

The American University in Cairo

Academic Computing Services

Windows XP

Prepared by

**Soumaia Ahmed Al Ayyat
Marwa Mahmoud**

12 January 2004

Table of Contents

- [Starting Up the Computer](#)
- [Windows Environment](#)
- [Start Button](#)
 - [Log Off](#)
 - [Run](#)
 - [Search](#)
 - [Help and Support](#)
 - [Printers and Faxes](#)
 - [Set Program Access & Defaults](#)
 - [Control Panel](#)
 - [My Network Places](#)
 - [My Computer](#)
 - [My Recent Documents](#)
 - [Programs](#)
 - [Accessories](#)
 - [Windows Explorer](#)
- [Desktop Area](#)
 - [Recycle Bin](#)
 - [Adding Shortcuts](#)
- [Other Features](#)

Starting Up the Computer

Windows XP controls the whole computer since it starts until it shuts down.

- To start the computer, press the Power button. The Windows XP will setup everything and starts the Windows XP environment.

Windows Environment

The Windows XP environment screen consists of:



- **The Desktop:** it is the area on the screen where you work. Think of the desktop as your personalized workspace. Several *icons*, or small pictures, are located on the left side of your desktop. Each icon represents an object, such as a *folder* or a *program*. Depending on how your computer is set up, your icons may be different from those in the illustration.
- **Start button:** it is the button located at the lower left corner of the screen. If you click this button, a menu pops up with several items to choose among. We will discuss them in details in the following sections.
- **Taskbar:** it is the bar located at the bottom of the screen. This bar includes buttons of the currently active programs. To bring any of these programs on top of the desktop area, press its button. On the right corner of the taskbar, there is a set of resident programs. You can call any of them by a double-click on its icon. Moreover, the clock is displayed to the most right corner.



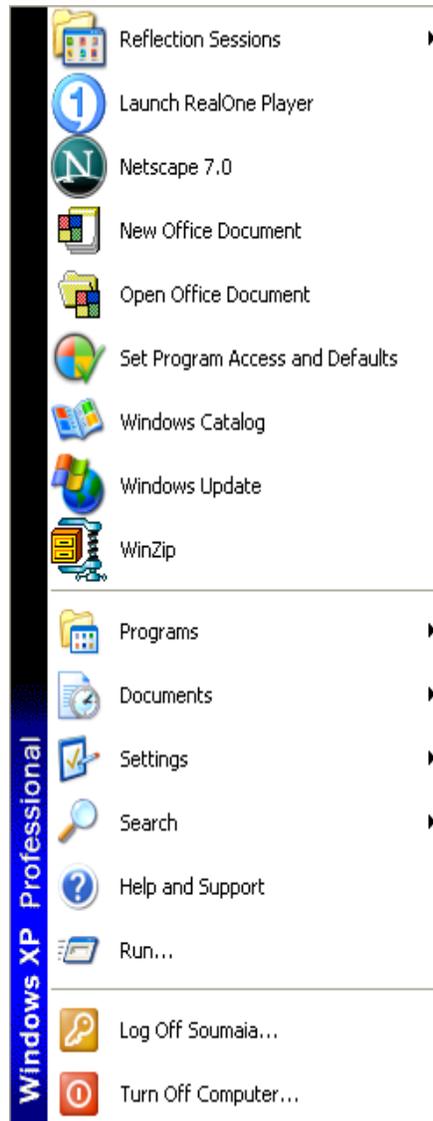
Start Button

The start Menu in Windows XP can have two interfaces, either the classic style which is similar to the earlier versions of Windows, or the new style of XP. In both cases, the main headers are the same; the only difference is the place of the items.

You can switch from one style to another by following these steps:

1. Right-Click the task bar at the bottom of the screen.
2. Select Properties
3. Choose start menu from the pop up box that will appear
4. You can choose either the new style or the classic start menu by clicking on the circle beside any of them.
5. Press OK.

This is the classic style:



I'll discuss here, the new style. However, all the options in the new style exist in the classical one but they just may appear in different ordering.

When you click the start button, a menu pops up with several options: 2 buttons at the bottom of the menu and two columns of options on the top of them.

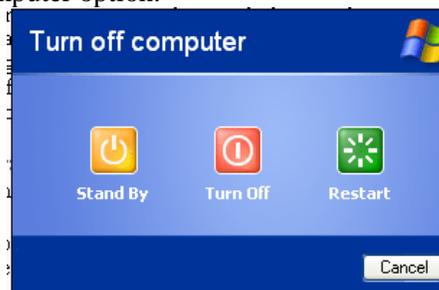
Let's explain them one-by-one moving bottom up, starting with the bottom options:



- **Log Off:** This item gives you two options either to log off your account which means closing all your running programs, or to switch user which means leaving your programs running and switching to another user. You might want to use this option at quitting time if someone else will be using your computer.
In both cases, if you log off or switch user, Windows prompts you the logon dialogue box you saw at the beginning of your current session, allowing you or another user to log back on.
- **Turn Off Computer:** This item allows you to properly turn off the computer, restart the computer, or keep the computer in the stand by mode.

Turn Off

- To turn off the computer, don't press the Power directly. Windows XP needs to clean up some files before switching off the computer. The proper shut down goes as follows:
 1. Press the Start button.
 2. Select Turn off computer option.



3. A window pops up showing 3 options: stand by, turn off, and restart. Choose turn off
4. Windows XP closes any running programs and turns off the power of your computer
5. If your computer is one of the old ones that don't have the power management capabilities, a black screen appears prompting you "It's now safe to switch off the computer"

6. Press down the Power button

Restart

- To restart the computer, follow these steps:
 1. Press the Start button.
 2. Select the turn off computer option
 3. A window pops up with several choices. Choose Restart option
 4. Windows XP will prompt you to wait until it closes some files
 5. Windows XP will start automatically

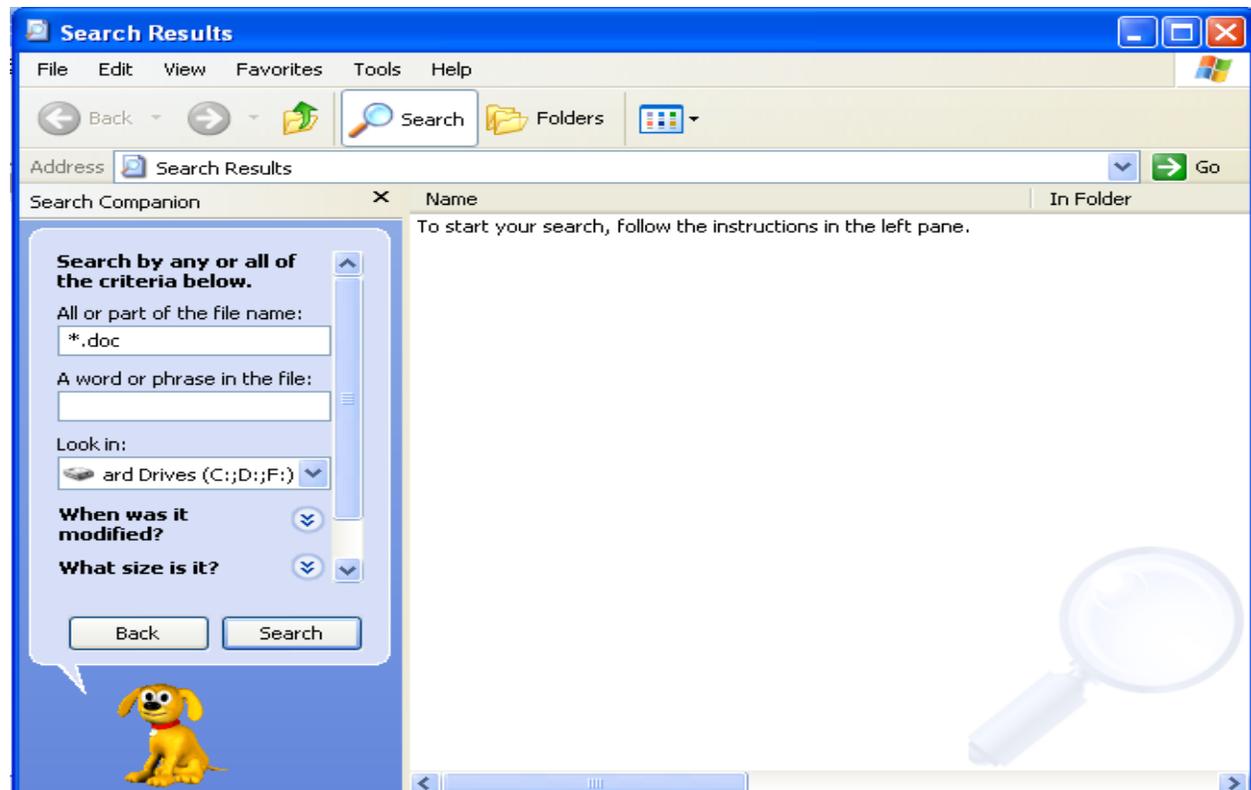
Stand By

The stand by option puts your computer in a low-power state so that you can quickly resume your windows session.

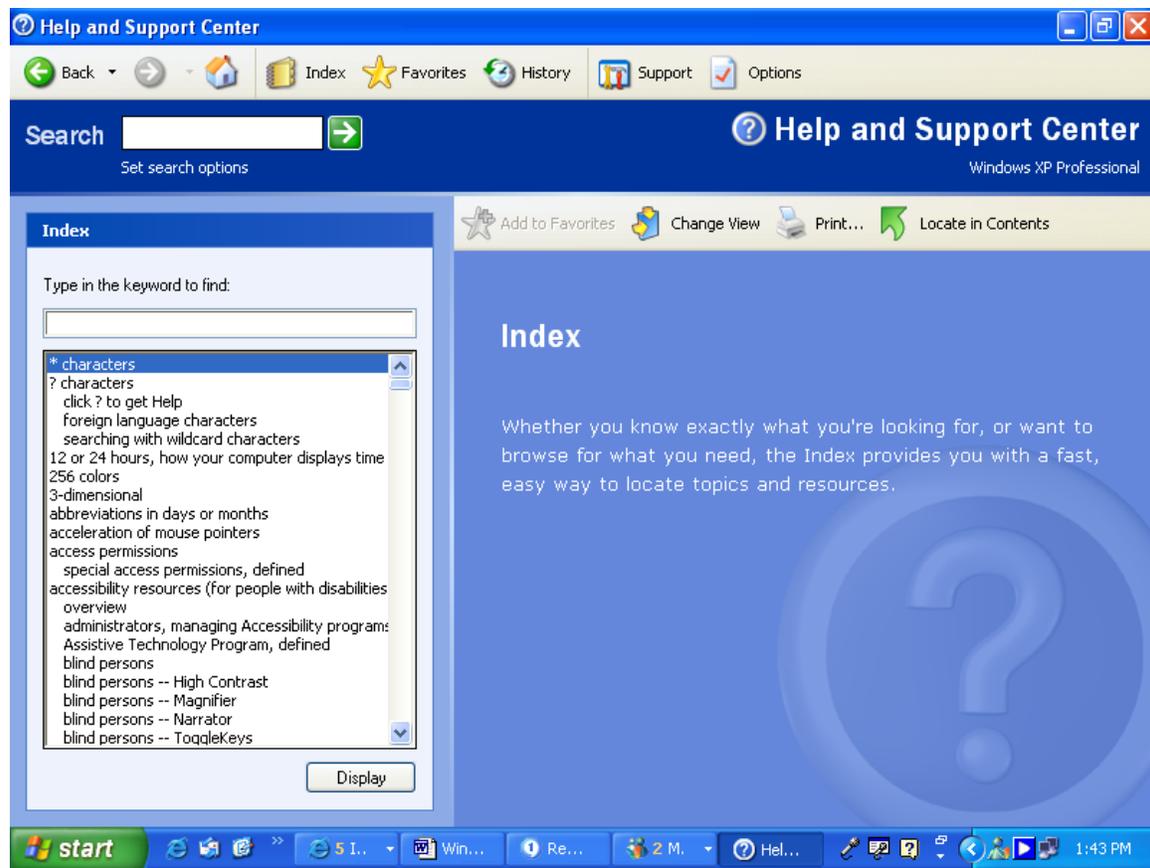
- To put the computer in stand by mode, follow these steps:
 1. Press the Start button.
 2. Select the turn off computer option
 3. A window pops up with several choices. Choose Stand by option
 4. Windows XP will go to stand by mode
- To close the stand by mode and resume your work, press any key on the keyboard or just click on the mouse. Windows will prompt you the logon dialogue box in order to log back in

These were the two options at the bottom. Let's look at the right menu:

➤ **Run:** This item allows you to run any command by typing the full path of the program. When you click on Run, a window pops up asking for the program name. You can type the full path, or use the Browse button to search for the location of the program. Once you have the correct path, press OK button to run it.

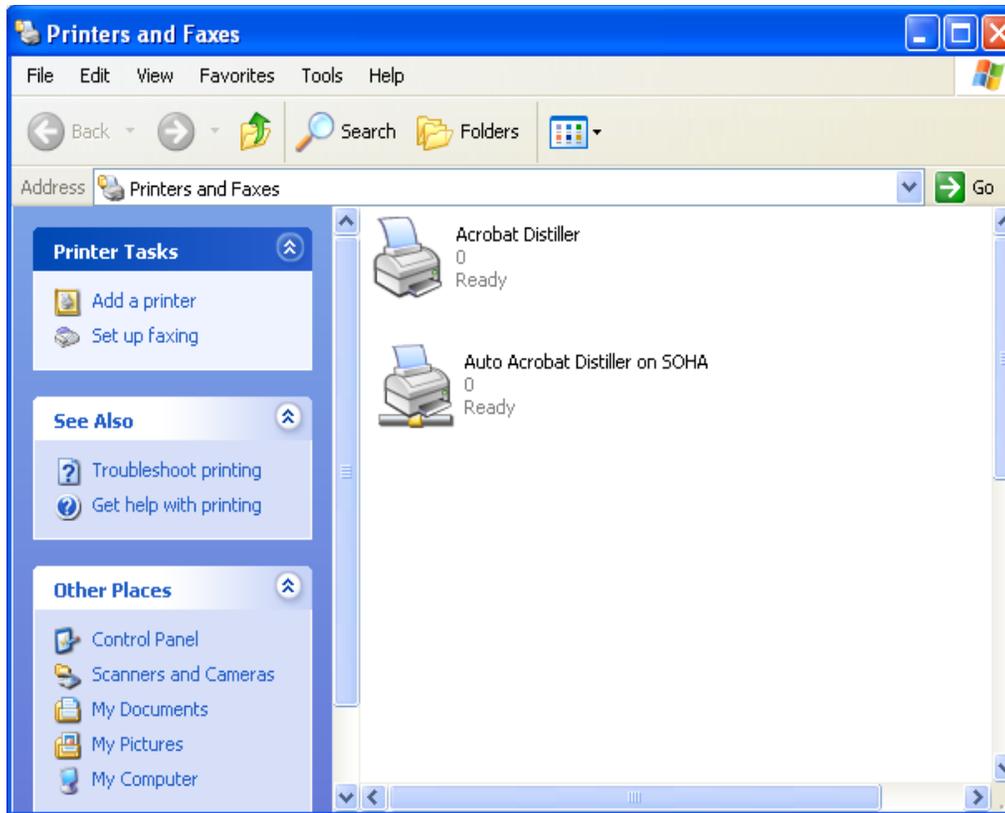


- **Search:** This item enables you to search for any file or folder that exists on your computer. A window pops up asking for the type of search. It asks for a filename or a part of its name. Furthermore, it allows the search for certain sentences written inside the files. It asks you where to start the search process, i.e. which directory under which drive. By default, Search looks for the disk or folder specified in the Look In box, plus all subfolders of that disk or folder. After you fill in all the details, press "Search" button. The result of search will appear in front of you as a list of matching items. You can run any of them (via a double-click) or delete it (via Delete key) or even rename it (by two single mouse clicks on it then type the new name). Search options include some advanced options such as setting a limit on the range of dates on which the files were modified or created or limiting the search to files that have been modified or created during the last month(s) or day(s). Moreover, you can search by file type or file size.



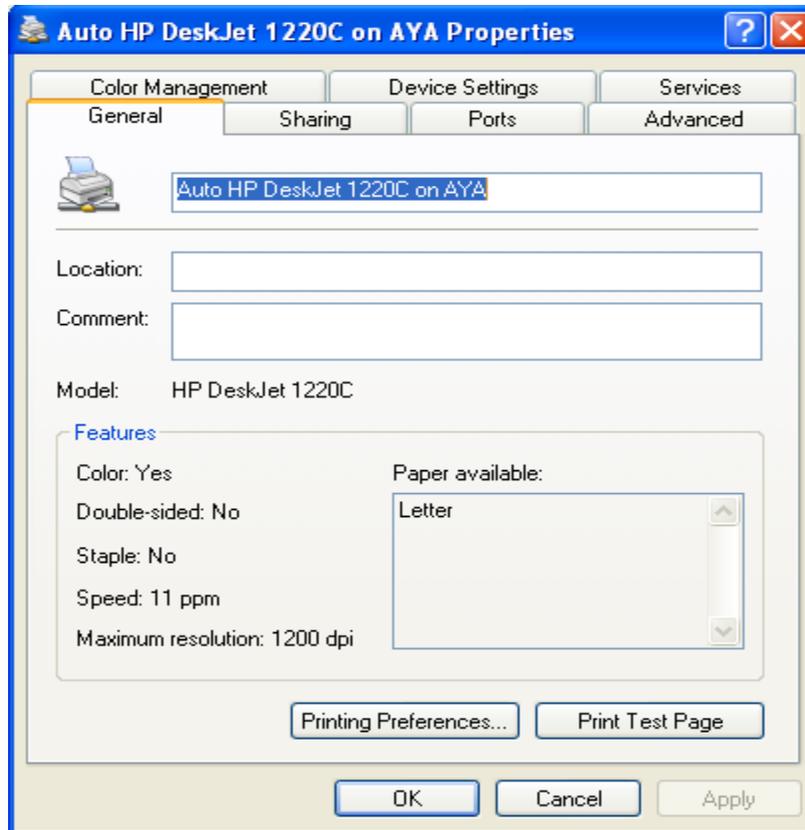
- **Help and Support:** It enables you to access online help on the all the features in Windows. You can get help from any of these ways:
 - **Home Page:** It offers help as a set of topics to browse among. The help topics are shown as the home page of the online help.
 - **Index:** The index button can be selected from the top tool bar. It enables you to search for any topic by typing some keywords; a list of related topics will show up. Select the topic you'd like to get further information on and press the Display button. The detailed help appears on the right side of the window.
 - **Search:** This is a third approach to get help. It enables you to search for specific words and accordingly the related topics will show below. The search box is displayed at the top under the tool bar. The results of the search are displayed as topics to choose from

- **Printers and Faxes:** Through this item you can add new printers, check the current status of a printer or delete the driver of any printer.



- **Adding new printers**
 - To add a printer, double-click the Add Printer icon.
 - A window pops up indicating the start of the process. Press Next button.
 - It asks whether the new printer is a local printer (i.e. directly connected to your computer) or a network one (i.e. you are given access permission to a printer that is physically connected to another computer within the local network). Choose the appropriate status accordingly and press Next button.
 - You have to specify the local port to which the printer is connected - in case of a local printer - Press Next button.
 - When prompted with a “Automatically Detect And Install My Plug And Play Printer” checkbox, select it and press Next button. If Windows detects your printer, you can skip most of the remaining steps. If it doesn’t detect any plug and play printer, you need to specify the printer’s brand and model from among a list of the well-known printers’ brands that appears with different models per brand.
 - If it isn’t listed within the list, press Have Disk button and select the drive in which the printer driver (software) is inserted. Press Next button.
 - If the same driver has been installed previously, you’ll be asked whether to remove the previous installation or to keep both.
 - You’ll be notified of the new printer’s name - in case of a repeated installation it will be given a serial number e.g. HP LaserJet (copy 2) - and will be asked whether to set this printer as the default printer or not.
 - You’ll be given the choice to print a test page or not then press Finish button.
 - A new printer icon will appear in the Printers window with its name. If the printer is a network printer, you’ll notice that the printer is connected to a pipe. If you share this printer, you’ll notice that a hand carries the printer.

Choose Properties window all the Among you'd settings, printer, Device port to printer is and other



Printer Settings: To check the properties of an already installed printer, double-click the printer. Printer menu, item. A pops up with printer's properties. these properties, find the paper sharing the Security, Settings, the which the connected, details.

Setting the Default Printer

To set a printer as the default printer on which the programs print, choose the printer, select the Printer menu, and click "Set As Default" item. You'll notice a check is added next to this item to set this printer as the default printer.

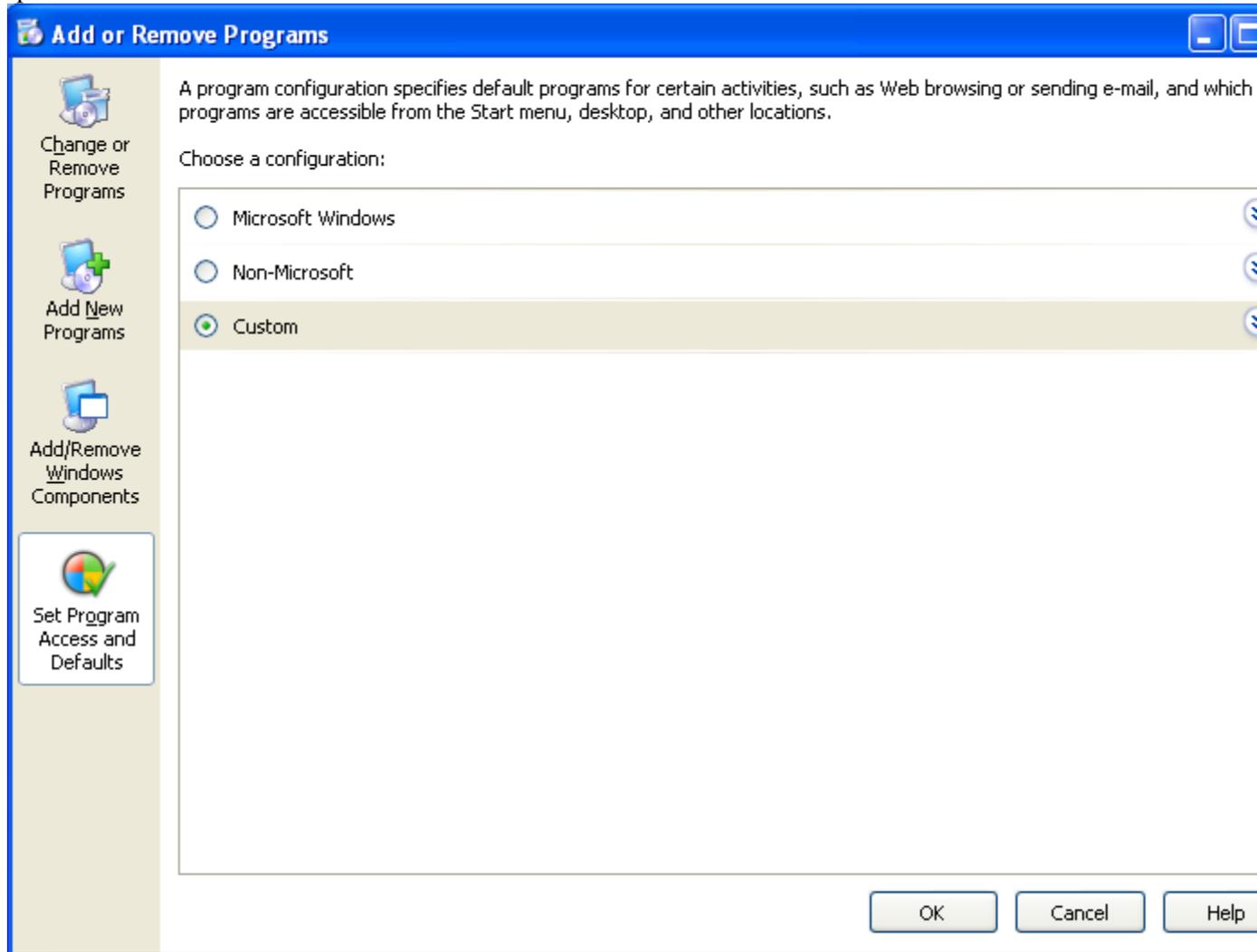
Notice that you can't set more than one printer to be the default printer. Hence, as you set a printer to be the default printer the one that was previously set as the default printer will not be the default printer anymore.

More Printing Features

- You may pause/resume the printing process, from the Printer menu, by choosing the Pause Printing/Resume Printing items. To cancel printing a specific document, choose Document menu, and select the Cancel Printing.
- When there is a document in the printing process, the full details of the printing process are displayed. This includes the document name, the current status of printing (printing, spooling, out of paper, offline, user intervention is needed ...etc.), the person who sent the printing job, how many bytes of the whole document are printed, and when did the printing start.
- **Sharing a Printer over the network:** To make the printer attached to your computer a shared printer for members of the network, select the printer, right-click on the icon and choose Sharing item. A window pops up; select the Shared As option. Type its name over the network. The printer's icon will change into a printer above a hand as an indication of the sharing status. When you setup a printer, initially all users are allowed access to the According to the printer and can manage their own documents in the print queue.
- **Removing the sharing status of the printer:** To stop the sharing status of a printer, select the printer, right-click on the icon and choose Sharing item. A window pops up with the

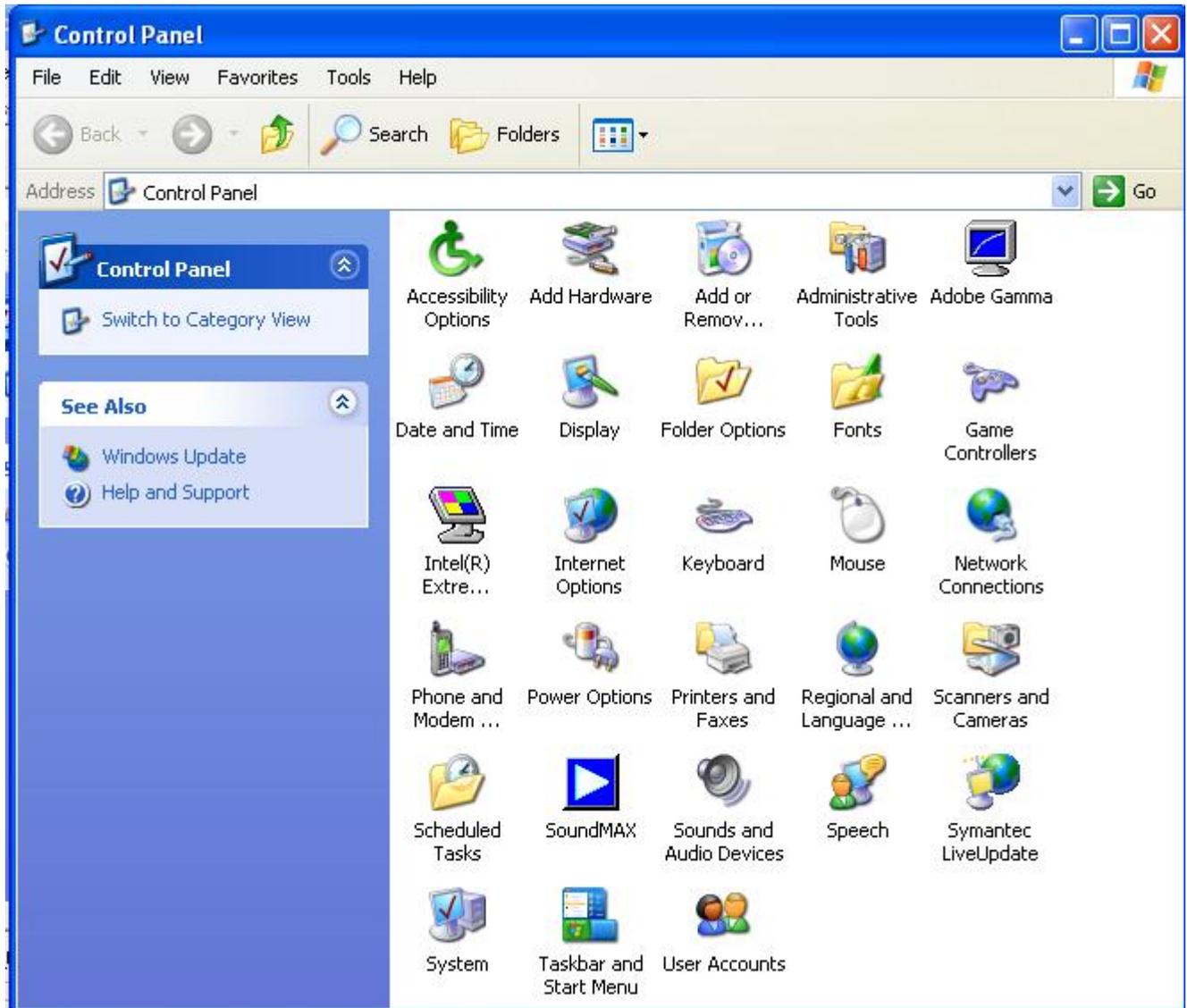
"Shared As" option selected; select the Not Shared option and press OK button. The printer's icon will no more have the hand shape.

- **Set Program Access and Defaults:** This item enables you to control the programs on the computer by adding, removing, or change default settings. A window will pop up with four options:



- **Change or Remove Programs:** This option allows you to change or remove any of the programs on the computer. Once you click on change or remove programs a list will appear with all programs on the computer. Click on the program you want to change or remove and Press change or remove.
- **Add New Programs:** This option allows you to add a new program to the computer. If the program is related to the Windows itself, press Windows Update. If it is a general program, press CD/or Floppy. You need to insert the CD or the floppy that has the setup of the program in both cases and follow the instructions.
- **Add/Remove Windows Components:** This option allows you to add or remove a windows component, which is a program that is usually installed with the Windows XP once Windows is installed on the machine.
- **Set Program Access and Defaults:** This option allows you to specify the default programs for certain activities, such as web browsing or sending e-mail, and which programs are

accessible from the start menu, desktop, and other locations. To change the defaults, click on custom and specify the defaults and access rights that you want. Press OK to save your changes.



➤ **Control Panel:** It is the panel through which you control the machine. Among its important components you can find the following:

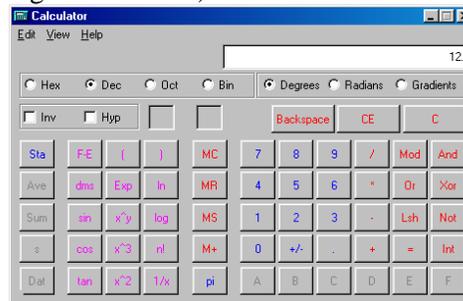
- *Add Hardware:* to add any new hardware to your machine.
- *Add/Remove Programs:* to add any new program to your system, or to delete any of the installed programs.
- *Date / Time:* allows the change of date and/or time of the system.
- *Display:* to setup the display mode of the monitor. Moreover, you can change the color scheme of your windows, or add a screen saver with or without a password.
- *Phone and Modem:* to setup the modem settings
- *Sounds and Multimedia:* to setup the audio, video, MIDI, or CD music.

- *Network connections*: to add your network IP Address, DNS server, domain and host name, and file and printer sharing allowance.
 - *System*: It provides information about the machine brand, the CPU's Speed, the RAM size, a list of the hardware devices in your computer and their current status (states whether the device is in a good functioning mode or there is an error) and enables you to update the device driver.
 - *User Accounts*: through this option you can add new users to the computer, or modify the accounts of current users.
- **My Network Places**: This is where you can view other computers connected to your computer in the Local Area Network. You can go to my network places if you want to access a shared folder that is located on another machine in your local network. You can also find a shortcut to My Network Places on the Desktop.
- **My Computer**: My Computer enables you to, quickly and easily, see everything on your computer. Click My Computer to browse through your files and folders. You can also find a shortcut to My Computer on the Desktop.
- **My Music, My Pictures, & My Documents**: These are shortcuts to the frequently used folders: My Music, My Pictures, and My Documents.
- **My Recent Documents**: This is a list of the recent documents you have opened. Its main use is to give shortcut access to the documents you've been using recently. If you want to clear this list, Right-Click the task bar besides the Start button, select Properties, then Start Menu. Click customize, and choose Advanced panel. Click the Clear List button to remove records of recently accessed documents in the Documents menu. If you want to delete a specific document from the recent documents list, Right-Click the file you want to delete and press delete.
- Note: deleting a file from the My Recent Documents list will not delete the original file. It will just delete the short cut of the file.*

This was the right menu; now let's look at the left menu:

- **All Programs**: This item lists all the programs running under Windows in your computer. It categorizes them into groups. Each group of programs has a name and next to it there is an arrow pointing to the right. If there is a single program it is listed separately with no arrow next to it. There is a set of programs that must be included in the Windows XP Programs menu. These programs include:
- Accessories**: This item groups the set of accessories you may need. Among them you may find:
- *Entertainment*: This set of programs plays multimedia - audio and video - and may record sound. These programs include CD player (plays Music CD), Windows Media Player (plays audio and movies), Sound Recorder (records sound using an attached microphone), and Volume Control (controls the volume level).
 - *System Tools*: This set of programs can scan the drives and organize the arrangement of stored data. It includes the following programs: Disk Cleanup (provides ways to free up space on your hard disk. It lists options of files that could be deleted to recover space. It also provides access to Add/Remove

Programs to get rid of unneeded programs), Disk Defragmenter (It rearranges files, storing each file in a block of contiguous sectors i.e. it collects the fragments of storage in the drive)

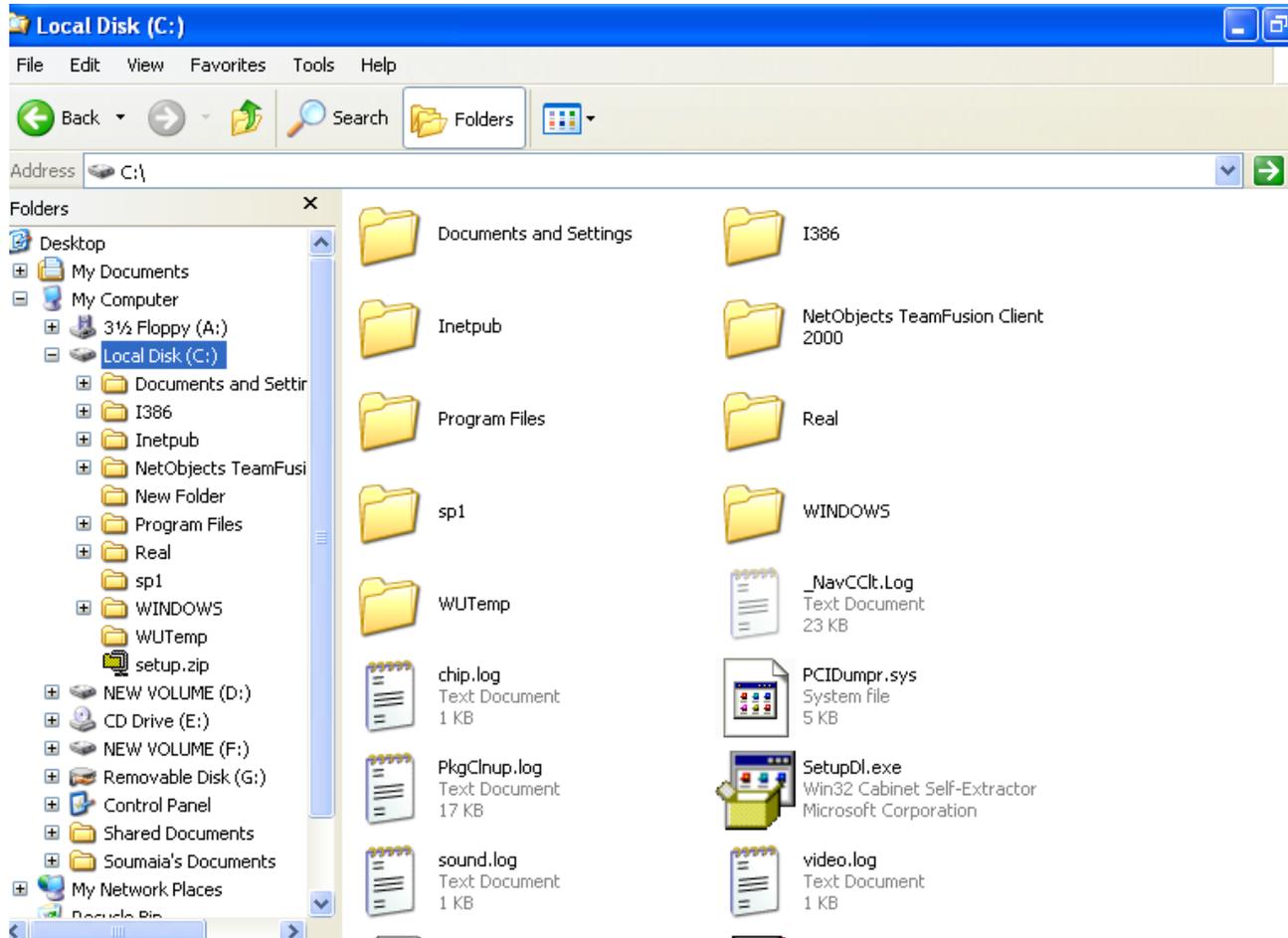


- *Calculator*: This program is a digital calculator that can work in a normal view or as a scientific calculator. It offers 32-digit precision, allowing calculations with extremely small and extremely large numbers. It can perform many scientific and statistical functions. It can work in decimal, binary, octal, and hexadecimal systems.
- *NotePad*: This is a simple text editor. It saves files in text format (.txt) It is suitable for working with files that must be free of word-processor formatting data
- *Paint*: This is a basic graphics and drawing program. You can design some images and save them in bitmap format (.bmp). You can as well modify existing images. If you have installed MS Office on your computer, Paint can support JPEG and GIF file formats.
- *WordPad*: This is an abridged version of the Notepad program to emulate the Word program. It can save files in several formats such as text format (.txt), word documents (.doc) and rich text format (.rtf)
- *Windows Explorer*: This program resembles the File Manager but has got more advanced features. It shows all the disk drives in your system in the same window; floppy disk, a list of available hard disks, and the installed CD drives or network drives. The set of folders under each drive is listed. A yellow folder icon precedes each folder. To view the list of files and subfolders in a folder, double-click the folder icon; it will change into a yellow open folder where listing of its contents is shown on the right half of the screen. The listing of files includes full information on these files such as the last date of modification, the size of the file, and the type of the file.

Some useful functions to apply in Windows Explorer

- You can **copy** files from one folder and paste them in another folder. For example, to copy the file "try.txt" that is located in folder "word" into the folder "my documents", follow these steps:
 1. Click the "word" folder. Select the file "try.txt"
 2. Choose "Edit" menu then Copy item.
 3. Click the folder "my documents"
 4. Choose Edit menu, Paste item. A copy of the file will be created in this folder without deletion of the original file.
 5. Alternatively, you may choose "Edit" menu, Copy to item to copy it in one step.

- ❑ You can **move** files from a folder to another or from a drive to another. For instance, to move the file "try.txt" that is located in folder "word" into the folder "my documents", follow these steps:
 1. Click the "word" folder. Select the file "try.txt"
 2. Choose "Edit" menu, Cut item.
 3. Double-click the folder "my documents"
 4. Choose "Edit" menu, Paste item.
 5. Alternatively, you may choose "Edit" menu, Move to item. To move it in one step.
 6. The file will be removed from "word" folder and created in "my documents" folder.



- ❑ You can **delete** any file or any folder by selecting the file or the folder and press Delete key. You'll be asked to confirm the deletion process.
- ❑ You can **create new folders** by following these steps:
 1. Select the place where you want to create the folder
 2. Choose File menu, New item, Folder option.
 3. A new folder will be created with the name New Folder; you change its name directly by typing the new name or by choosing File menu, Rename item and retype the folder name.
- ❑ You can **search for files** in any of the drives. From the standard Buttons Toolbar, click the Search button. A prompt pops up for whether you want to

search for pictures, music, documents, files or folders and more. Pick all files or folders and type the name of the file/folder or part of it. You may as well type any word or phrase that is written the file. You may narrow down the scope of search by picking a specific directory for search. Finally, click the Search button and wait for the result of search.

- ❑ You can **connect to or disconnect a network drive** by choosing the Tools menu, Map Network Drive item or Disconnect Network Drive item. You set it such that it reconnects at logon. The list also includes the **My Network Places** that enables you to connect to other computers within your network group. Accordingly, you can copy files from and to these computers.
- ❑ You can **share** your folders with other members of your network group. Select the folder you'd like to set as shared. Choose File menu, Sharing and Security or choose File menu, Properties item, Sharing Panel. Select "Share this folder on the network" option. Type the name you want the folder to appear with over the network. In case you allow users to change contents of the folder, check this option. Press "OK" button. You'll notice the folder will get a new icon; a yellow folder held by a hand  .
- ❑ You can **send a file or folder to a disk**.
If you are copying a file or folder to a floppy disk, insert the disk in the disk drive.
In Windows Explorer, click the file or folder you want to copy.
On the File menu, choose Send To, and then click the drive you want to copy the file or folder to.

Desktop Area

The Desktop Area includes a set of shortcuts to important programs. They are displayed in the form of icons and their associated names. Windows XP creates these shortcuts, yet you can create your own customized shortcuts in order to facilitate access to the programs you frequently use. On the desktop, you will find a shortcut to My computer, My network places, and my documents, which were discussed later. You will find also the Recycle Bin item:



This program stores the deleted files and folders until you empty the bin or restore them back. If there are deleted items that reside in the bin, the recycle bin icon will look like a filled bin, otherwise it looks like an empty bin. When you double-click the recycle bin icon, a window pops up with a list of the deleted items and their full information: their name, the location from which they were deleted, the file size, and the date of last modification.

- **Restoring a deleted file**
If you want to restore a file to its original place, select the file and choose File menu, Restore item. The file returns back to its original location.
- **Empty the Recycle Bin**
To empty the recycle bin from its contents, you can choose File menu, Empty Recycle Bin item.

Adding Shortcuts

In order to add a shortcut to a certain program or a document on the desktop area, follow these steps:

- Press the right button of the mouse.
- A menu pops up; choose "New" item. It will lead you to another menu.
- Choose Shortcut item.
- A window pops up asking for the program's location in the computer. If you know the full path, go on and type it, otherwise, click Browse button. A list of the files and folders available on your hard disk will appear, select the file or program you want and press Open button.
- The path window will appear once more with the full path of the program. Press Next button.
- Another window appears asking for a name to be written under the icon for your own convenience. Type in the name you prefer and press Finish button.
- A new icon will be added on top of the desktop area with the name you've chosen. Whenever you'd like to run this item, double-click it.
- *Alternatively*, you can Right-click on the file or folder that you want to add a shortcut to it, choose Create Shortcut. Then copy this shortcut and paste it on the desktop.
- If you want to get rid of any shortcut, drag it into the Recycle bin and empty the Recycle bin.

Other Features

To make a Folder look like a Web page

You can change a folder's background in two ways: by adding a picture or by making it into a Web page.

1. In My Computer or Windows Explorer, open the folder that you want to customize.
2. On the **View** menu, click **Customize this Folder**.
3. To add a picture to your folder background, click **Choose a background picture**. In the wizard, you can also select colors for the text and text background in your folder. To turn your folder background into an HTML document, click **Create or edit an HTML document**, and then follow the steps in the wizard to edit the folder template using HTML. For example, you might want to add a line of text explaining the folder contents, or change the font or color of the folder title. If you want to undo your customization, click **Remove customization**