

WORKING WITH WINDOWS

Opening a Window

All information for Windows XP is displayed in onscreen boxes called Windows. These windows may be accessed by double-clicking the onscreen icon which represents the particular program. To open a Program window, complete the following steps:

- ❖ Do one of the following:
 - Double-click the **Program** icon if one appears on the Desktop.
 - Click the **Program** icon on the **Shortcut Bar**.
 - Click **Start, All Programs**, and then click the Program that is to be opened.
 - Click **Start** and then click the Window that is to be opened from the **Pinned List**.
 - Click **Start** and then click the Program that is to be opened from the **Start Menu**.
- ❖ The contents for the Program will be displayed and a button for the **Program** window will appear on the **Taskbar**.

Minimizing a Window

A Window can be reduced (minimized) in size so that it is still open, but is not displayed on the Desktop. A Window may be minimized to temporarily move it out of the way, but to keep it active for later use. To Minimize a Window, complete the following steps:

- ❖ Click the **Minimize** button in the window.
- ❖ The **Window** will disappear from the Desktop.
- ❖ The button for this **Window** will remain on the **Taskbar**.



Minimize
Button

Maximizing a Window

A Window can be enlarged so it fills the entire Desktop. Maximizing a Window provides as much room as possible to work in the Window. To Maximize a Window, complete the following steps:

- ❖ Click the **Maximize** button.
- ❖ The **Window** will enlarge to fill the screen.
- ❖ The **Maximize** button will change to a **Restore** button.



Maximize
Button

Restoring a Window

If a Window is maximized, it can be easily restored to its original size. To do this, complete the following steps:

- ❖ In a maximized window, click the **Restore** button.
- ❖ The **Window** will be restored to its original size.
- ❖ The **Restore** button will change to a **Maximize** button.



Restore
Button

Closing a Window

After finishing the work with a Window and its contents, then the program or window needs to be closed. If too many Windows are open at one time, it clutters the Desktop as well as the Taskbar. To Close a Window, complete the following tasks:

- ❖ Click the **Close** button.
- ❖ The **Window** will close.
- ❖ The button for the window no longer appears in the **Taskbar**.



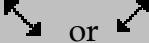



Close
Button

Resizing a Window

In addition to the buttons mentioned above, it is possible to change the Window size by using the Mouse Pointer. The Mouse Pointer changes shape in order to change the width, height, or both the width and the height of a window. The diagram below shows the shapes that the Mouse Pointer will take when performing these tasks. To resize a Window

- ❖ Point to a **Window** border
- ❖ Look for one of the arrow shapes listed below
- ❖ Drag the border to resize the **Window**
- ❖ Release the **Mouse** button.

Shape	Used to
	Drag the right or left edge of a Window to change its width.
	Drag the top or bottom edge of a Window to change its height.
 or 	Drag any corner of a Window to change its size proportionally.

Moving a Window

As more applications, folders, shortcuts, and so on are added to the Desktop, more room will be needed to display these elements. Windows can be easily moved around so all the Windows can be seen at one time. To move a Window to a different location, complete the following steps:

- ❖ Point to the **Windows Title Bar**. This is the blue bar across the top of a window.
- ❖ Click and hold down the **Mouse** button.
- ❖ Drag the **Window** to the desired position.
- ❖ The border of the **Window** will display as it is being dragged.
- ❖ Release the **Mouse** button.
- ❖ The **Window** and its contents will appear in the new location.

Be sure to point to the **Title Bar** when moving a **Window**. Pointing to any other area in the **Window** could **Resize** the **Window** rather than moving it.