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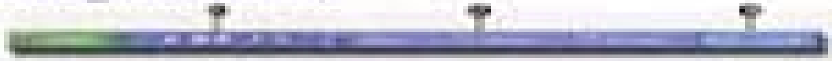
Getting Started

Logging On

Windows
To begin, click your user name
Turn off computer

Depending on how your computer is set up, you will see the **Quick Logon** or the **Welcome Screen** (above) to log on to Windows XP.
Note: If your computer is connected to a network server, you may see your server logon screen instead.

Using the Taskbar



- **Quick Launch Bar** – provides single-click access to programs, files, and folders. *(Note: To hide or display the Quick Launch bar, right-click the taskbar and select **Properties** from the pop-up menu. On the **Taskbar** tab, check or clear the **Show Quick Launch** box. Click the **OK** button when you are done.)*
- **Taskbar buttons** – enable the user to switch quickly between open windows, programs, and documents.
- **Notification Area** – contains icons for active and urgent notifications, as well as the current time and sound controls.

Taskbar Grouping

Since the Taskbar can become crowded with buttons, Windows has introduced Taskbar Grouping to its XP operating system. For example, if you are working on six documents and four of them are Word documents, the four Word document taskbar buttons are grouped into one button. Click the button to select which document you want to view.

Taskbar Notification Area

The Taskbar Notification area contains icons for events, such as when you receive new e-mail or an instant message, or when you need to run the virus checker. Since this area can become crowded, buttons will be hidden when not in use.

To view all buttons contained in the **Taskbar Notification** area, click the arrow « button.
*Note: To customize the behavior of the notification icons, right-click the **Taskbar** and select **Properties** from the pop-up menu. Click the **Taskbar** tab to make changes to the Taskbar.*

Using the Desktop Cleanup Wizard

The Desktop Cleanup Wizard removes unused shortcut icons from your desktop. The Wizard runs automatically every 60 days.

To start or make changes to the Wizard:

1. Right-click an empty area of the Windows desktop.
2. Select **Properties** from the pop-up menu.
3. Click the **Desktop** tab.
4. Click the **Customize Desktop** button.
5. Check or clear the **Run Desktop Cleanup Wizard every 60 days** box, as desired.
6. To start the Wizard manually, click the **Clean Desktop Now** button. Follow the Wizard to clean up your desktop.
7. Click the **OK** button.
8. Click the **OK** button to close the **Display Properties** window.

Working with Windows

Help and Support Center

Each window has a **Title Bar** containing the name of the window or folder, a **Minimize** button, a **Maximize** button, a **Close** button, and, when the window is maximized, a **Restore Down** button.

- **Minimize** – hides the window from view. You can restore the window by clicking on its Taskbar button.
- **Maximize** – enlarges the window to full-screen view.
- **Close** – closes the window completely.
- **Restore Down** – restores a maximized window to its previous size.

Taking a Screen Picture

- *To take a picture of your desktop,* press the **Print Screen** key on your keyboard. To take a picture of only the active window, press **Alt + Print Screen**.
- *To paste the image into a document,* open the document and select **Paste** from the **Edit** menu.

Arranging Open Windows

1. Right-click an empty area on the **Taskbar**.
2. Select **Cascade Windows**, **Tile Windows Horizontally**, or **Tile Windows Vertically** from the pop-up menu.

*Note: To undo the arrangement and restore windows to their previous state, right-click an empty area of the **Taskbar** and select **Undo Cascade** or **Undo Tile** from the pop-up menu.*

Reducing Open Windows

To reduce all open windows to **Taskbar** buttons, click the **Show Desktop** button, located on the **Quick Launch** portion of the **Taskbar**. You can also reduce open windows by right-clicking the **Taskbar** and selecting **Show the Desktop** from the pop-up menu.

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Kelly Ewing

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Table of Contents Microsoft Windows Xp Quick Source Guide

1. Understanding the eBook Microsoft Windows Xp Quick Source Guide
    - The Rise of Digital Reading Microsoft Windows Xp Quick Source Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Windows Xp Quick Source Guide
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Microsoft Windows Xp Quick Source Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Windows Xp Quick Source Guide
    - Personalized Recommendations
    - Microsoft Windows Xp Quick Source Guide User Reviews and Ratings
    - Microsoft Windows Xp Quick Source Guide and Bestseller Lists
5. Accessing Microsoft Windows Xp Quick Source Guide Free and Paid eBooks

    - Microsoft Windows Xp Quick Source Guide Public Domain eBooks
    - Microsoft Windows Xp Quick Source Guide eBook Subscription Services
    - Microsoft Windows Xp Quick Source Guide Budget-Friendly Options
6. Navigating Microsoft Windows Xp Quick Source Guide eBook Formats
    - ePub, PDF, MOBI, and More
    - Microsoft Windows Xp Quick Source Guide Compatibility with Devices
    - Microsoft Windows Xp Quick Source Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Microsoft Windows Xp Quick Source Guide
    - Highlighting and Note-Taking Microsoft Windows Xp Quick Source Guide
    - Interactive Elements Microsoft Windows Xp Quick Source Guide
8. Staying Engaged with Microsoft Windows Xp Quick Source Guide
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Microsoft Windows Xp Quick Source Guide
9. Balancing eBooks and Physical Books Microsoft Windows Xp Quick Source Guide
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Microsoft Windows Xp Quick Source Guide
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Windows Xp Quick Source Guide
    - Setting Reading Goals Microsoft Windows Xp Quick Source Guide
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Windows Xp Quick Source Guide
    - Fact-Checking eBook Content of Microsoft Windows Xp Quick Source Guide
    - Distinguishing Credible Sources
13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development

  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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