Paul's Corner

Opening and Closing Applications

To open an application, do one of the following:

- **Click Start, Programs, then click to launch an application; or,**
- **Double-click on shortcut icon on your desktop to launch an application.**

To close an application, do one of the following:

- **Click on the "X" icon on the upper right corner of the application; or,**
- **Click on the Control Menu Box (upper left of application window), then click Close.**
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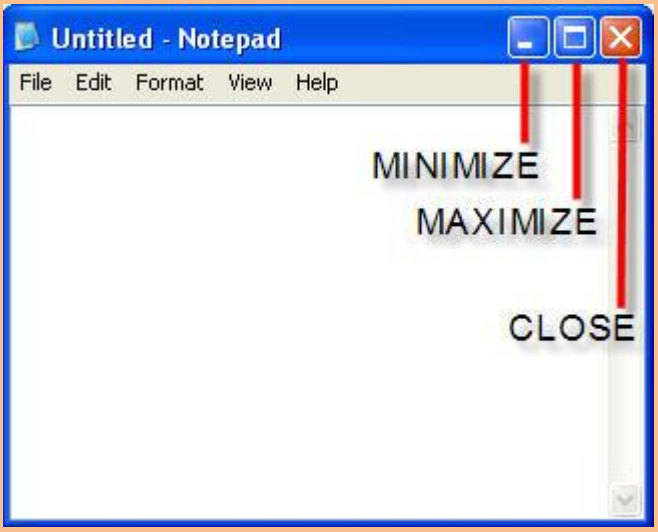
Minimizing and Maximizing

After opening applications in Windows, you may need to minimize certain applications on your screen while you are not using them. Minimizing an application window will still keep the application open. For all open applications, the program name along with an accompanying icon will be displayed on the Task Bar at the bottom of your screen. To return to a minimized application, merely single click on the icon on the taskbar at the bottom of the screen.

Minimize Button: Single clicking on the minimize button will reduce your window to an icon, which will appear at the bottom of your screen along the Taskbar. Once minimized, you can restore the window to its original size by single clicking on the icon.

Maximize/Restore Button: Single clicking on the maximize button will enlarge your window to its maximum size. You may then restore the window to its original size by single clicking on the maximize/restore button once again.



Back to Top

Switching Between Application's

The window currently in use is referred to as the Active Window. To switch to another window, do one of the following:

- **Click on any exposed part of another window to make it the active window; or,**
- **Click on the appropriate icon on the taskbar at the bottom of the screen to switch to that application; or,**
- **Press and hold the ALT key down while tapping the TAB key slowly to scroll through applications. When you get to the desired application, release the ALT key to switch to that application.**

Notepad vs. WordPad

The Notepad accessory is a simple to use text editor in Windows which allows you create files containing notes, simple lists or any other information. It is available in the Accessories nested menu.

The Wordpad accessory, which is also a free Windows tool available in the Accessories menu, is a bit more advanced than Notepad and can be used to compose simple letters or reports. You may recognize some of Wordpad's features as they are similar to the menus and features in Microsoft Word.

Calculator

The Calculator is another simple-to-use accessory in Windows which allows you perform general mathematical functions. It is available in the Accessories menu.

Printing from Windows Applications

You can print from almost any windows application be clicking File, Print from the application's menu bar. When the Print Dialog Box displays, you can specify whether to print a page, selection or range or pages. Depending on your printer, you can also specifiy to print in draft mode, black and white, or color. Many applications also include a printer icon on the top menu as a quick print selection.

Rebooting vs. Shut-Down

Sometimes it necessary to "reboot" your computer, to clear memory and start-over. To reboot, press CTRL+ALT+DEL together, then select the reboot/restart option to restart your computer. If you are finished using your computer, be sure to shut-down your computer correctly. If using Windows XP, click Start, then click Turn-off Computer. If using Windows Vista, click Start, then select the arrow bar to expand the menu and select "Shut Down".

ICONS - SMALL PICTURES WHICH REPRESENT AN APPLICATION, DIRECTORY OR SHORTCUT.

DESKTOP (WINDOWS THEME) ENCOMPASSES THE ENTIRE WINDOWS SCREEN

START BUTTON DISPLAYS MENU FOR SELECTION OF PROGRAMS

TASKBAR EACH TIME YOU OPEN A WINDOWS APPLICATION, AN ICON IS ADDED TO THE **TASKBAR**. CLICKING ON ONE OF THE ICONS WILL RESTORE/MAXIMIZE THE APPLICATION.

NOTIFICATION AREA (TIME, ACTIVITY STATUS, VOLUME, INDICATORS, ETC.)

MOUSE POINTER - MAY APPEAR AS AN ARROW IF POINTING TO THE ICONS AND MENU BARS, OR AS AN I-BEAM IF EDITING TEXT IN APPLICATIONS SUCH AS MS WORD, OR AS A SMALL HAND WHEN POINTING TO LINKS IN A BROWSER. FROM THE WINDOWS DESKTOP, POINT TO AN ICON AND THEN DOUBLE-CLICK LEFT MOUSE BUTTON TO LAUNCH AN APPLICATION.

Computer Class Test
Please Take your Time!!
Work as a Team!!

➢ Part I

1. Highlight the three lines above. Make sure all three lines "Harford Senior Center, Computer Class Test, Please Take your Time!!" all are HIGHLIGHTED before proceeding to question 2.

2. Turn on the ***Bold, Italic, Underline "Control buttons."***

3. Change Font Color from Blue to "RED" in lines ***BELOW!***

HARFORD SENIOR CENTER
Computer Class Test
Please Take your Time!!

➢ Part II

1. List three (peripherals) parts of a computer:

1. Keyboard
2. LCD (monitor)
3. Mouse

2. Place your toolbars in the order (1-4) in which they appear on the screen. (Put the number in the box)

1. Formatting Toolbar ☐

2. Title Bar ☐

3. Icon Toolbar ☐

4. Menu Bar ☐

3. To save a document, you would look under? Place (X) next to correct answer box.

1.) View ☐

2.) Format ☐

3.) Edit ☐

4.) File ☐

5.) None of the above ☐

4. List the names of the first five symbols on your Icon Toolbar:

1.)
2.)
3.)
4.)
5.)

➢ Part III

1.) To close a program you would? Place a check in box next to correct answer.

1.) Click on the "X" in the upper right-hand corner. ☐
2.) Go to menu toolbar click on the word "FILE" and click on "EXIT" ☐
3.) Both a and b ☐
4.) None of the above. ☐

2.) The default Font Style is?

1.) 12 ☐

2.) 14 ☐

3.) 10 ☐

4.) 8 ☐

3.) Give the names for these symbols:

1.) B _____
2.) I _____
3.) U

4.) What are the names of the control buttons on the "Title Bar?"
Check box next to correct answers:

1.)Close ☐ 4.)Minimize ☐

2.)Open ☐ 5.)Restore Down ☐ 7.)None ☐

3.)Move ☐ 6.)Maximize ☐

5.) What color is the Internet Explorer "ICON?"
Place a check in box next to correct answer:

1.)Gold ☐ 3.)Red ☐

2.)White ☐ 4.)Blue ☐

➢ Part IV

1.) What goes in the address field on a "Browsers"?
Place a check in box next to correct answer:

1.)Your Name ☐ 3.)Home Address ☐

2.)Computers Name ☐ 4.)Web page Address ☐

2.) What are the names of some "Search Engines"?
Check the box next to correct answer:

1.)Goof ☐ 3.)Goggle ☐

2.)Goggle Chrome ☐ 4.)Bing ☐

5.)Yahoo ☐

3.) What are some Browser names?
Check the box next to correct answer:

1.) ☐ Goggle Chrome 3.)Internet Explorer ☐

2.)Yahoo ☐ 4.)AOL ☐

5.)FireFox ☐ 6.)All of the above ☐

4.) What is the name of the top line of a "Browsers or Application?" Check the box next to the correct answer:

1.) Format Toolbar ☐ 3.) Icon Toolbar ☐

2.) Menu Toolbar ☐ 4.) Address Toolbar ☐

5.) Titlebar ☐

5.) What does the "Black arrow head pointing Down" on a toolbar offer?

1.) Lottery Ticket ☐ 2.) Close Toolbar ☐

2.) Search window ☐ 4.) Other options ☐

Part V

1.) How many Alignment control buttons are there on the "Format Toolbar?" Check the box next to the correct answer:

1.) Four ☐ 3.) Five ☐

2.) Six ☐ 4.) Three ☐

2.) How do you change "Font Style?"

1.) Highlight Font Style Window ☐ 3.) Font can't be changed ☐

2.) Click on Font Style option arrow ☐ 4.) None of the above ☐

3.) How do you change "Text Size?"

1.) Click on Text Size option arrow ☐ 3.) Size can't be changed ☐

2.) Highlight Text Size Window ☐ 4.) None of the above ☐

4.) What does a "Red squiggly line" under a word mean?

1.) Important word ☐ 3.) Check spelling ☐

2.) Delete word ☐ 4.) None of the Above ☐

➢ Part VI

Copy and Paste this letter into a Word Application, using the "Format toolbar make corrections."

20.) Look over the letter below: Make any changes and correct all spelling you deem mistakes.

August 23, 2010

Mr. Patty Whack
4029 Harford Road
Baltimore, Md 21214

Dear Mr. Patty Whack,

I am writng you in reference to a ill you hae not aid. We have tried man tims to reach you in reference to the deb. Please cotact us before we report this to a credit agency. If you would like to esolve this isue, you can contat us at 18009974545 or at 19005553333. This will be the last litter you will rceive beore the repor go in.

Thank You,

Give a Dog a Bone
Collections Department

Helpful Links:

http://easylearningweb.com
http://www.bbc.co.uk/schools/
http://www.bbc.co.uk/webwise/courses/
http://www.gcflearnfree.org/

Notes:

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