

Chapter 1

Exploring Windows XP Professional

Installing/Upgrading to Windows XP Professional

To stay current with new technology will install/upgrade programs.

- Installing – NEW files copied to hard drive.
- Upgrading – copies over existing files with new versions of these files.

Operating System:

- Must be installed for computer to work.
- Can be upgraded because it is software.

Things to consider when upgrading to WXP:

- XP comes in two versions – XP Home and XP Professional.
- Both look and act similar.
- XP Professional has more network support, security and backup.

Can upgrade to WXP Professional if PC is running W98, OSR2, Second Edition, Windows Millennium Edition, WNT 4.0, or Windows 2000 Professional.

Cannot upgrade to WXP Professional if:

- Running older OS such as W95.
- If hardware will not support WXP.

Activating Windows

Installation or Upgrade of WXP will ask for 25 character product key.

- Product Key gathers unique serial numbers from various hardware components.
- Must activate XP Pro within 30 days or will not be able to log on to computer.
- Activation scheme attempts to prevent casual piracy.
- Each computer must have own copy of Windows XP Pro.

Purchase WXP really purchasing license-allowing installation of WXP OS on single computer.

- Cannot install/activate same copy of WXP on another computer, because the hardware serial numbers will be different.

- Wait few weeks before activating WXP to ensure software/hardware work with WXP.
- Activation done by Internet or phone.
 1. Internet – activation process happens automatically.
 2. Phone, call toll free number to receive 25 digit code.

The Desktop

To display WXP Professional desktop – Boot system and log on.

On desktop may find computer objects (tools).

1. Program/document files
2. Physical Devices
3. Network Access

The following objects are always present:

Taskbar and Start menu button

1. Graphic toolbar used to select (via mouse) software programs.
2. Taskbar contains Start button which when clicked displays menu to:
 - a) Launch programs
 - b) Open documents
 - c) Alter look of desktop
 - d) Find files on system and information on Internet
 - e) Access Help
 - f) Access Shutdown options
 - Shut down
 - Log on as different user

System Tray

1. System status information.
2. Also called status area.
3. Place where other programs can place information/notification of events.

Toolbar

1. Provides shortcuts for commonly used programs.
2. Click button/icon to activate Window function.
3. Quick Launch toolbar – icons.
4. Media player allows playing and managing of multimedia on your computer.

Taskbar buttons

1. Can move between opened windows.
2. Active window button is three-dimensional highlighted view.

Icons

1. Pictorial representation of object.
2. Shortcut icons- provide access to object stored elsewhere.
3. Found on desktop and windows.
4. Can open windows.

Pointer = visual representation of mouse location

Windows

- Defined rectangular work area.
- Moveable and sizeable.
- Where user interacts with displayed information.

All windows based programs run in a window. Some programs – windows split vertically or horizontally – panes.

Two types of windows:

1. **Program (Application) window:**
 - Contains program/folders/objects.
 - Can be moved.
 - Can be maximized/minimized.
2. **Document window:**
 - On screen window (enclosed work area) in which user creates/views/works on document.
 - Belongs to and is contained within program window.
 - Must remain in confines of program window.
 - Can be maximized, minimized, moved or sized.
 - Each open document is stored in a separate document window.

Pointing Devices

Mouse Pointer

1. Used to select/manipulate objects.
2. Shows current location on screen.

Manipulate pointer – move pointing device

1. Pointing to object = position arrow over object.
2. Activating (selecting the object) = position arrow over object and click left button.
3. Taking an action = position arrow over object and double click.

Various actions:

1. Clicking
2. Double clicking
3. Right clicking
4. Dragging
5. Dragging and dropping object
6. Right dragging

Other pointing devices:

1. Trackball
2. Integrated pointer

Shape of pointer changes:

1. Arrow – move it on screen.
2. Hourglass – wait while Windows XP Professional finishes task.
3. I-beam – where to insert text.
4. Circle with slash – cannot do.

Moving and Sizing Windows

Sizing/minimizing/maximizing different.

1. Minimizing window = shrinks window so it only appears as button on taskbar.
2. Maximizing window = window fills screen.
3. Sizing window = change window's size and shape.

Manipulating the Taskbar with a Property Sheet

Taskbar in WXP – way to access everything on computer.

WXP in default installation – no icons or programs are placed on the desktop. Use Start program to perform tasks. May add toolbars to Taskbar.

Taskbar is a floating taskbar – size/location can be changed

Can manipulate taskbar.

1. Hide it.
2. Always on top.
3. Display clock.
4. Change size of icons.

Objects include folders, files, desktop, taskbar, disk drives, modems, etc.

Have properties that can be viewed or altered.

Settings in object's property sheet affect how object looks/works.

Property sheet used to view/alter object.

1. Complex dialog box.
2. Used to manipulate taskbar settings.
3. To access - right click object and click Properties shortcut menu.
 - May have multiple tabulated sheets.
 - Click on tabs to access tabulated sheets.

Objects

Types of objects:

1. Program item icon – represents executable program file.
2. Document icon - represents data file created with application program.
3. Device
4. Folder that contains program icons, document files or other folders.

Objects:

- Can be opened and manipulated.
- Have properties, settings and parameters (values).
- Have property sheets. (Collection of information about object's properties).
- Used to change or view characteristics of an object.

Properties of an object:

- Affect what object does.
- Affects what can be done with an object.
- Can be changed/adjusted.

Object behavior consistent; similar objects behave similarly. By learning to deal with specific object can also deal with similar objects.

Working with Application Programs

Multi-tasking

1. Appear to be running two or more programs at a time.
2. In reality, moving from one task (process) to another sequentially rather than simultaneously.
3. Windows XP Professional concentrates on different tasks or processes.

Multithreading

1. Within application program tasks divided into smaller tasks called threads.
2. Speeds up processing.
3. Application must be written to support multithreading.
4. OS must support multithreading.
5. Only one active application at any one time during multitasking. Foreground application active. Title bar highlighted.

Manipulating the Display

Windows can be displayed one at a time, cascaded or tiled. Minimized window is not included in tile/cascade display.

Formatting a Disk

- Preparing disk before it can be used.
- Erases all contents on disk.

Exiting Windows

Do not just turn off power.

Must complete shutdown process. During shutdown process, Windows XP:

1. Closes all files.
2. Writes necessary info to disk to insure that desktop (when system is booted) remains as it was at shutdown.
3. Does other housekeeping chores prior to shutting down completely.

Choices:

1. Turn off – shuts down Windows correctly; many newer computers shut down power automatically – if you do not do it.

- Standby: computer on but uses less power; information in memory not stored on hard disk; lose power lose what is in memory.
 - Restart: reboots computer – everything in memory is lost.
 - Turn off/shut down: turns off computer.
2. Log off – close your user account but computer remains on for easy access next time you log on.
 3. Fast User Switching – if not on domain can switch between users without logging off; switch back programs running as you left them.