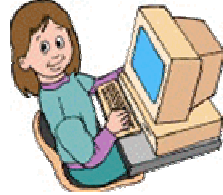




Windows II: Basic Use

Many people panic because of the amount of choices. Remember to take a deep breath to stop the panic and then think about what you are trying to accomplish. Doing these **two things** will stop some of the random clicking.



Feeling Panic or stress?



Take deep Breath
Relax!!



Try again

System Icons



My Documents

Good place to store documents; some folders are made for specific types like photos or music

My computer

Where you can open:

- 3 ½ Floppy drive
- CD drive or DVD drive
- USB Mini Drive (Also called Flash Drive and Thumb Drive)
- Local Disk C (All information on the computer is stored here)



1000 Bytes = 1KB
1000 Kilobytes = 1MB
1000 Megabytes = 1 GB
1000 Gigabytes = 1 TB
1000 Terabytes = 1 ??

Recycle Bin

A place to store items you believe you no longer want.

Breakdown of a Window

Title Bar - contains the name of the program and/or file name

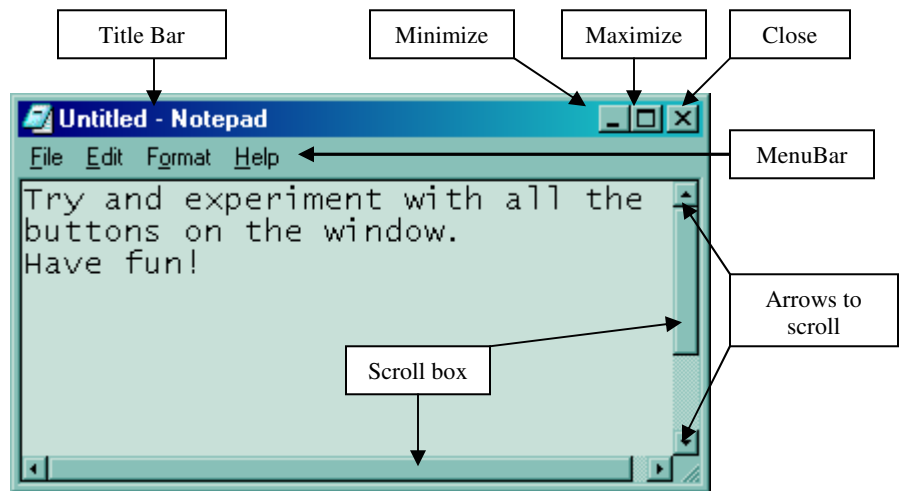
Minimize Button- *shrinks* the window to the Taskbar.

Maximize Button -enlarges window to fill screen.

Close – closes the window

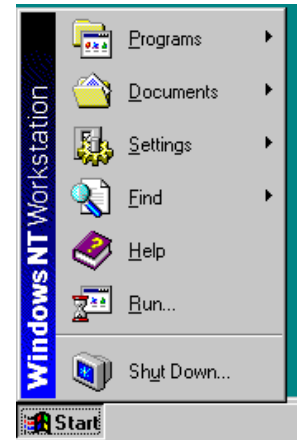
Menu Bar - long list of different options. These will Change depending on the programs.

Scroll Arrows - used to move the screen up/down or left/right. The box on the bar is called the **scroll box**. It shows how far you have to go.





Start button – Generally at the bottom of the screen



- **Programs** - lists of the applications available for use
- **Documents** - List of any documents that have been opened recently. This shows all the recently used documents. *Remember documents can be written, video, photos...*

- **Settings**

- Control Panels - contains all the options to change the computer
- Network Connections - Contains the profiles for your connections
- Printers – Contains the profiles for your printers

- *Profiles – are the configuration information*



- **Find** - Used to find files and is a very useful tool to find misplaced items, documents, files.

Remember find can also be called search.

- **Help**-This provides help files for windows. It is written in computer speak and may be hard to understand. For better information try a book.



Click here to choose one

Shutdown- Use this button to access the choices below

- Shutdown – turns off the computer
- Restart – Shuts down computer and the turns on again
 - Useful for installing new hardware and software
- Standby – Puts the computer into a Sleep-like state.
 - Press any button to turn it back on

Windows System

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