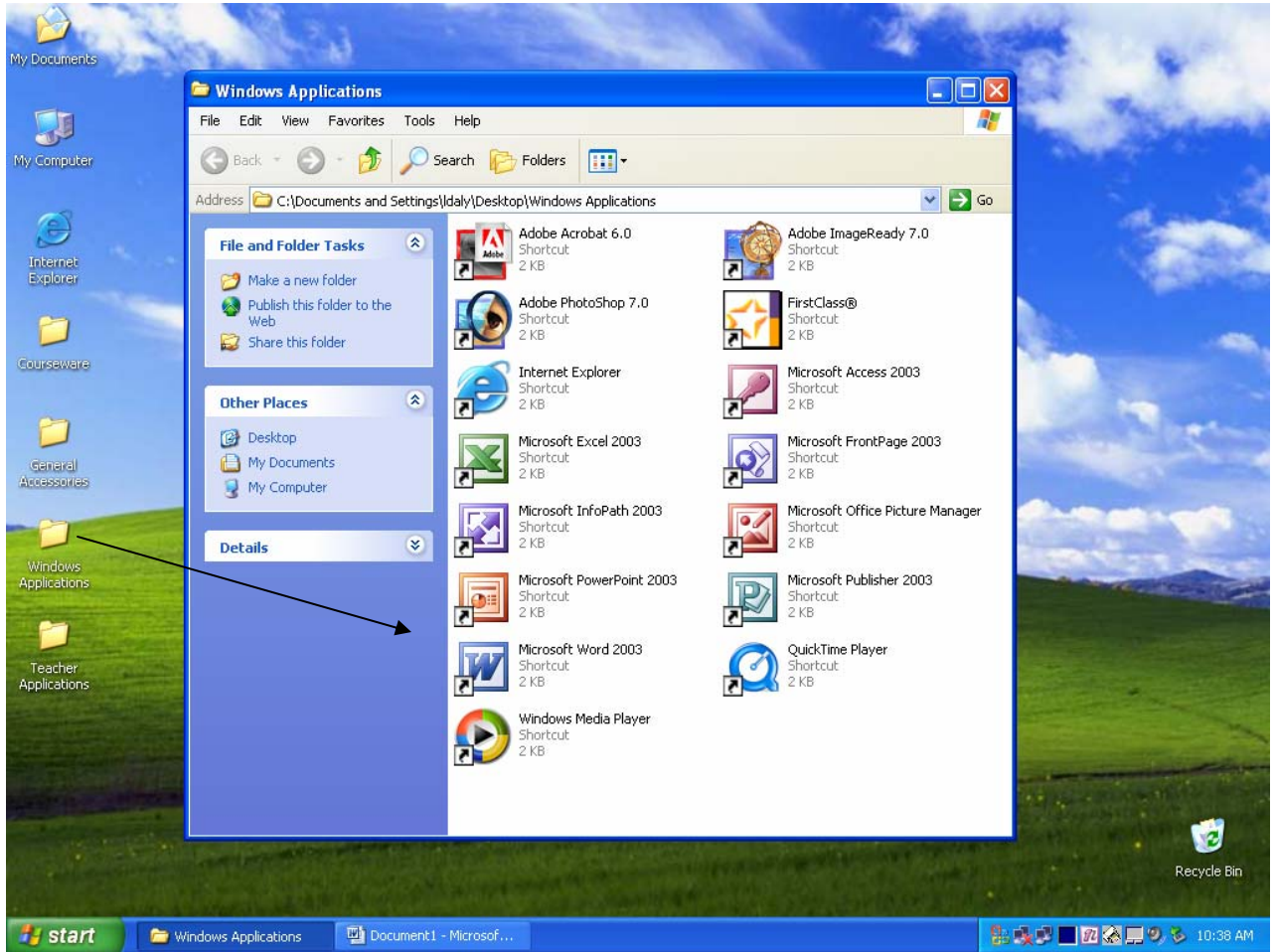
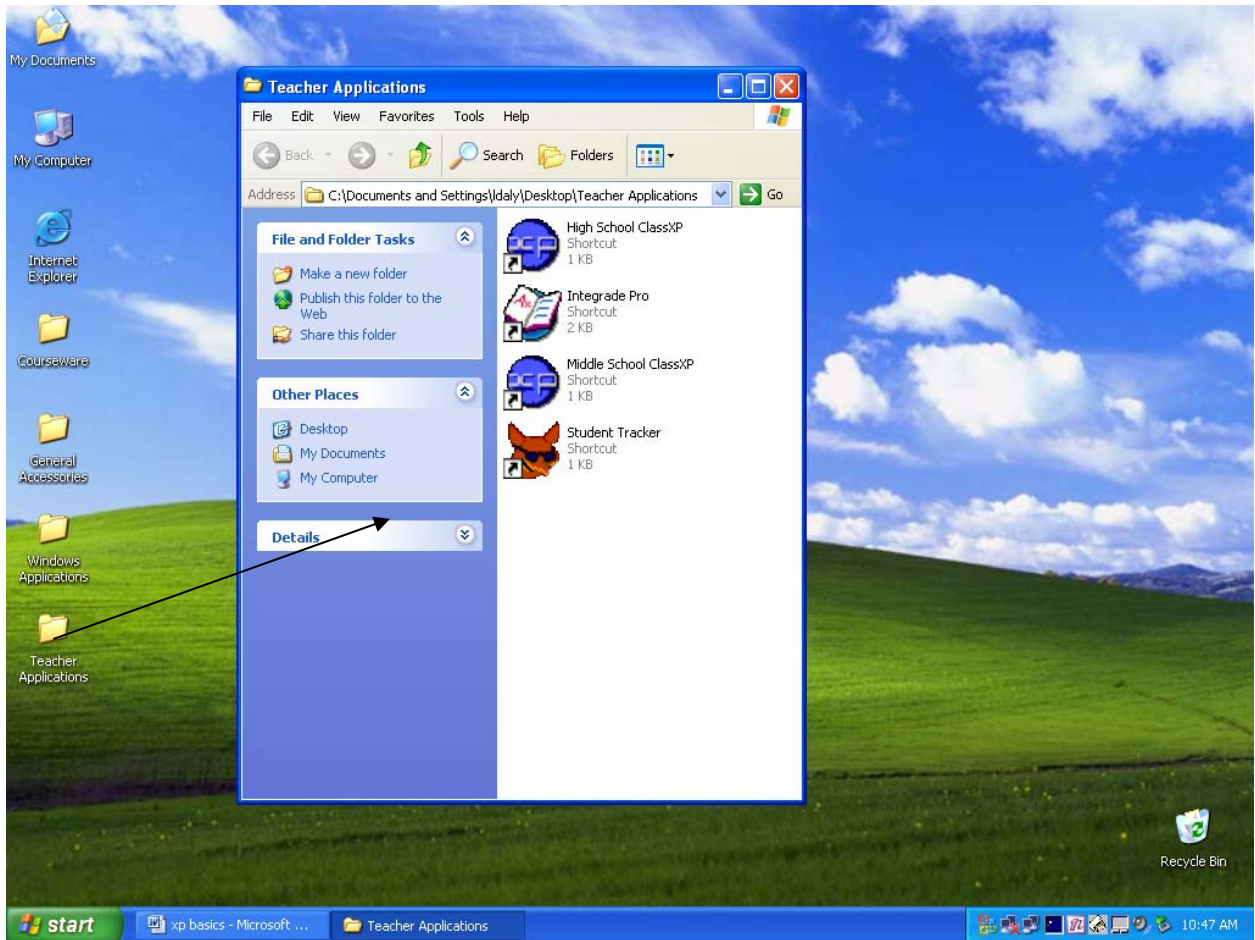


Windows XP for Beginners

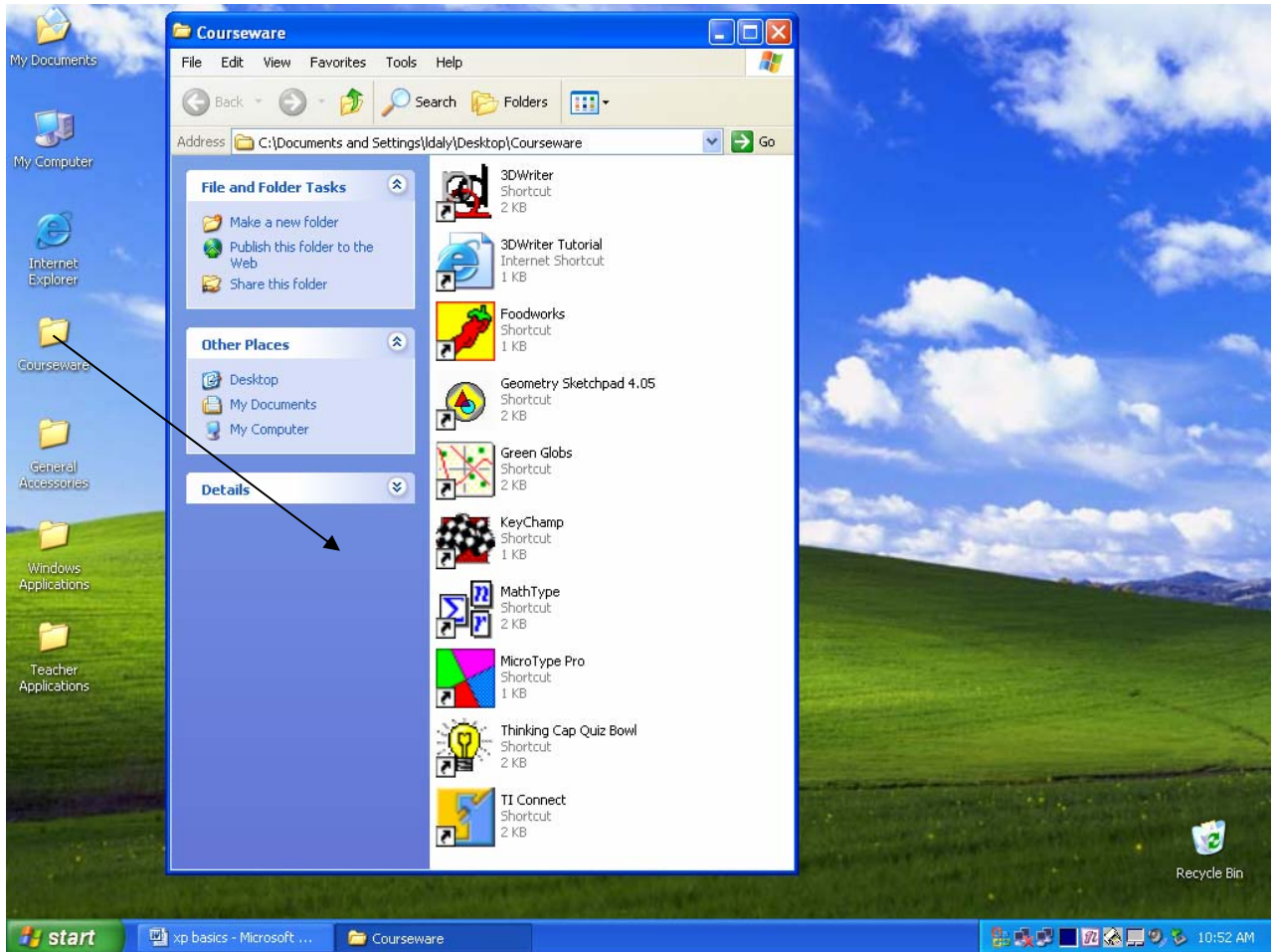
The teacher's desktop on all workstations is the same when you login for the first time. You can find the applications shown below by double clicking the “**Windows Applications**” folder:



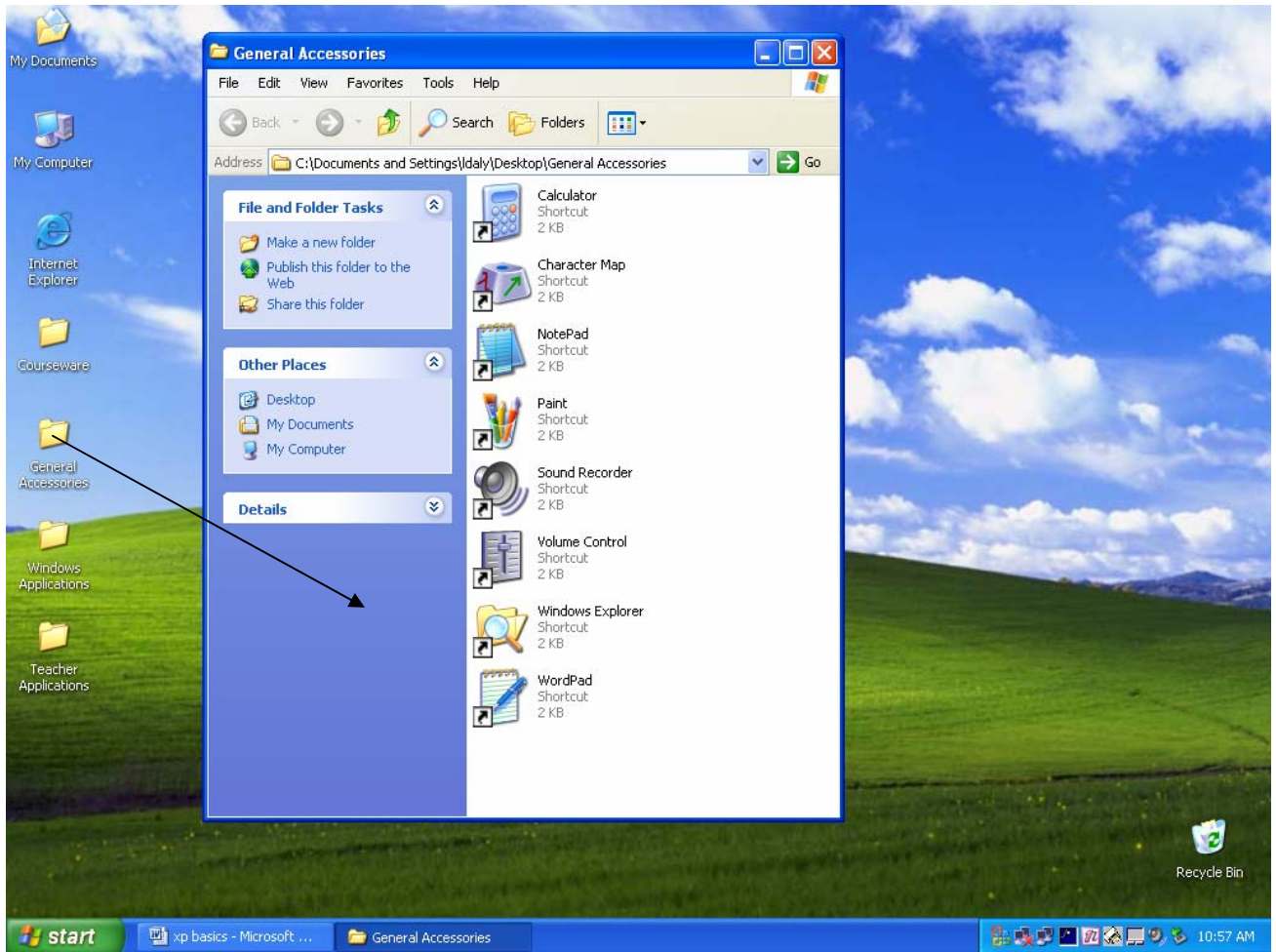
By double clicking on the “**Teacher Applications**” folder you can find the teacher specific applications shown below:



By double clicking on the “Courseware” folder you can find the course specific applications shown below:

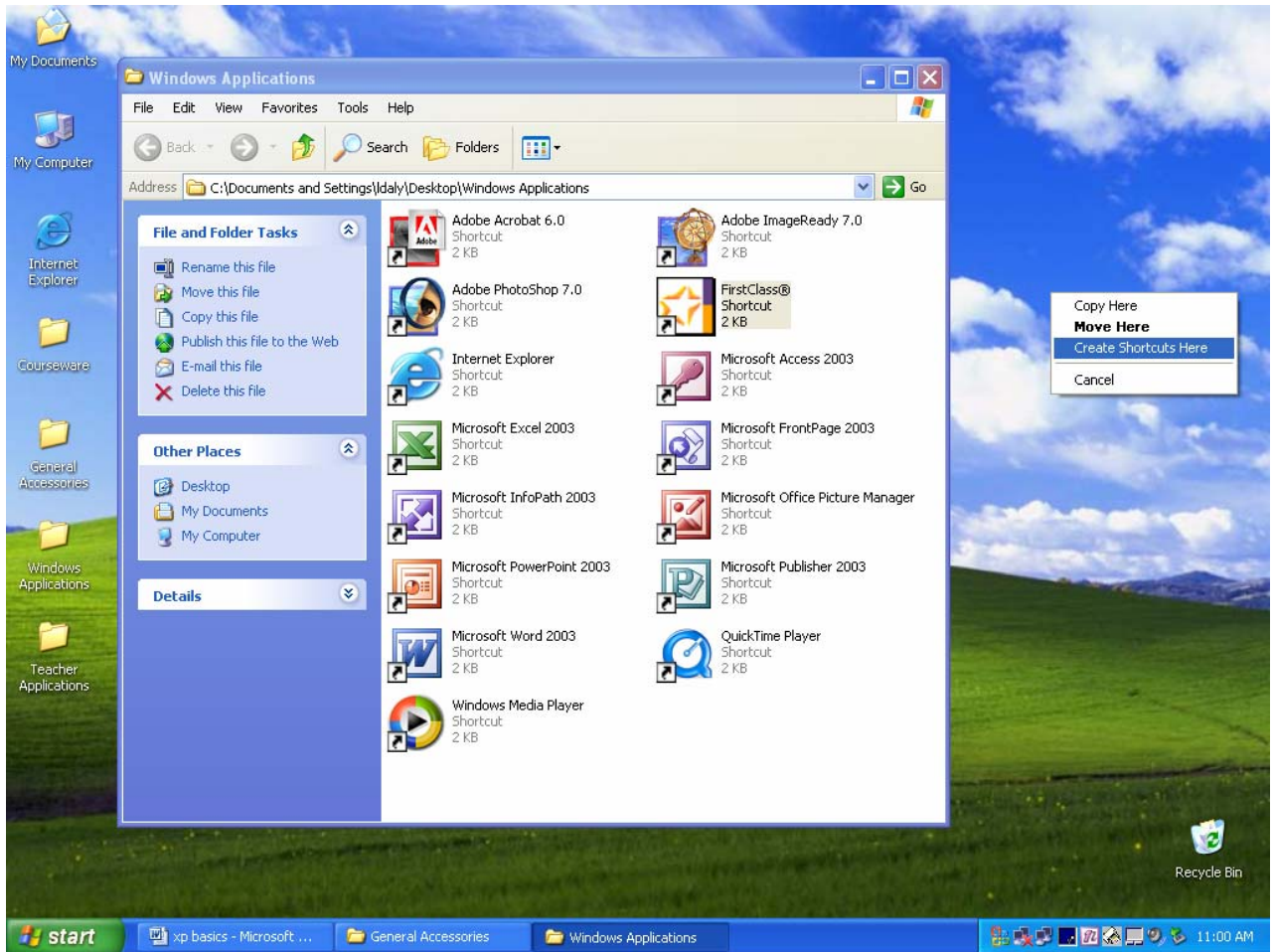


By double clicking on the “**General Accessories**” folder you can find the most commonly used applications shown below:



All of the icons in these folders are also available in the **Start** menu under **Programs**.

You can customize your desktop by creating shortcuts to the applications you use the most by right clicking and dragging the icon to the desktop. When you release the button, a menu option will appear, choose “Create Shortcut Here” and an icon to the application you chose will now be on the desktop.



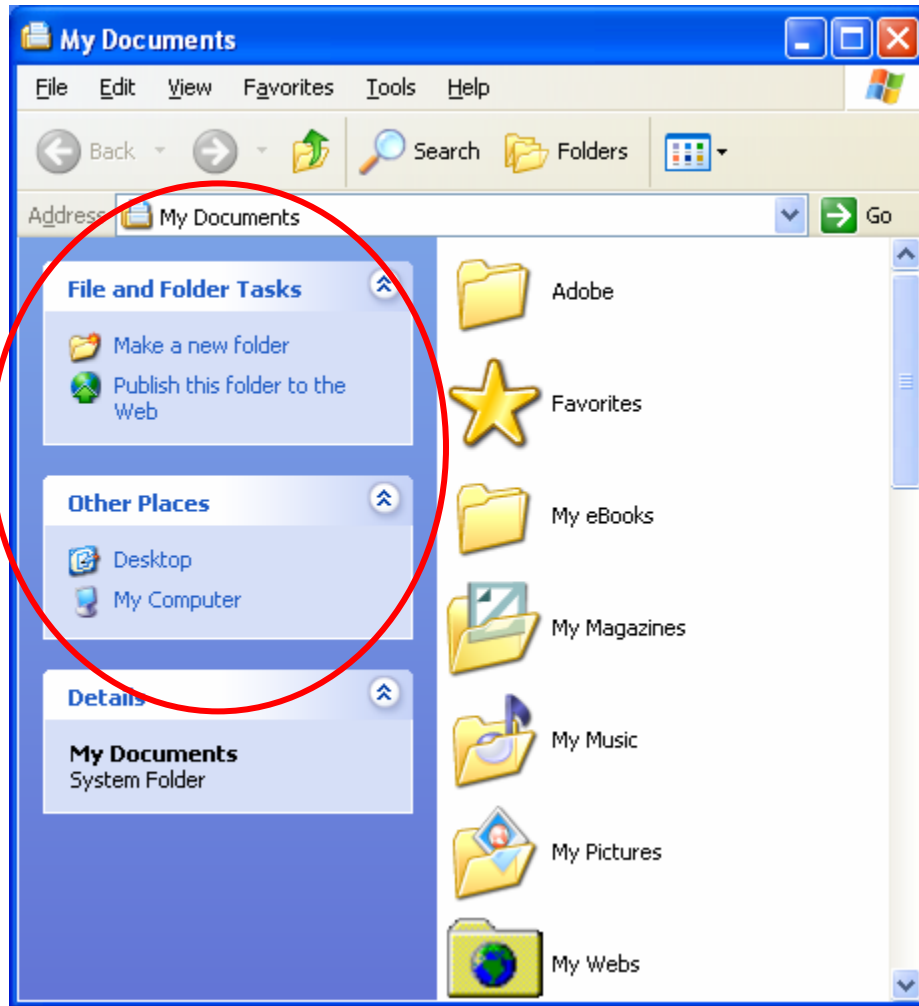
Please note that these desktop modifications are computer specific, so every time you login to that particular computer your personalized desktop will be the same. If you login to another computer the generic desktop will be in place.

The right click on your mouse is really the key to working in a Windows environment. Left click is to execute and right click gives you menu options, so don't be afraid to right click on everything for a task specific menu. For instance, if you right click on your desktop and choose properties the configuration tabs shown below will appear:



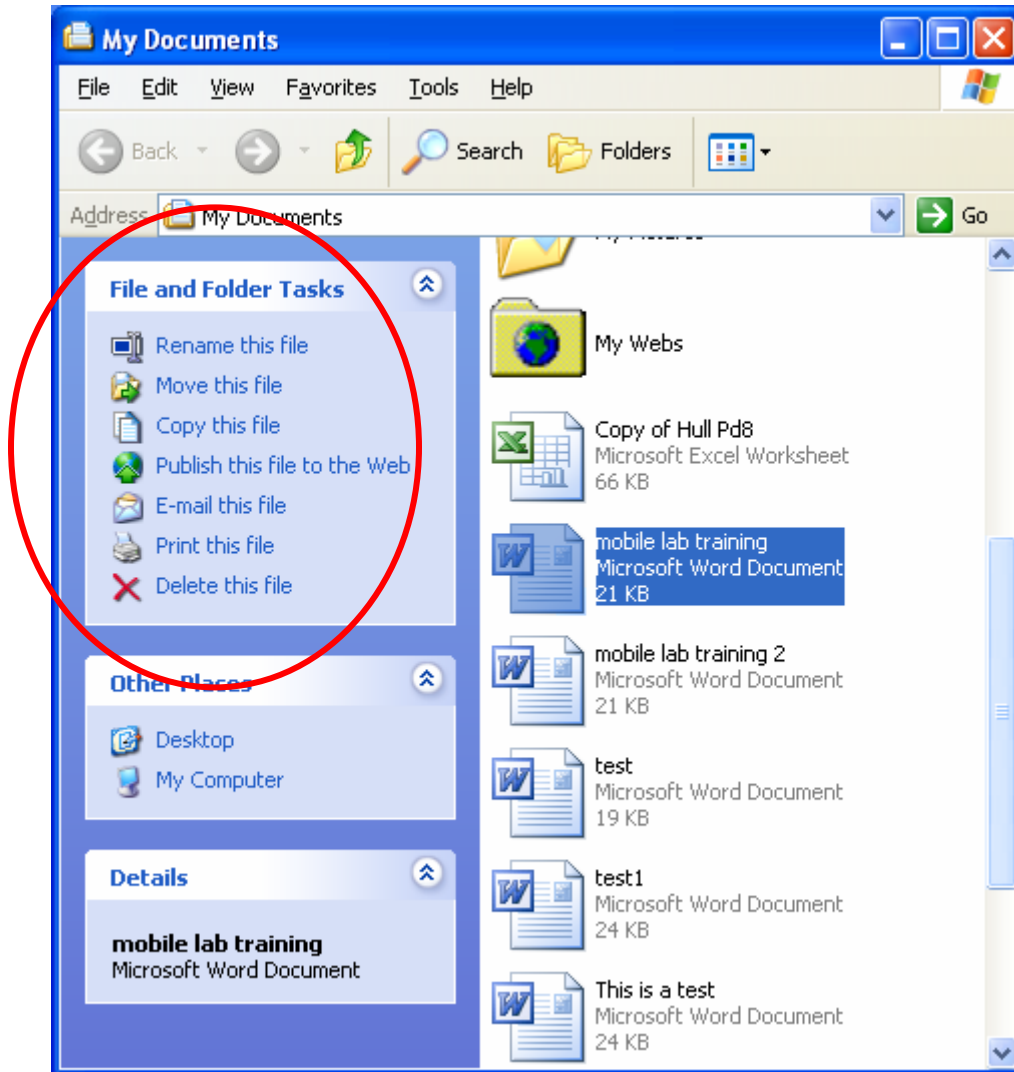
This window allows you to change your desktop wallpaper, icon size, appearance, screensaver and screen resolution. So remember, right click on everything.

One of the useful new features in Windows XP is the task bar on the left side of you're My Documents folder and other windows:

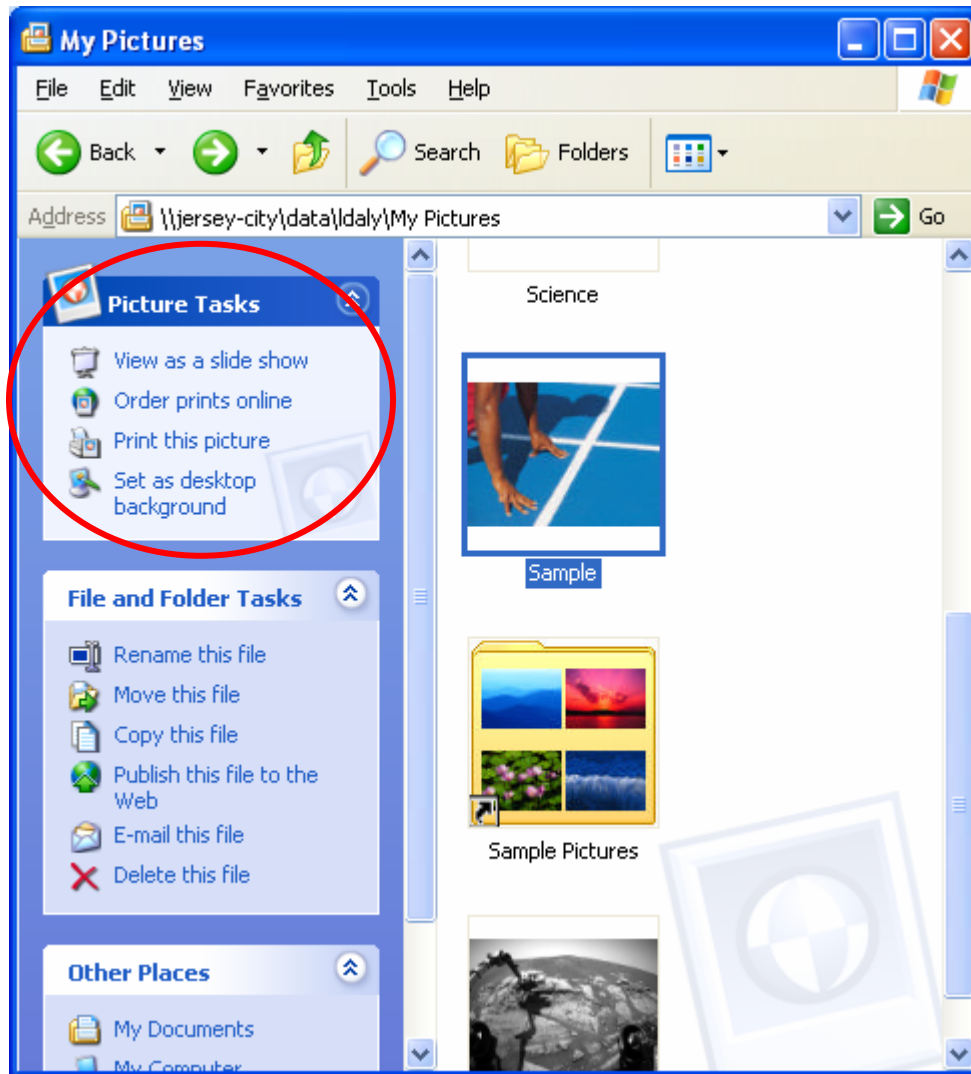


Notice the options on the task pane when you first open the window: you can create a new folder, publish that folder to the web, or have easy access to other areas, such as My Computer or your Desktop.

If you highlight a file or folder notice how the options change to help you with the most common tasks associated with the highlighted object:



The **My Pictures** folder, located in **My Documents**, also has its own set of taskbar features that can be very useful. Notice that besides the normal file and folder tasks, there is also a section specifically for your pictures, you can view your pictures as a slide show, print, set that picture as your desktop background and even order prints online.



There is a variety of ways to view the files and folders to make them easier to work with. These options can be found under **View** at the top of your folder window and include: filmstrip, tiles, thumbnails and list.

Visit these websites for more tips on using the Windows XP operating system:

<http://www.microsoft.com/windowsxp/expertzone/tips/default.asp>

<http://www.microsoft.com/education/>

