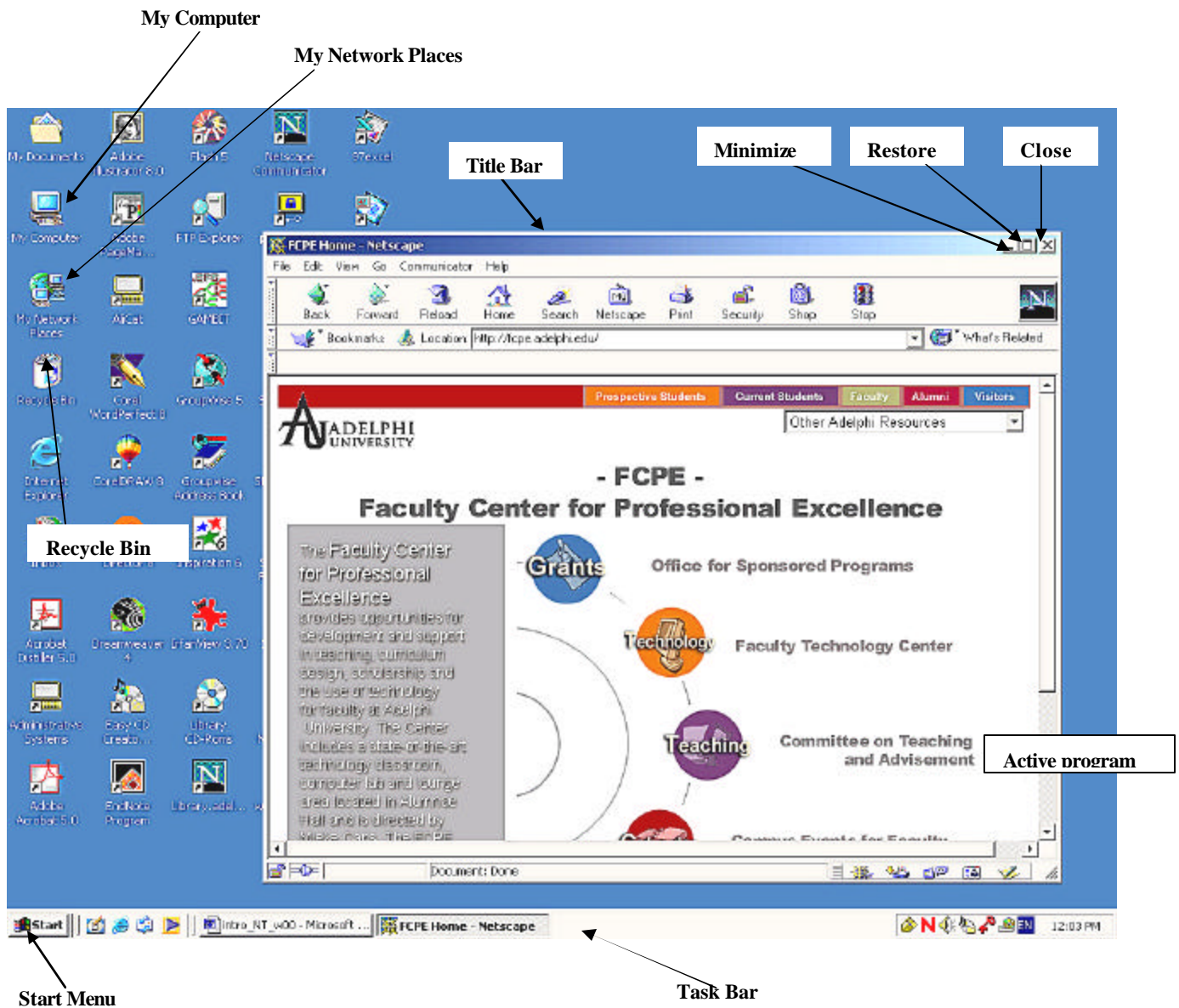


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Introduction to Windows 2000

Windows 2000, like the Macintosh and Windows 95/98 operating systems, uses a graphical metaphor to facilitate interaction with the computer. The image below shows a typical computer “desktop” with a program running.



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Desktop basics

Here is where you find all the tools you need to do your work. The Windows Desktop is meant to be analogous to your real-world desktop.

Look at the image above. On the left side of the desktop are small pictures called icons that represent certain folders, applications, or documents. Double-clicking these pictures will open the folder, launch the application, or open the document. The picture by itself can usually tell you what type of thing the icon represents, but you can also look at the text below the icon. For example: The icon pictured will launch Internet Explorer when double-clicked.



There are three special icons on your desktop, and it is important to learn their functions because you will use them daily. More information about them is given on the next page.

Using the Mouse

There are several common ways of manipulating the mouse:

- Point* Move the mouse and the on-screen pointer (usually an arrow) moves accordingly
- Click* Quickly hit and release the mouse button
- Double-click* Click the mouse button twice in rapid succession
- Drag* Hold the mouse button down while moving the pointer
- Right-click* Click with the right mouse button

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My Computer

This icon in the top left-hand corner represents the local components of your computer. Double clicking on this icon reveals all your disk drives and local printers, as well as the Control Panels. On most computers, the icon looks like this.



My Network Places

If your computer is attached to a local-area network (LAN), clicking on this icon will provide access to network resources. On most computers, the icon looks like this.



The Recycle Bin

Dragging files to this icon deletes them. The recycle bin is similar to the "trash can" icon on the Macintosh. On Windows 2000 computers, the icon looks like this.



The Start Menu

This is a series of cascading menus that allow you to launch different applications

Working with Windows

Every program or folder you use opens in a window. A window is always made up of the same basic elements.

Title Bar This contains the name of the program or folder, and the three so-called "caption buttons," or the minimize, maximize, and close buttons. Clicking on the blue part of the title bar will make the program become "active", allowing you to work with it, and to move the window around your desktop, while clicking on one of the caption buttons will perform the appropriate action.

Close Box Click once to close the window or shut down the application

Minimize Click once to reduce the window to a button on the task bar (the program is still open, just hidden)

Maximize(sometimes Restore) Click once to enlarge the window to full screen

Most windows also contain a row of menus at the top (they usually start with File, then Edit) and a status bar at the bottom. You'll learn more about these and their functions as you continue using the computer.

The Task Bar

You may run more than one piece of software at once in Windows (e.g. a word processor and a Web browser). Clicking the appropriate button on the task bar allows you to switch between these different applications. For example, in the picture above, the user has two programs running, hence two different buttons on the task bar. If the user clicked the "inactive" button (the one on the left; the button on the right is represented as "active" by its pushed-in look) the inactive program would be made active, and the active program would "wait" in the background until the user wanted to come back.

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Quitting for the Day

Do not switch off the computer until you **Shut Down** properly:

1. Save all your files
2. Close all open programs
3. Click on the Start Menu
4. Click on **Shut Down**
5. Click on **OK**
6. Switch off the power when you see "It is now safe to turn off your computer"