

Windows 2000 Navigation

OBJECTIVES

1. Understand directory structure.
2. Create a Notepad document.
3. Cut, copy, paste, and rename files.
4. Search for files.
5. Change Explorer views.
6. Modify folder options.
7. Use Control Panel.
8. Configure appearance.



Operating
System
Technology

RESOURCES

1. Marcraft 8000 Trainer with Windows 2000 Professional installed



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DISCUSSION

It is important to know how to use the interface of Windows 2000. At first it may look similar to the Windows 9X environment, but, the operation of Windows 2000 is somewhat different. This lab will familiarize you with some of the basic commands associated with navigating Windows 2000. You will learn how to change the appearance of windows, a few basic Control Panel settings, and folder options.

PROCEDURE

1. **Navigation and directory structure**
 - a. Boot the computer to Windows 2000.
 - b. Move your mouse to the bottom left of the screen and click on Start.
 - c. Follow the path Start/Programs/Accessories/Windows Explorer, similar to Figure 15-1. Click the down arrows if necessary.

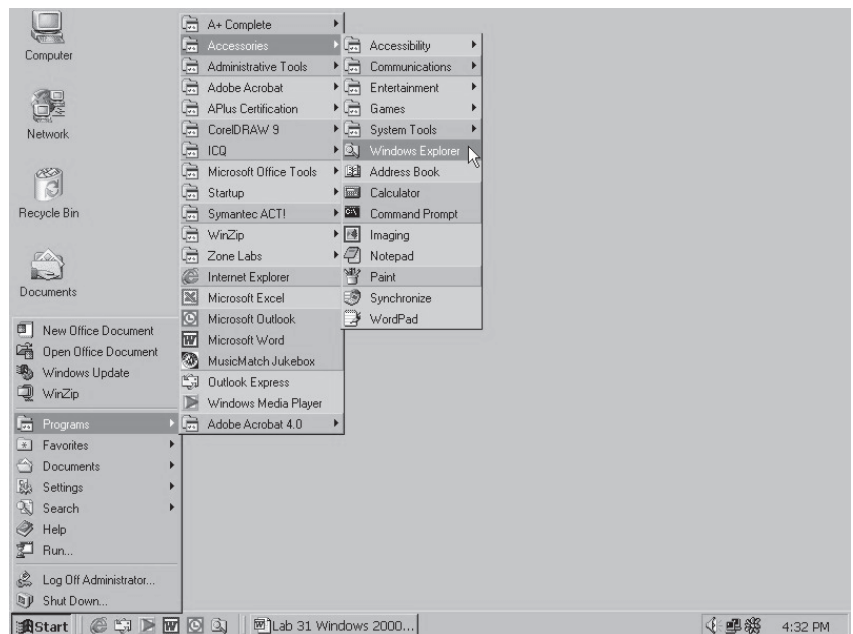


Figure 15-1: The Desktop and Start Menu

PROCEDURE - 15

- ___ d. The file system on the computer is organized into a group of folders. Double-click through the path My Computer/E:/WINNT. On the right-hand window pane you can see the content of that folder.

NOTE: If the configuration is such that you do not see the folder's contents, it will be necessary to click on the "Show Files" link to view the folder's contents.

- ___ e. Click the (E:) drive and then click the File/New/Folder, as shown in Figure 15-2.

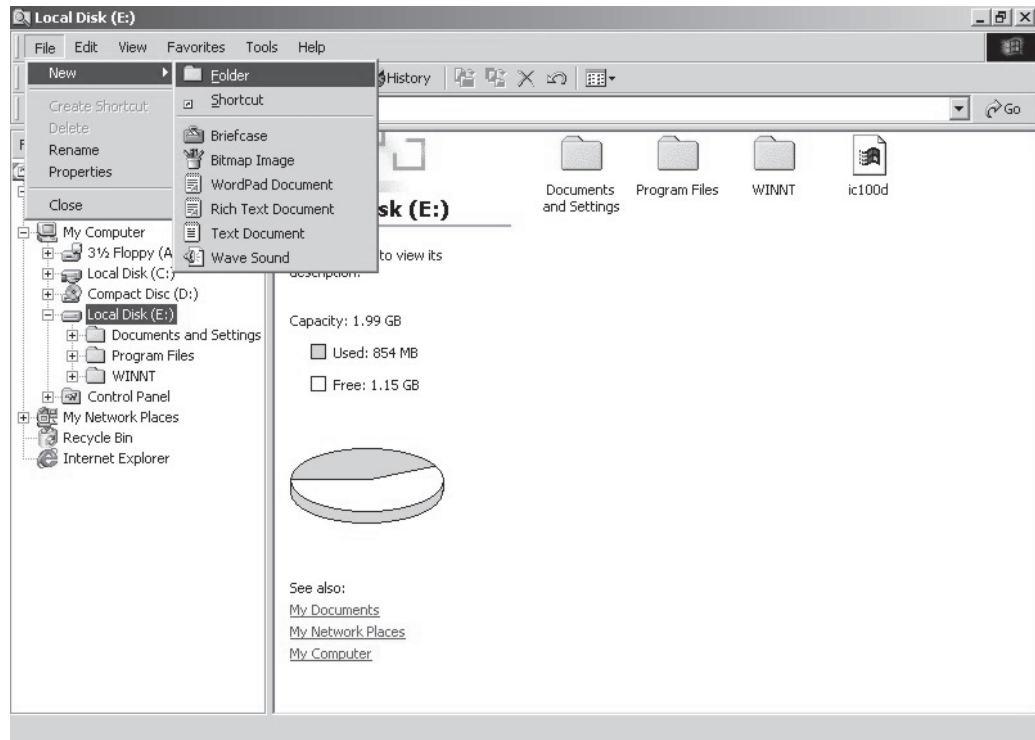


Figure 15-2:
Windows Explorer

- ___ f. Type **YourInitials** for the name of the folder and press ENTER.
- ___ g. Move the folder into the WINNT folder by clicking and holding the mouse, drag the folder on top of the folder, and release the mouse.
- ___ h. Close Windows Explorer by clicking on the "X" in the top right of the window.
- ___ i. On the desktop, double-click on "My Computer".
- ___ j. Right-click the (E:) drive, click Properties. Write down the free space in Table 15-1.
- ___ k. Click OK for *Local Disk (E:) Properties*.
- ___ l. Open the (E:) drive by double-clicking on the icon. Open the WINNT Folder.
- ___ m. Look for the YOURINITIALS folder you just created. Right-click on it and select Delete.
- ___ n. When you are asked to confirm, click Yes.
- ___ o. Close all open windows.

2. Create a Notepad document

- ___ a. Open *Notepad* by the path Start/Programs/Accessories/Notepad. This simple text-edit program will now start.
- ___ b. Maximize the program by clicking on the center button in the top right of the title bar.
- ___ c. Type **This is a test** in the document. Click File/Save.
- ___ d. Type **YourName.txt** for the filename.
- ___ e. Select the menu to the right of "Save in:"

- ___f. Select Local Disk (E:). The window should look similar to Figure 15-3.

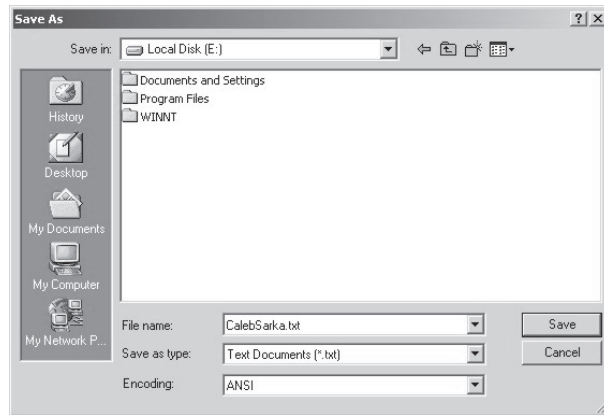


Figure 15-3: Save Dialog

- ___g. Click Save.
___h. Close *Notepad*.

3. Create a shortcut

NOTE: In the following procedures if the My Computer window opens in a full-sized window or maximized, you will not be able to see your desktop. If so, click on the "square" button at the right corner of the title bar to Restore it to its previous size. You can then resize the window, if necessary, to see the desktop.

- ___a. Open "My Computer." Double-click on E:\
___b. Look for the file YourName.txt. Right-drag it to the desktop and choose Create Shortcut Here, as shown in Figure 15-4.
___c. You have just created a shortcut to the text file.

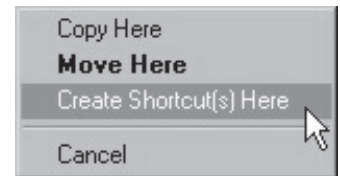


Figure 15-4: Right-Drag Options

NOTE: This is a convenient way of accessing programs and files. Double-clicking a shortcut will open the file or program that is referenced.

- ___d. Close any open windows.

4. Cut, copy, paste, and rename files

- ___a. Right-click the Shortcut to YourName.txt and click Copy.
___b. Go through the path My Computer/(E:). Right-click in any blank space, and click Paste.

NOTE: This Copy/Paste method can be used for duplicating any file, programs or shortcut to any folder or location within the Windows realm.

- ___c. Right-click the shortcut you just made and click Rename.
___d. Type **YourName2 Shortcut** and press the ENTER key on the keyboard.
___e. Right-click the shortcut you just renamed and choose Cut.
___f. Right-click the desktop and choose Paste.
___g. Delete the two shortcuts (Shortcut to YourName.txt and Shortcut to YourName2) from the desktop by clicking on the first, holding the CTRL key on the keyboard, and clicking on the second.
___h. Release the CTRL key, and right-click on one and choose Delete.
___i. Choose Yes to confirm the deletion of the 2 files.

NOTE: Notice that you are only deleting shortcuts to the file, not the actual "YourName.txt" file.

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- ___j. Right-click the Recycle Bin on the desktop, choose Empty Recycle Bin, and confirm by clicking Yes when prompted.
- ___k. Close all open windows.

5. Search for files

- ___a. Follow the path Start/Search/For Files or Folders.
- ___b. Type **YourName.txt** into the "Search for files or folders named:" field.
- ___c. Choose Look In Local Disk (E:) as in Figure 15-5.

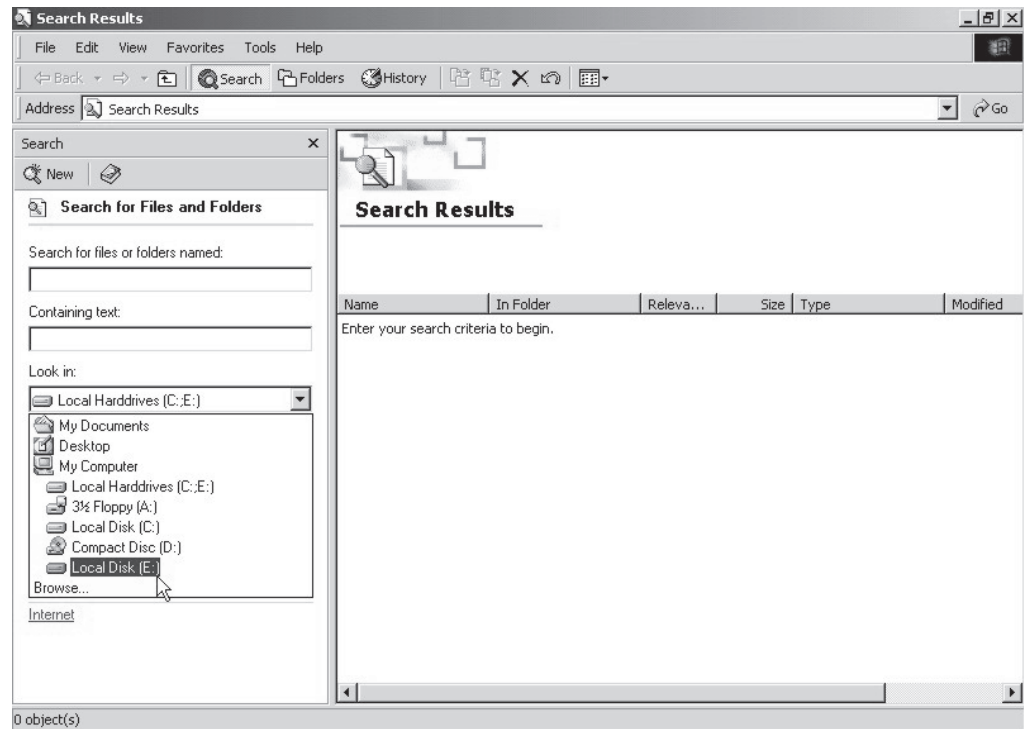


Figure 15-5: Search for Files and Folders

- ___d. Click on Search Now.
- ___e. You should see the file "YourName.txt" appear in the right-hand window pane. Notice the information you can see about the file.
- ___f. You may need to use the scroll bar in the bottom of the window to see additional information about the file. Write the desired information in Table 15-2.

NOTE: You can now manipulate the file found in the same manner as using Windows Explorer.

- ___g. Delete test.txt by right-clicking on the file's icon and choosing delete. Choose Yes when prompted.

NOTE: Delete the actual file not the shortcut in the RECENT folder.

- ___h. Close all open windows.

6. Explorer views

- ___a. Open "My Computer"
- ___b. Follow the path E:\WINNT. If necessary click "Show files" on the left-hand column.
- ___c. Click the View Menu. Record the item with a "dot" in Table 15-3.

- ___d. Change your view to "Details." Observe the window. It should look similar to Figure 15-6.

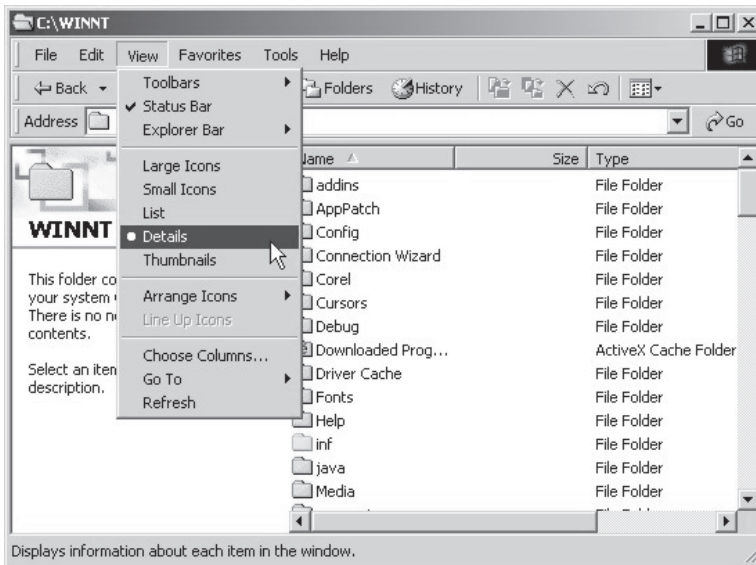


Figure 15-6:
Details View

- ___e. Look for the *Explorer* application. Record its size in Table 15-4.
 ___f. Change your view to Thumbnails.
 ___g. Right-click on a blank space in the folder and choose Arrange Icons/By Type.
 ___h. Scroll down to find a bitmap image and double-click on your selection. Write the filename in Table 15-5.
 ___i. An image-editing program such as *Paint* should open. Observe it and close the program.
 ___j. Now change your view of the WINNT folder to Large Icons, Small Icons, and List in turn. Observe the differences in each.
 ___k. Close all windows.

7. Folder Options

- ___a. Open "My Computer".
 ___b. Click Tools/Folder Options. In this window you can change settings on browsing local items, file types, and offline file configurations.
 ___c. Click the View tab. The window should look similar to Figure 15-7.
 ___d. Scroll down and verify that "Show My Documents on the Desktop" is checked. Click Apply.
 ___e. Click OK
 ___f. Now uncheck the same item in the *Folder Options* window. Record your observations in Table 15-6.
 ___g. Recheck the item.
 ___h. Click OK and close all windows.

8. Basic Control Panel

- ___a. Open the Control Panel using the path Start/Settings/Control Panel.
 ___b. Record how many objects exist in Table 15-7.
 ___c. Double-click the Mouse icon.
 ___d. Click the Motion tab.
 ___e. Increase the speed to Fast, and move the mouse.
 ___f. Decrease the speed to the minimum, and move the mouse.
 ___g. Change the speed back to normal and click OK.

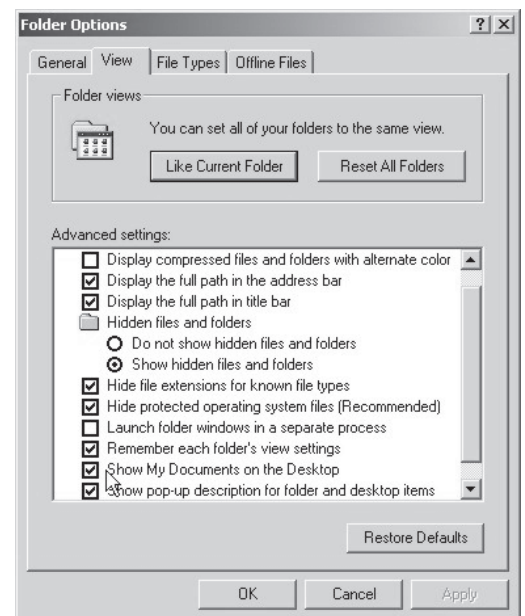


Figure 15-7: Folder Options View

PROCEDURE - 15

- ___h. In Control Panel double-click the Keyboard icon.
- ___i. Change the Cursor blink rate to its fastest setting. Observe the cursor on the left.
- ___j. Change the Cursor blink rate to its slowest setting. Observe the cursor on the left.
- ___k. Click Cancel and close all open windows.

9. Windows appearance

- ___a. Right-click on the desktop and click Properties. In this window you can change settings for your background, screen saver, windows colors, screen effects, and display adapter settings.
- ___b. Click the Appearance tab.
- ___c. Choose the "Brick" Scheme and click Apply.
- ___d. Choose 3D Objects under the item drop-down menu.
- ___e. Follow the path Color/Other.
- ___f. Click a color of your choice as in Figure 15-8, and then click OK.

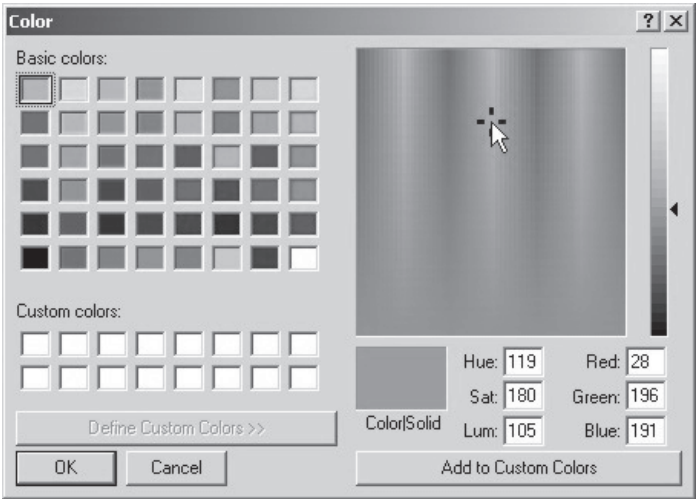


Figure 15-8: Color
Palette

- ___g. Click Apply. Write the color you chose in Table 15-8.
- ___h. Change the Scheme back to "Windows Standard" and click OK.

TABLES

Table 15-1

Hard Drive Free Space:	
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Table 15-2

In Folder:	
Size:	
Type:	
Modified:	

Table 15-3

View Item with a “Dot”:	
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Table 15-4

Size of Explorer Application:	
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Table 15-5

Bitmap Image Filename:	
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Table 15-6

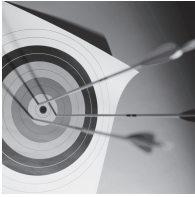
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Table 15-7

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Table 15-8

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Feedback

LAB QUESTIONS

1. How are the Start menu and file system organized?
2. What is the mouse operation used for moving a folder?
3. What is the method used in this lab for creating a shortcut?
4. What are four common operations for file manipulation?
5. How is the file search window similar to Windows Explorer?
6. What is the folder option window used for?
7. What is the display properties window used for?
8. What is the "Thumbnails" view?
9. What are the two areas of the Control Panel used in this lab?
10. What are the 3D objects?