

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.

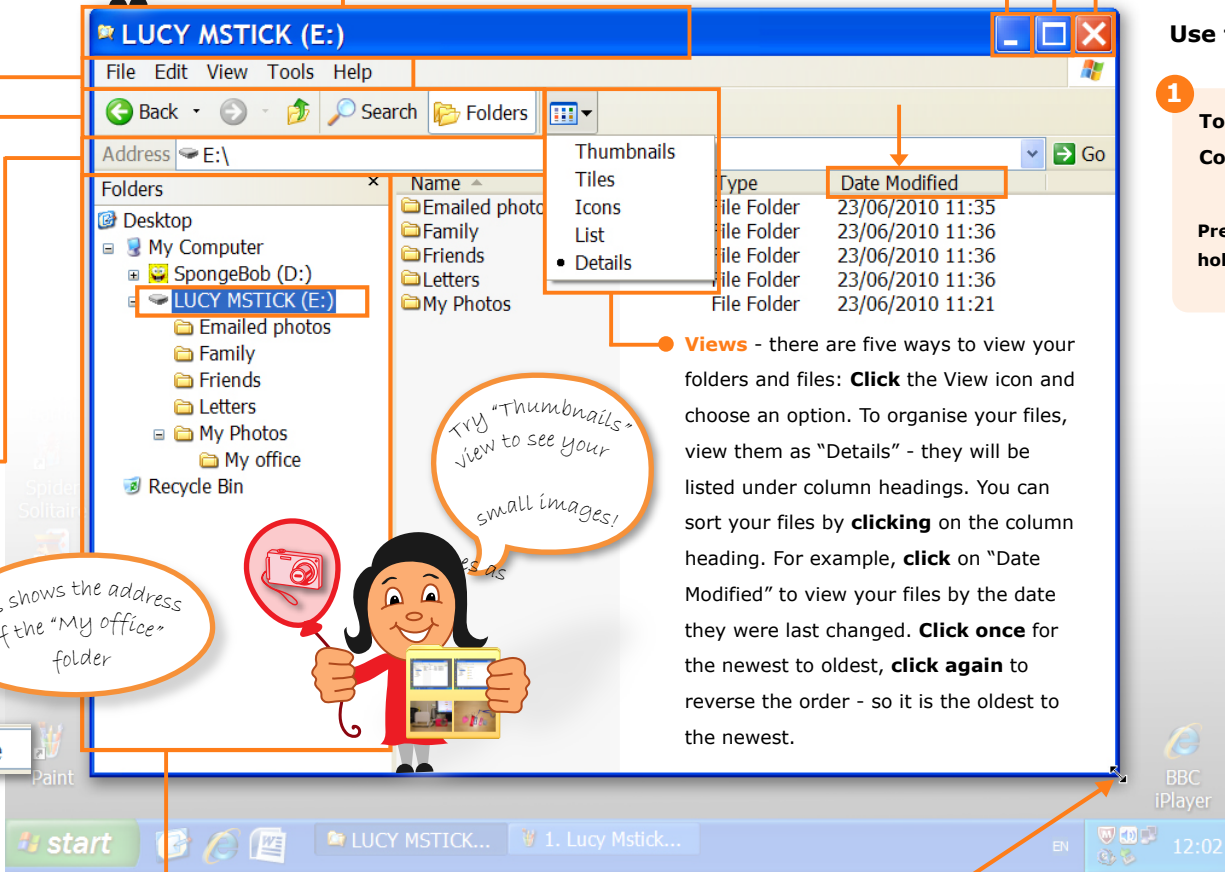
**Maximise** - Expands the window to fill the screen - making it easier to see all the information, **click** on this button again to restore the window to its original size. (Tip: If you **double click** anywhere on the Title bar you will maximise or restore the window).

**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":



Try "Thumbnails" view to see your small images!



**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.

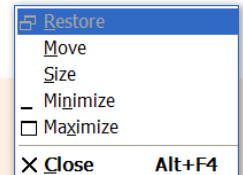
**Folders pane** - When you **click** on one of the folders, the contents are displayed in the right hand pane. This means you can manually search through everything on your computer in a single window!

**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:

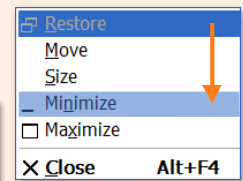
1 To open the 'Windows Control' box:

Press and hold down **Alt** and **Spacebar** then release both



2 To minimise the window:

Navigate down then press **Enter**



Repeat this to Maximise or Close the window!

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

**N** to **Minimise** the window  
**X** to **Maximise** the window  
**C** to **Close** the window