

## **BASIC WINDOWS WINDOW ARRANGEMENTS**

1. Minimized - The window appears only as a button down on the Taskbar.
2. Maximized - The window covers the entire screen and cannot be moved or made larger.
3. Restored - The window "floats" on the screen, and can be moved by clicking the title bar, holding down the mouse button and dragging, or it can be resized by placing mouse at the corner or sides until you get a double arrow then clicking and holding down the mouse button and dragging.

When you have more than one window open, you can arrange them:

1. Random - This is how the default makes window appear normally, which is the location and size in which you last used them.
2. Cascaded - The windows are overlapped, from the upper right corner of the screen to the lower left. You can see the title bar and clicking on that title bar brings that particular window up front.
3. Tiled horizontally - All windows are arranged from top to bottom so that you can view a portion of each window. Clicking on a particular window makes it become the active window.
4. Tiled vertically - All windows are arranged left to right so you can view a portion of each window. Again, clicking on a particular window makes it the active window.

Revised 6/11/2009 JMM