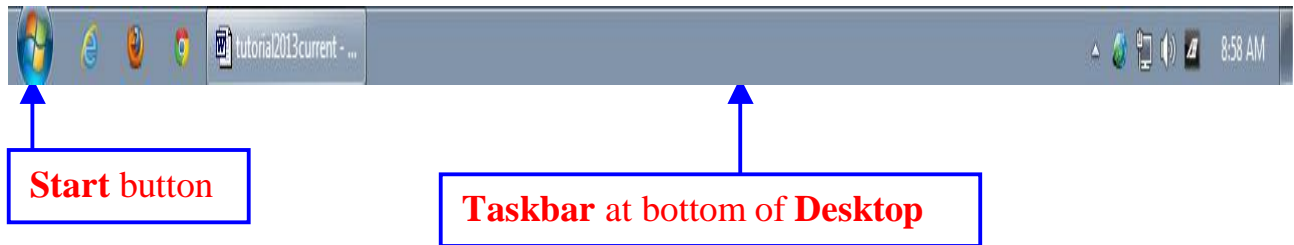


# 1. WINDOWS BASICS

Although the following was produced on a PC running on a Windows 7 operating system, generally the content will apply similar in Vista or Windows XP as well.

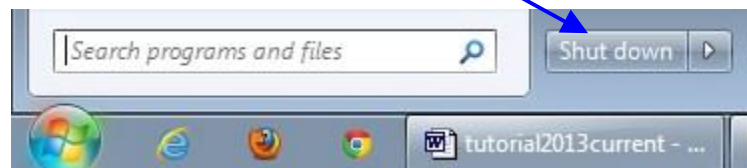
## A. Starting & Exiting Windows:

**Starting:** When the computer is switched on it boots up and starts Windows automatically. When you see the Desktop with several program Icons and the Taskbar at the bottom sitting there waiting for you, then it's your turn to do something with the computer. The mouse pointer will usually be an arrow pointing to the 11 o'clock position.

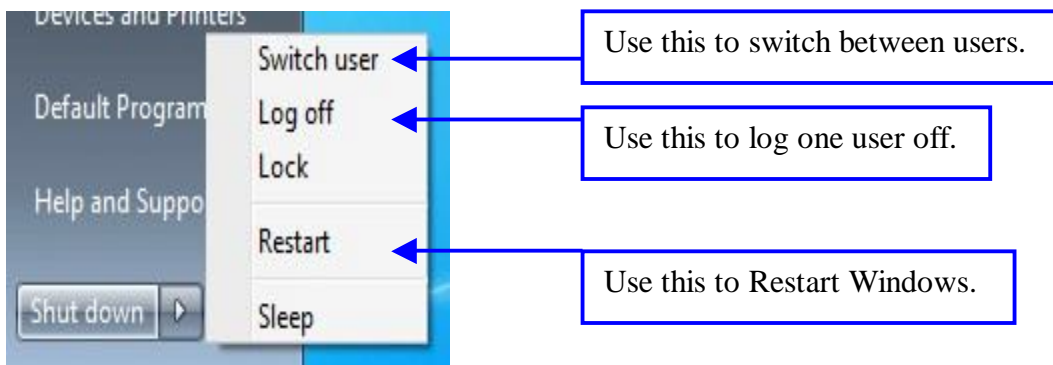


**Exiting:** After closing all running program windows, the proper shutdown steps are as follows:

1. Click **Start** button.
2. Click on **Shut down** button.
3. Now turn off the power bar (if you want to use it as the main switch) or turn off the monitor.



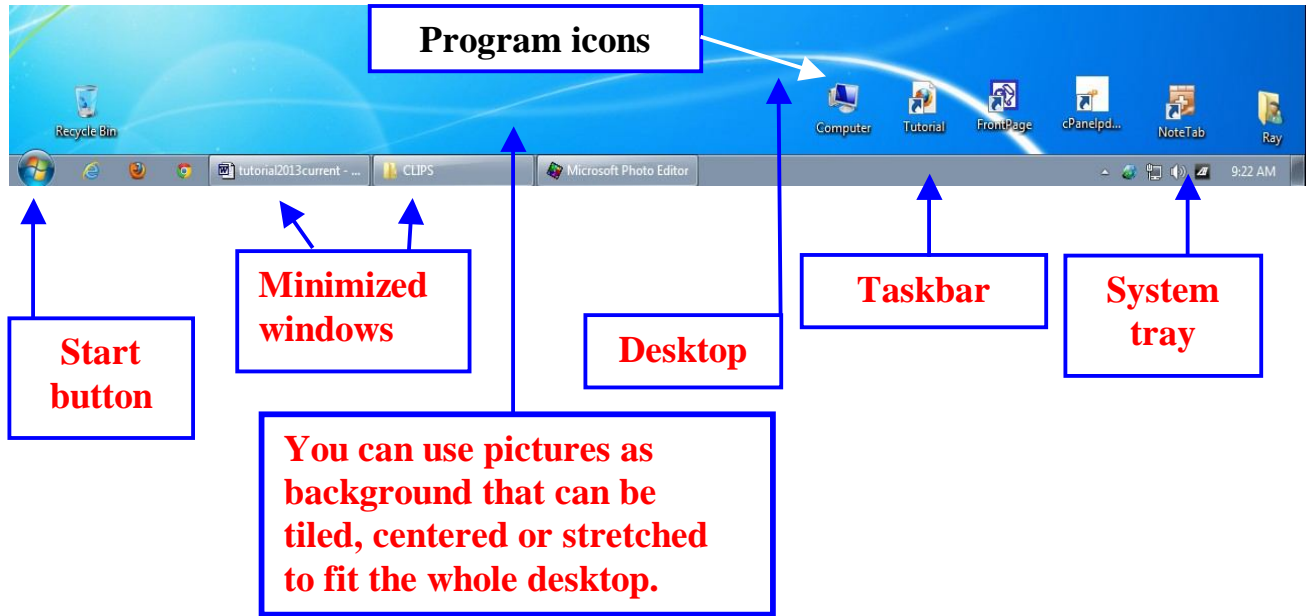
4. Other functions are available on the pop-out menu when you click on the arrow to the right of the Shut down button.



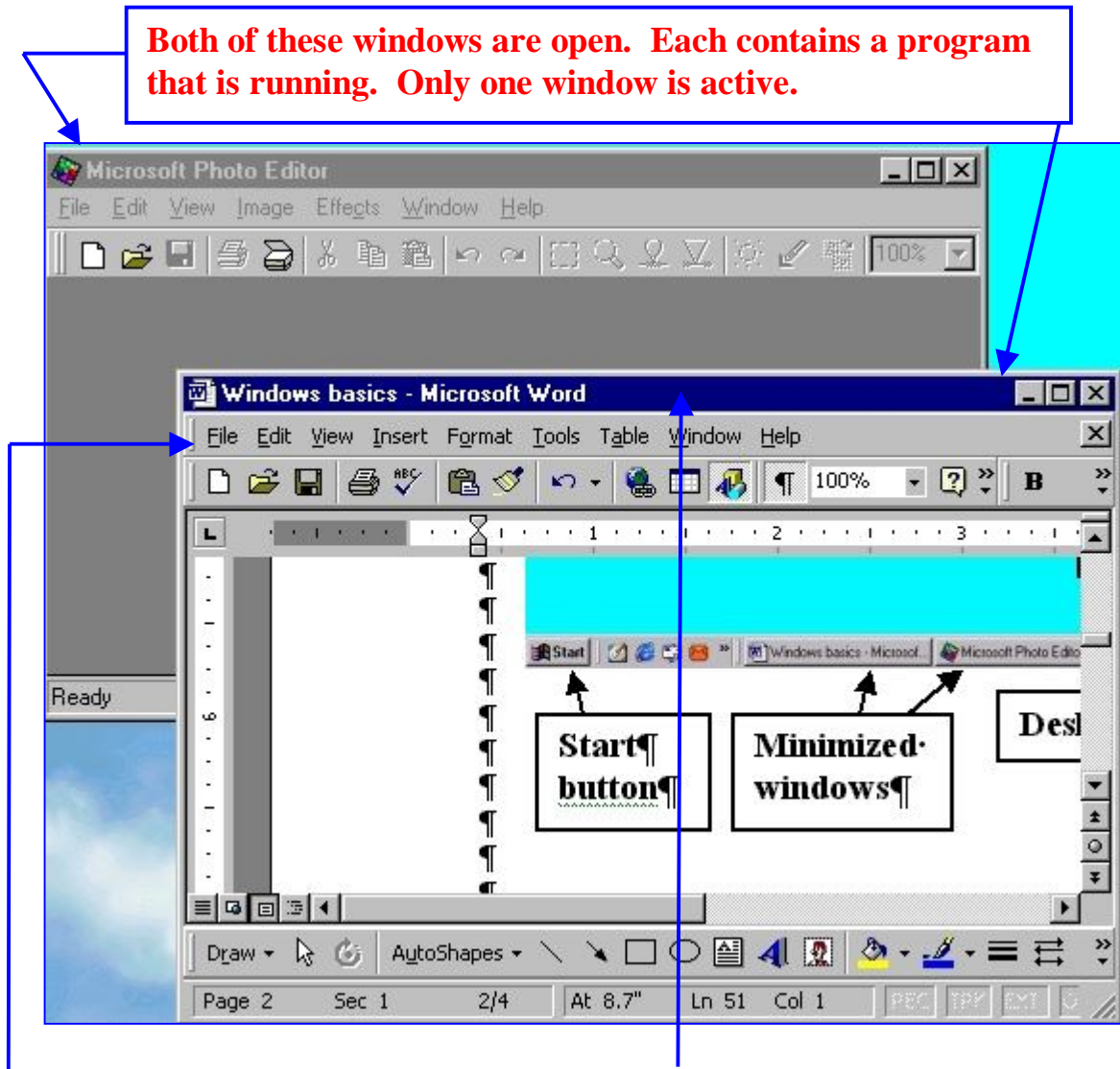
## B. Windows Interface or Desktop and Terminology:

**GUI:** Graphical User Interface

**Desktop:** The default window that contains program icons and is the background for all other windows.



**Window:** A rectangular box that displays an application or a document on the desktop and comes up on top of or in front of the Desktop background.

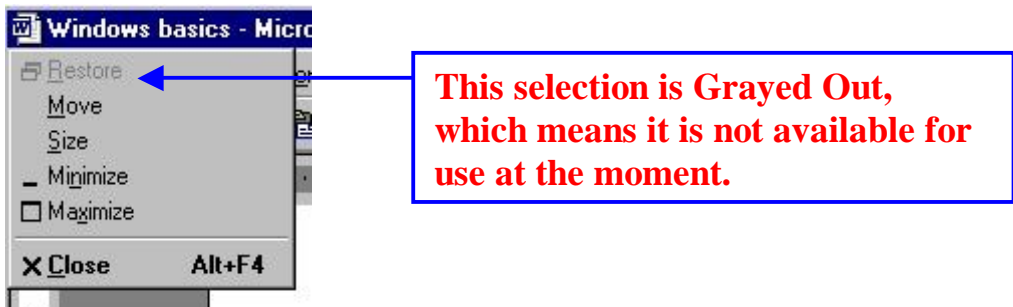


**Active Window:** The window with a **Highlighted Title Bar** is the **Active Window** and is always in front of other windows that are open.

**Icon:** A graphic symbol that represents a Windows element, program, or group.

**Title Bar:** The top line of a window that displays a name identifying the window's content.

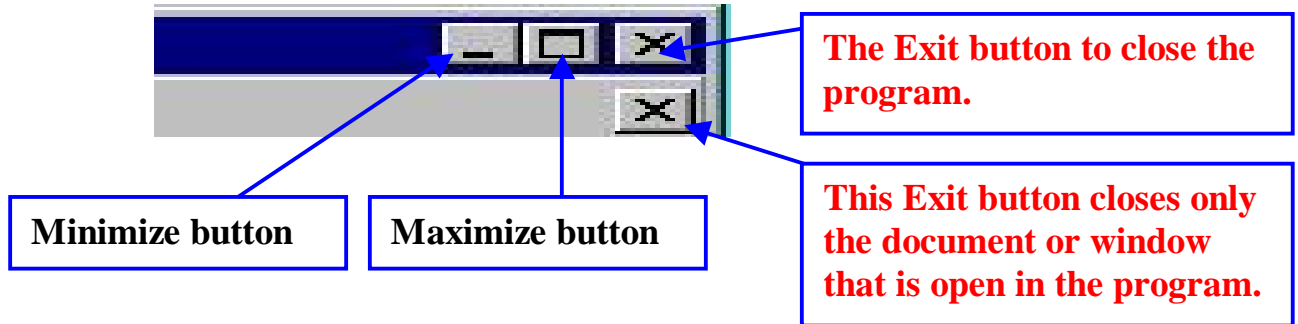
**Control-Menu Box:** A small box at the left end of the title bar. When activated, it displays a list of commands that can be used to manipulate the window.



**Maximize Button:** The button in the middle of the buttons at the right corner of the title bar, which when clicked, enlarges a window to its maximum size.

**Minimize Button:** The button at the left of the maximize button, which when clicked, reduces a window to its minimum size and places it on the Taskbar of the desktop.

**Exit Button:** The button to the right of the maximize button and in the top right corner of the window, which when clicked, closes the window or program.



**Short-Cuts:** Icons located on the desktop that will launch an application and/or file.

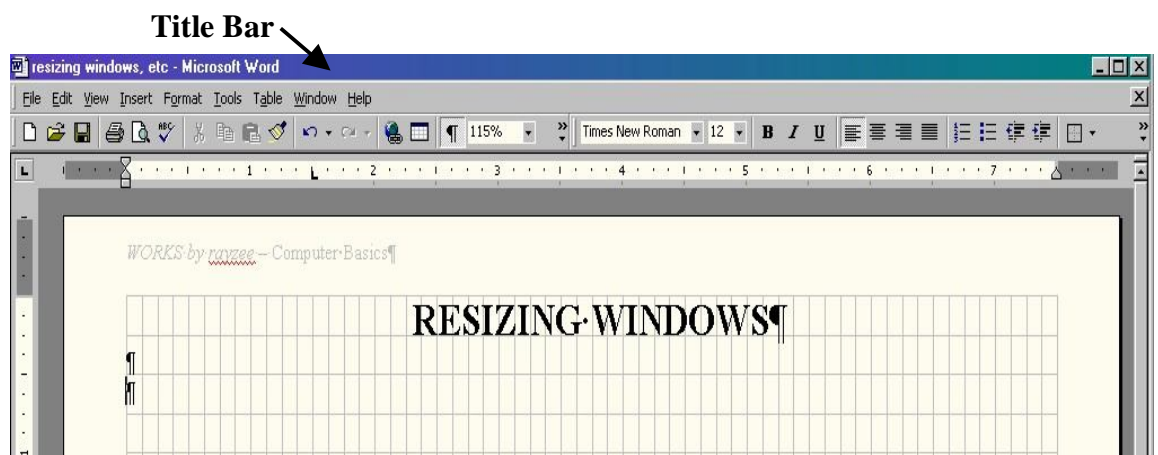
**Taskbar:** The bar along the bottom of the screen that displays the currently running programs, the 'START' button and the System Tray.

**System Tray:** The area on the Taskbar at the right side containing icons of programs that are running in the background, such as the Clock and the Volume control.

**Mouse Pointer:** Usually an arrow in a window but an I beam in a word processor or text creating program.

**Vertical/Horizontal Scroll-bars:** Far right, and bottom of the application window, allowing you to scroll the screen contents left or right and up or down when the content is more than will fit the window.

**Window Borders and Resizing:** Put the mouse pointer inside the Title Bar and hold down the left button and drag the window until it's at the upper left corner of the desktop background. Adjust the bottom and right border with the left mouse button held down on the bottom right corner when the mouse pointer becomes a two-headed diagonal arrow. Drag the corner of the window down to the bottom right of the desktop.



## C. Mouse Actions And Other Terms:

- Mouse Pointer:** The little arrow icon that moves on the screen when you move the mouse. It usually points to the 11 o'clock position. It changes according to the program you are using. In a word processor it is called an I Beam.
- Pointing:** Move the mouse pointer to a particular location or object.
- Clicking:** Press and quickly release a button. Most times when you click the RIGHT mouse button a pop-up menu appears. Then you use the LEFT mouse button to select an item from it by highlighting it with the mouse pointer and clicking on it.
- Double Click:** Quickly press the LEFT mouse button twice on an icon to launch program.
- Drag:** Press and hold down the LEFT mouse button, and move the mouse around to drag the object to where you want it.
- Drop:** Release the LEFT mouse button after dragging an item or window.
- Moving a window:** Click on the window title bar, then drag and drop it where you want it.
- Maximize a window:** Click on the maximize button.
- Minimize a window:** Click on the minimize button.
- Close a window:** Click on the X box, at the top right corner of the window title bar.
- Running an application:** Double click on a shortcut icon, or click on the START button, choose Programs, and then choose the program from the list.
- Dimmed commands:** Shows that the selection is currently not available.
- Checked commands:** Shows that the selection is currently enabled.
- Triangle next to command:** Shows that another menu of commands is available. Hold the mouse pointer there long enough for the next menu to open up.
- Using scroll bars:** Click arrows, or drag slider buttons to move content of page up, down, left or right.
- Dialog box:** Pop up box with various choices available.
- Quit Windows:** First, close all active applications, then click on the START button, and choose Turn Off Computer and click on Turn Off.
- Arrange icons:** Rearrange the icons on the Desktop.
- Menu Bar:** The row underneath the Title Bar that starts with Menu item File and ends with Help. If you hold the mouse pointer down on any one of them you will get a drop-down menu with more choices to select from.
- Using Help:** Press the F1 key on the upper part of the keyboard, or click on Help on the top right side of the Menu Bar of a window, to activate help. Enter the word to get help on, or search in the drop-down list of topics.

## D. Moving Around Within Your Work:

**With the mouse:** When you are working with text, move the mouse pointer to the point in the text where you want to do something and click. Within text the mouse pointer changes from an arrow to an I beam.

### Highlighting text to make changes:

- Highlight a word: double click on the word
- Highlight a line: click in the left margin beside the line when the mouse pointer turns to an arrow in the 1 o'clock position
- Highlight a sentence: drag the mouse pointer over the sentence with the left mouse button held down
- Highlight several lines: drag the mouse pointer down the left margin beside the lines with the left mouse button held down
- Highlight a paragraph: double click in the left margin beside the paragraph

### With the keyboard:


**Esc** The escape key on the top left of the keyboard can be used to close pop-up menus and back out of something you don't want to do.


**Tab** This key indents text but also it jumps down or through boxes where you have to add text, such as in the email To: and Subject: boxes.

**Caps Lock** Press this key once to make all the following text you type capital or block letters.

**Shift** Hold down this key while typing a word at the beginning of a line or any other capitalized word, such as a person's name. Although modern word processors will automatically capitalize the first letter of a sentence, if configured to do so.

**Space Bar** The long key at the bottom center of the keyboard is used to add spaces between words and sentences.

**Enter** This key, which may be a different shape on different keyboards, is used to start a new line or paragraph of text. It can also be used when on the Internet with a web browser to have the browser go to the website address you have typed on the Address line. It may have the word Enter on it or it may have a left pointing arrow. 

**Backspace Delete** This key usually has an arrow pointing left on it. It is used for deleting text to the left of the blinking cursor or insertion point. 

**Del or Delete** This is the delete key, of which there are two on the keyboard. It is used to delete text to the right of the insertion point or blinking cursor.

**Home** This key is in a group of six keys that include the following keys: End, Insert, Delete, Page Up and Page Down. It is used to take you back to the beginning of a line from wherever the blinking cursor is.

**End** The End key takes you to the end of a line from wherever the blinking cursor is.

**Page Up** This key will take you up a page one screen.

**Page Down** This key will take you down a page one screen.

**The cursor keys** There are four keys in a group below the end key with arrows for each major direction; up, down, left or right. You can move through text quickly using the key for the direction you want to go.

**Number Keypad** There is a block of keys on the right side of the keyboard with the numbers 0 to 9. These are configured similar to a calculator and are used more when you are in a program that deals with numbers. The Num Lock key has to be active to use the number keypad.

**Number Keys** The other bank of number keys is above the letter keys.

**Symbol Keys** Many keys have a dual use. For instance on the number key row, the 2 has the @ symbol above it. All keys that have another character on the upper part of the key are created by holding down the Shift key then pressing the other key. For instance if you hold down the Shift key and press the number 2 you will get the @ symbol.

### **The CTRL Keys:**

The Control key can be used in conjunction with keys to perform other operations.

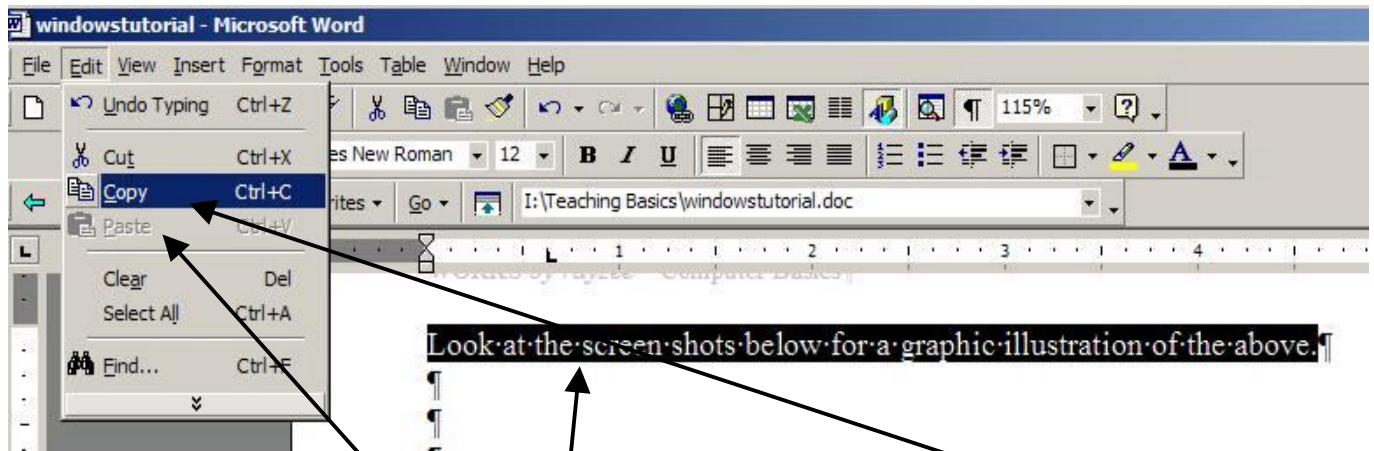
The + sign means hold down the CTRL key and press the Left arrow, and so on.

- CTRL + Left Arrow or cursor key moves the blinking cursor one word left through text
- CTRL + Right Arrow moves the blinking cursor one word right through text
- CTRL + Home moves you to the beginning of your document
- CTRL + End moves you to the end of your document
- CTRL + Page Up moves you to the top of your page
- CTRL + Page Down moves you to the bottom of your page
- CTRL + B changes a block of selected text to **bold**
- CTRL + I changes the text to *italic*
- CTRL + U underlines the text
- CTRL + A selects everything in a document or web page
- CTRL + F opens the **Find On This Page** dialog box
- CTRL + W closes the window you are currently using
- CTRL + P opens the Print options dialog box
- CTRL + N opens a new window
- CTRL + Z undoes your last action
- CTRL + Y repeats the last action
- CTRL + C copies highlighted text to the Clipboard
- CTRL + V pastes the selection where you've selected it to go

### **E. Copy & Paste commands:**

When you want part of a government document or web page, you can highlight what you want by selecting the text with the left mouse button held down and dragging from the beginning of the text to the end then release the button. Then either click on the **Edit** menu, if it is available, and select the **Copy** command or right-click within the highlighted text and select the **Copy** command. The text is then added to a Clipboard utility that is running in the background. Open the document where you want to copy the text to and click where you want to insert the text. Then either go to the **Edit** menu and choose **Paste** or right-click and choose **Paste**.

Look at the screen shots below for a graphic illustration of the above.



In the document you see the text selection highlighted and on the Edit menu you see the **C**opy command selected. Underneath Copy is the **P**aste command but it is grayed out until you have actually selected Copy.

This is the popup menu you get when you right click within the highlighted text. You can see the same Copy and Paste commands here too.

It's a matter of your choice, whichever you find easiest to do. Whether you choose Copy from the Edit menu or by right-clicking within the highlighted text. There are usually 2 or 3 ways to do the same thing.



Keep in mind also the keyboard shortcuts that are available. When you have selected your text by highlighting it you can use **CTRL+C** to copy and then when you are ready to paste use **CTRL+V**.



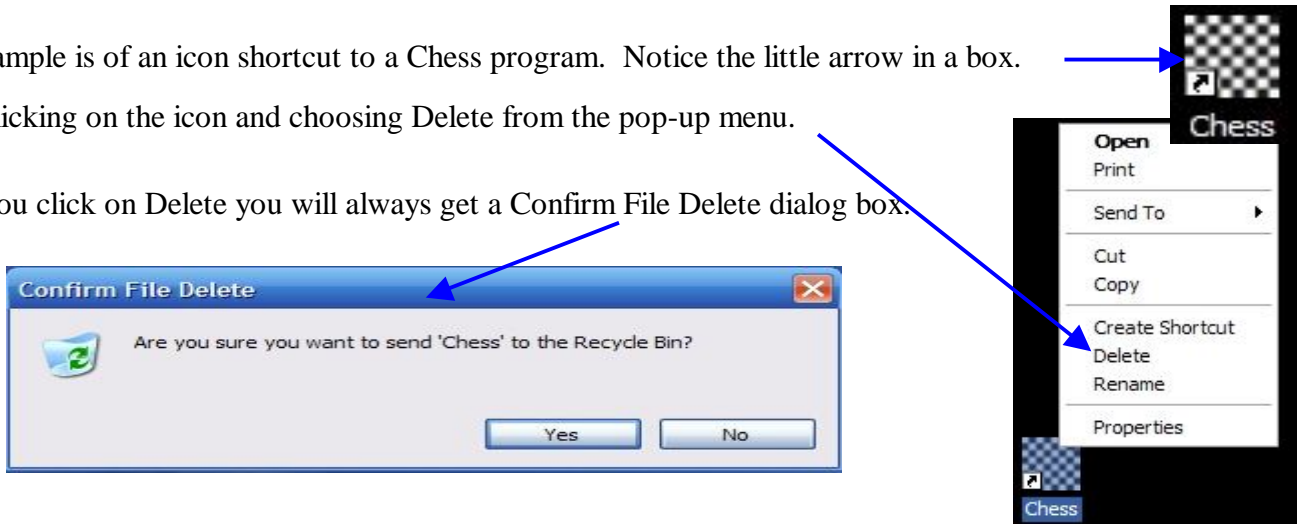
## F. Icons:

Icons on the Desktop are usually shortcuts to the programs they represent. They can be created and deleted. Deleting a shortcut icon does not delete the program that it represents from the hard drive, just the shortcut to it. It is a good idea to create shortcut icons on the Desktop for programs that you use a lot, instead of retrieving them from the All Programs list accessed from the START button.

This example is of an icon shortcut to a Chess program. Notice the little arrow in a box.

Right-clicking on the icon and choosing Delete from the pop-up menu.

When you click on Delete you will always get a Confirm File Delete dialog box.



## G. Laptop Touchpad:

So far I've only talked about the mouse. If you own a Laptop you may not use the mouse but instead the **Touchpad**.

This area of the touchpad is what you slide your finger over to make the pointer move across the monitor screen.

This part of the touchpad corresponds to the left mouse button. You tap this area to select something.

This area is the same as the right mouse button. When you tap it up pops a menu and from that menu you select what you need with the left button.

To move a scroll bar on a page you would hold down the left button and move your finger on the upper pad to move the pointer over the scroll bar and move it up or down.

Also to highlight text you move the pointer to the beginning of the text, hold down the left button and drag the pointer over all the text you want highlighted. If you are copying it you then click the right button and select Copy with the left button.

Using the Touchpad is a little tricky at first but you can get good at it with practice.

