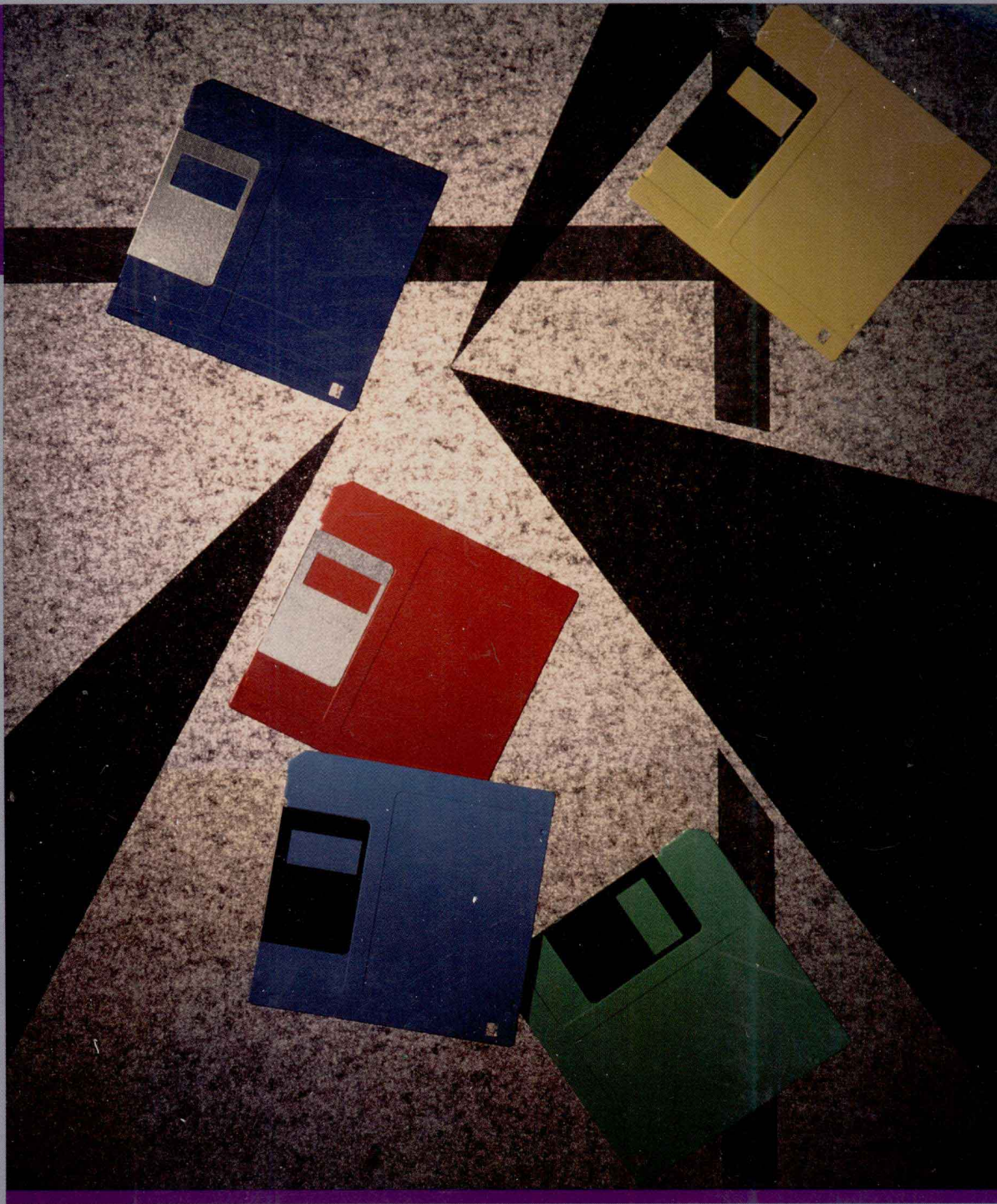


IRWIN
ADVANTAGE
SERIES FOR
COMPUTER
EDUCATION

HUTCHINSON
SAWYER
COULTHARD



Windows 3.1

WINDOWS[®] 3.1

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**THE IRWIN ADVANTAGE SERIES
FOR COMPUTER EDUCATION**



IRWIN

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USING THIS GUIDE

This tutorial is one in a series of learning guides that lead you through the most popular microcomputer software programs available. Concepts, skills, and procedures are grouped into session topics and are presented in a logical and structured manner. Commands and procedures are introduced using hands-on examples, and you are encouraged to perform the steps along with the guide. Although you may turn directly to a later session, be aware that some sessions require, or at least assume, that you have completed the previous sessions. For maximum benefit, you should work through the short-answer and hands-on exercises appearing at the end of each session.

The exercises and examples in this guide use several standard conventions to indicate menu options, keystroke combinations, and command instructions.

MENU INSTRUCTIONS

In Windows 3.1, all Menu bar options and pull-down menu commands have an underlined or highlighted letter in each option. When you need to execute a command from the Menu bar--the row of menu choices across the top of the screen--the tutorial's instruction line separates the Menu bar option from the command with a comma. For example, the command for quitting Windows 3.1 is shown as:

CHOOSE: File, Exit

This instruction tells you to choose the File option on the Menu bar and then to choose the Exit command from the File pull-down menu. The actual steps for choosing a menu command are discussed later in this guide.

KEYSTROKES AND KEYSTROKE COMBINATIONS

When two keys must be pressed together, the tutorial's instruction line shows the keys joined with a plus sign (+). For example, you execute a command from the Windows Menu bar by holding down the **Alt** key and then pressing the key with the underlined or highlighted letter of the desired command.

To illustrate this type of keystroke combination, the following statement shows how to access the **F**ile menu option.

PRESS: **Alt**+f

In this instruction, you first press the **Alt** key and then hold it down while you press the f key. Once both keys have been pressed, they are then immediately released.

COMMAND INSTRUCTIONS

This guide indicates with a special typeface data that you are required to type in yourself. For example:

TYPE: George Washington

When you are required to enter unique information, such as the current date or your name, the instructions appear in *italics*. The following instruction directs you to type your name in place of the actual words: "your name."

TYPE: *your name*

Instructions that use general directions rather than a specific option or command name appear italicized in the regular typeface:

SELECT: *a different pattern for the chart*

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SESSION 1

WINDOWS 3.1: FUNDAMENTALS

Throughout the past decade, software developers have produced powerful business- and task-oriented software for corporate users. Unfortunately, many of these programs were difficult to learn and spawned the need for technical gurus in organizations. To sell home and office software today, however, the word "friendly" is more important than "powerful." Microsoft Windows has helped create this new market focus. In this first session, you are introduced to Windows and explore the reasons why over 10 million copies have been sold since 1990.

PREVIEW

When you have completed this session, you will be able to:

- Explain the advantages of Microsoft Windows.
-
- Load Microsoft Windows 3.1.
-
- Describe the components of the Windows screen.
-
- Move, size, maximize, and minimize windows.
-
- Automatically arrange windows.
-
- Choose commands from the Menu bar and dialog boxes.
-
- Exit Microsoft Windows 3.1.

SESSION OUTLINE

Why Is This Session Important?

What Is Windows?

- The Windows Environment

- Program Manager

- File Manager

- Print Manager

- Accessory Programs

- Task Manager

- TrueType Fonts

- Multimedia Applications

- Windows NT

The Windows Advantage

Working with Microsoft Windows

- How the Mouse Is Used

- How the Keyboard Is Used

Starting Windows

The Guided Tour

- Application Window

- Document Window

Executing Programs and Commands

- Menu Bar

- Dialog Box

Manipulating Windows

- Sizing a Window

- Moving a Window

- Organizing Windows

- Selecting Windows

Exiting Windows

Summary

- Command Summary

Key Terms

Exercises

- Short Answer

- Hands-On

WHY IS THIS SESSION IMPORTANT?

This guide leads you step-by-step through Microsoft Windows 3.1. Developed by Microsoft Corporation, Windows brings a graphical, user-friendly interface to your computer system that makes learning computers easier. Windows enables users at all levels to take full advantage of today's sophisticated microprocessors. By the completion of this guide, you will have the fundamental skills for working in the Windows environment.

In Session 1, you learn about Windows' features and how to manipulate application and document windows. The Program Manager, Control Panel, and Print Manager programs are introduced in Session 2 for customizing your work area and setting up printers. To perform file and disk management in Windows, you use File Manager, which is introduced in Session 3. In Session 4, you learn how to use some of the accessory programs that are provided with Windows, including the Write word processor, the Paintbrush drawing program, and Solitaire. To increase your productivity and optimize Windows' performance, Session 5 discusses multitasking, exchanging information among applications, recording macros, and managing memory.

WHAT IS WINDOWS?

Microsoft Windows is an *operating environment* that enhances DOS with a **graphical user interface** or GUI (pronounced "gooey") that lets you launch programs and manage files using a mouse. Windows is often referred to incorrectly as an *operating system*. An operating system controls the resources of the computer and the basic input and output operations. DOS is the operating system for the majority of personal computers; other operating systems include OS/2, Unix, and CP/M.

Microsoft first announced Windows in 1985. However, the product did not gain widespread commercial success until the release of Windows 3.0 in May 1990. With Windows 3.0, Microsoft enhanced the user interface and memory support and improved the overall performance of the program. In the spring of 1992, Microsoft released Windows 3.1.

THE WINDOWS ENVIRONMENT

Many types of software enable users to perform a wide range of processing tasks. Each category of software—for example, word processing, spreadsheet, database, and graphics—provides the user with a different set of capabilities. To satisfy all processing requirements, many personal computer owners use more than one type of software program. Unfortunately, each program has its own set of menus, commands, and procedures. As a result, some users find that microcomputers are difficult and frustrating to use because learning one software program does not help them in using other programs.

One of Microsoft's mandates in developing Windows was to make computers easier to use. To this end, all Windows applications incorporate a common menu system and share many of the same commands and procedures. But this also requires that personal computer owners purchase different versions of their favorite software applications. Currently, software retail stores carry two versions of the most popular products, like Lotus 1-2-3 for DOS and Lotus 1-2-3 for Windows, WordPerfect for DOS and WordPerfect for Windows, and the list goes on.

With standardized menus, Windows users become more productive because they do not have to memorize a new set of commands for each application. In addition, Windows enables you to run multiple applications at the same time, so you do not have to exit one program to start another. As well, with Windows File Manager and support for running your favorite DOS applications, you may never again need to face the C:\> prompt.

PROGRAM MANAGER

In Microsoft Windows, Program Manager acts as the main menu for the programs on your computer. You organize applications into groups that suit your personal work style and launch applications such as File Manager, Print Manager, and Control Panel. Program Manager is the central management program for Windows; without it you cannot use other application programs. When you close Program Manager, you also close Microsoft Windows.

Program Manager is discussed in Session 2 of this guide.

FILE MANAGER

Before Windows, most file and disk management tasks were performed from the DOS command line. To copy a file or format a disk, you entered a cryptic DOS command that resembled a line from the "Computer Programmer's Handbook." If you missed one space or mixed up the order of words in the command, the computer retorted with a curt and unforgiving message. With File Manager, Windows takes the frustration out of managing your work and disk storage areas.

File Manager performs the following file and disk management functions:

- Organizes and manipulates files, directories, and disks
- Copies, moves, renames, and deletes files
- Creates, renames, and removes directories
- Formats, copies, and labels hard disks and floppy diskettes
- Launches application programs

In Session 3, you practice managing files and disks using File Manager.

PRINT MANAGER

When you print a document in Windows, the document is sent to an intermediary program called Print Manager. Print Manager allows you to send several documents to the printer while you continue to work in an application program. Without Windows and Print Manager, you must wait for the printer to finish before using the computer. Print Manager therefore increases your productivity by reducing your idle time.

Print Manager performs the following functions:

- Stores documents sent to the printer in a print queue
- Manages the priority and order of printing documents
- Pauses, resumes, and deletes print jobs

Print Manager is discussed in the latter part of Session 2.

ACCESSORY PROGRAMS

Included in the Windows package are several accessory programs, ranging from personal productivity tools to advanced utility programs. For example, Windows provides a clock program that enables you to display

the current time on the screen as you work with other application programs. Windows also provides a notepad program that lets you quickly create, save, and print short lists or reminders. In addition to these smaller programs, Windows provides a word processing program called Write, a paint program called Paintbrush, and a communications program called Terminal.

Several accessory programs are introduced in Session 4.

TASK MANAGER

Windows is a multitasking environment that allows several programs to be running at the same time. For example, you can run the Windows Clock program, Notepad program, Write word processor, and Terminal communications package at the same time. You use Task Manager to control and manage the applications that are running in memory.

Session 5 discusses multitasking under Windows and Task Manager.

TRUETYPE FONTS

One of the more interesting features of Windows is the ability to work with different typefaces using a WYSIWYG (What You See Is What You Get) display. With WYSIWYG, what you see on the screen is what you will get at the printer, so you can try different typefaces to enhance a document's presentation quality and communicability. A **typeface** is a style of print. (**Note:** Microsoft Windows applications use the terms *typeface* and *font* interchangeably. Traditionally, however, a **font** is defined as all the symbols and characters of a typeface for a particular point size.) Windows standardizes different typefaces for applications and printers using a feature called **TrueType**.

TrueType allows you to manipulate scalable typefaces to produce onscreen fonts that closely match printed output. Being scalable, TrueType fonts enable you to select any typeface at almost any point size and have Windows immediately display a crisp WYSIWYG image of the type onscreen. Windows 3.1 includes 14 TrueType fonts, and you can purchase additional fonts as desired.

MULTIMEDIA APPLICATIONS

Windows 3.1 enables you to use new and exciting technology, including multimedia applications—audio tracks, animation, and photographic images. With high-resolution graphics and audio capabilities, personal computers are becoming used more for corporate presentation, education, and entertainment applications. Windows 3.1 supports two types of audio: MIDI (musical instrument digital interface) and waveform (also called digital audio). MIDI enables you to create synthesized sounds, while waveform records and plays sounds like a tape recorder. To use the special multimedia capabilities of Windows 3.1, you require special hardware such as an audio board, CD-ROM, or a personal computing system that meets Multimedia PC (MPC) Specification 1.0.

WINDOWS NT

Microsoft Windows NT differs significantly from Windows 3.1 in several areas. Windows NT is a full-featured 32-bit operating system, similar to OS/2, and is marketed for high-level computing needs. The minimum system configuration for Windows NT requires an 80386 computer, 8 MB of RAM, and a large hard disk. Windows 3.1, on the other hand, is produced for the average personal computer user and requires a minimum system configuration of an 80286 computer with 1 MB of RAM. This guide focuses on the capabilities and features of Windows 3.1 only.

THE WINDOWS ADVANTAGE

Windows provides a common environment for your applications and, therefore, improves your productivity. You can use a pointing device called a **mouse** to select from **icons** (pictures that represent programs or functions) rather than typing lengthy commands. With a standardized mouse and keyboard interface, the knowledge you learn from using one Windows application helps you to use other Windows applications.

Some advantages of working in the Windows environment are these:

1. *The ability to run more than one application at a time.*

Windows is a **multitasking** environment whereby more than one application or program may be running at the same time. This feature is