
Table of Contents

Foreword	13
Introduction to Visual Steps™	14
What You'll Need	15
How This Book Is Organized	17
The Screen Shots	17
How to Use This Book	18
Test Your Knowledge	19
For Teachers	19
1. Starting and Stopping in Windows XP	21
Starting <i>Windows XP</i>	22
Using the Mouse	23
Pointing	24
The Mouse Buttons	25
Clicking	26
Entering Commands	29
Calculating by Clicking	30
Minimizing a Window	31
Starting Another Program	32
Maximizing and Minimizing	33
Opening a Window with the Taskbar	35
Stopping a Program	36
Stopping <i>Windows XP</i>	38
Exercises	39
Background Information	40
Tips	43
2. More Use of the Mouse in Windows XP	45
Getting Ready	46
The Next Three Mouse Actions	46
Dragging	47
Dragging with a Scrollbar	49
Enlarging and Reducing a Window	51
Back to the Beginning	54
Using the <i>Help and Support Center</i>	55
Double-Clicking	59
The Many Faces of a Window	61
Commands with a Check Mark	61
Selecting from a List	64
Right-Clicking	67
Exercises	70

Background Information	74
Tips	77

3. Keyboard Skills **79**

Starting <i>WordPad</i>	80
The Keyboard	81
Repeat Keys	82
A Typing Error?	83
Capital Letters	84
Words on the Next Line	85
A New Line	85
Colon or @?	86
The Cursor Keys	87
The Beginning and End of the Text	88
Correcting Mistakes	90
Removing Empty Lines	90
Making Jumps	91
Starting a New Text	92
Accents and Other Special Punctuation	93
Typing Apostrophes	95
Stopping <i>WordPad</i>	96
Exercises	97
Background Information	99
Tips	101

4. Writing a Letter **103**

Starting a Letter	104
A Larger Font	104
Today's Date	105
Undoing	106
Typing a Letter	107
Saving a Text	108
Closing <i>WordPad</i>	109
Opening a Text	110
Printing the Letter	112
Save Changes?	115
Exercises	118
Background Information	119
Tips	123

5. Word Processing **125**

The Cursor and the Mouse	126
Selecting a Word	127
Undoing a Selection	128
Deleting a Word	128
Dragging a Word	129

Typing Over a Word	130
Selecting a Line	131
Dragging a Line	132
Mini Word Processing	133
Splitting and Pasting Lines	135
Copying, Cutting and Pasting	136
Exercises	140
Background Information	144
Tips	145

6. Folders, Documents and Files 147

The Folder <i>My Documents</i>	148
The Files	149
Making a New Folder	149
Saving in a Folder	151
Copying Files	154
Selecting Multiple Files	156
Changing the File Name	160
Deleting Files	162
The <i>Recycle Bin</i>	164
Copying to a Diskette	166
Exercises	170
Background Information	172
Tips	175

7. Text Layout 177

Text Layout	178
Text Layout in <i>WordPad</i>	179
Selecting Text	179
Underlining Words	180
Bold Print	181
Italics	181
Colored Letters	182
Other Types of Layout	183
Undoing Layout	183
The Font	184
The Font Size	187
Determining Layout in Advance	189
Exercises	190
Background Information	193
Tips	197

8. Drawings and Illustrations	199
Starting <i>Paint</i>	200
Drawing by Dragging	201
Drawing Figures	202
Coloring	204
Undoing	204
Inserting Text into a Drawing	205
A New Drawing	206
Exercises	207
Copying in <i>Paint</i>	210
Pasting in <i>WordPad</i>	212
Background Information	215
Tips	219
9. Surfing the Internet	221
Some Information First: The Modem	222
Is Your Modem Ready?	223
Starting <i>Internet Explorer</i>	223
Contacting Your Internet Service Provider	225
Typing an Address	226
Wrong Address	228
Refreshing a Page	230
Forward and Backward	231
Clicking to Browse	234
Using the Scrollbars	236
Printing a Page	237
Saving a Web Address	239
The Start Button	241
Opening a Favorite	242
Getting off the Internet	243
Exercises	246
Background Information	248
Tips	251
10. E-mail, Your Electronic Mailbox	253
Starting <i>Outlook Express</i>	254
The E-mail Address	256
Sending an E-mail	257
The Outbox	259
Sending and Receiving	259
Reading a Message	262
Including an Attachment	263
Reading an Attachment	267
Exercises	270
Background Information	272
Tips	274

11. How to Make Working with Your Computer

More Pleasant	277
The <i>Control Panel</i>	278
Customizing the Mouse	279
The Speed	280
The Mouse Pointer	283
A Different Mouse Pointer	284
A Black Mouse Pointer	285
The Double-Click Speed	286
Left-Handed Users	287
Has the Mouse Been Customized?	288
Tips for Using a Mouse	289
Customizing the Keyboard	292
Your Keystroke	293
Customizing the Display	295
Larger Text	296
A Different Background	299
The Screen Saver	300
Your Display on Standby	302
Have You Customized the Display?	304
Tips for the Display	305
Customizing the Sound	306
Music as a Test	307
How Do I Insert a CD in the CD-ROM Drive?	307
Sound Knobs on Your Computer	310
Customizing Sound Signals	311
Have You Customized the Sound?	313
Tips for the Sound	314

Appendices

A. Clicking, Dragging and Double-Clicking in Solitaire	317
B. How Do I Do That Again?	325
C. Changing Your Keyboard Settings	337
D. Index	339