



Windows and Web Basics

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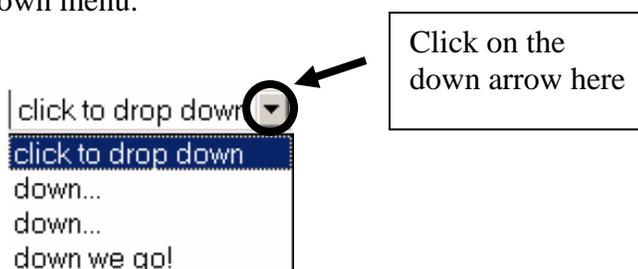
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Purpose of this Manual

This manual was developed to be used by people who need to have a basic understanding of how to work with Windows and the Web.

Before we start, some helpful definitions:

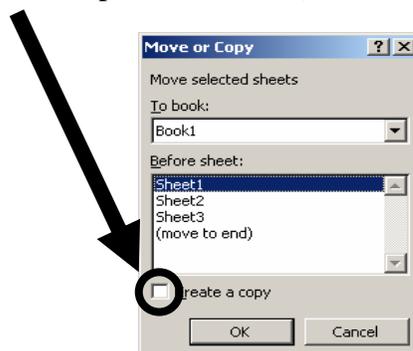
Drop Down Menus: They may also called "pulldown menus". It is a list of options that is displayed beneath a menu bar when you select a particular menu option. For example, if you select the File menu from any Windows application, a list of further options is displayed beneath the word file. This is a drop-down menu.



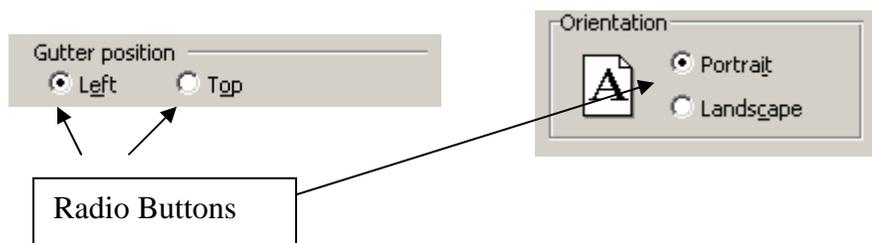
Pop Up Menus: A menu that can be displayed on the screen at any time by pressing the appropriate key, usually displayed over material already on the screen. Once you have made a choice from the menu, it disappears and the original screen is restored (like a Right-Mouse Click).

Rollovers: A text box that appears when the mouse moves over a button or object on the screen, usually explaining what something is.

Check-Box: A box in windows or on the Web that allows you to choose that option. (Click to put a check in it).



Radio Buttons: A control that can be selected or cleared. Radio buttons are typically used as part of an option group in which the user can select one and only one option, but they can also be used outside an option group for fields that have the Yes/No.



Links: Usually underlined text to an object that when clicked on, takes you to a different topic or subject. For example “dws.utah.gov”, The mouse arrow changes to the hand if it is a link and not just underlined text.

Links are usually a different color and the color of the link will also change when that link has been previously accessed.

PDF files: From acrobat.com, “Whether files need to be shared across the office or around the globe, the Adobe® Acrobat® product family enables businesses to simplify document processes using Adobe Portable Document Format (PDF). A standard adopted by governments and enterprises worldwide, Adobe PDF is a reliable format for electronic document exchange that preserves document integrity so files can be viewed and printed on a variety of platforms.”

In other words, regardless of the printer you have, when you print a PDF file, it will look like it should.

USING THE MOUSE



The **mouse** is used in a **WINDOWS** environment. The mouse pointer is a graphic that appears on the screen and indicates the location of the insertion point. The mouse allows the user to point to, click on, and select menus and commands as an alternative to using the keyboard. Depending on where the mouse pointer is located on the screen, the mouse pointer will appear as a two-headed arrow, or a four-headed arrow on menus and dialog boxes, or as an “I” beam on text areas.

The following table describes the three basic mouse techniques:

<u>OPTION</u>	<u>DESCRIPTION</u>
Click	Point to an item, press the left button, and release the mouse button.
Double-Click	Point to an item and press the left mouse button twice in rapid succession.
Right-Click	Using the right mouse button. Usually a right click will pull up a menu of the most commonly used functions.
Drag	Point to an item. Press and hold down the left or right mouse button and then move the mouse. After the item is positioned, the mouse button is released.

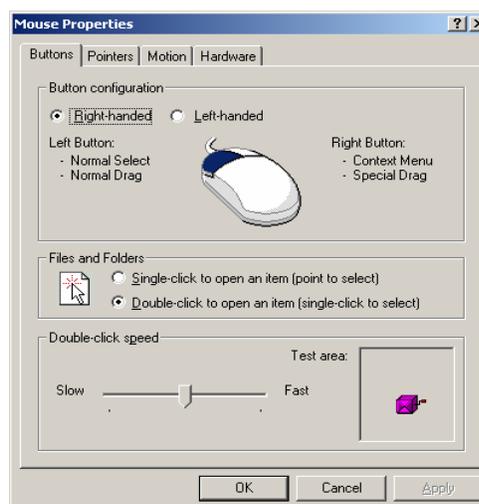
You may want to custom you mouse, for click speed, or maybe you are left handed.

To change the properties of the mouse:

1. Click on the **START BUTTON**.
2. Choose **SETTINGS**.
3. Slide to **CONTROL PANEL**. (In the control panel window there may be several icons to choose from)



4. Double-click on the mouse icon.



From here you can adjust the properties of the mouse.

Using Control and Shift with the mouse

You can select multiple items, such as files and folders using the control and shift keys with the mouse.

The Shift Key with the Mouse

In a list of files or folders, you can use the shift key to select the first item and last item to also select all the items in-between.

1. Select the first item.

	TipWorld <tips@tipworl	Presentations [VIEWING THE KEYSTROKE	04/03/00 01:0
	TipWorld <tips@tipworl	Microsoft Office [EXCEL: VIEW, EDIT FORM	04/03/00 03:3
	TipWorld <tips@tipworl	Microsoft Office 97 [A SIMPLE EXCEL CALC	04/04/00 04:0
	TipWorld <tips@tipworl	WordPerfect Office 2000 [LINKING A SPRE	04/04/00 04:1
	TipWorld <tips@tipworl	WordPerfect Office 2000 [A SLOW SAVE I	04/05/00 02:1
	TipWorld <tips@tipworl	Microsoft Office 97 [BLANKING THE SCREE	04/05/00 02:2
	TipWorld <tips@tipworl	WordPerfect Office 2000 [CORELCENTRAL	04/06/00 03:2
	TipWorld <tips@tipworl	Corel WordPerfect Suite 8 [A TRAVELING	04/06/00 11:1
	TipWorld <tips@tipworl	Microsoft Office [ACCESS: CHANGING TAB	04/06/00 03:4
	TipWorld <tips@tipworl	WordPerfect Office 2000 [SORTING A LIS	04/07/00 03:0

2. Hold down the shift key and select the last item. All the items in-between will also be selected.

	TipWorld <tips@tipworl	Presentations [VIEWING THE KEYSTROKE	04/03/00 01
	TipWorld <tips@tipworl	Microsoft Office [EXCEL: VIEW, EDIT FORM	04/03/00 03
	TipWorld <tips@tipworl	Microsoft Office 97 [A SIMPLE EXCEL CALC	04/04/00 04
	TipWorld <tips@tipworl	WordPerfect Office 2000 [LINKING A SPRE	04/04/00 04
	TipWorld <tips@tipworl	WordPerfect Office 2000 [A SLOW SAVE I	04/05/00 02
	TipWorld <tips@tipworl	Microsoft Office 97 [BLANKING THE SCREE	04/05/00 02
	TipWorld <tips@tipworl	WordPerfect Office 2000 [CORELCENTRAL	04/06/00 03
	TipWorld <tips@tipworl	Corel WordPerfect Suite 8 [A TRAVELING	04/06/00 11
	TipWorld <tips@tipworl	Microsoft Office [ACCESS: CHANGING TAB	04/06/00 03
	TipWorld <tips@tipworl	WordPerfect Office 2000 [SORTING A LIS	04/07/00 03



The Control Key with the Mouse

Hold down the Control Key and click with the mouse to select specific items.

		TipWorld <tips@tipworl	Presentations [VIEWING THE KEYSTROKE	04/03/00 0
		TipWorld <tips@tipworl	Microsoft Office [EXCEL: VIEW, EDIT FORM	04/03/00 0
		TipWorld <tips@tipworl	Microsoft Office 97 [A SIMPLE EXCEL CALC	04/04/00 0
		TipWorld <tips@tipworl	WordPerfect Office 2000 [LINKING A SPRE	04/04/00 0
		TipWorld <tips@tipworl	WordPerfect Office 2000 [A SLOW SAVE I'	04/05/00 0
		TipWorld <tips@tipworl	Microsoft Office 97 [BLANKING THE SCREE	04/05/00 0
		TipWorld <tips@tipworl	WordPerfect Office 2000 [CORELCENTRAL	04/06/00 0
		TipWorld <tips@tipworl	Corel WordPerfect Suite 8 [A TRAVELING	04/06/00 1
		TipWorld <tips@tipworl	Microsoft Office [ACCESS: CHANGING TAB	04/06/00 0
		TipWorld <tips@tipworl	WordPerfect Office 2000 [SORTING A LIS'	04/07/00 0

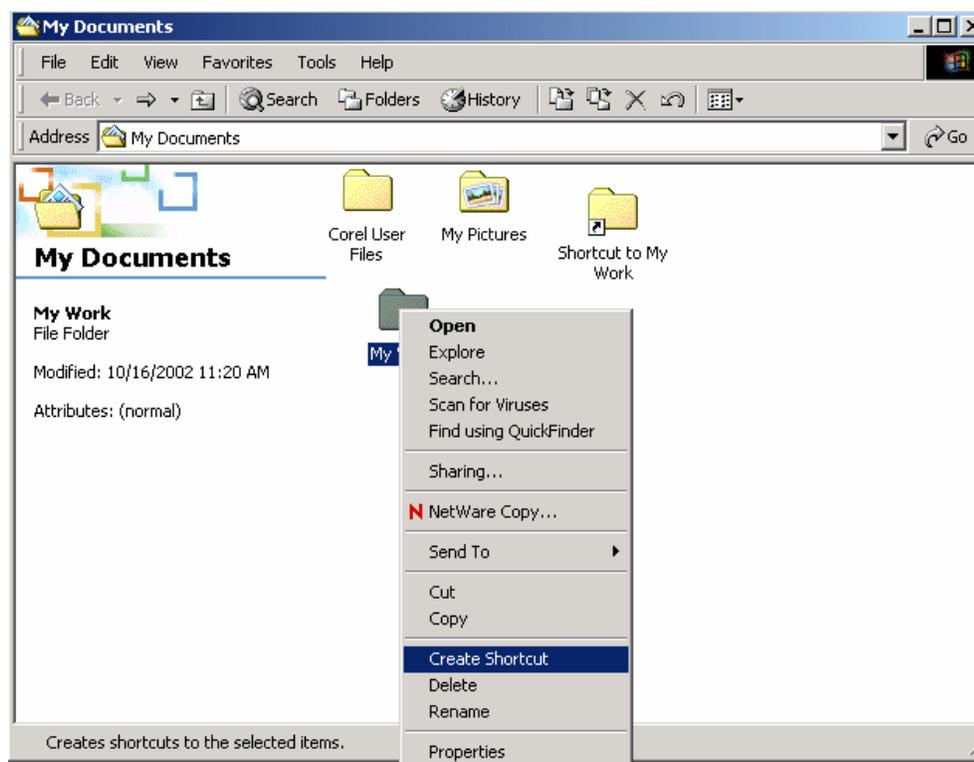
CREATE SHORTCUTS

WINDOWS uses icons to graphically represent files, folders, and applications. You can create a shortcut of any of these items. A shortcut is a pointer that directs the operating system to the actual file by giving it a map of its location.

Shortcut can be placed on the desktop, in folders or subfolders.

To create a shortcut:

1. Select the item you wish to create a short cut for.
2. Select File from the main menu
3. Select Create Shortcut
4. WINDOWS creates an icon for the shortcut



5. To move the shortcut simply select it and drag it to the desired location.

Setting the screen size:

You may want to increase you screen size to display more, giving you more of a work area.

To change the screen size :

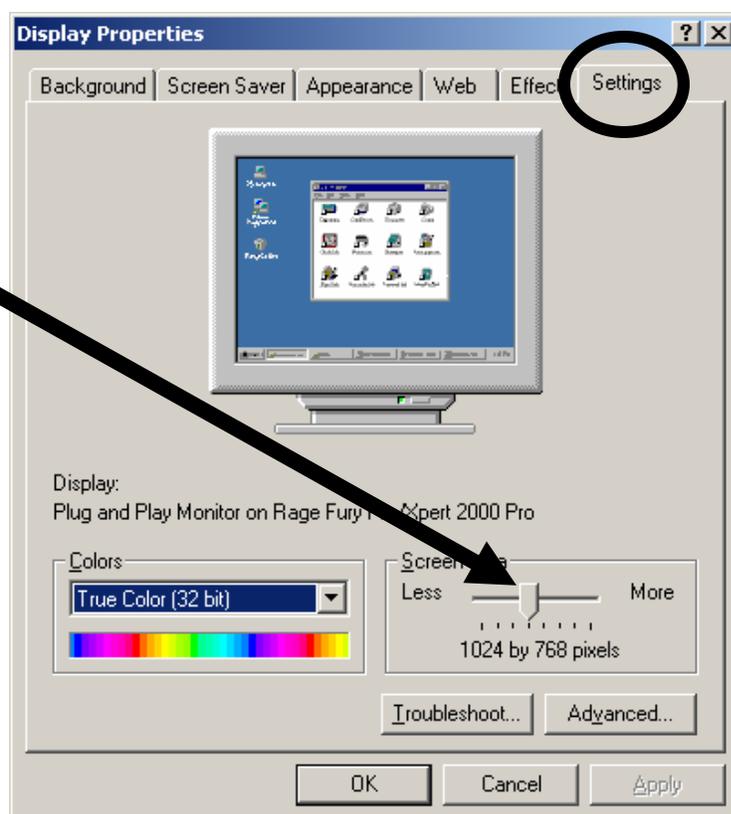
1. Click on the **START BUTTON**
2. Choose **SETTINGS**
3. Slide to **CONTROL PANEL**
4. Double-click on the display Icon



Display



5. Click on the Settings tab
6. Slide the **Screen area bar** to the desired size. The higher the numbers, the more you can see or fit on your screen, but the smaller everything looks
7. When you press OK, the screen will give a warning and go black for a second as the system resets.

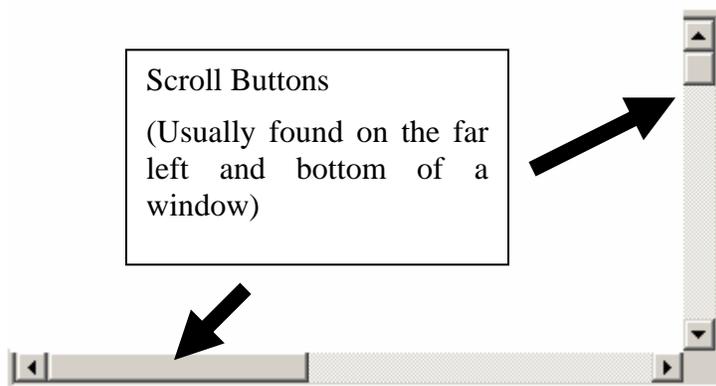


USING SCROLL BARS

Scroll bars appear at right and/or bottom edge of the window or list box when contents are not completely visible. Each scroll box contains two scroll arrows and a scroll box which enables user to scroll through contents of a window or list box.

Note: The higher your screen resolution, the less you will have to scroll since your screen displays more information

It is much like viewing the information contained on a large screen television set through a peep-hole. The scroll bars are available to move through the large screen television while looking through a tiny hole.



The following table describes available options for using the scroll bars with the mouse:

TO SCROLL

MOUSE ACTION

Continuously

Click on the up or down scroll arrow and hold down the left mouse button until the desired position in the document is located

Freehand

Click the scroll button and hold the left mouse button and drag the scroll box to the position on the scroll bar representing the desired position in the window, document, or list

Single Line

Click with the left mouse button on the up or down scroll arrows

*Some mice will have a wheel in the middle that can also be used for scrolling.

ARRANGING WINDOWS

Some times you may want multiple windows open to compare information or to multi-task, toggling from one application to the next.

To move a window using the mouse:

1. Position the mouse pointer in the title bar
2. Click and hold the left mouse button
3. Drag the window to the new location
4. Release the mouse button

WINDOWS moves the window.

To move a window using the keyboard:

1. Press the **ALT/ESC** key combination repeatedly to select the application window, you will see the selection move through the Task bar
2. Press the **ALT/SPACEBAR** key combination to open the **CONTROL** Menu of an application or dialog box window

OR

Press the **ALT/-** (hyphen) keys to open the **CONTROL MENU** of a document window

WINDOWS opens the **CONTROL** Menu.

3. Press the **M** key to select **MOVE**
WINDOWS changes the pointer to a four-headed arrow.
4. Use the arrow keys to move the window
The screen displays an outline of the moving window as the arrow keys are pressed.
5. Press **ENTER**
WINDOWS moves the window.

To resize a window using the mouse:

1. Select the window
WINDOWS highlights the title bar.
2. Position the mouse pointer on a window border (to change one side at a time) or a window corner (to change two sides)
The mouse pointer becomes a two-headed arrow.
3. Click the left mouse button and drag the border or corner to the desired size
The screen displays an outline of the new size of the window.
4. Release the mouse button
WINDOWS resizes the window.

To resize a window using the keyboard:

1. Press the **ALT/ESC** keys repeatedly to select the application window
OR
Press the **CTRL/TAB** key combination repeatedly to select the document window
WINDOWS highlights the title bar.
2. Press the **ALT/SPACEBAR** key combination to open the **CONTROL** Menu of an application or dialog box window
OR
Press the **ALT/-** (hyphen) keys to open the **CONTROL** Menu of the document window
WINDOWS opens the **CONTROL** Menu.
3. Press the **S** key to select **SIZE**
WINDOWS changes the pointer to a four-headed arrow.
4. Use the arrow keys to move the pointer to the border to be changed
5. Press the arrow keys to move the border
The screen displays an outline of the borders new position.
6. Press **ENTER**
WINDOWS resizes the window.

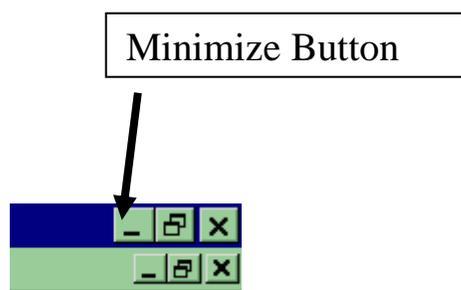
MINIMIZING A WINDOW

The function of minimizing a window is similar to using a calculator on a desk. After using the calculator, an employee generally moves the calculator to a corner of the desk. The calculator remains "on". When the calculator is required, the employee simply takes the calculator and places it in front of the desk to use again.

When not currently working with a document or an application, the user can minimize that document or application window to the task bar for later use. When minimizing a window to the Task Bar, **the application is still open**, similar to the calculator still running on the desk. The application is conveniently located in the Task Bar bottom of the screen to be used at a later time in the session.

The **MINIMIZE** Button contains a _ button in the upper right hand corner of a window. Click once on the **MINIMIZE** Button to reduce the window to an icon.

The following screen displays the **MINIMIZE** button:



To minimize a window to an icon using the mouse:

1. Select the window
WINDOWS highlights the title bar.
2. Click once with the left mouse button on the **MINIMIZE** Button
WINDOWS minimizes the window to an icon.

To minimize a window to an icon using the keyboard:

1. Press the **ALT/ESC** keys repeatedly to select the application window
OR
Press the **CTRL/TAB** key combination repeatedly to select the document window
WINDOWS highlights the title bar.
2. Press the **ALT/SPACEBAR** key combination to open the **CONTROL** Menu of an application or dialog box window
OR
Press the **ALT/-** (hyphen) keys to open the **CONTROL** Menu of the document window
WINDOWS opens the **CONTROL** Menu.
3. Press the **N** key to select **MINIMIZE**
WINDOWS minimizes the window.

NOTE: To minimize only the document window, the application must first be restored to its previous size.

When minimizing an application window containing a maximized document, the name of the program and the name of the document appear with the icon.

Press the **ALT/ESC** key combination to minimize a non-**WINDOWS** application.

RESTORING A WINDOW FROM AN ICON

To restore a window from an icon using the mouse:

1. Position the mouse pointer on the desired icon in the Task Bar to be restored
2. Double-click the left mouse button
WINDOWS restores the window to its previous size.

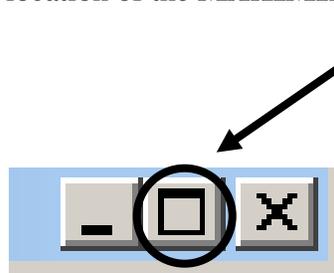
To restore a window from an icon using the keyboard:

1. Press the **ALT/ESC** key combination repeatedly to select the application window
OR
Press the **CTRL/TAB** key combination repeatedly to select the document window
WINDOWS highlights the title bar.
2. Press the **ALT/SPACEBAR** key combination to open the **CONTROL** Menu of an application or dialog box window
OR
Press the **ALT/-** (hyphen) keys to open the **CONTROL** Menu of the document window
WINDOWS opens the **CONTROL** Menu.
3. Press the **R** key
WINDOWS restores the window to its previous size.

MAXIMIZING A WINDOW

An application or document window can be enlarged to fill the entire screen. The **MAXIMIZE** button is in the upper right hand corner of a window. The **MAXIMIZE** Button will change to a **RESTORE** Button upon maximization, which returns the window to its original size.

The following screen shows the location of the **MAXIMIZE** Button:



To maximize a window using the mouse:

1. Select the window
WINDOWS highlights the title bar.
2. Click once with the left mouse button on the **MAXIMIZE** Button
WINDOWS maximizes the window.

To maximize a window using the keyboard:

1. Press the **ALT/ESC** key combination repeatedly to select the application window
OR
Press the **CTRL/TAB** key combination repeatedly to select the document window
WINDOWS highlights the title bar.
2. Press the **ALT/SPACEBAR** key combination to open the **CONTROL** Menu of an application or dialog box window
OR
Press the **ALT/-** (hyphen) keys to open the **CONTROL** Menu of the document window
WINDOWS opens the **CONTROL** Menu.
3. Press the **X** key to select **MAXIMIZE** - **WINDOWS** maximizes the window.

RESTORING A WINDOW AFTER MAXIMIZATION

To restore a window using the mouse:

1. Click once with the left mouse on the **RESTORE** Button
WINDOWS restores the window to its previous size.



To restore a window using the keyboard:

1. Press the **ALT/ESC** key combination repeatedly to select the application window
OR
Press the **CTRL/TAB** key combination repeatedly to select the document window
WINDOWS highlights the title bar.
2. Press the **ALT/SPACEBAR** key combination to open the **CONTROL** Menu of an application or dialog box window
OR
Press the **ALT/-** (hyphen) keys to open the **CONTROL** Menu of the document window
WINDOWS opens the **CONTROL** Menu.
3. Press the **R** key
WINDOWS restores the window to its previous size.



CLOSING A WINDOW

Closing an application window **exits the application**. Closing a document window **exits the document**. Unlike minimizing an application with **WINDOWS** still running the program, when closing the application or document, **WINDOWS** no longer runs the applicable application or document. It is a good practice to close any windows not being used just as you should file any paperwork on a desk that is not being used in order to maintain an organized working environment.

To close a window using the mouse:

1. Double-click on the **CONTROL MENU**
OR
2. Click once with the left mouse button on the **CONTROL MENU** to display the **CONTROL MENU** and select **CLOSE**
OR
3. Select **FILE** Menu and select **CLOSE/EXIT**

**To close a window using the keyboard:**

1. Press the **ALT/SPACEBAR** key combination

OR

Press the **ALT/-** (hyphen) key combination

WINDOWS displays the **CONTROL** Menu for the application or document window.

2. Select **CLOSE**

WINDOWS closes the window.

ORGANIZING WINDOWS

When working with several windows, an employee can become disorganized, similar to too many papers piled on our desk at the office. **WINDOWS** provides several methods which allows a user to organize windows in an effective manner. For example, an employee could have three windows open at the same time. In order to select (and activate) a window and bring it to the front of the desktop, the employee can click with the left mouse one time anywhere on a window. However, on a crowded desktop, it is often difficult to see all windows which are open.

To organize windows and icons using the Task Bar:

1. Right Click on an empty spot on the Task Bar

The screen displays a cascade menu.

2. Select the desired command (**Cascade** or **Tile**)

WINDOWS executes the command.

OPTION

Cascade

DESCRIPTION

Arranges open windows so the title bar of each window is visible

Tile

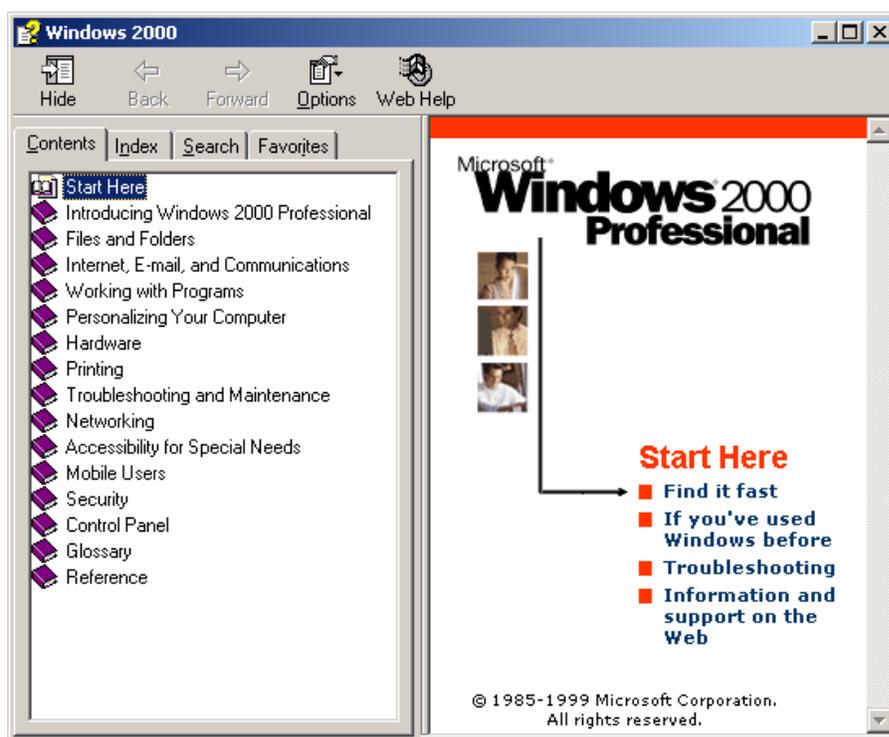
Arranges open windows side by side so all open windows are visible

GETTING HELP

Perhaps in the middle of an important task you forget how to do a function. You know it can be done but you don't remember the steps. What should you do now?

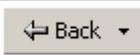
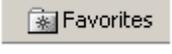
Fear not! You can find help from the desk top (where all your icons and wallpaper is).

Pressing F1 opens help from an active box. Right-clicking an area in a dialog box, or property sheet opens a "What's This?" prompt that when clicked, opens an explanation on the object in question.



The Web

Basic Browser Buttons:

Button	Name	Description
	Back	Display the previous page. Note the drop down arrow for a short history.
	Forward	Display the next page. This command is only available after you have navigated backwards using the Back button. Note the drop down arrow for a short history.
	Stop	Stops a transfer in progress (will light up red if available).
	Refresh	Reloads the currently displayed information.
	Home	Displays the home page. You can change the home page display by choosing INTERNET OPTIONS from the TOOLS on the main menu.
	Search	Will display search engines.
	Favorites	Brings up a list of your favorite bookmarks.
	History	Brings up a complete history list of link that were visited.

Web Addresses

Each Web page has a Uniform Resource Locator (URL).

A URL is an address computers use to go to a desired location in the Web. When you open a Web page, its URL appears in the Address Location field.



Note: You can cut and paste a URL directly in the Address Text Box. (Select CUT and PASTE from the EDIT on the Main Menu)

Cut and Paste key board keys:

Cut: CTRL+C

Paste: CTRL+V



Web Search Engines:

A (usually web-based) system for searching the information available on the Web.

Some search engines work by automatically searching the contents of other systems and creating a database of the results. Other search engines contains only material manually approved for inclusion in a database, and some combine the two approaches.

Suggested Search Engines:

yahoo.com

google.com

In the search engine text box, just type what you are looking for.

The more specific your search criteria, the better your chances of finding exactly what you need.



Other Useful Web Sites:	Description
email.state.ut.us	Access your GroupWise work email
health.utah.gov/eol	Health Department web page
ssa.gov	Social Security Administration
utah.gov/communtyservices	Utah Community Services
nada.com kkb.com	Determine vehicle assets (nada and Kelly blue book)
northernlight.com	Research articles
dictionary.com	A dictionary whenever you need one

Note: You can get a free email account from:

msn.com

or

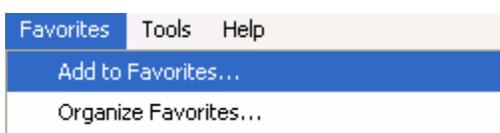
yahoo.com.

Favorites:

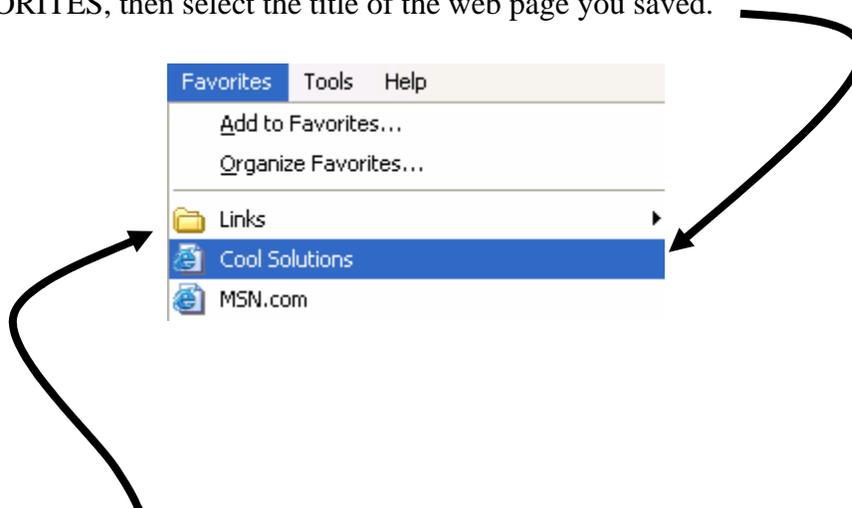
When surfing the web, you may want to “bookmark” web pages so you don’t have to remember the web address or path you used to get there. A bookmark in MS Explorer is saved in FAVORITES.

To create a favorite web page:

1. Once you are viewing the web page you want to bookmark.
2. From the MENU, select FAVORITES.
3. Select ADD TO FAVORITES.



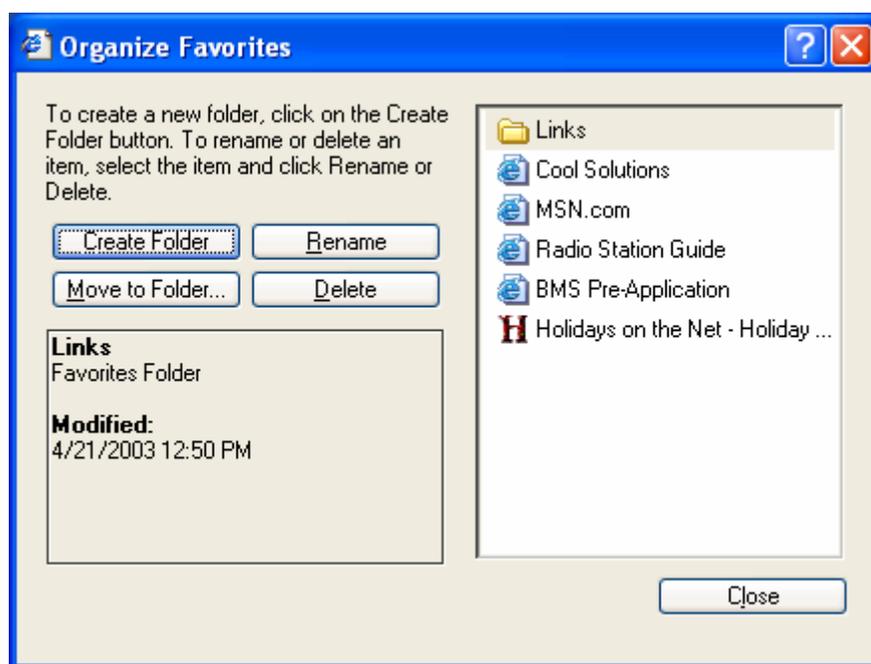
4. The web page is added to the list, to go back to it later, from the MENU, select FAVORITES, then select the title of the web page you saved.



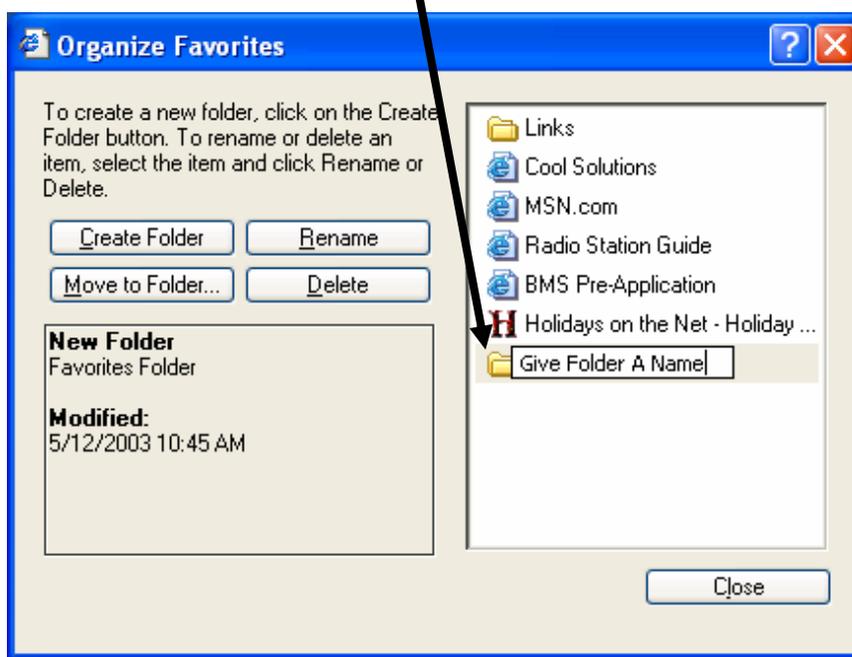
You can also create folders in favorites and organize you favorite bookmarks in these folders.

To create a folder in favorites:

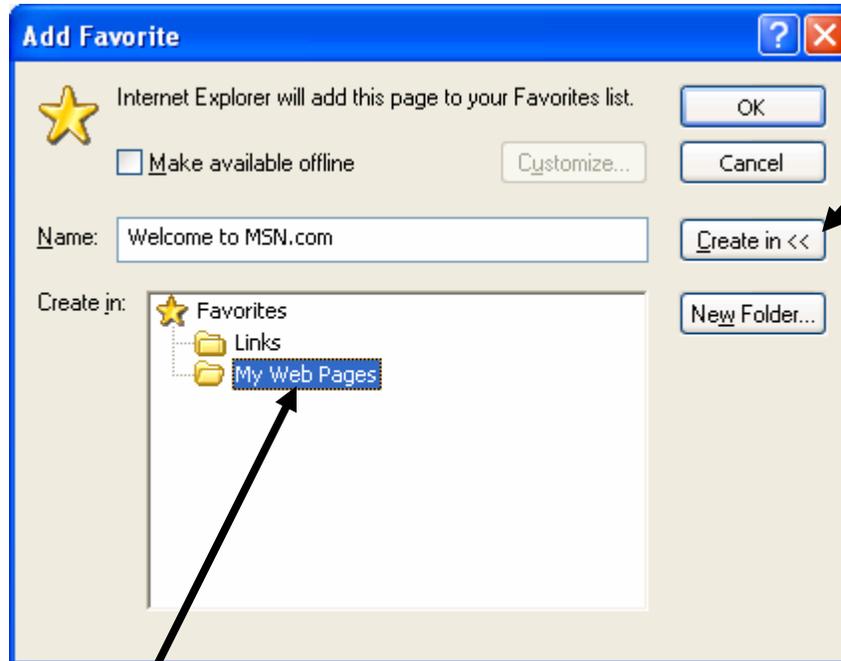
1. From the MENU select Favorites.
2. Select organize Favorites.



3. Click on CREATE FOLDER.
4. Type in the new name for your folder.



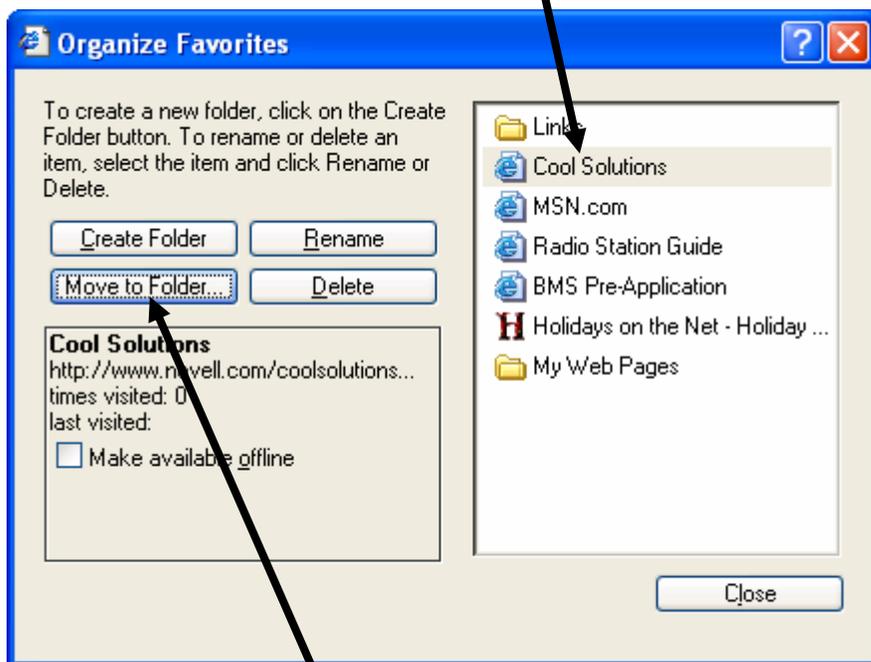
5. Click on the Close button.
6. To put new favorites in your new folder, Select add Favorite.
7. Click on the Create in button.



8. Select the Folder you want the favorite in.
9. Click the OK button.

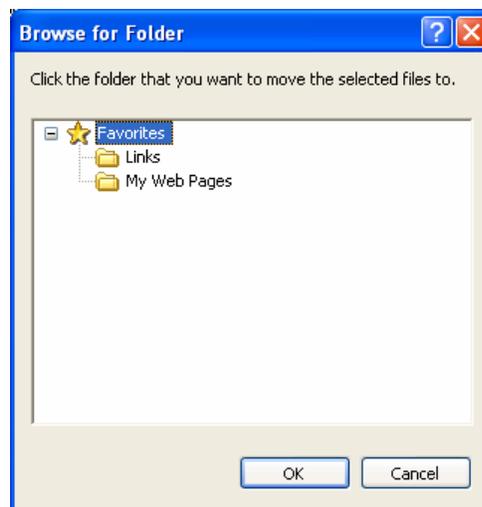
To move an existing favorite to a folder:

1. From the MENU select Favorites.
2. Select organize Favorites.
3. Select the Favorite web page to move.



4. Click on the Move to Folder.
5. Select the Folder to move the Favorite to.
6. Click on the OK button.

Note: To Rename a favorite or folder, follow the steps above and click on the Rename Button. To delete a favorite or folder, click on the delete button.





Windows and Web Basics Teaser

1. Do you know how to change your display resolution?
2. If your mouse is misbehaving, can you change its properties?
3. On the Web, can you bookmark your favorite sites?
4. Can you save yourself time by creating a shortcut?
5. Can you multitask with more than one window?



Competency Exercise

1. Change your display resolution to 1152 x 864 pixels
2. Change the mouse double-click speed to be slower.
3. Create a folder in Favorites and add two bookmarks.
4. Creating a shortcut of the Calculator program.
5. Open three different window and tile them.