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What is Windows?

Windows is a Graphical User Interface (**GUI**) operating system for PCs.

Versions of Ws: W3.X, W95, W98, W2000, WME, WXP (Personal&Professional)

All applications or programs created for Windows contain standard elements such as:

Minimize (_), Maximize/Restore (□), Close (X),
Drop Down Menus, Toolbars, etc...

Windows Desktop (Screen View after starting up a PC with Windows)

Background (Background View), **Icons** (ShortCuts & Alias)

Start Button, **Task Bar** and **PlugIns & StartUp** Items...

Navigating (moving around) within Windows:

Most common navigation tool Graphical User Interface (**GUI**) is the **mouse**.

Keyboard can be used to move around but not as easy or as quick as a mouse.

Mice (plural for Mouse): 2B, 3B, TrackBall, Wheel Mouse, Wireless Mouse.

Single Click (**Select**) Double Click (**Execute**) Right Click (**Menu**)

User Profile (Personal Settings):

Icons, **Background** Image and Size, **Access** to Drives & Volumes, etc...

Start Button is the single most commonly used feature in Windows although most PC users do find a mouse to be much quicker & easier for Navigation.

Some Common Options within the **Start Menu** (Options):

Shut Down, Run, Help, Search, Settings, Documents, Programs, etc...

Common Window Elements:

Blue Title Bar at Top of Window: Used to move entire window around screen.

Command Toolbar: Specific Commands and Sub-Menus of Options with Options

Standard Toolbar: Icons for New, Opening, Closing, Save, and many others

Formating Toolbar: Text Type, Text Font, Text Size, BIU, Justification, etc...

Horizontal & Vertical **Rulers**: Used to find position on documents with numbers

Horizontal & Vertical **Scroll Bars**: Small, Medium and Large Document Movements

Draw Tool Bar: Draw Tools for use in MS Word

Location Tool Bar: Page #, Section #, Pages, At ##, Line, Column, etc...

Start Bar or **Task Bar**: Start Menu & Active Applications

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Exiting Windows: (Quick and Easy way it to use the Windows Logo Key, U, then Enter.)

Lock	LogOff	Restart	Shut Down
Ctrl – Alt – Del	Ctrl – Alt – Del	Ctrl – Alt – Del	Ctrl – Alt – Del

Exercise: Exit Windows in at least two or all of the ways suggested above.

Windows Help: (Learning How to Learn) Online Manual

Start Button => Help **Left Click => Help** **Left Click => ?**

Content, Index, Search, Favorites, etc...

Use the ? on the pointer to ask a specific question about a specific item.

Exercise: Access Help in the (3) different ways about and ask about **Tabs**.

Dialog Box Help:

When Dialog box appears to query actions in box click on the ? at top right corner.

Exercise: Open the **Print** Dialog Box and Investigate Help using the ?.

Using Keyboard(s): **How Keyboards Work?**

Keyboard can be used to **Navigate** within Windows depending upon Keyboard.

Note on the Start Menu many time a letter is **underlined** for quick keyboard access.

A Key Stroke which launches the Start (Button) Menu: **Hold Ctrl & Tap Esc**

Also, tapping **Windows Logo Key** between **Ctrl and Alt** will launch Start Menu.

Exercise: Tap the Windows Logo Key right or left of space bar. Tap ESC to exit.

Running Programs:

Start > Programs > Specific Folder or Program > Left Click

Double Click ShortCut Icon on Desktop is another way to launch an Application.

Exercise: Start > Run... > Enter **WordPad.exe** or **wordpad** Try, **Calc.exe** or **calc**

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Software Programs:

Launch WordPad, investigate **Mini, Maxi/Restore, Close & Move with Title Bar**
Investigate Toolbars: top and bottom of window. Check out scroll bars.

Exercise: Launch Word, Excel, PowerPoint, Explorer, Navigator, etc... **Investigate...**

Menus & Sub-Menus:

Pop-up Menu, **Pull-down** Menu, **Tear-off** Menu are a few of the various types of menus that allow or present options to users upon request.

Exercise: Click **Start** **Right Click** Mouse Click **Format**

Dialog Boxes:

Temporary (boxes) windows that appear on **display screen** for input from user.

Two popular Dialog Boxes: **Print** Dialog **Font** Dialog

Exercise: **Print** Dialog & change default printer **Font** Dialog & change Anything.

Multitasking with Task Bar: (Switch "toggle" between open application on Task Bar)

Multitasking is working on **more than one** item or application at a time.

Window Appearance or Style(s):

Cascaded
Overlaid or Staggered

Tiled (H)
Side by Side **Vertical**

Tiled (V)
Side by Side **Horizontal**

Exercise: Arrange Icons on Desktop Note difference between W2K & WXP

Window Task Manager:

Usual use of Task Manager is to **Solve Problems** and **End or Exit** of a Task.

Control – Alternate – Delete Right Click Task Bar

Exercise: Use Ctrl – Alt - Del to view Task Manager Window

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My Computer (Icon):

Floppy "A" HD "C" CD "D" DVD "E" Zip "F" "H"

Exercise: Double Click **any** or **all** of the Drives or Volumes and investigate.
There must be a CD in the D drive to investigate it. What is **capacity** of each?

My Documents Folder:

My Documents Folder is a default storage for most saved documents.

Exercise: Change the default My Documents folder to another folder on desktop.

Exercise: Create a new folder on Desktop Rename a folder on Desktop

Viewing of Icons in Windows:

Thumbnails, Tiles, Icons, List, Details...

Exercise: Open the **My Documents** folder and Click View and investigate **Views**.

Locating a Lost or Misplaced Folder or File:

Click Start > Search > Folder or File > Program Files Where is it?

Exercise: Use the Start Key & Search Options to locate other folders.

Changing Personal Settings (User Profile)

Click Start > Settings > Control Panel > Display > Change a few Attributes...

Exercise: Use Start>Settings>Control Panel> To investigate Date&Time / Power Options

Investigate other Control Panel Options **BUT** Do not change anything....

View last documents accessed:

Click Start > Documents > List of Last Previous Viewed Documents will appear.

View Program Files:

Click Start > Programs > Launch or view Sub-Menu of a variety of Programs.

View and/or Change Default Options:

Launch MS Word or Excel & Click Tools at top of Window & Scroll to Options
Also, View and/or Change Default **File Locations** which is last tab.

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Fundamental Checklist for Windows Operating System (Basic Operations)

UserName

Usually FMLastName1

Password

At least 8 Characters (Ns&Ls&Ss)

User Profile

Desktop, Icons, Drives, Volumes, etc...

Personal Settings

Desktop, Icons, Drives, Volumes, etc...

Floppy Disk A

In & Out * Read & Write

Hard Drive C

Internal * Read & Write

Format (Quick/Full)

Deletes or Erases

Disk Scan or Disk Defrag

CleanUp and Organize

H Drive (Personal)

Username (100 MB)

R Drive (All Students)

Courses (Many Instructors)

Compact Disc (CDorDVD)

CD – R or CD – R/W

Control Panel

Allows for Personal Settings

Icons (Images)

Shortcuts (Alias)

Background (Screen View)

Normally textured BG

NotePad or WordPad

Assessories (Memo & HTML)

Paint Program or Calculator

Basic Paint * Basic/Scientific

MS Internet Explorer (Browser)

Home or Default Page

Netscape Navigator (Browser)

Home or Default Page

Pointer & Hand,

Selects or Launches / HyperLink

I Bar & Cursor

Text Region / Action Point

Title Bar (Blue at Top)

Identifies & Allows Moves

Mini, Maxi/Restore, Close

Stores, Sizes, Removes

Start Button/Menu

Most Used Feature of Windows

Task Bar (Launch or Status)

Storage & Multi-Tasking (Toggle)

Power Button

System Unit / Monitor

Reset Button

System Unit

Volume Control(s)

Task Bar & Play Back Control

Monitor Control(s)

Brightness & Contrast

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Fundamental Checklist for Windows Operating System (KeyBoard Operations)

Pull Down Menu

Sometimes called Drop Down

Menus

Options for Icon or Command

ESC (Escape) Key

Exit or Depart Key

Function Keys

Special Operations

Number Keys

No Shift Needed

Symbol Keys

Shift Needed

Alphabetical Keys

Lower & Upper (Shift)

Alphabetical Keys

All Upper CAPS LOCK

Tab Key (Box to Box)

Left Movement

Tab Key (Shift)

Right Movement

Ctrl, Wins, Alt

Hold, Hit, Hold

Alt, Wins, Menu, Ctrl

Hold, Hit, Hit, Hold

Insert & No Insert

Toggles On&Off Insert

Delete & BackSpace

Rt to Lt & Lt to Rt

Arithmetic Operations

(+), (-), (*), (/)

Signs of Inclusions

(), [], { }, Bar

Colon & SemiColon

(:)Shift & (;)No Shift

Double & Single Quotes

(“) Shift & No Shift (‘)

Less Than & Greater Than

(<)Shift & (>)Shift

Forward & Backward Slash

(/)Leans Right (\)Leans Left

! @ # \$ % ^ & *

Shift for Symbols

UnderScore & Dash (Minus)

Under Line & Dash or Minus

Line & Document Moves

Home/End * PgUp/PgDn

Cursor Moves

Arrows (← ↑ ↓ ⇒)

Print Screen

Picture of Screen (Paint)

Pause & Break

Breaks in Scroll & UnGlitch?

Scroll Lock

Num Lock

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