

Windows 103

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Start Menu: [Shut Down, Run, Find, Settings, Programs]

This is where you find your installed programs when they do not appear on the desktop. **Programs** is listed at the top and usually highlighting an item opens a sub menu. Simply highlight the item you want and double click on it to open it. Use the left mouse button unless instructed to "right click".

The **Shut Down** Menu is also here. Make sure it is set to shutdown rather than just restart.

Find is for locating specific files and which folders they might be in. Use when you are trying to locate a file.

Run is for running a specific program that may not be on the Start Menu

Settings is a short Cut to the Control Panel

Windows Explorer[used to be called file manager in Windows 3.1]

This will open a file manager to allow you to copy files to another location or change its attributes. You may use it to copy files to a floppy or Zip disk for backing up.

Normal operation opens a double window. If you consider the left side to be the root directory and the right side to be what is in the opened folders, you should have a picture of what will happen. By clicking on a folder on the left side, all files in that folder will be displayed on the right side.

Unless you are proficient in moving the mouse and clicking, do not attempt to play with files. You may accidentally delete a critical Windows file and stop the computer from running.

You should set the "view" to "details" so you can see the details about files. Also make sure you can see hidden files.

Highlighting a file on the right side, right clicking to open a menu, select copy. This will start the copy process. You can then select the destination, highlight it, and right click to open the menu, and select paste, to copy the file to that location. It is also possible to drag an item, but if you drag it, you are removing it and this is where more accidents happen. You should always have the file you work with on the hard drive and a backup in a second place. Never keep a file on just a floppy or zip disk. They also get damaged and lost.

It is possible to highlight a group of files by tagging the top file, holding the shift key, and tagging the bottom file of the list. An entire list of files can be copied at once.

My Computer[Drives, Printers, Control Panel, Dial Up Networking]

You can actually view files on a drive through My Computer. Some times this is all you need and it is ok to view files here. I do not recommend copying files from here.

Printer drivers are sometimes added from the printer icon. Be sure to check the directions that come with your printer because not all manufacturers do it the same way.

Items in the Control Panel will be covered separately below.

Dial Up Networking is the dialer used for Internet connections. It has the special task of applying a special protocol called TCP/IP used for the Internet communications in a way that interfaces with the browser (the software that views Internet documents).

Control Panel[Modem, Networking, System, Date-Time, Display, and 16 other items]

Time/Date is one of the places where the Time and Date are set. It can also be set in CMOS or at the DOS prompt.

Modem is where the modem driver is added and also where the modem can be tested.

Display is where the Display driver is added or changed. You can also set the resolution and color depth here.

Networking is where networking properties are added or changed. This is also used for the Internet setup. Protocols are added or changed here.

System is first where you get a record of the operating system and serial number. It also lists the "Device Manager" which is extremely important in setting up and troubleshooting hardware.

The **Device manager** lists all installed devices and their properties. You can determine whether a device is installed properly and working by studying what you see. Red marks mean there is a serious fault. Yellow marks mean the device may be there but not functioning, probably because of a fault, conflict or corrupted driver.

