



# Basic Windows Techniques

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using Windows 2000, ME, and NT

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My Computer



Recycle Bin



## Reference!

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



## 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 program. ME and later Windows versions have files underlined which means you only need one click to open items.



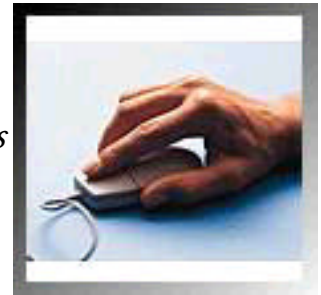
## Explore the Desktop

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 icons 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).



## 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 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.

## Select Icons

1. Use the left button to select items.
2. Click on the Start button to see the start menu. Do not go to any of the programs yet. Just get used to using the mouse for now.
3. Click once on one of the icons on the desktop to select it. With later versions, one click opens the item. If that happens by mistake, go to **File** to Exit.
4. Click anywhere on the desktop to deselect that item. The icon is no longer darkened or selected.
5. Type a letter on the keyboard and an icon will be selected that starts with that letter. Tab and arrow keys also select items.
6. The right button brings up contextual menus. Let's wait to work with this button until you feel more comfortable with the left button.

