Welcome to

Computers for ESL Students,
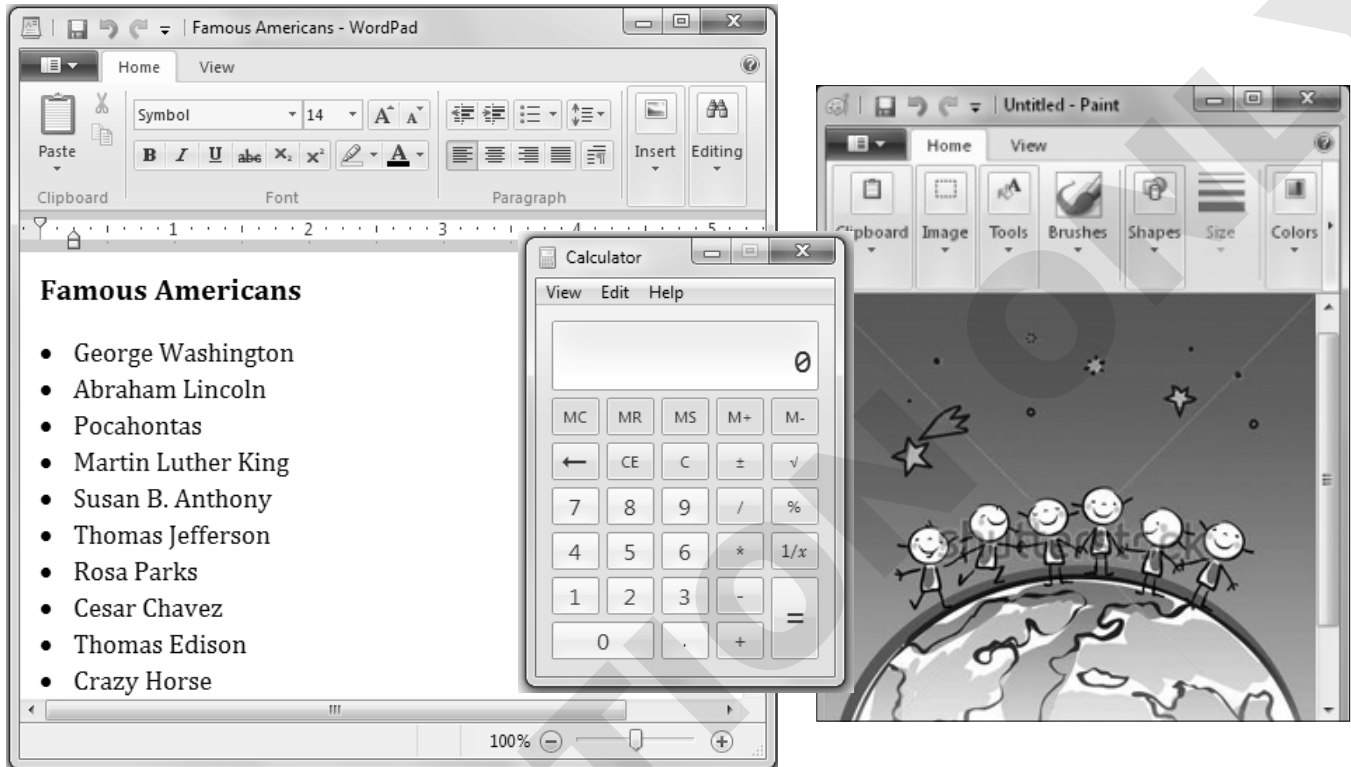
4th Edition

LOIS WOODEN

Manteca Adult School

LABYRINTH

LEARNING™

Berkeley, CA

CHAPTER 3

Using Windows Programs

LEARNING OBJECTIVES

Computer Objectives

- Use a program menu

- Use a program Ribbon

- Open a dialog box and work with a drop-down list

- Draw a picture in the Paint program

- Use the Calculator program

- Play a computer game

Language Objectives

- Use vocabulary words to describe parts of different programs

- Use computer verbs to describe actions you can do with different programs

- Talk with a partner about drawing a picture in the Paint program

- Talk with a partner about the different kinds of things you can do with programs

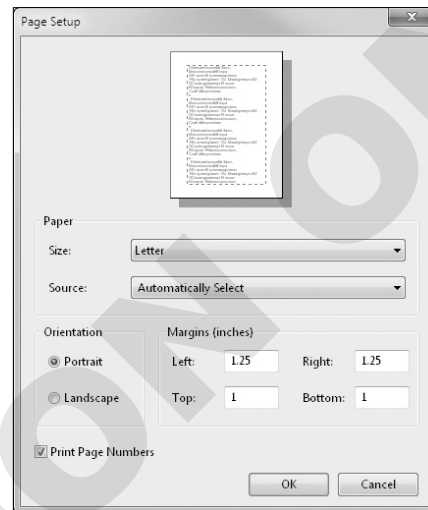*Student Resources* **labyrinthelab.com/esl4**
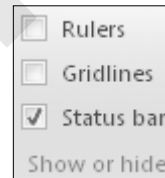
Vocabulary

Picture Dictionary — Nouns

A noun is the name of a person, place, or thing.
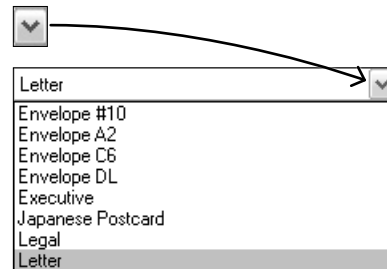The following nouns are introduced in this chapter:

1. **Dialog box —** A window with boxes you can click to select what you want
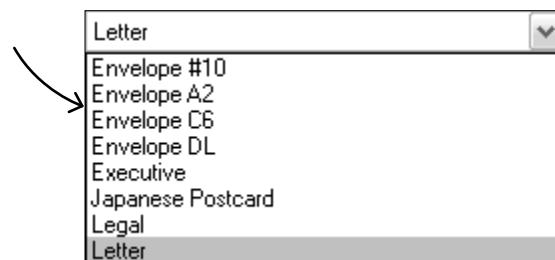
2. **Checkbox —** A box that you can click to select an option you want

3. **Drop-down list arrow —** An arrow you can click to make the drop-down list box appear

4. **Drop-down list box —** A list with options you can choose from

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5. **Hardware –** The physical part of the computer system, such as the monitor or the keyboard

6. **Software –** Programs added to the computer system that are not hardware, such as WordPad
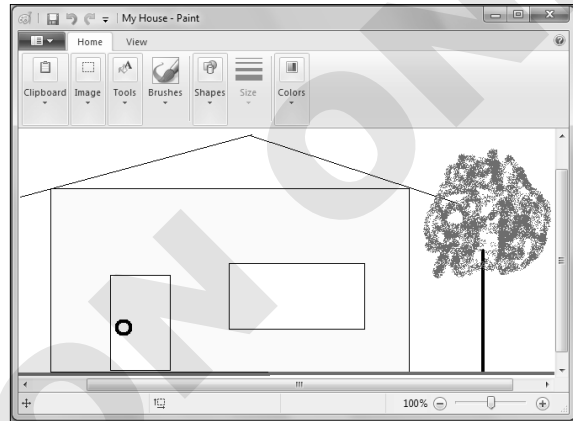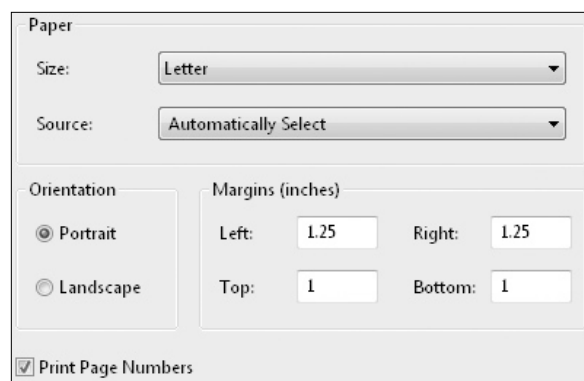
7. **Appearance –** The way an object looks, such as on the computer screen.
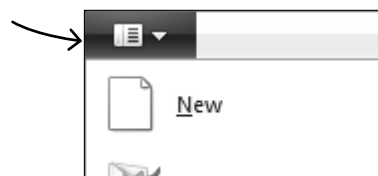
NOTE! The word "appearance" is a noun. The word "appear" is a verb.

8. **Settings –** Information about how a program is set up

9. **Program menu button –** Button you click in WordPad and Paint to show new choices

Vocabulary *(continued)*

Computer Verbs

A verb tells an action or what a subject is or does. The following verbs are introduced in this chapter:

VERB	MEANING	EXAMPLE
1. **Appear**	When something shows and you can see it	*When you click the box, a checkmark will* **appear** *inside the box.*
2. **Check**	To click a box so that a checkmark appears	*When you have a few choices, you must* **check** *the one that you want.*
3. **Clear** (a box)	To click a button or box to remove what you checked before; to uncheck a box	*I changed my mind, so I have to* **clear** *the box that I checked before.*
4. **Release** (a button)	To take your finger off the mouse button	*After you finish your mouse action, you should* **release** *the mouse button.*
5. **Let up**	To release or let go of the button	*Another way to say "release the mouse button" is to say "***let up*** on the mouse button."*

> **NOTE!** "Release" and "Let up" are synonyms. *Synonyms* are words that have the same or similar meaning.

| VERB	MEANING	EXAMPLE
6. **Play**	To use a computer game	*I like to* **play** *Solitaire and other card games on my computer.*
7. **Preview**	To see how information will look when it is printed so you can decide what you want to do	*I want to* **preview** *how the document will look before I print it.*
8. **Hold** (a button)	To keep your finger pressed on the mouse button	*Sometimes you have to* **hold** *down your mouse button for a few seconds, and sometimes you only have to tap it.*
9. **View**	To look at something	*It is important to* **view** *the tools on the toolbar so you can see the options.*
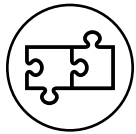
Concepts and Exercises

3.1   Common Features in Programs

A **program** is a set of directions that tells the computer exactly what to do to get a certain kind of job done. Not all programs look the same.
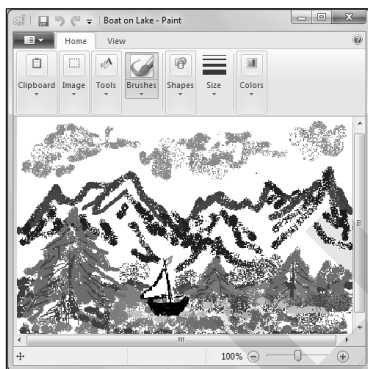
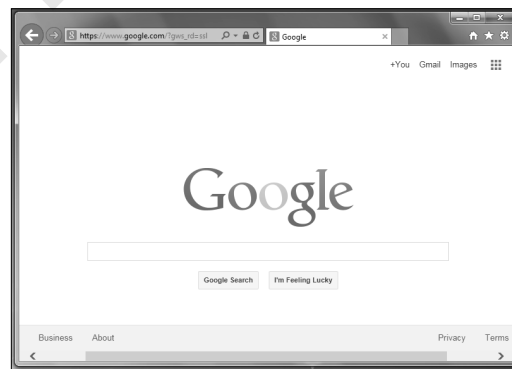Here are examples of kinds of programs that do different jobs:
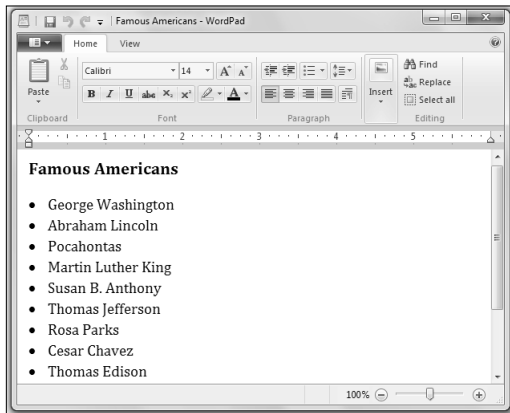
A *word-processing program* is used to type text.

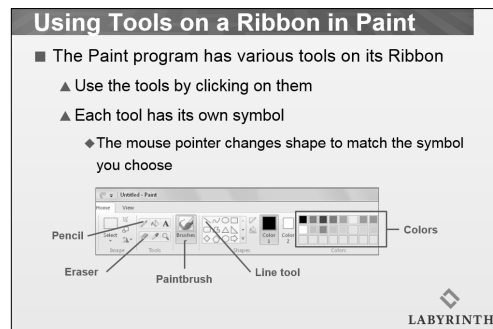A *spreadsheet program* is used mostly for numbers.

A *graphics program* is used to make and change pictures.

A *web browser* is used to find things on the Internet.

A *computer game* is used to relax and have fun.

A *tutorial* is used to show and teach ideas.

Different programs have many parts that are the same. Most program windows have the following parts:

A **Title bar** – Tells you the program you are using

B **Ribbon** – A bar with different buttons; each one does a different job when you click it

C **Buttons** – Icons that do different jobs when you click them with the mouse

D **Work area** – The place where your work shows
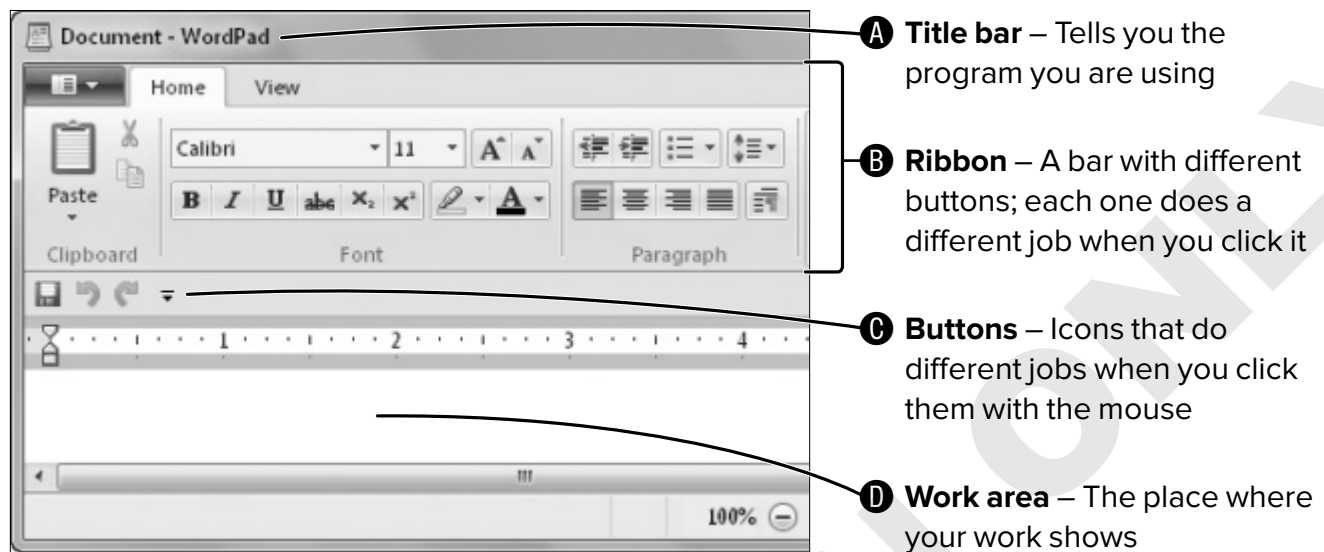
WordPad program window

A second example of a program is Paint.

A **Title bar** – Tells you the program you are using

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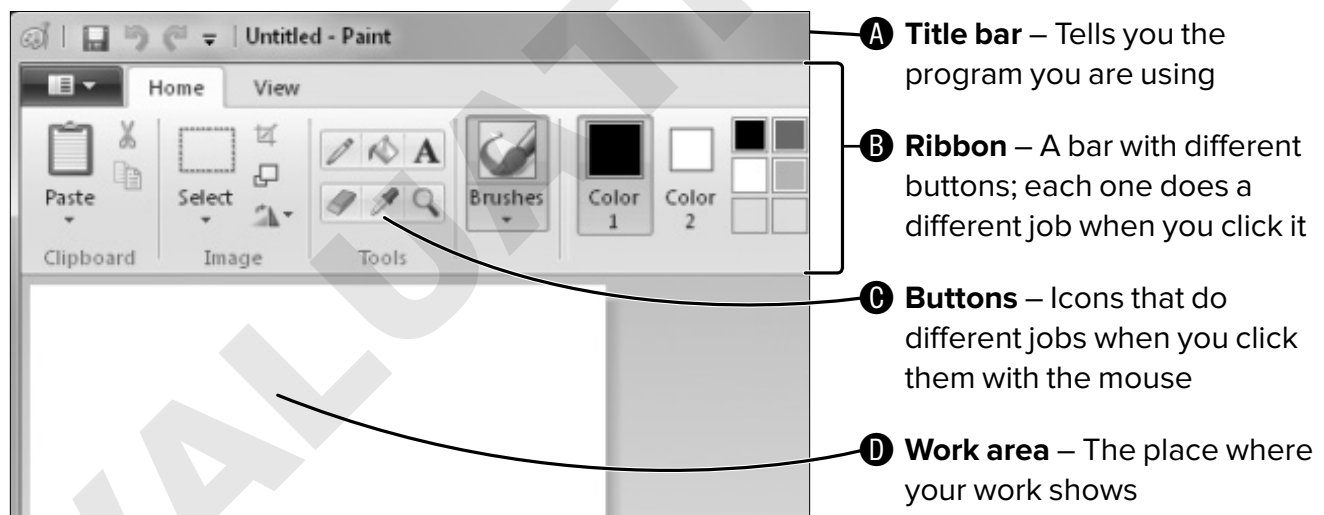
Paint program window

▶ Open the WordPad Program

In this exercise, you will use the Start button to start the WordPad program. Every computer with Windows has this program.

1. Open WordPad: **Start→All Programs→Accessories→WordPad**.
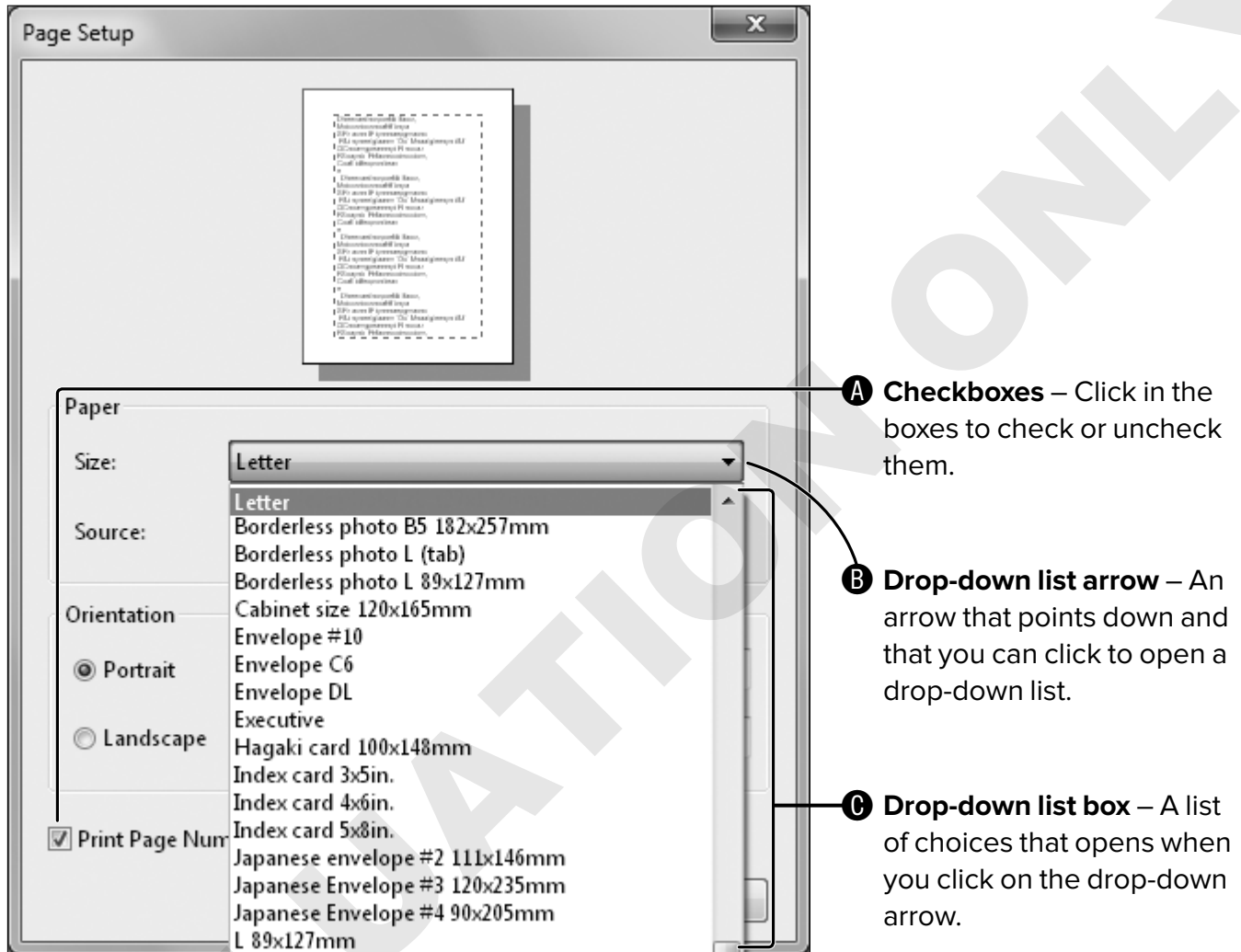
2. Click the **Maximize** □ button to make the WordPad window fill the screen.

3. Find the title bar on the screen and point at it with the mouse.

4. Find the Ribbon and the work area. Move your mouse pointer over each part.

Leave WordPad open for the next exercise.

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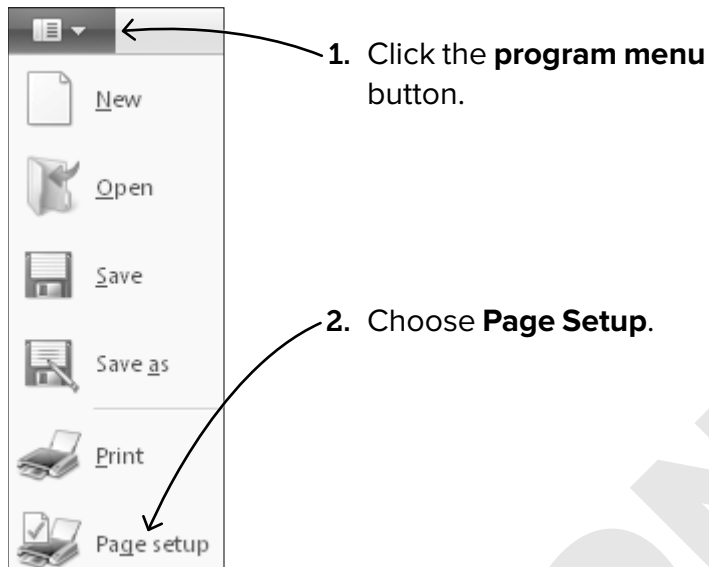
3.2 Dialog Boxes

Most programs have some type of dialog box. You can change settings by changing the information in a dialog box. Many dialog boxes have the following features:

Page Setup

Paper

Size: Letter

Letter
Borderless photo B5 182x257mm
Borderless photo L (tab)
Borderless photo L 89x127mm
Cabinet size 120x165mm
Envelope #10
Envelope C6
Envelope DL
Executive
Hagaki card 100x148mm
Index card 3x5in.
Index card 4x6in.
Index card 5x8in.
Japanese envelope #2 111x146mm
Japanese Envelope #3 120x235mm
Japanese Envelope #4 90x205mm
L 89x127mm

Source:

Orientation

◉ Portrait

○ Landscape

☑ Print Page Num

Ⓐ Checkboxes – Click in the boxes to check or uncheck them.

Ⓑ Drop-down list arrow – An arrow that points down and that you can click to open a drop-down list.

Ⓒ Drop-down list box – A list of choices that opens when you click on the drop-down arrow.

WordPad program dialog box

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▶ Open a Dialog Box

In this exercise, you will use a dialog box in WordPad. The program should be open from the last exercise.

1. Click the **program menu** button.

2. Choose **Page Setup**.

*This dialog box will appear on your screen.*
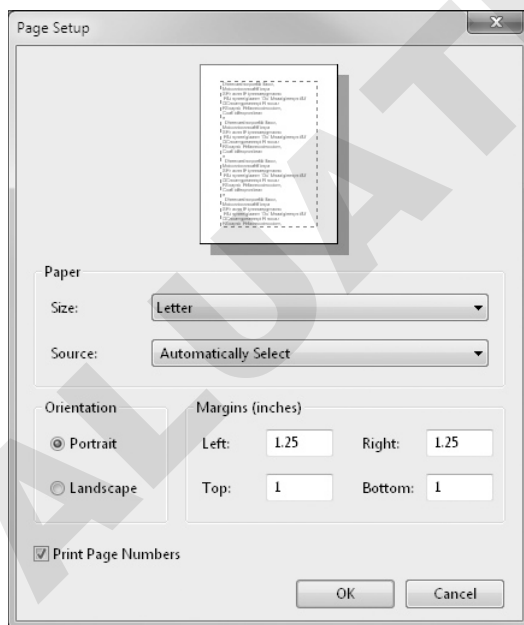
3. Find a drop-down arrow, a drop-down list box, and a checkbox.

4. Close the dialog box with the **Close** [X] button. Then, close **WordPad**.

3.3 Using Tools on a Ribbon in Paint

Paint gives you many tools to work with to make pictures. Some are easy to use and some take a while to learn. We will look at the easy ones now.

- You can use tools on a Ribbon by clicking on them.

- In Paint, when you click on a tool, a special symbol appears in place of the mouse pointer. Each tool has its own symbol.

We will not use all the tools, but only a few to see how they work. Here are some of the tools. To use a tool, click it.

Ⓐ Pencil

Ⓑ Eraser   Ⓒ Paintbrush   Ⓓ Line tool
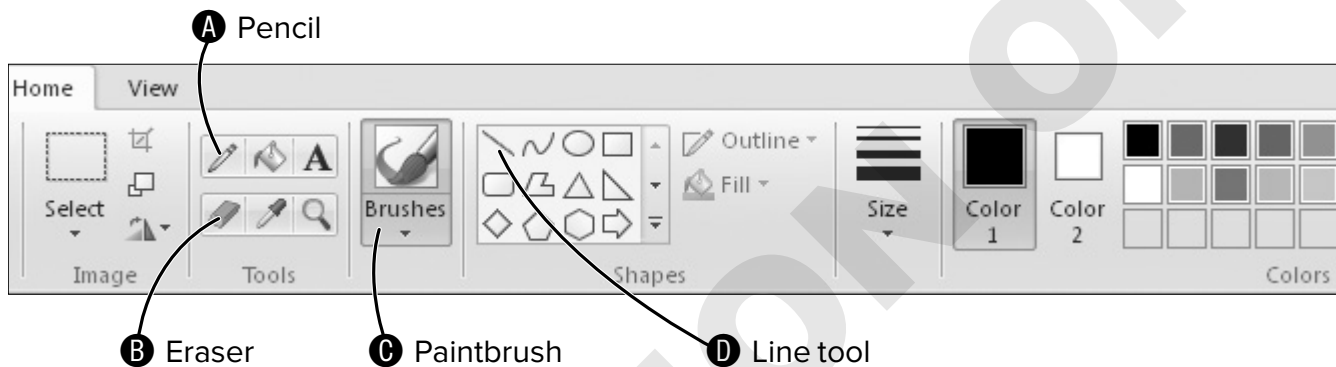
Tools only work in the white area of the Paint window. If you want to pick a color, click on one of the colors on right side of the Home tab of the Ribbon.

Paint colors
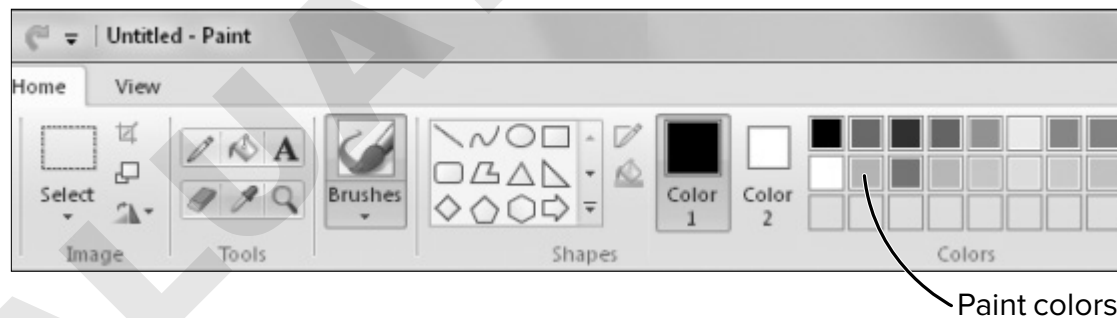
Dragging

To use a tool, you need to drag with the mouse. (For a definition of "drag," see Chapter 1, Learning About Computer Basics.) Here is how:

1. Point where you want to start and then hold down your left mouse button.

2. Move the mouse to make your design.

3. Let go of the left mouse button when you are finished making the design.

You will learn how to drag in the next exercise.

▶ Use Tools in Paint

In this exercise, you will use some of the drawing tools in Paint. The program should still be open from the last exercise.

1. Open Paint: **Start→All Programs→Accessories→Paint**.

Draw a Line

2. **Maximize** 🔲 the Paint window.

3. Click the **Line** ◻ button on the Ribbon.

4. Point to a place on the left side of the white area.
   Hold down your **left mouse button**, and keep it held down until step 6.
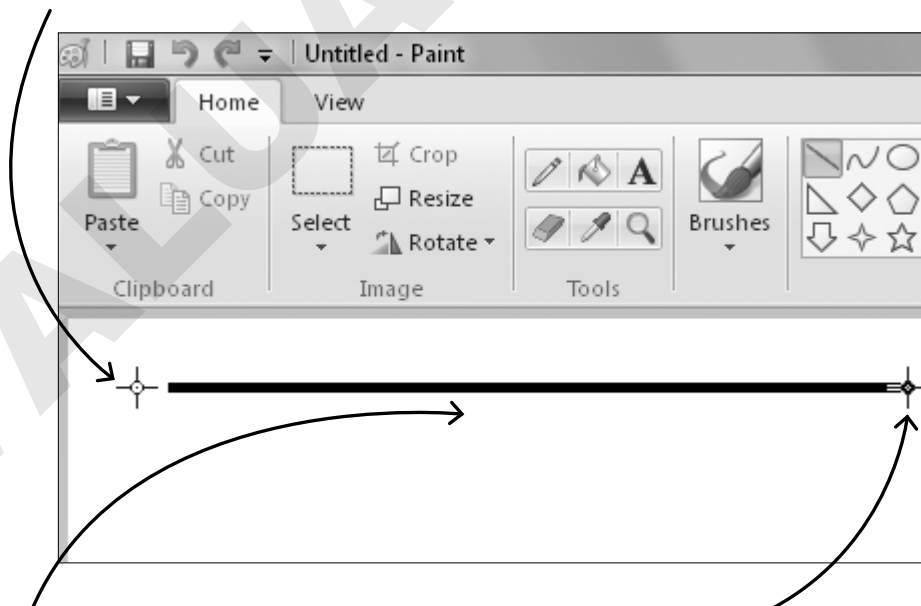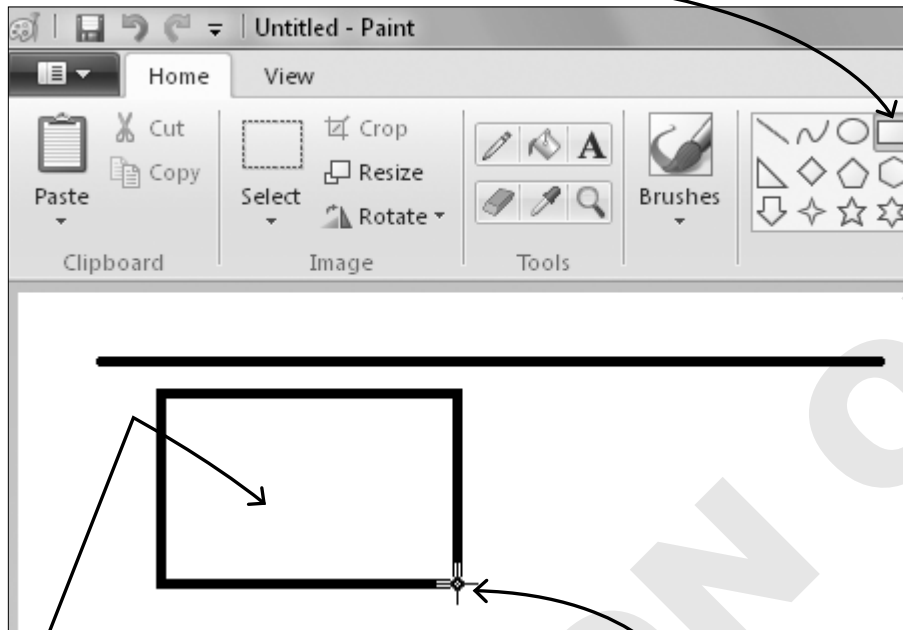

5. Move the mouse **to the right**.
   This draws a line.

6. Let go of the mouse button where you want to stop the line.

You should see a line.

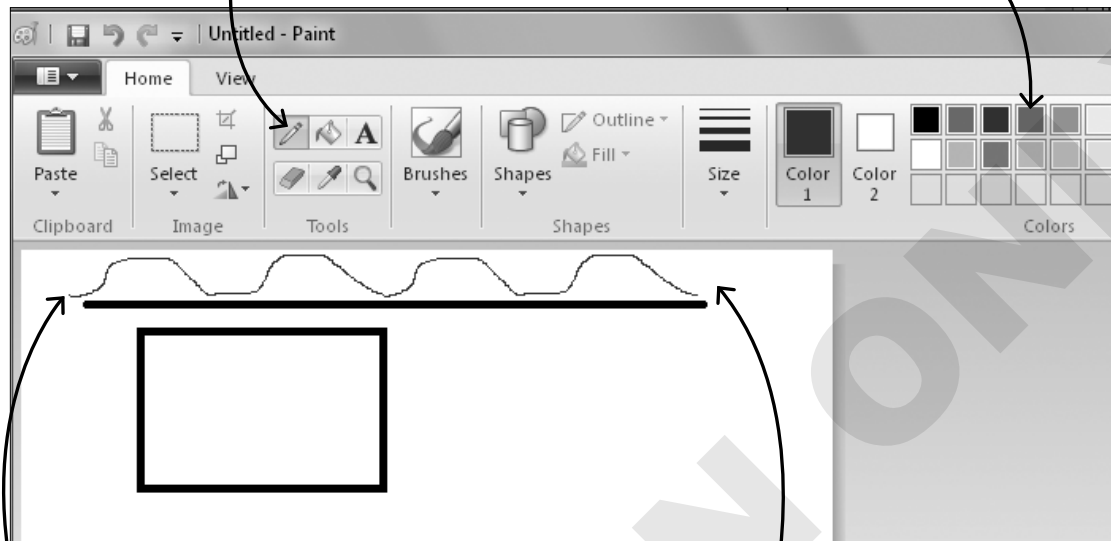## Draw a Box

7. Click the **Rectangle** tool.

8. Point to a place anywhere on the white area. Hold down the mouse button and move it in the direction shown while keeping the button held down.

9. Let go of the mouse button.

Draw a Colored Line

10. Click the **Pencil** tool.

11. Click the color **red** from the Colors box.

12. Point to a place anywhere on the white area. Hold down your left mouse button and then move the mouse up and down and to the right to paint a curving line.

13. Let go of the mouse button.

14. If you make a mistake, you can erase it with the Eraser.

15. You can keep drawing to add anything else you like to your picture.

16. When you are finished, close **Paint**.

3.4 The Windows Calculator

The Calculator is another useful program on the computer. You can use it to do many calculations. The program looks just like a regular handheld calculator and works the same way. You can type numbers, or you can click the number buttons.

HOW TO USE THE CALCULATOR

Open the Calculator program: Start→All Programs→Accessories→Calculator.

Examples of the four basic operations:

Add Two Numbers

A. Click the first number.

B. Click the plus (+) sign.

C. Click the second number.

D. Then click the equal (=) sign.

Multiply Two Numbers

Use the * button: (3 * 2 = 6).

Subtract Two Numbers

A. Click the first number.

B. Click the minus (–) sign.

C. Click the second number.

D. Then click the equal (=) sign.

Divide Two Numbers

Use the / button: (8 / 2 = 4).

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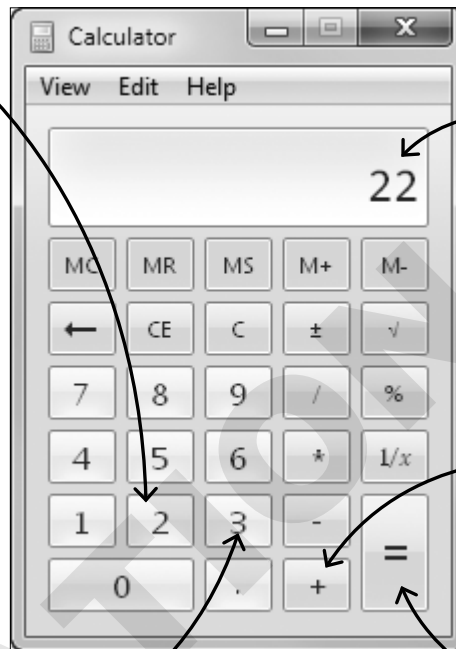
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▶ Use the Calculator

In this exercise, you will use the Calculator to add and subtract. You do not have to type in the numbers. Just click the number buttons with your mouse.

1. Open the Calculator: **Start→All Programs→Accessories→Calculator**.

Add Two Numbers

2. Click the **2** button two times for 22.
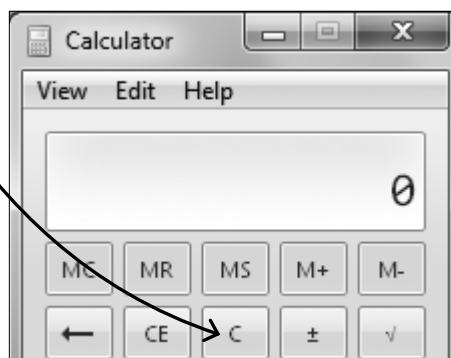
3. See the number in the number box.

4. Click the **plus sign** to add the next number.

5. Click the **3** button two times for 33.

6. Click the **equal sign** (=) to finish.

You can see the answer (55) in the number box.

7. Click the **C** button to clear the Calculator.

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Do Other Calculations

!IMPORTANT! Press C to clear after you complete each of the calculations in
steps 8–11.

8. Click these buttons on the calculator: **12 + 6 =**

9. Click these buttons: **100 + 75 =**

10. Click these buttons: **50 – 10 =**

11. Click these buttons: **389 – 14 =**

12. When you are finished, close **Calculator**.

. . . .

3.5 Using a Menu

Once you have had some practice using menus, you will find that they are easy to use.
The way they work is the same from one program to the next. What changes in each
program is the list of choices in the menu.

- You can open a menu by clicking on one of the words.

- Each word has its own menu that opens separately.

- When you click on some of the menu items, a dialog box will open.
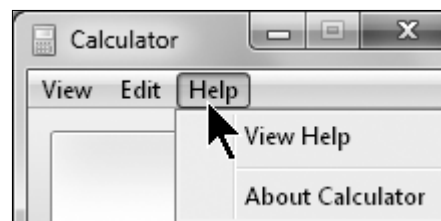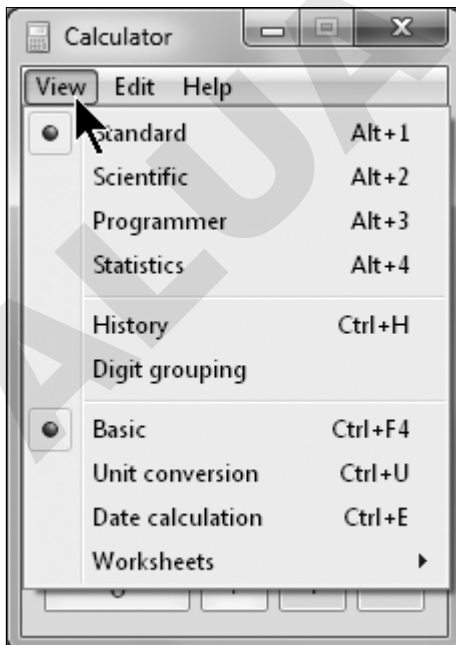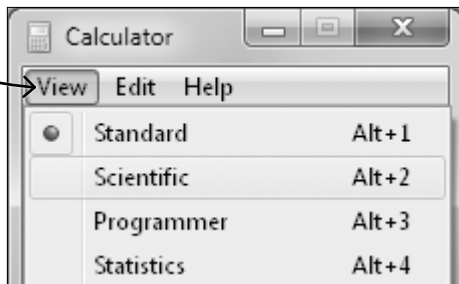

The Calculator's Help menu
opens when you click Help on
the menu bar.

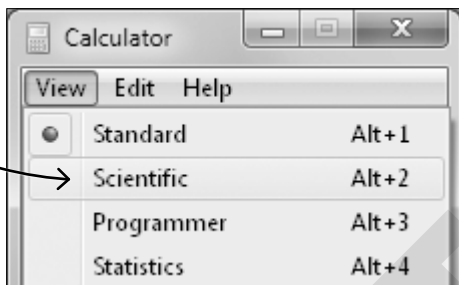Calculator's View menu opens when
you click View on the menu bar.

▶ Use a Menu

In this exercise, you will use a menu. Many settings can only be changed by using menus.

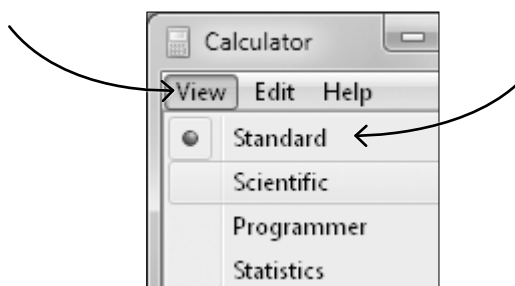**1.** Click **View** on the menu bar. Keep your mouse over the View menu item.

2. Click **Scientific**.

The Calculator now shows the Scientific view with more advanced buttons.

3. Click **View**, and then click **Standard** to return the Calculator to normal.


4. **Close** [X] the Calculator.

(HH) Skill Builder Exercises

▶ 3.1 Use Paint

In earlier exercises, you tried some Paint tools. In this exercise, you will create a real drawing.

1. Open Paint: **Start→All Programs→Accessories→Paint**.

2. **Maximize** ▣ the Paint window.

3. Use some of the tools and colors to draw a picture of a house.

The house doesn't have to look perfect. This is just to practice using the mouse and dragging to draw. Many programs let you do this.
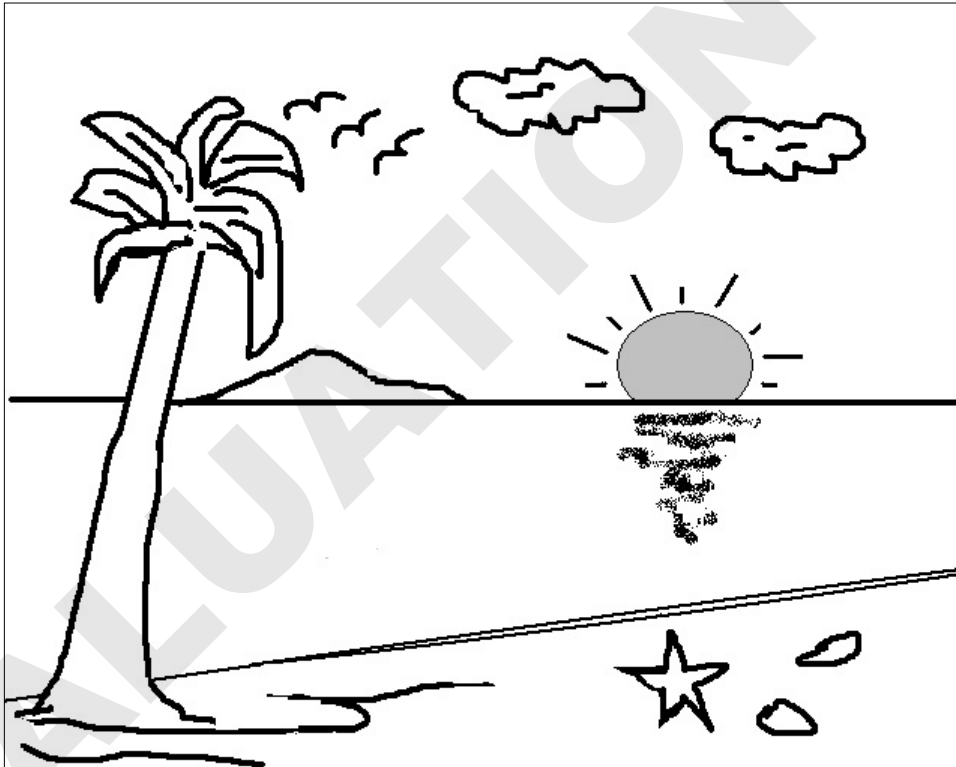
4. When you are finished, **Close** ❌ Paint.

5. If Paint asks you if you want to save your work, click **No**.

If you already know how to save a file, click Yes and give the file a name.

🖐 **NOTE!** You will learn how to save your files in Chapter 5, Doing More with WordPad.

▶ 3.2 Use the Calculator

In this exercise, you will use the Calculator program to multiply, divide, and subtract numbers.

1. Open Calculator: **Start**→**All Programs**→**Accessories**→**Calculator**.

2. To multiply, press these buttons: **3 x 12 =**

3. To multiply, press these buttons: **25 x 2 =**

4. To divide, press these buttons: **80 / 4 =**

5. To divide, press these buttons: **36 / 12 =**

6. To subtract, press these buttons: **99 – 43 =**

7. To subtract, press these buttons: **52 – 12 =**

8. When you are finished, **close Calculator**.

▶ 3.3 Play a Game

In this exercise, you will learn to play Solitaire. If you have never played Solitaire with cards, ask a friend or your teacher to explain how to play the game. Playing this game will give you good practice using the mouse.

1. Open Solitaire: **Start→All Programs→Games→Solitaire**.

2. To move one of the cards, click on it. Hold down the mouse button and drag it to a new place. If you put a card in the wrong place, it will not stay there. It will jump back to where it was.

3. When you want to turn over a new card, click on the pack at the top.
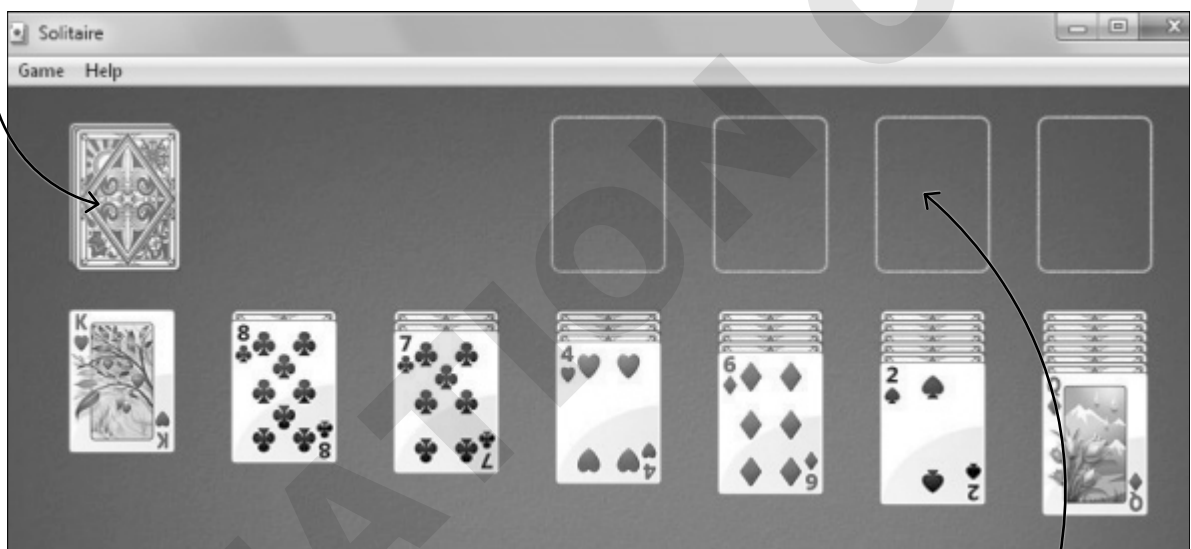
4. Start putting the aces in the four shaded areas, and build up from there. The suits (pictures on the cards) must match in each top pile. You must put all the cards in the top piles in order to win.

5. If you want to start a new game, click **Game→New Game**.
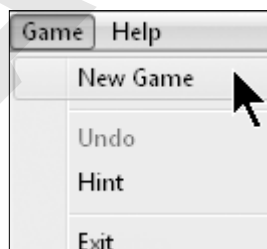
6. When you are finished playing, click the **Close** ▨ button.

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▶ 3.4 Personal Project: Draw a Map

In this exercise, you will draw and print a simple map with the Paint program.

1. Open Paint: **Start→All Programs→Accessories→Paint**.

2. Draw lines to create a simple street map of the area around your house.

💡**TIP!** To draw straight lines, hold down the Shift key as you drag a new line.
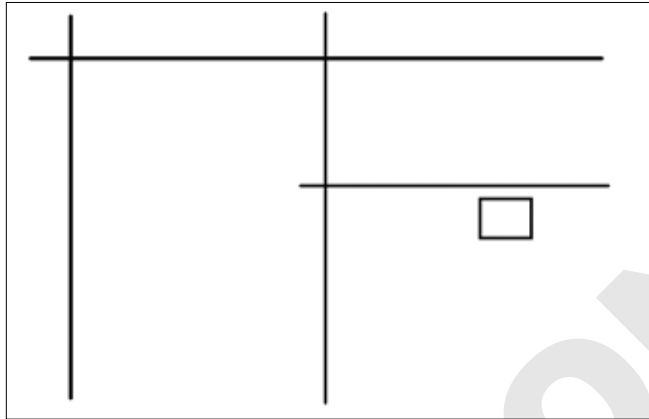
3. Use the **Text A** tool to add street names. Click near where you want to type the words. Hold down the mouse button and drag a text box. Then you can type a street name inside the box. Make a new box for each name.
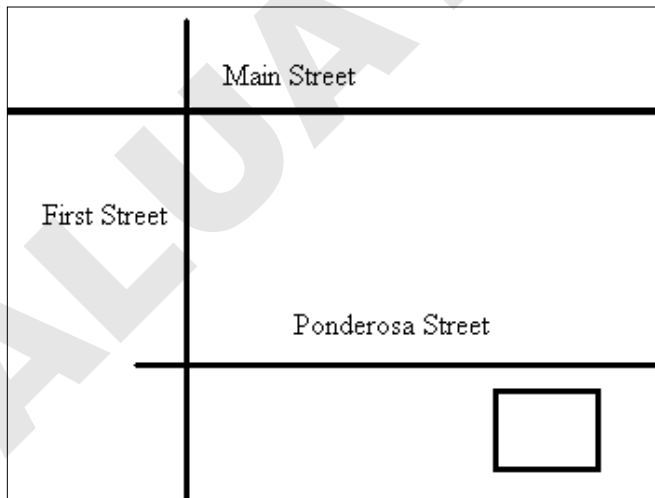
4. To print the map, click the **program menu button** ▤▾, click **Print**, and then click **Print** again.

5. Close **Paint** without saving the map. (Or, if you know how to save a file, use **File→Save As** to save it.)

Paired Conversation

With a partner, take turns reading the A and B parts of the conversation.

Student A	Yesterday we learned how to minimize a window.
Student B	Yes, I remember. The window disappeared but did not really close.
Student A	Do you remember how to maximize a window?
Student B	Yes. Now let's talk about what we learned today.
Student A	Today we learned about hardware.
Student B	Is that like the computer and the monitor?
Student A	Right. We also learned about software.
Student B	That's like WordPad and Paint that are added into the computer.
Student A	That's true.
Student B	We also learned about the dialog boxes.
Student A	Yes. Dialog boxes are important because they let you select the settings that you want.
Student B	Did you play a computer game today?
Student A	Not really. I just watched somebody else play.
Student B	We did practice using the Paint program.
Student A	I liked drawing a map and typing the names of the streets.
Student B	Well, I'm so glad we are learning so much!