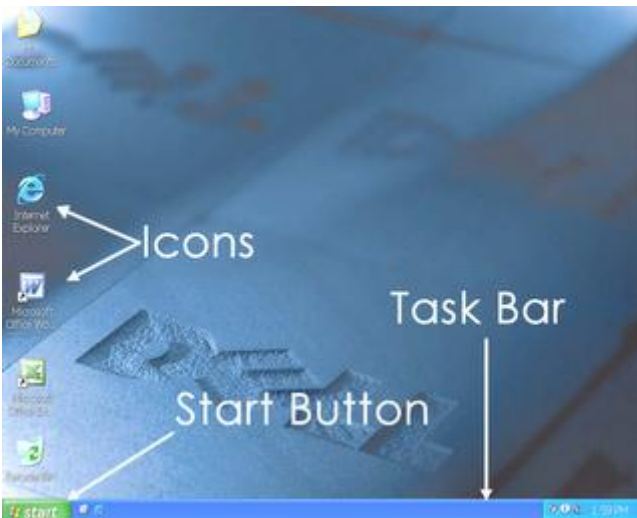


Windows OS



Since most computers you're likely to encounter will be running the Windows Operating System, it's a good idea to be somewhat familiar with the Windows environment. Here, we'll take a look at the Windows desktop, the basic components of a Windows "window," and how to start up and shut down a Windows computer.



The Windows Desktop

When you first start up a Windows computer, you'll see something similar to the image to the left (you can click the image for a larger version). This is known as the Windows Desktop.

Desktop: The desktop is the on-screen work area in which windows, *icons*, menus, and dialog boxes appear. It is the screen that appears once the computer has finished booting up. On the desktop you will see several small pictures known as icons--small images displayed on the screen to represent a program or file. This is the easiest way to launch an application.

Taskbar: The bar that contains the Start button and appears by default at the bottom of the desktop. All open windows and programs will appear here.

The Start Menu is accessed by clicking on the **Start Button**, and contains the list of all programs installed on your computer, as well as recent files, and the Control Panel. You'll also click the Start button when you want to turn your computer off. The irony of this is not lost on us.

Windows gets its name from the fact that it displays programs in a view called, cleverly enough, a "window." When you open a web browser, it is launched in a window. When you open MS Word, it opens in another window.

All windows have some of the same components and you can see them in the image below.

- Title Bar: Tells you what function or program you are in.
- Menu Bar: Contains all the commands and functions for the window.
- Minimize button: Places the window on the taskbar—does not close the program. To open the window again, click on it from the taskbar—the gray bar across the bottom of your screen.
- Maximize button: Makes the window full size. When a window is maximized, the button changes to two small squares instead of one large square. This is the Restore button. Click on it and the window will go back to the original size.
- Close Button: Closes the window.
- Scroll Bar: On the right side of the screen and sometimes at the bottom, too, a scroll bar allows you to scroll through a window if it extends beyond what you can see on your monitor in one view.

Four ways to use the scrollbar:

1. To move one line at a time, click on the arrow at the top or bottom.
2. To move one screen at a time, click on the space above or below the darker gray scroll button.
3. To move anywhere within the document, place the mouse pointer over the scroll button. Hold down the left mouse button and move the scroll button up and down the bar. Release the left mouse button when you have reached your desired location.
4. The roller wheel, located on the mouse, can also be used to scroll up and down a document.

