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# Microsoft Windows <sup>TM</sup> Basics.

**What are all those things on my computer screen called ... And how do I use them?**





## Contents

<b>Page</b>	<b>Content</b>
<b>3</b>	<b>Notes</b>
<b>4</b>	<b>Windows Desktop</b>
<b>5</b>	<b>Start Menu</b>
<b>6</b>	<b>Looking at a Window</b>
<b>7</b>	<b>The Windows Explorer</b>
<b>8</b>	<b>The “My Documents” Folder</b>



## Notes




Microsoft Windows makes use of two types of *cursors*.

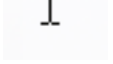
A. The Mouse Cursor - to show you where the mouse is pointing and

B. The Text Cursor or Insertion Point - to show you where text will go when you type.



The Mouse Cursor. Is normally in the shape of an arrow.  It will change—pending on the type of object it is hovering over.



The Text Cursor is usually a vertical line or “I beam”.  Normally it blinks to show you that it is a cursor and not text or a graphic in your window.



Anything that you can click on is called an *object*. Most objects have their own names. Have a look at the next page for the objects on a *Windows Desktop*...

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*Anything that you can click on is called an object. Most objects have their own names...*

**Desktop**

**Icon**



*Double click to activate a desktop icon.*

**Shortcut Icon**

**Wallpaper**

**Start Button**

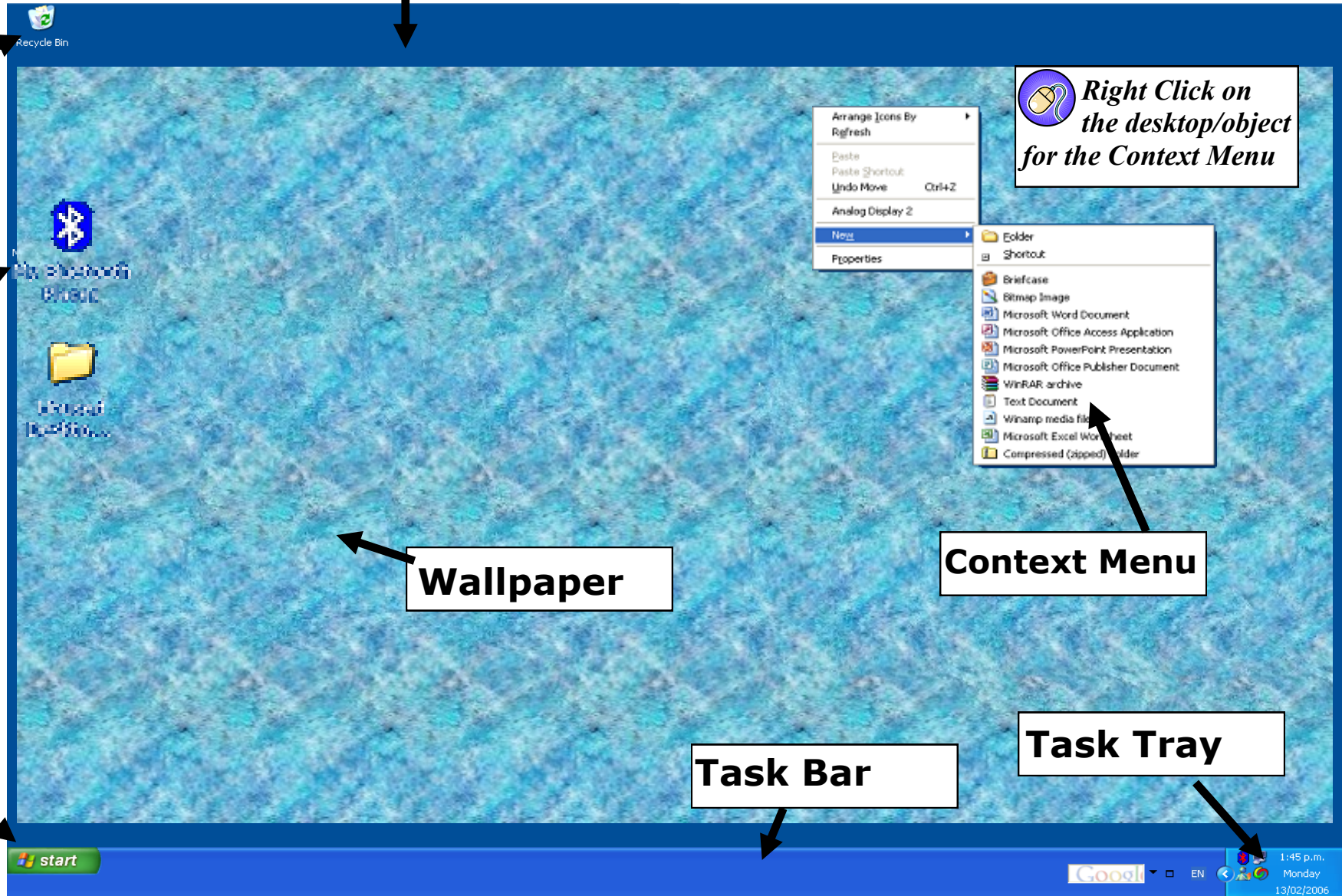


*Right Click on the desktop/object for the Context Menu*

**Context Menu**

**Task Bar**

**Task Tray**





# The Start Menu

## Main Menu

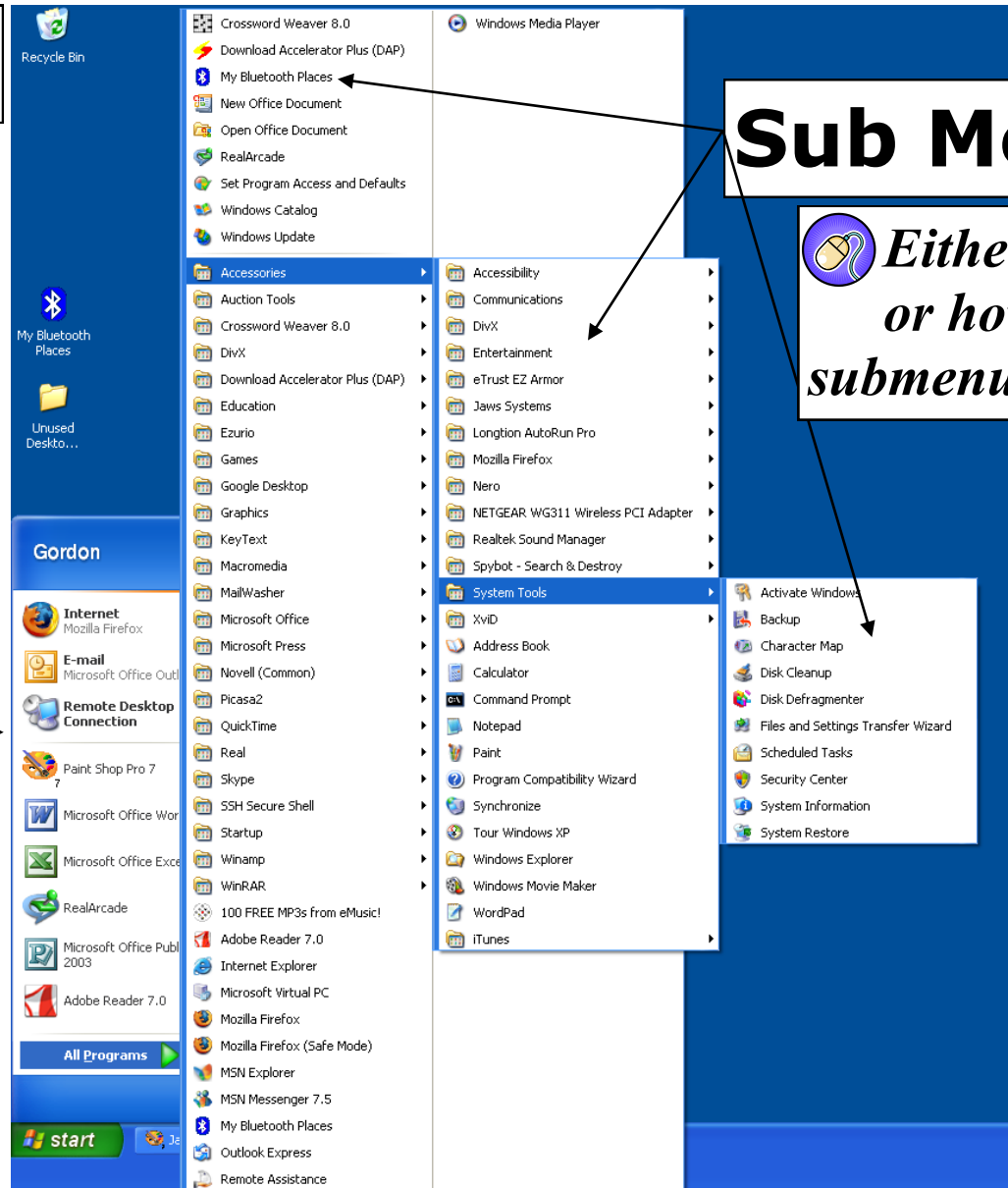


*Left Click once to activate any of these menu buttons.*

## Sub Menus



*Either left click once or hover over a submenu to open it.*







*This is a Window and these are the names of the parts of a window.*

**Window Control Button**

**The Menu**

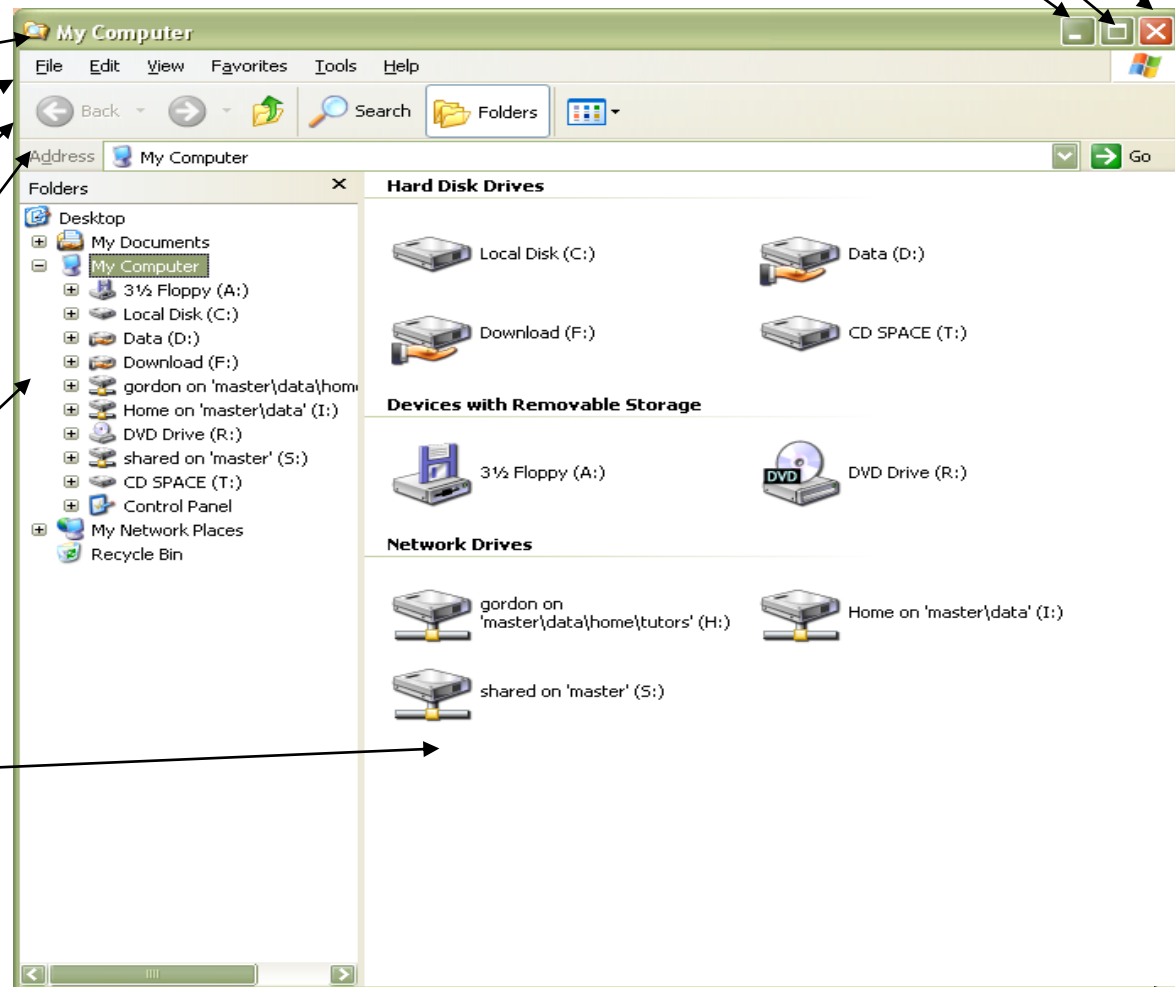
**Graphical Menu**

**Address Bar**

**Navigation / Folder Panel**

**Main Viewing Area**

**Close Button  
Full Screen / Restore  
Minimise/Maximise**



*Use a single left click in the Folder Panel and Double Click in the Main Viewing Area. You can also use your arrow keys to move the cursor around.*

**Handle**



 *This is the Windows Explorer. We use it to see what is on our computer.*

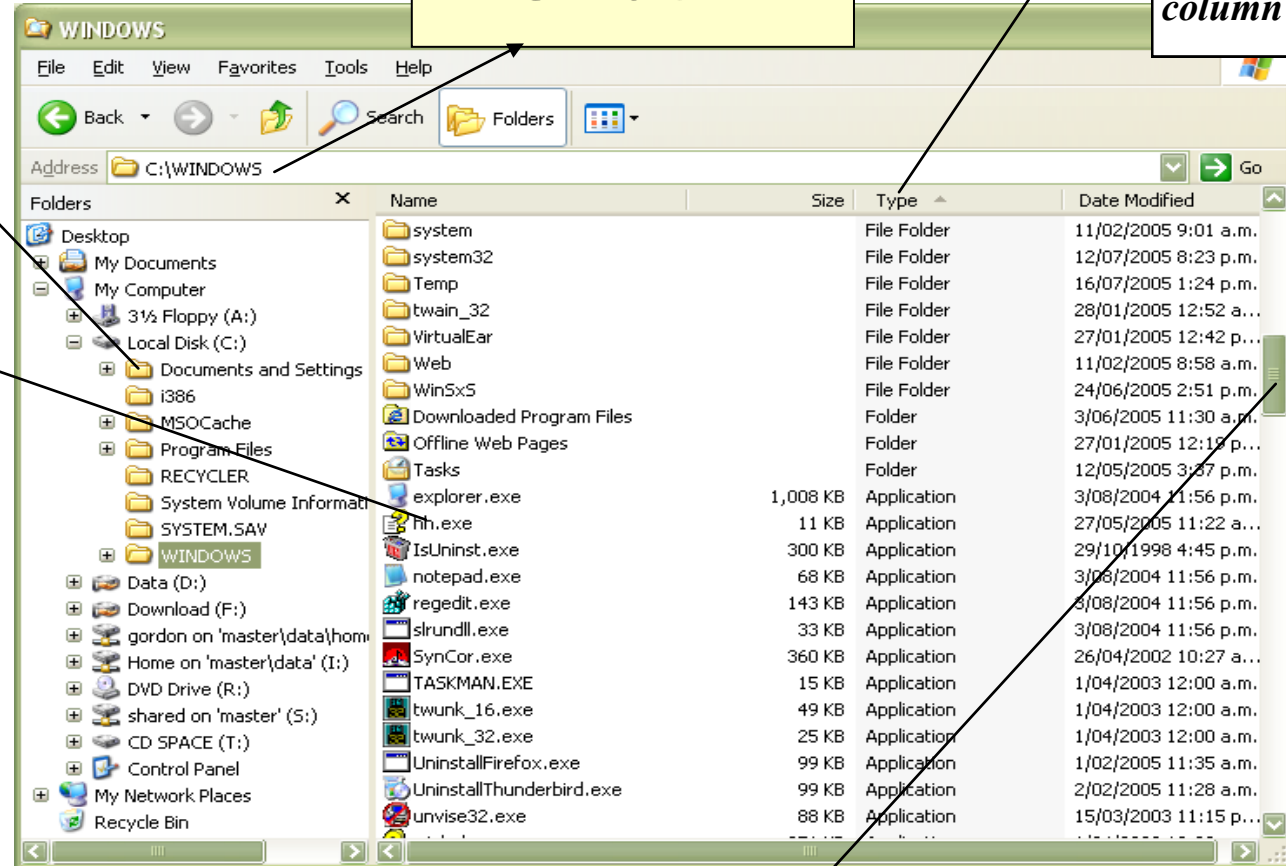
**Column**

 *We can sort the files by clicking on the column headers.*

**The Path**

**Folder**

**File or Document**



**Slider**

 *For moving the main around to see the contents*



*The My Documents folder is where we generally keep all of our files or documents...*



*A document can be anything from a picture to a letter or an email.*

*To look inside a document - we double click on the file icon in the main viewing area. Windows will then run the application that is associated with that type of document.*

**WORD:** For text documents like letters and stories.

**EXCEL:** For calculating figures. It is good for many things like Budgets, Cash Books and Statistics.

**POWERPOINT:** For creating slideshows. Good for showing holiday snaps, homework projects and business presentations.

**PUBLISHER:** A Desktop Publishing program. Good for Newsletters, Party Invitations and small text books (like this one).

**OUTLOOK:** For email and social contacts - including an address book and a calendar.

