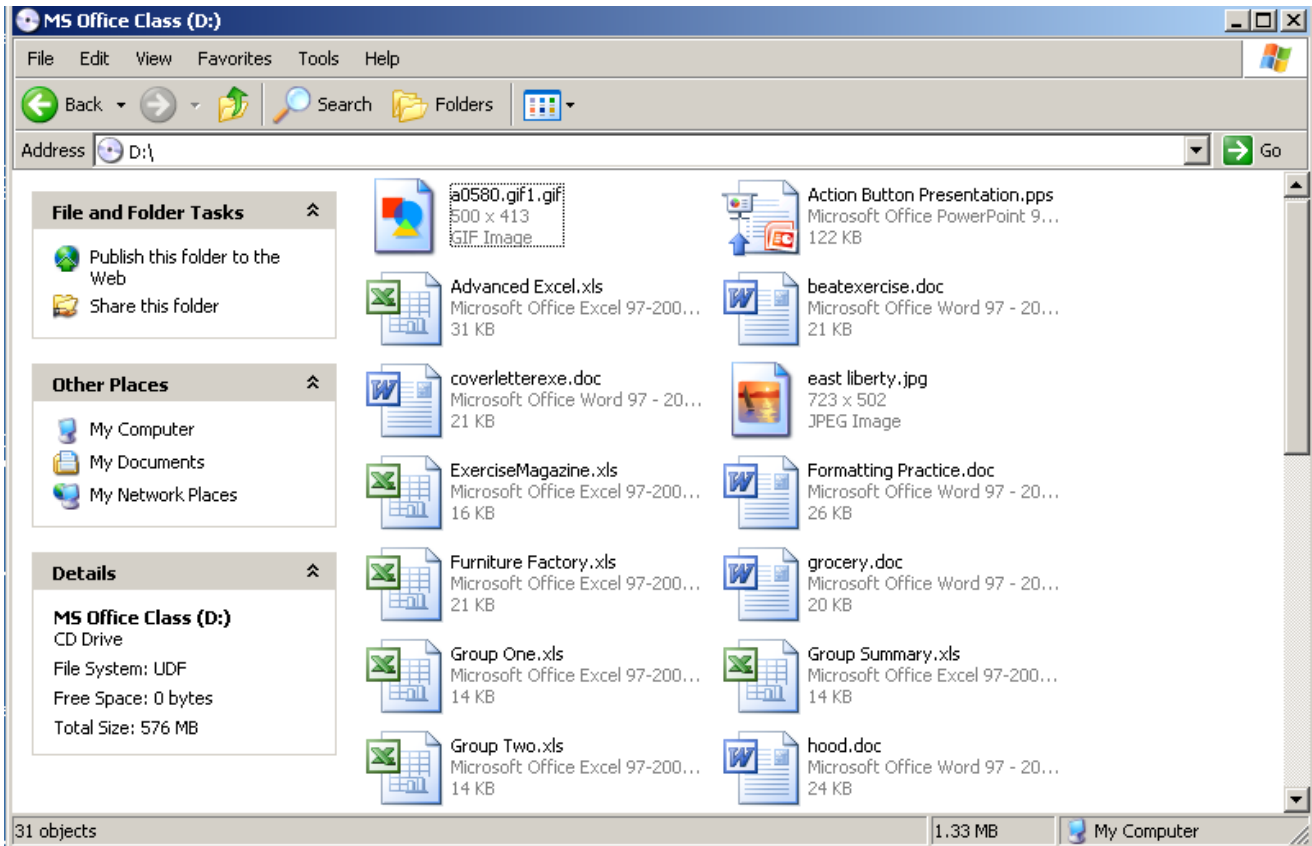


## Working with Windows





One of the reasons why Microsoft Windows is so popular and easy to use is that almost every application is consistent in appearance. When a program or application is opened in a “window”, repeated features can be seen. What follows is an explanation of those repeated features, using the following window as an example.



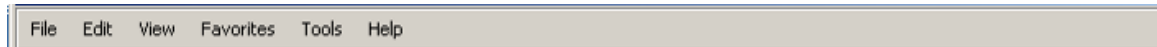
### The Title Bar



The *Title bar* in Windows lets you know what program you are using and lets you control the window in which the program appears.

- First you will notice the words *MS Office Class (D:)*. This is the title of the window. It contains the name of what is currently being shown in the window, the contents of a CD. This bar also always lets you know the name of the program in which you are working, such as Microsoft Word.
- Second you will notice three buttons at the right end. These allow you to control the window.
  -  **Minimize** closes the program window and stores the window as a button on the *Task bar*. It **DOES NOT** close the application.
  -  **Maximize** allows you to make the window as large as the screen.
  -  **Restore Down** When the screen is maximized the middle button becomes a double box. This allows reduction of the window size.
  -  **Close** shuts down the program.

## The Menu Bar



The *Menu Bar* contains drop down menus that allow you to access all the functions of a program. Anything you can do in a program is contained in one of the menus on the *Menu Bar*. Each menu's title corresponds to what type of operations it contains. For example, in this window, the *File* menu contains things you can do to your file, like opening, saving, and deleting.

## The Shortcut Toolbar



The *Shortcut Toolbar* contains buttons or shortcuts that when clicked on, will perform some of the same functions that are contained in the menus on the *Menu Bar*. Both can do the same thing. The shortcuts were developed to save you time. They will not be available for every program you use. (For example, Solitaire and Notepad do not have *Shortcut Toolbars*.)

## The Scroll Bars



The *Scroll Bars* allow you to move the screen viewing area. *Scroll Bars* can be horizontal or vertical. They correspond to the direction they are going. For example, by using the arrow buttons to move the horizontal view you can see what is to right or left on the screen. For a vertical scroll bar, you would use the up and down arrow buttons.

## The Status Bar



The *Status Bar* gives you the current status of your window. For example, how many files are displayed, their total size, if the program is in the process of saving, etc.

## The Task Bar



The *Task Bar* stores any open programs in the form of labeled buttons. In the above example, Microsoft Access, Microsoft Word, and Microsoft Photo Editor are all currently open. As soon as you close a program its button disappears from the *Task Bar*. Another important feature of the *Task Bar* is the *Start* button. The *Start* button menu is another way you can access all programs or your computer's hard drive at home or work. Although on the library's computers, the *Start* button menu has been deactivated for security purposes. Next to the *Start* button is the *Quick Launch Bar*, which gives easy, one-click access to open other programs or return to the *Desktop*.