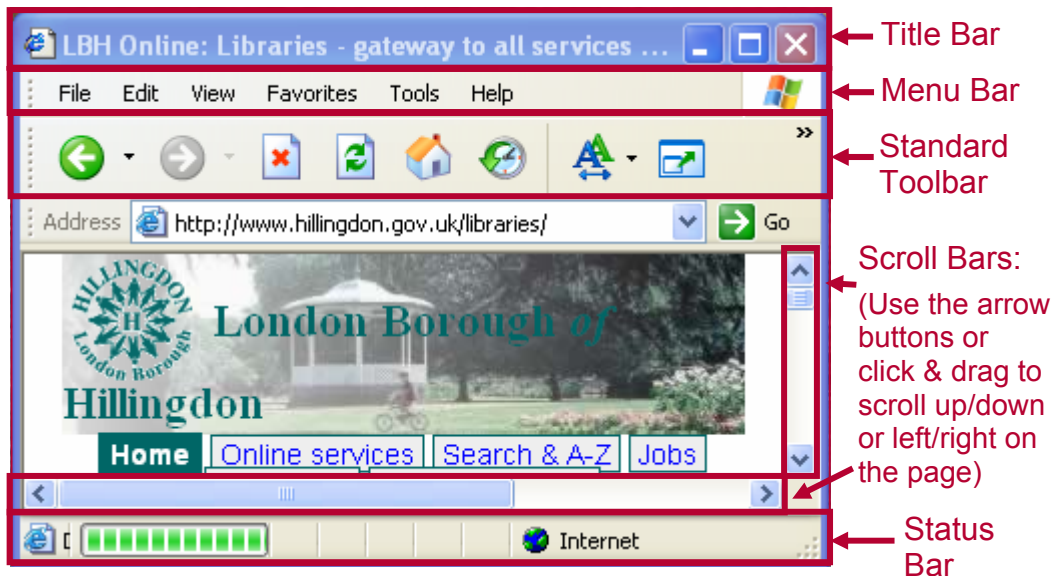




# Beginners: Common Elements of a Window



## Title Bar



- The **Title** Bar is always at the top of the Window, Blue in colour;
- States the name of the document you are working on.
- States the name of the software application you are using.
- If the window is not filling the screen, it can be moved around. Left click and hold down anywhere in the blue title bar, and move it to wherever you want it on the screen. On the right there are three buttons that you can click on to:

### Minimise (or Hide) the window

- To make it reappear (**Restore** it), click on its button the Taskbar.



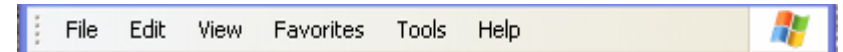
### Maximise (fit the screen) the window.

- To reduce the Window to a smaller size click on (**Restore Down**)

### Close the window

- Make sure to use the **close** button on the title bar of the window you wish to close!

## Menu Bar



- Clicking on any of the heading will open a pull-down menu.
- Gives access to all the tasks available within that application.
- The three most useful menus to start with will be **File** (to save or print a document), **Edit** (to copy and paste) and **Help** (help files).

## Standard Toolbar



- Gives easy access to the most used tasks by using **Icons** (small images used as a reminder).
- If you hold the mouse over an icon, a tool tip appears explaining which function it will perform.

## Status Bar



- Gives useful information about the application you are using.

## Scroll Bars

- A **Vertical Scroll Bar** appears when the document is too long.
- A **Horizontal Scroll Bar** appears when the document is too wide.

Click and drag the scroll box to scroll through the document or click on the arrows



- Practice **Maximising, Minimising, Closing** and **Switching** between windows using the buttons on the Taskbar.
- Notice that each button on the Taskbar uses the caption from the Title bar of the window it refers to.
- Closing windows and switching between open windows will be the most usual tasks you will perform so make sure to familiarise yourself with them!