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**The World of Computers,**  
**3rd Edition**



## Lesson 2: Starting Programs

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# Starting and Controlling Programs

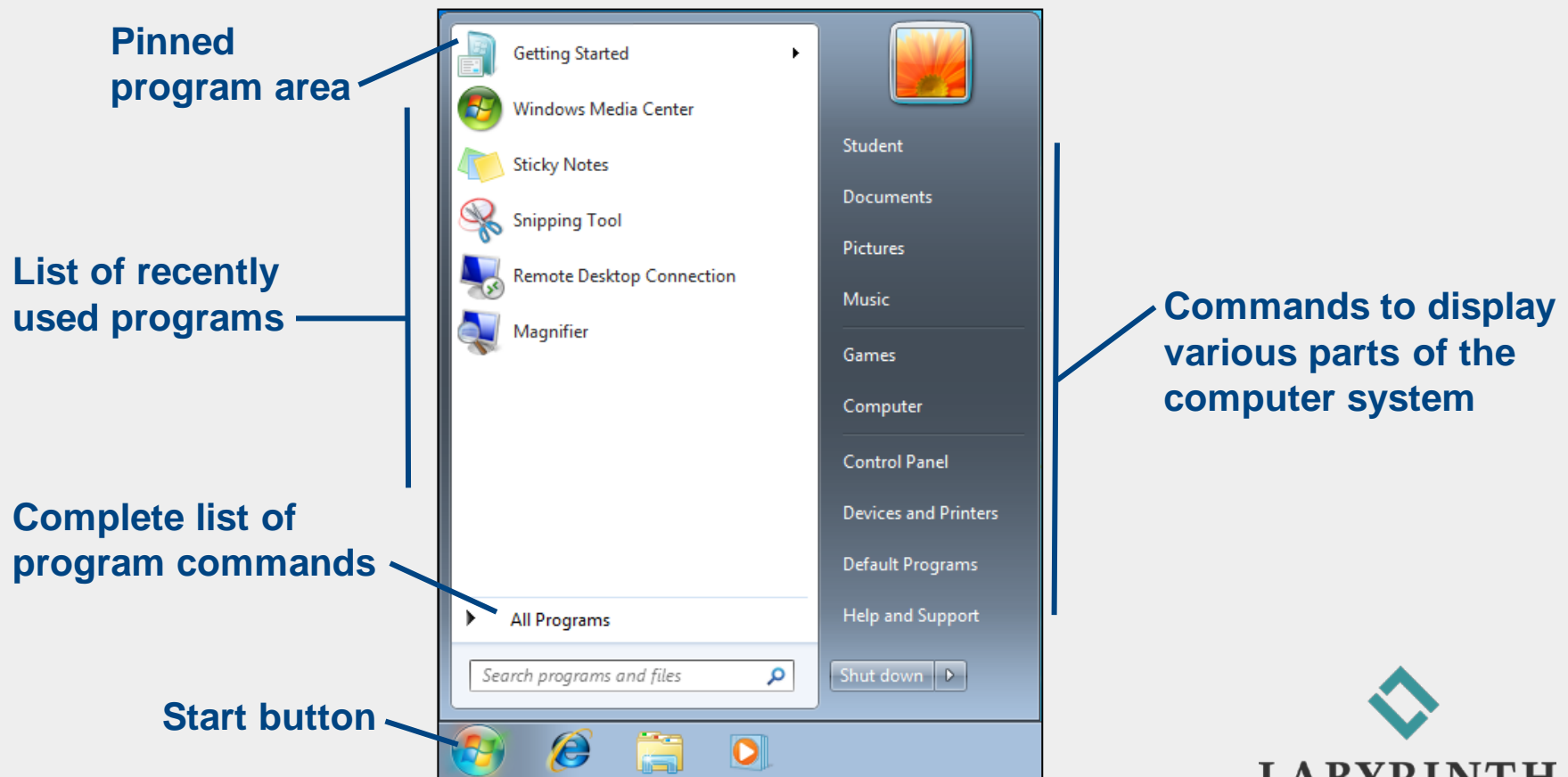
## ■ In this lesson, you will:

- ▲ Navigate and arrange program commands on the Start menu
- ▲ Open programs from the Start menu
- ▲ Minimize, maximize, size, and move program windows
- ▲ Describe basic features of the Win 7 taskbar
- ▲ Use common features found in drop-down menus, on toolbars and ribbons, and on the scroll bars
- ▲ Use the mouse effectively as the appearance and function of the mouse pointer changes
- ▲ Type and edit text in a computer program



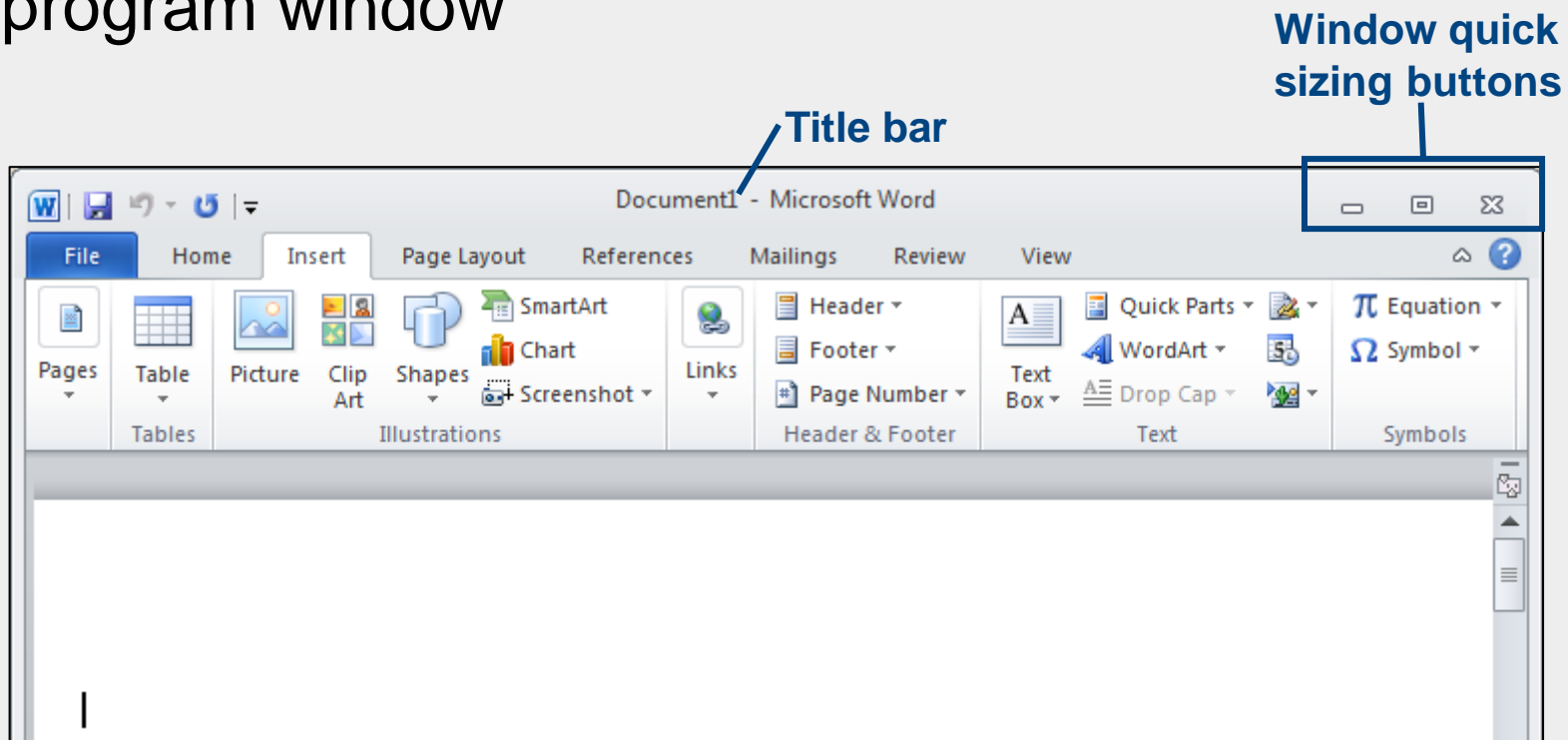
# Using Start Menu Commands

- Command: A link that starts a program, opens a file, or executes some other task







# Controlling Program Windows

- Quick sizing buttons enable you to quickly resize a program window



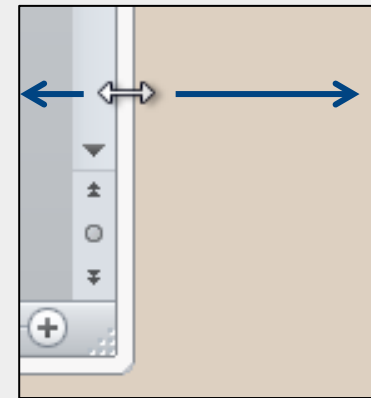
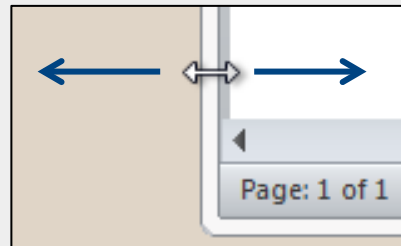
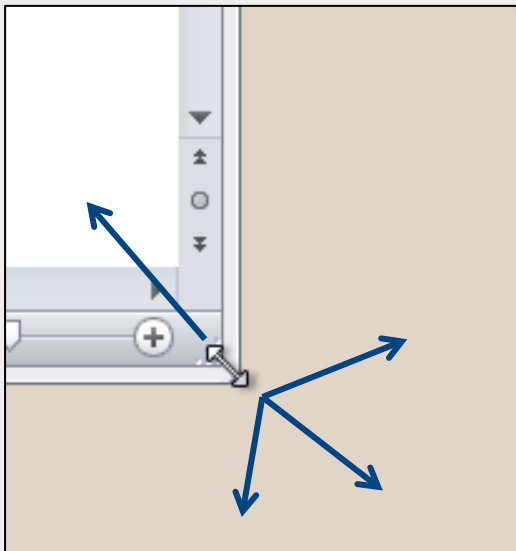
# Controlling Program Windows

## ■ Quick sizing buttons commands

Button	Icon	What It Does
Minimize		Removes the program window from the screen while keeping the program running
Maximize		Makes the program window fill the screen
Restore		Restores a maximized program window to its previous shape
Close		Closes the program window and exits the program

# Shaping Program Windows

- Drag the window border when the mouse pointer is a double-arrow

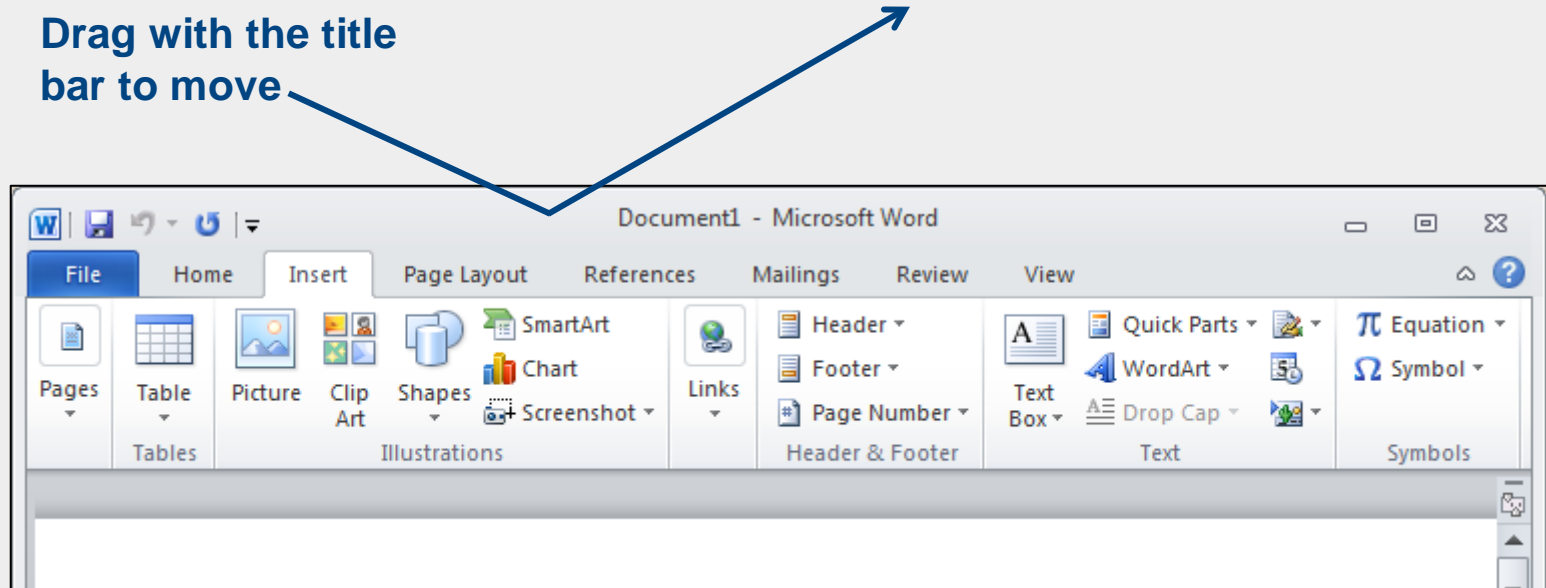


***You can't change the shape of a maximized window***

# Moving Program Windows

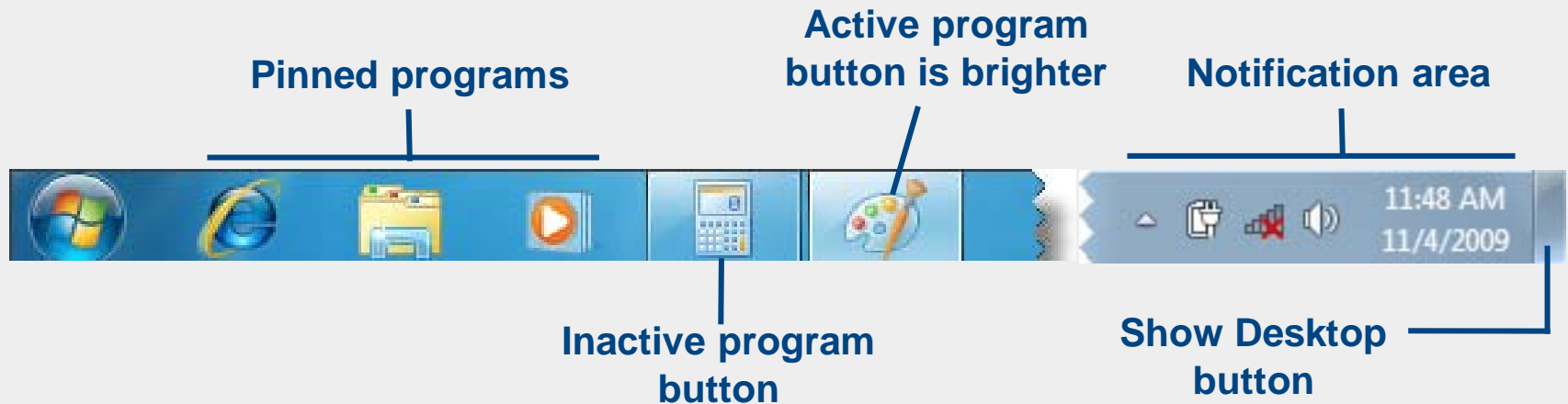
- Move program windows by dragging the title bar

Drag with the title bar to move



# Working with the Taskbar

- The taskbar is located at the bottom of the Desktop
  - ▲ Visible even when programs are maximized





# Working with the Notification Area

## ■ Primary functions of the Notification Area:

- ▲ Displays system clock and date



- ▲ Displays icons for functions running in the background, such as antivirus software

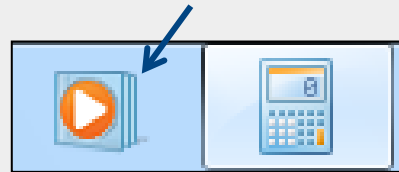
- ▲ Displays notifications of system events, such as program updates



ToolTips help identify icons

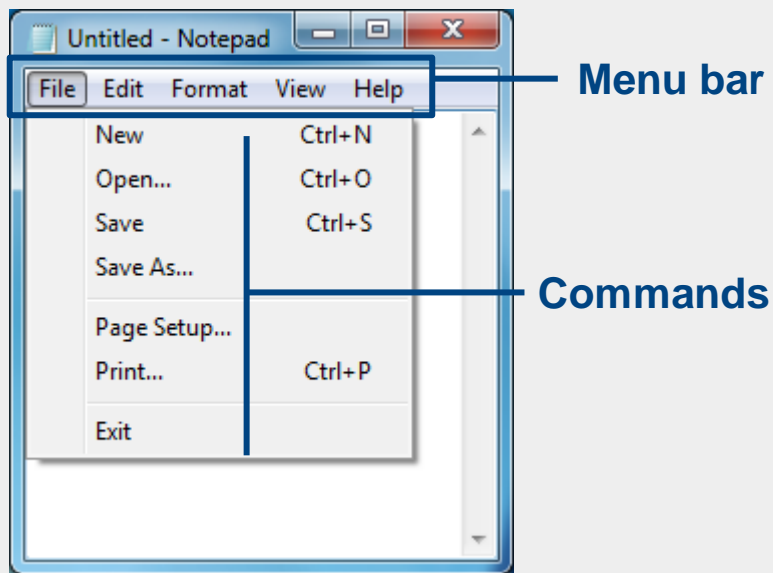
# Pin and Unpin Programs

- Programs can be pinned to the taskbar
- You can unpin unneeded programs
- Pinned program buttons do not have borders when the program is closed



# Using Program Commands

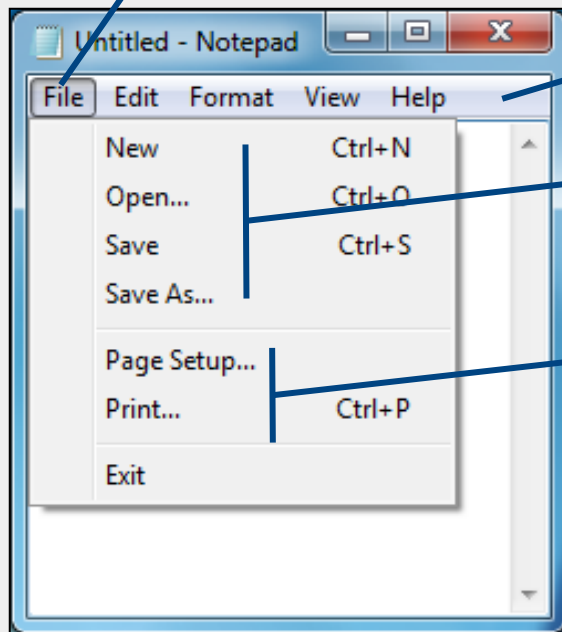
- A menu bar lists program commands below each command group name



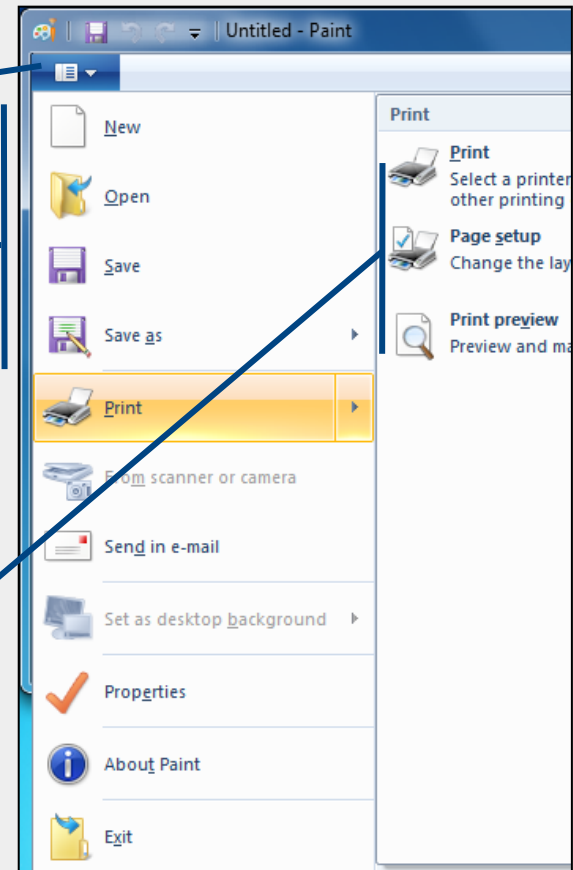
# Similarities in Program Menus

## ■ File menu in Notepad and Print menu in Paint

The File menu button and Print menu button look different, but the menus have similar commands



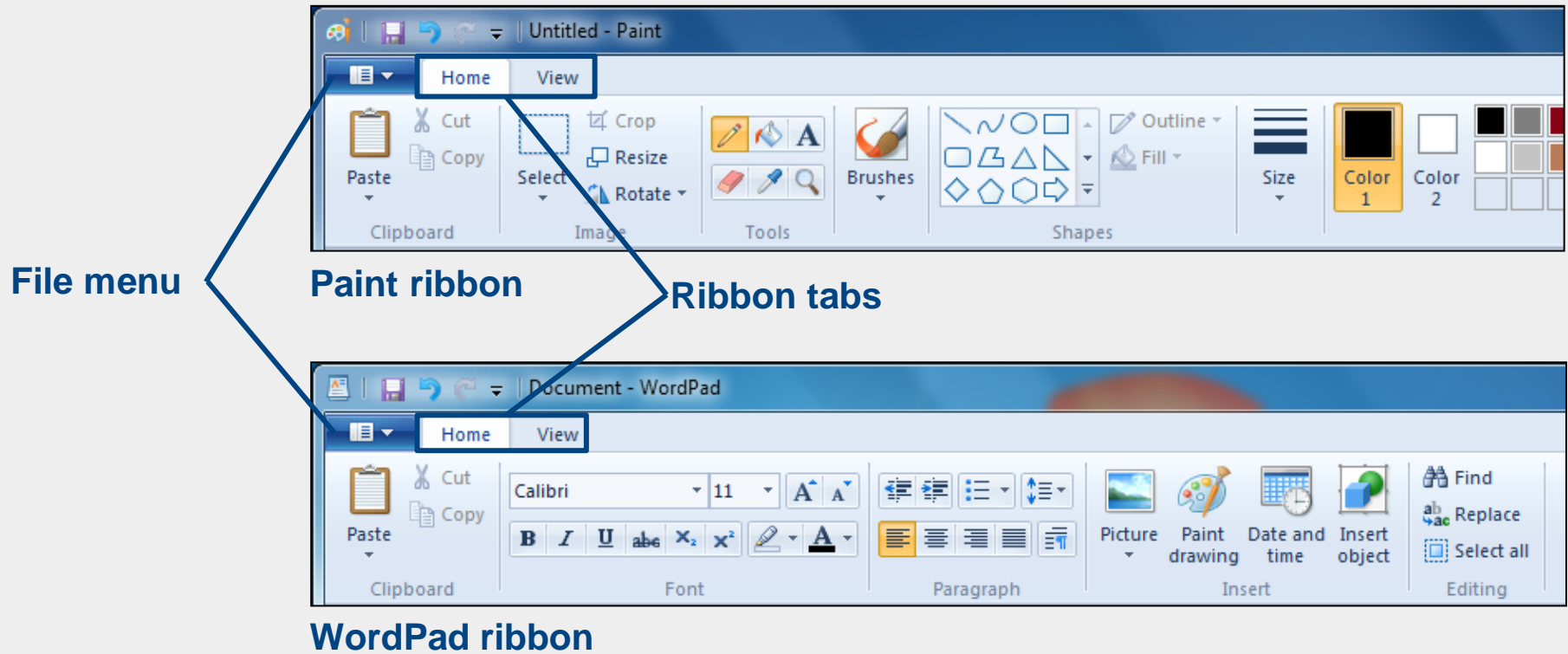
Notepad's File menu



Paint's Print menu

# Commands in Programs with Ribbons

- Win 7's Paint and WordPad programs use ribbons.



# Saving Your Work

- The computer does not save your work unless you command it to do so
- You must save your work on a storage device, such as a hard drive or a USB flash drive, to keep it from being erased



# Saving Your Work

- Win 7 needs to know two things the first time you save your work:
  - ▲ What do you want to call it?
  - ▲ Where do you want to store it?
- Files and folders
  - ▲ File: A collection of data stored with a name
  - ▲ Folder: An electronic location in which you store related groups of files

# Choosing a Storage Location

- Most Win 7 programs direct you to a predetermined location (folder) on the internal hard drive
- You can choose a different location:
  - ▲ A different folder
  - ▲ A different drive, such as a USB flash drive



# Creating a Filename

- The first time you store data, it must be given a filename
- The filename must follow Win 7's naming conventions (rules)

Convention	Description
Filename length	Up to 255 characters
Allowed characters	All alphanumeric characters except those reserved
Reserved characters	\ ? * < " : > /
Reserved words	aux, con, prn

# Using “Save As” Versus Save

- Save an existing file with a different name

- ▲ Leaves the original file intact

- Save an existing file to another location

- ▲ Filename can be the same or different



You can choose a different location

# Using the Work Area

## ■ Mouse pointers

- ▲ The *appearance* of the mouse pointer changes when the *function* of the mouse pointer changes



**Normal**



**Text selection**



**Precision selection**



**System busy**



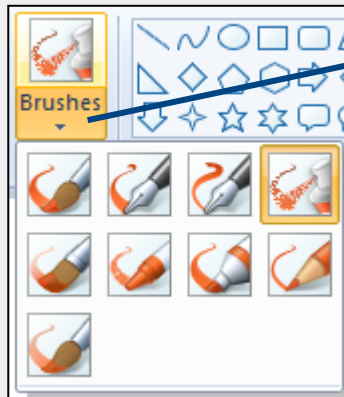
**Move**



**Vertical resize**

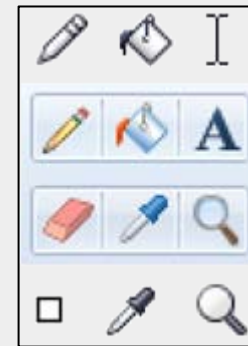
# Tool Galleries

- A gallery is a collection of tools or options.
  - ▲ You can expand galleries to show all their tools.



Brushes gallery  
menu ▼ button

Brushes gallery  
displays brush types



Tool  
buttons  
and their  
mouse  
pointers

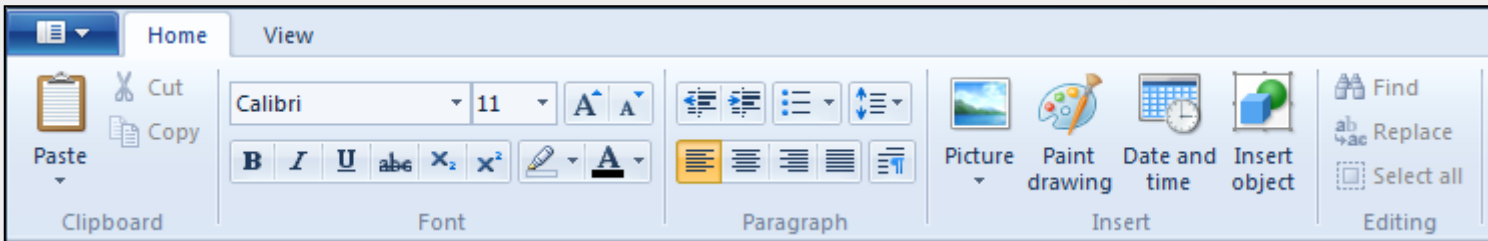


*Maximize the program window so all Ribbon command buttons appear in their normal locations*



# WordPad Ribbon

- WordPad has two tabs on its Ribbon: Home, View
  - ▲ Each tab is divided into command groups
  - ▲ Ribbon commands are individual buttons



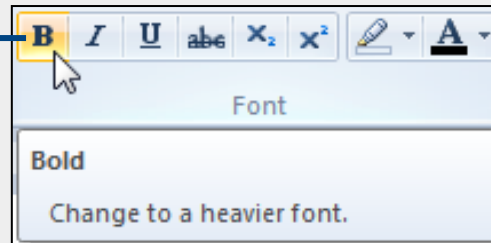
Font command group

Insert command group

# ScreenTips

- Display the name and a brief description for each command button

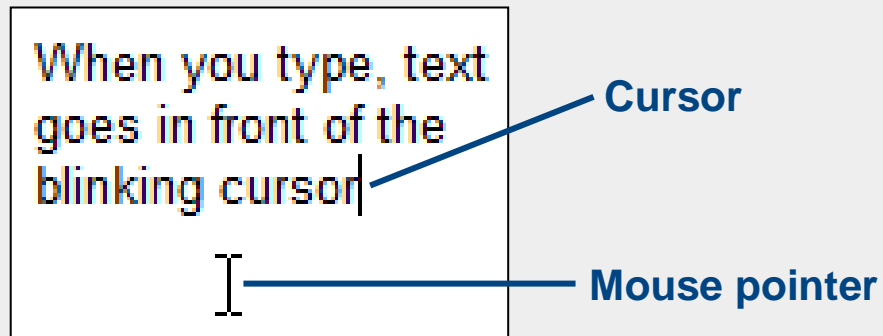
Resting the mouse pointer over a command button displays a ScreenTip



# Typing with WordPad

## ■ Two Key locations:

- ▲ Cursor: Where text appears as you type
- ▲ Mouse pointer: You click with the mouse to move the cursor



# Special Keys on the Keyboard

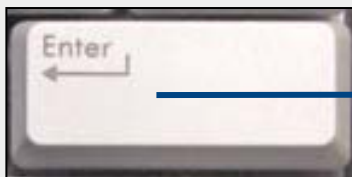


Erases text to the left of the cursor

Erases text to the right of the cursor



Moves the cursor right to the next half-inch mark on the ruler



Ends a paragraph and moves any text below or to the right of the cursor down one line



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