



Class: First Stage
Subject: computer applications
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Windows Operating System -3-

Parts of a Typical Window



Parts of a typical window

Title bar. Displays the name of the document and program

Minimize, Maximize, and Close buttons. These buttons hide the window, enlarge it to fill the whole screen, and close it, respectively

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

Scroll bar. Lets 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.

Changing the size of a window

- To maximize window, click its **Maximize** button or
- double-click the window's title bar.



To return a maximized window to its former size, click its **Restore** button  or, double-click the window's title bar.

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 (as in picture), drag the border or corner to shrink/enlarge the window.

Drag a window's border or corner to resize it.

Minimizing a window:

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.



To make a minimized window appear again on the desktop, click its taskbar button. The window appears exactly as it did before you minimized it.

Closing a window

Closing a window removes it from the desktop and taskbar. To close a window, click

its **Close** button .

The taskbar provides a way to organize all of your windows. Each window has a corresponding button on the taskbar. To switch to another window, just click its taskbar button. The window appears in front of all other windows, becoming the **active** window—the one you're currently working in.

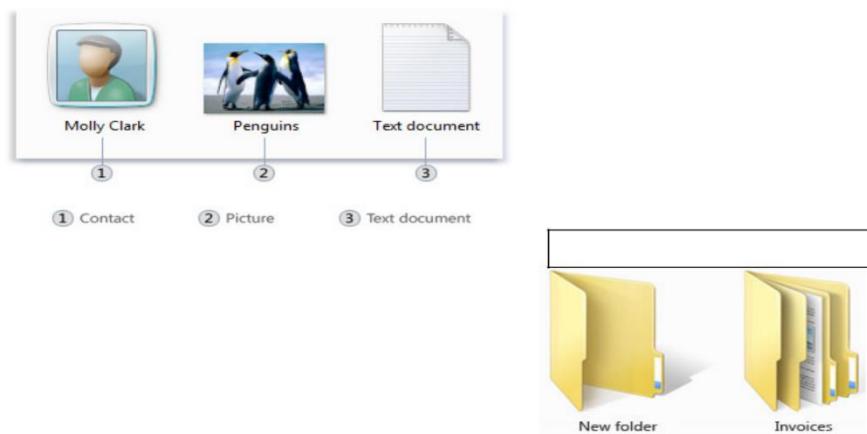


To easily identify a window, point to its taskbar button.

When you point to a taskbar button, you'll see a thumbnail-sized preview of the window. This preview is especially useful if you can't identify a window by its title alone.

Working with files and folders

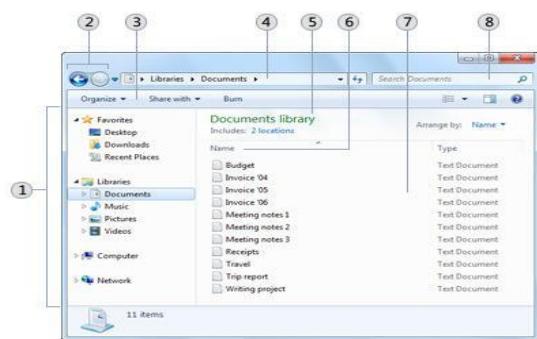
A file is an item that contains information. On your computer, files are represented with icons; this makes it easy to recognize a type of file by looking at its icon. Here are some common file icons:



A folder is a container you can use to store files in. If you had thousands of paper files on your desk, it would be nearly impossible to find any particular file when you needed it. That's why people often store paper files in folders inside a filing cabinet. Folders can also store other folders. You can create any number of subfolders, and each can hold any number of files and additional subfolders.

Understanding the parts of a window

When you open a folder or library, you see it in a window. The various parts of this window are designed to help you navigate around Windows



- ① Navigation pane
- ② Back and Forward buttons
- ③ Toolbar
- ④ Address bar
- ⑤ Library pane
- ⑥ Column headings
- ⑦ File list
- ⑧ The search box
- ⑨ Details pane

or work with files, folders, and libraries more easily. Here's a typical window and each of its parts:

Window part	What it's useful for
Navigation pane	Use the navigation pane to access libraries, folders, saved searches, and even entire hard disks. Use the Favourites section to open your most commonly used folders and searches. You can also expand Computer to browse folders and subfolders.
Back and Forward button	Use the Back button and the Forward button to navigate to other folders or libraries you've already opened without closing the current window. These buttons work together with the address bar; after you use the address bar to change folders, you can use the Back button to return to the previous folder.
Toolbar	Use the toolbar to perform common tasks, such as changing the appearance of your files and folders, burning files to a CD, or starting a digital picture slide show. The toolbar's buttons change to show only the tasks that are relevant.
Address bar	Use the address bar to navigate to a different folder or library or to go back to a previous one.
Library pane	The library pane appears only when you are in a library (such as the

Documents library). Use the library pane to customize the library or to arrange the files by different properties.

Column headings	Use the column headings to change how the files in the file list are organized.
File list	This is where the contents of the current folder or library are displayed. If you type in the search box to find a file, only the files that match your current view (including files in subfolders) will appear.
Search box	Type a word or phrase in the search box to look for an item in the current folder or library. The search begins as soon as you begin typing—so if you type "B," for example, all the files with names starting with the letter B will appear in the file list.
Details pane	Use the details pane to see the most common properties associated with the selected file. File properties are information about a file, such as the author, the date you last changed the file, and any descriptive tags you might have added to the file.
Preview pane	Use the preview pane to see the contents of most files. If you select an e-mail message, text file, or picture, for example, you can see its contents without opening it in a program. If you don't see the preview pane, click the Preview pane button in the toolbar to turn it on.

Viewing and arranging files and folders

When you open a folder or library, you can change how the files look in the window.

For example, you might prefer larger (or smaller) icons or a view that lets you see different kinds of information about each file. To make these kinds of changes, use the

Views button  in the toolbar.

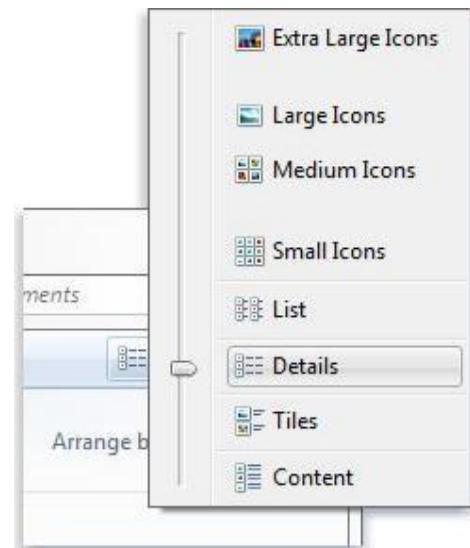
Each time you click the left side of the Views button, it

changes the way your files and folders are displayed by

cycling through five different views: Large Icons, List, a

view called Details that shows several columns of

information about the file, a smaller icon view called Tiles,



and a view called Content that shows some of the content

from within the file.

