Exploring Microsoft Office 2003

Getting Started with Windows® XP

Robert Grauer and Maryann Barber

Committed to Shaping the Next Generation of IT Experts.
Microsoft Windows

- The successor to MS-DOS, the text-based operating system for the original PC
- Introduces four essential features:
  - GUI (Graphical User Interface)
  - Common User Interface; i.e., a consistent look and conventions in all applications
  - Multitasking; i.e., run multiple applications
  - The ability to share data between applications
- These capabilities are found in all versions; Windows 95, 98, NT, 2000, and XP
Welcome to Windows® XP

Some user accounts require a password

To begin, click your user name

After you log on, you can add or change accounts. Just go to Control Panel and click User Accounts.
The Start Menu
The Desktop

- Task bar and Start button
- Active window
Anatomy of a Window

- Title bar
- Minimize, Maximize and Close buttons
- Menu bar
- Tool bar
- Task pane
- Status bar
Pull-down Menus

- Arrowhead indicates submenu will be displayed
- Check indicates toggle switch is on
- Bullet indicates choice

Exploring Office 2003 Vol 1 2/e - Grauer and Barber
Pull-down Menus (Continued)

- Alt + E will pull down Edit menu
- Dimmed command is currently unavailable
- Ellipsis indicates further information is necessary
- Shortcut keys
Dialog Boxes

- Tabs provide access to sets of options
- Option buttons indicate exclusive items
- Text box allows entry of specific information
- Help button
- Spin buttons
- Command buttons
Help and Support Center

Keyword

Index button

Subtopics
A file is a set of instructions or data

- **Program file**: Microsoft Word or Microsoft Excel
- **Data File**: Document or workbook

Copy, move, rename or delete a file

A **folder** allows us to organize our files

- May contain files and/or other folders

**Drive Assignments**

- Drive A – the floppy disk
- Drive C – the fixed (local) disk
- Drive D and higher – CD, DVD, Network drives and so on
Files and Folders: Tiles View

Folder name
Chevron
Task pane
Status bar
Files and Folders: Details View

- Folder name
- Chevron
- Task pane
- Status bar
- Selected file
Windows Explorer

Start → All Programs → Accessories → Windows Explorer

- + sign indicates object is collapsed
- - sign indicates object is expanded
- Milestones in Communication is selected file
- Homework is the active folder
The Control Panel

Windows update takes place automatically

Double click to install a printer

Double click to add new user
Shortcuts

Quick Launch toolbar

My Computer icon

Shortcuts
The Search Companion

- Chevron indicates file size
- Search Pane
- Chevron indicates modification date
- File name
- Word in file
- Drives to search
- Search button