

Using Windows 2000

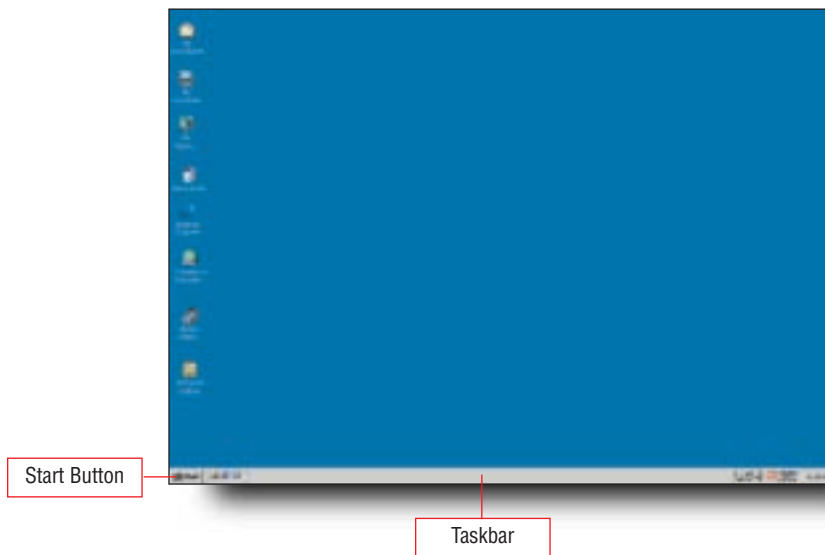
A computer requires an operating system to provide necessary instructions on a multitude of processes including loading programs, managing data, directing the flow of information to peripheral equipment, and displaying information. Windows 2000 Professional is an operating system that provides functions of this type (along with much more) in a graphical environment. Windows is referred to as a *graphical user interface* (GUI—pronounced *gooey*) that provides a visual display of information with features such as icons (pictures) and buttons. In this introduction you will learn basic features of Windows 2000 Professional.

Before using one of the software programs in the Microsoft Office suite, you will need to start the operating system. To do this, turn on the computer. Depending on your computer equipment configuration, you may also need to turn on the monitor and printer. When the computer is turned on, the Windows 2000 operating system is automatically started and, after a few moments, the desktop will display as shown in figure W.1. (Your desktop may vary from what you see in figure W.1.)

figure

W.1

Windows 2000 Desktop



Exploring the Desktop

When Windows 2000 is loaded, the main portion of the screen is called the *desktop*. Think of the desktop in Windows as the top of a desk in an office. A business person places necessary tools—such as pencils, pens, paper, files, calculator—on his or her desktop to perform functions. Like the tools that are located on a desk, the desktop

contains tools for operating the computer. These tools are logically grouped and placed in dialog boxes or panels that can be displayed using one of the icons at the left side of the desktop.

The desktop contains a variety of icons and features for using your computer and software programs installed on the computer. The features available on the desktop are described in the following text.

Using Icons

Icons are visual symbols that represent programs, files, or folders. In figure W.2, the figure on the left shows an icon for the Microsoft program Internet Explorer and the figure on the right shows the Windows folder icon. To open a folder or start a program, you double-click the icon.

figure

W.2

Internet Explorer Icon and Windows Folder



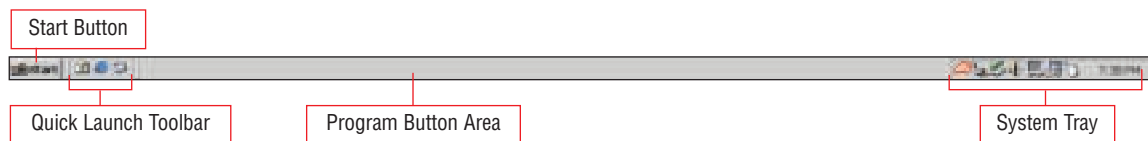
Using the Taskbar

The bar that displays at the bottom of the desktop (see figure W.1) is called the Taskbar. The Taskbar, shown in figure W.3, is divided into four areas: the Start button, the Quick Launch toolbar, the program button area, and the System tray.

figure

W.3

Windows 2000 Taskbar

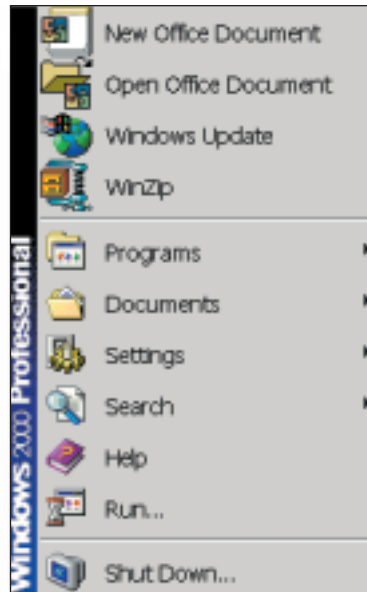


The Start button is located at the left side of the Taskbar. Use this button to start a program, use the Help feature, change settings, and open files. To display the options available with the Start button, position the arrow pointer on the Start button and then click the left mouse button. This causes a pop-up menu to display, as shown in figure W.4.

figure

W.4

Start Button Pop-up Menu



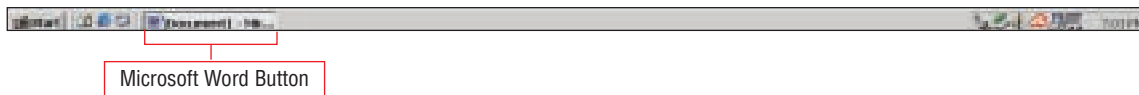
To choose an option from this pop-up menu, drag the arrow pointer to the desired option (referred to as *pointing*) and then click the left mouse button. Pointing to options at the Start pop-up menu followed by a right-pointing triangle will cause a side menu to display with additional options.

When a program is open, a program button appears in the middle of the Taskbar. In the Taskbar shown in figure W.5, the Microsoft Word 2000 program is open. An icon representing Word displays in the program button area of the Taskbar.

figure

W.5

Windows Taskbar with Microsoft Word Open



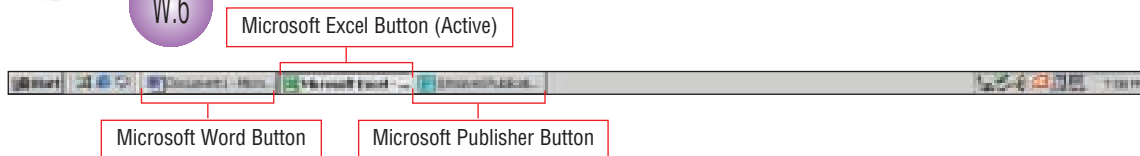
Switching Between Open Programs

To switch between open programs, click the program's button on the Taskbar. In figure W.6, three programs are open—Microsoft Word, Excel, and Publisher. Microsoft Excel is the active button. Clicking either the Microsoft Word or Microsoft Publisher button will activate that program.

figure

Taskbar with the Microsoft Excel Program Active

W.6



Almost every program you open will appear on the Taskbar. (A few specialized tools may not.) Each button on the Taskbar gets a little smaller each time you open an additional program.

exercise

Opening Programs and Switching between Programs

1. Open Windows 2000. (To do this, turn on the computer and, if necessary, turn on the monitor and/or printer. Check with your instructor to determine if you need to complete additional steps.)
2. When the desktop displays, open Microsoft Word by completing the following steps:
 - a. Position the arrow pointer on the Start button on the Taskbar and then click the left mouse button.
 - b. At the Start pop-up menu, point to *Programs*. (This causes a side menu to display.)
 - c. Drag the arrow pointer to *Microsoft Word* in the side menu and then click the left mouse button.
 - d. When the Microsoft Word program is opened, notice that a button representing Word displays in the program button area of the Taskbar.
3. Open Microsoft Excel by completing the following steps:
 - a. Position the arrow pointer on the Start button on the Taskbar and then click the left mouse button.
 - b. At the Start pop-up menu, point to *Programs*.
 - c. Drag the arrow pointer to *Microsoft Excel* in the side menu and then click the left mouse button.
 - d. When the Microsoft Excel program is opened, notice that a button representing Excel displays in the program button area of the Taskbar to the right of the button representing Word.
4. Switch to the Word program by clicking the button on the Taskbar representing Word.
5. Switch to the Excel program by clicking the button on the Taskbar representing Excel.
6. Exit Excel by clicking File on the Excel Menu bar and then clicking Exit at the drop-down menu.
7. Click the button on the Taskbar representing Word.
8. Exit Word by clicking File on the Word Menu bar and then clicking Exit at the drop-down menu.

Exploring the System Tray

The System tray is the recessed area on the far right side of the Taskbar. The System tray contains a digital clock and specialized programs that run in the background. Position the arrow pointer over the current time on the Taskbar and today's date displays in a small yellow box, as shown in figure W.7.

figure

W.7

Current Time and Date in System Tray

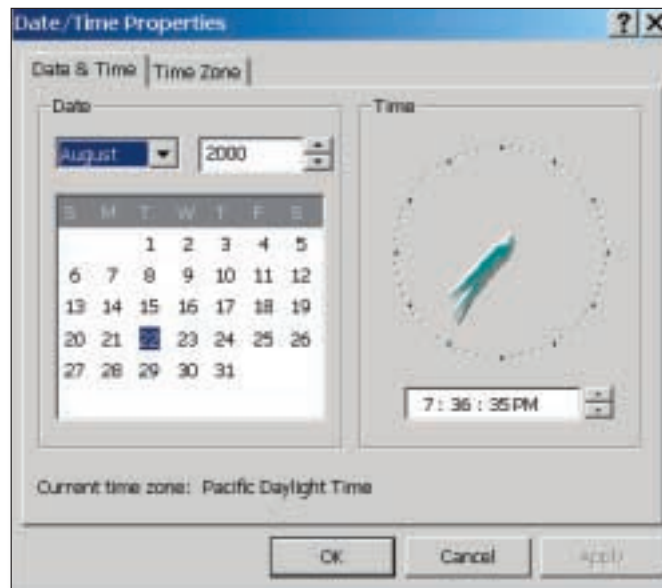


Double-click the current time displayed on the Taskbar and the Date/Time Properties dialog box displays, as shown in figure W.8.

figure

W.8

Date/Time Properties Dialog Box



Change the date with options in the Date section of the dialog box. For example, to change the month, click the down-pointing triangle at the right side of the list box containing the current month, and then click the desired month at the drop-down list. Change the year by clicking the up- or down-pointing triangle at the right side of the list box containing the current year until the desired year

displays. To change the day, click the desired day in the monthly calendar that displays in the dialog box. To change the time, double-click either the hour, minute, or seconds and use the up and down arrows to adjust the time.

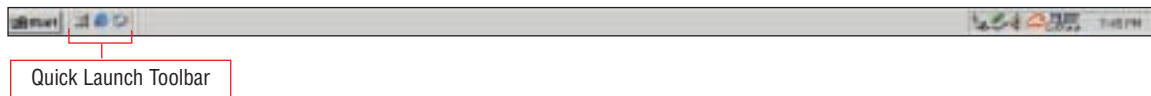
Using the Quick Launch Toolbar

The Quick Launch toolbar is positioned between the Start button and the program button area on the Taskbar. It contains icons for programs that can be launched with a single click, such as Internet Explorer. The appearance of the Quick Launch toolbar can vary considerably depending on your installation of Windows 2000. A typical installation is shown in figure W.9.

figure

W.9

Windows 2000 Taskbar Quick Launch Toolbar



Setting Taskbar Properties

The default settings for the Taskbar display at the bottom of the desktop with the time displayed. These default settings can be changed with options at the Taskbar and Start Menu Properties dialog box, shown in figure W.10. To display this dialog box, position the arrow pointer on any empty spot on the Taskbar and then click the *right* mouse button. At the pop-up menu that displays, click *Properties*.

figure

W.10

Taskbar and Start Menu Properties Dialog Box



Each property is controlled by a check box. Property options containing a check mark are active. Click the option to remove the check mark and make the option inactive. If an option is inactive, clicking the option will insert a check mark in the check box and turn on the option (make it active). The Taskbar and Start Menu Properties dialog box contains these options:

Always on top: Keeps the Taskbar visible at all times. Check this if you want to see the Taskbar even when you are running programs.

Auto hide: Collapses the Taskbar into a thin line at the bottom of the screen. When you move the insertion point to the bottom of the screen, the Taskbar will display.

Show small icons in Start menu: Displays small icons in the Start menu. If unchecked, large icons are used (see figure W.11).

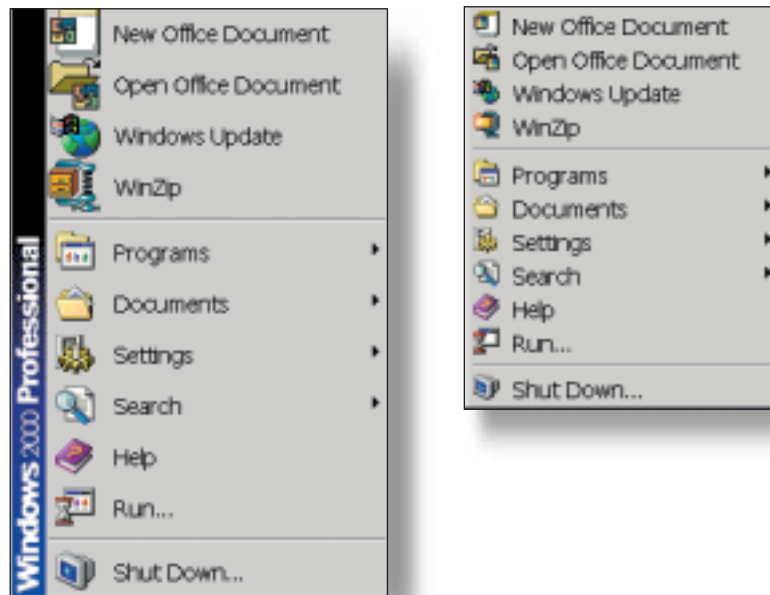
Show clock: Shows or hides the clock.

Use Personalized Menus: Keeps the Programs menu clean by hiding items you have not used recently. Access hidden programs by clicking the down-pointing triangle at the bottom of the Programs menu.

figure

W.11

Start Menus Showing Large and Small Icons



exercise

2

Changing Taskbar Properties

1. Make sure Windows 2000 is open and the desktop is displayed.
2. Change the size of the icons in the Start pop-up menu and remove the display of the clock by completing the following steps:
 - a. Position the arrow pointer on any empty area on the Taskbar and then click the *right* mouse button.
 - b. At the pop-up menu that displays, click *Properties*.
 - c. At the Taskbar and Start Menu Properties dialog box, click *Show small icons in Start menu*. (This inserts a check mark in the check box.)
 - d. Click *Show clock*. (This removes the check mark from the check box.)
 - e. Click the Apply button.
 - f. Click OK to close the dialog box.
3. Notice that the time no longer displays at the right side of the Taskbar. Click the Start button at the left side of the Taskbar and notice that the icons in the pop-up menu are smaller. Click any empty spot on the desktop to remove the pop-up menu.
4. Return to the default settings for the Taskbar by completing the following steps:
 - a. Position the arrow pointer on any empty area on the Taskbar and then click the *right* mouse button.
 - b. At the pop-up menu that displays, click *Properties*.
 - c. At the Taskbar and Start Menu Properties dialog box, click *Show small icons in Start menu*. (This removes the check mark from the check box.)
 - d. Click *Show clock*. (This inserts a check mark in the check box.)
 - e. Click the Apply button.
 - f. Click OK to close the dialog box.

Using Windows Explorer

Windows Explorer in Windows 2000 is a file management program. Use Windows Explorer to see the contents of every drive and folder attached to your computer. You can even look into drives and folders on a network.

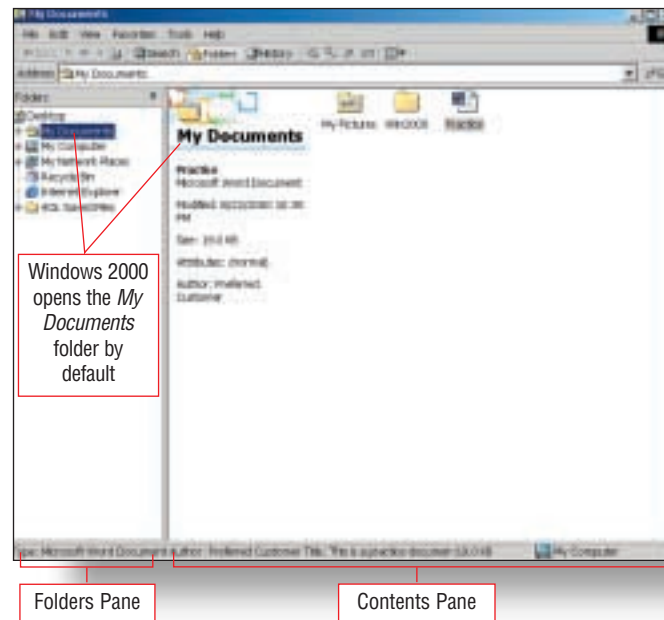
Looking at the Explorer Window

To open Windows Explorer, click the Start button on the Taskbar, point to *Programs*, point to *Accessories*, and then click *Windows Explorer*. This displays the Windows Explorer window similar to the one shown in figure W.12. (Your Windows Explorer window will vary from what you see in figure W.12.)

figure

W.12

Windows Explorer Window



The left side of the Windows Explorer window is referred to as the Folders pane. (You can turn off the display of the Folders pane by clicking the Folders button on the toolbar.) The Folders pane shows special system folders and gives you a large view of your computer system. The right side of the Windows Explorer window is referred to as the Contents pane and displays the contents of the folder as well as related hyperlinks. (The related hyperlinks display as underlined blue text. Click a hyperlink and the hyperlinked folder displays in the Contents pane.)

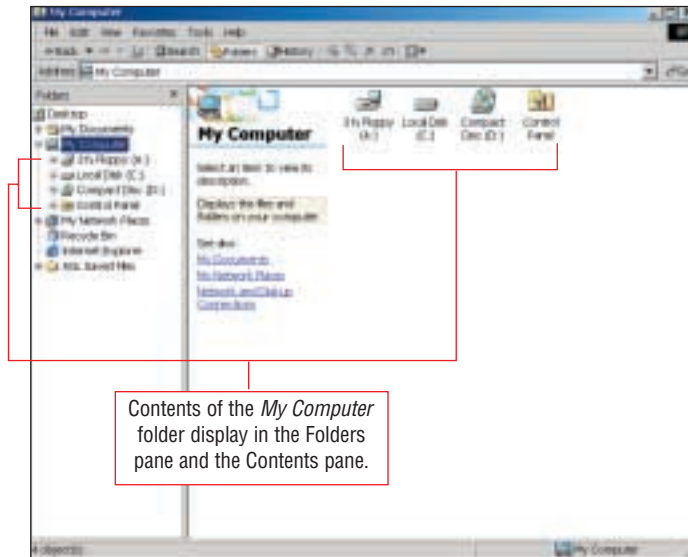
Open Windows Explorer and the *My Documents* folder opens by default, as shown in figure W.12. The Folders pane is based on a *hierarchy* with Desktop displayed at the top. As you can see from figure W.12, all the other icons are shown below the Desktop icon.

A folder may display preceded by a plus symbol. This plus symbol indicates that the folder contains additional folders (or drives). Double-click the folder name in the Folders pane and the contents of the folder display in the Folders pane as well as the Contents pane. You can also click the plus symbol and the contents of the folder display in the Folders pane but not the Contents pane. When the contents of a folder display, the plus symbol changes to a minus symbol. Click the minus symbol and the contents of the folder are hidden in the Folders pane. Double-click the *My Computer* folder name in the Folders pane and the Windows Explorer window displays as shown in figure W.13 (your window may vary slightly).

figure

W.13

Contents of My Computer



Clicking the Up button on the toolbar moves Windows Explorer up the hierarchy. You can also click the Back button on the toolbar to move back to the previously displayed folder or drive. Figure W.14 identifies the buttons on the Windows Explorer toolbar.

figure

W.14

Windows Explorer Toolbar Buttons



Copying, Moving, and Deleting Files/Folders in Windows Explorer

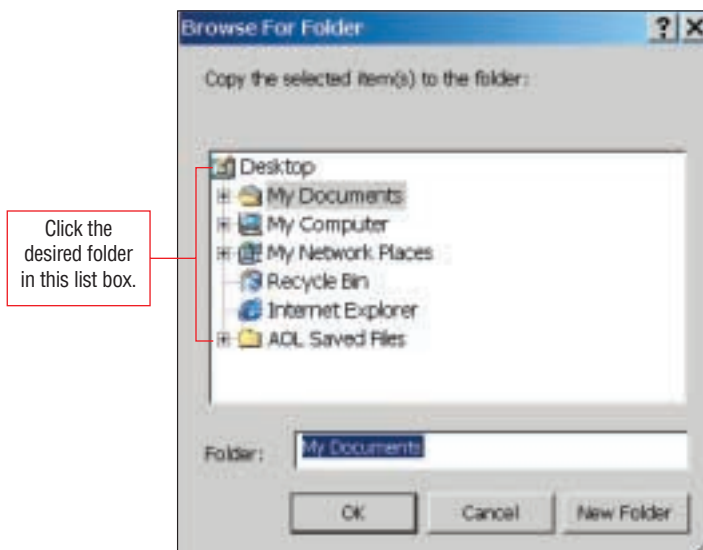
File and folder management activities can be performed in Windows Explorer. These activities include copying and moving files or folders from one folder or drive to another or deleting files or folders. Windows Explorer offers a variety of methods for copying, moving, and deleting files/folders. You can use buttons on the toolbar, drop-down menu options, or shortcut menu options. This section will provide you with the steps for copying, moving, and deleting files/folders using buttons on the toolbar.

To copy a file/folder to another folder or drive, select the file or folder by clicking it in the Contents pane and then clicking the Copy To button on the toolbar. At the Browse For Folder dialog box shown in figure W.15, click the desired folder or drive (you may need to click a plus symbol to display hidden folders) and then click OK. To move a file or folder to another folder or drive, select the file or folder and then click the Move To button on the toolbar. At the Browse For Folder dialog box, specify the location and then click OK. Copying a file or folder leaves the file or folder in the original location and saves a copy at the new location, while moving removes the file or folder from the original location and moves it to the new location.

figure

W.15

Browse For Folder Dialog Box



A file or folder can be easily removed (deleted) from Windows Explorer. To delete a file or folder, click the file or folder and then click the Delete button on the toolbar. At the dialog box asking you to confirm the deletion, click the Yes button. A deleted file or folder is sent to the Recycle Bin. You will learn more about the Recycle Bin in the next section.

exercise

3

Copying a File and Folder and Deleting a File

1. At the Windows 2000 desktop, open Windows Explorer by completing the following steps:

- a. Click the Start button located at the left side of the Taskbar.
 - b. At the pop-up menu that displays, point to *Programs*, point to *Accessories*, and then click *Windows Explorer*.
2. Copy a file from the CD that accompanies this textbook to a disk in drive A by completing the following steps:
 - a. Insert the CD that accompanies this textbook into the CD drive.
 - b. Insert a formatted 3.5-inch disk in drive A.
 - c. Double-click the *My Computer* folder name in the Folders pane.
 - d. Double-click the name of the drive containing the CD in the Folders pane (probably displays as OFFICE2000_BENCH followed by a drive letter). (Make sure you double-click because you want the contents of the CD to display in the Folders pane as well as the Contents pane.)
 - e. Double-click the *Window* folder in the Contents pane.
 - f. Click *Word Document 01* in the Contents pane to select it.
 - g. Click the Copy To button on the toolbar.
 - h. At the Browse For Folder dialog box, display the drives and folders in My Computer by double-clicking *My Computer* in the dialog box list box. (Skip this step if the drives and folders are already displayed.)
 - i. Click *3½ Floppy (A:)* in the dialog box list box.
 - j. Click OK.
 3. Delete Word Document 01 from drive A by completing the following steps:
 - a. Scroll up the display in the Folders pane until *3½ Floppy (A:)* is visible and then double-click *3½ Floppy (A:)*.
 - b. Click *Word Document 01* (all of the document name may not be visible) in the Contents pane to select it.
 - c. Click the Delete button on the toolbar.
 - d. At the message asking you to confirm the deletion, click the Yes button.
 4. Copy the *Window* folder from the CD drive to the disk in drive A by completing the following steps:
 - a. Scroll down the display in the Folders pane until the drive containing the CD displays (this will probably display as OFFICE2000_BENCH followed by the letter of the CD drive) and then double-click the drive.
 - b. Click the *Window* folder in the Contents pane to select it.
 - c. Click the Copy To button on the toolbar.
 - d. At the Browse For Folder dialog box, click *3½ Floppy (A:)* in the list box.
 - e. Click OK.
 5. Close Windows Explorer by clicking File on the Menu bar and then clicking *Close* at the drop-down menu. (You can also close Windows Explorer by clicking the Close button [contains an X] located in the upper right corner of Windows Explorer.)

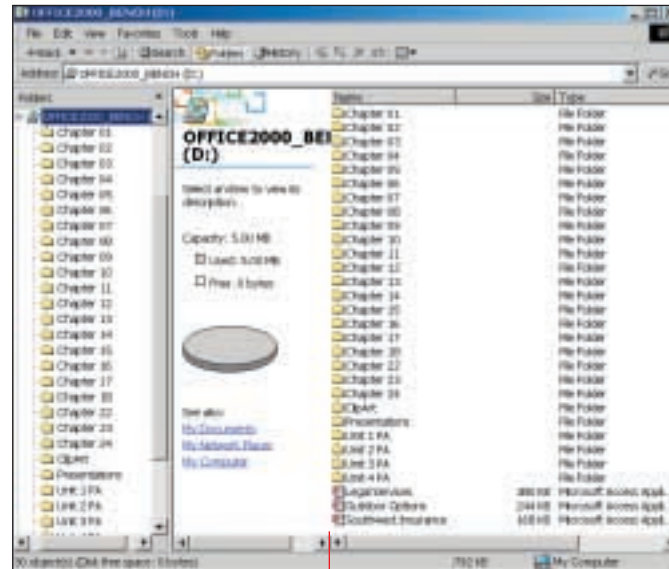
Selecting Files/Folders

More than one file or folder can be moved, copied, or deleted at one time. Before moving, copying, or deleting files/folders, select the desired files or folders. Selecting files/folders in Windows Explorer is easier when the display of the Contents pane is changed to List or Details. To change the display, open Windows Explorer and then click View on the Menu bar. At the drop-down menu, click the *List* option or the *Details* option. If you click the *Details* option, the file or folders in the Contents pane display in a manner similar to that shown in figure W.16.

figure

W.16

Contents Pane with Details View Selected



Contents in Detail View

To move adjacent files/folders, click the first file or folder and then hold down the Shift key and click the last file or folder. This selects and highlights all files/folders from the first file/folder you clicked to the last file/folder you clicked. With the adjacent files/folders selected, click the Move To button on the toolbar and then specify the desired location at the Browse For Folder dialog box. To select nonadjacent files/folders, click the first file/folder to select it, hold down the Ctrl key, and then click any other files/folders to be moved or copied.

exercise

4

Copying and Deleting Files

1. At the Windows 2000 desktop, open Windows Explorer by clicking the Start button, pointing to *Programs*, pointing to *Accessories*, and then clicking *Windows Explorer*.
2. Copy files from the CD that accompanies this textbook to a disk in drive A by completing the following steps:
 - a. Insert the CD that accompanies this textbook into the CD drive.
 - b. Insert your disk in drive A.
 - c. Double-click *My Computer* in the Folders pane.
 - d. Double-click the CD drive in the Folders pane (probably displays as OFFICE2000_BENCH followed by the drive letter).
 - e. Double-click the *Window* folder in the Contents pane.
 - f. Change the display to Details by clicking View on the Menu bar and then clicking *Details*.

- g. Position the arrow pointer on Word Document 01 in the Contents pane and then click the left mouse button.
 - h. Hold down the Shift key, click *Word Document 05*, and then release the Shift key. (This selects Word Document 01, Word Document 02, Word Document 03, Word Document 04, and Word Document 05.)
 - i. Click the Copy To button on the toolbar.
 - j. At the Browse For Folder dialog box, click *3½ Floppy (A:)* in the list box and then click OK.
 3. Double-click *3½ Floppy (A:)* in the Folders pane to display the files saved on the disk in drive A. You may need to scroll up the Folders pane to display *3½ Floppy (A:)*.
 4. Delete the files from drive A that you just copied by completing the following steps:
 - a. Change the view by clicking View on the Menu bar and then clicking *List*.
 - b. Position the arrow pointer on Word Document 01 in the Contents pane and then click the left mouse button.
 - c. Hold down the Shift key, click *Word Document 05*, and then release the Shift key. (This selects Word Document 01, Word Document 02, Word Document 03, Word Document 04, and Word Document 05.)
 - d. Click the Delete button on the toolbar.
 - e. At the message asking you to confirm the deletion, click the Yes button.
 - f. At the message telling you that the document is a read-only file and asking if you want to delete it, click the Yes to All button.
 5. Close Windows Explorer by clicking File and then *Close*, or clicking the Close button (contains an X) located in the upper right corner of Windows Explorer.

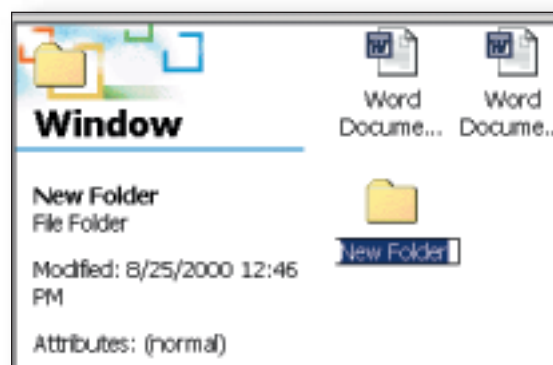
Manipulating and Creating Folders in Windows Explorer

Organize and group files in folders. To help you organize files, you can create folders in Windows Explorer. To do this, double-click in the Folders pane the drive or folder in which you want to create the new folder. Click File on the Menu bar, point to *New*, and then click *Folder*. This inserts a folder icon in the Contents pane and names the folder *New Folder*, as shown in figure W.17. Key the desired name for the new folder and then press Enter.

figure

W.17

New Folder Icon in Windows Explorer



exercise

5

Creating a New Folder

1. At the Windows 2000 desktop, open Windows Explorer.
2. Create a new folder by completing the following steps:
 - a. Insert your disk in drive A (this disk contains the *Window* folder you copied in exercise 3).
 - b. Double-click *3½ Floppy (A:)* in the Folders pane.
 - c. Double-click the *Window* folder in the Contents pane. (This opens the folder.)
 - d. Click File on the Menu bar, point to *New*, and then click *Folder*.
 - e. Key **Spell Check Files** and then press Enter. (This changes the name from *New Folder* to *Spell Check Files*.)
3. Copy Word Spell Check 01, Word Spell Check 02, Word Spell Check 03, and Word Spell Check 04 into the *Spell Check Files* folder you just created by completing the following steps:
 - a. Click View on the Menu bar and then click *List*.
 - b. Click once on the file named *Word Spell Check 01* located in the Contents pane.
 - c. Hold down the Shift key, click once on the file named *Word Spell Check 04*, and then release the Shift key. (This selects Word Spell Check 01, Word Spell Check 02, Word Spell Check 03, and Word Spell Check 04.)
 - d. Click the Copy To button on the toolbar.
 - e. At the Browse For Folder dialog box, double-click *3½ Floppy (A:)* in the list box.
 - f. Double-click *Window* (below *3½ Floppy (A:)*) in the list box.
 - g. Click once on *Spell Check Files* in the list box (below *Window*) and then click OK.
4. Display the files you just copied by double-clicking the *Spell Check Files* folder in the Contents pane.
5. Double-click *3½ Floppy (A:)* in the Folders pane. (This displays the contents of your disk in the Contents pane.)
6. Delete the *Spell Check Files* folder and its contents by completing the following steps:
 - a. Double-click the *Window* folder in the Contents pane.
 - b. Click the *Spell Check Files* folder in the Contents pane to select it.
 - c. Click the Delete button on the toolbar.
 - d. At the message asking you to confirm the deletion, click the Yes button.
 - e. At the message telling you that the document is a read-only file and asking if you want to delete it, click the Yes to All button.
7. Close Windows Explorer by clicking File and then *Close*, or clicking the Close button (contains an X) located in the upper right corner of Windows Explorer.

Formatting Floppy Disks in Windows Explorer

Before a disk can be used to save files, it must be formatted. Formatting is a process that prepares the surface of a disk for receiving data from the particular disk operating system that you are using. Most disks you purchase come preformatted. However, if you need to format a disk you can do this while in Windows Explorer.

To format a disk, insert the disk you want formatted in drive A and then double-click *My Computer* in the Folders pane. Click *3½ Floppy (A:)* in the

Contents pane to select it. Click File on the Menu bar and then click *Format*. At the Format A:\ dialog box that displays as shown in figure W.18, set the capacity to meet the inserted disk (most disks are 1.44 MB floppies), identify the file system and allocation unit size, and add a label, if necessary. (Usually you can just use the default settings that display.) Click the Start button and a warning message displays. Click OK to begin the formatting. The progress of the formatting is shown in the program bar located toward the bottom of the dialog box.

figure

W.18

Format A:\ Dialog Box



Using the Recycle Bin

Deleting the wrong file can be a disaster, but Windows 2000 helps protect your work with the Recycle Bin (see figure W.19). The Recycle Bin acts just like an office wastepaper basket; you can throw away unwanted files, but you can reach in and take paper out if you threw it away by accident.

figure

W.19

Recycle Bin Icon



Deleting Files to the Recycle Bin

In the *Using Windows Explorer* section, you learned how to delete files/folders from the hard drive. A file/folder or selected files/folders deleted from the hard drive are automatically sent to the Recycle Bin. Files/folders deleted from a disk are deleted permanently. (There are recovery programs, however, that will help you recover deleted text. If you accidentally delete a file/folder from a disk, do not do anything more with the disk until you can run a recovery program.)

Another method for deleting a file is to drag the file to the Recycle Bin icon on the desktop. Drag a file icon to the Recycle Bin until the *Recycle Bin* icon is selected (displays with a blue background) and then release the mouse button. This drops the file you are dragging into the Recycle Bin.

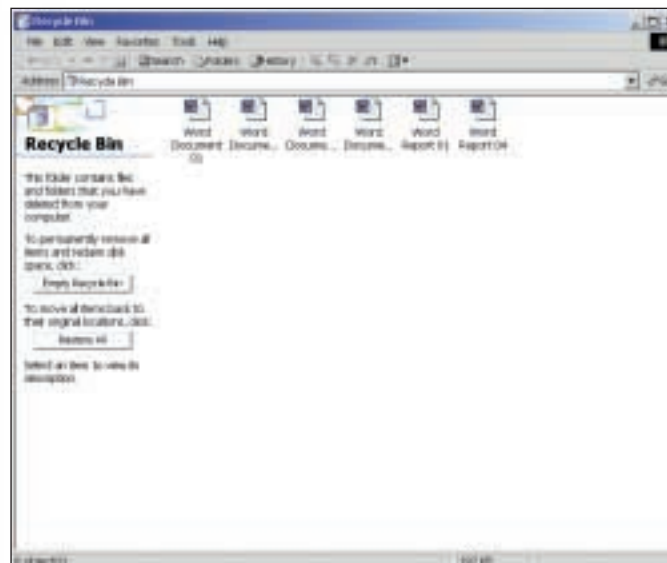
Recovering Files from the Recycle Bin

If you accidentally delete a file to the Recycle Bin, it can be easily restored. To restore a file, double-click the *Recycle Bin* icon on the desktop. This opens the Recycle Bin window shown in figure W.20. (The contents of the Recycle Bin will vary.)

figure

W.20

Recycle Bin Window



To restore a file, click the file you want restored, click File on the Menu bar, and then click *Restore* at the drop-down menu. The file is removed from the Recycle Bin and returned to its original location. You can also restore a file by positioning the arrow pointer on the file, clicking the *right* mouse button, and then clicking *Restore* at the pop-up menu.

exercise

6

Deleting Files to and Recovering Files from the Recycle Bin

(Before completing this exercise, check with your instructor to determine if you can copy files to the hard drive.)

1. At the Windows 2000 desktop, open Windows Explorer.
2. Copy files from your disk in drive A to the *My Documents* folder on your hard drive by completing the following steps:
 - a. Insert your disk in drive A (this disk contains the *Window* folder).
 - b. Double-click *My Computer* in the Folders pane.
 - c. Double-click *3 1/2 Floppy (A:)* in the Folders pane.
 - d. Double-click the *Window* folder in the Contents pane.
 - e. Position the arrow pointer on *Word Spell Check 01* and then click the left mouse button.
 - f. Hold down the Shift key, click *Word Spell Check 04*, and then release the Shift key.
 - g. Click the Copy To button on the toolbar.
 - h. At the Browse For Folder dialog box, click *My Documents* in the list box.
 - i. Click OK.
3. Double-click *My Documents* in the Folders pane to display the files located in the folder. (The files you copied, *Word Spell Check 01* through *Word Spell Check 04*, will display in the Contents pane in alphabetical order.)
4. Delete *Word Spell Check 01* through *Word Spell Check 04* from the *My Documents* folder and send them to the Recycle Bin by completing the following steps:
 - a. Select *Word Spell Check 01* through *Word Spell Check 04* in the Contents pane. (If these files are not visible, you will need to scroll down the list of files.)
 - b. Click the Delete button on the toolbar.
 - c. At the message asking you to confirm the deletion, click the Yes button.
 - d. At the message telling you that the document is a read-only file and asking if you want to delete it, click the Yes to All button.
5. Close Windows Explorer.
6. At the desktop, display the contents of the Recycle Bin by double-clicking the *Recycle Bin* icon.
7. At the Recycle Bin window, restore *Word Spell Check 01* through *Word Spell Check 04* to the *My Documents* folder by completing the following steps:
 - a. Scroll to the end of the list of files.
 - b. When *Word Spell Check 01* through *Word Spell Check 04* display in the list box, select all four files.
 - c. With the files selected, click File on the Menu bar and then click *Restore* at the drop-down menu.
 - d. At the message asking you to confirm that you want to move the read-only file, click the Yes to All button.
8. Close the Recycle Bin window by clicking File on the Menu bar and then clicking *Close* at the drop-down menu.
9. Open Windows Explorer.
10. Make sure the *My Documents* folder is selected. (If it is not, select it by double-clicking *My Documents* in the Folders pane.)
11. Delete the files you restored by completing the following steps:

- a. Select *Word Spell Check 01* through *Word Spell Check 04* in the Contents pane. (If these files are not visible, you will need to scroll down the list of files. These are the files you recovered from the Recycle Bin.)
 - b. Click the Delete button on the toolbar.
 - c. At the message asking you to confirm the deletion, click the Yes button.
 - d. At the message telling you that the document is a read-only file and asking if you want to delete it, click the Yes to All button.
12. Close Windows Explorer.

Emptying the Recycle Bin

Just like a wastepaper basket, the Recycle Bin can get full. To empty the Recycle Bin, position the arrow pointer on the *Recycle Bin* icon on the desktop and then click the *right* mouse button. At the pop-up menu that displays, click *Empty Recycle Bin*. At the message asking you to confirm the deletion, click the Yes button. You can also empty the Recycle Bin by double-clicking the *Recycle Bin* icon. At the Recycle Bin window that displays, click the Empty Recycle Bin button that displays at the left side of the window. At the message asking you to confirm the deletion, click the Yes button. (You can also empty the Recycle Bin by clicking File on the Menu bar and then clicking *Empty Recycle Bin* at the drop-down menu.)

Emptying the Recycle Bin deletes all files/folders. You can delete a specific file/folder from the Recycle Bin (rather than all files/folders). To do this, double-click the *Recycle Bin* icon on the desktop. At the Recycle Bin window, select the file/folder or files/folders to be deleted, and then click the Delete button on the toolbar. At the message asking you to confirm the deletion, click the Yes button.

exercise 7

Emptying the Recycle Bin

(Before completing this exercise, check with your instructor to determine if you can delete files/folders from the Recycle Bin.)

1. At the Windows 2000 desktop, double-click the *Recycle Bin* icon.
2. At the Recycle Bin window, empty the contents of the Recycle Bin by completing the following steps:
 - a. Click the Empty Recycle Bin button that displays at the left side of the window.
 - b. At the message asking you to confirm the deletion, click the Yes button.
3. Close the Recycle Bin window by clicking File and then *Close*.

When the Recycle Bin is emptied the files cannot be recovered by the Recycle Bin or by Windows 2000. If you have to recover a file, you will need to use a file recovery program such as Norton Utilities. These utilities are separate programs, but might be worth their cost if you ever need them.

Customizing the Recycle Bin

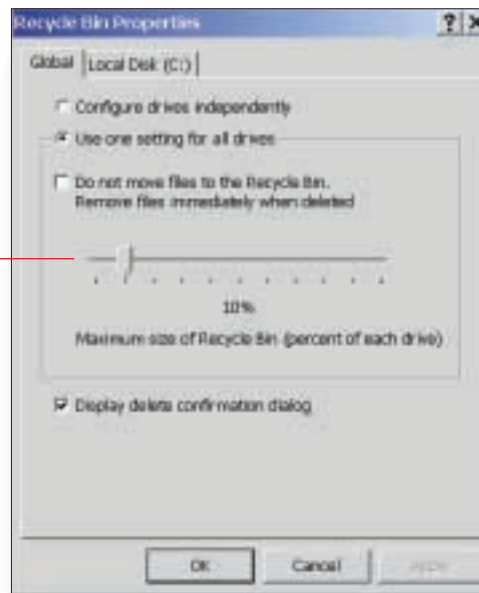
The Recycle Bin settings can be customized at the Recycle Bin Properties dialog box shown in figure W.21. To display this dialog box, position the arrow pointer on the *Recycle Bin* icon on the desktop and then click the *right* mouse button. At the pop-up menu that displays, click *Properties*.

figure

W.21

Recycle Bin Properties Dialog Box

Use this slide bar to increase or decrease the size of the Recycle Bin.



The Recycle Bin can operate differently on each drive of your computer, or you can have one setting for all components of the computer. In figure W.21 the settings are the same for all drives.

Until you remove files/folders from the Recycle Bin, they take up space on your hard drive. You can limit the maximum size of the Recycle Bin by moving the slide bar in the Recycle Bin Properties dialog box. You can pick any percentage between 1 and 100. The larger the Recycle Bin, the less room there is for all your other work. Once the Recycle Bin is filled, it begins to delete old files to make room for new ones.

After making any desired changes to the Recycle Bin Properties dialog box, click OK to close the dialog box.

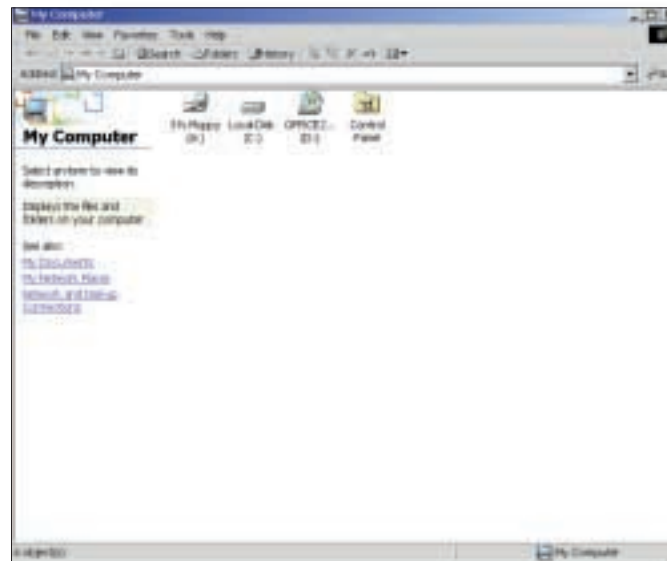
Using My Computer

Use the *My Computer* folder to display the contents of the floppy disk and hard disk, CD-ROM drive, and mapped network drives, and to open the Control Panel. To display the My Computer window shown in figure W.22, double-click the *My Computer* icon on the desktop.

figure

W.22

My Computer Window



Using the My Computer window, you can navigate to the various drives and folders on your computer. You can also double-click a file in the My Computer window and the program in which the file was created will be opened (provided the program is located on your computer) as well as the file itself. You can copy, move, and delete folders and files in My Computer following the same steps you learned earlier in the *Using Windows Explorer* section. For example, to copy a file/folder, click the file or folder and then click the Copy To button on the My Computer window toolbar. At the Browse For Folder dialog box, click the desired location in the list box and then click OK.

Changing the My Computer Window Display

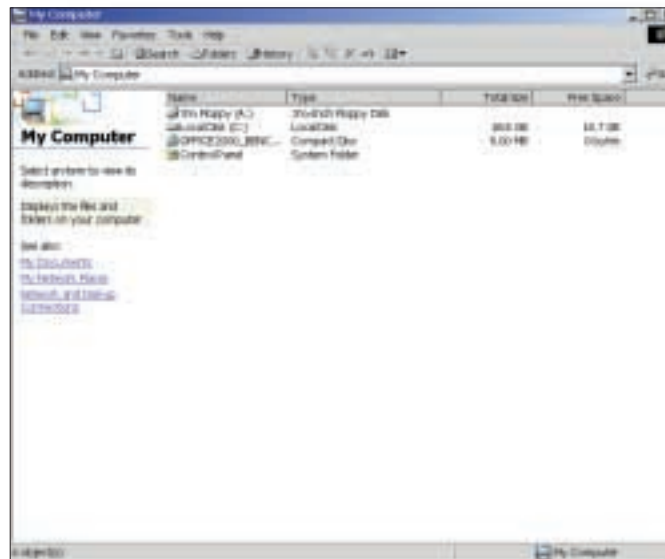
By default, the My Computer window displays objects as large icons. With the *Large Icons* option selected at the View drop-down menu, the My Computer window should look something like the window shown in figure W.22.

Click the *Small Icons* option at the View drop-down menu and the icons in the My Computer window are reduced in size. Click the *List* option to display objects in the My Computer window in a list toward the left side of the window. Click the *Details* option at the View drop-down menu and a detailed view of each object displays in the My Computer window, as shown in figure W.23.

figure

W.23

My Computer Window in Details View



exercise

8

Changing the Display and Copying and Deleting a File in My Computer

(Before completing this exercise, check with your instructor to determine if you can copy files to the My Documents folder on the hard drive.)

1. At the Windows 2000 desktop, double-click the *My Computer* icon.
2. At the My Computer window, display folders and files in a list (rather than large icons) by clicking View and then *List*.
3. Insert your disk in drive A.
4. Copy a document from the *Window* folder on the disk in drive A to the *My Documents* folder on the hard drive by completing the following steps:
 - a. Double-click *3 1/2 Floppy (A:)* in the My Computer list box.
 - b. Double-click the *Window* folder (this displays the documents in the folder).
 - c. Change the display of the files in the *Window* folder by clicking View on the Menu bar and then clicking *Details*.
 - d. Click once on the document named *Word Document 01*.
 - e. Click the Copy To button on the toolbar.
 - f. At the Browse For Folder dialog box, click *My Documents* in the list box.
 - g. Click OK.
5. Delete *Word Document 01* from the *My Documents* folder by completing the following steps:

- a. Click the down-pointing triangle at the right side of the Address bar located toward the top of the My Computer window (just below the toolbar).
 - b. At the drop-down list that displays, click *My Documents*.
 - c. Click *Word Document 01* to select it.
 - d. Click the Delete button on the toolbar.
 - e. At the message asking you to confirm the deletion, click the Yes button.
6. Close the My Computer window by clicking File on the Menu bar and then clicking *Close* or by clicking the Close button (displays with an X) located at the right side of the My Computer Title bar.

Creating a Shortcut

Shortcuts are specialized icons. They are very small files that point the operating system to the actual item, whether it is a file, a folder, or an application. For example, in figure W.24 the *Shortcut to Practice Document* icon represents a path to a specific file in the Word 2000 program. The icon is not the actual file but a path to the file. Double-click the shortcut icon and Windows opens the Word 2000 program and also opens the file named Practice Document.

figure

W.24

Practice Document Shortcut Icon



Shortcuts provide quick and easy access to files or programs used every day without your having to remember where the file is stored. One method for creating a shortcut is to display the My Computer window and then display the drive or folder where the file is located. Position the arrow pointer on the file, hold down the *right* mouse button, drag the outline of the file to the desktop, and then release the mouse button. At the pop-up menu that displays, click *Create Shortcut(s) Here*. This creates a shortcut icon on the desktop like the one shown in figure W.24.

A shortcut icon can be easily deleted from the desktop by dragging the shortcut icon to the *Recycle Bin* icon. This deletes the shortcut icon but does not delete the file to which the shortcut pointed.

exercise

9

Creating a Shortcut

1. At the Windows 2000 desktop, double-click the *My Computer* icon.
2. Insert your disk in drive A.
3. At the *My Computer* window, double-click *3 1/2 Floppy (A:)*.
4. Double-click the *Window* folder.
5. Change the display of files to a list by clicking *View* on the Menu bar and then clicking *List* at the drop-down menu.
6. Create a shortcut to the file named *Word Letter 01* by completing the following steps:
 - a. Position the arrow pointer on *Word Letter 01*.
 - b. Hold down the *right* mouse button, drag the outline of the file to the desktop window, and then release the mouse button.
 - c. At the pop-up menu that displays, click *Create Shortcut(s) Here*.
7. Close the *My Computer* window by clicking the *Close* button located in the upper right corner of the window.
8. Open *Word 2000* and the file named *Word Letter 01* by double-clicking the *Word Letter 01* shortcut icon on the desktop.
9. After viewing the file in *Word*, exit *Word* by clicking *File* on the Menu bar and then clicking *Exit* at the drop-down menu.
10. Delete the *Word Letter 01* shortcut icon by completing the following steps:
 - a. At the desktop, position the arrow pointer on the *Word Letter 01* shortcut icon.
 - b. Hold down the left mouse button, drag the icon on top of the *Recycle Bin* icon, and then release the mouse button.

Customizing the Desktop

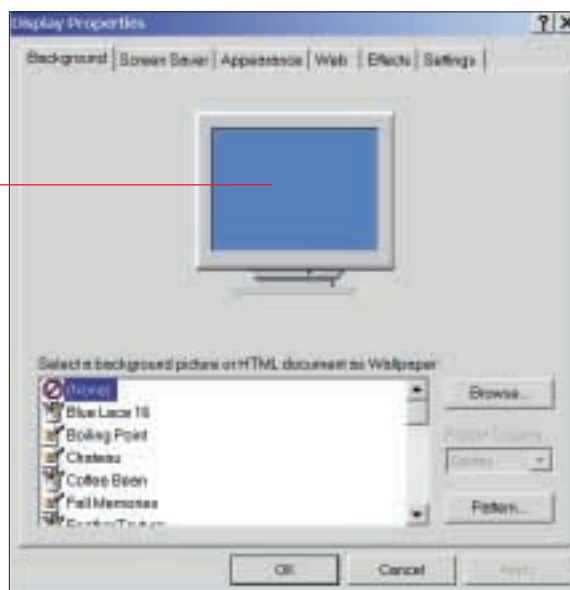
The Windows 2000 operating environment is very customizable. You can change background patterns and colors and set screen savers directly from the desktop. To change display properties, position the arrow pointer on any empty location on the desktop and then click the *right* mouse button. At the pop-up menu that displays, click *Properties*. This displays the *Display Properties* dialog box with the *Background* tab selected, as shown in figure W.25.

figure

W.25

Display Properties Dialog Box with Background Tab Selected

Wallpaper and pattern choices are previewed here.



Changing the Desktop Background

The desktop background is customized at the Display Properties dialog box with the Background tab selected. Add a wallpaper background to the Windows desktop with options in the dialog box list box. Click any wallpaper option in the list box and then preview the results in the preview screen. Wallpaper can be centered, tiled, or stretched. Choose the display by clicking the down-pointing triangle at the right side of the Picture Display list box and then clicking the desired display. Choose the *Tile* option and the wallpaper covers the entire screen with a repeated series of images; choose *Center* and the wallpaper is one image set in the middle of the screen; or choose the *Stretch* option and the image is stretched across the entire screen. You can use the Browse button to select an HTML document from the network for your desktop background.

Add a pattern to the desktop with options from the Pattern dialog box. Display this dialog box by clicking the Pattern button located toward the bottom right corner of the Display Properties dialog box. The Pattern button is available only when the Picture Display option is set for *Center*.

If you want, you can choose (*None*) for both the wallpaper and pattern. This leaves the desktop one solid color. When you are satisfied with the pattern and wallpaper choices, click OK to set the changes and close the Display Properties dialog box.

Adding a Screen Saver

If your computer sits idle for periods of time, consider adding a screen saver. If a screen sits idle for a long period of time, you run the risk of burning any images

onto the screen. (Fortunately, monitor technology has improved and burning images on the screen is becoming less of a problem.) A screen saver is a pattern that changes constantly, thus eliminating the problem of an image staying on the screen too long.

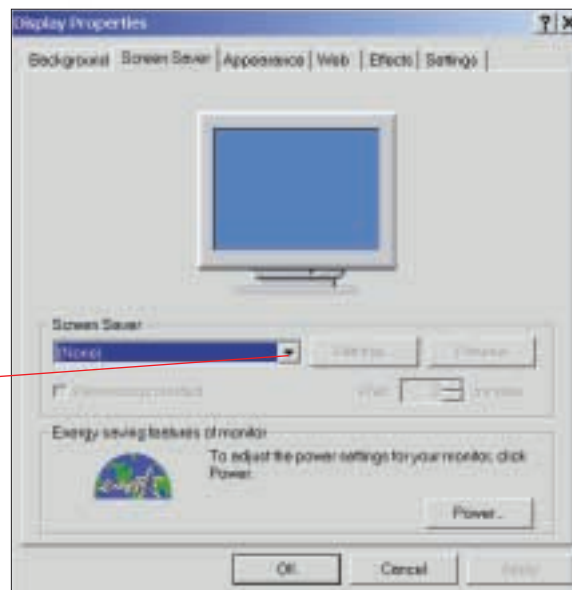
To add a screen saver, display the Display Properties dialog box and then click the Screen Saver tab. This displays the dialog box as shown in figure W.26.

figure

W.26

Display Properties Dialog Box with Screen Saver Tab Selected

Click this down-pointing triangle to display a list of screen savers.



Click the down-pointing triangle at the right side of the Screen Saver list box to display a list of installed screen savers. Click a screen saver and a preview displays in the monitor located toward the top of the dialog box. Click the Preview button and the dialog box is hidden while the screen saver displays on your monitor. Move the mouse or click a button on the mouse and the dialog box will reappear.

Click the Settings button to display additional options for customizing a screen saver. Protect the screen saver with a password by clicking the *Password protected* check box. If a check mark appears in this check box, you must enter the correct password to clear the screen saver and return to the desktop.

If your computer's hardware is Energy Star compatible, the *Energy saving features of monitor* section is enabled. Click the Power button and a dialog box displays with options for choosing a power scheme appropriate to the way you use your computer. The dialog box also includes options for specifying how long the computer can be left unused before the monitor and hard disk are turned off and the system goes to standby or hibernate mode.

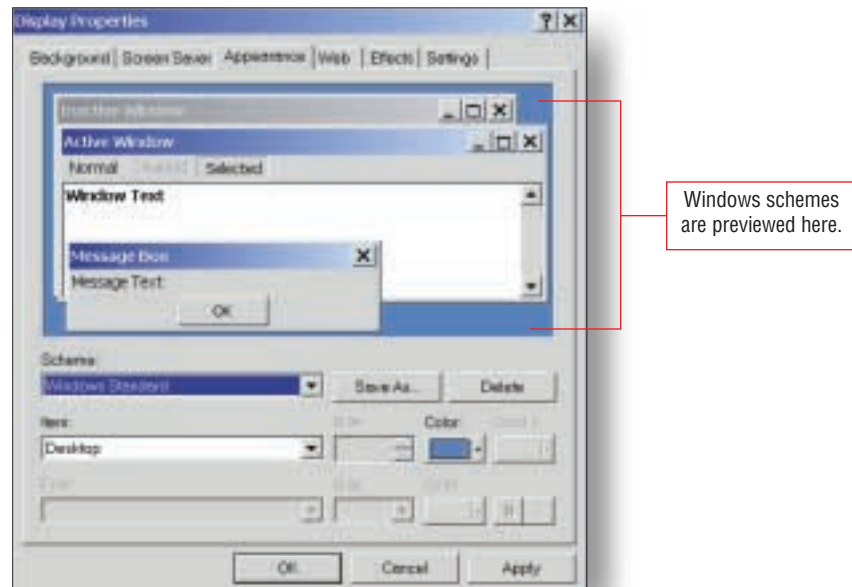
Changing Colors

Click the Appearance tab at the Display Properties dialog box and the dialog box displays as shown in figure W.27. At this dialog box you can change the desktop scheme. Schemes are predefined collections of colors that are used in windows, menus, title bars, and system fonts. Windows 2000 loads with the Windows Standard scheme. Click the down-pointing triangle at the right side of the Scheme list box to display a list of available schemes. When you choose a scheme, the results are previewed in the sample dialog boxes.

figure

W.27

Display Properties Dialog Box with Appearance Tab Selected

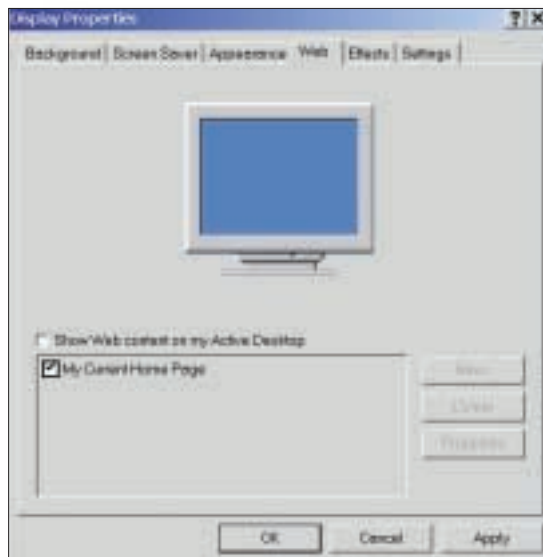


Schemes set the appearance of the entire operating system. If you want to set the desktop to a unique color, but leave the rest of the scheme intact, specify options at the Item drop-down list. Click the down-pointing triangle at the right side of the Item list box and then click the specific object to which you want the scheme applied.

Displaying Web Pages on the Desktop

Click the Web tab and the Display Properties dialog box displays as shown in figure W.28. Windows uses your Internet browser to display Web pages and other Internet files on your desktop. Using the tab requires a working Internet connection.

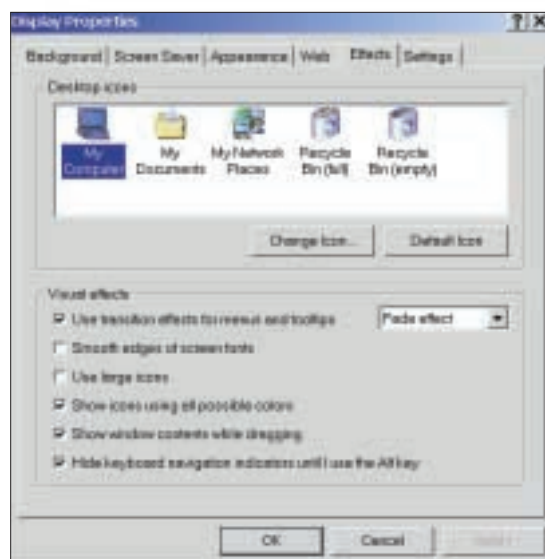
Display Properties Dialog Box with Web Tab Selected



Changing Desktop Icons

Click the Effects tab and the Display Properties dialog box displays as shown in figure W.29. Use options from this dialog box to change desktop icons from the default icons used by Windows. Select the icon you want to change, click the Change Icon button, and then select a new icon from the Current icon list box in the Change Icon dialog box. Use the Browse button to select an icon of your own design.

Display Properties Dialog Box with Effects Tab Selected



Changing Settings

Click the Settings tab at the Display Properties dialog box and the dialog box displays as shown in figure W.30. At this dialog box you can set color and screen resolution.

figure

W.30

Display Properties Dialog Box with Settings Tab Selected



The *Colors* option determines how many colors are displayed on your monitor. The more colors that are shown, the more realistic the images will appear. However, a lot of computer memory is required to show thousands of colors. Your exact choice is determined by the specific hardware you are using. The Screen area slide bar sets the screen's resolution. The higher the number, the more you can fit into your screen. Again, your actual values depend on your particular hardware. Clicking the Advanced button displays a dialog box with advanced display settings for changing font size.

exercise

10

Customizing the Desktop

(Before completing this exercise, check with your instructor to determine if you can customize the desktop.)

1. At the Windows 2000 desktop, display the Display Properties dialog box by positioning the arrow pointer on an empty location on the desktop, clicking the *right* mouse button, and then clicking *Properties* at the pop-up menu.

2. At the Display Properties dialog box, add wallpaper to the desktop by completing the following steps:
 - a. Make sure the Background tab is selected. (If it is not, click the Background tab.)
 - b. Click *Blue Lace 16* in the Wallpaper list box. (If this option is not available, choose another wallpaper.)
 - c. Make sure *Center* is selected in the Picture Display list box.
 - d. Click OK to close the dialog box.
3. After viewing the desktop with the Blue Lace 16 wallpaper, add a pattern to fill in the space around the wallpaper by completing the following steps:
 - a. Display the Display Properties dialog box.
 - b. At the Display Properties dialog box with the Background tab selected, click the Pattern button. (This displays the Pattern dialog box.)
 - c. Click *Paisley* in the Pattern list box. (If *Paisley* is not visible, click the down-pointing triangle in the Pattern list box until *Paisley* displays.)
 - d. Click OK to close the Pattern dialog box, and then click OK to close the Display Properties dialog box.
4. After viewing the desktop with the Blue Lace 16 wallpaper and the Paisley pattern applied, add a screen saver by completing the following steps:
 - a. Display the Display Properties dialog box.
 - b. At the Display Properties dialog box, click the Screen Saver tab. (If a screen saver is already selected in the Screen Saver list box, make a note of this screen saver name.)
 - c. Click the down-pointing triangle at the right side of the Screen Saver list box.
 - d. At the drop-down list that displays, click a screen saver that interests you. (A preview of the screen saver displays in the screen located toward the top of the dialog box.)
 - e. Click a few other screen savers to see how they will display on the monitor.
 - f. With a screen saver selected, click OK. (This closes the dialog box.)
5. At the desktop the screen saver will display, by default, after the monitor has sat idle for 15 minutes.
6. Return all settings back to the default by completing the following steps:
 - a. Display the Display Properties dialog box.
 - b. Make sure the Background tab is selected.
 - c. Click (*None*) in the Wallpaper list box.
 - d. Click the Pattern button.
 - e. At the Pattern dialog box, click (*None*) in the Pattern list box.
 - f. Click OK to close the Pattern dialog box.
 - g. Click the Screen Saver tab.
 - h. At the Display Properties dialog box with the Screen Saver tab selected, click the down-pointing triangle at the right side of the Screen Saver list box, and then click (*None*). (If a screen saver was selected before you began this exercise, return to that screen saver.)
 - i. Click OK to close the Display Properties dialog box.

Exploring Windows 2000 Help Files

Windows 2000 includes an on-screen reference guide providing information, explanations, and interactive help on learning Windows features. The on-screen

reference guide, referred to as “Help,” contains complex files with hypertext used to access additional information by clicking a word or phrase. The Help feature can interact with open programs to help guide you through difficult tasks.

Using Windows Help Files

Display the Help window by clicking the Start button on the Taskbar and then clicking *Help* at the pop-up menu. The pane at the left side of the window contains four tabs—Contents, Index, Search, and Favorites. Click the Contents tab and Help topics display in the list box below the tabs, with each option preceded by a book icon as shown in figure W.31. Click a book icon and a list of subtopics appears. Click a subtopic that interests you and information about the topic displays in the pane at the right side of the window.

figure

W.31

Help Window with Contents Tab Selected



exercise

11

Using the Help Topics or Windows Help Dialog box with the Contents Tab Selected

(Depending on the type of installation completed on Windows, some of the Help categories may not be available. If some of the Help categories in exercise 11 do not display, experiment with other categories that interest you.)

1. At the Windows 2000 desktop, use the Help feature to learn about new Windows 2000 features by completing the following steps:

- a. Click the Start button located at the left side of the Taskbar.
 - b. At the pop-up menu that displays, click *Help*.
 - c. At the Help window, click the Contents tab. (Skip this step if the Contents tab is already selected.)
 - d. Click *Introducing Windows 2000 Professional* located in the list box in the pane at the left side of the window. (This causes the book icon preceding *Introducing Windows 2000 Professional* to display as an open book and a list of subtopics to display below *Introducing Windows 2000 Professional*.)
 - e. Click *What's new?* and information about new Windows 2000 features displays in the pane at the right side of the window.
 - f. Click *Easier to use* (located in the pane at the right side of the window) and then read the information that displays below the topic.
 - g. Click the other topics in the pane at the right side of the window and read the information supplied.
2. Close the Help window by clicking the Close button (displays with an X) that displays in the upper right corner of the window.

Click the Index tab and the Help window displays as shown in figure W.32. Key the desired feature, keyword, term, and so on, in the *Type in the keyword to find* text box. Help displays a list of topics matching or related to the keyed text. Using the Help window with the Index tab selected is often easier than looking through the window with the Contents tab selected.

figure

W.32

Help Window with Index Tab Selected



Use the Help window with the Search tab selected to search for a specific word, term, or phrase. At the Help window with the Search tab selected, as shown in figure W.33, key the desired word or phrase in the *Type in the keyword to find* list box and then press Enter or click the List Topics button.

figure

W.33

Help Window with Search Tab Selected



You can enter a word or phrase in the *Type in the keyword to find* list box. If you want to find Help topics that contain a specific phrase, enclose the phrase in quotation marks. This tells Help to display only those topics that contain all the words in the phrase in that specific order.

If you use a Help topic repeatedly, you can add it to the Favorites tab. To do this, display the Help window and then display the desired topic. With the topic displayed in the pane at the right side of the window, click the Favorites tab. Click the Add button and the topic name is added to the list box located in the pane at the left side of the window. The next time you want to display the Help topic, display the Help window, click the Favorites tab, and then double-click the desired topic.

exercise

12

Using the Help Window with the Index Tab and the Search Tab Selected

1. At the Windows 2000 desktop, use the Help feature to learn about deleting files and folders to the Recycle Bin by completing the following steps:
 - a. Click the Start button and then click *Help* at the pop-up menu.

- b. At the Help window, click the Index tab.
 - c. With the insertion point positioned in the *Type in the keyword to find* text box, key **deleting files**.
 - d. At the list of topics that displays in the list box in the pane at the left side of the window, double-click the subtopic *Recycle Bin* that displays below the *deleting files* topic.
 - e. At the Topics Found dialog box with the *Delete or restore files in the Recycle Bin* topic selected, click the Display button.
 - f. Read the information that displays in the pane at the right side of the window.
 - g. Click Related Topics that displays at the bottom of the pane at the right side of the window.
 - h. At the pop-up list box that displays, click the *Remove items permanently when you delete them* topic.
 - i. Read the information that displays in the pane at the right side of the window.
 - j. Click the Close button (contains an X) that displays in the upper right corner of the Help window.
2. Use the Help feature to search for information on the Display Properties dialog box by completing the following steps:
 - a. Click the Start button and then click *Help* at the pop-up menu.
 - b. At the Help window, click the Search tab.
 - c. Key **"Display Properties dialog box"** in the *Type in the keyword to find* text box. (Make sure you key the quotation marks.)
 - d. Click the List Topics button.
 - e. When a list of topics displays, double-click *Display overview*. (This displays the topic in the pane at the right side of the window with the phrase *Display Properties dialog box* selected.)
 - f. Read the information that displays in the pane at the right side of the window.
 - g. Select the text currently displayed in the *Type in the keyword to find* text box and then key **Display Properties dialog box** (without the quotation marks).
 - h. Press Enter or click the List Topics button.
 - i. Notice the list of topics that displays is different from the list that displayed for the previous search. Double-click one of the topics in the list and notice that the topic displays with one or more of the words in the phrase selected.
 - j. Close the Help window.