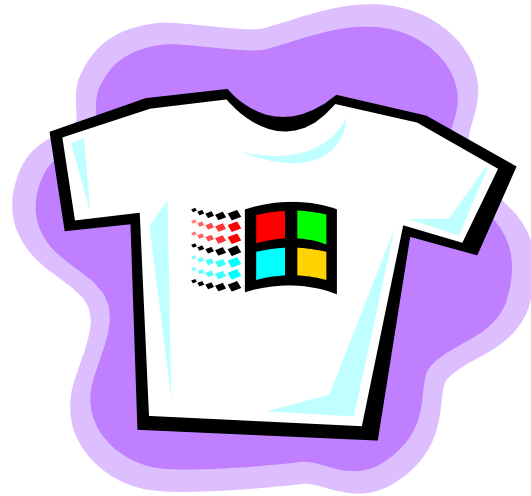
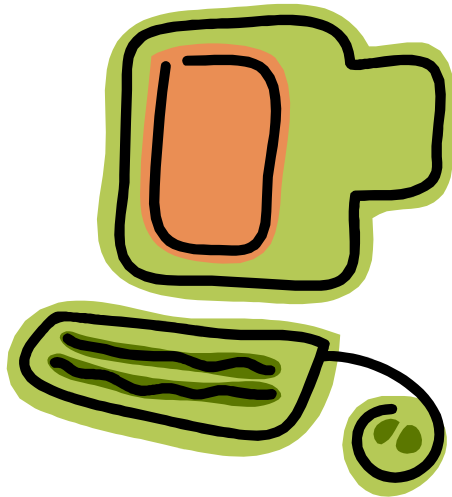


Introduction to Windows





Today's Class

- Learn the Windows environment
- Identify the different parts of a “window”
- Understand how to manipulate icons, windows and other objects
- Work on the “Introduction to Windows” tutorial
- Understand how to safely use and customize programs and files within Windows
- Learn how to cut/copy/paste text and graphics



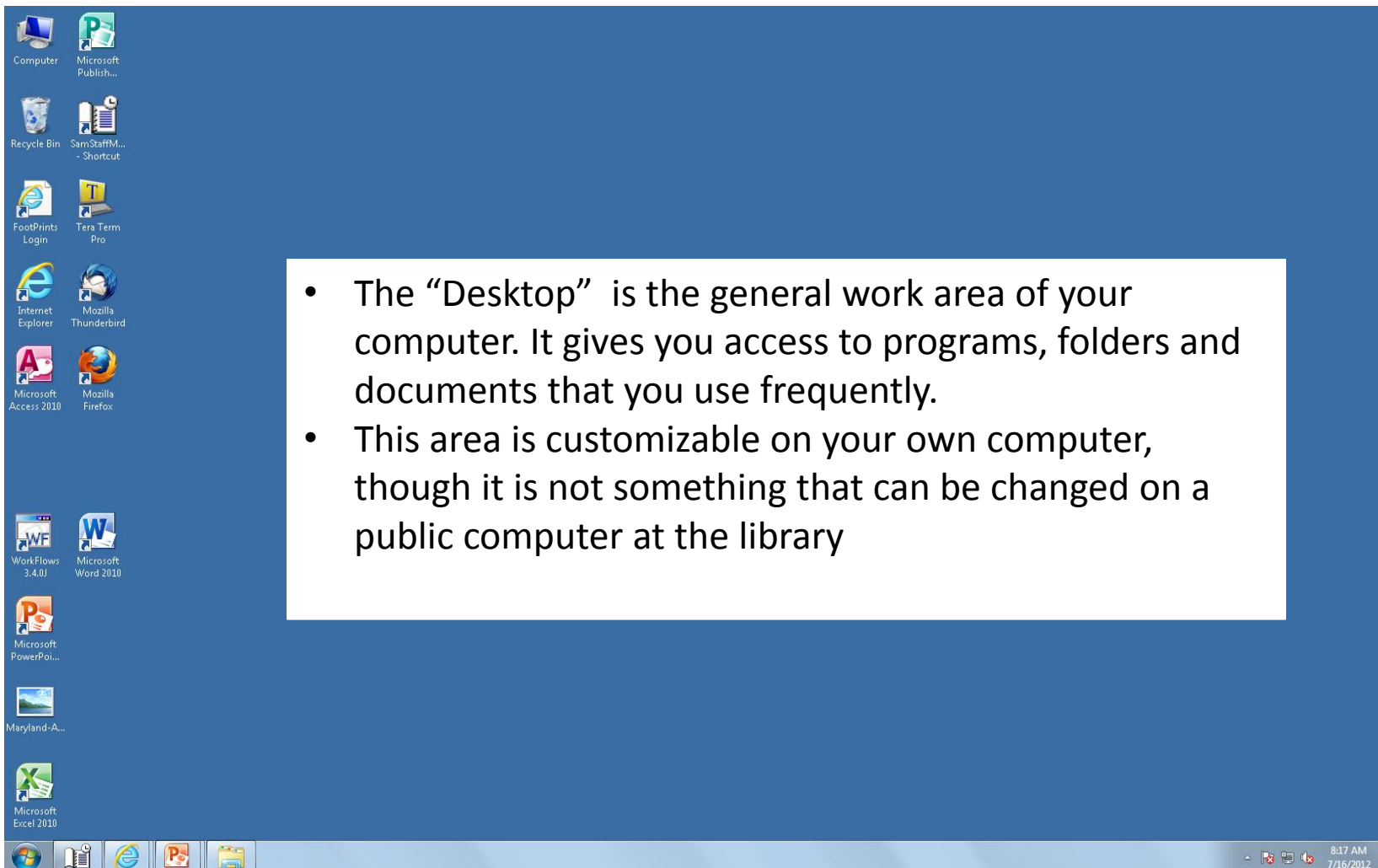
What is Windows?



- An operating system and Graphical User Interface (GUI) created by Microsoft and found on most computer systems (but not all!).
- Allows for easy “point and click” operations between the user and the different files and programs with which they wish to work.
- While there are many different versions of Windows, the fundamentals are the same.



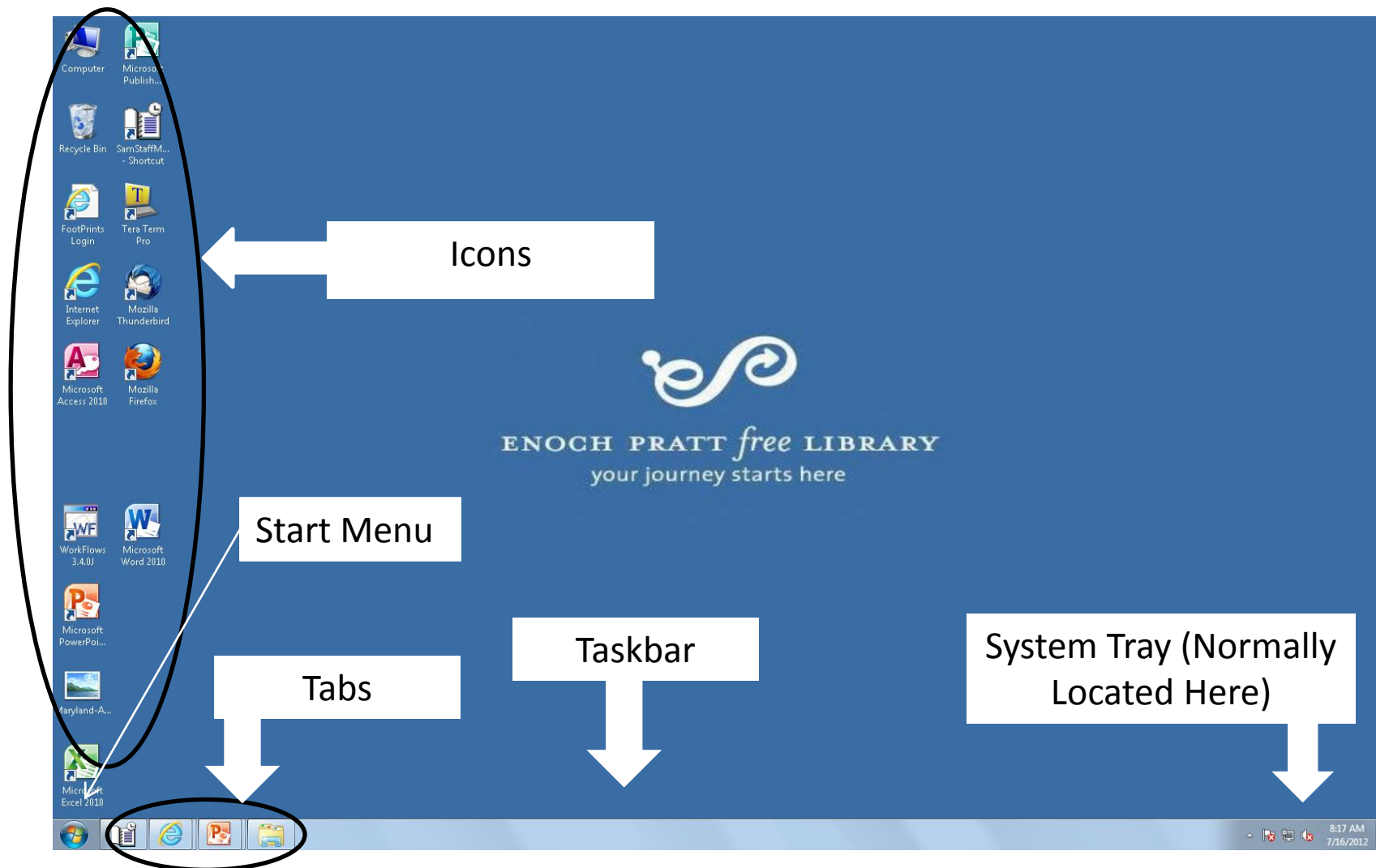
The Desktop...



- The “Desktop” is the general work area of your computer. It gives you access to programs, folders and documents that you use frequently.
- This area is customizable on your own computer, though it is not something that can be changed on a public computer at the library



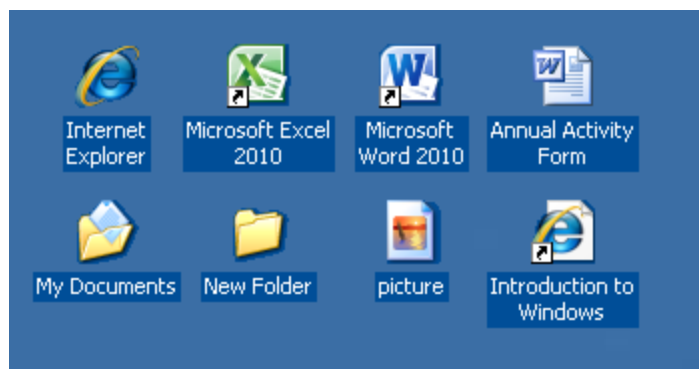
The Desktop...





Icons...

- An icon is a symbol/picture that acts as a button to open up a folder, document, application or other object.
- All icons need to be double clicked in order to open





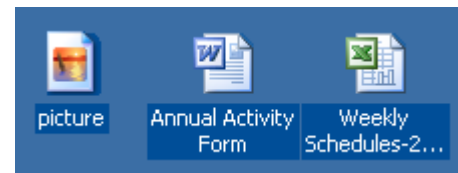
Icons vs. Programs

- You double click on the icon to execute the program.
- When inside of the program, you single click on the commands or icons for that program.
(Examples: MS Office, Internet Explorer, Firefox, Windows Media Player, etc.)



Different Types of Icons...

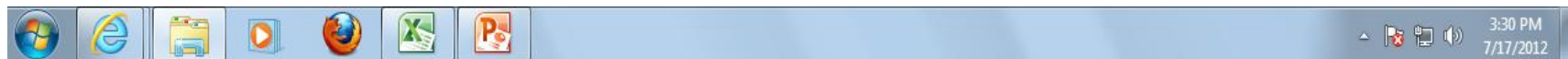
- Application Icons open up a program (an executable file), like Internet Explorer, Microsoft Word, etc.
- Folder Icons store and organize documents and applications. Often you will find folders within folders.
- Document icons represent a specific file, like a word document, picture, etc. These files typically have an association with the program that is used to open them.





The Taskbar...

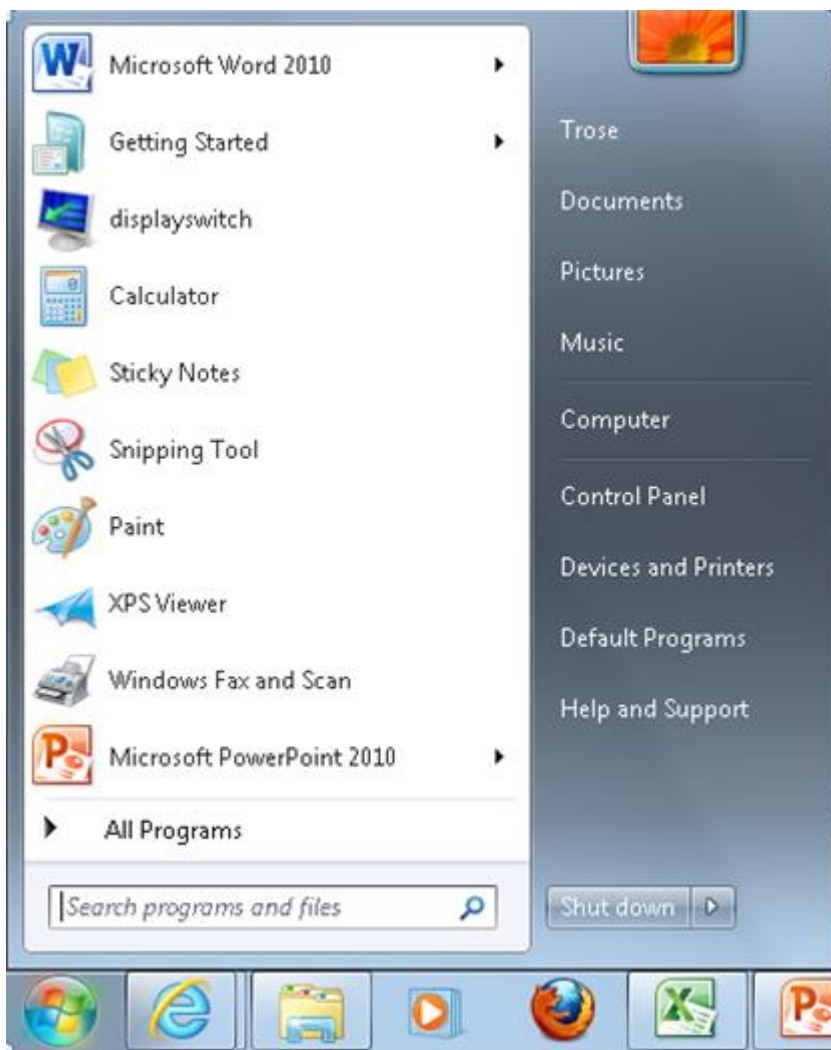
- The taskbar is what you see at the very bottom of your screen.
- Contains the “Start” button, which allows access to other Windows programs and features that are not on the desktop
- System tray shows programs running in the background, the clock, volume control, etc.





“Start”

Clicking on the “Start” button (not accessible on public library computers) will give you access to settings, help, other programs and documents and many other features.





What about Windows?

- The “window” refers a program or document or other object that is open
- You can have multiple windows open at once and easily switch back and forth between them.
- You can move windows around, resize them or have a particular window expand onto the entire screen.



Types of Windows...

- Program Windows – Applications like Word, Internet Explorer
- Document Windows – Open to a specific document within the applicable program window
- Folder Windows – A folder, like “My Documents” that may contain other folders, documents, programs, etc.



Parts of a Window

- Title Bar – at the top of the window.
 - Most contain these buttons



- Minimize



- Maximize



- Restore



- Close





Adjusting the size and position of a window...



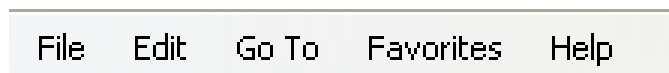
You can click and drag on the title bar to move your window to another position

You can resize your window by clicking on the "resize" button here.

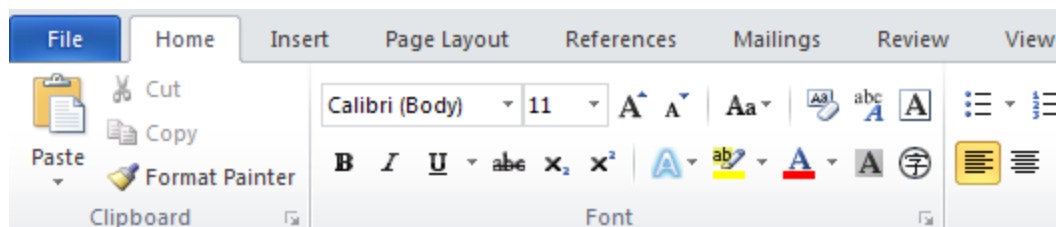


Menu bar...

- On many windows you will see a menu bar, which allows you to access features within that particular program.



- Office 2010 programs have a menu bar as well, but it's configured differently and is called “the ribbon”





Scroll Bars...

- Scroll bars often appear at the bottom and even more often on the right hand side of a window, if there is a lot of content.
- Scroll bars are disabled when the content displayed is limited enough to fit within the dimensions of the window.





Cut/Copy/Paste

- Cut, copy, and paste commands can be used with to move text, graphics and other items from one application to the next (Internet Explorer to Microsoft Word, for instance).
- Copied or cut items are placed in temporary storage (the Clipboard) and can be retrieved as long as the computer is on or if the item hasn't been replaced by another that you select.
- An item on the *Clipboard* can be pasted multiple times.



Cut/Copy/Paste

1. Select the item (text or graphic) to be copied by either highlighting the text or right clicking on the graphic.
2. Once you have made your selection, in the case of text, notice that it remains highlighted
3. You can now right click on your selection and select ***Copy***
OR
Press [**Ctrl**]+ [**C**]
4. Now you have copied the material and you can use it to paste into another application...



Cut/Copy/Paste

- Once you have copied the item, go to the application where you would like to paste it.
- Place your cursor where you want to paste the item in the document (a word file, email, etc.)
- Right Click and then select ***Paste***
OR
Press [**Ctrl**+[**V**]



The Basics of Windows...

- An understanding of the above tools and features will make it easier to use windows
- Practice is the most important way to learn
- There are many books and online tutorials that can help you master the Windows environment...



Introduction to Windows Tutorial...

Introduction to Windows



Welcome to the Camden County Library's class on Windows. By the time this class is done you'll understand more about the basics of Windows and how it works and have the essential Windows skills necessary to use your computer effectively.

This class will consist of three parts: some mouse practice, Windows skills, and then a quiz. Review this material for as long as you want before taking the quiz. To get to the next page and continue with the class you need to "click" on the "link" below.

All that really means is that you have to move the mouse until a hand  appears over where it says "Click Here to Start" below. Then press and release the left side mouse button one time. (If it doesn't work the first time, keep trying till it does.)

[Click Here to Start](#)

Last updated 10/10
Steve Garwood & Maureen Wynkoop
[Camden County Library](#)
Questions or comments? E-mail the [Webmaster](#)
856-772-1636

Created by Camden County Library System

<http://www.camden.lib.nj.us/tutorials/windows/default.htm>



More Windows Features...

- Moving/copying files and folders
 - Similar to cutting and pasting text/graphics
- Renaming files/folders
- Creating new folders and shortcuts



My Music



My Pictures



New Folder

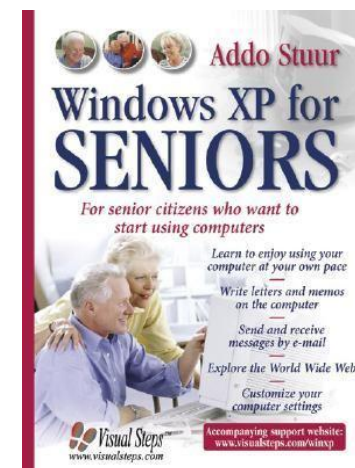
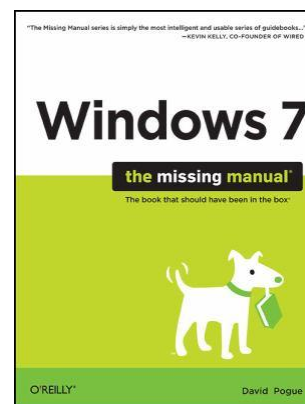
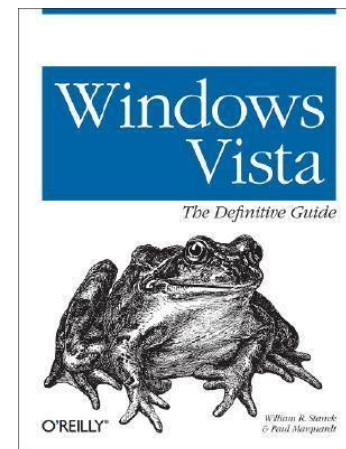
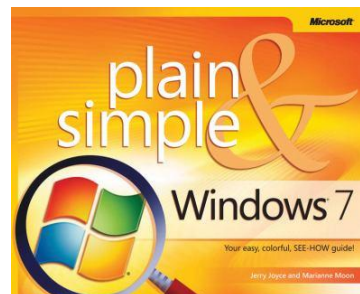


Important Files



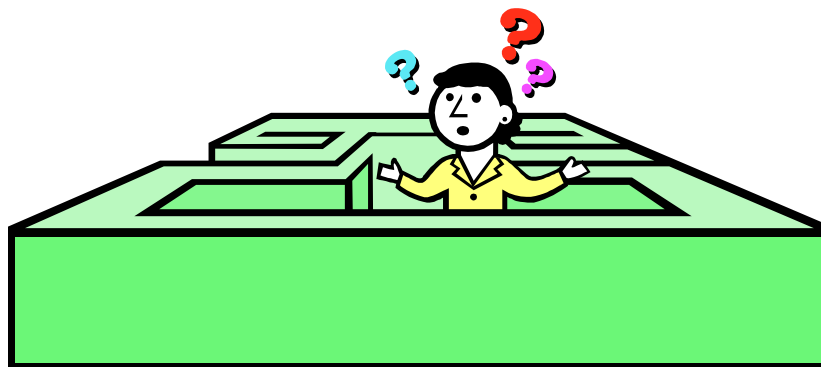
Further Reading

- Windows 7 plain & simple
 - QA76.76 .W57 J69 2010
- Windows 7 : the missing manual
 - QA76.76 .W57 P64 2010
- Windows Vista : the definitive guide
 - QA76.76 .O63 S7346 2007
- Windows XP for seniors
 - QA76.76.W56 S78 2007Q





Any questions???



- Don't forget the importance of practicing your new skills
- Remember that you can reserve time in the Central Public Computer Center to practice
- If you have questions after this session, remember you can always call Telephone Reference at 410-396-5430 to ask a librarian for assistance and you can visit Central or your local branch for tips on learning the computer