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| Assignment | <ol style="list-style-type: none">1. Read chapter one, pages 1 – 57., “Getting Started with Windows XP”2. Submit answers to all the questions on pages 58 and 59 of your text. |
| Instructions: | <ol style="list-style-type: none">1. Create a cover page containing your author identification2. Create a separate, single page containing the answers to the exercises on pages 58 and 59 of your text.3. Staple the cover sheet on top of your answers4. Submit your assignment at the beginning of the class session in which it is due.5. Save your cover page and assignment on your USB Flash Drive. Put your cover page and assignment in folder p01. |

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- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9

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.



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

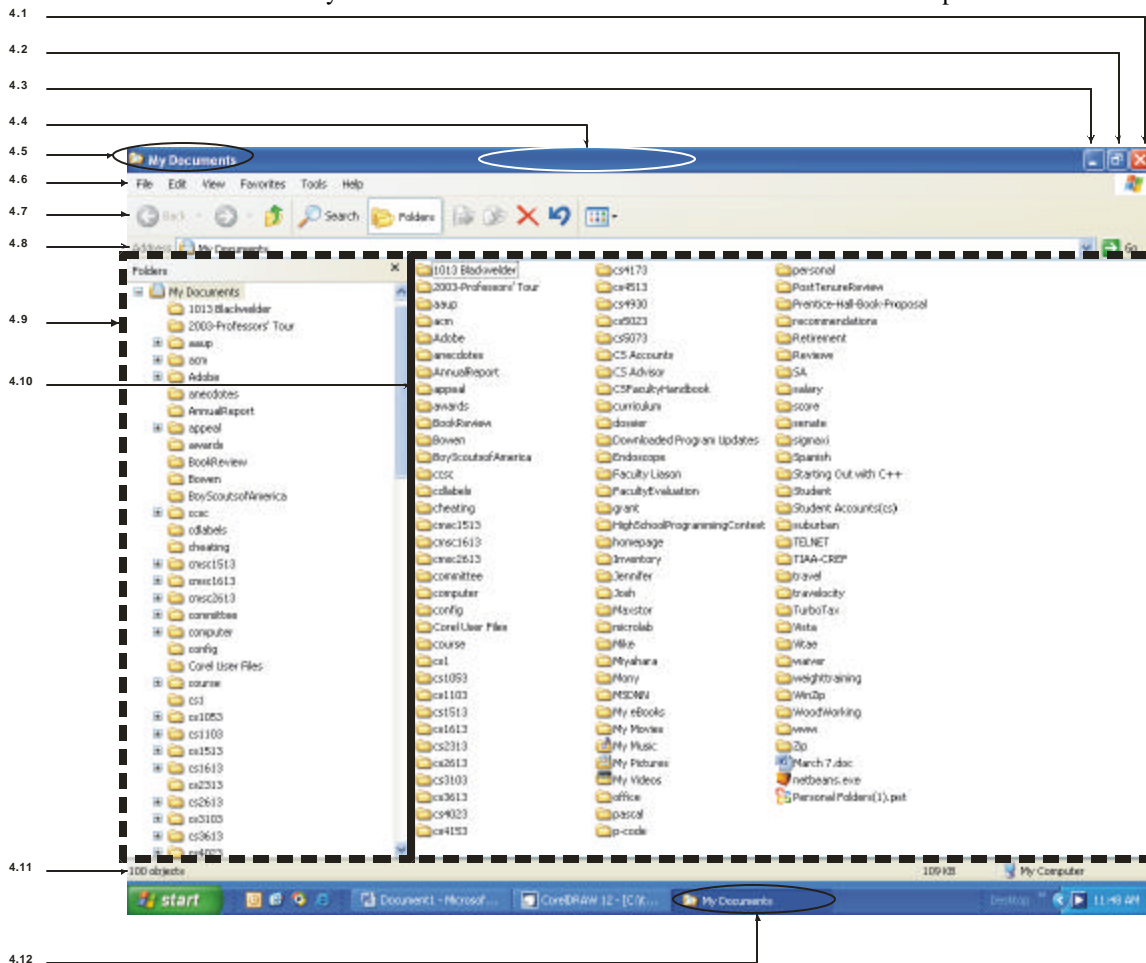


Figure 5. My Documents window.

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.

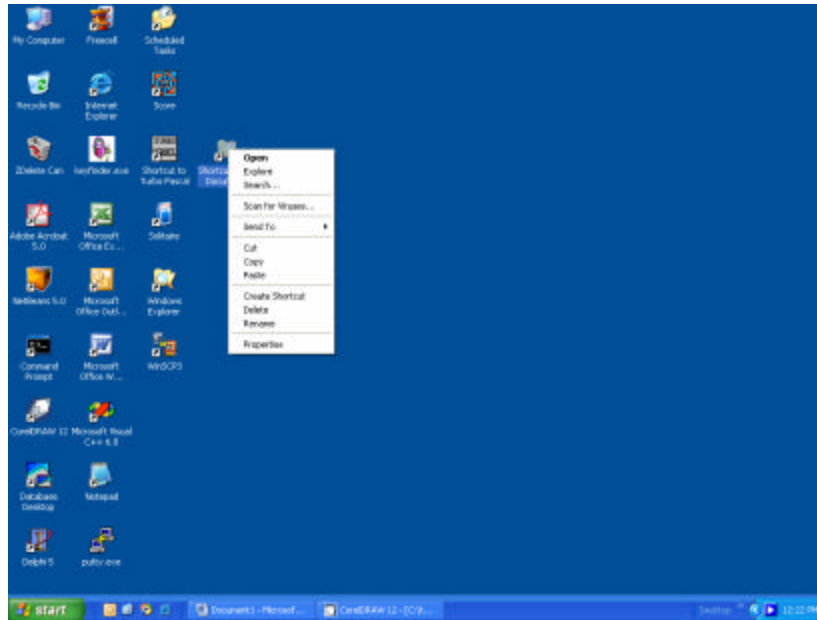


Figure 9. *Shortcut menu.*

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**.

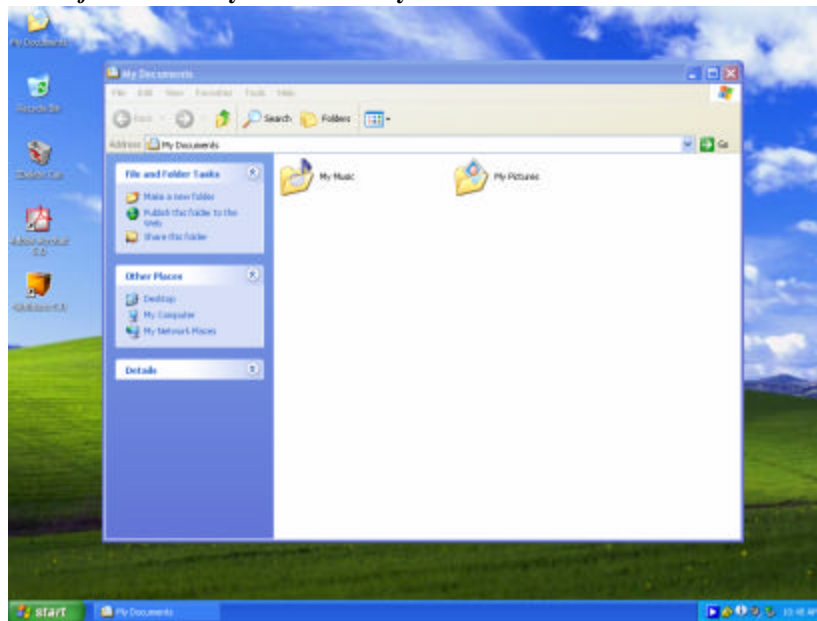


Figure 10. *My Documents window.*

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**.

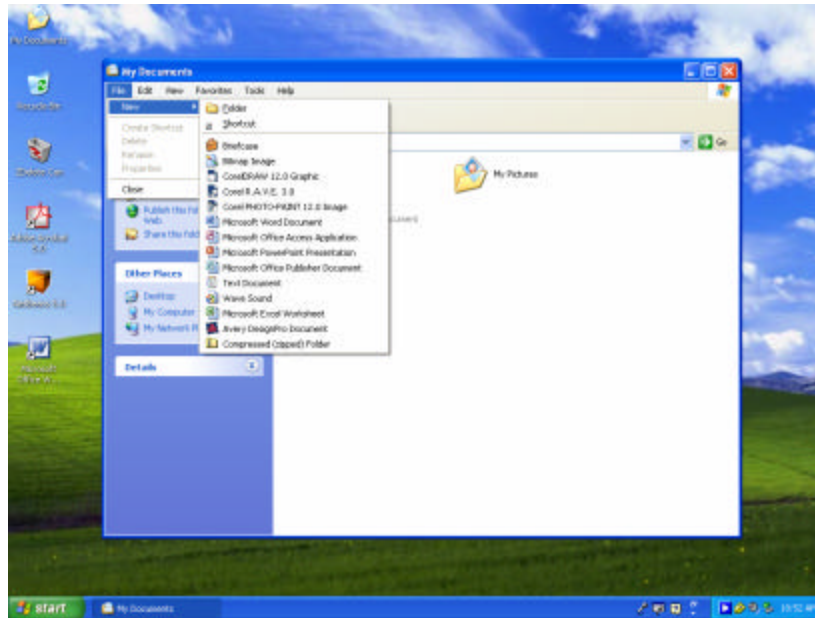


Figure 11.1 File drop-down list.

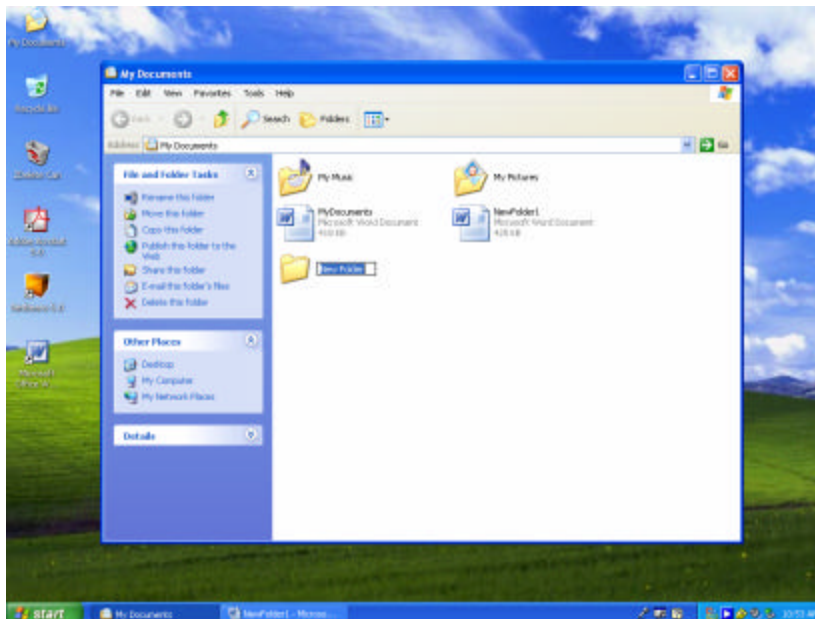


Figure 11.2 Select the Folder option.

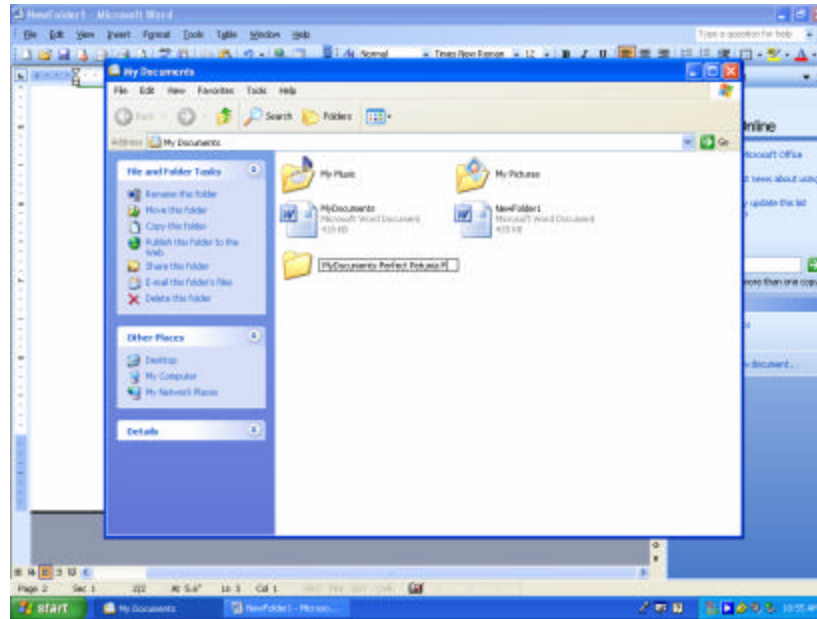


Figure 11.3 Changing the name of the folder.

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**.