

Try It! Exercise

In this exercise you will practice working with the Minimize, Maximize, Restore Down, and Close buttons.

1. Click **Start**, and then click **Computer**.
2. Click the  (**Maximize**) button at the top right corner of the window.
3. Click the  (**Minimize**) button.

Notice that the window disappears from the screen, but is represented by a button on the taskbar.

4. Click the **Computer** button on the taskbar to redisplay the window.

The window is now maximized, occupying the entire screen, and the  (**Restore Down**) button now appears in the control buttons, replacing the  (**Maximize**) button.

5. Press  to display the menu bar.
6. Click **View** to see the menu options.
7. Click **Refresh**.

Notice how the moment you selected this command, the entire menu bar disappeared. This is an example of how you can activate the menu bar as needed.

8. Click the  (**Restore Down**) button.
9. Click the  (**Close**) button.

The Computer window is now removed from the screen.

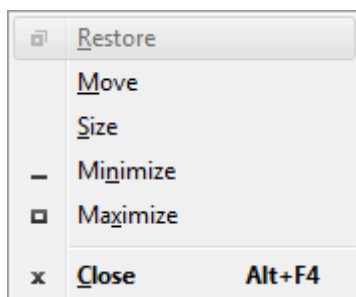
Moving a Window

You can move a window anywhere on the desktop using the mouse or keyboard.

- Position the mouse pointer anywhere on the title bar and then drag the window to a new location.

With the keyboard, press  +  to activate the control icon; it is not visible on the screen but the menu appears once it's activated.

Press the  key to select the **Move** command and press . Using the arrow direction keys, move the window to the new location and then press  to exit the action.



Maximized windows cannot be moved because they occupy the entire screen. You can only move a restored (that is, not maximized) window.

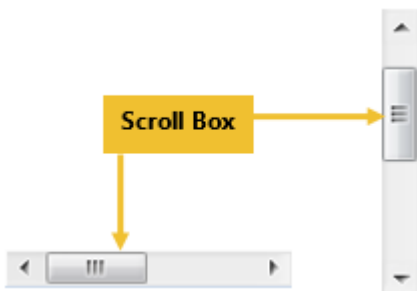
Sizing a Window

- Position the mouse pointer anywhere on the border (side) to be sized. When you see the mouse cursor change to a  (vertical double-headed arrow) for the top or bottom border, or  (horizontal double-headed arrow) for the left or right border, drag the mouse to the desired size.
- To size the vertical and horizontal sides at the same time, position the mouse cursor on any corner of the window, and then drag to the desired size for the window when you see  or  (diagonal double-headed arrow). Some windows are set to a specific size and cannot be changed.
- With the keyboard, press **Alt** + **Spacebar** to activate the control icon. Press the  key to select the **Size** command and press **Enter**. Using the appropriate arrow direction key for the side to size, press that direction key until the window is the size you want, and then press **Enter** to exit the action. You will need to repeat this action for every side to be sized.

Using Scroll Bars

If a window is too small to show all of its contents, scroll bars will automatically appear vertically on the right side of a window, or horizontally at the bottom.

A scroll bar has of three parts: an arrow button at each end of the scroll bar, a scroll box, and the scroll area. The scroll box is also called a thumb or an elevator. The position of the scroll box inside the scroll area gives you an idea of where you are within the window.



To move inside a window with the scroll bars:

- Click in the lighter shaded area above or below the scroll box to move up or down a screen at a time.
- Click the arrow at either end of the vertical scroll bar once to move up or down one line of information at a time.
- Click the arrow at either end of the horizontal scroll bar once to move left or right one column of information at a time.
- Click and hold down the mouse button on the arrow at either end of the scroll bar to have the screen scroll in that direction.
- Drag the scroll box to a specific area in the scroll area to move directly to that location. Depending on the program, you may also see a tip showing where the cursor will be placed when you release the mouse button.

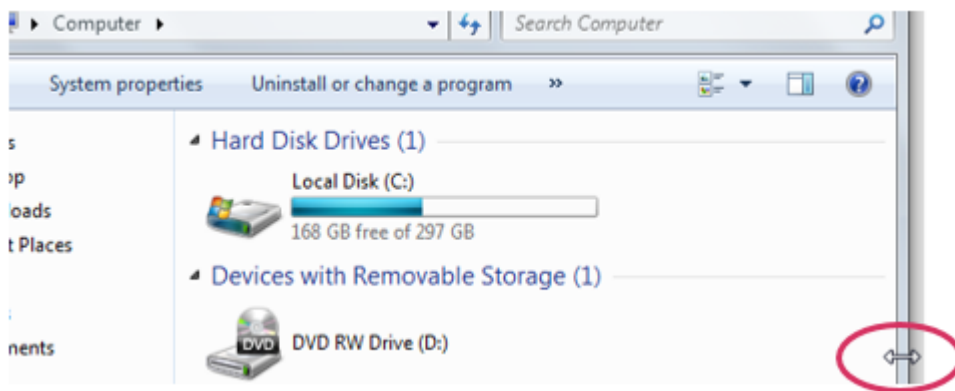
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Try It! Exercise

In this exercise, you will move a window around the screen and then resize it.

1. Click **Start**, and then click **Computer**.
2. If the window appears full screen, click the middle button at the top right corner (Restore Down) for the Computer window.
3. Position the mouse pointer on the title bar of the Computer window.
4. Click and drag the window to a new position on the desktop.
5. Practice moving the window around to several different locations.
6. Move the mouse pointer to the right edge of the window and hold the mouse over the border until the pointer

changes to a  (horizontal double-headed arrow).



7. Drag the border to about one inch (2.5 cm) from the right side of the screen.
8. Move the mouse pointer to the lower right corner of the window and drag the corner of the window until the window is about half the current size.
9. Resize the window back to its original size.
10. Click the arrow button at the bottom of the vertical scroll bar in the Folders list.
11. Click the arrow button at the top of the scroll bar.
12. Drag the scroll box up and down to view the information in the window.
13. Resize the window so that all of the contents are visible and the scroll bars disappear.
You are not required to resize a window before closing it; you do it here for practice.
14. Click  (**Close**) to close the Computer window.

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Understanding Files and Folders

IC3 Objective 1-1.2

A *file* is created using a specific program; the type of program determines what type of file it is.

Application File



This file type launches (or starts) an application program. These types of files are usually stored in a folder named for that program. The program folder itself is usually found in the Program Files folder on your hard drive.

Data File



This is the type of file that you create when you use an application program. For example, you might have created a grade tracking file in Excel, a letter file in Word, a presentation on sea life in PowerPoint, and so on. These files can be stored anywhere.

System File

This type of file is part of the operating system. Many of these files are hidden to protect them from being changed or deleted.



Files and folders on a computer are organized into a system where one or more folders are at the top of the system, and other files and folders are located below (or “inside”) the top ones. This type of system is called a hierarchy.

- A *folder* is a container for programs and files. You can use several folders to organize your files, just as you can use hanging folders in a file cabinet to keep your papers organized.
- A subfolder is simply a folder contained inside another folder. Most people use the terms folder and subfolder interchangeably.
- The visual map of files and folders on a disk is called a directory or a directory tree. The highest level of any directory on a disk is called the root folder, or the root directory. The root directory is always represented by the disk drive letter followed by a colon (:) and a backslash (\).
- Every file on a computer is stored in a particular location on a disk, and that location is described by its *path*. A path indicates the exact route to follow to get to the location of a file. When you write a path, you separate each folder level with a backslash.

Libraries

Libraries are special. You can think of a library as a “virtual” folder. In computing, the word virtual refers to something that is not physically real. A virtual folder does not exist physically, but it can still act in the same way (and perform the same tasks) as a real folder.

Windows 7 includes four libraries as a start: Documents, Music, Pictures, and Videos.

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