



Appendix A

To complete this course, you will need to:

- have Windows 2000 installed on your system
- have to hand a copy of the course exercise files and an unformatted floppy disk

The Exercise Files

The exercise files you need to complete the course are held in a folder called **Windows 2000 Intro Exercises**. This folder should be supplied to you on floppy disk along with another, unformatted, floppy disk. See your courseware supplier for more information.



Appendix B

Section 1 Answers

1. A valid user name and password combination.
2. Click on the **Start** button, click **Programs**, then **Accessories** and then **WordPad**.
3. Recently-used documents
4. a) **Maximise** b) **Restore**
 c) **Minimise** d) **Close**
5. Click its button on the taskbar
 or
 Use **[ALT] [TAB]** to highlight then display it.
6. A ToolTip is a small window containing a description of the icon the mouse is resting on.
7. Right click on the taskbar then choose **Cascade Windows** from the shortcut menu.

Section 2 Answers

1. Double click the **3½ Floppy (A:)** icon in the **My Computer** window.
2. To update the display of items in a folder to take into account recent changes.
3. Double click the file. The application used to create it is started and the file opened.
4. Click and drag the mouse over the files you want to select.
5. Windows Clipboard
6. Display the **Recycle Bin** folder, right click the file, and choose **Restore**.
7. A shortcut is an icon that, when double clicked, gives quick access to an application, file or folder.

Section 3 Answers

1. Highlight the hard disk in the folders list in the Windows Explorer window. If the contents pane is wide enough, the disk capacity details will be displayed there.
 or
 Right click the hard disk and choose **Properties** from the shortcut menu. The capacity details can be seen in the **General** property sheet.
2. No
3. **Taskbar and Start Menu Properties**
4. **Show Title**
5. **Show Text**



Appendix B

Section 4 Answers

1. The **Alignment** property sheet tab.
2. From the **Format Cells** dialogue box, choose the **Number** tab and select the **Date Category**. You can then select the date style **14-Mar-98**.
3. Double click on the Format Painter button so you can apply the formatting to multiple headings.
4. **View, Toolbars, Customize**. Alternatively, right click on a toolbar and choose Customize from the shortcut menu.
5. Select the cell that is formatted as you like, then click in the Style box. Type in the name of the new style and press **[ENTER]**.
6. The **Format, Style** command will display the style dialogue box and from there you click on the **Merge** button.
7. Select the **Format, Style** command, select the style name from this dialogue box and then click on the **Delete** button.

Section 5 Answers

1. Part of this component is installed, not all of it.
2. Double click the **Date/Time** icon in the Control Panel or double click the time on the taskbar.
3. The **Display** icon
4. The **Tile** option which fills the screen with copies of the wallpaper is selected. This conceals any pattern.
5. Reduce the pointer speed in the **Motion** property sheet of the **Mouse Properties** dialogue box.



Appendix B

Section 6 Answers

1. A group of computers connected together so users can share resources such as files, folders and printers.
2. **Read** access
3. Shared folders are shown with a hand.

