only display when there is more information in the window than can be displayed vertically.
- **Window Title** - Depending on the type of window, this can consist of the name of an application and the name of a document. It displays in the Title Bar.
- **Work area** - This area hold the information you are working on. The work area for a spreadsheet displays cells.
- **Status Bar** - This area lists status information such as page number, date, status of task, etc.





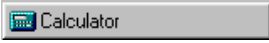



Identify on your screen any parts of the window shown on the previous pages. As you locate each part, read the description again to refresh your memory.



2.2.3 Icons

Icons are small pictures that represent different types of applications and files. Each icon is identified with an icon label.

Icon Type	Description
My Computer icon  My Computer	The My Computer icon is found on the Desktop . When you double click on this icon a window will open displaying additional icons representing the disk drives and other components of your computer.
Program-item icon    Internet Explorer Microsoft Outlook Chessmaster 5000	Represents an application you can start from your Windows Desktop. Program-item icons are all different. When you double click a program-item icon, the program starts.
Application icon  	Represents a program that was started and then reduced to an icon using the minimize button. Application icons appear on the Task bar as buttons.

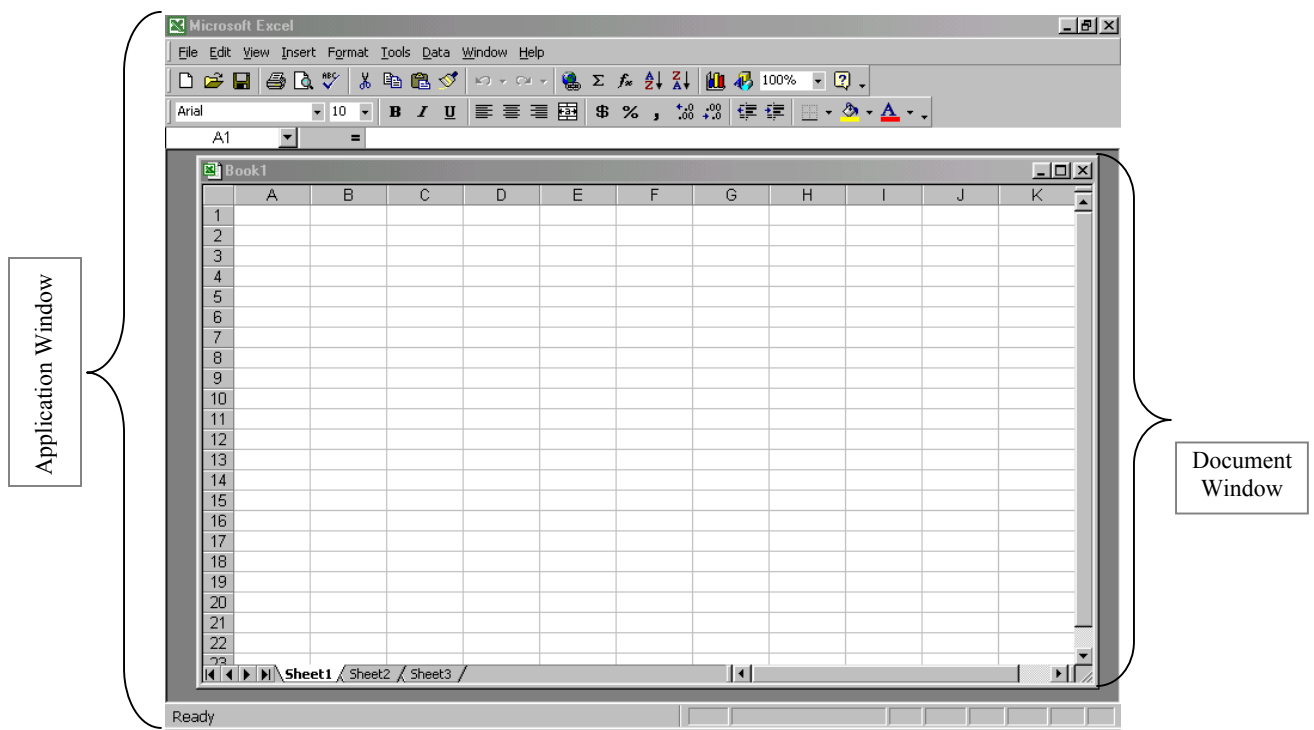
2.2.4 Types of windows

There are two types of windows used in Windows 2000:

An **application window** contains a running program such as Microsoft Word. You enter commands for the program through the program window. The application window has a title bar at the top that displays the name of the program.

A **document window** appears within an application window and has its own title bar across the top showing the document name.

Note the Microsoft Excel application window and the Microsoft Excel document window displayed below.

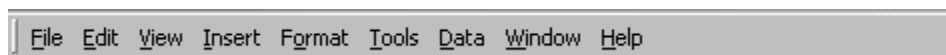


Be aware that oftentimes the document window and the application window may appear as one window. In these instances, there is only one title bar that contains both the name of the program and the name of the document.

2.2.5 Menu Bar

The Menu Bar is an element found on all windows. It consists of headings for pull-down menus commonly called menu items. The items in menu bars will vary according to the application you are using.

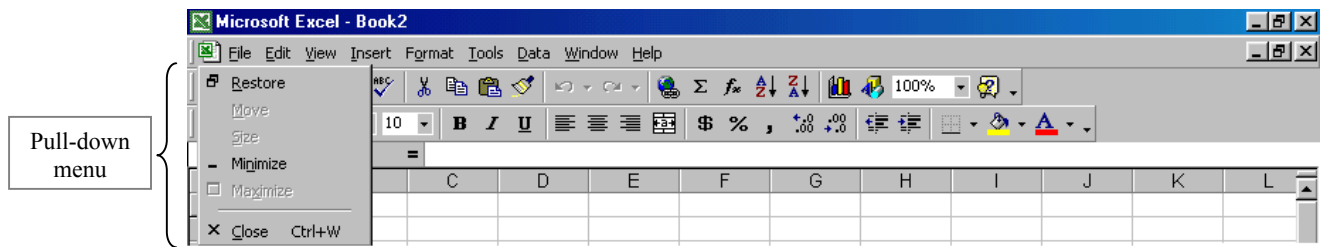
Items can be selected from the menu bar using the mouse or the keyboard.



(Microsoft Word menu bar)

To select an item from a menu bar using the mouse:

- Click on the item with the left mouse button.
- The pull-down menu will display.
- Close the menu without selecting an option from it by clicking outside of the menu.



(The Control Menu pull-down menu in Microsoft Excel)

When using a pull-down menu:

- Black menu options (such as “Restore” and “Close” in the picture above) are available for selection.
- Grey menu options (like “Size” and “Maximize” in the picture above) are not available for use because the current window does not support them or because another option needs to be selected before that option becomes available.
- Options followed by an ellipsis (e.g. Properties...) display a dialog box when they are selected.
- Keyboard shortcut keys are shown to the right of the option.

To select an option from the pull-down menu, point to the option required and click the left-mouse button.

Using the keyboard to access menu items

It is sometimes convenient to use the keyboard to access menus. For example, if you wanted to create a new document in programs such as Microsoft Excel, Microsoft Word and many others, follow these instructions:

- Hold down the ALT key;
- Press the letter underlined in the menu item you want. (File = Alt+F);
- The pull-down menu under File will display.
- Release the Alt key.
- Press the letter underlined in the option. (New)

Depending on the program you are in, a new document from that program will open, or you may have to choose the type of new document first.

If you change your mind about making a selection from a drop-down menu after accessing it, press the ESC key twice. This will cancel the drop-down menu and menu you activated from the Menu Bar.



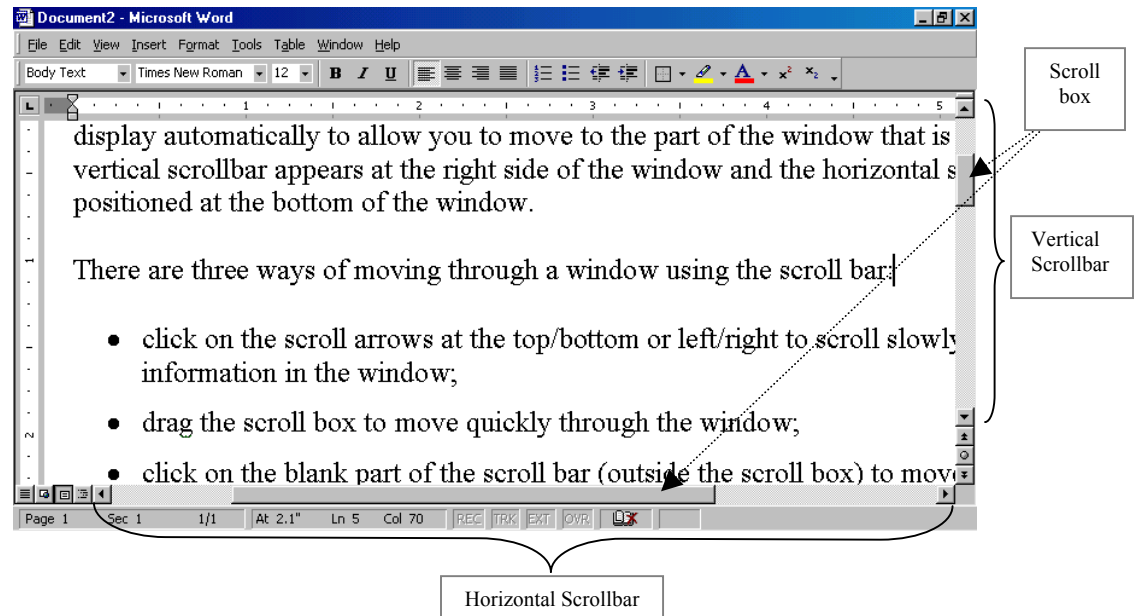
Activity 2

Opening and closing menus

1. From the Desktop, double-click on the My Computer icon to open it. **Identify** the following parts of the My Computer window:
 - Title Bar
 - Close button
 - Maximize (or Restore) button
 - Minimize button
 - Horizontal Scroll bar (may not be visible)
 - Menu Bar
 - Status Bar
2. Open the File menu and note the options that are not available (grayed out).
3. Move to the Edit menu and note the dimmed options which are not available.
4. Open Help menu using the keyboard option (Alt+H). Close the menu.
5. Open the View menu using the keyboard option (Alt+V). Close using ESC.

2.2.6 Scroll bars

When the contents of a window will not fit on the screen, there are two scroll bars that display automatically to allow you to move to the part of the window that is hidden. The vertical scrollbar appears at the right side of the window and the horizontal scroll bar is positioned at the bottom of the window, as in the Microsoft Word window below.



There are three ways of moving through a window using the scroll bar:

- click on the scroll arrows at the top/bottom or left/right to scroll slowly through information in the window;
- drag the scroll box to move quickly through the window;
- click on the blank part of the scroll bar (outside the scroll box, but still on the scroll bar) to move one screen at a time.

This page is intentionally left blank

Section 3 Working with Windows 2000 Desktop



3.1 The Desktop displays

As mentioned previously, the Desktop is the first feature you see in Windows 2000 once your computer has completed booted up. In addition to the icons you see on the Desktop, you will find the Taskbar.

The Taskbar is usually displayed horizontally at the bottom of your Desktop, but it can be moved to other positions on your desktop. The Taskbar contains the Start button and a clock. Additionally, you may see buttons to start certain programs, or that indicate which programs are currently open. These additional buttons will vary depending on which programs you have installed on your computer, and which programs you have open at any given time.



The Start button activates the Start menu, which houses a set of commands that are displayed when the Start button is clicked on. From Start menu, you can start programs, open documents, change your computer settings, find the Help files and shut down your computer. The small triangular arrow seen next to a Start menu option indicates that other related options exist in a Sub-menu.



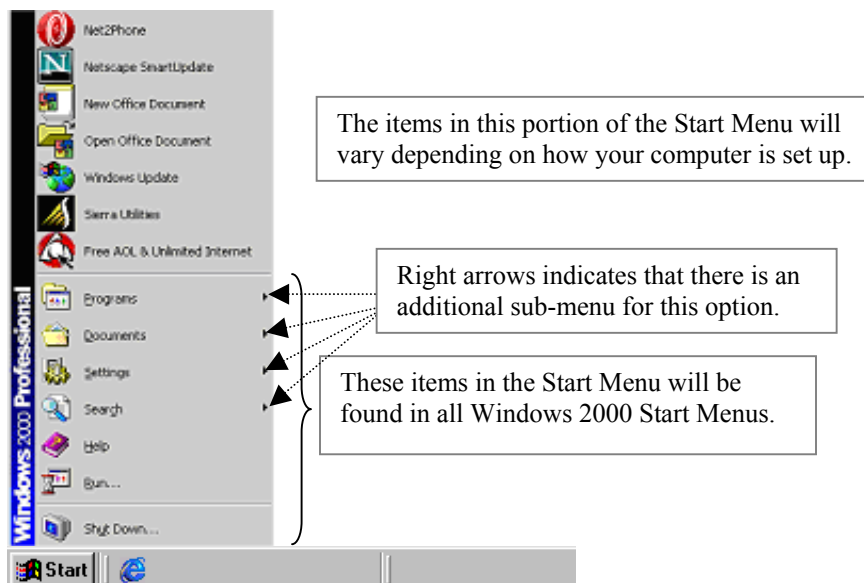
3.1.1 Explore the Taskbar

- Point to the Taskbar.
- Drag the Taskbar to the right of the screen. Try dragging the Taskbar to the top of the screen.
- Return the Taskbar to its default (original) location.



3.1.2 Explore the Start Menu

- Click the Start button. The Start Menu displays. Your Start Menu should look similar to the one below.
- Observe the list of commands. Note the arrow on some options.
- Point to the Programs option. A sub-menu displays. This is the list of the programs on your computer.
- Click on a space on the Desktop to close the menu.



3.1.3 Opening Programs using Icons

There are different ways to open programs in Windows 2000. One way is by double-clicking. Another is by selecting the icon (click on it once to highlight it) and then depressing the Enter key on the keyboard.

- Double click the My Computer icon.
- The My Computer window is displayed.
- Open any other two icons on your Desktop (eg. Recycle Bin and My Briefcase)




Activity 3

Opening a window

1. Double click on the My Computer icon.
2. Identify eight features of a window.
3. Click on the minimize button. Observe the My Computer reduced on the Task bar as a button.
4. Click on the My Computer button on the Task bar. The window is returned to its original size.



3.2 Closing a window

1. In the top right corner of every window, there is a Close button (a button with an 'X' -  - like the one displayed here).
 - Click the Close button to close the My Computer window.
2. Open the My Computer window again.
 - Pull down the File menu using the keyboard command (Alt + F).
 - Use the down arrow key on the keyboard to highlight the Close option.
 - Depress the Enter key. The window closes.



Activity 4

Opening and Closing windows

1. Open the My Computer Window.
2. Open the My Briefcase Window.
3. Open the Recycle Bin Window.
4. Close the three windows in the opposite order—Recycle Bin, My Briefcase and then, My Computer.

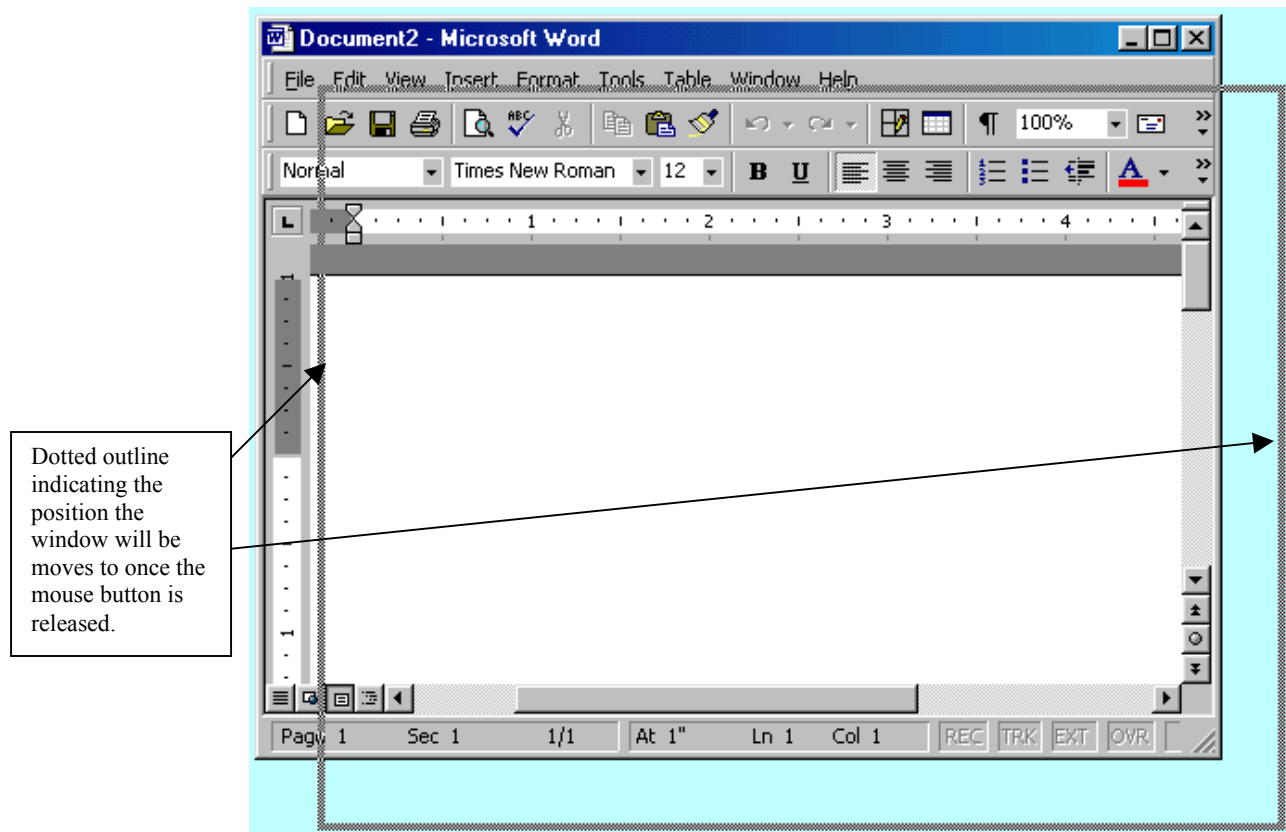


3.3 Moving a window

When you first open a window, it is not always in a convenient position on the screen. You might need to move it to see information in other windows or simply to rearrange your desktop.

3.3.1 Move a window

- Double click on any one icon on the Desktop.
- If the window is maximized (meaning it takes up the entire screen), then click the Restore button to make the window smaller.
- Position the mouse pointer on the title bar.
- Press and hold the left-mouse button. As you move the window, you will note that the border of the window changes to a thick, dotted outline, as in the figure below.
- Drag the window to the new position. Notice that the outline of the window moves to indicate the current position of the window.
- Release the mouse button to position the window in the new location.



Activity 5

Moving and closing windows

1. Open the My Computer window.
2. Restore the My Computer window, if necessary.
3. Move the My Computer window to the bottom left corner of the screen.
4. Move the My Computer window again to the top right corner.
5. Open the Recycle Bin window.
6. Move the Recycle Bin around the screen.
7. Close the Recycle Bin window.
8. Close the My Computer window.



3.4 Changing the size of a window

The size and shape of a window can be changed by dragging the borders until the window is the size and dimensions you want. A window can also be enlarged to its maximum size, reduced to an icon and restored back to its original size.

3.4.1 Dragging the borders

When the mouse pointer is slowly moved across the border of a window, you will see the pointer change to a two-headed arrow. Pressing and holding the left-mouse button while the two-headed arrow is displayed will allow you to drag the border to a new size.

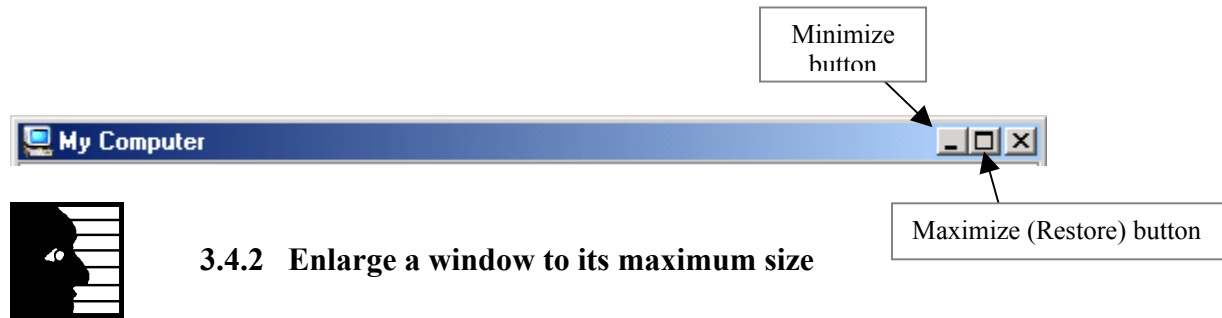
There is also a small section on each of the four corners of a window where the double-headed arrow appears at an angle. When the mouse pointer is slowly moved across these areas, the corner can be dragged in the direction of the arrow, allowing you to increase or decrease the size of the window horizontally and vertically at the same time.



Activity 6

Sizing windows

1. Open the My Computer window and move it to the middle of the screen. (If you cannot see the borders, Restore the window).
2. Move the mouse pointer across the right border of the window.
3. When the pointer changes to a two-headed arrow, press the left mouse button and hold down. Notice that the border of the window changes.
4. Drag the border to the right. The outline of the border will move with the mouse.
5. Release the mouse button.
6. Change the size of the window by dragging the other borders of the window in the same way.
7. Move the mouse pointer over the lower-right corner of the window. Notice the diagonal two-headed arrow on the corner.
8. Drag the lower-right corner of the window upward to make the window smaller or downward to make the window larger.
9. Close the window.



3.4.2 Enlarge a window to its maximum size

Enlarging a window so that it fills the entire screen is called ‘maximizing’ a window. There are two ways to maximize a window:

- Double-click on the title bar. Double-click the title bar again to restore the window to its original size.
- Click on the maximize button

You will note again that when a window has been maximized, the Maximize button is replaced with a double box called a Restore button.

Click once on the Restore button to change the window back to its original size. The window should not longer fill the entire screen.

3.4.3 Reduce a window to an icon

A window can be reduced to an icon by clicking once on the Minimize button located in the top right hand corner of the window (see diagram above). When a window is minimized, Windows 2000 removes the window from the Desktop and places it on the Taskbar as a button.

Note that the Yahoo! Messenger and the Microsoft Word windows have been minimized (reduced to buttons on the Taskbar) in the diagram below.





Activity 7

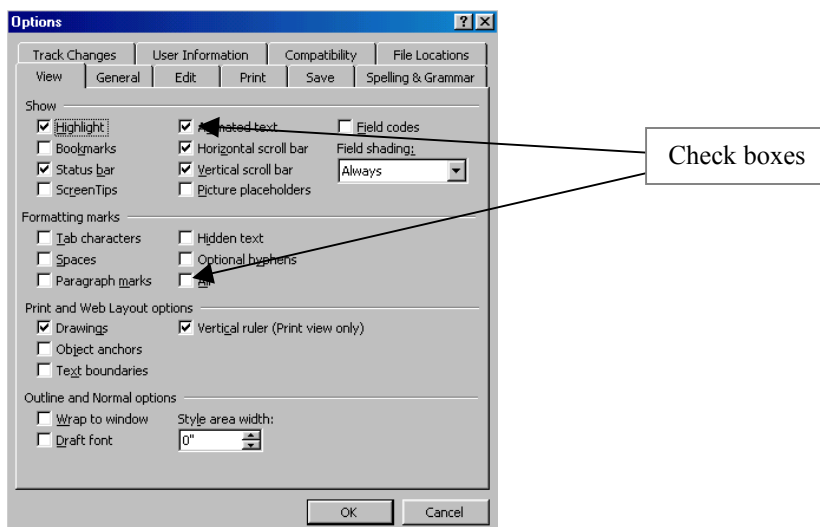
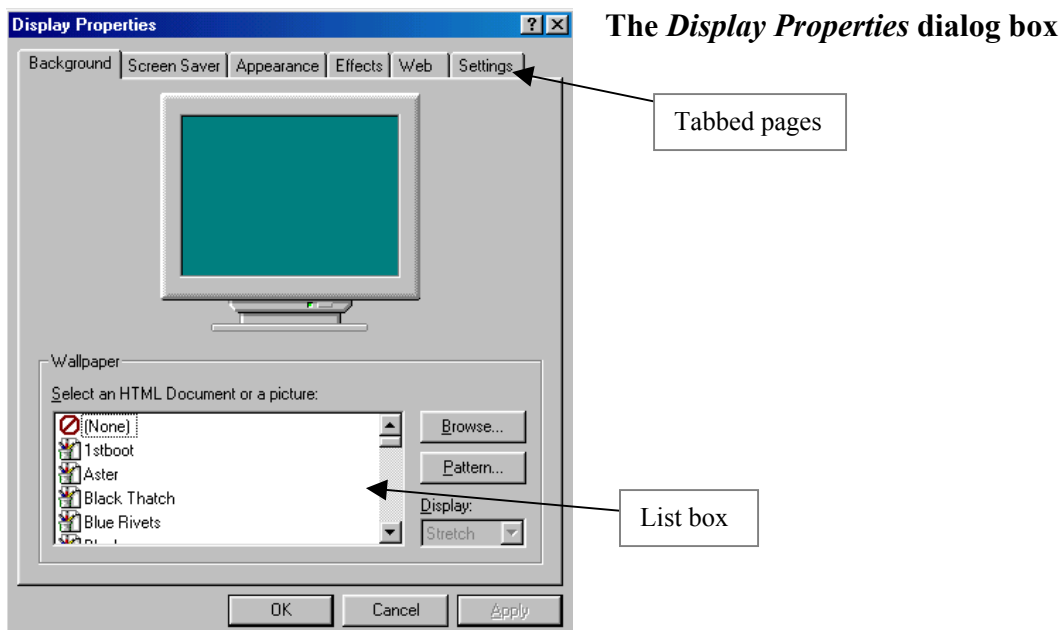
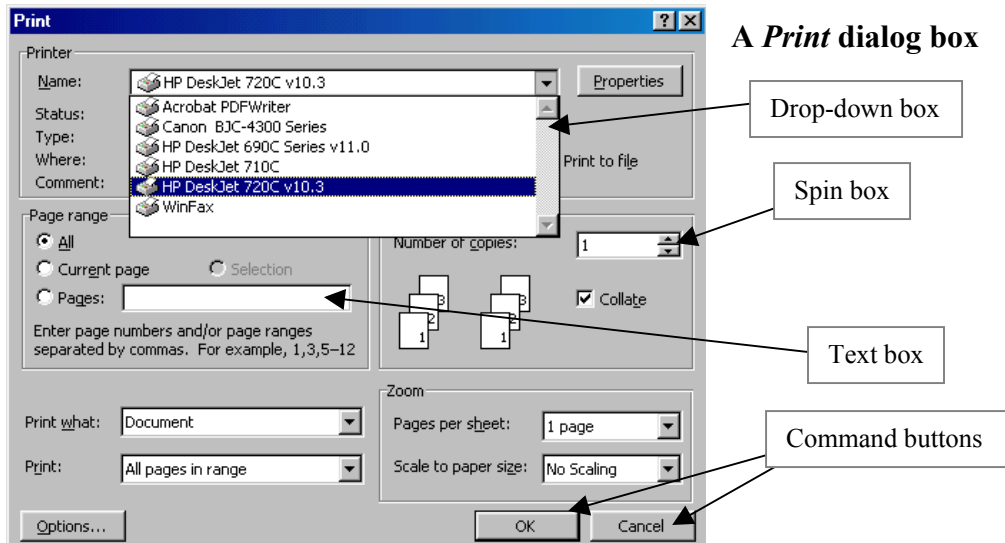
Manipulating windows

1. Open the My Computer window by double clicking on the icon.
2. Drag the left border of the window to the right until the window is half its original size (you are making the window smaller). Notice that all the icons can no longer be seen in the window, but a horizontal or vertical scroll bar is displayed to enable you to scroll to see the hidden icons.
3. Move the window to the centre of the screen.
4. Maximize the window by double clicking on the title bar. Note that the Window now fills the screen.
5. Restore the window to its original size by double clicking on the restore button.
6. Maximize the window by clicking on the maximize button.
7. Reduce the window to a button by clicking once on the restore button, then on the minimize button. Notice the window displays as a button on the Taskbar.
8. Click the My Computer button on the Taskbar to restore the Window to the last size it was before you minimized it.
9. Close the My Computer window.



3.5 Dialog Boxes

In Windows 2000, a dialog box is used to request or display information. A dialog box is a rectangular window, appearing in different sizes depending on the information it displays. Dialog boxes appear in response to a user command. The information in the dialog box can be accepted or changed. Examples of different dialog boxes with different features follows.





Activity 8

Opening Dialog boxes

1. Click on the Start button, then click on Help. The Help Dialog box is displayed.
2. Take note of the tabbed sheets (Contents, Index, Search and Favorited), command button, list box and text box in this dialog box.
3. Select the cancel button option to close the Dialog box.

You will encounter more Dialog boxes as you work through the activities.



3.6 Multiple windows

You can open all or any number of windows at the same time. You are only limited by the size of the computer's memory. As a result, avoid opening windows unnecessarily.

As a new window is opened, it becomes the **active window** and will wholly or partially cover previously opened windows. You will notice that the title bar and the border of the active window is a darker shade (usually blue) than the other windows (usually grey). Any commands you give the computer will be executed on the active window.

When you have multiple windows opened on the screen, you can select one (make it active) by clicking anywhere in the window you want to be the active window.

Before you can click in an open window, you must be able to see it. Sometimes, when a number of windows are open, the one you want to access is completely covered. You can select windows you cannot see on the Desktop by clicking on its button on the Taskbar or by moving from window to window by using keyboard shortcut keys.

3.6.1 Working with multiple windows

- Clicking on the button on the Taskbar will activate the window you want to be the active window.
- If you can see any part of the window you want to be the active window, simply click on the window.

Check that the window you want is active. It should have the title bar highlighted and be overlaid on top of any other open windows.

3.6.2 Keyboard shortcut keys

It might be easier for you to move from window to window using the Alt+Tab keyboard command. Hold down the Alt key and press the Tab key. Each window will be activated in turn, even those that have been reduced to an icon. Stop when the window you want is active. Notice that as you depress the Alt-Tab, a Dialog box displays all the open windows as icons with a square shadow around the one that will be displayed. Continuing to hold the Alt key while tapping the tab allows you to switch between windows.



Activity 9

Selecting windows

1. Make sure that three windows are opened on your screen.
2. Practice selecting windows using the three methods outlined.
3. Close all windows.



3.7 Handling Diskettes

Diskettes are an important means of storing documents permanently. However, because these documents are stored magnetically, care must be taken in how the diskettes are handled.

3.7.1 Taking care of diskettes

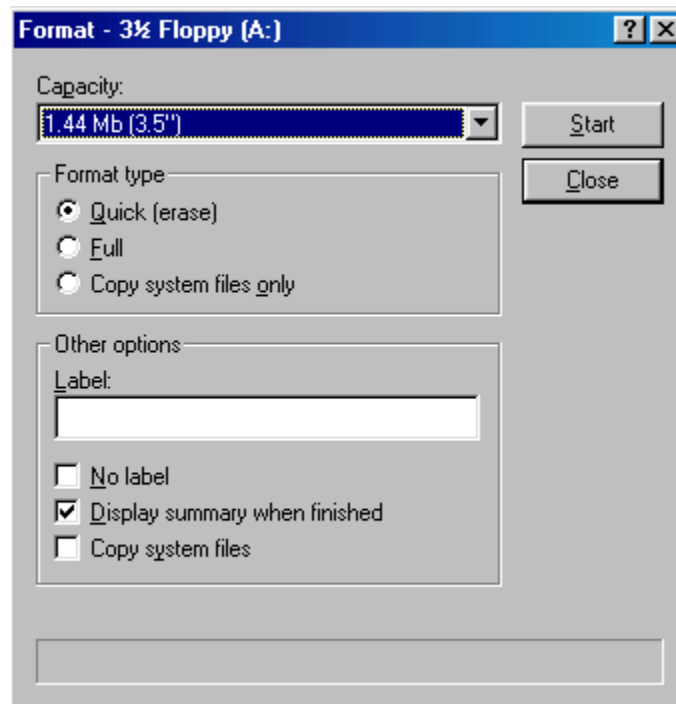
The following is a list of rules for proper disk care:

- Do not touch the diskette's magnetic surface.
- Do not expose the diskette to extreme temperatures (heat or cold).
- Do not place the diskette near magnetic or electrical devices (eg. Television, speakers, telephones etc.).
- Keep the diskette away from dust, dirt and moisture.

3.7.2 Formatting a Diskette

All diskettes must be formatted before they can be used. Formatting a floppy disk is the process of preparing the disk for use. New diskettes can be purchased that are already formatted. To format an unformatted disk:

1. Insert the floppy disk into the floppy disk drive.
2. Open the My Computer and click on the Floppy disk drive [3 ½ floppy (A:)]
3. Click on the File menu, and then click Format. The Format dialog box (pictured below) will open.
4. Choose Start to begin the format. Notice that the light on your floppy disk will be stay lit for the duration of the formatting.



You may format a disk that has information on it, but doing this removes all the information from the disk. A floppy disk with information cannot be formatted if the disk is opened or if a file on the disk is opened.



Activity 10

Format A Diskette (*you will need a diskette for the following activity*)

1. Open My Computer.
2. Place a diskette into drive A (floppy drive).
3. Click the 3 ½ Floppy (A:) icon.
4. Select the Format command from the File menu.
5. Select the Start button from the Format dialog box.
6. If the diskette has never been formatted, a message may display saying that the diskette cannot be quick formatted. Select okay to full format the disk.
7. Select the Close button on the Format Results box; then Close the Format dialog box and My Computer window.

This page is intentionally left blank

Section 4 Working with Programs



4.1 Starting a Program

So far you have been working on the Desktop, opening, moving and sizing windows etc. If you want to open a program, there are a number of ways to do it. Selecting Programs from the Start button allows you to view the applications you have available to use on your computer. (An application is a computer program that is used for a particular task such as word processing. In most cases, *program* and *application* are used interchangeably.)

When you start an application, it runs in a window. When running applications like word processing and spreadsheets you will actually work in a 'document' window that sits within the program window.

One way start a program is to select it from Programs on the Start menu.



4.2 Exiting a Program

You can exit from a program in two ways: by using the file menu and selecting 'Exit' or by clicking the Close button on the program's Title Bar.



It is important to remember that work must always be saved before you exit a program. However, Windows makes it easy for you. It will not let you exit from a program without first asking whether you want to save your work.

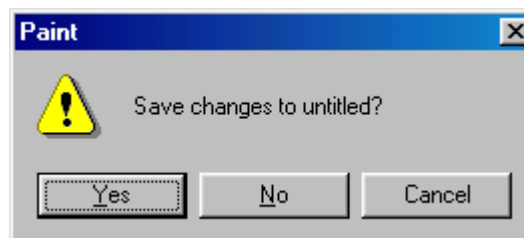
4.2.1 Exiting a program using the menu

When you are in a program, you will notice that the program has its own menu bar.

To exit:

- Select File - click once on the word File or hold down the Alt key and press F (the letter underlined in the Word File).
- Select Exit from the pull-down menu.
- A warning dialog box will display on the screen if you have done any work and not saved it. You will be asked whether you want to save the document and given three options:
 - **Yes** will allow you to enter a file name and other details in a dialog box to save your work;
 - **No** will exit from the program without saving your work;
 - **Cancel** will cancel the exit command and leave you in the document or file.

The Paint dialog box is displayed below asking the user to decide if the document is to be saved, not saved or if the command to exit is to be cancelled.





Activity 11

Opening and exiting an application

1. Open the Notepad program. To do this, click on the Start button, choose Programs. Then, from the Accessories Submenu choose Notepad.
2. Type your name.
3. Identify the various parts of the program window and the document window, including the menu bar.
4. Exit from Notepad without saving the document.

**If you have any trouble, review Section 2.2.2 - Parts of a Window.*



4.2.2 Exiting by closing the window

When you close a window in which an application is running, you will automatically exit from the program. The Window is closed by carrying out the following:

- Position the mouse pointer on the Close box;
 - Click with the left mouse button;
- or
- Click once on the File menu, and select **E**xit from the pull-down menu.

If you have unsaved work you will get a warning message:



4.3 Moving between programs

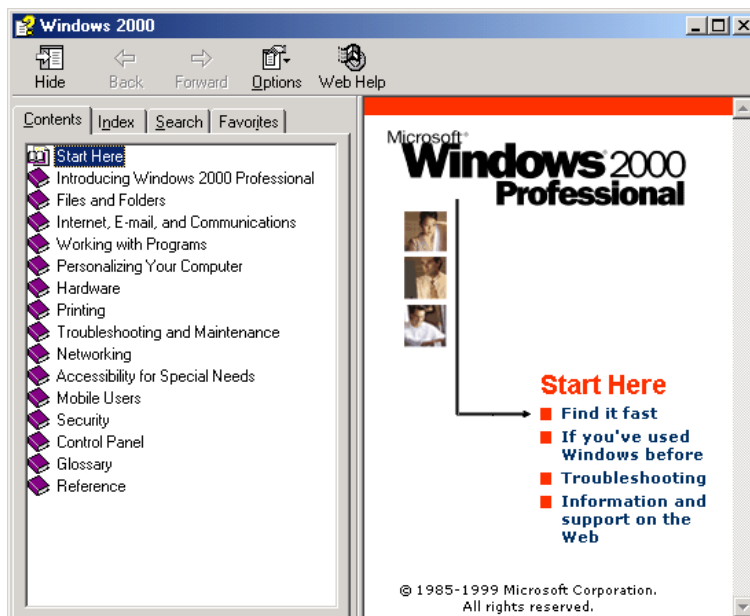
Windows makes it very easy to work with multiple programs. You could be working in a word processing program when you need information from a spreadsheet. There is no need to exit from the word processing program. You simply start the spreadsheet program. It will occupy another window. You can then move very easily from one program to the other.

In addition, Windows keeps a record of the programs that are running on the Taskbar. If you need to switch between programs that are open, select the program button from the Task bar. To switch between files in the same application use the Windows menu in the application or simply select that application from the Taskbar, if it is visible.



4.4 Using Windows Help

Windows 2000 has an on-line help facility. Selecting the Help command from the Start button menu accesses it. This action should result in the Help dialog box being displayed.



By clicking on the Index tab, typing a word, then clicking the Display button you can learn more about a particular feature. To see categories of available features select the Contents tab.



Activity 12

Using Help

Let's get some help on the topic *arranging icons*.

1. Select Help from the Start button. The Help dialog box is displayed. Click on the Index tab.
2. Type *arranging icons* in the entry box. Notice that as you start typing the word or phrase, matching items display in the list box below the entry box. Highlight the item you want.
3. Depress the Enter key or click the Display button.
3. Notice that the information is given in the right panel of the help menu displayed on the screen.
4. Close the Help dialog box when finished.



4.5 Finishing a Work Session

When you have finished working on your computer and want to turn it off, follow this procedure.

- Exit correctly from all programs including Windows.
- Remove floppy disks and CDs from drives.
- Select the Shut down command from the Start button. The following dialog box will display.



- Make sure that Shut down is displayed.
- Click okay. Windows will either direct you that it is safe to turn off the computer or shut down automatically.
- Turn off the monitor, if necessary.

It is important to make sure that all your documents have been saved and that you exit correctly from all programs. As you have seen, Windows makes it easy for you because as you exit correctly from a program or from Windows, you will be warned if a file has not been saved, and then given the opportunity to save it.

If you are working in an environment where computers are 'networked' (connected to each other), it may be essential to logout. See your network manager to check if this is required.



Always attempt to Shut down your computer correctly. Turning your computer off when programs are still active can cause loss of data and can corrupt your program files.



Activity 13

Shutting Down the computer

1. Check you have correctly exited from all programs.
2. Exit from Windows by Selecting Shut down from the Start menu
3. Turn off your computer.

This page is intentionally left blank

Worksheets



How to approach these worksheets

These additional worksheets are designed to incorporate all of the functions covered within this unit.

You can decide whether you need to complete them before attempting your assessment.

The suggested solutions are at the back of these resources.

If you are having any problems you should revise the relevant section and then try the activity again.

Should you require further assistance, speak with your tutor.



Worksheet 1

1. Start up your computer.
2. Open the following windows:

My Computer
Help
Recycle Bin
4. Complete the following tasks using the three windows you have just opened:

Make the My Computer window active
Maximise the My Computer window
Switch to the Help window
Close the Help window
Tile the remaining two windows
5. Close all windows.



Worksheet 2

1. Start up your computer and Windows 2000 desktop should be display on your screen
2. Open the My Computer window and move it to the top left of the screen.
3. Open the Recycle Bin window and move the window to the top right of the screen.
4. Open the My Document window and position it below the My Document and Recycle Bin windows.
5. Close all three windows.



Worksheet 3

Write down the answers to the following:

1. Name two booster keys on your keyboard.
2. What are the two ways you can 'warm boot' a computer?
3. What keyboard shortcut keys would you use to:

Open the Edit menu in Microsoft Word
Switch from one running program to another?
4. List two important things you must do before you finish a work session.
5. List 5 parts of a window.
6. When does the mouse pointer display as a double-headed arrow?

**See Worksheet 3 solution - page 56.*



Worksheet 4

1. Start up your computer.
2. Open the My Computer window.
3. Make the My Computer window smaller so that you have a scroll bar on the right.
4. Open the Control Panel window.
5. Open the My Document window.
5. Use ALT+TAB to move from program to program until Control Panel is active.
6. Move to My Document.
7. Exit My Document.
9. Exit Control Panel.
10. Display the help screen on switching between windows.
13. Exit from Windows 2000.
14. Turn your computer off.

This page is intentionally left blank

Solutions for activities

No solutions have been supplied for the activities. If you are unsure that you have completed the activities correctly, ask your tutor for assistance or re-read the relevant section in your manual.

This page is intentionally left blank

Solutions for Worksheets

Worksheet 1 - refer to page 48

There are no solutions to this worksheet. If you have any trouble completing it revise the appropriate section in this manual and try again before asking your supervisor for help.

Worksheet 2 - refer to page 49

There are no solutions to this worksheet. If you have any trouble completing it revise the appropriate section in this manual and try again before asking your supervisor for help.

Worksheet 3 - refer to page 50

1. *Name two booster keys on your keyboard.*

Shift
Ctrl
Alt

2. *What are the two ways you can 'warm boot' a computer?*

Reset button
Ctrl + Alt + Delete

3. *What keyboard shortcut keys would you use to:*

Open the Edit menu
Move from one window to another in the Program Manager screen
Switch from one running program to another?

Alt + E
Alt + Tab

4. *List two important things you must do before you finish a work session.*

Save files
Exit the program
Exit Windows

5. *List 5 parts of a window.*

Title bar
Menu bar
Scroll bars
minimise button
maximise/restore button
Icons
Border
Control menu button

6. *When does the mouse pointer display as a double-headed arrow?*

Resizing border of window

Worksheet 4 - refer to page 51

There are no solutions to this worksheet. If you have any trouble completing it revise the appropriate section in this manual and try again before asking your supervisor for help.

This page is intentionally left blank