Chapter 7
Exploring Microsoft Windows
Learning Objectives

• LO7.1: Identify the parts of the Windows desktop
• LO7.2: Use common Windows elements
• LO7.3: Navigate Windows
• LO7.4: Work with the Recycle Bin
• LO7.5: Get Help
• LO7.6: Shut down Windows
LO7.1: Exploring the Windows Desktop

• Topics Covered:
  – Starting Windows and Examining the Desktop
  – Using the Mouse
  – Exploring the Start Menu
Starting Windows and Examining the Desktop

• To start Windows, you simply turn your computer on.

The desktop might be hidden by open windows, but the taskbar is almost always visible at the bottom of your screen.
Starting Windows and Examining the Desktop

- The desktop is the workspace on the screen.
- A desktop’s **theme** is a set of backgrounds, window colors, sounds, and screen savers.
- Other desktop features include:
  - Taskbar
  - Buttons
  - Notification area
  - Recycle Bin
  - Pointer
Using the Mouse

- **Point**: Positioning the pointer directly on top of an item.
- **Click**: Pressing the left mouse button and immediately releasing it.
- **Right-click**: Clicking the right mouse button and immediately releasing it.
- **Double-click**: Clicking the left mouse button twice in quick succession.
- **Drag**: Positioning the pointer on top of an item, and then pressing and holding the left mouse button while moving the pointer.
Using the Mouse

• When you want more information about an item on the desktop, you can point to that item to make a **ScreenTip** appear.

• When you right-click an item, a **shortcut menu** opens.

**ScreenTip** A box that appears with information such as the name or purpose of a selected item when you point to an item.

**menu** A group or list of commands that you click to complete tasks.

**shortcut menu** A menu that lists actions you can take with the item you right-clicked.
Exploring the Start Menu

• The **Start menu** provides access to programs, documents, and much more.

• The Start menu is organized into two **panes**, or separate areas of a menu or window.

• The **search box** helps you quickly find anything stored on your computer.
Exploring the Start Menu

• The right pane of the Start menu contains commands that open windows, rectangular work areas that contain programs, text, files, or other data, to access commonly used locations on the computer.
  – Everything on the Start menu is actually a shortcut, or a very small file that points to the location of the actual folder or file.

• The bottom of the right pane allows you to open windows that help you effectively work with Windows.
  – Control Panel: a windows that contains specialized tools to change the way Windows look and behaves.
Exploring the Start Menu

User Area (goes to online cloud account)
Start Menu (looks like Windows 8)
Documents (goes to Windows Explorer)
Task Bar:
  Program icons
  Windows explorer icon
Task view
LO7.2: Using Common Windows Elements

• Two types of windows:
  – Program windows (Microsoft Word, FireFox)
  – Windows Explorer windows (My Computer)

• Manipulating Windows
  – Resize windows by clicking and dragging on edge of window
  – Move window by clicking on title bar and dragging to new location
  – More than one open window?
    • Switch Between Open Windows by clicking on window to activate it or by clicking on the task bar button for the window or by holding down windows icon and pressing tab
LO7.2: Using Common Windows Elements

• All windows have the following elements in common:
  – **Title bar**: banner at the top of the window that displays window title and contains sizing buttons
  – **Sizing buttons**: buttons used to enlarge, shrink, or close a window
  – **Window title**: identifies the program and document contained in the window
  – **Details pane/Status bar**: displays information or messages about the task you or performing or the selected item
Resizing and Moving Windows

- After you open a window, you can manipulate it by changing its size and position.
- In most windows, three sizing buttons appear on the right end of the title bar:
  - Minimize button
  - Maximize button or Restore Down button
  - Close button
LO 7.3: Navigating Windows

• Navigate
  – move from one location to another on a computer, such as from a Word program window to an Explorer Window

• A folder is a container that organizes files on a computer
  – Drives on a computer network are represented by a folder

• A library is a central place to view and organize files and folders stored anywhere that the computer can access
  – Example: My Music, My Videos, My Pictures

• To display drive or folder contents double-click it

• Student files are saved on the network drive found by clicking the This PC icon
LO 7.3: Navigating Windows

Exhibit 7-9 Relationship between your computer and the Computer window
Using Windows Explorer Windows

- You can change the appearance of folder windows to suit your preferences.
- Click on the view icon and select one of the following views:
  - Extra Large Icons
  - Large Icons
  - Medium Icons
  - Small Icons
  - List
  - Details
  - Tiles
  - Content
Using the Navigation Pane

- Click a folder in the Navigation pane to navigate directly to that folder and display its contents in the right pane.
- OR use the Navigation pane to navigate to other locations on a computer or subfolders.
Cut (move), copy, paste

- Cutting is to move a file from one location to another
  - Right click the file icon
  - Select cut
  - Go to destination folder
  - Select paste
  - A copy of the file exists in the destination only

- Pasting is to copy a file at one location to another
  - This keeps a file in both locations
  - Right click the file icon
  - Select copy
  - Go to destination folder
  - Select paste
  - A copy of the file exists in both locations
LO7.4: Working with the Recycle Bin

- The Recycle Bin or trash can holds deleted items until they are deleted from the recycle bin.
- Make it a practice to regularly empty the Recycle Bin, since storing many files in the Recycle Bin can slow down your computer’s start up time.
LO7.6: Shutting Down Windows

• You should always shut down Windows before you turn off your computer.

Log Off, Sleep, or Shut Down

When you’re finished working on the computer, you need to decide whether to log off the computer, put the computer to sleep, or shut down. If you are using a computer that belongs to someone else, follow that person’s policy. Otherwise, the best approach depends on who uses the computer and how long it will be idle. Keep the following guidelines in mind as you make your decision:

► **Log off**—This command closes all programs and logs you off of Windows 7 but leaves the computer turned on. If another person might use the computer shortly, log off Windows to protect your data and prepare the computer for someone else to use.

► **Sleep**—By default, Windows 7 is set to sleep after 15 to 30 minutes of idle time, depending on whether you are using a notebook or desktop computer. If you will be away from the computer for more than 15 minutes but less than a day, you can generally let the computer go to sleep on its own.

► **Shut down**—If your computer is plugged in to a power outlet and you don’t plan to use the computer for more than a day, you save wear and tear on your electronic components and conserve energy by shutting down, which ends your Windows 7 session and turns off your computer. You should also turn off the computer when it is susceptible to electrical damage, such as during a lightning storm, and when you need to install new hardware or disconnect the computer from a power source. If your notebook computer is running on battery power only and you don’t plan to use it for more than a few hours, you should also turn it off to save your battery charge.