

# Introduction to Windows



## *In-Class Lab Assignment*

Prepared by Ms. Delores J. Reaves  
*Please bring copy to class!!!!*

# Introduction to Windows (the Operating System)

## Understanding File Management

**F**ile management is the process of organizing and keeping track of all your files. Windows provides tools to keep everything organized so you can easily locate the files you need, move files to new locations, and delete files you no longer need. There are two main tools for managing your files: My Computer and Windows Explorer.


**Folders** are areas on a hard disk or floppy disk in which you can store files. Folders can also contain additional folders, which create a more complex structure of folders and files, called a file hierarchy.

## Viewing Files and Creating Folders with My Computer

**My Computer** shows the contents of your computer, including files, folders, programs, disk drives, and printers. You can click the icons representing these various parts of your computer to view their contents or properties. You can manage your files using the My Computer menu bar and toolbar.

In this assignment, you begin by using **My Computer** to move around in your computer's file hierarchy, and then you will create several new folders on a floppy diskette and copy the files to the appropriate folder. Items Needed for Assignment #1: **2 new blank formatted floppy disk and disk labels.**

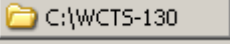
## Folder Creation & Copying Files to the Hard Drive

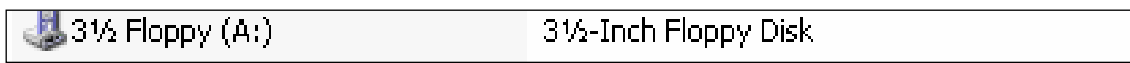
1. Insert the 3 ½ Floppy Disk which will be circulated by instructor in class
2. From the **Windows** desktop locate and double-click on the icon,  If you are using Windows XP and this icon does not appear on the Active Desktop, click on the **Start** button and select **My Computer** from the sub menu
3. At the **My Computer** directory window, select **View** from the menu bar. From the View sub-menu, select the **Details** option. Locate the following object and double-click to open the Local Disk C: window:



- At the Local Disk C: directory window, select **File** from the menu bar, select **New** from the submenu, then select Folder from the submenu. A similar object will appear, with the current system date and time.



- Right-click on the **New Folder** object and select the **Rename** option. Provide the name: **WCTS-130**. Press the Enter key to apply the name to the folder.
- Minimize the above folder window. The minimize folder window should appear as a button  on the taskbar. Verify that the Windows desktop is active and double-click on the **My Computer** icon. Change the view to **Details** at this time
- Double-click on the icon below to open the **3½ Floppy Disk (A:)** and to display all the files. There should be a total of **9** files stored on the floppy diskette



### Arrange 3½ Floppy Disk Directory Contents

Arrange the folder directory window in ascending order [A-Z] or descending order [Z-A] by clicking in the column heading (gray area). Arrange the files in alphabetical order by the **Type** column.

### Select and Copy Files [Copy Files from Floppy Disk to Local Disk] [Backup Purposes]

- At the 3½ Floppy (A:) window, select all the files by selecting **Edit** from the menu, bar, select the option, **Select All** or press the keyboard shortcut: **Ctrl+A**
- Select **Edit** from the menu bar
- Select the **Copy** option
- Minimize the 3½ Floppy Disk (A:) window at this time
- At the Windows desktop, double-click the **My Computer** icon and navigate to **C:\WCTS 130 folder**
- At the C:\WCTS 130 folder window, select **Edit** from the menu bar
- Select the **Paste** option
- The system is copying the files from the floppy disk to the above folder. Verify that the files were copied to the correct folder. Minimize the **WCTS-130** folder window at this time


## Organize the Floppy Diskette [For Assignment Requirement Submission]

1. From the **Taskbar**, click on the 3 ½ Floppy Disk button. Verify that the cursor is resting in the 3 ½ Floppy Disk window
2. Create the following folders on the floppy disk as indicated below. Do not copy the files until all folders have been created and renamed. See step #3 below.

<i>Folder Name</i>	<i># of Files</i>	<i>File(s) to be place in Folder</i>
OS		
WP		
SP		
DB	1	Colleges.exe
PP		
Internet		
Web Design	7	London.gif, Travel Agent.gif, Rent-a-Car.gif, Airline.gif, Return-to-Top.gif, Cruise Beach.gif, Baggage man.gif
	1	USA.icon (the file is not to be stored in a folder, it will be saved at the root of the directory


## Create and Rename Folders

3. At the 3 ½ Floppy Disk window, select **File** from the menu bar, select **New** from the submenu, select the **Folder** option. A similar object will appear in the current window
4. Right-click on the **New Folder** object, select the **Rename** option, provide the name for the folder at indicated above. Continue this process to create and rename the above **7** folders. Minimize the 3 ½ Floppy Disk window at this time.

Name ▲	Size	Type	Date Modified
 New Folder		File Folder	1/11/2003 11:15 AM

5. From the Taskbar click on the **WCTS-130 folder** button. Verify that the files are arranged by type

## Vertically Arrange the Source [Copy From] and Destination [Copy To] Windows

-  Click on an open area of the **Taskbar**, right click and select the **Tile Windows Vertically** option. [If the two windows do not appear side-by-side [click on the button from the Taskbar of the unopened window]. If necessary right-click again

on an open area of the Taskbar, and select the Tile Windows Vertically option again. **Note:** It does not matter what window appears on the right or left only that the windows appear side-by-side

### Select Single or Multiple File(s)

1. Do one of the following:
  1. To select a single file, click the file name
  2. To select consecutive files or folders, click the first item, press and hold down **SHIFT**, and then click the last item.
  3. To select nonconsecutive files or folders, press and hold down **CTRL**, and then click each item.

### Copy and Paste a File(s) [from the WCTS 130 Folder]

- a) Click in the source window, **WCTS130 folder**. (**Note:** The active window's title bar appears in blue)
- b) Select the file(s)
- c) Select **Edit** from the menu bar
- d) Select the **Copy** option
- e) The files are copied to the clipboard
- f) Click in the Destination window, **[3 ½ Floppy (A)]**
- g) Double-click to open the appropriate folder (**Note:** Check the title bar or address window to verify the navigation path)
- h) Select **Edit** from the menu bar
- i) Select the **Paste** option
- j) Continue this process to copy the necessary files to the appropriate folder on the floppy disk
- k) Verify that all the files are copied to the correct folder
- l) Close all windows at this time
- m) Do not remove the floppy diskette at this time

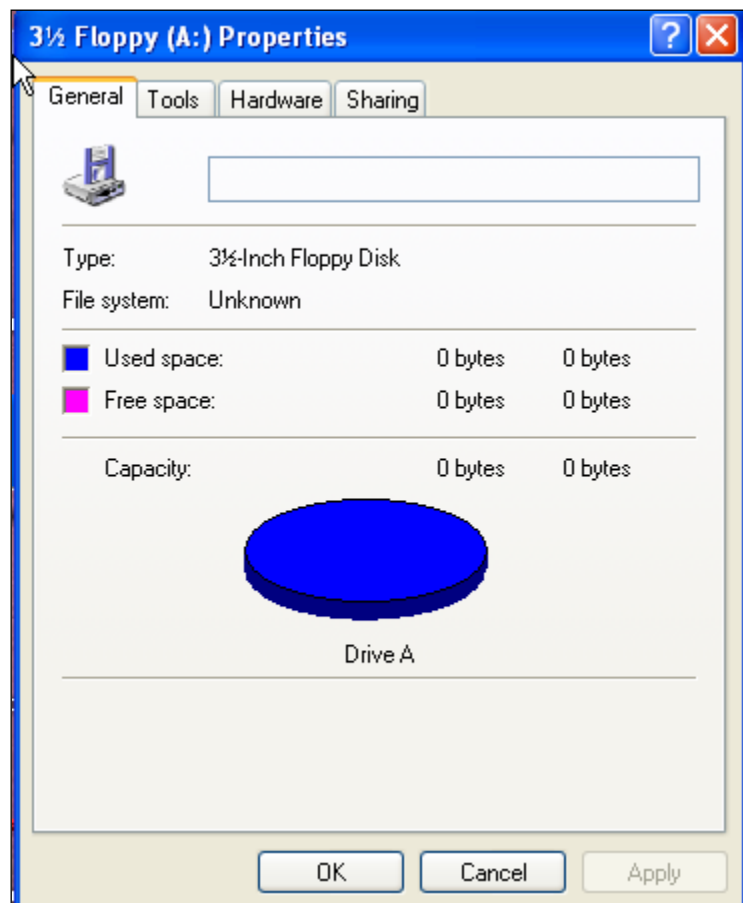
### Note

- If you have selected all files or folders and then want to clear the selection, click in a blank area in the folder window.

## Label the Floppy Diskette

The label option creates, changes, or deletes the volume label (that is, the name) of a disk

- ✚ From the Windows desktop open the **My Computer** object
- ✚ Right-click on the **3 ½ floppy (A:)** icon object
- ✚ Select **Properties**, a similar window will appear

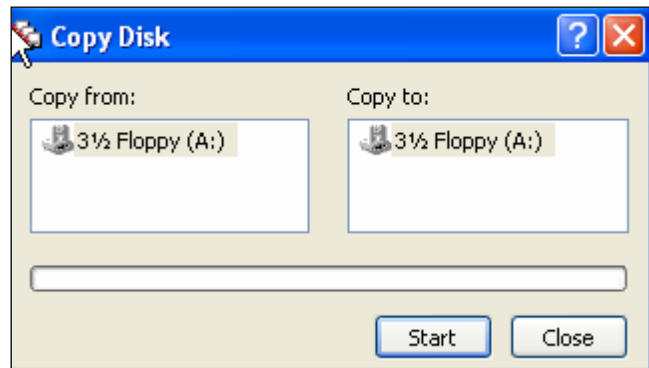


- ✚ Provide the following name: **YOI-130-1**. Click OK

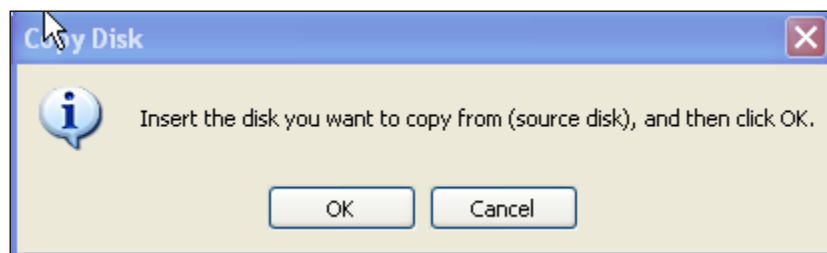
## To Make a Copy of a Floppy Disk

1. Verify that the floppy disk is still in the drive
2. Open **My Computer**
3. Click the 3 ½ floppy disk drive object
4. Select **File** from the menu bar, select the **Copy Disk** option

5. A similar window will appear

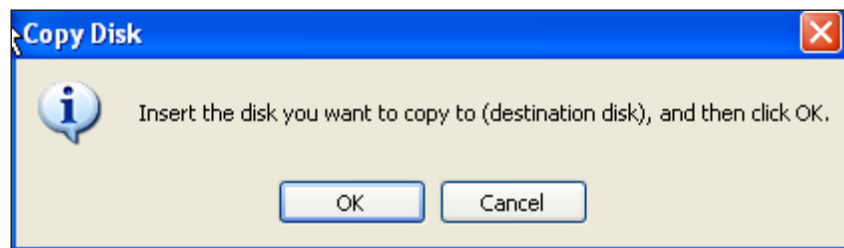


6. Click the **Start** button -- a similar window will appear. Verify that the correct source disk is in the drive, and then click OK




- ✚ The system is reading the source disk at this time and placing the contents the temporary memory buffer

7. When prompted for the destination disk, insert a **new** formatted disk in the drive and click the **OK** button

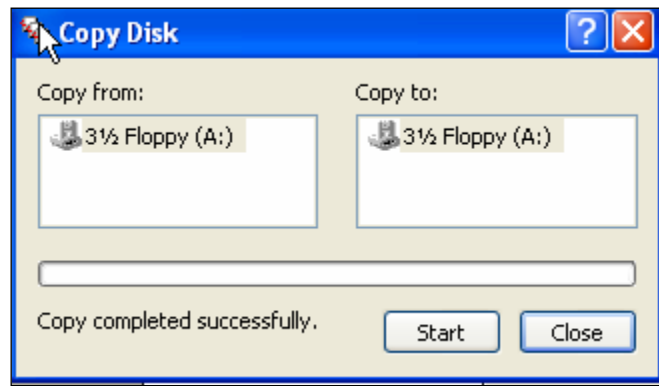


## Warning

- ✓ Existing information on the disk you copy to is deleted during the copy process.

 The system is writing to the destination disk at this time

8. When the following dialog box appears with Copy Completed successfully. Click the **Close** button



### Notes

- The disks that you copy from and to must be the same type
- The **Copy Disk** command is not available unless you have selected a floppy disk

### **Rename the Destination Floppy Diskette [the 2<sup>nd</sup> disk]**

1. At the **My Computer** window
2. Right-click the 3 1/2 Floppy Disk (A:) object, select **Properties**. At the label name window, click to deselect the current name and change the number 1 to 2

### **Creating a Shortcut on the Desktop [WCTS-130 Folder]**

When you frequently use a file, folder, or program that is located several levels down in the file hierarchy, you may want to create a shortcut to the object. You can place the shortcut on the desktop or in any other location, such as a folder, that you find convenient. To open the file, folder, document, or programs using the shortcut, double-click the icon.

### **To put a shortcut on the desktop**

1. Open **My Computer**
2. Navigate to the local drive C: and the folder: **WCTS-130**
3. Resize the window so you can see the desktop
4. Right-click on the above folder and drag the icon to the desktop
5. Select the option: **Create Shortcuts Here**

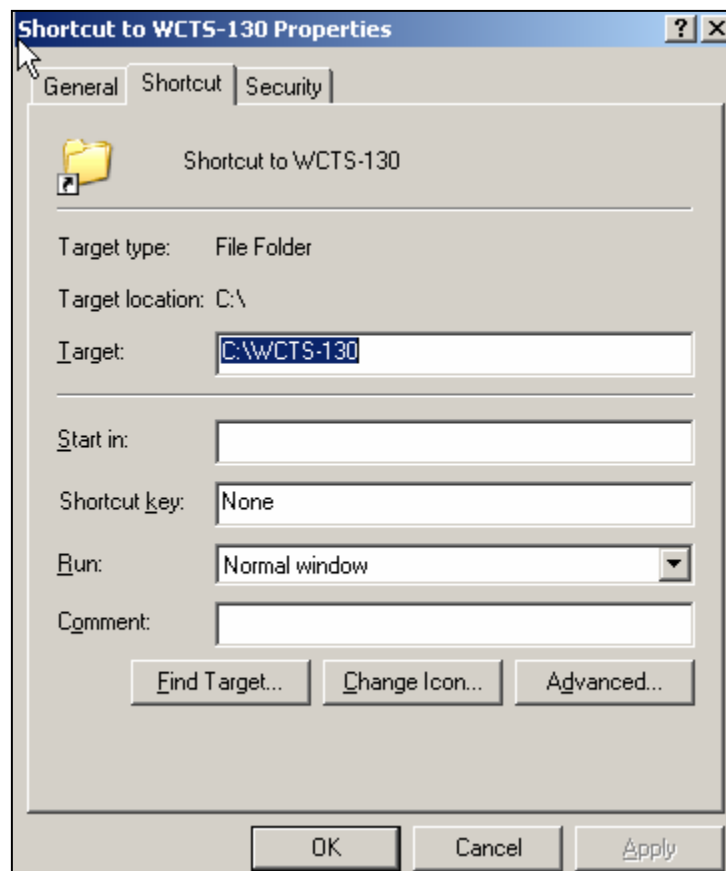


## Notes

- To change the shortcut's properties, right-click the shortcut, and then click **Properties**.
- When you delete a shortcut to an item, the original item is not deleted. It still exists on your computer in its original location.

### Changing a Desktop Shortcut Properties [WCTS-130 Folder]

- From the Windows desktop, right-click on the object, **Shortcut to WCTS 130**
- Select **Properties**
- A similar window will appear:



- Click on the **Change Icon** button. From the Change Icon window, click on the **Browse** button; In the Look in window, click on the drop down arrow and navigate to the local disk C, and the WCTS folder. Click on the **USA** icon file name. Click the **Open** and **Ok** buttons to return to the Windows desktop.

## Screen Capture the Active Windows Desktop

1. Close all open windows
2. At the Windows Desktop, right-click on a open blank space
3. Select the option, **Arrange Icons By**, and then select the option, **Name**
  - a) From the keyboard -- locate and press the key entitled: Print Screen or PrtScrn
  - b) A copy of the desktop is placed on the clipboard (temporary storage area)

## Create and Save a WordPad Document

1. Click the **Start** button on the Taskbar
2. Select **All Programs** or **Programs** [depending on the version of Windows you are executing]
3. Select **Accessories** from the Programs submenu, Select **Word Pad** from the Accessories submenu
4. At the Word Pad window, type in your full name at the top of the document
5. Press the Enter key 2 times [to insert two blank lines]
6. Verify that the cursor is resting at the left margin
7. Select **Edit** from the menu bar, select **Paste** to copy the Windows desktop from the clipboard
8. Save the file in the folder entitled, **OS** on the 3½ floppy disk, filename: **Active Windows Desktop Screen**
9. Request a printout of the Word Pad document.
  - + Submit only one student floppy diskette to instructor along with the Word Pad document: **Windows Desktop Screen Capture** stapled to the Assignment 1 – Windows XP Operating System Evaluation Sheet
  - + Be sure to place an external label on all submitted student floppy disk [**Unlabeled disk will not be accepted**]
  - + Perform virus scan on all submitted student floppy disk
  - + Return Instructor's floppy disk