

Introduction to Windows

Pittsburg Public Library

Two Major Types of Software:

- **Operating System Software** orchestrates the interactions between the various parts of a computer (keyboard, monitor, mouse, etc.)
- **Application Software (or Programs)** allows you to do things like write letters, browse the Web, send email, track expenses, play games, etc.

Windows is operating system software. It loads when you start up your computer so that you see what is called the desktop.

Desktop - an overview of what is available and active on the computer

- **Icons** – graphics used to represent programs or actions
- **Taskbar** – displays a button for each open window
- **Active Window** – the window you are working in
- **Start Button** – where you access programs and some Windows features
- **System Tray** – displays the clock and icons of certain programs
- **Quick Launch Toolbar** – displays icons for frequently used programs

Mouse - most common way to navigate in the Windows environment

- **Click** – Press the left mouse button once.
- **Double-click** – Quickly click the left mouse button twice.
- **Click & Drag** – Press the left mouse button down and move the mouse across the mouse pad. Release the mouse button.
- **Drag & Drop** – Move an object by clicking and dragging.
- **Right-click** – Press the right mouse button once.
- **Hover** – Move your mouse pointer onto an object without clicking.

Common Elements & Tasks

- **Title Bar** – Displays the open program and file name
- **Menu Bar** – Drop down menus of commands available
- **Toolbar** – Icons representing available commands
- **Scroll Bars** – Move you up and down or across windows

Introduction to Windows

Pittsburg Public Library

- **Mouse Pointer** – Changes as you move around the screen to indicate possible tasks that you can do such as inserting text or resizing a window.
NOTE: To enter text, you must click where you want to insert the text. The blinking vertical line that you see is called the **Insertion Point**, and it indicates that the computer is waiting for you to type.
- **Minimizing Windows** – Use the furthest left button in the upper right corner of your screen (has a small horizontal line on it) to shrink a Window without actually closing it.
- **Maximizing Windows** – Use the center button in the upper right corner (has one square on it) to enlarge a window to full screen.
- **Restoring Windows** – When a window is maximized, use the center button (it will have two squares on it) to restore the window to its original size.
- **Resizing Windows** – Click and drag any edge of a window (when your mouse pointer appears as a two-ended arrow) to resize a window.
- **Moving Windows** – Click and drag in the title bar to move a window.

Opening Programs - You can open programs in two different ways:

- Double-click the icon
NOTE: If you have trouble double-clicking, you can click an icon once, then press the ENTER key on the keyboard
- From the Start button
Click Start>Programs>Program Name

Creating & Saving Documents

You create documents by using software applications such as Microsoft Word. After entering the information you want in your document, you must save the file and give it a unique name in order for Windows to retrieve it later:

- Choose “Save As...” from the File menu
- Choose the location where you want to save your file
- Type a name for your document into the “File Name” box
- Click the “Save” button

NOTE: Be sure to save your document periodically as you work. Once you have specified where you want to store the file, you can use “Save” from the File menu or the toolbar to quickly save it to that location again.

Introduction to Windows

Pittsburg Public Library

Printing Documents – You can print two different ways:

- Choose “Print” from the File menu
- Confirm that the printer and its settings are correct
- Click the “OK” button

or

- Click the printer icon on the toolbar to automatically print your entire document to the selected printer with its existing settings

NOTE: To see what your document will look like before it prints, select **Print Preview** from the File menu or select its icon on the toolbar

Closing Programs - You can close programs in two different ways:

- Click the X in the upper right corner of the screen
- From the Menu bar

Click File>Exit

NOTE: Windows may prompt you to save your work. Your documents will be saved into the My Documents folder on the desktop by default. If you want to save it to a different location, you must specify this.

Shutting Down

- Close all active windows
- Click the Start button
- Select Shut Down from the menu
- Confirm that you want to shut down
- Windows will then power off your computer

NOTE: To restart your computer, use these same steps but select Restart rather than Shut Down when given the option.

Getting Help

- Windows Help (Click Start>Help)
- Program Help (From the Menu Bar: Click Help)
- Microsoft’s Web Site (<http://www.microsoft.com>)