



Beginners: Intro to Desktop Windows

- Each software application opens up in an independent **window** that disappears when the application is closed; each window has a corresponding **button** in the Taskbar.
- A **window** can fill the entire screen (*maximised*) or only part of it (*restored down*);
- Many windows/applications can be open at the same time;
- Only one window is **active** at a time (This window will appear in front of the others - the title bar of it is normally **blue**);
- Open windows can be hidden (*minimised*); the application is still open but not active, a button for it is still available on the Taskbar.

Common Desktop icons



Use the mouse to Point & Click with the cursor to open applications.



The **Start** Button allows you to launch all available applications/ programmes and switch the PC off.



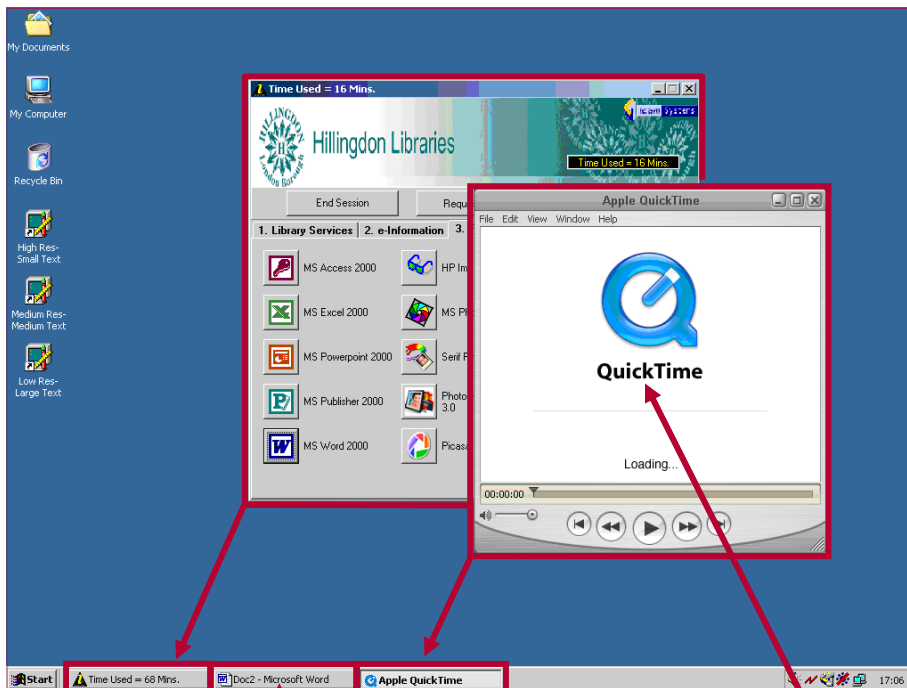
The **My Documents** folder contains your saved documents. Folders work like a filing cabinet and can contain both sub-folders and files



My Computer shows you the contents of all the storage devices connected to your computer. You can also search for and open files and folders.



When you delete files or folders from your hard disk, Windows places them in the **Recycle Bin**, the icon then changes from empty to full. Files deleted by accident, can be restored unless deleted from a floppy (A:) or USB Pen drives



Minimised Application in the Taskbar.

Active Window at the forefront.

YOUR TURN!!

- Place your mouse pointer over the My Computer icon for a second - a strip of writing (tool tip) will appear explaining what My Computer will enable you to do. Do the same with each of the other icons on the Desktop.
- Click once on the My Computer icon: this will select it (highlight it - selecting an object tells the computer that you want to deal with that object). Double click on this icon in order to open it.
- Open My Computer, My Documents and the Recycle Bin in turn.
- Note that every time you open one of these windows a new button referring to it appears on the taskbar.