Using Windows XP

GENERAL INFORMATION

This sheet is designed to be an aid to you as you are using Windows XP. This sheet covers many of the basic commands for using the Windows XP operating system. If you have any additional questions or require further information, please visit the Microsoft Website at http://www.microsoft.com

WELCOME TO WINDOWS XP

After you log into your machine, the first screen you see is called the desktop, an area on which icons and windows are displayed. Desktop icons line the left side of your screen. Across the bottom of the screen is the taskbar, which displays the applications currently open and running. To switch between different programs, click the mouse pointer on the program you want to work. To use the keyboard, hold down **Alt**+**Tab** to select the program and then release the keys.

SWITCHING BETWEEN XP AND CLASSIC VIEW

When you use Windows XP for the first time everything is in Windows XP *View*. If you are having trouble finding anything in this view, or would just like to switch back to classic view, there are several ways to do so:

Desktop: To customize your desktop so that it has the same features as older versions of Windows, single-right-click on any empty space on the desktop and then select **Properties**. Click on the **Desktop** tab, then click on the **Customize Desktop** icon in the bottom left corner. This will bring up a window where in the first box you can customize which system icons you want to view on the desktop (put a check in the box for each item you want displayed). Click **OK** and then click **OK** again.

Start Menu: To customize your start menu so that it is organized like older versions of Windows, single-right-click on the **Start** button and then select **Properties**. A window will open and you should be already on the **Start Menu** tab at the top, if not select it by left clicking on it, then click on the circle next to **Classic Start Menu** then a dot will appear in that circle. Click **OK.**

Control Panel: When you first open the Control Panel you are in **Category View** in order to switch to the "Classic" view just click on **Switch to Classic View** which is listed on the left hand side.

There are also several other customizing options in Windows XP that currently exist in other versions also. If you need help customizing your computer's settings please visit Microsoft's website at http://www.microsoft.com

MY COMPUTER

The **My Computer** utility enables you to view drives, folders, and files that are available to you. **Double click** the **My Computer** icon to run this utility. To see what is contained on any of the drives, double click on the corresponding drive icon and you will see the contents of that drive. Unlike older versions of Windows, you now have other options on the left hand side, such as **System Tasks, Other Places**, and **Details.**

START BUTTON

The Start button is displayed in the lower-left corner of the screen. With the mouse, left click the **Start** button to open the Start menu. You can also use the keyboard to open the Start Menu by pressing **Ctrl**+**Esc**. When you click on the Start Button the Start Menu will pop-up. From the Start menu, you can open programs, find files and folders and get help.

BASIC WINDOWS COMMANDS

To **Close** a window, click on the **X** in the upper right corner of the window or choose **File** then **Exit** from the menu bar.

To **Minimize** a window, click on the button that resembles a minus sign in the upper right corner of the window. This minimizes the window off the screen but it can be reopened by clicking its button on the taskbar**.**

To **Maximize** a window, click the button that has a square inside, located in the upper right corner of the window. The window will now fill the entire screen.

To **Move** a window to another location on the screen, put your mouse pointer on the title bar at the top of the window. Then click and hold the left mouse button, and move the mouse. You should see the outline of the window move as you move the mouse. Release the mouse button where you want the window.

To **Resize** a window, place the mouse pointer in the lower right corner of a window. When the pointer become diagonal arrows, click and hold the mouse button. Drag the mouse to change the size of a window. When it is the right size, release the button.

ON-LINE HELP

Click **Help and Support** under the **Start** menu. Once you are in Help, there are many choices you can choose from or you can search for your help topic by clicking in the search box and typing what you want to search for and then clicking on the arrow to the right of the search box. To exit, click the "**X"** in the top right-hand corner.

LOGGING OUT

Before exiting Windows XP, be sure that you have saved the data in the applications in which you are working. Next, exit any DOS applications that you are currently running. Then: Click on **Start** button. Then **Turn Off Computer,** then select **Turn Off.** Your computer should shutdown.