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*Windows XP*  
CS-150L  
Computing for Business Students

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# Windows XP – Gotta Love it

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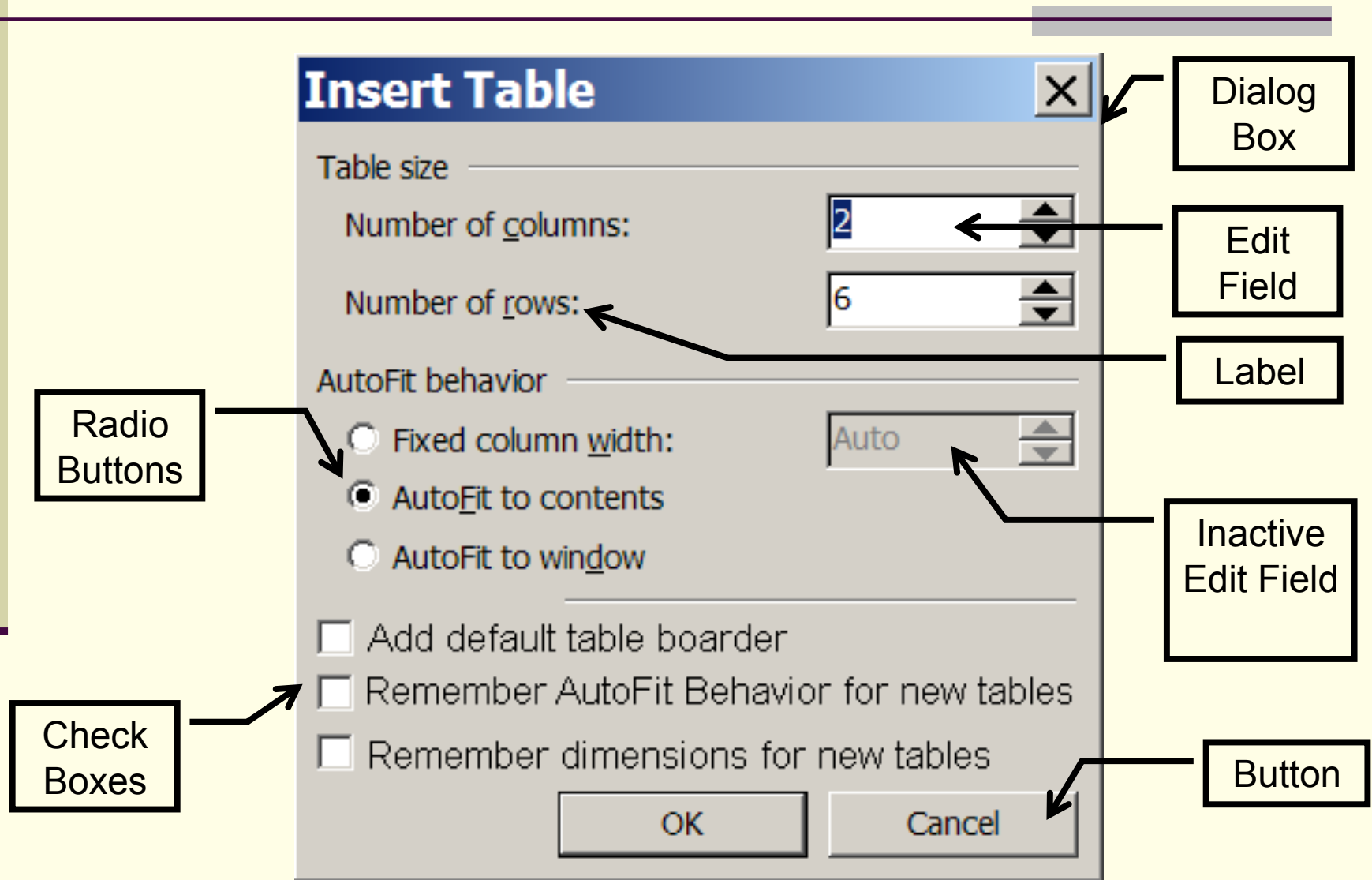


- "Why should I press the Start button to turn the computer off ?" — *A Windows user.*

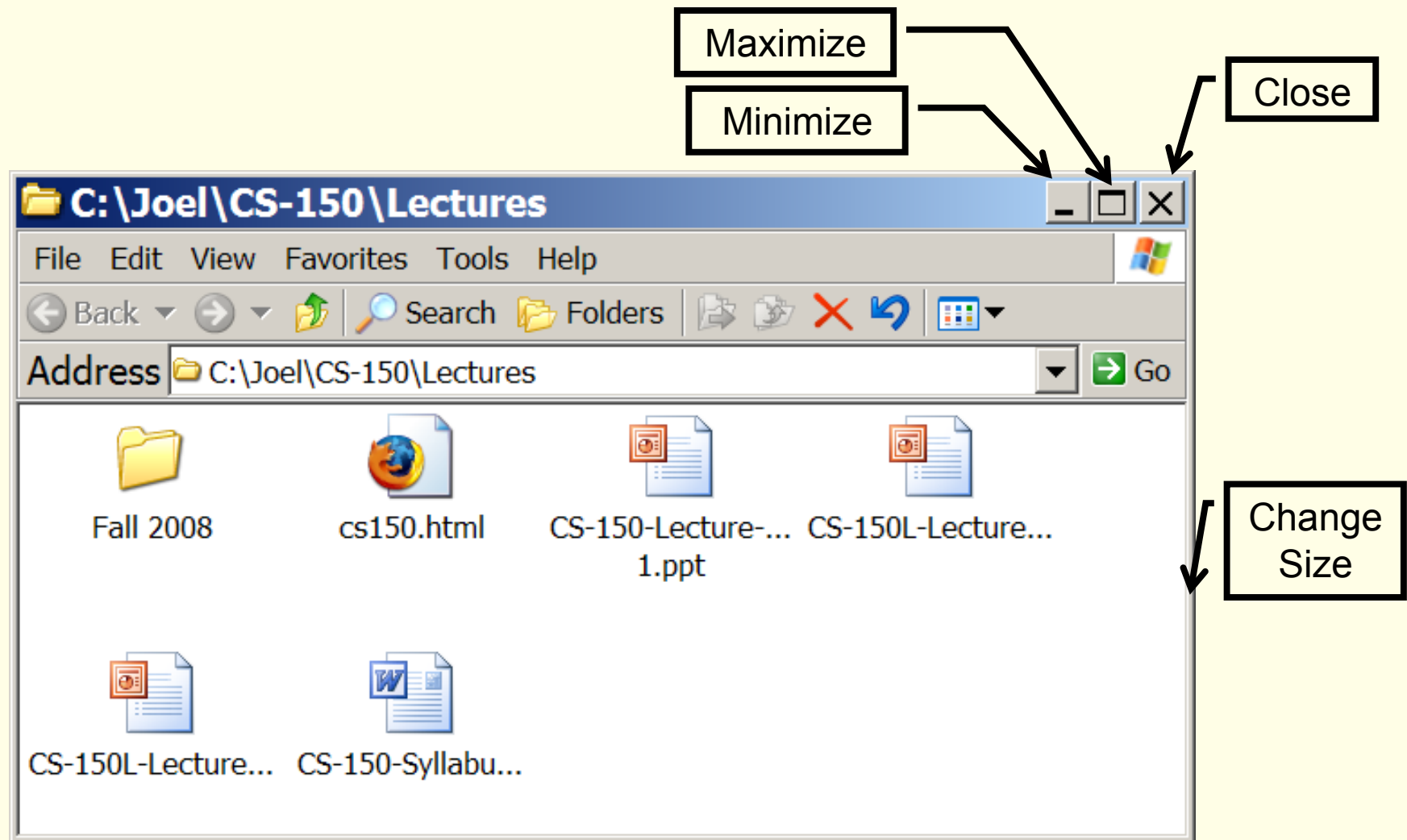


- "Computer are like air conditioners: they stop working when you open windows."

# GUI (Graphical User Interface)

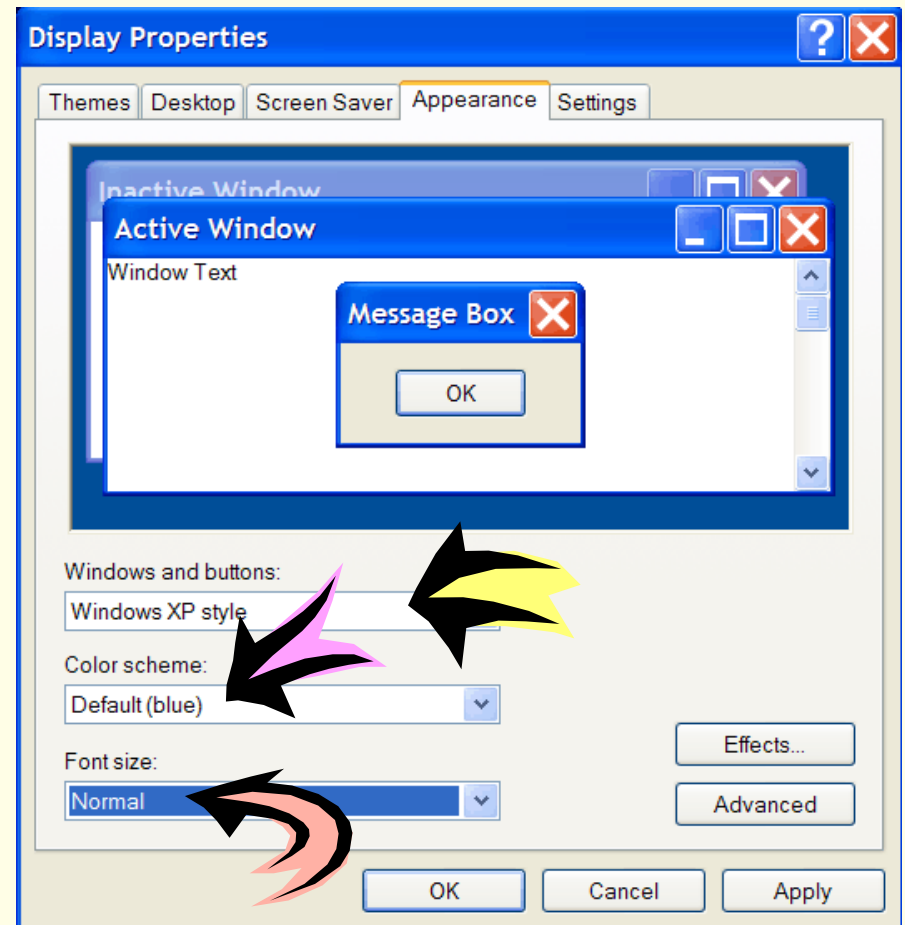
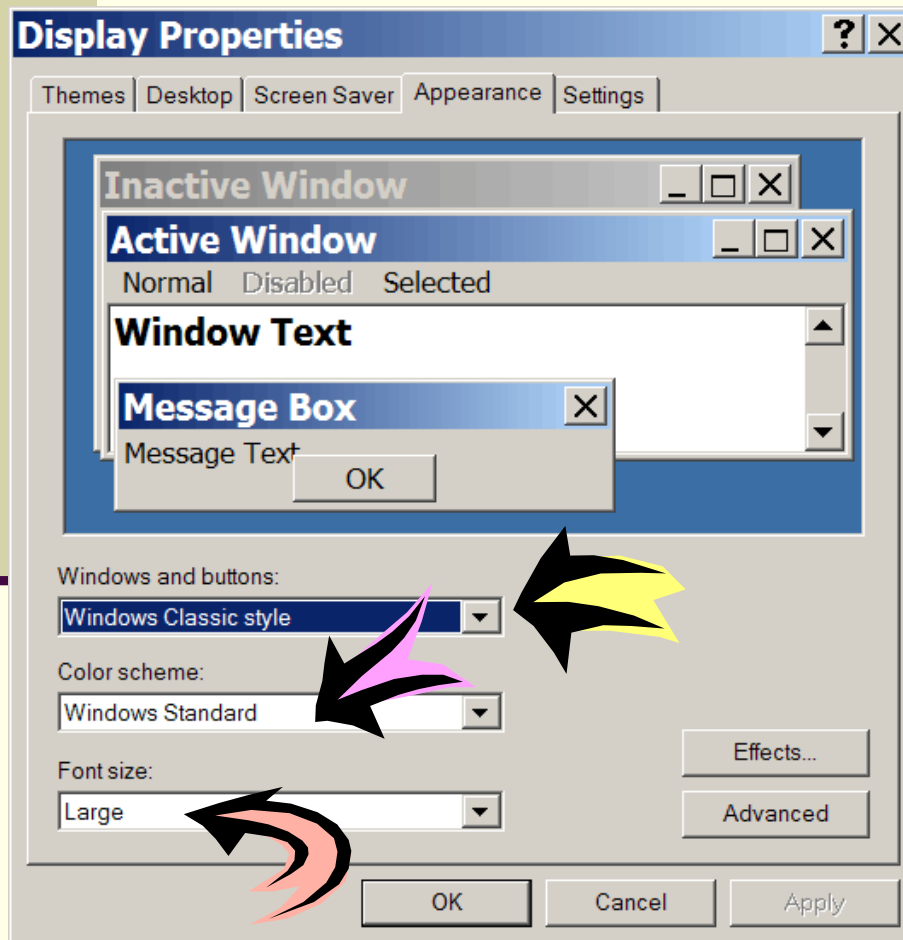


# Windows XP's Window GUI



# Settings → Control Panel → Display

"Windows and Buttons" & "Font size"



# Display Properties

Themes | Desktop | Screen Saver | Appearance | Settings



## Advanced

### Advanced Appearance

**Inactive Window** [ - ] [ □ ] [ X ]

**Active Window** [ - ] [ □ ] [ X ]

Normal Disabled Selected

**Window Text** [ ▲ ] [ ▼ ]

**Message Box** [ X ]

Message Text [ OK ]

If you select a windows and buttons setting other than Windows Classic, it will override the following settings, except in some older programs.

Item: [ Active Title Bar ] Size: [ 32 ] Color 1: [ Blue ] Color 2: [ Light Blue ]

[ 3D Objects ] [ Active Title Bar ] [ Active Window Border ] [ Application Background ] [ Caption Buttons ] [ Desktop ] [ Icon ] [ **Icon Spacing (Horizontal)** ] [ Icon Spacing (Vertical) ] [ Inactive Title Bar ] [ Inactive Window Border ] [ Menu ] [ Message Box ] [ Palette Title ] [ Scrollbar ] [ Selected Items ] [ Tooltip ] [ Window ]

Size: [ 14 ] Color: [ White ] [ B ] [ I ]

[ OK ] [ Cancel ]

Item: [ Active Title Bar ] [ ▼ ] [ Size ]

[ 3D Objects ] [ Size ]

[ Active Title Bar ] [ Size ]

[ Active Window Border ] [ 1 ]

[ Application Background ]

[ Caption Buttons ]

[ Desktop ]

[ Icon ]

[ **Icon Spacing (Horizontal)** ]

[ Icon Spacing (Vertical) ]

[ Inactive Title Bar ]

[ Inactive Window Border ]

[ Menu ]

[ Message Box ]

[ Palette Title ]

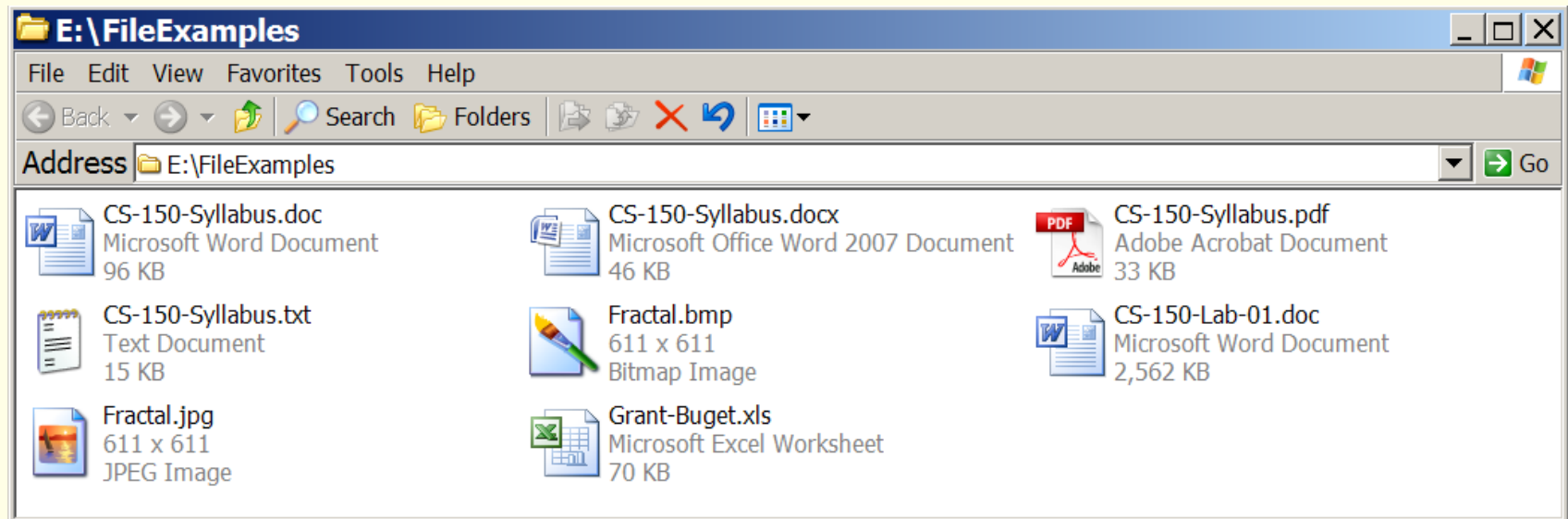
[ Scrollbar ]

[ Selected Items ]

[ Tooltip ]

[ Window ]

# File Extension Examples



- .jpg: JPEG Image
- .doc: Microsoft Word 97-2003 Document
- .docx: Microsoft Word 2007 Document
- .pdf: Adobe Acrobat Document

# Hide / Show Extensions

The image shows a Windows Explorer window and a Folder Options dialog box. The Explorer window is open to the folder `C:\Joel\CS-150\Lectures` and displays a list of files including `CS-150-Lecture-01-Intro.pptx`, `CS-150-Lecture-02-WebCT.pdf`, and `CS-150-Lecture-03-e-mail.pdf`. The Folder Options dialog box is open to the 'View' tab, showing the 'Advanced settings' section. A green arrow points to the 'Hide extensions for known file types' checkbox, which is currently unchecked.

**Folder Options**

General View File Types Offline Files

Folder views

You can apply the view (such as Details or Tiles) that you are using for this folder to all folders.

Apply to All Folders Reset All Folders

Advanced settings:

- Files and Folders
  - Automatically search for network folders and printers
  - Display file size information in folder tips
  - Display simple folder view in Explorer's Folders list
  - Display the contents of system folders
  - Display the full path in the address bar
  - Display the full path in the title bar
  - Do not cache thumbnails
- Hidden files and folders
  - Do not show hidden files and folders
  - Show hidden files and folders
- Hide extensions for known file types
- Hide protected operating system files (Recommended)



# Copy Folders and Files

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- Copy Folder name vs Copy Folder

# Screenshots

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- Take a “Picture” of the computer’s screen as an image
- Windows -> Press Print Screen Key and copy from clipboard
- Mac -> Use Grab utility program and save as file.