

Windows Me Accessories

OBJECTIVES

1. Learn about Internet Connection Sharing.
2. Learn about Accessibility Options.
3. Learn about Regional Options.
4. Learn about Sounds and Multimedia.



Networking

RESOURCES

1. Marcraft 8000 Trainer with Windows Millennium installed
2. Sound card and speakers
3. Dial-up networking connection to an ISP
4. ISP username and password

DISCUSSION

This lab will explore some of the various system customization options in Windows 2000. Accessibility options can be used to help people with audio and visual impairments. This feature can make sounds and show visual alerts at various keyboard events. Regional options can change language and various country specific settings on the computer. From Sounds and Multimedia you can change sounds for different events.



Networking

PROCEDURE

1. Installing Internet Connection Sharing

- ___ a. Boot the computer to Windows Millennium.
- ___ b. Use the path Start/Settings/Control Panel and double-click the Add/Remove Programs icon to open the Add/Remove Programs window.
- ___ c. Click the Windows Setup tab.
- ___ d. Scroll down to Communications and click on it to highlight it.
- ___ e. Click the Details button.

PROCEDURE - 35

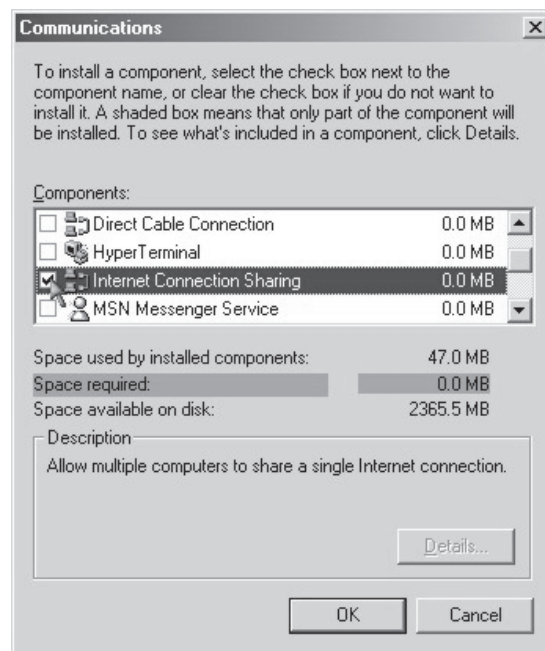


Figure 35-1:
Communications
Window With Internet
Connection Sharing
Selected

- ___ f. Check the box next to Internet Connection Sharing, as shown in Figure 35-1, click OK, and then Apply to begin installing Internet Connection Sharing.

2. Configure the Home Networking Wizard

- ___ a. At the Welcome screen, click Next to continue.
- ___ b. In the next window, check the first "Yes" radio button.
- ___ c. Click the radio button "A direct Connection".
- ___ d. Verify that the dial-up networking connection is selected and click Next.
- ___ e. Click Yes to share the Internet connection and click Next.
- ___ f. Click Yes to connect to the Internet automatically.
- ___ g. Enter the ISP assigned user name and password, and click Next.
- ___ h. Use the default computer name and workgroup name, and click Next twice.
- ___ i. Click OK to close the open window after rebooting.

3. Configure another computer to connect to the Internet through your connection

- ___ a. Insert the floppy created during the installation of ICS into the floppy drive of your partner's computer.
- ___ b. Click Start, Run, then Browse.
- ___ c. Choose the floppy drive and double-click the Setup.exe file.
- ___ d. Click OK to start the setup process for the network.
- ___ e. Click Next, click Edit Home Networking, and click Next, if prompted.
- ___ f. Click the Yes radio button.
- ___ g. Click the first option to connect to another computer and click Next.
- ___ h. Use a unique Computer Name and type Workgroup for the workgroup name. Click Next twice.
- ___ i. Click No, do not create a Home Networking setup disk, and click Next.
- ___ j. Click Finish, remove the floppy disk, and restart as prompted.
- ___ k. Click OK to the window that opens when you have restarted.
- ___ l. Go back to your computer and connect to the Internet as you normally would. For example, Start/Settings/Dial Up Networking, double-click the connection, and click Connect.
- ___ m. Go back to your partner's computer and open Internet Explorer to test a connection to the Internet.

4. Uninstall Internet Connection Sharing

- ___ a. On your computer click Start/Settings/Control Panel/Add/Remove Programs.
- ___ b. Click the Windows Setup tab.
- ___ c. Double-click on Communications.
- ___ d. Scroll down to Internet Connection Sharing and uncheck it.
- ___ e. Click OK twice and restart the computer as prompted.

5. Accessibility Options

- ___ a. Back on your computer from the Windows Millennium Control Panel, double-click on Accessibility Options.
- ___ b. Double-click the Display tab. You will see a window similar to Figure 35-2.

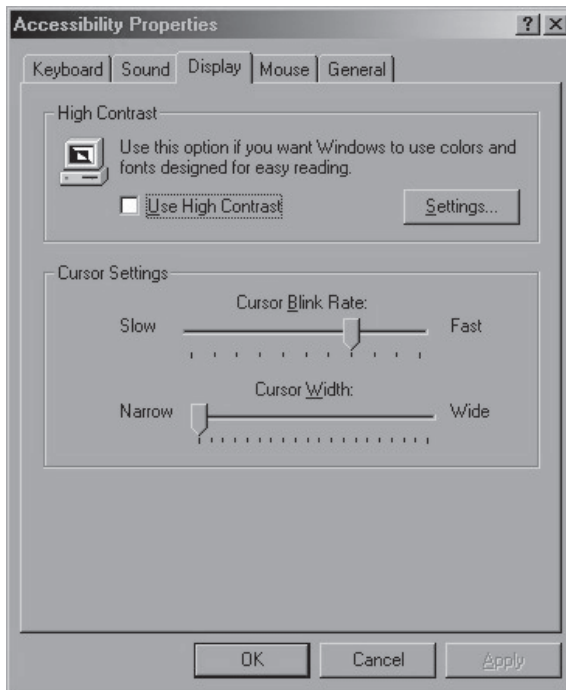


Figure 35-2: Accessibility Contrast Options

- ___ c. Select "Use High Contrast". Click Apply.
- ___ d. Record your observations in Table 35-1.
- ___ e. Uncheck high contrast and click Apply to restore to the original state. You may need to resize the Taskbar by dragging the edge back down to its original position.
- ___ f. In the *Accessibility Properties* window click the Mouse tab.
- ___ g. Select "Use MouseKeys", then click Apply.
- ___ h. Look at the keyboard and verify that the Num Lock light is on. If it is not press the NUM LOCK key.
- ___ i. There are arrow keys on the numeric keypad on the right-hand side of the keyboard. Up is 8, down is 2, left is 4, and right is 6. Press up and record your observations in Table 35-2.
- ___ j. Uncheck "Use MouseKeys" and click Apply to restore the option back to its original state.
- ___ k. Click OK to exit Accessibility Options.

6. Regional Options

- ___ a. From the Windows Millennium Control Panel double-click on Regional Options.
- ___ b. Your window should be similar to Figure 35-3.

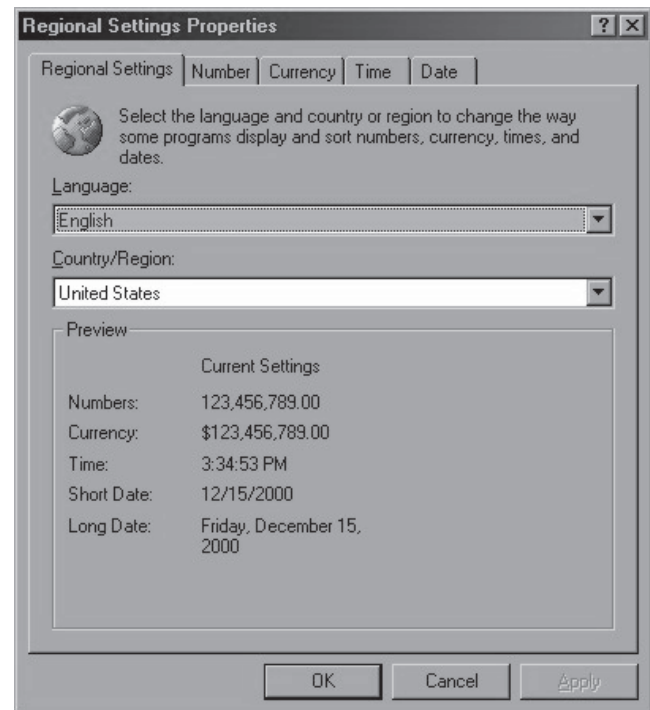
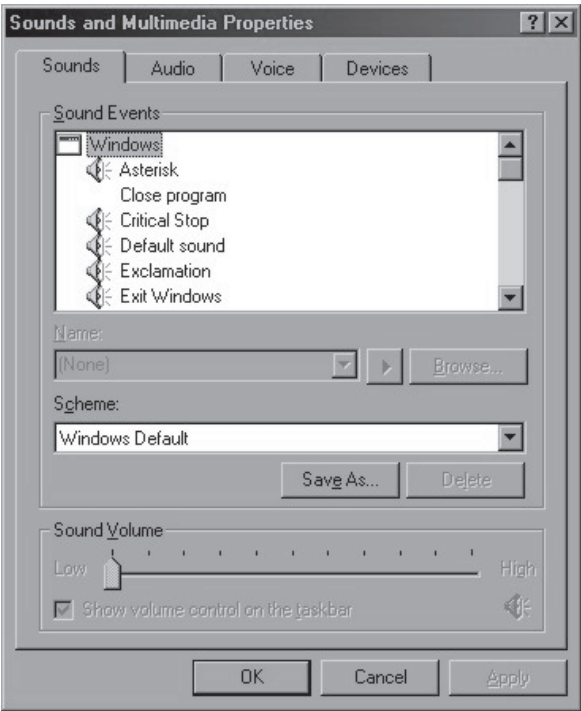


Figure 35-3: Regional Options

PROCEDURE - 35

- ___ c. Under the Regional Settings tab record your locale in Table 35-3.
- ___ d. Under the Number tab record the Measurement system in Table 35-3.
- ___ e. Under the Currency tab record the currency symbol in Table 35-3.
- ___ f. Under the Time tab record the Time style in Table 35-3.
- ___ g. Under the Date tab record the Short date style in Table 35-3.
- ___ h. Click OK to exit the Regional Options.



7. Sounds and Multimedia

- ___ a. From the Windows Millennium Control Panel double-click on Sounds and Multimedia.
- ___ b. You will see a window similar to Figure 35-4. Click the Critical Stop event.
- ___ c. Record the "Name:" in Table 35-4. This is the name of the sound file that Windows plays when the corresponding event has occurred.
- ___ d. If you have a sound card and speakers press the play button and you will hear the sound.
- ___ e. Click the Audio tab. Click the Preferred device menu for sound playback and select your sound card.
- ___ f. Enter this information in Table 35-5.
- ___ g. Click the Advanced tab under sound playback.
- ___ h. Record the speaker setup in Table 35-6.
- ___ i. Click OK to close the Advanced window.
- ___ j. Click the Devices tab.
- ___ k. Record the number of devices listed under Video Compression Codecs in Table 35-7.
- ___ l. Click OK and close the Sound and Multimedia Properties window.

Figure 35-4: Sound and Multimedia Properties

TABLES

Table 35-1

Observations of High Contrast:	

Table 35-2

Observations of Pressing the UP (8) Key:	

Table 35-3

Locale:	
Measurement System:	
Currency Symbol:	
Time Style:	
Short Date Style:	

Table 35-4

“Critical Stop” Event Name:	
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Table 35-5

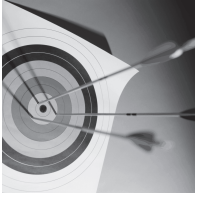
Preferred Sound Device:	
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Table 35-6

Speaker Setup:	
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Table 35-7

Number of Video Compression Devices:	
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Feedback

LAB QUESTIONS

1. What features of accessibility were demonstrated in this lab?
2. Where would you go to change the language of the system?
3. The Regional Options/Date feature does what?
4. What is one way to change the hardware settings of an audio card in Windows Millennium?