

Getting the Most Out of the Windows Operating System

A Workshop for San Diego State University Faculty and Staff



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Where to Find Help When You Need It

Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: <http://rohan.sdsu.edu/~facstaff>

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

Location: Adams Humanities, 1109
Phone Number: x45727
Semester Hours: 7:30am – 6:00pm Monday -Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Faculty Computing Help Line

Phone Number: x41348 **E-mail:** helpline@mail.sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Staff Computing Help Line

Phone Number: x40824 **E-mail:** staffhelp@sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

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WHAT IS WINDOWS?

When you use your computer, you sit facing some of your computer hardware. Basic hardware consists of the keyboard and mouse, the screen you use to view your work (the monitor), and the Central Processing Unit (CPU), which is the box that houses all the inner workings of the computer.

You use computer applications when you create your spreadsheets, word processing documents and graphics. Some popular applications are Microsoft Excel, Word and PowerPoint.

You cannot directly use computer applications with computer hardware. Instead, you need a translation system between the hardware and the applications. Windows is operating systems that work “behind-the-scenes” to run your computer. The operating system tells the computer what to do when it starts up, and it keeps track of your documents, files, and other software. It also provides the standard user interface component (like menus and the desktop) that you see when you look at your computer screen.

The Windows operating system uses a graphical interface (pictures or icons instead of text) and it allows you to immerse yourself in multitasking (accessing multiple applications and files simultaneously).

Windows 95 vs Windows NT

Windows 95 has evolved from older versions of Windows (3.0, 3.1 and 3.11). It is much more reliable, it takes advantage of improvements in the CPU, and it supports long file names. It is an excellent choice for most home and office needs.

Windows NT significantly improves the performance and reliability seen with Windows 95, and it is designed to work with the most powerful hardware and software. Windows 95 and Windows NT use the same user interface, so, for the most part, the screens appear the same to the user.

HOW DO I START WINDOWS?

On most systems, Windows will automatically run once the computer is turned on. However, if you see a “command prompt [C:\>],” when your system is turned on, type **win** at the command prompt and press the ENTER key to start Windows.

THE START BUTTON



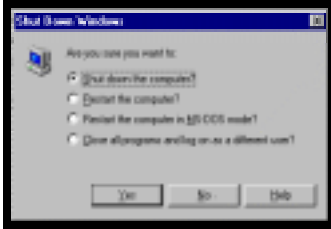
One of the ways to get to programs/applications and files is to use the **Start** button. It is located at the lower left corner of the Task Bar.

THE START MENU

The Start menu is one way to access your programs, documents and a variety of other applications. You access the Start Menu by clicking on the **Start** button.

The Shut Down Option

Whenever you need to restart or shut down the computer, you **MUST** do so correctly. Failure to do so will result in an “improper” shut down, and damage to the system may result. Click on **Start**, then click on **Shut Down...** and select the desired option.



The Help Option

Clicking the **Help** button on the Start menu brings you to the Help screens.



Once you find the desired topic, click on the **Display** button to read information about the subject.

The Settings Option Control Panel

Clicking the **Settings** button on the Start menu allows you access to the Control Panel.



Use the Control Panel when you want to customize your computer's settings.

The System Folder

The system folder is where you look to find out information about your computer. The “General” tab gives you information about the system you are running and information about the computer you are using. The “Device Manager” tab tells you what hardware is connected to your computer.

Customizing The Display

A variety of display related items can be changed by using the Control Panel. Two of the most common items that are customized are the screen saver and the appearance of the Desktop. To customize the screen saver, double click on the settings icon, then click on the **Screen Saver** tab.

Select the desired screen saver, click **Settings** to customize the screen saver, enter the desired amount of time for the computer to be idle before the screen saver kicks in, click on **Apply**, then click on **OK**. The selected screen saver will now default after the allotted amount of time.

Setting The Time and Date

Once the Date & Time tab is open, all you need to do to change the information is

- Select the month box and select the current month.
- Use the up/down arrows to select the current year.

Highlight the hour/minute/seconds information and use the up/down arrows to select the desired hour/minute/second.

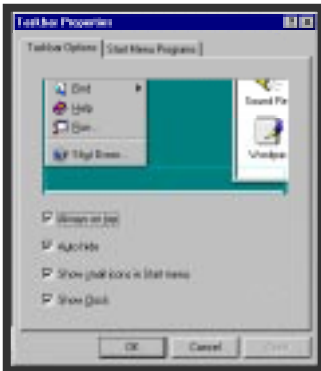
- Use the up/down arrows to select either AM or PM.

Once the information is correct, click on **Apply** then click on **OK** to close the box.

Adding/Removing Programs

To install a new program, put the installation disk or CD-ROM disk in the appropriate drive and select **Add/Remove Programs**. Select the **Install/Uninstall** tab and then click on the **Install** button and Windows will walk you through the process using a wizard.

To uninstall a program, select the desired program from the list, click on the **Add/Remove** button and Windows will automatically uninstall the selected program. Some programs may not have the Windows uninstall feature. In these instances you will need to purchase a separate uninstall program to remove the program from your system.



Start-Up Disk

If you don't do anything else, you should take the time to create an emergency Startup Disk. If your computer fails to start normally when you turn it on, you will be able to use this disk to get a basic version of Windows 95 loaded on your machine.

THE TASK BAR

[You can also access this menu by “right clicking” on the taskbar.]

Customize the operation of your Taskbar by setting the following options:

Always On Top

You can use the menu to ensure that the taskbar is always visible even when you elect to run a program in the “full screen” mode.

Auto Hide

If you like to see your entire screen while working in an application, you can cause the task bar to hide while you are working on the document, and you can make it reappear by moving your mouse pointer to the bottom of your screen when you want to use the Taskbar.

Show Small Icons In Start Menu

If your Start Menu is full of programs and applications, you can reduce the size of the icons on the Taskbar, and this will enable you to show more programs and applications on the Taskbar.

Show Clock

You can show or hide a digital clock display on the far right side of the Taskbar by selecting or de-selecting this option.

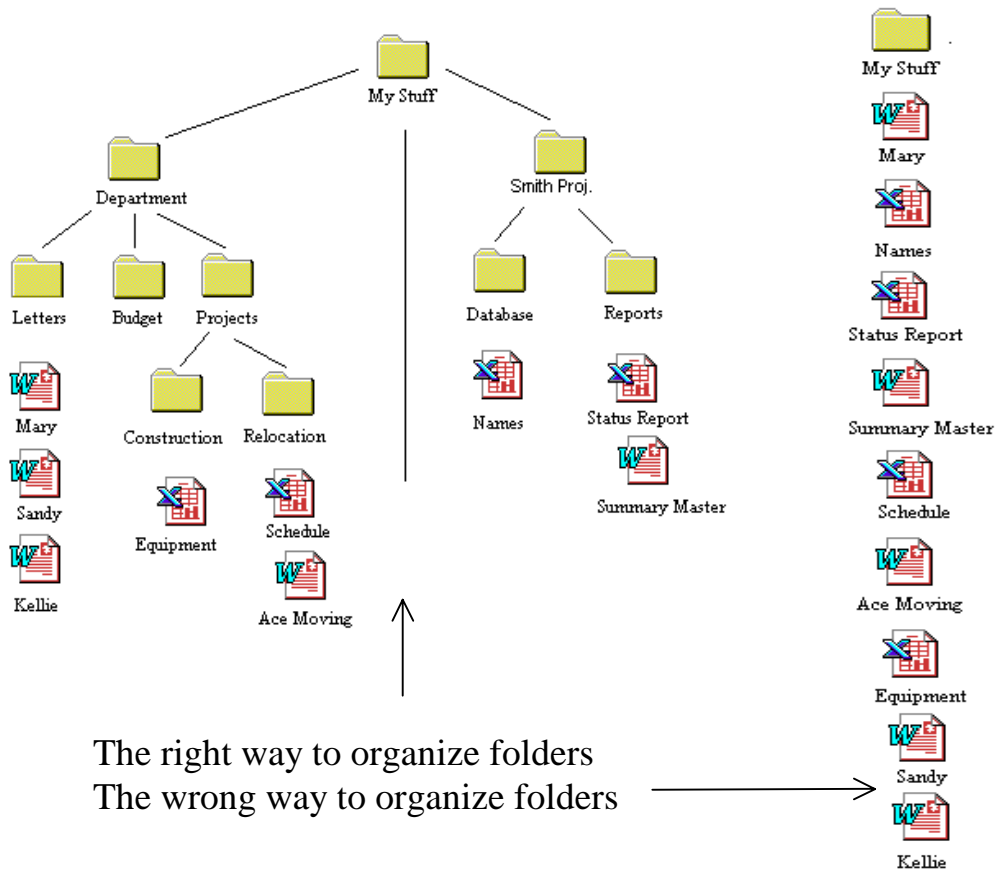
The Documents Option You can find a quick listing of the last 15 documents you have worked on by selecting this option. If you double click the document you want to work with, Windows will automatically open the application and the document for you.

The Programs Option You will probably use this option more often than any of the others. When you select this option, Windows displays a listing of all the available applications and folders on your computer. To launch an application all you need to do is double click the application and Windows will automatically start the application for you.

FOLDERS

If you have worked with DOS or earlier versions of Windows, you are probably familiar with directories and subdirectories. Windows replaced the concepts of directories and subdirectories with the concept of folders. A folder is like a directory in that it holds programs and files. You can also put folders within folders just as you used to put directories within directories (subdirectories).

You will want to use folders to organize your computer and the work you do on the computer.



Creating Folders From the Desktop

Creating a folder is easy. If you are on the Desktop, click the right mouse button and select **New**. **Choose Folder** from the pop up menu and a new folder will be displayed on the Desktop.

The current name of the folder “New Folder” will be highlighted so all you have to do is type in the folder name you prefer. You can use any characters in the name except the following:

: / \ * | < > ? “

From Windows Explorer

Click on the right side of the window using the right mouse button and select **New**. Choose **Folder** from the pop up menu and a new folder will be displayed on the right side of the window.

The current name of the folder “New Folder” will be highlighted so all you have to do is type in the folder name you prefer. You can use any characters in the name except the following:

: / \ * | < > ? “

Copying and Moving Files/Folders

You will probably create folders frequently as you organize your work, and you will need to copy files/folders and move files/folders between folders. When you move or copy a folder you will be moving or copying all of its contents, files and folders, within the moved or copied folder at the same time.

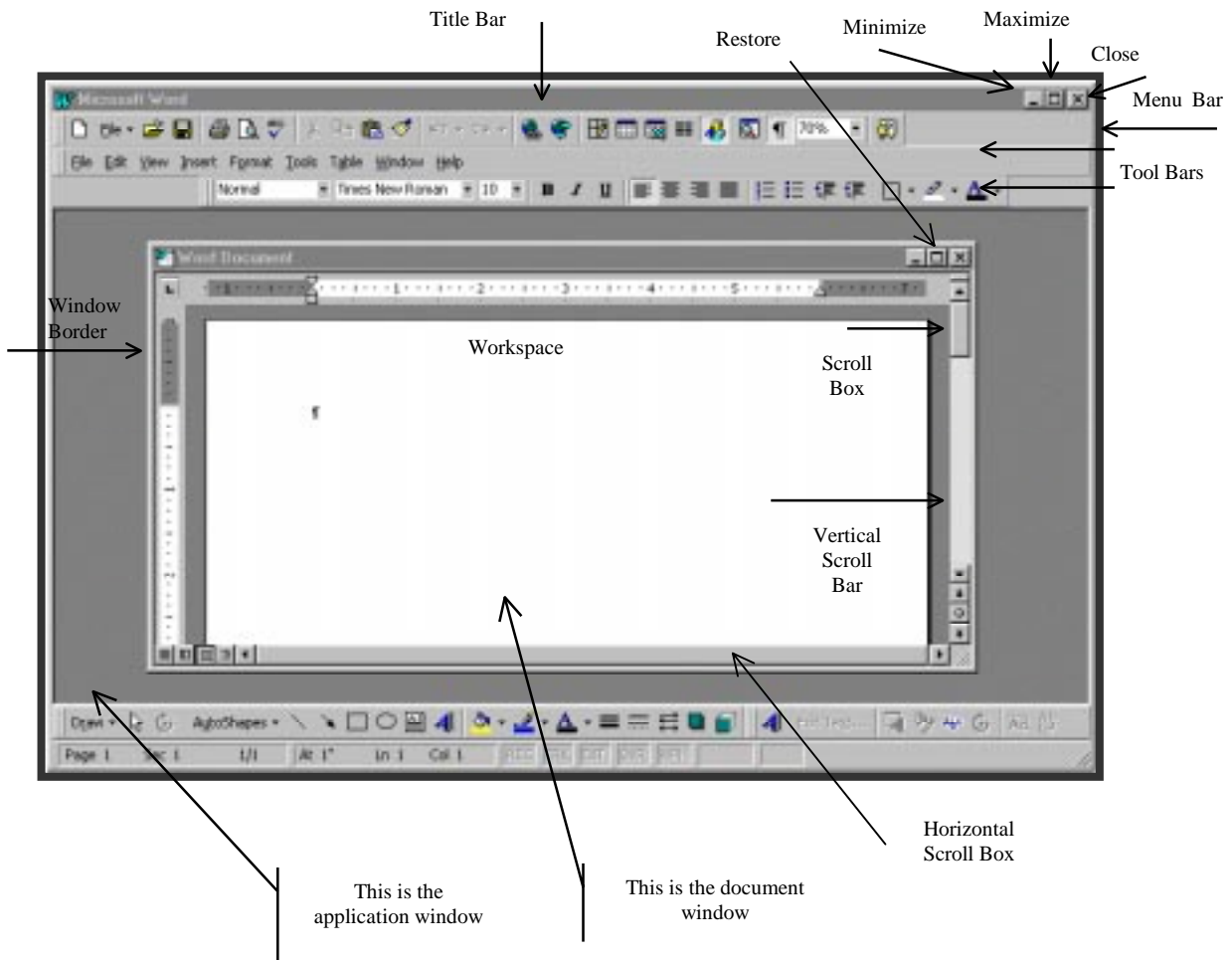
To move or copy an item, click on the item with the right mouse button and hold it down. Drag the item to the new location. To move an item, select the **Move Here** option. To make a copy of the item, select the **Copy Here** option.

This technique works when you are working on the Desktop, in Windows Explorer and in My Computer.

TYPES OF WINDOWS

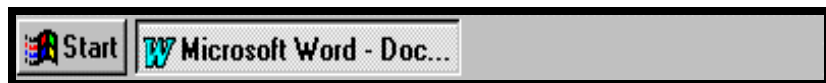
There are two types of windows that can appear on your Desktop: the application window and the document window. An application window contains a running program. Application windows have menu bars. A document window may appear inside an application window and may contain documents, files, groups or Document windows do not have menu bars.

Exploring A Typical Window The window has a variety of components. The following diagram illustrates these components:



Shrinking A Window To The Taskbar To hide your window without closing it, click on the minimize button. The file stays open and running in the background. When you are ready to use it again, you can restore it to the Desktop by clicking on the named item on the taskbar.

The taskbar describes the application and gives the document's name.



Working With Multiple Programs At The Same Time Windows allows you to have multiple programs open at the same time. It's easy to open the programs, and Windows provides a means for manipulating the programs while they are open.

Once you have one program open, click on the minimize button on the document's window, then open another program. Both (or all) programs will be represented on the taskbar.

Switching From Window To Window Once you have multiple programs open, you can change from program to program by clicking on the desired program's icon on the Task Bar. As you click on the desired program, that program is launched onto the Desktop.



COMMANDS

When working in an application, you can execute commands by selecting them from the drop down menu that appears when you select an item from the Menu Bar.

Commands Followed By An Ellipse (3 dots) When you click on the command a dialog box will appear requesting more information before the command is carried out.

Commands Followed By An Arrowhead This indicates that additional options will follow when the command is selected.

Commands With a Check Mark The check mark indicates that this command is in effect. This command is controlled by a toggle so that selecting this command again will turn off the function invoked.

Dimmed Commands Dimmed commands (commands with a lighter intensity) are not currently available. Depending on the type of application you are using, some commands may not be accessible.

WINDOWS EXPLORER VS MY COMPUTER

Windows Explorer is designed much like the Program Manager in Windows 3.1. You can use Windows Explorer to print, copy, move, rename and delete files.

Windows Explorer can be used in the double pane mode (shown above) or in the single pane mode, which is called My Computer. You can accomplish the same tasks in either mode. You may want to work in the double pane mode if you are used to using Program Manager and/or DOS. The single pane mode uses icons to represent items, and you may find it easier to work with visual representations than text.

Looking At The Contents Of A Folder

To see what resides in the folder, double click on the folder. If the folder resides on the left pane, you will see the icon change to an open folder, and you will find the contents of the folder in the right pane. If you click on a subfolder in either the right or the left pane, the icon will change to an open folder and the contents of the folder will be displayed in the right pane. The contents of the right pane are always the contents of the folder in the left pane with the open folder icon.

Moving Files/Folders Drag and Drop Method

Select the item you want to move, click on it with the left mouse button and drag it to the folder (on the same drive) that will be its new location. The item will now reside in the new folder.

Cut and Paste Method

Use the left mouse button to select the item to be moved. Select **Cut** from the context menu. Use the right mouse button to select the folder where the item is to be moved. Select **Paste** from the context menu. The item has now been moved from its old location to the new location. If the item is a folder, all the contents of the folder, including all subfolders and their contents, will be moved to the new location.

Copying Files/Folders Drag and Drop Method

Select the item you want to move, click on it with the right mouse button and drag it to the folder that will be its new location. Click on **Copy Here** and a copy of the item will reside in the new folder.

Copy and Paste Method

Use the left mouse button to select the item to be copied. Select **Copy** from the context menu. Use the right mouse button to select the folder where the item is to be moved. Select **Paste** from the context menu. The item has now been copied to the new location. If the item is a

folder, all the contents of the folder, including all subfolders and their contents, will be copied in the new location.

Renaming Files/Folders Using the right mouse button, click on the item to be renamed. Click on **rename** and enter the new name of the item.

Opening A File

To open a file so you can view it or work on it, double click the file's icon. The appropriate application will launch and the file will open for you.

Formatting Diskettes

To format a floppy disk, double click on the **My Computer** icon, insert the disk in the Drive **A**, and click on the **3½ Floppy (A:)** icon. Select **File** from the Menu Bar, and then select **Format**.

SHORTCUTS

You have the ability to create shortcuts for files, programs, folders, printers and disk drives. You can place the shortcuts anywhere you want them, including on the Desktop.

While a shortcut icon may look like an exact copy of a file, program, folder, printer or disk drive, it really is not the same. When you click the original icon, the task is launched. When you click on the shortcut icon, the system looks to the original icon and launches the task from the original icon.

On the Desktop Shortcuts are often placed on the Desktop for easy access. To create a shortcut, double click on **My Computer**, and locate the file, folder, program, printer or disk drive that you want on the desktop. Once the item is found, use the right mouse key and click on the item. Click on the **Create Shortcut** option from the menu that is displayed, and a new shortcut icon will be displayed. At this point, all you need to do is to drag the shortcut icon to the Desktop. You can rename the icon if desired.

In the Startup Menu To add a shortcut to the Startup Menu so that the desired program starts or file is opened at when the computer is first started, click on the **Start** button then click **Settings**. Click on the **Taskbar** option and then select the **Start Menu Programs** tab. Click on the **Add** button, and then click on the **Browse** selection.

Locate the program that you want to add and double click it. Click the **Next** button then double-click the menu where you want the program to appear. Next you will enter the name that will appear on the menu, and when done click **Finish**. Your program is now on the Start Menu and it will automatically run when the computer is turned on.

USING THE RECYCLE BIN



Sometimes you will create documents or folders and later you will find that you no longer need them. It's a good idea to keep your computer free of files and folders that are no longer needed. You can get rid of unneeded files and folders three ways:

Keyboard

The easiest way to delete a file, folder or program is to highlight the item by clicking on it with the right mouse button. Once the item is highlighted, press the **Delete** key on the keyboard. You will be shown a confirmation message. If you are sure that you want to send the item and its contents to the Recycle Bin, click on **Yes** and the item will be deleted.

Right Mouse Button

You can delete a file or folder by clicking on the unwanted item with the right mouse button. Choose **Delete** from the pop up menu. You will be shown the same confirmation message. To send the item and its contents to the Recycle Bin, click on **Yes** and the item will be deleted.

Drag and Drop

You can drag the unwanted item directly to the Recycle Bin. Point at the file or folder with the mouse, click the left mouse button and hold it down, and drag the file or folder to the Recycle Bin on the Desktop.

Recovering Deleted Items Your computer is set to allow a certain amount of your hard drive space to hold “deleted” items. Items will generally remain in the Recycle Bin until you tell the computer to permanently delete the items in the bin. However, if the bin reaches the maximum storage amount, as new items are added to the bin, the oldest items are permanently deleted.

Windows Recycle Bin

To recover an item from the bin, double click on its icon to see a listing of the files in the bin. Find the file you want to recover and drag it to the Desktop. Once the item is on the Desktop, it is officially undeleted. You can now move it to the desired location.

Norton Protected Recycle Bin

To recover an item from the bin, select the desired item and click on **recover**, and the item will be restored to its original location.

KEYBOARD SHORTCUTS

Shortcuts Using the Windows Key

| | |
|-------------|--------------------------------|
| Shift+WIN+M | Undoes Minimize All |
| WIN+Break | System Properties Dialog Box |
| WIN+E | Starts Windows Explorer |
| WIN+F | Finds Files or Folders |
| WIN+F1 | Starts Help |
| WIN+M | Minimizes All |
| WIN+R | Run Dialog Box |
| WIN+Tab | Cycles Through Taskbar Buttons |

Other Helpful Keyboard Shortcuts

| | |
|---------------|--|
| Alt+Backspace | Undo the Last Action |
| Alt+Esc | Switch to the Next Task |
| Alt+Tab | Switch to the Next Task and Restore Screen |
| Ctrl+1 | Single Space Selected Text |
| Ctrl+2 | Double Space Selected Text |
| Ctrl+A | Selects All |
| Ctrl+B | Bold Selected Text |
| Ctrl+C | Copy Selection to the Clipboard |
| Ctrl+E | Center Justifies Text |
| Ctrl+END | Goes to End of Document |
| Ctrl+ENTER | Hard Page Break |
| Ctrl+Esc | Switch to the Task List |
| Ctrl+G | Go To |
| Ctrl+H | Replaces Text |
| Ctrl+HOME | Goes to Top of Document |
| Ctrl+I | Italicizes Selected Text |
| Ctrl+Insert | Copy Selection to the Clipboard |
| Ctrl+J | Full Justifies Selected Text |
| Ctrl+L | Left Justifies Selected Text |
| Ctrl+N | Opens New Document |
| Ctrl+O | Opens The Highlighted Document |
| Ctrl+P | Prints The Document |
| Ctrl+R | Right Justifies Selected Text |
| Ctrl+S | Saves The Document |
| Ctrl+T | Hanging Indent |
| Ctrl+U | Underlines Selected Text |
| Ctrl+V | Paste from the Clipboard |
| Ctrl+W | Closes Document |
| Ctrl+X | Cut selection to the Clipboard |
| Ctrl+Y | Redo Last Undo |
| Ctrl+Z | Undo the Last Action |
| F1 | Help |
| Shift+Delete | Cut selection to the Clipboard |
| Shift+Insert | Paste from the Clipboard |