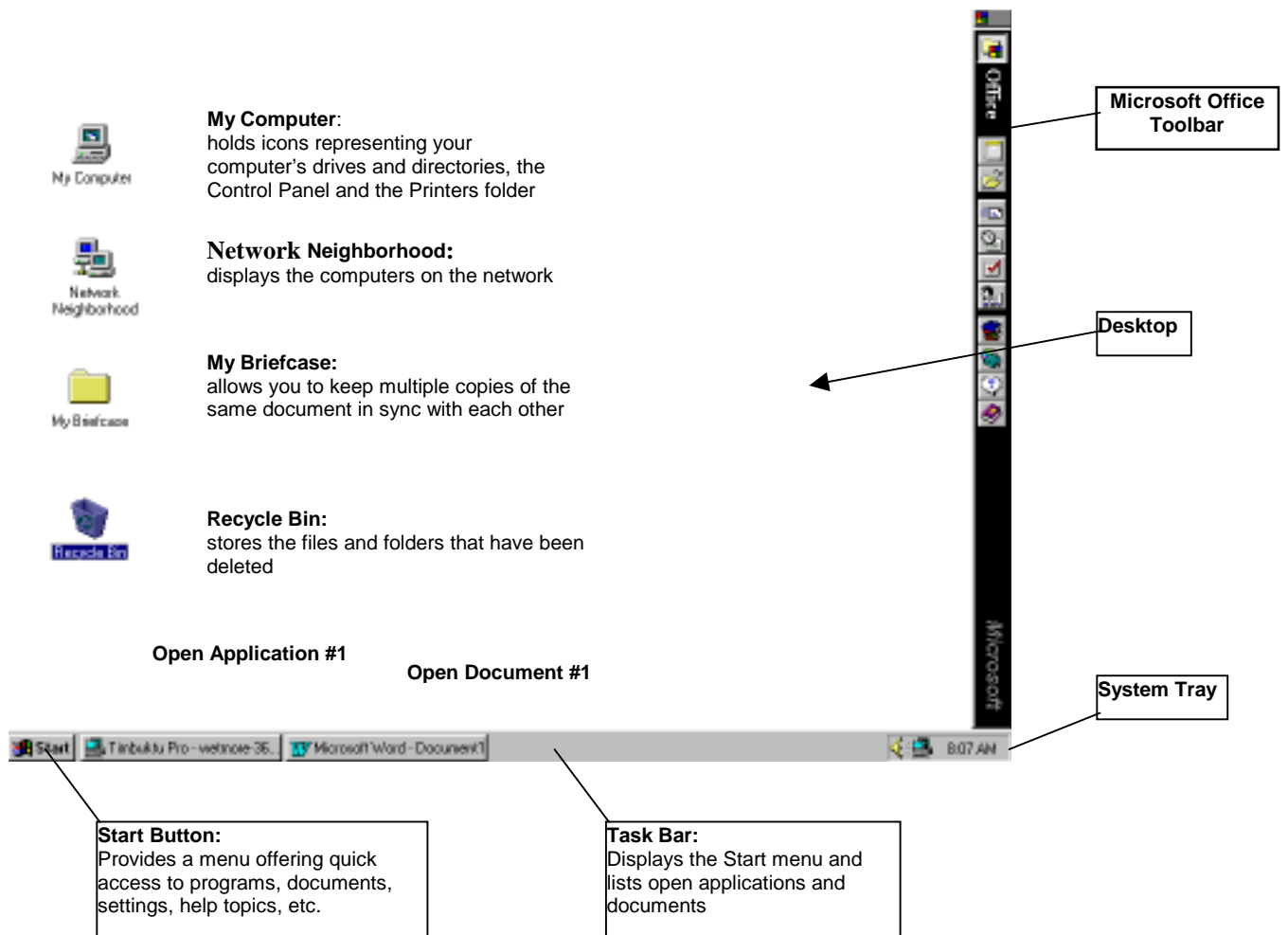


Getting Started With Windows 95

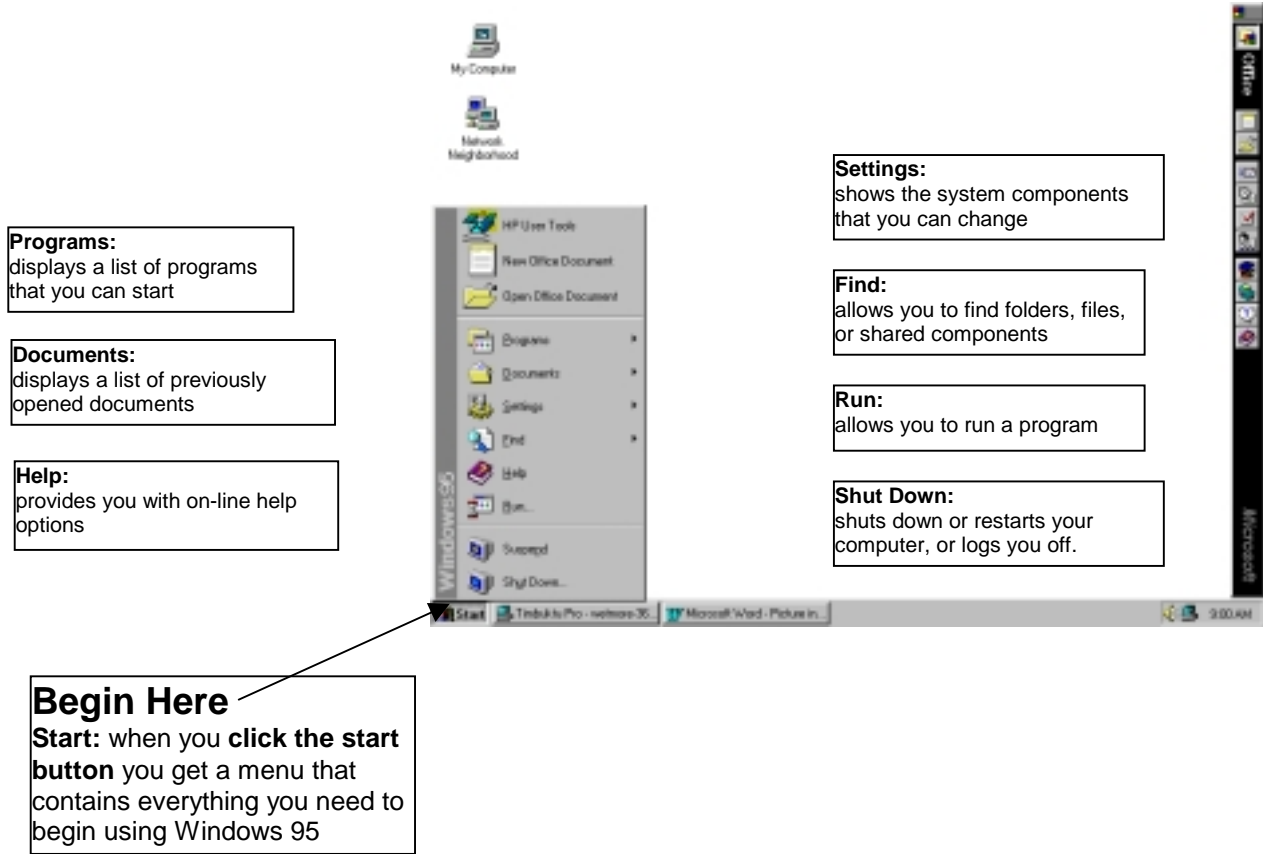
Touring the Desktop

When you first start Windows the desktop should look similar to this...



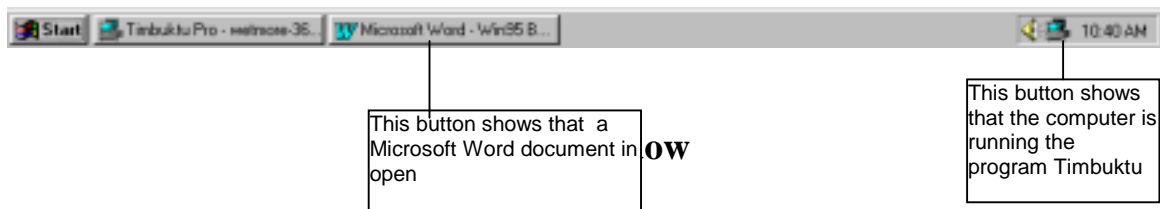
Microsoft Windows 95 is a graphically oriented operating system that provides a simple-to-use interface to the hardware and software components on your computer. You can use Windows 95 to manage files and folders, access programs and applications, quickly switch from one application to another, and transfer information between applications.

To Start Windows 95 turn on your computer by pressing the **Space Bar**. Once it has finished loading, the Windows 95 interface will be displayed for you. The *interface* contains the tools, menus, and graphical representations that allow you to interact with your computer.

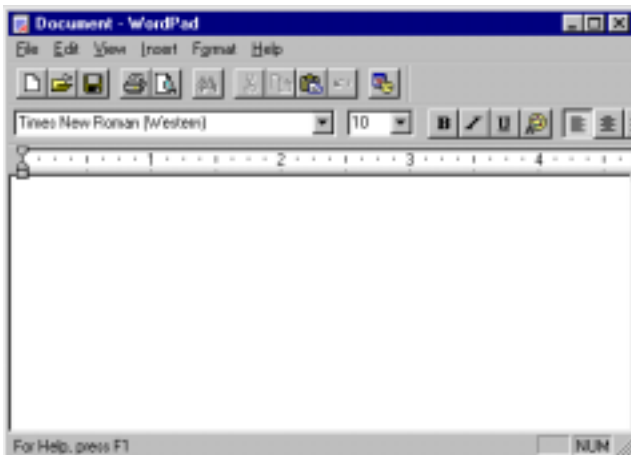
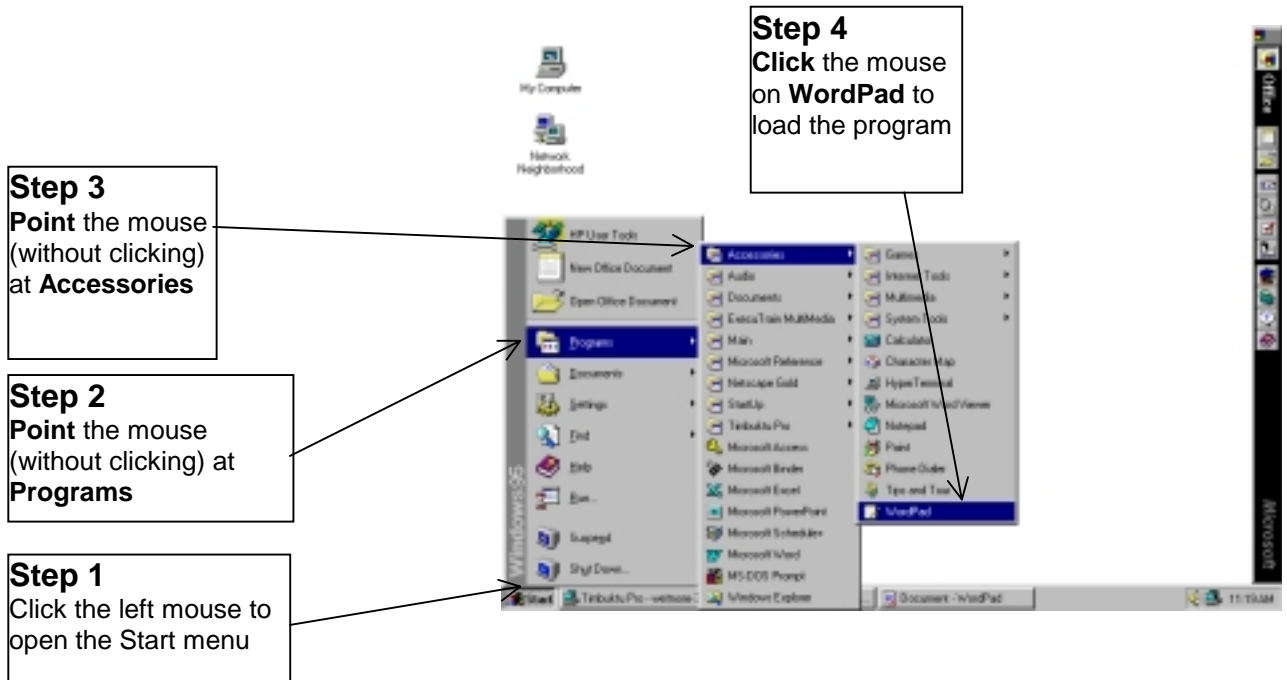


The Taskbar

By default, the taskbar is displayed at the bottom of the desktop. To relocate it simply drag it to a new location on your desktop. Initially, the taskbar contains the Start button and the clock. As you open applications or windows new buttons will appear on the taskbar



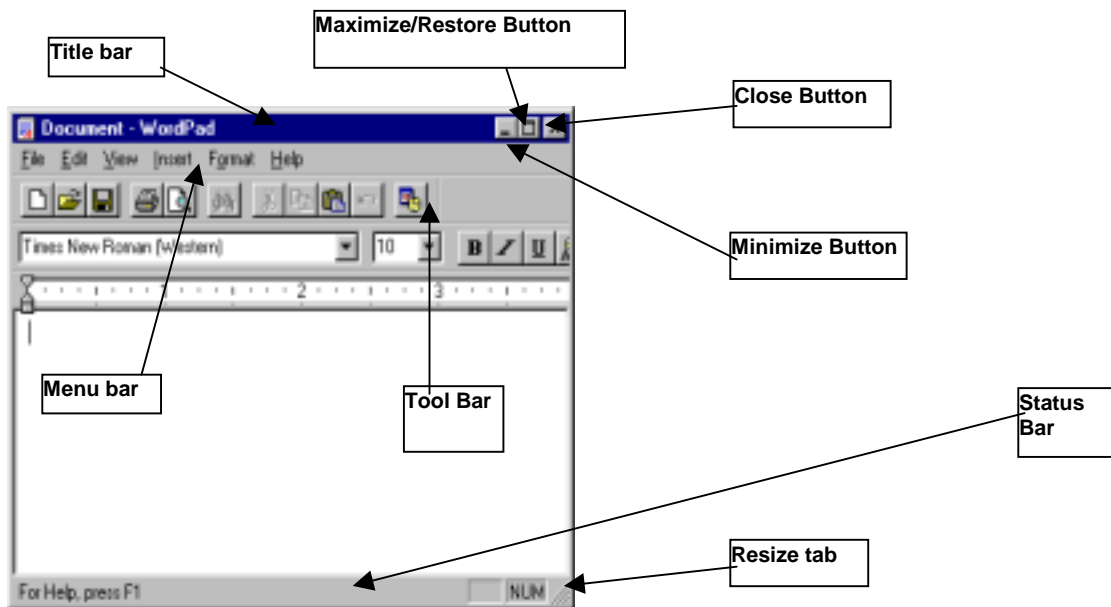
Click the left mouse to open the Start menu
Point the mouse (without clicking) at **Programs**
a new menu will appear to the right
Point the mouse (without clicking) at **Accessories**
a new menu will appear to the right
Click the mouse on **WordPad** to load the program



**You should get a window
similar to this**

Window Elements

Title bar	displays the name of the window
Menu bar	lists the available menus for the current window
Toolbar	lists buttons for commonly used functions
Minimize button	reduces the window to a button on the taskbar
Maximize button	enlarges the window to fill the desktop
Resize tab	allows you to simultaneously resize windows horizontally and vertically
Status bar	shows the number of objects in the window and displays prompts

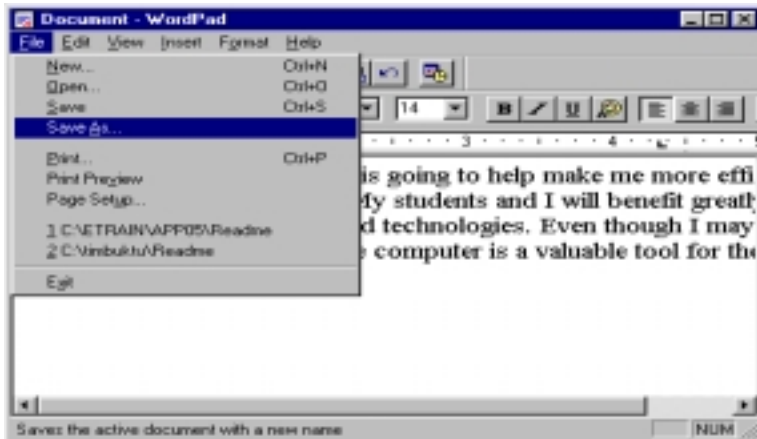


Creating a New Document

Now that you have WordPad open, you should see a flashing cursor in the text field. Begin typing as you would in any word processor. Use the following paragraph as your sample document.

Learning to use Windows 95 is going to help make me more efficient and organized in my classroom. My students and I will benefit greatly from using the computer and related technologies. Even though I may get frustrated at times, I know the computer is a valuable tool for present and future needs.

Saving A New Document



Step 1
Open the File Menu

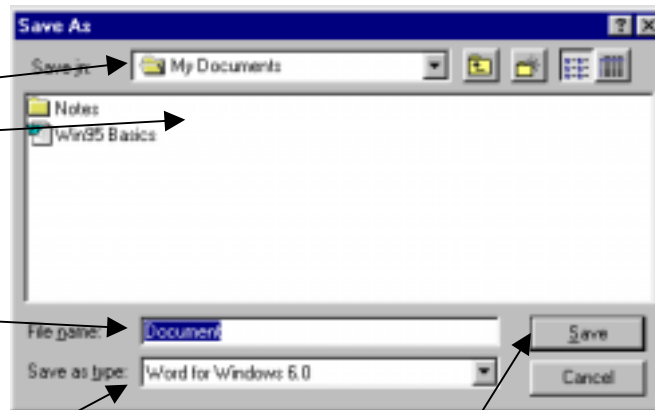
Step 2
Click Save As

To save to a different drive and/or folder, open the Save In list, click the drive you want, and then double click the folder

Step 3
Select the folder or location to where you want to save your document

Step 4
Type the name of your document in the File Name box

To change a file type, click this arrow and click the type of file you want



Step 5
Click Save

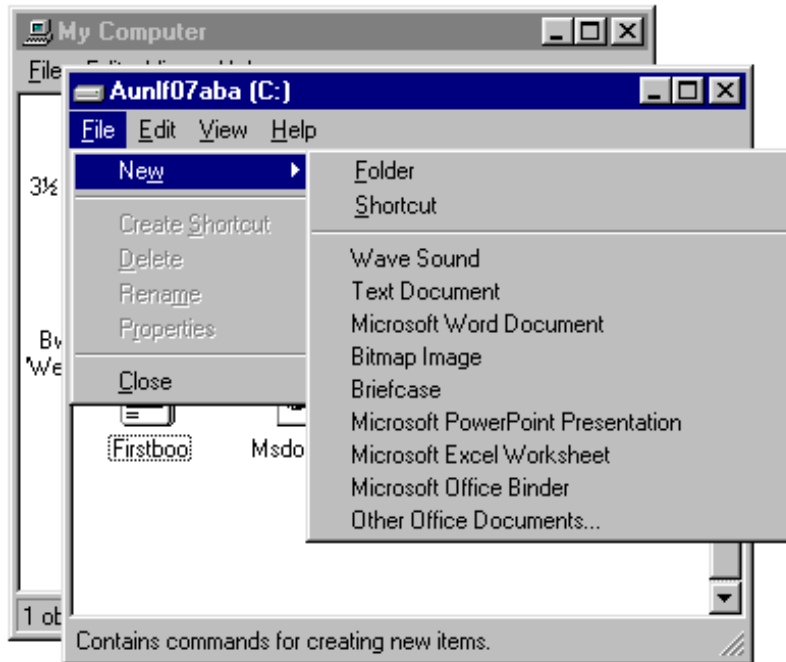
Organizing Files and Folders

Creating a Folder

Working with files is easier if you group related files into folders. Creating a folder enables you to keep your documents separate from the program's files so you can easily find what you need to do your work.

Step 2
Open the **File** menu

Step 3
Choose **New**



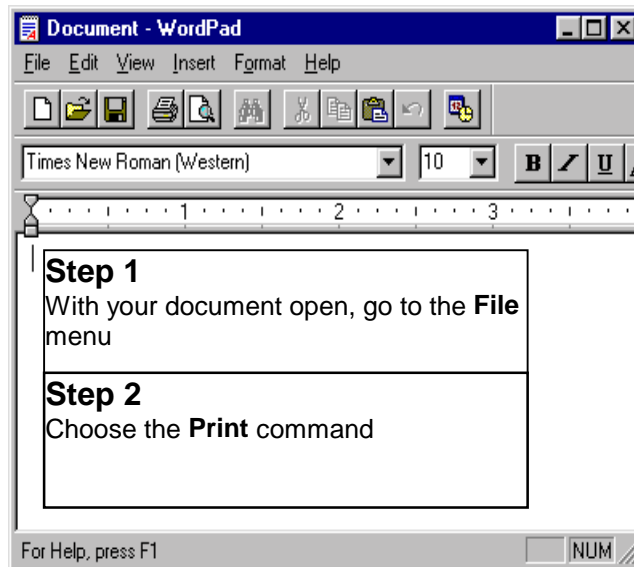
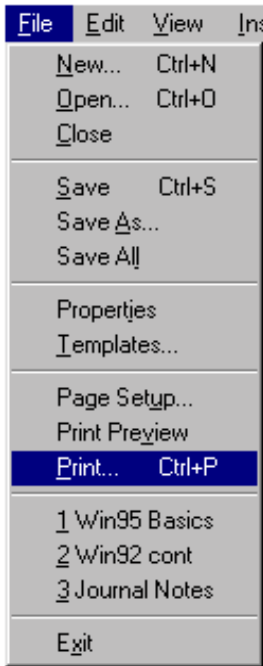
Step 1
Open the window where you want to create the new folder

Step 4
Choose **Folder**

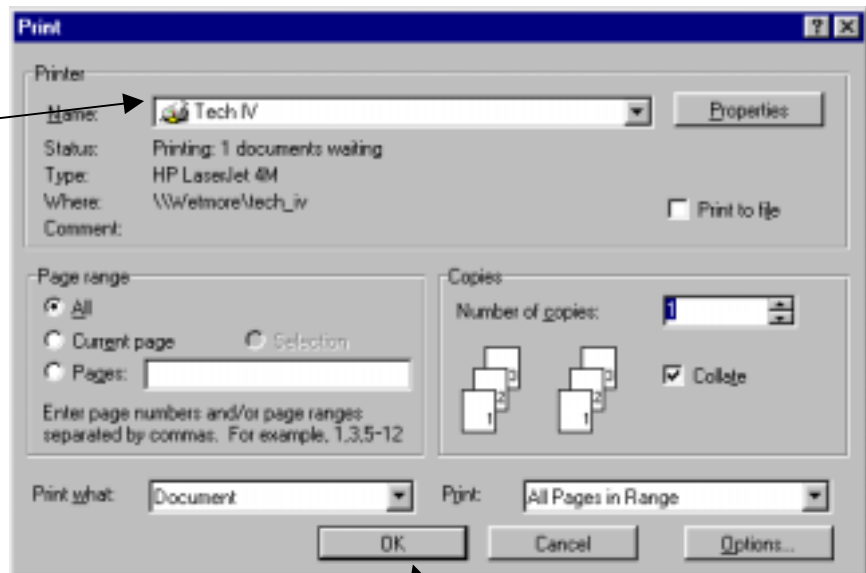


Step 5
Your new folder will appear in the drive window. **Click** the mouse on the folder's name, **New Folder**. The pointer will change to an I-beam and the name of the folder is highlighted. Enter a new name for the folder; when you type, the old name disappears. Press **Enter** when you have finished.

** To **Delete** a folder or file, select the folder/file you no longer want. Open the **File** menu and choose **Delete**. A dialogue box will appear asking if you really want to delete the folder. Select **Yes**.



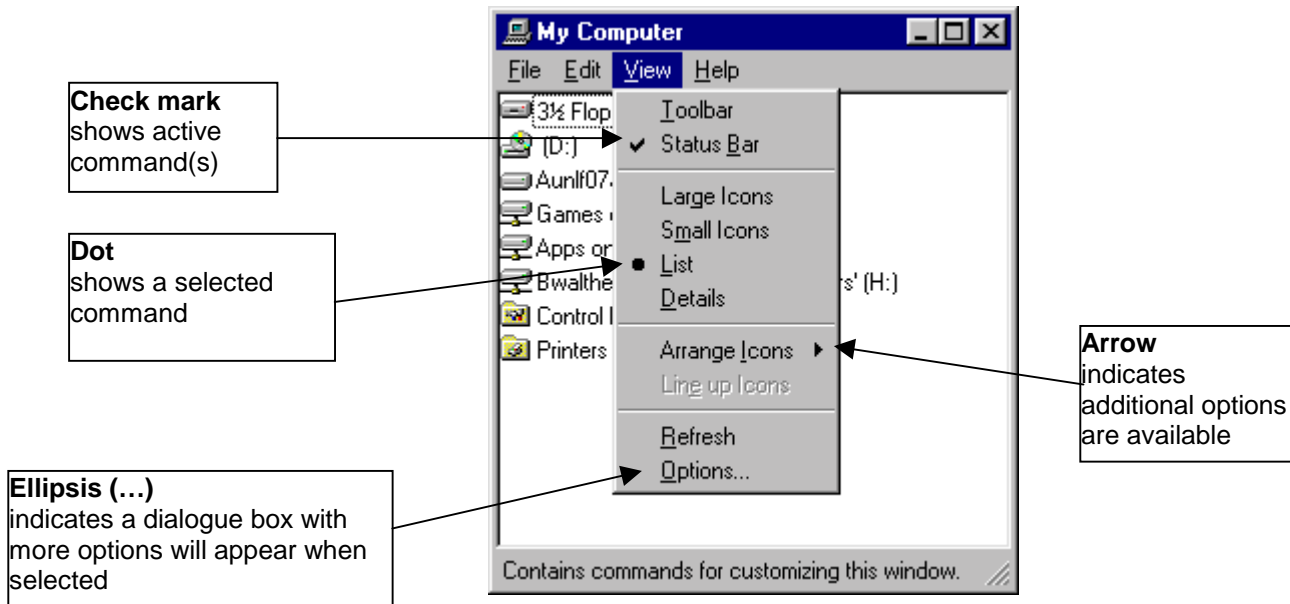
This is the name of the current printer selected. Clicking the Properties button will display other printers that you may choose to use.



Step 3
After selecting your preferences, choose **OK** to print your document.

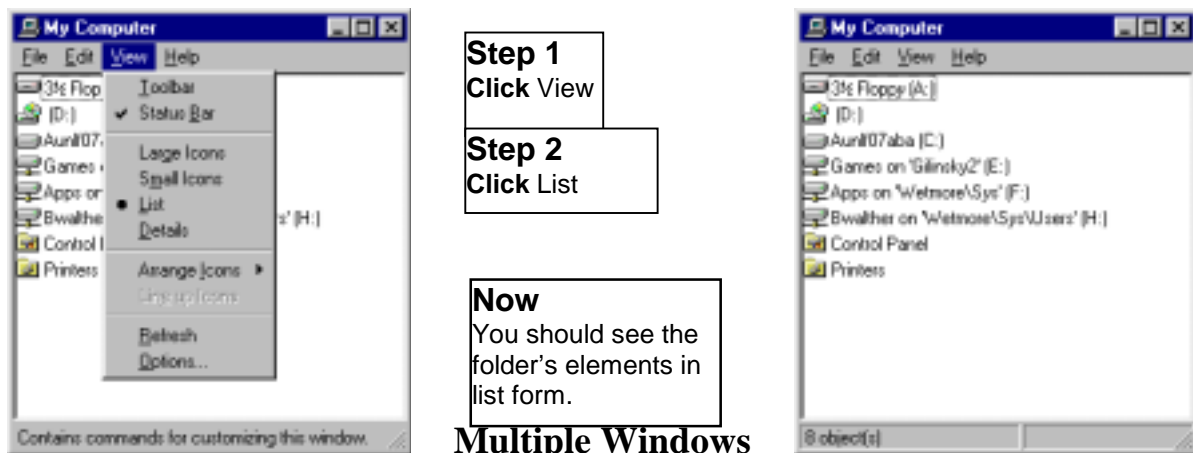
Understanding Menus

Double Click the **My Computer** icon
Click the left mouse on **View**
 you will be presented with the view menu



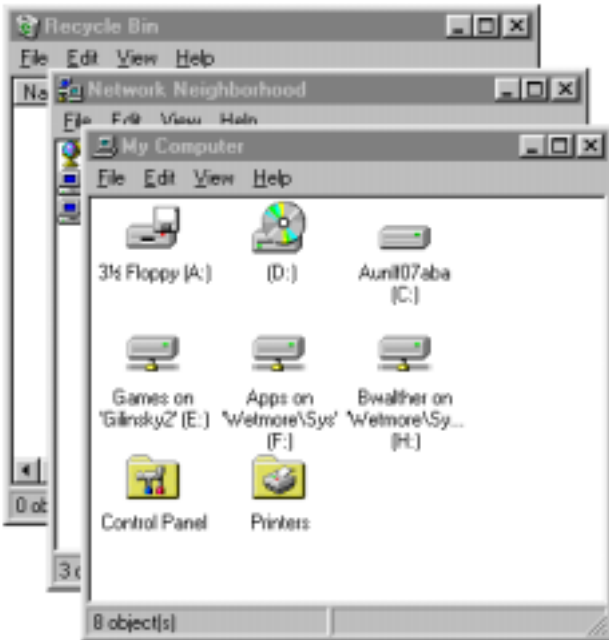
Changing the Window Display

With the **My Computer** window open:



Multiple Windows

As multiple windows are opened, it is easier to work if all of the windows are partially visible. You can either **Repeat** steps 1 and 2 but this time **Click Large Icon** and your window will change to a new display mode. In let Windows do it for you automati



To rearrange windows so they overlap:

Open the desired windows

Right-Click the taskbar

Click Cascade

To tile windows, right-click the taskbar, then

Click Tile Horizontally or **Tile Vertically** to tile the windows as desired.

Changing the Active Window

Each time you open a new window, a corresponding button appears on the taskbar. To activate different windows, you can click the corresponding button on the taskbar. If part of a window is visible, you can also activate a window by clicking anywhere within the desired window.



Click here to activate the Network Neighborhood window

OR

Click here on the taskbar to activate the window



Creating a Shortcut

Shortcuts are quick ways to access the files, folders, and objects you use most often. They help you to simplify the tasks you perform on a regular basis. For example, you may have a file you use frequently in Word or Excel. Each time you want to access the file, you

start the application, then open the desired file. You can create a shortcut on your desktop that automatically starts the application and opens the file.

To put a shortcut on the desktop

Step 1
Open the folder that contains the object for which you want to create a shortcut

Step 2
Click File on the menu bar

Step 3
Click Create Shortcut on the File menu



Step 4
You will see your shortcut appear in the window. **Drag** the shortcut to the desktop.
To access the shortcut from the desktop, double click the shortcut object.

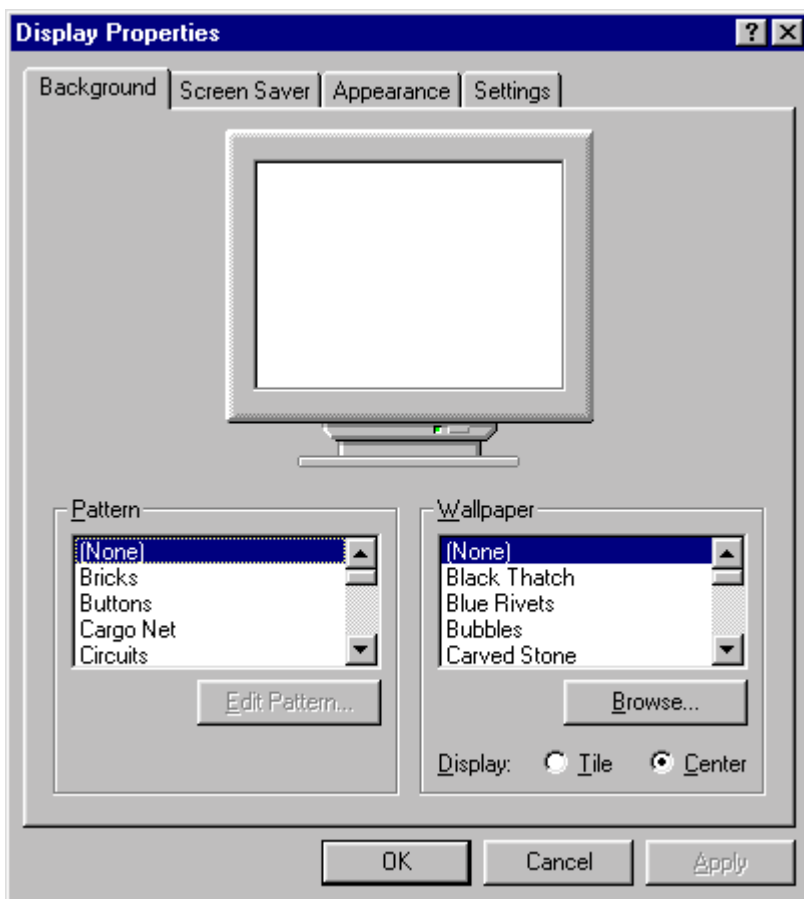
****When Deleting a Shortcut**
Right Click the shortcut icon.
Click Delete on the Object menu, a Confirm File Delete alert box will appear
Click the Yes button

***You can also use drag an item to the desktop to create a shortcut.*

You can personalize your desktop background, icons, wallpaper and screen savers.

Right Click the mouse on the desktop

Click Properties



Use the Tabs to explore further options that you can use to customize in Windows 95

Use the Wallpaper list to select an item—
Wallpaper will be placed on top of a pattern.

Use the Pattern list to select an item

Click Apply to place your changes to the desktop