

# Windows Me Navigating

## OBJECTIVES

1. Explore the Start menu.
2. Start an application.
3. Multi-task between applications.
4. Moving folders and files around.
5. Use Control Panel settings.



**Operating  
System  
Technology**

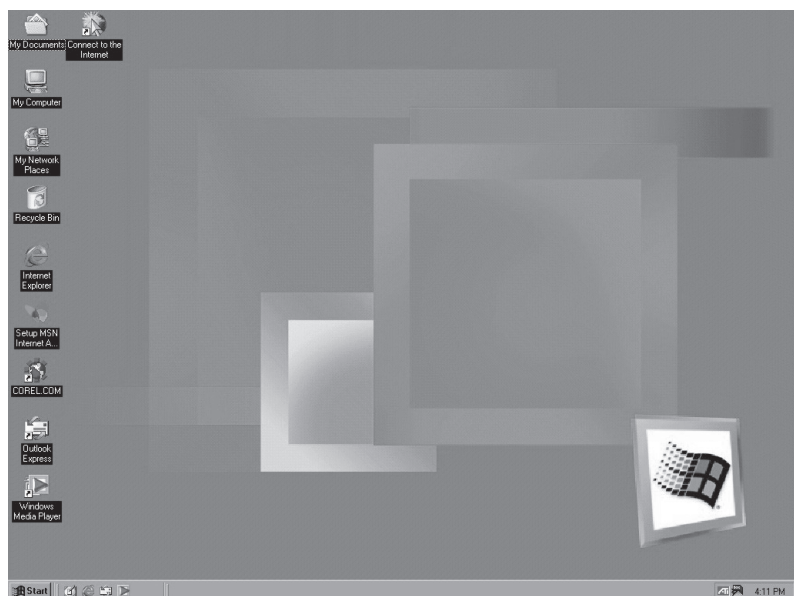
## RESOURCES

1. Marcraft 8000 Trainer running Windows Millennium
2. Student work disk

## DISCUSSION

A Windows Me desktop display, similar to that depicted in Figure 11-1, should be on the screen. The Desktop program manager is the application coordinator that associates related software applications and data into groups. The default groups installed by Windows Me may include: My Computer, Outlook Express, the Recycle Bin, and, if a network adapter is detected, the Network Neighborhood.

Double-clicking on the My Computer icon provides access to the system's drives and the Control Panel. Outlook Express is the default e-mail client installed with Windows. The Recycle Bin is a temporary storage place for deleted files. Double-clicking this icon allows the user to view and retrieve deleted files. The Network Neighborhood utility allows the user to view network resources, provided the computer is connected to a network. This utility is used to connect to other computers attached to the Local Area Network (LAN).

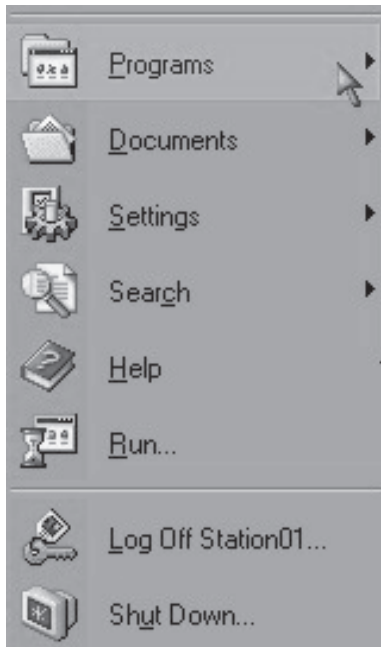


**Figure 11-1: Windows Me Desktop**

## PROCEDURE - 11

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The Start button at the bottom-left corner of the screen allows access to programs and applications available within Windows Me. The Taskbar, just to the right of the Start button, is used to display the applications currently open. Clicking on the Start button will produce a menu that can be used to start programs, open documents, change system settings, get help, search for items on the computer, and more. These options are accessed through the Run, Help, Search, Settings, Documents, and Programs options. An additional option at the bottom of the menu is used to shut the computer down in various ways. When Windows Me is shut down, it will automatically close all open applications and check the system for errors.



The menu items with arrows indicate submenus, which can be viewed by placing the mouse cursor on the specific menu item. To open a selected item, simply left-click on it, and its window will appear on the screen. Each time a program is started or a window is opened, a corresponding button appears on the Taskbar. To switch between applications, simply click on the desired program button to make it the active window.

The Documents entry displays a list of the most recently-opened documents. The Settings entry displays options for configuring different parts of the system. The Search utility is used to locate folders, files, Web pages, businesses on the Internet, and people from your address book or various online services. The Help file system provides information about many Windows Me functions and operations. The Run option is used to start programs or open folders from a command line. The Shut Down option exits the system, restarts the computer, or logs the user off. The Programs submenu, depicted in Figure 11-2, has several options, including Accessories, Start Up, Internet Explorer, Outlook Express, and Windows Media Player.

Figure 11-2: Start Menu

## PROCEDURE



Operating  
System  
Technology

### 1. Boot the computer to Windows Me

- \_\_\_a. Turn on the computer and select Windows Millennium from the OS selection menu.

### 2. Exploring the Windows Me environment

- \_\_\_a. Click the Start button.
- \_\_\_b. List the Start menu options in Table 11-1.
- \_\_\_c. Position the mouse pointer on Programs.
- \_\_\_d. List the available Programs menu options in Table 11-2.
- \_\_\_e. Position the mouse pointer on Accessories.
- \_\_\_f. List the available Accessory menu options in Table 11-3.

*NOTE: You may have to click on the arrow at the bottom of these submenus to expand their viewing area, depending on how many options you have available to choose from.*

- \_\_\_g. Click the Start button to close the Start menu.

### 3. Start an application

- \_\_\_a. Click the Start button.
- \_\_\_b. Move to Programs/Accessories, and click the "WordPad" option.

*NOTE: This is a simple word processor for writing and editing letters and documents.*

4. Manipulate an application window

- a. Click-and-hold the left mouse button on the *color* bar at the top of the *WordPad* window, as depicted in Figure 11-3.

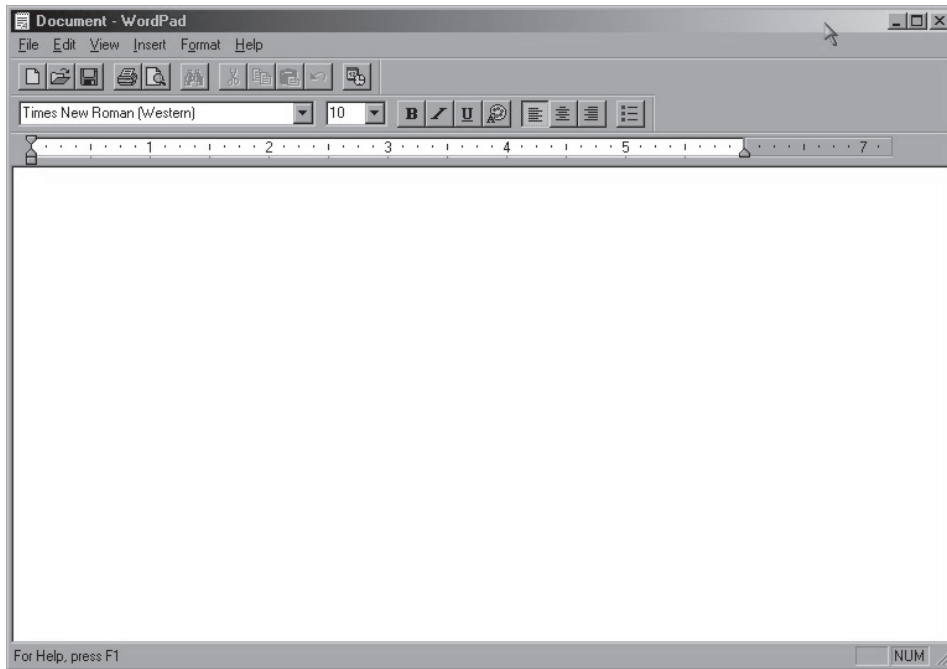


Figure 11-3: WordPad Application

- b. Move the mouse so that the window is approximately centered on the screen.
- c. Release the mouse button.
- d. Move the mouse pointer back and forth over the right edge of the window, so that the cursor turns into a two-way arrow.
- e. Click the right edge of the window, and drag it to the right side of your screen and release the button.
- f. Move the cursor back and forth over the left side of the window, so that it turns into a two-way arrow.
- g. Click the left edge of the window, and drag it to the center of your screen and release the button.
- h. Close the *WordPad* program by left-clicking on the X in the upper-right corner of the window, as shown in Figure 11-4.

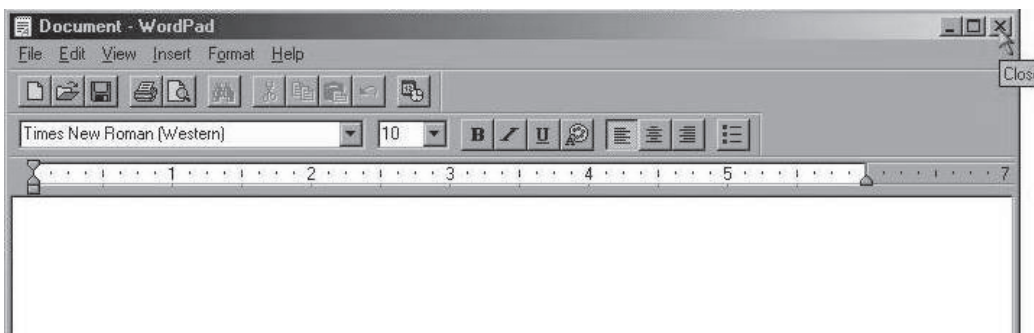


Figure 11-4: The Close Button

## PROCEDURE - 11

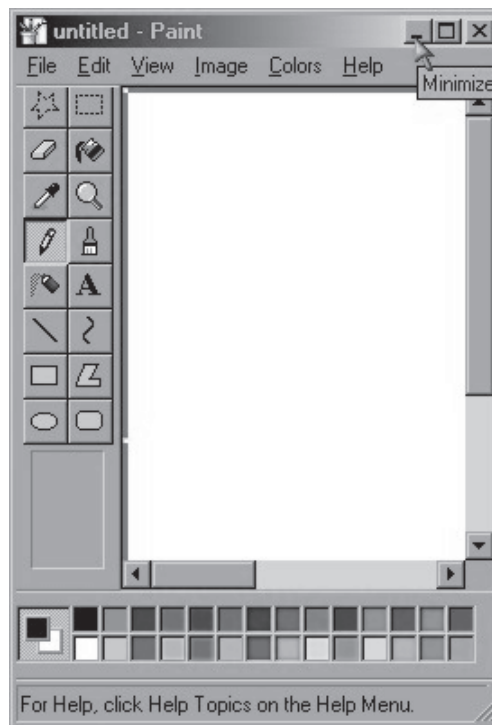
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### 5. Starting multiple applications

- \_\_\_ a. Click the Start button.
- \_\_\_ b. Select the “Programs” option from the Start menu.
- \_\_\_ c. Move to the Accessories entry.
- \_\_\_ d. Click the *Notepad* entry to open its window.
- \_\_\_ e. Repeat steps a through c, clicking the “*WordPad*” option to open its window.
- \_\_\_ f. Repeat steps a through c, clicking the “*Paint*” option to open its window.

### 6. Minimize/Maximize various windows

- \_\_\_ a. Click the dash in the upper-right corner of the *Paint* window as pictured in Figure 11-5.



**Figure 11-5: Paint Program**

*NOTE: The window minimizes and the button representing the application remains on the Taskbar.*

- \_\_\_ b. Click the dash in the upper-right corner of the *WordPad* window.

*NOTE: The window minimizes to the Taskbar button.*

- \_\_\_ c. Click the square in the upper-right corner of the *Notepad* window.

*NOTE: The window will maximize to fill the screen.*

- \_\_\_ d. Click the double box in the upper-right corner.

*NOTE: The window will minimize or return to about half size.*

- \_\_\_ e. Click the dash in the upper-right corner to minimize the window to the Taskbar.
- \_\_\_ f. Click the Notepad button on the Taskbar to restore the window to the screen. Then, repeat this step for the *WordPad* and *Paint* application windows.

**7. Switch between applications**

- ☐ a. Click the Notepad title bar to activate the *Notepad* application and move it to the foreground.
- ☐ b. Click the WordPad title bar to make it the currently active window.
- ☐ c. Click the Paint title bar to make it the currently active window.

*NOTE: You may need to click on Paint on the Taskbar.*

**8. Arrange the application icons**

- ☐ a. Click the dash in the upper-right corner of each program's title bar to minimize it to the Taskbar.
- ☐ b. Move the cursor to the My Computer icon.
- ☐ c. Click-and-hold the left mouse button to drag the icon to the center of the screen.
- ☐ d. Release the left mouse button.
- ☐ e. Right-click any empty spot on the screen to open the pop up menu list.
- ☐ f. Move the cursor to the Arrange Icons entry, and click the "Auto Arrange" option.
- ☐ g. Left-click each application icon in the Taskbar to restore it to the screen.
- ☐ h. Right-click the title bar of the *Notepad* to open the task list.

*NOTE: From here you can move, size, minimize, maximize, or close an application window.*

- ☐ i. Close each application using the task list's "Close" option or the X button in the upper-left corner of each window.

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## **My Computer**

This window contains the Control Panel and icons for the floppy disk drive, hard drives, and CD-ROM drive. Whenever drives are added to the system, they will appear under this icon. The Control Panel allows you to customize the desktop, among many other things, and it will be discussed in detail later in this procedure.

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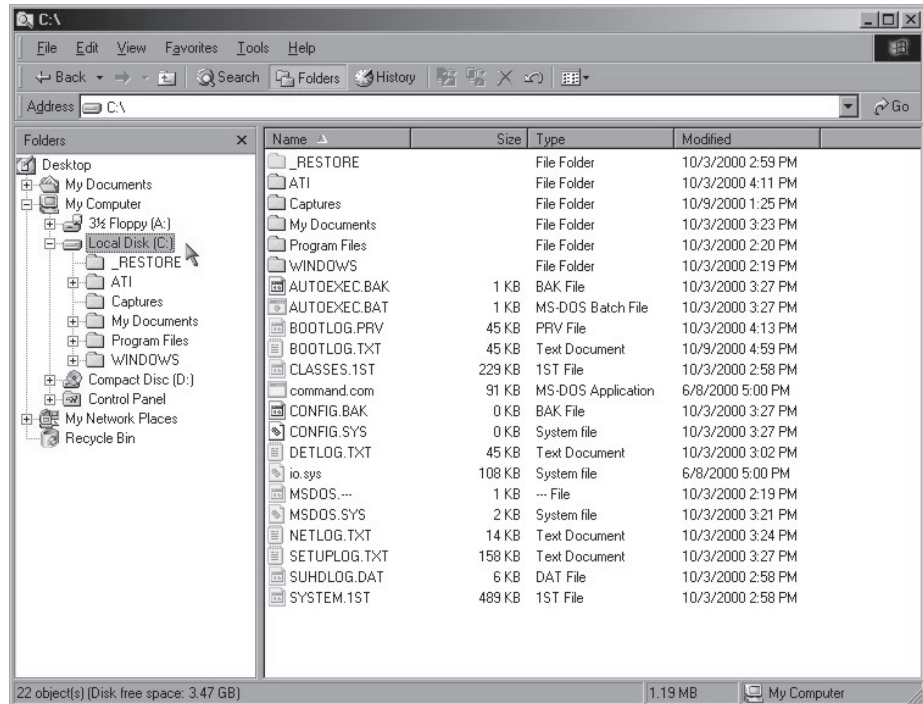
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## **Windows Explorer**

The Explorer utility is used to manage files and disks. It enables the user to copy, move, and delete files on any of the system's drives. The Explorer screen is divided into two parts: The left side displays a directory tree, containing all the directories and subdirectories of the system's available drives, while the right side shows the files of the selected directory or subdirectory. A Status Bar at the bottom of the screen shows the number of files and number of bytes the subdirectory consumes. An example of this is illustrated in Figure 11-6 on the next page.

Multiple directories can be displayed on the same screen with the Explorer. This feature makes it easy to perform file operations by simply opening another window. The new window is identical to the first, including its drive icons, and will normally appear directly on top of the first. By resizing each window to fill the top and bottom of the screen respectively, both windows can be accessed with equal ease.

## PROCEDURE - 11



**Figure 11-6: Windows Explorer**

### 1. Open Windows Explorer

- Follow the path Start/Programs/Accessories/Windows Explorer.
- Double-click My Computer in the left portion of the screen.
- Double-click on Local Disk (C:)
- Record the number of objects in the current directory in Table 11-4a.
- Record the total free drive space on the current drive in Table 11-4b.

### 2. Change directories

- Click the WINDOWS folder.

*NOTE: If a Warning screen appears in the right pane of Explorer, simply click the View the entire contents of this folder link to continue*

- Record the number of objects in this directory in Table 11-4e.
- Right-click the Windows directory and choose Properties.
- Record the number of files that are in the Windows directory, in Table 11-4f.
- Click OK to close the Windows Properties window.

### 3. Create a directory named Students under C:

- Left-click the C: drive icon to highlight it.
- Select the "File" option from the menu bar.
- Move the cursor to the "New" option and left-click on Folder.
- Type the word **Students** in the highlighted folder name box, next to the folder displayed in the right half of the Explorer window.
- Press the ENTER key.

### 4. Create a directory under Students using your three initials as the director (subdirectory) name.

- On the left side of the screen, click the C:\STUDENTS folder to highlight it.
- Select the "File" option from the menu bar.
- Move the cursor to the "New" option, and left-click on Folder.



- \_\_\_ d. Type your three initials in the highlighted folder name box, next to the folder displayed in the right half of the *Explorer* window. This is your personal directory.
- \_\_\_ e. Press the ENTER key.

**5. Expand the directory tree to show the subdirectory again**

- \_\_\_ a. Double-click the STUDENTS folder.

**6. Hide the subdirectory that uses your initials**

- \_\_\_ a. Left-click the minus sign (-) next to the C:\ folder.
- \_\_\_ b. Left-click the plus sign (+) next to the C:\STUDENTS folder.

## Moving Folders Around

When a file is moved, it is copied from one directory or disk to another without leaving a version at the source. Unlike a copy operation, the source file is erased in a move. To copy files to a different drive, the file can simply be dragged. However, to copy a file to a different directory on the same drive, it must be selected with a right-click, held, dragged, and released. The desired operation is then selected from the options list. To move a file to the same disk, drag the file from the file contents window and drop it at the destination directory on the left side. To move a file to a different drive, right-click and drag as described above.

Multiple files can be selected for move and copy operations. To select multiple adjacent files, click on the first file folder, press the shift key, and click on the last file. All of the files between the first and last files will be highlighted. To select non-adjacent files for file operations, press the CTRL key and click on each file name. Once the multiple files are selected, right-click, hold, and drag to the desired location and select move, copy, cancel, or delete.

**1. Move the personal directory you created earlier to the Windows directory**

- \_\_\_ a. Click-and-hold the pointer over your personal directory folder.
- \_\_\_ b. Drag the folder icon to the WINDOWS folder and release.
- \_\_\_ c. Double-click the WINDOWS folder to open it (if it doesn't automatically open) and verify the folder has been moved there.

**2. Copy your personal directory from the Windows directory back to the C:\Students directory**

- \_\_\_ a. Right-click-and-hold the pointer over your personal directory folder.
- \_\_\_ b. Drag the folder to the STUDENTS folder and release the mouse button.
- \_\_\_ c. Click the "Copy Here" option.

**3. Delete the copy of your personal directory that is under the Windows directory**

- \_\_\_ a. Left-click the C:\WINDOWS\XXX folder to highlight it (XXX being your initials).
- \_\_\_ b. Press the DELETE key on the keyboard.
- \_\_\_ c. Left-click on Yes to verify sending the folder to the Recycle Bin.
- \_\_\_ d. Close the Windows Explorer program.

**4. Open the Windows Explorer**

- \_\_\_ a. Click Start, then Run, and type **Explorer**, and press OK.



## PROCEDURE - 11

### 5. Display file information

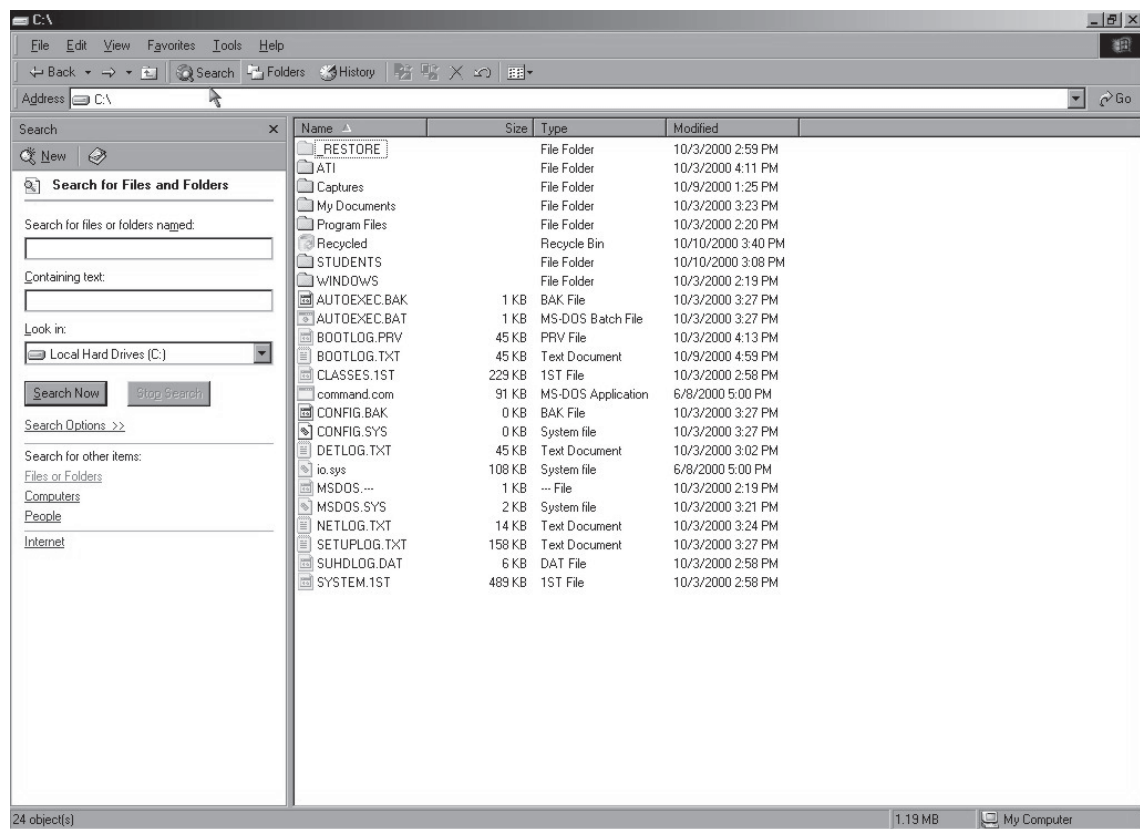
- Expand My Computer and C:.
- Click the WINDOWS folder.
- Click the “View” option in the menu bar.
- Click the “Details” option in the pull-down menu list.

### 6. Sort the files under Windows by type

- Click the WINDOWS folder, if necessary.
- Click the “View” option.
- Move the cursor to Arrange Icons, and then click the “By Type” option.
- Scroll down the WINDOWS folder until you see text documents.
- Record the number of Text Document files in Table 11-5.

### 7. Search for files

- Click the C: drive icon.
- Select the Search button from the toolbar as shown in Figure 11-7.



**Figure 11-7:**  
Windows Explorer  
Search View

- In the left section of the window under Search for files or folders named, type \*.txt.
- Click on Search Now to confirm the selection.
- Record the number of .txt files in Table 11-6.
- Click the X in the upper-right corner of the Search window to close the Search pane.

*NOTE: To restore your folders window left-click on the Folders button on the Button Bar.*



**8. Randomly select files under the WINDOWS folder**

- ☐ a. Make sure that your personal directory folder is visible on the left side of the screen. If not, double-click the STUDENTS folder.
- ☐ b. Left-click the WINDOWS folder to highlight it.
- ☐ c. Click the first file with a Text Document extension.
- ☐ d. Press-and-hold the CTRL key.
- ☐ e. Move the cursor to the next file with a Text Document extension, and left-click on it.
- ☐ f. Repeat step e for the next two text files.
- ☐ g. Release the CTRL key.

**9. Move the selected files to your personal folder**

- ☐ a. Move the pointer over one of the highlighted files in the list.
- ☐ b. Click-and-hold the mouse button while you drag the files to your personal directory.
- ☐ c. Release the mouse button over your directory folder to drop the files in a new location.

**10. Select all the files under your personal folder**

- ☐ a. Click your personal directory folder.
- ☐ b. Select the first file in the list and click on it.
- ☐ c. Press-and-hold the SHIFT key.
- ☐ d. Choose the last file.
- ☐ e. Release the SHIFT key.

**11. Copy the files from your personal directory back to the WINDOWS folder**

- ☐ a. Press-and-hold the CTRL key and click the first file. This will un-highlight the first file.
- ☐ b. Release the CTRL key.
- ☐ c. Press-and-hold the CTRL key and click the first file. This will highlight the file.
- ☐ d. Release the CTRL key.
- ☐ e. Right-click and hold the mouse button over the highlighted files and drag them to the WINDOWS folder.
- ☐ f. Release the mouse button over the WINDOWS directory folder.
- ☐ g. On the resultant context menu left-click on "Copy Here" to copy the files to the WINDOWS folder.

**12. Rename the first file in your personal folder to MYFILE**

- ☐ a. Click your personal directory folder.
- ☐ b. Click the first file in the list.
- ☐ c. Click the "File" option in the menu bar.
- ☐ d. Click the "Rename" option in the drop-down menu list.
- ☐ e. Type **Myfile.txt** in the box that appears next to the file selected.
- ☐ f. Left-click anywhere on an open portion of the screen.

**13. Delete all the files under your personal folder**

- ☐ a. Click your personal directory folder.
- ☐ b. Click the first file in the list.
- ☐ c. Hold down the SHIFT key and click on the last file in the list.
- ☐ d. Release the SHIFT key and press the DELETE key.
- ☐ e. Left-click the Yes button to confirm sending these files to the Recycle Bin.

## PROCEDURE - 11



### Formatting a Blank Floppy Disk

Windows Explorer can be used to perform other DOS-like functions, such as formatting diskettes. When formatting, the format window will display several options, as depicted in Figure 11-8. There are two disk capacities, two format types and labeling options to choose from. When the disk has been formatted, a summary screen appears providing a detailed report on the format results.

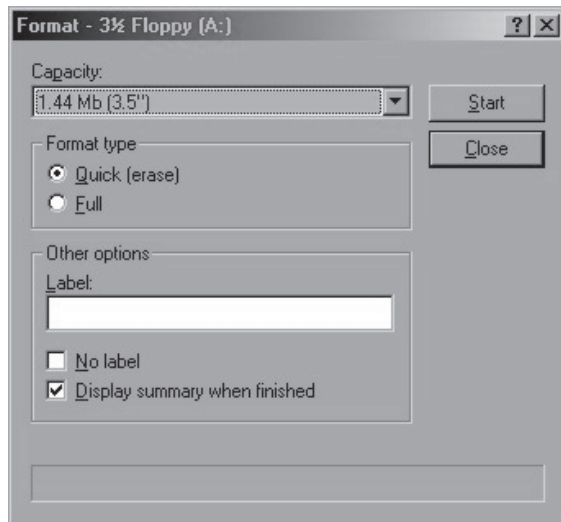


Figure 11-8: Format Window

#### 1. Format a blank floppy disk

- \_\_\_ a. Insert the blank disk into the floppy drive.
- \_\_\_ b. Right-click the floppy (A:) drive.
- \_\_\_ c. Select the “Format” option from the menu.
- \_\_\_ d. Move to the Capacity box and left-click on it.
- \_\_\_ e. Select the “1.44 MB” option.
- \_\_\_ f. Click the Start button.
- \_\_\_ g. After the procedure is complete, record the total bytes available on the disk in Table 11-7.

*NOTE: This information is obtained from the format results.*

- \_\_\_ h. Close the Summary and Format windows by left-clicking on Close in each window.

#### 2. Copy files from the C: drive to the newly formatted floppy disk

- \_\_\_ a. Highlight the Windows directory.
- \_\_\_ b. Scroll down to where you see the text files ending with .txt.
- \_\_\_ c. Right-click on the first text file in the list and drag it to the floppy (A:) drive.
- \_\_\_ d. Release the right mouse button and choose Copy Here.

#### 3. Change drives

- \_\_\_ a. Place the student work disk in drive A:.
- \_\_\_ b. Move the cursor to the A: drive branch in the directory tree, and left-click on it.
- \_\_\_ c. Record the number of objects in the current directory in Table 11-4c.
- \_\_\_ d. Record the total free space on the current drive in Table 11-4d

#### 4. Label the disk with your initials

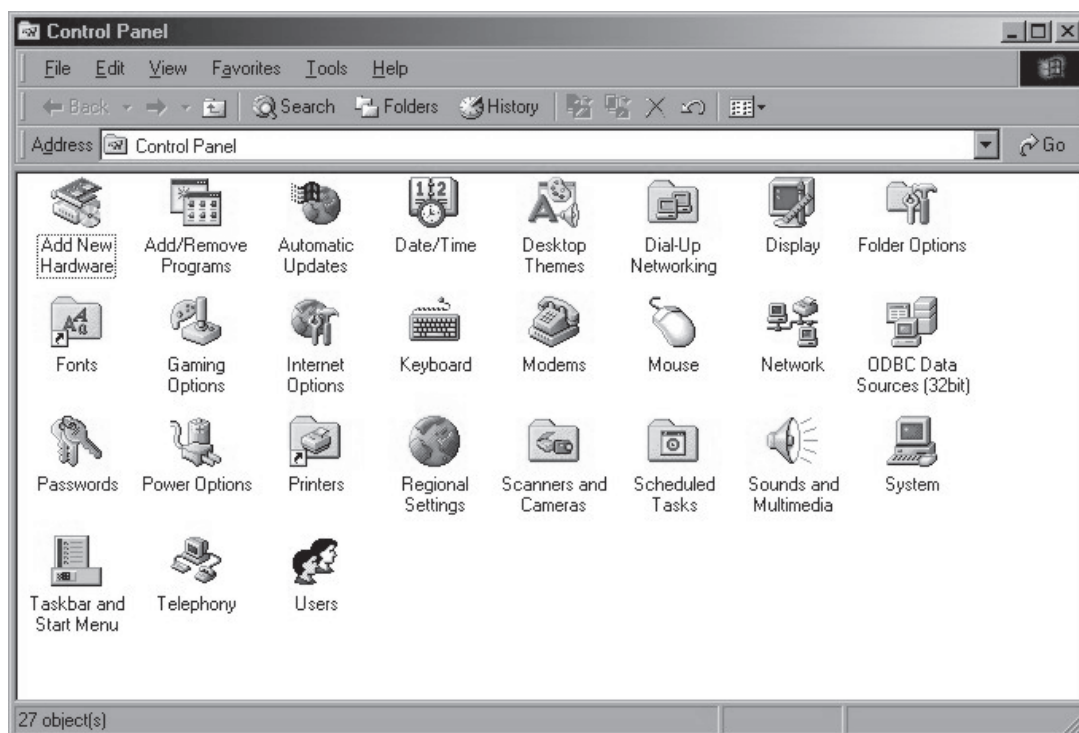
- \_\_\_ a. Click the A: drive icon.
- \_\_\_ b. Select the “File” option from the list.
- \_\_\_ c. Click the “Properties” option in the drop-down menu list.
- \_\_\_ d. Type your three initials in the Label dialog box.
- \_\_\_ e. Click the OK button.

#### 5. Close the Windows Explorer

- \_\_\_ a. Click the X at the upper-right corner of the Explorer window.

## The Control Panel

The Windows Me Control Panel, depicted in Figure 11-9, allows the user to customize the desktop and configure many of the system's settings. The Control Panel can be accessed through the desktop's My Computer icon, or by clicking the Start button and choosing Settings. The customization of the desktop includes setting screen colors and selecting wallpaper. Wallpaper is the pattern that shows behind the various application windows. Other Control Panel options include changing display settings or fonts and establishing Regional Settings and Sound options. The Control Panel is also used to specify how the mouse, keyboard, joystick, modem, and multimedia hardware respond. The Control Panel is also useful in assigning printers and ports for operation.



**Figure 11-9:**  
Control Panel

The Control Panel's utilities can be used to Add and Remove hardware and programs. The Add New Hardware and Add/Remove Programs options are used to further configure the operation of Windows. The Add New Hardware option is used to set up the computer's ports and interrupts so that hardware options do not conflict with each other. The Add/Remove Programs option can be used to install and uninstall most of the programs that one would ever install on the computer.

### 1. Open the Control Panel

- ☐ a. Double-click the My Computer icon.
- ☐ b. Double-click the Control Panel icon.
- ☐ c. Click the Maximize button in the upper-right corner of the *Control Panel* window.

### 2. Change the Date and Time

- ☐ a. Double-left click the Control Panel's Date/Time icon.
- ☐ b. Click the Time zone menu and make sure it's set for your location.
- ☐ c. Click the OK button to accept the changes.



## PROCEDURE - 11

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### 3. Change Screen Colors

- ☐ a. Double-click the Control Panel's Display icon.
- ☐ b. Click the Appearance tab.
- ☐ c. Click the arrow beside the Scheme box.
- ☐ d. Scroll down to move through the standard color options available.
- ☐ e. Choose the Windows Standard color scheme by clicking on it.
- ☐ f. Click the OK button to close the *Display Properties* window.

### 4. Choosing a Sound effect Scheme

- ☐ a. Double-click the Sounds and Multimedia icon in the Control Panel.
- ☐ b. Click the arrow beside the Scheme box.
- ☐ c. Choose Windows Default as the sound theme by clicking on it.
- ☐ d. Click No on the *Save Scheme* window.
- ☐ e. Click OK to save the settings.
- ☐ f. Click the X button at the right corner of the title bar to close the Control Panel.

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## Windows Setup

Windows Setup is used to add new applications after Windows Me has been installed. Setup can be accessed by double-clicking the Control Panel's Add/Remove Programs icon. Configuration changes can be made by clicking on the Windows Setup tab. To add or remove a component, click on the box next to it. The Details option will display additional information about the selection. To install a new Windows Me application, check the box next to the option and click the Apply button. The system will search the available drives for applications, and then install them. The Add/Remove option can also be used to remove nonessential Windows components. This is particularly helpful when the hard drive becomes full. Removing these items can free up about 12 megabytes.

Some manufacturers include a proprietary setup program for their Windows Me applications. These drivers can be installed through the Run option from the Start menu. This will produce a dialog box that can be used to enter the path of the setup program.



### 1. Open Windows Setup

- ☐ a. Double-click the My Computer icon.
- ☐ b. Double-click the Control Panel icon.
- ☐ c. Double-click the Add/Remove Programs icon.
- ☐ d. Click the Windows Setup tab.
- ☐ e. Record the number of Component options in Table 11-8.

### 2. Search for new applications

- ☐ a. Click in the box beside the Accessibility options entry to select that application.
- ☐ b. Click the Apply button.

*NOTE: Windows Me will search the available drives for software related to the application, and install it if it has not already been installed.*

- ☐ c. Insert the disk, if requested by the system.
- ☐ d. Reboot the computer when prompted.

### 3. Close the Control Panel

- ☐ a. Click the Cancel button to close the window.
- ☐ b. Click the Close button (X) in the upper-right corner of the *Control Panel* window.

4. **Exit Windows Me**
- ☐ a. Click the Start button at the bottom of the screen.
  - ☐ b. Click the “Shut Down” option.
  - ☐ c. Select the “Shut down” option in the drop-down menu.
  - ☐ d. Click the OK button.
  - ☐ e. Turn off the computer system if it doesn’t have the automatic power off capability.



TABLES

Table 11-1

Start Menu Options	

Table 11-2

Program Menu Options	

**PROCEDURE - 11**

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**Table 11-3**

Accessory Menu Options		

**Table 11-4**

<b>Table 11-4a:</b>	
<b>Table 11-4b:</b>	
<b>Table 11-4c:</b>	
<b>Table 11-4d:</b>	
<b>Table 11-4e:</b>	
<b>Table 11-4f:</b>	

**Table 11-5**

<b>Number of Text Document Files:</b>	
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**Table 11-6**

<b>Number of .txt Files Search:</b>	
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**Table 11-7**

<b>Total Bytes Available:</b>	
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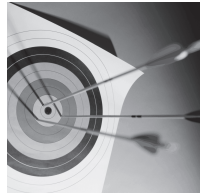


Table 11-8

Number of Component Options:	
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## LAB QUESTIONS

1. Describe the function of the X box in a *Windows Me* window.
2. List the items normally found under the My Computer icon.
3. Which Windows Me utility is similar to the File Manager in previous versions of Windows?
4. If the user wants to perform a DOS operation in Windows Me, describe how this can be accomplished.
5. In the event that a file is mistakenly deleted from a directory, what action can be performed in Windows Me to get it back?
6. Describe what occurs when the user clicks the right mouse button in an open area of the screen.



**Feedback**

