

Welcome to
Computers for ESL Students,
2nd Edition: **Windows XP Version**



Lesson 3: Using Windows Programs

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Lesson Objectives

■ Computer Objectives:

- ▲ Open a dialog box and work with a drop-down list
- ▲ Draw a picture in the Paint program
- ▲ View and zoom to a larger size
- ▲ Use the Calculator

■ Language Objectives:

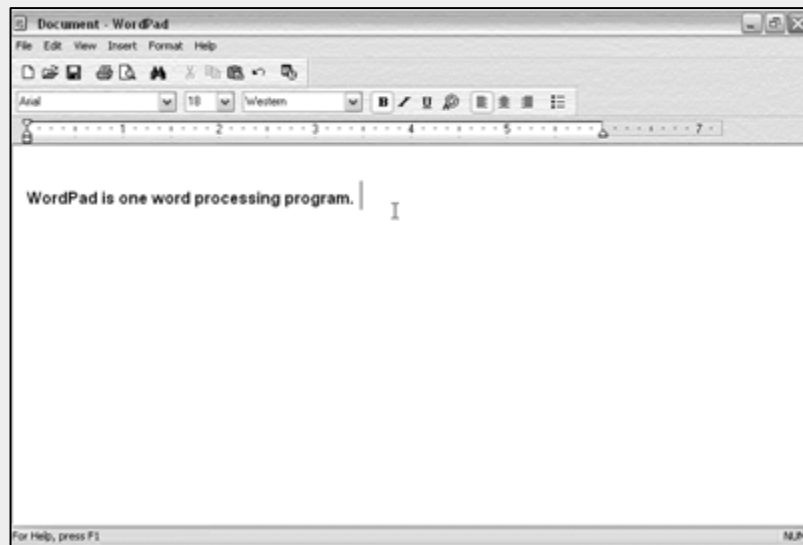
- ▲ Describe program parts
- ▲ Describe actions you can do with programs
- ▲ Talk with a partner about drawing a picture in Paint
- ▲ Talk with a partner about what you can do with programs

Concept 3.1

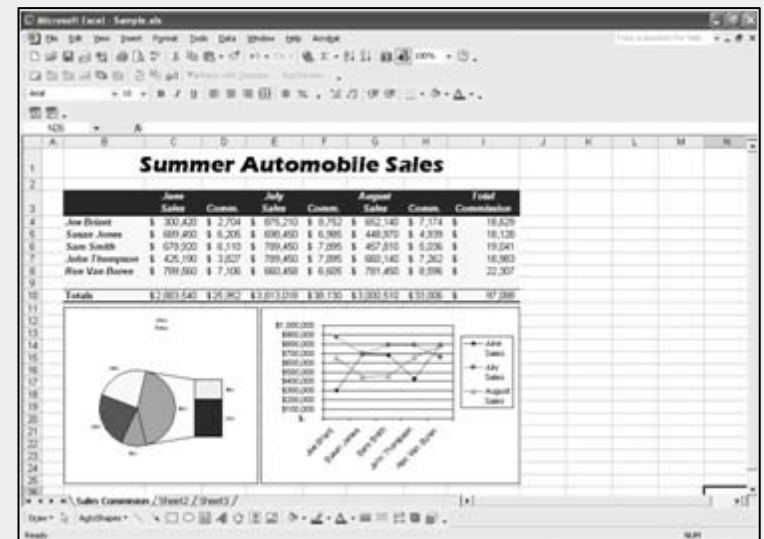
Common Features in Programs

■ Program: A set of directions that tells the computer what to do

▲ Different programs do different things



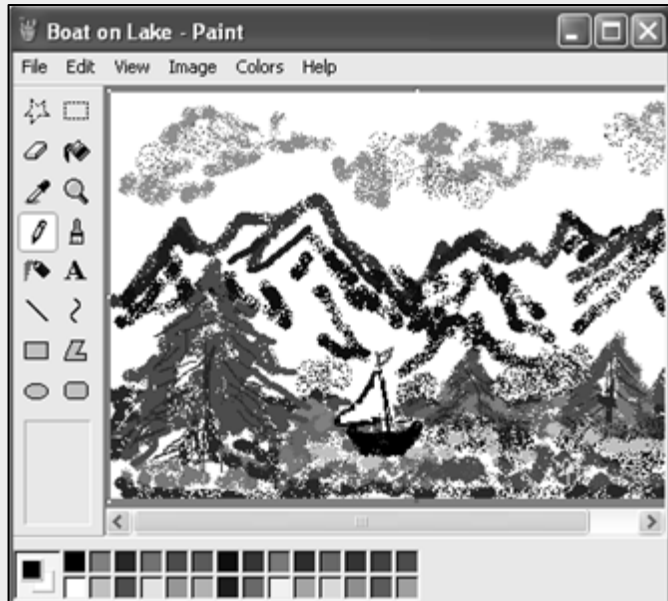
A word processing program is used to type information



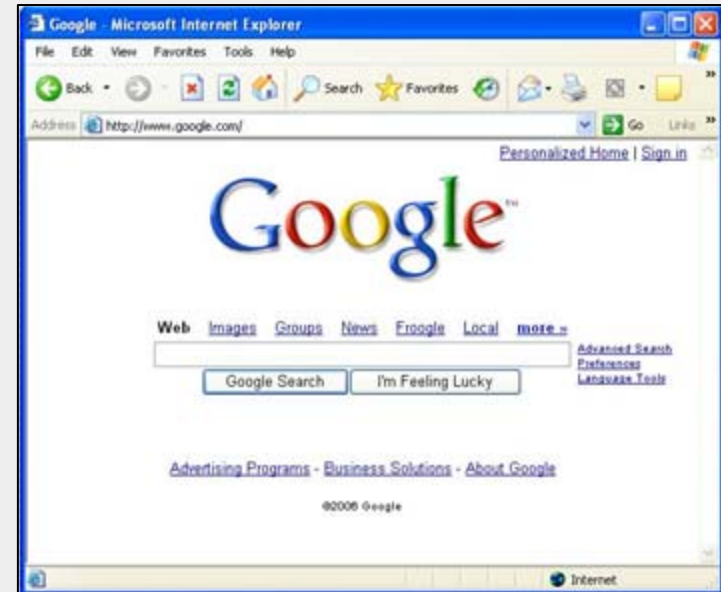
A spreadsheet program is used mostly for numbers

Concept 3.1

Common Features in Programs



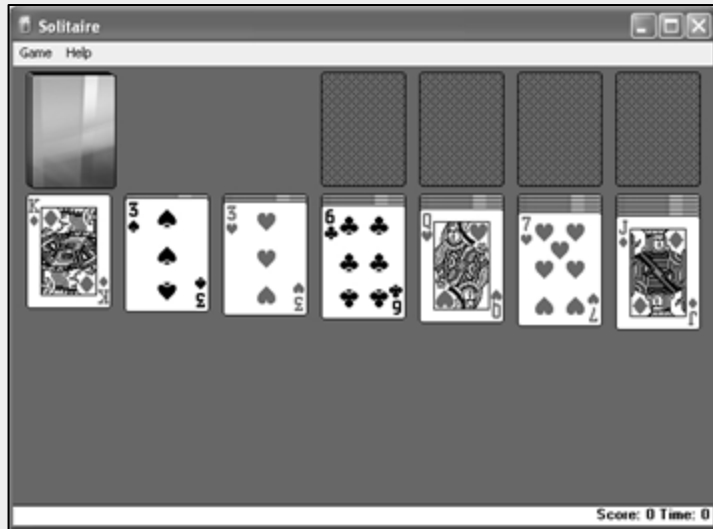
A graphics program is used to make and change pictures



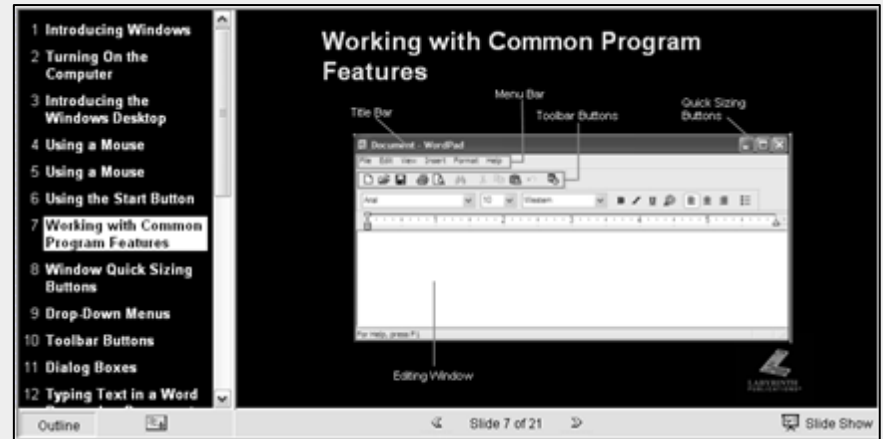
A web browser is used to find things on the Internet

Concept 3.1

Common Features in Programs



A computer game is used to relax and have fun

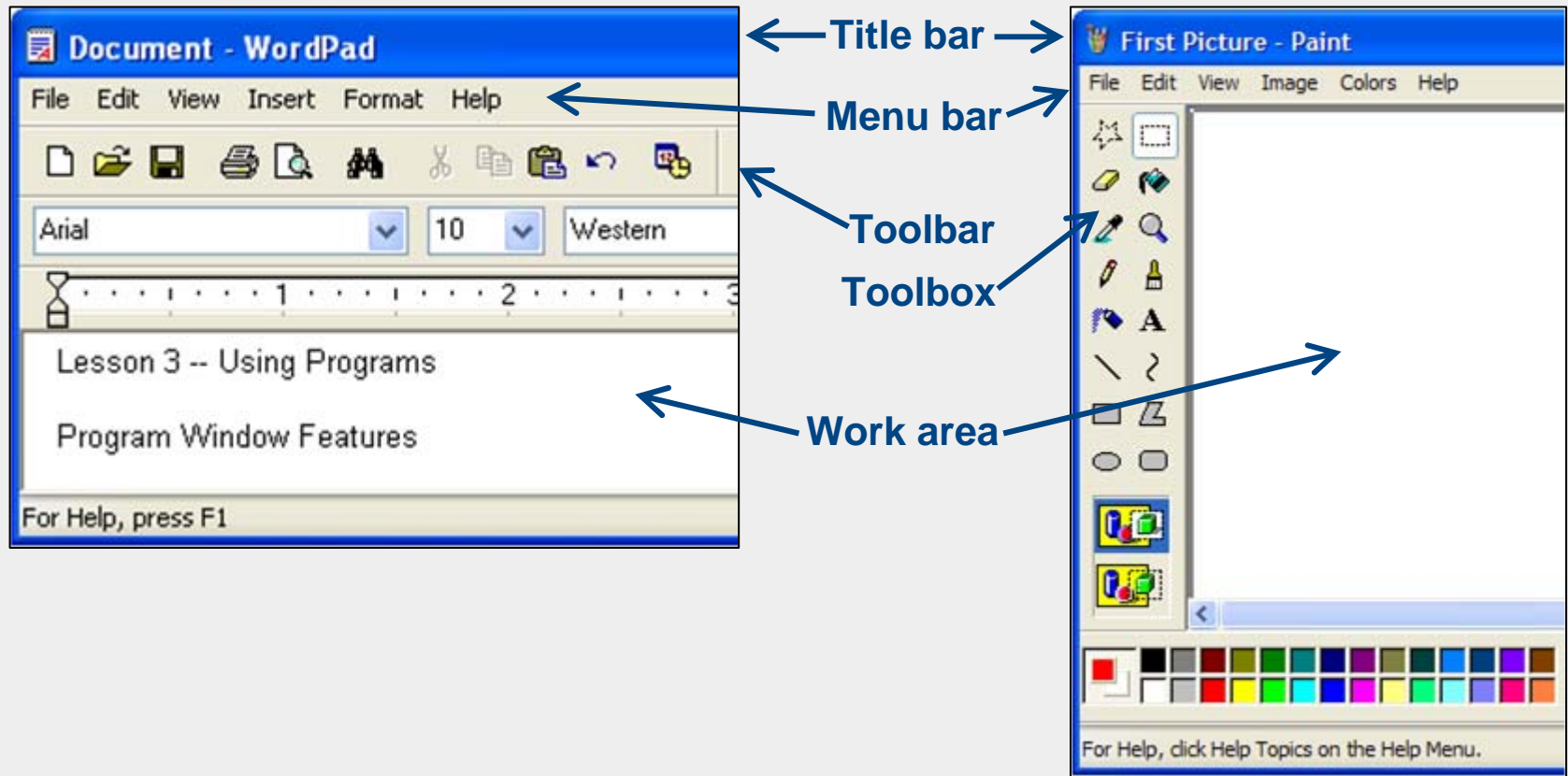


A tutorial is used to show and teach ideas

Concept 3.1

Common Features in Programs

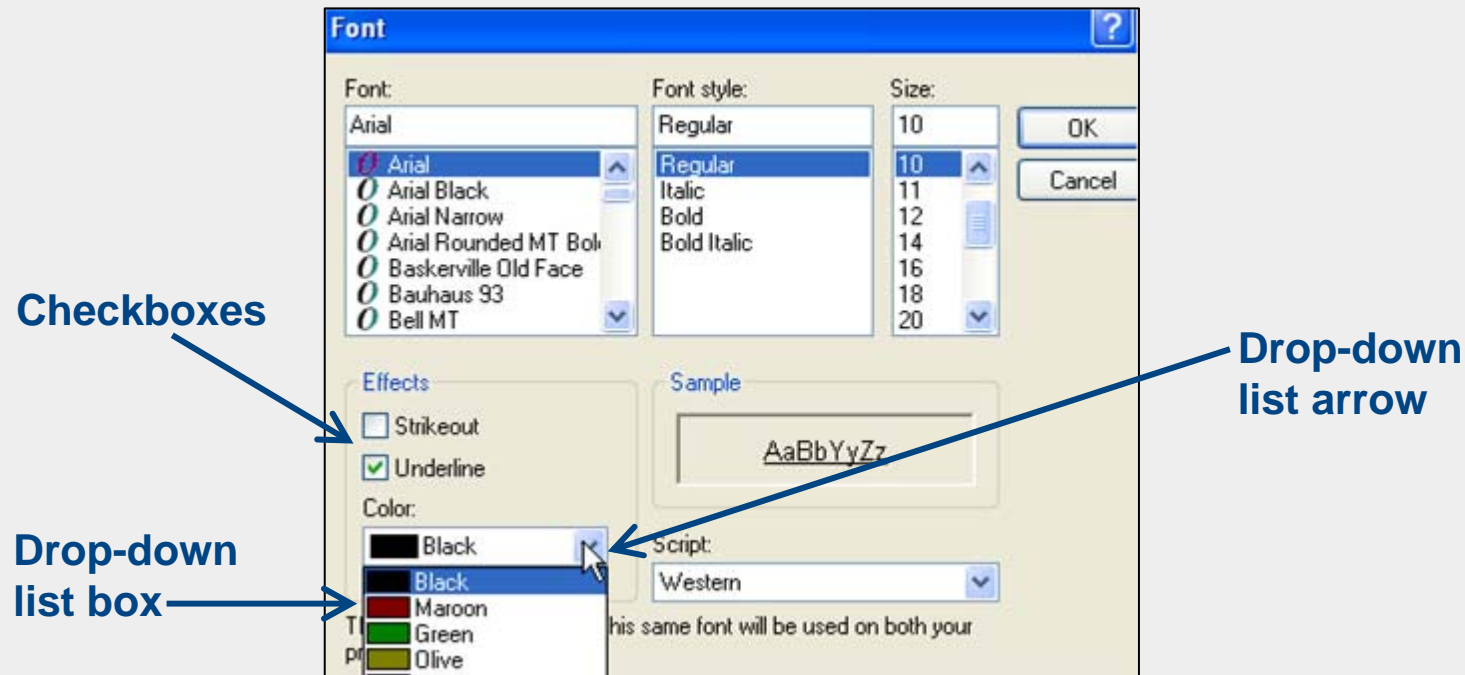
- Different programs have many parts that are the same



Concept 3.2

Dialog Boxes

- Change settings by changing the information in a dialog box

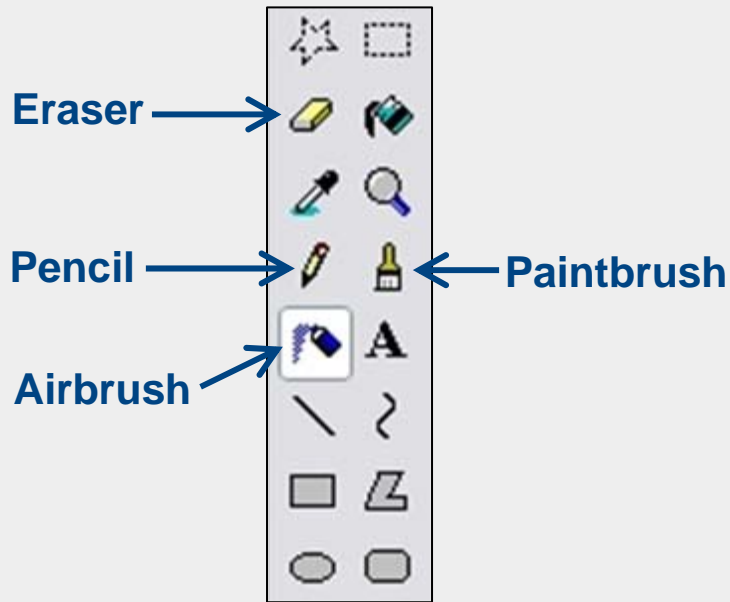


Concept 3.3

Using Tools on a Toolbar

■ The Paint program has various tools on its toolbar

▲ Use the tools by clicking on them

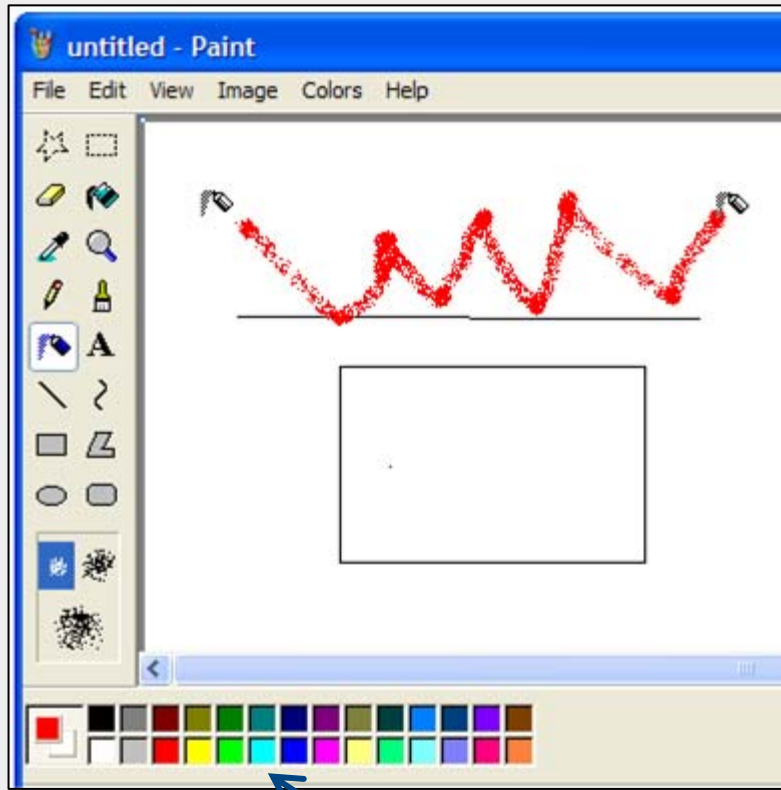


▲ Each tool has its own symbol

Concept 3.3

Using Tools on a Toolbar

- To pick a color in Paint, use the Color Box

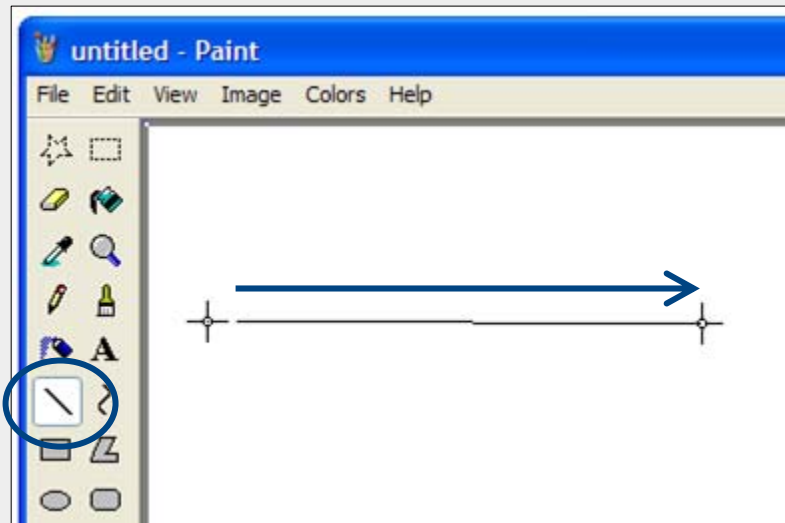


Color Box

Concept 3.3

Using Tools on a Toolbar

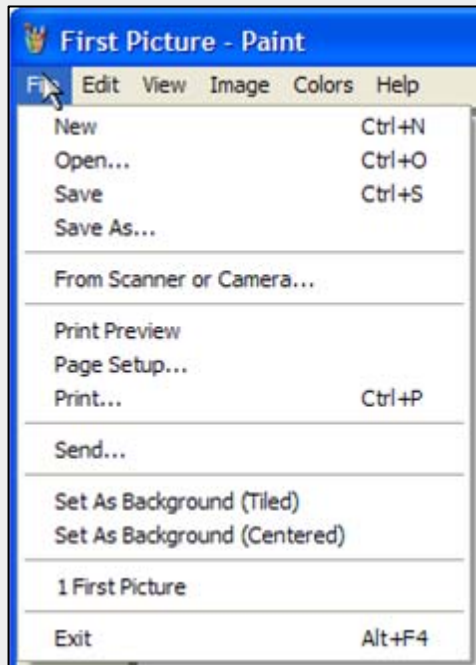
- To use a tool, click on it and then drag with the mouse in the white area of the Paint window



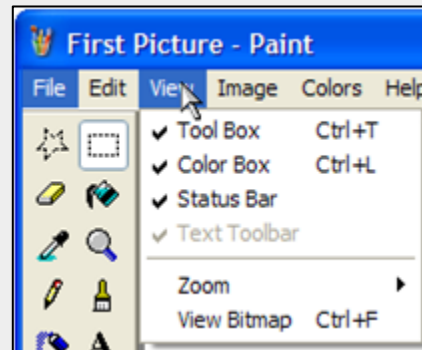
Concept 3.4

Using a Menu

- Menus always work the same, but the list of choices are different



File menu

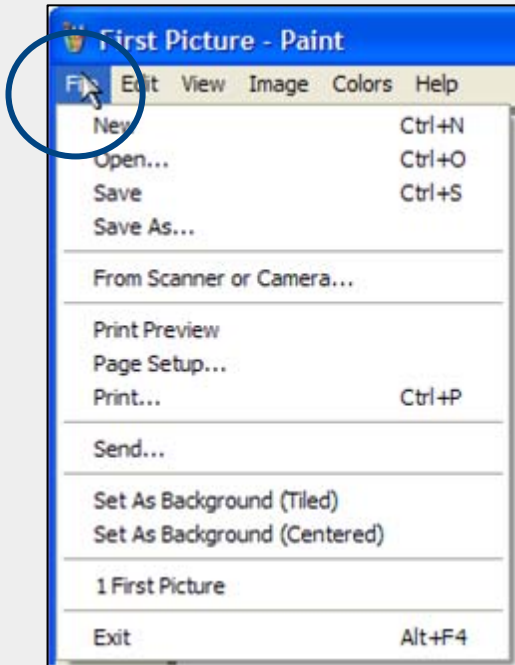


View menu

Concept 3.4

Using a Menu

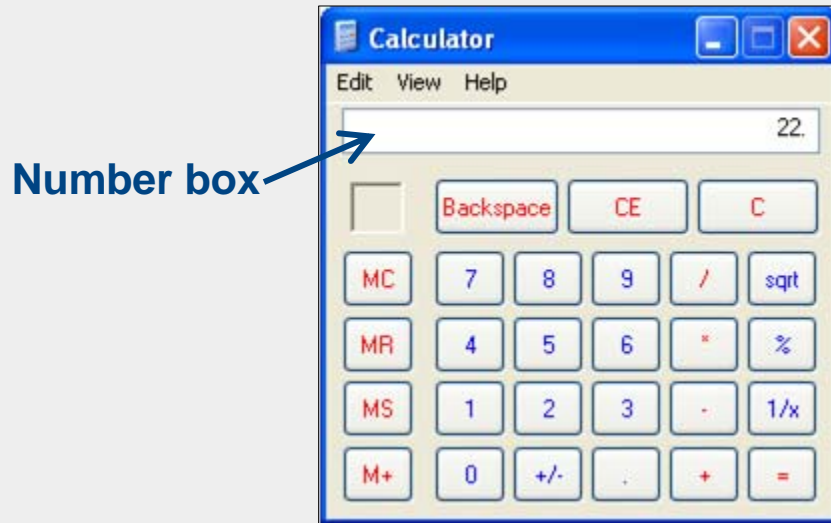
- Open a menu by clicking on one of the words



Concept 3.5

The Windows Calculator

- Works just like a regular calculator



Type numbers in the number box or use the number buttons

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