

Log Off - log out of the Windows operating system.

Shut Down - selecting **Shut Down** presents you with several options.

The Taskbar

At the bottom of your screen is the taskbar. It contains the Start button, toolbars, a notification area, the clock and displays each open program. The taskbar shows which programs are running and allows to switch between them.



The Windows Desktop(Windows 10)



Working with desktop icons

Adding and removing icons from the desktop

You can choose which icons appear on the desktop you can add or remove an icon at any time. Some people like a clean, uncluttered desktop with few or no icons. Others place dozens of icons on their desktop to give them quick access to frequently used programs, files, and folders.

If you want easy access from the desktop to your favorite files or programs, create **shortcuts** to them. A shortcut is an icon that represents a link to an item, rather than the item itself. Shortcuts allow users to create links to their programs in any folder, Start bar, Taskbar, Desktop or other locations on their computer. When you double-click a shortcut, the item opens. If you delete a shortcut, only the shortcut is removed, not the original item. You can identify shortcuts by the arrow  on their icon.



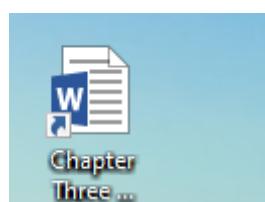
A folder icon (left) and a shortcut icon (right)



Shortcut Icons

To add a shortcut to the desktop

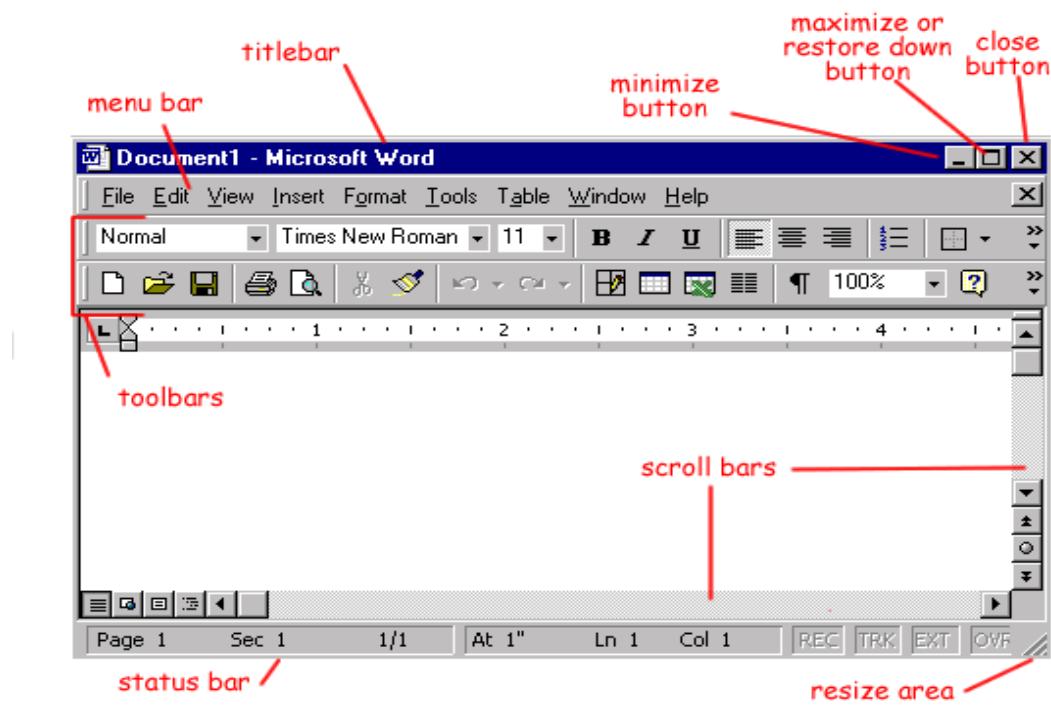
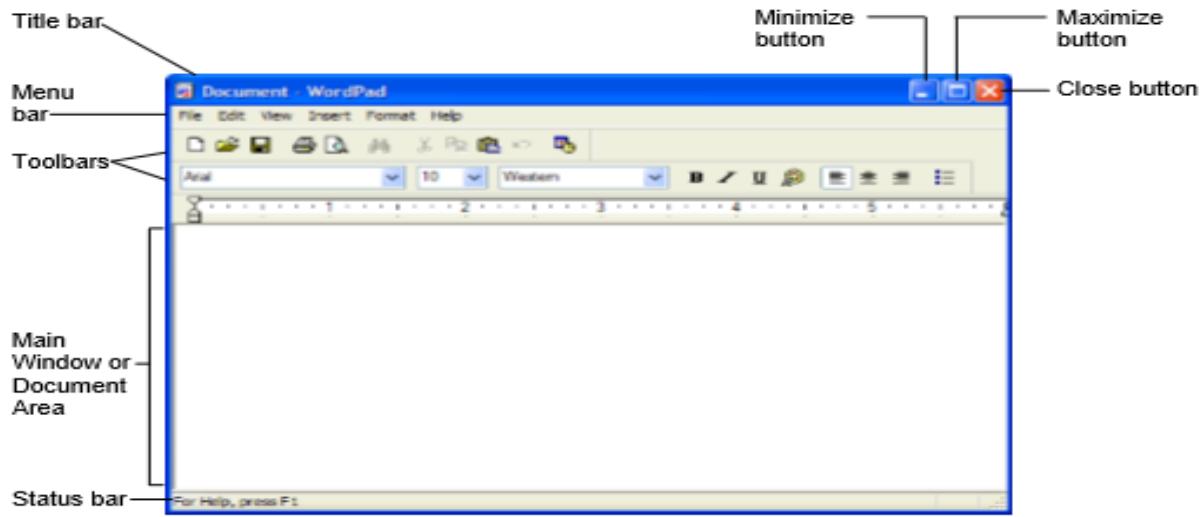
1. Locate the item that you want to create a shortcut for example (within Windows Explor, or your Computer folder).
2. Right-click the item, click Send To, and then click Desktop (create shortcut). The shortcut icon appears on your desktop.



Understanding the parts of a window

Whenever you open a program, file, or folder, it appears on your screen in a box or frame called a window. Because windows are everywhere in Windows, it's

important to understand how to move them, change their size, or just make them go away. Although the contents of every window are different, all windows share some things in common. For one thing, windows always appear on the desktop - the main work area of your screen. In addition, most windows have the same basic parts.



Title bar. Displays the name of the document and program (or the folder name if we're working in a folder).

Minimize, Maximize, and Close buttons. These buttons hide the window, enlarge it to fill the whole screen, and close it, respectively

Minimize: Left-click this button to shrink the window down to a small button that will appear in the task bar (see below).



Maximize: Left-click this button to make the window full-screen. It should take up your entire screen.



Close: Left-click this button to close the window. The program will close and stop running.



Restore Down: Left-click this button to make the window smaller without minimizing it. While in full-screen from pressing Maximize, Restore Down is the method to shrink a window down.

Menu bar: Controls what the program does. The items listed on the menu bar change from program to program, but the menu bar's location doesn't—it's always perched near the top of a window, right below the Title bar.

scroll bars : located on the right and bottom of the window, let you scroll right and left, and up and down, so you can see the entire page.

Status bar: Displays information such as instructions, messages about the state of the computer, or your location in the window.

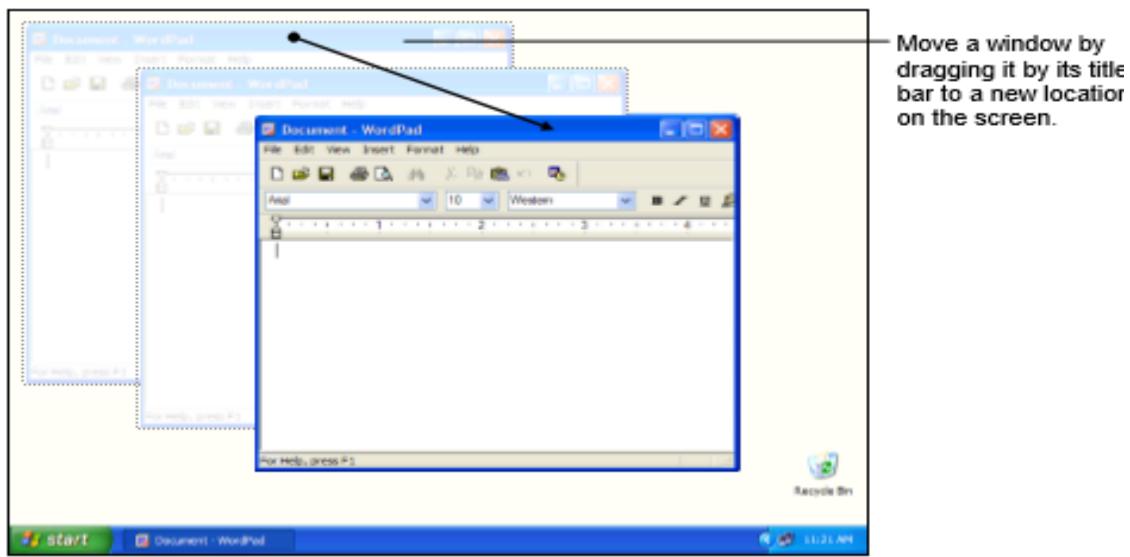
Main Window or Document Area: This is where all the action takes place where you work on whatever you're working on. If you were using a word processor, this is where your letter would appear. If you were browsing the Internet, this is where the Web pages would appear.

Toolbar: Some (but not all) windows and programs have one or more toolbars, which contain buttons you point and/or click to access frequently used commands.

Moving a Window

Moving a window to a new location on the screen.

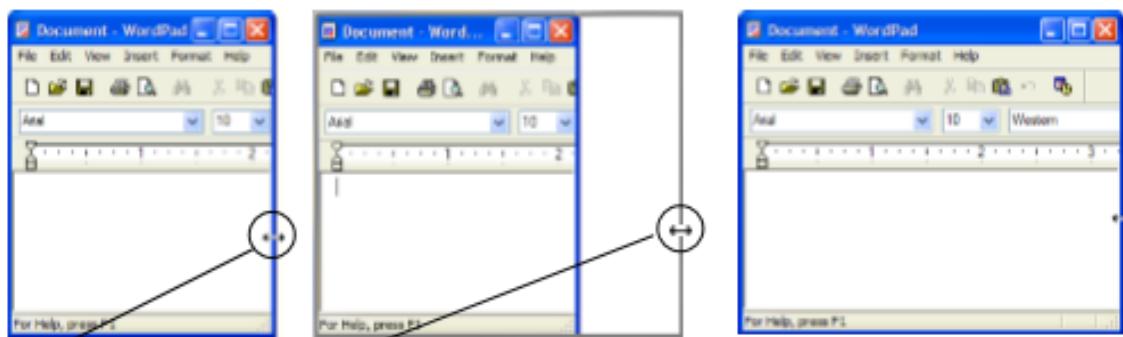
Click and drag the window by its title bar. Release the mouse button to drop the window in the desired location on the screen.



Sizing a Window

To Change a Window's Size:

1. Point at the window's borders or corners until the pointer changes to a double-arrow (like).
2. Click and hold down the mouse button and drag the border or corner to a new location, until the window is the size you want.



1. Point at the border of the window until the pointer changes to a .
2. Click and hold the mouse button and drag the border of the window.
3. Release the mouse button when the window is the size you want.

Working with file and folder

A **file** is an object on a computer that stores data, information, settings, or commands used with a computer program. In Windows, files display as **icons** that relate to the program that opens the file. There are many different **types of files** you can use. For example, Microsoft Word documents, digital photos, digital music, and digital videos are all types of files



File Icons

A **folder**, also called a directory, is a special space used to store files, other folders, and shortcuts on a computer. Folders are represented with a yellow icon that looks like an actual file folder. We can put files **inside a folder**.



What is the difference between a file, a folder, and a shortcut?

All the data on your hard drive consists of files and folders. The basic difference between the two is that files store data, while folders store files and other folders. The folders, often referred to as directories, are used to organize files on your computer.

