

ILLUSTRATED

# Microsoft® Windows® 95

95

*Neil J. Salkind*

Featuring CityScape!  
Learn Windows 95 basics  
with an entertaining new program!

# *Microsoft® Windows® 95*

## *Illustrated*

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*Managing Editor:* Marjorie Hunt  
*Senior Product Manager:* Nicole Jones Pinard  
*Developmental Editor:* Mary Terese Cozzola  
*Production Editor:* Donna Whiting  
*Text Designer:* Leslie Hartwell  
*Cover Designer:* John Gamache

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For more information contact:  
Course Technology, Inc.  
One Main Street  
Cambridge, MA 02142

International Thomson Publishing Europe  
Berkshire House 168-173  
High Holborn  
London WC1V 7AA  
England

Thomas Nelson Australia  
102 Dodds Street  
South Melbourne, 3205  
Victoria, Australia

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Scarborough, Ontario  
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International Thomson Publishing GmbH  
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Germany

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211 Henderson Road  
#05-10 Henderson Building  
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Hirakawacho Kyowa Building, 3F  
2-2-1 Hirakawacho  
Chiyoda-ku, Tokyo 102  
Japan

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# Preface

Welcome to *Microsoft Windows 95 — Illustrated*. This highly visual book offers new users a hands-on introduction to Microsoft Windows 95 and also serves as an excellent reference for future use.

## Organization and Coverage

*Microsoft Windows 95 — Illustrated* contains six units that cover basic Windows skills. In these units students learn basic Windows skills along with how to work with programs, manage files using both My Computer and Windows Explorer, customize the Windows environment, and get online with The Microsoft Network.

## Approach

*Microsoft Windows 95—Illustrated* provides new users of Windows with a highly visual and interactive learning experience. This hands-on approach makes it ideal for both self-paced or instructor-led classes.

## Lessons: Information Displays

The basic lesson format of this text is the “information display,” a two-page lesson that is sharply focused on a specific task. This sharp focus and the precise beginning and end of a lesson make it easy for students to study specific material. Modular lessons are less overwhelming for students, and they provide instructors with more flexibility in planning classes and assigning specific work. The units are modular as well and can be presented in any order.

Each lesson, or “information display,” contains the following elements:

**Introduction —** Concise text that introduces the basic principles discussed in the lesson and integrates the brief case study scenario. Procedures are easier to learn when concepts fit into a framework.

**Numbered steps —** Clear step-by-step directions explain how to complete the specific task. When students follow the numbered steps, they quickly learn how each procedure is performed and what the results will be.

**Reference tables —** These are quickly accessible summaries of key terms, toolbar buttons, or keyboard alternatives connected with the lesson material. Students can refer easily to this information when working on their own projects at a later time.

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MICROSOFT WINDOWS 95 UNIT 3 MANAGING FILES USING MY COMPUTER

### Finding a file

As you continue to use Windows, you might find that it is difficult to remember precisely where all your files are stored when you need them. Fortunately, Windows offers an easy approach to locating files and folders: the Find command on the Start menu. **Case** Bob wants to access a file named Suppliers, a list of companies where he gets some of his bike parts. He cannot remember where he stored it, so he needs to do a quick search.

### STEPS

- 1 Click the **Start** button on the Taskbar, point to **Find**, then click **Files or Folders**.  
The Find: All Files window opens, as shown in Figure 3-12. Table 3-5 lists the tabs within the Find File window and describes the search options each offers. For more information on advanced searches, see the related topic “Performing an advanced search.” For this search, Bob will use the default Name & Location tab, since he remembers the name of the file.
- 2 Type **Suppliers** in the **Named:** text box.  
You can supply the full name of the folder or file you want to find, or only the part you’re sure of. If, for example, Bob were unsure as to whether or not he had saved the file as Suppliers or Supply list, he could type Supp, since he’s sure of that much of the name.
- 3 Click the **Look in:** drop-down list arrow, then click the drive containing your Student Disk.
- 4 Click **Find Now**.  
The Find File utility searches all the folders on your Student Disk and finds the file, as shown in Figure 3-13, providing its full name, location, size, type, and the date on which it was created or last modified. At this point, Bob can either double-click the file to start the associated program and open the file, or he can note the file’s location and close the Find: All Files window. He decides to note the file’s location and close the window.
- 5 Click the **Close** button in the Find: All Files window.

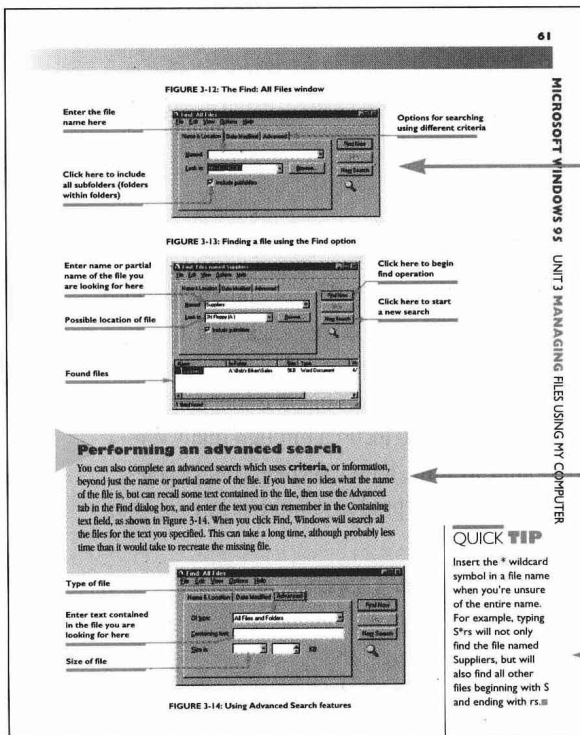
TABLE 3-5: Find File options

FIND: ALL FILES TAB	OPTIONS AVAILABLE
Name & Location	<ul style="list-style-type: none"> <li>Find the file by name and location</li> <li>Browse through directories for the file</li> </ul>
Date Modified	<ul style="list-style-type: none"> <li>Search for files created during the previous number of days or months, or between a certain period of time that you specify</li> </ul>
Advanced	<ul style="list-style-type: none"> <li>Search for files by type, text the file contains, or a file’s size</li> </ul>

## Other Features

The two-page lesson format featured in this book provides the new user with a powerful learning experience. Additionally, this book contains the following features:

- “Read This Before You Begin Microsoft Windows 95” Page — This page provides essential information that both students and instructors need to know before they begin working through the units.
- Real-World Case — The case study used throughout the textbook is designed to be “real-world” in nature and representative of the kinds of activities that students will encounter when working with Windows. With a real-world case, the process of solving the problem will be more meaningful to students.
- CityScope — CityScope is a simple program that offers students an engaging and nonthreatening vehicle to learn basic Windows skills. Using CityScope in Unit 1, students can focus on the basics of using scroll bars, resizing windows, and using menus, toolbars, and dialog boxes in a safe and fun environment. The basic skills learned using CityScope can be applied to all Windows 95 programs.
- End of Unit Material — Each unit concludes with a Task Reference that summarizes the various methods used to execute each of the skills covered in the unit. The Task Reference is followed by a meaningful Concepts Review that tests students’ understanding of what they learned in the unit. The Concepts Review is followed by a Skills Review, which provides students with additional hands-on practice of the skills they learned in the unit. The Skills Review is followed by Independent Challenges, which pose case problems for students to solve. The Independent Challenges allow students to learn by exploring and develop critical thinking skills.



**Screen shots — Large-size, full-color representations of what the students’ screen should look like after completing the numbered steps.**

**Related topics — Concise information that either expands on one component of the major lesson skill or describes an independent task that is in some way related to the major lesson skill. These often include both text and screen shots.**

**Quick Tips and Trouble? — Shortcuts and hints for using Windows 95 more effectively as well as troubleshooting advice to fix common problems that might occur.**

## The Student Disk and CityScape

To use this book students must have a Student Disk, which contains all the data files needed to complete the step-by-step lessons. Additionally, this book features a program called CityScape. This simple Windows 95 program, featured in Unit 1, is designed to teach students basic Windows skills in a nonthreatening and engaging environment.

Adopters of this text are granted the right to post the Student Disk and the CityScape program on any stand-alone computer or network used by students who have purchased a copy of *Microsoft Windows 95 — Illustrated*.

For more information on the Student Disk and the CityScape program, see the page in this book called “Read This Before You Begin Microsoft Windows 95.”

## The Supplements

Instructor's Resource Kit — The Instructor's Resource Kit is quality assurance tested. It includes:

- Solutions to all lessons, Concepts Reviews, Skills Reviews, and Independent Challenges
- Unit notes, which contain tips from the author about the instructional progression of each lesson
- Extra problems
- Transparency masters of key concepts

Additional instructor's materials are available online. Please see your Instructor's Resource Kit for more information. Additional materials designed for students are also available and can be found on the World Wide Web at <http://www.vmedia.com/cti/>.

Course Test Manager— The Course Test Manager and Test Bank offer a comprehensive test management system that provides testing and assessment of the material contained in *Microsoft Windows 95— Illustrated*. The Course Test Manager, which runs in a standard Windows environment, lets instructors create both online tests that students take at computers in a lab setting, or printed tests that students take in the classroom. It also lets instructors create practice tests. The test bank contains a large variety of multiple choice, true/false, short answer, essay, and graphics-based questions. Instructors can customize the existing questions, or write additional questions.

## Acknowledgments

A book is far more than the author's efforts at putting words on paper. Marjorie Hunt gave me the opportunity to participate in this project and along with Nicole Jones Pinard provided invaluable guidance and support along the way. MT Cozzola applied her eagle's eye to my drafts and knew exactly what to leave in and what to take out. She also applied her sense of humor to make our working together a partnership, and the beginnings of a friendship. Jim Valente and his group of student testers remained diligent and focused through many versions of beta and then final software. Finally, Donna Whiting, Karen Neville-Scott, Debbie Masi, and Wendy Benedetto pulled all of the work together to produce what you have in your hands. My sincere thanks to all of these people.

*Neil J. Salkind*

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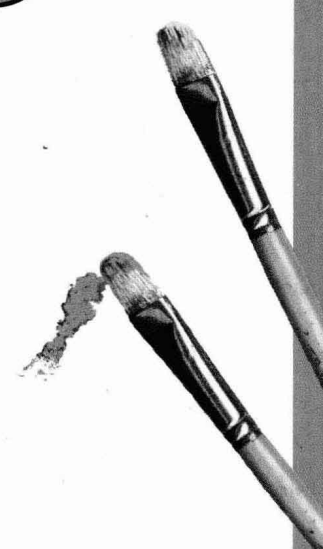


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# *Microsoft® Windows® 95*



UNIT 1

**Getting Started with Windows 95**

UNIT 2

**Working with Windows Programs**

UNIT 3

**Managing Files Using My Computer**

UNIT 4

**Customizing Windows: Using the  
Control Panel**

UNIT 5

**Managing Folders and Files Using  
Windows Explorer**

UNIT 6

**Getting Online with Windows 95**

# *Read This Before You Begin*

## *Microsoft Windows 95*

### **To the Student**

To complete the step-by-step lessons, Skills Reviews, and Independent Challenges in this book, you must have a Student Disk. Additionally, this book features a program called CityScape. This simple Windows 95 program, featured in Unit 1, is designed to teach basic Windows skills. Your instructor will do one of the following: 1) provide you with your own copy of the disk(s); 2) have you copy them from the network onto your own floppy disks; or 3) have you copy the files from a network into your own folder on the network. See your instructor or technical support person for further information.

Additional materials, designed especially for you are available on the World Wide Web. Go to <http://www.vmedia.com/cti/>.

### **Using Your Own Computer**

If you are going to work through this book using your own computer, you need a computer system running Microsoft Windows 95, the CityScape program installed on your machine, and a Student Disk. *You will not be able to complete the step-by-step lessons in this book using your own computer until you have your own Student Disk and have CityScape installed.*

### **To the Instructor**

To complete the step-by-step lessons, Skills Reviews, and Independent Challenges in this book, your students must have a Student Disk. Additionally, this book features a program called CityScape. This simple Windows 95 program, featured in Unit 1, is designed to teach basic Windows skills. As an adopter of this text, you are granted the right to distribute the files on the Student Disk and on the CityScape disk to any student who has purchased a copy of the text. You are free to post all these files to a network or stand-alone workstations, or simply to provide copies of the disks to your students. For information on providing the Student Disk files over a network see the README.WRI file on the Student Disk. For more information on installing CityScape on a network see the README.WRI file on your CityScape disk.

The instructions in this book assume a standard installation of Microsoft Windows 95 and that CityScape is installed and appears in the Programs submenu. It is also assumed that the students know which drive and directory contain the Student Disk. It's important that you provide disk location information before the students start working through the units.



# UNIT I

## OBJECTIVES

- ▶ Start Windows and view the desktop
- ▶ Use the mouse
- ▶ Start a program
- ▶ Move and resize windows
- ▶ Use scroll bars
- ▶ Use menus and dialog boxes
- ▶ Use toolbars
- ▶ Use Windows Help
- ▶ Exit a program and shut down Windows

## *Getting Started* WITH WINDOWS 95

M

icrosoft Windows 95 is an operating system that makes it easy to work productively on your computer. An **operating system** controls the basic operation of your computer and the programs you run on it. Windows offers an on-screen environment of icons and windows. **Icons** are graphical representations of files and other Windows elements, and **windows** are on-screen frames that might contain several icons, the contents of a single file, or other usable data. ▶ This unit introduces you to basic Windows skills. First, you'll learn how to use the mouse to navigate through the Windows environment. Then, to gain familiarity with common Windows graphical elements, you'll launch CityScape, a program that's specially designed for use with this book. ▶