

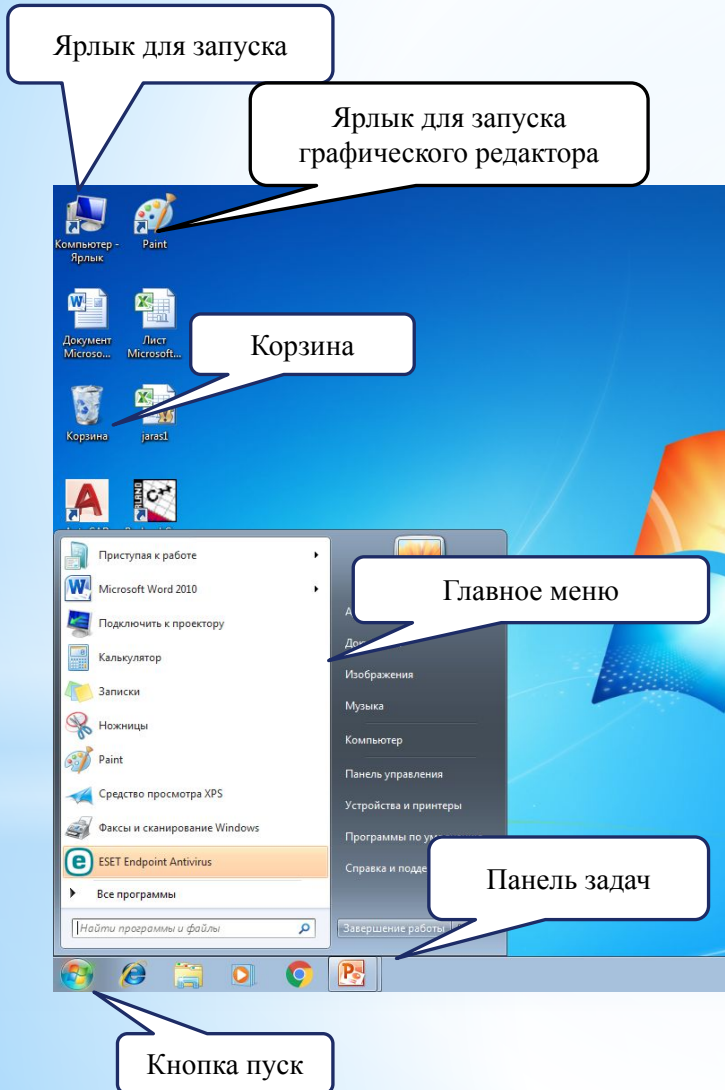
Main objects WINDOWS

1. Desktop

The screen at boot contains various icons of system folders, documents and shortcuts. The screen with icons is called the **Desktop**.

On the computer screen are located icons of the system folders Windows 98- **My computer**, **Trash** and others.

- * **My computer** presents a folder on the desktop, in which you can see the composition and structure of the computer.
- * Icon "**Network environment**" - allows you to work with a computer network.
- * **Inbox**- Inbox opens a window for sending and receiving e-mail and facsimile messages
- * **Recycle Bin** - contains copies of deleted files for later final deletion or recovery.



2.Task bar

At the bottom of the desktop is a light gray bar - **Taskbar**.It contains the “**Start**” button, which is designed to quickly launch programs and search for files, as well as provides access to reference information.

When you open (activate) a program, window or document from the Pawel of tasks, a button with the inscription corresponding to the opened item appears. clicking this button with the mouse allows you to quickly jump to the selected window.

Clicking the "Start" button opens the main menu of **Windows 98**

3.Main menu

The commands of the **Main menu** are designed to launch offers, search for files, set up various system parameters, get help information, etc. **Main menu** commands can have the menu of the next level. Such commands are marked with the number 4. The main element of the Main Menu for loading frequently used programs is the **Program** line. It contains other lines: "**Explorer**", "**Standard**", etc.

The main menu appears on the screen, and after pressing the keys *Ctrl + Esc*. This method is especially effective when the **Start** button is not visible on the screen. In some modes of setting the screen. The main menu appears on the screen, and after pressing the keys *Ctrl + Esc*. This method is especially effective when the **Start** button is not visible on the screen. In some modes of setting the screen, it is closed by other windows.

4. Manipulator type “mouse”

Manipulator “mouse” or just mouse has two or three buttons:

- * **the left button**- is the main working;
- * **right** - additional;
- * **middle**- programmable.

On the screen, in addition to the row cursor, there is always a pointer or mouse cursor, which, depending on the operation mode, can have a different appearance.

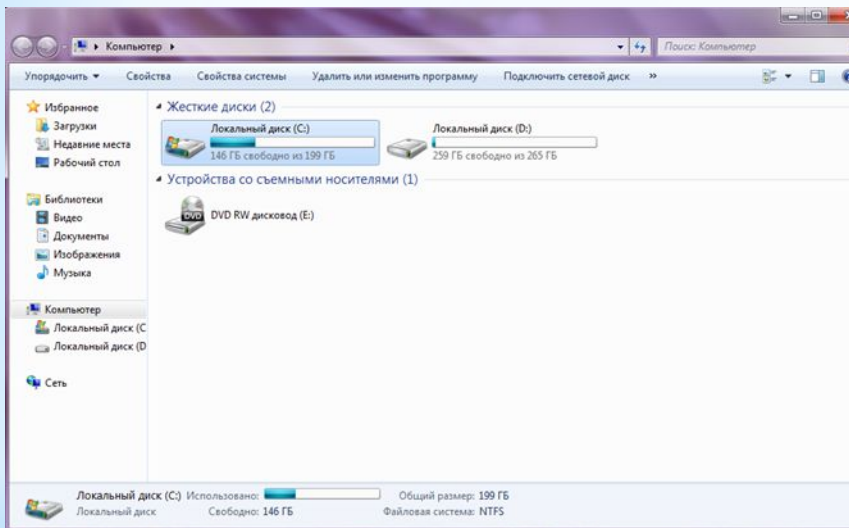
Picture 1.2 gives explanations of its various types. You can use the mouse:

- * **click**- press and release the left button (if the action is performed with the right button, then this is indicated specifically);
- * **double-click**- press and release the left button at a fast pace twice;
- * **drag** -point to the object, click on the left button and, holding it pressed, move the cursor to another place;
- * **call the context or dynamic menu** - press the right button and release, the choice of a specific context menu item is made by pressing the left mouse button.

Using the mouse, we control the operation of Windows and its applications: issue or cancel a command to execute an operation, draw a figure or select its fragment, transfer the selected fragment of text or image to another position. Moving the mouse across the table in different directions, you can set the mouse cursor to a certain position on the screen, and then send a signal to the car by pressing the right or left mouse button.

5. My computer

The icon “**My computer**” represents on the desktop folder, as if containing the entire computer as a whole. To view the folders and files on the computer, you need to point this icon with the mouse and double-click its left button. (Pic. 1.3)



The **My Computer** window has a drive:

A: (for removable floppy);

C: (hard disk);

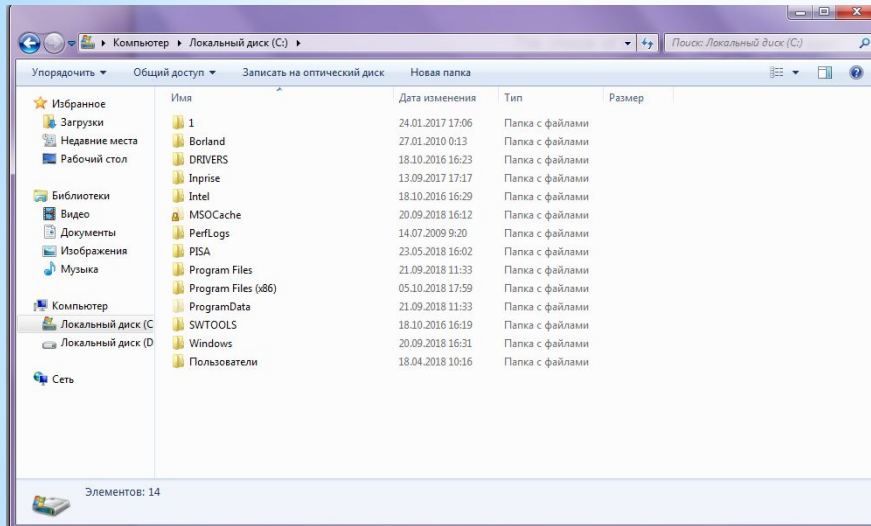
E: (compact disk).

In Pic. 1.3a the C: drive is selected. A double click opens a window with the contents of this disk (Pic. 1.36).

This window contains folders and documents with various icons as files depending on the type of information stored.

In this window, you can use the mouse to select the **Windows** folder, where there are many useful applications, and double-click on its icon. Then the following window will open (Pic. 1.3c) containing subfolders and files. In the figure, the list is presented in the form of a table. In the "Type" column it is

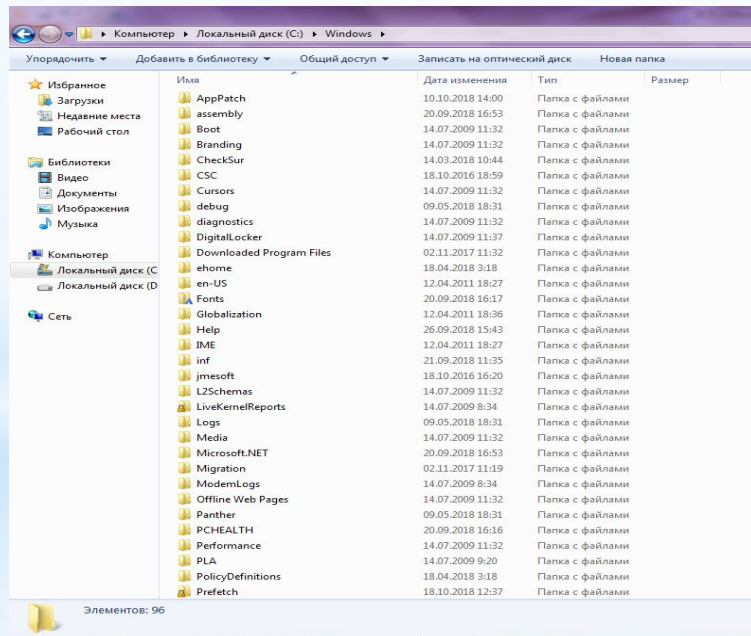
The choice of the type Application will open the program with the help of which another document (file) is created or a certain function is executed. For example, choosing the **CALC** file will open the window of a regular calculator, and choosing **SOL** with drawings of cards will open the window for playing solitaire. In the upper part of the window there is a **menu bar** and a **toolbar** consisting of buttons, we will tell about them later.



c) **My Computer Window - Disk C: - Windows folder.**
Pic. 1.3 Consecutive opening of windows through My computer.

6. Windows Explorer

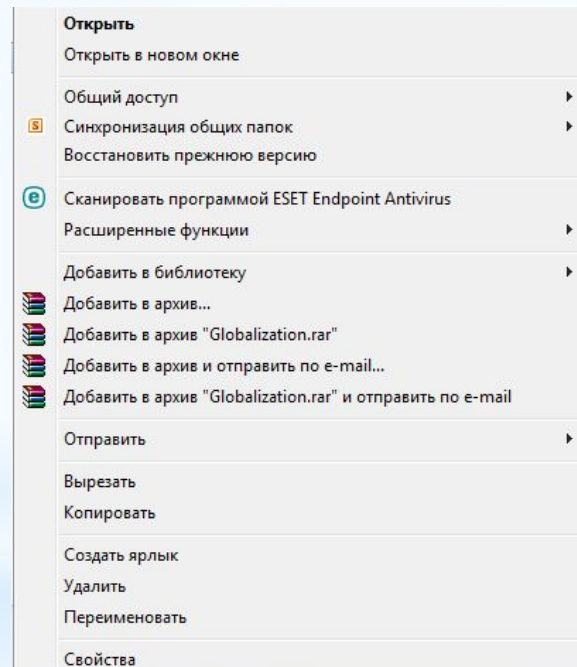
The Explorer simultaneously reflects both the nesting structure of the folders on the computer in the left part of the window, and the contents of the selected folder in the right part. This is especially useful when copying and moving files. To do this, a sufficient right window displays the contents of the folder in which the file to be copied is located and drag this file to another folder on the left side of the window (Pic. 1.4).



Pic. 1.4 Explorer window

7.Context menus

Clicking the right mouse button displays the context menu of the selected object. This menu contains the main set of commands for working with the object. For example, for any file in this menu, there are commands for opening, copying and deleting.



Pic. 1.5 Context menus

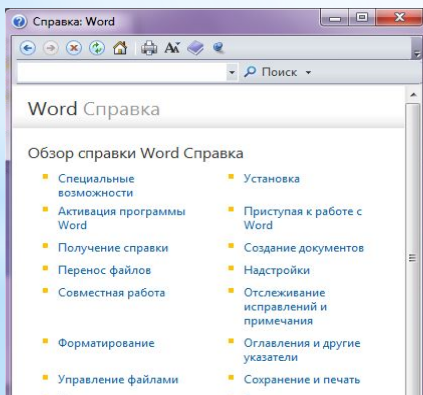
Buttons to close, minimize and maximize the window.

In the right corner of any window there is a button for **closing** the window in the view. It allows you to complete the work with the program. The **maximize** and restore buttons of the window respectively have these types and the minimize button

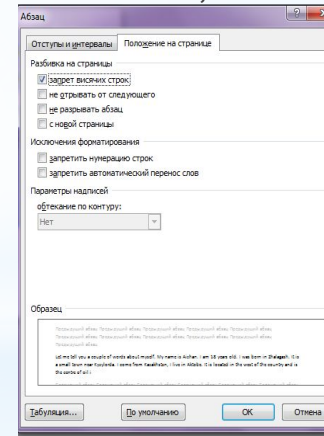
9. What is this?

Many dialog windows provide a way to get help. Simply press the button located in the command line (upper right corner). And then click the command of interest in the window (Pic. 1.6). A pop-up window will appear on the screen with the text of the explanation (Pic. 1.7).

This explanation can be derived in another way. Point to the item, click the right mouse button and select the single item **What is it?**



Pic. 1.6 menu item what is it?



Pic. 1.7 Explanation popup window of the "Text" object.

THE DESKTOP- is the entire surface of the screen while the Windows shell is running. This is the simplest, but fundamental concept of Windows.

USER INTERFACE - a set of tools for dialogue, interaction of the program with a person. With the help of the interface, the person in the dialogue mode controls the operation of the machine.

ICON - to represent objects in the Windows interface, for clarity and brightness of the interface, a system for assigning icons to various objects is provided.

DOCUMENT - any file processed by the application. In Windows, a document may contain text, graphic, audio, and video information.

10. Basic working methods

To launch a program, open the main menu, select the folder in which the program is located, and then click the program itself.

To **Minimize** all open windows at once, place the pointer in an empty area of the **Taskbar**, right-click and select the **Collapse** all command from the context menu.

To select several files or folders at once, it's enough to keep the *Ctrl* key pressed while selecting folders.

Deleted folders and files are stored in the **Trash** until it is explicitly cleared.

To open a **document**, simply place the pointer icon on its section and double-click the mouse's thumb.

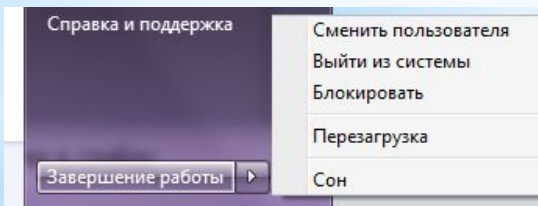
You can prepare the computer for shutdown by the **Shut down** command from the **Main menu** and then select **Turn off** the computer and press the **YES** button.

Shut down Windows

1. Find the "**Start**" button.



2. Select the "**Shut down**" command in the **Main Menu** and the following message will appear on the screen:



3. If any **file** is not saved when closing windows, a message will appear on the screen:

