

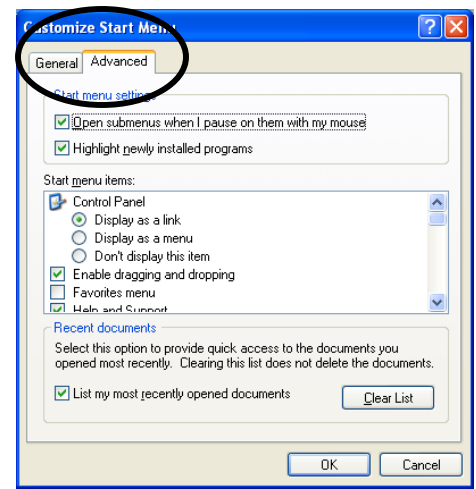
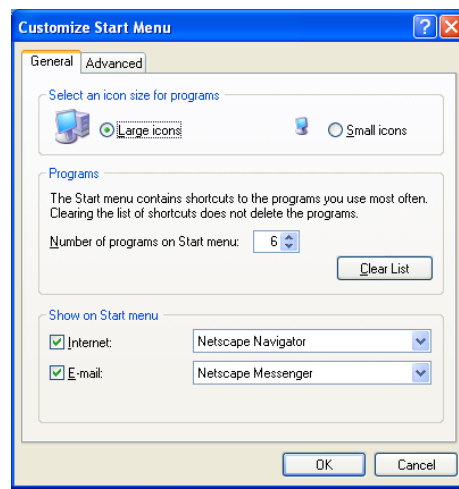
Chapter 8 - Organizing and Managing Your Disk Additional Activities

8.2 ● Activity ● Creating Folders and Copying Files

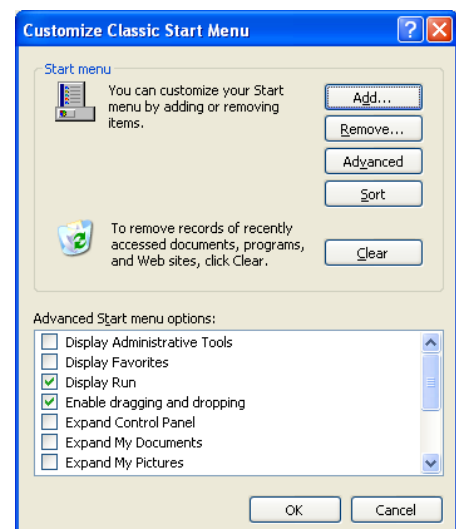
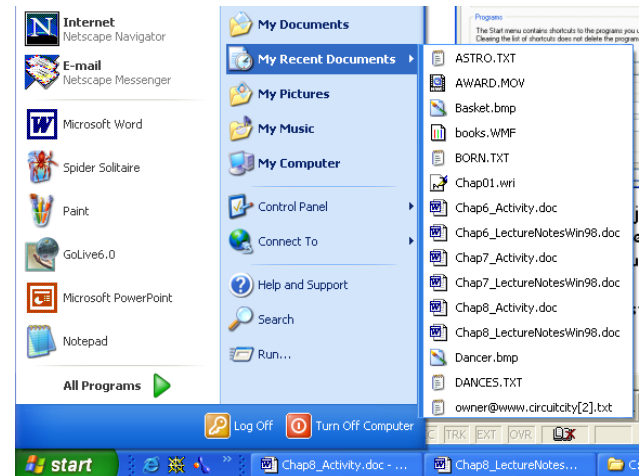
- Place a disk in Drive A.
- Open Windows Explorer. Open Drive A.
- Right-click the contents side. Point to New. Click Folder.
- Key in the following: **WinXP**, hit enter.
- Press the <F2> to rename the folder.
- Key in **CIS**, hit enter.
- Create another folder with your last name.
- Open another copy of Windows Explorer. Open Drive C. Open XPROData. Open Funstuff.
- Right-click an open spot on the task bar and click Tile Horizontally.
- Copy the BOG2 and HANG2 folders to your disk and place them in the folder with your name -- these folders include program and support files.
- Test the games by double-clicking the program file to see if the program will run.
- Copy all the files that end in .bmp in the XPROData folder and place them in your CIS folder. (There should be 3 in the XPROData folder)
- Create a new folder in the CIS folder. Name it WinXP.
- Create two folders inside WinXP. Call one School and the other Data.
- Copy the Books folder into your WinXP folder.
- Copy the Movies folder into your WinXP folder.
- Copy all EXP*.* files and place them in your Data folder.
- Move the Books folder and the Movies folder to your CIS folder.
- Close all open windows.

8.9 ● Activity ● Changing Start Menu Options

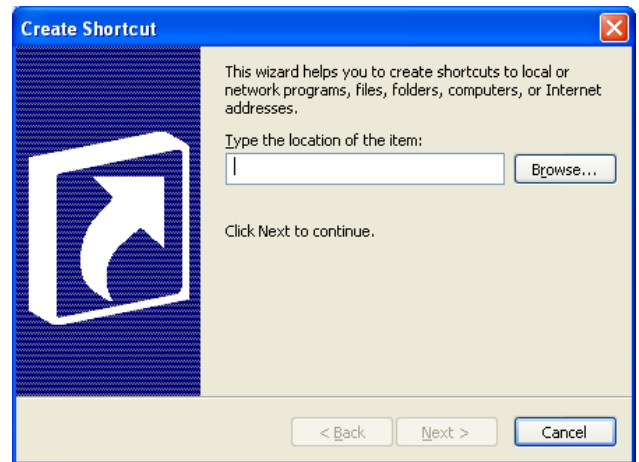
- Right-click the taskbar. Click **Properties**.
- Click the Start Menu tab. Click Start Menu. Click Customize.



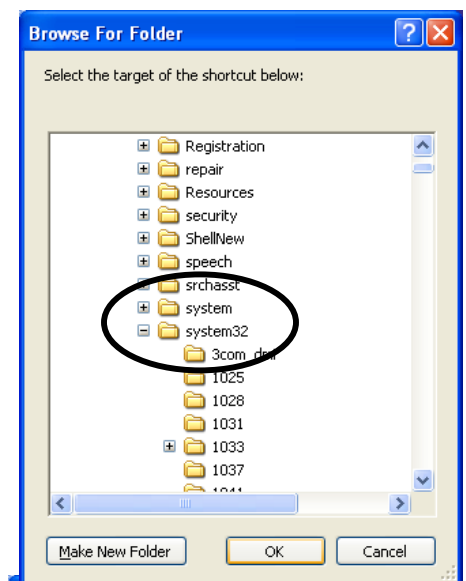
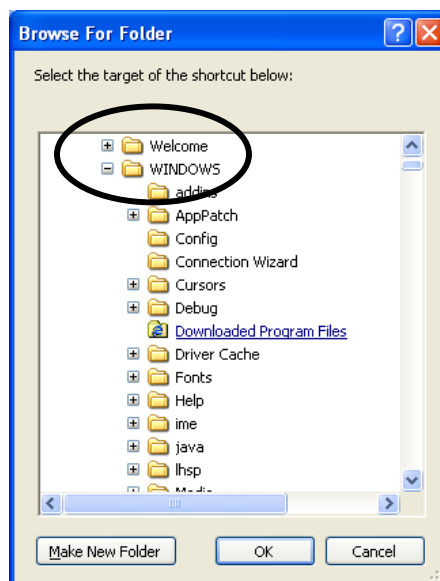
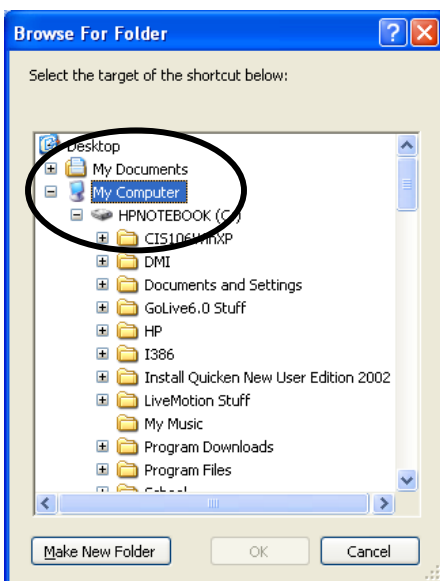
- You can change the size of the icons, adjust the number of shortcuts to programs you use most often and Internet and E-mail access on the Start Menu. Experiment with the various settings.
- The items on the left of the graphic below can be cleared by pressing the **Clear List** option button on the *General* Tab.
- Click the *Advanced* Tab.
- Scroll through the *Start Menu Items* list box and experiment with the various options.
- If you check the option, **List my most recently opened documents**, you will see the following menu items. Your list of documents will vary depending on the last 15 registered documents you have opened.
- If you click **Clear List**, the menu will be empty. (These are simply pointers to the actual documents and they are still stored on your disk.)
- You must click **OK** on the last 2 forms and **Apply** or **OK** on the taskbar property form.
- Right-click the taskbar. Click **Properties**.
- Click the *Start Menu* tab. Click **Classic Start Menu**. (This gives you the Windows 98 look and feel). Click **Customize**.
- The **Advanced Start menu options**: list box is similar to the previous menu. Scroll the list to see your options.
- Customizing the Start Menu is introduced in Chapter 10.



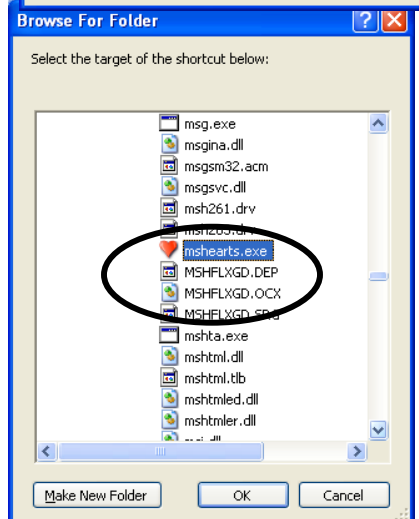
- You can customize your Start menu by adding or removing items. (This activity is repeated in Chapter 10 Activity).
- Click the **Add** button.
- Click the **Browse...** button and search for the location of the program you want to add to the start menu.



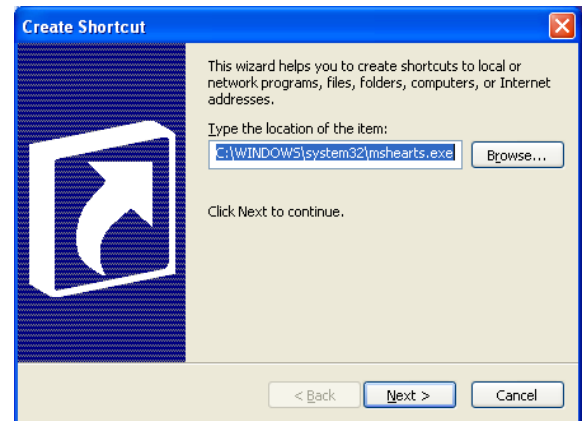
- Click the plus sign next to My Computer.
- Click the plus sign next to your hard drive.
- Click the plus sign next to Windows.
- Click the plus sign next to system32.



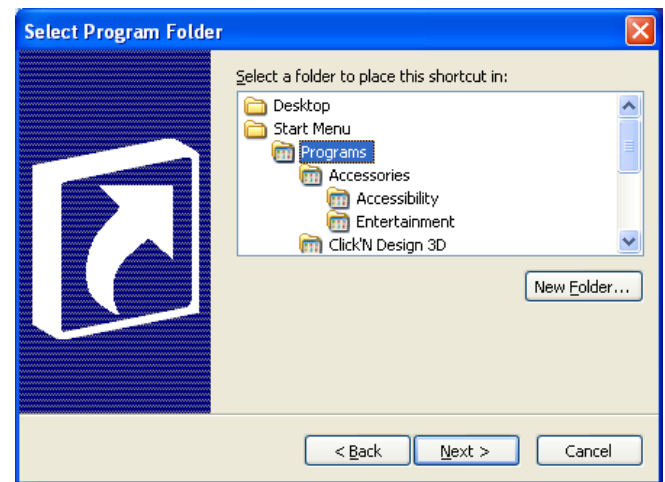
- Scroll the system32 folder for mshearts.exe.
- Click OK.



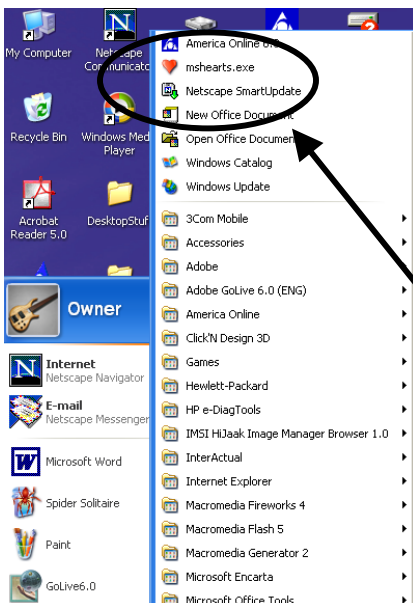
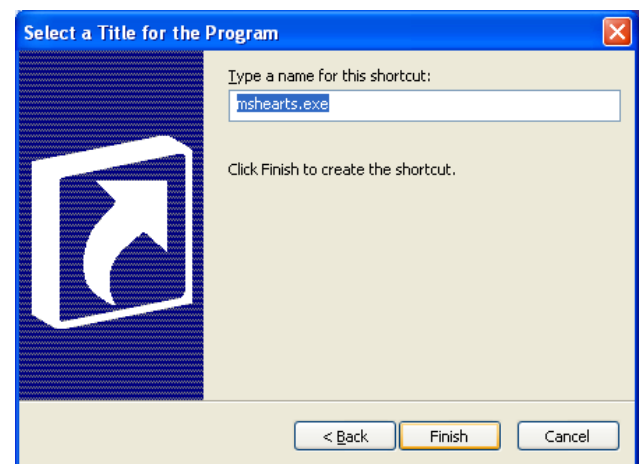
- This places the exact address to the executable file.
- Click **Next**.



- This screen allows you to specify where you want to have the program shortcut displayed on the Start Menu.
- Click **Start Menu**.
- Click **Next**.



- Change the name of the shortcut to anything you like or leave it alone.
- Click **Finish**.



- If you choose Desktop in the Select Program Folder, your shortcut will appear on your desktop.

- Choosing the Start Menu will locate it above your program menu list as in the example to the left.
- The shortcut will be placed in whichever folder you choose or you can create a new folder in any location you want.
- Experiment by placing the mshearts.exe shortcut in the programs group.
- Create a new folder called Homework and place it in the Games folder and place the shortcut to mshearts.exe inside it.

- To remove the shortcuts and or folders, Right-click the taskbar. Click **Properties**.
- Click the Start Menu tab. Click **Classic Start Menu**.
- Click the **Remove...** button.

- Locate the files and or folders you want to remove. Click on the file or folder and click **Remove**. (Remember, you are only removing the shortcuts and not the actual program.)
- If you remove a folder, all the items in that folder are also removed.

