

B) Windows XP Overview

1. Some Basic Terminology:

- ❖ AC : Alternating current
- ❖ ALU : Arithmetic and logical unit
- ❖ CD-RW : compact disk re-writable
- ❖ BIOS : basic input and output system
- ❖ CPU : central processing unit
- ❖ FDD : floppy disk drive
- ❖ HDD : hard disk drive
- ❖ MS : Microsoft
- ❖ MS-DOS : Microsoft disk operating system
- ❖ PC : personal computer
- ❖ ROM : read only memory
- ❖ RAM : random access memory
- ❖ DVD : digital video disk
- ❖ CU : control unit
- ❖ ISP : internet service provider
- ❖ WWW : world wide web
- ❖ LCD : liquid crystal display
- ❖ NTFS : network transfer file system
- ❖ USB : universal serial bus
- ❖ XT : extended technology
- ❖ AT : advanced technology

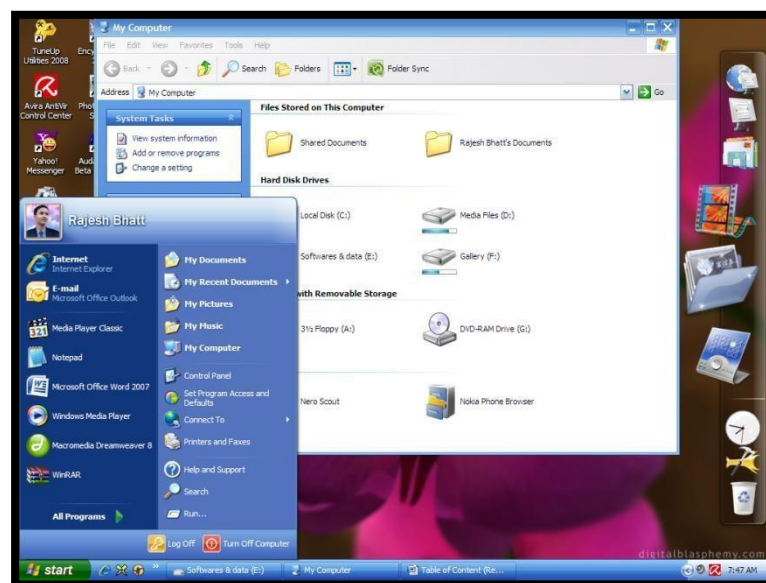


FIG: Windows XP

Types of keys of the board

- Alphabet keys = A, B ...Z
- Number keys = 0, 1, 2...9
- Function keys = F1, F2...F12
- Special keys = Del, Alt, Ctrl.....

Function of keys

Caps lock: - It is used to make the alphabets capital or small. When it is pressed on it gives capital alphabets and when it is off it gives small alphabets. In case of Nepali font it shows half character, when it is on.

Enter: - It is used to break the lines, paragraph or columns.

Shift: - it is used to display capital and small alphabets by holding shift we can bring changes in the character.

Tab: - It is used to give long space between two character and words

Space bar: - It is used to give space between two character and word.

Back space: - It is used to remove character at the back of the cursor.

Delete: - It is used to remove character at the right of the cursor.

End: - It is used to move the cursor at the end of the line.

Home: - It is used to move the cursor at the beginning of the line.

Page up: - It is used to move the cursor one page up.

Page down: - It is used to move the cursor one page down.

Esc: - It is used to cancel any job function.

Num lock: - It is used to lock and unlock the numeric pad.

Alt + ctrl: - For special purposes only

Arrows: - There are 4arrow keys

Down arrow: - It is used to move the one line down

UP arrow: - it is used to move the one line up

Right: - It is used to move the cursor one character right

Left arrow: - It is used to move the cursor one character left.

✓ How TO START THE COMPUTER IN MS-WINDOWS MODE?

- ❖ SWITCH on the electric(AC) power supply.
 - ❖ Switch on the volt guard or UPS(uninterrupted power supply)
 - ❖ Turn on the power switch of the CPU
 - ❖ Turn on the power switch of the monitor
- Just wait few minutes when computer display windows environment.

✓ HOW TO SHUTDOWN THE COMPUTER

- ❖ Save and close all the programs
- ❖ Click on start menu
- ❖ Click on Turn off computer
- ❖ Then you will see: -
 - Stand by
 - shut down
 - re-start
- ❖ Click on Turn off



Just wait few minutes, your computer will automatically shutdown.

Some basic terms related to start button

- **Start button:** It is the especial button, is used to start almost all of the programs based on the windows. When you click the start button, you will see a menu, which contains everything you need to begin using windows.
- **Program:** It display a list of program's name and program group that can be directory used
- **Document:** It displays a list of 15 files, which are recently created or opened.
- **Setting:** It displays a list of system component's, which lets you to change the configuration as your requirement.
- **Find:** It provides online help
- **Run:** It helps to run any program by browsing the location and also used to setup any new program.
- **Shut down:** It enables you to shutdown or restarts your computer
- **Log off:** It enables your close the multi user's desktop setting

Basic terms related to windows

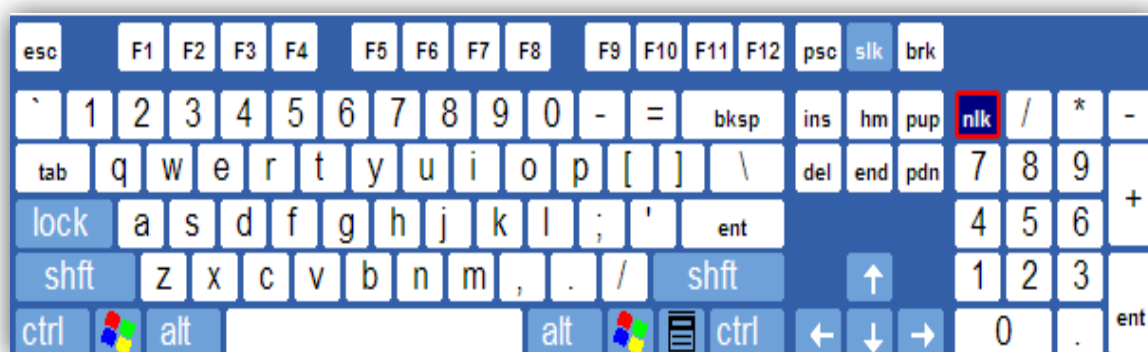
- **Desktop:** It is the background area of windows on which windows on which windows, icon,

menu and dialog box appear.

- **Icon:** Icon is the graphical presentation of the computer's items. Desktop icons are those icons, which remains on the desktop.
- **Taskbar:** Taskbar is the grey horizontal line location at the bottom of the desktop with start button and indicators. It is especially used for switching between opened programs and folders.

Typing Skills:

The keyboard we use is QUERTY Keyboard. The figure is given below:



For simplicity on typing we accept the following rule: # (Left Hand ■ Right Hand)

Number Keys	~	1	2	3	4	5		6	7	8	9	0	-	=	\
	<i>l</i>	<i>r</i>	<i>m</i>	<i>z</i>	<i>z</i>	<i>z</i>		<i>z</i>	<i>z</i>	<i>m</i>	<i>m</i>	<i>r</i>	<i>r</i>	<i>l</i>	<i>l</i>
Top Keys		Q	W	E	R	T		Y	U	I	O	P	[]	
		<i>l</i>	<i>r</i>	<i>M</i>	<i>z</i>	<i>z</i>		<i>z</i>	<i>z</i>	<i>m</i>	<i>r</i>	<i>l</i>	<i>l</i>	<i>l</i>	
Home Keys		A	S	D	F	G		H	J	K	L	;	'		
		<i>l</i>	<i>r</i>	<i>M</i>	<i>z</i>	<i>z</i>		<i>z</i>	<i>z</i>	<i>m</i>	<i>r</i>	<i>l</i>	<i>l</i>		
Bottom Keys		Z	X	C	V	B		N	M	,	.	/	\		
		<i>l</i>	<i>r</i>	<i>M</i>	<i>z</i>	<i>z</i>		<i>z</i>	<i>z</i>	<i>m</i>	<i>r</i>	<i>l</i>	<i>l</i>		

Here:

1. *l* = little finger
2. *r* = right finger

3. *z* = index finger

4. *m* = middle finger

space key is pressed by thumb finger.

➤ **HOW TO ENTER INTO TYPING PROGRAM : TYPSHALA**

- Click on start button → Program → Typshala
or,
- Click on start button → Run
& then type typshala.exe on the box & press enter key.
or,
- Double click on desktop icon of Typshala.
& typshala will appear like in figure below:



Now choose you key Tab (Home, Top, Bottom , All)

Also choose Level & language. (Options → Fonts → Kantipur/Khaki... → Press Enter Key)

If you want Free typing Then:

Click on Free button → Typing button

& Start Typing....!

2. Desktop Setting & Control Panel:

For Desktop Setting:

Right Click on Desktop

Click on properties.

Or,

Start → Control Panel → Display

Then the following box will occur.

Here:

Themes: Changes the current theme on desktop

Desktop: Changes the wallpapers or fill color on background of desktop

Screen Saver: Apply screen saver using photo slideshow, text, flag, ribbons, etc.

Appearance: Just as Themes, but only changes the outlook for windows & have more customizable option.

Setting: Using this features, resolution & refresh rate of the monitor can be adjusted.



For Control Panel

On category view:

Changing keyboard setting:

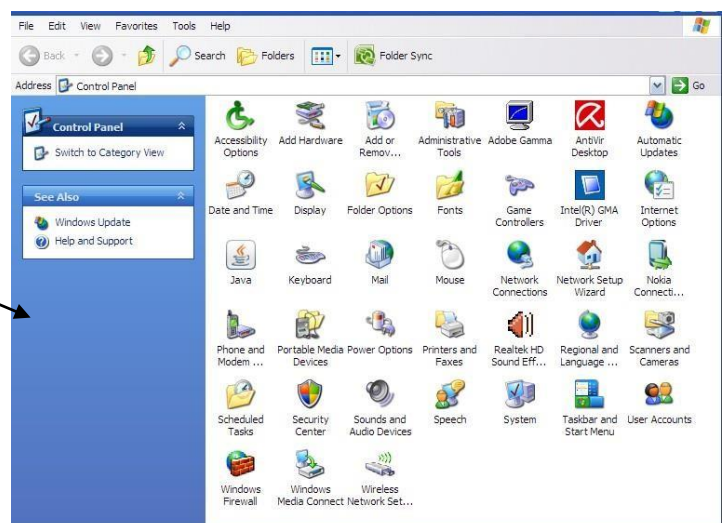
Start → Control Panel → Keyboard

Changing Mouse Setting:

Start → Control Panel → Mouse

Changing Time & Date:

Start → Control Panel → date & Time



➤ Organization files and folders:

You can organize the files and folders by using the My computer icon from the desktop.

❖ Creating a new folder:

1. Double-click My computer and then double-click the disk drive or folder in which you want to place the new folder.
2. On the file menu, Select New Folder or
right click on mouse --> new --> folder
3. Type the name of the folder and then press enter

❖ Coping or moving a file or folder:

select the item
click on edit --> click copy or move
open folder on which you want to copy the selected item
click --> edit --> paste

❖ Deleting the file or folder:

Choose the file or folder
direct press delete from keyboard
click on yes, if confirmation is asked.

❖ Renaming a file or folder:

click the right mouse button on selected item
click on rename & write a new name
press enter key.

❖ Recycle bin:

It consists of the deleted item for recovery.
We can restore the accidentally deleted item from recycle bin. Or we can delete permanently delete any file from recycle bin

❖ Start button:

Right click on taskbar
→ properties →
choose your option from dialog box
Click on start tab for changing the start button interface.



3. Ms DOS

Ms DOS: Microsoft Disk operating System. It is a popular operating system developed by Microsoft Corporation. It is an TUI (Text user Interface). All commands & correct syntax has to keep in mind & all are in text form.

Some of the common commands are described below:

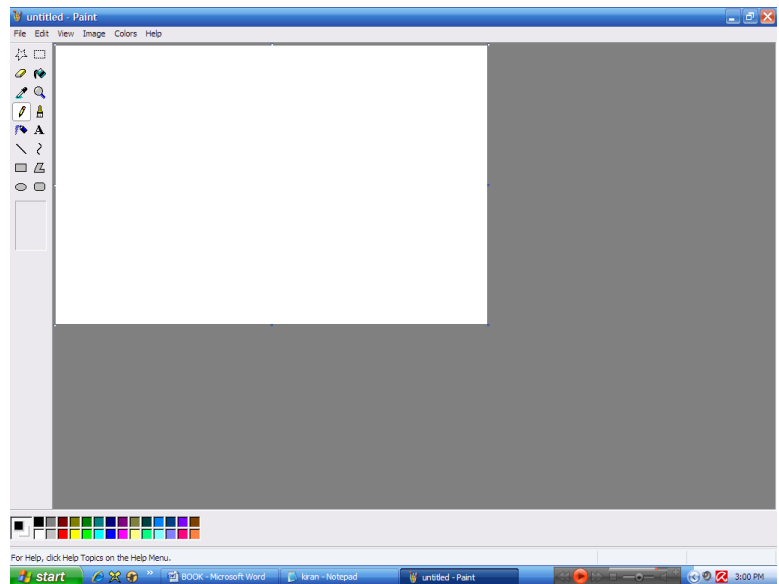
- ❖ dir: used to open & display any directory (folder) → c:\>dir
- ❖ time: displays current time → c:\>time
- ❖ date: displays today's date → c:\>date
- ❖ cls: makes the screen clear → c:\>cls
- ❖ copy: allows user to copy file in different location → c:\>copy aaa bbb or c:\>copy aaa d:

- ❖ del | erase: it delete the files → c:\>del aaa
- ❖ md: makes a new directory → c:\>md ram
- ❖ cd: change any folder to directory → c:\>cd ram
- ❖ rd: remove directory → c:\>rd ram
- ❖ ver: displays the version of MS-DOS → c:\>ver
- ❖ exit: close the DOS mode → c:\>exit

4. Ms. Paint:

➤ Starting System

1. Click on start button.
2. Choose program.
3. Choose accessories.
4. Choose paint and click on it,
or,
1. Click on start Button.
2. Click on Run.
3. Type Mspaint inside the box.
4. Click on Ok.



To show | hide Tools, Color box, Status bar:

1. Go to View menu.
2. Enable or disable required options by clicking at once.

Saving your work:

After finishing your work,

1. Go to file menu.
2. Click on save.

Or, Direct press Ctrl + S key.

To close and exit from Wordpad

After finishing your work,

1. Go to file menu.
2. click on close.

Or, Direct press Alt + f4 key.

3. Then, click on yes, if you want to save and click on No, if you don't want to save.

To open the stored file:

1. Go to file menu.
2. Click on open, Direct press Ctrl + O key.

Then, Open dialog box will appear.

3. Type the required file name at file name box or, direct choose the required file, which you want to open.
4. Click on open.

To get new document:

1. Go to file menu.
2. Click on new.

Or, Direct press Ctrl + N key.

Then, New dialog box will appear.

3. Choose required document type.
4. Click on ok.

✓ Importing existing image:

Go to edit menu → click on paste → paste from dialog box → choose reqd. image file → open.

✓ To flip or rotate:

Select the reqd. figure → go to image menu → click on flip/ rotate → give your option & click on Ok.

✓ To stretch or skew the image:

Go to image menu → stretch/skew → define needed value → ok

✓ To set the bitmap as desktop wallpaper:

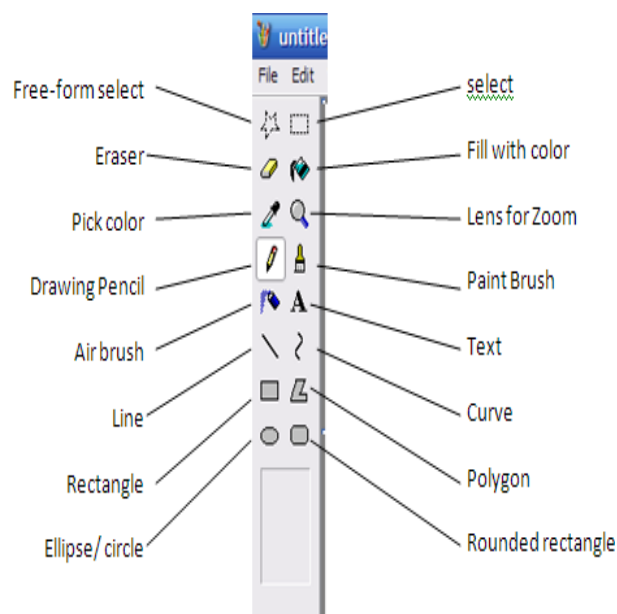
Go to file menu → click on Set as wallpaper → then selected bitmap will appear in your desktop.

✓ To edit color:

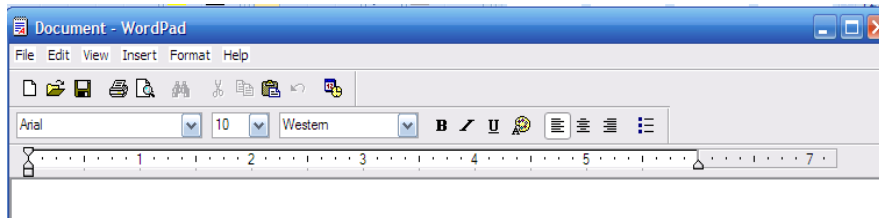
Go to option menu → choose edit color → choose the color → click on Ok.

✓ Print:

Go to file menu → print.



5. WordPad



✓ To start WordPad:

1. Start → Programs → Accessories → WordPad
or,
2. Start → run → type WordPad & press enter.

❖ To show/hide Toolbar, format bar, ruler, status bar:

1. Go to view menu.
2. Put or remove the tick mark from required above items.

❖ To save the document first time:

1. Go to file menu.
 2. Click on either or save As.
- Or,
_direct click on save icon on Toolbar.
- Or,
_ Direct press Ctrl+ s key.
- Then, save as dialog box will appear.
3. Give required file name.
 4. Click on save.

❖ Methods for selecting the text:

1. One word = Double click any where inside the required word.
2. One paragraph = Triple click any where inside the required paragraph.
3. One line = single click just in front of required line.
4. Required text: Click the left mouse button either in initial or final point of the text and drag it up to destination and release it.
5. Whole document = Press ctrl+A key. Or, go to edit menu and click on select all.

❖ Deleting required text:

1. First select required text.

2. Then press either Delete or, Backspace key.

❖ **Saving your work:**

After finishing your work,

1. Go to file menu.

2. Click on save.

Or, Direct click on save icon on the toolbar.

Or, Direct press Ctrl + S key.

❖ **To close and exit from WordPad**

After finishing your work,

1. Go to file menu.

2. Click on close.

Or, Direct click on close button of the program.

Or, Direct press Alt + f4 key.

3. Then, click on yes, if you want to save and click on No, if you don't want to save.

❖ **To open the stored file:**

1. Go to file menu.

2. Click on open button at toolbar (Standard toolbar) Or, Direct press Ctrl + O key.

Then, Open dialog box will appear.

3. Type the required file name at file name box or, direct choose the required file, which you want to open.

4. Click on open.

❖ **To get new document:**

1. Go to file menu.

2. Click on new.

Or, direct click on new button at standard toolbar.

Or, Direct press Ctrl + N key.

Then, new dialog box will appear.

3. Choose required document type (either Word 6 document or Rich text document or, text document).

4. Click on ok.

❖ **Changing Font ,Size and Font color:**

1. First select required text.

2. Then click on dropdown arrow of Font size and Font color tool on the format bar.

3. Select required font, size, and Color from the dropdown list.

Or,

1. Select the required text.
2. Go to Format menu.
3. Click on font.

Then Font dialog box appear:

4. Choose required font, font size and font color.
5. Click on ok.

❖ **To change the text appearance/style:**

1. First select the required text.
2. Then direct click on B, I, U icon on the format bar as per required.

Or,

3. Direct press:

Ctrl + B= bold, Ctrl+ I =Italic, Ctrl +U = Underline

Or,

1. Go to Format menu.
2. Click on Font.
3. Choose Bold, Italic, Bold & Italic as per required.
4. But, in case of Underline, put the tick mark on Underline.
5. Click on Ok

❖ **Undo/redo**

1. Click on edit --> undo (to remove changes)
2. Click on edit --> redo (to attain changes)

❖ **Alignment:**

Alignment is a position of text on a paper. There are 3 types of alignment in WordPad.

1. Left Alignment.
2. Center Alignment.
3. Right Alignment.

Methods:

1. Select the required text.
2. Direct click on alignment icon on format bar.

Or,

Ctrl+ L= for Left Alignment

Ctrl+ E= for Centre Alignment

Ctrl+ R= for Right Alignment

Or,

1. Go to Format menu

2. Click on paragraph.

3. Click on dropdown arrow of alignment.
4. Choose required one.
5. Click on Ok.

❖ **Replacing text:**

1. Go to Edit menu.
2. Click on replace
Or, direct press Ctrl+H key.
3. Then type the required word, which you want you want to replace at find what box.
4. Click on replace all.

❖ **Inserting Current date & time**

1. Click on insert
2. click on date & time

❖ **cut/copy & paste**

1. select the item to be copy or cut.
2. click on edit
3. click on cut or copy for the selected item
if you want to paste that item, then click to paste from edit

❖ **To print documents:**

1. click on file
2. click on print
3. choose your printer & then click on print.

❖ **some useful shortcuts:**

ctrl+N open new document
ctrl+O open saved documents
ctrl+S save the current documents
ctrl+C copy the selected item
ctrl+X cut the selected item
ctrl+V paste the selected item
ctrl+Z undo changes
ctrl+Y redo changes
ctrl+P print documents

6. Accessories & Multimedia:

- **Media Player:**

Click on start button → Program → Accessories → Multimedia → Media player

Go to file menu → open → browse → choose CD or any drive to choose reqd. media files to play.

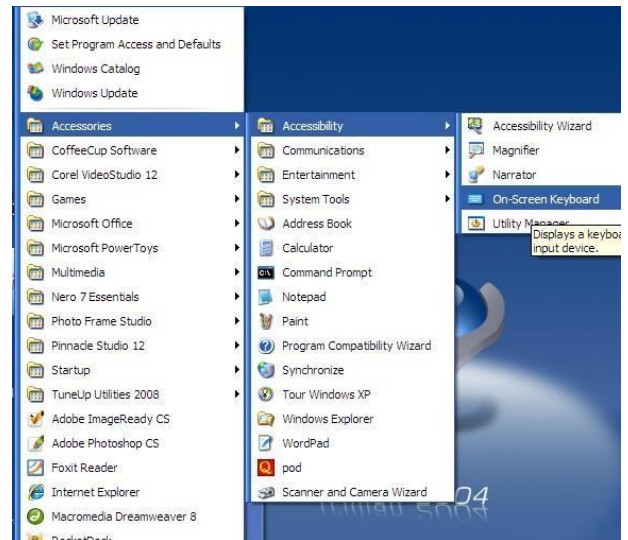
Click on open → ok

- **Calculator:**

Click on start button → Program → Accessories → Calculator

- **Recording Sound:**

Click on start button → Program → Accessories → Multimedia → Sound recorder



C) Internet & E-mail:

(We will go practically along every section individually.)

1. Some Basic Terminology:

- http: hypertext markup language
- www: world wide web
- Kbps: Kilobyte per second
- Mbps: Megabyte per second
- Server: main computer in the network
- Client: sub-computer that are networked to server.
- E-mail: electronic mail



Internet is the world's largest network in the world that has made the communication easy around entire globe. Now days, internet is so popular that