

# Intermediate Applications of Windows 2000

Finding Files, Folders, and Programs.....	1
Exercise 1: Searching .....	6
Understanding Shortcuts.....	7
“Shortcut Way” of Creating Shortcuts Using the Search Window .....	7
Alternative Way of Creating Shortcuts .....	8
Renaming Shortcuts .....	8
Deleting Shortcuts.....	9
Exercise 2: Shortcuts .....	10
Customizing the Start Menu .....	11
Adding Shortcuts.....	11
Adding Folders.....	14
Removing Shortcuts.....	15
Removing Folders.....	15
Exercise 3: Folders.....	16
The Task List.....	17
Close Program (Windows Security).....	18
Installing/Uninstalling Programs .....	19
Installing a Program With a CD Using the Quick Method.....	19
Installing a Program With a CD Using the Add/Remove Programs Method.....	20
Installing a Program With a Floppy Disk .....	20
Uninstalling a Program Using the Add/Remove Programs Method.....	21
Creating a Boot Disk (Also Known as a Start-Up Disk) .....	22
Creating an Emergency Repair Disk .....	23
System Maintenance .....	24
ScanDisk.....	24
Scanning Disks for Errors .....	24
Disk Defragmenter .....	25
Checking Disk Properties.....	26
Scheduling Tasks.....	26
Windows 2000 Help .....	29
Exercise 4: Using System Maintenance Features .....	30

Print Screen .....	31
Exercise 5: Print Screen.....	32
Using the Clipboard – Optional Topic.....	33
The Clipboard .....	33
Using the Clipboard to Share Data Between Applications .....	33
Appendix A – Backup and Restore .....	34