

### What is Windows 95?

Windows 95 is a computer-operating system that controls the basic operation of the computer and the programs (also known as applications or software tools) that run on it.

Being familiar with the basic features of Windows 95 is necessary in order to use any of the software in the LINC labs. If you are new to computers, refer to the previous sections on Windows. This section builds on the skills explained in those sections and adds information about the file-management features of Windows 95.

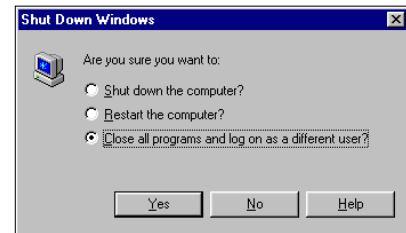
### Features

#### LOG-IN (TEACHER MODE)

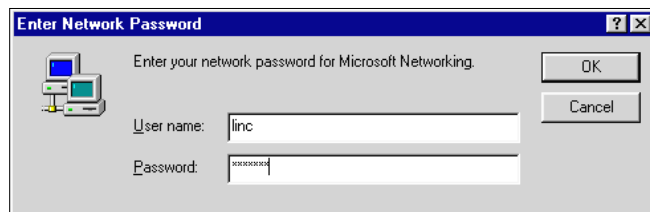
The LINC labs are set up to limit learners' access to many of the computer's resources. This ensures that files are not unintentionally deleted or changed. However, this also means that learners are not exposed to the Windows 95 features that help organize and manage files.

To access these features, the learner must be in the teacher mode.

To do this, click on **Start | Shutdown | Close all programs and log on as a different user? | Yes**.



A log-in dialog box will then appear. Type "linc" as the user name, "ontario" as the password and click **OK**

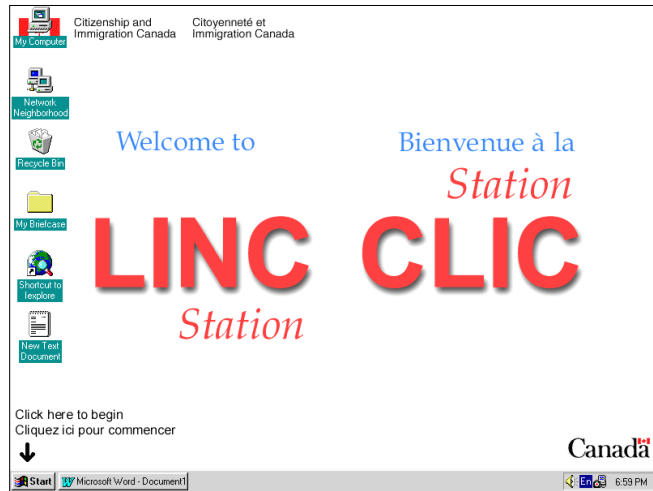


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## THE DESKTOP IN TEACHER MODE

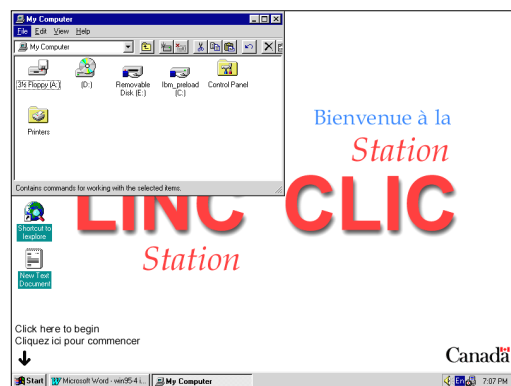
The desktop in teacher mode has the following icons:

- **My Computer**  
Displays the contents of your computer.
- **Network Neighborhood**  
Allows access to files stored on other computers in the LINC lab that are networked to your computer.
- **Recycle Bin**  
Contains deleted items you can permanently remove or restore.
- **My Briefcase**  
Used to transfer files from the hard drive to a floppy and back again, ensuring that they are up-to-date no matter where you work on them. (This feature will not be described, as it is not used in the LINC lab.)
- **Shortcut to Internet Explorer**  
Opens Internet Explorer, a program that allows you to access the Internet, if you are connected.



## USING THE MOUSE

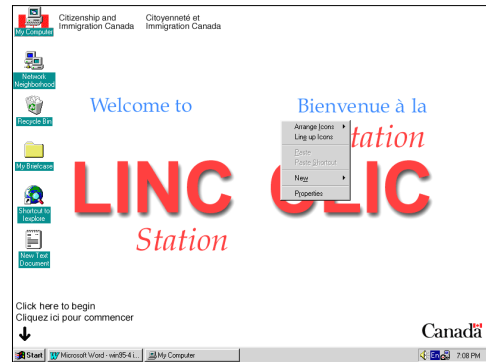
- **Selecting an icon on the desktop**  
To select an icon on the desktop, move the mouse pointer to the icon and click the left mouse button once. The icon is then highlighted.
- **Right-clicking to open a shortcut menu**
- **Pointing to an icon and clicking**  
The right mouse button will open a shortcut menu (also called pop-up or context menu). The menu changes, depending on what you are pointing to. Clicking the desktop anywhere outside the shortcut menu will close it.
- **Double-clicking to open a window**  
When you double-click on an icon, the program or application starts and a window opens on the desktop. Note that a program button will also appear on the taskbar.



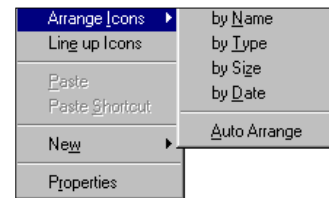
## CUSTOMIZING THE DESKTOP

### ■ Displaying Icons

You can arrange your desktop to suit your needs. You can move icons or change the way they look.



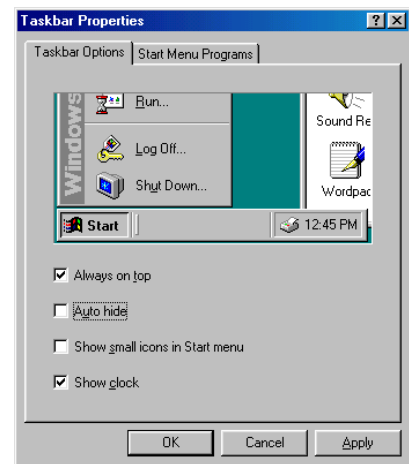
To move the icons, right-click on a blank area on the desktop to open a pop-up menu. Deselect **Auto Arrange** on the pop-up menu and drag the icons to the position you want. You can also arrange **by Name, Type, Size, or Date** by clicking one of those choices on the pop-up menu.



### ■ Customizing the Taskbar

Right-clicking on the taskbar and choosing **Properties** will access a shortcut menu, Taskbar Properties, which will allow you to make the changes that are described below.

- **Always on top**  
When you maximize a program's window, it enlarges to fill the entire screen except for the taskbar. If you want to use that space also, deactivate the **Always on top** check box by clicking it. To get the taskbar back on-screen, press the **Ctrl** and **Esc** keys together.



### ■ Auto hide

To hide the taskbar, click **Auto hide**. The taskbar disappears while you are working in a window and then reappears when you move the mouse to the bottom of the screen.

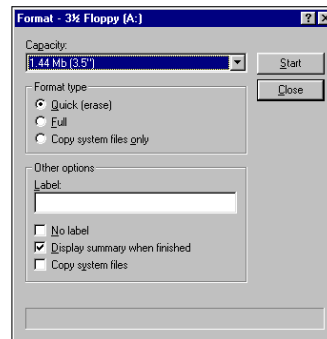
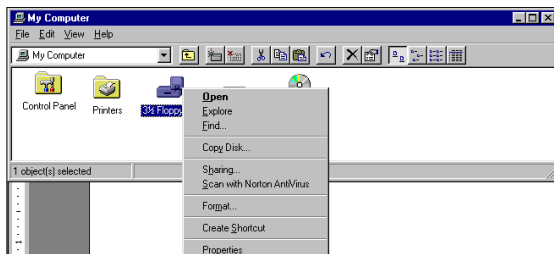
- **Show small icons in Start menu**  
Clicking **Show small icons** reduces the size of the icons used in the Start menu. This reduces the overall size of the Start menus, making it easier to navigate and select options.
- **Show clock**  
You can choose to show or not to show the clock by clicking the **Show Clock** checkbox.

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## ■ Formatting a Disk

Before you can save a file on a floppy disk it must be formatted to receive your file. The disks that have been supplied to the LINC labs are usually preformatted. However, it is still useful to know how to format disks. You can use this feature to erase learners' disks and reissue them to other learners. Formatting will also tell you if disks have bad sectors, in which case it is best not to use them.

To format a disk, insert it into drive A:. Double-click on the **My Computer** icon on the desktop and right-click **3<sup>1</sup>/<sub>2</sub> Floppy (A:)**. Click **Format** on the pop-up menu and select **Quick (erase)** in the Format dialog box that appears next.

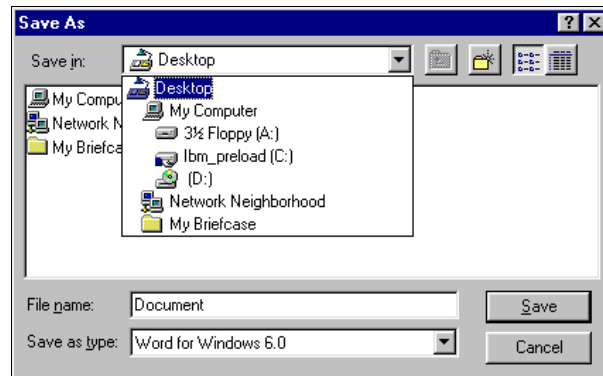


Note that Windows cannot format a disk if it is write-protected. This means that no changes can be made to the data. A disk is write-protected if the write-protect tab on the disk has been moved to reveal a second open square. Moving the tab back over the square will remove this protection.

## ■ Saving Files

When you save a file the **Save As** dialog box opens. In this dialog box you give your work a file name and specify where you want the file saved.

You specify the location first. Click the **Save In** list arrow, and click **3<sup>1</sup>/<sub>2</sub> Floppy (A:)** or whichever drive contains your folder. Then double-click to open the folder you want the file saved in.

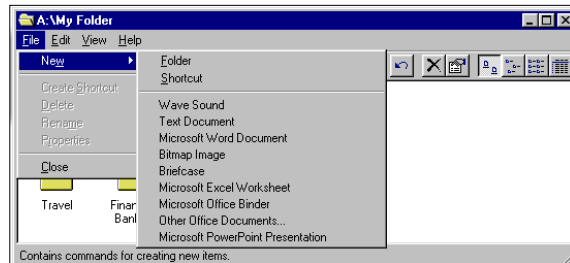


Depending on the overall structure of your folders you may have to double-click several times before you reach the level of folder you want. Then enter the file name and click **Save**. The Floppy (A:) drive may not appear in student mode. If you would like to save on a floppy, but are not given it as a choice, type **A:** before the file name, with no spaces. For example, if the file name is Transportation, type **A:Transportation**.

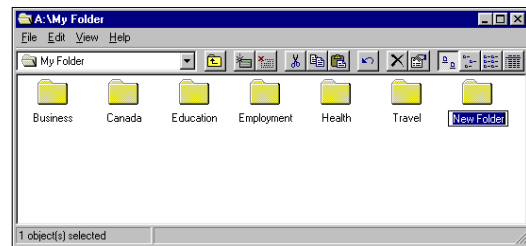
## ■ Creating a Folder

Working with your files is easier if you group related files into folders. For example, you may want learners to create a folder for each theme they study.

To create a folder, double-click **My Computer** and then double-click the disk drive or folder in which you want to place the new folder. In the LINC lab, it is usually a floppy (the A: drive). Then click **File | New | Folder**.

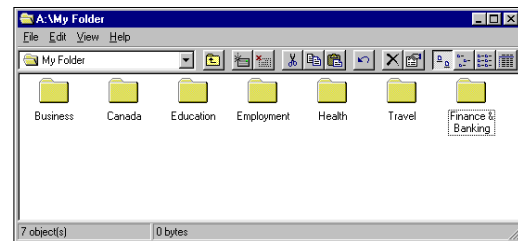


The new folder appears in the window.



*Creating a New Folder*

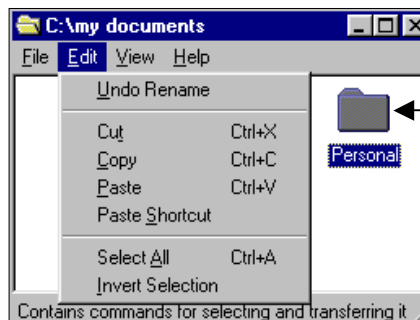
The folder's name is highlighted: New Folder. Type a name for the folder and press **Enter** to accept the new name.



*Naming the Folder*

## ■ Moving and Copying Folders

You can move or copy a folder and its contents to another folder or disk. For example, you may want to move or copy the Finance and Banking files into My Documents on the hard drive or to a separate floppy. You also need to know how to copy folders in order to make backup files. Backing up files means copying them onto another disk




*A copy of the file is moved or copied here.*

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First, double-click **My Computer** and find the file you want to move or copy and click it. Then click **Edit** on the menu bar. Choose the **Cut** command to move the file or **Copy** to make a copy of the file. The file, or a copy of it, is then moved to the clipboard until you are ready to paste it.

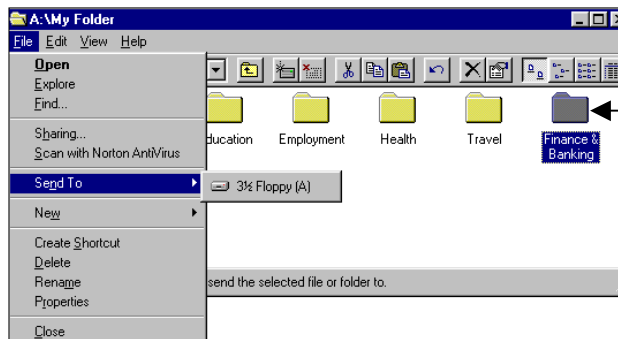


Then open the folder where you want to place the file. Click **Edit | Paste**.

If you change your mind, you can “undo” the file command by clicking **Edit** on the menu bar and selecting **Undo** or clicking the **Undo**  button on the toolbar.

## ■ Copying a File to a Floppy Disk

Double-click on **My Computer** and find the file or folder you want to copy and click it. Then click **File | Send To** and click the drive where you want the file or folder to go.



*A copy of this folder will be copied on a floppy.*

You can select multiple items by pressing and holding down the **Ctrl** key as you click each item you want.

## ■ Deleting Files or Folders

Follow the above method for finding the file and then click **File | Delete** on the menu bar. When Windows asks you to confirm the deletion, click **Yes**.

## Renaming Files or Folders

Follow the above method for finding the file and then click **File | Rename**.

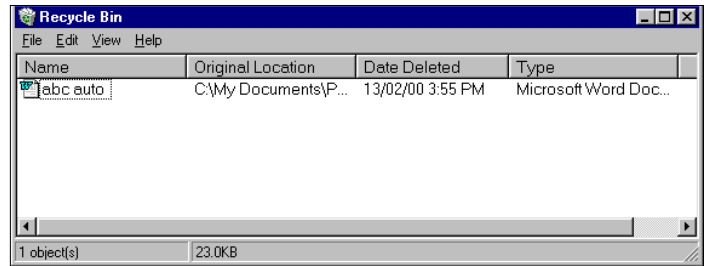


You can use the File and Edit menus on the menu bar, the pop-up menu (right-click on an empty space in the window), or the buttons on the toolbar to access commands that will help you organize your folders and files. Refer to “The View Window Toolbar” for an explanation of the buttons.

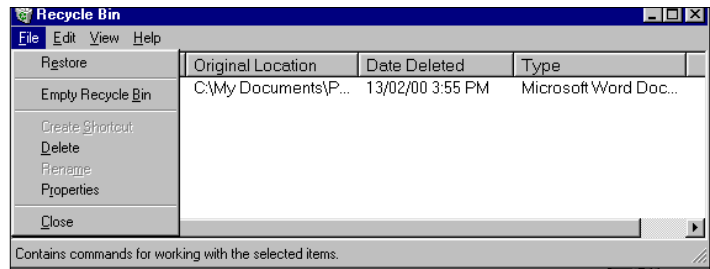
## RECYCLE BIN

The files you delete are stored in the Recycle Bin. They are not actually removed from the hard disk until you empty the Recycle Bin. By default, Windows 95 sets aside 10 per cent of the disk space for the Recycle Bin. It begins to delete the oldest files when the 10 per cent is filled up.

You can retrieve files you may have deleted in error. Double-click on the Recycle Bin on the desktop to view the files that have been deleted. Click the file you want to retrieve and click **File | Restore**.



When you are sure you will no longer need files you moved into the Recycle Bin, you can empty the Recycle Bin by clicking **File | Empty Recycle Bin**.



If you delete a file from a floppy disk, it does not go into the Recycle Bin. You cannot restore files deleted from a floppy disk

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## LINC FOUR

### How to use Windows 95 with LINC Four Learners

LINC Four learners need to know the skills suggested for the previous levels. As well, we recommend that they now begin to use My Computer to learn how to manage the files they create in the LINC lab.

Although learners should be saving all their work on floppy disks, they still need to be able to create, delete and rename folders, and copy files from one folder to another, in order to organize their files. They may also want to restore documents they may have accidentally sent to the Recycle Bin. For all of these commands they need access to My Computer, which appears only in teacher mode.

Explain the two modes on the LINC computers, how to log-in as a different user and teach the functions of My Computer in class before having learners work with it. Make sure they know the necessary vocabulary (drives, folders, programs, and files). Walk learners through an exploration of the computer, making sure they are listening to your instructions. Then give some kind of exercise that requires them to chart how the computer files are organized.

In addition to your instruction, suggest that your learners use the demo of My Computer in the Windows Help program. It can be accessed by typing "My Computer" in the Index text box and clicking demo.

When assigning computer tasks for learners, think of how their files should be organized on the learners' floppies. Have learners create folders for specific themes and assign tasks that require learners to access previously saved files.

There are usually several ways of giving file commands. Encourage learners to use the toolbar commands or right-click to access pop-up menus. As well, remind learners of the Windows Help program that is valuable for reviewing features taught in class, or learning new features the learner may be interested in.




**Suggested activities**







1. **Hands-on activity using My Computer:** Demonstrate first and then have learners practise, in pairs, the following: opening My Computer, the hard drive, the Windows folder; changing the view to display details, arranging alphabetically and then by type; and changing the display to large icons, arranged by name.
2. **Following short written instructions to view the contents of a computer:** Have learners follow written tasks such as the following: open My Computer, the hard drive, the Windows folder; scroll down to find specific folders or files; select and deselect them; and then return to the original desktop by closing all the windows that have been opened.
3. **Creating folders and saving in specific folders:** Have learners create a folder on their floppies and title it Education, and a subfolder entitled Neighbourhood Schools. Then have learners open Word and insert a simple text (for example a list of schools). Have them save it in the appropriate folder on their floppy.
4. **Copying files:** Copy a text on a topic, for example Natural Resources of Canada, to a folder in My Documents on the hard drive of the computers. (See LINC Five section on Network Neighbourhood for an explanation of using the network to copy files to computers.) Assign a task that requires learners to copy that folder to a folder entitled Canada on their floppy. Follow-up tasks could be proofreading or answering comprehension questions.
5. **Categorizing:** Give learners a list of sample folder and file names and ask them to put the files in the appropriate folders. Have them sketch the series of windows containing the folders and files that would appear in My Computer.
6. **Creating a file system:** Ask learners to recreate a file system that is sketched on the board on their computers or floppy disks.
7. **Using the Help menu:** Direct learners to find My Computer in the Help menu and view the demo.

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## Skills Checklist for Learners

### Skills

Level	Function	How to...
<b>Windows 95</b>		
<b>1</b>	Start Windows	Turn on computer and monitor.
<b>1</b>	Log-in	Type name. Click <b>OK</b> .
<b>4</b>	Log-in (Teacher Mode)	Click <b>Start   Shutdown   Close all programs and log on as a different user?   Yes</b> . Type <b>linc</b> as the user name and <b>ontario</b> as the password in the dialog box. Click <b>OK</b> .
<b>1</b>	Shut down Windows	Click <b>Start   Shut down   Shut down Computer?   Yes</b> . Turn the computer off when the message "It's now safe to turn off your computer appears. Turn off monitor.
<b>2</b>	Open Help	Click <b>Start   Help   Contents</b> or select the <b>Index</b> tab. Select a topic. Click <b>Display</b> .
<b>Mouse Skills</b>		
<b>1</b>	Point	Move the mouse so that the mouse pointer points at an object.
<b>1</b>	Click	Press and release the left mouse button.
<b>1</b>	Drag	Position your mouse on an object, hold down the left mouse button, and move the mouse.
<b>2</b>	Right-click	Press and release the right mouse button.
<b>3</b>	Double-click	Press and release the right mouse button twice quickly.
<b>Controlling Programs</b>		
<b>1</b>	Start a program	Click <b>Start   Programs   name of program</b> .
<b>2</b>	Switch between programs	<ul style="list-style-type: none"> <li>■ Click anywhere inside the program window.</li> <li>■ Click the program button on the taskbar.</li> </ul>
<b>3</b>		<ul style="list-style-type: none"> <li>■ Press and hold <b>Alt</b>, and tap <b>Tab</b>.</li> </ul>
<b>1</b>	Exit or close a program	<ul style="list-style-type: none"> <li>■ Click the  button.</li> <li>■ Click <b>File   Exit</b> on the menu bar.</li> <li>■ Click the <b>Exit</b> button.</li> </ul>

<b>Skills</b>		
<b>Level</b>	<b>Function</b>	<b>How to...</b>
<b>Managing Windows</b>		
<b>1</b>	Open a window	Click <b>Start   Programs  </b> name of program.
<b>1</b>	Close a window	Click the  button.
<b>1</b>	Minimize a window	Click the  button.
<b>3</b>	Minimize all windows	Right-click on the taskbar. Click <b>Minimize All Windows</b> .
<b>1</b>	Maximize a window	Click on the  button.
<b>1</b>	Restore a window	Click the program button on the task bar. Click the  button.
<b>2</b>		Click anywhere in the window to make it active.
<b>2</b>	Size a window	Point to the window border. When the pointer changes to  or  , click and drag the border to the desired size.
<b>2</b>	Move a window	Click and drag the title bar.
<b>2</b>	Cascade multiple program windows	Right-click the taskbar, choose <b>Cascade Windows</b> .
<b>2</b>	Tile multiple program windows	Right-click the taskbar, choose <b>Tile Windows Horizontally</b> or <b>Tile Windows Vertically</b> .
<b>2</b>	Undo a tile or cascade	Right-click the taskbar, then choose <b>Undo Cascade</b> or <b>Undo Tile</b> .
<b>1</b>	Scroll horizontally or vertically	Click on a scroll arrow. Click in the scroll bar on either side of the scroll box. Drag the scroll box in desired direction.
<b>Using Menus</b>		
<b>1</b>	Open a menu	Click the menu name on the menu bar.
<b>1</b>	Select a menu command	Click the menu command.
<b>1</b>	Close a menu without selecting	Click in area outside the menu.
<b>2</b>	Open a popup menu	Point to an object and right-click.
<b>Accessories</b>		
<b>3</b>	Changing the time and date	Double-click the <b>Clock</b> on the task bar and input information in the dialog box, click <b>Apply</b> .

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<b>Skills</b>		
<b>Level</b>	<b>Function</b>	<b>How to...</b>
<b>3</b>	Changing the volume	Click the <b>Volume</b> icon on the taskbar and adjust the slider or click the check box. Double-click the <b>Volume</b> icon on the taskbar and adjust the sliders or click the check boxes.

## **Customizing Desktop**

<b>3</b>	Move the taskbar	Drag the taskbar to the desired location.
<b>3</b>	Resize the taskbar	Point to the taskbar border. When the pointer changes to ↔ or ↓, click and drag the border to the desired size.
<b>4</b>	Hide or show the taskbar	Right-click the taskbar. Click <b>Properties</b>   <b>Auto hide</b> .
<b>4</b>	Display hidden taskbar	<ul style="list-style-type: none"> <li>■ Point to the bottom of the screen.</li> <li>■ Press <b>Ctrl</b> and <b>Esc</b>.</li> </ul>
<b>4</b>	Display taskbar on top, or under windows	Right-click the taskbar. Click <b>Properties</b>   <b>Always on top</b> .
<b>4</b>	Size icons in Start menu	Right-click the taskbar. Click <b>Properties</b>   <b>Show small icons in Start menu</b> .
<b>4</b>	Show or hide the clock	Right-click the taskbar. Click <b>Properties</b>   <b>Show clock</b> .
<b>4</b>	Arrange icons	<ul style="list-style-type: none"> <li>■ Right-click the taskbar. Click <b>Arrange Icons</b> and choose               <ul style="list-style-type: none"> <li>• <b>by Name</b></li> <li>• <b>by Type</b></li> <li>• <b>by Size</b></li> <li>• <b>by Date</b></li> </ul> </li> <li>■ Right-click the taskbar. Deselect <b>Auto Arrange</b> on the pop-up menu. Drag the icons to the position you want.</li> </ul>

## **Finding and Viewing Files (Using My Computer)**

<b>4</b>	View contents of computer	Double-click <b>My Computer</b> on desktop.
<b>4</b>	View contents of a drive	Double-click the drive in My Computer window.
<b>4</b>	View contents of a folder	<ul style="list-style-type: none"> <li>■ Double-click the folder in My Computer.</li> <li>■ Right-click the folder and click <b>Open</b>.</li> <li>■ Click the <b>folder</b>   <b>File</b>   <b>Open</b>.</li> </ul>
<b>4</b>	Find a folder	Double-click <b>My Computer</b> and then a Drive. Look for the folder you want.

Skills Level	Function	How to...
4	Change view options in My Computer	<ul style="list-style-type: none"> <li>■ Click <b>View</b> on the menu bar and choose                             <ul style="list-style-type: none"> <li>• Large icons</li> <li>• Small icons</li> <li>• List</li> <li>• Details</li> </ul> </li> <li>■ <b>Arrange Icons</b> to sort by <b>Name, Date, Type, Size</b> and <b>automatically line-up</b> icons when you resize a window.</li> </ul>
4	Use a single window when opening windows in My Computer	Click <b>View   Options   Browse folders by using a single window</b> that changes as you open each folder.
4	Update information in a window	Click <b>View   Refresh</b> .

### Formatting Disks and Saving Files (Using My Computer)

4	Format a floppy disk	Insert disk in Drive A:. Double-click <b>My Computer</b> . Right click <b>3<sup>1/2</sup> Floppy (A:)</b> . Click <b>Format   Quick (erase)   Start   Close</b> .
4	Save a file on a floppy	Click <b>File   Save As</b> . Click the <b>Save In</b> list arrow and click <b>drive A:</b> . Click the <b>Save as type</b> list arrow and select the type of file. Enter a file name. Click <b>Save</b> .


### File Management (Using My Computer)

4	Create a folder	Double-click <b>My Computer   Disk drive</b> . Select folder where you want to create a subfolder. Click <b>File   Edit   New   Folder</b> . Type name of folder. Press <b>Enter</b> .
4	Move a folder	Double-click <b>My Computer   Disk drive</b> . Select folder you want to move. Click <b>Edit   Cut</b> . Select folder where you want to move folder to. Click <b>Edit   Paste</b> .
4	Copy a folder	Double-click <b>My Computer   Disk drive</b> . Select folder you want to copy. Click <b>Edit   Copy</b> . Find folder where you want to copy folder to. Click <b>Edit   Paste</b> .
4	Copy a folder to a floppy disk.	Click the folder. Click <b>File   Send to   3<sup>1/2</sup> Floppy (A)</b> .
4	Rename a folder	Click the folder. Click <b>File   Rename</b> . Type folder name. Press <b>Enter</b> . Right-click the folder. Click <b>Rename</b> . Type folder name. Press <b>Enter</b> .

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### Skills

Level	Function	How to...
4	Delete a folder	<ul style="list-style-type: none"><li>■ Click the folder. Click <b>File   Delete   Yes</b>.</li><li>■ Right-click the folder. Click <b>Delete   Yes</b>.</li><li>■ Click the <b>Delete</b> icon on the toolbar.</li></ul>
4	Undo a file command	<ul style="list-style-type: none"><li>■ Click <b>Edit   Undo</b>.</li><li>■ Click  on the toolbar.</li></ul>

### Recycle Bin

4	Restore a folder	Double-click <b>Recycle Bin</b> . Click file. Click <b>File   Restore</b> .
4	Empty Recycle Bin	Double-click <b>Recycle Bin</b> . Click <b>File   Empty Recycle Bin</b> .