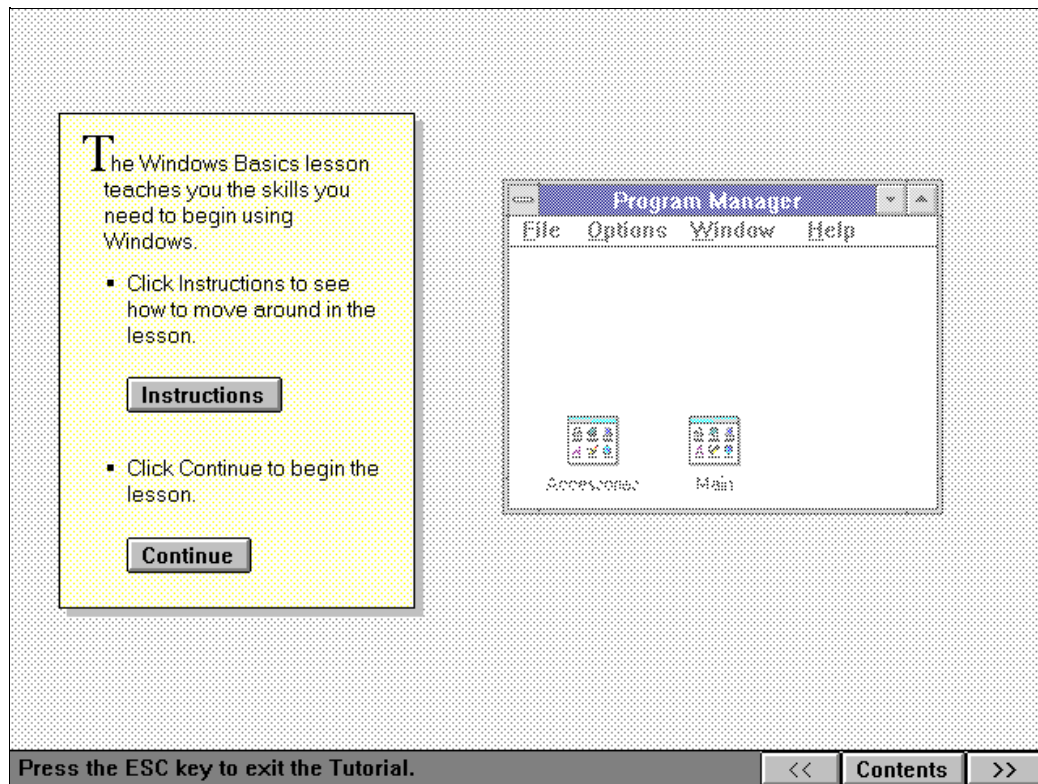


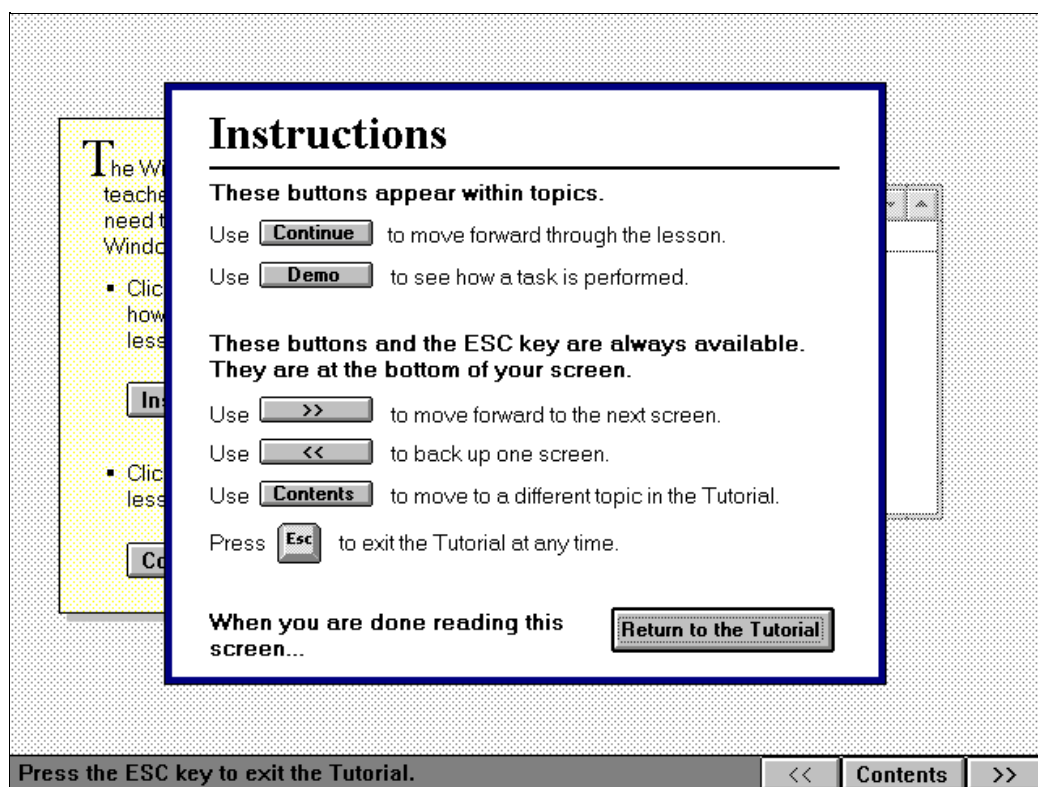
# windows basics lessons



The Windows Basics lesson teaches you the skills you need to begin using Windows.

Click Instructions to see how to move around in the lesson.

Click Continue to begin the lesson.



## Instructions

**These buttons appear within topics.**

Use **Continue** to move forward through the lesson.

Use **Demo** to see how a task is performed.

**These buttons and the ESC key are always available. They are at the bottom of your screen.**

Use >> to move forward to the next screen.

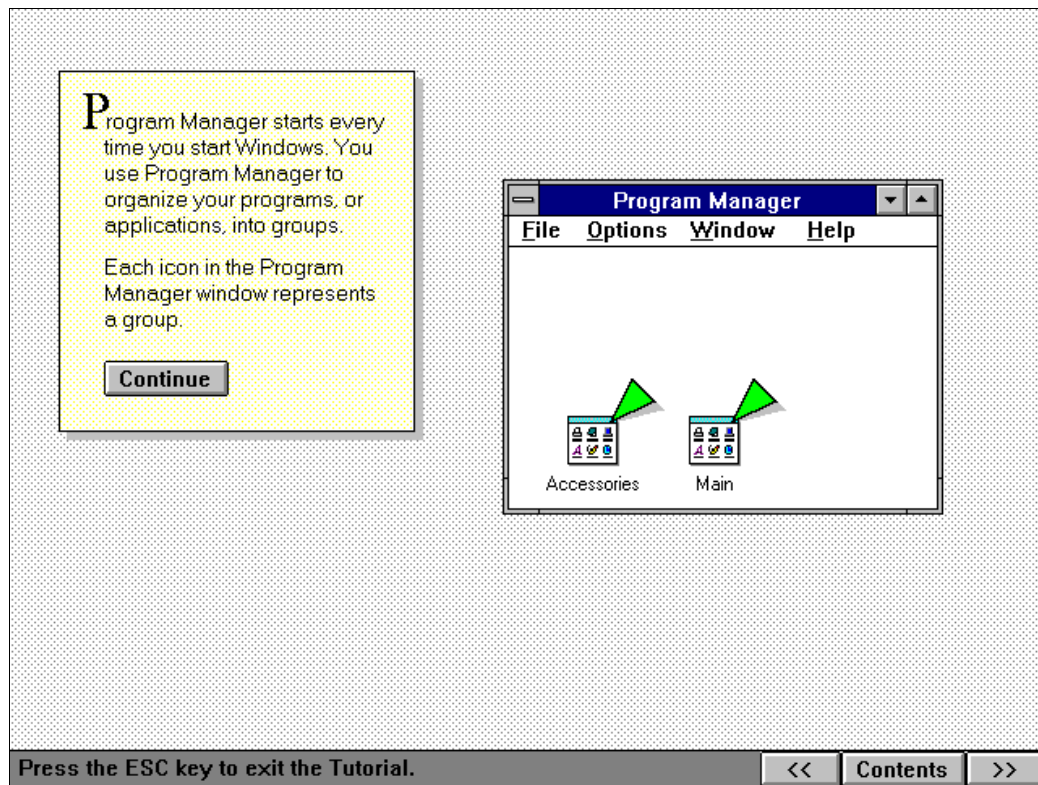
Use << to back up one screen.

Use **Contents** to move to a different topic in the Tutorial.

Press **Esc** to exit the Tutorial at any time.

When you are done

reading this screen...  
**Return to the Tutorial**



**P**rogram Manager starts every time you start Windows. You use Program Manager to organize your programs, or applications, into groups.

Each icon in the Program Manager window represents a group.

**Continue**

Program Manager

File Options Window Help

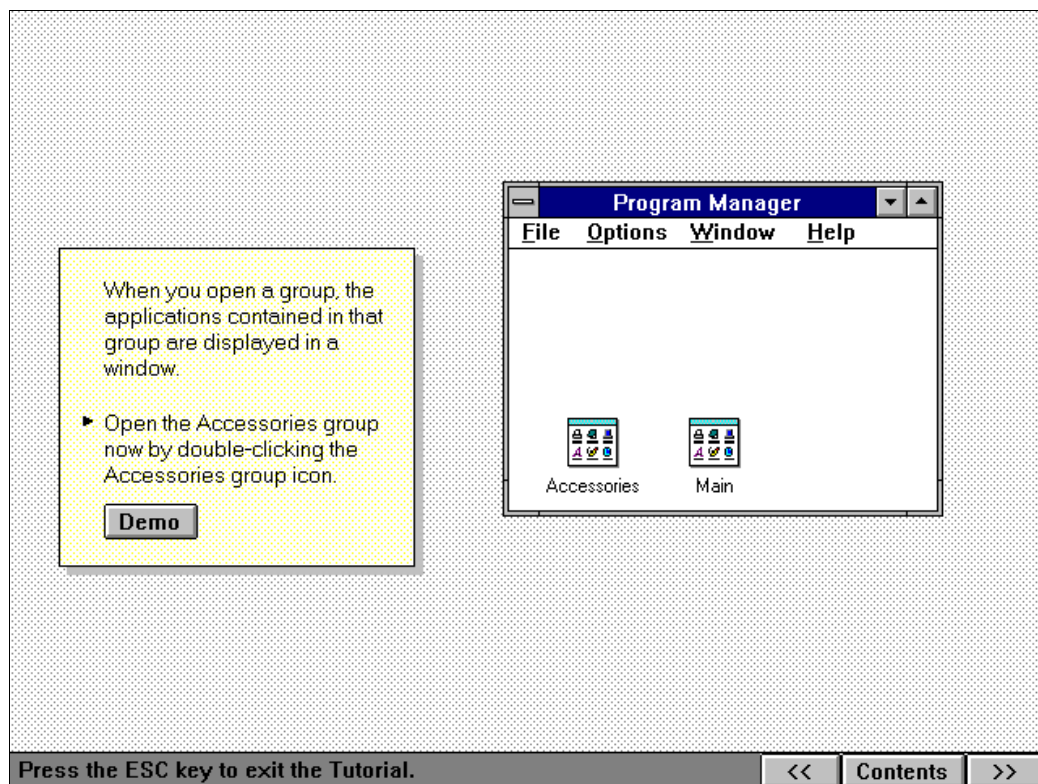
Accessories Main

Press the ESC key to exit the Tutorial. << Contents >>

Detailed description: This screenshot shows the Windows 3.11 Program Manager window. The window title is "Program Manager" and it has a menu bar with "File", "Options", "Window", and "Help". Inside the window, there are two icons: "Accessories" and "Main". Two green arrows point to each of these icons. To the left of the window is a yellow tutorial box with a large letter 'P' at the start of the first paragraph. Below the text in the box is a "Continue" button. At the bottom of the screenshot, there is a grey bar containing the text "Press the ESC key to exit the Tutorial." and three buttons: "<<", "Contents", and ">>".

Program Manager starts every time you start Windows. You use Program Manager to organize your programs, or applications, into groups.

Each icons in the Program Manager window represents a group.



When you open a group, the applications contained in that group are displayed in a window.

- ▶ Open the Accessories group now by double-clicking the Accessories group icon.

**Demo**

Program Manager

File Options Window Help

Accessories Main

Press the ESC key to exit the Tutorial. << Contents >>

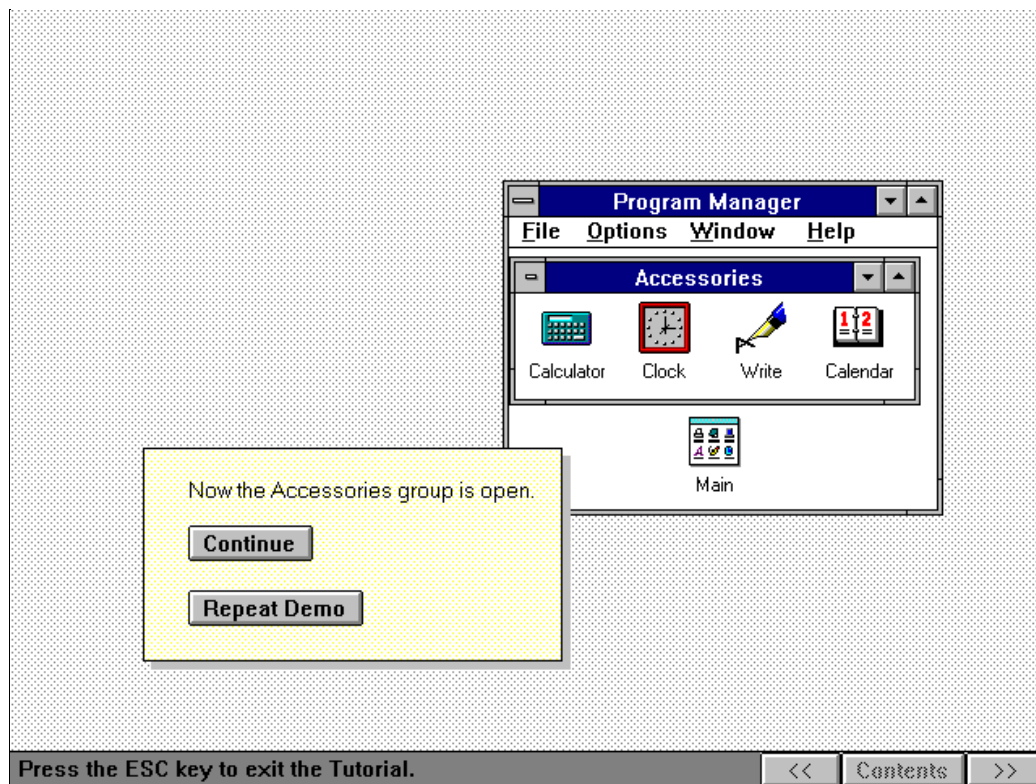
Detailed description: This screenshot is similar to the one above, showing the Windows 3.11 Program Manager window with "Accessories" and "Main" icons. The yellow tutorial box on the left now contains a paragraph of text and a bulleted list item with a right-pointing triangle. Below the text is a "Demo" button. The bottom bar remains the same with the text "Press the ESC key to exit the Tutorial." and the "<< Contents >>" buttons.

When you open a group, the applications contained in that group are displayed in a window.

Open the Accessories group now by double-clicking the Accessories group icon.

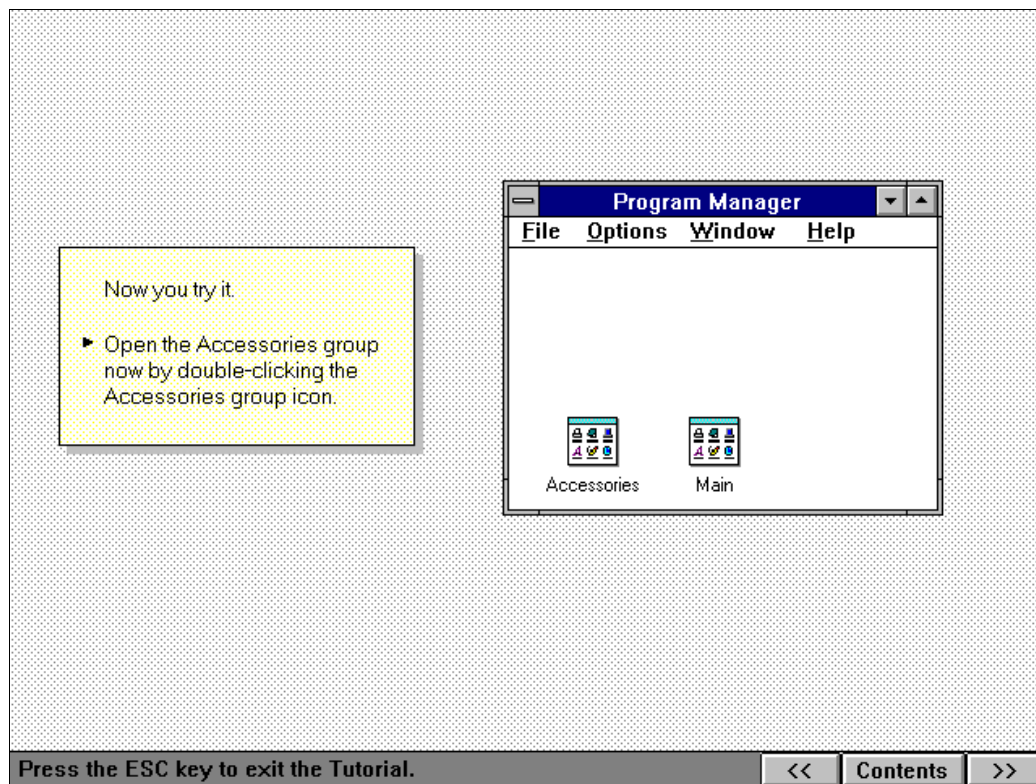
Now the Accessories

group is open.



Now you try it.

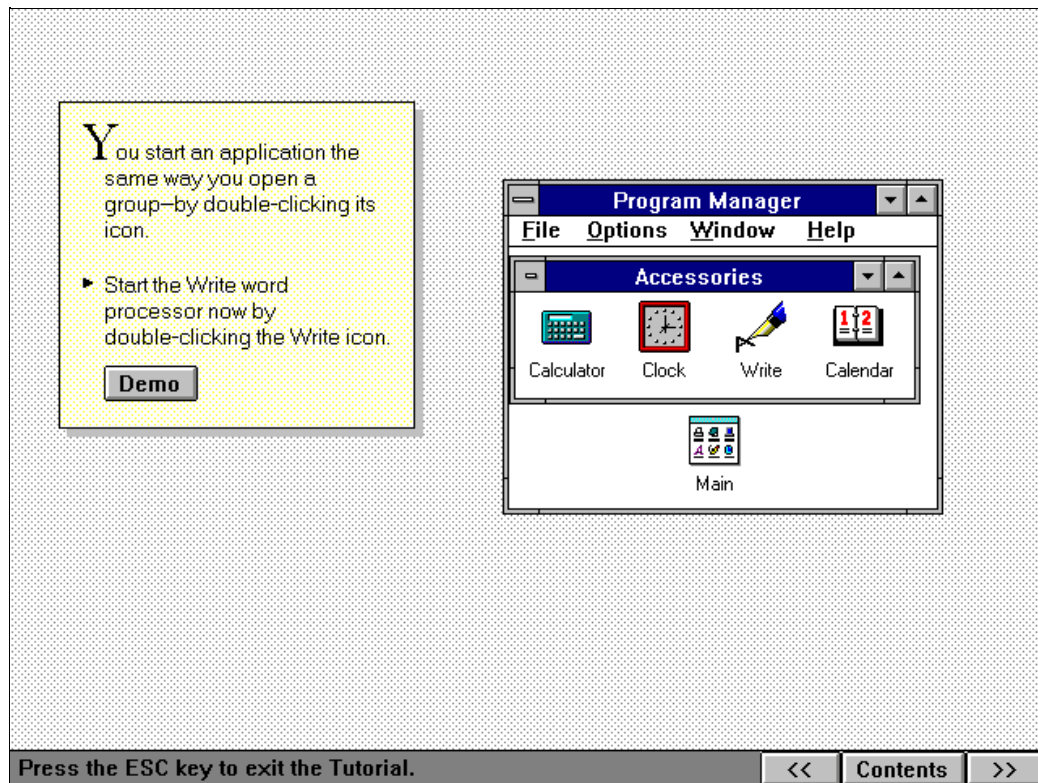
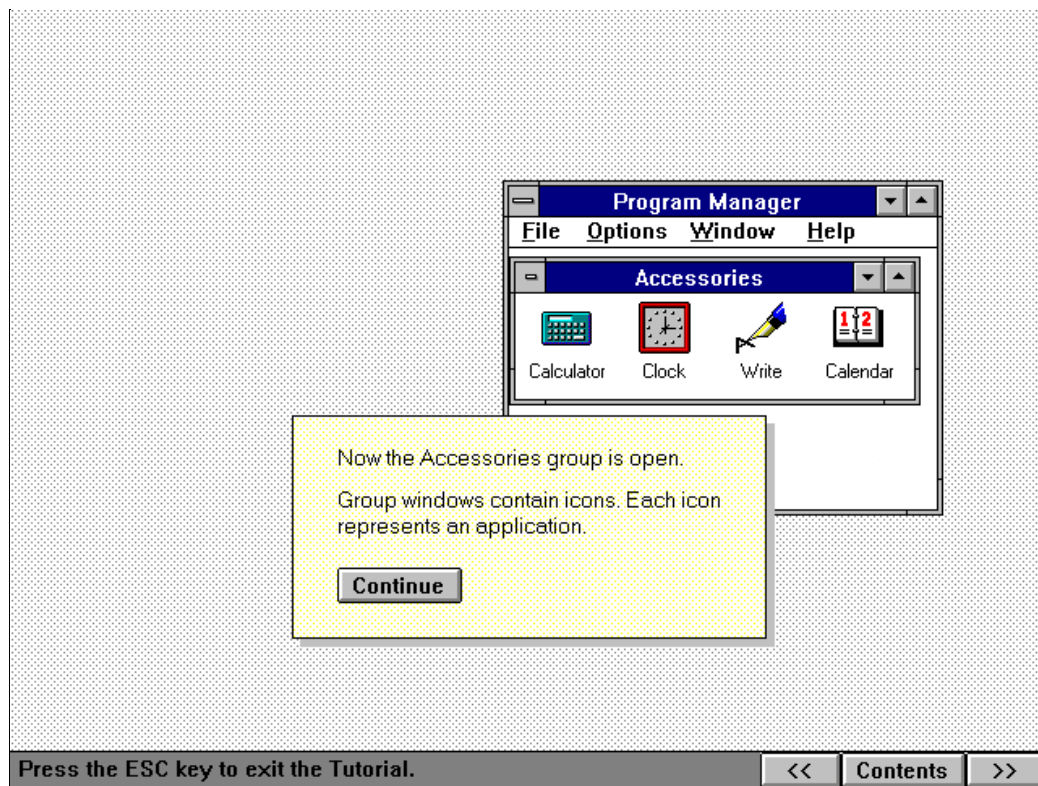
Open the Accessories group now by double-clicking the Accessories group icon.



Now the Accessories group is open.

Group windows contain icons. Each icon represents an application.

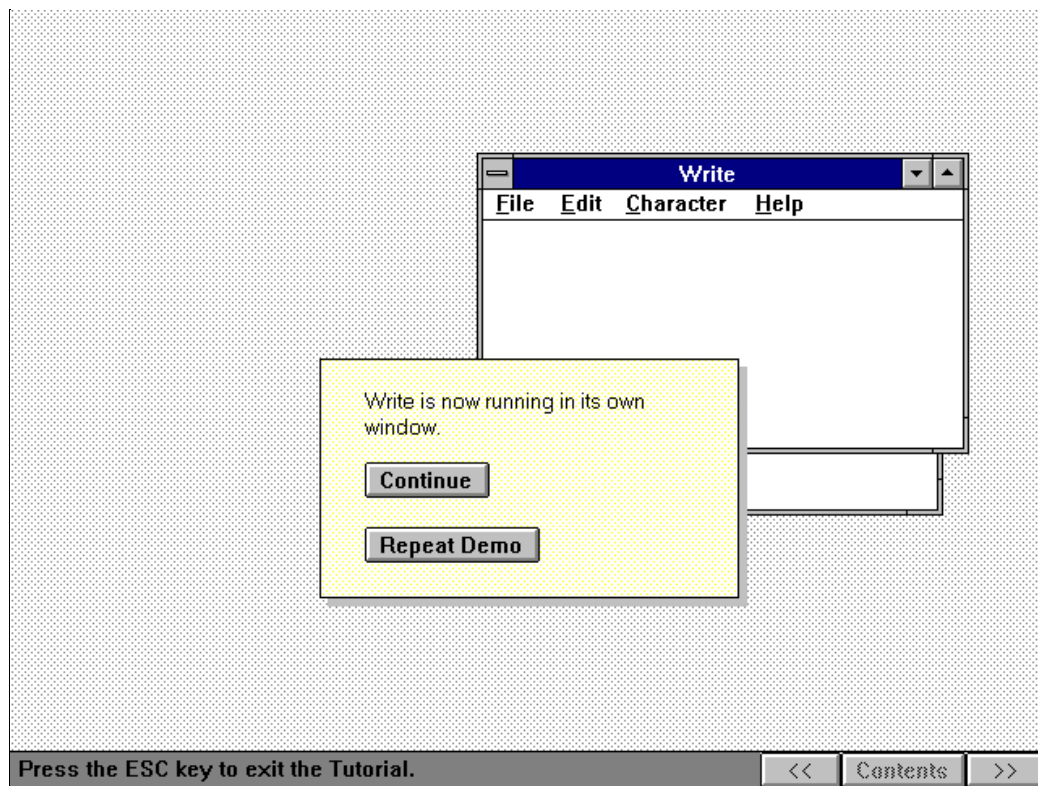




You start an application the same way you open a group – by double-clicking its icon.

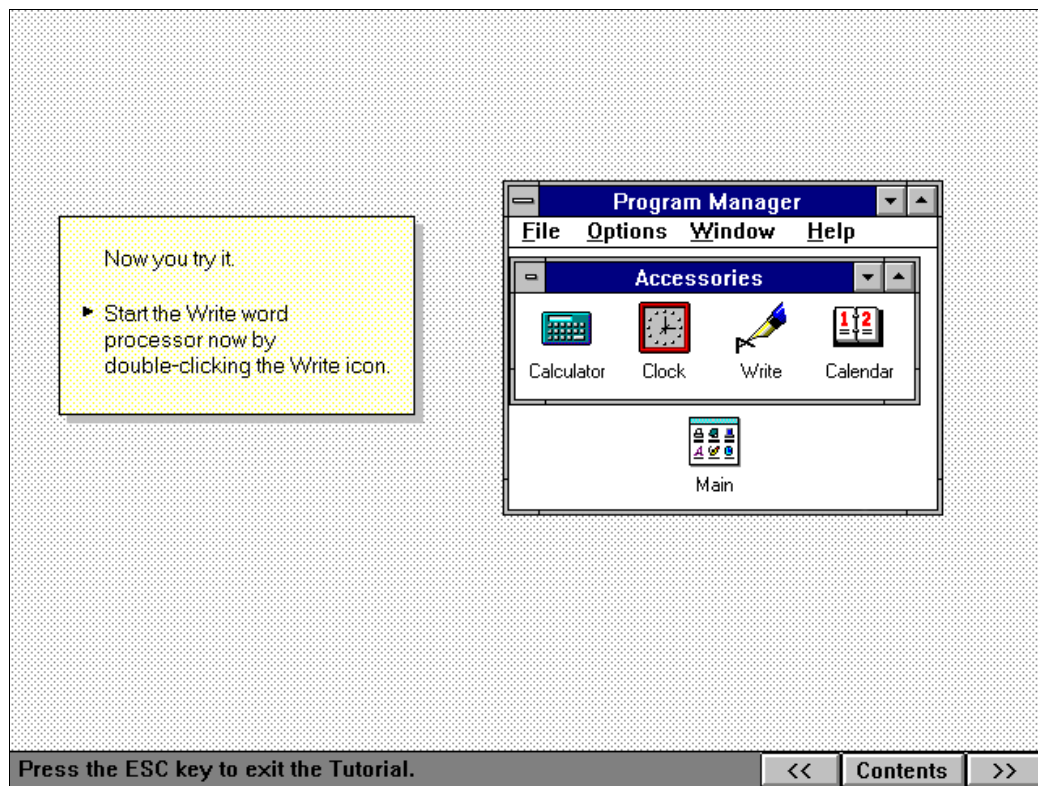
Start the Write word processor now by double-clicking the Write icon.

Write is now running in its own window.

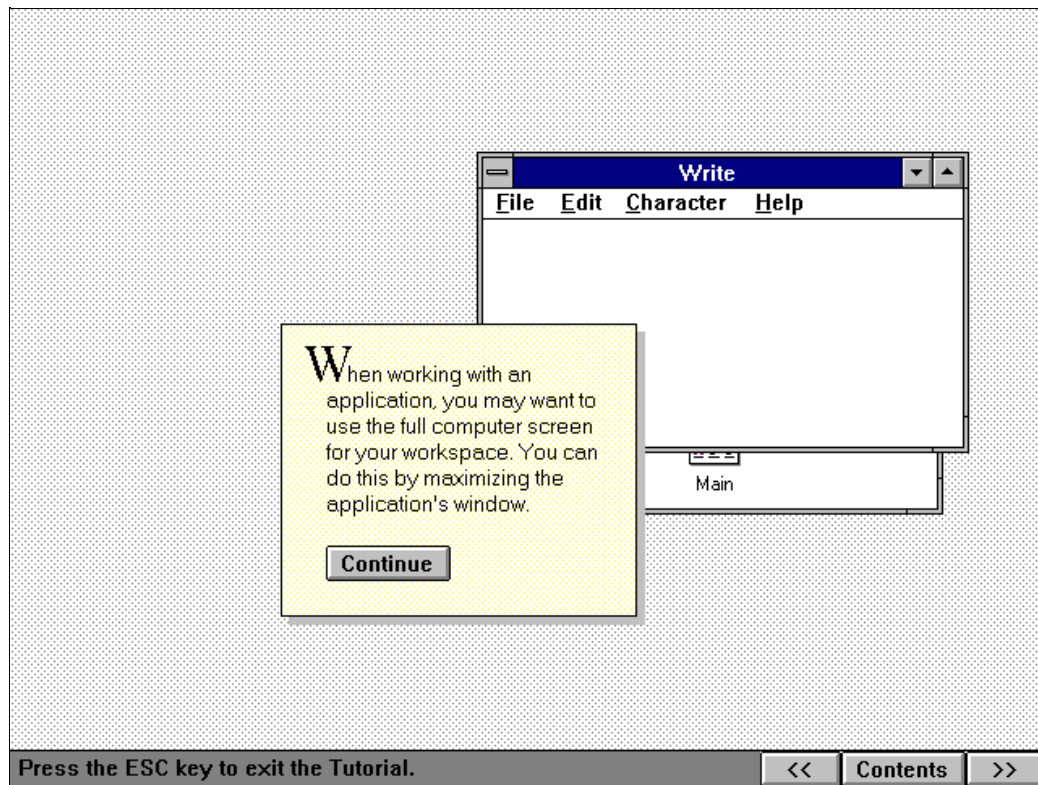
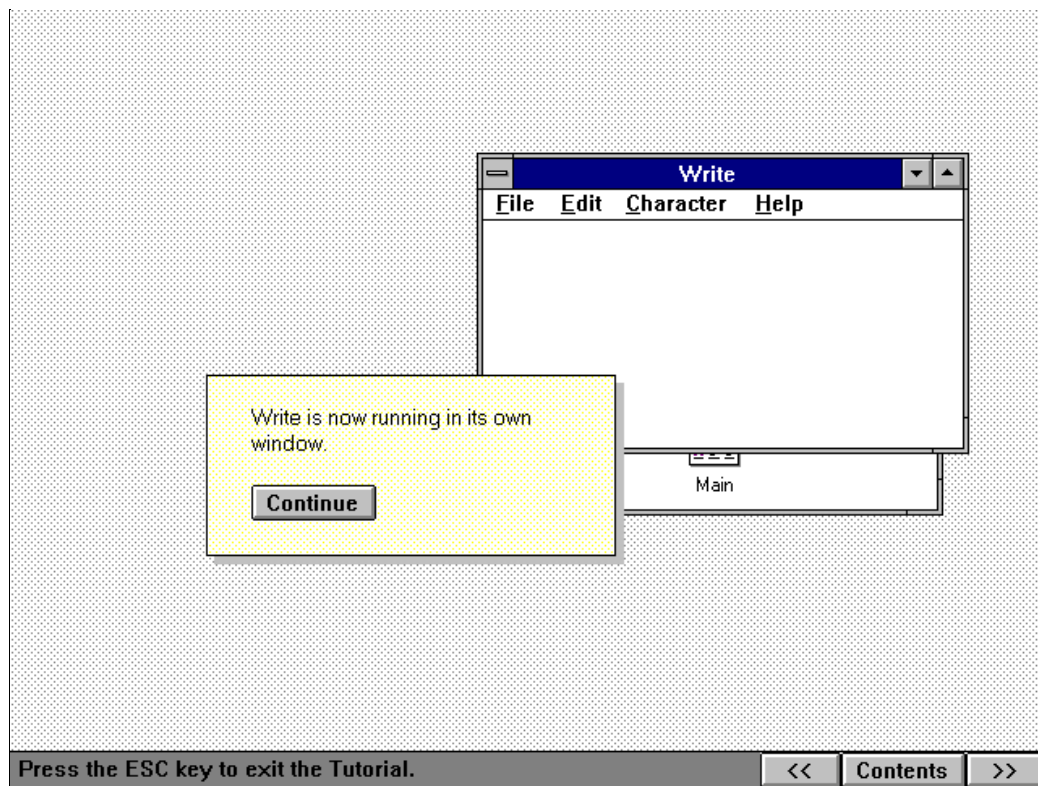


Now you try it.

Start the Write word processor now by double-clicking the Write icon.



Write is now running in its own window.

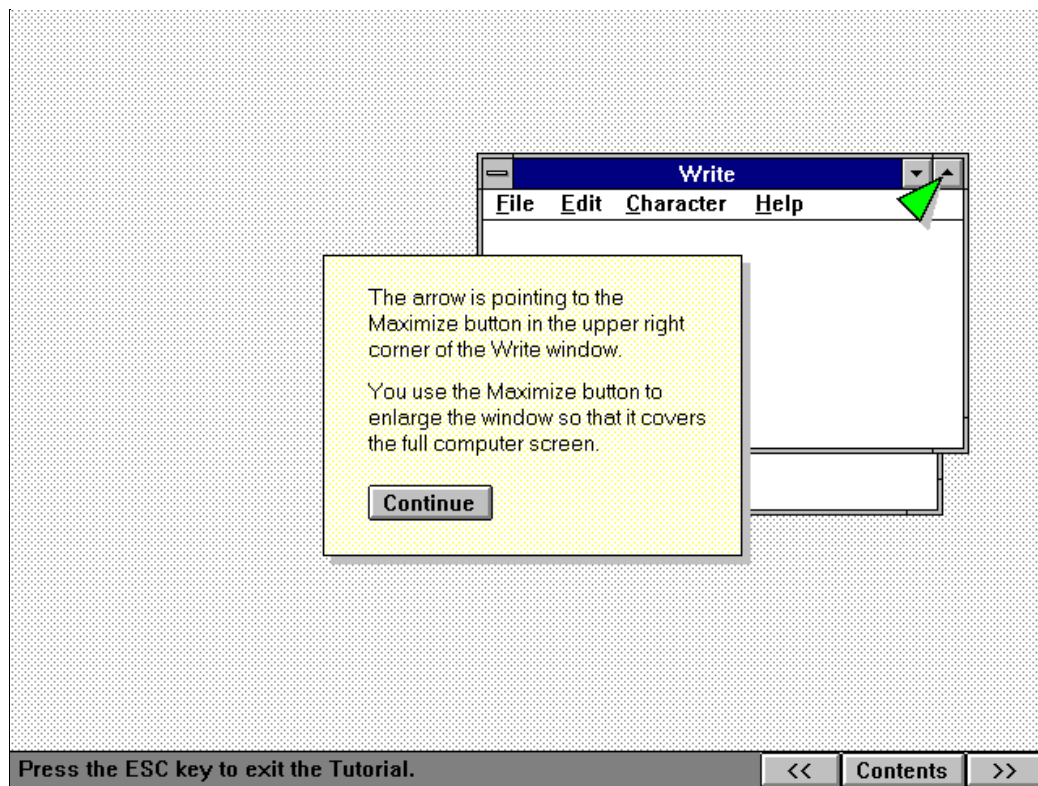


When working with an application, you may want to use the full computer screen for your workspace. You can do this by maximizing the application's window.

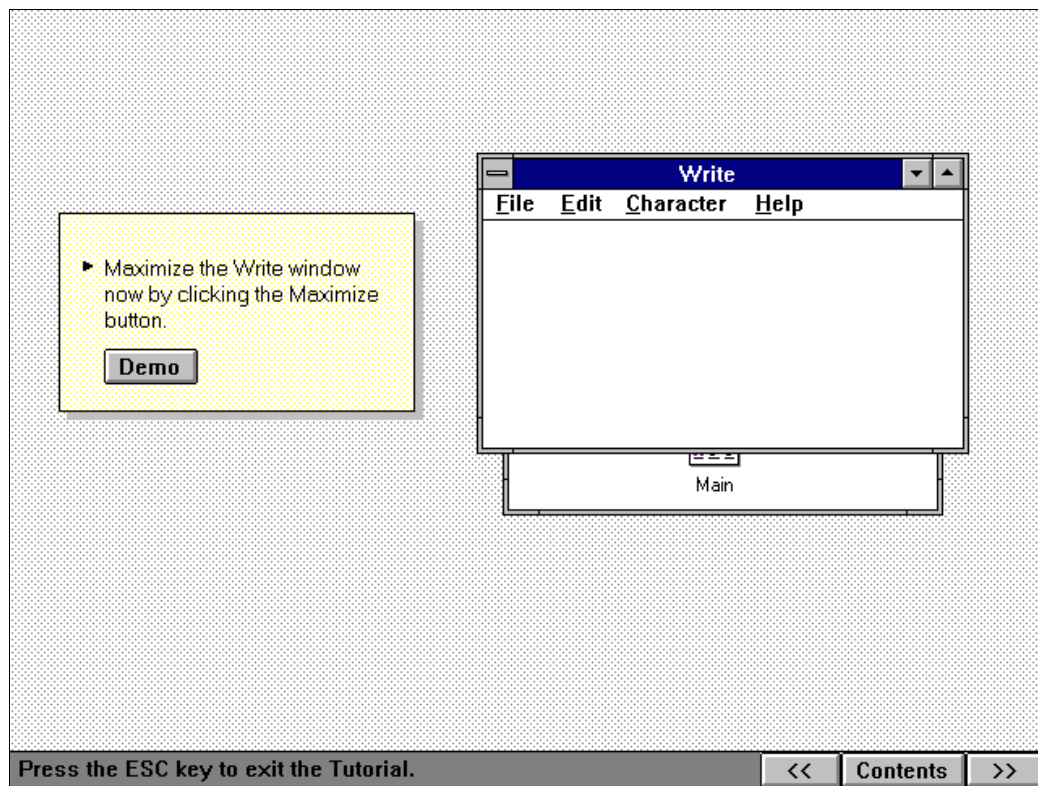
The arrow is pointing to the Maximize button in the upper right corner of the Write window.

You use the Maximize



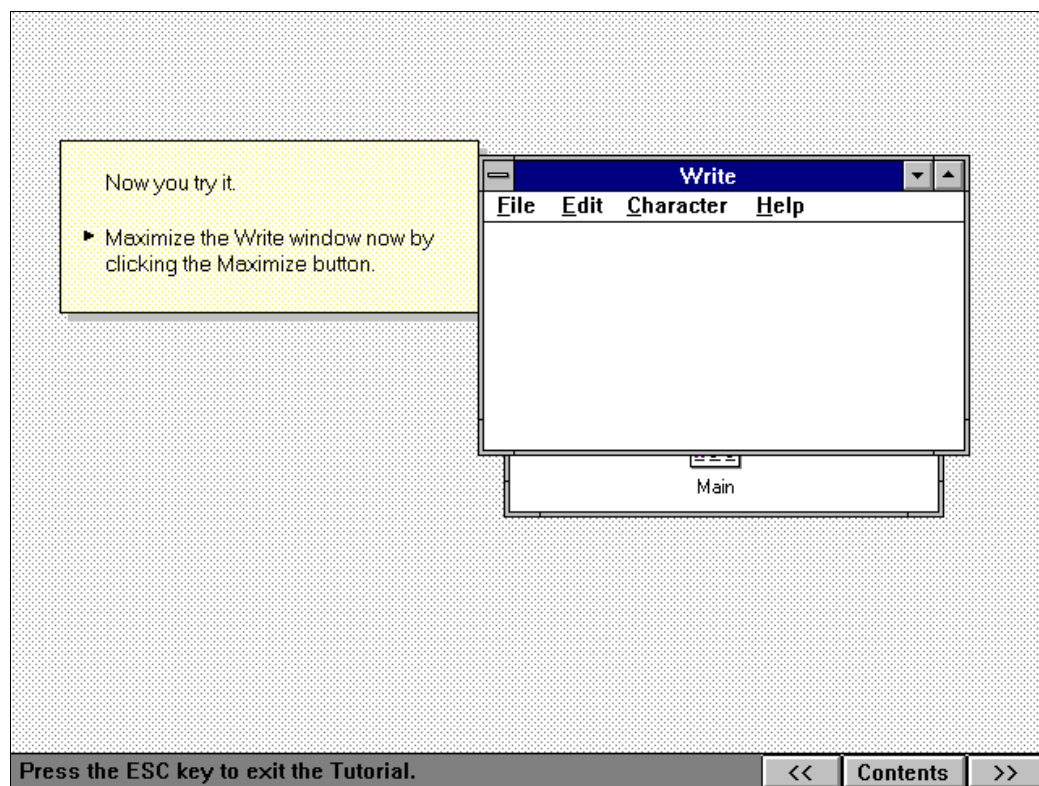
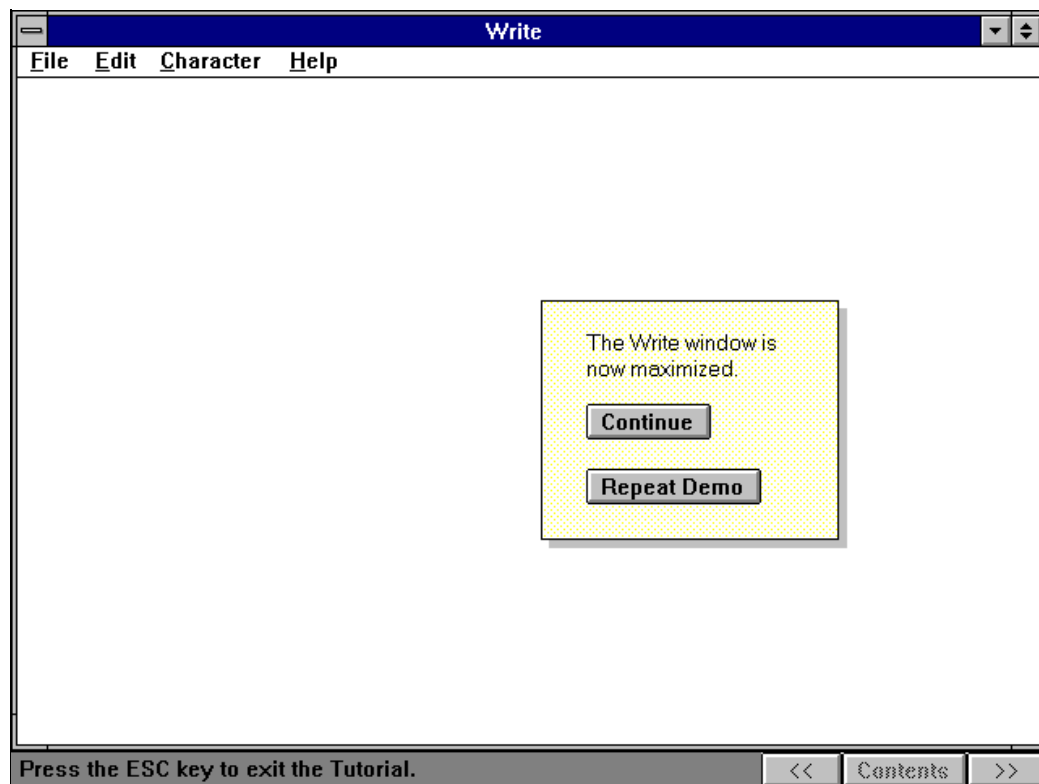


button to enlarge the window so that it covers the full computer screen.



Maximize the Write window now by clicking the Maximize button.

The Write window is now maximized.



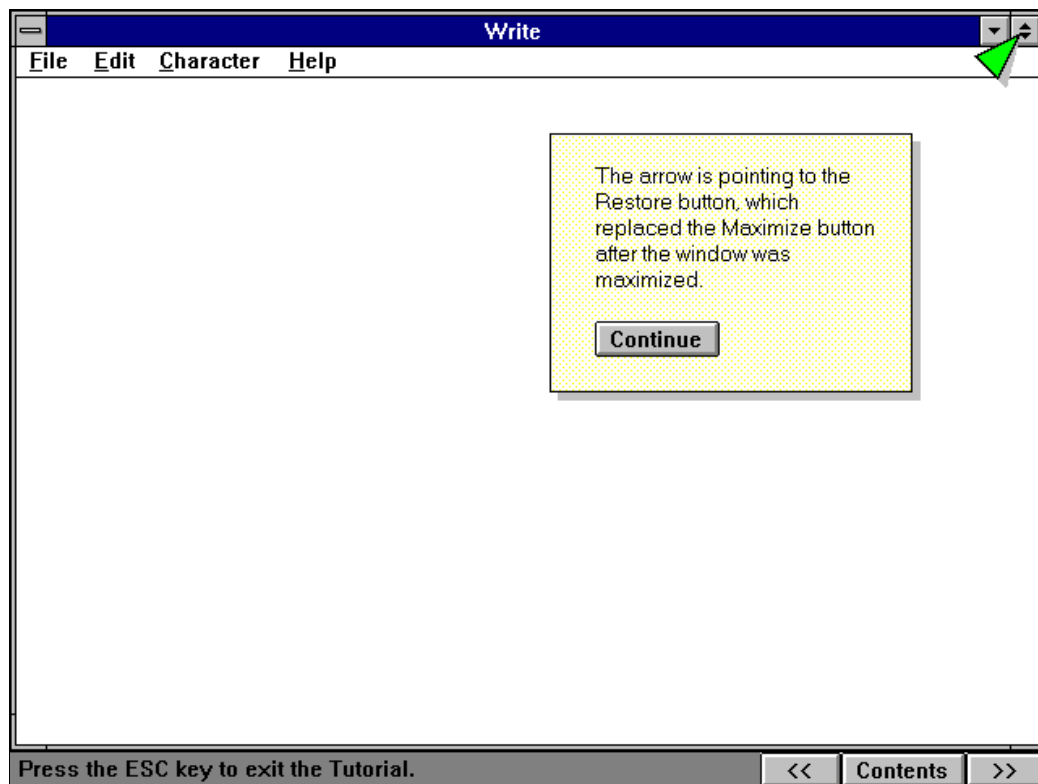
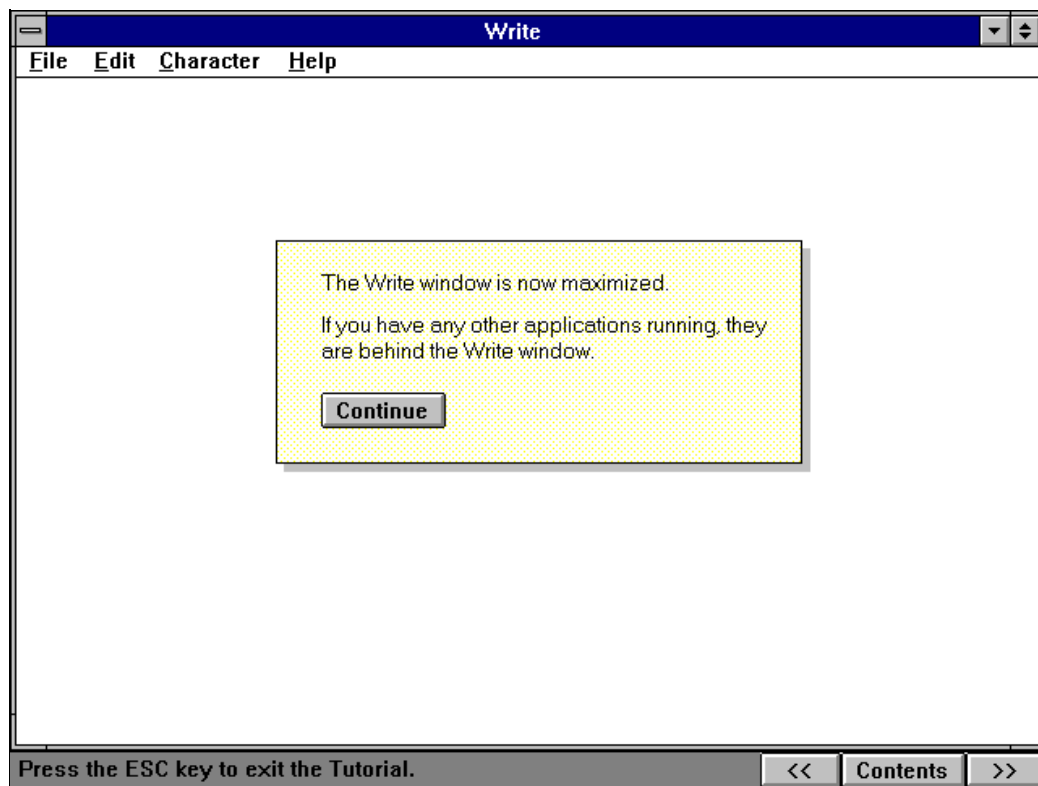
Now you try it.

Maximize the Write window now by clicking the Maximize button.

The Write window is now maximized.

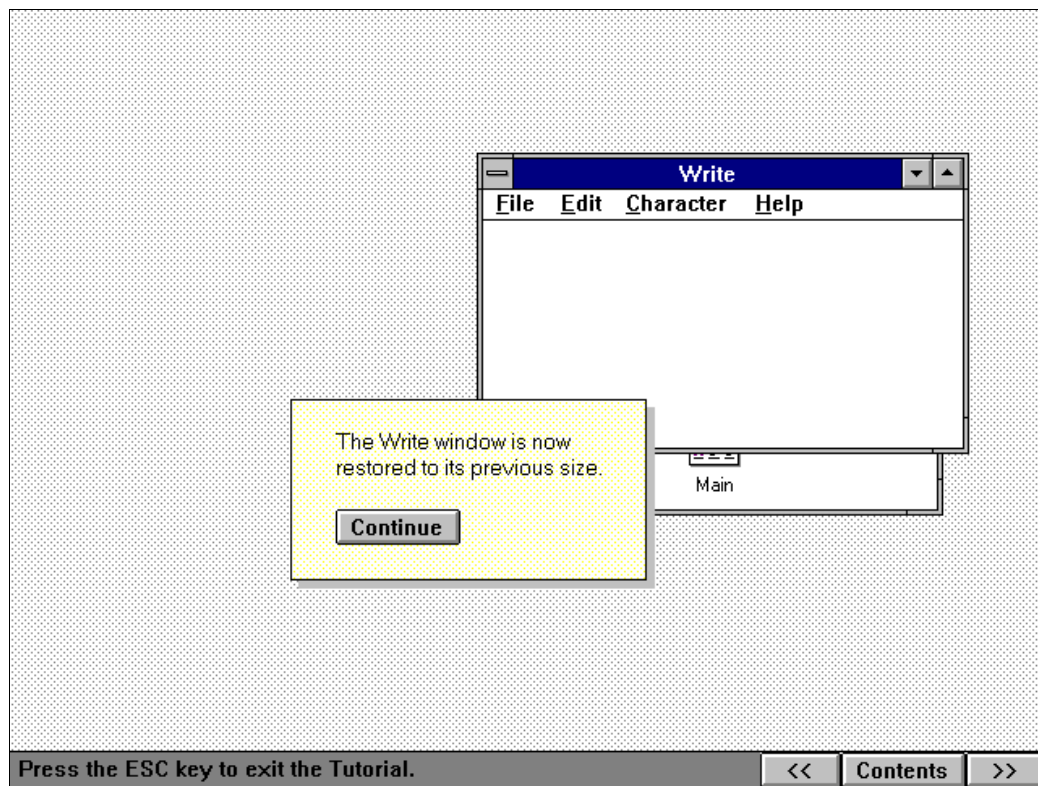
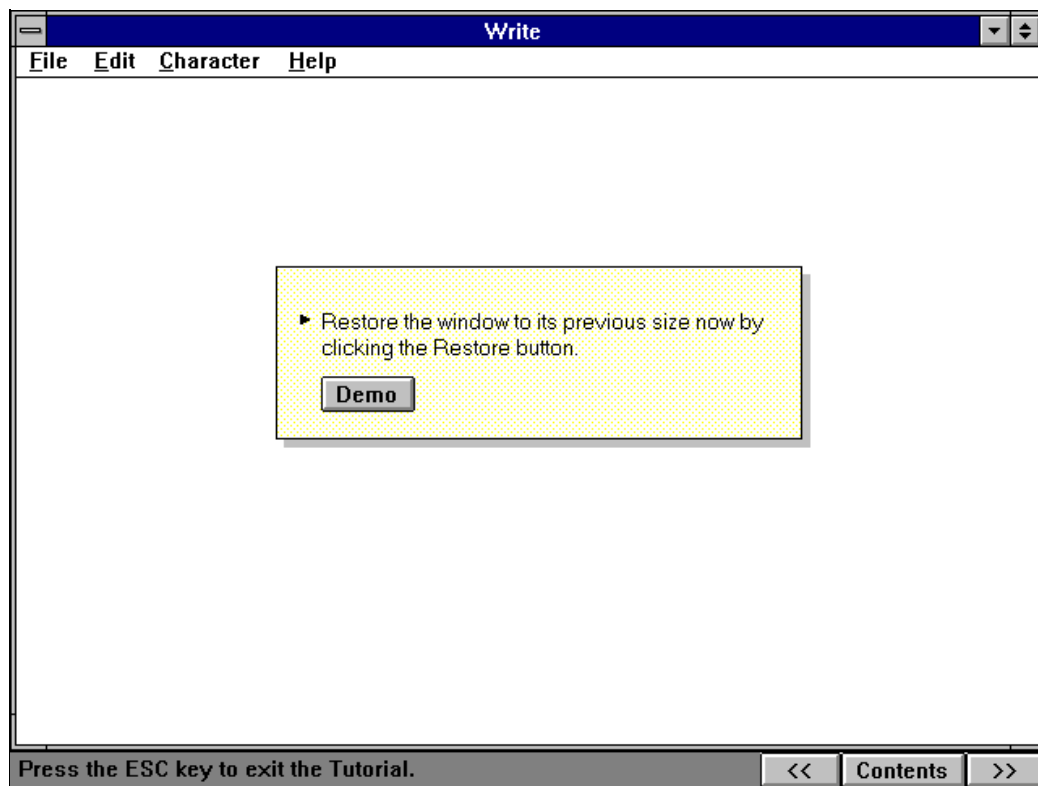
If you have any other applications running, they are behind the Write window.





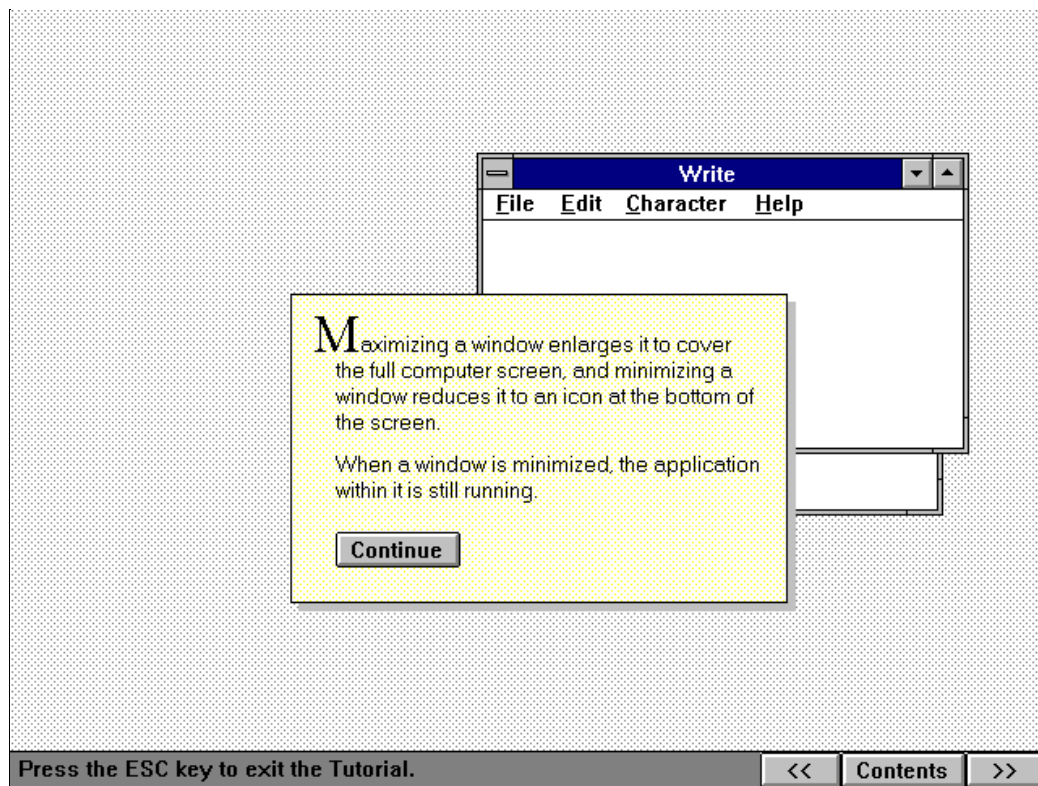
The arrow is pointing to the Restore button, which replaced the Maximize button after the window was maximized.

Restore the window to its previous size now by clicking the Restore button.

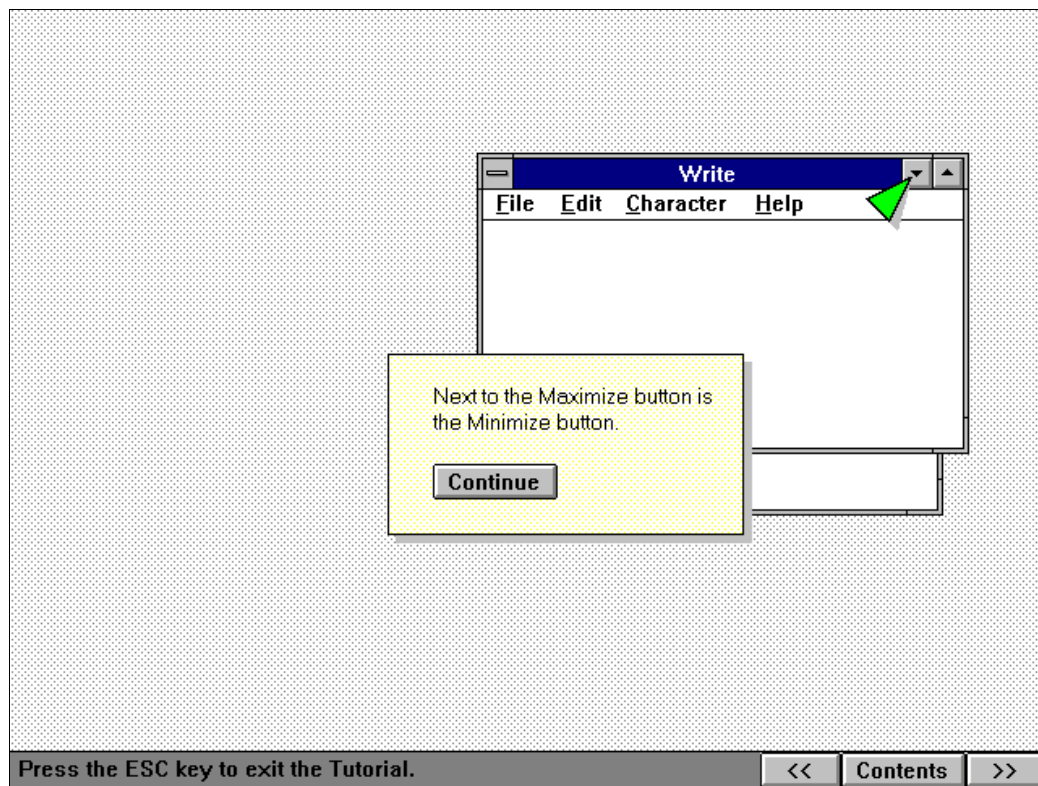


The Write window is now restored to its previous size.

Maximizing a window enlarges it to cover the full computer screen, and minimizing a window reduces it to an icon at the bottom of the screen.



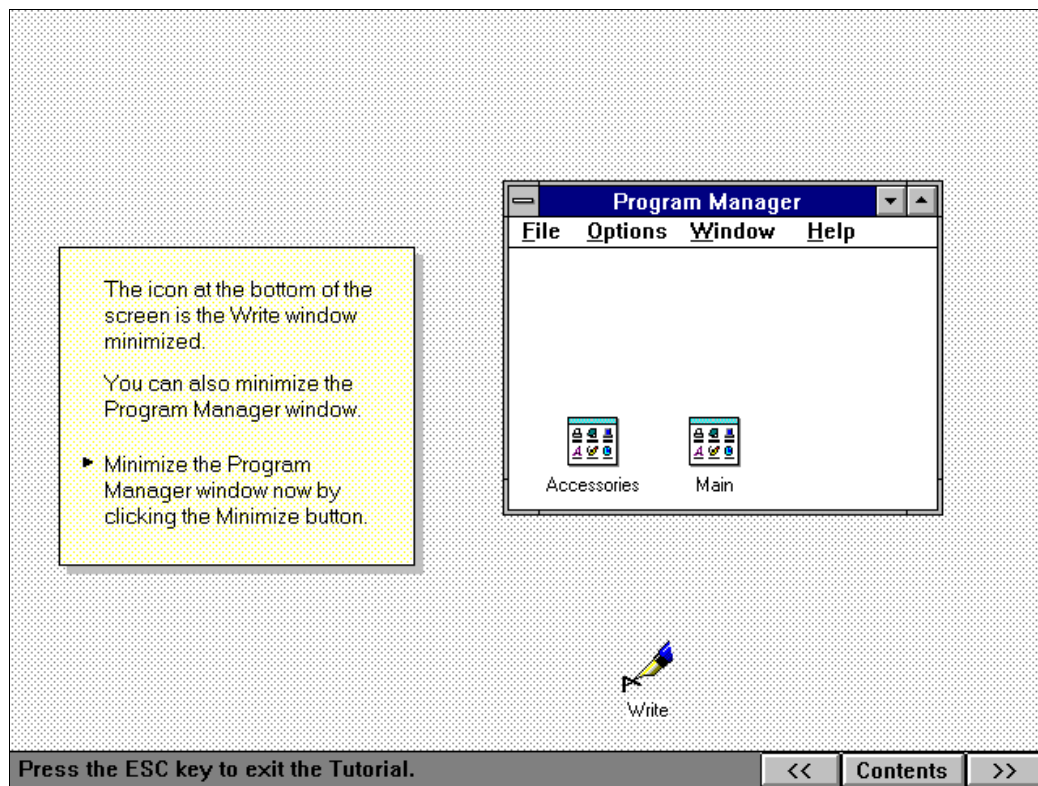
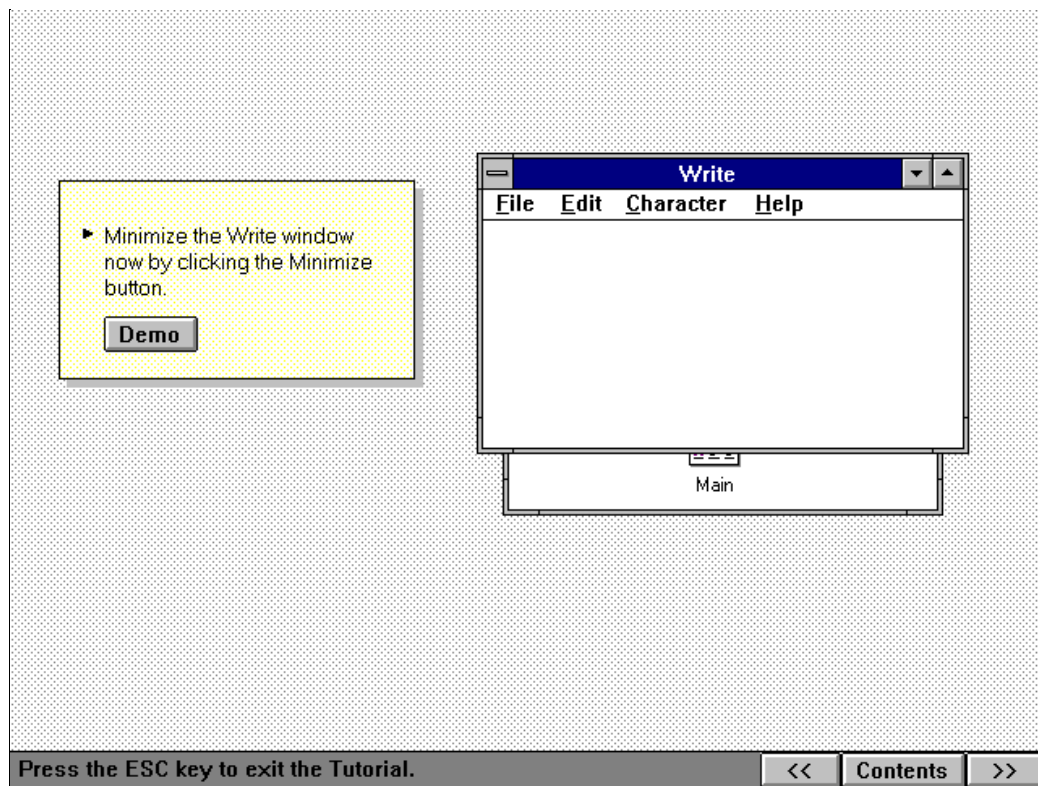
When a window is minimized, the application within it is still running.



Next to the Maximize button is the Minimize button.

Minimize the Write window now by clicking the Minimize button.



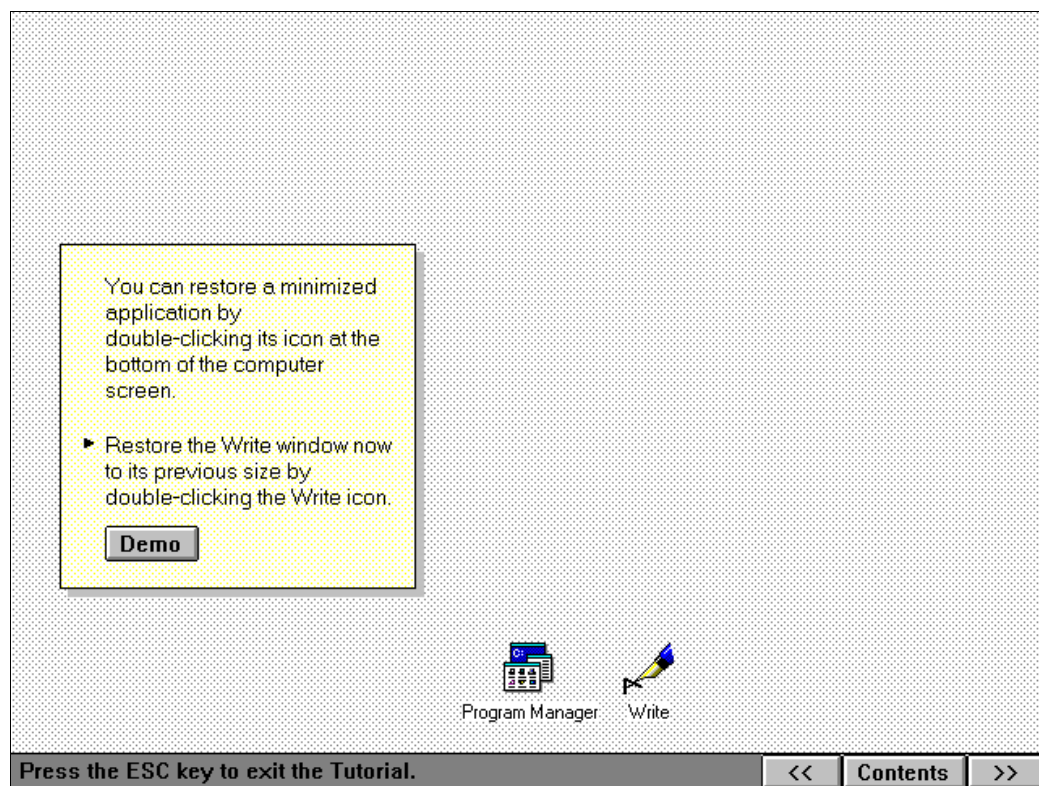
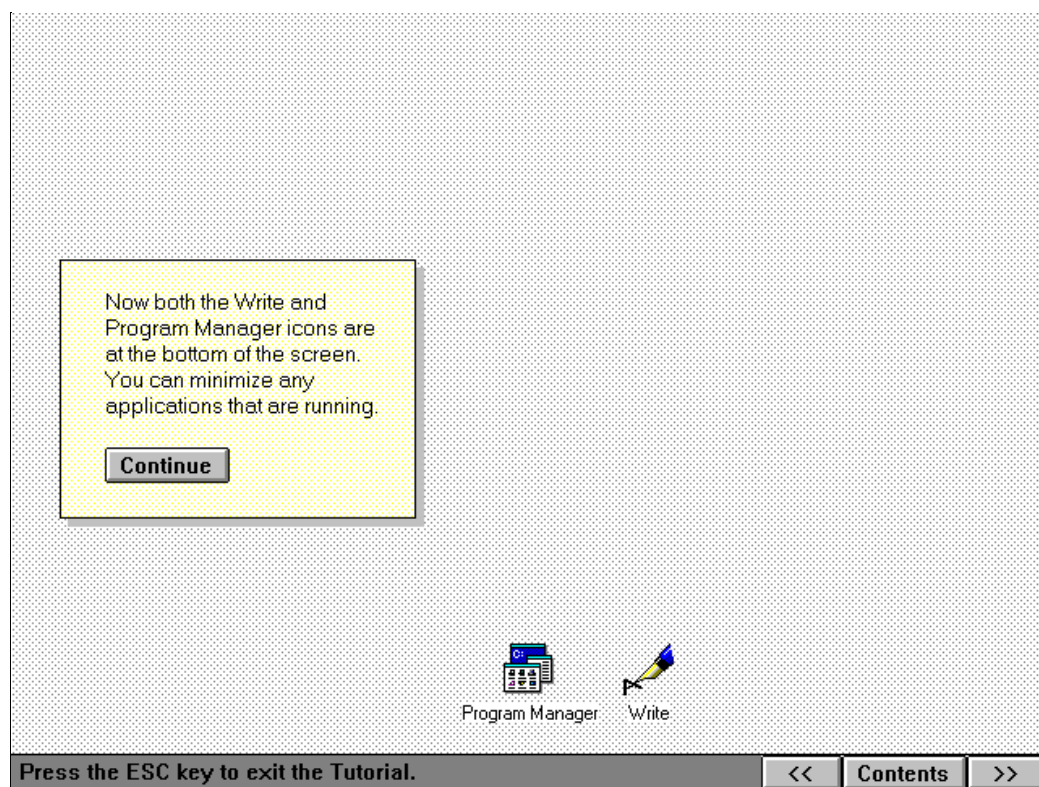


The icon at the bottom of the screen is the Write window minimized.

You can also minimize the Program Manager window.

Minimize the Program Manager window now by clicking the Minimize button.

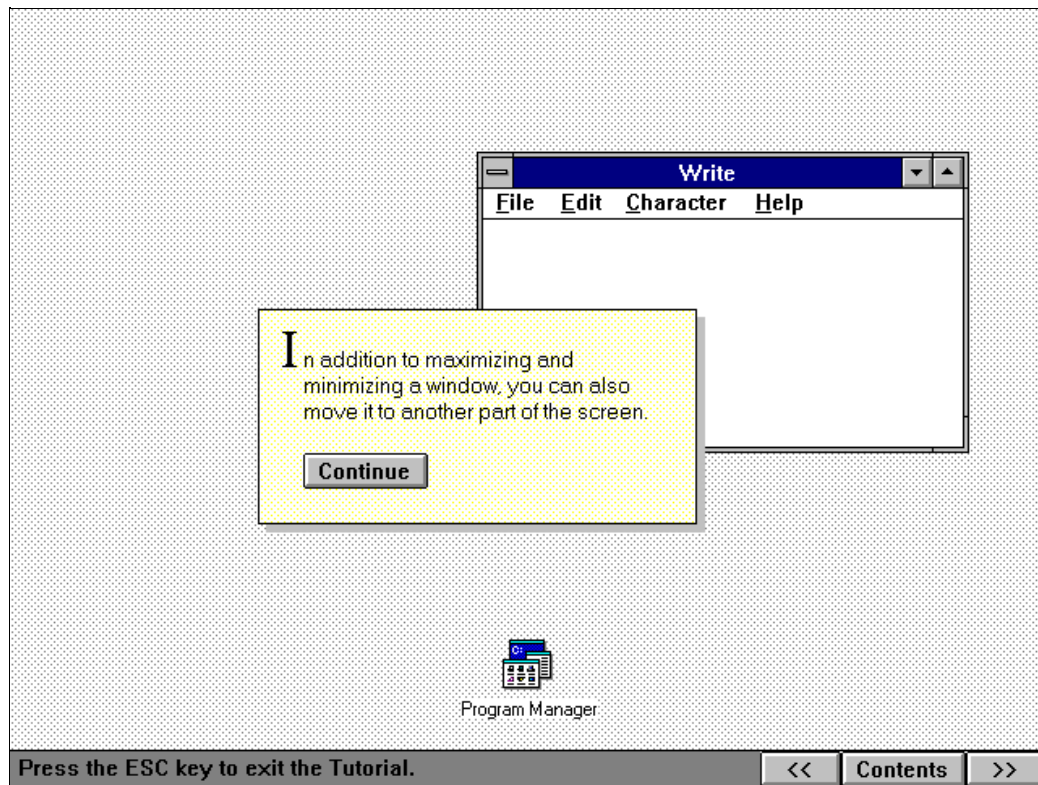
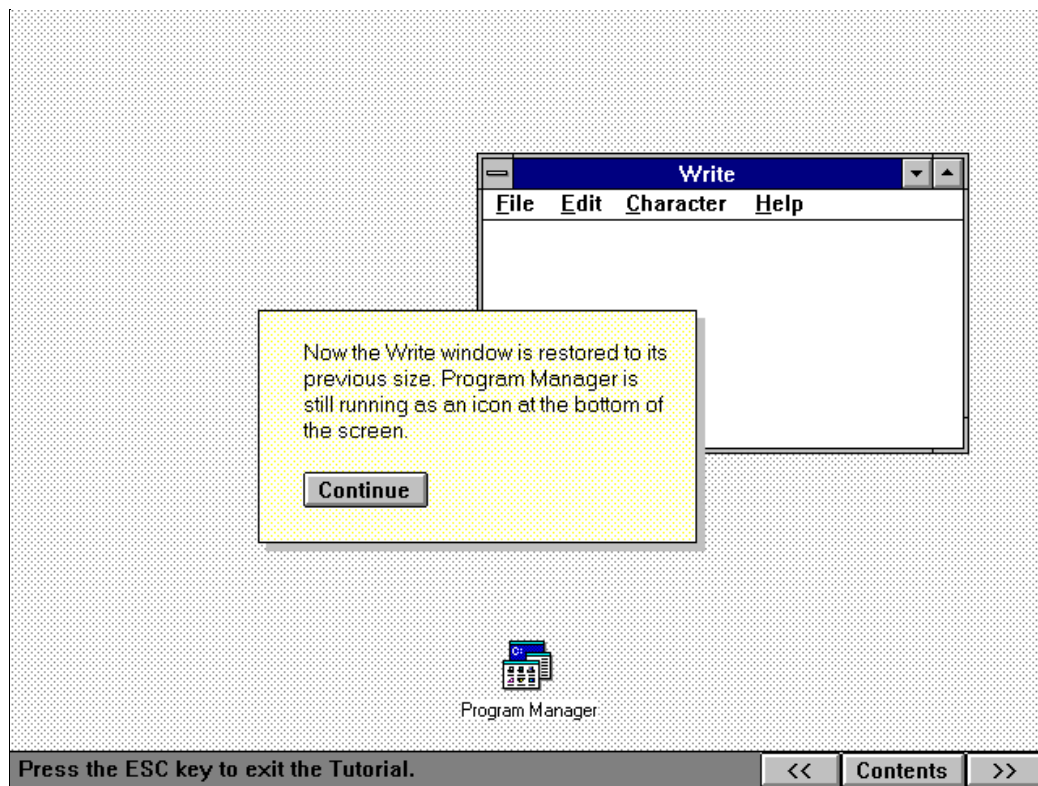
Now both the Write and Program Manager icons are at the bottom of the screen. You can minimize any applications that are running.



You can restore a minimized application by double-clicking its icon at the bottom of the computer screen.

Restore the Write window now to its previous size by double-clicking the Write icon.

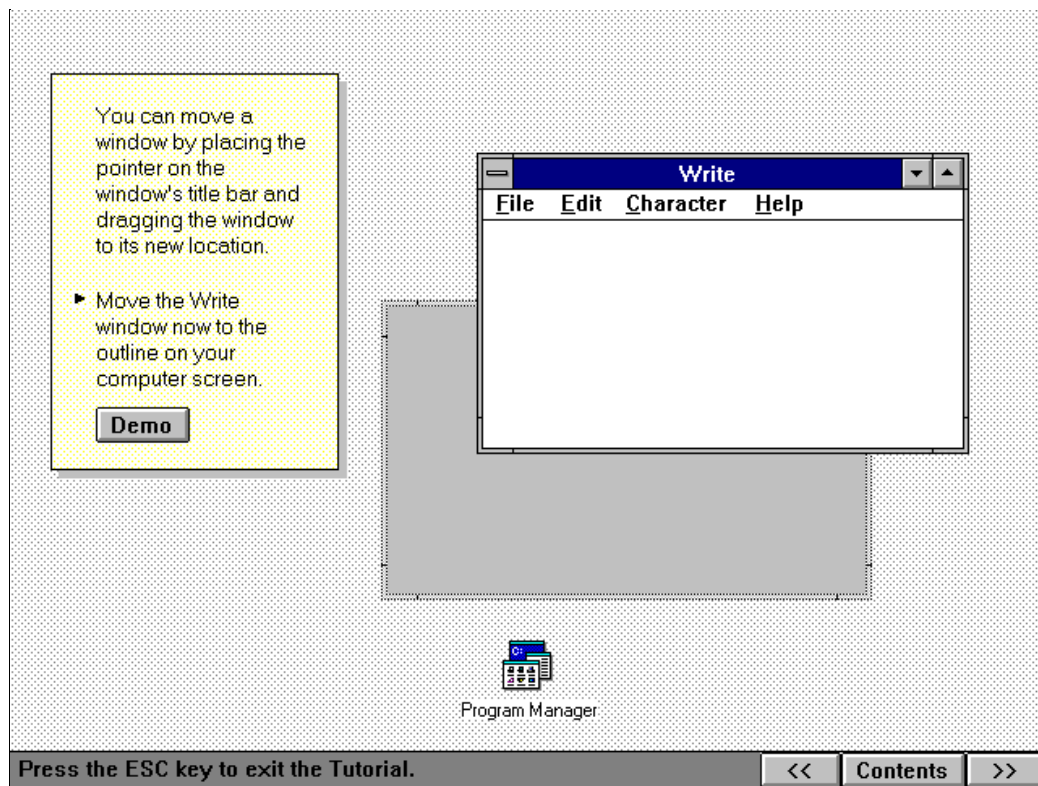
Now the Write window is restored to its previous size. Program Manager is still running as an icon at the bottom of the screen.



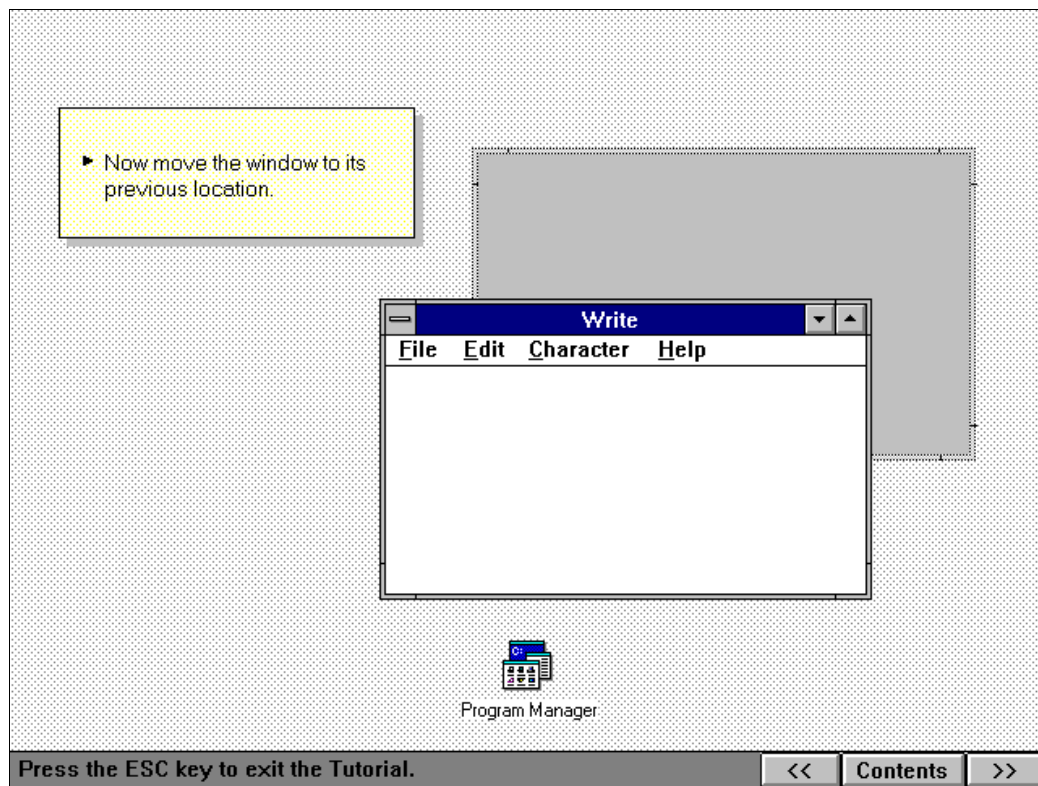
In addition to maximizing and minimizing a window, you can also move it to another part of the screen.

You can move a window by placing the pointer on the window's title bar and dragging the window to its new location.



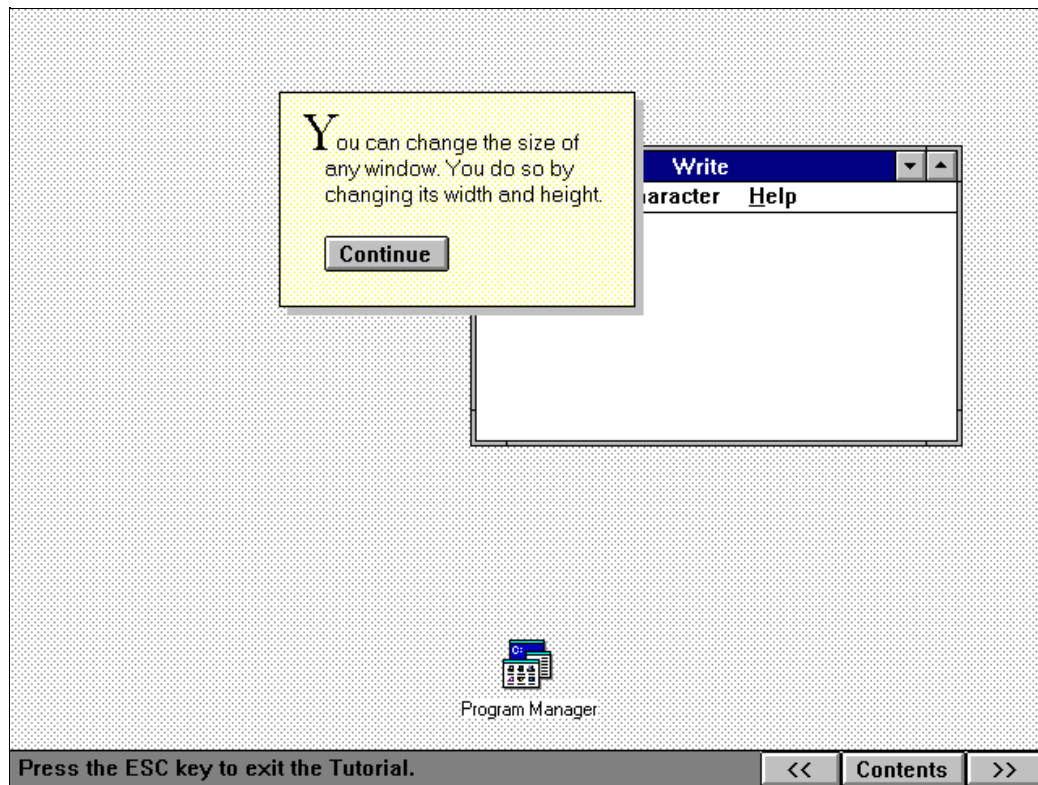
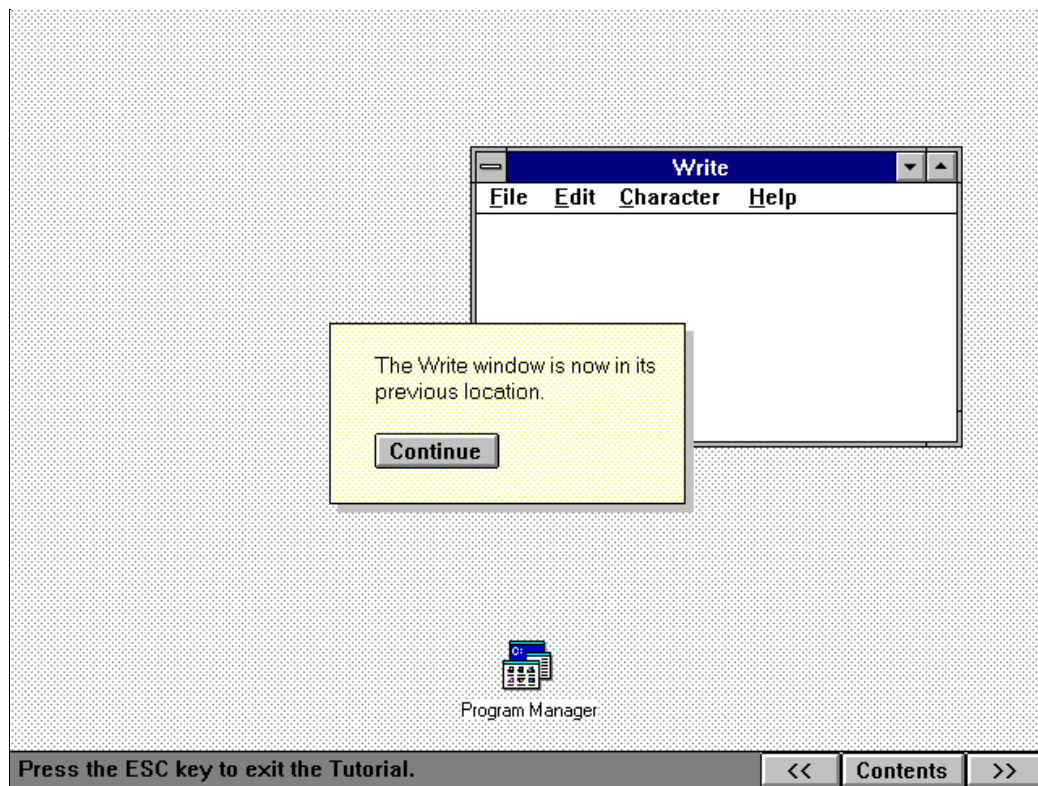


Move the Write window now to the outline on your computer screen.



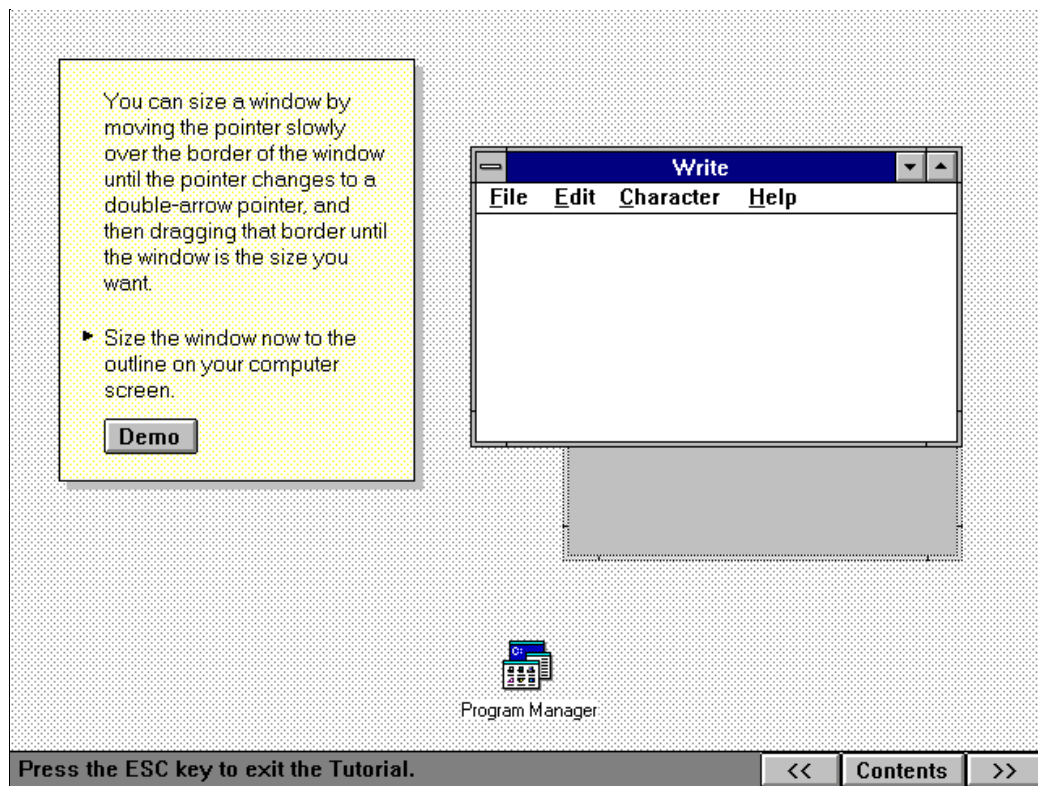
Now move the window to its previous location.

The Write window is now in its previous location.



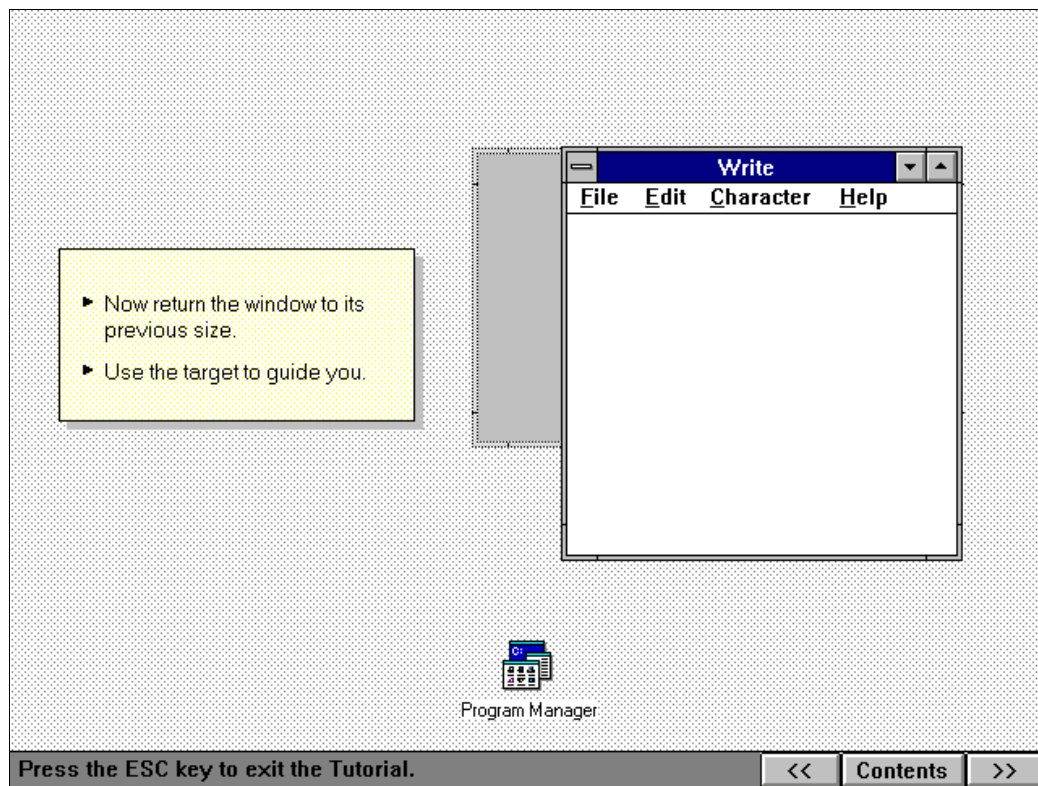
You can change the size of any window. You do so by changing its width and height.

You can size a window by moving the pointer slowly over the border of the window until the pointer changes to a double-arrow pointer, and then



dragging that border until the window is the size you want.

Size the window now to the outline on your computer screen.



Now return the window to its previous size.

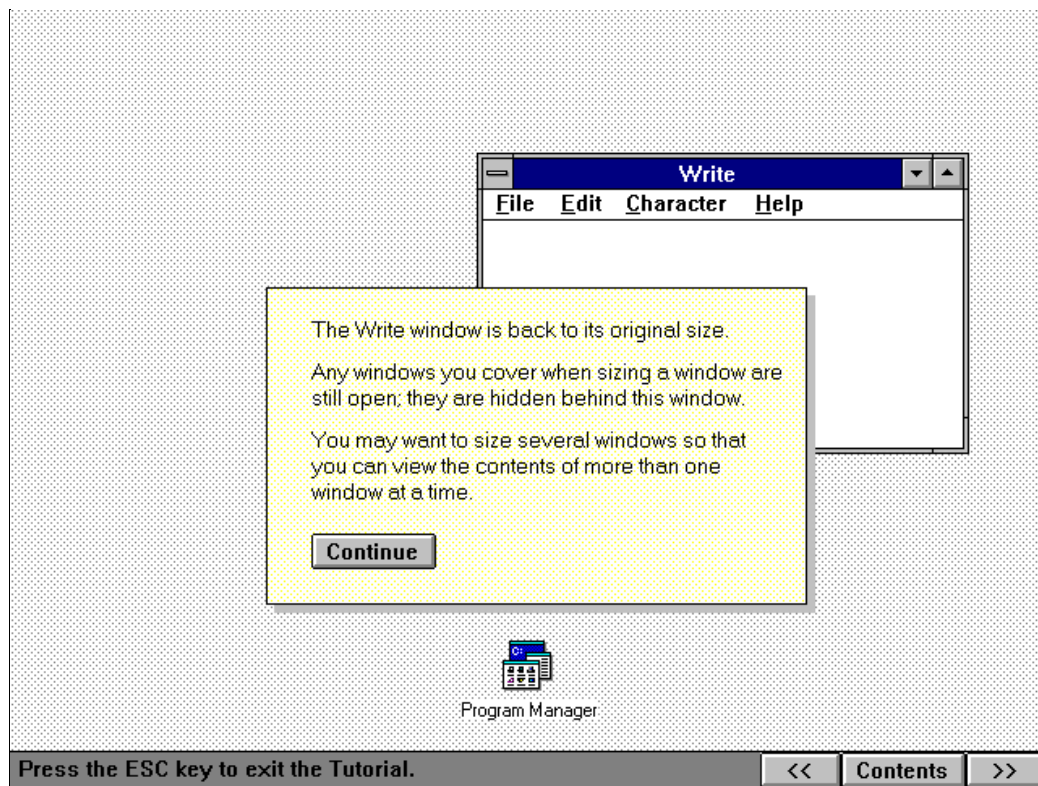
Use the target to guide you.

The Write window is back to its original size.

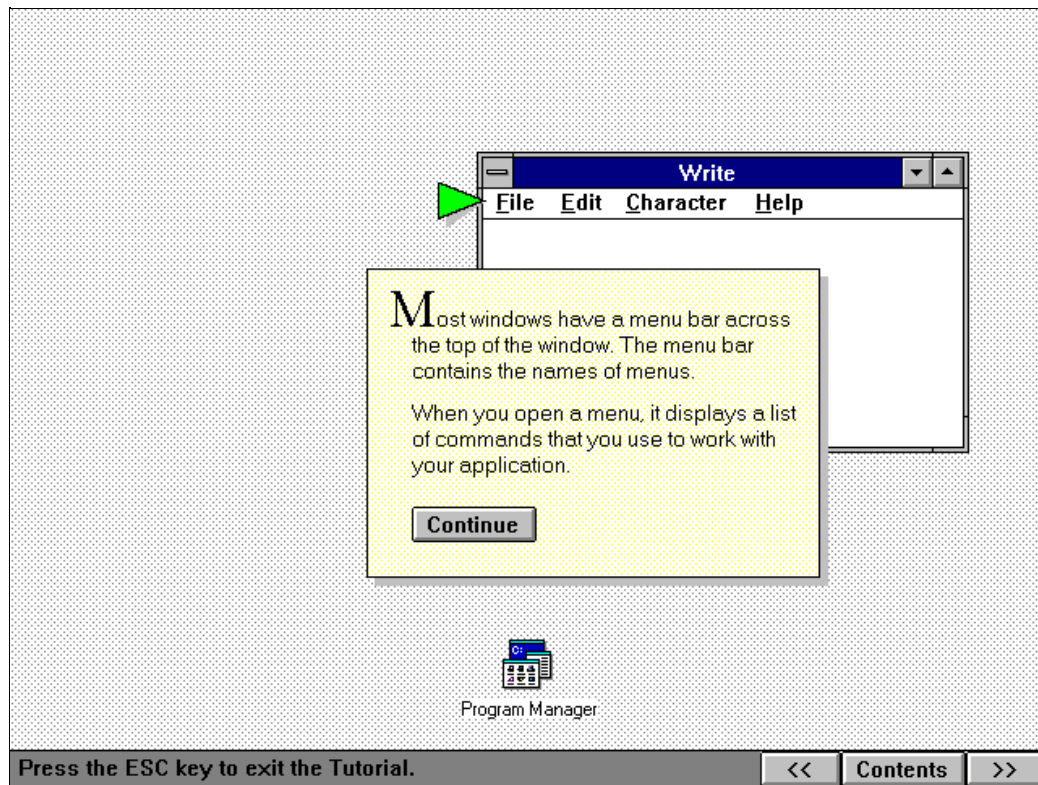
Any windows you cover when sizing a window are still open; they are hidden behind this window.

You may want to size several windows so that





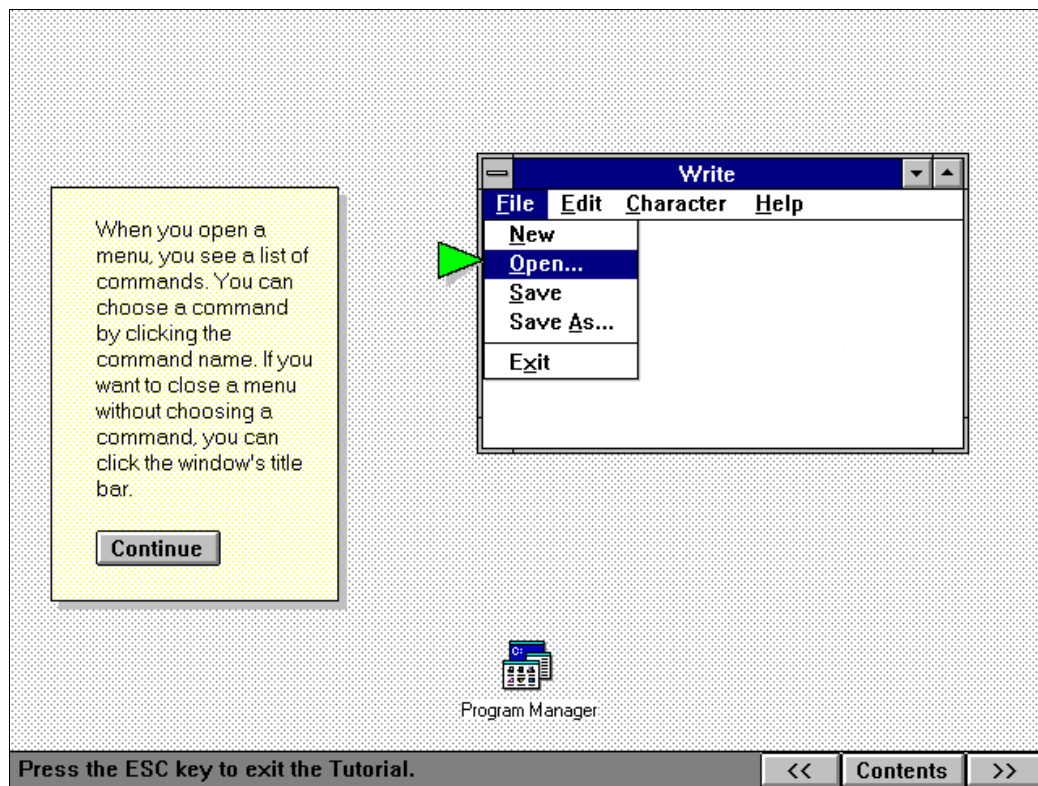
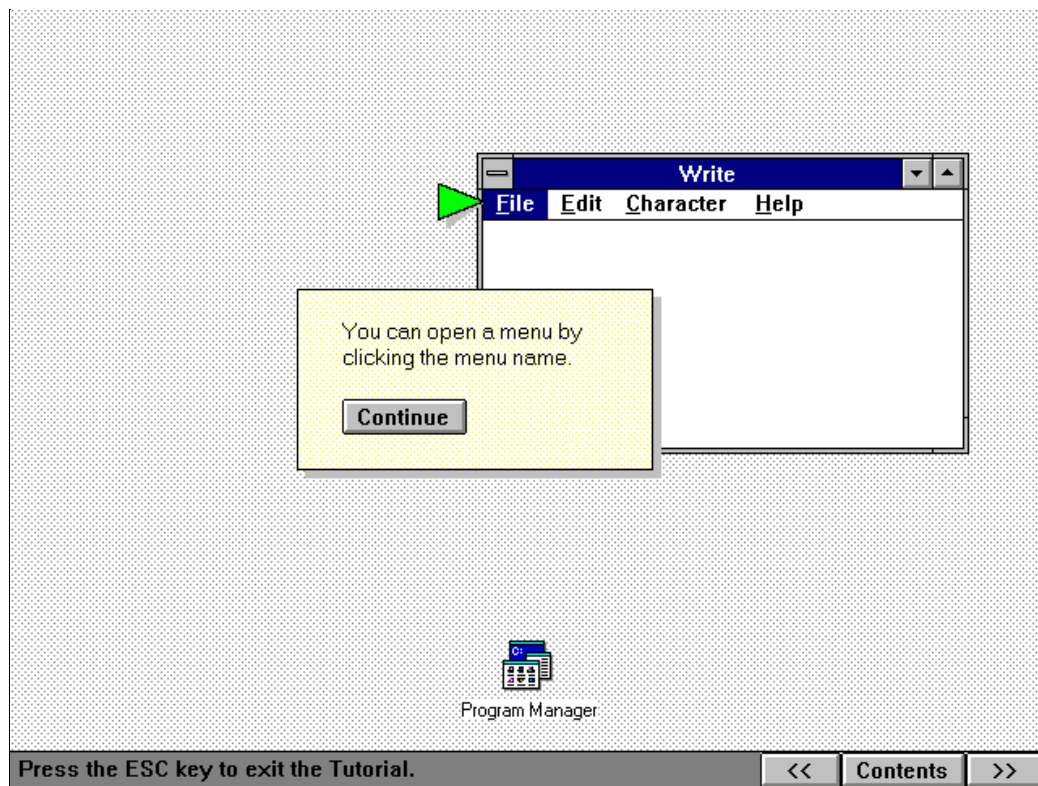
you can view the contents of more than one window at a time.



Most windows have a menu bar across the top of the window. The menu bar contains the names of menus.

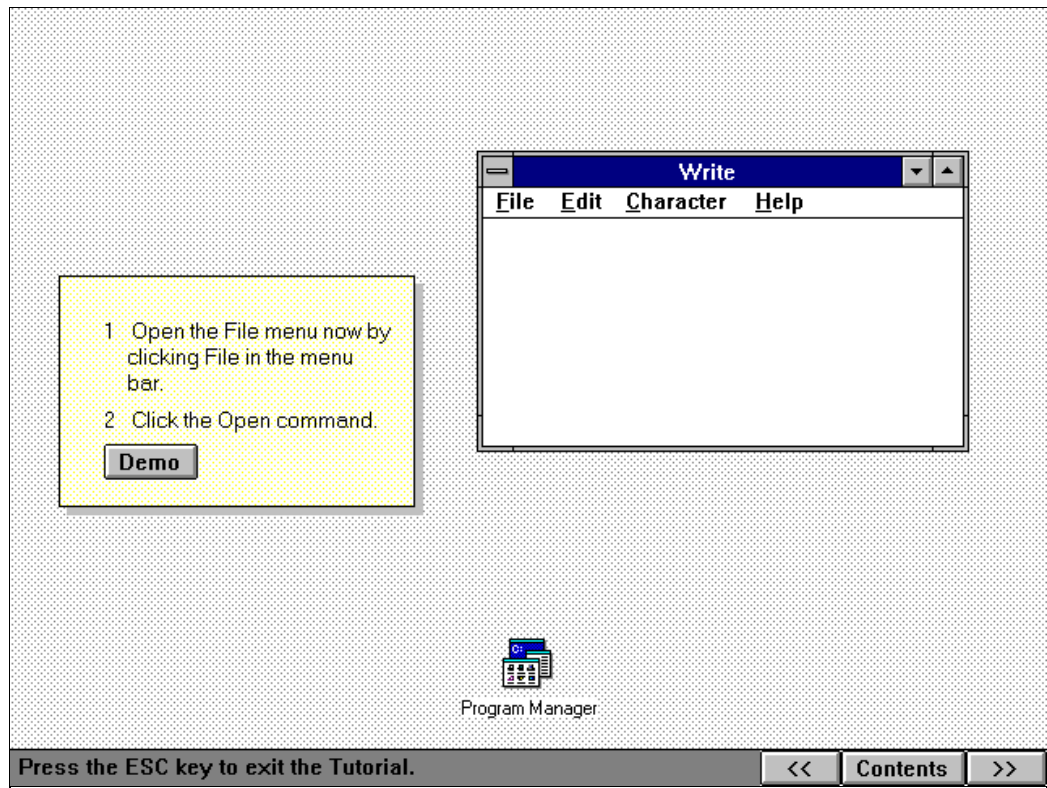
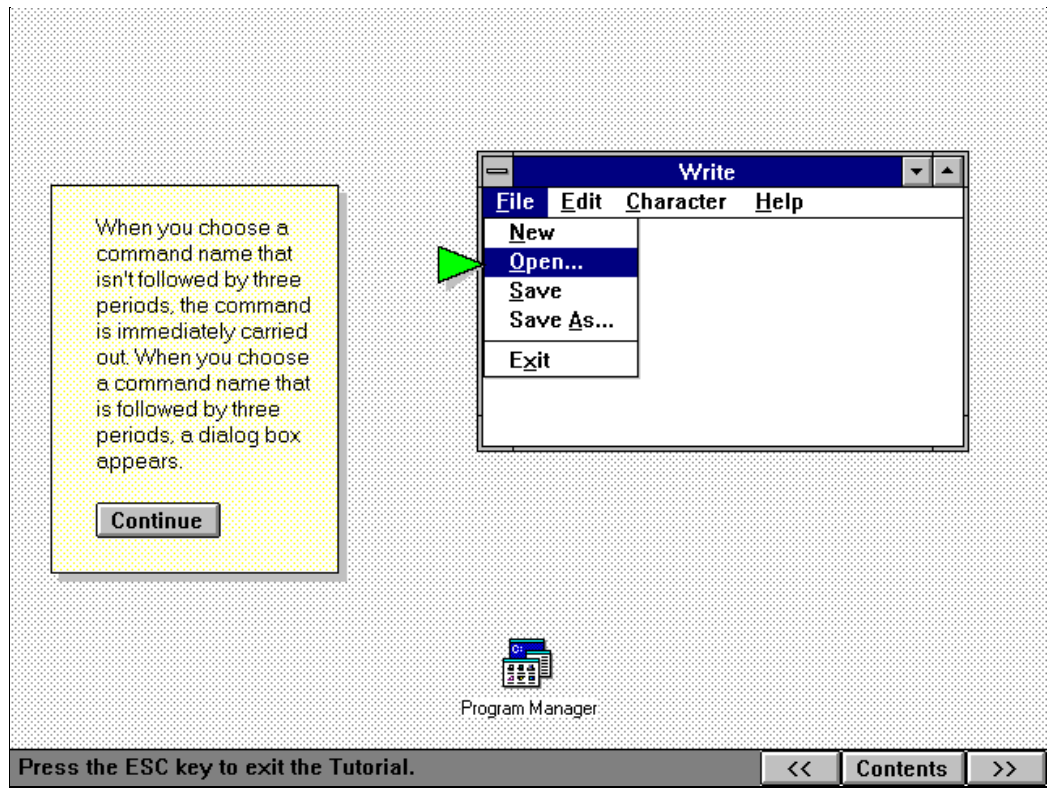
When you open a menu, it displays a list of commands that you use to work with your application.

You can open a menu by clicking the menu name.



When you open a menu, you see a list of commands. You can choose a command by clicking the command name. If you want to close a menu without choosing a command, you can click the window's title bar.

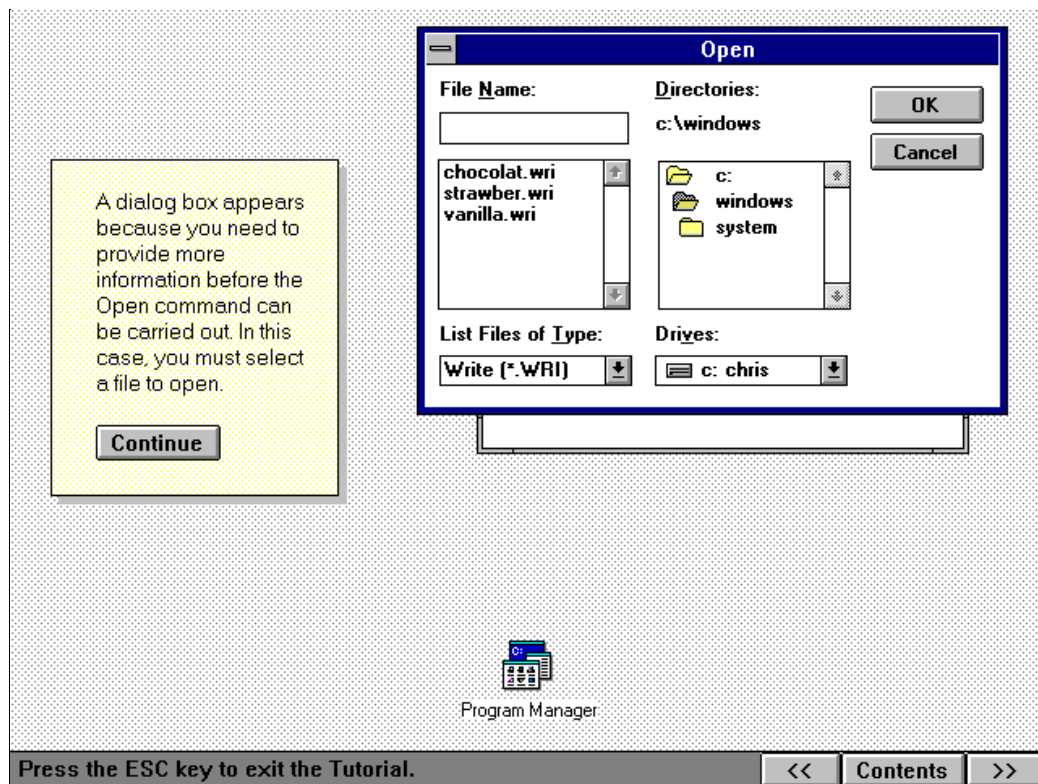
When you choose a command name that isn't followed by three periods, the command is immediately carried out. When you choose a command name that is followed by three periods, a dialog box appears.



1. Open the File menu now by clicking File in the menu bar.
2. Click the Open command.

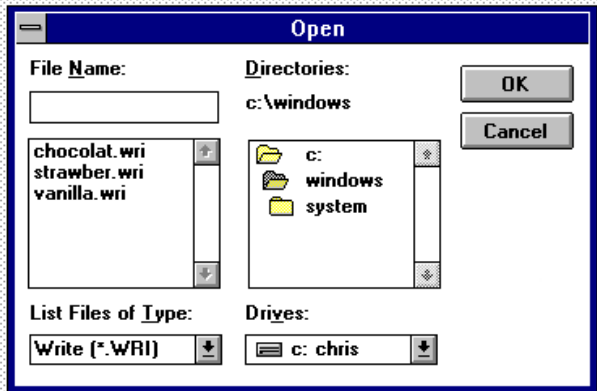
A dialog box appears because you need to provide more information before the Open command can be carried out. In this case, you must select a file to open.





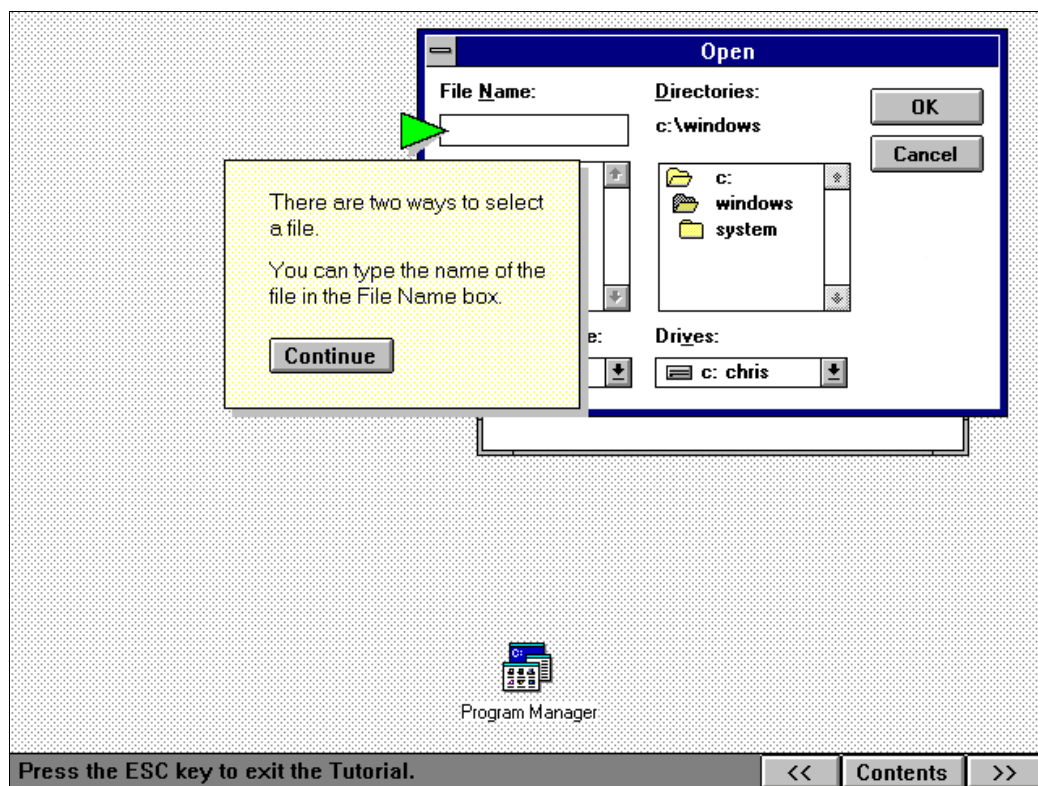
A dialog box appears because you need to provide more information before the Open command can be carried out. In this case, you must select a file to open.

Continue



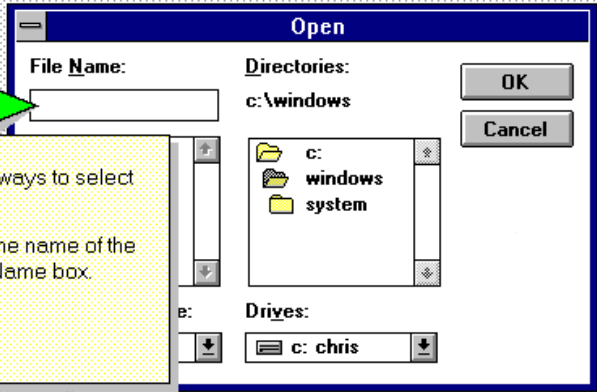
There are two ways to select a file.

You can type the name of the file in the File Name box.



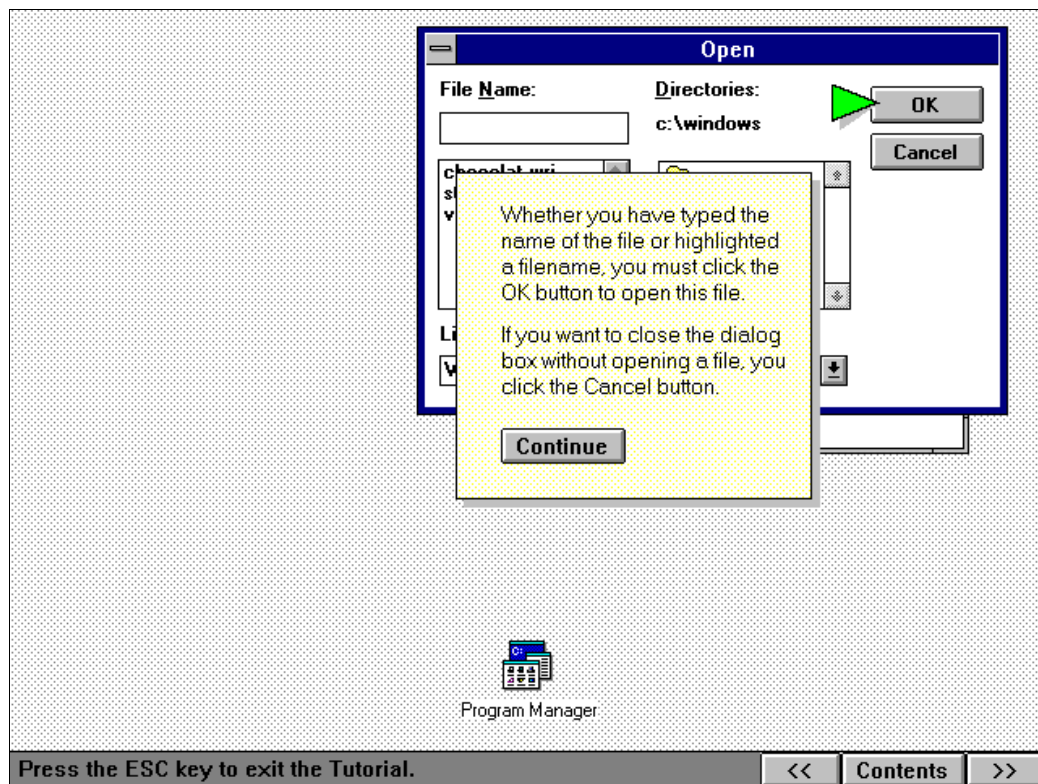
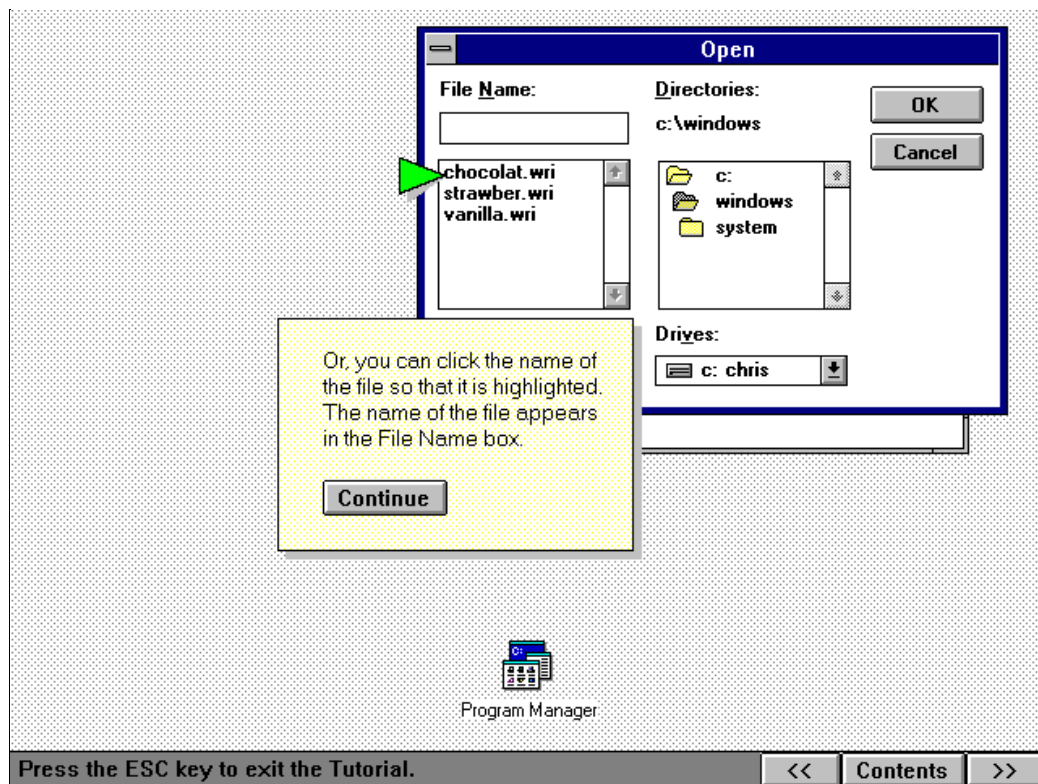
There are two ways to select a file. You can type the name of the file in the File Name box.

Continue



Or, you can click the name of the file so that it is highlighted. The name of the file appears in the File Name box.

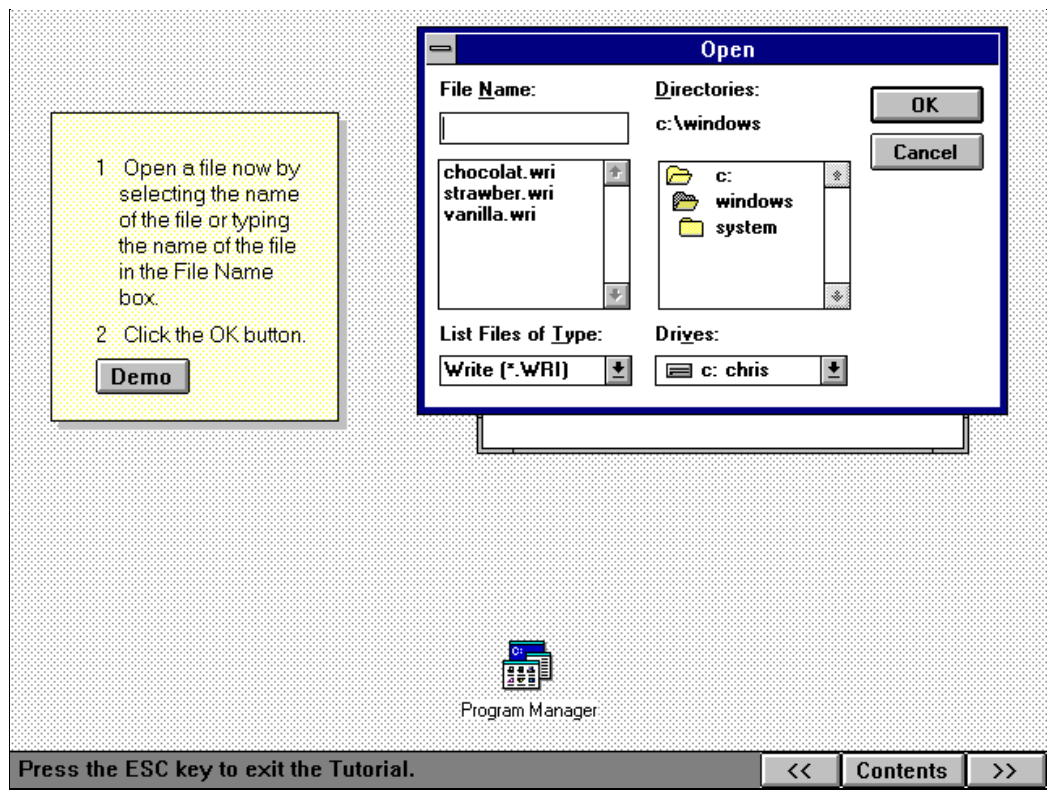




Whether you have typed the name of the file or highlighted a filename, you must click the OK button to open this file.

If you want to close the dialog box without opening a file, you click the Cancel button.

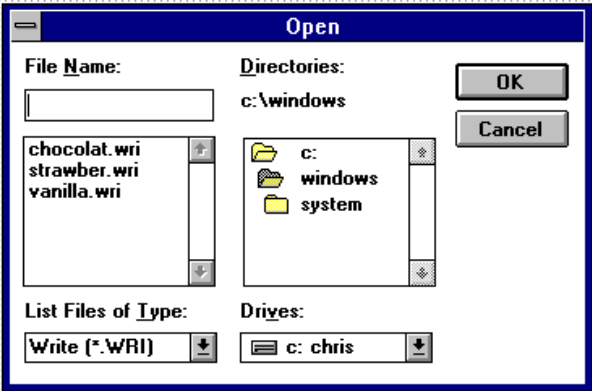
1. Open a file now by selecting the name of the file or typing the name of the file in the File Name box.
2. Click the OK button.



1 Open a file now by selecting the name of the file or typing the name of the file in the File Name box.

2 Click the OK button.

**Demo**

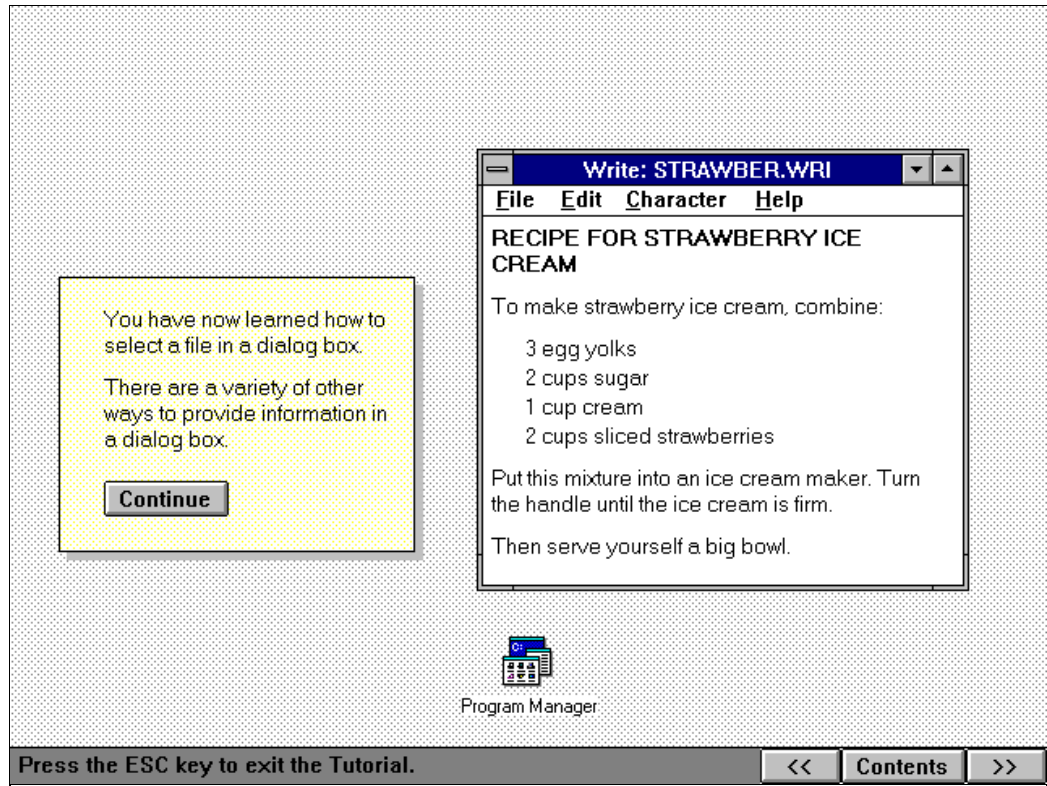


Press the ESC key to exit the Tutorial.

<< Contents >>

You have now learned how to select a file in a dialog box.

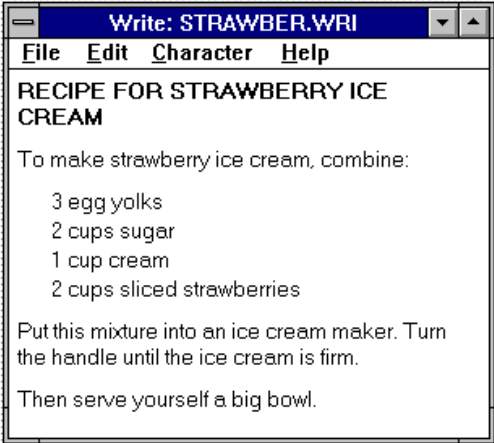
There are a variety of other ways to provide information in a dialog box.



You have now learned how to select a file in a dialog box.

There are a variety of other ways to provide information in a dialog box.

**Continue**



Press the ESC key to exit the Tutorial.

<< Contents >>

Use the sample dialog box to build an ice cream sundae.

Experiment with the different sundae

Use the sample dialog box to build an ice cream sundae.

Experiment with the different sundae selections. As you make selections, the calorie count for the sundae increases or decreases.

You can learn how to use each part of the dialog box by clicking the Hint or Demo button.

**Next Topic**

310 Calories

**Sundae**

- Premium Ice Cream
- Low-Fat Ice Cream
- Yogurt

**Amount**

1 Scoops

**Toppings**

- Chocolate Sauce
- Nuts

**Flavor**

Banana

Press the ESC key to exit the Tutorial. << Contents >>

selections. As you make selections, the calorie count for the sundae increases or decreases.

You can learn how to use each part of the dialog box by clicking the Hint or Demo button.

**Hint for Selecting a Type of Sundae**

- Click the button next to the item you want to select.

The button next to the item fills in.

Notice that you can select only one of these items at a time.

**Continue**

310 Calories

**Sundae**

- Premium Ice Cream
- Low-Fat Ice Cream
- Yogurt

**Amount**

1 Scoops

**Toppings**

- Chocolate Sauce
- Nuts

**Flavor**

Banana

Press the ESC key to exit the Tutorial. << Contents >>

#### Hint for Selecting a Type of Sundae

Click the button next to the item you want to select.

The button next to the item fills in.

Notice that you can select only one of these items at a time.

#### Hint for Selecting a Topping

An item is selected if the check box next to it contains an X.

Click each blank box you want to select.



**Hint for Selecting a Topping**

An item is selected if the check box next to it contains an X.

- ▶ Click each blank box you want to select.
- ▶ Click a selected box again to clear it.

Continue

310 Calories

**Sundae**

Premium Ice Cream  
 Low-Fat Ice Cream  
 Yogurt

Hint Demo

**Toppings**

Chocolate Sauce  
 Nuts

Hint Demo

**Amount**

1 Scoops

Hint Demo

**Flavor**

Banana

Hint Demo

Press the ESC key to exit the Tutorial. << Contents >>

Click a selected box again to clear it.

**Hint for Selecting an Amount**

- ▶ Click the up or down arrow until the number you want appears in the box.

Continue

310 Calories

**Sundae**

Premium Ice Cream  
 Low-Fat Ice Cream  
 Yogurt

Hint Demo

**Toppings**

Chocolate Sauce  
 Nuts

Hint Demo

**Amount**

1 Scoops

Hint Demo

**Flavor**

Banana

Hint Demo

Press the ESC key to exit the Tutorial. << Contents >>

#### Hint for Selecting an Amount

Click the up or down arrow until the number you want appears in the box.

#### Hint for Selecting a Flavor

1. Click the arrow at the right of the box to open the list of choices.
2. Click the up or down arrow on the scroll bar until you

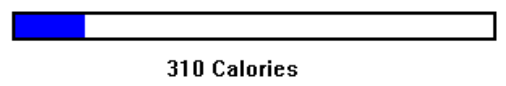


**Hint for Selecting a Flavor**

- 1 Click the arrow at the right of the box to open the list of choices.
- 2 Click the up or down arrow on the scroll bar until you see the item you want to select.
- 3 Click the item.

The list closes, and the item you selected appears in the box.

**Continue**



**310 Calories**

**Sundae**

Premium Ice Cream

Low-Fat Ice Cream

Yogurt

**Hint Demo**

**Amount**

1 Scoops

**Hint Demo**

**Toppings**

Chocolate Sauce

Nuts

**Hint Demo**

**Flavor**

Banana

**Hint Demo**

**Press the ESC key to exit the Tutorial.**    <<    **Contents**    >>

see the item you want to select.

3. Click the item.

The list closes, and the item you selected appears in the box.

**W**hen you work with Windows, you often have more than one application running. Applications may be running in windows or minimized as icons at the bottom of the computer screen.


Here, Write is running in a window, and the Program Manager window is minimized.

► Restore the Program Manager window now.

**Demo**

Write

File Edit Character Help



Program Manager

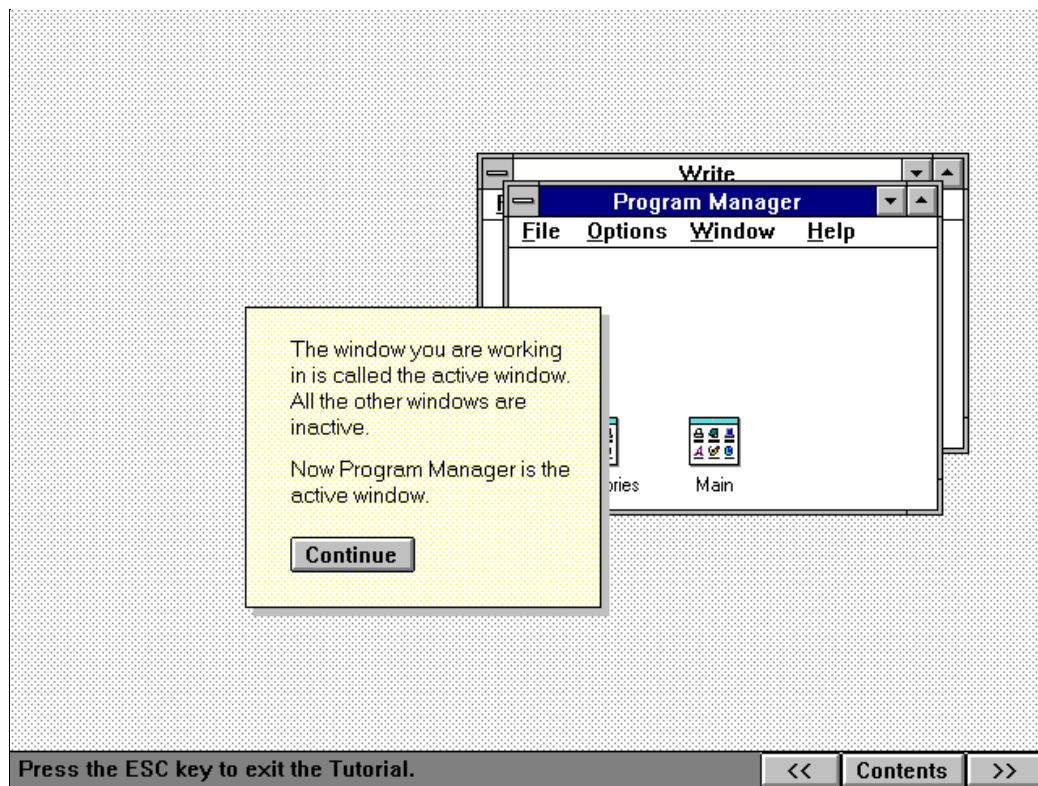
**Press the ESC key to exit the Tutorial.**    <<    **Contents**    >>

When you work with Windows, you often have more than one application running. Applications may be running in windows or minimized as icons at the bottom of the computer screen.

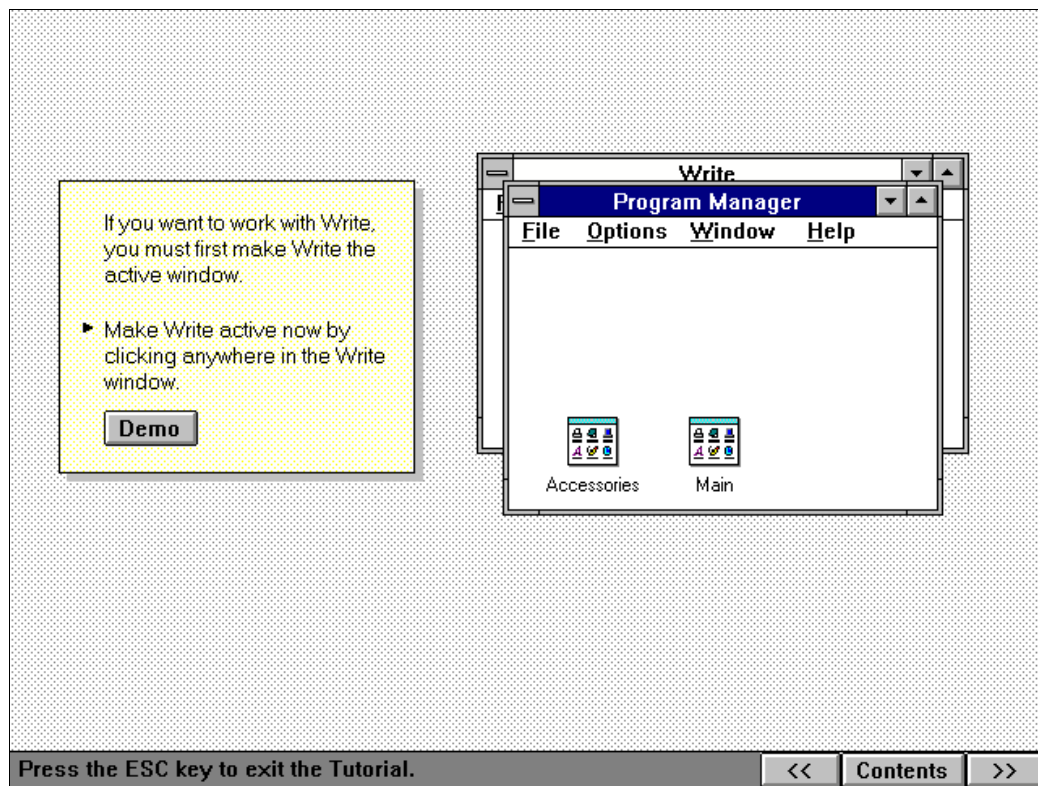
Here, Write is running in a window, and the Program Manager window is minimized.

Restore the Program Manager window now.

The window you are working in is called the active window. All the other windows are inactive.



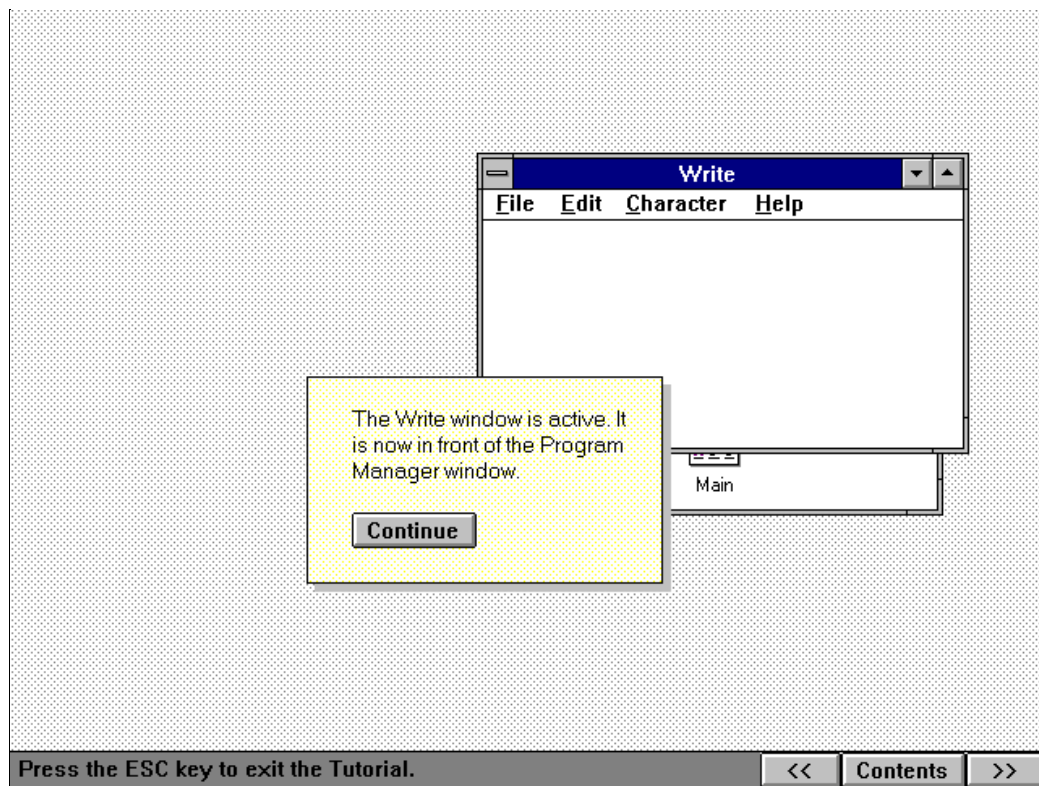
Now Program Manager is the active window.



If you want to work with Write, you must first make Write the active window.

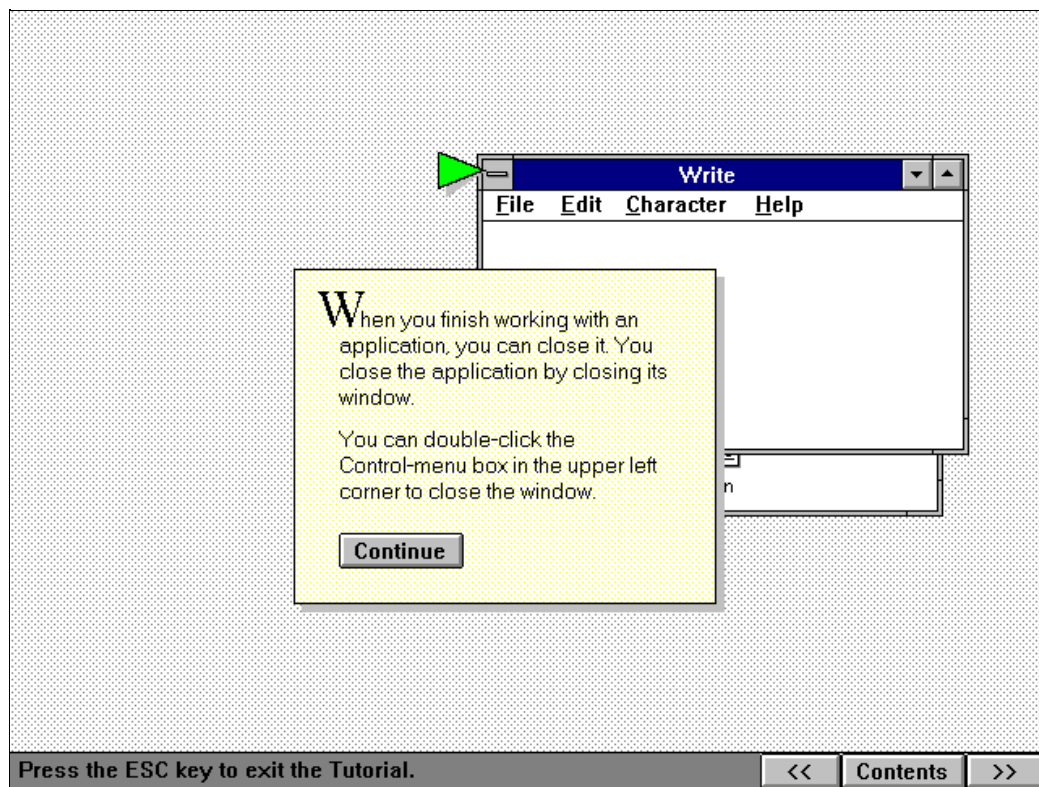
Make Write active now by clicking anywhere in the Write window.

The Write window is now active. It is now in front of the Program Manager window.



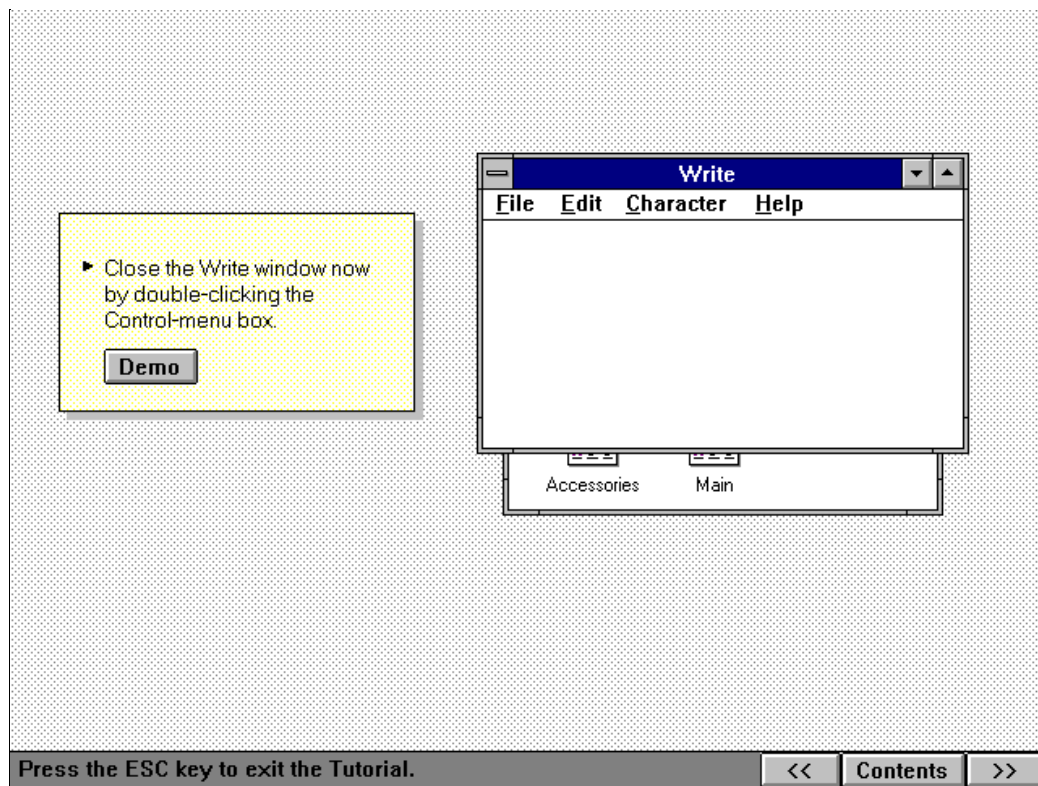
When you finish working with an application, you can close it. You close the application by closing its window.

You can double-click the Control-menu box in the upper left corner to close the window.

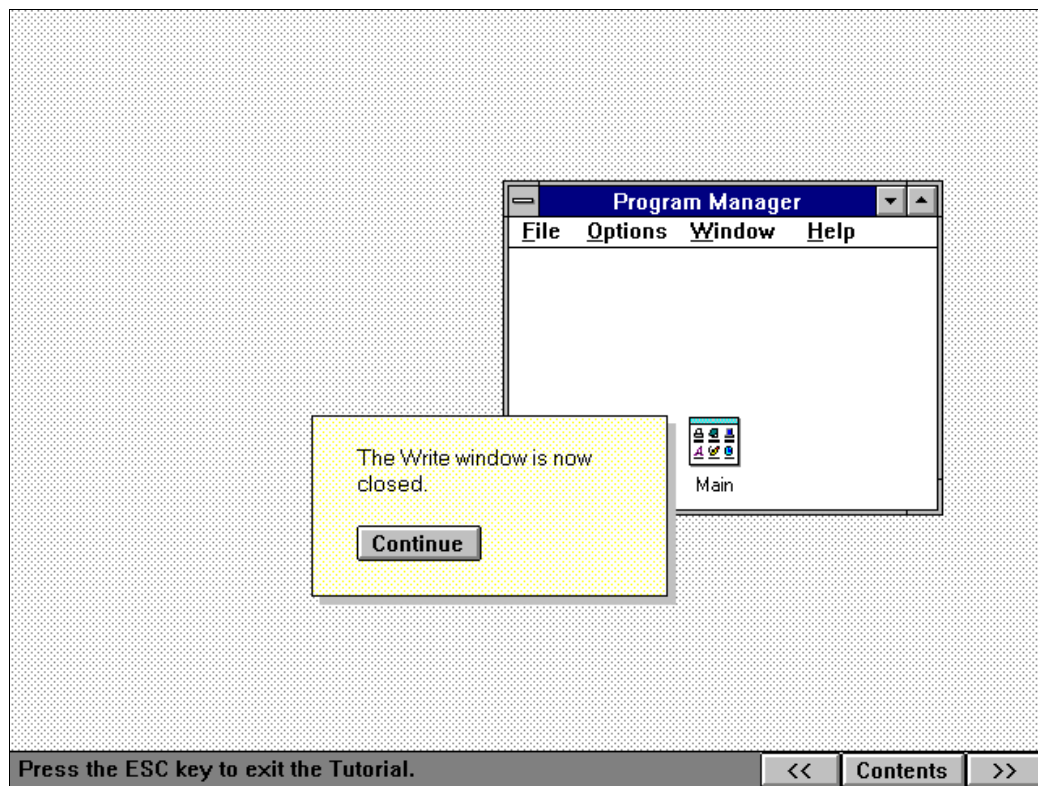


Close the Write window now by double-clicking the Control-menu box.





The Write window is now closed.



### Congratulations

You have finished the Windows Basics lesson and are ready to begin



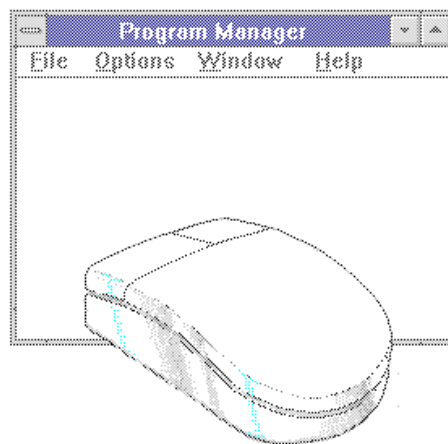
## Congratulations

You have finished the Windows Basics lesson and are ready to begin working with Windows.

The next time you have a question or need help, you can:

- Repeat this Tutorial. It is on the Help menu in Program Manager.
- Find the answer in the Getting Started with Microsoft Windows book or the Microsoft Windows User's Guide.
- Use online Help. Every Windows application has a Help menu. It is the last item on the menu bar.

- Exit the Tutorial**
- Restart the Tutorial**



Press the ESC key to exit the Tutorial.



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**Restart the Tutorial**