

Welcome to
The World of Computers,
4th Edition



Lesson 2: Starting Programs

[Return to the student web page](#)



LABYRINTH
LEARNING™

Starting and Controlling Programs

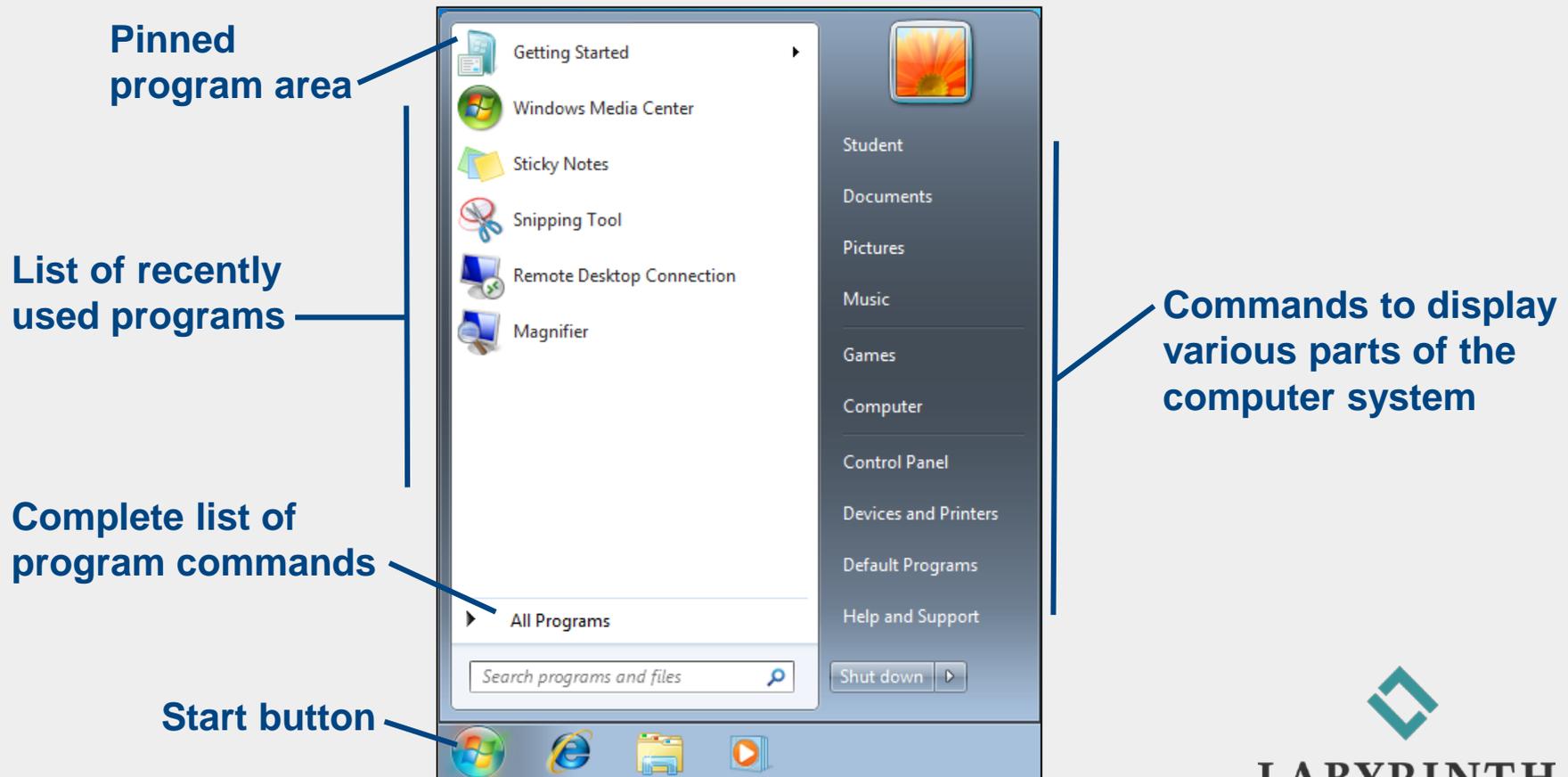
■ In this lesson, you will:

- ▲ 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



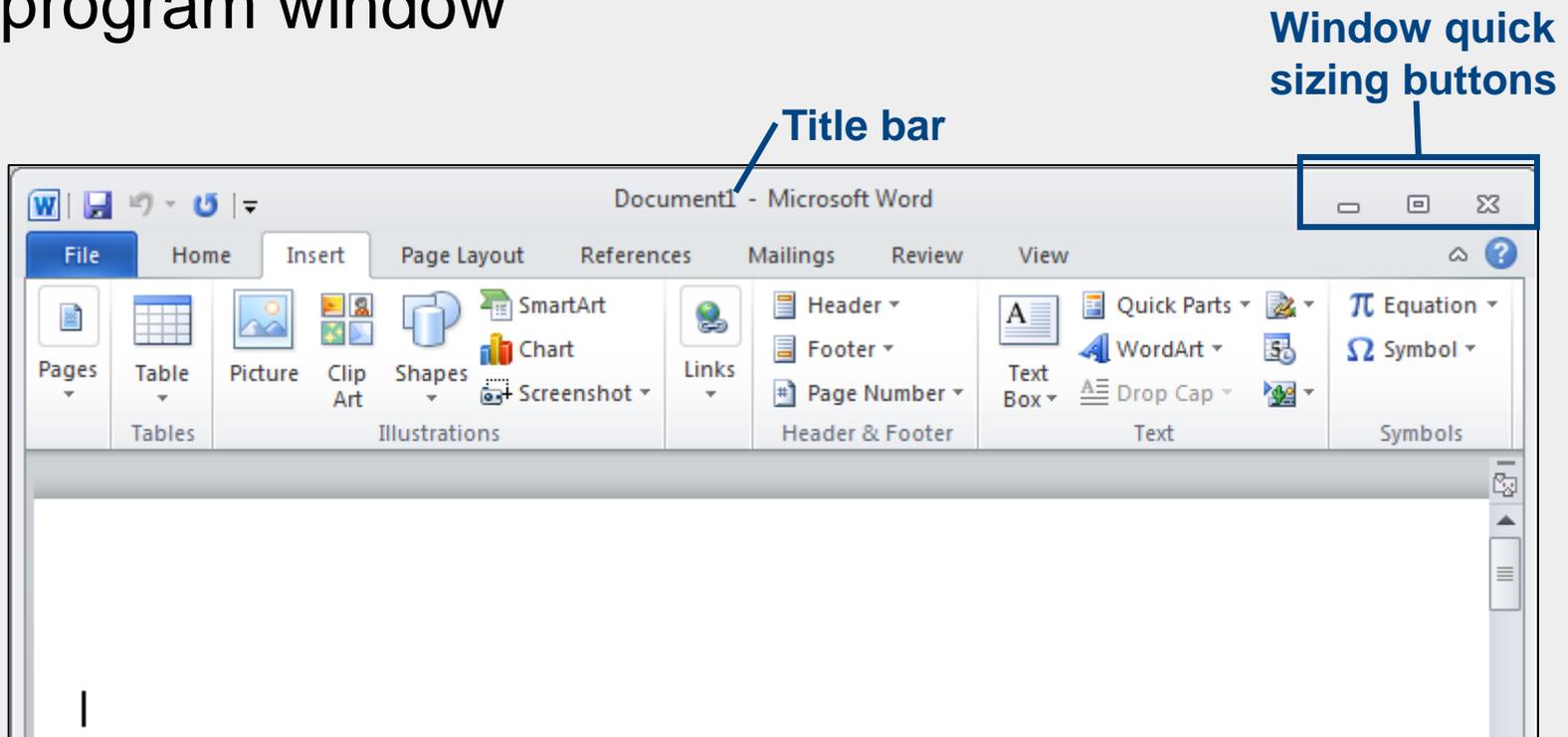
Using Start Menu Commands

- 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



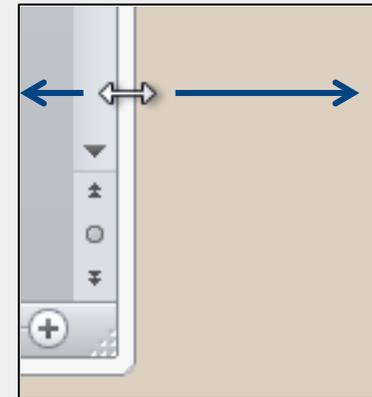
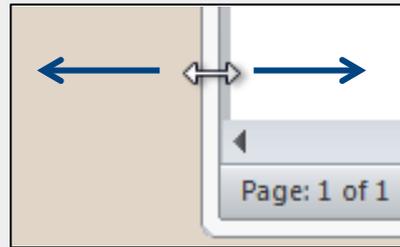
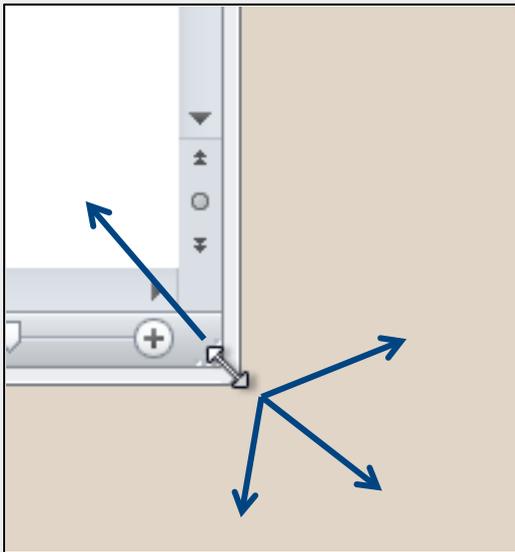
Controlling Program Windows

■ 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

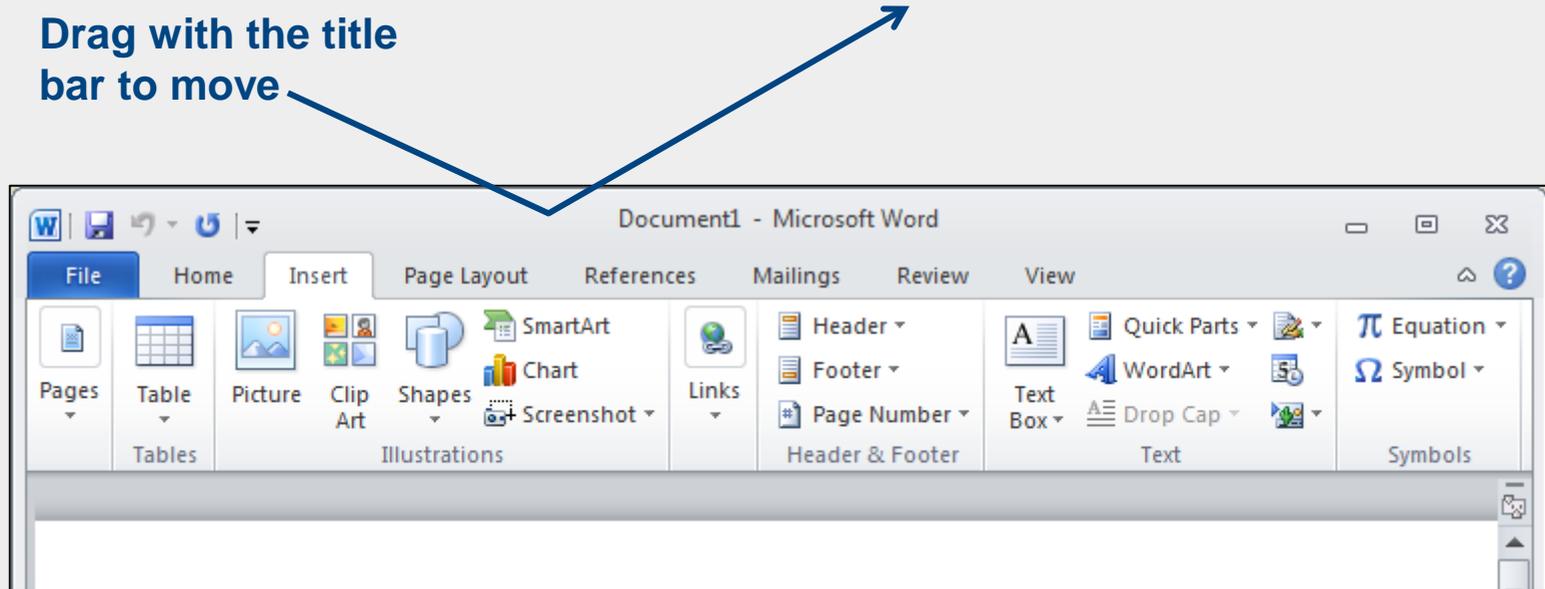


You can't change the shape of a maximized window

Moving Program Windows

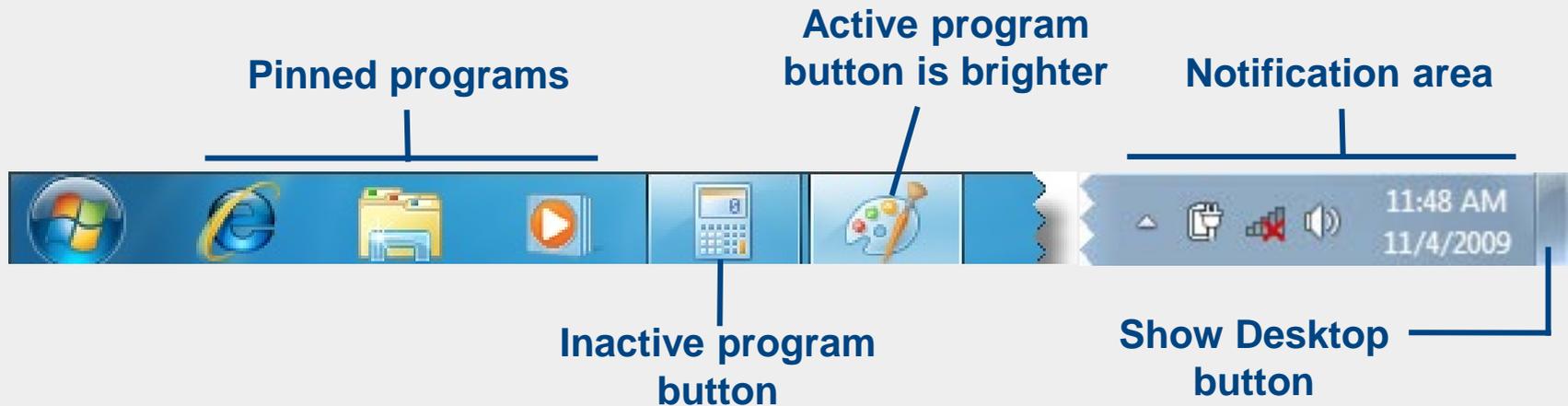
- Move program windows by dragging the title bar

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

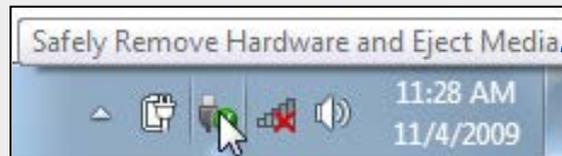
■ Primary functions of the Notification Area:

- ▲ 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

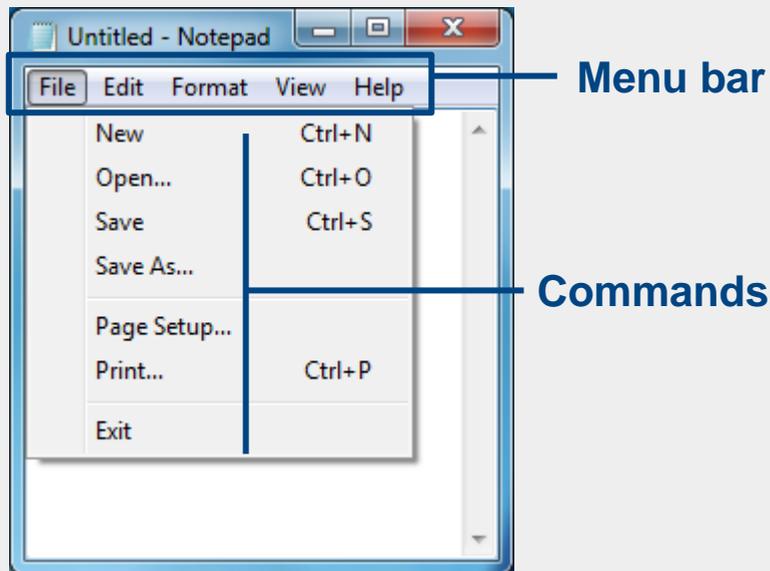
Pin and Unpin Programs

- 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

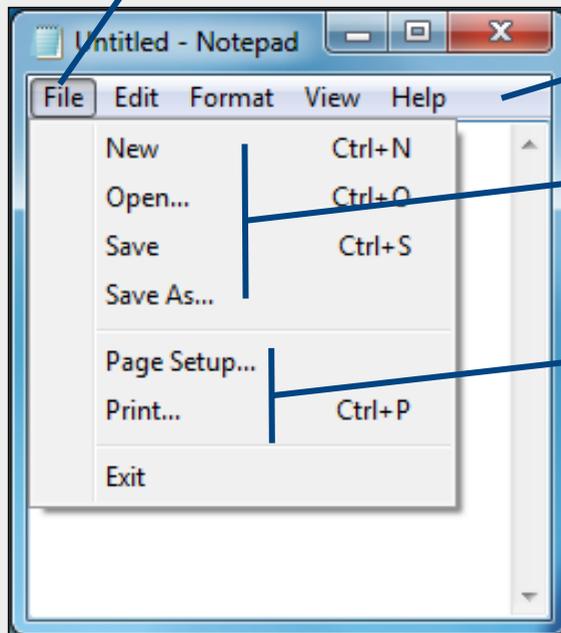
- A menu bar lists program commands below each command group name



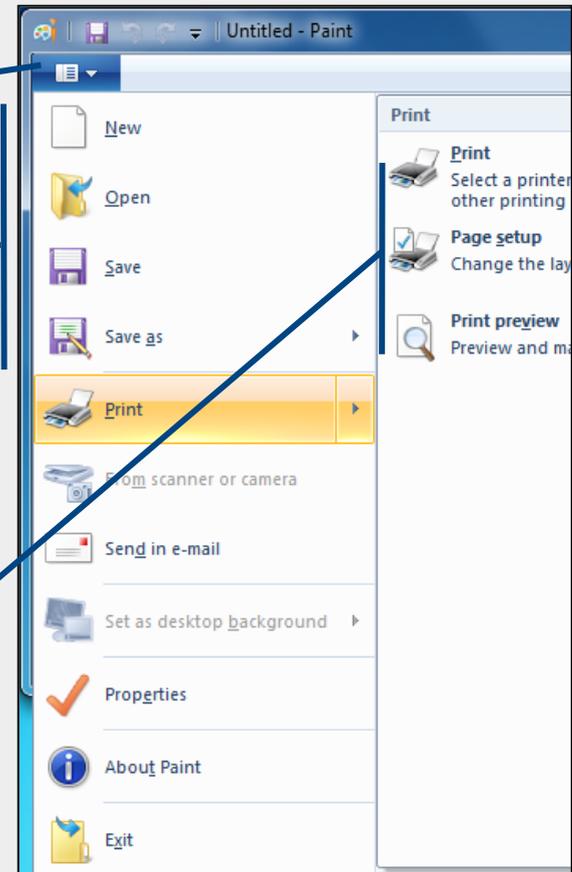
Similarities in Program Menus

■ 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.

File menu

Paint ribbon

WordPad ribbon

Ribbon tabs

The image displays two screenshots of Windows 7 applications using the ribbon interface. The top screenshot shows the 'Paint' application window titled 'Untitled - Paint'. It features a ribbon with two tabs: 'Home' and 'View'. The 'Home' tab is active and contains groups for 'Clipboard' (Paste, Cut, Copy), 'Image' (Select, Crop, Resize, Rotate), 'Tools' (various drawing tools), 'Brushes', 'Shapes', 'Outline', 'Fill', 'Size', and 'Color' (Color 1, Color 2). The bottom screenshot shows the 'WordPad' application window titled 'Document - WordPad'. It also has 'Home' and 'View' ribbon tabs. The 'Home' tab is active and contains groups for 'Clipboard' (Paste, Cut, Copy), 'Font' (font face, size, bold, italic, underline, text color, background color), 'Paragraph' (bullet points, numbered lists, indentation, text alignment), 'Insert' (Picture, Paint drawing, Date and time, Insert object), and 'Editing' (Find, Replace, Select all). A blue diamond-shaped callout on the left points to the 'File' menu icon in both windows. A blue arrow on the right points from the 'Ribbon tabs' label to the 'Home' and 'View' tabs in both windows.

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



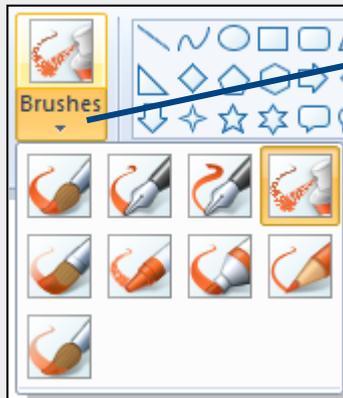
Move



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

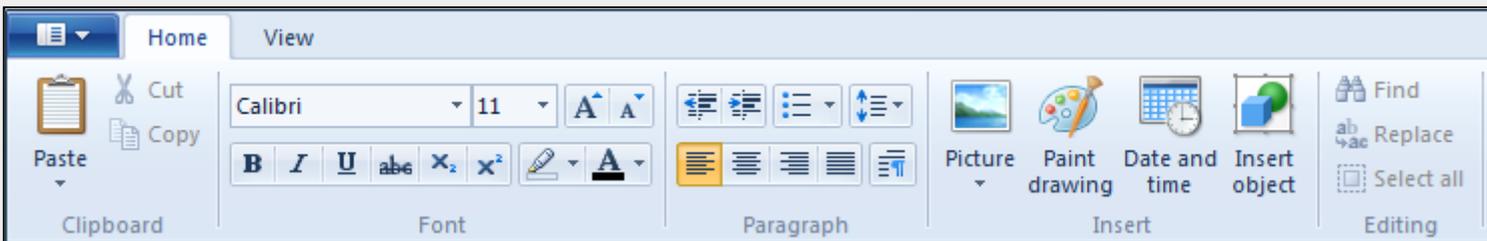


Maximize the program window so all Ribbon command buttons appear in their normal locations



WordPad Ribbon

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



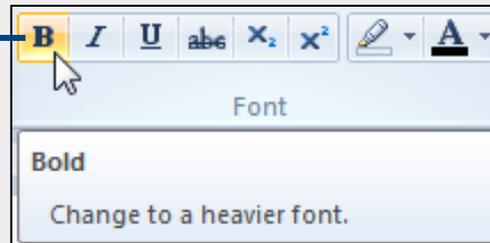
Font command group

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

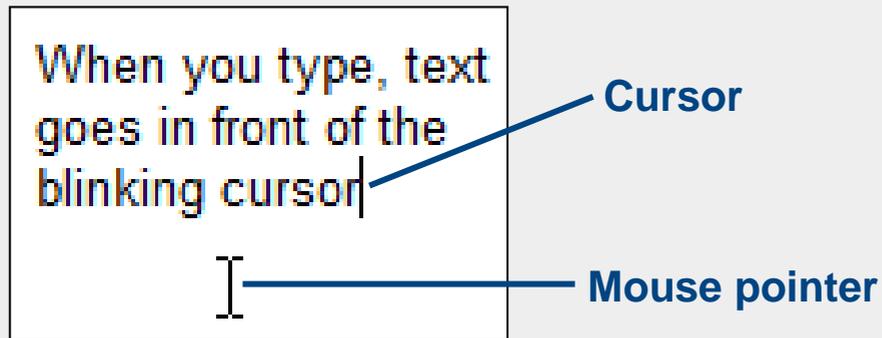


Typing with WordPad

■ Two Key locations:

▲ Cursor: Where text appears as you type

▲ Mouse pointer: You click with the mouse to move the cursor

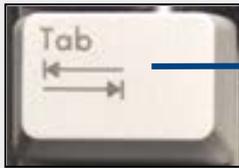


Special Keys on the Keyboard

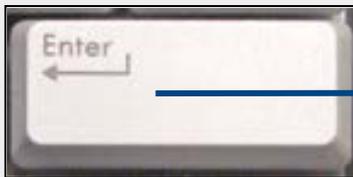


Erases text to the left of the cursor

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

Welcome to
The World of Computers,
4th Edition



Lesson 2: Starting Programs

[Return to the student web page](#)



LABYRINTH
LEARNING™