



Windows 2: Basic Use

Many people panic because of the amount of choices. Take a deep breath to stop the panic and then think about what you are trying to accomplish.

Parts of a window

Title Bars contains the file's name and the program's name

Menu Bar - list of different options. These Change depending on the program

Minimize Button - shrinks the window to the Taskbar

Maximize - fills the screen, changes to restore down

Close - exits the window

Scroll box - shows your place

Scroll Arrows - used to move the screen up/down or left/right

Important Icons

My Documents
Made to store documents like photos, music, or written files

Contains all your drives like the floppy disk, CD or DVD drive, and your thumb drive

My Computer

Recycle Bin
Made to store files you believe you no longer want

Drives

3 ½ Floppy (A:)
Stores 1.4 MB & Reusable
Unstable, has trouble with heat, cold, water, magnets

CD Drive (E:)
Stores 4.7 GB & Permanent
Stable, has trouble with scratches
Must have burner to record

DVD Drive (E:)

Local Disk (C:)
(All information on the computer is stored here)

CD Drive or D Drive
Stores 700MB & permanent
Stable, has trouble with scratches
Must have burner to record

USB Mini Drive (Also Flash Drive and Thumb Drive)
Stores 32 MB to 8 GB, Stable & reusable
Portable, used with all computers

ARCHIVE (G:)

Understanding Memory

Memory	becomes	Item	Memory taken up
1000 Bytes	= 1KB	Email message	15 – 45KB
1000 Kilobytes	= 1MB	Basic letter	600-900 KB
1000 Megabytes	= 1 GB	Quality digital photo	1.3 MB to 14 MB
1000 Gigabytes	= 1 TB	Small movie	100 MB to 4GB
1000 Terabytes	= 1PB	All the books in the Library of Congress	20 TB

Microsoft Windows
 There are many different types of Window Systems
 Most work about the same with enough differences to confuse, take it slow
 and be patient
 Example of Systems: 95, 98, 2000, XP, NT, ME

Start Menu




Shortcuts for programs

All Programs Shows a list of all the software that is on your computer

My Documents

Stores all you documents and shows any recently used documents

A Shortcut to My Computer

Control panel allows you to change all the settings for your computer like sound, color, resolution. May also be called settings  Settings

Printers contains the profiles and settings for your printers, come here if you have trouble with your printer

Help provides info for windows. It may be hard to understand. For better information try a good book.

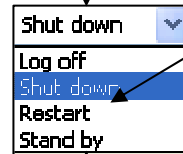
Search is a very useful tool to find misplaced items, documents, files. Remember find can also be called Find.



Shutdown Window



Shut down is the correct way to turn the computer off



Restart shuts down the computer and then turns it on again Useful for installing new hardware and software

Stand by puts the computer into a Sleep-like state

OK Button tells the computer to accept your decision

Cancel Button gets you out of the particular window Great for experimenting without problems

Help Button brings you to the help screen and will try to tell you about the functions on your screen