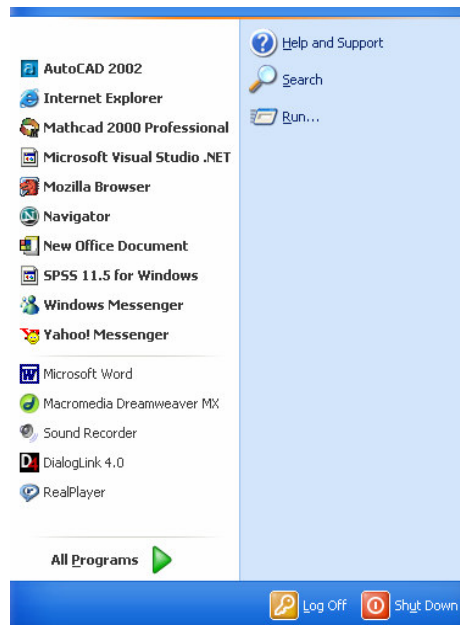


WindowsXP



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SLIS Computer Labs Mgr.
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Class Goal:

The student will demonstrate ability to utilize the major features of the WindowsXP operating system in the lab as well as the workplace or home.

Class Objectives:

- . Explain the features of the Library Science Lab WindowsXP Desktop
- . Use "My Computer" to locate files on the floppy, hard drive, zip disk, CD-ROM, "M" shared drive
- . Use icons and tool bars, Search, History, Task Manager functions
- . Demonstrate cut and paste across several programs
- . Use Windows Explorer, zip disks, R/W CD-ROM's.
- . Create folders to manage computer files

Lesson 1 The Library Science Lab WindowsXP Environment

Welcome to Windows Screen



Press Ctrl-Alt-Delete to begin.

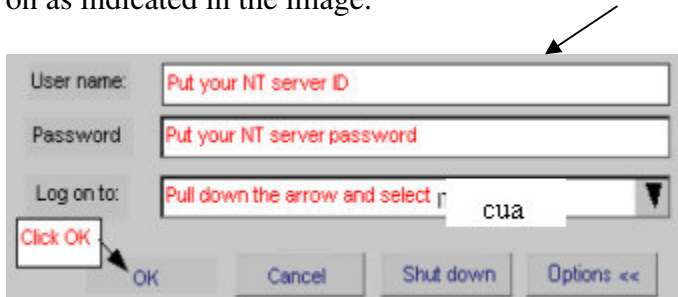
Ctrl-Alt-Del helps keep your password secure

To log on to your computer

1. Start your computer. WindowsXP starts and displays the **Welcome to Windows** screen.
2. Press **CTRL+ALT+DELETE**. This will display the **Log On to Windows** dialog box. The first time you log on you may see this window:



Another **Log on** Window will open with three choices. You should use this window. Log on as indicated in the image:




Your User ID and Password: The Center for Planning and Information Technology (CPIT) issues USER ID's and Paswords. You may call CPIT at 202-319-4373 or go to Room 200 in Leahy Hall. Each semester you must change your password.

WindowsXP Security

One of the biggest changes for users moving from Windows2000 to WindowXP is that you will have more stable and secure work environment that is managed by privileges associated with the user ID and password. There are three levels of users:

- . **Restricted users** - cannot modify or add to program files.
- . **Standard users** (default for CUA regular users) – can change some settings on the control panel and modify/add to some program files.

. **Administrators** (default for CPIT or designate in the labs) – will have complete control over the system.

Deep Freeze:  - is software that gives users the ability to make changes to the desktop and programs, but when the computer is rebooted, all the changes are erased. The Lab PCs in 131 have Deep Freeze installed which means if you save information or make changes to the Desktop it will be erased as soon as the computer is rebooted. Deep Freeze can be disabled but **Please save your work on floppies or to the shared network drive.**

New Programs

One of the major enhancements for many is the **Microsoft Office 2002** Suite. The first time you use one of these programs you will need to provide your name and initials.



Microsoft Word for word processing activities.



Excel for spreadsheet tasks.



PowerPoint for presentations.



Access to build relational databases.



Publisher for desktop publishing.

By clicking on the **Desktop icons** library school faculty and students will have access to the following:

- . **DLink** for Dialog searching.
- . **Cataloger's Desktop** for cataloging tools.
- . **Lexis Research Software** to search Lexis-Nexis.
- . **Macromedia Suite** to use Dreamweaver, Fireworks and Flash.

Web browsers: SLIS will have two web browsers:



Internet Explorer 6.0



Netscape Navigator 7.1

Some advanced multimedia web sites may run better in Internet Explorer 6.0.

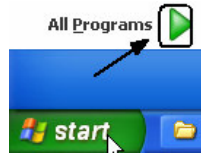
WindowsXP Topics: For answers to special Windows XP topics, check <http://www.microsoft.com/windowsxp>

CPIT: For information, check the CPIT web site at: <http://computing.cua.edu>

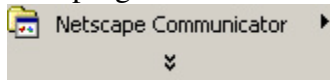
Further Windows XP Training: Available through CPIT at: <http://computing.cua.edu/help/training/>

Main Programs

You may launch programs from the **Start** menu, by clicking on **All Programs**



Caution: Only the last used programs might show. You may need to click on the double arrows to open the entire menu. This also occurs in MS Office2002 and some other programs.



My Computer

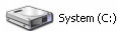
In the Windows 2000 hierarchy, the *My Computer* icon is one level down from the desktop. It provides access to disk drives on the computer and on the network such as the “M” drive. It also provides access to Printers and Control Panel.



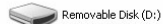
To open the **My Computer** window, double-click on the **My Computer** icon on your desktop. The window displays icons representing objects on your computer. You can restore, resize, and close this window as you can any other window.

Drives on WindowsXP PC

Hard Disk Drives



Devices with Removable Storage



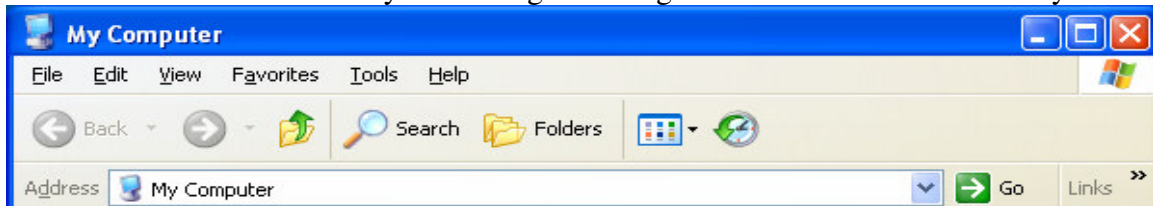
Network Drives



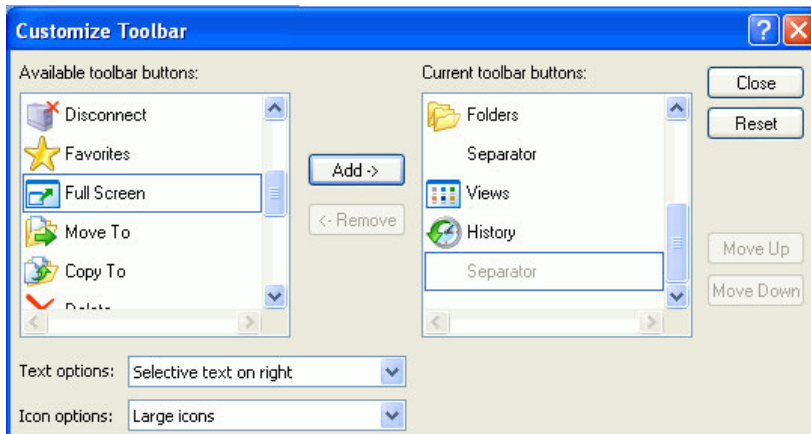
Shared drive example

A:\ drive is for the 3½-inch floppy disk to save up to 1.44 mg of data.
C:\ drive is the hard drive to store system files and programs. The **My Documents** folder will be found here.
D:\ drive is for the Zip disk that stores up to 100 MB or 250 MB of data (depending on model).
E:\ drive is for CD-ROM's.
M:\ drive or another letter is for the network drive that students can use to store shared files or save files on the server.

The **My Computer** window includes, by default, the Standard Buttons toolbar and the Address Bar toolbar to allow you to navigate through the Windows 2000 hierarchy.



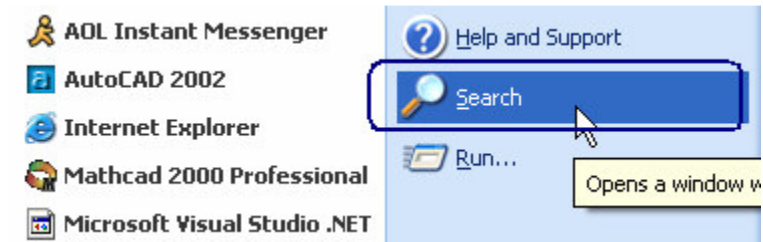
If you don't see a button that you need, click on **View, Toolbars, Customize** and a window will open where you can add or delete functions.



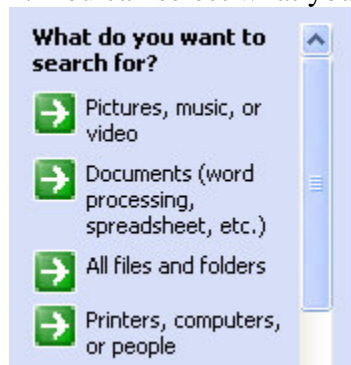
Lesson 2 Using Search and Task Manager Functions

Search in Windows XP is much more powerful. You can use **Search** to locate files, folders, or even people, web pages etc. There are several ways to use **Search**.

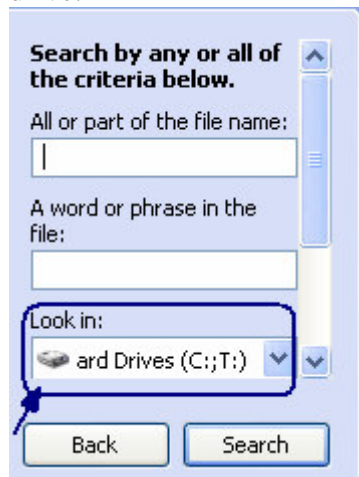
1. Click on the **Start** button, then select **Search**.



2. You can select what you want to search.



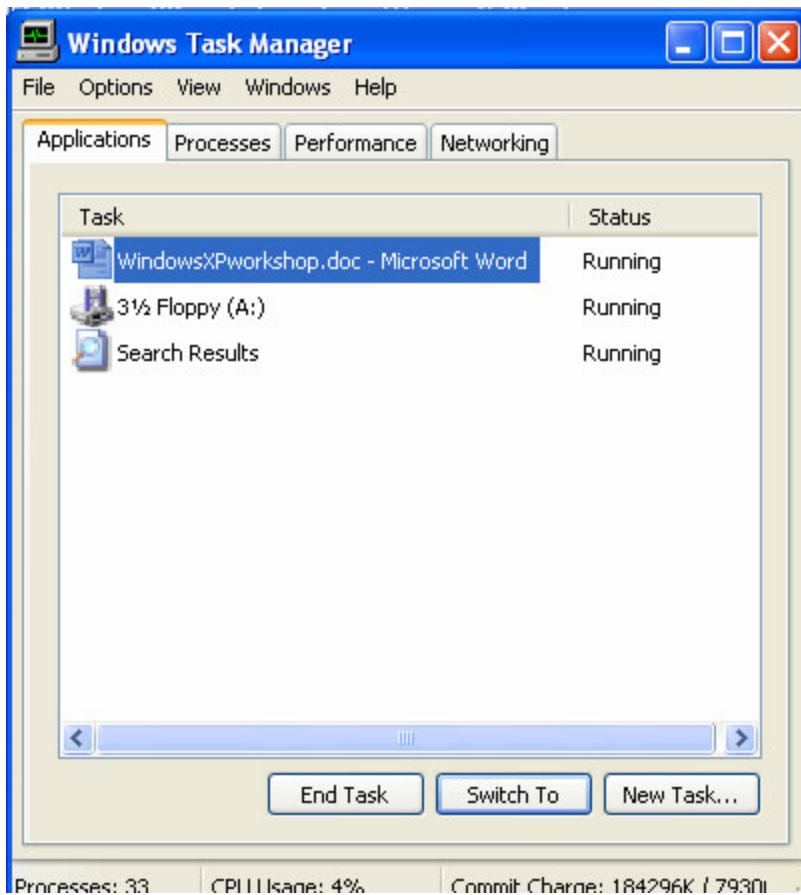
3. Select files and folders. You can enter the name of the file or folder then select the drive.



Task Manager – In WindowsXP, you can use the Task Manager to change your password, close programs that are not responding, log off or lock the computer.

When you want to bring up the Task Manager, hit **Ctrl, Alt, Del** .

1. Select **Task Manager**.



2. Select the program that is frozen or not responding and then select the End Task button. You will only close the frozen window and then may continue to use the other programs.