

BOOST YOUR SKILLS

in Computer Basics for ESL Learners



Chapter 3: Windows Programs



LABYRINTH
LEARNING™

Learning Objectives

■ Computer Objectives

- ▲ Use computer hardware and software
- ▲ 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 tasks you can do with programs



Picture Dictionary – Nouns

Term	Definition
Dialog box	A window with boxes you can click to select what you want
Checkbox	A box you can click to select an option you want
Drop-down list arrow	An arrow you can click to make the drop-down list menu appear
Drop-down list menu	A list with options you can choose from
Hardware	The physical parts of the computer system, such as the monitor or the keyboard
Software	Programs added to the computer system that are not hardware, such as Word
Appearance	The way an object looks, such as on the computer screen
Settings	Information about how a program is set up
Menu button	The button you click to open a menu. There are different ways that a menu button can look.



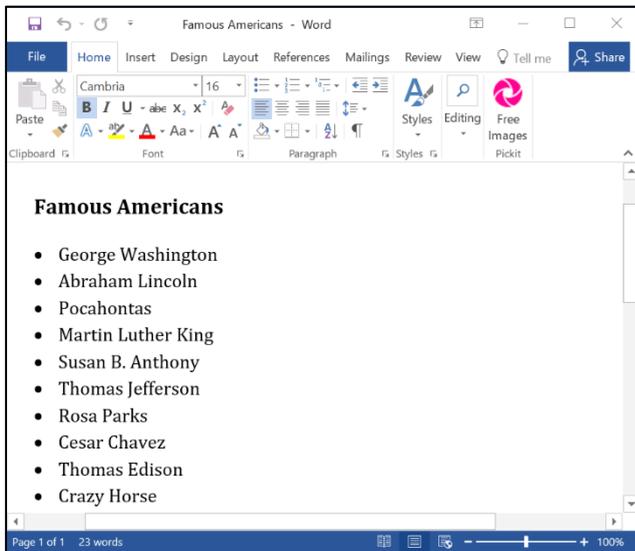
Computer Verbs

Verb	Meaning
Appear	When an object shows and you can see it
Check	To click a box so that a checkmark appears
Clear (a box)	To click a button or box to remove what you checked before; to uncheck a box
Release (a button)	To take your finger off the mouse button
Let up	To release or let go of the button
Play	To use a computer game
Preview	To see how information will look when it is printed so you can decide what you want to do
Hold (a button)	To keep your finger pressed on the mouse button
View	To look at an object

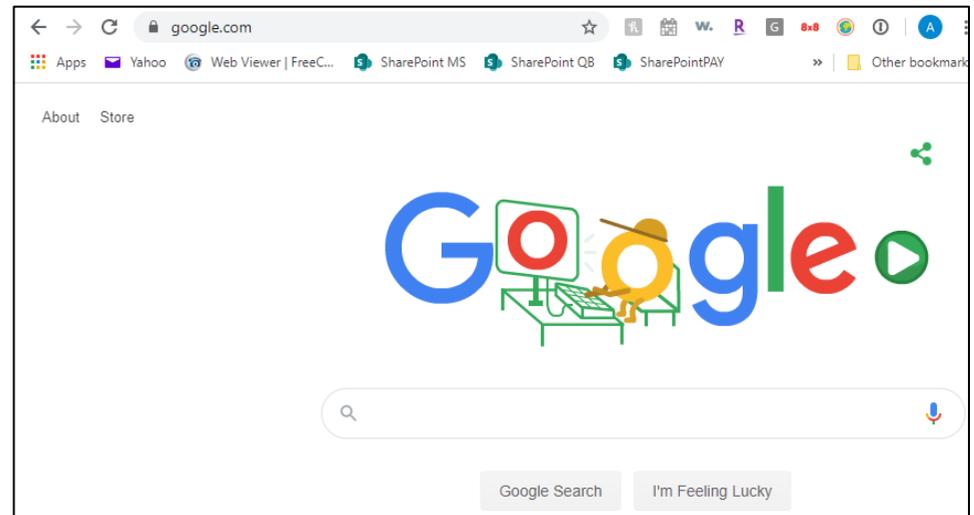
Common Features in Programs

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

▲ Different programs do different things:



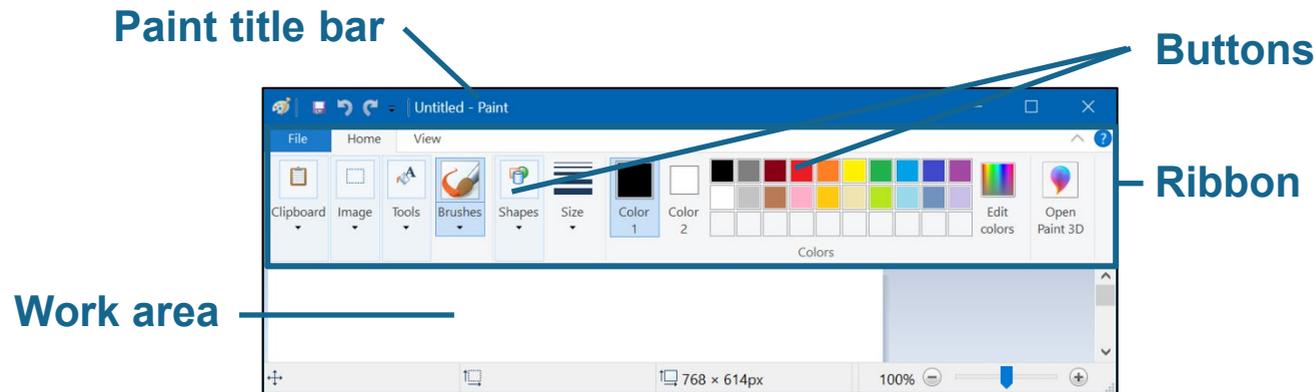
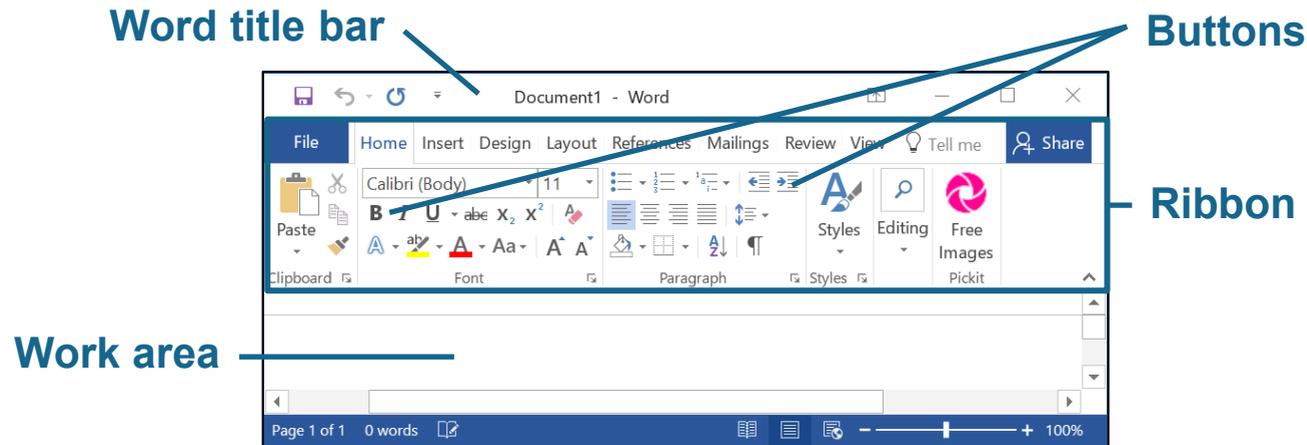
A word-processing program is used to type text.



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

Common Features in Programs (cont.)

- Different programs have many parts that are the same.



Do you see any other common features?

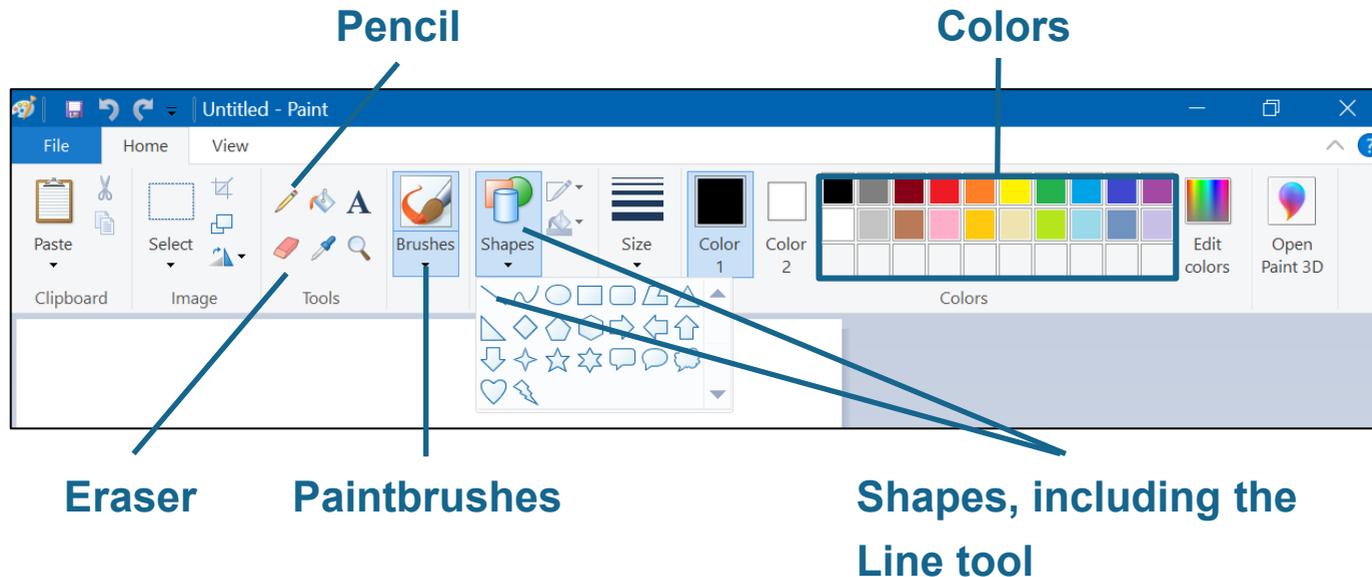
Dialog Boxes

- Change settings by changing the information in a dialog box.

The image shows a 'Font' dialog box with several annotations. A blue arrow points to the 'Font' dropdown list, with the label 'Drop-down list arrow' next to it. Another blue arrow points to the 'Font color' dropdown menu, with the label 'Drop-down list menu' next to it. A third blue arrow points to the 'Small caps', 'All caps', and 'Hidden' checkboxes, with the label 'Checkboxes' next to it. The dialog box itself has tabs for 'Font' and 'Advanced'. The 'Font' tab is active, showing options for Font, Font style, Size, Font color, Underline style, Underline color, and Effects. The 'Font' dropdown is currently set to '+Body'. The 'Font style' dropdown is set to 'Regular'. The 'Size' dropdown is set to '10'. The 'Font color' dropdown is set to 'Automatic'. The 'Underline style' dropdown is set to '(none)'. The 'Underline color' dropdown is set to 'Automatic'. The 'Effects' section has 'Automatic' selected. The 'Small caps', 'All caps', and 'Hidden' checkboxes are all unchecked. The 'Standard Colors' section is visible, showing a grid of color swatches. The 'More Colors...' button is also visible. The dialog box has a title bar with a question mark and a close button. At the bottom, there are buttons for 'Set As Default', 'Text Effects...', 'OK', and 'Cancel'.

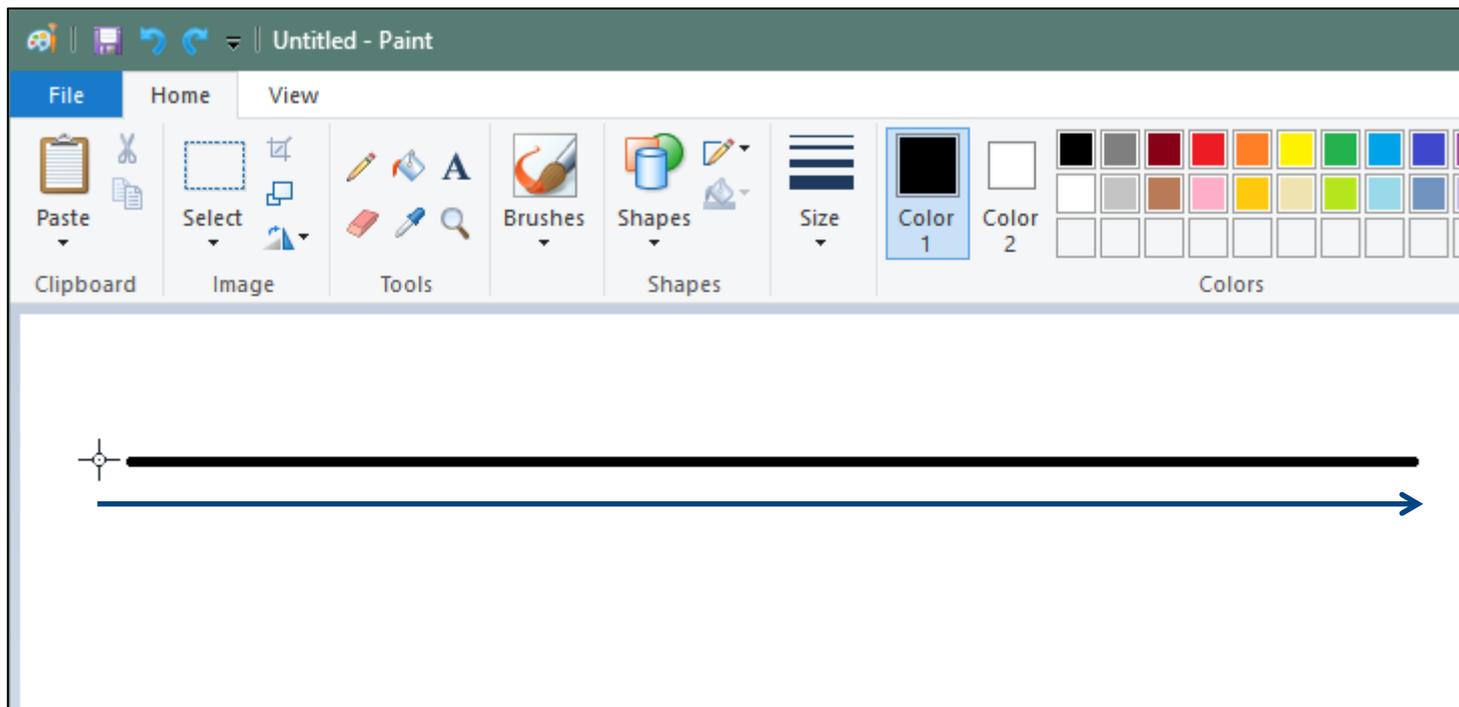
Using Ribbon Tools

- The Paint program has various tools on its Ribbon.
 - ▲ Use the tools by clicking the tool buttons.
 - ▲ Each tool has its own symbol.
 - ◆ The mouse pointer changes shape to match the symbol you choose.



Dragging

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



The Windows Calculator

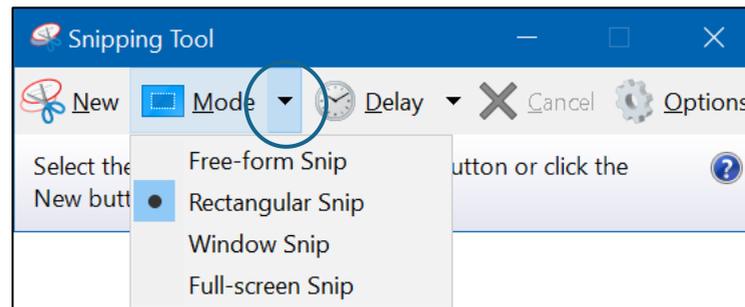
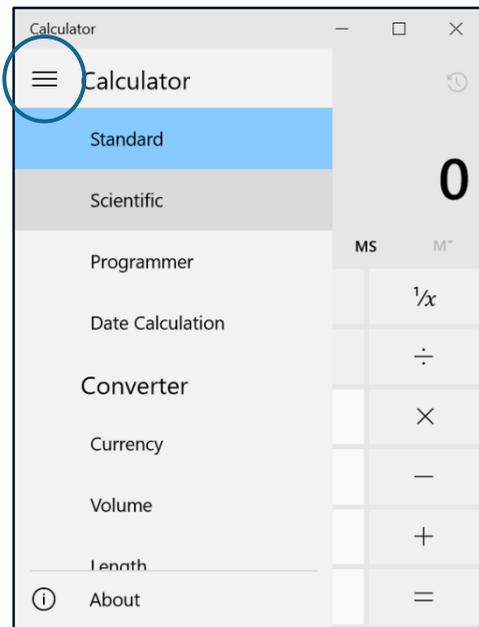
- It looks just like a regular calculator and works the same way.



Type numbers or click the number buttons.

Using Menus

- Menus work the same in all programs, but the choices are different.
- Open a menu by clicking the menu button or one of the words.



TIP! Sometimes, when you click on a menu item a dialog box opens.