

Lab 1.2.1: Getting to Know Windows

Estimated Time: 10 Minutes

Objective

Upon completion of this lab, you will have been introduced to the proper way of shutting down Windows and navigating the Windows interface, as well as using Windows Help features.

Equipment

The following equipment is required for this exercise:

- Lab computer with Windows 98 installed

Scenario

In order to help a friend out with Windows, you need to be more familiar with the Windows Graphical User Interface (GUI).

Procedures

Knowing how to use the Windows interface will help you in nearly any job today. The majority of computers that are in the work place have a version of Microsoft Windows installed on them. To work in a Windows environment, you should have a firm grasp of several skills. Examples include resizing windows, creating and deleting icons, files, and folders, and navigating the **Start** button (shutdown, run, search, settings, documents, and programs).

Step 1

If your lab computer is not already on, boot it up now. If you are prompted for a login name and password when Windows has booted, use the username and password assigned by your instructor.

Step 2

At the Windows Desktop, become familiar with the Windows interface in order to make troubleshooting faster and easier. Take a minute to click the **Start** button and look through the items that are listed in the start menu.

What options are listed under the "Find" menu?

Step 3

Try running the Calculator program by selecting **Start > Programs > Accessories > Calculator**. Enter a few simple test calculations to see how it works. Try using both the mouse and the numeric keypad. When finished, click the “X” on the top right corner of the Calculator program to close it.

Step 4

Now try the help system that is built into Windows. Help is organized in books and includes a search feature so specific topics can be located quickly. To begin, click on the **Start** button and then click **Help**. This will open a window with a list of categories that outline the major areas that Help covers.

Click on the **Search** tab, and enter one or more words relating to the topic that needs research. Do a search for the word “resize”.

After completing a search for the resize, what topics does Help display?

There is also an **Index** tab, which lists all help items alphabetically.

Step 5

There are different ways of resizing a window in order to minimize or maximize. If you wish to see more of a help item in one screen, you can resize the window. The fastest way to view a window in full screen is to click the maximize button. The maximize button is the middle button on the top right corner of the window.

To return the window to its original size, click the **Restore** button. The Restore button replaces the Maximize button when the window is in full screen.



To resize the window to a custom size, grab the edges or corners of a window first by moving the mouse cursor to the edge or corner of the window. When the “double-arrow” appears, click and hold the mouse button and drag the window to the desired size.

Step 6

To properly shutdown Windows, you need to click the **Start** button, select **Shut Down**

from the menu. Select **Shut Down** from the list and click the **OK** button. The computer should always be shutdown using this method. Important data that is stored in memory while the system is running needs to be written to the hard disk before turning off the computer. Do not turn the computer off until a message displays indicating that it is safe to do so. Newer operating systems will automatically turn off power when the shutdown process is complete.

Troubleshooting

The Windows Help feature is a valuable tool when the technician needs information on a specific topic. If there is something in Windows that you need to research, using the Help feature can answer a lot of questions.

Reflection

What is the proper way to shutdown Windows?

Why is it important to shutdown Windows properly instead of just pressing the power button?
