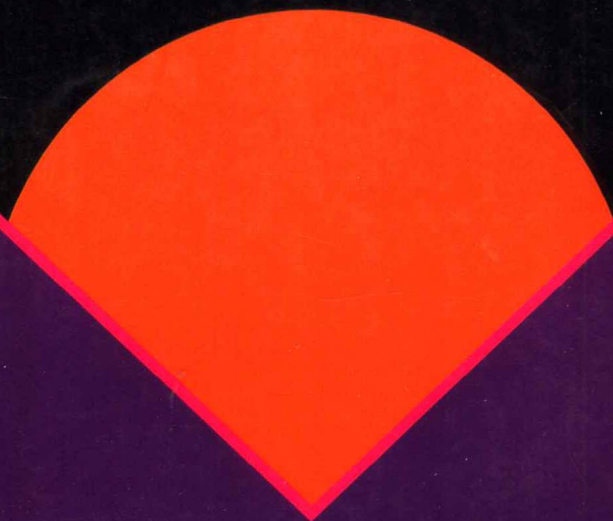


Windows 3.0/3.1

USING



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with **Judy Yamada**
and **Ann Koda**



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Vivian Frederick and Phyllis Yasuda

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Preface

Using Windows 3.0/3.1 is a comprehensive, hands-on tutorial designed to introduce Windows to students of varying backgrounds. The assumption is that the student has had some experience with DOS but little or none with the Windows environment. However, even an experienced Windows user will find this book useful in reducing the amount of time needed to achieve meaningful results with Windows. The approach is comprehensive and encouraging, and leads the student through the creation and modification of documents while exploring the many applications and capabilities of this popular graphic environment.

FEATURES

Comprehensive Hands-on Introduction—includes the mechanics of using the mouse and manipulating the components of Windows, and provides students with a complete grounding in the use of the built-in Windows applications and accessories.

Step-by-step Tutorials—instructions for action appear in **bold-face** type, Screen displays monitor student progress, exercises build gradually upon themselves, section headings provide quick, convenient reference.

Coverage of Version 3.0 and 3.1—users of either version can use this book.

Real-Life Applications—exercises are built around a business scenario. Students manage a toy store and employ software capabilities to produce documents that increase productivity.

Windows Help—tells students how to get instant help.

Coverage of Advanced Features—includes multitasking, DOS memory, upper memory, EMS memory, XMS memory, Windows real mode, Windows standard mode, 386-enhanced mode, Windows PIF editor, and object linking and embedding, with hands-on exercises for the PIF editor and OLE.

Student Reinforcement—learning objectives, chapter summaries, end-of-chapter review questions/exercises, and glossary of terms all reinforce and support each chapter's lessons.

Student Data Disk—is packaged with the text and contains practice files that students need to complete the exercises.

A comprehensive *Instructor's Manual* includes teaching hints, answers to the chapter review questions, and sample solutions to all end-of-chapter exercises. When applicable, the solutions are printed so that they can serve as overhead transparency masters.

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Tell me and I forget
Show me and I remember
Let me do it and I understand

—Zen proverb

Using This Book Effectively

This book was written for the beginning user of Microsoft Windows. It will guide you gently through your first encounter with this program.

Most chapters contain one or more activities that lead you through the creation or alteration of documents. Each chapter is a tutorial, and lists all mouse movements and/or keyboard entries. The results are described so you will know what to expect. Each chapter features screen illustrations to supplement the instructions.

The chapter material is presented in an easy-to-follow format:

- *Section headings* help you quickly locate the information you need.
- *Screen displays* illustrate concepts.
- “It’s Your Turn” sections provide hands-on experience. Instructions are numbered and typed in **bold**.
- “Hints” and “Caution” notes assure maximum utility.
- End of chapter menu and command summaries serve as references; review questions and exercises evaluate progress.

Many screen illustrations have been used throughout the text. However, because of minor site-specific differences in hardware and software, your screen may not look exactly like the one in the book. As long as the basic information is there you are doing fine, but do ask questions when you are not sure.

Version-specific instructions for both Version 3.0 and 3.1 are clearly labeled. The greatest divergence is reflected in Chapters 6A and 6B. If you are using Version 3.1, you will use only Chapter 6A; if you are using Version 3.0, you will use only Chapter 6B. Other chapters combine the activities for the two versions.

Some additional tips for using this book:

- *Read ahead!* Read each section before you actually begin to follow its instructions. Experience has shown that students

who read only as they go along miss the action taking place on the screen. With any computer, that's half the fun! Reading computer screens is also the best way to learn to use any *computer program*.

- *Take your time* as you work through the activities, and review the material often. The original document will usually appear on your data disk so that you can start over again whenever you wish.
- *Feel free to experiment*. This book was designed to help you explore some of the operations of Microsoft Windows. After you have completed a chapter, see if you can, on your own, get Windows to do what *you* want it to do. Remember, you don't need to worry about making mistakes. In fact, we've found that people learn more from making mistakes, trying to figure out what went wrong, and then making the necessary corrections.

If you get stuck, try one of these methods:

- Browse through the available options shown on the menus.
- Use the Help facility.
- Ask questions of your classroom neighbor, instructor, or lab assistant.
- Read the manufacturer's manual, *Microsoft Windows Reference*, that accompanied the program.

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