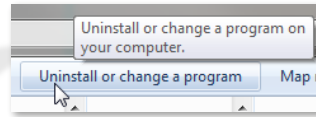


Every application, folder or file you open is viewed on screen in a 'window'. This 'Computer' window shows folders and files available on this computer. Can you see what they are?



Standard Buttons Toolbar - each of these options is useful to the window you are in. Try them out! **Hover** the mouse over each for more detail:



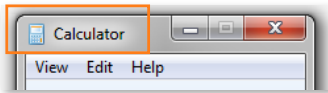
Minimise - reduces the window to a button on the Taskbar

Maximise - expands the window to fill the screen - making it easier to see all the information, **click** on this button again to restore the window to its original size

Close - shuts the window or program

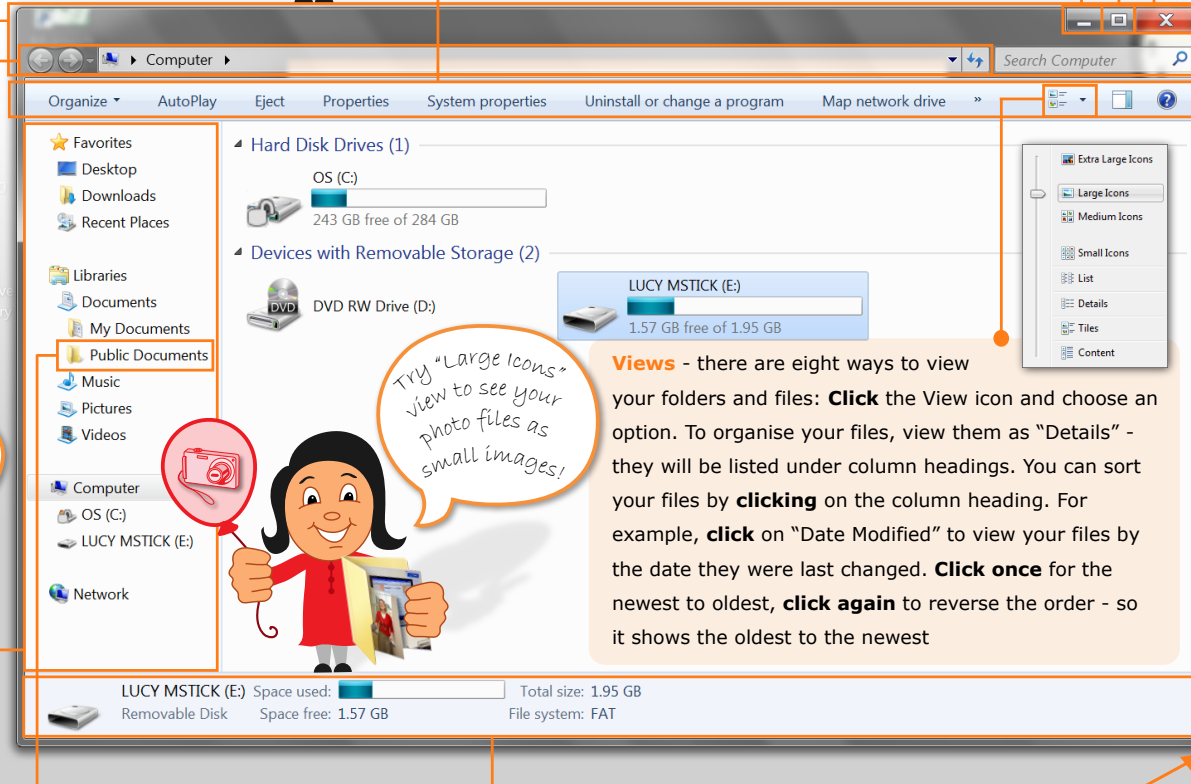
Tip: if you **double click** anywhere on the Title bar you will maximise or restore the window

Title bar - here your location is shown in the Address bar only. In other applications the Title bar shows the window's name and icon:



Address bar - shows where you are! As you open folders and sub folders (within folders) you can see the address or 'file path' here

This shows the address of my "Photos" folder



Views - there are eight ways to view your folders and files: **Click** the View icon and choose an option. To organise your files, view them as "Details" - they will be listed under column headings. You can sort your files by **clicking** on the column heading. For example, **click** on "Date Modified" to view your files by the date they were last changed. **Click once** for the newest to oldest, **click again** to reverse the order - so it shows the oldest to the newest

Public Documents - Public folders are where you would put documents that are shared with other user accounts on the same computer

Details pane - shows useful details of the selected file, folder or in this case removable storage device! 'LUCY MSTICK' is a memory stick with 2GB capacity that is connected via a USB socket to this computer

Resize the window by placing the arrow over the corner then **click and drag** to make the window smaller or larger. **Click and drag** on the sides to widen or narrow the window

Use the keyboard:



To open the window control box:

- 1 Press & hold down Alt**
- 2 Press & release Spacebar**

To minimise the window:

- 1 Navigate** down with the down arrow
- 2 Press & release Enter** Repeat this to Maximise or Close the window!

Or once the window control box is open, **press & release** the underlined letter key:

- to **Minimize** the window
- to **Maximize** the window
- to **Close** the window