

This chapter introduces Windows 95, the operating system that is used to run Microsoft Office. It includes a discussion of the Windows 95 Desktop and Windows 95 applications. You will learn how to use the mouse, windows, and dialog boxes. Proper handling and formatting of a diskette, making backups of a file, and using Windows 95 tools are also discussed.

2.1 Operating Systems

All microcomputers run software that allow the user to communicate with the computer using the keyboard and mouse. This software is called the *disk operating system* (DOS). Popular operating systems include Windows 95, MS-DOS (Microsoft Disk Operating System) and Unix. The version of Microsoft Office discussed in this text runs on computers that have the Windows 95 operating system. When the computer is turned on, the operating system software (Windows 95) is automatically loaded into the computer's memory from the computer's hard disk in a process called *booting*.

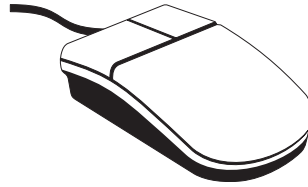
An operating system is also needed to allow applications software to communicate with the hardware components of a computer. *Applications software* is written by professional programmers to perform tasks or a specific application. In this text, we will use an applications software package named Microsoft Office which includes four applications: word processing, spreadsheet, database, and presentation graphics.

The Windows 95 operating system is a special kind of program known as a *graphical user interface*, or GUI (pronounced "gooey"). When the Windows 95 GUI is running, it provides the user with pictures called *icons* to create a user-friendly environment. Windows 95 also supplies applications and tools that allow you to easily work with the software.

Windows 95 is an object-based operating system. This means that each item that appears on the screen is an *object*, such as a window or dialog box. A *window* is the area on the screen that contains an open program or file. A *dialog box* allows the user to choose and enter information that is needed to complete an action. Through the use of windows, multitasking is possible. *Multitasking* allows the user to have more than one application running at a time. For example, you can run word processor and spreadsheet applications simultaneously. This allows you to switch between the two applications.

2.2 Using the Mouse

The computer comes equipped with a special input device called a *mouse*, which is used to perform a variety of tasks. A mouse has two or three buttons and looks similar to:



The mouse

mouse pointer

When the mouse is in use, the *mouse pointer* is displayed on the screen. One common shape of the mouse pointer is an arrow:



The mouse pointer

The mouse pointer may change shape depending on the current operation being performed. For example, an hourglass shape (⌚) is displayed when the computer is performing a task and cannot accept additional input from you. Another shape is the double-headed arrow (↔). When this is displayed, you can change the size of the object that the pointer is on.

Sliding the mouse on the top of a desk causes the mouse pointer to move on the screen. Slide the mouse to the left and the mouse pointer moves to the left; slide the mouse to the right and the mouse pointer moves to the right.

pointing

Moving the mouse to place the pointer on an object on the screen is called *pointing*. In this text, when we say to point to an object on the screen, we mean to move the mouse until the mouse pointer is placed on the object.

screen tips

When pointing to an object that performs an action and pausing for a few seconds, a screen tip appears near the pointer. The *screen tip* provides information about the object and often describes what action(s) the object can perform.

clicking

An object on the computer screen can be *selected* by pointing to it and pressing the left mouse button and releasing it quickly. This type of selection is called *clicking*. When we say to select, or click on, an item, we mean to point to it and then press and release the left mouse button.

Right-clicking is pressing the right button on the mouse and releasing it quickly. Pointing to an object on the screen and then right-clicking displays a list of commands that are related to that object.

double-clicking

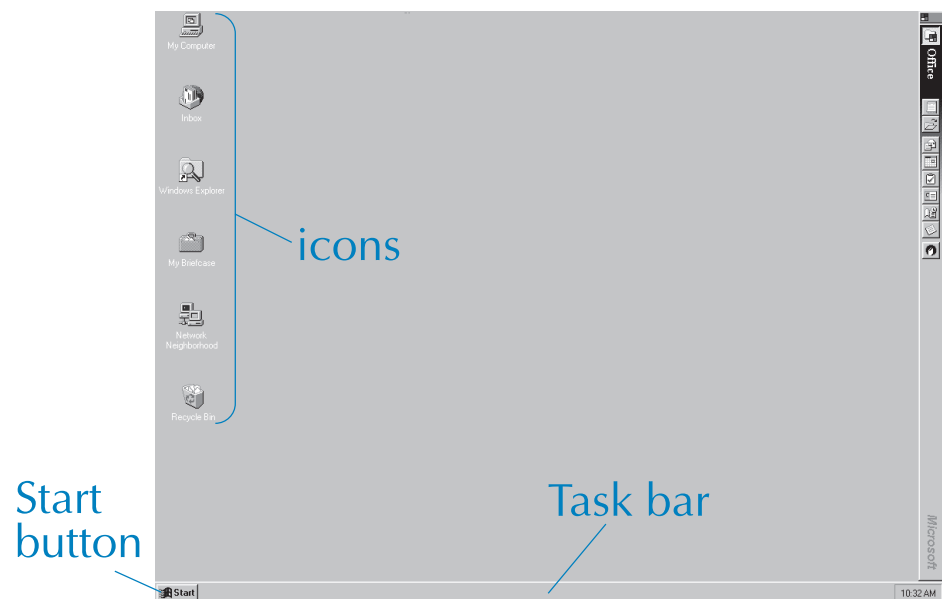
A special form of clicking is *double-clicking*. As the name implies, double-clicking means to point to an object and then press the left mouse button twice in rapid succession.

dragging

The last mouse technique is called *dragging*. When we say to drag, we mean to hold the left mouse button while moving the mouse. In some cases, an object can be moved by dragging it. When we say to drag an object, we mean to point to it and then hold down the left mouse button while moving the mouse. When the object is in the desired location, release the mouse button. At times, dragging using the *right* mouse button is necessary. The results of dragging with the right mouse button can be very different from dragging with the left mouse button. Unless specified, always use the left mouse button when dragging.

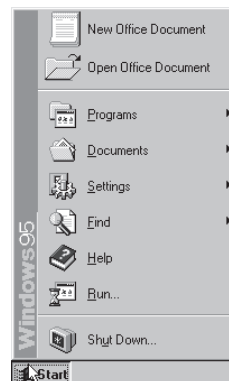
2.3 The Windows 95 Desktop

The *Windows 95 Desktop* contains features that allow you to easily use applications and Windows 95 tools. The Desktop's three most important features are the Start button, Task bar, and icons:



The Windows 95 Desktop

Clicking on the Start button displays a list of commands:



*Shut Down
command*

Commands perform specific tasks and actions. Pointing to a command that has an arrow (▶) displays a group of related items. Note the Shut Down command. This command should always be selected before you turn off the computer.

The *Task bar* displays the names of every open program. Clicking on a program name on the Task bar displays that program's window. The Task bar allows you to easily switch between open programs (multitasking).

The icons displayed on the Desktop are used to perform tasks and run programs. To do this, the icon is double-clicked.

customizing the Desktop

The Windows 95 Desktop can be customized. Right-clicking on an empty portion of the Desktop and selecting the Properties command from the menu displays a dialog box where you can view and change the Desktop's background, the screen saver, the appearance of windows, and the screen's settings. You can also modify an object's properties by right-clicking on it and selecting the Properties command.

Moving objects on the Desktop is also possible. The Task bar is usually at the bottom of the screen; however, it can be moved to any corner of the screen by dragging it. The icons can also be dragged to new locations. This allows you to arrange the objects on the Desktop the way you want them to appear.

Practice 1

In this practice you will view the Windows 95 Desktop and locate the Start button. You will also view the Start menu and Desktop properties, as well as move the Task Bar.

1) BOOT THE COMPUTER

- a. Turn on the computer and the monitor. After a few seconds, the computer automatically loads Windows 95.
- b. After Windows 95 is booted, the Windows 95 Welcome dialog box may appear. If the dialog box appears, first point to the Close button by moving the mouse until the mouse pointer is on it. Next, click on the Close button by pressing the left mouse button once. The Welcome dialog box is removed from the screen.

2) IDENTIFY THE PARTS OF THE DESKTOP

- a. Identify the icons on the Desktop. How many icons appear on the Desktop?
- b. Locate the Task bar on the Desktop. Are there any open programs?
- c. Locate the Start button and point to it. Leave the mouse pointer on the Start button for a few seconds without moving it. What does the screen tip say?

3) VIEW THE START MENU

- a. Click once on the Start button. Commands are displayed. Note how some of the commands have an arrow.
- b. Point to Programs. The programs available on the computer are displayed.
- c. Click once anywhere outside the list on the Windows 95 Desktop to remove the list of commands.

4) VIEW THE DESKTOP PROPERTIES

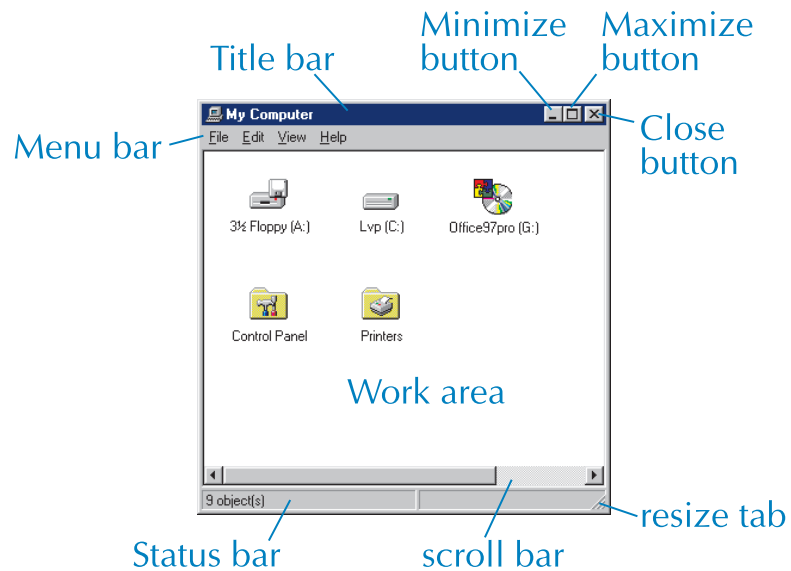
- a. Right-click on an empty portion of the Desktop. A menu appears.
- b. Point to the Properties command and click once with the left mouse button. Note the dialog box which contains Background, Screen Saver, Appearance, and Settings options.
- c. Click on Cancel to remove the dialog box.

5) MOVE THE TASK BAR

- Point to the Task bar (not on the Start button).
- Drag the Task bar to the right side of the screen. A gray line will indicate where the Task bar will be displayed. Are there differences in how the Task bar is displayed?
- Drag the Task bar back to its original position.

2.4 Using Windows

The Microsoft Office and Windows 95 applications you will be using, as well as all documents, are displayed in their own windows. All windows have similar features:



All program and document windows have similar features

At the very top of the window is the *Title bar* which displays the name of the application or document. Below the Title bar is the *Menu bar*. Each word in the Menu bar is the name of a pull-down menu which contains commands. Along the bottom of the window is the *Status bar* which displays information about the program or document. The *Work area* is where information is displayed and/or entered.

The *Minimize button* (☐) in the upper-right corner of a window is used to reduce an application's window to its name on the Task bar. Clicking on the *Maximize button* (☐) in the upper-right corner of a window expands the window to fill the screen. When a window has been maximized, a *Restore button* (☐) is displayed instead of the Maximize button. Clicking on this button restores the window to its previous size. You can close a window by clicking on the window's *Close button* (✕) in the upper-right corner. Closing a window ends the application and removes the window from the screen.

When all the contents of the Work area are not able to be entirely displayed, a *scroll bar* can be used to bring the unseen parts of the Work area into view.

Because numerous windows can be open at the same time, it may be necessary to move or resize a window. A window can be moved by dragging its Title bar. Dragging the *resize tab* in the lower-right corner of a window resizes the window. When pointing to the resize tab, the mouse pointer changes to a double-headed arrow (↔).

Practice 2

In this practice you will minimize, maximize, and restore a window. The Windows 95 Desktop should still be displayed from the last practice.

1) DISPLAY A WINDOW

- a. Double-click on the My Computer icon on the Windows 95 Desktop.
- b. The My Computer window is displayed. Locate the features of a window.

2) MANIPULATE THE WINDOW

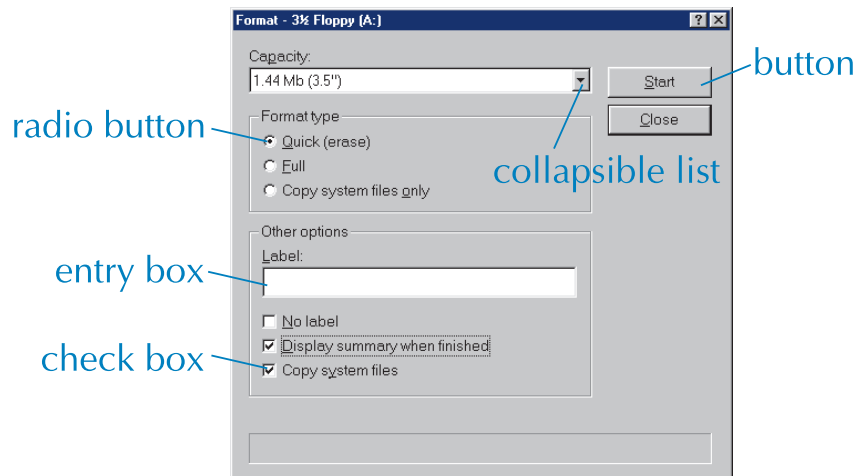
- a. If the window is maximized, click on the Restore button (☐) to decrease the size of the window, otherwise click on the Maximize button (☐).
- b. Click on the minimize button (▢). The window is reduced to the My Computer button on the Task bar.
- c. Click on the My Computer button on the Task bar. The window is again displayed.
- d. Click on the Restore or Maximize button to return the window to its original size.

3) CLOSE THE WINDOW

Click on the Close button (✕) to remove the window from the screen and close the My Computer application.

2.5 Using Dialog Boxes

A dialog box offers a group of options from which you may choose. Its purpose is to supply the information needed to execute a command. A dialog box can be removed without applying selected options by clicking on the Close or Cancel button or by pressing the Escape key. Dialog boxes have different features that accept the needed information:



The Format dialog box contains typical dialog box features

buttons

A common dialog box element is the *button*. Clicking once on a button initiates an action. In the Format dialog box, clicking on the Start button initiates the formatting process.


dialog box options

There are four options in a dialog box. An *entry box* is used to type information that may be needed by a command. A *check box* is another type of option; usually any number of the set of check box options may be selected at the same time. When selecting a *radio button*, usually only one of the set of options may be selected at a time. Clicking on the down arrow (▼) of a *collapsible list* displays a list of options to choose from.

default options

Most dialog boxes have *default* options. This means that a typical entry or option has already been selected for you. For example, the Close button in the Format dialog box is the default button and has a solid outline. If no other options are selected, the default options are used when the Enter key is pressed.

What's This button

The What's This button (??) in the upper-right corner of a dialog box can be used to display information about the dialog box options. Clicking on the What's This button displays the  mouse pointer. Clicking the question mouse pointer on an option in the dialog box displays information about that option.



It is possible to select dialog box options without using the mouse. Each option in a dialog box has an underlined letter. Pressing and holding the Alt key and then pressing the underlined letter selects that option. For example, pressing Alt+S when the Format dialog box is displayed selects the Start button. Pressing the Tab key makes the next option in the dialog box active (ready to receive information).

2.6 Using Diskettes

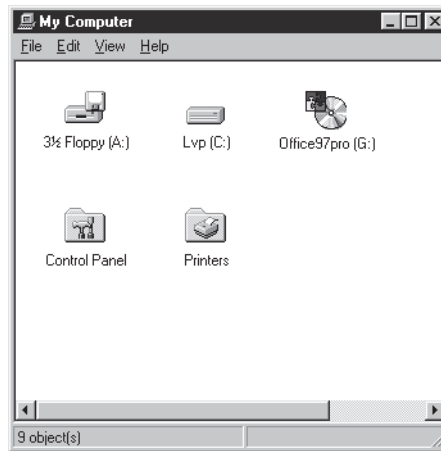
Files are often stored on diskette. It is important to handle diskettes carefully because they store documents in a magnetic format that is vulnerable to dirt and heat. Observing the following rules will help to ensure that your diskettes give you trouble-free service:

1. Keep diskettes away from electrical and magnetic devices such as computer monitors, television sets, speakers, and any type of magnet.
2. Do not expose the diskette to either extreme cold or heat.
3. Store diskettes away from dust, dirt, and moisture.
4. Never touch the diskette's magnetic surface, as doing so can damage it and destroy valuable data.

2.7 Using My Computer



Double-clicking on the My Computer icon on the Windows 95 Desktop displays a window with icons representing the hardware components of the computer:



The My Computer Window

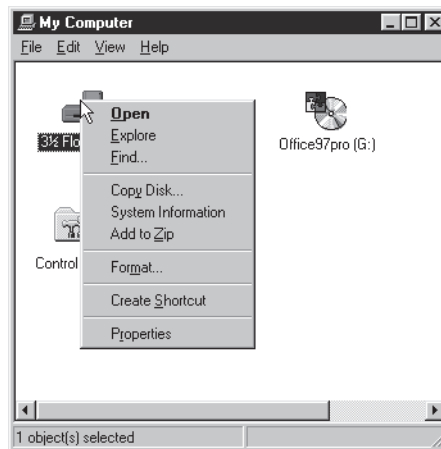
Double-clicking on one of the disk drives displays the contents of that disk drive in a window similar to the Exploring window discussed in the next section. Double-clicking on the Printers icon displays available printers. Double-clicking on one of the available printers while you are printing a document displays the status of your print job.

Right-clicking on one of the My Computer icons displays a menu of commands. The floppy diskette icon (3½ Floppy (A:)) displays the Format and Copy Disk commands when right-clicked.

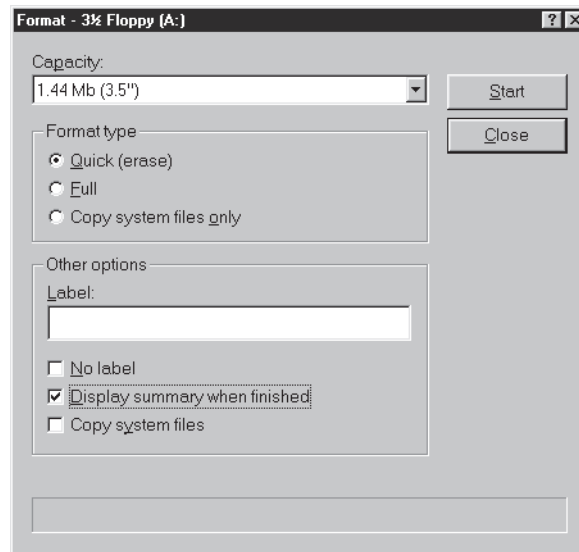
formatting a diskette

A new diskette may need to be formatted before it can be used. *Formatting* a diskette prepares it to receive data. The steps for formatting a diskette are:

1. Double-click on the My Computer icon.
2. Place the diskette to be formatted into drive A:
3. Right-click once on the 3½ Floppy (A:) icon:



4. Select the Format command. The Format dialog box is displayed:

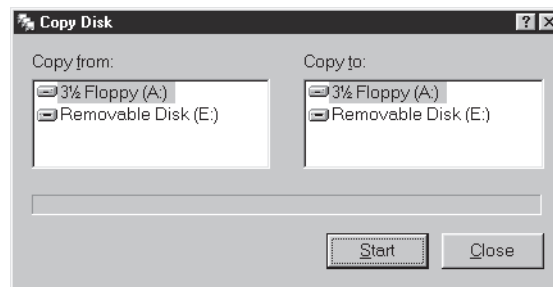


5. Select the Start button.
6. If a dialog box appears saying the diskette cannot be quick formatted select the OK button to accept full format. The formatting process may take a few seconds.
7. Select the Close button to remove the Format Results dialog box and then select Close again to remove the Format dialog box.

copying a diskette

The entire contents of a diskette may be copied to another diskette by using the Copy Disk command. The steps for copying a diskette are:

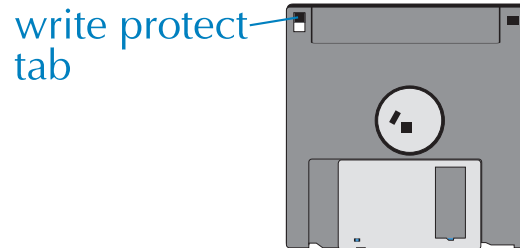
1. Double-click on the My Computer icon.
2. Right-click once on the 3 1/2 Floppy (A:) icon.
3. Click on the Copy Disk command. The Copy Disk dialog box is displayed:



4. Click on the appropriate drive icons in the Copy from and Copy to sections if they are not already selected.
5. Place the diskette to be copied from (source diskette) into the drive and then select the Start button.
6. When prompted, place the diskette that will be copied to (destination diskette) into the drive and then select the OK button.
7. Select the Close button to remove the Copy Disk dialog box when copying is complete.

write protecting a diskette

Because any data on the destination diskette is overwritten when using the Copy Disk command, it is a good idea to *write protect* the source diskette so that it is not accidentally used as the destination diskette. To write protect a diskette, turn to the back side of the diskette and slide the write protect tab upward. The write protect tab is located in the upper-left corner of the diskette:



This diskette has been write protected by pushing the write protect tab up

making backups

A *backup* is a copy of the file or diskette. Although it is easy to create backups of a file or diskette, many people do not take the time to do so. However, the few minutes it takes to backup a file could save hours if the file is damaged or deleted and must be recreated.

It is important to keep backup diskettes in a different location than the original copies. That way, the chances of both copies being destroyed are low. For example, if you keep your Office data diskettes in the computer lab, keep the backup copy at home. Businesses often store their backup copies in special fireproof safes, in safe deposit boxes at a bank, or with a company that provides safe “off-site” storage for computer data.

Practice 3

In this practice you will format a diskette. The following instructions assume that the 3½ floppy diskette drive is the A: drive and that you have a diskette containing data that can be overwritten.

1) OPEN MY COMPUTER

Double-click on the My Computer icon. The My Computer window is displayed with icons representing the contents of the computer.

2) FORMAT A DISKETTE

- a. Place the diskette into drive A:.
- b. Right-click once on the 3½ Floppy (A:) icon.
- c. Select the Format command. The Format dialog box is displayed. Note the different options in the dialog box.
- d. Select the Start button.
- e. If a dialog box appears saying the diskette cannot be quick formatted, select the OK button to accept full format. It may take a few seconds to format the diskette.
- f. Select the Close button to remove the Format Results dialog box and then select the Close button again to remove the Format dialog box.

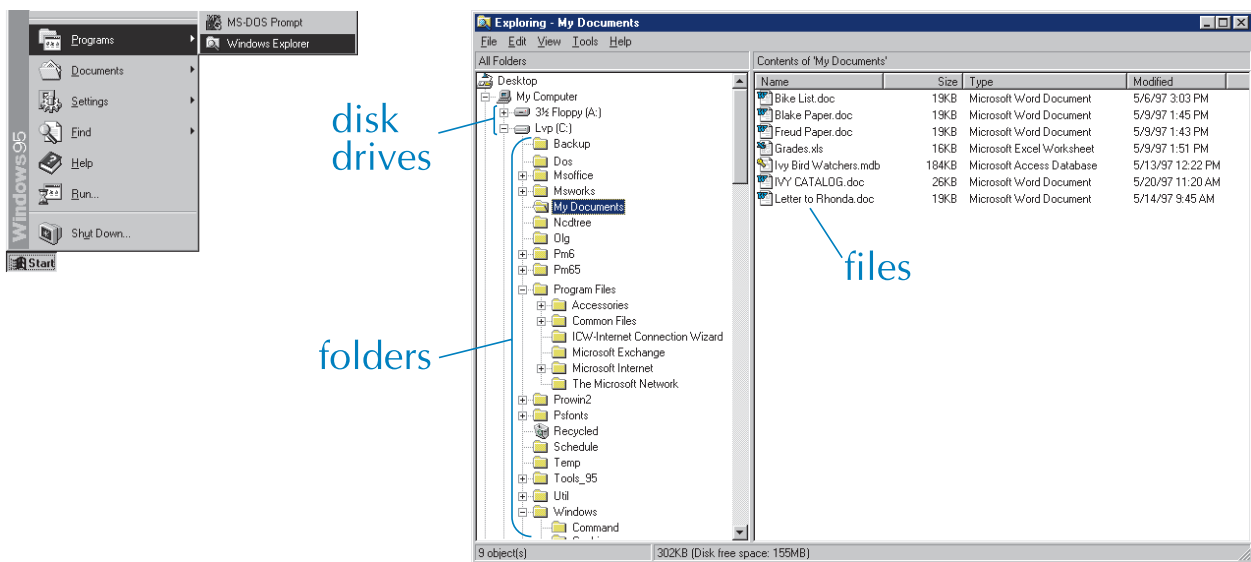
3) CLOSE THE MY COMPUTER WINDOW

Click on the Close button (✕) to remove the My Computer window.

2.8 Using Windows Explorer

Windows Explorer is an applications program that comes with Windows 95 and is used to view and organize files and folders in the computer. *Folders* (📁) are used to store and organize related files. Folders can also contain other folders. For example, you could create a folder with the name “Spring 1998” that stores all files related to your classes for the 1998 spring semester. Additionally, you could have subfolders for each class that semester stored in the Spring 1998 folder.

Clicking on the Start button, pointing to the Programs command, and then selecting Windows Explorer starts Windows Explorer and displays the Exploring window. The *Exploring window* shows the contents of the computer, including each disk drive and their respective folders and subfolders:



The Windows 95 Exploring window

The Exploring window is divided into two sides. The left side displays a hierarchical list of All Folders stored in the computer and the computer's hardware components, which are represented by icons and their corresponding names. The right side of the Exploring window displays the Contents of whichever folder is selected on the left side. The scroll bars can be used to display folders and files that are not currently displayed.

The folders and files displayed in the Contents of section of the window can be displayed in different ways. It is helpful to have information about a file or folder such as the size, type, and the date it was last modified displayed, as in the example above. This can be done by clicking on View in the Menu bar and then clicking on the Details command.

Notice how there are plus signs (+) and minus signs (-) to the left of the folder icons in the left side of the Exploring window. These signs are used to either expand or collapse the hierarchical list. If a folder has a plus sign next to it, this indicates additional folders within that folder. Clicking on a plus sign displays these folders and changes the plus sign to a minus sign. Clicking on the minus sign will hide the additional folders and change the minus sign back to a plus sign.

Practice 4

In this practice you will use Windows Explorer to view the files and folders in the computer.

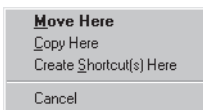
1) OPEN WINDOWS EXPLORER

- a. Click the Start button on the Windows 95 Task Bar.
- b. Point to the Programs command and then click on the Windows Explorer command.
- c. The Exploring window is displayed. Note the two sides of the window and their contents.

2) VIEW THE FILES AND FOLDERS

- a. If not already done, select the My Computer icon on the left side of the Exploring window. Note how all the available hardware is displayed on the right side of the window.
- b. On the left side of the Exploring window, click on the C: drive icon. Note how all the contents of that drive are displayed on the right side.
- c. Navigate through the contents of the computer by clicking on different folders and subfolders displayed on the left side of the Exploring window.

2.9 File and Folder Management



The Exploring window simplifies the tasks of copying, moving, creating, and deleting files and folders. Windows Explorer allows you to copy or move files and folders using a method called *drag and drop* described below. *Copying* a file leaves the original file in its present location and places an exact copy in a new location. *Moving* a file removes it from its present location and places it in a new location.

copying a file

To copy a file from one folder to another folder, first drag the file's icon using the right mouse button to the destination folder and release the mouse button once the destination folder icon is highlighted. Next, click on the Copy Here command in the displayed menu. This method can be used to copy a file within the same drive or to a different drive.

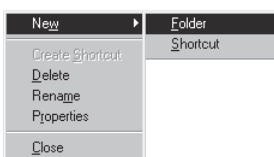
moving a file

To move a file from one folder to another folder, drag the file using the right mouse button to the destination folder and release the mouse button once the destination folder icon is highlighted. Next, click on the Move Here command in the displayed menu. This method can be used to move a file within the same drive or to a different drive.

copying and moving folders

Folders can also be copied and moved using the drag and drop methods described above. When copying or moving folders, all of its subfolders and files are also copied or moved.

creating a folder



New folders can be created using Windows Explorer. To create a new folder, select the existing folder or disk drive that is to contain the new folder and then click on File in the menu bar. After clicking on File, point to the New command and then select Folder. A new folder icon with the highlighted name "New Folder" is displayed on the right side of the Exploring window. An appropriate name is then typed to replace the highlighted text.

creating read-only files

To prevent an important file from being altered, you may want to make the file *read-only*. A read-only file cannot have changes made to it. This means that any edits made to the file cannot be saved. To make a file read-only, right-click on the file's name and then select the Properties command from the displayed menu. Next, select the Read-only check box in the Properties dialog box and press Enter.

deleting a file or folder

A file or folder can be deleted by first selecting it and then pressing the Delete key. Windows 95 will then display a warning asking you if you are sure you want to delete the file or folder.

renaming a file or folder

Renaming a file or folder replaces an existing name with a new name. To rename a file or folder click once on its icon so the corresponding name is highlighted. Once highlighted, click on the name again to display a blinking cursor. You can now type in a new name and then press the Enter key. Files and folders can have names up to 255 characters including spaces. Some special characters such as \/:*?"<>| are not allowed.

creating a shortcut

Creating a *shortcut* to a file or program is simply placing an icon on the Desktop that when double-clicked will display the file or start a program. To create a shortcut to a file or program, drag the icon which represents the desired file or program from the Exploring window to the Desktop using the right mouse button. After releasing the right mouse button, select the Create Shortcut(s) Here command from the displayed menu. To drag the icon from the Exploring window to the Desktop, part of the Desktop needs to be displayed. Therefore, you may need to resize the Exploring window to display a portion of the Desktop.

Practice 5

In this practice you will create a folder, copy a file, rename a file, and make the file read-only file. The following instructions assume that the 3½ floppy diskette drive is the A: drive and that you have a diskette containing files. The Exploring window should still be displayed from the last practice.

1) CREATE A FOLDER

- a. Insert the diskette into the A: drive.
- b. Click on the 3½ Floppy (A:) icon in the left side of the window. Any files on the diskette appear on the right side of the window.
- c. Click on File in the menu bar. A list of commands is displayed.
- d. Point to the New command and then click on the Folder command. A new folder icon with the highlighted name "New Folder" is displayed on the right side of the window.
- e. Type the name Temporary to replace the default name and press Enter. The diskette in the A: drive now contains a folder.

2) COPY A FILE

- a. The files stored on the diskette should still be displayed on the right side of the window. If not, click on the 3½ Floppy (A:) icon.
- b. Using the right mouse button, drag a file's icon to the Temporary folder you created in the step above.

- c. Release the mouse button when the Temporary folder icon is highlighted. From the menu displayed, click on the Copy Here command.
- d. A copy of the file now exists in the Temporary folder on the diskette in the A: drive.

3) RENAME THE COPIED FILE

- a. Click on the plus sign (+) next to the 3½ Floppy (A:) icon on the left side of the window. Any subfolders are displayed.
- b. Click on the Temporary folder icon. The file copied in the last step is displayed in the right side of the window.
- c. Click once on the file's icon to select it.
- d. Click once on the selected file's name. The name is highlighted and a blinking cursor is displayed.
- e. Enter a new name for the file and then press Enter.

4) CREATE A READ-ONLY FILE

- a. Right-click on the file's icon.
- b. Click on the Properties command from the displayed menu.
- c. In the Properties dialog box, click on the check box next to the Read-only option and select the OK button.
- d. The file is now read-only and no editing changes may be saved.

5) DELETE A FILE

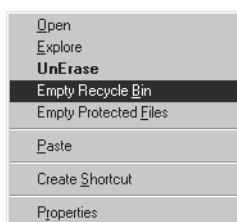
- a. Click on the 3½ Floppy (A:) icon in the left side of the window to display files on the diskette.
- b. Click once on a file's icon to select it.
- c. Press the Delete key. A warning dialog box is displayed.
- d. Select the Yes button. The file is deleted.

6) CLOSE THE EXPLORING WINDOW

2.10 Recovering Deleted Files



When you delete a file it is not really removed from the hard disk; it is stored in the *Recycle Bin*. Therefore, it is possible to recover a deleted file. To undelete a file, double-click on the Recycle Bin icon on the Desktop. A list of recently deleted files will be displayed. Select the file that you want to recover and then select the Recover button. The file is undeleted. When done, select the Finish button to remove the dialog box.



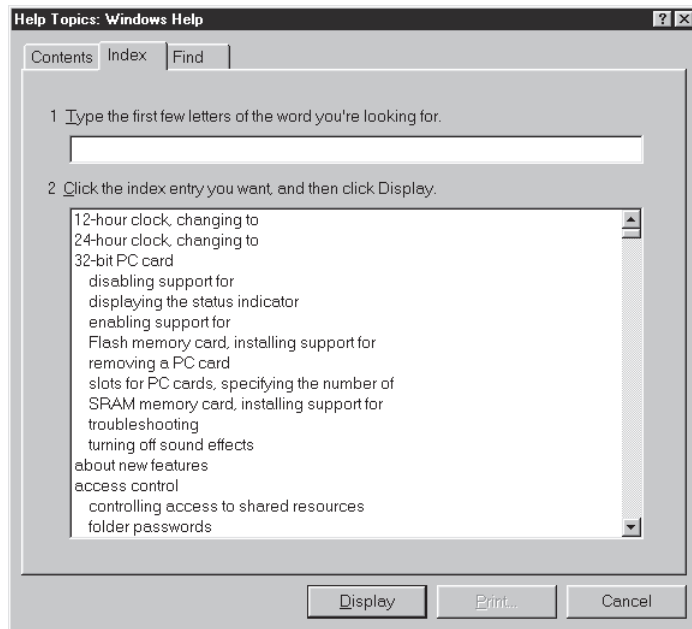
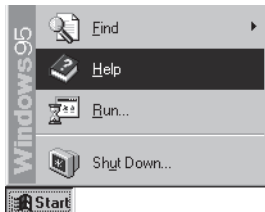
Because deleted files are stored in the Recycle Bin, the deleted files are still taking up space on the computer's hard disk. If you want to permanently delete the files to have more space on the hard disk, right-click on the Recycle Bin icon and then select the Empty Recycle Bin command. Windows 95 will ask if you want to delete the files. Selecting the Yes button will permanently delete the files stored in the Recycle Bin and free up space on the computer's hard disk. It is important to note that Windows 95 automatically empties the Recycle Bin periodically. Therefore, it is not always possible to recover a deleted file.

2.11 Using Windows 95 Tools

There are two additional Windows 95 tools that can be very useful while learning Windows 95: Help and Find.

online help

Online help can be used to explore the features in Windows 95. Selecting the Help command after clicking on the Start button displays the Help dialog box:

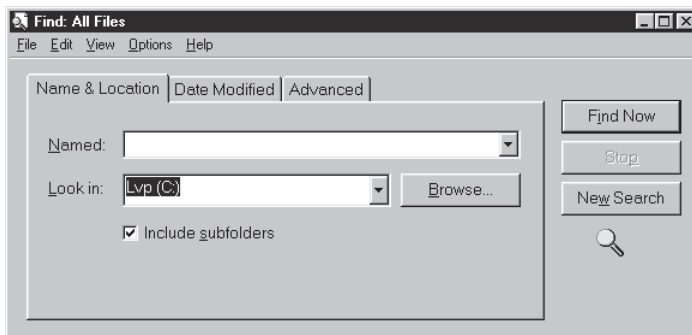
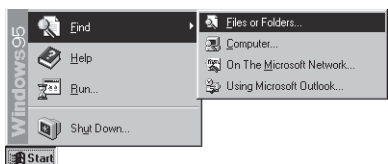


The Help dialog box displays information on Windows 95

Selecting the Index tab in this dialog box allows you to either type a word to search for or select from a list of topics. After entering or selecting the topic you want information on, select the Display button. Information pertaining to the topic will then be displayed.

finding files

At times you may not know which folder a file is in, or you may only know partial information about a file's name. When this occurs, you can use the Find command to locate files. Clicking on the Start button, pointing to the Find command, and then selecting the Files or Folders command displays the Find window:



The Find window displays the location of files

If you know the complete name of a file but not the location, type the complete name in the Named entry box, click on the Look in arrow button and select the C: drive, and then select the Find Now button. The contents of the computer is searched and the location of the file is displayed.

If you only know the partial name of a file, you can use the asterisk (*) in place of the unknown characters. For example, suppose you typed a letter to your friend Lisa and included "Lisa" in the name of the file but cannot remember the rest of the file name. Entering *Lisa* in the Named entry box and then selecting the Find Now button will display the location of all the files that contain "Lisa" as part of the file name. The asterisk (*) is used to represent unknown characters.

It is also possible to find a file that you don't know the name of at all, if you know some of the text contained in the file. For example, if you know that the heading "January 7, 1997 Meeting Agenda" is contained in a word processor document but don't know the name of the file, select the Advanced tab in the Find window. Next, enter the text in the Containing text entry box and select the Find Now button. A list of all the files containing the text "January 7, 1997 Meeting Agenda" will be displayed.

Practice 6

In this practice you will view recently deleted files and use the online help to find information on how to create folders. You will also use the Find command to find a file. The diskette used in the previous practice should still be in the A: drive.

1) OPEN THE RECYCLE BIN

- a. Double-click on the Recycle Bin icon on the Windows 95 Desktop. A list of recently deleted files is displayed. The file you deleted in the last practice is displayed in the list.
- b. Press the Escape key to remove the dialog box.

2) RECOVER A DELETED FILE

- a. Click once on the name of the file you deleted in the last practice.
- b. Select the Recover button. The file has been recovered and is again on the diskette in the A: drive.
- c. Select the Finish button to remove the dialog box.
- d. Use Windows Explorer to verify that the file is on the diskette. Close the Exploring window.

3) START ONLINE HELP

- a. Click once on the Start button.
- b. Click on the Help command. The Help Topics dialog box is displayed.
- c. Click on the Index tab if it is not already displayed.

4) VIEW INFORMATION ON FOLDERS

- a. Type Folders in the entry box and then press the Enter key. A list of help topics is displayed.
- b. Click on the Creating a folder option in the list and then select the Display button. A window is displayed with steps on how to create a new folder.

5) CLOSE ONLINE HELP

Click on the Close button to remove the window.

6) FIND A FILE

- a. Click once on the Start button.
- b. Point to the Find command, and then select the Files or Folders command.
- c. Click on the Name & Location tab if the Named entry box is not already displayed.
- d. Type *.txt in the Named entry box.
- e. Click on the Look in collapsible list down-arrow and select the C: drive if it is not already selected.
- f. Click on the Find Now button. The contents of the C: drive are searched, and the location of any file with the .txt extension is displayed.
- g. Click on the Close button to remove the Find window.

Chapter Summary

This chapter introduced the Windows 95 operating system. A computer needs an operating system to run. Windows 95 is a graphical user interface (GUI) that provides the user with icons, windows, and dialog boxes.

A mouse is an input device used to select an object on the screen by pointing to the object and then pressing the left mouse button once (clicking). Some objects are selected by double-clicking which is pressing the button twice in rapid succession. Dragging is the technique of holding down the mouse button while moving the mouse. In some instances it may be necessary to use the right mouse button instead of the left mouse button, but only when specifically stated to do so.

Once Windows 95 is loaded, the Windows 95 Desktop is displayed. Clicking on the Start button displays a list of commands. The Task bar, at the bottom of the Desktop, displays a button for each open program. An open program is currently in the computer's memory. This allows you to easily switch between open programs.

Applications and documents are all displayed in their own windows. All windows have similar features. The Minimize, Maximize, Close, and Restore button can be used to manipulate a window.

Dialog boxes are used to supply information needed to execute an action. Common elements found in dialog boxes are buttons, entry boxes, check boxes, radio buttons, and collapsible lists. A default option is an option that already contains a typical entry or an option that is already selected. If no other options are selected, the default options are used when the Enter key is pressed. The Alt key can be used to select options and the Tab key can be used to make the next option active.

Diskettes should always be handled carefully to avoid problems. The My Computer icon on the Windows 95 Desktop allows you to format new diskettes and copy the contents of an entire diskette. It is a good idea to write protect your source diskette when using the Copy Disk command. It is important to backup a file because it could save hours of extra work if the file is damaged or deleted and must be recreated. Backup diskettes should always be stored in a different location than the original copies.

Windows Explorer is used to navigate through the files and folders stored in the computer. Folders are used to store and organize related files. The Exploring window displays the contents of a selected disk drive or folder where files and folders can be copied and moved using a method called drag and drop. Folders are created using the Folder command from the New submenu of the File menu. Read-only files cannot have changes made to them. Files and folders can also be deleted and renamed in the Exploring window. Shortcuts can be created on the Desktop to display a file or start a program.

The Recycle Bin, Windows 95 online help, and the Find command restores deleted files, provides information about Windows 95 features, and locates files on the computer, respectively.

Vocabulary

Alt key Used to select dialog box options.

Applications software Software written by professional programmers to perform specific tasks.

Backup A copy of a file or diskette.

Booting The process by which Windows 95 is loaded into the computer's memory from disk.

Button A dialog box option that initiates an action when clicked.

Check box A dialog box option.

Clicking Placing the mouse pointer on an object and quickly pressing and releasing the left mouse button once.

Close button Square button containing an X in the upper-right corner of a window. Clicking it removes the current window from the screen.

Collapsible list A dialog box option that displays a list of choices by clicking on the down-arrow.

Commands Perform specific tasks and actions.

Copy Disk command Used to copy the contents from one diskette to another diskette.

Copy Here command Command used to copy a file or folder.

Copying Leaves the original file or folder in its present location and places an exact copy in a new location.

Default A typical entry or option that has already been selected for you.

Dialog box Allows information to be entered that is needed to complete an action.

Disk Operating System Software that allows the user to communicate with the computer using the keyboard and mouse.

Double-clicking Placing the mouse pointer on an object and pressing the left mouse button twice in rapid succession.

Drag and drop A method of copying or moving objects by dragging them to a new location.

Dragging Holding down the left mouse button while moving the mouse.

Empty Recycle Bin command Used to remove the contents of the Recycle Bin and free up hard disk space.

Entry box A dialog box option that is used to type information needed by a command.

Find command Used to locate files in the computer.

Folder Used to organize and store related files.

Folder command Used to create a new folder in the currently selected folder or disk drive.

Format command Used to format new diskettes.

Formatting Making a diskette ready to receive data.

GUI (Graphical User Interface) An operating system that contains icons that are used to run other programs.

Help command Used to find information about Windows 95.

Icons A picture on the screen that allows you to run programs and perform tasks.

Maximize button Button located in the upper-right corner of a window. Used to expand the window to fill the screen.

Menu bar Located below the Title bar in a Window and contains the names of pull-down menus.

Minimize button Button located in the upper-right corner of a window. Used to reduce an application's window to its name on the Task bar.

Mouse Input device that is used to move the mouse pointer and perform a variety of tasks.

Mouse pointer A shape displayed on the screen when the mouse is in use.

Move Here command Used to move a file or folder to a new location.

Moving Removes a file or folder from its present location and places it in a new location.

Multitasking A feature of Windows 95 where more than one application at a time can be running.

My Computer Used to view the contents of the computer, format diskettes, and copy diskettes.

Objects Items that appear on the screen. Examples include icons, windows, and dialog boxes.

Pointing Placing the mouse pointer on an object located on the screen.

Properties command A command displayed by right-clicking on an object. It is used to customize the object.

Radio button A dialog box option.

Read-only A file that cannot have changes made to it.

Recycle Bin Stores deleted files for a period of time so that they may be recovered.

Renaming Replacing an existing file or folder name with a new name.

Resize tab Located in the lower-right corner of a window and used to change the size of a window.

Restore button Button displayed in the upper-right corner of a window in place of the Maximize button when a window has been maximized. Used to restore a window to its previous size.

Right-clicking Placing the mouse pointer on an object and quickly pressing and releasing the right mouse button once.

Screen tip Provides information and describes actions that an object can perform.

Scroll bar Used to bring the unseen parts of the Work area into view.

Selecting The process of clicking on an object on the screen.

Shortcut An icon on the Desktop used to display a file or start a program when double-clicked.

Shut Down command Should be selected before you turn off the computer.

Start button Used to display a menu and groups of items from which you can run programs.

Status bar Located at the bottom of a window and displays information about the program or document.

Tab key Used to select the next option in a dialog box.

Task bar Displays a button for each open program.

Title bar Located at the top of a window and displays the name of the application or document.

What's This button Located in the upper-right corner of a dialog box used to display information about a dialog box option.

Window The area of the screen where an open program or document is displayed.

Windows Explorer A Windows 95 applications program used to view and organize files and folders stored in the computer.

Windows 95 The operating system used to run Microsoft Office.

Windows 95 Desktop The computer screen that displays the Start button, icons, and the Task bar.

Work area Where information is displayed or entered in a Window.

Write protect Making it so a diskette cannot receive data.

Review Questions

Sections 2.1 — 2.5

1. a) What is a disk operating system?
b) List two different operating systems.
c) What is applications software?
2. What is a GUI?
3. a) What is pointing?
b) What are screen tips?
4. a) What is clicking?
b) What is right-clicking?
c) What is double-clicking?
5. List the steps required to drag an object.
6. a) What is the Windows 95 Desktop?
b) What does the Task bar allow you to do?
c) What is the Start button used for?
d) What are icons?
7. List the nine features found in a window and describe them.
8. a) What is a dialog box?
b) What are default options?
c) List four options found in a dialog box and describe them.
13. List the steps required to write protect a diskette.
14. Why should backups of important data be created?
15. Why is it important to keep backup diskettes in a different location than the originals?
16. a) What is Windows Explorer used for?
b) Explain what is displayed in the Exploring window.
17. a) What is the difference between copying and moving a file?
b) List the steps required to use the drag and drop method to copy a file.
18. What happens to a folder's subfolders and files when it is moved?
19. List the steps required to create a subfolder named Letters in the My Documents folder.
20. a) What is a read-only file?
b) List the steps required to make a file read-only.

Sections 2.6 — 2.11

9. a) Why is it important to take good care of a diskette?
b) What should be avoided when handling or storing a diskette?
10. Right-clicking on the floppy diskette icon displayed in the My Computer window allows you to perform what two tasks?
11. List the steps required to format a diskette.
12. a) What command is used to duplicate the entire contents of one diskette on to another diskette?
b) What happens to the original data on a diskette when it is used as the destination diskette?
21. List the steps required to delete a file.
22. a) List the steps required to rename a file.
b) List five valid filenames.
c) What special characters cannot be used in a filename?
23. What is a shortcut?
24. List the steps required to display information on diskettes in the online help.
25. a) List the steps required to find the location of a file named Ivy University.
b) List the steps required to find the location of a file that contains the text dogs.

