

Every application, folder or file you open is viewed on screen in a "window" on the surrounding Desktop.



**Title bar** - Shows the window's name and icon - the bar is dark when active, light when inactive. **Click and drag** on the title bar to move the window. This window is titled "LUCY MSTICK" as it is Lucy's memory stick, which is plugged into the computer and occupying the E: drive.

**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. (Tip: If you **double click** anywhere on the Title bar you will maximise or restore the window).

**Close** - Shuts the window or program.

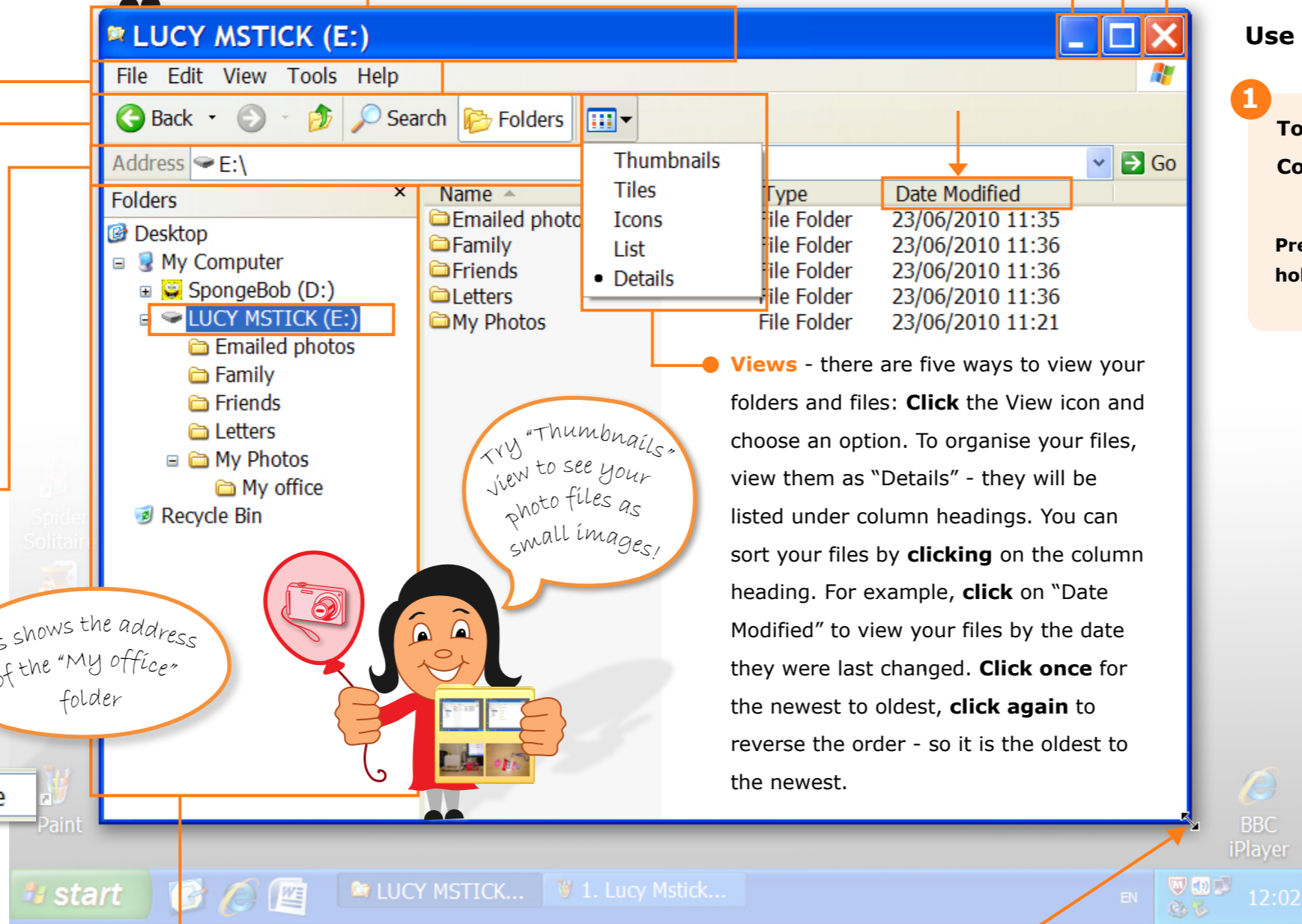
**Menu bar** - Each word in the Menu bar has a list of commands associated with it that drop down when you **click** on the word.

**Standard Buttons Toolbar** - Each of these buttons performs a frequently used task.

**Address bar** - Shows you not only the folder you have selected but exactly where that folder is on your computer. This is the file or folder's actual "address":

This shows the address of the "My office" folder

Address E:\My Photos\My office



**Views** - there are five 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 is the oldest to the newest.

Try "Thumbnails" view to see your photo files as small images!



**Folders pane** - When you **click** on one of the folders, the contents are displayed in the right hand pane. This means you can manually search through everything on your computer in a single window!

**Resize the window** by getting 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:

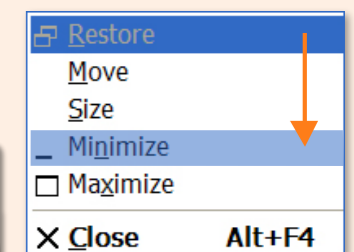
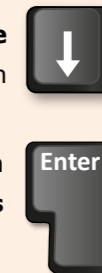
**1 To open the 'Windows Control' box:**



Press and hold down and then release both

**2 To minimise the window:**

Navigate down then press



Repeat this to Maximise or Close the window!

Or once the 'Windows Control' box is open, **press** the underlined letter key:



to **Minimise** the window



to **Maximise** the window



to **Close** the window