

Quick Study® COMPUTER



Windows XP Professional

Contents

Pg. 1 Main Window

Pg. 2 New Features, Help & Support, Run Window

Pg. 3 Windows Explorer, Windows Explorer Task Panes, Working With Files

Pg. 4 Recycle Bin, Taskbar, Taskbar Shortcut Menu, Customizing Taskbar & Start Menu

Pg. 5 Control Panel

Pg. 6 Switching Users, Shutting Down, Search, My Computer, Customizing the Display

Main Window

1. **Shortcut.** Launches or displays the application, file, folder, or URL the *Shortcut* was created from. Note: deleting a shortcut does not uninstall the application or delete the original file or folder.
2. **Currently Logged on User.** Displays username and icon of user currently logged on.
3. **Internet.** Opens default Internet browser (**Internet Explorer 6** [can be changed]).
4. **E-mail.** Opens default E-mail application (**Outlook Express 6** [can be changed]).
5. **MSN Explorer.** Starts MSN Explorer (includes Internet Explorer 6, Windows Messenger [instant messaging], Hotmail [E-mail], and Windows Media Player [music and videos]).
6. **Windows Media Player.** Opens application to watch videos (online and DVDs) and listen to music (online and CDs).
7. **Windows Movie Maker.** New feature used to create, edit, organize and email digital videos and post them on the Internet.
8. **Tour Windows XP.** Gives a multimedia overview of XP and its new features.
9. **Files and Settings Transfer Wizard.** Used to migrate a user's settings (desktop, Internet Explorer, other settings maintained with *Control Panel*, etc.) and files (any combination of locations) from one computer to another. The old computer can be running Windows 95 or later or Windows NT 4.0 or later. Accomplished with a direct cable connection, network or removable media (such as floppies or ZIP disks).
10. **All Programs Menu.** Displays software programs (applications) installed on the PC. Select program name from menu or submenus to launch.
11. **My Documents.** Opens My Documents folder, commonly used to store each user's personal files. Also contains *My Music*, *My Videos* and *My Pictures* folders.
12. **My Recent Documents Menu.** Select name from menu to reopen a recently opened document.
13. **My Pictures.** Opens *My Pictures* folder, a subfolder of *My Documents*; used to store digital photos.
14. **My Music.** Opens *My Music* folder, a subfolder of *My Documents*; used to store music (for example MP3 downloads).
15. **My Computer.** Displays *My Computer* window. This window is one way to access disk drives, control panels and the user's *My Documents* folder (labeled <Username's> Documents), as well as documents shared among the users of the computer.
16. **Control Panel.** Displays a window containing items associated with configuration of the PC and Windows XP.
17. **Printers and Faxes.** Displays all configured printers and printers configured to fax. Also contains a wizard used to create new printers.
18. **Help and Support.** Displays online help system. Contains links to get help with *Remote Assistance* and provides links to newsgroups. Provides a link to *Windows Update*, allows changes to the system to be undone, and quick access to many tools, such as **Backup**, **Network Diagnostics**, and **Disk Cleanup**.



19. **Search.** Allows users to search for files, other computers or people. To locate an item using this feature, select the type of item, enter the search criteria, then click the **Search** button.
20. **Run.** Provides alternative method for opening programs, files, and URLs. To launch a program, URL, or file from the *Run* window, enter the path to the program or file or the URL in the *Open* field and click **OK**.
21. **Start Menu Button.** Provides quick access to programs, recent documents, PC and operating system settings, online help, etc.
22. **Minimized Window.** Represents a window that has been reduced to the *Taskbar*. Click to restore window.
23. **Log Off.** Logs off or switches to another user, with both users' environments maintained (including open files and applications).

24. **Turn Off Computer.** Allows for exiting Windows (if the hardware supports software-initiated shut down) and turns off the PC, restarts the PC or places the PC in standby mode. If the computer is shut down or restarted, the user is automatically logged off. If the PC is placed in standby mode, the current user environment is maintained and quickly restored when the PC is turned back on.
25. **Taskbar.** Assists in organizing open windows and provides quick access to programs that have icons located on the *Taskbar*. Also provides access to *Start Menu*. Quick launch area of taskbar in Windows 2000 is not displayed by default in XP, but can be displayed if desired.
26. **Notification Text.** Provides additional information when a significant event occurs.
27. **Taskbar Notification Area.** Displays information on problems, new features, tools, etc. Infrequently used icons in this area can be automatically hidden to save space.
28. **System Clock.** To display current date, move mouse cursor over clock, and date is displayed.
29. **Recycle Bin.** Contains deleted files that are still recoverable.
30. **Scroll Bar.** Allows for scrolling through contents of window. To move through the window one line at a time, click the arrows located at the top and bottom (or left and right) of the scroll bars. To scroll, freely drag the scroll indicator.
31. **Close Window.** Closes window. If window depicts a program, application is exited.
32. **Restore/Maximize.** *Restore* reduces size of window to something less than full screen and allows window to be sized as desired. *Maximize* increases size of window to fill display.
33. **Minimize.** Reduces (shrinks) a window to a button on the *Taskbar*. Used to reduce the clutter of open windows.
34. **File Icon.** Icon represents a file. Different kinds of files typically have different icons. To open a file, double-click the file icon.
35. **Folder Icon.** Folders are used to organize files into groups. Double-click icon to display folder contents. Folders can be placed inside of other folders.

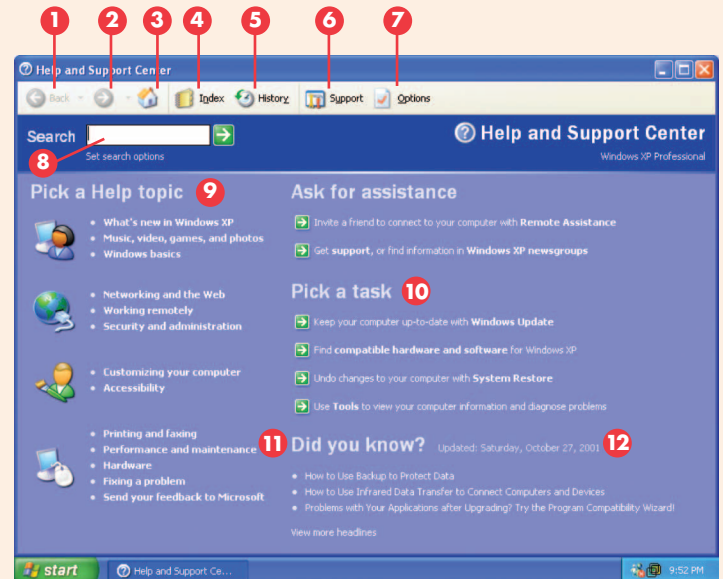
New Features

Windows XP Professional offers many new features over **Windows 2000 Professional**. To view which features are new or improved relative to previous versions of **Windows**, refer to www.microsoft.com/windowsxp/pro/evaluation/whyupgrade/featurecomp.asp. Some of the new and improved features are:

- **Remote Assistance** allows a friend, someone from IT or anyone else assist you with problems on your computer. The other person can view your screen and chat online with you. Optionally, you can give permission for that person to take over your keyboard and mouse.
- **Remote Desktop** is similar to **Remote Assistance**, except this feature is designed to allow you access to a computer in one location (such as the office) when you are in another location on another computer (such as at home). It requires **XP** on the remote computer (ex. at the office) and **Remote Desktop Connection** (formerly the **Terminal Services Client**) on the other machine.
- **Compatibility Mode** is designed to allow more programs to run successfully on **XP** by allowing **XP** to emulate the environment of **Windows NT 4.0**, **Windows 95**, **Windows 98/ME**, or **Windows 2000**. In addition, the resolution can be changed to 640 x 480, limited to 256 colors, and/or **Visual Themes** can be disabled to further increase compatibility. Access these features by clicking on the **Compatibility** tab or running the **Compatibility Wizard** (accessed from **Help and Support**).
- **Multilingual Support** is now included in the English version of **XP**, allowing multiple languages to be used without having to install multiple copies of localized versions of **XP**. This will switch the user interface to any of the supported languages.
- **Group Policy** has been enhanced over **Windows 2000** with several hundred additional policies, allowing more and finer control over the computer for network administrators.
- **User State Migration** is a new feature that makes it easier to migrate a user's preferences and files from one computer to another, reducing the time it takes to upgrade computers. This feature requires a mechanism to connect the two computers (a direct cable connection, a network, floppy disks, Zip disks, etc.).
- **Side-by-Side DLLs** is a new feature that allows different programs to each use their own version of a DLL at the same time. This reduces "DLL Hell" that is common in previous versions of **Windows**, where one program would overwrite a DLL used by another program, causing only one of the programs to work correctly.
- **Wireless 802.11** support has been improved, allowing simpler (and in many cases no) configuration to access other computers with wireless network support and to wireless network access points. Performance has also been increased.
- **Encrypting File System**, a feature added in **Windows 2000**, has been enhanced in **XP**. This feature will encrypt files so that others with access to the file can't read it. This is very useful in laptops, which may have very sensitive information that could have expensive consequences if stolen. This capability has been enhanced so multiple users may read an encrypted file (previously, only the encrypter of the file could read it).
- **System Restore** provides the ability to save the state of the system so that it can be restored if a system change occurs that makes the system unstable. It allows restoration of a previous version of a driver if a new driver prevents the system from starting. Restore points can be created whenever the user desires, and are automatically created each day and when applications and drivers are installed.
- **Internet Connection Firewall** works by itself, or with **Internet Connection Sharing** to protect a single computer or a network. It is a stateful firewall (examines every packet against a built-in set of rules to determine which packets are allowed across the firewall) and as such, it only allows traffic into the machine or network of origination. It should be enabled on all computers with direct connections to the Internet only. It is configured on the network connection attached to the Internet.
- Integrated support for burning CD-R and CD-RW disks means that 3rd party products (such as Easy-CD™) are not needed, though they often offer additional capabilities and can be used if desired.
- Setup with **Dynamic Update** makes the initial installation of **XP** easier for computers connected to the Internet, as it checks for updates to the files used in and copied by the installation process, and downloads any updates before the OS is installed. This results in the most recent version of all system files in place at installation.

Help and Support

Windows XP provides an extensive online help system. This system can display help articles chosen from an index or searches can be performed to locate articles by word or phrase. It also provides links to many common tools, such as **Remote Assistance** and **Backup**, shows where to get help online (both from **Microsoft's** site and from online newsgroups), and provides an easy way to access **Windows Update** to keep your installation up to date. The interface is significantly different from most other previous help systems.



The Home Page of the **Help and Support Center**:

1. **Back.** Returns to the previous **Help** topic viewed.
2. **Forward.** If the **Back** button has been pressed, it allows previously viewed screens to be viewed again.
3. **Home.** Returns to this screen.
4. **Index.** Displays an index of keywords that may be searched.
5. **History.** Displays a list of **Help** topics that have been viewed within the session.
6. **Support.** Provides quick links to ways to get support (**Newsgroups**, **Microsoft's** Web site, and/or **Remote Assistance**).
7. **Options.** Displays a screen for setting the default search behavior, font size, etc.
8. **Search Text.** Enter the text you want to search for here, and press **Enter** (or press the button).
9. **Help Topic Categories.** Similar to the table of contents in many other **Help** systems, this provides links to help in various categories of information. Useful when browsing for information; if a specific question is in mind, it is faster to use either the **Search** or **Index** features.
10. **Pick a Task.** Quick links to utilities or to a list of utilities and tools used often. The **Windows Update** feature, available in **Windows 98** and higher, allows updates relevant to the current installation. The **Find compatible hardware and software** link opens the **Windows Catalog**, a Web site that lists products certified to work with **XP**.
11. **Did you know?.** Similar to the **Startup Tips** in previous versions of **Windows**, it lists links to many common tasks. The list is updated from **Microsoft** if a connection to the Internet is available.
12. **Last Update Date.** The date the **Did you Know?** section was last updated from **Microsoft**.

To display the Home Page of the **Help and Support Center**:

- Display the **Help** window by selecting **Help and Support** from the **Start Menu**. Once the selection is made, the window illustrated above is displayed.

Run Window

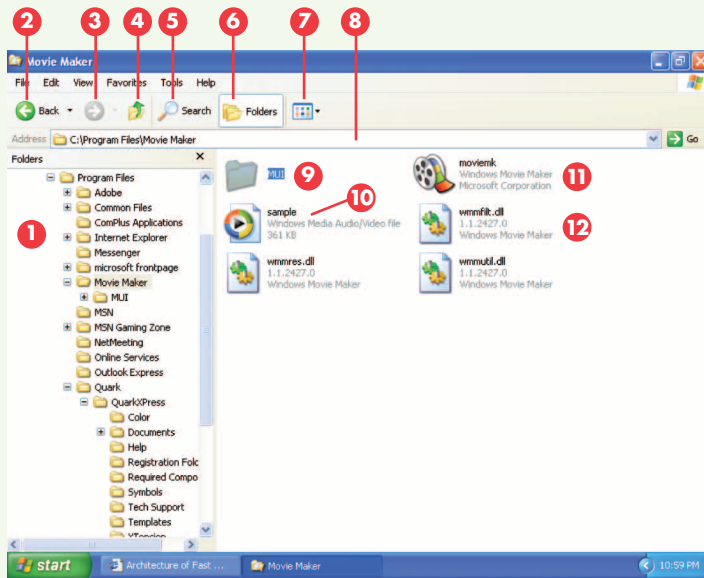
The **Run** window provides an alternative method for opening a program, file, folder or URL when the path is known. If the path is not known, you may browse for it.

To launch a program, file, folder or URL with the **Run** window:

- Display the **Run** dialog box by selecting **Run** from the **Start Menu**.
- Enter the full path for the desired object in the **Open** field. If it is not known, browse for it by clicking the **Browse** button and then locating it.
- Click **Open**.

Windows Explorer

Windows Explorer (not to be confused with **Internet Explorer**), is one of two methods used to manage resources on the computer. The other is *My Computer*.



1. **Pane View.** Displays the folder pane shown above or the *Search Pane* or the *Windows Explorer Task Pane* (described at right).
2. **Back.** This button changes the current selection to the previous selection. For a menu of previously selected items, click the arrow located to the right of the *Back* button.
3. **Forward.** Once the *Back* button is used, the selection moves forward through the sequence.
4. **Up.** This button moves up one level in the file hierarchy. To move up a second level, click this button a second time.
5. **Search.** Displays the *Search* feature (hiding the folders) in the left pane of the window. This feature allows for searching for specific words or phrases, creation/modification dates, file type and size, etc.
6. **Folders.** This button toggles on/off the display of folders in the left pane of the **Windows Explorer** window. If the folders are not displayed, several *Task Panes* will be displayed instead (described right).
7. **Views.** This button displays a menu containing a list of the different view options available for **Windows Explorer**.
8. **Address.** The location, or path, of the current selection is displayed in this field. An example of a path of an item located on the primary internal hard drive is C:\My Documents\Correspondence. If the selected item is a shortcut to a Web site, the URL (Uniform Resource Locator) Address is displayed.
9. **Folder Icon.** This icon represents a folder (directory). Folders are used to organize files into groups. To display the contents of a folder, double-click the icon.
10. **Data File Icon.** This icon represents a data file. The icon will vary depending on the program that created it. Note that the application that created it and its size are displayed beside the icon (in the default *Titles* view). To open a file, double-click the icon.
11. **Application File Icon.** This icon represents a program (application) file. The icon will vary depending on the program. Note that the full name of the application and the company that created it are displayed beside the icon (in the default *Titles* view). To open the program, double-click the icon.
12. **System File Icon.** This icon represents a system file. The icon will vary depending on the type of system file, but it often will include one or more gears in it. Note that the version of the file and its description (often the application it was designed to work with) are displayed beside the icon (in the default *Titles* view). These files are generally used only by the operating system itself.

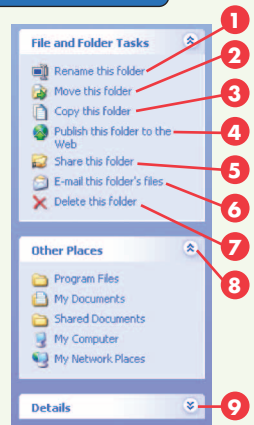
To start *Windows Explorer*:

- Click **Start > All Programs > Accessories > Windows Explorer** to open with the *My Documents* folder selected. **OR**
- Right-click the **Start** button and select **Explore** to open the folder containing the *Start* menu contents for the current user.

Windows Explorer Task Panes

Windows Explorer in **XP** has moved the standard file management features that were on the toolbar to the new **Office XP**-style task panes. These task panes are visible when both the *Search* and *Folder* panes are hidden.


- 1. Rename this file/folder.** Changes the name of the currently selected object (not available if multiple items are selected).
- 2. Move this file/folder.** Relocates the selected file(s) and/or folder(s). To use this option, select the folder or file to be moved by clicking the folder/file icon, click this icon and a list of available folders is displayed. Double-click the destination folder, and the selected item(s) is/are moved.
- 3. Copy this file/folder.** Duplicates the selected file(s) and/or folder(s) in a new location. To use this option, select the folder or file to be copied by clicking the folder/file icon, then click the copy icon to display a list of available folders. Double-click the destination folder, and a copy of the selected item(s) is/are placed there.
- 4. Publish this file/folder to the Web.** Starts a Wizard that helps you verify what you want published, then shows some possible places to publish the objects, then publishes the objects in the selected location.
- 5. Share this folder.** This makes a folder available to other users on the network. It is only available when one folder is selected, i.e. it is not available if multiple items are selected.
- 6. E-mail this file/folder's Files.** This will create an E-mail message using the default e-mail program, with the selected files and/or folder's files attached. If an E-mail program is not configured, you may be prompted to set up E-mail first.
- 7. Delete this file/folder.** Sends the selected file(s) and/or folder(s) to the *Recycle Bin*.
- 8. Collapse task pane.** Shrinks the task pane so only its name is visible.
- 9. Expand task pane.** Expands a task pane to show its options.
- 10. Make a new folder.** This option (not shown) is available only when there are no folders or files selected. It creates a new folder inside the current folder.




Working with Files

File management is a critical part of using a computer, making finding data much simpler. **All of the steps in this section assume that you have already started Windows Explorer or My Computer.**


To copy a file or folder:

- Select the desired file(s) and/or folder(s).
- Click the  button, and double click on the destination folder. **OR**
- Right-click any of the selected files/folders.
- Select **Copy** from the menu.
- Open the destination drive or folder and right-click in the drive or folder and select **Paste** from the menu.


To move a file or folder:

- Select the desired file(s) and/or folder(s).
- Click the  button, and double click on the destination folder. **OR**
- Right-click any of the selected files/folders.
- Select **Cut** from the menu.
- Open the destination drive or folder and right-click in the drive or folder and select **Paste** from the menu.



To delete a file or folder:

- Select the desired file(s) and/or folder(s).
- Click the  button.
- Confirm that you want the selected object(s) deleted. **OR**
- Right-click any of the selected files/folders.
- Select **Delete** from the menu.
- Confirm that you want the selected object(s) deleted.

To rename a file or folder:

- Select a single file or folder.
- Click the  button.
- The file or folder name will be highlighted. Enter the new name, then press **<Enter>** to complete the change. **OR**
- Right-click a single file or folder.
- Select **Rename** from the menu.
- The file or folder name will be highlighted. Enter the new name, then press **<Enter>** to complete the change.

The Recycle Bin

With few exceptions (ex. very large files), a file or folder that is deleted is sent to the *Recycle Bin*. Things placed in it can be undeleted if desired. Once the *Recycle Bin* is emptied, the files can no longer be recovered using XP. If the *Recycle Bin* has anything in it, it looks like this: . Conversely, if it is empty, it looks like this: .

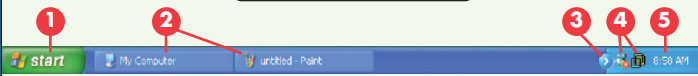
Restoring a deleted file:

- Open the *Recycle Bin* by double clicking its icon on the desktop or by selecting it in **Windows Explorer** or *My Computer*.
- Right-click the file(s) or folder(s) to be undeleted (and returned where they were deleted from) and select **Restore**.

Emptying the Recycle Bin:

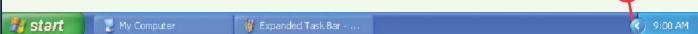
- Right-click the *Recycle Bin* icon on the desktop, or select it in **Windows Explorer** or *My Computer*, and select **Empty Recycle Bin** from the menu.

The Taskbar



The *Taskbar* is a bar that appears at the bottom of the screen by default. This bar contains the *Start Menu* button, which displays the *Start Menu*, icons for launching programs and the system clock. The *Taskbar* provides a way to organize multiple open windows. For example, when multiple programs/software applications are being used, one or more of the program windows can be reduced to the *Taskbar* until needed. To restore/maximize the window, just click the window's *Task* button.

1. **Start Menu.** Clicking this button displays the *Start Menu*. The *Start Menu* provides quick access to programs, operating system and PC settings, the search feature, the online help and support system, the *Run* window, the *Shut Down* window, etc.
2. **Task Buttons.** These buttons represent programs, folders or files.
3. **Collapse Notification Area.** This button will hide unused programs to free up space on the *Taskbar*. XP will automatically collapse this area if the icons within it are not used for a period of time.
4. **Program Icons.** Icons that appear in this area of the *Taskbar* launch programs/applications.
5. **System Clock.** The system clock is displayed here. To display the current date, move the mouse cursor over the clock, and the date is displayed.



6. **Expand Notification Area.** This button will show hidden, unused programs, giving you the option to make them available again.

Taskbar Shortcut Menu

While the contents of the *Taskbar* shortcut menu may vary depending on what is selected, the following options are generally available:

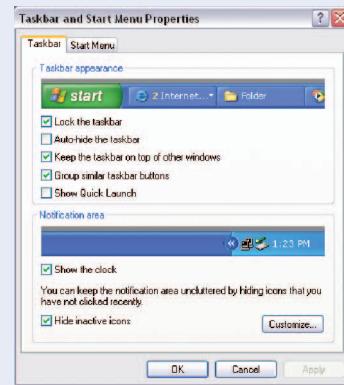
- **Toolbars** displays a submenu containing the *Toolbars* available for the *Taskbar*. To display a *Toolbar*, select the *Toolbar* name from this menu. To hide a *Toolbar*, select the *Toolbar* name from this menu. Visible *Toolbars* are denoted with a checkmark in front of the name.
- **Adjust Date/Time** sets the current date and time for the system clock.
- **Cascade Windows** cascades all open non-minimized windows (overlapped with a small horizontal and vertical offset from the previous window) with each window slightly showing. Saves space while providing access to windows without reducing each to the *Taskbar*.
- **Tile Windows Horizontally** tiles all open non-minimized windows horizontally across the screen. Each window will be long and short.
- **Tile Windows Vertically** tiles all open non-minimized windows vertically across the screen. Each window will be narrow and tall.
- **Show the Desktop** minimizes all open windows to *Task* buttons on the *Taskbar*, enabling the *Desktop* to be seen.
- **Undo** undoes the last window sizing action taken with any of the *Tile* or *Cascade* options.
- **Task Manager** displays the *Task Manager* window.
- **Properties** displays the *Taskbar and Start Menu Properties* window. Allows for customizing the *Taskbar* and the *Start Menu*.

Customizing Taskbar & Start Menu

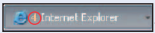
Windows XP provides many options for customizing the operation and use of the *Taskbar* and the *Start Menu*. The options are specified through the *Taskbar and Start Menu Properties* dialog box.

To display the Taskbar and Start Menu properties window:

- Position the mouse cursor over the *Taskbar*, making sure the cursor is not over a *Taskbar* element such as a *Task* button, the system clock or the *Start Menu* button.
- Right-click to display a shortcut menu. Select **Properties** from the menu, and the figure shown at right is displayed.



To set Taskbar properties:

- Display the *Taskbar and Start Menu Properties* window.
- Click the **Taskbar** tab.
- Set options as desired. Commonly used checkboxes include:
 - **Lock the Taskbar.** Keeps the *Taskbar* where it is on the screen and prevents it from being resized.
 - **Auto-hide the Taskbar.** Hides the *Taskbar* unless the mouse is moved over the edge of the screen where the *Taskbar* is located, when it will reappear. Gives more room on the screen for programs.
 - **Keep the Taskbar on top of other windows.** Reduces the size of a maximized window to keep the *Taskbar* visible. If this is unchecked, a maximized window will have to be minimized or restored to get access to the *Taskbar*.
 - **Group similar Taskbar buttons.** This is a new feature in XP. If multiple documents are open inside an application (ex. **Word**) that normally creates one *Task* button for each document, they will be located next to each other on the *Taskbar*. If the width of the buttons becomes too small, only one button will be created for the application, and an arrow will appear to indicate that several documents are open. It will look like this: . Note the orange "4" denotes there are 4 different browsers open. Clicking the arrow will show the list of documents. The desired document may then be selected from the list.
 - **Show Quick Launch.** This area of the *Taskbar*, standard in many previous versions of **Windows**, makes it simple to start commonly used applications, such as **Internet Explorer** or **Windows Media Player**. It is hidden by default in XP.
 - **Hide inactive icons.** Illustrated in the figures in the *Taskbar* section (at left), this feature hides infrequently used programs and other status information displayed in the notification area of the *Taskbar*. This option can also be set to hide or display selected icons as well.
- Click **OK**.

To switch between the new Start Menu and the classic Start Menu:

- Display the *Taskbar and Start Menu Properties* window.
- Click the **Start Menu** tab.
- Select either **Start Menu** to use the new **Windows XP**-style *Start Menu* or **Classic Start Menu** to use the *Start Menu* style used in all previous versions of **Windows** (since **Windows 95**). To customize either *Start Menu* style, click the **Customize** button to the right of the desired menu style.
- Click **OK**.

To relocate the Taskbar:

- Unlock the *Taskbar* as described above (if necessary).
- Drag the *Taskbar* to the desired edge of the screen.
- Lock the *Taskbar* as described above (if desired).

To size the Taskbar:

- Unlock the *Taskbar* as described above (if necessary).
- Place the cursor on the inside edge of the *Taskbar* (the side touching the desktop). The cursor will become a double-headed arrow.
- Drag the mouse up or down to increase or decrease the height of the *Taskbar* (if it is on the top or bottom of the screen).

OR

- Drag the mouse left or right to increase or decrease the width of the *Taskbar* (if it is on the left or right of the screen).
- Lock the *Taskbar* as described above (if desired).

Control Panel

The *Control Panel* customizes the appearance and operation of the **Windows** operating system. XP introduces a new style, *Category View* (illustrated right), which provides a *Help* and *Support* interface to many common tasks, links to useful tools, as well as actual *Control Panel* applets.

To display the Control Panel:

- Select *Start*, then choose **Control Panel**.
- *Category View* will be displayed by default. To change to *Classic view*, select **Switch to Classic View** in the *Control Panel* task pane.

OR

- If *Classic View* is displayed, select **Switch to Category View** in the *Control Panel* task pane to return to *Category View*.

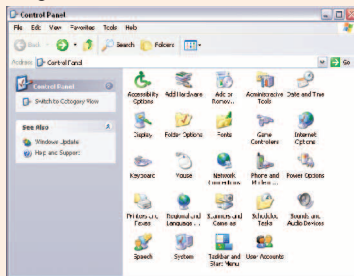
Categories in Category View

- **Appearance and Themes** provides a simple method to change screen resolution, themes, screen savers, etc. Also provides links to the *Display*, *Folder Options* and *Taskbar and Start Menu* applets.
- **Network and Internet Connections** provides quick access to configuring Internet connection options, an easy method to setup and change Dial-up and VPN (Virtual Private Network) connections, and access to the *Network Setup Wizard* to configure *Internet Connection Sharing*, *Internet Connection Firewall*, and file and printer sharing. Also provides access to the *Internet Options* and *Network Connections* applets.
- **Add or Remove Programs** opens the *Add or Remove Programs Control Panel* applet.
- **Sounds, Speech, and Audio Devices** provides an easy method to change sound scheme, volume, and speaker settings (such as hardware acceleration), as well as links to the *Sounds and Audio Devices* and *Speech* applets.
- **Performance and Maintenance** provides links to tools (such as **Backup**, **Disk Defragmenter**, **Disk Cleanup**); views the system configuration and manages the visual effects (fades, drop shadows, etc.). Also provides links to the *Administrative Tools*, *Scheduled Tasks*, *Power Options* and *System* applets.
- **Printers and Other Hardware** allows installed printers and fax printers to be viewed, adds a new printer, and provides links to the *Game Controllers*, *Mouse*, *Printers and Faxes*, *Keyboard*, *Phone and Modem*, and *Scanners and Cameras* applets.
- **User Accounts**. Opens the *User Accounts* control panel applet.
- **Date, Time, Language, and Regional Options** changes the date and time, sets the format of numbers, dates and times (12 vs. 24 hour clock, etc.), and installs additional languages. Also provides links to *Date and Time* and *Regional Language Options* applets.
- **Accessibility Options** allows quick access to managing the visual settings (enabling high contrast and setting cursor blink rate) as well as to the *Accessibility Wizard*. Also provides links to the *Accessibility Options* applet.

Control Panel applets in Classic View:

The standard control panel applets from previous versions are still available:

- **Accessibility Options** provides settings associated with the stickykeys, filterkeys, togglekeys, sound, display and mouse. It allows these options to be reset after a period of time, and it also allows administrative access to these settings (for multiple users that share a computer).
- **Add Hardware** adds and troubleshoots hardware that is installed on or in the PC. Example, allows PC to "recognize" a new ZIP® drive.
- **Add or Remove Programs** adds (installs) or removes software and **Windows** components. **Caution:** use this applet or the uninstall option in the *Start Menu* for the software when removing it.
- **Administrative Tools** accesses tools and features that assist in the management of PCs. Tools include *Component Services*, *Computer Management*, *Performance*, *Event Viewer* and *Services*. Generally used by network administrators.



Control Panel continued

- **Date and Time** used to set current date, time and time zone for the system clock. Allows time to be automatically updated over the Internet. The system uses the system clock for placing a time and date on files when created and modified. **Tip:** Access by double clicking on the time in the *Taskbar*.
- **Display** accesses options and settings associated with the screen display of **Windows**. Several settings provided are *Themes* (similar to the Desktop Themes in some previous versions of **Windows**), *Screen Saver*, *Desktop Background*, *Desktop and Window Colors*, and the *Hardware* settings for the installed video card and monitor. **Tip:** Access by right-clicking on the *Desktop* (not any icon on the *Desktop*) and selecting *Properties* from the shortcut menu.
- **Folder Options** provides options associated with appearance and use of folders. Includes folder opening options, double-click options, folder views, displaying the folder's path in the title and/or address bars, etc. **Tip:** Access by selecting **Tools > Folder Options** in **Windows Explorer** or **My Computer**.
- **Fonts** displays all fonts installed in the system and allows for adding fonts (by selecting **File, Install New Font**) and removing fonts (by selecting the font(s) and **<Delete>**).
- **Game Controllers** used to add, remove, configure, test and troubleshoot game controllers.
- **Internet Options** accesses settings associated with the Internet, such as home page specification, browser cache, history settings, security, privacy settings (new in **Internet Explorer 6**), parental controls, connections and Internet related programs. **Tip:** Access by selecting **Tools > Internet Options** in **Internet Explorer**.
- **Keyboard** accesses options available for keyboard use such as character repeat speed, cursor blink rate, and installation of foreign language keyboards.
- **Mouse** accesses settings associated with the mouse such as right/left hand settings, double-click speed, mouse pointers, wheel behavior, mouse motion and the hardware.
- **Network Connections** accesses network connections. Used to create new network and dial-up connections and to manage the properties of each (protocols, phone numbers, etc.).
- **Phone and Modem Options** accesses dialing rules, locations, modem settings and telephony options.
- **Power Options** accesses power saving settings, automatic power features and hibernation settings. The *Power Schemes* options allow for specifying preset power settings for desktops and laptops. APM (Advanced Power Management) and UPS (Uninterruptible Power Supply) settings are also managed with this applet.
- **Printers and Faxes** contains information about installed printers and fax printers (via a modem). Allows for installation of additional printers and fax services and printer job management. Allows the status monitor (for faxes being sent and those waiting to be sent) to be automatically opened, as well as providing fax information in the notification area of the *Taskbar*. Cover pages for faxing can be setup as well using the *Fax Configuration Wizard*. **Tip:** Access directly in the *Start Menu*.
- **Regional and Language Options** accesses settings associated with languages, number formats, currency formats, time, date and input locales.
- **Scanners and Cameras** manages, installs and configures digital cameras and scanners.
- **Scheduled Tasks** contains icons for all tasks performed automatically and details on each, including its schedule, last and next run time, etc. Tasks can also be executed immediately without waiting for the scheduled start time. Also allows for the creation of new scheduled tasks.
- **Sounds and Audio Devices** accesses settings for alert sounds, sound schemes, sound volume, speaker and sound card hardware, sound recording and MIDI playback.
- **Speech** allows voice for text to speech translation to be selected (by default, the only option is "Microsoft SAM") and the speed used for the voice.
- **System** accesses system settings such as the *Hardware Wizard* for installing, removing and troubleshooting hardware, device manager, the computer name, description, and domain name, user profile and default OS options, and configuring *Automatic Update* to automatically download and apply **Microsoft's** updates to XP. In addition, *Remote Assistance* and *Remote Desktop* settings and *System Restore* settings can be specified. **Tip:** Access by right-clicking on *My Computer* in the *Start Menu* and selecting *Properties*.
- **Taskbar and Start Menu** accesses settings for the *Taskbar* and for the behavior of the *Start Menu* as described in the *Taskbar* section. **Tip:** Access by right-clicking on the *Taskbar* and selecting *Properties*.
- **User Accounts** accesses defined users for a PC, enables properties for users to be changed (such as passwords and icons representing the user), and creates user accounts. Also allows for configuring the type of logon screen used (the new XP style *Welcome* screen or the Classic Logon screen) and whether or not *Fast User* switching is enabled.


Switching Between Users

One of the new features in **XP** is the ability for multiple users to use the computer without having to close all the work currently open to switch between them. This is often useful at home when someone wants to check email while another person is writing a term paper or balancing the checkbook, for example. At work, this comes in handy when several people share a common computer. This feature (known as *Fast User Switching*) will require extra memory to work well (above the 128 MB of RAM minimum for **XP**).

To enable or disable *Fast User Switching*:

- Open the *User Accounts* Control Panel applet as described in the control panel section.
- Click the *Change the way users log on or off* hyperlink.
- Select or deselect the *Use Fast User Switching* checkbox to enable or disable the feature.
- Click the *Apply Options* button.
- Close the *User Accounts* window.




To switch between users:

- Select *Log Off* from the *Start Menu*.
- In the *Log Off Windows* dialog box, select the *Switch User*  button.
- The current user's desktop (including all open files and applications) will move to the background and the *Welcome* screen or *Logon* dialog box will be displayed. The second user can now specify his/her own user name and password.
- When the second user is finished, he/she may logoff, exiting all open applications and freeing system resources, or this process may be repeated with a third user. The only limit to the number of users that may have their sessions saved in the background is the amount of available system resources (principally memory).
- To switch back to a saved user's desktop, logon with that user's name and password.

Shutting Down

When turning off the PC, **Windows XP** must first be properly "shut down". This allows **Windows XP** to close all open programs and files. If the shut-down procedure is not completed prior to turning off the PC, **XP** will have to check the drive for errors prior to the next start up. In addition, files may be corrupted that may keep **Windows XP** from functioning properly and temporary files will consume disk space until deleted. Note that *Hibernation* will only be an option if it is enabled in the *Power Options* control panel applet.

To Shut Down, Restart or Hibernate **Windows XP**:

- Select *Turn Off Computer* from the *Start Menu* and:
- Click the *Turn Off*  button. **OR**
- Click the *Restart*  button. **OR**
- Click the *Hibernate*  button.

Using the Search Feature

Windows XP provides a convenient tool for locating files, folders or network computers. The *Search* feature can locate these items by searching for a word within the name, the date created, the file type or the file size.

To search for a file or folder:

- Select *Search* from the *Start Menu*.
- In the *Search* dialog box select *All Files and Folders*.
- If any part of the filename is known, enter that part in the field labeled *All or part of the file name*.
- If a specific word or phrase in the file is known, enter it in the field labeled *A word or phrase in the file*. **Tip:** The more unique the word, the better the chances of finding the desired file.
- Select the location(s) (such as drives, folders or *My Documents*) to search by making a selection in the *Look in* field.
- Other options, such as the size of the file, when it was last modified, whether or not to search in system and hidden files, and whether or not the search should be case sensitive may also be made to help refine the criteria.
- Click the *Search* button, and the files and folders containing the search term are displayed in the right pane of the window.
- To open one of the *Search Results* files or folders, double-click the file or folder name in the right pane of the window.

My Computer

Provides alternative to **Windows Explorer** for accessing files, folders, drives, other computers on the network and other system resources. Also opens a *System* task pane providing quick access to common system functions. Contents of *System* task pane change depending on what is selected, but at the *My Computer* level, quick access to basic system information (via *Control Panel > System*), *Add/Remove* programs (another *Control Panel* applet), and to *Control Panel* itself (via *Change a setting*) is provided. All actions performed with **Windows Explorer** can also be performed with *My Computer*.

To Open *My Computer*:

- Click *Start*, then select *My Computer*. **OR**
- Right-click on the *Start* button and select *Open* to open the folder containing the *Start* menu contents for the current user.

Customizing the Display

Windows XP offers several options for customizing the appearance of windows, the desktop and screen savers. The *Desktop Cleanup* process can also be managed here as well. These settings are made using the *Display* control panel applet.

To display the *Display Properties* window:

- Open the *Display* Control Panel applet as described in the control panel section.

To select a *Desktop* picture or wallpaper:

- In the *Display Properties* window, click the *Desktop* tab. The window to the right will be displayed.
- Click the name of a graphic from the list provided. Once a graphic is selected, a preview of the selection is displayed in the "monitor" located near the top of the window.
- Click **OK**.

To select common *Desktop* items to display:

- In the *Display Properties* window, click the *Desktop* tab.
- Click the *Customize Desktop* button.
- Select the items (any combination of: *My Documents*, *My Computer*, *My Network Places*, and *Internet Explorer*) to be displayed on the desktop.
- Click **OK** to exit the *Desktop Items* dialog box.
- Click **OK** to close the *Display Properties* window.

To use the new *Desktop Cleanup* process:

- In the *Display Properties* window, click the *Desktop* tab.
- Click the *Customize Desktop* button.
- Check or uncheck the *Run Desktop Cleanup Wizard every 60 days* check box to enable or disable the feature. **OR**
- Click the *Clean Desktop Now* button to manually run the process at any time.
- Click **OK** to exit the *Desktop Items* dialog box.
- Click **OK** to close the *Display Properties* window.

To enable the *Screen Saver*:

- In the *Display Properties* window, click the *Screen Saver* tab.
- Select a screen saver from the list provided.
- To see a preview of the selection, click the *Preview* button.
- To change the setting for the screen saver, click the *Settings* button (not all screen savers are customizable). Note that all screen savers with "3D" in the name consume a lot of CPU power when active, and generally should not be used if processor intensive tasks are running in the background or files and/or printers are shared and heavily used.
- The delay when the screen saver starts after activity stops (on the keyboard and mouse) can be configured in the *Wait* field.
- To protect others from accessing the computer if you step away from it, select the *On resume, password protect* check box. When a key has been pressed or the mouse moved after the screen saver is activated, the password must be specified for the user that was last using the computer.
- Click **OK**.

To specify window colors:

- In the *Display Properties* window, click the *Appearance* tab.
- Select a coordinated color scheme using the *Color scheme* drop down menu. For more control over colors for specific desktop elements, click the *Advanced* button.
- Click **OK**.



ISBN 157222668-4



Author: John Hales



Screen representations may vary depending on the version of the software installed. This guide is based on the software version shipping at the time of publication and is accurate to that version. For specific changes to a software application, see the Read-Me file provided with the software application. Screen representations appear courtesy of Microsoft Corporation, Redmond, Washington.

© 2002 BarCharts, Inc. Boca Raton, FL
May 2003



6 54614 20668 8

Customer Hotline # 1.800.230.9522
We welcome your feedback so we can maintain and exceed your expectations.

visit us at
quickstudy.com