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Microsoft® Office 2010 ESSENTIALS

Lesson 2: Program Windows

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Learning Objectives

■ After studying this lesson, you will be able to:

▲ Log on and log off from Windows

▲ Identify the significant features of the Windows Desktop

▲ Switch users so more than one person can log on at the same time

▲ Start any installed Windows program

▲ Place program windows exactly where you want them on the screen

▲ Switch from one program to another

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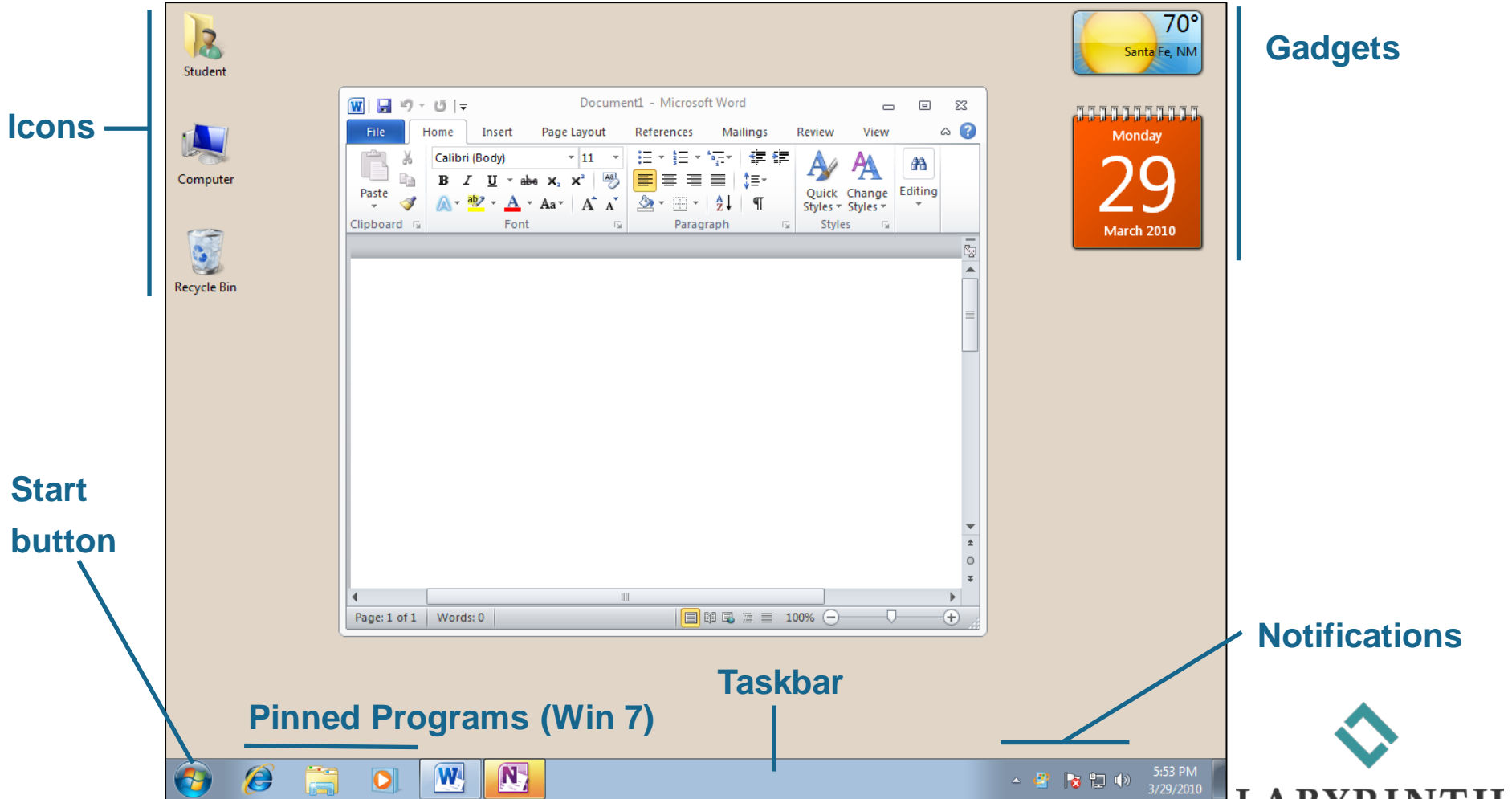# Starting Windows

■ Logging On

▲ [Ctrl]+[Alt]+[Delete] to log on to networks

Tip! Hold down the first two keys, then tap the third key.
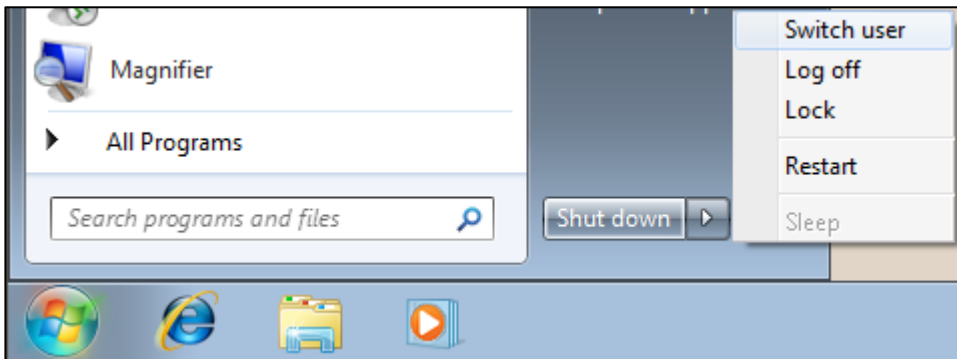
(Don't try to tap all three at once.)

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Starting Windows

■ Features of the Windows Desktop

Gadgets

Icons

Start button

Pinned Programs (Win 7)

Taskbar

Notifications

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Starting Windows

- Switch User
  - ▲ Lets you stay logged on but allow someone else to start their own Windows session
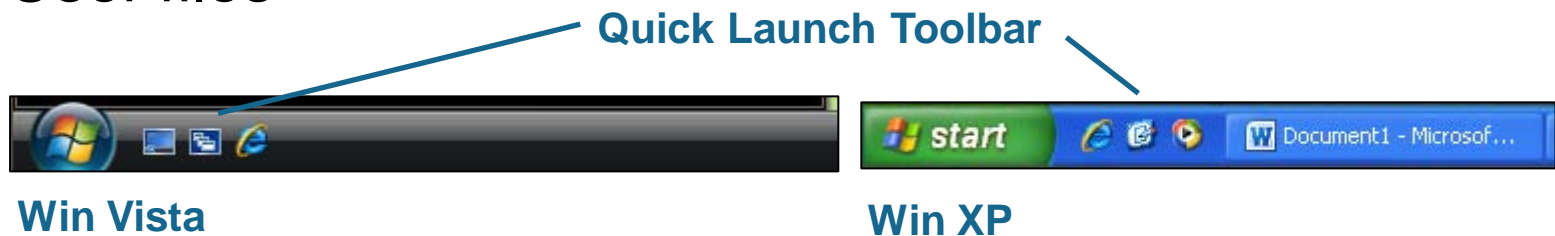 - ▲ Your work appears exactly as it was when you return

Win 7, Vista

Win XP

Starting Programs

■ Four methods

▲ Start menu

▲ Windows Taskbar button (Win 7)
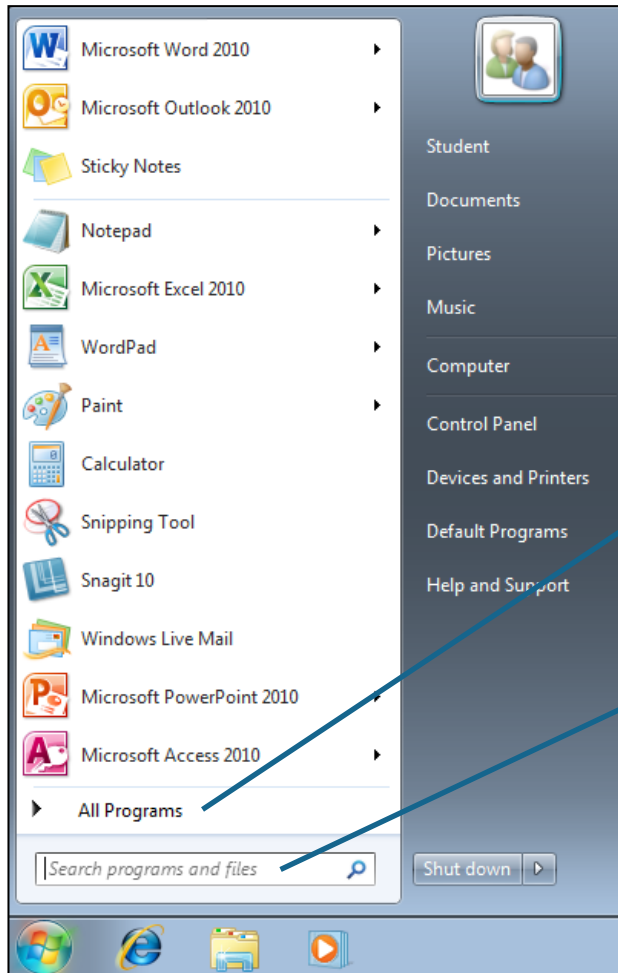
▲ Quick Launch Toolbar (Win Vista/XP)

▲ User files

Quick Launch Toolbar

Win Vista

Win XP

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Starting Programs

- A closer look at the Start menu

Pinned programs

Recently used programs

All Programs button

Search for programs box

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Controlling Program Windows

■ Parts of a program window

Quick sizing buttons

Title bar

Ribbon (or menu bar in other programs)

Window border

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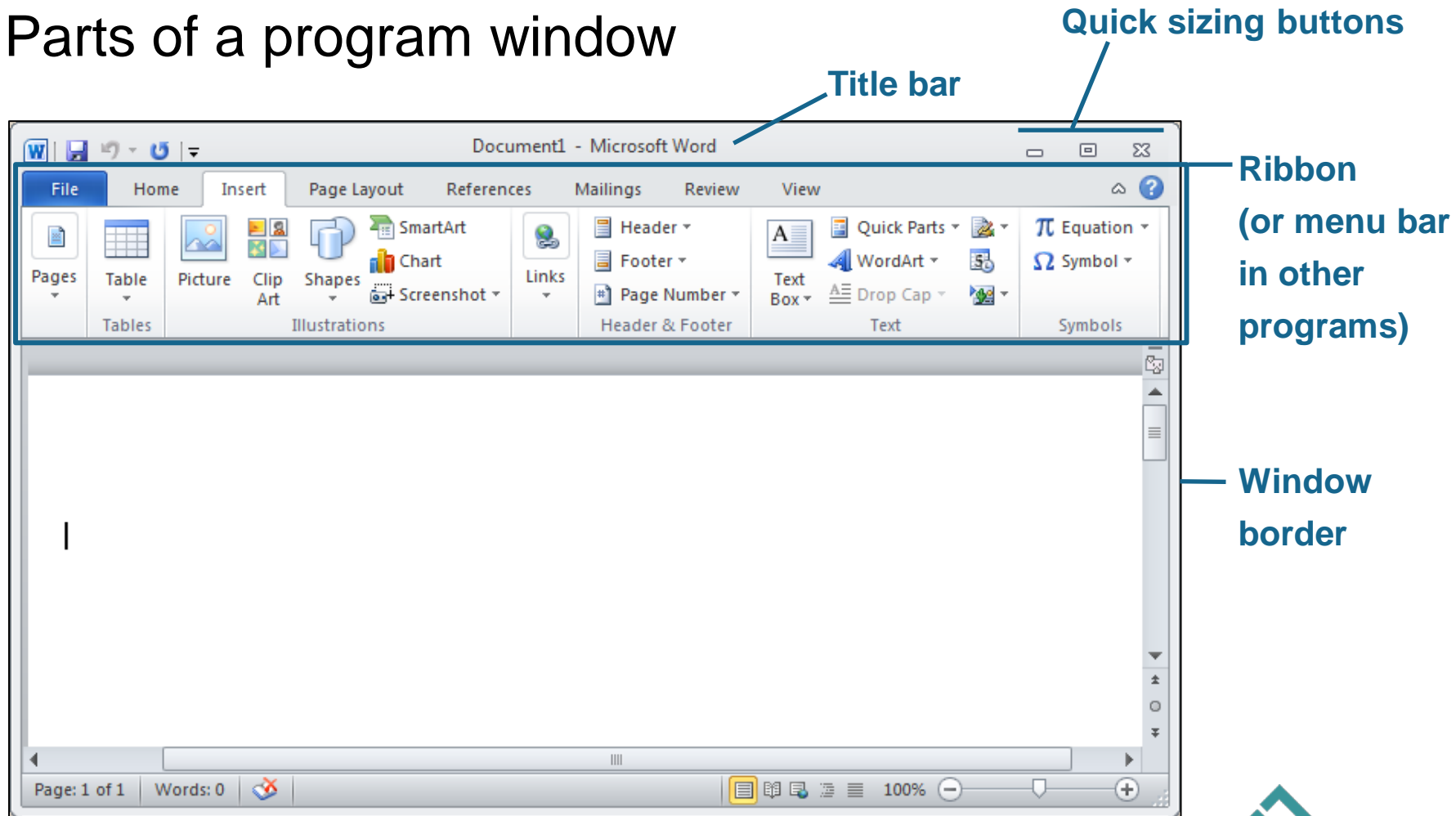
Controlling Program Windows

■ Quick sizing buttons

Minimize

Maximize

Restore

Close

Restore button appears when a window is maximized

Maximize button appears when a window is restored

Restore button reappears when a window is maximized again

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Controlling Program Windows

- **Positioning Windows**
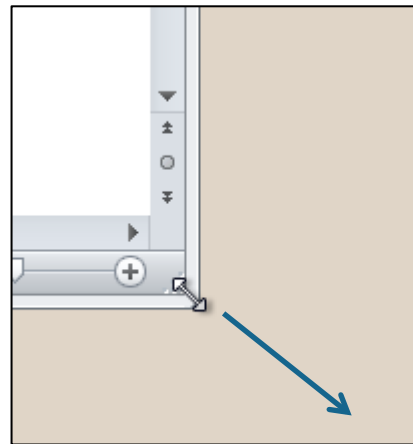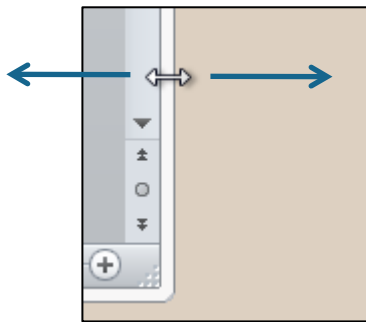 - ▲ Window must be restored
    (you can't change position of maximized windows)
  - ▲ Drag the title bar to move the window around

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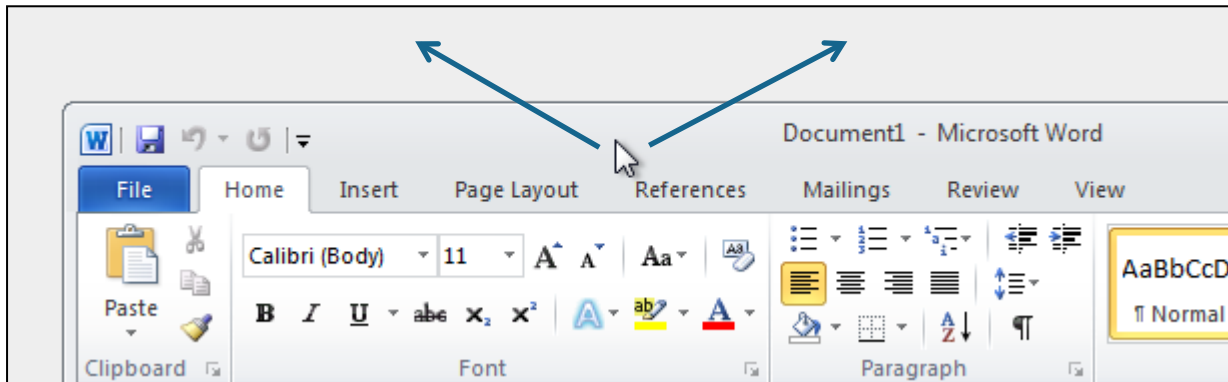
Controlling Program Windows

■ Shaping Windows

▲ Window must be restored
  (you can't change size or shape of maximized windows)

▲ Drag the window borders with the double-arrow
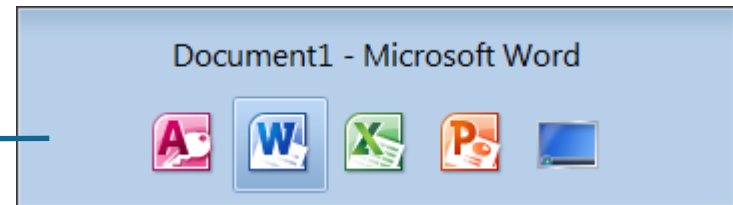
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Controlling Program Windows

- Multitasking

  - ▲ Running more than one program at the same time

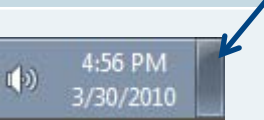 - ▲ More RAM lets you multitask more programs more efficiently

- Switching Programs

  - ▲ [Alt]+[Tab] Flip

  - ▲ [🪟]+[Tab] 3D Flip (Win7, Vista only)

Document1 - Microsoft Word

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Controlling Program Windows

- Aero Desktop (Win7)

Command	Procedure
Aero Snap	Drag a window's title bar to the side, top, or bottom of the screen
Aero Shake	Shake the title bar of the window you want to keep open
Aero Flip 3D	Hold down the Windows and [Tab] keys
Show the Desktop button	Clears the screen instantly
Aero Peek	Point (don't click) on the Show the Desktop button

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Shutting Down Windows

- Proper shutdown is important to reliable operation

- Shut Down

  - Sometimes required to install updates (look for small shield on restart button, Win7 & Vista)

- Restart

  - Sometimes needed to finish installation of a new program

  - Can often help remedy a problem by resetting all of the computer's functions and memory

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