

Windows 95 and Windows NT

This chapter introduces the Windows 98 operating system. Many of the concepts and procedures introduced in this chapter are compatible with Windows 95 and Windows NT. Microsoft Office 2000 runs under Windows 95 and Windows NT, version 4 or later.



William H. Gates III
1955 –

In 1975, while a freshman at Harvard University, Bill Gates and his friend Paul Allen created a Basic language interpreter for the Altair computer. With the success of Basic for the Altair, Gates and Allen founded the Microsoft Corporation in 1977. The huge success of Microsoft began in 1981 when Gates developed MS-DOS (Microsoft Disk Operating System) for the new IBM-PC. Today Microsoft is known for its Windows operating system, Office application software package, and many programming languages, such as Visual Basic.

This chapter introduces Windows 98, the operating system used to run the applications in the Microsoft Office package. How to use the mouse, windows, and dialog boxes are discussed. Proper handling and formatting of a diskette, and making backups of files are also introduced.

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). When the computer is turned on, the operating system software is automatically loaded into the computer's memory from the computer's hard disk in a process called *booting*.

A widely used operating system is *Windows 98*, which has a *graphical user interface*, or GUI (pronounced "gooey"). A GUI displays pictures called icons on the computer screen. *Icons* are used to perform various tasks.

Through the use of Windows 98, multitasking is possible. *Multitasking* allows for more than one application to run at the same time. For example, with Windows 98 both word processor and spreadsheet applications can run simultaneously. Windows 98 also supplies applications and tools that allow you to easily work with the operating system.

2.2 Applications Software

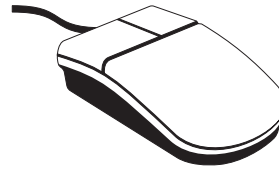
Applications software is written by professional programmers to perform a specific application or task. Most applications created for use with Windows 98 have interfaces with similar features. The *interface* of an application is the way it looks on the screen and the way in which a user provides input to the application. For example, two elements of Windows 98 applications are dialog boxes and windows. A *dialog box* allows the user to choose and enter information that is needed to complete an action, and a *window* is the area on the screen that contains an open application or document. A *document* is the material that you create using an application and a document stored on disk is called a *file*.

Screen Tip

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.

2.3 Using the Mouse

The computer comes equipped with an 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 at that time.

moving the mouse pointer

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 mouse pointer on an icon or other object 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.

selecting

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.

clicking

right-clicking

Right-clicking is pressing the right mouse button 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 press the left mouse button twice in rapid succession.

dragging

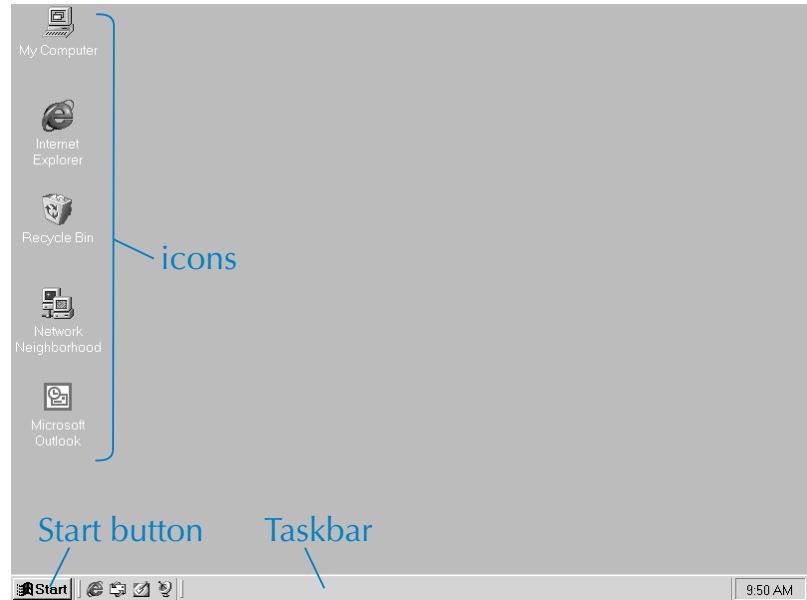
The last mouse technique is called *dragging*. When we say to drag, we mean to press and hold the left mouse button while moving the mouse. In some cases, an object can be moved by dragging it. When we say to drag an object, we mean to point to it and then hold down the left mouse button while moving 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.

How to Use This Text

Throughout this text, new commands and procedures are introduced in a two step process. First, a command or procedure is discussed. Next, the discussion is followed by a practice that leads you step-by-step through an example of how to use the command. You will perform the steps in the practices on a computer using Microsoft Office. When performing a practice, do every step in order as directed. Also, do not skip any practices because many of them build on previous ones. Skipping a practice may mean that you do not get the correct result at the end of the next practice.

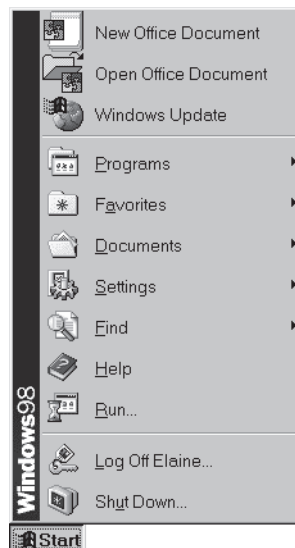
2.4 The Windows 98 GUI

The *Windows 98 GUI* contains features that allow you to easily use the operating system and applications software. When Windows 98 is running, the computer screen is referred to as the *Desktop*. The Desktop's three most important features are the Start button, Taskbar, and icons:



Your Desktop may appear different depending on the properties selected for your computer

Clicking on the Start button displays a list of commands:



command *Commands* perform specific tasks and actions. Note the **Shut Down** command. This command should always be selected before you turn off the computer.

The *Taskbar* displays the names of every open program. Clicking on a program name on the Taskbar displays or minimizes that program's window. The Taskbar allows you to easily switch between open programs.

The icons displayed on the Desktop are used to represent files and programs. Icons are double-clicked to perform tasks and run programs.

Practice 1

In this practice you will view the Windows 98 Desktop, locate the Start button, and view the Start menu.

1) BOOT THE COMPUTER

- Turn on the computer and the monitor. After a few seconds, the computer automatically loads Windows 98.
- After Windows 98 is booted, the Welcome to Windows 98 dialog box may appear. If the dialog box appears, first point to the Close button (X) in the upper-right corner of the dialog box 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 dialog box is removed from the Desktop.

2) IDENTIFY THE PARTS OF THE DESKTOP

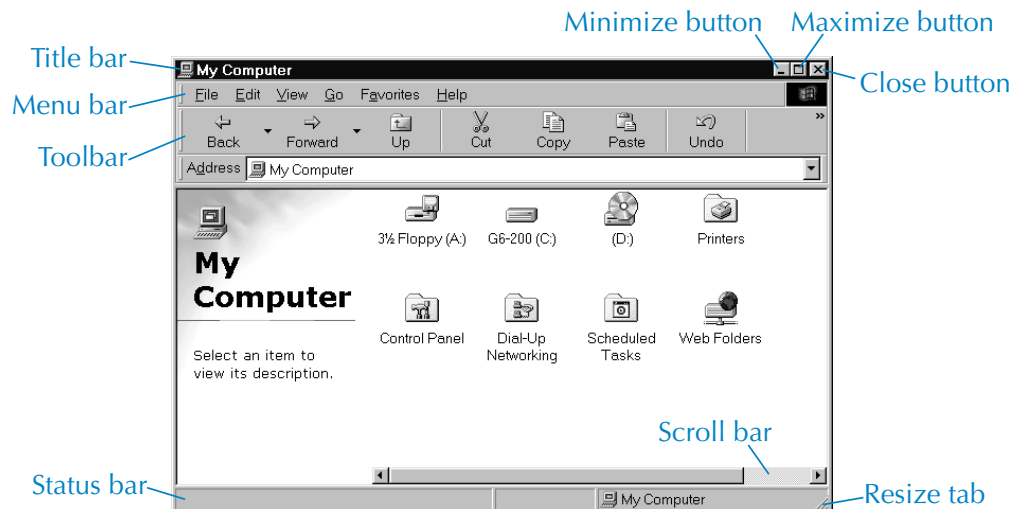
- Identify the icons on the Desktop. How many icons appear on the Desktop?
- Locate the Taskbar on the Desktop. Are there any open programs?
- Locate the Start button and point to it.

3) VIEW THE START MENU

- Click once on the Start button. Commands are displayed. Note how some of the commands have an arrow (▶).
- Point to Programs. The names of the applications available on your computer are displayed.
- Click once anywhere outside the list to remove the list of commands.

2.5 Using Windows

Applications, as well as most documents, are displayed in their own windows. All windows have similar features:



- **Title bar** displays the name of the application or document.
- **Menu bar** displays the names of pull-down menus that contain commands.
- **Toolbar** contains shortcuts for commonly used actions.

- **Status bar** displays information about the application or document.
- **Minimize button** (☐) reduces an application's window to its name on the Taskbar.
- **Maximize button** (☐) expands the window to fill the screen.
- **Restore button** (☐) is displayed instead of the Maximize button when a window has been maximized. Clicking on this button restores the window to its previous size.
- **Close button** (✕) closes a document window or ends the application and removes the window from the screen.
- **Scroll bar** is used to bring the unseen parts of the document into view.
- **Resize tab** is dragged to resize the window. The mouse pointer is displayed as a double-headed arrow (↔) when pointing to the Resize tab. A window can also be resized by pointing to any window border to display a double-headed arrow and then dragging the mouse pointer.

moving a window

A window can be moved by dragging its Title bar.

Practice 2

In this practice you will minimize, maximize, and restore a window. The Windows 98 Desktop should still be displayed from the last practice.

1) DISPLAY A WINDOW

- On the Windows 98 Desktop, double-click on the My Computer icon. The My Computer window is displayed.
- Locate the features of the window.

2) MANIPULATE THE WINDOW

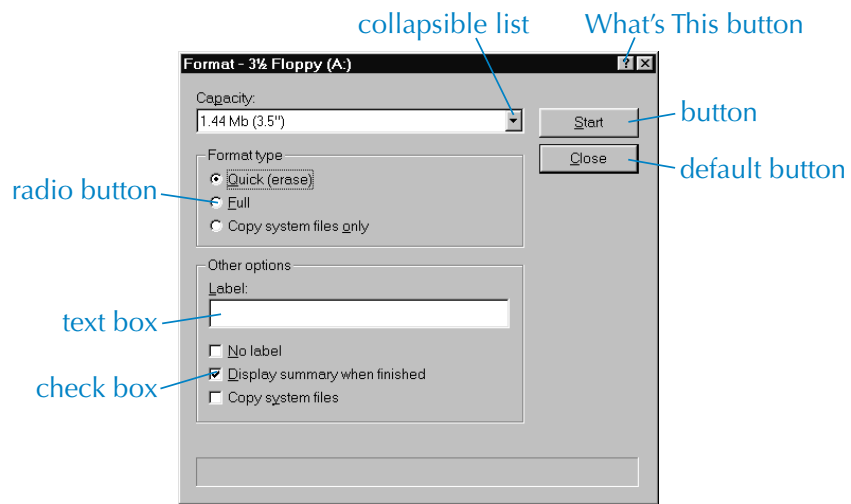
- If the window is maximized, click on the Restore button (☐) to decrease the size of the window, otherwise click on the Maximize button (☐).
- Click on the minimize button (☐). The window is reduced to the My Computer button on the Taskbar.
- On the Taskbar, click on the My Computer button. The window is again displayed.
- Click on the Restore or Maximize button. The window is returned to its original size.

3) CLOSE THE WINDOW

Click on the Close button (✕). The window is removed from the screen and the My Computer application is closed.

2.6 Using Dialog Boxes

A dialog box is used to supply the information needed to execute a command. Dialog boxes may have several options:



The Format dialog box contains typical dialog box features

- **Button** initiates an action when clicked.
- **Text box** is used to type information that may be needed by a command.
- **Check box** is used to select an option; usually any number of check box options may be selected at the same time.
- **Radio button**, also called *option button*, is used to select an option; usually only one of a set of radio buttons may be selected at a time.
- **Collapsible list**, also called *box* or *drop-down list* displays a list of options to choose from by clicking on the down arrow (▾).
- **Default option** is an entry or option that 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** (?) is 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.
- **Close button** removes a dialog box without applying any options. A Cancel button is sometimes displayed instead of Close. A dialog box can also be removed by pressing the *Escape* key.



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.

2.7 Using Diskettes

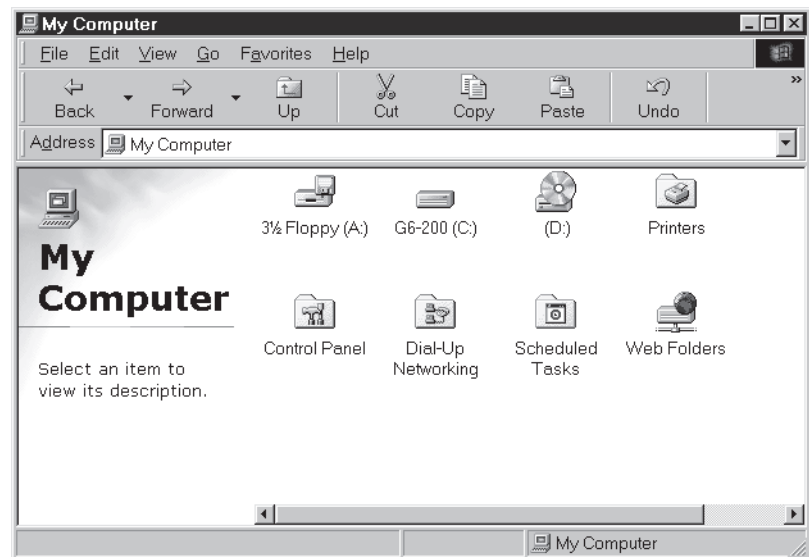
Files are often stored on a diskette. Handling diskettes carefully is important because they store documents in a magnetic format that is vulnerable to dirt and heat. Observing the following rules will help to ensure that your diskettes give you trouble-free service:

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 diskettes 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.

2.8 My Computer




My Computer is an application that comes with Windows 98 and is used to view and organize files and folders. Double-clicking on the My Computer icon on the Windows 98 Desktop displays a window with icons representing the hardware components of your computer:



The My Computer window

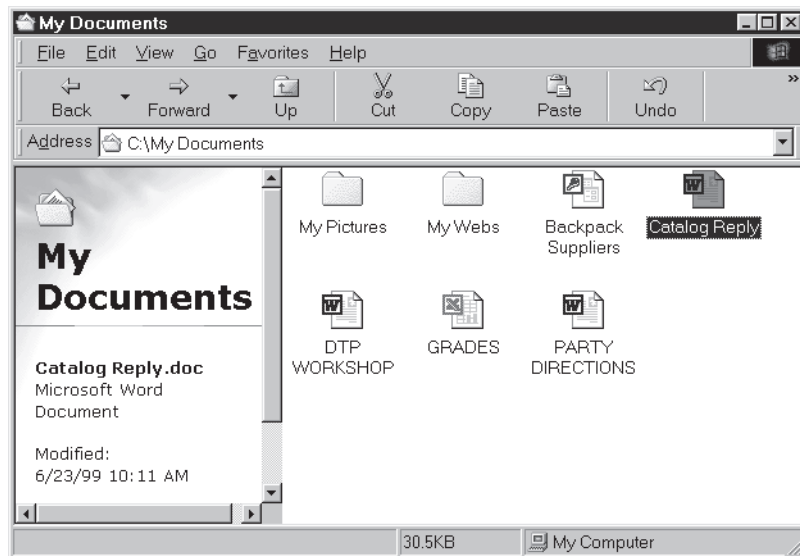
Folders

Folders can contain other folders. For example, you could create a folder with the name "Spring 2001" that stores all files related to your classes for the 2001 spring semester. Additionally, you could have subfolders for each class that semester stored in the Spring 2001 folder.

Double-clicking on one of the drive icons displays the files and folders stored on that disk drive in another window. *Folders* () are used to store and organize related files. For example, double-clicking on the (C:) drive icon displays the contents of the (C:) drive. Then, double-clicking on the My Documents folder displays the contents of that folder:

Navigating the My Computer Window

On the Toolbar are three buttons to help navigate through folders. The Back button returns you to the previously displayed folder. Clicking on the Forward button displays the next folder in a previously displayed sequence of folders. Clicking on the Up button displays the folder one level up.



The My Computer window is set up similar to a Web page. Clicking on an icon in the right pane displays information about the selected item in the left pane, as shown in the example above.

Double-clicking on the Printers icon displays available printers. Double-clicking on one of the available printers while you are printing a document displays a window with the status of your print job.

My Computer is also used to format a diskette and copy a diskette as discussed in the next two sections.

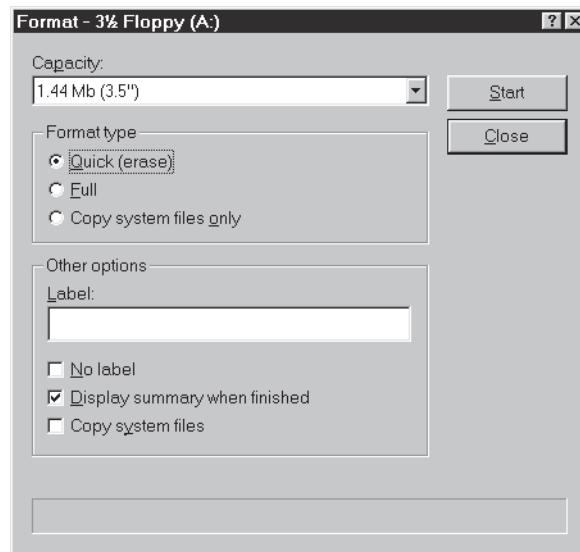
2.9 Formatting a Diskette

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. A window is displayed.
2. Place the diskette to be formatted into drive A:
3. Right-click on the 3½ Floppy (A:) icon. A menu is displayed:



- Click on the **Format** command. The Format dialog box is displayed:

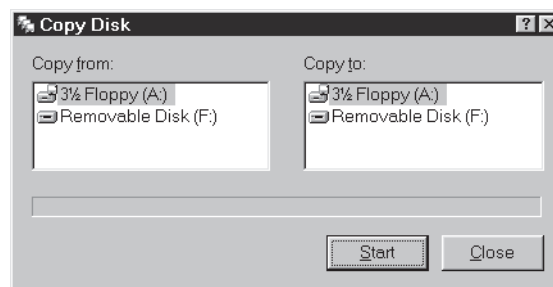


- Select the **Start** button.
- If a dialog box appears saying the diskette cannot be quick formatted, select the **OK** button to accept full format. The formatting process may take a few seconds.
- Select the **Close** button to remove the Format Results dialog box and then select **Close** to remove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

2.10 Copying a Diskette

The entire contents of a diskette may be copied to another diskette. The steps for copying a diskette are:

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

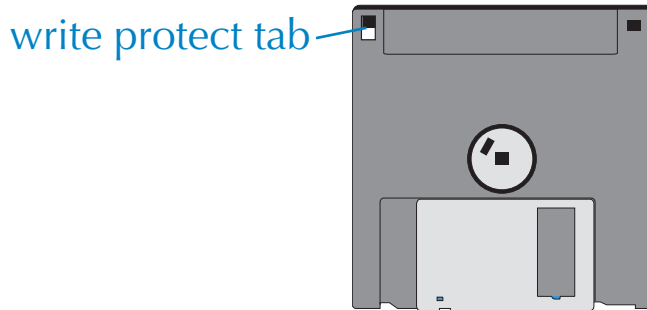


- Click on the appropriate drive icons in the **Copy from** and **Copy to** sections if they are not already selected.
- Place the diskette to be copied from (source diskette) into the drive and then select the **Start** button.
- When prompted, place the diskette that will be copied to (destination 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 on the back of the diskette:



This diskette is write protected because the write protect tab has been pushed up

making backups

A *backup* is a copy of a 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 data diskettes in the computer lab, keep the backup copies 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 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 for formatting. Note that any data that is on the diskette will be lost.

1) OPEN MY COMPUTER

Double-click on the My Computer icon. The My Computer window is displayed.

2) FORMAT A DISKETTE

- a. Place the diskette into drive A:.
- b. Right-click once on the 3½ Floppy (A:) icon.
- c. Click on the **Format** command. A dialog box is displayed. Note the different options in the dialog box.
 1. Select the Start button.
 2. 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.
 3. Select the Close button. The Format Results dialog box is removed.
 4. Select the Close button. The Format dialog box is removed.

3) CLOSE THE MY COMPUTER WINDOW

Click on the Close button (✕). The My Computer window is removed.

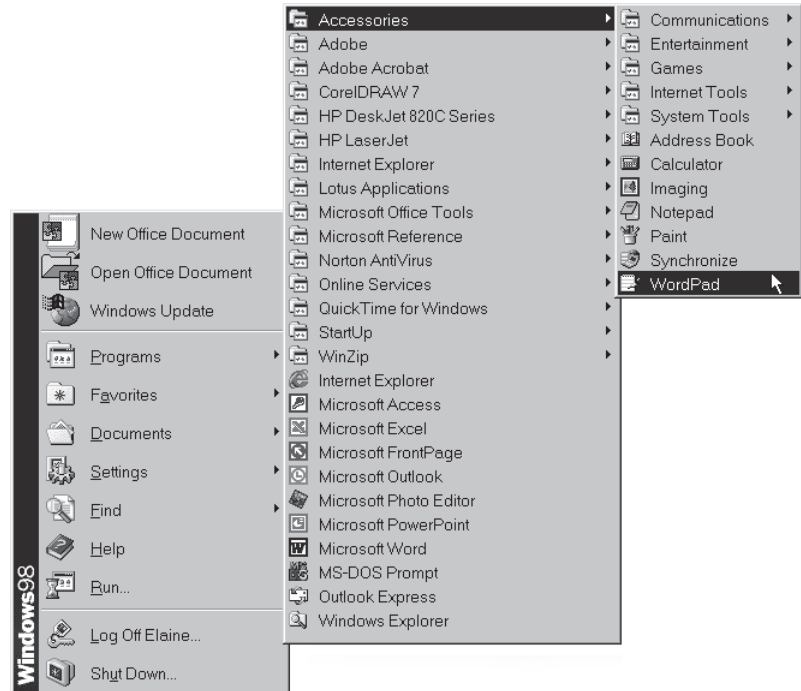
4) REMOVE THE DISKETTE FROM THE DRIVE

Desktop Shortcut

If an icon for an application is displayed on the Desktop, the application can be started by simply double-clicking on the icon.

2.11 Starting an Application

An application is started by first clicking on the Start button on the Windows 98 Taskbar and then pointing to Programs to display a menu of the applications available on your computer. Pointing to a command that has an arrow (▶) displays a group of related items.



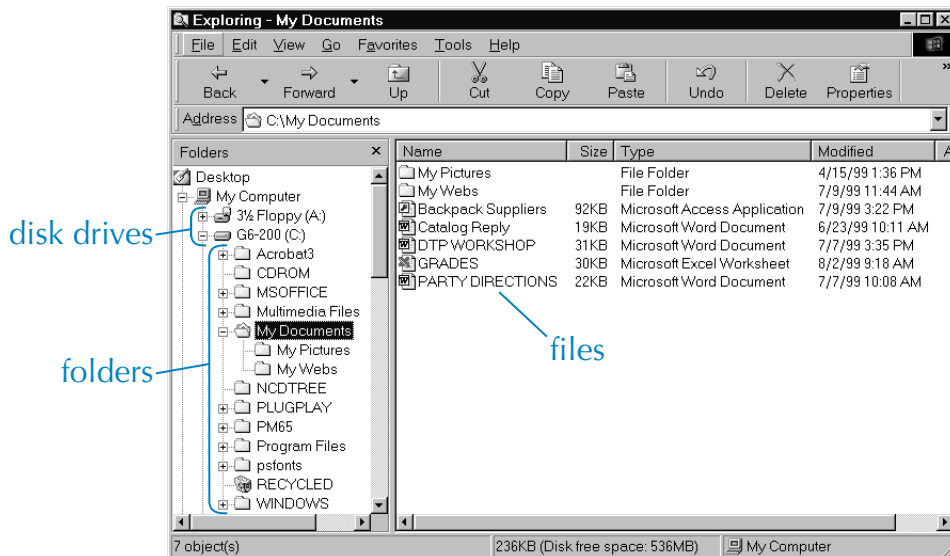
The Start button is used to start an application

Clicking on the application in the menu starts the application and displays the application in a window.

2.12 Windows Explorer

Windows Explorer is an application that comes with Windows 98 and is used to view and organize files and folders. Windows Explorer is similar to My Computer in that it shows the contents of the computer, but it is different because it shows the hierarchy of the folders.

Clicking on the Start button, pointing to the Programs command, and then selecting Windows Explorer starts Windows Explorer and displays the Exploring window:

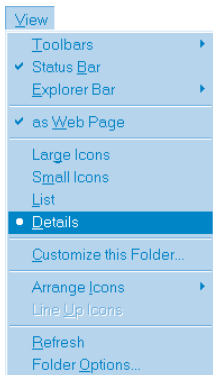


The Windows 98 Exploring window

The Exploring window is divided into two panes. The left pane displays a list of all the Folders stored on the computer and the computer's hardware components, which are represented by icons and their corresponding names. The right pane of the Exploring window displays the contents of whichever folder is selected on the left pane, as indicated on the Address bar.

The folders and files displayed in the right pane can be displayed in different ways. It is helpful to display information about a file or folder such as the size, type, and the date it was last modified, as in the example on the previous page. 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 pane. If a folder has a plus sign next to it, this indicates subfolders within that folder. Clicking on a plus sign displays these subfolders and changes the plus sign to a minus sign. Clicking on the minus sign will hide the subfolders 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. On the Windows 98 Taskbar, click the Start button.
- b. Point to the Programs command and then click on the Windows Explorer command. The Exploring window is displayed. Note the two panes of the window and their contents.

2) VIEW THE FILES AND FOLDERS

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

2.13 File and Folder Management Using My Computer

The My Computer application simplifies the tasks of copying, moving, creating, and deleting files and folders. *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



The steps for copying a file are:

1. Select the file to copy by clicking once on its icon.
2. Click on the Copy button on the Toolbar.
3. Double-click on the destination folder to open it
4. Click on the Paste button on the Toolbar.

moving a file



A file can be moved from one location to another location by using the same steps for copying a file, substituting the Cut button for the Copy button.

copying & moving a folder

Folders can also be copied and moved using the steps listed previously. When copying or moving folders, all of the subfolders and files are also copied or moved.

creating a folder



A new folder can be created by first opening the existing folder or disk drive that is to contain the new folder. Clicking on File in the Menu bar, pointing to the New command and then clicking on Folder displays a new folder icon with the text "New Folder." The folder can then be renamed following the steps described below.

renaming a file or folder

Renaming a file or folder replaces an existing name with a new name. A file or folder can be renamed by first right-clicking on its icon and then selecting the Rename command from the displayed menu. A new name can then be typed and Enter pressed. Files and folders can have names up to 255 characters including spaces. Some special characters, such as \ / : * ? " < > , are not allowed.

creating a read-only file



A file can be made read-only to prevent it from being altered. A *read-only* file cannot have changes made to it. This means that any edits made to the file cannot be retained. A file is made read-only by selecting the file and then clicking on the Properties button on the Toolbar, which displays a dialog box. Selecting the Read-only check box in the Properties dialog box and selecting OK makes the file read-only.

deleting a file or folder



A file or folder can be deleted by selecting it and then pressing the Delete key or clicking on the Delete button on the Toolbar. Windows 98 will then display a warning asking you if you are sure you want to delete the file or folder.

2.14 File and Folder Management Using Windows Explorer

The Exploring window also allows you to copy, move, create, and delete files and folders using the same methods discussed in the previous section. Files and folders can also be copied or moved using a method called *drag and drop*.

drag and drop

copying & moving a file



A file can be copied or moved from one location to another location by using the right mouse button to drag the file's icon to the destination folder. When the mouse button is released a menu is displayed. Clicking on the **C**opy Here command in the menu copies the file to the new location. Clicking on the **M**ove Here command in the menu moves the file to the new location.

copying & moving a folder

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

creating a shortcut

A *shortcut* is an icon on the Desktop that when double-clicked will display a file or start a program. A shortcut to a file or program can be created by dragging the icon which represents the desired file or program to the Desktop using the right mouse button. After releasing the right mouse button, clicking on the **C**reate **S**hortcut(s) Here command from the displayed menu creates the shortcut. When dragging an 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. 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

- Insert a diskette with files into the (A:) drive.
- In the left pane, click on the 3½ Floppy (A:) icon. Any files on the diskette appear in the right pane.
- On the Menu bar, click on the File menu, then point to **N**ew, and from the submenu click on the **F**older command. A new folder icon with the highlighted name "New Folder" is displayed in the right pane.
- 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

- The files stored on the diskette should still be displayed in the right pane. If not, click on the 3½ Floppy (A:) icon.
- Using the right mouse button, drag a file's icon to the Temporary folder you created in the step above.
- Release the mouse button when the Temporary folder icon is highlighted. From the displayed menu, click on the **C**opy Here command.
- A copy of the file now exists in the Temporary folder on the diskette in the (A:) drive.

3) CREATE A READ-ONLY FILE

- a. In the left pane, click on the plus sign (+) next to the 3½ Floppy (A:) icon. Any subfolders are displayed.
- b. In the left pane, click on the Temporary folder icon. The file copied in the last step is displayed in the right pane.
- c. In the right pane, click on the file's icon to select it.
- d. On the Toolbar, click on the Properties button. A dialog box is displayed.
 1. At the top of the dialog box, select the General tab if it is not already displayed.
 2. Click on the check box next to the Read-only option.
 3. Select the OK button. The file is now read-only and no editing changes may be saved.

4) RENAME THE COPIED FILE

- a. In the right pane, right-click on the file's icon. A menu is displayed.
- b. Select the Rename command from the displayed menu. The name is highlighted and a blinking cursor is displayed.
- c. Enter a new name for the file and then press Enter.
- d. A dialog box is displayed asking if you want to rename the read-only file. Select the Yes button.

5) CLOSE THE EXPLORING WINDOW

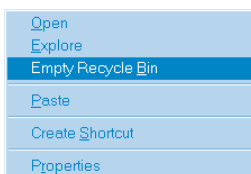
2.15 Recovering Deleted Files



Recycle Bin

When a file is deleted it is not removed from the hard disk, instead it is moved to the *Recycle Bin*. Therefore, deleted files can be recovered. A file can be recovered by double-clicking the Recycle Bin icon on the Desktop to display the recently deleted files. Selecting the file to be recovered and then clicking on the **R**estore command after clicking on the **F**ile menu recovers the file.

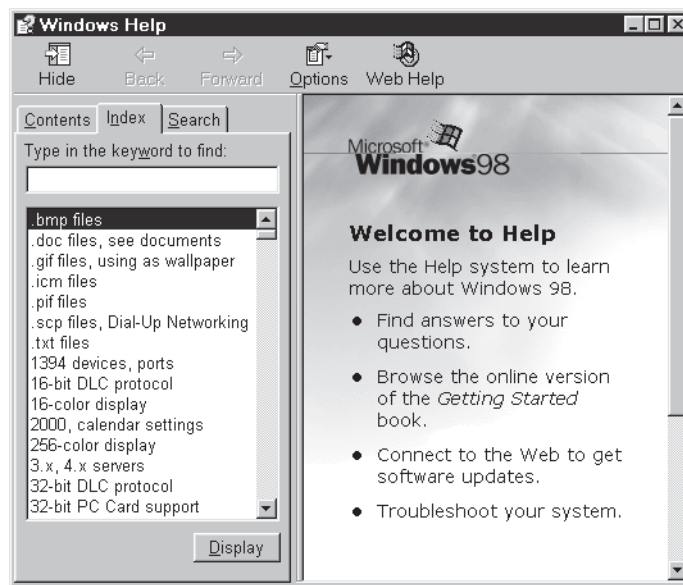
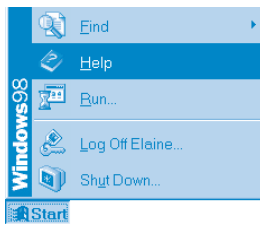
Because deleted files are stored in the Recycle Bin, the deleted files are still taking up space on the computer's hard disk. If you want to permanently delete the files to have more space on the hard disk, right-click on the Recycle Bin icon and then click on the **E**mpy **R**ecycle **B**in command. Windows 98 will ask if you want to delete the files. Selecting the **Y**es 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 98 automatically empties the Recycle Bin periodically. Therefore, it is not always possible to recover a deleted file.



2.16 Using Online Help

Windows 98 online help

Online help can be used to explore the features of Windows 98. Clicking on the **H**elp command after clicking on the Start button displays the Windows Help window:



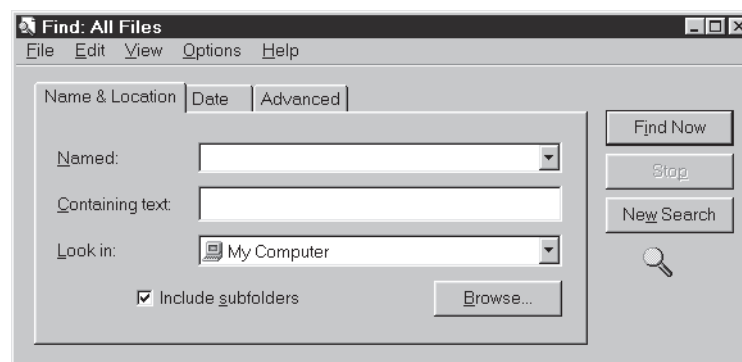
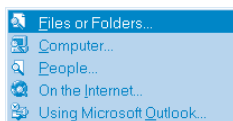
Selecting the Index tab allows you to either type a word to search for or select from a list of topics. After entering or selecting the topic, selecting the Display button shows information pertaining to the topic.

application online help

Online help can also be used to explore the features of an application and help answer questions you might have. Most Windows 98 based applications have a Help menu. Commands from this menu can be used to display information using a dialog box similar to the one shown above.

2.17 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, the Find command can be used to locate a file. Clicking on the Start button, pointing to the Find command, and then clicking on the Files or Folders command displays the Find window:



The Find window displays the location of files

If the complete name of a file is known but not the location, the location can be found by typing the complete name in the Named entry box, clicking on the Look in collapsible list and selecting the appropriate drive, and then selecting the Find Now button. This searches the contents of the computer and then displays the location of the file.

If only the partial name of a file is known, the location can be found by using an asterisk (*) in place of the unknown characters. For example, suppose the location of a file that included "Lisa" in the file name is unknown and the rest of the file name is also unknown. 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 when the entire name is unknown, if some of the text contained in the file is known. For example, a word processor file with an unknown file name that contains the text "March 17, 2001 Meeting Agenda" can be located by entering the text in the Containing text entry box and then selecting the Find Now button. This will display a list of all the files containing the text "March 17, 2001 Meeting Agenda".

Practice 6

In this practice you will use the Windows 98 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) START ONLINE HELP

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

2) VIEW INFORMATION ON FOLDERS

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

3) CLOSE ONLINE HELP

Click on the Close button (X) to remove the window.

4) FIND A FILE

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

Chapter Summary

This chapter introduced the Windows 98 operating system and some of its applications. Windows 98 is a disk operating system with a graphical user interface.



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 98 is loaded, the Windows 98 Desktop is displayed. The Start button is used to start an application. The Taskbar, at the bottom of the Desktop, displays a button for each open program. This allows you to easily switch between open programs. The icons on the Desktop represent items in the computer.

Applications and documents are usually displayed in their own windows. An application is written by professional programmers to perform a specific task. A document is the material that you create using an application and is called a file when saved to disk. All windows have similar features such as a Menu bar and the Minimize, Maximize, Restore, and Close buttons.



Dialog boxes are used to supply information needed to execute an action. Common elements found in dialog boxes are buttons, text boxes, check boxes, radio buttons, and collapsible lists. A default option is an entry or option that has already been 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 to make the next option active.

Files are often stored on diskette in a magnetic format. Diskettes should always be handled carefully to avoid problems.



The My Computer application 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. Backing up a file is important 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.

My Computer and Windows Explorer can be used to navigate through the files and folders stored in the computer. Folders are used to store and organize related files. Files and folders can be copied and moved using buttons on the Toolbar or 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. Shortcuts can be created on the Desktop to display a file or start a program.



When a file is deleted it is moved to the Recycle Bin where it later may be recovered. Files are permanently removed from the Recycle Bin using the Empty Recycle Bin command making more space available on the hard disk.

Windows 98 online help and the Find command provides information about Windows 98 features, and locates files on the computer, respectively.

Vocabulary

Alt key Used to select a dialog box option.

Applications software Software written by professional programmers to perform a specific task.

Backup A copy of a file or diskette.

Booting The process by which Windows 98 is loaded into the computer's memory from the hard disk.

Box See collapsible list.

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

Check box A dialog box option used to select an option.

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

Collapsible list A dialog box option that displays a list of options to choose from by clicking on the down-arrow.

Commands Perform specific tasks and actions.

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.

Desktop The computer screen that displays the Start button, Taskbar, and icons.

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.

Document The material that you create using an application.

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.

Drop-down list See collapsible list.

Enter key Accepts a highlighted menu command or selected dialog box options.

Escape key Cancels the current operation.

File A document that is stored on disk.

Folder Organizes and stores related files.

Formatting Preparing a diskette to receive data.

GUI (Graphical User Interface) A program that uses icons that perform specific tasks.

Icon A picture on the screen that is used to run programs and perform tasks.

Interface The way an application looks on the screen and the way in which a user provides input to the application.

Menu bar A horizontal bar located at the top of an application's window that displays the names of pull-down menus that contain commands.

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.

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

Multitasking A feature of Windows 98 which allows more than one application to run at the same time.

My Computer A Windows 98 application used to view and organize files and folders, format a diskette, and copy a diskette.

Pointing Moving the mouse to place the mouse pointer on an icon or other object located on the screen.

Radio button A dialog box option used to select an option from a group of options.

Read-only A file that cannot be changed.

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.

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

Scroll bar Used to bring the unseen parts of a document into view.

Selecting 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.

Start button When clicked, displays a list of commands from which applications can be run.

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

Tab key Selects the next option in a dialog box.

Taskbar Displays a button for each open program.

Text box A dialog box option that accepts typed information that may be needed by a command.

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

Toolbar Located at the top of a window and contains shortcuts for commonly used actions.

Window The area of the screen that contains an open program or document.

Windows Explorer A Windows 98 applications program used to view and organize files and folders stored in the computer.

Windows 98 An operating system that uses a graphical user interface.

Write protect Moving the write protect tab on a diskette so it cannot receive data.

Windows 98 Commands and Buttons

Close button Removes the current document window from the screen, closes an application, or removes a dialog box. Found in the upper-right corner of a window or dialog box.

Copy button Copies a file or folder from one location to another location. Found on the My Computer and Windows Explorer Toolbars.

Copy Disk command Copies the contents from one diskette to another diskette. Displayed after right-clicking on the (A:) drive icon in the My Computer window.

Copy Here command Copies a file or folder from one location to another location. Displayed when dragging a file or folder with the right mouse button.

Create Shortcut(s) Here command Creates a shortcut. Displayed after releasing the right mouse button when dragging a file or folder's icon.

Cut button Moves a file or folder from one location to another location. Found on the My Computer and Windows Explorer Toolbars.

Delete button Deletes a file or folder. Found on the My Computer and Windows Explorer Toolbars.

Details command Displays a file or folder's size, type, and the date it was last modified. Found in the View menu in the My Computer and Exploring window.

Empty Recycle Bin command Permanently deletes the contents of the Recycle Bin and frees up hard disk space. Displayed after right-clicking on the Recycle Bin icon on the Desktop.

Files or Folders command Locates files in the computer. Found in the Find submenu in the Start menu.

Folder command Creates a new folder in the currently selected folder or disk drive. Found in the New submenu in the File menu.

Format command Formats a diskette. Displayed after right-clicking on the (A:) drive icon in the My Computer window.

Help command Displays information about Windows 98. Found in the Start menu.

Maximize button Expands the window to fill the screen. Found in the upper-right corner of a window.

Minimize button Reduces an application's window to its name on the Taskbar. Found in the upper-right corner of a window.

Move Here command Moves a file or folder to a new location. Displayed when dragging a file or folder with the right mouse button.

Paste button Used to copy and move a file or folder from one location to another location. Found on the My Computer and Windows Explorer Toolbars.

Programs command Displays a menu of the application available on your computer.

Rename command Highlights a file or folder's name so it can be changed. Found in the Start menu.

Restore button Restores a window to its previous size. Found in the upper-right corner of a window when the window has been maximized.

Restore command Recovers a deleted File. Found in the File menu in the Recycle Bin window.

Shut Down command Should be selected before turning off the computer. Found in the Start menu.

What's This button Display information about a dialog box option. Found in the upper-right corner of a dialog box.

Review Questions

Sections 2.1 — 2.6

1.
 - a) What is a disk operating system?
 - b) What is a GUI?
 - c) What is applications software?
2.
 - a) What is a mouse?
 - b) What is pointing?
 - c) What is double-clicking?
3. List the steps required to drag an object.
4.
 - a) What is the Desktop?
 - b) What does the Taskbar allow you to do?
 - c) What do icons represent?
5. List the features found in a window and describe them.
6.
 - a) What is a dialog box used for?
 - b) Name four options available in a dialog box and describe their purpose.
15.
 - a) What is the difference between copying and moving a file?
 - b) What happens to a folder's subfolders and files when the folder is moved?
16. List the steps required to copy a file using My Computer.
17. List the steps required to create a subfolder named Letters in the My Documents folder.
18. Can changes be made to a read-only file?
19. List the steps required to move a file using the drag and drop method.
20. What is the Recycle Bin used for?
21.
 - a) List the steps required to display information on diskettes in the Windows 98 online help.
 - b) What menu in an application can be used to help answer questions you might have?

Sections 2.7 — 2.10

7.
 - a) Why is it important to take good care of a diskette?
 - b) What should be avoided when handling or storing a diskette?
8.
 - a) What is My computer and what is it used for?
 - b) What is a folder used for?
9. List the steps required to format a diskette.
10.
 - a) What command is used to duplicate the entire contents of one diskette to another diskette?
 - b) What happens to the original data on a diskette when it is used as a destination diskette?
11. List the steps required to write protect a diskette.
12.
 - a) Why should backups of data be created?
 - b) Why is it important to keep backup diskettes in a different location than the originals?
22. Why would an asterisk (*) be used with the Find command?
23. List the steps required to find the location of a file named Harold Pinter Thesis.

Sections 2.11 — 2.17

13. List the step required to start Windows Explorer.
14.
 - a) What is Windows Explorer used for?
 - b) Explain what is displayed in the Exploring window.