

**BLACKPOOL AND  
THE FYLDE COLLEGE**

An Associate College of Lancaster University



# WINDOWS XP BASICS

Windows is an operating system which works on the "WIMP" principles. (Windows, Icons, Mouse, Pointer). It is user friendly and the basic principles can be learnt very quickly.

The main areas covered in this course are:-

Windows Desktop Layout

Functionality of Windows buttons

Starting & quitting Windows Programmes

Working with Discs, Folders and Files

Closing Windows

## Double/Single Clicking



Which Button?  
How many clicks?

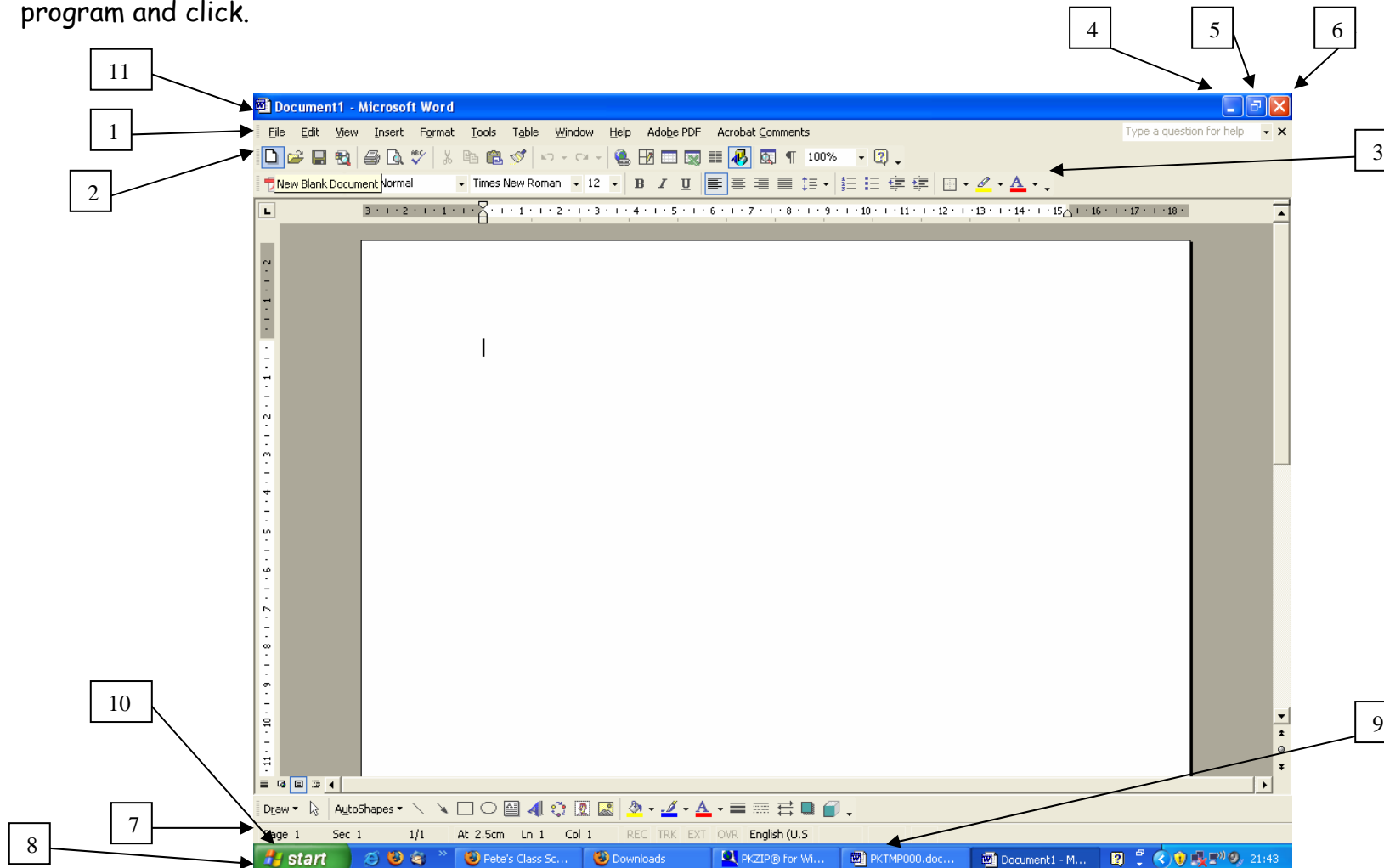
Windows is normally configured to select items with a single click of the left mouse button and to open items with a double click. However, Windows can be configured to select items by just pointing at them and opening them with a single click. (If Windows is configured this way, the mouse pointer becomes a hand when it is pointing at an item)

The best advice is "Click once. If nothing happens double click".

The right mouse button is normally used to open an appropriate menu. The left mouse button is then used to select from that menu.

# Opening Windows Applications

All Windows programmes are started from a "Short Cut" which may appear on the desktop as an Icon, or in the Start Menu  
To start a programme from an Icon on the desktop area, just double click the Icon (see note on double/single clicking). To start a programme from the start menu, click on the **start button** on the bottom left corner of the screen. A pop-up menu appears. Move the mouse pointer up to "all programs". A programs menu appears. Move the mouse pointer to the desired program and click.



No	Item Name	Single Left Click	Single Right Click
1	Menu Bar	Shows the drop-down menu for the command selected	Shows the drop-down list of tool bars.
2	Tool Bar (Standard)	Activates the button selected	Shows the drop-down list of tool bars.
3	Tool Bar (Formatting)	Activates the button selected	Shows the drop-down list of tool bars.
4	Minimise Button	Minimises the application to the task button.	None
5	Restore / Maximise Button	If currently maximised the window is restored. If restored, the window is maximised.	None
6	Close Button	Closes the application or document	None
7	Status Bar	None	None
8	Task Bar	None	Screen layout menu
9	Task Buttons	Switches to the Application	Restore menu
10	Start Button	Start Menu	Explore menu
11	Control button	Restore menu	Restore menu

## Quitting Windows Programmes

It is important to ensure that Windows programmes are closed down correctly. This ensures that any data is stored if required and that the programme will start correctly next time it is opened. In the diagram on the left, which shows the top right corner of the screen, there are 2 close buttons. (The ones with the crosses) The bottom one closes the current document but leaves the programme running. The top one will close all documents and the programme. You may be prompted to save any changes that you have made. Think before answering the prompt. What is it asking? Which document is it referring to? Do I really want to save the changes made or would I be better discarding them?

## Files and Folders

The computer filing system within Windows XP is similar to that in other Windows and DOS. It is a hierarchical system but has two levels above the hard disc or C:\ level. These are called the Desktop and My Computer.

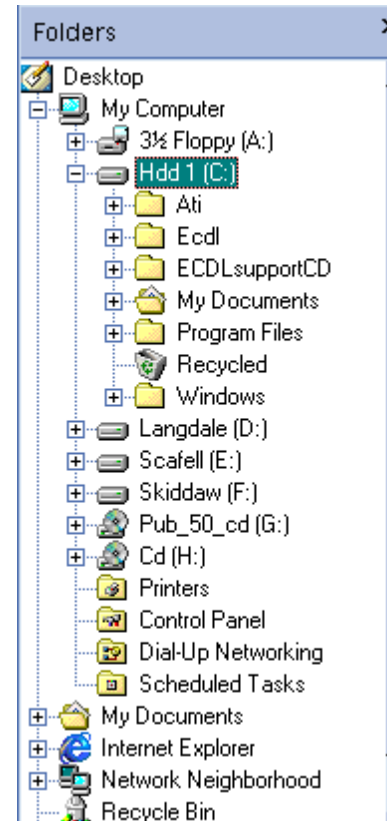
The diagram on the right displays this. The hierarchy can be explored using Windows Explorer.

Most windows applications will default to the 'My Documents' folder to store files. This default can be changed within the application.

The diagram shows the disc drives (C: D: E: F:) and the CD drives (G: H:) (Note this is typical only. Your computer may look different with more or less drives)

A box with a + in it can be used to open the disc/folder to see lower levels. A box with - in it can be used to hide the lower levels.

Note that the 3½" Floppy drive can be used for removable discs.



## Closing Windows

Just as it is important to close applications down correctly, it is equally important to close Windows down correctly. If this is not done, Windows will scan all discs and give you a warning next time you open Windows.

The correct procedure is:-

1. Close all applications
2. Click on the Start Button (MS didn't get everything right !)
3. Click on Turn off Computer
4. Select the Shut Down bullet
5. Click on OK

