

## **Lesson 1 vocabulary:**

**Desktop:** The first screen you see when the operating system is up and fully running. It is called the desktop because the icons symbolize real objects on a real desktop.

**Icons:** Small pictures that represent a folder, file, command, or some other computer function.

**Pointer:** An on-screen symbol that shows the current position of the mouse. It usually appears as an arrow or an I-beam pointer.

**Pointing device:** A device, such as a mouse or trackball, that allows the user to select objects, such as icons or text.

**Menu:** A text interface that includes drop-down options; the user clicks on one of the choices to execute a command.

**Scroll bar:** A horizontal or vertical bar that allows the user to control which part of a list or document is currently in the window's frame. The scroll bar makes it easy to move to any part of a file.

**Window:** Rectangular area of the screen; used to display a program, data, or other information.

**Maximize:** The window fills the full screen.

**Restore Down:** The window returns to its previous size.

**Minimize:** The window disappears from the screen and is displayed as a button on the taskbar

**Taskbar,** the horizontal bar at the bottom of monitor screen that appears to the right of the Start button

**Folders** are represented by icons that look like a traditional manila folder. Folders contains files and other folders

**Active window.** The window that you are currently using on the desktop the title bar will appear in dark or bright lettering

## **Lesson2 vocabulary:**

**Multitasking:** capability of running several tasks, or programs, at the same time

**Default** A predetermined software choice or setting

**Start button** has a menu that contains a list of options you will use throughout this book that enables you to complete frequently performed tasks quickly and easily.

**All Programs** contains a complete list of the programs installed on your computer and allows you to launch any program quickly from the desktop.

**My Documents** contains a list of the documents saved in this folder for quick access.

**My Recent Documents** contains a list of the documents that were recently opened or created.

Your computer may not show this option,

**My Pictures** contains a list of the digital photos, images, and graphic files saved in this folder.

**My Music** contains a list of music and other audio files saved in this folder.

**My Computer** displays the contents of your computer. You can see the hardware devices, resources, programs, and files that are stored on your computer. My Computer also provides information about different system resources, such as the size of the hard disk and how much space is available on it. You can also use My Computer to format disks and to run programs.

**Control Panel** provides options for customizing the “look and feel” of your desktop. For instance, the Control Panel option lets you change settings, such as the computer's date/time, desktop background, display colors, keyboard language, and mouse controls.

**The Help and Support** option opens the Windows Help facility, an easy-to-use program that provides you with information about Windows and its programs.

**The Search** .helps you find files and folders. This option also lets you search for Web sites you visit frequently,plus it provides a quick way to find people whose names are stored in a variety of electronic address books.

**The Run command** allows you to begin a program quickly from the Start menu. You can also use this command to find a file or program.

**Log Off** option permits you to exit the account you are using and keep the computer on for you or another user to log on at a later time.

**The Turn Off Computer (or Shut Down)** option provides options for safely shutting down and/or restarting Windows and your computer.

**The Quick Launch bar** on the taskbar displays icons for frequently used programs so they are always visible on your desktop.

**Dragging.** Moving objects with the mouse

**The title bar** is at the top of the window. It displays the name of the program running in a window

**menu bar**, which lists available menus (the specific choices depend on the program you are running).

The **Standard toolbar** contains buttons that permit you to access various functions and to issue commands.

The **Address Bar** displays the name of the open folder or object. It also permits you to key the address of a Web page quickly without opening your browser.

**The borders** are the four lines that define the limits of the window.

**The status bar** provides information on the currently selected object or the task you are performing. As you choose menu items, select window objects, or issue commands, the actions are described on the status bar.

**The resize edge** provides a large spot to grab when you want to resize a window without moving the upper-left corner.

When the window is not large enough to display everything, you will see **scroll bars**. Clicking the scroll

**A menu** is a list of options or choices

### **Highlighting**

the words appear in white letters within a dark box. Highlighting indicates that an option is currently selected.

### **Colors or Shading**

Not all menu options are available to you all the time. The dark or black letters indicate options that are currently available. Light or grayed letters indicate options that are not available.

### **Ellipses**

An ellipsis is a series of three periods (...) following some commands. An ellipsis tells you that if you choose this option, a second window or dialog box will be displayed,

### **Selection Letters**

one underscored letter or number, indicating a keyboard command you can use as an alternative to the mouse.

**commands** are in menus and are issued to perform a task or function.

**Command buttons** carry out your instructions using the information selected in the dialog box. Command buttons are always rectangular.

**Option buttons** (sometimes called **radio buttons**) allow you to choose one option from a group of options. To change a selection, simply choose a different button.

**Text boxes:** Text boxes allow you to key information in the dialog box. A text box may contain a blinking insertion point to show you where to begin keying, or it may already contain text that you can change as necessary.

**Check boxes:** Check boxes allow you to make choices from a group. However, unlike option buttons, you can check several boxes; that is, you can select a variety of options. Clicking with the mouse selects or deselects a check box.

**List boxes:** List boxes present a set of options in list format. When the list of options is too lengthy to fit in the box, scroll bars are available to allow you to scroll through the items.

**Drop-down list boxes:** Drop-down list boxes display only one option and a special arrow symbol. Click the arrow symbol to reveal the entire list box.

**Combo box:** A combo box is a combination of a text box and a list box. You can select from the list or enter your own choice by keying it in the text box part of the combo box.

**Cascade Windows** option cascades the open windows into a stack with title bars showing; the active window is always in front of the stack, on the top layer.

**The Tile Windows Horizontally** option tiles the open windows across the desktop from top to bottom, without overlapping any portion of any window.

**The Tile Windows Vertically** option divides the desktop evenly among the open windows and aligns the windows across the screen, left to right, without overlapping any window.

**active window.** The window you are working with on the desktop

### **Lesson 3 vocabulary:**

**The control panel categories below:**

**Appearance and Themes:** Change the background, screen saver, or desktop items; customize the Start menu and taskbar; apply a theme to your display; change the screen display resolution or colors.

**Network and Internet Connections:** Create a small office or home network; change network, Internet, and phone settings.

**Add or Remove Programs:** Install, change, or remove software and Windows components; see a list of installed software; control access to certain programs.

**Sounds, Speech, and Audio Devices:** Change speaker volume and other settings for audio and speech devices; change the sound scheme or individual sounds made by the computer.

**performance and Maintenance:** Enable energy-saving features; compress the data on your hard disk drive; schedule routine maintenance tasks, such as disk cleanup and antivirus checking; find system information.

**Printers and Other Hardware:** Change settings for printers, keyboard, mouse, game controllers, modems, scanners, and cameras; identify the hardware devices on your computer and if they are running properly.

**User Accounts:** Change user accounts and passwords; change a user's e-mail profile.

***Date, Time, Language, and Regional Options:*** Change the language your system uses or the date, time, or time zone; change the way numbers, currency, dates, and times are formatted and displayed.

***Accessibility Options:*** Adjust hardware and operating system settings for users with vision, hearing, and mobility disabilities.

***The display properties dialog box tabs below:***

***The Themes tab*** assigns a predefined set of icons, fonts, colors, sounds, and other window elements to your desktop. Collectively these elements are called a ***desktop theme*** and give the desktop a unified and distinctive look.

***The Desktop tab*** offers you a selection of pictures and graphics to use as a background on your desktop. You can use one of the backgrounds that come with Windows or create one of your own.

***The Screen Saver tab*** permits you to display static or moving graphics or a blank screen when your system is idle.

***The Appearance tab*** controls the colors, fonts, and sizes of various screen elements. You can change the appearance of these elements by selecting from a set of predefined schemes or by creating your own scheme.

***The Settings tab*** allows you to change the resolution and the number of colors used by the display, change the display type, and change other display characteristics.

***Some icons you find on the desktop :***

***My Documents*** is your personal folder where you can save the files you create and use. By default, the My Documents folder contains two additional personal folders: My Pictures and My Music.

***My Computer*** displays the contents of your computer. You can see the hardware devices, resources, programs, and files that are stored on your computer. My Computer also provides information about different system resources, such as the size of the hard disk and how much space is available on it. You can also use My Computer to format disks and to run applications.

***My Network Places*** lists all of the computers on your network, if you are connected to a network. It permits you to browse through files on a networked computer.

***Internet Explorer***, you get a fast, personalized Web browser with communication capabilities including sending and receiving e-mail, connecting to the Internet, designing your own Web site, and teleconferencing.

***A shortcut*** functions as a pointer to an application or a document file.

***Desktop Cleanup Wizard*** that can check your desktop to see which desktop shortcuts you have not used during the previous 60 days; it then lets you decide if you want to remove them.

***A shortcut key*** is a keystroke combination that runs a program or opens the dialog box to which it is linked.

***the Quick Launch bar*** is a bar on the taskbar that is always visible is great for those items you need to reach fast.

## ***Lesson 4 Vocabulary***

the utility program ***Windows Explorer*** is designed to help you find, view, and manage files easily and effectively. Explorer gives you control over the organization and management of your files and folders.

**The Folders bar** is also called the tree pane because its hierarchical display of all objects on the desktop is like a tree's trunk and branch system.

**Contents Pane** the display shown in the right pane (the contents pane) changes depending on the folder, disk, or other object selected in the left pane

**The views of the window shown below:**

**Thumbnails:** Displays the images a folder contains on a folder icon so you can identify the contents of the folder quickly. For example, in Thumbnails view, you can see small images of pictures stored within a folder on the folder. By default, four images will be displayed on the folder, and the folder name is displayed under the folder icon.

**Tiles:** Displays a large icon and filename for each file and provides a visual clue to the type of file and the file contents, such as a musical note for music files or a picture for image files. Information about the file, such as the date it was last modified or the type of file, is displayed below the icons.

**Icons:** Displays small icons with filenames below them, generally arranged horizontally across the screen.

**List:** Provides a list of all files and folders. Displays small icons and the filename, usually in a vertical arrangement.

**Details:** With details, you get much more information than you do with the other view types. Details view can show the file icon, the filename, the file size, the associated application, the date and time the file was created or last modified, and other information depending on the chosen options.

**Sorting** is the process of creating a list organized on a specific criterion.

the **wildcard characters** (\* or ?) to substitute for characters in a filename while searching.  
Use \* to substitute for zero or more characters and use ? to substitute for only one character.