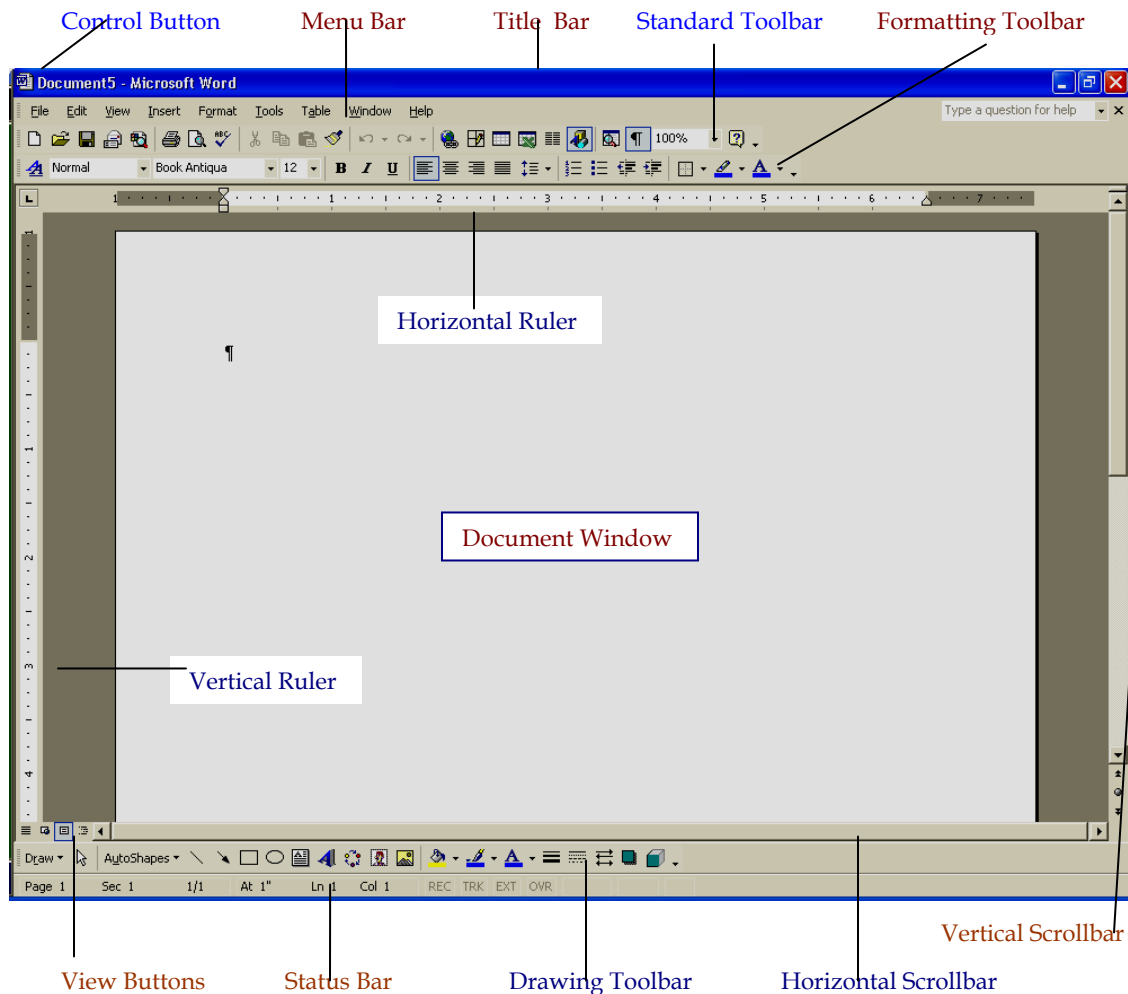






## WINDOWS ELEMENTS

A Window is a container for data, such as folders, files, programs, icons, and other objects. A Window may occupy the entire screen or a particular area of the screen. The diagram below shows an example of a Word window. The table provides a description of each of the Windows XP elements.



Element	Description
<b>Control Box</b>	This box provides the identifying icon of the program that uses the Window. A menu is provided with commands for controlling the window's size, closing the window, and moving the window.
<b>Border</b>	This is the frame that surrounds the Window. A Window can be resized by stretching the Windows border.
<b>Title Bar</b>	This is the area where the title of the Window is displayed. It includes the name of the program that is being used and the name of the active file (document).

<b>Element</b>	<b>Description</b>
<b>Minimize Button</b> 	This button removes the Window from the screen temporarily. The program will still be open. This button appears in the upper right corner of a window. Once a window has been minimized, the name of the open program(s) or document will be displayed on the Task Bar.
<b>Maximize Button</b> 	The Maximize button allows the Window to fill the entire screen. This button appears in the upper right corner of a window when the window is not maximized. When the window is maximized the button will display as a restore button.
<b>Restore Button</b> 	The Restore button returns the Window to its former size. This button appears in the upper right corner of a window when the window is maximized. It is a type of toggle button in that when the window is not maximized, it does not display.
<b>Close Button</b> 	This button is used to close (exits) a window and its associated program. It appears in the upper right corner of a window. Two close buttons might appear in the window, the top one closes the Program and the bottom one closes the document that is displayed in the window.
<b>Vertical Scrollbar</b>	This scrollbar is used to view data that is hidden above or below the displayed data. It appears on the right side of the screen of any program window.
<b>Horizontal Scrollbar</b>	This scrollbar is used to view data that is hidden to the left or right of the displayed data. It appears at the bottom of the screen.
<b>Menu Bar</b>	The main categories of commands that may be used in an application are displayed in this area. When this area is clicked, a list of associated commands is displayed from which other commands may be selected.
<b>Document Window</b>	This is the area where the actual creation of the document takes place. This is where the text for a Word document is input, where the grid for an Excel table appears, where the Access tables appear, and so forth.
<b>Toolbar</b>	Toolbars contain buttons that may be clicked to perform common commands, such as printing, opening, and saving a document. There are three toolbars that are commonly displayed in a document window; Standard, Formatting, and Drawing.

<b>Element</b>	<b>Description</b>
<b>Status Bar</b>	This bar is displayed at the bottom of a Window. It is used to display information about the Window contents, a task that is being performed, or a command.
<b>View Buttons</b>	These buttons are used to provide different views of a particular document. Some of the programs, like Word, contain view buttons and some of them don't.