

# 1. Starting and Stopping in Windows XP



The computer you're sitting in front of is also called a *PC*. This is an abbreviation for *Personal Computer*. In the past twenty years, the PC has conquered the world, marching from the office to the home. Nowadays nearly everyone has heard of *Windows*. But it was not all that long ago - 1993 in fact - that *Windows* was used on PCs for the first time. Since then, *Windows* has marched along with the PC. But what exactly is *Windows*? It's a system you can use to operate your computer. Before *Windows* came along, computers were operated by typing a variety of complicated commands. But with *Windows* you can perform most operations by using the mouse. After reading this chapter, you'll understand why this operating system is called *Windows*. You'll see that nearly everything that happens is displayed in "window panes" on your screen.

In this chapter, you'll learn how to:

- start and stop *Windows XP*
- point and click with the mouse
- enter commands
- start and stop programs
- minimize and maximize a window
- use the taskbar

## Starting Windows XP

Windows XP is automatically started when you turn on your computer. Take a look:

### Turn the computer on



### Please note:

With many computers, the monitor or screen will also be automatically started. With other computers, you must do this yourself.

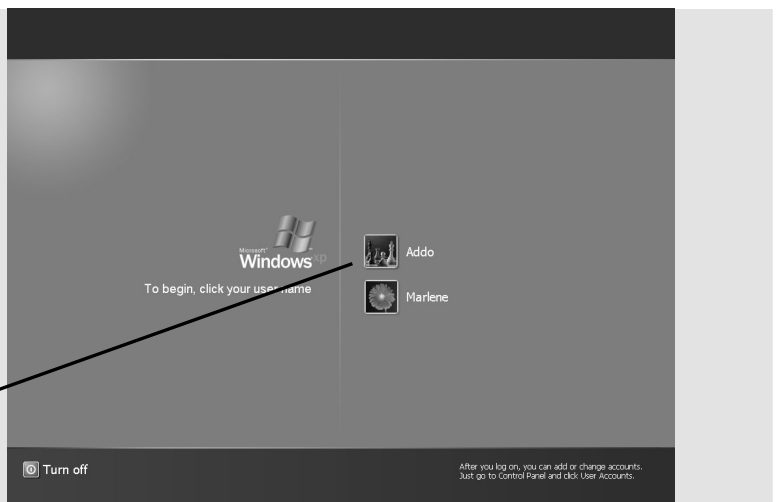
### Turn the monitor on



Windows XP has started if you see a screen that looks like this:

Sometimes more than one user will exist.

Choose the user name you want.



After a moment this screen, called the *Desktop*, appears:



### Please note:

The screen illustrations used in this book were made with the *Windows XP* standard settings. However, these may differ significantly from what you see on your screen. The settings in *Windows XP* can be changed in many ways.

## Using the Mouse

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You will operate the computer almost entirely using the mouse. The first few times that you use the mouse, it will seem unfamiliar. Just remember that everyone, even children, had to learn how to use a mouse. No one simply knew how: it's matter of practicing. The more you use the mouse, the more proficient you'll become.

You can do **five different things** with the mouse:

- point
- click
- double-click
- drag
- right-click

You'll learn how to point and click in this chapter.



## Tip

**What's the best way to hold the mouse?**

**Not like this:**



Don't grasp it between two fingers with the other fingers in the air.  
Don't lift your wrist from the tabletop.

**But like this:**




Grasp the mouse firmly.  
Hold your flat hand on top of the mouse and rest your pointing finger lightly on the left mouse button.  
Let your wrist rest on the tabletop.

**It's important to teach yourself the proper way to hold the mouse from the very beginning. You'll only have sufficient control of the mouse and be able to move it precisely if you keep it in the palm of your hand.**

## Pointing

The first thing you need to know is how to point at things with the pointer on the screen.

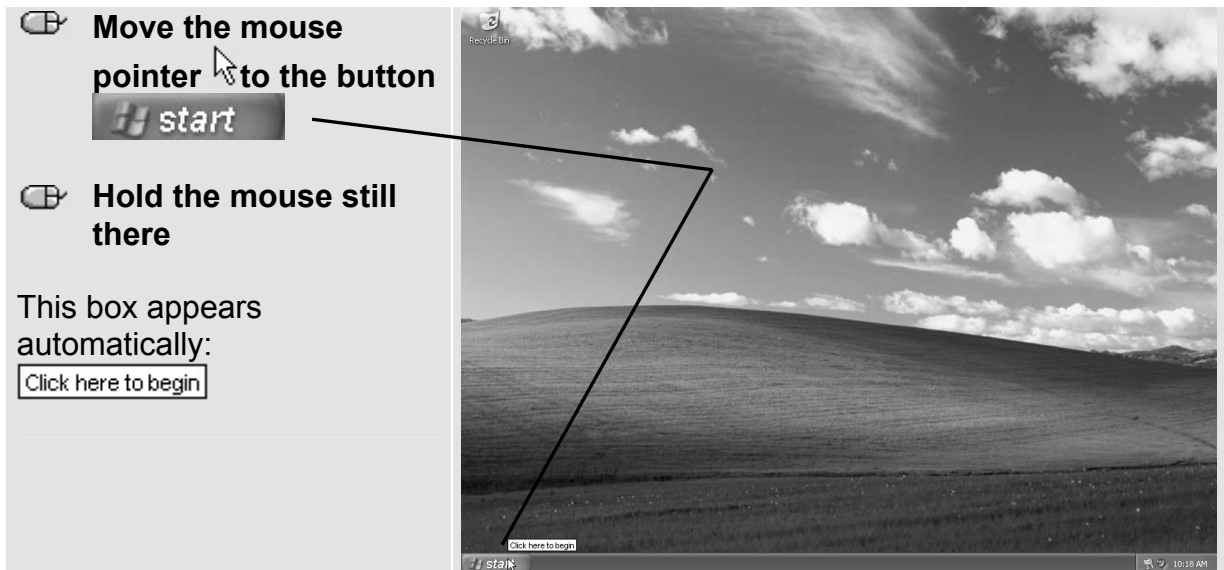
Somewhere on the screen you can see a pointer :

 **Move the mouse over the tabletop**

The pointer moves with it.



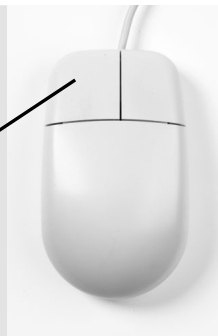
The pointer on the screen is also called the *mouse pointer*. You can use the mouse pointer to point at things on the screen. Sometimes things will appear on the screen when you point to something. Try it:



## The Mouse Buttons

Computer mice are available in a wide variety of types and colors. And yet they are all similar: every mouse has at least two buttons.

Each button has a different purpose. The most important button is the **left mouse button**:



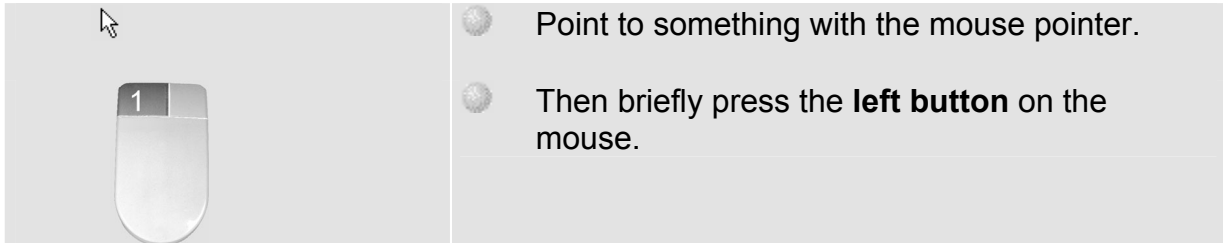
But there are also types with multiple buttons or a scroll wheel in the middle:



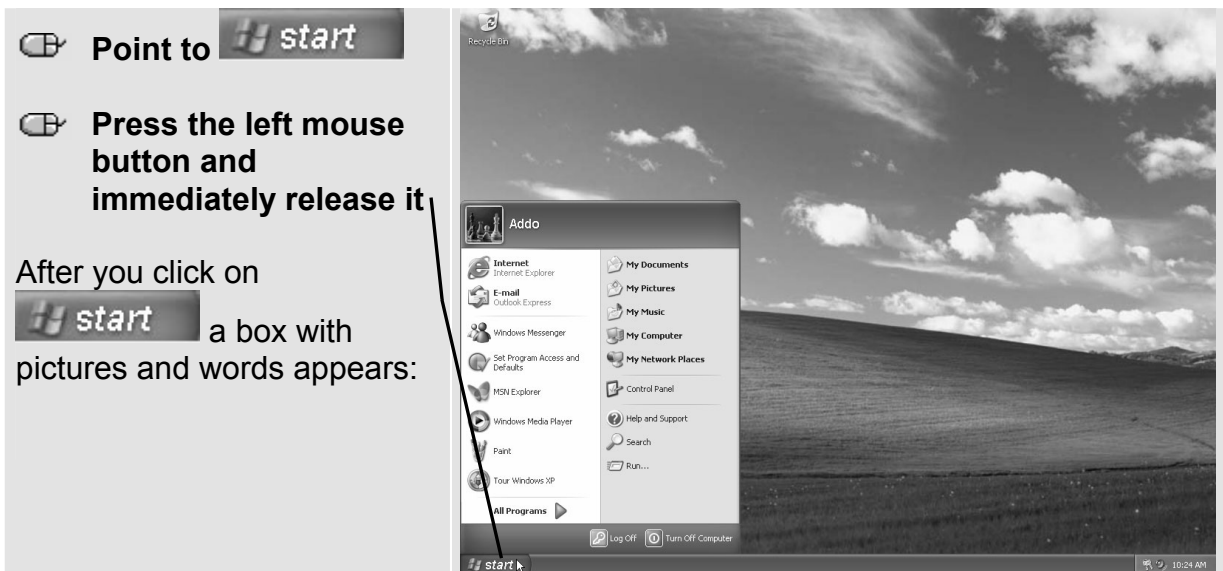
## Clicking

Clicking is the mouse action that you'll use the most. You click to start a program, for example.

Clicking is done like this:

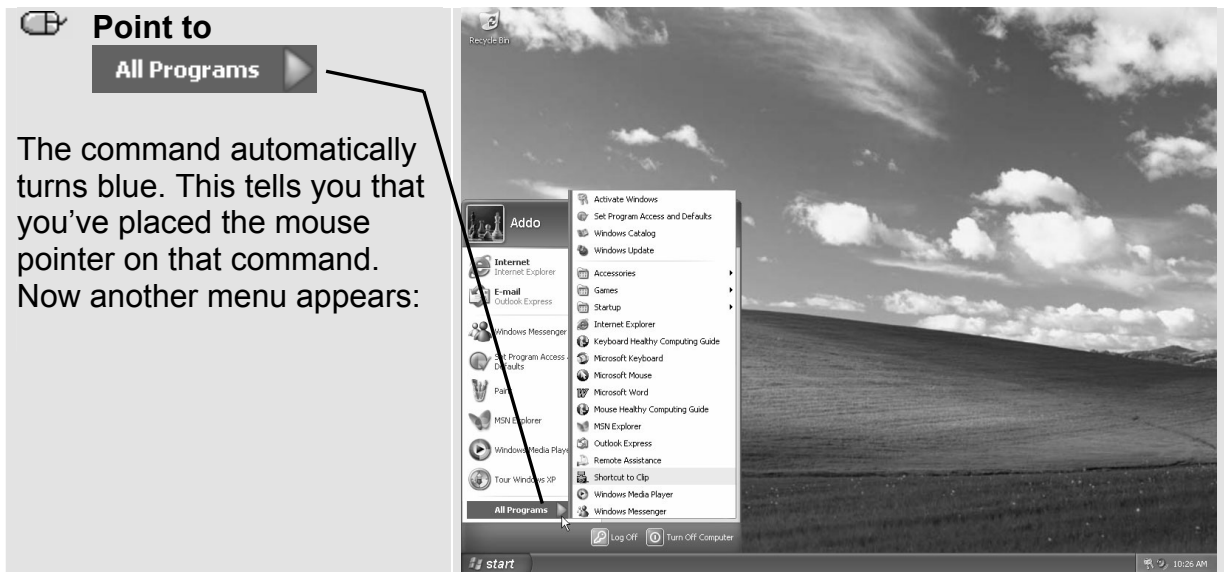


Try it:

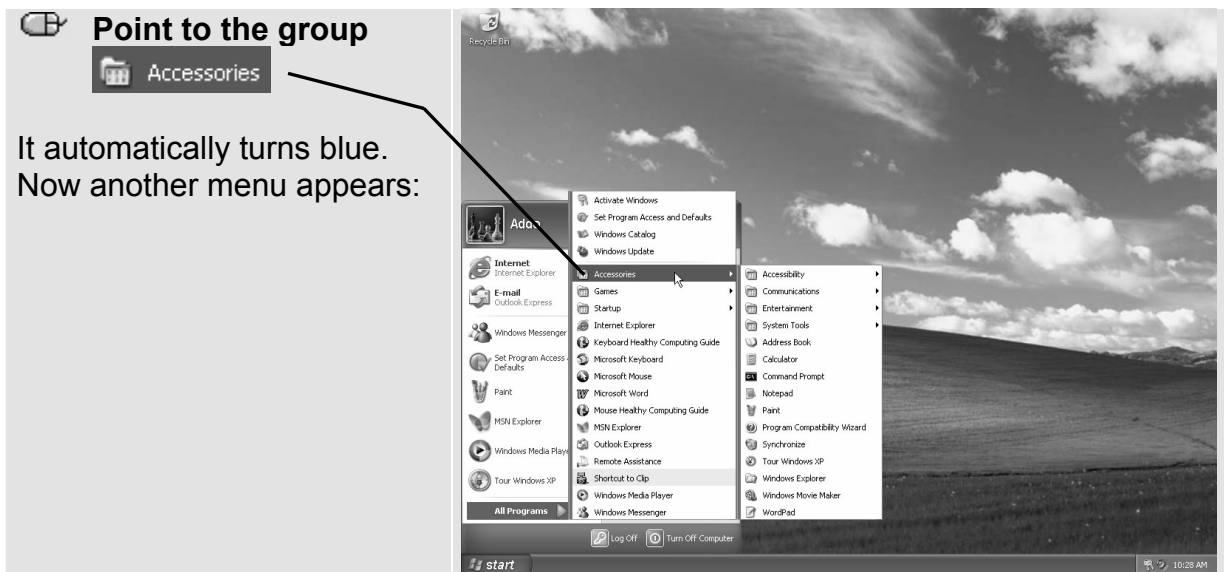


This is called a **menu**, like a menu in a restaurant with a variety of choices. In this case, the menu contains commands.

You can also point to things on the menu:



Each command with a small triangle ▶ next to it has a new menu. Take a look:



## **HELP! The wrong menu appears.**

Did you accidentally click on something else?

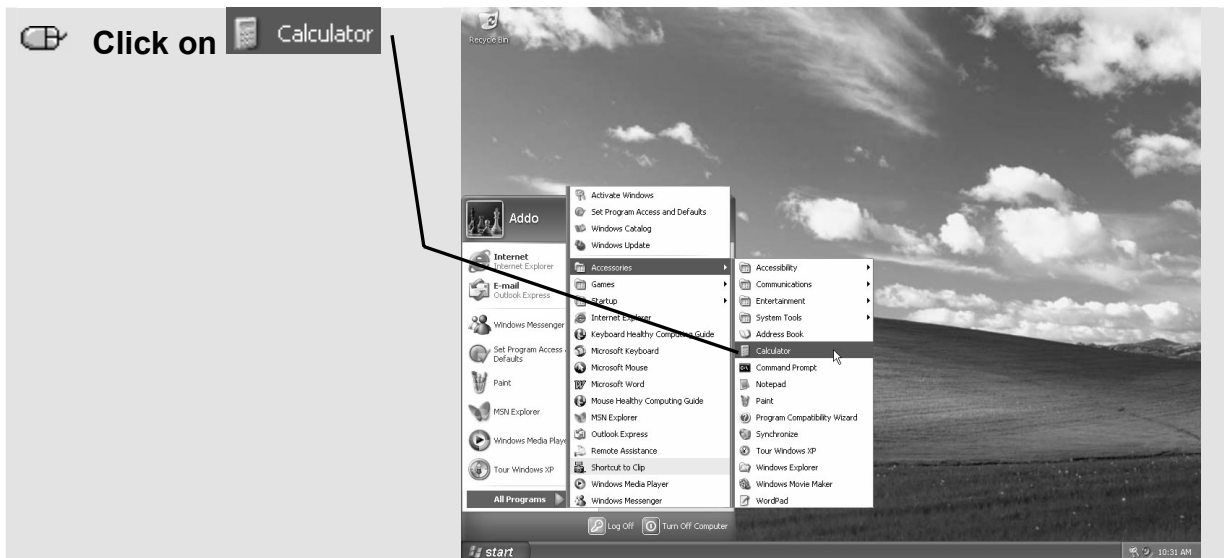


**At the top left of your keyboard, press**

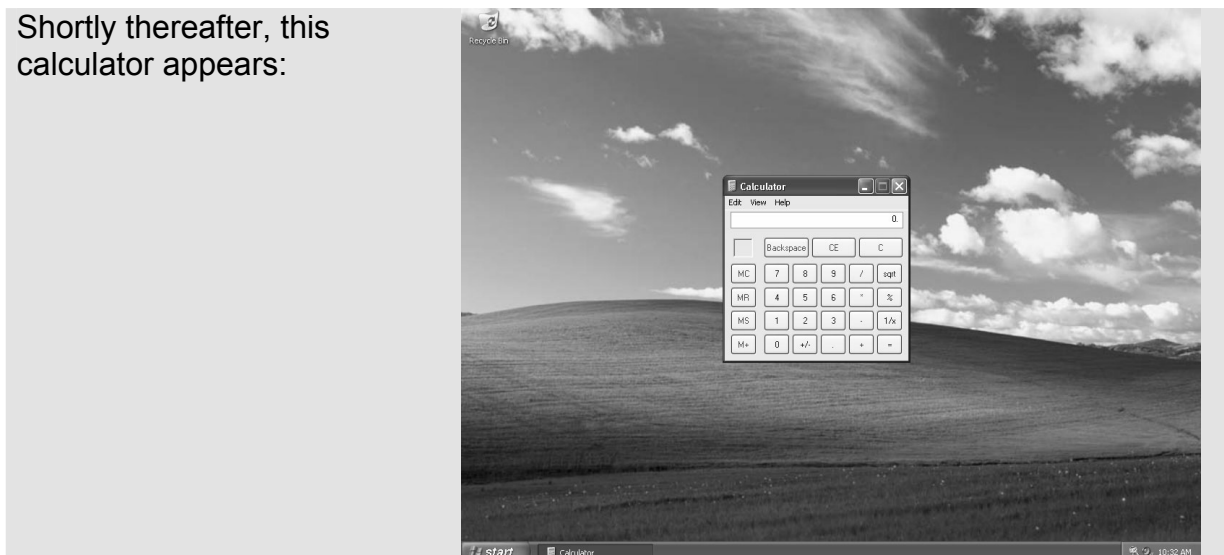


The menu disappears.

Now you can tell the computer to start the program *Calculator*:



Shortly thereafter, this calculator appears:



**HELP! I clicked on the wrong word.**

Can you still see the menu, but the wrong word has been selected?



**Click on the right word**



**HELP! I clicked on the wrong program.**

Did you accidentally start a different program?



**At the top right of the wrong program, click on** 

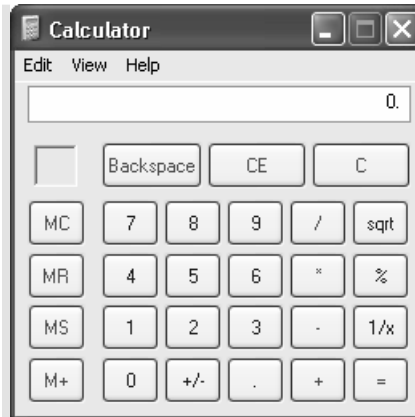
**Now go back through the steps above to start the *Calculator***



## Entering Commands

You've told the computer to start the Calculator program. That has now been done.

You see a frame around the calculator:



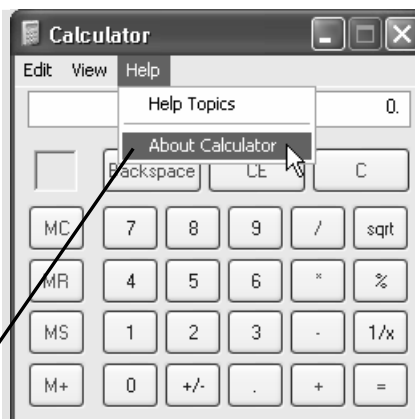
This frame is called a *window frame* or *window*. All of the programs in *Windows XP* are displayed in a frame of this type, and they all work in virtually the same way. This makes them easy to use.

At the top of the window, you see the commands you can choose from.

Click on **Help**

Now a menu appears with two new commands:

Click on **About Calculator**



The next window contains information about the program:

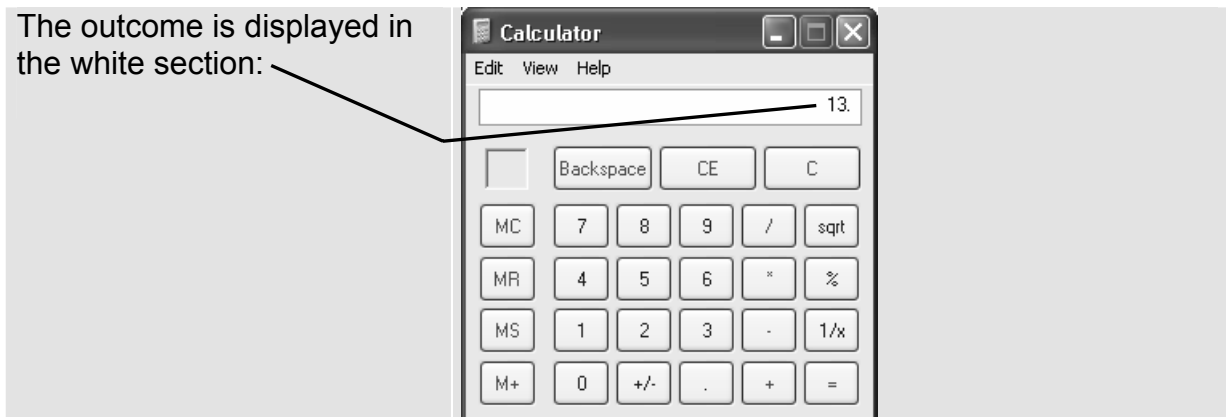
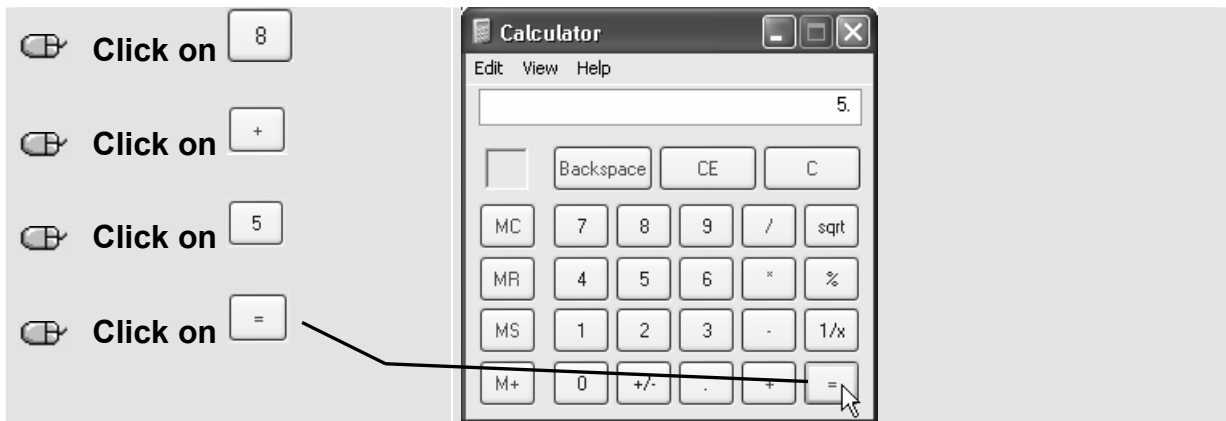
At the bottom you see a button that says **OK**. That means: Okay, I understand.

Click on **OK**



## Calculating by Clicking

Naturally, the *Calculator* works just like a real calculator, except that instead of pressing the buttons, you click on them with the mouse:



### Tip

**Is it difficult to click on the right spot?**

This usually means that you've moved the mouse after pointing and before clicking.



Be sure to hold the mouse firmly and have your pointing finger ready on top of the button. Then you won't need to look at your hand when you click.