

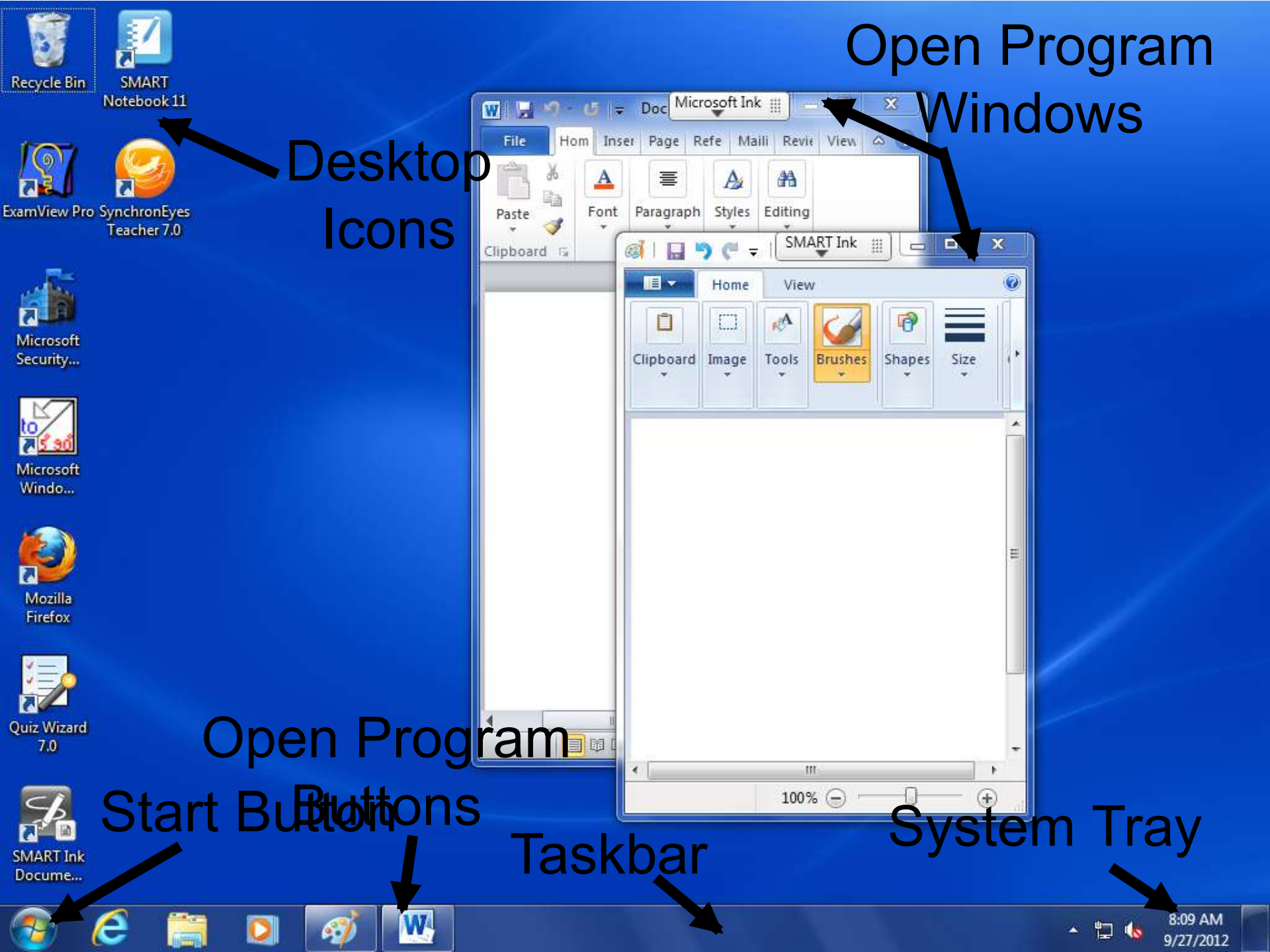
The background of the slide is a photograph of a vast blue ocean meeting a blue sky at a distant horizon. On the left side, a vibrant rainbow is visible, its colors blending into the sky and reflecting on the water's surface. The overall scene is serene and expansive.

Windows Basics

Computers 1

Windows Desktop

- What is the desktop?
 - On-screen work area on which windows, icons, menus, and dialog boxes appear



Open Program
Windows

Desktop
Icons

Open Program

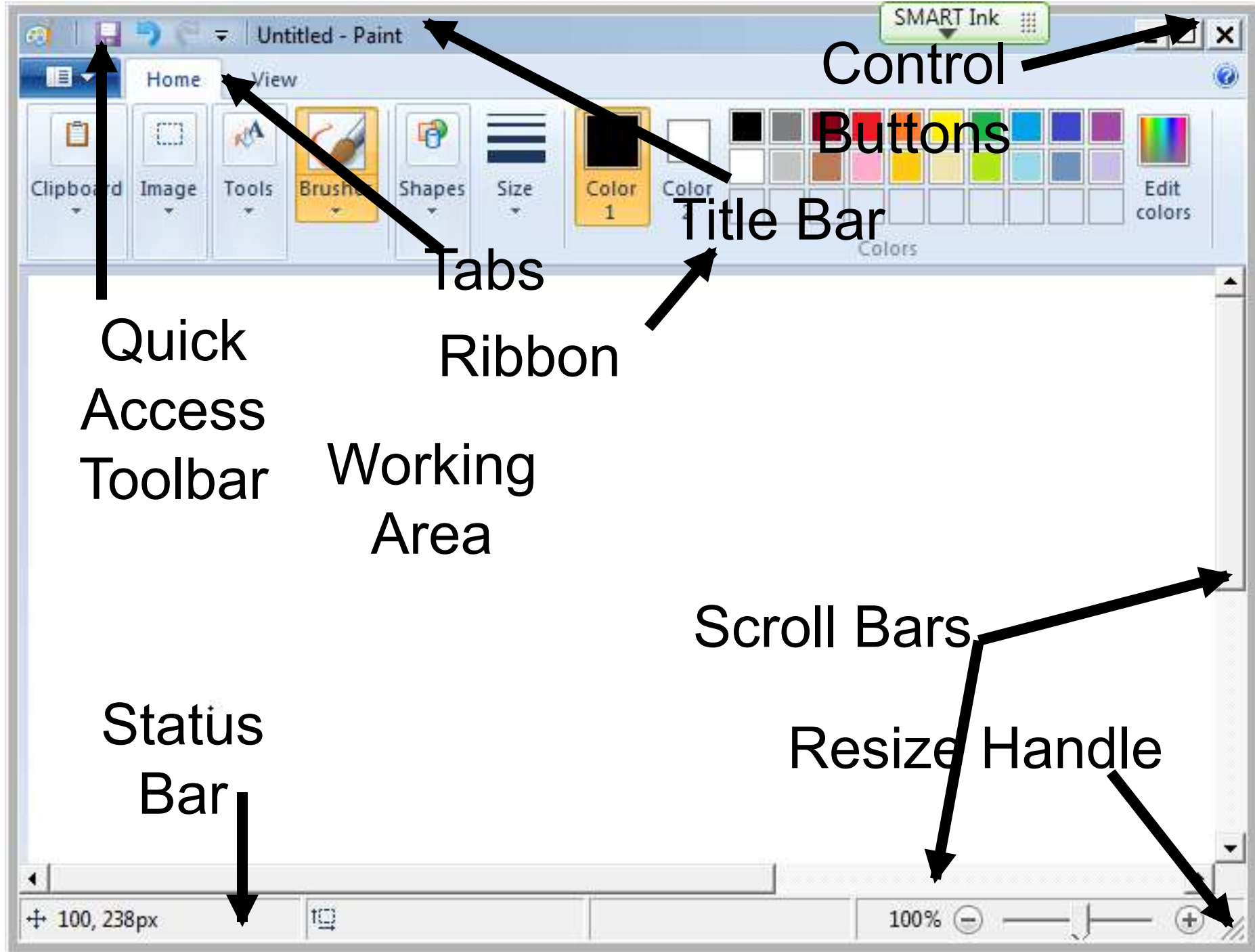
Start Button

Taskbar








System Tray

Program Windows

- Title Bar
 - Tells the name of the program and may show the name of the open file
- Tabs/Ribbons
 - Provide access to commands and options
- Control Buttons
 - Controls size and look of program window (Minimize, Maximize, and Restore)
- Status Bar
 - Provides helpful messages
- Quick Access Toolbar
 - Provides quick access to commonly used commands
- Scroll Bars
 - Allows you to move other parts of the file into the viewing area
- Working Area
 - Allows you to enter or change data
- Resize Handle
 - Allows you to change the window size
- Zoom Slider
 - Allows you to zoom the working area in and out



Mouse Pointers

	Tells you where the mouse is located as you hover across the screen.		Tells you when you're hovering over a resizing handle or window border.
	Appears in areas where you can enter words or numbers.		Appears where there is a link you can click.
	Tells you to wait as Windows catches up and finishes following your instructions.		Used for handwriting recognition. When it appears, you can hand-type.
	Lets you know when you're hovering over an object that can be moved.		

Control Buttons

- Minimize
 - Moves program window off desktop to taskbar.
- Maximize
 - Program window will be enlarged to occupy entire desktop
- Restore
 - Returns a window to it's previous size after being maximized
- Close
 - Closes program window (exits program)

Control Buttons

