



SmartLearn

Microsoft®

Windows XP

**Student Edition
Complete**

www.smartlearn.com

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Table of Contents

Introduction.....	7
Chapter One: The Fundamentals	11
Lesson 1-1: A Look at Windows XP and What's New.....	12
Lesson 1-2: Starting and Logging On to Windows	14
Lesson 1-3: Understanding the Windows XP Screen.....	16
Lesson 1-4: A Look at the New Windows XP Interface	18
Lesson 1-5: Using the Mouse: Pointing, Clicking, and Double-clicking	20
Lesson 1-6: Using the Mouse: Dragging and Dropping	22
Lesson 1-7: Using the Mouse: Right-clicking.....	24
Lesson 1-8: Using the Keyboard	26
Lesson 1-9: Exiting Windows and Turning off Your Computer.....	28
Chapter One Review	30
Chapter Two: Working with a Window.....	33
Lesson 2-1: Starting a Program	34
Lesson 2-2: Understanding the Parts of a Window	36
Lesson 2-3: Minimizing, Maximizing, and Restoring a Window	38
Lesson 2-4: Closing a Window	40
Lesson 2-5: Moving a Window.....	41
Lesson 2-6: Sizing a Window	42
Lesson 2-7: Switching Between Windows	44
Lesson 2-8: Tiling and Cascading Windows.....	46
Chapter Two Review	48
Chapter Three: Working with a Windows Program.....	51
Lesson 3-1: How to Use Menus	52
Lesson 3-2: How to Use Toolbars	54
Lesson 3-3: Filling Out a Dialog Box	56
Lesson 3-4: Entering Text in the WordPad Program.....	58
Lesson 3-5: Editing Text	60
Lesson 3-6: Saving and Opening a File	62
Lesson 3-7: Selecting, Replacing, and Deleting Text	64
Lesson 3-8: Using Undo.....	66
Lesson 3-9: Printing a File.....	67
Lesson 3-10: Cutting, Copying, and Pasting Text	68
Lesson 3-11: Changing the Font Type and Size	70
Lesson 3-12: Using Bold, Italics, and Underline.....	72
Lesson 3-13: Changing Paragraph Alignment	73
Lesson 3-14: Getting Help by Contents	74
Lesson 3-15: Getting Help with the Help Index and Search	76
Lesson 3-16: Saving and Opening Files in Different Locations.....	78

Chapter Three Review 80

Chapter Four: Working with Files and Folders..... 87

 Lesson 4-1: Understanding Storage Devices, Folders, and Files..... 88

 Lesson 4-2: Using My Computer to See What's in Your Computer..... 90

 Lesson 4-3: Opening a Folder 92

 Lesson 4-4: Creating and Renaming a Folder 94

 Lesson 4-5: Copying, Moving, and Deleting a Folder 96

 Lesson 4-6: Opening, Renaming, and Deleting a File 98

 Lesson 4-7: Copying and Moving a File 100

 Lesson 4-8: Restoring a Deleted File and Emptying the Recycle Bin 102

 Lesson 4-9: A Closer Look at Files and Folders 104

 Lesson 4-10: Changing How Information is Displayed 106

 Lesson 4-11: Selecting Multiple Files and Folders..... 108

 Lesson 4-12: Finding a File Using the Search Companion..... 110

 Lesson 4-13: Managing the Search Companion 112

 Lesson 4-14: Using the Folders Pane (Windows Explorer) 114

 Lesson 4-15: File Management Using the Folders Pane 116

 Lesson 4-16: Using MS-DOS 118

Chapter Four Review 120

Chapter Five: Customizing the Taskbar and Desktop..... 127

 Lesson 5-1: Using the Windows Classic Start Menu..... 128

 Lesson 5-2: Using the Windows Classic Desktop 129

 Lesson 5-3: Moving, Resizing, and Hiding the Taskbar 130

 Lesson 5-4: Customizing the Start Menu 132

 Lesson 5-5: Working with the Quick Launch Toolbar..... 134

 Lesson 5-6: Opening Recently Used Documents 136

 Lesson 5-7: Using the Run Command to Start a Program 138

 Lesson 5-8: Adding Shortcuts to the Desktop..... 140

 Lesson 5-9: Starting a Program Automatically when Windows Starts 142

Chapter Five Review 144

Chapter Six: Customizing Windows 149

 Lesson 6-1: A Look at the Control Panel..... 150

 Lesson 6-2: Changing the Date and Time 152

 Lesson 6-3: Adjusting your Computer's Volume 154

 Lesson 6-4: Changing Windows Colors and Appearance 156

 Lesson 6-5: Adding Wallpaper to the Desktop..... 158

 Lesson 6-6: Adjusting the Screen Resolution 160

 Lesson 6-7: Adjusting the Screen Color Depth..... 162

 Lesson 6-8: Using a Screen Saver..... 164

 Lesson 6-9: Changing System and Program Sounds 166

 Lesson 6-10: Adjusting the Mouse 168

 Lesson 6-11: Customizing How Folders Look and Work 170

 Lesson 6-12: Customizing Folder View Options 172

Chapter Six Review 174

Chapter Seven: The Free Programs 179

 Lesson 7-1: WordPad..... 180

 Lesson 7-2: Notepad 181

 Lesson 7-3: Calculator 182

 Lesson 7-4: Sound Recorder 183

 Lesson 7-5: Paint..... 184

 Lesson 7-6: Creating Pictures with Paint 186

 Lesson 7-7: Play Games 188

 Lesson 7-8: Character Map 189

Lesson 7-9: Play a CD and Copy from it with Windows Media Player	190
Lesson 7-10: Using the Media Guide in Windows Media Player	192
Lesson 7-11: Using the Media Library in Windows Media Player	193
Lesson 7-12: Listen to Internet Radio Stations with Windows Media Player	194
Lesson 7-13: Copy Music to a CD or Portable Device with Windows Media Player	195
Lesson 7-14: Give your Windows Media Player a New Skin	196
Lesson 7-15: Windows Movie Maker Requirements	197
Lesson 7-16: Recording a Video with Windows Movie Maker	198
Lesson 7-18: Saving a Project as a Movie	200
Chapter Seven Review	202
Chapter Eight: Optimizing and Maintaining your Computer	207
Lesson 8-1: Formatting a Floppy Disk.....	208
Lesson 8-2: Copying a Floppy Disk.....	209
Lesson 8-3: Repairing Disk Errors	210
Lesson 8-4: Defragmenting Your Hard Disk	212
Lesson 8-5: Freeing Up Space on your Hard Disk.....	214
Lesson 8-6: Scheduling Tasks.....	216
Lesson 8-7: Installing New Software	218
Lesson 8-8: Removing Software	220
Lesson 8-9: Adding and Removing Windows Components	222
Lesson 8-10: Installing a Printer.....	224
Lesson 8-11: Changing Printer Settings and the Default Printer.....	226
Lesson 8-12: Shutting Down a Frozen Program	227
Lesson 8-13: Installing New Hardware.....	228
Lesson 8-14: Using the Windows Internet Update Feature	230
Lesson 8-15: Restoring Your Computer.....	232
Lesson 8-16: Using the Device Manager.....	234
Chapter Eight Review	236
Chapter Nine: Exploring the Internet.....	243
Lesson 9-1: Introduction to the Internet.....	244
Lesson 9-2: Connecting to the Internet	246
Lesson 9-3: Displaying a Specific Web Page	248
Lesson 9-4: Browse the Web	250
Lesson 9-5: Search the Web.....	252
Lesson 9-6: Adding a Web Page to Favorites and Changing your Home Page.....	254
Lesson 9-7: Displaying a History of Visited Web Pages.....	256
Lesson 9-8: Saving Pictures and Files to Disk (Downloading).....	258
Lesson 9-9: Introduction to E-mail	260
Lesson 9-10: Composing and Sending E-mail	262
Lesson 9-11: Adding a Name to the Address Book.....	264
Lesson 9-12: Receiving E-mail	266
Lesson 9-13: Replying to a Message.....	268
Lesson 9-14: Forwarding and Deleting a Message	269
Chapter Nine Review	270
Chapter Ten: Networking with Windows XP	275
Lesson 10-1: Introduction to Networks.....	276
Lesson 10-2: Browsing the Network.....	278
Lesson 10-3: Mapping a Network Drive.....	280
Lesson 10-4: Connecting to a Network Printer	282
Lesson 10-5: Creating a New User.....	284
Lesson 10-6: Logging Off Windows	286
Lesson 10-7: Logging On To Windows	287
Lesson 10-8: Changing Your Password	288
Lesson 10-9: Sharing Your Files and Printer on the Network	290

6 Microsoft Windows XP

Lesson 10-10: Changing Access Permissions to a Shared Folder	292
Lesson 10-11: Specifying Security Options to a Shared Folder	294
Chapter Ten Review.....	296
Index	301

Introduction

Welcome to SmartLearn: Microsoft Windows XP. SmartLearn courseware allows instructors to create and print manuals that contain the specific lessons that best meet their students' needs. In other words, this book was designed and printed just for you.

Unlike most other computer-training courseware, each SmartLearn manual is uniquely designed to be three books in one:

- Step-by-step instructions make this manual great for use in an instructor-led class or as a self-paced tutorial.
- Detailed descriptions, illustrated diagrams, informative tables, and an index make this manual suitable as a reference guide when you want to learn more about a topic or process.
- The handy Quick Reference box, found on the last page of each lesson, is great for when you need to know how to do something quickly.

SmartLearn manuals are designed both for users who want to learn the basics of the software and those who want to learn more advanced features.

Here's how a SmartLearn manual is organized:

Chapters

Each manual is divided into several chapters. Aren't sure if you're ready for a chapter? Look at the prerequisites that appear at the beginning of each chapter. They will tell you what you should know before you start the chapter.

Lessons

Each chapter contains several lessons on related topics. Each lesson explains a new skill or topic and contains a step-by-step exercise to give you hands-on-experience.

Chapter Reviews

A review is included at the end of each chapter to help you absorb and retain all that you have learned. This review contains a brief recap of everything covered in the chapter's lessons, a quiz to assess how much you've learned (and which lessons you might want to look over again), and a homework assignment where you can put your new skills into practice. If you're having problems with a homework exercise, you can always refer back to the lessons in the chapter to get help.

- When you see a keyboard instruction like “press **<Ctrl>** + ****,” you should press and hold the first key (<Ctrl> in this example) while you press the second key (in this example). Then, after you’ve pressed both keys, you can release them.
- There is usually more than one way to do something in Word. The exercise explains the most common method of doing something, while the alternate methods appear in the margin. Use whatever approach feels most comfortable for you.
- Important terms appear in *italics* the first time they’re presented.
- Whenever something is especially difficult or can easily go wrong, you’ll see a:

NOTE:
immediately after the step, warning you of pitfalls that you could encounter if you’re not careful.
- Our exclusive Quick Reference box appears at the end of every lesson. You can use it to review the skills you’ve learned in the lesson and as a handy reference—when you need to know how to do something fast and don’t need to step through the sample exercises.

Formatting a Worksheet **25**

2. Click cell **A4** and type **Annual Sales**.
The numbers in this column should be formatted as currency.
3. Press **<Enter>** to confirm your entry and overwrite the existing information.
4. Select the cell range **G5:G17** and click the **Currency Style** button on the **Formatting** toolbar.
A dollar sign and two decimal places are added to the values in the selected cell range.
5. Select the cell range **F5:F17** and click the **Percent Style** button on the **Formatting** toolbar.
Excel applies percentage style number formatting to the information in the Tax column. Notice there isn’t a decimal place—Excel rounds any decimal places to the nearest whole number. That isn’t suitable here—you want to include a decimal place to accurately show the exact tax rate.
6. With the **Tax** cell range still selected, click the **Increase Decimal** button on the **Formatting** toolbar.
Excel adds one decimal place to the information in the tax rate column.
Next, you want to change the date format in the date column. There isn’t a “Format Date” button on the **Formatting** toolbar, so you will have to format the date column using the **Format Cells** dialog box.
The **Formatting** toolbar is great for quickly applying the most common formatting options to cells, but it doesn’t offer every available formatting option. To see and/or use every possible character formatting option you have to use the **Format Cells** dialog box. You can open the **Format Cells** dialog box by either selecting **Format** → **Cells** from the menu or right-clicking and selecting **Format Cells** from the shortcut menu.
7. With the **Date** cell range still selected, select **Format** → **Cells** from the menu, select **4-Mar-97** from the **Type** list box and click **OK**.

That’s all there is to formatting values—not as difficult as you thought it would be, was it? The following table lists the five buttons on the **Formatting** toolbar you can use to apply number formatting to the values in your worksheets.

Button Name	Example	Formatting
Currency	\$1,000.00	Adds a dollar sign, comma, and two decimal places.
Percent	100%	Displays the value as a percentage with no decimal places.
Comma	1,000	Separates thousands with a comma.
Increase Decimal	1000.00	Increases the number of digits after the decimal point by one
Decrease Decimal	1000.0	Decreases the number of digits after the decimal point by one

\$

Currency Style button

Other Ways to Apply Currency Formatting:

- Type the dollar sign (\$) before you enter a number.

Quick Reference

To Apply Number Formatting:

- Select the cell or cell range you want to format and click the appropriate number formatting button(s) on the **Formatting** toolbar.
- Or...
- Select the cell or cell range you want to format, select **Format** → **Cells** from the menu, click the **Number** tab, and specify the number formatting you want to apply.
- Or...
- Select the cell or cell range you want to format, right-click the cell or cell range, and select **Format Cells** from the shortcut menu, click the **Number** tab, and specify the number formatting you want to apply.

Anything you need to type appears like this.

Whenever there is more than one way to do something, the most common method is presented in the exercise and the alternate methods are presented in the margin.

Tables provide summaries of the terms, toolbar buttons, or shortcuts covered in the lesson.

SmartLearn’s exclusive Quick Reference is great for when you need to know how to do something fast. It also lets you review what you’ve learned in the lesson.

Chapter One: The Fundamentals

Chapter Objectives:

- What's new in Windows XP
- Start and log on to Windows
- Understand the Windows XP screen
- Understand the new Windows XP interface
- Use the mouse to: point, click, double-click, right-click, drag, and drop
- Use the keyboard
- Exit Windows and turn off the computer

Prerequisites

- An IBM-compatible computer
 - Windows XP installed on the computer
-

Welcome to Windows XP! If you're new to Windows, or to computers altogether, you're starting at the right chapter. This chapter covers the "bare bones" basics about learning how to start your computer and load Windows. You'll learn how to operate the mouse by clicking, double-clicking, dragging and dropping, and right-clicking. You'll also learn about your computer's keyboard and what those cryptic-looking keys on it are used for. Finally, you'll learn how to exit Windows and shut your computer down.

Before we start, take a deep breath and relax. You may find this difficult to believe, but computers aren't nearly as difficult and complicated as you probably think they are. No matter what your previous experience with computers has been, this chapter assumes you're the most computer-illiterate person in the world and keeps everything as simple as possible. Actually, you're probably going to find that some of the lessons in this chapter are a little *too* easy. When you come across something you already know how to do, go ahead and skip the lesson (unless you're in a classroom of course—then go ahead and show everyone what a computer whiz you are!).

Ready? Did you take that deep breath? Then turn the page and let's get started!

Lesson 1-1: A Look at Windows XP and What's New

Figure 1-1

If you want to read about the changes that have been made in Windows XP, click the Start button, select Help, and select the "What's New in Windows XP" topic.

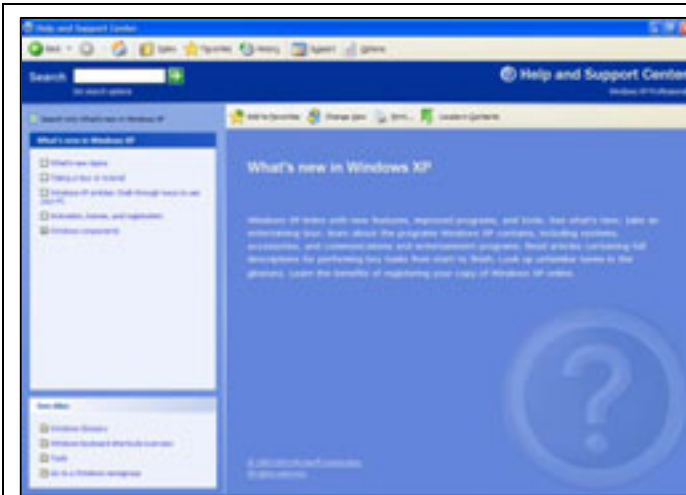


Figure 1-1

Before we start pointing and clicking anything, it helps if you actually understand what exactly Windows XP is. Windows XP is an *operating system*. Okay, so what's an *operating system*? An operating system is a software program that controls and runs just about everything on your computer. Here's what an operating system does:

Controls Your Computer's Hardware

Windows controls the different devices of your computer system. It's what makes your printer print, what makes graphics and text appear on your monitor, and what makes your mouse point and click... Actually, you make the mouse point and click—but Windows is what puts the mouse pointer (☞) on the screen and electronically connects it to your mouse.

Runs Your Computer's Programs

Windows is what runs all your programs. Without Windows, your word processor, Web browser (Internet), and games wouldn't work. Windows lets your programs talk to your hardware, so, for example, your word processor can print things to the printer.

Organizes Files

Windows stores information in files and folders on your computer's local disk, just like you store files and folders in a filing cabinet.

Think of Windows XP as an orchestra conductor who makes sure all the parts of your computer—your hardware and programs—work together. Operating systems have been around for a long time—what makes Windows special is its ability to make computer operations easy. In the computer stone age (about 15 years ago), people had to type hard-to-remember, cryptic commands into their computer to make them do what they wanted. With Windows, all you have to do is point and click to do something—much, much easier.

So what's the difference between Windows XP and other versions of Windows, such as Windows 98 and Windows ME? Table 1-1: *What's New in Windows XP?* discusses some of the major differences.

Why Use Windows XP? Windows XP represents one of the most significant upgrades Microsoft has made the Windows operating system since Windows 95. Windows XP is based on Microsoft stable Windows NT/2000 operating system, which means that it's much more reliable (read: doesn't crash or lock up as much) as previous versions of Windows. If your computer meets the minimum requirements you should definitely consider upgrading.

If you do decide to upgrade, first make sure that you *can* upgrade. To use Windows XP your computer should have at least:

A Pentium II 300 MHz processor

Minimum 128 MB of memory

Minimum 1.5 GB free disk space

If your computer doesn't meet these requirements, you probably need to beef up your system before you make the switch to Windows XP. If your computer meets the minimum hardware requirements, refer to Table 1-1: *What's New in Windows XP?* to see if Windows XP's new features justify the time and cost of upgrading. If you already have Windows ME, it might not be worth it. The features in Table 1-1: *What's New in Windows XP?* are just a few major new features. To read more about new features, go to www.microsoft.com, or go to "Help and Support" in the Start menu of Windows XP.

Table 1-1: What's New in Windows XP?

New Feature	Description
Improved Interface	The most obvious and controversial feature of Windows XP is a completely redesigned interface and Start menu that supposedly lets you find what you need more quickly and is easier to use. The jury is still out whether or not the people will embrace this drastically new interface or not. If you can't stand the new Windows XP interface you can always switch back to your trusty Windows 9x interface.
Personalized Menus	As you use your computer, Windows XP watches which programs and files you use and don't use. After a while, Windows XP starts to hide the items you don't use as much from the Start menu. The items are still there, you just have to click the downward-pointing arrow (▼) at the bottom of the menu to see them.
More Reliable	Windows XP is based on the same technology as Microsoft Windows NT and Windows 2000 business operating systems. This makes Windows much more stable than Windows 95, 98, and ME and greatly reduces the number of crashes and restarts.
Better File and Folder Management	Windows XP makes it easier to view and work with your files and folders. Thumbnail view lets you preview photos and images and the new File and Folder tasks pane lets you easily copy, move, rename, or delete any file or folder.
Better Help and Support	Windows XP makes it easier to get efficient help and support with new features such as Remote Assistance which allows you to contact a computer expert and let them fix a problem on your computer... even if they are hundreds of miles away!

Lesson 1-2: Starting and Logging On to Windows

Figure 1-2

The Welcome to Windows dialog box.

Figure 1-3

The Windows XP Desktop

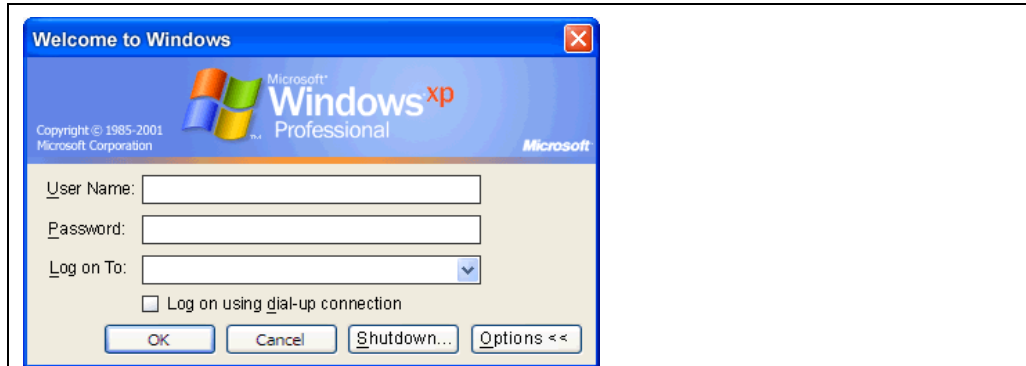


Figure 1-2



Figure 1-3

When you get to work, after taking off your jacket and grabbing a cup of coffee, you probably begin your day by turning on your computer and starting Windows. This lesson explains how to do the absolute most basic thing there is to do with your computer—turn it on. Windows should automatically start after you turn on your computer. If it doesn't, or if a confusing-looking screen greets you, this lesson also explains what you need to do to load Windows.

1. Turn on your computer's monitor.

The On/Off switch for most monitors is located just below the monitor's screen. Most monitors won't display anything until the computer is turned on.

2. Turn on your computer.

Finding your computer's On/Off switch for the first time can be a little tricky. Refer to your computer's reference manual if you can't find the On/Off switch for your computer. Your computer should make a whirring sound and several clicks and/or beeps after you turn it on and as it powers up.

NOTE: If nothing happens when you turn your computer on, first check the computer's power cord—is it plugged into the wall or power strip? Check the other end of the power cord—is it securely plugged into the back of the computer? If your computer is plugged into a power strip or surge protector (it really should be) check and make sure that the power strip is turned on.

Eventually you should see the Welcome to Windows dialog box. If you're connected to a Novell Network the dialog you see may be slightly different, but the message will usually be the same—press Ctrl + Alt + Delete to log on.

3. If necessary, press <Ctrl> + <Alt> + <Delete> to start the log on procedure.

The Windows Log On dialog box appears, as shown in Figure 1-2.

4. Enter your user name and password and press <Enter>.

Depending on how your computer is setup, the Getting Started with Windows XP dialog box may appear. Here's how to close it:

5. If the Getting Started with Windows XP dialog box appears click the Exit button to close it.

If you didn't already know how to turn your computer on, congratulations! You've just taken your first step in learning how to operate a computer and Microsoft Windows XP.

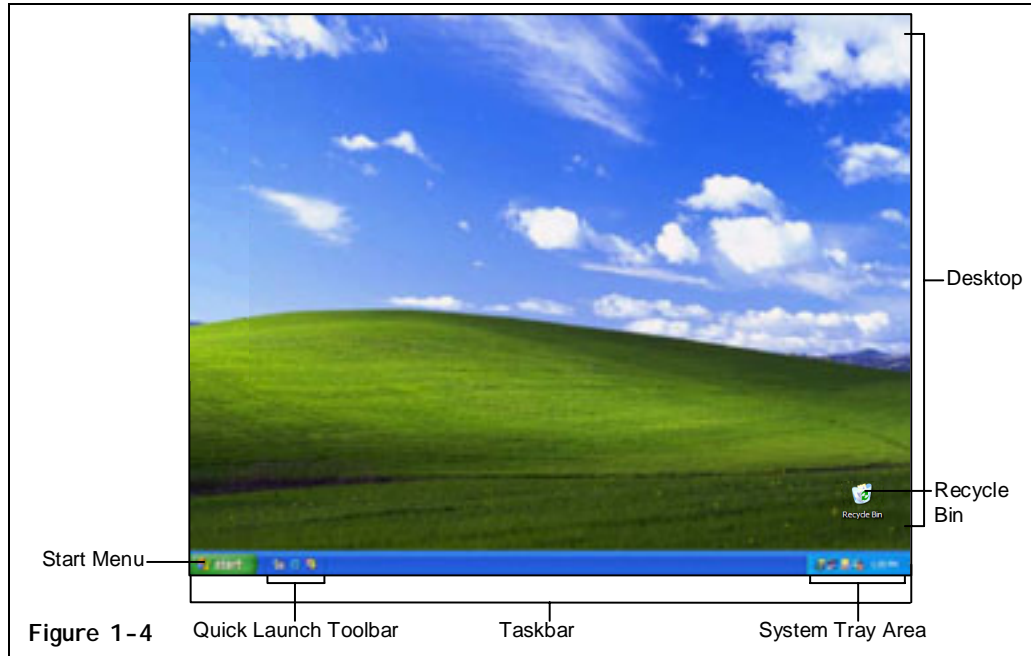
 **Quick Reference****To Start Windows**

1. Turn on your computer.
2. If necessary, press <Ctrl> + <Alt> + <Delete> to start the log on procedure.
3. Enter your user name and password and press <Enter>.

Lesson 1-3: Understanding the Windows XP Screen

Figure 1-4

Those are the major parts of the Windows XP screen. More items will probably appear on your computer, depending on how it is set up.



You might find the Windows screen a bit confusing and overwhelming the first time you see it. Nothing on the screen appears familiar to you—where do you even start? This lesson will help you become familiar with the main Windows screen, known as the *desktop*. There isn't a step-by-step exercise anywhere in this lesson—all you have to do is look at Figure 1-4 and then refer to Table 1-2: *Major Parts of the Windows XP Screen*, to see what everything you're looking at means. And, most of all, relax! This lesson is only meant to help you get acquainted with Windows—you don't have to memorize anything.

Table 1-2: Major Parts of the Windows XP Screen

<i>Item</i>	<i>Description</i>
Desktop	This is the large, background area of the Windows screen. You can customize the desktop by adding shortcuts to your favorite programs, documents, and printers. You can also change the look of the desktop to fit your mood and personality.
My Documents	My Documents is a special folder that provides a convenient place to store files and documents you create on your computer.
My Computer	My Computer lets you see everything on your computer. Double-click the My Computer icon on the desktop to browse through your files and folders.
My Network Places	If you're on a network, the My Network Places icon will appear on your desktop. You can double-click the My Network Places icon to browse through the computers in your workgroup and the computers on the network. If you're connected to the Internet, the My Network Places icon will on your desktop, since the Internet is actually a network too.
Recycle Bin	The Recycle Bin stores all the files you delete from your computer. You can use the Recycle Bin to retrieve files you've accidentally deleted and to create more disk space by emptying the Recycle Bin.
Taskbar	The Taskbar usually appears at the bottom of your screen, and contains the famous Start button, which you use to start your programs. Whenever you open a program, document, or window, an icon for that program appears on the taskbar. This lets you see which programs are currently running and allows you to easily switch between them.
Start Button	The Start button lets you quickly open your programs and documents. You can also use the Start button to find files and change the settings for Windows.
Quick Launch Toolbar	The Quick Launch Toolbar gives you quick access to your most frequently used applications. Internet Explorer, Outlook Express, the Windows desktop, and several Web sites, called channels, are already included on the Quick Launch Toolbar by default.

Don't worry if you find some of these things confusing at first—they will make more sense after you've actually had a chance to use them in the upcoming lessons.

Lesson 1-4: A Look at the New Windows XP Interface

Figure 1-5

The new Windows XP Start menu.



You've probably already noticed that Windows XP's Start menu is drastically different than the Start menu in earlier versions. All the icons that were formerly stored on the desktop, such as My Computer and My Documents, are now on the Start menu, making it your single source for launching applications, finding documents, and changing computer settings.

The new Windows XP Start menu takes a lot of getting use to—especially if you're familiar with the Start menu in previous versions of Windows. Once again, there isn't a step-by-step exercise in this lesson—all you have to do is look at Figure 1-5 and then refer to Table 1-3: Items in the Windows XP Start Menu, to see what everything in the new Windows XP Start menu does.


















1. Click the **Start button.**

The Windows XP Start menu appears, as shown in Figure 1-5.

2. Keep the Start menu open and refer to Table 1-3: Items in the Windows XP Start Menu to find what's new in the Windows XP Start menu.

The new Windows XP Start menu takes a *lot* of getting use to—especially if you're familiar with the Start menu used in earlier versions of Windows, such as Windows 95 and 98. Don't worry if you *can't* get use to the new Windows XP Start menu it's easy to change the Start menu back to the classic Smart menu that you're familiar with—we'll cover that very topic in another chapter.

Table 1-3: Items in the Windows XP Start Menu

	<i>Item</i>	<i>Description</i>
Left Side	 Internet Explorer	Opens your Internet browser.
	 Outlook Express	Opens your e-mail software.
	Recently Used Programs	Gives you quick access to the programs you use most often. If a program doesn't appear here you will have to look under "All Programs".
	 All Programs	Gives you access to all the programs installed on your computer, although you may have to wade through several submenus in order to find the program you're looking for.
Right Side	 My Documents	Provides a convenient location to save your files. In previous versions of Windows, My Documents was located on the Windows Desktop.
	 Recent Documents	Open files you have recently worked on.
	 My Pictures	Provides a convenient location to save your photos and pictures.
	 My Music	Provides a convenient location to save MP3 files.
	 My Computer	Access the drives, folders, and files on your computer. In previous versions of Windows, My Computer was located on the Windows Desktop.
	 My Network Places	Access the drives, folders, and printers on the network. In previous versions of Windows, My Network Places was located on the Windows Desktop.
	 Control Panel	Open the Windows Control Panel.
	 Connect To	Connect to the Internet or a network.
	 Printers and Faxes	Show installed printers or add a new one.
	 Help and Support	Get help on how to use Windows.
	 Search	Find a file on your computer.
	 Run...	Run a program.
	 Log Off	Log off of Windows so that another user can log on to your computer.
	 Shut Down	Provides options for turning off or restarting your computer.

Lesson 1-5: Using the Mouse: Pointing, Clicking, and Double-clicking

Figure 1-6

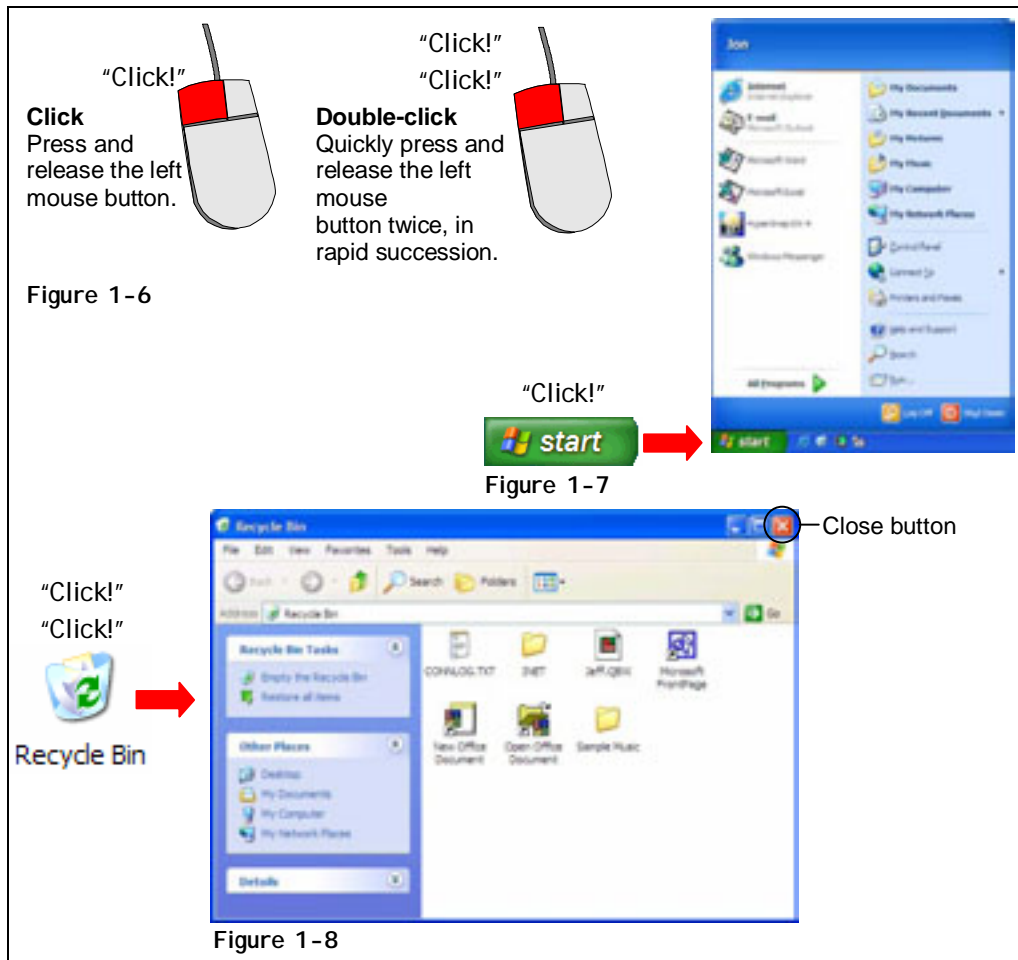
Clicking and double-clicking with the mouse

Figure 1-7

Click the Start button to open the Windows XP Start menu.

Figure 1-8

Double-click the My Computer icon to open it and display its contents.



Just like you control your television set using a remote control, you control Windows by using the mouse and keyboard. A mouse is a palm-sized device that lets you point at, select, and move objects on your computer screen. The mouse is linked to the pointer on your computer screen—when you move the mouse on your desk, the pointer moves on the computer screen. Think of the mouse as an electronic extension of your hand. This lesson will show you how to perform the two most basic mouse actions: clicking, and double-clicking.



1. Rest your hand on the top of the mouse, then move the mouse and watch as the arrow moves across the screen.

The arrow (also called the cursor or pointer) follows the mouse as you move it across the desk or mouse pad.

Pointing is the most basic action you can do with the mouse. To point to something, simply place the mouse pointer over it by moving the mouse. You must point to objects in order to click or double-click them.