Name: _____   Section: _____

CS 103 Introduction to Computers
Hands-on Exercises: Windows XP

All exercises refer to the Hands-On Exercises in the class textbook Microsoft *Office 2003, Volume 1*, by R. T. Grauer & M. Barber.

Check off each step of the exercises below after you complete them. I have placed notes for some steps of the exercises below that describe changes for some steps. Read these before reading the step in the book and do what is described in my notes. You will also see boxes near the bottom of most pages. Please read the ones that I mark with **[square braces]** and you will be responsible for these on the exam.

Please print only the documents that I specify for particular exercise steps. Do not print all documents specified in the book. Submit them by stapling them to the back of this signed and checked off form and turn them into the instructor.

Submit this assignment at the **beginning** of your assigned class. This assignment is due at the beginning of class March 26th for Mon/Wed sections and March 28th for Friday's section. Late work will be reduced 50% for each class period late. If you have not completed an exercise, then print out your results at the last completed step so that you will receive partial credit. This assignment is worth 20 points.

Do not use diskette drive A: for this assignment. Save all files on your USB removable disk drive instead. When the book specifies drive A:, instead use your USB removable disk drive. Save all documents for these exercises to the folder path USB:\ cs103\Windows.

Hands-On Exercise 1: Welcome to Windows XP (pp. 10 – 17)

[ ] Step 1.   Log On to Windows XP   Use student account

[ ] Step 2.   Choose Theme and Start Menu   Return to Azul background

[ ] Step 3.   Open My Computer Folder

[ ] Step 4.   Move and Size a Window   [Minimizing versus Closing...]

[ ] Step 5.   Capture the selected Window with Alt+PrtScrn **(Print Document)**

[ ] Step 6.   ~~Skip this step. We don't use floppy disks~~

[ ] Step 7.   Step 7: Help and Support Center but Do NOT print

[ ] Step 8.   Step 8: Log Off the Computer   [The Task Manager]

Hands-On Exercise 2: Download the Practice Files (pp. 21 – 28)

[ ] Step 1.   Create a CS103 folder on your USB Drive to store all course files.

[ ] Step 2.   Open **Network Neighborhood** and click on View Workgroup Computers. Select **W2-01 Instructor** computer.

[ ] Step 3.   Open the SharedDocs folder and then the CS103 folder.

[ ] Step 4.   Copy by dragging WinXP folder to your USB drive CS103 folder.

[ ] Step 5.   Modify a Document **(Print Document)** [The Document, Not…]

[ ] Step 6.   Create New Folder on USB drive   [Use Word to create backup]

[ ] Step 7.   Move the Files within USB drive   [The Plus and Minus Signs]

[ ] Step 8.   A Look Ahead (The folders button) [Navigating the Hierarchy]

Hands-On Exercise 3: Windows Explorer (pp. 32 – 40)

[ ] Step 1.   Create a New Folder on USB Drive [The Rename Command]

[ ] Step 2.   Move the Files   [Select Multiple Files]

[ ] Step 3.   Copy a Folder   [Right Click and Drag]

[ ] Step 4.   Modify a Document   [Keyboard Shortcuts]

[ ] Step 5.   Copy (Back up) a File   [The My Documents Folder]

[ ] Step 6.   Delete a Folder   [Customize Windows Explore]

[ ] Step 7.   The Recycle Bin   [Two Ways to Recover a File]

[ ] Step 8.   The Group By Command   [Keep the View]

[ ] Step 9.   Complete the Exercise **(Print Document)**

Hands-On Exercise 4: Increasing Productivity (pp. 44 – 48)

[ ] Step 1.   Display the Desktop Icons   [The Quick Launch Toolbar]

[ ] Step 2.   Create a Web Short Cut   [Working with Shortcuts]

[ ] Step 3.   Create Additional Shortcuts   [Arrange Icons Command]

[ ] Step 4.   Search for a Document   [You don't Need Complete…]

[ ] Step 5.   Search Results **(Print Screen Capture of search results)**
                         No need to do steps 6, 7, and 8

I completed all parts of this assignment

Signature: _____   Date completed: _____