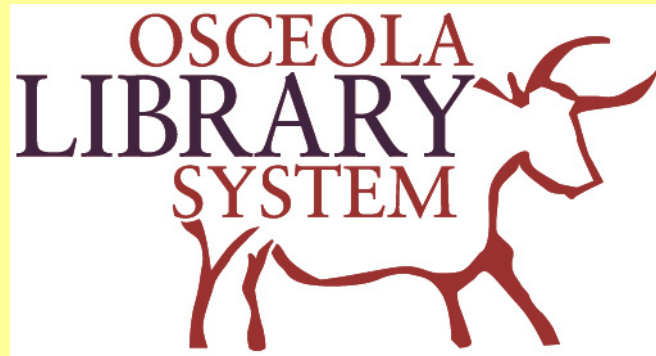


Introduction to Windows

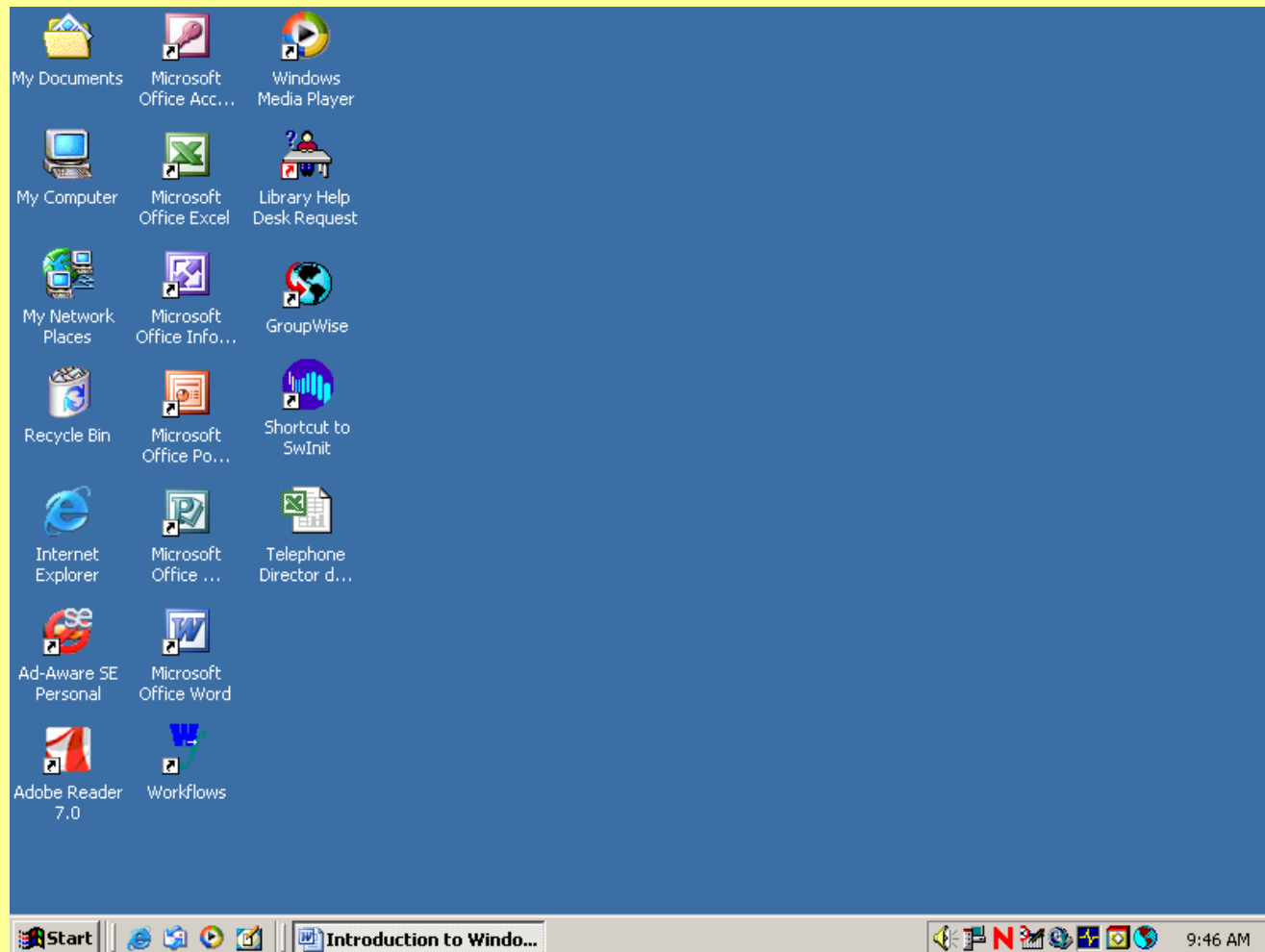


What is Microsoft Windows?

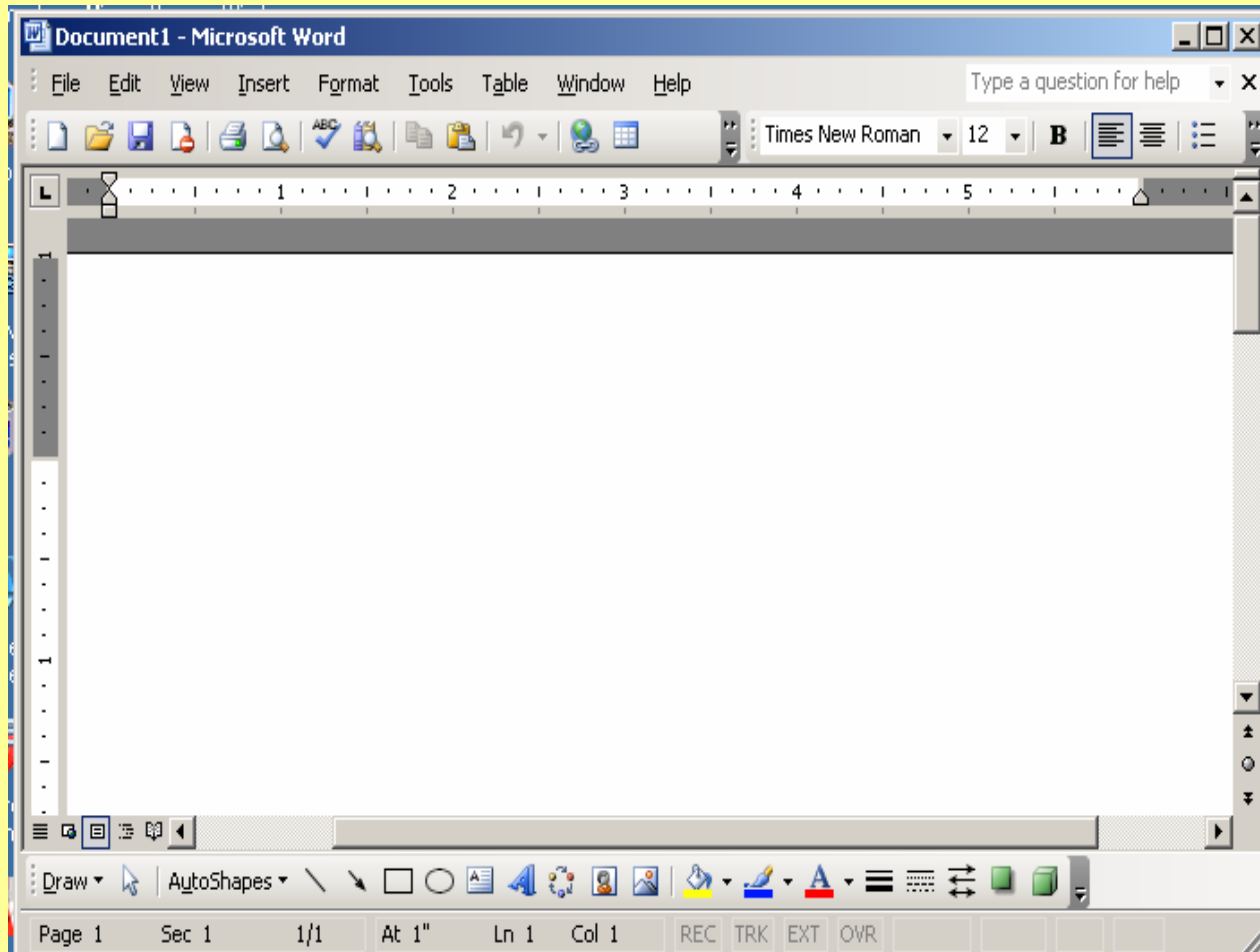
Windows is an operating system that allows you to easily use and communicate with your computer.



The Windows Desktop

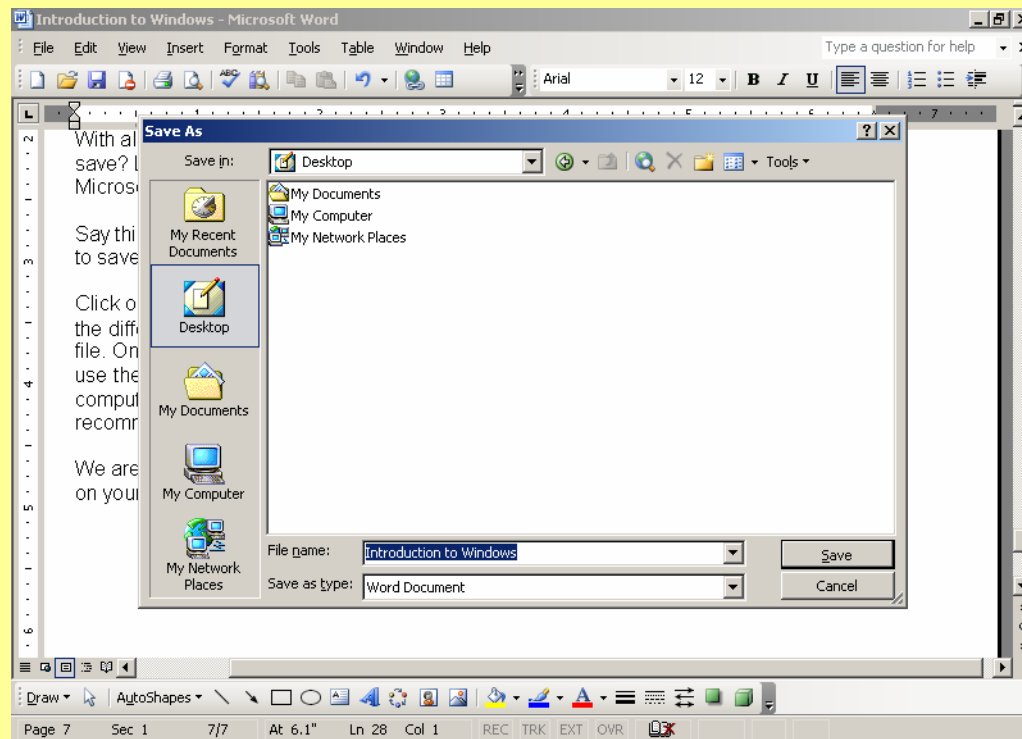


Parts of a Window



File Management

To save a file, click FILE -> Save As...



File Management, cont'd

- Remember to save your work every 10 minutes or so.
- Create folders to organize your files.
- To search for “missing” files:
 - Click on the **START** button.
 - Highlight **SEARCH**.
 - Click on **FOR FILES AND FOLDERS**. You can search by the name of the file, the date you last used it, or search words in the document.