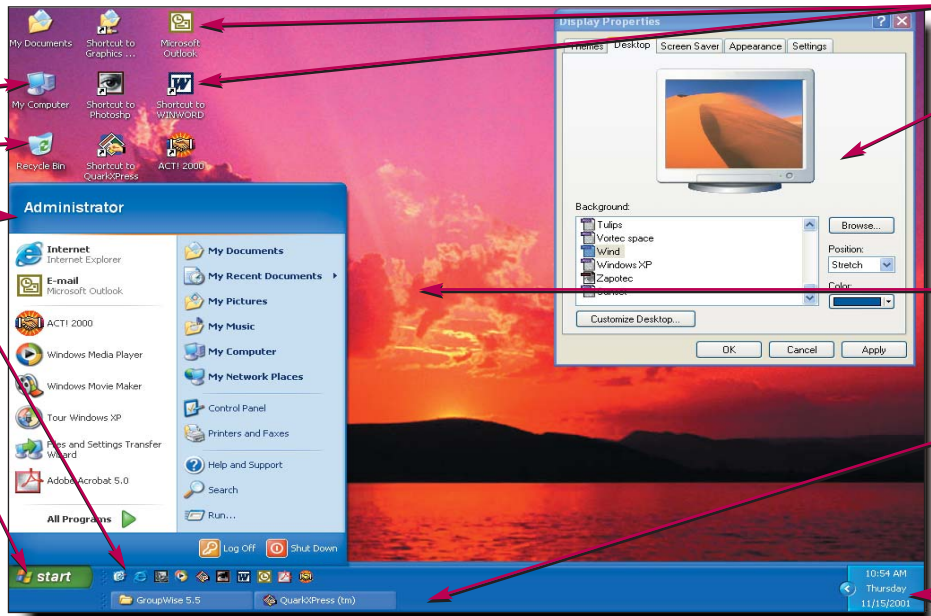




WINDOWS XP PROFESSIONAL

Windows XP

www.softwarecharts.com



My Computer

Recycle Bin

Start Menu

Quick Launch - The area of the **Taskbar** that contains small icons which launch programs automatically.

Start Button - Used to log off, shut down, get help, manage hardware, run applications, or find documents.

Icons - Graphical items on your **Desktop** i.e. My Computer, or Recycle Bin.

Display Dialog Box - Used to change resolution, color settings, screen saver, **Desktop** background, the appearance of Windows and much more.

Desktop - The first screen you see after you log on. The **Desktop** contains the **Taskbar** & icons.

Taskbar - Displays the applications currently running, time & date, and short cuts to launching applications.

Time and Date

Desktop Properties

Customizing Desktop Properties

To view the **Desktop** properties, *right-click* the **Desktop** and *select Properties*. The **Display** dialog box will appear enabling you to customize several features:

1. To change the background *select* the **Background** tab, then *select* the wallpaper style and *click* **OK** (wallpaper is the term used for the background of your desktop).
2. To place a picture as wallpaper *select* the **Background** tab then *click* on the **Browse** button , *select* the picture file you want and *click* **Open**.
3. To change the screen saver settings *select* the **Screen Saver** tab, *click* on the **Screen Saver** drop-down list, *select* a screen saver, then set the time to wait before the screen saver turns on then *click* **OK**.
4. To change the appearance of the **Desktop** *select* the **Appearance** tab, *click* on the drop-down lists to *select* your preferences, *click* **OK**.
5. To change display settings *select* the **Settings** tab and *click and drag* the screen area arrow to the desired size, then *click* **OK**.

Performing A Search

Search for Files...

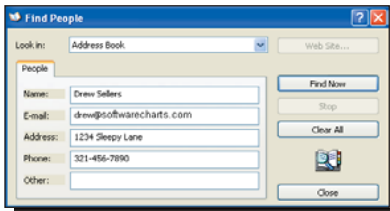
1. To search for a file, *click* the **Start** button, *select* **Search**, then *select* **All files and folders**.
2. In the **All or part of the file name:** field, *type in* the file you are looking for, then *click* the **Search** button .

Search for Computers...

1. *Select* **A computer on the network** from the **Search Companion** list, *type in* the computer name then *click* the **Search** button .

Search for People...

1. *Click* the **Start** button, *select* **Search**, then *select* **For Computers or people**. *Select* **People in your address book**.
2. The **Find People** dialog box appears. *Enter* the required information, then *click* the **Find Now** button .



Recycle Bin

Files that are deleted within Windows XP are sent to the **Recycle Bin**. To permanently delete these files, *right-click* on the **Recycle Bin** icon and *select* **Empty Recycle Bin**.

Note: Files that are deleted over the network are deleted permanently, they are not sent to the **Recycle Bin** first.

Start Menu

My Network Places

Lets you see and access other computers on your network.

Search

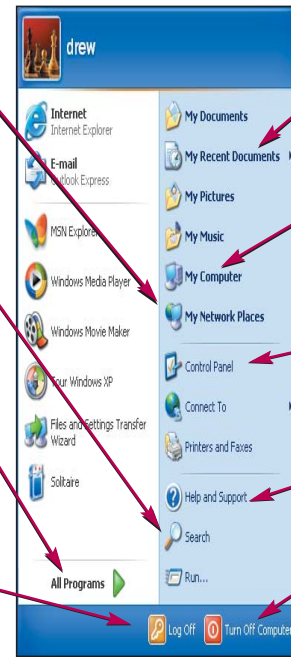
This option in the Start menu helps you find folders, files, computers, or people on the network.

All Programs

Lets you see and access all the programs on your computer.

Log Off

To log off Windows XP. Windows will confirm your log off first.



My Recent Documents

This folder contains your fifteen most recently opened files.

My Computer

Accesses all the files on your computer.

Control Panel

Customizes your computer settings.

Help and Support

The Help guide to Windows XP.

Shutdown

Allows you shutdown, restart, or go to standby mode.