

Install Software

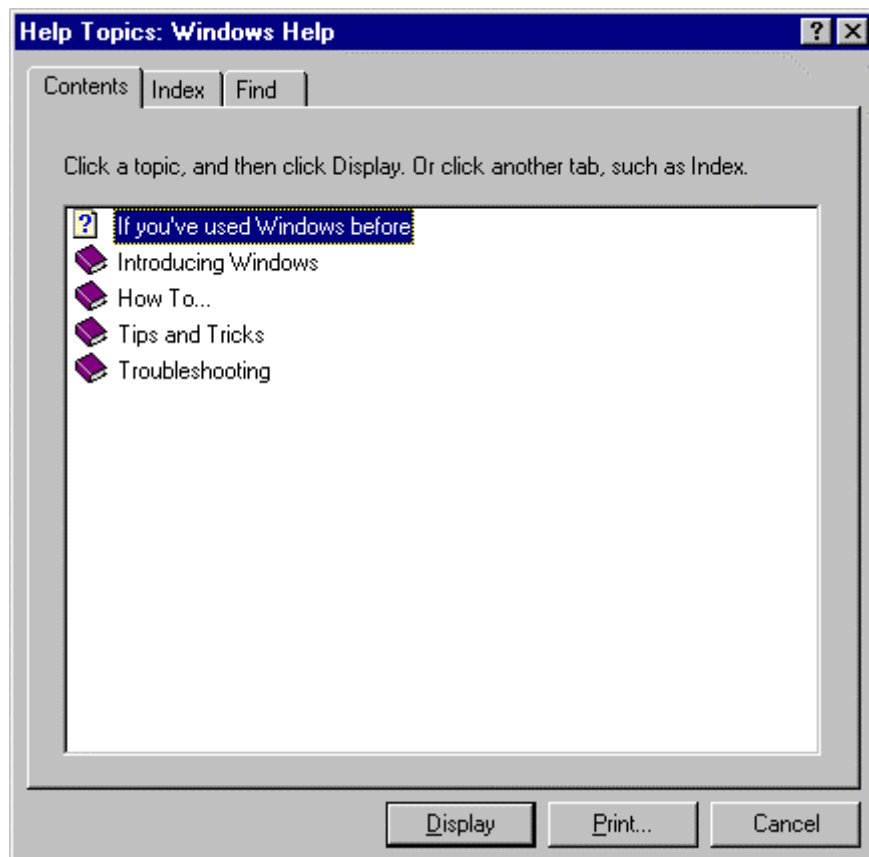
**MANAGE
WINDOWS**

Using On-line Help in Windows

Windows comes with an extensive Help facility. To access the Window's help choose:

- Start
- Help

The following help screen appears:



Using Contents in Help

From the diagram above it is possible to see that help can be accessed through Contents, Index or Find. The contents area has four main areas of help:

- Introducing Windows
- How to...
- Tips and Tricks
- Troubleshooting

To use contents, double click on any of the topics and a further list of topics appears.

A topic shown with a book beside it has further topics within it.

A topic shown with a ? has a help screen within it.

Once a help screen is found it can be printed by choosing Options|Print Topic.



More
Topics



Help
Screen

Exercise

Using Contents in Help find out the following:

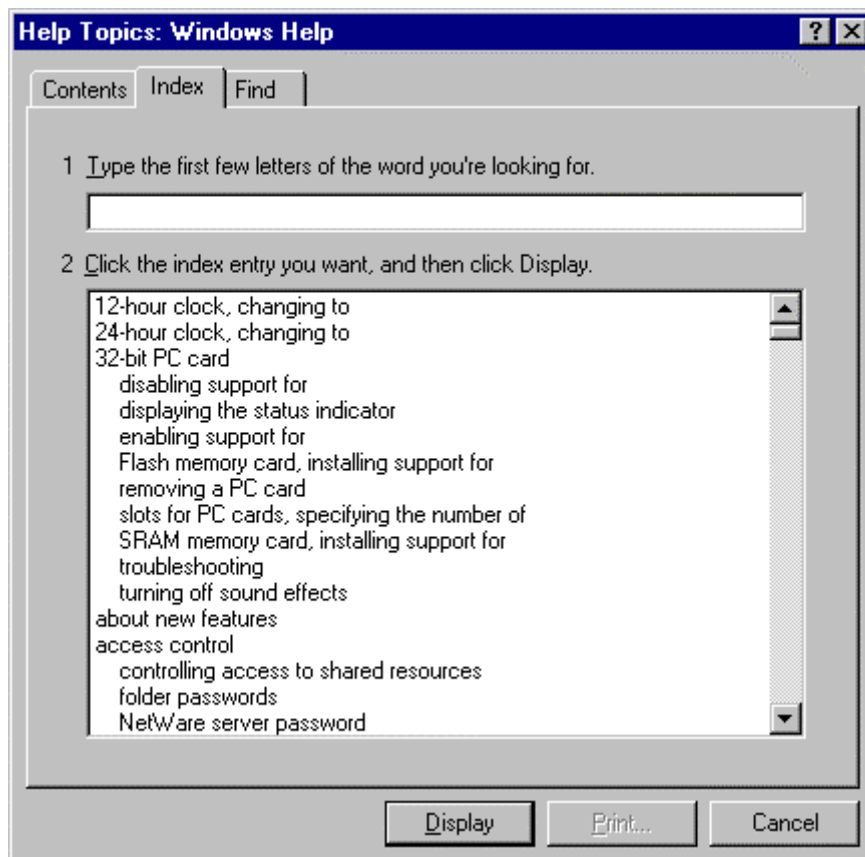
- a) How to..
 - Safeguard your work
 - Backing up files

- b) Tips and Tricks
 - Setting up the Desktop
 - Customizing the taskbar

Using Search with Help

In addition to categorising the help, it is also possible to search through help by keyword. To search help:

- Open Help using Start|Help
- Click on the Index tab and the following dialog box will appear:



- Enter the first letters of the word to search for in the Text Box labeled 1 above.
- The bottom dialog box will display topics beginning with the letters entered in box 1.
- Select the topic listed and click on Display. A further list may appear in which case a further selection will need to be made and then a click on Display again.

A help screen will appear.

The Disk Management Program - The Explorer

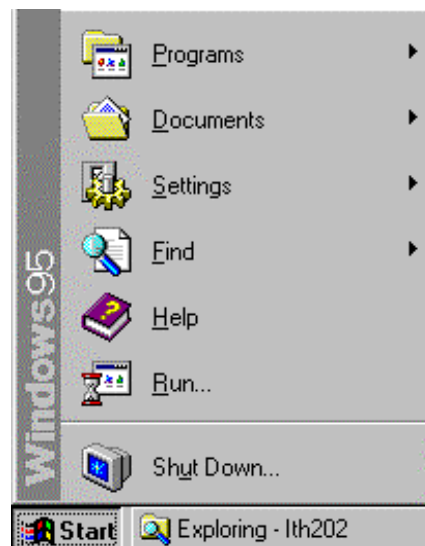
Within Windows 95 file maintenance tasks, such as copying and deleting files, are carried out using a program called Explorer. The Explorer is an integral part of the operating system and does not need to be added as an extra.

To open the Explorer:

- Click on the Start button in the bottom left-hand side of the screen



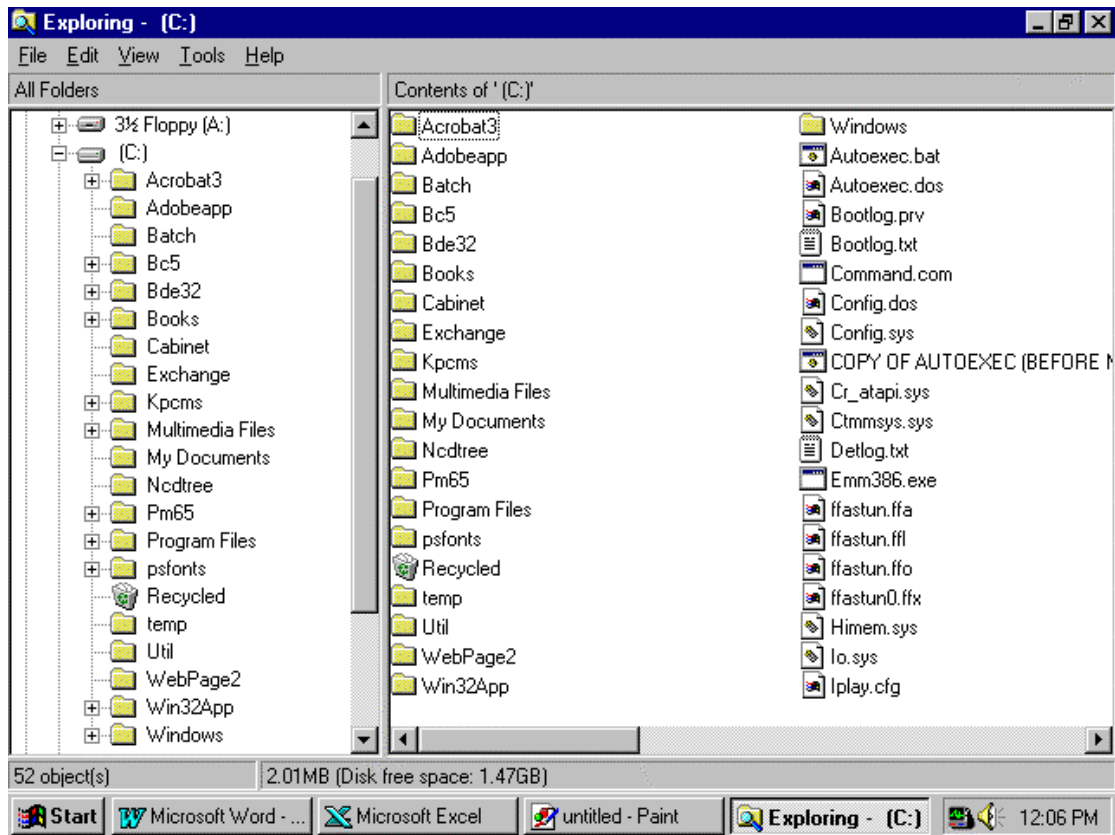
- A menu similar to the following will appear



- Click on Programs to display another menu
- Select Windows Explorer from this menu

Installing and Managing a GUI

A picture similar to the one shown below will appear giving a view of the disks on the current system:



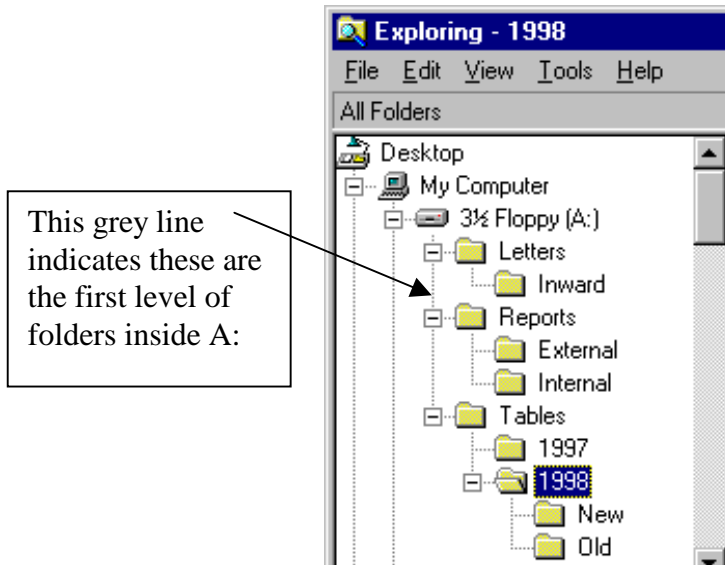
The scroll bar in the middle of the two window panes scrolls the left side (the **folder window pane**) showing all the secondary storage drives on the system. The right hand side of the explorer (the **contents pane**) shows the files and folders within the currently selected secondary storage area.

Interpreting the Explorer Windows

Any computer system has a number of disk drives (secondary storage areas), with each allocated a unique letter. The following are the most common drives found on computer systems:

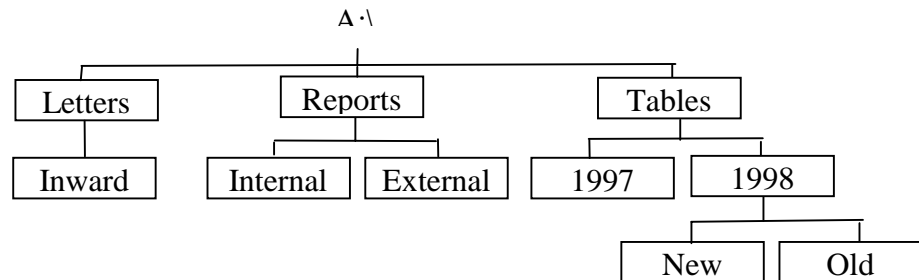
Drive Letter	Location
A:	Disk in the first floppy disk drive
B:	Disk in second floppy disk drive
C:	Main hard disk
D:	Second Hard disk drive
E:	CD Rom drive
F:	Network Storage areas

Each disk can be subdivided into folders (formally called subdirectories) that can be further broken down into more folders. In this way an area can be treated as smaller sections so that it is easier to find files. The folders for a certain drive produce a tree structure with branches coming off the main drive. For example the following shows a typical tree for the A: drive:



Installing and Managing a GUI

The dotted lines show the branches of the tree. In the above example the Letters, Reports and Tables folders are all at the same level. Inside Letters is the folder Inward. The Reports folder has the two folders named External and Internal. The tree shown above in the Explorer could also be drawn thus:



The Explorer indicates the existence of further folders using the + sign. For example the following shows folders oop and Pwa have more subfolders within them. Folder Pascal has no further subfolders:



A single click on the + sign will open the folder to show the folders within. A minus sign indicates that the folder is open.

Valid file and folder names

It is possible with the introduction of Windows 95 to use almost any name for a folder or filename. Even spaces are allowed in the name. Quite often filenames also have what is called an Extension. The Extension used with the filename is the three letter portion of the name placed after the full-stop. For example:

Demo.Doc

has a filename of Demo and an extension of Doc. Folders do not normally have an Extension on their name.

The extension is generally added to the filename by the program in which it was created. Using the filename Extension, the Explorer can tell which program the file was made with. This can then be used to open the appropriate program when the filename is double clicked from the Explorer. For example the following shows a list of files in the Explorer:

Installing and Managing a GUI



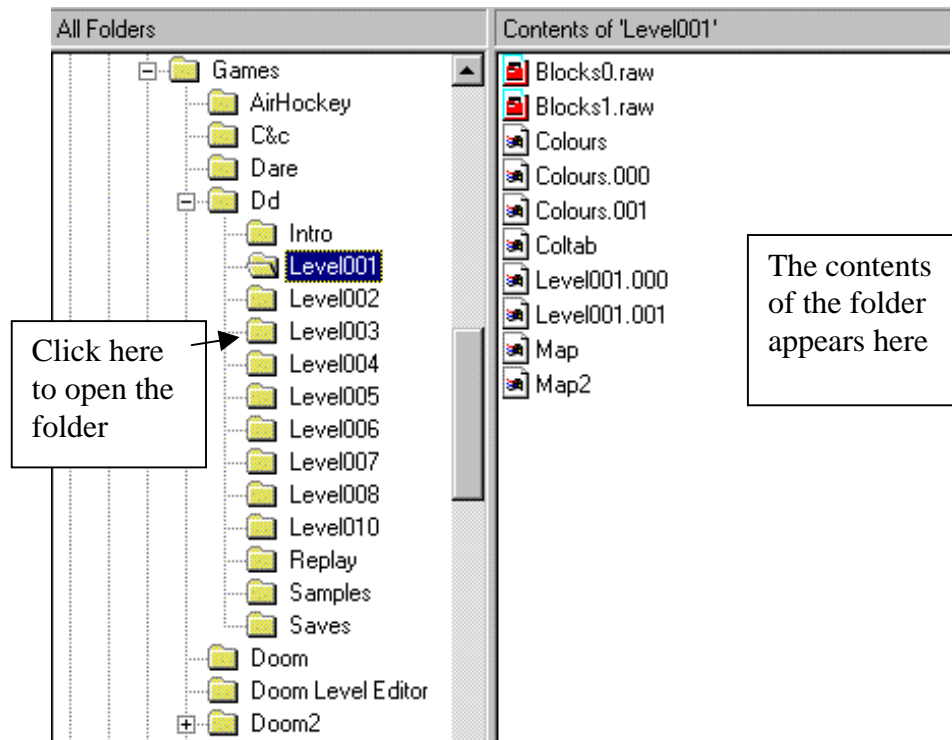
The small icon beside each filename shows the program that is associated with each file. The file PPEnv.Doc is associated with Microsoft Word while the file Trial.xls is associated with Microsoft Excel. Instead of opening Word and then opening the document PPEnv.Doc, for convenience the user can double click on the name of the file in the Explorer.

If the Explorer is not showing the file extensions after the filenames click on:

- Tools in the menu
- Options
- Make sure the View tab is visible
- Take off the tick in the Hide MS Dos file extensions ...
- Click OK

To change Drives and/or Folders

To look at the contents of a certain disk drive find the correct drive on the left-hand side of the Explorer and click on the + sign beside the name of the drive. The folders in that area of the system will appear under the Drive name on the left-hand side of the Explorer. To view the files in a certain folder, click on the small yellow folder icon beside the folder name and the folder will open with the files displayed on the right hand side of the screen.



Exercise

1. Open the Explorer using Start|Programs|Windows Explorer
2. Write down the names of the different Drives on your computer.
3. Open the C: Drive and write down the name of the Folders on the first level.
4. Draw a tree diagram of the folder structure on the C: drive.

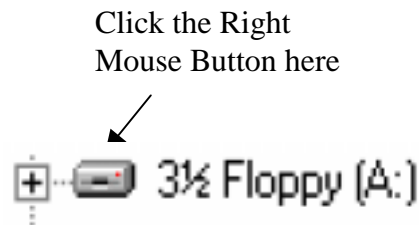
Formatting a Disk

Most floppy disks bought today are already formatted ready to hold work. Sometimes however, when a disk has been filled and the user wishes to wipe the disk clean formatting of the disk may be required. Formatting of the disk sets up the filing system on the disk ready to hold work.

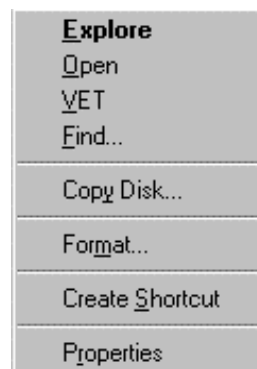
Formatting deletes ALL files from the disk.

To format the disk in drive A:

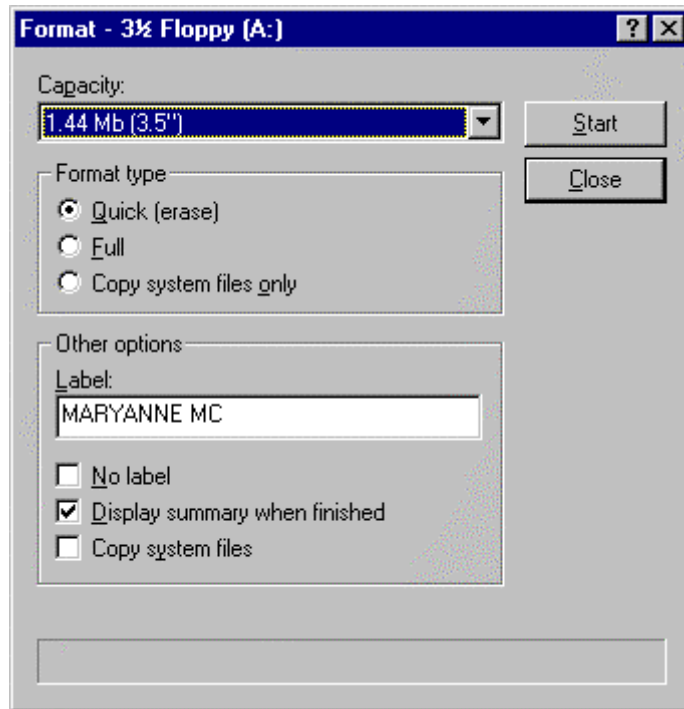
- Ensure that the A: drive is not selected. To do this select one of the hard disks for example C:
- Click the **Right Mouse Button** on the picture of the disk beside the A: Drive



- The following menu will appear:



- Select Format and the following dialog box appears:



- Select the type of format required: Quick or Full
- Enter the label if required
- Click on Start

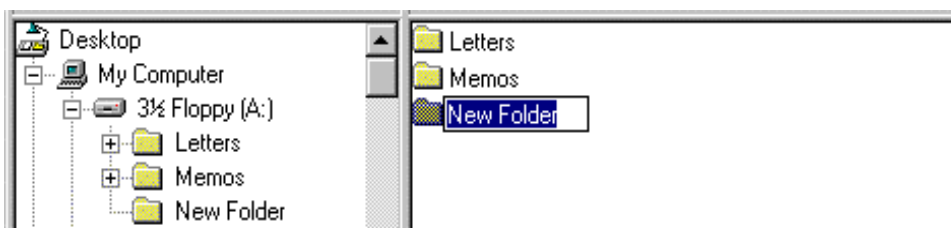
Wait until the formatting is complete. Press Close and then Close a second time.

Creating a New Folder on a Disk

To create a new folder, in the left-hand window of the Explorer click on the drive name or folder name, where the new folder is to be placed. Select:

- File
- New
- Folder

A new folder appears on the right hand side of the screen with the name New Folder:



While the name is blue enter a new name for the folder and press Enter. Note: There is no need to delete the old name, while it is blue it is ready to be replaced.

Renaming a Folder

To rename a folder:

- Click on the folder name it will turn blue
- Click once more on the folder name - wait and a cursor will appear in the filename.
- Delete the old filename and enter the new name.

Removing a Folder

To remove a folder from the tree:

- Click on the folder name and it will turn blue
- Press the Delete key
- Windows will ask to confirm the deletion
- Press Yes

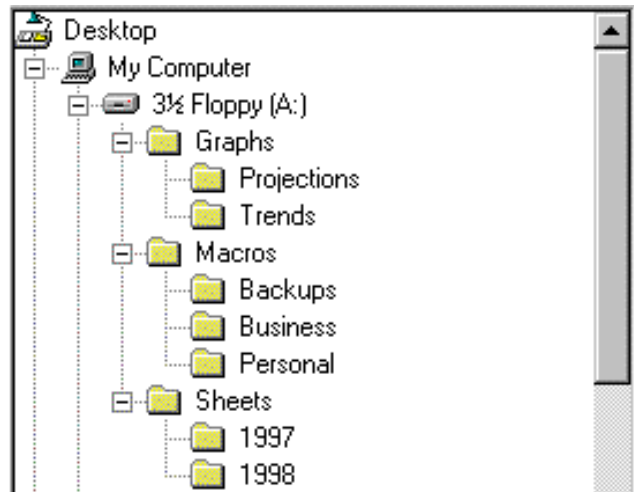
Alternate Technique

Creating, renaming and deleting folders and files can also be achieved through the pop-up menu accessed with the Right Mouse button.

Exercise

Open the Explorer in Windows and perform the following operation:

1. Format the disk in the A: drive.
2. Create the following tree structure on the disk in A:



3. Check that the folder names are all spelt correctly. If not then use the rename facility to correct them.
4. Remove the following branches from the tree:

Personal
Sheets

Managing Files in the Explorer

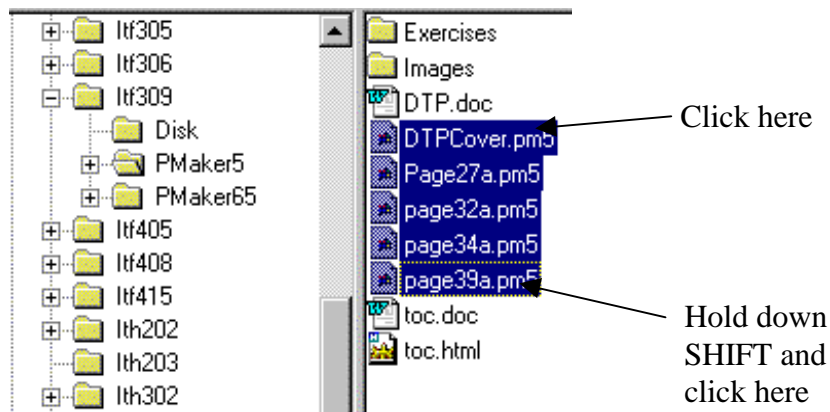
Selecting Files or Groups of Files

Many of the operations in the Explorer require that one or more files be selected before the operation is carried out.

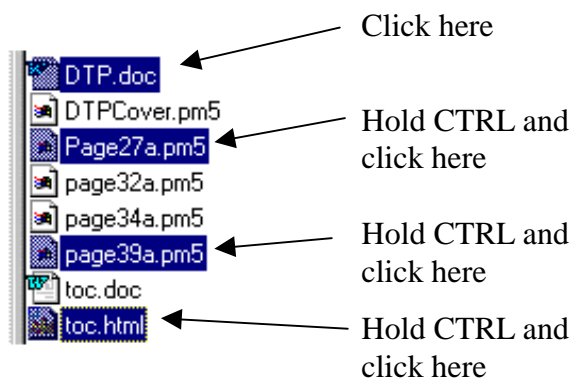
To **select a single file** click once on the filename in the right hand window pane of the Explorer. The filename indicates it is selected by turning blue.

To **select a set of files in a list**:

- click on the first required filename in the right window
- hold the SHIFT down and click on the last required file in the list.



To **select files** from an area of the tree where the files are **not in a continuous list** use the CTRL key to click each filename:



Deleting Files

The simplest way to delete a file from a folder is to move to the disk and/or folder where the file is located. Click on the filename and it will become blue. Press the delete key, then Windows will ask, Are you sure? Click Yes.

Copy Files

Copying a File or Many Files from One Folder to Another on a Different Drive

- Select the files to copy as described above - they will turn blue
- Scroll the middle scroll bar so the folder to copy **into** is visible in the left window
- Position the mouse pointer over the selected files in the right-hand window pane
- Hold the left mouse button down, then drag the file to the new folder - when it is over the new folder the folder name turns blue
- Release the mouse button
- A window will show the files copying

Copying Files into another Folder on the same Drive

When a file is dragged and dropped into the same drive it will actually move the file not copy it. To make a copy of the file hold the CTRL key down while the file is dragged and dropped.

Moving Files

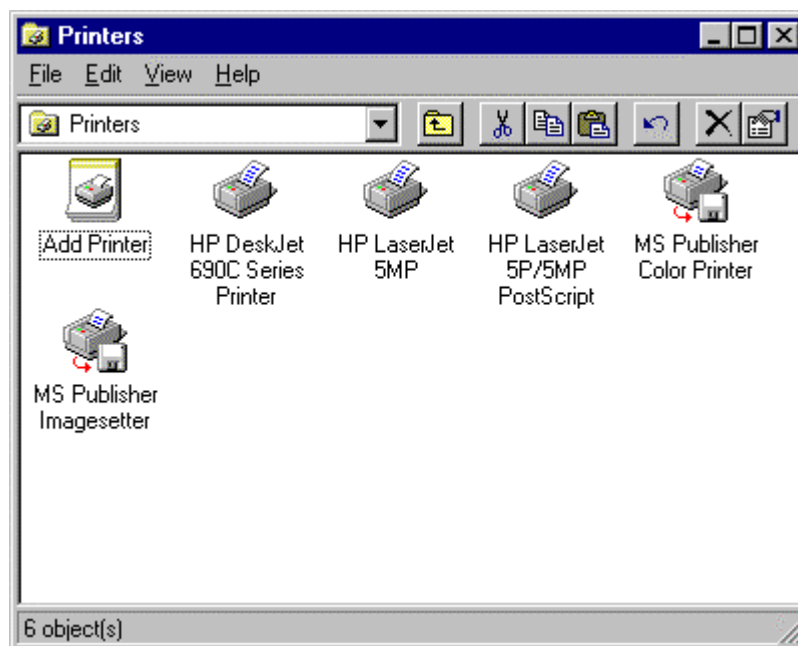
To move a file means its location is changed, the file at the original location will be removed. When a file is copied into a different folder on the same drive the file will actually be moved. To make a file move from one drive to another use the **SHIFT** key while dragging and dropping and the file will move, not copy.

Install and Configure a Printer

To install a new printer onto a system:

- Choose Start
- Settings
- Control Panel
- Double click on the Printers icon

The following screen appears:



Double click on the icon marked Add Printer. The wizard to add a printer will begin. Answer the questions as follows:

1. Indicate if the printer is local or networked.
2. Choose the Printer Manufacturer – usually located on the printer e.g. Hewlett Packard, Epsom etc
3. If a separate disk has come with the printer place it in the drive now otherwise continue
4. Select the port – LPT1:
5. Give the printer a name
6. If the printer is to be the default printer click on the radio button
7. Print a test page to ensure the printer is working.

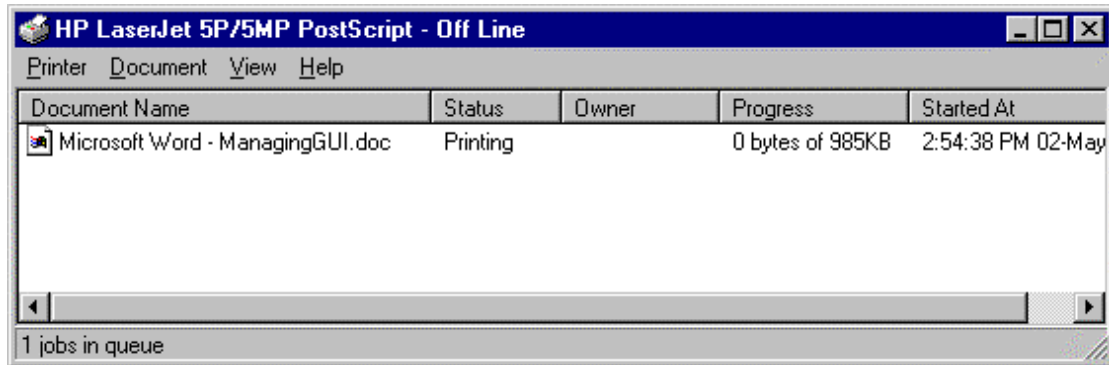
Pause, resume and cancel print jobs

To work with the printers that are installed on a system choose:

Installing and Managing a GUI

- Start
- Settings
- Control Panel
- Printers

When the window shown above appears double click on the name of the printer to maintain. The following screen appears for managing print jobs:

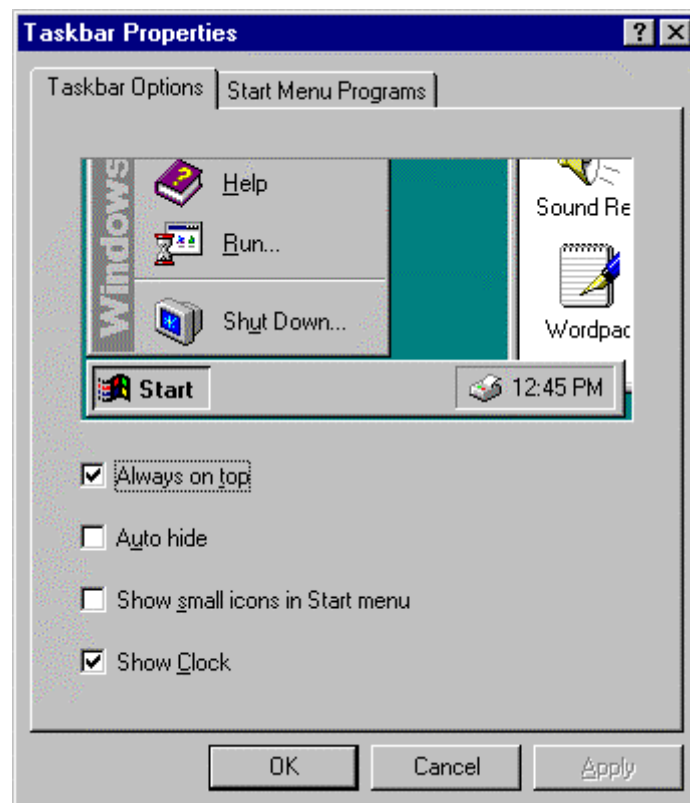


The Printer menu option allows the printer to be paused. The Document menu allows the actual print job to be paused or cancelled. To remove all jobs from the printer queue the Printer menu option Purge All jobs is used.

Altering Settings for the Taskbar

The taskbar located at the bottom of each window can be modified using the options given by choosing:

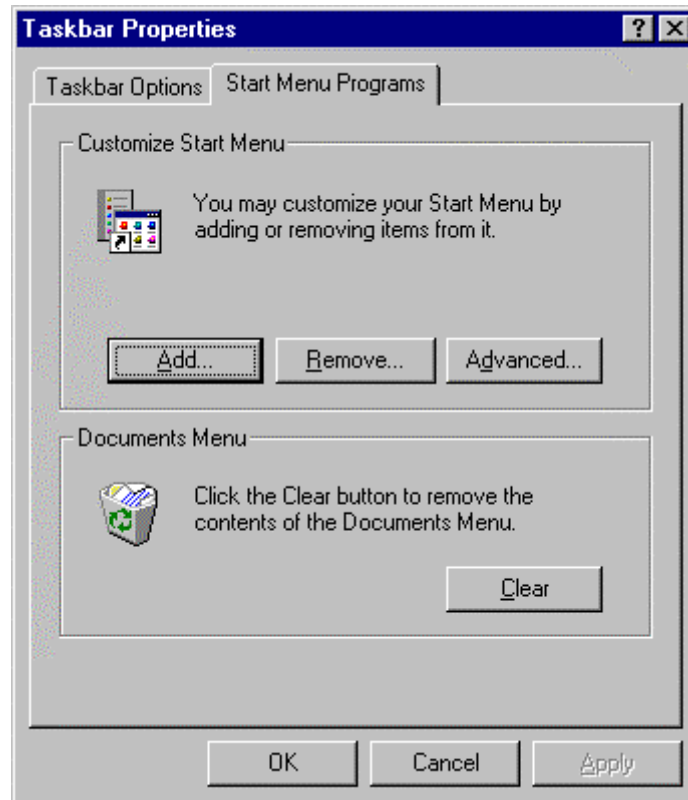
- Start
- Settings
- Task Bar
- The following tabbed dialog box appears:



- The first tab changes the options for the appearance of the taskbar, such as whether it is visible always and the look of the buttons for program selection.

To add or remove items from the Start menu:

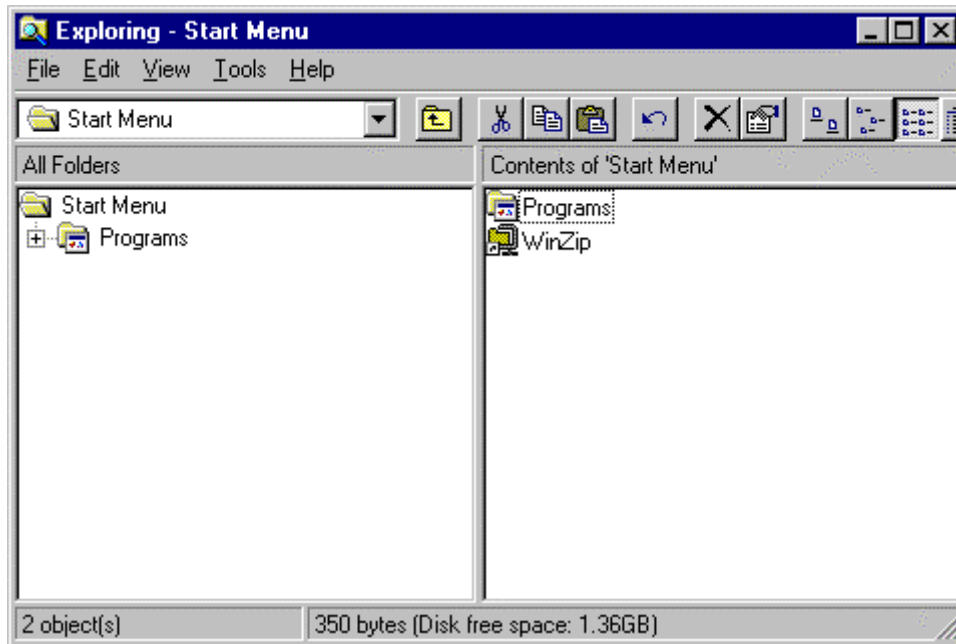
- Choose the Start Menu Programs tab and the following dialog box appears:



- Click on Add to add a program to the Start menu or submenus
- Click on Remove to remove a program from the Start menu or submenus
- Click on Clear to remove all filenames from the Start|Documents Menu

Installing and Managing a GUI

- Click on Advanced to bring up the following window:



- Using this Window programs can be added and deleted from the Start menu using the menu options and buttons supplied.

Transferring Data between applications in a GUI

Once Windows and another application exist on the Desktop it is possible to transfer data from one application to another through the Clipboard. The Clipboard exists once Windows 9x has been installed. Whenever data is cut or copied from an application it is placed in the Clipboard. Data is retrieved from the Clipboard using Paste.

Exercise

- Open a new document in Word and minimise the screen.
- Open Paint using
- Start|Programs|Accessories|Paint.
- Draw a simple picture of a landscape with tree and house. It doesn't need to be a masterpiece.
- Lasso the drawing and copy it to the clipboard using Edit|Copy.
- Minimise Paint and return to the Word Document.
- Using Edit|Paste place the landscape on the Word Document.
- Save the document to the hard disk in a subdirectory (folder) called Demo.

Exercise

Perform the following maintenance on your machine:

- Remove all documents from the Start|Documents menu
- Turn off the clock display from the Status Bar
- Move the Paint program from Start|Programs|Accessories to Start|Programs

Customise the Desktop

The Desktop is the area where all the icons are placed when Windows first loads. It contains the task bar at the bottom, My Computer and Recycle bin icons and any other program icons (or shortcuts) that have been added to the Desktop.

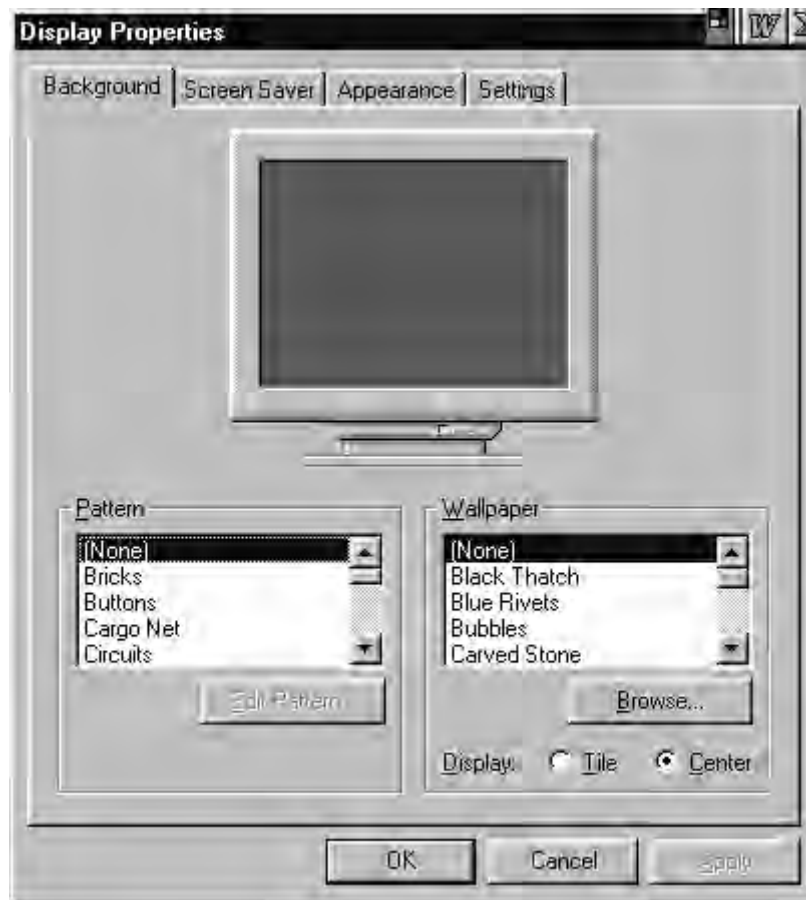
To change the look of the desktop choose:

- Start
- Settings
- Control Panel

The following dialog box appears:



- Click on the Display icon and the following tabbed dialog box appears:



Changing the Desktop's Background

The Background tab in Display Properties shown above, allows the background of the Desktop to be altered. Using the left hand list box, a pattern can be chosen for the background, while the right hand list box allows a Wallpaper to be placed on the background. The Wallpaper can be tiled meaning that a number of copies of the wallpaper are shown at once or centred where only one instance of the wallpaper appears in the middle of the screen.

Using the Browse button it is possible to choose any Bitmap file and use it as the background for the Desktop. Once the new background for the Desktop has been selected:

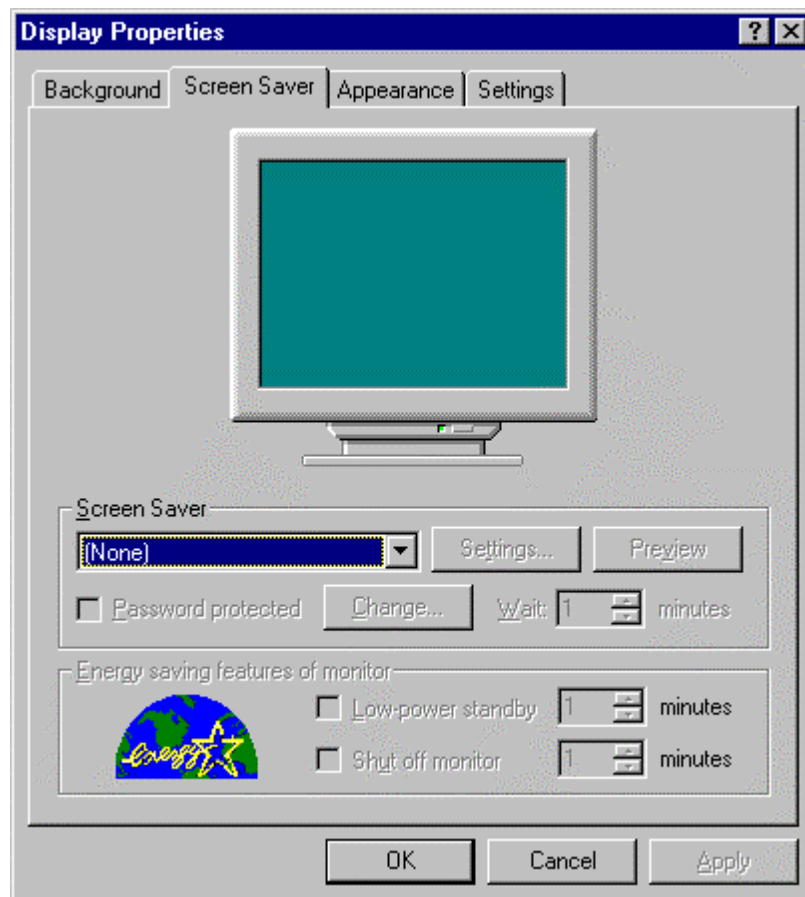
- Click on Apply
- Then OK

Altering the Screen Saver

If a computer is left on for long periods of time without being used, it is a good idea to have a screen saver program running to keep refreshing the screen display. Screens that are left with a single image on them for a long period of time will find that the image is etched into the screen.

To change the Screen Saver on a machine:

- Select Start|Settings|Control Panel
- Select Display
- Select the Screen Saver tab
- The following dialog box appears:

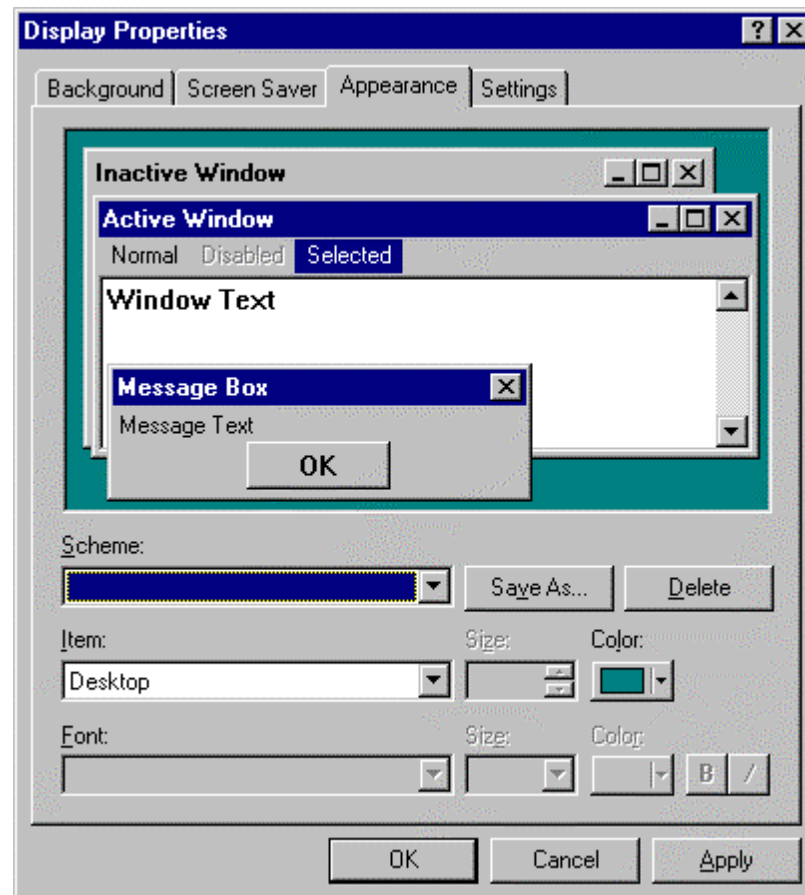


Using the drop-down list box under the words Screen Saver it is possible to alter the screen saver being used on the machine. After selecting the screen saver press the Apply button and then OK.

Changing the Appearance of the Desktop

To change the colour scheme and font for the desktop choose:

- Start|Settings|Control Panel
- Choose Display
- Select the Appearance tab
- The following dialog box will appear:

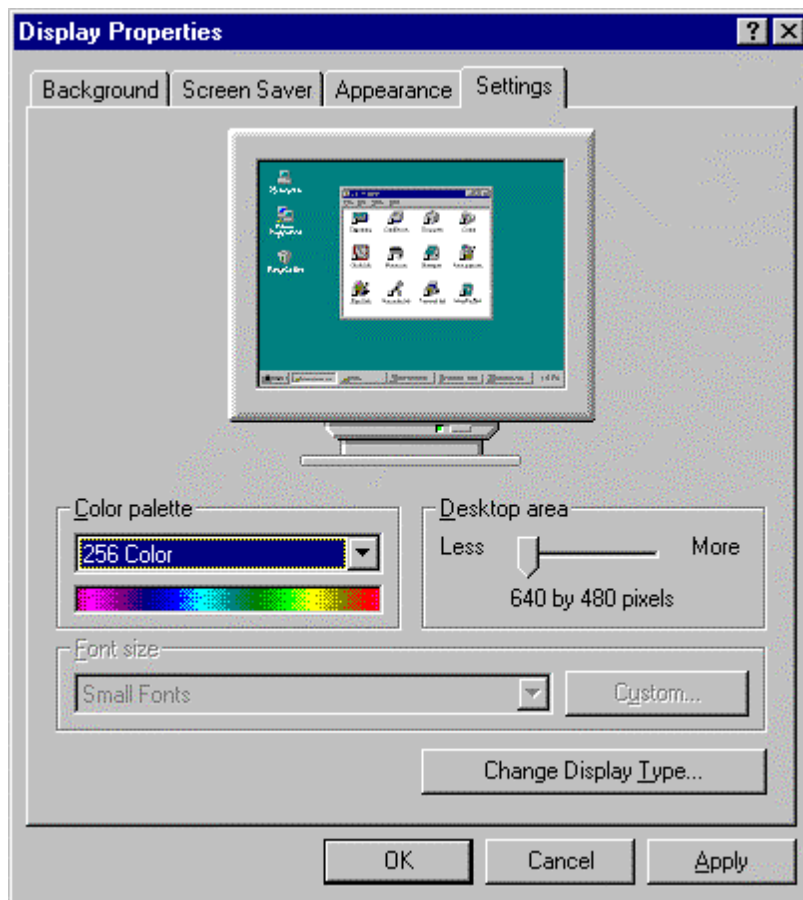


- Choose the down arrow beside the Scheme box to choose a colour scheme for the Desktop
- The Item drop-down list is used to change the object to alter rather than the whole desktop.
- The font box allows the size of font for an object to be altered.
- Once all selections required have been selected click on the Apply button and then OK.

Changing the Settings for the Desktop

To change the number of pixels on the screen and the number of colours used on the screen choose:

- Start|Settings|Control Panel
- Choose Display
- Select the Settings Tab
- The following dialog box will appear:



- The colour palette drop-down list changes the number of colour used in the display. The number of colours possible is limited by the video interface card installed in the computer and the device driver software for the video card.
- The Desktop area allows the screen to display more by using a smaller pixel size. The maximum screen resolution is also limited by the video card and associated device driver software.

Exercise

1. Change the desktop area to 600x800 pixels. Apply the new style.
2. What different resolutions are available for the monitor currently on your computer system?

Customise Memory

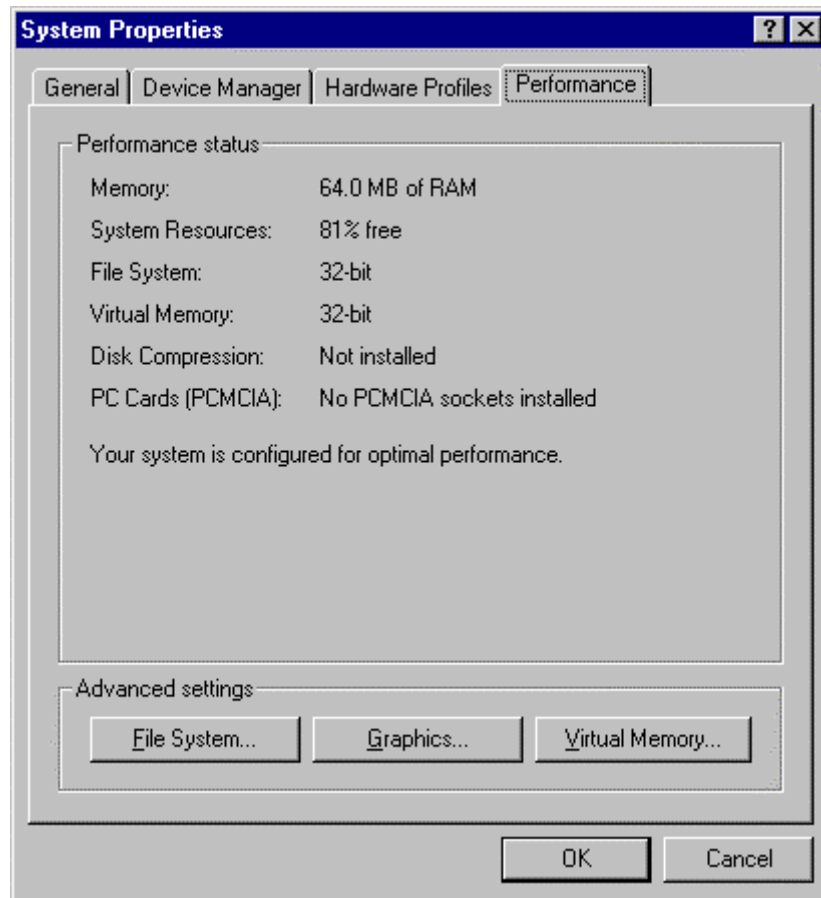
Windows 95 attempts to optimise the memory available on a system. To check the memory of a machine:

- Select Start
- Settings
- Control Panel
- Click the System icon
- The following dialog box appears:



Installing and Managing a GUI

- Choose the performance tab and the dialog changes as shown below:



The dialog box indicates the amount of memory in the machine and what percentage of the system resources are currently being utilised. It is possible to alter these settings using the buttons at the bottom of the screen, but since Windows 95 has already decided on the optimal settings they are best left unchanged.

Assessment tasks for ICAITS015B – Install Software Applications

Helen, Doug and their son, Kev, operate a small service station in a town in Western Queensland. Recently the region received upgraded telecommunications facilities and now there is reasonable speed access to the Internet. Doug bought a one year old computer from his brother in Roma. It came with a printer, scanner and 33.6K modem, Windows 98 and Microsoft Office 97. Now Helen has to learn to use it. Doug wants her to develop a web page for the business –

“Nothing too flash just to have a few pictures, a map, and general information for the tourists, oh and a page for the golf club too – just to have the table of fixtures and so on” Doug tells Helen as he jumps into the Toyota and heads off for a weeks fishing trip.

At Kev’s suggestion Helen calls on the business *Ask Us Computer Consultants* for urgent advice.

“I need a web design package – it has to be cheap, and very easy to use because I’m only just getting the hang of Word”, Helen tells you, “Oh, and Kev says its better if it can be installed on more than one computer for no extra cost as he is buying a laptop and wants to be able to use the program too”

As office junior at the firm you are given the task of finding and installing suitable software. Mavis , your supervisor will assist you when needed.

Determine software or software upgrade requirements of clients

1. Client requirements are documented:

Package to do _____

Cost: _____

Licensing arrangements: _____

2. Mavis suggests: - Look on the cover of a PC Magazine for free software – probably *Netscape Communicator* as this includes a simple web editor (*Composer*)

Obtain software or software upgrade

Explain

1. Where you could procure *Netscape Communicator*
-

2. Licensing arrangements ?
-

Assessment tasks for ICAITS015B – Install Software Applications

Install software

Install the software (How?)

Place a shortcut on the screen to *Composer*.

Set Netscape as the default web browser

Set Preferences:

User name: dnh@growzone.com.au, password (12345678), pop3, mail, smtp
server – mail.growzone.com.au

Work through the tutorial disk (CHARLIE)

Make up a simple web page in *Composer* to show Helen

Give a copy of this on disk to your teacher or explain below how you would instruct Helen to use the software
