

# Computer Scene Specialized Training Program

MS Windows XP Fundamentals

# MS Windows XP Fundamentals

## Objectives

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- Describe the basic elements (components) - by giving examples - of a computer system by category and explain how they work together
- Use Windows Explorer to move, copy, cut, delete files and demonstrate how to effectively use the 3 view modes
- Describe what a “Shortcut” is and how to recognize one; also demonstrate how to create a shortcut
- Describe what is meant by “file types” and give examples; also use Windows Explorer to see the files and determine what their file types are
- Build an effective file storage strategy and system
- Show a self teaching resource and describe two others and how to access them

# Elements of a computer system

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Draw a conceptual representation of what it takes to make a computer do what it does

# List some software applications and what use they may be of to you

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■ Item 1:

■ Item 2:

■ Item 3:

■ Item 4:

Question: Do you see the difference between applications and operating system components?

# We know what a hard drive is, but what is on it? (How do we find stuff?)

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- You want to do it the hard way? Use DOS
- You want to do it the easy way? Use Windows Explorer (WE)
- What is WE?
- Is it on every PC?
- What if I can't find it on a PC?
- Exercise: Find at least 3 ways to launch WE
- Notes:

# What do I use WE for?

## Manipulating stuff on the hard drive

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- Moving files and folders
- Copying files and placing the copies elsewhere
- Deleting files from the hard drive, and deleting them permanently
- And more...

# The 3 View Modes of MS Windows Explorer

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- Default View:
  - Description:
  - How to get to it:
  
- View mode 2:
  - Description:
  - How to get to it:
  
- View mode 3:
  - Description:
  - How to get to it:

# MS Windows Explorer Exercise

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- Move files from one location to another
- Notes:
  
- Copy files to a new location
- Notes:
  
- Cut files to a new location – what just happened?
- Notes:
  
- Delete files and delete files permanently
- Notes:

# Shortcuts – What are they and How do I make them?

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- What is a shortcut?
- What are they good for?
- How do I recognize a shortcut as a file type?
- Notes:
  
- Demonstration: Making shortcuts
  
- Exercise: you make a shortcut
- Now move the shortcut to a convenient place

# MS Windows – File Types:

## What are, what kinds, what good?

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- Windows can be considered a harvest area full of budding new growth – it's full of stuff: files, and they're all different
  - Let's see how to determine what file type a given file is...
  - Exercise: Use WE to look at files and change the view mode to see the different file types of common files
  - Notes:
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- In your use, you will probably use the following file types: .doc, .txt, .jpg, .bmp, .tiff, .gif, .mp3, .cda, .aau, .xls, and more.....  
What are each of these?
  - Exercise: Explain the file type, student will find examples, and open them with the appropriate applications
  - Notes:

# Storing Files – About Creating Folders and Creating Storage Strategies

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- Folders contain... stuff
- Folders can be used to differentiate or categorize stuff... or organize it
- Your work can be organized by...
  - Client
  - Project Type or Date or ...?
  - Project Status: Draft Stages to Final Product
- “Work in progress” means “flexibility”, but also being efficient and being able to effectively manage change – Discuss what this means
- Exercise: Create a folder storage system and then apply it to a mock client

# What can I do to teach myself more about the Windows Operating System?

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- First: Recognize there is a lot to learn, but you do not need to know it all.
  - You just need to know certain things at the time of need
  - You need to know where to go to learn those things you don't know
  - You need to know how to search effectively the resources available
  - You need to be able to find multiple sources of information
  - You need to be proactive and bite only as much as you can chew

# What can I do to teach myself more about the Windows Operating System?

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- Second: Know where three key resources are and know how to use them effectively.
  - Resource 1: (hint – it's on the PC already)
  - Resource 2: (hint – think i-net search)
  - Resource 3: (hint – think i-net + manufacturer)
  - Resource 4 to N: (hint – think i-net + “forums”)

# Being Effective with Help Resources

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- Resource 1:
  - Demonstration: Using language to your favor
  - Notes:
    - Exercise: You do it!
- Resource 2:
  - Notes:
- Resource 3:
  - Notes:
- Resource Other:
  - Notes:

# Final Words About Self Teaching

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- Are you alone – isolated?
- What do you do when you get frustrated because you don't know how to do something?
- Give up the idea that you can know it all
- Acquire and nurture the idea that you can probably find answers, or maybe do something in a different way to achieve the same results
- Recognize the importance of being able to self teach
- Constantly be observant about possible self teach resources – save this information in accessible places – make it easy on yourself

# MS Windows XP Fundamentals

## Summary

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We covered...

- What operating systems are and how they work with applications
- Windows Explorer and how to find, copy, move, delete, or create files and folders
- How to navigate and use the view modes of Windows Explorer
- Shortcuts: what they are, what they're good for and how to make them
- All about file types
- Building file storage strategies
- Where to go to teach yourself...

# What's Next?

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## Program Specific Training... Slide Group 3

- MS Word
  - Documents
  - Templates
  - Tables
  - Formatting
  - Bullets and Numbering
  - Fonts
  - Headers & Footers
- Creating tools to use with current projects
- Prepare for next time: Write a several paragraph presentation of your business service offerings

# Questions? Concerns? Ideas?

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