

Introduction to Microsoft Windows

Course Objectives

- U Explore the Windows desktop
- U Understand the Program Manager
- U Work with the File Manager
- U Work with the Main group window
- U Explore Windows Accessories

Your Objectives for this course:

Overview

What is Microsoft Windows?

Microsoft Windows is a computer program that allows us to more readily use our computers. When IBM made the first personal computer (PC) they had no idea where it would lead to. These first computers had a very difficult operating system to understand and this made using the computer difficult. Only after the computers had been with us for a few years did the manufacturers of both hardware (the physical part of the computer) and software (the programs we use) begin to take us, the users, seriously when we said we needed more simplicity.

We had to settle for all of our computer programs to be displayed by only text means, or TUI. There is of course only so much a computer can tell us if it has only text for a display. Microsoft's Windows program was not the first to shift us away from the Text User Interface, however it has been one of the most popular. This new data display standard is often times referred to as a GUI, or Graphical User Interface.

Gone is the text display. Now what we see is graphical. Everything we see in Window's GUI is now more visually oriented. A picture may not paint a thousand words, but it can paint at least a few hundred.

As Microsoft began to more fully develop Windows, they also attempted to overcome some of the Personal Computer's inefficiencies. One of the biggest problems before Windows was that a PC couldn't run more than one program at a time. If you wanted your spreadsheet program, and you were in your wordprocessor, you had to exit the wordprocessor, and then start up your spreadsheet program. People often asked, "If I've spent \$2,000 for my computer, why can't I run my WordPerfect and Lotus at the same time?" Most of the PC's "hands" were tied by it's DOS, or Disk Operating System. Microsoft has overcome this problem and now we can run many program simultaneously (called Multitasking) and all in a GUI.

Another problem many people had with their earlier computers was that what they saw on the screen rarely matched what they got when printed. Windows has fixed this problem by offering us a GUI that is more WYSIWYG or What You See Is What You Get.

Then many users also began to ask why so many computer programs were so different from each other. Every time a new program was installed, it looked totally different from all the other programs. And what was worse, all the function keys did different things causing people to have to relearn their keyboard. Microsoft is attempting to solve this problem by offering a standard for software companies to rally around. This standard is called CUA or Common User Access.

Multitasking, GUI, WYSIWYG and CUA are probably the biggest reasons so many people in the world are using Microsoft's Windows. The Windows environment is now influencing other, non computer related products. As Windows becomes more a part of your work life, you will probably begin to see Windows and windows like features become more a part of your personal life and those around you.

Starting the Windows Program

Most computers that have Windows installed usually take you right to Windows right after the computer is turned on. If this is not case you may do one of the following:

You should be at the DOS prompt. You should see something like:

```
C:\>_
```

Type WIN and hit the [Enter] key

After a few seconds, Windows should begin.

Or,

Many computers come with a menuing system. If you have a Windows choice, go ahead and choose Windows. If there is no Windows choice, choose go to DOS, and then use the previous described way to start Windows.

To begin this lesson, you should have the Windows program running.

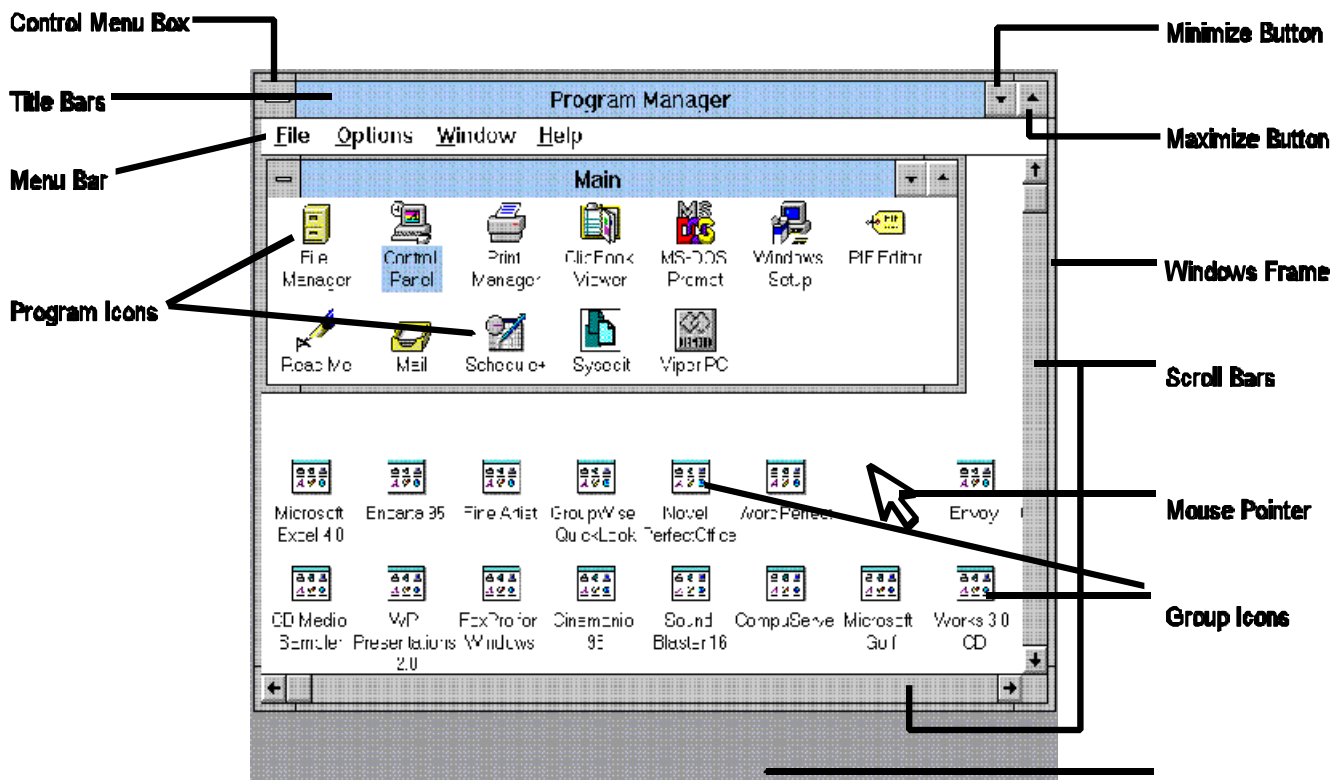
About Windows

The first time you see the Windows program, what is really going on may not seem apparent at first. Looking at Windows for the first time is like looking at those strange art works that you may see in the malls or bookstores. You know the kind. They look like wavy or random splashes of colors and you usually see several people staring intently at them. Suddenly, a viewer, after refocusing their eyes for a few minutes will see a three dimensional picture. It is unnerving the first time. Windows is rather like one of the pictures. However, instead of using your eyes, you use your Mind's eye. The first time you look at the GUI pictures, nothing really makes sense. But after looking at them for a few minutes, their meaning usually becomes clear. In fact, the hardest part to understanding Windows is that it is completely active. Windows is very changeable and often times will have many levels of programs running, or tasks available to you.

In learning about Windows, it also helps to have someone show you the program. Just think of this course as a "let's drive Windows around the block a few times" kind of class.

On the next page, you will see the different parts of Windows laid out.

The Different Named Parts of Windows



Windows Terminology

The Mouse and Pointer

Because Windows is graphical in nature, being able to navigate with the keyboard is often almost impossible. The keyboard can still be used to obtain program's pull-down menus (more on that later), but a different type of pointing device has to be used. This pointing device is called a Mouse.

Go ahead and gently rest your hand on the mouse. Most mice today fit quite comfortably in the palm. Move the mouse around on the desk, and look to see that a corresponding arrow moves in unison. Think of that pointer as your index finger. As you move the mouse around, the pointer will lay on top of the different parts of Windows. To access the programs in Windows, you'll use one of the buttons on the mouse. A mouse usually comes with either two or three buttons. The left most mouse button is the action button.

Typically you will place your pointer on a program and then click the left button two times, rapidly. You must be careful to not move the mouse at all while clicking. If you move the mouse at all, nothing usually happens. If you don't access the program you wanted, try double clicking on it again. It takes a little practice.

Control Menu Box



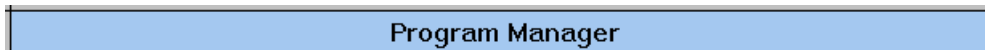
When you have finished an application or program, you may want to close it so you may free up some memory. Using your mouse pointer, move it to the **Control Menu Box**. You will always find it in the upper left-hand corner of the window. You can quit the program (or close the active window) by double clicking your left mouse button.

Control Menu Box Pulldown Menu

Restore	
Move	
Size	
Minimize	
Maximize	
Close	Alt+F4
Switch To...	Ctrl+Esc

If you haven't quite got the double click down, you may click once on the **Control Menu Box** and get a pulldown menu. From here, if for example you wanted to close your window, or program, you can either hit the [C] key or move your mouse cursor to the **C** choice and click on it.

Title Bar



On just about every window there will be a **Title Bar** explaining or describing what application or program is running. If a window is active, that is the one that is most on top of all the other windows, the **Title Bar** will dark blue (or darker than all the other windows). This darker color clues us into the fact that it is active.

Menu Bar



In every program there will be a **Menu Bar**. It is located just below the **Title Bar**. From this bar you can access different commands that are dependent upon the program you are in. You can pull these menus down by either holding the [ALT] key simultaneously with the underlined hot letter. For example, you can pull the **F** menu down by holding down the [ALT] and the [F] keys. Once you have mastered using your mouse pointer, you may want to instead use it to choose the pull-down menus. It's easy. Just move your mouse pointer to the hot word (i.e. **F**) and click on it. The **F** pulldown menu will appear.

Group Icons



The **Program Manager** is exactly what it sounds like. It is a manager for all the Windows programs. The **Program Manager** organizes these programs into pictures, or **Icons**. There are two types of **Icons**: **Group Icons**, and **Program Icons**. **Group Icons** represent other groups of applications or programs. At first they seem confusing because they are all alike, but you will notice that each one has a text description below it that is unique. Use the text to choose the proper group of programs you need.

Program Icons



Notepad



Cardfile



Calculator

Program Icons are your direct link to a program. Usually the picture or icon will be very descriptive of what the program does. For example, the calculator actually looks like a calculator.

Double Clicking on Icons

When you double click on a **Group Icon** or a **Program Icon** you activate the icon. In the case of the **Group Icon**, you gain access to whatever **Program Icons** it has. You may also single click on the **Group Icon** and choose **Restore**. When you double click on a **Program Icon**, you tell Windows that you want to run the program. If you accidentally double click and begin program, don't worry. Wait the necessary to time for the program to begin, and then double click on it's **Control Menu Box**. You should be back to the **Program Manager**.

Minimize Button



You can reduce or minimize a program or **Group Icon** to an icon by moving your mouse cursor to this button and clicking it once. When you minimize a **Group Icon** it returns back to its original size and state. It should like a generic **Group Icon** with its describing text. When you minimize a program however, something different happens. If you choose to minimize a program it will be reduced to an icon on the Windows Desktop. The program is still running, taking up valuable computer resources (mainly memory). At this point, you are taking advantage of Microsoft Windows' ability to multitask. If you want the program to be restored back to it's original size, just move the mouse pointer back to the mimized icon, and double click. You may single click on it, and choose **Restore**.

Maximize Button



You can enlarge or maximize a program or **Group Icon** by moving your mouse pointer to the **Maximize Button** and single clicking on it. This will cause your program or **Group Icon** to fill the entire screen space on your monitor. Often times you will want to maximize your program, especially if that is your main focus. If you don't want to be bothered with any other part of Windows, then feel free to maximize your program. When you are first starting out in Windows, you may not want to maximize a **Group Icon**. If a **Group Icon** is maximized, it will fill up all the available space of your **Program Manager**. If you do this, you will not be able to see any other **Group Icon**, or **Program Icons**. Don't worry. If you maximize accidentally, you may quickly return the window to it's previous size by single clicking on the **Restore Button**.

Restore Button



If you have maximized a program or **Group Icon**, you may restore it quickly back to its previous size by placing your mouse pointer on this button and clicking once. The **Restore Button** will usually show up just under the **Maximize Button** (when you've maximized a **Group Icon**) or in place of the **Maximize Button**. Remember, if you've maximized something, you cannot maximize it again. Hence, the **Maximize Button** will be replaced with the **Restore Button**.

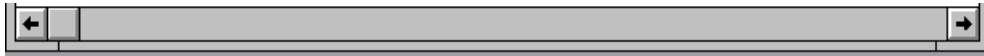
Windows Frame

Image Not Available

If you pay careful attention to Windows, you will notice that every window has a frame around it. You can adjust the thickness of the frame under the Windows **Control Panel**. We'll learn more about how later. The greatest advantage to using Windows, is that you can resize and reshape any window, just by moving your mouse pointer to the frame,

holding down the left mouse button, and dragging and dropping the pointer to a new location. It takes a little practice at first. To resize both the height and width, most Windows users go to the lower right corner of the frame to do the drag and dropping.

Scroll Bars



Because windows within Windows can sometimes show more information than can be seen, Microsoft adopted **Scroll Bars** to help you change your view. The three main parts of the **Scroll Bar** are the two arrows, and the slider button between them. If you look at this **Scroll Bar** you can see that the slider button is all the way to the left. This means that the window has been scrolled all the way to the left, and cannot be scrolled to the left any further. If you wanted to see more of the window's right view, just move your mouse pointer to the right arrow, and click once on it. If you hold down your mouse button, the window's view will shift rapidly to the right.

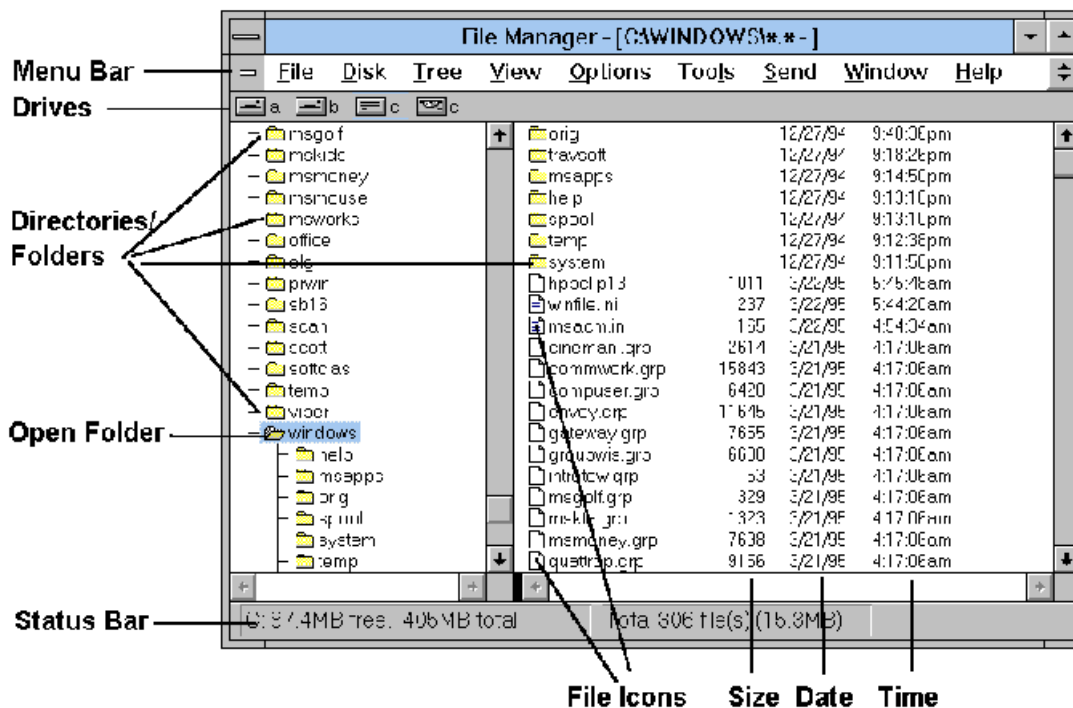
Windows Desktop

The Window's Desktop is that shaded or colored area behind the **Program Manager**. It, like the **Program Manager**, never actually goes away, no matter what program you are running. In the example of the previous page, it is a grey shade. The **Desktop** is changeable, and we will talk about it under the **Control Panel**. Often manufacturers of PCs will ship Windows with their logo, or perhaps Microsoft's logo. Some, like **Gateway 2000** comes with a picture of a cow riding a spaceship. Microsoft Windows does have some pre-installed **Desktop** screens, but again we'll look at them later, under **Control Panel**.

File Manager



Windows' **File Manager** is a picture (graphical) oriented tool to help you manage and organize your files and directories (folders). You can access it usually under your **Main Group Icon**. The **File Manager** icon looks just like a filing cabinet. Move your mouse pointer to the **File Manager** and double click on it to activate it. The **File Manager** looks something like the following:



You can perform many different tasks by using the **File Manager**. In this section, we will cover the following:

- U Changing the **File Manager**'s view of lists of files and folders.
- U Move, copy and delete files and directories/folders.
- U Format and label floppy diskettes.
- U Search for files with certain names.

Note: For the following exercises, the files listed on your PC may look different from those displayed in this manual. Don't worry, the exercises will still be valuable even though your machine may look different.

Using the View Pulldown Menu

Move your mouse pointer to the View menu choice (on the **File Manager**'s menu bar) and single click. You should see the following:

√ Tree and Directory
Tree Only
Directory <u>O</u> nly
Split
Name
<u>A</u> ll File Details
√ <u>P</u> artial Details...
<u>S</u> ort by Name
Sort <u>b</u> y Type
Sort by Size
√ Sort by <u>D</u> ate
By File <u>T</u> ype...

Now is a good time to explain what files and directories/folders are. A file is an electronic document or an application or program that has been named and filed (stored) on you computer's hard or floppy disk. A file could be a memo you wrote to your boss, or the word-processing application that created the memo. The nice thing about all this is that files have unique names. When you create a file, you must give it a unique name. When programs (applications) are installed on your computer, they are usually named by the company who sold you the software. You may file your files (or programs) in directories. The directories look like little yellow manila folders. Hence, that is why directories are now often called folders.

Unfortunately, your computer does not usually force you to file your documents in folders, so you must learn and practice good filing techniques. For example, unless you understand how to store your files in folders, your computer would allow you to place all your files in one folder. Imagine if you did that back at the office. Imagine all your correspondence, reports, spreadsheets, etc. stuffed into one gigantic manila folder! You probably wouldn't be able to find anything after a few months. Even though your files must be given unique names, that still is not enough to file your folders properly for easier retrieval later.

Changing the Sorted Order of Your Files

In the View pulldown menu, notice that there are many different choices of how and what to change. The View refers to the way the files and directories are "viewed" in the **File Manager**. What changes you make here, will affect the **File Manager** from now on.

In my example, notice that there is a check mark in front of Date. This means that my files are listed in chronological order with the newest on top of the list. Directories (folders) are not affected by this choice.

TSort by Date

If there is no check mark in front of the **Sort by Date**, move your mouse pointer to it and click once. Your files will now be in chronologic order.

TSort by Name

Move your mouse pointer to **Sort by Sort by Name** and click on it. Suddenly all the files are now listed in alphabetized order (from A to Z).

TSort by Size

Occasionally it is nice to be able to sort on the sizes of the files. Typically you might use this to see which files are taking up the most room on your hard or floppy disk. Sometimes you may need to delete files to open up more room on your disk, and the ones that are taking up the most room might be the first to go. We'll see later how to delete files.

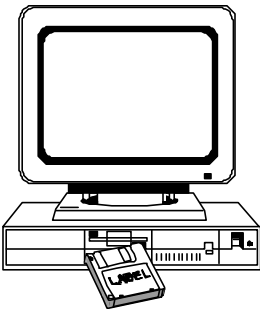
Formatting a Floppy Disk

In the past, when we purchased new floppy disks we had to prepare or format them for our PC. Since the manufacturers made diskettes for many types of computers, formatting them was necessary. In the last year or so, though, our type of personal computer (IBM PC) has become one of the most popular, and so many manufacturers have begun to sell pre-formatted disks. Purchasing pre-formatted disks does save you some time, but in the end, formatting a disk takes only minutes, and the unformatted disks are cheaper.

Note: When you format a disk, if there was any information (files, programs, etc.) previously on it, that information will now be completely erased. You typically only format a new disk, or a disk where you don't care what's on it. Also, never attempt to format your hard or network drives. Generally format should only be used for floppy disks.

For this exercise, insert the blank floppy that your instructor has given you into the floppy disk drive.

Hold on to your floppy with the label side up, with the metal tab away from you. Refer to the picture to the left if you need to. Gently insert the disk into the slot. Push gently until the disk locks into place.



Now, move your mouse pointer to the **Disk** menu choice and click on it. You should see the following pull down choices:

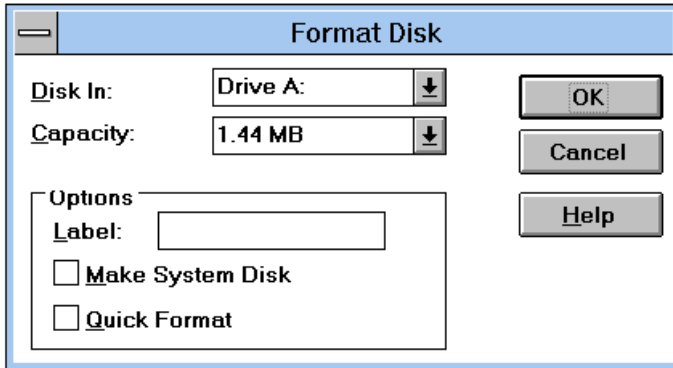
Notice that there are three periods (...) after the choice. This means that Windows will bring up a box called a **Dialog Box** where you may make specific choices that are related to formatting disks.

<u>C</u> opy Disk...
<u>L</u> abel Disk...
<u>F</u> ormat Disk...
<u>M</u> ake System Disk...
<u>S</u> elect Drive...

Note: Not all floppy disks are alike. You probably have (and need) disks that say **HD** or **High Density** on the metal tab or disk label. These diskettes can store approximately 1,400,000 bytes of information. The older floppy disks, usually designated as **DD** or **Double Density** on the metal tab or disk label can only store half as much information (approximately 720,000 bytes).

Choose **Format Disk...**

You should now see the following **Dialog Box**:



Notice that the **Dialog Box** defaults to certain choices. For example the **Disk In:** choice is **Drive A:** What this means is that you are about to format the disk you just inserted into the disk drive.

Drive Letter	Designation
A:	Primary Floppy Disk Drive
B:	Secondary Floppy Disk Drive
C:	Primary Internal Hard Disk Drive
D:	Secondary Internal Hard Disk Drive
E:	Typically a CD-ROM Drive
F: to Z:	Typically a Network Drive

That is the primary floppy disk drive, or **A:** drive. All drives on your computer are designated by drive letters. The disk drive letter will always be a single letter followed by a colon.

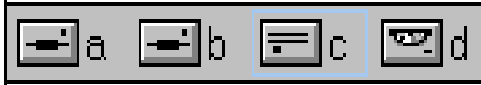
The following table describes possible drive letter designations. There is never a drive with more than one letter. The colon is added, to help you distinguish between the letter (which could be a file name, though not a good one) and a disk drive.

Before you format the floppy disk in the **A:** drive, move your mouse pointer to the empty box next to **Label:** and click once on the box. You should see a slim cursor appear within

the box. Go ahead and type your name. Then move your mouse pointer to the **OK** button and click once on it. This will begin the formatting process. When the disk has been completely formatted, it will be ready for you to use. It will even have an internal label with your name on it. This is a great tool to help identify your disks at the office.

Changing to another Disk Drive

Focus your attention on the bar just below the **Menu Bar**. It will look something like this:



This shows what disk drives Windows knows you have. In this example, there are four disk drives. A: B: C: and D: Disk drive A: and B: are floppy disk drives, whereas C: is an internal hard drive, and D: is a CD-ROM drive. To change to another disk drive is very simple. Right now the C: drive is the highlighted drive. It is called the active drive. All my folders and files listed in the **File Manager** are those on the C: drive.

Move your mouse pointer to the picture (icon) of the A: drive and click once on it.

Notice suddenly that the listing of files is now that of the A: drive. There should be no files found. Remember, we just formatted the disk (destroying any information on it).

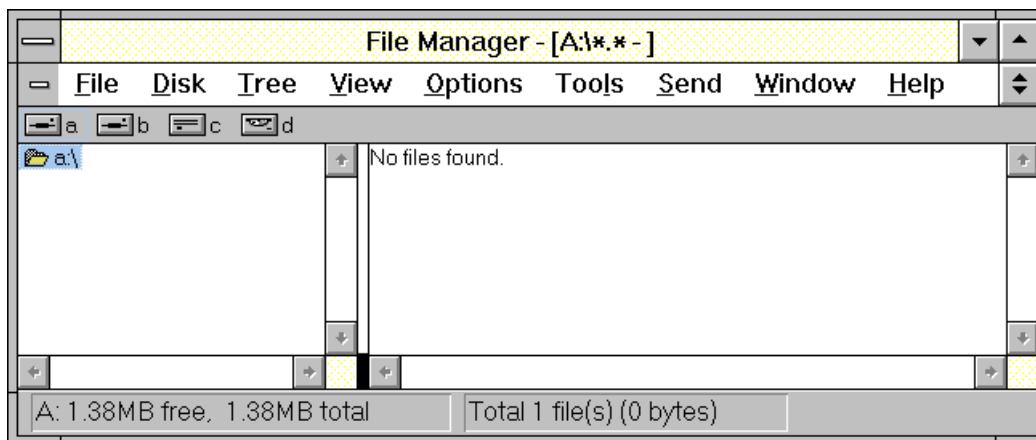
Move your mouse pointer to the picture of the C: drive and click once on it. Suddenly we are back on the C: drive and all of it's folders and files are available.

Creating an Empty Directory/Folder

Let's do this work on the A: drive for today, that way we'll not harm or change information on the C: drive.

Move your mouse pointer to the A: drive icon and click on it once. You should now be on your blank A: disk.

Your screen should look like the following:



Notice that there is one directory/folder on the A: drive. It is called the **Root** or **Main Directory/Folder** and is designated by the “\” called a back-slash. In fact notice carefully that the **a:** folder is open. In the **File Manager** you can always tell what directory/folder is open because the picture shows an open folder.

Now, move your mouse pointer to the **F**ile pulldown menu, and click once on it to bring down the file choices. You see something like the following pulldown menu:

O pen	Enter
M ove...	F7
C opy...	F8
D elete...	Del
U ndelete...	
R ename...	
P roperties...	Alt+Enter
<hr/>	
R un...	
P rint...	
A ssociate...	
<hr/>	
C reate Directory...	
S earch...	
S elect Files...	
<hr/>	
E xit	

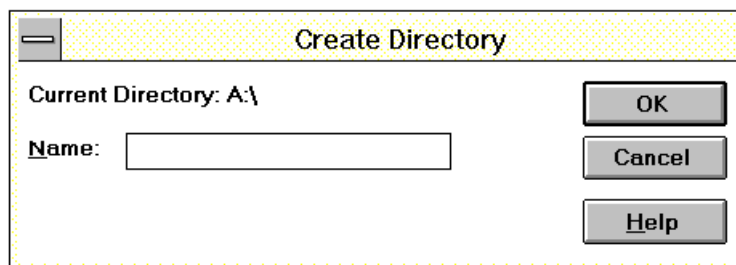
As you can see there are many choices under the **F**ile pulldown menu. From here you can do many important file managing things like copy, delete, undelete (maybe), rename, run, create an empty directory, and even search for files seemingly buried in your folders or disks.

In this manual, we will explore a few of these menu choices. For now, let's focus on the **C**reate **D**irectory... menu choice.

When you choose **C**reate **D**irectory, the **F**ile **M**anager will create an empty directory/folder on whatever you had chosen for your active disk drive. In this case it is the A: drive.

Move your mouse pointer to the **C**reate **D**irectory... choice and click on it.

You should see a **D**ialog **B**ox pop up like the following:



Go ahead and type **MEMOS**.

Move your mouse pointer to the **O**K button and click once on it.

You should now see a new, blank directory/folder on the A: disk.

To make it the active (open) folder, just move your mouse pointer to the **MEMOS** folder and click on it. Do see that it is now open? Remember, there are no files or folders within the **MEMOS** folder.

Now that the **MEMOS** folder is created and open, click on the **F**ile pulldown menu and choose **C**reate **D**irectory. Type in **1995**. Click on **1995** and open the folder. Now create two folders called **JANUARY** and **FEBRUARY**. This is a good example on how you might keep your memos organized on your floppy disk.

DOS File and Directory/Folder Naming Conventions

All names on our PC today are governed currently by what is called the **8.3** rule. This means that are file names cannot exceed eight (8) consecutive letters or numbers. But, we can add a period on to the file name and then add three (3) more letters or numbers. Remember you cannot have a colon in your file name. Here are some examples of valid file names:

MEMO1201

395BOB.LET

REPORT96.WPD

5589.XLS

A.A

Here are some examples of invalid names. Look them over and think about why they are invalid.

ANONYMOUS.LET SILLY.PUTTY A:89.95

Copying Files to another Disk Drive

There are two ways to copy a file to another disk drive. One way is using the **File** pulldown menu, and choosing **Copy...** and the other way is not so obvious, called the **Drag and Drop Copy**.

Let's try the pulldown menu first.

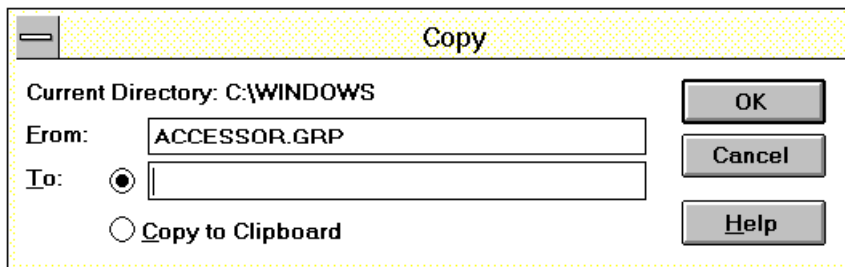
Move your mouse pointer to the C: drive icon and single click on it. You should be on the C: drive now. Make sure you're in the **Windows** folder. Make sure that your view of the files is in name (alphabetical) order.

Selecting a File from the View

Move your mouse pointer over to a file like **ACCESSOR.GRP** and single click on the file.

Note: Be very careful! Don't double click on a file. If you double click on a file, Windows thinks you're trying to launch it as a program. This file is not a program, and if double clicked on, will give you an error.

Now, move your mouse pointer to the **File** pulldown menu and click on it. Choose **Copy...** You should see the following dialog box popup:



Now type the following in the To: box

A:ACCESSOR.GRP

Move your mouse pointer to the **OK** button, and click once on it. Watch the disk drive light on your A: drive light up. The file is being copied to the disk. When it is done, you will have an exact duplicate of your file on that floppy disk.

Note: Never attempt to remove the disk from the A: drive while the disk activity light is on. Always wait until it is done with your disk before removing it.

Move your mouse pointer to the A: drive icon and single click on it. You should now be on the A: drive. Check to see if the copied file is there. It's always a good idea to check to see if your copy is there, especially before handing the disk to another worker (or boss).

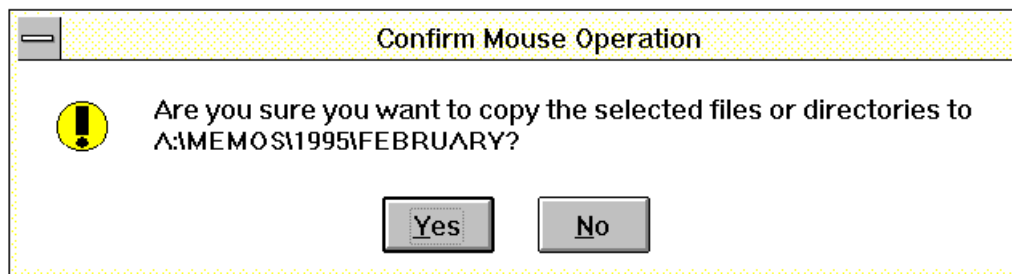
Using the Drag and Drop Method to Copy a File

Windows is often times very visual (or GUI) in some of its approaches of doing things. For example, you can easily copy a file by dragging and dropping the file on to the A: drive icon. A drag and drop is where you go to the object you want to drag and drop, hold down your left mouse button while on the object, and while holding down the left mouse button, you move the mouse pointer to where you want to drop the object, and then let go of the mouse button. Where ever the mouse pointer was pointing when you let go of the mouse button, that is where your object (in this case a file) will be dropped.

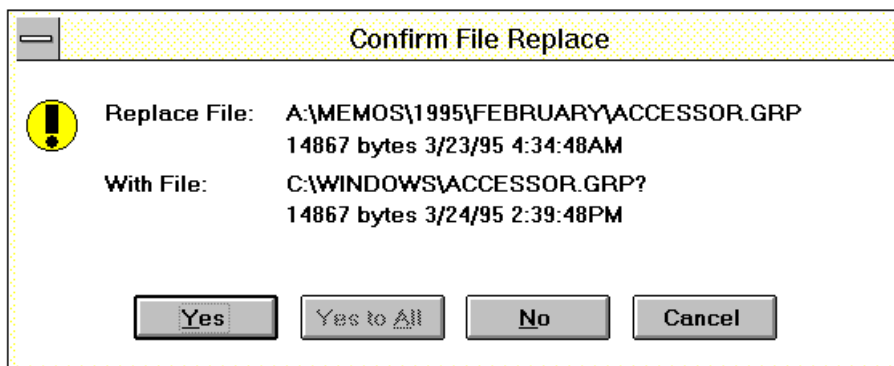
Let's go ahead and try it.

Make sure you are on the C: drive and the open folder is the Windows directory. Make sure that the **ACCESSOR.GRP** file is highlighted (single click on it to select it).

Move your mouse pointer to the file. Now carefully hold down your left mouse button while on the file. Continue to hold the mouse button down. Now gently drag the mouse pointer (notice the pointer has changed) to the A: drive icon. Once you have reached the picture of the A: drive, let the mouse button go. You should see a window like the following pop up.



Windows is verifying that it's okay to copy this file to the A: drive (specifically the **MEMOS\1995\FEBRUARY** folder). Move your mouse pointer to the **Yes** button and click on it once. Another small window will pop up for a moment telling you that the file is being copied. Because you had already copied this file to the A: drive, you should have gotten a message like the following:



Windows is warning you that you already have a file by that name on the A: drive. Sometimes it's a good idea to be warned about such a situation, just in case you really don't want to overwrite the other file. To help you make your decision, the file size, date and time are included so you may compare them. In this case, we know that the files are exactly the same.

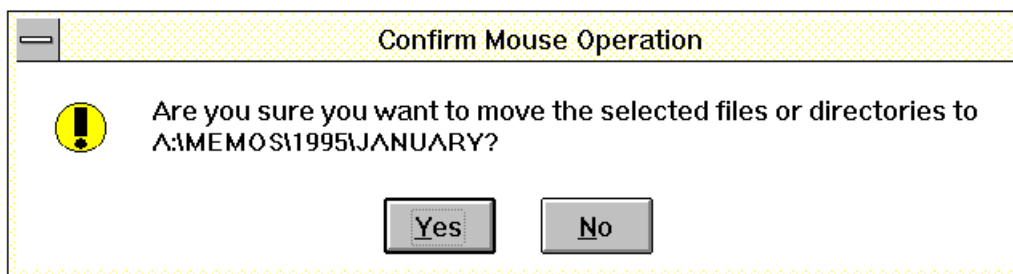
Moving a File to Another Disk Drive

Moving a file, like copying a file, can be done two ways. There is the **File** pulldown method, and there is the **Drag and Drop** method. We will only do the **Drag and Drop** method.

Moving a file with the **Drag and Drop** method is almost exactly the same as the copy method, except that we have to hold down the **[SHIFT]** key on our keyboard while we perform the drag and drop. Let's try it.

For this exercise we need to be on the A: drive. Make sure you're on the A: drive, and in the February directory/folder. You should see your copy of the **ACCESSOR.GRP** file there. Say that we had made a mistake in placing the file in the February folder and had actually wanted it in the January folder. Let's move the file to the January folder.

First move your mouse pointer to the file and single click on it to select it. Now, place your mouse pointer somewhere on the file. Hold down the **[SHIFT]** key. Now click and hold down the left mouse button. Drag the file over to the January folder and drop it on the folder. Now let go of the **[SHIFT]** key. You should see the following window pop up.



Windows is allowing you the chance to decide otherwise. If you didn't want to move the file to the January folder, you could back out now. We do want to, so click on the **Yes** button. The moving will take place quickly.

To make sure you really did move the file, single click on the January folder and see what's inside it.

File Search

No matter how good a job we do at organizing our files, months down the road we may forget where we placed a file. Especially when we "inherit" a computer from someone else or when someone is out sick and you need a file on one of their disks, being able to search for the file comes in very handy. Windows **File Manager** has a built in file search to help us out.

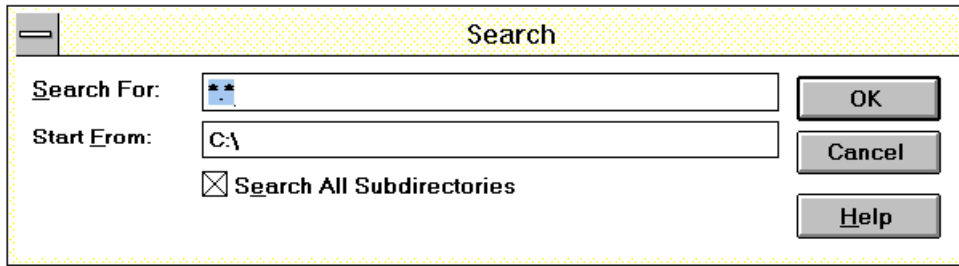
Let's search for the same file that we've been copying on the C: drive. Make sure you are on the C: drive. Then to make it more interesting, let's click on the main directory/folder of the C: drive. It's at the top of the scrollable list of folders on the C: drive. It should like this:



The C:\ folder should be open. This is how we know we are at the beginning of the folders. Often times we don't know where a file could be stored, so it's always a good idea to start off in the main C:\ folder.

Move your mouse pointer to the **File** pulldown menu and click on it. Choose the **Search...**

dialog choice. You should see the Search dialog box pop up.



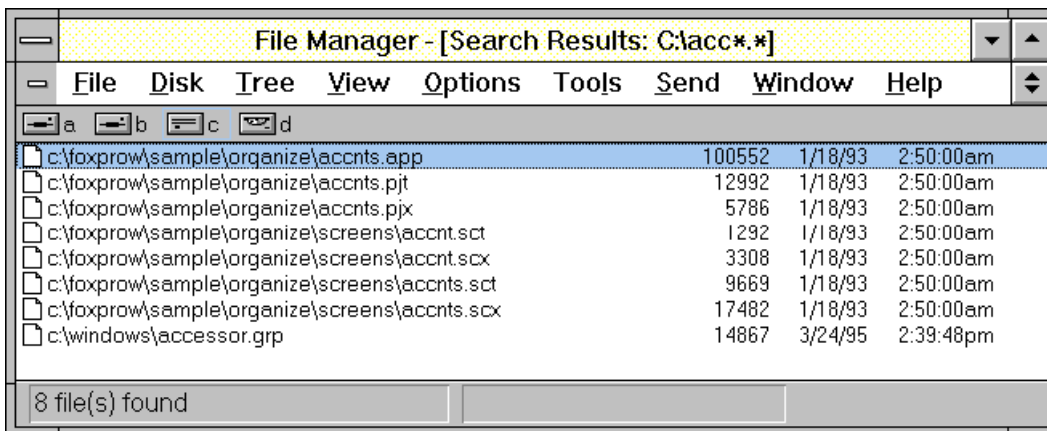
Notice that in the **Search For:** box there is a highlighted *.*? This is where we get to type in the file name. Let's say though that we only remember that the file started with the letters **ACC**. The search window allows us to be a little less than exact.

Because we only know the file name begins with the letters **ACC** we can type **ACC*.*** in the box. Adding the *.* to the end tells Windows that we want all the files that begin with the letters **ACC** and end with any other combination of letters or numbers. By adding the *.* we also tell Windows that we want all the files that have any three (3) letter or number file extension (the information after the period).

Since we don't know exactly where the file is on the hard drive (I know, we actually do in this case) we will leave the : on in front of the **Search All Subdirectories**. This means that all directories/folders will be searched within the main folder C:\ (in this case, the entire hard drive will be searched).

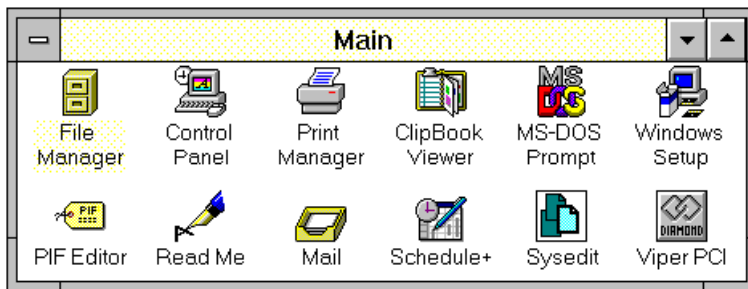
Click on the **OK** button. When the search is done, you may get something like the following:

In this case, the search has turned up eight (8) files on my C: drive that match my search criteria. In this case, most



of the files happen to be in a folder called **ORGANIZE**. As you can see though, the search did find the file we were looking for **ACCESSOR.GRP**.

Appendix A: The Main Icon Group



This section contains brief overviews of select program icons in the Main Icon Group.

- U Control Panel
- U MS-DOS Prompt
- U Clipboard (or ClipBook Viewer)

Control Panel



The Control Panel

provides you with a visual way of modifying your system while working with Windows. Each option is represented by an icon in the Control Panel window.

These options include:

- U Your screen colors.
- U Other desktop options that determine the look of Windows for Workgroups.
- U The fonts recognized by your Windows-based applications.
- U The printer you use.
- U Keyboard and pointing-device settings.
- U Fax modem settings.
- U International settings.
- U Port settings.
- U Network settings.
- U The system date and time.
- U The sounds your system uses.
- U MIDI settings for a synthesizer connected to your computer.
- U Multitasking settings for running Windows for Workgroups.

When you change an option, it is stored internally so that it will be in effect the next time you run Windows. Some changes may go into affect, like screen colors or screen saver (under the Desktop icon).

MS-DOS Prompt

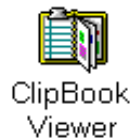


Double clicking on this icon will take you temporarily out of Windows and into MS-DOS (Microsoft's Disk Operating System). Typically you will only be using this application to run DOS based software that you don't have access to under the normal Windows icons.

When you are running DOS from here, Windows is still running. When you are done using the DOS prompt, you should type **EXIT** to exit back to Windows. Be careful though, many DOS based programs can conflict with Windows and can "lock up" your computer. If this happens, you will need to reboot (or reset) your PC. If your computer takes you immediately back to Windows, and you still need to run the program, then exit Windows. This should put you at the normal MS-DOS prompt.

Note: If you have accessed the DOS prompt from Windows, never turn off your computer while you are in it. Windows is still running, and turning off your computer while in Windows can cause serious hard drive problems. Always exit Windows properly (click on **File** pulldown menu, choose **Exit Windows...**)

Clipboard/Clipbook Viewer



What Is ClipBook Viewer?

The ClipBook Viewer window contains two smaller windows: the Local ClipBook and the Clipboard. The Local ClipBook window opens when you first start ClipBook Viewer. The Clipboard window appears as an icon. The Clipboard temporarily stores information you are transferring between documents, and the Local ClipBook permanently stores information you want to save and share with other people.

The Clipboard window shows the current contents of the Clipboard. When you cut or copy information from an application, it is placed onto the Clipboard and remains there until you clear the Clipboard or until you cut or copy another piece of information.

You can paste the information into any document(s) as often as you like. You can permanently save the current contents of the Clipboard by copying it onto your Local ClipBook. You can save several pieces of information (called pages) on it, and then copy the information back onto the Clipboard when you want to paste it into a document. After information is saved as a page, you can share it. Each computer has its own Local ClipBook. You can connect to a ClipBook on another computer, and others can connect to the Local ClipBook on your computer to use the information in shared pages.

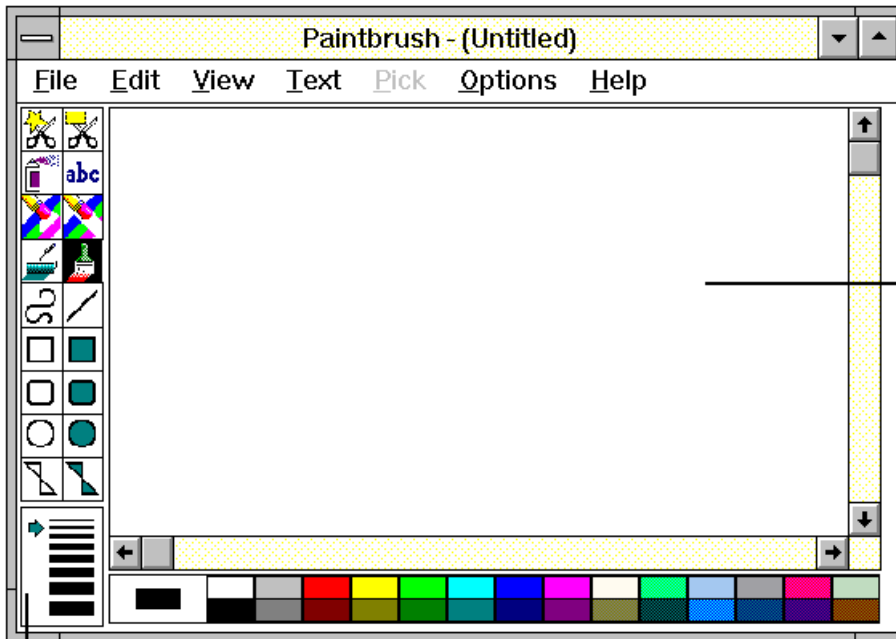
Appendix B: Accessories Icon Group



This section contains brief overviews of the following programs under the Accessories Icon Group:

- U Paintbrush
- U Write
- U Calculator
- U Clock
- U Notepad

Paintbrush



The Toolbox has the tools you use to create or change your drawing.

The drawing area is where you can create or change your drawing.



















The Linesize box contains the width lines available.

The Palette has all the colors and patterns available to you.

W

Windows' Paintbrush is a simple and straight forward drawing program that allows you to work in black and white or in color. Once you've drawn your picture, you may save, print or include it in most other Windows software programs (like a wordprocessing package).

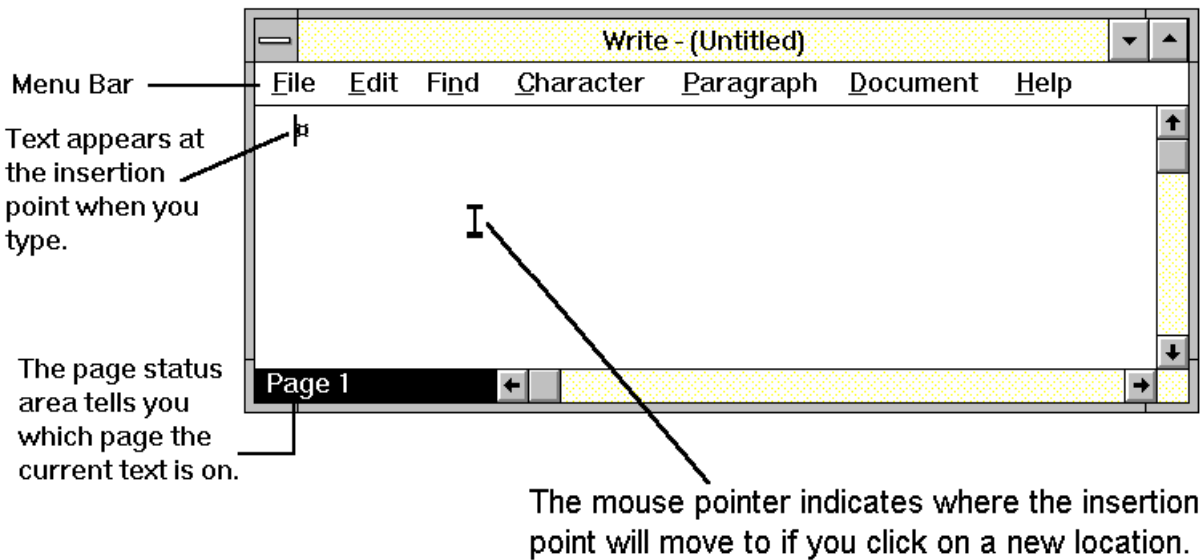
Here is a description of the different tools available:

Scissors -			- Pick
Airbrush -			- Text tool
Color Eraser -			- Eraser
Paint Roller -			- Brush
Curve -			- Line
Box -			- Filled Box
Rounded Box -			- Filled Rounded Box
Circle/Ellipse -			- Filled Circle/Ellipse
Polygon -			- Filled Polygon

	Tool	What it does
Scissors		Defines an area to cut, copy, or change.
Pick Tool		Defines a rectangular are to cut, copy, or change.
Airbrush		Creates a cricular spray of dots.
Text tool		Adds text to your drawing.
Color Eraser		Changes colors in all or part of your drawing.
eraser		Changes foreground colors to the the selected background color.
Paint Roller		Fills any closed shape or are with color.
Brush		Draws freehand shapes and lines.
Cruve		Draws curved lines.
Line		Draws staight lines.
Box		Draws hollow squares and rectangles.
Filled Box		Draws squares and rectangles filled with color.
Rounded Box		Draws hollow round-cornered squares and rectangles.
Filled Rounded Box		Draws round-cornered squares and rectangles filled with color.
Circle/Ellipse		Draws hollow circles and ellipses.
Filled Circle/Ellipse		Draws circles and ellipses filled with color.
Polygon		Draws polygons (irregular shapes) from connected straight lines.
Filled Polygon		Draws polygons filled with color.

To learn more about **Paintbrush**, click on the **Help** on the **Paintbrush** menu bar.

Write



The Windows **Write** program is actually a good word processor. It can do many things that other word processors can do, such as:

- U Change fonts
- U Cut, copy and paste text
- U Adjust line spacing
- U Adjust margins
- U Add headers and footers
- U Change tab settings
- U Accept paint brush pictures

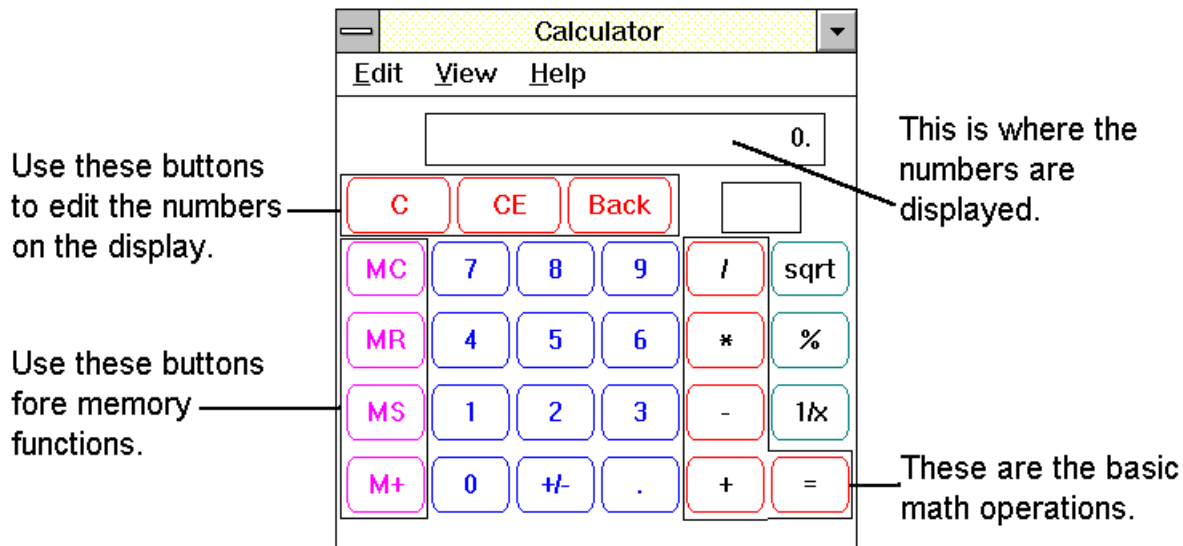
On many PC's today, if Microsoft's Windows is the only program installed, you can use **Write** to produce letters, reports or even newsletters. You only need to purchase another word if **Write** doesn't have enough features. Most other Windows' based wordprocessors are completely compatible with **Write**.

To learn more about the **Write**, click on the **H**elp on the **Write** menu bar.

Calculator



Calculator



The Windows

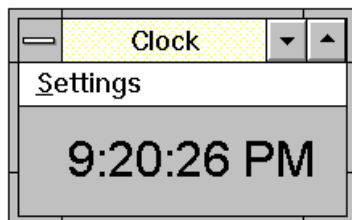
Calculator includes both a standard and scientific calculator. Most people use the standard calculator to do simple calculations and then store them in memory. Typically, most use the scientific calculator to do more advanced scientific or statistical calculations.

To learn more about the **Calculator**, click on **H**elp on the **Calculator** menu bar.

Clock



Clock

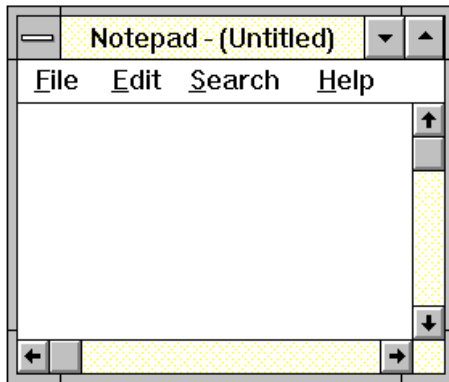


Here is an example of the **Clock** program can look like. You can add or change the display depending on what you like.

Clicking on **S**ettings will give you direct access to the many different ways to change the display of the clock. Under **S**ettings you can change:

- U** Display to analog or digital.
- U** Change the font (type face) on the clock.
- U** Leave or take away the title (Clock).
- U** Add or take away the display of seconds.
- U** Add or take away the date.

Notepad



At first glance, you might think that **Notepad** is a wordprocessor but it really isn't.

Notepad should be used to edit text files. Text files are those files that are ASCII text, such as your AUTOEXEC.BAT or CONFIG.SYS files. Many PC files that have special information on computer settings are stored as ASCII text.

You can use **Notepad** as a very basic wordprocessor, but you will find that Windows' **Write** is much better for that. When you save files in **Notepad**, they are stored automatically as ASCII text.