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)



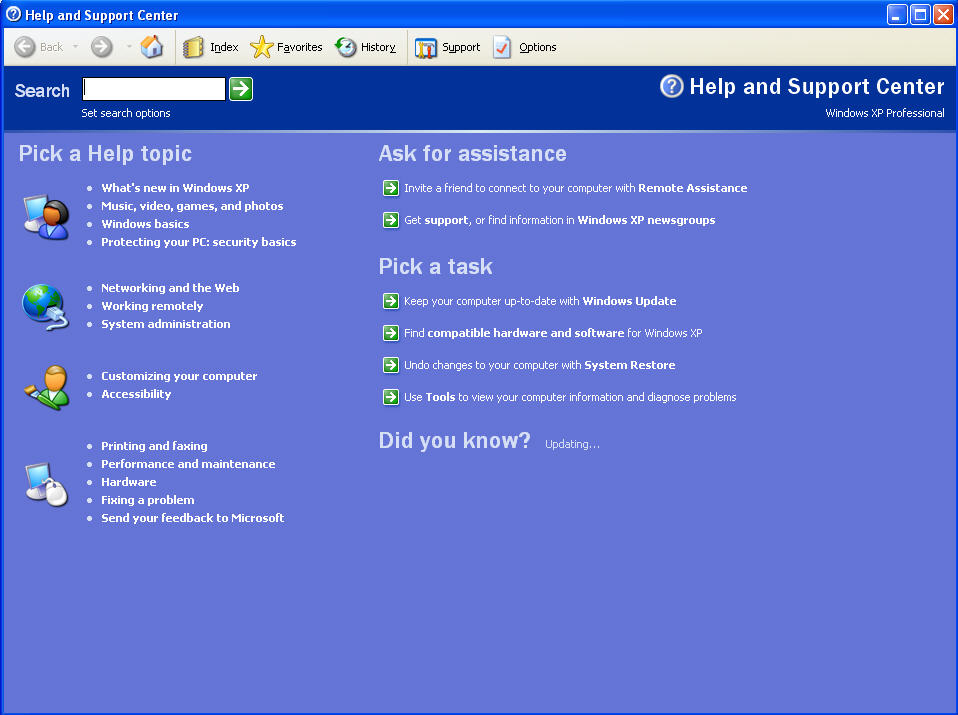
Start

Quick Launch

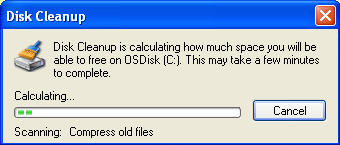
Program Area

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

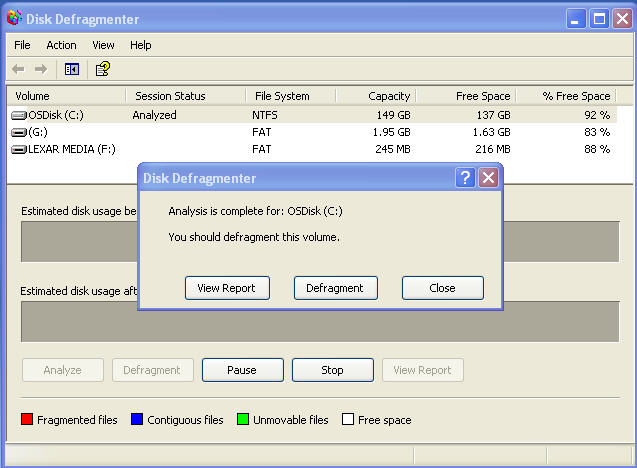


1. Help and Support - Gives you possible topics on issues you want help with
   1. Click Start, Help and Support
      1. Type “Games” in the **Search Box**
         1. The suggested topics are listed to possibly help find a solution to a problem.
2. Disk Cleanup - Scans your hard drive and identifies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

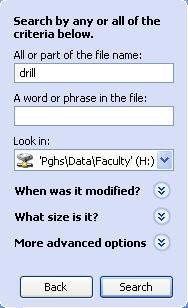


* 1. Click, Start, Programs, Accessories, System Tools, Disk Defragmenter
     1. Click Analyze to start the hard drive analysis
        1. Click Close



* + 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