Getting Started with Windows Vista

Objectives

After you read this chapter, you will be able to:

1. Describe Windows Vista versions and features (page 3).
2. Identify components of the Windows Vista interface (page 4).
3. Work with windows and dialog boxes (page 11).
4. Use Help and Support (page 15).
5. Manage files and folders in Windows Explorer (page 24).
6. Create, rename, and delete folders (page 26).
7. Work with files (page 29).
8. Select, copy, and move multiple files and folders (page 30).
10. Manage the Recycle Bin (page 41).
11. Change computer settings through the Control Panel (page 42).

Hands-On Exercises

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CASE STUDY

Helping Hands Outreach

Helping Hands Outreach is a nonprofit organization that collects clothing and non-perishable food items for distribution to needy families. Helping Hands operates out of three cities—Hanover, West Memphis, and Adamsville—with each branch responsible for its own inventory. Typically, inventory is subdivided into two categories—clothing and food. You have been hired to help consolidate the files from each of the branches on one computer system, while maintaining separate records of each branch’s inventory. A consulting firm will develop a database (collection of files) for each Helping Hands outlet, and you must design a folder structure that logically organizes the files. You must also ensure that the files are available, no matter what natural or man-made disaster might affect the physical computer housing. Therefore, your job entails not only file and folder organization, but also developing a backup strategy.

Your Assignment

• Read the chapter, paying close attention to the description of creating folders and subfolders.
• Design a folder structure that is appropriate for maintaining the database files described above. Given the organization of Helping Hands, you should design a structure that will place the files in a logical arrangement.
• Use Windows Explorer to create appropriately named folders according to your design.
• Develop a plan for backing up the folders and files. Give careful consideration to where the files will physically be placed (on what type of disk media). Using WordPad or another word processor, create a report outlining your backup plan. Include in your report a description of an appropriate folder structure for maintaining the organization’s database files. Save the report as chap1_case1_helping_hands. Print the report.
Windows Vista is the newest version of the Windows operating system.

As you consider purchasing a new computer, it is very likely that your computer will be configured with Windows Vista, the January 2007 operating system release. Therefore, it is well worth your time to explore it and learn to appreciate its computer management and security features. Microsoft has put a lot of effort into developing the most stable and secure operating system yet—one that is loaded with extra features and easy to use.

This section explores the basics of Windows Vista. First, you learn about the different versions of Windows Vista. You also explore the Vista interface, identify components in windows and dialog boxes, and use the Help and Support feature.

Describing Windows Vista Versions and Features

You can choose from five versions of Windows Vista—Vista Home Basic, Vista Home Premium, Vista Business, Vista Ultimate, and Vista Enterprise. The choice you make will depend upon whether you are a home user, a multimedia enthusiast, or a high-end business user. Keep in mind that each version is priced according to its capability—you will pay more for a more powerful Vista version. Table 1.1 summarizes Windows Vista versions.

As the name suggests, Vista Home Basic focuses on standard activities such as surfing the Internet and word processing. With limited multimedia functionality and only a two-dimensional desktop, this version is a bare-bones operating system. Vista Home Basic, however, addresses the productivity, security, and entertainment goals of most home users because it includes Windows Defender, Windows Mail, Internet Explorer 7, Windows Firewall, a revamped Security Center, and Vista’s enhanced parental controls. Windows Defender is Vista’s antispyware program; it detects and quarantines spyware found on your computer. Spyware is software that collects personal information about users without their informed consent. Windows Mail, which replaced Outlook Express, is an e-mail program with a junk mail filter. Internet Explorer 7 (IE7) is a Web browser that enables you to display Web pages. IE7 features tabbed browsing and security enhancements, such as a Phishing Filter. Windows Firewall provides bidirectional support, blocking both unauthorized incoming Internet traffic and outgoing traffic. The Security Center is a control center that enables you to check the status of essential security settings.

Table 1.1  Windows Vista Versions

<table>
<thead>
<tr>
<th>Version</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vista Home Basic</td>
<td>Meets the needs of most home computer users.</td>
</tr>
<tr>
<td>Vista Home Premium</td>
<td>Includes everything in Vista Home Basic, plus additional multimedia, mobility, and interface features.</td>
</tr>
<tr>
<td>Vista Business</td>
<td>Focuses on corporate needs, such as domain support, network protocols, and mobility.</td>
</tr>
<tr>
<td>Vista Enterprise</td>
<td>Includes everything in Vista Business, plus such features as drive encryption and multilanguage support.</td>
</tr>
<tr>
<td>Vista Ultimate</td>
<td>Combines all features of Vista Home Premium and Vista Enterprise, plus enhanced game performance and custom themes.</td>
</tr>
</tbody>
</table>
Windows Movie Maker is a program that enables you to create, edit, and share home movies on your computer. Windows Media Player 11 is a multimedia program enabling you to work with music and movie files. Windows Photo Gallery provides tools for correcting and enhancing picture files. Windows Calendar is an organizer program that enables you to create and view appointments and schedule tasks. Windows Sidebar appears on the right side of the Vista desktop, displaying links to local weather, stock quotes, and other news items. Windows Search is a utility program that provides an easy method for you to search for items on your computer, performing “as-you-type” searches, narrowing the results with each character that you type.

Vista Home Premium features Windows Vista’s Aero Glass shell (a graphical user interface that includes transparencies and animations), enhanced multimedia capability, and advanced networking capabilities (peer-to-peer networks and multiple-computer parental controls). This version satisfies the computing goals of networked households, multimedia enthusiasts, and notebook users.

Vista Business includes corporate features such as built-in protection against malware and tools to make backing up files easier. With support for domains, multiple network protocols, Remote Desktop, and file and folder encryption, Vista Business is a complete business operating system. Remote Desktop is a feature that enables a computer to be run remotely from another Windows computer. Vista Business does not support enhanced multimedia activities.

Vista Ultimate combines the best of Vista Home Premium and Vista Business, maintaining the security required of business applications while supporting multimedia enjoyment. This version offers enhanced game performance, custom themes, and access to online subscription services.

Vista Enterprise includes all features of Vista Business, while facilitating drive encryption and enabling you to run old programs from earlier versions of Windows within the Enterprise environment. Encryption is the process of obscuring and protecting data, such as credit card numbers, to make them unreadable without decoding software or knowledge. Vista Enterprise is only available to volume licensing customers.

Identifying Components of the Windows Vista Interface

When you turn on the computer, you might be prompted to click a username, and enter a password if you have several user accounts created for your computer. Several individuals can share the same computer, each with a unique account with certain privileges. Each user maintains his or her individual desktop settings and is allowed a level of access designated by the computer administrator. If the computer is yours, you are the administrator.

Explore the Desktop

After turning on the computer, selecting your username, and entering your password (if needed), Windows Vista loads. The first thing that you will notice about Windows Vista is the beauty of its interface, especially if the Aero Glass shell is in use. The Vista desktop, the basic interface of the operating system, contains icons and a taskbar. The desktop, appearing after you boot up your computer and respond to username and password screens, offers a sweeping, transparent-glass effect that is very attractive (see Figure 1.1).
An icon is a pictorial element representing a program, file, Web site, or shortcut.

Gadgets are mini-applications that display on a Windows Sidebar.

The taskbar is the horizontal bar that enables you to move among open windows and provides access to system resources.

Although its clarity and high-definition graphics are appealing, the desktop is much more than a simple interface through which you communicate with the operating system. It is also used for starting programs, displaying windows, managing files and folders, troubleshooting problems, and networking with other computers. Open windows have a drop shadow effect, and when you hover the mouse over a window button, the button “lights up.” If Aero Glass is not in use, windows are much less translucent, with no special effects.

Just as you work at a desk at work or school, you can work on a computer desktop, which is the screen that appears each time you turn on your computer. Icons, or small pictures that are displayed on the desktop, represent programs, files, or other items related to your computer. Using the mouse and clicking the icons, you can open programs or projects, similar to working with tasks on your desk. And just as you can misplace items on your desk, you can have so many computer projects on your computer desktop that you lose track of them.

Display the Windows Sidebar

The Windows Vista interface is more than just pretty. It includes productivity elements, such as the Windows Sidebar, that make it easy to view up-to-date information and to get a quick summary of window contents. To open the Windows Sidebar, click Start, position the mouse over All Programs, select Accessories, and then select Windows Sidebar. As Figure 1.1 shows, a Windows Sidebar contains gadgets, which are actually mini-applications for such tasks as checking the weather or viewing a stock ticker. Windows Vista includes about a dozen gadgets, but more are available online. To open the Gadget Gallery, click the + at the top of the Sidebar. Open or minimized windows are displayed on the taskbar, which is positioned along the bottom of the Vista desktop.
Customize the Desktop

Typical icons displayed on a desktop include the Recycle Bin, Computer, Network, and Control Panel. Although the default desktop includes only the Recycle Bin, you can customize the desktop to include other icons. Right-click the desktop, select Personalize, and click Change desktop icons. In the Desktop Icon Settings dialog box, select from the list of desktop icons, as shown in Figure 1.2, and click OK.

![Desktop Icon Settings Dialog Box](image)

Figure 1.2 Desktop Icon Settings Dialog Box

Work with the Taskbar

The taskbar is located along the bottom of the desktop (see Figure 1.3). It serves several purposes, one of which is to let you know which programs are currently running in memory. It also provides a clock and a Start button, which is shaped like an orb, from which you can access programs and other Windows features. You can display a Quick Launch toolbar on the taskbar, giving you one-click access to commonly used programs. If a Quick Launch toolbar does not appear on your taskbar, you can display it by right-clicking an empty area of the taskbar, pointing to Toolbars, and selecting Quick Launch toolbar. If a chevron (double arrow) appears beside the Quick Launch toolbar, click it to view more programs. The Notification area gives information on wireless connections, volume control, and programs running in the background (such as antivirus software). The Notification area prompts you to take action, such as updating Windows or safely removing hardware. If the time is incorrect on your system, you can adjust the clock by right-clicking the clock on the taskbar and selecting Adjust Date/Time. In the Date and Time dialog box, you can change the date and time and you can also change the time zone. After making the necessary changes, click OK.

The Start button provides access to programs and other system resources.

The Quick Launch toolbar contains program icons, making it possible to open programs with a single click.

The Notification area, on the right side of the taskbar, displays icons for background programs and system processes.
Although no visual break appears between items on the taskbar, such as the Quick Launch toolbar and the taskbar, you can still access those areas to adjust them. Right-click the taskbar and deselect (click the check mark beside) Lock the Taskbar. Visual breaks then appear, enabling you to click and drag or otherwise modify taskbar items.
The Notification area is customizable, enabling you to control the number of icons displayed in the group. Right-click an empty area of the taskbar, select Properties, and click the Notification Area tab in the Taskbar and Start Menu Properties dialog box (see Figure 1.4). You can then choose to hide certain groups of system icons, such as Clock or Volume. Click OK after making your selections.

![Figure 1.4 Notification Area Options](image)

**Identify Components on the Start Menu**

The Start button is the entry point to programs and resources found on your computer. The Start button appears as an orb at the left side of the taskbar. Clicking the Start button displays the **Start menu**, a list of programs and utilities (see Figure 1.5). To the left, you will see a list of the most recently accessed programs; those used most often appear at the top of the list. Internet and e-mail items are “pinned,” which means that they appear in bold and are a fixed part of the Start menu. The Instant Search box (described later in this chapter) enables you to find files and folders on your system. The bottom right side of the Start menu contains options to shut down your computer. To view programs installed on your computer, position the mouse over All Programs. Instead of a program list that flies out to the right (as in previous Windows operating systems), Vista simply converts the left side of the Start menu to a list of programs (see Figure 1.6).
Figure 1.5  The Start Menu

Figure 1.6  The All Programs Menu
The **Start panel** is located on the right side of the Start menu.

The **Control Panel** enables you to change system settings, such as your background, screen saver, screen fonts, and accessibility options. **Help and Support** provides assistance on Windows topics.

The right side of the Start menu, called the **Start panel**, contains links to several common resources and folders. Items that were preceded by the word *My* in Windows XP have been renamed in Windows Vista, to drop the word *My*. For example, what was *My Computer* in Windows XP is simply *Computer* in Vista. Similarly, Pictures, Music, and Documents have dropped the *My* prefix. Along with common folders, such as Computer, Documents, Music, and Pictures, the Start Panel provides access to the **Control Panel** (for system customization) and **Help and Support** to obtain assistance and information on Windows topics.

Earlier Windows versions displayed a slightly different Start menu, called the Classic menu. If you are accustomed to that look, you might want to change your Start menu to mimic it. To do this, right-click an empty area of the taskbar and select **Properties**. Click the **Start Menu** tab, click **Classic Start menu**, and click **OK**. To check the new look, click Start. Your menu should appear similar to the one displayed in Figure 1.7.

![Classic Start Menu](image)

**Figure 1.7 Classic Start Menu**

Both the Start menu and the Quick Launch toolbar are convenient areas to place links to favorite programs. To include a favorite program on your Quick Launch toolbar, first make sure the taskbar is not locked. To do so, right-click an empty area of
the taskbar and click Lock Taskbar (if a check mark appears beside it). If the Quick Launch toolbar is not visible, right-click an empty area of the taskbar, point to Toolbars, and select Quick Launch. Then, right-click and drag the program from the desktop, or from the Start menu, down to the Quick Launch toolbar. Release the mouse button and click Create Shortcuts Here to place the program link (or shortcut) on the Quick Launch toolbar. From that point forward, you can simply click the program icon on the Quick Launch toolbar for immediate access to the program.

Working with Windows and Dialog Boxes

A window can either occupy part of your desktop or all of it, depending upon whether it is maximized. Special-purpose windows, called dialog boxes, are designed for you to make selections or respond to prompts as a program is running. Although dialog boxes are considered windows, they cannot be resized. Learning to work with windows is much like managing papers on a desk. Just as you manually shift papers on a desk to work with one project or another, you can move windows on a computer desktop, closing those that you no longer need and moving or resizing others.

Understand Windows Components

When you click a folder on the Start menu, such as Computer or Documents, the folder contents open in a window. All windows share common features, as shown in Figure 1.8. The Address bar shows a hierarchical path to the current folder or window contents. The Desktop icon represents the top of the hierarchy. The second level, Lynn Hogan, represents all files and folders associated with that user account, whereas the third level, Documents, is the Documents folder for the selected user. The Address bar also contains Back and Forward buttons that enable you to visit previous windows in the same application. You can navigate to any level of the address displayed in the Address bar by clicking the folder name in the Address bar.

Figure 1.8 Elements of a Typical Window

A shortcut is a pointer to a file, folder, or Web site.

A window is an enclosed rectangular area representing a program or data.

A dialog box is a special window that requests input or presents information.
To the right of the Address bar is the Search bar. Using the Search bar, you can quickly search for files within the selected folder. To conduct a search, all you need to do is type a word or phrase into the Search bar, and Vista instantly filters the folder contents to show only the files with names or contents that match the search criteria.

Beneath the Address bar is the Task pane. Although the buttons displayed on a Task pane vary with each open folder or application, the Task pane’s purpose remains that of providing easy access to common tasks, such as changing the view and displaying or hiding screen elements. Regardless of the window displayed, each Task pane contains an Organize button and a Views button. The Organize button displays a menu that includes options for basic file tasks.

**TIP Viewing Classic Menus**

If you are familiar with, and prefer, the classic drop-down menus (Classic menus) of Windows XP, you can still display them. If you only want to view a menu once, just press Alt. Press Alt again to hide the menu. If you want Classic menus to appear in all windows even after the computer is rebooted, click Organize, select Folder and Search Options, click the View tab, and select Always Show Menus. Click OK.

**Open, Size, and Move Windows**

It is very easy to open multiple windows, each representing a different program or folder. Although Windows Vista has no problem dealing with several windows at once, it might become distracting for you. Thankfully, the taskbar displays a button for each open window, but even so, you will want to know how to minimize, maximize, close, resize, and move windows at will. To open a window, double-click its icon on the desktop or select it from the Start menu.

The top bar of every window contains three buttons to the far right—Minimize, Maximize (or Restore), and Close (see Figure 1.8). If the window is already displayed at full size, the middle button will be a Restore button. If the window is not at full size, the middle button will be a Maximize button. The first button is the Minimize button, which, when clicked, reduces the window to a button on the taskbar. Although the window is still open in memory, it is not visible on screen. When you want to access the window (or program) again, simply click the button on the taskbar.

As did previous versions of Windows, Vista enables you to quickly minimize all open windows at once, instead of minimizing each window individually. To do so, click the Show Desktop icon on the Quick Launch toolbar (see Figure 1.9). If you do not see the icon, or program listing, you might first have to click the double chevron that appears on the Quick Launch toolbar. Then find the icon and click it to minimize all open windows.
The middle button is the Maximize button. Clicking it pulls the window up to full size, filling the screen. You might want to maximize a window to provide more open workspace or to display more icons. If the middle button is, instead, a Restore button (which looks like two overlapped boxes), clicking it will return the window to less than full size. Clicking the Close button, which is the one to the far right, removes the window from memory.

It is sometimes necessary to move or resize a window. Perhaps the window is obscuring a part of your desktop that is critical to your task, or maybe the window is too far to one side or the other. To move a window, click and drag the top window bar. If the window is not already maximized, it will move to the new location. Release the mouse button to position the window. To resize a window, place the pointer on a border of the window (if the window is not maximized). The pointer should become a double-headed arrow. Click and drag to make the window larger or smaller. If the pointer is on a corner of the window, forming a diagonal double-headed arrow, you can proportionally resize two adjacent sides of the window at once by clicking and dragging.

Stack and Cascade Open Windows

At times you might want to see part of several windows at once. To do so, you can either stack or cascade the windows. Figure 1.10 shows two windows in a cascade arrangement, while Figure 1.11 illustrates the stacked selection. To arrange several open windows on screen at once, right-click an empty area of the taskbar and select Cascade Windows to achieve the look of Figure 1.10. For the stacked arrangement of Figure 1.11, right-click an empty part of the taskbar and select Show Windows Stacked. If you want the windows to appear side by side, click Show Windows Side by Side.
Select Options in Dialog Boxes

A dialog box is a special window that displays when an operation requires confirmation or additional information. The Print dialog box (see Figure 1.12) displays when you are printing a document. By responding to areas of the dialog box, you can indicate exactly what to print and how. The information is entered into the dialog box in different ways, depending on the type of information that is required.
Figure 1.12  Print Dialog Box

Option buttons, sometimes called radio buttons, indicate mutually exclusive choices, one of which must be chosen, such as the page range. In this example you can print all pages, the selection (if it is available), the current page, or a specific set of pages (such as pages 1–4), but you can choose one and only one option. Any time you select (click) an option, the previous option is automatically deselected.

A text box, such as the one shown beside the Pages option in Figure 1.12, enables you to enter specific information. In this case, you could type 1–5 in the text box if you wanted only the first five pages to print. A spin button is a common component of a dialog box, providing a quick method of increasing or decreasing a setting. For example, clicking the spin button (or spinner) beside Number of copies enables you to increase or decrease the number of copies of the document to print. You can also enter the information explicitly by typing it into the text box beside the spin button.

Check boxes are used instead of option buttons if the choices are not mutually exclusive. You can select or clear options by clicking the appropriate check box, which toggles the operation on and off. A list box (not shown in Figure 1.12) displays some or all of the available choices, any of which can be selected.

Using Help and Support

Help on almost any Windows topic is only a click away using the Help and Support Center. To access assistance, click Start and then click Help and Support. Beneath the title bar is a navigation bar that contains Back and Forward buttons, along with links to the Help home page, print facility, and assistance from newsgroups or Microsoft IT professionals. The Search bar enables you to enter a subject and receive information. For example, suppose that you are wondering about the security features of Windows Vista. In the Search bar, you might type Windows Security. Click the magnifying glass to the right of the Search area, or press Enter, to display results similar to those in Figure 1.13. Click any result to view additional information. Use the Back button to return to the results if you want to view another link.
You can browse through Help and Support topics by clicking Browse Help, as shown in Figure 1.14. The table of contents contains topic links that you can click to display additional information. Even more assistance is available when you click Ask someone or expand your search. As Figure 1.15 shows, you can contact Microsoft Customer Support online, or post questions or answers in Windows communities. In addition, you can ask someone for help through Remote Assistance. A knowledgeable friend or computer professional can then control your computer desktop remotely, running diagnostics or otherwise determining the source of a problem. Finally, the Microsoft Knowledge Base is a large collection of articles with detailed solutions to computer problems.
Figure 1.14  Help and Support Table of Contents

Figure 1.15  Additional Assistance Through Help and Support
Some Help topics contain a blue compass. That means that Guided Help is available. Instead of viewing a list of steps required to accomplish the task in question, you can actually see them. You can either watch and learn from the steps, or in some cases you can do them yourself with assistance from the guided tutorial. Other times, you might see a filmstrip, as shown in Figure 1.16. The filmstrip indicates a demo in the form of a movie. Click the link to the side of the filmstrip to view the video.

![Help and Support Demo](image)

**Figure 1.16** Help and Support Demo

<table>
<thead>
<tr>
<th>Toolbars</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Icon</strong></td>
</tr>
<tr>
<td>Lynn Hogan</td>
<td><img src="image" alt="Lynn Hogan" /></td>
</tr>
<tr>
<td>Computer</td>
<td><img src="image" alt="Computer" /></td>
</tr>
<tr>
<td>Network</td>
<td><img src="image" alt="Network" /></td>
</tr>
<tr>
<td>Internet Explorer</td>
<td><img src="image" alt="Internet Explorer" /></td>
</tr>
<tr>
<td>Control Panel</td>
<td><img src="image" alt="Control Panel" /></td>
</tr>
<tr>
<td>Recycle Bin</td>
<td><img src="image" alt="Recycle Bin" /></td>
</tr>
</tbody>
</table>
Hands-On Exercises

Working with Windows


Step 1
Manage One or More Windows

Refer to Figure 1.17 as you complete Step 1.

a. Click Start and then click Computer.

The Computer window displays the disk drives that are found on your computer system. Because your configuration is not likely to be exactly the same as ours, the elements on your Computer window might be different.

TROUBLESHOOTING: If your view in the left pane (Navigation pane) shows a hierarchy of devices and folders, instead of the items displayed in Figure 1.17, click the Folders drop-down arrow to change the view.

b. If the window is not already maximized (filling the entire screen), click the Maximize button on the right side of the top bar.

c. Click the Restore button to restore the window.

d. Move the pointer to a border of the window. The pointer should become a double-headed arrow. Click and drag to make the window smaller.

e. Click and drag the title bar to move the window.

f. Double-click the Recycle Bin icon on the desktop.

Figure 1.17  Computer Window
TROUBLESHOOTING: If you cannot see the Recycle Bin, resize or move the Computer window so that the Recycle Bin icon is visible. Sometimes a window might open in such a way that it obscures an area that is critical to your task. In that case, you must move, resize, or perhaps minimize the obstructing window. Alternatively, you could click the Show Desktop icon.

The Recycle Bin might fill the entire screen, but note the Computer button on the taskbar, indicating that the Computer window is still open in memory.

g. Right-click an empty area of the taskbar and select Cascade Windows.

TROUBLESHOOTING: If the menu that appears does not include a Cascade Windows command, you clicked an occupied area of the taskbar. Be sure to right-click an empty part of the taskbar to display the correct menu.

h. Right-click an empty area of the taskbar and select Show Windows Stacked.

i. Click the Show Desktop icon on the Quick Launch toolbar to minimize all open windows.

TROUBLESHOOTING: If the Quick Launch toolbar does not appear on your taskbar, open it by right-clicking an unoccupied area of the taskbar, pointing to Toolbars, and selecting Quick Launch.

j. Click the Computer button on the taskbar. Close the Computer window.

k. Click the Recycle Bin button on the taskbar. Close the Recycle Bin window.

Refer to Figure 1.18 as you complete Step 2.

a. Right-click an empty area of the desktop and point to View.

b. Select Auto Arrange (if a check mark does not appear beside the command).

TROUBLESHOOTING: If the Auto Arrange setting already has a check mark beside it, Auto Arrange is “on,” so you do not need to select the command from the context menu. Click outside the menu to close it, if necessary.
Step 3  
Modify the Start Menu

Refer to Figure 1.19 as you complete Step 3.

a. Right-click a blank area of the taskbar and select **Properties**.

The Taskbar and Start Menu Properties dialog box appears.
b. Click the **Start Menu tab**, click the **Classic Start menu option**, and then click **OK**.

The next time that you click Start, the Start menu will display in the standard one-column Classic view rather than the Windows Vista view.

**TROUBLESHOOTING**: If you do not see a menu containing the Properties option, you right-clicked an occupied area of the taskbar instead of an empty part. Try the procedure again, this time being careful to click an unoccupied area.

c. Repeat Steps 3a and 3b, but click the **Start menu option** to return to the Vista Start menu. Click **OK**.

---

**Step 4**

**Use Help and Support**

Refer to Figure 1.20 as you complete Step 4.

a. Click **Start** and click **Help and Support**. In the Search box, type **copying a folder**. Press **Enter** or click the magnifying glass to the right of the Search area.

You will occasionally have a question about Windows and will need to use the Help and Support feature. In this case, assume that you need assistance with copying a folder from one location to another. The assistance that you get will come in handy as you explore the next section of this chapter.

b. Click **Copy a file or folder**. Read the information on copying a file or folder.

c. Click the **Print button** on the navigation bar at the top of the window. Click **Print** to print the information.

d. Close the Help and Support window.

---

![Figure 1.20](Exp_Vista_01.qxd 5/22/07 7:06 PM Page 22)
Files and Folders

Windows Vista provides a snapshot of your computer disk drives in the Computer folder. Click Start and click Computer to view the folder (see Figure 1.21). Along with the Address bar and Task pane, the window includes a summary of disk drives associated with your computer system. Hover the pointer over any drive to view information on the drive’s free space and total space. Click System properties to find a summary of your computer’s operating system, RAM size, and processor speed. Clicking Uninstall or change a program enables you to uninstall or attempt to repair programs. As always, the Back button on the Address bar is a handy way to return to previously visited screens. Click Organize, Layout to display or hide the Preview pane, Navigation pane, Details Pane, and Search pane. You can click the drop-down arrow beside the Views button to change the window view to Details, Tiles, Large Icons, or other selections, each of which is simply a different view of items contained in the window. You can also repeatedly click the Views button to cycle through available views.

![Computer Window](image)

Figure 1.21  Computer Window

A **file** is a unit of data to which you give a name.

A **folder** is an object that can hold multiple files and subfolders.

A **thumbnail** is a miniature image of a file.

**Metadata** is information that describes data.

The Preview pane, usually shown at the right side of a folder window, displays the contents of the currently selected file (see Figure 1.22). If the item selected is a folder, no preview is available. The Details pane shows a **thumbnail** of the item, along with any **metadata**. New to Windows Vista, metadata is information that describes data. That information could be related to any of a number of categories, including file contents, title, subject, or author. The concept of metadata is described in more detail later in this chapter. It is a major shift away from the location-centered storage design of earlier Windows versions to Vista’s property-centered storage and retrieval method.
A *data file* is a document or item that you create and to which you give a name.

A *program file* is part of a software program, such as Microsoft Word.

It is far too easy to lose track of data files when no orderly folder structure exists on a disk.

### Managing Files and Folders in Windows Explorer

Probably a major reason that you use a computer is to produce something of interest to you. It may be that you want to work with digital photographs, or perhaps you like to put together documents such as newsletters or reports. Your job might require the production of financial spreadsheets or databases. Anything that you create and to which you give a name is called a *data file*. For example, when you use a word processor to write the school newsletter and save it, you will be prompted to name the newsletter, which is a data file. Some items that you create, such as digital photographs, are automatically assigned names, and are still considered data files.

A *program file*, on the other hand, is a file that is part of a software installation. You do not create program files. Instead, they are created by software professionals and loaded onto your computer's hard drive when you install the software.

Although you have very little control over where program files are saved, you can, and should, design a storage hierarchy...
for your data files. Imagine a two-car garage that is so full of things that even the cars have no room. With no shelves on the walls, items in the garage are simply stacked, making it almost impossible to quickly retrieve anything. Similarly, a disk medium with no organization is difficult to manage. It is far too easy to lose track of data files when no orderly folder structure exists on a disk. In this section, you will learn to manage computer folders and files, saving files in folders that are properly named and placed in an organizational hierarchy.

Before exploring the creation of files, you must understand the concept of computer folders. Just as a folder in a filing cabinet can be labeled before any information is placed in the folder, so can a computer folder be named and positioned before files are placed in it. A computer folder is simply a labeled storage location in which data files can later be stored. A folder structure can occur across several levels. For example, you might be required to maintain documents for Lewis Trucking Firm as well as Roundabout Children’s Wear. The folder structure you create could logically include a major folder titled Marketing Department, with two subfolders beneath it called Lewis Trucking and Roundabout Children’s Wear. The documents that you create for Lewis Trucking could then be placed and easily found in the Lewis Trucking folder. Similarly, Roundabout Children’s Wear documents could be saved in the Roundabout folder.

Windows Explorer is a Windows component that can be used to create and manage folders. To access Windows Explorer, click Start, then All Programs, Accessories, and Windows Explorer. Figure 1.23 shows that Windows Explorer presents the folder structure of your system in the left pane and the contents of a selected folder in the right pane. The hard drive on your computer is labeled drive C. Other drives, such as a CD or DVD, are known by successive letters, such as D or F. In a classroom setting, you will most likely work with flash drives (or USB drives), which are small pocket-sized disk units that connect to a computer’s USB port and act as an additional drive. Flash drives enable data to be portable, so that you can transfer files from one computer to another. For example, you can save a report that you created at work on your flash drive, take the flash drive to your home computer, and continue to work with the report there. The drive letter assigned the removable flash drive is the next one in line. For example, if you have a hard drive and a CD drive, labeled respectively C and D, then the flash drive will be considered the E drive. Figure 1.23 shows a flash drive (drive E:), a DVD/CD (drive D:), and a hard drive (drive C:).
Opening Windows Explorer

You can open Windows Explorer by right-clicking the Start button and selecting Explore.

The hard drive is a very large storage unit. When you install software, it is saved to the hard drive. Many programs require a great deal of storage space that is quickly accessible, so the hard drive is the ideal place to house the software. Also, you are able to secure the original software CDs in a location away from the computer so that if the hard drive ever fails, you can reinstall the software on a replacement hard drive. You should take more care, however, with your data files. Those are the items that you create and that are most likely irreplaceable if you should lose them. Therefore, the hard drive, which is an unwieldy device from which to make a complete backup, is probably not the best location in which to save your data files. You are much more likely to make copies of data files stored on smaller media such as flash drives or CDs.

Along with the three control buttons (Minimize, Maximize, and Close) found in the upper-right corner of the window, Windows Explorer contains an Address bar and a Task pane. The Address bar identifies the currently selected folder or drive and includes a Search area by which you can filter the display of files. The Task pane contains several buttons that control the display of window elements. If you are familiar with previous Windows versions, you might feel comfortable with the Classic menu structure. To display the menu, press Alt. To the left is a Navigation pane that displays the hierarchy of folders on the computer. Each time you click the Views button on the Task pane, the icons are displayed in a different format and size. If, instead, you click the Views drop-down arrow, you can click and drag a slider to manually adjust the view.

Creating, Renaming, and Deleting Folders

Using Windows Explorer, it is very easy to create, rename, and delete a folder. You should, however, take care with where you create and rename a folder so that the folder structure is as you planned it. Before deleting a folder, you should make sure you do not need any subfolders or files contained inside that folder.

Create Folders

To help you organize related files together, you should create a folder or subfolder to contain the files. Doing so helps you find files later when you need them. Suppose that you want to create the Marketing Department folder on the flash drive (drive E), with Lewis Trucking and Roundabout folders placed as subfolders of the Marketing Department folder. First, connect the flash drive (USB drive) to a USB port on your computer. Wait a few seconds and examine any dialog box that subsequently opens. Most often, the dialog box provides options for viewing files stored on the flash drive. To open a Windows Explorer view, click View files and folders or Open folder to view files. If, by chance, the dialog box is an error message or provides additional information concerning the flash drive, you should respond appropriately. Alternatively, you can close the dialog box and then open Windows Explorer (click Start, All Programs, Accessories, Windows Explorer). In the Navigation pane to the left, click the small arrow to the left of Computer if the arrow is clear. If, however, the arrow is colored, the folder or disk drive is already expanded. (You might have to
scroll up or down slightly to see the Computer folder.) The Computer view expands, listing storage devices on your computer system. The flash drive will be either drive E or F, as shown in Figure 1.24. Click the flash drive in the Navigation pane. (Be sure to click the drive title, not the arrow to the left.) The pane to the right will display the contents of the drive; drive E in this case. If your flash drive is empty, you will not see any files or folders in the right pane. To create the Marketing Department folder, click the Organize button on the Task pane. Then click New Folder. Type a new folder name, Marketing Department, and press Enter. The Marketing Department folder is now created on your flash drive, as shown in Figure 1.24.

The two subfolders of the Marketing Department folder will be Lewis Trucking and Roundabout Children’s Wear. One of the most important steps in the process of creating folders is to first select the correct folder or drive under which you want a subfolder to appear. With Windows Explorer open, click the Marketing Department folder (in the Navigation pane) because it is the folder under which you want the two subfolders to appear. If you do not see the Marketing Department folder, you may need to expand drive E by clicking the small arrow to the left of drive E. Click the Organize button. Click New Folder. Type the new folder name, Lewis Trucking, and press Enter. To be sure that the Marketing Department is the currently selected folder (so that you can create the Roundabout Children’s Wear subfolder appropriately), click Marketing Department in the Address bar. The Address bar should show that the currently selected folder is Marketing Department. To create the Roundabout Children’s Wear folder, click the Organize button. Click New Folder. Type Roundabout Children’s Wear and press Enter. You now have two subfolders of the Marketing Department folder, as displayed in Figure 1.25.
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Figure 1.25 Marketing Department Subfolders

Rename Folders

At times you may find a more suitable name for a folder than the one that you gave it. Or perhaps you made a typographical mistake when you entered the folder name. In these situations, you should rename the folder to reflect the new name or corrected name. Suppose, for example, that Lewis Trucking has acquired a partner and is now called Lewis and Brown Trucking. With Windows Explorer open, click Marketing Department in the Navigation pane. If you do not see Marketing Department, you will need to click the flash drive first (probably drive E). You should see both subfolders in the right pane. Because Lewis Trucking is the folder to be renamed, click it. Click the Organize button, click Rename, type the new name, Lewis and Brown Trucking, and press Enter. Your folder is renamed!

Delete Folders

Be careful when deleting folders. If any files are saved in the folder to be deleted, all files are removed along with the folder. If the deleted folder comes from the hard drive, all of its contents are placed in the Recycle Bin, from which they can be retrieved later if necessary. The Recycle Bin is discussed later in this chapter. However, if the deleted folder is on a removable disk, such as a flash drive or CD, the folder and all of its files are immediately removed and cannot be retrieved. The process of deleting a folder is exactly that of renaming a folder, except that you select...
Delete from the Organize button selections instead of Rename. An alternate method of deleting a folder (as well as renaming it) is to right-click the folder and make appropriate selections from the context menu that appears. The context menu is also called a shortcut menu. Files are deleted in exactly the same manner as folders.

Working with Files

A file is an item that you create and to which you give a name. For example, using spreadsheet software such as Microsoft Excel, you could develop a family budget and save it to the hard drive or to a CD. During the process of saving the file, you would be required to give the file a name, such as Family Budget. Knowing about folders, you should first create a folder in which to save all family files, including the newly created family budget.

Although Windows Explorer can be used to create and manage folders, files are created and saved by specific software. Microsoft Excel is used to create Excel data files and Microsoft Word enables you to develop Word data files, for example. To create files, therefore, you must be familiar with the particular software that you are using. All applications that run under Windows Vista share a common interface, which makes it fairly easy to transition from one application to another when working with files.

Add Metadata to Files

Windows Vista encourages the use of metadata, which is information that helps categorize files and folders by content. For example, you might be enrolled in a Speech class, which requires the production of word processing outlines and PowerPoint displays to support speech topics. Most of the files, therefore, probably include the course name, Speech 101, somewhere in the title or file contents. To identify all files pertaining to your Speech class, you could apply descriptive keywords, sometimes called tags (or file properties), to the files. Such descriptive keywords are called metadata.

Although you are not required to add metadata to a file, doing so makes it possible to sort, group, stack, and filter files based on categories of metadata. To edit or create metadata for an item, first click the file to select it. If the Details Pane is not displayed, click Organize and Layout. Click Details Pane. Figure 1.26 displays the Details Pane with areas of metadata. To add descriptive data, click inside the text box beside any property that you want to add or change and type the new entry. Click Save to save your entries.
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Save Files

In almost any Windows application, the method of saving a file is the same. Having created a file, perhaps by typing a memorandum or developing a slide presentation, you can save the file. Within the respective program, use the Save command. If it is the first time to save the file, you will be asked to supply a location for the save (a disk drive and perhaps a folder, if you wish) and a file name. Although specific rules apply for naming files, you are safe creating a file name of fewer than 256 characters, using only letters and numbers—no special characters, such as /, $, ?, or *. When you subsequently use the Save command, the file will be saved in the same location with the same file name. If, however, you want to save the file in another location, perhaps creating a copy or backup of the file, you should use the Save As command. You will then provide details on the location of the save and the file name for the changed file.

If you save files on a removable disk drive, such as a flash drive, you should not simply remove the drive when you are finished working with it. Doing so might cause you to lose data stored on the flash drive. Before removing the flash drive, you should click the Safely Remove Hardware button in the Notification area of the taskbar and then click the prompt to remove the appropriate device. Only then should you disconnect the disk drive. Before using a flash drive for the first time, you should read all documentation that comes with it so that you use the drive properly and minimize the risk of losing data.

Selecting, Copying, and Moving Multiple Files and Folders

In Windows Explorer, or a Windows folder, such as Documents, Music, Pictures, or Computer, you can select multiple files and folders to perform the same action at one time. For example, you might want to select a group of files to copy to a flash drive, or you might want to select files and move them to a new location or delete them. For example, you might want to select an entire group of picture files and move them from the hard drive to a CD.
Select Multiple Files and Folders

You can select several files and folders, regardless of whether they are adjacent to each other in the file list. Suppose that your digital pictures are contained in the Pictures folder. You might want to delete some of them because you have already copied them to a CD and you want to clear up some hard drive space. First, open the Pictures folder by clicking Start, and then Pictures. Each picture is displayed as a thumbnail, which is a miniature image of the picture.

Assume that you want to delete the first four pictures displayed. Because they are adjacent, you can select the first picture and each picture thereafter through the fourth picture. To do so, click the first picture (do not double-click, or it will open in an image editor), press and hold down Shift on your keyboard, and click the fourth picture. All four pictures should be bordered, indicating that they are selected. To delete the pictures, right-click any selected picture and select Delete. If you want to remove all four pictures, click Yes when asked whether you want to move all pictures to the Recycle Bin. Otherwise, click No.

If, however, you want to select only the first and fourth picture (which are not adjacent to each other) for deletion, click the first picture. Then press and hold down Ctrl while you click the fourth picture. Only the first and fourth pictures are selected. To delete the two pictures, right-click one of the pictures and select Delete. Respond to the prompt asking whether you want to move the selected pictures to the Recycle Bin.

To select all items in a folder, press and hold down Ctrl and press A on the keyboard. At that point, you can right-click any of the selected files and select from the shortcut menu. To cancel any selection, simply click in the white space outside the selection.

Windows Vista includes a new file selection technique that makes it easy to make multiple selections, regardless of whether the items are adjacent. To activate the process, click Organize and then select Folder and Search Options. The Folder Options dialog box opens. Click View, scroll down in the Advanced Settings box, click the Use check boxes to select items check box to select items (see Figure 1.27), and click OK. As you move the mouse pointer along the left side of files and folders, a check box appears. Click in the check box to select the file. In this manner, you can select multiple files and folders. If you want to quickly select all items in the folder, click the check box that appears in the Name column.

![Click here to use check boxes to select items]

**Figure 1.27** Using Check Boxes to Select Multiple Items
Copy and Move Files and Folders

When you copy or move a folder, both the folder and any files that it contains are affected. You can move or copy a folder or file to another location on the same disk or to another disk. If your purpose is to make a backup copy of an important file or folder, you will probably want to copy it to another disk.

Using a menu is one of the most foolproof ways to move or copy an item. In Windows Explorer, adjust the display so that you see the file or folder that you want to move or copy. Right-click the item and select either Cut (another word for Move) or Copy. Scroll through the Navigation pane to locate the drive or folder to which you want to move or copy the selected item. Right-click the drive or folder and select Paste. If the copied item is a folder, it should appear as a subfolder of the selected folder. If the copied item is a file, it will be placed within the selected folder.

A backup is a copy of a file.
Hands-On Exercises

2 | Working with Files and Folders


Step 1
Create Folders and Subfolders

Refer to Figure 1.28 as you complete Step 1.

a. Click Start, click All Programs, select Accessories, and then select Windows Explorer. Scroll down, if necessary, in the Folders pane and click the Computer arrow. Click the flash drive (probably drive E).

You will develop travel information for the state of Kansas. Your focus is on three major areas of the state—East, Central, and West Kansas. It makes sense to divide your folder structure accordingly. Using a flash drive, you will create a folder called Kansas Tourism.

b. Click Organize and then select New Folder.

TROUBLESHOOTING: If, instead of New Folder, you see selections related to copying or moving the item, you must first click in the white area away from any file that may be listed. Then click Organize and New Folder.

c. Type Kansas Tourism and press Enter.

d. Click the Drive E arrow in the Navigation pane. Click Kansas Tourism.

You will create three subfolders of Kansas Tourism: East Kansas, Central Kansas, and West Kansas. With the Kansas Tourism folder selected, any subfolders that you create will be subfolders of Kansas Tourism.

e. Click Organize and click New Folder. Type East Kansas and press Enter. Click in the white space outside the current folder. Check the Address bar.

You should see that the current folder is Kansas Tourism.

f. Click Organize and click New Folder. Type Central Kansas and press Enter.

g. Create another subfolder of Kansas Tourism, titled West Kansas.
Refer to Figure 1.29 as you complete Step 2.

**a.** Click the **Kansas Tourism arrow** (in the Navigation pane).

So far, you have created a folder called Kansas Tourism and three subfolders called West Kansas, Central Kansas, and East Kansas. Through some redistricting of the tourism group, however, Kansas is now divided into only two areas—East Kansas and West Kansas. Central Kansas should be deleted.

**b.** Right-click **Central Kansas** and select **Delete**. Click **Yes** when asked if you want to permanently delete Central Kansas.

You should now see only two subfolders, as shown in Figure 1.29. Central Kansas is removed.
Hands-On Exercises

Windows Vista 35

a. Click **East Kansas** (in the right pane). Click **Organize** and then click **Rename**. Type **East Kansas Travel** and press **Enter**.

To be more descriptive, you decide to rename both subfolders to include the word Travel. East Kansas will be renamed East Kansas Travel, and West Kansas will be West Kansas Travel.

d. Right-click **West Kansas** and select **Rename**. Click again after the word **Kansas**. Press **Spacebar** and type **Travel**. Press **Enter**.

e. Close Windows Explorer.

Figure 1.29  Kansas Folders (Central Kansas Deleted)

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**Step 3**

Create and Save a File

Refer to Figure 1.30 as you complete Step 3.

a. Click **Start**, point to **All Programs**, select **Accessories**, and select **WordPad**.

You will create a WordPad document with a few travel highlights for East Kansas and a similar document for West Kansas. Each document will be saved in its respective folder.

b. Type **East Kansas Points of Interest**. Press **Enter** twice. Type **Eisenhower Center** and press **Enter**. Type **Natural History Museum and Biodiversity Research Center** and press **Enter**. Type **Kauffman Museum**.

c. Click **File** and select **Save**. Click **Computer** (in the left frame) and double-click the **flash drive** (probably drive E). Click the **drive E drop-down arrow** in the Address bar. Click **Kansas Tourism**. Click the **Kansas Tourism drop-down arrow** and click **East Kansas Travel**. Click in the File name box, selecting (or shading) the current file name. Type **chap1_ho2_east_kansas_highlights**. See Figure 1.30. Click **Save**. Do not close WordPad.
d. Click File and then select New. Click Rich Text Document and click OK. Type West Kansas Points of Interest and press Enter twice. Type Mid-America Air Museum and press Enter. Type Sternberg Museum of Natural History.

e. Click File and select Save. Click the Kansas Tourism drop-down arrow. Click West Kansas Travel. Click in the file name box and type chap1_ho2_west_kansas_highlights. Click Save.

f. Close WordPad.

g. Open Windows Explorer. Scroll down, if necessary, and click the Computer folder arrow. Click the flash drive arrow. Click the Kansas Tourism arrow.

To make sure the files are in the appropriate folders, you will check the contents of the flash drive. You should see the drive’s folder structure in the left pane, with Kansas Tourism showing two subfolders, East Kansas Travel and West Kansas Travel.

h. Click East Kansas Travel in the left (Navigation) pane. To the right, you should see chap1_ho2_east_kansas_highlights. Click West Kansas Travel.

The file titled chap1_ho2_west_kansas_highlights will display in the right pane.


**TROUBLESHOOTING:** If WordPad does not immediately close, but instead you are asked whether you want to save changes to the file, click No or Don’t Save.
Step 4
Make Backup Copies

Refer to Figures 1.31 and 1.32 as you complete Step 4.

a. Click Start, point to All Programs, select Accessories, and select Windows Explorer. Scroll down and click the Computer arrow. Click the flash drive arrow in the Navigation pane. Click the Kansas Tourism arrow. Beneath the folder, you should see the Kansas Tourism folder structure.

It is always a good idea to make backup copies of important files and folders. As you develop tourism information, you will make a copy of the material, preferably on another disk drive. In this example, you will copy the Kansas folder structure, including all files, to the hard drive. Copying the main folder, Kansas Tourism, will ensure that all subfolders and files are duplicated as well.

b. Right-click Kansas Tourism (in either the left or right pane) and select Copy.

c. Right-click Local Disk C: and select Paste.

d. Click the Local Disk C: arrow if the drive’s folder structure is not already expanded. To make sure the tourism folders were copied, scroll down and click the arrow beside Kansas Tourism. Click East Kansas Travel. Note the East Kansas Highlights file in the right pane. Figures 1.31 and 1.32 show the folder structure of the Kansas Tourism folder on the hard drive.

e. Right-click Kansas Tourism in the Navigation pane, which is a subfolder on Local Disk C:. Select Delete. Click Yes. The Kansas Tourism folder structure, along with all included files, is deleted and placed in the Recycle Bin.

f. Close all open windows.
Windows Resources: Search, Recycle Bin, and Control Panel

Windows contains a vast array of resources to help you manage your computer system and files. In the last section you learned how to create, rename, and delete folders to organize files. You also learned how to create files. As time goes by, you will store hundreds or thousands of files on your computer’s hard drive or on other storage devices. When you need a file, you might not remember its name or location. However, Windows Vista contains resources to help you search through your storage devices to find the file that you need. Furthermore, as you manage your files and delete unnecessary files, you might decide you need a deleted file. The Recycle Bin helps you manage files that have been deleted from particular drives. Finally, the Control Panel contains a vast number of options to manage your system resources. You might need to use it to change default settings or to alter a particular resource.

In this section, you learn how to perform instant searches, apply advanced filtering, and save searches for the future. In addition, you learn how to manage the Recycle Bin. Finally, you learn how to use the Control Panel to manage system resources.

Using Windows Search

In a perfect world, you would always save or download files in locations that are easily recalled. In truth, though, you will often misplace files and folders and should know how to find them. Fortunately, Windows Vista makes it easy to find files and folders. You can initiate a search from several locations, including the Start menu and the Search bar area of windows such as Windows Explorer or Computer. In fact, from just about anywhere you find yourself in Vista, you can initiate a search.

The first place you will notice a Search box is on the Start menu (see Figure 1.33). As you type characters in the Search box, Vista immediately begins a search, narrowing the results even as you type. For that reason, the Search box is often referred to as the Instant Search box. Items that Vista searches include program names, file content and metadata, and contacts and e-mail messages. Any matching items display on the Start menu, replacing the list of pinned and recently used programs. If you see the program or file for which you are searching, click to open it.
All Windows Vista folder windows, including Windows Explorer, contain an Instant Search box. As you type, the search feature narrows the results to any files in the current folder with names or metadata that match your search text.

**Apply Advanced Filters**

Instant searching is effective, but sometimes time-consuming because Windows searches for all metadata as well as file contents. In addition, such searches often return far too many results to be very helpful because you might have to go through a lengthy list of results to find the one file you are looking for. In such cases, you need to know how to narrow the results to display only a certain file category or only files on a certain drive.

Advanced filtering enables you to narrow results to files of a certain category, files on a selected disk drive, or files that contain various metadata values. To begin filtering, type your search text in the Search box, click the Advanced Search drop-down arrow below the Search box, and specify additional search criteria. The *Show only* bar presents file types from which you can select. For example, you can specify that you want to show music files only. The *Location* area enables you to select a location, such as a CD or a particular folder. You can also search by other criteria, such as Date, Author, or Name. Figure 1.34 shows Advanced Filter options. Click Search to seek results based on your search criteria.
Filtering by File Category

Save Searches

So that you do not have to run the same searches time and time again, Windows Vista makes it easy to save search results in a Searches folder. After completing a search, you can save it by clicking the Save Search button in the Task pane (see Figure 1.35). When the Save As dialog box appears, type a name for the search and click Save. To run the search again, click the Searches folder in the Navigation pane and double-click the search.
Managing the Recycle Bin

When you delete a file or folder from the hard drive, the item is not immediately removed. Instead, it is placed in the **Recycle Bin**, which is an area of space reserved on the hard drive to temporarily store deleted items. Although it is comforting to know that files and folders deleted from the hard drive are temporarily held in the Recycle Bin so that you can restore them if necessary, you should be aware that the same assurance does not apply to items deleted from removable media such as CDs and flash drives. As soon as you delete a file from a removable drive, the file is gone and you cannot retrieve it without specialized software.

You can tell if the Recycle Bin holds any items by taking a look at the icon on the desktop. If you see crumpled papers in the bin, deleted files are stored there. If, however, it is empty, the Recycle Bin has been emptied or was never used. Because the Recycle Bin requires hard drive space to hold deleted items, you might want to periodically empty it. You should only empty the Recycle Bin if you are certain that you will never need the files or folders stored there. You can delete all files and folders in the Recycle Bin or only selected ones. To empty the Recycle Bin, right-click the Recycle Bin icon on the desktop and select Empty the Recycle Bin or click Empty Recycle Bin from within the Recycle Bin window. When asked if you are certain, click Yes. If you want to permanently delete one or more items that are in the Recycle Bin, double-click the Recycle Bin icon. The Recycle Bin opens, as shown in Figure 1.36. Right-click any item and select Delete. The item will be permanently deleted.
After a file is placed in the Recycle Bin, you might find that you did not intend to remove the item and want to restore it to the hard drive. That process is easy, requiring only a few clicks. Double-click the Recycle Bin on the desktop. Click Restore all items, as shown in Figure 1.36. All deleted items will be restored to the hard drive. If you only want to restore one or more items from the Recycle Bin, click any item to be restored and select Restore this Item.

Changing Computer Settings Through the Control Panel

Configuring your computer system to reflect your preferences is sure to make the time you spend at the computer more enjoyable. You can change the appearance of your display by selecting a different background or screen saver. Adjusting the mouse double-click speed and reversing the buttons if you are left-handed can make it easier to work with the mouse. You should learn how to manage printers so that you can cancel print jobs if necessary and change from one printer to another. Finally, you can create user accounts so that individuals can enjoy personalized settings and privileges.

The Control Panel enables you to customize your computer system and check system resources. Beginning with Windows XP, the Control Panel was redesigned to display a Category View, which grouped activities into ten major categories. Windows Vista continues the Category view, although with slight modifications to the categories and the way selections are accessed. To view the Control Panel, click Start and then Control Panel. Figure 1.37 shows the Control Panel.
Change the Background

The desktop background can be as simple or as colorful as you like. You can select a background from choices provided by Windows Vista, or you can use a favorite photograph. To change the background, click Start and then click Control Panel. Below the Appearance and Personalization heading, click Change desktop background. Take a look at the selections, as shown in Figure 1.38. Select a background and click OK. Close any open windows. Your desktop should display your selection. If, instead, you want to display a favorite photograph as your background, follow the steps above, but instead of making a choice from the selection provided by Windows, click Browse. Navigate to the folder containing your photo and double-click it. Click OK and close any open windows.

The background is the area of a display that is not covered by characters or graphics.
A **screen saver** is a moving image that appears on your screen when your computer has been idle for a specified period of time.

**Screen Saver**

Select a Screen Saver

A **screen saver** is an animation that covers your screen when no mouse movement or keyboard activity is occurring. Screen savers were necessary at one time to keep images from burning into a monitor. Now, however, screen savers are also used for entertainment. To set a screen saver, display the Control Panel. Click Appearance and Personalization. Click Change screen saver, which is an option under Personalization. Click the Screen saver drop-down arrow and make a selection. You can adjust the wait time if you like, which is the amount of time the computer should be idle before the screen saver begins. Click OK.

A screen saver is not only entertaining, but it can help secure your computer. You can set a password for your screen saver so that the screen saver remains on your screen until the password is entered. The screen saver password is the same password that you use when logging on to Windows. If you do not have a Windows password, you cannot protect your computer with a screen saver password. To set a password, open the Control Panel and click Appearance and Personalization. Click Change screen saver below Personalization. Click On resume, display logon screen. The next time your screen saver is activated, you can move the mouse or press a key on the keyboard. Then you must enter your Windows password to remove the screen saver.
Check System Settings

As you work with your computer, you will need to be aware of such system settings as the amount of RAM and the operating system version that is installed. Understanding system information before you purchase software means that you can be certain that your computer meets the specifications required to run the software. Working with the System Properties dialog box, you can also check your processor speed, rename the computer, and allow remote access.

To view system information, display the Control Panel, click System and Maintenance, and click System. Figure 1.39 shows the System Properties dialog box. You can also view system information by clicking the System properties button on the Task pane of the Computer window.

![System Properties](image)

**Figure 1.39** System Properties

Install and Uninstall Programs

If you own a computer, you probably purchased it because you had a purpose for it in mind. Perhaps you enjoy working with the Internet or e-mailing friends. You might use a computer to prepare documents, research family history, or prepare presentations. Whatever the purpose, you can be assured that software is available to assist you. Software that you purchase comes on a CD, usually with very little packaging or documentation. To install the software, simply place the CD in the CD drive and wait until a dialog box appears, providing a wizard to assist you in the installation process. In most cases, responding affirmatively to selections presented by the wizard results in a successful installation. Installed software appears in the All Programs list, available when you click Start, All Programs. Sometimes, a software icon will also be displayed on the desktop or in the Quick Launch toolbar.

Although working with software can be a lot of fun, you will find that it sometimes becomes obsolete or no longer interesting to you. Keeping your hard drive in top working order requires that you maximize space by removing unused files or software. For both of those reasons, you will find it necessary to uninstall software that you no longer need or enjoy. To remove software, click Start, Control Panel, and...
Uninstall a program (found under Programs). Currently installed programs will display (see Figure 1.40). To remove a program, click the program name and click Uninstall or Change on the Task pane.

Figure 1.40 Uninstalling or Changing a Program

Manage the Mouse and Printers

Aside from the keyboard, you will spend more time using the mouse than any other piece of computer equipment. It is important that the mouse is comfortable to use and customized to meet your needs. If you are left-handed, you might want to reverse the mouse buttons so that you can use the index finger for most mouse clicks. If the speed required for a double-click is too rapid for you, you can adjust it. Both of those operations are available through the Control Panel.

Display the Control Panel and click Mouse below the Hardware and Sound heading. Click the Buttons tab, if necessary. The Mouse Properties dialog box (see Figure 1.41) might be different from yours, depending on your mouse type. Click the check box to switch primary and secondary buttons, effectively making your mouse left-handed. You can click and drag a slider to adjust the double-click speed. Double-click the sample area to the right to test the new double-click setting before accepting the changes by clicking OK.

Figure 1.41 Mouse Properties
Managing a printer is a skill that you should develop early, as one of the most frustrating events is when a printer fails to print, or prints continuously without stopping. If you use more than one printer, you will need to know how to switch between printers. Make those adjustments by clicking Start, Control Panel, and Printer (under Hardware and Sound). The printer window shown in Figure 1.42 will display.

![Printer Window]

Figure 1.42  Printer Window

Your default printer (the one to which all printing is directed unless you specify otherwise) is identified by a check mark. To view the printer in more detail, double-click the printer icon. Any print job(s) being processed will be displayed, along with the status of each job—whether the job is being printed or deleted. Occasionally, you might by mistake send the same document to the printer several times. In that case, you can cancel all documents by clicking Printer, Cancel All Documents. You can also pause printing by clicking Printer, Pause Printing. Be aware, however, that print jobs are collected in a buffer, which is a holding area between the computer and printer, and even after you cancel documents, printing will likely continue for a little while before the buffer is cleared. Before printing another document, you must release the printer by following the same steps that you did to pause the printer. When you click Pause Printing a second time, the printer returns to an active state.

If you use more than one printer, you will see each of them listed in the Printers dialog box. The default printer has a check mark next to it. To change the default printer, double-click a printer without a check mark (if more than one printer is displayed), and click Printer, Set as Default Printer. Only one printer at a time can be designated as the default printer.

Create and Manage User Accounts

Windows Vista includes a user accounts feature whereby several people can use the same computer but with different accounts and varying levels of privileges. If you have only one account, it is an administrator account with full privileges. As the administrator,
you can create any number of user accounts. With user accounts, each person can have a customized desktop, personal folders, and even password protection. Setting up user accounts is very easily done through the Control Panel.

To create a new user account, display the Control Panel and click User Accounts (see Figure 1.43). Then click Add or remove user accounts and click Continue. Click Create a new account, type an account name, and select either Administrator or Standard user. A standard user account can only view and work with files created by this user, customize this user’s desktop, and change this user’s own password, whereas an administrator can create accounts, make system-wide changes, and install programs. Click Create Account to finalize the user account. As the administrator, you can also change user accounts, deleting them, adding passwords, or changing their status.

Parents enjoy the wealth of parental controls included in a typical Vista installation. With user accounts set up for children, parents are able to restrict Web site content and games, block specific programs, and set time limits on computer usage. Parents can control the games that are played, users who are allowed to communicate through chat or e-mail, which movies are allowed, which Web sites can be visited, and even the music that can be played.

**Explore Security Settings**

Security is a concern of most computer users. Microsoft has focused on enhancing security with the Vista design. To specify security settings, display the Control Panel and click Security. The Security window enables you to change settings in these major categories: Security Center, Windows Firewall, Windows Update, Windows Defender, and Internet Options (see Figure 1.44).
The Security Center enables you to check the Internet for security updates, evaluate the security status of your computer, and require a password when your computer “wakes up.” Windows Update enables you to turn on the automatic update feature, which will periodically check to see if your Windows Vista is up-to-date. If not, it will access Microsoft’s Web site and download update files for Windows Vista while you do other work. You can specify to have the updates installed automatically or at your convenience. You can also see a list of updates you have installed for Windows Vista.

Windows Firewall and Windows Defender address unauthorized Internet traffic and spyware. Both tools are improvements over earlier Windows versions, with Firewall blocking both unauthorized incoming and outgoing traffic, whereas Defender prevents spyware from being installed on your system. A new Phishing Filter warns you if a Web page appears to be a phishing scam. Phishing is an attempt to fool you into submitting financial data on what appears to be a legitimate Web page or e-mail. The Internet Options category lets you specify security settings, delete browsing history and cookies, and manage add-ons.
Hands-On Exercises

3 Working with the Recycle Bin, Windows Search, and Control Panel


Refer to Figure 1.45 as you complete Step 1.

Step 1 Place Files in the Recycle Bin

Refer to Figure 1.45 as you complete Step 1.

a. Click Start, click All Programs, select Accessories, select Windows Explorer. Click Organize, click New Folder, type Comanche Collectibles, and press Enter. Because the Recycle Bin is only concerned with files and folders on the hard drive, you will use drive C for this exercise.

b. Close Windows Explorer.

TROUBLESHOOTING: If your folder receives a name other than Comanche Collectibles, you probably clicked the mouse or pressed Enter before typing the name. To correct it, right-click the folder and select Rename. Type the correct name and press Enter.

c. Click Start, point to All Programs, select Accessories, and select WordPad. Type a short price list, making up items and prices. Press Enter after each line.

You will create a file to save in the folder, giving a price list of a few items in your store.

d. Click File and select Save. Scroll up or down, if necessary, and click Computer in the left pane. Double-click Local Disk (C:). Scroll down, if necessary, and
Hands-On Exercises | Windows Vista

double-click Comanche Collectibles. Click in the file name area and change the file name to chap1_ho3_current_price_list. Click Save.

e. Click File and select New. Click Rich Text Document and click OK. Type your company name, press Enter, and type the company address (make it up).

Here, you create another WordPad document, recording your business address.

f. Click File and select Save. Because the most recently accessed folder was Comanche Collectibles, the folder is already selected. The file name is also selected. Without clicking anywhere, type chap1_ho3_company_address. Click Save.

g. Close WordPad.

Step 2
Manage the Recycle Bin

Refer to Figure 1.46 as you complete Step 2.

a. Click Start, point to All Programs, select Accessories, and select Windows Explorer. Scroll down, if necessary, and click the arrow to the left of Computer. Click the arrow to the left of Local Disk (C). Scroll down, if necessary, and click Comanche Collectibles. To the right, you should see both files.

b. Click the first file. Hold down Shift and click the next file. With both files selected, or shaded, right-click one of the files. Select Delete. When asked to confirm the deletion, click Yes. Both files should disappear.

c. Close Windows Explorer.

d. Double-click Recycle Bin (on the desktop). Refer to Figure 1.46. Right-click the address file (the one containing your company address) and select Delete. Respond affirmatively when asked whether you want to permanently delete it.

Figure 1.46 Recycle Bin
e. Click **Restore all items** (if chap1_ho3_current_price_list is the only file in the Recycle Bin). If other files are present, however, click **chap1_ho3_current_price_list** and click **Restore this item**.

The Price List file is important to your company, so you will restore it.

f. Close the Recycle Bin.

g. Open Windows Explorer. Scroll down, if necessary, and click the arrow to the left of **Computer**. Click the arrow to the left of **Local Disk (C:)**. Right-click **Comanche Collectibles**, select **Delete**, and agree to the deletion.

To return the hard drive to the status it was before you began this exercise, you will remove the Comanche Collectibles folder.

h. Close Windows Explorer.

i. Double-click **Recycle Bin** (on the desktop). If **Comanche Collectibles** is the only item in the Recycle Bin, click **Empty the Recycle Bin**. If, however, other items are present, right-click **Comanche Collectibles** and select **Delete**. Agree to the deletion. Close the Recycle Bin.

---

**Step 3**

**Use Windows Search**

Refer to Figure 1.47 as you complete Step 3.

a. Click **Start** and click **Computer** to open the Computer folder.

You will conduct a search to find all files with the word “Sample” in the file title, contents, or metadata.

b. Click the **Maximize** button, if the window is less than full size.

c. Click in the Search box and type **Sample**.

Several items are listed, each of which contains the search term within its address, contents, title, or metadata. You want to narrow the results to only picture files.

---

![Figure 1.47 Search Criteria](image.png)
d. Scroll to the bottom of the file/folder listing and click Advanced Search (not shown in Figure 1.47). Click Picture in the Show Only bar. All pictures matching the search criteria are shown.

e. Close all open windows.

Step 4
Work with the Control Panel

Before beginning this step, check with your instructor to see if it is OK to change the background and screen saver. If it is not, skip this step.

a. Click Start, click Control Panel. Click Change desktop background below the Appearance and Personalization heading.

b. Scroll down the list of background choices and click the large palm leaf. Click OK.

c. Click Appearance and Personalization. Click Change screen saver.

d. Click the Screen saver drop-down arrow and select Ribbons. Click OK.

e. Click Control Panel in the Address bar. Click System and Maintenance.

f. Check the amount of RAM and the operating system available on your computer system.

g. Close all open windows.
Summary

1. **Describe Windows Vista versions and features.** Windows Vista is available in five versions, some designed for home users, some for multimedia enthusiasts, and some for business applications. Some of the special features of Vista include Windows Defender, Windows Mail, Internet Explorer 7, Windows Firewall, Security Center, Windows Movie Maker, Windows Media Player, Windows Photo Gallery, and Windows Calendar. The Vista interface is one of the most striking features, especially if your computer is able to support the Aero Glass shell, a transparent glass effect. Such elements as the Windows Sidebar, complete with gadgets (mini-applications), make Vista as much fun as it is a business-oriented operating system.

2. **Identify components of the Windows Vista interface.** The main interface, called the desktop, contains shortcut icons to programs and files. The Windows Sidebar provides up-to-date information and a quick summary of window contents. The taskbar, located at the bottom of the screen, contains the Start button, Quick Launch toolbar, buttons for open programs, and the Notification area. When you click the Start button, the Start menu appears, displaying programs and options for accessing controls. You can customize the Start menu by pinning and removing items and displaying the Start menu in Classic view. The Quick Launch toolbar contains icons to quickly start programs with a single click. The button area displays buttons for open programs so that you can toggle back and forth between programs. The Notification area displays the clock and provides status icons.

3. **Work with windows and dialog boxes.** Windows open when you start programs. You can minimize, maximize, restore, and close windows. You can resize some windows by clicking and dragging the edges of windows. Dialog boxes are special windows that enable you to specify options for various tasks. Dialog box components include drop-down arrows, option buttons, text boxes, spin buttons, command buttons, and check boxes.

4. **Use Help and Support.** Windows Vista provides a Help and Support Center that provides assistance with tasks. Using Help and Support, you can learn much about Windows Vista in a very short amount of time. You can browse through topics, use the table of contents, or contact Microsoft Customer Support online. Some Help topics contain guided help to watch animated steps.

5. **Manage files and folders in Windows Explorer.** Windows Explorer displays folders and files. You can see program files and data files. Windows Explorer enables you to manage your folders and files so that you can organize them. Folders are holding areas for files and subfolders.

6. **Create, rename, and delete folders.** You can design your folder structure in any way that makes sense to you. After creating folders, you might need to rename them. When you no longer need a folder, you can delete it to clean up the listing of folders.

7. **Work with files.** To create files, you will use software, such as Microsoft Word. You can also add metadata to files. Metadata is information that helps categorize files and folders by content through keywords.

8. **Select, copy, and move multiple files and folders.** When you need to copy, move, or delete several files within one folder, you can select them and perform the action one time. To select all files, press Ctrl+A. To select adjacent files, click the first file, press and hold down Shift, and click the last file. To select nonadjacent files, press and hold down Ctrl as you click each file. It is sometimes necessary to make copies of folders and files or to move them. You might want to clear some hard drive space by moving files to a flash drive, or you might find it necessary to make a backup (copy) of a critical file on a CD.

9. **Use Windows Search.** Windows Search is built into almost every component of Windows Vista. An Instant Search box is included on the Start menu and most folder windows. As you type search keywords, Vista begins to narrow results, so that when you finish typing, all results are already displayed. Using Advanced Search, you can specify more criteria, such as the drive to search or the file type to be included in search results.
10. **Manage the Recycle Bin.** Files that are deleted from the hard drive are not removed permanently. Instead, they are placed in the Recycle Bin, which is an area of space on the hard drive reserved for deleted items. Items deleted from a removable disk, such as a flash drive or CD-RW, are not placed in the Recycle Bin. You can recover, or restore, selected files from the Recycle Bin, or if you are sure you will never need the files, you can empty the Recycle Bin.

11. **Change computer settings through the Control Panel.** The Control Panel enables you to change the desktop appearance as well as to adjust mouse and printer settings. You can check system settings, identifying the operating system version, processor speed, and amount of RAM (memory). The Control Panel also provides access to user account settings.

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## Key Terms

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Multiple Choice

1. A window arrangement where open windows are placed one on top of the other, with only a small segment of the background window showing, is called:
   (a) Bordered
   (b) Stacked
   (c) Tiled
   (d) Cascaded

2. A difference between a data file and a program file is that:
   (a) A program file is something that you create; a data file is provided by a software developer.
   (b) A program file is a WordPad document; a data file is an Excel document.
   (c) A data file is much larger than a program file.
   (d) A data file is something that you create; a program file is part of a software installation.

3. The Recycle Bin:
   (a) Contains files deleted from a hard drive.
   (b) Contains files deleted from a removable disk.
   (c) Is not included in Windows Vista.
   (d) Cannot be emptied.

4. The Windows Vista program that is used for creating and managing folders is:
   (a) Microsoft Defender
   (b) Computer
   (c) Windows Explorer
   (d) Windows Manager

5. An identifier, such as author or keyword, that you might give a file is called:
   (a) Title
   (b) Label
   (c) Key phrase
   (d) Metadata

6. Each window contains control buttons. They are:
   (a) Minimize, Maximize, Restore, Close
   (b) Open, Close, Resize, Move
   (c) Expand, Collapse, Open, Close
   (d) Minimize, Maximize, Open, Close

7. When a folder is copied:
   (a) The folder and all of its subfolders (including any files) are copied.
   (b) It must be copied to another disk.
   (c) The original folder is deleted.
   (d) The folder is renamed as it is copied to indicate that it is a duplicate.

8. One of the security features of Windows Vista is:
   (a) Monitoring spyware
   (b) Deleting crackers
   (c) Managing Windows downloads
   (d) Checking software licenses

9. A storage area that is labeled and reserved to hold files is called a:
   (a) Window
   (b) Dialog box
   (c) Bin
   (d) Folder

10. To place a program icon on the Quick Launch toolbar, you would:
    (a) Double-click and drag the program icon to the Quick Launch toolbar.
    (b) Select the program from the Quick Launch toolbar menu.
    (c) Right-click and drag the program icon to the Quick Launch toolbar.
    (d) Click Start, Quick Launch, Add.

11. The taskbar area that includes such items as volume control, background programs, and wireless connection information is the:
    (a) Preview pane
    (b) Navigation area
    (c) Contents button
    (d) Notification area

12. Which of the following is a method of placing files in the Recycle Bin? Assume that all files come from the hard drive.
    (a) Click and drag a file icon on the desktop to the Recycle Bin.
    (b) In Windows Explorer, click and drag a file to the desktop.
    (c) Right-click a file and select Remove.
    (d) Right-click a file and select Erase.
13. Small pictures on the desktop representing programs, files, folders, or shortcuts are called:
   (a) Pins
   (b) Icons
   (c) Thumbnails
   (d) Tiles

14. The Windows Vista feature that provides information on a file’s metadata is:
   (a) Preview pane
   (b) Navigation pane
   (c) Details pane
   (d) Documents

15. To select multiple files that are not adjacent to one another, you would press and hold this key while clicking each file to be included.
   (a) Shift
   (b) Alt
   (c) Ctrl
   (d) Del
Greenview Stables is a local boarding and riding stable. The owner, Mary Sternberg, is an excellent horseback instructor but finds it difficult to keep up with the paperwork that goes along with a small business. She has recently acquired a computer with Windows Vista installed, but she has no idea how to work with it. Because you are so skilled with Windows Vista, Mary has asked you to teach her the basics so that she can begin to keep the stable’s records on her computer. In preparation for the first lesson with Mary, you should practice using Windows Vista.

a. Turn on the computer and select an account, if necessary.
b. To make sure icons are set to auto-arrange, right-click an empty area of the desktop. Point to View. If a check mark does not appear beside Auto Arrange, select Auto Arrange. If a check mark appears beside Auto Arrange, click outside the menu to close it.
c. Right-click an empty area of the desktop and select Personalize. Click Desktop Background. Scroll down to find a picture of an orange flower (if you hover the mouse pointer over it, you should see that it is titled “img10”).
d. Click it (or any other image, if you don’t see the flower image). Click OK. Close the Control Panel. Close any open windows.
e. Click Start, select All Programs, select Accessories, and then Paint. Click a color in the palette at the bottom (or top) of the window. (If you do not see a color palette, click View and Color Box.) If the cursor is not shaped like a pencil, click the Pencil tool in the tool box to the right (or left). (If you do not see a tool box, click View and Tool Box.) Click and drag to write your name in cursive. Close Paint. Do not save the picture.
f. Double-click the Recycle Bin icon on the desktop. If the window opens as a maximized window (filling the screen), click the Restore Down button (the middle button). Your window should be less than full size. Make the window smaller by clicking and dragging a border or corner. Move the window by clicking and dragging the title bar. Click the Close button to close the Recycle Bin.
g. Click Start and select Help and Support. Click in the Search help text box and type shut down and press Enter. From the results displayed, click Turning off your computer properly. Read the description to learn how to shut down a computer. See Figure 1.48. Close Help and Support.
The Student Government Association, of which you are a member, conducts a charity drive each year called Caring Holidays. One particular family has several children who are attending local schools. Because the children need access to a computer for homework and research assignments, you have found one that a friend would like to donate. Before you give the computer to the family, you want to make sure the computer is working well and that it is equipped well enough to see the children through their classes.

a. Right-click an empty area of the desktop and select **View**. Click **Large Icons**. Because the icons are too large, follow the same procedure to change them back to **Medium Icons**.

b. Click **Start**, click **Control Panel**, and click **System and Maintenance**. Click **System**. The System window should open, as shown in Figure 1.49. Which version of Windows Vista is installed on the computer? How much memory (RAM) is available? Close all open windows.

c. Click **Start** and click **Computer**. What type(s) of disk drives do you see? Hover the pointer over the local disk. How much disk space is available? Close Computer.

d. Just for fun, you want to set a screen saver so that when the computer is idle, a moving image obscures the screen. Click **Start** and click **Control Panel**. Click **Appearance and Personalization**. Click **Change screen saver**. Click the **Screen saver drop-down arrow** and click **Aurora** (if Aurora is not available, select another screen saver). Change the wait time to 5 minutes. Click **Preview**. Press any key to stop the screen saver. Click **OK**. Close all open windows.

e. You are not sure which programs are already installed on the system, so you want to display a complete list. Click **Start** and click **Control Panel**. Click **Uninstall a program** below the Programs heading. Wait a few seconds for the list to appear. Scroll through the list, familiarizing yourself with the programs. You will not remove any programs, but if you were actually working with a donated computer, you would click any program to remove and click **Uninstall/Change**. Close all open windows.
As a summer job, you are working at Hobby House, a retail store specializing in home décor and crafts. The store schedules classes each weekend in various activities, including painting, scrapbooking, needlework, and seasonal crafts. The store manager has assigned you the task of organizing class files for each instructor. You will create a folder for each instructor, with subfolders for each activity. So that you can take the class files from one computer to another, you will create a folder structure on a flash (USB) drive.

a. Connect the flash drive to your computer. Close any subsequent dialog box that appears.

b. Click Start, select All Programs, select Accessories, and select Windows Explorer. Scroll down, if necessary, to locate Computer and click the arrow to the left to expand the view. Click the removable disk (probably drive E or F).

c. Hobby House has employed two instructors to provide instruction in Quilting, Painting, and Seasonal Crafts. To create a folder on the USB drive, click Organize and click New Folder. Type the first instructor’s name, Brown, Abby, and press Enter. Check the Address bar; the removable drive should still be selected.

d. Following the procedure described in (b), create a folder on the USB drive for the second instructor, Kress, Janice. Although you might have several other folders on the flash drive, you should see the two that you have just created, as shown in Figure 1.50.

e. Abby Brown is teaching Quilting and Painting classes, while Janice Kress is teaching Seasonal Crafts. You will create a folder for each activity assigned to an instructor so that you can later place student files in appropriate folders. Double-click the Brown, Abby folder in the right pane. Check the Address bar; it should show the currently selected folder as Brown, Abby.

f. Click Organize and click New Folder. Type the first activity assigned Ms. Brown, Quilting. Press Enter. In similar fashion, create a subfolder called Painting for Ms. Brown (as a subfolder of Brown, Abby).

g. Because Hobby House offers several Quilting classes, each focusing on a different quilt pattern, you must rename the Quilting folder as Log Cabin Quilting. Right-click the Quilting folder and select Rename. Type Log Cabin Quilting and press Enter.
You will provide each instructor with a roll (listing) of students enrolled. First create a document to record students in the Log Cabin Quilting class. Click Start, select All Programs, select Accessories, and select WordPad. Type Burns, Tammy and press Enter. Type Higgins, Hillary and press Enter. Type Johnson, Michael and press Enter.

i. Click File and select Save. Click Computer in the left pane. Double-click the flash (USB) drive. Double-click Brown, Abby and double-click Log Cabin Quilting. Click in the file name area and type chap1_prac3_quilting_roll_brown. Click Save. Close WordPad.

j. Double-click Log_Cabin Quilting. You should see the chap1_prac3_quilting_roll_brown file in the right pane.

k. Close any open windows.
Mid-Level Exercises

1 Lawn Pro Landscape

To make a little extra money, you have taken a summer job with Lawn Pro Landscape, working in the office. Your supervisor recognizes your computer skills and has asked that you help set up a computer for the office. You must first customize the desktop and adjust a few other settings, then get a basic file structure organized for the company’s billing records.

a. Customize the desktop background by selecting img22 from the categories displayed.
b. Make sure the clock on the taskbar is correct. If not, adjust it.
c. Display the Quick Launch toolbar if it is not already displayed.
d. Open Windows Explorer. Maximize the window if it does not fill the screen. If the folder hierarchy appears in the Navigation pane (left pane), click the drop-down arrow beside Folders (at the top of the Navigation pane). Click Pictures. Change the view to Details.
e. Click Documents. Create a folder for billing records. The folder should be a subfolder of the Documents folder. Name the folder Lawn Pro Billing.
g. Create a shortcut on the Quick Launch toolbar for the Recycle Bin.
h. Get help on copying files and folders. Specifically, see what you can find about how to drag and drop files and folders from one location to another. If a printer is installed, print the help screen that explains how to copy files and folders by dragging and dropping.
i. Remove the Recycle Bin icon from the Quick Launch toolbar.
j. Close all open windows.

2 Reading Club

You have recently joined a neighborhood book club. Each month, the club meets to select books to read and to discuss recent publications. Because the club is fairly new, and you know a little bit about computers, you volunteer to find some information on maintaining a successful book club.

a. You want to know what Windows can tell you about searching the Internet. In the Help and Support window, look up information on Web Search. Did you find any tips for searching the Internet? What is a keyboard shortcut for going to the Search box without using the mouse? Print the results of the search. Close Help and Support.
b. Connect your USB drive and create a folder called Documents on the drive. Then create a subfolder of Documents to contain the club documents that you will create each month. Name the folder appropriately. Close Windows Explorer.
d. Suppose that you cannot find the chap1_mid2_books file. Using Windows Search, search for and locate the file. Be sure to indicate the flash drive as the location of the search. Close any open windows.

...continued on Next Page
e. You plan to upgrade some word processing software on your computer. The software requires a minimum of 10 MB of space to install and 512 MB RAM. Check your system to ensure that you have enough space for the software.

f. Delete the folders that you created in (b).

g. Close all open windows.

3 Assessment Exam

The college that you plan to attend requires that all students sit for a computer literacy assessment exam before being allowed to register. Before taking the exam, you want to refresh your memory and get a little practice. The following skills review should help.

a. Choose the Bubbles screen saver. Set the wait time to 10 minutes.

b. Auto Arrange the icons on your desktop.

c. If a Quick Launch toolbar appears on the taskbar, remove it. If it is not there, open it. Be sure to leave the taskbar as you found it by reversing your previous action.

d. Search for help on pausing printing.

e. Change the desktop background to img7 under Textures.

f. Connect your flash drive to a USB port. Create a folder on the flash drive called Family Records.

g. Create a subfolder of Family Records called Addresses. Create another subfolder of Family Records called Birthdays.

h. Suppose you want to locate all files modified this month. In the Search box on the Start menu, type this month (in the format xx/xxxx). Are any files listed? Open any file by clicking it.

i. Close all open windows.
One of the most appealing aspects of Windows Vista is the ability to customize your workspace. Many people enjoy including the Windows Sidebar on the desktop. The Sidebar is a vertical bar on which you can place “gadgets,” which are small programs such as a clock, stock ticker, news headlines, and puzzles. In this mini case, you will learn a little about the Sidebar and how to personalize your desktop. Some gadgets are automatically placed on the Sidebar, and others are available with a typical Vista installation. You can find still others at the Microsoft Gadgets website (www.microsoftgadgets.com). Your task in this mini case is to develop a one- to two-page report on the use of the Windows Sidebar. Include information on how to open the Sidebar, which gadgets are available in Vista, how to customize the Sidebar so that only favorite gadgets are included, and how to find more gadgets online. A good starting place is the Vista Help and Support Center, where you can conduct a search for information on gadgets. Include information on how to organize and reorder gadgets on the Sidebar and how to remove gadgets that you no longer want. Provide a step-by-step recipe for anyone who is new to Vista, giving them all of the information they need to customize the Sidebar. Use Word or WordPad to type your report (at least one page, double-spaced), giving all of the information requested above. Save the report on your flash drive as chap1_mc1_gadgets.

Microsoft promised the most secure and stable operating system yet when it began the development of Windows Vista. Before Vista, Windows XP seemed prone to problems that kept us on edge, waiting for the next major security breach and subsequent Microsoft software patch. Your task in this mini case is to present findings related to the status of Vista security and stability. Create a two- to three-page report describing the current status of Windows security and stability. Mention the Security Center and how it can help you evaluate the essentials of your computer’s security settings. Describe problems that occurred in the past and how Microsoft has designed Vista to avoid such pitfalls. In the second section of your report, explain why Microsoft claims that Vista is a very stable operating system. What has Microsoft done to improve Vista’s performance, when compared to earlier operating systems? Why do experts say that Vista makes your computer less likely to fail and quicker to recover from software errors? Mention SuperFetch technology, and how it applies to Windows Vista. Your research could begin at the Microsoft website, although you are encouraged to conduct a more extensive Web search to find other sources. Use Word or WordPad to type your report (at least two pages, double-spaced), giving all of the information requested above. Save the report on your flash drive as chap1_mc2_Vista.
<table>
<thead>
<tr>
<th>Performance Elements</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong></td>
<td>The report is well researched, addressing all required topics. Its length is appropriate.</td>
<td>Although the basic required elements of the report are included, they are not presented in a coherent fashion. The report is shorter than is required, with obvious effort at lengthening the report by filling it with disjointed ideas.</td>
<td>The report is very short, with an obvious lack of preparation. It includes little or no coverage of required topics.</td>
</tr>
<tr>
<td><strong>Visual aspects</strong></td>
<td>The report is well developed, with appropriate paragraph divisions and no typos.</td>
<td>The report contains a few mistakes, but the basic elements are presented in a readable manner.</td>
<td>The report has little or no paragraph structure, and it is difficult to identify the major points of the report. Obvious mistakes detract from the subject matter.</td>
</tr>
<tr>
<td><strong>Mechanics</strong></td>
<td>The report was developed with Word or WordPad. All required elements are addressed in the report.</td>
<td>The report was developed with Word or WordPad. However, the file contains several spelling and formatting mistakes and/or the file is not named as required.</td>
<td>The report contains multiple mistakes and is very poorly prepared with regard to sentence and paragraph structure.</td>
</tr>
</tbody>
</table>