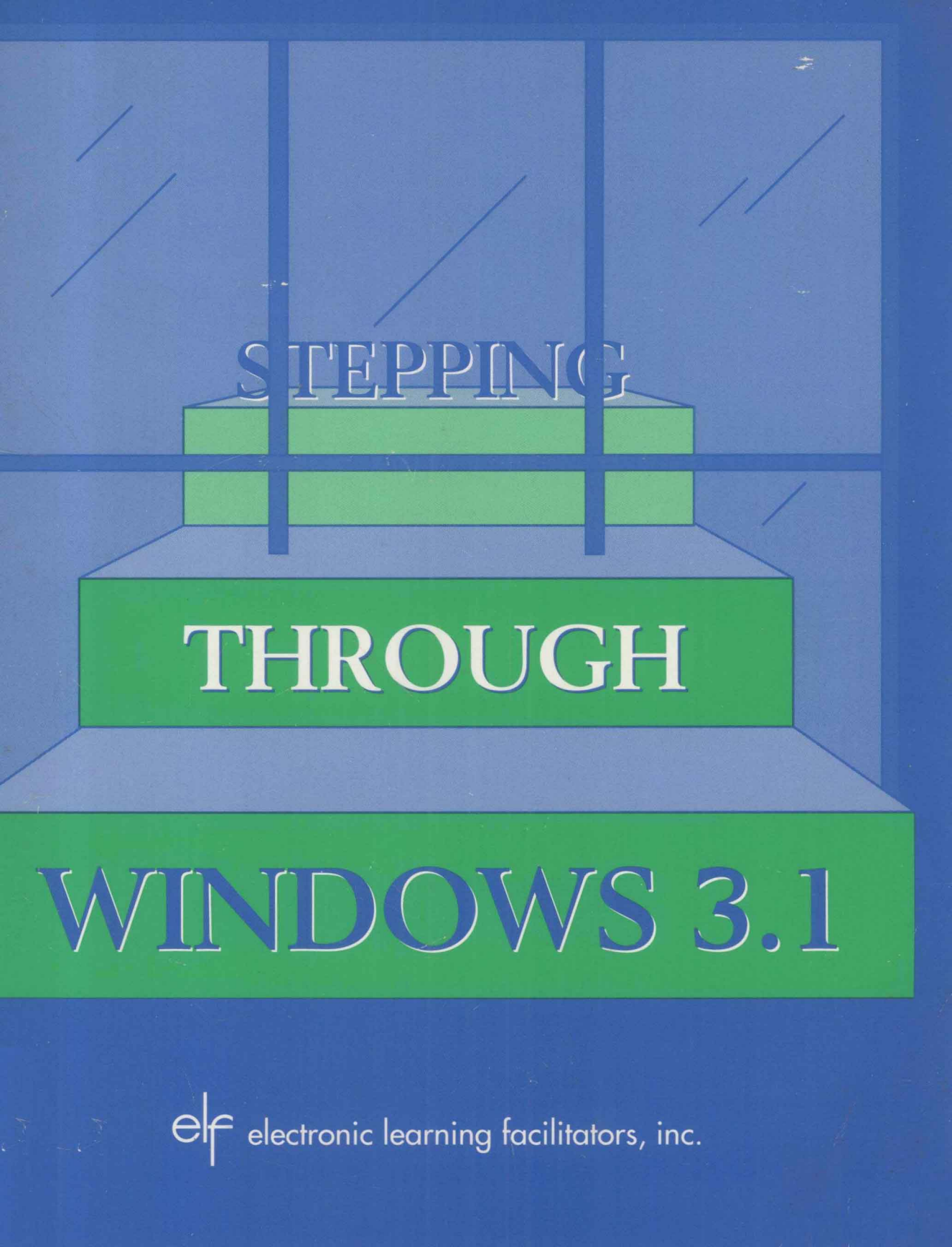
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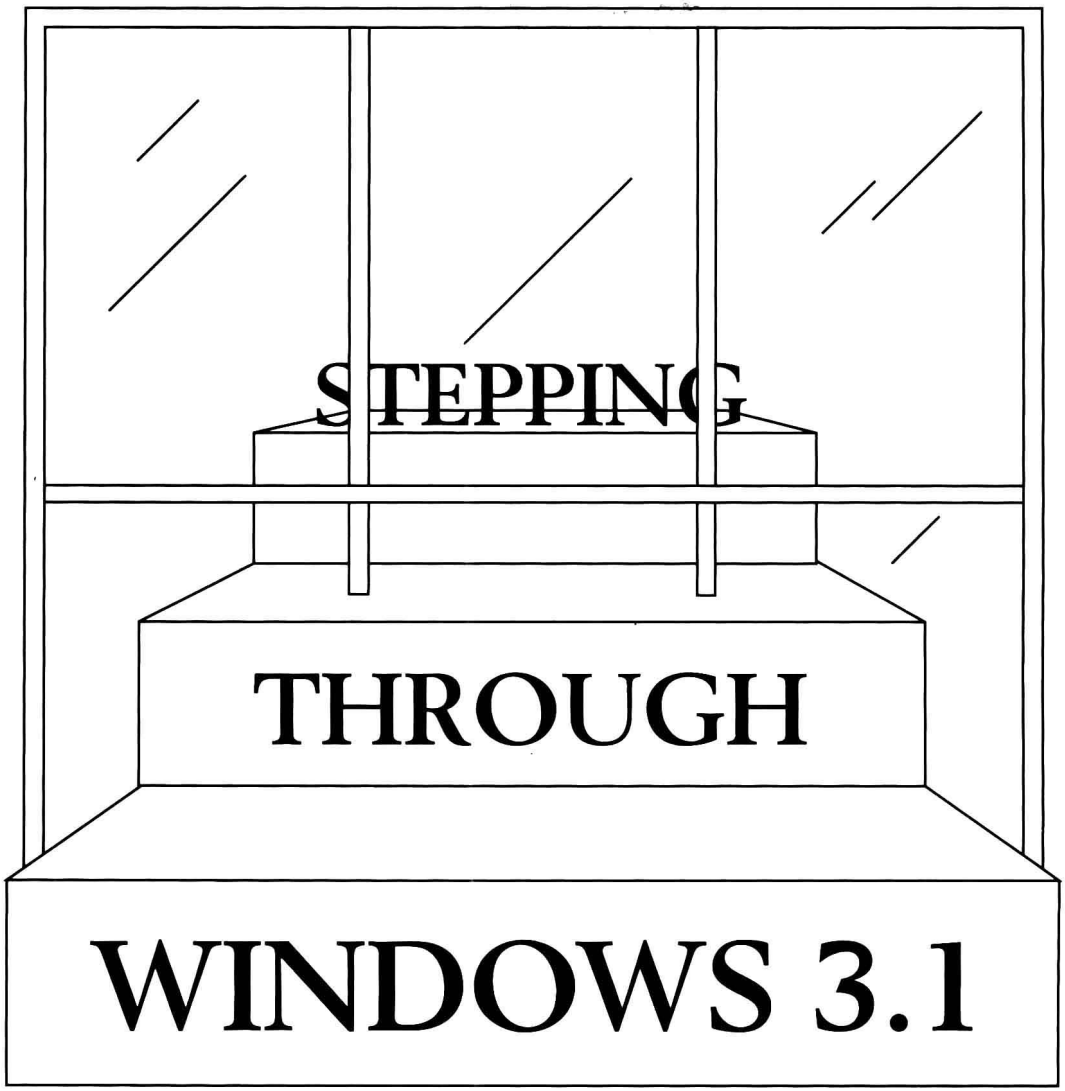

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PREFACE

Overview

Stepping Through Windows 3.1 is a comprehensive workbook and reference guide designed to prepare you to work with Microsoft Windows™ 3.1 on an IBM or IBM-compatible PC. This book is intended for students who are familiar with DOS, especially DOS version 5.0.

If you're not familiar with the PC or with DOS, read Appendix A first. This appendix provides details about PC hardware and software.

This workbook is divided into 10 chapters. Each chapter includes a discussion of new concepts, several activities where those concepts are practiced, and "On Your Own" sessions that let you experiment with what you have learned.

When you finish this course, you should be able to:

- start Windows
- identify the parts of the Windows screen
- run Windows and DOS applications under Windows
- use the Windows accessories
- customize your Windows environment
- use the File Manager to organize files and directories on your PC
- use the Control Panel to control and customize your Windows environment
- install printers and fonts
- add, delete, or change icons in the Program Manager

- create and edit Program Information Files (PIF)
- understand Object Linking and Embedding (OLE)

Organization

Stepping Through Windows 3.1 has the following components:

- Chapter overview and objectives
- Instructional notes for each topic
- Step-by-step references to accomplish each function
- Illustrations and screen facsimiles
- Guided hands-on activities
- Unguided "On Your Own" exercises
- Quick Checks at the end of each chapter
- Appendices
- Index

Guide to the Workbook

Although *Stepping Through Windows 3.1* is comprehensive, it is *not* a user's manual. Refer to the *Microsoft Windows User's Guide* for information not contained in this workbook.

The best way to use this book is sequentially — step-by-step — since many of the activities build on concepts developed and files created in previous units.

Similarly, most activities and exercises build on each other. If you follow the steps to complete one exercise, you should be able to begin the next exercise without additional preparation.

Do not close, exit, or minimize a program unless you are instructed to do so.

Conventions

You'll see the following conventions in this book:

- Nonalphabetic keys to be pressed are enclosed in brackets. Examples: [F1], [PgDn], [Enter].

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- Keys used in combination with the [Ctrl], [Alt], or [Shift] keys are shown in this manner: [Ctrl][F2]. The [Ctrl] key is held down while the [F2] key is pressed and released.
- Hands-on activities have numbered steps to distinguish them from reference material.
- Most activities have an On Your Own task to reinforce your knowledge. If you are unable to complete the task, ask your instructor for assistance.

- Quick Checks and On Your Own activities are indicated by the checkmark symbol shown to the left.

- Notes for your attention are indicated by the note paper symbol shown to the left.

- Important cautionary information is indicated by the exclamation point symbol shown to the left.
- Items of importance or procedures are marked with bullets as in this conventions list.
- Text shown in italics like the following is either text to be typed or an action to be performed by the student:

  *type **Acme Letter** and press [Enter]*

Student Disk

The student disk that accompanies this book contains the following directories and files:

A:\
- acme.bmp
- acme.wri
- address.crd
- art.bmp
- artmemo.wri
- benefits.let
- benfinal.let
- busy.cal
- chapter1.let
- logo.bmp
- printers.mem
- text.wri
- todolist.txt
- training.wri
- travel.mem

A:\FRAGCHEK
- frageval.bat
- fragtext.mem

A:\MEMOS
- A:\MEMOS\JONES
- printers.mem
- travel.mem

A:\MEMOS\SMITH
- other.mem
- train.mem

A:\WAKEUP
- readme
- wakeup.exe
- wakeup.num
- wakeup.txt

Blank Diskette

A blank (preferably unformatted) double-sided, double-density diskette is required for Activity 5.5.

System Setup

The activities presented here assume a system configuration for each workstation as follows:

- An IBM or IBM-compatible computer with a minimum of 2MB RAM.
- DOS version 5.0.
- A bootable hard disk designated as drive C.
- A floppy disk drive designated as drive A: in which the student disk will be inserted. If another floppy disk drive is to be used for the student disk, that drive designator should be substituted in any activity that refers to drive A:.
- Windows 3.1 software installed on drive C: in the directory C:\WINDOWS. If another drive or directory is used, that should be substituted in any activity that refers to C:\WINDOWS. If Windows 3.1 needs to be installed, refer to Appendix B.
- Access by each workstation to a printer.
- A mouse input device. Keyboard equivalents for most mouse procedures are available, but a mouse is assumed to be the primary input device for all activities.

Acknowledgments

We would like to acknowledge the following individuals for making *Stepping Through Windows 3.1* possible: Lucille Parker, Karen Penn, and Ken Robertson who developed and wrote the book; Carol Derenak who reviewed and tested the activities; Karen Penn and Lisa White who produced it; and Carolyn Adler who conceived, planned, and produced it.

We welcome all questions and comments from users of this workbook.

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Bethesda, Maryland 20814

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Chapter 1 A First Look into Windows

Overview

Windows™ is a graphical operating environment that provides a different way to interact with your IBM-type computer. Windows is an environment, not an operating system. This means that your computer must have DOS to run Windows.

There is a key difference between Windows and DOS and between applications that were written for them. When you work with DOS, you type commands at a prompt. You must know the commands as well as the correct syntax to make them work. Instead of the DOS prompt, Windows provides you with a graphical interface of menus and icons. With Windows, you interact with pictures and menus using a mouse rather than the keyboard as the primary input device.

When you first begin to work in a new environment, you need to learn new concepts, terminology, and techniques. This chapter introduces Windows 3.1 features and capabilities and presents information you need to start working with Windows.

Objectives

- Start the Windows program
- Identify the parts of a window
- Use the mouse to select and drag
- Maximize and minimize a window
- Open and close a program group
- Use Windows Help
- Use scroll bars
- Exit Windows

Windows Features

Windows is a working environment for your computer that allows you to work with several programs at once and to do so through a consistent, graphical interface. With Windows, you work with items on your computer screen much the way you'd work with them on your desk—opening files, moving things around, temporarily putting one task aside to work with another, and so on. Here are some of the things that Windows 3.1 can do for you.

- Windows has a *graphical user interface (GUI)* that allows you to perform tasks by selecting from menus and recognizable screen objects called icons.
- Windows programs share a *common look and feel* so that learning a new program takes less time. Whether you're using a spreadsheet, a word processor, or another application, you always do certain tasks — like opening a file and printing — the same way.
- Windows provides *multitasking* capability that lets you work with more than one application at a time and quickly switch from one to the other. You can, for example, have both your spreadsheet and word processor programs available at the same time and move easily between them.
- Windows lets you easily *transfer and share information* from one Windows program to another.

Produced by Microsoft®, the Windows product has been in development since 1985, when Windows 1.0 was copyrighted. The current version of the product, Windows 3.1, was released in April of 1992.

What Does Windows Include?

The heart of Windows is the Program Manager. Inside the Program Manager, basic Windows 3.1 initially contains five program groups: Accessories, Main, StartUp, Applications, and Games.

Accessories In the Accessories group you'll find a useful group of desktop applications. Most of the applications in the Accessories group are shown in Table 1-1. The table describes the application and shows where in this book it is discussed.

Table 1-1 Accessories Group

Application	Purpose	Where Described
Clock	Clock	Chapter 2
Calculator	Desktop calculator with standard and scientific modes	Chapter 2
Calendar	Calendar for scheduling appointments and setting alarms	Chapter 2
Notepad	Editor for creating and editing text files	Chapter 3
Cardfile	Electronic card file for creating and indexing data in card format	Chapter 3
Write	Word processing	Chapter 4
Character Map	Displays characters and allows them to be selected and copied	Chapter 4
Paintbrush	Creating and editing graphics	Chapter 4
Recorder	Recorder of keystrokes for playback in Windows and Windows applications	Chapter 4
Object Packager	Packages objects for linking and embedding in Windows applications	Chapter 10

The Accessories group also includes several applications that require special hardware to be used. These applications are shown below and are not otherwise covered in this book.

Table 1-2 Additional Accessories

Application	Purpose
Terminal	Communications with remote computers
Media Player	Controls a media player like a videodisk or video tape player
Sound Recorder	Records sound and stores it digitally

Main The Main group's purpose is to provide support to the Windows environment. It contains utility programs that let you work with the features of Windows that support the other programs. Applications in the Main group are shown in Table 1-3.

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