Contents

Windows Basics

What's in Windows Basics
Looking at the Desktop (movie)
Working with a Window
Introducing WordPad

Using Programs

What's in Using Programs
Working with two programs

Customizing Windows

What's in Customizing Windows (movie)

Managing Files

What's in Managing Files

Using The Microsoft Network

What's in Using The Microsoft Network (movie)

Installing the Microsoft Network (movie)

Using a modem (movie)

Signing on the first time (movie)

Starting the Microsoft Network (movie)

Tour of the Microsoft Network (movie)

About networking with Windows 95 (movie)

Windows 95 in large networks (movie)

Advantages of small networks (movie)

What's in Windows Basics

What's in Windows Basics (movie)

Looking at the Desktop (movie)

Desktop

Recycle Bin

Taskbar

Start button

My Computer:Icon

Working with a Window

Working with a window (movie)

Starting a Program (step by step)

Starting a program
Start button

Moving a window (demo)

Moving windows

Moving windows:Demo

Windows

Windows:Moving demo

Moving a window (step by step)

Moving windows

Moving windows:Procedure

Windows

Windows:Moving procedure

Resizing a window (demo)

Resizing windows

Resizing windows:Demo

Window sizing

Window sizing:Resizing demo

Resizing a window (step by step)

Resizing windows

Resizing windows:procedure

Window sizing

Window sizing:Resizing procedure

Maximizing a window (step by step)

Maximizing windows

Window sizing

Window sizing:Maximizing procedure

Restoring a window (step by step)

Window sizing

Window sizing:Restoring procedure

Restoring windows, procedure

Comparing maximizing and restoring (movie)

Window sizing

Window sizing:Restore versus Maximize

Maximize button

Restore button

Minimizing a window (movie)

Minimizing windows

Minimizing windows:Movie

Window sizing

Window sizing:Minimizing demo

Minimizing a window (step by step)

Minimizing windows

Minimizing windows:Procedure

Window sizing

Window sizing: Minimizing procedure

Reactivating a window (step by step)

Reactivating a window

Windows

Windows:Reactivating

About scroll bars (movie)

Scroll bars

Window scroll bars

Moving through a document

Navigating with scroll bars (step by step)

Moving through a document:Procedure

Scroll bars:Procedure

Navigating with scroll bars

Using toolbars (movie)

Toolbars

Using toolbars (step by step)

Toolbars:Procedure

Using menus (movie)

Menus

Using menus (step by step)

Menus:Procedure

Toolbar buttons versus menus (movie)

Toolbars:Vs Menus Menus:Vs Toolbars

Using dialog boxes (movie)

Dialog boxes

Using dialog boxes (step by step)

Dialog boxes

Dialog boxes:Procedure

Understanding what's in a dialog box (movie)

Dialog boxes

Dialog boxes:Features

OK button

Cancel button

More on using dialog boxes (step by step)

Dialog boxes

Dialog boxes:Procedure

Using the right mouse button (movie)

Right mouse button

Mouse, using right button

My Computer

My Computer:Right mouse button

Changing properties using the right mouse button (step by step)

Right mouse button

Mouse, using right button

Closing a program (step by step)

Closing a program

Close button

File Exit

Introducing WordPad

Introducing WordPad (movie)

Starting WordPad (step by step)

WordPad

WordPad:Starting

Starting WordPad

Saving a document (movie)

Saving

Saving a document (step by step)

WordPad

WordPad:Saving procedure

Saving:WordPad procedure

Entering text and saving changes (step by step)

WordPad

WordPad:Entering text

WordPad:Saving changes

Closing a document and exiting WordPad (step by step)

WordPad

WordPad:Exiting

Exiting WordPad

Deleting a file using the Recycle Bin (step by step)

Recycle Bin:Deleting procedure

Deleting a file

Files

Files:Deleting

Recovering a file from the Recycle Bin (movie)

Recycle Bin:Recovering procedure

Recovering a file

Files

Files:Recovering

Recycle Bin:To empty

Using online Help (movie)

Using online Help (demo)

Help

Help:Accessing

Accessing Help

Context-sensitive help

What's in Using Programs

What's in Using Programs (movie)

Opening an existing document (step by step)

Files

Files:Opening

Open dialog box

Opening a file

WordPad

WordPad:Opening a file

Saving a file with a new name (step by step)

Files

Files:Copying

Copying a file

Save As dialog box

WordPad menus and toolbars (demo)

WordPad

WordPad:Features

Editing text in WordPad (step by step)

Editing in WordPad WordPad WordPad:Editing

Copying and moving text (movie)

Copying text

Moving text

WordPad

WordPad:Copying and moving text

Cut and Paste commands

Paste command

Clipboard

Windows

Windows:Clipboard

Drag and drop versus cut, copy, and paste (movie)

Selecting, cutting and pasting text (step by step)

Moving text: Cut and Paste procedure
Cut and Paste commands:Procedure
Moving text

Using drag and drop to move text (step by step)

Moving text:Drag and drop procedure

Formatting text in WordPad (step by step)

Formatting

Formatting:Text

Text, formatting

WordPad

WordPad:Formatting text

Undoing an action (movie)

Undo command Edit Undo

Saving a file and exiting WordPad (step by step)

WordPad

WordPad:Exiting

Working with two programs

Working with two programs (movie)

Working with two programs (step by step)

Opening two programs

Copying between programs (step by step)

Copying between programs

Using Object Linking and Embedding (movie)

OLE

Object Linking and Embedding

Paste Link command

Paste Special command

Embedding

Files

Files:Linking

Linking files

Accessories overview (movie)

Accessories

Accessories guided tour (movie)

Accessories:Guided tour

Animation
Audio files
Backup

Calculator CD Player

Character	Мар		
Communic	ations programs		
Compress	on		
Disk Defra	gmenter		
Drive Space	e		
Hard drive	maintenance		
HyperTerm	inal		
Media Pla	ver		
Memory us	e		
Multimedia	tools		
NetWatche	r		
Notepad			
Phone Dia	er		
ScanDisk			
Sound Red	corder		
Special ch	aracters		
System Mo	onitor		
System To	ols		
Taskbar:Vo	lume control		
Video files			
Volume Co	ntrol		

Playing a video (step by step)

Video files:Playing procedure

Media Player:Procedure

What's in Customizing Windows (movie)

Desktop:Customizing

Opening the Display Properties dialog box (step by step)

Display Properties dialog box

Display Properties dialog box:Opening

The Display Properties dialog box (demo)

Display Properties dialog box

Display Properties dialog box:Features

Desktop:Customizing

Desktop:Appearance

Choosing a background (movie)

Screen background

Desktop:Background

Background

Wallpaper

Viewing the Background tab (movie)

Screen background

Desktop:Background

Background Tab

Wallpaper

Choosing a wallpaper (step by step)

Wallpaper:Choosing procedure Screen background

Removing a wallpaper (step by step)

Wallpaper:Removing

About screen savers (movie)

Screen savers

Passwords

Security

Choosing a screen saver (step by step)

Screen savers: Choosing procedure

Changing screen saver settings (step by step)

Screen savers:Changing settings

Setting a screen saver password (step by step)

Screen Savers:Passwords

Passwords:Setting

Other screen saver features (movie)

Screen savers:Features

Energy saving

Opening the Appearance tab (step by step)

Appearance Tab

Screen colors

Colors

Screen fonts

Changing the color scheme (step by step)

Colors:Changing procedure

Screen colors:Changing procedure

Changing screen resolution (movie)

Screen resolution

Resolution

Changing screen resolution (step by step)

Resolution: Changing procedure

Screen resolution: Changing procedure

Setting the time and date (movie)

Time:

Date:

Setting the time and date (step by step)

Clock:Setting

Time:

Time:Setting

Date:Setting

Time Zone tab

Adjusting volume controls (movie)

Taskbar:Volume control

Volume Control

Sound settings

Using Control Panel (demo)

Control Panel features

Hardware installing

Installing hardware

Add/Remove programs/features

Programs, adding/removing

Removing programs/features

Installing programs/features

Startup disk, creating

Date/Time icon

Display Properties icon

Keyboard speed

Cursor blink rate

Blink rate

Language settings

Foreign language settings

Date formats

Number formats

Currency formats

Formatting

Formatting: Dates numbers currency

Mouse settings

Sound settings

Printers

Printers:Settings

Installing printers

Printers:Installing

System Properties sheet

Hardware settings

System configuration

Multimedia settings

Communications settings

Network settings

Creating user profiles (movie)

User profiles

Multiple users

Setting a password (demo)

Password icon

Security

Passwords:Setting user profiles

Moving the taskbar (movie)

Taskbar:Moving

Moving the taskbar

Resizing the taskbar (movie)

Taskbar:Resizing

Resizing the taskbar

Adding programs to the Start menu (movie)

Start menu

Start menu:Adding items

Adding to the Start menu

Adding a program to the Start menu (step by step)

Start menu

Start menu: Adding procedure

Adding to the Start menu:Procedure

What programs should I add to my Start menu? (movie)

Start menu

Start menu:Adding items

Adding to the Start menu

Removing an item from the Start menu (step by step)

Start menu

Start menu:Removing items

Removing items from the Start menu

About the Startup folder (Demo)

Startup folder

Starting Windows

Windows

Windows:Starting

What should I put in my Startup folder (movie)

Startup folder:Contents

Putting a file in the Startup folder (step by step)

Startup folder:Adding a file

Removing a program from the Startup folder (step by step)

Startup folder:Removing a file

About shortcuts (movie)

Shortcuts

Customizing access to programs

Access to programs, customizing

Desktop:Adding icons

Icons, adding to desktop

Creating a shortcut to a program (step by step)

Shortcuts:Creating

Deleting a shortcut (step by step)

Shortcuts:Deleting

What's in Managing Files

What's in Managing Files (movie)

File Manager

What is a file? (movie)

Files

Files:Defined

Drive, folder and file icons (movie)

Icon types

Folders

Folders and file hierarchies (movie)

Folders:Hierarchy

File management

Organization

Opening My Computer (step by step)

My Computer

My Computer:Opening procedure

Viewing the My Computer Toolbar (movie)

My Computer

My Computer:Toolbar

Checking the hard drive capacity (step by step)

Hard drive capacity

Viewing files on your hard drive (step by step)

My Computer

My Computer: Viewing files

Files

Files:Viewing

Files:Hierarchy

Renaming a file (step by step)

Files

Files:Renaming

My Computer

My Computer:Renaming files

Using Up One Level (step by step)

Up One Level

My Computer

My Computer:Up One Level

Naming files (movie)

Filenames

Files

Files:Naming

Naming files and folders

Folders:Naming

Viewing file details (step by step)

My Computer

My Computer:Large Icons

My Computer:Small Icons

My Computer:File details

Files

Files:Sorting

File size, viewing

Creating a new folder (step by step)

Folders:Creating

Using cut and paste to move a file (step by step)

My Computer

My Computer: Moving files

Files

Files:Moving (cut and paste)

Moving files (cut and paste)

My Computer

My Computer:Copying files

Files:Copying (cut and paste)

Copying files (cut and paste)

Using Drag and Drop to move a file (step by step)

Files

Files:Moving (drag and drop)

Moving files (drag and drop)

My Computer

My Computer:Moving files

Copying files to a floppy disk (demo)

Files

Files:Copying to floppy disk

Copying files to floppy disk

My Computer

My Computer:Copying files to floppy disk

Copying and moving many files (movie)

Files

Files:Moving many

Moving many files

My Computer

My Computer:Copying and moving many files

Copying many files

Files:Copying many

How should I organize my files (movie)

Files

Files:Hierarchy

Organization

Multiple users:File organization

Deleting files (movie)

Files

Files:Deleting movie

Deleting files

Deleting files:movie

My Computer

My Computer:Deleting files movie

Recycle Bin

Deleting files in My Computer (step by step)

Files

Files:Deleting procedure

Deleting files

Deleting files:Procedure

My Computer

My Computer: Deleting files procedure

Restoring deleted files using Undo (demo)

Files

Files:Restoring demo

Restoring files

Restoring files:Demo

My Computer

My Computer:Restoring files demo

Restoring files from the Recycle Bin (demo)

Files

Recycle Bin:Restoring files demo

Files:Restoring from Recycle Bin demo

Restoring files

Restoring files:From Recycle Bin demo

Empty Recycle Bin

Restoring deleted files from the Recycle Bin (step by step)

Files

Restoring files

Recycle Bin:Restoring files procedure

Files:Restoring from Recycle Bin procedure

Restoring files:From Recycle Bin procedure

Finding a file (movie)

Lost files

Files

Files:Finding movie

Using Find to locate a file (step by step)

Start menu

Start menu:Find

Files

Files:Finding procedure

Find

Lost files

Find

Files:Finding procedure

Finding file contents

File contents

File contents:Searching for

Formatting a floppy disk (demo)

Floppy disk, formattng

Formatting

Formatting:Floppy disks

My Computer

My Computer:Formatting a disk

About Windows Explorer (movie)

Windows:Explorer

File manangement

Organization

Opening Windows Explorer (step by step)

Windows:Explorer

Looking at Windows Explorer (movie)

Windows:Explorer

Viewing files with Windows Explorer (step by step)

Windows:Explorer

Using shortcuts to access documents quickly (movie)

Shortcuts:Movie

Shortcuts:Movie

Creating a shortcut to a file (step by step)

Shortcuts:Procedure

Creating a folder on the desktop (step by step)

Folders:Creating on the Desktop

Desktop:Adding folders

Moving a shortcut using drag and drop (step by step)

Shortcuts:Moving

Desktop:Moving shortcuts

Using shortcuts to manage projects (movie)

Organization

Desktop:Organization

Shortcuts:Project management

Using Backup to safeguard your data (movie)

Backup

Files

Files:Safety

What's in Using The Microsoft Network (movie)

Networking

LANs

Local area networks

Microsoft Network

Installing the Microsoft Network (movie)

Microsoft Network:Installing

Using a modem (movie)

Microsoft Network:Modem

Modem for Microsoft Network

Signing on the first time (movie)

Microsoft Network:Signing on

Passwords:Microsoft Network

Starting the Microsoft Network (movie)

Microsoft Network:Signing on

Tour of the Microsoft Network (movie)

MSN Central

MSN Today

E-Mail

Favorite Places (Microsoft Network)

Categories (Microsoft Network)

Bulletin Boards

Chat Rooms

Microsoft Network:Tour

Internet

About networking with Windows 95 (movie)

Networking

LANs

Local area networks

Windows 95 in large networks (movie)

Networking:Architecture

Novell Netware

Briefcase

Networking:Large installations

Files

Files:On networks

Plug and Play

Passwords:Networks

LANs

Local area networks

Advantages of small networks (movie)

Peer-to-peer network

Networking:Peer-to-peer

Networking:Small installations

Files

Files:On networks

Networking:Security

Security:On networks

Plug and Play

Networking:Installation

LANs

Local area networks