

# Microsoft® Windows xp

Mary Kemper

Works for both  
Home and  
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ESSENTIALS

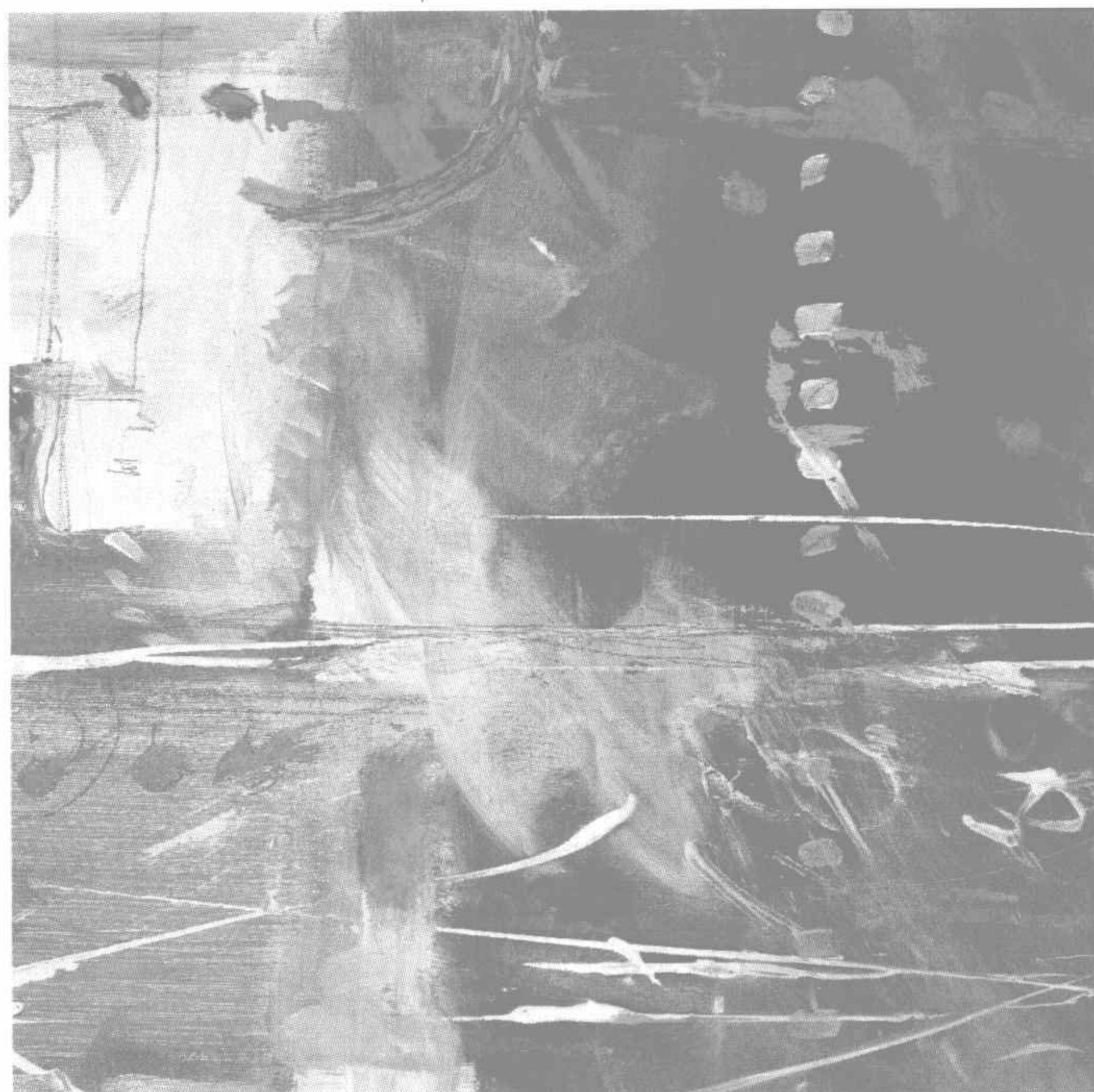


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# Microsoft® Windows<sup>®</sup> xp

## Illustrated Essentials

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Mary Kemper

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**Microsoft® Windows XP—Illustrated Essentials**

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ISBN 0-619-10937-8



# The Illustrated Series Vision

Teaching and writing about computer applications can be extremely rewarding and challenging. How do we engage students and keep their interest? How do we teach them skills that they can easily apply on the job? As we set out to write this book, our goals were to develop a textbook that:

- ▶ works for a beginning student
- ▶ provides varied, flexible and meaningful exercises and projects to reinforce the skills
- ▶ serves as a reference tool
- ▶ makes your job as an educator easier, by providing resources above and beyond the textbook to help you teach your course

Our popular, streamlined format is based on advice from instructional designers and customers. This flexible design presents each lesson on a two-page spread, with step-by-step instructions on the left, and screen illustrations on the right. This signature style, coupled with high-caliber content, provides a comprehensive yet manageable introduction to Microsoft Windows XP - it is a teaching package for the instructor and a learning experience for the student.

## AUTHOR ACKNOWLEDGMENTS

Thank you to Lisa Ruffolo for her quick and friendly editorial help on this book, to Emily Heberlein for her watchful managerial eye, especially as the book neared completion, and to John Bosco and his team of testers for their thorough search for errors. Thanks, as always, to Nicole Pinard and all the Illustrated Team for the opportunity to work on this great series of books. And most importantly, thanks to my husband, Steve, and our three little boys, Daniel, Joseph, and Robert, for supporting my efforts at the computer.

Mary Kemper



# Preface

Welcome to *Microsoft Windows XP—Illustrated Essentials*. Each lesson in this book contains elements pictured to the right in the sample two-page spread.

► **How is the book organized?**

The book is organized into two units, covering basic Windows XP and file management skills. An appendix on formatting a disk is also included.

► **What kinds of assignments are included in the book? At what level of difficulty?**

- **Concepts Reviews** include multiple choice, matching, and screen identification questions.
- **Skills Reviews** provide additional hands-on, step-by-step reinforcement.
- **Independent Challenges** are case projects requiring critical thinking and application of the unit skills. The Independent Challenges increase in difficulty, with the first one in each unit being the easiest (most step-by-step with detailed instructions). Subsequent Independent Challenges become increasingly open-ended, requiring more independent problem solving.
- **Visual Workshops** show a completed file and require that the file be created without any step-by-step guidance, involving independent problem solving.

Each 2-page spread focuses on a single skill.

Concise text that introduces the basic principles discussed in the lesson.



## Working with Multiple Programs

A powerful feature of Windows is its capability to run more than one program at a time. For example, you might be working with a document in WordPad and want to search the Internet to find the answer to a question. You can start your browser, a program designed to access information on the Internet, without closing WordPad. When you find the information, you can leave your browser open and switch back to WordPad. Each open program is represented by a program button on the taskbar that you click to switch between programs. You can also copy data from one file to another (whether or not the files were created with the same Windows program) using the Clipboard, an area of memory on your computer's hard drive, and the Cut, Copy, and Paste commands. See Table B-2 for a description of these commands. In this lesson, you copy the logo graphic you worked with in the previous lesson into the memo you created in WordPad.

### Steps

1. Click **Edit** on the menu bar, then click **Select All** to select the entire picture. A dotted rectangle surrounds the picture, indicating it is selected, as shown in Figure B-5.
2. Click **Edit** on the menu bar, then click **Copy**. The logo is copied to the Clipboard. When you copy an object onto the Clipboard, the object remains in its original location and is also available to be pasted into another location.
3. Click the **WordPad** program button on the taskbar. WordPad becomes the active program.
4. Click in the first line below the line that ends "for our company brochure." The insertion point indicates where the logo will be pasted.
5. Click the **Paste** button on the WordPad toolbar. The contents of the Clipboard, in this case the logo, are pasted into the WordPad file, as shown in Figure B-6.
6. Click the **WordPad Close** button; click **Yes** to save changes. Your WordPad document and the WordPad program close. Paint is now the active program.
7. Click the **Paint Close** button; if you are prompted to save changes, click **Yes**. Your Paint document and the Paint program close. You return to the desktop.

#### QuickTip

To switch between programs using the keyboard, press and hold down [Alt], press [Tab] until you select the program you want, then release [Alt].



### Other Programs that Come with Windows XP

WordPad and Paint are just two of many programs that come with Windows XP. From the All Programs menu on the Start menu, you can access everything from games and entertainment programs to powerful communications software and disk maintenance programs without installing anything other than Windows XP. For example, from the Accessories menu, you can open a simple calculator; start Windows Movie Maker to create, edit, and share movie files; and use the Address Book to keep track of your contacts. From the Communications submenu, you can use NetMeeting to

set up a voice and/or video conference over the Internet, or use the Remote Desktop Connection to allow another person to access your computer for diagnosing and solving computer problems. Several other menus and submenus display programs and tools that come with Windows XP. You can get a brief description of each by holding your mouse pointer over the name of the program in the menu. You might have to install some of these programs from the Windows CD if they don't appear on the menus.

► WINDOWS XP B-6 WORKING WITH PROGRAMS, FILES, AND FOLDERS

Hints as well as troubleshooting advice, right where you need it – next to the step itself.

Clues to Use boxes provide concise information that either expands on the major lesson skill or describes an independent task that in some way relates to the major lesson skill.

Clear step-by-step directions explain how to complete the specific task, with what students are to type in green.





Every lesson features large, full-color representations of what the screen should look like as students complete the numbered steps.

FIGURE B-5: Selecting the logo to copy and paste into the Memo file



FIGURE B-6: Memo with pasted logo

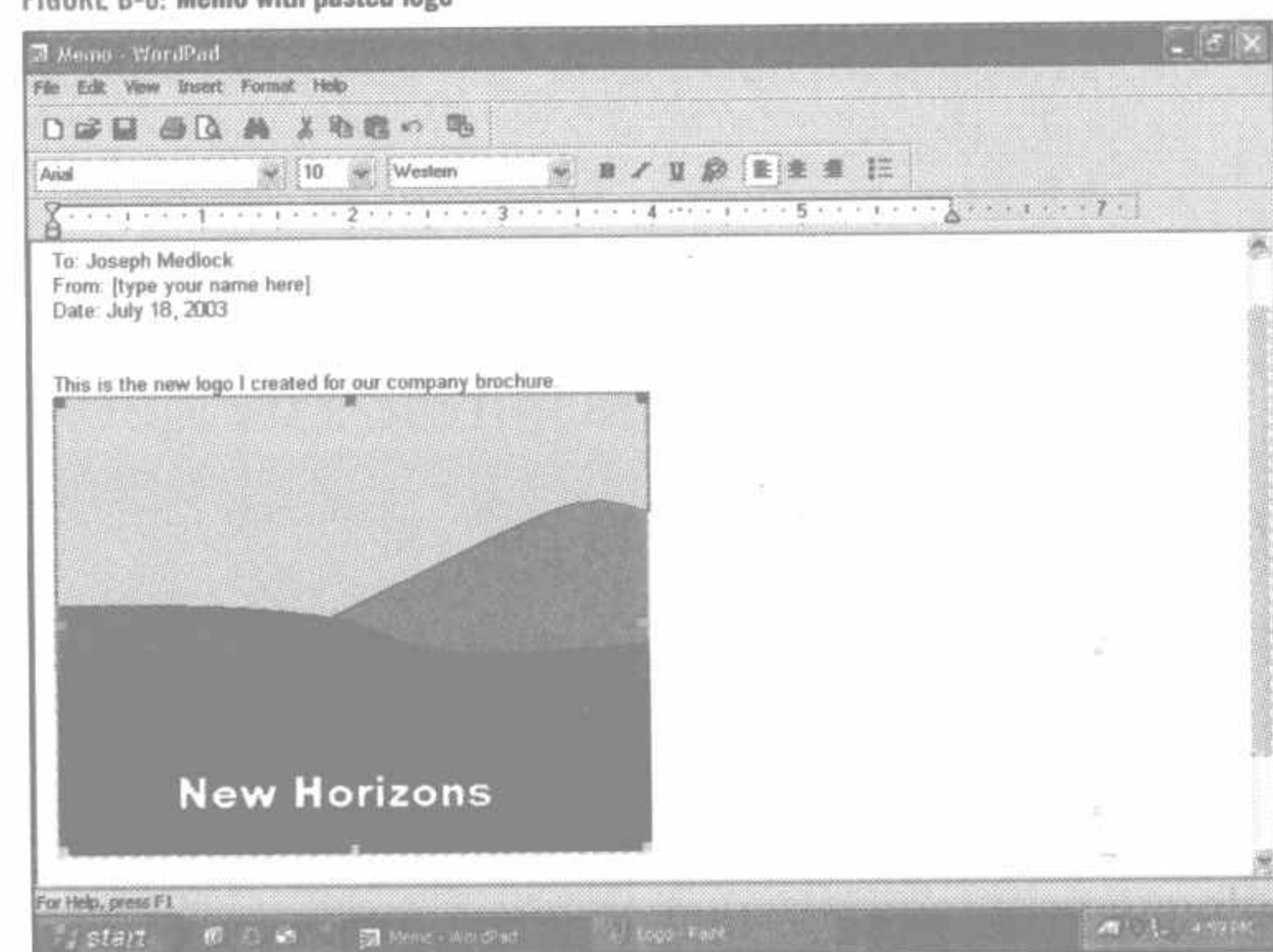





TABLE B-2: Overview of cutting, copying, and pasting

toolbar button	function	keyboard shortcut
 Cut	Removes selected information from a file and places it on the Clipboard	[Ctrl][X]
 Copy	Places a copy of the selected information on the Clipboard, leaving the file intact	[Ctrl][C]
 Paste	Inserts whatever is currently on the Clipboard into another location within the same file or into another file (depending on where you place the insertion point)	[Ctrl][V]

WORKING WITH PROGRAMS, FILES, AND FOLDERS WINDOWS XP B-7

## ► What online learning options are available to accompany this book?

Visit [www.course.com](http://www.course.com) for more information on our Online Learning materials to accompany Illustrated titles. Options include:

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Course Technology and WebCT have partnered to provide you with the highest quality online resources and Web-based tools for your class. Course Technology offers content for this book to help you create your WebCT class, such as a suggested Syllabus, Lecture Notes, Practice Test questions, and more.

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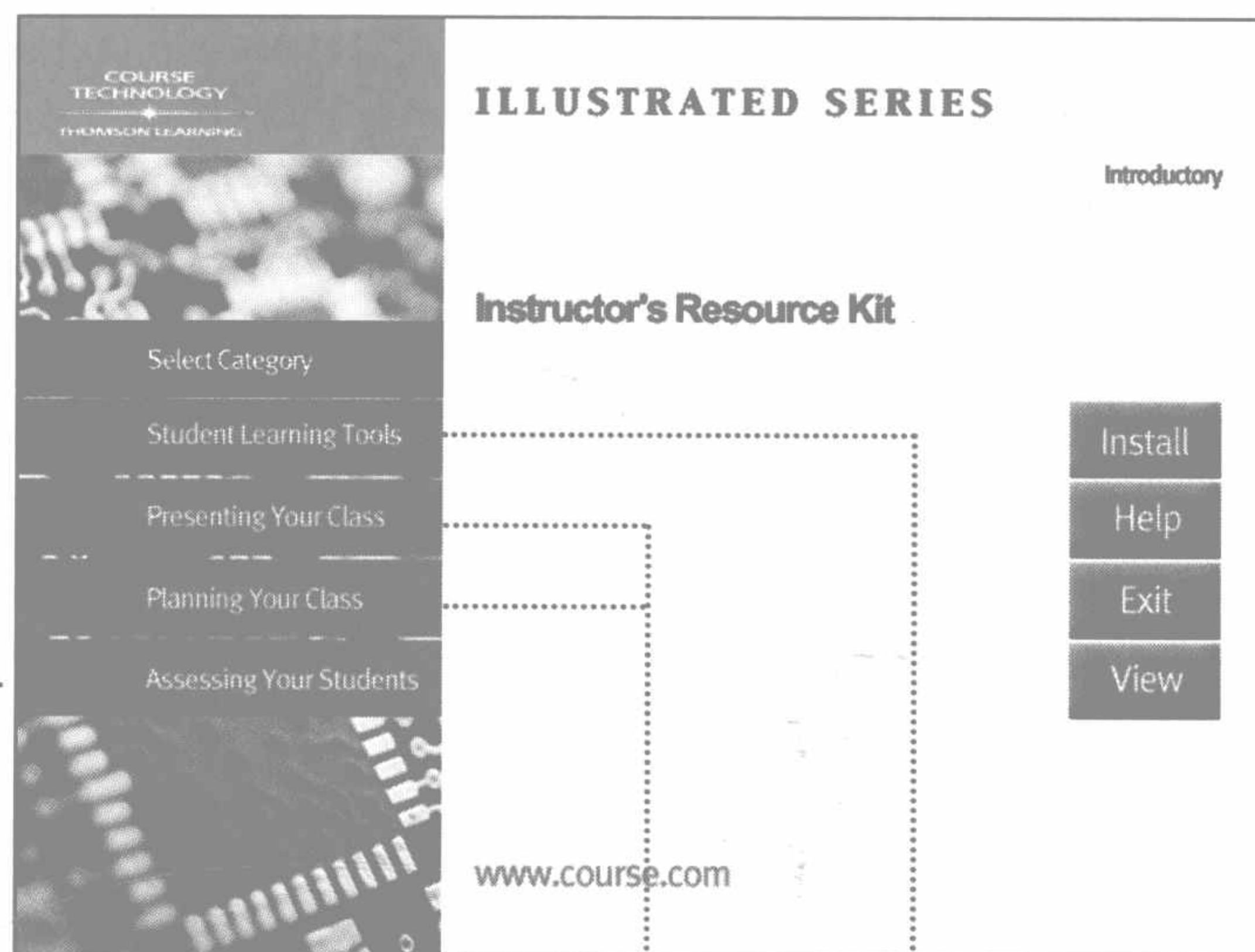
Quickly accessible summaries of key terms, toolbar buttons, or keyboard alternatives connected with the lesson material. Students can refer easily to this information when working on their own projects at a later time.

The pages are numbered according to unit. B indicates the unit, 7 indicates the page.



# Instructor Resources

The Instructor's Resource Kit (IRK) CD is Course Technology's way of putting the resources and information needed to teach and learn effectively into your hands. All the components are available on the IRK, (pictured below), and many of the resources can be downloaded from [www.course.com](http://www.course.com).



## ASSESSING YOUR STUDENTS

### Solution Files

Solution Files are Project Files completed with comprehensive sample answers. Use these files to evaluate your students' work. Or, distribute them electronically or in hard copy so students can verify their own work.

### ExamView

ExamView is a powerful testing software package that allows you to create and administer printed, computer (LAN-based), and Internet exams. ExamView includes hundreds of questions that correspond to the topics covered in this text, enabling students to generate detailed study guides that include page references for further review. The computer-based and Internet testing components allow students to take exams at their computers, and also save you time by grading each exam automatically.

## PRESENTING YOUR CLASS

### Figure Files

Figure Files contain all the figures from the book in .bmp format. Use the figure files to create transparency masters or in a PowerPoint presentation.

## STUDENT TOOLS

### Project Files

To complete most of the units in this book, your students will need **Project Files**. Put them on a file server for students to copy. The Project Files are available on the Instructor's Resource Kit CD-ROM, the Review Pack, and can also be downloaded from [www.course.com](http://www.course.com).

## PLANNING YOUR CLASS

### Instructor's Manual

Available as an electronic file, the Instructor's Manual is quality-assurance tested and includes unit overviews, detailed lecture topics for each unit with teaching tips, comprehensive sample solutions to all lessons and end-of-unit material, and Extra Independent Challenges. The Instructor's Manual is available on the Instructor's Resource Kit CD-ROM, or you can download it from [www.course.com](http://www.course.com).

### Sample Syllabus

Prepare and customize your course easily using this sample course outline (available on the Instructor's Resource Kit CD-ROM).



# Read This Before You Begin

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## Software Information and Required Installation

This book was written to Microsoft Windows XP Professional, and quality-assurance tested on both Windows XP Professional and Windows XP Home. You can perform all the steps in this book using either the Professional or Home versions. Depending on whether you are using Home or Professional, and whether you have upgraded to Windows XP or are using a clean installation, your desktop may appear differently from the screen shots shown in the book.

## What are Project Files?

To complete the steps in Unit B of this book, you will need to use Project Files. You use a Project File so you don't have to create all the files from scratch for each exercise. Your instructor will either provide you with a copy of the Project Files or ask you to make your own copy. Detailed instructions on how to download your Project Files from [www.course.com](http://www.course.com) are located on the inside back cover of this book.

If you plan to use floppy disks to complete the lessons and exercises in Unit B, you will need to have 2 blank, formatted floppy disks available. Create a label that says "Project Disk for Unit B" for the first disk. This Project Disk will be used to complete the lessons, Skills Review, and Independent Challenge 1. The Project Files you will need are:

Win B-1.bmp

Win B-2.bmp

The second disk will be used for Independent Challenge 2. Create a disk label that says "IC2" for the second disk. When instructed in the steps, use this disk when completing Independent Challenge 2.

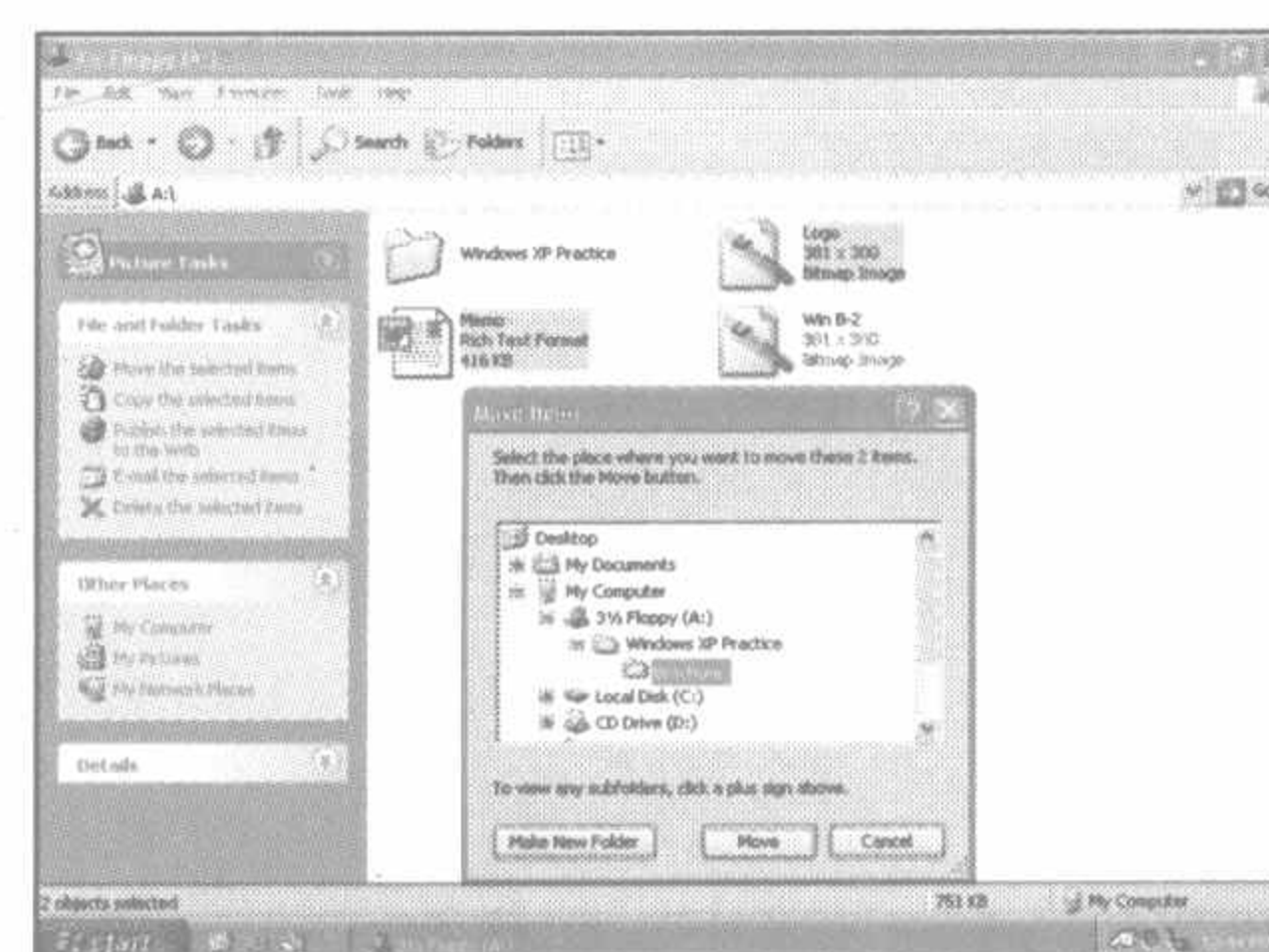
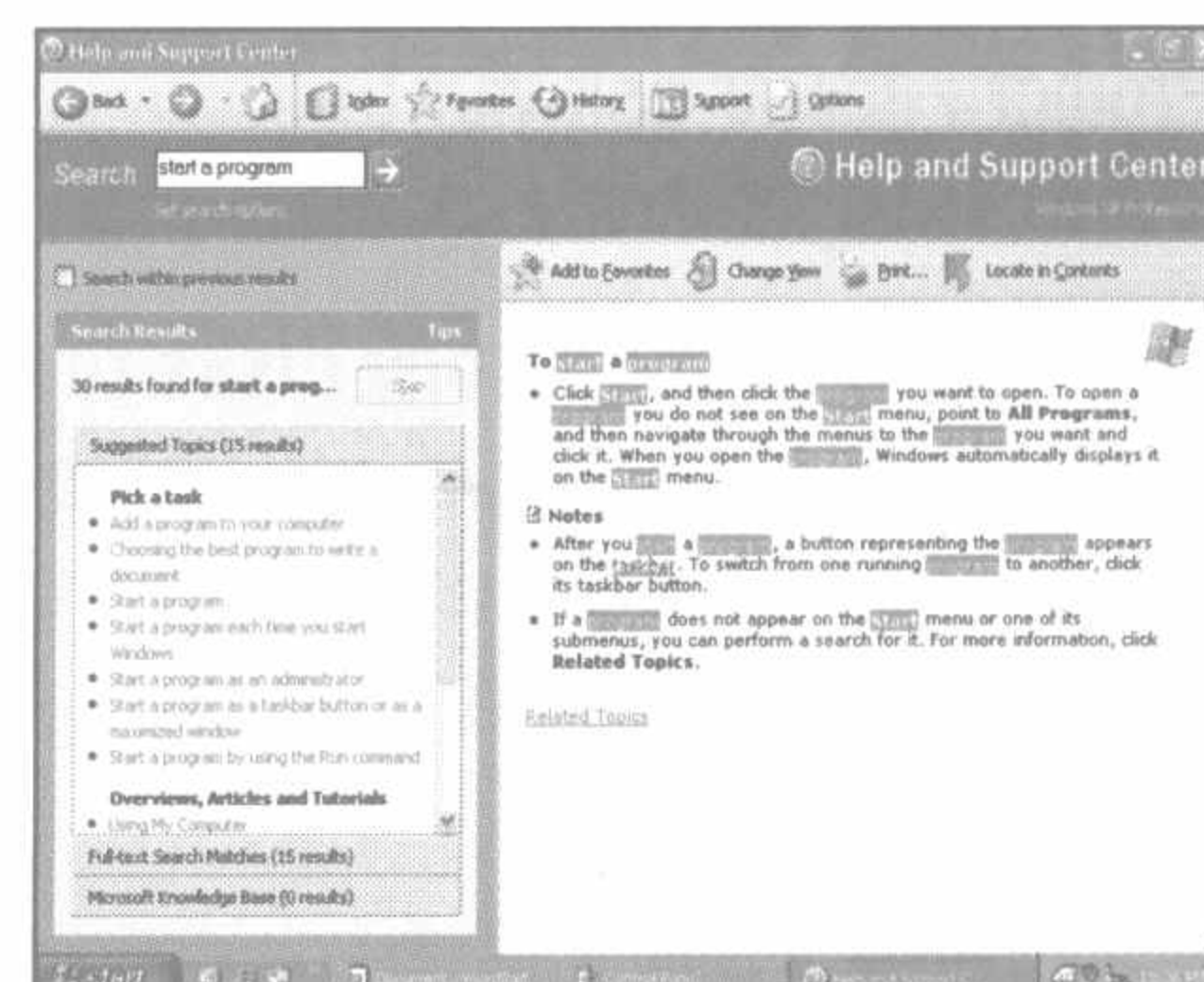


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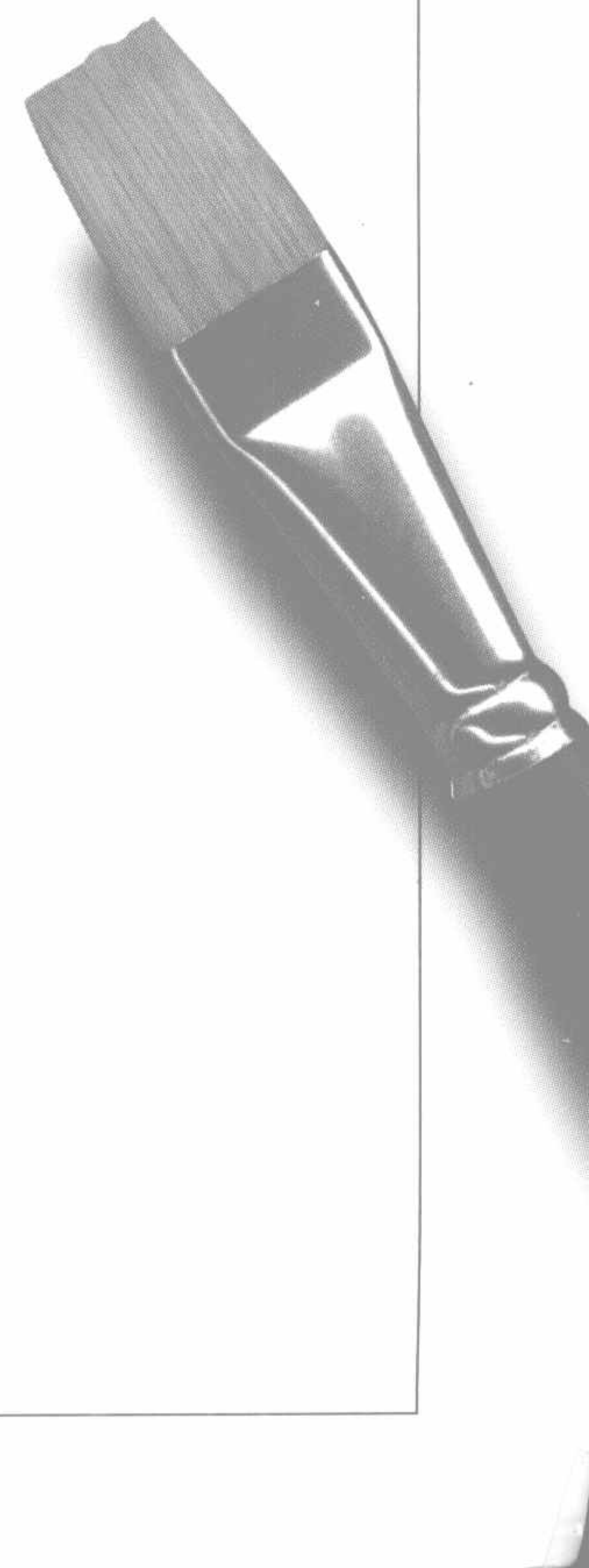
# Getting Started with Windows XP

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## Objectives

- ▶ Start Windows and view the desktop
- ▶ Use the mouse
- ▶ Start a program
- ▶ Move and resize windows
- ▶ Use menus, keyboard shortcuts, and toolbars
- ▶ Use dialog boxes
- ▶ Use scroll bars
- ▶ Use Windows Help and Support Center
- ▶ Close a program and shut down Windows

Microsoft Windows XP, or simply Windows, is an operating system. An **operating system** is a kind of computer program that controls how a computer carries out basic tasks such as displaying information on your computer screen and running other programs. Windows helps you save and organize the results of your work as **files**, which are electronic collections of data, with each collection having a unique name (called the **filename**). Windows also coordinates the flow of information among the programs, printers, storage devices, and other components of your computer system, as well as among other computers on a network. When you work with Windows, you use **icons**, small pictures intended to be meaningful symbols of the items they represent. You will also use rectangular-shaped work areas known as windows, thus the name of the operating system. This unit introduces you to basic skills that you can use in all Windows programs.







# Starting Windows and Viewing the Desktop

When you turn on your computer, Windows XP automatically starts and the desktop appears (you may be prompted to select your user name and/or enter your password first). The desktop, shown in Figure A-1, is where you can organize all the information and tools you need to accomplish your computer tasks. On the desktop, you can access, store, share, and explore information seamlessly, whether it resides on your computer, a network, or on the **Internet**, a worldwide collection of over 40 million computers linked together to share information. When you start Windows for the first time, the desktop appears with the **default** settings, those preset by the operating system. For example, the default color of the desktop is blue. If any of the default settings have been changed on your computer, your desktop will look different from the one in the figures, but you should be able to locate the items you need. The bar at the bottom of the screen is the **taskbar**, which shows what programs are currently running. You click the **Start button** at the left end of the taskbar to perform such tasks as starting programs, finding and opening files, and accessing Windows Help. The **Quick Launch toolbar** often appears next to the Start button; it contains several buttons you can click to start Internet-related programs quickly, and another that you can click to show the desktop when it is not currently visible. Table A-1 identifies the icons and other elements you see on your desktop. If Windows XP is not currently running on your computer, follow the steps below to start it now.

## Steps 1234

### Trouble?

If a Welcome to Microsoft Windows tour opens, move your mouse pointer over the Next button in the lower-right corner of the dialog box and click the left mouse button once; when you see the Do you want to activate Windows now? dialog box, click the No, remind me every few days option. See your instructor or technical support person for further assistance.

### 1. Turn on your computer and monitor

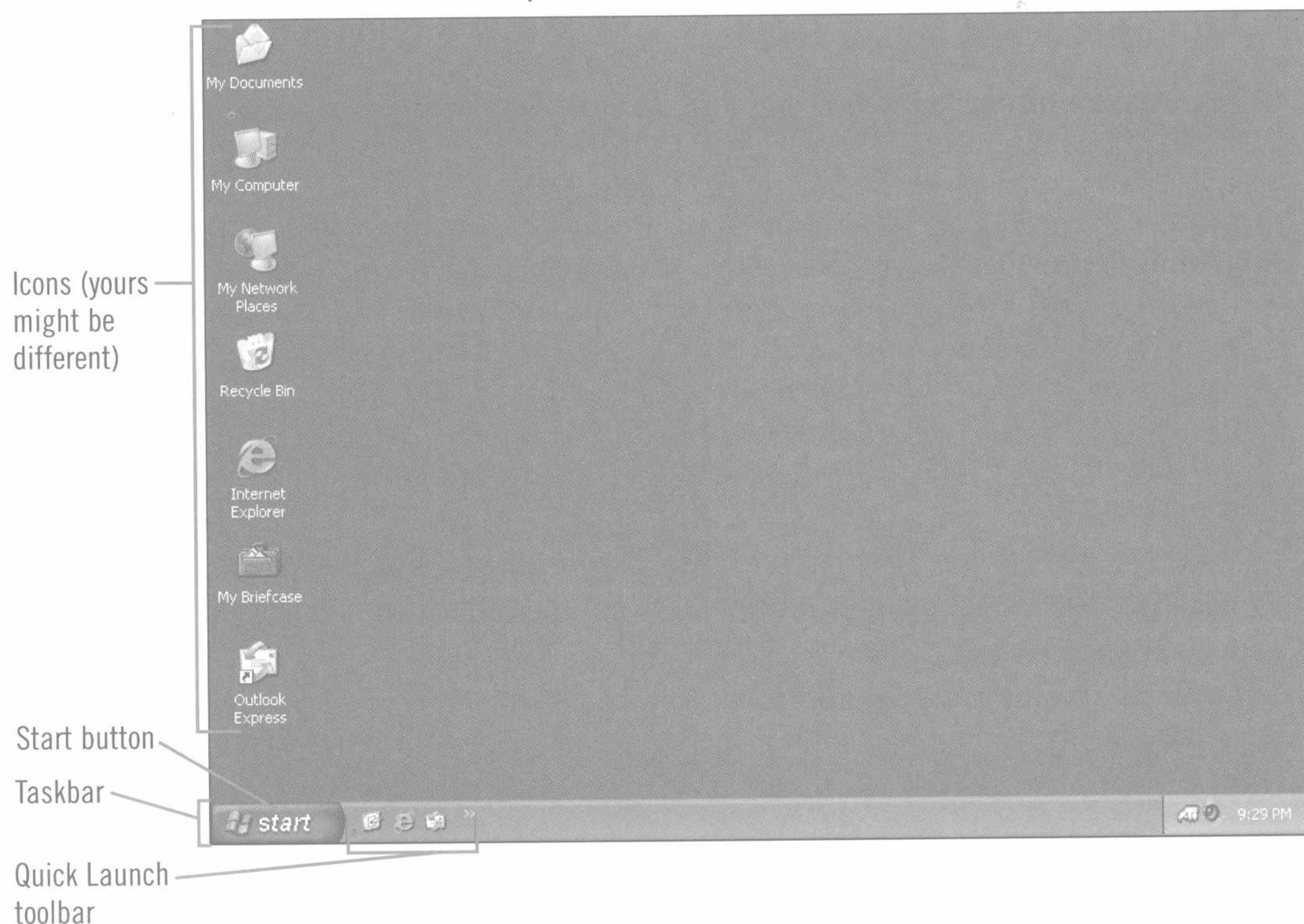
When Windows starts, you may see an area where you can click your user name or a Log On to Windows dialog box. If so, continue to Step 2. If not, view Figure A-1, then continue on to the next lesson.

### 2. Click the correct user name, if necessary, type your password, then press [Enter]

Once the password is accepted, the Windows desktop appears on your screen. See Figure A-1. If you don't know your password, see your instructor or technical support person.



FIGURE A-1: Windows desktop



## Accessing the Internet from the Desktop

Windows XP provides a seamless connection between your desktop and the Internet with Internet Explorer. Internet Explorer is an example of a **browser**, a program designed to access the **World Wide Web** (also known as the **WWW**, or simply the **Web**). Internet Explorer is included with the Windows XP operating system. You can access it on the Start menu or by

clicking its icon if it appears on the desktop or on the Quick Launch toolbar. You can use it to access Web pages and to place Web content such as weather or stock updates on the desktop for instant viewing. This information is updated automatically whenever you connect to the Internet.

TABLE A-1: Elements of a typical Windows desktop


desktop element	icon	allows you to
<b>My Computer</b>		Work with different disk drives, folders, and files on your computer
<b>My Documents folder</b>		Store documents, graphics, video and sound clips, and other files
<b>Internet Explorer</b>		Start the Internet Explorer browser to access the Internet
<b>Recycle Bin</b>		Delete and restore files
<b>My Network Places</b>		Open files and folders on other computers and install network printers
<b>My Briefcase</b>		Synchronize files when you use two computers
<b>Outlook Express</b>		Send and receive e-mail and participate in newsgroups
<b>Start button</b>		Start programs, open documents, search for files, and more
<b>Taskbar</b>		Start programs and switch among open programs and files
<b>Quick Launch toolbar</b>		Display the desktop, start Internet Explorer, and start Outlook Express





## Windows XP

# Using the Mouse

A **mouse** is a handheld **input** or **pointing device** that you use to interact with your computer. Input or pointing devices come in many shapes and sizes; some, like a mouse, are directly attached to your computer with a cable; others function like a TV remote control and allow you to access your computer without being right next to it. Figure A-2 shows examples of common pointing devices. Because the most common pointing device is a mouse, this book uses that term. If you are using a different pointing device, substitute that device whenever you see the term “mouse.” When you move the mouse, the **mouse pointer** on the screen moves in the same direction. You use the **mouse buttons** to select icons and commands, which is how you communicate with the computer. Table A-2 shows some common mouse pointer shapes that indicate different activities. Table A-3 lists the five basic mouse actions.  Begin by experimenting with the mouse now.

## Steps 1234


### Trouble?

If the Recycle Bin window opens during this step, your mouse isn't set with the Windows XP default mouse settings. See your instructor or technical support person for assistance. This book assumes your computer is set to all Windows XP default settings.

### QuickTip

When a step tells you to “click,” use the left mouse button. If it says “right-click,” use the right mouse button.

1. Locate the mouse pointer on the desktop, then move the mouse across your desk or mouse pad

Watch how the mouse pointer moves on the desktop in response to your movements; practice moving the mouse pointer in circles, then back and forth in straight lines. 

2. Position the mouse pointer over the **Recycle Bin icon** 

Positioning the mouse pointer over an item is called **pointing**.

3. With the pointer over the , press and release the **left mouse button**

Pressing and releasing the left mouse button is called **clicking** (or single-clicking, to distinguish it from double-clicking, which you'll do in Step 7). When you position the mouse pointer over an icon or any item and click, you select that item. When an item is **selected**, it is **highlighted** (shaded differently from other items), and the next action you take will be performed on that item.

4. With  selected, press and hold down the **left mouse button**, move the mouse down and to the right, then release the mouse button

The icon becomes dimmed and moves with the mouse pointer; this is called **dragging**, which you do to move icons and other Windows elements. When you release the mouse button, the item is positioned at the new location (it may “snap” to another location, depending on the settings on your computer).

5. Position the mouse pointer over the , then press and release the **right mouse button**

Clicking the right mouse button is known as **right-clicking**. Right-clicking an item on the desktop produces a **shortcut menu**, as shown in Figure A-3. This menu lists the commands most commonly used for the item you have clicked. A **command** is a directive that provides access to a program's features.

6. Click anywhere outside the menu to close the shortcut menu

7. Position the mouse pointer over the , then quickly press and release the **left mouse button twice**

Clicking the mouse button twice quickly is known as **double-clicking**; in this case, double-clicking the Recycle Bin icon opens the Recycle Bin window, which displays files that you have deleted.

8. Click the **Close button**  in the upper-right corner of the Recycle Bin window



FIGURE A-2: Common pointing devices

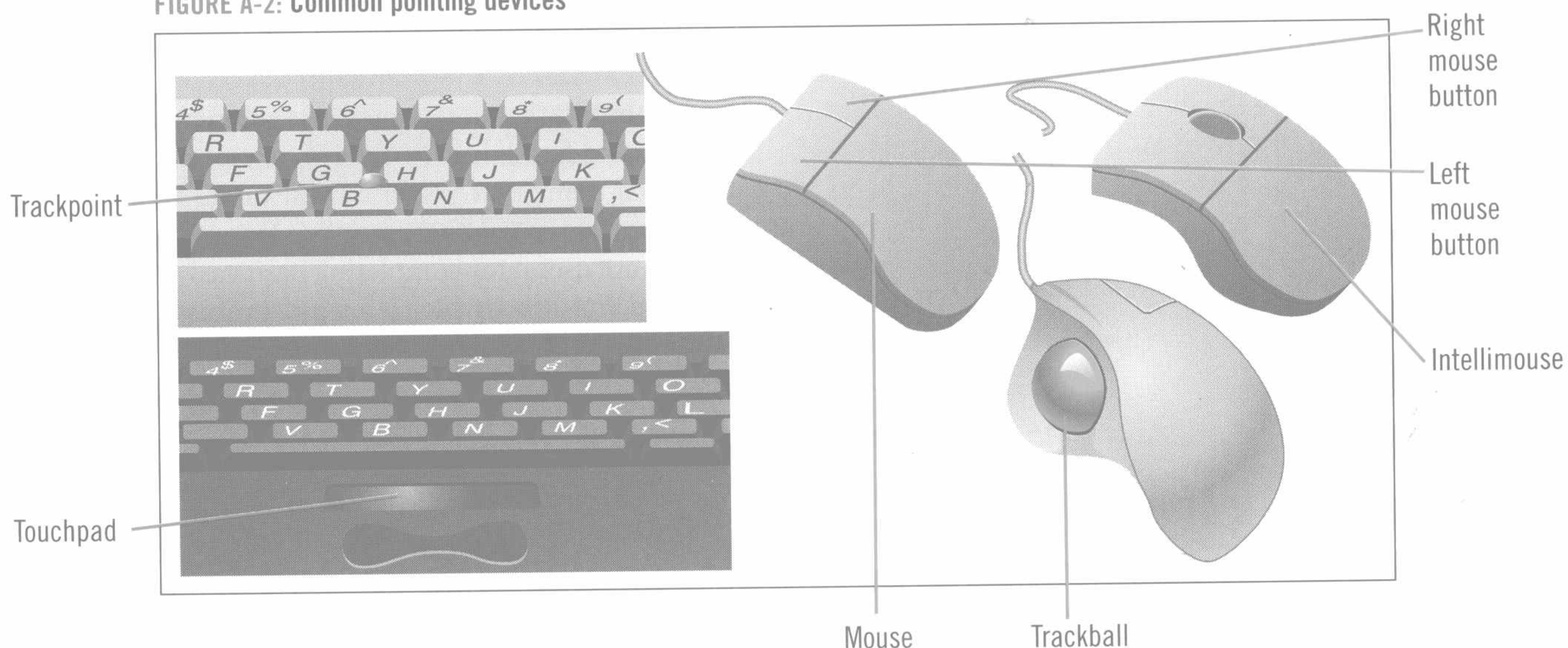


FIGURE A-3: Displaying a shortcut menu

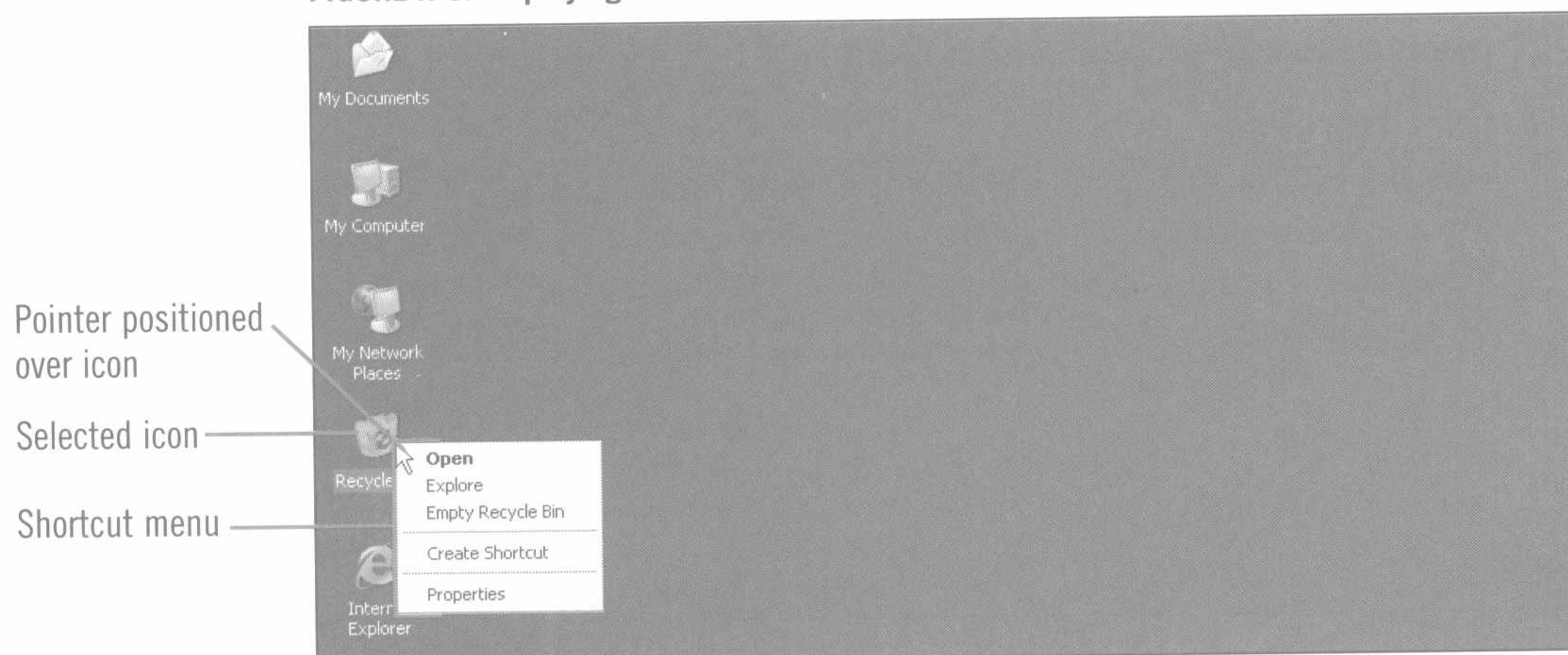


TABLE A-2: Common mouse pointer shapes

shape	used to
	Select items, choose commands, start programs, and work in programs
	Position mouse pointer for editing or inserting text; called the insertion point or Text Select pointer
	Indicate Windows is busy processing a command
	Change the size of a window; appears when mouse pointer is on the border of a window
	Select and open Web-based data and other links

TABLE A-3: Basic mouse techniques

technique	what to do
<b>Pointing</b>	Move the mouse to position the mouse pointer over an item on the desktop
<b>Clicking</b>	Press and release the left mouse button
<b>Double-clicking</b>	Press and release the left mouse button twice quickly
<b>Dragging</b>	Point to an item, press and hold the left mouse button, move the mouse to a new location, then release the mouse button
<b>Right-clicking</b>	Point to an item, then press and release the right mouse button





## Windows XP

# Starting a Program

Clicking the Start button on the taskbar opens the **Start menu**, which lists submenus for a variety of tasks described in Table A-4. As you become familiar with Windows, you might want to customize the Start menu to include additional items that you use most often. Windows XP comes with several built-in programs, called **accessories**. Although not as feature-rich as many programs sold separately, Windows accessories are useful for completing basic tasks. In this lesson, you start a Windows accessory called **WordPad**, which is a word-processing program you can use to create and edit simple documents.

## Steps 1234

### 1. Click the **Start button** on the taskbar

The Start menu opens.

### 2. Point to **All Programs**

The All Programs submenu opens, listing the programs and categories for programs installed on your computer. WordPad is in the category called Accessories.

### QuickTip

The left side of the Windows XP Start menu lists programs you've used recently, so the next time you want to open WordPad, most likely it will be handy in this list of recently opened programs.

### 3. Point to **Accessories**

The Accessories menu, shown in Figure A-4, contains several programs to help you complete common tasks. You want to start WordPad.

### 4. Click **WordPad**

WordPad starts and opens a blank document window, as shown in Figure A-5. Don't worry if your window does not fill the screen; you'll learn how to maximize it in the next lesson. Note that a program button appears on the taskbar and is highlighted, indicating that WordPad is open.

TABLE A-4: Start menu categories

category	description
<b>Default</b>	Displays the name of the current user; different users can customize the Start menu to fit their work habits
<b>Internet Explorer / Outlook Express</b>	The two programs many people use for a browser and e-mail program; you can add programs you use often to this list (called the "pinned items list")
<b>Frequently used programs list</b>	Located below Internet Explorer and Outlook Express, contains the last six programs used on your computer; you can change the number listed
<b>All Programs</b>	Displays a menu of most programs installed on your computer
<b>My Documents, etc.</b>	The five items in this list allow you to quickly access files you've saved in the three folders listed (My Documents, My Pictures, and My Music), as well as access My Computer, which you use to manage files, folders, and drives on your computer; the My Recent Documents list contains the last 15 files that have been opened on your computer
<b>Control Panel / Connect To / Printers and Faxes</b>	Control Panel displays tools for selecting settings on your computer; Connect To lists Internet connections that have been set up on your computer; and Printers and Faxes lists the printers and faxes connected to your computer
<b>Help and Support / Search / Run</b>	Help and Support provides access to Help topics and other support services; Search locates files, folders, computers on your network, and Web pages on the Internet; Run opens a program, file, or Web site by letting you type commands or names in a dialog box
<b>Log Off / Turn Off Computer</b>	End your Windows session; used when you are done using the computer and don't expect to use it again soon



FIGURE A-4: Cascading menus

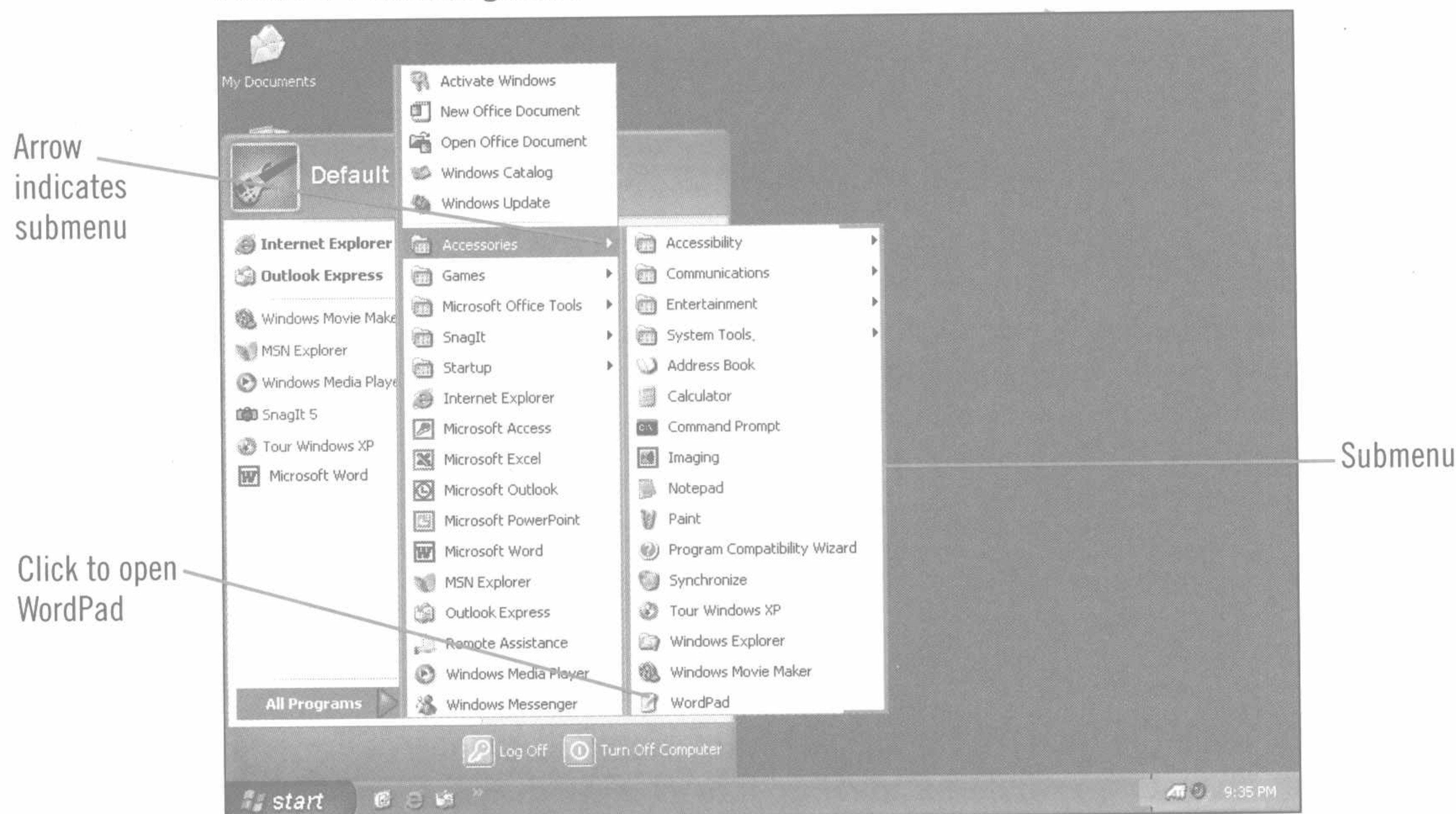
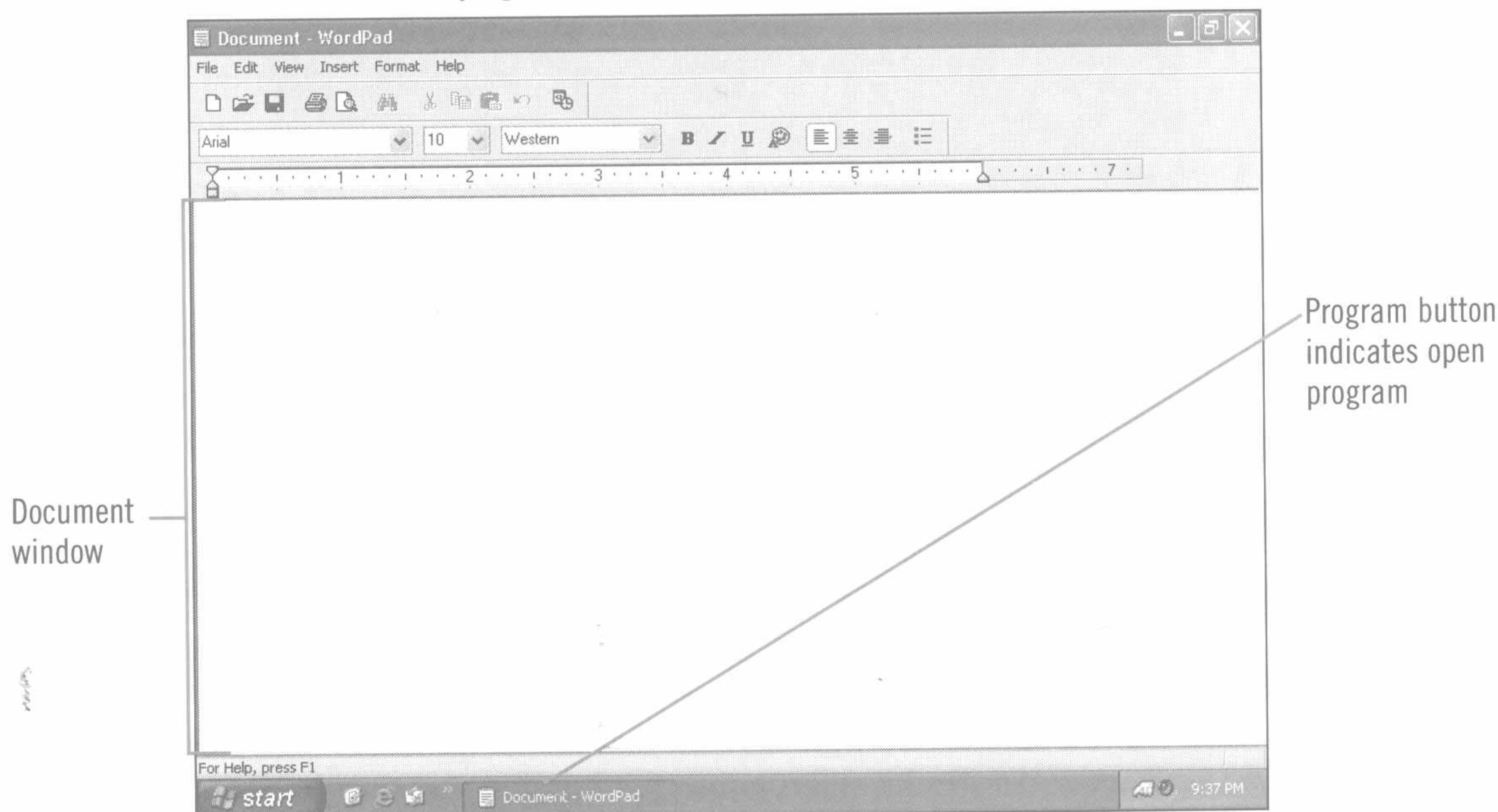


FIGURE A-5: WordPad program window



## Customizing the Start Menu

With Windows XP, you can change the way the Start menu looks and behaves by opening the Control Panel (click the Start button and then click Control Panel), switching to Classic view, if necessary, then double-clicking Taskbar and Start Menu. To get the look and feel of the classic Start menu from earlier versions of Windows, click the Start Menu tab and then click the

Classic Start menu option button. You can then click the Customize button to add shortcuts to the Start menu for desired programs and documents, or change the order in which they appear. To preserve the Windows XP look of the Start menu but modify how it behaves, click the Customize button next to the Start menu and select the options you want.





# Moving and Resizing Windows

One of the powerful features of Windows is the ability to open more than one window or program at once. This means, however, that the desktop can get cluttered with the various programs and files you are using. You can keep your desktop organized by changing the size of a window or moving it. You can do this by clicking the sizing buttons in the upper-right corner of any window or by dragging a corner or border of any window that does not completely fill the screen.

 Practice sizing and moving the WordPad window now.

## Steps 1 2 3 4

1. If the WordPad window does not already fill the screen, click the **Maximize button**  in the WordPad window

When a window is **maximized**, it takes up the whole screen.

2. Click the **Restore button**  in the WordPad window


To **restore** a window is to return it to its previous size, as shown in Figure A-6. The Restore button only appears when a window is maximized.

3. Position the pointer on the right edge of the WordPad window until the pointer changes to , then drag the border to the right

The width of the window increases. You can change the height or width of a window by dragging any of the four sides.

### QuickTip

You can resize windows by dragging any corner. You can also drag any border to make the window taller, shorter, wider, or narrower.

4. Position the pointer in the lower-right corner of the WordPad window until the pointer changes to , as shown in Figure A-6, then drag down and to the right

The height and width of the window increase proportionally when you drag a corner instead of a side. You can also position a restored window wherever you want on the desktop by dragging its title bar. The **title bar** is the area along the top of the window that displays the filename and program used to create it.

5. Drag the **title bar** on the WordPad window up and to the left, as shown in Figure A-6

The window is repositioned on the desktop. At times, you might want to close a program window, yet keep the program running and easily accessible. You can accomplish this by minimizing a window.

### QuickTip

If you have more than one window open and you want to quickly access something on the desktop, you can click the Show Desktop button  on the Quick Launch toolbar. All open windows are minimized so the desktop is visible. If your Quick Launch toolbar isn't visible, right-click the taskbar, point to Toolbars, and then click Quick Launch.

6. In the WordPad window, click the **Minimize button** 

When you **minimize** a window, it shrinks to a program button on the taskbar, as shown in Figure A-7. WordPad is still running, but it is out of your way.

7. Click the **WordPad program button** on the taskbar to reopen the window

The WordPad program window reopens.

8. Click the **Maximize button**  in the upper-right corner of the WordPad window

The window fills the screen.