

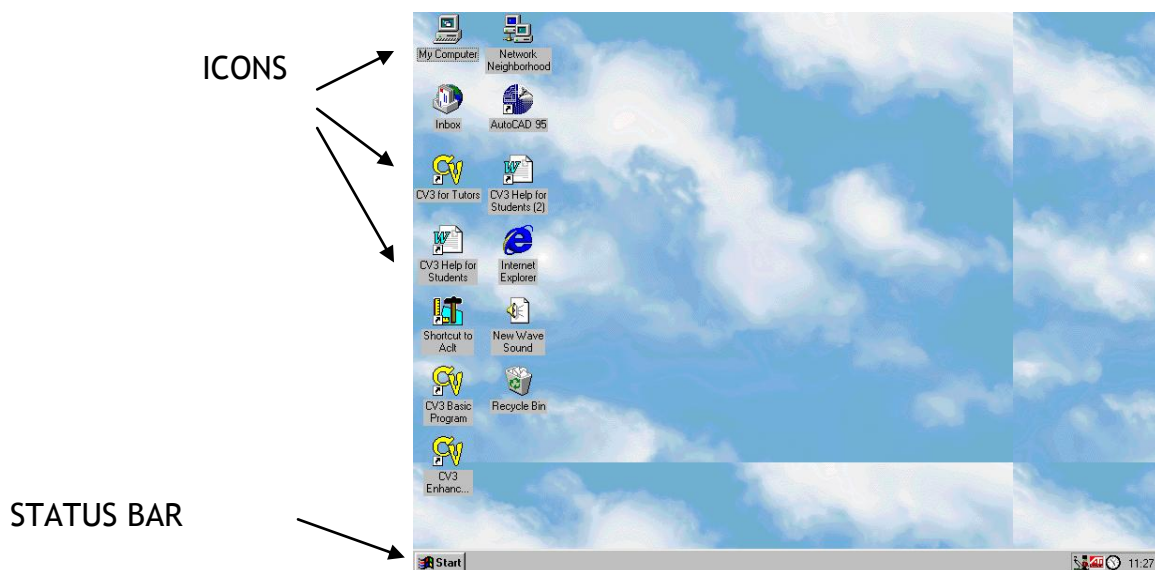
# Basic Computing – 2: Beginning Windows

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## 1 Essential Jargon

**Booting up** This is when you switch on the machine and it performs a series of ‘wake-up’ routines

**Desktop** The first screen you see after booting up. (see example below)



**Icons** Little pictures on your Desktop screen representing, amongst other things, a program, a file or shortcut.

**Status Bar** Positioned at the bottom of the Desktop, this line contains the Start button

**Mouse** Device for moving your screen pointer.  
Generally has **2 buttons** called Left click and Right click. Unless specified, instructions to click the mouse ALWAYS refer to the Left

button. The wheel bit in the middle of the click buttons is called the scroll and it is very useful when surfing the internet.

**Screensaver** If the computer has been idle for an amount of time, this appears on the screen to save it from 'burning'. To restore your screen, simply move your Mouse.

**Click** Click the Left mouse button by pressing it lightly and then release.

**Right Click** A Right Click refers to same action as a click but using the Right mouse button instead.

**Double Click** Press the Left mouse button quickly twice.

**Drag** Move the mouse while holding the Left mouse button down. Release click to stop dragging.

#### **Log-in**

When using a public space computer, you may have to log-in. This is when the computer will ask you to type in your Username and Password. It is necessary for security purposes.

For example: On college laptops, the username is *student* and the password area is left blank. This procedure acts as a deterrent to non-authorized users.

On your home machine, you will probably never come across a log-in procedure.

## 2 Essential Skills

“When you read, you begin with ABC, but when you sing, you begin with Do-Re-Mi.” - Maria von Trapp (Sound of Music). We will begin with...



**Essential beginner mouse skills include:**

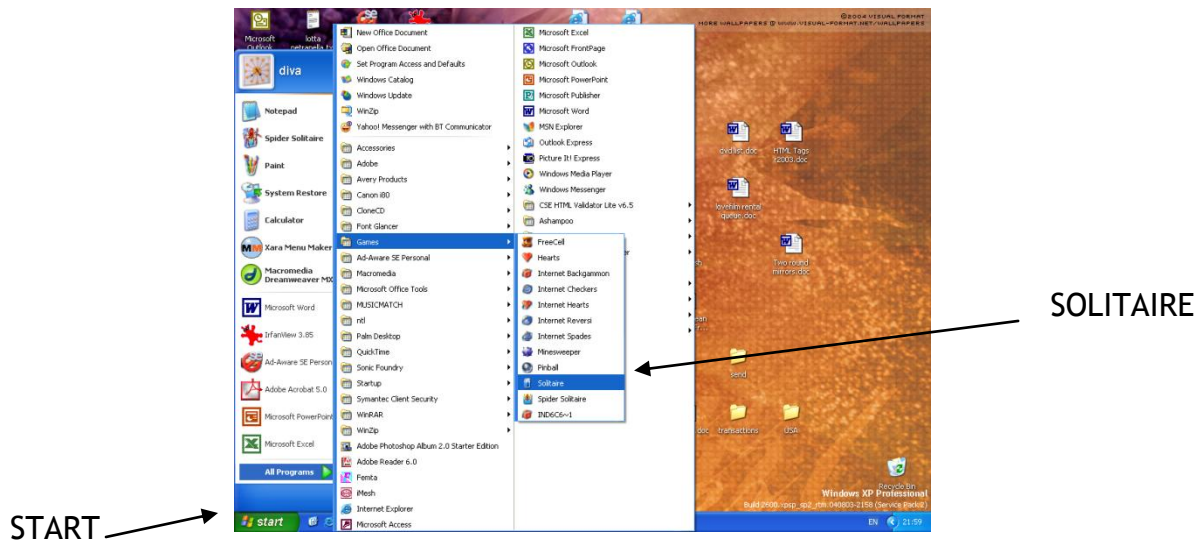
1. Click
2. Drag
3. Right click
4. Double Click

### Mouse Manipulation

The same skills are used in ALL Windows programs. (The Apple Mac mouse is similar but with minor differences.) Therefore it is vital that you learn them until they become almost an extension of your personality. Some timid, some aggressive but ALWAYS accurate. We will use the free program **Solitaire** to help you improve your mouse manipulation skills.

**Important Note:** that unless specified otherwise, the instruction to click always refers to the **Left click button**.

## How to find the program Solitaire



1. Using mouse, point and Click on Start button on left of Status Bar
2. Point to All Programs on pop-up menu
3. Slide pointer to next column
4. Point to Games
5. Again slide over to next column and point to Solitaire
6. Click.

### 3 Elements of a Window



**Title Bar** Shows the name of the program you have just opened. If you accidentally clicked on something else, this is where your mistake would be displayed. Always at the top of the window, it contains 3 buttons - Minimise, Maximise and Exit

**Menu Bar** Contains single words, each representing a menu. Menu options are context sensitive to the task at hand.

**Status Bar** Do not confuse with Desktop Status Bar. Generally contains information relevant to the whole of the program. In this case, your score.

**Minimise** Click this button to 'fold' up your window. The shrunken window remains in the Desktop Status Bar. Example above show Microsoft Word as a window that has been minimised previously. To restore a window, simply click on the appropriate 'drawer' in Status Bar.

**Maximise** Click this button to make window fill up the entire screen.

**Exit** Click X to exit the program.