Getting Started with Windows XP and WebCT
ES 036: Programming Fundamentals
Fall 2007

This prepatory material contains instructions for:
- ***The Windows XP Desktop***
- ***Using Internet Explorer***

You may wish to refer back to these instructions from subsequent labs.
Upon completion of this lab, you should be able to:
- Do basic operations in the Windows XP operating system environment
- Start Internet Explorer (IE), navigate the Internet using IE
- Find the ES036 web page, and find the Lab notes and sample programs

Part A: Write the answers to the following questions
(this is for your information only; the answers do not need to be submitted):
1. Every student has a Personal Computer Account, assigned by ITS (Information Technology Services). Your **account name** is issued to you in your registration kit. What is your account name, as given to you by ITS? (For example, for a student named Wes Tern, the account name is probably something like *wtern*.) You will also need to know your **password**. (DO **NOT** WRITE YOUR PASSWORD HERE!)
2. Your UWO **email address** is of the form `your_account_name@uwo.ca`. What is your UWO email address? (For example, Wes' email address here would be `wtern@uwo.ca`.)
   Our only "address" contact with you as a student is through your UWO email address, so it is important that you check your email on UWO address regularly.
3. What is the email address of your professor? (Hint: it's in the course outline.)
4. What is your Lab Section number? (It may be important that you know in which Lab Section you are registered, since some marks for ES036 will be recorded by Lab. If you have any questions about your marks, you may have to supply the correct Lab Section.)
5. What is/are the name(s) of your Lab TAs (Teaching Assistants)?

Part B: Introduction to Windows XP
Recall that *Programming Fundamentals* is an introductory course, and has no prerequisites. Previous experience with computers is not assumed. Therefore, a few introductory remarks about the Windows XP operating system are made here. It may be the case that you are already familiar with the Windows operating systems. First, however, you must be able to log on to the system. These instructions are as follows.

Microsoft **Windows XP** is an example of what is called a GUI (Graphical User Interface) operating system. Other examples of GUI operating systems include Linux with X windows, and

Macintosh OS X. The chief design feature of these operating systems is that they can be used by manipulating a mouse to click on **icons** (small pictures that represent various tasks).

Note: Do not allow other people to use your account.

1. Press *__Ctrl__, __Alt__,* and *__Delete__* keys simultaneously. The *__Ctrl__* (Control) and *__Alt__* keys can be found at the bottom of the keyboard, on either side of the space bar. The *__Delete__* or *__Del__* key can be found in the cluster of six keys just above the group of four arrow keys on the keyboard.

2. A box may appear indicating that only authorized users are permitted to log in. Click on *OK* with the left mouse button (or hit the *Enter* key) if such a box appears

3. The Logon Information **dialogue box** will appear. It will ask for a User Name and a Password. Type your User Name, press the *Tab* key and then type in your password, EXACTLY as they were given to you. Note that uppercase and lowercase count as different letters. Click on *OK* (or hit the *Enter* key). **Note**: If your User Name and/or Password do not seem to work, check to see if the "Caps Lock" light (at the top right side of the keyboard) is illuminated. If it is, press the *Caps Lock* key on the left side of the keyboard to turn the light off. Try logging on again. If you are repeating this course, an old password will no longer be in effect.

4. Once you have entered the User Name and Password correctly, the computer will grant you access to the system.

Changing your Password in the Engineering Building:

If the password on your account is currently your student number, you need to change your password immediately. You may also elect to change your password at any time in the future. You should select a password that is meaningful to you so that you can easily remember it, but make it one that others cannot easily guess.

1. Press *Ctrl, Alt,* and *Delete* keys simultaneously (the same ones you use to log on.)
2. A dialogue box will pop up. Click with the left mouse button on *Change Password.*
3. Another dialogue box will appear; it will ask you for your *Old Password*. Type your old password and then hit the *Tab* key.
4. Then type your new password in the *New Password* box, hit *Tab*, and type your new password again (in the *Confirm New Password* box).
5. Click on *OK*. Your password has now been changed.

The Windows XP Desktop

1. You should now be at the Windows XP **desktop**, a blue screen with a series of **icons** running down the left side of the screen. At the bottom of the screen should be a gray bar with the time of day on the right side and a **button** (box) labeled *Start* on the left side. This bar is called the **task bar**, and it will provide you with a quick way to switch between running programs.

2. **The Mouse**: when you move the mouse, the **mouse pointer** (a white arrow) will move on the screen. Try moving it around, to get the feel of it.

3. **Mouse Buttons**: the **left mouse button** and **right mouse button** have different functions:
   - to **select** an item: **single click** on the **left** mouse button
   - to **activate** something: **double-click** (click twice, quickly) on the **left** mouse button,
   - to bring up a menu of available **options:** single click on the **right** mouse button.

The word **click** by itself usually refers to single-clicking with the left mouse button. Move the mouse pointer to the *Start* button at the bottom left corner of the screen, and click on this button with the left mouse button. Then click on the **MyComputer** option. This activates the *MyComputer* **window**, which should **open** on your screen. At the same time, a button labeled *MyComputer* should appear in the task bar at the bottom of your screen.

4. Examine the window you just opened. In the top right corner, there are three buttons. What happens when you click on each of them? (**Note:** You may have to reopen the *My Computer* window after clicking on some of these.)

What you click on	What happens when you click on it?
Button with a line	This is called **minimizing** the window to get the window back, click on its button in the task bar.
Button with a box	This is called **maximizing** the window to make it smaller again, click on the button with two boxes
Button with an X	This is called **closing** the window
Button with two boxes (When did this button first appear?)	

5. Move the mouse pointer to the **title bar** (the blue area at the top) of the window that you have opened, and click AND HOLD the left mouse button. Now what happens when you move the mouse?

6. Move the window back to where it started. Now, double-click on the icon within this window labeled H**:** The window for H: will replace the *My Computer* window. To get the *My Computer* window back on the screen, click on *Back* in the gray area at the top of the H*:* window.

7. **Close** the window that is open (by clicking on the *X* in the top right corner of the window).

The Start Button

1. The Start button on the task bar at the bottom of the screen provides access to most of the functions of the computer. Click on the Start button. A small menu will appear above the task bar.

2. Note that some items in this menu have a small black triangle beside them. Slowly move the mouse up and down the menu, without clicking on anything. What happens when the mouse moves over the items with triangles beside them?

3. Click again on the Start button (or anywhere outside the menu) to close this menu.

Network Disk Area

Each ES036 student has a network disk area associated with their account which is accessible as drive H: You should use this disk area to store labs and assignments as you are working on them. Do not store your labs or assignments on the C drive on the computer you are using as files stored in this location can be viewed by anyone who uses the computer at a later time.

Part C: Introduction to the World Wide Web using IE

The World Wide Web is an interface to an information network spanning most of the world. Universities, colleges, and many business and other concerns now have a presence on the "Web." To see documents posted on the World Wide Web, you will need a computer that is connected to

the **internet** and equipped with a **web browser**. Two popular browsers are Netscape Navigator and Microsoft Internet Explorer. For purposes of this Lab, we will use **Internet Explorer (IE).**

Using Internet Explorer (IE)

1. Close all open windows on the Windows XP desktop. You should see an icon for Internet Explorer (a lower case e with a ring around it) in the row of icons, on the left side of the screen. If it is not present on your desktop, click on the Start button and look for the icon in this menu. Double click on this icon to open IE. Maximize the IE window. Near the top of the IE window is a text box labeled Address. Here, you will enter the address (or URL, for Universal Resource Locator) of any web page you wish to visit. You can recognize web addresses, because they usually start with either "http://" or "www."
2. In the IE window, click within the Address text box, and delete what is already there (with the BackSpace key). Then type the URL of the web page that you wish to access, for example the ES036 web page: www.uwo.ca and hit Enter.

The ES036 Web Page

The ES036 web page located at http://webct.uwo.ca/ has a variety of information about the course including information for contacting your instructor, important announcements about the course and a variety of course and lab materials. This is a secure website and you need to log in to this site. Here are the steps to get into the site and get all your course information.

1. Type the URL of the course web page (http://webct.uwo.ca/) in the IE address box and hit Enter. A new window as shown in the following page will be displayed.
2. Click on to the **The University of Western Ontario** button.
3. A separate window can display a security alert; press OK to proceed.
4. You may get another security alert window; press YES to work on the log-in window (that says Welcome), shown on the top-left corner of the screen.
5. Type in your user name and password and hit OK to log yourself in.
6. In this process you may get another security alert and press YES to it.
7. For the next popup window press CANCEL.
8. Press on the ENGSCI 036A link to get into your course site.
9. On this site you will find three different links: ***Register Your Clicker for Engineering 036***, *Notes* and ***Labs and Projects***.
10. Follow the ***Labs and Projects*** link to get to the ***Lab1*** link. (Your to-date notes are available under the *Notes* link.
11. Click on ***Lab Orientation*** link to access all lab related information such as code, lab handouts, pre-labs etc which will be available on the left column of the screen.
12. Press the appropriate link of your choice to download the files.
13. To save the source code for MyFirstProgram_v1.cpp on your diskette, Right click on MyFirstProgram_v1.cpp link and select (i.e., click on) Save Target As... (if you left-click on this link, it will display the file on your browser)
14. A **Save As** dialogue window will appear. From time to time, you may wish to save a file to your network disk area (H:). To do this, select My Computer from the left margin, and double-click H:
15. Once you are in your network disk area, create a new folder by clicking the icon beside the **Save In** dialogue box (folder with the red star) and provide a meaningful name.

16. If necessary, you can change the name of the folder again by right clicking on the folder and selecting **Rename**. Type the new name for the folder and hit Enter.
17. Save this sample program in the directory you just created on your network disk area by clicking the **Save** button.
18. Close the Download Complete window.
19. In Part A of "Lab Orientation" you will compile and run the program, MyFirstProgram_v1.cpp, just downloaded to your disk area.

Temporary ES036 Web Page
The temporary ES036 web page located at http://instruct.uwo.ca/engin-sc/es036/. To download any file that is on this site, right-click on the link and select "save target as". Rest is the same as steps 14 and 15 above.

Printing Lab Notes from the ES036 Web Page
Lab notes and lecture notes are both printed in the same manner.
1. Navigate to the page of notes on WebCT Vista course area you wish to print using IE.
2. Once you have reached the desired page, click on the file menu in the menu bar at the top of the window.
3. Select the print option.
4. Select OK in the print dialogue box.

Note that it may be necessary to purchase print credits on the engineering network before you are able to print any notes.

The ITS (Information Technology Services) Web Site
1. Go to the web site for ITS (Information Technology Services), which is at www.uwo.ca/its
2. Notice that ITS has information on accessing your account, sending email, forwarding email, etc. It is not wise to forward your UWO email to another account as any problems with an outside email account may cause you to miss important email from the university.