The Basics
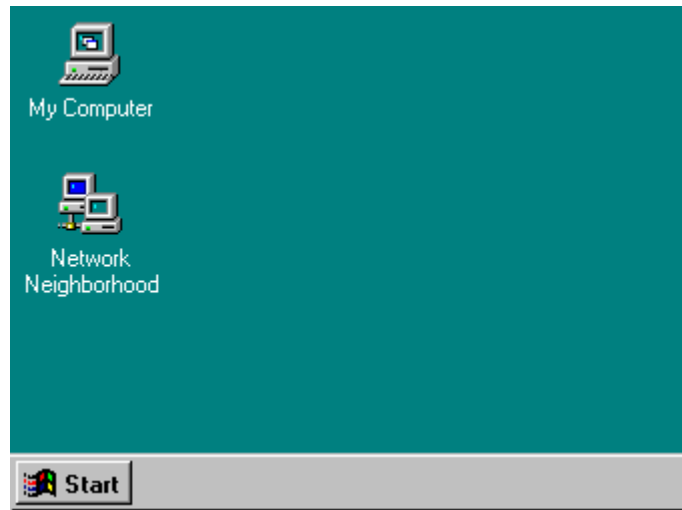
Click one of the following buttons to learn Windows essentials.

◻ Moving windows
◻ Sizing windows
◻ Scrolling
◻ Closing windows
◻ Switching between windows
◻ Using dialog boxes

The Basics

Click one of the following buttons to learn Windows essentials.

◻ **Moving windows**
◻ Sizing windows
◻ Scrolling
◻ Closing windows
◻ Switching between windows
◻ Using dialog boxes

Move a window to a different location by using the mouse to drag the title bar of the window to another place on the desktop.

Click ▶ below to see how to move a window.
{mci EXTERNAL,movewin.avi}

The Basics

Click one of the following
buttons to learn Windows
essentials.

☐   Moving windows
☐   **Sizing windows**
☐   Scrolling
☐   Closing windows
☐   Switching between windows
☐   Using dialog boxes

Change the size of a window by using the mouse to drag a corner or side of a window in any direction.

Click ▶ below to see how to size a window.
{mci EXTERNAL,sizewin.avi}

The Basics

Click one of the following
buttons to learn Windows
essentials.

☐   Moving windows
☐   Sizing windows
☐   **Scrolling**
☐   Closing windows
☐   Switching between windows
☐   Using dialog boxes

Either click the scroll arrows or drag the scroll box to scroll through information in a list or in a document.

Click ▶ below to see how to scroll.
{mci EXTERNAL,scroll.avi}

The Basics

Click one of the following buttons to learn Windows essentials.

▪ Moving windows
▪ Sizing windows
▪ Scrolling
▪ **Closing windows**
▪ Switching between windows
▪ Using dialog boxes

Close a window by clicking ☒ in the upper-right corner of a window.

Click ▶ below to see how to close a window.
{mci EXTERNAL,closewin.avi}

The Basics

Click one of the following buttons to learn Windows essentials.

▪ Moving windows
▪ Sizing windows
▪ Scrolling
▪ Closing windows
▪ **Switching between windows**
▪ Using dialog boxes

Switch to another running program or a window by clicking its button on the taskbar. Switching doesn't close the window you were working in, it just changes the view on your screen.
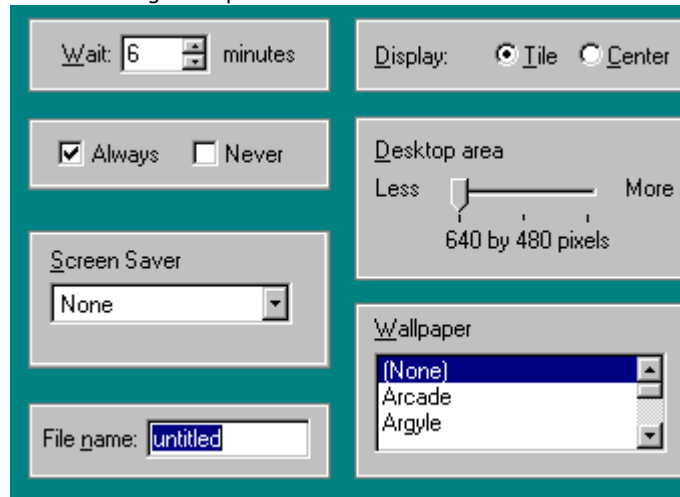
Click ▶ below to see how to switch between windows.

{mci EXTERNAL,taskswch.avi}

The Basics

Click one of the following buttons to learn Windows essentials.

- Moving windows
- Sizing windows
- Scrolling
- Closing windows
- Switching between windows
- **Using dialog boxes**

Click a dialog box option below to learn how to use it.

Wait: 6 minutes

Display: ⦿ Tile ○ Center

☑ Always ☐ Never

Desktop area
Less [====|=========] More
640 by 480 pixels

Screen Saver
None ▾

Wallpaper
(None)
Arcade
Argyle

File name: untitled

Seeing what's on your computer

In Windows, you store your work in folders, just like you would in your office or at home. You can look at your files and folders by clicking My Computer.

Inside My Computer, you can see a list of all of the disk drives on your computer. Just double-click any icon to see what's inside.

When you open a disk drive, you can see the files and folders that it contains. Folders can contain files, programs, and other folders.

Click ▶ to see a demonstration.

{mci EXTERNAL,whatson.avi}

Finding a file or folder quickly

It's easy to locate files and folders on your computer. You can always browse through your folders in My Computer, but if you want to find something quickly, you can use the Find command on the Start menu instead.

In the Find dialog box, just type the name of the file or folder you are looking for, and then click Find Now.

To speed up the search, you can type the name of the main (high-level) folder, if you know it. For example, if you know the file is somewhere in the Windows folder on your C drive, type **c:\windows**.

Click ▶ to see a demonstration.

{mci EXTERNAL,find.avi}

Browsing using Windows Explorer

You can use Windows Explorer to see all the folders and files on your computer.

On the Start menu, point to Programs, and then click Windows Explorer.

The right side of Windows Explorer shows the contents of the drive or folder you click on the left.
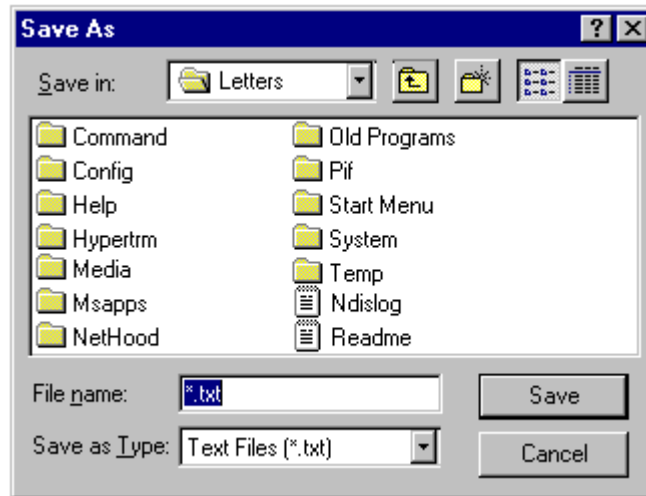
Click ▶ to see a demonstration.

{mci EXTERNAL,explorer.avi}

Saving your work

Use the Save As command on the File menu to save a document for the first time. You will need to name the document, and you have the option of choosing a folder or location in which to put it.

Click any item in the Save As dialog box below to see what it is.

Save As

Save in: Letters

Command   Old Programs
Config   Pif
Help   Start Menu
Hypertrm   System
Media   Temp
Msapps   Ndislog
NetHood   Readme

File name: *.txt   Save

Save as Type: Text Files (*.txt)   Cancel

Copying and moving

Using the commands on the Edit menu, you can easily move information from one document to another or from one place to another in the same document.

Click ► to see a demonstration.

{mci EXTERNAL,paste.avi}

Using drag and drop

Instead of using menu commands, you can use "drag and drop" to copy, move, or print any item such as a document or file.

Just press and hold down the mouse button to drag the item to its new location.

To move the item, use the left mouse button to drag; to copy, use the right mouse button.

Click ▶ to see a demonstration.

{mci EXTERNAL,dragdrop.avi}

The document will be saved in this folder.
To change to a different folder, click the arrow to see a list from which you can choose.

Click here to display the previous folder. The previous folder contains the one currently selected.

Click here to create a new folder.

You can see your list of files and folders in two ways. You can click here to view files and folders just by name. (This is how the files and folders are displayed here.)

Click here to view more details about each file and folder.

Click here to get more information on any item in the window. Click the question mark, and then click the item. A brief description of the item appears.

Click here to close a window.

This box lists all the files and folders in the selected location. To see what's inside a folder, double-click it.

Click Save to save your document with the name, file type, and location you have specified. Click Cancel to close the dialog box without saving the document.

This is where you type the name of the document.

This is the type of file you are saving. Click the arrow to see a list of other file types that the program can recognize.

Click the arrows to change the number.

Click the option you want. You can only select one.

Click the option(s) you want. You can select more than one.

Slide the bar to make your selection.

Click the arrow to see a list of options. Then click the option you want.

Click the arrows to move through the list, and then click your selection.

Type your selection in the box.

Click the button below the illustration to start the demonstration.

What is a network?

A network is a group of two or more computers connected to each other by a cable, over telephone lines, or through wireless communication.

When you are connected to a network, you can share resources on your computer, such as documents, programs, printers, and modems, and use resources that other people have shared.

▢ Network components
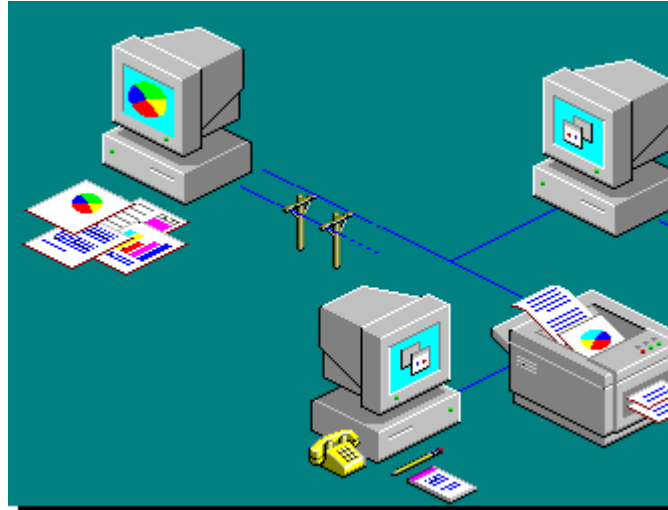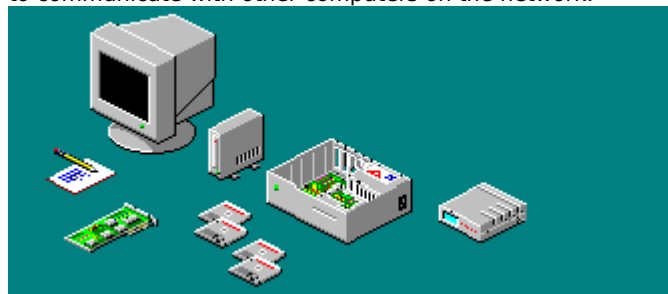▢ Setting up your computer to use a network

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What is a network?

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▢ **Network components**
▢ Setting up your computer to use a network

▪ **Client software** enables you to use resources that have been shared by other people on the network.
▪ **Service software** enables you to share your resources with other network users. File and printer sharing for Microsoft Networks is an example of service software.
▪ A **network adapter** is an expansion card or other device that physically connects your computer to the network.
▪ A **protocol** is the "language" your computer uses to communicate with other computers on the network.

What is a network?

A network is a group of two or

▶

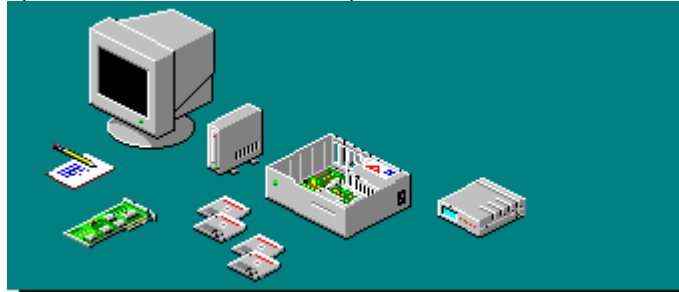To set up a computer to use a network, you need both

more computers connected to each other by a cable, over telephone lines, or through wireless communication.

When you are connected to a network, you can share resources on your computer, such as documents, programs, printers, and modems, and use resources that other people have shared.

▶   Network components
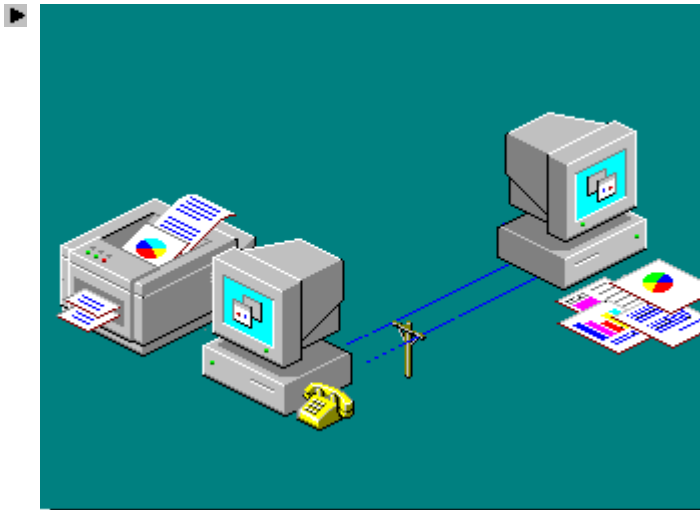▶   **Setting up your computer to use a network**

hardware and software.

▪   To set up your network hardware, follow the directions included with your network card or adapter, and then look up "Setting up, hardware" in the Help Index.
▪   To set up the network software to work with Windows, look up "Setting up, network software" and "Setting up, network services" in the Help Index.

Connecting to the network

▶

After you have set up your computer to use a network, you can connect it to other network computers, and other network computers can connect to your computer.

▶   Identifying your computer to the network
▶   Locating other computers on the network
▶   Mapping a drive letter to a network resource

Connecting to the network

▶

After you have set up your computer to use a network, you can connect to other network computers, and other network computers can connect to your computer.

▶   **Identifying your computer to the network**
▶   Locating other computers on the network
▶   Mapping a drive letter to a network resource

After setting up network software, you need to give Windows information about your computer so that other people using the network can communicate with you.

For example, your network administrator may have assigned your computer to a workgroup of computers, which you may want to specify. These are the computers that are likely to contain most of the resources that you use, such as documents, programs, and printers.

For information about how to identify your computer to the network, look up "identifying" in the Help Index.

Connecting to the network

▶

After you have set up your computer to use a network, you can connect to other network computers and other network computers can connect to your computer.

▶   Identifying your computer to the network
▶   **Locating other computers on the network**
▶   Mapping a drive letter to a network resource

You can locate other computers on the network by clicking the Start menu, pointing to Find, and then clicking Computer. Then, type the name of the computer you are looking for, and Windows will find it and tell you where it is on the network.
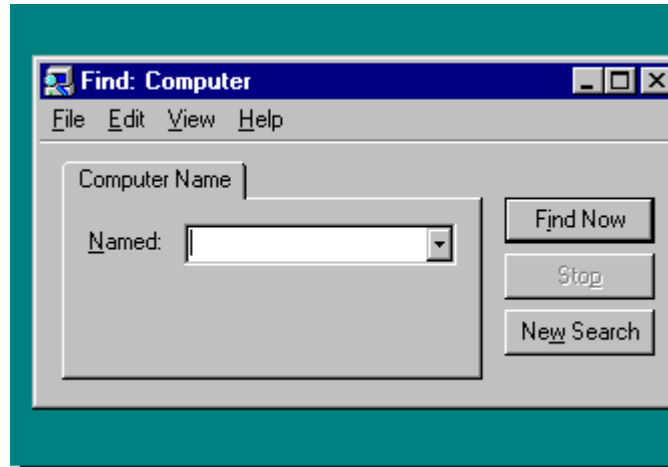

Connecting to the network

▶

After you have set up your computer to use a network, you can connect to other network computers, and other network computers can connect to your computer.

▶   Identifying your computer to the network
▶   Locating other computers on the network
▶   **Mapping a drive letter to a network resource**

If you need to connect often to a specific folder on a network computer, you may want to assign a drive letter to it, such as drive D or E. Then, you can just double-click that drive in My Computer or Windows Explorer to use resources in that folder.

For information about how to map a drive letter to a shared network resource, look up "mapping" in the Help Index.

Sharing files and printers on a network

If you installed file and printer sharing for Microsoft Networks or NetWare networks, you can share your resources with other people on the network. Resources include programs, documents and other files, and printers.

When you share resources, you make them available for other network users to connect to and use. To share files, you share the folder they are in.

▶ Using shared resources on someone else's computer
▶ Making your resources available for other people

Sharing files and printers on a network
▶

If you installed file and printer sharing for Microsoft Networks or NetWare networks, you can share your resources with other people on the network. Resources include programs, documents and other files, and printers.

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▶ **Using shared resources on someone else's computer**
▶ Making your resources available for other people

Working with a document or program located on another computer is very much like working with those on your computer; you just double-click the icon for that computer, and then open the folder that contains the documents.

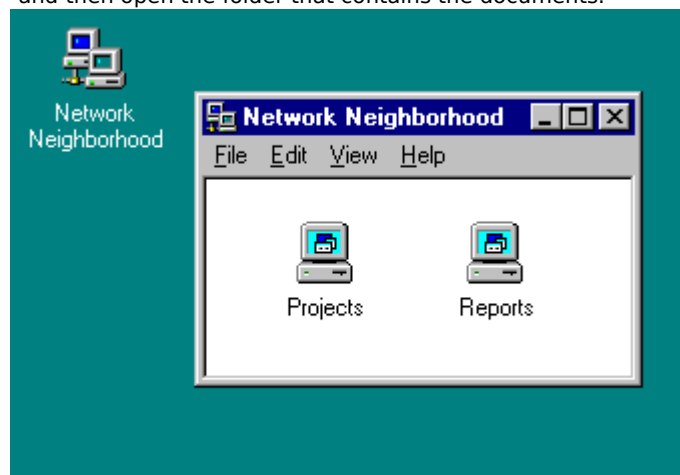**Sharing files and printers on a network**
▶

If you installed file and printer sharing for Microsoft Networks or NetWare networks, you can share your resources with other people on the network. Resources include programs, documents and other files, and printers.

There are two ways to control access to your shared resources:
▪ **Share-level access control** enables you to protect your shared resources with a password.
▪ **User-level access control** enables you to specify exactly who has access to your shared resources.

For information about how to enable sharing on your

When you share resources, you make them available for other network users to connect to and use. To share files, you share the folder they are in.

▶ Using shared resources on someone else's computer

▶ **Making your resources available for other people**

computer, look up "enabling, file and printer sharing" in the Help index.

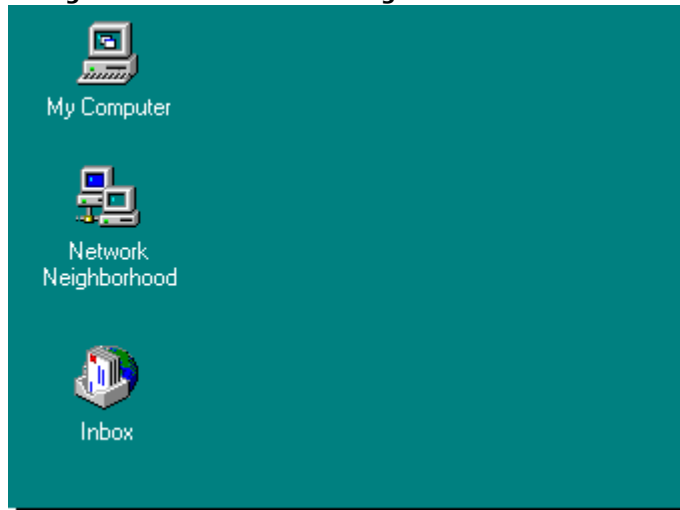### Managing your e-mail and fax messages with Microsoft Exchange

▶

Microsoft Exchange provides one place to view all your messages, whether they arrive by fax, electronic mail (e-mail), or through The Microsoft Network.

▶ Using e-mail

▶ Sending and receiving faxes

▶ Seeing messages from the Internet

To open Microsoft Exchange, click the Inbox icon on the desktop.

My Computer

Network Neighborhood

Inbox

Managing your e-mail and fax messages with Microsoft Exchange

▶

Microsoft Exchange provides one place to view all your messages, whether they arrive by fax or e-mail, or through The Microsoft Network.

▶ **Using e-mail**

▶ Sending and receiving faxes

▶ Seeing messages from the Internet

To open Microsoft Exchange, click the Inbox icon on the desktop.

If you installed Microsoft Exchange, you can use it to send and receive messages and files by e-mail.

There are many formatting options to help you make your message most effective, including bold, italic, and a choice of fonts.

The people you correspond with must also be using Microsoft Exchange or another electronic mail system that is connected to your network. If you're using The Microsoft Network, you can correspond with anyone on the Internet or on any online service.

For information about using Microsoft Exchange, click the Help menu in Microsoft Exchange.

Managing your e-mail and fax messages with Microsoft Exchange

▶

Microsoft Exchange provides one place to view all your messages, whether they arrive by fax or e-mail, or through The Microsoft Network.

▶   Using e-mail
▶   **Sending and receiving faxes**
▶   Seeing messages from the Internet

To open Microsoft Exchange, click the Inbox icon on the desktop.

If you installed Microsoft Exchange and Microsoft Fax, you can send and receive fax messages and files.

To use Microsoft Fax, you must have a fax modem either on your computer or on a computer on your network.

The people you send faxes to need either a fax machine or a computer with fax software, such as Windows 95.

For information about how to use Microsoft Fax, click the Help menu in Microsoft Exchange, and then click Microsoft Fax.

Managing your e-mail and fax messages with Microsoft Exchange

▶

Microsoft Exchange provides one place to view all your messages, whether they arrive by fax or e-mail, or through The Microsoft Network.

▶   Using e-mail
▶   Sending and receiving faxes
▶   **Seeing messages from the Internet**

To open Microsoft Exchange, click the Inbox icon on the desktop.

If you have an account with The Microsoft Network, you can send e-mail to other people on the Internet, and they can send e-mail to you. You can view all the messages you receive in Microsoft Exchange.

For more information about e-mail and the Internet, click the Help menu in The Microsoft Network.

An Introduction to the Internet

▶

The Internet is a rich source of online information, from bulletin board services and discussion groups to electronic mail and up-to-date news information.

Windows provides two ways to connect to the Internet:

▪   You can sign up for The Microsoft Network by double-clicking its icon on your desktop.
▪   You can create a Dial-Up Networking connection to the Internet, and then use browsing software to view information.

For information about how to connect to the Internet, look up "Internet, connecting to" in the Help index.

Connecting to the network by using a modem: Dial-Up Networking

Whether you're at home or on the road, you can connect to your office computer and the network it is on by using a modem and dialing in to a remote-access server on your network.

This feature is called Dial-Up Networking.

After you're connected, you can use any shared resource, such as a file or printer, that is on the computer or network.

For information about using Dial-Up Networking, look up "Dial-Up Networking" in the Help index.

Updating your files when working on two computers: Briefcase

Briefcase helps keep your files updated when you use two computers.

To use Briefcase, you copy the files you want to work on into your laptop Briefcase.

Work on the files from your laptop or secondary computer. When you reconnect to your main computer, click Update All, and Briefcase will update the original copies of the files.
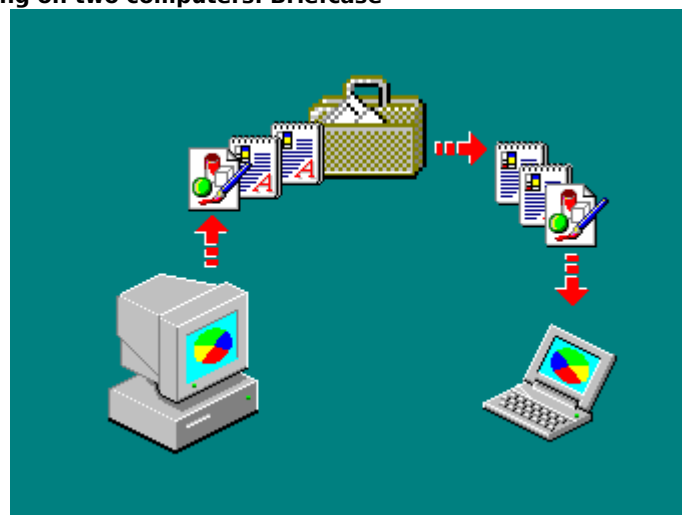
For information about how to use Briefcase, look up "Briefcase, synchronizing files" in the Help index.

Taking a test drive on the information highway

The Microsoft Network is Microsoft's new online service that makes joining the world of electronic information and communication easy for Windows 95 users.

The Microsoft Network offers easy access to:

- Electronic mail (including Internet mail)
- Bulletin boards, Internet newsgroups, and chat rooms to discuss and explore everything from movie reviews to PC technical issues
- The latest headline news, sports, weather, reference information, and much more.

To start The Microsoft Network, double-click The Microsoft Network icon on your desktop.

For more information about using The Microsoft Network, click the Help menu in The Microsoft Network.


Click Help Topics to return to the list of topics.

Customizing your Start menu

You can add the programs you use most frequently to the Start menu, making them easy to find and available at all times.

For example, if you use Paint frequently, you can add it to the Start menu.

For information about adding a program to the Start menu, look up "Start menu, adding programs to" in the Help Index.
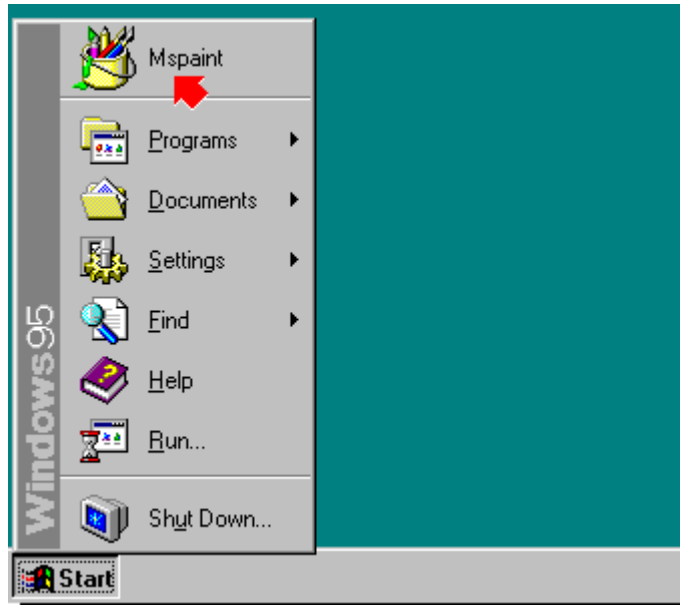
Creating shortcuts to the programs and files you use most often

Shortcuts provide easy access to the programs and documents you use most often. For example, suppose you keep track of your time in a document called Timecard. You can place a shortcut to Timecard on your desktop.

You can then open Timecard by double-clicking its shortcut icon. A shortcut does not change the document's location, and deleting a shortcut does not delete the original.

You can create a shortcut to any item, including folders, disk drives, other computers, and printers.

For more information, look up "shortcuts, adding to the desktop" in the Help Index.
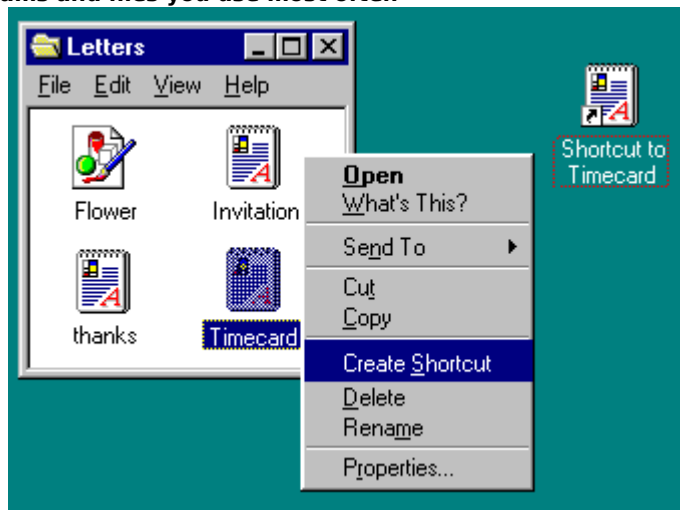
Using pictures, patterns, and colors

You can personalize the Windows background with pictures, patterns, and colors by using Control Panel.

You can choose pictures and patterns included with Windows, such as Leaves, Paisley, or Thatches, or use your own scanned photos as background wallpaper.
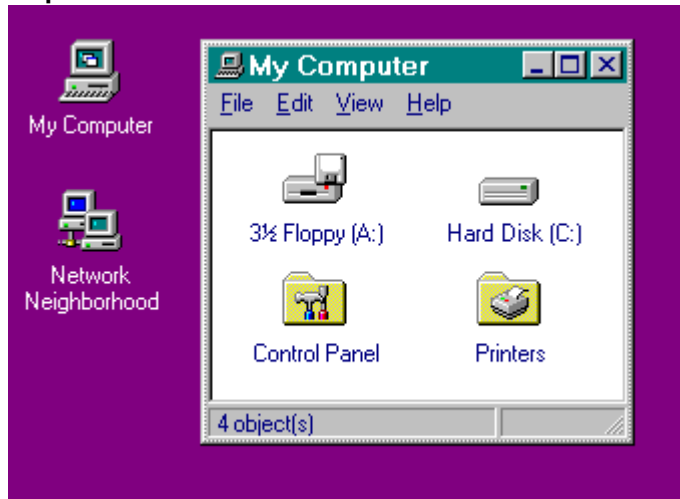
To add a picture, look up "wallpaper, displaying" in the Help Index.
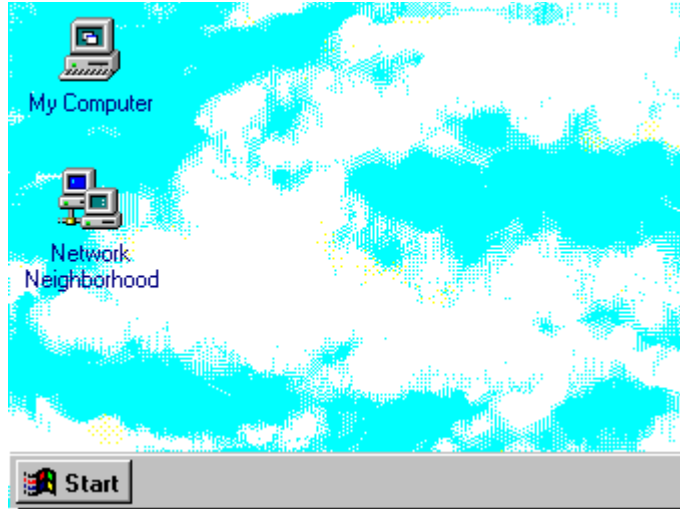
Changing the colors of your desktop

You can change your Windows colors to another color scheme that comes with Windows, or you can create your own.

For more information about changing colors, look up "colors, screen colors, changing" in the Help Index.

Saving personalized settings

With Windows, you can set up your computer the way you like it. For example, you can change the colors on the desktop, move the taskbar, or add programs to the Start menu. If you share your computer, you can specify that each person who uses it can see his or her own settings after logging on.

For more information, look up "multiple users of one computer" in the Help Index.
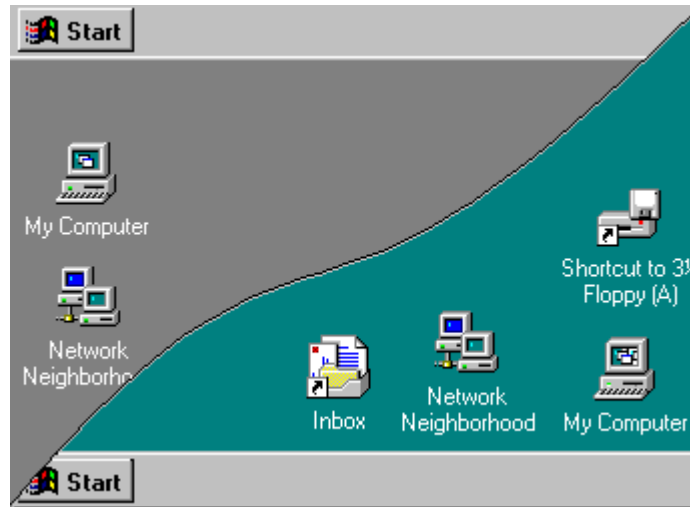
Customizing for disabilities

If you are mobility, hearing, or visually impaired, there are a number of things you can do to make Windows easier to use. You can change your display, mouse, or keyboard settings, as well as use sound to help you use Windows.

For example, if you have trouble using a mouse, you can use the MouseKeys feature. This enables you to use the numeric keypad to move the mouse pointer.

For information about installing these features, look up "adding accessibility components" in the Help Index.

General Windows keys

You can use the following keyboard shortcuts with Windows.

Press	To
F1	See Help on the selected dialog box item
ALT+F4	Quit a program
SHIFT+F10	View the shortcut menu for the selected item
CTRL+ESC	Display the Start menu
ALT+TAB	Switch to the window you last used. Or switch to the next window by pressing ALT while repeatedly pressing TAB.
CTRL+X	Cut
CTRL+C	Copy
CTRL+V	Paste
DEL	Delete
CTRL+Z	Undo
SHIFT while inserting the CD-ROM	Bypass AutoPlay when inserting a compact disc

For the desktop, My Computer, and Windows Explorer

When an item is selected, you can use the following shortcut keys.

Press	To
F2	Rename an item
F3	Find a folder or file
SHIFT+DEL	Delete immediately without placing the item in the Recycle Bin
ALT+ENTER or ALT + double-click	View item properties
CTRL while dragging the file	Copy a file
CTRL+SHIFT while dragging the file	Create a shortcut

Keys for My Computer and Windows Explorer

Press	To

CTRL+A	Select all
F5	Refresh a window
BACKSPACE	View the folder one level up
SHIFT while clicking the Close button	Close the selected folder and all its parent folders

Keys for Windows Explorer only

Press	To
CTRL+G	Go to
F6	Switch between left and right panes
NUMLOCK + ASTERISK (* on numeric keypad)	Expand all subfolders under the selected folder
NUMLOCK + PLUS SIGN (+ on numeric keypad)	Expand the selected folder
NUMLOCK + MINUS SIGN (- on numeric keypad)	Collapse the selected folder
RIGHT ARROW	Expand current selection if it's collapsed, otherwise select first subfolder
LEFT ARROW	Collapse current selection if it's expanded, otherwise select parent folder

Keys for properties dialog boxes

Press	To

TAB	Move forward through options
SHIFT+TAB	Move backward through options
CTRL+TAB	Move forward through tabs
CTRL+SHIFT+TAB	Move backward through tabs

Keys for Open and Save As dialog boxes

Press	To
F4	Open the Save In or Look In list
F5	Refresh
BACKSPACE	Open folder one level up, if a folder is selected

Accessibility Options shortcut keys

To use Accessibility Options shortcut keys, the shortcut keys must be enabled. For more information, look up "Accessibility, shortcut keys" in the Help Index.

Press	To

SHIFT 5 times	Toggle StickyKeys on and off
RIGHT SHIFT for 8 seconds	Toggle FilterKeys on and off
NUMLOCK for 5 seconds	Toggle ToggleKeys on and off
LEFT ALT + LEFT SHIFT + NUMLOCK	Toggle MouseKeys on and off
LEFT ALT + LEFT SHIFT + PRINT SCREEN	Toggle High Contrast on and off