

UNIVERSITY of MARYLAND  
UNIVERSITY COLLEGE - *Asian Division*

## Project 1: Introduction to Windows and Word

### **Objective:**

The purpose of this project is to gain familiarity with the computer operating system and use a word processing application. Project 1 is divided into two phases. Phase 1 introduces the Windows operating system. In phase 2 you will use *Microsoft Word* word-processing application to create your personal resume and summarize two articles related to computers.

Both phases of the project are due at the beginning of the first class of the third week of the term. Late projects will be reduced 10 points for every class period late.

### **Requirements:**

#### **Phase 1: The Operating System**

The purpose of the operating system is to deliver the hardware and software resources of the computer to the user. The operating system takes care of all normal operational functions such as accessing files on mass storage devices (e.g. Drives A: C:), allocating RAM memory to a program, running application programs, displaying information to an output device such as a terminal, and receiving data input via the keyboard or mouse.

DOS was the first operating system widely used on the PC during the 1980's. Like most operating systems of it's day it was a text based operating system. The user had to remember many instructions, various instruction options, and syntax. Each instruction was entered one line at a time at a blinking command prompt.

Apple Computer introduced the Macintosh computer during the mid-1980's and it quickly gained a significant market share due to it's easy to use graphical operating system. Windows was the first graphical operating system for the PC and it was finally delivered 10 years after the introduction of the Macintosh in the early 1990's. Windows immediately gained wide acceptance by PC users.

### **Procedure:**

1. Turn on the computer by pressing the power switch on the front of the PC chassis. A I/O denoting On/Off often symbolizes power switches.
2. Upon booting you may be asked for a password. The login for the lab computers is *mlc* and there is no password. Press the Enter key and Windows should start.
3. After loading, notice that Windows *Graphical User Interface* contains several icons on the desktop and a task bar at the bottom of the screen. Windows receives commands from the user by clicking or double clicking the left button of the mouse pointing device on various images (icons) on the display.
4. Applications (Often referred to as Aps) are programs used to perform various tasks. It is the wide variety of applications that has made computers such versatile tools. There are several methods to run applications, but the best method is to move the cursor using the mouse to the start button and click once. We will begin by accessing Windows Help. Begin by moving the mouse cursor to the **Start** button on the task bar and click once. Then move the cursor to **Help** and click again. A window will open containing Help information. The **Contents** tab should be active and several books with titles are displayed in the window pane. Double click on the book titled **Files and Folders** and notice the different topics that are displayed. Double click on several topics and read about windows. Click on the *Create a new folder* topic as an example.
5. For computer novices, some time should be spent developing the hand eye coordination needed to efficiently use the mouse. To develop these skills I would suggest playing one of the games available by clicking on the following sequence of icons from the start button **Start | Programs | Accessories | Games**. Solitaire is probably the simplest game, however I find the others more interesting. You can get instructions for each game by clicking on the Help menu after the game loads.
6. There are many applications available on your computer. In phase 1 of this project, you will use the *Windows Explorer* and *Notepad* applications. Windows Explorer is the application used to access folders and files. Notepad is a text editor. Open Windows Explorer by clicking on the following sequence of icons from the start button **Start | Programs | Windows Explorer**. Windows Explorer should now open and fill much of the screen. Note the new button on the task bar at the bottom of the screen. It should have the Exploring icon and the name of the current folder which is the same as the caption of the title bar for the window.

7. The upper right hand corner should have three small buttons. A dash, square, and X. The dash is used to minimize the application. Click on the dash and note the explorer disappears. Actually it is minimized and hiding out on the task bar. Move the cursor to the task bar using the mouse and click once. Note the explorer window returns the way it was.
8. The middle button in the upper left corner selects maximize window or sizable window. Note its effect when pushed. The window will fill the entire screen or only part of it. You can move a non-maximized window by dragging it. Move the arrow cursor to the title bar (top colored bar on window) and then hold down the left mouse button. You may now reposition the window.
9. The window dimensions can be resized by placing the mouse cursor on a corner until the double arrow appears. Then do a drag operation to resize the window.
10. The X button is used to close the window. Press it once and notice the window disappears from the screen and task bar. Reopen the explorer the start button **Start | Programs | Windows Explorer**.
11. In windows each application has its own window. Note that below the title bar is the menu. The menu has a similar layout for all applications. Click on the file menu item. Note that there are several options to choose from. Clicking on the Close or Exit item will close the window just like clicking on the X button.

### ***FOLDERS AND FILES***

12. With Windows Explorer open, note that there are two panes for the window. The left pane shows the folder directory structure and the right pane shows the files and folders contained in the highlighted folder. Note that all drives are shown under the My Computer Icon. You should see an A: drive which is your floppy disk, the C: drive which is the computer hard drive. If a CD Rom drive exists on your computer it is denoted D:\. Save all files that you create to a diskette called the A: drive. It is best to save your work to two different diskettes in case one fails. Never save your work to the C: drive as you may not have access to the computer when you return next time to the lab.
13. Insert a diskette in slot for drive A: on the front of your computer. Go to the A: drive and create a folder called IFSM201. This is done by going to the *File* menu in explorer and clicking on **New | Folder**. Note that you now have a folder labeled *New Folder* on your A: drive. Now click on the label part and notice that it is highlighted you can name the folder anything up to 256 characters by simply typing in the highlighted name. Use the delete and backspace key to delete unwanted characters.
14. Now click on the IFSM201 folder and create three additional folders within the IFSM201 folder labeled Project1, Project2, and Project3. You will be saving your work as files to these folders.

### ***COPY, CUT, AND PASTE***

15. Open the Notepad application by clicking on **Start | Programs | Accessories | Notepad**. Notepad is used to create text files. Click the mouse on the white space of Notepad. Type your name and address. Open a second instance of Notepad. Yes this is possible. Resize and position both windows so you can see both on the screen. Highlight all text in one window by doing a drag operation and then release the mouse button. Go to the edit menu and select copy. Highlight the second notepad window. Go to its edit menu and select paste. Note you have now copied all information from one window to another.
16. In one of Notepad windows, click the cursor at the end of the address line. Enter on a new line your telephone number with area code. Highlight the telephone number and go to the edit menu and select cut. Go to the first address line and paste the telephone number between the name and address. Your name, telephone number, and address should be on separate lines. Save your work by going to the File menu and select Save As. Select the A: drive, the IFSM201, and Project1 folder. Then click on the Save button.
17. Now go to the File menu and select print. Pick up the output at the printer located in the MLC. Submit this print out as part of your Project1 Report.

### **Phase 2: Word Processing**

18. Construct your resume using Microsoft Word as the Word Processor. To enhance the appearance of the resume, use formatting options such as bold, italics, underline, bullets, variable point sizes, and indents. Your resume must fit on one page otherwise the typical human resource person will place it in the circular file.
19. Summarize and review two articles (published within the last six months) on computer related issues. Each article summary AND review should: (a) be completed on a microcomputer using MS Word; (b) be in memo form, one page in length, single spaced, with a point size no larger than twelve; (c) on the subject line of the memo include author, article title, periodical title, date published, and page numbers; (d) include subheadings Summary and Review (your comments and opinion) in the memo.