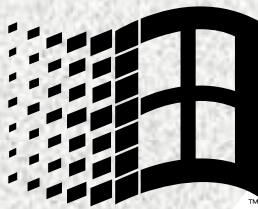
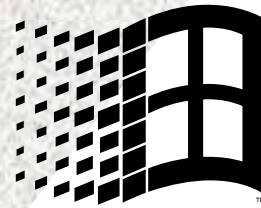


# BEGINNING WINDOWS



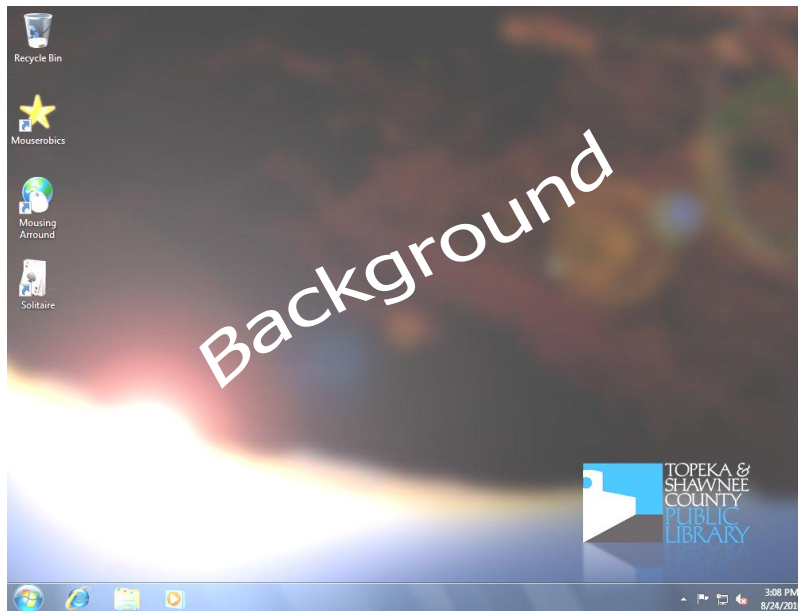
## COMPUTER TRAINING CENTER

1515 SW 10<sup>th</sup> Avenue • Topeka KS 66604-1374  
785.580.4606 • class@tsopl.org • www.tsopl.org

**Windows** is the operating system on a computer. The operating system is the software installed on a computer that tells the computer how to work. There are several versions of Windows. The following list is in newest to oldest order:

- Windows 7—on computers starting in 2009
- Windows Vista
- Windows XP
- Windows ME or Millennium or 2000
- Windows 98
- Windows 95
- Windows 3.x

The whole area is the **Desktop** for **Windows**



The **Background** or wallpaper is just for looks. There are many different backgrounds from which to choose.

On many new computers, the only **ICON** on the desktop is the **Recycle Bin**.

**Icons** are *shortcuts* to programs or files or commands on your computer. Double click a desktop icon to open it.

The **TASK BAR** is on the bottom of the screen.

## Mouse Action

- **Click** is *always* a single click on the **left** mouse button.
- **Double Click** is *always* two quick clicks on the **left** mouse button.
- **Right Click** or click on the **right** mouse button to see a pop-up **menu**.
- **Drag and Drop** to move icons or objects on the screen. Point at the object with the mouse. Click and **hold down** the **left** mouse button. **Continue to hold down** the left mouse button as you move the object to the desired location. Release the left mouse button.

### Try this (doesn't work on public computers):

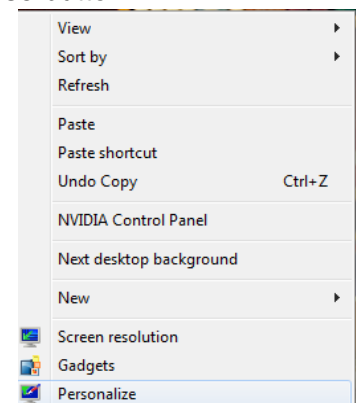
Right click in the center of the desktop. A menu pops up.

Notice the right facing triangle to the right of **Sort by**.

Whenever you see this symbol in a menu, it means that another menu is underneath. This is called a **nested menu**.

To choose an option, move directly across to the next menu. **Left Click** on **Name** to put your icons in alphabetical order.

To make the right click menu disappear, left click on an empty area outside the menu.



**Try this** (doesn't work on public computers):

Drag an icon on the Desktop to the center of the screen. In class, drag the Solitaire icon. To do this, place the mouse pointer in the center of the icon and **click and hold down the left mouse button**. Continue to hold down the button as you move the icon to the center of the screen. Release the left mouse button.

To remove an icon from the Desktop, drag the unwanted icon to the Recycle Bin. In class, you can try this by dragging the Solitaire icon to the Recycle Bin.

This is the Task Bar which is located at the bottom of the screen



**Start button**

**Notification Area**

Time  
& Date

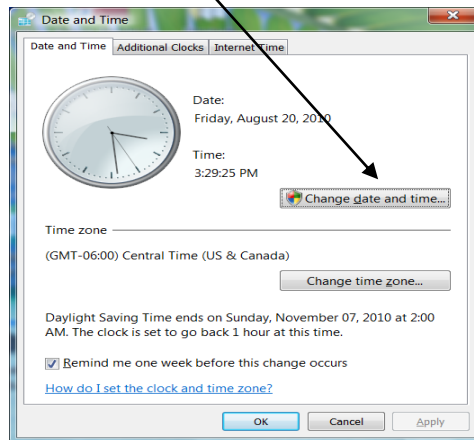
**Try this at home** (this doesn't work on a public computer): Click on the **time** in the Notification Area. Click on **Change date and time...**

**Change the Date**

Click on the proper date.

**Change time zone**

Use the scroll bar to find the proper time zone.

**Change the Time**

(Do this at home. Doesn't work on any library computers)

Drag the hands of the clock to the correct time, or

Click in the digital time display box. Click in the area that you wish to change—often the minute area. Use the  $\updownarrow$  to increase or decrease the time.

If you made changes, the Apply button will be dark. To make the changes take effect, click **Apply**. When you complete all your changes, click **OK**.

**Open Programs****Calculator**

- Click on **Start**
- Point your mouse at **All Programs**.
- Scroll to find **Accessories** and click on it.
- Click on **Calculator**.

TIP: Make Calculator a shortcut on the desktop:

Follow the steps above but instead of Left clicking on Calculator, **Right click** on Calculator. Point at **Send to** then left click on **Desktop (create shortcut)**. Click outside the Start menu to close it. The new shortcut will appear on your desktop. Double click the icon to open it.

**Title Bar**

Drag the Calculator to the upper left corner.

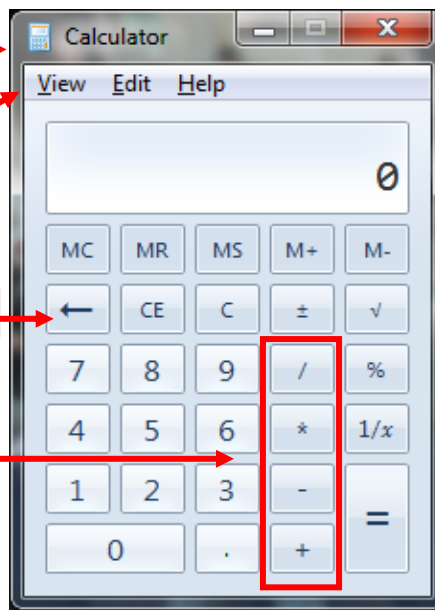
**Menu Bar**

Click on **View**.  
Click on **Scientific**.

Click on **View**.  
Click on **Standard**

- / division
- \* multiplication
- subtraction
- + addition
- = click on the equal sign to get the answer

Backspace



**Control Boxes**

The X button is the **Close** button. Click on this button when you are finished using a program.

The middle button is the **Maximize / Restore Down** button. It is not active in Calculator.

The third button is the **Minimize** button. It will not make the calculator smaller. It will make it disappear.

After clicking on the Minimize button, look in the Task bar at the bottom of the screen and click on the Calculator icon to bring it back to the screen.

You can use the **Number Keypad** instead of clicking on the screen.

**Open another program:**

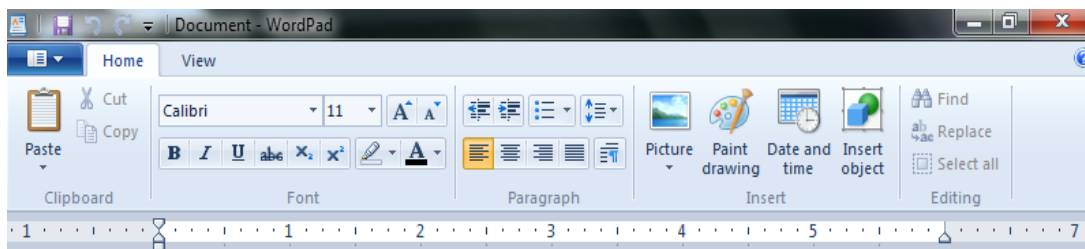
Click on **Start**. Click on **All Programs**. Click on **Accessories**. Click on **WordPad**.

WordPad is a simple word processing program that comes with all Windows computers. If you have a better word processor such as Microsoft Word or Microsoft Works or WordPerfect, use it and not WordPad.

**Title Bar**

**Ribbon**

**Ruler Bar**



**Control Boxes**

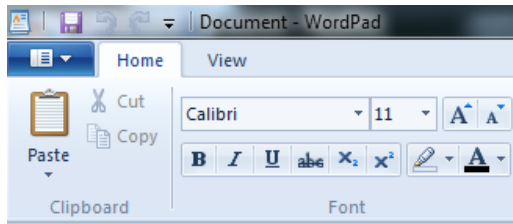
- Minimize
- Maximize / Restore Down
- Close

**VERY IMPORTANT**—remember that the blinking cursor, the flashing vertical line you see in the typing area, is the most important thing on the screen. It shows where you are and where you will type next.

**Try this:**

Type a few letters.

Point the mouse at an icon. Notice that a label or **screen tip** appears.



In the Ribbon, click on the ▾ to the right of **Calibri**. This is called a drop-down menu. This menu allows you to select the font or style of type. Click on **Arial Black**. Type a few letters

In the Font area, point at the **B**, **I**, and **U** buttons. Notice the screen tips that appear.

Click on the **Font Color** button . Click on a bright color. Type a few letters.

Any time you see a down facing arrow ▾ by an icon, that means you have choices. Click on the down arrow to see the choices.

**Correcting typing errors**

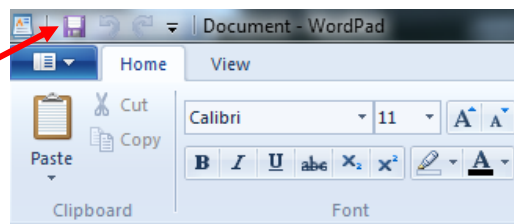
You can use the **Backspace** or the **Delete** key on the keyboard to erase type. Notice where the blinking cursor is. The **Backspace** key erases to the left of the blinking cursor. The **Delete** key erases to the right of the blinking cursor. Doesn't matter which one you use. You just need to know which direction you want to go.

As you type, when you get to the end of a line, WordPad will automatically wrap down to the next line.

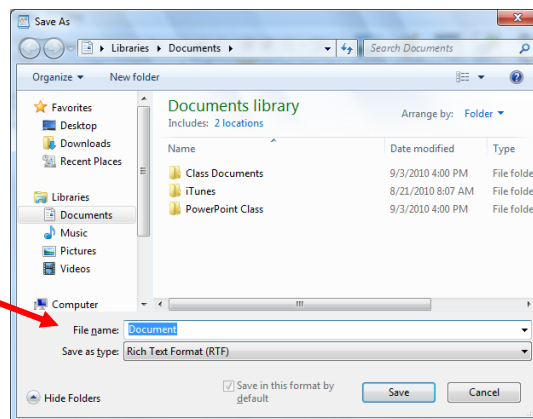
If you want to go down to the next line before you get to the end of the line, press the **Enter key** on the keyboard.

**Save your work**


Click on the **Save** button in the upper left corner.



The **Save As** dialog box opens.



Type in the **File Name** box to give your file a name. Then click on **Save**.

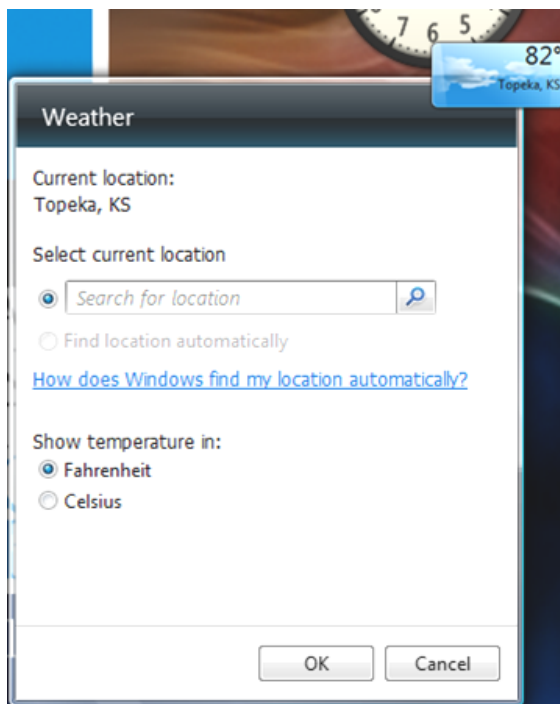
To close WordPad, click on the Close button  in the upper right corner.

Just for fun...Add a **Gadget** to the Desktop.

Right click in the center of the Desktop to see a list of choices. Click on **Gadgets**.



Click on the Weather gadget. Find the weather gadget on the Desktop. Put the mouse on the right side of the Weather gadget. Three icons will appear. Point at the third icon (looks like a wrench) to see the screen tip **Tools**. Click on the Tools icon to see the screen below. Click in the **Search for location** box and type a city. If a list of cities appears, click on the one you want. Then, click on OK at the bottom of the screen.



To see the weather forecast, click on the city name on the weather gadget.