

Windows 95 exercises

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KnowWare

Michael Maardt
mm@knowware.dk
www.knowware.dk

Windows 95 Exercises

Pia Hardy and Kåre Thomsen

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Pia Hardy and Kåre Thomsen and

KnowWare, Ordrupvej 63C, DK-2920 Charl.
mm@knowware.dk
www.knowware.dk

ISBN 87-90027-89-2

Printed in Denmark 1998

Published by **KnowWare**

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Foreword

You are about to use Windows 95 for the first time. Maybe you have never tried to use a personal computer before, or perhaps you have, but it used a different operating system. This booklet has been written to show you everything necessary to turn you into an experienced user! It is not a technical manual, but is full easy and practical examples of what you can do, and how you can do it! To get the most out of this booklet you should have access to a PC with Windows95 installed.

What can Windows 95 do?

Windows 95 supports everything else on a PC. Without it, nothing else on the machine can function. So, on its own, Windows 95 is the thing which allows your PC to work. But as well as this, Windows95 consists of many other programs. There are a variety of extras included for you to play with: Games, a painting program, a calculator, a word processor, and many others.

In the long run, Windows95 will not be enough for you. There is no doubt that you will want some new games or more professional program packs. This booklet includes a description of how you can install new programs yourself. To the back of the book you will find a list of some of the most popular products. But of course it is really up to you to find out what is available, by reading or by asking other users.

How to find your way around

This booklet describes everything you need to know to be able to use a PC with Windows95 installed. After an introduction to the first screen you see (the desktop), and some instruction in the use of the mouse and what you see on screen, you will be shown how to create and save documents.

You will see how you can write a job application and sketch some drawings. This give you some practice in how documents are usually managed.

After this there is a section where you can experiment with the background of your electronic desktop, create a couple of screen savers and change the appearance of the program windows.

The next section describes one of the most important subjects for beginners: *Files*. The word 'File' is a technical term for documents, or other data, which is saved on a computer. A files are in stored in an archive system, and when you can understand how this system works, you will seldom loose anything. Neither will it be a problem to tidy up your archive system or copy important documents to or from floppy disks.

Customising your computer is the next subject we tackle. Control Panel allows you to adjust the way your mouse and keyboard work, and alter your country code, as well as letting you add hardware and software, and make other changes.

The last section describes the Help function and how to print things out.

But there are also some more advanced subjects: Installing and running programs, and a little bit about security and general maintenance. But you will not need to know so much about these things until you have been using Windows95 for a while.

It is best if you practise all the exercises right from the beginning, because some parts of the text require you to work with files and folders which you have created in earlier exercises. The many exercises in the booklet will get you used to learning on your own, as well as preparing you for all types of beginner courses, both for business use and to evening classes for home use.

About the authors

We work both as freelance teachers and consultants in the computer field. In connection with the computer firms and teaching centres we work for we visit many danish companies and instruct many users. The experience we have gained doing this, and can pass on in this booklet, should be of great benefit to you.

We have given any number of courses on computer use, but have never tired of our work. There is a lot of satisfaction involved in demonstrating the way a tool can be used and passing on our enthusiasm to a pupil. Some people may feel that using a computer to work is a difficult task, but many people tell us that a PC with all it can do helps make both work and their leisure time more fun.

Layout

To make it easier to see the difference between ordinary descriptive text and the places in the booklet where you are asked to do something, like choosing a menu point, use the keyboard, type some text, give a document a name or create a folder, you should familiarise yourself with the different formatting and symbols which are used in the booklet.

- When you should choose a menu or a menu point, the name of the menu is written in a special typeface, as here: **File, Open.**
- Text which you should type in yourself is shown as follows:: write: **A little greeting from our holiday in Austria.**
- The keys are described in a special font: as in the **Delete** key, or the **Enter** key.
- When you should choose a button, an icon or a field in a dialog box, ordinary **bold** text is used, as here: Choose the **Start** button.
- Cross references to exercises and pages are written in *italics*.

Have fun

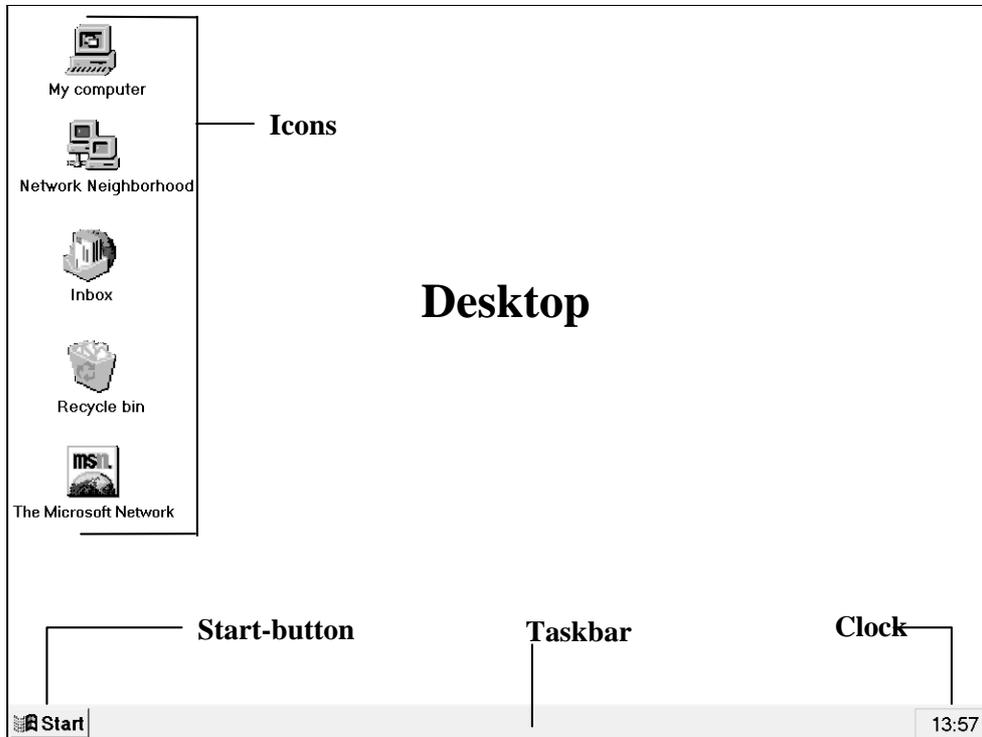
The only thing left is to say we hope you have fun working your way through the booklet. If you have any comments on how you managed the exercises here then e-mail us to inforum@post4.tele.dk or piahardy@pip.dknet.dk
We will make changes in later editions, so your ideas can well be of benefit to other users.

June 1997

Pia Hardy and Kåre Thomsen

Introduction: What is on your desktop ?

Sit comfortably in front of your PC and switch it on. After it both it and **Windows 95** starts you will see your electronic **Desktop** on the screen. Before starting on any exercises you need to understand some Windows95 terms, so we will just take a quick guided tour around the Desktop, which is shown below.



The Taskbar

To the bottom of the Desktop is the **Taskbar**, looking like a grey stripe. This is used by Windows95 to show programs which are running. . All open programs are given a button on the Taskbar. Using these buttons makes it easy to move between program windows, and also be clear over which windows are open. Here is a picture of the **Taskbar** with two programs open.



The Start-button

To the left of the Taskbar is the **Start** button. Clicking on this displays a menu from which you can start more menus and programs.



On the right of the Taskbar is a clock. If you have a soundcard installed in your PC you can see a small loudspeaker symbol next to the clock. Other symbols can also be shown here, like a printer when you are printing something out.

Icons

There are some small pictures on the Desktop, these are called **icons**, and they represent different programs which can be started. *Read more about the Desktop's icons in exercise 8.*

The number of icons on your Desktop depends on which choices you made when installing Windows95.

The Mouse

The mouse is a very important creature. When you move your mouse you can follow its movements on screen with the by watching the mouse pointer. The pointer looks like an arrow now, but it can change shape according to what you point it at.

Your mouse can have either two or three buttons. The most used button is the left hand mouse button, which is called the primary button. If you are left handed you can swap the functions of the left and right mouse buttons, *read how to do this in exercise 19.*

There are different ways of using your mouse. When we say 'click on the **Save** button', you should click once with your primary mouse button when the pointer is over the **Save** button.

Sometimes you will be asked to double-click on an icon to first choose it and then start a program. A double-click is two clicks quickly one after the other.

If you see that you should right-click, you should click once on the secondary (usually the right hand) mouse button. If you right-click on an object, whether it is an icon, your Desktop or the Taskbar, an object menu will be displayed, where you can choose between different menu points using the left mouse button.

The phrase drag and drop using the mouse describes a four part process. First you click on the desired object using the left hand mouse button, then you hold the mouse button down and move the pointer (with the attached object) by moving the mouse to where you want it placed, and then lastly you release the mouse button again.

Many of Windows95's functions can be chosen in several different ways. Either the mouse, or the keyboard or a combination of both can be used. Choices can be made from menus, buttons on toolbars or in dialog boxes.

Whether you mainly use the mouse or keystroke combinations is really a question of personal taste. It is best to experiment with both and see which one suits you best, and strains your shoulder and arms least.

Shortcut keystrokes are shown throughout the exercises in the booklet.

Objects

You will have run across the term 'objects' several times already. Don't be nervous about this term. It is just a common way of describing all the bits and pieces which Windows95 can handle. Here are some examples of 'objects' in Windows95. The largest object there is is the Desktop. Icons on the Desktop are smaller objects. The Taskbar, files and folders are also understood to be objects.

You can manage these objects in different ways using the mouse. For example a click with the right hand mouse button will usually bring up an object menu, from which you can choose different actions. An object menu can often be used as a shortcut to do different things to the selected object.

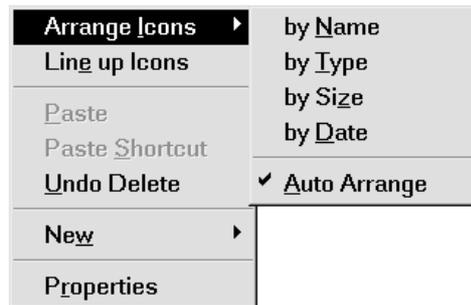
Exercise 1: Using the Mouse

In this exercise you will learn the following:

- selecting an icon, moving an icon.
- activating an object menu and choosing a menu point
- opening and closing a window

It is very important that you learn to move the mouse without any stress to your hand, arm or shoulder while you are trying to find, choose and manipulate different objects on the screen. Playing games is both fun, and simultaneously excellent practice for using the mouse. So if you feel to all unsure, practice a little in *how to play patience in Exercise 10*.

1. Right-click with the mouse on the Desktop, and an object menu will be displayed. Move the mouse to the menupoint **Arrange icons**, and a new menu will be shown. If there is a ✓ by the side of the **AutoArrange** menu point, then this is already activated. Remove the ✓ by clicking once on the menu point. If there is no ✓, then just click on the Desktop.



2. Click on the **My computer** icon. You have now selected the object. Move the object by dragging it with the mouse, which means you should click on the object, hold the mouse button down, move the object with the mouse and then release the mouse button where you want the object to be placed.



My computer
3. Right-click on the Desktop in an empty area and the object menu will be displayed again. Choose the **Arrange icons > by name** menu point, and the icon you have just moved will be position smartly in vertical order.
4. Double-click on **My computer** and a window will open containing new icons.
5. Close this window again by clicking on the button with a cross on it in the windows top right-hand corner.



Exercise 2: The Taskbar and the Start button

In this exercise you will learn the following:

- to use the **Start**-button to choose menus and open programs
- to minimise and move program windows
- to use the **Taskbar** object menu
- to set the properties for the **Taskbar**
- to set the time and date on the clock

If you rush around on the Desktop and click all over the place, it is easy to open so many program windows you are in danger of losing sight of what you have open, and where it might be hiding itself, perhaps behind another window. So that you do not end up drowning in open windows you should you will learn how to manage your windows in the following exercise.

Opening programs

1. Click on the **Start**-button and move the mouse to the **Programs** menu point and a new menu will spring out. Move the mouse over the **Accessories** menu point and yet another menu will appear. Click on the program **WordPad** on this menu. Notice the linked program button which appears on the Taskbar.

The menu points which are followed by a ▶ indicate that under them are a hierarchy of further menus. If you end up too far down in the hierarchy, move the mouse back towards the level you are looking for and move the mouse up and down until you find the right menu. If you want to get out of the menu without starting a program, click once on the Desktop or press **Esc**.



2. Click on the **Start**-button again, choose the **Programs**, menu point, choose **Accessories** and then the **Paint** program. These two program windows are now placed on top of each other with **Paint** on the top. You can have several program windows open simultaneously in Windows95, and move between them.

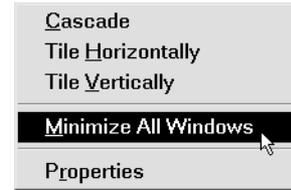
3. Click on the **WordPad**-button on the Taskbar and the WordPad window is now in front. You can also move between programs by pressing **Alt+Tab**, which means that you press the **Tab** button while holding down the **Alt** KEY. When you do this a box appears in the middle of the screen. You keep pressing the **Tab** button until you are to **Paint** in the box, and then you release **Alt**.



TIP: The Start-menu can also be activated by pressing **Ctrl+Esc**, and then you choose a point in the start menu by pressing the underlined letter in the menu point. For example **P** for **Programs**. You can also use the arrow keys **↑ ↓** to move up and down through the menu, and **→ ←** to move between different menus. A program is started by pressing **Enter**

Arranging windows

1. Right-click on an area on the Taskbar where there are no buttons, and an object menu will be displayed. Choose **Minimise all windows**, which will cause all the program windows to minimise, and be shown only as buttons on the Taskbar.
2. Right-click on the Taskbar and choose **Undo Minimise all**, and all the program windows will reappear.
3. Try the other menu points, **Cascade, Tile Horizontally and Tile Vertically** in the Taskbar object menu and watch how the program windows arrange themselves in relation to each other.
4. Maximise the WordPad window by clicking on the **Maximise** button placed to the top right hand corner of the WordPad window.
5. Choose **Minimise all windows**. You will now move the Taskbar around on the Desktop.



Taskbar options

1. Point to the Taskbar, hold down the mouse button and drag the Taskbar. You will see an outline of it, which you can place to the left, right or to the top of the Desktop. Then place the mouse pointer to the edge of the Taskbar. It changes to a \updownarrow , and now you can make the Taskbar wider or thinner by dragging on the edge, though it can never fill more than half the screen.



If you have too many windows open it can be useful to have a Taskbar which is large enough to show all the buttons which represent windows.

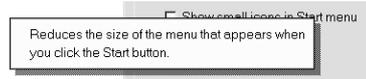
2. There are several ways you can configure your Taskbar, so right-click on the Taskbar and choose **Properties** in the object menu. This is the dialog box which is shown:
3. Choose the **Taskbar Options** tab and experiment with the different choices. Click on the **Show clock** check box to remove the \checkmark , choose the **Apply** button and the clock is no longer shown on the Taskbar.
4. When you use the **Apply** button, you can see the changes without having to leave the dialog box. Try out the other options, **Always on top**, **Autohide**, **Show small icons in start menu** in the following way.:
5. Start the WordPad program and maximise the window. On the **Taskbar Options** tab switch the always on top option off and click on **OK**



This hides the Taskbar behind the maximised program window so there is more room for the WordPad window. Minimise the window by clicking on the **Minimise** button in the top right hand corner, and you can see the Taskbar again.



6. Mark the **Always on top** option, and also mark the **Autohide** option, then click on **OK**. Notice that the Taskbar has disappeared, it is now no more than a thin line where it was originally placed. Move the mouse to the edge of the screen where the Taskbar has disappeared and it suddenly appears, until you move the mouse away from it again. Now uncheck the **Autohide** option again.
7. Choose the **Show small icons on start menu** option and click **OK**. Click on the **Start** button, and both the menu and the icons are now smaller.
8. If you are not always sure what a field in a dialog box is for, you can always get more of an explanation by clicking on the **?** button in the top right hand corner. The mouse pointer now changes to an arrow with a question mark. Click on the field you need help for and a box with an explanation will be shown. Try getting explanations for the other fields and parts of the dialog box.

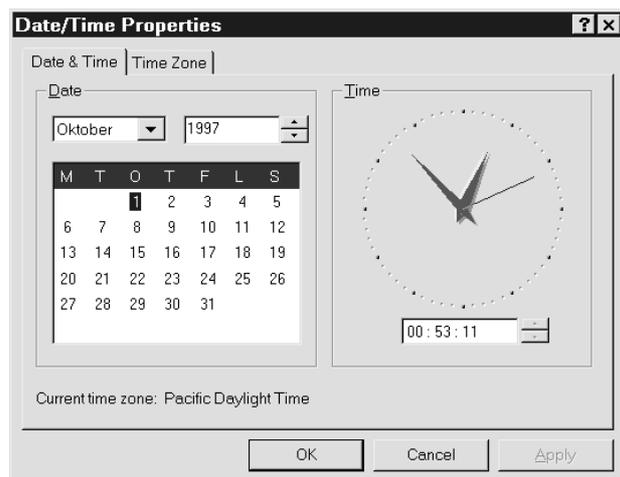


The Start menu programs tab is explained in Exercise 20

Setting the clock

It is important that the computers built in clock is correct. When you save documents (files) the date and time will be registered together with the document. You can use this, among other things, to keep an eye on when you files were last changed, or if you want to delete some old files, or search for files before or after a certain date.

1. You are now going to set your computer's built in clock. Double-click on the clock on the right hand side of the Taskbar. This dialog box is shown:
 2. On the **Date & time** you can see the **Date** field which contains options for the **month, year** and **day**, along with a **Time** field, where the clock is set. Remember to place the mouse pointer in the **Time** field when you want to alter the time using the keyboard or the small arrow keys \leftarrow \rightarrow .
 3. Choose the **TimeZone**, tab. You can choose your time-zone from the list here, and also tell the program to automatically change to summertime using the checkbox.
- Make any changes you wish to make, and click on **OK**.



Exercise 3: Window: terms and maintenance

In this exercise you will learn the following:

- to open WordPad and learn the names of the different parts of the window.
- to choose menus and menu points
- to understand the toolbar, tooltips and the ruler.
- to maximise, minimise and return a window to its original size.
- to move and adjust a window's size.

Nearly everything that you do in Windows95 and its accessory programs - like WordPad - happens in a window, and so the control you learn to have over a window in this exercise will also be valid for all other program windows which are running in Windows95.

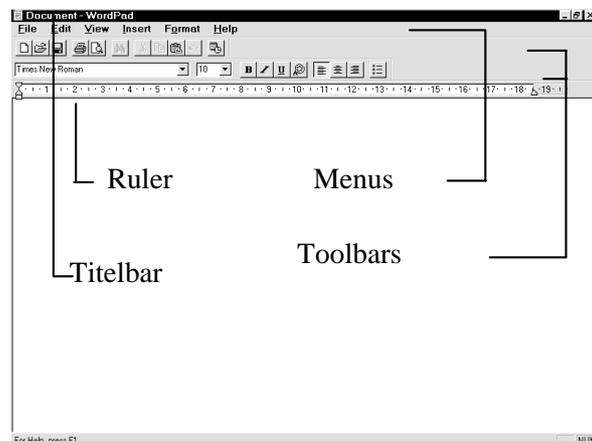
The WordPad window

1. Now you are going to open WordPad. Click on **Start** and choose **Programs > Accessories > WordPad**.

The program opens and the following window is displayed.

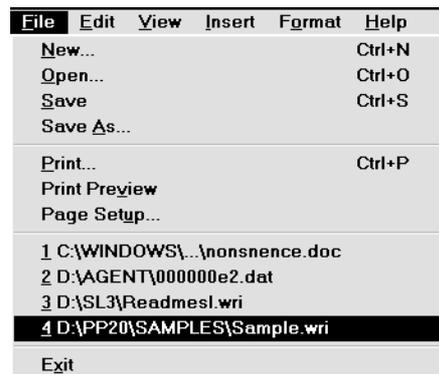
The bar to the top of WordPad's window is called the **Titlebar**, To the left is an icon, followed by the name of the empty document, **Document**, together with the name of the program: **WordPad**.

The next line in the picture shows the **Menubar**, and here you can see the names of all the different menus, like **File**, **Edit**, and so on.



Each of these menu names contains a menu, from which you can choose a menu point.

2. Click where it says **File**, and the following menu will be displayed. You can choose any of the menu points from this, which include opening, saving or printing a document. Some of the menu points are available both on the toolbar, and as shortcut keys on the keyboard. For example you can see from the menu that **File**, **Open** can be activated by pressing **Ctrl+O** on the keyboard, which means that you hold down the **Ctrl** key while pressing the **O** key (the letter **O**). Close the menu by clicking in the document, or pressing the **Alt**-key.



Notice that every menu point contains an underlined letter. This shows that you can press this letter to choose the menu point.

Try this method. Make sure that the pointer is in the empty document. Now try choose the menu point **File, Open** by using the keyboard. Press these keys one after the other: **Alt F B. Choose** Cancel or press **Esc**.

3. Click where it says **Edit**. Here you will see that many of the menu points (commands) are grey, which means that you cannot choose them to the moment. It is only after you have typed some text and selected it that you use menu points like **Cut** and **Copy**.

4. The next element in the WordPad window is the toolbar. If you do not



want to see the toolbar, choose the **Toolbar** menu point on the **View** menu. Some of the most used commands are placed on the toolbar so that they can be chosen quickly. You will see a little description of each tool if you let the mouse pointer rest for a second or two over each button, this displays a small descriptive text.



5. There is another toolbar which can be displayed. Choose the **View** menu, and then the **Format bar**. This is used for formatting your text.
6. Underneath the toolbar is the **ruler**. If you cannot see this in the window, choose the **View** menu followed by **Ruler**. The white area on the ruler shows how wide the text area is. The ruler can be used to move a paragraph so it is indented from the margin, or to place tabs for setting up columns.
7. Click on the **View** menu. You can see a small ✓ by the **Ruler** menu point. This shows you that the ruler is displayed on the screen. Click on this menu point, and the ruler disappears immediately. To make it reappear, choose **View, Ruler**.

WordPad is an fine little word-processing program, which can easily produce letters, forms and other material. *You can learn more about WordPad in Exercise 4.*

Window-gymnastics

1. To the far right of the **Titlebar** are three small buttons. If you click on the first button, the window will minimise. The WordPad-window is now only shown as a button on the **Taskbar**. Click on this button on the Taskbar and the WordPad window will appear again. 
2. Try the middle button. (**Maximise** window), The WordPad-window maximises so it fills the entire screen. The middle button now changes to another button (**Restore** window). Click on the middle button and the window is restored to its original, normal, size. Notice that the button has changed back to the **maximise** button again. 
3. Click on the button on the far right, and you exit the program, ie the program closes. These three buttons are found in all Windows95 programs. 

4. You should now try experimenting with changing the size of the window and moving it around. Open WordPad again. Check that the frames around the window are visible, or click on WordPad's **Restore** button. Place the mouse marker at the bottom of the window and it changes to a double arrow. Hold down the left hand mouse button and drag so the height of the window changes. If you drag on the corner of the window, both the height and width of the window changes. 
5. If you want to move the window, the mouse pointer is placed on the Titlebar, and the window is moved by dragging and dropping with the mouse.
6. Return to the Desktop by right clicking on an area of the Taskbar without buttons and choosing **Minimise all windows**.

TIP: If you want to minimise a window using the keyboard, hold the **Alt** key down and press the **Spacebar** (Spacebar down) followed by a press on the **N** key, and the window will minimise.

Function	Press
Minimise a window	Alt+Spacebar+N
Maximise a window	Alt+Spacebar+M
Close the program	Alt+Spacebar+L

Try the keyboard shortcuts in the table on the right.

Exercise 4: Write a letter in WordPad

In this exercise you will learn the following:

- to write in WordPad using different fonts
- to insert an automatic date in a document
- to use the align buttons (align text to left or right)
- to use different sizes of text (point sizes)
- to save your document on the Desktop

The WordPad word processor is actually so good, that you do not need any other program if all you want to do is write a couple of best-sellers and a few letters.

If you begin by using WordPad, it also has the advantage that you will be well prepared when it comes to using the far more advanced program Microsoft Word, which is the most used word processor in use today.

Exercise 23 shows you how you can install Word.

Let us start WordPad and write a job application.

1. Click on **Start ▶ Programs ▶ Accessories ▶ WordPad**.
2. Let us begin by choosing a font and a size for our font. Choose **Times New Roman** to **12** point. Both of these choices can be taken by clicking on the list arrow to the right of the



3. Write the address to the top of the letter. Press **Enter** twice after 9800 Somewhere.
4. Click on the **U** button on the **Format bar** turn on underlining.
5. Type: Att.: Jeanne Jensen. Click on the **U** button again to switch underlining off again. Press **Enter** to drop down a line.
6. Click on the **Align right** button to switch on right align, this is the third of the three align buttons. The text cursor now moves to the right hand margin.
7. You should have the date in the letter. Click on the **Date/Time** button .
8. Choose the date format you want and click **OK**. Press **Enter** to go down a line.
9. Click on the **Align left** button to switch on left align. This is the first of the three alignment buttons. The text cursor jumps to the left hand side.
10. Press **Enter** three times to drop down some lines. Click on the **I** button on the **format bar** to switch *italics* on. Type: **Concerning the vacancy for a consultant.**
11. Click on the **I** button again to switch off italics. Press **Enter** a couple of times to drop down two lines. Write the text:

Denmark's Sports Centre
Main Street 12
9800 Somewhere

Att.: Jeanne Jensen



Concerning the vacancy for a consultant.

I am applying for the position as consultant to the Denmark's Sports Centre. The relevant qualifications I have are:

11. Now we will make a list of qualifications. Press the **Enter** key twice. Click on the **Bullets** button and write out the following list of your qualifications:



- An active participant in many sports.
- Experience as consultant for similar companies
- Computer experience.

12. Press **Enter**. Click on the **Bullets** button to switch the function off. Type:

I hope to be given the opportunity to give further details of my qualifications to a personal interview.

Yours sincerely

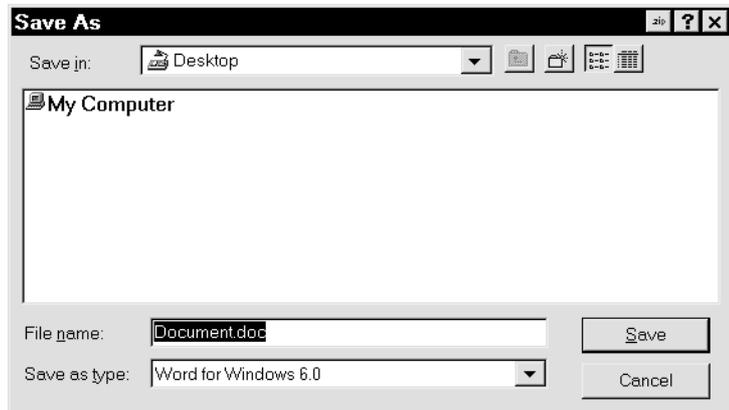
Julie Rasmussen

13. Now it is time to save your document. Click on the **Save** button (or click on **File** and choose **Save**). The **Save as** dialog is displayed.



14. Click on the list arrow to the right of the **Save in** field. Choose **Desktop**.

15. Type in a file name, like: **Application to DSC**. Click on **Save**.



16. But what will the letter look like when it is printed out? Click on the button with the magnifying glass. Now you can see on your screen that in fact it looks quite smart enough.



17. Return to normal view again by clicking on **Close**.

18. If you have a printer attached to your computer, you can print out the document by clicking on the **printer** button (or by choosing the **File, Print** command and then choosing **OK**).



19. If you want to write a new letter, choose the command **File, New** and click on **OK**, when WordPad suggests that you create a new Word 6 document.

20. When you have finished writing, close WordPad by clicking on the cross to the top right hand corner (or by choosing the commands **File, Exit**).

21. Your document was saved on the desktop, which means it can be seen as an icon. Double-click on the icon to get into your document again.



NB: If Word is installed on your PC, the letter will be opened in Word if you use this method. *Read more about the relationships (associations) between documents and their programs in Exercise 21.*

Exercise 5: Drawing with Paint

In this exercise you will learn the following:

- to create a drawing and a diagram
- to use the most important tools in Paint

Do you like drawing? The Paint drawing program is a brilliant little program to things like freehand drawing, and can also be used for organisational diagrams and the like.

1. Click on **Start ▸ Programs ▸ Accessories ▸ Paint**

2. So now you are ready to draw! First click on the tool you want to use. Try choosing the paintbrush. Choose its thickness and the colour you want underneath.

3. Using the paint-tin you can change the colour of an area, and the spraycan lets you spray colour on. Choose the colour underneath.

4. The star and the dotted square to the top are used if you want to cut something out of your drawing and move it elsewhere.



You select something within your drawing by dragging the pointer over it with the mouse button held down. After this is done, the resultant rectangle can be moved with the mouse. When the pointer touches the frame it changes to a pointed cross \oplus - this means that the frame and its contents can be moved.

If you want to draw an organisational diagram, there are tools for drawing both lines and rectangles. The **A** tool is used to write text inside the rectangles.



The **A** text tool is used like this: You draw an invisible rectangle, and the text is written inside this. Choose your font and size before you begin writing.

If the **Text toolbar** is not visible, this is what you do. Click on the **View** menu and choose **Text toolbar**. Now you can choose your font and its size.



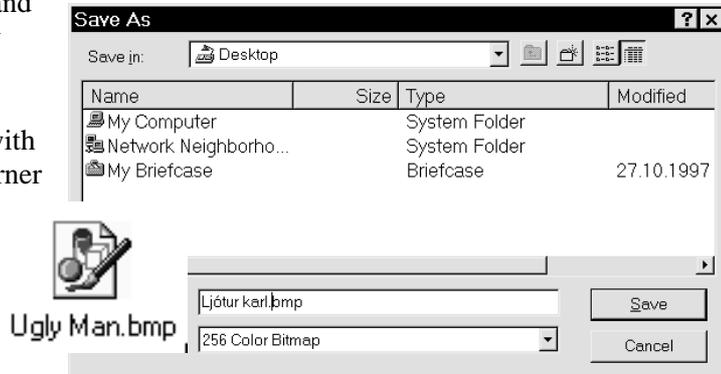
When you are finished drawing, you should save it.

1. Click on the **File** menu and choose **Save**. Click on the **Save in** field and choose **Desktop**.



2. Click in the **File name** field and type in a file name, like **Ugly man**. Click on **Save**.

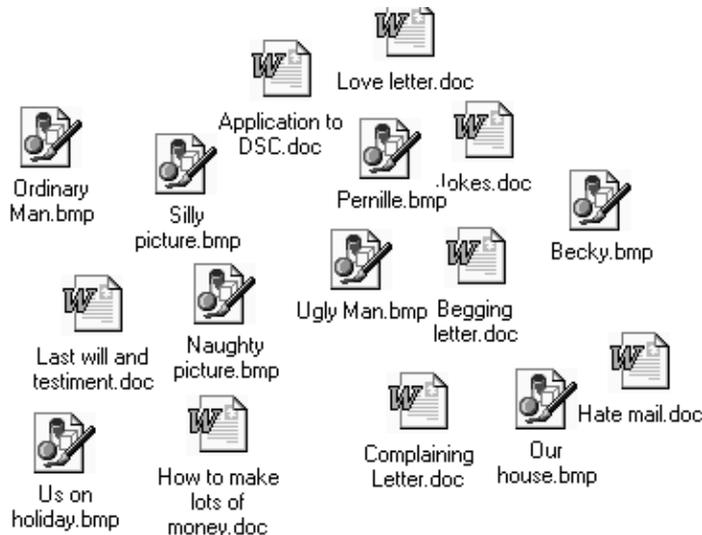
3. Click on the button marked with cross to the top right hand corner of the window to close the program. Your document is now placed as an icon on your **Desktop**. Do you want to work on it further? Just double-click on the icon.



A messy desktop

In the previous exercises you have saved your documents on the **Desktop**. This is very practical when you begin because it means that you can open a document by double-clicking on its icon.

But after a little while it is not nearly as practical to put everything on the desktop. As soon as you have created a few documents it begins to get messy.



Tip: Even though you may have a lot of stuff on your Desktop, it is still possible to create some kind of order. Right-click on an empty space on the Desktop and choose **Arrange icons ▸ by name**.

But no matter what you do, your collection of document will be mess up your Desktop less if they are ordered into folders. You can decide for yourself how many folders you should create and what they should be called.

Exercise 6: Create a folder on your Desktop

In this exercise you will learn the following:

- to create and open a folder directly on the Desktop
- to transfer documents from the Desktop to your folders.

You are now going to create a folder directly on the Desktop. When the folder is created, you will put your two documents **APPLICATION TO DSC** and **UGLY MAN** into the folder. They will be just as easy to find and open, but they will not be so untidy.

1. Minimise all open programs so you can see your Desktop. Right-click on a clear space on the Desktop. A menu will be displayed.

2. Choose **New**. Choose **Folder**. Write the name of the new folder: **Exercises**



3. Click on the Desktop (or press **Enter**). The folder is now created. Now you are ready to put your documents in the folder.

4. Use the right hand mouse button to drag the **UGLY MAN.BMP** icon over the folder. When you release the mouse button a small menu is displayed. Choose **Move here**.



5. Move **APPLICATION TO DSC.DOC** in the same way.

6. Open the folder by double-clicking on it. Here are your two documents.

7. Close the folder again by clicking on the cross in the top right hand corner.

Tip: You can also move an icon to a folder by simply dragging it over the folder with the left hand mouse button - and then releasing the button.



Creating a document on the Desktop

When you want to create a new document you do not have to open the program first. All you need to do is know the extension for the type of file you want to create. If you use the **.doc** extension a Wordpad file is created (or Word if you have it installed). If you use a **.bmp** extension, a Paint file is created. **.xls** creates an Excel-file, if Excel is installed.

You can read more about files and their relationships to programs in Exercise 21.

1. Right-click on an empty space on the Desktop. Choose **New**. Click on the document type you want (eg.. **Microsoft Word-document**).



2. The object is now created on the Desktop. The name **New Microsoft Word-document.doc** selected so you can overwrite it with the file name you want. In this case type: **Summer greetings.doc**

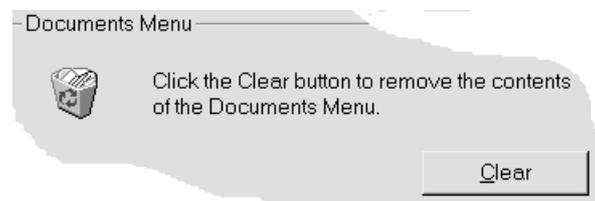
NB! You must include the file type **.doc**, if it is already shown as a part of the name (as in the icon picture above)! If **.doc** is not in the name shown, then just write **Summer greetings**- and in this case you Windows95 is not set up to show file types.
You can read more about Explorer preferences on page 35.

3. Click on an empty space on the Desktop or press **Enter** to confirm the new name. Double-click on the icon to open the document, which is empty to present.

Document-menu

The **Document** command on the **Start**-menu gives you a very quick way to open a document which you have recently worked on.

1. Click on **Start** ▶ **Documents**. A list will automatically appear which will display the last max. 15 documents you have worked on. Click on the one you want to open.
2. You can empty the document list by right-clicking on the Taskbar. Choose **Properties**. Choose the **Start menu programs** tab. Click on **Clear**, followed by **OK**



Now you have more of a system for the objects on your Desktop. But the day will come when you will have to many folders on your desktop, and it will be becoming just as untidy. When this day comes you can choose to use a more advanced folder structure, a structure which is actually the basis for everything but which is not always visible.

You can learn more about this in Exercises 11 and 12, which are about My Computer and Explorer respectively.

Exercise 7: My beautiful Desktop

In this exercise you will learn the following:

- to change the background to the Desktop (both colours and patterns)
- to choose a screen saver and a password
- to choose the colours and font for the different elements in dialog boxes and other windows

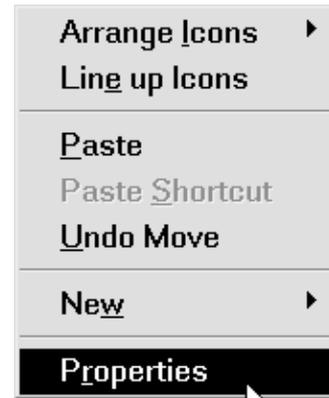
As well as the icons which are on the Desktop as standard it is also possible to put other icons (objects) representing things like your printer, a floppy disk drive, your document folder, an important document or even other programs on your PC.

In other words, you can put what is called a 'shortcut' to any of the above objects on your Desktop. *Read more about shortcuts in Exercise 15.*

But before you put too much on your Desktop we will just look to what you can do to change its appearance.

Background

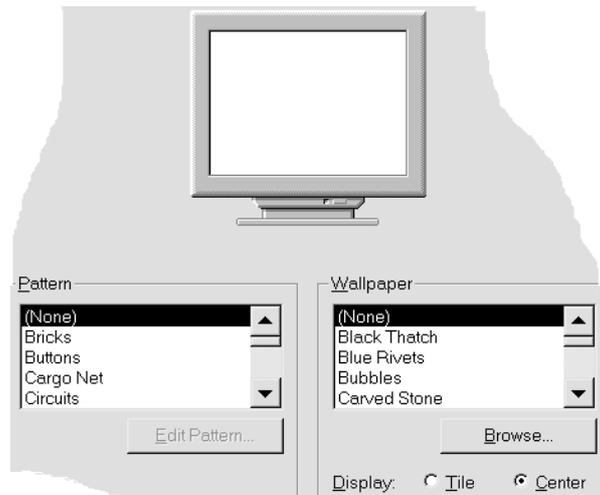
1. Make sure your windows are minimised, so you can see the Desktop. Right-click on an empty area on the Desktop and the following object menu will appear:



2. Choose the **Properties**. The dialog box which is displayed contains a number of tabs where you can choose how you configure your Desktop's appearance.

3. Move to the **Background** tab.

4. In the **Patterns** list box, choose **Daisies**, click on the **Apply** button and your Desktop's background will now take on that pattern.



5. You can scroll down in the list box to see what other choices there are by clicking on the small triangles   to the top and bottom of the roller panel.
6. Choose **Waves** in the **Wallpaper** list-box. Click on the **Tile** radio button so that your entire Desktop is covered. Your choice will be seen on the screen shown in the dialog box.
7. Choose the **Apply** button and the wallpaper is stuck up all over your Desktop. If you want to accept your choice then leave the dialog box by choosing the **OK** button.
8. When you choose a wallpaper, that has a higher priority than choosing a pattern. If you want to see the pattern you chose, you must select **[None]** in the **Wallpaper** list box. Try it out for yourself using other wallpapers and patterns.

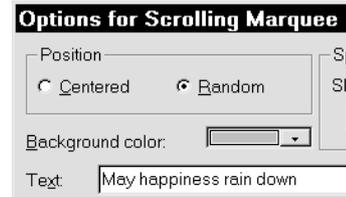
Notice that the dialog box window cannot be maximised or minimised. You can only choose buttons which give you help or which close the dialog box. This generally holds for dialog boxes, whilst windows which run programs have **Minimise**, **Maximise/Restore** and **Close** buttons on the right hand side of the title line.



Screen savers

1. Choose the **Screen saver**. Tab. This is where you can choose a screen saver which will be shown you if do nothing with the keyboard or mouse for a specified number of minutes. It is supposed to be better for the monitor that the same picture is not constantly displayed with no changes for a long time.
2. Choose **Flying windows** from the list-box in the **Screen saver** field. Set the time to 2 minutes in the **Wait** field and then click on the **Preview** button so you can see the Screen saver you have chosen. Press any key, or move the mouse, and the screen saver switches off.

3. Choose **Marquee** in the list in the **Screen Saver** field. Click on the **Settings** button. and in the **Text** field, type the following:
Ssshhh, genius at work!!!!.



4. Choose the **Format text...** button, and format to **Times New Roman, bold** and **48**. Click on **OK**, **OK** and finally on the **Preview** button. The text now moves its way across the screen.



If you want to protect your work against unwelcome passers-by whilst you are not to the machine, you can choose to protect your screen saver with a password.

5. Choose **Password protected** and click on the **change** button.



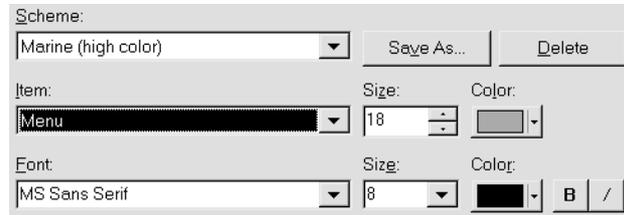
6. Type your password in here, and type it in again in the **Confirm new password** field. Click on **OK**. Choose the **Preview** button and the screen saver is displayed. Press a random key and you will be asked to type in your password to remove the Screen saver. Click on **OK**.



7. If you get tired of using a password, then it can be removed by right-clicking on the Desktop, choosing **Properties** in the object menu, choosing the **Screen saver** tab, and then removing the tick from the **Password protected** checkbox.

Appearance

1. Choose the **Appearance** tab. This is where you can choose colours and fonts for the elements of your program windows and dialog boxes. Changes made here also effect every other program which runs under Windows95.
2. Choose **Marine** in the list in the **Scheme** field. You can see the result of your choice in the example area. Click on the **Apply** button.
3. If you click on an element in the example box, notice that its name appears in the **element** field. You can then choose the colour, font and font size for each element. Try experimenting with choosing other elements and changing their colour and font.
4. You can save these changes in a new colour scheme by choosing the **Save as** button and writing in a name. Click on **OK** and **OK** again. Open WordPad and see you changes in the window there.



TIP: You can always come back to the standard Windows95 colour scheme by choosing **Windows standard** in the list in the **Scheme** field.

Exercise 8: Desktop icons

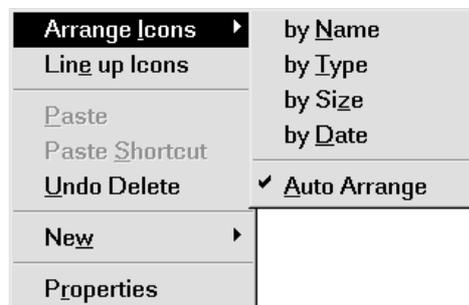
In this exercise you will learn the following:

- to move icons around and give an icon a new name.
- about the functions of some icons

In this exercise we will take a quick look to what some icons do, so you can see which ones are useful for you. The functions of the **My computer** and the **Recycle bin** will be explained in detail in *Exercise 11* and *Exercise 14* respectively.

Moving and renaming an icon

1. Make sure all your widows are minimised to you can see the Desktop.
2. Right-click the Desktop with the mouse to display the object menu. Choose **Arrange icons**. If there is a ✓ next to **AutoArrange** the command is activated. Remove the ✓ by clicking on the menu point. If it is not activated, just click on the Desktop.



3. Click on an icon on your desktop and drag it to another position. Drag all the other icons around your Desktop so they are in complete chaos
4. Choose the menu point **Arrange icons** ▶ **Auto Arrange**, and they are in order again in a flash. If you have put icons on the Desktop yourself it is possible to arrange these using the menu points **by Name**, **by Type**, **by Size** and **by Date**.
5. You can change the name of all your icons, except for the **Recycle Bin**. Right-click on the **My computer** icon and choose **Rename**. Now you can write in the little text-box underneath it. Write: **My PC** The try and rename the icon back to **My computer**.

Create Shortcut

Rename
6. You can also rename by using the keyboard. Choose the **My computer** icon. Press **F2** and overwrite the text with **My PC**, press **Enter** to finish the renaming process.

What the icons do

The icons on your Desktop are:



My computer gives access to the different objects which make up your system. These include the drives you can access from your computer, like the hard disk, the floppy disk drive, network drives, CD drives, together with your printers and the control panel.



Network neighborhood is only found if you are connected to a network. The icon allows you to see which other computers are attached to your network, and possibly allow you to use them.



Exchange allows access to communications with other users over a network using electronic post, or by ordinary fax. The Exchange icon shows you all your received messages.



Recycle bin is a collection point for all the files you have deleted from your hard disk. If you change your mind you can get your file back from the Recycle bin.



The Microsoft Network lets you access Microsoft's international Network. The icon is only on your Desktop if you chose this function when you installed Windows95.

Exercise 9: Closing Windows95

In this exercise you will learn the following:

- several different ways of closing Windows95

When you want to switch your PC off you must remember to close your programs and save any data you have entered. Windows95 has a built in close-down routine which ensures that all open programs are closed and any configuration changes made to Windows are saved before Windows95 closes.

Close Windows 95

1. Click on **Start**, choose **Shut down**. Click on the **Shut down the computer** radio button, then click on **Yes**.
2. Any Windows configuration changes you have made are now saved on your hard disk, and the message: **It is now safe to turn off your computer** is displayed on the screen.
3. If you want to restart your computer, then you should click on the **Restart the computer** radio button and then click on **Yes**.
Any Windows configuration changes you have made are now saved on your hard disk and Windows 95 starts up again.
4. Now choose the **Restart the computer in MS-DOS mode?** Choose **Yes**. When the computer re-starts, type **win** to the DOS- prompt to return to Windows 95.



Exercise 10: Games and the calculator

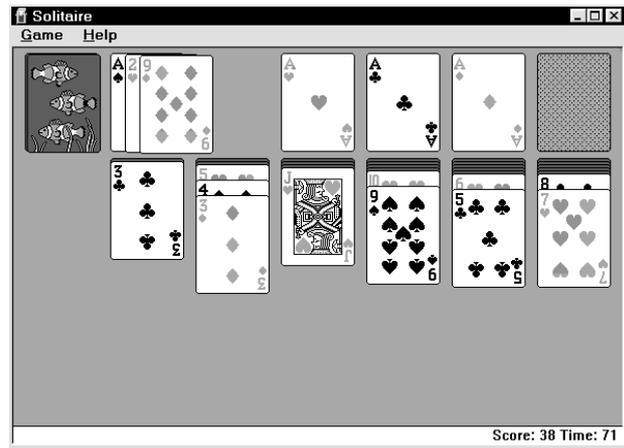
Patience

Give yourself an entertaining start with Windows95 and play a game of patience. It is excellent practice in using the mouse.

1. Choose **Start** ▶ **Programs** ▶ **Accessories** ▶ **Games** ▶ **Patience**

NB: Depending on what sort of installation you have, Patience may be somewhere else, or may not be installed. The method above will work for a standard Windows95 installation.

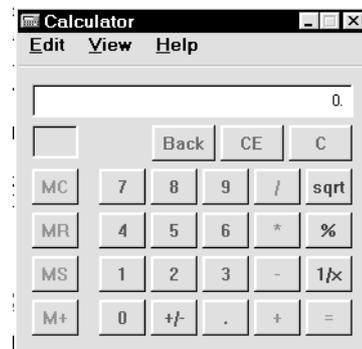
- Now you are ready to play. You should move the aces up to the top row, then lie the 2, the 3 and so on in their respective suits, right up to the king. When all the cards have been laid out in their suits, the game is over.



- You turn the cards in the main pile over by clicking on them, and you move a card up to its own suit by double-clicking on it.
- Underneath you place the cards over each other in descending order, such that the colours alternate; A black eight over a red nine, and red seven over the black eight and so on.
- You may move a whole row of cards in one. Move them by dragging them with the mouse-button held down. When you have an empty place you should move the king there - even though he may have a row of cards under him. Every time you get stuck, you continue by clicking on the pile in the left hand corner.
- If you don't already know the rules, you will soon pick them up. It is impossible to cheat. Try putting a card down wrong, it moves back as though it was on an elastic cord! When you have finished playing, close the window by clicking on the **Close** button. 

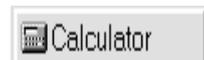
Calculator

- Choose **Start** ▶ **Programs** ▶ **Accessories** ▶ **Calculator**
- You can use Calculator just like an ordinary pocket calculator. Just click on the numbers with the mouse, but you can also use the numeric keyboard on the right hand side of your keyboard. Press the **NUMLOCK** key if the numbers do not work.
- The **Esc** key activates the **C** (Clear) function. **Enter** is the equals key. Minimise the calculator window when you have finished your calculations. 



Close a minimised program

- When the calculator is minimised, then you can close the program by right-clicking on the button on the Taskbar.
- Choose **Close** in the menu which is displayed.



Exercise 11: My computer

In this exercise you will learn the following:

- to move around in the folder structure of your hard disk
- to look to different views of your folders and files.

My computer is a Windows95 program showing the objects which make up your system. To the same time it allows you to manage these objects. In this exercise we will look to little closer to the structure of your hard disk. The hard disk can be split up into different areas called **drives**, which are given letters as names; C-drive, D-drive and so on. All your files are stored in folders on your drives, so a drive's structure is very similar to a filing cabinet with hearty of folders.

My computer

The highest level in your system is Desktop. This contains all the icons which are placed on your Desktop, like **My computer**, **Network Neighborhood**, **Exchange**, **Recycle bin** and so on. Now you will get to know your **My computer** a little better.

1. Double-click on the **My computer** icon choose the **View** menu and activate the **Toolbar**. This toolbar makes it easier to manage the objects in the Window.



2. Make the window larger by placing the mouse pointer on its frame, where the pointer will change into a double-arrow and you can drag the frame out so the entire toolbar is visible. Place the mouse over a toolbar button and a small descriptive box is displayed. Try the last four buttons: **Large icons**, **Small icons**, **List** and **Details** on the right of the toolbar.

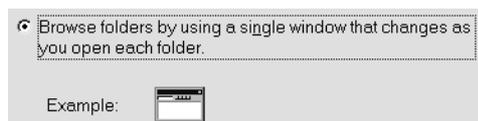


3. When you choose the **Details** view you are given a detailed breakdown of the contents of the window set out in columns. Every column has a heading, **Name**, **Type**, **Total size** etc etc. Click on the **Type** heading and the column is sorted in ascending alphabetical order. Click on the heading again and it is sorted in descending alphabetical order. Placing the mouse pointer on a vertical line between the headers, hold the mouse button down and drag to left or right the width of the columns is changed.

Name	Type	Total Size	Free Space
------	------	------------	------------
4. The **My computer** window contains icons A: (3,5" floppy disk drive), C: (your hard disk drive) D: (your hard disk drive), F: (CD-ROM), Printers and Control Panel. But, as we pointed out earlier, the number of drives on your computer can be different.

In and out of Windows

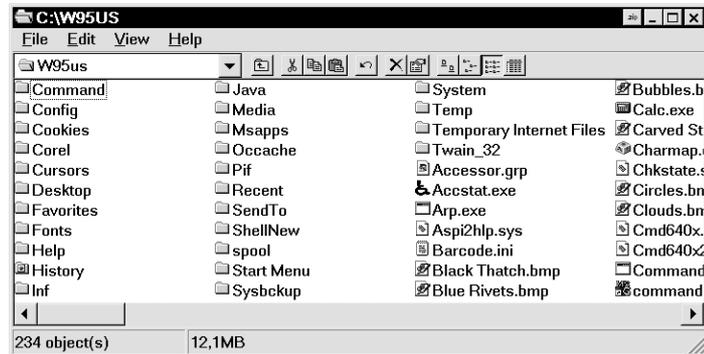
1. Now you are going to go into the C drive on your local drive and see what sort of structure it has. By first choose **View, options** and check the: **Browse folders by using a single window that changes as you open each folder** radio button.



2. Double-click the C: icon and the window changes to show the yellow folders and the files which are on your C: drive. Try the toolbar buttons **Large icons**, **Small icons**, **List and Details**.



3. Choose the WINDOWS folder and double-click on it to see what it contains, shown here with the **List** button activated.



4. Go back to the previous level (C:) by clicking on the **Up one level** or by pressing **BACKSPACE**, which is placed just above **Enter**.
5. Now you will try moving around in the folder hierarchy again. First double-click on the **WINDOWS** folder, followed by the **START MENU** folder. We want to go further, so double-click on the **PROGRAMS** folder, then on the **ACCESSORIES** folder, and finally on the **GAMES** folder. Here are the shortcuts to the games which can be opened when you click on the **Start** button on the Taskbar and move through the hierarchy to the **Games** menu

You have now moved out on this 'path':

C:\WINDOWS\MENUEN START\PROGRAMS\ACCESSORIES\GAMES

It is important that you train yourself to be a good 'pathfinder' to you can understand where Windows95 has put your programs, folders and documents. Then you can learn how to create shortcuts to the objects which you want to have immediate access to, either via the Start menu or on the Desktop. *Read more about shortcuts in Exercise 15.*

6. Click a few times on the **Up one level** button, or press **BACKSPACE** until you have returned to the **My computer** level.



7. From here go into the **PRINTER** folder, and if you have a printer installed double-click on its icon. This window is used to look at, delete or stop the printer jobs which have been sent to the printer. *Read more about printers in Exercise 18.* Return to the **My computer** level.



Printers

8. Double-click on the floppy disk drive icon (A) and you will be shown the contents of the diskette in the A-drive, or if the drive is empty, the message **The device is not ready** will be shown. Choose **Cancel** and close the **My computer** window.



You can also use **My computer** to delete, copy and move files and folders. In the next exercise you will try doing this, but by using the Explorer program, which is more friendly and easier to use than **My computer** for these functions.

Exercise 12: Explorer

In this exercise you will learn the following:

- to save files with long file names
- to create folders
- to delete, copy, move and rename files
- to find documents
- to display the contents of a document
- Explorer's options

It is very important that as soon as you start working with your PC you spend some time considering how you can organise your files in a manageable way. Imagine that your hard drives (C:, D:, etc) are just ordinary filing cabinets which can be organised in a structured way.

So you should have some idea of what you want to call the folders where you will put your documents.

Remember that each folder can also contain under-folders which can be used to further define the structure you want.

Long file names

Firstly you should create three documents in WordPad, so you have some documents to experiment with.

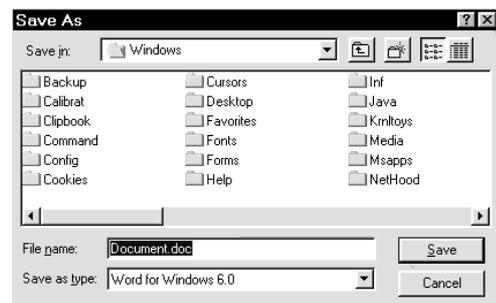
1. Open the **Wordpad** program and type in the following text:

A little greeting from us on holiday in Austria. The weather is fantastic. The sun is shining from a cloudless sky, lighting up huge masses of granite in subtle shades against the blue sky.

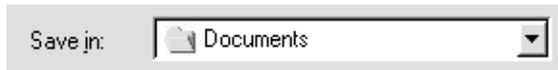
2. The document should now be saved as: **MY HOLIDAY IN AUSTRIA** in the **DOCUMENTS** folder. Click on the Save button on WordPad's toolbar and the following dialog box is displayed:



3. Click on the **Up one level** button  and you will be back to the (C:) drive. There are two possibilities, either the **DOCUMENTS** folder exists, or it does not and you will have to create it yourself.



4. If the **DOCUMENTS** folder exists, then check that it is chosen in the **Save in** field by double-clicking on the yellow



DOCUMENTS folder. The **DOCUMENTS** folder is one level under the (C:) drive level.

5. Type in the documents name **MY HOLIDAY IN AUSTRIA** in the **File name** field and click on **Save**. You may use both capital and small letters in the file name.

A long file name can consist of up to 255 characters in contrast to earlier versions of Windows and DOS which allow no more than 12 characters (8 in the name, a point and then 3 characters in the extension).

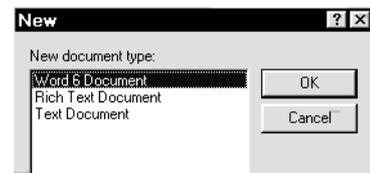
6. If the **DOCUMENTS** folder does not exist on the level under (C:) first check that (C:) is chosen in the **Save in** field. Click on the **Create new folder** button. A new folder will appear which you can name as **DOCUMENTS** - again, both large and small letters are allowed in a folder name. When you have done this follow the same procedure as specified in point 4.



7. Make another document and save it as **I AM HUNGRY**. Click on the **New** button on the toolbar, the New dialog box is shown, choose **Word 6-document**, as the document type, choose **OK**. Type in the following text:



The second I open my eyes in the morning, the rest of my body continues to sleep. With the exception of my stomach. Good morning! A voice bellows out from downstairs.



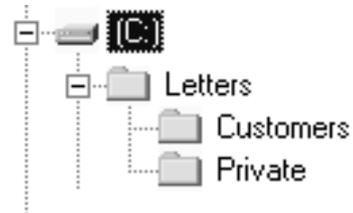
8. Click on the **Save** button and write in the filename: **I AM HUNGRY**. Click on **Save**. Create a third document, and save it as **MY OWN DOCUMENT**. You have now created 3 documents and saved all of them in the folder **DOCUMENTS**

Creating folders

Now you will make a structure for your storage needs. The first thing you should do is create some folders and give them meaningful names.

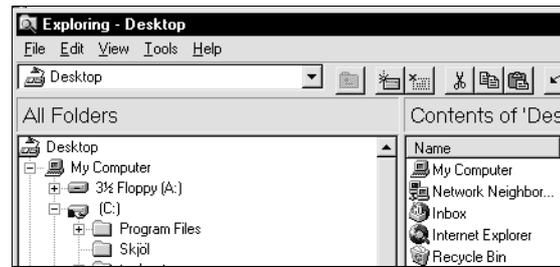
Let us say that you write letters to both friends and customers. This is a very simplified structure, but no matter how complicated your structure is this is the method for creating folders.

Imagine that your filing cabinet is called **C:**, and the tree structure you want looks like this:



You will now be introduced to the **Explorer** program. Explorer is a more advanced version of **File Manager** which was included in earlier versions of Windows.

1. Click on the **Start** button, choose **Programs** ▶ **Windows Explorer**. The following is displayed:



2. If **Explorer** is not showing its toolbar, choose the **View** menu and the menu point **Toolbar**.

This toolbar makes it easier to manipulate the objects. Make the window larger by placing the mouse pointer on the window's frame. The pointer changes to a double arrow and the frame can be dragged to be wider so the entire toolbar can be seen.

3. Point the mouse pointer over the toolbar and a small descriptive text will be displayed. Try the last four buttons (**Large icons**, **Small icons**, **List** and **Details**) on the toolbar.



You will be in (C:). Explorer is divided into two panes. In the left hand panel you can see the folder structure, and in the right hand map you can see the contents of the folder you have selected, which in this case is (C:). The right hand panel can display files, the left panel cannot. You move around in the folder hierarchy by choosing a folder, ie you mark the folder you want in the left hand panel.

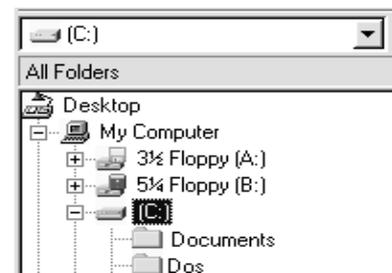
4. If you want to move up a level, then use the **Up one level** button, or press **Backspace**. The top level in the hierarchy is the **Desktop**. If you want to drop a level down under a folder, then double-click the folder.



5. Move up to **Desktop**, the top level. The level under Desktop shows the icons which are displayed on the Desktop, such as **My Computer**, **Network neighborhood** and the **Recycle bin**.

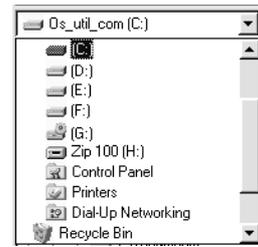


6. Mark (C:) in the left hand panel. Sometimes you will see a little by the side of a folder, this means that the subfolders under this folder are shown. Click on the by the side of (C:) and the subfolders are hidden. The symbol is now changed to a symbol. Click on the and the subfolder structure is displayed again.



7. The **+** or **-** keys on the numerical keyboard can also be used to show or hide subfolders for a selected folder or drive. The right hand panel shows the files and folders which are in (C:).

REMEMBER: If you mark any folder, its contents will always be displayed in the right hand panel. If you click on the  or  symbols the display in the right hand panel does *not* change until you mark another folder in the left hand panel.



TIP: There is a quick shortcut to change your position in the left hand window. If you click on the arrow to the right of the field where (C:) is shown, a drop down list is displayed showing other places you can select. This is very practical if you want quickly to move to another drive.

- Now the **LETTER** folder should be created one level under (C:). And under **LETTER** we want two further folders: **PRIVATE** and **CUSTOMERS**.

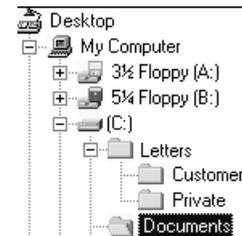
- First check that you are in the (C:) folder. Choose the menu point **File, New**, and **Folder**. In the Explorer will create a new folder in the right hand panel.



- Call the new folder **LETTERS** by typing over the existing text (**NEW FOLDER**) with **Letters**, and then pressing **Enter**. You may use capital and small letters for the name of your folder. In the left hand panel Explorer will show this newly created folder as a subfolder of (C:).



- Place the mouse pointer on the **LETTERS** folder in the left hand panel. Choose the menu points **File, New, Folder** Explorer will display a new folder in the right hand panel, which you call **PRIVATE** by overwriting **NEW FOLDER** with **Private**, and pressing **Enter**. You can see this new folder in the left hand panel in Explorer by clicking on , and it will be displayed as a subfolder to **LETTERS**.

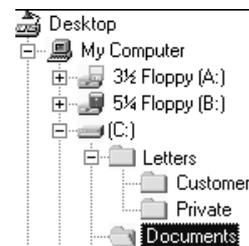


- Create a folder called **CUSTOMERS** as a subfolder to the **LETTERS** folder by using the method outlined above. Remember that you must start from the **LETTERS** folder.

Copying, moving and renaming documents

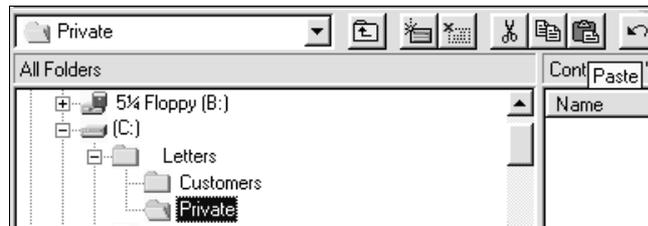
Now you are going to use the three documents you created earlier in this exercise. First they should all be copied to the **PRIVATE** folder, and then they will be moved from **PRIVATE** to the **CUSTOMER** folder.

- Open **Explorer** and select the **DOCUMENTS** folder. The following window is displayed.
- Select the first document, then hold down **Shift** and click on the last document in the list. This is the way you mark a sequential group of files. Click on any single file, and the selection disappears.
- Mark the first file in the list, then hold down **Ctrl** and click on the last file. This is the way you mark a group of files which are not next to each other.





4. The three files are now going to be copied. Mark them all and click on the **Copy** button on the toolbar. The files are now prepared for being copied.



5. Select the folder named **PRIVATE** in the left hand pane. Remember that it is a subfolder to the **LETTERS** folder. Click on the **Paste** button and the files are copied from the clipboard into the **PRIVATE** folder.

6. Mark two of the documents in the **PRIVATE** folder and then click on the **Cut** button, then select the **CUSTOMER** folder and click on **Paste**. The files are now moved to the **CUSTOMER** folder.



7. The next thing you will do is delete the two files in the **DOCUMENTS** folder. Move to the **DOCUMENTS** folder, mark the first and the last files by holding **Ctrl** down while clicking on the files one to a time.

Click on the **Delete** button and the files are sent to the Recycle bin. . Choose **Yes**



8. Undo the last action by clicking on the **Undo** button. You can use the **Undo** button to undo other actions like copying, moving, creating folders and so on. *Read more about retrieving files and folders from the Recycle bin in Exercise 14.*



9. **MY OWN DOCUMENT** should now be renamed to: **LETTER TO OTTO HANSEN**. Mark the document and then **File, Rename**, type in the new name and press **Enter** or using the keyboard, press **F2**, type in the new name and then press **Enter**.

You may well be asked if you want to change the file extension, and be warned that this may mean you cannot open it. Choose **No**. If you are asked this you will have to write the name of the file including the extension **doc**, ie you must write **Letter to Otto Hansen.doc** so that the file type is not altered.

You can also copy or move files using the drag and drop method, described here:

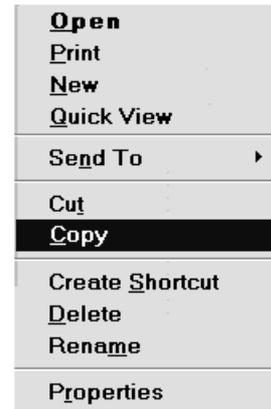
1. First delete all your documents in the **CUSTOMER** and **PRIVATE** folders. Mark the three documents in the **DOCUMENTS** folder.
2. Right-click on the selection (do not release the mouse button) and drag the documents over the left hand pane in Explorer so the **CUSTOMER** folder is marked. Release the mouse button and the following object menu will be displayed.

3. Choose **Copy here**. Try moving files using this method. Undo your action immediately after moving by using the **Undo** button.



Copying or moving using the object menu is done as follows:

1. Mark all the documents in the **DOCUMENTS** folder. Click on the selection with the right hand mouse button, and the following object menu is displayed.
2. Choose **Copy**. Choose the **PRIVATE** folder in the left hand pane.
3. Right click and this object menu is displayed. Choose **Paste**, and the files are copied into the **PRIVATE** folder.



Try moving the files by using the method described in the above **points. 1-3**.

4. Undo as soon as you have moved the files by using the **Undo** button.



Explorer lets you do same things in many different ways.

Here is an table showing the keyboard shortcuts for such actions as copying, moving, deleting, renaming etc etc.

Try experimenting with them, you may well find that you think they are better and faster than clicking with the mouse.

Keys	Function
+ or - on the numeric keyboard	Expand or hide subfolders to the selected folder.
Backspace	Move a level up in the folder hearty..
Ctrl+C	Prepare the selection for copying.
Ctrl+X	Prepare the selection for moving.
Ctrl+V	Paste the selection.
Ctrl+Z	Undo the last action.
Ctrl+A	Select all objects in right pane.
Del	Throw the selected files away into the Recycle bin.
F2	Rename the selected folder or file, end by pressing Enter .
F5	Update the panes.
F6/Tab	Move between the panes and the toolbar.

Finding files

This function can be extremely useful after you have produced a number of documents. One day you will want to open a document, but all you can remember is a bit of its name and some of the text it contains, but not the documents full name or where it is stored.

First of all you will try and find the file **LETTER TO OTTO HANSEN**, and then for the document which contains the word **stomach**.

1. Open **Explorer** and choose **Tools, Find ▶ Files or folders** (or **F3**). The following is displayed:
2. Type in the word **Otto** in the **Name** field. Choose (C:) in the **Look in** field, and mark the **include subfolders** checkbox. Click on the **Find now** button.

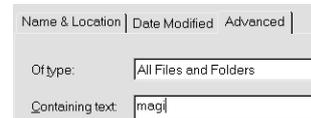


3. Explorer now searches the entire (C:) drive looking for a file which includes the name **Otto** in its file name, and to the bottom you can see the result of your search, which is that the document is found in the folder **C:\DOCUMENTS**.

Name	In Folder	Size	Type	Mc
Letter to Otto Han...	C:\Documents	10KB	Microsoft Word Doc...	27

If you want to limit the search to a particular folder, then you can choose the **Browse** button to choose a folder.

4. Now you are going to search for the name and path for a document you wrote some time ago. You remember that the document contained the word **stomach**, but cannot remember what the file was called, or where you put it. Choose **Tools, Find ▶ Files or folders** again. On the **Name & Location** tab it should be specified that the entire C: drive should be searched, and the **include subfolders** check box should be marked.
5. Choose the **advanced** tab and type in the word **stomach** in the **Containing text** field. Click on the **Find now** button.



6. Explorer now searches the entire (C:) drive for a file containing the text string **stomach** and to the bottom you can see that it has found a file named **I AM HUNGRY** which is in the **C:\DOCUMENTS** folder.

Name	In Folder	Size	Type	Modified
I am hungry.doc	C:\Documents	11KB	Microsoft Word Doc...	27-06-97 22.01

7. The **Date modified** tab allows you to search for files and folders created or altered on a specified date, or over a specified interval.

TIP: You can also search for files by clicking on the **Start** button and choosing **Find ▶ Files or folders**.

Displaying the contents of a file

Explorer can also be used to display the contents of a file in a window. For this the function **Quick view** is used.

If this function is not available, then it can be installed from the Windows95 CD or diskettes. *Read more about Adding or Removing programs on page 50.*

1. Open Explorer and go to the **DOCUMENTS** folder. Right-click on a file name and the following menu is displayed.



2. Choose **Quick view**, and the contents of the file will be displayed in a separate window. If you want to open the file, click on the **Open file for editing** button. The file is now opened in its associated program and can be edited.



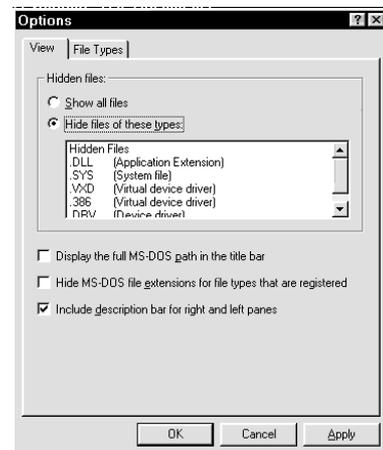
3. Try experimenting with different files, displaying their contents and then opening them.

Configuring Explorer

When you create a file in WordPad it will automatically be given a **.doc** extension. Other programs give other extensions to the files they create. For example, the NotePad program gives the **.txt** extension to its files. Explorer is usually configured not to show the extensions of files which are registered and associated, which is a technical way of saying they are well known by Windows95. *Read about file types and associations in Exercise 21.*

Now you will change Explorer's configuration so that the full file names are displayed.

1. Choose the **Details** view. Choose **View, Options** and the following dialog box is displayed.
2. Remove the check in the **Hide MS-DOS file extensions for file types that are registered**, then click **OK**. The entire file name is now seen in the window.
3. Move around in the folders and notice all the different types of file extensions.
4. You will have noticed that the dialog box included a check box **Hide files of these types** which is checked. This means that files with the extensions shown in the list next to the check box are not shown in Explorer. This is done to protect important system files so they cannot be moved, changed or deleted.
5. If the **Show all files** checkbox is marked, then all file types will be displayed in the Explorer window.



6. Right-click on a field in the dialog box and you will see a box containing the words **What's this?** Click on this box and you will get a help text about the field you are in. Try doing the same thing with other fields.



7. Choose the **File types** tab. This shows you the file types which are registered in Windows95 to the moment. When a file type is registered, information is stored specifying which program should be used to open the files of that type.

Exercise 13: Rename, copy, move or delete a folder

In this exercise you will learn the following:

- to rename, move and copy a folder
- to delete a folder
- to search for a folder

Manipulating and managing folders is done in exactly the same way as manipulating and managing files, so you can look upon this exercise as a repetition of the functions you learnt in *the previous exercise*.

Rename a folder

1. Right-click on **Start** and choose **Explorer**.
Go to the **CUSTOMER** folder which you will now rename to **COMPANIES**.
2. Choose **File, rename**, type in the new file name Companies and press **Enter** or use the keyboard and press **F2**, type in a new name and press **Enter**.
3. Rename the **PRIVATE** folder to **MESS**.

TIP: You can also right click on the folder name and choose **Rename** from the menu which is displayed.

Move or copy a folder

1. You will now move the **MESS** folder to the **COMPANIES** folder. Mark the **MESS** folder, click on the **Cut** button, mark the **COMPANIES** folder and click on the **Paste** button.
2. Click on the **+** symbol next to the **COMPANIES** folder and the branch will be displayed. Now you can see that the folder has been moved under the **COMPANIES** folder.
3. Mark the **MESS** folder. Click on the **Copy** button on the toolbar. Mark the **LETTERS** folder, click on the **Paste** button and the folder, with any contents, is added as a subfolder to the **LETTERS** folder.



TIP: You can also move or copy a folder by using the drag and drop method or by using an object menu. *See how this is done on pages 30 and 31.*

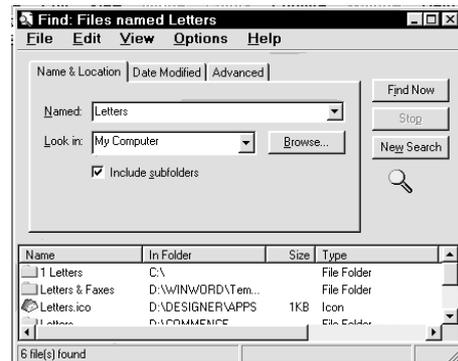
Delete a folder

1. It is about time you deleted all this **MESS**. Now you are going to delete the folders **MESS** and **COMPANIES**. Mark the **COMPANIES** folder, click on the **Delete** button, and the **COMPANIES** folder and its contents will be moved to the Recycle bin. Choose **Yes**. 
2. Then mark the **MESS** folder and press the **Delete** key. Choose **Yes**.
3. Undo the last action, the deletion, by clicking on the **Undo** button. You can use the **Undo** button to undo the actions like moving, copying or creating folders. 

Finding folders

You want to look for the **LETTERS** folder, to see where it is on your drive.

1. Press **F3**. The following is displayed:
2. Type in the word **Letters** in the **Name** field. Choose (C:) from the list in the **Look in** field, and check the **include subfolders** check box. Click on the **Find now** button.
3. Explorer now searches the entire (C:) drive for folders and files which include the word **LETTERS** in their file or folder name. To the bottom you can see the result of the search. Maybe you have a different search result. Try looking for other folders.



Exercise 14: The Recycle bin

In this exercise you will learn the following:

- to see what the Recycle bin contains
- to restore deleted documents and folders

When you delete a file or a folder it ends up in the Recycle bin. Everything which has been deleted can be 'recycled' if you have second thoughts. But if you delete it from the Recycle bin, it is gone forever.

Restore a deleted file

What do you do if you have mistakenly deleted a file and wish to get it back?

1. Minimise all open programs so you can see your Desktop. Double-click on the **Recycle bin** icon. A list of all deleted files will now be displayed.



- Right-click on the file you want to undelete. Click on **Restore** in the menu which is displayed.

Tip: Instead of using **Restore** you can choose **Cut**. Then, using Explorer, go to the folder where you want the file restored to. You then put the file there by holding down the **Ctrl** key and pressing **v**, or clicking on **Paste**.



Emptying the Recycle bin

- Double-click on the **Recycle bin** on the Desktop.
- Mark the files you want to delete by clicking on them while holding down the **Ctrl** key. Click on the **Delete** key, then click on **Yes** to confirm that you wish to delete the files.
- If you want to completely empty the Recycle bin, then choose the **File, Empty Recycle bin** command.

Exercise 15: Shortcuts

In this exercise you will learn the following:

- to create shortcuts to objects (documents, folders, programs, printers).

It is a good idea to create shortcuts to the most used folders and documents - shortcuts save time! Shortcuts are placed on the Desktop, but they are not the same as folders or documents which are saved directly on the Desktop.



A shortcut to a folder, for example, is a signpost, not the folder itself. One could also say that a shortcut is a direct route from the Desktop to a folder which actually lies further down in the hierarchy.

As you can see in the illustration, a shortcut has a little arrow on it. All icons with an arrow like this are shortcuts! The method described in this exercise can also be used in Explorer.

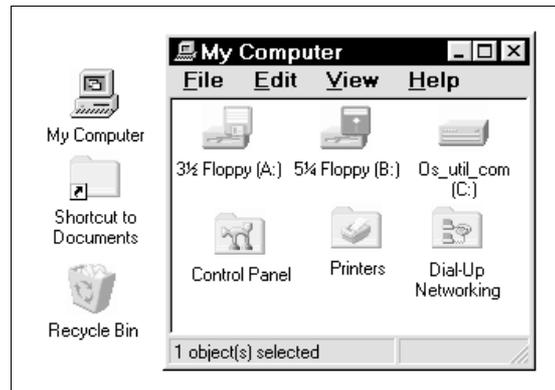
Create a shortcut to a folder



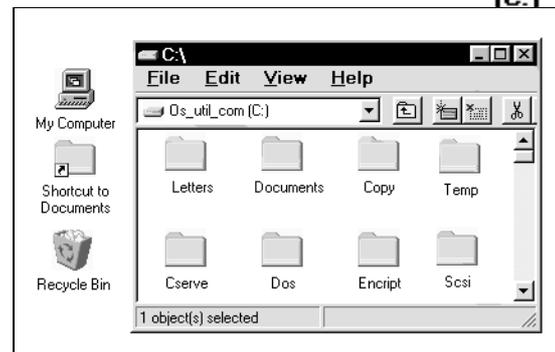
My Computer

- Minimise all programs, so you can see the Desktop. Double-click on the **My computer** icon.

- If the window opens maximised, ie it fills the entire screen, then restore it to a normal size by clicking on the **Restore**-button in the top right hand corner. The window should be sized so that you can easily see the Desktop behind it.
- Double-click on the symbol or the (C:)-drive. The folder (C:) opens. This contains a number of other folders, including the **DOCUMENTS** folder.



- As before, check that the window doesn't fill the entire screen. You should be able to clearly see the Desktop behind the window.
- Using the *right hand* mouse button, drag the **DOCUMENTS** folder out on the Desktop. When you release the mouse button, a menu appears. Choose **Create shortcut(s) here**



- Close the (C:) window and **My computer**. You have now created a shortcut to your **DOCUMENTS** folder. When you double-click on your new icon on the Desktop, a window will open showing the contents of the **DOCUMENTS** folder!

Tip: You can create shortcuts to files in the same way. -Find the file in **Explorer** or **My computer** and drag it out onto the Desktop with the right-hand mouse button. Choose **Create shortcut(s) here**.

Test yourself: Can you describe the difference between these two icons? *If not, you can find the answer by reading the introduction to this exercise and exercise 6 again.*



Shortcut to a program

Most programs are called something ending in **.exe** - like **Wordpad.exe**. If you can find a program file, you can create a shortcut to it. This will make it quicker and easier to open the program next time. Let us create a shortcut to WordPad.

- Minimise all programs so you can see the Desktop. What you have to do now is find the program file for NotePad. It is called NotePad.exe. The quickest method is to find it using **Find**. Click on the **Start**-button and choose **Find** followed by **Files or folders**.

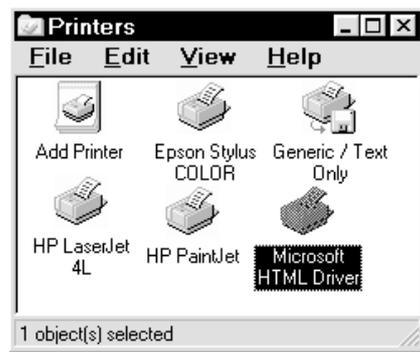
2. Search for the filename **Notepad.exe**. When you have found the file, drag it from the results list and out onto the Desktop using the right hand mouse button. Choose **Create shortcut(s) here** after releasing the mouse button



Shortcut to a printer

If you have a printer installed, you can create a shortcut to it on the Desktop. Doing this lets you print things out in a very smart way. All you have to do is drag an document's icon over the printer.

1. Click on **Start**. Choose **Settings** and **Printers** - and a window opens full of printer icons. There should be an icon with the name of your printer.
2. Drag the symbol for your printer out on the Desktop using the right hand mouse button. Release the mouse button and choose **Create shortcut here**.
3. Try out your new printer icon. Go into the **DOCUMENTS** folder. Drag the **I AM HUNGRY.DOC** icon over the printer icon. When you release the mouse button, the document will be printed out, assuming your printer is switched on.



Read more about installing a printer in Exercise 18.

Exercise 16: Managing diskettes

In this exercise you will learn the following:

- to format a diskette
- to copy files to and from a diskette
- to delete files from a diskette
- to make and use a system disk

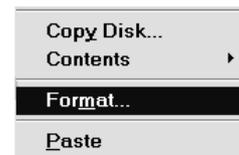
If you have some new, unformatted diskettes, you shown prepare them for receiving data, ie they should be formatted. If you want to re-use a diskette with data on, it is a good idea to delete its contents. This can easily be done with what is called a quick format.

Format a diskette

1. Put a diskette in the floppy disk drive and open Explorer.



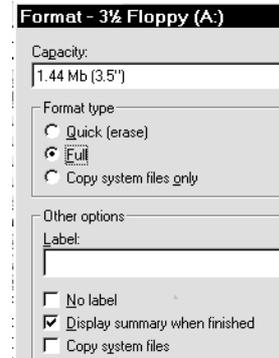
2. Choose the 3,5" -diskette (A:) object in the left hand pane. There are two possibilities: if the diskette is not formatted a dialog box will be displayed which says: **The diskette in drive A is not formatted. Should it be formatted now?** Answer **Yes**, and you can follow the procedure outlined in point 4.



If the disk is formatted, any files it contains will be shown in Explorer's right hand pane. You cannot format the diskette if its contents are displayed in the right hand pane, so mark another object, like **DOCUMENTS**. Right-click on the 3,5" -diskette (A:) object in the left-hand pane and an object menu will be displayed. Choose **Format** and a **Format** dialog box will be displayed:

- Choose the diskette's capacity in the list box, the default is 1.44MB (3½"). Check **Full** in the **Format type**. This format type will delete any files and check for bad sectors (areas) on the diskette. Choose **Start**.
- The disk is now formatted and information about the state of the diskette is shown when the formatting is finished.

Tip: You can also select **Quick (erase)** in the **Format type** field. This formatting deletes any files, but does not check for bad sectors. It can only be used on diskettes which have already been formatted once.



Copying files to a diskette

Your diskette is now ready to receive data. You will copy your documents to the diskette. Your diskette will then contain what are called backup copies of your files.

- Choose the **DOCUMENTS** folder in the Explorer window. Mark all your files in the right hand pane and right click on the selection, which will display an object menu. Choose **Send to > 3½" floppy(A)**. The documents are now copied over to the diskette. Check the contents of the diskette. Try copying the files from the diskette to the **LETTERS** folder. Try using the drag and drop method described on page 30.



Deleting files from a diskette

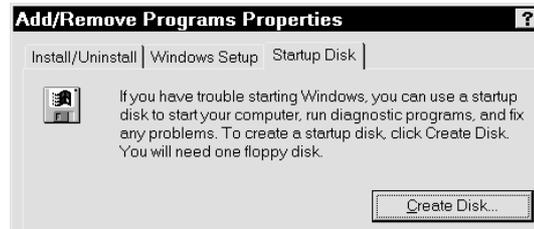
- Choose the 3½" floppy (A:) object in the left hand pane. The contents are displayed in the right hand pane. Mark two files and press **Delete** or the **Delete** button, then press **Yes** to confirm your deletion. Note that files which are deleted from a diskette are not transferred to the Recycle bin, which means you cannot undo the deletion by using the **Undo** button.



Startup diskette

Luckily it is extremely rare for a PC not to be able to start from its hard disk. But it is still a good idea to be prepared for such an eventuality by making a startup disk. This should allow you to get into contact with your hard disk again.

1. Click on the **Start** button, choose **Settings > Control Panel**. Double-click **Add/Remove Programs**. Choose the **Startup disk tab**.
2. Put an empty formatted diskette into the drive. Click on the **Create disk** button
3. Follow the instructions. You will be asked for your Windows95 CD-ROM or your installations diskettes.
4. A number of files will now be copied over to your diskette, including a single copy of the files **CONFIG.SYS** and **AUTOEXEC.BAT**.
5. Check the diskette by placing it in the floppy disk drive. Shut down your PC and then start it up again.



Exercise 17: Help

In this exercise you will learn the following:

- to use the three options in the Help-program: Contents, Index and Find
- to display context sensitive Help, ie in a dialog box.

Get used to using the Help function whenever you are in doubt. Firstly it is a quick and easy way to find out things you did not know, and secondly Help is common to all Windows programs, so you will certainly be happy you can use it.

You activate Help by clicking on the **Start**-button and choosing **Help**. In many situations you can also call up Help by pressing **F1**

Help is built up in three different ways: **Contents**, **Index** and **Find**.

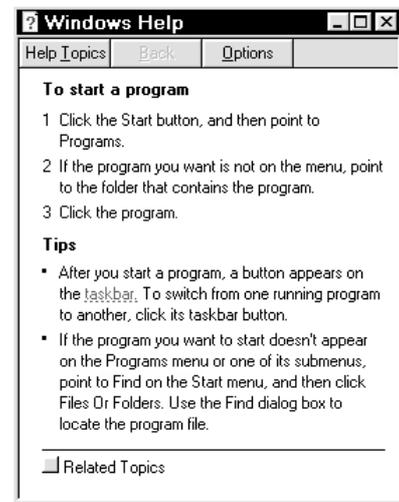
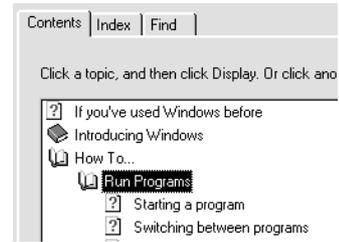


1. **Contents** is like the contents page of a book.
2. **Index** is an index where you can look up entries in alphabetical order.
3. **Find** is a database where you can perform a free search for certain words or word patterns in the Help text itself, not just in the headings.

Contents

This example shows how to find a help text which describes how programs are started.

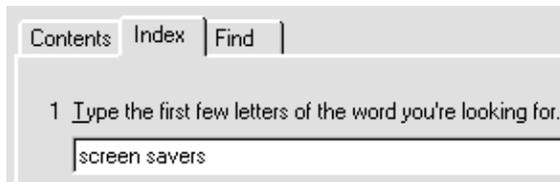
1. Start Help by clicking on the **Start** button and choosing **Help**.
2. Click on the **Contents** button.
3. Double-click on the **How to...** subject. This opens the folder and you can see what it contains.
4. Double-click on **Run programs**. Once again you can see a list of contents.
5. Double-click on **Starting a program**. The point is marked with a? to show that it leads directly to a “this is what you do” window.
6. A special window now opens which contains instructions on how to start a program in Windows95. The window is designed to stay open while you follow the instructions.
7. Notice that some words in the text have a dotted underline are and in a different colour. You can see more information about them by clicking on them. When the mouse pointer gets near to them it changes into a little hand.
8. At the top of the window you can click on the **Help topics** button. This will bring you back to the Help window from where you can find help on other subjects.



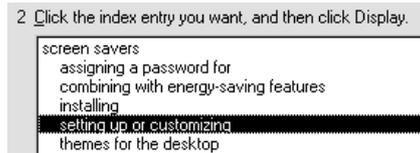
Using the index in Help

The index is often the fastest way to find something. In this example you will find some help by looking up the words Screen saver.

1. Start Help by clicking on the **Start**-button and choosing **Help**.
2. Click on the **Index** tab. Type the subject you are looking for in the field, in this case: **screen**



3. Double-click on **Setting up or customising** (under **Screen savers**).



4. Just as in the previous exercise you will now get a “how to do it” window, which will remain on your screen while you follow the instructions.



5. If you click on this symbol, you will be sent directly to the function you are asking



about, in this case **Display properties**.

Searching in Help

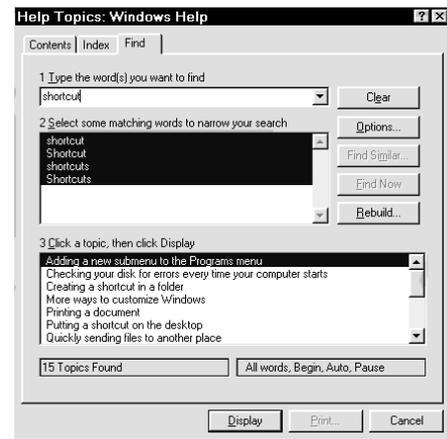
The third tab in Help is called **Find**. The difference between this and **Index** is that here you are searching in free text, not just in subject titles. This allows you to find every Help text where a particular word is mentioned, a word like ‘mouse’ for example.

If you have never used **Find** before, Windows95 will automatically guide you through the creation of a database.

1. Start Help by clicking on the **Start** button and choosing **Help**.
2. Click on the **Find** tab.
3. Click on **Next** and **Finish** in the next dialog box. Wait for a minute while the database is created - and then it is ready for using to search in.



4. Type your search term in Field 1. In this example the word is **Shortcut**.
5. Narrow down our search by using Field 2. Choose the word **...key**.
6. As you can see to the bottom of the dialog box, three topics have been found in all. They do not necessarily have the words **shortcut key** in their titles.
7. Double-click on the topic you want to see in field 3.



Help in a dialog box

1. Dialog boxes have their own brilliant built in Help function. This is based on the simple principle that you right-click anywhere in the dialog box where you want some help. A message box saying **What's this?** appears next to the mouse pointer. When you click on this, a small yellow help text is displayed.
2. Try in the Search dialog box. Click on the **Start** button and choose **Find > Files or folders**
3. Right-click on different places, clicking on the **What's this?** box when it appears.



Exercise 18: Printing and printers

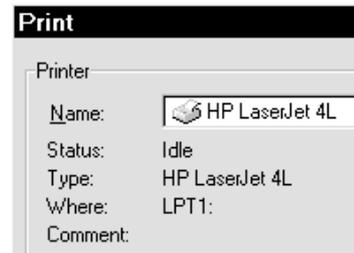
In this exercise you will learn the following:

- to print a document
- to choose a printer, and stop a print out which is in process
- to install a new printer

Printing of documents

1. When a document is open it is usually printed by using the command **File, Print**.

- In the dialog box which is displayed you can choose between the different installed printers by clicking on the list arrow to the right of the **Name** field.



While printing is going on, a little printer icon appears next to the clock on the Taskbar.

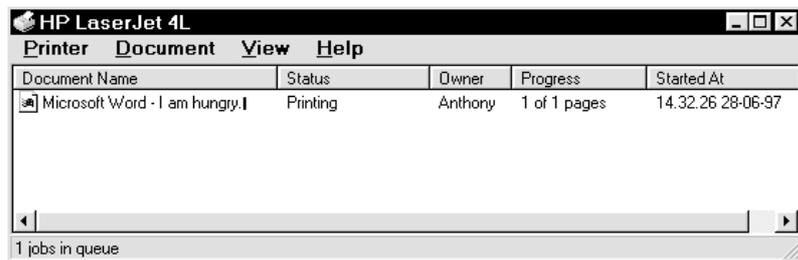


little printer icon the right of the

On page 40 you can read a description of how you print an document which is not open by dropping its icon on a shortcut to a printer.

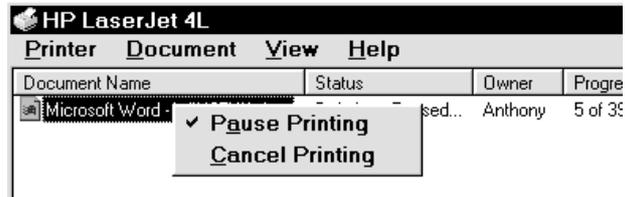
Cancelling a printout

- If you want to cancel a print out, double-click on the little printer icon on the Taskbar. This displays a printer window with a list of all the documents which are in the queue to be printed.



Tip: You can view the same window by choosing **Start** > **Settings** > **Printers**. Then double-clicking on the icon for the printer in use, if you will stop the printout.

- Right-click on the printout you want to stop, then choose either **Pause printing** or **Cancel printing**.



Installing a new printer

When you want to attach a new printer you must install it first. This is made very easy by using a special installation guide.

- Click **Start** > **Settings** > **Printers**. Double-click on the **Add printer** icon.
- Follow the **Printer installation** guide. You will be asked for your Windows95 CD or installation diskettes during the process, in order to copy the printer driver from it to your hard disk.



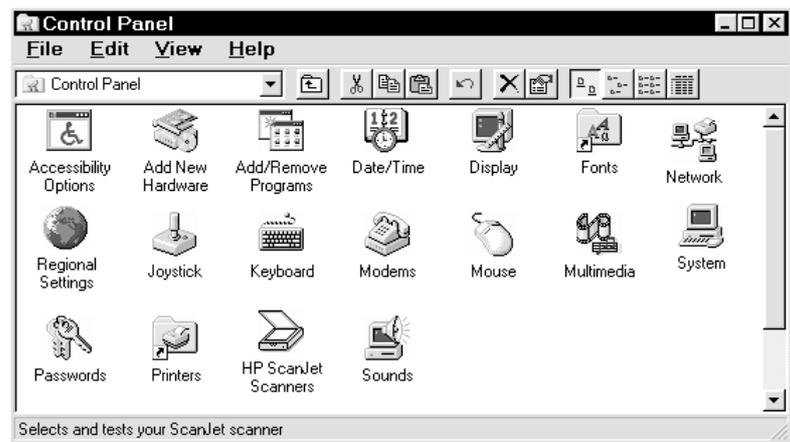
Exercise 19: Control panel

In this exercise you will learn about the following:

- Regional settings, for example: numbers and currency formats
- mouse settings
- Keyboard settings, including the installation of foreign language keyboards.
- Help for handicapped users
- Adding new hardware
- to display information about your system
- to change sound effects
- to see information about your modem, or install a new one

Control panel consists of a number of programs which are used to adjust the basic functions of your PC.

Control panel is a window containing a number of program icons. They are used for such things as setting up the mouse, altering the computer's calendar and clock and national number formats and time zones.



1. Control panel is opened by clicking **Start** ▶ **Settings** ▶ **Control panel**.

Regional settings

The settings under the **Regional settings** icon are very important. You might have already experienced that numbers and dates are presented completely differently on two different PC's in the same company. This can be in a program like Excel or Access where different people work with the same data on different machines. The explanation is that these setting are individual to every single PC.



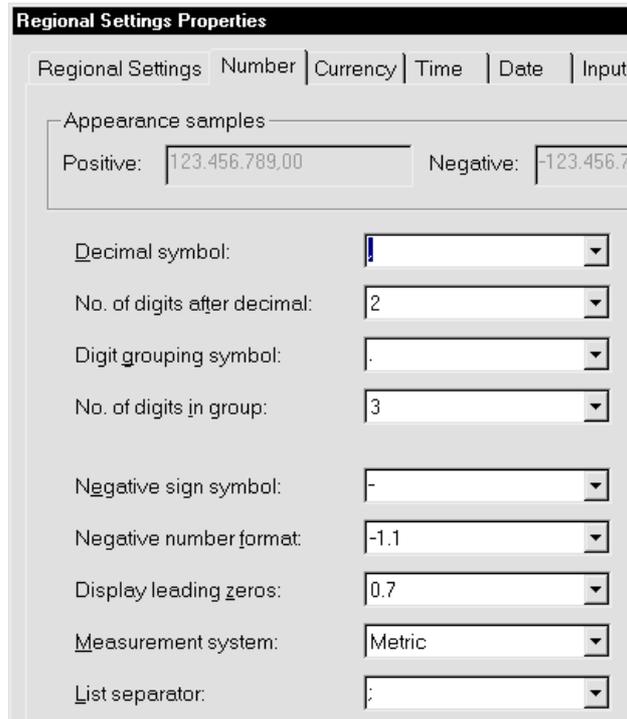
The tabs in the **Regional settings** properties dialog box shows what can be set. This has special relevance for how values are displayed.



International

Choose Nationality (English - British) to tell other programs how they should manage numbers, dates and the like.

the number one thousand, five hundred and fifteen point five is written 1,515.50 in english speaking countries, but as 1.515,50 on continental europe. If you want to change the number format so it is correct for where you live, this is where you do it. The illustration shows how the settings should be for United Kingdom.



Currency Is it to be called \$25.00 or 25.00\$, and how should negative amounts be shown?

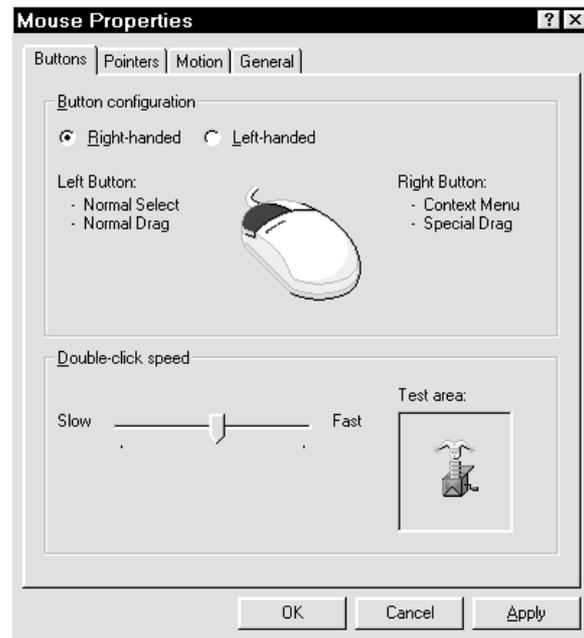
Time Should seconds be shown, and should it be a 24 hour clock, or with AM and PM?

Date How should the date be shown? As 1st October 1997, or 01:10:97? These functions can be important if you work with a database system and you find that these values are shown in a confusing manner.

Mouse

If you are left handed you should swap your mouse buttons over. You can also alter the speed of response for a double-click, and the speed of the mouse pointer on the screen.

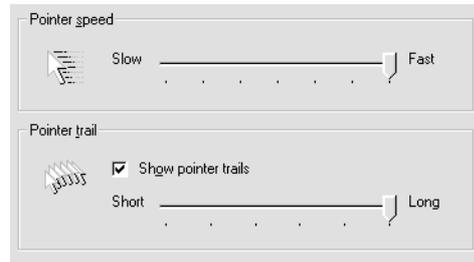
1. Double-click on the **Mouse** icon.
2. To the top of the window, choose whether your mouse should be set up for a left or right handed user.
3. To the bottom of the window specify how fast a double-click should be for it to be understood as a double-click and not as two single clicks. Move the speed control to the right for this to be fast, to the left for this to be slow. Most people find that a position somewhere in the middle is best.



4. Test the double-click speed by double-clicking on the jack-in-the-box. If the figure pops up, then Windows95 can understand your double-click!
5. The speed of the mouse pointer can also be adjusted. Click on the **Motion** tab.

6. The top control regulates the speed of the pointer. The further to the right it is, the faster the pointer moves with the smallest movement of the mouse itself.

If you set the control right over to the left, your mouse will be *very* sluggish.



7. The **Pointer trail** control gives your pointer a tail which follows it like a shooting star when you move the mouse. The control lets you specify how long this tail should be. This can be a good thing if you think that the marker is hard to see when you move it. Finish your alterations by pressing **OK**.

Keyboard

The keyboard can be configured in many ways. You can adjust the speed of the cursor and how fast a character should begin to repeat when you hold down a key. Double-click on the **Keyboard** icon and experiment with the different options in the **Keyboard Properties** dialog box.



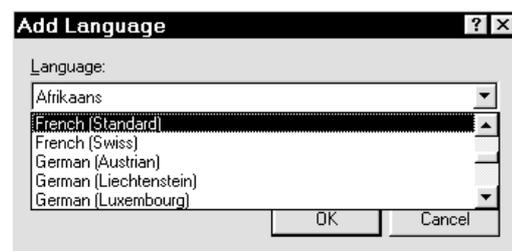
Keyboard

Foreign language keyboard

The **Keyboard** icon can also be used if you want to use a keyboard configured for a foreign language. In France the keyboard in use follows what is called the AZERTY layout (these are the letters in the upper row) whilst in England and the United States QWERTY is used. If you can only touch type in French, you will have to install a french keyboard. After it is installed it is easy to then switch between the two using the Taskbar.

This is how you install a foreign language keyboard:

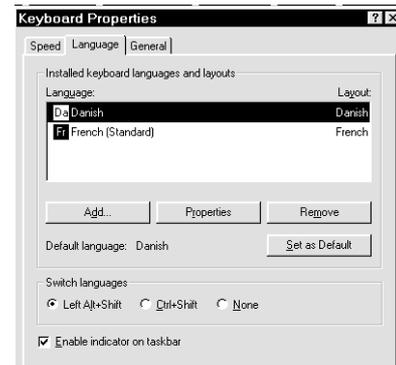
1. Double-click on the **Keyboard** icon.
2. Choose the **Language** tab
3. Click on **Add**.
4. Choose the language you want and click on **OK**.



5. Click **OK** - and put the Windows95 CD or diskette in the drive if the installation routine asks for it. The keyboard layout is now installed.
6. The same dialog box lets you choose which of the installed keyboards you will have for your standard keyboard.

- Remember that you should check the **Enable indicator on Taskbar** checkbox. This means that you can always see an indication in the Taskbar (next to the clock) which keyboard is active. You can also move between your different keyboards by clicking on the indicator.

So now you are all ready to write your memoirs in french, by touch-typing in french! All that is necessary is that you learn the language, if you cannot already write it.

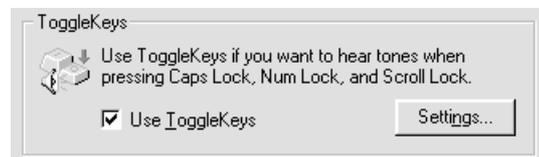


Accessibility Options

The icon **Accessibility Options** gives access to a number of settings which can help those with disabilities: impaired sight or deafness, for example. But there is at least one function which is useful for everyone. A beep when the **Caps Lock** key is pressed. This is not a bad idea if you are one of those who often hits this key by accident, and only later notices that you have written an entire page in capital letters!



- Double-click on **Accessibility Options**
- Click on the **Keyboard** tab.
Mark the **Use toggle keys** checkbox

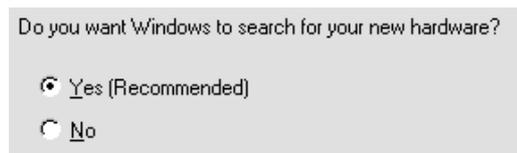


Add new hardware

If you add a new physical component to your PC, your PC will be 'clever' enough to find it itself. The **Hardware installation** Guide will start automatically next time you switch your PC on. But in some cases this does not happen, and you will have to start the Guide yourself.



- Double-click on the **Add new hardware** icon.
- The Guide will begin to look for any new components itself if you follow the suggestion shown in the illustration.
- Click your way through the Guide. In most circumstances everything will work as it should, even if you do not have any technical know-how.



System

Behind the **System** icon is a program which will show you general information about your hardware and software.



The **General** tab shows the Windows 95 program version, your registration number, and what sort of computer you have.

Device manager presents all your computer's technical devices in a tree structure.

Hardware profiles is rarely used. It is used when you want your machine to start up with different hardware configurations.

Resources shows how your computer is using its resources.

Fonts



1. For every font on your machine there is a file in the C:\WINDOWS\FONTS folder. You will usually find a shortcut to this folder in Control Panel. Double-click on the shortcut **Fonts**.
2. Double-click on the font you want to see. A test page will be displayed which can be printed by clicking on the **Print** button.
Close the test page by clicking on **Close**.
3. You can delete a font by clicking on its icon and choosing **Delete**.
4. If you wish you had not deleted the font, it can be retrieved from the **Recycle bin**.
See page 37.

If you have also deleted it from the Recycle bin, you can get it back by installing it again, which is described in the following section.



Installing a new font

If you want to install a new font, you need the file from somewhere. In this example the file RRKeyCap.TTF is on a diskette. The diskette is put in the drive, and you are ready to install the font.

1. Double-click on the **Fonts** icon. Choose the **File, Install new font...**
2. Choose a drive and folder from the bottom of the dialog box. In this case it will be drive A as the font will come from a diskette. Check that the check-box **Copy font to Fonts folder** is checked.
3. Click on the file name - in this case RRKeyCaps Normal (True Type) - in the **Fonts** field to the top of the dialog box. This will select it.
4. Click on **OK**. And the font is now installed.

Add/Remove programs

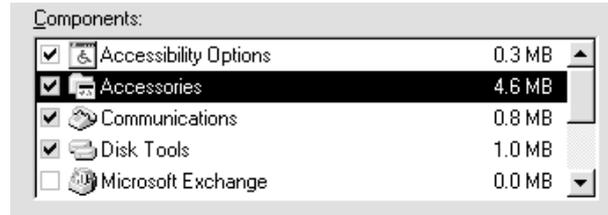
The **Add/Remove programs** gives you the option, among other things, of installing or deleting Windows95 components. *On page 33* you can read about how you can view the contents of a text file without using the program which created it, by using **Quick View**.

Quick View is not necessarily a part of a standard installation, but if you have your Windows95 CD or diskettes to hand it can easily be added.

1. Double-click on the **Add/remove programs** icon.
Click on the **Windows Setup** tab.



2. Find the **Accessories** check box in the list of components. It is quite likely that the tick is in a shaded box. This means that this group consists of several programs, and that only some of them have been installed.



3. Click on **Details** to see which programs are already installed.
4. If there is not a tick by **Quick View** then the program is not installed. Click in the checkbox to set a tick in.
5. Click **OK** and then **OK** again. The system will ask for your Windows95 CD or a diskette, and the program will be installed.



Warning: Make sure you do not remove any existing ticks. If they are removed, then the programs they refer to will be removed!

Sound

1. If you have a sound card installed you can liven up your computer by attaching strange sounds to different actions.. Double-click on the **Sound** icon.
2. You can choose between the different sound 'schemes' to the bottom of the box. You can also make up your own by combining sounds and actions in the field to the top of the dialog box. If you want to save your own personal sound 'scheme' then click on **Save as**.



Sounds

Modem

1. The **Modems** icon lets you see information about your modem, as well as allowing you to remove or install a modem.
2. The **General** tab shows whether or not a modem is installed. If you want to install a modem, click on the **Add...** button. The modem you wish to install should be physically connected and turned on. The installation is an automatic procedure.
3. The **Diagnostics** tab shows you which port the modem is attached to.



Modems

Exercise 20: The Start menu

In this exercise you will learn the following:

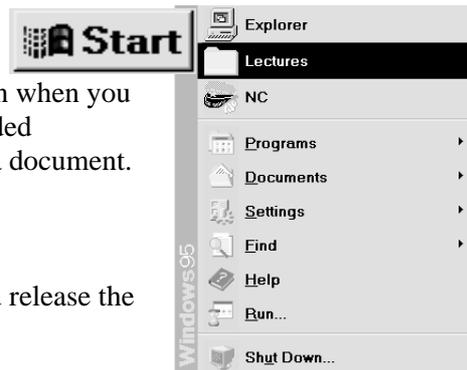
- to change the Start menu
- to configure programs to start automatically

You have now opened programs by using the Start menu often enough. So it is about time you learnt how to change its configuration so the programs you use the most are always at hand. If you are always using one particular program, **Calculator**, for instance, it is very useful to have the program start automatically when you switch your PC on.

Adding objects to the Start menu

If you have an icon on your Desktop which you would like to have on the Start menu, then all you need do is drag it over the Start button and release the mouse button when you are there. The object you have dragged down will be added automatically. The object can be a program, a folder or a document.

1. Create a folder called **LECTURES** on your Desktop.
2. Drag the **LECTURES** folder over the Start button and release the mouse button.



In the illustration the **LECTURES** folder has been dropped on the Start button as described above. You can also click way into My Computer or use Explorer and drag the object down over the Start button from there. This works in exactly the same way.

Removing objects from the Start menu

We will now remove the **LECTURES** folder from the Start menu again.

1. Right-click on the Taskbar. Choose **Properties**.
2. Choose the **Start menu Programs** tab. Click on **Remove**.
3. Click on the object you want to remove. Notice that you can move up and down in the hearty by clicking on the small plus and minus signs.
4. Click on the **Remove**, then on **Close**, then on **OK**.



Starting programs automatically

If you use your Windows calculator constantly, you can configure it to start automatically when you switch on your PC. This procedure can be used for all programs.



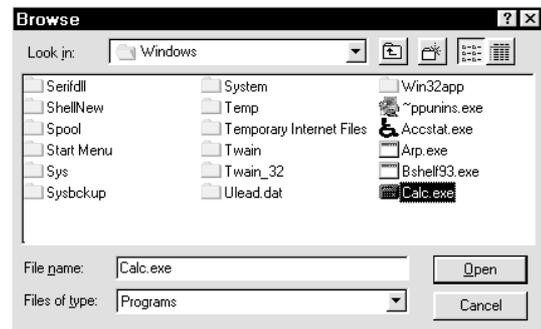
Every program which is under that **StartUp** menu point in the Start-menu is opened automatically when the PC is switched on.

1. First try checking to see which programs start automatically on your machine. Click **Start** **» Programs** **» StartUp**. Maybe there is nothing there. But lets us see how we can make Calculator a 'self starting' program.

2. Right-click on the Taskbar. Choose **Properties**.

3. Choose the **Start menu programs**. Click on **Add**. Choose **Browse**.

4. Go to the **WINDOWS** folder and click on the file **CALC.EXE**. Click on **Open**.



5. Click on **Next**. Go down to the **StartUp** point. See dialog box below:

6. Click on **Next**. Click on **Finish**. Now Calculator will start automatically when you switch on your PC.

If you want to remove this function, then you will need to use the method described in *Removing object from Start menu on page 51*.

7. Check that the **CALC.EXE** program has been added to the **StartUp** menu.

Click **Start** **» Programs** **» StartUp**



Exercise 21: File types and associations

In this exercise you will learn the following:

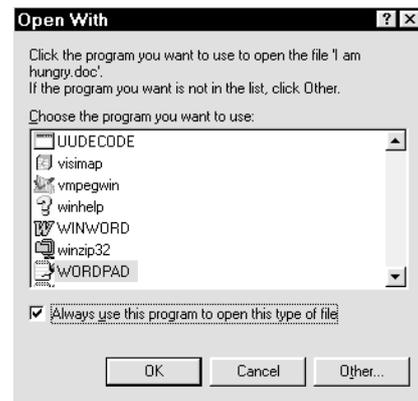
- to change associations for a file type

When you double-click on a document icon, the program in which the document was created starts automatically. If it is a Word document, the Word opens and the document is loaded. Double-click on the icon for a drawing made in Paint, then Paint opens automatically. Windows95 “knows” which program to open because Word files are always called something ending with **.DOC** and Paint files always end with **.BMP** - for example **JOBSEARCH.DOC** and **DIAGRAM.BMP**

In computer terminology, a file type is *associated* with a program.

If you have Word installed, then any file created with WordPad will automatically be associated with Word, because they are saved as a **.DOC** file type. If you want to documents to open in WordPad you can alter the association. You can also alter the associations for other files, but this only makes sense if the file can be read by the program you choose.

1. Go to the **DOCUMENTS** folder. Choose the document **I AM HUNGRY.DOC**.
2. Hold **Shift** down and right click on the icon.
3. Choose **Open with**. Scroll down the list and mark **WORDPAD**.
4. Put a cross in the **Always use this program to open this type of file** checkbox. Click on **OK**.



From now all **.DOC** files will be opened in WordPad - until you alter the association again.

Displaying file types and other Explorer configurations are described further on page 35.

Exercise 22: Back-up copies

In this exercise you will learn the following:

- to make a back-up copy of some files to diskette using the Backup program
- to re-establish the files on the hard-disk

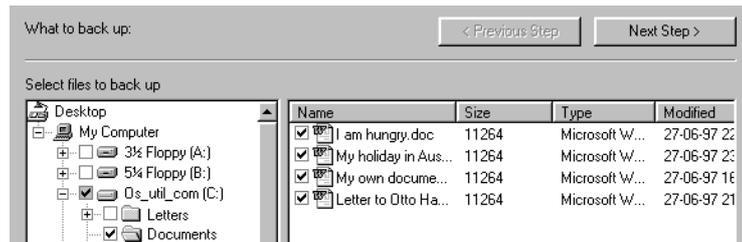
You should make back-up copies of your data files regularly . This can be done to diskette. Backup is a useful and easy program, which can also be used to make copies of files which are too large to fit on a diskette. This could be a file containing a lot of graphics, or a database created in Access.

If you want to make your life easy, you will save all your data files in subfolders to the one and the same folder, for example your **DOCUMENTS** folder. This makes it easy to take a back-up copy of everything at the same time.

1. Open the Backup program by using: **Start ▶ Programs ▶ Accessories ▶ System tools ▶ Backup.**

Tip: You can also open Backup by opening **My computer** and right clicking the icon for the (C:) drive (or the hard disk you want to take the back-up from). Choose **Properties**, and click on the **Tools** tab. Click on **Backup now.**

2. You might have to click your way through a couple of help boxes. After this you reach the actual backup picture. Mark the folders (and subfolders) which you wish to backup. Then click on **Next step.**



3. Put an empty diskette in the floppy disk drive. Click on the symbol for the A drive. Then click on **Start Backup.**



4. Type in a name for your backup copy set, like **Daily** and click on **OK.** The copying now starts. You will be asked to put new diskettes in the drive at regular intervals if they are needed. Remember to label your diskettes with numbers and other information!



When the copying is finished, save the disks in a place which is secure against fire, explosions and flooding - a safe deposit box in Switzerland, or between the knives and forks in the kitchen draw for example.

Restore

This program is used if you want to recopy your files from the diskette copies to the hard disk. The files will be placed in exactly the same folders as they were in when they were copied to the backup diskettes.

1. Put the diskettes in the floppy disk drive and open the backup program as was described above.
2. Click on the **Restore** tab.
3. Click on the symbol for the A drive and on the backup set you wish to use, (there can be several on one diskette). Then click on **Next step.**
4. Place a check mark by the files and/or folders that you want to restore. The click on **Start restoring.** The program will now run automatically.

Exercise 23: Running programs

In this exercise you will learn the following:

- to run a program, including an installation program
- to install Office 95 or a similar program from a CD-ROM

Installation

In your new life as a PC user you will probably come to install many new programs. Luckily it is usually completely problem free.

The installation itself is done by a program which usually needs no more than to be started. If the everything is as it should be, then an installation will nearly always run painlessly.

Windows95 belongs to the generation of PC's which have a CD-ROM drive fitted as standard. There is a huge advantage with this. Installing a program from a CD-ROM goes very fast, and you do not have to much around with a huge pile of installation diskettes.

Installation from a CD

Microsoft Office is an integrated program pack containing Word (word processing), Excel (spreadsheet), PowerPoint (presentations), Schedule+ (calendar) and Access (data-base). Access is only included if you buy Microsoft Office Professional.

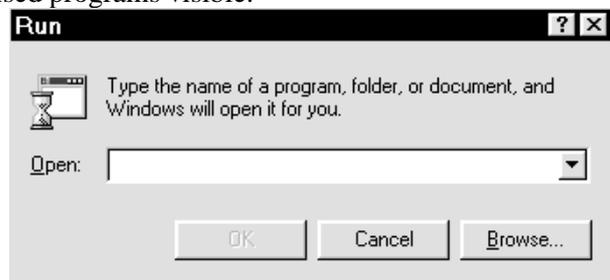
MS Office is currently the most used program in the world. KnowWare has published books covering Word, Excel and Access.

In this example we will install MS Office from a CD-ROM. The same method can be followed for all other programs which are supplied on CD.

Put the CD in the CD drive. Close all running programs on the PC so you can see the Desktop. The Taskbar should not have any minimised programs visible.

1. Click on **Start ▶ Run**. You will now see a dialog box. The idea is that you will type the name of the file to run in the **Open** field.

You should specify the installation file here. If there is already something in the box, then delete it by pressing the **Delete** key.



The installation program will nearly always be called **INSTALL.EXE** or **SETUP.EXE**. In this example it will be found on the D drive, which is the CD ROM. If you are not totally sure what the file is called, then you will have to click on **Browse** which opens a window of the same type as that shown below.

2. Choose **My computer** in the **Look in** field. Double click on the symbol for the CD drive, (usually D). Click on **Install.exe**. Now the right file is chosen, which in this case is **D:\Install.exe**. Click on **Open**.

3. Click on **OK** to start the installation. The installation starts. If you have not already closed all running programs, you will now be asked to do so.
4. Before the program begins to copy all the files over to your hard disk, it will check to see that there is enough space.
5. It will also ask you to make a number of choices. For a standard installation all you need to do is agree with the program's suggestions by pressing **Enter** every time. The installation is then carried out.

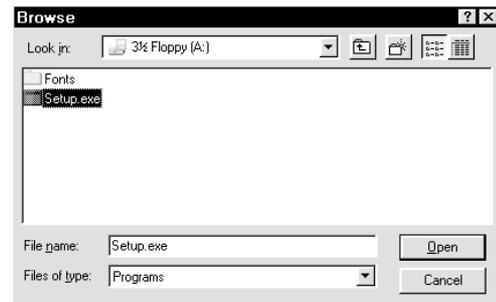


Installation from diskettes

Installation from diskettes are carried out in exactly the same way as from a CD.

The difference is that you will have to go in and find the installation files (still usually **INSTALL.EXE** or **SETUP.EXE**) on the A drive

In practice there is also the difference that the installation will take longer and it will usually be necessary to swap diskettes during the installation. Microsoft Word on its own takes 10 diskettes!



Exercise 24: The Hard disk

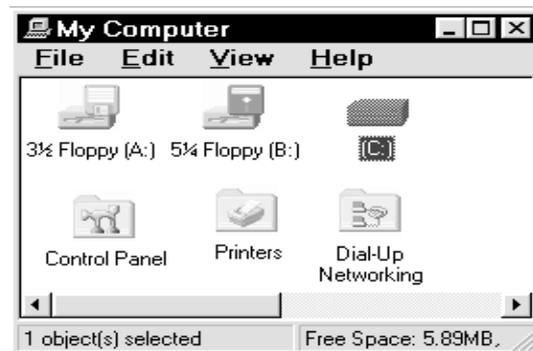
In this exercise you will learn the following:

- to check the hard disk for free space
- to check the hard disk for faults and repair them using ScanDisk
- to maintain your hard disk using a disk defragmentation program

In normal use you can really just forget about your hard disk. But once in a while it is a good idea to give it a long hard look, and repair any problems which may have occurred.

Free (empty) disk space

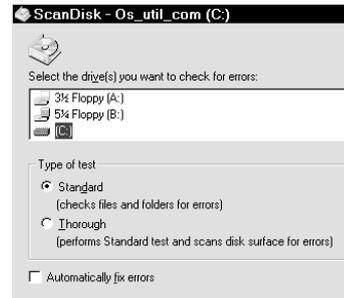
1. Open **Explorer** or **My computer**. Right click on the icon for the hard disk (usually C:). Choose **Properties**.
2. The screen display shows how much free disk place there is left on your hard disk. Stay with this window open, and go to ScanDisk in the next section.



ScanDisk

ScanDisk is a program which checks your hard disk for errors and fix any problems which may have arisen. It can also be used to check diskettes.

1. Go into **Properties** for drive (C:) as described above.
2. Choose the **Tools** tab. Click on **Check now....**
3. Choose the (C:)-drive (or (A:), if you want to check a diskette).
4. Choose **Standard** if you want folders and files checked, or **Thorough** if you also want the hard disk checked for physical defects.
5. Check **Automatically fix errors**, and click on **Start**. The disk scanning now begins, and you should be patient as it can take quite some time.



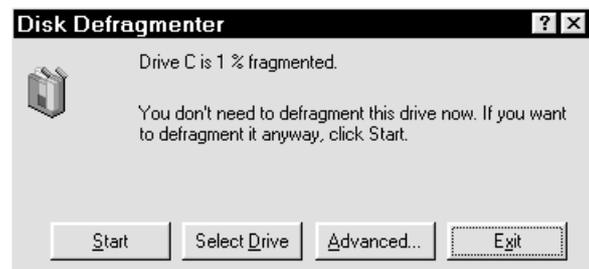
Defragmenting

'Fragmented' means that your files have been split up into small pieces. Your documents and other files are not stored in one whole piece on your hard disk as you may have imagined. They are split up into little pieces which know where each other are placed. This is done to make most effective use of the space on the hard disk.

If there is a small space on your hard disk, a free 'sector' then a bit of a file may well be placed there. But after a while this clever system has its disadvantages, the files get too split up and your machine will begin to run more and more slowly. It takes some energy to split files up and then re-assemble them again.

By defragmenting your disk you ensure that the files on your hard disk are not split up more than is absolutely necessary. This means that everything runs as efficiently as possible again. You should defragment your hard disk every now and then.

1. Go into **Properties** for drive (C:) in the same way as described above. Choose the **Tools** tab.
2. Click on **Defragment now....** If there is no advantage in defragmenting the drive Windows95 will tell you. In that case just click on **Exit**. If you want to defragment the drive anyway, click on **Start**.



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ISBN 87-90027-89-2