NOTES ON INTRODUCTION TO WINDOWS XP AND OFFICE

- Operating system OS = set of computer instructions that govern how computer performs loading, storing, and executing an application program and how to transfer data; controls the allocation of resources such as memory, disk devices, printers, etc.
  - o Microsoft Windows, Microsoft Windows XP
- Microsoft Office 2003
  - o collection of the popular Microsoft application software products that work similarly and together as if they were one program
  - o integrates applications
  - o combines them with power of the Internet
  - o features = move quickly among applications, transfer text and graphics easily, and interact easily with WWW
- Microsoft Windows XP Operating Systems
  - o 32-bit operating system = uses 32bits for addressing and other purposes; in other words, the OS can address more than 4GB of RAM and perform tasks faster
  - o Microsoft Windows XP Professional
    - ▪ designed for businesses of all sizes and advanced home computing
    - ▪ commonly used on computer workstations and portable computers
      - workstation = computer connected to a server
      - server = computer that controls hardware and software on a network and provides a centralized storage area for programs, data, and information
    - ▪ easy to use
    - ▪ customizable
    - ▪ capable of transferring data between documents with ease
    - ▪ runs application programs
  - o Microsoft Windows XP Home Edition
    - ▪ designed for home use and entertainment
    - ▪ capable of setting up home network sharing a single Internet connection, scanner/printer, files and folders
  - o Microsoft Windows XP Media Center Edition
    - ▪ designed for a Media Center PC = home entertainment desktop PC that includes a mid- to high-end processor, large-capacity hard disk, CD, and DVD drives, a remote control, and advanced graphics and audio capabilities
  - o Microsoft Windows XP Tablet PC Edition
    - ▪ designed for a special type of notebook computer, a Tablet PC
    - ▪ Tablet PC = allows you to write on the device's screen using a digital pen and converts handwriting into characters that can be processed
  - o Microsoft Windows XP 64-Bit Edition

- ▪ designed for use in solving complex scientific problems, developing high-performance design and engineering applications, or creating 3-D animations
- Windows XP Service Pack 2
  - o contains advanced security features that protect against viruses, worms, and hackers
  - o virus = a set of program instructions that attaches itself to a file, reproduces itself, and spreads to other computers
  - o Trojan horse = a computer program that seems to perform one function while actually doing something else
    - ▪ stealing passwords
  - o service pack = updates that contain fixes and enhancements to the OS
- User Interface = combination of hardware and software that enable users to communicate with and control the computer
  - o user-friendly
  - o GUI
  - o examples of interactions
    - ▪ make selections
    - ▪ choose icons
    - ▪ request information
    - ▪ respond to messages
  - o hardware associated with user interface
    - ▪ monitor, keyboard, mouse
    - ▪ Microsoft IntelliMouse/Natural Wireless Laser Mouse 6000
      - 3 buttons
        - o primary mouse button (usually left button)
        - o secondary mouse button (usually right button)
        - o wheel button
      - point = move the mouse across a flat surface until mouse pointer rests on the item of choice
      - click = you press and release the primary mouse button
        - o right-click
- Plugging a USB Flash drive into a USB Port
- File Management in Windows Explorer = copying, moving, renaming, and deleting files and folders on the computer
  - o Copying files
    - ▪ source drive/source folder
    - ▪ destination drive/destination folder
    - ▪ Methods
      - right-dragging
  - o Renaming files and folders
  - o Deleting files