1) Download Ubuntu DVD image.
2) Download Virtualbox for your operating system
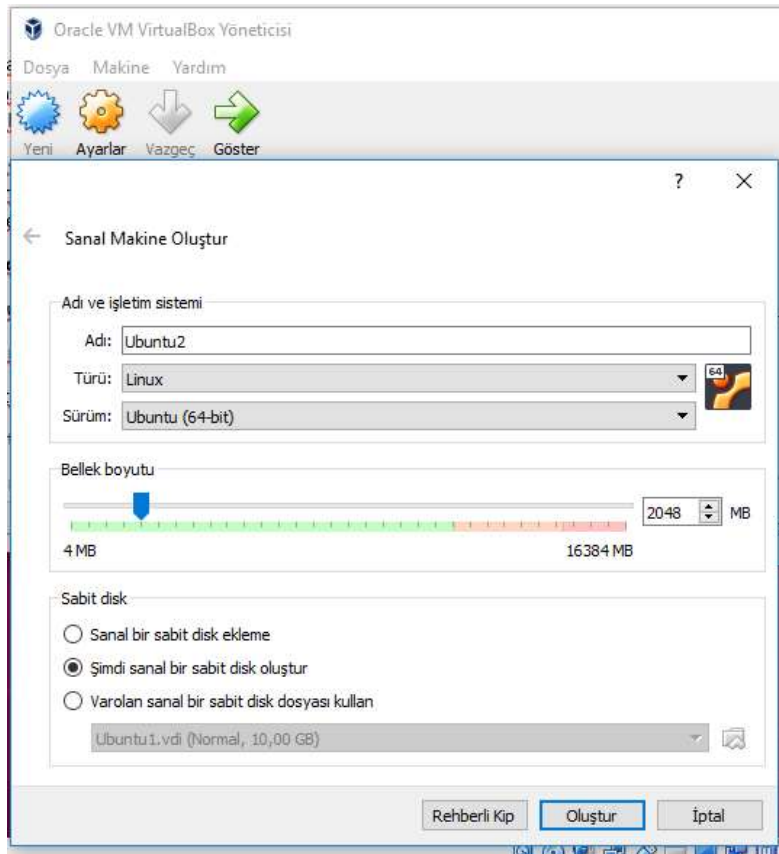
https://www.virtualbox.org/wiki/Downloads

3) Once you download and install virtualbox, Click New
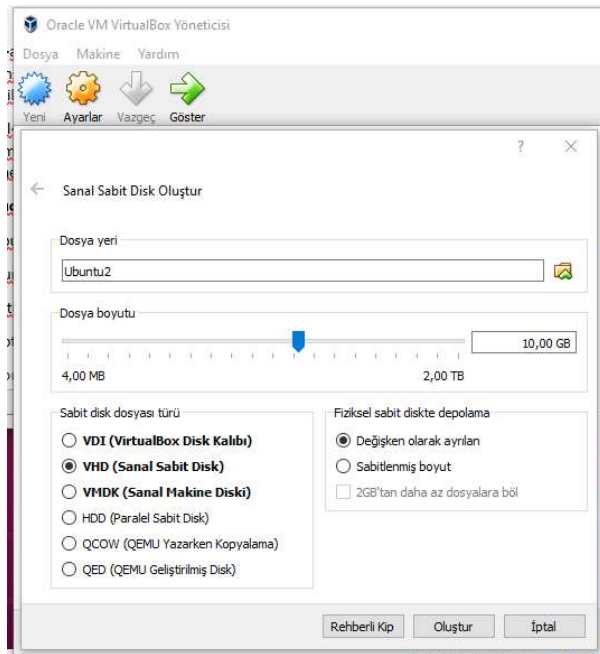4) At bottom of the Create Virtual Machine window, select Expert Mode.

If you don't see Expet Mode next to Create at the Bottom, (you will see guided mode

in this case) you are already in Expert mode.

5) Give it a name. If name includes Ubuntu, it will automatically choose the operating system

as Linux. If you give it a different name, pick your operating system as Linux manually. If you downloaded 64bit Ubuntu, Select Linux 64bit.

6) Adjust the memory. I advise 1GB-2GB memory (at least 512MB).
7) Then choose "Create a new virtual hard drive
8) Click Create

9) Set a reasonable HDD size
10) Set the type as VHD
11) Press create.

12) Before you boot for the first time, go to SETTINGS
13) Under General, Select the "Advanced Tab" and Allow 2 way access to Clip Board and Drag and Drop file transfer. This will allow you to move your files back and forth between the Host and Virtual Machine.

IF YOU DON'T TURN CLIPBOARD and DRAG&DROP AT THIS POINT AND TRY TO DO IT AFTER THE FIRST BOOT, IT CAUSES PROBLEMS. DO THIS BEFORE THE FIRST BOOT.

14) Go to system Tab. You will see that Floppy is the first boot device, deselect Floppy and Network and move them to the bottom of the list. Move Optical drive to the top.
15) Load the Ubuntu DVD image you downloaded to the optical drive.
16) Go to Display and assign at least 128MB Video Memory
17) Go to Network and select Host-only Adapter and click on Cable Connected
18) Now you can boot the Device. Either by double cklicking its name or clicking on the Big Green Arrow.
19) When the machine boots, it will run the Ubuntu installation from the DVD image.
20) If the mouse does not work at this step. You can use TAB and Space to complete the Ubuntu setup. Alternatively, Right click on the mouse icon at the bottom of the screen and disable Mouse Integration. Mouse integration is a useful feature that allows the Mouse to shift between virtual machine and the original desktop automatically. But, it will not work at this stage. When you disable it, you can manually shift between the 2 desktops. Now your mouse will work in your virtual XP window if you click on the Virtual Ubuntu window or click "CTRL" button on the right side of your keyboard.
If you click Right CTRL again, you will take your mouse back to your actual PC. If you see a dialog box, just click capture and mouse will work.
21) When you complete the Ubuntu installation, restart the machine. If your screen is completely black. Press Right CTRL + R to restart the virtual Ubuntu.
22) If you press Right CTRL + R, your system reboots.
23) If you press Right CTRL + H, your system shuts down.