

Managing Windows Notes by Jane Cable

The very top bar in a Windows program is called **The Title Bar** because it has the TITLE of the program and the name of the document. If it is the active window it will be a darker color (the default color is blue).

The second bar down is the **Menu Bar**. If you click any one of the words, a menu will drop down with the options under that particular menu. If there is a chevron at the bottom, click it and all the rest of the options will also appear.

In the menu, each option must be clicked to execute that command.

The next bar is the **Toolbar**, which usually includes the most commonly used options of the menu bar.

Every program has different toolbars to display. **RIGHT CLICK** on an empty space in the toolbar to see what toolbar options are available. If the toolbar has a check in front of it, that toolbar is already displayed.

Each toolbar can be customized by adding buttons.

The next toolbar (if you've chosen to display it) is the **Formatting Bar**. These tools will set the font type and size, & formatting (bold, italic, etc.); the justification; and the color.

Another toolbar which I like to have displayed is **The Ruler**. It shows the margins, tabs, etc.

One good Windows feature is the ability to display several documents/pictures in the same program either side by side or one above the other. To adjust the size so all will be visible, move the cursor to a corner until you see a double pointed cursor, hold the button down and drag to the desired size. **TIP:** remember double pointed cursor changes the size – 4 pointed cursor moves the object.

On the right of the Title bar are 3 buttons. The first is **Minimize** and appears to be a short line. When a program is minimized, a bar will appear in the center of the bottom Taskbar with the name of the program. To restore that program, just click on that bar. Remember the programs that appear on the Taskbar are not closed and therefore if you shut down your computer without closing them, your work will not be saved.

The **Middle Button** has two tasks. If it appears as a double window, it will restore the active window to a smaller size and the size can be adjusted by using the double pointed cursor on each edge. If it appears as a single window, it will fill the screen and cannot be sized.

The third button is an **X** and I always use 'X-it' to coach students into using the proper button to close the program.

The bottom **Taskbar** has four sections. On the extreme left is the **Start** button – also used to shut down the computer.

The next section to the right is the **Quick Launch Bar**, which must be turned on. Right click on an empty space and click on toolbars, then Quick Launch. If the taskbar is **LOCKED**, you must first click on Unlock the Taskbar and then right click on an empty space again, click on Toolbars and then the Quick Launch bar.

The middle section is where **Open Programs** will appear – even those that have been minimized.

The **Systray** is the section on the right of the Taskbar. It shows programs that are always running while the computer is on. I suggest that you only have necessary programs running all the time such as your anti-virus, firewall, instant messenger, etc.

Showing the **Time** is the default setting, but you can turn it off if you wish. If you hover the cursor over the time, the day and date will appear.

The **Desktop** is the screen which appears when you turn on your computer with all the icons on it.

To change the desktop, right click where there's nothing (not on an icon), this menu will appear. Click Properties.

The **Display Properties Menu** will appear. The tabs on the top will give you access to the Background, and other features. The list includes all the backgrounds Windows contains, but the Browse button allows you to choose one of your own pictures as the background.

The **Screensaver Tab** will show you the list of screensavers included in Windows, the settings and preview of each screensaver and allow you to set a password. The Energy Saving features are available on this menu. I suggest you have the monitor shut off after an appropriate time to save electricity.

The **Appearance tab** allows you to change the color scheme of each part of the desktop. When you become more skilled we can cover the other tabs.

Clicking on the **START** button gives you access to All Programs, My Documents, last accessed programs and other most commonly used features.

