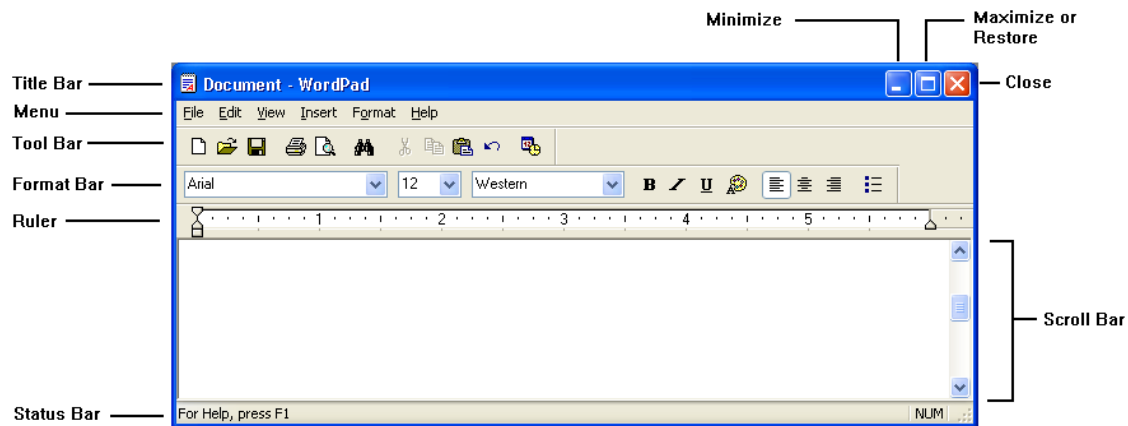



## Parts of Windows


Located in every window are several little buttons, menus, and controls that you use to control the program and window. There's no getting around it—you're simply going to have to learn what these little buttons, menus, and controls are and how to use them because they appear in every Windows program. Here's the good news: once you can find your way around a window for one program you'll be familiar with the windows for most programs, since this window/menu/button concept appears in just about every Windows program.





Let's begin by looking at the WordPad window pictured above. After we explain the various parts of the window, we will then begin to use this program.

**TITLE BAR...**this appears at the top of each window. It is exactly as it is called. It contains the TITLE of the program you are running on the BAR at the top of the window. If you have saved the document you are working on, the generic Document on the Title Bar will change to the name of the document you are working on.

 **MINIMIZE...**this is a minus button located on the upper right hand corner of every window. When you click this button it will appear that the window has disappeared. If you look at the bottom of your desktop you will see it has shrunk down to the task bar. To restore the program to the desktop, simply click the program in the taskbar.

 **MAXIMIZE...**this allows you to enlarge any window so it fills the entire screen. This button is located in the upper right hand corner of the window. To restore the window to the original size or make it smaller, click the same button.

 **RESTORE...**when your window is full screen the maximize button will change to the restore button to allow you to return the window to its original size.

 **CLOSE...**when you click the close button, located beside the maximize button in the upper right hand corner, this removes the window and the program from your screen. This does not mean that that program has been removed from your computer, just from the desktop and memory. If you have not saved the program yet, Windows will ask you if you wish to save before closing the program.

**MENU...**this is a list of commands and options you can give your computer. The list on the menu changes from program to program, but the menu location doesn't. It will always be right below the title bar on the left side. It will read "File, Edit, View, Insert, Format, Help." When you click on any of these, a list of options will open. This is the menu. Compare the items in the menu with the keyboard shortcuts we showed you earlier, you will see many are the same.

**TOOL BAR...**the tool bar has tools represented by icons, or small pictures, that you can use to give commands to your computer. Eg. open, print, undo, and so on. These tools are shortcuts to commonly used items that are also found in the MENU.

**SCROLL BAR...**sometimes the window is not large enough to display all the information. When this happens a scroll bar will appear, and you can move the scroll bar up or down to read all the text.

**STATUS BAR...**this is located at the bottom of the window. It displays information about the program you are running.

**RESIZE HANDLE...**this is located on the far right of the status bar when the window is not in full screen mode. It looks like a triangle made up of small dots.

When you place your mouse over this area, your pointer turns into a double headed arrow. You can now drag diagonally to increase or decrease the size of your window.

