

<b>Assignment</b>	<ol style="list-style-type: none"><li>1. Read chapter one, pages 1 – 57., “Getting Started with Windows XP”</li><li>2. Submit answers to all the questions on pages 58 and 59 of your text.</li></ol>
<b>Instructions:</b>	<ol style="list-style-type: none"><li>1. Create a cover page containing your author identification</li><li>2. Create a separate, single page containing the answers to the exercises on pages 58 and 59 of your text.</li><li>3. Staple the cover sheet on top of your answers</li><li>4. Submit your assignment at the beginning of the class session in which it is due.</li><li>5. Save your cover page and assignment on your USB Flash Drive. Put your cover page and assignment in folder <b>p01</b>.</li></ol>

1. Turn on your computer. Push the black, circular button labeled OPTIPLEX below the drive bays on the system unit tower.
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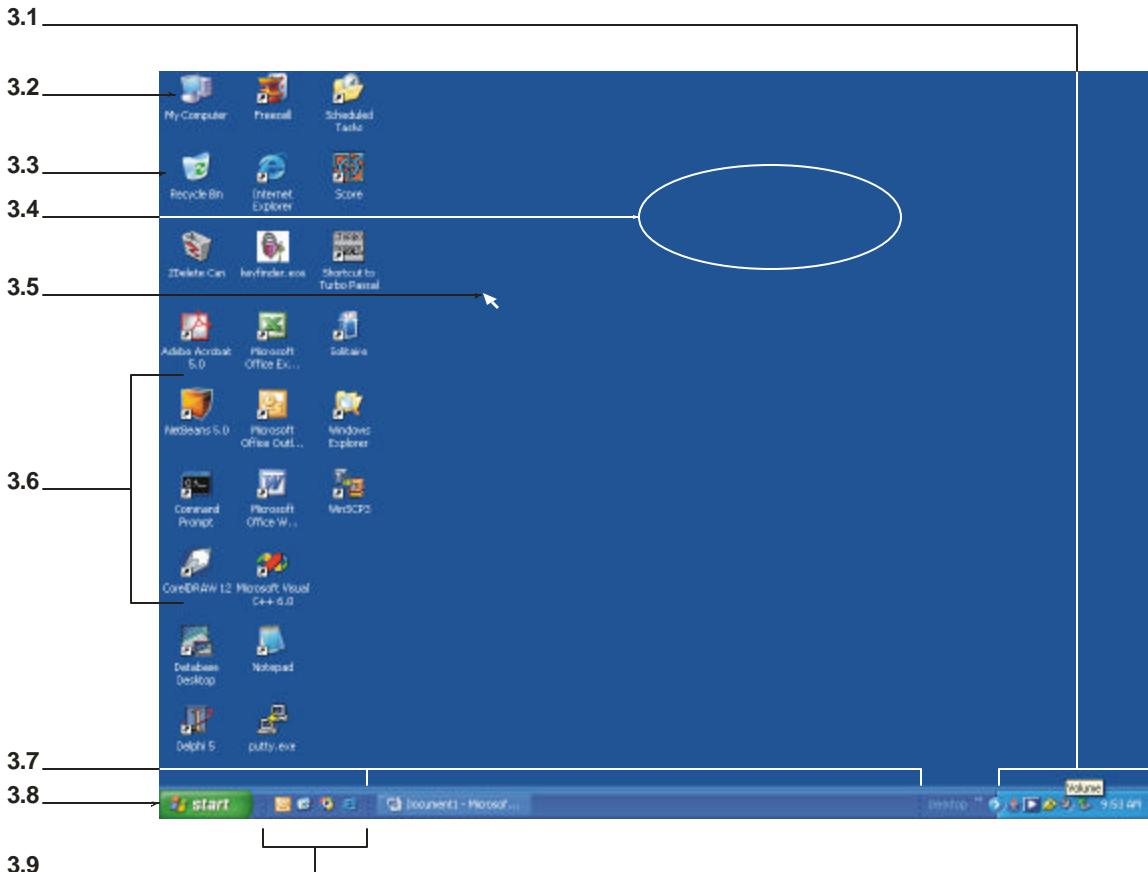


Figure 3. Windows XP Screen.

3. Identify and describe the objects labeled in Figure 3.
  - 3.1.
  - 3.2.
  - 3.3.
  - 3.4.
  - 3.5.
  - 3.6.
  - 3.7.
  - 3.8.
4. Open **My Documents**.
  - 4.1. Position the mouse cursor over the My Documents icon.

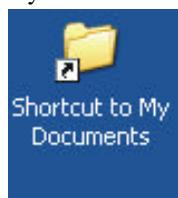


Figure 4. My Documents icon.

**4.2. Double-click** the My Documents icon. Press the left mouse button twice in rapid succession.

**Figure 5. My Documents window.**

5. Identify and describe the objects labeled in figure 5.
  - 5.1.
  - 5.2.
  - 5.3.
  - 5.4.
  - 5.5.
  - 5.6.
  - 5.7.
  - 5.8.
  - 5.9.
  - 5.10.
  - 5.11.
  - 5.12.
6. In the upper right corner of the **My Documents** window title bar, point to, but do not click the red Close button and notice the ScreenTip *Close*.
7. *Click* – press the left mouse button once – the Close button to close the **My Documents** window.
8. Point to the My Documents icon.

9. *Click* the right mouse button – this action is known as a *right-click*. Observe the *shortcut menu* in figure 9.

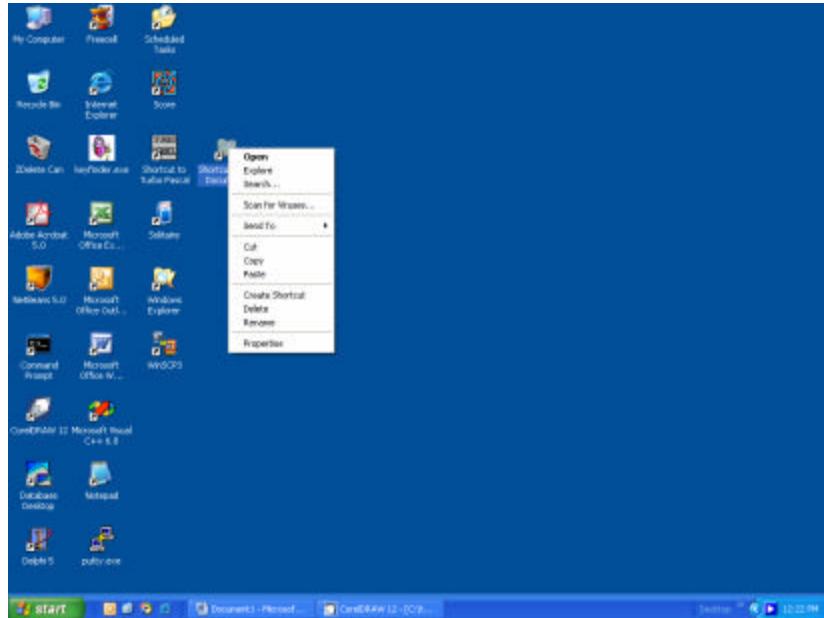


Figure 9. *Shortcut menu*.

10. Select **Open**. Move the mouse-cursor to **Open** and push the left mouse button. A **My Documents** window is shown in figure 10. Note the file *folders* in the left pane of the **My Documents** window. The names of the *folders* are **My Music** and **My Pictures**.

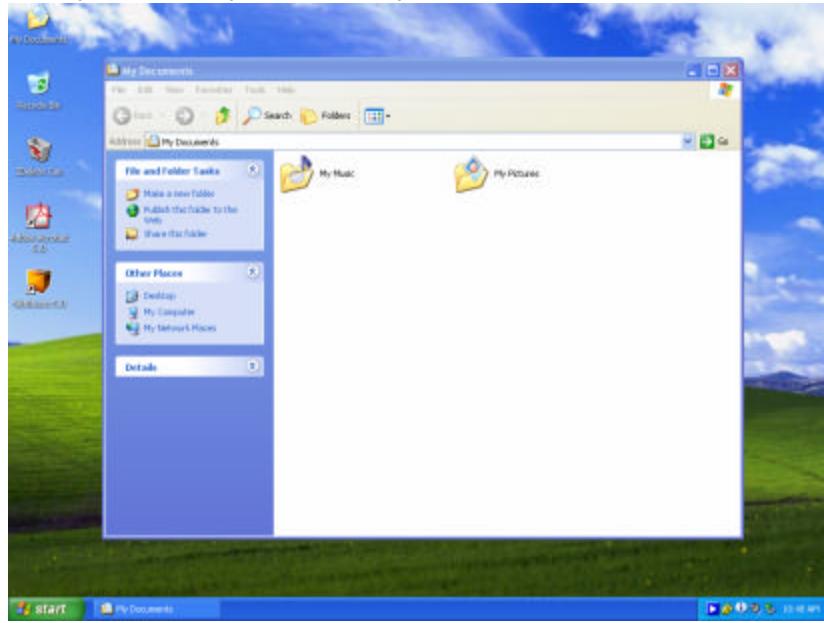


Figure 10. *My Documents window*.

11. Create a new folder.

11.1. Select the **File** drop-down list on the menu bar in the **My Documents** window as shown in Figure 11.1.

11.2. Select the **Folder** option in the **File** drop-down list. A new folder is created as shown in figure 11.2.

11.3. Change the name of the folder to **My Documents-last first mi** where last is your last name, first is your first name, and mi is your middle initial. For example, if your name is Petunia P Perfect, the name of the folder will be **My Documents-Perfect Petunia P**.

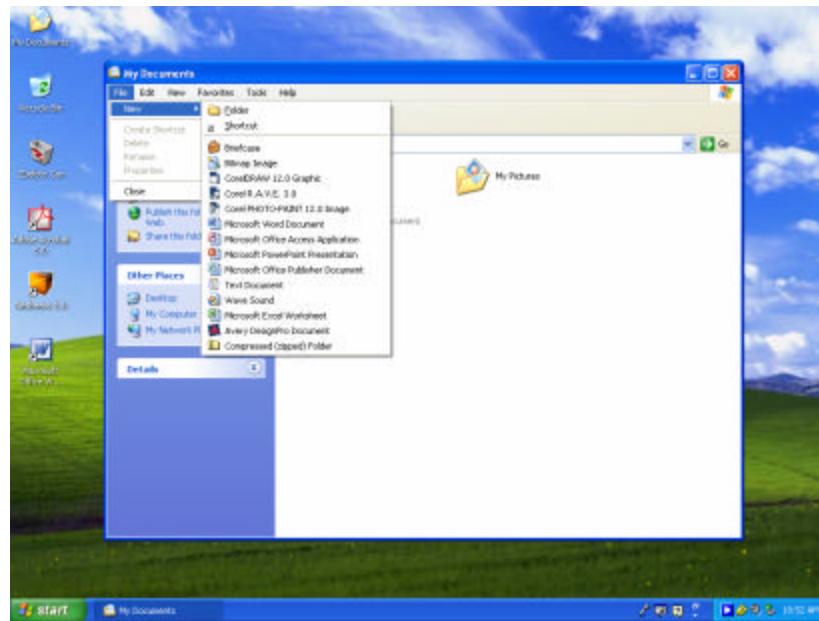


Figure 11.1 File drop-down list.

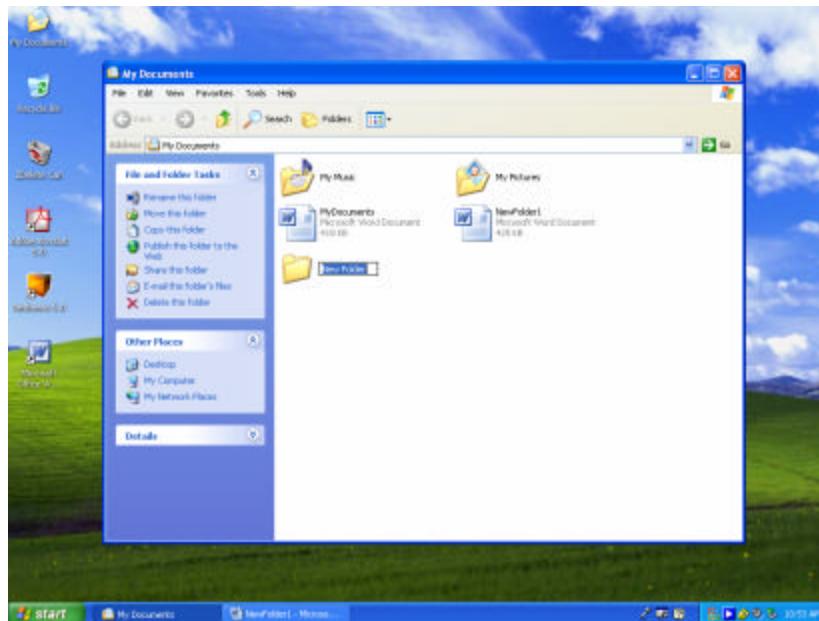


Figure 11.2 Select the Folder option.

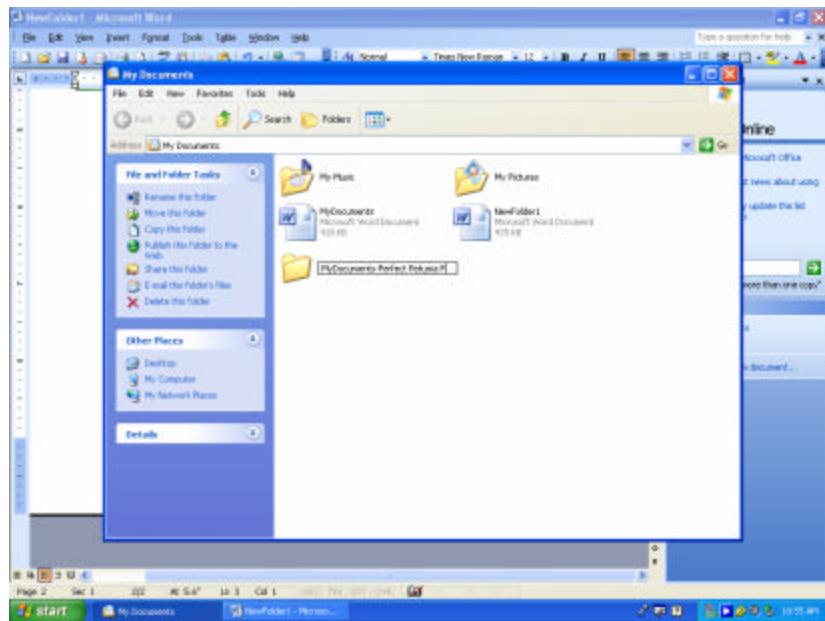


Figure 11.3 Changing the name of the folder.

12. Create another new folder.
  - 12.1. Move the mouse to an empty area in the right pane of the **My Documents** window and **right-click** the mouse. The **File** drop-down list appears.
  - 12.2. Select the **Folder** option in the **File** drop-down list. A new folder is created as shown in figure 11.2.
  - 12.3. Change the name of the folder to **My Pictures-last first mi** where last is your last name, first is your first name, and mi is your middle initial. For example, if your name is Petunia P Perfect, the name of the folder will be **My Pictures-Perfect Petunia P**.