

BOOST YOUR SKILLS

in Computer Basics for ESL Learners



Chapter 2: Windows and the Start Menu



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Learning Objectives

■ Computer Objectives

- ▲ Identify the parts of a program window
- ▲ Use the Start menu to open a program
- ▲ Move a window using the mouse
- ▲ Minimize, maximize, restore, and close a window

■ Language Objectives

- ▲ Talk with a partner about the different parts of a window
- ▲ Talk about how to find and use different buttons, bars, menus, and the Ribbon
- ▲ Describe how to move a window and use the sizing buttons

Picture Dictionary – Nouns

Term	Definition
Window	A rectangular area on the screen that shows a program or message
Start menu	The list that appears when you click on the Start button; it shows the main programs
Start button	The button on the bottom-left corner of your screen that opens the Start menu
Program	A set of directions (such as computer games, Word, Calculator, and Chrome) that tells the computer what to do to get a job done
Minimize button	The button that looks like a minus sign at the top-right corner of a window; it makes the window disappear, but the program is still open
Maximize button	The square button between Minimize and Close that makes a window fill the whole screen
Restore button	The button in the same place as Maximize that changes a large window to a smaller size

•(cont.)



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Picture Dictionary – Nouns (cont.)

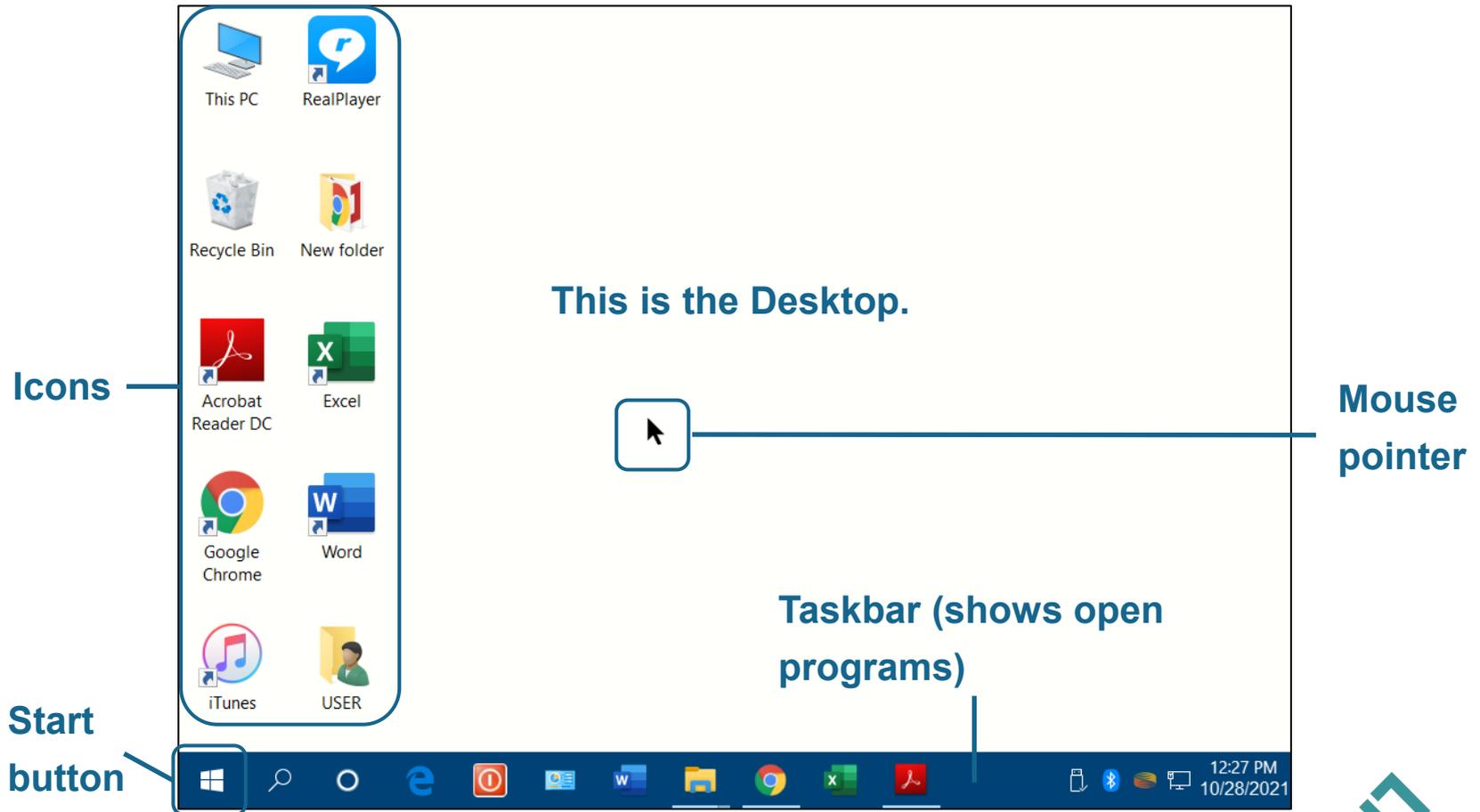
Term	Definition
Close button	The button with an “X” that closes the window; it makes the window disappear and closes the program. In Word, the Close button turns red when you put your mouse pointer over it.
Taskbar	The bar at the bottom of the screen that shows all open programs
Scroll bar	The bar that lets you move around on the Start menu and other places in Windows; it can be on the side or on the bottom of the Start menu or program you are using
Title bar	The bar at the very top of a window that shows the name of the program you are using
Ribbon	A bar showing different icons; each icon does a different job when you click it
Buttons	Icons that do different jobs when you click them with the mouse

Computer Verbs

Verb	Meaning
Open	To show a window
Point	To make the mouse pointer touch something that you want to choose
Minimize	To make a window disappear (but not close) so only its button shows on the taskbar
Restore	To change a maximized window to a smaller size
Maximize	To make the window larger so that it fills the entire screen
Close	To stop a program and make it not show on your screen anymore

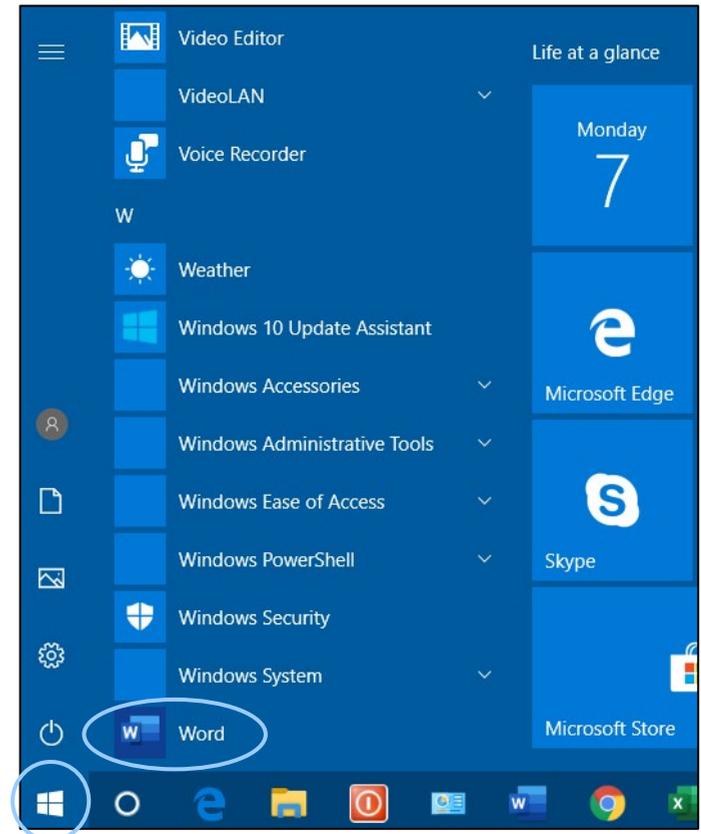
The Windows Desktop

- The first thing you see when you turn on the computer

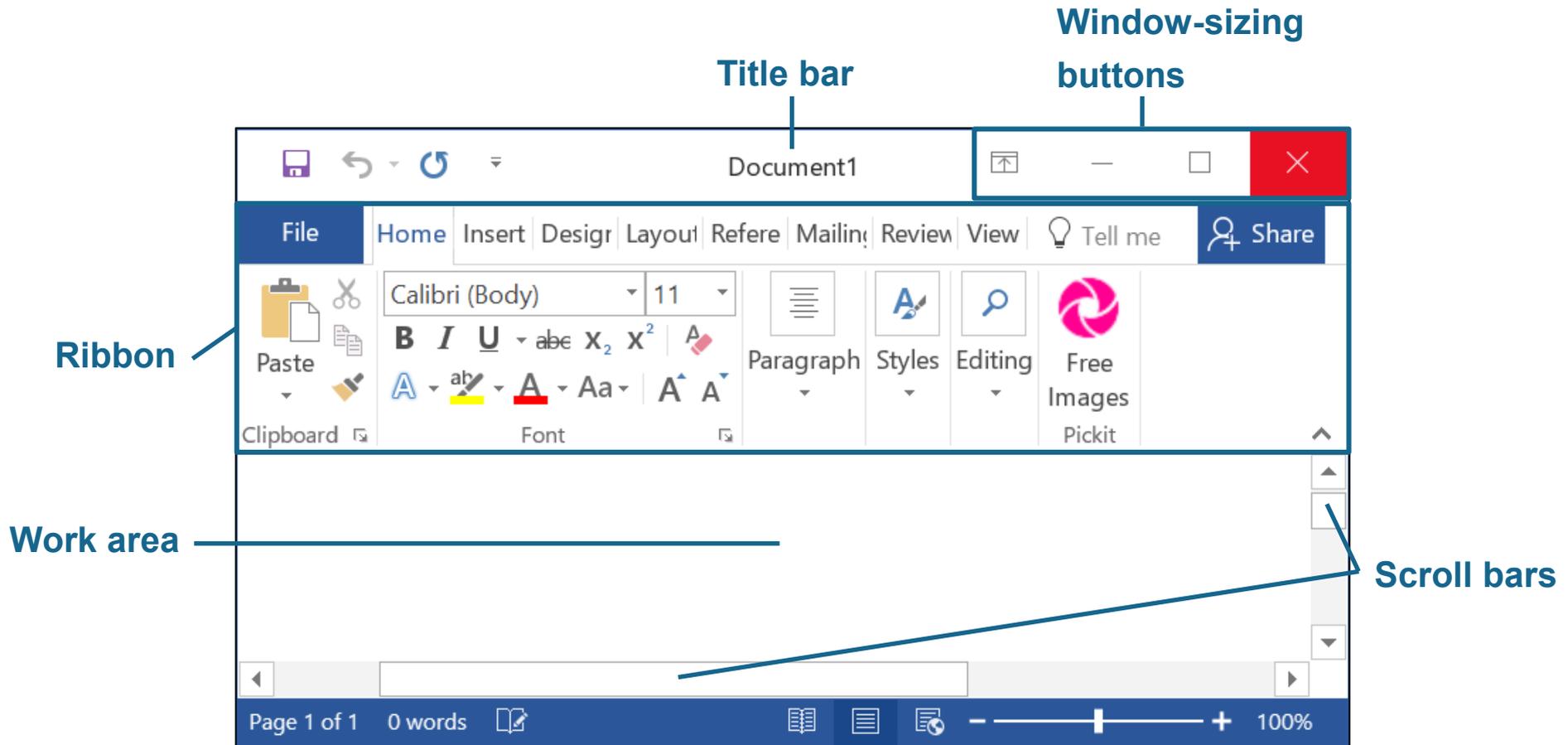


Opening Programs

- The Start button shows programs that the computer can run.
 - ▲ Start programs with the Start menu.
 - ▲ Start Word by choosing Start→Word.



Parts of a Program Window



Moving a Window

■ How to move a window:

- ▲ Put your mouse pointer on the title bar of the window, hold down the left mouse button, and move the mouse in any direction.

■ Why move a window?

- ▲ To see all of it better
- ▲ To see something behind it