

# MS Window XP - Tips

Instructor

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## Purpose

This handout is to briefly instruct how to efficiently use some of the productivity features of MS Windows. These are some of my favorite features that help's me complete my work in a more timely manner. Enjoy!  
:O)

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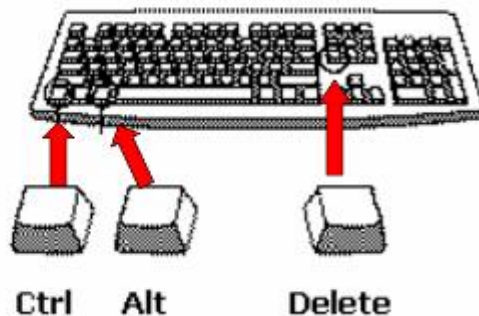
## Controlling Applications

Using the CTRL-ALT-DEL keys brings up the Windows Task Manager that may be used to control the applications running on your PC.

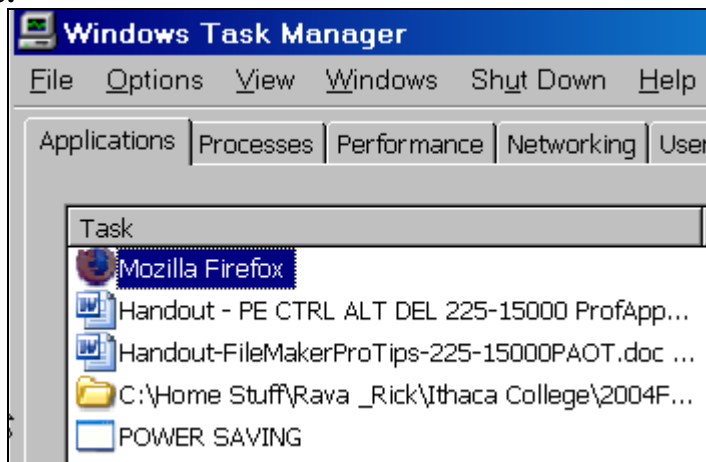
How to Use the keys:


With your left hand press and hold the **CTRL** and **ALT** keys down on your keyboard - then with your right hand press the **DELETE** key on your keyboard - see the following sample illustration:

### Using Ctrl-Alt-Delete



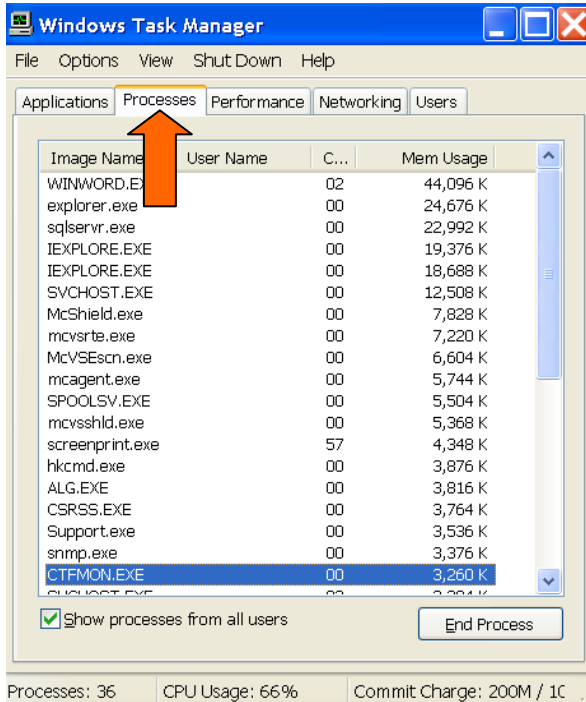
From this screen, you can end a program by clicking on the End Task button. Please note that this should only be done when a program no longer responds – see the following sample:



- 1.
2. Click on the **Applications** tab
3. Click on the **desired** application that you wish to **end** (in this case **Mozilla Firefox**)
4. Click on the  **button** – you may be prompted to **end** the **task now**
5. That's it!

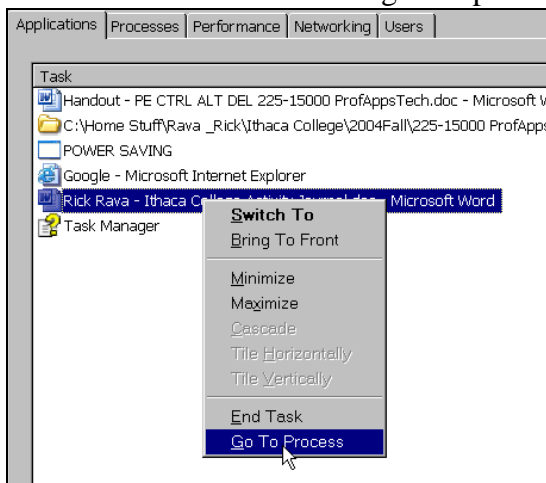
## Controlling Processes

Task Manager can be used to see which processes are running on your PC. Multiple processes may be needed for 1 program or 1 process may be needed to run a program.

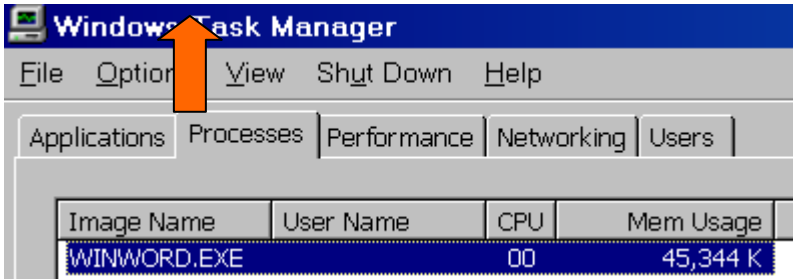


**Figure 1 - The processes are all of the programs and sub programs that are running on your PC. For example, if you start up your PC without opening any programs, you will still see the processes needed by Windows!**

You can see what process(es) are used by a particular application by going to the **Application** Tab > select **desired** application > **right-click** on the desired application > select **Go To Process**. See the following example:

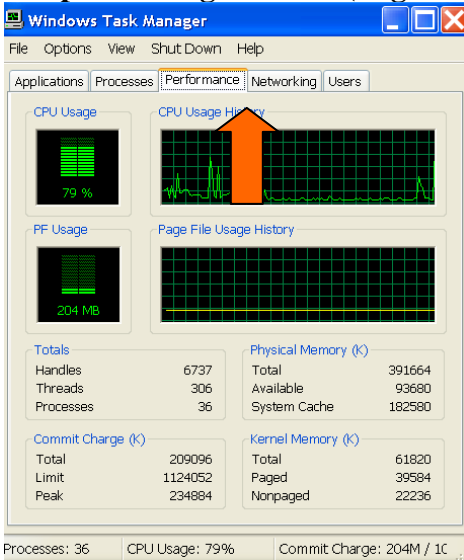


Results in:



## Controlling Performances

Task Manager can be used to see which processes are using the most resources on your PC. **The Performance tab is useful to see how much of your resources are used. The more your computer using the Disk (Page Faults) - the slower it normally runs!**

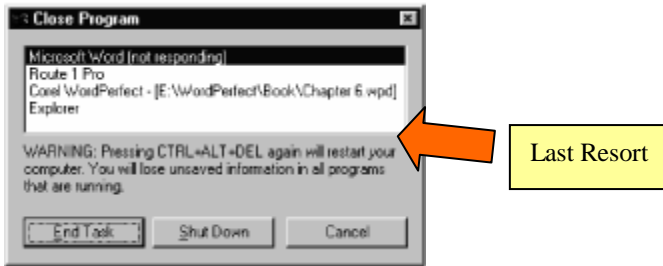


Totals		Physical Memory (K)	
Handles	8008	Total	391664
Threads	369	Available	101224
Processes	47	System Cache	212484

Commit Charge (K)		Kernel Memory (K)	
Total	217556	Total	55904
Limit	1124052	Paged	33192
Peak	536236	Nonpaged	22712

It brings up the "Close Program" dialog box. Pressing Ctrl+Alt+Del again will usually restart your computer if the "Close Program" box is already on the screen. That's why it's so important not to hold the Delete key down for too long! You can use this box to check to see if any programs are running. You can also use this box to Close those running programs.



**Figure 2 - working with this screen is something that should be done as a last resort. Once you shut down a program that is not responding, you need to still close down your PC and reboot to clear up the memory problems.**

It brings up a blue screen that says that you may press Ctrl+Alt+Del again to restart. It also gives some other instructions.

Hopefully, none of us are using this OS!

It restarts your computer.

Hopefully, none of us are using this OS!

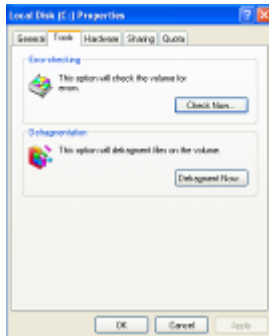
### **Invented by David Bradley – worked for IBM.**

- The CTRL-ALT-DEL keys were designed to help with the original PC troubleshooting (it was not ever intended for use by computer users!).
- David used the CTRL-ALT-DEL combination because it wasn't something that users would press by mistake.
- Bill Gates made these keys famous because of all the Windows errors. It's interesting that they continued to use the same keys when they developed Windows NT/2000/XP.

## ***Defrag***

By utilizing defrag, you move pieces of a file together. For example, if you edited a Microsoft Word document 5 times, it will likely have 5 different pieces of the file spread out at different locations on the hard drive.

1. To defrag – open My Computer – navigate to the your main hard drive (commonly C) – then right-click – select properties – click on the tools tab - the following screen appears:



- 2.
3. Click on Defragment Now
4. then on the next screen click on Defragment (this may take a long time to complete)

## *Floating Keyboard*

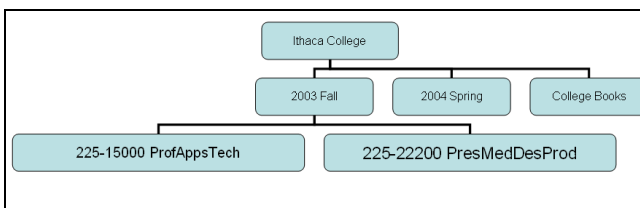
1. To open On-Screen Keyboard, click **Start**, point to **All Programs**, point to **Accessories**, point to **Accessibility**, and then click **On-Screen Keyboard**.

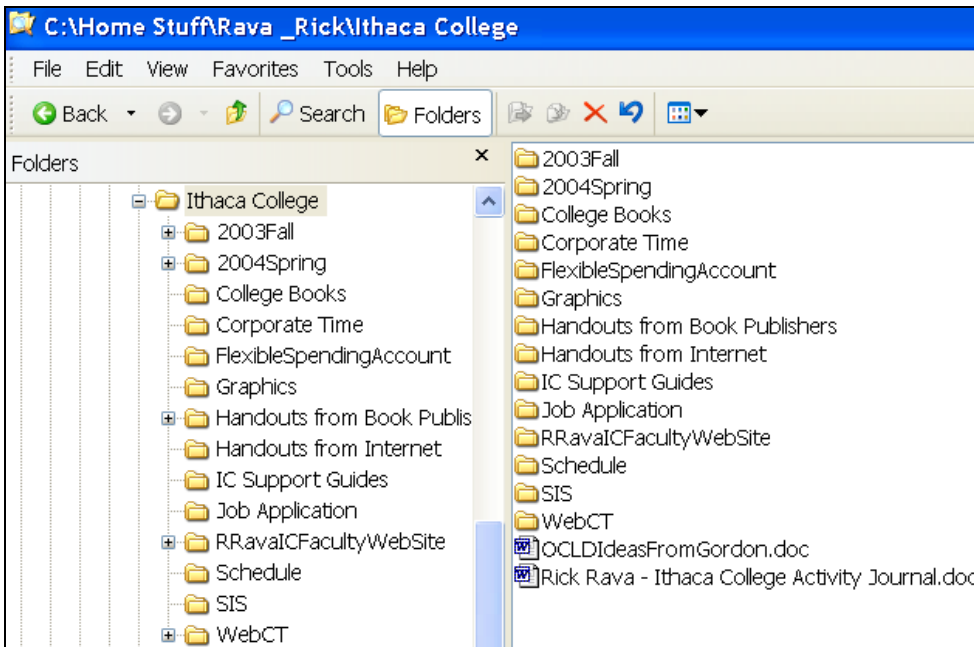


2. You can now operate windows **without** having an **attached** keyboard or **troubleshoot** a **defective** keyboard.

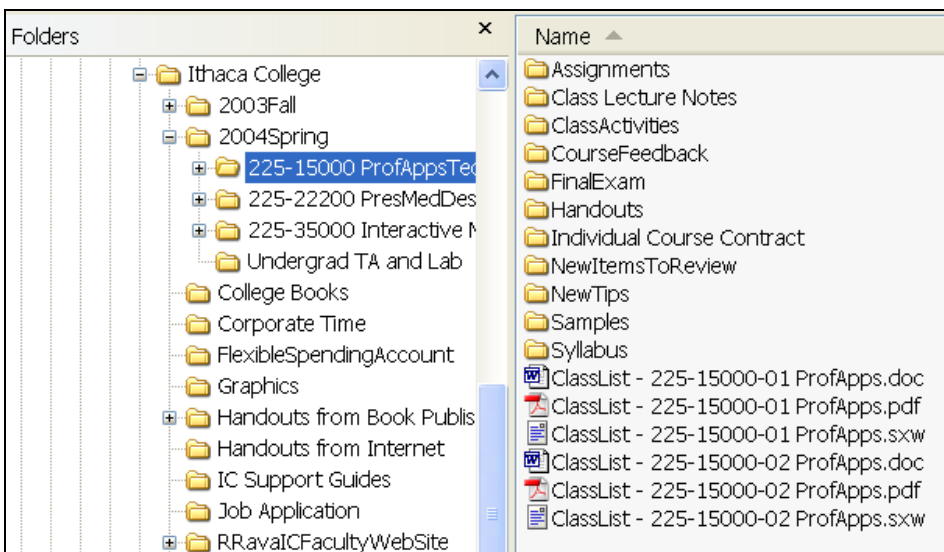
## *Folders & SubFolders*

The following is a sample folder structure set up to organize files according to need and purpose:



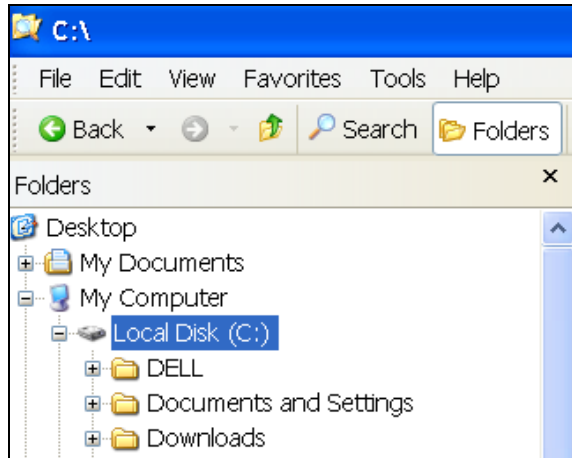




The above folder is for Ithaca College work. Notice the subfolders for 2003 & 2004 semesters.



Creating a folder:

1. Determine how you **wish** to **organize** your folders & files.
2. Create an upper level folder as follows:
  - a. Start up **Windows Explorer**
  - b. Move to the upper location of your hard drive (most commonly the **C:\** Drive) – see the following sample screen:



- c.
- d. Click on **File** menu – then select **New** – then select **New Folder** – the following folder appears:  

- e.
- f. Enter the **desired** file name – see the following example:  

- g.
- h. **Double click** on the newly created folder
- i. Now, you can create your desired subfolders following the above steps
- j. **Copy, create, and move** your files to the appropriate folder
- k. That's it!

## Show the Desktop

1. If the Show Desktop icon is deleted from Quick Launch, the procedure below will recreate the file.
2. Open Notepad and enter the following text:

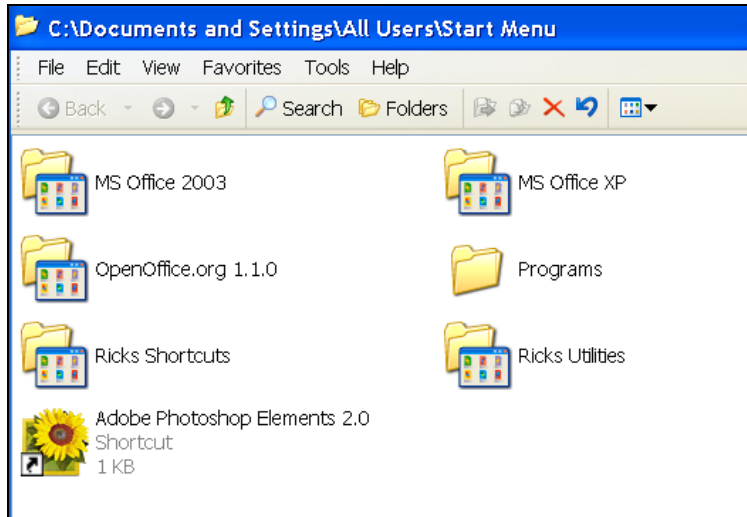
```
[Shell]
Command=2
IconFile=explorer.exe,3
[Taskbar]
Command=ToggleDesktop
```

3. Save the new file as Show Desktop.scf then drag and drop the icon on the Quick Launch bar or whatever location you want the shortcut to appear.

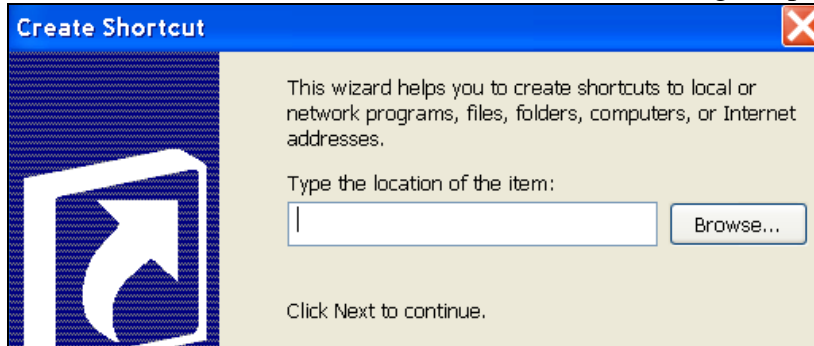


## Shortcut to a Specific File

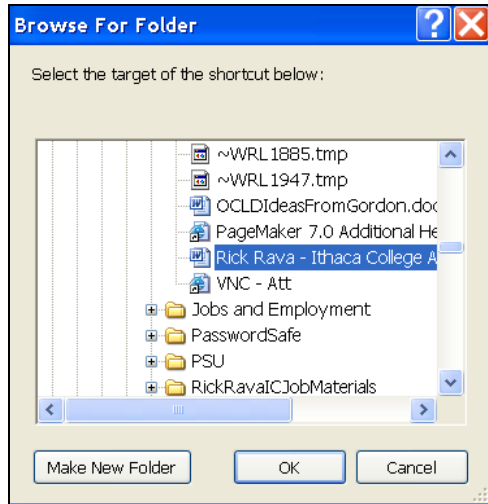
3. Determine which **files** that you commonly work with. In the following example, the Ithaca College Activity Journal file is commonly worked on.
4. In Windows – **Right click** on the **Start** button (for Windows XP choose **Open All Users** – for Windows 98/ME choose **Open**) – the following sample screen appears in Windows XP:



5. **Figure 3 - Windows XP Open All Users Example**
6. Click on **File** menu – **New** – **Shortcut** – the following sample screen appears:



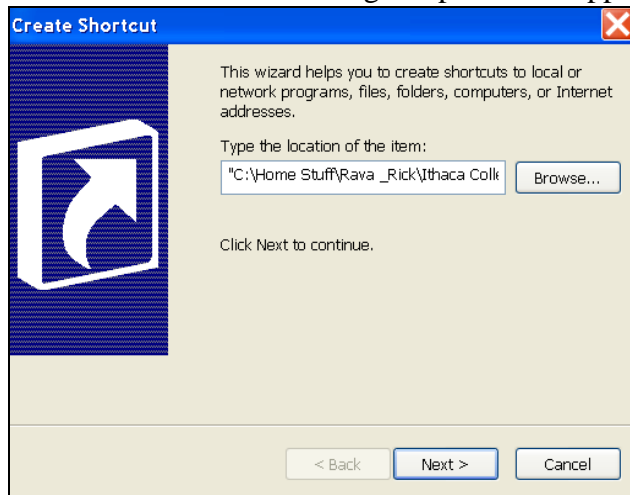
- 7.
8. Click on **browse** – then **navigate** to the specific **file** that you always use – see the following example:



9.

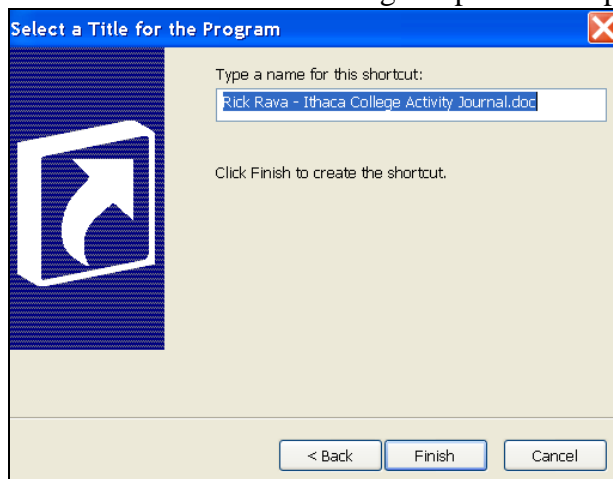
**Figure 4 - Rick Rava - Ithaca College Activity Log**

10. Click on **OK** – the following sample screen appears:



11.

12. Click on **Next** – the following sample screen appears:

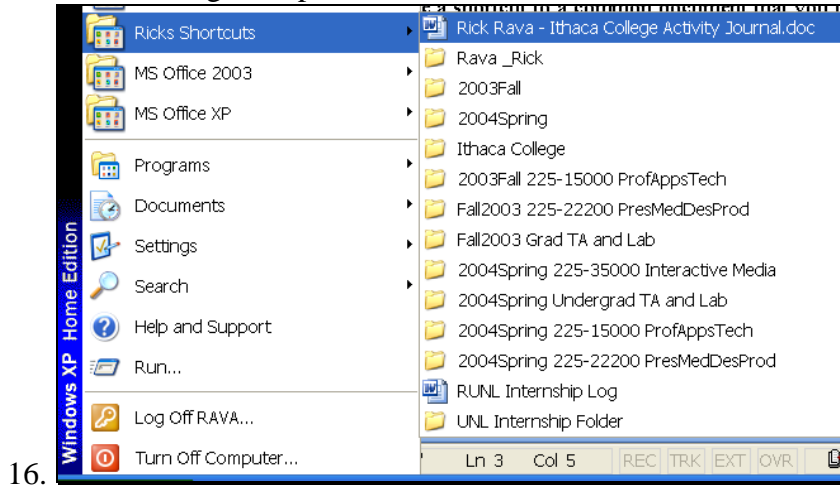


13.

14. Click on **Finish**

15. You now have a **shortcut** to a common document that you use over and over again – see

the following example:



### ***Shortcut to a Specific Folder***

1. Determine which **folders** that you commonly work with. In the following example, the 2004 spring Professional Applications of Technology folder is commonly worked on.
2. In Windows – **Right click** on the **Start button** (for Windows XP choose **Open All Users** – for Windows 98/ME choose **Open**) – the following sample screen appears in Windows XP:

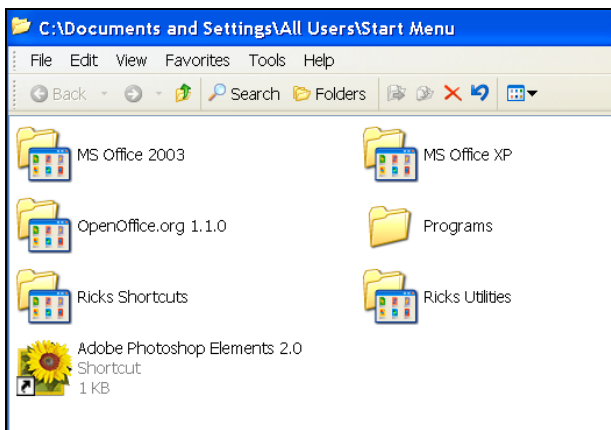
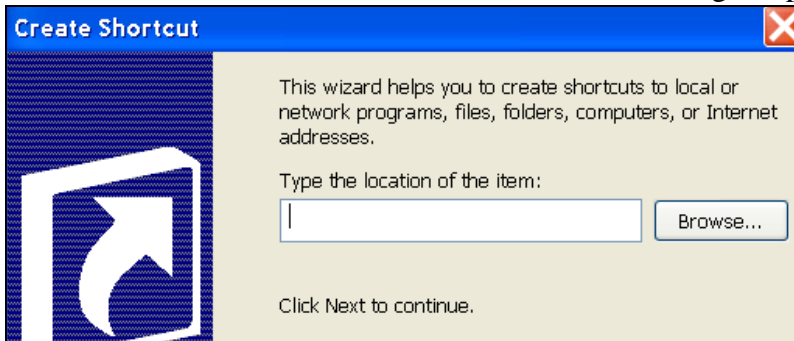
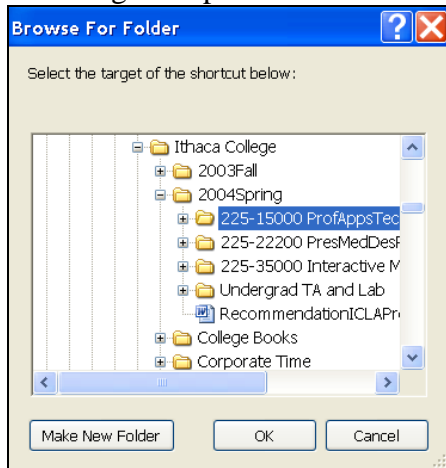


Figure 5 - Windows XP Open All Users Example

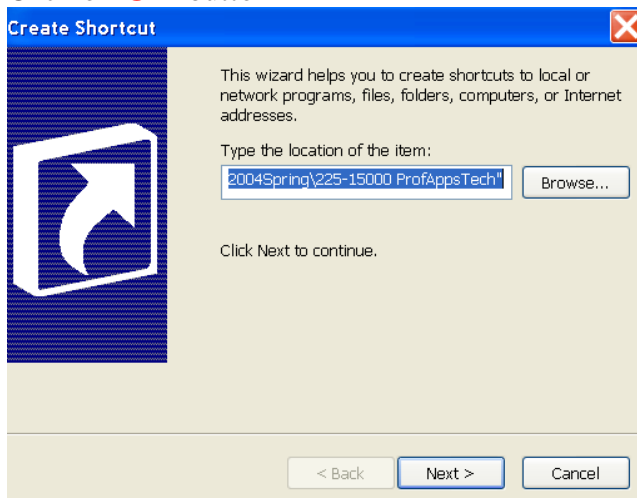
4. Click on **File** menu – **New** – **Shortcut** – the following sample screen appears:



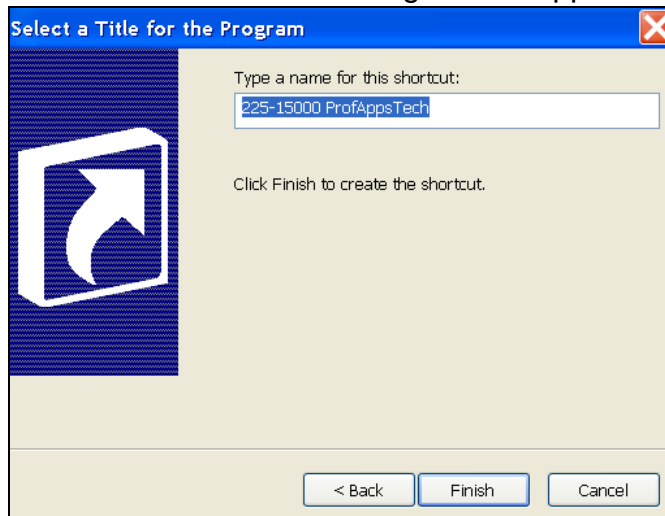
6. Click on **browse** – then navigate to the specific folder that you always use – see the following example:



- 7.
8. Click on **OK** button

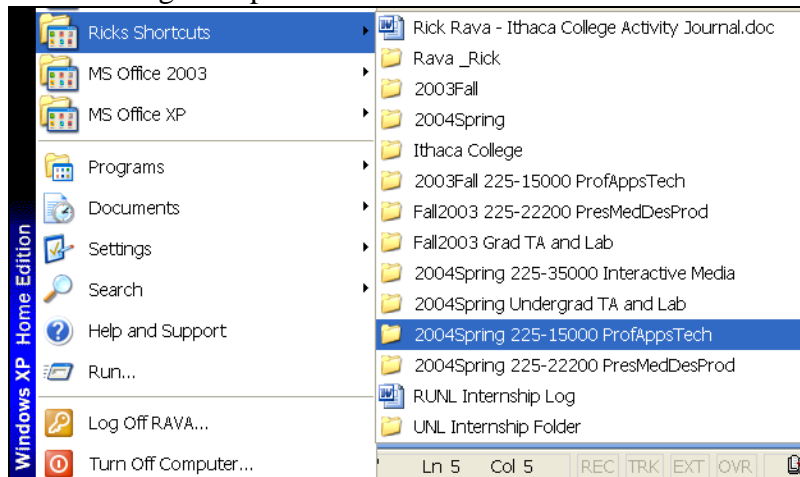


- 9.
10. Click on **Next** – the following screen appears:



- 11.
12. Click on **Finish**

13. You now have a **shortcut** to a common **folder** that you use over and over again – see the following example:

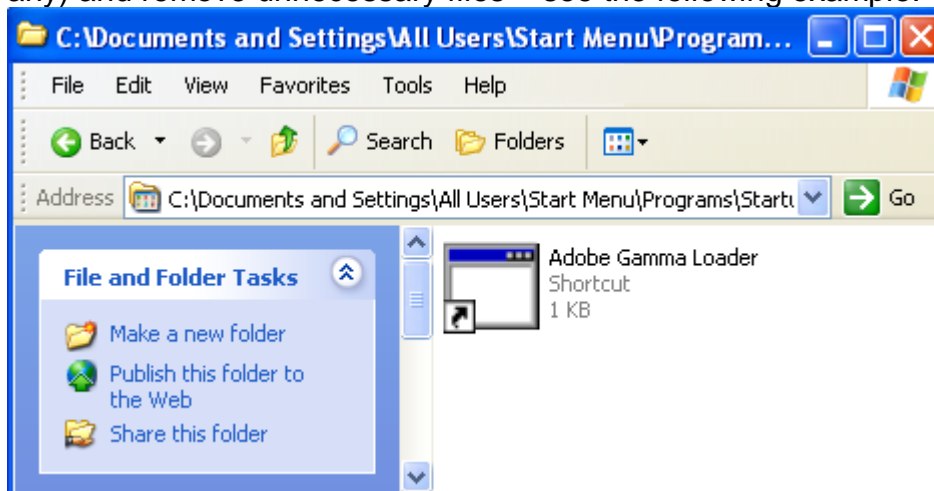


14.

### ***Stop Unnecessary Startup Programs***

Many times software is installed that you do not use & it automatically loads part or all of the software on PC startup.

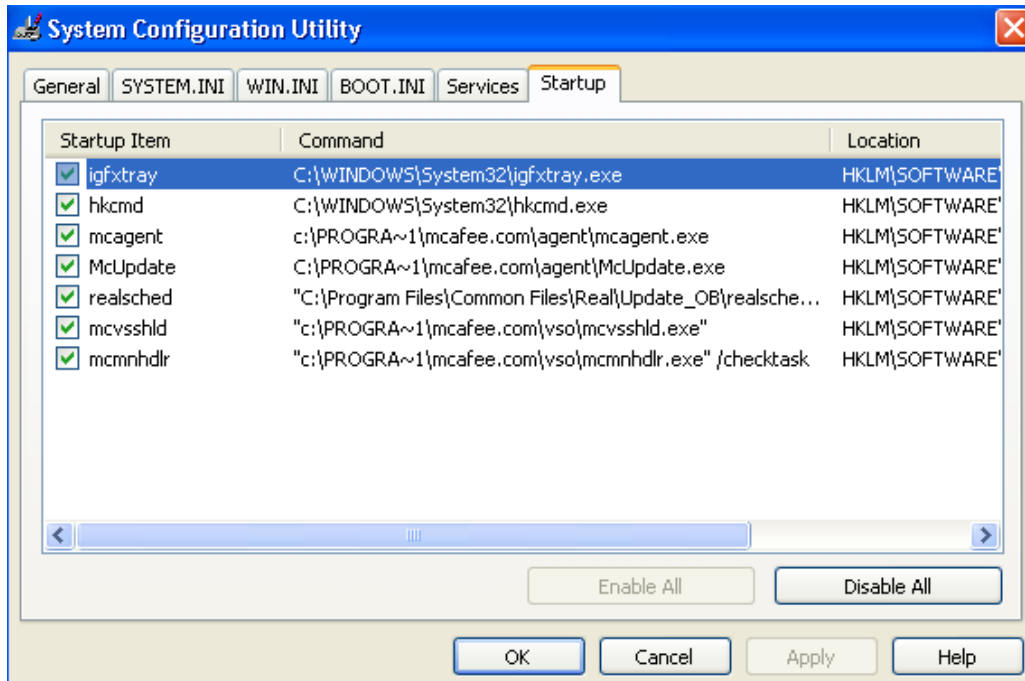
1. To remove unnecessary programs – right-click on the Start button – select open all users
2. Double-click on Programs – double-click on startup – review the programs (if any) and remove unnecessary files – see the following example:



- 3.
4. From the above startup, I removed the Adobe Gamma Loader (which I did not use, please note that you may use different programs and it is your decision to remove items from the startup).

### ***Stop Unnecessary Programs from Loading***

1. Click on Start – then click on Run – enter msconfig and press enter – the following sample screen appears:



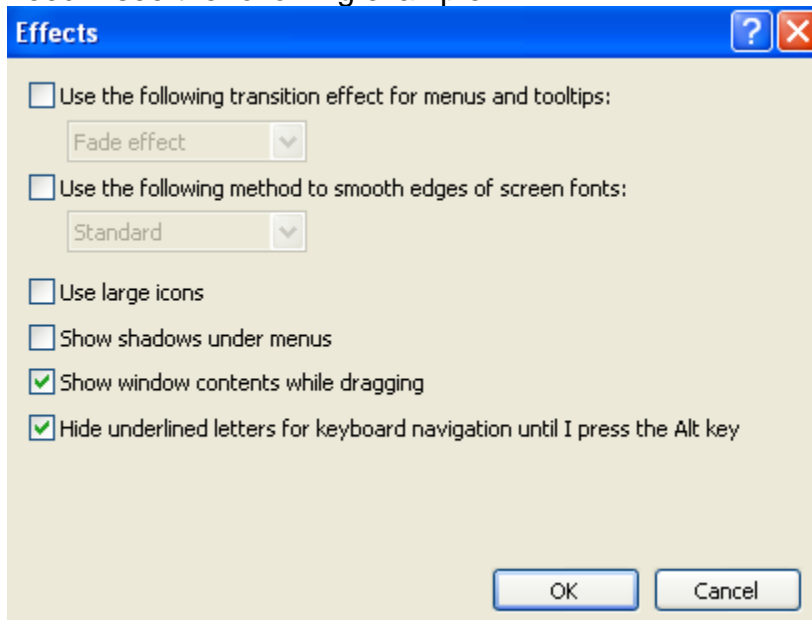
2.

Review which programs are loading and deselect the programs that should not be loaded

## ***Turn off fancy display features***

Animations and fancy display features

1. Right-click on empty area of Windows XP desktop – then select properties – click on appearance tab - select the effects icon – turn off items that you do not need – see the following example:



2.

# Windows Shortcut Keys

## Help

**[F1]** For current program open.

## Windows Help

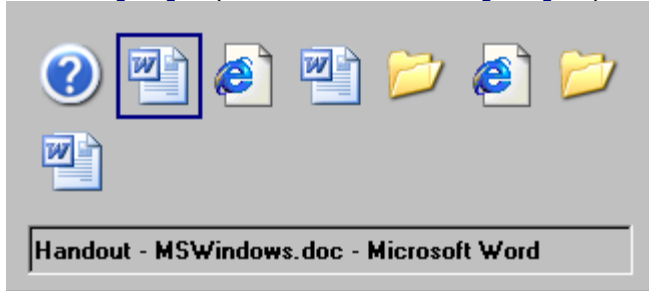


+ **[F1]** Windows Help



## Tab Between Programs

**[Alt]+[Tab]** Will cycle between Programs that are currently open in Windows. Hold the **[Alt]** key down and touch the **[Tab]** key to change applications.



## Close Current Program


**[Alt + F4]** Closes current open application in Windows.

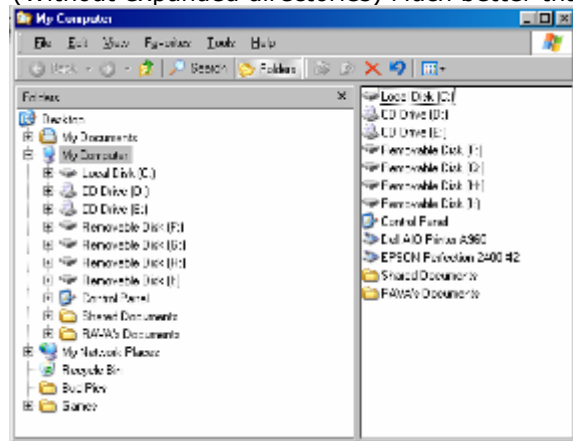
## Minimize all windows



+ **[D]** Minimize all Windows to show Desktop.

**Select All [Ctrl]+[A]** Select All text or items in the current window.

 **Display Windows Explorer** +[E] (Same as File Manager in older versions of Windows) Display Windows Explorer (Without expanded directories) Much better than a Right- Click on [Start] and

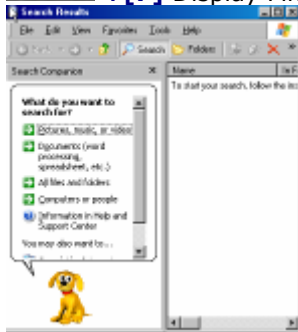


selecting Explore.

### Display Find Files



+ [F] Display Find Files. Faster than [Start] [Find] [Files or Folders]



### File Navigation

**[Ctrl]+[Home]** In most Windows applications will take you to the Beginning of a file. **[Ctrl]+[End]** Will take you to the End of a file.

### Delete Files

**[Shift]+[Del]** In Windows Explorer and Outlook deletes Files, bypassing the Recycle Bin.

### Previous Control

**[Shift]+[Tab]** Moves to Previous control in the dialog box. **[Tab]** alone goes forward.

**Refresh [F5]** Use to refresh your Explorer file system, browser and html editors.

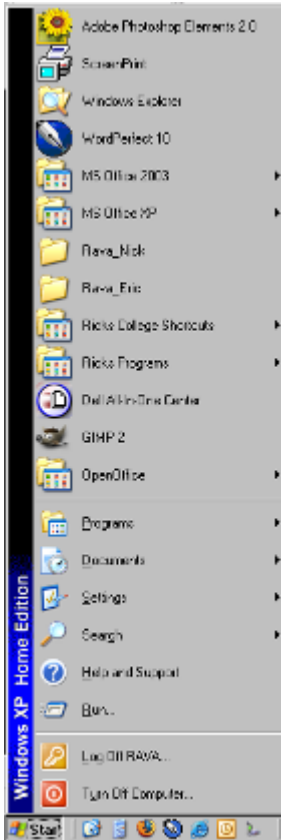
### Create Shortcut

Pressing **[Shift]** while holding down the **[CTRL]** key and dragging to the desktop or to a folder creates an instant Shortcut. (You can do the same thing by clicking and holding the right mouse button, letting go on the desktop, and choosing "create shortcuts here.")

### Display Start Menu



Press the Windows Key to display the Start Menu



## Run/Install Program



+**[R]** Same as [Start] -> [Run]

Hold the **[Shift]** key down when inserting a CD to avoid Auto-Run to view CD contents.

