Basic Windows Techniques

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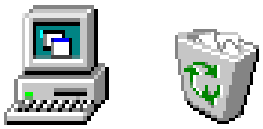

Explore the Desktop

1. *When the computer first comes on, the desktop appears. It may have several small pictures on it (icons) or it may only show the icon for the computer (usually named "My Computer") and the Recycle Bin.*
2. *The Task Bar is the long bar across the bottom (or top or sides depending on where someone placed it).*

Reference!

You can use the Start button to open an application and shut down the computer. Any application or window open appears as a button on the Task Bar.

Use Good Mouse Techniques

1. *Hold the mouse lightly with the palm of your hand.*
2. *Rest your first two fingers on the mouse buttons.*
3. *Without pressing on the either mouse button, move the pointer around the desktop in small circles. Notice its movement on the screen.*
4. *Lift the mouse off the table and move it in circles in the air. What happens? (Answer - Nothing! The mouse needs to move on something for it to show movement on the screen.)*

5. *Click with the left button on an icon and keep the mouse button down. Drag the mouse to left or right and see the icon move. Release the mouse button.*

Reference!

When you select an icon, it darkens, indicating the icon is selected. Remember, one click selects things. Two quick clicks opens a folder, file, or application.

Select Icons

1. *Use the left button to select items.*
2. *Click once on one of the icons on the desktop to select it.*
3. *Click anywhere on the desktop to deselect that item. The icon is no longer darkened or selected.*
4. *Press the tab key to select icons alphabetically.*
5. *Type a letter on the keyboard – the icon with a name that begins with the closest letter will be selected.*
6. *To select more than one icon at a time use SHIFT-click actions. Click once on one icon, hold down the SHIFT key, and click again on another icon.*
7. *The right button brings up contextual menus. Let's wait to work with this button until you feel more comfortable with the left button.*

Reference!

Click-Shift-Click is useful when you need to copy, move, or trash certain items and not all the items.

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