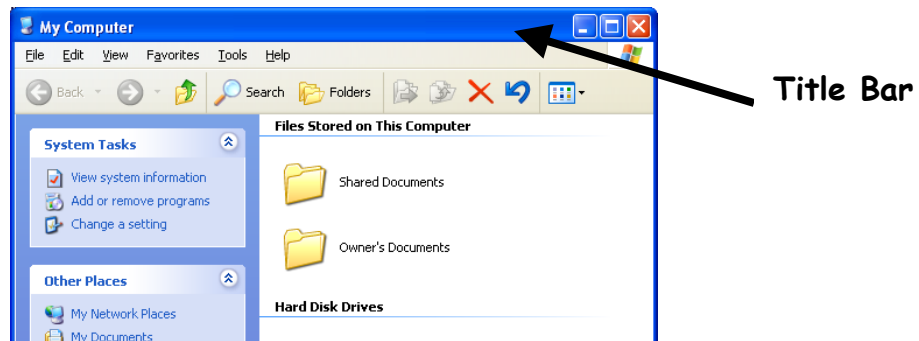


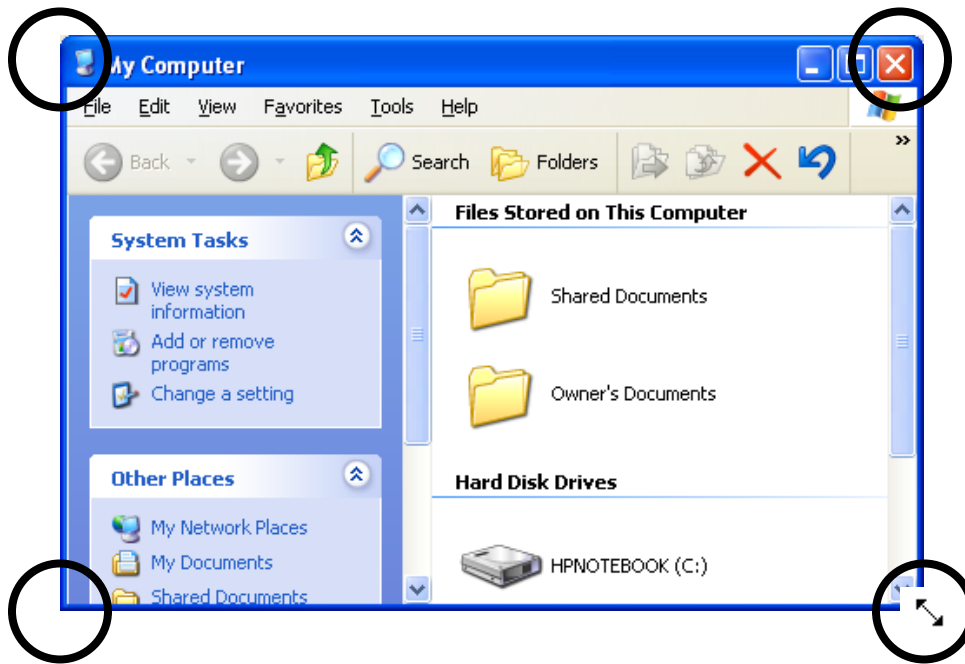
Chapter 1 - Exploring Windows XP Professional Additional Activities

1.10 • Activity • Sizing and Moving Windows

- Open My Computer by double-clicking the My Computer icon on the desktop.
- **Moving a Window**
 - Place the mouse on the title bar of the window. Hold down the left mouse button and drag the mouse in any direction to move it.

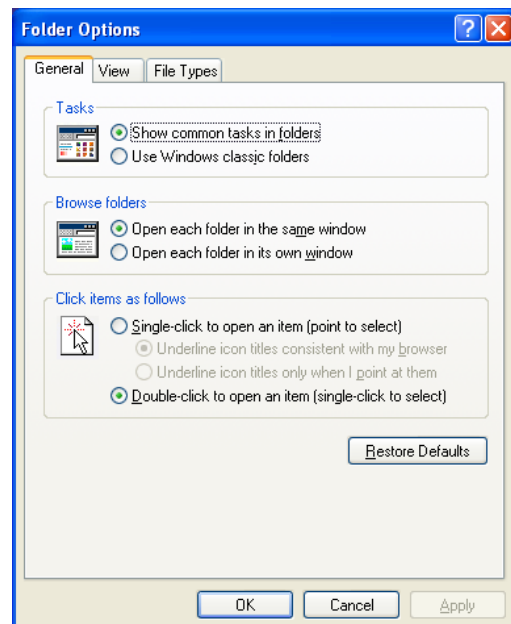
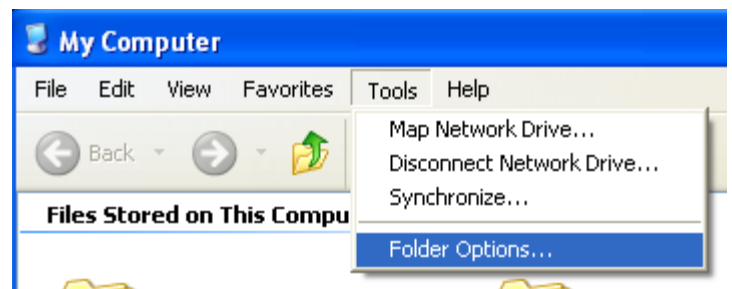


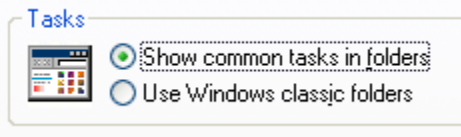
- **Sizing a Window**
 - Place the mouse on any border of the window. The pointer will change to a double-headed arrow. ↔
 - Click and hold the left mouse down on the border and move the pointer to the left or right (vertical borders), up or down (horizontal borders).
 - The window should expand or collapse. When you have the window the size you want, release the left mouse button.
 - When you see a scroll bar in a window, it indicates that part of the window is hidden and you must scroll through the window to see the remaining items.
 - You may also size both the vertical and horizontal borders at one time. To do this, move the mouse to any corner of the window until the pointer changes to a diagonal double-headed arrow. ↗
 - Click and hold the left mouse down on the corner border and move the pointer to the left, right and up or down.



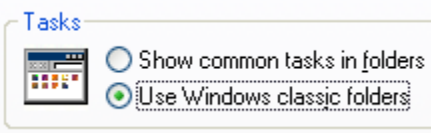
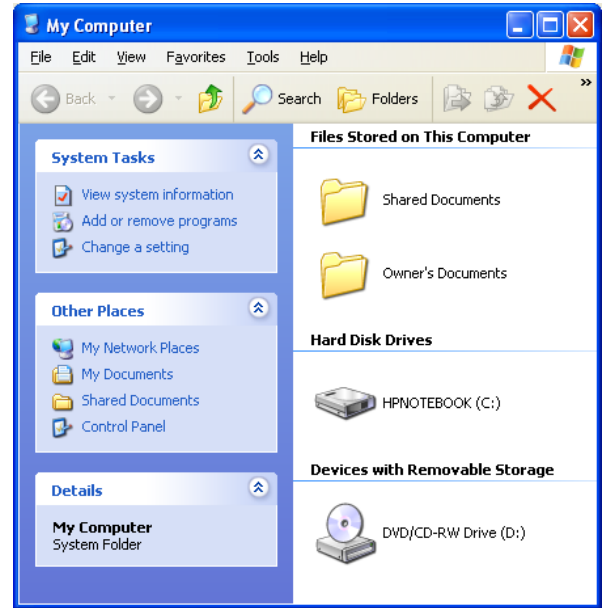
1.14 • Activity • My Computer as an Object

- Open My Computer by double-clicking the My Computer icon on the desktop.
- Click **Tools** on the menu bar. Click **Folder Options**.
- This will open the Folder Options window.
- The settings on the Folder Options window to the right show the default settings.

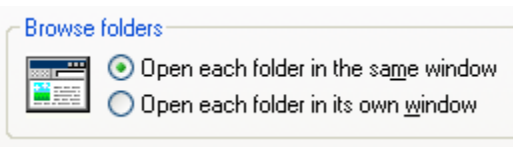
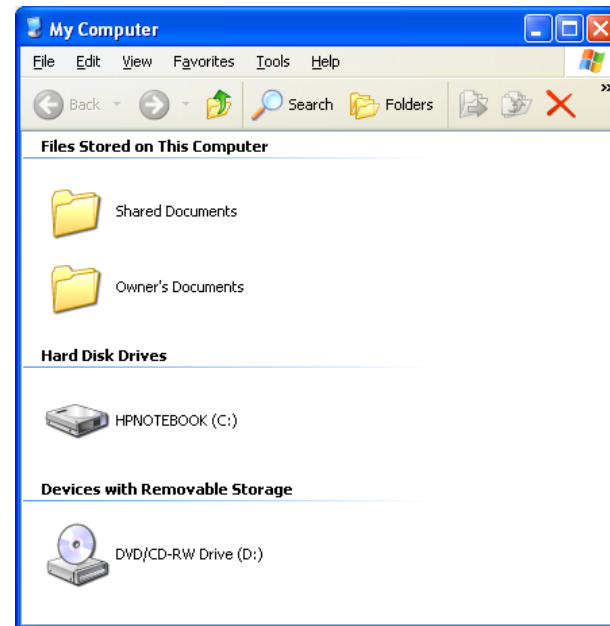




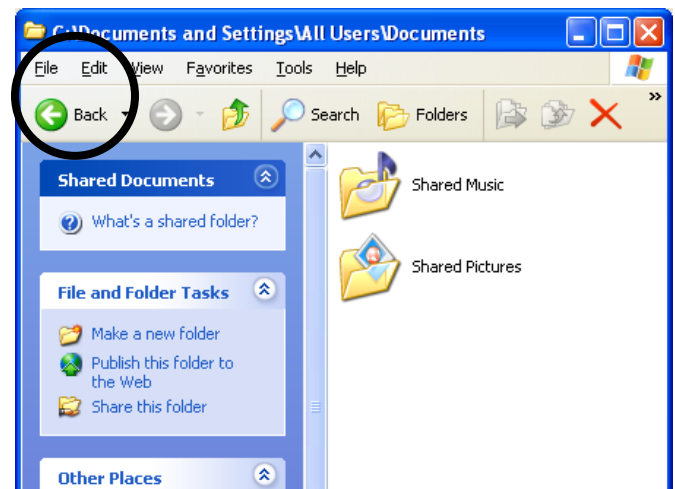
- Tasks group
 - Show common tasks in folders will cause the My Computer window to look like the window to the right.

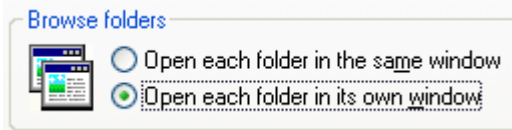


- Click the option button (circle) next to Use Windows classic folders. Click the OK button. The My Computer will change to the window at the right.

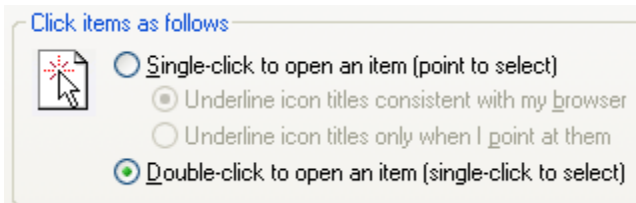
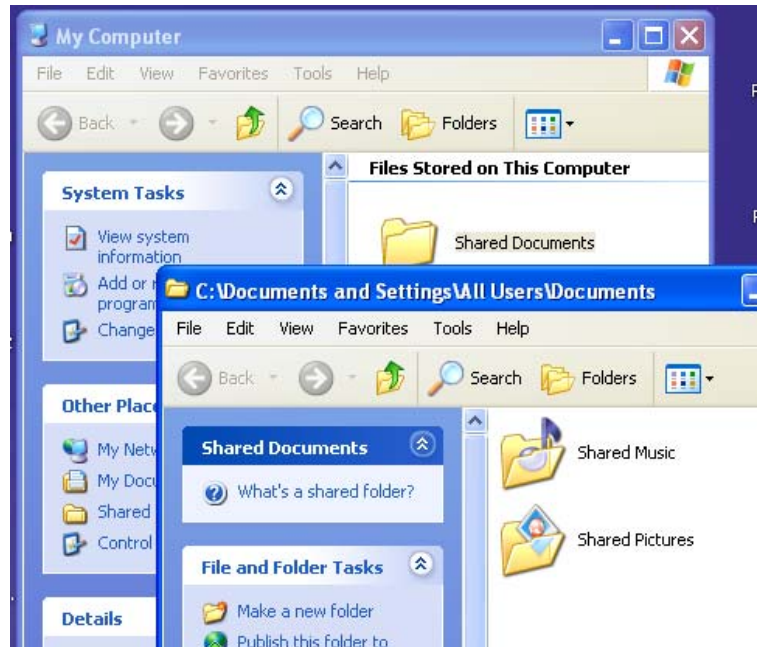


- Browse folders group
 - With the default option button selected (Open each folder in the same window), each time you click on a new folder or device inside an existing window, the old window is replaced with the new window. To go back to the previous window, click the back button on the tool bar.





- Click on the Open each folder in its own window option button.
- Double click the Shared Documents folder.
- The Back and Forward buttons are not active and you will have to click somewhere on a window to activate it (bring it to the foreground). Each open window will have to be closed when finished. **This is the setting we will use in class.**



- It is recommended that the default for the last option be left alone.

1.16 • Activity • Moving Between Foreground and Background Windows


- Click Start. Point at All Programs. Point at Accessories. Click Notepad.
- Click Start. Point at All Programs. Point at Accessories. Click Paint.
- Click Start. Point at All Programs. Point at Accessories. Click Calculator.

You have opened three programs. The last program you opened is on top. It is the active and foreground window. Notice also that the title bar is highlighted. The other two programs are inactive and in the background. Their title bars are gray or inactive.

- To move between foreground and background windows, click anywhere on the window to make it active or click on the taskbar button representing the program you want to be active.
- Click on Notepad window. Click on Paint window. Click on Calculator window.

- Click on the Notepad button on taskbar. Click on Paint button. Click on the Calculator button.
- Close all open application windows.

1.17 • Activity • Using the Taskbar to Manipulate Windows

- Click Start. Point at All Programs. Point at Accessories. Click Wordpad.
- Click Start. Point at All Programs. Point at Accessories. Click Paint.
- Right-click the taskbar in an empty spot. 



- This opens a shortcut or popup menu for the open objects on the screen.
- Click Tile Windows Vertically.
- Right-click the taskbar in an empty spot.
- Click Tile Windows Horizontally.
- Click Start. Point at All Programs. Point at Games. Click Solitaire.
- Click Tile Windows Horizontally.
- Right-click the taskbar in an empty spot.
- Click Cascade Windows.
- Right-click the taskbar in an empty spot.
- Click Show the Desktop. This will minimize all the open applications to buttons on the Taskbar.
- Click Show Open Windows to restore all the open windows.

