

WINDOWS BASICS

PC Start Up

1. Turn on any external devices (monitor, printer, scanner, etc.)
2. Turn the computer on.

PC Shut Down

1. Click the Start button at the bottom left corner of the screen.
2. Click Shut Down on the menu.
3. Click the Yes button in the dialog box.
4. Wait for a screen message saying it is safe to turn off your computer equipment. Then turn the computer and external devices off.



Using the Mouse

You use the mouse by rolling it around on a flat surface and pressing the mouse button. Moving the mouse moves the pointer (the arrow on the computer screen).

Be sure to hold the mouse with the cable pointing away from you. The mouse is easier to control if you rest the heel of your hand on the desk. If you run out of room to move the mouse, pick it up and put it down somewhere else (moving the mouse in the air does not move the pointer on the screen).

The mouse is used to perform the following important functions:

- **Point and Click.** Move the mouse to cause the pointer on the screen to point to an item and then click (press & release) the left mouse button.
- **Right Click.** Point to the item and then click the right mouse button.
- **Double-Click.** Point to the item and then click the left mouse button twice in rapid succession. Don't move the mouse while you double-click.
- **Drag.** Point to the item and then hold the left mouse button down while you move the mouse. Dragging is used to (1) move an object from one place to another and (2) select a block of text or other objects for some action.
- **Choose from a Menu.** A menu is a list of choices or commands that are specific to the program you are using; menus are found in the menu bar across the top of the window. To choose a command from a menu, click on the menu title to make the menu appear, then click on the command you wish to choose.

Icons and the Desktop

After you start up the computer you see the Desktop which consists of a Status Bar across the bottom of the screen and a number of icons.

Icons are the small pictures which represent the programs, documents, folders, and other items you work with on the computer.

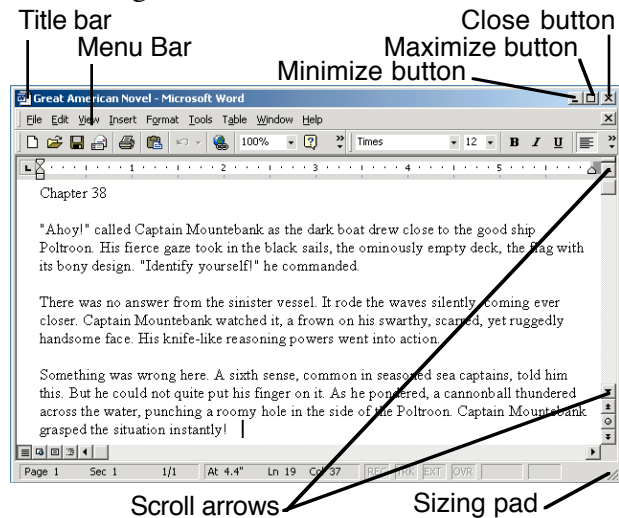


- **Open.** To open an icon, double-click it

When you open an icon, a window will appear displaying its contents.

Windows

Windows are areas on your screen through which you look at your programs and documents. Opening multiple windows allows you to look at several things at once.



- **Scroll.** To scroll (move through) a window's contents, click the scroll arrow that points in the direction you wish.
- **Resize a Window.** To expand or shrink a window, drag the Sizing pad.
- **Move a Window.** Drag the window by its title bar or by one of its outside edges.
- **Bring a Window to the Front.** To bring a partially covered window to the front, click anywhere on the window.
- **Minimize a Window.** To temporarily hide a window from view, click the minimize button.

The window will shrink to a button on the task bar at the bottom of the screen. Click the button to bring the window back into view.

- **Maximize a Window.** To enlarge a window to full screen size, click the Maximize button.
- **Close a Window.** Click on the Close button.

Creating Documents

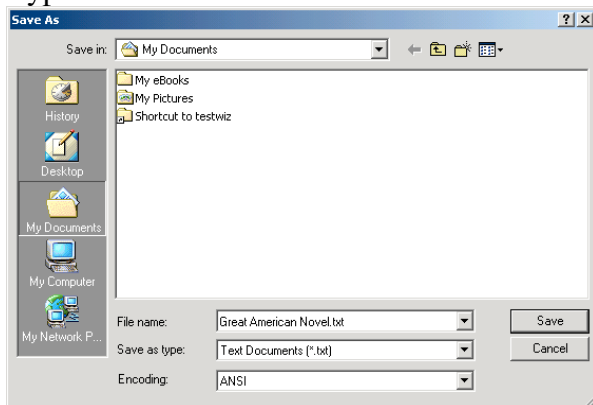
To create something on a computer—for example a word processor document, picture, or Internet session—you use a program suited to that purpose. The work you do on a computer is called a document.

- **Start a program.** Click on the Start button and point to Programs in the menu. Click on the folder that contains the program and then click on the program.
- **Exit a Program.** Choose Exit from the File menu.
- **Start a new document.** Whenever you start a new program you usually see a new document window. If you are already working in a program and want to create a new document, choose New from the File menu (shortcut: Ctrl-N).

Saving and Opening Documents

The part of the computer's memory that holds programs and documents is lost when the computer is shut down. *If you want to keep a permanent copy of your work, you must save it on a disk.*

1. Choose Save from the File menu. Shortcut: Ctrl-S.
2. Type a document name in the Save As box.



3. Click the pull down menu at the top of the dialog box and navigate to where you want to save your document.
4. Click the Save button.

- **Re-save a Document.** To save a previously created document, choose Save from the File menu (shortcut: Ctrl-S). Resave whenever you make changes.

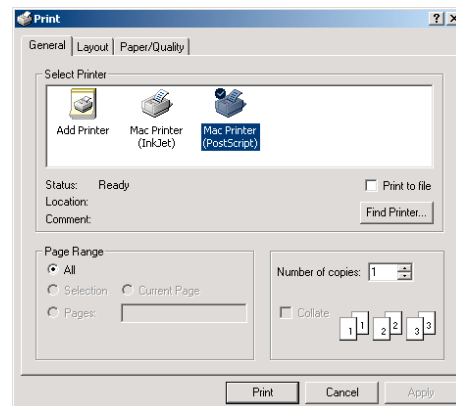
- **Save a Document in a New Location or with a Different name:** Choose Save As from the file Menu. Make the changes you want in the Save As box, then click Save.

- **Close a Document.** To close a document you have finished working on, click the document window Close button.

- **Open a Document.** To open a document from within a program, choose Open from the File menu (shortcut: Ctrl-O) and double-click the file you wish to open.

Printing a Document

1. Choose Print from the File menu. Shortcut: Ctrl-P)
2. 2. Make any desired changes to the print settings in the Print box.



3. Click the Print button.

- **To Change Page Options.** To change how pages are set up (including page orientation and paper size), choose Page Setup from the file menu. Make the changes you want in the dialog box, then click OK.

Getting Help

To get answers to your Windows questions and find out about other features click on the Start button, then click on Help.

Many programs also have a Help menu (in the menu bar) with useful information specific to that program.