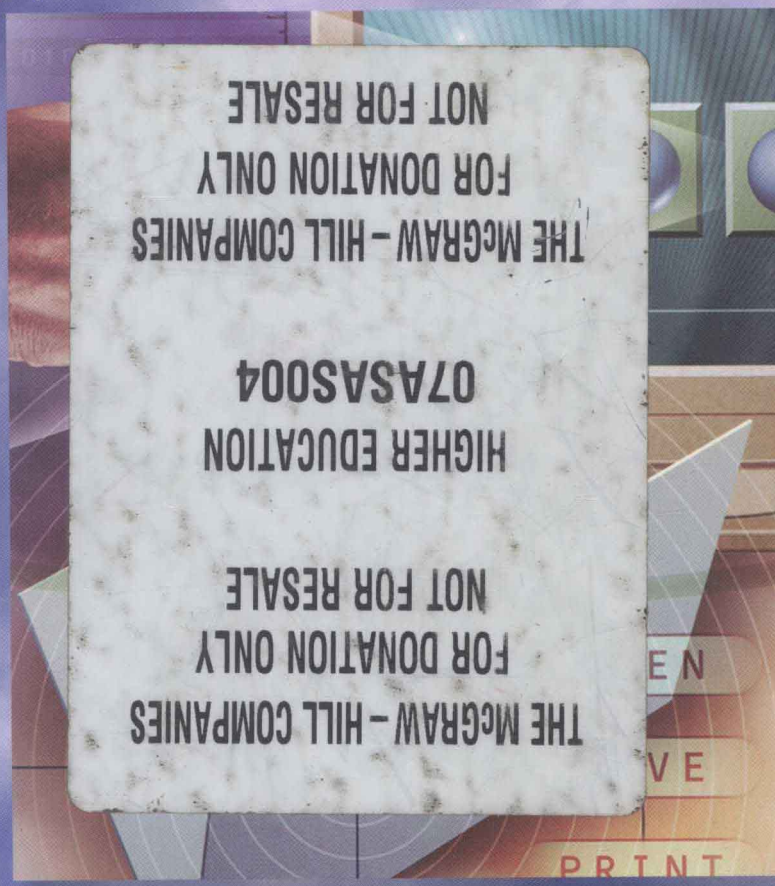
Windows XP

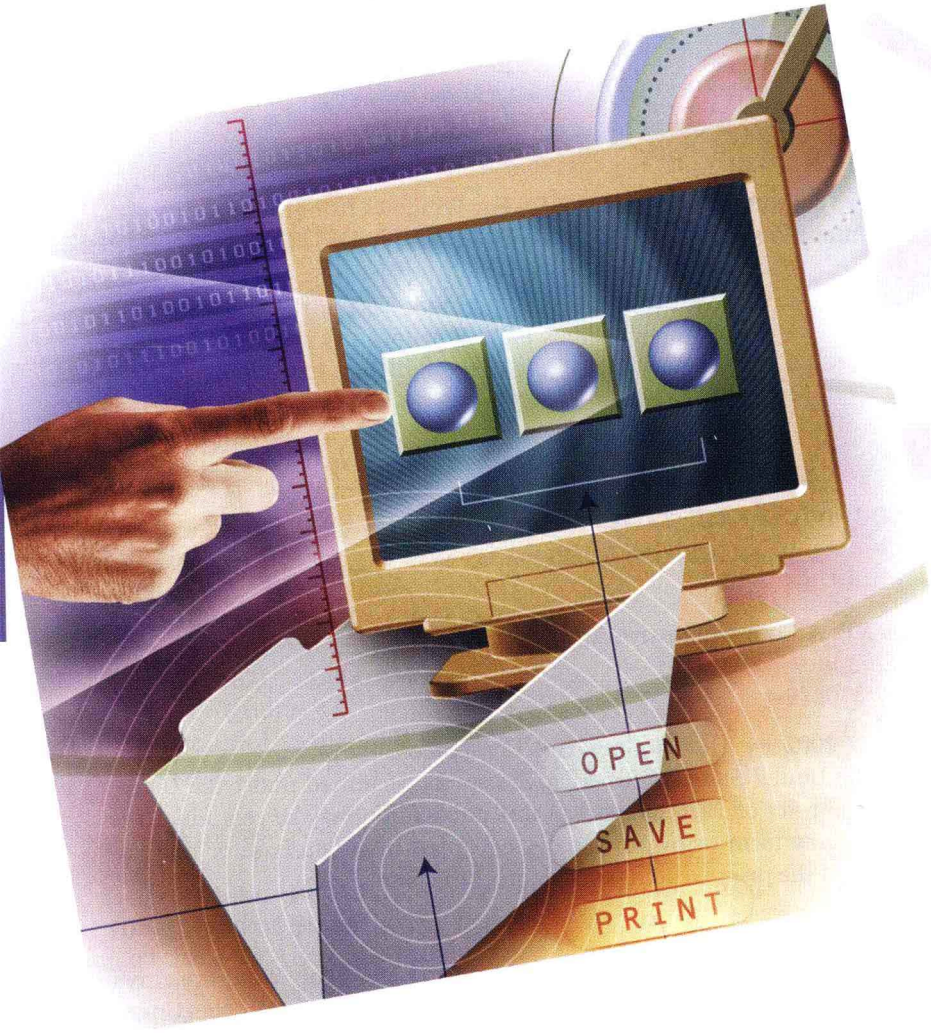
a comprehensive approach



Eric Ecklund

A Comprehensive Approach

Windows



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Preface

Windows XP is written to help you master Microsoft Windows XP. The text takes you step-by-step through the Windows features that you're likely to use in both your personal and business life.

Case Study

Learning about the features of Windows XP is one thing, but applying what you learn is another. That's why a *Case Study* runs through the text. The Case Study offers the opportunity to learn Windows in a realistic business context. Take the time to read the Case Study about Handy Computer Tech, a fictional business set in St. Louis, Missouri. All the documents for this course involve Handy Computer Tech.

Organization of the Text

The text includes four *units*. Each unit is divided into smaller *lessons*. There are 11 lessons, each building on previously learned procedures. This building block approach, together with the Case Study and the features listed below, enable you to maximize the learning process.

Features of the Text

- *Objectives* are listed for each lesson.
- The *estimated time* required to complete each lesson (up to the "Using Help") is stated.
- Within a lesson, each *heading* corresponds to an objective.
- Easy-to-follow *exercises* emphasize "learning by doing."
- *Key terms* are italicized and defined as they are encountered.
- Extensive *graphics* display screen contents.
- *Toolbar buttons* and *keyboard keys* are shown in the text when used.
- *Large toolbar buttons in the margins* provide easy-to-see references.
- Lessons contain important *Notes*, useful *Tips*, and helpful *Reviews*.
- *Using Help* introduces you to a Help topic related to lesson content.
- A *Lesson Summary* reviews the important concepts taught in the lesson.
- A *Command Summary* lists the commands taught in the lesson.
- *Concepts Review* includes true/false, short answer, and critical thinking questions that focus on lesson content.

- *Skills Review* provides skill reinforcement for each lesson.
- *Lesson Applications* ask you to apply your skills in a more challenging way.
- *On Your Own exercises* lets you apply your skills creatively.
- *Unit Applications* give you the opportunity to use the skills you learn in a unit.
- Two *Appendices*: *Appendix A* provides a model Action Report. *Appendix B* describes how to use additional Windows XP accessories including Sound Recorder, Windows Media Player, and Windows Movie Maker.
- A helpful *Glossary* containing all the defined terms from the lessons and including a reference to the lesson in which the term is first defined.
- A comprehensive *Index*.

Comprehensive Approach Web Site

Check out the Comprehensive Approach Web site at www.cas.glencoe.com. A helpful *Task Reference List*—handy for remembering how to perform Windows XP tasks—is available for downloading.

Conventions Used in the Text

This text uses a number of conventions to help you learn the program and save your work.

- Text to key appears either in **boldface** or as a separate figure.
- Filenames appear in **boldface**.
- Options that you choose from menus and dialog boxes appear in a font that is similar to the on-screen font; for example, "Choose Print from the File menu." (The underline means you can press Alt and key the letter to choose the option.) Some options that you choose from a task pane or Help window appear in blue text, as they appear on-screen; for example, "Click Font in the Reveal Formatting task pane."
- You're asked to save each Action Report or any other file you create with your initials, followed by the exercise name. For example, an exercise might end with this instruction: "Save your Action Report as ***[your initials]*5-12**." Files are typically saved in folders for each lesson.

Action Reports

The Lesson Applications, On Your Own exercises, and Unit Applications present situations that might be encountered by a client of Handy Computer Tech, the company described in the Case Study. As a customer support specialist working for Handy Computer Tech, you will need to write an "Action Report" describing the steps necessary to correct the situation or achieve a particular outcome. Note that the language and steps in your Action Reports will probably

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differ slightly from other students' Action Reports. For more information about Action Reports, including Guidelines for writing them, see page 4 of the Case Study. For a model Action Report see Appendix A.

Screen Differences

As you practice each concept, illustrations of the screens help you follow the instructions. Don't worry if your screen is different from the illustration. These differences are due to variations in system and computer configurations.

Acknowledgments

We thank the reviewers of this text for their invaluable assistance: Susan L. Olson, Northwest Technical College, East Grand Forks, MN; Debi Griggs, Bellevue Community College, Bellevue, WA; and Monte Paden, West Hills Community College, Coalinga, CA.

Installation Requirements

You'll need Microsoft Windows XP to work through this textbook. Windows XP needs to be installed on the computer's hard drive (or on a network). Use the following checklist to evaluate installation requirements.

Required Hardware

To use Microsoft Windows XP Professional your system will need to meet the following hardware requirements. (Actual requirements will vary based on your system configuration and the applications and features you choose to install. Additional available hard-disk space may be required if you are installing over a network. Additional information is available at www.microsoft.com/windowsxp)

- ☑ PC with 300 MHz or higher processor clock speed recommended; 233 MHz minimum required (single or dual processor system); Intel Pentium/Celeron family, or AMD K6/Athlon/Duron family, or compatible processor recommended
- ☑ 128 MB of Ram or higher recommended (64 MB minimum supported; may limit performance and some features)
- ☑ 1.5 GB of available hard-disk space
- ☑ Super VGA (800 x 600) or higher-resolution video adaptor and monitor.
- ☑ CD-ROM or DVD drive
- ☑ Keyboard (which includes a Windows Logo key) and Microsoft mouse or compatible pointing device

Additional Hardware/Software

- ☑ For Internet access: Internet functionality may require Internet access, a service provider, and a browser.
- ☑ For networking: Network adaptor appropriate for the type of local-area, wide-area, wireless, or home network you wish to connect to, and access to an appropriate network infrastructure.
- ☑ For sound: Sound card and speakers or headphone.
- ☑ For DVD video playback: DVD drive and DVD decoder card or DVD decoder software;, * MB of video RAM
- ☑ For Windows Movie Maker: Video capture feature requires appropriate digital or analog video capture device; 400 MHz or higher processor for digital video camera capture

Windows XP Professional Vs. Windows XP Home Edition: Which Edition Is Right for You?

When upgrading to the Microsoft Windows XP operating system, you have a choice between Windows XP Professional or Windows XP Home Edition. The Windows XP Professional Edition offers all the features of the Windows XP Home Edition, plus extra features for business and more advanced home computing. (Additionally, there may be slight differences in the appearance of individual screens.)

Microsoft suggests asking these five questions to fins out which one is right for you:

1. Do you want to remotely access your computer so you can work with all your data while away from your desk?

If so, you'll need Windows XP Professional. Only the Professional Edition contains the Remote Desktop feature that lets you set up your computer connection from any other Windows-based computer.

2. Do you connect to large networks?

If so, you'll need Windows XP Professional. The Professional Edition is best for people who connect to large networks, such as a school or office network, since it allows you to join and be managed by a Windows domain.

3. Do you need to protect sensitive data in files and folders that are stored on your computer?

If so, you'll need Windows XP Professional. The Professional Edition includes the Encrypting File System (EFS) that allows you to encrypt your files and folders for added security of sensitive data against theft or hackers.

4. Do you need the ability to completely restore your system in the event of a catastrophic failure?

If so, then you'll need Windows XP Professional. The Professional Edition contains more robust options for backing up and restoring data than the Home Edition.

5. Are you a "power user"?

If so, then you'll need Windows XP Professional. The Professional Edition contains a number of features especially suited to power users.

This text is based on the Windows XP Professional Edition. If you are using the Home Edition in this course you may notice slight differences in some screens. Additionally, some features taught in the text are not available in the Home Edition.

Prerequisites

Windows XP assumes that you are using the Windows XP Professional Edition. (See the preceding page for a discussion of the differences between the Windows XP Professional Edition and the Windows XP Home Edition.) You will need to log on to Windows using a valid User Name and Password, which your instructor should provide.

The text assumes a base ("out-of-the-box") configuration in which the Recycle Bin is visible on the desktop, the taskbar is in its default position across the bottom of the desktop, the Windows Time feature is displayed in the Notification area, and there are no active toolbars on the taskbar. The My Documents, My Computer, and Internet Explorer icons are in their default positions on the Start menu. At the time the text went to press, this was typically the default ("out-of-the-box") Windows XP Professional Edition configuration.

Windows XP assumes that the Control Panel view setting is set to Category view (in which you activate an icon with a single click) and that the full complement of Accessories and Games are in their default positions on the Accessories menu. All screens shown in the text use an 800 x 600 resolution.

If your computer is configured differently, the screen displays in the text may not match those on your computer.

Occasions when you will need formatted floppy disks are indicated in blue.

Prerequisites for Specific Lessons

LESSON	EXERCISE	PREREQUISITES
1	—	None
2	2-3	Assumes that you save files in your My Document folder
	2-4	Assumes Word wrap in Word Pad is set to Wrap to Window or Wrap to Ruler.
3	—	None
4	4-1	From this point on, you use System Restore to return to your default settings after each lesson. Check with your Network Administrator before using this feature.
	4-2	Assumes your computer is part of a workgroup, with multiple user accounts.
	4-9 to 4-11	Two blank formatted disks
	4-14	Two floppy disks (same as used in 4-9
	4-17	Two floppy disks (same as used in 4-9
	4-18	Two floppy disks (same as used in 4-9
5	Entire lesson	Assumes file extensions are hidden.
6	—	None
7	Entire lesson	Assumes that My Computer, My Documents, Internet Explorer, and Recycle Bin are on the desktop. Also assumes that Auto Arrange is turned off.
8	8-8 & 8-9	Assumes you have speakers or headphones and that Windows Media Player is the default media files
	8-10 to 8-12	Assumes that you have administrative rights to add a printer and modify printer tasks. Check with your instructor or Network Administrator.
9	9-1	Assumes you have speakers or headphones.
10	10-2 & 10-10	Assumes you have loaded Acrobat Reader.
	10-4 & 10-5	Assumes You have access to the Windows XP CD (or directions on how to access a network folder with Windows XP installation files).
	10-7	Assumes knowledge of calculators.
	10-9	Assumes the availability of an internet connection.
11	11-1	Assumes you can access your C drive and have permission to perform maintenance tasks on it. Check with your instructor or Network Administrator.
	11-2 & 11-3	One blank floppy disk
	11-7 to 11-10	Assumes your computer is set up with user accounts and passwords.

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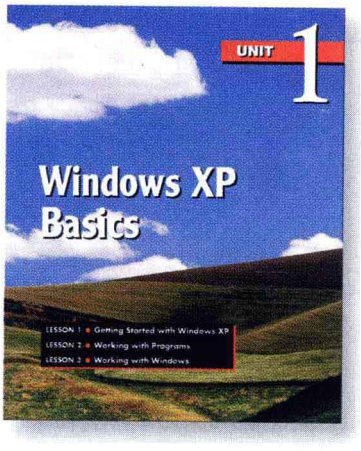

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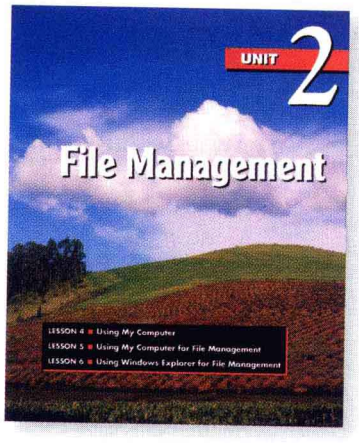

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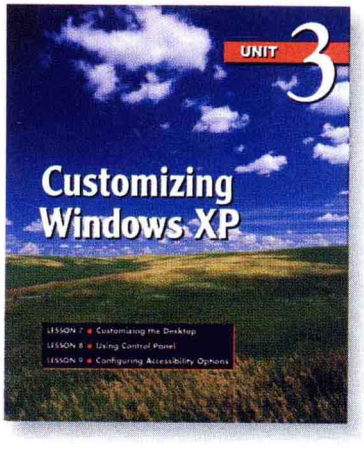

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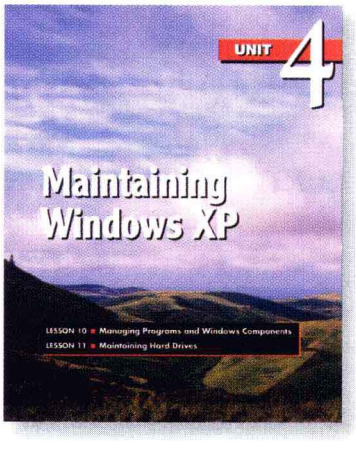

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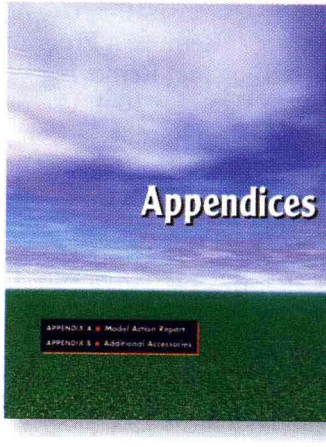

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