Follow to learn Operating Systems

1. Windows XP – Operating System
	1. Desktop – main portion of the screen; can place tools her to help make using the computer easier
		1. Icons – visual symbols that represent programs, files, or folders

* + - 1. Double click on an icon to access
			2. Double click on the Word

* + - * 1. Minimize the program – click the 3rd button on the top right
1. Taskbar – at the bottom of the screen; leads to different tasks or applications
	1. Divided into 4 Areas
		1. Start – access to different tasks or applications
			1. Click Start, Programs, Internet Explorer
				1. Should get a Stop Sign because the Internet is blocked (Do Not Close)

Start

Quick Launch

Program Area

System Tray

* + 1. Quick Launch – access to different tasks or applications
			1. Click Show Desktop
		2. Program Button Area – programs that are open
			1. Click on the Word Program to make it active
		3. System Tray – programs running in the background

1. Help and Support - Gives you possible topics on issues you want help with
	1. Click Start, Help and Support
		1. Type “Games” in the **Search Box**
			1. The suggested topics are listed to possibly help find a solution to a problem.
2. Disk Cleanup - Scans your hard drive and identifies unnecessary files that can be deleted

* 1. Click Start, Programs, Accessories, System Tools, Disk Cleanup
		1. Click Cancel since this will take too long
			+ 1. Cancel is a **Command Button**
1. Disk Defragmenter - Scans the drive and puts things in a better order to free up space on the drive

* 1. Click, Start, Programs, Accessories, System Tools, Disk Defragmenter
		1. Click Analyze to start the hard drive analysis
			1. Click Close

* + 1. Click the X to Close the program
1. Search for Files/Folders - Allows you to find files/folders that you have misplaced
	1. Click Start, Search, For Files and Folders

* + 1. Click Green Arrow next to All Files and Folders
			1. In All or part of file name, type “Drill”
			2. In “Look in” change to your V:\ (Student Number) Drive
				1. Click Search
		2. Notice the files that were found.
			1. Click the Red X to close the dialog box

1. Toggle through open Programs – Lets you change the active program
	1. Press Alt + Tab
		1. Hold the Alt Key and Press Tab to move between programs
			1. Release the keys when Word is selected

1. Tiling Windows – lets you view multiple Programs at one time
	1. Right click on the Taskbar; click Tile Windows Vertically
	2. Right click on the Taskbar; click Undo Title
	3. Right click on the Taskbar’ click on Tile Windows Horizontally

* + 1. In Word, click Maximize
1. Closing programs – shuts the program down
	1. Click the X in the upper right corner of each application that is open