

# Microsoft Windows Basics (Windows 95/98/ME/2000/XP)

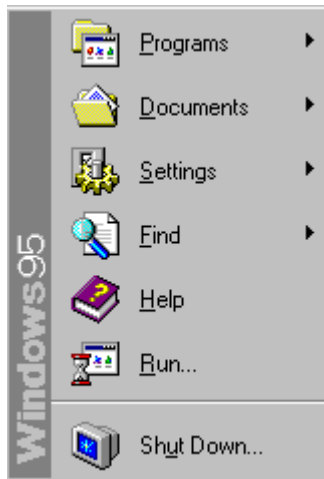
This handout is for those who are unfamiliar with the Windows 95/98/ME/2000/XP operating systems.

## Logging in to the SNC network

After you boot up a computer on the campus network, you will see a Novell login box. Type your six-character SNC login ID in the “Username” box, and type your network password in the “Password” box, then click OK.

## The Start menu

When you click on the button in the lower left corner, a menu appears, with the following options:







- **Programs:** This menu shows all of the available applications. Just click on the program name to start the application from here.
- **Documents:** lists the last several files you've worked on, so you can get to them quickly
- **Settings:** the Control Panel is here, along with a separate Printers option
- **Search/Find:** use to search for files and folders
- **Help and Support:** use to find more information about Windows
- **Run:** for certain command line programs/options (you probably won't use this)
- **Shut Down:** to shut down or restart Windows

Notice that some of the options in the Start menu, such as Programs, have black arrows (▶) to the right of them. When you move your pointer to those options, another list of options displays. These are nested menus that display different levels of directories/folders. Options without a black arrow are files or programs, rather than folders; when you click on one of these options, you will run the program or open the document.

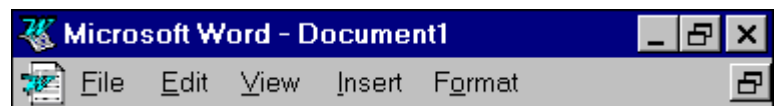
## Window controls

All program windows in Windows 95/98/ME/2000/XP have these window control buttons:

-  **Minimize:** Click on this button to shrink the window so you can see other items on your desktop. A button for the minimized window will appear in the Taskbar. To work with the window again, just click once on its button on the Taskbar.
-  **Maximize:** Click on this button to enlarge the window so that it fills the entire screen. This button only appears when the window is not maximized.
-  **Restore:** Click on this button to restore the window from the maximized state to its former size. This button only appears when a window is maximized.
-  **Close:** Click on this button to close a file or exit a program.

Here's an example that shows these buttons:

Notice that you have a Restore button in the menu bar, to resize the whole program window



(Microsoft Word), and another Restore button in the document window. In this example, the document window is maximized; if you click on the Restore button in the document window, it will return to its former size.

Also notice the two icons on the left side in the example (in this case, they look like the Microsoft Word icon). To close a document but leave the program open, double-click on that icon in the menu bar (the lower one); to close the program, double-click on that icon in the title bar (the upper one).

## The Taskbar

One of the most useful Windows features is the Taskbar, which you will find at the bottom of the screen.



When you run programs or open windows, program icons show up on the Taskbar, making it easy for you to switch between programs/windows. Just click on an icon in the Taskbar to switch to that program or window.

## File management

Windows gives you many new file management tools, including My Computer, the Windows Explorer, and the Recycle Bin. You can use My Computer to manage files and folders on your hard drive and any other drives to which have access, such as a CD-ROM drive, floppy disc drive, and network drives. The Recycle Bin is where you discard files. For more information, see the handout *Windows File Management*, available at <http://www.snc.edu/techsupport>.

### My Computer



Double-click on the My Computer icon to open it. The first window you see displays your local and network drives, as well as the Printers and Control Panel folders. Double-click on a drive to see the My Computer files and folders stored there, and double-click on folders and files to open them.

You can move files and folders using the Edit menu or the shortcut menus (which appear when you click the right mouse button) to cut, copy, paste, and undo. You can also drag files and folders from one folder to another. In order to manipulate more than one file at a time, hold down the CTRL key while clicking once on each file. Any action you take (cut, copy, move, delete) will apply to all files which are highlighted at that time.

Use the View menu to control how the files and folders appear in the window. You can display a single window that shows the contents of the current folder, or you can open each folder in a separate window. To change from one option to the other, select Options from the View menu, then click on the Folder tab. You can also change the look of the display by clicking on the various options in the View menu. The Details option offers the most information about files. Use the Arrange Icons menu choice to sort the files and folders, making it easier to find what you need.

### Windows Explorer



Explorer has much in common with My Computer, but the Explorer window is divided into two “panes,” with folders on the left and their contents on the right. (You can adjust the size of the panes by dragging the dividing line left or right.) Double-click on a folder to display its contents in the right pane. You'll see a plus sign next to some of the folders; click on the + to reveal other folders and files nested inside. When the folder is open and its contents are displayed, the plus sign turns to a minus sign. To collapse the folders again, click on the minus sign.

### Deleting files

In order to delete a file that you no longer need, simply drag it onto the Recycle Bin and drop it there, or highlight it and press the DELETE key. You may be asked to confirm that you really want to delete the file. If the file was from your hard drive, you can undelete it by double-clicking on the Recycle Bin and dragging the file out of the Recycle Bin, or selecting Restore from the File menu. (*Warning:* if you drag a file from a network drive or a floppy disk drive into the Recycle Bin, you will not be able to salvage it.) Files from your hard drive will remain in the Recycle Bin until you permanently erase them. To do this, double-click on the Recycle Bin and choose Empty Recycle Bin from the File menu. You can also permanently delete individual items by clicking on them and pressing the DELETE key.

### Naming files

In Windows 95 and up, file names can be up to 255 characters long, including spaces and some punctuation.

## Creating shortcuts

Most of the icons on your desktop are “shortcuts.” You double-click on them to start programs, open documents, or open the folders they represent. To make opening files or starting frequently used programs more convenient, you can create shortcuts for them and put them anywhere you like on the desktop.

1. First, find the program through My Computer or the Start menu.
2. Right-click on it and drag it to a blank area of the desktop.
3. When you release the mouse button a menu appears; choose Create Shortcut(s) Here. Notice that the menu also lists other options, such as Copy Here and Move Here.
4. To open the program or document, double-click on the shortcut.

## Using the right mouse button

Have you ever wondered why your mouse has two buttons? The right mouse button’s reason for being is to make context menus appear. These menus list frequently-used commands for the item you select. Just click once on something with your right mouse button and a context menu will appear for that item. You’ll get a list of options related to that object, which vary depending upon the object.

## Arranging your desktop

You can arrange your desktop (the background and icons on your screen) any way you wish. Windows 95 saves your desktop setup when you shut down the program properly from the Start menu, so the desktop looks the same the next time the computer is started.

## Exiting Windows and turning off your computer

**Never turn off the computer without properly shutting down Windows first!** First, exit each open application, then click the Start menu (lower left corner) and select Shut Down. In the box that appears, select “Shut down the computer?”, and click Yes. Wait until your screen says “It’s now safe to turn off your computer.” before pressing the power button. (Depending on the type of computer you have, it may bypass that screen and turn off on its own; if this happens, then you don’t have to press the power button.)

## Assistance and questions

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e-mail at [helpdesk@snc.edu](mailto:helpdesk@snc.edu), or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.