

Introduction

For the student

Learn Microsoft® Windows 98 guides you through using this operating system step by step. All the main features, from moving a window to organising files, are explained in words and pictures so you can work independently at your own pace. Labelled screen displays and simple guide notes are included to enable you to explore, apply, practise and develop the necessary skills. If you forget how to carry out an action, simply check the appropriate unit, where the required clicks and keystrokes are described.

Learn Microsoft® Windows 98 is divided into self-contained units, each of which provides:

- explanation of how to perform actions, eg create a folder
- illustration of the action with labelled screen extracts
- examples of the result, eg copied work
- a summary of what you can do at the end of the unit.

A record sheet helps measure your progress and National Curriculum references enable you to match your skills to the ICT Level Descriptions.

Teachers, and other adult learners unfamiliar with Microsoft® Windows 98 will find all they need to master the system.

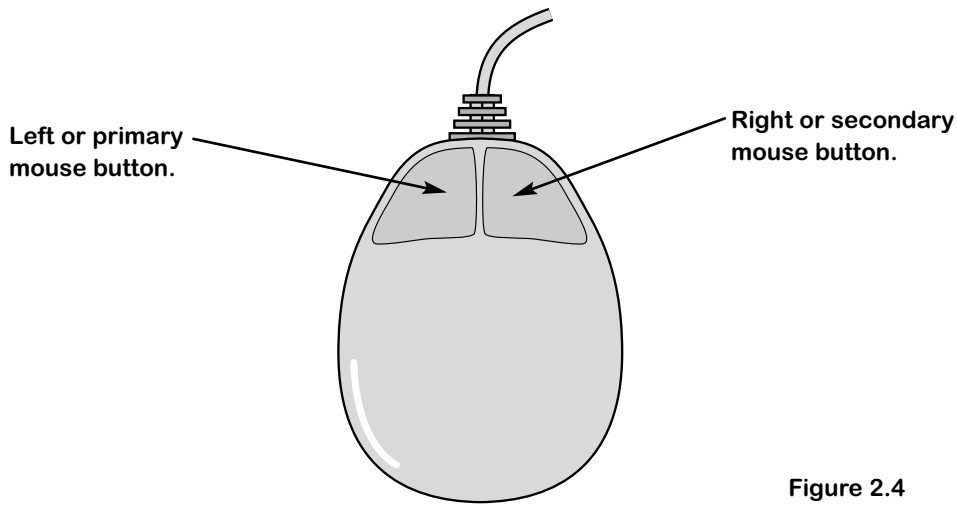


Figure 2.4

Some mice have a third button which is between the other two buttons. According to the software that comes with the mouse, this third button may perform a number of other functions.

These are the actions you can perform with a mouse (assuming a right-handed mouse is used):

Point	Mouse	Move the mouse across a flat surface such as the mouse mat until the pointer shape is on the required part of the screen.
	Laptop	Stroke the touchpad or roll the trackball until the pointer shape is on the required part of the screen.
Click	Mouse	Having got the mouse pointer to the right position on the screen, press the left-hand mouse button once and let go.
	Laptop	Tap the left-hand paddle.
Double-click	Mouse	Without letting the mouse move, click the left-hand mouse button twice quickly.
	Laptop	Tap the left-hand paddle twice quickly, being careful not to knock the touchpad or trackball.

You will be shown the Save As dialog box, as shown in figure 5.2 below.

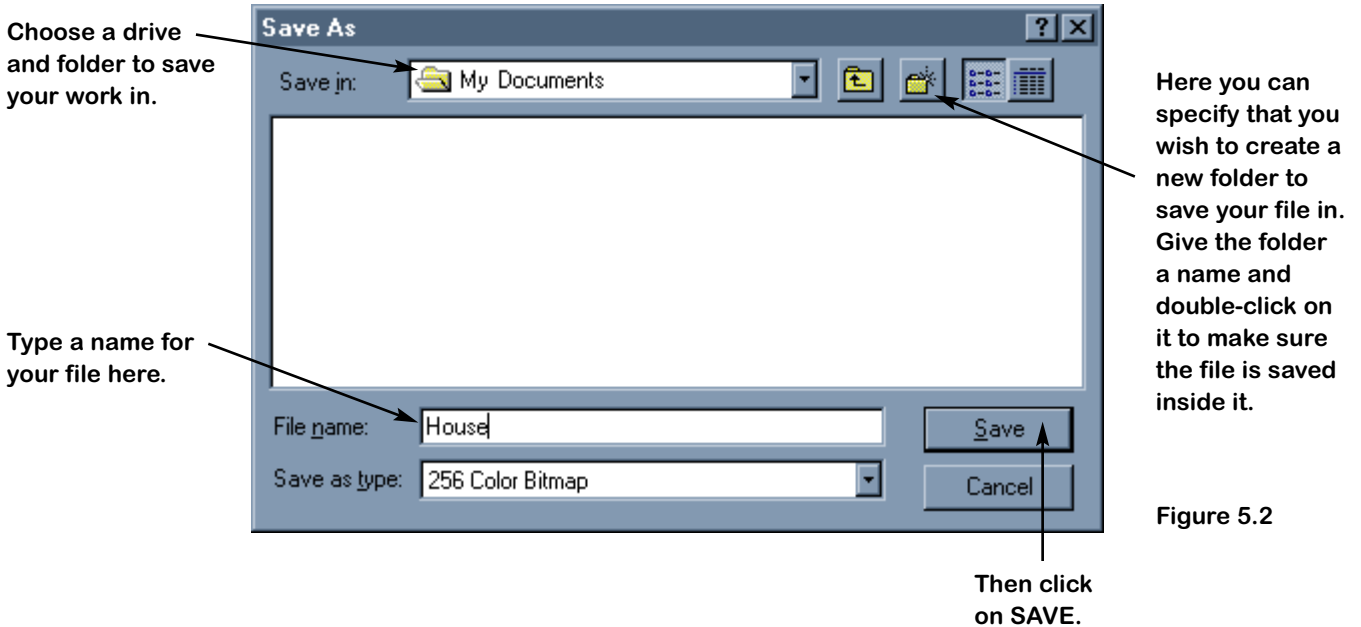


Figure 5.2

To save changes to your work:

- Choose FILE>SAVE from the menu
- Press control and S on the keyboard in many applications.

The previous version of the file will then be overwritten with the amended version.

Opening files

When an application is open, you may wish to work on a file that has already been created. Therefore you would need to open the file.

To open a file:

- Choose FILE>OPEN from the menu within the program
- Press control and O on the keyboard in many applications.

Choose the drive and folder(s) that you wish to look in. Only those files with the appropriate extension for the open application will be shown at first. Double-click on the required file.

When files are displayed in details view, column headers appear at the top of the details pane. These column headers are Name, Size, Type, and Modified. To sort the files by one of those four categories, click on the appropriate column header. The files will then be ranked in ascending order (A-Z, 1-100). Click a second time and the files will be ranked in descending order (Z-A, 100-1).

Files sorted by name in ascending order.

Name	Size	Type	Modified
Allsales.xls	15KB	Microsoft Excel Worksheet	08/11/96 14:53
Breaks.xls	15KB	Microsoft Excel Worksheet	20/04/97 11:42
Britain.doc	7KB	Microsoft Word Document	18/04/97 18:13
Chloe's Walk...	5KB	Microsoft Word Document	26/08/97 16:34
Edit.doc	7KB	Microsoft Word Document	18/04/97 18:10
Feb.xls	16KB	Microsoft Excel Worksheet	03/10/96 14:36
Fowlers.xls	20KB	Microsoft Excel Worksheet	20/04/97 11:46
House.bmp	138KB	Bitmap Image	26/08/97 15:27

Files sorted by name in descending order.

Name	Size	Type	Modified
Widget.doc	10KB	Microsoft Word Document	18/04/97 18:25
Villahol.doc	10KB	Microsoft Word Document	18/04/97 18:26
Trips.xls	15KB	Microsoft Excel Worksheet	20/04/97 11:49
Qr1.xls	15KB	Microsoft Excel Worksheet	03/10/96 14:37
Purchase.xls	15KB	Microsoft Excel Worksheet	19/09/96 16:52
Order.doc	10KB	Microsoft Word Document	18/04/97 18:18
Mar.xls	15KB	Microsoft Excel Worksheet	03/10/96 14:37
Jan.xls	16KB	Microsoft Excel Worksheet	03/10/96 14:36

Figure 7.5

Creating folders

It is also possible to create folders and subfolders in Explorer:

- 1 In the tree pane, select the folder that the new folder is to be within. The name of the folder becomes highlighted when it is selected. This is known as selecting the parent folder.

- 2 From the menu, choose
FILE>NEW>FOLDER.

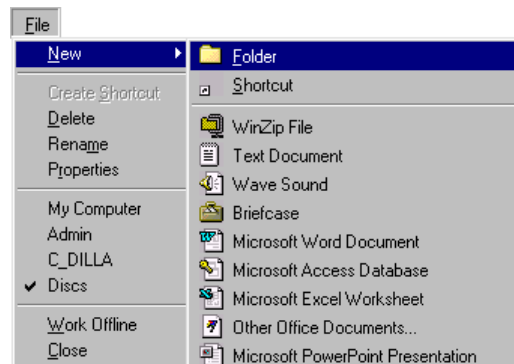
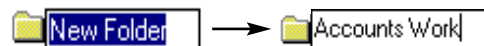


Figure 7.6

- 3 In the outlined box that appears in the details pane, type in a name for the folder and press Enter.



Selecting and copying files

In order to copy, delete or move files it is first necessary to select them. When selected, filenames become highlighted.

To select a single file, point to it and click. (Avoid double-clicking unless you want to open the file.)

To select several files that are next to each other, click on the first file and then press shift while clicking on the last file.

To select several files that are not next to each other, click on the first file and then press control while clicking on any others that are required.

Glossary

Accessory	An accessory is a small software program that is included with Microsoft Windows. Examples include WordPad, Calculator and Paint.
Application	Software which performs useful tasks, eg word processing, spreadsheet and database software.
Backup	A copy of work stored on removable media in a safe place in case the original becomes damaged.
Bit	Binary Digit, either a 1 or a 0. A number of bits are strung together to make a byte.
Button	Square with icon on a tool bar or area with label on dialog box. Click to select its action.
Byte	8 bits strung together. One byte translates one letter of the alphabet, or a number from 0 to 9.
Cancel button	Area on dialog box. Click to close box without applying selections.
Cascade	Arrangement of windows whereby the windows almost cover each other.
CD-ROM	Stands for Compact Disc-Read Only Memory. A removable storage medium.
Chip	Electronic circuitry packaged in a standard way, designed to perform a specific task. A computer is composed of many chips working together.
Click	Depress the left mouse button once and release immediately.
Clipboard	Invisible area where deleted or copied text/object is stored until pasted.
Close button	Button used to close window; often appears as an X in the top right-hand corner of the window.
Copy	Duplicate selected (highlighted) text/data/object to another position in addition to the original position.
CPU	Central Processing Unit, the part of the computer that actually carries out the work, or processing.
Cut	Delete text or objects.
Database package	Software for creating a series of records with individual pieces of information organised in fields.
Delete	Remove text/data/object.
Desktop	The onscreen display; acts as a backdrop to windows.