

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

- Use a mouse.
- Start Windows and explore window features.
- Use the taskbar, menus, Ribbon, dialog boxes, and other important aspects of Windows.
- Practice using Search and Help.
- End a computer session.

If you are familiar with Windows but need help navigating Windows files and folders, refer to the “File Management” tutorial. 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 configured. 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.


Using the Mouse

A *mouse* is a pointing device and is your access to the computer screen, allowing you to accomplish specific tasks. A mouse typically has two buttons—one on the left (primary) and one on the right (secondary). A mouse might also have a center button or a wheel. To use a mouse, place your right index finger over the left mouse button. Place your thumb on the left side of the mouse. (Left-handed users can switch mouse button functions by using the Control Panel.)



NOTE

Laptop computers typically use a touch pad to select or move objects rather than a mouse.

The mouse operates through a pointer, a screen object you use to point to objects on the computer screen. The normal shape for the mouse pointer 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 at least one log-on name and picture. If the computer has multiple users, you will see several names and pictures.

To log on, you need to move the mouse pointer to the log-on name that was assigned to you when your user account was created. 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.

**NOTE**

All examples in this tutorial refer specifically to Windows 7 using the Aero desktop feature. 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.

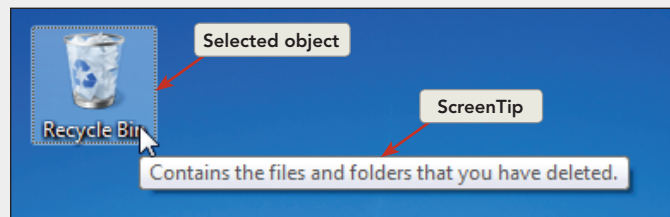
2. Roll the mouse to the right, and watch the pointer on the screen move to the right.
3. Practice rolling the mouse in all directions.
4. Roll your mouse to the edge of the pad, and then lift it up and place it back in the middle of the pad. When you feel that you can control the mouse position on the 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 on to Windows 7 are covered in succeeding sections.

Clicks and Double-Clicks

Pointing is a mouse action used to position the mouse pointer at a specific screen location. The tip of the mouse pointer should be touching the object on the screen. You may see a *ScreenTip* when you point to an object. A *ScreenTip* identifies or describes the object or command.

Figure 1
ScreenTip



Single-click actions with the mouse are used to select objects or commands. To practice a single click:

1. Roll the mouse around on the mouse pad until the pointer on the screen is over the Recycle Bin icon. 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. Click a blank area of the computer screen to deselect the Recycle Bin icon.

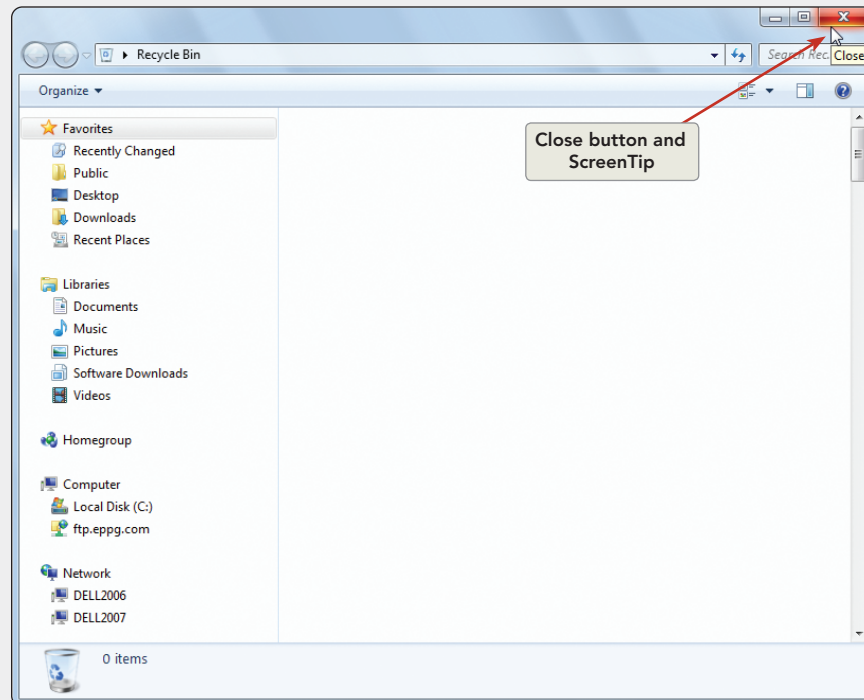
Pressing and releasing the mouse button twice is referred to as a *double-click*. When you double-click an object on the screen, it is selected—the object is highlighted—and an action is performed. For example:


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.

1. Point to and double-click the Recycle Bin icon. The Recycle Bin window displays.

Figure 2
Recycle Bin window



2. Locate and point to the red button in the upper-right corner of the Recycle Bin window. A ScreenTip identifies the Close button.
3. Click the Close button  one time to close the Recycle Bin window.



NOTE

Whenever you are told to “click” or “double-click” an object on the computer screen, use the left mouse button. If you have difficulty double-clicking an object, adjust the double-click speed by opening the Mouse Properties dialog box. (Control Panel—Hardware and Sound—Mouse—Buttons tab)

Selecting and Highlighting

You can also select a larger object such as a picture or a block of text by using the mouse. Position the pointer on one side of the object, and hold down the left mouse button. Roll the mouse until the pointer reaches the other side of the object. Release the mouse button. The selected object is highlighted.

Drag and Drop—Moving an Object Using the Mouse

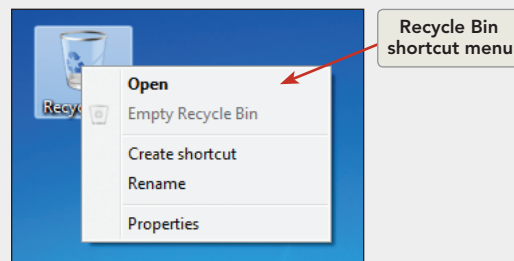
You can use the mouse to move an object on the screen to another screen location. In this operation, you select an object and drag the mouse to move the selected object, such as an icon. The operation is known as *drag and drop*. Follow the steps listed below to drag and drop objects.

1. Using the mouse, move the pointer over the object you want to drag.
2. Press 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.

Figure 3
Shortcut menu



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 keying text, inserting text, and selecting text.
	Two-headed arrow	Used to change the size of objects or windows.
	Four-headed arrow	Used to move objects.
	Busy	Indicates the computer is processing a command.
	Working in background	While the busy or working in background pointer is displayed, it is best to wait rather than try to continue working. Note: Some of the working in background actions will not allow you to perform other procedures until processing is completed.
	Link Select	Used to select a <i>link</i> in Windows' Help or other programs.

Starting Windows: The Log-on Screen

The Windows 7 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 can be accessed and personal preferences, such as your desktop background. Each person's files are hidden from other users. 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 7, 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.

**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**.

1. If you have not already turned on the computer, do so now to begin the Windows 7 loading process. The Windows log-on screen appears.
2. Click your name to select it. The Password box appears with an I-beam in position ready for you to key your password.
3. Key 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 key the correct password.


The Windows Desktop

The Windows Desktop includes the Start button, taskbar, and Notification area. 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 Windows 7 functions.

Figure 4
Windows 7 Desktop



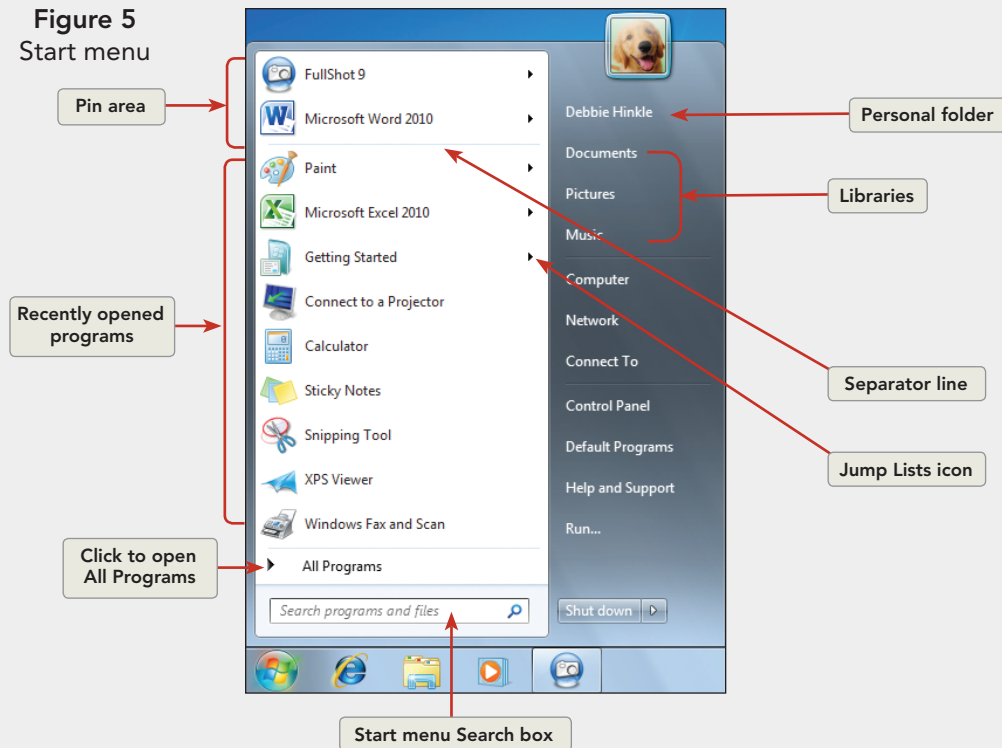
Using the Start Menu

Click the Start button  on the Windows taskbar to open the Start menu. You can also press the Windows logo key on the keyboard or press **Ctrl** + **Esc** 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

1. To open and learn about the Start menu, first click the Start button on the Windows taskbar. The Start menu appears.

Figure 5
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 open. These programs 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.



NOTE

The list of programs in your Start menu is dynamic. Installing new programs adds new items to the Start menu. Frequently used programs are placed in the left pane of the Start menu automatically.

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. The Recently opened programs list displays up to ten programs. Use the Jump Lists icon  for quick access to documents, files, or tasks. Simply click the Jump Lists icon , and a submenu appears to the right of the Start menu program. *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 Shut down button at the bottom of the right pane to end the computer session.

2. Close the Start menu by clicking a blank area of the desktop.

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.
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.
Search	Use to search programs and folders. Key text and results appear.
Right Pane	
Personal folder	Opens the User folder.
Documents	Opens the Documents library.
Pictures	Opens the Pictures library.
Music	Opens the Music library.
Games	Opens the Games library.
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	Displays networks and other connections that you can access.
Control Panel	Opens the Control Panel.
Devices and Printers	Opens a window where you can view devices installed on your computer.
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.
Run	Opens a program, folder, document, or Web site.
Shut down button	Turns off 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.


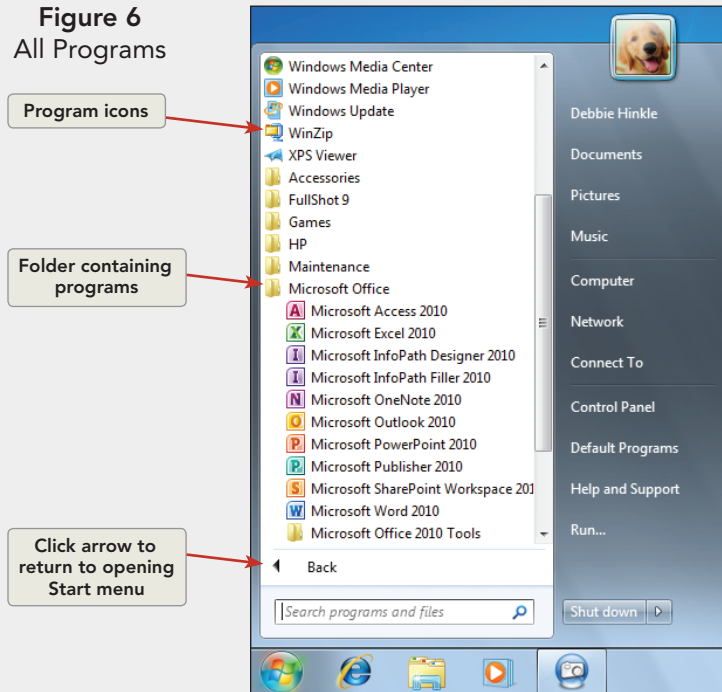

1. To open the All Programs menu, click the Start button . The Start menu appears.
2. Click **All Programs** or the triangle to the left near the bottom of the left pane. The All Programs menu appears, listing the programs installed on your computer. Every computer has a different list of programs. Notice 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. Point to a program to see a short description of the program. Click a program to open it.

Figure 6
All Programs



3. Click **Microsoft Office** to open a list of programs in the Microsoft Office folder. Click **Microsoft Word 2010**. (See Figure 6.) In a few seconds, the Word program you selected loads and the Word window appears. Notice that a button for the Word program  appears on the taskbar. Press **Alt+F4** to close the window.

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. Point to 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. Point to 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 7. The taskbar is divided into several segments, each dedicated to a different use. The taskbar displays a button for launching Internet Explorer; Windows Explorer; and Windows Media Player, and each of these buttons is pinned to the taskbar. Point to each button to display a ScreenTip. The taskbar shows programs that are running, and you can use the taskbar to switch between open programs and between open documents within a program. A thumbnail preview appears when you move the mouse over a button on the taskbar.

Figure 7
The desktop and the taskbar



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. 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. Point to an icon to see a ScreenTip. Click an icon to open the control or program.


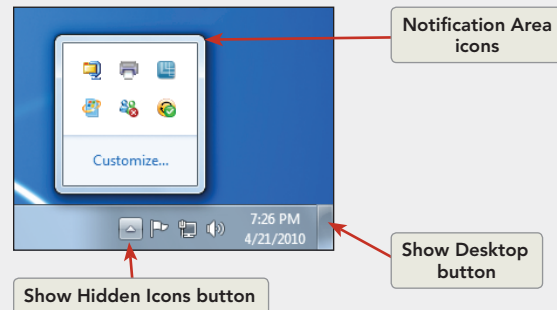
The Taskbar Notification area also includes the Show Desktop button . The Show Desktop button appears at the right side of the taskbar. When you point to the Show Desktop button, the open program windows become transparent, and the desktop displays. The Show Desktop button is a toggle button. Click the Show Desktop button one time to minimize all open programs. Click again to display the programs. The *minimize* command temporarily removes a window from the desktop.

Figure 8
Taskbar Notification
area



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.


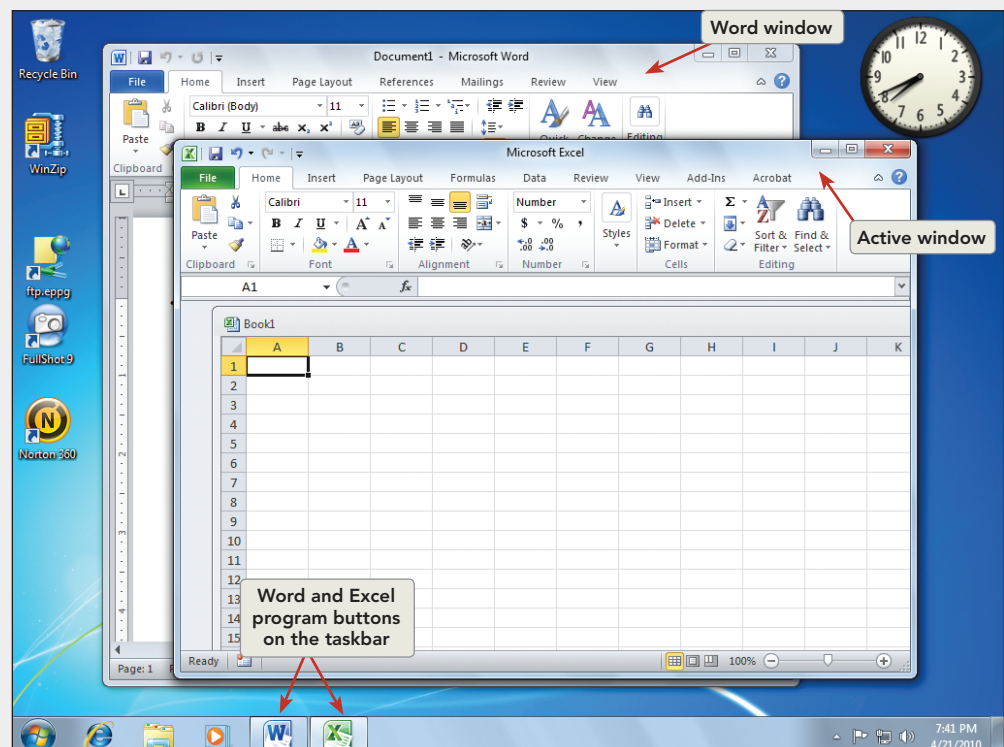
1. Click the **Start** button and then click **All Programs, Microsoft Office, Microsoft Word 2010** from the Start menu. The Word window displays.
2. Click the **Start** button and then click **All Programs, Microsoft Office, Microsoft Excel 2010** from the Start menu. The Excel window displays. Notice 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 9
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 Word button on the taskbar to return to Word.

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-headed arrow . Using the two-headed arrow, you can change the size of the taskbar.
2. With the pointer displayed as a two-headed 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-headed 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.
4. Close the Word and Excel programs by clicking the Close button  for each program.

Parts of a Windows

Windows 7 displays programs and files in windows. When multiple windows display on the desktop, you will notice several common features in their appearance. Study the following windows and notice the similarities.

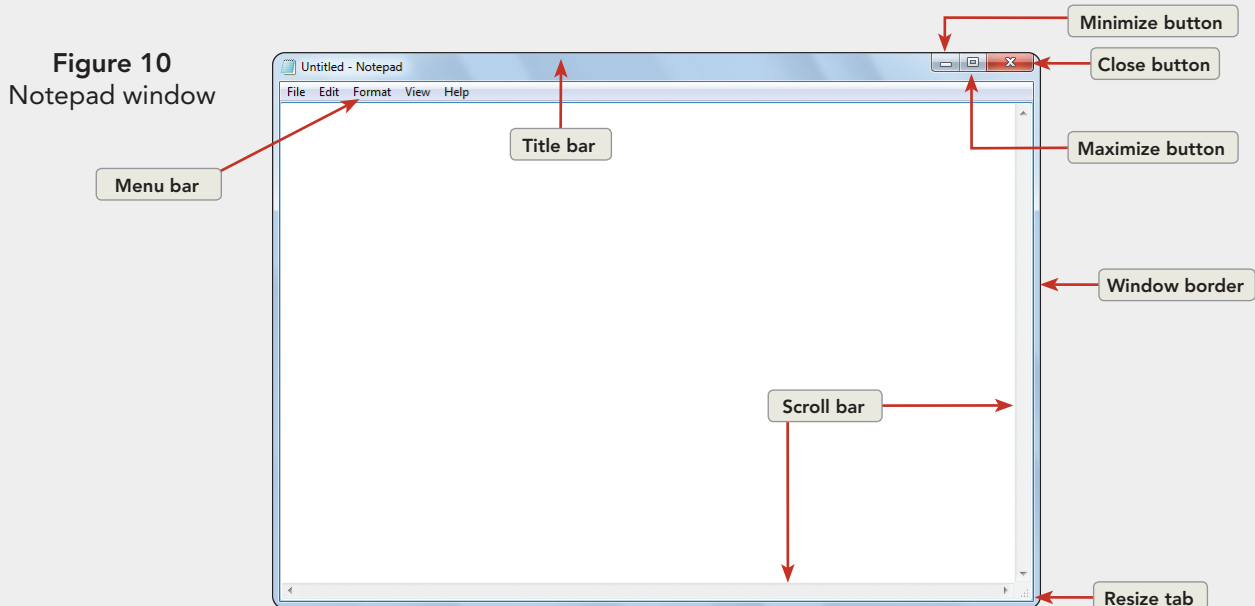
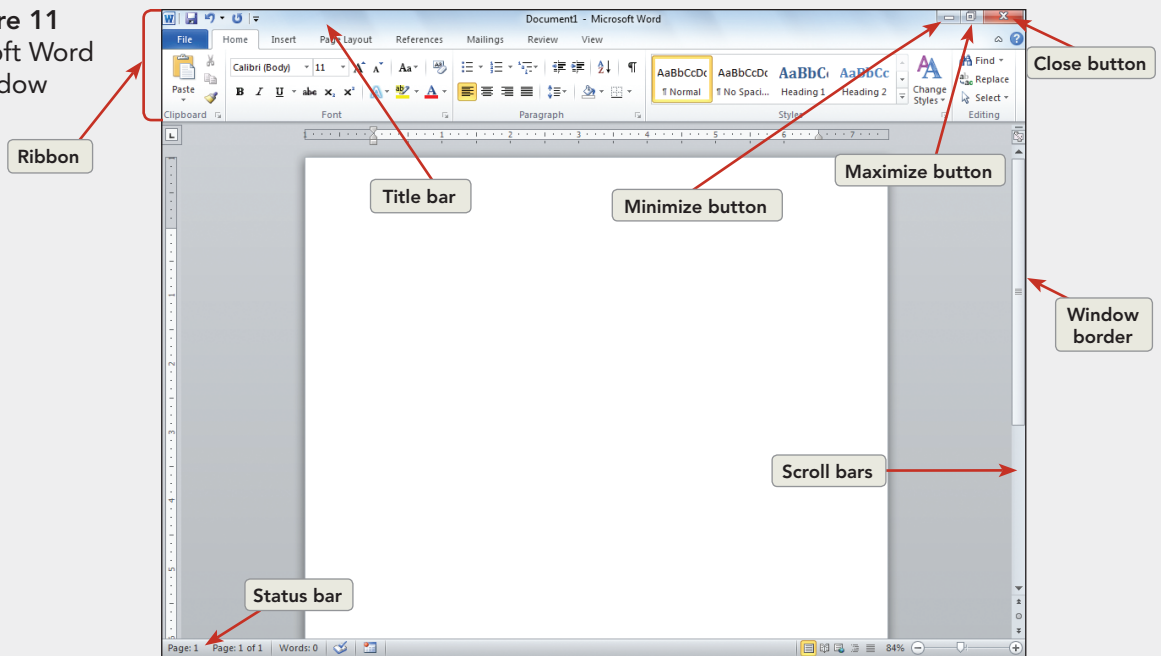


Figure 11
Microsoft Word
window



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.

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 Figures 10 and 11). This can be especially useful when you would like to display several open windows on your desktop and see them simultaneously.





1. Open the Word and Excel programs if necessary. Click the Maximize button  on the Excel title bar if the Excel window does not fill the entire desktop.

Table 4 describes the sizing buttons.

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).

To practice changing the size of a window using the sizing buttons, follow these steps:



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. You can also use the *Shake* command to minimize every open window except the window you are “shaking.” To use the shake feature, drag the title bar back and forth with your mouse until the other windows are minimized. You can also use the *Snap* feature to maximize a window. Point to the window’s title bar and drag the window to the top of the screen. When the window’s outline fills the screen, release the mouse.

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 Excel **Minimize** button . The Excel window disappears, and its button appears on the taskbar.
4. Maximize the Word window by double-clicking the title bar. Double-click the title bar again to restore the window.

To practice resizing a window using the mouse, follow these steps:


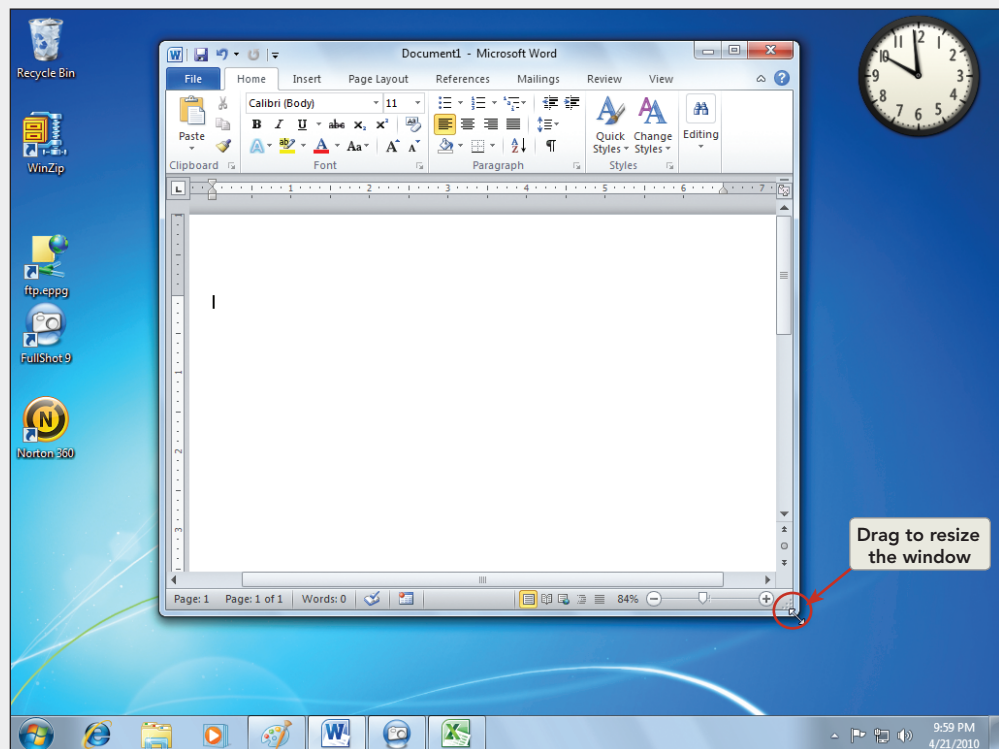
5. Point to the lower right corner of the window. The mouse pointer changes to a two-headed arrow . Drag the window border toward the center of the screen. Drag the window border down and to the right to enlarge the window.

Figure 12
Sizing a window
using the mouse



**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-headed arrow changes its orientation to a 45-degree angle (see Figure 12).

Dragging this arrow resizes a window vertically and horizontally. Dragging a window border (top, bottom, left, or right) changes the vertical or horizontal size of the window. 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.

6. Point to the top border of the window. Drag the border down to reduce the height of the window.
7. Point to the right border of the window. Drag the border to the left to reduce the width of the window.
8. Drag the window to the top of the screen. When the window outline expands to fill the screen, release the mouse.

Moving a Window

To move a window, point to the title bar and drag the window to a new location. You cannot move a maximized window.

1. Click the Word Restore Down button if necessary, and point to the Word title bar.
2. Drag the window to the lower left corner of the screen. Release the mouse.

Switch between Windows

When more than one program is open, you can switch between windows by using the sizing buttons or the taskbar. You can also press **[Alt]+[Tab]** to switch to the previous window.


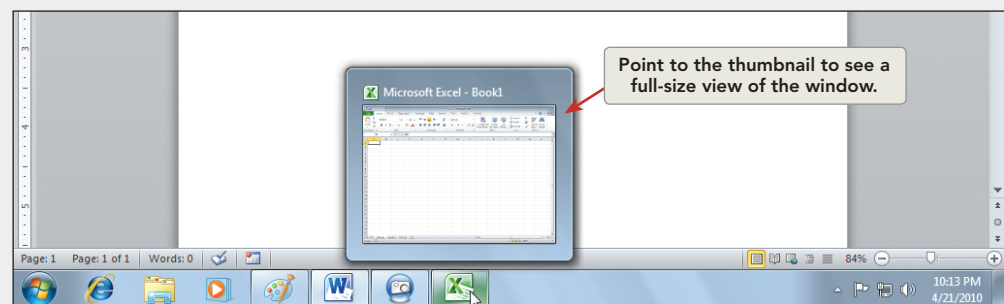
1. If necessary, open Word and Excel, and maximize both windows.
2. Minimize the Excel window. The Word window displays.
3. Point to the Excel button  on the taskbar. A thumbnail preview of the Excel window displays. If you point to the thumbnail, the thumbnail enlarges so that you can preview the window. This feature is called *Aero Peek*.

Figure 13
Taskbar buttons and thumbnail preview



**NOTE**

To display thumbnail preview, your computer must support the Windows Aero feature.

4. Click the Excel button to display the Excel window and to make it the active window.
5. Press **[Alt]+[Tab]** to switch to Word. 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.

Display Two Program Windows Simultaneously

When multiple programs are open, you can arrange the windows using the following commands from the taskbar. You can also use the *Snap* feature to display two windows side by side on the desktop. To position two windows side by side, drag the title bar of one window to the left side of the screen until the window snaps to the left side. Release the mouse. Drag the second window to the right side of the screen until it snaps into place.

- Cascade windows
 - Show windows stacked
 - Show windows side-by-side
 - Show the desktop
1. Open the Start menu, and display Excel and Word if necessary.
 2. Right-click the taskbar, and click **Show windows side by side**. The windows display vertically.
 3. Right-click the taskbar, and click **Cascade windows**. The windows display on top of each other. The title bar for each window is visible.
 4. Click the Show Desktop button  located on the right side of the taskbar to see the desktop. The Word and Excel programs are minimized.
 5. Click the Show Desktop button  again to restore the programs.
 6. Right-click the taskbar, and click **Show windows stacked**. The windows are stacked vertically.
 7. Click the **Close** button on the title bars of each of the two program windows to close them and to show the desktop.

Using Menus

When you open a window you may see a row of descriptive names just below the title bar. A menu bar contains a list of options for working with programs and documents. 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.

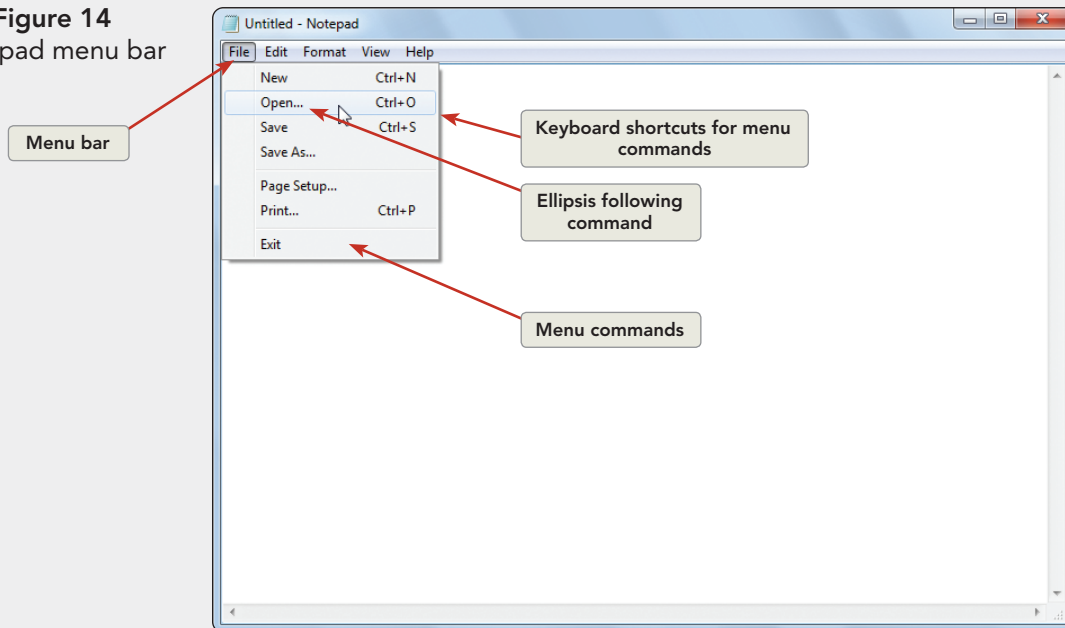
Executing a Command from a Menu

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 mouse (click and drag). You can also click the command once the menu is open.

Other Menu Symbols

Three dots following a menu option (an ellipsis . . .) 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.) Menus may also include a triangular arrow. Clicking the arrow displays a submenu with additional choices. If a menu command has a keyboard shortcut, the key or the combination of keys you press to activate the option appear on the right side of the menu. Commands that appear gray or dimmed are currently not available.

Figure 14
Notepad menu bar



Perform the following steps for using menus:



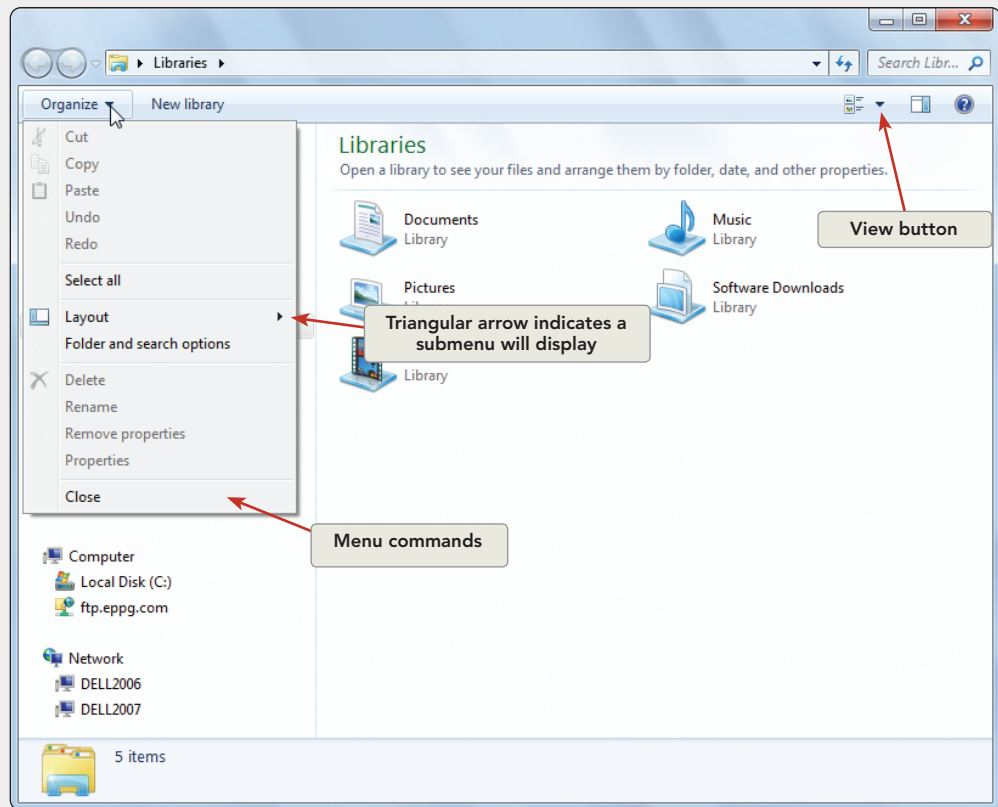

1. Open the **Start menu**, click **All Programs**, and click the **Accessories** folder. Click **Notepad**. The Notepad program opens, and a button appears on the Windows taskbar.
2. Locate the menu bar, and click **File**. The File menu displays. Notice the keyboard shortcuts listed on the right side of the menu.
3. Locate the **Open** command and notice that three dots follow the command. Click the Open command. The Open dialog box displays. Click **Cancel** to close the Open dialog box.
4. Click **File** on the menu bar. Click **Exit** to close the Notepad window.
5. Click the Windows Explorer button  on the taskbar. The Windows Explorer window displays.
6. Locate the Organize command , and click the button. A menu of options appears below the command button.

Figure 15
Windows Explorer
window



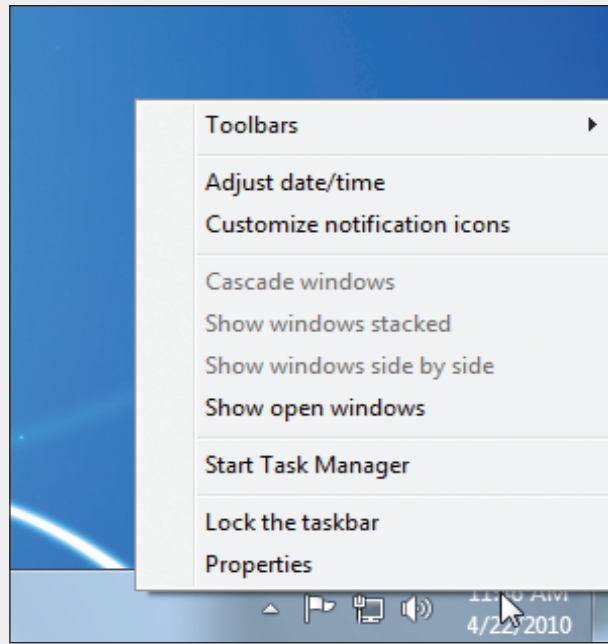
7. Click the **Layout** command, and a submenu displays with additional options. Notice that several of the options appear with a checkmark. The checkmark option indicates that the option is selected. Click the option again to turn off the checkmark.
8. Locate the View button , and click the arrow beside the button. Drag the slider to **Medium Icons** and notice the change in the appearance of the icons in the Windows Explorer window.
9. Press the **[Alt]** key, and a traditional-looking menu bar appears. Press **[Alt]** again to hide the menu bar.
10. Press **[Alt]+[F4]** to close the Windows Explorer window.

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.

Figure 16
Time shortcut menu



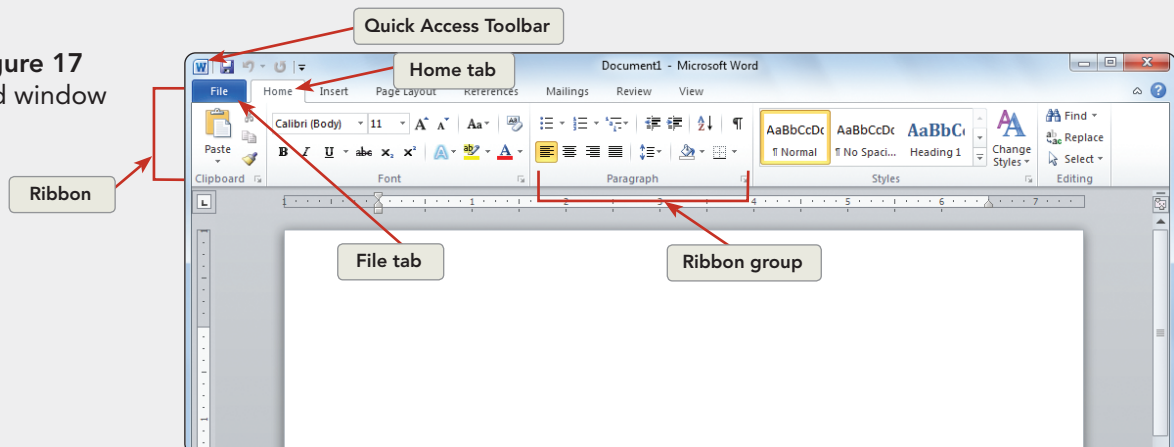
4. Click **Adjust date/time** on the shortcut menu. The Date and Time dialog box appears. You can use this dialog box to adjust your computer's date and time.
5. Click **Cancel**.
6. Right-click an icon on the desktop to display its shortcut menu, and then close the shortcut menu.


Using the Ribbon and Quick Access Toolbar

Microsoft Office 2010 applications include a Quick Access Toolbar and a Ribbon to access commands. The *Quick Access Toolbar* contains frequently used commands and is positioned above the Ribbon. The *Ribbon* consists of tabs, 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. The *File tab* displays a menu which lists the commands to create, open, save, and print a document.

1. Open the Word program. The Quick Access Toolbar arrow should point to the Save button.

Figure 17
Word window

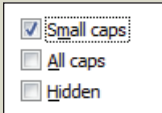

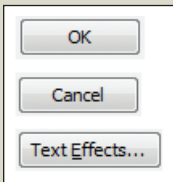
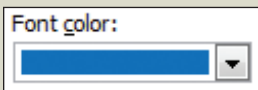
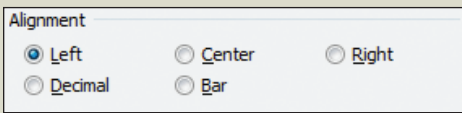
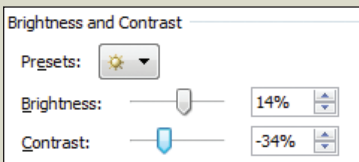


2. Point to and click the **File** tab. Notice the commands in the left pane.
3. Click the **Home** tab, and locate the groups of commands on the Home tab (Clipboard, Font, Paragraph, Styles, and Editing).
4. Locate the Quick Access Toolbar  above the Ribbon. Point to each button to identify it. Notice that a keyboard shortcut displays beside each button.
5. Click the **Page Layout** tab. Notice the change in the number of 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. A dialog box appears when a command listed in a menu is followed by an ellipsis (. . .). Many dialog boxes contain tabs which resemble file folder tabs. Click a tab to select it and to display its options. All Windows programs use a common dialog box structure. Table 5 lists several options you will see in dialog boxes.

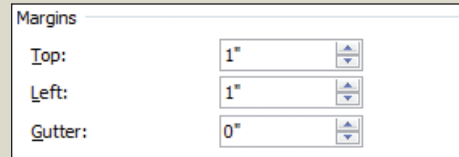
TABLE 5 Dialog Box Options

<p>Check boxes are square in shape. Click a box to turn on (check) or turn off (uncheck) the option. You can select as many check box options as needed.</p>	
<p>A Combo or List box displays a list of choices. Use the scroll bar to display hidden choices. Use scroll arrows to move up or down in small increments. Drag the scroll box up or down to move quickly through the list of options. Click an item to select it, or key information in the text box.</p>	
<p>Command buttons are rectangles with rounded corners, and they initiate an immediate action. If followed by an ellipsis (. . .) another dialog box opens.</p>	
<p>A Drop-down list box is rectangular in shape and displays the current selection in the rectangle. Click the arrow at the right of the box for a list of available options.</p>	
<p>Option buttons are round in shape. Only one option may be selected from within a group of options. If selected, the option contains a dot.</p>	
<p>A Slider represents a range of values for a particular setting. Drag the slider left or right or click an arrow to change the current setting.</p>	

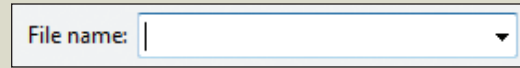
(continues)

TABLE 5 Dialog Box Options (continued)

Spin Box/Spinner includes two arrows. Click the up arrow to increase value. Click the down arrow to decrease value. Changes usually occur in an increment of one. You can also select the current value, and key a new number.



Text boxes are rectangular in shape and are used to enter data. An insertion point appears at the left side of the box, and text will be entered at the position of the insertion point. Press **Delete** or **Backspace** to delete or edit existing text. Double-click or drag over existing text to select it. Use the **Home**, **End**, or arrow keys to move the insertion point.



Practice using dialog box options by completing the following instructions.


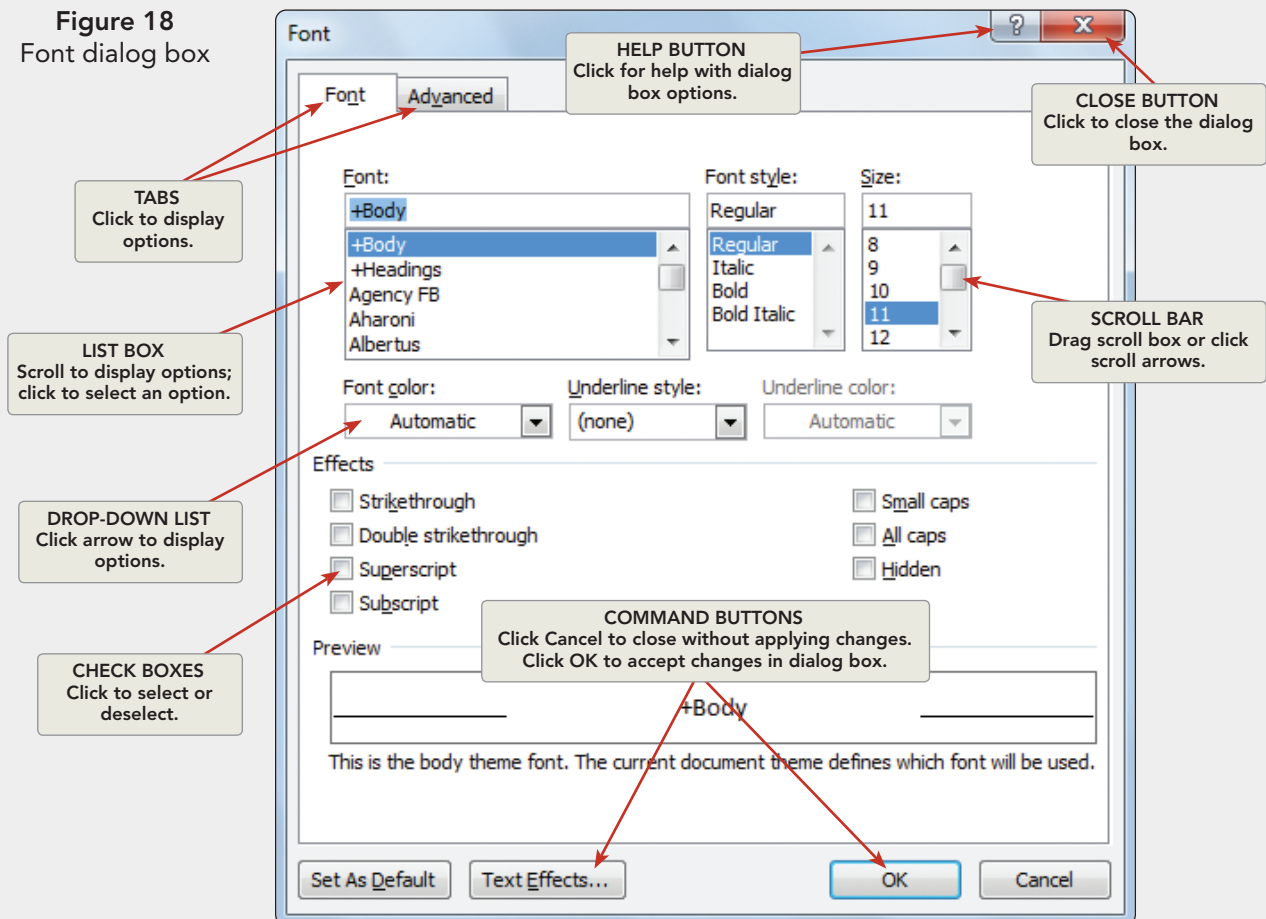

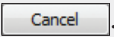

1. Open Word, if necessary, and click the **Home** tab.
2. Locate the **Font** group, and notice the arrow in the lower right corner . Click the arrow (Font Dialog Box Launcher), and the Font dialog box displays.

Figure 18
Font dialog box



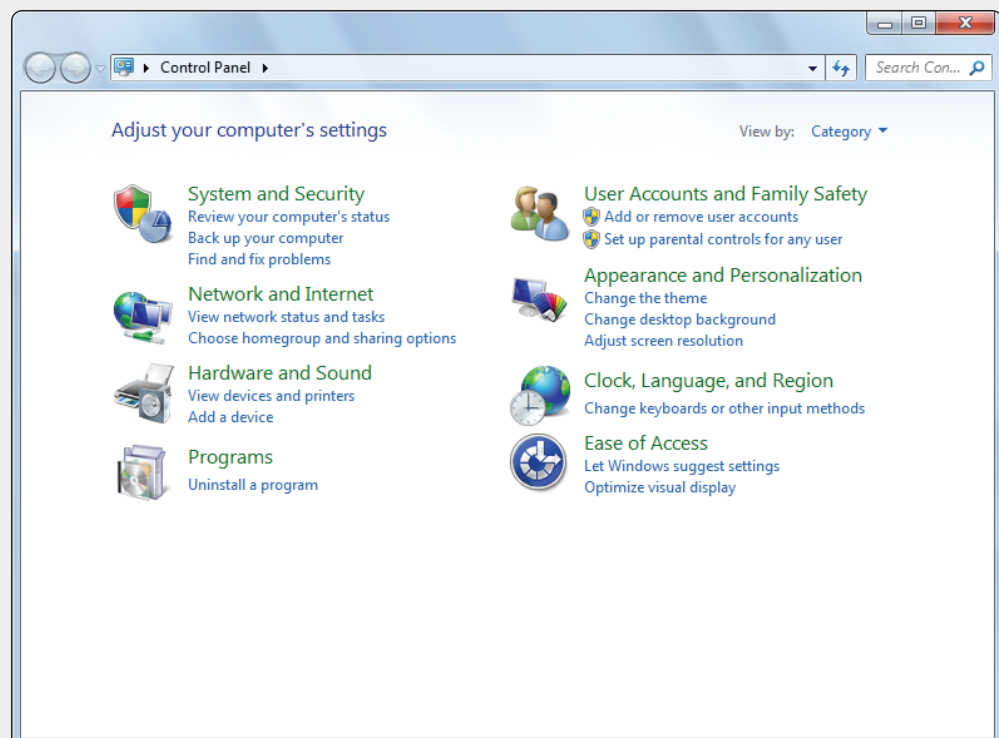
3. Click the **Advanced** tab, and notice the options in the dialog box. Click the **Font** tab.
4. Locate the **Font** group. The Font group displays a list box with several fonts available for formatting a document. Drag the scroll box to the bottom to view a list of available fonts. Click to select the **Tahoma** font. You can also click the up or down arrows to locate a font.
5. Locate the **Font color** group, and click the down arrow  to the right of the box. Locate the **Standard Colors**, and point to the colors to view a ScreenTip. Click **Blue**. Notice the change in the Font color drop-down list.
6. Locate the **Effects** section. Click to select the check box for **Small caps**. A checkmark appears in the box.
7. Locate the command buttons at the bottom of the dialog box. Click **Cancel** .
8. Close the Word program by clicking the Close button .

Changing the Desktop

Use the Control Panel to 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 6 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.

Figure 19
Control Panel
window



3. Click the **Appearance and Personalization** link. The Appearance and Personalization window displays.
4. Click **Personalization** and click the **Window Color** icon near the bottom of the window. Click a color from the color palette.
5. Click **Save Changes**.
6. Click the **Desktop Background** icon at the bottom of the Personalization window. Scroll through the list of pictures, and click to select a picture. Click **Save Changes**.
7. Close the **Personalization** window.

TABLE 6 Settings 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. You can also use the Search box in Windows Explorer to locate an item.


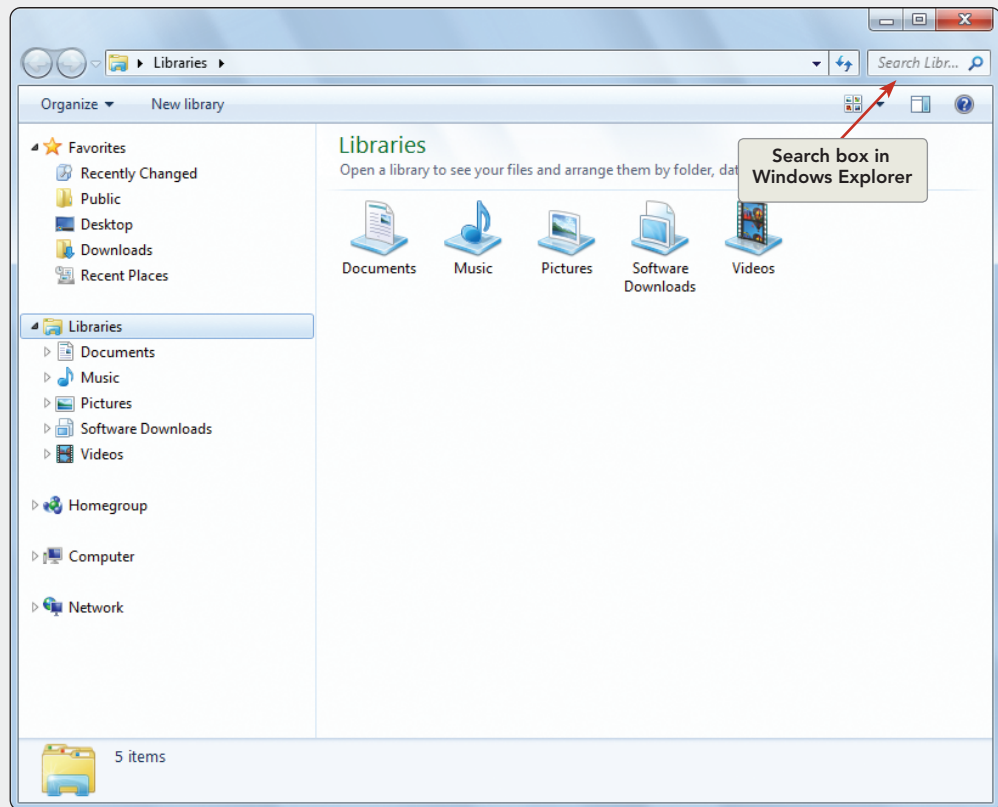
1. Click the **Start** button on the taskbar. Notice the blinking insertion point in the Start Search box. You can start keying the name of a program, folder, or file immediately.
2. Key **calculator**. The Start menu is replaced with a list of options including programs, Control Panel items, files, and documents containing the characters you keyed in the Search box.
3. Click the **Calculator** option. The Calculator window displays.
4. **Close** the Calculator window.
5. Click the Windows Explorer button  on the taskbar. The Windows Explorer window displays.

Figure 20
Windows Explorer
window



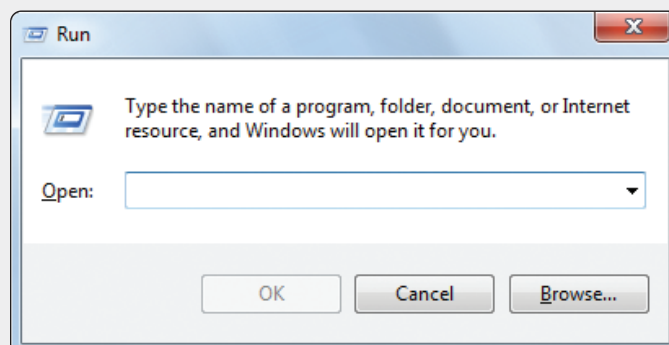
6. Locate the **Search** box in the upper right corner of the Windows Explorer window.
7. Click in the Search box, and key **penguins**. A picture of penguins appears in the window.
8. Close the Windows Explorer window.

Using the Run Command

Windows allows you to start a program by using the Run command and keying 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 7.

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

Figure 21
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 Run program displays under **Programs**.
8. Click the program name, and the Run dialog box displays.
9. Close the Run dialog box.

**NOTE**

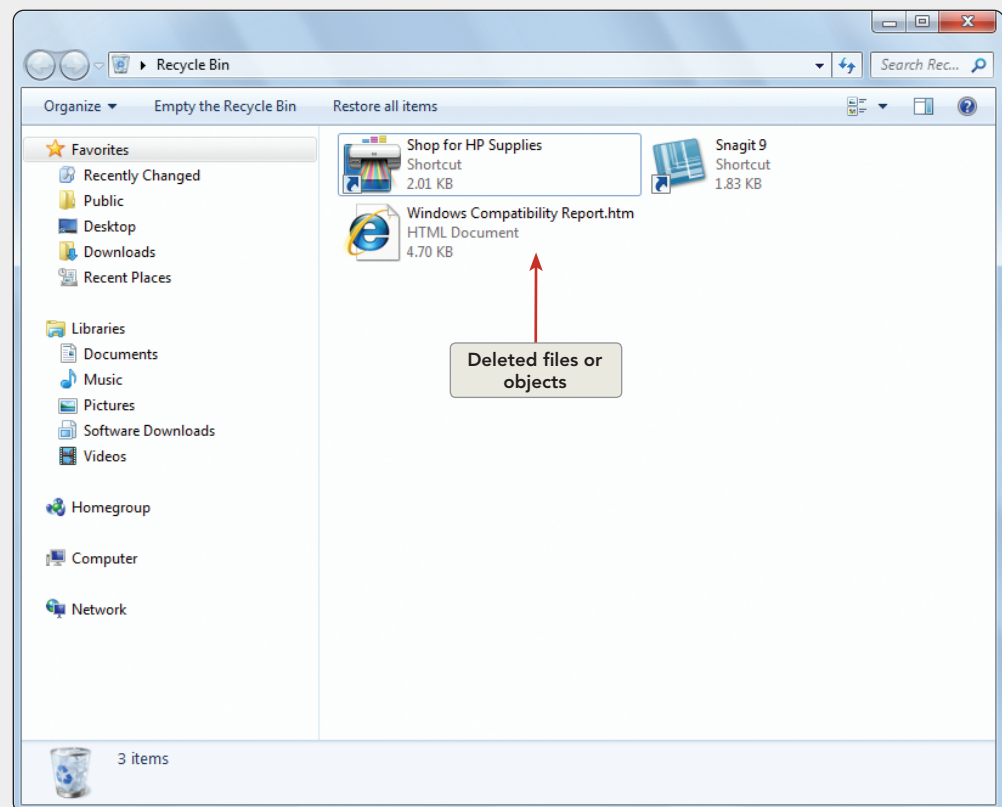
Depending on your computer configuration, the Run command may appear on the Start menu.

Deleting Files Using the Recycle Bin

The *Recycle Bin* is the trash can icon on your desktop. To delete a file, click the file icon, and drag it to the Recycle Bin.

1. Double-click the **Recycle Bin** icon on the desktop. A window opens listing files you have deleted.

Figure 22
Recycle Bin window

**NOTE**

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

2. 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.
3. To empty the Recycle Bin and permanently delete files, click **Empty the Recycle Bin** in the Recycle Bin window, or right-click the Recycle Bin icon on the desktop. The shortcut menu appears. Click **Empty Recycle Bin**.

Help and Support

Windows Help and Support is available to you as you work. Use the Help feature to answer questions, to provide instructions on how to do a procedure, or to troubleshoot problems you are experiencing.


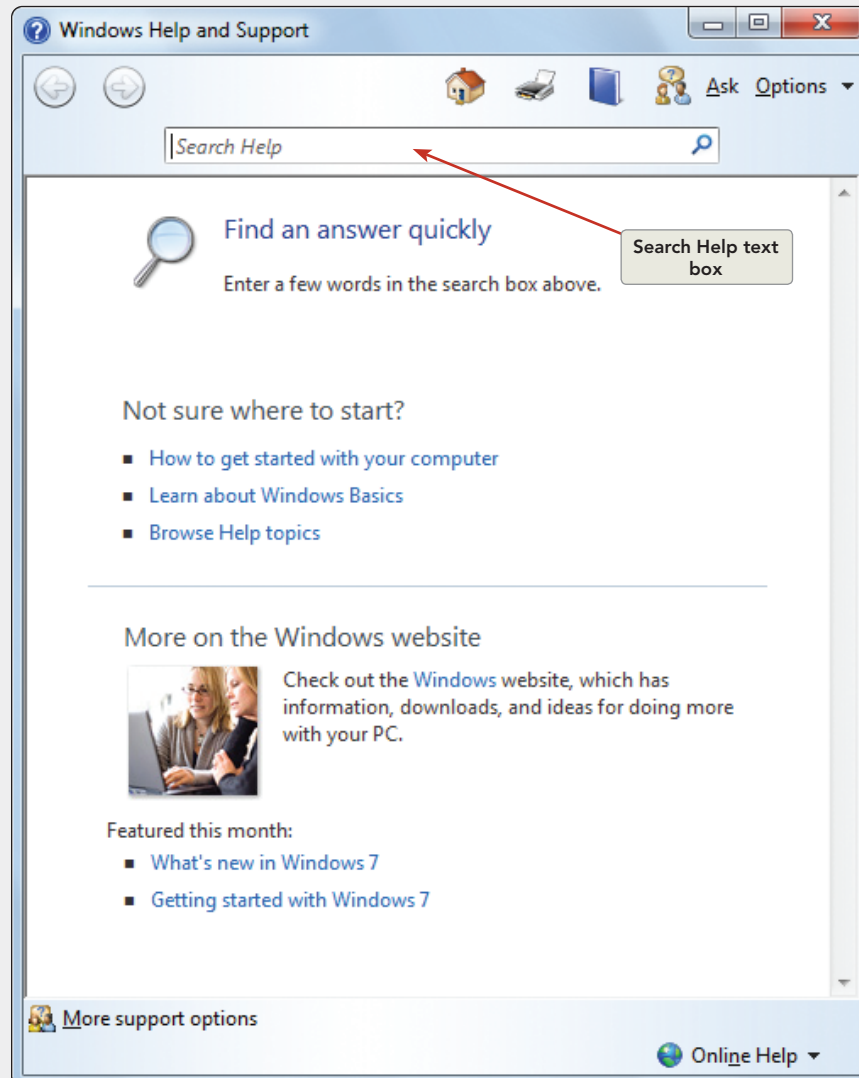
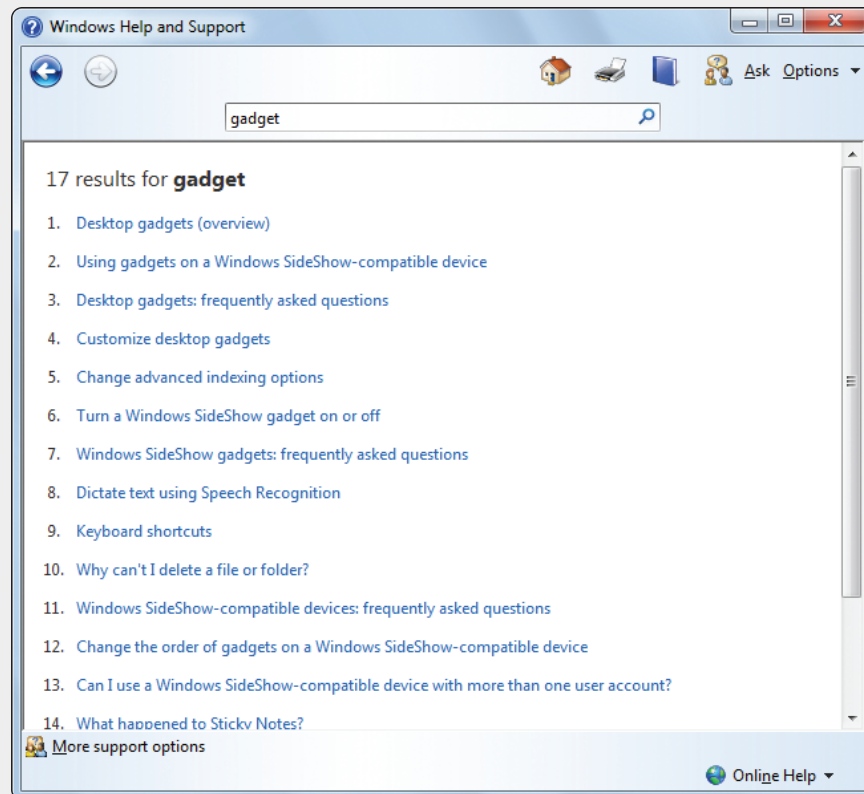
1. Press the Windows logo key on the keyboard or click the Start button  to display the Start menu.
2. Locate the **Help and Support** feature on the right side of the Start menu, and click to open the Windows Help and Support window.





Figure 23
Windows Help and
Support Window



3. Key **gadget** in the Search Help text box, and press **[Enter]**. A list of results for gadget appears in the Windows Help and Support window.

Figure 24
Search results for
gadget




4. Point to the topic entitled “**Desktop gadgets (overview).**” Notice the shape of the mouse pointer . Click the topic, and the Windows Help and Support window displays information about gadgets. Read the information on Desktop gadgets.
5. Click the Back button  located in the upper left corner. You return to the list of gadget topics. Notice that the “Desktop gadgets (overview)” topic is a different color. When you visit a topic, the color of the topic (link) changes.
6. Click the topic entitled “**Desktop gadgets: frequently asked questions.**”
7. Locate the **Show all** link in the upper right corner of the window. Click **Show all** to expand the text.
8. Key the text **keyboard shortcuts** in the Search text box, and press **Enter**. Click the link **Keyboard shortcuts**, then click the link **Windows logo key keyboard shortcuts**. Review the list. (You may want to print this list for future reference.)
9. Click the Browse Help button  at the top of the Windows Help and Support window. Click the **All Help** link. A list of subject headings displays. Click a heading to view related categories.
10. Locate the Help button  on the taskbar. Right-click the button, and choose **Close window**.

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 Shut down button , and click **Log Off**.


To Shut Down

To exit Windows, use the Shut down command on the Start menu.

This command has two important shut-down options which are accessed by clicking the arrow beside the Shut down button.

- *Restart*: Restarts the computer without shutting off the power. This is sometimes necessary when you add new software.
- *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.

To shut down completely, click the Shut down button . *Shut down* closes all open programs and makes it safe to turn off the computer. Some computers will turn off the power automatically.

1. Click the **Start** button on the taskbar.
2. Click the Shut down button .
3. Windows prompts you to save changes in any open documents. It then prepares the computer to be shut down.