

Lab 1: Microsoft Windows XP Unit (this lab takes 30 minutes to 2 hours)

For each lab assignment:

1. Complete an entire unit and hand in all pages at one time.
2. Please put your papers in order and staple them together.
3. Write your name & section number in the upper right hand corner of the first paper. No cover sheet needed & no banner pages please.
4. Your lab work can be completed in the J119/J121 labs or your home computer.
5. Please place your completed lab assignments in the submit basket on the desk in K241 (Adjunct Faculty Office).

Using your lab manual

1. Start on page INT 1.04 and work through to page INT 1.32, doing all the steps that the lab manual instructs you to do. (hint: the lab manual has bulleted steps with instructions and pictures of what your screen should look like as you are working through it. Don't skip any bullets! Make sure to read carefully the sentences above or below any of the bulleted instructions. Look at the pictures and read the blue boxes on them. Sometimes you will just be reading information and not doing any steps, careful). If you are using an OS other than XP/2000, your screens may look slightly different. Don't worry about this, I will be able to tell what you're doing from the printouts.
2. On page INT 1.32, you will be printing your screen (printing your screen is different than printing documents)

Do the following steps:

- a. Find the "Print Scrn" button on your keyboard & press it
- b. Click on the start button on your screen, a menu pops up
- c. Point to Programs, another menu appears
- d. Point to Accessories, another menu appears
- e. Point to Wordpad & click it
- f. After Wordpad opens
type your name and press enter
- g. Click Edit
- h. Click Paste
- i. You should be looking at a copy of your screen
(it should look like figure 1-37)
- j. Click File
- k. Click Print
- l. Click OK
- m. Keep your printout to hand in.
- n. Click File
- o. Click Exit
- p. Click No

3. Continue from page INT 1.32 to INT 1.47, doing all the steps that the lab manual instructs you to do.
4. On page INT 1.47-Make sure you are in the "A" drive to rename a file or folder! Continue to page INT 1.48.
5. On page INT 1.49, print your screen (see step 2 above).
Your printout should look like Figure 1-64.
6. On page INT 1.50-Make sure you are in the "A" drive to delete a file or folder!
7. Continue to read from INT 1.50 to INT 1.58, doing all the steps that the lab manual instructs you to do.
8. On page INT 1.58 to INT 1.59: for the J121 lab - DO NOT Shutdown the computers in the lab!
9. Continue to read from INT 1.59 to INT 1.75.
10. Do page INT 1.80 In the lab 3, parts 2 & 3
 - a. For part 2 - do all the steps except 7, You should have a printout from step 8
 - b. For part 3 - do all the steps, You should have a printout from step 11

(Re-read the instructions at the top of the first page of this document before submitting your lab for grading)

End of Microsoft Windows XP Unit