

Appendix

Topics

Topic 01 • Computer System, Hardware	Lesson One	138
Topic 02 • Computer System, Software	Lesson One	139
Topic 03 • What is Windows 2000?.....	Lesson One	140
Topic 04 • What does Windows 2000 Do?	Lesson One	141
Topic 05 • The Desktop	Lesson One	142
Topic 06 • Window Elements.....	Lesson One	143
Topic 07 • Windows Accessories	Lesson One	144
Topic 08 • Controlling Windows.....	Lesson One	146
Topic 09 • Dialog Boxes	Lesson Two	148
Topic 10 • Program File Types	Lesson Two	150
Topic 11 • The Taskbar	Lesson Three.....	151
Topic 12 • Folder Windows	Lesson Four.....	152
Topic 13 • Special Folders.....	Lesson Four.....	154
Topic 14 • Files and Filenames	Lesson Five	156
Topic 15 • Disk Drives and Folders	Lesson Five	157
Topic 16 • Windows 2000 Structure	Lesson Five	158
Topic 17 • My Computer	Lesson Five	159
Topic 18 • The Heart of Windows 2000.....	Lesson Six	160
Topic 19 • Shortcuts	Lesson Six	161
Topic 20 • Documents	Lesson Six	162
Topic 21 • The Active Desktop	Lesson Seven	164
Topic 22 • Windows Explorer	Lesson Eight	165
Topic 23 • A Look at Structure	Lesson Eight	166
Topic 24 • File Options	Lesson Nine.....	167
Topic 25 • Find Files and Folders	Lesson Ten	169

TOPIC 1 • Computer System, Hardware



Terms and Notes

CD-ROM (Compact Disc Read-Only Memory)

A removable, read-only optical disc that can store relatively (when compared to 3½" floppy disks) large amounts of data.

CD-ROM drive

A drive that retrieves information from *CD-ROMs*.

disk drive

A mechanical device used to transfer information back and forth between the computer's memory and a disk.

floppy disk

A removable, magnetically coated diskette on/from which information can be stored and retrieved.

hard disk

A large-capacity storage area on/from which information can be quickly stored and retrieved.

hardware

The group of components that makes up the computer system. Hardware can be seen and touched.

keyboard

A device used to enter data and issue commands to the computer.

memory (RAM)

The workspace area of the computer that temporarily holds the instructions (software or programs) and information (data or commands) you give it. When you turn the computer off, everything in RAM disappears.

modem

A device that converts data so that you can transmit it over telephone lines. Also called *fax/modem*.

monitor

A screen that displays the information in the computer.

mouse

A small, hand-held device used to control the pointer on the screen and issue commands to the computer.

printer

A device that makes a hard copy of data in the computer.

processor (CPU)

The part of the computer that processes the instructions in the memory.

read-only memory (ROM)

A computer chip that holds information that cannot be changed.

speakers

Devices that play sounds which are transmitted from your computer.

The computer system is your assistant. It has its own:

- brain (**processor** or *central processing unit [CPU]*)
- workspace (**working memory** or *random-access memory [RAM]*)
- built-in instructions (**read-only memory chips [ROM]**)
- file cabinets (**disk drives**)
- storage medium (**hard disk** and **floppy disks**)

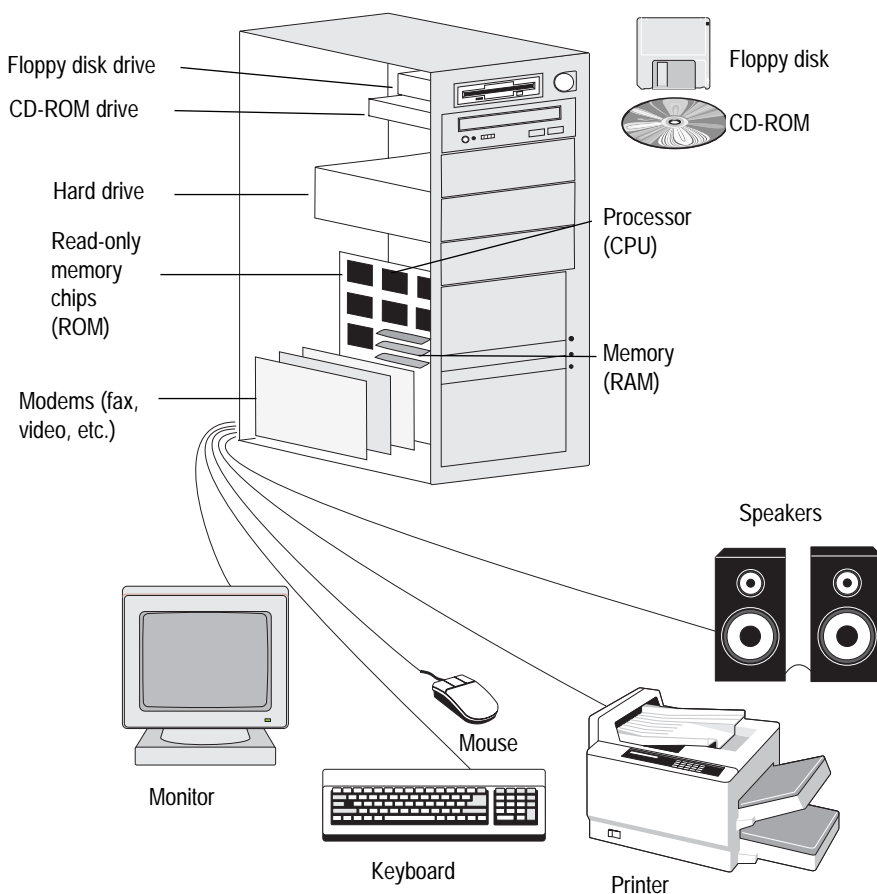
Your computer comes with:

- **monitor** (to show you what is going on)
- **printer** (to make hard copies of documents)
- **keyboard** (to enter commands and data)
- **mouse** (to control the pointer on the screen)
- **modem** or *fax/modem* (to e-mail, chat, fax, and use the Internet)
- **CD-ROM drive** (to install large programs, etc.)
- **speakers** (to play music and sounds)

Other hardware that is becoming common with today's computer systems includes:

- **scanner** (to digitize information so the computer can understand it)
- **network interface card** (to connect to other computers)

Basic Computer System, Hardware



The computer can do nothing until it is given instructions—software.

Software is a set of instructions that tells the computer what to do. There are two main kinds of software:

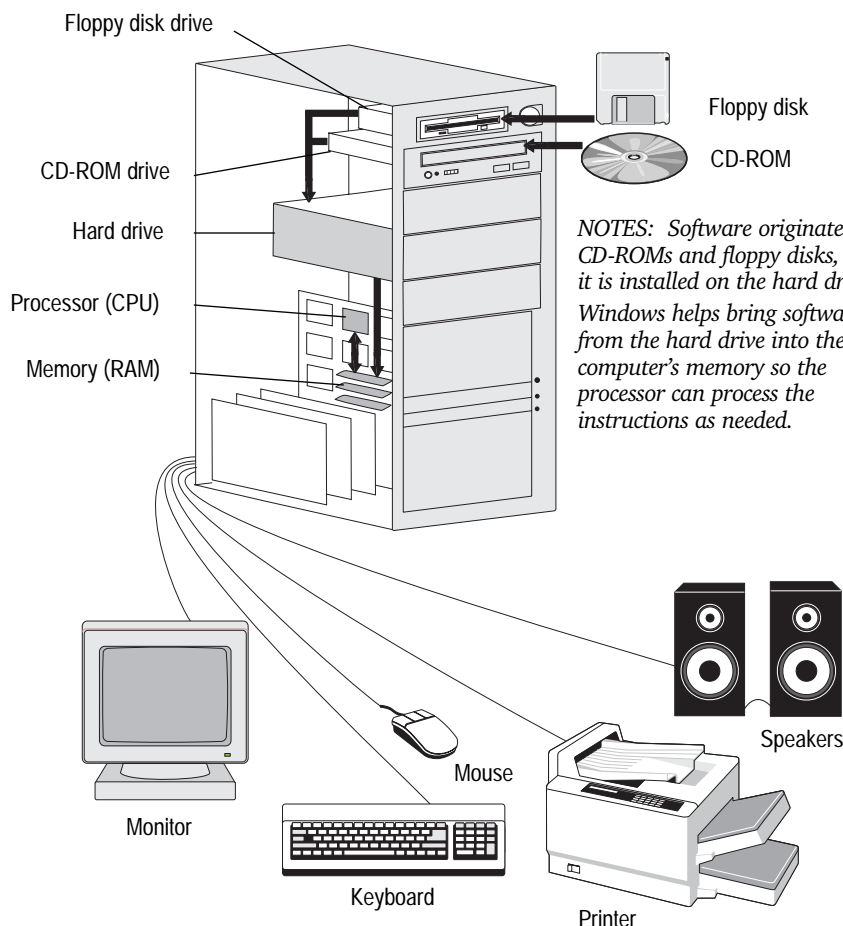
- **system software** (firmware and an operating system)
- **application software** (programs)

Software is an essential part of your computer system, and the operating system is required to make your computer work. The **operating system** looks after the different parts of your computer system, linking them to each other and to you.

Most software originates on CD-ROMs and floppy disks (except for **firmware**, which is built into your computer). The hard drive on all computers is initially empty, but most computers come from the factory with an operating system (usually Windows) and other programs pre-installed on the hard drive. If you prefer, however, you can wipe the hard drive clean (format it) and install a different operating system and/or new programs.

Application software is copied from CD-ROMs and floppy disks onto the hard disk for convenience and speed. You then put the original software away for safe keeping—in case your hard disk crashes and you need to reinstall the software later.

Basic Computer System, Software



Terms and Notes

application software

A set of instructions that your computer follows to perform one specific task, such as word processing or creating a graphic. While the term *application* is used a lot in Windows, this book uses the term *program* more often.

computer

An electronic device that performs complex tasks at a high speed and with great accuracy. There are two main parts of a computer—the *processor* and the *memory*.

disk crash

Damage to a disk drive that: 1) leaves it inoperable and 2) may cause data loss.

firmware

A kind of *system software*. More specifically, *firmware* is instructions that are built into the computer system on *ROM* chips.

operating system

System software that acts as a link between you, application software (i.e., programs), and hardware.

ROM (read-only memory)

A computer chip that holds information that cannot be changed.

software

Instructions that tell your computer how to perform a task. Software is stored on disks in program files. (See *Topic 14, Files and Filenames*, and *Topic 15, Disk Drives and Folders*.) Unlike hardware, software cannot be seen or touched. There are two main kinds of software: system software and application software.

system software

Software that runs the computer system. This includes *firmware* and your *operating system*.

TOPIC 3 • What Is Windows 2000?



Terms and Notes

graphical user interface (GUI)

A phrase that is commonly used to describe *Microsoft Windows 2000* and other *operating systems* that use pictures (i.e., graphics) to help you connect to the computer system's hardware and software in an easy-to-understand, intuitive way.

Microsoft Windows 2000

An *operating system* that uses a graphics environment (i.e., *graphical user interface*) to connect you to the computer system's hardware and software in an easy-to-understand, intuitive way. *Microsoft Windows 2000* also offers many built-in, general-use programs.

operating system

System software that acts as a link between you, application software (i.e., *programs*), and hardware.

program

A set of instructions that your computer follows to perform one specific task, such as word processing or creating a graphic. While the term *application* is used a lot in *Windows*, this book uses the term *program* more often.

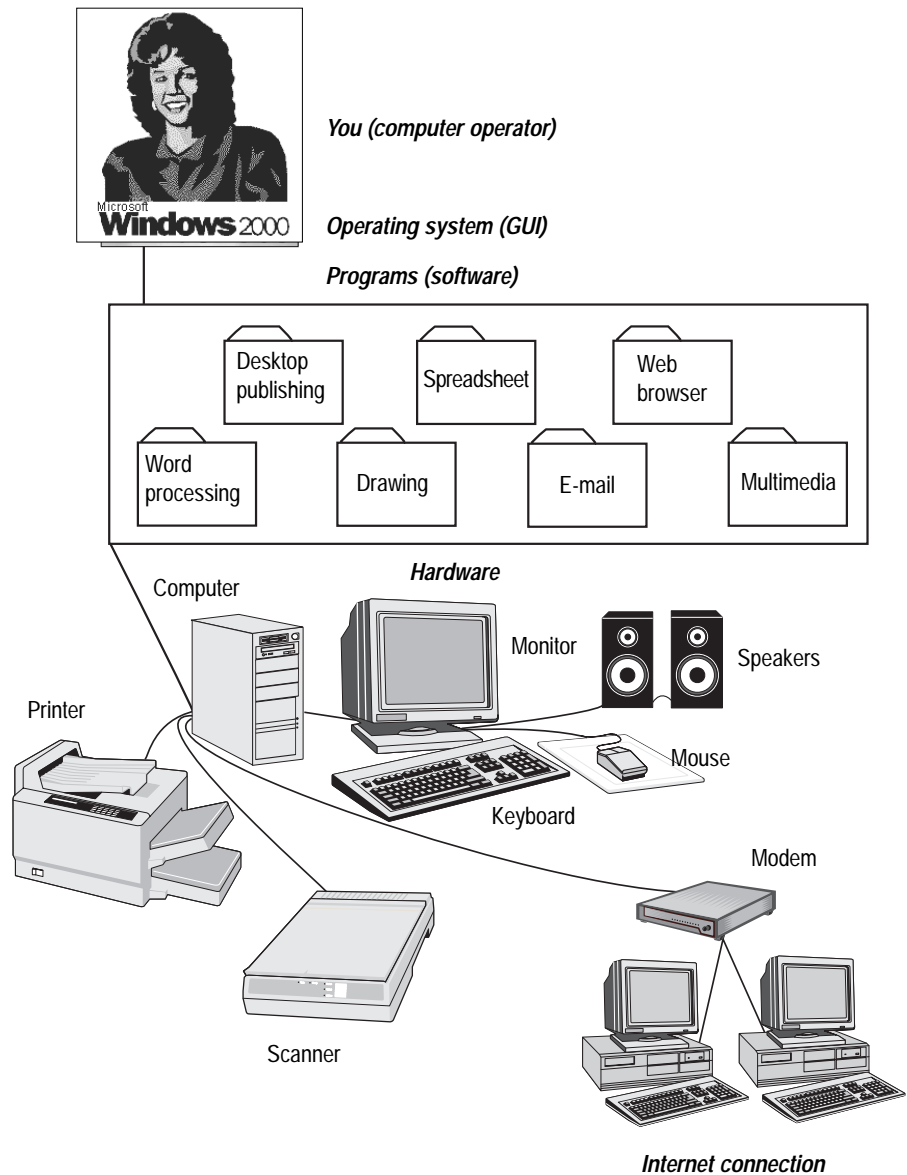
you

The operator (or user) of the computer system (its hardware and software).

Windows Is an Operating System

An **operating system** links you to your programs (also called *applications* or *software*) and then links your programs to the computer system's hardware. The *Windows 2000* operating system is called a **graphical user interface (GUI)** because it uses pictures to help you communicate with the computer.

Windows 2000 has been designed to provide you with an easy-to-use, reliable, and fast operating system. In addition, access to the Internet is built in, with the *Internet Explorer 5.0* browser integrated as a central part of *Windows 2000*.



Your Computer System

What Does Windows 2000 Do?

Microsoft Windows 2000 does the following:

- **Provides an easy way to start programs.**
(the Start button does this)
- **Runs more than one program at a time.**
(called *multitasking*)
- **Provides an easy way to switch between open programs.**
(the taskbar does this)
- **Lets you open more than one program at a time.**
(it uses *windows* to do this)
- **Makes it easy to work with files, folders, and other objects.**
(Windows Explorer does this)
- **Transfers information between programs.**
(called *Object Linking and Embedding [OLE]*)
- **Provides a "Web-page" desktop and folder environment.**
(you can change the environment back to the classic Windows 95 style if you wish, however)
- **Provides access to the Internet.**
(Internet Explorer does this)
- **Provides access to e-mail and newsgroups.**
(Outlook Express does this)
- **Lets you talk with others using live video and a shared whiteboard.**
(Microsoft NetMeeting does this)
- **Provides networking support.**
(Network Neighborhood provides easy network access)
- **Provides multimedia programs.**
(use CD Player to play compact discs; Media Player to run multimedia files; and Sound Recorder to record, edit, and play recorded sounds)
- **Provides other general-use programs.**
(called *accessories*; for example, WordPad, Paint, Calculator, and games)
- **Provides security.**
(lets you secure your computer; create new groups; set up files, folders, and printer permissions; encrypt files and folders; audit objects and events; and manage group policy)
- **Provides easy-to-use faxing.**
(Fax Service Management does this)
- **Provides tools for maintenance.**
(called System Tools; for example, Backup, Disk Cleanup, Disk Defragmenter, and Scheduled Tasks)
- **Provides tools for personalizing your workspace.**
(located in the Control Panel)



Terms and Notes

e-mail (electronic mail)

A global communication system for exchanging messages and attached files; this is probably the most widely used feature on the Internet. Many Web browsers include an e-mail program—Internet Explorer uses Outlook Express for e-mail.

HTML (Hypertext Markup Language)

The programming language used to create Web pages so that they can be viewed, read, and accessed by any computer running on any type of operating system.

Internet

A global collection of computers that communicate with one another using common communication protocols (e.g., HTTP).

Internet service provider (ISP)

A company (often local) that provides you with a connection to the Internet for a fee.

multimedia

The combination of many various communication methods, including text, graphics, sound, animation, and video.

multitasking

The ability of an operating system to run more than one program at a time.

network

Two or more computers that are linked together to share programs, data, and certain hardware components (for example, a printer).

newsgroup

A collection of special-interest messages posted by individuals to a news server on the Internet. You need a special program to read and respond to newsgroups.

object

One of the many things that you use when working with the computer system—items such as files, programs, folders, shortcuts, disk drives, Control Panel tools, My Computer, My Network Places, and the Recycle Bin.

NOTE: As used here, object is really just another catch-all term for an item, element, thing, or what-cha-ma-call-it. The terms object and object-oriented also have a more formal computer-related meaning that is not used in this book.

Web page

A document created using HTML that can be posted on the World Wide Web.

window

A rectangle that holds a dialog box, folder, program, or document.

TOPIC 5 • The Desktop



Terms and Notes

button

A graphic element found in dialog boxes, on toolbars, and in certain other places that, when activated, performs a specific function.

A *command button* in a dialog box is a rectangular button with the name of its function on it, such as OK, Yes, No, Cancel, Save, Open, etc.

A *toolbar button* is a square button with an *icon* that illustrates its function—you can usually display or hide text labels under toolbar buttons. Buttons also appear on a window title bar and on the taskbar. When you point to buttons (other than command buttons), a ToolTip appears that names, or describes the action of, the button.

desktop

The opening screen in Windows 2000 that contains a few *objects*, the *Start button*, and the *taskbar*. The button shown above is the icon used to represent the desktop throughout Windows 2000.

icon

A small picture that represents one of the many *objects* that you use when working with the computer system.

object

One of the many things that you use when working with the computer system—items such as files, programs, folders, shortcuts, disk drives, Control Panel tools, My Computer, My Network Places, and the Recycle Bin.

Start button

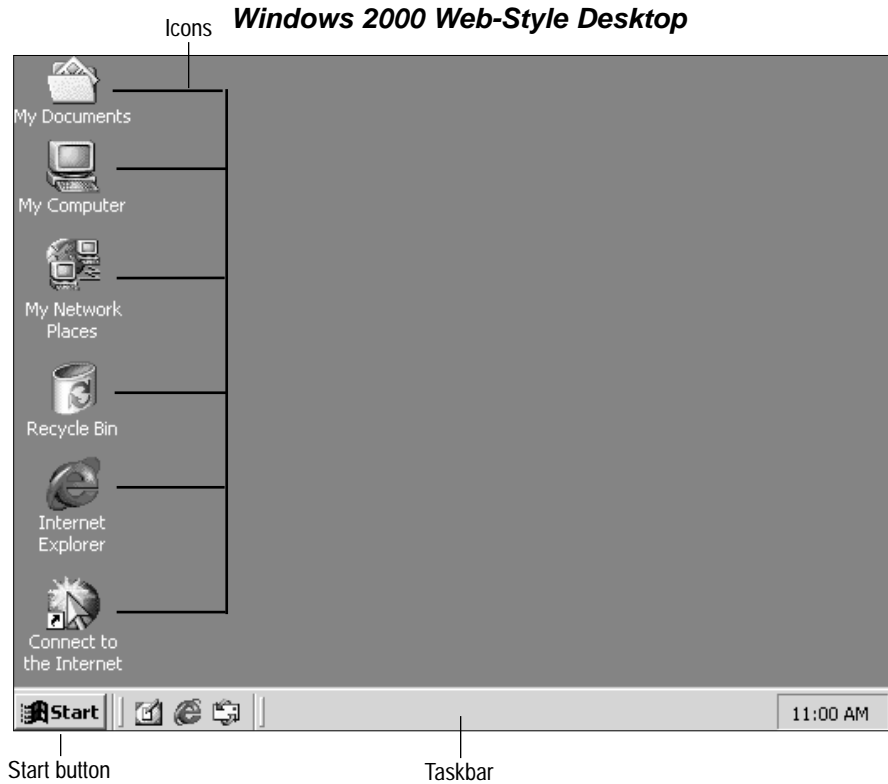
The *button* located at the left end of the taskbar that is labeled *Start*. Click the Start button to open the Start menu, from which you can open other menus and launch programs.

taskbar

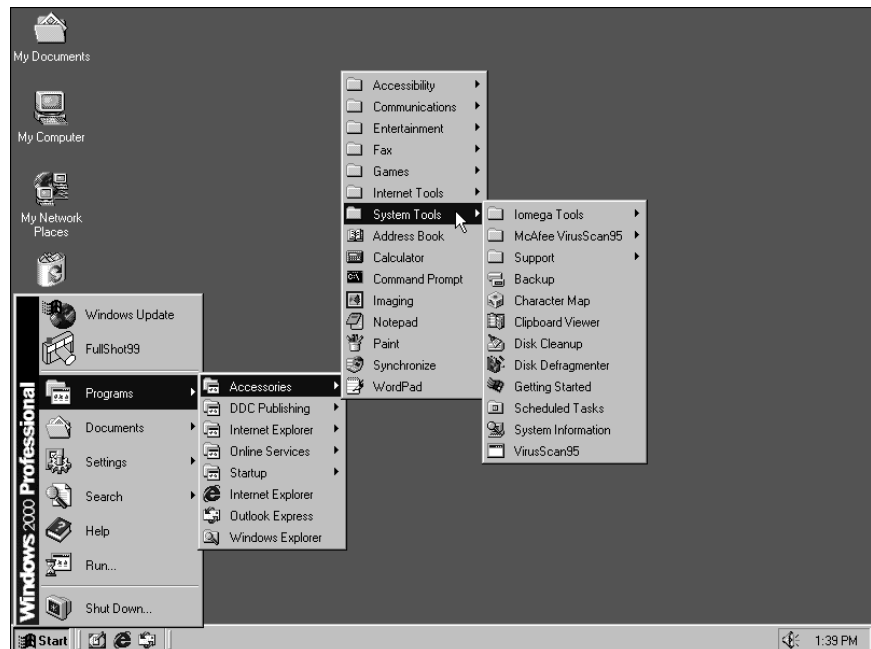
The bar that appears by default on the bottom of the desktop and lets you quickly start programs and switch between tasks.

The Windows Desktop

The redesigned Windows 2000 desktop is clean and straightforward. However, there is still the same obvious starting point—the Start button.

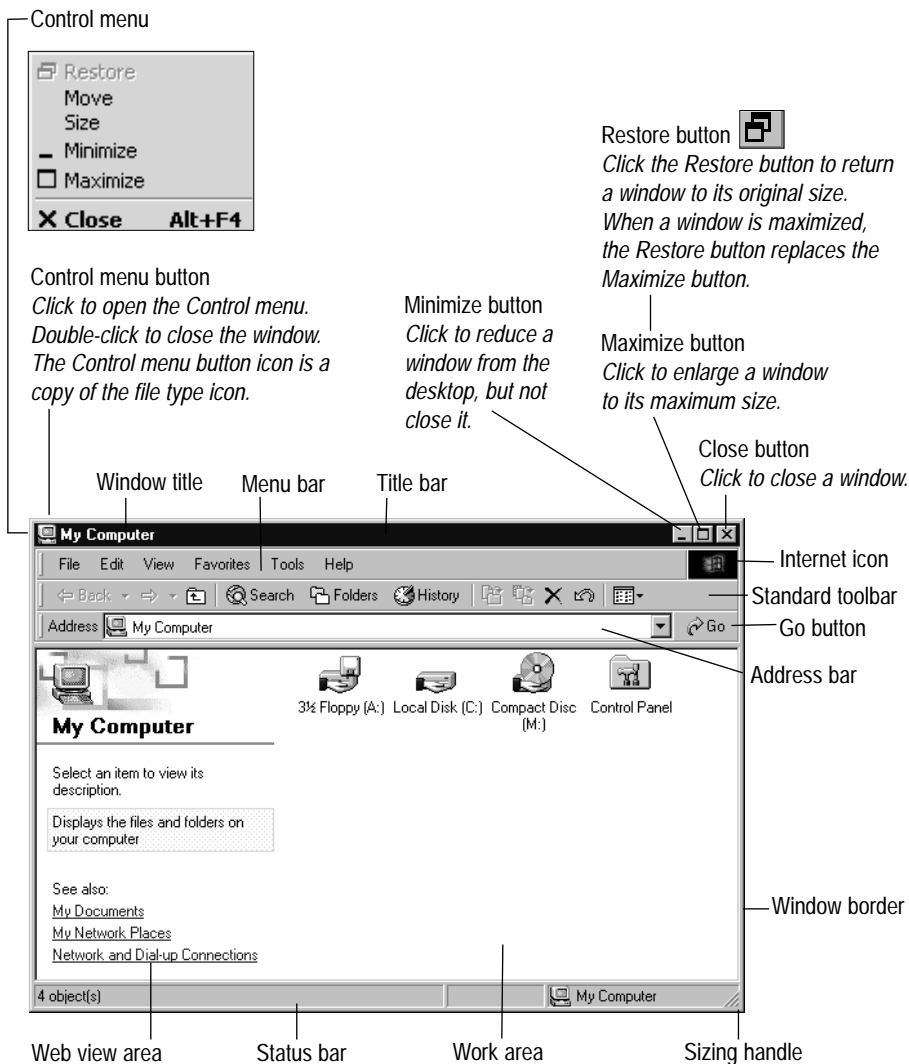


Windows 2000 Desktop with Pop-Up Menus Displayed



Window Elements

Most window elements activate commands.



Terms and Notes

Address bar

A drop-down text box that lets you access a Web page or a location on your computer by typing or selecting an address or path.

Close button

A button located at the right end of a title bar that you click to close a window.

Control menu

A menu with items that you use to manipulate a program window (Restore, Move, Size, Minimize, Maximize, and Close). It is opened by clicking the *Control menu button* or by right-clicking the desired program's taskbar button.

Control menu icon

An icon at the left side of the title bar that opens the *Control menu*. The icon for the Control menu button matches the program's file type icon. (For folder windows, the icon is a folder.)

Internet icon

A picture of the Microsoft flag that appears on the right end of Windows 2000 menu bars; it rotates, displaying the Earth on the other side, when a new Internet Web page is accessed.

Links toolbar

The toolbar that provides hyperlink to commonly used Web sites.

Maximize button

The button in the middle of the three buttons located at the right end of the title bar on a restored window. This button enlarges a window to its greatest possible size. When you maximize a window, the Maximize button is replaced by the *Restore button*.

menu bar

The bar located under the title bar that lists the available menu items for the open document or folder.

Minimize button

The button located on the right side of the menu bar and/or title bar that you can click to reduce a window to a taskbar button.

Restore button

The button in the middle of the three buttons located at the right end of the menu bar and/or title bar on a maximized window. This button returns a maximized window to its previous size. When you restore a maximized window, the Restore button is replaced by the *Maximize button*.

sizing handle

An area in the bottom-right corner of windows that can be sized.

Standard toolbar

A row of buttons that provide quick access to frequently used commands.

status bar

The bar at the bottom of a program or folder window. It displays information about the program or folder, and it can be turned on and off from the View menu.

title bar

The horizontal bar at the top of a window that provides the name of the open *document* and/or *program*.

Web View

A folder window feature in which descriptive and hyperlink text appears on the left side of the folder window's work area.

window

A rectangle that holds a dialog box, folder, program, or document.

window border

The boundary that marks the edges of a window and can be used to size that window.

window title

The name of a window, located just to the right of the *Control menu button*. The document name, if any, is listed along with the program name.

work area

The inner part of a window where the work in a *document* or *program* is carried out.

TOPIC 7 • Windows Accessories



Terms and Notes

accessories

Supplemental, built-in programs that come with Windows 2000.

NOTE: Depending on your hardware (i.e., modem or network capabilities), some accessories may not be displayed in Windows or, if displayed, you may not be able to use them. Certain other programs are not installed if you chose the Typical option during installation.

Windows Accessories

In addition to being an operating system, Windows 2000 offers many kinds of built-in programs called **accessories**. There are programs for:

- games
- general use
- entertainment
- communications
- system tools
- accessibility

Each Windows program has an icon to help you identify it quickly. Many accessory icons are shown below.

Games



FreeCell



Minesweeper



Pinball



Solitaire

General Use



Address Book to store contact information.



Calculator to make calculations.



Imaging to perform basic tasks with faxes and scanned pictures.



Notepad to write and view simple text documents.



Paint to create pictures.



Windows Explorer to manage folders and files.



WordPad to write and format documents.

Entertainment



CD Player to play compact discs.



Sound Recorder to record, edit, and play sound files.



Volume Control to adjust the sound level.



Media Player to play multimedia files.



DVD Player to play digital video discs.

Communications



HyperTerminal to connect to a communications item using your modem or a null modem cable.



NetMeeting to participate in meetings over the Internet or an intranet using voice, video, program sharing, and data conferencing.



Network and Dial-up Connections to create a new connection or open a pre-existing connection.



Phone Dialer to place and accept calls from your computer.

System Tools



Backup to create a copy of the data on your hard disk.



Character Map to copy and paste special characters into your documents.



Disk Cleanup to free up space on your hard drive.



Disk Defragmenter to rearrange files, programs, and unused space on your hard drive disk.



Getting Started to introduce you to Windows 2000.



Scheduled Tasks to schedule computer maintenance jobs to run at a convenient time.

Accessibility



Accessibility Wizard to configure your system to meet special needs.



Magnifier to enlarge selected text and other items for easier viewing.



Narrator to read on-screen text, dialog boxes, menus, and buttons out loud.



On-Screen Keyboard to display a keyboard that is controlled by a mouse or switch.



Utility Manager to start and configure accessibility tools from one place.

Alphabetical list of programs that ship with Windows 2000 Professional

- Address Book
- Backup
- Calculator
- CD Player
- Certificates
- Character Map
- ClipBook Viewer
- Computer Management
- Device Manager
- Disk Cleanup
- Disk Defragmenter
- Disk Management
- Dr. Watson
- DVD Player
- Event Viewer
- Fax Service Management
- FreeCell
- Group Policy
- HyperTerminal
- Imaging
- Indexing Service
- Internet Explorer
- IP Security Policy Management
- Local Users and Groups
- Magnifier
- Minesweeper
- Narrator
- NetMeeting
- Notepad
- On-Screen Keyboard
- Outlook Express
- Paint
- Performance
- Phone Dialer
- Pinball
- Private Character Editor
- Registry Editor
- Removable Storage Management
- Security Configuration and Analysis
- Security Templates
- Services
- Shared Folders
- Solitaire
- Sound Recorder
- Synchronization Manager
- System Information
- Telnet
- Windows Media Player
- Windows Task Manager
- Windows Update
- WordPad

NOTE: To see program definitions:

- Click the Start button, then click Help.
- Click the Index tab.
- Type Windows 2000 in the text box.
- Click Programs included with.
- Click the Display button.
- Click the desired program.

TOPIC 8 • Controlling Windows



Terms and Notes

commands

Instructions that you issue, causing an action to be carried out.

control keys

Certain keys (Shift, Ctrl, and Alt) that are used in combination with other keys to issue commands. Also called *modifier keys*.

keyboard

The device used to enter data and issue commands to the computer.

keyboard shortcuts

Key combinations that are used to activate certain commands as an alternative to using the *mouse*.










mouse

A small, hand-held device used to control the *pointer* on the screen and issue commands to the computer.

pointer

The arrow-shaped cursor on the screen that moves with the *mouse* as you slide it over a flat surface. The pointer's shape changes depending on the job it is doing (or can do) at the current time. Also called *arrow pointer* or *mouse pointer*.

Common Pointer Shapes

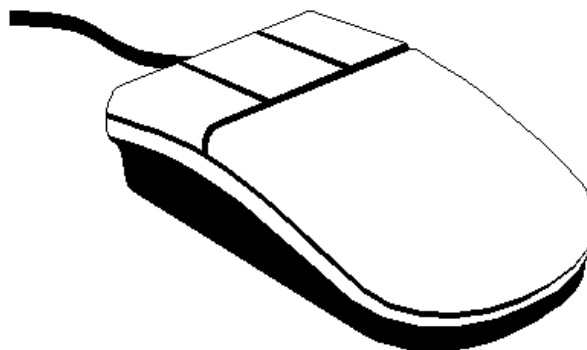
SHAPE	NAME
	arrow <i>the standard shape</i>
	background <i>system is working in the background</i>
	help <i>describes selected item</i>
	busy <i>signals for you to wait</i>
	unavailable <i>cannot perform action</i>
	link select <i>selects hyperlinks</i>
	text select <i>selects text</i>
	move <i>moves windows</i>
	sizing <i>sizes windows</i>

Controlling Windows

You can control Windows using **commands**, which are instructions that cause an action to be carried out.

The Windows graphics environment is designed to take advantage of the mouse as a method of issuing commands, though commands can often be issued from the keyboard also. (There are usually several different ways to issue commands.) While the large variety of command choices can lead to confusion for beginners, it offers enough flexibility to meet the requirements of many different Windows users.

The Mouse



The **mouse** is a small, hand-held device that is used to control the pointer on the screen. The **pointer** is the arrow on the screen that moves with the mouse as you slide it over a flat surface. The pointer shape changes depending on the job it is doing (or can do) at the current time.

A mouse usually has at least two buttons: the **primary mouse button** (usually the left button) and the **secondary mouse button** (usually the right button).

There are six main mouse actions:

Point Move the mouse until the tip of the mouse pointer is over the item you want.

Click Press and quickly release the left mouse button.

Right-click Press and quickly release the *right* mouse button.

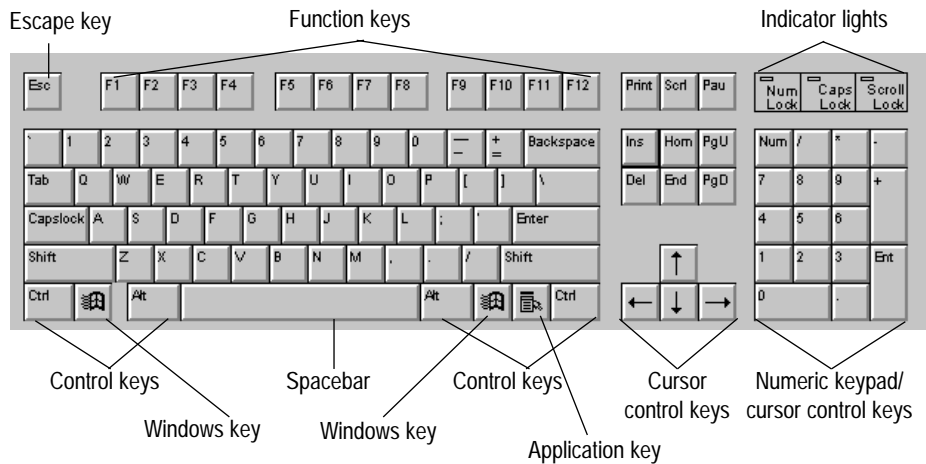
Double-click Press and quickly release the left mouse button twice.

IMPORTANT: When instructed to click or double-click, always use the left mouse button unless otherwise instructed.

Drag Point to an item, then hold down the left mouse button, slide the pointer to a new location, and release the mouse button.

Right-drag Point to an item, then hold down the *right* mouse button, slide the pointer to a new location, and release the mouse button.

The Keyboard



The **keyboard** is used to enter data and to issue commands to the computer.

The twelve keys located across the top of the keyboard that are labeled F1 through F12 are called **function keys**.

Control keys (Shift, Ctrl, and Alt) are used in combination with other keys to issue commands.

Keyboard shortcuts are key combinations that can be used to activate certain commands as an alternative to using the mouse. A menu command that has a keyboard shortcut available will display its key combination to the right of its command name.

Using Keys Together

When two keys are used together to issue a command, a plus sign (+) is shown between the keys. For example: **Alt** + **Tab**.

To issue this command, you should press and hold down **Alt**, tap **Tab**, and then release **Alt**.

Using Keys in Succession

Keys are used in succession when two or more keys are pressed one after the other to issue a command. Keys used in succession are illustrated with a comma separating them. For example: **F4**, **M**, **E**. Press each key in succession.

Four Special Keys

Esc (the Escape key) is used to back out of situations. Occasionally you find yourself in a place you don't want to be; the Escape key will often get you out of these situations without doing any damage to your work or the computer.

F1 is used to get Help.

Windows key Some keyboards have this key, which is used to open the Start menu quickly.

Application key Some keyboards have this key, which is used to open shortcut menus for the active object quickly.



Terms and Notes

Keyboard Shortcuts

NOTE: Many keyboard shortcuts are available only in programs.

COMMAND	SHORTCUT
New	Ctrl + N
Open	Ctrl + O
Save	Ctrl + S
Print	Ctrl + P
Undo	Ctrl + Z
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Clear	Del
Select All	Ctrl + A
Find	Ctrl + F
Replace	Ctrl + H
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Left Justify	Ctrl + L
Center Justify	Ctrl + E
Right Justify	Ctrl + R
Switch to	Alt + Esc OR Alt + Tab
Start menu	Ctrl + Esc OR Windows key
Start button	Ctrl + Esc , Esc
Taskbar	Ctrl + Esc , Esc , Tab , Tab
Control Menu	Alt + -
(document window)	
Control Menu	Alt + Space
(program and folder windows)	

TOPIC 9 • Dialog Boxes



Terms and Notes

common dialog boxes

Dialog boxes, such as Open, Save As, and Print, which are basically the same in many different programs. Common dialog boxes make it easier for you to learn new programs.

controls

The elements in a *dialog box* that ask for information from the user in order for the dialog box to complete its task. Such elements include:

- check boxes
- command buttons
- drop-down list box
- list box
- option buttons
- slider
- spin box
- tabs
- text box

dialog box

A special kind of *window* that offers different *controls* for you to manipulate in order to change the performance or appearance of a document or program.

tabs

In connection with dialog boxes, *tabs* refer to the “flaps” at the top of a series of separate groups of settings (sometimes called *pages*) that appear in some dialog boxes, particularly in Properties dialog boxes.

window

A rectangle that holds a dialog box, folder, program, or document.

WARNINGS: If you accidentally open a dialog box that you do not want to be in, the safest thing for you to do is click the *Cancel* button or press the *Escape* key—both of which allow you to back out of dialog boxes without making changes.

Pressing the *Enter* key while in a dialog box will usually activate the settings and close the dialog box since the *OK* command button is usually preselected.

NOTE: To use the keyboard to access commands in dialog boxes and menus, you must first press the *Alt* key to display the underlined characters necessary to access those commands.

What Are Dialog Boxes?

Dialog boxes are windows that contain one or more different kinds of **controls** that you can use to:

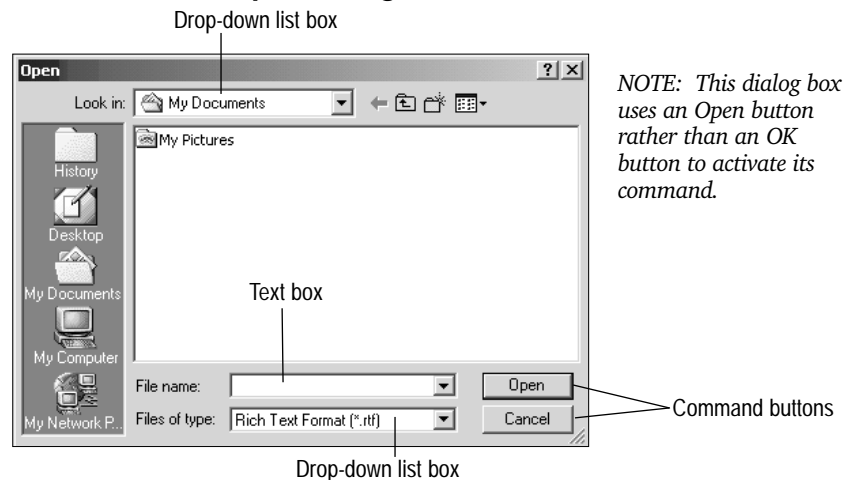
- Change the performance of a program (such as how often a file is saved).
- Change the appearance of a document (such as changing the font).

There are many different kinds of **windows** in Windows 2000, and that can be confusing to new users. For example, there are program windows, folder windows, and dialog box windows. You can quickly tell if a window is a dialog box, however, because, while it has a Help button and a Close button in the top-right corner, it does *not* have a Maximize or Minimize button.

Some dialog boxes are very similar from one program to another. These **common dialog boxes**, such as Open, Save As, and Print, make it easier to learn new programs.

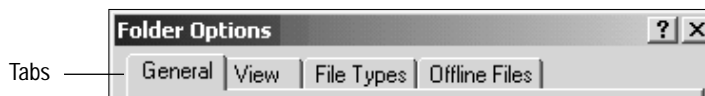
You can make as many changes as you wish in a dialog box, then you usually click the *OK* button to close the dialog box and activate the new settings. In the dialog box below, however, you would click the *Open* button to activate the new settings.

The Open Dialog Box



Tabbed Dialog Boxes

Some dialog boxes use **tabs** to organize the many settings that are available to you. Each tab is always visible, making it easy for you to keep track of where you are. To switch between them, simply click the tab you want.



Dialog Box Controls

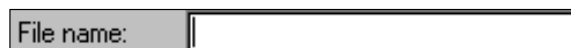
Command buttons

Carry out an action, such as:



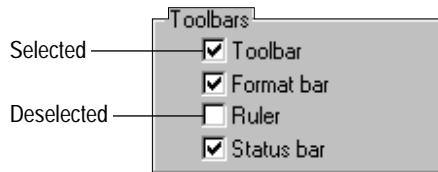
Text box

A box that provides space for typing any information needed to carry out a command.



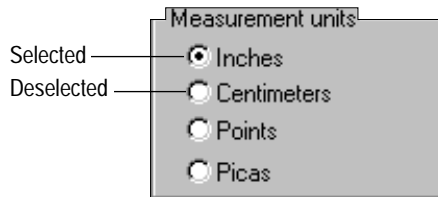
Check boxes

Square boxes next to the items in a list from which you may select as many options as desired. Selected check boxes contain check marks.



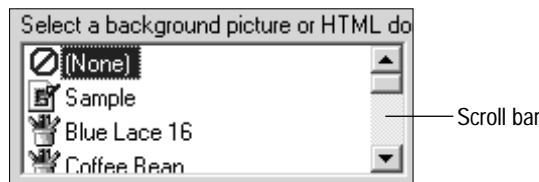
Option buttons

The circles next to the items in a list from which you may select only one option. A selected option button contains a dot in its circle.



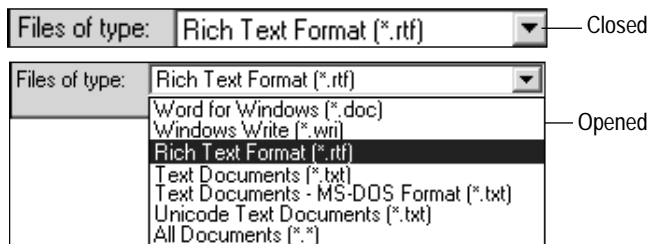
List box

A box that displays a list of options from which you can choose only one. Scroll to view additional options.



Drop-down list box

Similar to a list box, except that a drop-down list box must be opened by clicking it or its arrow. Drop-down list boxes are usually found in small or crowded dialog boxes.



Spin box

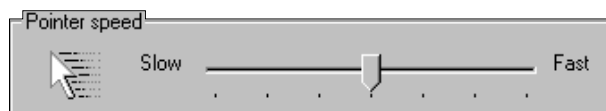
A text box containing a preset value that can be adjusted incrementally by clicking its up or down arrow as desired. (A new value can also be typed in.)



NOTE: A spin box is also called an increment box.

Slider

Lets you set a value within a specified range.



TOPIC 10 • Program File Types



Terms and Notes

file

Data or program instructions that are saved on a disk as a named unit.

filename

The name you give to data that is stored on a disk.

filename extension

The period and, usually but not always, three characters at the end of a filename (for example, .rtf, .doc, .txt, .gif). Also called *file extension*.

file type

The kind of file that is created by a particular program. Files are defined by the programs they are created in. Every file type has an icon associated with it; occasionally, a file type has more than one icon associated with it.

program

A set of instructions that your computer follows to perform one specific task, such as word processing. Also called *application*.

NOTE: Files, filenames, and file associations are covered in greater depth in Topic 14, Files and Filenames.

What Are File Types?

In this lesson, you will be creating, saving, printing, and opening documents. Saving a document creates a **file** on a disk. The kind of **program** you use to create the file determines what is known as the document's **file type**.

When you save a document, you give it a **filename**; the program you are using automatically assigns the document a **filename extension** and an icon. The filename extension and the icon identify the document's file type and thus associate the document with the program in which it was created (in most cases). Some file types, however, can be opened in more than one program. Further, some programs can open more than one file type. Windows 2000 recognizes file types by their filename extensions (which are usually hidden to you), but you can identify file types by their icons.

When you save a file in Notepad, it adds the filename extension *.txt* (Text Documents). When you save a file in WordPad, it adds the filename extension *.rtf* (*Rich Text Format*). Because both WordPad and Microsoft Word use *.rtf* as a file type, there can be some confusion with the *.rtf* file type icon. If you have Microsoft Word on your computer, WordPad will use the Microsoft Word icon rather than the WordPad icon when you save a document in WordPad. Notepad and WordPad file type icons are illustrated below.



Notepad icon for *.txt* file types



WordPad icon for *.rtf* file types if you *do not* have Microsoft Word

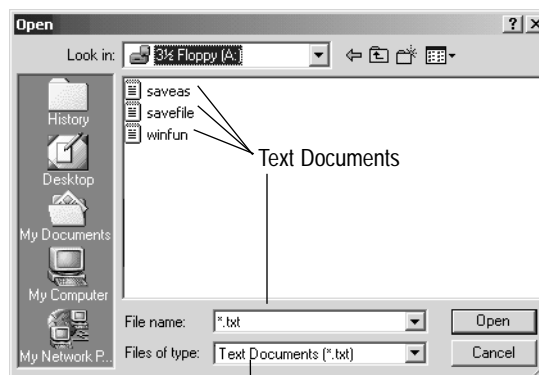


WordPad icon for *.rtf* file types if you *do* have Microsoft Word

In Exercise 18, you will first start a program (Notepad or WordPad) and then use the Open dialog box to open a document. In later exercises, you will open files without starting the program first; when you do, Windows 2000 will automatically start the correct program based on the strongest association of the document's file type.

The work area in the Open dialog box displays only those files that match the file type shown in the *Files of type* drop-down list box—even though there may be files of other types in that folder. If you want to open a document with a different file type, you must first change the *Files of type* drop-down list box to the file type you want to open. Therefore, if you want to open a text file in WordPad, you must first change the *Files of type* drop-down list box setting to *Text Documents (*.txt)* since WordPad's default is to use the *Rich Text Format (.rtf)* or *Word for Windows (*.doc)* file type.

Notepad's Open Dialog Box



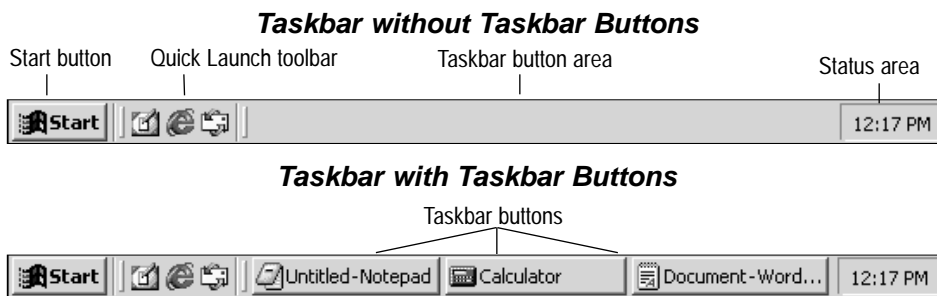
Files of type
drop-down list box

What Is the Taskbar?

By default, the **taskbar** is the bar at the bottom of the desktop with the following items:

- Start button on the left end
- Quick Launch toolbar (which can be removed)
- Taskbar button area
- Status area at the right end

The taskbar is easily customized, so yours may look different from the illustration of the default taskbar below.



What Does the Taskbar Do?

Use the taskbar to:

- Switch between open programs
- Arrange windows
- Control programs
- Access the Web
- Access the desktop
- Change the system date and time

You can customize the taskbar by:

- Putting toolbars (and **bars**) on the taskbar, including: Quick Launch, Address, Links, and Desktop
- Creating your own new toolbar
- Hiding toolbar button names (text labels)
- Hiding the taskbar
- Moving the taskbar
- Sizing the taskbar

The Start Button

The taskbar's Start button lets you carry out many basic Windows 2000 tasks:

- View a list of *Programs*
- Start *Programs*
- Open your *Favorites* folder*
- Open *Documents*
- Change computer *Settings*
- *Search* for Files or Folders
- Get *Help*
- Use the *Run* command
- *Log Off Windows**
- *Shut Down* the computer

* *Not on the Start menu by default.*



Terms and Notes

bar

The term *bar* is used to define window stripes (e.g., the title bar, menu bar, and status bar). In addition, *bar* is also used to define certain special Windows 2000 features (e.g., the Explorer bar, Channel bar, and Address bar).

status area

The area at the right end of the *taskbar* that displays system icons and offers easy access to (and information about) those system features. Some icons appear in the *status area* temporarily; for example, the printer icon appears only when you print.

taskbar

The bar that appears by default at the bottom of the desktop and lets you quickly start programs, switch between tasks, and access the tools (and toolbars) of your choice.

taskbar button

A button located on the *taskbar* that represents an open program. Each taskbar button displays the program icon and name of each open program.

NOTE: Don't confuse taskbar buttons with Quick Launch toolbar buttons or status area icons—both of which are also on the taskbar.

TOPIC 12 • Folder Windows



Terms and Notes

Classic style

The Windows 95 and NT4 approach to working with folders, icons, and the desktop. It includes:

- browsing windows using separate windows
- click-to-select/double-click-to-open browsing
- icon titles that are *not* underlined

See also *Web style*, below.

folder

A structure that holds files and/or subfolders that are stored on a disk. A folder can also contain other objects, such as printers and disk drives. (Folders have traditionally been called *directories*.)

Folder Options

The command that offers a choice of two options in each of the following categories:

- Active Desktop
- Web View
- Browse Folders
- Click items as follows

The first option is referred to as *Web style*; the second, as *Classic style*.

folder window

A window that displays the contents of a folder (or certain other objects, such as disk drives). Folder windows offer many of the same folder-managing features as Windows Explorer. Click a folder (if *Web-style* browsing is enabled) to open its window and see what is in it.

Internet icon

A picture of the Microsoft flag that appears on the right end of Windows 2000 menu bars; it rotates, displaying the Earth on the other side, when a new Internet Web page is accessed.

Web style

The Web-page approach to working with folders, icons, and the desktop. It includes:

- browsing windows using the same window
- point-to-select/click-to-open browsing
- underlined icon titles
- enabling Web-related content in folders and on the desktop

See also *Classic style*, above.

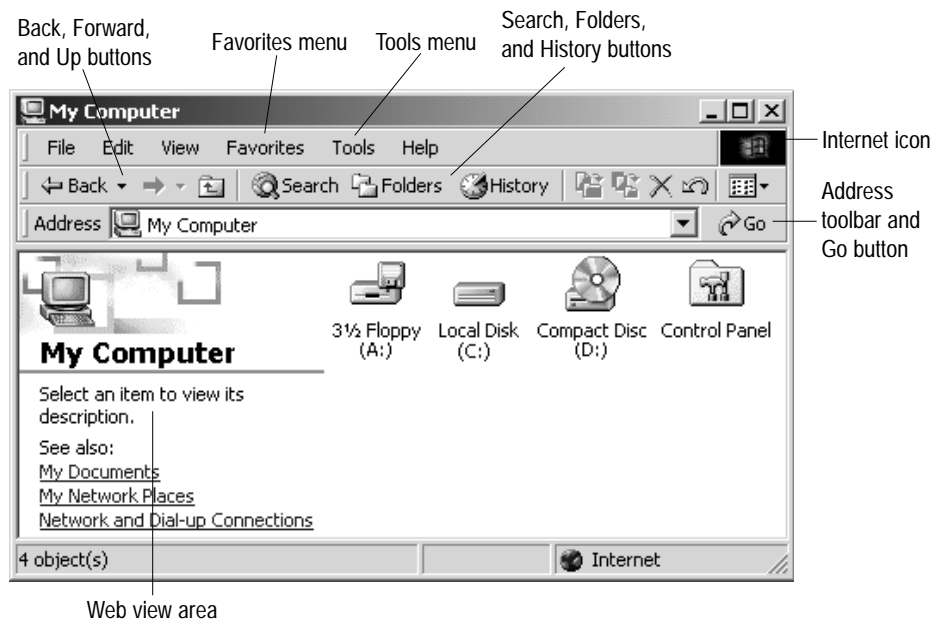
Windows 2000 Folder Windows

Folder windows display the contents of **folders**. Folder windows have several standard Windows elements:

- Minimize, Maximize, and Close buttons
- Menu bar
- Toolbar
- Status bar
- Control menu button

The following new elements have been added to Windows 2000 folder windows to make it easier for you to access the Internet, change folder appearance, and get information from within a folder window:

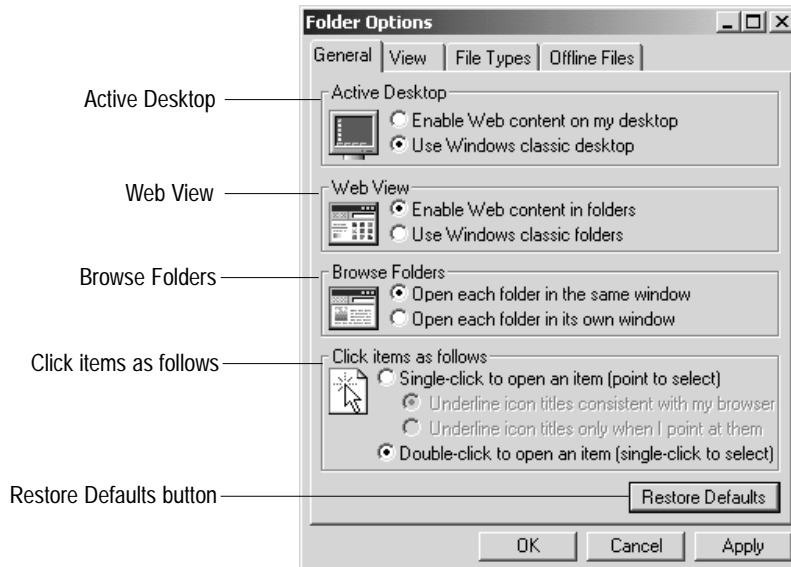
- Internet icon
 - Address toolbar
 - Links toolbar*
 - Radio toolbar*
 - Go button
 - Favorites menu
 - Tools menu
 - Back, Forward, and Up buttons
 - Search, Folders, and History buttons
 - Explorer bars*
 - Web content
 - Customize this folder*
- *not displayed by default*



Folder Options

In addition to adding new elements, Windows 2000 lets you change certain folder options. The Folder Options dialog box can be opened from folder windows (click Tools, then Folder Options) or the Control Panel (click the Start button, Settings, Control Panel, then double-click the Folder Options icon). In the Folder Options dialog box on the next page, the *Web options* are the top options in each section while the *Windows classic options* are the bottom options in each section.

Folder Options dialog box with default options selected



Windows 95 and NT4 did not offer the folder options that Windows 2000 and Windows 98 have. The new design offers flexibility to users. Windows 2000 has set the default options to please most people. Some of the default options are set for Web style and other defaults are set for classic style. Still, some users familiar with Windows 95 may prefer using more *classic* folder options.

In this book, you will usually be instructed to use the default folder options shown in the Folder Options dialog box illustration above. The most visible folder option category is *Click items as follows*. The default choice for this category is *Double-click to open an item (single-click to select)*. If you feel comfortable using *Single-click to open an item (point to select)* instead, you may change to that option for Exercise 28 and beyond. Always keep in mind, however, that the directions are usually written for the *Double-click to open an item (single-click to select)* option.

Table of Folder Options

Default options are shaded:

OPTION	WEB STYLE	WINDOWS CLASSIC STYLE
Active Desktop	Enable Web content on my desktop	Use Windows classic desktop
Web View	Enable Web content in folders	Use Windows classic folders
Browse Folders	Open each folder in the same window	Open each folder in its own window
Click items as follows	Single-click to open an item (point to select)	Double-click to open an item (single-click to select)



Terms and Notes

Active Desktop

The Windows 2000 desktop that consists of two layers: one layer on which you can display standard desktop objects, and a second layer on which you can display HTML objects.

Web View

A folder window feature in which descriptive and hyperlink text appears on the left side of the folder window's work area.

TOPIC 13 • Special Folders



Terms and Notes

special folder

A folder designed to hold specific items; for example, My Computer, Local Drive (C:), and My Documents.

Special Folders

Folders are used to organize your files and other folders (see *Topic 15, Disk Drives and Folders*). Most folders are represented by a folder icon. Some **special folders** are represented by a folder with a picture on it; and some objects that act as special folders do not have a folder icon at all. Below are illustrations of some special folder icons and a description of each folder's function.



Desktop

Desktop—the *logical* top-level folder, in contrast to drive C:, which is the *actual* top-level folder (see *Topic 16, Windows 2000 Structure*). It holds My Computer, My Documents, and other folders and shortcuts.



My Computer

My Computer—the quick route to the disk drives, folders, files, and other objects on your computer system.



Local Disk (C:)

Local Disk (C:)—the top-level (or root) folder on your computer. Local Drive C: usually holds all the other folders in the computer, including the Desktop folder.



3 1/2 Floppy (A:)

3 1/2 Floppy (A:)—the floppy disk drive folder. Floppy drive A: holds the data files stored on the removable floppy disk currently inserted.



Compact Disc

Compact Disc—the CD-ROM disc drive. Reads data, such as programs, music, etc., on a removable CD-ROM disc.



Printers

Printers—adds a new printer setup or changes settings for an existing printer.



Control Panel

Control Panel—personalizes your computer by letting you change various settings, such as your screen display, system date/time, mouse settings, passwords, etc.



Network and Dial-up Connections

Network and Dial-up Connections—provides a link between your computer and the Internet, a network, or another computer.



Scheduled Tasks

Scheduled Tasks—contains tasks that you tell the computer to run when it's easiest for you; for example, you may schedule a job like defragmenting the hard drive to take place in the middle of the night.



My Documents

My Documents—provides you with a handy place to store documents. Windows 2000 accessory programs such as WordPad automatically store documents in the My Documents folder, but you can change the storage location.



My Pictures

My Pictures—provides a handy place to store your graphics files. Windows 2000 accessory programs such as Paint automatically store documents in the My Pictures folder, but you can change that storage location.



Favorites

Favorites—holds frequently used Web-page addresses and paths so you can easily access Web sites and items on your computer. You can further organize your favorites into subfolders of the Favorites folder.



Group folders—folders that are found primarily within the Programs folder that hold groups of program shortcuts. They represent menu items that appear in the Programs submenu of the Start menu.



History

History—lists Web sites and computer locations that you have recently visited.



Today

Today (or other time period)—organizes your history (list) of visited Web sites by placing those sites into folders that are labeled with the days of the week on which the sites were visited.



Downloaded
Program Files

Downloaded Program Files—the default location where Windows 2000 stores downloaded Active X and Internet-related programs.



Offline Web
Pages

Offline Web Pages—stores Web pages so you can view them when you are not connected to the Internet.



My Network
Places

My Network Places—the entry point to other computers on your network. If you are not on a network, this folder icon may not appear on your desktop.



Recycle Bin

Recycle Bin—holds “deleted” documents in case you change your mind and want to restore them. Once you empty the Recycle Bin, however, you can no longer restore these documents.

TOPIC 14 • Files and Filenames



Terms and Notes

associated file

A file that has been identified as belonging to a certain program, such as .txt with Notepad, .bmp with Paint, or .doc with Microsoft Word. When you open an associated file, the program related to that file also opens automatically.

document

A file that consists of data created in a program, such as a letter typed in WordPad or a picture drawn in Paint. Also called *data file*.

file

Data or program instructions that are saved on a disk as a named unit.

filename

The name you give to data that is stored on a disk.

filename extension

The period and, usually but not always, three characters at the end of a filename (for example, .doc, .txt, .gif).

file types

Files are defined by the programs that they are created in. Every file type has an icon associated with it. Below are examples of file types and their icons:



Application (.exe)



Bitmap image (.bmp)



Font File (.fon)



generic icon



Help File (.hlp)



Microsoft HTML Document 5.0 (.htm)



Microsoft Word Document (.doc)



MIDI Sequence (.mid)



Rich Text Document (.rtf)



Text Document (.txt)



OpenType Font (.ttf)

long filename

A filename that is up to 255 characters long and *can* contain spaces and most symbols.

program file

A file containing a set of instructions that your computer follows to perform a specific task, such as word processing.

short filename

A filename that is no longer than eight characters, can contain a filename extension, but *cannot* contain spaces or certain symbols.

Files

A **file** is a collection of data that is given a **filename** and stored on a disk. Some of the file-managing jobs that Windows 2000 helps you perform are:

- name
- rename
- save
- resave
- open
- print
- copy
- move
- paste
- delete
- view
- browse
- organize
- create shortcuts

Files are identified and categorized in various ways. Most files you work with are either

- **program files** (instructions that perform a task), or
- **data files** (information created in a program, such as a letter).

Conventional File-Naming Rules

Before Windows 95, files were named using these rules:

- A filename can be no longer than eight characters.
- You cannot use these characters: . " / \ [] : * | < > + = ; , ?
- You cannot use a space.
- You can use an optional filename extension of a period (.) and up to three characters.

Long Filenames

You are not confined to the conventional file-naming rules when naming files created with Windows 2000 programs. Below are rules for long filenames:

- A filename can contain up to 255 characters.
- You cannot use these characters: . " / \ < > ? * : |
- You can use a space.
- You can use an optional filename extension of a period (.) and up to three characters.

When you save a file with a long filename, Windows 2000 not only saves the long filename you specify, but creates a shorter version of that name which meets the conventional file-naming rules listed above. Any programs you may have that cannot read long filenames will access these files using their shorter filenames.

Filename Extensions

Filename extensions are usually used to identify groups of related file types. Certain standard extensions have special meanings:

.exe (execution)	program files
.sys (system)	files that work with your hardware
.txt (text)	text files
.bmp (bitmap)	associated with Paint
.doc (document)	associated with Microsoft Word or WordPad

Windows 2000 hides filename extensions by default, but you can still identify file types by their icons (see the side panel).

Where Are Files Stored?

All files are stored on disk in **folders**. (See the next page for more information about folders.)




Disk Drives

Disk drives are used to store files. Your computer system comes with at least two disk drives: one **floppy disk drive**, named drive A:; and one **hard disk drive**, typically named drive C:. You may also have a second floppy disk drive, usually named drive B:. Today, computers also have a **CD-ROM drive**, frequently named drive D:. CD-ROMs can hold much more information than a floppy disk. However, most CD-ROMs cannot store your files; they are only used to read very large amounts of data stored on them.

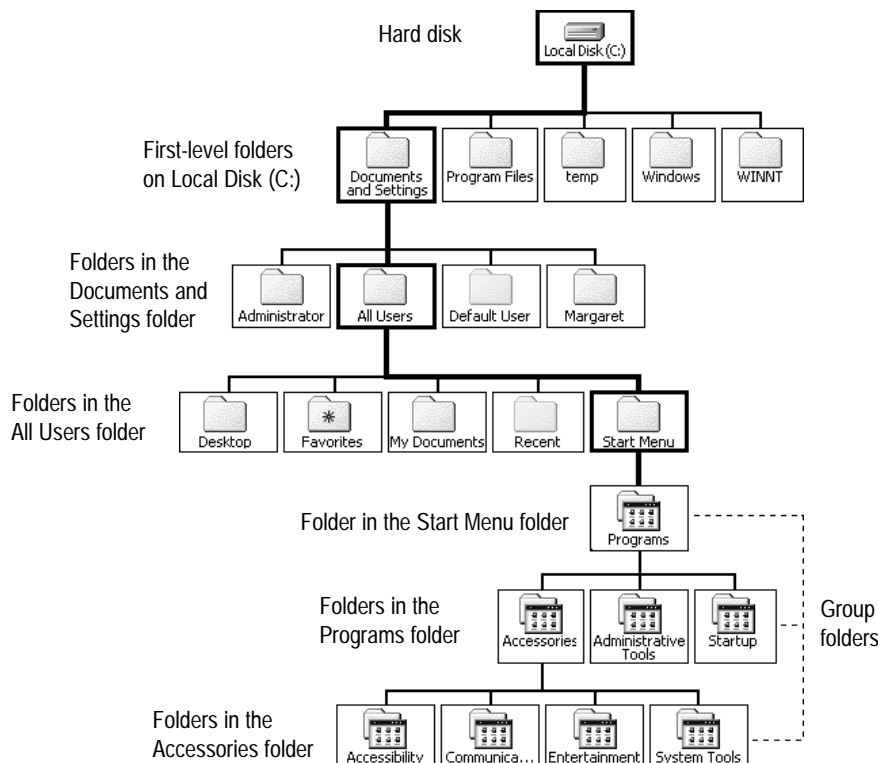
Many of today's computer systems come with a Zip or Jazz disk drive. These drives use disks that can hold much more data than a floppy disk. This extra capacity is needed for the very large files created by many of today's high-tech programs. These drives are especially useful for making backups and transporting files.

Folders

Folders are created on disks (especially the hard disk) to efficiently organize the many files that are stored on disks. Folders may also hold other folders (sometimes referred to as **subfolders**) which, in turn, may hold still more files and folders. The resulting multilevel structure forms a **hierarchy**, that is, a system of folders ranked one above the other. In Windows 2000, folders are marked with a folder icon . Windows 2000 uses the term *folder* to describe what used to be called *directories*. (See also Topic 23, *A Look at Structure*.)

The illustration below shows a simplified structure of folders on drive C:. Notice that all the folders below the Start Menu folder are group folders. **Group folders** represent submenus that primarily branch off the Programs menu.

Structure of Folders on the Hard Disk



Terms and Notes

CD-ROM drive

A drive that retrieves information from removable, read-only optical discs that can store relatively large amounts of data when compared to regular floppy disks.

disk

Media on which information is stored and retrieved in named units called *files*.

disk drive

A mechanical device used to transfer information back and forth between the computer's memory and a disk.

floppy disk

A removable, magnetically coated diskette on/from which information can be stored and retrieved.

floppy disk drive

A hardware component of your computer system. A drive used to transfer information back and forth between the RAM and a floppy disk.

folder

A structure that holds files and/or other folders (*subfolders*) that are stored on a disk. A folder can also contain other objects, such as printers and disk drives. (Folders have traditionally been called *directories*.)

group folder

A folder within the Start Menu folder that holds groups of program shortcuts and other folders; they each represent menus within the Start menu.

hard disk drive

A built-in storage device that has a nonremovable disk (a fixed disk) with a large capacity.

hierarchy

A system of things (or people) ranked one above the other. With regard to computers, the term *hierarchy* describes the multilevel structure of folders and subfolders on a disk. In the case of Windows 2000, it further describes the multilevel structure of objects on the entire computer system. This structure is also referred to as a *tree*.

subfolder

A folder contained within another *folder*.

TOPIC 16 • Windows 2000 Structure



Terms and Notes

browse

To look at files, folders, disks, printers, programs, documents, and other objects on your computer system.

desktop

The opening screen in Windows 2000 that contains a few objects, the Start button, and the taskbar. The button shown above is the icon used to represent the desktop throughout Windows 2000.

My Computer

A special folder (with an icon that appears on the desktop by default) that gives you a quick route to the disk drives, folders, files, and other objects on your computer system.

My Network Places

The folder used to find shared resources on the network to which your computer is connected.

Display Hidden Files and Folders

1. Open Windows Explorer.
2. Click the Tools menu.
3. Click Folder Options.
4. Click the View tab.
5. Click the Show hidden files and folders option button.
6. Click the OK button.

(For more information, see Exercise 76, Display Hidden Files and Folders.)

Windows 2000 Structure Consists of More Than Disks and Folders

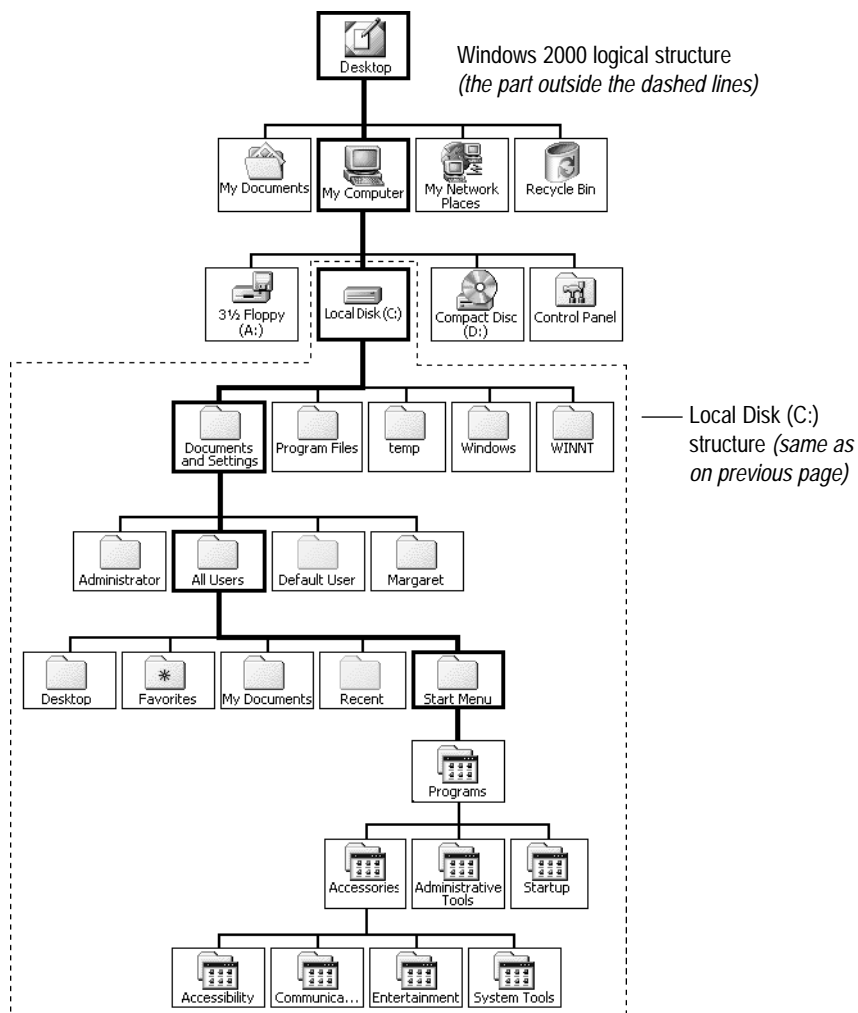
Microsoft has designed Windows 2000 with networking capabilities (using My Network Places). If you are connected to a network, you will be able to access folders and files on computers other than your own.

The **desktop** is the heart of Windows 2000. The illustration below shows the desktop at the top of the Windows structure. From the desktop, you can choose to look at folders and files in **My Documents**, **My Computer**, or **My Network Places**.

The desktop is the logical—but not physical—top of the Windows 2000 structure; it acts like the top of the structure, but the Desktop folder is actually a hidden folder located on Local Disk (C:). While this fact is of little concern to most users, it may reduce confusion for others.

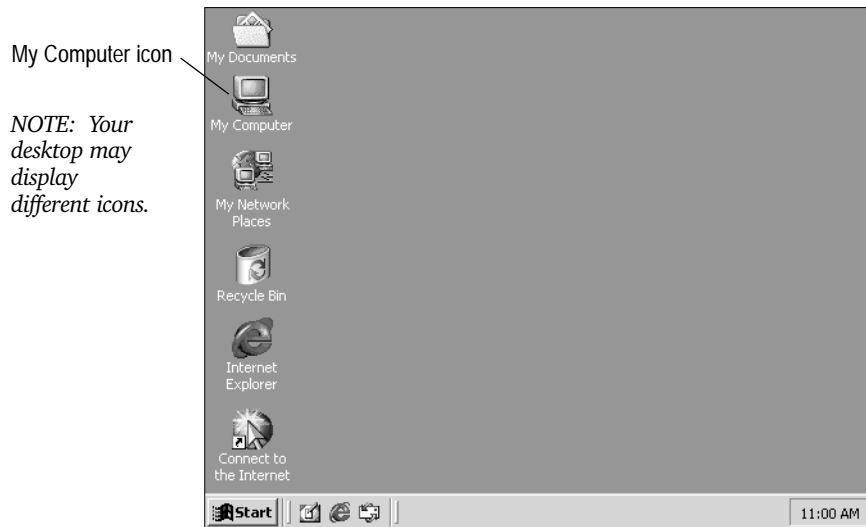
In the illustration below, dashed lines around the Local Disk (C:) structure distinguish it from the Windows logical structure above the hard disk. The heavy lines show the route from the desktop to the Start Menu folder. The Start Menu folder represents the Start menu on your desktop. The group folders below the Start Menu folder represent cascading menus that branch off the Start menu. Keep this structure in mind when you are **browsing** folders.

Windows 2000 Structure



The My Computer Folder Window

From **My Computer**, you can work your way to any resource on your computer. My Computer is a special folder (see *Topic 13, Special Folders*) whose icon is on your desktop by default. My Computer is at the top of your local computer structure. Every object in My Computer opens a **folder window** that displays the object's contents.



NOTE: Your desktop may display different icons.

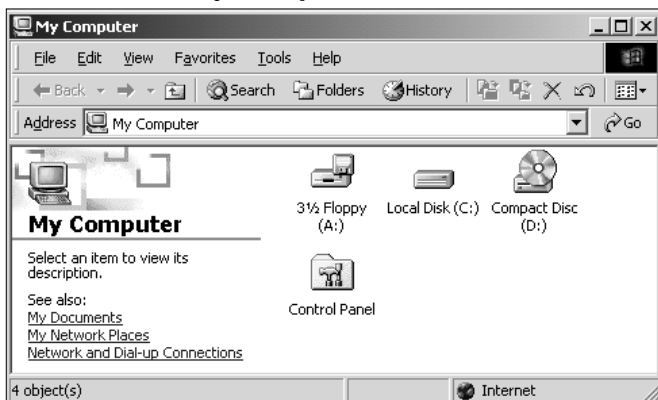
In Windows 2000, folder windows are essentially the same as Windows Explorer (the file-managing program covered in Lesson Eight). Simply click the Folders button to convert a folder window to Windows Explorer, and click the Folders button in Windows Explorer to convert it to a folder window. Some features common to both folder windows and Windows Explorer were covered in Lesson Four, including:

- Select and open objects
- Back, Forward, and Up buttons
- Menu bars and shortcut menus
- Toolbars
- Explorer bars
- Icon views and arrangements

Folder window features covered in this lesson include:

- Change disk drives
- Change a folder to Windows Explorer
- Start a program
- Open a document
- Print from a folder
- Create and delete folders
- Move files into a folder
- Favorites

My Computer Folder Window



NOTE: The contents of your My Computer folder may differ from this one.



Terms and Notes

folder window

A window that displays the contents of a folder (or certain other objects, such as disk drives). Folder windows offer many of the same folder-managing features as Windows Explorer. Open a folder to turn it into a window and see what is in it.

My Computer

A special folder (with an icon that appears on the desktop by default) that gives you a quick route to the disk drives, folders, files, and other objects on your computer system.

TOPIC 18 • The Heart of Windows 2000



Terms and Notes

desktop

The opening screen in Windows 2000 that contains a few objects, the Start button, and the taskbar. The button shown above is the icon used to represent the desktop throughout Windows 2000.

user profile

Settings that record the changes made to a user's environment (such as program items, screen colors, network and printer connections, mouse settings, and window size and position) that are kept separate from other users' settings. Each time the user logs on to Windows 2000, those familiar settings are loaded.

The Desktop Is the Heart of Windows 2000

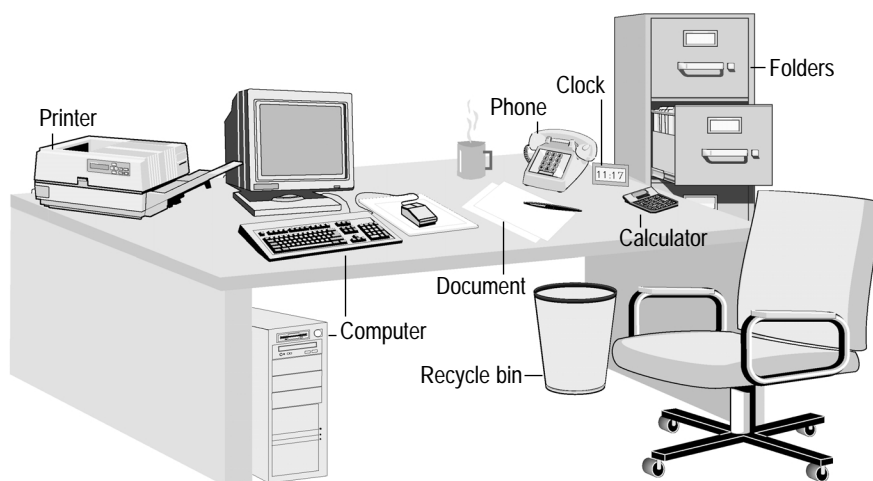
The Windows 2000 desktop is more than:

- the large workspace you see when you start Windows,
- the hierarchical structure managed by the shell, or
- the background upon which a few graphic objects and the taskbar appear.

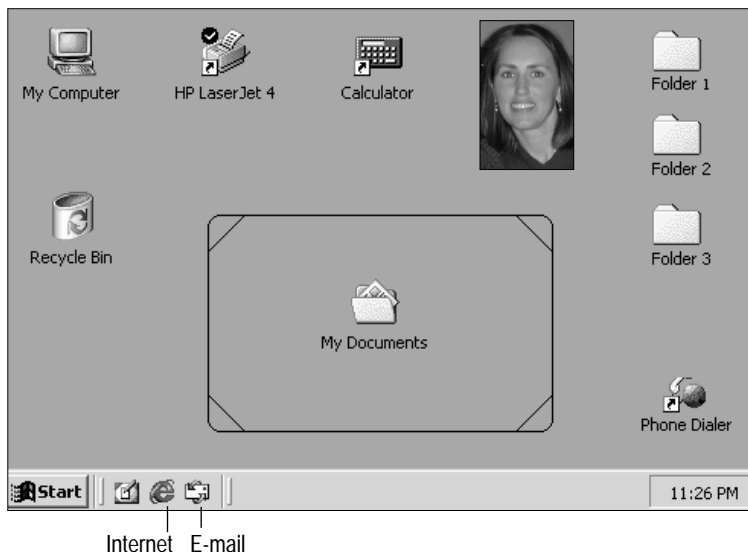
The desktop is the heart of Windows 2000. The idea behind the Windows 2000 desktop is that you can use it pretty much the way you use your personal desktop at home—to keep important items at your fingertips. Just as you put your computer, printer, clock, phone, folders, and documents on your real desktop, you can do the same with your Windows 2000 desktop. Furthermore, you can decorate it to fit your mood; you can even put your favorite digital picture on the desktop.

While the computer system is structured with many levels (a hierarchy), by using shortcuts on the desktop, that structure seems to disappear. You can design a logical structure (grouping of files and folders) to meet your individual needs.

A Traditional Desktop



The Windows 2000 Desktop



Shortcuts Are Powerful and Efficient

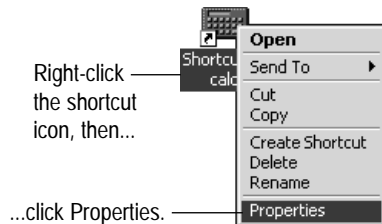
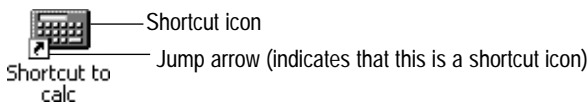
A **shortcut** is an icon you create that contains a path (a direct route) to a specific object (the target). The **target** object might be a document, program, folder, disk drive, or printer. A shortcut is easily identified by the **jump arrow** that appears on the lower-left corner of its icon.

Shortcuts are powerful because they offer quick access to frequently used objects while Windows does all the work of keeping track of what you are doing. Shortcuts are efficient because when you use a shortcut to jump from one place to another you do *not* have to:

- remember folder and subfolder names,
- work through a lot of menus,
- open a lot of folders, or
- type a long path name.

Creating a shortcut can be as easy as using Search Assistant to locate the object you want and then dragging the object onto the desktop. While you can place shortcuts just about anywhere, often the most practical place to put them is on the desktop, where they are handy.

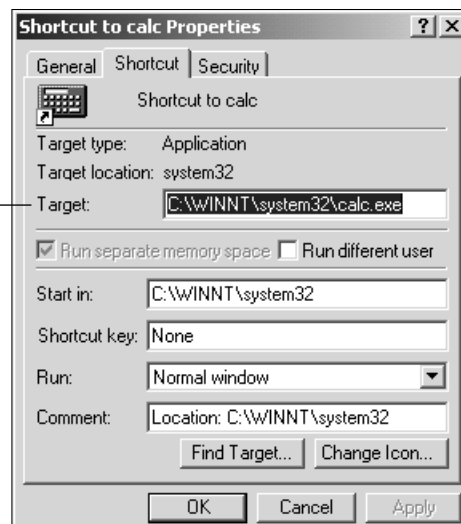
While shortcuts let you jump to different locations without appearing to follow the actual **path**, behind the scenes Windows keeps track of your movements—as you can see in the Shortcut to Calc Properties dialog box below. To view a shortcut object's path, open the shortcut's **Properties dialog box**, click the Shortcut tab, and look at the Target text box.



To open a shortcut's Properties dialog box, right-click the shortcut icon, then click Properties.

Shortcut to Calc Properties Dialog Box

The Target text box shows the path to CALC.EXE, the target object.



Terms and Notes

NOTES: Do not confuse shortcuts as described in this topic with (right-click) shortcut menus or keyboard shortcuts.

You can create more than one shortcut to an object.

Remember to substitute WINDOWS for WINNT if you do not have WINNT.

jump arrow

A small arrow that appears on the lower-left corner of *shortcut icons*, thereby distinguishing them from other icons.

path

The route to an object; it consists of the disk drive, folder, subfolders (if any), and the filename (if the path is to a file).

Properties dialog box

A special kind of dialog box that groups the settings for a specific object's properties.

shortcut

An icon containing a direct route to a specific object and displaying a small *jump arrow* on its lower-left corner. Click the shortcut icon to quickly open the file or program it represents. You can customize your desktop by creating shortcuts to the documents and programs you use most often.

target

The path (including the name) to the object to which a shortcut is pointing.

TOPIC 20 • Documents



Terms and Notes

document

A file that consists of data created in a program, such as a letter typed in WordPad or a picture drawn in Paint. Also called *data file*.

document-centric

A system that focuses on documents and their contents rather than on the programs used to create those documents.

Documents Are Central

As we have seen in Topics 18 and 19, the desktop is the heart of Windows 2000, and shortcuts can be powerful and efficient tools in this environment. Throughout this book, however, you will notice that the center of activity is usually the **document**. Much of what you do on your computer system revolves around producing documents of one kind or another. Realizing this, Microsoft designed Windows 2000 to be **document-centric**, that is, centered around documents rather than the programs used to create them.

Different Ways to Open a Document

Using the Documents menu:

- click the Start button,
- point to the Documents menu, and
- click the document (if it is one of the last 15 documents used).

Using most program File menus:

- open a program,
- click the File menu, and
- click the document (if it is one of the last four documents used).

Using the Open dialog box:

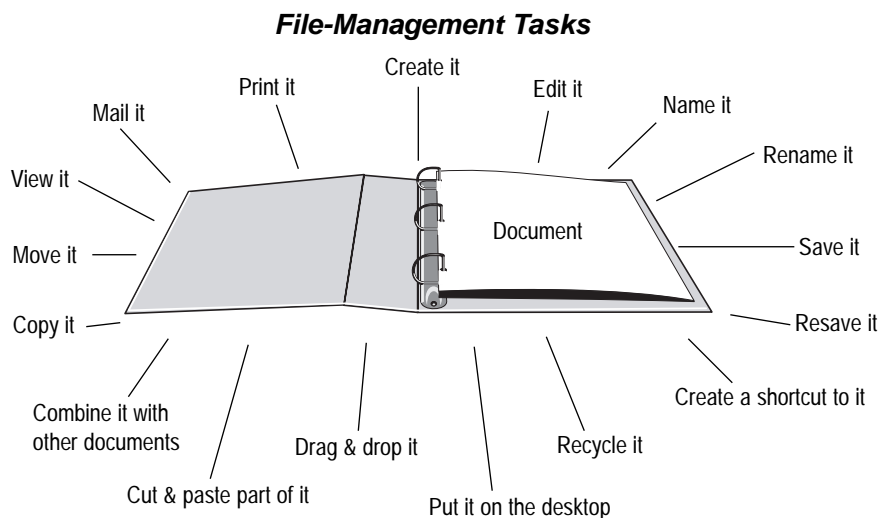
- open a program,
- click File, then click Open,
- find the folder the document is in, and finally,
- click the filename, then click .

Clicking a document file icon:

- double-click a document file icon (when in classic-style mode or in dialog boxes).

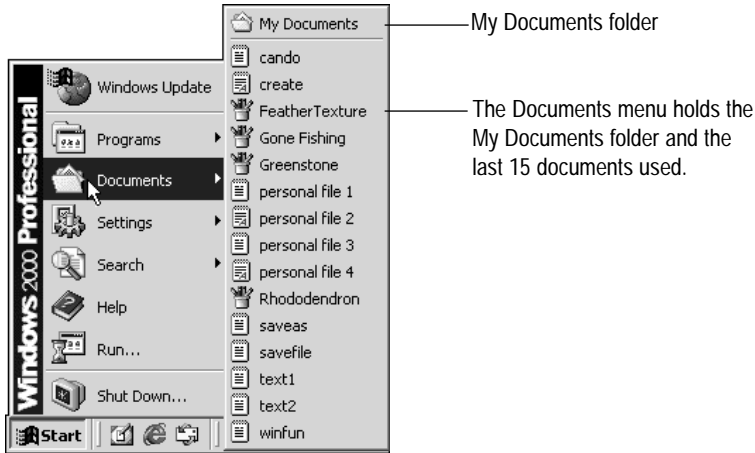
OR

click a document file icon on the desktop or in folder windows (when in Web-style mode).



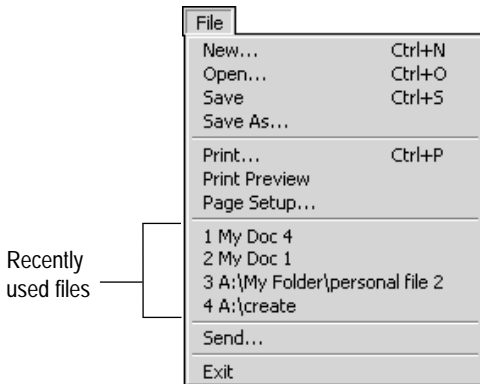
The Documents Menu

When you open the Documents menu, you can see up to 15 of your most recently used (saved and/or opened) documents. The My Documents folder is displayed where it is easy to access, at the top of the Documents menu. The My Documents folder was designed as a handy place to put your personal documents.



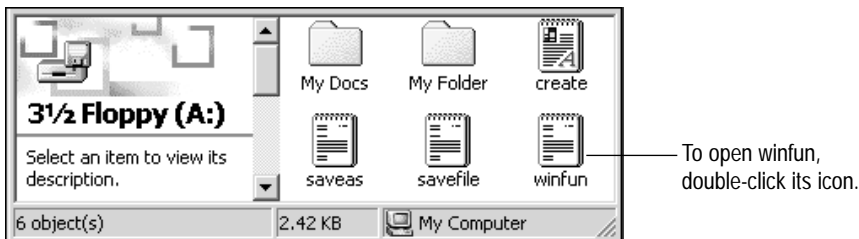
Documents on the File Menu

The last four documents you opened and/or saved are listed in the recently used files section near the bottom of the File menu in most programs. Simply click a document listed on the File menu to open it.



Double-click a Document File Icon

The illustration below shows documents in the 3½ Floppy (A:) folder window.



TOPIC 21 • The Active Desktop



Terms and Notes

Active Desktop

The Windows 2000 desktop that consists of two layers: one layer on which you can display standard desktop objects, and a second layer on which you can display *HTML* objects.

HTML (Hypertext Markup Language)

The programming language used to create Web pages so that they can be viewed, read, and accessed by any computer running on any type of operating system.

Internet Explorer 5 (IE5)

The Windows 2000 Web-browsing program with a built-in interface to the *Active Desktop* and with many easy-to-use features that open the door to the world of information on the Internet.

standard desktop

A place to put objects (such as icons for shortcuts, folders, and files) for quick and easy access. The standard desktop cannot, however, display *HTML* objects.

Web browser

A program that lets you access the Web and view Web pages. Also called *browser*.

Web-page object

An object that appears in Web pages, such as text, a hyperlink, a graphic image, or an animated graphic image.

work offline

To view Web pages (and Web-page objects) that are stored on the computer without being connected to the Internet.

The Standard Desktop

The **standard desktop** is a place to put objects for fast, easy access. Such objects include:

- the Start button
- the taskbar
- the My Computer, My Documents, Internet Explorer, Network Neighborhood, and Recycle Bin icons
- shortcuts to your most frequently used programs
- folders that hold groups of related objects
- documents that you want to keep handy

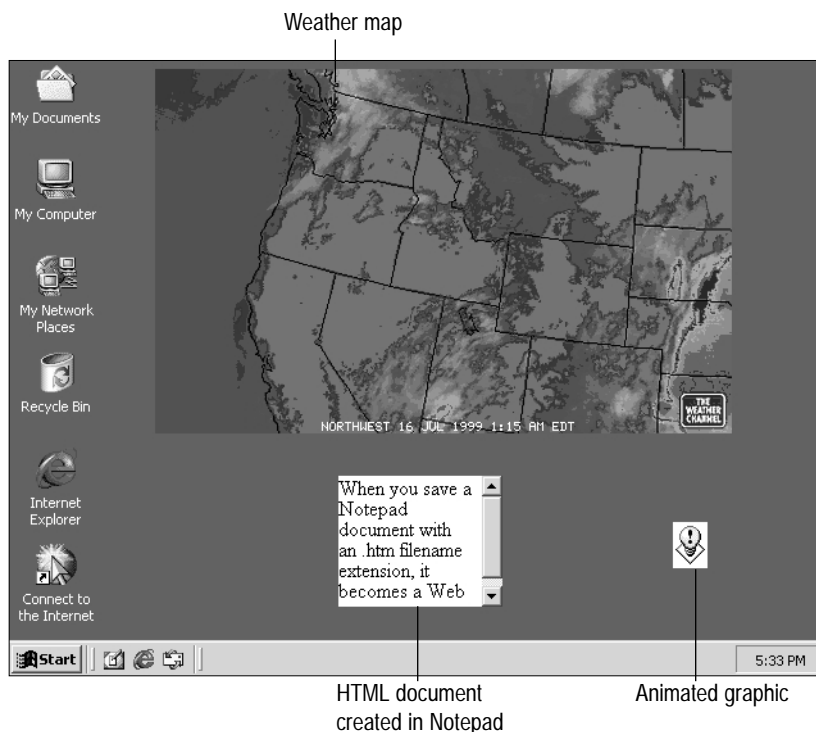
The Active Desktop

The **Active Desktop** adds another layer to the standard desktop. The Active Desktop is an *HTML* background layer that can display *HTML* objects—either from the Web or on your own hard drive. **HTML (Hypertext Markup Language)** is a common computer-programming language used to format Web pages. **Web browsers**, such as **Internet Explorer**, understand *HTML*. The Active Desktop can also understand *HTML*. It is the *HTML* background layer that defines the Active Desktop.

When your desktop is active, you can put **Web-page objects** on it, such as:

- headlines for breaking news stories
- tickers for stock quotes
- weather maps
- an *HTML* document created in Notepad
- graphics

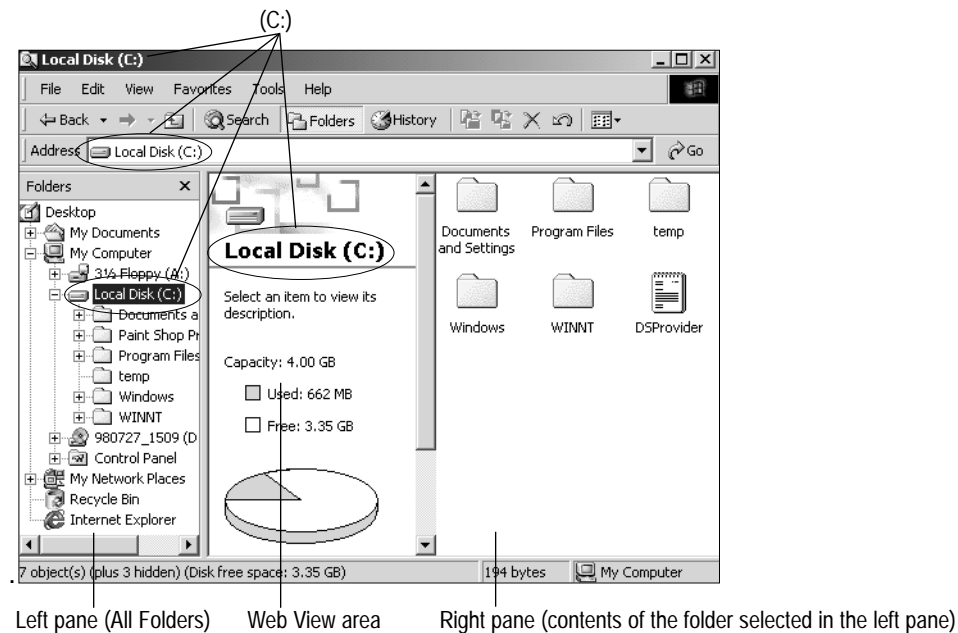
The Active Desktop with Web-Page Objects



In this lesson, you will be working with some Web elements and using Internet Explorer in work-offline mode (not connected to the Web).

A Look at Your Computer's Resources

Windows Explorer lets you see where your computer's resources are located. The Explorer window is divided into two panes. The **left pane** displays the Windows hierarchy; it is labeled *Folders* (it is really the Folders Explorer Bar). The **right pane** displays the objects within the folder (or object) selected in the left pane. The title bar displays the name of the folder (or object) selected in the left pane, as do the Address bar and the Web View area.



The Windows 2000 version of Windows Explorer is designed to be just the same as a folder window whose Folders Explorer Bar is selected. Therefore, if you are in a folder window and you want to see the computer's folder structure, simply click the Folders button. Instantly, the folder will be transformed into Windows Explorer with the current folder selected in the left pane and with the folder hierarchy ready to be fully revealed as you expand folders to display their subfolders.

The following Windows Explorer characteristics may be useful to keep in mind. When exited and then restarted, Windows Explorer remembers:

- the previous icon view for each folder
- the previous icon arrangement for each folder
- the previous restored size and position
- the maximized or restored state of Windows Explorer for each folder if Windows Explorer is opened by right-clicking that folder; otherwise, folders selected after Windows Explorer is opened will retain the current window size during the current session

In the Windows 2000 version of Windows Explorer, each folder that is selected in the left pane will retain the icon view (i.e., Large Icons, Small Icons, List, and Details) you select for it in the right pane. This is unlike earlier versions of Windows Explorer in which the icon view you select affects all the folders.

In Windows 2000, the option that enables Web content in folders affects all folder windows (and Windows Explorer), unlike earlier versions of Windows in which the option can be turned on or off in individual folder windows (and Windows Explorer as well).



Terms and Notes

folder window

A window that displays the contents of a folder (or certain other objects, such as disk drives). Folder windows offer many of the same folder-managing features as Windows Explorer. Click a folder (if Web-style browsing is enabled) to open its window and see what is in it.

hierarchy

A system of things (or people) ranked one above the other. With regard to computers, the term *hierarchy* describes the multilevel structure of folders and subfolders on a disk. In the case of Windows 2000, it further describes the multilevel structure of objects on the entire computer system. This structure is also referred to as a *tree*.

Windows Explorer

The Windows 2000 program that you can use to look at and manage objects in your computer system, including remote computers if your system is networked. The left pane displays *All Folders* (a hierarchy of folders); the right pane displays the contents of the folder that is selected in the left pane.

NOTE: Don't confuse Windows Explorer (the file-managing program) with Internet Explorer (the Web-browsing program). Windows Explorer is often simply called Explorer.

TOPIC 23 • A Look at Structure



Terms and Notes

collapse

To hide the folders contained in an object. Objects that can be collapsed have a minus sign (-) beside them. It may help to think of collapse as "close."

collapsed

The state of a folder that has a plus sign (+) beside it. A *collapsed* folder has folders within it that are not visible. It may help to think of collapsed as "closed."

expand

To display the unseen folders contained in an object. Objects that can be expanded have a plus sign (+) beside them. It may help to think of expand as "open."

expanded

The state of a folder that has a minus sign (-) beside it. The folders within an *expanded* folder are displayed immediately below it. It may help to think of expanded as "opened."

Folders pane

The left pane of Windows Explorer that displays the hierarchical structure on your computer system, including remote computers if your system is networked.

subfolder

A folder contained within another folder.

The Left Pane of Windows Explorer Shows the Computer's Structure

Because you often use shortcuts to quickly access folders and files, you may not think about the structure of your computer with its many levels of folders and files.

Windows Explorer helps you see how your computer system is structured. The illustration on the right shows how Windows Explorer displays the computer's structure in the **Folders pane** (the left pane).

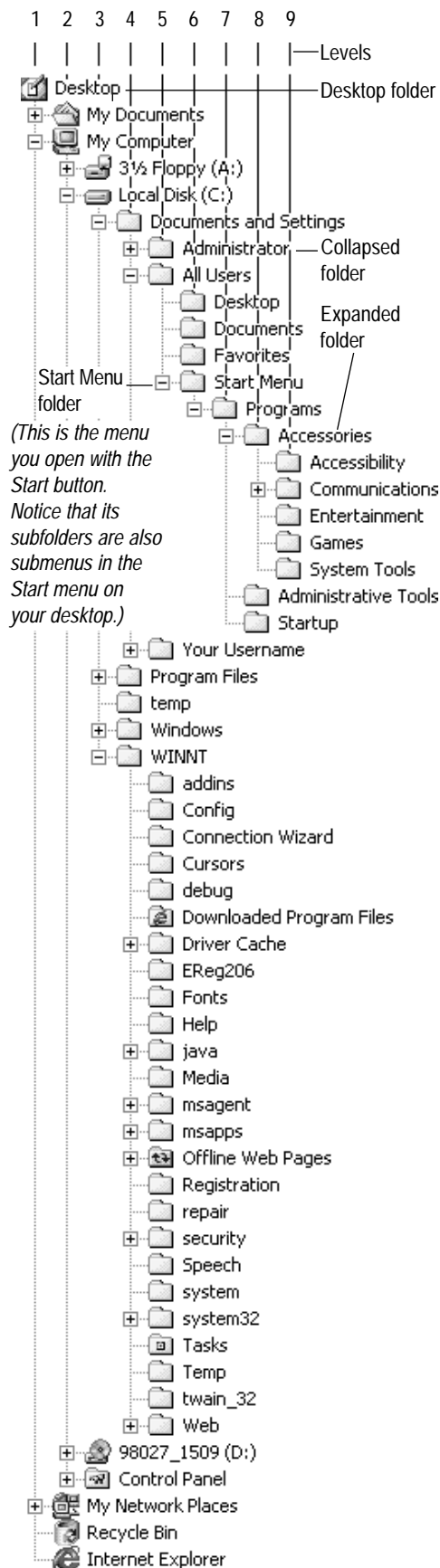
Notice that the desktop is the top-level folder on your computer system (i.e., level one). The desktop links you to your local computer via My Computer, to network computers—if you're connected to remote computers—via My Network Places, and to the Internet via your Web browser (e.g., Internet Explorer).

Because the desktop is also a folder, you can store objects, such as shortcuts, folders, and files, there. Folders within the Desktop folder are second-level folders. Folders within second-level folders are third-level folders, and so forth, as shown in the illustration.

A plus sign (+) beside a folder means that the folder is **collapsed** (closed), so you can't see the subfolders it contains. Click a folder's plus sign to **expand** (open) the folder and show its subfolders.

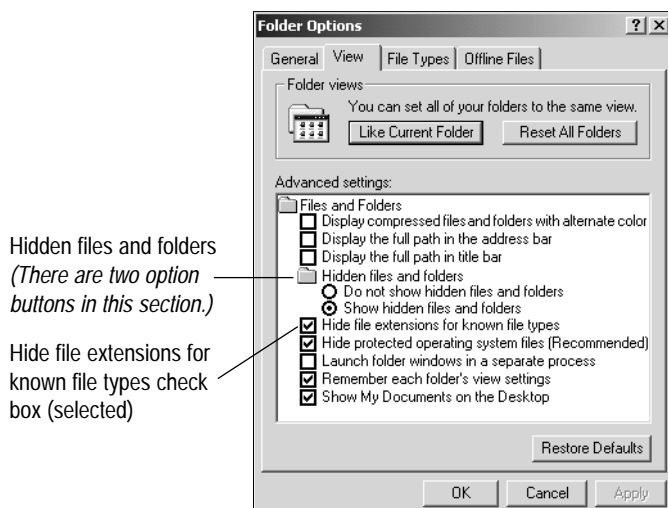
A minus sign (-) beside a folder means that the folder has been **expanded** (opened) to show its subfolders. Click a folder's minus sign to **collapse** (close) it and hide its subfolders.

The illustration on the right shows some expanded folders and a lot of collapsed folders. This is an effective way to depict a computer's structure. Another way to represent a computer's structure is somewhat like an organizational chart for a company—also called a tree (see *Topic 16—Windows 2000 Structure*).



Two File Options Produce Notable Changes

There are two advanced file options that change the way files and folders are viewed. One, *Hide file extension for known file types*, is discussed below; the other, *Hidden files and folders*, is discussed on the next page. Changing these options has the potential to cause serious problems. The View tab of the Folders Options dialog box is where you change them.




Hide File Extensions for Known File Types

When selected, the *Hide file extensions for known file types* check box hides most filename extensions. (This is the default setting.)

As discussed in Topic 10—Program File Types, filename extensions associate a document file with a specific program. While the computer system must use filename extensions to identify document types, you may prefer to use program icons to identify document types. Some users like to display filename extensions; others feel filename extensions just add clutter.

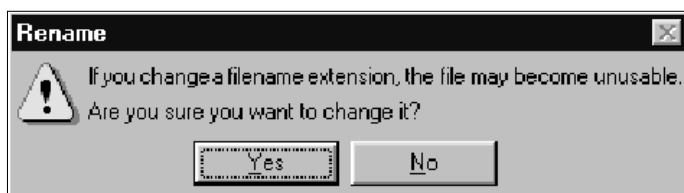
This is how the filename appears when filename extensions are hidden:

 winfun — No filename extension

This is how the filename appears when filename extensions are not hidden:

 winfun.txt — filename extension

Deselecting the *Hide file extensions for known file types* check box can affect the results of the exercises in this book in which you rename files. If you rename a file when filename extensions are hidden, Windows 2000 automatically adds the correct filename extension. If, however, filename extensions are showing, you must provide the filename extension for the renamed file. If you do not provide the filename extension (or if you change it), a dialog box warns you that the file may become unusable.



Terms and Notes

associated file

A file that has been identified as belonging to a certain program, such as .txt with Notepad, .bmp with Paint, or .doc with Microsoft Word. When you open an associated file, the program related to that file opens automatically.

filename extension

The period and, usually but not always, three characters at the end of a filename (for example, .doc, .txt, .gif). Also called *file extension*.



Terms and Notes

attribute

A characteristic (such as read-only, archive, hidden, or system) that changes how a file or folder can be used or displayed.

hidden files

Files and/or folders to which the Hidden attribute has been applied.

Hidden Files and Folders

The **Hidden files and folders** feature is located in the View tab of the Folder Options dialog box. One of the following Hidden files option buttons must be selected:

- Do not show hidden files and folders
Keeps you from accidentally changing or deleting hidden files and folders. Reduces clutter in your folder windows and in Windows Explorer. This is the default setting.
- Show hidden files and folders
Specifies that all files and folders, even hidden and system files, appear in your folder windows and in Windows Explorer.

Certain folders that are shipped with Windows 2000 come with the Hidden attribute selected. These folders, which Windows 2000 uses, are best left hidden. When displayed, hidden and system files are exposed to the possibility of being deleted accidentally.

Hidden files and folders will not appear in folder windows or in Windows Explorer unless you select the *Show hidden files and folders* option button. To show all files:

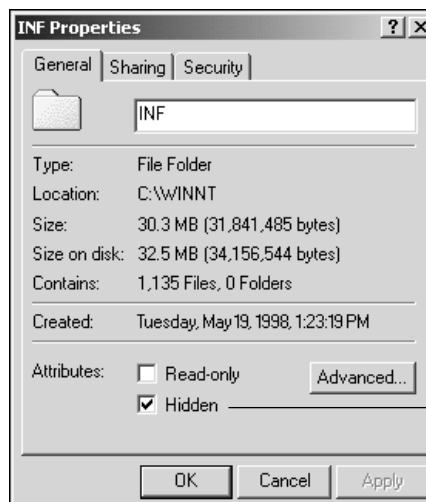
- Click the Start button, point to Settings, click Control Panel, then double-click Folder Options.
- Click the View tab, select Show hidden files and folders, then click the OK button.

You can easily identify files and folders that have the Hidden attribute selected because their icons appear dimmed.

You may want to use the Hidden attribute for some of your personal folders and/or files. To change the Hidden attribute:

- Right-click a file or folder, click Properties, then click the General tab.
- Click the Hidden check box to select or deselect the option as desired.
- Click the OK button.

Below is the INF Properties dialog box with the Hidden check box selected.



Hidden check box (selected)

Search Assistant

Search Assistant is a Windows feature that helps you locate:

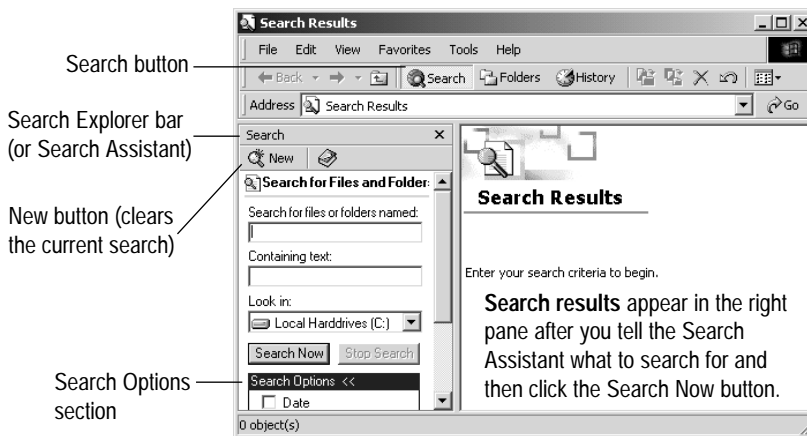
- files and folders
- printers
- other computers on your network
- people in your address book
- Web pages, addresses, businesses, previous searches, and maps on the Internet

Although Search Assistant has the many search capabilities listed above, this lesson covers searching for files and folders only.

You can start Search Assistant in several ways:

- Click Start, click Search, then click For Files and Folders.
- Right-click a folder, then click Search.
- Click the Search button in a folder window or Windows Explorer.
- Press the F3 key.

Search Assistant is called the Find program in previous versions of Windows. The Windows 2000 Search feature has been redesigned to resemble folder windows; it has the same Menu bar, Standard toolbar, and Address bar. When you press the Search button in a folder window, it opens the Search Explorer bar (a.k.a. Search Assistant) on the left side of the window.



When you search for files and folders, you need to tell Search Assistant something about the file or folder you are looking for. You give it clues such as where the file may be located or a name or partial name of the file. These clues are called **search criteria**. You describe the search criteria using the Search Options section and some parts of the section above the Search Options. Here is a list of search criteria that you can use to find files or folders:

- filename
- file date
- advanced options
- file contents
- file type
- file location
- file size

The Advanced Options choices further refine search criteria, making a search for the files you want even more sensitive.

On the next page, three illustrations show the:

- Search Explorer bar with the Search Options collapsed.
- Search Explorer bar with the Search Options expanded.
- Search Explorer bar with the Search Options fully expanded (the items within the Search Options are expanded).



Terms and Notes

Search Assistant

The Windows 2000 search feature (also known as the Search Explorer bar); it has separate sections that help you:

- locate files or folders
- find people (in your address book)
- locate other networked computers
- search the Internet

When you click the Search button in Windows Explorer and folder windows, Search Assistant opens the *Files or Folders* section; however, when you click the Search button in Internet Explorer, Search Assistant opens the *Internet* section. You can open a different section at any time by clicking its hyperlink at the bottom of Search Assistant.

search criteria

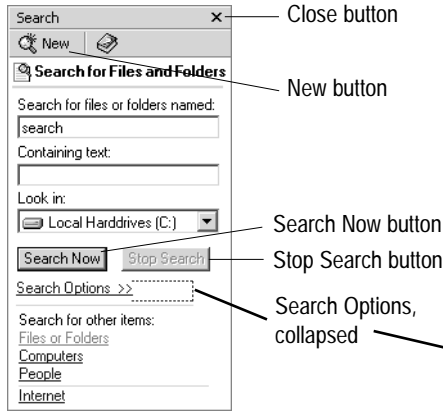
Guidelines you define that tell Search Assistant what file and folder characteristics to look for when searching. For example, you can search for all the files that contain the .doc filename extension or for all the files that were created in the last month.

search results

The files and/or folders that meet the *search criteria* you specified. The search results appear in the work area in the right pane of Search Assistant after you click the Search Now command button.

Continued from the previous page

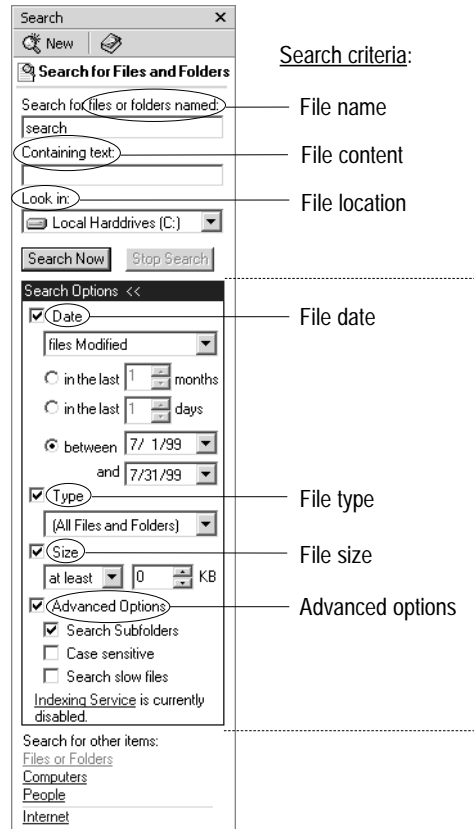
Search Explorer bar with Search Options collapsed



Search Explorer bar with Search Options expanded



Search Explorer bar with Search Options fully expanded



Search Options, fully expanded (The Date, Type, Size, and Advanced Options may be expanded one at a time as you need to use them.)