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ADVANTAGE
SERIES
for
COMPUTER
EDUCATION

Simply Windows™

Microsoft® Windows® 3.1

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Simply Windows™

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Sarah E. Hutchinson

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THE ADVANTAGE SERIES FOR COMPUTER EDUCATION

USING 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, 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 command from the Windows Menu bar by holding down **ALT** and then pressing the key with the underlined or highlighted letter of the desired command.

To illustrate this type of keystroke combination, the following statement shows how to access the File menu option:

PRESS: **ALT** +f

In this instruction, you press the **ALT** key first and then hold it down while you press f. Once both keys have been pressed, they are then immediately released.

COMMAND INSTRUCTIONS

This guide indicates with a special typeface 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 DOS 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 Vernon's Continuing Education division of Okanagan University College who class-room-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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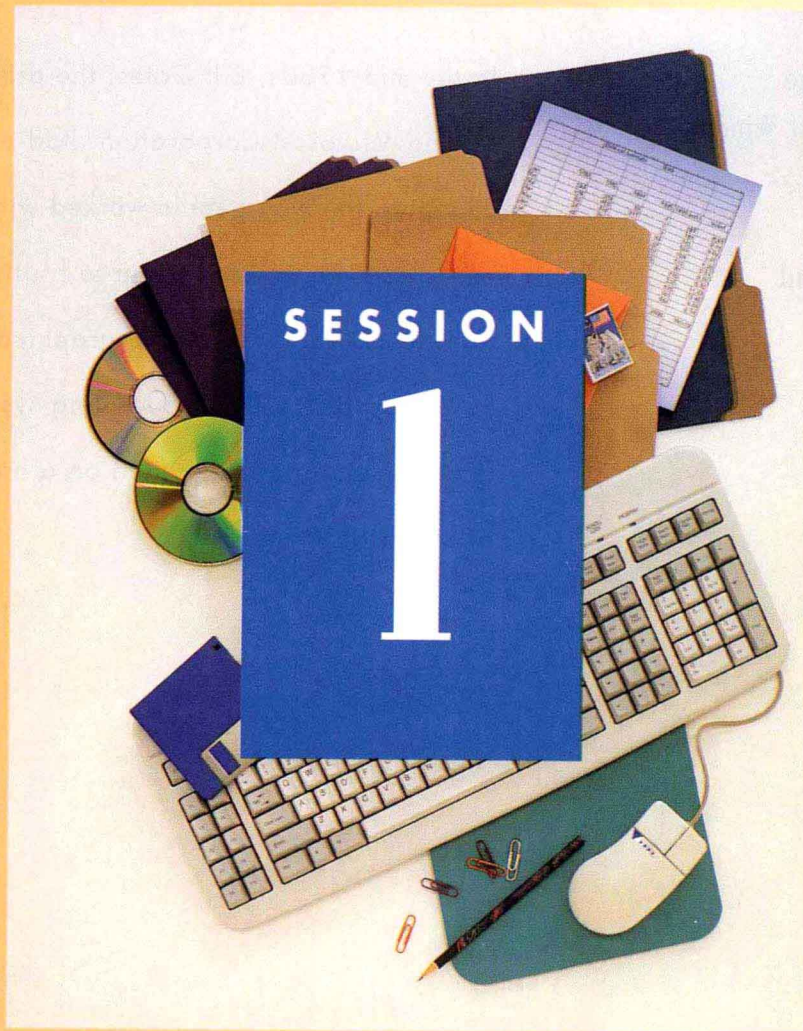
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INTRODUCTION

In the mid-1980s, Bill Gates, the driving force behind Microsoft Corporation, had a vision for changing the way people worked with personal computers. That vision came to fruition with the introduction of Windows, a graphical complement to Microsoft's MS-DOS operating system. In this first session, you are guided on a hands-on tour of Microsoft Windows.

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, City Hall 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 all received word two weeks ago, after intensive interviews, that they were 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 manager of Planning and Mapping, 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. "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 new Windows version of their software. Now, these are people who have never used Windows 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 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. You will also be able to describe its components and arrange windows on the screen. This session provides the foundation to the remaining lessons in this guide.

WHAT IS WINDOWS?

Developed by Microsoft Corporation, Windows makes learning computers easier with its consistent, user-friendly graphical interface. Windows enables users at all levels to take full advantage of today's sophisticated software programs and to work more productively. Windows is often referred to incorrectly as an *operating system*. An operating system manages the resources of the computer and its basic

input and output operations. DOS is the operating system for the majority of personal computers; other operating systems include Windows NT, OS/2, System 7, and Unix. The next Windows version, Windows 95, combines DOS and Windows into a single product with a completely new interface.

Microsoft Windows is an *operating environment* or *shell* that enhances DOS with a **graphical user interface** or GUI (pronounced "goo-ey"). With DOS, you give the computer instructions by typing in commands at a system prompt such as C:\>. Windows, on the other hand, lets you communicate with the computer using a pointing device called a **mouse**. A much faster and easier method than entering commands on the keyboard, you slide the mouse across your desk to move an onscreen arrow over top of pictures or symbols called **icons**. When you have positioned the onscreen arrow correctly, you simply press the mouse button to have the computer execute the desired instruction.

Microsoft first announced Windows in 1985. However, the product did not gain widespread commercial success until the release of Windows 3.0 in May 1990. With Windows 3.0, Microsoft enhanced the user interface and memory support and improved the overall performance of the program. Microsoft released Windows 3.1 in the spring of 1992 and the Windows for Workgroups 3.11 in late 1993. Both versions concentrated on increasing performance and reducing the number of system crashes.

THE WINDOWS ENVIRONMENT

Many types of software enable users to perform a wide range of processing tasks—some examples are:

- word processing software for creating documents, such as Microsoft Word ( ) or WordPerfect ( ),

- spreadsheet software for analyzing numerical data, such as Microsoft Excel ( ) or Lotus 1-2-3 ( ),

- database software for storing and manipulating information, such as Microsoft Access ( ),

- graphics software for creating presentations or designing artwork, such as Microsoft PowerPoint ( ) or CorelDRAW! ( ).

To satisfy all your computing requirements, you typically use more than one type of software program. Before Windows, learning how to use a variety of programs was difficult because each program had its own set of menus, commands, and procedures. Microsoft Windows makes learning new software programs easier by providing a standardized menu system and user interface for all its applications.

PROGRAM MANAGER

In Microsoft Windows, Program Manager acts as the main menu for the programs on your computer. You organize applications into groups that suit your personal work style and launch applications such as File Manager, Print Manager, and Control Panel. When you close Program Manager, you are also closing Microsoft Windows.

Program Manager is discussed in Session 2 of this guide.

FILE MANAGER

Before Windows, most file and disk management tasks were performed from the DOS command line. To copy a file or format a disk, you entered a cryptic DOS command that resembled a line from the "Computer Programmer's Handbook." With File Manager, Windows takes the frustration out of managing your files and disk storage areas.

In particular, File Manager performs the following functions:

- Organizes and manipulates files, directories, and disks

- Copies, moves, renames, and deletes files

- Creates, renames, and removes directories

- Formats, copies, and labels hard disks and floppy diskettes

- Launches your application programs.

In Session 4, you practice managing files and disks using File Manager.

PRINT MANAGER

When you print a document in Windows, the document is sent to an intermediary program called Print Manager. Print Manager increases your productivity by allowing you to send several documents to the printer at the same time, while you continue to work in an application program.

Print Manager performs the following functions:

- Stores documents sent to the printer in a print queue

- Manages the priority and order of printing documents

- Pauses, resumes, and deletes print jobs.

Print Manager is discussed in the latter part of Session 2.

ACCESSORY PROGRAMS

Included in the Windows package are several accessory programs, ranging from personal productivity tools to advanced utility programs. For example, Windows provides a basic clock program that enables you to display the current time on the screen while you work with other applications. Windows also provides full-featured programs such as Write, a word processing program, and Paintbrush, a paint program.

Several accessory programs are introduced in Session 3.

TASK MANAGER

Windows is a multitasking environment that allows several programs to be running at the same time. For example, you can run the Windows Clock program, Write word processor, and Paintbrush all at once. You use Task Manager to control the applications that are running in memory and switch from one to another.

TRUETYPE FONTS

One of the more interesting features of Windows is its ability to work with different **typefaces** or styles of print using a **WYSIWYG** (What You See Is What You Get) display. With WYSIWYG, what you see on your screen is what you will get at your printer. Windows standardizes different typefaces for applications and printers using a feature called **TrueType**. (*Note*: Microsoft Windows applications use the terms *typeface* and *font* interchangeably. Traditionally, however, a **font** is defined as all the symbols and characters of a single typeface for a particular point size.)

TrueType allows you to manipulate scalable typefaces to produce onscreen fonts that closely match your printed output. Being scalable, TrueType fonts enable you to select any typeface of almost any size and have Windows immediately display a crisp WYSIWYG image of the typeface onscreen. Windows 3.1 includes 14 TrueType fonts, and you can purchase additional fonts as desired.

MULTIMEDIA APPLICATIONS

Windows enables you to use new and exciting technology, including multimedia applications that incorporate audio tracks, animation, video clips, and photographic images. To access all the special multimedia capabilities of Windows, you require special hardware, such as an audio board, CD-ROM, or a personal computing system that meets the Multimedia Personal Computer (MPC) Specification.

WINDOWS NT AND WINDOWS 95

Microsoft Windows NT and Windows 95 differ significantly from Windows 3.1 in several areas. Both are full-featured 32-bit operating systems, similar to OS/2, and are marketed for higher-level computing needs. The minimum usable system configuration for Windows 95 requires an 80386 computer, 8 MB of RAM (Random Access Memory), and a large hard disk (an 80486 computer with 16 MB of RAM is recommended for Windows NT). Windows 3.1, on the other hand, is produced for the average personal computer user and requires a minimum usable system configuration of an 80386 computer with 4 MB of RAM. This guide focuses on the capabilities and features of Windows 3.1 and Windows for Workgroups 3.11 only.

THE WINDOWS ADVANTAGE

Windows provides a common environment for your applications with a standardized mouse and keyboard interface. The knowledge you gain from learning one Windows application helps you to learn other Windows applications. Some advantages of working in Windows include these factors:

- *The ability to run more than one application at a time.*
  Windows is a **multitasking** environment whereby more than one application or program may be running at the same time. This feature is especially important for electronic mail, modem, or fax programs that must be running in order to inform you of incoming messages.

- *The ability to copy and move information among applications.*
  Windows provides a program called Clipboard to copy and move information within an application or among applications. Because more than one application can be running at the same time, it is very easy to copy information from a spreadsheet to Clipboard and then paste the information from Clipboard into a document.

- *The ability to link or embed objects from one application into another.*
  The latest products being released for Windows have the ability to integrate applications using a feature called OLE (pronounced "Olé") or

Object Linking and Embedding. This feature enables you to embed an object created using one application into another application and facilitates sharing and manipulating information. An object may be a document, worksheet, chart, picture, or even a sound recording.

- *The ability to display on the screen what you will get at the printer.* This WYSIWYG feature allows different fonts, borders, and graphics to be displayed on the screen as they would be printed on your printer.

- *The ability to enhance documents with multiple fonts and graphics.* In Windows, you can choose from multiple typefaces, font sizes, and graphic images to create various types of documents.

WORKING WITH MICROSOFT WINDOWS

Microsoft Windows is a graphical program. To fully appreciate its functionality, you need to become familiar with using a mouse. Although it is possible to use Windows with only a keyboard, much of the program's basic design revolves around the availability of a mouse.

HOW THE MOUSE IS USED

A typical mouse has two or three buttons. You use the left mouse button for selecting the majority of items and commands. In some applications, you can use the right mouse button to access context-sensitive menus. For example, pressing the right mouse button while the onscreen arrow is over text in a Microsoft Word document yields a pop-up menu with editing and formatting commands.

Common mouse actions in Windows are click, double-click, and drag:

- Click   Press down and release the left mouse button quickly. Clicking is used to position the cursor, to select commands, and to choose options from a dialog box.

- Double-Click   Press down and release the left mouse button twice in rapid succession. Double-clicking is often used to select and execute a program or procedure.

- Drag   Press down and hold the left mouse button as you slide the mouse on your desk. The mouse pointer or arrow moves across the screen. When the mouse pointer reaches the desired location, release the mouse button. Dragging is used to move icons or windows or to select text.