WINDOWS BASICS:
TASKS AND TOOLS

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PERSONALIZING YOUR PC

Overview

We all like a splash of personality in our surroundings, at home and at work. Windows makes it easy to personalize your computer.

- Add color, patterns, pictures, and even sounds to enhance your experience.

- Customize your mouse to make it easier to control.

- Set up your computer to load favorite programs automatically so they're ready when you are. And more.

Personalizing your PC is one of the fun things you can do with your computer. You'll also increase your work efficiency and enjoy computing more!

Customize your Desktop

Customize your desktop's Background

Here's how to give your desktop a fresh look:

1 Click **Start**, and then click **Control Panel**.

2 Click **Appearance and Themes**.

3 Under **Pick a task**, click **Change the desktop background**

Figure 1.1   Display Properties | Desktop
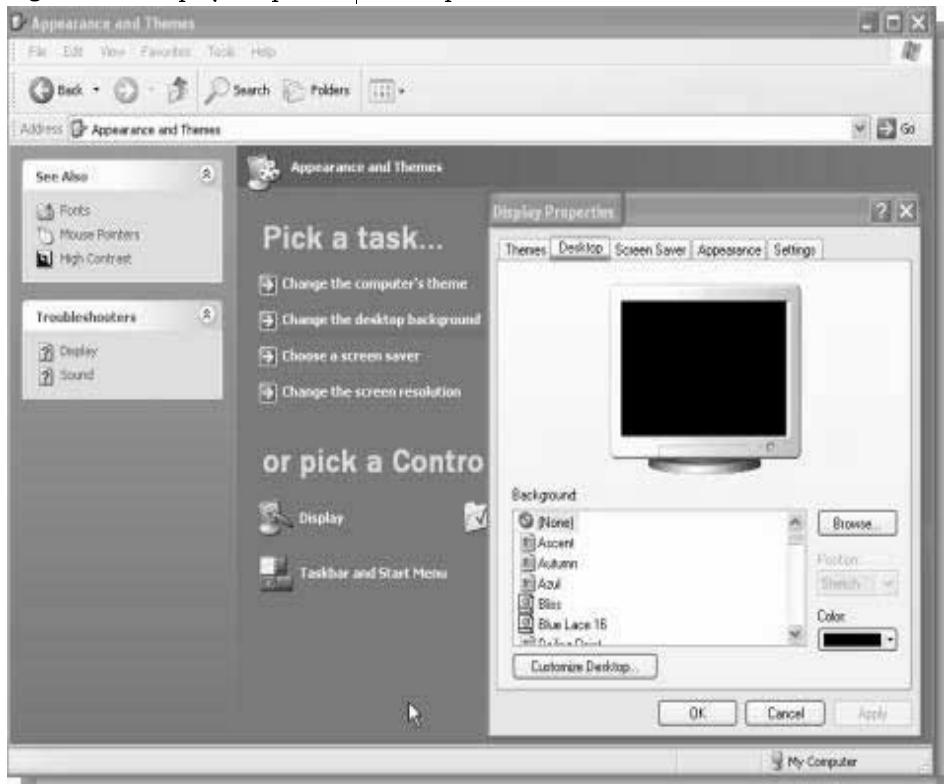
4 On the **Desktop** tab, do one or more of the following:

- In the **Color** box, select a color, or

- In the **Background** list, select a background picture. In the **Position** list select **Center**, **Tile**, or **Stretch** to define how the picture will be displayed. or

- Select **Browse** to search for background pictures located in other folders or on other drives. You can use files with the following extensions:.*bmp .gif, .jpg, .dib, .png, or .htm.* Select the position from the position list and press **OK** or **Apply.**

- If you want to use a picture from a Web site, on the site, right-click the image, and then click **Set as Desktop Background.**

- To see a colored background you must select **none** from the **Background** drop-down menu. Also, if you choose an .htm document as your background picture, the **Position** options are unavailable; instead, the .htm document automatically stretches to fill the entire background.

TIP: Taskbar taking up too much room? You can move it to any convenient location -- simply drag it to the sides, top or bottom of your screen! You might need to unlock the taskbar first. To do this, right-click any open area on the Taskbar, then click **Lock the Taskbar** to clear the check mark.

Desktop Themes

While still inside of **Display Properties**, click on the **Themes** Tab.

On the **Themes** tab, in the **Theme** list, click the theme you want, and then **OK**

Note: You can download and install custom themes from the internet.

To change desktop elements individually, go to the **Appearance** tab, choose elements to customize from the drop-down menus and modify them

1 By clicking the **Effects** button. You can transition effects, icon sizes for menus and more. Play around with the settings, see how you like them.

2 By selecting the **Advance** button, you have even more control over your desktop, you can change individual window and desktop items.

Figure 1.2   Display Properties | Advance

3 Select the Item you want to change from the **Item** list.

4 In figure 1-3 the Item selected is the "Active Title Bar". You can change the color combination of the window title bar, the size of the bar, change the font type and color. Repeat with each Item in the list until you have changed all the items you want.

> **For XP Users-** To save your new appearance, go back to the **Themes** Tab. You will notice that the Theme now reads **Windows XP (Modified)**. Click the **Save As** button and give your new theme a name and hit **Save.**

> **For 98 and 2000 Users**- once you are done making your new changes, click the **Save As** button in the current window.

> When done, click **Settings** tab in the **Display Properties** window.

For your eyes only

Screen resolution settings determine the amount of information your monitor displays. In Windows changing screen resolution settings to suit your preferences is easy.

On the **Settings** tab, under **Screen resolution**, drag the slider to the resolution you want.

Figure 1.3   Display Properties | Settings
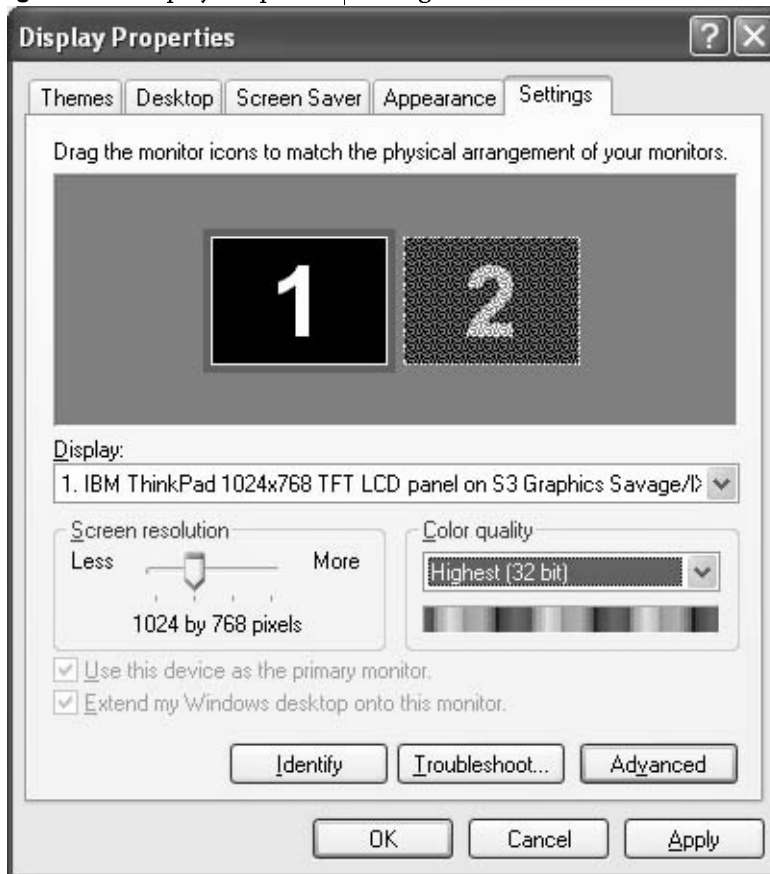
At low settings, screen contents appear as if viewed through a close-up camera lens - you see a relatively small amount of information (only part of a spreadsheet or Web page, for example), but the items themselves (text, pictures, etc.) appear relatively large.

High-resolution settings provide a bird's-eye view - more information is visible but the items on the screen appear smaller.

Color Quality displays the current color settings for the monitor attached to the video adapter that appears in Display. To use a different color setting, click the arrow, and then click a setting.

If you need to set your color quality to 256 colors to run a game or other software program that requires it, right-click the program icon or name on your desktop or Start menu, then click Properties. Click the Compatibility tab, and then select the Run in 256 colors check box. Your monitor will revert to your default color setting when you close the program

By clicking the **Advance** button, you can select that the settings be applied without restarting the system. There are several other tabs here for settings that have to do with specific hardware on your system. See manufactures manual that came with your system for details.

Adding Sound Effects

The customizing features of Windows offer more than just visual tweaks. You can also add sound effects - silly or sensible - to orchestrate any move, from opening and closing folders to emptying the Recycle Bin. Sound effects are a perfect complement to any customized desktop and a great way to express your personality.

Adding them is easy, too. Here's how:

1 Click **Start**, and then click **Control Panel**.

2 Click **Sounds, Speech, and Audio Devices**.

3 Under **Pick a task**, click **Change the sound scheme**.

Figure 1.4   Sound and Audio Device Properties

4 On the **Sounds** tab, under **Program events**, click the event to which you want to apply a sound.

5 In the **Sounds** list, click the sound you want to link to the event.

6 To hear the sound, click the playbutton to the right of the **Sounds** list. If you are satisfied with your choice, click **OK**.

7 Repeat steps 4 and 5 until you have linked sounds to as many program events as you want.

8 Click the **Browse** to use other sounds stored on your drive.

9 To save your settings into a personalized sound scheme, click **Save As**. Type a name for the sound scheme, and then click **OK**.

10 Click **OK** to complete the procedure and save your sound scheme.

While Windows XP contains many sound effects to choose from, you can create your own by copying them from other sources, such as CDs or the Internet, and storing them on your hard drive.

Teach your mouse new tricks

Pointer Options

Did you know you can change the speed at which your mouse pointer moves around the screen? Or switch the roles of the buttons to suit left-handed operation? Or even swap the arrow, hourglass, and other standard mouse pointers for different symbols? You can, and it's easy.

For Win9x & 2000 Users: Click Start | Control Panel and then Mouse

1 Click Start, and then click Control Panel.

2 Click Appearance and Themes.

3 Under See Also, click Mouse Pointers

Figure 1.5 Mouse Properties | Pointer Options
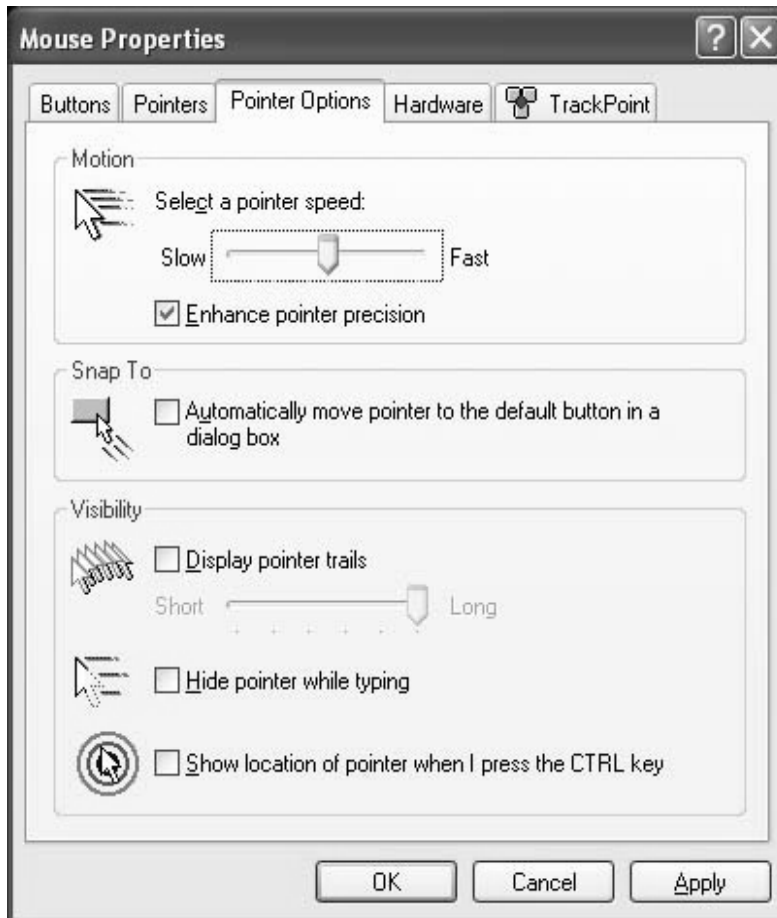
Under **Motion**, drag the slider left to make the pointer move slower, or right to make the pointer move faster. If you choose a fast speed, make sure that the **Enhance pointer precision** check box is selected (this provides better control of the pointer when moving it at short distances), and then click **OK**.

Under the **Buttons** Tab you can change the setting so your mouse is also left-handed, set your mouses double-click speed, and enable/disable click-lock.

On the **Pointers** tab, you can:

Switch all of your pointers at once, in the **Scheme** list, click the scheme you want.

To change pointers one at a time, in the Customize list, click the pointers you want to change. After each selection, click **Browse**, click the pointer image you want to assign as a replacement (a preview of the image displays in the lower left-hand corner), and then click Open.

You can save your customized scheme by clicking **Save As.**

Click **Apply** and **OK** to complete the procedure.

If your system is a Laptop, you will have an extra tab so you can configure your static pad or track point.

Supercharge your Startup

Want to keep your programs within easy reach? Windows XP lets you customize the **Start menu** and **Task Bar** so you can launch your favorite programs whenever you want them. No more searching for your favorite programs; you can easily pin, or assign, programs to the **Start menu**. Or you can use the **Quick Launch** bar as a way to keep other programs at your fingertips; ready to go at the click of the button.

The Start Menu

To Pin a program to the Start Menu do the following:

1 Click **Start**, and then click **All Programs**.

2 Click **Accessories** and point to **Calculator**.

3 Right-click **Calculator** and click **Pin to Start menu**.

4 Click anywhere on the desktop to quit the **Start menu**.

5 To remove it Right-click Calculator and click **Unpin from Start menu**.

Quick Launch Toolbar

The Quick Launch bar makes it easy to access frequently used programs like your e-mail, and to open an Internet Explorer window. Windows loads several programs by default in the Quick Launch, including **Show Desktop**. One click on **Show Desktop** minimizes all the programs on your desktop. Another click restores them just as you'd left them.

If the Quick Launch bar is not displayed, right-click an empty area on the taskbar and click **Properties**.

On the **Taskbar** tab, under **Taskbar appearance**, select the **Show Quick Launch** check box and click **OK**.

To add a program to the Quick Launch bar, simply drag the shortcut icon to the Quick Launch Bar.

To remove a program from the Quick Launch bar, right-click on the icon and select **Delete.**

Another quick way to start your programs is to place a shortcut icon on the desktop. Here's how:

1 Right-click **Start**, and then click **All Programs**.

2 Locate the folder, file, or program.

3 Right-click the icon representing the item and select **Send to**.

4 Then from the drop down menu select **Desktop (create shortcut).**

Desktop Cleanup

Shortcut icons are very convenient, but they have a way of cluttering your desktop. The Desktop Cleanup Wizard solves the problem! The wizard clears your desktop of icons you haven't clicked on during the past 60 days and sweeps them into a single desktop folder titled Unused Desktop Files. You can open the file to retrieve any of the icons (clicking on them places them back on your desktop), or you can easily send them to the Recycle Bin.

To enable/disable the Desktop Cleanup Wizard

1 Right-click on an empty area of your desktop and click **Properties.**

2 In **Display Properties** select the **Desktop** tab.

3 Click on the **Customize Desktop** button

4 Under **Desktop Cleanup** check the box to select Run desktop cleanup wizard every 60 days. To run the wizard immediately, click the **Clean Desktop Now** button

NOTE: Removing shortcut icons from your desktop does not delete any programs or files from your computer.

WORKING WITH FILES AND FOLDERS

Overview

Most Windows tasks involve working with files and folders. Windows uses folders to provide a storage system for the files on your computer, just as you use manila folders to organize information in a filing cabinet.

Folders can contain many different types of files, such as documents, music, pictures, videos, and programs. You can copy and move files from other locations, such as another folder, computer, or the Internet, to folders you create. You can even create folders within folders.

For example, if you are creating and storing files in the My Documents folder, you can make a new folder within My Documents to contain the files. If you decide that you want to move the new folder to a different location, you can easily move it and its contents by selecting the folder and dragging it to the new location.

File and Folder Management

Every Windows XP folder provides easy access to common file and folder management tasks. When you open any folder on your computer, a list of hyperlinked tasks is displayed next to the folder contents. You can select a file or folder, and then click a task to rename, copy, move, or delete it. You can also send a file in e-mail or publish it to the Web.

In addition to the basic file and folder tasks provided in all Windows XP folders, there are several folders that provide links to specialized tasks.

My Pictures and My Music folders provide task links that can help you manage your picture and music files.

In the My Computer folder, you can view and select the drives on your computer, the devices with removable storage, and the files stored on your computer. You can use the task links in this folder to view information about your computer, change system settings using Control Panel, and perform other system management tasks.

Use the Recycle Bin tasks to empty the Recycle Bin or restore deleted files and folders to their original locations. The Recycle Bin is displayed on your desktop.

> **Note:** Only Windows XP provides these hyperlinked tasks, however these tasks can be performed in all Windows versions.

To change the name of a file or folder

1 Open My Documents.

2 Click the file or folder you want to rename.

3 Under **File and Folder Tasks**, click **Rename this file** or **Rename this folder**.

4 Type the new name, and then press ENTER.

File names cannot contain the following characters: \ / : * ? " < > |.
The names of system folders such as Documents and Settings, Windows, or System32 cannot be changed. They are required for Windows to run properly

To copy a file or folder

1 Open My Documents.

2 Click the file or folder you want to copy.

3 Under **File and Folder Tasks**, click **Copy this file** or **Copy this folder**.

4 In **Copy Items**, select the drive or folder you want to copy to, and then click **Copy**.

You can copy more than one file or folder at a time.

To select consecutive files or folders, click the first item, press and hold down SHIFT, and then click the last item.

To select nonconsecutive files or folders, press and hold down CTRL, and then click each item.

Here is a shortcut to the above process. Once you have selected all of the files and folders you want to copy, press CTRL+C to copy all of the selected files and or folders to the clipboard. Select the folder you want the files in and press CTRL+V to paste the contents of the clipboard into the selected folder.

To create a new folder

1 Open My Documents.

2 Under **File and Folder Tasks**, click **Make a new folder**.

A new folder is displayed with the default name, **New Folder**, selected.

3 Type a name for the new folder, and then press ENTER.

> **Note:** To open My Documents, click Start, and then click My Documents. Or double-click the My Documents folder on the Desktop.
>
> You can also create a new folder by right-clicking a blank area in a folder window or on the desktop, pointing to **New**, and then clicking **Folder**.

To move a file or folder

1 Open My Documents.

2 Click the file or folder you want to move.

3 Under **File and Folder Tasks**, click **Move this file** or **Move this folder**.

4 In **Move Items**, click the new location for the file or folder, and then click **Move**.

Note:
You can also move a file or folder by dragging it to the desired location.

To delete a file or folder

TIP: You can also delete files or folders by right-clicking the file or folder and then clicking Delete.

1 Open My Documents.

2 Click the file or folder you want to delete.

3 Under **File and Folder Tasks**, click **Delete this file** or **Delete this folder**.

You can delete more than one file or folder at a time.

To select consecutive files or folders, click the first item, press and hold down SHIFT, and then click the last item. Then press the Delete key.

To select nonconsecutive files or folders, press and hold down CTRL, and then click each item. Then press the Delete key.

Notes: To retrieve a file you have deleted, double-click the Recycle Bin icon on your desktop. Right-click the file you want to retrieve, and then click Restore.

To permanently delete a file, press and hold down SHIFT and press Delete. The item is permanently deleted and cannot be retrieved from the Recycle Bin.

To Save a file

1 On the File menu of the program you are working in, click Save.

2 If you haven't saved your file before, type a name for the file in **File name**.

To save a copy of a file under a different name or in a different location,

1 On the **File** menu, click **Save As**.

2 Click the **Save in** arrow to find the drive or folder where you want to save the file, and then type the new name in the **File name** box. You can also specify a different format.

Viewing files and folders

Windows provides several new ways for you to arrange and identify your files when viewing them in folders, such as My Documents. When a folder is open, you can access each of the following view options on the **View** menu.

• Thumbnails view displays the images a folder contains on a folder icon so you can quickly identify the contents of the folder. For example, if you store pictures in several different folders, in Thumbnails view, you can tell at a glance which folder contains the pictures you want. Windows displays up to four images on a folder background, by default. Or, you can choose one picture to identify a folder in Thumbnails view. The complete folder name is displayed under the thumbnail.

• Tiles view displays your files and folders as icons. The icons are larger than those in Icon view, and the sort information you select is displayed under the file or folder name. For example, if you sort your files by type, "Microsoft Word document" appears under the file name for a Microsoft Word document

• Icons view displays your files and folders as icons. The file name is displayed under the icon; however, sort information is not displayed. In this view you can display your files and folders in groups.

• List view displays the contents of a folder as a list of file or folder names preceded by small icons. This view is useful if your folder

contains many files and you want to scan the list for a file name. You can sort your files and folders in this view; however, you cannot display your files in groups.

• In Details view, Windows lists the contents of the open folder and provides detailed information about your files, including name, type, size, and date modified.

To choose which details you want to display, on the **View** menu, click **Choose Details**. By default, the details displayed are the file name, file size, file type and the last date the file was modified. You can also change the order in which the information appears.

Personal files and folders

My Documents is your personal folder. It contains two specialized personal folders, My Pictures, My Music. You can make your personal folders available to everyone, or you can make them private so that only you can access the files within them.

Figure 2.1   Personal Folders inside of My Documents

Windows creates personal folders for every user on the computer. When there is more than one person using the computer, each personal folder is identified by the user's name. For example, if John and Jane use the same computer, there will be two sets of personal folders: John's Documents, Music, and Pictures, and Jane's Documents, Music, and Pictures. When John is logged on to the computer, his personal folders appear as My Documents, My Pictures, and My Music, and Jane's appear as Jane's Documents, Jane's Pictures, and Jane's Music and vise versa.TIP: You can also access Windows Explorer by right-clicking My Documents folder on the desktop, and selecting Explorer.

You can use Windows Explorer to access your personal folders. To open Windows Explorer, click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**.

SHARING YOUR COMPUTER

Overview

The User Accounts feature in Windows is able to store personalized settings and preferences for multiple users. When a user logs on for whom such data is stored, the computer retrieves it and behaves as if those settings and preferences are the only ones it contains. User Accounts makes your computer safer and more fun to use. With User Accounts you can:

- Customize the way everything on the screen looks when you are using the computer, without affecting how it looks to others.

- Protect your important computer settings.

- Use a password to keep your files private.

- Log on faster.

- Quickly switch between users, without having to close your programs.

Ready to learn more about sharing? Follow us!

Types of Accounts

This description and procedure applies only to users of Windows XP Home Edition and to users of Windows XP Professional configured to link the computer to a workgroup. If your version of Windows XP Professional links the computer to a domain, you can then create other groups.

Computer Administrator account -

This allows the holder unlimited power to modify the computer in any way, and - importantly - to view and alter the contents of all other accounts. Generally, only one user of a shared computer holds a computer administrator account - the boss! A person with a computer administrator account can, among other things:

- Create and delete other user accounts on the computer.
- Change any user's account name, picture, password, and account type.
- Install and uninstall software and hardware.
- Change all system-wide settings.

However, the holder of a computer administrator account cannot change his or her account type to any other unless at least one computer administrator account remains. This ensures there is always someone able to fully operate the computer.

Standard account - (Power Users Group)

This account type is available only to users of Windows XP Professional using computers in a domain environment. With a standard account, a user can:

- Install and uninstall software and hardware, provided doing so does not alter computer settings restricted by the holder of a computer administrator account.
- Create, change, or remove the account password.

- Change the account picture.

Limited account - (Users Group)

Assigning limited user accounts is an effective way to prevent inexperienced or unauthorized users from changing computer settings or deleting important files. Holders of limited accounts can only:

- Create, change or delete their account password.

- Change their account picture.

Guest access -

The guest access feature of Windows XP allows someone who is not a regular user of the shared computer to operate it as if he or she holds a limited account. Guest access is not protected by a password. Using Guest access makes it easy for visitors to log on quickly to check e-mail, browse the Internet, write and print documents, and perform similar activities.

Creating User Accounts

The description and procedure below applies only to users of Windows XP Home Edition and to users of Windows XP Professional configured to link the computer to a workgroup (Peer-to-Peer network). If your version of Windows XP Professional links the computer to a domain, some of these features are not available.

Setting up user accounts is easy, but you must remember to set up your own computer administrator account first. If you do not, you won't be able to set up the others. The names of the user accounts you set up appear listed on the Welcome screen and individually on each account holder's Start menu.

To Setup a User Account:

   1 Click **Start**, and then click **Control Panel**.

2 Click **User Accounts**.

3 Under **Pick a task**, click **Create a new account**.

4 On the **Name the new account** page, type a name for the new account, and then click **Next**.

On the **Pick an account type** page, click the type of account you want to assign, and then click **Create Account**.

Apply a unique picture to a user account

For a personal touch, Windows XP can display a photo or other image beside the names of account holders on the Welcome screen. While an administrator of an account can assign pictures for all users, any account holder can choose his or her own picture. Here's how:

1 Click **Start**, and then **Control Panel**.

2 Click **User Accounts**.

3 Under Pick a task, click **Change an account**.

4 On the Pick an account to change page, click your user account.

5 On the What do you want to change about your account page, click **Change my picture**.

6 On the **Pick a new picture for your account** page, click one of the pictures displayed, or click **Browse for More Pictures**. Click **Change Picture**.

7 In the My Pictures folder, or in any of the folders in the Look in list, click the picture you want to use for your account, and then click Open.

8 The picture will then be displayed, selected, on the Pick a new picture for your account page.

9 Click Change Picture.

If you find a picture on the Internet that you want to save and display on the Welcome screen, just do the following:

1 Navigate to the picture you want to save.

2 Right-click the picture, and click **Save Picture As** (this saves the picture in the My Pictures folder).

3 In the **File name** box, type a name for the picture, and then click **Save**.

4 Click **Start**, and then **Control Panel**.

5 Click **User Accounts**.

6 Under **Pick a task**, click **Change an account**.

7 On the **Pick an account to change** page, click your user account.

8 On the **What do you want to change about your account** page, click **Change my picture**.

9 Click **Browse for more pictures** to navigate to the My Pictures folder.

10 Select the picture you saved in step three, above, and click **Open**.

The new picture is then assigned to your user account.

Protect with Passwords

The description and procedure below applies only to users of Windows XP Home Edition and to users of Windows XP Professional configured to link the computer to a workgroup (Peer-to-Peer network). If your version of Windows XP Professional links the computer to a domain, some of these features are not available

Unless they are protected by passwords, accounts listed on the Welcome page can be opened by anyone simply by clicking on them. Passwords help ensure information that you keep on the computer stays private and secure. By controlling access to your user account with a password, no one but you (and holders of computer administrator accounts, if yours is a limited account) can view or alter data in the account.

If you are the only holder of a computer administrator account for a shared computer, protecting the account with a password is especially important to prevent accidental or unauthorized changes to important system-wide settings and application software.

Figure 3.1   Create a Password

1 Click **Start**, and then **Control Panel**.

2 Click **User Accounts**.

3 Under **or pick an account to change**, click the name of your account.

4 On the **What do you want to change about your account** page, click **Create a password**.

5 In the **Type a new password** box, type a password. In the **Type the new password again to confirm** box, type the new password again. If you want a reminder in case you forget your password, type a hint for yourself in the **Type a word or phrase to use as a password hint** box, and then click **Create Password**.

Changing a Users Password

The steps to perform this task differ depending on the type of user account you have.

If you have a computer administrator account:

- •Click your account name.

- •Click Change my password.

In Type your current password, type your current password.

In Type a new password and Type the new password again to confirm, type your new password.

You can also enter descriptive or meaningful text in Type a word or phrase to use as a password hint to help you remember your password.

Click Change Password

If you have a limited account

Open User Accounts in Control Panel.

Click Change my password.

In Type your current password, type your current password.

In Type a new password and Type the new password again to confirm, type the new password.

You can also enter descriptive or meaningful text in Type a word or phrase to use as a password hint to help you remember your password.

Click Change Password

If you're a party of one - sole owner and user of a computer - you might still want to set up your computer with user accounts, naming you as computer administrator and protecting the account with a password. Doing so prevents casual access to the system by others if you leave your computer unattended while logged onto Windows XP, provided you log off from your account. For added security, disable guest access.

To disable guest access

1 click **Start**, and then click **Control Panel**.

2 Click **User Accounts**

3 Under **or pick an account to change**, click **Guest**.

4 On the **What do you want to change about the guest account** page, click **Turn off the guest account**.
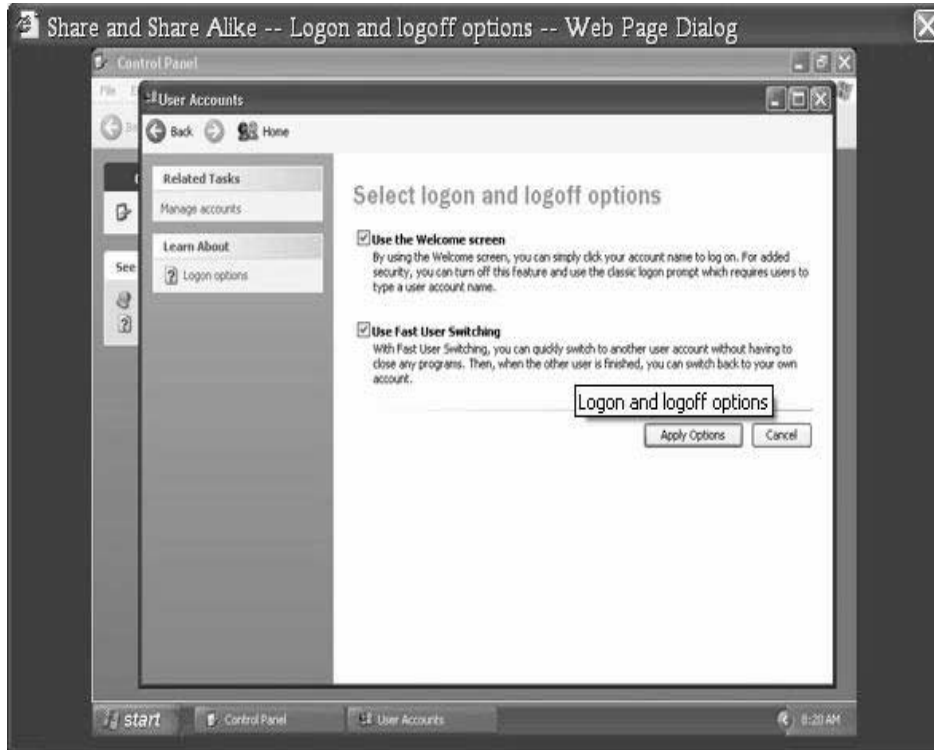
Switching Users

You're in the midst of writing an important document or composing a lengthy spreadsheet when someone sharing the computer asks to use it for an emergency. Sound familiar? Windows XP allows you to take those situations in stride. With the Fast User Switching feature in Windows XP, you can easily interrupt your work without closing your files. All you need to do is:

1 Click **Start**, and then click **Log off**.

2 Click **Switch User**.

Doing so displays the Welcome screen where another account holder can log on. When finished, that person can log off the same way, and you can simply log back on to find your open files just as you left them. What's more, if the other user accidentally shuts down the computer instead of returning to the Welcome screen, Windows XP automatically saves all open files and any application programs that are running, so that they are restored when the computer is restarted

Figure 3.2 Logon and Logoff Options

If you hold a computer administrator account you can turn on or disable Fast User Switching. Here's how:

1 Click **Start**, and then click **Control Panel**.

2 Click **User Accounts**.

3 Under **Pick a task**, click **Change the way users log on or off**.

4 On the **Select logon and logoff options** page, select the **Use the Welcome screen** and the **Use Fast User Switching** check boxes.

4

PERFORMANCE AND MAINTENANCE

Overview

Microsoft Windows provides tools and programs designed to keep your computer safe, manage your system, and perform regularly scheduled maintenance that keeps your computer running at optimum performance. Learn how to free up disk space, restore your system (Windows ME and XP only), create regularly scheduled tasks, and more.

Protecting against viruses and Trojan Horses

In today's computing world, you must prevent intentional intrusions into your computer and network that take the form of viruses and Trojan horses. Follow these tips to help prevent virus outbreaks and Trojan horse attacks.

- Have at least one commercial virus-detection program and use it regularly to check your computers for viruses. Most Antivirus programs have an Auto-protect feature that scans your system constantly while you are logged on. Be sure to obtain the latest virus signature files for your program when they are available, because new viruses are created every day. The Automatic Live Update feature can be set to notify you when updates are available or download and install in the background without interrupting up.

- Educate yourself about viruses and how they are commonly spread. You can unwittingly bring viruses into the network by loading a program from a source such as the Internet, online bulletin board, or e-mail attachments.

- Programs on floppy disks may also contain viruses. Scan all floppy disks before copying or opening files from them, or starting your computer from them

- Learn the common signs of viruses: unusual messages that appear on your screen, decreased system performance, missing data, and inability to access your hard drive. If you notice any of these problems on your computer, run your virus-detection software immediately to minimize the chances of losing data.

Recommended Sites:

Online Virus Encyclopedia - http://www.sarc.com/avcenter/vinfodb.html

- Virus Hoaxes are also a very common occurrence. These hoaxes usually arrive in the form of an e-mail. Please disregard the hoax e-mails - they contain bogus warnings usually intent only on frightening or misleading users. The best course of action is to merely delete these hoax e-mails. The following site contains a list of all current virus hoaxes: http://www.sarc.com/avcenter/hoax.html.

Please refer to this page whenever you receive what appears to be a bogus message regarding a new virus, or promotion that sounds too good to be true

Using Windows Update

Windows Update is the online extension of Windows. Use Windows Update to download items such as security fixes, critical updates, the latest Help files, drivers, and Internet products. New content is added to the site regularly, so you can always get the most recent updates and fixes to protect your computer and keep it running smoothly.

Windows Update scans your computer and provides you with a tailored selection of updates that apply only to the items on your computer.

Any update that Microsoft considers critical to the operation of your operating system, programs, or hardware is classified as a "critical update" and is automatically selected for you to install. Critical updates are provided to help resolve known issues and protect your computer from known security vulnerabilities.

Save your work and close any open programs before beginning the installation process.

To manually update your system follow these steps.

1 Click **Start** then **All Programs** and then **Windows Update.**

   NOTE: This is a good program to pin to the Start Menu.

2 Once the Microsoft Update site comes up, click **Scan for Updates.**

3 As you browse through the available updates in each category, click **Add** to select the update of your choice and add it to the collection of updates you want to install. You can also read a full description of each item by clicking the **Read more** link.

4 When you have selected all the updates you want, click **Review and install updates**, and then click **Install Now**.

Some updates might require that you restart your computer.

Updating Windows Automatically

Windows can now keep your computer up-to-date automatically with the latest updates, drivers, and enhancements. Windows recognizes when you are online and uses your Internet connection to search for downloads from the Windows Update Web site. An icon appears in the notification area each time new updates are available

Figure 4.1   Automatic Update Properties
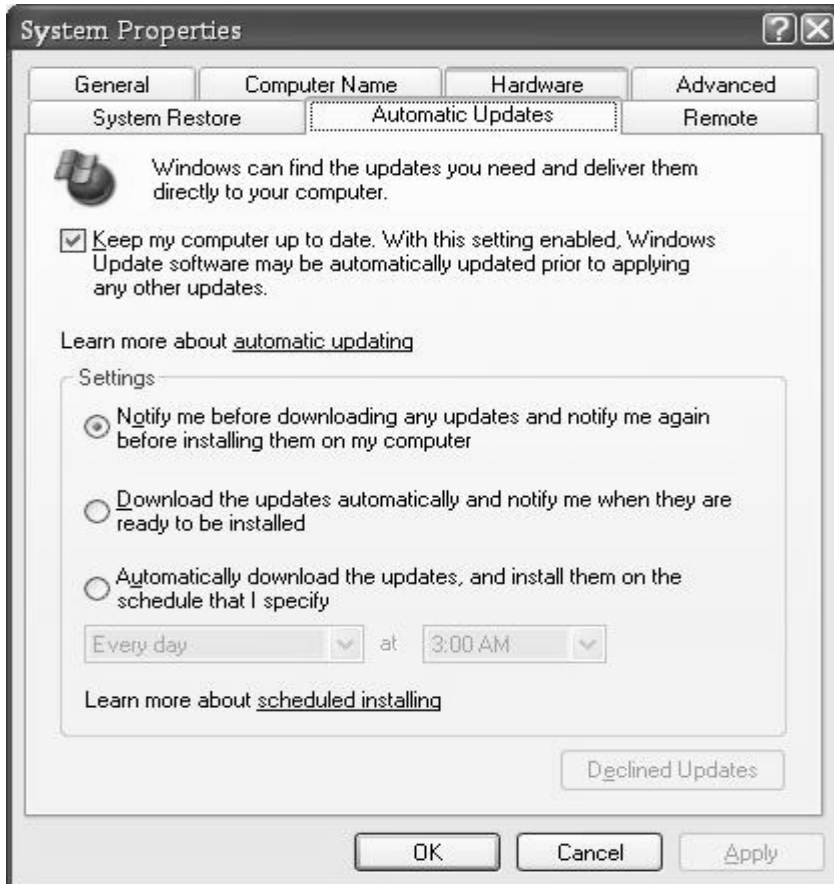
You can specify how you want Windows to update your computer. You can choose to have Windows notify you whenever it finds updates available for your computer. It will then download the updates in the background, allowing you to continue working uninterrupted. After the download is complete, an icon will appear in the taskbar with a message that the updates are ready to be installed. When you click the icon or message, you will be able to install the new updates in a few simple steps.

Save your work and close any open programs before beginning the installation process.

If you choose not to install a specific update that has been downloaded, Windows deletes its files from your computer. If you change your mind later, you can download it again by first clicking **Restore Declined Updates**. If any of the updates you previously declined still apply to your computer, they will appear the next time Windows notifies you of available updates.

You must be logged on as a computer administrator to install components or modify Automatic Updates settings. Windows might prompt you to restart your computer after certain components are installed. Restart your computer when prompted; otherwise, your computer might not work properly.

Freeing up Disk Space

The Recycle Bin

The Recycle Bin provides a safety net when deleting files or folders. When you delete any of these items from your hard disk, Windows places it in the Recycle Bin and the Recycle Bin icon changes from empty to full. Items deleted from a floppy disk or a network drive are permanently deleted and are not sent to the Recycle Bin.

Items in the Recycle Bin remain there until you decide to permanently delete them from your computer. These items still take up hard disk space and can be restored back to their original location. When it fills up, Windows automatically cleans out enough space in the Recycle Bin to accommodate the most recently deleted files and folders.

If you're running low on hard disk space, always remember to empty the Recycle Bin. You can also restrict the size of the Recycle Bin to limit the amount of hard disk space it takes up.

To empty the Recycle Bin, right click on the icon on the desktop then select **Empty Recycle Bin.**

If you only want to remove some of the items in the Recycle Bin, hold down CTRL, and then click each item that you want to remove. When you have finished selecting the items that you want to remove, on the **File** menu, click **Delete**. Or simply hit the **Delete key** on the keyboard.

To restore an item in the Recycle Bin, right-click it, and then click **Restore**. Or, to restore all items; right-click the Recycle Bin and select **Open**, then from the Edit menu select Select All, and then on the File menu select **Restore**. This will restore them to their original location.

Disk Cleanup Manager

When running an operating system as complex as Windows, you may not always know the significance of all the files on your computer. Sometimes Windows uses files for a specific purpose and then retains them in a folder designated for temporary files. Alternatively, you may have previously installed Windows components that you are no longer using. For a variety of reasons, including running out of space on your hard drive, you may want to reduce the number of files on your disk, or

create more free space, if it can be done without harming any of your programs.

Figure 4.2 Disk Cleanup Wizard
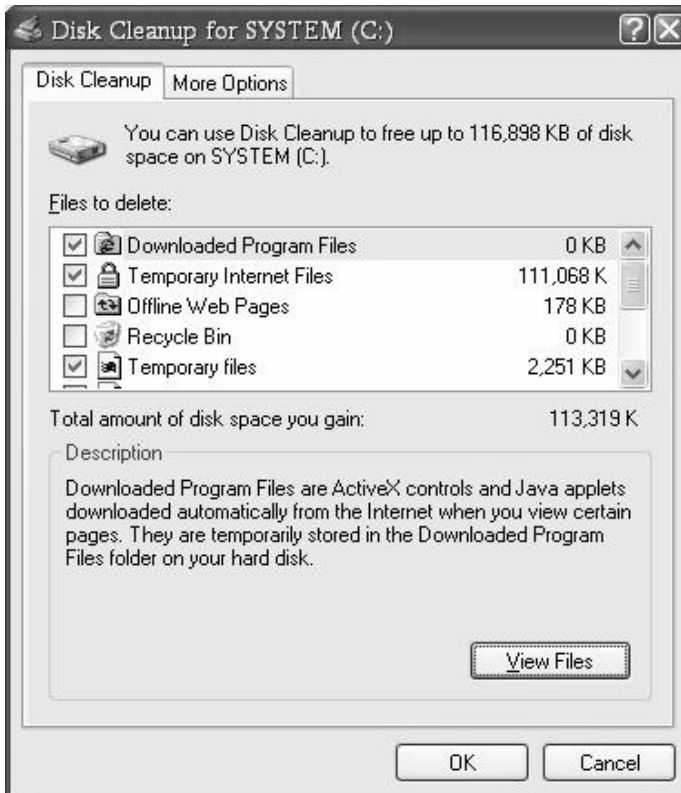
To start Disk Cleanup, click **Start**, **Control Panel,** then click Performance and Maintenance. Under Pick a task, select **Free up space on your hard disk.** Or

Use the Windows Disk Cleanup Wizard to perform all of the following tasks to clear space on your hard disk:

- Remove temporary Internet files.

- Remove any downloaded program files (ActiveX controls and Java applets downloaded from the Internet).

- Empty the Recycle Bin.

- Remove Windows temporary files.

- Remove Windows components that you are not using.

- Remove installed programs that you no longer use

Defragmenting your Hard Drive

Disk Defragmenting consolidates fragmented files and folders on your computer's hard disk, so that each occupies a single, contiguous space on the volume. As a result, your system can gain access to your files and folders and save new ones more efficiently. By consolidating your files and folders, Disk Defragmenter also consolidates the volume's free space, making it less likely that new files will be fragmented.

Figure 4.3   Disk Defragmentor
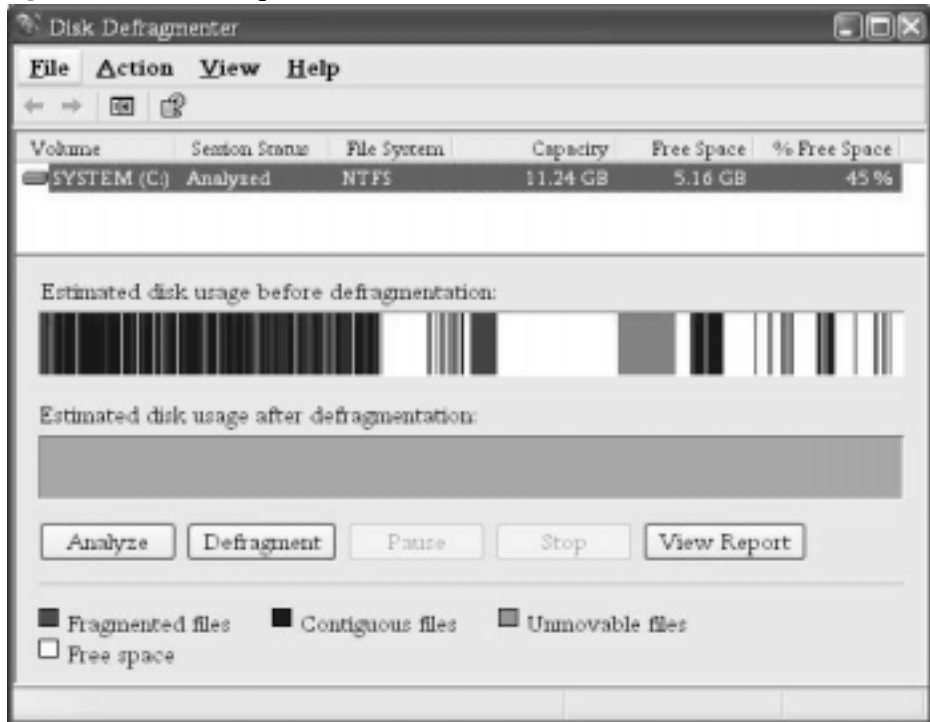
To open Disk Defragmenter, click **Start**, point to **All Programs**, point to **Accessories**, point to **System Tools**, and then click **Disk Defragmenter**.

A volume must have at least 15% free space for defrag to completely and adequately defragment it. Defrag uses this space as a sorting area for file fragments. If a volume has less than 15% free space, defrag will only partially defragment it. To increase the free space on a volume, delete unneeded files or move them to another disk

You cannot defragment volumes that the file system has marked as dirty, which indicates possible corruption. You must run **chkdsk** (check disk) on a dirty volume before you can defragment it.

System Restore

System Restore is a component of Windows ME, XP Home and XP Professional that you can use to restore your computer to a previous state, if a problem occurs, without losing your personal data files (such as Microsoft Word documents, browsing history, drawings, favorites, or e-mail).

System Restore monitors changes to the system and some application files, and it automatically creates easily identified restore points. These restore points allow you to revert the system to a previous time. They are created at the time of significant system events (such as when an application or driver is installed). You can also create and name your own restore points at any time.

Figure 4.4   System Restore Welcome screen

Restoring your computer does not affect or change your personal data files.

If a program was installed after the restore point that you are restoring to was created, the program might be uninstall as part of the restoration process. Data files that are created with the program are not lost. However, in order to open the files again, you must reinstall the associated program.

The actual number of saved restore points depends on how much activity there has been on your computer, the size of your hard disk (or the partition that contains your Windows folder), and how much disk space has been allocated on your computer to store System Restore information. To change system restore settings:

1 click **Start**, click **Control Panel**, click **Performance and Maintenance**, and then click **System**. In the **System Properties** dialog box, click the **System Restore** tab.

Figure 4.5   System Restore Properties
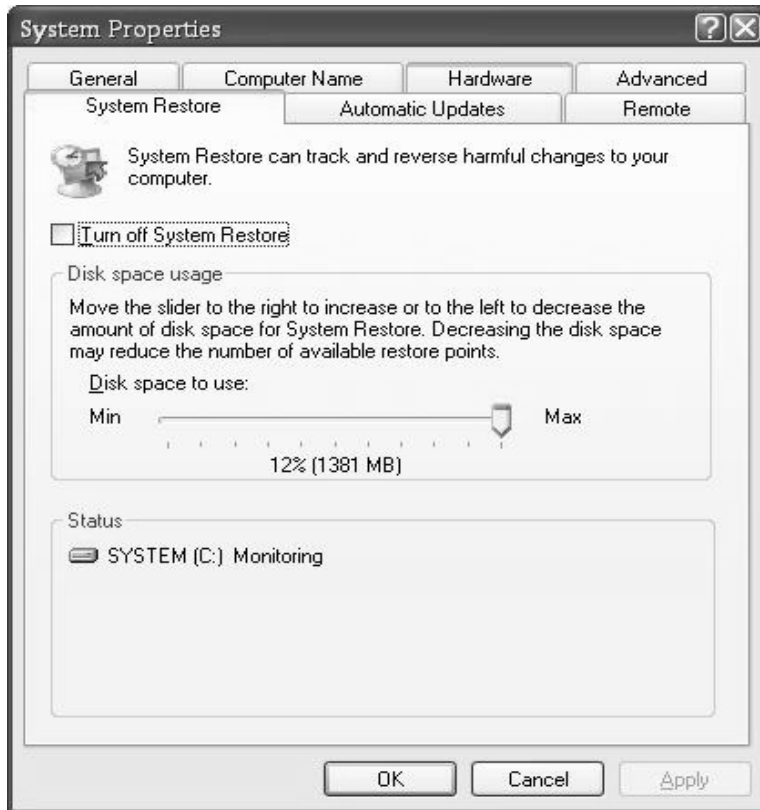
When you run System Restore, a calendar is displayed to help you find dates associated with restore points. If you don't use your computer every

day, some days might not have any restore points. If you use your computer frequently, you might have restore points almost every day, and some days might have several restore points.

Figure 4.6 Locate dates associated with Restore Points

If you do not like the state of your computer after your restore it, you can undo the restoration or select another restore point. All successful restorations are reversible.

The list below describes each type of restore point and how System Restore works with each type.

- **Initial System checkpoints** - This restore point is created the first time you start your computer after you upgrade it to Windows XP or when you first start a new computer. Selecting this restore point reverts Windows and programs to the state they were in at that time. If System Restore must remove all old restore points to make room for new changes, a new restore point is created and restore points creation resumes from that time.

- **System checkpoints** - System Restore creates restore points on a regular basis even if you have not made any changes to the system. System Restore automatically creates these restore points:

every 24 hours of calendar time or every 24 hours your computer is turned on. If your computer is turned off for more than 24 hours, System Restore creates a restore point the next time you start the computer.

- **Program name installation restore points** - When you install a program by using the latest installers such as Install Shield and Windows Installer, System Restore creates a restore point. Use these restore points to track changes made to your system or to restore your computer to the state it was in before you installed the program. Selecting this restore point removes installed files and registry settings, and restores programs and system files that were altered by the installation.

- **Windows automatic update restore points** - If you use Windows automatic updates to receive downloaded updates, System Restore creates a restore point before installing the updating software. If items are downloaded, but not installed, a restore point is not created. A restore point is created only when the components start to install. Use these points to track changes you made to your system or if these updates might conflict with other products on your computer

- **Manually created restore points** - You can manually create your own restore points in the System Restore Wizard. When a created restore point is listed in the Select a restore point screen, it includes the name you gave it and is prefaced with the day, date and time it was created. You can create a restore point when you like the way your computer is functioning or before you make changes on your computer, like installing programs, that might make your computer function differently.

- **Unsigned device driver restore points** - System Restore immediately creates a restore point if it detects that you are installing a driver to your computer that has not been signed or certified by Windows Hardware Quality Labs (WHQL). If the installation of the driver makes undesirable changes to your computer, you can select these restore points in the Select a restore point screen in the System Restore Wizard to undo the changes and restore your computer to the state that existed before you installed the driver

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

NOTE: Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.

General Keyboard Shortcuts

Key Combination	Description
CTRL+A	Select All
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.
CTRL+ESC	Display the **Start** menu.
CTRL+RIGHT ARROW	Move the insertion point to the beginning of the next word.
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+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.
ALT+TAB	Switch between open items.
ALT+ENTER	View properties for the selected item.
ALT+SPACEBAR	Display the System menu for the active window.
ALT+Underlined letter in a menu name	Display the corresponding menu.
ALT+F4	Close the active item, or quit the active program.
F1	Display Help
F2	Rename selected item.
F4	Display the Address bar list in My Computer or Windows Explorer.
F5	Refresh the active window.

General Keyboard Shortcuts

Key Combination	Description
F6	Cycle through screen elements in a window or on the desktop.
SHIFT+F10	Display the shortcut menu for the selected item. (same as right-click on mouse)
F10	Activate the menu bar in the active program.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer.
ESC	Cancel the current task.
END	Display the bottom of the active window in My Computer or Windows Explorer
HOME	Display the top of the active window in My Computer or Windows Explorer
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.

Glossary

A

Administrator   A person responsible for setting up and managing domain controllers or local computers and their user and group accounts, assigning passwords and permissions, and helping users with networking problems.

B

built-in groups   The default security groups installed with the operating system. Built-in groups have been granted useful collections of rights and built-in abilities. Windows default built-in groups are, Administrator, users, guest, and power users.

C

Computer   A programmable machine. The two principal characteristics of a computer are: It responds to a specific set of instructions in a well-defined manner. It can execute a prerecorded list of instructions (a program). Modern computers are electronic and digital. The actual machinery -- wires, transistors, and circuits -- is called *hardware*; the instructions and data are called *software*. All general-purpose computers require the following hardware components:

- **memory :** Enables a computer to store, at least temporarily, data and programs.
- **mass storage device :** Allows a computer to permanently retain large amounts of data. Common mass storage devices include disk drives and tape drives.

- **input device :** Usually a keyboard and mouse, the input device is the conduit through which data and instructions enter a computer.
- **output device :** A display screen, printer, or other device that lets you see what the computer has accomplished.
- **central processing unit (CPU):** The heart of the computer, this is the component that actually executes instructions.

In addition to these components, many others make it possible for the basic components to work together efficiently. For example, every computer requires a bus that transmits data from one part of the computer to another.

Computers can be generally classified by size and power as follows, though there is considerable overlap:

- **personal computer :** A small, single-user computer based on a microprocessor. In addition to the microprocessor, a personal computer has a keyboard for entering data, a monitor for displaying information, and a storage device for saving data.
- **workstation :** A powerful, single-user computer. A workstation is like a personal computer, but it has a more powerful microprocessor and a higher-quality monitor.
- **minicomputer :** A multi-user computer capable of supporting from 10 to hundreds of users simultaneously.
- **mainframe :** A powerful multi-user computer capable of supporting many hundreds or thousands of users simultaneously.
- **supercomputer :** An extremely fast computer that can perform hundreds of millions of instructions per second.

D

Defrag   The process of rewriting parts of a file to contiguous sectors on a hard disk to increase the speed of access and retrieval. When files are updated, the computer tends to save these updates on the largest continuous space on the hard disk, which is often on a different sector than the other parts of the file. When files are thus fragmented, the computer must search the hard disk each time the file is opened to find all of the file's parts, which slows down response time.

Desktop   The on-screen work area on which windows, icons, menus, and dialog boxes appear.

Device   Any piece of equipment that can be attached to a network or computer; for example, a computer, printer, joystick, adapter, or modem card, or any other peripheral equipment. Devices normally require a device driver to function with Windows.

Device Driver   A program that allows a specific device, such as a modem, network adapter, or printer, to communicate with the operating system. Although a device might be installed on your system, Windows cannot use the device until you have installed and configured the appropriate driver.

Domain   A group of computers and devices on a network that are administered as a unit with common rules and procedures

Download   To transfer a copy of a file from a remote computer to the requesting computer by means of a modem or network.

Drag   To move an item on the screen by selecting the item and then pressing and holding down the mouse button while moving the mouse. For example, you can move a window to another location on the screen by dragging its title bar.

Drive   An area of storage that is formatted with a file system and has a drive letter. The storage can be a floppy disk, a CD, a hard disk, or another type of disk. You can view the contents of a drive by clicking its icon in Windows Explorer or My Computer.

F

File   A collection of data or information that has a name, called the *filename*. Almost all information stored in a computer must be in a file. There are many different types of files: *data files, text files , program files, directory files,* and so on. Different types of files store different types of information. For example, program files store programs, whereas text files store text

Folder   A container for programs and files in graphical user interfaces, symbolized on the screen by a graphical image (icon) of a file folder. A folder is a means of organizing programs and documents on a disk and can hold both files and additional folders.

Format   The structure of a file that defines the way it is stored and laid out on the screen or in print. The format of a file is usually indicated by its extension. For example, .txt after a file name indicates the file is a text document, and .doc after a file name indicates it is a Word document.

Fragmentation   The scattering of parts of the same disk file over different areas of the disk. Fragmentation occurs as files on a disk are deleted and new files are added. It slows disk access and degrades the overall performance of disk operations, although usually not severely.

G

Group   A collection of users, computers, contacts, and other groups. Groups can be used as security or as e-mail distribution collections. Distribution groups are used only for e-mail. Security groups are used both to grant access to resources and as e-mail distribution lists.

Guest Account   A built-in account used to log on to a computer running Windows when a user does not have an account on the computer or domain, or in any of the domains trusted by the computer's domain.

H

Hard Disk A device, also called hard disk drive, that contains one or more inflexible platters coated with material in which data can be recorded magnetically with read/write heads. The hard disk exists in a sealed case that protects it and allows the head to fly 10 millionths to 25 millionths of an inch above the surface of a platter. Data can both be stored and accessed much more quickly than on a floppy disk.

Hyperlinks Colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.

I

Icon A small image displayed on the screen to represent an object that can be manipulated by the user. Icons serve as visual mnemonics and allow the user to control certain computer actions without having to remember commands or type them at the keyboard

L

Log-on The process of using your name to sign in to use the computer.

M

My Documents A folder that provides you with a convenient place to store documents, graphics, or other files you want to access quickly. When you save a file in a program such as WordPad or Paint, the file is automatically saved in My Documents, unless you choose a different folder.

N

Notification area The area on the taskbar to the right of the taskbar buttons. The notification area displays the time and can also contain shortcuts that provide quick access to programs, such as Volume Control and Power Options. Other shortcuts can appear temporarily, providing information about the status of activities. For example, the printer shortcut icon appears after a document has been sent to the printer and disappears when printing is complete.

P

Partition A portion of a physical disk that functions as though it were a physically separate disk. After you create a partition, you must format it and assign it a drive letter before you can store data on it.

R

Recycle Bin The place in which Windows stores deleted files. You can retrieve files you deleted in error, or you can empty the Recycle Bin to create more disk space.

S

Start Menu Menu containing important and frequently used programs, folders, and utilities. To open the Start Menu, click the Start button on the taskbar.

StickyKeys A keyboard feature that enables you to press a modifier key (CTRL, ALT, or SHIFT), or the Windows logo key, and have it remain active until a non-modifier key is pressed. This is useful for people who have difficulty pressing two keys simultaneously.

T

Taskbar   The on-screen bar that contains the Start button and appears by default at the bottom of the desktop.

Trojan horse   A program that masquerades as another common program in an attempt to receive information. An example of a Trojan horse is a program that behaves like a system logon to retrieve user names and password information that the writers of the Trojan horse can later use to break into the system.

U

User   A person who uses a computer. If the computer is connected to a network, a user can access the programs and files on the computer, as well as programs and files located on the network (depending on account restrictions determined by the network administrator).

V

Volume   An area of storage on a hard disk. A volume is formatted by using a file system, such as FATor NTFS, and has a drive letter assigned to it.

You can view the contents of a volume by clicking its icon in Windows Explorer or in My Computer. A single hard disk can have multiple volumes, and volumes can also span multiple disks.

Virus   A program that attempts to spread from computer to computer and either cause damage (by erasing or corrupting data) or annoy users (by printing messages or altering what is displayed on the screen).

W

Welcome screen   The first screen that appears when you log onto Windows XP. The Welcome page lists the holders of all user accounts.

Workgroup computing   occurs when all the individuals have computers connected to a network that allows them to send e-mail to one another, share data files, and schedule meetings. Sophisticated workgroup systems allow users to define workflows so that data is automatically forwarded to appropriate people at each stage of a process.

Worm   A program that replicates itself many times using up computer resources and eventually shutting the system down.