



## Computers can...

- Store and run programs (software)
- Save data on a hard drive or disk drive
- Browse the Internet (Netscape or IE)
- Communicate via email, chats, or file transfer (ICQ)

## Common Computer Programs

**Windows 98** organizes your information and makes it accessible. It comes with several programs such as: Paint, Calculator, System Tools, Sound Recorder, and a Media Viewer.

**Netscape Communicator** contains several programs that browse the Internet (Netscape Navigator), allow email setup (Netscape Messenger), and web page creation (Netscape Composer).

**Internet Explorer** is a web browser that allows you to view information on the Internet.

**WinZip** enables files to be compressed or un compressed so that storage takes up less space on a disk.

**Adobe Acrobat Reader** allows you to read some text files on the web.

**Microsoft Office** contains several programs. Such as: Word (word processor), Excel (spreadsheet), Access (database), PowerPoint (multimedia), and Outlook (email).

**ICQ** communication program (I Seek You) which allows you to send instant messages, file transfer, and chats.

**McAfee Anti-Virus** protects the computer from viruses that existed at the time the software was pressed. Downloads of updates can be done from the McAfee web site.

## Using the Mouse

Hold with thumb and rightmost finger. Use two remaining fingers to press mouse buttons. Some mice have a wheel for scrolling.

### Mouse Terms

**Click** Press and release the left mouse button.

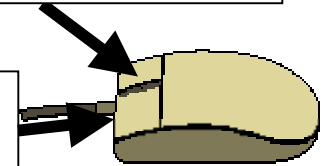
**Click and Drag** Press the left mouse button and hold it down while you drag it over text or object.

**Double Click** Quickly press the left mouse button twice

**Right Click** Press and release the right mouse button.

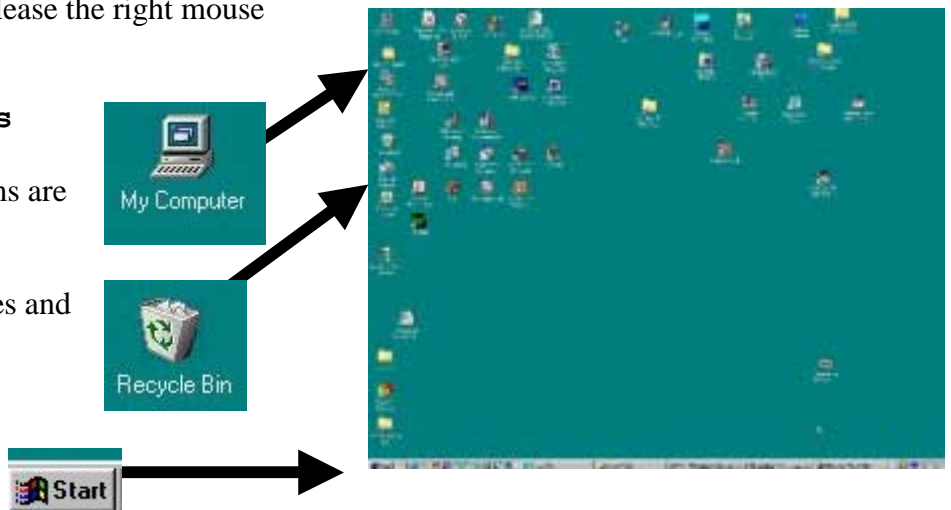
Right button shows menu

Left button sends commands



## The Desktop Screen Shows

- **My Computer** (lets you view folders and files where programs are stored)
- **Recycle Bin** (stores deleted files and allows you to retrieve them)
- **Start Button** (quick access to programs and files)



**Using the Start Button**

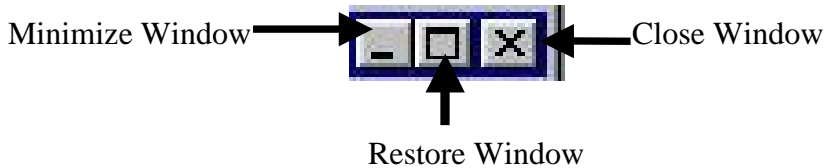
The **Start** button lets you display a list of items which perform tasks.



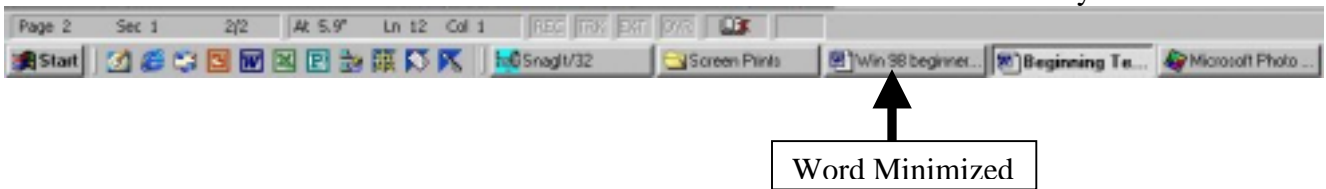
- ▶ Lists software
- ▶ Lists IE Bookmarks
- ▶ Lists last 15 files used and My Documents
- ▶ Controls the way the computer looks, sounds and acts.
- ▶ Search for files, folders, or programs.
- Provides answers to your questions.
- One way to run software, executable files, or programs.
- Log out and new user to log in.
- Turn off or restart the computer.

**Minimizing, Maximizing, and Closing a Window**

When a program is open in the upper left corner of the screen are 3 buttons:



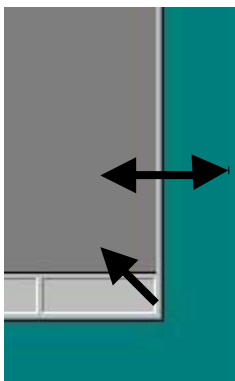
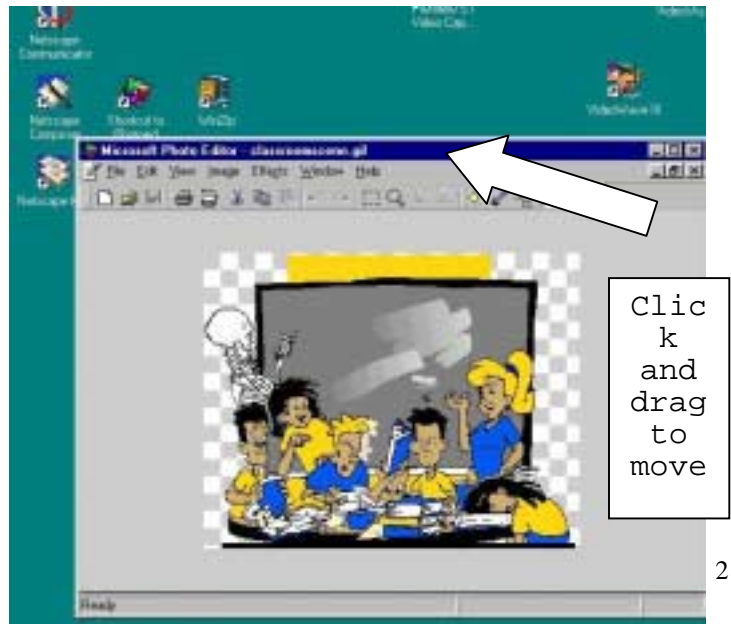
**Minimize Window** Window becomes a button at the bottom of the screen in the tray.



**Maximize Window** Window becomes a full screen or ¾ size on screen.

**Close Window** Shuts down program.

**Moving a Window** Click and drag the title bar of the window you wish to move.



**Changing a Window Size** Click and drag the mouse when it becomes a double arrow.

## Switching Between Windows

Click buttons in tray to switch to **Word or Photo Editor**. The program will resize onscreen.



### Scrolling Through A Window

When a program is opened a scroll bar will appear at the left side and at the bottom of the screen. The screen can be scrolled using the arrows that are at the top or bottom or by using the button on the scroll bar, clicking and dragging.



### Installing A Program:

#### Method 1:

Most programs today automatically install when the CD is inserted.

#### Method 2:

1. Insert CD (or disk).
2. Click **Start**.
3. Click **Run**.
4. If your program has directions that tell you what command to type in the Run line, type it now. If not, click **Browse**.
5. In the dialog box, locate the appropriate drive for your program (for CD-ROM, **click d:** or for a diskette, **click a:** ).
6. Locate the **Install** or **Setup** file and double-click.
7. This will take you back to the Run dialog box, click **OK**.

*Note: If your program has Install for the installation file, you are installing a DOS program (old software).*

#### Method 3:

This is the best method to use if you are reinstalling a program.

1. Click **Start**.
2. Move the mouse to **Settings** and click **Control Panel**.
3. Click **Add/Remove Programs**.
4. Click the **Install/Uninstall** tab.
5. Click the **Install** button and follow the onscreen directions.

### Removing A Program:

#### Method 1:



This is the best method to use if you are removing a program that has shared files. This will prevent you from erasing those files and affecting other programs.

1. Locate the program's folder. Normally it can be found in the Programs folder on the C: drive.
2. Browse the contents of the folder to locate an uninstall file. Double click it.

#### **Method 2:**

1. Click **Start**.
2. Move the mouse to **Settings** and click **Control Panel**.
3. Click **Add/Remove Programs**.
4. Click the **Install/Uninstall** tab.
5. Locate the program you wish to remove in the dialog box. Click the title of the program and click the **Add/Remove** button. Note: If your program is not listed, it is not a Windows 98 program and cannot be removed using this method.
6. Follow the instructions given onscreen.

#### **Method 3:**

This method will have to be used if your program is not a true Windows 98 program.

1. Double-click the **My Computer** icon on your desktop.
2. Double-click the **C:** drive.
3. Locate the folder for the program you wish to delete. It may have its own folder on the C: drive or you may need to double-click the Program Files folder to locate it.
4. Click the program folder once and press the **delete** key on your keyboard.

This will move the program to the recycle bin.

#### **How do I find the program folder?**

1. On the desktop right-click on the program icon.
2. Left-click Properties in the dialog box.
3. Click the Shortcut tab.
4. Look in the Target Line and you will see the folder for your program. For example, "C:\Program Files\MSWorks\MSWORKS.EXE" means MS Works is found on the C: drive in the Program Files folder.

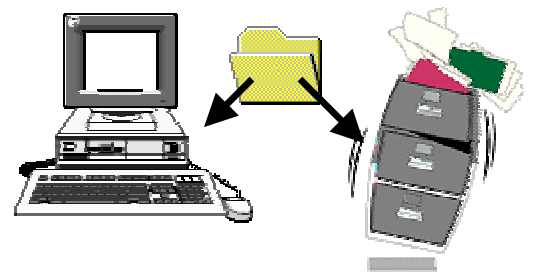
After you remove the folder for the program you wish to delete from the hard drive, you can left-click once on the desktop icon, and press delete on the keyboard.

If you wish, you can reinstall the program:




1. Double-click the recycle bin on the desktop.
2. Click the program you wish to reinstall.
3. Click **File...Restore**.

#### **To empty the recycle bin:**

1. Right click the Recycle Bin on the desktop.  
Left-click "**Empty Recycle Bin**" in the menu.



## **Viewing the Contents of the Computer Storage Devices**

- **Hard Drive** Primary storage space inside the computer usually called drive **C:** 
- **Floppy Drive** stores information on a diskette usually called drive **A:** 
- **CD-ROM Drive/ DVD Drive** reads information from a CD/DVD usually called drive **D:** 
- **Zip Drives** are often labeled **E:** or **F:**

**My Computer** allows you to view all folders and files stored on any drive. A folder stores related information and can contain files and other folders. A file is a named collection of information. It has a picture icon which helps identify the file type.

1. Move the mouse over **My Computer** icon and double click the left button.
2. The objects in the dialog box show the storage drives of your computer.
3. To view the contents of a drive double click it. (To view the contents of a CD-ROM or a diskette, double click and make sure disk or CD is inserted.)

A window will appear with all the folders stored that drive. To view the contents of a folder double click it. You can change the view of these folders by clicking **View** in the taskbar. You can choose to view the items as **Large Icons** or **Small Icons**. To have the items arranged to fit the window click **Arrange Icons** and to the side click **Auto Arrange**. To view information about each file click **View, Details**. You will see the name of each file, its size, its type, and the date and time it was last changed. To see only the names of files click **View, List**. To sort these names from A to Z move the mouse over **Name** and click. You can also sort from smallest to largest by clicking **Size**. To sort by type from A to Z click **Type**. To sort these names from newest to oldest click **Modified**.

To work with a particular file move the mouse over the file name and click the left mouse button. At the bottom of the dialog box you will see the number of files selected and the size of the file. To work with a group of files move the mouse over the first file you want to select and left click. Press and hold down the **Shift** key as you move the mouse to the last file you want to select and the click the left mouse button. To select several scattered files move the mouse over the file you want to select and left click. Press and hold the **Ctrl** key. Still holding **Ctrl**, click all other files you wish to select.

To create a **new folder**, choose the drive in which your folder will be placed. Move the mouse over **File** and click. Then click **New** and move the mouse to the side and click **Folder**. A new folder will appear with the temporary name, **New Folder**. Type the name for your folder and press **Enter**. To see the contents of the new folder move the mouse over the folder and double click. Close the folder by clicking the upper **X** left button.

To **copy a file** to a diskette insert the disk into the **a:** drive. Select the file you wish to copy by clicking the mouse over the file. In the taskbar click **File, Send To**, and move the mouse to the left and select **3 1/2 Floppy (A)** and click.

- To **rename a file** click the mouse over the file. Click **File** in the taskbar. Move the mouse to **Rename** and click. Type in the new file name and press the **Enter** key.
- To **open a file** move the mouse over the file you wish to open and double click the mouse.
- To **close a file**, click the **X** button in the upper left corner of the screen.
- To **open a recently used file**, move the mouse over the **Start** button and click. Move the mouse up to **Documents**. A list of the most recently used files appears. Move the mouse over the file name you wish to open and click.
- To **print a file**, move the mouse over the file name and click. Move the mouse to **File** in the taskbar and click. Move the mouse down and click **Print**.
- To **delete a file**, move the mouse over the file name and click. Press **Delete** key and a warning dialog box appears. Click **Yes** in the **Confirm File Delete** box.
- To **restore a deleted file** move the mouse to the **Recycle Bin** icon and double click. Select the file you wish to restore and click. Click **File** in the taskbar. Then move the mouse to **Restore** and click.
- To **find a file** click the **Start** button. Move the mouse over **Find** and click **Files and Folders....** The **Find: All Files** dialog box appears. Type as much of the file name you are trying

to locate as possible, click the **Find Now** button. To specify where to look for the file click Look In and click the location you want to search. When the search is complete, a list of similarly named files appears. To open one, double click on its name.

## Changing Windows Settings

Make sure all programs are closed before you attempt to change any settings. Have your Windows 98 CD ready. You may need to insert it after you make these setting changes.

### Display Settings

1. Left-click **Start**.
2. Move the mouse up to settings, then over to **Control Panel** and left-click.
3. Double click **Display**.
4. Left-click the **Settings** tab.
5. Click the down arrow beside **Color Palette**.
6. Change the settings to **True Color** (32 bit).

Some older Windows programs will ask to change, or automatically change the settings to 256 color.

7. To view more onscreen you must also change you resolution settings to 800x600 pixels. To do so drag the arrow in the Desktop Area section to 800x600. You will be given a preview of your desktop with this new resolution setting. You will then be asked if you wish to keep the new settings.

### Sound Settings

Have your Windows 98 CD ready. You may need to insert it after you make these setting changes.

First, you need to check the multimedia settings:

1. Left-click **Start**.
2. Move the mouse up to settings, then over to **Control Panel** and left-click.
3. Double-click **Add/Remove Programs**.
4. Click **Windows Setup** tab.
5. Double-click **Multimedia** and make sure everything is checked in that file.
6. Click **OK**.

Next, you need to check the Volume controls:

1. Right-click the **speaker icon** in the lower right-hand corner of the task bar.
2. Left-click **Open Volume Controls**.
3. In the left corner of the dialog box, left-click **Options**.
4. Left-click **Properties**.
5. Click in the circle beside Adjust Volume for **Playback** and be sure everything under "Show the following volume controls" has been checked.
6. Click **OK**.

Note: If you are trying to record, you must follow the same directions. At step 5 click the circle beside Adjust Volume for **Recording**.

Use the Volume Controls panel to check sounds when you experience difficulty. Often the problem may be a muted sound.

### Date and Time

The date and time appear in the lower left corner of the taskbar. To change it double click the mouse over the time. A **Date/Time Properties** box appears. You can change the month, the year, and the time by clicking the appropriate arrows. When finished, click **OK**.

### Wallpaper

To add wallpaper to you computer screen move the mouse over a blank area onscreen and click the right mouse button. In the menu box click **Properties**. In the **Display Properties** box click the

**Background** tab. Select the wallpaper pattern you desire and click. You can cover the entire screen with the wallpaper you selected by clicking the **Tile Display** choice. When you finish making your choices click **OK**.

### **Screen Color**

To change the screen color, move the mouse over a blank area onscreen and click the right mouse button. In the menu box click **Properties**. In the **Display Properties** box click the **Appearance** tab. This box displays the current color scheme. Move the mouse over the color scheme you desire and click. When you finish making your choices click **OK**.

### **Screen Saver**

A screen saver is a moving picture that appears on your computer screen when it is not in use. To set up a screen saver move the mouse over a blank area onscreen and click the right mouse button. In the menu box click **Properties**. In the **Display Properties** box click the **Screen Saver** tab. Move the mouse over the screen saver you desire and click. Select the amount of time you want before the screen saver is activated. When you finish making your choices click **OK**.

### **Mouse Settings**

You can change the way the mouse settings work by clicking the **Start** button. Move the mouse over **Settings**. Move the mouse over **Control Panel** and click. The **Control Panel** window will appear. To change the mouse setting, move the mouse over **Mouse** and double click. In the **Mouse Properties** box select the **Buttons** tab. In this area you can change the button configuration for a right-handed or left-handed mouse and you can change the mouse double click speed. A test area lets you experiment with your changes. The **Motion** tab allows you to change the pointer speed and select a pointer tail if you desire. Click **Ok** when choices are made.

## **Maintaining Your Computer**

**Format a Disk** (You must do this before a disk can store information however, most disks purchased today are preformatted.)

1. Insert disk in drive **a:**
3. Move the mouse over the **My Computer** icon and double click. The **My Computer** window will open. Move the mouse over the drive a: and click.
3. Click **File** in the taskbar.
4. Click **Format** and a **Format** dialog box will appear.
5. Select **Full format** (removes all files and scans disk for damaged areas) or **Quick format** (removes all files but doesn't scan disk).
6. Choose the disk **Capacity**. A disk with the **HD** (high density) symbol will hold 1.44 Mb of information. A disk with **DD** (double density) will hold 720 Kb of information.
7. Click the **Start** button. When format is complete click the **Close** button. You can format another disk or press the **Close** button.

**ScanDisk** will search for and repair disk errors on the hard drive (**c:**) or a diskette (**a:**)

1. Click the **Start** button.
2. Move the mouse over **Programs**, across to **Accessories**, over to **System Tools**, and over to **ScanDisk**.
3. Click **ScanDisk**.
4. In the **ScanDisk** dialog box select the drive you wish to scan.
5. Select the type of test. **Standard test** will check files and folders for errors. **Thorough** will check files, folders, and disk surface for errors.
6. Check (click) **Automatically fix errors**.
7. Click the **Start** button.

8. The **ScanDisk Results** dialog box will appear when the scan is complete. It displays information about the scan.
9. Close this box by clicking the **Close** button.
10. Close **ScanDisk** by clicking the **Close** button.

**Defragment a disk** will improve the performance of your computer.

1. Click the **Start** button.
2. Move the mouse over **Programs**, across to **Accessories**, over to **System Tools**, over to **Disk Defragmenter**, and click.
3. In the **Select Drive** box choose the drive you wish to defrag.
4. Click the **Ok** button.
5. In the Disk Defragmenter box click **Start**.
7. When complete click **Yes** (you wish to quit).

## Creating A Desktop Icon and Shortcut

### Method 1:

1. Click the item, such as a file, program, folder, printer, or computer, that you want to create a shortcut to.
2. On the **File** menu, click **Create Shortcut**.
3. Drag the shortcut icon onto the desktop.


You can use the shortcut as a fast way to open the item. To change any settings for the shortcut, such as what kind of window it starts in or what key combination is used to access it, use your **right mouse button** to click the shortcut, and then click **Properties**. To delete a shortcut, drag it to the Recycle Bin. The original item will still exist on the hard drive where it is stored.

### Method 2:

1. Right-click the mouse on the desktop.
2. Move the mouse to **New...**click **Shortcut**.
3. Click **Browse** and locate the folder and then the program you wish to create a shortcut for on the desktop.
4. Click **Next** and type the name for the shortcut icon in the blank.
5. Click Finish.

## Shut Down Windows

*Make sure all disk or CD-ROMs are removed before continuing.*

1. Move the mouse over the **Start** button and click.
2. Move the mouse over **Shut Down** and click the left button.
3. The **Shut Down** dialog box will appear. To shut down windows click inside the **first circle** (Shut down the computer) and click the **Yes** button
4. You will see a screen stating *It is now safe to turn off your computer.* 
6. Press the **power button** to shut the computer down.

More online help is available at  
<http://208.183.128.3/tutorials/>

