

---

# Table of Contents

---

<b>Foreword</b> .....	<b>13</b>
<b>Introduction to Visual Steps™</b> .....	<b>14</b>
<b>What You'll Need</b> .....	<b>15</b>
<b>How This Book Is Organized</b> .....	<b>17</b>
<b>The Screen Shots</b> .....	<b>17</b>
<b>How to Use This Book</b> .....	<b>18</b>
<b>Test Your Knowledge</b> .....	<b>19</b>
<b>For Teachers</b> .....	<b>19</b>
<b>1. Starting and Stopping in Windows XP</b> .....	<b>21</b>
Starting <i>Windows XP</i> .....	22
Using the Mouse .....	23
Pointing .....	24
The Mouse Buttons .....	25
Clicking .....	26
Entering Commands .....	29
Calculating by Clicking .....	30
Minimizing a Window .....	31
Starting Another Program .....	32
Maximizing and Minimizing .....	33
Opening a Window with the Taskbar .....	35
Stopping a Program .....	36
Stopping <i>Windows XP</i> .....	38
Exercises .....	39
Background Information .....	40
Tips .....	43
<b>2. More Use of the Mouse in Windows XP</b> .....	<b>45</b>
Getting Ready .....	46
The Next Three Mouse Actions .....	46
Dragging .....	47
Dragging with a Scrollbar .....	49
Enlarging and Reducing a Window .....	51
Back to the Beginning .....	54
Using the <i>Help and Support Center</i> .....	55
Double-Clicking .....	59
The Many Faces of a Window .....	61
Commands with a Check Mark .....	61
Selecting from a List .....	64
Right-Clicking .....	67
Exercises .....	70

---

Background Information .....	74
Tips .....	77

### **3. Keyboard Skills** **79**

Starting <i>WordPad</i> .....	80
The Keyboard .....	81
Repeat Keys .....	82
A Typing Error? .....	83
Capital Letters .....	84
Words on the Next Line .....	85
A New Line .....	85
Colon or @? .....	86
The Cursor Keys .....	87
The Beginning and End of the Text .....	88
Correcting Mistakes .....	90
Removing Empty Lines .....	90
Making Jumps .....	91
Starting a New Text .....	92
Accents and Other Special Punctuation .....	93
Typing Apostrophes .....	95
Stopping <i>WordPad</i> .....	96
Exercises .....	97
Background Information .....	99
Tips .....	101

### **4. Writing a Letter** **103**

Starting a Letter .....	104
A Larger Font .....	104
Today's Date .....	105
Undoing .....	106
Typing a Letter .....	107
Saving a Text .....	108
Closing <i>WordPad</i> .....	109
Opening a Text .....	110
Printing the Letter .....	112
Save Changes? .....	115
Exercises .....	118
Background Information .....	119
Tips .....	123

### **5. Word Processing** **125**

The Cursor and the Mouse .....	126
Selecting a Word .....	127
Undoing a Selection .....	128
Deleting a Word .....	128
Dragging a Word .....	129

---

Typing Over a Word .....	130
Selecting a Line .....	131
Dragging a Line .....	132
Mini Word Processing .....	133
Splitting and Pasting Lines .....	135
Copying, Cutting and Pasting .....	136
Exercises .....	140
Background Information .....	144
Tips .....	145

## **6. Folders, Documents and Files 147**

The Folder <i>My Documents</i> .....	148
The Files .....	149
Making a New Folder .....	149
Saving in a Folder .....	151
Copying Files .....	154
Selecting Multiple Files .....	156
Changing the File Name .....	160
Deleting Files .....	162
The <i>Recycle Bin</i> .....	164
Copying to a Diskette .....	166
Exercises .....	170
Background Information .....	172
Tips .....	175

## **7. Text Layout 177**

Text Layout .....	178
Text Layout in <i>WordPad</i> .....	179
Selecting Text .....	179
Underlining Words .....	180
Bold Print .....	181
Italics .....	181
Colored Letters .....	182
Other Types of Layout .....	183
Undoing Layout .....	183
The Font .....	184
The Font Size .....	187
Determining Layout in Advance .....	189
Exercises .....	190
Background Information .....	193
Tips .....	197

---

<b>8. Drawings and Illustrations</b>	<b>199</b>
Starting <i>Paint</i>	200
Drawing by Dragging	201
Drawing Figures	202
Coloring	204
Undoing	204
Inserting Text into a Drawing	205
A New Drawing	206
Exercises	207
Copying in <i>Paint</i>	210
Pasting in <i>WordPad</i>	212
Background Information	215
Tips	219
<b>9. Surfing the Internet</b>	<b>221</b>
Some Information First: The Modem	222
Is Your Modem Ready?	223
Starting <i>Internet Explorer</i>	223
Contacting Your Internet Service Provider	225
Typing an Address	226
Wrong Address	228
Refreshing a Page	230
Forward and Backward	231
Clicking to Browse	234
Using the Scrollbars	236
Printing a Page	237
Saving a Web Address	239
The Start Button	241
Opening a Favorite	242
Getting off the Internet	243
Exercises	246
Background Information	248
Tips	251
<b>10. E-mail, Your Electronic Mailbox</b>	<b>253</b>
Starting <i>Outlook Express</i>	254
The E-mail Address	256
Sending an E-mail	257
The Outbox	259
Sending and Receiving	259
Reading a Message	262
Including an Attachment	263
Reading an Attachment	267
Exercises	270
Background Information	272
Tips	274

---

## 11. How to Make Working with Your Computer

<b>More Pleasant</b>	<b>277</b>
The <i>Control Panel</i>	278
Customizing the Mouse	279
The Speed	280
The Mouse Pointer	283
A Different Mouse Pointer	284
A Black Mouse Pointer	285
The Double-Click Speed	286
Left-Handed Users	287
Has the Mouse Been Customized?	288
Tips for Using a Mouse	289
Customizing the Keyboard	292
Your Keystroke	293
Customizing the Display	295
Larger Text	296
A Different Background	299
The Screen Saver	300
Your Display on Standby	302
Have You Customized the Display?	304
Tips for the Display	305
Customizing the Sound	306
Music as a Test	307
How Do I Insert a CD in the CD-ROM Drive?	307
Sound Knobs on Your Computer	310
Customizing Sound Signals	311
Have You Customized the Sound?	313
Tips for the Sound	314

## Appendices

<b>A. Clicking, Dragging and Double-Clicking in Solitaire</b>	<b>317</b>
<b>B. How Do I Do That Again?</b>	<b>325</b>
<b>C. Changing Your Keyboard Settings</b>	<b>337</b>
<b>D. Index</b>	<b>339</b>