

PERSONAL COMPUTERS

STARTING AND STOPPING WINDOWS XP



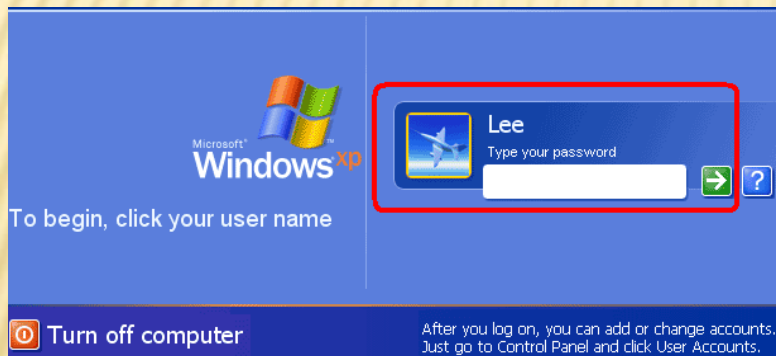
STARTING AND STOPPING WINDOWS XP

- ✘ Start & Stop Windows
- ✘ Point & Click With The Mouse
- ✘ Enter Commands
- ✘ Start & Stop Programs
- ✘ Minimize & Maximize A Window
- ✘ Use The Taskbar



STARTING WINDOWS XP, VISTA OR WINDOWS 7

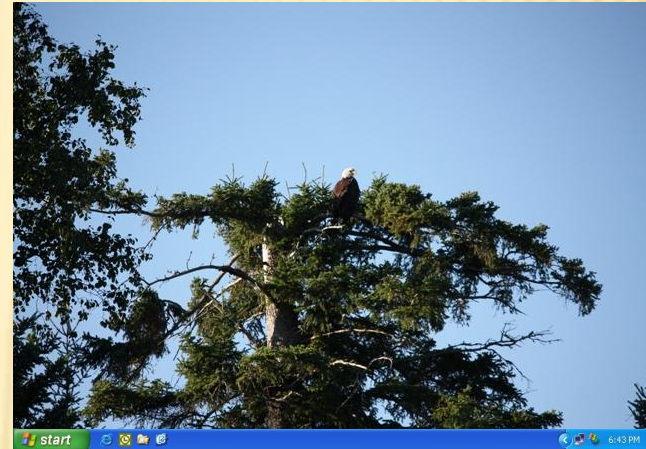
- ✘ Press Power Button PC
- ✘ Press Button Power Button On Monitor
- ✘ After Few Minutes, Should See Sign-In Screen



- ✘ Select Shrine PC Class #
 - + Password Is Shrine2010



DESKTOP SHOULD APPEAR





USING THE MOUSE (OR TRACKBALL)

✘ Operate Computer Entirely Using Mouse

✘ Five Primary Functions

+ Point

+ Click

+ Double-Click

+ Drag

+ Right-Click

✘ Rest Hand On Top Of Mouse





POINTING WITH THE MOUSE

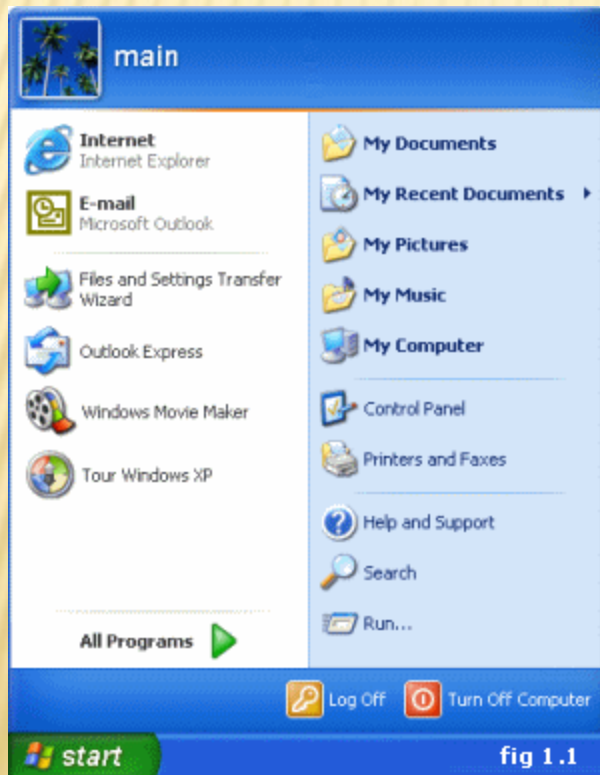
- ✘ Find Mouse Pointer On Screen By Moving Mouse
- ✘ Move Pointer To The Start Button
- ✘ Hold Mouse Still





MOUSE BUTTONS

- ✘ Left Button Most Important
- ✘ Point To *Start* Button, Briefly Press Left Button





MOUSE BUTTONS – CON'T

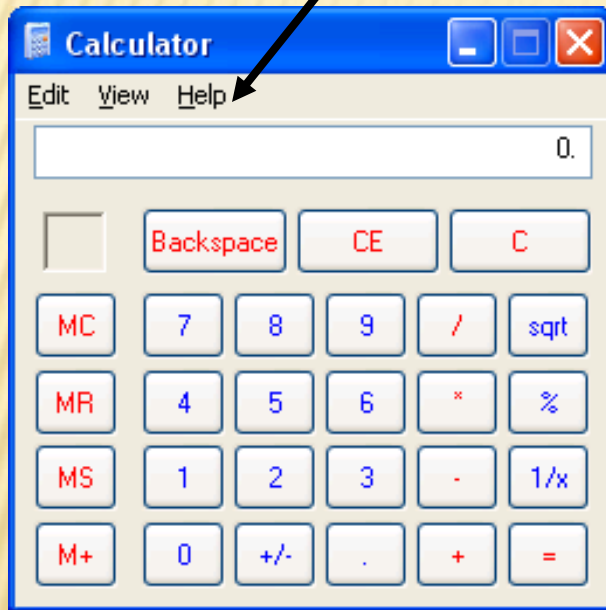
- ✘ Point To All Programs – Don't Click
- ✘ Point To Accessories – Don't Click
- ✘ Click On Calculator





ENTERING COMMANDS

- ✘ Click On Help, Click On About Calculator

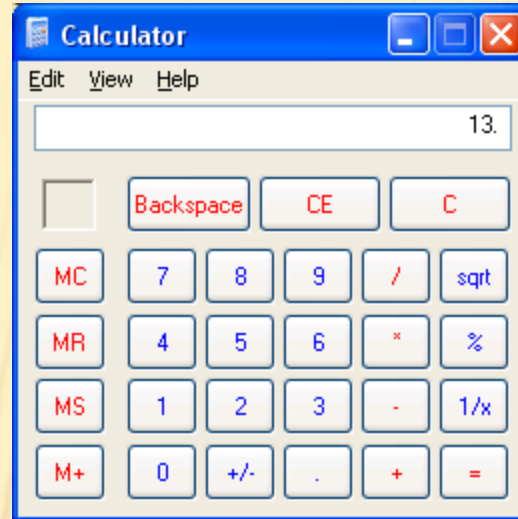


- ✘ Click On OK



CALCULATING BY CLICKING

- ✘ Click On 8
- ✘ Click On +
- ✘ Click On 5
- ✘ Click On =

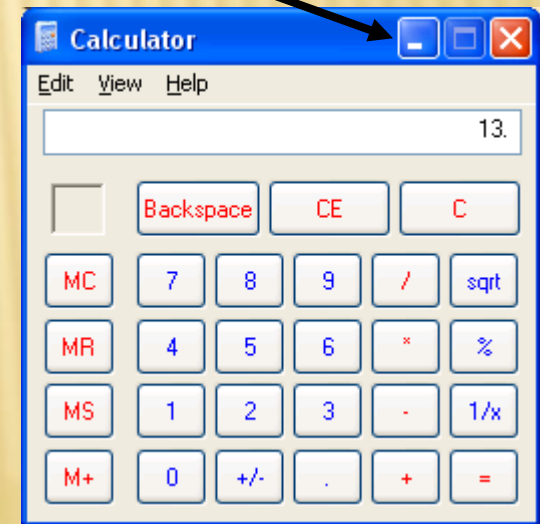


- ✘ Difficulty Clicking? Try To Hold Mouse Steady



MINIMIZING A WINDOW

- ✘ Temporarily Make Window Small
- ✘ Program (Calculator) Still Running
- ✘ Click On Minimize Button
- ✘ Gone From Screen
- ✘ Next To Start Button
 - Calculator



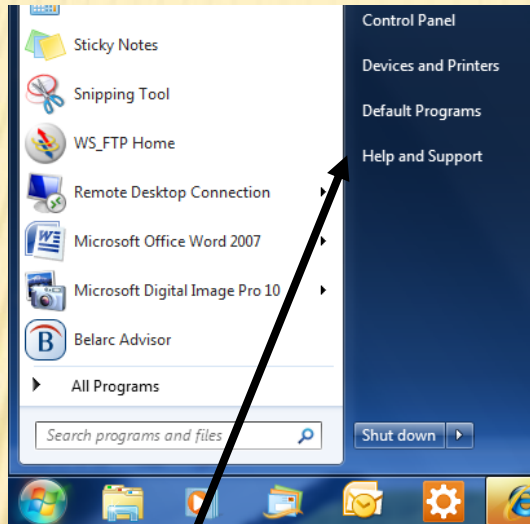


START ANOTHER PROGRAM

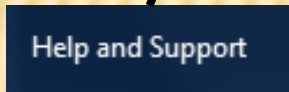
✘ Click On



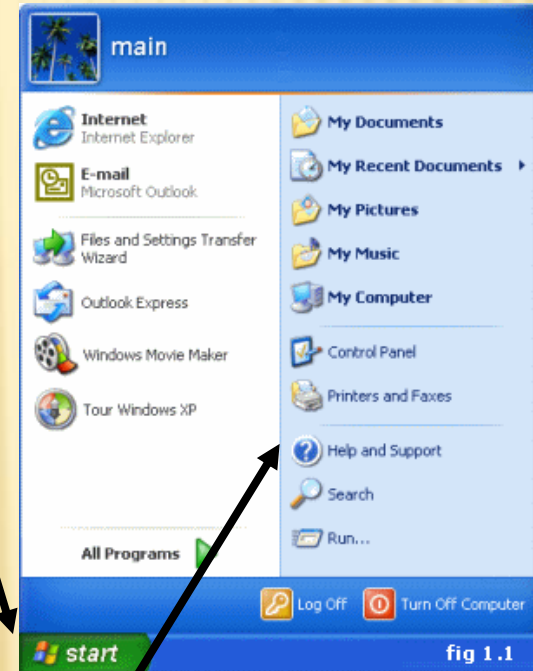
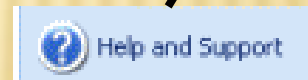
+ Or



✘ Click On



Or





HELP AND SUPPORT CENTER – USER’S MANUAL

✘ All Windows Information You Need Is In Here

Help and Support Center

Back Home Index Favorites History Support Options

Search

Set search options

Help and Support Center
Windows XP Professional

Pick a Help topic

- What's new in Windows XP
- Music, video, games, and photos
- Windows basics
- Protecting your PC: security basics

Ask for assistance

- Invite a friend to connect to your computer with **Remote Assistance**
- Get **support**, or find information in **Windows XP newsgroups**

Pick a task

- Keep your computer up-to-date with **Windows Update**
- Find **compatible hardware and software** for Windows XP
- Undo changes to your computer with **System Restore**
- Use **Tools** to view your computer information and diagnose problems

Did you know?

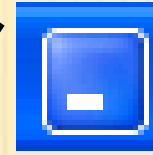
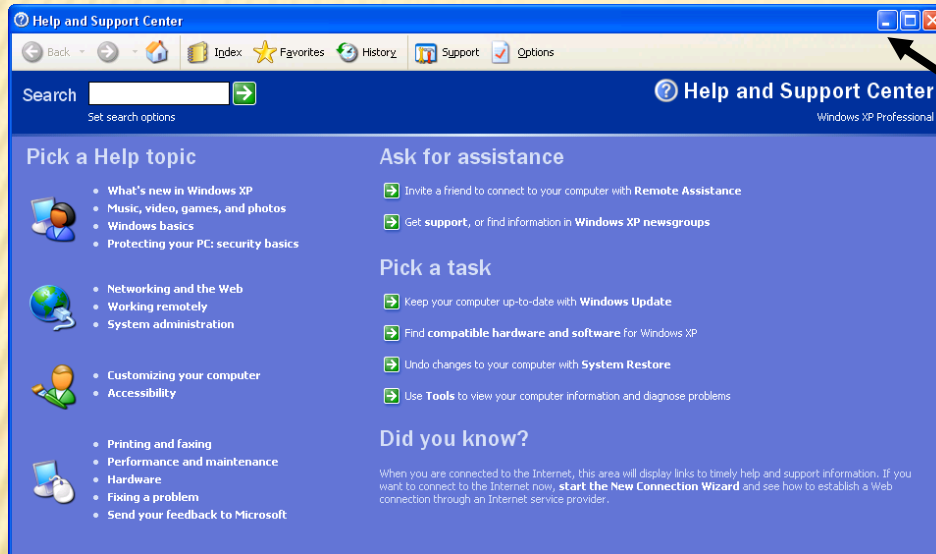
When you are connected to the Internet, this area will display links to timely help and support information. If you want to connect to the Internet now, **start the New Connection Wizard** and see how to establish a Web connection through an Internet service provider.

Click On Restore
Window Size Button



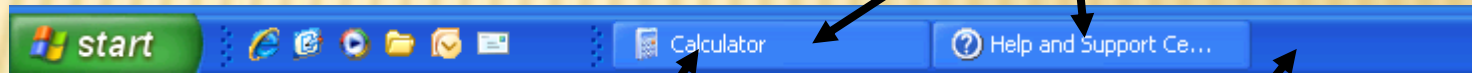


MINIMIZE WINDOW



Click On
Minimize Button

Both Programs Are
Minimized But Still Running



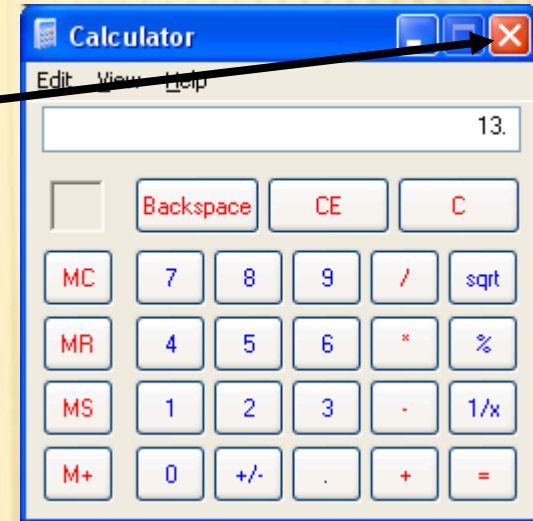
Click On Calculator

This Is The Taskbar

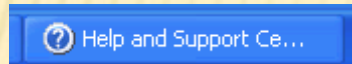


STOPPING A PROGRAM

✘ Click Stop Button



✘ Click



✘ Click Its Stop Button



✘ Both Programs Are Closed And Not Running



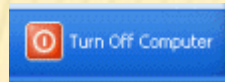
STOPPING WINDOWS

✘ Click On

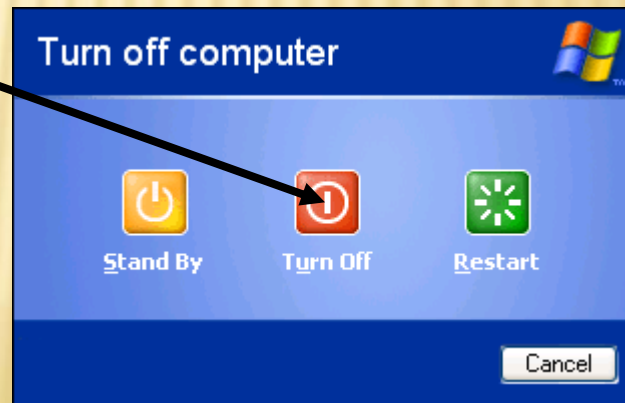
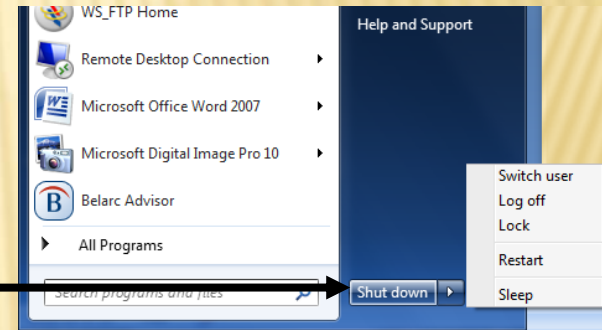
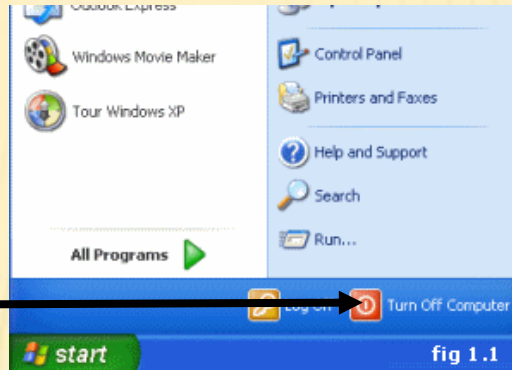
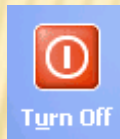


Or

✘ Click On



✘ Click On





EXERCISES

- ✘ Turn The Computer And The Display Back On
- ✘ Start The Calculator
- ✘ Minimize The Calculator Window
- ✘ Start The Help And Support Center
- ✘ Change The Help And Support Window To A Different Size
- ✘ Minimize The Help And Support Center Window
- ✘ On The Taskbar, Open The Calculator Window Again
- ✘ Close The Calculator
- ✘ On The Taskbar, Open The Help And Support Center Window
- ✘ Close The Help And Support Center
- ✘ Close Windows And Turn Off The Computer And Monitor



BACKGROUND & TIPS

✘ When Should You Turn Off PC? – Frequent On & Off Not Good

+ Consider Standby – Low Power, “Instant” Start

✘ If PC Appears To Go Off By Itself


+ Wiggle Mouse Or Press Any Key

+ Wakes Up From Standby Or Power Saving Modes


✘ Another Image Suddenly Appears

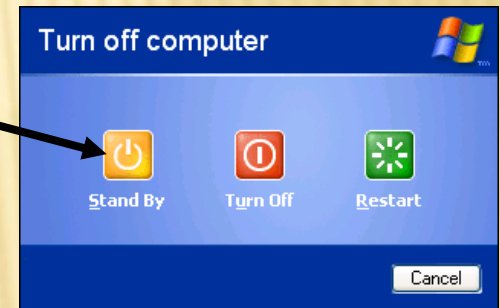
+ Screen Saver – Prevents “Burn-In” (CRT Monitors Only)

✘ Mouse Pointer Changes

+ Hourglass – Computer Busy, Wait For Pointer To Return 

+ Combination – Computer Working In Background 

+ Hand Pointer – Select Link 





PARTS OF WINDOWS

Window – Frame Containing Program Or Information

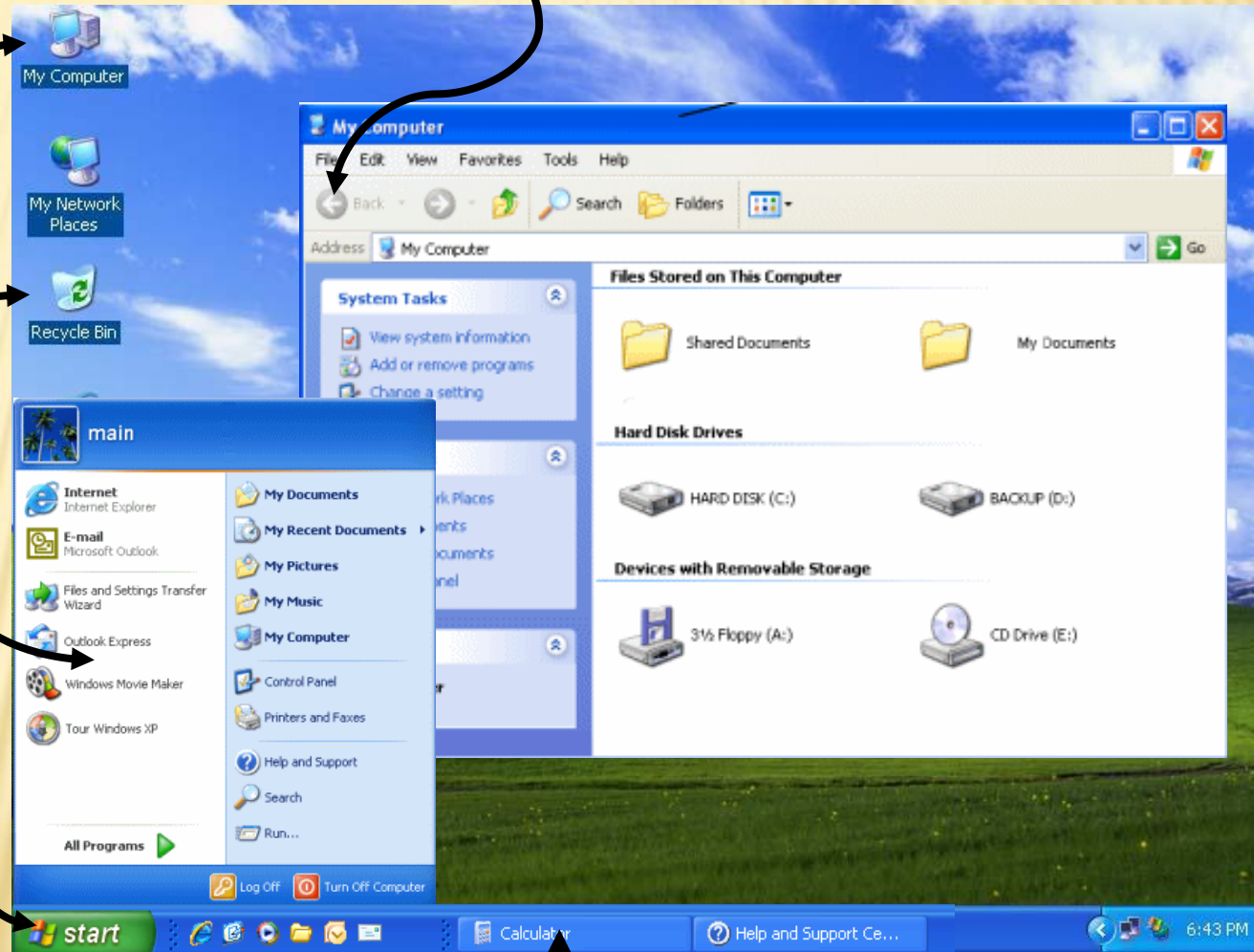
Icon – My Computer
View Everything On PC

Icon – Recycle Bin
Saves Deleted Files
And Folders

Start Menu – Used
To Start Programs

Start Button – Access
To Files & Programs

Taskbar – Shows Programs Running, Click To Select

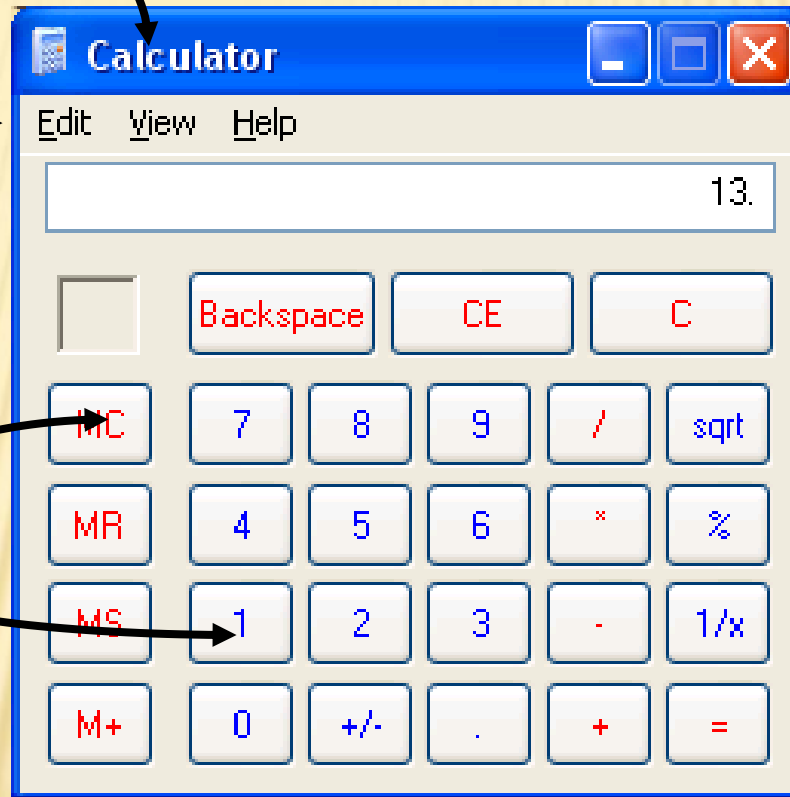




MORE PARTS OF WINDOWS

Title Bar – Contains
Name Of Program

Commands – Often
Have Menu With
More Commands



Buttons

Window Buttons



Minimize




Maximize



Restore



Close

If You Click On Any
Gray Button, 
Nothing Happens