

Getting Started with Windows[®] 3.1

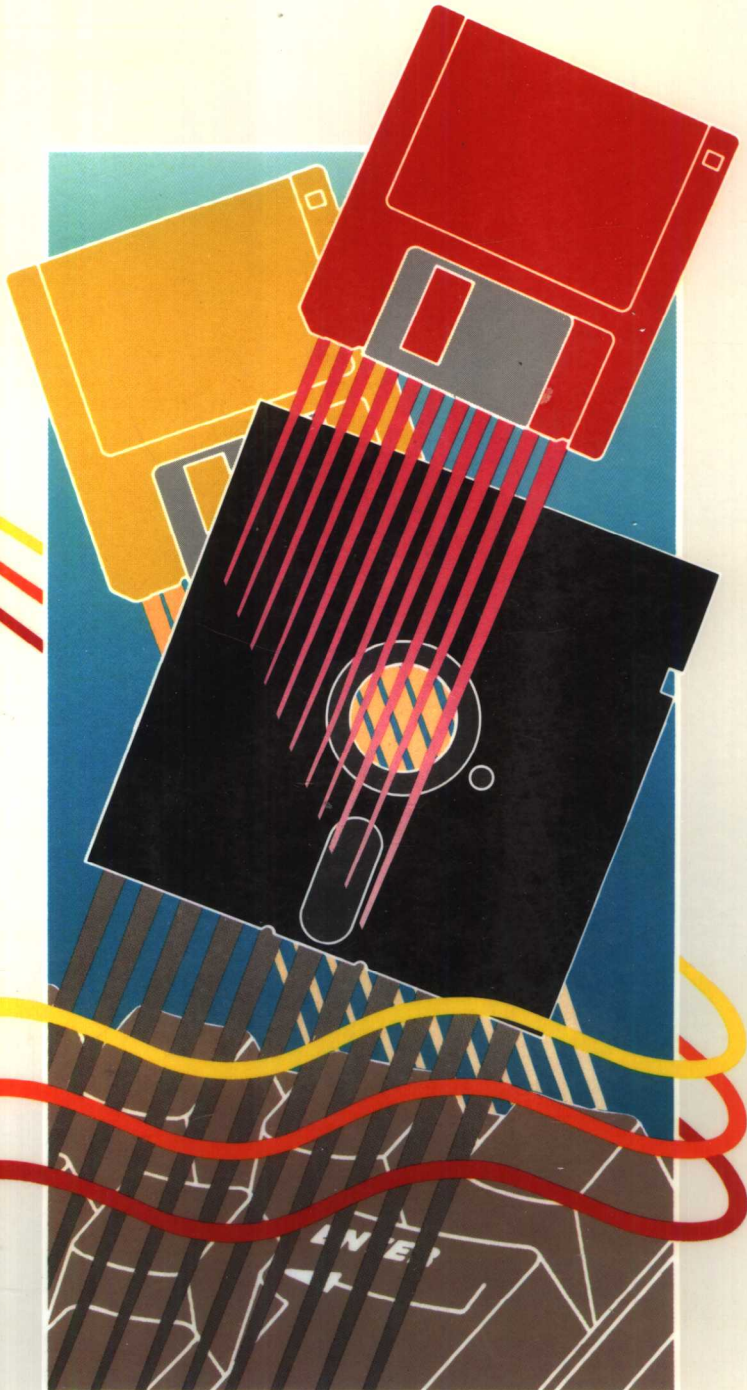
*for the IBM PC
3.5 inch Data Disk*

Sylvia Russakoff

Babette Kronstadt

David Sachs

Consulting Editors



A Wiley PC Companion

Getting Started with Windows® 3.1

Sylvia Russakoff

Pace Computer Learning Center
Pace University

Babette Kronstadt

David Sachs

Consulting Editors

Pace Computer Learning Center
Pace University



John Wiley and Sons, Inc.

New York Chichester Brisbane Toronto Singapore

Trademark Acknowledgments:

IBM is a registered trademark of International Business Machines Corporation

Windows is a registered trademark of Microsoft Corporation

Copyright © 1993 by John Wiley & Sons, Inc.

All rights reserved. Published simultaneously in Canada.

Reproduction or translation of any part of this work beyond that permitted by Sections 107 and 108 of the 1976 United States Copyright Act without the permission of the copyright owner is unlawful. Requests for permission or further information should be addressed to the Permissions Department, John Wiley & Sons.

ISBN 0-471-58617-X

Printed in the United States of America

10 9 8 7 6 5 4 3

PREFACE

Many experts feel that the advent of Windows, a product of Microsoft Corporation, is the most exciting development in software in recent years. Windows provides a graphical user interface, a platform for running both Windows and DOS applications, the opportunity to do multitask applications, a selection of convenient accessories, and much, much more. Millions of copies have been sold, and users in both office and home environments are enjoying its manifold advantages. Windows 3.1 represents the latest version of this program.

This book provides a step-by-step introduction to the terminology, concepts, and techniques needed in order to use Windows 3.1. Lessons 1 and 2 introduce you to the Windows environment. Lessons 3 through 5 introduce the Windows Program Manager, Help function, and word processor. Lessons 6 and 7 introduce the remaining Windows accessories. Lessons 8 through 11 and the Appendices introduce various advanced topics.

Acknowledgments

I wish to express my thanks and appreciation to my colleagues at the Pace University Computer Learning Center, who have given me the time to write this book, and the support and help I needed in doing so. Babette Kronstadt has read each lesson and contributed her ideas and advice. Barbara Farrell worked through the exercises and helped me to clarify them and sharpen their focus. My thanks to Lynn Bacon, whose artistic sense and skills guided the book's appearance. I also appreciate the cooperation and concern of Andrea Bryant of John Wiley & Sons, Inc. Finally, my thanks to my daughter Nina, whose summer vacation largely consisted of word processing, and without whom this book could not have been completed.

CONTENTS

Preface	ix
----------------------	-----------

Getting Started with Windows 3.1

Introduction

Hardware Needed	1	Using This Book	2
Software Needed	1	Starting Windows	3
Windows 3.1	1	Modes of Operation	3

Lesson 1 The Windows Environment: Part I

The Windows Environment	5	Mouse Actions	9
Basic Terms	5	Using the Menus	10
The Parts of a Window	9	Using the Mouse to Control a Window	11
Using the Mouse	9		

Lesson 2 The Windows Environment: Part II

Using the Mouse to Control an Application	13	Moving and Sizing Windows ...	16
Dialog Boxes	14	Leaving Windows	16
Dialog Box Elements	15	Review Exercises	17

Lesson 3 The Program Manager

The Program Manager	19	Using the Task List to Open More Than One Application ...	23
Opening Program Group Windows	20	Review Exercises	25
Using the Cascade and Tile Commands	21		

Lesson 4 Using Windows Help

Using the Contents Menu	28	Leaving Help	31
Retracing Your Steps	31	Review Exercises	31

Lesson 5 Using Windows Write

Moving Around the Document ..	35	Paragraph Formatting	41
Wordwrap	36	Document Formatting	43
Inserting and Deleting Text	36	Saving a File	44
Inserting and Deleting Lines	37	Printing a Document	45
Selecting Text	38	Beginning a New Document	45
Shortcuts for Selecting Text	38	Using Windows 3.1 True Type Fonts	45
Moving and Copying Text	39	Conclusion	46
Formatting Your Document	41	Review Exercises	47
Character Formatting	41		

Lesson 6 Exploring Windows Accessories

Using the Windows Clock	51	Using the Windows Notepad	58
Using the Windows Calendar	53	Closing Exercise	60
Saving Your Calendar File	54	Review Exercises	60
Using the Windows Cardfile	55		

Lesson 7 Sharing Data Among Applications

Review Exercises 65

Lesson 8 Using the File Manager

Understanding the Directory Tree	68	Moving and Copying Disks	76
Expanding and Collapsing Directories	70	Moving and Copying Groups of Files	76
Opening A Second Directory Tree Window	71	Deleting Files and Directories	77
Using the File Manager Menus	72	Launching Applications from File Manager	78
Creating a Directory	72	Save Settings on Exit	79
Formatting a Disk	74	Review Exercises	79

Lesson 9 Using the Control Panel

Changing the Windows Color Scheme	82	Changing the Border Width	85
Using the Desktop	83	Closing Exercise	86
Using the Screen Saver	84	Review Exercises	86

Lesson 10 Creating A New Program Group

Changing Program Group and Program Item Properties	92	Adding Applications from the Hard Disk	93
Deleting Program Items and Groups	93	Closing Exercise	94
Using the Startup Group	93	Review Exercises	94

Lesson 11 Creating Special Links Between Applications

What Is an Object?	95	Embedding an Object Package in a Document	99
What Is Object Embedding?	96	Review Exercises	60
What Is Object Linking?	98		

Appendix A: Suggested Projects 103

Appendix B: Installing Windows and Printing in Windows

1. Installing Windows 105

Appendix C: Using Non-Windows Applications

What are Non-Windows Applications?	109	The Non-Windows Control Menu	111
Adding Non-Windows Applications to the Windows Environment	110	Creating a PIF File	113
Running a Non-Windows Application in a Window	111	PIF File Parameters	114

Appendix D: Shortcut Keys 117

Index 119

I

Introduction

Hardware Needed

- IBM AT/PS2 or compatible microcomputer
- 640K conventional memory and *at least* 256K, preferably 1024K extended memory
- Hard drive with *at least* 6 MB, preferably 9 MB free
- At least one floppy disk drive

Software Needed

- IBM-DOS or MS-DOS 3.1 or later
- Windows 3.1
- Student Data disk (supplied with this book)

Windows 3.1

Windows 3.1 offers the user a new, multifeatured environment in which to operate a personal computer. With Windows, Microsoft Corporation has revolutionized the way people set up their PCs, organize their software, and run the programs they need. Windows 3.1 represents the latest and most advanced version of Windows. Some of its important features are listed below:

1. Windows employs a *graphical user interface* (GUI). In addition to placing commands and instructions onscreen as text, Windows contains small pictures called *icons*, which represent programs, devices, documents, and commands. To select an icon for use, you click on it with a device called a "mouse."
2. Windows uses the desktop metaphor. Each task you perform takes place in its own window, and all windows can be sized and arranged on the screen just as you would arrange the papers on your desk.

included with Windows 3.1 and files that you will find on the Student Data disk included with this book.

Each exercise consists of numbered instructions. Text you are expected to type will be printed in **bold** type. Most chapters will conclude with Review Exercises, which contain suggestions and hints rather than detailed instructions. At the end of the book you will find five Projects, which are designed to help you organize and assimilate the knowledge you have acquired.

You will be using the Control (CTRL), Alternate (ALT), and Function keys (F1 through F12) in combination with normal typing keys to carry out the instructions in this book.

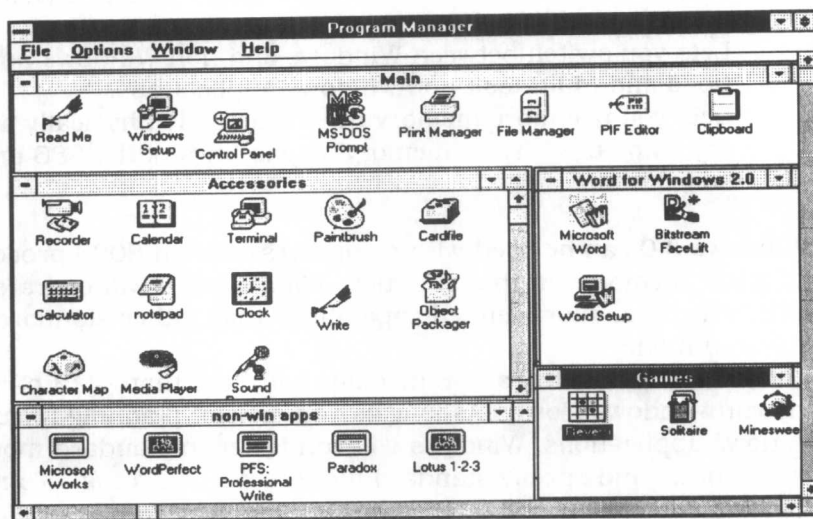


Figure I-1:
Windows 3.1
(one of many
possible
screens)

Starting Windows

Windows is usually started either from the DOS prompt or by selecting it from a customized menu. Often a personal computer using Windows is set up so that Windows will open automatically as part of the start-up routine (through a command in the AUTOEXEC.BAT file.) If the Windows installation procedure has been followed, Windows can be loaded by typing: **win**. *If this command does not work, check any menus that appear on your screen or ask your instructor for help.*

To start Windows from the DOS prompt,

1. Turn on your computer and monitor.
2. At the C:\ prompt, type: **win**.
3. Press ENTER.

Modes of Operation

Windows 3.1 can operate on a wide range of personal computers. However, computer systems with less memory (RAM) and less powerful processors cannot take full advantage of Windows' capabilities. When

you start Windows, it looks at your hardware capacity, and depending on what it finds, operates in either of two modes:

Standard Mode

1. The normal operating mode for running Windows.
2. Requires an 80286 processor (or higher), 640K conventional memory, and 256K extended memory.
3. Lets you switch among Windows and non-Windows applications.
4. Provides access to extended memory.

386 Enhanced Mode

1. Requires an 80386 processor (or higher), 640K conventional memory, and 1024K extended memory.
2. Lets you switch between Windows and non-Windows applications and multi-task non-windows applications.
3. Lets you use more memory than is actually physically available (by using the "virtual memory" capabilities of the 386 processor).

Windows 3.0 can be used with computers with an 8086 processor and 640K memory. In that situation, Windows 3.0 will operate in Real Mode, which has more limited capabilities than either standard or enhanced mode.

Microsoft advises that a 386 machine with less than 4MB of memory may run Windows slowly. As long as you are not planning to run non-Windows applications, Windows will run faster in standard mode. To run Windows and specify standard mode, type:.....**win /s**. To run Windows and specify enhanced mode, type:.....**win /e**. We will learn more about standard and enhanced modes in a later lesson.

1

The Windows Environment Part I

The objectives of this lesson are to

- › Define the Windows environment
- › Understanding basic Windows terminology
- › Identify the elements of the Program Manager window
- › Use the mouse

Note: One of the difficulties in working with Windows is the number of different ways a screen can be displayed. Although a student may follow instructions correctly, the screen that appears may not resemble our illustration. In addition, Windows does not always return to the same default setting or screen arrangement, but instead may return to the way a screen was left at its last use. We have tried to give instructions to encompass these situations, but if you have trouble, ask your instructor for help.

The Windows Environment

The Windows environment includes the terminology and procedures you need to know in order to *begin* to use Windows. Windows is sometimes confusing to beginners because of the vast number of choices to make and the various, often unexpected screen transformations that occur. Lessons 1 and 2 teach you how to control and manage the Windows environment. You will find that once you have mastered the material in these lessons you will feel more confident and ready to explore further.

Basic Terms

Windows has its own vocabulary. Here are some basic terms you need to know.

1. **Window.** An area enclosed within a frame where an application can run, or a document can be displayed. Every activity you carry out will take place within a window.
2. **Desktop.** Unenclosed background area behind a window.
3. **Applications.** A computer program which can run in the Windows environment. Applications designed to be used with Windows, like the Notepad and Cardfile, are called Windows Applications. Some applications, like WordPerfect and Lotus 1-2-3 are non-Windows Applications which can be used in the Windows environment.
4. **Menu.** A horizontal list of commands listed across the upper part of a window.
5. **Application Window.** A window which displays an application, for example Paintbrush or Windows Write. An application window always contains a menu.
6. **Document Window.** A window which does not contain a menu.
7. **Icon.** A picture symbol that can represent an application, document, file or drive. By manipulating the icon you can control the entity it represents.
8. **Control menu box.** A small gray box in the upper left corner of *every* window. It controls the size of the window, can be used to switch to another application, and can be used to close the window.
9. **Active.** When a window or icon is active, the bar across its top (the title bar) changes to a more vivid color. You cannot work with a window or its contents unless it is active.
10. **Mouse.** A small, hand-held device used to give commands within Windows. The mouse will make your work easier and faster. The mouse is represented on your screen by the *mouse pointer*. The pointer will change shape, depending on the kind of task you are engaged in.

We will begin our lesson by starting Windows 3.1 and making the initial screen resemble Figure 1-1.

To open Windows and see the Program Manager,

1. Open Windows 3.1, following the procedure used in the Introduction (hint: type **w**in at the c:\ prompt and press ENTER).

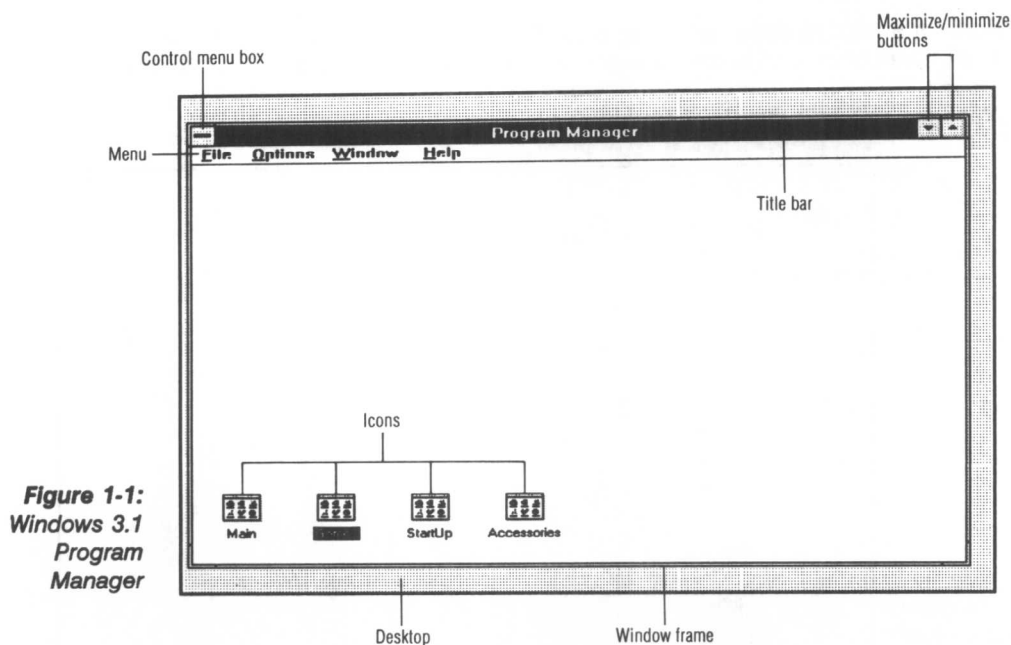


Figure 1-1:
Windows 3.1
Program
Manager

When you start Windows, the application that opens immediately is called the Program Manager. The Program Manager is the application that organizes and runs the entire Windows environment. You will learn about it in more detail in Lesson 3. The Program Manager always appears on your screen when you open Windows; however it may not look like Figure 1-1 (above).

The appearance of The Program Manager depends on whether its own window and the windows it contains are open or closed, and on the software installed with Windows on your PC.

Sometimes the Program Manager appears as a small icon (picture) at the bottom of the screen. *If your screen looks like Figure 1-2, follow these directions:*

To open the Program Manager icon,

1. Hold down the ALT key and press the SPACEBAR.
2. Press ENTER.

It is possible that your screen may show the Program Manager containing a number of open windows. For now, we want to close any open windows inside the Program Manager. *If your screen resembles Figure 1-3, follow these directions:*

To close open windows inside the Program Manager,

1. Press CTRL+F4 repeatedly until all windows have closed.
2. You will now see a group of icons inside the Program Manager.

Note: If a window does not close, press **CTRL+TAB** until its top and frame turn color. The color change means that the window is active and it will close when you press **CTRL+F4**. If you still cannot close an open window inside the Program Manager, ask your instructor for help.

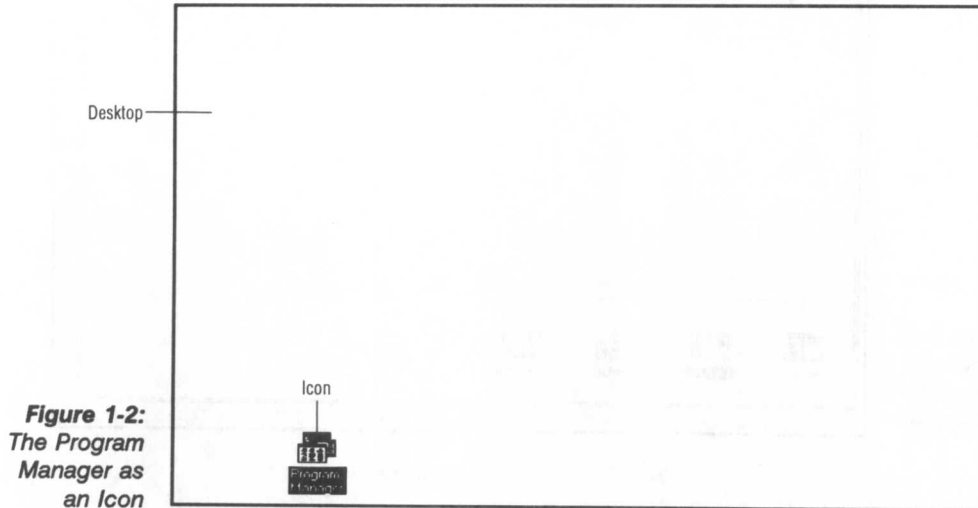


Figure 1-2:
The Program
Manager as
an Icon

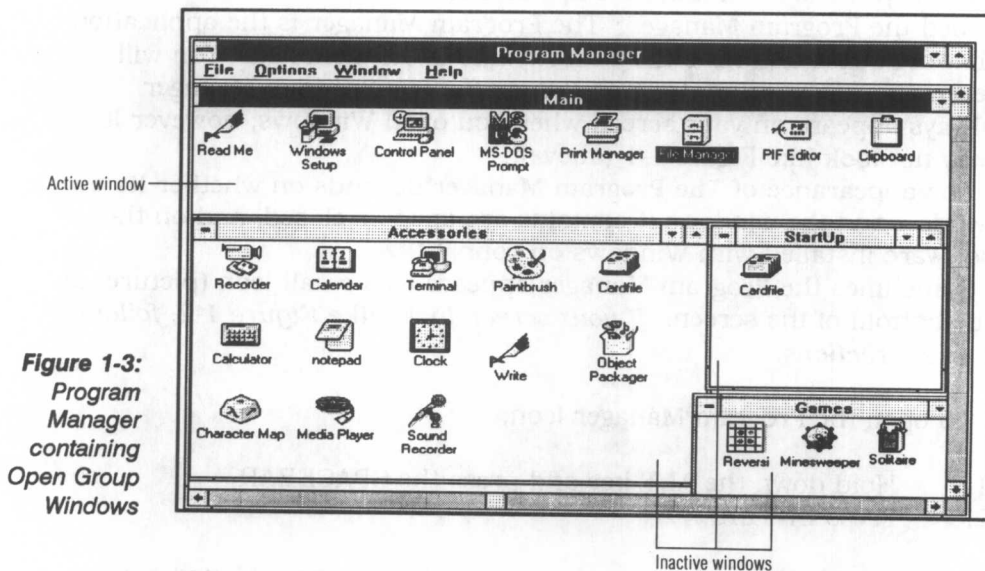


Figure 1-3:
Program
Manager
containing
Open Group
Windows

At this point your screen should look like Figure 1-1: the Program Manager window will be open and will contain a group of icons. The number of icons you see inside the Program Manager depends on the software you have available and the choices made during the Windows installation (for more information on installing Windows, see Appendix B).

The Parts of a Window

In Windows, every activity takes place in a window. Once you are familiar with the parts of a window and how each works, you can apply this knowledge throughout the Windows environment. The Program Manager window contains the basic window elements, as seen in Figure 1-1.

1. **Title Bar.** Shows the name of the application or document.
2. **Control Menu Box.** In the upper left corner of *every* window. It contains an icon that looks like a minus sign. When opened, you see the control menu, which contains commands that affect the size and location of the window and allow you to close the window.
3. **Maximize/Minimize Restore Buttons.** Icons in the upper right corner of almost every window. The minimize button (▼) is a triangle pointing down. It shrinks the window to an icon. The maximize button (▲) is a triangle pointing up. It enlarges the window to fill the entire screen. When a window is maximized, the maximize button is replaced by the restore icon, which contains two triangles. The restore icon returns the window to its original size, which is neither maximized nor minimized.
4. **Menu Bar.** Appears only if the window belongs to an application. The menu bar displays the menus available for the application. Through the menus, you give the commands necessary to work in your application.
5. **Window Frame.** Every window is surrounded by a frame. The frame size can be changed with either the mouse or cursor keys.

Using the Mouse

Although you can use Windows without a mouse, using one will speed up your work. In addition, it is fun! We will mention shortcut keys occasionally, when they are easier or faster than the mouse. In Appendix D, you will find a complete list of shortcut key combinations.

Mouse Actions

There are four mouse actions to learn:

Pointing. Moving the mouse so that the pointer *touches* the text or icon of your choice.

Clicking. Lightly pressing and releasing the *left* mouse button (the right mouse button is rarely used in Windows).

1. Point to the word **Window** on the menu bar and click to open the menu.
2. Point to any empty spot on the screen outside the menu, and click to close the menu.
3. Point to the icon called **Main** in the Program Manager and click to make the icon active and open its control menu.
4. Point to empty space anywhere on the screen and click to close the menu. The icon will remain active.

Double-Clicking. Rapidly pressing and releasing the left mouse button twice *without jiggling the mouse*.

Dragging. Clicking and moving the mouse *while the left button is kept down*. When you have dragged the object to the location of your choice, release the button.

1. Point to the icon called **Games** in the Program Manager. Drag it to another spot in the Program Manager window.
2. Point to the word **Help** on the menu bar and click to open the menu.
3. Click on **How to Use Help**. A window will open.
4. Double-click on the control menu box (icon that looks like a minus sign in the upper left corner of the Help screen). The window will close and you will return to the Program Manager.

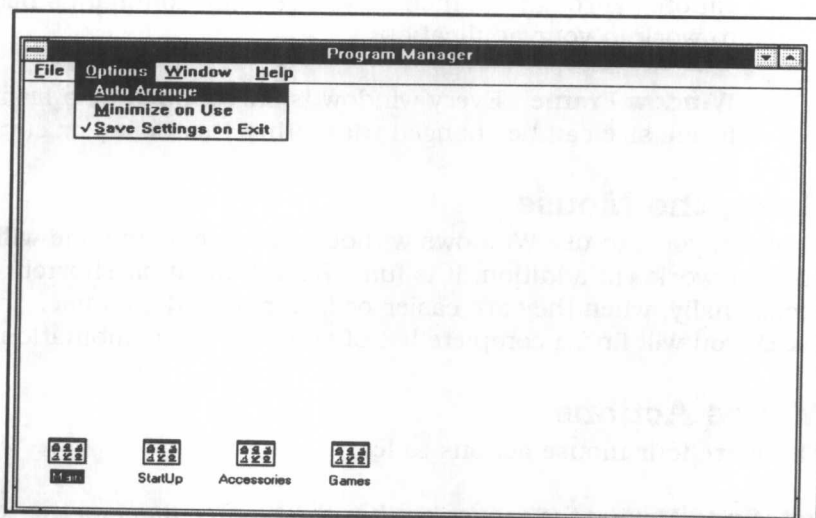


Figure 1-4:
An Open
Menu

Using the Menus

Now that we have begun to look at menus, you are likely to notice that some choices are listed in dark type and some in light type. Any menu item printed in light type is not available.