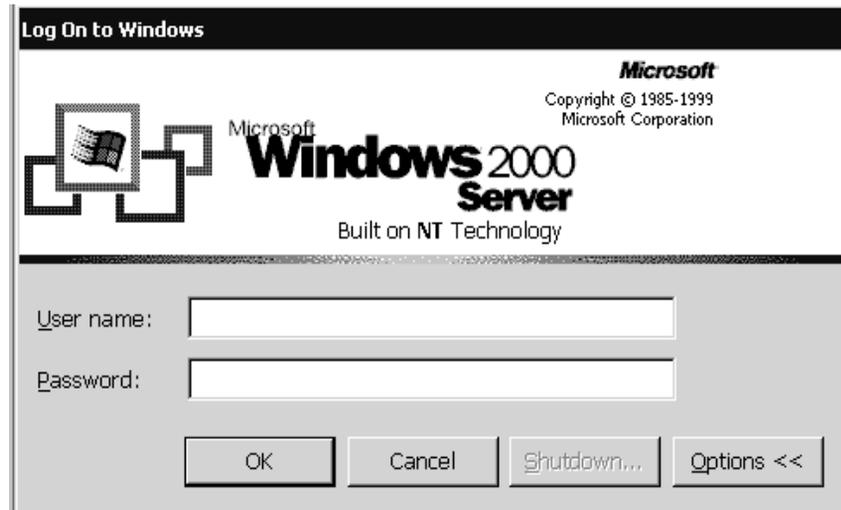

Schedule for the day...

- _____ - Introduction
- _____ - History in brief
- _____ - Exploration of the Start Menu
- _____ - Exploration of the Control Panel
- _____ - File management and system structure
- _____ - Networking resources

Exploration of the Start Menu

The Logon Challenge Screen



Immediately you will notice that your system requires you to log in using the Alt-Ctrl-Del keys. This key sequence is used for two purposes:

1. To force logon procedures (improved security)
2. To let the user know that they no longer are allowed to just “three finger reboot” their computer

While it may not seem important at first glance, these two reasons for the logon key sequence define the beginning to a distinctly “corporate” philosophy behind the operating system. Security is almost as important as functionality.

While the logon session insures a minimal level of security is applied, the disabling of Alt-Ctrl-Del as a reboot option helps to protect the operating system from destructive reboots that could ultimately damage the OS or file system. The previous example shows the server logon screen, the workstation logon screen is basically the same. You will logon as “administrator” and your password is “password⁵”. Note that your password will not be shown on screen (asterisks will be placed where your password is entered).

Once you have successfully logged into the operating system, you will notice a familiar graphic environment (much the same as Windows 9x). The main reason for keeping the graphic user interfaces for both Windows 9x and Windows 2000 similar is to provide a quick and easy transition from one technology to the other. Don’t let the similarity fool you though, there are subtle differences that will prove very important as we explore our desktop.

The Start Menu

The Start Menu provides a quick and easy platform for launching applications or running utilities in the Windows GUI. There are two options available:

- Left mouse button to open the general user menu.
- Right mouse button to open the menu/system maintenance menu.

5. Password - NT supports case sensitive passwords. The number one problem users have with this is that they may have their caps lock engaged while entering their password. If the password is lower case characters, even though you entered the correct character sequence (in this case “password”) the password would not be correct (it would be received as “PASSWORD”). If you have a problem logging in make sure your caps lock button is not engaged and try again.



As you can see from the desktop image (on page 6), the Start menu divides resources in the same basic way as you would see in Windows 9x: (from top to bottom)

- New Office Document
- Open Office Document
- Open Time
- Power Archiver
- Windows Update
- Programs
- Documents
- Settings
- Search
- Help
- Run
- Shutdown

For the sake of expediency we will briefly go through the top four Start menu items and then focus in-depth on the rest.

New Office Document

This menu option is exactly the same as would be in Windows 9x systems. Clicking on this option will allow a user to open a new file for Word, Excel, Access, Powerpoint, or Frontpage.

Open Office Document

This menu option is exactly the same as would be in Windows 9x systems. Clicking on this option will allow a user to open an existing file for Word, Excel, Access, Powerpoint, or Frontpage.

OpenTime

This menu option opens the HP OpenTime calendaring system.

Power Archiver

This menu option opens the Power Archiver utility for compressing and decompressing files.

Windows Update

This menu option runs the Microsoft utility that checks your system for service packs, hotfixes, etc., and offers the upgrade resources via the Microsoft internet web site. This is an option that should only be used as directed by ITS management.

Programs

The Programs menu option is subdivided into the following:

- Accessories
- Applications
- Communications

- KeyedApps
- Startup
- Netscape Communicator
- Netscape Navigator
- PH Client



Each of the Program menu options provide sub menus as well (you can tell there are sub menus from the arrow at the end of the menu option). These menu options have been categorized for your convenience -- grouping like-applications together and downsizing the overall menu length.

- System Tools (Backup, Character Map, Disk Cleanup, Disk Defragmentor, Getting Started, Scheduled Tasks and System Information)
- Address Book
- Calculator
- Command Prompt
- Imaging
- Notepad
- Paint
- Synchronize
- Windows Explorer
- Wordpad

You should take the time to become familiar with the following accessory items:

- System Tools - knowing how to use these tools will keep your system in peak performance
- Calculator - a great little tool
- Command Prompt - entering dos commands
- Windows Explorer- managing files
- Word Pad - quick little editor

Applications...



All of the Microsoft Office suite is located here.

KeyedApps...



The KeyedApps menu options require registration of the host name and IP address to use these applications. Please contact KeyServer Administrator to have your system registered on the KeyServer if you have not done so -- its free and easy.

Website: www.keyserver.calpoly.edu

Startup...



Within the Startup menu option you will find all of the applications that are launched upon bootup. In this example you will see two Adobe products, Microsoft Office and the Key Servers KeyAccess utility which is used to initialize your account on the KeyServer.

The last three Start Program menu items (Netscape Communicator, Netscape Navigator and PH Client) are fairly obvious and require no further explanation in this course.

As applications are added to your Windows 2000 workstation you will see this menu grow. For simplicity sake we wish to recommend that you continue to use the framework in place (applications should be listed in the Applications menu list, accessories should be placed in the Accessories menu list, communication programs should be placed in the communications menu list, etc.). Prior to moving anything into the Startup menu list, make sure that you want to have the that program loaded every time you start up your computer -- remember the more you have in startup the longer it takes for your computer to boot.

Documents...



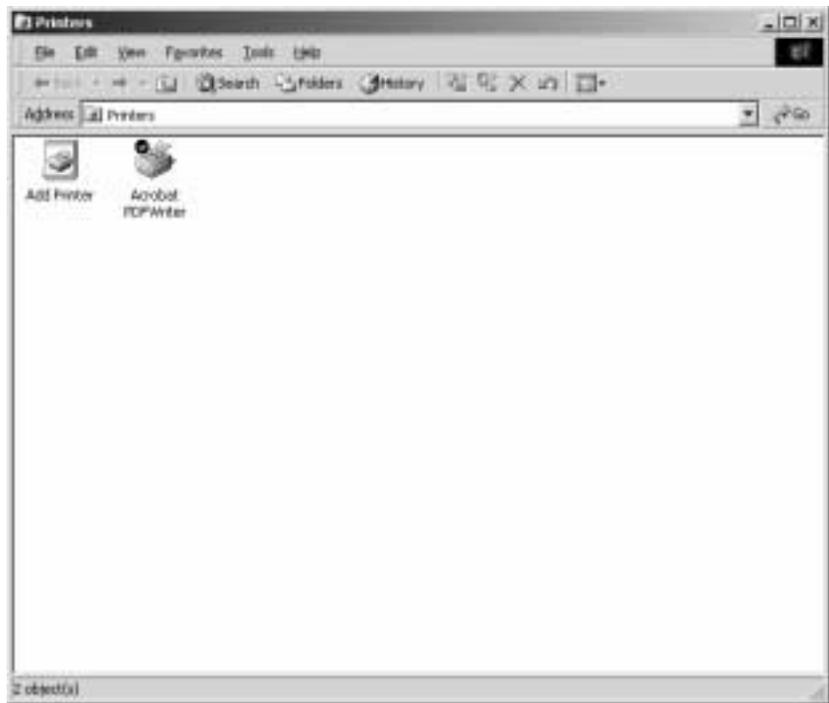
The Documents menu item displays the most recent files that were opened on your account. There is a tool in the (Setting > TaskBar and Startup Menu) option for clearing the list -- if that is something you wish to do.

Settings...



In the settings menu option you'll find the Control Panel, Network and Dial-up Connections, Printers and Taskbar & Start Menu.... We will focus primarily on the last two items now and go into the first two more in-depth later on in this document.

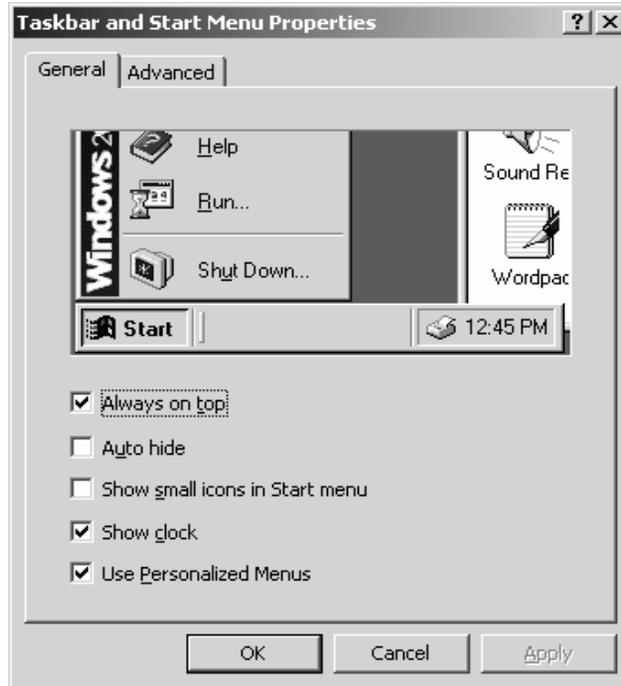
Printers...



Printers are more complicated than they look with the way we deploy them on campus. Since most of the printers are shared through Novell NetWare print server services they are automatically attached to your system via the CAP.BAT file (located in the C:\SYS directory). While there are alternatives to adding printers to your workstation (either through the IP configuration settings associated with printer definitions or by using the network printer settings and locating your printer in the CalPoly_NDS tree) it is strongly recommended that you utilize the CAP.BAT and save yourself both time and trouble having to locate and configure printer options.

If you have a local printer (one that is attached directly to your workstation) you should allow the Add Printer wizard to guide you through the installation process. Since each printer has unique installation processes it is strongly recommended that you follow the installation process as directed in the owners manual for your specific printer.

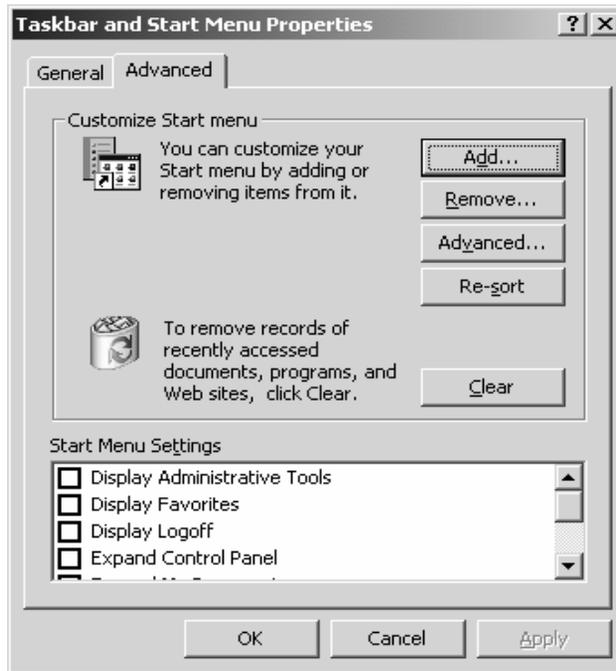
Taskbar and Startup Menu...



The main uses for the Taskbar and Startup Menu General dialog box, is to personalize your desktop settings (both the Start Menu and Taskbar (the bar at the bottom of your desktop)). Each of the checkmark buttons do the following:

- Always on Top - keeps the taskbar on top of all other applications showing on the screen
- Auto Hide - Hides the taskbar when not in use -- by moving your mouse over where the taskbar should be, the taskbar opens up and is displayed once again
- Show Small Icons in Start Menu -- You can have the associated Icon be displayed in unison with the program name in the Start Menu
- Show Clock - displays the time in the lower-right corner of your desktop
- Use Personalized Menus - allows each user to configure unique Start Menus

Playing around with these settings will not harm your computer nor make it more difficult to work with. You should take the time to try each of these setting so that your familiar with the various ways the desktop will look and react when they are implemented.



The Advanced tab in the Taskbar and Start Menu Properties option allows the user to perform maintenance on their Start Menu items, and clear documents displayed in the recently loaded documents, programs and web sites⁷.

Some of the Start Menu Items that can be added to your menu option list are:

- Display Administrative Tools - useful for setting up accounts and manage system

7. Web sites will be cleared for your Internet Explorer so that no history of web sites will be displayed up to the point you click on the clear button.

- Display Favorites
- Display Logoff - useful for quickly logging off the system
- Expand Control Panel
- Expand My Documents
- Expand Network and Dial-up Connections
- Expand Printers
- Scroll the Programs menu

Each of these options can provide you with shortcuts to important functions in Windows 2000- take your time deciding which ones you'll use on your system.

Search...



The Search utility has been expanded to cover more than just looking for files and folders, you can now search the internet, e-mail and users on the network. It should be noted that some of the Search resources are hampered by how we do things at

Cal Poly. If we had an integrated network using Active Directory⁸ and Exchange 2000⁹ as our e-mail server, you would see a greatly enhanced search engine for both e-mail and user information. Further, you would be able to integrate that information into other resources such as databases, spreadsheets, etc.

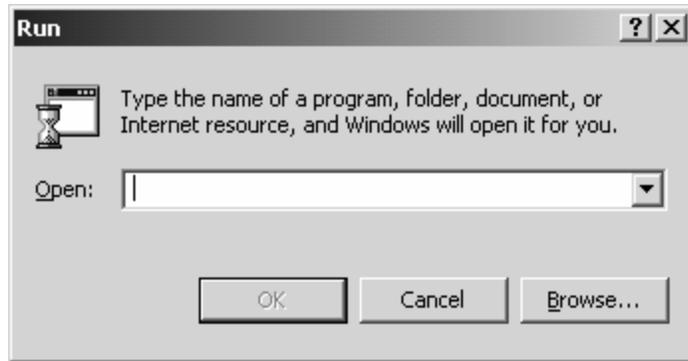
-
8. Active Directory is Microsoft's trademarked directory service, an integral part of the Windows 2000 architecture. Like other directory services, such as Novell Directory Services (NDS), Active Directory is a centralized and standardized system that automates network management of user data, security, and distributed resources, and enables interoperation with other directories. Active Directory is designed especially for distributed networking environments.
 9. Microsoft Exchange 2000 Server unites users with knowledge anytime, anywhere. Exchange 2000 is designed to meet the messaging and collaboration needs of small organizations, large distributed enterprises, and everything in between. Exchange 2000 is seamlessly integrated with the Microsoft Windows[®] 2000 operating system.

Help...



The help utility in Windows 2000 has also been enhanced to cover more topics with greater detail. Further, the help utility utilizes Internet connectivity to keep abreast of updates and added information resources so that your workstation is always informed of new help topics.

Run...



Allows you the ability to run a program as if from the command prompt

