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# Lab 6A: Customizing the Desktop

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## Objectives

After completing this lab, you will be able to:

- Configure the Desktop
- Configure desktop properties.
- Customize **Start** menus.
- Modify the location of My Documents folder.

## Prerequisites

Before working on this lab, you must have:

- Knowledge about the difference between a workgroup and a domain.
- Network access to a computer running Microsoft® Windows® 2000 Server configured as a primary domain controller.

## Lab Setup

To complete this lab, you need the following:

- A computer running Microsoft Windows XP Professional operating in a domain.
- Access to a computer running Windows 2000 Server configured as a domain controller.

## Scenario

You are responsible for supporting a department of users whose computers have just been upgraded to Windows XP Professional. A number of users would prefer to use a desktop display similar to what they used in Microsoft Windows 98. Other users want to change their wallpaper and other desktop settings. You are going to show them how to change their desktop display to the desired configurations.

**Estimated time to complete this lab: 30 minutes**


## Exercise 1

### Configuring Active Desktop

In this exercise, you will configure the Microsoft Active Desktop® interface item.

#### Scenario

You have been asked by some of the users that you support to help them change their desktop background and other settings on their computers running Windows XP Professional.

| Tasks   | Detailed steps   |
|---|--|
| 1. Log on to the domain as <b>DomUserxxx</b> (where <b>xxx</b> is the first three letters of your computer name), with a password of <b>dopass</b> .<br>Change the Desktop Background | <ol style="list-style-type: none"> <li>Log on to the domain as <b>DomUserxxx</b> (where <b>xxx</b> is the first 3 letters of your computer name) with a password of <b>dopass</b>.</li> <li>Right-click the desktop, and then click <b>Properties</b>.</li> <li>The <b>Display Properties</b> dialog box. You can choose which themes, desktop, screen saver, appearance, and settings that you want.</li> <li>On the <b>Display Properties</b> page, click <b>Themes</b>.<br/>  <i>Themes are predefined background and group of sounds, icons and other elements to help you personalize the computer easily and quickly</i> </li> <li>On the <b>Display Properties</b> page, click <b>Desktop</b>, select the <b>Desktop Background</b> that you want, and then click <b>Apply</b>.</li> </ol> |
| 2. Change the desktop appearance and settings.  | <ol style="list-style-type: none"> <li>On the <b>Display Properties</b> page, click <b>Appearance</b>. This is where you can change how the windows and buttons display, the color scheme, and font size.</li> <li>Under <b>Windows and buttons</b>, select <b>Windows Classic Style</b>. You can now choose from different Color settings.</li> <li>Choose the appearance settings that you want, and then click <b>Apply</b>.</li> <li>Click <b>Settings</b>. You can change the screen size, colors, troubleshoot display problems, and configure advanced settings.</li> <li>Verify that the screen area is 800 by 600 pixels.</li> <li>Change <b>Windows and Buttons</b> to <b>Windows XP style</b>.</li> <li>Click <b>OK</b> to close the <b>Display Properties</b> sheet.</li> </ol>  |





## Exercise 2


### Customizing Start Menus

In this exercise, you will customize **Start** menus on users' computers.

#### Scenario

You have been asked by some of the users that you support to help them change the **Start** menus on their computers running Windows XP Professional.

| Tasks   | Detailed steps  |
|---|---|
| 1. Change the <b>Start</b> to Windows   | <ol style="list-style-type: none"> <li>Right-click <b>Start</b>, and then click <b>Properties</b>.</li> <li>On the <b>Taskbar and Start Menu Properties</b>, click <b>Classic Start Menu</b>, and then click <b>OK</b>.</li> <li>Click <b>Start</b>, the <b>Classic Windows Start</b> menu appears.</li> <li>Right-click <b>Start</b>, and then click <b>Properties</b>, and then click <b>Customize</b>.<br/>  <i>On the <b>Customize Classic Start Menu</b> page, you can change items that appear on the <b>Start</b> menu, and add items that you can expand automatically by moving the cursor over that item. You can also add items to your <b>Start</b> menu.</i> </li> <li>Click <b>Cancel</b>, to close the <b>Customize Classic Start Menu</b> sheet,</li> </ol>  |
| 2. Change the simple <b>Start</b> menu.   | <ol style="list-style-type: none"> <li>From <b>Taskbar and Start Menu Properties</b>, click <b>Start Menu</b>, and then click <b>Customize</b>.<br/>  <i>On the <b>Customize Start Menu</b> sheet, you can specify icon size, the number of programs displayed on the <b>Start</b> menu, and the default Internet browser, and E-mail application.</i> </li> <li>From the <b>Customize Start Menu</b> sheet, click <b>Advanced</b>.<br/>  <i>On the <b>Advanced</b> tab, you can specify the items that you want displayed on the <b>Start</b> menu, and whether you want the most recently used documents displayed.</i> </li> <li>In the <b>Start</b> menu items list, select <b>My Network Places</b> in the <b>Show these items on the Start menu</b> options.</li> <li>Click <b>OK</b> to return to <b>Taskbar and Start Menu Properties</b> sheet, and then click <b>Taskbar</b>.</li> <li>On the <b>Taskbar</b> tab, you can specify the appearance and settings for the taskbar, configure the desired taskbar settings, and then click <b>OK</b>.</li> <li>Right-click <b>Start</b>, and then click <b>Explore</b>.</li> <li>Windows Explorer opens and displays the contents of your <b>Start</b> Menu folder.</li> </ol> |
|  <b>Note:</b> By clicking <b>Explore</b> , it opens your user account in the <b>Documents and Settings</b> folder, and opens your user's <b>Start</b> Menu folder. Notice though all users that have an account on the computer are listed under <b>Documents and Settings</b> . |   |

| Tasks                                    | Detailed steps  |
|--|---|
| 2. (continued)                           | <p><b>h.</b> Close Windows Explorer.</p>  |
| 3. Change the desktop to hide all icons. | <p><b>a.</b> Right-click the desktop, click <b>Arrange Icons By</b>, and then click <b>Show Desktop Items</b>.</p> <p> <i>All items that were displayed on your desktop are now hidden.</i></p> <p><b>b.</b> To restore the display of the items on the desktop, right click the desktop, click <b>Arrange Icons By</b>, and then click <b>Show Desktop Items</b>.</p> |



## Exercise 3

### Modifying the Location of My Documents Folder

In this exercise, you will modify the location of My Documents folder.

#### Scenario

The department that you support has just received new computers running Windows XP Professional. The standard policy for the entire organization is for users to store documents and files on servers so that all work is backed up on a regular basis. You must now modify the location of the My Documents folder to a shared folder that is located on a server running Windows 2000 Server.

| Tasks   | Detailed steps   |
|---|--|
| 1. Modify the location of My Documents to a shared folder on London   | <ol style="list-style-type: none"> <li>Click <b>Start</b>, right-click <b>My Documents</b>, and then click <b>Properties</b>.</li> <li>On the <b>My Documents Properties</b> sheet, click <b>Move</b>.</li> <li>On the <b>Select a Destination</b> page, expand <b>My Network Places</b>, expand <b>Entire Network</b>, expand <b>Microsoft Windows Network</b>, expand <b>NWTraders</b>, expand <b>London</b>.</li> <li>Click <b>Home</b>, and then click <b>Make New Folder</b>.</li> <li>Name the new folder <b>DomUserxxx</b> (where <b>xxx</b> is the first three letters of your computer name), and then click <b>OK</b>.</li> <li>On the <b>My Documents Properties</b> sheet, click <b>OK</b>.</li> <li>When the <b>Move Documents</b> message box appears, click <b>Yes</b>.</li> </ol>  |
| 2. Create a WordPad document and save it to My Documents folder. You will then verify the location of the My Documents folder.. | <ol style="list-style-type: none"> <li>Click <b>Start</b>, click <b>All Programs</b>, click <b>Accessories</b>, and then click <b>WordPad</b>.</li> <li>Type some text in the WordPad document, <b>File</b>, click <b>Save</b>.<br/>  <i>Save As dialog box appears you are saving the file to the default folder location of My Documents.</i> </li> <li>In the <b>File Name</b> box, type <b>My Documents Location</b>, and then click <b>Save</b>.</li> <li>Close WordPad.</li> <li>Click <b>Start</b>, and then click <b>My Computer</b>.</li> <li>Under <b>Other Places</b>, click <b>My Documents</b> you will see the WordPad document.</li> <li>Under <b>Other Places</b>, click <b>My Network Places</b>, click <b>Entire Network</b>, in the detail pane double-click <b>Microsoft Windows Network</b>, double-click <b>NWTraders</b>, double-click <b>London</b>, double-click <b>Home</b>, double-click <b>DomUserxxx</b> (where <b>xxx</b> is the first three letters of your computer name).<br/>  <i>You will see the same WordPad document you saw when you clicked on My Documents.</i> </li> <li>Close all open windows, and log off.</li> </ol> |

