

"BEYOND BASICS"
ADVANCED MICROSOFT WINDOWS PRESENTATION
OCTOBER, 2006

FCSC SYSTEM CHECK:

- ❑ ATTENDEE ROSTER AT FRONT COUNTER
- ❑ ALL SYSTEMS OPERATIONAL?
- ❑ OPERATING SYSTEM VERSIONS?

INTRODUCTION

- ❑ BEYOND BASICS - ADVANCED MICROSOFT WINDOWS:
 - ❑ ATTENDEES SHOULD HAVE BASIC KNOWLEDGE
- ❑ INSTRUCTOR INTRO:
 - ❑ BACKGROUND (ELCO & FRPCUG)
 - ❑ NEWSLETTER COPIES
- ❑ ATTENDEE INTRO:
 - ❑ ATTENDEE EXPERIENCE LEVEL
 - ❑ WINDOWS VERSION CURRENTLY USING
 - ❑ INTERNET ACCESS?
- ❑ BREAKS, QUESTIONS
- ❑ SOME REVIEW AND REDUNDANCY

INSTRUCTION

- ❑ INTRO TO FCSC NETWORK SYSTEM:
 - ❑ NETWORK REFERENCE ON INDIVIDUALS SYSTEMS -
 - ❑ INTERNET IS WORLDS LARGEST NETWORK!
- ❑ GUI - GRAPHIC USER INTERFACE:
 - ❑ USER FRIENDLY OPERATING SYSTEM
 - ❑ "PICTURE MORE POWERFUL THAN WORDS"
 - ❑ OLD DAYS - NEED TO KNOW COMMANDS TO TYPE
 - ❑ SHARED DRIVERS & SUPPORT LIBRARY MODULES
 - ❑ ADVANTAGES (SPACE & CONSISTENCY)
 - ❑ MULTI-APPLICATION SUPPORT
 - ❑ VIRTUAL MEMORY ARCHITECTURE
- ❑ MID - 1980'S BEGINNINGS
- ❑ WINDOWS VISTA RELEASE: [*ACTION]
 - ❑ ONE OPERATING SYSTEM AVAILABLE IN DIFFERENT VERSIONS
 - ❑ DESCRIPTION OF VERSIONS
 - ❑ WINDOWS VISTA ONLINE

- UPGRADE ADVISOR FEATURE
- HOW WINDOWS OPERATING SYSTEM WORKS:
 - FILE SWAPPING (DISK ACTIVITY)
 - REGISTRY
 - STORES ALL HARDWARE & SOFTWARE SETTINGS
 - REGEDIT
 - PATCH CODE (REG FILE EXTENSION)
 - RESTORING REGISTRY [*HANDOUT]
- FIXES, PATCHES, UPGRADES ONLINE: [*ACTION]
 - MICROSOFT WINDOWS UPDATE
 - AUTO UPDATE SIGNUP (BROADBAND ACCESS DESIRED)
 - OTHER SOFTWARE UPDATES FROM VENDOR SITE
- ANTI-VIRUS & FIREWALL PROTECTION A MUST!
 - COMMERCIAL PACKAGES: MCAFEE VIRUSCAN, NORTON ANTIVIRUS
 - FREE PACKAGES: [*HANDOUT]
 - AVG EXAMPLE
 - WINXP FIREWALL | VISTA FIREWALL
- ANATOMY OF THE DESKTOP: [*ACTION & HANDOUT]
 - DESKTOP (WORK AREA)
 - SHORTCUT ICONS (A GRAPHIC MENU SYSTEM)
 - MAY DELETE BUT SOME ARE LOCKED AS SYSTEM LINKS
 - RECYCLE BIN EXAMPLE
 - RECYCLE BIN FUNCTION EXPLAINED
 - POSITIONING & SORTING SHORTCUTS [*ACTION]
 - CREATE NEW SHORTCUT [*ACTION]
 - MANUAL
 - DRAG & DROP
 - USE LINK FROM START>PROGRAMS MENU
 - (RIGHT VS LEFT BUTTON!)
 - CREATE A DESKTOP FOLDER & COPY/MOVE TO
 - START BUTTON (START/STOP WINDOWS & ACCESS SYSTEM)
 - TASK BAR (ACTIVE APPLICATION STORAGE)
- ANATOMY OF THE TASKBAR: [*ACTION]
 - START | TASK BAR | SYSTEM TRAY + QUICK LAUNCH
 - CUSTOMIZING THE TASKBAR USING PROPERTIES [OPTIONS!]
 - ADDING QUICK LAUNCH [WHY QUICK LAUNCH?]
 - "SHOW DESKTOP" SHORTCUT
 - TEAR OFF MENU DESIGN
 - LOCKING [WINXP & VISTA]
- ANATOMY OF TYPICAL WINDOW: [*ACTION & HANDOUT]
 - LAUNCH NOTEPAD AS EXAMPLE

- FOCUS = HIGHLIGHTED HEADER BAR
- STARTING WINDOWS:
 - ADVANTAGE OF POWER STRIP (SURGE PROTECTOR)
 - TAKES TIME BECAUSE
 - REGISTERING HARDWARE, SOFTWARE, SETTINGS (FONTS!)
 - CONFIG.SYS, AUTOEXEC.BAT & STARTUP FOLDER (LEGACY HOLDOVER)
 - ADDING TO STARTUP FOLDER [*ACTION]
 - ACCESS OPERATING SYSTEM PRIOR TO LOADING OF WINDOWS
 - F8 (WIN95), CONTROL KEY (WIN98) OR F8 (WINXP/2000) AS WINDOWS BEGINS LOAD
- SHUTTING WINDOWS DOWN:
 - FROM START BUTTON - ALWAYS SHUT DOWN GRACEFULLY
 - TAKES TIME BECAUSE:
 - CLOSING OPEN FILES AND CLEANING UP TEMP FILES
 - IMPROPER SHUT DOWN (POWER LOSS, POWER OFF, ETC.)
 - SCANDISK (CHKDSK) (POSSIBLE NEED FOR SAFE MODE)
 - POWER PROTECTION (SURGE/UPS)
 - COLD BOOT VS WARM BOOT (CTL-ALT-DEL OR RESET BUTTON)
 - WARM BOOT FASTER & EASIER ON HARDWARE
 - QUICK RELOAD OF WINDOWS = SHIFT-OK
 - ADVANTAGES OF LETTING SYSTEM RUN ALL DAY OR 24-7
 - NEW DUAL CORE SYSTEMS = ENERGY CONSUMPTION ISSUES!
 - SURGE PROTECTOR/UPS
 - LASER PRINTER POWER ISSUE WITH UPS
 - ERROR HANDLING
 - HUNG SYSTEM
 - "MEMORY LEAK" ISSUE
 - SOFTWARE CONFLICT
 - HARDWARE OR DRIVER ISSUE
 - VIDEO DRIVER MAJORITY SOURCE OF LOCKUPS
 - REBOOT IS FIRST OPTION TO ADDRESS ABNORMAL BEHAVIOR
 - FATAL EXCEPTION ... GENERAL PROTECTION FAULT (GPF) ...
 - CTRL-ALT-DEL TO TERMINATE APPLICATION OR SHUTDOWN
 - IS ERROR CONSISTENT?
 - WHAT HAS CHANGED?
 - REVERSE CHANGE (USE SAFE MODE)
 - IF NEW INSTALL IS CULPRIT CONTACT VENDOR
 - STARTUP BOOT DISK (CREATE ONE FROM DEVICE MANAGER!)
 - DEVICE MANAGER TOOL [*ACTION & HANDOUT]
 - 98 - CONTROL PANEL > DEVICE MANAGER
 - XP - CONTROL PANEL > SYSTEM > HARDWARE > DEVICE MANAGER

- BASIC WINDOWS CONFIGURATION OVERVIEW
- WINDOWS HELP [*ACTION]
 - WINDOWS WELCOME TUTORIAL
 - INSTALLED HELP (HYPERTEXT)
 - MICROSOFT.COM ONLINE HELP
 - WINDOWS TROUBLESHOOTER WIZARD

BREAK -

- KEYBOARD:
 - WINDOWS KEYBOARD START KEY [*ACTION]
 - KEYBOARD SHORTCUTS [*ACTION & HANDOUT]
 - CTRL-ESC = TASKBAR (WINDOWS KEY)
 - ALT-ESC = CYCLE WINDOW FOCUS
 - ALT-TAB = CYCLE OPEN APPLICATIONS
 - ESCAPE KEY (STOP - LET ME OUT OF HERE!)
- ANATOMY OF THE START MENU [*ACTION]
 - LAYOUT
 - HOW ITEMS GET INTO START MENU [INSTALL VS. MANUAL ENTRY]
 - SORTING (WIN95 VS WIN98 VS WINXP)
 - EDITING START MENU (FROM START MENU OR FILE EXPLORER)
 - RIGHT-CLICK START > PROPERTIES > START MENU PROGRAMS
- NOT ALL WINDOWS TOOLS LOADED BY DEFAULT
 - INSTALL FROM CD
 - KEEP CD HANDY (NEEDED FOR FUTURE HARDWARE INSTALL!)
- INPUT DEVICES:
 - TYPES
 - MOUSE, TOUCHPAD, TOGGLE, SCROLL BALL, DIGITIZER
 - BALL MOUSE VS OPTICAL ADVANTAGES
 - OPERATION:
 - RIGHT-CLICK!
 - ONE LEFT CLICK = ENTER (FOCUS)
 - TWO LEFT CLICKS = RUN
 - ONE RIGHT CLICK = OPTIONS OR PROPERTIES
 - SHIFT-RIGHT CLICK = OPEN FILE WITH ANOTHER APPLICATION
 - WHEEL MOUSE OPTIONS:
 - WHEEL ROLL - SCROLL
 - WHEEL CLICK - DRAG
 - CTRL-WHEEL SCROLL TO CONTROL FONT SIZE
 - CLEANING THE BALL
 - CONFIGURE MOUSE IN CONTROL PANEL: [*ACTION]

- CLICK DELAY, BUTTONS, WHEEL ACTION, ETC.
- PROPERTIES [**ACTION*]
 - EVERY OBJECT HAS PROPERTIES
 - DESKTOP PROPERTIES
 - SHORTCUT PROPERTIES
 - TASKBAR PROPERTIES
 - FILE PROPERTIES [**ACTION - ACTIVATE FILE EXPLORER*]
- FILE EXPLORER [**ACTION*]
 - PURPOSE DESCRIBED
 - ACCESS FROM RIGHT>CLICK START BUTTON
 - FILE PROPERTIES
 - FOLDERS VS FILES
 - MULTIPLE FILE ACTIONS
 - DRAG & DROP
 - EXPLORER VIEW OPTIONS (CONFIGURE WITH VIEW COMMAND)
 - LEAVE EXPLORER ACTIVE AND MINIMIZED TO TASKBAR
 - LONG FILE NAMES
 - FILE NAMING RULES
- SEARCH [**ACTION*]
- MY COMPUTER [**ACTION*]
 - CONTENT AND OPTIONS DESCRIBED
 - DRIVES (PROPERTIES)
 - PRINTERS & FAXES
 - DIAL-UP NETWORKING
 - SCHEDULED TASKS
 - WINDOWS UPDATE
 - CONTROL PANEL [**ACTION & HANDOUT*]
 - COMPONENTS EXPLAINED
 - ADD/REMOVE PROGRAMS
 - STARTUP DISK
 - ADD NEW HARDWARE
 - PLUG & PLAY
 - SYSTEM RESOURCES ISSUE
- SEND TO [**ACTION*]
- FILE TYPE REGISTRATION [**ACTION*]
- FONT & GRAPHIC SUPPORT EXPLAINED
- CLIPBOARD: [**ACTION*]
 - TRANSFERRING DATA THROUGH CLIPBOARD
 - NOTEPAD > WORDPAD > PAINT EXAMPLE
 - CUT-PASTE, FONTS & GRAPHICS
 - PRINTSCREEN & ALT-PRINTSCREEN

- CUT-PASTE VS CTRL-C, CTRL-X AND CTRL-V
- CUT-PASTE VIA NOTEPAD TIP
 - ASSIGN KEYBOARD SHORTCUT TO NOTEPAD
- EMPTY CLIPBOARD TO FREE RAM!
 - COPY SOMETHING SMALL
- MAINTENANCE
 - SCANDISK
 - DISK DEFRAGMENTER
 - TERMINATE & STAY RESIDENT PROGRAM ISSUE
 - VIRUS APPLICATIONS
 - SCREEN SAVERS
 - NEED TO USE SAFE MODE?
 - SCHEDULED TASKS
 - MICROSOFT UPDATE ON INTERNET
- Q & A

EXTRA

- SYSTEM INFORMATION TOOL (WIN98) [**ACTION*]
 - C:\Program Files\Common Files\Microsoft Shared\MSINFO\MSINFO32.EXE
- SYSTEM FILE CHECKER (WIN98)
 - C:\WINDOWS\SYSTEM\SFC.EXE