

Introduction to Windows 2000/XP

The following exercises are designed to familiarise you with using Windows 2000/XP. When you have completed them you will be able to:

- Start programs using the Start menu and Desktop icons.
- Switch between programs using the task bar
- Use Windows Explorer to:
 - Identify Drives, folders and files
 - Create a new folder in your home drive
 - Move, copy and delete files
 - Open a file and its associated application
 - Create a shortcut on the desktop
 - Find files

Terminology

Once you **log in** you are placed on the **desktop**.

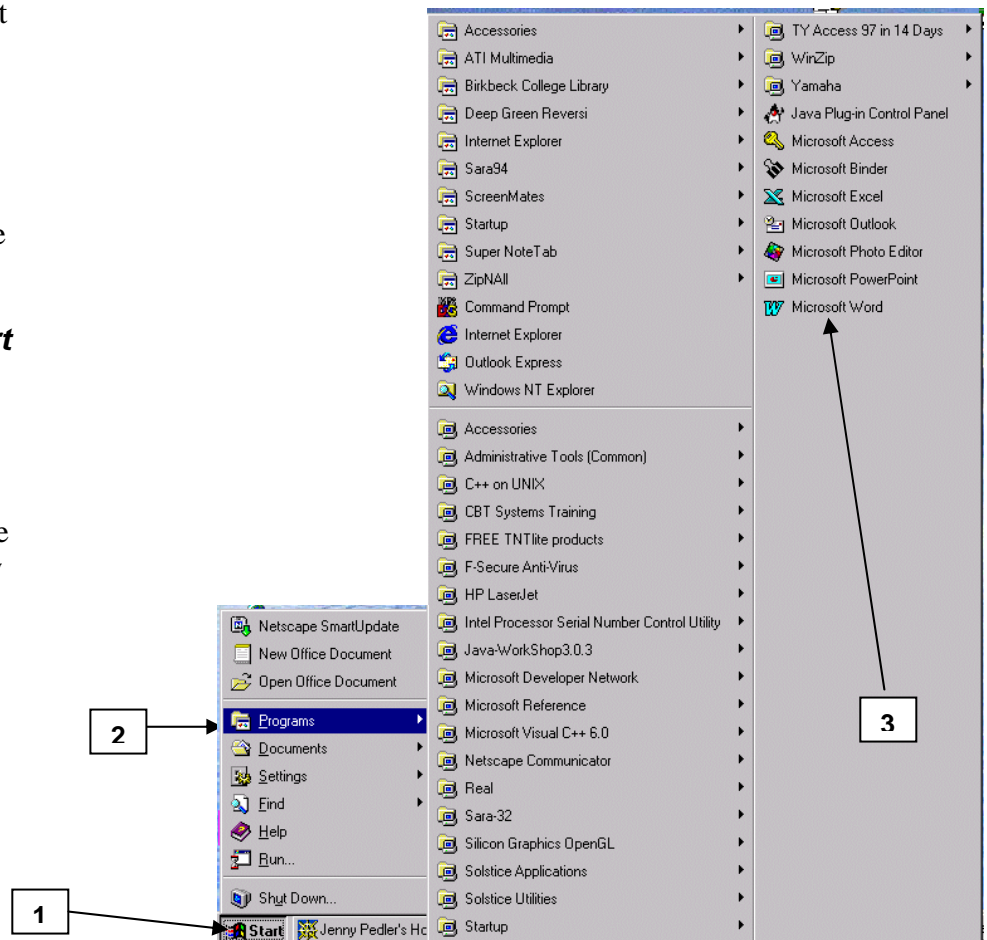
You can use **icons** on the desktop to open programs and files.

The **taskbar** is at the bottom of the screen. You use this to switch between the different **applications** (programs) that you are using.

At the left of the taskbar is the **Start button**. You use this to start programs and also to **log out** of (close) Win2000/XP when you have finished.

Exercise 1: Use the Start button to start a program

1. Click the Start Button
2. Move the mouse over the Programs icon to display the program menu.
3. Click the Microsoft Word icon to start the word-processing program.
4. Word opens in a new window.
5. Close Word by clicking the **X** button in the top right corner of the screen.



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Exercise 2: Start a program using an icon

This time you will start Word by using its shortcut icon on the desktop. Find the Word icon and double-click to start the application. (Double-clicking can be a difficult but it's worth persevering. Alternatively you can click once on the icon and then press the Enter key on the keyboard.)

Instead of closing the program this time, use the minimise (the one with the **_**) button. You will be returned to the desktop and you will see an icon in the taskbar representing the minimised program.



You can click this to return to Word.

Exercise 3: Switch between programs using the taskbar

Find the icon for Windows Explorer (or using the **right** hand mouse button and “**right click**” on the Start Button and select **Explore**). Open the program and then minimise it. You will now have two program icons on the taskbar. You can switch between the programs using these icons.

Close Word by right-clicking on its icon and then clicking close. The icon will disappear from the taskbar.



Exercise 4: Familiarise yourself with Windows Explorer

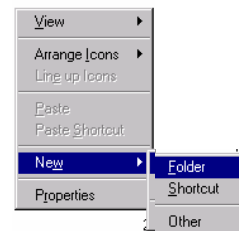
Make Windows Explorer the active application and maximise it to fill the screen

Take some time to familiarise yourself with the contents and layout of the Windows Explorer screen.

- Identify the icons representing drives, folders and files.
- Experiment with expanding and collapsing the drive listing in the left pane.
- Try displaying the contents of different drives and folders in the right pane.
- Double-click a folder icon in the right pane to open it and display its contents.
- Finish your exploration by closing everything in the left pane except for My Computer and your home drive.

Exercise 5: Create a new folder

1. Click on your home drive to display its contents. Make sure that its name appears in the box at the left of the toolbar.
2. Click the **right** mouse button anywhere in the blank space in the right pane to display this shortcut menu. Move the mouse down to New and then click Folder (with either button).
3. A new folder with the temporary name New Folder appears at the bottom of the listing in the right pane. Type a new name for the folder. In this case call it **itc**.



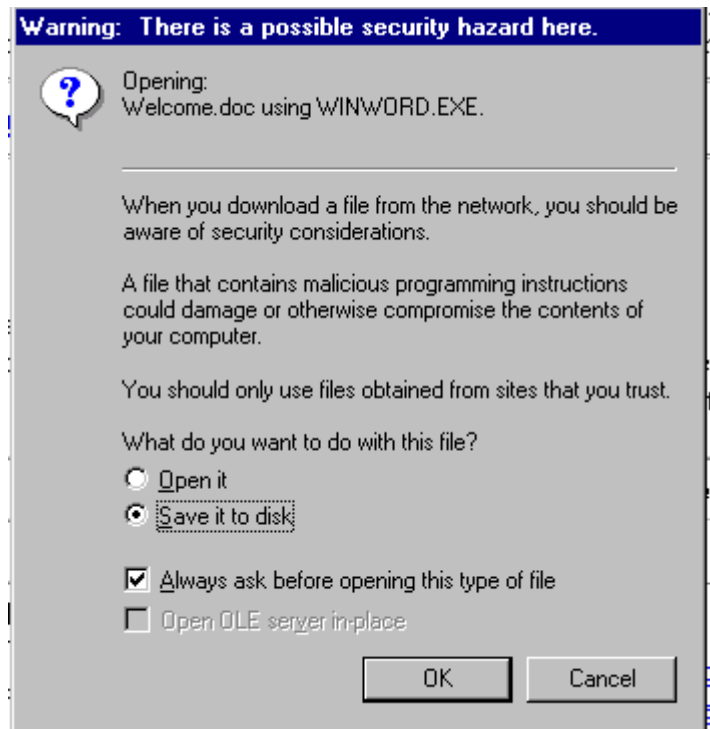
Note: Folders are normally displayed before files in the listing but new folders always appear at the bottom. Click the View menu and then Refresh to update the display and show the folder in its correct position.

Now try creating a subfolder called **temp** inside the **itc** folder you have just created.

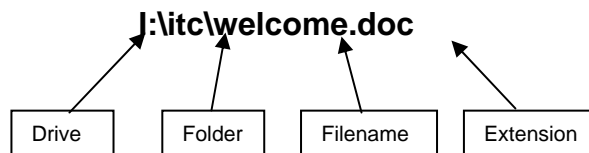
Exercise 6: Download a file

You will now download a file to the **itc** folder that you have just created. The file you are going to download is called **Welcome.doc** and there is a link to it on the ITC course page on the web.

1. Open the **itc** course page in Netscape.
2. Click the link for Welcome.doc in the Files section of the Course Outline.
3. You will then see this dialog box. Choose the option to Save to Disk (the default) and click OK.
4. In the Save As dialog box, navigate to your home drive and the **itc** folder you just created and then click Save.
5. Go back to Windows Explorer and open your itc folder to check that the file has been downloaded to it.



The full filename and path for your file is shown below



Exercise 7: Open a file and an application at the same time

You can double-click on a file name in the right pane to open the file and start its associated application at the same time. Try this by double-clicking on the **welcome.doc** file in your **itc** folder. Word will start with this file as the active document. Return to the Explorer window.

Exercise 8: Rename a file

First make a copy of the **welcome.doc** file to the temp subfolder. Open the **temp** subfolder and right-click on the filename and then click rename from the shortcut menu. You can now type a new name for the file. Rename it **first.doc**.

Note 1: You must type the extension for the file if you rename it in Explorer although this is added automatically when you save the file in Word.

Note 2: You can use the same method to rename a folder.

Exercise 9: Move a file

When you copy a file there are two copies of the file, one in the folder you copied it from and one in the folder you copied it to. When you move a file there is only one copy. You remove it from its original folder and put it in a different one. To do this you follow the same process as for copying except that you click Cut instead of Copy in step 2. Try this out by moving the file you renamed **first.doc** from the temp subfolder to the **itc** folder.

Exercise 10: Delete a file and a folder.

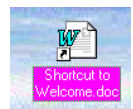
To delete a file you simply click on its name to select it and then press the Delete key on the keyboard. Delete the file first.doc that you have just moved to the **itc** folder. Now delete the **temp** subfolder.

Exercise 11: Create a shortcut on the desktop

You can create your own shortcuts on the desktop for files or programs that you use frequently.

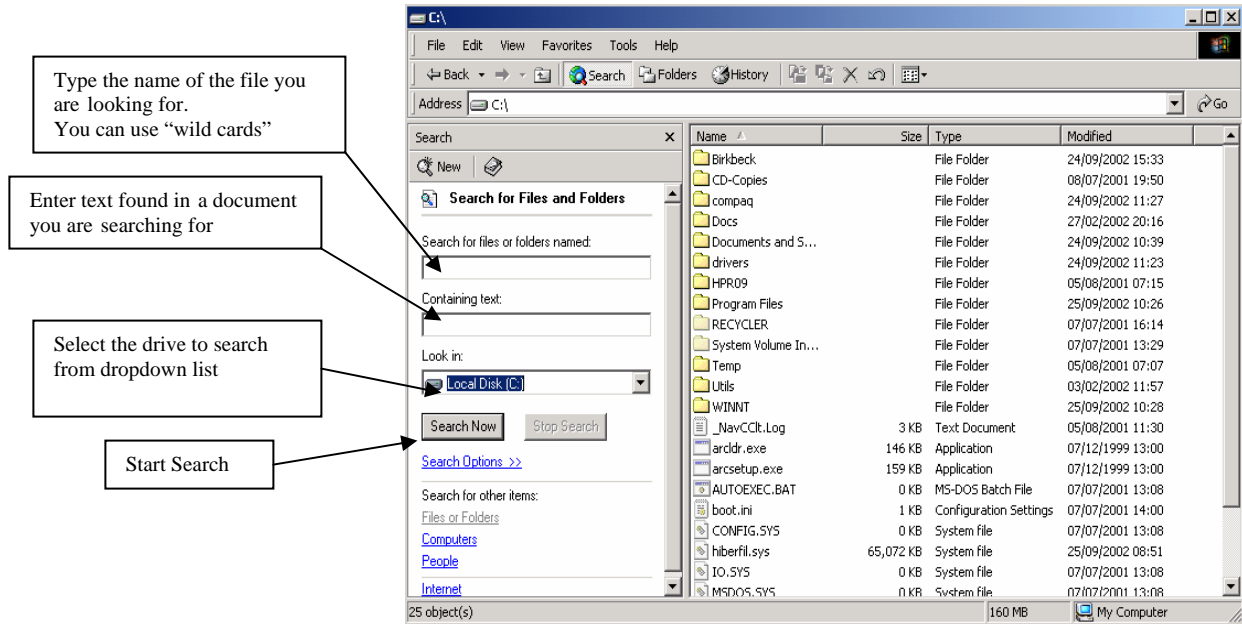
You will now create a shortcut for the **welcome.doc** file so that you can open it from the desktop.

First arrange your windows so that you can see the desktop as well as the Explorer window. Right-click the filename (**welcome.doc**) that you want to create a short cut for. Click Create Shortcut from the shortcut menu. An icon named Shortcut to Welcome.doc will appear at the bottom of the listing. Use the mouse to drag this icon on to the desktop. Double-click the icon on the desktop to open the file.



Exercise 12: Find a file

Click the Start Button Search Icon on the Toolbar to see the Search for Files and Folders dialog.



Type welcome.doc in the **Search for files and Folders** box and select your home drive in the **Look in** box.

Click Find Now.

You should see the name and path of your file in the listing.

You can double-click on the file to open it in the same way as from the main Explorer window.

If you are not sure of the name of the file you are looking for you can use wildcards.

* replaces any sequence of letters, ? replaces a single letter.

For example, *.doc would find all files with a .doc extension (i.e. all Word files).

You can also use the **Search Options** tab to restrict your search. By clicking on **Date** you can search for files modified between certain dates; **Type** allows you to limit the type of files which will be returned by the search. **Size** allows you to specify a minimum or maximum size. **Advanced Options** has one feature that should be set as default; **Search Subfolders**. This allows the search to look in folders within folders

Try out some of these options for yourself.

Try searching for a file containing the text “Congratulations on successfully copying this file”

Logout

It is important to log out once you have finished your Windows 2000 session to prevent unauthorised access to the network.

Click the Start Button and click Log OFF.



When the Shut Down Windows dialog appears you will normally want to accept the default choice to End your session, leaving the computer running. This returns to the log-in screen to allow another user to use the computer.

Click OK to do this