

Beginning Windows XP

Lesson 4

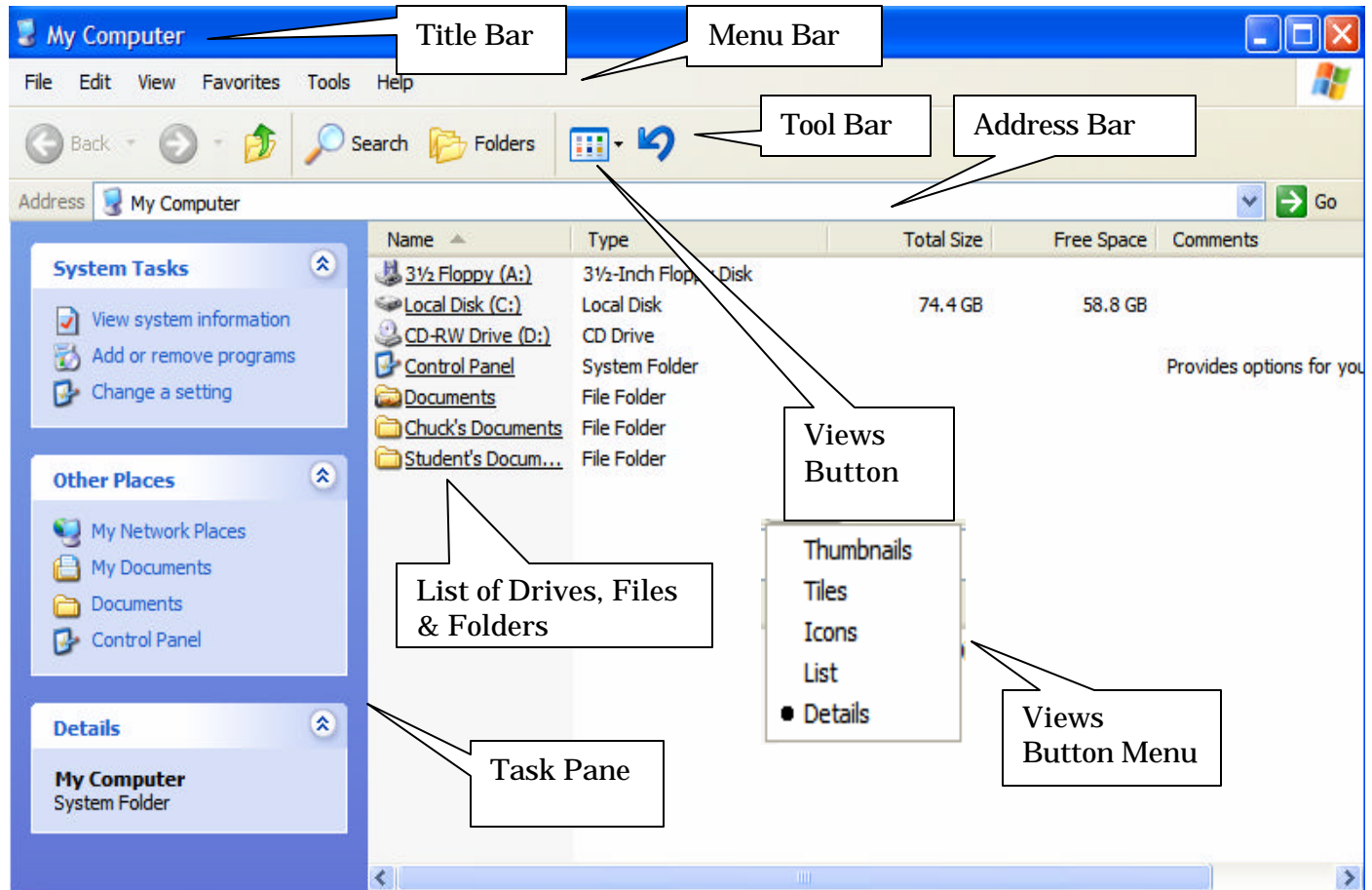
Lesson 4 –Files, Folders and Windows	1
The “My Computer” Window.....	2
The “Views” Menu.....	3
The Tool Bar	3
The Task Pane.....	4
Scroll Bars.....	4
Dialog Boxes.....	5
Exercise 4 — Views, Scroll Bars & View Options.....	5
Homework 4.....	7
Appendix A — Set up “Single Click.”	8
Appendix B — Left Handed Mouse.....	9

Lesson 4 –Files, Folders and Windows

Your computer stores all information and applications in **files** on your hard disk, or floppy disk or other storage mediums. The hard disk contains literally thousands of files that are needed to operate the computer. Most of these are hidden from view because the computer user has no need to access them. As with any filing system, Windows XP uses a scheme for organizing files — not only the hidden “system files,” but also any files that you create and store on the computer such as copies of letters, emails, pictures, financial information, etc. In most cases files are organized within file **folders**, in a manner very similar to that commonly used in offices or the home. Folders, like individual files, are given names, and folders can be arranged in hierarchies, i.e. there can be folders within folders within folders. For example, a folder named “My Documents” has been set up for your use on the Senior Service Council’s computers. Clicking on the “My Documents” icon on the desktop opens this folder and displays its contents which may be a list of individual files and/or more folders. Clicking on a folder opens a new window that displays that folder’s contents. Clicking on the “Back” icon on the toolbar returns you to the previous folder.

The “My Computer” Window

Clicking on the My Computer icon on the desktop opens up a window similar to the following illustration. This lets you navigate to all available devices (such as disk drives), folders and files on your computer.

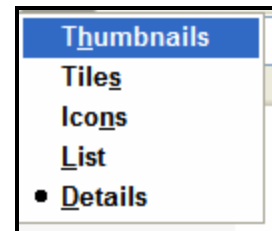


The My Computer (and similar) windows have the following typical characteristics:

- The usual **Title Bar** across the top.
- A **Menu Bar** below the Title Bar. Clicking on an item in the menu results in a **drop down menu (or list)** from which you can make further selections.
- A **Tool Bar** below the Menu Bar contains shortcut icons to choices that are otherwise available under the various Menu items.

- An **Address Bar** (that appears only if that option is selected). It shows the location of the information being displayed.
- A **Task Pane** along the left side of the window containing quick links to various computer functions.
- A large area along the right side that displays a **list of drives, folders and files** available within the window being displayed. The My Computer list displays the names of each available storage device on the computer (such as “3 1/2” Floppy (A:”) as well as common file folders such as “Documents,” etc. Clicking on any one of these items opens a similar window displaying the contents of that folder or device.

NOTE 1: If your home computer list looks significantly different than the above then click on the Views Button. It will open the small menu illustrated here, then click on “Details.” Your display should look similar. (See “The Views Menu” paragraph below.)



NOTE 2: If your home computer doesn't have a Task Pane along the left edge, try clicking on the “Folders” button on the toolbar.

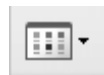
The “Views” Menu

Clicking the Views Button on the tool bar produces the drop-down menu shown in the above illustration. It lets you select the way you want to see (or “view”) the window's contents. You can select the type of file display in the main window changing it from icons to a simple list (very useful for windows with a large number of files) and even to a detailed list (illustrated above) that not only shows you the file names but their type, size, and date last modified.

The important thing to remember is that changing the view does not change the contents of the window. It simply changes the way the list of items is displayed. It's your choice.

The Tool Bar

As mentioned earlier the icons on the tool bar are simply shortcuts to items otherwise available from the menu. For example, this icon is simply a shortcut to the Views menu. You can hover the mouse pointer on most icons and a **tool tip** will pop up describing the shortcut's function.



The Task Pane

The Task Pane is a new XP feature intended to simplify certain tasks you may wish to perform. The Task Pane is **context sensitive**. That is, it changes its display depending on what appears on the right side of the display. For example if you click the mouse on one of the folders or drives shown in the right hand display, the bottom segment of the Task Pane changes to give you additional information about that item.

Scroll Bars

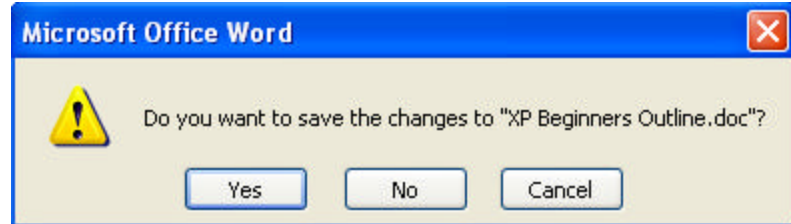
A **scroll bar** appears along the right edge (or the bottom or both) of a window when it is too small to display all the information that is present. (The My Computer window doesn't have a scroll bar because all the information fits on the screen. In the exercise below we will open a window that has scroll bars because the text exceeds the screen size.)

To see the rest of a window's contents you must either make the window larger or use the scroll bar(s) to see the remaining contents. The following explanation refers to the vertical scroll bar that appears along the right edge of a window. The same techniques work on the horizontal bar that appears along the bottom of the window. There are several methods for scrolling:

1. Roll the small wheel between the left and right buttons on the mouse to scroll up and down.
2. Drag the **slider** up and down with the mouse. The slider is the grey segment inside the scroll bar.
3. Click on the white part of the scroll bar above or below the slider to move the window up or down one screen-full at a time. (Or use the PgUp/PgDn keys on the keyboard.)
4. Click on the small arrows at each end of the scroll bar to move the contents up or down one or two lines at a time.
5. Hold the mouse button down while on one of the small arrows and the screen will scroll continuously.

Dialog Boxes

Dialog boxes are special purpose windows used by you to give the computer instructions. Some dialog boxes are nothing more than a small window that pops up giving you information or asking a simple Yes/No question. Others may have multiple “pages” on which you make several selections. You select a page by clicking on the appropriate **Tab** near the top of the box. Dialog boxes usually feature the following types of controls with which you make your selections.



1. **Check Boxes** – A small box which you can check or un-check by clicking inside the box. These are typically used to turn a specific feature on or off.
2. **Option (Radio) Buttons** – Are round and arranged in groups. Only one button in each group can be selected (like the old radios, pushing one button causes all the others to “pop out.”) Thus, you can only select one of the features listed.
3. **Action Buttons** are usually rectangular in shape and, as their name implies, they cause an action. Typical actions are:
 - a. OK or Yes — Accept the selections made.
 - b. Cancel — Cancel any selections made and close the dialog box.
 - c. Apply — Accept the selections made, but keep the dialog box open.
4. **Text Box** — A “fill in the form” type of box that permits you to enter text from the keyboard.

Exercise 4 — Views, Scroll Bars & View Options

1. Open “My Documents,” go to the menu bar, click on View and note the “drop down” menu. It is similar to the Views menu illustrated above, but it has more options.
2. Experiment with (click on) the following views: Thumbnail, Tiles, Icon, List, and Detail. Observe the way the window contents are displayed in each view. Notice that the same items are listed in each view, they are just shown in

different ways. You get to choose the view that suits you best. For now leave it set to the Details view.

3. Select View again and slide down to “Arrange Icons By...” When the cascading menu appears, select the various options (Name, Type, Size) and observe how the list changes its order. Again, it’s the same list, but presented in different orders.
4. Open the file “Word Pad Intro.rtf” by clicking on it. This document more than fills the screen, and a vertical scroll bar will appear along the right edge. Try scrolling using each of the following methods:
 - a. Try rolling the mouse wheel back and forth and notice how the screen scrolls.
 - b. “Drag and Drop” the slider bar by positioning the mouse pointer on the slider then hold the left mouse button down and drag the slider up and down. Notice how the display scrolls.
 - c. Click in the scroll bar area between the slider bar and the arrows at each end of the bar. Notice how the display moves one screen at a leap — up or down depending on whether you are clicking above or below the slider bar.
 - d. Click on the arrows at the ends of the scroll bars and notice how the display moves one or two lines at a time. Hold the left button down while on an arrow and notice that the display scrolls at a rapid rate.
 - e. Close the document by clicking on the X in the upper right corner.
5. Upon closing the Word Pad document you should return to the My Documents window. Open the “Folder Options” Dialog Box by clicking on Tools in the menu bar and then select Folder Options. Notice that there are three Tabs at the top of the box: General, View and File Types. The General page is displayed first. Have a look at the View and File Types pages by clicking on their tabs, then go back to the General page.
6. Notice that the General page has several groups of “radio” (circular shaped) buttons. Click on any one of the empty buttons and notice that the other button(s) in the group are de-selected. Only one radio button in a group can

be selected. Before continuing to the next step, make sure that the radio buttons at the top of each group are selected.

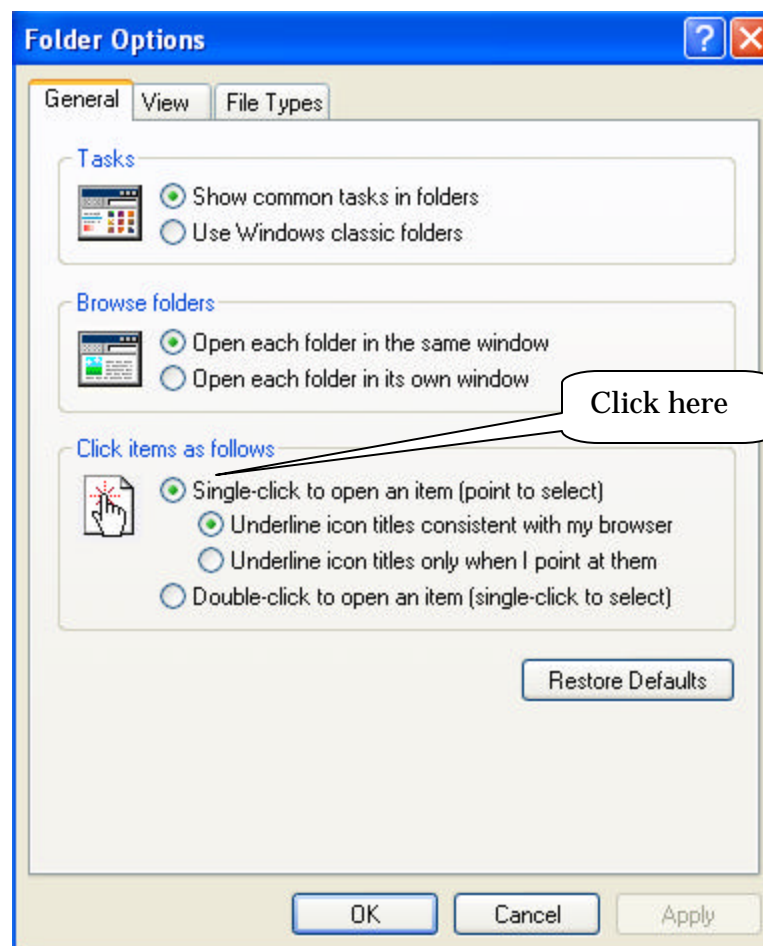
7. Click on the View tab. Notice both the Check Boxes and Radio Buttons in the Advanced Settings list. Click once on the first item (Allow all upper case names) and notice that it clears the check mark. Click again to put the check back in the box. Unlike radio buttons, a ny number of check boxes can be checked at the same time.
8. Notice that the Advanced Settings list has a scroll bar along the right hand side. Drag the slider to see the rest of the list. However, please don't make any changes.
9. Click on the "Cancel" action button to close the dialog box.

Homework 4

- ÿ Review Lesson 4 and read through Lesson 5

Appendix A — Set up “Single Click.”

Your computer can be set up for “single clicking” instead of double. If you want to use single clicking, then open My Computer. At the menu bar, click on Tools then Folder Options. Refer to the following illustration and select “Single click to open an item ...” Then click on OK. Notice, however, that to “select” an item you simply hover the mouse over it instead of clicking on it. Clicking once on an item such as a file name or desktop icon will open the file or start the application whereas it took a double click before.



Appendix B — Left Handed Mouse

If you want to use the mouse with your left hand, follow these instructions to change to a left handed mouse.

1. Click on Start, then Control Panel then “Printers and Other Hardware.”
2. Click on Mouse then check the box labeled “Switch primary and secondary buttons.” Close the window.

Just remember that after making this change all references to “Right Click” should be interpreted as “Left Click” and vice versa.