Microsoft NT Workstation is an incredibly versatile graphical operating system that allows you to perform file-management tasks and run software applications.

Microsoft NT Workstation is one of the latest versions of Windows designed by Microsoft to enhance the productivity of your computer. Microsoft NT Workstation offers more attractive benefits than Windows 3.11, or even Windows 95.

One of the major benefits of Microsoft Windows NT is that it is a true 32-bit operating system, which means it is using the computer’s processor at its most efficient level, thus allowing the computer to perform at its optimum speed. Windows NT is also multi-tasking, which means that it can run more than one application at a time without stopping or pausing. Windows NT also allows you to connect to other computers and share information and finally, provides security that is unmatched in only allowing authorized users to access certain files, folders, applications and the network.
When you log in to the Windows NT Workstation, you will see the Windows desktop. The desktop is the Windows NT Workstation work environment, just like the desktop in your office is where you do your work.

On the desktop there are some objects that are designed to help you do your work.

- The **My Computer** object provides access to your computer's disk drives, the control panel, printers and network resources.

- The **Network Neighborhood** object provides access to shared resources on other computers, such as disk drives and printers.

- The **Recycle Bin** object is used for deleting documents and folders.
The taskbar, located at the bottom of the screen, contains the Start Menu Button and any minimized objects. The Taskbar serves as “homebase” and remains on the screen most of the time.

**The Start Menu:**

By pressing the Start Button on the Task bar, the Start Menu will appear.

You can choose any item from the Start Menu.

When choosing an item from the Start Menu, there will be many times you won’t have to click. If an item has a triangle (▲) associated with it, just “point” to that item and a sub-menu will appear automatically.

You can swiftly move through sub-menus just by pointing. Once you’ve found the item that you want to open, just “click” once. There is no need to double click.

**Programs** - this item gives access to the programs on your computer.

**Documents** - displays the last documents you have worked on.

**Settings** - gives you access to the Control Panel, shared Printers and Taskbar properties.
Find - this is a search program that will help you find files or folders on your hard drive or data drive and other computers on the network.

Help - this will give you access to the Help program.

Run - this will allow you to start a program from the data drive by typing in its path location.

Shut Down - allows you to shut down the computer, restart the computer, or close all programs and logon as a different user.

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**Working with Windows:**

When you open an object on the desktop a window will display.
The Control Menu Icon looks different depending on which window has been opened. The Menu Control Icon allows you to minimize, maximize, move, size, restore and close windows.

The Minimize Button allows you to keep programs and objects open, but not on the screen by placing them on the Taskbar.

The Maximize Button will enlarge a window so that it takes up the whole screen. It's good form to maximize any program that you are working in.

The Close Button is now located on the right side of the Title Bar. To close a window, simply click on the Close Button. The window will close and disappear from the Taskbar.

The Menu Bar allows you to choose commands and options to work within the window you have open.

The Status Bar will give you current information about the window you have open.

The Sizing Handle allows you to resize the window both vertically and horizontally at the same time.

**Moving and Sizing Windows:**

You can change the size of windows by placing the mouse pointer along any edge of the window until a double-headed arrow appears (↔). Click and hold and drag the border of the window in the direction to which you want to resize the window.

You can also resize windows by using the Sizing Handle in the bottom, right corner of the window. This Sizing Handle allows you to resize the window both vertically and horizontally at the same time.

To move a window, click and hold on the Title Bar of the window. You then can move the window anywhere around the desktop. Feel free to move the window anywhere you wish, there is no danger of moving the window too far out of reach.
You can also open multiple windows in Windows NT Workstation. Once you've opened a window, simply open another. Once you've opened more than one window, only one of the open windows will be “active”. The window that has the dark (or active) title bar is the active window.

To move between open windows:

1. You can click on the desired window to make it active.
2. You can “toggle” between the open windows by pressing Alt+Tab until the icon representing the window that you want appears, then let go of both keys.
3. You can minimize the ones you don’t want temporarily. Once you want to work in a minimized window, just click on the minimized window in the Taskbar and the window will restore itself.
4. You can also organize the windows on your desktop by Tiling or Cascading the windows.

To Tile or Cascade:

1. Right click on the Taskbar.
2. Choose Cascade, Tile Vertically or Tile Horizontally.
3. All the windows that were currently open on the desktop will be tiled or cascaded.
Changing Views in Windows:

You have the option of choosing between 4 different types of views per window.

1. **Large Icons** - displays the contents of a window with large icons.
2. **Small Icons** - displays the contents of a window with small icons.
3. **List** - displays the contents of a window with small icons lined up on the left side of the window.
4. **Details** - displays all available details about the contents of a window.
Small Icons:

List:

Details:
When you've opened a window in Windows NT Workstation, by default each icon that you double click on opens an additional separate window.

You can also close any of the windows and all others will stay open. For instance, in the above example, if we decided to close the My Computer Window, the Control Panel and Display Properties Windows would stay open.

Each window is independent of the others. Each view setting established works on a per window basis. For example, you can have one window display its contents in large icons and another window display its contents in the Detailed View.
Besides being able to change views within a window, you also have the option of displaying a toolbar in each window.

Toolbars are designed to offer you the same choices as a Menu Bar but usually carries out the commands faster.

By pointing to each button on the toolbar, a “tooltip” will appear telling you what that button does.

From a Toolbar you can move between folders, cut, copy and paste, delete and Undelete, and change views.

Toolbars are “off” by default in each window. To turn a Toolbar on choose View, Toolbar from the Menu Bar.

**Short Cuts:**

Short Cuts are icons that you place in convenient locations, such as on the desktop to provide quick access to documents, folders, printers, programs and anything else that you frequently use.

Short Cuts allows you to create a quick way to access certain items without having to hunt for where they are located or literally “move” those items to the desktop.
To create a Short Cut:

1. Open the window that contains the item for which you'd like to create a Short Cut. (You can't create short cuts from the Start Menu. You must have a window open that contains the icon for the item).
2. Size the window so that you can see the desktop behind it.
3. Click and hold on the icon with the right-mouse.
4. Drag icon to the desktop.
5. Let go of the mouse button.
6. Choose Create Shortcut(s) Here.

You will now have an icon on the desktop that has an arrow attached to it and the name of the icon may contain the word “shortcut”.

☛☛ Remember, a Short Cut is a link or pointer to the original object, not the actual object itself. The real object stays in its original location.

There are others ways to create Short Cuts:
1. Right click on Desktop.
2. Choose **New**.
3. Choose **Short Cut**
4. Type in the path location of the item you wish to make a Short Cut.
5. If you don't know the path, you can browse.

You can also create Short Cuts by copying & pasting or sometimes by just clicking on the icon with the left mouse and dragging to Desktop, although some items will be actually moved. **The safest method of creating Shortcuts is to use Right Mouse button to drag or copy & paste.**

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**Programs:**
Programs can be found from the Start Menu under Programs.

Remember when an item has an arrow to the right of it, just point to it. There is no need to click.

Under Programs you will find an Accessories Item. Under Accessories you will find Games, Notepad, Wordpad (the old Write program), and Paint (the old Paintbrush), plus others.

**Documents:**

The last documents that you have saved or edited will appear here. It’s a quick way to bring up a document that you work on a lot without having to first open the program, then the document.
Settings:

From Settings you can access the Control Panel, any shared Printers and the Taskbar Properties.

The Control Panel allows you to control the look and feel of your desktop. You can change colors of the screen, the function of the mouse, the date and time, plus much more.
The Taskbar Properties Window will allow you to change the look and feel of your Taskbar.

You can decide whether you want the Taskbar to always stay on top, auto hide, show small icons in the Start Menu, and/or show the clock.

By clicking on the Start Menu Programs tab, you can add & remove programs from your Start Menu and clear documents from the documents area of the Start Menu.

Wait!! Don't give up yet. You'll get it!! It'll get easier,...I promise.

I'm your friend! ☺☺☺☺
You can use the Find feature to quickly locate certain files, folders or even other networked computers.

To find a file, simply type in the name of the file, choose where to look for the file, then click Find Now.
Once you search for a file, the outcome of the search will appear at the bottom of the Find window.

You can open, copy or delete a file from the Find Window.

How are you doing?
Using Windows NT Explorer:

The Windows NT Explorer is similar to the File Manager from Windows 3.11.

The Explorer organizes your files and folders and can be used to move and copy documents and folders from one folder or disk to another.

With Windows NT the Explorer starts with the Desktop being at the top of the Directory Tree (instead of a data drive such as C:\ or A:\ as in Windows 3.11).

**Everything you see on the desktop on your screen in displayed under the Desktop from the Explorer window.**

To Open the Explorer:
1. Right click on Start Button. OR 1. Click on Start Button
2. Choose Explore. 2. Choose Programs
3. Choose Explorer.
From the Desktop, you then can follow directories to locate certain files or programs.

More than likely anything you are trying to locate will be under My Computer. From there you can decide which drive you need, then follow the directory structure until you find the desired file, folder or program.

Notice how I moved down the directory tree until I found the Windows NT Stuff folder, however the file that are listed on the right hand side are not the files that are stored in the Windows NT Stuff folder.

To view the contents of a folder, you must "click" on the folder (no need to double click). Once you've opened the folder, the contents of that folder are displayed on the right hand side.
You can tell that you have a folder open by noticing that the folder icon is open.

- means the sub-directories (sub-folders) are displayed for that folder.
+ means that object has sub-directories although not currently seen.

Creating folders in the Explorer:

As you begin creating documents in Windows NT, you might find it easier to locate your documents later on if you have them organized into folders. You can create folders on the desktop and within other folders.

To create a folder within the Explorer:

1. Select the desktop or open the folder that you want to add another folder under.
2. Choose File from the Menu Bar.
3. Choose New, then Folder.
4. An icon for a new folder will appear on the right side of the Explorer screen.
5. Type the name of the new folder.
6. Press Enter.
To create a folder from the Desktop:

1. Right click on the Desktop.
2. Choose New.
3. Click on Folder.
5. Type the name of the new folder.
6. Press Enter.

This new folder that you’ve created on the Desktop will now be under the Desktop within the Explorer.

Copying and Moving Files within Explorer:

To move a file:

1. Select the file or folder that you want to move.
2. Click and hold the left mouse button down.
3. Drag the file or folder to the desired folder or area in Explorer.
4. Let go of the mouse button.

The file should now be located where you moved it to and no longer displayed in the area where you moved it from.

To copy a file:

1. Select the file or folder that you want to copy.
2. Click and hold the left mouse button down.
3. Press and hold the Control Key on the keyboard.
4. Drag file or folder to the desired folder or area in Explorer.
5. Release the mouse button.
6. Release Control Key.

You can tell that the file or folder has been copied and not moved because the original file is in the same location that it was before, but a copy has now been placed in another location.
Another way to Move or Copy Files or Folders:

1. Select the file or folder you want to move or copy.
2. Choose Edit, Cut (or Copy) from Menu Bar.
3. Select the desired folder/area you want to move/copy the file or folder to.

When copying by dragging, you can also tell that you are copying when you see a plus sign (+) attached to the file that you are copying.

You can also move and copy of file or folder by clicking on the file with the Right Mouse Button.

To move or copy using the Right Mouse Button:

1. File the file or folder that you want to move or copy.
2. Click and hold on file with Right Mouse.
3. Drag to new location.
4. Let go of Right Mouse Button.
5. Choose either Move Here, Copy Here or Create Short Cut Here.

Sorting with Explorer:

Because folders can hold many items, it’s difficult sometimes to locate what file you need. The Explorer allows you to sort the contents of a folder in different ways to help organize the contents.

*To sort the contents of a folder, it’s best to be in Details View.

To Sort the contents of a folder:

1. Make sure you are in Details View (Choose View, Details from Menu Bar).
2. At the top of the contents there are headers: name, size, type, modified, and attributes.
3. If you click on any of the headers, the contents will be sorted by that header in ascending order (A-Z). If you click again, the contents will be in reverse order.

With the ability to sort files, it’s very easy to sort files alphabetically, or by date last modified, or by size, etc.
Using Help:

When working with Windows NT, you have access to an on-line help system. You can access Help from the desktop by pressing the F1 key (help key) or by choosing Help from the Start Menu.

Help gives you three options: Contents, Index, and Find.

Contents: is like the index of what’s available in the Help system.
Index: is similar to a dictionary. Type in the word that you are looking for or choose one from the list, then choose Display.
Find: will create a database of words to find help on.

*Of the three options, Index is used the most often.*
Also on some windows, you have access to help by clicking on the question mark in the upper right corner on the window...

and then clicking on the item on which you need help. A small window will appear giving helpful information.

Using the Recycle Bin:

The Recycle Bin can be thought of as your Recycle basket in your office.

When you want to delete an object just place it in the Recycle Bin.
The Recycle Bin will hold all deleted items until you tell it to delete the items it has collected or until the objects in the Recycle Bin take up more than 10% of your hard drive space.

To delete any item:

1. Select the item.
2. Press Delete on the keyboard.
3. Say Yes when asked do you want to delete this item.

That item has now been put in the Recycle Bin. You'll notice that the icon now looks full. When there are items in the Recycle Bin, the bin will be full of paper. If there is nothing in the Recycle Bin, the bin will be empty.

You can also put items in the Recycle Bin by dragging the icons you want to delete to the Recycle Bin icon.

You can also move items to the Recycle Bin by highlighting the icon, pressing your Right Mouse Button and choosing Delete.

If you've put something in the Recycle Bin by accident and want to remove the item from the Recycle Bin:

1. Open the Recycle Bin.
2. Select the item you want to restore.
3. Choose File, Restore.
4. Close the Recycle Bin.

The item has now been restored to where it was before you put it in the Recycle Bin.
WARNING!!! WARNING!!! WARNING!!! WARNING!!!

Items that you are deleting from a floppy disk (A:\ or B:\) or from any Network Drive (N:\, O:\, P:\, etc.) DO NOT go to the Recycle Bin! They are permanently deleted and you can not get them back.

Only items from the hard drive (C:\) go into the Recycle Bin.

To purge items from the Recycle Bin:

1. Open Recycle Bin.
2. Choose File, Empty Recycle Bin.

All the items in the Recycle Bin will be purged from your system. There is no undelete once items have been truly deleted.

Logging Off:

Once you are through working for the day and want to turn off your computer, you must log off the computer in the proper manner.

Windows NT Workstation has a specific way in which it closes down programs and windows. By logging off the system correctly, you are allowing Windows NT Workstation to do it’s proper close down procedure which ensures that everything will be in the right place once you log back on again.

Logging off improperly may eventually cause system problems.

To Log off:

1. Close all open Windows.
2. Choose Start from the Taskbar.
3. Choose Shut Down.
From the Shut Down Window, you have three options:

You can shut down the computer, restart the computer, or close all programs and log in as a different user.

Once you’ve chosen any of these options, the system will ask you to log in again once you start windows again.