WINDOWS NT BASICS

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WINDOWS NT BASICS

LESSON 1 -
REVIEWING THE DESKTOP

In this lesson, you will learn how to:

- Work with the desktop

- Work with the taskbar

- Work with My Computer

- Work with the Recycle Bin

WORKING WITH THE DESKTOP

🕱 Discussion

The Windows NT desktop is similar in concept to an actual desktop. You can use the desktop to organize the tools and data you frequently use to accomplish your tasks. The desktop is completely customizable; you can make it look and work in the way most suitable for you.

Along with the **Start** button and its cascading menu structure, the Windows NT desktop also includes the taskbar. Additionally, the new desktop is built around objects and the properties that control those objects. For example, as a shortcut, you can embed objects, such as a frequently used directory (represented as a folder) on your desktop. You can also select text or data in a document and drag it onto the desktop. The desktop itself is an object that you can customize by changing its properties.
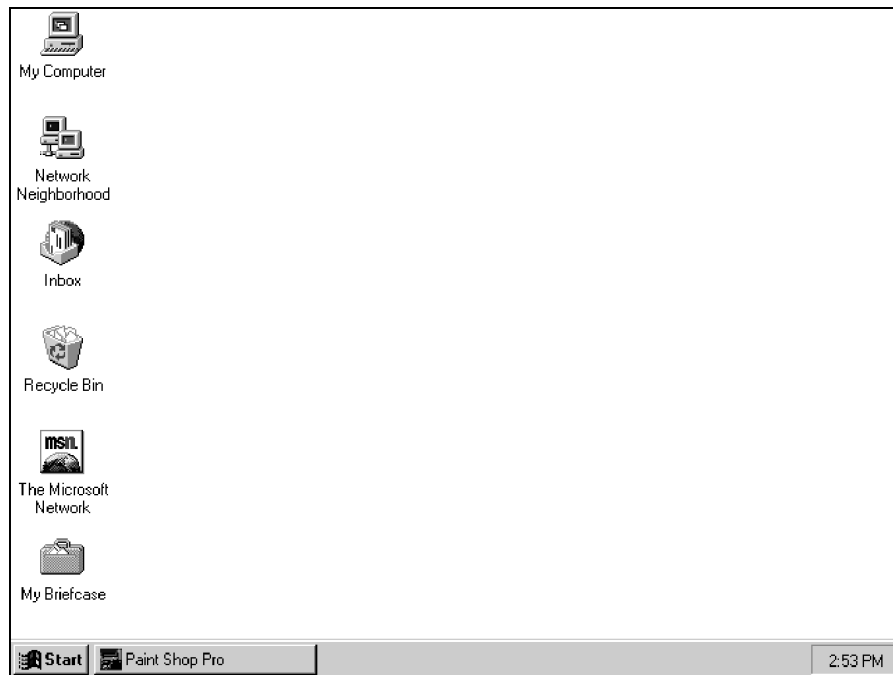
The desktop

WORKING WITH THE TASKBAR

Discussion

The taskbar refers to the object normally located at the bottom of your desktop (it can be moved to different locations) in which buttons, representing running applications, appear whenever you start a program or open a window. To switch between applications, click the button on the taskbar that represents the application you want to open. When you close the window, the button associated with the opened application disappears from the taskbar. In addition, the **Start** button on the left side of the taskbar has a menu that allows you to move to any application or document, search for programs, run Help, or shut down Windows NT.

Other indicators can also appear on the taskbar. For example, a clock may be displayed. Some additional indicators that may appear include a printer (representing a print job), a battery (representing power on a portable computer), and a modem (representing a remote connection).

The taskbar

> You can modify any indicator item by double-clicking it.
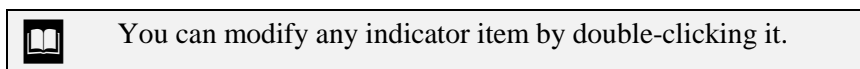
WORKING WITH MY COMPUTER

Discussion

Windows NT includes a tool called My Computer to help you manage your computer and its resources. The **My Computer** icon, which appears by default on the Windows NT desktop, organizes all of your computer's resources into a single window. By double-clicking the icon, you can use My Computer to access any of these resources, including files, folders, and any printers you may have attached to your computer. You can also use My Computer to access the Windows NT Control Panel.

The My Computer icon

WORKING WITH THE RECYCLE BIN

Discussion

The Recycle Bin is a special folder in Windows NT that stores files when they are deleted. It is represented by an icon on the desktop that cannot be deleted. You can access the Recycle Bin after files have been deleted and recover them. Files remain in the Recycle Bin even after your computer is turned off.

You can limit the size of the Recycle Bin to a percentage of disk space. When the Recycle Bin is full, the most recently deleted files replace the oldest deleted files. Files that are stored in the Recycle Bin can be restored, but once the Recycle Bin has been emptied, the files cannot be recovered.

Recycle Bin
The Recycle Bin icon

EXERCISE

THE WINDOWS DESKTOP

Task

Use the Windows NT desktop to answer the following questions.

1. What Windows NT tool contains the **Start** button and displays buttons representing open applications?

2. What Windows NT tool can you use to retrieve files or objects deleted from your system?

LESSON 2 -
CUSTOMIZING ICONS

In this lesson, you will learn how to:

- Arrange icons on the desktop

- Use Auto Arrange

- Line up icons

ARRANGING ICONS ON THE DESKTOP

Discussion

You can place objects on the desktop and move them to any location by dragging the icons. After placing the icons where you want them, you can make Windows NT line them up vertically or horizontally. Instead of placing the icons in specific locations, you can allow Windows NT to arrange the icons for you. All icons, except the default Windows NT icons, will arrange themselves in columns, starting on the left side of the screen, in order by your choice of name, type, size, date, or in random order.

> You must have the **Auto Arrange** command disabled to move icons to new locations on the desktop. To disable the **Auto Arrange** command, click the right mouse button on the desktop, select **Arrange Icons**, and make sure no check appears next to **Auto Arrange**. If a check is present, select the command to uncheck it.

> If you select the **Auto Arrange** command, the icons arrange themselves in columns on the left, in no particular order. If you try to move an icon to another location on the screen, the icon will snap to the position at the bottom of the right-most column and all the other icons will move up into position.

> The **Arrange Icons** commands (**by Name**, **by Date**, etc.) only arrange icons placed on the desktop; the default Windows NT icons are not affected by the commands.

✔ Procedures

1. Drag the first icon to a new location on the desktop.

2. Release the mouse button.

Step-by-Step

Arrange icons on the desktop. Disable the **Auto Arrange** command, if necessary.

Steps	*Practice Data*
1. Drag the first icon to a new location on the desktop. *The icon is dragged to a new location.*	Drag My Computer to the top right corner of the desktop
2. Release the mouse button. *The icon is placed in a new location on the desktop.*	Release the mouse button

Drag the **Recycle Bin** icon to the middle of the desktop, then drag the **My Briefcase** icon to the bottom-right corner of the desktop.

USING AUTO ARRANGE

Discussion

The **Auto Arrange** command automatically arranges icons on the desktop in an orderly view. This command is accessible from the **Arrange Icons** submenu on the desktop's shortcut menu. The command can be toggled on or off. When a check appears next to it, it is enabled. When no check is present, it is disabled.

> The **Auto Arrange** command must be disabled to manually relocate, move, or copy icons to a new location on your desktop.

Procedures

1. Click the right mouse button on a blank area of the desktop.

2. Point to **Arrange Icons**.

3. If no check appears next to **Auto Arrange**, select the command to activate it.

Step-by-Step

Use the **Auto Arrange** command to automatically arrange the icons on your desktop. First, place the icons on the desktop in random locations, if necessary.

Steps	*Practice Data*
1. Click the right mouse button on a blank area of the desktop. *A shortcut menu appears.*	Click the right mouse button on a blank area of the desktop
2. Point to **Arrange Icons**. *A submenu appears.*	Point to **Arrange Icons**
3. If no check appears next to **Auto Arrange**, select the command to activate it. *The icons on the desktop are automatically arranged.*	Click **Auto Arrange**, if necessary

LINING UP ICONS

Discussion

Icons can be automatically lined up to an invisible grid using the desktop's shortcut menu.

> Only icons added to the desktop can be aligned. Windows NT automatically arranges default icons.

✔ Procedures

1. Click the right mouse button on a blank space on the desktop.

2. Select **Line up Icons**.

EXERCISE

CUSTOMIZING ICONS

Task

Arrange the Windows NT default icons on the desktop. Make sure that the **Auto Arrange** command is disabled.

1. Drag the Windows NT default icons to different locations on the desktop.

2. Line up the icons horizontally.

3. Use the **Auto Arrange** command to arrange the icons on the desktop.

LESSON 3 -
USING THE TASKBAR

In this lesson, you will learn how to:

- Hide/display the taskbar

- Move the taskbar

- Use the clock in the taskbar

HIDING/DISPLAYING THE TASKBAR

🔲 Discussion

By checking the **Auto hide** option in the Taskbar Properties dialog box, you can hide the taskbar so that you have one more line on the screen to use. If you hide the taskbar, it actually becomes a thin line at the bottom of the screen. Pointing to the thin line redisplays the taskbar. After you use the taskbar, it reverts to a thin line again. If you use a maximized window when the taskbar is hidden, you may not be able to access the taskbar. To avoid this problem, check the **Always on top** option when you hide the taskbar.

> 📖   You can also access the Taskbar Properties dialog box by clicking the right mouse button on the taskbar and selecting the **Properties** item from the shortcut menu.

✅ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Taskbar**.

4. Check the **Auto hide** option.

5. Check the **Always on top** option.

6. Select **OK**.

👣 Step-by-Step

Set the **Auto hide** option to hide the taskbar. Open the Taskbar Properties dialog box.

Steps	*Practice Data*
1. Check the **Auto hide** option. *The option is checked.*	Check ☑ **A<u>u</u>to hide**
2. Check the **Always on top** option. *The option is checked.*	Check ☑ **Always on <u>t</u>op**, if necessary

Steps	*Practice Data*
3. Select **OK**. *The taskbar settings are saved.*	Click **OK**

Test Windows NT with the taskbar hidden. Then, disable the **Auto hide** command by removing the check from the **Auto hide** option.

MOVING THE TASKBAR

Discussion

Although the default position of the taskbar is at the bottom of the screen, it can be moved by dragging it to the top or either side of the screen.

Procedures

1. Drag the taskbar to the top of the desktop.

2. Release the mouse button.

3. Drag the taskbar to the left side of the desktop.

4. Release the mouse button.

5. Drag the taskbar to the right side of the desktop.

6. Release the mouse button.

7. Drag the taskbar to the bottom of the desktop.

8. Release the mouse button.

Step-by-Step

Move the taskbar to different locations on the desktop.

Steps	*Practice Data*
1. Drag the taskbar to the top of the desktop. *The taskbar moves as you drag.*	Drag the taskbar to the top of the desktop
2. Release the mouse button. *The taskbar is relocated.*	Release the mouse button
3. Drag the taskbar to the left side of the desktop. *The taskbar moves as you drag.*	Drag the taskbar to the left side of the desktop
4. Release the mouse button. *The taskbar is relocated.*	Release the mouse button
5. Drag the taskbar to the right side of the desktop. *The taskbar moves as you drag.*	Drag the taskbar to the right side of the desktop
6. Release the mouse button. *The taskbar is relocated.*	Release the mouse button
7. Drag the taskbar to the bottom of the desktop. *The taskbar moves as you drag.*	Drag the taskbar to the bottom of the desktop
8. Release the mouse button. *The taskbar is relocated.*	Release the mouse button

USING THE CLOCK IN THE TASKBAR

Discussion

The clock displays the current time on the right side of the taskbar by default. If you need more room on the taskbar to see buttons for open programs, you can hide the clock.

> If you position your mouse pointer on the taskbar clock, Windows NT displays the current date.

✓ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Taskbar**.

4. Uncheck the **Show Clock** option.

5. Select **OK**.

🎿 **Step-by-Step**

Hide the clock on the taskbar. Open the Taskbar Properties dialog box.

Steps	*Practice Data*
1. Uncheck the **Show Clock** option. *The option is unchecked.*	Uncheck ☐ **Show Clock**, if necessary
2. Select **OK**. *The settings are saved.*	Click **OK**

Notice the difference in the taskbar. Now, return the clock to the taskbar.

EXERCISE

USING THE TASKBAR

Task

Use the taskbar.

1. Hide the taskbar.

2. Redisplay the taskbar.

3. Move the taskbar to a different location on the desktop.

4. Hide the taskbar's clock.

5. Redisplay the taskbar's clock.

Return the taskbar to its default location at the bottom of the desktop.

LESSON 4 -
MANIPULATING WINDOWS & PROGRAMS

In this lesson, you will learn how to:

- Open a window

- Minimize/Restore a window

- Maximize/Restore a window

- Move a window

- Size a window

- Scroll a window

- Close a window

- Switch windows - taskbar

- Switch windows - keyboard

- Cascade windows

- Tile windows

- Minimize multiple windows

OPENING A WINDOW

ⓘ Discussion

Opening a window in Windows NT is similar to opening a window in Windows 3.1. Using the mouse to double-click an icon is often the fastest and easiest way to open a window. This method also can be used to start a program, since a Windows-based program runs within a window. If an icon of a program appears on the desktop, double-clicking the icon to open a window starts the program.

> 📖   You can also open a window by selecting an icon; clicking the right mouse button on the selected icon, and selecting **Open** from the shortcut menu.

✔ Procedures

1. Double-click an icon on the desktop containing the item you want to open into a window.

👣 Step-by-Step

Open a window.

Steps	*Practice Data*
1. Double-click an icon on the desktop containing the item you want to open into a window. *A window opens displaying the selected item.*	Double-click My Computer

MINIMIZING/RESTORING A WINDOW

Discussion

Minimizing a window or an application reduces it to a raised button on the taskbar and puts it into a temporarily inactive state. To help conserve system resources, it is a good idea to minimize windows when you have a number of windows open or when you are multitasking.

The fastest method to minimize a window is to use the **Minimize** button in the upper-right corner of the window. Although different in appearance, the **Minimize** button in Windows NT performs the same task as the **Minimize** button in Windows 3.1. However, Windows NT displays minimized applications as buttons on the taskbar, whereas Windows 3.1 displays minimized applications as icons.

In Windows NT, as in Windows 3.1, restoring a window returns the window to its previous size and shape. The most convenient method of restoring a minimized window is clicking the button on the taskbar representing the window or application.

> 📖 You can also minimize a window or application by clicking the right mouse button on a window's title bar and selecting the **Minimize** command from the shortcut menu.

> 📖 You can also restore a minimized window or application by clicking the right mouse button on the window's button on the taskbar and selecting the **Restore** command from the shortcut menu.

✔️ Procedures

1. Click the **Minimize** button.

2. From the taskbar, click the button with the title matching the name of the item you want to restore.

👣 Step-by-Step

Minimize a window, and then restore it to its original size. If a window is not currently open, open one.

Steps	*Practice Data*
1. Click the **Minimize** button. *The item disappears from the desktop and its title is placed in a button on the taskbar.*	Click ▬
2. From the taskbar, click the button with the title matching the name of the item you want to restore. *The item appears on the desktop.*	Click the button on the taskbar that represents the minimized item

MAXIMIZING/RESTORING A WINDOW

Discussion

Maximizing a window enlarges the window to a full screen view. The fastest way to maximize a window is by clicking the **Maximize** button in the upper-right corner of the window. Although different in appearance, the **Maximize** button in Windows NT performs the same task and produces the same results as the **Maximize** button in Windows 3.1.

In Windows NT, as in Windows 3.1, restoring a maximized window returns it to its previous size and shape. The most convenient way of restoring a maximized window is clicking the **Restore** button in the upper-right corner of the window.

> You can also maximize a window by clicking the right mouse button on the window's title bar and selecting the **Maximize** command from the shortcut menu.

Procedures

1. Click the **Maximize** button.

2. Click the **Restore** button.

Step-by-Step

Maximize a window and then restore it. If a window is not currently open, open one.

Steps	*Practice Data*
1. Click the **Maximize** button. *The window appears in full screen mode.*	Click ▣
2. Click the **Restore** button. *The item appears in a window on the desktop.*	Click ▣

MOVING A WINDOW

Discussion

As in Windows 3.1, you can move and arrange open windows in Windows NT using drag and drop. Dragging a window's title bar to a new location moves the entire window. This method is useful when you are working with multiple open windows or applications that need to be viewed simultaneously.

Procedures

1. Drag the window to the desired location.

2. Release the mouse button.

Step-by-Step

Move a window. If a window is not currently open, open one.

Steps	*Practice Data*
1. Drag the window to the desired location. *The window becomes the active window.*	Hold the left mouse button on the window's title bar and drag the window up approximately 1/2 inch
2. Release the mouse button. *The window is repositioned.*	Release the mouse button

SIZING A WINDOW

Discussion

As in Windows 3.1, Windows NT allows you to manually adjust the size of a window. This option can be used to adjust how much of a window's contents can be viewed or to improve visibility of other windows or areas on your desktop. Sizing a window involves dragging the window's border to enlarge, reduce, or change the shape of the window.

> A window cannot be sized when it is minimized or maximized.

Procedures

1. Point to one of the window borders and drag the mouse pointer.

2. Release the mouse button.

Step-by-Step

Change a window's size and shape. If a window is not currently open, open one.

Steps	*Practice Data*
1. Point to one of the window borders and drag the mouse pointer. *The mouse pointer changes to a double-headed arrow.*	Point to the bottom-right corner of the window and drag the window corner up and to the left until horizontal and vertical scroll bars appear
2. Release the mouse button. *The window is resized.*	Release the mouse button

SCROLLING A WINDOW

Discussion

Scrolling windows in Windows 95 is identical to scrolling windows in Windows 3.1. If an opened window contains more objects than can be viewed, a scroll bar appears to the right and/or the bottom of the window. The number of objects in a window appears at the bottom of the window in the window's status bar.

> You can also use the arrow keys to scroll through the active window.

Procedures

1. Click a scroll bar button to move line-by-line through the window.

2. Drag the scroll box until the objects you want to view appear.

3. Release the mouse button.

Step-by-Step

Scroll within an open window. If necessary, open the My Computer window and, if the window does not contain scroll bars, reduce the size of the window until they appear.

Steps	*Practice Data*
1. Click a scroll bar button to move line-by-line through the window. *The contents of the window move one line.*	Click
2. Drag the scroll box until the objects you want to view appear. *The scroll box moves as you drag.*	Drag

Steps	*Practice Data*
3. Release the mouse button. *The contents of the window move in the same direction as the scroll box.*	Release the mouse button

CLOSING A WINDOW

Discussion

Closing windows in Windows 95 involves a similar procedure to closing windows in Windows 3.1. Where every windows in Windows 3.1 has a **Close** button in its upper-left corner, every window in Windows NT has a **Close** button in its upper-right corner. In Windows 3.1, however, you have to double-click the button to close a window or terminate an application, where you only need to click the button in Windows NT.

> Many windows contain pull-down menus. The **File** pull-down menu contains the **Close** command that can be used to close a window or terminate an application. The **Close** command can also be accessed by clicking the right mouse button on the window's title bar. Exiting Windows-based programs can be done using the same method.

Procedures

1.   Click the **Close** button.

Step-by-Step

Open a window, if necessary.

Steps	*Practice Data*
1. Click the **Close** button. *The window closes.*	Click

SWITCHING WINDOWS - TASKBAR

Discussion

The Windows NT taskbar displays all minimized applications and windows as buttons. You can use the taskbar to switch quickly between applications and windows by clicking the appropriate button. Since the taskbar is normally visible on your desktop, you can always see which programs or windows are open and quickly switch to them.

Buttons on the taskbar display the titles or names of the windows or applications that are running minimized. When numerous programs or windows are open, buttons on the taskbar may display abbreviated names due to space constraints.

> You can also use the **[Alt+Esc]** key combination to toggle through applications on the taskbar.

> If multiple windows are open and overlapped, the active window appears on top. The title bar of the active window is highlighted.

Procedures

1. On the taskbar, click the button with the title that matches the name of the item you want to access.

2. From the taskbar, switch to a previously opened item by clicking another button.

Step-by-Step

Use the taskbar to switch between open windows. Open My Computer and the Recycle Bin and minimize them.

Steps	*Practice Data*
1. On the taskbar, click the button with the title that matches the name of the item you want to access. *The window appears in the forefront of the desktop.*	Click the **My Computer** button
2. From the taskbar, switch to a previously opened item by clicking another button. *The window appears in the forefront of the desktop.*	Click the **Recycle Bin** button

SWITCHING WINDOWS - KEYBOARD

Discussion

In Windows NT, as in Windows 3.1, you can use the keyboard to switch between running applications. Although the **[Alt+Tab]** key combination is identical, and the end result of moving between programs is the same as in Windows 3.1, the graphics used in Windows NT to represent the process are slightly different. Pressing the key combination displays a pane with icons of all folders or applications currently running. As you hold the **[Alt]** key and press the **[Tab]** key, different folders or applications are selected within the pane. A description of the selected icon appears at the bottom of the pane.

> You can also use the **[Alt+Esc]** key combination to toggle between windows. The selected window appears depressed on the taskbar.

Procedures

1. Hold **[Alt]**.

2. Press **[Tab]**. Repeat to cycle through the icons for the open programs.

3. Release **[Alt]**.

Step-by-Step

Use the keyboard to switch between open windows. If necessary, open two windows.

Steps	*Practice Data*
1. Hold **[Alt]**. *The task switching mode becomes active.*	Hold **[Alt]**
2. Press **[Tab]**. Repeat to cycle through the icons for the open programs. *The task switching window appears displaying the icons for the active tasks.*	Press **[Tab]**
3. Release **[Alt]**. *The selected task is restored to the foreground of the desktop.*	Release **[Alt]**

CASCADING WINDOWS

Discussion

Windows NT allows you to cascade open windows with the **Cascade** command. Once windows have been cascaded, you can undo the option with the **Undo Cascade** command on the taskbar's shortcut menu. Using this command restores windows to their previous positions on your desktop.
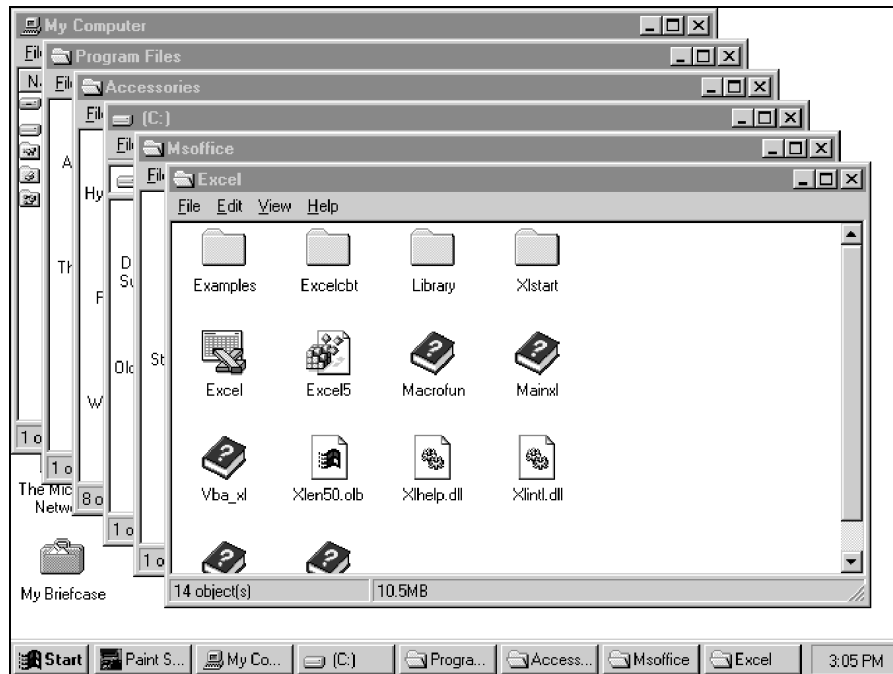
Cascading open windows

⚠ Before you select the **Cascade** command, make sure that all the windows you want to display are open. Closed or minimized windows will not appear.

✔ **Procedures**

1. Click the right mouse button on a blank area of the taskbar.

2. Select **Cascade**.

3. Click the right mouse button on a blank area of the taskbar.

4. Select **Undo Cascade**.

👣 **Step-by-Step**

Cascade open windows, and then undo all cascaded windows. If necessary, open at least two windows.

Steps	*Practice Data*
1.　Click the right mouse button on a blank area of the taskbar. *A shortcut menu appears.*	Click the right mouse button on a blank area of the taskbar
2.　Select **Cascade**. *All open windows appear cascaded.*	Click **Cascade**
3.　Click the right mouse button on a blank area of the taskbar. *A shortcut menu appears.*	Click the right mouse button on a blank area of the taskbar
4.　Select **Undo Cascade**. *All cascaded windows are restored to their previous settings.*	Click **Undo Cascade**

TILING WINDOWS

Discussion

You can arrange open windows to display on screen as vertically tiled. When you tile windows vertically, they display edge-to-edge next to each other with the windows stretching from the top of the display to the bottom. If more than three windows are open, they tile both vertically and horizontally in a view that is automatically set by Windows NT.

You can also arrange open windows to display on screen as horizontally tiled. When you tile windows horizontally, they display edge-to-edge on top of each other with the windows stretching from the left of the display to the right.

Windows NT allows you to undo all tiled windows with the **Tile Horizontally** or **Tile Vertically** command. Once windows have been tiled, the **Undo Tile** command is available from the taskbar's shortcut menu. Using this command restores windows to their previous positions on your desktop.
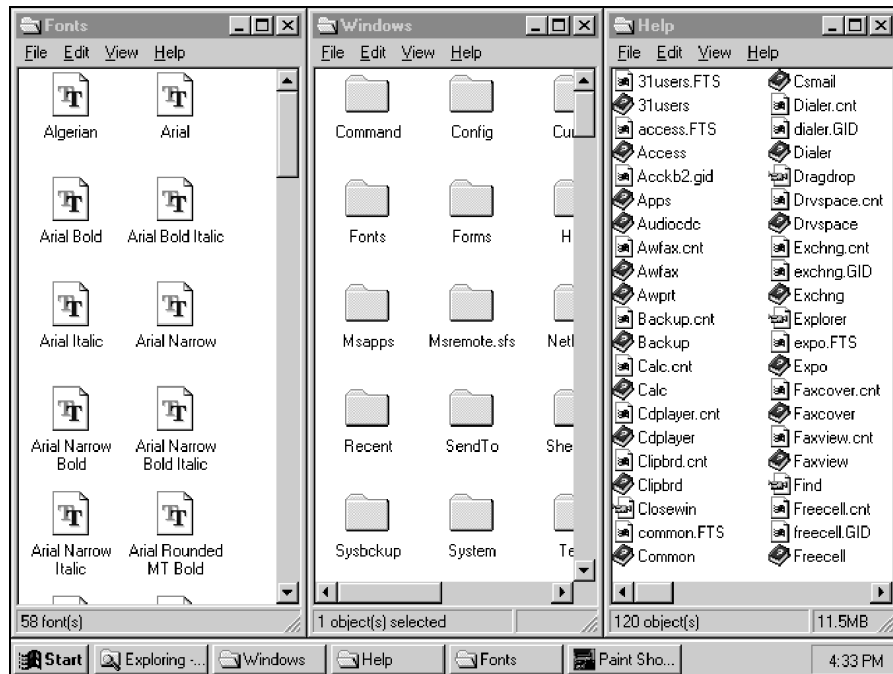
Tiling windows vertically

> ⚠️ Before you select the **Tile Vertically** or **Tile Horizontally** command, make sure that all the windows you want to display are open. Closed or minimized windows will not display.

✅ Procedures

1. Click the right mouse button on a blank area of the taskbar.

2. Select **Tile Vertically**.

3. Click the right mouse button on a blank area of the taskbar.

4. Select **Undo Tile**.

👣 Step-by-Step

Display open windows as vertically tiled, then undo all tiled windows. If necessary, open at least two windows.

Steps	*Practice Data*
1. Click the right mouse button on a blank area of the taskbar. *A shortcut menu appears.*	Click the right mouse button on a blank area of the taskbar
2. Select **Tile Vertically**. *All open windows appear tiled.*	Click **Tile <u>V</u>ertically**
3. Click the right mouse button on a blank area of the taskbar. *A shortcut menu appears.*	Click the right mouse button on a blank area of the taskbar
4. Select **Undo Tile**. *All tiled windows are restored to their previous settings.*	Click **<u>U</u>ndo Tile**

MINIMIZING MULTIPLE WINDOWS

![icon] Discussion

When working with multiple open windows or applications, you may want to minimize them all at once for quick access to the desktop. Windows NT allows you to minimize all open windows simultaneously using the **Minimize All Windows** command on the taskbar's shortcut menu.

Alternately, when working with multiple minimized windows or applications, you may want to restore them all at once for quick access to programs and data. Windows NT allows you to restore all minimized windows simultaneously using the **Undo Minimize All** command on the taskbar's shortcut menu. This command is only available if you used the **Minimize All Windows** command to minimize the windows.

![checkmark] Procedures

1. Click the right mouse button on a blank area of the taskbar.

2. Select **Minimize All Windows**.

3. Click the right mouse button on a blank area of the taskbar.

4. Select **Undo Minimize All**.

Step-by-Step

Minimize open windows simultaneously and then restore them. If necessary, open at least two windows.

Steps	*Practice Data*
1. Click the right mouse button on a blank area of the taskbar. *A shortcut menu appears.*	Click the right mouse button on a blank area of the taskbar
2. Select **Minimize All Windows**. *All open windows are minimized.*	Click **Minimize All Windows**
3. Click the right mouse button on a blank area of the taskbar. *A shortcut menu appears.*	Click the right mouse button on a blank area of the taskbar
4. Select **Undo Minimize All**. *All minimized windows are restored.*	Click **Undo Minimize All**

Close all open windows.

EXERCISE

WORKING WITH WINDOWS

Task

Work with windows in Windows NT.

1. Open three windows from the desktop.

2. If necessary, resize the top window so that all of its contents are not visible and the horizontal and vertical scroll bars appear.

3. Scroll through the window to view its contents.

4. Resize the window to make it larger.

5. Maximize the window.

6. Minimize the window.

7. Use the taskbar to switch to any window.

8. Use **[Alt+Tab]** to move through the open windows.

9. Make sure all three windows are not minimized, and then cascade them.

10. Tile the windows vertically, then horizontally.

11. Undo the horizontal tiling.

12. Minimize all windows simultaneously, then restore them.

13. Close all open windows.

LESSON 5 -
SELECTING MULTIPLE OBJECTS

In this lesson, you will learn how to:

- Select a block

- Select multiple objects

SELECTING A BLOCK

🔲 Discussion

Windows NT allows you to select a consecutive block of objects in a window, which then can be cut, copied, or deleted as a group. This method is useful when you want to quickly select a group of objects and perform a specific action on them.

> 📖 You can select multiple objects by using the mouse pointer to draw a box around the objects.

✔️ Procedures

1. Click the first object in the list to be blocked.

2. Hold **[Shift]** and click the last object in the list to be selected. Release **[Shift]**.

👣 Step-by-Step

Select a consecutive block of documents in the **Multiple Objects Folder**. Use My Computer to open the **Multiple Objects Folder** in the Student Data Folder.

Steps	*Practice Data*
1. Click the first object in the list to be blocked. *The object is selected.*	Click Document 1
2. Hold **[Shift]** and click the last object in the list to be selected. Release **[Shift]**. *A consecutive block of objects is selected.*	Hold **[Shift]**, click Document 6, and release **[Shift]**

Click anywhere in the open window to deselect the block.

SELECTING MULTIPLE OBJECTS

☠ **Discussion**

Windows NT allows you to select multiple objects randomly positioned in a window, which then can be cut, copied, or deleted as a group. This method is useful when you want to quickly select a group of objects and perform a specific action on them.

✅ **Procedures**

1. Click the first object to be grouped.

2. Hold **[Ctrl]** and click the next object to be grouped.

3. Repeat step 2 for different objects, as necessary. Release **[Ctrl]** when finished selecting objects.

👣 **Step-by-Step**

Select a group of documents in the **Multiple Objects Folder**. Use My Computer to open the **Multiple Objects Folder** in the Student Data Folder.

Steps	*Practice Data*
1. Click the first object to be grouped. *The object is selected.*	Click Document 1
2. Hold **[Ctrl]** and click the next object to be grouped. *The object is selected.*	Hold **[Ctrl]** and click Document 3
3. Repeat step 2 for different objects, as necessary. Release **[Ctrl]** when finished selecting objects. *Objects are selected as desired to compose a group.*	Click Document 6 and release **[Ctrl]**

Click anywhere in the open window to deselect the selected objects.

EXERCISE

SELECTING MULTIPLE OBJECTS

Task

Select multiple objects. Open the **Memos Sent** folder in the Student Data Folder before proceeding.

1. Select a block of files consisting of the first four files in the folder. First, use the **[Shift]** key and the mouse to select the first four files in the folder. Then, deselect the files by selecting any other single file. Finally, select the same four files again using just the mouse.

2. Select a group of non-contiguous files using the mouse and the **[Ctrl]** key. First, select the **Depts.** file. Then, select the **Hours Worked** and the **Timesheet** files.

3. The **Depts.**, **Hours Worked**, and **Timesheet** files should still be selected. Invert the selection so that the other files in the folder are selected.

Close all open windows.

LESSON 6 -
WORKING IN FOLDER WINDOWS

In this lesson, you will learn how to:
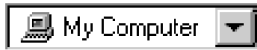
- Use the View toolbar

- Use the status bar in folders

- Change the display of objects

USING THE VIEW TOOLBAR

Discussion

You can access the toolbar from the **View** pull-down menu in any folder window. When the **Toolbar** command is selected from the **View** pull-down menu (a check appears beside it) buttons and controls appear at the top of the folder window. These buttons and controls allow you to manipulate the folder window as well as the objects that appear in the folder. To suppress the display of the toolbar, select the **Toolbar** command again (the check beside it disappears).

Button/Control	Button/Control Name	Function
My Computer	**Go To A Different Folder**	Changes the resource displayed in the window.
	Up One Level	Opens the window (parent folder) from which you accessed the current window.
	Map Network Drive	Maps a network-based hard drive to a specified drive letter. *
	Disconnect Net Drive	Disconnects you from a network-based hard drive. *
	Cut	Removes a selected object from the folder and copies it to the Clipboard.
	Copy	Copies a selected object from the folder to the Clipboard.
	Paste	Inserts a cut or copied object from the Clipboard into a specified location.
	Undo	Reverses the last action performed within the window.

Button/Control	Button/Control Name	Function
☒	**Delete**	Deletes a selected object from the folder window.
▦	**Properties**	Displays the properties of a selected object in a Properties dialog box.
▫	**Large Icons**	Displays objects in the window with large icons.
▫	**Small Icons**	Displays objects in the window with small icons.
▤	**List**	Displays objects in the window in a list format.
▤	**Details**	Displays detailed information about objects in the window.

* This option is available only if the folder can interface with the network, e.g., the **My Computer** folder contains this option because it allows you to view the contents of your computer as well as manage your files on a network.

✅ Procedures

1. Select the **View** pull-down menu.

2. Select **Toolbar**.

3. Select an object that you want to manipulate using the toolbar.

4. Select a control or button on the toolbar to manipulate the open folder or the selected objects.

👣 Step-by-Step

Display a window toolbar. Maximize the Student Data Folder window located on your diskette, if necessary.

Steps	*Practice Data*
1. Select the **View** pull-down menu. *A submenu appears.*	Click **View**
2. Select **Toolbar**. *A toolbar appears at the top of the folder window.*	Click **Toolbar**
3. Select an object that you want to manipulate using the toolbar. *The object is selected.*	Click My Folder
4. Select a control or button on the toolbar to manipulate the open folder or the selected objects. *The folder or objects react to the control or button selected.*	Click

Close the Properties dialog box and hide the toolbar.

USING THE STATUS BAR IN FOLDERS

Discussion

The status bar, which is accessed from the **View** pull-down menu in any object or folder window, provides information about the commands and menu items associated with the open folder. When the status bar is selected from the **View** pull-down menu (a check appears beside it), the status bar displays descriptive information at the bottom of the window. To suppress the display of status bar information, select the **Status Bar** command again (the check beside it disappears).

Procedures

1. Select the **View** pull-down menu.

2. Select **Status Bar**.

Step-by-Step

Display the status bar.

Steps	*Practice Data*
1. Select the **View** pull-down menu. *The **View** pull-down menu appears.*	Click **View**
2. Select **Status Bar**. *A status bar appears at the bottom of the folder window.*	Click **Status Bar**

Hide the status bar.

CHANGING THE DISPLAY OF OBJECTS

Discussion

The **View** pull-down menu, which is accessible from any object or folder window, contains commands that allow you to change the way objects are displayed. These commands include the following: **Large Icons** (default), **Small Icons**, **List**, and **Details**. You can choose the **Large Icons** option to display objects with larger-sized labeled icons or you can choose the **Small Icons** option to display objects with smaller-sized labeled icons. If you want to display objects in a list, select the **List** option. This option displays a smaller-sized icon along with a description of the object in a list format. You can also display a detailed list of objects by selecting the **Details** option. This option displays an icon, the object's name, size, type, and the date the object was last modified.

Procedures

1. Select the **View** pull-down menu.

2. Select **Small Icons**.

3. Select the **View** pull-down menu.

4. Select **List**.

5. Select the **View** pull-down menu.

6. Select **Details**.

Step-by-Step

Change the view to display small icons, list, and details.

Steps	*Practice Data*
1. Select the **View** pull-down menu. *The **View** pull-down menu appears.*	Click **<u>V</u>iew**
2. Select **Small Icons**. *The objects appear with smaller-sized labeled objects.*	Click **S<u>m</u>all Icons**
3. Select the **View** pull-down menu. *The **View** pull-down menu appears.*	Click **<u>V</u>iew**
4. Select **List**. *The objects appear in a list format.*	Click **<u>L</u>ist**
5. Select the **View** pull-down menu. *The **View** pull-down menu appears.*	Click **<u>V</u>iew**
6. Select **Details**. *The objects appear with detailed information.*	Click **<u>D</u>etails**

Return the view to large icons and close any open windows.

EXERCISE

WORKING IN FOLDER WINDOWS

Task

Work in folder windows.

1. Open any folder window.

2. Display the toolbar, if necessary.

3. Display the status bar, if necessary. Notice the number of objects in the folder window.

4. Display objects in the folder as large icons, small icons, in a list, and with details. Return the display to its default of large icons.

5. Arrange objects in the folder window, first by date, then by name, type, and size.

6. Close all open windows.

LESSON 7 -
USING MENUS AND DIALOG BOXES

In this lesson, you will learn how to:

- Use menus

- Use the Start menu

- Close a "locked" program

- Use dialog boxes

- Use shortcut menus

- Open programs - shortcut menus

- Move using shortcut menus

- Copy using shortcut menus

- Use drag and drop to copy

- Use drag and drop to move

- Use property sheets

USING MENUS

⚐ Discussion

Windows NT contains various types of menus to help you access applications, files, folders, and objects. The menu types include the **Start** menu, submenus, and shortcut menus.

The **Start** menu, which appears when the **Start** button is clicked, includes menu items that allow you to access programs, documents, and objects on the desktop. The **Start** menu also includes commands for running programs from a command line, setting system options, and shutting down Windows.

Submenus are cascading menus that are accessed from other menus and/or applications. They are identified by a small right arrow at the right edge of a menu item. When you click a menu item that contains a submenu, a related menu appears. This submenu may contain commands, applications, other submenus, or a combination of all three.

Shortcut menus include menu items that allow you to perform various functions or set properties for a selected object. By clicking the right mouse button on an item, a shortcut menu appears. From the displayed shortcut menu, you can make a selection to execute any of the commands listed.

A menu

USING THE START MENU

Discussion

The **Start** menu and its cascading submenus contain programs, documents, folders, and files that can be opened into windows. The **Start** menu is opened through the **Start** button. Unlike the desktop, the **Start** button is part of the taskbar and is always visible on your screen regardless of the application you are running. The **Start** menu provides a quick and easy way to open an object into a window. However, the item you wish to open must be present on the **Start** menu for it to be accessible. The **Start** menu is also customizable; depending on your computer and the options that you have selected, other menu items may appear.

The **Start** menu also contains a list of commands you can use to work with Windows NT. Some menu commands on the **Start** menu are followed by an arrow. The arrow indicates that a submenu is available for that item. When you point to the item, its submenu appears. Items without an arrow must be clicked or selected to open a window or program.

Command	Function
Programs	Displays a cascading submenu of available programs.
Documents	Displays a list of up to the last 15 previously opened documents.
Settings	Displays a cascading submenu of system settings that can be modified.
Find	Displays a cascading submenu with options that open a Find dialog box which allows you to find a folder, file, shared computer, or items on the Microsoft Network.
Help	Opens Windows NT on-line Help.
Run	Opens the Command dialog box, which allows you to enter a MS-DOS command to start a program or open a folder.
Shut Down	Opens the Shut Down Windows dialog box that contains commands to restart or shut down your computer.

The Start menu

✅ **Procedures**

1. Click the **Start** button.

2. Point to an option on the **Start** menu.

3. If applicable, continue to select submenus until the item you want to open appears.

4. Select the item to be opened.

👣 **Step-by-Step**

Access an item from the **Start** menu.

Steps	*Practice Data*
1. Click the **Start** button. *The Start menu appears.*	Click 📑 **Start**
2. Point to an option on the **Start** menu. *The item appears on the screen or, if the option has an arrow displayed to its right, a submenu appears.*	Point to 🗔 **Programs**

Steps	*Practice Data*
3. If applicable, continue to select submenus until the item you want to open appears. *Cascading submenus continue to appear.*	Point to 🖼 **Accessories**
4. Select the item to be opened. *The item appears on the screen.*	Click 🖹 **WordPad**

CLOSING A "LOCKED" PROGRAM

🔲 **Discussion**

You can exit any program, or end any task, by using the keyboard to open the Close Program dialog box. This procedure is useful if your program should "lock up" or experience technical problems. The Close Program dialog box allows you to select any running task from a list and end the task. You can also restart your system from this dialog box.

✔ **Procedures**

1. Press **[Ctrl+Alt+Delete]**.

2. Under the **Windows NT Security Window**, select the **Task Manager** button.

3. Select the program you want to close from the list of running programs.

4. Select **End Task**.

👣 **Step-by-Step**

Use the Close Program dialog box to close the WordPad program. Open WordPad, if necessary.

Steps	*Practice Data*
1. Press **[Ctrl+Alt+Delete]**. *The Close Program dialog box opens.*	Press **[Ctrl+Alt+Delete]**
2. Under the **Windows NT Security Window**, select the **Task Manager** button.	Select **Task Manager**
2. Select the program you want to close from the list of running programs. *The program name appears selected in the list.*	Click **Document - WordPad**
3. Select **End Task**. *The selected task ends and the Close Program dialog box closes.*	Click **End Task**

USING DIALOG BOXES

Discussion

A dialog box is a type of window containing controls that set options and establish an application's appearance and function. Some of the most common dialog box options include the following:

Option	Function
Text box	Used to enter text-based information.
Command button	Initiates an action when clicked.
Check box	Allows you to enable an option (by checking the box), or disable an option (by unchecking the box).
Option button	Allows you to select one option out of a group of options.
List box	Displays a list of choices.
Combo box	Displays a combination text and list box.
Scroll bar (Slider)	Allows you to set a value from a range by moving an indicator to a desired value.
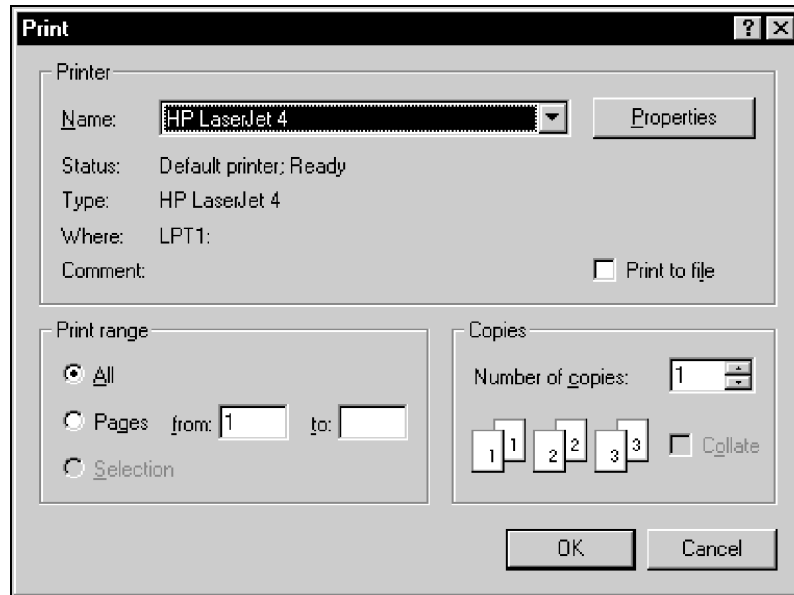
The Print Help dialog box

📖   Windows NT includes common dialog boxes that are used by various Windows applications. Common dialog boxes help to establish uniformity among all applications created for use with Windows. These dialog boxes perform actions such as printing, opening, and saving files as well as selecting fonts.

USING SHORTCUT MENUS

🗒 Discussion

Whenever you click an item using the right mouse button, a shortcut menu appears. A shortcut menu allows you to perform different functions on, and set properties for, the selected object. For example, clicking the right mouse button on the desktop displays a shortcut menu that provides access to property sheets (among other commands) for the desktop. These property sheets allow you to set the display's colors, screen savers, and resolution for the Windows NT desktop.

The desktop's shortcut menu

✅ Procedures

1. Click the right mouse button on an item.

👣 Step-by-Step

Access a shortcut menu.

Steps	*Practice Data*
1. Click the right mouse button on an item. *A shortcut menu appears.*	Click the right mouse button on an item

Click outside of the shortcut menu to close it.

OPENING PROGRAMS - SHORTCUT MENU

🗪 Discussion

The shortcut menu provides an alternative method for launching a program. You can open any program that appears as an icon by clicking the shortcut menu's **Open** command.

The Recycle Bin's shortcut menu

✅ Procedures

1. Click the right mouse button on the icon representing the program you want to open.

2. Select **Open** from the shortcut menu.

👣 Step-by-Step

Use a shortcut menu to open a program.

Steps	*Practice Data*
1. Click the right mouse button on the icon representing the program you want to open. *The program's shortcut menu appears.*	Click the right mouse button on
2. Select **Open** from the shortcut menu. *The program starts*.	Click **Open**

Close the Recycle Bin.

MOVING USING SHORTCUT MENUS

Discussion

You can move an object by using menu commands accessed from the object's shortcut menu. Moving an object, however, physically places it in another location and a copy of it does not remain in the original location.

> To move objects on the desktop, the **Auto Arrange** command must be turned off. Perform this task by clicking the right mouse button on the desktop, pointing to **Arrange Icons**, and making sure that the **Auto Arrange** command does not have a check next to it.

Procedures

1. Hold the right mouse button on the object you want to move and drag it to a new location.

2. Release the right mouse button.

3. Select **Move Here**.

Step-by-Step

Move an object using a shortcut menu.

Steps	*Practice Data*
1. Hold the right mouse button on the object you want to move and drag it to a new location. *The object moves as you drag.*	Hold the right mouse button on My Briefcase and drag it to another location on the desktop
2. Release the right mouse button. *A shortcut menu appears.*	Release the right mouse button

Steps	*Practice Data*

3.   Select **Move Here**.
      The object moves to the destination
      location.
	Click **Move Here**

COPYING USING SHORTCUT MENUS

Discussion

You can copy an object by using menu commands accessed from the object's shortcut menu. Copying an object, however, only moves a copy of the object to a destination location. The original object remains unchanged at its current location.

> To move objects on the desktop, the **Auto Arrange** command must be turned off. Perform this task by clicking the right mouse button on the desktop, pointing to **Arrange Icons**, and making sure that the **Auto Arrange** command does not have a check next to it.

Procedures

1.   Hold the right mouse button on the object to be copied and drag it to a new location.

2.   Release the right mouse button.

3.   Select **Copy Here**.

Step-by-Step

Copy an object using a shortcut menu.

Steps	*Practice Data*
1. Hold the right mouse button on the object to be copied and drag it to a new location. *The object moves as you drag.*	Hold the right mouse button on My Briefcase and drag it to another location on the desktop
2. Release the right mouse button. *A shortcut menu appears.*	Release the right mouse button
3. Select **Copy Here**. *The object is copied to the destination location.*	Click **Copy Here**

Delete the **Copy of My Briefcase** icon by selecting it, pressing **[Delete]**, and selecting **Yes**.

USING DRAG AND DROP TO COPY

Discussion

You can copy objects by using drag and drop. This method allows you to select an object and use the mouse to drag a copy of it to a destination location. Copying an object, however, only moves a copy of the object to a destination location. The original object remains unchanged at its current location.

> Objects can be copied to and from the desktop or any window.

Procedures

1. Hold **[Ctrl]** and drag the object to be copied.

2. Release the mouse button and then **[Ctrl]**.

Step-by-Step

Copy an object using drag and drop.

Steps	*Practice Data*
1. Hold **[Ctrl]** and drag the object to be copied. *The object moves as you drag.*	Hold **[Ctrl]** and drag My Briefcase to another location on the desktop
2. Release the mouse button and then **[Ctrl]**. *The object is copied to the destination location.*	Release the mouse button and then **[Ctrl]**

Delete the **Copy of My Briefcase** icon by selecting it, pressing **[Delete]**, and selecting **Yes**.

USING DRAG AND DROP TO MOVE

Discussion

You can move objects by using drag and drop. This method allows you to select an object and use the mouse to drag it to a destination location. Moving an object, however, physically moves it to another location, and a copy of it does not remain in the original location.

> To move objects on the desktop, the **Auto Arrange** command must be turned off. Perform this task by clicking the right mouse button on the desktop, pointing to **Arrange Icons**, and making sure that the **Auto Arrange** command does not have a check next to it.

> While clicking the left mouse button and dragging a file between two folders on the same drive moves the file; dragging a file between different drives copies it instead.

Procedures

1. Drag the object to a new location.

2.   Release the mouse button.

☙ **Step-by-Step**

Move an object using drag and drop.

Steps	*Practice Data*
1. Drag the object to a new location. *The object moves as you drag.*	Drag My Briefcase to another location on the desktop
2. Release the mouse button. *The object moves to the destination location.*	Release the mouse button

USING PROPERTY SHEETS

☙ **Discussion**

A property sheet is a type of dialog box that allows you to set an object's properties. Some objects may have more than one property sheet associated with them. Typically, a property sheet appears when you click the right mouse button on an object and select the **Properties** command from the shortcut menu displayed.

When a property sheet is accessed, it appears on screen with a labeled tab at the top to identify it. To access a different property sheet, click the sheet's tab and that sheet moves to the foreground.
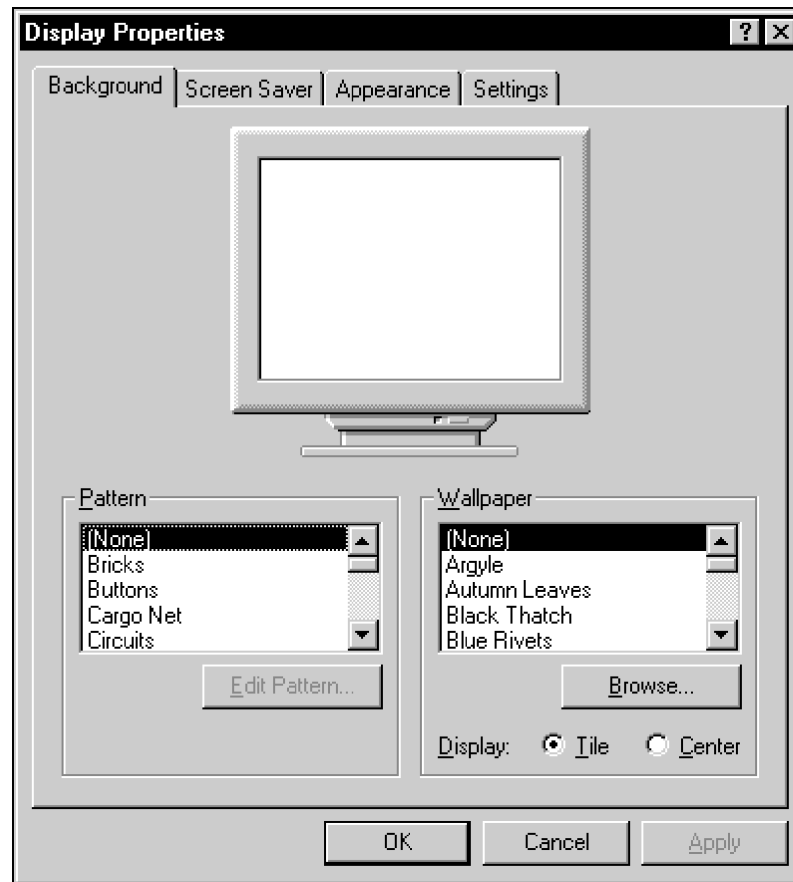
Property sheets

> 📖   Select **Apply** if you want the Display Properties window to
>   remain open so that you can continue to make other changes
>   before closing the window.

✔ Procedures

1.   Click the right mouse button on the object you want to modify.

2.   Select **Properties** from the shortcut menu.

3.   Select the tab of the property sheet you want to access.

4.   Change any property settings as desired.

5.   Select **OK** to apply the new properties and close the property sheet.

Step-by-Step

Access a property sheet and change a setting.

Steps	*Practice Data*
1. Click the right mouse button on the object you want to modify. *A shortcut menu appears.*	Click the right mouse button on the desktop
2. Select **Properties** from the shortcut menu. *The property sheets associated with the item appear.*	Click **Properties...**
3. Select the tab of the property sheet you want to access. *The selected sheet moves to the foreground.*	Click **Screen Saver**
4. Change any property settings as desired. *The settings are modified in the property sheet.*	Accept the defaults
5. Select **OK** to apply the new properties and close the property sheet. *The properties are applied immediately and the window closes.*	Click **OK**

EXERCISE

MENUS & DIALOG BOXES

Task

Manipulate menus and dialog boxes in Windows NT.

1. From the **Start** menu, access the WordPad application. Once the application opens, close it.

2. Next, retrieve the shortcut menu for the desktop. Review its contents, then close it.

3. Now, access the **Screen Saver** property sheet associated with your desktop. Change your screen saver to **Starfield Simulation**.

4. Next, use a shortcut menu to copy the **My Briefcase** object to another location on the desktop. Once the copy has been created, delete it.

5. Finally, use drag and drop to move the **My Briefcase** object to another location on the desktop. Then, move it back to its original location.

> To move objects on the desktop, the **Auto Arrange** command must be turned off.

LESSON 8 -
USING MY COMPUTER

In this lesson, you will learn how to:

- Work with folders

- View resources

- Change the view

- View the hard drive

- View a diskette

- Start a program

WORKING WITH FOLDERS

▶ Discussion

In Windows NT, file management is based on files and folders. Folders are the equivalent of directories. They store files and can be created, renamed, moved, copied, and deleted, just like directories. Sub-directories are also shown as folders. Files inside folders appear as icons of spreadsheets, documents, or other objects.

Folders are used throughout Windows NT. For example, when you view the contents of storage devices in My Computer or in the Windows NT Explorer, folders appear. Double-clicking a folder opens a folder window that displays additional folders and files stored within that folder. Folders can also appear on the desktop.

Accounting
A folder icon

VIEWING RESOURCES

▶ Discussion

You can use My Computer to view and quickly access available resources such as folders and files located on your hard drive, diskette drive, or any network drive to which you have access. The My Computer window also displays an icon for the Control Panel, available printers, and Dial-Up Networking, if it is installed on your system.
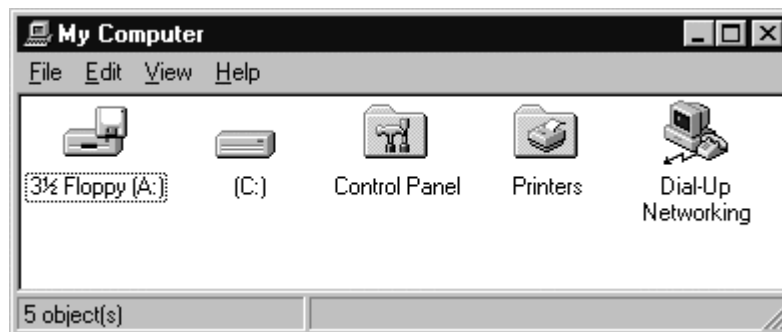
Displaying available resources

✔ **Procedures**

1. Double-click the **My Computer** icon.

Step-by-Step

Use My Computer to view computer resources.

Steps	*Practice Data*
1. Double-click the **My Computer** icon. *The My Computer window opens, displaying system resources.*	Double-click My Computer

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CHANGING THE VIEW

Discussion

You can change the way in which the contents of a folder are displayed in a window by changing its view. You can increase or decrease the size of icons displayed in a window; display icons in a list format, or include details. By default, My Computer displays its contents in large icon view. Changing the view to small icons and viewing icons in a list are both useful when there are numerous icons in the window. The **Details** view lists resources available to your computer and displays resource type, total size, and the available space of all storage devices to which your computer has access. This view is useful in determining how much storage space you have used and how much is available.
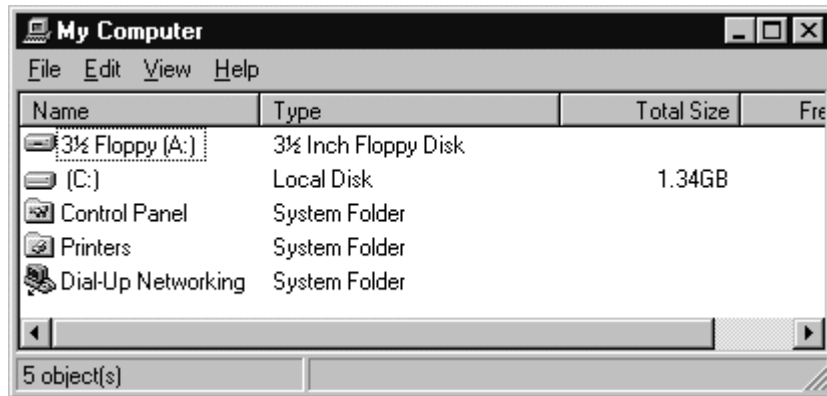
The Details view

| 📖 | You can change the view in any window. |

| 📖 | When you select a storage device icon in the My Computer window, Free Space and Capacity, except for floppy drives, appear in the status bar at the bottom of the window. |

✓ Procedures

1. Select the **View** pull-down menu.

2. Select **Small Icons**.

3. Select the **View** pull-down menu.

4. Select **List**.

5. Select the **View** pull-down menu.

6. Select **Details**.

7. Select the **View** pull-down menu.

8. Select **Large Icons**.

👣 Step-by-Step

Experiment with different views in the My Computer window. Open the My Computer window, if necessary.

Steps	*Practice Data*
1. Select the **View** pull-down menu. *The **View** pull-down menu appears.*	Click **View**
2. Select **Small Icons**. *The My Computer window displays its contents with small icons.*	Click **Small Icons**
3. Select the **View** pull-down menu. *The **View** pull-down menu appears.*	Click **View**
4. Select **List**. *The My Computer window displays its contents in a list format.*	Click **List**
5. Select the **View** pull-down menu. *The **View** pull-down menu appears.*	Click **View**
6. Select **Details**. *The My Computer window displays its contents with details visible.*	Click **Details**
7. Select the **View** pull-down menu. *The **View** pull-down menu appears.*	Click **View**
8. Select **Large Icons**. *The My Computer window displays its contents with large icons, its default view.*	Click **Large Icons**

Be sure to return the My Computer window to its default view of large icons.

VIEWING THE HARD DRIVE

Discussion

The **My Computer** icon organizes all of your computer's resources into one window. My Computer is a useful tool for viewing the contents of your hard drive and for accessing folders and files.

Procedures

1. Double-click the icon for the **C:** drive.

2. To view the contents of any folders that may be on the **C:** drive, double-click the folder's icon.

✎ **Step-by-Step**

Use My Computer to view the contents of your hard disk drive. Open the My Computer window, if necessary.

Steps	*Practice Data*
1. Double-click the icon for the **C:** drive. *The C: window opens and displays the contents of the C: drive.*	Double-click [C:]
2. To view the contents of any folders that may be on the **C:** drive, double-click the folder's icon. *The folder opens and a window displays folders and files within that folder.*	Double-click the Program Files folder

Close all open windows except the My Computer window.

VIEWING A DISKETTE

☻ **Discussion**

My Computer provides access to all of your computer's resources, including available diskette drives. You can use My Computer to access diskettes and view files and folders.

✔ **Procedures**

1. Double-click the icon representing the diskette drive containing the diskette you want to view.

✎ **Step-by-Step**

Use My Computer to access your diskette drive. First, insert a diskette into your **A:** drive. Open the My Computer window, if necessary.

Steps	*Practice Data*
1. Double-click the icon representing the diskette drive containing the diskette you want to view. *The Floppy window opens and displays folders and files present on the diskette.*	Double-click 3½ Floppy (A:)

Close the 3 1/2 Floppy window.

STARTING A PROGRAM

Discussion

My Computer displays all of the resources available to you. You can use My Computer to access and start program files that may be stored on your computer's hard drive, a network drive, or any storage device. This method of starting a program is ideal if you know where the program file is located, and no icon or shortcut exists for the program on your desktop.

Procedures

1.   Double-click the icon representing the drive where the program is stored.

2.   If the program file is not visible, double-click the folder containing the program.

3.   Continue to double-click folders until the program file you want to run is visible.

4.   Double-click the program file you wish to run.

Step-by-Step

Use My Computer to start a program. Open the My Computer window and switch the view to large icons, if necessary.

Steps	*Practice Data*
1. Double-click the icon representing the drive where the program is stored. *The drive window opens and displays available folders and files.*	Double-click [C:]
2. If the program file is not visible, double-click the folder containing the program. *The folder window opens and displays available folders and files.*	Double-click Program Files
3. Continue to double-click folders until the program file you want to run is visible. *The folder windows open to display available folders and files.*	Double-click Windows NT Then double-click Accessories
4. Double-click the program file you wish to run. *The program starts.*	Double-click Wordpad

Close the WordPad program and any open windows.

EXERCISE

USING MY COMPUTER

Task

Use My Computer.

1. Open **My Computer**.

2. View the contents of the **C:** drive.

3. Open the **Winnt** folder and view its contents.

4. Change the view in the **Winnt** folder to **Small Icons** and then to **Details**.

5. Return the view in the folder to its default of **Large Icons**.

6. Close the **Winnt** folder, then close the (C:) and the **My Computer** windows.

LESSON 9 -
USING FILES/FOLDERS/SHORTCUTS

In this lesson, you will learn how to:

- Create folders

- Rename folders

- Move folders

- Copy folders

- Send folders to diskette

- Create files

- Rename files

- Move files

- Copy files

- Send files to diskette

- Create shortcuts

- Rename shortcuts

- Configure the Recycle Bin

- Delete files

- Retrieve deleted objects

- Empty the Recycle Bin

CREATING FOLDERS

🦜 **Discussion**

In Windows NT, directories and subdirectories are represented as folders. When you create a folder, therefore, you are actually creating a new directory or subdirectory.

Windows NT allows you to create a folder from the desktop using the desktop's shortcut menu. Once a folder is created, by default, it is named **New Folder**. You can, however, change this name at any time.

Folders can also be created from within any folder or storage device window (for example, from within the **C:** drive window of My Computer), as well as from within the Windows Explorer.

Test Folder
A folder icon

> 📖　　In Windows NT, subdirectories are shown as folders while the
> 　　files inside directories appear as icons of spreadsheets,
> 　　documents, or other objects.

✔ **Procedures**

1. Click the right mouse button on the desktop.

2. Point to **New** on the shortcut menu.

3. Select **Folder**.

4. Enter a new title, if desired, by typing a new description.

5. Press **[Enter]**.

👣 **Step-by-Step**

Create a folder from the desktop.

Steps	*Practice Data*
1. Click the right mouse button on the desktop. *A shortcut menu appears.*	Click the right mouse button on the desktop
2. Point to **New** on the shortcut menu. *A submenu appears.*	Point to **New**
3. Select **Folder**. *A folder is created called **New Folder**.*	Click **Folder**
4. Enter a new title, if desired, by typing a new description. *A new title is associated with the folder created.*	Type *Test Folder*
5. Press **[Enter]**. *The new folder is named.*	Press **[Enter]**

RENAMING FOLDERS

Discussion

You can rename a folder using the shortcut menu associated with the folder. Renaming a folder changes both the title displayed with the folder as well as the internal name used by the computer to recognize the folder.

> You can quickly rename a folder by selecting it, pressing **[F2]**, and entering a new folder name.

Procedures

1. Click the right mouse button on a folder object.

2. Select **Rename** from the shortcut menu.

3. Enter a new name for the object.

4. Press **[Enter]**.

Step-by-Step

Rename the **Test Folder** object.

Steps	*Practice Data*
1. Click the right mouse button on a folder object. *A shortcut menu appears.*	Click the right mouse button on Test Folder
2. Select **Rename** from the shortcut menu. *The current name associated with the item is selected.*	Click **Rename**
3. Enter a new name for the object. *A new folder name appears for the item.*	Type *My Folder*
4. Press **[Enter]**. *The folder is renamed.*	Press **[Enter]**

MOVING FOLDERS

Discussion

You can move a folder using drag and drop. Moving a folder actually moves the folder to another location; and a copy of the folder does not remain in the original location.

> When a folder is moved, all folders and files that reside in it are moved to the target destination as well.

Procedures

1. Drag the item to be moved to a target destination.

2. Release the mouse button.

Step-by-Step

Move **My Folder** to a different location on the desktop.

Steps	*Practice Data*
1. Drag the item to a target destination. *The item moves as you drag.*	Drag My Folder to a location on the desktop
2. Release the mouse button. *The item moves to the target destination.*	Release the mouse button

COPYING FOLDERS

Discussion

You can copy folders using drag and drop. When a folder is copied, all folders and files that reside in it are also copied to the target destination.

> If you want to copy more than one item, hold the **[Ctrl]** key while clicking the items to be copied.

Procedures

1. Press **[Ctrl]** and drag the item to be copied to a destination location.

2. Release the mouse button and then **[Ctrl]**.

Step-by-Step

Copy **My Folder**.

Steps	*Practice Data*
1. Press **[Ctrl]** and drag the item to be copied to a destination location. *The item moves as you drag.*	Press **[Ctrl]** and drag My Folder to a location on the desktop
2. Release the mouse button and then **[Ctrl]**. *The item is copied to the destination location.*	Release the mouse button and then **[Ctrl]**

Delete **Copy of My Folder** from the desktop by selecting it, pressing **[Delete]**, and selecting **Yes**.

SENDING FOLDERS TO DISKETTE

Discussion

You can quickly send folders to a diskette by using the **Send To** command from an object's shortcut menu.

Procedures

1. Click the right mouse button on a folder.

2. Point to **Send To** on the shortcut menu.

3. Select **3 1/2 Floppy**.

Step-by-Step

To send a folder to a diskette, insert a diskette in the diskette drive.

Steps	*Practice Data*
1. Click the right mouse button on a folder. *A shortcut menu appears.*	Click the right mouse button on My Folder
2. Point to **Send To** on the shortcut menu. *A submenu appears.*	Point to **Se<u>n</u>d To**
3. Select **3 1/2 Floppy**. *The folder is copied to the diskette.*	Click **3 1/2 Floppy (A)**

Delete **My Folder** from the desktop by selecting it, pressing **[Delete]**, and selecting **Yes**.

CREATING FILES

Discussion

In Windows NT, the name of a file can be up to 255 characters in length. For example, **XYZ Company Sales and Analysis** is a legitimate filename. This naming convention is called "using long filenames."

When files are named in Windows NT or Windows NT-based software, the long filename is referred to as a primary filename. However, an alias filename is also automatically generated by Windows NT. The alias filename follows the 8.3 format, eight characters and a three character extension, allowing files created in Windows NT to be used in older applications that do not recognize or support long filenames. When you use files with long filenames on another system that does not support long filenames, only the alias filenames are visible.

Long filenames can include the following additional characters not supported by the 8.3 format: plus (+), comma (,), semicolon (;), equal sign (=), brackets ([ ]), and spaces. Illegal characters include \, /, :, ?, ", <, >, and |.

Procedures

1. Click the right mouse button on the desktop.

2. Point to **New** on the shortcut menu.

3. Select **Text Document**.

4.   Enter a new title for the file, if desired.

5.   Press **[Enter]**.

Step-by-Step

Create a text file from the desktop.

Steps	*Practice Data*
1. Click the right mouse button on the desktop. *A shortcut menu appears.*	Click the right mouse button on the desktop
2. Point to **New** on the shortcut menu. *A submenu appears.*	Point to **New**
3. Select **Text Document**. *A text file is created named **New Text Document**.*	Click **Text Document**
4. Enter a new title, if desired. *A new title is associated with the text document created.*	Type *My Text Document*
5. Press **[Enter]**. *The new title is entered.*	Press **[Enter]**

RENAMING FILES

Discussion

You can rename a file using the shortcut menu associated with the file.

> You can quickly rename a file by selecting it, pressing **[F2]**, and entering a new filename.

✅ **Procedures**

1. Click the right mouse button on the file object.

2. Select **Rename** on the shortcut menu.

3. Enter a new name for the file.

4. Press **[Enter]**.

👣 **Step-by-Step**

Rename the **My Text Document** object.

Steps	*Practice Data*
1. Click the right mouse button on the file object. *A shortcut menu appears.*	Click the right mouse My Text button on Document
2. Select **Rename** on the shortcut menu. *The current name associated with the file is selected.*	Click **Rename**
3. Enter a new name for the file. *A new filename appears for the item.*	Type ***My Fax Document***
4. Press **[Enter]**. *The file is renamed.*	Press **[Enter]**

MOVING FILES

🔍 **Discussion**

You can move a file using drag and drop. Moving a file actually moves the file to another location; and a copy of the file does not remain in the original file location.

✔ Procedures

1. Drag the item to be moved a target destination.

2. Release the mouse button.

👣 Step-by-Step

Move the **My Fax Document** file.

Steps	*Practice Data*
1. Drag the item to be moved to a target destination. *The item moves as you drag.*	 My Fax Drag Document to a location on the desktop
2. Release the mouse button. *The item is moved to the target destination.*	Release the mouse button

COPYING FILES

🧍 Discussion

Windows NT allows you to copy files using drag and drop.

> 📖 If you want to copy more than one item, hold the **[Ctrl]** key while clicking the items to be copied.

✔ Procedures

1. Press **[Ctrl** and drag the item to be copied to a destination location.

2. Release the mouse button and then **[Ctrl]**.

📑 **Step-by-Step**

Copy the **My Fax Document** file.

Steps	*Practice Data*
1. Press **[Ctrl]** and drag the item to be copied to a destination location. *The item moves as you drag*.	Press **[Ctrl]** and drag My Fax Document to a location on the desktop
2. Release the mouse button and then **[Ctrl]**. *The item is copied to the destination location.*	Release the mouse button and then **[Ctrl]**

Delete **Copy of My Fax Document** from the desktop by selecting it, pressing **[Delete]**, and selecting **Yes**.

SENDING FILES TO DISKETTE

💡 **Discussion**

You can quickly send files to a diskette by using the **Send To** command from the shortcut menu.

✅ **Procedures**

1. Click the right mouse button on a file.

2. Point to **Send To** on the shortcut menu.

3. Select **3 1/2 Floppy**.

📑 **Step-by-Step**

To send a file to a diskette, insert a diskette in the diskette drive.

Steps	*Practice Data*
1. Click the right mouse button on a file. *A shortcut menu appears.*	Click the right mouse My Fax button on Document
2. Point to **Send To** on the shortcut menu. *A submenu appears.*	Point to **Se<u>n</u>d To**
3. Select **3 1/2 Floppy** or **5 1/4 Floppy**. *The file is copied to the diskette.*	Click **3 1/2 Floppy (A)**

Delete **My Fax Document** from the desktop by selecting it, pressing **[Delete]**, and selecting **Yes**.

CREATING SHORTCUTS

 Discussion

A shortcut is a pointer to an application or document that contains information about the object to which it points. By double-clicking a shortcut icon, whatever object the shortcut points to is immediately launched. Shortcuts can be created to access any object, including folders, disk drives, printers, or other computers. In addition, once a shortcut is created, you can move it to another folder or to the desktop.

Shortcut to Comment Document
A shortcut icon

	Shortcuts provide quick access to the documents and applications you use most often.

	Shortcut icons have an arrow icon in their bottom-left corner.

✅ Procedures

1. Open My Computer.

2. Double-click the icon for the drive containing the object to which you want to make a shortcut.

3. Hold the right mouse button on the object and drag it to the desktop.

4. Release the mouse button.

5. Select **Create Shortcut** on the shortcut menu.

👣 Step-by-Step

Create a shortcut.

Steps	*Practice Data*
1. Open My Computer. *The My Computer window opens.*	 Double-click My Computer
2. Double-click the icon for the drive containing the object to which you want to make a shortcut. *The drive's window opens.*	Double-click the drive containing the Student Data Folder
3. Hold the right mouse button on the object and drag it to the desktop. *The object moves as you drag.*	Hold the right mouse Student Data button Folder and drag it to the desktop
4. Release the mouse button. *A shortcut menu appears.*	Release the mouse button
5. Select **Create Shortcut** on the shortcut menu. *A shortcut to the object is created.*	Click **Create <u>S</u>hortcut(s) Here**

Close all open windows. Test the shortcut by double-clicking it. Notice that you no longer need to access My Computer to view the Student Data Folder. Close all open windows.

RENAMING SHORTCUTS

🦢 Discussion

You can rename a shortcut using the shortcut menu associated with it.

> 📖   You can quickly rename a shortcut by selecting it, pressing
> **[F2]**, and entering a new shortcut name.

✅ Procedures

1. Click the right mouse button on a shortcut.

2. Select **Rename** on the shortcut menu.

3. Enter a new name for the shortcut.

4. Press **[Enter]**.

👣 Step-by-Step

Rename a shortcut.

Steps	*Practice Data*
1. Click the right mouse button on a shortcut. *A shortcut menu appears.*	Click the right mouse Shortcut to Student Data button on Folder
2. Select **Rename** on the shortcut menu. *The current name associated with the item is selected.*	Click **Rename**
3. Enter a new name for the shortcut. *A new shortcut name appears for the item.*	Type ***Shortcut to Windows NT Folder***

Steps	*Practice Data*
4. Press **[Enter]**. *The shortcut is renamed.*	Press **[Enter]**

CONFIGURING THE RECYCLE BIN

Discussion

You can specify the size of the Recycle Bin for each hard drive on the computer. Each drive can be configured separately or a global setting can be made to apply to all the hard drives. In addition, the Recycle Bin can be configured so that the files are deleted from the disk immediately and never stored in the Recycle Bin.

By default, 10 percent of your hard disk is reserved to store files in the Recycle Bin. You can increase or decrease the Recycle Bin storage limit to correspond to individual working preferences. You can designate what percentage of the hard drive you want to use to store deleted files. After the storage limit is reached, files are moved from the Recycle Bin according to date. For example, if you delete a file after the storage limit is reached, the deleted file replaces the oldest file in the Recycle Bin.

> If you would rather permanently delete files directly from your storage devices, without sending them to the Recycle Bin, you can check the **Do not move files to the Recycle Bin. Remove files immediately on delete** option.

Procedures

1. Click the right mouse button on the Recycle Bin.

2. Select **Properties**.

3. Select the **Use one setting for all drives** or **Configure drives independently** option.

4. Drag the slider to indicate the percentage of the drive you want to use for the Recycle Bin.

5. Release the mouse button.

6. Select **OK**.

DELETING FILES

🕮 **Discussion**

When you delete a file in Windows NT, it is not deleted instantly. Rather, it is placed into the Recycle Bin. The Recycle Bin, which is located on the desktop, is a storage area used to hold deleted objects. Although no longer visible on your desktop, deleted objects are not actually deleted from drives or directories until you empty the Recycle Bin.

The Recycle Bin provides quick access to information about deleted objects, including original location, date of deletion, and file type and size. Most importantly, the Recycle Bin provides the ability to restore deleted objects to their original disk location.

Recycle Bin
Deleted files in the Recycle Bin

📖	When deleting shortcuts, you are deleting just the icon, not the file or application associated with it.

📖	If you use the **[Delete]** key or the **Delete** command on the shortcut menu, Windows NT prompts you with a dialog box to confirm the deletion.

❗	Files dragged to the **Recycle Bin** from floppies do not appear in the Recycle Bin. They are deleted directly from the floppies.

✅ **Procedures**

1. Drag the item to be deleted to the Recycle Bin located on the desktop.

2. Release the mouse button.

⚘ Step-by-Step

Delete the **Shortcut to Windows NT Folder** object using the Recycle Bin.

Steps	*Practice Data*
1. Drag the item to be deleted to the Recycle Bin located on the desktop. *The item is deleted to the Recycle Bin.*	Drag **Shortcut to Windows 95** to the Recycle Bin on the desktop
2. Release the mouse button. *The item is deleted to the Recycle Bin.*	Release the mouse button

Close all open windows.

RETRIEVING DELETED OBJECTS

🗐 Discussion

You can retrieve a deleted file or folder from the Recycle Bin. When an object is retrieved from the Recycle Bin using the **Restore** command, it is automatically returned to the disk location from which it was initially deleted. If you click on a file and drag it to a new location it will be stored in that location.

> 📖   To retrieve more than one object from the Recycle Bin, press and hold the **[Ctrl]** key while clicking each object to be retrieved. Then, select the **Restore** command from the **File** pull-down menu.

✔ Procedures

1. Double-click the **Recycle Bin** icon.

2. Select the object you want to retrieve from the Recycle Bin.

3. Select the **File** pull-down menu.

4. Select **Restore**.

Step-by-Step

Retrieve the **Shortcut to Windows NT Folder** object from the Recycle Bin.

Steps	*Practice Data*
1. Double-click the **Recycle Bin** icon. *The Recycle Bin window opens.*	Double-click Recycle Bin
2. Select the object you want to retrieve from the Recycle Bin. *The file is selected.*	Click **Shortcut to Window...**
3. Select the **File** pull-down menu. *The **File** pull-down menu appears.*	Click **File**
4. Select **Restore**. *The object is retrieved from the Recycle Bin and returned to its original location.*	Click **Restore**

Close the Recycle Bin and delete the Shortcut to Windows NT Folder.

EMPTYING THE RECYCLE BIN

Discussion

The Recycle Bin is a storage area used to hold objects that were previously deleted. To permanently remove all the objects in the Recycle Bin and, therefore, remove all deleted objects from a drive, you must empty the Recycle Bin. The Recycle Bin should be periodically emptied to maintain hard disk space.

Procedures

1. Double-click the **Recycle Bin** icon.

2. Select the **File** pull-down menu.

3. Select **Empty Recycle Bin**.

4. Confirm that you want to delete the items in the Recycle Bin.

Step-by-Step

Empty the Recycle Bin.

Steps	*Practice Data*
1. Double-click the **Recycle Bin** icon. *The Recycle Bin window opens.*	Double-click Recycle Bin
2. Select the **File** pull-down menu. *The **File** pull-down menu appears.*	Click **File**
3. Select **Empty Recycle Bin**. *A confirmation dialog box opens.*	Click **Empty Recycle Bin**
4. Confirm that you want to delete the items in the Recycle Bin. *The items are removed from the Recycle Bin and deleted from disk.*	Click **Yes**

Close the Recycle Bin and any other open windows.

EXERCISE

USING FILES, FOLDERS, AND SHORTCUTS

Task

Manipulating files, folders, and shortcuts in Windows NT.

1. Create a new folder in the Student Data Folder and name it **Exercise**.

2. Copy the **Fax** file from the **Memos Sent** folder in the Student Data Folder to the **Exercise** folder.

3. Create a shortcut to the **Exercise** folder on your desktop.

4. Use the shortcut to view the contents of the **Exercise** folder.

5. Rename the shortcut on the desktop to **Shortcut to New Exercise**.

6. Insert a diskette into the **A:** drive of your computer and send the **Fax** file to the diskette.

7. Check the contents of the **A:** drive. Rename the **Fax** file on the **A:** drive to **Copy of Fax**.

8. Delete the shortcut from the desktop.

9. Open the Recycle Bin. Locate the **Shortcut to New Exercise** object and retrieve it from the Recycle Bin back to the desktop.

10. Delete the shortcut again. Then, empty the Recycle Bin.

11. Close all open windows.

LESSON 10 -
USING HELP

In this lesson, you will learn how to:

- Use Help

- Use the Contents sheet

- Use the Index sheet

- Use the Find sheet

- Access Help in a dialog box

- Copy text from a help topic

- Change help topic fonts

- Print a help topic

USING HELP

Discussion

Using the on-line Help facility in Windows NT, you can access a help topic with the **Contents**, **Index**, or **Find** sheet in a help window. Help topics may have any or all of the following elements: shortcuts, related topics, and underlined words. Clicking a shortcut, represented by an arrow, takes you into Windows NT to perform a task; clicking a related task takes you to another help topic; and clicking an underlined word displays a pop-up definition of the word.

USING THE CONTENTS SHEET

Discussion

The Help **Contents** sheet lists the main topics in the Help facility. Each topic is preceded by a book icon. If you double-click the book icon, the icon changes to an open book and the subtopics display. A subtopic that has a book icon also has additional subtopics. A subtopic that is represented by a page with a question mark displays a help topic when double-clicked.
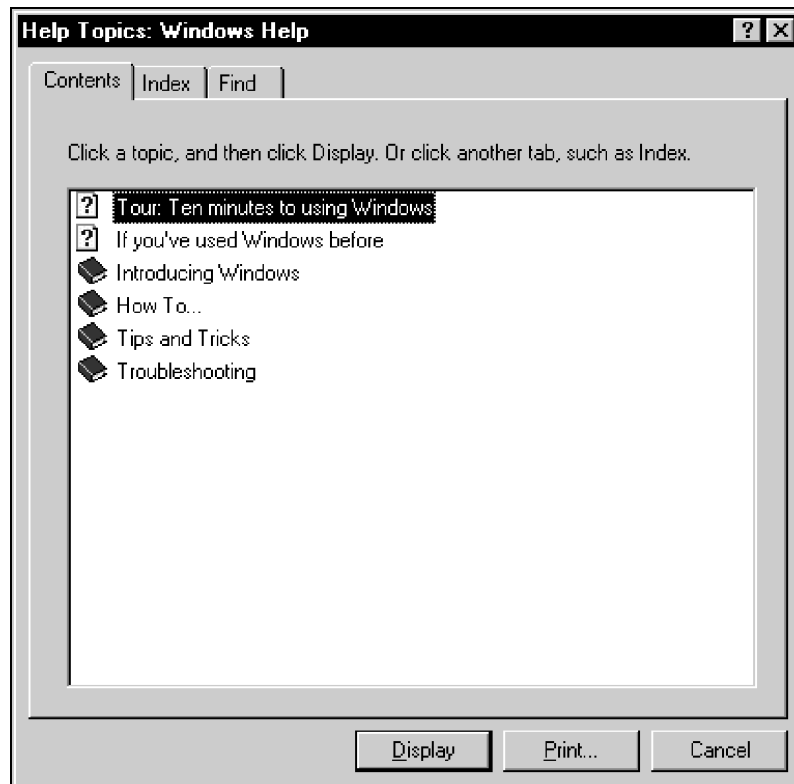
The Contents sheet

✅ **Procedures**

1. Click **Start**.

2. Select **Help**.

3. Select the **Contents** tab if the **Contents** sheet is not displayed.

4. Double-click a topic to open it.

5. Continue double-clicking topics until the desired topic appears.

6. Double-click a topic to display it.

👣 **Step-by-Step**

Display the Help **Contents** sheet and select a topic for viewing.

Steps	*Practice Data*
1. Click **Start**. *The **Start** menu appears.*	Click 📓 **Start**
2. Select **Help**. *The Help window opens.*	Click 📙 **Help**
3. Select the **Contents** tab, if necessary. *The **Contents** sheet appears.*	Click **Contents**, if necessary
4. Double-click a topic to open it. *The topic expands, displaying subtopics.*	Double-click **How To...**
5. Continue double-clicking topics until the desired topic appears. *The topics expand until the desired topic appears.*	Double-click **Use Help**
6. Double-click a topic to display it. *A help window opens displaying help for the desired topic.*	Double-click **Finding a topic in Help**

Close the help window.

USING THE INDEX SHEET

⫷ Discussion

The Windows NT Help Index works like the Windows 3.1 Help Index. The **Index** sheet lists topics alphabetically, like the index of a book. You can scroll the list with the scroll bars or type the first few letters of the word you want to find.
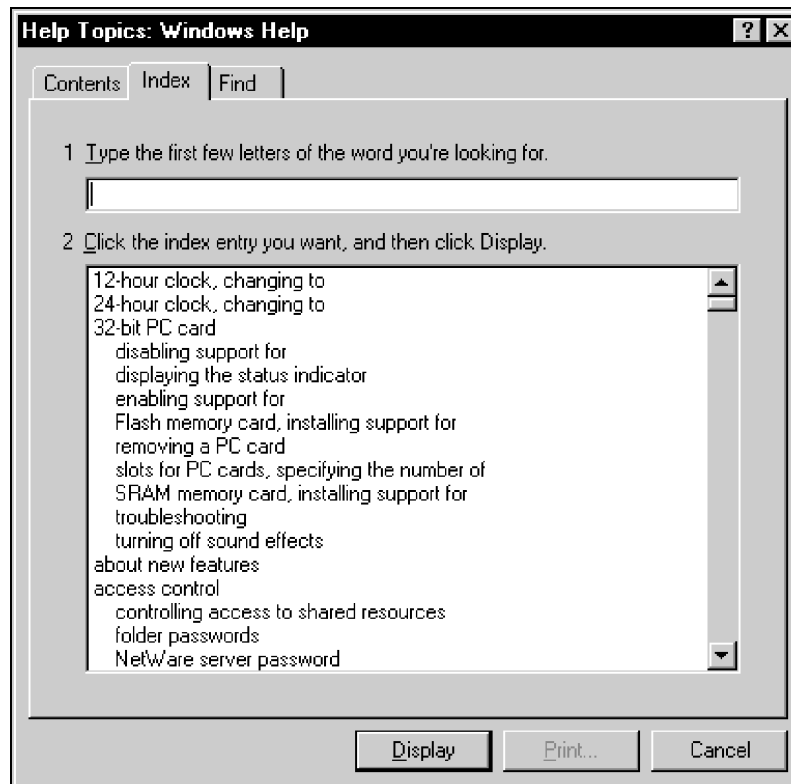
The Index sheet

✅ Procedures

1. Click **Start**.

2. Select **Help**.

3. Select the **Index** tab, if necessary.

4. Scroll the list of options or type the first few letters of the topic until the topic is visible in the box.

5. Double-click the topic to display it.

6. If additional topics display, double-click to display them.

👣 Step-by-Step

Use the Help **Index** sheet to find a topic.

Steps	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click ▨ **Start**
2. Select **Help**. *The Help window opens.*	Click 📖 **Help**
3. Select the **Index** tab, if necessary. *The Index sheet appears.*	Click **Index**, if necessary
4. Scroll the list of options or type the first few letters of the topic until the topic is visible in the box. *The list scrolls to the desired topics.*	Type *add*
5. Double-click the topic to display it. *A help window opens displaying help for the topic or additional topics available.*	Double-click **adding**
6. If additional topics display, double-click to display them. *A help window opens displaying help for the topic or additional topics available.*	Double-click **To create a new folder**

Close the help window.

USING THE FIND SHEET

Discussion

The **Find** sheet of the Help facility looks for a specified string by searching a database of words and phrases found in help topics. Options on the **Find** sheet allow you to search in different ways. For example, you can search for all the words you type in any order or in the exact order, or you can search for at least one of the words you type. You can also specify whether you want to look for the specified string as the beginning of a string, as any part of a string, or as the end of a string. You also can search for words that have the same root. For example, if you search for "add," topics include "add," "adding," "added," "additional," etc.

The Windows NT Help **Find** sheet replaces the **Search** feature used in the Windows 3.1 Help system.
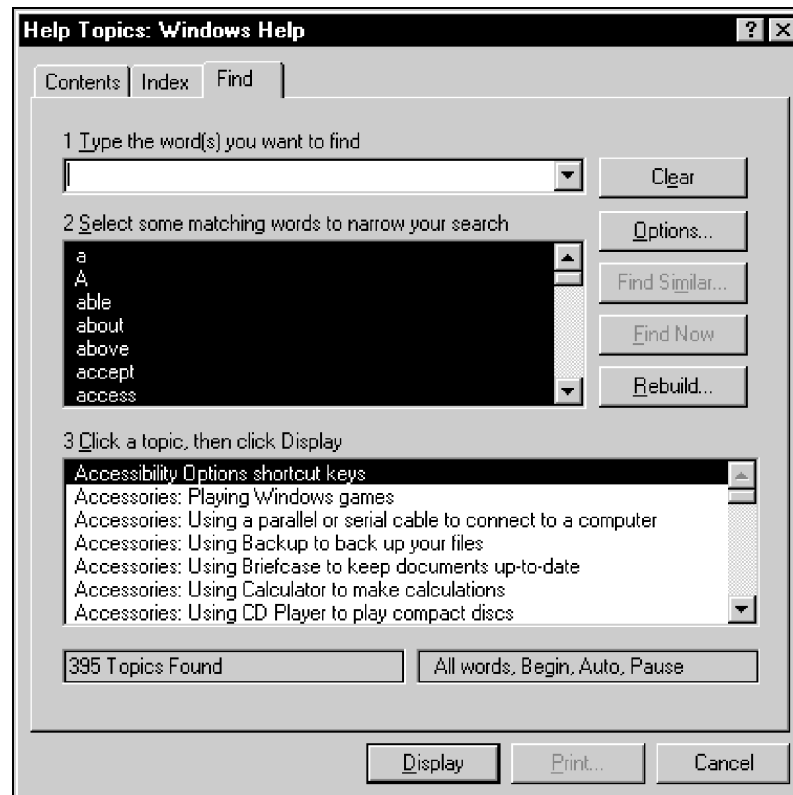
The Find sheet

📖   You can customize a find by selecting the **Options** command
      button and choosing specific options to be used during the
      find.

✔️ **Procedures**

1. Click **Start**.

2. Select **Help**.

3. Select the **Find** tab, if necessary.

4. Enter the string you want to find.

5. If necessary, scroll though the list of topics and double-click the one
    you want.

Step-by-Step

Use the **Find** sheet to search for words or phrases in help topics.

Steps	*Practice Data*
1. Click **Start**. *The **Start** menu appears.*	Click ▓ **Start**
2. Select **Help**. *The Help window opens.*	Click 📖 **Help**
3. Select the **Find** tab, if necessary. *The **Find** sheet appears.*	Click **Find**, if necessary
4. Enter the string you want to find. *A list of topics displays in the box at the bottom.*	Type *printer icon*
5. If necessary, scroll though the list of topics and double-click the one you want. *A help window opens displaying help for the topic.*	Double-click **Changing your password.**

Close the help window.

ACCESSING HELP IN A DIALOG BOX

Discussion

Almost all Windows NT dialog boxes have the **What's This** button in the upper-right corner. The button resembles a question mark and is used to get context-sensitive help in the dialog box. Some dialog boxes actually have a **Help** command button that displays a help topic about the particular dialog box.

✓ Procedures

1.   Click the **What's This** button.

2.   Click any option in the dialog box.

3.   Click the mouse again to close the help pop-up box.

◢ Step-by-Step

Use the **What's This** button in a dialog box to get context-sensitive help. First, open the System Properties dialog box by pointing to My Computer, clicking the right mouse button, choosing **Properties**, and clicking the **Performance** tab.

Steps	*Practice Data*
1. Click the **What's This** button. *The mouse pointer displays with a question mark.*	Click [?]
2. Click any option in the dialog box. *A pop-up box appears with help information on the option.*	Click **Virtual Memory**
3. Click the mouse button again to close the help pop-up box. *The help pop-up box closes.*	Click the mouse button

Close the System Properties dialog box.

COPYING TEXT FROM A HELP TOPIC

◢ Discussion

Text in a help topic can be highlighted and copied to the Clipboard just like text in any other type of document. You cannot paste the contents of the Clipboard back into a help topic, but you can paste it into a document.

> 📖 Because you cannot position the insertion point in a help topic, the only way you can highlight the text you want to copy is to click and drag.

✓ Procedures

1. Drag to select the text you want to copy.

2. Release the mouse button.

3. Select the **Options** command button.

4. Select **Copy**.

Step-by-Step

Copy information from a help topic to the Clipboard. First, display a help topic.

Steps	*Practice Data*
1. Drag to select the text you want to copy. *The text is highlighted as you drag.*	Drag through a couple of sentences
2. Release the mouse button. *The text is selected.*	Release the mouse button
3. Select the **Options** command button. *The **Options** menu appears.*	Click **<u>O</u>ptions**
4. Select **Copy**. *The selected text is copied to the Clipboard.*	Click **C<u>o</u>py**

Close the help window. If you want to verify that the text has been copied, open the Clipboard Viewer.

CHANGING HELP TOPIC FONTS

Discussion

The size of the font used in help topics can be changed from **Normal** (the default), to **Small** or **Large**. If you choose **Small**, you will be able to see more text in the Help window, but it will be harder to read. If you choose **Large**, the text is easier to read, but less text is visible in the window.

✓ Procedures

1. Click **Start**.

2. Select **Help**.

3. Select the **Contents** tab.

4. Select a desired help topic.

5. Select **Options**.

6.   Point to **Font**.

7.   Select the desired font size.

✒ Step-by-Step

Change the size of the font used in a help topic. Open a Help window.

Steps	*Practice Data*
1. Select a help topic from any tab. *The help topic appears.*	Double-click **If you've used Windows before**
2. Select **Options**. *The **Options** menu appears.*	Click **Options**
3. Point to **Font**. *A **Font** submenu appears.*	Point to **Font**
4. Select the desired font size. *The help topic is sized to the option selected.*	Click **Large**

Reset the font size to **Normal** and close the Help window.

PRINTING A HELP TOPIC

☝ Discussion

As in Windows 3.1, you can print Windows NT help topics. Since it is not always convenient to use Help on-line, it is helpful to be able to print a help topic so you can refer to it easily. You might even want to print several help topics to which you refer often and create a help booklet.

✓ Procedures

1.   Select **Options**.

2.   Select **Print Topic**.

3.   Select desired options in the Print dialog box.

4.   Select **OK**.

Step-by-Step

Print a help topic. First, display a help topic.

Steps	*Practice Data*
1. Select **Options**. *The **Options** menu appears.*	Click **Options**
2. Select **Print Topic**. *The Print dialog box opens.*	Click **Print Topic**
3. Select desired options in the Print dialog box. *The print options are selected.*	Accept the defaults
4. Select **OK**. *Windows NT prints the help topic.*	Click **OK**

Close the help window.

EXERCISE

USING HELP

Task

Using Help.

1. Open the Help window and display the **Contents** sheet.

2. Locate help on how to print a document. View the topic, then close the window.

3. Open the Help window and display the **Index** sheet.

4. Use the **Index** sheet to locate help for deleting a file or folder.

5. View the help topic.

6. Close the help topic window.

LESSON 11 -
USING WINDOWS NT EXPLORER

In this lesson, you will learn how to:

- Use Windows NT Explorer

- View your computer

- Open objects

- Create a folder

- Copy files and folders

- Move files and folders

- Delete files and folders
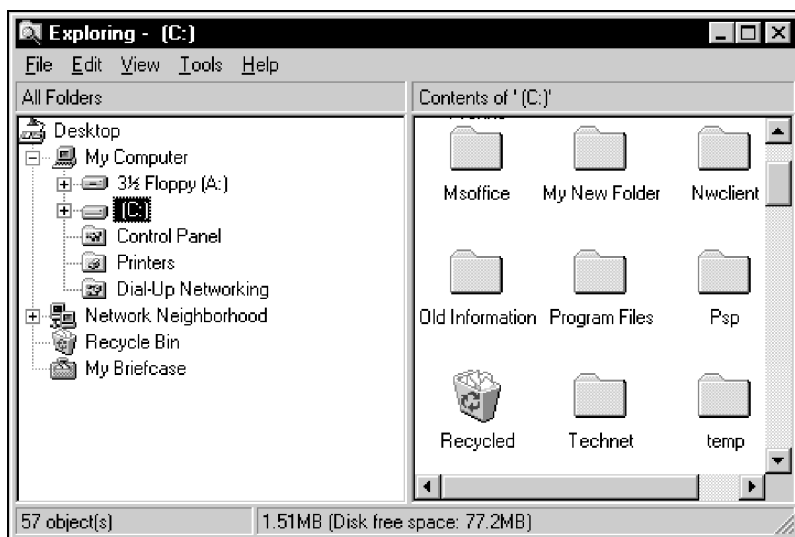
USING WINDOWS NT EXPLORER

Discussion

Windows NT Explorer is a file management tool included with Windows NT. You can use Explorer to view, copy, and move files and folders; format disks; and perform other tasks related to file management.

The Explorer window displays two panes, or viewing areas. The left pane displays a tree that includes objects representing all available resources, including files, folders, network resources, and peripherals such as printers and modems.

Each object is graphically represented within the tree by an icon. If an object appears in the tree with a plus symbol (+), it can be expanded to another level within the tree. If an object appears with a minus symbol (-), then it has been fully expanded to view all objects within it. If an object has no (+) or (-), then it contains no folders, only files or nothing at all.

As objects are selected and expanded in the tree, objects that are stored within the selected object (i.e., files within a selected folder) appear in the right pane of the Explorer window. In most cases, objects that appear in this pane can be accessed by double-clicking. The view within this pane can be changed to suit your individual preferences.

The Windows NT Explorer window

VIEWING YOUR COMPUTER

Discussion

Windows NT Explorer is a Windows NT tool that allows you to perform file management tasks. You can use the Explorer to quickly view the contents of your computer. This option allows you to determine network drives that are available to you.

Procedures

1. Click the **Start** button.

2. Point to **Programs**.

3. Select **Windows NT Explorer**.

4. To expand an object in the tree, click the (+) next to the object once or double-click the object's icon.

5. Continue to expand the tree until the object or folder you wish to access is visible.

6. To view the contents of a folder, double-click the folder either in the tree or in the right pane.

7. To collapse an object in the tree, click the (-) next to the object once or double-click the object's icon.

Step-by-Step

Use Explorer to view the contents of your computer, the Student Data Folder, and the **Accounting** folder within the Student Data Folder. The Student Data Folder must be located on a diskette in the **A:** drive and the Explorer must be set to its default view of large icons.

Steps	*Practice Data*
1. Click the **Start** button. *The **Start** menu appears.*	Click 🔳 **Start**
2. Point to **Programs**. *The **Programs** submenu appears.*	Point to 🗂 **Programs**

Steps	*Practice Data*
3. Select **Windows NT Explorer**. *The Windows Explorer window opens.*	Click 🗔 **Windows NT Explorer**
4. To expand an object in the tree, click the (+) next to the object once or double-click the object's icon. *The tree expands to display folders within the object.*	Double-click on the icon, or single-click on the (+) ⊞ 💾 **31/2 Floppy (A:)**
5. Continue to expand the tree until the object or folder you wish to access is visible. *The tree expands and the (+) next to the object changes to a (-).*	Double-click on the icon, or single-click on the (+) ⊞ 📁 **Student Data Folder**
6. To view the contents of a folder, double-click the folder either in the tree or in the right pane. *The contents of the folder are displayed in the right pane of the Explorer window.*	Double-click 📁 Accounting
7. To collapse an object in the tree, click the (-) next to the object once or double-click the object's icon. *The tree collapses and the (-) next to the object changes to a (+).*	Double-click on the icon, or single-click on the (+) ⊟ 📁 **Student Data Folder**

OPENING OBJECTS

🔖 **Discussion**

You can open objects (such as files) and launch programs from within Windows NT Explorer. When a file is opened from the Explorer, the program that was used to create the file is automatically launched and the file opens within that program.

If Windows does not recognize the file type when opening an object, it displays a dialog box prompting you to select a program with which to open the file.

> 📖   You can quickly view the properties of any object (including files) by clicking the right mouse button on the object and selecting **Properties**.

✔ **Procedures**

1. Expand the tree to view folders within an object in the tree, click the (+) next to the object once or double-click the object's icon.

2. Continue to expand the tree by clicking (+) objects until the object or folder you wish to access is visible.

3. Double-click the object you wish to open in the right pane.

📖 **Step-by-Step**

Use the Explorer to open a program file. Open the Explorer, if necessary.

Steps	*Practice Data*
1. Expand the tree to view folders within an object in the tree, click the (+) next to the object once or double-click the object's icon. *The tree expands to display folders within the object and the (+) next to the object changes to a (-).*	Double-click on the icon, or single-click on the (+) ⊞ ▭ **(C:)**, if necessary
2. Expand the tree to view the folder's subfolders. *The tree expands to display subfolders within the object and the (+) next to the object changes to a (-).*	Double-click on the icon, or single-click on the (+) ⊞ 📁 **Winnt**
3. Expand the folder that contains the desired program icon. *The tree expands to display program icons within the object and the (+) next to the object changes to a (-).*	Double-click on the icon, or single-click on the (+) ⊞ 📁 **System32**
4. Double-click the object you wish to open in the right pane. *The object opens.*	Double-click Mspaint

Close the MS-Paint program.

CREATING A FOLDER

Discussion

You can create a folder in Windows NT Explorer using the same method used to create folders in any window. By selecting the **New** command from the **File** pull-down menu, the **Folders** command is available. Selecting these menu commands will create a folder within the object that is currently selected in the Explorer tree.

> If you want to view the new folder in the tree, select
> **View...Refresh** to update the contents of the window.
> Otherwise, the new folder will not appear in the tree until you
> close the window and reopen it.

Procedures

1. Select the drive or folder in the tree in which you want to create the new folder.

2. Select the **File** pull-down menu.

3. Point to **New**.

4. Select **Folder**.

5. Enter a name for the folder.

6. Press **[Enter]**.

Step-by-Step

Use Explorer to create a new folder on the **C:** drive called **My New Folder**. Open the Explorer, if necessary.

Steps	*Practice Data*
1. Select the drive or folder in the tree in which you want to create the new folder. *The drive or folder is selected and will be displayed on the right side.*	Click ⊞┈🖪 **(C:)**
2. Select the **File** pull-down menu. *The **File** pull-down menu appears.*	Click **File**
3. Point to **New**. *The **New** submenu appears.*	Point to **New**
4. Select **Folder**. *A new folder appears in the right pane of the Explorer window. The default folder name is selected, allowing you to rename it.*	Click **Folder**
5. Enter a name for the folder. *The folder name appears next to the new folder in the right pane of the Explorer window.*	Type *My New Folder*
6. Press **[Enter]**. *The new folder name is entered.*	Press **[Enter]**

COPYING FILES AND FOLDERS

📖 Discussion

As a file management tool, Windows NT Explorer allows you to copy files and folders to different locations on your hard drive, to a network drive, or to diskette.

You can copy folders directly to and from locations in the tree or from the right pane of the Explorer window to the desired location in the tree. However, since files do not appear in the tree, they can only be copied from the right pane.

There are a number of different ways to copy files and folders in Explorer. You can use the shortcut menu, the **Edit** pull-down menu, or drag and drop. Using drag and drop to copy files is similar to moving files. To be sure that you are copying instead of moving, make sure that a plus (+) symbol appears when you are dragging the file or folder.

> 📖 When copying files and folders to other drives, it is not
> necessary to hold **[Ctrl]**. However, when copying to other
> locations on the same drive, you must hold **[Ctrl]**. You can
> also copy multiple files and folders to a location by selecting
> multiple files and folders, holding **[Ctrl]**, and dragging to the
> destination of the copy.

✔ Procedures

1. Double-click folders in the tree until the files or folders you wish to
   copy are visible either in the tree or the right pane.

2. Drag the file or folder you want to copy to the desired location on the
   tree.

3. Release the mouse button.

👣 Step-by-Step

Use Explorer to copy files. Insert the diskette with the Student Data Folder into the **A:**
drive and open the Explorer, if necessary.

Steps	*Practice Data*
1. Double-click folders in the tree until the files or folders you wish to copy are visible either in the tree or the right pane. *The tree expands and the folder's contents appear in the right pane.*	Double-click on the icon, or single-click on the (+) ⊞ 💾 **31/2 Floppy (A:)**
2. Drag the file or folder you want to copy to the desired location on the tree. *The file or folder moves as you drag.*	📁 Student Data Drag Folder to ⬚ **My New Folder**
3. Release the mouse button. *The file or folder is copied to the new location.*	Release the mouse button

MOVING FILES AND FOLDERS

✆ Discussion

Windows NT Explorer is a useful tool for moving files and folders to different locations on your hard drive, to a network drive, or to diskette.

You can move folders directly to and from locations in the tree or from the right pane of the Explorer window to the desired location in the tree. However, since files do not appear in the tree, they can only be moved from the right pane.

There are a number of different ways to move files or folders in Explorer. You can use the shortcut menu, the **Edit** pull-down menu, or drag and drop. Using drag and drop to move files is very similar to copying files. To be sure that you are moving instead of copying, make sure that the plus (+) symbol is not present when you are dragging the file or folder.

> 📖   When moving files or folders to a different location on the same drive, it is not necessary to hold **[Shift]**. You can move multiple files or folders to a location by selecting multiple folders and files, holding **[Shift]**, and dragging to the new location.

✅ Procedures

1. Double-click the applicable drive icon to expand the tree.

2. Double-click folders in the tree until the files or folders you wish to move are visible either in the tree or the right pane.

3. Press **[Shift]** and drag the file or folder to the desired location on the tree.

4. Release the mouse button and then release **[Shift]**.

👣 Step-by-Step

Use Explorer to move files. Insert the diskette with the Student Data Folder into the **A:** drive and open the Explorer, if necessary.

Steps	*Practice Data*
1. Double-click the applicable drive icon to expand the tree. *The tree expands and the drive's contents appear in the right pane.*	Double-click on the icon, or single-click on the (+) ⊞ 🖴 **31/2 Floppy (A:)**
2. Double-click folders in the tree until the files or folders you wish to move are visible either in the tree or the right pane. *The tree expands and the folder's contents appear in the right pane.*	Double click 📁 Student Data Folder
3. Press **[Shift]** and drag the file or folder to the desired location on the tree. *The file or folder moves as you drag.*	Press **[Shift]** and drag the 📁 Old Folder to 📁 **My New Folder**
4. Release the mouse button and then release **[Shift]**. *The file or folder moves to the new location.*	Release the mouse button and then release **[Shift]**

DELETING FILES AND FOLDERS

🔖 Discussion

As a file management tool, Windows NT Explorer allows you to delete files and folders from different locations on your hard drive, from a network drive, or from diskette.

✅ Procedures

1. Select the file or folder to be deleted.

2. Press **[Delete]**.

3. Select **Yes**.

Step-by-Step

Use Explorer to delete a folder. Open Explorer and expand the **C:** drive, if necessary.

Steps	*Practice Data*
1. Select the file or folder to be deleted. *The file or folder is selected.*	Click 📁 **My New Folder**
2. Press **[Delete]**. *Windows NT displays a dialog box asking you to confirm the deletion.*	Press **[Delete]**
3. Select **Yes**. *The file or folder is deleted to the Recycle Bin.*	Click **Yes**

Close the Explorer window.

EXERCISE

USING WINDOWS NT EXPLORER

Task

Use Windows NT Explorer.

1. Open Windows NT Explorer.

2. View the contents of the **C:** drive of your computer.

3. Create a new folder on the **C:** drive called **Exercise Folder**.

4. Insert the diskette with the Student Data Folder into the **A:** drive.

5. Use Explorer to view the contents of the diskette in the **A:** drive.

6. Locate the **Accounting** folder on the diskette.

7. Copy the **Accounting** folder to the **Exercise Folder** on the **C:** drive.

8. Use Explorer to delete the **Exercise Folder** from the **C:** drive.

9. Remove the diskette and close Explorer.

LESSON 12 -
# VIEWING, OPENING, AND FINDING

In this lesson, you will learn how to:

- Use Quick View

- Find folders/files by name

- Clear a search

- Find folders/files by date

- Perform advanced searches

USING QUICK VIEW

⚑ Discussion

Windows NT includes a tool called Quick View, which allows you to view the contents of files created in other Windows applications. If Windows NT recognizes the selected file as a file created in a Windows application, the **Quick View** command appears on the **File** pull-down menu.

When the **Quick View** command is selected, the Quick View window opens. In this window, you can view a file's contents. This window is useful for viewing the contents of a file quickly without opening its parent application. In addition, you can adjust the display font size or open the parent application from within the Quick View window.
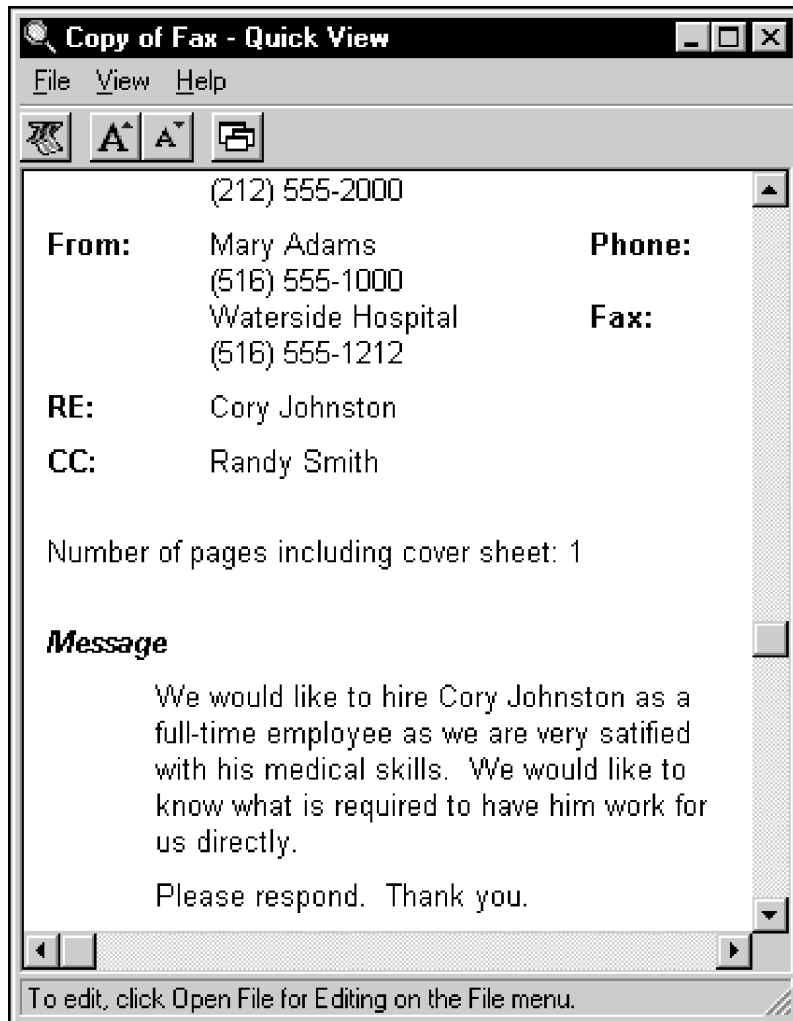
The Quick View window

> 📖 If Windows NT does not recognize the selected file as a file created in a Windows application, the **Quick View** command will not appear on the **File** pull-down menu. However, an **Open With** command will appear, allowing you to select a program in which to open and view the file.

✔ Procedures

1. Select the file you want to view.

2. Select the **File** pull-down menu.

3. Select **Quick View**.

👣 Step-by-Step

Use Quick View to view a file. Use My Computer to open **My Folder** in the Student Data Folder.

Steps	*Practice Data*
1. Select the file you want to view. *The file is selected.*	Comment Click Document
2. Select the **File** pull-down menu. *The **File** pull-down menu appears.*	Click **File**
3. Select **Quick View**. *The Quick View window opens, displaying the contents of the selected file.*	Click **Quick View**

Close all open windows.

FINDING FOLDERS/FILES BY NAME

Discussion

Windows NT includes many ways to find files and folders. Although you can use the Windows Explorer or My Computer to browse folders until you locate a desired folder or file, Windows NT includes the **Find** command. This command allows you to quickly locate files and folders stored on your computer or any network to which your computer may be attached.

The **Find** command, located on the **Start** menu, displays the **Find** submenu from which you can select objects for which you want to search. Selecting the **Files or Folders** command opens the Find dialog box. The **Name & Location** property sheet in this dialog box allows you to specify the filename and location where you want Windows NT to search.

When performing a search, wildcards such as asterisks (*) can be used. For example, if you want to search the **C:** drive for a file named MYFILE.EXE, you would specify the **C:** drive as the location and enter MY*.EXE as the filename. The search would find all .EXE files with names beginning with the characters MY. If a file extension is not included, Windows NT finds all files containing the valid filename regardless of the extension (e.g., MYFILE.INI, MYFILE.EXE, MYFILE.COM).
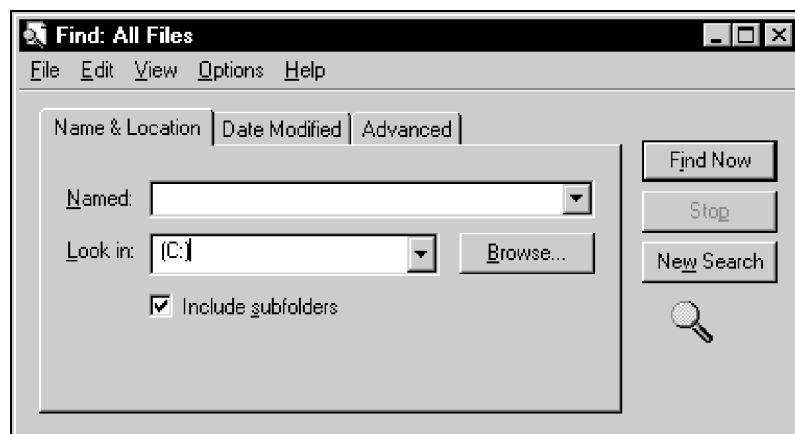
The Name & Location property sheet

The **Find** command is also located on the **Tools** pull-down menu in the Explorer window and allows you to perform a find from within the Explorer. You can also click the right mouse button on the **Start** button and select **Find**.

The number of files found appears in the status bar.

✔ Procedures

1. Click **Start**.

2. Point to **Find**.

3. Select **Files or Folders**.

4. Type the name of the file or folder you want to find.

5. Select the **Look in** arrow.

6. Select the drive you want to search.

7. Check the **Include subfolders** option to search all folders and subfolders on the selected drive.

8. Select **Find Now** to perform the search.

👣 Step-by-Step

Use the **Find** command to locate a file.

Steps	*Practice Data*
1. Click **Start**. *The **Start** menu appears.*	Click 📖 **Start**
2. Point to **Find**. *The **Find** submenu appears.*	Point to 🔍 **Find**
3. Select **Files or Folders**. *The Find dialog box opens.*	Click 🔍 **Files or Folders...**
4. Type the name of the file or folder you want to find. *The name appears in the **Named** box.*	Type *WordPad*
5. Select the **Look in** arrow. *The **Look in** list appears.*	Click **Look in** ▼
6. Select the drive you want to search. *The drive appears in the **Look in** box.*	Click 💾 **(C:)**
7. Check the **Include subfolders** option to search all folders and subfolders on the selected drive. *The option is checked.*	Check ☑ **Include subfolders**, if necessary

Steps	*Practice Data*
8. Select **Find Now** to perform the search. *The results of the search appear in a window at the bottom of the Find dialog box.*	Click **Find Now**

CLEARING A SEARCH

🗣 **Discussion**

If you want to use the **Find** command for more than one search, you should clear the criteria in between searches. Clicking the **New Search** command button opens a dialog box that asks you to verify the clearing of the results from your last search. Once these results are cleared, you can begin a new search.

✅ **Procedures**

1. Select **New Search**.

2. Select **OK**.

🎱 **Step-by-Step**

Clear the results of your last search.

| *Steps*	*Practice Data*
1. Select **New Search**. *A dialog box opens asking you to verify the clearing of the results from your last search.*	Click **New Search**
2. Select **OK**. *The results of your last search are cleared.*	Click **OK**

FINDING FOLDERS/FILES BY DATE

👤 Discussion

The **Find** command, available from the **Start** menu or from the **Tools** pull-down menu, opens the Find dialog box. In this dialog box, the **Date Modified** property sheet allows you to search for files and folders by date created or date last modified.

Specifically, the **Date Modified** property sheet allows you to select different date ranges by which to search. For example, you can find all files that were created or modified between a specific time period or during a specific number of previous months or days.
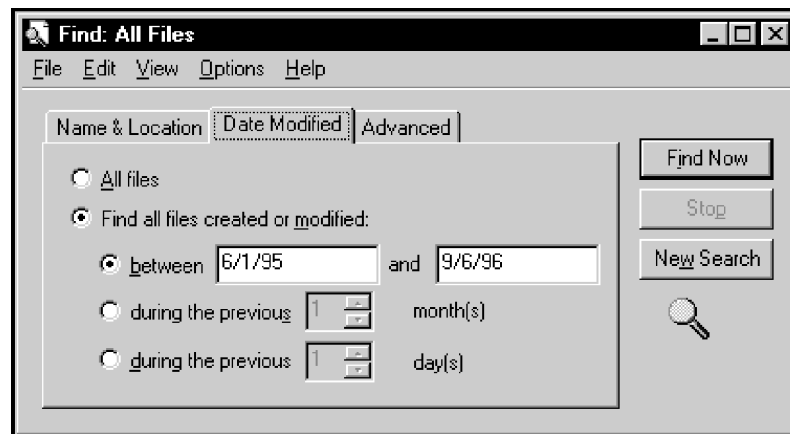
The Date Modified property sheet

| 📖 | The number of files found appears in the status bar. |

✔️ Procedures

1. Click **Start**.

2. Point to **Find**.

3. Select **Files or Folders**.

4. Select the **Date Modified** tab.

5. Select the **Find all files created or modified** option.

6. To search for files created or modified within a range of dates, select the **between** option.

7. Select the date in the first **between** box.

8. Type the starting date of the range to be searched.

9. Select the date in the second **between** box.

10. Type the ending date of the range to be searched.

11. Select **Find Now**.

Step-by-Step

Use the **Date Modified** property sheet in the Find dialog box to locate all files created within a specific range of dates. Then, perform a new search to locate all files created within the last three months. Perform a final search to locate all files created within the last ten days. Open the Find dialog box, if necessary.

Steps	*Practice Data*
1. Select the **Date Modified** tab. *The **Date Modified** property sheet appears.*	Click **Date Modified**
2. Select the **Find all files created or modified** option. *The option is darkened.*	Click ☉ **Find all files created or modified**
3. To search for files created or modified within a range of dates, select the **between** option. *The option is darkened.*	Click ☉ **between**
4. Select the date in the first **between** box. *The text in the box is selected.*	Double-click the first **between** box
5. Type the starting date of the range to be searched. *The date appears in the box.*	Type *6/1/95*
6. Select the date in the second **between** box. *The text in the box is selected.*	Double-click the second **between** box
7. Type the ending date of the range to be searched. *The date appears in the box.*	Type today's date

Steps	*Practice Data*
8. Select **Find Now**. *The results of the search appear in a* *window at the bottom of the Find* *dialog box.*	Click **F**i**nd Now**

Clear the current search criteria.

PERFORMING ADVANCED SEARCHES

🔔 **Discussion**

The Windows NT Find dialog box includes a property sheet that allows you to
perform advanced searches by file type, text content of a file, and file size. You can
use the **Advanced** property sheet to narrow your search criteria, making your search
faster and more productive when searching numerous files or folders.

You can select a file type as part of your search criteria. The Find dialog box displays
file types in a list. The contents of the list vary depending on what application
software you have installed under Windows. Windows NT searches only files of the
selected type. The **Containing text** box allows you to specify the text contained in a
file. Windows NT searches the contents of every file matching the selected file type to
locate the file containing the text. Additionally, you can select parameters for file size.
Windows NT only searches files that fall within the size parameters you specify. Only
files that match all three criteria: file type, containing text, and file size appear in a
window at the bottom of the dialog box as a result of the search.
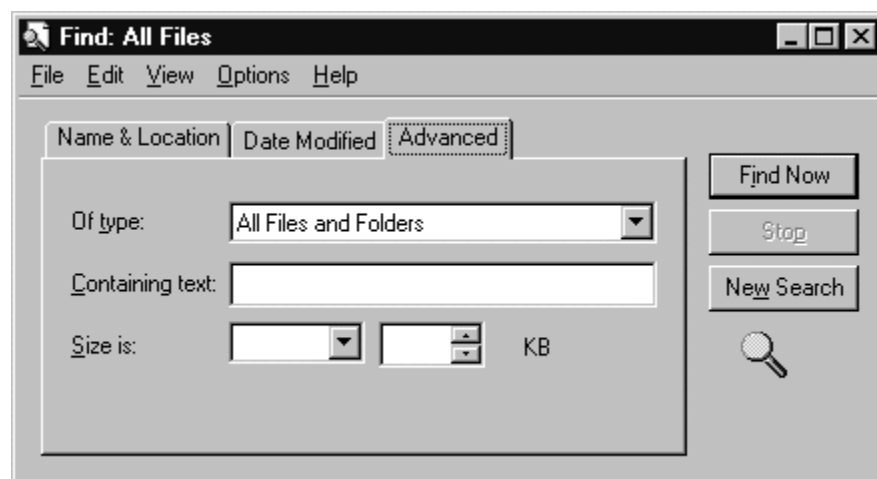
The Advanced property sheet

> 📖   The number of files found appears in the status bar.

✔ Procedures

1. Click **Start**.

2. Point to **Find**.

3. Select **Files or Folders**.

4. Select the **Advanced** tab.

5. Select the **Of type** arrow.

6. Scroll as necessary and select the file type for which you want to search from the list.

7. Select the **Containing text** box if you want to include specific text within a file as part of your search criteria.

8. Type the text for which you want to search.

9. Select the **Size is** arrow if you want to include file size in your search criteria.

10. Select either **At least** or **At most**.

11. Select the **KB** box.

12. Type the file size criteria.

13. Select **Find Now**.

👣 Step-by-Step

Use the **Advanced** property sheet in the Find dialog box to specify file type, file size, and containing text to locate a file on the **C:** drive. Open the File dialog box, if necessary. Clear any current searches.

Steps	*Practice Data*
1. Select the **Advanced** tab. *The **Advanced** property sheet appears.*	Click **Advanced**
2. Select the **Of type** arrow. *A list of file types appears.*	Click **Of type** ▼

Steps	*Practice Data*
3. Scroll as necessary and select the file type for which you want to search from the list. *The selected file type appears in the Of type box.*	Scroll as necessary and click **Help File**
4. Select the **Containing text** box if you want to include specific text within a file as part of your search criteria. *The insertion point appears in the box.*	Click in the **Containing text** box
5. Type the text for which you want to search. *The text appears in the box.*	Type *local area network*
6. Select the **Size is** arrow if you want to include file size in your search criteria. *The Size is list appears.*	Click **Size is** ▼
7. Select either **At least** or **At most**. *Your selection appears in the box.*	Click **At most**
8. Select the **KB** box. *The insertion point is positioned in the box.*	Click in the **KB** box
9. Type the file size criteria. *The file size appears in the box.*	Type *100*
10. Select **Find Now**. *The results of the search appear in a window at the bottom of the Find dialog box.*	Click **Find Now**

Close the Find dialog box.

EXERCISE

VIEWING, OPENING, AND FINDING

Task

View, open, and find programs, folders, files, and text. Open the **Memos Sent** folder from the Student Data Folder, maximize the folder window, and enable the **Auto Arrange** command before proceeding.

1. Use Quick View to view the contents of the **Hours Worked** file. Close Quick View.

2. Use the **Find** command to locate the **mspain**t file on your **C:** drive.

3. Use the **Find** command to perform a new search and locate all files on your **C:** drive created between **5/25/95** and the current date.

4. Finally, perform a new search to locate all files on your **C:** drive that include the text **troubleshooting**.

Close the Find dialog box and any open windows when finished.

LESSON 13 -
USING STARTUP AND SHUTDOWN

In this lesson, you will learn how to:

- Start Windows NT

- Close the Welcome dialog box

- Shut down - Start menu

- Restart the computer

- Restart with the Start menu

- Shut down - keyboard

- Log Off from Windows NT

STARTING WINDOWS NT

🔧 Discussion

Windows NT is a complete operating system that starts automatically when you turn on your computer. Unlike Windows 3.1, Windows NT does not require MS-DOS.

📖	If you restart your computer and find yourself at the DOS prompt, you can start Windows NT by typing **WIN** and pressing **[Enter]**.

CLOSING THE WELCOME DIALOG BOX

🔧 Discussion

When starting Windows NT for the first time, the Welcome to Windows NT dialog box automatically appears. This dialog box will continue to appear every time you start your system unless you uncheck the **Show this Welcome Screen next time you start Windows** option. The dialog box displays user tips and allows you to access the Windows Tour, What's New, Online Registration, and Product Catalog features.

If the dialog box appears when you start your computer, you can close it.

✔️ Procedures

1. Select **Close**.

👣 Step-by-Step

Close the Welcome to Windows NT dialog box.

Steps	*Practice Data*
1. Select **Close**. *The dialog box closes.*	Click **Close**

SHUTTING DOWN - START MENU

Discussion

Before turning off your computer, you should follow the Windows NT shut down procedure found on the **Start** menu. Shutting down your computer properly will help you to avoid corrupting system and data files.

> Once you receive the message that you can safely turn off your computer, you can turn off the power switch.

Procedures

1. Click the **Start** button.

2. Select **Shut Down**.

3. Select the **Shut down the computer?** option.

4. Select **Yes**.

Step-by-Step

Use the **Start** menu to safely shut down your computer.

Steps	*Practice Data*
1. Click the **Start** button. *The Start menu appears.*	Click **Start**
2. Select **Shut Down**. *The Shut Down Windows dialog box opens.*	Click **Sh<u>u</u>t Down**

Steps	*Practice Data*
3. Select the **Shut down the computer?** option. *The option button is darkened.*	Click ⊙ <u>S</u>hut down the computer?
4. Select **Yes**. *Windows NT closes and notifies you that you can safely turn off your computer.*	Click **Yes**

RESTARTING THE COMPUTER

Discussion

Once you have performed the **Shut Down** procedure, you can use the keyboard to restart your computer. This option is helpful when you have shut down your computer and realize you want to return quickly to Windows.

✔ Procedures

1. Press **[Ctrl+Alt+Delete]**.

Step-by-Step

Restart your computer using the keyboard.

Steps	*Practice Data*
1. Press **[Ctrl+Alt+Delete]**. *The computer restarts.*	Press **[Ctrl+Alt+Delete]**

RESTARTING WITH THE START MENU

▣ Discussion

You may need to restart your computer if the system experiences operational problems. This procedure can be performed by using the **Start** menu to launch the **Shut Down** command, which includes an option for restarting the computer.

✅ Procedures

1. Click the **Start** button.

2. Select **Shut Down**.

3. Select the **Restart the Computer?** option.

4. Select **Yes**.

👣 Step-by-Step

Restart your computer using the **Start** menu.

Steps	*Practice Data*
1.　Click the **Start** button. 　　*The Start menu appears.*	Click 🏢 **Start**
2.　Select **Shut Down**. 　　*The Shut Down dialog box opens.*	Click 💻 **Sh<u>u</u>t Down**
3.　Select the **Restart the Computer?** option. 　　*The option button is darkened.*	Click ⊙ **<u>R</u>estart the Computer?**
4.　Select **Yes**. 　　*Windows NT restarts your computer.*	Click **<u>Y</u>es**

SHUTTING DOWN - KEYBOARD

Discussion

You can use your keyboard to safely shut down your computer in Windows NT. Using the keyboard to access the Close Program dialog box provides an alternative to using the **Start** menu to shut down your computer.

> Once you receive the message that you can safely turn off your computer, you can turn off the power switch.

Procedures

1. Press **[Ctrl+Alt+Delete]**.

2. Select **Shut Down**.

Step-by-Step

Use the keyboard to shut down your computer.

Steps	*Practice Data*
1. Press **[Ctrl+Alt+Delete]**. *The Close Program dialog box opens.*	Press **[Ctrl+Alt+Delete]**
2. Select **Shut Down**. *Windows NT closes and notifies you that you can safely turn off your computer.*	Click **Shut Down**

Restart the computer by pressing **[Ctrl+Alt+Delete]**.

LOGGING OFF FROM WINDOWS NT

Discussion

To control access to the computer, Windows NT requires all users to log on to the computer at startup. If you wish to log out so that someone else can use the computer, Windows NT also has a logoff feature.

Procedures

1. Click the **Start** button.

2. Select **Shut Down**.

3. Select the **Close All Programs and Log In as Another User?** option.

4. Select **Yes**.

Step-by-Step

Logging Off from Windows NT

Steps	*Practice Data*
1. Click the **Start** button. *The Start menu appears.*	Click 📘 **Start**
2. Select **Shut Down**. *The Shut Down Windows dialog box opens.*	Click 🖳 **Sh<u>u</u>t Down**
3. Select the **Close All Programs and Log In as Another User?** option. *The option button is darkened.*	Click ⊙ **Close All Programs and Log In as Another User?**
4. Select **Yes**. *The computer ends all open programs and returns you to the login screen..*	Click **<u>Y</u>es**

EXERCISE

STARTING AND SHUTTING DOWN

Task

Start and shut down Windows NT.

1. Shut down Windows NT using the **Start** menu, then turn your computer off.

2. Start your computer.

3. Shut down Windows NT using the keyboard, but do not turn your computer off.

4. Press **[Ctrl+Alt+Delete]** to restart your computer.

LESSON 14 -
USING ACCESSORIES

In this lesson, you will learn how to:

- Use the Calculator

- Perform calculations

- Use the Clipboard Viewer

- Use the Notepad

- Save a file in Notepad

- Use Paint

- Use WordPad

- Open a document

- Add and edit text

- Format text

- Save a file

USING THE CALCULATOR

✦ Discussion

Windows NT provides the Calculator accessory, which functions in two different modes. The standard mode can perform addition, subtraction, multiplication, division, find the square root, convert a fraction to its decimal equivalent, and calculate a percentage. The scientific mode is capable of many more functions, such as calculating the common and natural logarithm; calculating a factorial; finding squares and cubes; raising a number to any power; calculating sine, cosine, and tangent; and performing statistical calculations such as average, sum, and standard deviation.

The Windows NT Calculator is very similar to the Windows 3.1 Calculator, both in appearance and function. The Windows NT Calculator, however, is a 32-bit application, which makes processing faster.

Windows NT also includes the "What's This?" help facility to assist you in determining the function of any Calculator button.
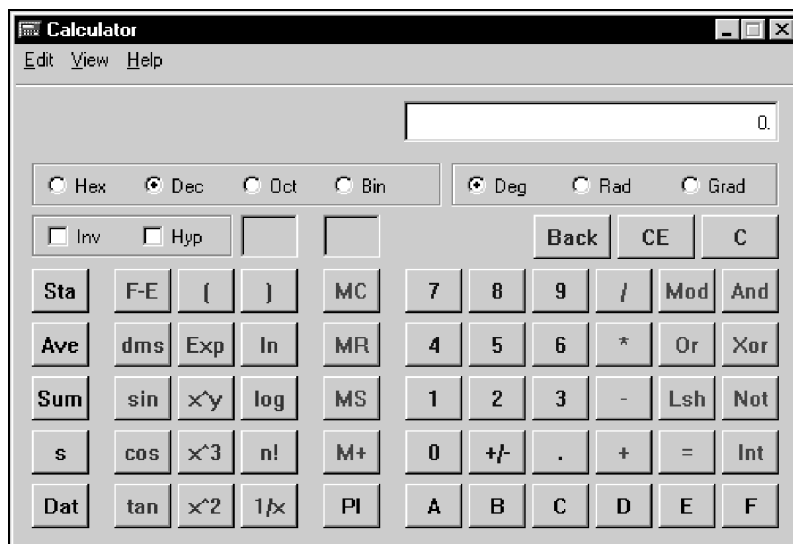
The Scientific Calculator

✔ Procedures

1. Click **Start**.

2. Point to **Programs**.

3. Point to **Accessories**.

4. Select **Calculator**.

5. Select the **View** pull-down menu.

6. Select **Scientific** or **Standard**.

7. Click the right mouse button on a Calculator button.

8. Select **What's This?**.

9. Click anywhere when you are finished reading the help information.

Step-by-Step

Open the Calculator, display the standard or scientific mode, then display "What's This?" help information about a Calculator button.

Steps	*Practice Data*
1. Click **Start**. *The **Start** menu appears.*	Click **Start**
2. Point to **Programs**. *The **Programs** submenu appears.*	Point to **Programs**
3. Point to **Accessories**. *The **Accessories** submenu appears.*	Point to **Accessories**
4. Select **Calculator**. *The Calculator opens.*	Click **Calculator**
5. Select the **View** pull-down menu. *The **View** pull-down menu appears.*	Click **View**
6. Select **Scientific** or **Standard**. *The other Calculator view appears.*	Click the view that is not displayed
7. Click the right mouse button on a Calculator button. *The **What's This?** command appears.*	Click the right mouse button on a Calculator button
8. Select **What's This?** *Information about the button appears.*	Click **What's This?**
9. Click anywhere when you are finished reading the information. *The help information box closes.*	Click anywhere when you are finished reading the information

PERFORMING CALCULATIONS

📷 **Discussion**

In principle, using the Windows NT Calculator is the same as using a regular calculator. You can use your mouse or the keyboard to perform calculations.

> 📖   It is not necessary to press **[Enter]** or type = if you are taking a square root or percentage or converting a fraction to a decimal.

✔️ **Procedures**

1. Click the number buttons to enter the number or type the number.

2. Select the operation button.

3. Complete the equation.

4. Press **[Enter]** or type =.

👣 **Step-by-Step**

Perform a basic calculation. Open the Calculator, if necessary.

Steps	*Practice Data*
1. Click the number buttons to enter the number or type the number. *The number appears.*	Type *100*
2. Select the operation button. *The calculator accepts the selection.*	Type +
3. Complete the equation. *The calculator accepts the additional data.*	Type *100*
4. Press **[Enter]** or type =. *The calculation is performed.*	Press **[Enter]**

Close the Calculator.

USING THE CLIPBOARD VIEWER

🔮 Discussion

Windows NT, like Windows 3.1, is equipped with a Clipboard that allows you to copy, cut, and paste text, files, and folders between windows, folders, and other files. When you copy or cut data, it resides in the Clipboard. When you paste data, it is pasted from the Clipboard. The Clipboard's contents can be viewed with the Clipboard Viewer.

The Clipboard Viewer allows you to view the contents of the Clipboard and to save it as a file or delete it. You can also delete the contents of the Clipboard, which frees memory.

Shortcut to
Hours Worked
The Clipboard Viewer

📖   To save the contents of the Clipboard as a file, select
       File...Save As, specify a filename and location, and select
       OK.

       To delete the contents of the Clipboard, select **Edit...Delete**
       and select **Yes**.

✅ Procedures

1. Click **Start**.

2. Point to **Programs**.

3. Point to **Accessories**.

4. Select **Clipboard Viewer**.

♫ **Step-by-Step**

Copy any file or folder to the Clipboard by clicking its icon with the right mouse button and selecting **Copy**.

| *Steps*	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click 🗐 **Start**
2. Point to **Programs**. *The Programs submenu appears.*	Point to 🗂 **Programs**
3. Point to **Accessories**. *The Accessories submenu appears.*	Point to 🗐 **Accessories**
4. Select **Clipboard Viewer**. *The Clipboard Viewer opens.*	Click 📋 **Clipboard Viewer**

View the contents of the Clipboard, then close the window.

USING THE NOTEPAD

☻ **Discussion**

The Notepad is a simple text editing program that does not include many of the word processing features normally found even in simple word processing programs. However, it does have margin settings, tabs, page orientation, headers, footers, and a unique feature that is not found in word processing programs called the log feature. By entering **.LOG** (must be capital letters) on the first line of a Notepad file, you designate the file as a log. Each time you open the file, the date and time are inserted in the file.

```
📄 Untitled - Notepad                                    _ □ ✕
 File  Edit  Search  Help

 USING THE NOTEPAD

 The Notepad is a simple text editing program that does not
 include many of the word processing features normally found
 even in simple word processing programs.




            I
```
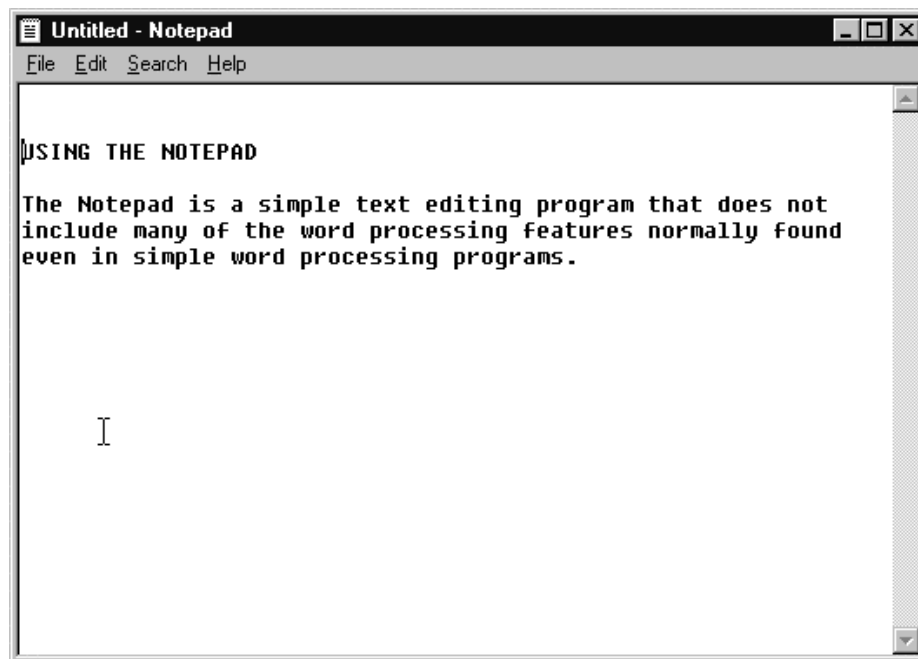
The Notepad

> 📖   To add text to a document, you can use the basic typing and
>   editing techniques you use in almost any Windows word
>   processing program. As you type, text wraps from line to line.

✓ **Procedures**

1. Click **Start**.

2. Point to **Programs**.

3. Point to **Accessories**.

4. Select **Notepad**.

Step-by-Step

Open the Notepad and a blank document.

Steps	*Practice Data*
1. Click **Start**. *The **Start** menu appears.*	Click **Start**
2. Point to **Programs**. *The **Programs** submenu appears.*	Click **Programs**
3. Point to **Accessories**. *The **Accessories** submenu appears.*	Point to **Accessories**
4. Select **Notepad**. *The Notepad window opens with a blank document.*	Click **Notepad**

SAVING A FILE IN NOTEPAD

Discussion

You can save a file in Notepad as you would in any Windows application. The first time a file is saved, you must specify a filename and the location to which the file will be saved. From then on, you can save the file without specifying the name or location.

> You can also save a file with the **File...Save As** command, which allows you to save a previously named file under a different filename and leave the original file intact.

Procedures

1. Select the **File** pull-down menu.

2. Select **Save**.

3. Enter a name for the file.

4. Select the **Save in** location.

5. Select **Save**.

Step-by-Step

Save a file in Notepad. First, type your name and address. Open Notepad, if necessary.

Steps	*Practice Data*
1. Select the **File** pull-down menu. *The **File** pull-down menu appears.*	Click **File**
2. Select **Save**. *The Save As dialog box opens if the file has not been previously saved.*	Click **Save**
3. Enter a name for the file. *The filename appears in the **File name** box.*	Type *Sample File*
4. Select the **Save in** location. *The location appears in the **Save in** box.*	Click the Student Data Folder
5. Select **Save**. *The file is saved in ASCII format with an extension of **.txt**.*	Click **Save**

Close the Notepad and delete the file from the Student Data Folder.

USING PAINT

Discussion

The Paint accessory is a drawing application. Although it is not as sophisticated as a standalone drawing application, it has some versatile drawing features. It contains three drawing tools: a pencil, a paintbrush with various tips, and an airbrush with different spray volumes. It draws straight and curved lines, rectangles, ellipses, and polygons. The custom colors can be mixed or you can use color palettes from other programs. Objects can be flipped, rotated, skewed, and stretched.

The Windows NT Paint program is very similar to the Windows 3.1 PaintBrush program, however it can only save files in the .bmp format. Paint has several enhancements that also make it superior to the PaintBrush program, such as Print Preview and Set as Wallpaper.
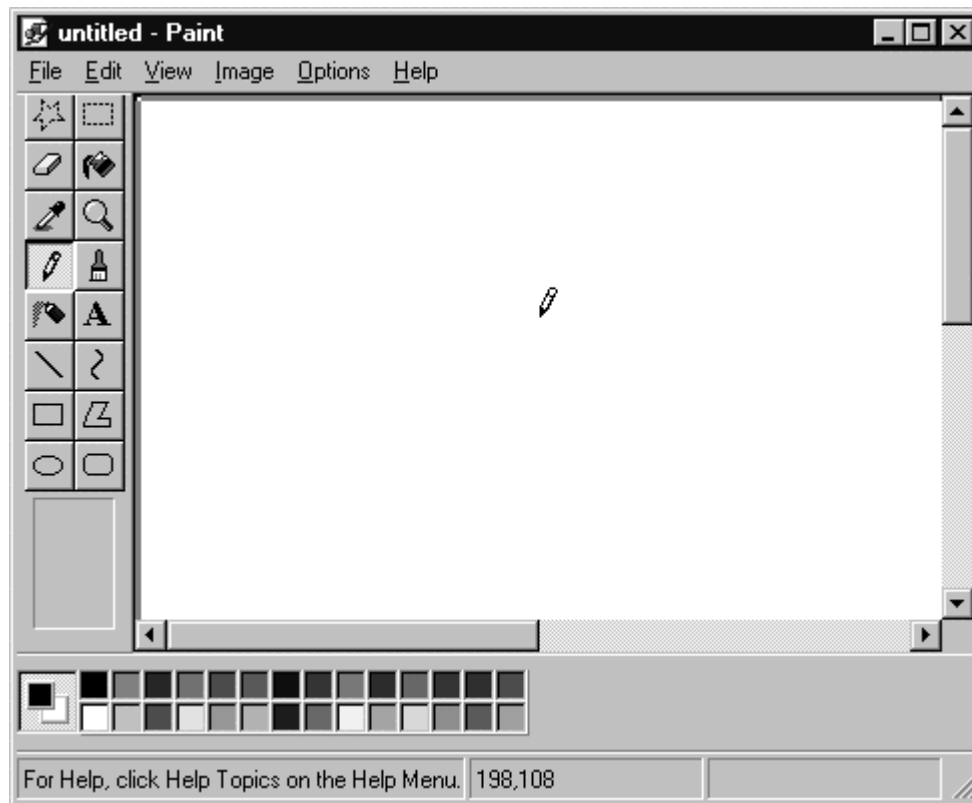
Paint

✅ **Procedures**

1. Click **Start**.

2. Point to **Programs**.

3. Point to **Accessories**.

4. Select **Paint**.

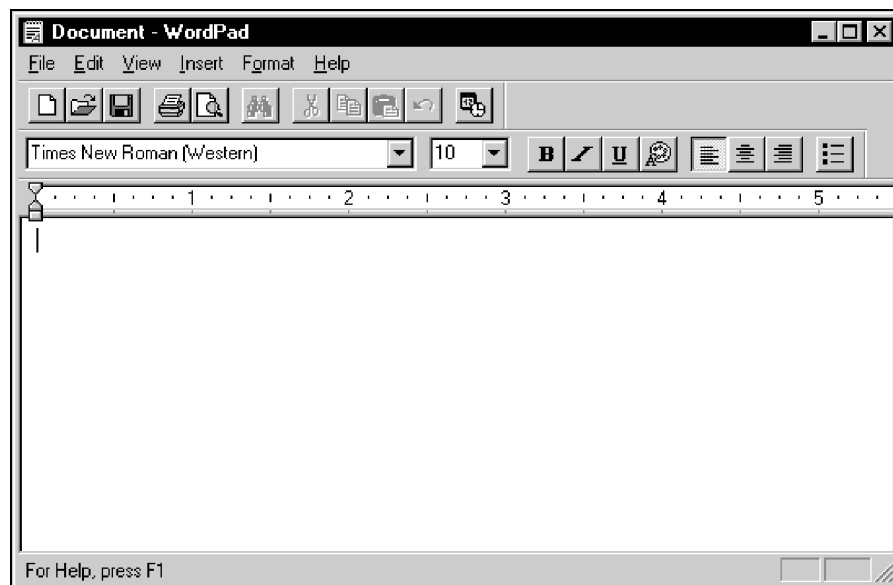# 👣 **Step-by-Step**

Open the Paint program.

Steps	*Practice Data*
1. Click **Start**. *The **Start** menu appears.*	Click 📇 **Start**
2. Point to **Programs**. *The **Programs** submenu appears.*	Point to 🗂 **Programs**
3. Point to **Accessories**. *The **Accessories** submenu appears.*	Point to 🗂 **Accessories**
4. Select **Paint**. *The Paint program opens.*	Click 🎨 **Paint**

Review the menu to see the new commands. Close the Paint program.

USING WORDPAD

🔲 Discussion

WordPad is a basic word processing program that contains a few features such as setting tabs, formatting text, adding bullet lists, aligning paragraphs, and finding specified text strings. The operations in WordPad are similar to the way operations are performed in Microsoft Word. Since it is a basic program, however, it does not check spelling, create headers and footers, generate tables, etc. WordPad reads Microsoft Word 6.0 files (DOC), Write files (WRI), Rich Text Format (RTF), and ASCII files (TXT). It writes all these formats except Write files (WRI).

WordPad

✔ **Procedures**

1. Click **Start**.

2. Point to **Programs**.

3. Point to **Accessories**.

4. Select **WordPad**.

👣 **Step-by-Step**

Open WordPad.

Steps	*Practice Data*
1. Click **Start**. *The **Start** menu appears.*	Click 📇 **Start**
2. Point to **Programs**. *The **Programs** submenu appears.*	Point to 🗔 **Programs**
3. Point to **Accessories**. *The **Accessories** submenu appears.*	Point to 🗔 **Accessories**
4. Select **WordPad**. *WordPad opens with a blank document.*	Click 📝 **WordPad**

OPENING A DOCUMENT

🗣 **Discussion**

Like other Windows programs, WordPad allows you to open an existing file. The method used to open a document is the same as in any other Windows application.

📖	As a shortcut, you can double-click the filename to open a file.

✅ **Procedures**

1. Click the **Open** button ![open icon].
2. Select the **Look in** location.
3. Select the file.
4. Select **Open**.

👣 **Step-by-Step**

Open an existing file. Open WordPad, if necessary.

Steps	*Practice Data*
1. Click the **Open** button. *The Open dialog box opens.*	Click ![open icon]
2. Select the **Look in** location. *The location appears in the **Look in** box.*	Click the **Memos Sent** folder in the Student Data Folder
3. Select the file. *The file is selected.*	Click **Timesheet**
4. Select **Open**. *The file opens in WordPad.*	Click **Open**

ADDING AND EDITING TEXT

🗣 **Discussion**

To add text to a document in WordPad, you can use the basic typing techniques you use in almost any Windows word processing program. As you type, text wraps from line to line. The **[Enter]** key ends a line or creates a blank line. To insert text, you can click the insertion point in the desired location and type the text. To delete text, you can highlight the text and press **[Delete]**, or select **Edit...Cut**.

FORMATTING TEXT

Discussion

WordPad allows you to format text with a font type, font style, size, and effects.
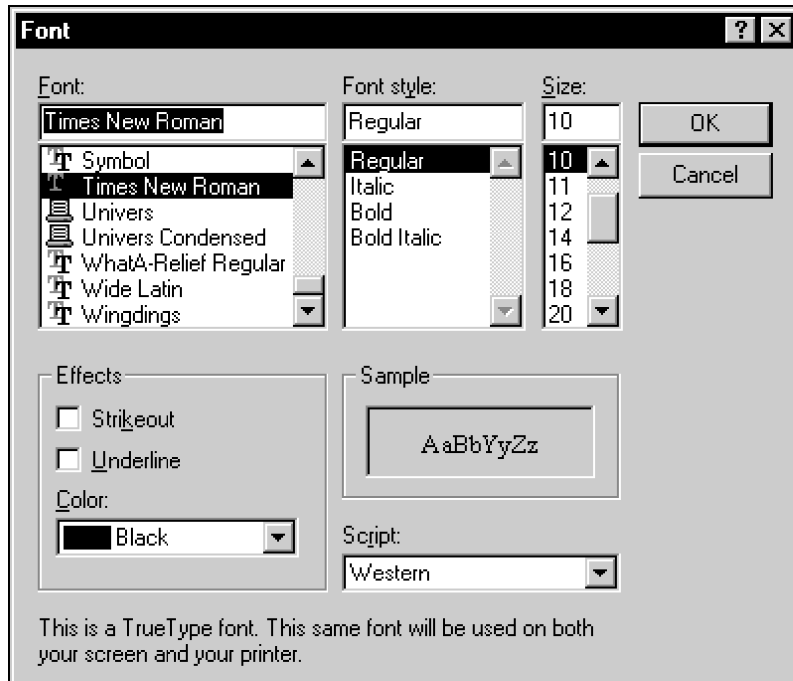
Formatting text

	As a shortcut, select the text and select a font style or size from the lists in the format bar.

✔ Procedures

1. Select the text you want to format.

2. Select the **Format** pull-down menu.

3. Select **Font**.

4. Select the desired font options.

5. Select **OK**.

Step-by-Step

Format text in the **Timesheet** document.

Steps	*Practice Data*
1. Select the text you want to format. *The text appears highlighted in the document.*	Double-click the word **Memo** in the title
2. Select the **Format** pull-down menu. *The **Format** pull-down menu appears.*	Click **Format**
3. Select **Font**. *The Font dialog box opens.*	Click **Font**
4. Select the desired font options. *Font selections are indicated in the dialog box.*	Click the **Arial** font
5. Select **OK**. *The selected text appears with the new formatting.*	Click **OK**

SAVING A FILE

Discussion

You can save a file in WordPad as you would in any Windows application. The first time a file is saved, the Save As dialog box opens and you must specify a filename and a location to which the file will be saved. From then on, you can save the file without specifying the name or location.

> You can also save a file under a different filename using the **Save As** command from the **File** pull-down menu.

Procedures

1. Click the **Save** button .

Step-by-Step

Save a file. Open WordPad, if necessary.

Steps	*Practice Data*
1. Click the **Save** button. *The file is saved.*	Click

Close WordPad.

EXERCISE

WINDOWS ACCESSORIES

Task

Use Accessories.

1. Open the Calculator. View both the scientific and standard calculators.

2. Use either calculator to compute the following: **192 * .012 + 69**. Close the Calculator.

3. Open the WordPad accessory.

4. Type your name.

5. Copy your name to the Clipboard by selecting it, clicking the right mouse button, and selecting **Copy**.

6. Then, open the Clipboard Viewer and view its contents.

7. Delete the contents of the Clipboard, then close the Clipboard Viewer.

8. Open the **Recommendation** file in the **Accounting** folder of the Student Data Folder in WordPad. Change the font and size of the letterhead text. Italicize the word **Please** in the last paragraph of the letter. Save the file.

9. Close all open windows.

LESSON 15 -
CHANGING TIME SETTINGS

In this lesson, you will learn how to:

- Change the date

- Change the time

- Change the time zone

- Set daylight savings time

CHANGING THE DATE

☺ Discussion

Usually the computer's date is set when the computer is assembled and, if the battery-operated clock/calendar is working properly, the date is always correct. However, circumstances may occur in which you might need to change the date on the computer. For example, if you are afraid that you have a virus that will erase your hard disk on a certain date, you can change the date on the computer the day before the virus is scheduled to attack. Another reason it may be important to you to make sure that the computer's date is correct is because Windows NT "stamps" the date that files are created or modified.
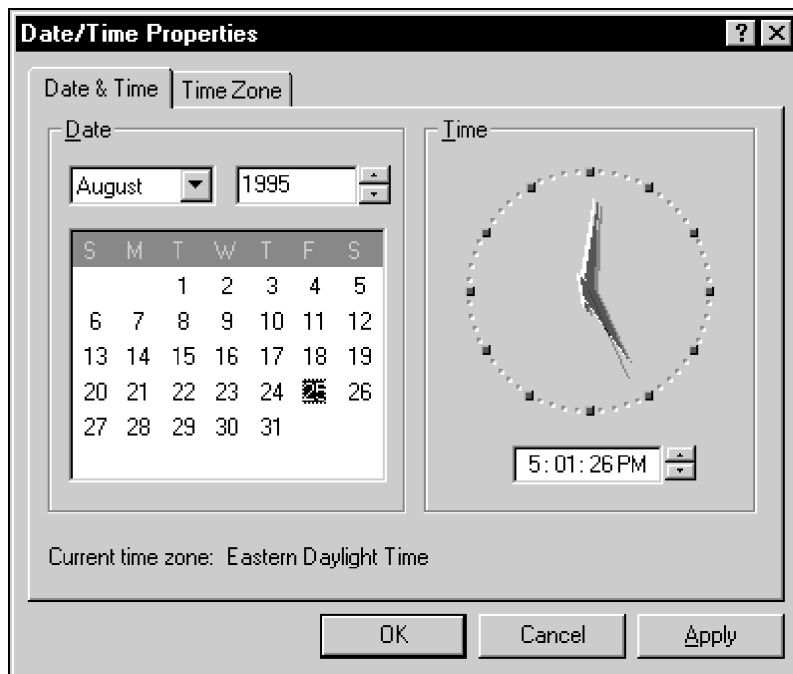
Changing the date

> 📖   As in Windows 3.1, the Windows NT **Date/Time** icon is available in the Control Panel. In Windows NT, however, the **Date/Time** settings are controlled through **Date/Time** properties and, therefore, are maintained with **Date/Time** property sheets.

✔ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Date/Time** icon.

5. Select the month arrow.

6. Select a month from the list of options.

7. Select the correct year using the arrows.

8. Click the day of the month in the calendar.

9. Select **OK**.

👣 **Step-by-Step**

Change the date of the computer to the current date, if necessary.

Steps	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click 🏢 **Start**
2. Point to **Settings**. *The Settings submenu appears.*	Point to 🗔 **Settings**
3. Select **Control Panel**. *The Control Panel window opens.*	Click 🖾 **Control Panel**
4. Double-click the **Date/Time** icon. *The Date/Time Properties window opens.*	Double-click Date/Time
5. Select the month arrow. *The month list appears.*	Click the month ▼
6. Select a month from the list of options. *The selected month appears in the month box.*	Click the current month, if necessary
7. Select the correct year using the arrows. *The correct year appears in the year box.*	Click the arrows to select the correct year

Steps	*Practice Data*
8. Click the day of the month in the calendar. *The current date is highlighted in the calendar.*	Click the current date in the calendar
9. Select **OK**. *The system clock is set with the current date.*	Click **OK**

Close the Control Panel window.

CHANGING THE TIME

Discussion

Because Windows NT "stamps" the time that files are created or modified, it may be important to you that the computer's time is correct.

Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Date/Time** icon.

5. Specify the correct time in the time box.

6. Select **OK**.

Step-by-Step

Change the time in the computer to the correct time, if necessary.

Steps	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click 📘 **Start**
2. Point to **Settings**. *The Settings submenu appears.*	Point to 🗃️ **Settings**
3. Select **Control Panel**. *The Control Panel Window opens.*	Click 🖼️ **Control Panel**
4. Double-click the **Date/Time** icon. *The Date/Time Properties window opens.*	Double-click Date/Time
5. Specify the correct time in the time box. *The correct time appears in the time box.*	Accept the default time
6. Select **OK**. *The system time changes to the correct time.*	Click **OK**

Close the Control Panel window.

CHANGING THE TIME ZONE

Discussion

Windows NT allows you to set the time zone for your computer by locating the time zone on a map or by selecting the time zone from a list of options. Each listed time zone includes its difference, in hours, to the Greenwich Mean Time in Greenwich, England. When traveling between time zones, this feature can be used as a reference to determine the correct time setting for your computer.
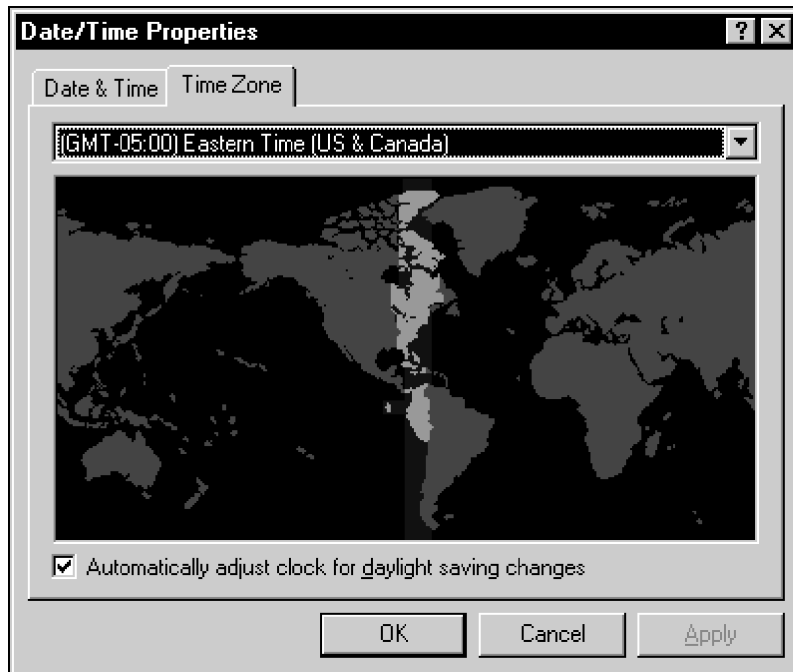
The Time Zone property sheet

✅ **Procedures**

1.   Click **Start**.

2.   Point to **Settings**.

3.   Select **Control Panel**.

4.   Double-click the **Date/Time** icon.

5.   Select the **Time Zone** tab.

6.   Choose your time zone in the pull down menu, by selecting the down arrow button.

7.   Select **OK**.

👣 **Step-by-Step**

Change the time zone for the computer, if necessary.

Steps	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click 📘 **Start**
2. Point to **Settings**. *The Settings submenu appears.*	Point to 📇 **Settings**
3. Select **Control Panel**. *The Control Panel window opens.*	Click 🖼 **Control Panel**
4. Double-click the **Date/Time** icon. *The Date/Time Properties window opens.*	Double-click Date/Time
5. Select the **Time Zone** tab. *The Time Zone property sheet appears.*	Click **Time Zone**
6. Select a time zone. *Use the pull down menu above the map.*	Select a time zone, by highlighting the zone in the pull down menu and releasing your mouse.
7. Click **OK**. *The time zone property is set on your computer.*	Click **OK**

Reset the time zone by selecting your time zone from the list of options. Close the Control Panel window.

SETTING DAYLIGHT SAVINGS TIME

Discussion

Windows NT will automatically reset the computer's time to accommodate daylight savings time if the daylight savings time option is selected in the **Time Zone** property sheet of the Date/Time Properties window. On the day that the time changes, when you turn on your computer, Windows NT gives you a message before starting that it has changed the time for you.

✓ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Date/Time** icon.

5. Select the **Time Zone** tab.

6. Select the **Automatically adjust clock for daylight saving changes** option.

7. Select **OK**.

Step-by-Step

Allow Windows NT to change the time for you when daylight savings time goes into effect.

Steps	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click 🏢 **Start**
2. Point to **Settings**. *The Settings submenu appears.*	Point to 📇 **Settings**
3. Select **Control Panel**. *The Control Panel window opens.*	Click 🖼 **Control Panel**
4. Double-click the **Date/Time** icon. *The Date/Time Properties window opens.*	Double-click Date/Time
5. Select the **Time Zone** tab. *The Time Zone property sheet appears.*	Click **Time Zone**
6. Select the **Automatically adjust clock for daylight saving changes** option. *The option is checked.*	Check ☑ **Automatically adjust clock for daylight saving changes**, if necessary
7. Select **OK**. *The new setting is saved in Windows NT.*	Click **OK**

Close the Control Panel window.

EXERCISE

CHANGING DATE & TIME SETTINGS

Task

Change date and time settings.

1. Change the computer's date to January 1, 1996.

2. Then, change the time to 8:00 AM.

3. Next, change the time zone to Greenwich Mean Time and allow for daylight savings changes.

4. Finally, return all settings to reflect your current date, time, and time zone.

5. Close all open windows.

LESSON 16 -
USING THE DOCUMENTS MENU

In this lesson, you will learn how to:

- Open recently used documents

- Clear the Documents menu

OPENING RECENTLY USED DOCUMENTS

Discussion

The Windows NT **Start** menu includes a **Documents** command. When you point to this command, a submenu appears with a list of recently opened documents. From this submenu, you can select a document to open quickly it in its parent application.

> Some programs will not add files to the **Documents** submenu.

Procedures

1. Click **Start**.

2. Point to **Documents**.

3. Select the document you want to open.

CLEARING THE DOCUMENTS MENU

Discussion

The last 15 documents that have been opened appear on the **Documents** menu. Although it is impossible to delete documents individually from this menu, it is possible to delete all the documents from the menu. After the **Documents** menu reaches the 15 document limit, the oldest document (filename) at the top of the menu are removed as new documents (filenames) are added to the bottom of the list.

> If the **Documents** menu is clear already, the **Clear** button will not be available.

✅ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Taskbar**.

4. Select the **Start Menu Programs** tab.

5. Select **Clear**.

6. Select **OK**.

🐾 Step-by-Step

If no documents currently appear on the **Documents** menu, open two documents from the desktop by double-clicking any text files from the Student Data Folder and then closing those files. Open the Taskbar Properties dialog box.

Steps	*Practice Data*
1. Select the **Start Menu Programs** tab. *The Start Menu Programs property sheet appears.*	Click **Start Menu Programs**
2. Select **Clear**. *The documents are removed from the Documents menu.*	Click **Clear**
3. Select **OK**. *The Taskbar Properties dialog box closes.*	Click **OK**

To verify that the **Documents** menu is empty, click the **Start** button and point to **Documents**.

EXERCISE

USING THE DOCUMENTS MENU

Task

Work with the **Documents** menu.

1. Open recently used documents from the **Documents** menu.

2. Clear the **Documents** menu.

LESSON 17 -
CUSTOMIZING MENUS

In this lesson, you will learn how to:

- Add items - Start menu

- Remove items - Start menu

- Add items - Programs menu

- Remove items - Programs menu

- Change icon size on menus

ADDING ITEMS - START MENU

![Discussion icon] **Discussion**

You can customize the **Start** menu by adding items for your most frequently-used programs, files, folders, or shortcuts. Items that you add to the **Start** menu are placed above the default items in the menu and separated from them with a line.

Changes to the taskbar's **Start** menu are made in the **Start Menu Programs** property sheet of the Taskbar Properties dialog box.

Adding items to the Start menu

> 📖   An easy way to add an item to the **Start** menu is to drag the object's icon to the **Start** button. The new item will be located at the top of the **Start** menu.

> 📖   The Taskbar Properties dialog box can also be accessed by clicking the right mouse button on the taskbar and selecting **Properties** from the shortcut menu.

✅ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Taskbar**.

4. Select the **Start Menu Programs** tab.

5. Select **Add**.

6. Type the location and name of the item.

7. Select **Next**.

8. Select the **Start** menu in the picture of the hierarchy.

9. Select **Next**.

10. Type a name for the item.

11. Select **Finish**.

12. Select **OK**.

👣 Step-by-Step

Add an item to the **Start** menu.

Steps	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click 📲 **Start**
2. Point to **Settings**. *The Settings submenu appears.*	Point to 🗂 **Settings**
3. Select **Taskbar**. *The Taskbar Properties dialog box opens.*	Click 🖼 **Taskbar...**
4. Select the **Start Menu Programs** tab. *The Start Menu Programs property sheet appears.*	Click **Start Menu Programs**
5. Select **Add**. *The Create Shortcut wizard appears.*	Click **Add...**

Steps	*Practice Data*
6. Type the location and name of the item. *The location and name appear in the* ***Command Line*** *box*.	Type *c:\winnt*
7. Select **Next**. *The Select Program Folder window opens*.	Click **Next >**
8. Select the **Start** menu in the picture of the hierarchy. *The* ***Start Menu*** *icon is highlighted*.	Click ▢ **Start Menu**
9. Select **Next**. *The Select a Title for the Program window opens*.	Click **Next >**
10. Type a name for the item. *The name appears in the* ***Select a name for the shortcut*** *box*.	Type ***Windows Folder***
11. Select **Finish**. *The wizard closes*.	Click **Finish**
12. Select **OK**. *The Taskbar Properties dialog box closes and the new item is added to the* ***Start*** *menu*.	Click **OK**

To confirm that the program was added, click the **Start** button view the added Windows Folder at the top of the **Start** menu.

REMOVING ITEMS - START MENU

🔒 **Discussion**

Only items that have been added by you can be removed from the **Start** menu. Default items cannot be removed.

You can remove **Start** menu items in the **Start Menu Programs** property sheet of the Taskbar Properties dialog box.

✅ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Taskbar**.

4. Select the **Start Menu Programs** tab.

5. Select **Remove**.

6. Select the item to remove.

7. Select **Remove**.

8. Select **Close**.

9. Select **OK**.

👣 **Step-by-Step**

Remove an item from the **Start** menu. Open the Taskbar Properties dialog box.

Steps	*Practice Data*
1. Select the **Start Menu Programs** tab. *The **Start Menu Programs** property sheet appears.*	Click **Start Menu Programs**
2. Select **Remove**. *The Remove Shortcuts/Folders dialog box opens.*	Click **Remove...**
3. Select the item to remove. *The item is highlighted.*	Click 🗂 **Windows Folder**
4. Select **Remove**. *The highlighted item is removed from the tree.*	Click **Remove**
5. Select **Close**. *The dialog box closes.*	Click **Close**
6. Select **OK**. *The Taskbar Properties dialog box closes.*	Click **OK**

Check that the menu item has been deleted from the **Start** menu.

ADDING ITEMS - PROGRAMS MENU

Discussion

The **Programs** menu has two kinds of menu items. One type of item launches an application immediately. Another type of item is denoted with an arrow and displays a submenu. By adding a folder to the **Programs** menu, you create a menu item that displays a submenu consisting of items representing objects in the folder.

Procedures

1. Click the right mouse button on the **Start** button.

2. Select **Open**.

3. Double-click the **Programs** icon.

4. Select the **File** pull-down menu.

5. Point to **New**.

6. Select **Folder**.

7. Type the name you want the item to have on the **Programs** menu.

8. Press **[Enter]**.

9. Double-click the new folder you just created.

10. Select the **File** pull-down menu.

11. Point to **New**.

12. Select **Shortcut**.

13. Type the path and name of the executable file.

14. Select **Next**.

15. Type the name you want the program to have on the submenu.

16. Select **Finish**.

Step-by-Step

Add an item to the **Programs** menu that displays a submenu.

Steps	*Practice Data*
1. Click the right mouse button on the **Start** button. *A shortcut menu appears.*	Click the right mouse button on 📕 **Start**
2. Select **Open**. *The Start Menu window opens.*	Click **Open**
3. Double-click the **Programs** icon. *A window containing all the objects on the **Programs** menu opens.*	Double-click 🗀 Programs
4. Select the **File** pull-down menu. *The **File** pull-down menu appears.*	Click **File**
5. Point to **New**. *A submenu appears.*	Point to **New**
6. Select **Folder**. *A new icon is created.*	Click **Folder**
7. Type the name you want the item to have on the **Programs** menu. *The name appears under the folder icon.*	Type *Welcome*
8. Press **[Enter]**. *The name is assigned to the folder.*	Press **[Enter]**
9. Double-click the new folder you just created. *The folder window opens.*	Double-click the new **Welcome** folder
10. Select the **File** pull-down menu. *The **File** pull-down menu appears.*	Click **File**
11. Point to **New**. *A submenu appears.*	Point to **New**
12. Select **Shortcut**. *The Create Shortcut wizard opens.*	Click **Shortcut**
13. Type the path and name of the executable file. *The location and name of the file appear in the **Command Line** box.*	Type *c:\windows\welcome.exe*
14. Select **Next**. *The Select a Title for the Program window opens.*	Click **Next >**

Steps	*Practice Data*
15. Type the name you want the program to have on the submenu. *The name appears in the **Select a name for the shortcut** box.*	Type ***Windows Welcome***
16. Select **Finish**. *The folder window is visible with an icon for the new item.*	Click **Finish**

To add additional programs to the submenu, follow steps 1 through 3; then open the item to which you want to add more programs and follow steps 10 through 16.

Close the folder window when you are finished adding programs.

To see the new item on the **Programs** menu, click the **Start** button, point to **Programs**, and point to **Disk Utility**.

Close any open windows.

REMOVING ITEMS - PROGRAMS MENU

Discussion

If you delete a program or folder from the hard disk, you should also delete the program or folder item from the **Programs** menu; otherwise your menu will be inaccurate.

When you remove a program from the **Programs** menu, the program file is not deleted from the hard drive. Likewise, when you remove a program from the hard drive, it is not automatically removed from the **Programs** menu.

✓ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Taskbar**.

4. Select the **Start Menu Programs** tab.

5. Select **Remove**.

6. Select the item to remove.

7. Select **Remove**.

8. Select **Yes**, if prompted.

9. Select **Close**.

10. Select **OK**.

👣 Step-by-Step

Delete a program from the **Programs** menu. Open the Taskbar Properties dialog box.

Steps	*Practice Data*
1. Select the **Start Menu Programs** tab. *The **Start Menu Programs** property sheet appears.*	Click **Start Menu Programs**
2. Select **Remove**. *The Remove Shortcuts/Folders dialog box opens.*	Click **Remove...**
3. Select the item to remove. *The item is highlighted.*	Click **Disk Utility**
4. Select **Remove**. *A dialog box prompts you to verify your deletion if you are deleting a folder. If you are deleting an item, no verification is necessary.*	Click **Remove...**
5. Select **Yes**, if prompted. *The verification is confirmed.*	Click **Yes**
6. Select **Close**. *The dialog box closes.*	Click **Close**
7. Select **OK**. *The Taskbar Properties dialog box closes.*	Click **OK**

Check that the program has been deleted from the **Programs** menu.

CHANGING ICON SIZE ON MENUS

Discussion

If the **Start** menu or any of its cascading submenus, such as the **Programs** menu, have more options than will fit in one column, the menu size increases to multiple columns. By making the size of the icons smaller, you may have enough room to contain all options in a single column.

Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Taskbar**.

4. Check the **Show small icons in Start menu** option.

5. Select **OK**.

Step-by-Step

Change the size of the icons on the **Start** menu and all its cascading submenus. Open the Taskbar Properties dialog box.

Steps	*Practice Data*
1. Check the **Show small icons in Start menu** option. *The option is checked.*	Check ☑ **Show small icons in Start menu**
2. Select **OK**. *The Taskbar Properties dialog box closes.*	Click **OK**

To see the difference in size, click the **Start** button, then return the icon size to its default. Perform this task by removing the check from the **Show small icons in Start menu** option in the Taskbar Properties dialog box.

EXERCISE

CUSTOMIZING MENUS

Task

Customize the **Start** and **Programs** menus.

1. Add the Student Data Folder to the **Start** menu.

2. Add the **Fonter** program (found in the **Shareware** folder of the
    Student Data Folder) to the **Programs** menu.

3. Delete all items that you have added to the **Start** menu.

4. Delete the **Fonter** program from the **Programs** menu.

LESSON 18 -
STARTING PROGRAMS AUTOMATICALLY

In this lesson, you will learn how to:

- Start autoexecuting programs

- Remove autoexecuting programs

STARTING AUTOEXECUTING PROGRAMS

✋ **Discussion**

If you have a particular program you use every time you start your computer, you can have Windows NT open that program automatically each time it starts. This type of program is referred to as an "autoexecuting" program. You can make a program autoexecute by placing it in the **StartUp** folder. You are not limited to one autoexecuting program. You can have Windows NT open as many programs as you want.

> 📖   You are not limited to one autoexecuting program; you can have Windows NT open as many programs as you want.

✅ **Procedures**

1. Click the **Start** button.

2. Point to **Settings**.

3. Select **Taskbar**.

4. Select the **Start Menu Programs** tab.

5. Select **Add**.

6. In the **Command line** box, type the path and name of the executable file. (Quotation marks must be placed around the path name if has spaces in it.)

7. Select **Next**.

8. Scroll as necessary and select the **StartUp** folder.

9. Select **Next**.

10. Type a name for the program.

11. Select **Finish**.

12. Select **OK**.

Step-by-Step

Set up a program to autoexecute when Windows NT starts.

Steps	*Practice Data*
1. Click the **Start** button. *The Start menu appears.*	Click 📖 **Start**
2. Point to **Settings**. *The Settings submenu appears.*	Point to 🖳 **Settings**
3. Select **Taskbar**. *The Taskbar Properties dialog box opens.*	Click 🖼 **Taskbar...**
4. Select the **Start Menu Programs** tab. *The Start Menu Programs property sheet appears.*	Click **Start Menu Programs**
5. Select **Add**. *A Create Shortcut dialog box opens.*	Click **Add...**
6. In the **Command line** box, type the path and name of the executable file. (Quotation marks must be placed around the path name if has spaces in it.) *The file and path name appear in the box.*	Type "*c:\Winnt\system32\mspaint.exe*" (The quotation marks are necessary because the path name has spaces in it.)
7. Select **Next**. *The hierarchy of the Start menu displays with Programs selected.*	Click **Next >**
8. Scroll as necessary and select the **StartUp** folder. *The StartUp folder is selected.*	Scroll as necessary and click the **StartUp** folder
9. Select **Next**. *You are prompted for additional information.*	Click **Next >**
10. Type a name for the program. *A name for the program appears.*	Type *MS Paint*
11. Select **Finish**. *The process is completed.*	Click **Finish**
12. Select **OK**. *The Taskbar Properties dialog box closes.*	Click **OK**

Close any open windows. Restart your computer to test these steps. Then, close all open windows.

REMOVING AUTOEXECUTING PROGRAMS

Discussion

You can remove autoexecuting programs that were placed in the **StartUp** folder. The **StartUp** folder holds programs, which execute automatically when Windows NT starts.

Procedures

1. Click the **Start** button.

2. Point to **Settings**.

3. Select **Taskbar**.

4. Select the **Start Menu Programs** tab.

5. Select **Remove**.

6. Scroll as necessary and click the plus sign (+) preceding the **StartUp** folder to expand the list of options contained within it.

7. Select the menu item that you want to delete from the **StartUp** menu.

8. Select **Remove**.

Step-by-Step

Remove a program from the **StartUp** folder.

Steps	*Practice Data*
1. Click the **Start** button. *The **Start** menu appears.*	Click **Start**
2. Point to **Settings**. *The **Settings** submenu appears.*	Point to **Settings**

Steps	*Practice Data*
3. Select **Taskbar**. *The Taskbar Properties dialog box opens.*	Click 📓 **T**askbar...
4. Select the **Start Menu Programs** tab. *The Start Menu Programs property sheet appears.*	Click **Start Menu Programs**
5. Select **Remove**. *The Remove Shortcuts/Folders dialog box opens.*	Click **Remove...**
6. Scroll as necessary and click the plus sign (+) preceding the **StartUp** folder to expand the list of options contained within it. *The **StartUp** folder expands to show its subfolders.*	Scroll as necessary and click the plus sign (+) before the **StartUp** folder
7. Select the menu item that you want to delete from the **StartUp** menu. *The item is selected.*	Click **MS Paint**
8. Select **Remove**. *The object is removed from the **StartUp** folder.*	Click **Remove**

Close any open windows. Reboot your computer to test the removal of the program.

EXERCISE

USING AUTOEXECUTING PROGRAMS

Task

Set up an autoexecuting program, then remove it.

1. Add WordPad to the **StartUp** folder to make it autoexecute.

2. Restart your computer.

3. Then, remove WordPad from the **StartUp** folder.

4. Restart your computer again.

LESSON 19 -
CUSTOMIZING THE DISPLAY

In this lesson, you will learn how to:

- Use the display properties

- Use patterns

- Use wallpaper

- Use a screen saver

- Modify a screen saver

- Use passwords - screen savers

- Customize desktop fonts

- Change desktop components

- Change to a different scheme

- Create a scheme

- Delete a scheme

- Change the screen resolution

USING THE DISPLAY PROPERTIES

Discussion

The Display Properties dialog box controls the background and the appearance of the desktop, the screen saver, and the settings for the monitor. As you make changes to the background, screen saver, appearance, or monitor settings, you can click the **Apply** command button to apply the changes without closing the Display Properties dialog box. This option allows you to change the settings on all property sheets before closing the Display Properties dialog box.
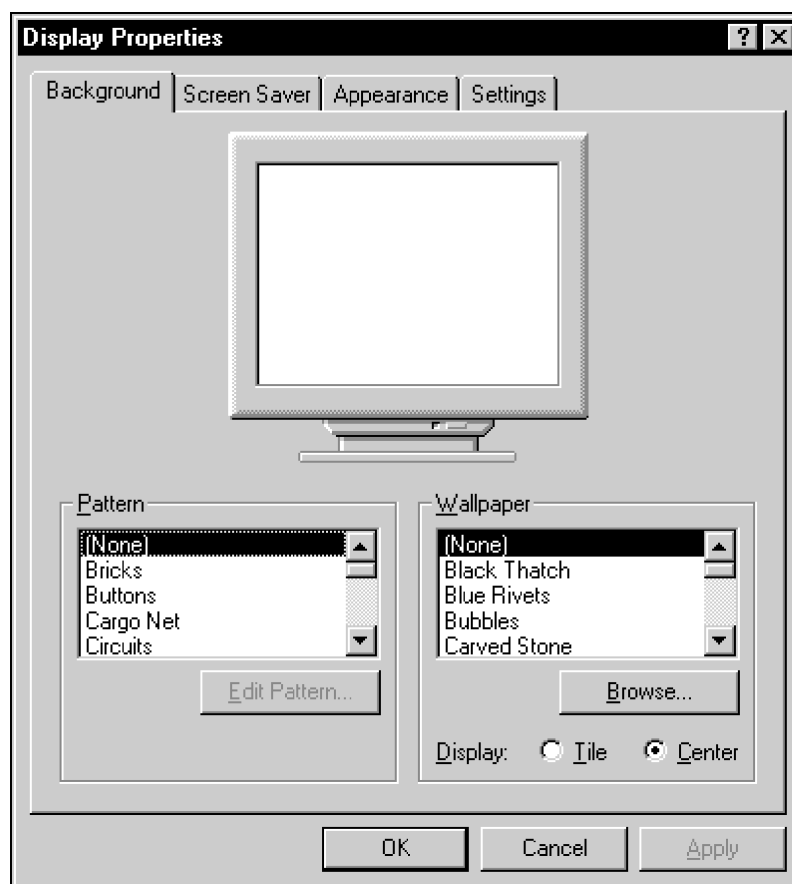
The Display Properties dialog box

> You can also access the Display Properties dialog box by clicking the right mouse button on any empty area of the desktop and selecting **Properties** from the shortcut menu.

✅ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Display** object.

👣 Step-by-Step

Open the **Display** object in the Control Panel.

Steps	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click 🏢 **Start**
2. Point to **Settings**. *The Settings submenu appears.*	Point to 🖼️ **Settings**
3. Select **Control Panel**. *The Control Panel window opens.*	Click 🖼️ **Control Panel**
4. Double-click the **Display** object. *The Display Properties dialog box opens.*	Double-click Display

USING PATTERNS

👤 Discussion

In addition to wallpaper, Windows NT also provides several patterns you can use for the background of the desktop. Patterns automatically fill the entire screen. You can use a pattern and a wallpaper together, but the wallpaper will cover the pattern unless you choose the **Center** option for the wallpaper so that the size of the bitmap wallpaper file does not fill the entire screen.

> 📖 If you choose the **(None)** option for the wallpaper and the **(None)** option for the pattern, the desktop background is a solid color.

✔ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Display** object.

5. Scroll as necessary to select a pattern from the **Pattern** list.

6. Select **OK**.

🔧 **Step-by-Step**

Apply a pattern to the desktop. Open the Display Properties dialog box.

Steps	*Practice Data*
1. Scroll as necessary to select a pattern from the **Pattern** list. *A sample of the pattern displays.*	Scroll as necessary to select **Buttons**
2. Select **OK**. *Windows NT saves your settings.*	Click **OK**

View the pattern on the desktop. Then, return the desktop to its default by selecting (**None**) in the **Pattern** list of the Display Properties dialog box.

USING WALLPAPER

🔧 **Discussion**

Wallpaper is a graphic consisting of a predefined combination of colors and patterns that you can apply to your desktop. Several wallpaper designs are available in Windows NT. Wallpaper designs are bitmapped files, which can be created, in many drawing programs, including Paint. Therefore, in addition to the wallpaper designs supplied by Windows NT, you can create or obtain bitmapped files to use for different backgrounds on your desktop. For example, you could scan an image of a photograph, save the file in the .bmp format, and use it as wallpaper.

The wallpaper designs supplied by Windows NT must be tiled to cover the entire screen. Tiling creates a repeating design for files that have a definite pattern. Bitmap designs that have a textured look rather than a pattern appear to be one large file when they are tiled. You also can choose to center a design on the desktop.

> 📖   If you choose the **(None)** option for the wallpaper and the **(None)** option for the pattern, the desktop background is a solid color.

> 📖   To use a bitmapped file that is not supplied by Windows NT, copy the file into the **Windows** folder and it will be listed with the default wallpaper designs.

> 📖   If you create your own wallpaper using Paint to create a .bmp file, you can apply the wallpaper from within the Paint program.

✅ Procedures

1. Click **Start**.
2. Point to **Settings**.
3. Select **Control Panel**.
4. Double-click the **Display** object.
5. Select a wallpaper design from the **Wallpaper** list.
6. Select a **Display** option.
7. Select **OK**.

👣 Step-by-Step

Apply a wallpaper design to the desktop. Open the Display Properties dialog box.

Steps	*Practice Data*
1. Select a wallpaper design from the **Wallpaper** list. *A sample of the wallpaper displays.*	Click **winnt**
2. Select a **Display** option. *The option is darkened.*	Click ⊙ **Tile**
3. Select **OK**. *Your wallpaper selection is applied to the desktop.*	Click **OK**

After viewing the desktop, remove the wallpaper by selecting **(None)** in the **Wallpaper** list of the Display Properties dialog box.
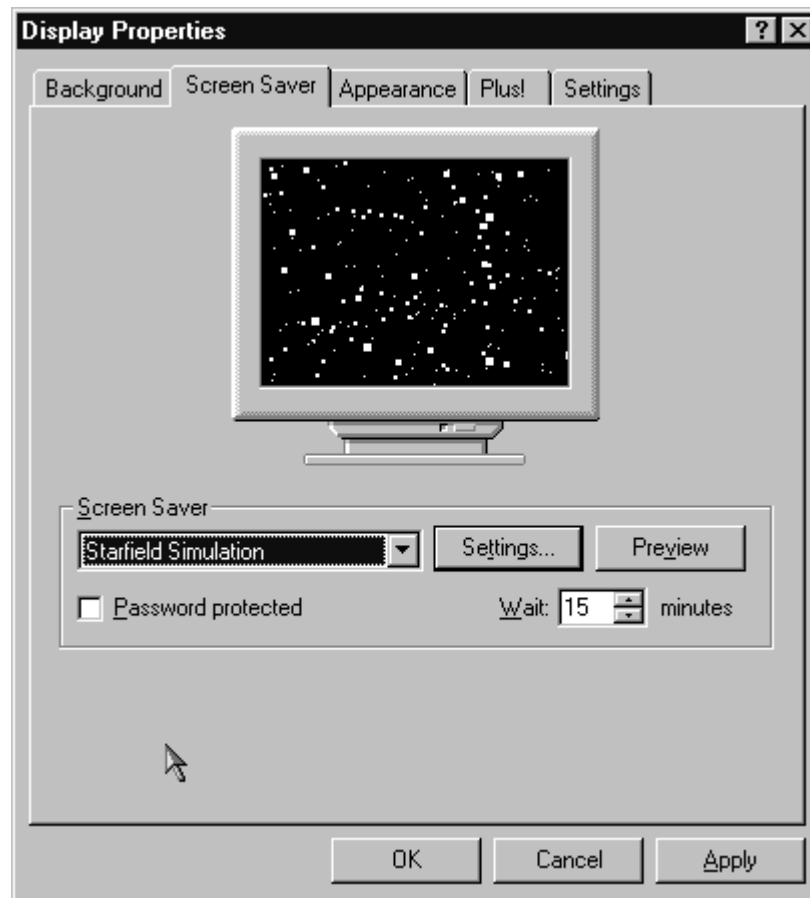
USING A SCREEN SAVER

⌛ Discussion

A screen saver does exactly what its name implies; it saves the screen. If an image is allowed to stay on your computer's monitor for too long, it can be "burned-in" which means that the screen continually displays a "ghost" of the image even when the monitor is not on. Constant use of a computer causes the screen to refresh itself so that images are not burned in; the problem arises when the computer is left idle with an image displayed on the monitor.

A screen saver is designed to start automatically after a specified period of inactivity (called wait time in Windows NT) and then the screen saver changes the image on the screen continually or blanks out the screen completely. When you move the mouse or press a key, the screen saver image is replaced by the underlying screen image. (When you press a key to remove the screen saver image, the underlying program ignores the keystroke.)

Changing your screen saver

> 📖   Windows NT provides several screen savers, but does not install all the screen savers by default. If your installation of Windows NT does not include all the screen savers, you can add them using the **Windows Setup** property sheet of the Add/Remove Programs dialog box, which is accessible from the Control Panel window.

✓ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Display** object.

5. Select the **Screen Saver** tab.

6. Select the **Screen Saver** arrow.

7. Select a screen saver from the **Screen Saver** list.

8. Specify a wait time by typing a number or using the arrows.

9. Select **OK**.

Step-by-Step

Activate a screen saver. Open the Display Properties dialog box.

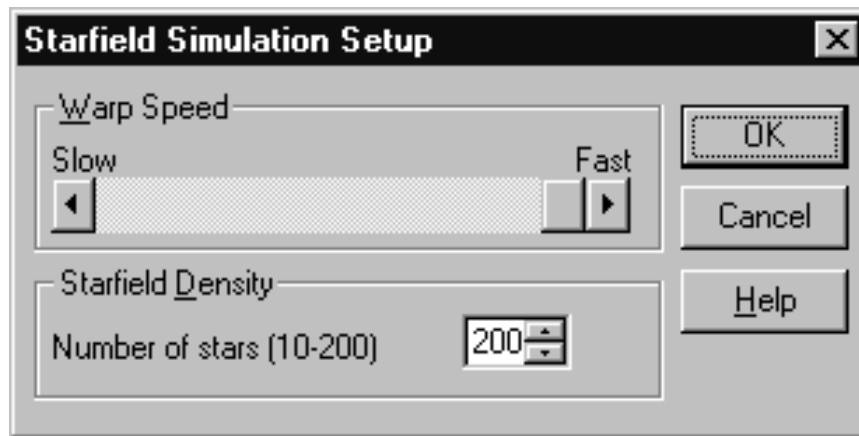| *Steps*	*Practice Data*
1. Select the **Screen Saver** tab. *The **Screen Saver** property sheet appears.*	Click **Screen Saver**
2. Select the **Screen Saver** arrow. *The **Screen Saver** list appears.*	Click **Screen Saver** ▼
3. Select a screen saver from the **Screen Saver** list. *The screen saver is selected and a sample of the screen saver displays.*	Click **Starfield Simulation**
4. Specify a wait time by typing a number or using the arrows. *The wait time is specified.*	Change the wait time to 1 minute, if necessary
5. Select **OK**. *The screen saver settings are saved.*	Click **OK**

To test the screen saver, allow your computer to remain inactive (no mouse or keyboard activity) for 1 minute.

MODIFYING A SCREEN SAVER

Discussion

The screen savers provided by Windows NT can be modified in limited ways. For example, you can change the settings (including speed and usually the colors) for most screen savers. If you have a screen saver that displays text, you can usually change the text. Screen savers based on geometric lines and curves can be changed by increasing or decreasing the number of lines or curves. Screen saver settings are controlled in the Options dialog box.

Starfield Simulation Setup   ✕

┌─ Warp Speed ─────────────────────────┐   ┌─────────────┐
│ Slow   Fast │   │   OK   │
│ ◄ ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒ ► │   └─────────────┘
└──────────────────────────────────────┘   ┌─────────────┐
┌─ Starfield Density ──────────────────┐   │   Cancel   │
│   │   └─────────────┘
│ Number of stars (10-200)   200 ▲▼   │   ┌─────────────┐
│   │   │   Help   │
└──────────────────────────────────────┘   └─────────────┘

Modifying a screen saver

✅ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Display** object.

5. Select the **Screen Saver** tab.

6. Select the **Screen Saver** arrow.

7. Select the screen saver you want to modify.

8. Select **Settings**.

9. Make the desired changes.

10. Select **OK**.

11. Select **OK**.

👣 Step-by-Step

Modify the attributes of a screen saver. Open the Display Properties dialog box.

Steps	*Practice Data*
1. Click the **Screen Saver** tab. *The **Screen Saver** property sheet appears.*	Click **Screen Saver**
2. Select the **Screen Saver** arrow. *The **Screen Saver** list appears.*	Click **S̲creen Saver** ▼
3. Select the screen saver you want to modify. *The screen saver is selected.*	Click **Starfield Simulation**, if necessary
4. Select **Settings**. *The Options dialog box opens for the selected screen saver.*	Click **Se̲ttings...**
5. Make the desired changes. *The changes are reflected in the Options dialog box.*	Change the warp speed to **Fast**, if necessary
6. Select **OK**. *The changes are saved.*	Click **OK**
7. Select **OK**. *The Display Properties dialog box closes.*	Click **OK**

USING PASSWORDS - SCREEN SAVERS

Discussion

Password protecting a screen saver protects your screen from being read by someone else in your absence. When you leave your computer unattended, the screen saver automatically starts after the specified waiting period (the period of inactivity). Moving the mouse or striking a key, displays a dialog box that prompts you to type your screen saver password. The underlying screen will not display unless the password is correctly entered.

> Passwords are case-sensitive.

✔ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Display** object.

5. Select the **Screen Saver** tab.

6. Select the screen saver you want to password-protect from the **Screen Saver** list.

7. Check the **Password protected** option.

8. Select **Change**.

9. Type the new password in the **New password** box.

10. Type the password again to confirm it in the **Confirm new password** box.

11. Select **OK**.

12. Select **OK** to respond to the confirmation.

13. Select **OK**.

CUSTOMIZING DESKTOP FONTS

Discussion

You can specify the font size, color, and style you want to use for almost any text component displayed on the desktop. This customization includes text under icons, as well as text within a windows' title bar, menus, message boxes, and tips.

Changing desktop fonts

📖   You can quickly access the Display Properties dialog box by
      clicking the right mouse button on any blank area of the
      desktop.

✔ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Display** object.

5. Select the **Appearance** tab.

6. Select the **Item** arrow.

---

7. Select the item to which you want to apply the font from the **Item**
    list.

8. Select the **Font** arrow.

9. Select a font you want to change from the list.

10. Select the **Size** arrow.

11. Select a font size you want to change from the list.

12. Click the **Bold** button [B], if desired.

13. Click the **Italic** button [/], if desired.

14. Select **OK**.

Step-by-Step

Change the font size, color, or style of fonts used on the desktop. Open the Display
Properties dialog box.

Steps	*Practice Data*
1. Select the **Appearance** tab. *The **Appearance** property sheet appears.*	Click **Appearance**
2. Select the **Item** arrow. *The **Item** list appears.*	Click **Item** ▼
3. Select the item to which you want to apply the font from the **Item** list. *The selected item's current font, size, color, and style display on the line below the item.*	Click **Icon**
4. Select the **Font** arrow. *The **Font** list appears.*	Click **Font** ▼
5. Select a font you want to change from the list. *The font is selected.*	Click **Times New Roman**
6. Select the **Size** arrow. *The **Size** list appears.*	Click **Size** ▼
7. Select a font size you want to change from the list. *The font size is selected.*	Click **8**

Steps	*Practice Data*
8. Click the **Bold** button, if desired. *The font is bolded.*	Click [B]
9. Click the **Italic** button, if desired. *The font is italicized.*	Click [/]
10. Select **OK**. *The new font settings are applied to* *the text.*	Click **OK**

View the changes in the text on your desktop. Then, return the text to its default
settings of MS Sans Serif, 8, with no bold or italics.

CHANGING DESKTOP COMPONENTS

Discussion

If you want to change the color and/or size of an individual component of your
desktop, you can select the component on the **Appearance** property sheet of the
Display Properties dialog box and specify the new color and/or size.

Procedures

1.   Click **Start**.

2.   Point to **Settings**.

3.   Select **Control Panel**.

4.   Double-click the **Display** object.

5.   Select the **Appearance** tab.

6.   Select the **Item** arrow.

7.   Select a component from the **Item** list.

8.   Double-click the contents of the **Size** box.

9.   Specify the size (in pixels) by typing the size or using the arrows.

10. Select the **Color** arrow.

11. Select a color from the **Color** palette, if applicable.

12. Select **OK**.

Step-by-Step

Change the size and/or color of an individual component of the desktop. Open the Display Properties dialog box.

Steps	*Practice Data*
1. Select the **Appearance** tab. *The **Appearance** property sheet appears.*	Click **Appearance**
2. Select the **Item** arrow. *The **Item** list appears.*	Click **Item** ▼
3. Select a component from the **Item** list. *The component is selected.*	Click **Menu**
4. Double-click the contents of the **Size** box. *The number is highlighted.*	Double-click the contents in the **Size** box
5. Specify the size (in pixels) by typing the size or using the arrows. *The new size appears.*	Type *22*
6. Select the **Color** arrow. *The **Color** palette appears.*	Click **Color** ▼
7. Select a color from the **Color** palette, if applicable. *The color is selected.*	Click white
8. Select **OK**. *The new settings are applied and saved.*	Click **OK**

View the changes, then return the component to its original default settings with a size of 20 and color of light gray.

CHANGING TO A DIFFERENT SCHEME

Discussion

A scheme is a set of colors and font attributes used for all the components of the desktop. Windows NT provides several schemes from which you can choose and also allows you to create custom schemes. You can switch to another scheme at any time in the **Appearance** property sheet of the Display Properties dialog box.

✓ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Display** object.

5. Select the **Appearance** tab.

6. Select the **Scheme** arrow.

7. Scroll as necessary to select a scheme from the **Scheme** list.

8. Select **OK**.

Step-by-Step

Change to a different scheme. Open the Display Properties dialog box.

Steps	*Practice Data*
1. Select the **Appearance** tab. *The **Appearance** property sheet appears.*	Click **Appearance**
2. Select the **Scheme** arrow. *The **Scheme** list appears.*	Click **Scheme** ▾
3. Scroll as necessary to select a scheme from the **Scheme** list. *The scheme is selected.*	Scroll as necessary to select **Spruce**
4. Select **OK**. *The selected scheme is applied to Windows NT.*	Click **OK**

Reset the scheme back to **Windows Standard**.

CREATING A SCHEME

Discussion

In addition to the schemes that Windows NT provides for the desktop, you can create your own schemes by specifying the colors and sizes of individual components and saving the collection of settings as a new scheme.

Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Display** object.

5. Select the **Appearance** tab.

6. Select the **Item** arrow.

7. Select the first component from the **Item** list.

8. If appropriate for the item, specify the size (in pixels) by typing the size or using the arrows.

9. Select the **Color** arrow.

10. Select a color for the component.

11. Select the next component from the **Item** list.

12. If appropriate for the item, specify the size (in pixels) by typing the size or using the arrows.

13. Select the **Color** arrow.

14. Select a color for the component.

15. Select **Save As**.

16. Type a name for the new scheme.

17. Select **OK**.

18. Select **OK**.

Step-by-Step

Create a new window scheme by customizing the colors of two window components. **Windows Standard** should be the initial window scheme. Open the Display Properties dialog box.

Steps	*Practice Data*
1. Select the **Appearance** tab. *The **Appearance** property sheet appears.*	Click **Appearance**
2. Select the **Item** arrow. *The **Item** list appears.*	Click **Item**
3. Select the first component from the **Item** list. *The component is selected.*	Click **Inactive Title Bar**
4. If appropriate for the item, specify the size (in pixels) by typing the size or using the arrows. *The new size appears.*	Change the font size to **15** pixels
5. Select the **Color** arrow. *The **Color** palette appears.*	Click **Color**
6. Select a color for the component. *The color is selected.*	Click red
7. Select the next component from the **Item** list. *The component is selected.*	Click **Menu**
8. If appropriate for the item, specify the size (in pixels) by typing the size or using the arrows. *The new size appears.*	Change the size to **15** pixels
9. Select the **Color** arrow. *The **Color** palette appears.*	Click **Color**
10. Select a color for the component. *The color is selected.*	Click yellow
11. Select **Save As**. *The Save Scheme dialog box opens.*	Click **Save As...**
12. Type a name for the new scheme. *The new name appears.*	Type *My Scheme*

Steps	*Practice Data*
13. Select **OK**. *The scheme is saved with the assigned name*.	Click **OK**
14. Click **OK**. *The Display Properties dialog box closes.*	Click **OK**

You can change as many windows components as desired. Open My Computer and the Recycle Bin to view the color of the title bar for the inactive window. Display the toolbar in one of the windows and point to a tool to see the new color of the ToolTip. Close all open windows.

DELETING A SCHEME

Discussion

If you want to limit the number of schemes that are available for use, or you have a few schemes that you know you will never use, you can delete the schemes to conserve disk space.

Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Display** object.

5. Select the **Appearance** tab.

6. Select the **Scheme** arrow.

7. Select a scheme from the **Scheme** list.

8. Select **Delete**.

Step-by-Step

Delete a scheme. Open the Display Properties dialog box.

| *Steps*	*Practice Data*
1. Select the **Appearance** tab. *The **Appearance** property sheet appears.*	Click **Appearance**
2. Select the **Scheme** arrow. *The **Scheme** list appears.*	Click **S̲cheme** ▾
3. Select a scheme from the **Scheme** list. *The scheme is selected.*	Click **My Scheme**
4. Select **Delete**. *The selected scheme is deleted.*	Click **D̲elete**

Reset the scheme back to **Windows Standard** and close the Display Properties dialog box.

CHANGING THE SCREEN RESOLUTION

⛏ Discussion

If you have a monitor and adapter card that support a resolution greater than 640 by 480 pixels, you can change the resolution of the monitor in the **Settings** property sheet of the Display Properties dialog box. Using a higher resolution makes the objects on the desktop smaller with greater definition.
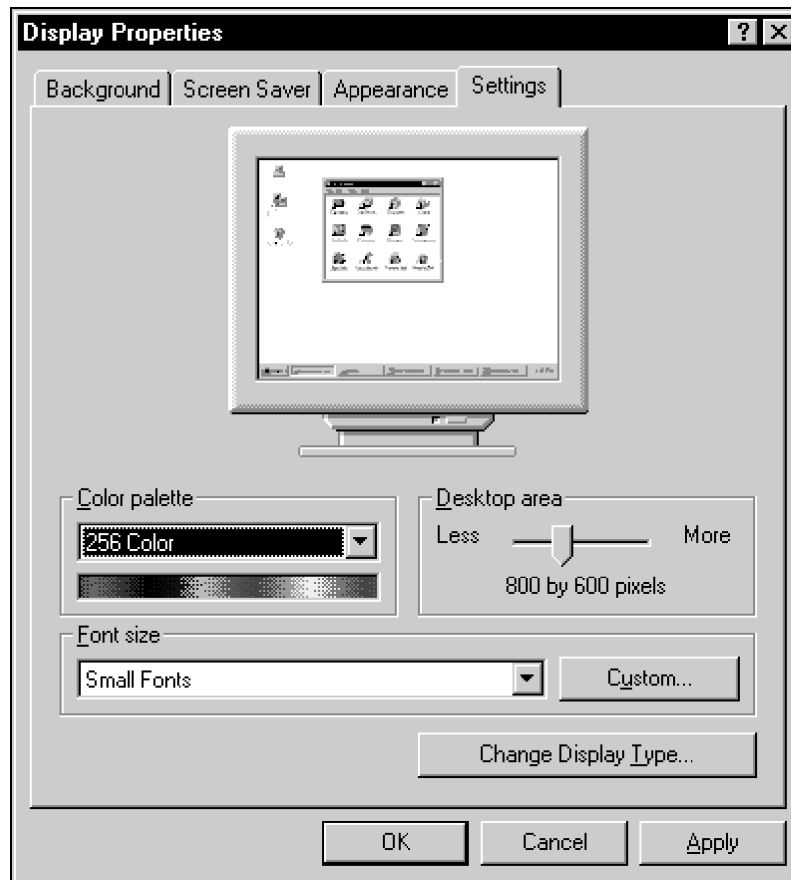
Changing the screen resolution

If no monitor was recognized during installation, you will be prompted to specify a display type before Windows NT can change the screen resolution.

✓ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Display** object.

5. Select the **Settings** tab.

6. Drag the slider in the **Desktop area**.

7. Release the mouse button.

8. Select **OK**.

9. Select **Yes**.

EXERCISE

CUSTOMIZING THE DISPLAY

Task

Customize the **Display** properties.

1. Change the background of the desktop to a wallpaper or a pattern of your choice.

2. Select a color scheme of your choice.

3. Activate a different screen saver and change the wait time to two minutes.

4. Change the screen resolution to **16 color**.

5. Return the desktop to its default settings.

LESSON 20 -
CUSTOMIZING THE MOUSE

In this lesson, you will learn how to:

- Adjust the cursor blink rate

- Reverse mouse buttons

- Adjust double-click speed

- Choose mouse pointer schemes

- Choose mouse pointer shapes

- Adjust mouse speed

- Activate the pointer trails

- Adjust the pointer trails

ADJUSTING THE CURSOR BLINK RATE

✋ **Discussion**

Windows NT allows you to adjust the rate at which the cursor blinks between a very
slow blink and a very rapid blink. The blink rate can be adjusted in the **Speed** property
sheet of the Keyboard Properties dialog box, which is accessible from the Control
Panel window.
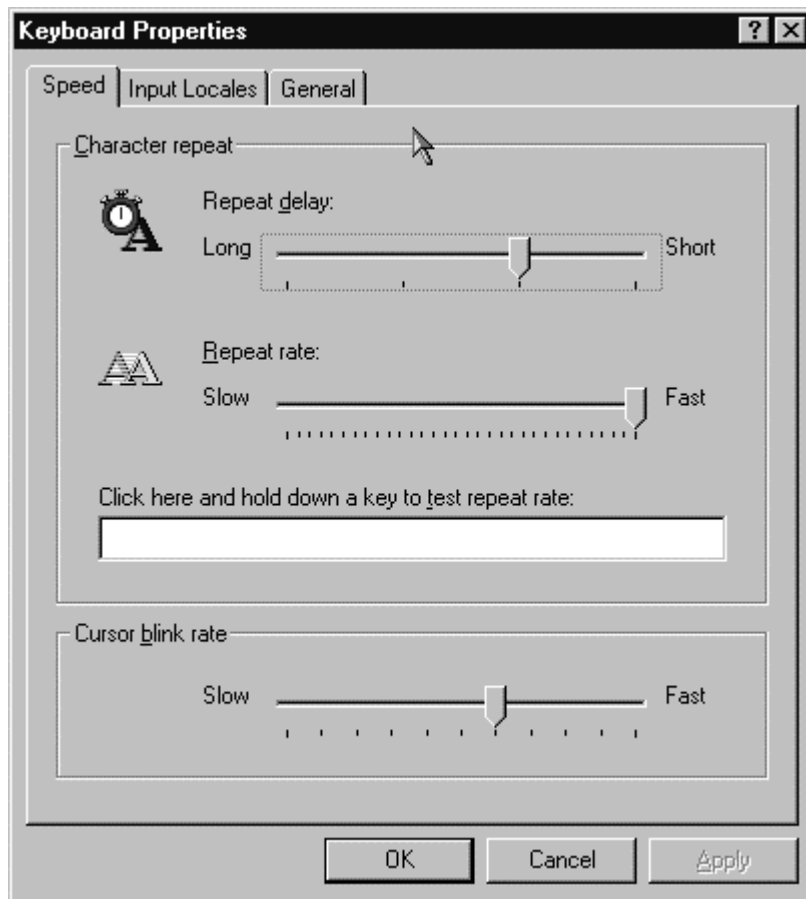
Adjusting the cursor blink rate

✅ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Keyboard** icon.

5. Drag the slider under **Cursor blink rate**.

6. Release the mouse button.

7. Click **OK**.

☙ Step-by-Step

Adjust the blink rate of the cursor.

Steps	*Practice Data*
1. Click **Start**. *The **Start** menu appears.*	Click 🏢 **Start**
2. Point to **Settings**. *The **Settings** submenu appears.*	Point to 🗂 **Settings**
3. Select **Control Panel**. *The Control Panel window opens.*	Click 🖥 **Control Panel**
4. Double-click the **Keyboard** icon. *The Keyboard Properties dialog box opens.*	⌨️ Double-click Keyboard
5. Drag the slider under **Cursor blink rate**. *The slider moves as you drag.*	Drag the indicator two increments to the left
6. Release the mouse button. *The sample blinking cursor displays the new blink rate.*	Release the mouse button
7. Select **OK**. *The new cursor blink rate is saved.*	Click **OK**

Return the cursor blink rate to its original setting, the eighth increment.

REVERSING MOUSE BUTTONS

☙ Discussion

The default setting for a mouse designates the left button as the primary button and the right button as the secondary button. This setting should be reversed for left-handed

users. You can reverse mouse buttons in the **Buttons** property sheet of the Mouse
Properties dialog box, which is accessible from the Control Panel window. For those
users who have the IntelliMouse, with added mouse features, the reverse mouse
button is located on the Basics property sheet of the Mouse Properties dialog box.
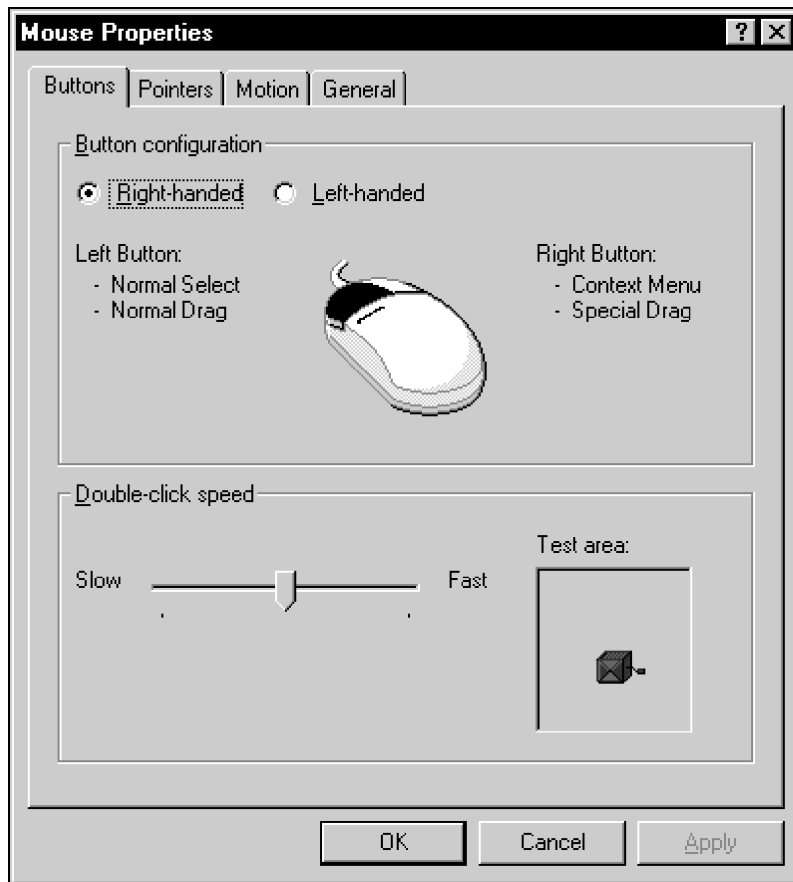
Reversing mouse buttons

✅ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Mouse** object.

5. Select the desired **Button configuration** or **Button selection** (with
   the IntelliMouse) option.

6. Select **OK**.

Step-by-Step

Switch buttons on the mouse.

Steps	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click **Start**
2. Point to **Settings**. *The Settings submenu appears.*	Point to **Settings**
3. Select **Control Panel** *The Control Panel window opens.*	Click **Control Panel**
4. Double-click the **Mouse** object. *The Mouse Properties dialog box opens.*	Double-click Mouse
5. Select the desired **Button configuration** or **Button selection** (with the IntelliMouse) *The selected option is darkened.*	Select the configuration option not currently selected
6. Select **OK**. *The Mouse Properties dialog box closes and the mouse buttons are switched.*	Click **OK**

Change the mouse button assignments back to the default. Remember, the mouse buttons have been reversed.

ADJUSTING DOUBLE-CLICK SPEED

Discussion

Double-clicking the mouse button effectively can be frustrating for new users. If double-clicking presents a problem, Windows NT allows you to adjust the speed of the double-click so that it is more suited to your needs. The Mouse Properties dialog box, where the double-click speed is set, has a test area that allows you to test the double-click speed before you make a final selection.

✅ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Mouse** object.

5. Drag the slider for the **Double-click speed**.

6. Release the mouse button.

7. Point to the Jack-in-the-Box and double-click the mouse or double-click in the test area box to set the speed (with the IntelliMouse).

8. Repeat steps 5 and 6 until you are satisfied with the double-click speed.

9. Click **OK**.

👣 **Step-by-Step**

Adjust the double-click speed of the mouse. Open the Mouse Properties dialog box.

Steps	*Practice Data*
1. Drag the slider for the **Double-click speed**. IntelliMouse – Double-click in the Cloud box to set the speed.	Drag the slider to the left to make the double-click speed slightly slower, or double-click in the Clouds box to set your speed.
2. Release the mouse button. *The double-click speed is adjusted.*	Release the mouse button
3. Point to the Jack-in-the-Box and double-click the mouse. *If you have double-clicked the mouse button with the appropriate speed, the Jack will pop out of the box.* IntelliMouse - Double-click on the Test box to the right of the Cloud box. *If you have double-clicked the mouse button with the appropriate speed, the Umbrella will open.*	Double-click the Jack-in-the-Box or the Test box

Steps	*Practice Data*
4. Select **OK**. *The Mouse Properties dialog box closes.*	Click **OK**

Return the double-click speed to the middle of the bar.

CHOOSING MOUSE POINTER SCHEMES

Discussion

Windows NT provides several appearance schemes for mouse pointers and allows you to create your own. The schemes provided use the standard Windows symbols for the various shapes of the pointers, but one scheme is three-dimensional and other schemes use larger sizes. Mouse pointer schemes are controlled in the **Pointers** property sheet of the Mouse Properties dialog box.

In addition to the schemes provided by Windows NT, you can purchase programs which provide additional sets of pointer shapes. Pointer shapes are stored in ANI or CUR files. You can select any CUR or ANI file that is stored on your disk to substitute for any pointer in a scheme. (One ANI file comes with Windows NT.)
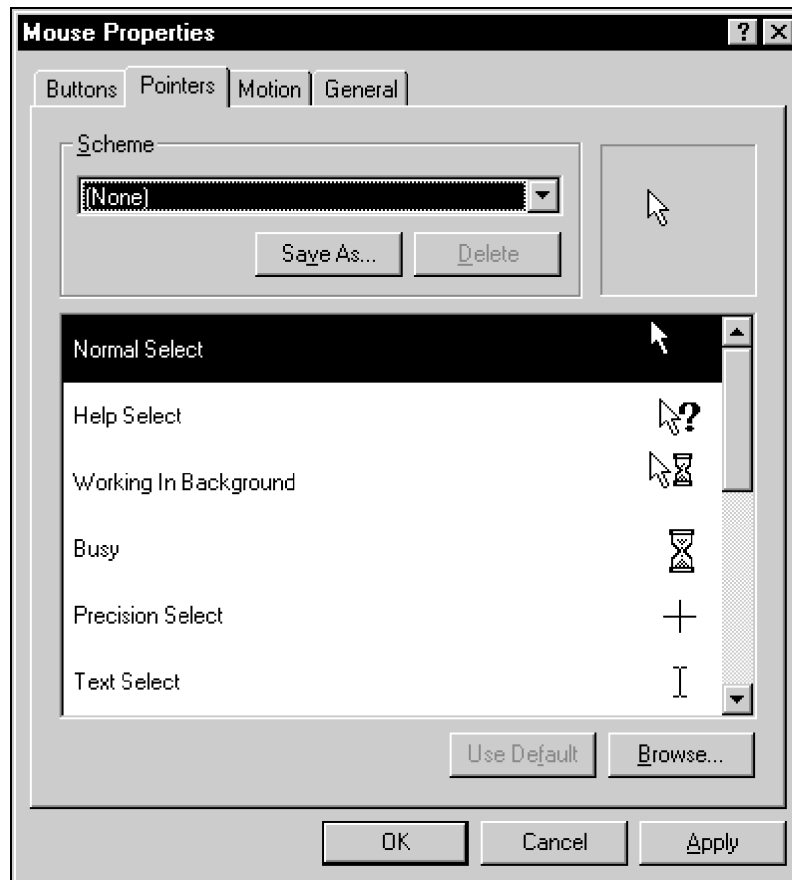
Choosing mouse pointer schemes

✓ Procedures

1.   Click **Start**.

2.   Point to **Settings**.

3.   Select **Control Panel**.

4.   Double-click the **Mouse** object.

5.   Select the **Pointers** tab.

6.   Select the **Scheme** arrow.

7.   Select a scheme from the **Scheme** list.

8.   Select **OK**.

✍ Step-by-Step

Select a mouse pointer scheme. Open the Mouse Properties dialog box.

Steps	*Practice Data*
1. Select the **Pointers** tab. *The **Pointers** property sheet appears.*	Click **Pointers**
2. Select the **Scheme** arrow. *The **Scheme** list appears.*	Click **Scheme** ▾
3. Select a scheme from the **Scheme** list. *All the pointers used in the scheme display.*	Click **Dinosaur**
4. Select **OK**. *The selected scheme is applied.*	Click **OK**

Return the pointer scheme back to **(None)**.

CHOOSING MOUSE POINTER SHAPES

☝ Discussion

Windows NT provides support for the use of different mouse pointer shapes. You can also purchase programs that provide additional sets of pointer shapes. Pointer shapes are stored in ANI or CUR files. You can select any CUR or ANI file that is stored on your disk to substitute for any pointer in a scheme. (One ANI file comes with Windows NT.)

> 📖   You can save new mouse pointer shape assignments as a mouse pointer scheme by selecting the **Save As** command button from the **Pointers** property sheet and assigning a name to the new scheme.

✔ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Mouse** object.

5. Select the **Pointers** tab.

6. Select a scheme from the **Scheme** list.

7. Select a pointer from the list.

8. Select **Browse**.

9. Select the desired ANI or CUR file. (The Browse dialog box should default to view the **Cursors** folder.)

10. Select **Open**.

11. Repeat steps 7 through 10 for each pointer that you want to change.

12. Select **OK**.

Step-by-Step

Select a different shape for the mouse pointer. Open the Mouse Properties dialog box.

Steps	*Practice Data*
1. Select the **Pointers** tab. *The **Pointers** property sheet appears.*	Click **Pointers**
2. Select a pointer from the list. *The pointer is selected.*	Click the **Busy** pointer
3. Select **Browse**. *The Browse dialog box opens.*	Click **Browse...**
4. Select the desired ANI or CUR file. (The Browse dialog box should default to view the **Cursors** folder.) *The file is selected.*	Scroll, if necessary, and click **barber**
5. Select **Open**. *The file opens.*	Click **Open**
6. Select **OK**. *The mouse pointers are changed.*	Click **OK**

Set the **barber** pointer scheme back to the default by selecting the **Use Default** command button.

ADJUSTING MOUSE SPEED

Discussion

The speed at which the mouse pointer moves on the screen can be adjusted to make the pointer faster or slower with the same level of mouse manipulation. The slower the mouse pointer moves, the easier it is for most people to control. Mouse pointer speed is controlled in the **Motion** or **Basics** (for the IntelliMouse) property sheet of the Mouse Properties dialog box.
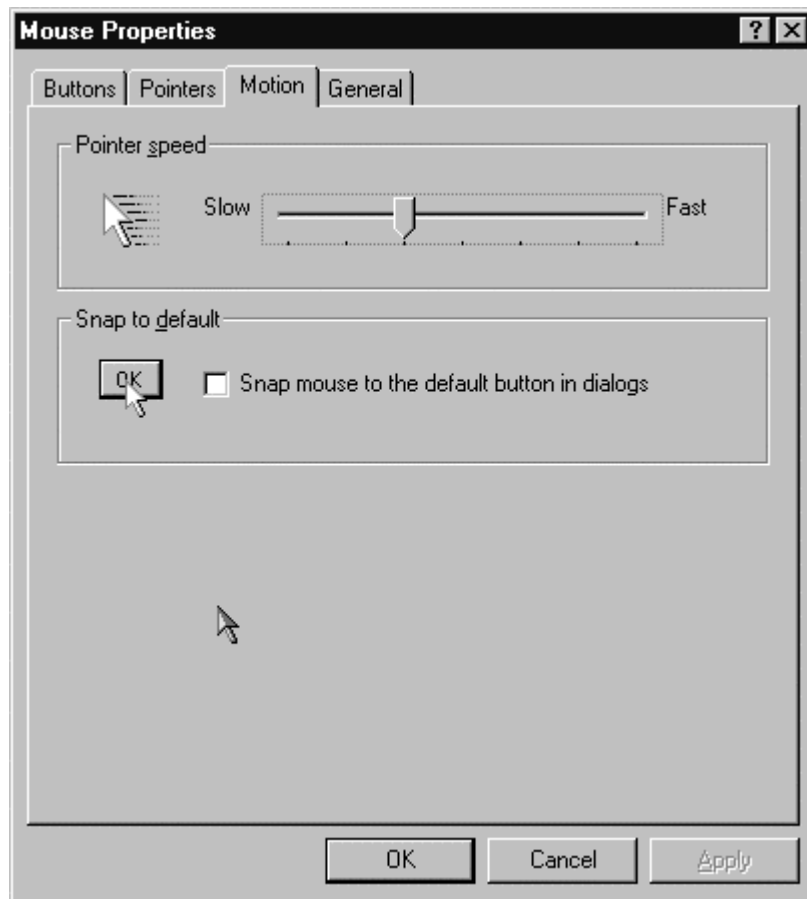
Adjusting mouse speed

Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Mouse** object.

5. Select the **Motion** or **Basics** tab.

6. Drag the slider under **Pointer speed** to adjust the speed.

7. Release the mouse button.

8. Click **OK**.

![step icon] **Step-by-Step**

Adjust the speed of the mouse pointer. Open the Mouse Properties dialog box.

Steps	*Practice Data*
1. Select the **Motion** or **Basics** tab. *The **Motion** property sheet appears.*	Click **Motion** or **Basics**
2. Drag the slider under **Pointer speed** to adjust the speed. *The slider moves as you drag.*	Drag the slider to the right
3. Release the mouse button. *The pointer speed is adjusted.*	Release the mouse button
4. Select **OK**. *The mouse pointer speed settings are saved.*	Click **OK**

Reset the mouse pointer speed to its original (middle of the bar) setting.

EXERCISE

CUSTOMIZING THE MOUSE

Task

Customize the **Mouse** properties.

1. Adjust the blink rate of the cursor to make it a little faster.

2. Make the mouse pointer move a little faster.

4. Choose **3D pointers** for the pointer scheme of the mouse pointer.

.   Return the pointer scheme to **[None]**.

Return the **Mouse** properties to their defaults.

LESSON 21 -
DELETING FILES DIRECTLY

In this lesson, you will learn how to:

- Delete folders/files directly

DELETING FOLDERS/FILES DIRECTLY

Discussion

Windows NT allows you to bypass the Recycle Bin and permanently remove folders and files as you delete them. Removing folders and files using this method is faster than deleting them to the Recycle Bin. However, if you choose to use this method, all folders and files that you delete bypass the Recycle Bin and are deleted immediately.

> If the computer has more than one hard disk drive, you have to select the **Use one setting for all drives** option to make a global setting.

> If you choose to bypass the Recycle Bin, any folders and files that you delete cannot be recovered.

✔ Procedures

1. Click the right mouse button on the Recycle Bin.

2. Select **Properties**.

3. Select the **Global** tab.

4. Check the **Do not move files to the Recycle Bin. Remove files immediately on delete** option to bypass the Recycle Bin when deleting objects from this point forward.

5. Select **OK** to confirm that the entry is correct.

6. Select a file to be deleted.

7. Press **[Delete]**.

8. Select **Yes** to confirm that the deletion is correct.

✏️ Step-by-Step

Change the **Global** property sheet associated with the Recycle Bin to delete the **Copy to Hours Worked** object directly, bypassing the Recycle Bin. Use My Computer to open the Student Data Folder.

Steps	*Practice Data*
1. Click the right mouse button on the Recycle Bin. *A shortcut menu appears.*	Click the right mouse button on the Recycle Bin
2. Select **Properties**. *The Recycle Bin Properties dialog box opens.*	Click **Properties...**
3. Select the **Global** tab. *The **Global** property sheet appears.*	Click **Global**, if necessary
4. Check the **Do not move files to the Recycle Bin. Remove files immediately on delete** option to bypass the Recycle Bin when deleting objects from this point forward. *The option is checked.*	Check ☑ **Do not move files to the Recycle Bin. Remove files immediately on delete**
5. Select **OK** to confirm that the entry is correct. *The Recycle Bin Properties dialog box closes.*	Click **OK**
6. Select a file to be deleted. *The file is selected.*	Shortcut to Click Hours Worked
7. Press **[Delete]**. *A confirmation dialog box opens.*	Press **[Delete]**
8. Select **Yes** to confirm that the deletion is correct. *The file is deleted permanently.*	Click **Yes**

Remove the check from the **Do not move files to the Recycle Bin. Remove files immediately on delete** option to return the Recycle Bin's **Global** property sheet to its default state. Close any open windows.

EXERCISE

DELETING FILES DIRECTLY

Task

Delete files directly and bypass the Recycle Bin. Open the Student Data Folder before proceeding.

1. Set the properties for the Recycle Bin so that you can delete files and folders directly.

2. Delete the **Delete Me Document** file from the Student Data Folder.

3. Check to verify that the file is not present in the Recycle Bin.

4. Return the Recycle Bin properties to their default settings so that deleted files and folders can be restored.

Close any open windows.

LESSON 22 -
WORKING WITH FONTS

In this lesson, you will learn how to:

- Use the Fonts folder

- Add new fonts

- View fonts

- Print a font sample

- Delete fonts

USING THE FONTS FOLDER

☝ Discussion

Windows NT stores all the fonts that are installed on your computer in the **Fonts** folder, a subfolder of the **Winnt** folder. Several TrueType fonts are included with Windows NT including Arial, Courier, Symbol, and Times New Roman. The **Fonts** folder has special features associated with it that allow you to install and remove fonts, view and print samples of fonts, and list fonts by similarity. The easiest way to open the **Fonts** folder is to use the shortcut located in the Control Panel.

Font Name	Filename	Size	Modified
Arial	ARIAL.TTF	136K	6/9/95 4:00 AM
Arial Bold	ARIALBD.TTF	137K	6/9/95 4:00 AM
Arial Bold Italic	ARIALBI.TTF	156K	6/9/95 4:00 AM
Arial Italic	ARIALI.TTF	136K	6/9/95 4:00 AM
Courier 10,12,15	coure.fon	23K	6/9/95 4:00 AM
Courier New	COUR.TTF	165K	6/9/95 4:00 AM
Courier New Bold	COURBD.TTF	171K	6/9/95 4:00 AM
Courier New Bold Italic	COURBI.TTF	176K	6/9/95 4:00 AM
Courier New Italic	COURI.TTF	184K	6/9/95 4:00 AM
Modern	MODERN.FON	8K	6/9/95 4:00 AM
MS Sans Serif 8,10,12,14,18,24	sserife.fon	64K	6/9/95 4:00 AM
MS Serif 8,10,12,14,18,24	serife.fon	57K	6/9/95 4:00 AM
Small Fonts	smalle.fon	24K	6/9/95 4:00 AM
Symbol	SYMBOL.TTF	59K	6/9/95 4:00 AM
Symbol 8,10,12,14,18,24	symbole.fon	56K	6/9/95 4:00 AM
Times New Roman	TIMES.TTF	181K	6/9/95 4:00 AM
Times New Roman Bold	TIMESBD.TTF	174K	6/9/95 4:00 AM
Times New Roman Bold Italic	TIMESBI.TTF	163K	6/9/95 4:00 AM
Times New Roman Italic	TIMESI.TTF	173K	6/9/95 4:00 AM
WhatA-Relief Regular	WHATRLFR.TTF	29K	5/4/93 10:37 AM
WingDings	WINGDING.TTF	70K	6/9/95 4:00 AM

The Fonts folder

> 📖 Like other windows, the Fonts window has a toolbar that provides shortcuts to menu items. By default, the toolbar is not visible.

> 📖 If you do not want a separate listing for each attribute of the same font, such as Arial, Arial Bold, Arial Italic, choose the **View** pull-down menu and select **Hide Variations**.

✅ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Fonts** folder.

👣 **Step-by-Step**

Use the shortcut in the Control Panel to open the **Fonts** folder.

Steps	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click 📖 **Start**
2. Point to **Settings**. *The Settings submenu appears.*	Point to 🗇 **Settings**
3. Select **Control Panel**. *The Control Panel window opens.*	Click 🖳 **Control Panel**
4. Double-click the **Fonts** folder. *The Fonts window opens.*	Double-click Fonts

ADDING NEW FONTS

👤 **Discussion**

Many fonts are added to your system automatically when you install programs such as Microsoft Word or WordPerfect for Windows, which include their own fonts. Additionally, you can purchase font packages and install fonts with the **Fonts** folder in the Control Panel.
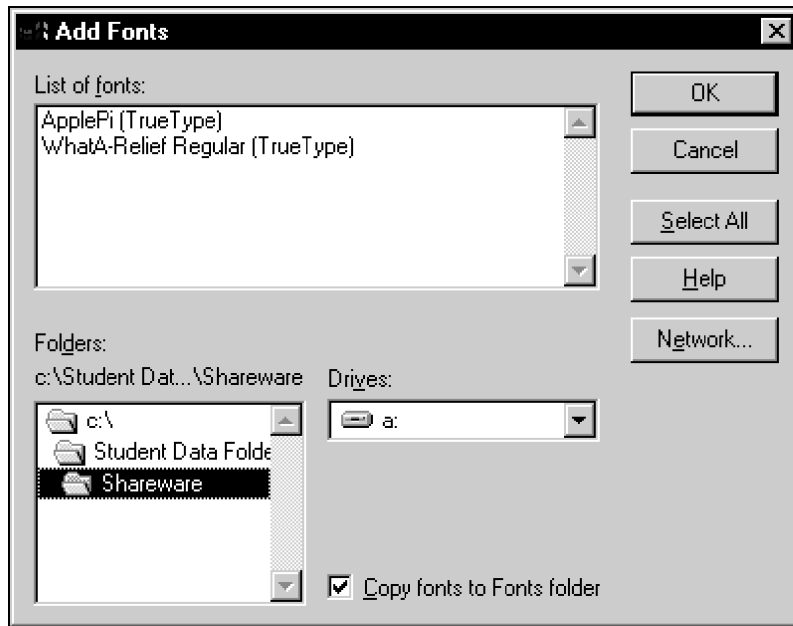
Adding new fonts

📖   If you do not check the **Copy fonts to Windows folder**
        option, you must use the fonts from the local or network drive
        in which they reside.

✅ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Fonts** folder.

5. Select the **File** pull-down menu.

6. Select **Install New Font**.

7. Select the **Drives** arrow.

8. Select the drive that holds the disk with the new fonts you want to
    install.

9. Select the folder containing the new fonts in the **Folders** list.

10. Scroll as necessary to select the font you want to install from the list.

11. Check the **Copy fonts to Fonts folder** option.

---

12. Select **OK**.

Step-by-Step

Install a new font. Open the **Fonts** folder, if necessary.

Steps	*Practice Data*
1. Select the **File** pull-down menu. *The **File** pull-down menu appears.*	Click <u>**F**</u>**ile**
2. Select **Install New Font**. *The Add Fonts dialog box appears.*	Click <u>**I**</u>**nstall New Font...**
3. Select the **Drives** arrow. *The **Drives** list appears.*	Click **Dri**<u>**v**</u>**es** ▾
4. Select the drive that holds the disk with the new fonts you want to install. *The drive appears in the **Drives** box.*	Click 💾 **a:**
5. Select the folder containing the new fonts in the **Folders** list. *The **List of fonts** list displays fonts available in the selected folder.*	Double-click the **Shareware** folder
6. Scroll as necessary to select the font you want to install from the list. *The font is highlighted in the list.*	Scroll as necessary to select **WhatA-Relief Regular (True Type)**
7. Check the **Copy fonts to Fonts folder** option. *The option is checked.*	Check ☑ <u>**C**</u>**opy fonts to Fonts folder**
8. Select **OK**. *The Add Fonts dialog box closes and the font is added to the Fonts window.*	Click **OK**

VIEWING FONTS

Discussion

Every font has its own style and characteristics that make it distinctive and suited to a specific use. For example, the font called Brush Script would be appropriate for a formal invitation, but it would not be appropriate for the text of a long document like a

magazine article. Since there are so many fonts and it is impossible to remember what they all look like, Windows NT provides a method to view fonts.

Viewing a font

📖   When viewing a font, a sample of the font appears, as well as information about the font, including typeface name, file size, and copyright information.

✔️ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Fonts** folder.

5. Click the right mouse button on the desired font.

6. Select **Open**.

7. Select **Done** after viewing the font.

🔲 **Step-by-Step**

Open and view a font. Open the **Fonts** folder, if necessary.

Steps	*Practice Data*
1. Click the right mouse button on the desired font. *A shortcut menu appears.*	Click the right mouse WhatA-Relief button on Regular
2. Select **Open**. *The font view window opens and displays font information and samples of the font.*	Click **Open**
3. Select **Done** after viewing the font. *The font view window closes.*	Click **Done**

PRINTING A FONT SAMPLE

🔲 **Discussion**

When trying to select an appropriate font, it may be enough to view the font, but sometimes it is better to print a sample of a font. Even though the view of the font is WYSIWYG (What You See Is What You Get), the most accurate view of a font is a printed one.

> 📖 If you are using different fonts and it is an important part of the work that you do, print a sample of each font on your system and use the pages as a printed reference.

✅ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Fonts** folder.

5. Click the right mouse button on the desired font.

6. Select **Open**.

7. Select **Print**.

8. Select **OK**.

9. Select **Done** when finished.

👣 Step-by-Step

Open and print a sample font. Open the **Fonts** folder, if necessary.

Steps	*Practice Data*
1. Click the right mouse button on the desired font. *A shortcut menu appears.*	Click the right mouse TT WhatA-Relief button on Regular
2. Select **Open**. *The font view window opens.*	Click **<u>O</u>pen**
3. Select **Print**. *The Print dialog box opens.*	Click **<u>P</u>rint**
4. Select **OK**. *The sample prints and the view of the font redisplays.*	Click **OK**
5. Select **Done** when finished. *The font view window closes.*	Click **<u>D</u>one**

DELETING FONTS

🗝 Discussion

If you have similar fonts with different names installed on your system, you may want to remove the similar fonts to make more hard disk space available. You can use the feature that lists fonts by similarity to search for fonts that are similar and then view the fonts to help you decide which fonts to delete.

✅ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Fonts** folder.

5. Scroll as necessary and click the right mouse button on the font you want to delete.

6. Select **Delete**.

7. Select **Yes**, if prompted.

👣 **Step-by-Step**

Delete a font from your system. Open the **Fonts** folder, if necessary.

Steps	*Practice Data*
1. Scroll as necessary and click the right mouse button on the font you want to delete. *A shortcut menu appears.*	Scroll as necessary and click the right mouse WhatA-Relief button on Regular
2. Select **Delete**. *A confirmation window appears.*	Click **Delete**
3. Select **Yes**, if prompted. *The font is deleted.*	Click **Yes**

Close all open windows.

EXERCISE

WORKING WITH FONTS

Task

Work with fonts.

1. Open the **Fonts** folder and select a font to open.

2. List fonts by similarity.

3. Install ApplePi Regular (found in the **Shareware** folder in the
    Student Data Folder).

4. View ApplePi Regular.

5. Delete ApplePi Regular.

LESSON 23 -
ADDING/REMOVING COMPONENTS

In this lesson, you will learn how to:

- Check installed components

- Add components

- Remove components

CHECKING INSTALLED COMPONENTS

⚐ **Discussion**

In Windows NT, you can choose which components of the operating system you want to install on your computer.

You can check to see which components are installed at any time in the **Windows NT Setup** property sheet of the Add/Remove Programs Properties dialog box. In this dialog box, you can also add or remove individual Windows NT components.

The Add/Remove Programs Properties dialog box displays categories of components. Categories that have a white box with a check have all components within that category installed. Categories that have no check or have a check with a gray box, have components which are not installed. You can view the details for each category to determine which components are present on your computer.
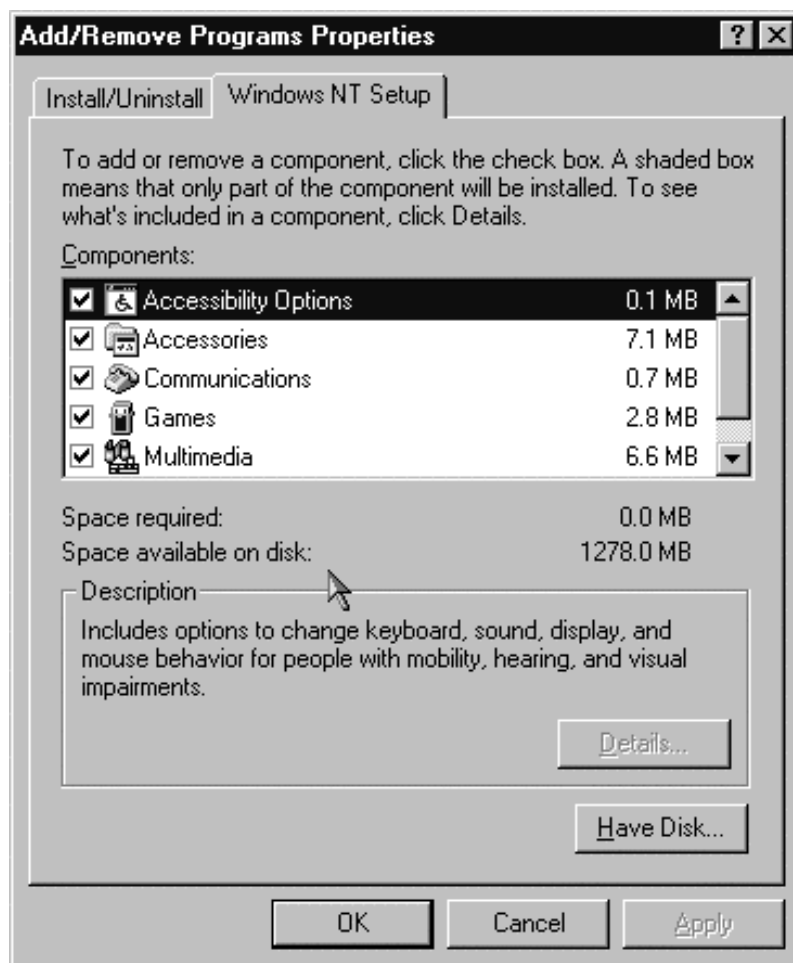
Checking installed components

✔ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Add/Remove Programs** object.

5. Select the **Windows Setup** tab.

6. Check the category for which you want to view the actual components.

7. Select **Details**.

8   Select **OK**.

9. Select **OK**.

👣 **Step-by-Step**

Check to see which Windows NT communications components are installed on your system.

Steps	*Practice Data*
1. Click **Start**. *The **Start** menu appears.*	Click 📇 **Start**
2. Point to **Settings**. *The **Settings** submenu appears.*	Point to 🗗 **Settings**
3. Select **Control Panel**. *The Control Panel window opens.*	Click 🖼 **Control Panel**
4. Double-click the **Add/Remove Programs** object. *The Add/Remove Programs dialog box opens.*	Double-click Add/Remove Programs

Steps	*Practice Data*
5. Select the **Windows Setup** tab. *The **Windows Setup** property sheet appears. Categories that have no check, or have a check with a gray box, have components, which are not installed.*	Click **Windows NT Setup**
6. Check the category for which you want to view the actual components. *The category is checked.*	Check ☑ 📞 Click **Communications**
7. Select **Details**. *A dialog box opens showing the components of that category.*	Click **Details...**
8 Select **OK**. *The dialog box closes.*	Click **OK**
9. Select **OK**. *The Add/Remove Programs Properties dialog box closes.*	Click **OK**

ADDING COMPONENTS

🗝 Discussion

After you have installed Windows NT, you can install additional components, such as Windows NT tools or utilities, that were not installed earlier. To perform this task, you must have the Windows NT installation disks or CD, or you must have access to a directory on the network containing the Windows NT installation program.

Windows components are added through the Add/Remove Programs Properties dialog box. This dialog box shows categories of components, such as Accessories, Disk Tools, and Communications. Categories that appear with a blank box have no components installed. Categories that appear grayed with a check have some, but not all, components installed. Categories with a check have all components installed. The **Details** command button opens a dialog box for a selected category that shows all components within the category and which specific components have been installed.
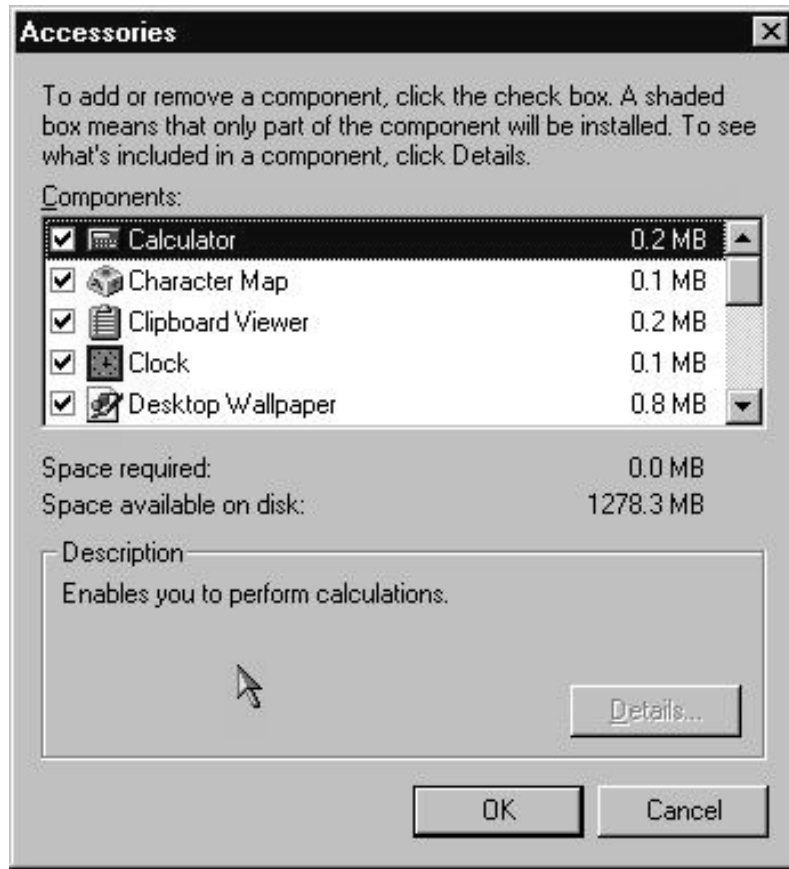
Adding components

> Windows NT may prompt you to insert an installation diskette
> to add the selected component.

✔ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Add/Remove Programs** object.

5. Select the **Windows Setup** tab.

6. Check the category of the component you want to install or select the
   category if it is checked but the box is gray.

7. Select **Details**.

8. Check the component you want to install.

9. Select **OK**.

10. Select **OK**.

✎ Step-by-Step

Add an uninstalled Windows NT component. Open the Control Panel window, if necessary.

Steps	*Practice Data*
1. Double-click the **Add/Remove Programs** object. *The Add/Remove Programs dialog box opens.*	Double-click **Add/Remove Programs**
2. Select the **Windows Setup** tab. *The **Windows Setup** property sheet appears. Categories that have no check, or have a check with a gray box, have components, which are not installed.*	Click **Windows NT Setup**
3. Check the category of the component you want to install or select the category if it is checked but the box is gray. *The category is checked.*	Check ☑ 🖳 **Accessories**, if necessary
4. Select **Details**. *A dialog box opens showing the components of that category.*	Click **Details**
5. Check the component you want to install. *The component is checked.*	Accept the listed components
6. Select **OK**. *The dialog box closes.*	Click **OK**
7. Select **OK**. *The Add/Remove Programs Properties dialog box closes.*	Click **OK**

Close the Control Panel window.

REMOVING COMPONENTS

Discussion

After you have installed Windows NT, you can remove components that are not being used to conserve disk space.

Windows components are removed through the Add/Remove Programs Properties dialog box. This dialog box shows categories of components, such as Accessories, Disk Tools, and Communications. Categories that appear with a blank box have no components installed. Categories that appear grayed with a check have some, but not all, components installed. Categories with a check have all components installed. The **Details** command button opens a dialog box for a selected category that shows all components within the category and which specific components have been installed. Unchecking the component's box will uninstall that specific component, while unchecking a category's box will uninstall all components within that category.

> The next time Windows NT starts, it will take a little longer than usual because it will have to update system files to reflect your changes.

Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Control Panel**.

4. Double-click the **Add/Remove Programs** object.

5. Select the **Windows NT Setup** tab.

6. Uncheck the category of the component you want to remove or select it if it has multiple components and you do not want to remove them all.

7. If you do not want to remove all the components in the selected category, Select **Details**.

8. Uncheck the components that you want to remove.

9. Select **OK**.

10. Select **OK**.

EXERCISE

CHECKING INSTALLED COMPONENTS

Task

Check the components installed on your computer.

1. Check each category for uninstalled components. View the Details dialog box for each category to check individual components.

LESSON 24 -
USING PRINTERS

In this lesson, you will learn how to:

- Create a printer shortcut

- Specify a default printer

- Print with shortcut menus

- Print with drag and drop

- View the print queue

- Pause the printer

- Change the order of print jobs

- Cancel a print job

- Purge the print queue

CREATING A PRINTER SHORTCUT

⏚ Discussion

Windows NT allows you to place printer icons on the desktop. Sometimes it is inconvenient to open the printer folder and then drag files to the printer icon. You can put a shortcut to a printer on the desktop to make it more accessible.

✅ Procedures

1. Click the **Start** button.

2. Point to **Settings**.

3. Select **Printers**.

4. Hold the right mouse button on a printer icon and drag it to the desktop.

5. Release the mouse button when the icon is on the desktop.

6. Select **Create Shortcut(s) Here**.

👣 Step-by-Step

Place a shortcut to a printer on the desktop.

Steps	*Practice Data*
1. Click the **Start** button. *The **Start** menu appears.*	Click 📇 **Start**
2. Point to **Settings**. *The **Settings** submenu appears.*	Point to 🗔 **Settings**
3. Select **Printers**. *The Printers window opens.*	Click 🖳 **Printers**
4. Hold the right mouse button on a printer icon and drag it to the desktop. *The printer icon moves to the desktop.*	Hold the right mouse button on the printer icon and drag it to the desktop

Steps	*Practice Data*
5. Release the mouse button when the icon is on the desktop. *A shortcut menu appears.*	Release the right mouse button
6. Select **Create Shortcut(s) Here**. *The shortcut is created.*	Click **Create Shortcut(s) Here**

Close the Printers window.

SPECIFYING A DEFAULT PRINTER

Discussion

 If you have several printers installed on your system, one printer should be designated as the default printer. This printer should be the one you use most often. When you print a file in an application program, the file is sent to the default printer automatically, but in most cases, you can select a different printer before the file is sent to print.

Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Printers**.

4. Click the right mouse button on the printer you want as the default.

5. Select **Set As Default**.

Step-by-Step

Set a printer as the default.

Steps	*Practice Data*
1. Click **Start**. *The **Start** menu appears.*	Click 🔲 **Start**
2. Point to **Settings**. *The **Settings** submenu appears.*	Point to 🔲 **Settings**
3. Select **Printers**. *The Printers window opens and displays icons for all available printers.*	Click 🔲 **Printers**
4. Click the right mouse button on the printer you want as the default. *A shortcut menu appears.*	Click the right mouse button on any printer icon
5. Select **Set As Default**. *The printer is set as the default printer.*	Click **Set As Default**

Reset the printer to its original default.

Close the Printers window.

PRINTING WITH SHORTCUT MENUS

🗣 **Discussion**

You can print a document using a shortcut menu if the program that created the document is located on your system. When you print a file, Windows NT opens the program that created the file, opens the file, sends the file to the printer using the default settings for the application, then closes the file and the program.

✅ **Procedures**

1. Click the right mouse button on the file you want to print.

2. Select **Print**.

🐾 **Step-by-Step**

Print a document in a Windows program using a shortcut menu.

Steps	*Practice Data*
1. Click the right mouse button on the file you want to print. *A shortcut menu appears.*	Click the right mouse button on any file
2. Select **Print**. *Windows NT prints the file.*	Click **Print**

Close all open windows.

PRINTING WITH DRAG AND DROP

Discussion

An easy way to send a file to the printer from Windows NT is to drag the file's icon to the printer icon. If the program that created the file is on the system, Windows NT will open the program, open the file, print the file using the program's default print settings, then close the file and the program.

If you plan to use drag and drop to print frequently, create a shortcut for the printer on your desktop so that you do not have to open the Printers window each time you want to print.

> You can print multiple files by dragging them to a printer icon.

Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Printers**.

4. Double-click the **My Computer** icon.

5. Double-click the drive necessary to locate the folder.

6. Double-click the folders necessary to locate the file you wish to print.

7. Drag the file to the icon of the printer in the Printers window.

8.   Release the mouse button.

![icon] **Step-by-Step**

Send a file to the printer using drag and drop.

Steps	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click ![icon] **Start**
2. Point to **Settings**. *The Settings submenu appears.*	Point to ![icon] **Settings**
3. Select **Printers**. *The Printers window opens.*	Click ![icon] **Printers**
4. Double-click the **My Computer** icon. *The My Computer window opens.*	![My Computer icon] Double-click My Computer
5. Double-click the drive necessary to locate the folder. *The folders appear in a window.*	Double-click the drives necessary to view the Student Data Folder and the **Memos Sent** subfolder
6. Double-click the folders necessary to locate the file you wish to print. *The files appear in a window.*	Double-click the folders necessary to view the Student Data Folder and the **Memos Sent** subfolder
7. Drag the file to the icon of the printer in the Printers window. *The file moves as you drag.*	Drag any file to the icon for the default printer
8. Release the mouse button. *Windows NT prints the file.*	Release the mouse button

Close all open windows.

VIEWING THE PRINT QUEUE

Discussion

Documents that are waiting to be printed are stored in the "print queue." You can view the print queue to see a list of the documents waiting to print and the order in which they will print.

> 📖   Each printer has its own print queue.

> 📖   A printer icon displays beside the time in the taskbar when documents are sent to a printer. You can open the print queue by pointing to the printer icon in the taskbar, clicking the right mouse button, and selecting the name of the printer in the shortcut menu.

✓ Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Printers**.

4. Double-click the icon for the printer.

Step-by-Step

Open the print queue for viewing.

Steps	*Practice Data*
1. Click **Start**. *The Start menu appears.*	Click 📲 **Start**
2. Point to **Settings**. *The Settings submenu appears.*	Point to 🗂 **Settings**
3. Select **Printers**. *The Printer window opens.*	Click 🖨 **Printers**

Steps	*Practice Data*
4. Double-click the icon for the printer. *The print queue window opens.*	Double-click any printer icon

Close all open windows.

PAUSING THE PRINTER

⬛ Discussion

For various reasons, you may need to pause the printer while it is in the middle of printing a file. Using commands in the print queue, you can pause the printing and resume it again when you are ready without ever touching a button on the printer itself.

> 📖   To resume printing, select **Pause Printing** from the **Document** pull-down menu in the print queue window. This option will remove the check from the menu command and continue your print job.

✅ Procedures

1.   Click **Start**.

2.   Point to **Settings**.

3.   Select **Printers**.

4.   Double-click the icon for the printer.

5.   Select the print job you want to pause.

6.   Select the **Document** pull-down menu.

7.   Select **Pause Printing**.

CHANGING THE ORDER OF PRINT JOBS

Discussion

When several files are sent to the same printer to be printed, the files are printed in the order they were sent. If a file waiting to be printed needs to be printed sooner than other files in the print queue before it, you can move the file up in the queue. You also can move a file down in the queue so that it is printed later than its original position.

> You cannot move a print job to the top of the queue to replace the job that is currently printing. Nor can you move the job that is currently printing to a different position in the print queue.

Procedures

1. Click **Start**.

2. Point to **Settings**.

3. Select **Printers**.

4. Double-click the icon for the printer.

5. Drag the print job to the desired location in the queue.

6. Release the mouse button.

CANCELING A PRINT JOB

Discussion

Although application programs usually have commands that cancel a print job, you also can cancel a print job from the Windows NT print queue. When a print job that is printing is canceled, it may not stop printing instantly because the printer must print the data that is still in its memory buffer. If the buffer is large enough, it could contain the remainder of the file and, therefore, canceling the print job has no effect.

✓ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Printers**.

4. Double-click the icon for the printer.

5. Select the print job you want to cancel.

6. Select the **Document** pull-down menu.

7. Select **Cancel Printing**.

PURGING THE PRINT QUEUE

Discussion

Purging the print queue cancels all print jobs currently in the print queue, including the job that is currently printing. Canceled print jobs, however, will not stop printing until the printer's memory buffer is emptied.

✓ **Procedures**

1. Click **Start**.

2. Point to **Settings**.

3. Select **Printers**.

4. Double-click the icon for the printer.

5. Select the **Printer** pull-down menu.

6. Select **Purge Print Jobs**.

EXERCISE

USING PRINTERS

Task

Use Printers.

1. Use the shortcut menu to print any document from the Student Data Folder.

2. Use drag and drop to print another document from the Student Data Folder.

3. View the print queue for the default printer.

4. Close all open windows.

LESSON 25 -
USING MY BRIEFCASE

In this lesson, you will learn how to:

- Use My Briefcase

- Make direct cable connections

- Synchronize files

- Check folder or file status

- Split a folder or file

USING MY BRIEFCASE

Discussion

My Briefcase in Windows NT allows you to copy files from one computer, modify them on another computer, and then synchronize the original files with the modified files. This utility is a useful for people who take files to another location (like home or on the road) to work on and then bring them back to the office. When you transfer files, there is always the danger of writing over the most up-to-date file. My Briefcase solves this problem by replacing unmodified files with modified files. If both files have changed, Windows opens the program that created the files (if it is available) to merge the different versions.

The general steps for using My Briefcase are as follows: copy the files from the primary computer to My Briefcase, move My Briefcase to a floppy disk, edit the files in My Briefcase using the remote computer, insert the floppy disk into the primary computer and update the files.

Procedures

1. Insert a diskette into the **A:** drive of your primary computer.

2. Drag the files or folders on which you will be working to the **My Briefcase** icon on the desktop.

3. Release the mouse button.

4. Move **My Briefcase** to the diskette in your primary computer's **A:** drive.

5. Remove the diskette from your primary computer. You can now modify the files on the diskette on your other computer as necessary.

6. Insert the diskette with the modified **My Briefcase** files into your primary computer's diskette drive.

7. Move **My Briefcase** from the diskette back to the desktop of your primary computer.

8. Double-click the **My Briefcase** icon on your desktop.

9. Select the **Briefcase** pull-down menu.

10. Select **Update All**.

SYNCHRONIZING FILES

Discussion

With a direct cable connection, you can use My Briefcase to synchronize files between computers. This process is a convenient way to share or copy a large number of files between two desktop computers or a desktop computer and a portable computer.

✅ Procedures

1. Connect the computers using a direct cable connection.

2. Drag the file or folder to the **My Briefcase** icon on the desktop.

3. Release the mouse button.

4. Modify the folder or file in My Briefcase or in its original location.

5. Double-click the **My Briefcase** icon on the desktop.

6. Select the folders or files you want to update.

7. Select the **Briefcase** pull-down menu.

8. Select **Update All** or **Update Selection**, as applicable.

9. Select **Update**.

CHECKING FOLDER OR FILE STATUS

Discussion

You can check the status of any folder or file in My Briefcase to determine if it has been synchronized with its original.

✅ Procedures

1. Double-click the **My Briefcase** icon on the desktop.

2. Select the folders or files on which you want to check the status.

3. Select the **File** pull-down menu.

4. Select **Properties**.

5. Select the **Update Status** tab.

6. Select **OK** to close the dialog box.

SPLITTING A FOLDER OR FILE

Discussion

You may want to maintain a folder or file in My Briefcase separate from its original. When you want to perform this task, you must split the folder or file.

> When you split a folder or file, its status becomes an orphan and it is no longer updated.

Procedures

1. Double-click the **My Briefcase** icon on the desktop.

2. Select the folders or files you want to split.

3. Select the **Briefcase** pull-down menu.

4. Select **Split From Original**.

5. Select **Yes**.

EXERCISE

USING MY BRIEFCASE

Task

The following questions test your knowledge of the concepts learned working with My Briefcase.

1. What are the four basic steps for using My Briefcase?

2. What type of connection must be made to use My Briefcase to synchronize files between two computers?

3. Which property sheet do you use to check the synchronized status of a folder or file in My Briefcase?

4. What do you need to do to maintain a folder or file in My Briefcase from its original?

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