

WINDOWS XP

Introduction

Microsoft Windows XP is a major upgrade of all the following operating systems used on personal computers:

- ❖ MS-DOS
- ❖ Microsoft Windows
- ❖ Microsoft Windows for Workgroups
- ❖ Microsoft Windows 95
- ❖ Microsoft Windows 98
- ❖ Microsoft Windows 2000

Windows XP brings together features available in older style operating systems and adds to them so that you can do more work quicker from your desktop or portable computer. Some of the main benefits include:

- ❖ Improved interface
- ❖ Easier file management, including support for networked connections and long filenames.
- ❖ New Plug and Play feature automatically detects and uses additional devices you attach to your computer.
- ❖ True 32-bit multitasking enables several programs to run simultaneously so you can get more work done.
- ❖ Improved search facility
- ❖ Better multimedia support
- ❖ Extended communications capability, including E-mail, faxes, bulletin boards, Internet.

The basic foundation underlying Windows is its 'windowing' capability. A Window is a rectangular area used to display information or to run a program. Several Windows can be opened at the same time to work with multiple applications, so

you should be able to dramatically increase your productivity when using your computer.

Using a Mouse

- ❖ We cannot imagine using Windows Operating System without a mouse. A mouse is a pointing device used to communicate with your computer. All operations in Windows environment are carried out with the help of mouse only. Though several keyboard equivalents (a list given in this chapter) are available, it is very easy and exciting to use mouse. It is recommended that you use Microsoft, or Microsoft-compatible mouse.

To use it, first place it on a flat surface or use a mouse mat. Optical mouse gives better performance than a ball mouse. It is maintenance free and durable and available at a very reasonable cost. You will notice an arrow-headed pointer moving on your screen as you move the mouse.



Mouse

To make a selection, move the mouse pointer on top of an item and then press and release (or click) the left mouse button. Sometimes you can click twice in rapid succession to select an item (double-click).

A mouse will usually have at least one more buttons on the right (called the right mouse button). This provides further facilities - for example, a right-click of the mouse button when it is over an appropriate object will display a shortcut menu of related options pertaining to that object. This is also called as a context menu.

A mouse can also be used to move items on the screen. This is achieved by selecting an item by clicking on it and dragging it to a new location holding the mouse button.

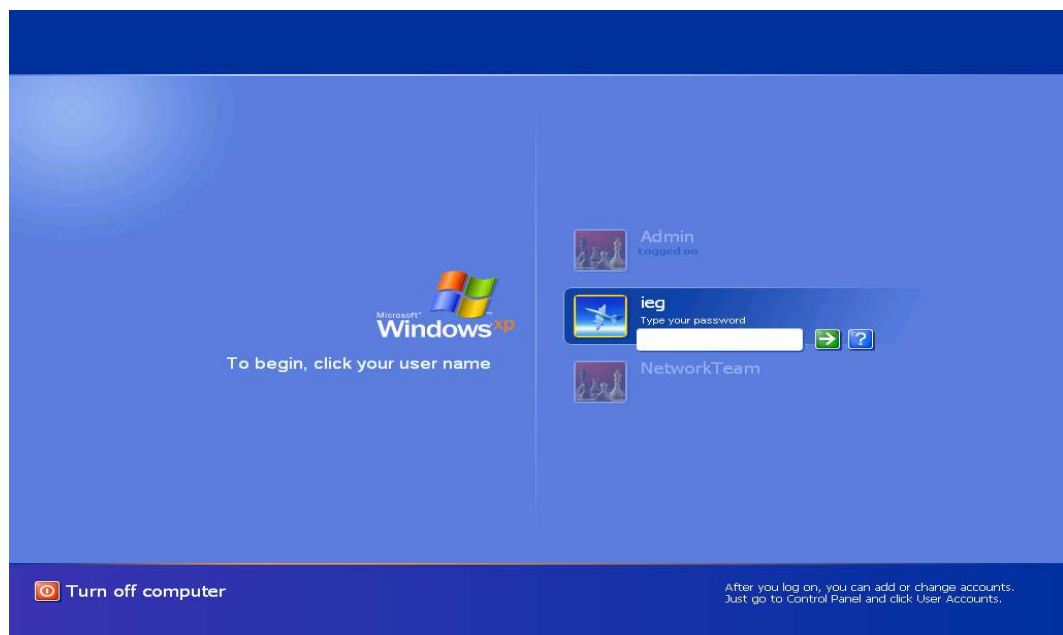
In this guide, we will use the terms: Click, Double-click, Right-click and Drag to refer to mouse operations described above.

You will learn the following features of Windows XP in this section

- ❖ Log on to Windows XP
- ❖ Windows XP components
- ❖ Desktop icons
- ❖ Communicating with Windows Operating System
- ❖ About Windows Explorer
- ❖ Keyboard Shortcuts
- ❖ Practice Session I
- ❖ Practice Session II
- ❖ Practice Session III

Log on to Windows XP:

- ❖ Switch on the computer. The system goes through a sequence of initialization and startup procedures. After the system has gone through the above startup, you will see the Login screen where the password for using Network services has to be entered. On entering the correct password, the user will be able to use Network services.



- ❖ Type username in the **User name** textbox.
- ❖ In the Password text box, type the password. The password appears as a series of ***.
- ❖ After successful login, you will see the following screen on your monitor.



Windows XP components

The Windows XP components are

1. Desktop
2. Taskbar

❖ **Desktop:** The entire screen is called the *desktop*. It is the first view after entering the password in the login screen. the pictures on the desktop are referred to as **icons**. These icons can be arranged in any order on the desktop.

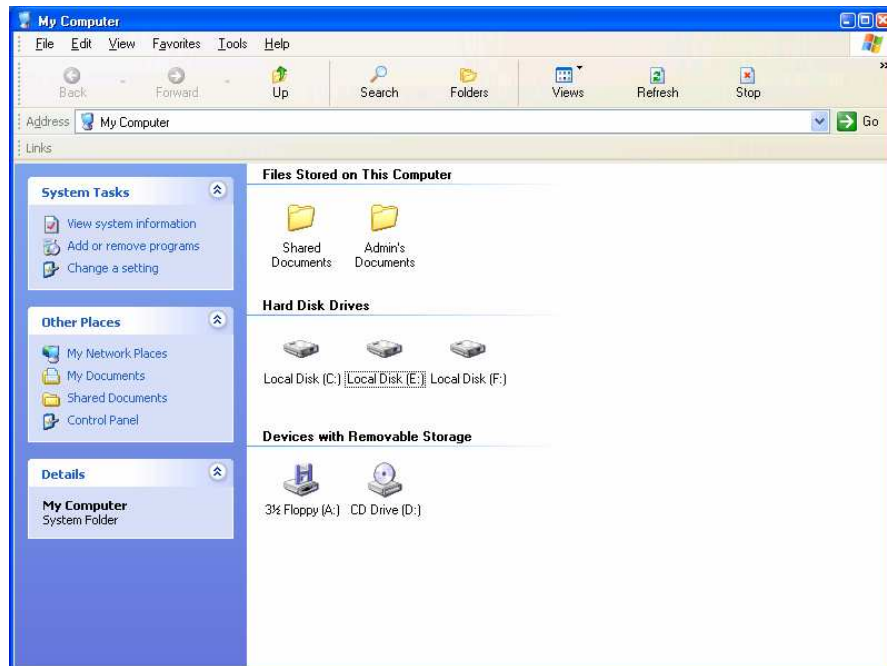
Desktop icons:

The icons on the desktop are:

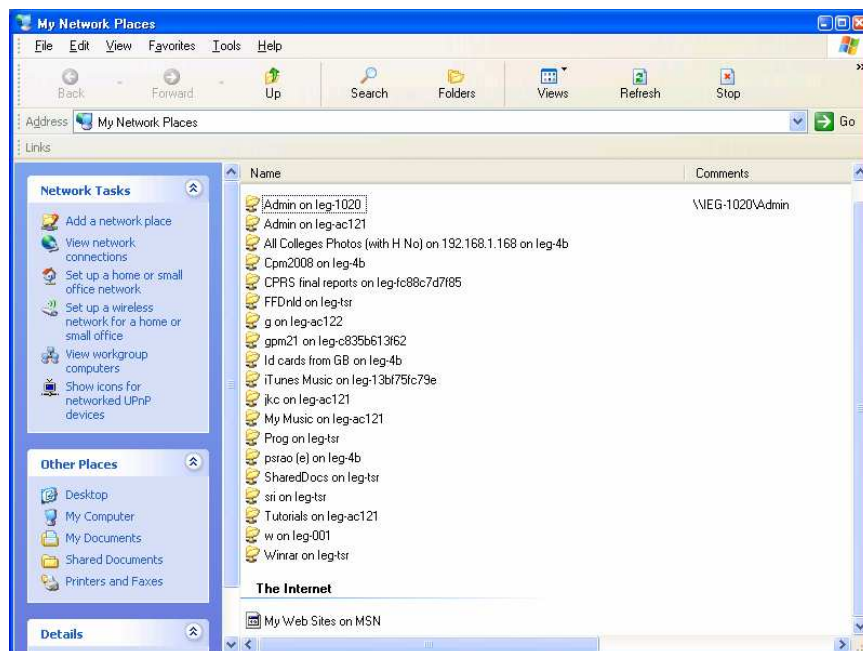
❖ *My computer* – It displays all the resources in the computer

The most important items in this window are :

- ❖ All the drives available in the computer
- ❖ The Control Panel folder
- ❖ The Printer Folder



- ❖ *My Network places* – It displays the group of members present in the Network, if you are working on a network



Some other important folders/components on the desktop are :

- ❖ *My Documents* – The default folders which will hold the files that are created on the computer
- ❖ *Recycle Bin* – It is the storage place for all deleted files.
- ❖ *My Briefcase* – It helps to organize and keep documents up-to-date between two PCs.
- ❖ *The Internet explorer* – It opens the Microsoft Internet Explorer to surf through the Internet.

Taskbar: It is the bar present at the bottom of the screen by default. The position can be shifted according to the user's requirement. It provides access to all applications that are opened.



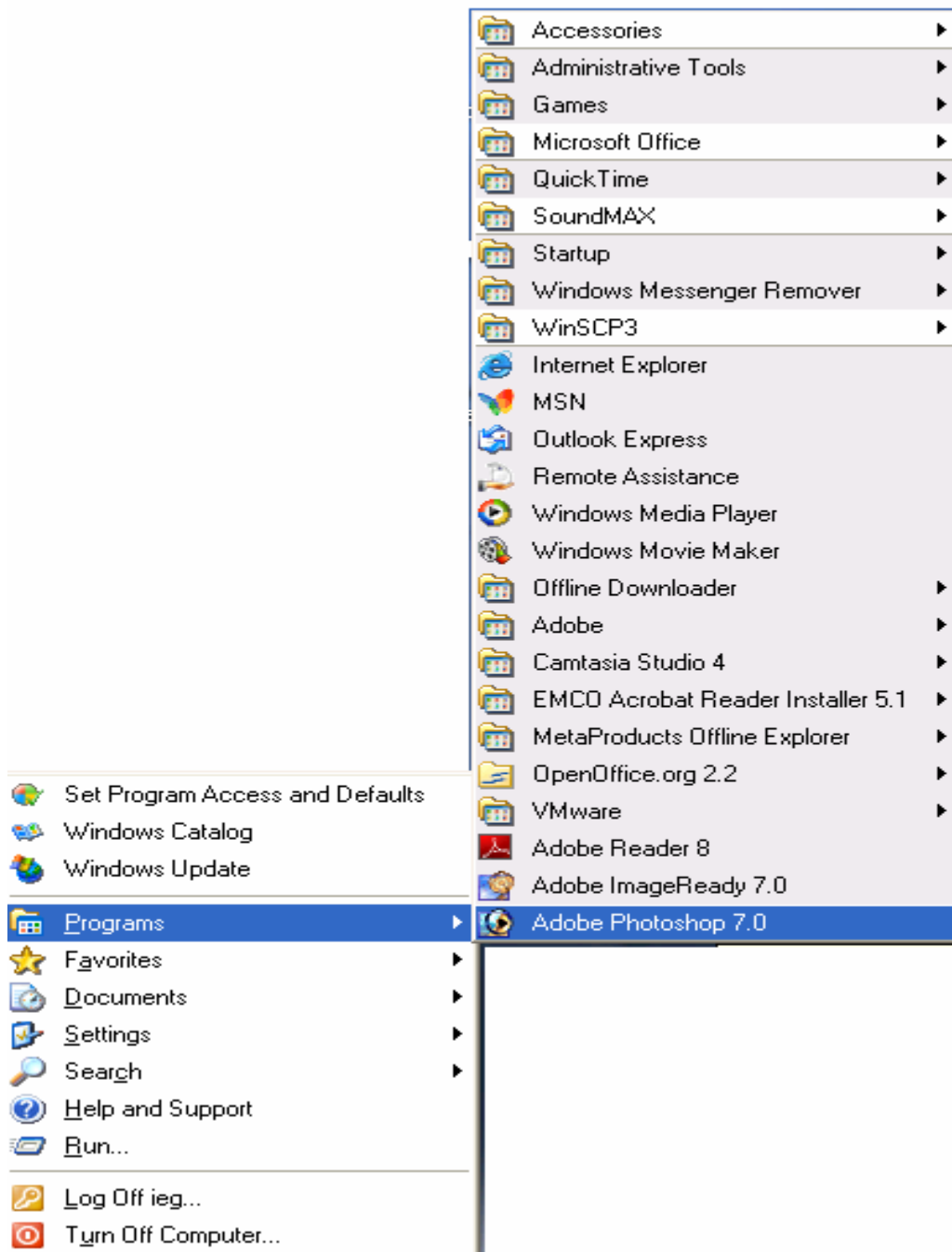
Start button: This button is used to start windows. Most important items in this menu are Programs, Documents, Settings, Search (Find) Help, Run and Shutdown.

Each one is explained below.



Programs

Programs menu contains list of all the software installed in your computer.



TIP

To start a program

- ❖ Click the **Start** button, and then point to **Programs**.
- ❖ If the program you want is not on the menu, point to the folder that contains the program.
- ❖ Click the **program**.

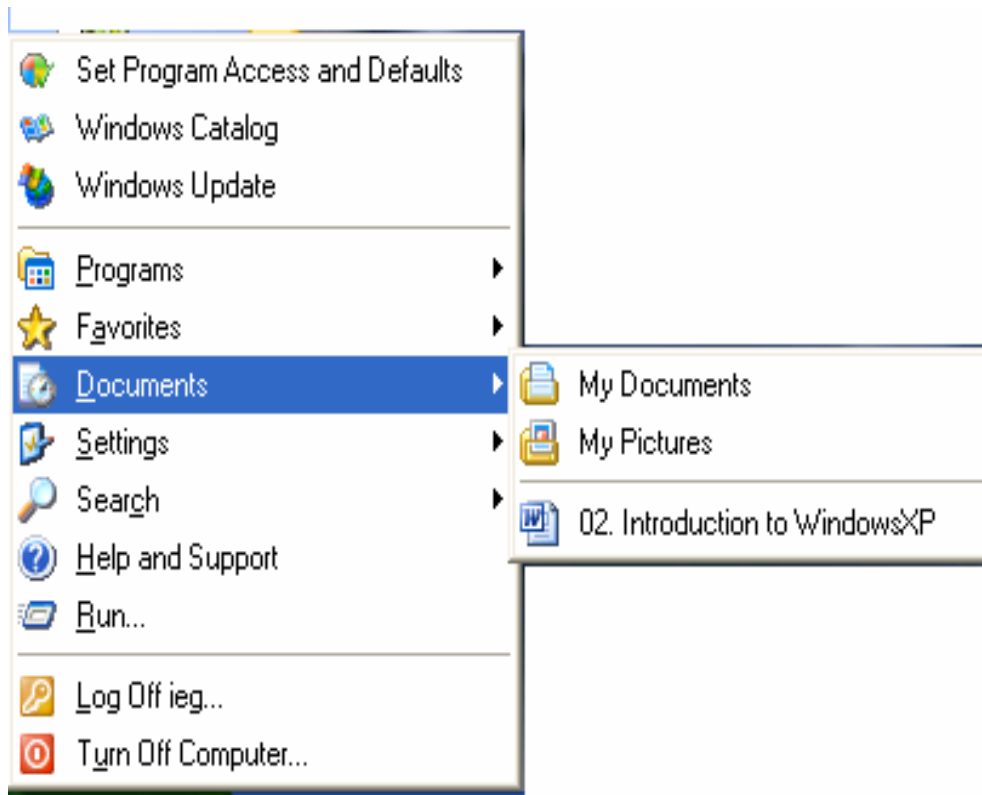
Documents

You can quickly open a document you've worked on recently by using the **Documents** command on the **Start** menu. This command consists of 17 files that are opened recently.

TIP

To open a document you've used recently

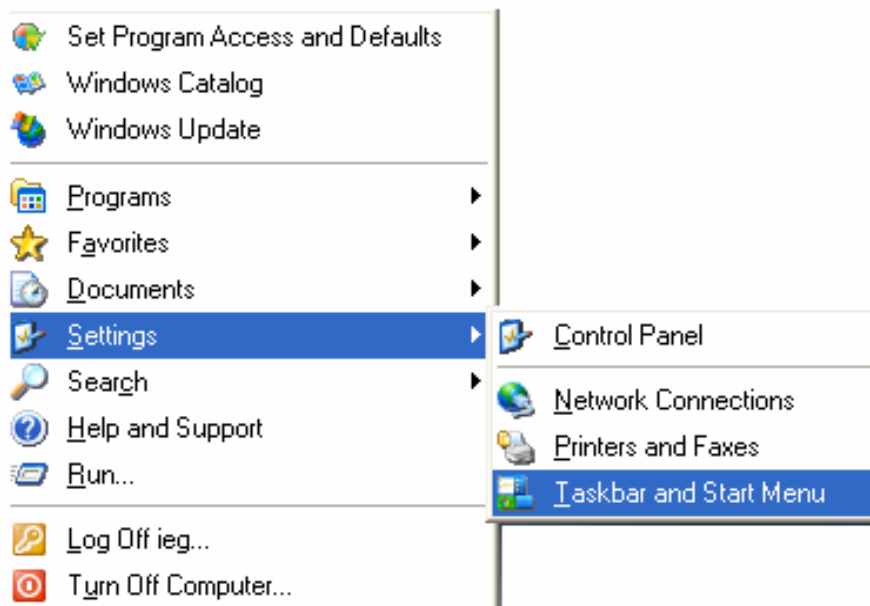
- ❖ Click the **Start** button, and then point to **Documents**.
- ❖ Click the document you want to open.



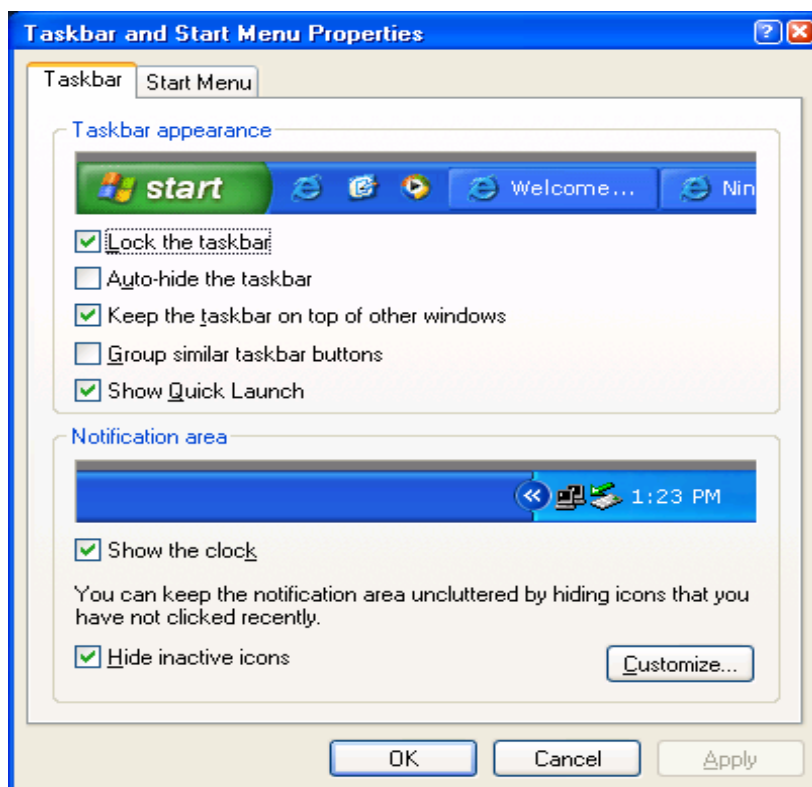
TIP

To clear the contents of the Documents menu

- ❖ Click the **Start** button, and then point to **Settings**.



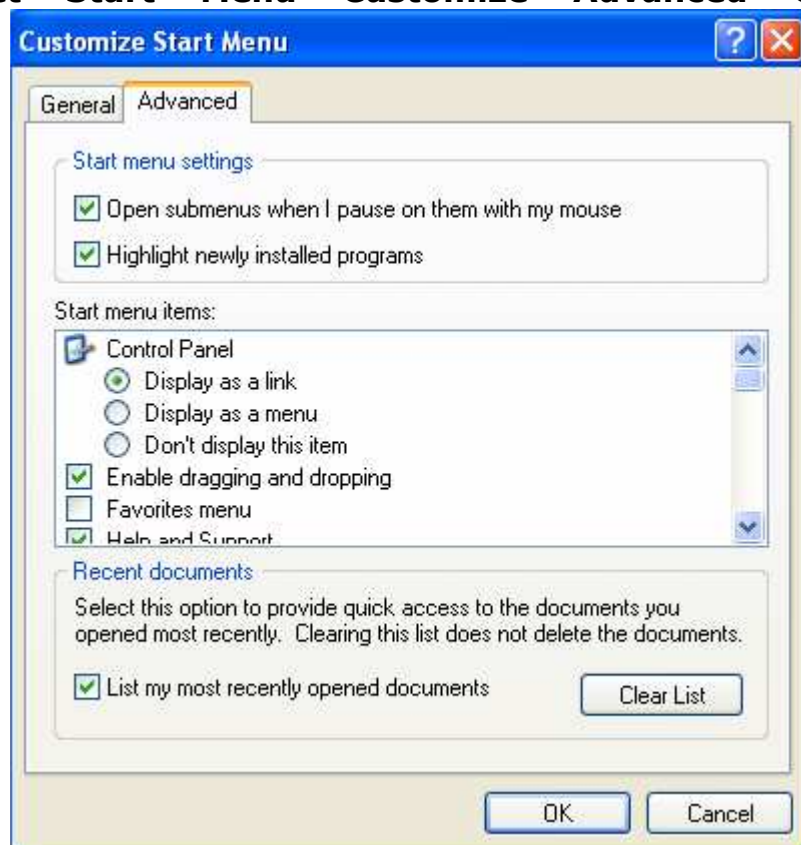
- ❖ Click **Taskbar & Start menu...**, and then click the **Start Menu Programs** tab.



❖ **Click on Start Menu Tab**



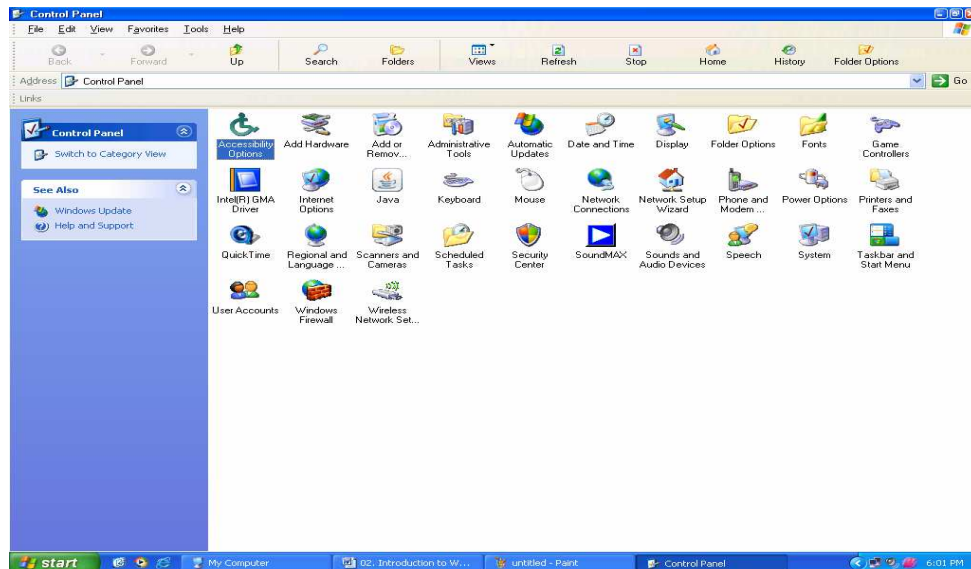
❖ **Select – Start – Menu – Customize – Advanced – Clear List**



Settings

Setting is used to change your computer's settings

- ❖ Click the **Start** button, and then point to **Settings**.

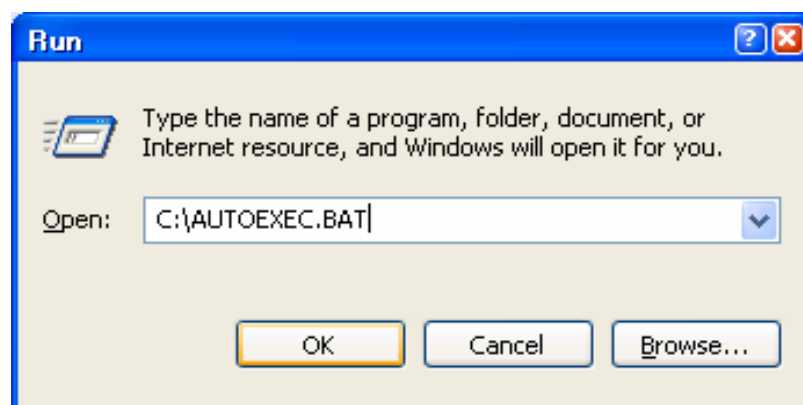


- ❖ Click **Control Panel**.
- ❖ Double-click the icon that represents the settings you want to change.

Run command:

You can use the Run command on the Start menu to start any program or to open any folder, whether it is on your computer or on another computer on the network.

The commands you run are saved, so you can easily run a command again by selecting it from the list in the Run dialog box.



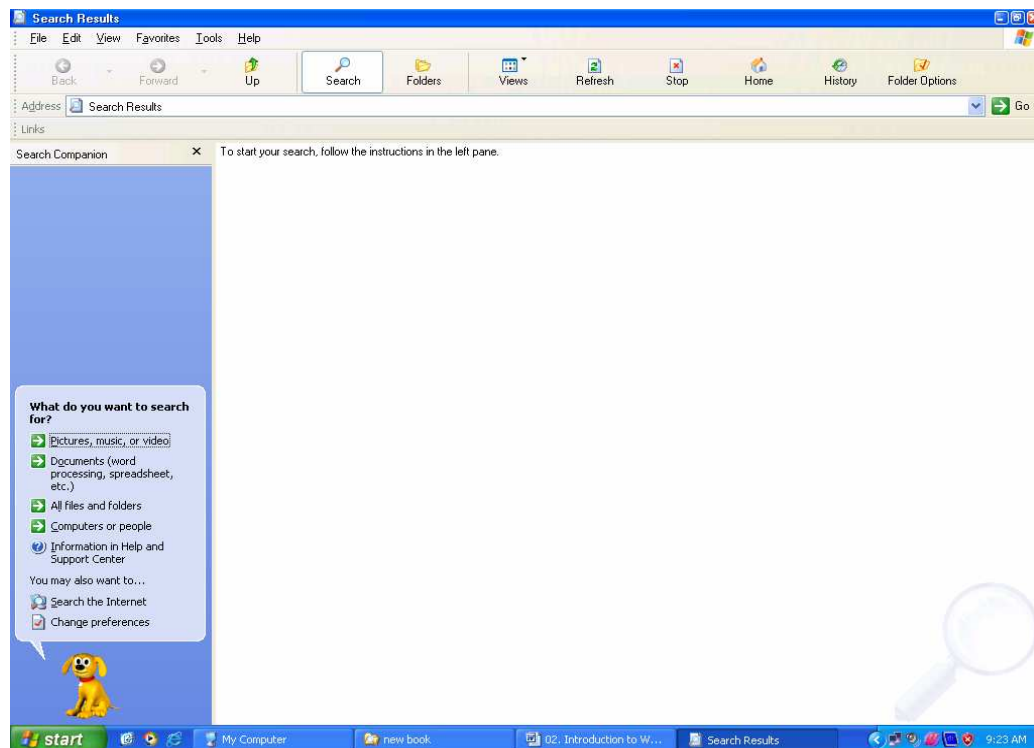
- ❖ Click **yes** in the dialog box to shutdown the computer.
- ❖ Only switch off when the message *"It's now safe to turn off your computer"* appear.

Searching Files

Files in a computer are arranged in folders. If the location of a file or a folder is not traceable, Windows XP provides a search feature through which a file or folder can be located. The search feature in Windows XP is very versatile. It can not only search for a file or a folder in the user's hard disk but also search for a file or folder in a Network.

Procedure to search a file:

- ❖ Click **Start** button and then select **Search** option and then click **File or Folders**. You will get below screen.






- ❖ In the **Named** text box type the file to be searched.
- ❖ In the **Look in** text box select appropriate drive or click **Browse** button to select desired folder and then click **Search Now** button. (More details given in Practice Session II)

Communicating with Windows Operating System

Basic components of a window

- ❖ **Title bar** is the colored bar on top of the screen and contains the name or title of the window, which is currently open. The window can be moved around on the desktop using this title bar.



	Minimize button: It is used to reduce the window so that it appears only as a button on the task bar.
	Maximize/Restore button: Clicking the maximize button enlarges the active window so that it fills the entire desktop
	Clicking the Restore button replaces the maximize button after the window is enlarged. Clicking the restore button returns window to its previous size.

- ❖ **Menu Bar:** It is located right under the title bar. It contains various option names. Clicking on one of the names in this bar causes the drop-down menus to appear. These drop-down menus have different commands relevant to the contents or selected items in the window.



- ❖ **Status bar:** It contains information or messages relevant to the contents or activity in the window.



- ❖ **Scroll bars:** They are provided on right side and/or bottom of the window, if there is data more than, what one screen of the window cannot accommodate, scroll bars will help to scroll and go through the contents of the window.

Horizontal scroll bars: They allow you move to the right or left.



Vertical scroll bars: They allow you move up or down the window.

Scroll Buttons: The Scroll Buttons can also be used to scroll the items in a window.



While working in Windows environment, you will come across, some more windows/icons/buttons/dialog boxes etc. Each one of them is explained below:

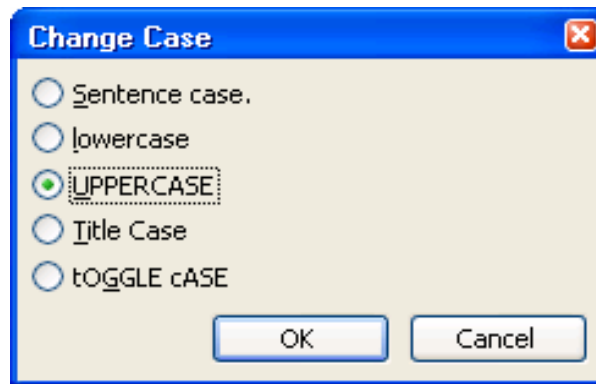
Command Buttons: Command button initiates action. The most common buttons are **OK** and **Cancel**. To confirm what is being displayed in the window, you click the **OK** button and to discard click **Cancel**.



Command Buttons

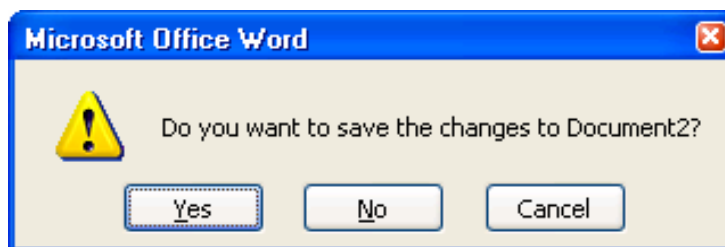
Dialog Box: The windows you use while making changes to settings are called dialog boxes. A dialog box requests information from you. For example, you might need to select certain options, type some text or specify settings. You use dialog boxes to supply information throughout your work with windows. Dialog boxes appear when you invoke a menu option that has ellipses(...) beside it. They resemble the ordinary window but differ in few respects: a dialog box has no menus, no borders and cannot be sized. After the settings are specified, clicking on the **OK** button takes you back to the previous

window(or dialog boxes in some cases). Clicking on **Cancel** however **Undo(es)** the specified settings.



Dialog Box

Message Box: The windows that display some message from the system are called Message Boxes. A message box is similar to a dialog box but it expects the user input in the form of clicking *only* one of its command buttons such as **OK**, **Yes**, **No** or **Cancel**.

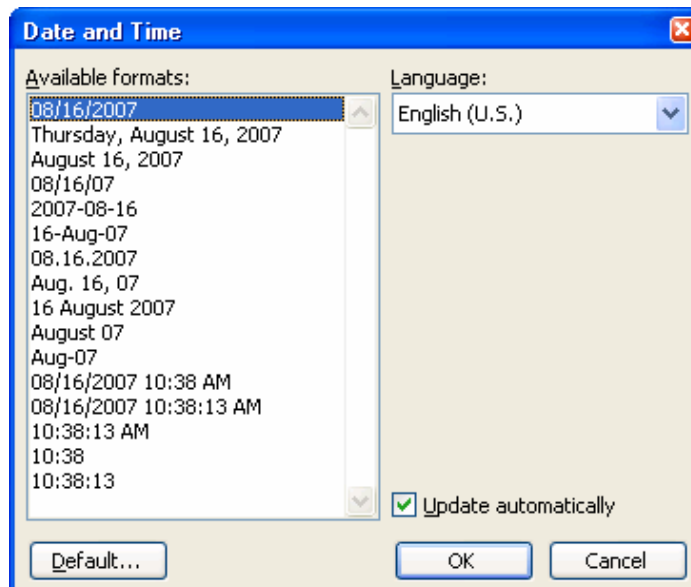


Message Box

Text Box: You type information into a text box. When you move to an empty text box, an insertion point appears. The text you start, appears at the insertion point. If the box you move to, contains text, and the text is highlighted, any text you type will replace it. You can also delete existing text by pressing **Del** or **Backspace** key.

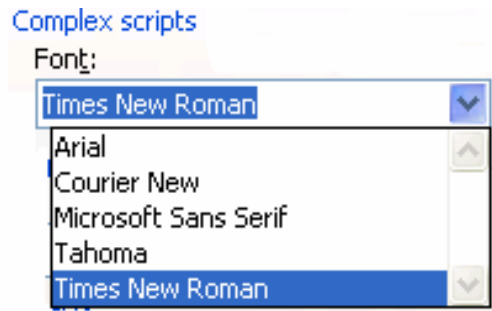


List Box: It displays a list of choices. If there are more choices than can fit in the box, scroll bars are provided so you can move through the list. Usually, you can select only one item in a list box.



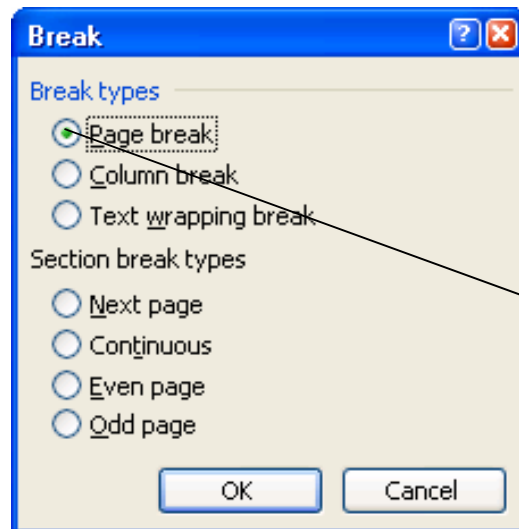
List Box

Drop-Down List Box : A drop-down list box appears initially as a rectangular box containing the current selection. At the right side of it is a down arrow in the rectangular box, which when clicked shows the list of available choices.



Drop-down list box

Option Buttons: Also known as “radio buttons”, they represent a group of mutually exclusive options. It expects you to select only one of the options from the listed ones. If you already have one option selected, your current selection replaces it. The selected option button contains a black dot. Names of unavailable options appear dimmed.



This option is selected.

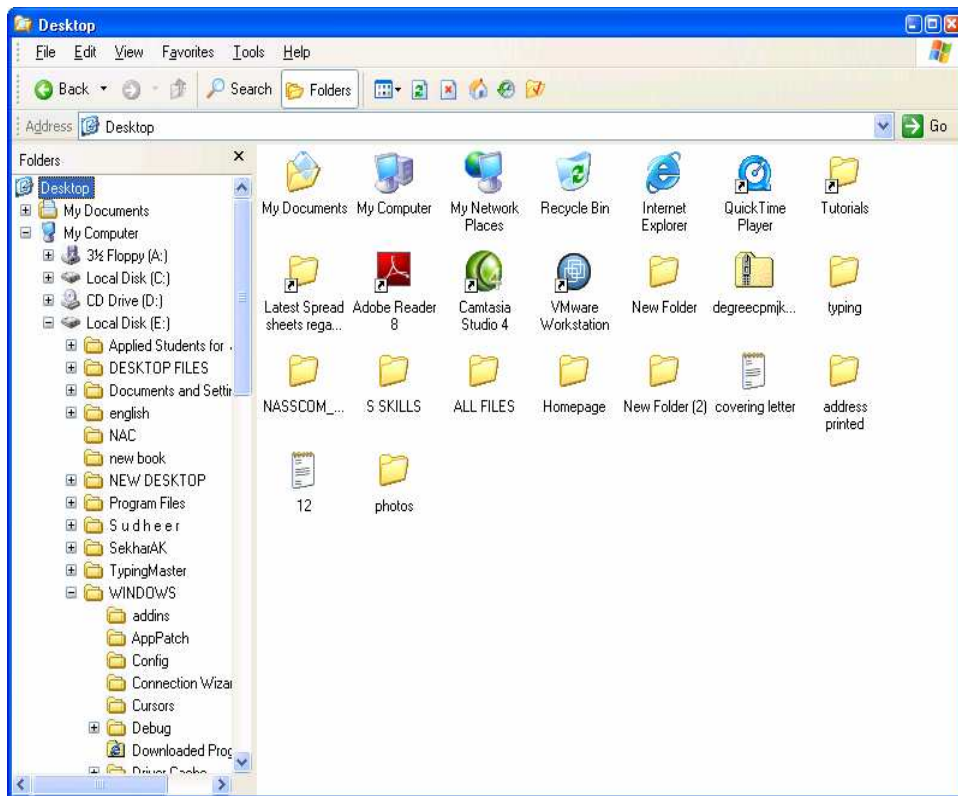
Option Buttons

About Windows Explorer

Windows Explorer graphically displays all the files and folders present in the computer. The Windows Explorer screen is divided into two portions. The first portion displays the entire set of resources in the computer. The other portion displays the content of a particular folder. The "+" sign next to a folder indicates that the folder has got subfolders within it. To expand a folder click on the "+" sign and to collapse it again click on the "-" sign.

- ❖ Windows Explorer contains *Files* and *Folders*.
- ❖ The *Files* in the computer are similar to the files that are used in real life. Just as you store documents in a file for future use, similarly the data is stored in a computer in the form of a file. A file in the computer cannot exist without a name. By giving the file a meaningful name, you can retrieve the file easily when required.

Example: Storing details pertaining to administration as Letter1,



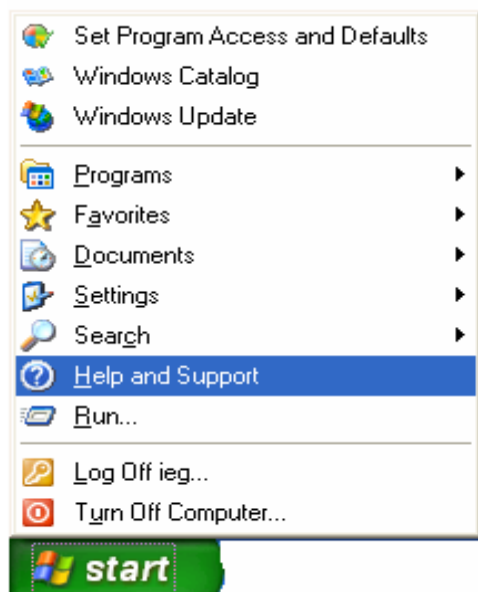
- ❖ As in real life you store all the files in a cabinet and give an appropriate label to the cabinet, similarly in a computer, you store the files in a folder that is uniquely named, corresponding to the files it contains.

*Example: Storing all details in a Folder **ADMIN***

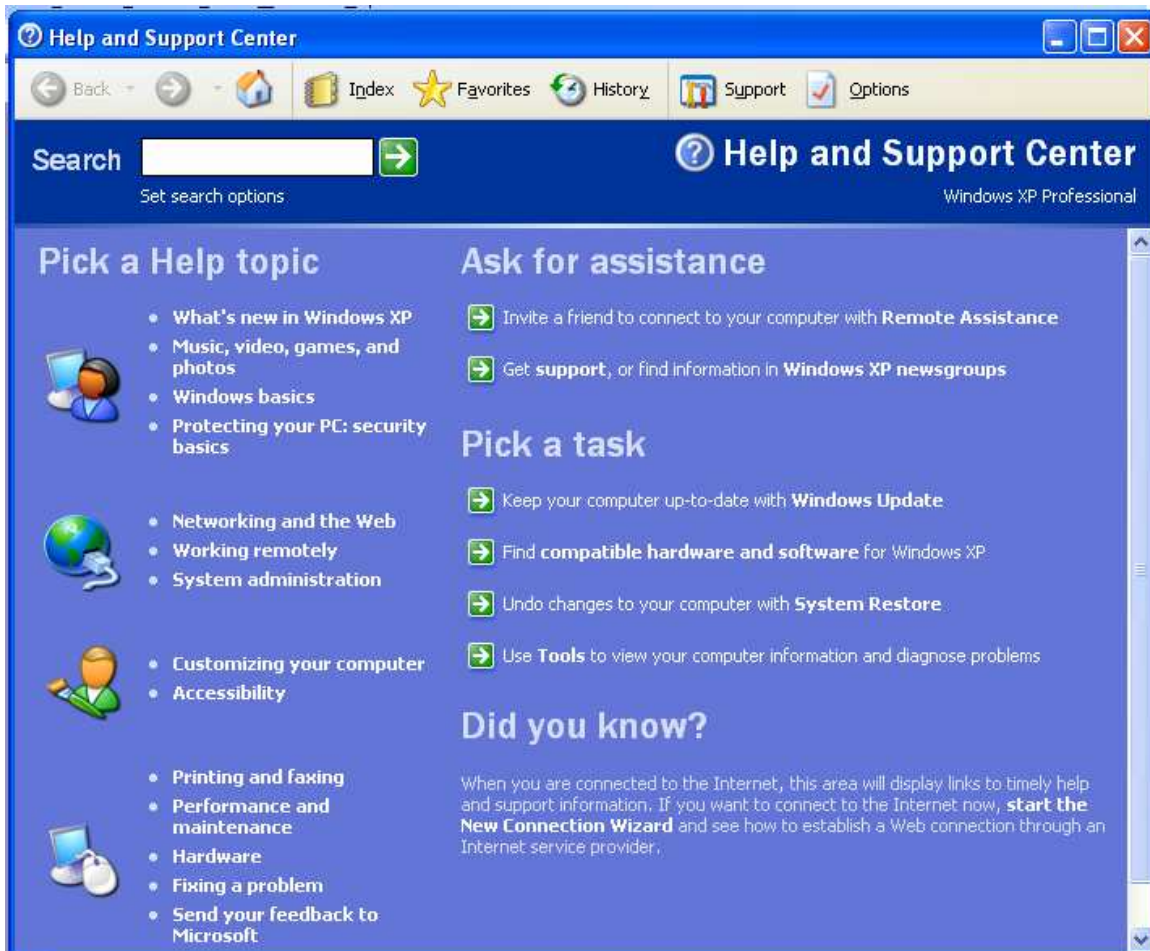
Getting Help

Online Help is essential to learning and using Windows. There are two kinds of Help: Help about a specific procedure and Help that gives information about what you see on your screen.

To Get Help



- ❖ Click **Start** button and then click **Help** as shown above.
- ❖ The list of Help topics appears. You can use the tabs in **Help** to search for information in several ways.
- ❖ When you open Help by using the **Start** menu, or the **Help** menu in **My Computer** or **Windows Explorer**, you see Help for Windows in general. If you see the Help menu in a program, such as WordPad, Paint or Microsoft Word, the Help you see is for that program.

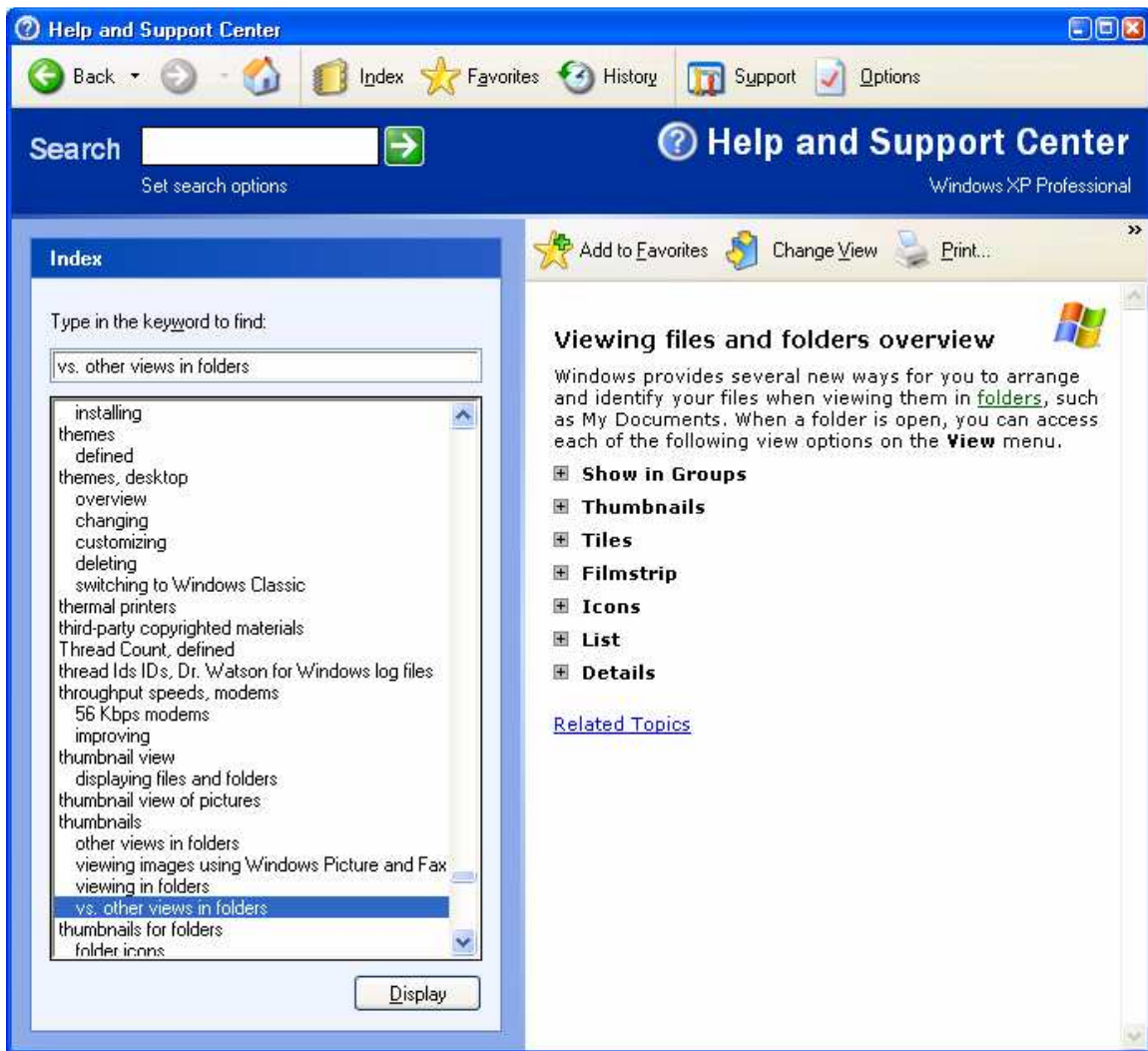


To find Help through the Contents

- ❖ Click the Contents tab to find topics grouped by subject, and then follow the instructions on your screen.
- ❖ To return to the list of topics, click **Help Topics**.

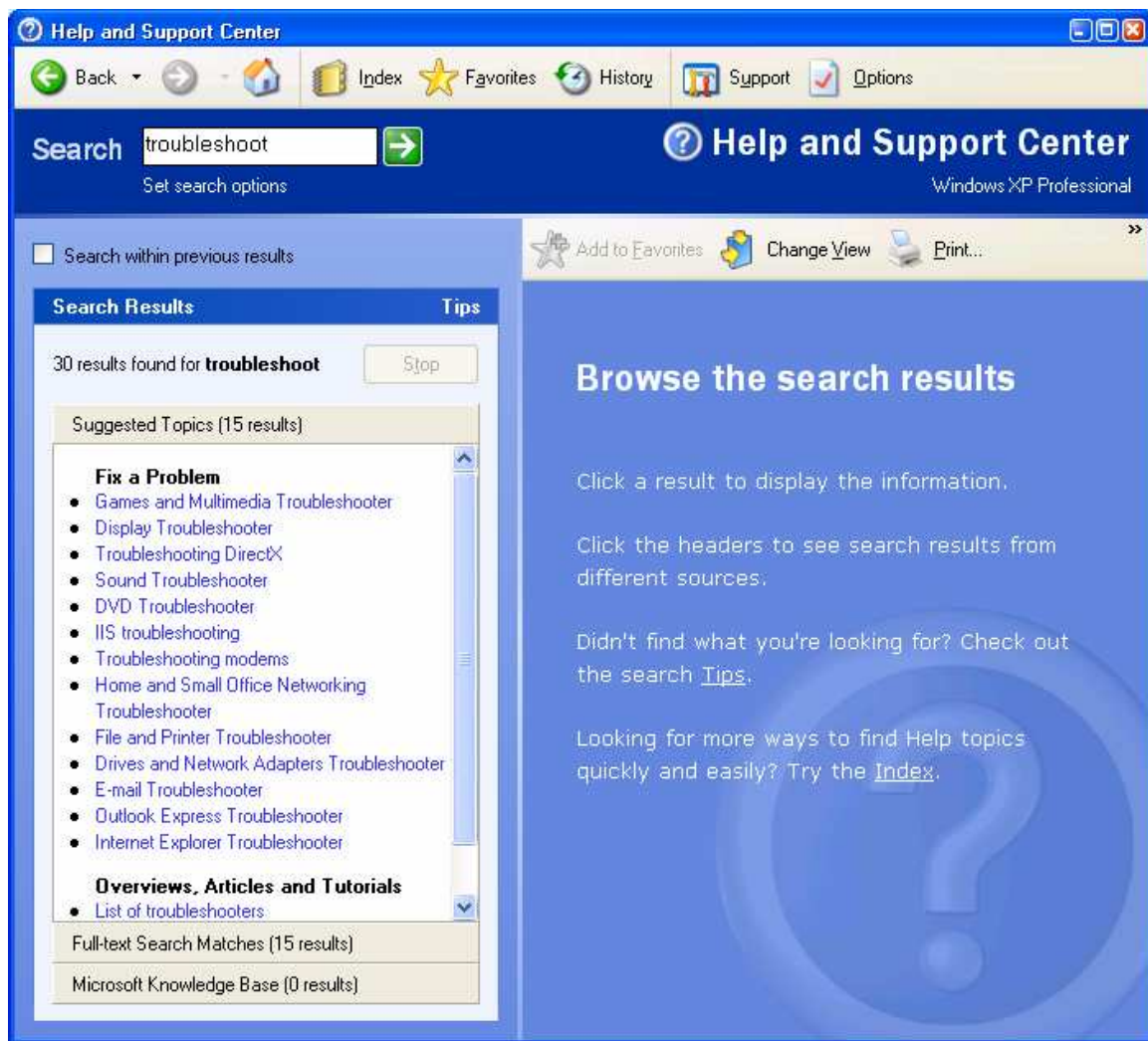
To find Help through the Index

- ❖ Click the **Index** tab to find specific topics listed alphabetically, and then follow the instructions on your screen.
- ❖ Click **Display** button.
- ❖ To return to the list of topics, click **Help Topics**.



To find Help Topics containing a word or phrase

- ❖ Click the Find tab to find all the topics that contain a specific word or phrase, and then follow the instructions on your screen.



Keyboard Short Cuts

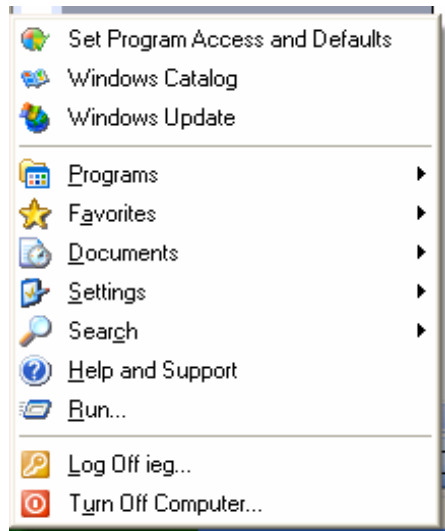
In windows alternate methods are provided for all operations. For several operations at least three methods are provided. Using keyboard short cuts with a combination of Alt, Ctrl, Shift keys will speed up our work. But this can be achieved only by practice. For the benefit of participants most commonly used keyboard shortcuts are provided in the next page.

Windows XP Shortcut Keys

Press	To
CTRL+C	Copy.
CTRL+X	Cut.
CTRL+V	Paste.
CTRL+Z	Undo.
DELETE	Delete.
SHIFT+DELETE	Delete selected item permanently without placing the item in the Recycle Bin.
CTRL while dragging an item	Copy selected item.
CTRL+SHIFT while dragging an item	Create shortcut to selected item.
F2	Rename selected item.
CTRL+RIGHT ARROW	Move the insertion point to the beginning of the next word.
CTRL+LEFT ARROW	Move the insertion point to the beginning of the previous word.
CTRL+DOWN ARROW	Move the insertion point to the beginning of the next paragraph.
CTRL+UP ARROW	Move the insertion point to the beginning of the previous paragraph.
CTRL+SHIFT with any of the arrow keys	Highlight a block of text.
SHIFT with any of the arrow keys	Select more than one item in a window or on the desktop, or select text within a document.
CTRL+A	Select all.
F3	Search for a file or folder.
CTRL+O	Open an item.
ALT+ENTER	View properties for the selected item.
ALT+F4	Close the active item, or quit the active program.
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.
ALT+TAB	Switch between open items.
ALT+ESC	Cycle through items in the order they were opened.
F6	Cycle through screen elements in a window or on the desktop.
F4	Display the Address bar list in My Computer or Windows Explorer.
SHIFT+F10	Display the shortcut menu for the selected item.
ALT+SPACEBAR	Display the System menu for the active window.
CTRL+ESC	Display the Start menu.
ALT+Underlined letter in a menu name	Display the corresponding menu.
Underlined letter in a command name on an open menu	Carry out the corresponding command.
F10	Activate the menu bar in the active program.
RIGHT ARROW	Open the next menu to the right, or open a submenu.
LEFT ARROW	Open the next menu to the left, or close a submenu.
F5	Refresh the active window.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer.
ESC	Cancel the current task.

Practice Session I

- ❖ Switch on the computer and wait till the **Start** button appear on the left side of the Taskbar.
- ❖ Click on the **Start** button and observe the popup menu with the following items as shown below.



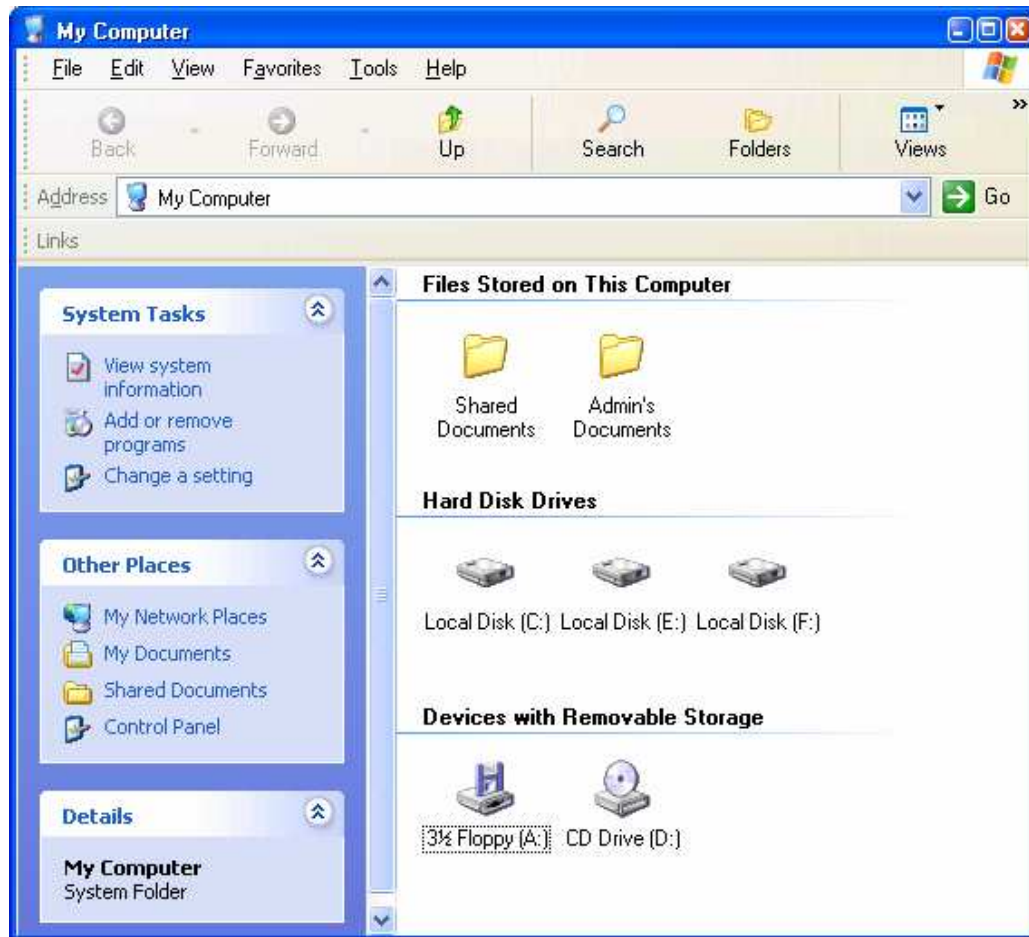
- ❖ Move the pointer on the above items and observe a highlight bar appears along with the pointer as shown below.





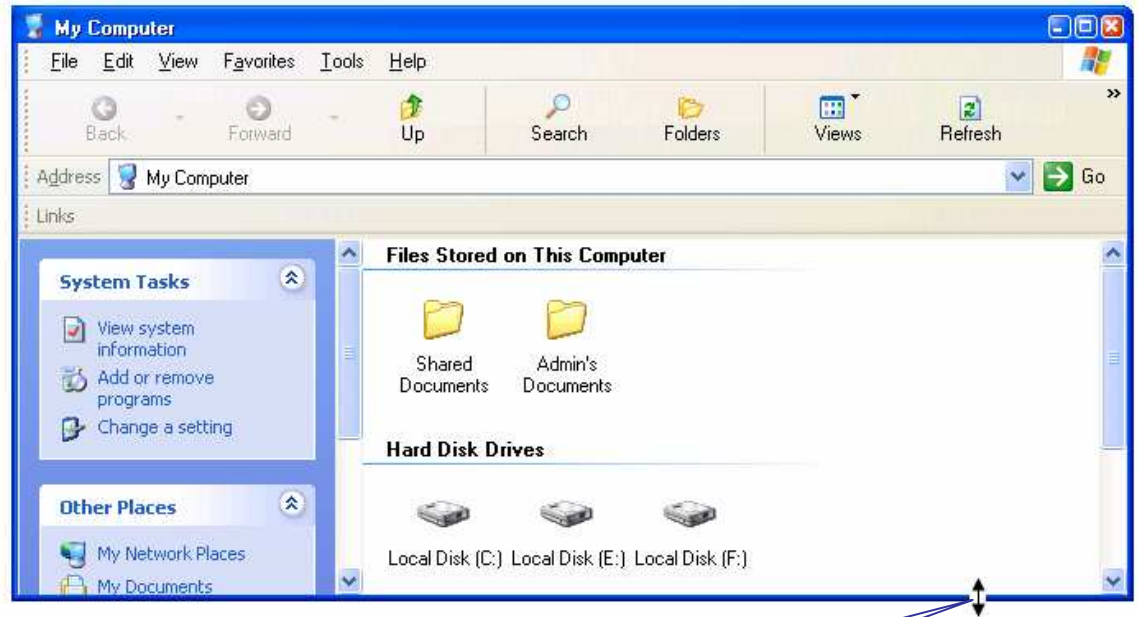
- ❖ Click the mouse on blank area on the desktop.

You can maximize, minimize, restore and close windows. For example;


- ❖ Duble click on **My Computer** icon and observe the **My Computer** window opened as shown below.



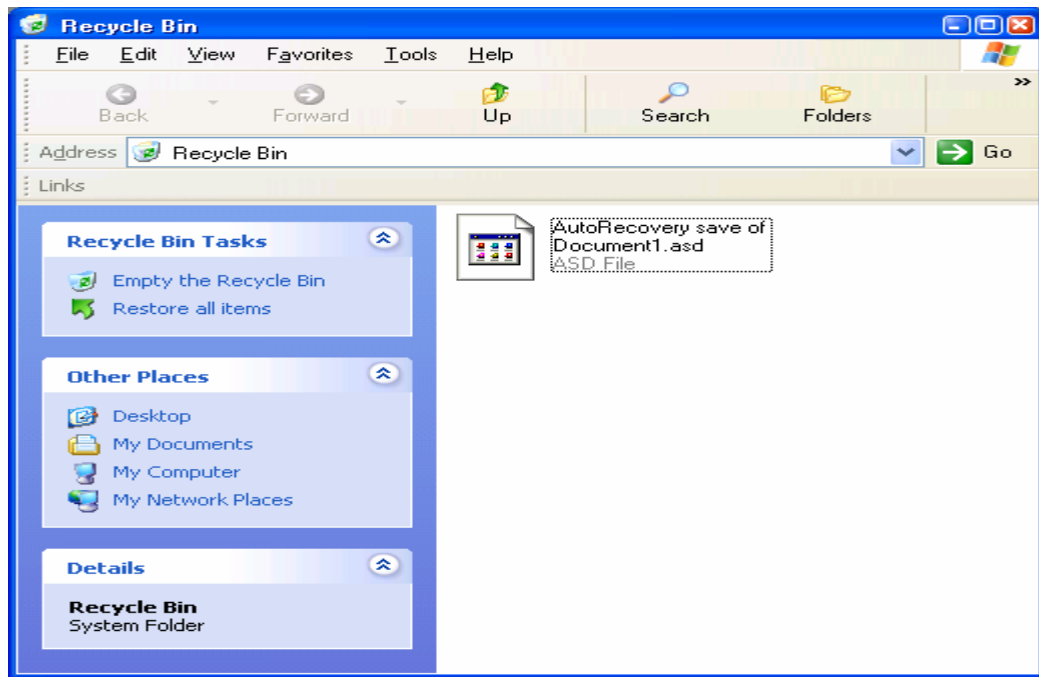
- ❖ Maximize the window by clicking on  button.
- ❖ Restore the **My computer** window by clicking again on  button.
- ❖ Increase or decrease the size of the window by using vertical, horizontal and diagonal stretch arrows.



Vertical stretch arrow

- ❖ Move the window to the right side bottom of the screen by holding the menu bar with the pointer and dragging it.
- ❖ Minimize the window by clicking on button  and observe the My Computer becoming a task button on the taskbar.
- ❖ Minimize, Maximize & close buttons in windows XP as shown below.

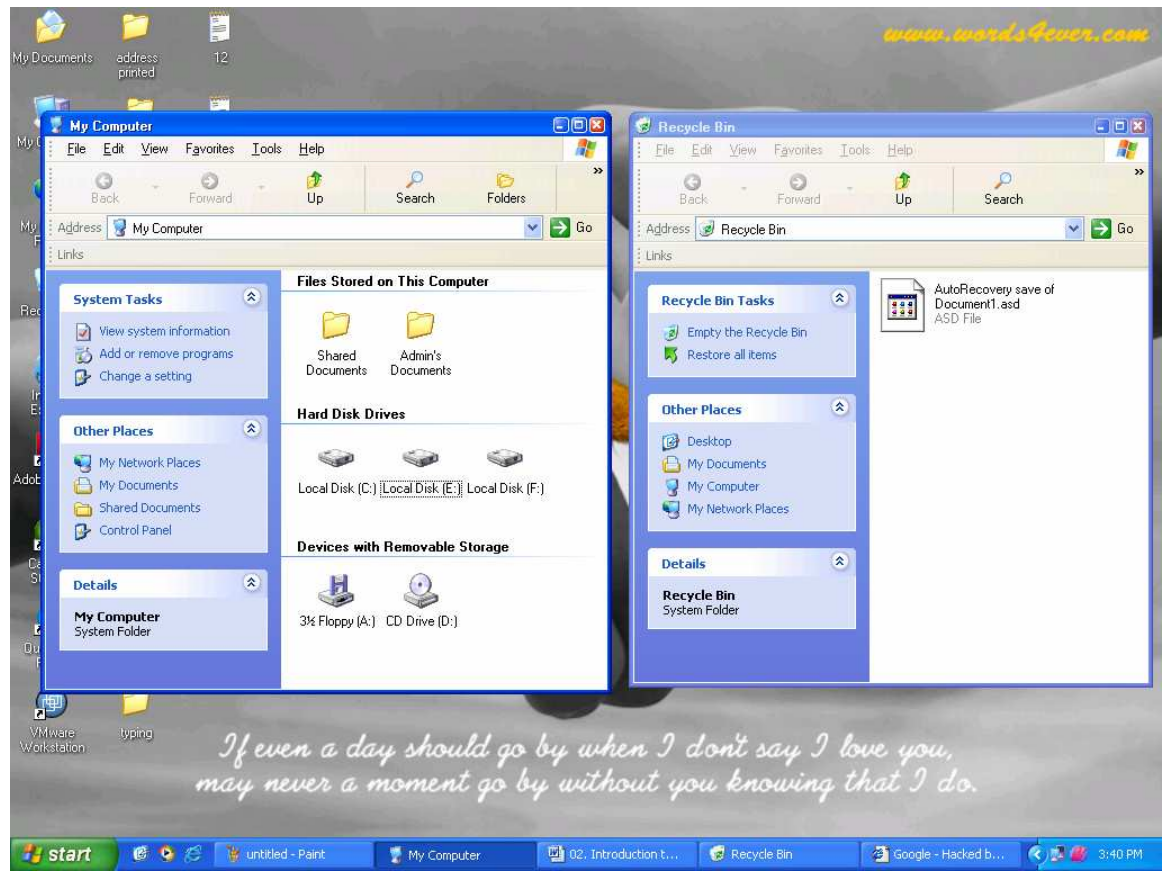





- ❖ Open another window **Recycle Bin** on the desktop.
- ❖ Minimize the **Recycle Bin** window by clicking on **minimize** button.
- ❖ Observe **Recycle bin** becoming another task button on the taskbar.



- ❖ Click on the **My Computer** button on the taskbar.
- ❖ Click on **Recycle Bin** button on the taskbar. You will get a screen similar to this.

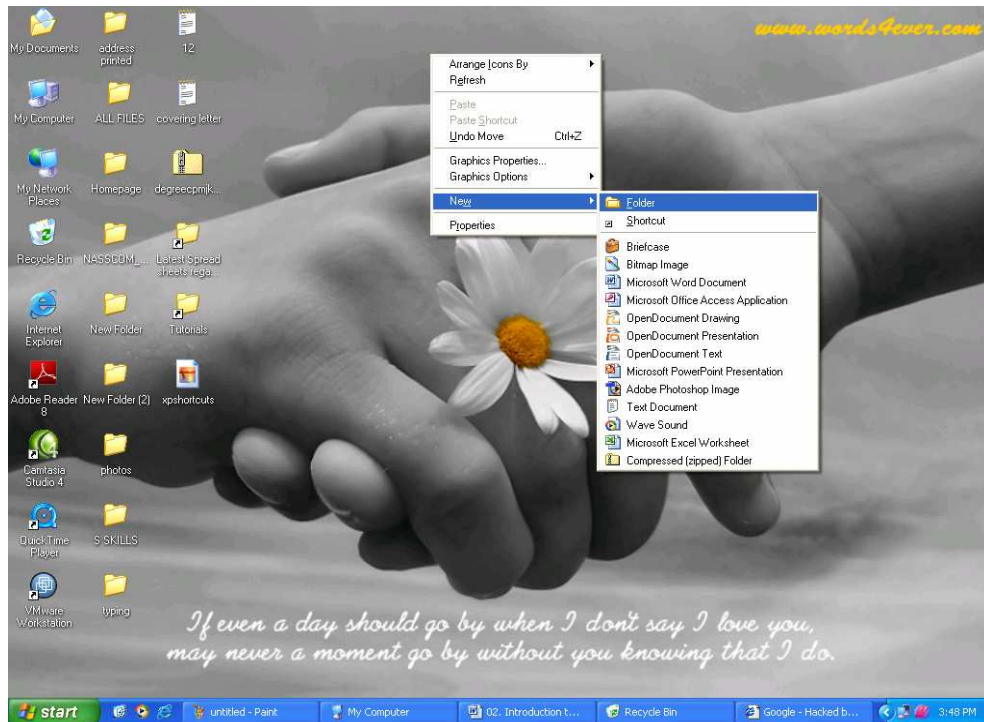


- ❖ Observe two windows are opened now on the desktop. To make the window behind as active window click on the Title bar(top line of window)
- ❖ Switch between windows.
- ❖ Close the windows by clicking on  button.
- ❖ Shutdown the computer.
- ❖ Click on Start button point to "Shut down" and click
- ❖ Switch off the system when you get the message "It is now safe to turn of the computer".

Practice Session II

Task 1 : Create a New Folder

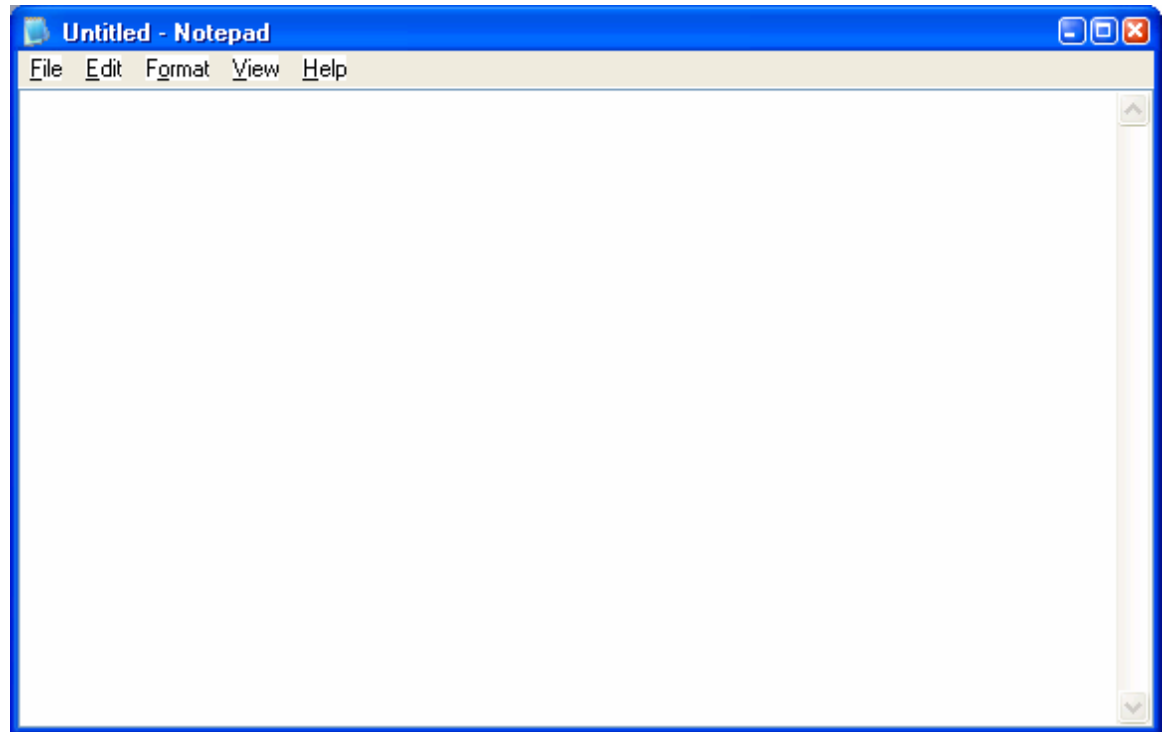
- ❖ Using the right mouse button click on any clear area of the desktop.
- ❖ Desktop popup menu appears. Point to **New** and then move the mouse pointer to **Folder**



- ❖ Click **Folder**. A New Folder icon appears on the desktop.
- ❖ In the highlighted area of the icon type **My folder** and press enter key.

Task 2 : Create a new Text Document

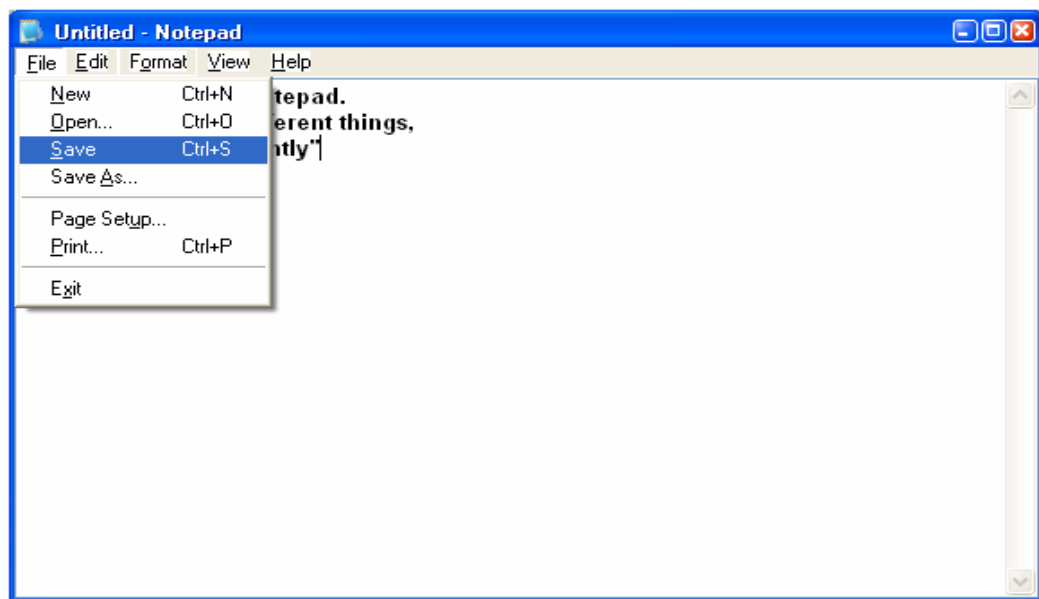
- ❖ Click on the clear area of the desktop with the right button. The popup menu appears. Point to **New**, and then click **Text Document**.
- ❖ In the highlighted area type **Text1** and press enter. Now double click **Text1**(Notepad Application). You will get below screen.



- ❖ Type the following sentence in the Text1 file.

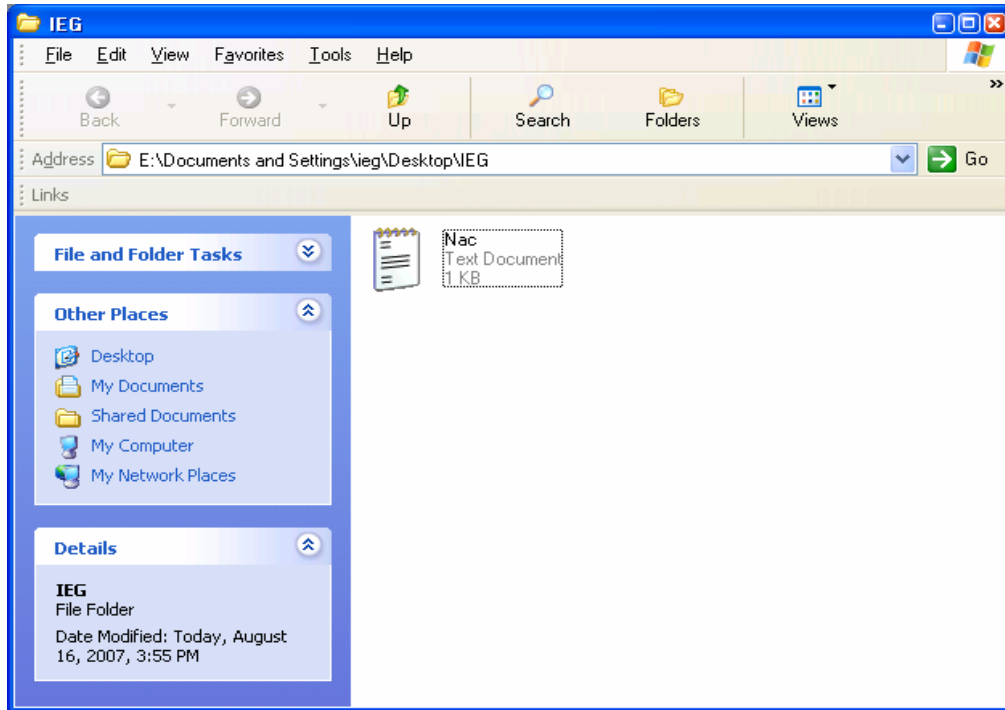
This is a sample document.



- ❖ Save the file by moving the pointer to **File** and then to **Save** as shown below



- ❖ Close **Text1** (this window) by clicking **Close** button on the right top corner.

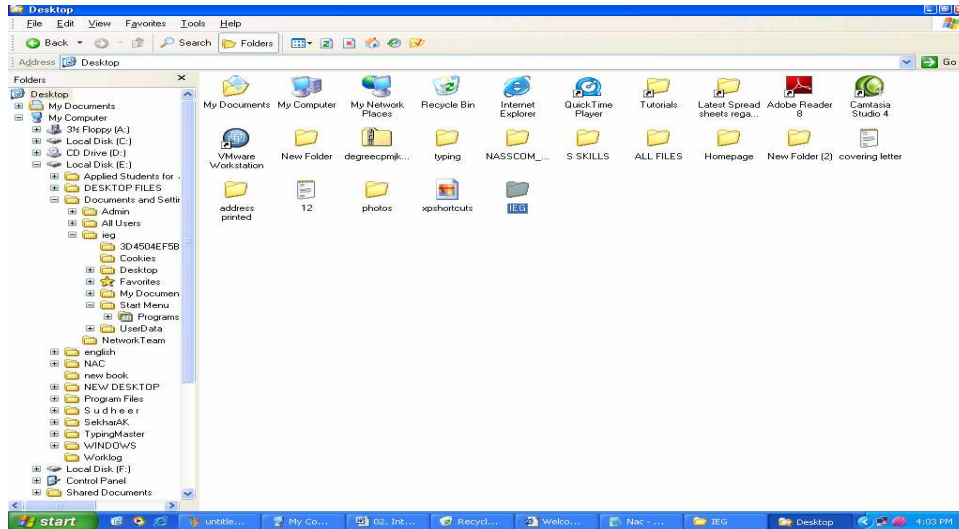
Task 3 : Place a file in a folder





- ❖ Click on **Text1**, hold the left mouse button, drag and drop the **Text1** document in **My Folder**
- ❖ Double click **My Folder**. The **My Folder** window is opened and the **Text1** document is available in this window as shown below.
- ❖ Double click **Text1** to open this window.
- ❖ Close **Text1** by clicking  button.
- ❖ Close **My Folder** window by clicking  button.

Task 4 : Using Windows Explorer

- ❖ Click on **Start** button.
- ❖ Move the pointer to **Programs** on the popup menu and to **Windows Explorer** on the nested menu.
- ❖ All folders and files appear on the screen.
- ❖ Locate **My Folder** in the **Windows Explorer** under desktop.
- ❖ Double click on **My Folder** icon.
- ❖ **Text1** document will appear on the right side window.



- ❖ Double click on **Text1** document to open it.

Close Text1 document by clicking close button	
Close Windows Explorer window by clicking close button	

Task 5 : Creating a bitmap (Using Paint)

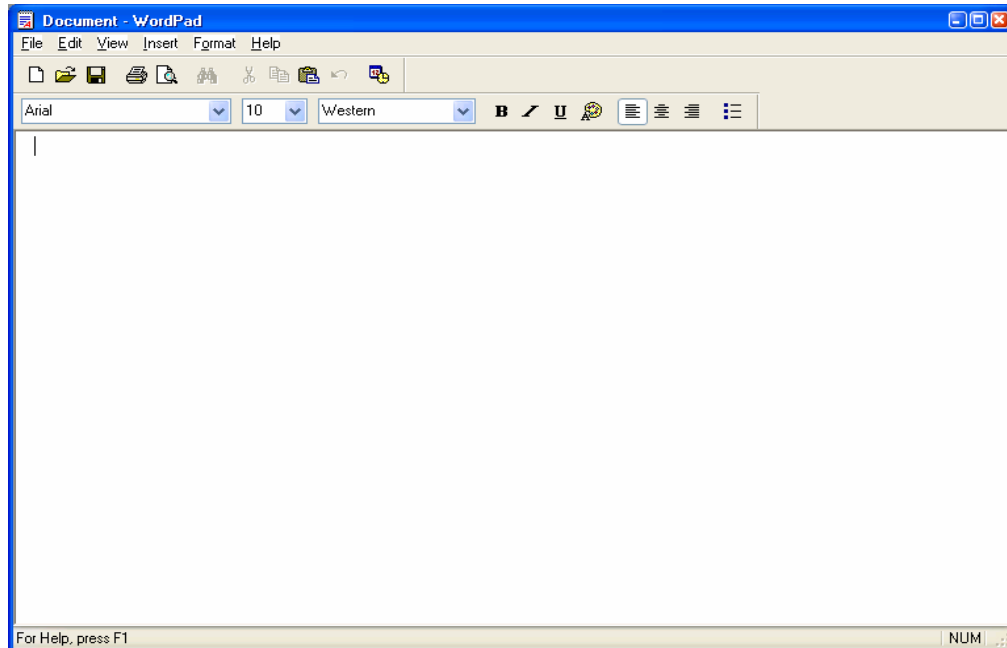
- ❖ Click **Start** button, point to **Programs**, point to **Accessories** and then click **Paint** program.
- ❖ Create a random bitmap by using *brush*, *pencil* or *text* from the toolbar of **Paint** program.
Pencil brush text



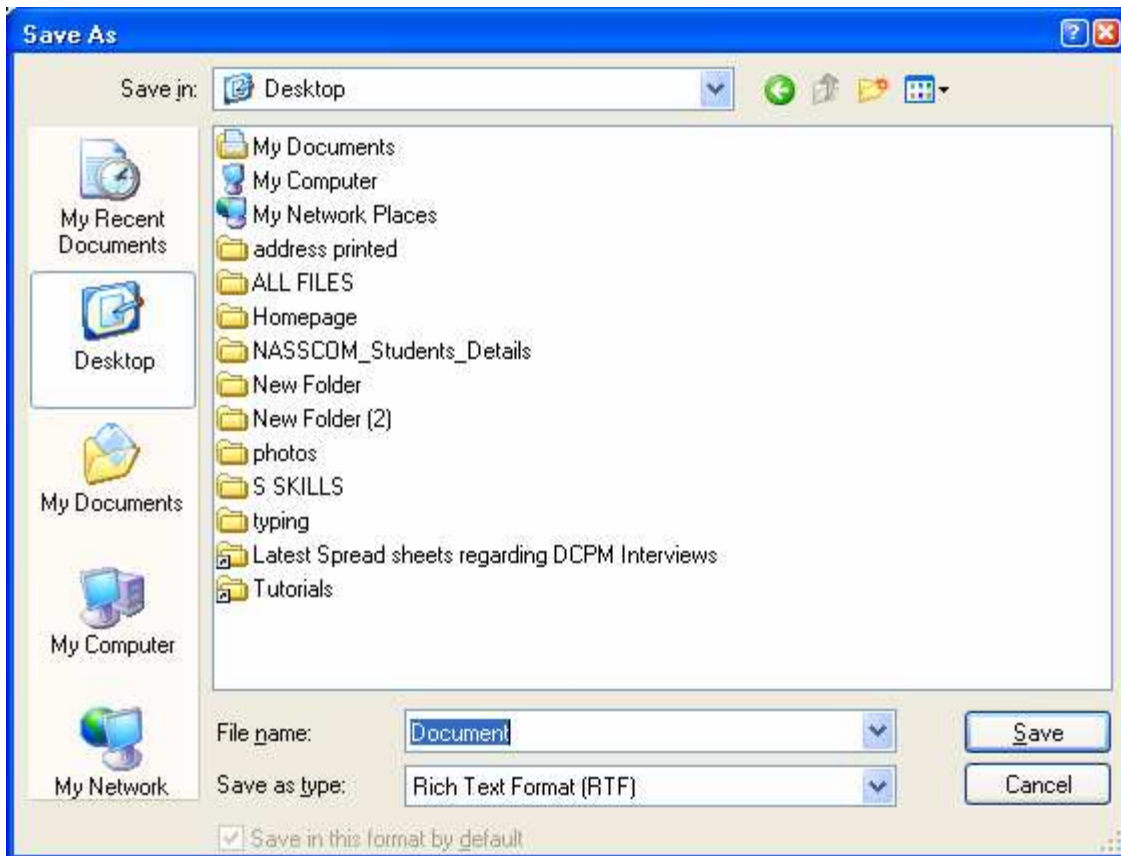
- ❖ Save the file using **Save** option from the **File** menu. Type file name as **Model** and click **Save** button.
- ❖ Exit **Paint** Program.
- ❖ Drag and drop this file in **My Folder**.

Task 6 : Create a new document using Word Pad

Word pad is a basic word processor used to create and edit documents.

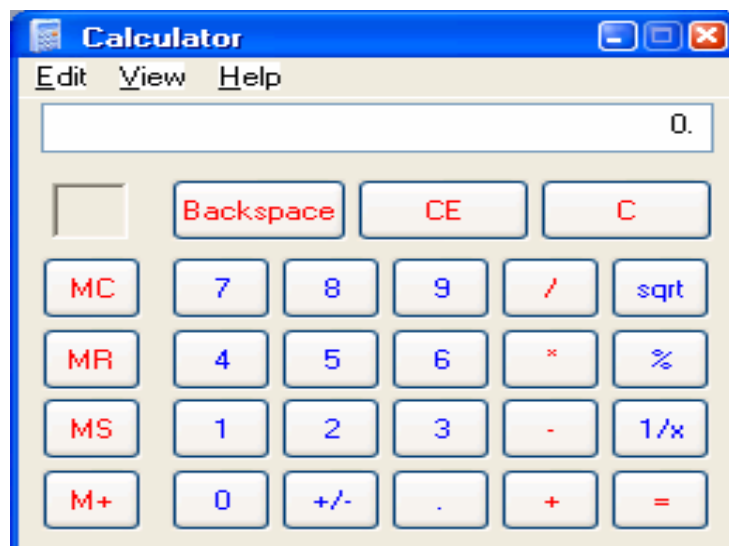


- ❖ Click on **Start** button and move pointer to **Programs**, point to **Accessories** and then click **WordPad**. You will get below screen.
- ❖ To create a new document, start typing random text in word pad.
- ❖ Save the file in **My Folder** using **Save As** command from the **File** menu and then type **Text2** as shown below.

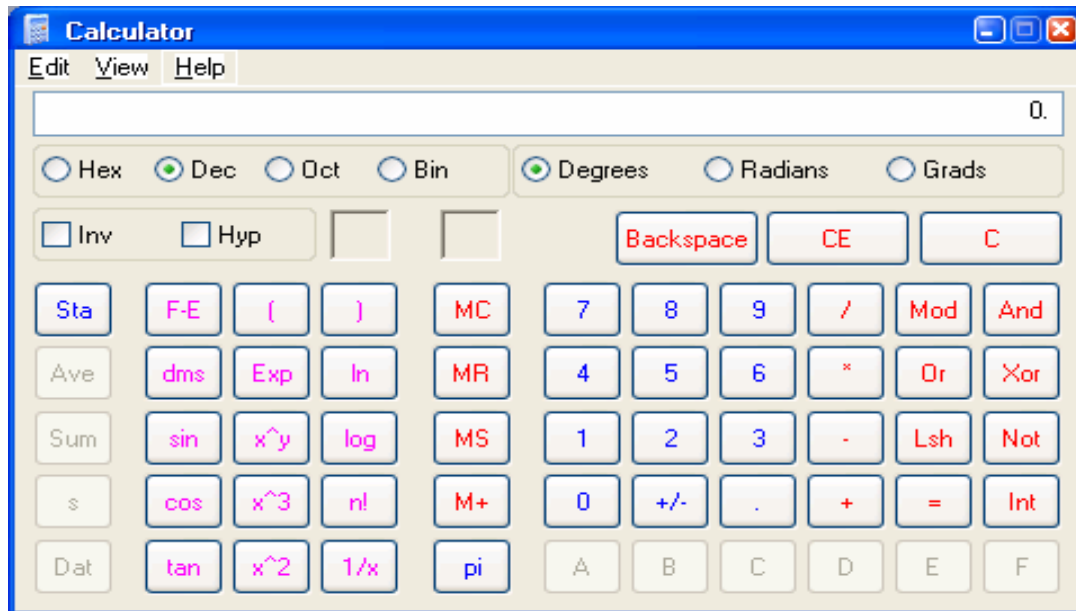



❖ Click **Save** button.

Task 7: How to use Calculator



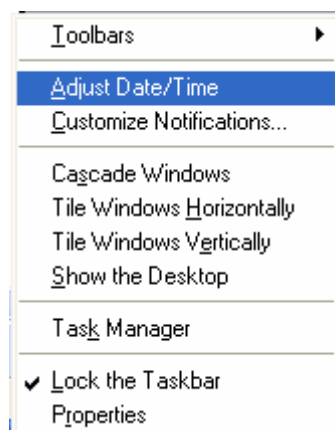
- ❖ Click on **Start** button and move pointer to **Programs**, then to **Accessories** and then click **Calculator**.
- ❖ The **Calculator** provides both *Standard* and *Scientific* Calculators. Above is the *Standard Calculator*.
- ❖ The *Scientific Calculator* is displayed by clicking **View** menu and then clicking *Scientific* option.



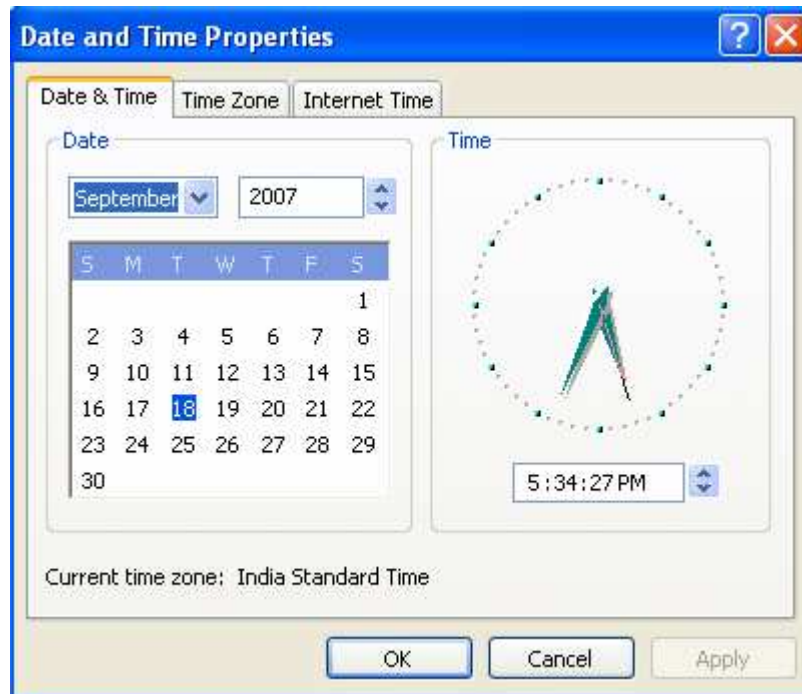
- ❖ Click on relevant buttons (similar to buttons on a hand held calculator) or type the values from the keyboard.
- ❖ Exit Calculator by clicking  button.

Task 8 : To set the clock and to adjust Date and Time

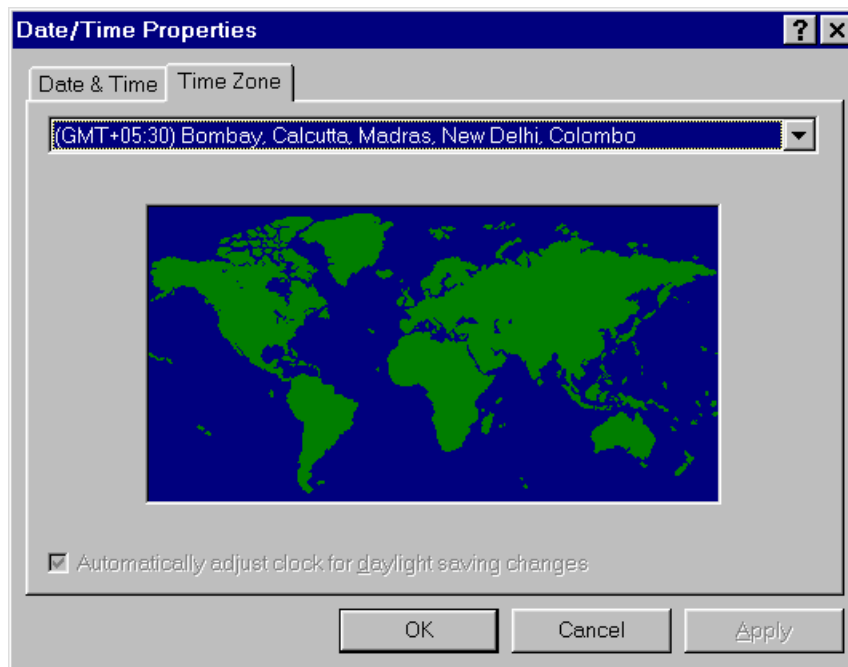
- ❖ Place the pointer over the clock on the task bar and click right mouse button. The clock popup menu appears.



- ❖ Click **Adjust Date/Time** option.
- ❖ The Date/Time property sheet appears.



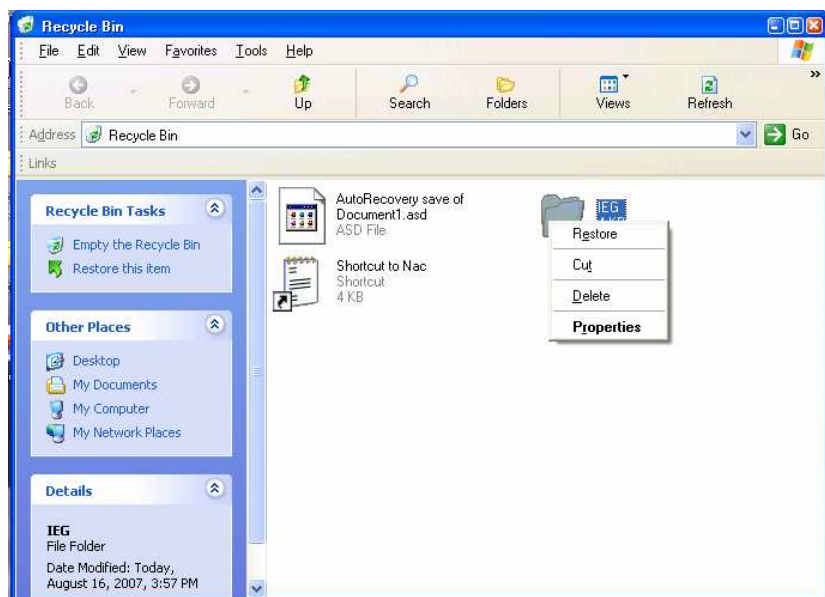
- ❖ Click the **Time Zone** tab.
- ❖ The Map of global time zones appear.



- ❖ Select the Time Zone from the drop down list box. Select Bombay, Calcutta, Madras, New Delhi, Colombo.
- ❖ Click **OK** button.

Task 9: How to use Recycle Bin

- ❖ Click on **My Folder**, hold left mouse button, drag and drop **My Folder** in **Recycle Bin**.
- ❖ Open **Recycle Bin** by double clicking on the **Recycle Bin** icon.
- ❖ To Restore Text1 document, select Text1 file and right click it and select Restore option.
- ❖ To delete **Text1** document, select and right click it and then select **Delete** option for permanent deletion.
- ❖ Exit Recycle Bin.



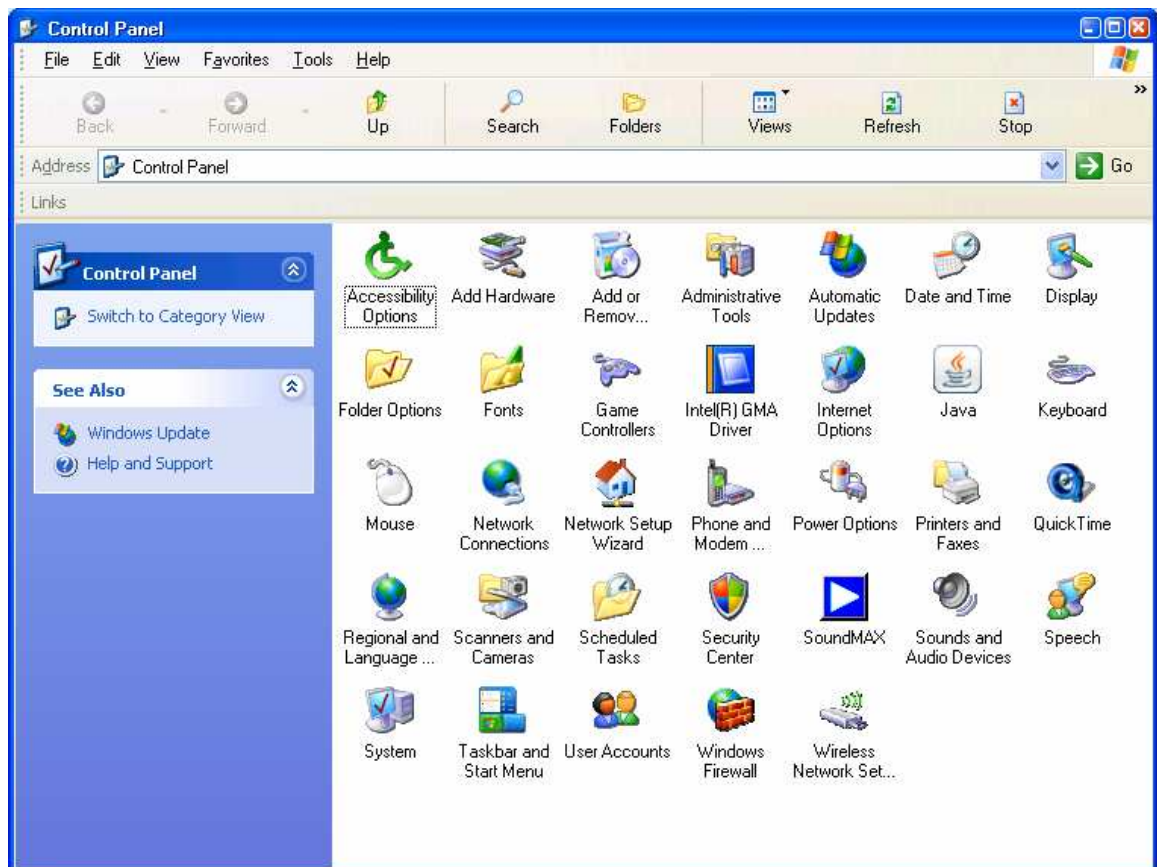
Task 10: Change the appearance of Windows

You can personalize Windows with pictures, patterns, and colors by using **Control Panel**. You can display pictures or patterns as “wallpaper” for Windows, or use your own scanned photos. You can also change your Windows colors to an existing scheme, or create your own.

Select **Settings** from the Start Menu then **Control Panel**
Double click on **Display** icon

TIP

You can open the Display dialog box by right clicking on the desk top and selecting **Properties** also.



The following screen will be seen

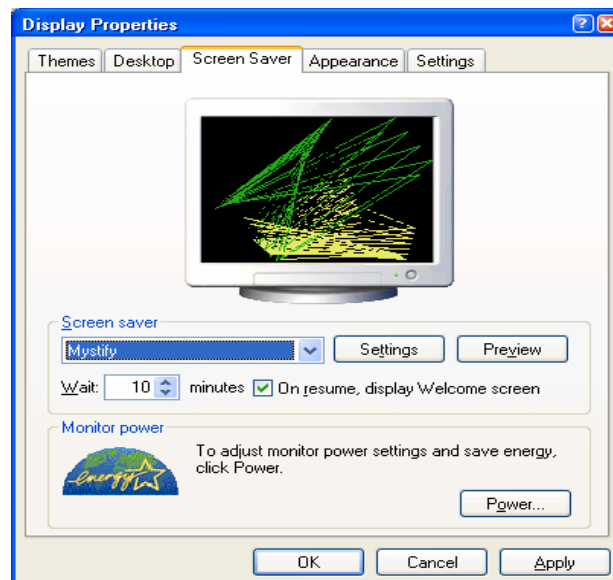


Choose any of the background available in the list and click OK.

Task 11: Set up a screen saver

Screen savers can save wear and tear on your screen and protect your work when you are away from your computer. Several screen savers come with Windows.

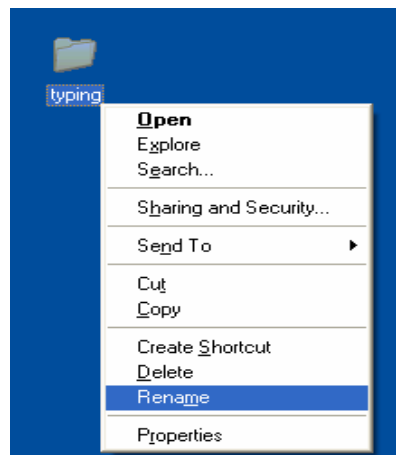
To setup a Screen Saver select Screen Saver tab from the Display Dialog box



Select a Screen Saver from the list and click on OK

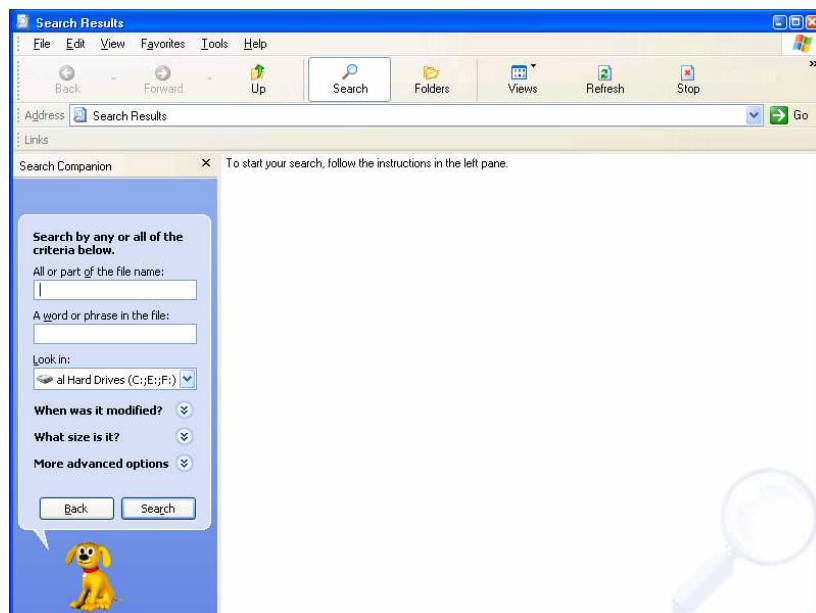
Task 12: Rename a file

- ❖ Select the file, which you want to rename it.
- ❖ Right click it to get a popup menu and then select and click **Rename** option.
- ❖ Now you can type a new name for the selected file.



Task 13: Locate file using Search

- ❖ Click **Start** button and point to **Search** then click to **Files or folders**.
You will get the following dialog box.



We have 3 types of **Search** methods.

1. Search for files or folders named
2. Containing text
3. Advanced search

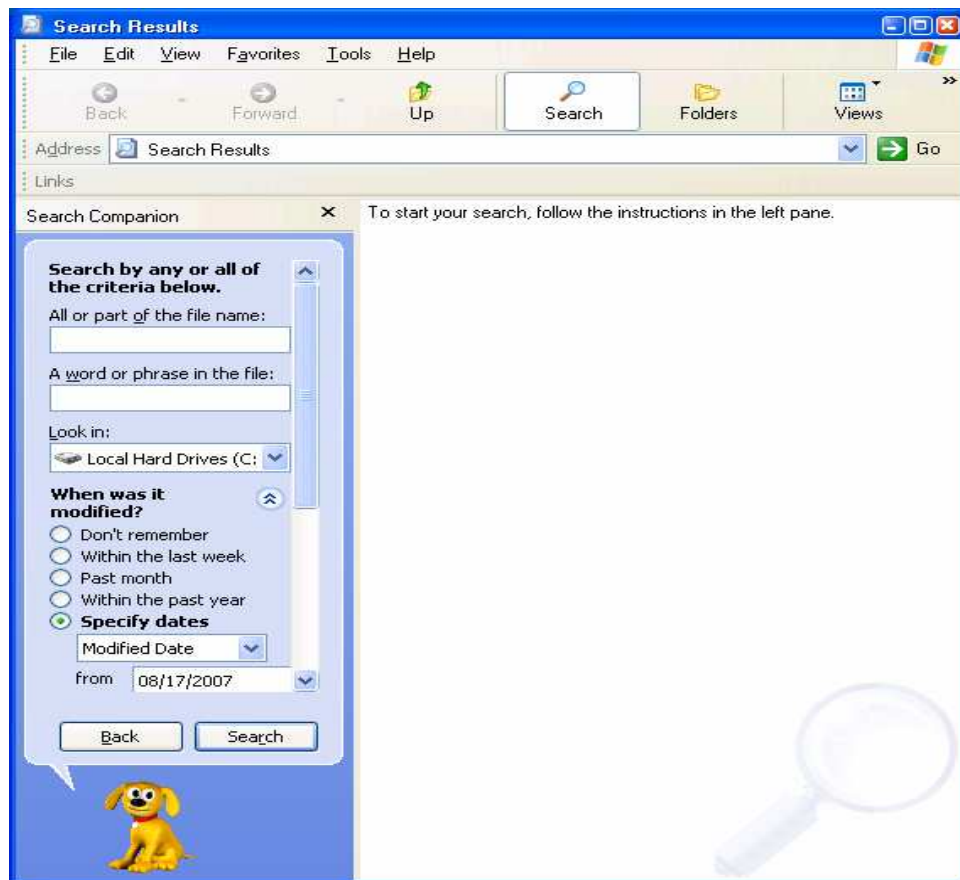
1. Search for files or folders named

- ❖ Type name of the File to be search in **Named** Text box
- ❖ Click **Look In** Drop down List box and Select Drive C:
- ❖ Click **Search Now** button

All files with required name are displayed in the **Window** on the right side. Now Double Click your file from the List of files to open it.

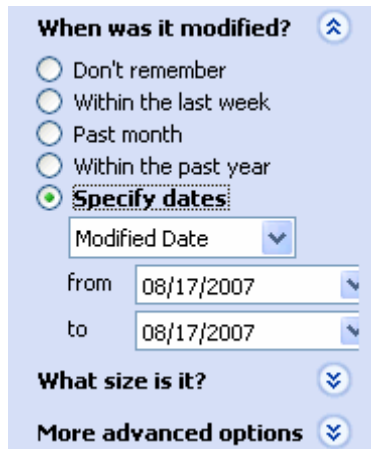
Type some words of your file in the **Containing Text** text box(Optional), if the file name is not known.

Search options



Click **Date** checkbox from Search Options dialog box.

You will get the following dialog box:



- ❖ Click the **Between** radio button and type **from** and **to** dates of file creation (or)
Select **in the last ____ months/in the last ____ days** option
- ❖ Click **Search Now** button
- ❖ Click **Type** list box and select file type
- ❖ Mention the Size of the file in KB.
- ❖ Click **Search Now** .

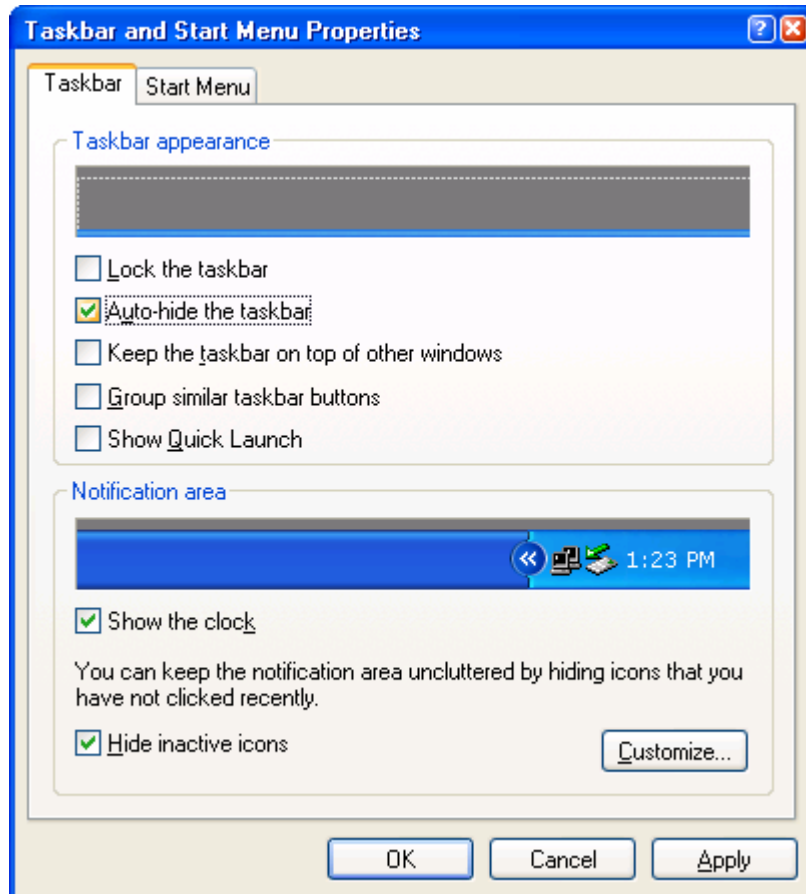
3. Advanced

- ❖ Click **Advanced** from **Find Now** dialog box
You will get the following dialog box

This will allow you to search in a more advanced way by selecting Search Folders, Case sensitive or Search slow files as the case may be.

Task 14: Automatically Hide the taskbar

- ❖ Right Click on the taskbar and then select **Properties** option. You will get the below screen.



- ❖ Check **Auto hide** checkbox, then click **Apply**, and then click **OK**.

Practice Session III

Adding Programs to Start menu

You can add the programs you use most frequently to the Start menu, making them easy to find and available at all times. For example, if you use Paint frequently, you can add it to the Start menu.



In the above picture MS Paint is added to the Start menu Programs.

To add a program to the Start or Programs menu

- ❖ Click the **Start** button, and then point to **Settings**.
- ❖ Click **Taskbar**, and then click the **Start Menu Programs** tab.
- ❖ Click **Add**, and then click **Browse**.
- ❖ Locate the program you want to add, and then double-click it.
- ❖ Click **Next**, and then double-click the menu on which you want the program to appear.

- ❖ Type the name that you want to see on the menu, and then click **Finish**.
- ❖ If Windows prompts you to choose an icon, click one, and then click **Finish**.

Copying Files

There may be instances when you want to duplicate a file or reasons of safety or necessity. This need can be met by the *Copy* utility, which enables you to duplicate the file within the drive, i.e. across folders, or within a folder under a different name

To make a duplicate file:

- ❖ Open the folder which contains the file
- ❖ Holding the *Ctrl* key on the keyboard, drag the file to the destination folder.
- ❖ Release the mouse button.
- ❖ Release the *Ctrl* key.

Another procedure to copy a file:

- ❖ Open the folder, which contains the file.
- ❖ Select the file.
- ❖ Select **Copy** option from the **Edit** menu.
- ❖ Click on the destination folder.
- ❖ Select **Paste** option from **Edit** menu.

Moving Files

- ❖ Open the folder, which contains the file.
- ❖ Select the file.
- ❖ Select **Cut** option from the **Edit** menu.
- ❖ Click on the destination folder.
- ❖ Select **Paste** option from **Edit** menu.

Deleting Files

The files and folders that are not required can be removed from the hard disk by deleting them. It is always a good habit to Delete the unwanted files to have only the necessary information in our computer for use.

When a file is deleted, it is moved to the Recycle Bin, which is a storage place for deleted files.

Procedure to delete a file:

- ❖ Select the file from the appropriate folder
- ❖ Select **Delete** from the **File** menu and click on **Yes** to move the contents of the file to the **Recycle Bin**.

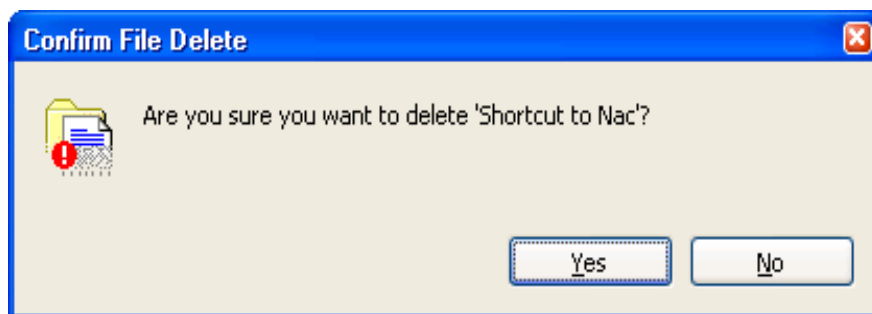
Another procedure to delete a file:

- ❖ Select the file from the appropriate folder.
- ❖ Press **Delete** on the keyboard and click on **Yes** to move the contents of the file to the **Recycle bin**.

Recycle Bin is also a folder, which has to be cleared from time to time. To delete files from Recycle Bin open it, select the file to be deleted and delete them.

Tips:

- ❖ All files in the Recycle Bin can be deleted by choosing 'Empty Recycle Bin'
- ❖ Multiple files can be selected by holding Ctrl key and clicking on the file
- ❖ A file can be deleted without sending it to Recycle Bin by clicking **Shift+Delete** keys. You will get following dialog box.



- ❖ Now click **Yes** button to delete the file permanently.

Note: Please note that files that are deleted from a '**floppy**' will not be sent to Recycle Bin.
