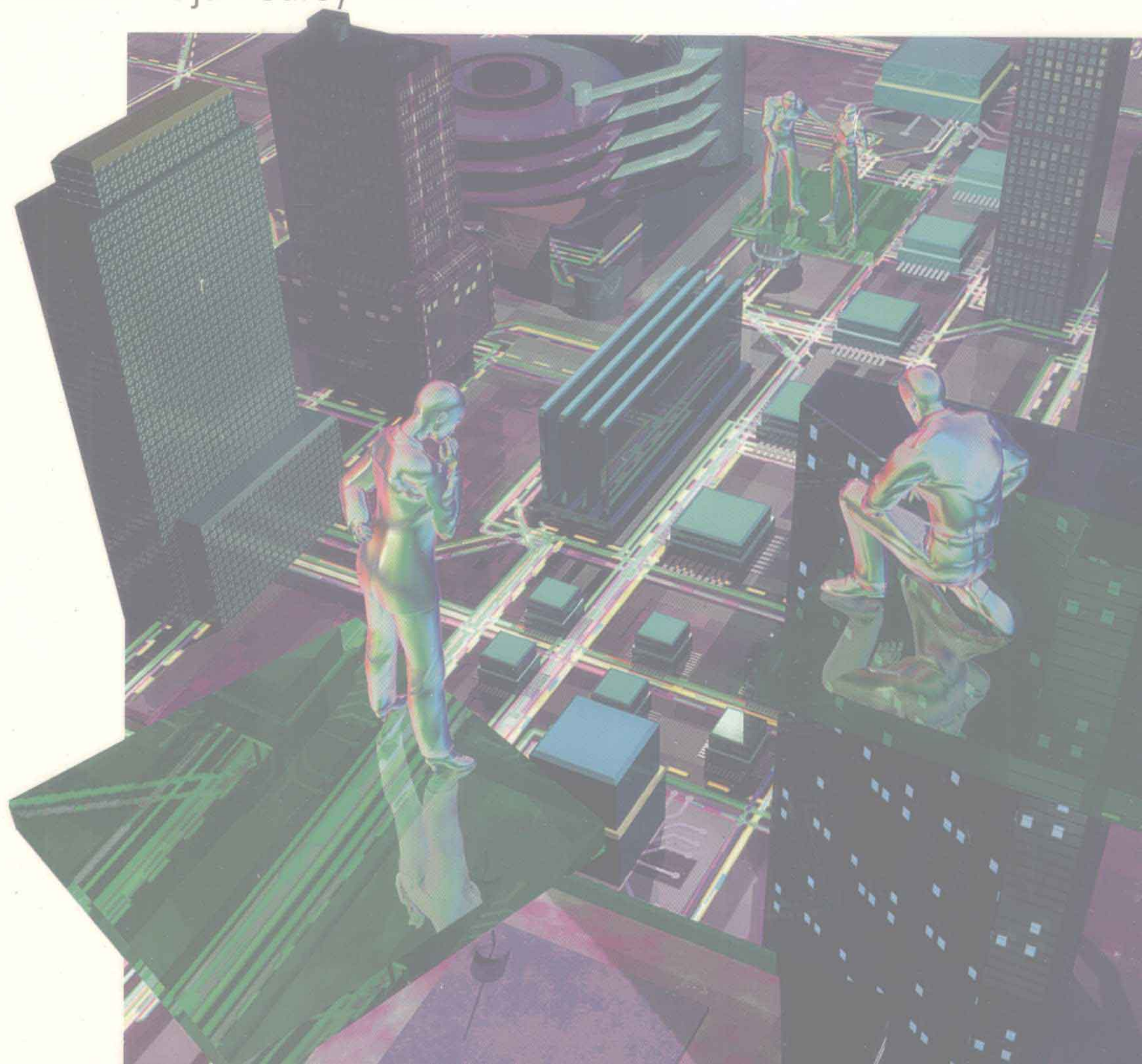


Microsoft® Windows 2000 Professional

Parsons ■ Oja ■ Carey



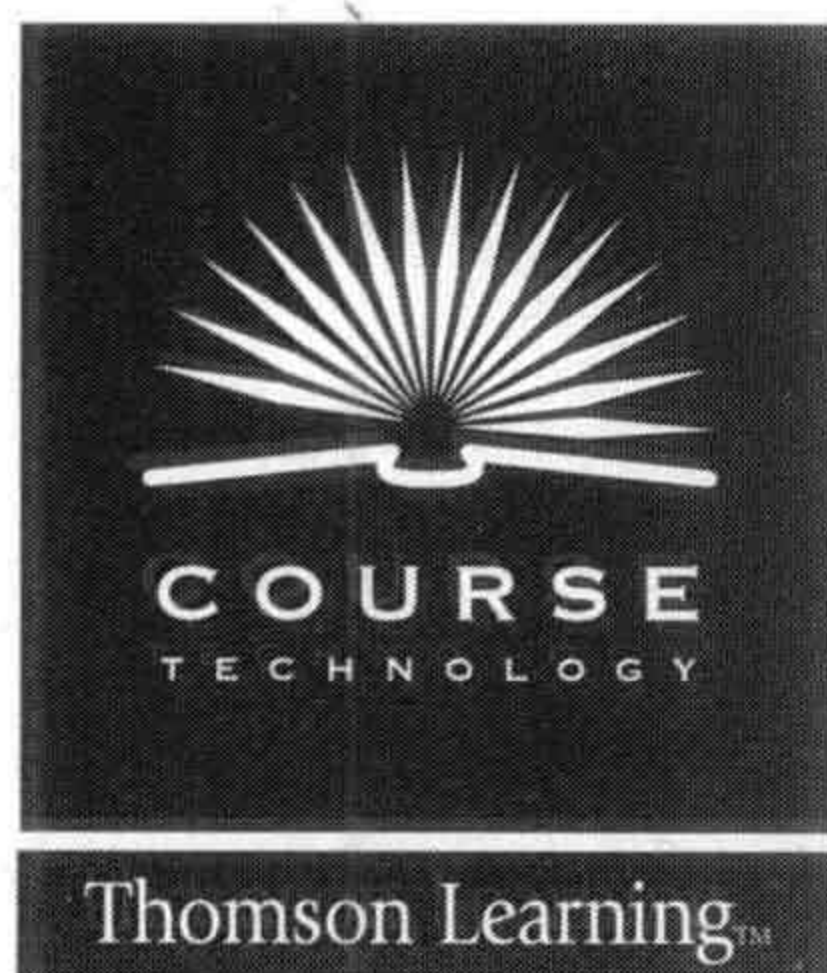
New Perspectives on

MICROSOFT® WINDOWS® 2000 PROFESSIONAL

Introductory

JUNE PARSONS & DAN OJA
MediaTechnics

JOAN & PATRICK CAREY
Carey Associates



ONE MAIN STREET, CAMBRIDGE, MA 02142

Australia • Canada • Denmark • Japan • Mexico • New Zealand • Philippines
Puerto Rico • Singapore • South Africa • Spain • United Kingdom • United States

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Senior Editor	Donna Gridley	Associate Product Manager	Melissa Dezotell
Senior Product Manager	Rachel A. Crapser	Editorial Assistant	Jill Kirn
Product Manager	Catherine V. Donaldson	Text Designer	Meral Dabovich
Senior Production Editor	Catherine G. DiMassa	Cover Art Designer	Douglas Goodman
Developmental Editor	Mary Kemper		

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For more information contact:

Course Technology

1 Main Street

Cambridge, MA 02142

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PREFACE

The New Perspectives Series

About New Perspectives

Course Technology's **New Perspectives Series** is an integrated system of instruction that combines text and technology products to teach computer concepts, the Internet, and microcomputer applications. Users consistently praise this series for innovative pedagogy, use of interactive technology, creativity, accuracy, and supportive and engaging style.

How is the New Perspectives Series different from other series?

The **New Perspectives Series** distinguishes itself by **innovative technology**, from the renowned Course Labs to the state-of-the-art multimedia that is integrated with our Concepts texts. Other distinguishing features include **sound instructional design**, **proven pedagogy**, and **consistent quality**. Each tutorial has students learn features in the context of solving a realistic case problem rather than simply learning a laundry list of features. With the **New Perspectives Series**, instructors report that students have a complete, integrative learning experience that stays with them. They credit this high retention and competency to the fact that this series incorporates critical thinking and problem-solving with computer skills mastery. In addition, we work hard to ensure accuracy by using a multi-step quality assurance process during all stages of development. Instructors focus on teaching and students spend more time learning.

Choose the coverage that's right for you

New Perspectives applications books are available in the following categories:

Brief

2-4 tutorials

Introductory

6 or 7 tutorials, or
Brief + 2 or 3 more

Comprehensive

Introductory + 4 or 5
more tutorials. Includes
Brief Windows tutorials
and Additional Cases

Advanced

Quick Review of basics
+ in-depth, high-level
coverage

Office

Office suite components
+ integration + Internet

Brief: approximately 150 pages long, two to four "Level I" tutorials, teaches basic application skills.

Introductory: approximately 300 pages long, four to seven tutorials, goes beyond the basic skills. These books often build out of the Brief book, adding two or three additional "Level II" tutorials. The book you are holding is an Introductory book.

Comprehensive: approximately 600 pages long, eight to twelve tutorials, all tutorials included in the Introductory text plus higher-level "Level III" topics. Also includes two Windows tutorials and three or four fully developed Additional Cases.

Advanced: approximately 600 pages long, cover topics similar to those in the Comprehensive books, but offer the highest-level coverage in the series. Advanced books assume students already know the basics, and therefore go into more depth at a more accelerated rate than the Comprehensive titles. Advanced books are ideal for a second, more technical course.

Office: approximately 800 pages long, covers all components of the Office suite as well as integrating the individual software packages with one another and the Internet.

Custom Editions

Choose from any of the above to build your own Custom Editions or CourseKits

CASE

- 1.
- 2.
- 3.

TROUBLE?

Tutorial Tips

QUICK CHECK

Custom Books The New Perspectives Series offers you two ways to customize a New Perspectives text to fit your course exactly: *CourseKits*TM are two or more texts shrink-wrapped together, and offer significant price discounts. *Custom Editions*© offer you flexibility in designing your concepts, Internet, and applications courses. You can build your own book by ordering a combination of topics bound together to cover only the subjects you want. There is no minimum order, and books are spiral bound. Contact your Course Technology sales representative for more information.

What course is this book appropriate for?

New Perspectives on Microsoft Windows 2000 Professional—Introductory can be used in any course in which you want students to learn some of the most important topics of Windows 2000 Professional, including organizing files with Windows Explorer, personalizing your Windows environment, bringing the World Wide Web to the desktop, searching for information, and connecting computers over a phone line. This book assumes students have had little or no prior computer experience.

Proven Pedagogy

Tutorial Case Each tutorial begins with a problem presented in a case that is meaningful to students. The case turns the task of learning how to use an application into a problem-solving process.

The problems increase in complexity with each tutorial. These cases touch on issues important to today's business curriculum.

45-minute Sessions Each tutorial is divided into sessions that can be is designed to be completed in about 45 minutes to an hour (depending upon student needs and the speed of your lab equipment). Sessions allow instructors to more accurately allocate time in their syllabus, and students to better manage their own study time.

Each numbered session begins with a "session box," which quickly describes the skills students will learn in the session.

Step-by-Step Methodology We make sure students can differentiate between what they are to do and what they are to read. Through numbered steps – clearly identified by a gray shaded background – students are constantly guided in solving the case problem. In addition, the numerous screen shots with callouts direct students' attention to what they should look at on the screen.

TROUBLE? Paragraphs These paragraphs anticipate the mistakes or problems that students may have and help them continue with the tutorial.

Tutorial Tips Page This page, following the Table of Contents, offer students suggestions on how to effectively plan their study and lab time, what to do when they make a mistake, how to use the Reference Windows, MOUS grids, Quick Checks, and other features of the New Perspectives Series.

"Read This Before You Begin" Page Located opposite the first tutorial's opening page for each section of the text, the Read This Before You Begin Page helps introduce technology into the classroom. Technical considerations and assumptions about software are listed to save time and eliminate unnecessary aggravation. Notes about the Data Disks help instructors and students get their files in the right places, so students get started on the right foot.

Quick Check Questions Each session concludes with meaningful, conceptual Quick Check questions that test students' understanding of what they learned in the session. Answers to the Quick Check questions are provided at the end of each tutorial.

RW

TASK REFERENCE

REVIEW

CASE

LAB

INTERNET

Explore

Reference Windows Reference Windows are succinct summaries of the most important tasks covered in a tutorial and they preview actions students will perform in the steps to follow.

Task Reference Located as a table at the end of the book, the Task Reference contains a summary of how to perform common tasks using the most efficient method, as well as references to pages where the task is discussed in more detail.

End-of-Tutorial Review Assignments, Case Problems, Internet Assignments and Lab Assignments

Review Assignments provide students with additional hands-on practice of the skills they learned in the tutorial using the same case presented in the tutorial. These assignments are followed by four to five Case Problems that have approximately the same scope as the tutorial case but use a different scenario. In addition, some of the Review Assignments or Case Problems may include Exploration Exercises that challenge students, encourage them to explore the capabilities of the program they are using, and/or further extend their knowledge. Each tutorial also includes instructions on getting to the text's Student Online Companion page, which contains the Internet Assignments and other related links for the text. Internet Assignments are additional exercises that integrate the skills the students learned in the tutorial with the World Wide Web. Finally, if a Course Lab accompanies a tutorial, Lab Assignments are included after the Case Problems.

File Finder Chart This chart, located at the back of the book, visually explains how students should set up their Data Disks, what files should go in what folders, and what they'll be saving the files as in the course of their work.

The Instructor's Resource Kit for this book contains:

- Electronic Instructor's Manual
- Make Data Disk program for Level I and Level II tutorials (Tutorials 1–2, and 3–6)
- Course Test Manager Testbank
- Course Test Manager Engine
- Figure Files
- WebCT
- Course Labs
- Sample Syllabus

These teaching tools come on CD-ROM. If you don't have access to a CD-ROM drive, contact your Course Technology customer service representative for more information.

The New Perspectives Teaching Tools Package

Electronic Instructor's Manual Our Instructor's Manuals include tutorial overviews and outlines, technical notes, lecture notes, solutions, and Extra Case Problems. Many instructors use the Extra Case Problems for performance-based exams or extra credit projects. The Instructor's Manual is available as an electronic file, which you can get from the Instructor Resource Kit (IRK) CD-ROM or download it from www.course.com.

Data Files Data Files contain all of the data that students will use to complete the tutorials, Review Assignments, and Case Problems. A Readme file includes instructions for using the files. See the "Read This Before You Begin" page/pages for more information on Student Files.

Course Labs: Concepts Come to Life These highly interactive computer-based learning activities bring concepts to life with illustrations, animations, digital images, and simulations. The Labs guide students step-by-step, present them with Quick Check questions, let them explore on their own, test their comprehension, and provide printed feedback. Lab icons at the beginning of the tutorial and in the tutorial margins indicate when a topic has a corresponding Lab. Lab Assignments are included at the end of each relevant tutorial. The Labs available with this book and the tutorials in which they appear are:

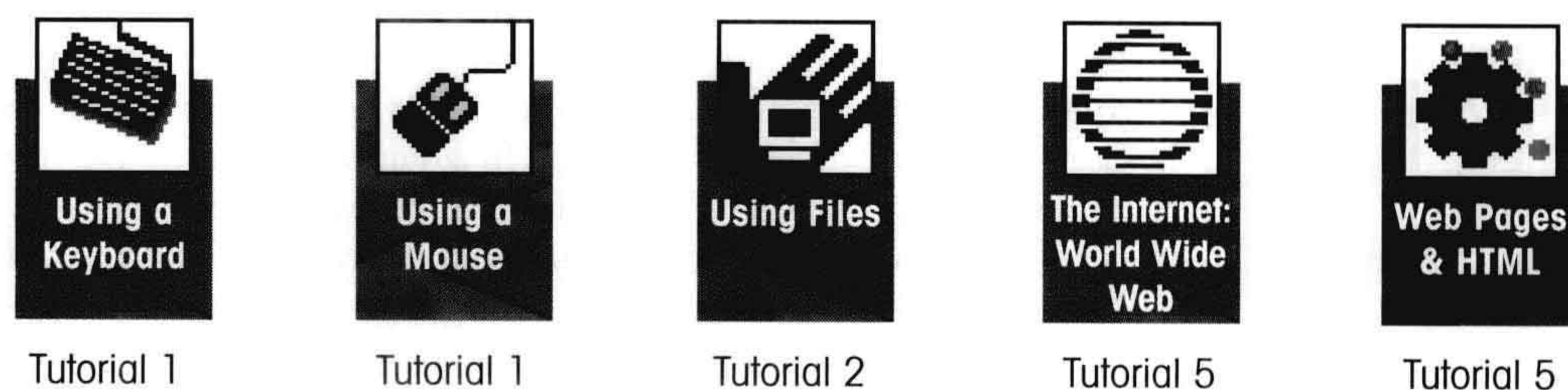


Figure Files Many figures in the text are provided on the IRK CD-ROM to help illustrate key topics or concepts. Instructors can create traditional overhead transparencies by printing the figure files. Or they can create electronic slide shows by using the figures in a presentation program such as PowerPoint.

Course Test Manager: Testing and Practice at the Computer or on Paper Course Test Manager is cutting-edge, Windows-based testing software that helps instructors design and administer practice tests and actual examinations. Course Test Manager can automatically grade the tests students take at the computer and can generate statistical information on individual as well as group performance.

Online Companions: Dedicated to Keeping You and Your Students Up-To-Date Visit our faculty sites and student sites on the World Wide Web at www.course.com. Here instructors can browse this text's password-protected Faculty Online Companion to obtain an online Instructor's Manual, Solution Files, Student Files, and more. Students can also access this text's Student Online Companion, which contains Student files and all the links that the students will need to complete their tutorial assignments.

More Innovative Technology

Course CBT Enhance your students' Office 2000 classroom learning experience with self-paced computer-based training on CD-ROM. Course CBT engages students with interactive multimedia and hands-on simulations that reinforce and complement the concepts and skills covered in the textbook. All the content is aligned with the MOUS (Microsoft Office User Specialist) program, making it a great preparation tool for the certification exams. Course CBT also includes extensive pre- and post-assessments that test students' mastery of skills. These pre- and post-assessments automatically generate a "custom learning path" through the course that highlights only the topics students need help with.

SAM How well do your students *really* know Microsoft Office? SAM is a performance-based testing program that measures students' proficiency in Microsoft Office 2000. SAM is available for Office 2000 in either a live or simulated environment. You can use Course Assessment to place students into or out of courses, monitor their performance throughout a course, and help prepare them for the MOUS certification exams.

WebCT WebCT is a tool used to create Web-based educational environments and also uses WWW browsers as the interface for the course-building environment. The site is hosted on your school campus, allowing complete control over the information. WebCT has its own internal communication system, offering internal e-mail, a Bulletin Board, and a Chat room.

Course Technology offers pre-existing supplemental information to help in your WebCT class creation, such as a suggested Syllabus, Lecture Notes, Figures in the Book/Course Presenter, Student Downloads, and Test Banks in which you can schedule an exam, create reports, and more.

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June Parsons, Dan Oja, Joan & Patrick Carey

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Joan & Patrick Carey

Tutorial Tips |

These tutorials will help you learn about Microsoft Windows 2000 Professional. This book is about Windows 2000 Professional. For those who have Windows 2000 Millennium, you might notice some differences. The tutorials are designed to be worked through at a computer. Each tutorial is divided into sessions. Watch for the session headings, such as Session 1.1 and Session 1.2. Each session is designed to be completed in about 45 minutes, but take as much time as you need. It's also a good idea to take a break between sessions.

Before you begin, read the following questions and answers. They will help you plan your time and use the tutorials effectively.

Where do I start?

Each tutorial begins with a case, which sets the scene for the tutorial and gives you background information to help you understand what you will be doing. Read the case before you go to the lab. In the lab, begin with the first session of a tutorial.

How do I know what to do on the computer?

Each session contains steps that you will perform on the computer to learn how to use Microsoft Windows 2000 Professional. Read the text that introduces each series of steps. The steps you need to do at a computer are numbered and are set against a shaded background. Read each step carefully and completely before you try it.

Some steps may ask you to print. Check with your instructor to see if he or she wants you to provide printed documents.

How do I know if I did the step correctly?

As you work, compare your computer screen with the corresponding figure in the tutorial. Don't worry if your screen display is somewhat different from the figure. The important parts of the screen display are labeled in each figure. Check to make sure these parts are on your screen.

What if I make a mistake?

Don't worry about making mistakes—they are part of the learning process. Paragraphs labeled "TROUBLE?" identify common problems and explain how to get back on track. Follow the steps in a TROUBLE? paragraph only if you are having the problem described. If you run into other problems:

- Carefully consider the current state of your system, the position of the pointer, and any messages on the screen.

- Complete the sentence, "Now I want to..." Be specific, because identifying your goal will help you rethink the steps you need to take to reach that goal.
- If you are working on a particular piece of software, consult the Help system.
- If the suggestions above don't solve your problem, consult your technical support person for assistance.

How do I use the Reference Windows?

Reference Windows summarize the procedures you will learn in the tutorial steps. Do not complete the actions in the Reference Windows when you are working through the tutorial. Instead, refer to the Reference Windows while you are working on the assignments at the end of the tutorial.

How can I test my understanding of the material I learned in the tutorial?

At the end of each session, you can answer the Quick Check questions. The answers for the Quick Checks are at the end of that tutorial.

After you have completed the entire tutorial, you should complete the Review Assignments and Projects. They are carefully structured so that you will review what you have learned and then apply your knowledge to new situations.

What if I can't remember how to do something?

You should refer to the Task Reference at the end of the book; it summarizes how to accomplish tasks using the most efficient method.

Now that you've read the Tutorial Tips, you are ready to begin.

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Investigating the Windows 2000 Operating System

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Working with Files

Creating, Saving, and Managing Files

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Organizing Files with Windows Explorer

Structuring Information on a Disk at Kolbe Climbing School

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Personalizing Your Windows Environment

Changing Desktop Settings at Companions, Inc.

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Bringing the World Wide Web to the Desktop

Using Active Desktop at Highland Travel

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