

# Intermediate Windows XP

## Lesson 8

<b>Lesson 8 — Burning CD's and Review.....</b>	<b>1</b>
Burning a CD.....	1
Review .....	2
Configuring Windows XP.....	2
Setting up User Accounts .....	2
The Desktop.....	3
The Task Bar .....	3
Folder Options .....	3
Security .....	4
Internet and Email.....	4
Internet Explorer.....	4
Email.....	5
Files & Folders.....	5
Selecting and Undoing.....	5
Maintenance.....	5
Working With Pictures.....	5
More Word Features.....	6
Questions And Answers.....	6

### Lesson 8 — Burning CD's and Review

In this lesson we will cover the procedure for “burning” a compact disk (CD) and perform brief exercises covering major subjects discussed in the previous seven lessons.

#### ***Burning a CD***

Windows XP has simplified the procedure for copying files to a CD. You begin by using the copying scheme described in Lesson 3.

1. Highlight some files you wish to copy, but when the Copy Item dialog box appears, expand My Computer and navigate to your CD drive. Highlight the CD drive and click on Copy.

2. A balloon should then pop up on your screen<sup>1</sup> notifying you that you have files ready to write to a CD and “click here” to start.
3. Click inside the balloon and another window will open listing the files that are ready. In the task pane at the left, you will see a “Write Files to CD” option. In the computer lab please DON’T click on it, but at home you can try it. You will be asked to insert a blank CD in the drive if it isn’t already there and the program will proceed to write the files. When done, it will eject the CD.

Some vendors may install a separate CD burning program (such as Nero or similar) on their computers. You will have to refer to the operating manual or Help files supplied with that program for instructions.

## ***Review***

### **Configuring Windows XP**

#### **Setting up User Accounts**

You may want to consider password protecting your home computer and opening the Guest (or other) “limited” accounts for use by others.

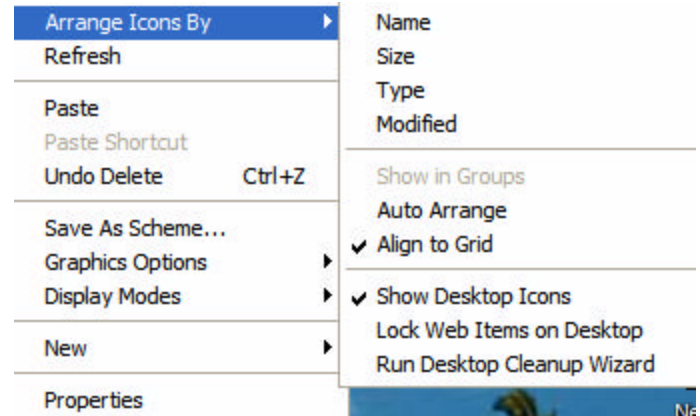
1. Have your instructor log in to the SSCE Administrator account.
2. Click on Start, Control Panel, User Accounts, User Accounts.
3. Notice that there are three accounts — Administrator, Student and Guest (guest has not been turned on).
4. Click on the Guest account and notice that you have the option to turn the account ON (Please exit and DO NOT turn it on).
5. Click on the Administrator account and notice the various options (Please DO NOT change anything). In particular, notice that you can add a password to the account. This may be a good idea on your home computer.
6. Click on Start, Log Off, Switch User, and then log in as Student.

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<sup>1</sup> This procedure may vary depending on a computer’s particular setup. If the balloon doesn’t appear, open My Computer and click on the CD drive. This should open the “write files to CD” option.

## The Desktop

1. Right click in an empty area on the desktop, highlight “Arrange Icons By.” Recommended settings are shown here.
2. If your desktop icons ever disappear, go to this menu and click on “Show Desktop Icons.”
3. Click on Properties and review the various options in the Themes, Desktop and Screen Saver tabs.



## The Task Bar

1. Right click in an empty part of the Task Bar and click on Properties.
2. Uncheck “Lock the taskbar” and “Auto-hide the taskbar” and return to the desktop.
3. Drag the Task Bar to the top of the screen, then return it to the bottom.
4. Go to Properties again and check “Auto-hide the taskbar.” Return to the desk top and note that the Task Bar appears only when you move the mouse to the bottom of the screen
5. Go to Properties again, uncheck “Auto-hide the taskbar” and check “Lock Toolbar.”

## Folder Options

1. Click on My Computer, Tools, Folder Options. Examine the General tab and note that you can use the Windows “Classic” display (similar to Windows 98/ME versions). Select the Single Click option and return to the desktop.
2. Notice that the icon text is now underlined. Hover the mouse over an icon and note that it changes to the “hand” symbol and it turns blue — i.e. it has been “selected.” A single click will open the selected item.
3. Close the Options window. Click on My Documents, then on the View icon. Select the “Detail” view. Hover the mouse over folders or files in the My

Documents window and notice that they become “selected.” Once selected you can move, copy, delete, etc. or click to open the file or folder.

4. Position the mouse pointer in the area just to the right of the folder and/or file names. Hold the left button down and drag down and to the left to draw a rectangle around the selected multiple files or folders, then click somewhere outside the selected area to de-select all items.
5. Click on Tools, Folder Options and select the View tab. Click on “Apply to all folders” and notice that all of your folders display the Detail view unless you change it.
6. Click on the General tab and return the computer to the Double Click mode. Exit My Documents.

### ***Security***

Click on Start, Control Panel, Security Center and observe that all security features are enabled. (Except Auto-Update because the Lab’s computers are set to Notify only.)

Be sure to turn on the XP Firewall and Auto-Update on your home computers unless you have another firewall program enabled. Be sure to install anti-virus and anti-spyware programs on your computer and have them automatically updated.

### ***Internet and Email***

#### **Internet Explorer**

1. Return to the desktop and open Internet Explorer. Browse to a page of interest — one that has some text displayed.
2. Highlight a segment of text, then click on File, Print. Click the radio button labeled “Selection” and then click on OK. Notice that only the highlighted text prints.
3. Have the instructor cover any other functions that you may have questions about.
4. Close Internet Explorer

**Email**

1. Open Outlook Express (Email), click on View and select Layout.
2. Uncheck the Folder and Contact boxes. Click on Apply and notice the change.
3. Check the above boxes and click on OK to return to the original settings.
4. Open a message with attachments. Double click an attachment (or right-click and select Open). REMEMBER, do not open attachments with file extensions of .exe or .scr or similar unless you know that they came from a reliable source.
5. Close the attachment. Have the instructor cover any additional questions you may have on Email.

**Files & Folders****Selecting and Undoing**

1. Open My Documents and practice “selecting” individual files, a contiguous group of files using the click/shift-click method, and multiple files using the Ctrl-click method.
2. Drag a box around a group of files or folders to select them.
3. Select several files and delete them. Then click on Undo to reverse the delete.

**Maintenance**

1. At the desktop click on Recycle Bin. If there are any files there, then click on “Empty Recycle Bin” to permanently delete all items.
2. Click on the Email icon then click on “Deleted Items.” Highlight and permanently delete any emails found there.

**Working With Pictures**

1. Open Internet Explorer. Click on Images and then do a search for a picture of your choice. Right-click on the picture and select Copy Image.
2. Open Word. Right-click and select Paste. Note that the picture appears.

3. Check for a hyperlink by hovering the mouse over the picture. If the mouse pointer changes to the hand symbol, then the picture contains a hyperlink (clicking will take you to the picture source on the internet). If it is a hyperlink, then right-click on the picture and select Remove Hyperlink.
4. Right-click on the picture and select Format Picture. Select the Layout tab and then select Square and close with OK.
5. Move the mouse pointer inside the picture area. Notice that the pointer changes to a four headed arrow. Use the drag and drop method to move the picture around in the document.

### **More Word Features**

1. With the above Word document still open, click on Insert | File and select a Word document. Click on Insert and observe that the file is loaded into Word and the picture remains.
2. Move the picture and notice that the text “wraps” around the picture.

### **Questions And Answers**

In the time remaining in this class, feel free to ask questions about any particular part of the course or any problems you may be having with your computer.