

SIMPLY MICROSOFT® WINDOWS® 95 *Hutchinson / Coulthard*



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ADVANTAGE
S E R I E S
f o r
COMPUTER
EDUCATION

Simply Microsoft® Windows® 95

Sarah E. Hutchinson

Glen J. Coulthard

THE IRWIN/McGRAW-HILL ADVANTAGE SERIES FOR COMPUTER EDUCATION



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U SING THIS GUIDE

Welcome to the Irwin Advantage Series! This tutorial is one in a series of learning guides that lead you through the most popular microcomputer software programs available. The following features are incorporated into each session of our guides to ensure that your learning experience is as productive and enjoyable as possible:

- Each session begins with a real-world **case scenario** that introduces you to a fictitious person or company and describes their immediate problem or opportunity. During the session, you obtain the knowledge and skills necessary to define and solve the problem or take advantage of the opportunity. At the end of the session, you are invited to solve problems directly related to the case scenario.
- **Concepts, skills, and procedures** are grouped into session topics and are presented in a logical and structured manner.
- **In Addition boxes** are placed strategically throughout the guide to provide information about topics related to the current discussion, but beyond the scope of the text.
- Commands and procedures are introduced using **hands-on examples in a step-by-step format**, and students are encouraged to perform the steps along with the guide.
- Each session concludes with **short answer questions and hands-on exercises**. These exercises are integrated with the session's objectives; they were not added as an afterthought. The exercises are comprehensive and meaningful, and they provide students with an opportunity to practice the session material. For maximum benefit, students should complete all the exercises at the end of each session.
- For each of the learning guides, an instructor's resource kit is available with suggested answers to the questions, exercises, and case problems appearing at the end of each session. In addition, the resource kit provides a test bank of additional questions and exercises.

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

MENU INSTRUCTIONS

In Windows 95, 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. Notice also that the word "CHOOSE" is always used for menu commands. For example, the command for quitting Windows 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 can execute a Copy command in Windows by holding down **CTRL** and then pressing the letter **C**.

The instruction for this type of keystroke combination follows:

PRESS: **CTRL** + **C**

COMMAND INSTRUCTIONS

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

TYPE: **Income Statement**

When you are required to enter unique information, such as the current date or your name, the instruction appears 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*

ADVANTAGE DISKETTE

The Advantage Diskette provided with this guide or by your instructor contains the files that you use in each session and in the hands-on exercises. ***This diskette is extremely important to your success with the guide.*** If you are using this guide in a self-study program, we suggest that you make a copy of the Advantage Diskette using the DOS DISKCOPY command. When the guide asks you to insert the Advantage Diskette, you insert and work with the copied diskette instead. By following this procedure, you will be able to work through the guide again at a later date using a fresh copy of the Advantage Diskette. For more information on using the DISKCOPY command, please refer to your manual.

ACKNOWLEDGMENTS

This series of learning guides is the direct result of the teamwork and heart of many people. We sincerely thank the reviewers, instructors, and students who have shared their comments and suggestions with us over the past few years. We do read them! With their valuable feedback, our guides have evolved into the product you see before you. We also appreciate the efforts of the instructors and students from the Continuing Education division of Okanagan University College who classroom tested our guides to ensure accuracy, relevancy, and completeness.

We also give many thanks to Tom Casson and Kim Meriwether from Richard D. Irwin for their skillful coordination and production of this text. You and your respective teams were a pleasure to work with. Special recognition goes to Stacey Sawyer for her original design work on the series and for being just so talented! Finally, to the many others who weren't directly involved in this project but who have stood by us the whole way, we appreciate your patience and understanding.

WRITE TO US

We welcome your response to this book, for we are trying to make it as useful a learning tool as possible. Write to us in care of Thomas Casson, Publisher, Richard D. Irwin, 1333 Burr Ridge Parkway, Burr Ridge, IL 60521. Thank you.

Sarah E. Hutchinson

Glen J. Coulthard

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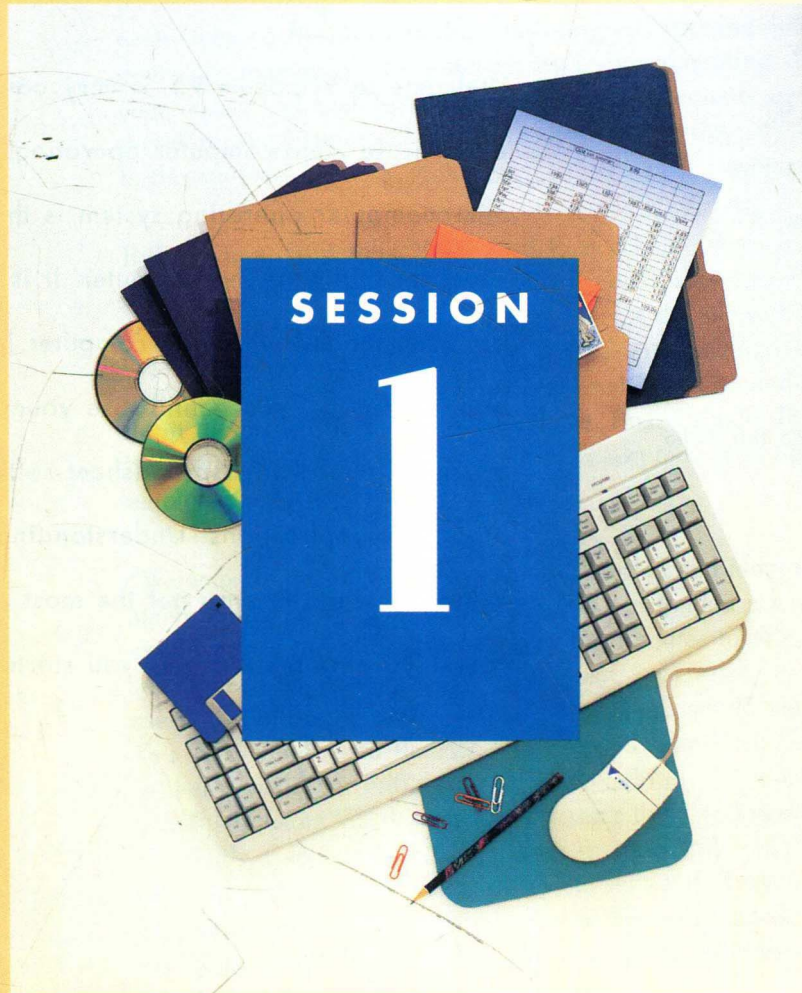
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Simply Windows 95

Fundamentals



SESSION OUTLINE

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Playing Games
Exiting Windows
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INTRODUCTION

Welcome to Windows 95, a very powerful yet easy-to-use microcomputer operating system. A microcomputer operating system is the software program that runs the computer. It is the first program loaded when the computer is turned on and, without it, you cannot use your word processing software, spreadsheet software, or any other applications. Understanding how to use Windows will help you get the most out of your computer. This session gets you started with the basics.

CASE STUDY

CITY OF ALBERTVILLE, NEW YORK

The City of Albertville actively supports the summer job club that is organized by the local high school. In fact, the City hires several students from the school each summer. Besides handling the filing and copying duties in the office, students are responsible for entering data and generating reports using personal computers. The high school does not have adequate computer facilities and, therefore, the hands-on experience provided by the City is extremely valuable to the students.

Ralph Klein, Samantha Yoshi, and Kyra Elmore were very enthusiastic about their first day of work. They had all received word two weeks ago, after intensive interviews, that they had been chosen as the successful applicants for three openings in the Planning and Mapping Department. Arriving at 8:00 A.M. in the main foyer of City Hall, they were ushered into a second-floor meeting room to await the arrival of their new supervisor, Buzz Pringle. In addition to being the department manager, Buzz was a well-respected civil engineer and a long-time employee with the city.

“Welcome to the City of Albertville’s Planning and Mapping Department.” Buzz spoke loudly as he entered the room and extended a hand to each of his new employees in turn. “I’d like to take a few minutes to bring you up to speed with what’s been happening in my department. Last week, we moved our computer-assisted drafting or CAD operators to a Windows 95 version of their software. You must understand that these are people who have never used Windows 95 in their lives! Your initial job will be to help my CAD operators understand the benefits of using Windows and to organize their desktops so they can work more efficiently. Can you do it?” The three students stole quick glances at each other, knowing perfectly well that they had never used Microsoft Windows 95 before, but ended up nodding politely. “Great! Take the morning to get prepared and we’ll meet my CAD operators right after lunch. I’ll see you later.”

In this session, you and our three students will learn the advantages of using Microsoft Windows 95. You will also be able to describe its components and arrange windows on the screen. This session provides the foundation for the remaining lessons in this guide.

WHAT IS WINDOWS 95?

Microsoft Windows 95 is an operating system. An **operating system** is a collection of software programs that manage, coordinate, and, in a sense, bring life to the computer hardware (the physical components of a computer). Every computer must have an operating system to control its basic input and output operations, such as receiving commands from the keyboard or mouse (input) and

displaying information to the screen (output). An operating system is also responsible for managing the storage areas of the computer, namely hard disks and diskettes.

Without an operating system, you cannot communicate with your computer. When you give the computer a command, the operating system relays instructions to the brain of the computer, called the microprocessor or CPU. You cannot speak directly to the CPU since it only understands machine language made up of 1s and 0s. If you are working in an application software program, such as Microsoft Word or CorelDRAW, commands that you give the application are sent through the operating system to the CPU.

In addition to Windows 95, several operating systems are available for microcomputers, including MS-DOS, OS/2, Windows NT, Unix, and System 7 for the Macintosh. This learning guide is specifically written for Microsoft Windows 95.

F EATURES OF WINDOWS 95

Before its official release on August 24, 1995, Windows 95 was reviewed by thousands of users from around the world, making it the most reviewed software product in history. After endless fine-tuning by the Microsoft development team and a few years of unparalleled media hype, Windows 95 was released to the general public.

The most important feature of Windows 95 is something that is completely hidden from your view. If you could take a peek “under the hood,” you would find a **32-bit operating system**, which means that Windows 95 can work with 32 bits¹ of data at one time—twice as much data as can be processed by any previous version of DOS (*Disk Operating System*), which is a 16-bit operating system. What does a 32-bit design mean to you? Generally, individual Windows 95 applications will run faster and you will be able to work with multiple applications at the same time without a noticeable delay. Also, you will be able to realize the full potential and power of your computer hardware.

Let’s highlight some of the less concealed features of Windows 95.

WINDOWS 95 WORKS THE WAY YOU WORK

Those of you with experience using DOS or a previous version of Windows will be interested to know that the name “Windows 95” and the word “friendly” can be used in the same sentence. For one thing, Windows 95 uses friendly vocabulary. Windows refers to all the files you create using Windows applications as

¹ A bit is short for *binary digit*.

documents. You organize these files or documents into **folders**. Unfamiliar computer terms like “subdirectory” or “directory structure” are no longer used in Windows 95.

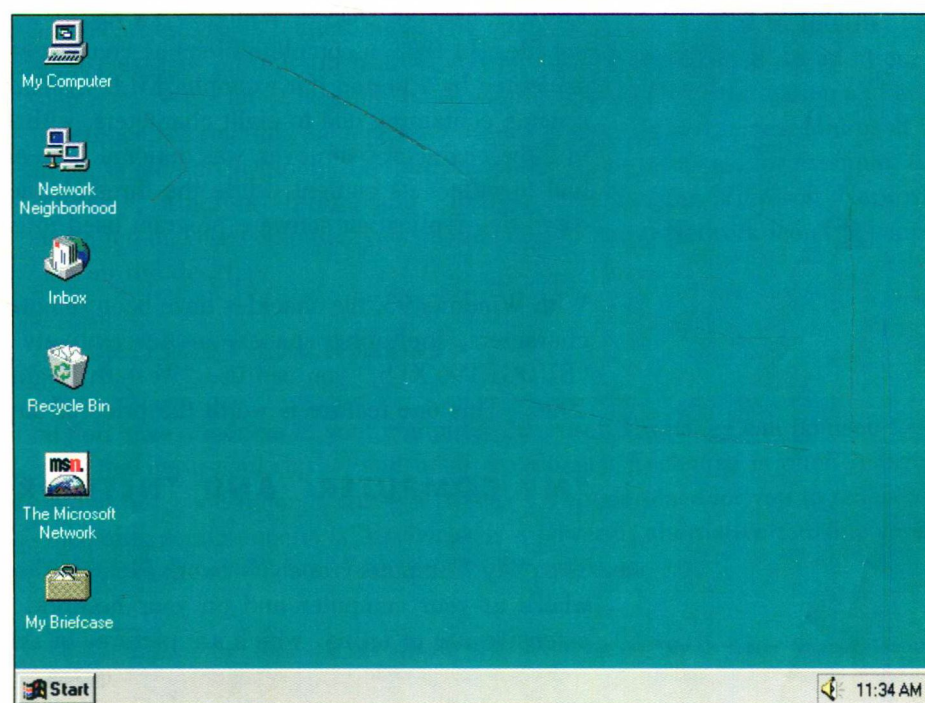
Another friendly aspect of Windows 95 centers on the way it views documents. The old **application-specific approach**, which requires your focus to be on the application you use to create your work, has given way to the new **document-centric approach**, which lets you focus directly on the document or work that you must accomplish. In this sense, Windows 95 works the way you work. For new computer users, this approach makes immediate sense. That is, in Windows 95 you open a folder to display related documents, and then you open a document to view or edit its contents. Using this process, you never have to worry about opening the application—Windows 95 takes care of that for you.

THE DESKTOP

The **desktop** (Figure 1.1) appears after you turn on your computer and load Windows 95. Think of the Windows desktop as your own personal desk in your home or office: you work with documents that reside in folders upon the desktop. Since the Windows 95 desktop represents your personal working area, it is highly likely that your Windows 95 desktop will look different from Figure 1.1.

FIGURE 1.1


THE WINDOWS 95 DESKTOP



In Windows (capital “W”), you open documents and applications in windows (lowercase “w”) on the desktop. You can have multiple windows open at once, each displaying a different document or providing a different view of the same document. You use the mouse to size and move windows on the desktop and, thereby, organize your personal workspace.

We describe the desktop in more detail later in this session.

THE START BUTTON AND TASKBAR

Initially, the Start button () is positioned on the taskbar and located in the bottom left-hand corner of the desktop. In Windows 95, you can use the Start button to open documents and load applications with only two mouse clicks (as demonstrated later in this guide). In fact, you can access 99% of the functionality that a new user needs right from this button. And the best part is that the Start button is always visible, even when you're working in an application!

You may notice that only the Start button appears on the taskbar in Figure 1.1. As you open additional applications, new buttons representing each application will appear to the right of the Start button. To switch between applications (also called *tasks*), you simply click the desired button once on the taskbar. It's as easy as changing channels on your television!


LONG FILENAMES

Previous users of DOS or Windows 3.1 had to adhere to strict rules when naming files. In DOS, a complete filename consists of a file name and an extension, separated by a period (for example, FILENAME.EXT). Every disk file required a name containing one to eight characters, with no spaces. An extension of up to three characters, however, was optional. The eight-character name of the file had to reflect its content, while the three-character extension commonly indicated the application software program used to create the file.

With Windows 95, the shackles have been removed! You can now use up to 255 characters, including spaces, to descriptively name your files. Instead of “BUDGET96.XLS,” you can use “Western Regional Budget for Spring Quarter 1996.” This one feature is worth the price of the product itself!

“MY COMPUTER” AND “NETWORK NEIGHBORHOOD”

The “My Computer” and “Network Neighborhood” enable you to easily see what's in your computer and on your network. These two applications make extensive use of **icons**, which are pictures or symbols, to represent everything


in your computer system from hardware devices to file folders. You launch the "My Computer" and "Network Neighborhood" applications by double-clicking their desktop icons using the mouse.² If you want to see the files or documents on a diskette drive, for example, you double-click the "My Computer" icon () to display your computer's resources and then double-click the icon representing your computer's diskette drive. A new window appears on the desktop displaying the files located on the drive.

In the next section, we describe Windows Explorer which provides another, more detailed, view of your computer system.

EXPLORER


Like "My Computer" and "Network Neighborhood," the Windows Explorer helps you manage the folders, files, and disks on your computer or network. While "My Computer" and "Network Neighborhood" use icons and overlapping windows on the desktop, Windows Explorer uses a single window with a dual-paned hierarchical view of your computer's resources. Those of you accustomed to the File Manager in Windows 3.1 will feel quite at home using Explorer. For experienced users, Explorer provides the most efficient means for managing your computer's resources.

MICROSOFT NETWORK

The Microsoft Network (MSN) is Microsoft's new online network which provides access to online communications and information. With Microsoft Network you can send messages (called e-mail) to other users on MSN or to Internet users, post messages on bulletin boards, and join online discussions. In addition, you can retrieve the latest headline news, sports, and weather information and access reference information, such as back issues of popular magazines. Microsoft Network is similar in function to other popular online services, for example, CompuServe, America Online, and Prodigy. If access for Microsoft Network is installed on your computer, you will see the Microsoft Network icon () appearing on the desktop.

MICROSOFT EXCHANGE

If you have a modem in your computer, Microsoft Exchange can be used to send and receive e-mail, faxes, and other documents. Exchange is often referred to as the universal inbox because it provides a single place for you to receive your incoming communications. Exchange is a powerful alternative to using separate e-mail, fax, and modem communications programs.

² If your computer isn't connected to a network, you will only see the "My Computer" icon () on the desktop.

You can use Exchange to perform the following tasks:

- Send e-mail to users on The Microsoft Network, other online services, or the Internet
- Send and receive faxes with Microsoft Fax
- Establish a remote connection to your company's network
- Manage files that you download from an online service

WINDOWS ACCESSORIES

Several accessory programs are included with Windows 95, ranging from built-in fax software to a full-featured paint program. **Accessory programs** are often included in operating systems to support, enhance, and expand the utility of other application programs. The accessory programs provided in Windows 95 include: WordPad, Paint, Calculator, Fax, and Phone Dialer. Some of these programs are discussed in Session 2.

WIZARDS

There has been a definite trend toward making software smarter and easier to use. To this end, software companies have hired new staff members: Borland has Coaches, Lotus has Smart Assistants, and Microsoft has Wizards. Kidding aside, these software features make short order of tasks that might otherwise prove too difficult to even attempt. For example, many problems associated with setting up new hardware devices is handled automatically by a wizard in Windows 95. With Wizards, you simply follow on-screen directions to perform complicated procedures step-by-step. Windows 95 employs many wizards to help you get your work done accurately and efficiently.

PLUG AND PLAY

Windows 95 is a **Plug and Play** operating system which means that it can communicate directly with Plug and Play hardware devices, making their installation and customization much simpler. To connect a Plug and Play device to your computer, you plug it in and let Windows 95 handle its configuration. With Windows 95, you can often use a new hardware device minutes after plugging it in. You can also install hardware equipment that is not Plug and Play-compatible; that is, the hardware cannot communicate its needs to Windows 95. This hardware may require some additional work on your part for a successful installation.