Microsoft Office 2007: Essentials, Revised Edition

Lesson 2: Working with Windows Programs

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Introducing Windows

- **Windows is your *operating system***
  - ▲ Manages the computer's RAM
  - ▲ Manages file storage
  - ▲ Manages programs
  - ▲ Manages hardware

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Windows Editions

- **Windows XP**
  - ▲ Home
  - ▲ Professional
  - ▲ Media Center
  - ▲ Tablet PC

- **Windows Vista**
  - ▲ Home Basic
  - ▲ Home Premium
  - ▲ Business
  - ▲ Ultimate

Switching On the Computer

- **Most computers have a power switch on the front of the system unit**
- **You may also need to switch on the monitor**
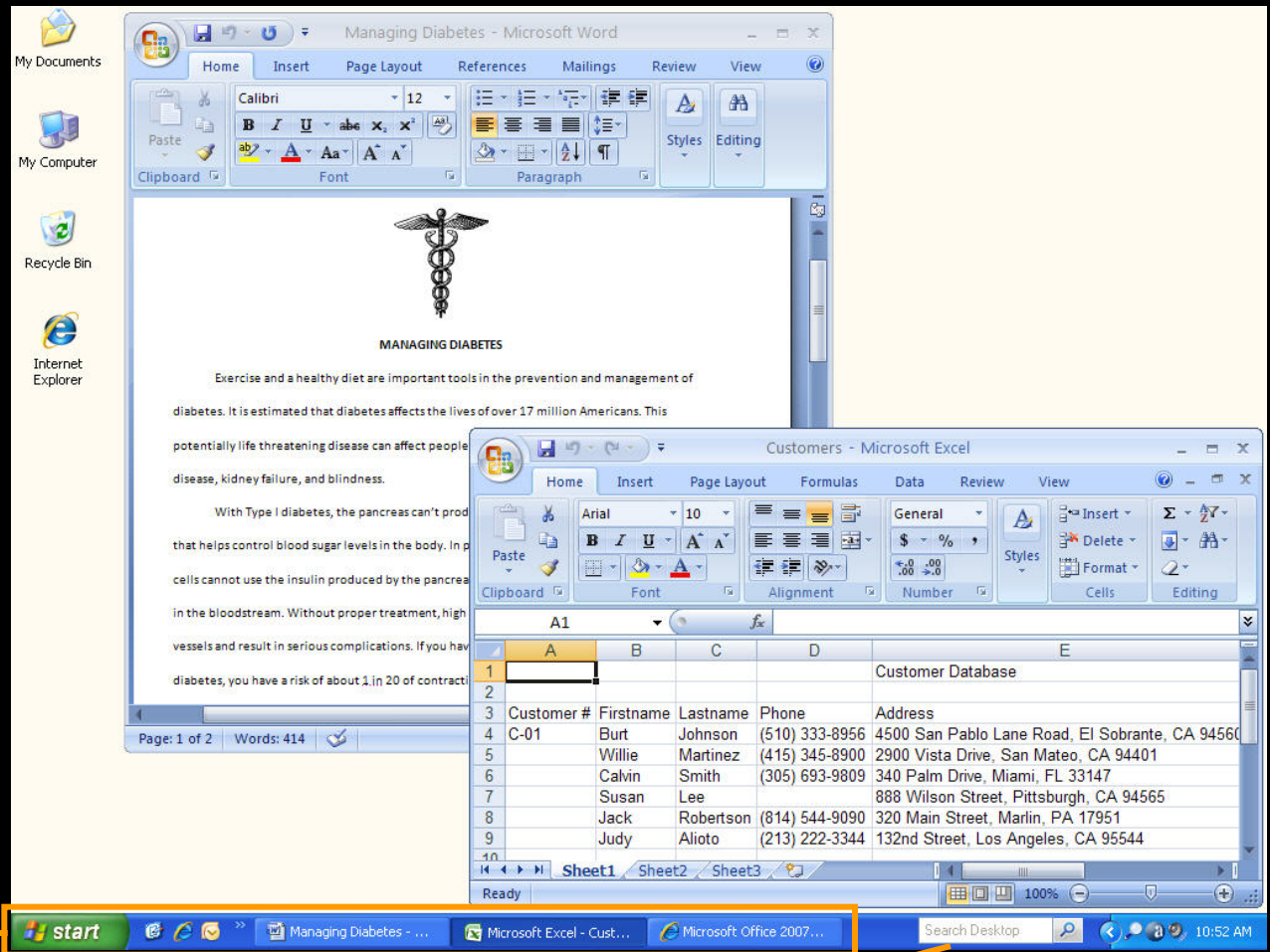
TIP ⚠️ *Turn on peripherals first.*

Logging On to Windows

- **Each user can have unique menus and programs**

- **Some Windows systems automatically log on a specific user, others display a Log On screen where you type a username and password**

The Windows XP Desktop

Displays icons to start programs or utilities, view folders and the Recycle Bin

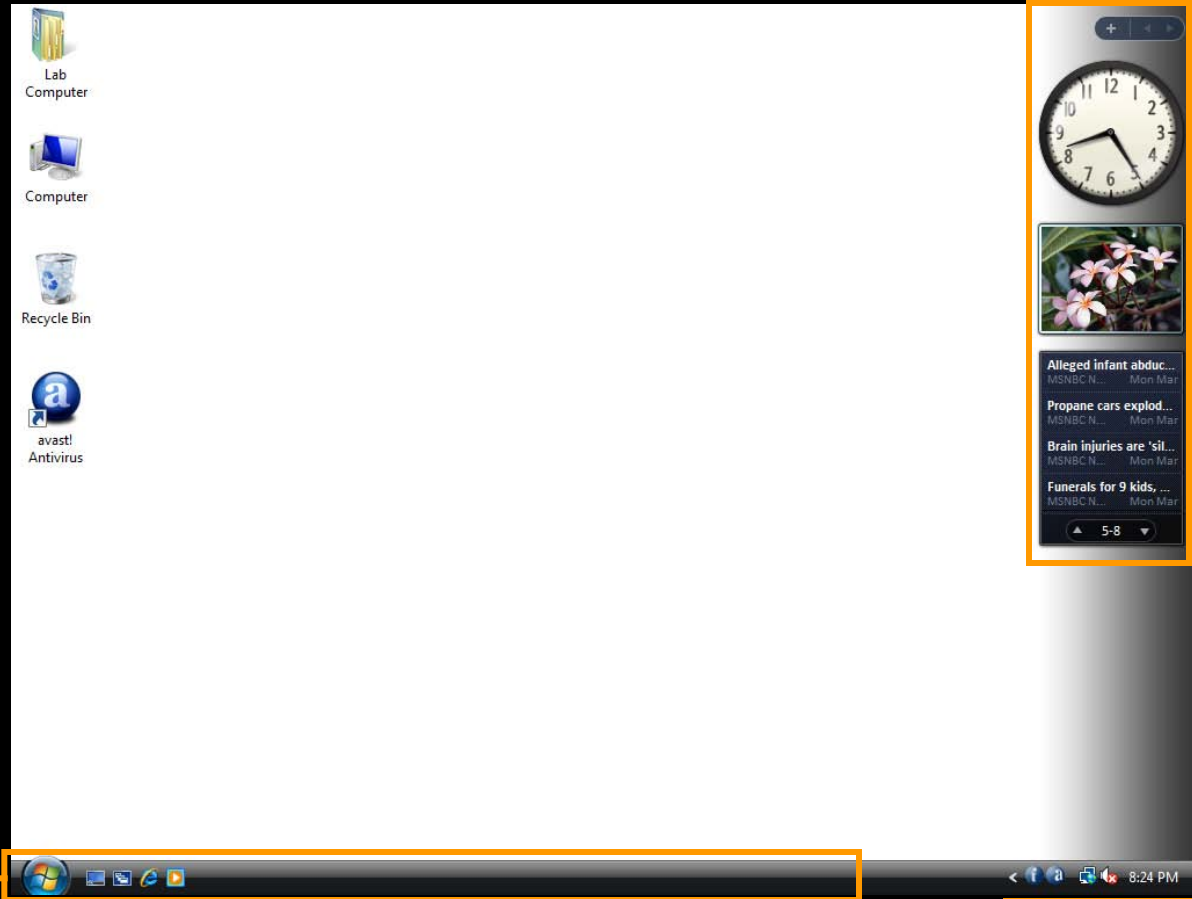Contains a taskbar and a Start button

Desktop searches help you locate files

System tray and time

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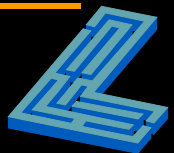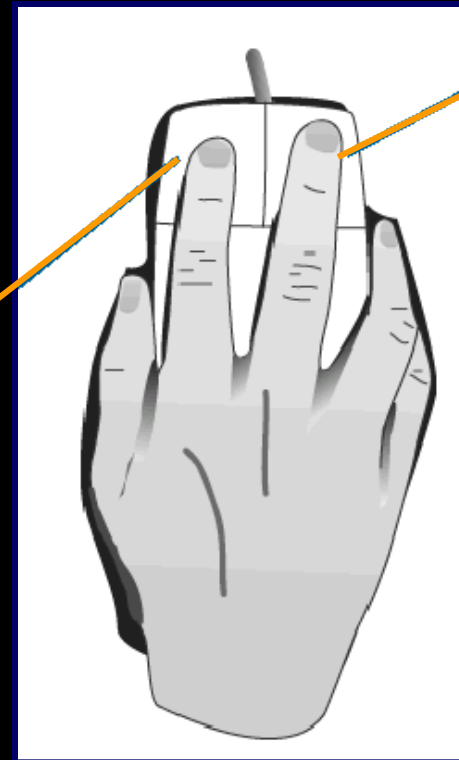
The Windows Vista Desktop

Windows gadgets

Displays icons to
start programs or
utilities, view folders
and the Recycle Bin

Lab
Computer

Computer

Recycle Bin

avast!
Antivirus

Alleged infant abduc...
MSNBC N... Mon Mar

Propane cars explod...
MSNBC N... Mon Mar

Brain injuries are 'sil...
MSNBC N... Mon Mar

Funerals for 9 kids, ...
MSNBC N... Mon Mar

5-8

Contains a taskbar
and a Start button

8:24 PM

System tray
and time

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Using a Mouse

Secondary Button:
The right, or secondary, mouse button brings up special pop-up menus

Primary Button:
The left mouse button is used most frequently; most commands are issued with this button

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Mouse Motions

Motion		Use it to…
Click		select an object or give a command
Double-Click		give many types of commands
Drag		move objects around on the screen
Right-Click		display a special quick menu
Point		display ToolTips and other pop-up items

Pointing with the Mouse

- **The *tip* of the arrow always shows where the mouse is pointing**

Arrow tip too high

Arrow tip too low

Arrow tip pointed correctly
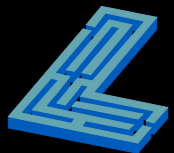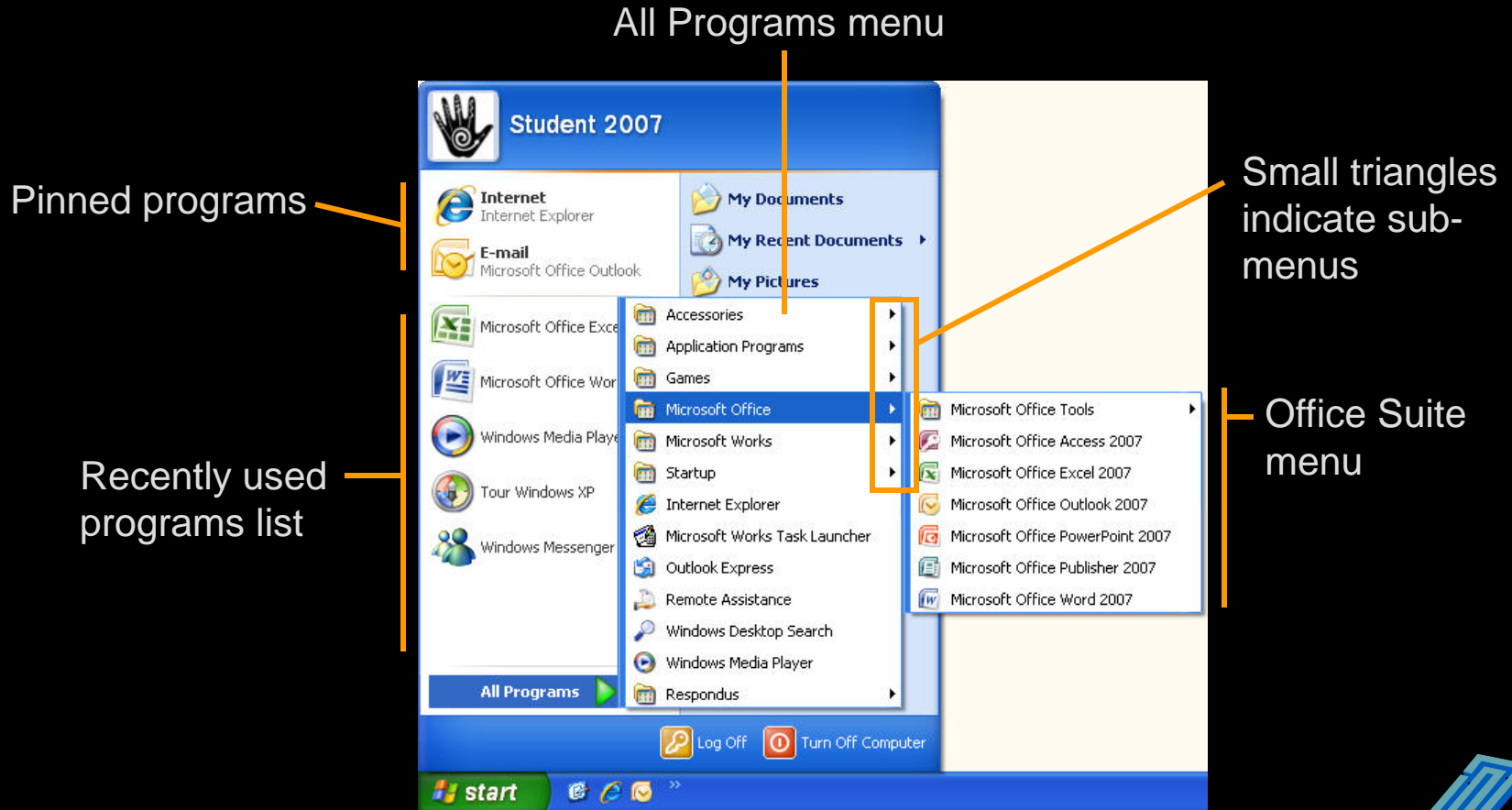
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Starting Programs

- **The Start button gives you menus from which to start programs**

- **The *Quick Launch* toolbar allows you to start programs with a single mouse click**

TIP *A Quick Launch toolbar may not be visible in Windows XP but you can switch it on in the Taskbar properties dialog box.*
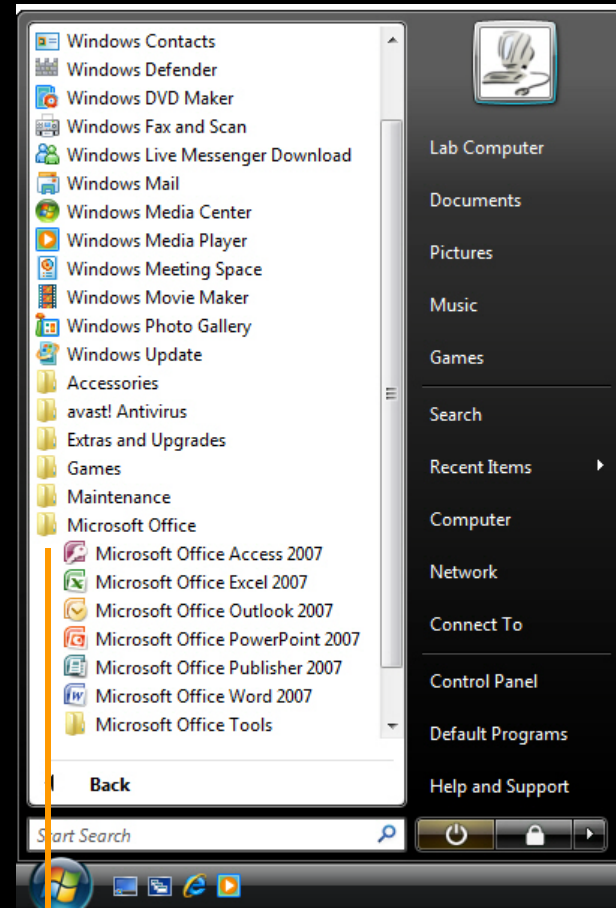
Start Button Menus (Win XP)

All Programs menu

Pinned programs

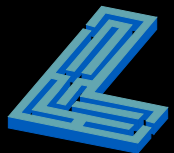Small triangles indicate sub-menus

Recently used programs list

Office Suite menu

Start Button Menus (Win Vista)

Pinned programs

Recently used programs list

All Programs menu

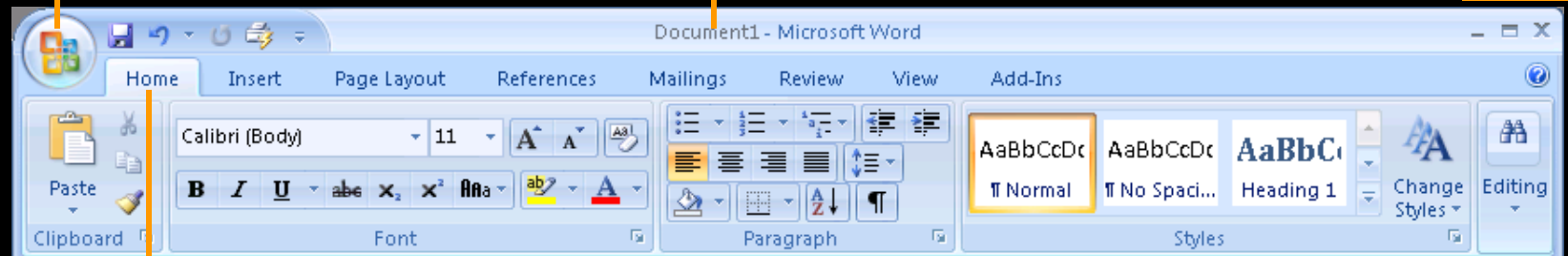Office Suite menu

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Basic Parts of a Program Window

Office button

Title bar

Quick-sizing buttons

Ribbon

Ribbon tab

Command group

TIP ⚠ *Many (but not all) Office 2007 programs replace the menu bar and toolbars with the Ribbon.*
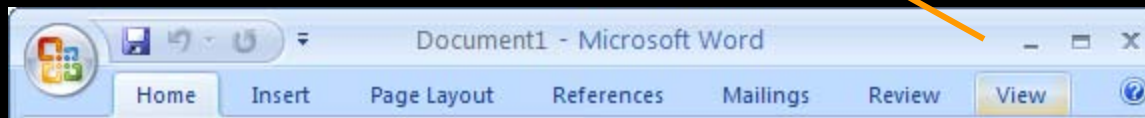
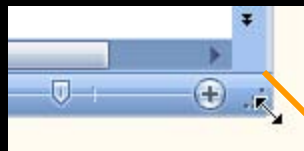# Controlling Program Windows

- **Window Modes**
  - ▲ Maximized
  - ▲ Restored
  - ▲ Minimized
- **Moving a restored window**

- **Resizing a restored window**

- **Quick Sizing buttons**

TIP ⚠️

You can only move and resize restored (not maximized) windows.

Quick-Sizing Buttons

Minimize

Maximize

Restore

Close

Restore button appears when a window is maximized

Maximize button appears when a window is restored

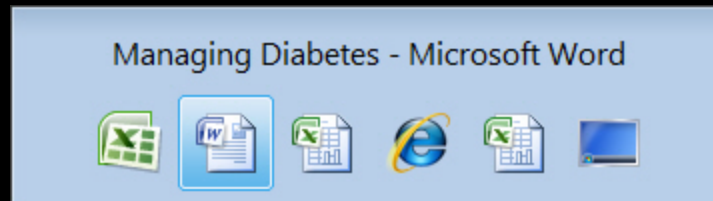Restore button reappears when a window is maximized again

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Multitasking

- **Running multiple programs lets you switch quickly and use the best program for each task**

Each running program/document has its own button on the Windows taskbar

Managing Diabetes - Microsoft Word

TIP ⚠️ *Use* [Alt] + [Tab] *to switch quickly between program windows.*

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Logging Off Windows

- **Logging off leaves Windows ready for the next user to log on**

- **Windows XP allows you to switch between users without logging off**

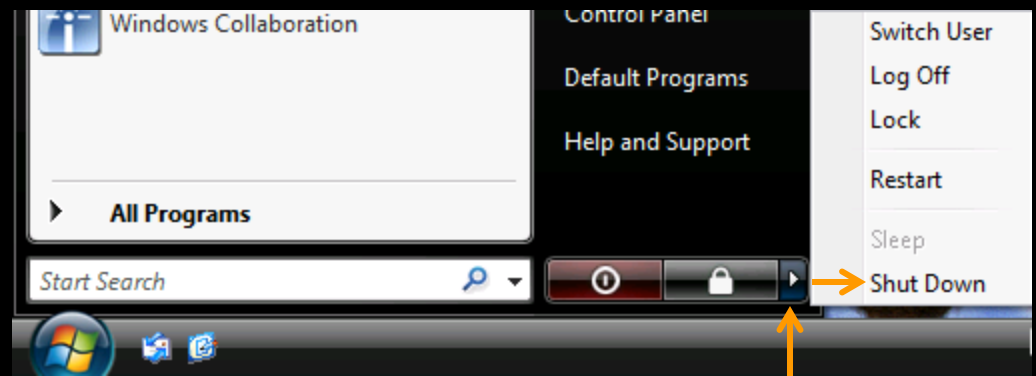- **Your logon name can give access to files and other resources you may wish to keep private**
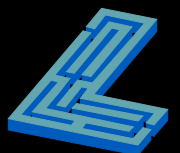
Shutting Down Windows

- **If you want to turn off the computer, use the *shut down* command (not Log Off)**

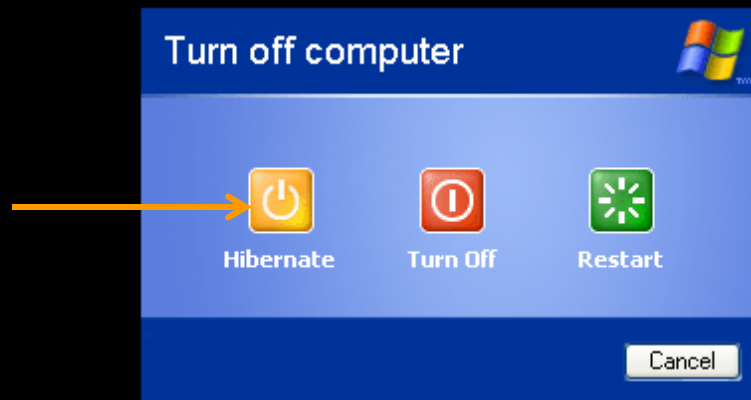- **It is important to shut down Windows properly before you turn off the computer**
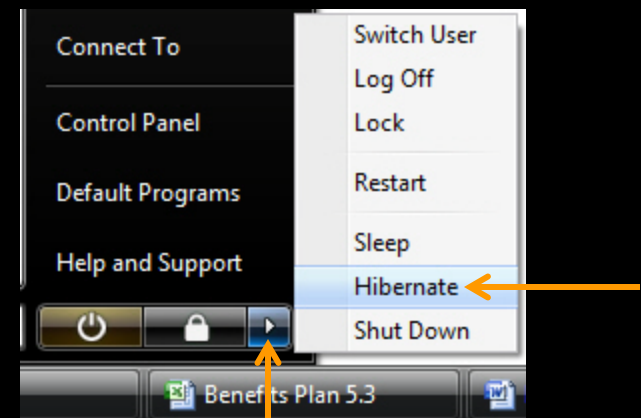
Win XP

Win Vista

Hibernation

- **Available in Windows 2000 and XP**
- **Allows you to start Windows right where you left off**
  - Hibernate—Shuts down the computer after saving details on all of your open windows to the hard drive

Win XP

Win Vista

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