

Windows® XP



Windows® XP is an operating system—software your computer needs in order to perform such fundamental tasks as displaying information on the screen and saving data to a disk. To start Windows XP, turn on your computer. When the Windows XP Welcome screen appears, click your user name. If necessary, enter your user name and password.

NOTE: If your computer is connected to a network server, you might see your server logo on the screen instead.

Desktop

A large area that displays the active program, the taskbar, and shortcuts to frequently used applications (programs), files, and folders. By default, the Recycle Bin icon is the only icon on the desktop.

**Start menu**

A two-column menu that provides access to your applications, file-management programs (such as My Computer and Windows Explorer), and computer and network management programs (such as the Control Panel and My Network Places). You can also use the Start menu to get Help, search for files, open a command prompt, and shut down your computer. To display the Start menu, click the Start button **Start** or press **Ctrl** + **Esc**.

Taskbar

A bar that contains the Start button, the Quick Launch bar, a button for each open application, and the notification area. To switch to an open application, folder, or document, simply click the corresponding taskbar button. To close an item or group on the taskbar, right-click the item or group button and choose **Close** or **Close Group**.

Quick Launch bar

FIGURE 1-1 A section of the taskbar that you can use to start applications with a single click. To display this bar, right-click the taskbar and choose **Toolbars, Quick Launch**. The default icons are Show Desktop, Internet Explorer, and Windows Media Player.

Notification area (also called the "system tray")

FIGURE 1-2 A section of the taskbar that displays the current time and icons for urgent notifications and programs running in the background. Click the arrow to display any hidden icons.

Getting Started

- Desktop
- Start menu
- Task bar
- Quick Launch bar
- Notification area

Windows and the Start menu

- Printing devices
- Control a window's appearance
- Display and arrange windows
- Display the Start menu
- The structure of the Start menu
- Configure the Start menu
- Pin an item to the Start menu

The Desktop

- Customize the display
- Clean up the desktop
- Unlock the taskbar
- Configure the taskbar
- Add items to the Quick Launch bar
- Delete a file or folder

Files and Folders

- Open My Computer in default or Windows Explorer view
- Navigate in My Computer
- Find other network computers
- Work in Windows Explorer view
- Create, rename, select, move, and copy files and folders

System Maintenance and Settings

- Search for files and folders
- Use System Restore
- Clean up the system
- Schedule system maintenance
- Use the Control Panel
- Share your folders on a network

Frequently Asked Questions

- Use the Windows Help and Support Center
- Change the date and time
- Exit a program that is no longer responding
- Create a compressed (zip) file
- Use keyboard shortcuts

A

B

C

D

E

Microsoft Windows Xp Getting Started

Nancy Stevenson



Microsoft Windows Xp Getting Started:

Getting Started with Microsoft Windows XP Pamela R. Toliver, Richard A. McMahon, 2002 This series is a step by step approach and follows the same learning style as the Select XP application series **Windows XP Just the Steps For Dummies** Nancy Stevenson, 2004-11-22 The perfect combination of concise instructions and results oriented visual elements provides readers with a fast and easy understanding of Windows XP essentials Simple easy to follow instructions walk readers through basic Windows XP tasks Covers such topics as navigating the desktop creating files copying and deleting files and folders connecting to the Internet searching the Web using e mail and much more Minimal front matter a bargain price and the clear two column design come together to make a unique indispensable resource Covers the latest Service Pack 2 release from Microsoft *Microsoft Windows XP 2005* Dan Oja, Lisa Ruffolo, Joan Carey, June Jamrich Parsons, Patrick Carey, 2005-02 New Perspectives on Windows XP Comprehensive 2005 Service Pack 2 Update offers new coverage on how to protect your computer using the new Security Center features that are part of Windows Service Pack 2 including the Windows Firewall Automatic Updates and Virus Protection This critical information ensures that students are prepared to protect their PCs from security and privacy threats Absolute Beginner's Guide to Microsoft Windows XP Media Center Steve Kovsky, 2004 Although the Windows XP Media Center is designed as a consumer product it is actually more complex than the conventional computer and home entertainment devices it replaces That s why this book written in the fun friendly Absolute Beginner s style is required reading for buyers of these multitasking media centric machines It is written in an easy to understand tone that won t confuse readers with lots of technical jargon **Learning Microsoft Windows XP** Suzanne Weixel, 2002 This total immersion quick start hands on tutorial walks readers step by step mouse click by mouse click keystroke by keystroke through basic intermediate and advanced features of the Windows XP operating system XP Professional specifically Well illustrated with abundant screen shots and spiral bound for stay flat convenience at the keyboard it contains easy to read appealingly formatted procedural explanations and step by step exercises in a multi part Lesson format with each lesson rooted in a practical on the job scenario An accompanying CD ROM includes data files typing tests with automatic scoring keyboarding course and computer literacy basics KEY TOPICS Getting Started with Windows XP Organization Use Windows Programs More Windows Programs Customize Windows XP More Customization System Maintenance Digital Media and Workgroups For anyone who wants to master the Windows XP operating system

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Table of Contents Microsoft Windows Xp Getting Started

1. Understanding the eBook Microsoft Windows Xp Getting Started
 - The Rise of Digital Reading Microsoft Windows Xp Getting Started
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Windows Xp Getting Started
 - 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 Getting Started
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Windows Xp Getting Started
 - Personalized Recommendations
 - Microsoft Windows Xp Getting Started User Reviews and Ratings
 - Microsoft Windows Xp Getting Started and Bestseller Lists
5. Accessing Microsoft Windows Xp Getting Started Free and Paid eBooks

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