

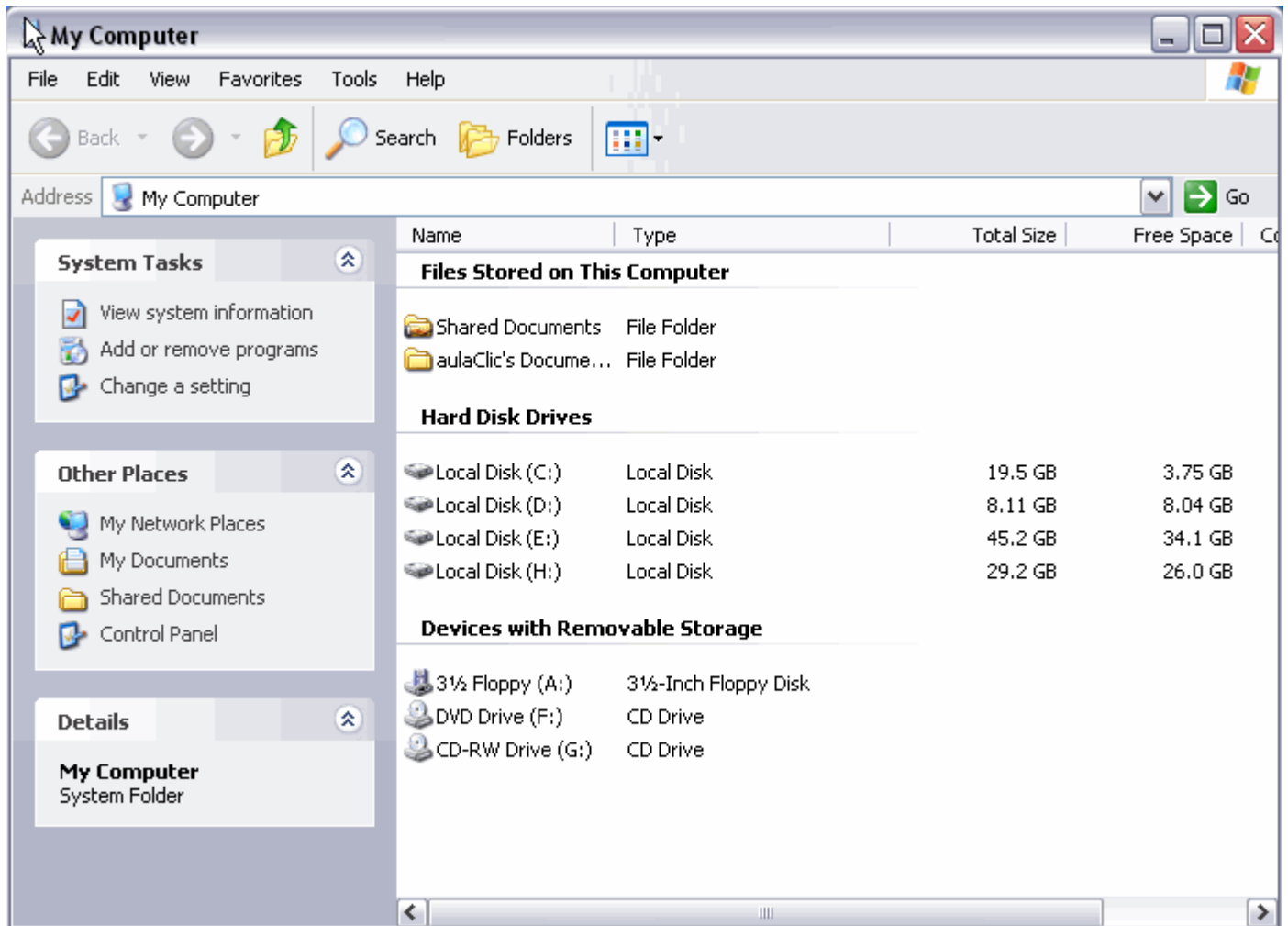
Unit 2. Basic Concepts - The operating system

We are going to work with WindowsXP Home Edition operating system.

The operating system is indispensable for the computer; without it the computer could not work.

The main function of any operating system is being an intermediary between us and the physical parts of the computer (screen, keyboard, hard disk, printer,...), making it easier to handle.


For example, there is no need for us to know exactly in what part of the hard disk we have saved a certain document we created, the operating systems takes care of it.





The window above is the one that opens when you click on My Computer. **All the windows are formed by:**




The title bar contains the name of the program you are working with (Notepad) and in some cases the name of the opened document (aulaClic) also appears. In the top right corner we can find the minimize, maximize/restore, and close buttons.

The **minimize** button  shrinks the window it turns it into a button located in the WindowsXP task bar.

The **maximize**  amplifies the size of the window to the whole screen.

The **restore** button  restores the window to its original state.

The **close** button  closes the window. If we've modified the document, we are asked if we want to save the changes before closing.

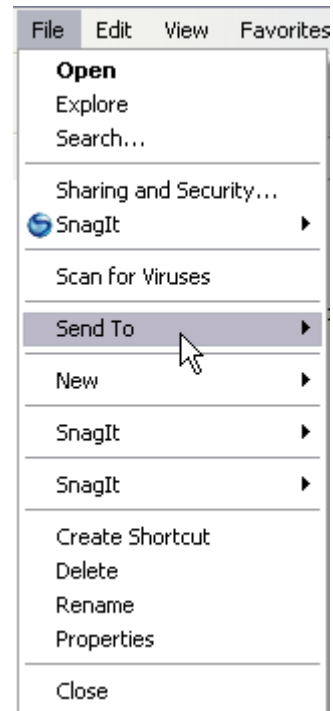
File Edit View Favorites Tools Help

The menu bar has the program functions organized in menus. For example, when we click on **File**, the different operations that can be performed with files are displayed. All the operations that the program allows us to do are located within the different menus of this bar.

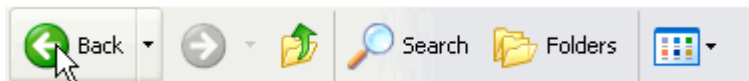
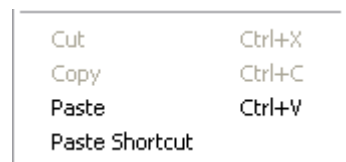
To open a menu with the keyboard, you need to press the **Alt** key plus the underlined letter of the menu you want to open. For example **Alt+F** opens the menu **File**. In no letter is underlined, press **Alt** key.

If on a **menu** an option appears with a **small arrow pointing to the right** it means that that option contains other options. If you want to open the menu related to that option, you only need to maintain the option highlighted for a few seconds and the menu will appear.

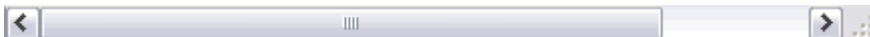
If on a menu you find an **option that contains three dots**, (for example **Sharing and Security...**) it means that the option needs more information to be executed; normally a dialog box will open in which you can place that information.



If you find an **option that is grey or lighter colored** it means that it is not possible to select it at that moment. On this example **Copy** is lighter colored than **Paste**.



The tool bar contains icons to immediately execute some of the most often used commands. These commands can also be executed from the menu bar.



The scroll bars allow us to move through out the page in a quick and simple manner. Simply drag the bar with the mouse or click on the arrows. There are bars to move along the width of the page and bars to move along the height of the page. The little square with dots on the right is used to change the size of the window. Simply click and drag.




The status bar is used to give the user certain information. This information varies depending on the window that is opened at the time. In this case it tells us that we have 3.75 GB free space on the disk, and that the total size of the disk is 19.5 GB. This bar is not shown by default in Windows XP. You can activate or deactivate it from the menu **View --> Status Bar**.

Unit 3. The Desktop (I)

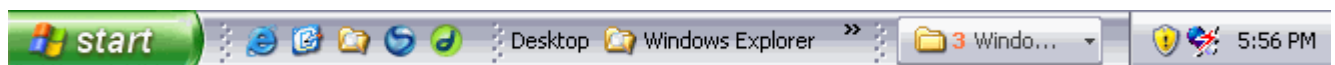
The Desktop is the on-screen work area on which windows appear, it's the first screen that appears when the operating system has initialized. In our case it will be the Windows XP desktop. Once Windows XP has initialized, the following screen will appear. It is possible that it is not the same as the one on your computer because Windows allows us to customize the background. This will be discussed later on.

The Desktop is the on-screen work area on which windows appear, it's the first screen that appears when the operating system has initialized. In our case it will be the Windows XP desktop.




On the desktop we have icons that allow us to open the corresponding program. For example, by clicking on the icon  Internet Explorer will open up.

THE BARS AND START BUTTON



Task Bar. The task bar is what appears on the bottom of the screen. On the bottom left corner there is the **Start** button. Next we have the area for shortcuts, then the programs running, and lastly the **notification area**.

 The **Start** Button is the button through which we can access the entire breadth of options that Windows XP offers us. If we browse it, a menu similar to the one below will be displayed.



On the top we can find the name of the current user. In this case it is *aulaClic*.

On the middle part there are two areas:

The left area contains three separate areas divided by a thin line.

On the top third we can see **Internet Explorer** and **Outlook Express**. They are located here because these are programs included with WindowsXP. On the next third we find all the programs that we have been using lately. In this example, MSN, Windows Media Player, ... This way we have quicker access to the programs that we most frequently use.

To gain access to the rest of the programs we have the green triangle **All programs**. By clicking here, we can view all of the programs that are installed on our computer.

On the right hand area there are icons to access the different parts of WindowsXP that are most often used: **My documents**, **My Recent Documents**, **My Pictures**, **My Music** and **My Computer**.

With the **Control Panel** icon we can configure and customize the appearance of our computer.

If we have any questions we can use the **Help and Support** that Windows offers us.


With the **Search** icon we can find files whose location we are not sure of. The option **Run**

allows us to directly execute certain commands, for example to execute a specific program, etc...At the bottom we have the options **Log Off** and **Turn Off Computer**. The first option allows us to close the current session, and the second option allows us to restart or turn off our computer.

The shortcuts area.

Contains icons that are used to access a particular program quickly. To place an icon here, simply drag it from the desktop. These icons are shortcuts that we can create, as we will see on the following page.


To execute, simply click on the icon.

The icon  represents the desktop. It is used to minimize the windows that are opened to access the desktop easier.

The icon  represents Internet Explorer. It is used to quickly access Internet.

The icon  represents Windows Explorer. It used to quickly access files and folders.

Open programs.

 In this area we can see the buttons of the programs that are currently open and two small arrows pointing up and down. If the button is slightly darker it means that it is the button of the program that we are working with. By clicking on each button we find ourselves in the respective program.



When there are several programs opened at the same time they are grouped under a button. For example, if we have several windows of Internet Explorer opened or several programs with files. By clicking, a window will choose to open one of them. In this case we choose between the three Internet pages shown.

Further to the right, as in the example above, two black arrows help us to navigate the buttons in the event that we are working with many windows and they do not all fit on the task bar.



The notification area.

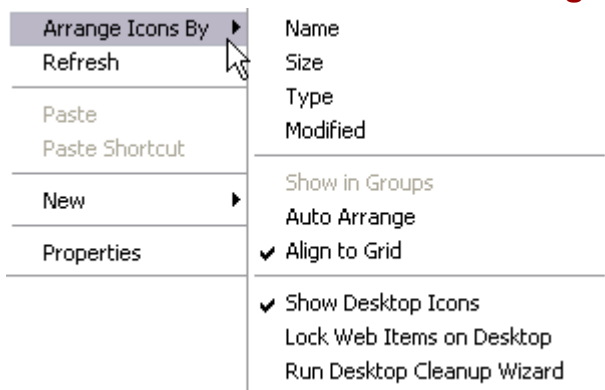
This area contains icons that represent the programs that start up automatically when the computer is turned on as well as other information. In this case about automatic updates and about the antivirus program.

If a round button appears, this allows us to expand or shrink the area that contains the icons of these programs. The time also appears here. If you wish to open them simply double-click on the icon.



The Icons and Shortcuts The icons and shortcuts are small images situated on the desktop of Windows XP. Just like buttons, icons have the objective of immediately executing a given program. To start the related application simply double-click with the left mouse button.

How to organize the desktop icons



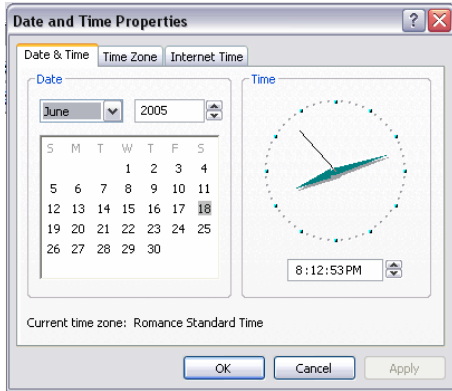
- 1) Click on the desktop with the **right button** of the mouse.
- 2) Select on the menu **Arrange Icons By**.
- 3) As the menu is displayed you can chose to organize them by **Name**, **Type**, **Size**, or **Modified (date)**.
- 4) You can also activate the option **Auto Arrange**, which is in charge of arranging the icons one below the other. If you wish to customize the way the icons are organized you can simply drag them with the mouse to where you want them. To do this, the option **Auto arrange** must be deactivated.

How to create a shortcut

Once we have the shortcut on the desktop we can leave it there or drag it to the quick access bar on the task bar.

We can also **rapidly create a shortcut** to the type of document that the window shows us, for example *Bitmap image*, *Wordpad Document*, *text document*, etc... In order to do this, simply click on the corresponding option, and in this way a shortcut will be created with the appropriate icon, for example Wordpad document.

How to change the date and time



The computer has a **clock** located on the the right side of the **task bar**.



If you wanted to know the day of the week you would have to place the pointer over the clock and wait a couple of seconds for the complete date to appear.

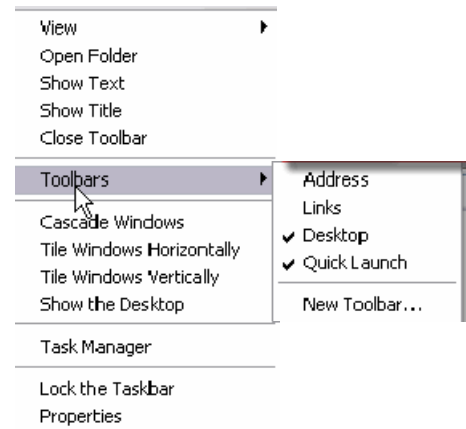
You can also check and modify the properties of the clock with the dialog box that appears next. It appears as you double-click on the clock on the task bar.

1. ● To change the **Date** follow these steps:
 - a. Double-click on the clock on the task bar to open the dialog box.
 - b. To change the **month** place the pointer on the month box and click the mouse on the arrow to the right. A list with the months will be displayed. Select the appropriate month.
 - c. To change the **year** place the pointer on the year box and with the arrows you can change the year.
 - d. To change the day select it on the calendar that appears.
 - e. Click **Apply** if you want the change to take effect and remain in the dialog box. Click **OK** if you want the changes to be permanent and for the dialog box to close.
 2. ● To change the **Time** do the following:
 - a. Place the pointer on the clock.
 - 2) To change the time select the time digits with the arrows to the right and adjust to the necessary time.
 - 3) This same process must be done with the minutes and seconds.
- You can change the **meridian** by selecting it on the list of **Time Zones**.
- If you click **Apply** the change will take place and you will remain in the dialog box. If, however, you click on **OK**, the changes will take effect and the dialog box will close.

How to visualize the Tool Bars

- 1) Right click with the mouse on the task bar.
- 2) Select **Toolbars**
- 3) From the menu that appears select the toolbars that you wish to see.


If next to the option a check mark appears it means that the tool is already visible.



Unit 4. WindowsXP Explorer (I)

The *Explorer* is an indispensable tool in an operating system, since with it we can **organize and control the files and folders** of the different storage systems at our disposal such as the hard drive, disk drive, etc. The *Windows Explorer* is also known as the *File Manager*. Through it we can delete, see, copy, or move files and I suggest you pay particular attention to this unit because of its great importance folders.

Starting the Explorer

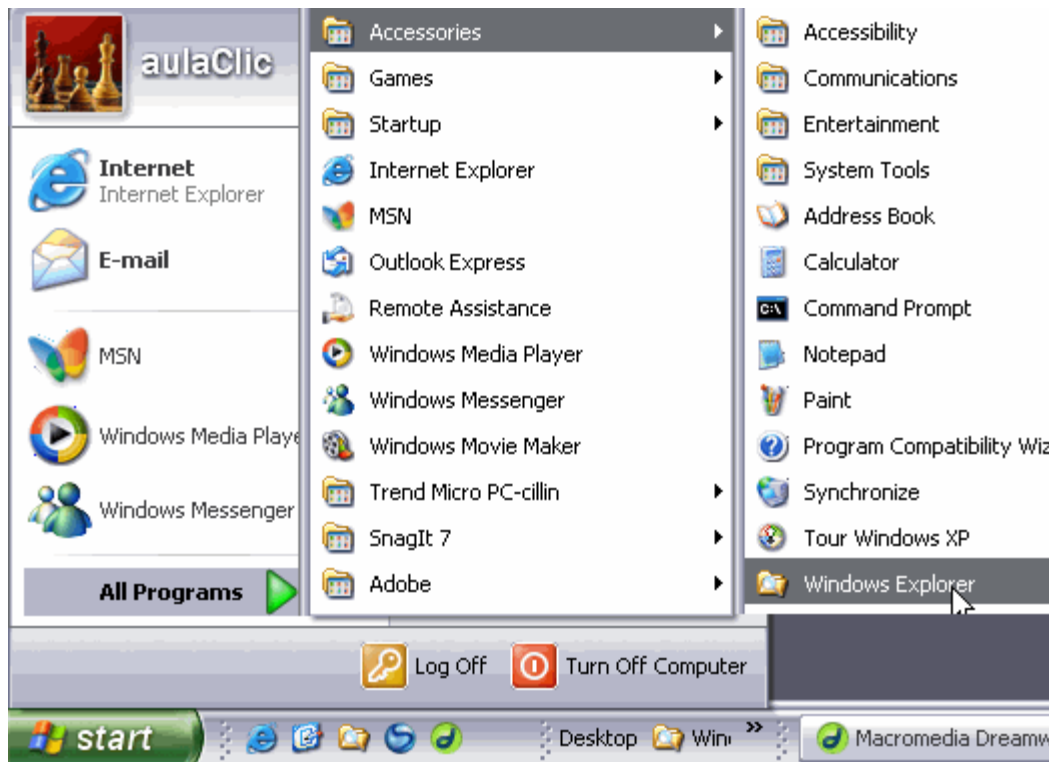
The quickest way to start up the *Explorer* is through the icon  on the task bar or desktop. If you don't already have the icon created, you can open the *Explorer* as follows:

Click on **Start**

Select **All programs**

Select **Accesories**

Select **Windows Explorer**



The Explorer can also be started from the **Start** button by choosing **My documents**, **My images** or **My music**; the difference is that in these cases we will go directly to those folders.

The Windows Explorer's window

This window is similar to the one you can find as you open your Windows explorer. It is possible that it may differ slightly in appearance since we can customize it to our liking.

The explorer consists basically of two sections. On the left side there is the **directory tree**, which is the list of units and folders that we have. **Only units and folders appear**, no files. On this image we can see a few folders such as **My Documents**, **aulaClic**, the **My Computer icon**, **My Network Places** and the **Recycle Bin**.

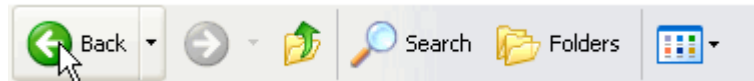
On the right side there is another section, which will show the content of the folder that we have opened on the left section. This section **shows its folders and files**. In this case the files that are contained in the folder Winxp appear. Depending on the type of view that we have activated we will see different type of information regarding the files. On this example we see the name, size, type, and date of last modification on each file because we have the view **Details** activated. Later we will learn how to change the view.



● Like in any window, we have the **title bar** that shows the name of the folder we are in.



● The **menu bar** contains the menus that will allow us access to all the operations that can be done with a file or folder. By clicking on each menu the options will be displayed.



● The **standard bar** contains the buttons for the most used operations.

If this bar is not visible select from the menu **View**, the option **Toolbars**, next select the option **Standard buttons**.



The Back button will allow us to go to the **last page** that we have seen. The button next to it, when activated, allows us to move one page forward.



The up button will allow us to **go up one level**, which means going back to the folder that contains the folder we are working with.



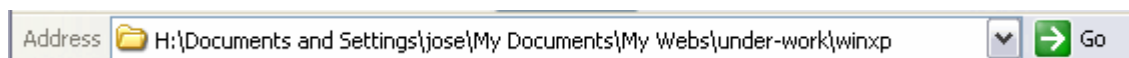
The search button displays a window where we can search for the file we want.



The folders button shows the folder's structure on the left side of the screen, or it can display an area with the most frequent tasks, depending on the file we have selected. In this area we can find, among others, the following buttons:



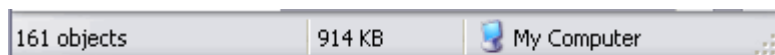
The last button allows us to change the views on the folders (view details, Thumbnails,...) We'll explain this in more detailed on the next page.



● The **Address Bar** is well known for Internet because it shows the address of the web we are viewing. With Windows Explorer it functions the same way, but it shows the name of the folder we are working with.

If we click on the black arrow it will show the structure with our computer's drives.

If we write a name in the address bar and we click on the green arrow, it will search for this name.



● The **Status Bar** shows additional information on the elements we have selected. This is an optional bar. In order to activate it, go to the **View** menu and click on **Status Bar**.

On the Status bar below we can see the number of files the folder contains and the total size of them (in KB, 1MB is 1024KB). If we select some files, the **status bar** will display the information of selected objects and their **total size**. This is a very useful bar because we are able to know very quickly if the selected files would fit on a floppy disk (a floppy disk is 1.44Mb, approximately 1474Kb).

If you only select one file it will show the information on what kind of file it is, if you select a folder or a drive it will show the number of objects (files or folders) it contains and how much free space it has left.