

What's The Least I Have To Know About

Windows 95

To Be Able To Use It

Or

Intro to Windows 95

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Introduction to Windows 95

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What's The Least I Have To Know About Windows 95 - To Be Able To Use It

DESKTOP

Some icons always on desktop – My Computer, Recycle Bin, Network Neighborhood. Others added as shortcuts to programs.



TASK BAR

Located at the bottom of screen, and displays all open programs, can display time of day. Includes START Button.

START

Shut Down - must always use to exit windows to close temporary files.

Run – To execute programs from a floppy disk, CD-Rom, or any program you know the .EXE file name.

Help – Contents and Index. Contents will give help in book form, by showing chapters and subchapters, with a more leisurely style of learning. Index lets you type in key phrases, so you can quickly go to specific need.

Find – You know it's there – but which directory. Use FIND to locate files. By typing in any part of the file's name, you can locate all matching files, and choose from the list..

Settings – For Control Panel, Printers, and TaskBar.

Documents – List of most currently used documents, for easy access to the document and program used, rather than going through Programs, and then opening the document.

Programs – All installed programs will show up in the Programs list. Any items with the arrow to the right of the name has additional selections to choose from. Those items without the arrow to the right is a program into itself, and is executed directly from the list, i.e. Windows Explorer.

SOLITAIRE

Turn cards over with single mouse click, drag and drop cards to different stacks, and double click to move to "Ace" stacks. This program teaches Mouse Skills (Hand-eye coordination). The program won't allow you to cheat and move the wrong card.

TITLE BAR

Notice the title bar on the Solitaire window. Notice the name of the program on the left, and the 3 icons on the right. **Minimize, Maximize/Restore and Exit.**

1. Practice minimize and maximize, and restore.
2. Make sure you are not maximized, so you can resize the window on it's borders.
3. Also you can move the entire window by pointing to the title bar and dragging.

MENU

Look at the menu – Game, Help. Notice one character is underlined. This allows for using the Keyboard to access the menu by using Alt+ the underlined letter, as well as pointing and clicking on the menu item.



All Windows 95 programs will have menus with the same Alt+ underlined letter functions. Some menus will include other shortcut keys for different needs – CTRL+P to Print, CTRL+S to Save.

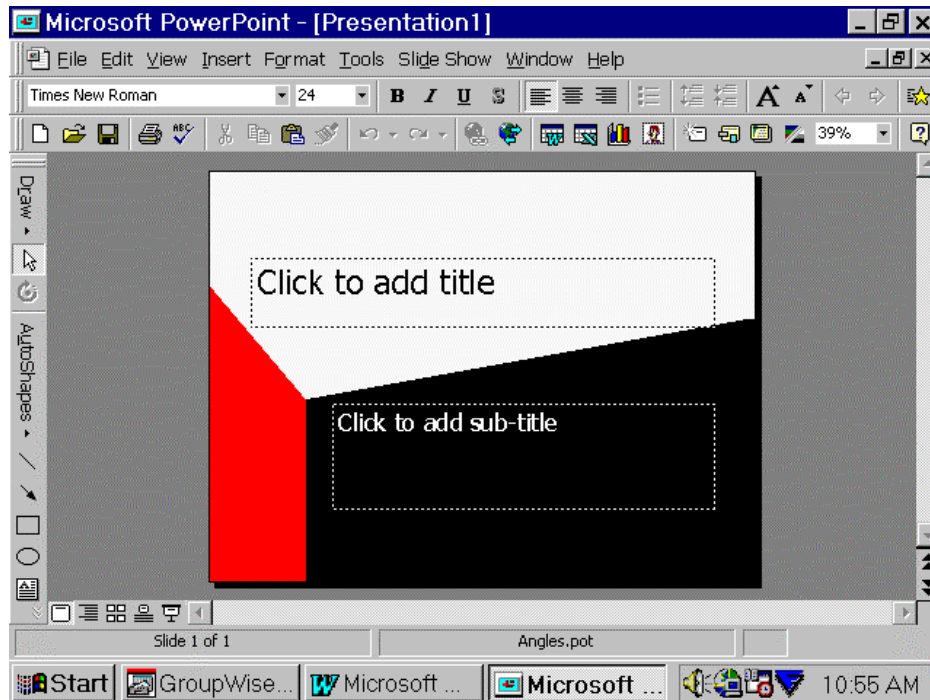
All Windows programs will have help screens, some more extensive than others.

Changes to the program can be made from the menu, such as looking at **Game, Options** to change the number of cards drawn at one time, or the different ways to score the game. Choose **Game, Deck**, you can change the front of the cards to a different design. This is also where you can **deal** yourself a new game, or **exit** the program.

OPEN ANOTHER PROGRAM – Powerpoint97

Keep Solitaire open by minimizing the game, and go to START, PROGRAMS, OFFICE97, and PowerPoint.

Create New Slide Show by selecting TEMPLATE, OK. From the Template screen, choose Presentation Designs tab, and choose the ANGLES.POT background and OK, then choose from the NEW SLIDE Autoformat screen, the Title Slide, and OK.



The Title Bar at the top of the screen shows the name of the program. The 3 icons on the right (Minimize, Maximize/Restore, and Exit), and the Menu with the underlined character in each word. This will be consistent in every Windows application.

Several toolbars are used in the Office97 programs. The toolbars give you quick access to items found on the menu. Instead of selecting FILE and then SAVE, you can click on the icon in the Standard toolbar to save the file. Not all commands have icons in toolbars, however. If you wanted to save the file as a different name, you will still need to go to the menu, and select FILE, SAVE AS.

The Mouse Click is normally done with the index finger of your dominant hand. If you click the opposite side of the mouse, you will

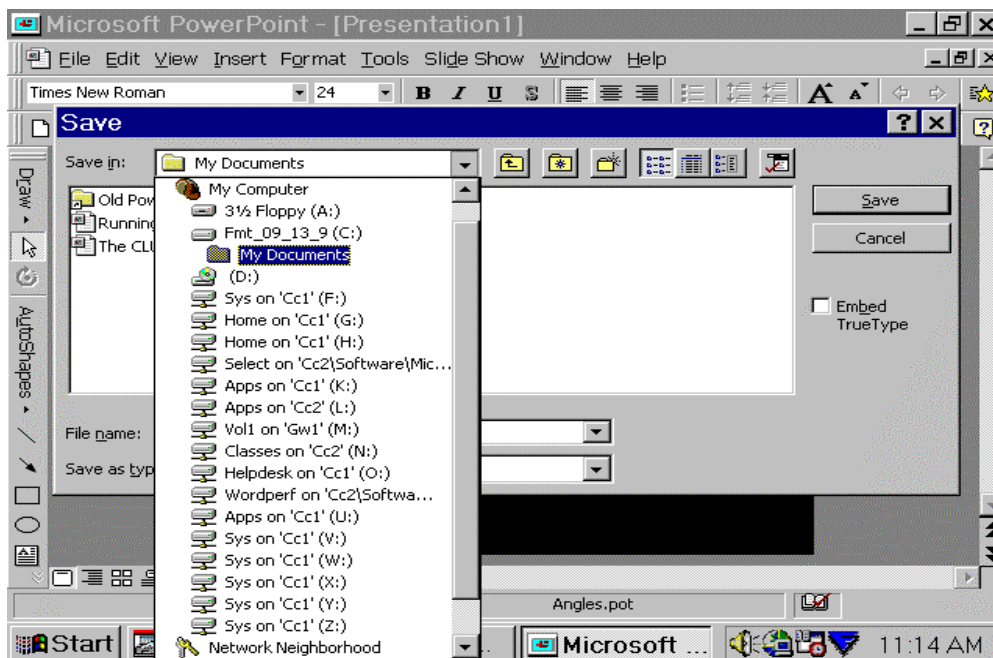
get a special menu for the area you are pointing to. By clicking the opposite side mouse button while pointing to the toolbars, you will see a list of all available toolbars. To select or deselect from the list of options, you would use the normal mouse click.

Click inside the Title box on the slide, and type in "Introduction to Windows 95 Class". Then click inside the sub-title box, and type in your name as the presenter.

Go to the menu, and select VIEW, and change to OUTLINE view, then SLIDE SORTER view, NOTES PAGE view, then SLIDE SHOW view. Pressing the enter key or mouse click will get back to Powerpoint screen. The icons at the bottom of the screen do the same as using the menu to change views. All Office97 products have different views of each document. A lot of the features are duplicated with icons as well as the menu.

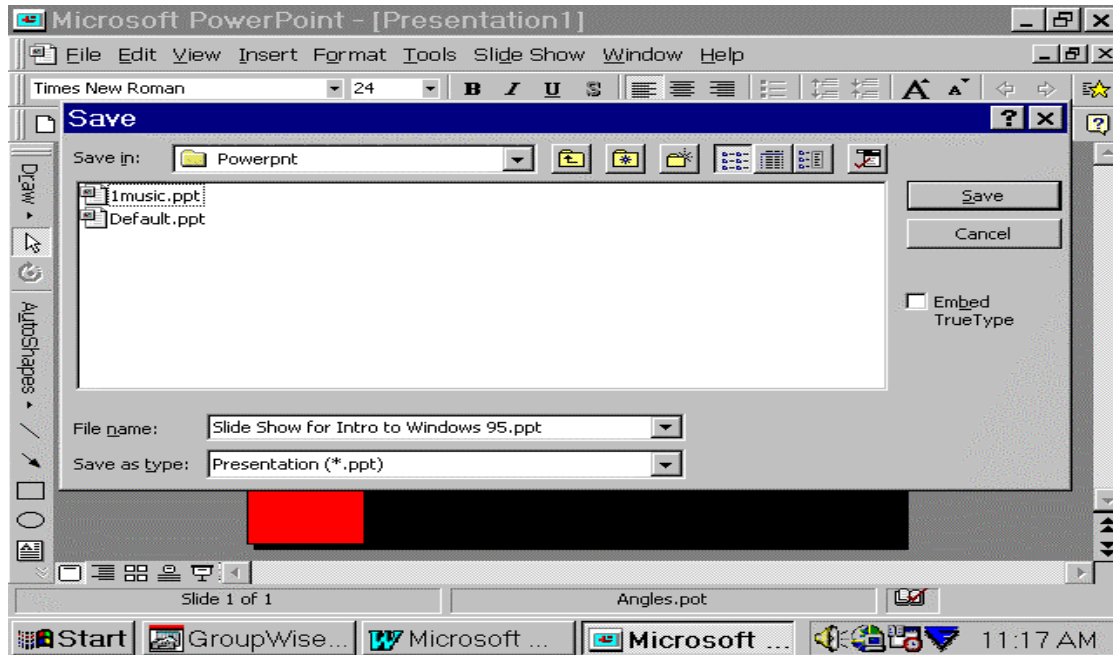
SAVE – 255 Characters in File Names

To Save a document, you can either use the SAVE icon in the Standard toolbar (picture of diskette) or the menu, FILE, SAVE.



First you need to decide WHERE to save the file, by selecting the down arrow key after "Save In" at the top of the screen. Once you

have the drive, and directory selected, you can then name a file up to 255 characters including spaces. So after changing to the FLOPPY A drive, in the PowerPoint subdirectory, save the file with the name "Slide Show for Intro to Windows 95.ppt"



Once the file is saved, notice the change in the title bar. It should show the name of the program, as well as the name of the presentation, the the file has an official name.

Exit PowerPoint using the "X" icon on the title bar.

CREATING SHORTCUTS ON THE DESKTOP

Using the START – PROGRAMS – OFFICE97 – Powerpoint method, can take a long time to get to the desired program. There is a quicker way to do this, by creating shortcuts on your desktop.

Notice the desktop already has several icons pointing to programs directly. We are going to create another one to show you how easily you can do this yourself. This is just one method being shown. The additional Windows handout shows a couple of different ways.

We are going to use FIND, on the Start Menu to create a shortcut. Whenever a program is installed in Windows95, a shortcut file will be added to the Windows directory. So to add a program name to the desktop, we need to search the C: Drive for the shortcut file for the program.

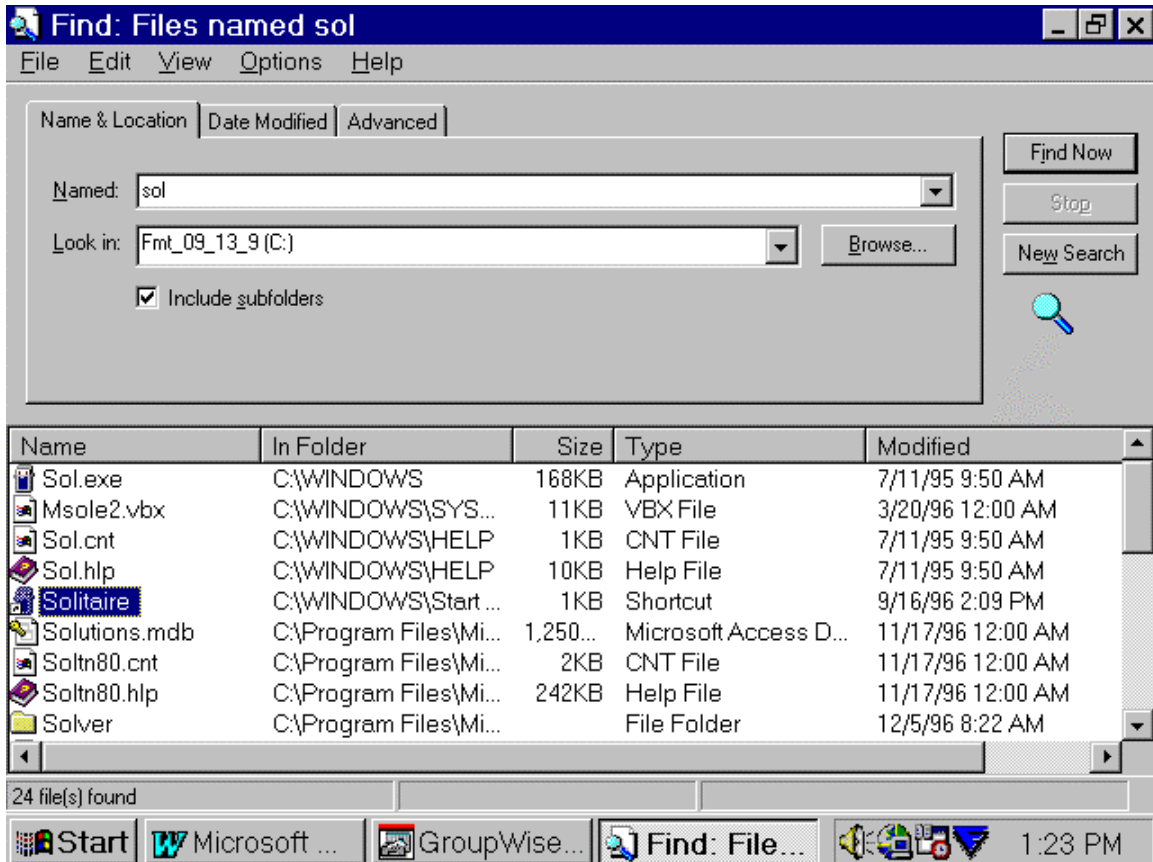
Let's add the Solitaire icon to our desktop – so we can practice mouse movements!!

Select **START, FIND, FILES OR FOLDERS**.

Verify we are searching the C: Drive, and that All subfolders is checked under the name of the file, type SOL and press enter.

You will see the program searching the entire drive, and listing files that match the criteria. Not all programs have to do with Solitaire, like Solutions, Solver, etc.

Ideally, we want to find the "Shortcut" file, not the .EXE file. So look in the list of files for the Solitaire game, whose file type is Shortcut.

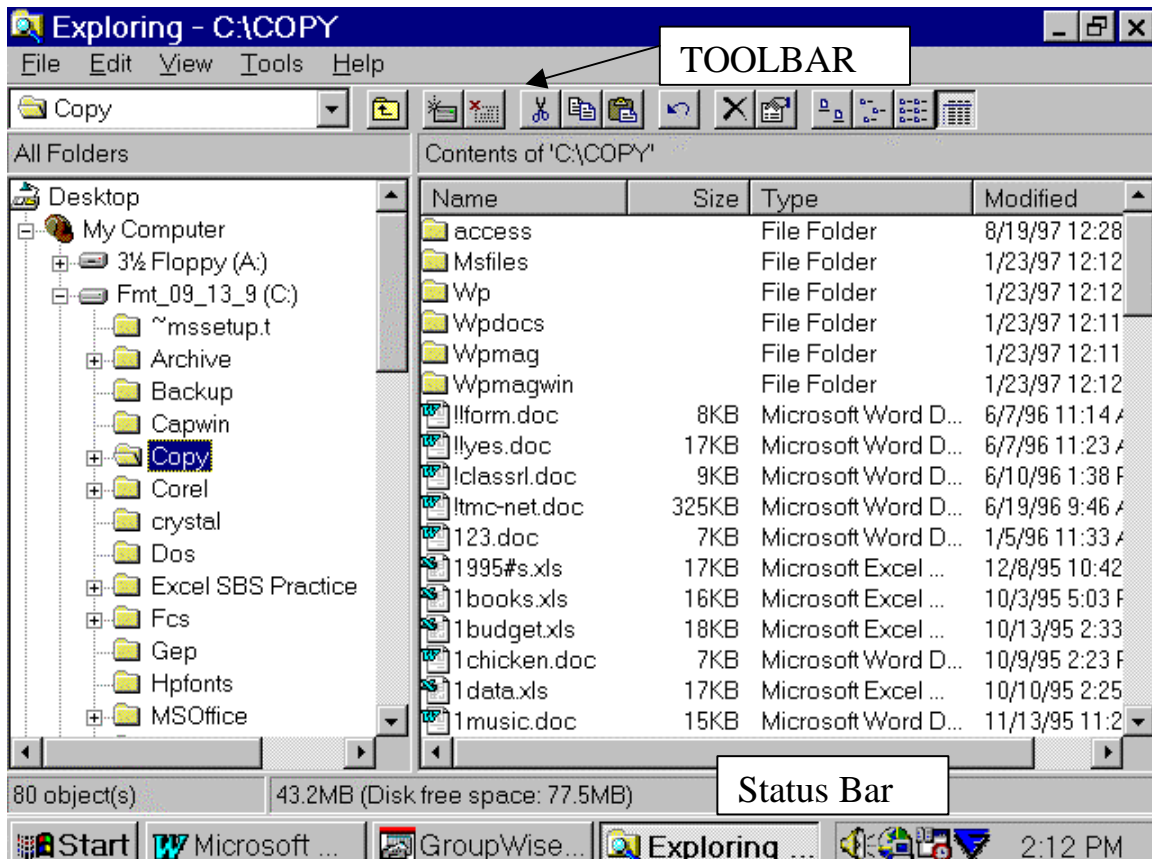


Click once on the file name showing the shortcut for Solitaire to select it, then opposite side mouse click to bring up the quick menu. One item on the quick menu is to "Create Shortcut". If you select this option (regular mouse click), you will get an error saying the program cannot create a shortcut here, but can on the desktop. Select Yes to allow this.

Exit FIND, go back to the desktop. You should have an icon for Solitaire.

WINDOWS EXPLORER

Windows Explorer is the file manager for Win95. The program allows you to easily delete, rename, copy, and move files from one location to another. To use the program, go to **START, PROGRAMS, Windows Explorer**.



If the toolbar is not showing on your screen, go to **VIEW, TOOLBAR**. To see the Status Bar, go to **VIEW, STATUS BAR**.

The screen is divided into two parts – the Drive and Folder structure on the left, and the files on the right. If it can figure out the program creating the file, it will have an icon for the program along with the filename.

To view the files differently,

select **VIEW, Large Icons, Small Icons, List or Details** from the menu, or from the toolbar.

To sort the files differently,

select VIEW, ARRANGE ICONS, and change to sort by date, size, type, or name.

To make backup copies of files,

1. On the right side of the Explorer window, select the file to be copied.
2. Choose Edit, COPY
3. Move on the left side of the Explorer window to the drive or folder to copy the file to, and click to select it.
4. Choose Edit, Paste. A copy of the file will be made.

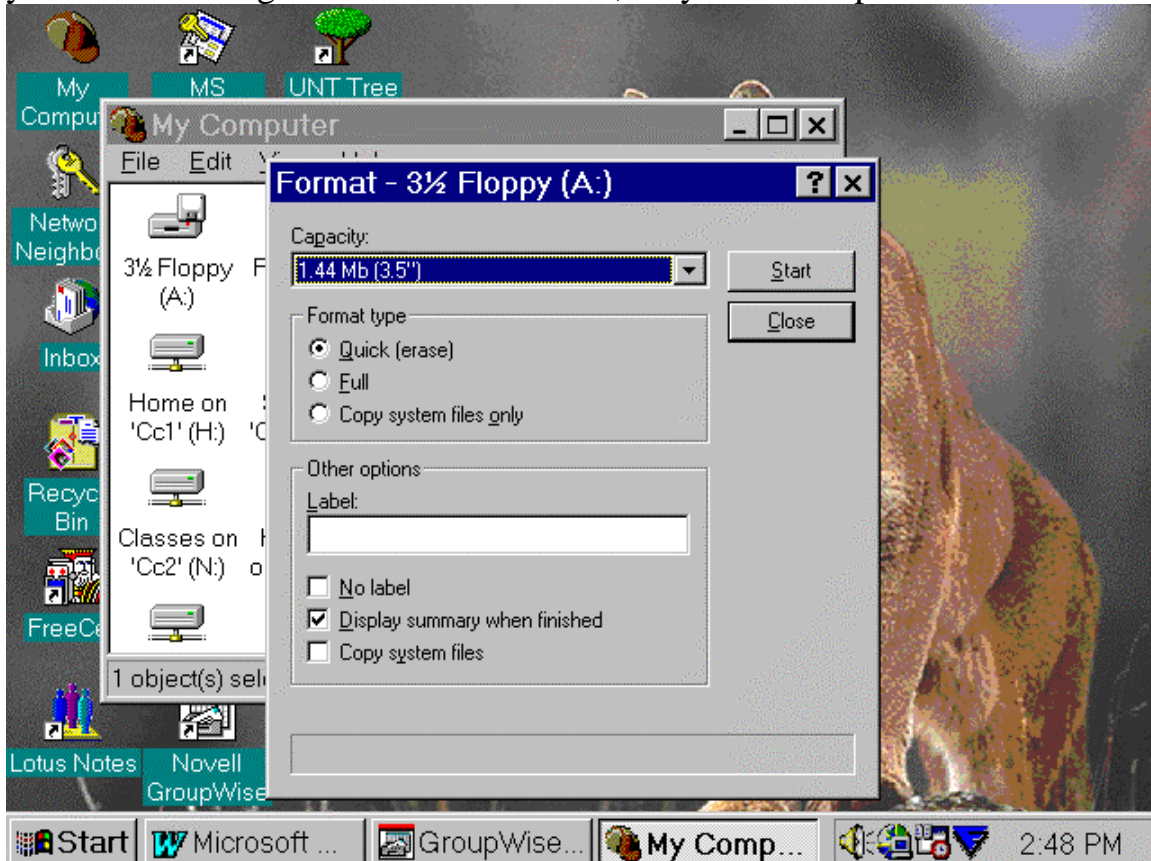
This can be done with multiple files at one time. When selecting a file, click on the first file, then hold and keep down the CTRL key while continuing to select files with a mouse click on the list. Then do EDIT COPY. Change to the correct drive and EDIT PASTE.

This can also be accomplished by using the mouse to drag and drop into the other drive or folder. Be careful when dragging to make sure the arrow icon has a small box with a plus sign attached to it to designate copying. If the box with the plus sign is not visible, you are moving the file, not copying. This normally only happens when moving files to a different folder on the same drive letter. Drag and drop copies fine if copying from the C: Drive to A:, or H: Drive to C:.

If copying to a different directory on the same drive, you will need to hold down the CTRL key while dragging and dropping.

FORMAT A DISK

The only thing Windows Explorer cannot do is format a disk. To do this you will need to go to MY COMPUTER, on your desktop.



When you are in MY COMPUTER, click once on the A: Drive, then select FILE, FORMAT. Follow the steps there to format the diskette.

The difference between Quick Erase and Full Format is:

Quick Erase has already been formatted and used, and this will only erase all files on the diskette. It does not make sure it is error free.

Full Format does a complete format on the diskette, erases any files, and makes sure the diskette is error-free. It does take longer to do.

Copy the System Files,

does a complete format, plus copies the system files needed to make the diskette a "bootable" diskette. This just means, you can place the disk in the A: Drive and bring up the computer from the floppy disk instead of the hard drive. Not as necessary to do anymore.

CUSTOMIZING YOUR DESKTOP

START, SETTINGS, CONTROL PANEL



The Control Panel allows you to customize your desktop with the DISPLAY icon, to change your mouse with the MOUSE icon, or to set a password so noone can get to Windows 95 without knowing your password on your machine.

MOUSE

Start with the MOUSE icon.

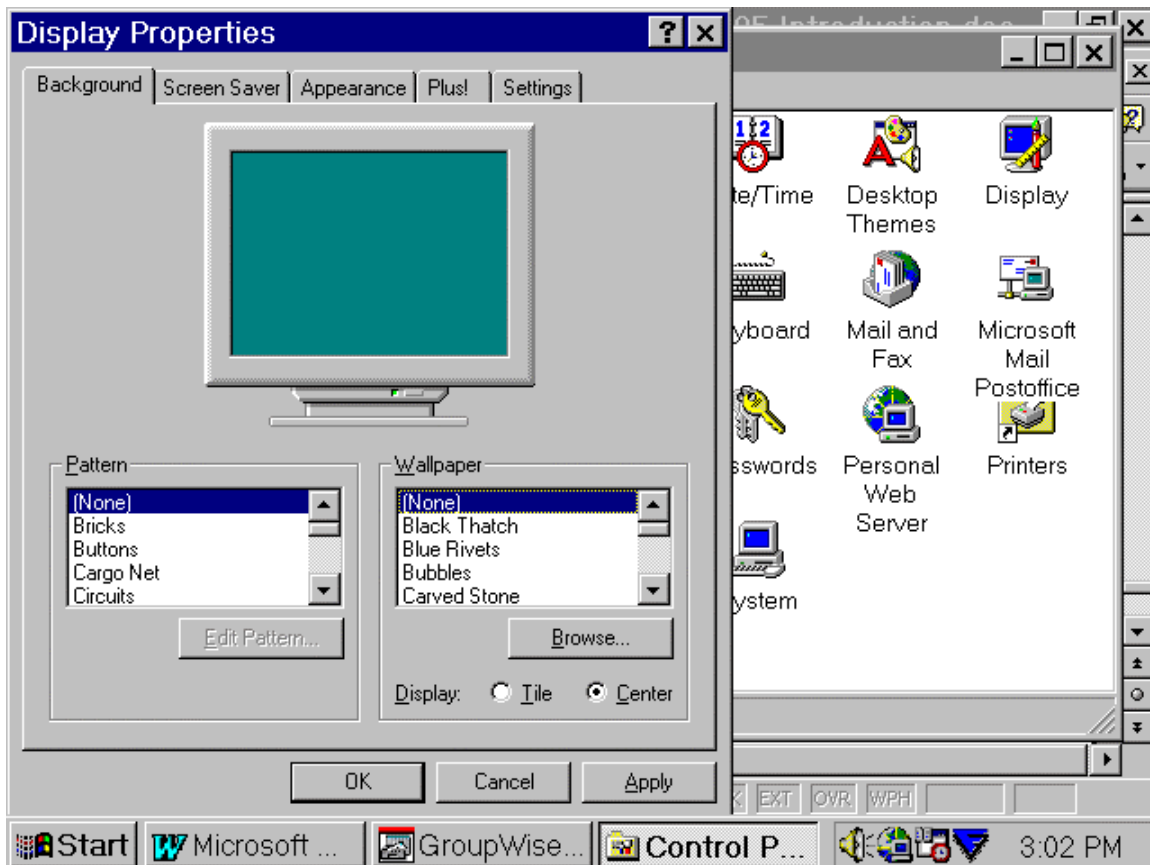
1. This setting is to change a mouse orientation from Right to Left handed.
2. It also controls the double-click speed. There is even a place to try out your double-click ability on the jack-in-the-box. Double-click, he pops up, double-click again, he going back in the box.
3. Do you like pointer trails? Change to the tab at the top of the Mouse control for MOTION, and turn on Pointer trails, or turn it off.

4. Select OK to exit the mouse controls and get back to Control Panel.

You can really mess with someone's mind by changing the mouse from right to left handed, and turn on mouse pointer trails. But don't do it unless you want to be paid back.

DISPLAY

Choose DISPLAY to change the look of your desktop.



The four tabs at the top control different areas of the display screen.

BACKGROUND allows you to place a **pattern** on the desktop. If you select one, choose **APPLY** to see what it will look like. You can also select another and reapply. **Wallpaper** covers the normal desktop and any pattern you have selected. This is where you can be creative. If you have a scanned image, save it as a .BMP file format, place it in your C:\WINDOWS directory, and it will show up in the Wallpaper list.

SCREENSAVER will come up after the keyboard or mouse has not been active for a specified period of time. Several different screensavers are available, and plenty can be purchased in addition to those provided by Windows 95. Also the screensavers can be formatted individually for your own taste. For example, in the Lines and Curves, you can format the number of lines, the number of curves, and the colors being used. In the Marquee, you can change the text, the font, the size, and the colors.

APPEARANCE lets you set the color scheme you would like to use. It ranges from shades of blue, to rose, or the Windows standard colors, with font sizes of standard, large, or extra large.

SETTINGS is preset by the monitor when it is installed. You probably don't need to change anything here, unless you are having problems adjusting the size of text. There , changing to 640x480 pixels gives you better control when you change the appearance to a large or extra large font, but you lose some finer drawing details by moving to the lowest setting.