

## 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 and networking features of Windows 95.

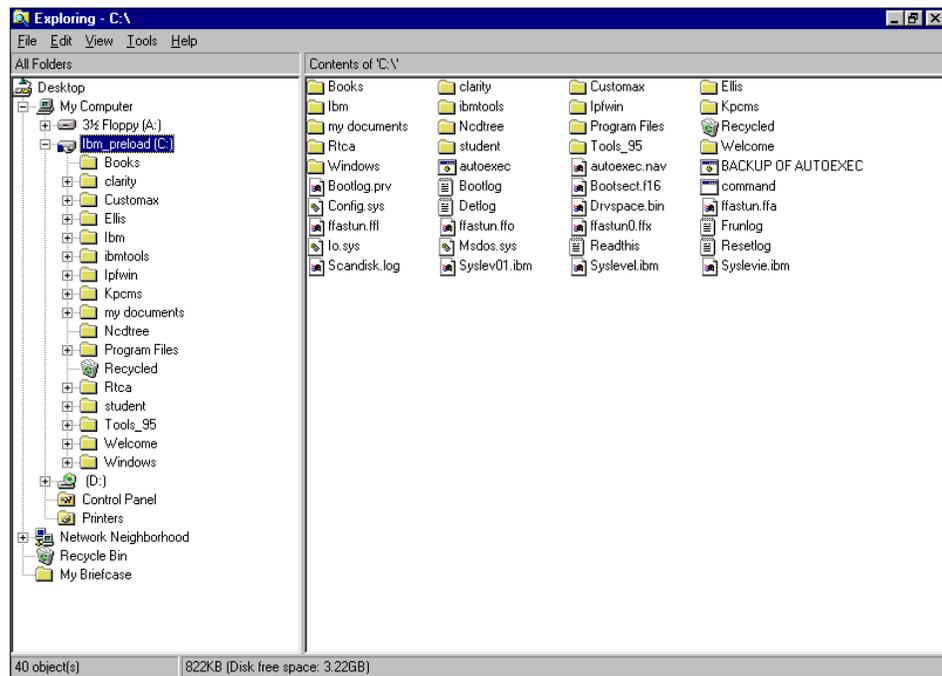
## Features

### WINDOWS EXPLORER

Windows Explorer is a feature that allows you to view the contents of the computer and to manage documents. It is similar to My Computer, explained in the LINC Four section on Windows. However, rather than using pictures or icons to show the contents, Explorer displays the computer's contents as a hierarchy, or "tree." You can see the contents of each drive and folder on your computer, and of any computers that are networked to your computer.

To open Windows Explorer, click **Start | Programs | Windows Explorer** in the desktop Start menu.

The Windows Explorer window is divided into two panes. The left pane allows you to view all the drives installed on your computer, or on computers you are connected to. The right pane displays the contents of the object selected in the left pane. For example, if you select drive C: the right pane displays the contents of that drive.

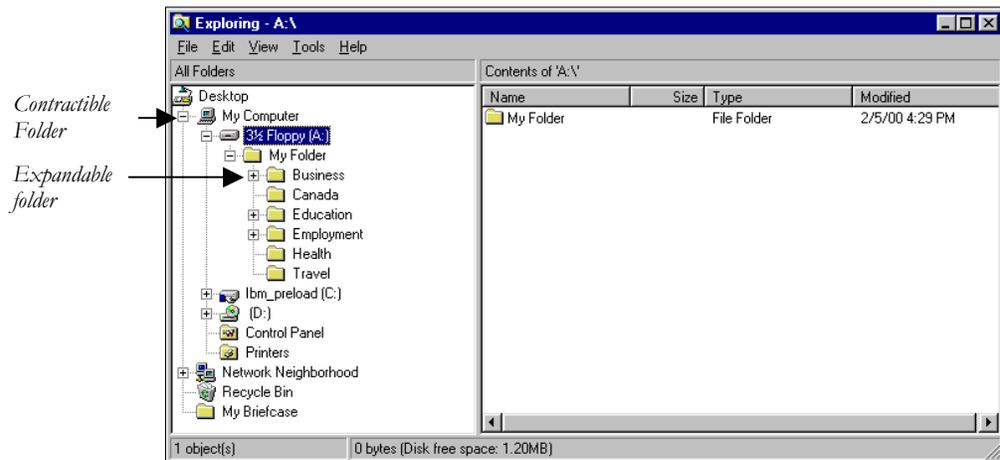


**WINDOWS HIERARCHY**

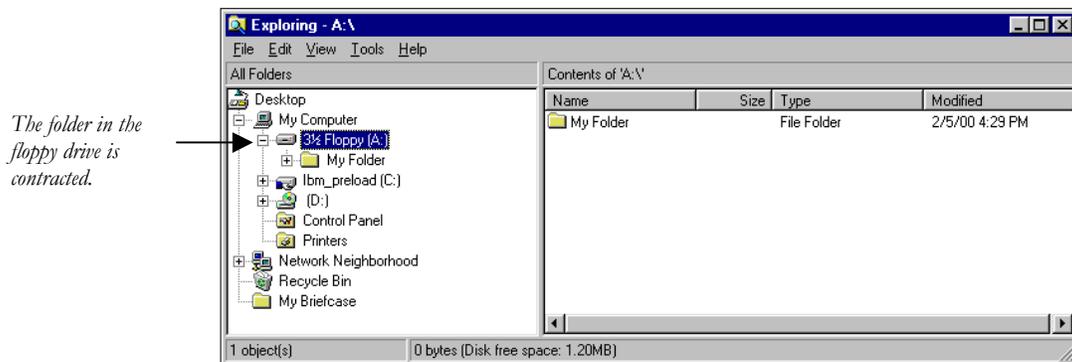
Windows Explorer gives a hierarchical view of a computer's contents. The Desktop is the top of the hierarchy. My Computer, Network Neighborhood, Recycle Bin, and My Briefcase, which are all on the desktop, are the next level. The third level contains the drives, Control Panel and Printers in My Computer, and the computers in Network Neighborhood. Following that level is the rest of the folders and documents.

■ **Expanding and Contracting Folders and Drives**

The following screen displays the hierarchy of folders and files in a computer's A: drive. Any folder with a plus (+) sign beside it contains more folders and files. (It is expandable.) To view the contents double-click on it, and the contents appear in the right pane.



If there are a lot of folders stored within an object, they can take up a lot of space in the window. You may want to contract some folders so that you have a better view of the folders you are interested in. Any folder with a minus (−) sign beside it is contractible, meaning that all the contents are currently displayed and if you click it, they will be hidden. The following screen shows the folder in the A: drive contracted.



## CHANGING THE VIEW

To change the way objects appear in the Explorer window click on **View** in the menu bar and select an option. See the LINC Four section on Windows for an explanation of the options.

## OPENING A FILE

You can open a program or document by double-clicking its folder in the right pane of the Explorer window.

## MANAGING FILES

### ■ Creating a Folder

To create a new folder, click on the drive or folder (in the left pane in Explorer) where you want a new folder. Click **File | New | Folder** and then type a name for the folder and press **Enter**.



It is recommended that all data files created on the computer be saved in a folder called My Documents. If this folder does not exist on your LINC computers, we recommend that you create one, and instruct learners to save any documents to that folder or a subfolder within it

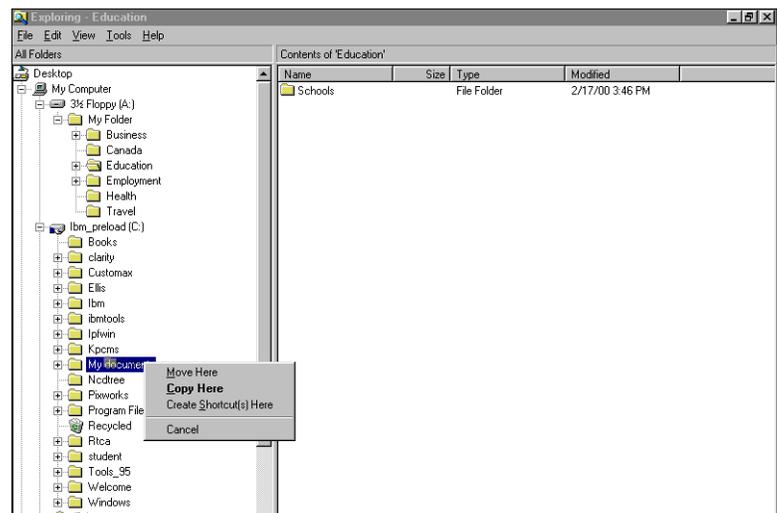
### ■ Copying and Moving Files

When you copy a file, you create a duplicate of it that you can put in another place, another folder, or a floppy disk. When you move a file, you relocate it. When the copy or move command is activated, Windows 95 places a duplicate of the selected object in the clipboard, a temporary holding place where it remains until you paste it to a new location, copy a different file to the clipboard, or shut down Windows 95.

There are several ways to copy or move a file.

- **Right-clicking:** Right-click on the file you want to move or copy. A pop-up menu will appear. To move the file, click **Cut**. To copy the file, click **Copy**. Open the folder where you want to place the file. Then right-click in a blank area of the window and click **Paste**.
- **Toolbar Buttons:** Click the file you want to move or copy, to select it. Click **Copy** or **Cut**. Click the folder where you want to move or copy the file. Click **Paste**.
- **Edit Menu:** Click the file you want to move or copy, to select it. Click **Copy** or **Cut** on the Edit menu. Click the folder where you want to move or copy the file. Click **Paste**.

- **Dragging using the right mouse button:** Click on the file that you want to move or copy. Use the right mouse button to drag the file to the folder where you want to move or copy it. Then release the mouse button and click **Move Here** or **Copy Here**. In the picture below, the Schools folder is being copied to the My Documents folder.



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## ■ Copying a File to a Floppy Disk

Insert a floppy disk in the floppy-disk drive and right-click the file or folder you want to copy. Click **Send To | 3½ Floppy (A)**.



## ■ Deleting Files or Folders

To delete a file, right-click on its name and click **Delete | Yes**, or click the file and press the **Delete** key and then click **Yes**.

## ■ Undoing a Delete

There are several ways to undo a delete:

Right-click on a blank area of the right pane and click **Undo Delete**.

Click **Edit | Undo Delete**.

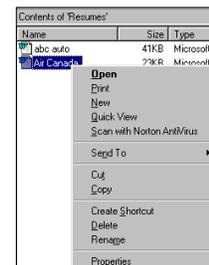
Double-click on the **Recycle Bin**. Select the item you want to restore and click **File | Restore**. (See “Recycle Bin” in LINC Four Windows).

## ■ Renaming Files or Folders

Clicking on the file highlights the name. Type a new file name and press the **Enter** key. You can also right-click the file and select **Rename** to access this feature.

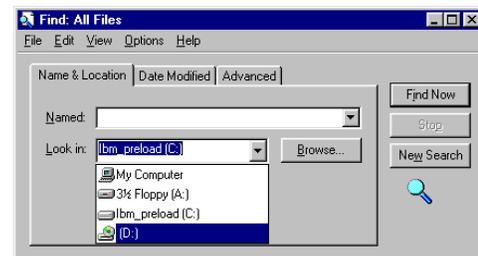
## ■ Quick-Viewing Documents

You can view a document before opening it. Right-click the file in Windows Explorer and click **Quick View**. This is a useful feature when you are not sure what is in a file.



## ■ Find

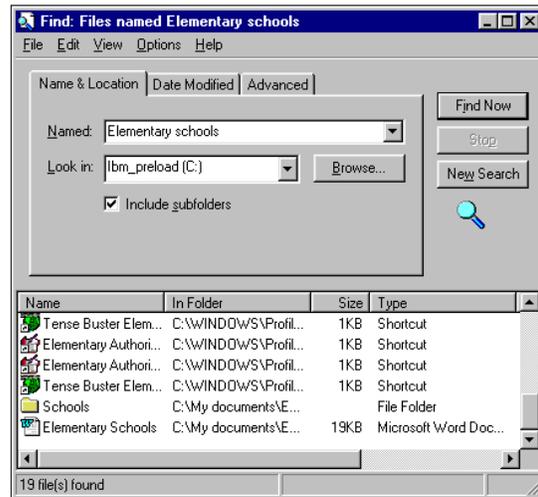
To search for a file use the Find command. Click **Tools | Find | Files or Folders** in the Explorer window. This feature can also be accessed in the Start menu on the desktop. Click the **Name & Location** tab. In the **Named** text box, enter the name of the file you want to search for. To change the drive on which Windows will conduct the search, click the down arrow next to the **Look In** list box and choose a drive.



If you want to narrow the search area, you can choose **Browse** and then double-click a specific folder in the **Browse for Folder** dialog box.



Click the **Find Now** button to begin the search for the file name. A list of found files displays at the bottom of the dialog box. Double-clicking on the file you want will open it.

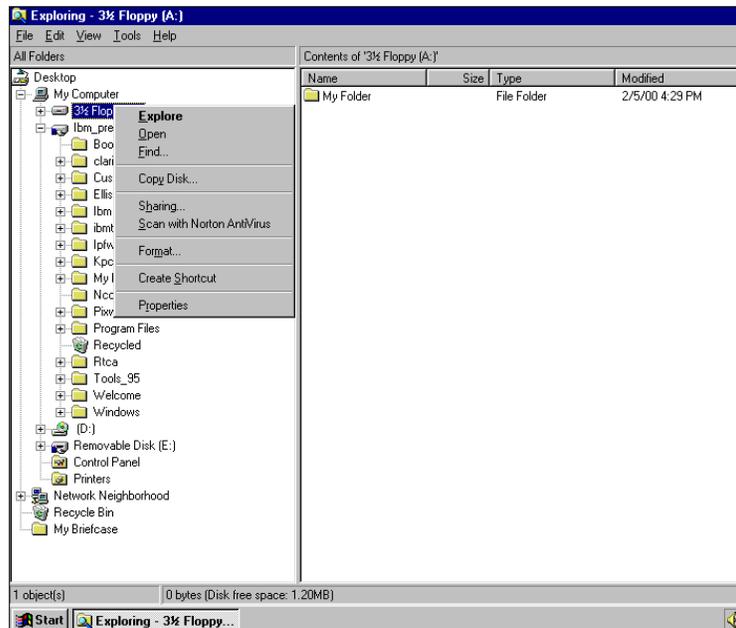


## ■ Creating and Using Shortcuts

You can quickly access a program, folder, or document by creating a shortcut to it and placing it on the desktop. You can then open the file by double-clicking the shortcut icon, without having to open folders and menus.

In the left or right pane of Explorer, select the file for which you want a shortcut. Click **File | Create Shortcut**. An icon, which represents a copy of the file, will be created with a small arrow in the icon's lower left corner, indicating it is a shortcut. Drag the shortcut icon to the desktop folder in the left pane. There will now be a shortcut to this file on the desktop.

Double-clicking a shortcut will open the file that it represents. A shortcut does not change the document's location, and deleting a shortcut does not delete the original. In the preceding picture a shortcut is being made to the Floppy drive. Since learners save their documents on floppies, it is convenient to have a shortcut to the floppy drive on the desktop. To do this you will have to insert a



disk into the floppy drive, select the A: drive folder, click **File | Create Shortcut** and when a shortcut message appears asking if you want the shortcut placed on the desktop, choose **Yes**.

## ■ Creating a Scrap

A scrap is a file that is created when you drag a highlighted part of a document to the desktop. It acts like a shortcut.

To create a scrap, select the text or graphic in your document that you want to copy, resize your document window so that you have access to the desktop, and drag the selected text to the desktop. By double-clicking on this scrap you can quickly access the text and can easily copy it to other documents.

## NETWORK NEIGHBORHOOD

A network is a group of computers connected to each other or to a central server so they can share resources such as printers and documents. The computers in the LINC lab are networked so that documents can be printed using a single printer and documents can be shared without floppy disks being passed back and forth. If your lab is connected to the Internet, your computers also gain access to it and send and receive electronic mail messages through the network.

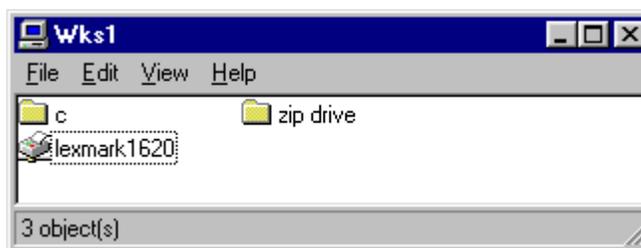
When you double-click **Network Neighborhood** on the desktop, a window will appear containing an icon called Entire Neighborhood. Double-click that icon to see the computers you are connected to. (Note that only computers that are turned on will appear in this window.)



## ■ Using Files Located on Other Computers

Working with a file or folder located on another computer is much like working with a file on your own computer: you must first find and open the folder that contains it.

To find a file, double click **Network Neighborhood** and then the icon for the computer that contains the folder you want. (In the LINC lab all the computers are identified by a number.) Then double-click on the folder that contains the document. The following picture shows the contents of Workstation 1 in a LINC lab. There is a removable zip drive, a printer, and the C: drive listed in the contents of this computer. Learners at any other workstation have access to all three of these resources. All other workstations in



this lab show only a C: drive. (Note that because the printer is connected to Workstation 1, this computer must be turned on for other computers to have access to it.)

Workstation 2 in the picture on the right contains only drive C:.



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## LINC FIVE

### **How to use Windows 95 with LINC Five Learners**

LINC Five learners need to know the skills suggested in previous levels. This section focuses on using Windows Explorer to manage and find files created in the LINC lab, and Network Neighborhood to open files on other computers. All of these features require learners to have access to the teacher mode.

Walk learners through viewing the contents of their computers using Windows Explorer. Assign tasks that require them to create folders and copy files to them. Have them practise all the features that were described in My Computer (LINC Four section): creating, renaming, deleting, and restoring.

Once learners are comfortable with finding folders in Windows Explorer, they will not have any problem finding a folder on another computer in the lab. Network Neighborhood allows the teacher to put a text or exercise on one computer and instruct learners to access it, do the exercise (reformatting, proofreading, answering comprehension questions), and save it on their disk.

If learners are creating a lot of files they may need help to find them. The Find feature is necessary when the file is not readily accessible in either My Computer or Windows Explorer. Quick Viewing is an easy way to make sure a document is the one you want before opening it.

Shortcuts to frequently used documents or programs are an easy way to be more efficient and allow the learner to customize the computer to suit his or her needs.

**Suggested activities**

1. **Hands-on activity using Windows Explorer:** Demonstrate first and then have learners practice, in pairs, the following: opening Windows Explorer, expanding and contracting specific folders, selecting a folder and creating a new subfolder, selecting another folder and copying it to the new folder, deleting it and restoring it.
2. **Following short written instructions to create folders and copy documents from one folder to another:** Have learners follow written tasks such as the following: create a Word document that has a short description of your education, save it on your disk; then, using Windows Explorer, create a folder with your name on it in the My Documents folder on the C: drive and copy the document from the floppy disk to the hard disk folder.
3. **Using Network Neighborhood to access information:** Have learners create a folder on their floppies entitled Health, and a subfolder entitled Hospitals. Then have learners access a list of community hospitals that has been saved on one of the network computers. Have them open the document and save it on their own disks in the Hospitals folder.
4. **Using Network Neighborhood for a group project:** Assign a topic like government. Have groups be responsible for subtopics, for example, responsibilities of levels of government, names of politicians at various levels of government, elections and how laws are made. Groups research their topic, do presentations, and create a document that is saved on a computer. After all the topics have been completed every learner can access the documents through Network Neighborhood and save them in a folder entitled Government on his or her disk.
5. **True/False questions:** Learners answer true/false in a list of questions about Windows 95. (Check the sample Windows 95 activity available on the LINC 4 & 5 Curriculum Guidelines website at [http://alphaplus.ca/linc/basic\\_windows\\_activity.htm](http://alphaplus.ca/linc/basic_windows_activity.htm)).

## 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 press <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>

Skills Level	Function	How to...
<b>Managing Windows</b>		
1	Open a window	Click <b>Start</b>   <b>Programs</b>   name of program.
1	Close a window	Click the  button.
1	Minimize a window	Click the  button.
3	Minimize all windows	Right-click the taskbar. Click <b>Minimize All Windows</b> .
1	Maximize a window	Click on the  button.
1	Restore a window	<ul style="list-style-type: none"> <li>■ Click the program button on the task bar.</li> <li>■ Click the  button.</li> </ul>
2		<ul style="list-style-type: none"> <li>■ Click anywhere in the window to make it active.</li> </ul>
2	Size a window	Point to the window border. When the pointer changes to  or  , click and drag the border to the desired size.
2	Move a window	Click and drag the title bar.
2	Cascade multiple program windows	Right-click the taskbar, choose <b>Cascade Windows</b> .
2	Tile multiple program windows	Right-click the taskbar, choose <b>Tile Windows Horizontally</b> or <b>Tile Windows Vertically</b> .
2	Undo a tile or cascade	Right-click the taskbar, then choose <b>Undo Cascade</b> or <b>Undo Tile</b> .
1	Scroll horizontally or vertically	<ul style="list-style-type: none"> <li>■ Click on a scroll arrow.</li> <li>■ Click in the scroll bar on either side of the scroll box.</li> <li>■ Drag the scroll box in desired direction.</li> </ul>
<b>Using Menus</b>		
1	Open a menu	Click the menu name on the menu bar.
1	Select a menu command	Click the menu command.
1	Close a menu without selecting	Click in area outside the menu.
2	Open a pop-up menu	Point to an object and right-click.
<b>Accessories</b>		
3	Changing the time and date	Double-click the <b>Clock</b> on the taskbar and input information in the dialog box, click <b>Apply</b> .
3	Changing the volume	<ul style="list-style-type: none"> <li>■ Click the <b>Volume</b> icon on the taskbar and adjust the slider or click the check box.</li> <li>■ Double-click the <b>Volume</b> icon on the taskbar and adjust the sliders or click the check boxes.</li> </ul>

Skills Level	Function	How to...
<b>Customizing Desktop</b>		
3	Move the taskbar	Drag the taskbar to the desired location.
3	Resize the taskbar	Point to the taskbar border. When the pointer changes to ↔ or ↓, click and drag the border to the desired size.
4	Hide or show the taskbar	Right-click the taskbar. Click <b>Properties</b>   <b>Auto hide</b> .
4	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>
4	Display taskbar on top, or under windows	Right-click the taskbar. Click <b>Properties</b>   <b>Always on top</b> .
4	Size icons in Start menu	Right-click the taskbar. Click <b>Properties</b>   <b>Show small icons in Start menu</b> .
4	Show or hide the clock	Right-click the taskbar. Click <b>Properties</b>   <b>Show clock</b> .
4	Arrange icons	<ul style="list-style-type: none"> <li>■ Right-click on the taskbar. Click <b>Arrange Icons</b> and choose <ul style="list-style-type: none"> <li>• by <b>Name</b></li> <li>• by <b>Type</b></li> <li>• by <b>Size</b></li> <li>• by <b>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>
<b>Finding and Viewing Files</b>		
4	View contents of computer	Double-click <b>My Computer</b> on desktop.
5		Click <b>Start</b>   <b>Programs</b>   <b>Windows Explorer</b>
4	View contents of a drive	<ul style="list-style-type: none"> <li>■ Double-click the drive in <b>My Computer</b> window.</li> </ul>
5		<ul style="list-style-type: none"> <li>■ Click the drive in <b>Windows Explorer</b></li> </ul>
4	View contents of a folder	<ul style="list-style-type: none"> <li>■ Double-click the folder in <b>My Computer</b>.</li> <li>■ Right-click the folder and click <b>Open</b>.</li> <li>■ Select the folder   <b>File</b>   <b>Open</b>.</li> </ul>
5		<ul style="list-style-type: none"> <li>■ Click (+) beside the folder in <b>Windows Explorer</b></li> </ul>
4	Find a folder or file	<ul style="list-style-type: none"> <li>■ Double-click <b>My Computer</b> and then a <b>Drive</b>. Look for the folder you want.</li> </ul>

Skills Level	Function	How to...
5	Find a folder or file	<ul style="list-style-type: none"> <li>■ Click <b>Start</b>   <b>Programs</b>   <b>Windows Explorer</b>. Look for the folder you want.</li> <li>■ Click <b>Start</b>   <b>Programs</b>   <b>Find</b>   <b>Files or Folders</b>. Type name of folder, select drive in Look In drop-down drive list. Click <b>Find Now</b></li> </ul>
5	Quick view a document	Right-click the document. Click <b>Quick View</b> .
5	Contract folder in Windows Explorer	Click (–) beside the folder.
5	View previous folder	Click <b>Up</b> on the toolbar.
4	Change view options in My Computer	<ul style="list-style-type: none"> <li>■ Click <b>View</b> in the menu bar and choose                             <ul style="list-style-type: none"> <li>• <b>Large icons</b></li> <li>• <b>Small icons</b></li> <li>• <b>List</b></li> <li>• <b>Details</b></li> </ul> </li> <li>■ <b>Arrange icons</b> to sort by name, date, type, size and automatically line up icons when you resize a window.</li> </ul>
4	Use a single window when opening windows in My Computer	Click <b>View</b>   <b>Options</b>   <b>Browse folders by using a single window that changes as you open each folder</b> .
4	Update information in a window	Click <b>View</b>   <b>Refresh</b> .
5	Create a shortcut	Right-click the item. Click <b>Create Shortcut</b> . Drag shortcut icon to the desktop.
5	Create a scrap	Select text in document. Drag selected text to desktop.

## Formatting Disks and Saving Files

4	Format a floppy disk	Insert disk in Drive A:. Double-click <b>My Computer</b> . Right-click <b>3½ Floppy (A:)</b> . Click <b>Format</b>   <b>Quick (erase)</b>   <b>Start</b>   <b>Close</b> .
4	Save a file on a floppy	Click <b>File</b>   <b>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 <b>filename</b> . Click <b>Save</b> .

## File Management

4	Create a folder	<ul style="list-style-type: none"> <li>■ Double-click <b>My Computer</b>   <b>Disk drive</b>. Select folder where you want to create a subfolder. Click <b>File</b>   <b>Edit</b>   <b>New</b>   <b>Folder</b>. Type name of folder. Press <b>Enter</b>.</li> </ul>
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<b>Skills</b>		
<b>Level</b>	<b>Function</b>	<b>How to...</b>
<b>5</b>	Create a folder	<ul style="list-style-type: none"> <li>Click <b>Start   Programs   Windows Explorer</b>. Select the folder where you want to create a subfolder. Click <b>File   Edit   New   Folder</b>. Type name of folder. Press <b>Enter</b>.</li> </ul>
<b>4</b>	Move a folder	<ul style="list-style-type: none"> <li>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>.</li> </ul>
<b>5</b>		<ul style="list-style-type: none"> <li>Click <b>Start   Programs   Windows Explorer</b>. Right-click the folder you want to move. Click <b>Cut</b>. Open the folder where you want to place the folder. Right-click in a blank area and click <b>Paste</b>.</li> <li>Click <b>Start   Programs   Windows Explorer</b>. Click the folder you want to move. Use the right mouse button to drag to folder where you want to move to. Release mouse button and click <b>Move Here</b>.</li> </ul>
<b>4</b>	Copy a folder	<ul style="list-style-type: none"> <li>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>.</li> </ul>
<b>5</b>		<ul style="list-style-type: none"> <li>Click <b>Start   Programs   Windows Explorer</b>. Right-click the folder you want to copy. Click <b>Copy</b>. Open the folder where you want to copy folder to. Right-click in a blank area and click <b>Paste</b>.</li> <li>Click <b>Start   Programs   Windows Explorer</b>. Click the folder you want to copy. Use the right mouse button to drag to folder where you want to copy to. Release mouse button and click <b>Copy Here</b>.</li> </ul>
<b>4</b>	Copy a folder to a floppy disk.	Click the folder. Click <b>File   Send to   3½ Floppy (A:)</b> .
<b>4</b>	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> .
<b>4</b>	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 in the toolbar.</li> </ul>
<b>4</b>	Undo a file command	<ul style="list-style-type: none"> <li>Click <b>Edit   Undo</b>.</li> <li>Click  in the toolbar.</li> </ul>
<b>Recycle Bin</b>		
<b>4</b>	Restore a folder	Double-click <b>Recycle Bin</b> . Click <b>File</b> . Click <b>File   Restore</b> .

<b>Skills Level</b>	<b>Function</b>	<b>How to...</b>
4	Empty Recycle Bin	Double-click <b>Recycle Bin</b> . Click <b>File   Empty Recycle Bin</b> .
<b>Using Network Neighborhood</b>		
5	View contents of another computer on the network	Double-click <b>Network Neighborhood   a workstation</b>
5	Open a file on another computer	Double-click <b>Network Neighborhood   a workstation</b> . Select the file you want and double-click to open it.