



Class: First Stage

Subject: computer applications

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Windows Operating System -2-

Taskbar



Taskbar:

The taskbar is the long horizontal bar at the bottom of your screen. It has three main sections:

The Start button , which opens the Start menu.

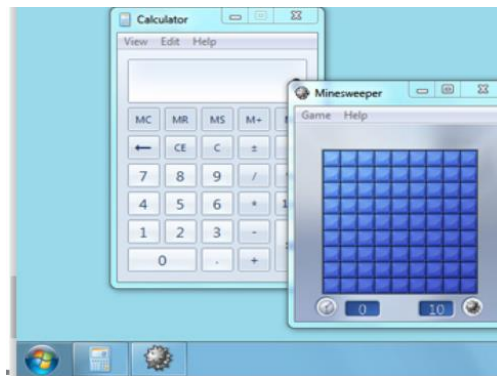
The middle section, which shows you which programs & files you have open & allows you to quickly switch between them.

The notification area, which includes a clock and icons (small pictures) that communicate the status of certain programs and computer settings.

Keep track of your windows

If you open one or more program/file at a time, it's hard to see what else is what you've already opened. Whenever you open a program, folder, or file,

Windows creates a corresponding button on the taskbar.



The button shows an icon that represents the open program. In the picture below, two programs are open—Calculator and Minesweeper—and each has its own button on the taskbar. It also highlights the icon whose window is active. Click a taskbar button to switch to that window

The notification area

The notification area, at the right of the taskbar, includes a clock and a group of icons. These icons communicate the status of something on your computer or provide access to certain settings.



When you move your pointer to a particular icon, you will see that icon's name or the status of a setting. Double-clicking an icon in the notification area usually opens the program or setting associated with it. For example, double-clicking the volume icon opens the volume controls.



Windows hides icons in the notification area when you haven't used them in a while. If icons become hidden, click the **Show hidden icons** button to temporarily display the hidden icons.

Click the Show hidden icons button to display all icons in the notification area

Using menus, buttons, bars, and boxes

Menus, buttons, scroll bars, and check boxes are examples of **controls** that you operate with your mouse or keyboard. These controls allow you to select commands, change settings, or work with windows.

Menus:

Most programs contain hundreds of **commands** that you use to work the program. Many of these commands are organized under **menus**. A program menu shows you a list of choices. To choose one of the commands listed in a menu, click it. Sometimes menus show submenus.



Recognizing menus isn't always easy, because not all menu controls look same or even appear on a menu bar. When you see an arrow next to a word or picture, you're probably looking at a menu control.



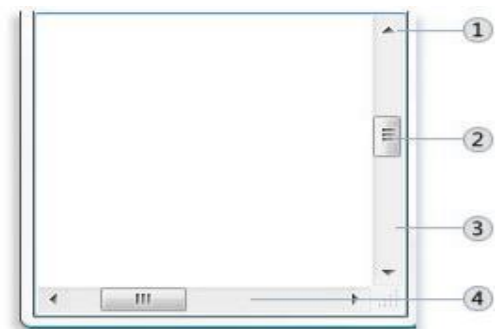
Scroll bars

When a document, webpage, or picture exceeds the size of its window, scroll bars appear to allow you to see the information that is currently out of

view. The following picture shows the parts of a scroll bar.

To use a scroll bar:

Click the up or down scroll arrows to scroll the window's contents up or down in small steps. Hold down the mouse button to scroll continuously. Click an empty area of a scroll bar above or below the scroll box to scroll up or down one page. Drag a scroll box up, down, left, or right to scroll the window in that direction.



- 1 Scroll arrow
- 2 Scroll box
- 3 Vertical scroll bar
- 4 Horizontal scroll bar

Command buttons

command button performs a command when you click it. You'll most often see them in dialog boxes, which are small windows that contain options for completing a task. For example, if you close a Paint picture without saving it first, you might see a dialog box like this.

Outside of dialog boxes, command buttons vary in appearance.



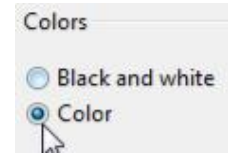
If a button changes into two parts when you point to it, you've

discovered a **split button**. Clicking the main part of the button performs a command, whereas clicking the arrow opens a menu with more options.

Option buttons

Option buttons

allow you to make one choice among two or more options. They frequently appear in dialog boxes. The following picture shows two option buttons. The "Color" option is selected.

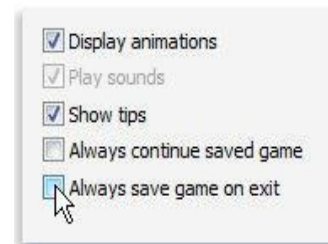


Check boxes

Check boxes allow you to choose multiple options at the same time. Click an empty check box to select that option

To use check boxes:

Click an empty square to select that option. A check mark will appear in the square, indicating that the option is selected.



To turn off an option, clear (remove) its check mark by clicking it.

Options that currently can't be selected or cleared are shown in gray.

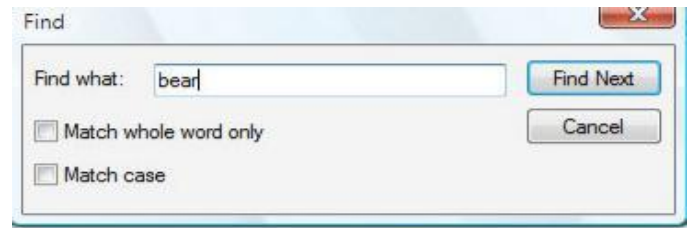
slider lets you adjust a setting along a range of values. To use a slider, drag the slider toward the value that you want.

slider along the bar shows the currently selected value. In

the example shown above, the slider is positioned midway between Slow and Fast, indicating a medium pointer speed.

Text boxes:

text box allows you to type information, such as a search term or password. The following picture shows a dialog box containing a text box. We've entered "bear" into the text box.



Text boxes that require you to enter a password will usually hide your password as you type it, in case someone else is looking at your screen.



Drop-down lists:

Drop-down lists are similar to menus. Instead of clicking a command, though, you choose an option. When closed, a drop-down list shows only the currently selected option. The other available options are hidden until you click the control, as shown below.

To open a drop-down list,

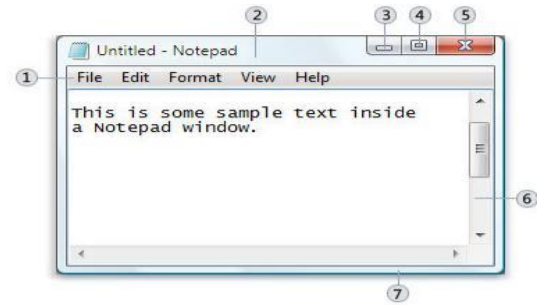


Tabs :

In some dialog boxes, options are divided into two or more **tabs**. Only one tab, or set of options, can be viewed at a time. The currently selected tab appears in front of the other tabs. To switch to a different tab, click the tab.



Whenever you open a program, file, or folder, it appears on your screen in a box or frame called a **window**.



- 1 Menu bar
- 2 Title bar
- 3 Minimize button
- 4 Maximize button
- 5 Close button
- 6 Scroll bar
- 7 Border

Parts of a window

Although the contents of every window are different, all windows share some things in common. For one thing, windows always appear on the desktop—the main work area of your screen. In addition, most windows have the same basic parts.