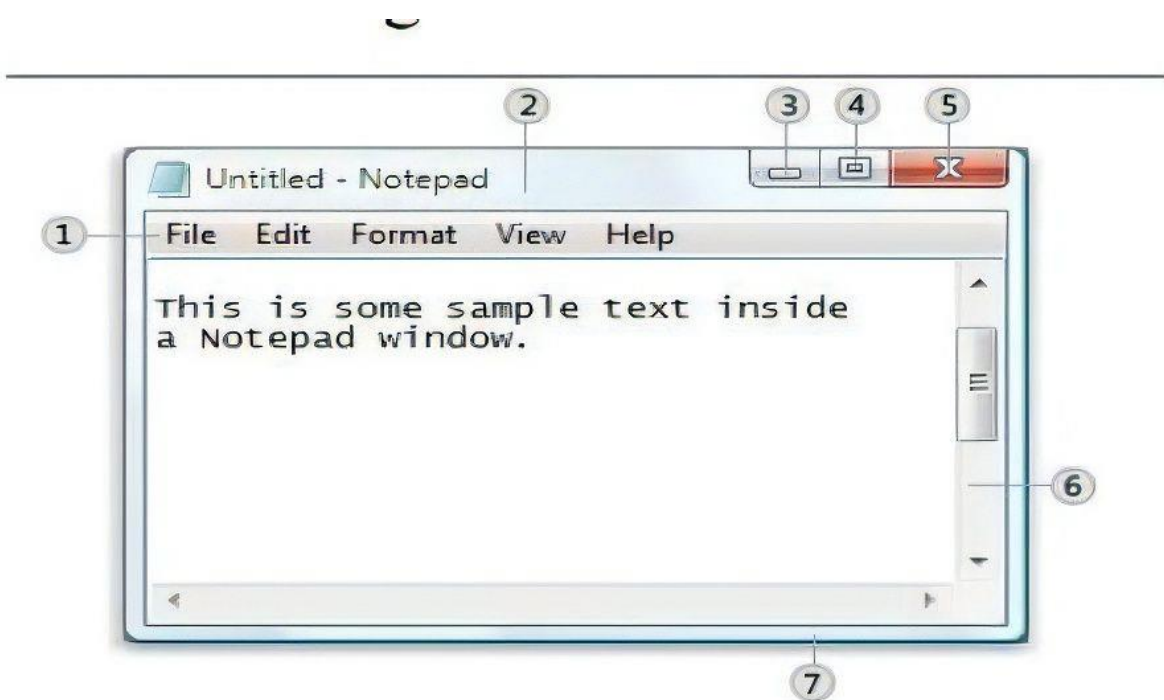**Computer applications for health science**

Title of The Third lecture:Windows details

استاذة الماده

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Working with Windows

Whenever you open a program, file, or folder, it appears on your screen in a box or frame called a
window (that's where the Windows operating system gets its name).
Because windows are everywhere in Windows, it's important to understand how to move them, change their size, or just make them go away.

(1) Menu bar   (4) Maximize button   (7) Border

(2) Title bar   (5) Close button

(3) Minimize button   (6) Scroll bar

- **Title bar.** Displays the name of the document and program (or thefolder name if you're working in a folder).

- **Minimize,** Maximize, and Close buttons. These buttons hide the window, enlarge it to fill the whole screen, and close it, respectively (more details on these shortly).

- **Menu bar.** Contains items that you can click to make choices in a program.

- **Scroll bar.** Let's you scroll the contents of the window to see information that is currently out of view.

- **Borders and corners.** You can drag these with your mouse pointer to change the size of the window

● Moving a window

To move a window, point to its title bar with the mouse pointer

Then drag the window to the location that you want. (Dragging means pointing to an item, holding down the mouse button, moving
the item with the pointer, and then releasing the mouse button.

● Changing the size of a window

• To make a window fill the entire screen, click its Maximize button

[Maximize button icon] or double-click the window's
title bar.

• To return a maximized window to its former size, click its Restore

button [Restore button icon] of the Maximize button). Or, double-click the window's
title bar.

| New Text Document - Notepad	— □ ✕
File Edit Format View Help	

 •To resize a window (make it smaller or bigger), point to any of the window's
borders or corners. When the mouse pointer changes to a two headed
arrow (see picture below), drag the border or corner to shrink or
enlarge the window.

• A window that is maximized cannot be resized. You must restore it to
its previous size first.

● Hiding a window

• Hiding a window is called minimizing it. If you want to get a window out of the way temporarily without closing it, minimize it.
• To minimize a window, click its Minimize button . The window disappears from the desktop and
is visible only as a button on the taskbar, the long horizontal bar at the bottom of your screen.

● Closing a window

• Closing a window removes it from the desktop and taskbar. If you're done with a program or document and don't need to return to it right away, close it.
• To close a window, click its Close button
• If you close a document without saving any changes you made, a message appears that gives you the option to save your changes.

● Switching between windows

If you open more than one program or document, your desktop can quickly become cluttered with windows. Keeping track of which windows you have open isn't always easy, because some windows might partially or completely cover others.