

The Parts of a Typical Window

Menu bar
Click these words to display command menus

Title bar
Click and drag to move the window

Minimize button
Click to shrink or minimize the window

Close button
Click to close the window

Maximize button
Click to make the window fill the entire screen. If the window already fills the entire screen, click the

Restore button
to restore the window to its original size

Toolbar
Buttons for commonly used commands. Move the pointer over a button for a couple seconds to see what it does

Click to move up the page

Click to move the page

Keyboard Shortcuts

General

Open Menu	<Alt> + <u>Letter</u>
Help	<F1>
Undo	<Ctrl> + <Z>
Switch Between Applications	<Alt> + <Tab>
Close	<Ctrl> + <F4>
Display Desktop	<Alt> + <Esc>
Open Run Command Dialog Box	<Shift> + <F10>
Open Context Menu for Selected Item	<Right Mouse Button>

Dialog Box Commands

Confirm and close a dialog box (OK)	<Enter>
Cancel and close a dialog box (Cancel)	<Esc>
Move to the next field	<Tab>
Move to the previous field	<Shift> + <Tab>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Delete	<Delete>

Navigation

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of a Line	<Home>
End of a Line	<End>

Items on the Desktop and Start Menu

Desktop Icons

- My Computer**
Use to browse the contents of your computer and manage files & folders.
- Network Neighborhood**
Use to browse the network.
- My Documents**
Provides a convenient location for your files.
- Recycle Bin**
Contains deleted items; you can restore or permanently delete them.
- Internet Explorer**
Use to browse the Internet.

The Start Menu

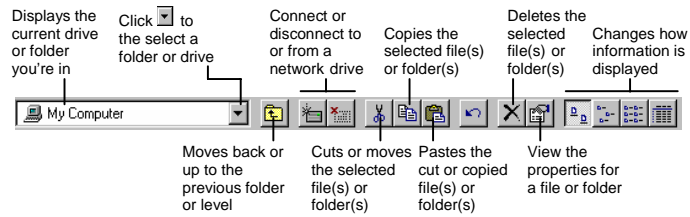
- Programs
Menu of installed programs
- Recent Programs
Files you recently worked on
- Settings
Change Windows settings
- Find
Find a file on your computer
- Help
Get help
- Run...
Run a program
- Shut Down...
Shut down the computer

Helpful Tips

- Not sure what a toolbar button does?** Place the mouse pointer over the button for a few seconds; a box with the button's description will usually pop up.
- Need help?** Press the <F1>. A help window will appear with information about the program.
- Want to do something to an object?** Try clicking the object with the right mouse button. A list of what you can do to the object will appear in a shortcut menu.
- Make a mistake?** Try using the undo command by selecting **Edit** → **Undo** from the menu, or by pressing <Ctrl> + <Z>.
- Need to use the menu without using the mouse?** Press <Alt> and the underlined letters of the menu item you want to open.
- In a dialog box you can press <Enter> instead of clicking OK, and press <Esc> instead of clicking cancel.
- Not sure what a control in a dialog box does?** Click the **?** **What is this button** in the upper right corner of the window and then click the control with the mouse pointer.
- Not sure what programs are running?** Look at the names on the taskbar along the screen's bottom.

Customizing Windows

The Windows Toolbar



- **To Add an Item to the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu. Click the **Start Menu Programs** tab and click **Add**. Click the **Browse** button, open the program's folder, and double-click the program name. Click the **Next** button, open the program's folder, and double-click the program name.
- **To Remove a Program from the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu. Click the **Start Menu Programs** tab and click **Remove**. Open the program's folder, select the program, and click **Remove**. Click **Close** and then click **OK**.
- **To Organize the Start Menu:** Right-click the taskbar, select **Properties** from the shortcut menu, click the **Start Menu Programs** tab, and click **Advanced**. Using basic file management techniques, add new folders to the Programs Menu as needed, and move folders and files around using drag and drop.
- **To Create a Shortcut to a File or Folder:** Drag the file or folder to a new location with the **right mouse button** and select **Create Shortcut Here** from the shortcut menu.
- **To Change Display Settings:** Right-click a blank area on the desktop and select **Properties** from the shortcut menu. You can change the following settings in the Display dialog box:

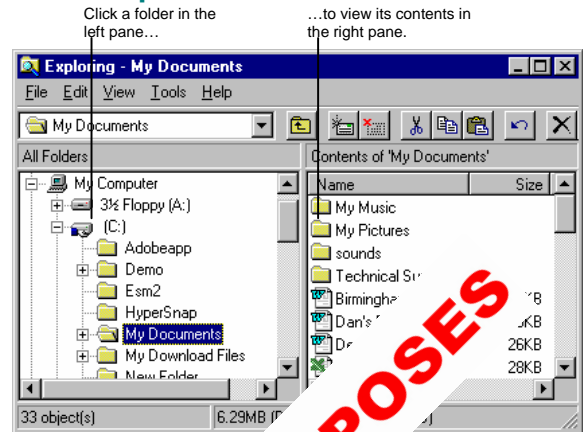
+ Wallpaper	+ Desktop icons
+ Screen saver	+ Screen resolution & color depth
+ Basic windows colors	+ Display driver

Maintenance and Fixing Problems

- **To Format a Floppy Disk:** From My Computer or Windows Explorer, right-click the floppy drive and select **Format**. Select the options you want to use and click **Start**.
- **To Copy a Floppy Disk:** Insert the disk, open My Computer or Windows Explorer, right-click the floppy drive, and select **Copy Disk** and click **Start**.
- **To Use ScanDisk:** Open My Computer or Windows Explorer, right-click the disk you want to scan, select **Tools** from the shortcut menu, and click the **Tools** tab. Click the **Show** button, specify whether you want to do a Standard or Full scan, and if you want any errors to be automatically fixed.
- **To Defragment Hard Disk:** Open My Computer or Windows Explorer, right-click the hard disk you want to defragment, select **Properties** from the shortcut menu, click the **Tools** tab, and click the **Defragment Now** button and click **Start**.
- **To Remove a Program:** Click the **Start** button and select **Settings** → **Control Panel** double-click the **Add/Remove Programs** icon, find and select the program you want to remove from your computer, and click the **Add/Remove...** button.

File Management

Windows Explorer



- **To Open a File or Folder:** Click the file or folder.
- **To Create a Folder:** Click any empty area in the window and select **New** → **Folder** from the shortcut menu, or select **File** → **New** → **Folder** from the menu.
- **To Rename a Folder:** Right-click the file or folder, select **Rename** from the shortcut menu, type a name for the folder, and press **<F2>**.
- **To Rename a File or Folder:** Select the file or folder and press the **F2** key.
- **To Restore a Deleted File:** Double-click the Recycle Bin to open it, and right-click the deleted file and select **Restore**.
- **To Empty the Recycle Bin:** Right-click the Recycle Bin and select **Empty Recycle Bin** from the shortcut menu.
- **Move/Copy a File or Folder (Drag and Drop Method):** Move a file or folder by clicking it and dragging it to the desired location. Hold down the **<Ctrl>** key while you drag to copy the file or folder.
- **Move/Copy a File or Folder (Cut and Paste Method):** Select the file or folder, click the **Cut** button or **Copy** button on the toolbar, move to the folder where you want to place the file or folder, and click the **Paste** button on the toolbar.
- **To Copy a File or Folder to a Floppy Disk:** Right-click the file or folder and select **Send To** → **3½ Floppy (A:)** from the shortcut menu.
- **To Change How Items are Displayed:** Select **View** from the menu and select one of the four view modes, or select a view from the **View** button list arrow on the toolbar.
- **To Select Multiple Files:** Hold down the **<Ctrl>** key while you click the files you want to select.
- **To Find a File:** Click the **Start** button and select **Find** → **Files or Folders** from the Start menu. Enter the search conditions and where to look on the appropriate tabs: Name & Location, Date, and Advanced. Click **Find Now** to start searching for the file(s).
- **To Open Windows Explorer:** Click the **Start** button and select **Programs** → **Windows Explorer** from the Start Menu.
- **To View a File or Folder's Properties:** Right-click the file or folder and select **Properties** from the shortcut menu.