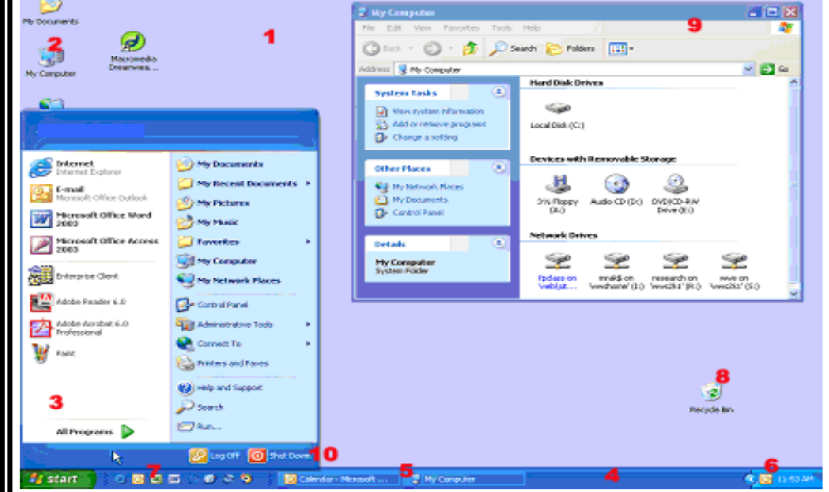










































Windows XP Reference Guide

Main Screen	Typical Desktop Items
	<ul style="list-style-type: none">  My Documents is a storage location for your most commonly accessed templates and files.  My Computer is an easy method of viewing the contents of your folders, files, and printers.  If connected to a network, you can use My Network Places to list the computers and resources available over the network.  Connects to the Internet using Microsoft's Internet Explorer.  Runs Microsoft Outlook Express where to access and manage your e-mail messages.  The Recycle Bin temporarily stores deleted items until you choose to empty it.  Use this to play video, music and other multimedia files.
<p>Below are a list of the most commonly found items within the Windows XP environment:</p>	
<ol style="list-style-type: none"> 1 The computer screen is referred to as your desktop and actually functions similar to a physical desktop. You can have a calculator, calendar, clock, notepad and multiple documents all on your computer desktop the same as you might on a physical desktop. 2 Icons are pictorial representations of programs, documents, shortcuts, and other items that can be accessed through Windows. To open an icon, place the mouse pointer on top of it and click the [LEFT] mouse button twice rapidly (double-clicking). Once an icon is opened, it is placed in a rectangular window. Once the window is closed, the program, document, shortcut, etc. returns to an icon. 3 The Start Menu provides quick access to many of the features within Windows. You can run programs, change settings, and shut down your system through this menu. 4 Across the bottom of the desktop is the Taskbar which is used to quickly access programs, list the applications currently running and display the current time. You can choose to have the taskbar displayed across the bottom of your screen or (to save space) have it only appear when you move your mouse to the bottom of the screen. 5 Currently running applications are listed along the taskbar as buttons. To switch to one, simply click on its name and that program will become the active window. 6 The Quick Launch Bar lists your most frequently used applications so you can access them quickly without having to open the Start menu. 7 The System Tray contains icons for system utilities such as volume control, date and time settings and display options. 8 The Recycle Bin temporarily stores your deleted items. 9 The opened window represents the application you are currently working on 	<h3 data-bbox="1079 861 1347 892">Task Bar Components</h3>  <ul style="list-style-type: none">  start Opens the Start menu. Taskbar Buttons Displays buttons representing programs currently running. Notification Area Displays Windows information and alerts. <h3 data-bbox="1177 1155 1315 1186">Quick Tips</h3> <p>To create a desktop shortcut, point to the file or folder you want to add (from within My Computer or Windows Explorer) and click your [RIGHT] mouse button once. From the pop-up menu, select Send to → Desktop (create shortcut).</p> <p>To customize the appearance of your desktop, point to a blank spot and then click your [RIGHT] mouse button. From the pop-up menu, choose Active Desktop → Customize My Desktop.</p> <p>To customize the taskbar and Start menu, point to a blank spot on the taskbar and click your [RIGHT] mouse button once. From the pop-up menu, choose Properties.</p> <p>To configure Windows settings, open the  start menu and choose  Control Panel</p>

Windows XP Reference Guide

Basic Commands		Start Menu Items	
Accessing Help	Press F1 or click on  Help and Support (within the Start menu).	 Internet Internet Explorer	Runs Internet Explorer and begins browsing the Net.
Accessing a Menu	Press ALT and the corresponding underlined character or point to the menu item and click your [LEFT] mouse button once. When the menu drops open, type the underlined character of the desired menu item or point to it and click your [LEFT] mouse button once.	 E-mail Outlook Express	Opens Outlook Express so you can work with e-mail.
Closing a Window	Click on  (located in the upper right corner of the window).	 Windows Movie Maker	This program allows you to transfer home movies to your computer for editing.
Copying an Item	<ol style="list-style-type: none"> 1 Select the item to be copied and either click on  or access the Edit → Copy menu. 2 Select the new location and then either click on  or access the Edit → Paste menu. 	 Windows Media Player	This multimedia program is used to play your audio and video files.
Creating a Folder	<ol style="list-style-type: none"> 1 From the Windows Explorer, select the drive/folder under which the new folder should be placed. 2 Access the File → New → Folder menu. 3 A new folder will be added to the list. Enter a name (up to 255 characters) for the new folder and then press ENTER. 	 MSN Explorer	If you use MSN as your Internet provider, choose this to connect to the Net.
Deleting an Item	To delete a file or folder, select the item to be removed and then press DEL . You will be asked to confirm the deletion.	 Tour Windows XP	Select this item to learn the basics of Windows XP.
Displaying the Desktop	While pointing to the taskbar, click your [RIGHT] mouse button once and choose Show the Desktop from the pop-up menu.	 My Documents	Displays the folder labeled My Documents .
Moving an Item	<ol style="list-style-type: none"> 1 Select the item to be moved and then either click on  or access the Edit → Cut menu. 2 Select the new location and then click  or access the Edit → Paste menu. 	 My Recent Documents	Displays a list of your most recently accessed files.
Moving a Window	Point to the window's title bar and then click & drag to move it to another screen location.	 My Pictures	Displays the contents of the My Pictures folder which contains graphic items.
Renaming a File or Folder	<ol style="list-style-type: none"> 1 From Explorer, click once on the file or folder to select it. 2 Click a second time (do not double-click) or press F2. 3 The current name will become highlighted and a cursor will appear. Enter a new name and then press ENTER. 	 My Music	Displays the contents of the My Music folder which contains audio files.
Running a Program	<ol style="list-style-type: none"> 1 Open the  start menu. 2 Click on All Programs . 3 Select the program you want to run from the sub-menu. 	 My Computer	Displays the drives and folders on your system.
Shutting Down the System	<ol style="list-style-type: none"> 1 Open the  start menu. 2 Click on  Turn Off Computer 3 Choose whether you want to shut your system down, switch to standby mode or restart your computer. 	 Control Panel	Select this item to customize your settings.
Switching Programs	To switch between the programs you are currently running, press ALT+TAB to scroll through the applications or click on the name of the program you want to switch to (from along the taskbar at the bottom of your screen).	 Printers and Faxes	Allows you to install and configure printers and faxes.
Toolbar Help	Point to a tool for a few seconds (without clicking) and a box will appear describing that tool's function.	 Help and Support	Accesses the help screen.
Undoing a Command	Click on  or access the Edit → Undo menu.	 Search	Locates files, folders and other computers.
		 Run...	Runs DOS commands or programs not installed.
		 Log Off	Logs off from the current user and then back on as another.
		 Turn Off Computer	Shuts your system down, switches to standby mode, or restarts your computer.