

## 6

# USING WINDOWS XP

### 6.1 INTRODUCTION

The windows operating system started with the introduction of Windows OS and Windows for work group for networking. Since then it has come a long way and Windows 95, 98 and 2000 family of operating systems were introduced. It provided the computer user with the most integrated and easy to use operating system with all the facilities in built. The Windows XP is the new born baby in the Windows family. It is build on the windows 2000 concept and framework. It has more features to provide the user with greater stability, security and enhanced performance.

### 6.2 OBJECTIVES

After gong through this lesson you would be able to

- explain the basics of operating system.
- describe XP desktop elements.
- create file or folder in XP.
- change system settings
- work on windows explorer

### 6.3 ELEMENTS OF WINDOWS XP

One of the most significant areas of improvement in Windows XP over Windows 2000 is management and administration of desktop. Features such as 'system restore' and remote assistance definitely reduce the windows administrative cost, by eliminating the need for desktop support visits and manual restoration of the system. It also

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provides a series of new group policy levels to provide higher stability and manageability as compared to Windows 2000.

### **6.3.1 Logging On**

When the computer system loaded with Windows XP is started, it will present a log-in screen to log on to windows or to network, if the system is part of a computer network.

To be able to log on, do the following:

1. Enter the password (if it is password protected)
2. click on the → key or hit the Enter key

*Fig. 6.1*

### **6.3.2 XP Desktop Elements**

#### **Task Bar**

When you start the computer system, the start button and task bar appears on the bottom of the screen and by default remains visible when Windows is running.

Whenever a program is run or a window is opened, an icon representing the program appears on the taskbar. To switch between windows or program, click on the icon representing the window on the task bar. When the program or window is closed, the icon disappears from the task bar.

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**Fig. 6.2**

### Start Menu

When clicked on the start button, the followings menu appears on the screen giving all the available options to start using the Windows.

**Fig. 6.3**

Overview of all the options:

Task	Description
All Programs	Displays a list of installed program, which a user can start or use
My Documents	Displays a list of document used by the current user
My Recent Documents	Displays a list of recently used documents by the current user

My Picture	Displays a list of pictures/photos used by the current user
My Music	Displays a list of music/songs used by the current user
Control Panel	Displays a list of utility to configure the computer system and install software and hardware
Printers and Faxes	Displays a list of currently installed printers and faxes in the current computer system
Help and Support	Starts the XP Help and Support program to find how to do a task in windows.
Search	Helps the user to find. Displays a list of document used by the current user files, folder, and other networked computer and shared resources.
Run	Starts an application program or execute a DOS command
Log Off	Logs off the current user.
Turn Off Computer	Close currently opened program, log of the current user and switch off the computer system.

### ***Start a Program***

To start a program do the followings:

1. Click on the **Start** Button
2. Click on the **All Programs**
3. Point to the desired folder say "**Accessories**" and select the desired program to run such as '**Paint**'.

### ***Quitting a Program***

To quit a program, select the close button (**×**) in the upper-right corner of the window OR

Click on **File** menu and select '**Close**' option.

### Getting Help

Online help and support provided is of great help in using and learning windows. One can get help on a specific topic or current task being executed. To start help you have to

- click on the Start button
- click on 'Help and Tutorial' option

A list of help and support topics and online tutorial is displayed on the screen. You can use the tabs in the screen to search for the desired information in several ways.



**Fig. 6.4**

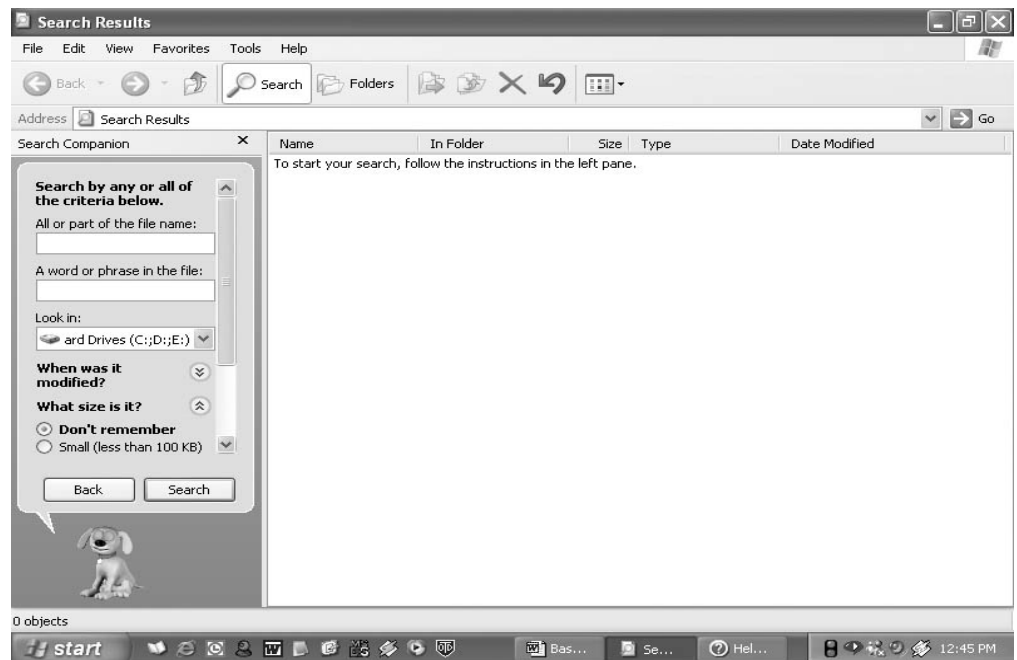
- Click on a topic or task to know more about how to get the job done or type in a search word to locate the help on a specific topic.
- Click on the 'Index' tab to locate specific topic listed alphabetically and the follow the instructions displayed on the screen.
- Click on 'Favourites' tab to add Help Topics, search results to your Favourites list to make them easy to locate in the future
- Click on 'History' to pick from a list of Help and Support pages that you have read in the past.

- Click on 'Support' to get various kind of online support such as Microsoft online support, News Group on Windows
- Click on 'Options' to configure the help and support center as per your requirement.

To close Help and Support windows, select the close button (×) in the upper-right corner of the window.

### 6.3.3 Locating Files and Folders

If you do not know where a document or folder is located, you can use the Search companion to locate it in the local storage such as Hard Disk, Floppy, CD or in the network drive (if the system is part of a network). The Indexing Service provided by the Search maintains an index of all the files on your computer, making searches faster.



**Fig. 6.5**

To search for a file or folder

1. Click on **Start**, and click on **Search**.
2. Select **All files and folders** from the left hand side of the windows.

3. Type the name of the file or folder in part or full, or type a word or phrase that exists in the file to be searched.
4. If you do not have any of the above information select one or more of the remaining options:
  - In **Look in**, click the drive, folder, or network you want to search.
  - Click on **When was it modified?** to look for files that were created or modified on or between specific dates.
  - To look for files of a specific size, click on **What size is it?** Select a size.
  - Click on **More advanced options** to specify additional search criteria.
5. Once you finish specifying the search criteria, click on **Search** to locate the file.

Similarly you can search for specific information on Internet, or people in your address book, search for a printer or a computer on your network.

### 6.3.4 Changing System Settings

By using Control Panel's tools you can customize the way Windows look and work! Also you can install new hardware, add and remove (install/uninstall) software programs, change the look and feel of your desktop and much more. It also includes a number of administrative tools in Administrative Tools option for better administration of Windows in terms of User Management, Event viewer, Component Service etc.

To start Control Panel and use the available tool, do the following;

- Click on 'Start'
- Click on 'Control Panel'
- Select the desired tool to use

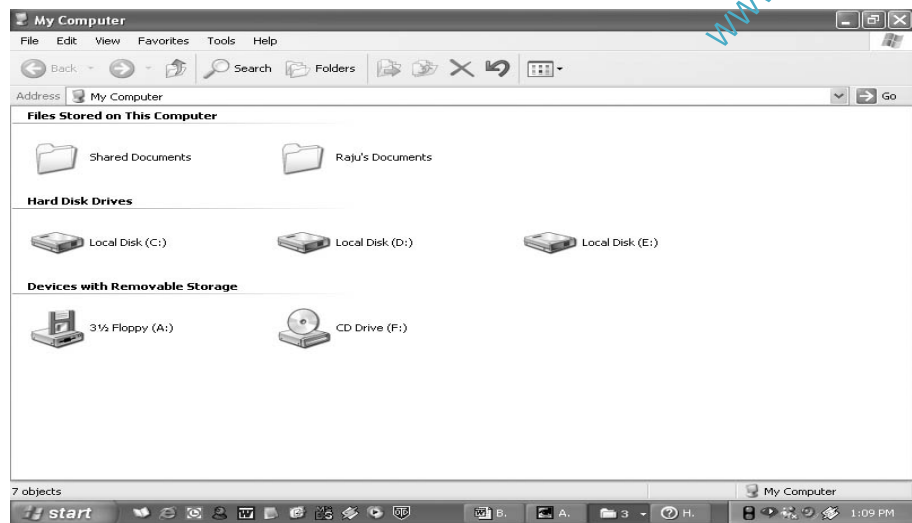
For example, to create a new setting or modify the settings for an existing user click on 'User Account' icon in the control panel.

### 6.3.5 Using My Computer

My Computer displays the contents of floppy, hard disk, CD-ROM, and network drives. You can also search for and open files and folders, and use options in Control Panel to modify computer's settings.

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- To use My Computer, click on **Start**, and then click on **My Computer**.



**Fig. 6.6**

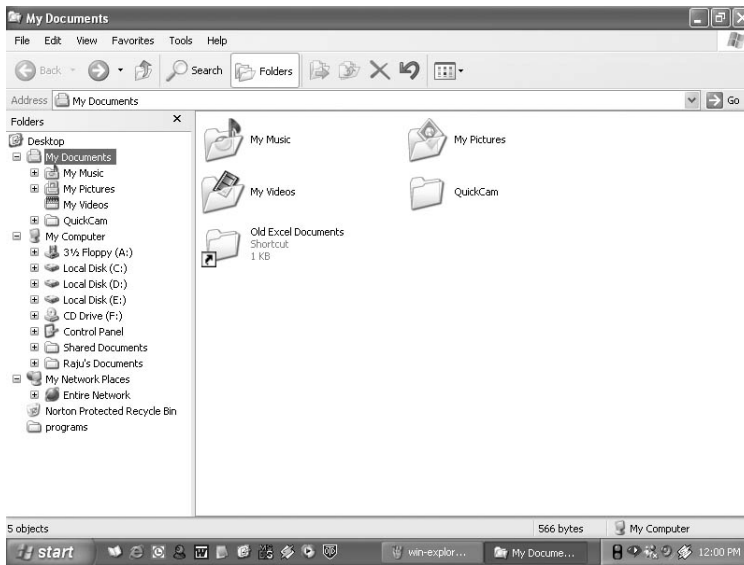
### **Display the storage Contents**

- To see the contents of your hard disk, under **Hard Disk Drives**, double-click the drive you want to see such as C:, D: etc.
- To find a file or folder on a floppy disk, CD-ROM, or other media, under **Devices with Removable Storage**, double-click on the respective storage media you want to see.
- To find a file in a folder, under **Files Stored on This Computer**, double-click a folder.

### **6.4 FILE MANAGEMENT IN WINDOWS**

File management in windows can be done through Windows Explorer or My Computer. Windows Explorer displays the hierarchical list of files, folders, and storage drives (both fixed and removable) on your computer. It also lists any network drives that have been mapped to as a drive letters on your computer. Windows Explorer can be used to copy, move, rename, and search for files and folders. For example, to copy a file, you can open a folder that contains the file to be copied or moved, and then just drag and drop the file to target folder or drive.

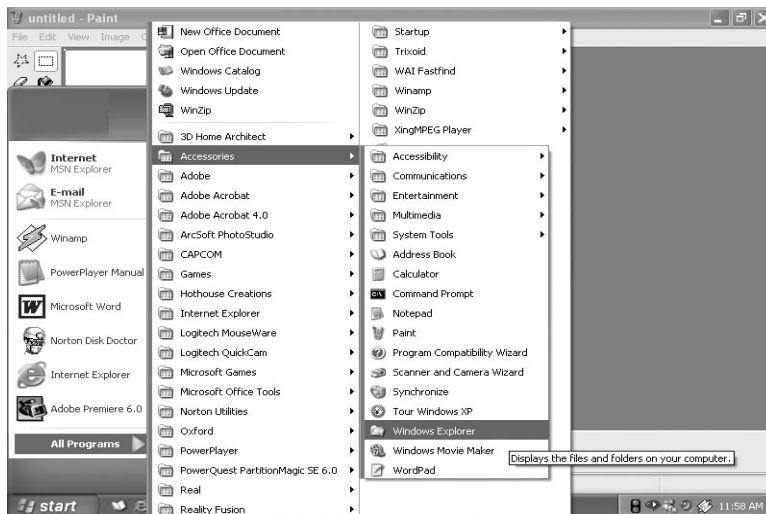




**Fig. 6.7**

When files or folders are deleted from hard disk, Windows places them in the Recycle Bin, where they can be retrieved, until the Recycle Bin is made empty. Whereas files or folders deleted from a removable storage media such as floppy disk or a network drive are permanently deleted and are not sent to the Recycle Bin.

### 6.4.1 Using Windows Explorer



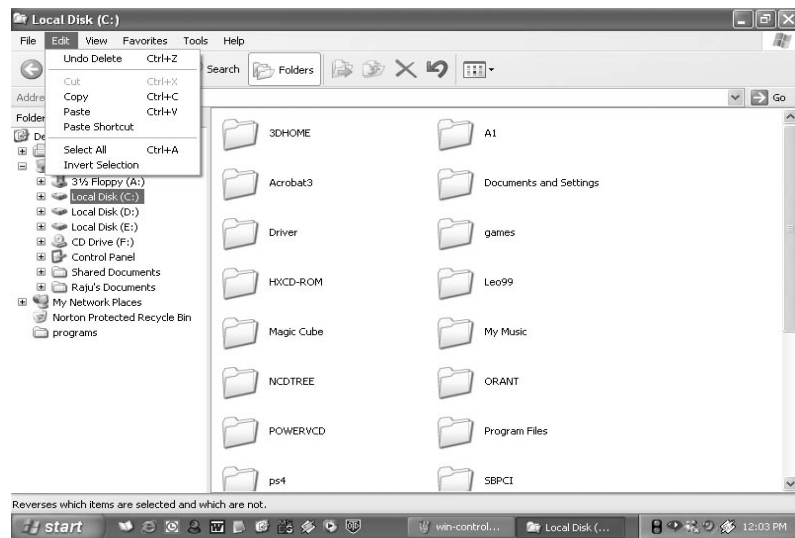
**Fig. 6.8**

To open Windows Explorer,

- Click on **Start**,
- Point to **All Programs**,
- Point to **Accessories**, and then click on **Windows Explorer**

*Copying or Moving a file or Folder using My Document*

- Click on **Start**, and then click on **My Documents**.
- Click the file or folder to be copied. More than one file or folder can be copied at a time.

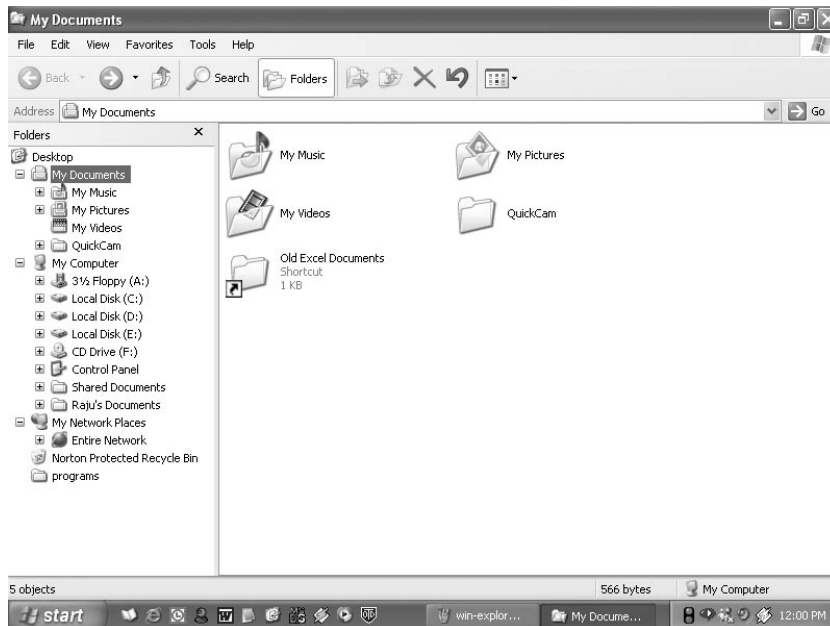


**Fig. 6.9**

- To select more than one file or folder, click the first file or folder, press and hold down SHIFT key, and then click on the last file or folder.
- To select non-consecutive files or folders, press and hold down CTRL key, and then click each of the files or folders to be copied.
- Under **Edit**, select **Copy**.
- Select the target drive or folder to which you want to copy the files.
- Under **Edit**, select **Paste** to copy the desired file or folder to the target drive.

## 6.4.2 Copying and Moving files using Explorer

- Click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**.
- Make sure that the destination for the file or folder you want to move is visible.
- Drag the file or folder to the destination.



**Fig. 6.10**

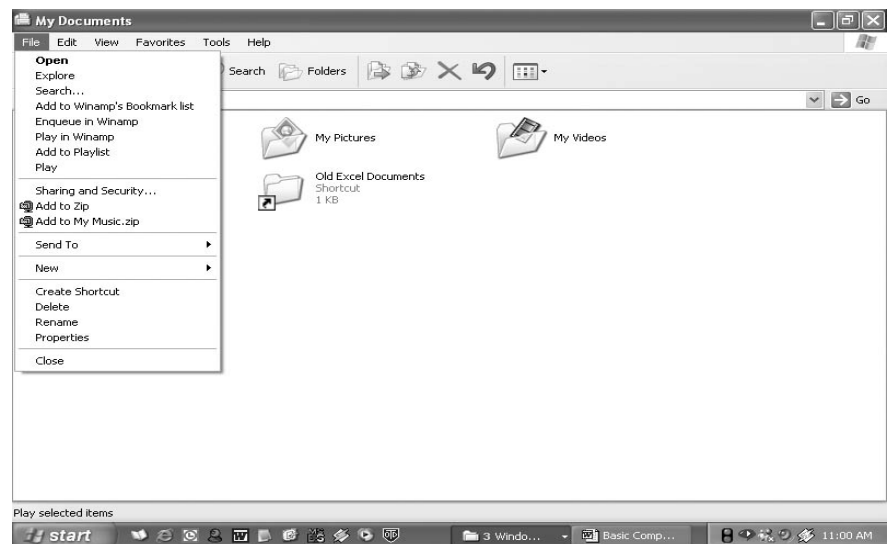
- If you drag an item while pressing the right mouse button, you can move, copy, or create a shortcut to the file in its new location.
- To copy the item instead of moving it, press and hold down CTRL while dragging.
- If you drag an item to another disk, it is copied, not moved. To move the item, press and hold down SHIFT while dragging.
- Dragging a program to a new location creates a shortcut to that program. To move a program, right-click and then drag the program to the new location. You must be logged on as an administrator to move a program.

### 6.4.3 Rename a File or Folder

1. Click on **Start**, and then click on **My Documents**
2. Click on the file or folder you want to rename
3. Under **File**, click **Rename**.
4. Type the new name, and then press ENTER key.
- File or folder can also be renamed by right-clicking it and then clicking **Rename**.

### 6.4.4 Delete a File or Folder

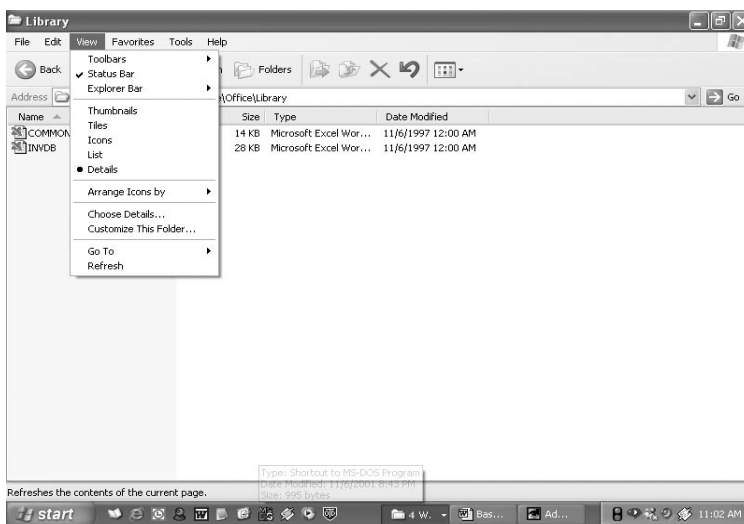
1. Click on **Start**, and then click on **My Documents**
2. Click on the file or folder you want to delete.
3. Under **File**, click **Delete**.
4. Files or folders can also be deleted by right-clicking the file or folder and then clicking **Delete**.
5. Deleted files or folders are stored in the **Recycle Bin**, till they are permanently removed from the Recycle Bin.
6. To retrieve a deleted file, double-click the **Recycle Bin** icon on the desktop. Right-click on the file to retrieved, and then click **Restore**.
7. To permanently delete a file, press and hold down SHIFT and drag it to the Recycle Bin.



**Fig. 6.11**

### 6.4.5 Create a new Folder

1. Click on **Start**, and then click on **My Documents**
2. Under **File**, click **New** and select **Folder**.
3. A new folder is displayed with the default name, **New Folder**.
4. Type a name for the new folder, and then press ENTER.
5. A new folder can also be created by right-clicking a blank area in a folder window or on the desktop, pointing to **New**, and then clicking **Folder**.



**Fig. 6.12**

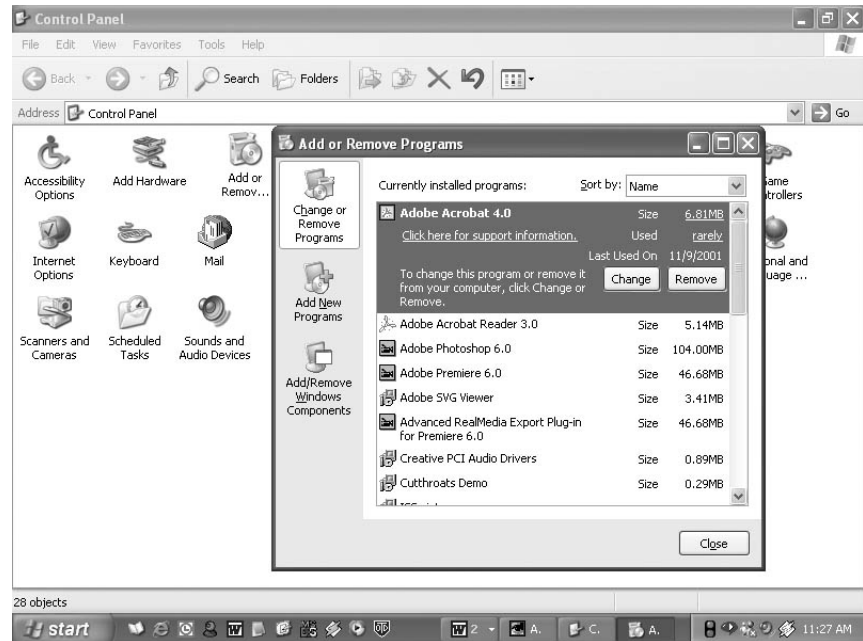
### 6.4.6 View File details

1. Click on **Start**, and then click on **My Documents**
2. Double-click the folder that contains the files to be viewed.
3. On the **View** menu, click **Details**.
4. It will display all the details about the files such as Name, Type, size etc.

## 6.5 INSTALL SOFTWARE/HARDWARE

Windows provides a quick and easy way to install new software. Add or Remove Programs utility in Control Panel help to manage programs and components on the computer system computer. Using it

one can install software packages such as Microsoft Word or Access etc. from a CD-ROM, floppy disk, or a network drive, or add or remove Windows updates and new features from the Internet. This can also be used to add or remove Windows components which are not included in the original installation.



**Fig. 6.13**

### 6.5.1 Install Software

- Click **Start**, click **Control Panel**,
- Double-click **Add or Remove Programs**.
- Click on **Add New Programs**, and then select the source where the software to be installed is located such as **CD or Floppy** drive
- Follow the instructions on your screen to install the software.

#### *Change or remove software*

1. Click **Start**, click **Control Panel**,
2. Double-click **Add or Remove Programs**.
3. Click on **Change or Remove Programs**, and then select the program you want to change or remove.

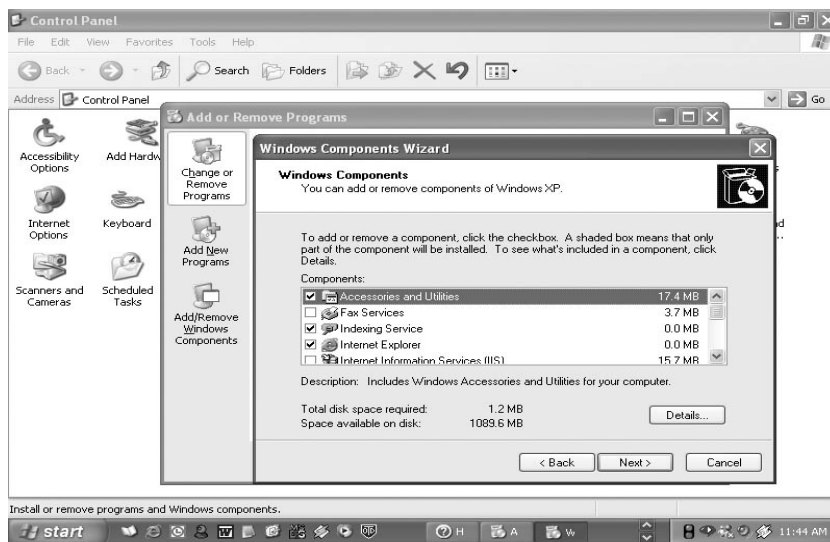
- To change a program, click on **Change** button.
- To remove a program, click on **Remove** button.

*Add new features from Windows Update*

1. Click **Start**, click **Control Panel**,
2. Double-click **Add or Remove Programs**.
3. Click **Windows Update**.
4. Follow the instructions to locate and install new Windows features or updates

*Add or remove a Windows component*

To be able to use this feature of Windows, the user must log in as an administrator or a member of the Administrators group.

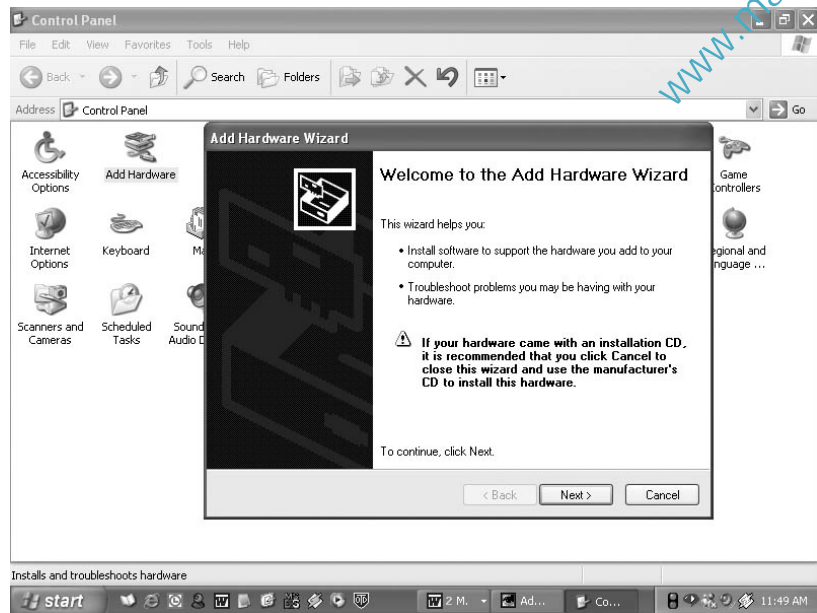


**Fig. 6.14**

1. Click **Start**, click **Control Panel**,
2. Double-click **Add or Remove Programs**.
3. Follow the instructions in the Windows Components Wizard.

## 6.5.2 Install Hardware

Windows can help you set up new hardware component such as sound card, video card or network card etc. to your computer.



1. Click **Start**, click **Control Panel**,
2. Double-click **Add Hardware**.
3. Follow the instructions on the screen.

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### INTEXT QUESTIONS

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1. Write True or False for the following statements.
    - (a) Deleted Files or folders are stored in the recycle bin.
    - (b) Under Edit menu you can rename the file.
    - (c) Windows provides a quick and easy way to install new software.
  2. Fill in the blanks.
    - (a) Under file, click ..... and select folder.
    - (b) If you drag an item while pressing the ..... you can create a shortcut to the file.
    - (c) When you start the computer system, the task bar appears ..... on the screen.
    - (d) When files or folders are deleted from ..... windows places them in the recycle bin.
    - (e) To select non-consecutive file or folder press and hold down ..... key.
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## 6.6 WHAT YOU HAVE LEARNT

In this lesson you learnt about important features of Windows XP. Now you are in a position to locate a file or folder and use windows explorer to manage files. Moreover, you can install software and hardware in the system. You can change system settings also.

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## 6.7 TERMINAL QUESTIONS

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1. Explain the steps to search for a file or folder.
2. Describe the following
  - (a) Recycle bin
  - (b) Task bar
  - (c) Quitting a program
  - (d) File Management in Windows
3. What are the steps to delete a file or folder from the computer.
4. Explain the steps to install software in the computer.
5. Describe the steps to rename a file or folder.

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## 6.8 KEY TO INTEXT QUESTIONS

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1.
    - (a) True
    - (b) False
    - (c) True
  2.
    - (a) Right mouse button
    - (b) Right
    - (c) Bottom
    - (d) Hard disk
    - (e) CTRL key
-