

EXAMPLE MODULE CONTENT FOR IFMG 101 (ONLINE)

1 Introduction

The module details are presented here for the “**Introduction to Windows XP**” module. Following is the detailed information on the module:

Name: Introduction to Windows XP

Hours: 2 hours

Main Topics:

- Concept of an Operating System
- Introduction to Windows XP
- The Windows XP Desktop
- Windows Explorer
- Manipulating Files

Book Chapter: Windows XP Project 1

Schedule: Module Scheduled in Week 3 (January 24 – 28, 2005) of the spring semester

The content is available on-line on WebCT. The following picture is the screen shot of the content page for this module on WebCT.

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- 1.4. Add and remove a desktop icon
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- 2.1. PowerPoint Presentation [View as web page]
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- 3.1. Practice Test Windows XP and Office 2003 Project 1: An Introduction to Microsoft Windows XP and Office 2003

The pedagogy involves content delivery and assessment in a series of steps. Each step reinforces the learning of the previous step:

1. Student reads the chapter in the book and/or readings and simultaneously works on the computer on various tasks that he/she needs to know how to do. For content involving just concepts the student works on internalizing the concepts.
2. After working on the chapter/readings, the student reinforces his/her reading using the content summary and the PowerPoint Presentation. Both are available through the content page for this module on WebCT
3. The student can then take the practice quiz to test if he/she has captured the main points from the reading. This quiz is available on the content page for each module on WebCT
4. The students can also practice the tasks and take practice quizzes using the "SAM On-line Assessment and Training" software that has been bundled along with the text book. SAM can be accessed both from WebCT and through local installation on the PC. Access through local installation is preferred to glitch free operations.
5. The learning is then assessed test by the instructor through on-line quizzes, tests, and assignments.

2 Content Summary / Topic Review

Each chapter from the book and any other readings are summarized in form of a content summary / topic review. Following is the example of the topic review for the module of "Introduction to Windows XP".

1. **Launch Microsoft Windows XP, log on to the computer, and identify the objects on the desktop**

When you turn on the computer, an introductory black screen consisting of the Microsoft Windows XP logo, progress bar, copyright messages, and the word "Microsoft" are displayed. After approximately one minute, the Welcome screen displays. The Welcome screen displays a list of user icons and user names for all authorized computer users. To log on to the computer, point to and click your icon on the Welcome screen, type your password, and then point to and click the Next button. Once you are logged on, the Windows XP desktop is displayed. The items on the desktop include the Recycle Bin icon and its name in the lower-right corner of the desktop and the taskbar across the bottom of the desktop.

2. **Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag**

To point the mouse means to move it across a flat surface until the mouse pointer is where you want it on the desktop. To click means to press the left mouse button once. You can also right-click the mouse, which will display a shortcut menu containing commands that are specific to that icon. To double-click means to press the mouse button two times, in rapid succession. This generally has the effect of launching an application or document. To drag means to point to a desired item, hold down the left mouse button, move the item to the desired location, and then to release the left mouse button. You can also right-drag, which moves an item and displays a shortcut menu.

3. **Display the Start menu and launch an application program**

To display the Start menu, point to the Start button on the taskbar and click the Start button. The Start menu appears. An application program is a program that allows you to accomplish a specific task, e.g., word processing, or spreadsheet. There are several ways to launch an application program, one of which is to use the Start menu.

4. Add and remove a desktop icon

To add the icon of an object to the desktop, click the Start button, point to the command of the object on the Start menu, and then press and release the right mouse button. A shortcut menu is displayed. Point to and click Show on Desktop on the shortcut menu. There are many ways to delete a desktop icon. One of them is to right-drag the icon to the Recycle Bin icon on the desktop.

5. Open, minimize, maximize, restore, and close a window

You can open a window by double-clicking its icon on the desktop. The upper right corner of a window normally has three buttons: Minimize, Maximize, and Close. If you click on the Minimize button, the window is removed from the desktop and changes to a non-recessed button on the taskbar at the bottom of the screen. Clicking this button restores the window to its last size. If you click the Maximize button, the window will occupy the entire desktop area. If you click the Close button (X), the window closes and is removed from the taskbar.

6. Move, size, and scroll a window

You can move a window anywhere on the desktop by pointing to the title bar and dragging. You can size a window by positioning the mouse pointer over any of its borders until the mouse pointer changes to a two-headed arrow. If you drag the border, the window will grow or shrink depending on how you drag it. You can also resize a window by pointing to any of its corners and dragging. You can scroll a window by clicking the scroll arrows, clicking the scroll bar, or dragging the scroll box.

7. Launch and quit an application using Windows Explorer

Windows Explorer is an application that allows you to view the contents of the computer, the hierarchy of folders on the computer, and the files and folders in each folder. It can also be used to launch an application program. For example, to launch Internet Explorer, click the plus sign to the left of the Program Files icon in the Folders pane, click the Internet Explorer icon on the Folders pane, point to and double-click the IEXPLORER icon in the right pane. Windows launches the Internet Explorer program. To quit an application program, click the Close button on the title bar of the program.

8. Expand and collapse a folder

Windows Explorer displays the hierarchy of items in the Folders pane and the contents of drives and folders in the right pane. If a folder contains non-visible subfolders, you will see a plus sign (+) to the left of its icon in the Folders pane. To expand the folder, point to and click the plus sign. If a folder has been completely expanded you will see a minus sign (-). To collapse a folder, point to and click the minus sign.

9. Display the contents of a drive and folder

Windows Explorer displays the hierarchy of items in the Folders pane and the contents of drives and folders in the right pane. To display the contents of a drive or folder in the right pane, click the drive or folder icon in the Folders pane.

10. Copy, move, rename, and delete files

When copying files, the drive and folder containing the files to be copied are called the source drive and source folder, respectively. The drive and folder receiving the copies are called the destination drive and destination folder, respectively. To copy a file in Windows Explorer, click on the file and right-drag the file into the destination folder. Release the right mouse button and point to and click the Copy Here option on the shortcut menu. To move a file, use the same technique, except for clicking Move Here instead of Copy Here on the shortcut menu. To rename a file using Windows Explorer, right-click the icon of the file in the right pane and then point to and click Rename on the shortcut menu. Type the new file name and press the ENTER key. To delete a file using Windows Explorer, scroll the Folders pane to display the Recycle Bin icon. Right-drag the file's icon to the Recycle Bin icon in the Folders pane and then point to and click Move Here on the shortcut menu.

11. Use Help and Support

The Help and Support feature of Windows XP contains answers to many questions you may have with respect to Windows XP. To launch Help and Support, click the Start button on the taskbar and then point to and click Help and Support on the Start menu. The Help and Support Center window, which contains the Help viewer opens. The Help viewer includes the navigation toolbar, Search text box and Set search options link, and table of contents. The table of contents contains four areas: Pick a Help topic, Ask for assistance, Pick a task, and Did you know?

12. Log off from the computer and turn it off

To log off from the computer, click the Start button on the taskbar and then point to and click Log Off on the Start menu. Point to and click the Log Off button in the Log Off Windows dialog box. After logging off, you also may want to turn off the computer. To turn off the computer, point to and click the Turn off computer link on the Welcome screen. Point to and click the Turn Off button in the Turn off computer dialog box.

3 SAM On-Line Assessment and Training

Students can learn and practice tasks using the SAM on-line Assessment and Training software bundled along with the book. The software provides a simulated and controlled environment to complement the learning from the text book. In addition to training the students can take practice quizzes. The following two screens show the training mode and assessment mode of the SAM.

http://sam2003.course.com - Preview Training Questions - Microsoft Internet Explorer

Windows XP Basic Operations

November 12, 2004

Computer Concepts

Tasks

1. Start Paint and WordPad. Minimize the Paint window and then restore it. Resize the WordPad window. Point to the first toolbar button in each program. Close both windows.


Correct Answers

- **Using Another Method**
 1. Click Start, point to All Programs, point to Accessories, and then click Paint
 2. Click Start, point to All Programs, point to Accessories, and then click WordPad
 3. Click the Minimize button on the Paint title bar
 4. Click untitled - Paint in the task bar
 5. Click the bottom-right corner of the WordPad window and drag it to the right
 6. Point to the upper-left toolbar button in Paint
 7. Point to the upper-left toolbar button in WordPad
 8. On the Paint title bar, click the Close button
 9. On the WordPad title bar, click the Close button

Done Internet

Multiple Choice

OBQ Controller Type a question for help




Software today has a _____ like that shown in the accompanying figure.

A. command-line interface
 B. graphical user interface
 C. menu-driven interface
 D. coded-row interface

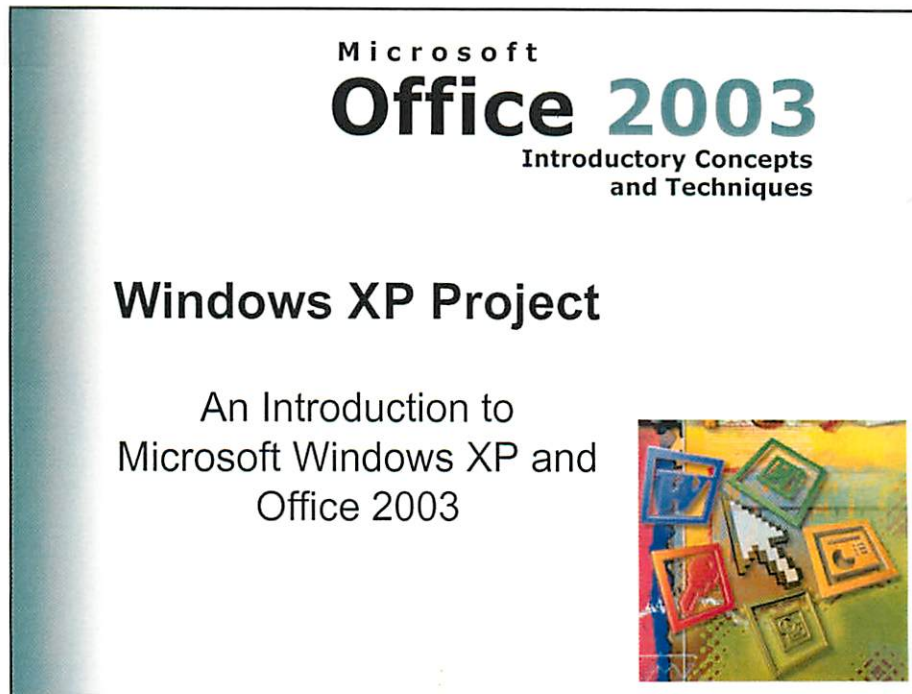
Pankaj Pankaj exam: Sample Scheduled Exam

1 of 3: Select one answer from the list provided



4 PowerPoint Presentations

Each module will have one or more PowerPoint presentations. The PowerPoint presentations can be either viewed with the browser or can be downloaded on the computer for local viewing. These presentations are aimed to reinforce the module content. The PowerPoint Presentation for the module of "Introduction to Windows XP" is shown starting from the next page



Objectives

- Launch Microsoft Windows XP, log on to the computer, and identify the objects on the desktop
- Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
- Display the Start menu and launch an application program
- Add and remove a desktop icon

Objectives

- Open, minimize, maximize, restore, and close a window
- Move, size, and scroll a window
- Launch and quit an application using Windows Explorer
- Expand and collapse a folder

Microsoft Windows XP and Office 2003

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Objectives

- Display the contents of a drive and folder
- Copy, move, rename, and delete files
- Use Help and Support
- Log off from the computer and turn it off

Microsoft Windows XP and Office 2003

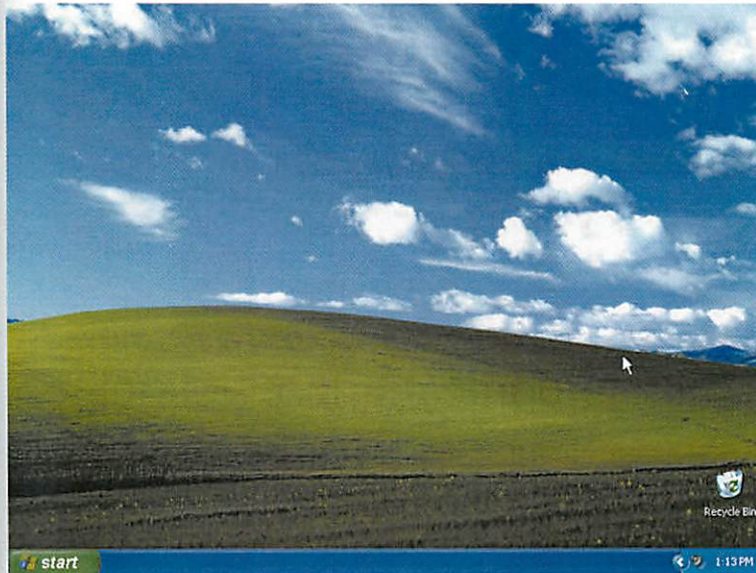
4

Logging On to the Computer

- Turn on the computer and wait for the Welcome screen
- Point to the Brad Wilson icon on the Welcome screen by moving the mouse across a flat surface until the mouse pointer rests on the icon
- Click the Brad Wilson icon by pressing and releasing the left mouse button, type `lakers` in the Type your password text box, and then point to the Next button
- Click the Next button

Microsoft Windows XP and Office 2003

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Microsoft Windows XP and Office 2003

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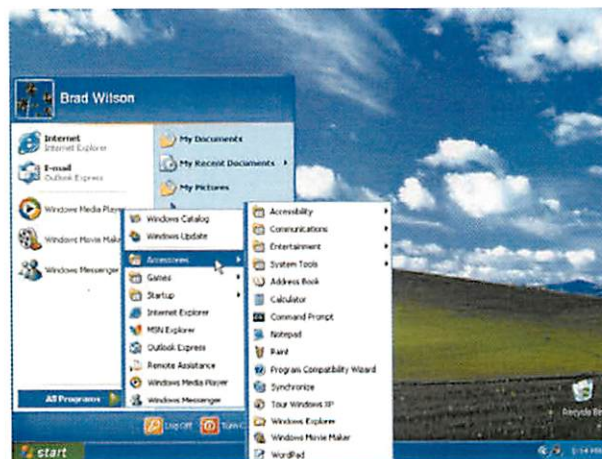
Displaying the Start Menu

- Point to the Start button on the taskbar
- Click the Start button
- Point to All Programs on the Start menu
- Point to Accessories on the All Programs submenu
- Point to an open area of the desktop and then click the open area to close the Start menu, Accessories submenu, and All Programs submenu
 - Clicking an item in the Start menu (other than a submenu) would launch an application

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The Start Menu



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Adding an Icon to the Desktop

- Click the Start button, point to My Computer on the Start menu, and then press and release the right mouse button
- Point to Show on Desktop on the shortcut menu
- Click Show on Desktop
 - See figure on next slide
- Click an open area on the desktop to close the start menu

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Microsoft Windows XP and Office 2003

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Opening a Window Using a Desktop Icon

- Point to the My Computer icon on the desktop and then double-click by quickly pressing and releasing the left mouse button twice without moving the mouse



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Minimizing and Redisplaying a Window

- Point to the Minimize button on the title bar of the My Computer window
- Click the Minimize button
- Click the My Computer button in the taskbar button area

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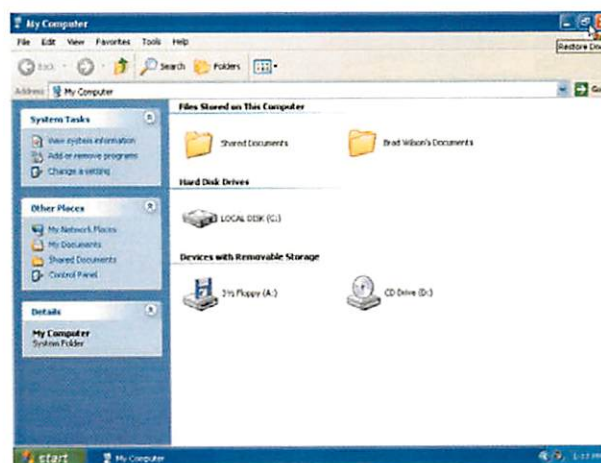
Maximizing and Restoring a Window

- Point to the Maximize button on the title bar of the My Computer window
- Click the Maximize button
 - See figure on next slide
- Point to the Restore Down button on the title bar of the My Computer window
- Click the Restore Down button

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Maximizing and Restoring a Window



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Closing a Window

- Point to the Close button on the title bar of the My Computer window
- Click the Close button

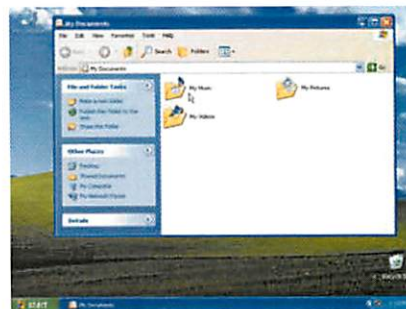


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Opening a Window Using the Start Menu

- Click the Start button on the taskbar and then point to the My Documents command on the Start menu
- Click My Documents on the Start menu

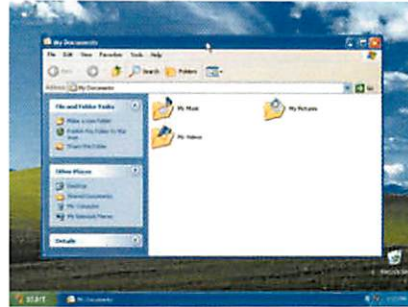


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Moving a Window by Dragging

- Point to the My Documents window title bar
- Hold down the left mouse button, move the mouse down so the window moves to the center of the desktop, and then release the left mouse button

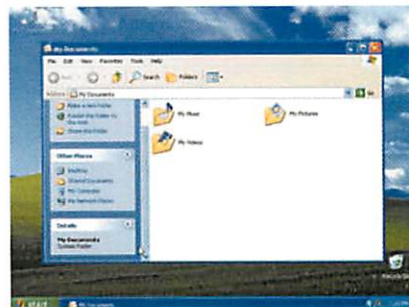


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Expanding an Area

- Point to the double down arrow button in the Details area
- Click the double down arrow button

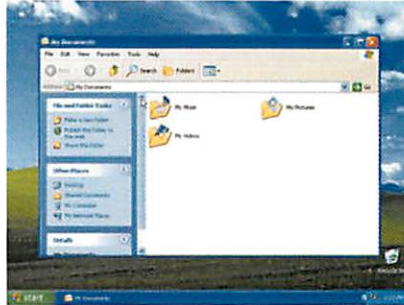


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Scrolling Using Scroll Arrows

- Point to the up scroll arrow on the vertical scroll bar
- Click the up scroll arrow two times
- Click the up scroll arrow three more times



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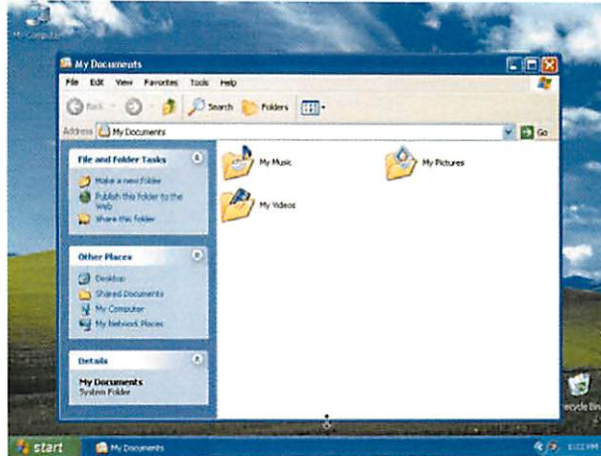
Sizing a Window by Dragging

- Position the mouse pointer over the bottom border of the My Documents window until the mouse pointer changes to a two-headed arrow
- Drag the bottom border downward until the Details area on your desktop resembles the Details area shown on the next slide

Microsoft Windows XP and Office 2003

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Sizing a Window by Dragging

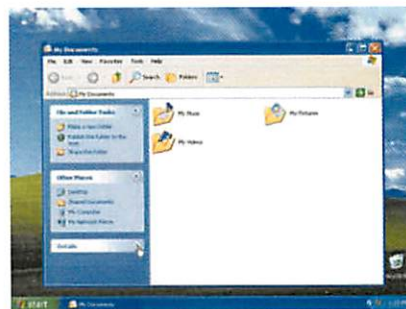


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Collapsing an Area

- Point to the double up arrow in the Details area
- Click the double up arrow button



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Resizing a Window

- Position the mouse pointer over the bottom border of the My Documents window border until the mouse pointer changes to a two-headed arrow
- Drag the bottom border of the My Documents window up until the window is the same size as shown on slide 16

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Closing a Window

- Point to the Close button on the right of the title bar in the My Documents window
- Click the Close button

Microsoft Windows XP and Office 2003

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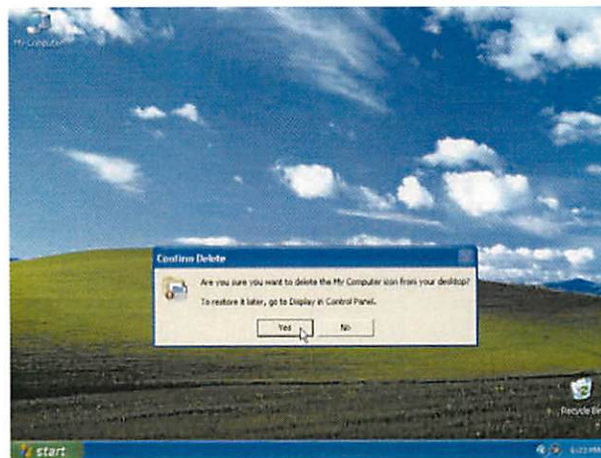
Deleting a Desktop Icon by Right-Dragging

- Point to the My Computer icon on the desktop, hold down the right mouse button, drag the My Computer icon over the Recycle Bin icon
- Release the right mouse button and then point to Move Here on the shortcut menu
- Click Move Here and then point to the Yes button in the Confirm Delete dialog box
 - See figure on next slide
- Click the Yes button

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Deleting a Desktop Icon by Right-Dragging



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Launching a Program Using the Start Menu

- Click the Start button on the taskbar and then point to Internet on the pinned items list on the Start menu
- Click Internet
- Click the Close button in the Microsoft Internet Explorer window



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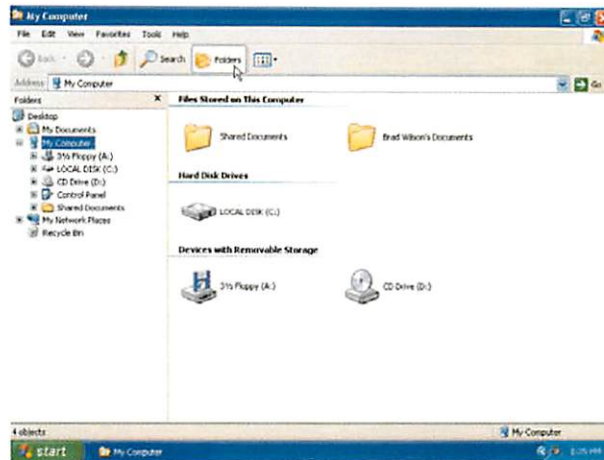
Launching Windows Explorer and Maximizing Its Window

- Click the Start button on the taskbar and then click My Computer on the Start menu
- Maximize the My Computer window
- If the status bar does not appear at the bottom of the My Computer window, click View on the menu bar and then click Status Bar
- Point to the Folders button on the Standard Buttons toolbar
- Click the Folders button

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Launching Windows Explorer and Maximizing Its Window

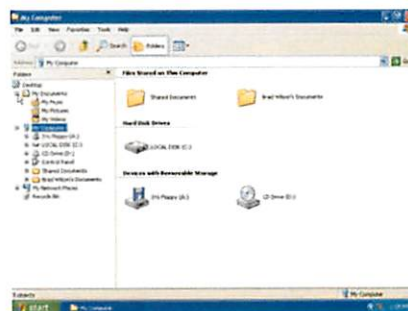


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Expanding a Folder

- Point to the plus sign in the small box to the left of the My Documents icon in the Folders pane
- Click the plus sign

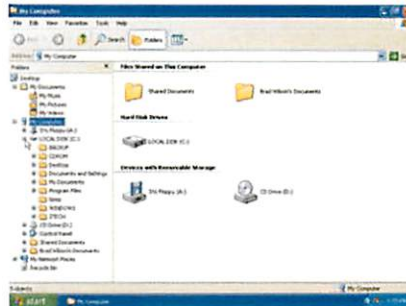


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Expanding a Drive

- Point to the plus sign in the small box to the left of the LOCAL DISK (C:) icon
- Click the plus sign

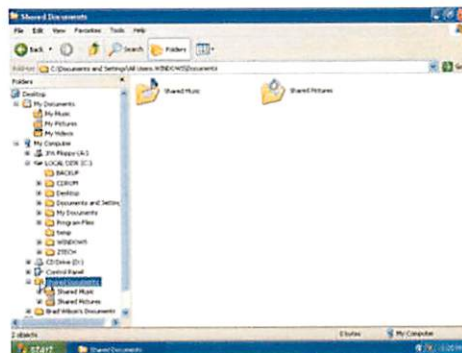


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Displaying the Contents of a Folder

- Click the Shared Documents icon in the Folders pane

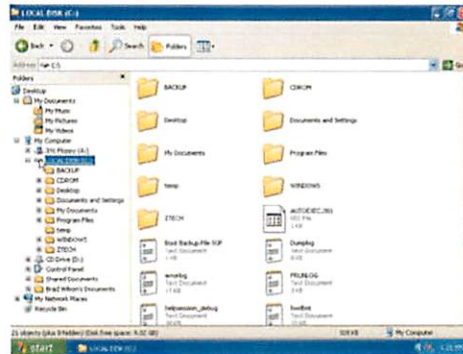


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Displaying the Contents of an Expanded Drive

- Click the LOCAL DISK (C:) icon in the Folders pane



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Launching an Application Program from Explorer

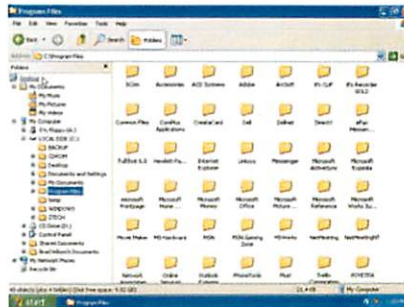
- Click the plus sign to the left of the Program Files icon in the Folders pane
- Click the Internet Explorer icon in the Folders pane
- Point to the IEXPLORE (Internet Explorer) icon in the right pane of the Internet Explorer window
- Double-click the IEXPLORE icon
- Once Internet Explorer is open, click the Close button on the title bar

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Closing Expanded Folders

- Click the minus sign to the left of the Internet Explorer icon
- Click the minus sign to the left of the Program Files icon



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Copying a File in Windows Explorer by Right-Dragging

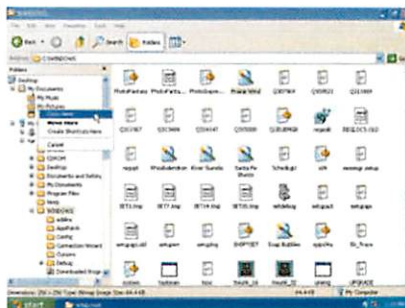
- Click the WINDOWS icon in the Folders pane
- Scroll the right pane to display the Prairie Wind icon. If the Prairie Wind file is not available, display another icon
- Scroll the Folders pane to display the expanded My Documents folder

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Copying a File in Windows Explorer by Right-Dragging

- Right-drag the Prairie Wind icon onto the top of the My Pictures icon
- Point to Copy Here on the shortcut menu
- Click Copy Here

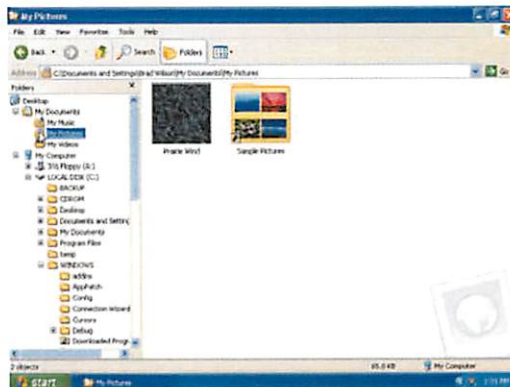


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Displaying the Contents of a Folder

- Click the My Pictures icon in the Folders pane

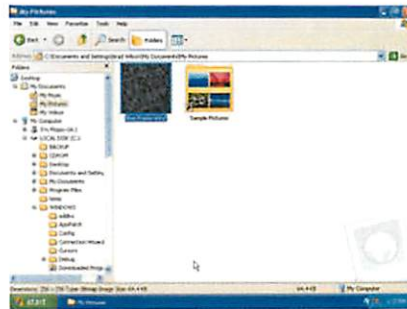


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Renaming a File

- Right-click the Prairie Wind icon in the right pane and then point to Rename on the shortcut menu
- Click Rename
- Type Blue Prairie Wind and then press the ENTER key

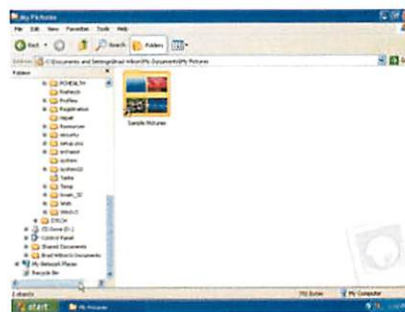


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Deleting a File by Right-Dragging to the Recycle Bin

- Scroll the Folders pane to display the Recycle Bin icon
- Right-drag the Blue Prairie Wind icon to the Recycle Bin icon in the Folders pane and then point to Move Here on the shortcut menu
- Click Move Here



Microsoft Windows XP and Office 2003

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Removing the Status Bar and Quitting Windows Explorer

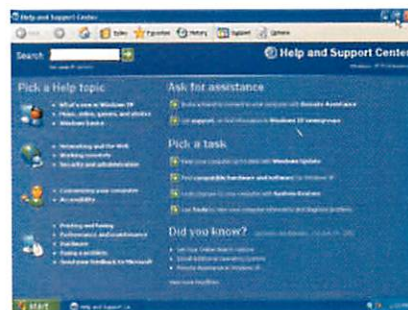
- Click View on the menu bar
- Click Status Bar on the View menu
- Click the Close button on the My Pictures window title bar

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Launching Help and Support

- Click the Start button on the taskbar and then point to Help and Support on the Start menu
- Click Help and Support and then click the Maximize button on the Help and Support Center title bar



Microsoft Windows XP and Office 2003

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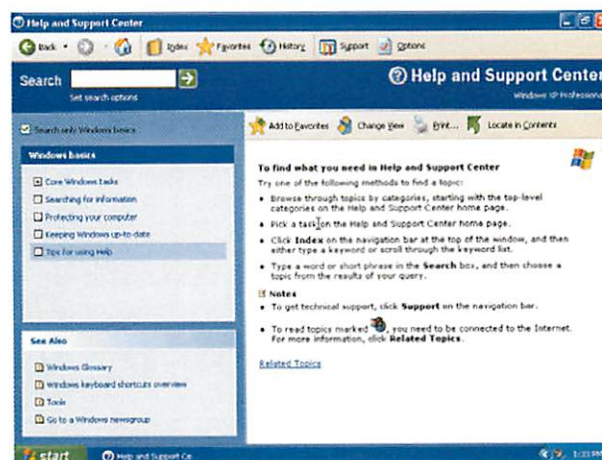
Browsing for Help Topics in the Table of Contents

- Point to Windows basics in the Pick a Help topic area
- Click Windows basics and then point to Tips for using Help
- Click Tips for using Help and then point to Find what you need in Help and Support Center in the topic pane
- Click Find what you need in Help and Support Center and then read the information in the To find what you need in Help and Support Center topic in the topic pane

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Browsing for Help Topics in the Table of Contents



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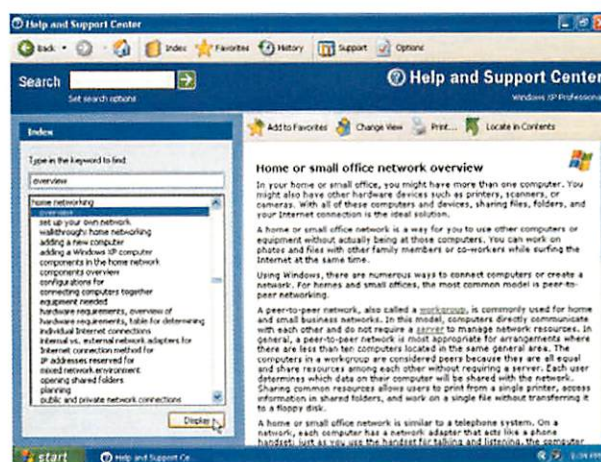
Searching for Help Topics Using the Index

- Click the Index button on the navigation toolbar, type `home networking` in the Type in the keyword to find text box, and then point to overview in the list box
- Click overview in the list box and then point to the Display button
- Click the Display button

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Searching for Help Topics Using the Index



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Closing the Help and Support Center

- Click the Close button on the title bar of the Help and Support Center window

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Logging Off from the Computer

- Click the Start button on the taskbar and then point to Log Off on the Start menu
- Click Log Off
- Point to the Log Off button in the Log Off Windows dialog box
- Click the Log Off button



Microsoft Windows XP and Office 2003

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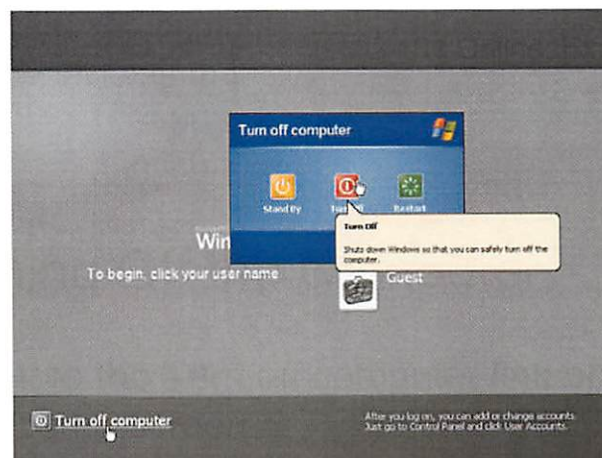
Turning Off the Computer

- Point to the Turn off computer link on the Welcome screen
- Click Turn off computer
- Point to the Turn Off button in the Turn off computer dialog box
- Click the Turn Off button

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Turning Off the Computer



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Summary

- Launch Microsoft Windows XP, log on to the computer, and identify the objects on the desktop
- Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
- Display the Start menu and launch an application program
- Add and remove a desktop icon

Microsoft Windows XP and Office 2003

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Summary

- Open, minimize, maximize, restore, and close a window
- Move, size, and scroll a window
- Launch and quit an application using Windows Explorer
- Expand and collapse a folder

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Summary

- Display the contents of a drive and folder
- Copy, move, rename, and delete files
- Use Help and Support
- Log off from the computer and turn it off

Microsoft Windows XP and Office 2003

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Microsoft
Office 2003
Introductory Concepts
and Techniques

Windows XP Project Complete



5 Practice Quizzes

On-line practice quizzes can be taken for students to test their learning of a module. Quizzes will be available on the WebCT module content page. Following is the example of a practice quiz for the module of "Introduction to Windows XP".

Practice Test Windows XP and Office 2003 Project 1: An Introduction to Microsoft Windows XP and Office 2003

Name: Pankaj Pankaj (Preview)

Start time: November 12, 2004 10:23am

Number of questions: 20

[Finish](#) [Help](#)

Question 1 ⋮ (1 point)

A user interface is the combination of hardware and devices that is used to communicate with and control the computer.

- a. True
- b. False

[Save answer](#)

Question 2 ⋮ (1 point)

Clicking the icon at the right on the title bar will display the System menu.

- a. True
- b. False

[Save answer](#)

Question 3 ⋮ (1 point)

The File and Folders Tasks area, Other Places area, and Details area display in the right pane of the My Documents window.

- a. True
- b. False

[Save answer](#)

Question 4 ⋮ (1 point)

A command has a submenu, when _____.

- a. there is a right arrow immediately following it on the menu
- b. it is highlighted
- c. it has a colored border around it
- d. all of the above

[Save answer](#)

Question 5 ⋮ (1 point)

Using the mouse, only three operations can be performed: point, click, and drag.

- a. True
- b. False

[Save answer](#)

Question 6 ⋮ (1 point)

Windows XP is used to run application programs, which are programs that perform an application-related function.

- a. True
- b. False

[Save answer](#)

Question 7 ⋮ (1 point)

A word processing program is an application program that is used to create written documents.

- a. True
- b. False

[Save answer](#)

Question 8 ⋮ (1 point)

Microsoft Office Professional Edition 2003 includes _____, which is a Web page authoring and site management program that is used to create and manage professional looking Web sites on the Internet or an intranet.

Answer:

[Save answer](#)

Question 9 ⋮ (1 point)

The most popular and widely used operating system is _____.

Answer:

[Save answer](#)

Question 10 ⋮ (1 point)

The Other Places area in the My Documents window contains links to five folders.

- a. True
- b. False

[Save answer](#)

Question 11 ⋮ (1 point)

Scrolling can be accomplished by _____.

- a. clicking the scroll arrows
- b. clicking the scroll bar
- c. dragging the scroll box
- d. all of the above

[Save answer](#)

Question 12 ⋮ (1 point)

The Systems Tasks area contains a title and three tasks associated with the My Computer window.

- a. True
- b. False

[Save answer](#)

Question 13 ⋮ (1 point)

The taskbar button area contains buttons to indicate _____.

- a. what tasks should be done
- b. what tasks are possible to do
- c. which windows are currently open on the desktop

- d. which tasks have been completed

[Save answer](#)

Question 14 ⋮ (1 point)

A(n) _____ is an application program that is used to search for and display Web pages.

Answer:

[Save answer](#)

Question 15 ⋮ (1 point)

When a new program is launched, its name is added to the most frequently used programs list unless that list is full, in which case _____.

- a. its name is added, but it just can't be seen
- b. its name is not added, because there is no room for it
- c. its name is added, replacing the name of a less-frequently used program
- d. all of the above

[Save answer](#)

Question 16 ⋮ (1 point)

Windows XP uses 32 bits for addressing and other purposes and performs tasks faster than older operating systems.

- a. True
- b. False

[Save answer](#)

Question 17 ⋮ (1 point)

_____ means to move the mouse across a flat surface until the mouse pointer rests on the item of choice.

Answer:

[Save answer](#)

Question 18 ⋮ (1 point)

The title bar at the top of the window contains a small icon, that is similar to the icon on the desktop, and the window title that identifies the window.

- a. True
- b. False

[Save answer](#)

Question 19 ⋮ (1 point)

_____ is a collection of the more popular Microsoft application software products and is available in Standard, Small Business, Professional, Student and Teacher, and Developer editions.

Answer:

[Save answer](#)

Question 20 ⋮ (1 point)

A keyboard shortcut consists of _____.

- a. pressing a single key
- b. pressing and holding down two keys simultaneously.
- c. both a and b.
- d. none of the above

[Save answer](#)

[Finish](#) [Help](#)

6 Assignments

Assignments will be given to reinforce and extend the learning from the module. For instance the following assignment would be given to extend the learning from the “Introduction to Windows XP” module:

You have learned about the “Windows XP Home” edition of Windows that you run on your personal computer. It is also possible that you are working on a computer that is running “Windows XP Professional” operating system. These two versions or editions of the Windows Operating System are have different capabilities. Your task for this assignment is to provide description of how the “Home” and “Professional” versions/editions of Windows XP operating system are different. Give me at least three differences. You can find this information on <http://www.microsoft.com>. Alternatively search for the information on Google (<http://www.google.com>) or any other search engine.

7 On-Line Quizzes / Tests

Quizzes and tests will be conducted on line in WebCT and involve a combination of multiple choice, short answer, and simulated testing using SAM. The multiple choice and short answer will be of the same format as the practice quiz as shown above in the “Practice Quiz” section. A sample screen of the on-line testing using SAM is shown below:

