

# Beginning Windows XP

## Lesson 2

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### Lesson 2 – Start/Stop and Windows

In this lesson you will learn to start up and shut down the computer including “**Logging On.**” In addition, you will explore the Start button, the resulting “**Start Menu**” and the proper way to turn off your computer.

#### Starting Windows XP

Shortly after you first turn the computer on you will see a “Welcome Screen” and be invited to “click your name,” i.e. log on. The XP operating system is designed to support more than one user, and each user can have his/her own **user account**. A user can even set up a “**password**” so that only one who knows the password can log on as that user. This feature can be used to give each member of a family a separate account with their own set of personal files. Children can be prevented from poking around in their parent’s private computer files if the parents invoke a password.

Each user has a logon icon on the welcome screen. Clicking on the icon (and entering a password if necessary) opens that user’s account and displays the user’s desktop. For this course you will be logging on using the “Student” user account, which does not require a password.

NOTE: Your home computer may be setup to avoid the logon procedure and automatically log you on as the only user.

## The Start Menu

Clicking on the Start button at the left end of the Taskbar displays the **Start Menu** and provides access to every part of your computer. You will see many icons providing a quick way to access various applications available on your computer. Some of these are duplicates of icons on the Desktop. Clicking or even **hovering** the mouse pointer on “All Programs” (near the bottom of the menu) opens a large **cascading menu** with more choices. As you will see, your computer has many applications that you are probably unaware of. Clicking on an item in the Start Menu opens that application in a window.

## Windows

Each application on the computer runs inside its own “window” (hence the name Windows). Windows is a **multi-tasking** operating system — that’s a technical term meaning you can have more than one window (or task) open at the same time. For instance, you may be running Calculator and then start Solitaire without having to close Calculator. You can switch between these two tasks by simply clicking inside their respective windows (or by clicking on their task buttons down on the Taskbar). When you click inside a window you make it the **active window**, and you can work inside it. The active window **Title Bar** (the bar across the top) is a dark blue color. (Other colors may appear on your home computer depending on its configuration.) Inactive window title bars are a grey or very light blue color.

A window can be moved around on the desktop using the **drag and drop** technique. Just move the mouse pointer into the **Title Bar** area, hold the left button down, move the mouse to drag the window where you want it, then let go of the mouse button.

## Turning Off the Computer

It is **very important** to turn off your computer in the proper way. Oddly enough you do this by first clicking on the Start button. At the bottom of the start menu is an icon labeled “Turn Off Computer”, and clicking on this icon results in a “Turn off computer” window. At this point clicking on the “Turn Off” icon will cause your computer to turn itself off<sup>1</sup> — this may take several

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<sup>1</sup> Most new computers turn themselves off. Some older machines including some in the Senior Center lab do not have this feature and must be turned off manually using the power switch.

seconds because the computer needs to clean up any open files and bring itself to an orderly close before removing power.

### **Exercise 2 — Start XP, Run Programs and Stop XP**

1. Start the computer by pressing the power button on the front of the processor box. Once the computer finishes **booting** (that's a technical term for the process a computer goes through to get started) it displays the Welcome screen<sup>2</sup>. You can then log on by clicking on the Student user icon.
2. Click on Start, then hover the mouse pointer over "All Programs" and notice the resulting cascading menu. Slide the pointer up the cascading menu until the pointer is hovering on "Games." Another cascading menu will appear with a list of games (the small black arrow at the right edge of the Games menu tells you that there is another cascading menu out there). Slide the pointer into this menu and then click on Solitaire. (Actually, it's much easier to simply click on the desktop Solitaire icon, but this exercise demonstrates how to start applications that may not have a "shortcut" icon on the desktop.)
3. Open Calculator and practice switching between Calculator and Solitaire by clicking within each window.
4. Move the Calculator and Solitaire windows around the desktop using the drag and drop method (don't forget to hold the left button down while dragging).
5. Play solitaire if you need further experience in manipulating the mouse.
6. Close Calculator and Solitaire.
7. Turn off the computer by first clicking on Start, then click on "Turn Off Computer", then click on "Turn Off."

### **Homework 2**

- ÿ Review Lesson 2 and read through Lesson 3.
- ÿ Optional homework — If you have access to an XP computer, you can review many of the concepts presented in this course by taking the "XP Tour." Make

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<sup>2</sup> You may have to also turn on some of the lab's monitors when starting up.

sure your speakers are on. Click on Start, then All Programs, then Accessories. Slide over to the cascading menu, click on “Tour Windows XP”, then sit back and take the audio/video tour of XP.