PART 2

Windows XP Operating System

LESSON 1

Touring Microsoft Windows XP Professional

After completing this lesson, you will be able to:

- *Start Windows XP Professional.*
- *Log on to a Windows XP Professional computer on a network domain.*
- *Log on to a stand-alone Windows XP Professional computer.*
- *Understand the components of Windows XP Professional.*
- *Start programs.*
- *Move and close windows.*
- *Resize windows.*
- *Switch between programs.*
- *Log off Windows XP Professional.*
- *Shut down Windows XP Professional.*

Microsoft Windows XP Professional, referred to hereinafter as *Windows*, is the newest version of the Windows **operating system**. An operating system is a collection of software programs that control the way a computer's hardware devices interact with programs, as well as the way the computer responds to your commands. **Programs** are tools that help you perform certain tasks. (Programs are also called **applications**.) Whenever you work with your computer, you are using Windows—either directly or indirectly through another program, such as Microsoft Word.

Windows can play an important role in helping you complete your work successfully and efficiently, so you'll want to feel comfortable with it as quickly as possible. This book explains in simple, straightforward language how to use the features of Windows, and it gives you plenty of opportunities to practice what you learn. In this lesson, you are introduced to the major components of Windows. You also learn how to find what you need on your computer.

This lesson requires no sample files.

Starting Windows XP Professional

When you turn on your computer, you might see lines of technical information scroll by as your computer performs its boot process. This information is important chiefly to computer professionals who service your computer.

Every time you start your computer, it goes through a **boot process** (from the phrase "pull yourself up by your bootstraps"). The boot process checks the computer system to make certain that all necessary parts of the computer are plugged in and functioning properly. As soon as the computer finishes booting, it turns control over to Windows. From then until the time you shut down your computer, Windows is in charge of your computer.

Logging On to a Windows XP Professional Computer on a Network Domain

A **network** is group of computers and associated devices connected by communications equipment and utilities. Many computers running Windows XP Professional are connected to a **local area network (LAN)** and are configured as part of a **network domain**. Others might be connected to a LAN—but not one that uses a domain—or they might be stand-alone computers. This section applies to the first kind of computer.

The process of starting a computer session is called **logging on**. To log on to a network domain, you must have a valid **user account**, and you must know your **user account name** and **password**. You must also know the **domain name**. You can get all this information from your network administrator.

Each user account is associated with a **user profile** that describes the way the computer environment looks and operates for that particular user. This information includes such things as the color scheme, desktop background, fonts, shortcuts, and what you can do on the computer.

When Windows XP is installed on a computer, an account is created with the **administrative privileges** required to control that particular computer. Someone—usually a **network administrator**—can use that account to create other accounts on the computer. These accounts are generally for specific people, and they might have more restricted privileges that prevent the account owners from changing some of the settings on the computer.

In this exercise, you log on to a computer that has Windows XP Professional installed and is part of a network domain.

Activating Windows XP

When you upgrade your computer's operating system from an earlier version of Windows to Windows XP Professional or to Windows XP Home Edition, or the first time you start a new computer on which Windows XP has been installed by the original equipment manufacturer (OEM), you are prompted to activate your copy of Windows XP.

Windows Product Activation is a security measure instituted by Microsoft to help prevent the distribution and use of unlicensed (or pirated) versions of Windows. Software piracy is a multi-billion dollar industry that is harmful to software creators and software users for these reasons:

■ Unlicensed software is ineligible for technical support or product upgrades.

■ Abuse of software licenses can result in financial penalties and legal costs, as well as a bad reputation for you or for your company. Individual company executives can be held criminally and civilly liable for copyright infringements within their organization.

Pirated software can contain harmful viruses with the potential to damage individual computers or entire networks.

The counterfeit software manufacturing industry stifles the potential growth of the high-tech industry and contributes to loss of tax revenue.

For more information on software piracy, see *www.microsoft.com/piracy/*.

The goal of Windows Product Activation is to reduce a form of software piracy known as *casual copying* or *softlifting*, which is when people share software in a way that infringes on the software's end user license agreement. Each copy of Windows XP must be activated within usually 30 days of the first use. You can activate Windows XP over the Internet or by telephone. You don't have to give any personal information about yourself or your computer, although you are given the option of registering to receive information about product updates, new products, events, and special offers.

> This exercise assumes that your computer is physically connected to a network and logging on to a domain, rather than dialing in or connecting over the Internet. If not, skip this exercise and go on to the next section.

> When you press Ctrl+Alt+Del, Windows temporarily halts any other programs that are running on your computer. This precaution ensures that your password remains secure because it prevents programs called Trojan horses, which might have been planted on your system by hackers, from capturing your user account name and password. The requirement to press Ctrl+Alt+Del is turned on by default. A user with administrative privileges can change this requirement, but making this change is definitely not recommended.

There is no working folder for this exercise, but you do need to know your user account name, your password, and your domain name.

Follow these steps:

1 Start your computer.
After the computer starts, or boots, a Welcome to Windows screen appears.

2 Hold down both the Ctrl and Alt keys, and press Del.
Windows XP displays a **dialog box** and waits for you to give it the information it needs to proceed. Dialog boxes are the main means of communication between the computer and the computer user in Windows and in Windows-based programs. Each dialog box presents all the possible options associated with an action, and you set the options to indicate how you want the action carried out.
In this case, the Log On to Windows dialog box appears.

3 Enter your user account name in the User name box.

4 Enter your password in the Password box.

5 If the Log on to box is not shown, click Options to expand the dialog box. Then click the down arrow to the right of the Log on to box, and click the correct domain name in the drop-down list.

If your domain is not available in the drop-down list, contact your network administrator.

6 Click OK to log on to Windows XP Professional and your network domain.

The Windows XP Professional desktop appears, as shown here:
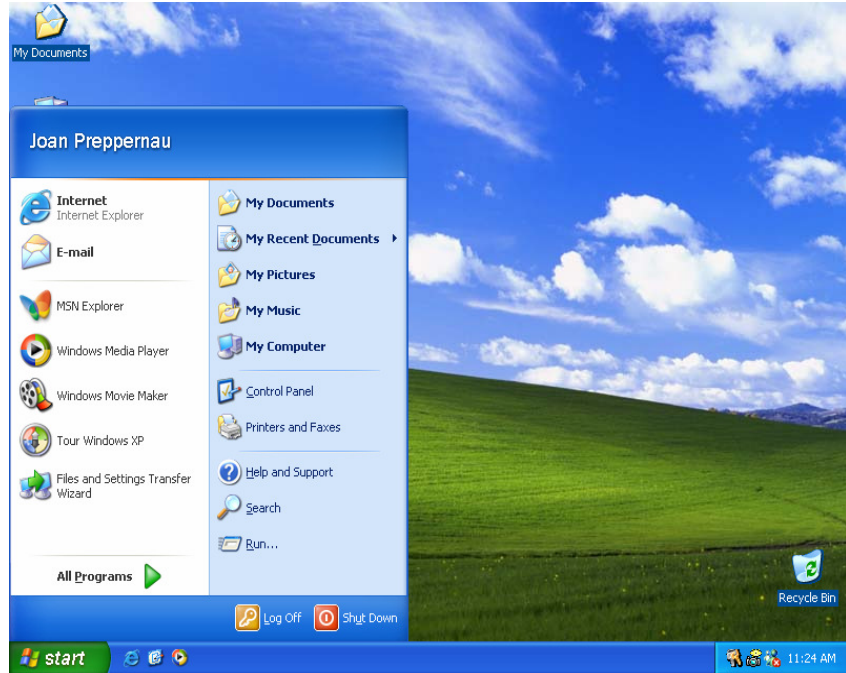
Important

Don't worry if your Windows XP desktop looks different from the ones shown in this and subsequent lessons. The desktop varies, depending on whether Windows XP is installed on a brand new computer or as an upgrade on a computer that has been running a previous version of the Windows operating system. In the latter case, Windows XP will retain many aspects of the previous desktop. Windows XP might also carry over some of the settings made in a previous version, which can alter the look of the screen slightly. These differences affect the way Windows XP looks but do not affect your ability to successfully complete the exercises in this book. If you prefer to have the desktop icons that appeared in previous versions of Windows available, you can right-click the desktop, and click Properties on the shortcut menu. Then in the Display Properties dialog box, click the Desktop tab, click Customize Desktop, select the check boxes of the icons you want, and click OK.

Logging On to a Windows XP Home Edition Computer

Your computer might be used by only you, or it might be used by several people. If only you use your computer, it needs only one configuration, or user account. If other people use your computer, everyone can use the same account, or you can set up a separate user account for each person. Each account is associated with a user profile that describes the way the computer environment looks and operates for that particular user. This information includes such things as the color scheme, desktop background, fonts, and shortcuts, and it can vary from profile to profile.

The process of starting a computer session is called logging on. If only one user account has been set up, Windows XP automatically logs on using that account when you start the computer. If multiple accounts have been set up, Windows XP prompts you to select your user profile and, if your account has been password-protected, to enter your password.

Each user has a user account name and a user account picture. Each user can change his or her own account name and account picture; users with administrative privileges can change any user's account name and picture.

In this exercise, you log on to a computer that has Windows XP Home Edition installed and that has been configured to include multiple accounts (with or without passwords).

There is no working folder for this exercise.

Follow these steps:

1   Start your computer.
   After the computer boots, a logon screen appears.

   The logon screen displayed by Windows XP Home Edition is called the Welcome screen. This screen displays graphic representations of all the user accounts on the computer. These accounts can be created during setup or later to keep each user's data separate.

   If your computer is configured to include only one account, you now see the Windows XP desktop and can skip the remaining steps.

2   Move the mouse pointer over the available user names.

   Notice that the selected user name is bright, while the other user names
   are dimmed.

3   Click your user account name or user account picture.

> By default, Windows XP Home Edition creates two accounts: *All Users* and *Guest*. The All Users account can be used to make certain files or settings available to anyone who logs on to the computer. Users who don't have their own account can log on to the computer using the Guest account. The Guest account can be disabled if you don't want to allow people without accounts to log on to your computer.

4   If your account is password-protected, enter your password in the
          Type your password box, and then click the arrow button to
          continue.

If you forget your password, click the question-mark button to see any
password hint that was specified when your password was set.

While Windows XP is loading your profile, your user account name and user
account picture move to the center of the screen, and the other options
disappear. When you are logged on to your account, the Windows XP Home
Edition desktop appears:

Logging On to a Stand-Alone Windows XP Professional Computer

Windows XP Professional is generally used in a networked environment, but
you do not have to be connected to a network domain to run it. For example,
you might have Windows XP Professional installed on a **laptop computer** that
you use both at the office and at home; or you might travel with your Windows
XP Professional computer, work offline, and connect to your network over a
remote connection.

When you log on to a Windows XP Professional computer that has been, but is
no longer, connected to a network domain, you log on in the ordinary manner,
and your user information is validated against information that was stored on
the computer the last time you logged on to the domain. If your Windows XP
Professional computer is not currently configured to work on a network, the
process of logging on is identical to that of Windows XP Home Edition. Valid

user accounts are displayed on a central logon screen, and the Fast User Switching option is available and turned on by default.

Understanding Windows XP Components

When you start Windows for the first time, your screen should look similar to the illustration that follows. As you install programs and customize Windows to suit the way you work, you will see additions and changes to this screen, but the same basic components will still appear.

Tip

Throughout this course, instructions like **click** and **drag** always refer to using the left, or primary, mouse button. **Double-click** means to quickly tap the left mouse button twice. If you need to use the right, or secondary, mouse button to complete an instruction, the instruction will say so. For example, an instruction might read "Right-click the **icon**." An icon is a small graphic representation of a program, file, or folder. The term *drag* means to point to an object on the screen, hold down the left mouse button, and then move the mouse toward you, away from you, left, or right. Release the mouse button when the object is placed in the desired location. If your mouse has a middle button or another control, you can ignore it for now.

It's helpful to know the correct names of the basic components of Windows and the ways that you can use the mouse to interact with them. The following list describes the basic Windows components.

- **Desktop** The desktop is composed of the contents of your computer screen after Windows has been started. Items on the desktop include icons for frequently used programs and other utilities.

- **Quick Launch bar** The Quick Launch bar is an area of the taskbar to the right of the Start button. The Quick Launch bar contains several buttons that represent programs that are used frequently. These buttons provide a way for you to start programs with a single click. The Quick Launch bar also includes the Show Desktop button, which you can click to minimize all open windows to buttons on the taskbar.

- **Shortcuts** Shortcuts are a type of icon that offer quick access to files, folders, or programs. For example, you might have a spreadsheet to which you refer several times a week. The spreadsheet is stored within several layers of folders, and you open the file by opening each folder in sequence and double-clicking the file's icon. To avoid this time-consuming process, you can create a shortcut that appears on the desktop and provides faster access to the same file. You use shortcuts in the same way you use other icons, double-clicking them to open files, folders, or programs. Shortcuts look similar to other icons except each has a small, curved arrow in its lower-left corner. You might think of shortcuts as placeholders for other icons. You can create, copy, move, and delete a shortcut without affecting the file, folder, or program itself.

- **Start button** The Start button is located on the left edge of the taskbar, and it is the most important component on the Windows desktop. It is the launching point for every program and window on your computer. Click the Start button to open a series of menus for starting programs, finding and opening folders and files, setting options, getting help, adding hardware and software, and shutting down the computer.

- **Taskbar** The taskbar is the strip along the bottom of the screen. It typically shows, from left to right, the Start button, the Quick Launch bar, buttons for certain utilities and programs (such as the volume control for your computer's sound system), and the time. Also, all open programs are displayed as buttons on the taskbar. Click a file, folder, or program button on the taskbar to display its window.

- **Time** The time is displayed near the right edge of the taskbar. You can also use this area of the taskbar to display a calendar. Position the mouse pointer on the time to view a pop-up description showing the day and date. Double-click the time to open a dialog box in which you can change the date, time, or time zone your computer recognizes.

- **Window** A portion of the screen that displays a file, folder, or program. Several windows can be displayed on the screen at one time, either side by side, top to bottom, or overlapping. You will learn how to move and resize windows later in this lesson.

Anatomy of a Dialog Box

A dialog box appears on your screen when you need to communicate with a program. Dialog boxes provide ways for you to make decisions and select from available options. Typical components of a dialog box include text boxes, options, check boxes, and menus.

In the upper-right corner of every dialog box is a Close button. At the bottom of most dialog boxes are OK buttons and **Cancel buttons**.

Click OK when you want Windows to implement the options you've specified in the dialog box. Click the Cancel button or the Close button to close the dialog box without making any changes.
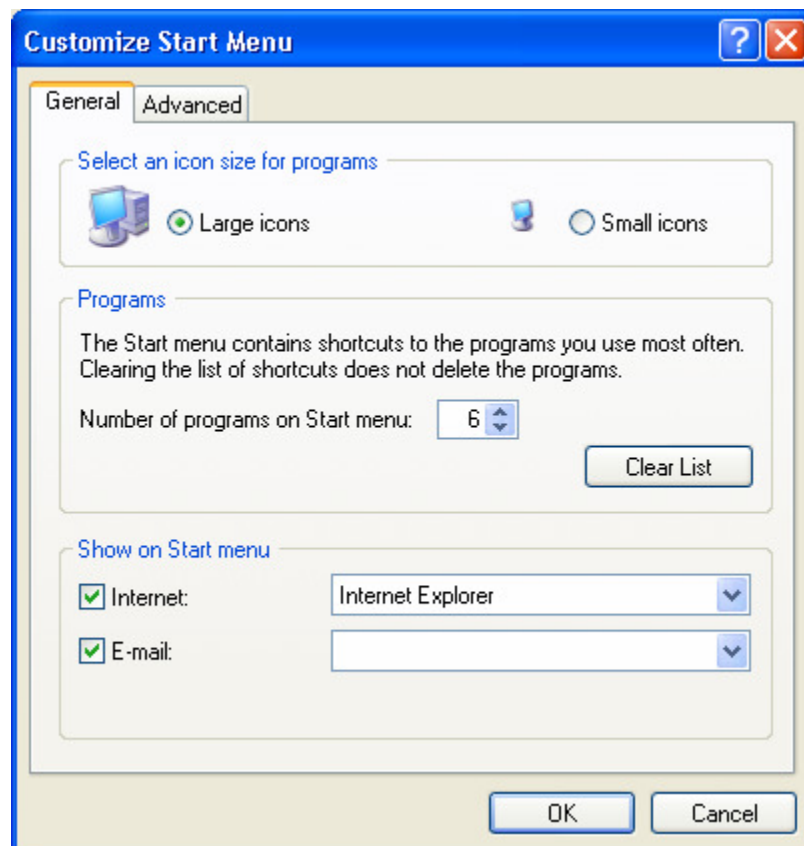
In this exercise, you practice common mouse techniques while touring Windows.

1   Position the mouse so the **mouse pointer** is positioned over the time in the lower-right corner of the screen.
The date appears in a **pop-up description**.

2   Move the mouse slightly, in any direction.
The pop-up description disappears.

Tip

Even if you don't move the mouse, a pop-up description disappears after a few seconds so it doesn't block what you're working on. To see the pop-up description again, move the mouse away from the Windows component and then back to it.

3   Double-click the time.
The Date and Time Properties dialog box appears.

4   Click Cancel in the Date and Time Properties dialog box.
The dialog box closes. No changes were made.

5   Click the Start button on the left edge of the taskbar.
The Start menu appears. Menu items that have right-pointing arrows, such as My Recent Documents or All Programs, lead to **cascading menus**.
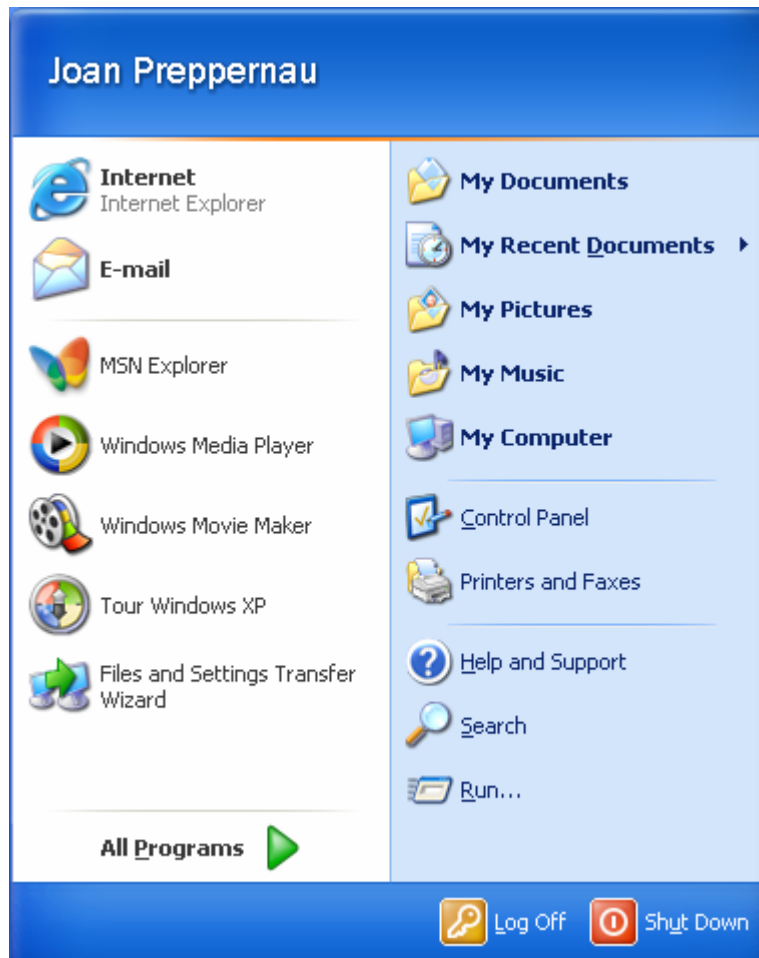
6 Click an empty area of the desktop.

The Start menu closes.

7 Click My Computer.

The icon changes color slightly, appearing darker to show that it's selected.

8 Click the My Computer icon, hold down the mouse button, and then drag the My Computer icon down so that it slightly overlaps the icon below it. Release the mouse button when you are finished.

9 Right-click an empty area of the desktop.

A shortcut menu appears, offering choices for organizing the desktop.

If the My Computer icon doesn't return to its original place, you can drag it back into position.

10 On the shortcut menu, click Arrange Icons By. Another menu appears offering you several choices for arranging icons. Click the Name option to align the icons arranged by name.
The My Computer icon moves away from the overlapped icon.

Starting Programs

The Start menu is a list of options that is your central link to all the programs installed on your computer, as well as to all the tasks you can carry out with Windows XP. The first time you start Windows XP, the Start menu is displayed until you click something else. Thereafter, you open the Start menu by clicking the Start button at the left end of the taskbar.

The Start menu has been significantly redesigned in Windows XP to provide easier access to your programs. When it first opens, it looks something like this:

If you are accustomed to the previous menu style, which is now called the Classic menu, you might find that the change takes a little getting used to. If you are unable to adjust, you have the option of changing back to the Classic version. However, the new menu is designed to increase efficiency, so we recommend that you at least give it a try!
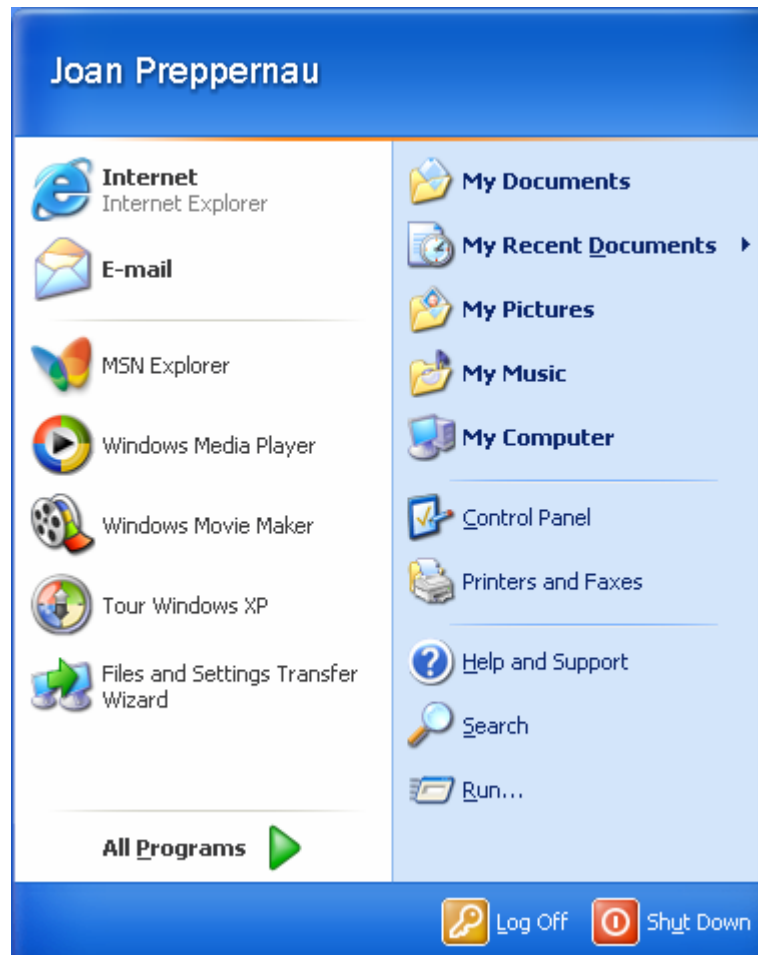
You can pin links to your favorite programs to a special area at the top of the left side of the Start menu to make the programs easy to find and start. You can rearrange the pinned programs by dragging them into whatever order you want. By default, Microsoft Internet Explorer and Microsoft Outlook Express are

pinned to the Start menu. If you change your default Web browser or e-mail program, the pinned area is automatically updated to reflect that change.

Below the first horizontal line on the left side of the Start menu is a list of links to your most frequently used programs, which includes the last six programs you started. (You can adjust that number if you want.) The first time you start Windows XP, the list displays some of the new programs that are available: MSN Explorer, Windows Media Player, Windows Movie Maker, File and Settings Transfer Wizard, and Tour Windows XP. (The tour is somewhat long and sales-oriented, but it does introduce you to new features of Windows XP that you will work with in this book.)

On the right side of the Start menu are links to the locations where you are most likely to store the files you create, a link to a directory of other computers on your network, and links to various tools that you will use while running your computer. The commands you will use to log off of or shut down your computer are located at the bottom of the Start menu. Clicking the All Programs text or arrow will display a menu of all installed programs on your computer.

You can start a program in Windows using the Start menu. Sometimes, however, you have to open several menus to find the program you want. For programs you use frequently, therefore, creating a shortcut on the desktop might be more convenient than wading through the Start menu.

In this exercise, you compare two ways to open windows. First, you click an icon on the desktop to open **My Computer,** which is a window that displays the disk and network drives that are available to your computer, as well as the files and folders on those drives. Then you use the Start menu to start Notepad, which is a simple word processing program that comes with Windows. Some of the options on the Start menu have right-pointing arrows. These options open cascading menus, also called submenus. The windows you open in this exercise will be used for the exercises later in this lesson.

1   Double-click the My Computer icon on the desktop.
       The My Computer window opens on the desktop.

2   Click the Start button.
       The Start menu appears.

3   On the Start menu, point to All Programs.
       The Programs menu appears.

4   On the Programs menu, point to Accessories.
       The Accessories menu appears.

5   On the Accessories menu, click Notepad.
       The Notepad window opens.

Moving and Closing Windows

The space on your desktop is limited, so you should manage it carefully. Sometimes that means moving a program's window to another part of the desktop or shrinking it so that it appears as a button on the taskbar. At other times, "managing your desktop" means resizing a program's window so that you can simultaneously view another program or document window on your desktop.
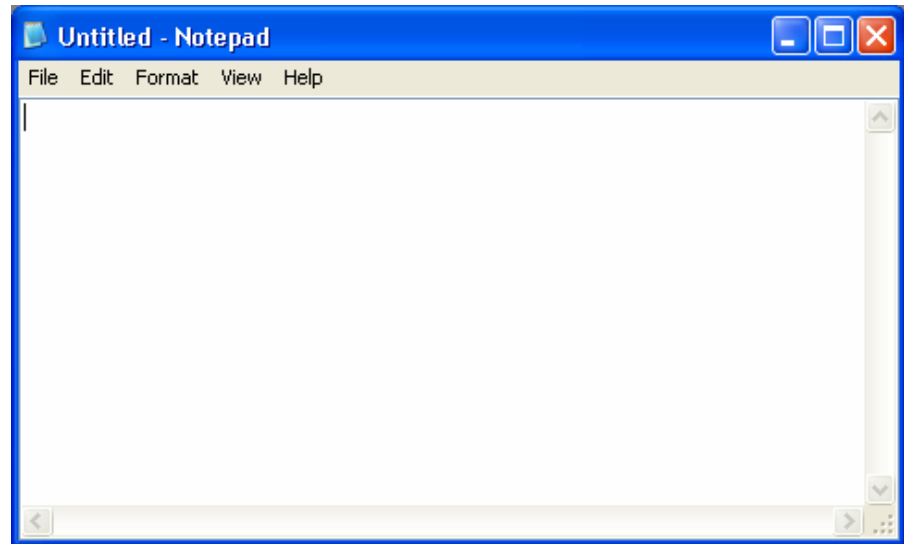
You can use the following components to manage windows:

- The **title bar**, in addition to telling you the name of the program and (usually) the name of the document you are working on, can be used to move the program window around on the screen. To move a program window, drag its title bar.

- The **Minimize button** shrinks a window so that it is displayed as a button on the taskbar.

- The **Maximize button** expands the window so that it fills the desktop (except for the taskbar).

You can also maximize or restore a window by double-clicking its title bar.

- When a window is maximized, the Maximize button is replaced by the **Restore Down button**, which returns the window to its previous size so that part of the desktop (or a window underneath) is visible.

- The **Close button** closes a program, removing it from the computer's temporary storage (memory). This button also closes dialog boxes and windows.

- The **resize area** can be used to change the size and shape of a window. Drag the resize area to make the window tall and narrow, short and wide, or any size in between.

Important

Minimizing a program does not close it, but does shrink it down to an icon on the taskbar. A minimized program is still running. If you don't remember whether you closed a program, check the taskbar for its icon before starting it. Otherwise, you might end up with two versions of a program running at the same time. This is not a problem, but it can be confusing to get warning messages about files already being open.

In this exercise, you move and resize the Notepad and My Computer windows. You also close the My Computer window.

1   Drag the title bar of the Notepad window several inches down and to the right.

    The My Computer window is now at least partially visible. Note that it was still running, even when it was covered by Notepad.

> You might need to move the Notepad window to the left in order to see the Minimize button.

2   Click the Minimize button in the upper-right corner of the Notepad window.

    The Notepad window no longer appears on the desktop, and the Untitled – Notepad button is added to the taskbar. Notepad is still running; you've just done the equivalent of pushing it to a corner of your desk to make room for other things.

3   Click the Maximize button in the upper-right corner of the My Computer window.

    The My Computer window expands to cover the desktop.

> The Restore Down button replaces the Maximize button in the upper-right corner of a window when the window is maximized.

4   Click the Restore Down button in the upper-right corner of the My Computer window.

    The My Computer window returns to its previous size and shape.

5   Click the Minimize button in the upper-right corner of the My Computer window.

    The My Computer window no longer appears, but its button is still displayed on the taskbar.

6   Click the My Computer button on the taskbar.

    The My Computer window reappears on the desktop.

7   Click the Close button in the upper-right corner of the My Computer window.

    The My Computer window closes.

Tip

If a program is minimized, you can close it without restoring it first. Right-click its button on the taskbar, and click Close on the shortcut menu that appears.

Resizing the Notepad Window

When you work with more than one program, file, or folder, you can resize and arrange windows in order to view multiple windows at the same time. You can view only one maximized window at a time, but all other open programs continue to run in the background.

In this exercise, you move and resize the Notepad window.

1   Click the Untitled – Notepad button on the taskbar.
The Notepad window appears.

> You can drag any border of a window to resize it as long as the window isn't minimized.

2   Drag the title bar of the Notepad window to center it on the desktop.

3   Drag the resize area up and to the left until the Notepad window is half its original size.

4   Drag the right edge of the Notepad window to the right to widen the window.

5   Click the Minimize button in the upper-right corner of the Notepad window.

Switching Between Programs

It's common in Windows to have more than one program running at the same time. Each program runs in its own window. Usually, when two windows are on screen at once, the one with the title bar that is blue (the default color) or brightly colored is the **active window**. The inactive window usually has a gray or lightly colored title bar. For example, look at the following two windows.
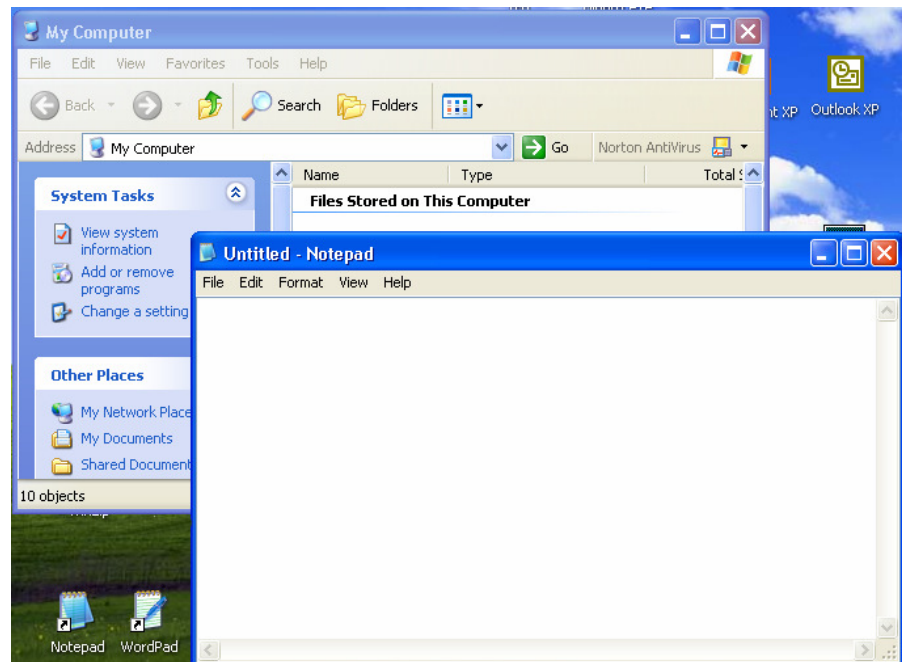
Notepad is the active window (note the dark blue title bar), so if you were to start typing numbers with these two windows on screen, the numbers would appear in the Notepad window.

To switch between windows when you can see more than one of them on screen, just click anywhere in an empty area of the window you want to make active.

When working with Windows, you frequently won't be able to see all of the windows you have open. In that case, you can switch from one window to another by clicking a program's button on the taskbar. To quickly display the desktop when it is covered by windows, click the Show Desktop button on the taskbar.


Tip

To switch from one program to another using the keyboard, hold down Alt while you press Tab. A small Task Manager box will appear with icons for all programs that are currently open. Continue holding down Alt and pressing Tab until the program you want is selected. When you release Alt and Tab, the selected program will be the active one, and its window will appear.

In this exercise, you open Calculator. You then switch between Calculator and Notepad to calculate and record numbers.

1   Click the Start button.
  The Start menu appears.

2   On the Start menu, point to All Programs, and point to Accessories.

3   On the Accessories menu, click Calculator.
  Calculator opens.

4   Click the Untitled – Notepad button on the taskbar.
  The Notepad window is now the active window. Note the color of its title bar compared to the title bar of the Calculator window.

Clicking anywhere in a window causes that window to become the active window.

5   Click the title bar of the Calculator window.
  Calculator is now the active window.

6   Type **40 * 18 =**
  The number 720 appears in the Calculator window.

7   Click the Untitled – Notepad button on the taskbar.
  The Notepad window is now the active window. Your screen should resemble the following illustration.
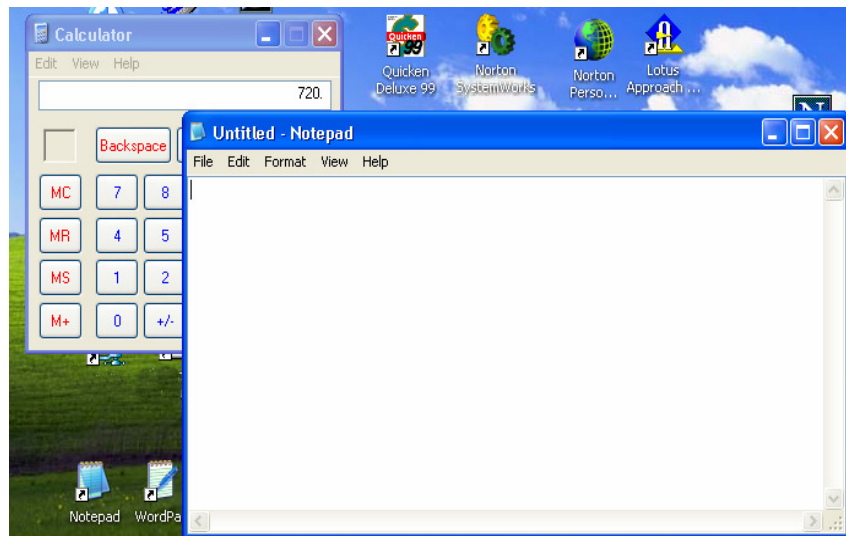
8   Type **If I earned $18 per hour, I would earn $720 per week.**
       Your typing appears in the Notepad window because it is the active
       window.

9   Click the Show Desktop button on the Quick Launch bar of the
       taskbar.
       Both of the programs are minimized.

Logging Off of Windows XP

The process of ending a computer session is called **logging off**. Logging off
ends the Windows session for your account but leaves the computer turned on.
It is important to log off when you leave for the day, or even when you leave
your computer for an extended period of time, to safeguard against other people
accessing your personal information. For example, if your account has
administrative privileges and you go out to lunch without logging off or
otherwise protecting your computer against intrusion, someone could create a
local user account with administrative privileges for themselves and later use
that account to log on to your computer.

In this exercise, you log off of your Windows XP user account. Both Windows
XP Professional and Windows XP Home Edition users can complete this
exercise.

There is no working folder for this exercise.

Follow these steps:

1   If the Start menu is not displayed, click the Start button.
       The Start menu is displayed. Your user information appears at the
       top of the menu. Depending on the programs installed on your
       computer, the Start menu looks something like this:
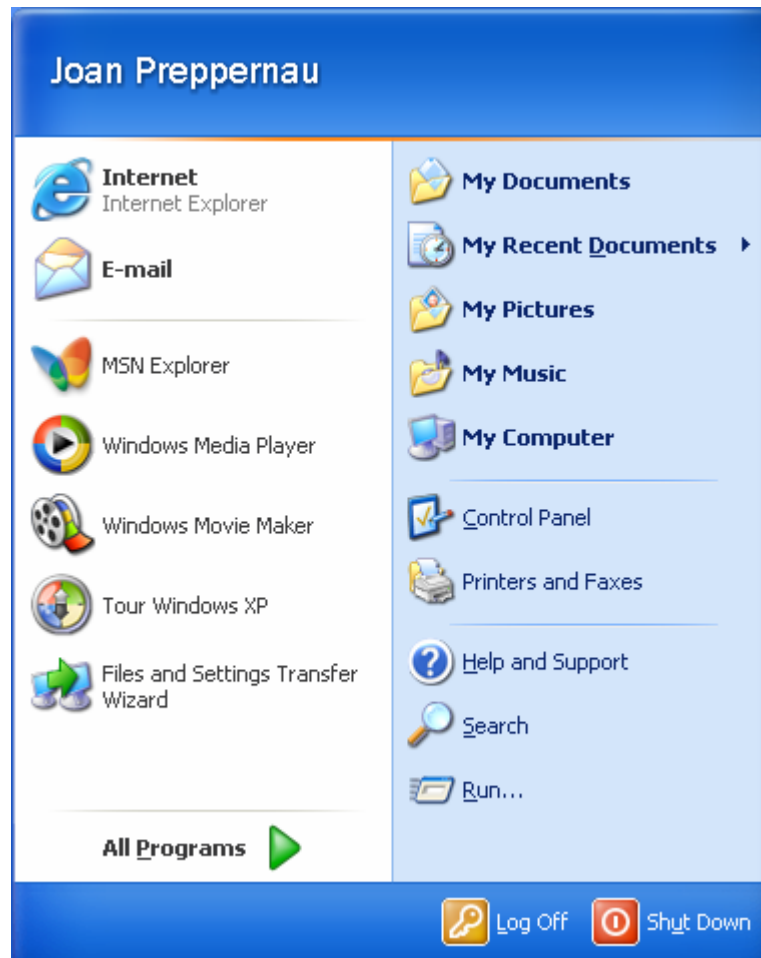
Tip

Windows XP Home Edition displays the user account name and user account picture at the top of the Start menu. Windows XP Professional displays only the user account name.

2   At the bottom of the Start menu, click Log Off.

The Log Off Windows dialog box appears.

Tip

When your current Windows XP configuration includes Fast User Switching, that option is shown in the Log Off Windows dialog box.

3   Click Log Off to complete the process and display the Welcome screen or logon screen.

4   Enter your password (Professional), or click your user account
          name (Home Edition) to log back on.

Tip

If bubble notes appear above the notification area while you are working,
read them, and then click the X (the Close button) in the bubble's upper-
right corner.

Shutting Down a Windows XP Professional Computer

Always shut down Windows
XP before turning off your
computer; otherwise, you
could lose data.

Rather than simply logging off of your computer, you might want to turn it off,
or **shut down**, to conserve energy. Shutting down closes all your open
applications and files, ends your computing session, and shuts down Windows
so that you can safely turn off the computer's power. This process ensures that
your data is safely stored and any external connections are appropriately
disconnected.

In this exercise, you shut down your Windows XP Professional computer.
(Note: This exercise applies to a computer running on a network domain.)

There is no working folder for this exercise.

Follow these steps:

1   Click the Start button.
          The Start menu is displayed. Your user information appears at the
          top of the menu.

2   At the bottom of the Start menu, click Shut Down.
          The Shut Down Windows dialog box appears:

The most recently selected shut-down option is displayed in the option box, and a description of that option appears below the box.

3   Click the down arrow to display the other options, and select each option in turn to display its description.

4   Select Shut down as the option, and click OK to end your Windows session.

Shutting Down a Windows XP Home Edition Computer

Rather than simply logging off of your computer, you might want to shut down or turn off the computer completely. Turning off closes all your open applications and files and ends your Windows session, as well as turning off your computer. This process ensures that your data is safely stored and all your external sessions are appropriately disconnected.

In this exercise, you turn off your Windows XP Home Edition computer.

There is no working folder for this exercise.

Follow these steps:

1   Click the Start button.

The Start menu is displayed. Your user information appears at the top of the menu.

2   At the bottom of the Start menu, click Turn Off Computer.

The Turn off computer dialog box appears:

3   Click Turn Off to end your Windows session and turn off your computer.

Always shut down Windows XP before turning off your computer; otherwise, you could lose data.

The Turn Off Computer command is also available on the Welcome screen.
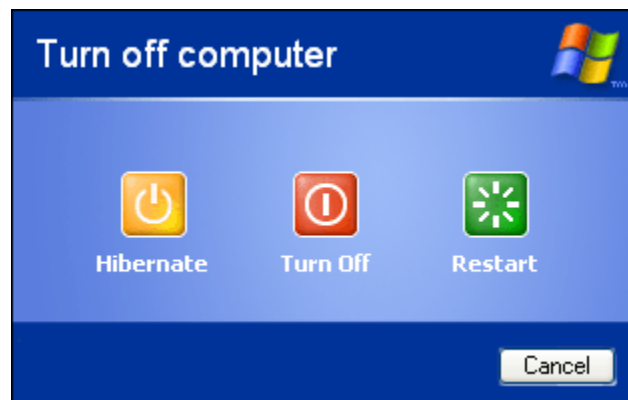
Other Options

The Windows XP Home Edition Turn off computer screen provides the Restart and Hibernate options, but not the Stand by option.

In addition to logging off and shutting down your computer, the Windows XP Professional Shut Down dialog box presents these options:

- **Restart** ends your session, shuts down Windows, and then starts Windows again without turning off the computer.

- **Stand by** maintains your session (the programs that are open and any work you are doing in them) and keeps the computer running on low power with your data still in memory. To return to a session that is on stand by, press Ctrl+Alt+Del.

- **Hibernate** saves your session and turns off your computer. The next time you start the computer, your session is restored to the place where you left off.

Lesson Wrap-Up

In this lesson, you learned how to start Windows and became familiar with some basic Windows components. You also learned how to open, close, resize, and move program windows. You learned to use more than one program. Finally, you learned how to shut down Windows.

If you are continuing to other lessons:

1 Turn on the computer and any other hardware.

2 If necessary, log on to the network.

If you are not continuing to other lessons:

- Your computer is already turned off.

Quick Quiz

1 How do you shut down Windows XP?

2 What are the steps for creating a desktop a shortcut to a file or folder?

3 What does the Minimize button do?

4 What does the Taskbar typically show?

5 What functions do dialog boxes serve in Windows?

6 How do you start an application program in Windows?

Putting It All Together

Exercise 1: In this exercise, you "pin" a program to the Start menu. Begin by browsing to the selected program on the Start menu. Right-click the program name, and click Pin to Start menu on the shortcut menu.

Exercise 2: In this exercise, you "unpin" a program to the Start menu. Right-click the program link, and click Unpin to Start menu on the shortcut menu.

Exercise 3: In this exercise, you create a shortcut on the desktop to a Web site. Right-click on open area of the desktop, point to New on the shortcut menu, and click Shortcut. Type the URL (Internet address) of the Web site in the Type the location of the item box, and click Next. Enter a name for the shortcut, and click Finish to close the dialog box.

Exercise 4: In this exercise, you delete a shortcut, file, or folder from the desktop. If you completed Exercise 3, choose the Web site shortcut you created. Right-click the item you want to delete, and click Delete on the shortcut menu. In the confirmation box, click Yes to delete the item.