Part 1 Instructions

Using System Information in Windows XP to Examine Your Student PC

Set up Student PC
1. Use the cables from the KVM switch and hook them up to your Student PC desktop. Make sure you connect the following:
    a. monitor, keyboard, mouse
    b. You will need a power cable (in the box on the table near the door)
2. Turn your computer on.

Use Screen Capture to Save System Information
1. Right-click the **My Computer** icon in the **Start Menu** and select **Properties** on the shortcut menu.

   The CPU information is listed in this dialog box. One quick and easy way to get a hard copy of a screen is to use Word. Follow these directions to print to the screen.

2. Press **Alt+PrintScreen** keys. This puts the active window screen capture on your Windows Clipboard.
3. Open Wordpad.
    a. Type your name at the top of the new document. Hit the ENTER key twice, so you have a blank line after your name.
    b. Type **Ctl+v** to paste the contents of the Clipboard into the Wordpad document..
    c. SAVE this file to your flash drive.
        i. Filename = Computer Name (example: Student PC -22)
4. From your Lab PC
    a. Connect your flash drive to the Lab PC.
    b. Open the Word document you just saved on your flash drive.
    c. To create a PDF file, you will use the printer dialog.To print the page, click **File – Print.** Select "**Adobe PDF"** in the printer dialog box.
    d. Save the PDF file to your flash drive.
    e. Email the PDF file to me by sending it as an attachment.

Part 2 Instructions

Using Windows Keyboard Shortcuts on your Student PC
Practice using the keyboard in case you must troubleshoot a system when the mouse does not work.

Shut down and disconnect mouse, then start up Student PC
1. Shut down your Student PC.
2. Use the cables from the KVM switch and hook them up to your Student PC desktop. Make sure you connect **ONLY the monitor and keyboard**
3. Turn your computer on.

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Part 1 Activity

Answer the following questions about your Student PC:

1. What OS is installed? _____

2. What is the version number of the operating system? _____

3. Who is the system registered to? _____

4. What type of CPU is your system built around? _____

5. How much RAM is installed in your System? _____

Part 2 Activity

Use Shortcut Keys
Try the combinations listed in the table below and record the result of each key combination in the Result column. (Close each window you open before proceeding to the next key combination.)

Key or key combination	Result
Windows logo	
Windows logo +E	
Windows logo +F	
Windows logo +R	
Windows logo +Break	
Windows logo +M This only works if you have other windows open on the desktop	

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Consult Appendix B on pages 1234 and 1235 of your textbook for a list of shortcut keys that you will use to answer the following questions.

1. Open Device Manager and view resources for the mouse. What status does Device

    Manager report about the mouse? _____

2. According to Windows Explorer, how much space is available on the hard drive?

    _____

3. What key is universally used to launch Help?

    _____

4.   How many Windows logo keys are usually included on an enhanced keyboard?
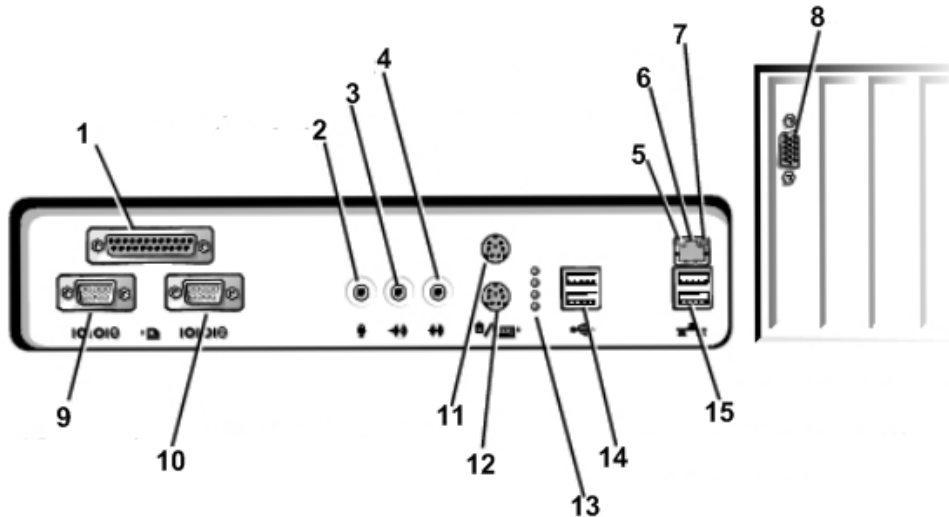
    _____

5. What shortcut combination can you use to paste a block of text?

    _____

6. What key combination can you use to switch between open applications?

    _____

7. Is it possible to open the Start menu by pressing only one key?

    _____

Part 3 Activity

   Port Identification Exercise

Identify the Ports on the back of the Dell GX400. You may use the manual for reference. Look in the User's Guide and click on the link "**Back View of Your Computer** "

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____