



# Windows XP Introduction

Revised November 2004

## Sections:

1. The Windows Environment
2. Windows Tips
3. Shortcuts to Files and Folders
4. Favorite Windows keystrokes
5. Set Views for folders
6. Set View for Items in ALL folders
7. Help in Windows
8. More Windows Tips
9. To move a file or folder
10. To copy the window or screen contents
11. Protecting Your Internet Connection
12. Addressing Microsoft Word quirks
13. Windows XP and Word 2002 Online Support

## ➤ 1. The Windows Environment

The Windows environment has three main components. Use the Windows XP help and support tutorials, listed below, for an overview of Windows XP components.

### Desktop

- Go to Start Menu / Click Help and Support / type Desktop in the search box / in Overviews, Articles, and Tutorials section, click on **Personalizing Your Workspace**.

Note: The Menu bar must be set to classic mode for **JAWS** users. Right click on the Start Menu, go to Properties, click Start Menu Tab, click the **Classic Start Menu** button, click **Apply**. Remember to set all folders to List view for JAWS users. See Set Views for All Folders section of this document.

### Taskbar and Start Menu

- Go to Start Menu / Click Help and Support / type Desktop in the search box / in Overviews, Articles, and Tutorials section, click on **What's new on your Desktop**.

### Start Menu Overview

Clicking **Start** displays a **menu** that lets you easily access the most useful items on your computer. You can click **Help and Support** to learn how to use Windows, obtain troubleshooting information, receive support, and more. Clicking **All Programs** opens a list of programs currently installed on your computer. As programs are added to the All Programs menu they are added at the bottom of the list. To resort the list into alphabetical order, click **Start**, click **All Programs**, right-click a program, and then click **Sort by Name**, items will be resorted alphabetically.

The list of programs on the **Start Menu** is divided into two parts: the programs displayed above the separator line (also known as the *pinned items list*) and the programs displayed below the separator line (also known as the *most frequently used programs list*). The programs on the pinned items list remain there and are always available for you to click to start them. You can add programs to the pinned items list by: right click/pin to start menu.

Programs are added to the most frequently used programs list when you use them. Windows has a default number of programs that are displayed on the most frequently used programs list. When that number of programs is reached, the programs you have not opened recently are replaced by the programs you used last. You can change the default number of programs displayed on the most frequently used programs list.



### To add selected items to the Start menu

1. Right-click the **Start** button, and then click **Properties**.
2. On the **Start Menu** tab, under **Start menu**, click **Customize**.
3. On the **Advanced** tab, under **Start menu items**, select the items you want to appear on the **Start** menu.

The next time you click **Start**, the items you selected are on the **Start** menu.

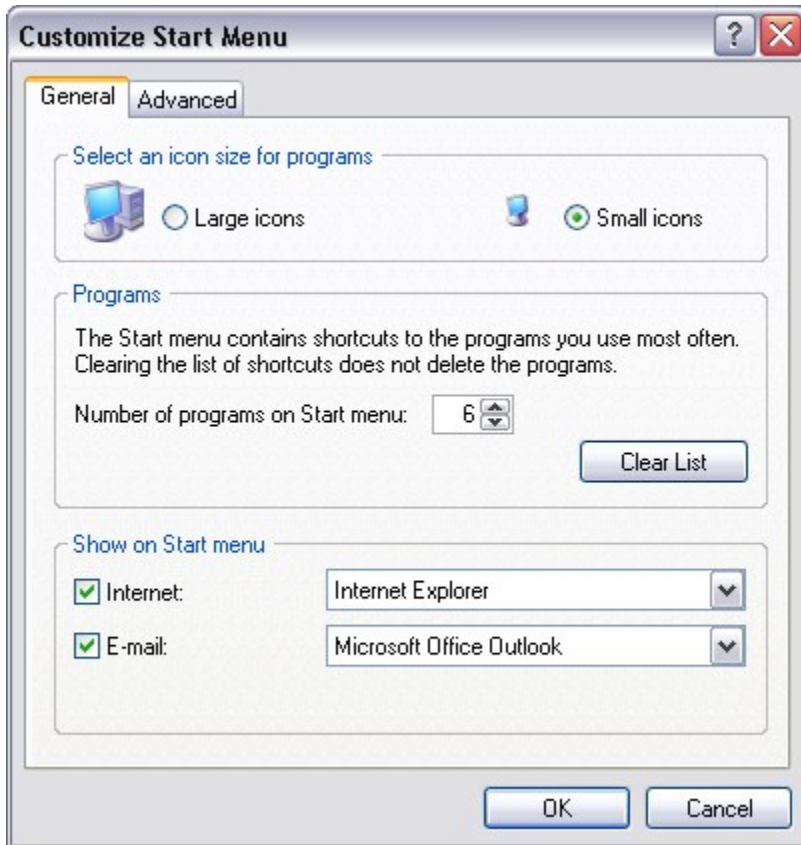
#### **Note**

- You can remove an item from the **Start** menu by clearing its check box in the last step of this procedure.

#### [Related Topics](#)



Click on Customize.



on start menu, click OK.

Set number of programs

The right area of the **Start Menu** is the hard drive and **Technical Area**. This area lists the contents of your hard drive, your control panels, and the Manufacturer's Product Area. Note: You must use the manufacturer's area to set Power management options for your computer.

### **Customize the Start Menu** to be so much **smarter!**

- Right click on **Start Menu** / go to Properties / Start Menu tab/Start Menu radio button/customize/Advanced tab / in the Start Menu Items section, scroll to Control Panel, click Display As A Menu radio button, scroll to My Computer, click Display As A Menu radio button, scroll to Documents, click Display As A Menu radio button, scroll to My Pictures, click Display As A Menu radio button. Click OK, click **Apply**, OK. Now when you hit your windows key (or click the start button) you will see little black triangles – actually menus! – available for your use. If you want to open a folder that has a black triangle leading from it: right click/open.

To show your **most recently used documents** on the **Start** menu

- Right-click the **Start** button, and then click **Properties**.
- On the **Start Menu** tab, click **Start menu**, and then click **Customize**.
- On the **Advanced** tab, select the **List my most recently opened documents** check box. The next time you click **Start**, the My Recent Documents folder is on the **Start** menu. This folder contains the documents and files you opened recently.

### ➤ **2. Windows Tips**

- Keep an eye on the Taskbar. (bar at bottom of screen) This is where all your open programs/documents will be displayed.
- Too many windows open?

Windows key + M minimizes all windows (puts them on the taskbar).

- Use Alt + Tab to switch between open programs.

Hold the Alt and tap TAB to rotate through open programs. Very cool.

- Use Alt + Spacebar to display the system menu (maximize, minimize, close)



for the active window. Ergonomically wise too.

- Want system details? How much room is free on the harddrive? Click on any Icon, press Alt + Enter to display details. (Same as right click/properties)
- Use the right click for “function options.” Right click in text brings up extensive menu. Right click on spelling error brings up word predictions. Right click on

Start menu – read on. Right click on any picture to make it the desktop background.

- In any text document, use the PC keyboard, use the **Delete** key to erase letter by letter toward the blinking cursor. Cool.
- In Microsoft Word, go to **View** menu bar, go to **Toolbars**. Select the toolbars you wish to see.

➤ **3. Shortcuts to Files and Folders:**

- Go to Start Menu / Help and Support. In search box, type Create shortcuts.

Click on: **Put a shortcut on the desktop.**

➤ **4. Favorite Windows keystroke combinations:**

Use Alt + Tab to move between programs.

Use the Magic Key- the Windows key to go to the start menu – faster...

Windows Key + U + U shuts down. Faster...

Discover the delete key – a good writing too.

See **Windows Keyboard Shortcuts Overview** in section 8 of this document.

➤ **5. Set view for items in a folder:**

- Open **My Documents**.
- Double-click the folder that contains the files you want to view.
- On the View menu, click Filmstrip, Thumbnails, Tiles, Icons, List or Details.

Notes

- To open My Documents, click **Start**, and then click **My Documents**.
- To sort items by categories such as date, name, size, and type, on the **View** menu, point to **Arrange Icons by**, and then click the appropriate command.
- In Details view, you can choose the file information you want to display. On the **View** menu, click **Choose Details**. Use the **Choose Details** dialog box to select and organize the information that is displayed.

➤ **6. Set view for items in all folders:**

- Open **My Documents**.
- Double-click on the folder that contains the files with your view preferences.
- Go to the Tools menu. Go to Folder Options. Click on View Tab. Click on **Reset All Folders**.

➤ **7. Windows XP Help options:**

- To receive help on a Windows topic:  
Start/ Help and Support / type in topic

E.g. Windows Basics

- Brush up on Windows skills and learn new ones. Whether you are a beginner or an advanced computer user, you are sure to find this section fascinating. It's packed with useful, easy-to-understand information and clear, step-by-step instructions.
- Use the F1 key to bring up help specific to the program running. Remember Help and **Help and support**'s files are updated when an application is installed.

➤ **8. More Windows Tips:**

- To add a program to the start menu:  
Start / All Programs/ right click on program name /select Pin to Start Menu

- To add a shortcut to the desktop for a program:  
Start/ All programs /right click on Program name / select send to /desktop (create shortcut)

- To assign hot keystrokes (shortcut keys) for an icon:  
Find icon/ right click on icon/properties/shortcut key /type key of your choice (windows will always add ctrl + alt + your chosen keystroke

- To always have the program window start up maximized:  
Find program name or icon/ right click on icon/properties/ run: select Maximized

- Paste options:  
When you perform a cut, a Paste options icon will appear. You can match formatting to the document text!!

- Practice Windows tasks:  
Start/ Help and Support /Pick a Help topic/What's new in Windows XP

**Pick a Help topic**



- TOSHIBA Console
- World Wide Support Portal



- What's new in Windows XP
- Music, video, games, and photos
- Windows basics
- Protecting your PC: security basics



- Networking and the Web
- Working remotely
- System administration



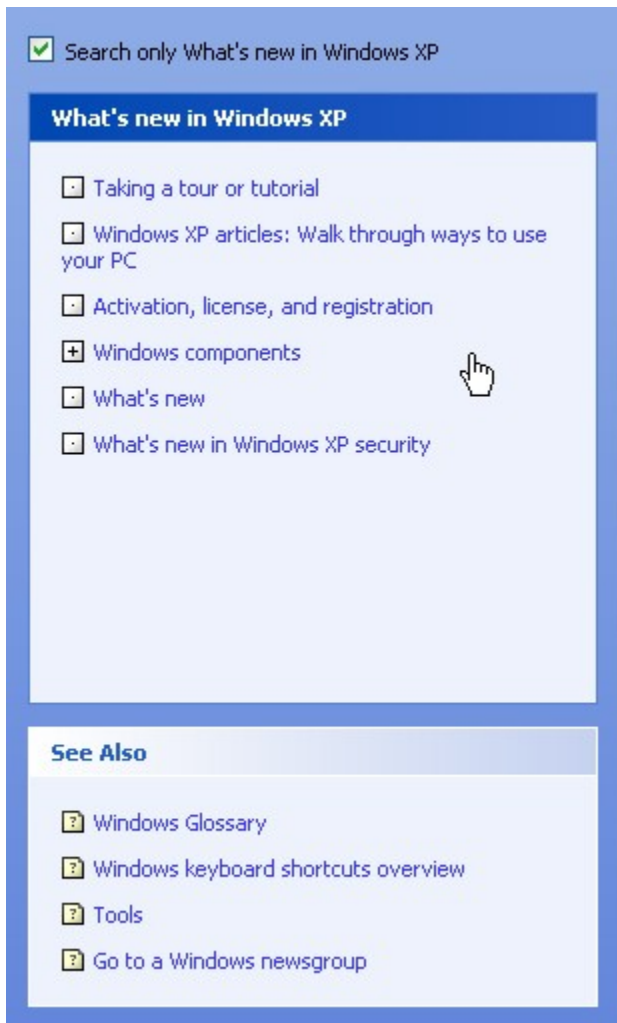
- Customizing your computer
- Accessibility



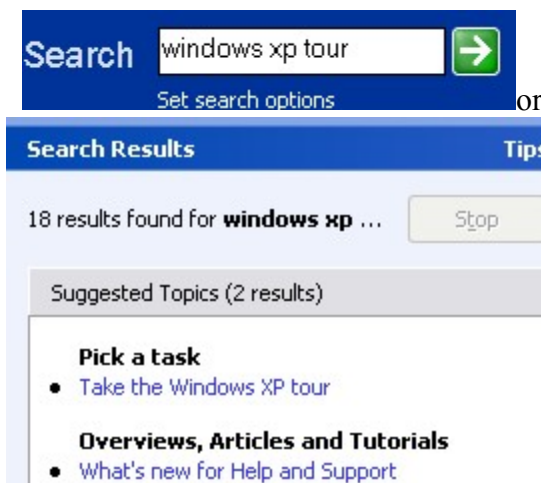
- Printing and faxing
- Performance and maintenance
- Hardware
- Fixing a problem
- Send your feedback to Microsoft

Click on what's new in Windows XP





Take the modular tour.



or use the search option.

Click on Take the Windows XP tour.

- Windows keyboard shortcuts review

Start/Help and Support /Pick a Help Topic/windows basics/windows keyboard shortcuts review

## Windows Keyboard Shortcuts Overview

Use shortcut keys as an alternative to the mouse when working in **Windows**. You can open, close, and navigate the Start menu, desktop, menus, dialog boxes, and Web pages using **keyboard** shortcuts. **Keyboard** shortcuts may also make it easier for you to interact with your computer.

### General Keyboard Shortcuts

| <b>Press</b>                          | <b>To</b>  |
|---------------------------------------|--|
| CTRL+C                                | Copy.  |
| CTRL+X                                | Cut.   |
| CTRL+V                                | Paste.   |
| CTRL+Z                                | Undo.  |
| DELETE                                | Delete.  |
| SHIFT+DELETE                          | Delete selected item permanently without placing the item in the Recycle Bin.                        |
| CTRL while dragging an item           | Copy selected item.  |
| CTRL+SHIFT while dragging an item     | Create shortcut to selected item.  |
| F2                                    | Rename selected item.  |
| CTRL+RIGHT ARROW                      | Move the insertion point to the beginning of the next word.  |
| CTRL+LEFT ARROW                       | Move the insertion point to the beginning of the previous word.                                      |
| CTRL+DOWN ARROW                       | Move the insertion point to the beginning of the next paragraph.                                     |
| CTRL+UP ARROW                         | Move the insertion point to the beginning of the previous paragraph.                                 |
| CTRL+SHIFT with any of the arrow keys | Highlight a block of text.   |
| SHIFT with any of the arrow keys      | Select more than one item in a window or on the desktop, or select text within a document.           |
| CTRL+A                                | Select all.  |
| F3                                    | Search for a file or folder.   |
| ALT+ENTER                             | View properties for the selected item.   |
| ALT+F4                                | Close the active item, or quit the active program.   |
| ALT+Enter                             | Displays the properties of the selected object.  |
| ALT+SPACEBAR                          | Opens the shortcut menu for the active window.   |
| CTRL+F4                               | Close the active document in programs that allow you to have multiple documents open simultaneously. |

|   |  |
|---|--|
| ALT+TAB   | Switch between open items.                                       |
| ALT+ESC   | Cycle through items in the order they were opened.               |
| F6  | Cycle through screen elements in a window or on the desktop.     |
| F4  | Display the Address bar list in My Computer or Windows Explorer. |
| SHIFT+F10   | Display the shortcut menu for the selected item.                 |
| ALT+SPACEBAR  | Display the System menu for the active window.                   |
| CTRL+ESC  | Display the <b>Start</b> menu.                                   |
| ALT+Underlined letter in a menu name                | Display the corresponding menu.                                  |
| Underlined letter in a command name on an open menu | Carry out the corresponding command.                             |
| F10   | Activate the menu bar in the active program.                     |
| RIGHT ARROW   | Open the next menu to the right, or open a submenu.              |
| LEFT ARROW  | Open the next menu to the left, or close a submenu.              |
| F5  | Refresh the active window.                                       |
| BACKSPACE   | View the folder one level up in My Computer or Windows Explorer. |
| ESC   | Cancel the current task.   |
| SHIFT when you insert a CD into the CD-ROM drive    | Prevent the CD from automatically playing.                       |

➤ **9. To move a file or folder:**

- Open My Documents.

If the file or folder you want to move is not located in My Documents or its subfolders, use Search to find it. To open Search, click **Start**, and then click **Search**.

- Click the file or folder you want to move.
- Under **File and Folder Tasks** (on the left side of the folder window), click **Move this file** or **Move this folder**.
- In **Move Items**, click the new location for the file or folder, and then click **Move**.

Notes

- To open My Documents, click **Start**, and then click **My Documents**.

- To select a consecutive group of files, click the first file, press and hold down SHIFT, and then click the last file. To select files or folders in nonconsecutive order, press and hold down CTRL, and then click the items you want.
- You can also move a file or folder by dragging it to the desired location. For more information, click **Related Topics**.
- Use Windows Explorer to see files and move files easily. Use Windows Explorer when you want to see all files and folders. Open 2 Windows Explorer for easy manipulation.

Start/ All programs / Accessories / Windows Explorer.

Tip: Open 2 explorers windows. This makes rearranging files and folders easy. Explore View options to make file management easy. Suggestion: Select List for every menu.

➤ **10. To copy the window or screen contents:**

- To make a copy of the active window, press ALT+ **Print Screen** (next to the F<sub>12</sub> button)
- To copy the entire screen as it appears on your monitor, press **Print Screen**.

Note

- To paste the image into a document, click the **Edit** menu in the document window, and then click **Paste**.

To create a graphics file that contains a screen object, follow these steps:

- Open the object that you want to capture as an image. Adjust the size and the position of the object.
- Press ALT+PRINT SCREEN (press the PRINT SCREEN key while you hold down the ALT key).

The image of the active window is captured on the clipboard. **NOTE:** If you want to capture the object in the context of the entire screen, press the PRINT SCREEN key alone.

- Start the program that you will use to manipulate and save the image. For example, start Microsoft Photo Editor, which is available as one of the Microsoft Office Tools, or start Microsoft Paint, which is available with Microsoft Windows.
- On the **Edit** menu in Paint, click **Paste** (or click **Paste As New Image** in Photo Editor).

- If the image contains a lot of irrelevant content, select the part you want to keep, and then paste it as a new image. To do this, follow these steps:
  - a. Click the **Select** button on the standard toolbar.
  - b. Select the part that you want to keep, and then click **Copy** on the **Edit** menu.
  - c. On the **File** menu, click **New**. Click **No** when asked if you want to save the file.
  - d. On the **Edit** menu in Paint, click **Paste** (or click **Paste As New Image** in Photo Editor).
  
- Print the image or save it to a file.

## ➤ 11. Protecting your Internet Connection

To enable or disable **Windows Firewall**

1. Choose Start/Connect to/Show all connections /connection you are currently using/right click/properties.
2. On the **Advanced** tab, under **Windows Firewall**, select: settings../General tab. Coose the radio button “on” to enable the Windows Firewall.

➤ **12. Addressing Microsoft Word quirks:**

- To get rid of the Paperclip Man – click on him, click on options/ deselect box 1 – use office assistant / hit OK.
- To get rid of automatic styles (that's what it is when you can't get rid of the formatting surprises in Word:

Open a Word document, go to the Tools menu, go to AutoCorrect Options, Auto Format Tab, deselect the top 4 options, then deselect the Preserve Styles box. Click OK.

Also use the **right click** in the document for easy formatting choices. E.g. Right click in the text where you want to change a formatting option (e.g. bullets), go to Bullets and Numbering – click to make your choice. Further customize this choice if you wish.

➤ **13. Windows XP and Word 2002 Online Support**

Windows XP Step – by – step tutorials

<http://www.microsoft.com/enable/training/windowsxp/default.aspx>

Word 2002 Step by Step Tutorials

<http://www.microsoft.com/enable/training/word2002/default.aspx>