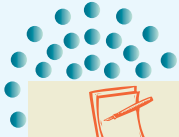


windows tutorial

If you are not familiar with Windows, review this “Windows Tutorial” carefully. You will learn how to

- Use a mouse.
- Start Windows.
- Use the taskbar, menus, Ribbon, dialog boxes, and other important aspects of Windows.



NOTE

All examples in this tutorial refer specifically to Windows Vista. If you are using any other version of Windows, your screen might differ slightly from the images shown in this tutorial. However, because most basic features are common to all versions of Windows, this tutorial should be helpful to you no matter which version of Windows you use.

If you are familiar with Windows but need help navigating Windows files and folders, refer to the section “File Management.” There you will find information on how Windows stores information and how to use Windows Explorer, a tool for managing files and folders.

Computers differ in the ways they can be set up. In most cases, when you turn on your computer, Windows loads automatically and the Windows log-on screen appears. When you see the Windows log-on screen, you need to log on and key a password. In order to log on, you need to know how to use the mouse, a device attached to your computer.

Using the Mouse

A *mouse* is a pointing device that is typically attached to your computer. Optical versions, which are not attached, are also available. The mouse is your access to the computer screen, allowing you to accomplish specific tasks. It operates through a pointer, a screen object you use to point to objects on the computer screen. The normal shape for the mouse cursor is an arrow. To move the pointer arrow on the screen, you roll the mouse on any flat object, or on a mouse pad, which has a smooth surface designed for easy mouse rolling. Although you can use the keyboard with Windows, you will probably find yourself using the mouse most of the time.

To use the mouse to point to an object on the computer screen:

1. Turn on the computer (if it is not on already). Windows loads, and the log-on screen appears. The screen includes a log-on name and picture assigned to you by your instructor.

To log on, you need to move the mouse pointer to the log-on name that was assigned. The pointer on the computer screen mirrors the actions made by the mouse when you roll it. Place your hand over the mouse and roll it to the left. The pointer on the screen moves to the left.

2. Roll the mouse to the right, and watch the pointer on the screen move to the right.
3. Practice rolling the mouse in all directions.
4. Roll your mouse to the edge of the pad, and then lift it up and place it back in the middle of the pad. Try it now to see how it works. When you feel that you can control the mouse position on the screen, roll the mouse to the name you have been assigned.

To log on, you will need to click the name to select it. Mouse clicks are covered in the next section; instructions for logging onto Windows Vista are covered in succeeding sections.

Clicks and Double-Clicks

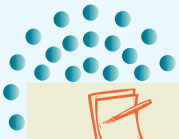
A mouse typically has two buttons at the front (the edge of the mouse where the cord attaches)—one on the left (primary) and one on the right (secondary). A mouse might also have a center button or a wheel.

Single-click actions with the mouse are used to position the pointer at a specific screen location. To perform a single click:

1. Roll the mouse around on the mouse pad until the pointer on the screen is over an object on the screen. Remember that the direction in which you move the mouse on the pad represents the pointer's movement on the screen.
2. Press and release the left mouse button once. Pressing and releasing the mouse button is referred to as a *click*. The computer tells you that the action has been performed when the object you click is *highlighted* (typically, the color of the selected object changes) to indicate to you that it has been *selected*. In Windows, you often need to select an object before you can perform an action. For example, you usually need to select an object before you can copy it.

Pressing and releasing the mouse button twice is referred to as a *double-click*. When you double-click an object on the screen, it is selected—the object is highlighted—and an action is performed. For example:

- When you double-click a folder, it is highlighted and opens to a window showing the items the folder contains.
- When you double-click a word in a text file, it is selected for a future action. In a text file, the pointer becomes an I-beam for selecting text in the document.



NOTE

Whenever you are told to “click” or “double-click” an object on the computer screen, use the left mouse button.

Selecting and Highlighting

You can also select a larger object such as a picture or a block of text by using the mouse.

1. Position the pointer on one side of the object, and hold down the left mouse button.
2. Roll the mouse until the pointer reaches the other side of the object.
3. Release the mouse button. The selected object is highlighted.

Drag and Drop—Moving an Object Using the Mouse

You can use the mouse to move an object on the screen to another screen location. In this operation, you select an object and drag the mouse to move the selected object, such as an icon. The operation is known as *drag and drop*.

1. Using the mouse, move the pointer over the object you want to drag.
2. Perform a single-click action by pressing the left mouse button but keep it pressed down. The selected object will be highlighted.
3. With the left mouse button still depressed, roll the mouse until the pointer and selected object are placed at the desired new location.
4. Release the mouse button to drop the object. The object is now positioned at the new location.

Using the Right Mouse Button

Pressing and quickly releasing the right mouse button is referred to as a *right-click*. Although the right mouse button is used less frequently, using it can be a real time-saver. When you right-click an icon, a *shortcut menu* appears with a list of commands. The list of commands displayed varies for each icon or object.

As you progress in this tutorial, you will become familiar with the terms in Table 1, describing the actions you can take with a mouse.








TABLE 1 Mouse Terms

TERM	DESCRIPTION
Point	Roll the mouse until the tip of the pointer is touching the desired object on the computer screen.
Click	Quickly press and release the left mouse button. Single-clicking selects objects.
Double-click	Quickly press and release the left mouse button twice. Double-clicking selects an object and performs an action such as opening a folder.
Drag	Point to an object on screen, hold down the left mouse button, and roll the mouse until the pointer is in position. Then release the mouse button (drag and drop).
Right-click	Quickly press and release the right mouse button. A shortcut menu appears.
Select	When working in Windows, you must first select an object in order to work with it. Many objects are selected with a single click. However, depending on the size and type of object to be selected, you may need to roll the mouse to include an entire area: Holding down the left mouse button, roll the mouse so that the pointer moves from one side of an object to another. Then release the mouse button.

Pointer Shapes

As you perform actions on screen using the mouse, the mouse pointer changes its shape, depending on where it is located and what operation you are performing. Table 2 shows the most common types of mouse pointers.

TABLE 2 Frequently Used Mouse Pointers

SHAPE	NAME	DESCRIPTION
	Pointer	Used to point to objects.
	I-Beam	Used in typing, inserting, and selecting text. When the I-beam is moved to a selected location, it turns into a blinking bar.
	Two-pointed arrow	Used to change the size of objects or windows.
	Four-pointed arrow	Used to move objects.
	Busy	Indicates the computer is processing a command. While the busy or working in background pointer is displayed, it is best to wait rather than try to continue working.
	Working in background	Note: Some of the working in background actions will not allow you to perform other procedures until processing is completed.
	Hand	Used to select a <i>link</i> in Windows' Help or other programs.

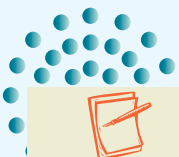
Starting Windows: The Log-on Screen

The Windows Vista log-on screen allows several people to use the same computer at different times. Each person is assigned a user account that determines which files and folders you can access and your personal preferences, such as your desktop background. Each person's files are hidden from the others using the computer. However, users may share selected files using the Public folder. The log-on screen lists each user allocated to the computer by name.

If the administrator has added your name to a given computer, the log-on screen will include your name. If the computers are not assigned to specific individuals, you may find a box for Guest or for a generic user. If your computer is on a network, your instructor might need to provide you with special start-up instructions.

After you have logged on to Windows Vista, the desktop is the first screen you will see. It is your on-screen work area. All the elements you need to start working with Windows appear on the desktop.

1. If you have not already turned on the computer, do so now to begin the Windows Vista loading process. The Windows log-on screen appears.



NOTE

On some computers, the log-on screen does not appear automatically. You might have to press the following keys, all at once, and then quickly release them:

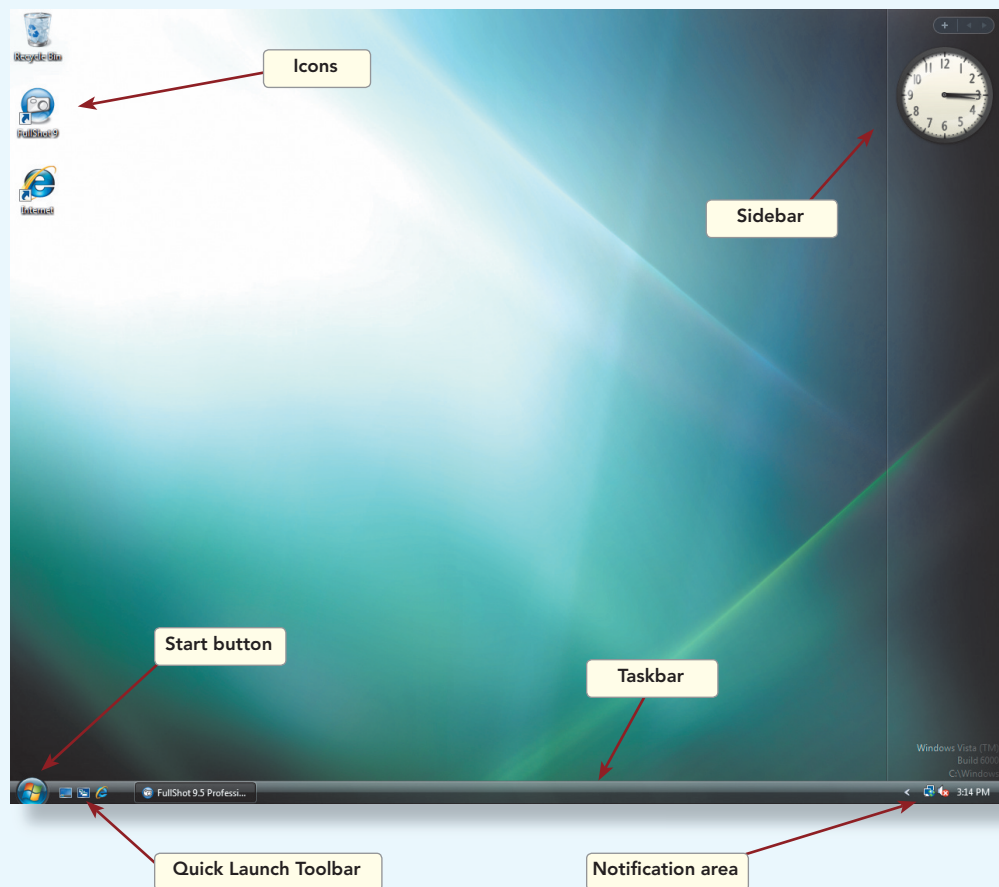
Ctrl+**Alt**+**Delete**.

2. Click your name to select it. The Password box appears with an I-beam in position ready for you to type your password.
3. Type your password.
4. Click the arrow icon to the right of the box. If you have entered the password correctly, the Windows desktop appears. If you made an error, the Password box returns for you to type the correct password.

The Windows Desktop

The Desktop includes the Start button, taskbar, and sidebar. You may also see icons on the desktop that represent folders, programs, or other objects. You can add and delete icons from the desktop as well as change the desktop background. The Start button is your entry into Vista functions.

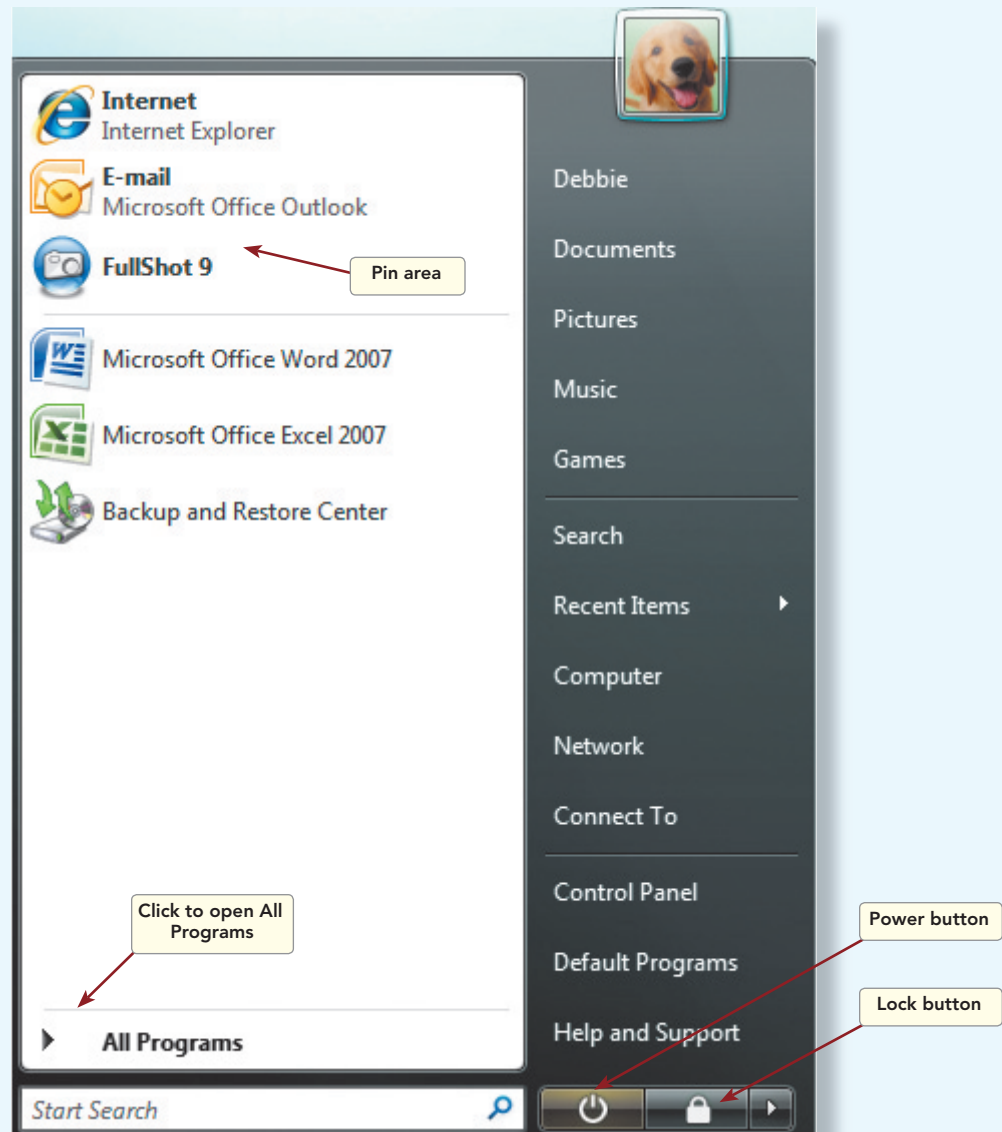
Figure 1
Windows Vista
Desktop



Using the Start Menu

Click the taskbar Start button to open the Start menu. You can also press the Windows logo key on the keyboard to open the Start menu. Use the Start menu to launch programs, adjust computer settings, search for files and folders, and turn off the computer. If this is a computer assigned to you for log-on, your Start menu may contain items that differ from those of another user assigned to the same computer. To open and learn about the Start menu, first click the Start button on the Windows taskbar. The Start menu appears.

Figure 2
Start menu



The left pane consists of three sections divided by separator lines. The top section, called the *pin area*, lists programs that are always available for you to click. These can include your Internet browser, e-mail program, your word processor, and so forth. You can remove programs you do not want listed, rearrange them, and add those you prefer.

Below the separator line are shortcuts to programs you use most often, placed there automatically by Windows. You can remove programs you do not want listed, rearrange them, but not add any manually.

All Programs displays a list of programs on your computer and is used to launch programs not listed on the Start menu.

Below the left pane is the *Search box* which is used to locate programs and files on your computer.

The right pane is also divided into three sections. It is used to select folders, files, and commands and to change settings. Use the icons at the bottom of the right pane to save your session, lock the computer, restart, switch users, and shut down.

Table 3 describes the typical components of the Start menu.

TABLE 3 Typical Components of the Start Menu

COMMAND	USE
Left Pane	
Pin area	Lists programs that are always available. You can add and delete items to the pin area.
Internet	Connects to the default browser.
E-mail	Connects to the chosen e-mail service.
Below the First Separator Line	
Programs	Lists programs that you use most often. You can add to and rearrange the programs listed.
Below the Second Separator Line	
All Programs	Click to display a list of programs in alphabetical order and a list of folders. Click to open a program.
Start Search	Use to search programs and folders. Key text and results appear.
Right Pane	
Personal folder	Opens the User folder.
Documents	Opens the Documents folder.
Pictures	Opens the Pictures folder.
Music	Opens the Music folder.
Games	Opens the Games folder.
Search	Opens the Search Results window. Advanced Search options are available.
Recent Items	Opens a list of the most recent documents you have opened and saved.
Computer	Opens a window where you can access disk drives and other hardware devices.
Network	Opens the Network window where you can access computers and other devices on your network.
Connect To	Opens a window where you can connect to a different network.
Control Panel	Opens the Control Panel.
Default Programs	Opens the Default Programs window where you can define default programs and settings.
Help and Support	Opens the Windows Help and Support window. Help offers instructions on how to perform tasks in the Windows environment.
Power button	Turns off the computer.
Lock button	Locks the computer, or click the arrow beside the Lock button to display a menu for switching users, logging off, restarting, or shutting down the computer.

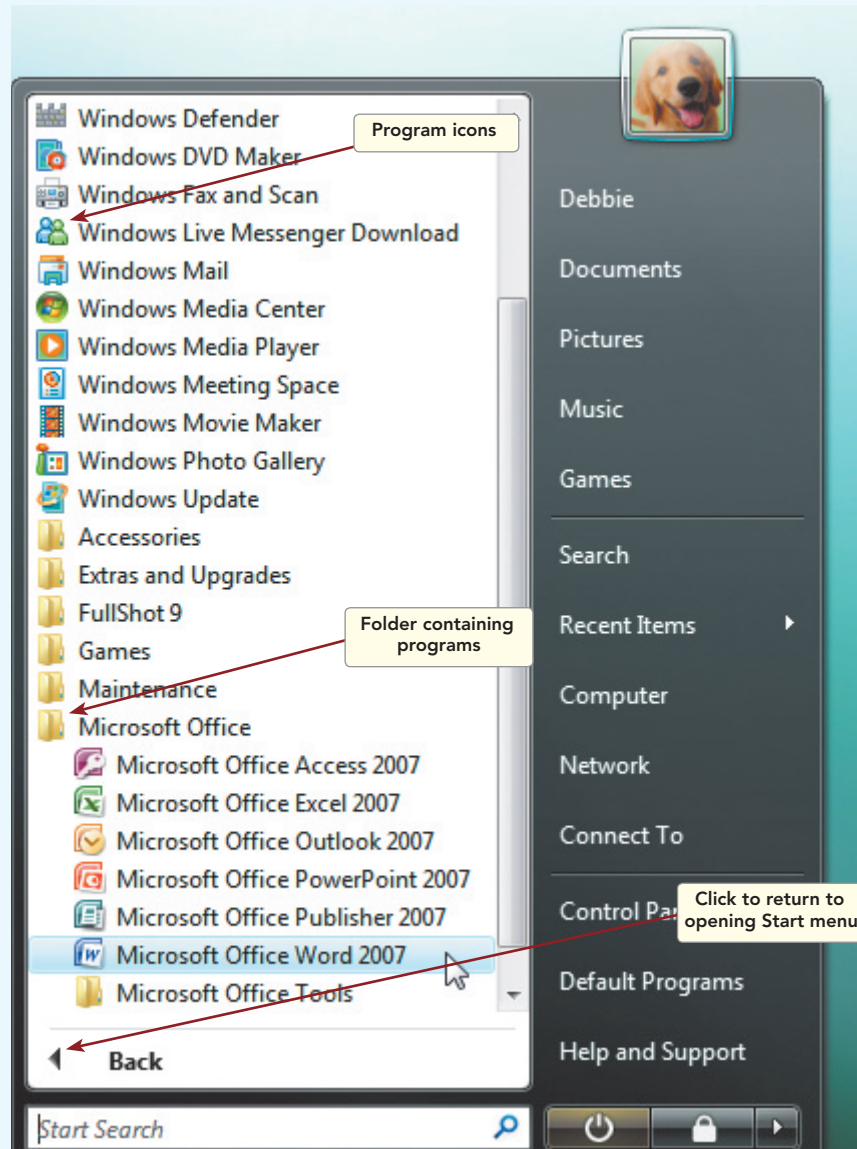
Using the All Programs Command

Most programs on your computer can be started from the All Programs command on the Start menu. This is the easiest way to open a program not listed directly on the Start menu.

1. To open the All Programs menu, click the Start button. The Start menu appears.

- Click **All Programs** or the triangle to the left near the bottom of the left pane. The All Programs menu appears, listing the programs installed on your computer. Every computer has a different list of programs. Notice that some menu entries have an icon to the left of the name and others display a folder. Click a folder, and a list of programs stored in that folder appears. Click a program to open it. Point to a program to see a short description of the program.

Figure 3
All Programs
window



- Click **Microsoft Office** to open a list of programs in the Microsoft Office folder. Click **Microsoft Office Word 2007**. (See Figure 3.) In a few seconds, the program you selected loads and the Word window appears. Notice that a button for the program appears on the taskbar. Leave Word open for the present.

Customizing the Start Menu

Both the Start menu and the desktop can be customized. You can add shortcuts to the desktop if you prefer, and you can add and delete items from the Start menu. However, if your computer is used by others, the administrator may limit some customization functions.

To add a program to the pin area of the Start menu:

1. Select the program you want to add to the pin list from the All Programs menu, and right-click it. A shortcut menu appears.
2. Click **Pin To Start Menu** on the shortcut menu. The program will be added to the pin list in the left pane above the first separator line.

To remove a program from the pin area of the Start menu:

1. Select the program you want to remove from the pin list, and right-click. A shortcut menu appears.
2. Click **Unpin From Start Menu**. The program will be removed from the pin list.

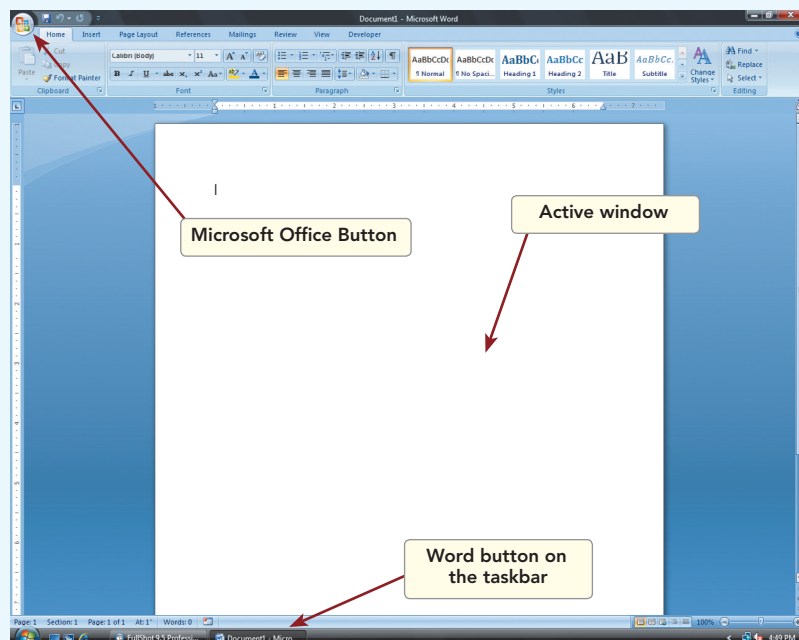
To change the order in which programs are listed in the pin area:

1. Point to the program icon.
2. Drag the icon to the desired position.

Using the Taskbar

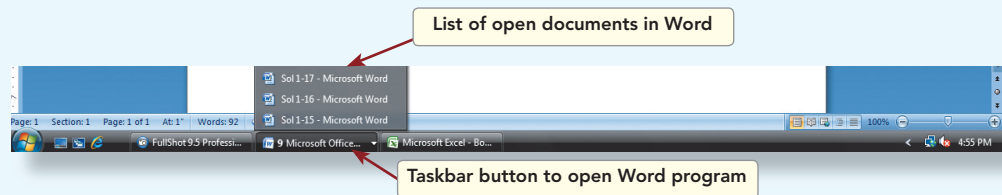
The taskbar at the bottom of your screen is one of the most important features in Windows Vista. The taskbar is divided into several segments, each dedicated to a different use. It shows programs that are running, and you can use the taskbar to switch between open programs and between open documents within a program. If your computer has the Aero interface, a thumbnail preview appears when you move the mouse over a button on the taskbar.

Figure 4
The Desktop with
the taskbar and the
Word window




Windows displays a button on the taskbar for each opened program and document. Notice that there is a button for Word, showing the Word icon and the name of the program. Point to the Word button to view a thumbnail of the document window. Since the taskbar can become crowded, Windows combines access to documents or programs under single buttons. The button shows the name of the program (Microsoft Office Word) and the number of items in the group (9). The shape of the arrow varies, depending on what the button contains. Clicking the button opens the menu of available items.

Figure 5
Button contents for
Word documents



Taskbar Notification Area

The *notification area* is on the right side of the taskbar, where the current time is usually displayed. Along with displaying the time, tiny icons notify you as to the status of your browser connection, virus protection, and so forth. It is also known as the *system tray*. In the interest of removing clutter, the notification area hides most of the icons. Clicking the Show Hidden Icons button  “hides” or “unhides” the icons in the notification area. Click the left-pointing arrow next to the icons to expand the notification area. Click the right-pointing arrow to hide the notification area.

TIP

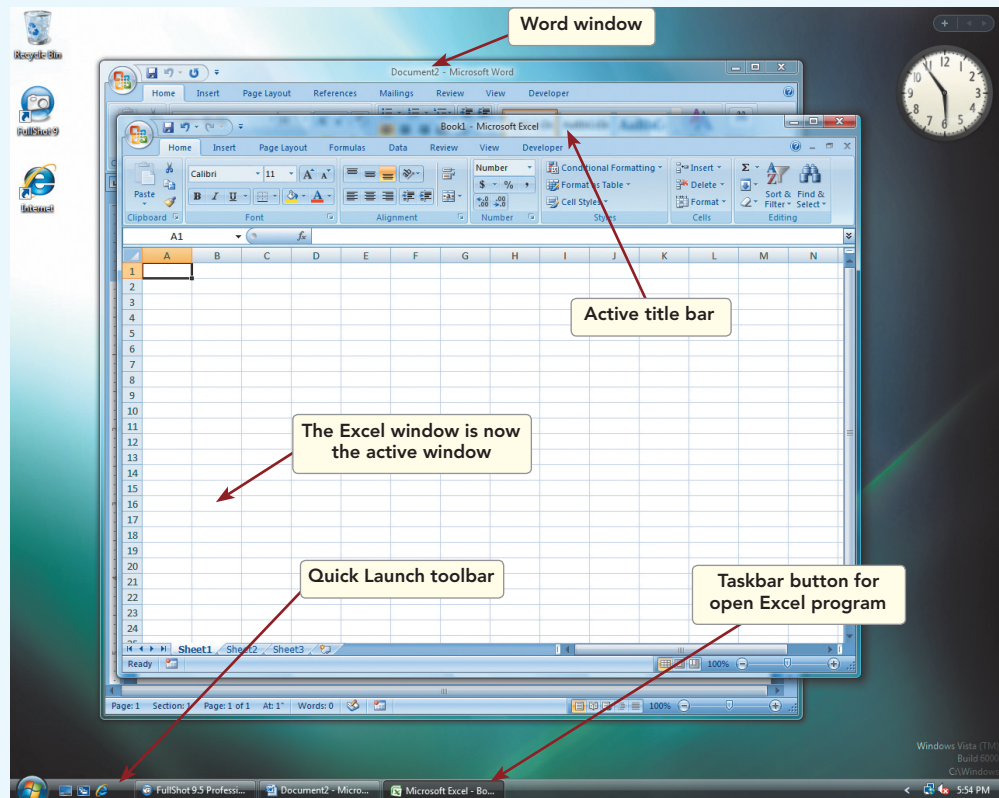
If you are not sure of what an item is or does, pointing to it without clicking displays a ScreenTip with a short description.


The Active Window

The window in which you are working is called the *active window*. The title bar for the active window is highlighted, and its taskbar button is also highlighted. The program window for Microsoft Word that you opened earlier should still be open. To examine additional features of the taskbar, open a second program, Microsoft Excel, a spreadsheet program in Microsoft Office.

1. If Word is not open, click the **Start** button and then click **All Programs, Microsoft Office, Microsoft Office Word 2007** from the Start menu. The Word window displays.
2. Click the **Start** button and then click **All Programs, Microsoft Office, Microsoft Office Excel 2007** from the Start menu. The Excel window displays. Notice how the Excel window covers the Word window, indicating that the window containing Excel is now active. Notice, too, that a new button for Excel has been added to the taskbar.

Figure 6
Excel (the active window) covering the Word window




3. Click the button on the taskbar for Word, the first program you opened. Word reappears in front of Excel. Notice the change in the appearance of the title bar for each program.
4. Click the button on the taskbar for Excel. Notice that you switch back to Excel.
5. Click the button on the taskbar to return to Word.
6. Locate the Quick Launch toolbar to the right of the Start button, and point to the Switch between windows button .
7. Click the Switch between windows button, and notice the desktop view.
8. Click the Excel window.



Changing the Size of the Taskbar

You can change the size of the taskbar using your mouse if your toolbar is crowded. It is usually not necessary, because of the multiple document style buttons and other hide/unhide arrows on the taskbar. Before you can change the size of the taskbar, it may be necessary for you to unlock it. To unlock the taskbar, right-click an open area of the taskbar and click **Lock the Taskbar** to remove the checkmark. A checkmark is a toggle command. Click to turn it off, and click a second time to turn it on.

1. Move the pointer to the top edge of the taskbar until it changes from a pointer to a two-pointed arrow . Using the two-pointed arrow, you can change the size of the taskbar.



2. With the pointer displayed as a two-pointed arrow, hold down the left mouse button and move the arrow up until the taskbar enlarges upward.
3. Move the pointer to the top edge of the taskbar once again until the two-pointed arrow displays. Hold down the left mouse button, and move the arrow down to the bottom of the screen. The taskbar is restored to its original size.

Using Menus

Windows uses a system of menus that contain a choice of options for working with programs and documents. Most Windows programs use a similar menu structure. These operations are either mouse or keyboard driven. They are called commands because they “command” the computer to perform functions needed to complete the task you, the user, initiate at the menu level.

Executing a Command from a Menu

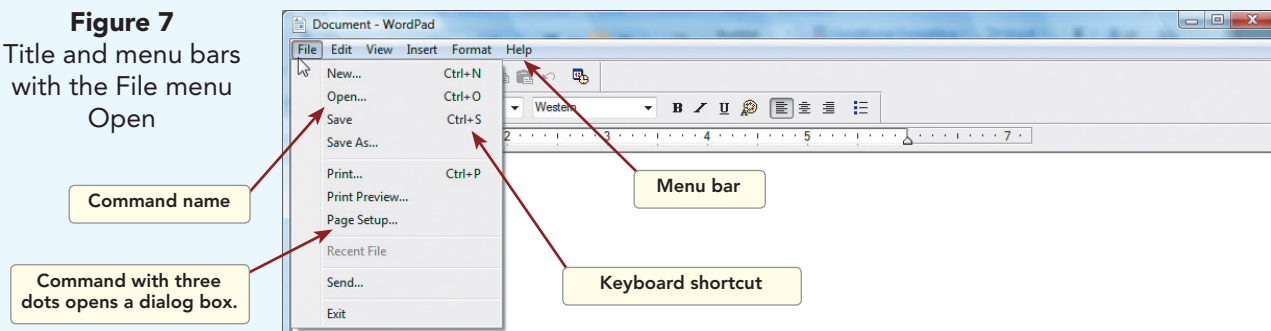
In Windows, a program may display a *menu bar*, a row of descriptive menu names at the top, just below the title bar. You open a menu by clicking the menu name listed in the menu bar. When a menu is opened, a list of command options appears. To execute a particular command from an open menu, press the left mouse button and then drag down and release the chosen option (click and drag). You can also click the command once the menu is open.

Keyboard Menu Commands

For people who prefer to use the keyboard to a mouse, Windows has provided keyboard commands for many menu items. You can use the keyboard to open menus and choose menu options.

Some menu items include not only the name of the command but a combination of keyboard keys. For example, under the File menu in WordPad, the Save command contains the notation **Ctrl+S** to its right. This means that you can also execute the command by pressing the **Ctrl** key together with the **S** key to save a document.

Figure 7
Title and menu bars
with the File menu
Open



Other Menu Symbols

Three dots following a menu option indicate that a dialog box is displayed when that menu option is chosen. (Dialog boxes, discussed later, are small windows requesting and receiving input from a user.) Some commands also display a check box. Click an empty check box to select the option. A checkmark will appear in the square and indicates the option is selected. To turn off the option, click the check box to remove the checkmark. Commands that appear gray or dimmed are currently not available.

Perform the following steps for keyboard command practice:

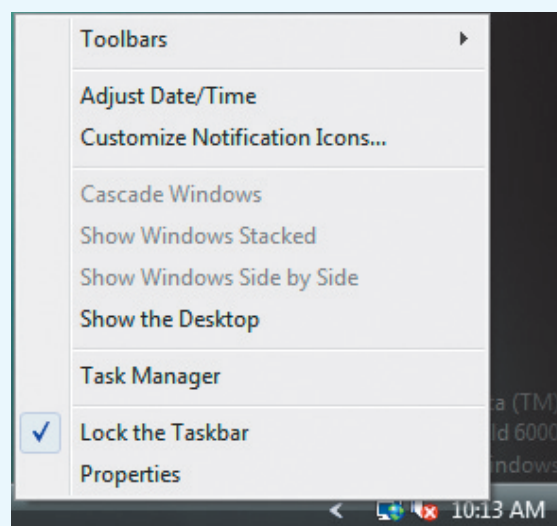
1. Open the **Start menu**, click **All Programs**, and click the **Accessories** folder. Click **WordPad**. The WordPad program opens, and a button appears on the Windows taskbar.
2. Click **File** in the menu bar. The File menu displays. Click **File** to close the menu.
3. Press **[Alt]**, and notice that the items in the menu bar display underlined letters (**F**ile, **E**dit). The underlined letters are a shortcut to open a menu. Press the letter “f” to open the File menu. Release **[Alt]**, and click outside the menu in a blank area to close the menu.
4. Press **[Alt]+[V]**, the keyboard shortcut for the View menu. The View menu displays.
5. Notice the four check boxes. All are selected. Click the **Options** command. The Options dialog box opens.
6. Click **Cancel** to close the dialog box.
7. Click **File** in the menu bar. Click **Exit**. Click **Don't Save** if prompted to save the document.

Displaying a Shortcut Menu

When the mouse pointer is on an object or an area of the Windows desktop and you right-click, a shortcut menu appears. A shortcut menu typically contains commands that are useful in working with the object or area of the desktop to which you are currently pointing.

1. Position the mouse pointer on a blank area of the desktop, and right-click. A shortcut menu appears with commands that relate to the desktop, including view and sort options.
2. Click outside the shortcut menu to close it.
3. Right-click the time in the bottom right corner of the taskbar. A shortcut menu appears.
4. Click **Adjust Date/Time** on the shortcut menu. The Date/Time Properties dialog box appears. You can use this dialog box to adjust your computer's date and time.

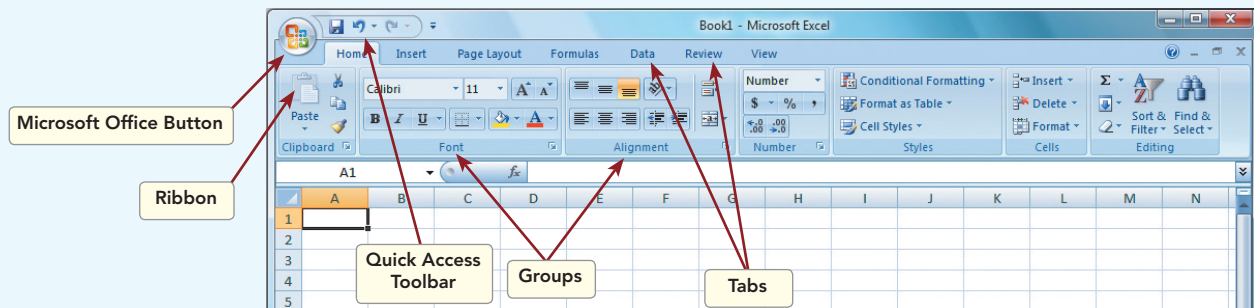
Figure 8
The Time shortcut
menu



5. Click **Cancel**.
6. Right-click an icon on the desktop to display its shortcut menu, and then close the shortcut menu.

Using the Ribbon

Microsoft Office 2007 applications include a Microsoft Office Button, a Quick Access Toolbar, and a Ribbon. The *Microsoft Office Button* displays the Office menu which lists the commands to create, open, save, and print a document. The *Quick Access Toolbar* contains frequently used commands and is positioned to the right of the Microsoft Office Button. The *Ribbon* consists of seven tabs by default, and each tab contains a group of related commands. The number of commands for each tab varies. A command can be one of several formats. The most popular formats include buttons and drop-down lists.

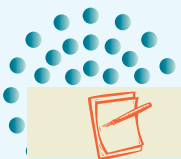


1. Activate the Excel program.
2. Point to and click the **Microsoft Office Button**. Notice the commands and icons in the menu.
3. Click a blank area of the window to close the menu.
4. Locate the Quick Access Toolbar beside the Microsoft Office Button. Point to each button in the Quick Access Toolbar to identify it. Notice that a keyboard shortcut displays beside each button.
5. Click the **Page Layout** tab. Notice the change in the groups and commands.
6. Click the **Home** tab.

Using Dialog Boxes

Windows programs make frequent use of dialog boxes. A *dialog box* is a window that requests input from you related to a command you have chosen. All Windows programs use a common dialog box structure.

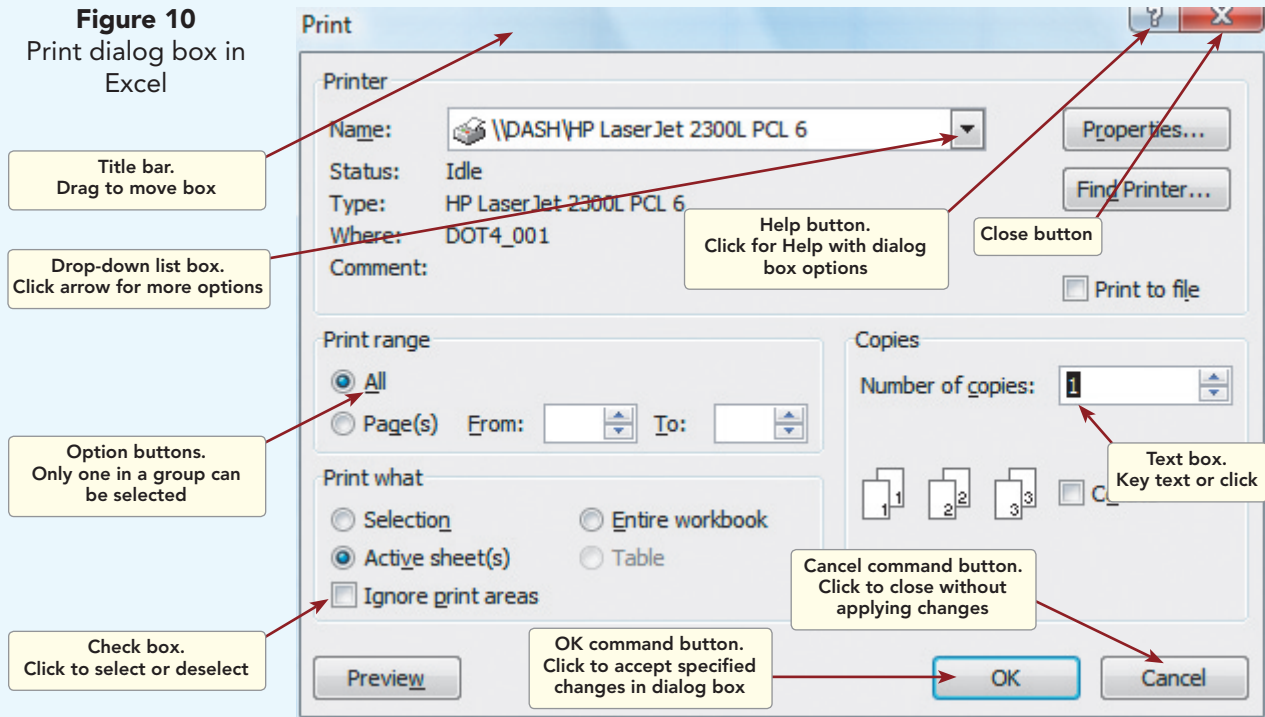
1. Click the Excel program button on the taskbar to make Excel the active window if necessary.
2. Click the **Microsoft Office Button**. The File menu displays.
3. Click **Print** to display the Print dialog box.
4. The Print dialog box contains several types of dialog box options.



NOTE

A keyboard shortcut is available for the print dialog box: Press **Ctrl+P** to open the Print dialog box.

Figure 10
Print dialog box in
Excel



5. To close the Print dialog box, click **Cancel**, located in the lower right corner of the dialog box. The Print dialog box closes without applying any changes.

Another type of dialog box uses tabs to display related options. Only one tab can display at a time. The Word Font dialog box offers many options for choosing character formatting.

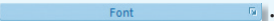
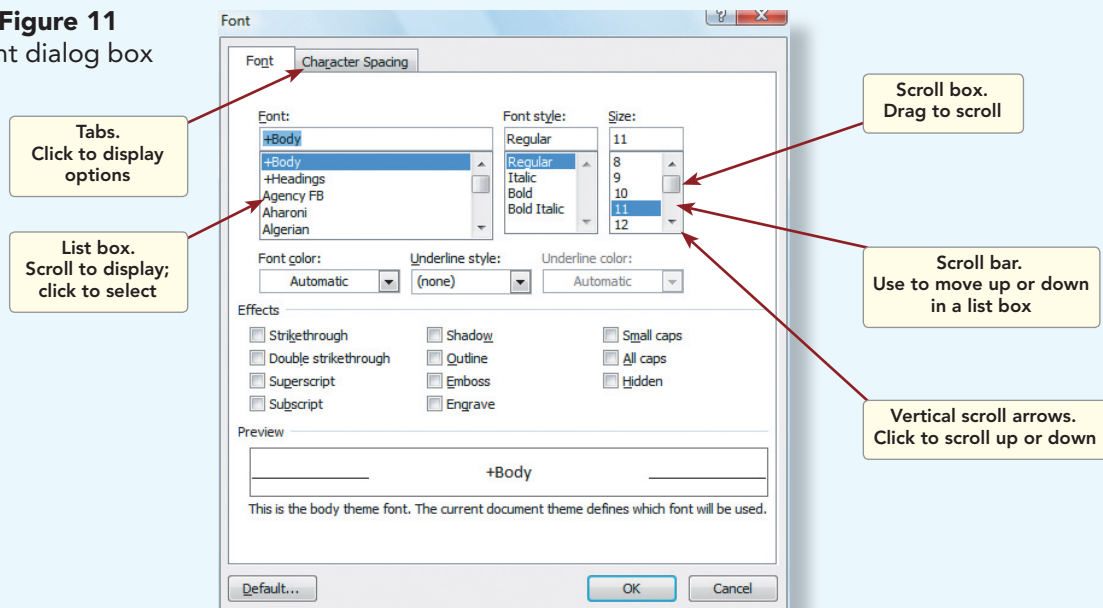
1. Make Word the active window.
2. Click the **Home** tab, and click the small arrow that appears on the right of the Font group . The Font dialog box displays.

Figure 11
Font dialog box



The scroll boxes are used to specify a font by name, its style, and its size. When you select a paragraph in a Word document, you can select its typographic features using this dialog box. The Font list box at the top left displays a list of all the typefaces installed on your computer. By clicking the name of the font, you select it for your paragraph.

The vertical scroll bar on the right side of a list box or a window indicates that there is more content to view. To view the hidden content, click the downward-pointing arrow or the upward-pointing vertical scroll arrow. You can also drag the scroll box on the scroll bar up or down to view all the content. The Character Spacing tab at the top of the Font dialog box displays additional character formatting options. Click the Character Spacing tab to view its contents, and then return to the Font tab.

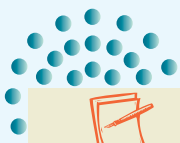
Use the Font dialog box to style a paragraph as follows:

1. Type a very short paragraph in your Word document.
2. Position the I-beam at the beginning of the text, and hold down the left mouse button.
3. Drag the mouse to the end of the paragraph. The paragraph will change color, showing that it has been selected.
4. Open the Font dialog box by pressing **Ctrl**+**D**.
5. In the Font list box, click **Verdana**. You may need to scroll down to locate it.
6. In the Font style box, click **Bold**.
7. In the Size box, click **12**.
8. If you wish to change the color of your paragraph, move your pointer to the Font color drop-down list box and click the down-facing arrow. A color pallet appears. Point to the color you wish to use, and click.
9. When you have completed your selections, click **OK** at the bottom of the Font dialog box and look at the paragraph you have styled. If you wish, you can try other font formats, while your paragraph is selected.

Changing the Size of a Window

You can change the size of any window using either the mouse or the sizing buttons. Sizing buttons are the small buttons on the right side of the title bar that allow you to minimize or maximize the window (see Figure 12). This can be especially useful when you would like to display several open windows on your desktop and see them simultaneously.

1. Make Excel the active window, if it is not already. Click the Maximize button on the Excel title bar if the Excel window does not fill the entire desktop.



NOTE

Notice that the window occupies the entire desktop, and the Maximize button has changed to a Restore Down button.

This type of function is known as a toggle: When a button representing one state (Maximize) is clicked, an action is performed, the button toggles to the alternate state, and the other button (Restore Down) appears. A number of actions in Windows operate this way.

Figure 12
Sizing buttons

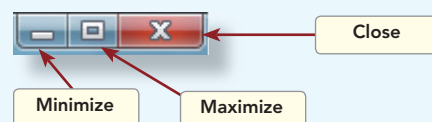


Table 4 describes these buttons. To practice changing the size of a window, follow these steps:

TABLE 4 Sizing Buttons

BUTTON	USE
Minimize	Reduces the window to a button on the taskbar.
Maximize	Enlarges the window to fill the entire desktop (appears only when a window is reduced).
Restore Down	Returns the window to its previous size and desktop position (appears only when a window is maximized).




NOTE

You can double-click a window title bar to maximize or restore the window or right-click the program button on the taskbar and choose minimize, maximize, restore, or close.

2. Click the **Restore Down** button on the Excel title bar. The Excel window reduces in size, and the Word window appears behind it. The Restore Down button has now changed to a Maximize button. Notice that the highlighted title bar of the Excel window indicates it is the active window.
3. Click the **Minimize** button. The Excel window disappears, and its button appears on the taskbar.

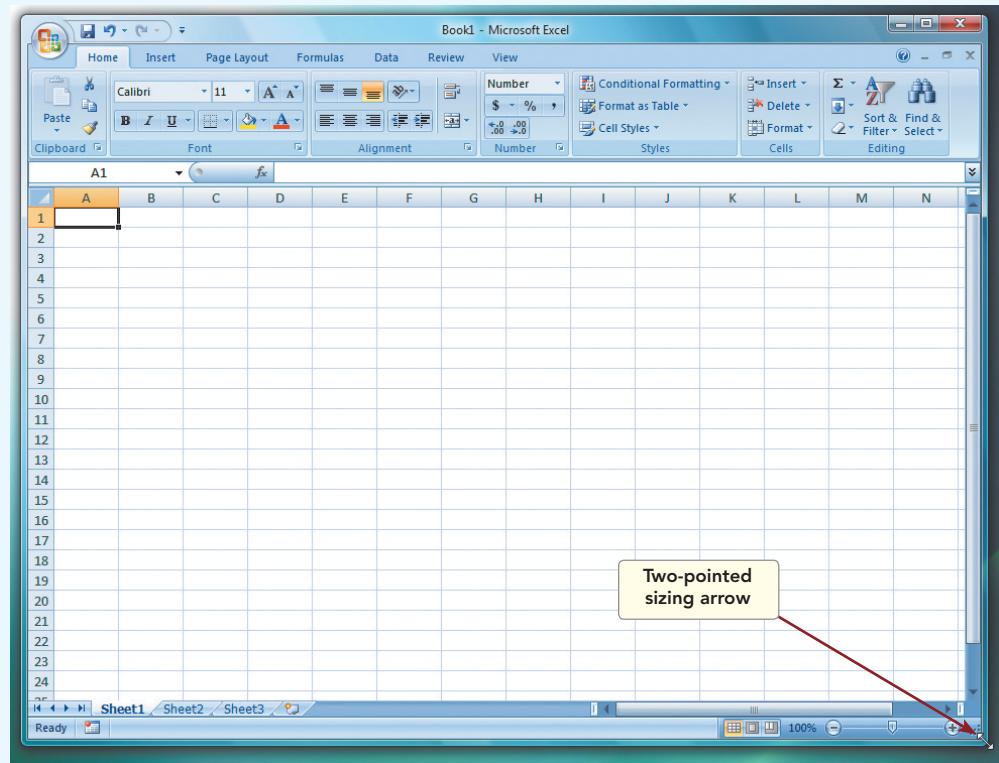
How to Display Two Program Windows Simultaneously

1. Open the **Start** menu, and click **All Programs** to open Excel and Word if they are not already open from an earlier section of the tutorial.
2. Click the **Excel** button on the taskbar to move its window to the front of the screen.
3. Click the **Restore Down** button if the Excel window is maximized.
4. Move the pointer to the right border of the Excel window. The pointer changes to a horizontal two-pointed arrow.
5. With the two-pointed arrow displayed , drag the border to the left to make the window narrower.



TIP
Sometimes the borders of a window can move off the computer screen. If you are having trouble with one border of a window, try another border or drag the entire window onto the screen by using the title bar.

Figure 13
Sizing a window



NOTE

You can place the pointer on any part of the window border to change its size. To change both the height and width of the window, move the pointer to the bottom right corner of the window. The double-pointed arrow changes its orientation to a 45-degree angle (see Figure 13). Dragging this arrow resizes a window vertically and horizontally.

6. Click the title bar or any part of the Word window behind the Excel window. The Word window becomes the active window. The Excel window is still open, but it is now behind the Word window.
7. Click the **Maximize** button if the Word window does not fill the entire desktop.
8. Click the **Minimize** button on the title bar of the Word window. The Excel window becomes the active window.
9. Make the Word window the active window by clicking the **Word** button on the taskbar.

10. Click the **Restore Down** button on the Word window. The Word window reduces in size. The Excel window might be partially visible behind the Word window. You can drag the two reduced windows so that parts of both can be seen simultaneously.




NOTE

The taskbar contains options to Show Windows Stacked, Cascade Windows, and Show the Desktop.

11. Right-click the taskbar, and click **Show Windows Side by Side**. The windows display vertically.
12. Press the **[Alt]** key, and hold it down while pressing **[Tab]**. You can switch to the previous window by pressing this shortcut, or you can continue to press **[Tab]** to switch to an open window on the desktop.



13. Click the **Show Desktop** button  located on the Quick Launch toolbar to see the desktop. The Word and Excel programs are minimized.
14. Click the **Show Desktop** button again to restore the programs.
15. Click the **Close** buttons on the title bars of each of the two program windows to close them and to show the desktop.

Using the Documents Command

Windows lets you open a recently used document by using the Recent Items command on the Start menu. This command allows you to open one of up to fifteen documents previously saved on your computer.

1. Click the **Start** button on the taskbar to display the Start menu.
2. Click **Recent Items**. The Recent Items submenu appears, showing you up to the last fifteen documents that were saved.
3. Click a document. The program in which the document was created opens, and the document displays. For example, if the document you chose is a Word document, Word opens and the document appears in a Word program window.
4. Click the program window's **Close** button. The program window closes, and the desktop is clear once again.

Changing the Desktop

The Control Panel lets you change the way Windows looks and works. Because your computer in school is used by other students, you should be very careful when changing settings. Others might expect Windows to look and work the standard way. Having Windows look or work in a nonstandard way could easily confuse other users. (Table 5 describes how to access other settings.)

To change the appearance of your computer, follow these steps. Talk to your instructor first, however, before changing any settings on your computer.

1. Click the **Start** button on the taskbar.
2. Click **Control Panel** on the right pane. The Control Panel window displays.
3. Click the **Appearance and Personalization** link. The Appearance and Personalization window displays.
4. Click **Personalization** and click **Window Color and Appearance**.
5. Click **Default** and click **OK**.
6. Close the Appearance and Personalization window.

TABLE 5 Setting Options

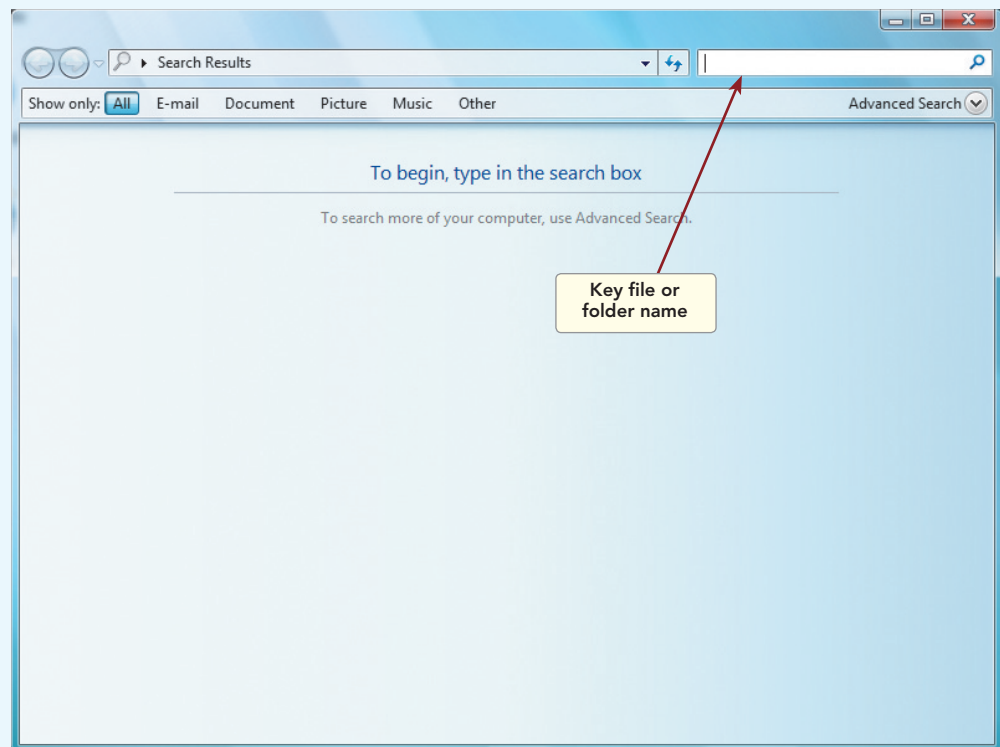
OPTION	USE
Control Panel	Displays the Control Panel window, which lets you change background color, add or remove programs, change the date and time, and change other settings for your hardware and software. The items listed below are accessed from the Control Panel.
Network and Internet	Includes options to view the network status, connect to a network, set up file sharing, change Internet options, and so on.
Hardware and Sound	Includes options to add a printer, change default settings for AutoPlay, sound, mouse settings, keyboard, and so on.
Appearance and Personalization	Includes options to change the desktop background, adjust screen resolution, customize the Start menu and icons on the taskbar, and change sidebar properties.

Using the Search Command

If you do not know where a file or folder is located, you can use the Search command on the Start menu to help you find and open it.

1. Click the **Start** button on the taskbar. Notice the blinking insertion point in the Start Search box. You can start typing the name of a program, folder, or file immediately.
2. Click **Search** in the right pane of the Start menu. The Search Results dialog box appears.
3. Click **Document** in the Show Only section.

Figure 14
Search Results
dialog box



4. Type the name of the file or folder you want to find in the Search box. View the search results.

To search for files by date, size, type, or other attributes, click **Advanced Search**.

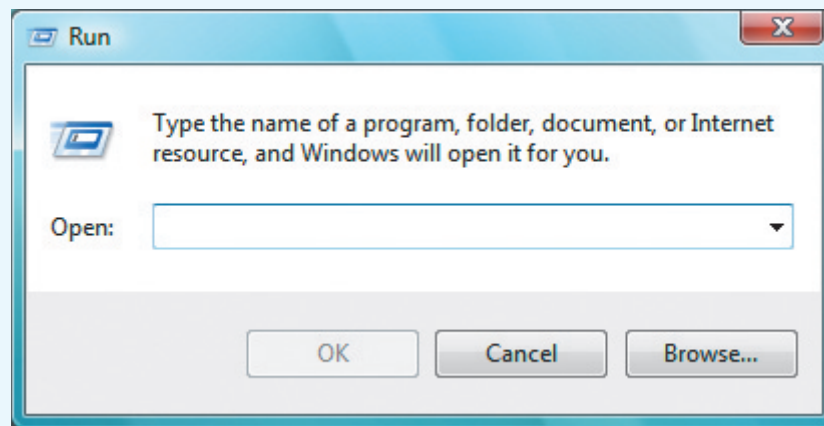
1. Click the arrow to the left of the Search Results text box to specify where you want Windows to search. The default location is the C drive.
2. Click **Search** to start the search. Any matches for the file are shown in the right pane of the dialog box.
3. Double-click any found item to open the program and view the file or folder Windows has located.
4. When you are finished with your search, close all open windows and clear your desktop.

Using the Run Command

Windows allows you to start a program by using the Run command and typing the program name. This command is often employed to run a “setup” or “install” program that installs a new program on your computer. It is best to use this command after you have become more familiar with Windows Vista.

1. Click the **Start** button on the taskbar.
2. Click All Programs, and click the Accessories folder.
3. Click **Run**.

Figure 15
Run dialog box



4. If you know the name of a program you want to run, type the name in the Open text box. Often you will need to click **Browse** to open a drop-down list of the disk drives, folders, and files available to you.
5. Click **Cancel** to close the Run dialog box.
6. Open the **Start** menu, and locate the Start Search box.
7. Key **run**, and notice that the Start menu displays the Run program.
8. Click the program name, and the Run dialog box displays.
9. Close the Run dialog box.

Deleting Files Using the Recycle Bin

The *Recycle Bin* is the trash can icon on your desktop. To delete a file:

NOTE

As a protection against deleting a file unintentionally, any file you have placed in the Recycle Bin can be undeleted and used again.


1. Click its icon, and drag it to the Recycle Bin.
2. Double-click the **Recycle Bin** icon. A window opens listing files you have deleted.
3. To undelete a file, merely drag it out of the Recycle Bin window and place it on the desktop or right-click the file and click Restore.
4. To empty the Recycle Bin and permanently delete files, click Empty Recycle Bin in the Recycle Bin dialog box, or right-click the Recycle Bin icon. The shortcut menu appears.
5. Click **Empty Recycle Bin**.

Exiting Windows

You should always exit any open programs and Windows before turning off the computer. This is the best way to be sure your work is saved. Windows also performs other “housekeeping” routines that ensure everything is ready for you when you next turn on your computer. Failure to shut down properly will often force Windows to perform time-consuming system checks the next time it is loaded. You can either log off the computer to make it available for another user, or shut it down entirely.

To Log Off



1. Click the **Start** button on the taskbar.
2. Click the arrow to the right of the Lock this computer button , and click **Log Off**.

To Shut Down

To exit Windows, use the Lock this computer command on the Start menu. This command has several shut-down options.

- *Restart*: Restarts the computer without shutting off the power. This is sometimes necessary when you add new software.
 - *Shut down*: Closes all open programs and makes it safe to turn off the computer. Some computers will turn off the power automatically.
 - *Sleep*: Puts the computer in a low-activity state. It appears to be turned off but will restart when the mouse is moved. Press the computer power button to resume work.
1. Click the **Start** button on the taskbar.
 2. Click the arrow beside the Lock this computer button.
 3. Click the **Shut Down** option.
 4. Windows prompts you to save changes in any open documents. It then prepares the computer to be shut down.