

## Introduction to Windows

### INTRODUCTION

Welcome! In this class, you will learn how to navigate Microsoft Windows. Windows is an **operating system** (or **OS**) that allows you to easily communicate with your computer. Today we will talk about the Windows desktop, what exactly a “window” is, and how the program Windows can help you keep your files organized.

#### Types of Operating Systems

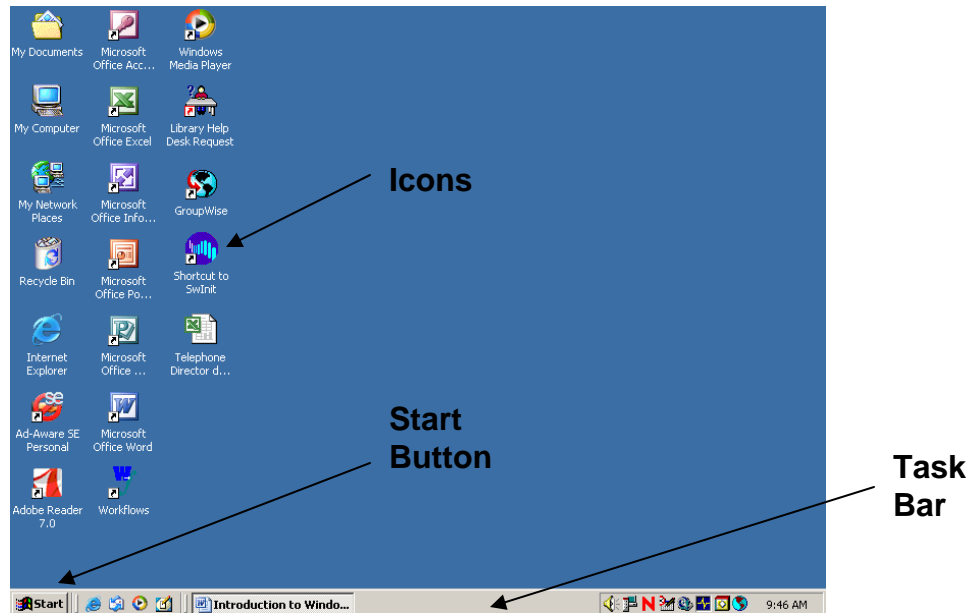
- **Windows** is the most widely used OS. The computers in Osceola County Libraries, for example, run on Windows software.
- **MacOSX** is the OS used on Apple computers.
- **Lynix** is another OS that is popular with programmers. This is because it is free and because it allows the user to play with the code and customize the system.

There are different versions of Windows. Your computer might run **Windows 98**, **Windows 2000**, or **Windows MT**. The latest version of Windows is **Windows XP**. Microsoft is going to launch another version of Windows in the next couple of years. Although the newer versions of Windows try to improve on the older versions, they all play by the same general rules. Once you become familiar with the desktop and the way Windows works, you should be able to navigate a computer running any other version of Windows pretty easily.

Most manufacturers pre-load the Windows software onto the computer you buy. If you are building your own computer, however, you will need to purchase the Windows software separately. Keep in mind which version of Windows you have when you go to buy a program or peripheral (like a printer or scanner). The company will print on the box which operating systems the program will be able to work with.

### THE DESKTOP

Take a look at the screen in front of you. What you see is called **the desktop**. Think of the desktop as the top of your desk at home or at work. You keep different tools on your desk—pens to write with, scissors to cut paper, a stapler, folders to store documents, etc. The Windows desktop uses the same concept: it's a workspace.



On the desktop you see little pictures. These are called **icons**. Each icon stands for a program or a file. Windows provides shortcuts to the programs you use the most on the desktop. You can also keep files you've been working on recently on the desktop, so they will be easier for you to find. When you want to use a particular program or file, you can **double-click** on the icon to open it.

On your desk at home, you might like to see things organized a particular way. Pencils in a pencil cup, a file cabinet on one side, an inbox on the other, etc. You can also arrange the icons on your desktop to your liking. This involves a mouse skill called **drag and drop**. Here's a quick refresher on how to drag and drop: *[Demonstrate]*

- Move the pointer of your mouse over one of the desktop icons. Click down on the left button of your mouse, but do NOT lift up your finger.
- Move the icon to wherever you like on the desktop.
- Lift your finger from the mouse.

There are also pre-set ways to arrange icons. Pick a blank area on your desktop and **right click**. Click on **arrange icons**. This will show you the options you have to automatically organize your desktop.

## The Task Bar

Running across the bottom of your screen, you can see a grey bar. This is called the **task bar**. The task bar shows you the programs and files that you have open and allows you to move back and forth between them very easily. This is useful, since you can work in several programs at once using Windows. Doing this is called **multi-tasking**—performing multiple tasks at once.

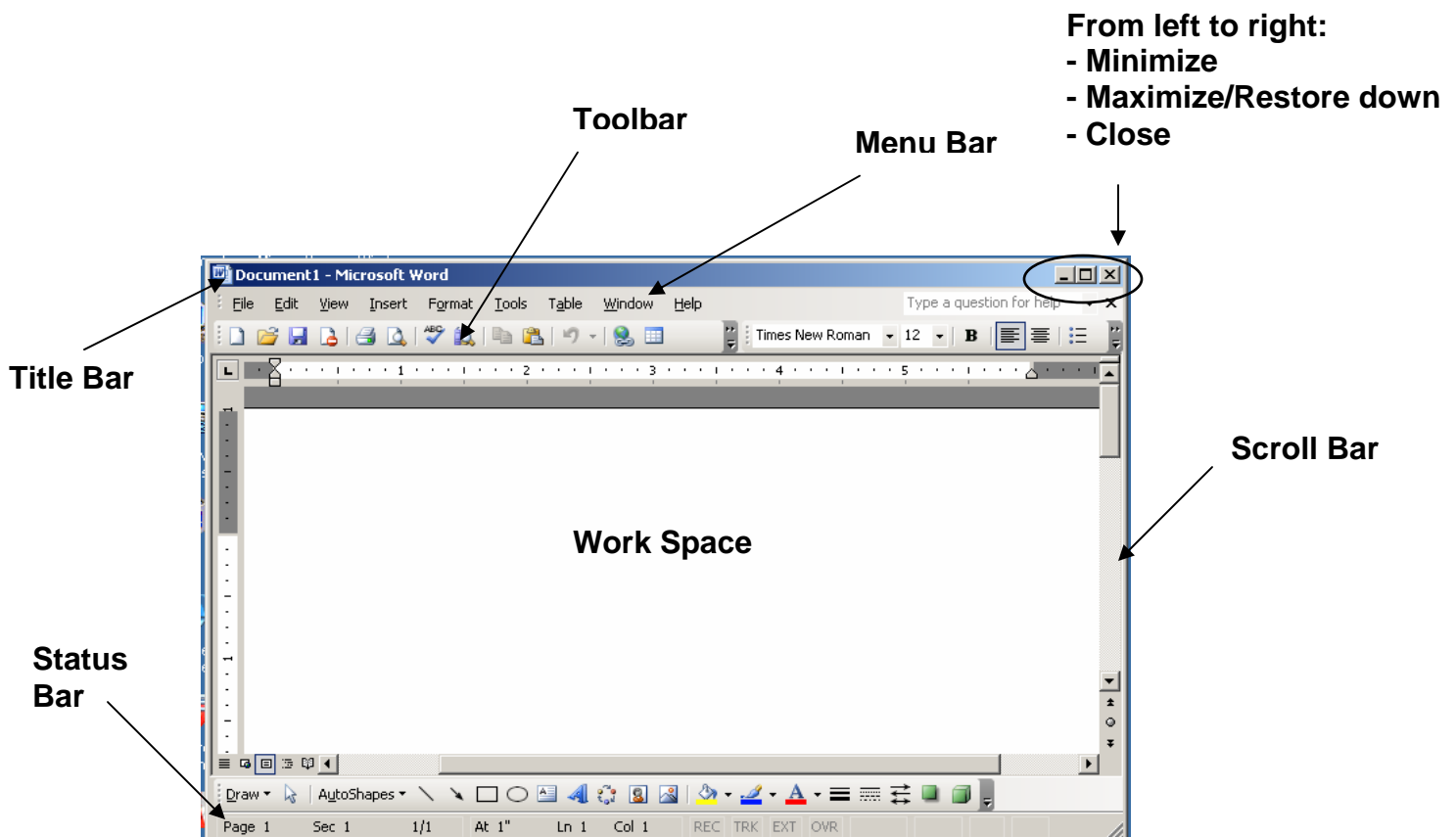
Let's practice. Find the icon for **Microsoft Word** on the desktop and double-click it.

Congratulations! You just opened up a **Window**. Notice when you open the word processor, a button appears on the task bar at the bottom of your screen. The button shows a little Word icon and says "Document 1." This button represents the document you have open in front of you.

Try clicking on that button. What happens? You may think the document disappeared, but it's actually still on the desktop. It has simply been set aside so that you can do something *e/*se on your desktop, like open another file or another program. It's as though you closed a book or file on a real desk in order to reach for something—you're just moving things out of the way.

### The Window

Now we're going to talk about the parts of a window.



First let's focus on the three buttons in the upper right-hand corner of your screen: the **minimize button**, the **maximize/restore down button**, and the **close button**.



### Minimize Button

The button that looks like it has a minus sign on it is the **minimize button**. This button will set the open document or program aside so that you can see the desktop or other program windows that are open beneath it.

### Maximize Button/Restore Down Button

The middle button can be tricky. Sometimes, if your window is taking up the entire screen, it will look like two small boxes.



When it looks like this, it is called the restore down button. Clicking on this button will make your window smaller.

If the window is already smaller, the button will look like one big box. Clicking the button when it looks like this will maximize the window—in other words, it will make the window take up the entire screen.

### Resizing Windows

Let's restore down, or make our windows smaller, and practice **resizing a window**.

Place the pointer of your mouse on the lower right-hand corner of the window, where the lines form a triangle.

Your arrow should change into a **black double-sided arrow** when it is in the right spot.

When you see the black arrow, click and hold your left mouse button, just like you did to drag and drop the icon earlier. As you move your hand, the size of the window changes. When you lift your finger off of the mouse, the window will stay the size and shape that you made it.

Resizing a window is useful if you want to be able to see several different windows on the screen at one time. You can drag and drop a window to a different place on the desktop by clicking on the **title bar** and dragging and dropping the window. The **title bar** shows you the name of the document you are working on. This is in case you have more than one file of the same type (two word processing documents, two Internet browsing windows) open at once.

### Close Button

Finally, let's talk about the button with an X on it in the very right-hand corner of the window. This is the **close button**. When you click this button, you exit out of the

program completely. If you're working on something that needs to be saved, usually you will see a menu pop up that says "Do you want to save [name of document]?" Try clicking the close button on your Microsoft Word window.

When the window pops up asking if you want to save, click "Cancel." We are going to look at a few other parts of the window before we close it. Keep in mind that some programs will not give you this reminder—web browsers, for example, will simply close the program.

### **Menu Bar**

The **menu bar** is where you will find most of the commands you need to use in a program. Do you need to save? Print? Start a new document? Change the font you're using? All of these commands can be found under one of these menus. The menus generally follow the same form in other Windows programs. Excel, the spreadsheet, may have some different commands, but you'll usually see File, Edit, Format, etc.

### **Tool Bar**

Below the menu bar is a **tool bar**. This particular toolbar contains shortcuts to some of the program's basic commands. The little disk, for example, is a shortcut to **save**. The little printer is a shortcut to **print**. Using these shortcuts can help you save time, but if you need to do something more specific (use a particular printer, save to a particular folder), you will probably use a command from the menu bar instead.

**Tip:** If you ever want to become more familiar with the toolbar, move the pointer of your mouse so it hovers over one of the small icons. You don't need to click on it; just mouse over and pause. A box will appear that tells you what that shortcut does!

### **Using the Scroll Bar**

The **scroll bar** allows you to move through a document without using your keyboard. You can do this several different ways.

- You can click on the two arrows at the top or bottom of the scroll bar to move up or down on a page. If you click and hold your finger down, you will scroll faster. When you release your finger, the darker grey bar (also called "the elevator") will stop moving and you will stop moving through the document or web page.
- Click and hold the elevator. You can then **drag** the elevator up or down the scroll bar to a particular area of the page.
- Click in the lighter grey space of the scroll bar. If you click in the space above the elevator, you will move **one page up** toward the beginning of your document. If you click in the space below the elevator, you will move **one page down** toward the end of the document

## **FILE MANAGEMENT**

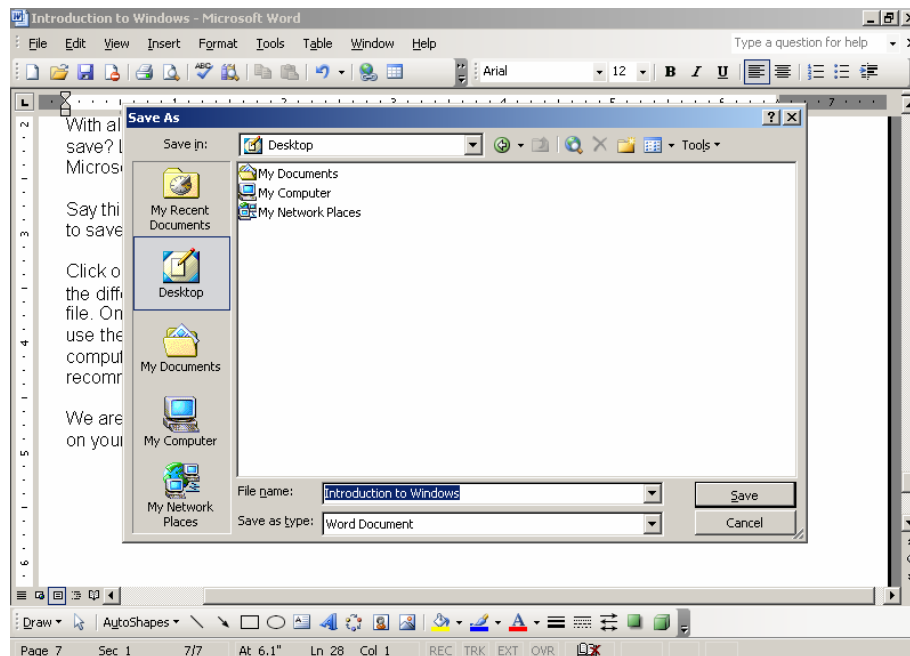
“Save your work, and save it often!” You’ve probably heard that before. But how do you find something once you’ve saved it? We’re going to talk about how to organize your files.

First, in order to practice saving, we need to create a file. Open up Microsoft Word, and type a sentence. It can be anything you like.

Let’s say this is a letter you are writing. You don’t have time to finish it now, so you’re going to save it and get back to it later.

Click on the **FILE** menu. Here, you will see two options, **SAVE** and **SAVE AS...** What’s the difference? Clicking **SAVE AS...** means you are saving the file as if it is a brand new file. Once you have assigned your file a name and a location, you can click **SAVE** (or use the little disk on the tool bar) as you continue working on your document. The computer will automatically overwrite the old copy with your new, updated work. It’s recommended to save every 10 minutes or so as you work on a document.

We are saving for the first time, so let’s click on **Save as...** A dialogue box will pop up on your screen.



Click on the small black arrow next to the “Save in” box. From here, you can pick where your file will be saved—on the desktop, in a particular folder, on a particular drive, etc.

For practice, let’s choose to save our document to the **desktop**.

Next, in the box next to “file name,” type the name of your document. Always name your document something memorable. If you’re writing a letter to Mary, type “Letter to Mary.” This will help you remember what a certain document contains without having to actually open it up. Go ahead and rename your document.

Finally, click on the **save** button.

Remember: if you were to continue working on the file, all you would have to do is click on the little disk on the toolbar, or pick “save” under the file menu. The computer will save your new work over the old copy.

### **Opening a saved file**

Let’s find your file. You saved it to the desktop, so let’s minimize our windows. Who remembers how to do that? Hint: use the button that looks like a minus sign.

Take a look at your desktop. You should be able to see an icon for your document. If you double-click the icon, you will open the document.

### **Creating a folder**

Let’s say you’re finished working on this letter, you’ve printed it out and sent it. You want to keep the copy saved to your computer, but you don’t need it cluttering up your desktop. You plan on writing a lot more letters in the future, and your desktop would get pretty messy if you left all of them sitting around on top of it. Let’s create a folder to hold all of your letters.

- Pick a blank area on the desktop and right click.
- Highlight the word **new**.
- Another menu will appear. Highlight and click on the word **folder**.

As you can see, a folder has appeared on your desktop. The words under the folder are highlighted. This is so you can rename your folder. If you start typing while the words are highlighted, they will delete automatically. If your words are still highlighted, type the word **letters** to rename your folder.

Finally, **drag and drop** your letter into the new folder.

That’s it! You’ve mastered the basics of working with Windows.