

# Beginning Windows



**COMPUTER TRAINING CENTER**

1515 SW 10<sup>th</sup> Avenue – Topeka KS 66604-1374  
785.580.4606 - [class@tscpl.org](mailto:class@tscpl.org) - [www.tscpl.org](http://www.tscpl.org)

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. See page 5 for how to change the background.

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.

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

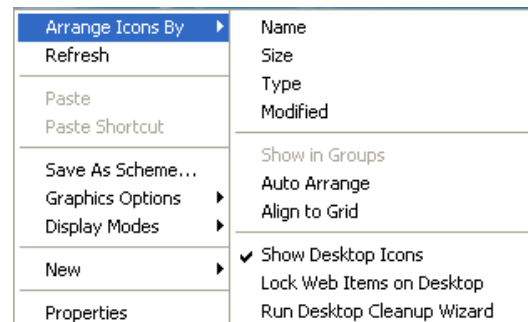
**Mouse Action**

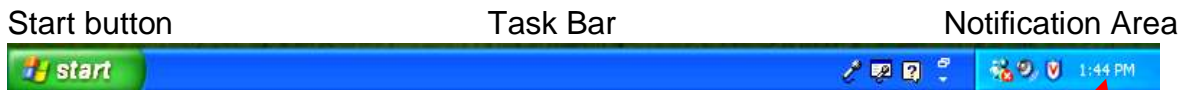
- **Click** is *always* a single click on the **left** mouse button.
- **Double Click** is *always* two quick clicks on the **left** mouse button.
- **Right Click** or click on the **right** mouse button to see a pop-up **menu** of context sensitive choices or to see a definition in a *What's This?* box.
- **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 at home** (this doesn't work on a public computer):  
Right click in the center of the desktop. A menu pops up.  
Point at **Arrange Icons by**

Notice the right facing triangle.  
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.



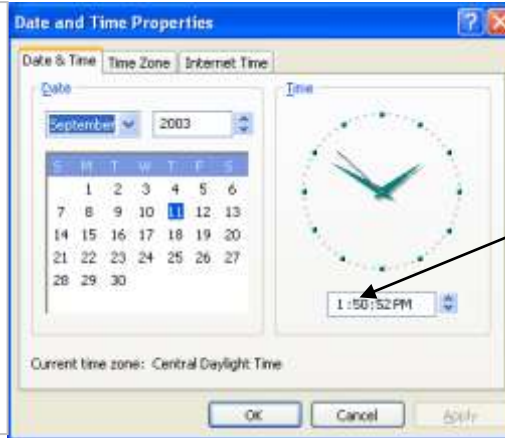


**Try this at home** (this doesn't work on a public computer): Double click on the **time** in the Notification Area

## Change the Date

Month—click on the to the right of the month to see all the months. This is called a **drop-down menu**.

Year—click on the to the right of the year. Click up to make it 2004. Click down to go back to 2003.



## Change the Time

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's area. Use the 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

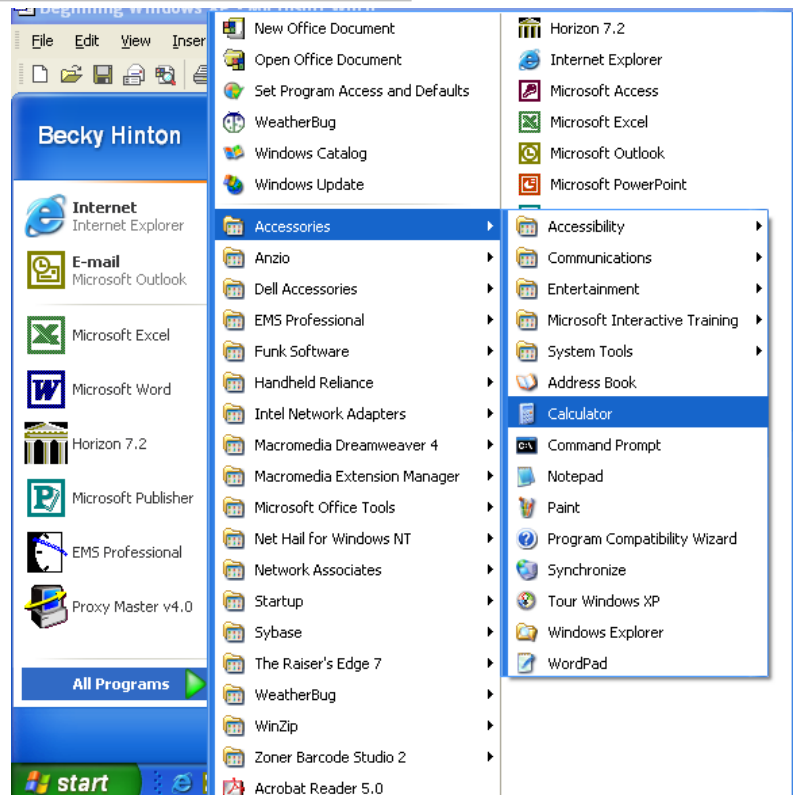
Click on **Start**

Point your mouse at **All Programs**. Move directly to the right into the Program menu. Move your mouse up the list.

Point your mouse at **Accessories**. Move directly to the right into the Accessories Menu. Move your mouse down the list.

Click on **Calculator**.

**Note:** Try to stay in the middle of the words on these menus and try to **stay off the icons** to the left of the program names.



To 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.

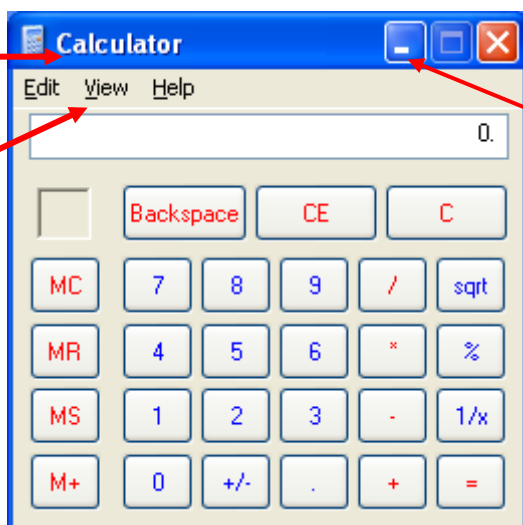
## Title Bar

Drag the Calculator to the upper left corner.

## Menu Bar

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

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



## Control Boxes

- Minimize the Calculator by clicking on the Minimize button.
- Click on Calculator in the task bar at the bottom of the screen.

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

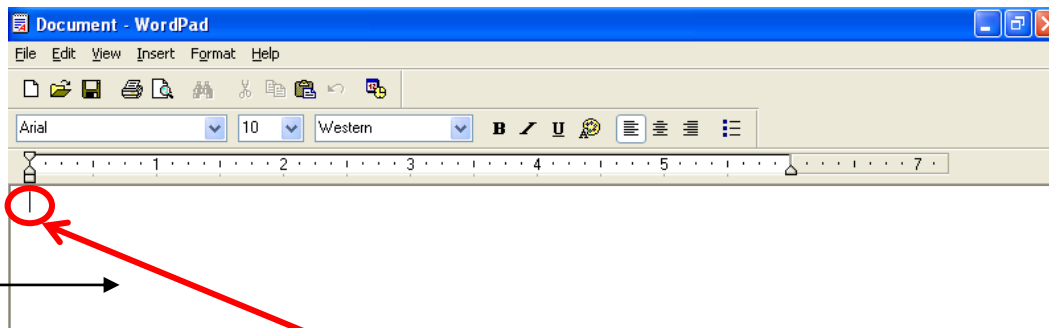
To find what the buttons on the screen do or to find the keyboard equivalents, **right click** on a button on the screen. Left click on the **What's This** box.

## Open another program:

Click on **Start**. Point at **All Programs**. Point at **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  
Menu Bar  
Standard Tool Bar  
Formatting Tool Bar  
Ruler Bar



## Control Boxes


- Minimize
- Maximize/Restore
- Close

Body – this is where you type.

**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:


Point at an icon in the Standard Tool Bar. Notice that a label or **screen tip** appears.

In the Format Bar, click on the  to the right of **Arial**. This is called a drop-down menu. This menu allows you to select the font or style of type.

In the Format Bar, 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.

In the Menu Bar, click on **File**. Click on **Save As**.

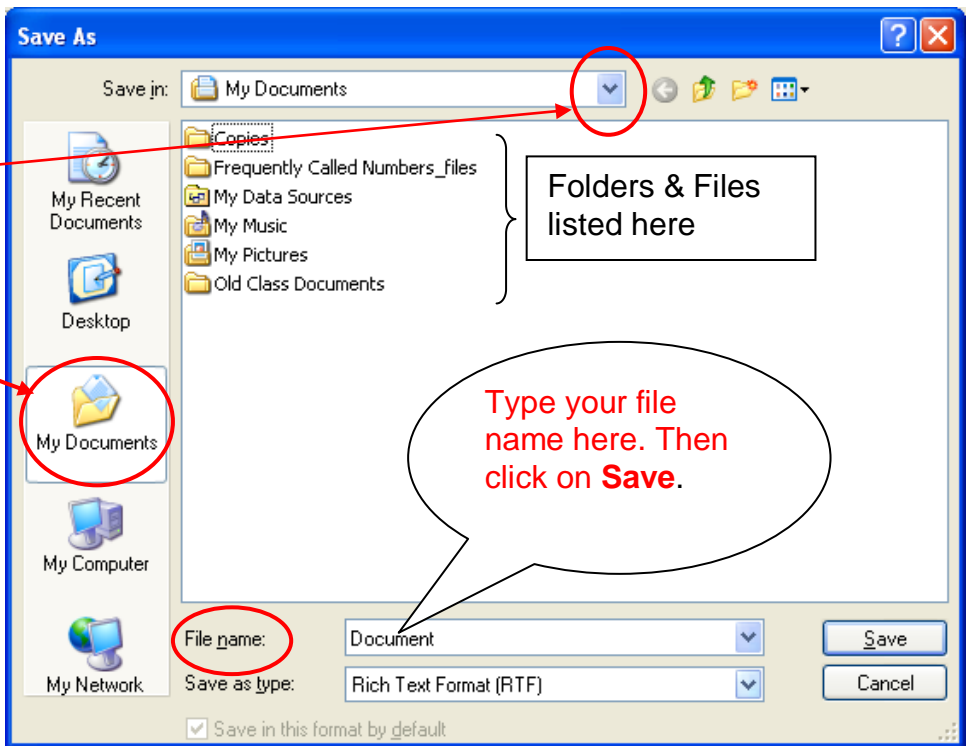
## Save As Dialog Box

**My Documents** is the best place, most of the time, for your documents. If you don't see My Documents in the Save in box, click on  on the right edge of the box to find My Documents or click on the icon on the left side of the screen.

In the center of the Save As dialog box, see a list of folders and files saved previously.

Type the new name for your file in the **File name** box. If the file name is highlighted blue, just start typing and your typing will replace what is blue.

Click on **Save**.



## Try This:

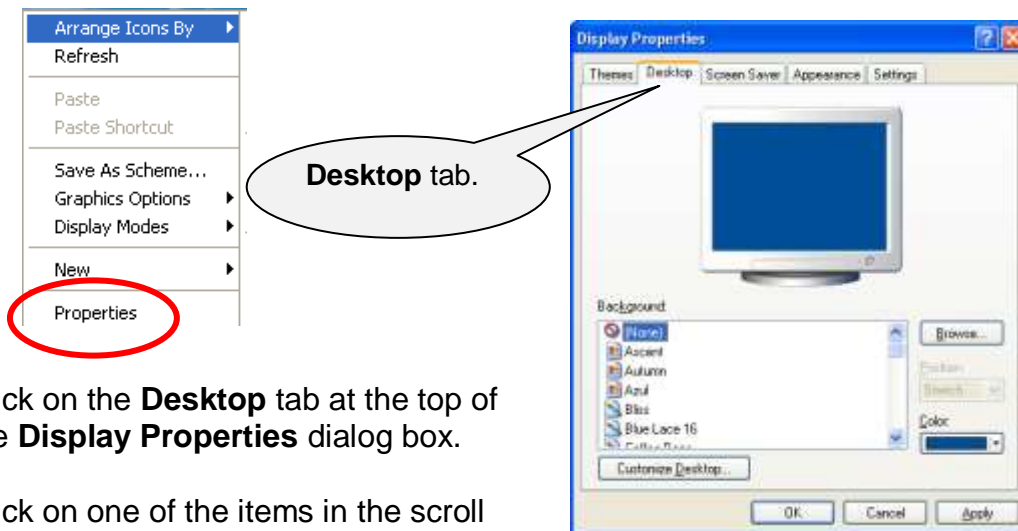
### Copy and Paste

- Click on **Calculator** in the Task Bar
- Drag and Drop Calculator and WordPad so both visible (click on the Title Bar)
- Calculator Title Bar is blue
- Do a calculation. Click on Edit – Copy
- Click on **WordPad** – Title Bar is blue
- Press Enter 2 times for extra spacing
- Click on Edit – Paste
- Click on Standard Tool Bar – Save

## Change the background on the Desktop

Try this at home (you cannot change the background on public computers):

- Go to the **Desktop** (remember that is the first screen you see when you turn on your computer)
- **Right-click** in the center of the desktop.
- Click on **Properties** at the bottom of the menu.



Click on the **Desktop** tab at the top of the **Display Properties** dialog box.

Click on one of the items in the scroll menu.

**Hint:** Use the up ↑ and down ↓ arrow keys on your **keyboard** to look at all the background options in the preview monitor.

Click on **Apply**. Click on **OK**.

## Shut down the computer properly:

Click on **Start**. At the bottom of the Start Menu, click on the option to **Shut Down** or **Turn Off Computer**.



Click on the ▾ to see options.

Click on **Shut down** to completely power off the computer. Do not use Shut down if you plan to use your computer on and off during the day.

Click on **Restart** to turn off the computer and then turn the computer back on again.

The other options are not as useful. **Log off** is used mostly in networked environments. **Standby** leaves your computer on in power-saving mode. **Hibernate** saves anything in memory to the hard drive.

Click on **OK** after you select the desired option.

**Shut down** or **Restart** your computer at least once a week to keep your computer operating efficiently.

**Shut down** if you will not use your computer for an extended amount of time such as over night or if you will not use your computer for several days. Try to turn off or, even better, unplug your computer during thunder storms.

Do NOT turn off a computer with the xp button on the computer. Over time, that will corrupt the computer's hard drive.