The screen goes dark. Has the power light changed color?

16. Press a key on the keyboard or press the power button to wake the computer. Depending on how your teacher has set up your computer, you may need to click the icon for your user account or enter your password to return to the Desktop; otherwise, you will be returned to the Desktop immediately.

17. If necessary, click the icon for your user account or enter your password to return to the Desktop.

18. Display the Shut down options menu, then click **Restart** to restart the system.

    Windows shuts down, and then starts again without performing startup tests that run when you first power on the system.

19. When the log on screen displays, click the icon for your user account and enter your password if necessary to access the Desktop.

20. Click the **Start** button, then click the **Shut down** button to power off the system.
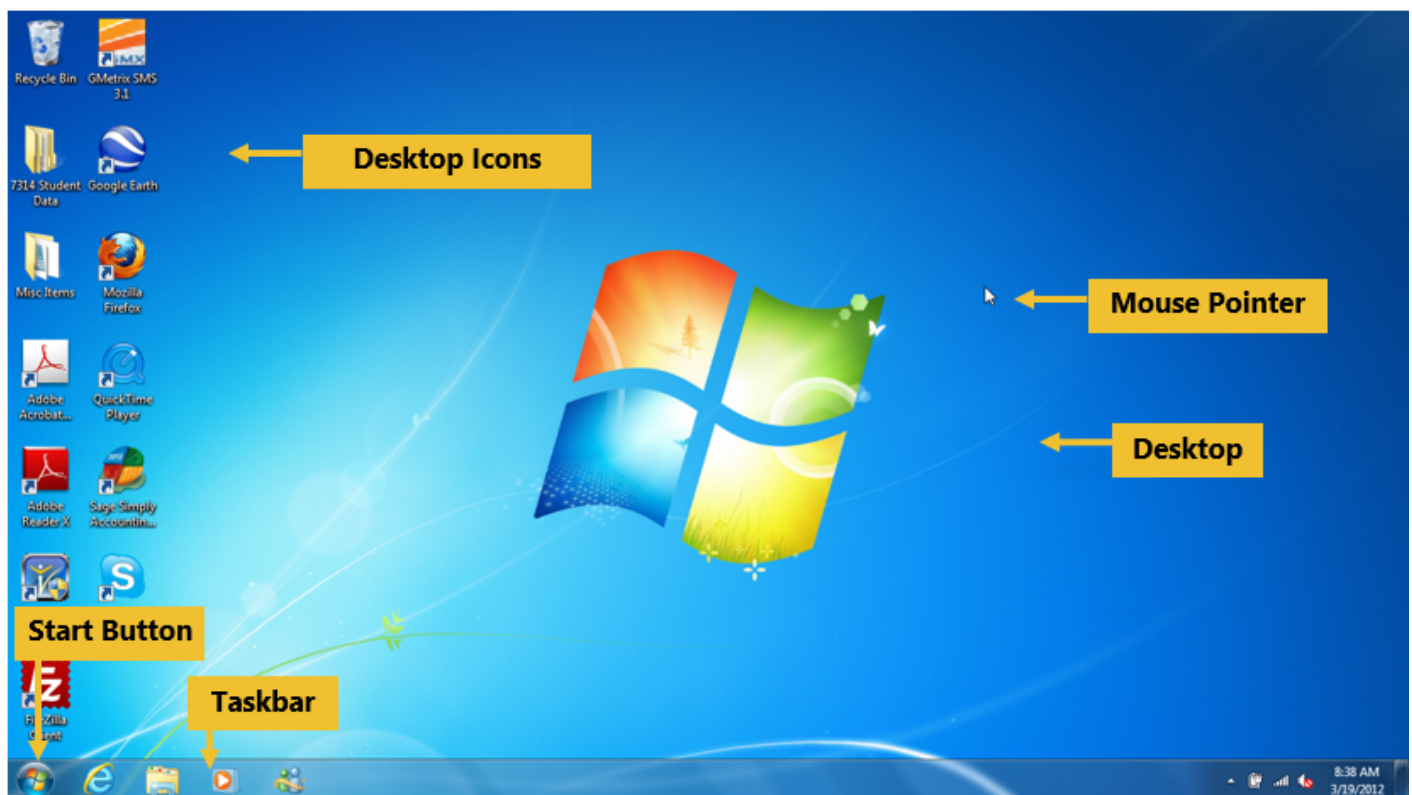
    Windows shuts down, and then the system turns off.

21. Press the power button on the computer to start the system.

22. Log on to Windows.

Looking at the Windows Desktop

IC3 Objective 1-1.2

The Desktop includes several types of objects that you use to move around and get work done.

Desktop Icons	The "shortcuts" you can click to open frequently used programs, folders, or files.
Mouse Pointer	The arrow that follows the movement of the mouse and highlights icons on the screen when you point to them.
Desktop	The main screen on which windows, icons, menus, and dialog boxes appear. You can change the colors and pictures on the desktop.
Start Button	Click to start programs, open documents, find items on your computer, and get help. As you have seen, you also use the Start button to shut down your computer.
Taskbar	The long horizontal bar at the bottom of the screen that includes three main sections:
	• Start button

- middle section that displays the buttons for open programs and files
- notification area that displays symbols and alert messages

Navigating Around the Desktop

Using a Pointing Device

You use a pointing device such as a mouse or the touchpad to move the mouse pointer:

- To select an item, move the mouse pointer (arrow) over top the item and then click the left mouse button once; this is called a **single-click**.
- To activate an item, point the arrow at the item and then press the left mouse button twice quickly; this is called a **double-click**.
- To display a shortcut menu with more options, point the arrow at the item and then click the right mouse button once; this is called a **right-click**.

Using the Keyboard

A number of features can be accessed through the keyboard. For example, press the ▦ button to open the Start menu, press Esc to cancel an action, or press Tab to move to the next field in a dialog box.
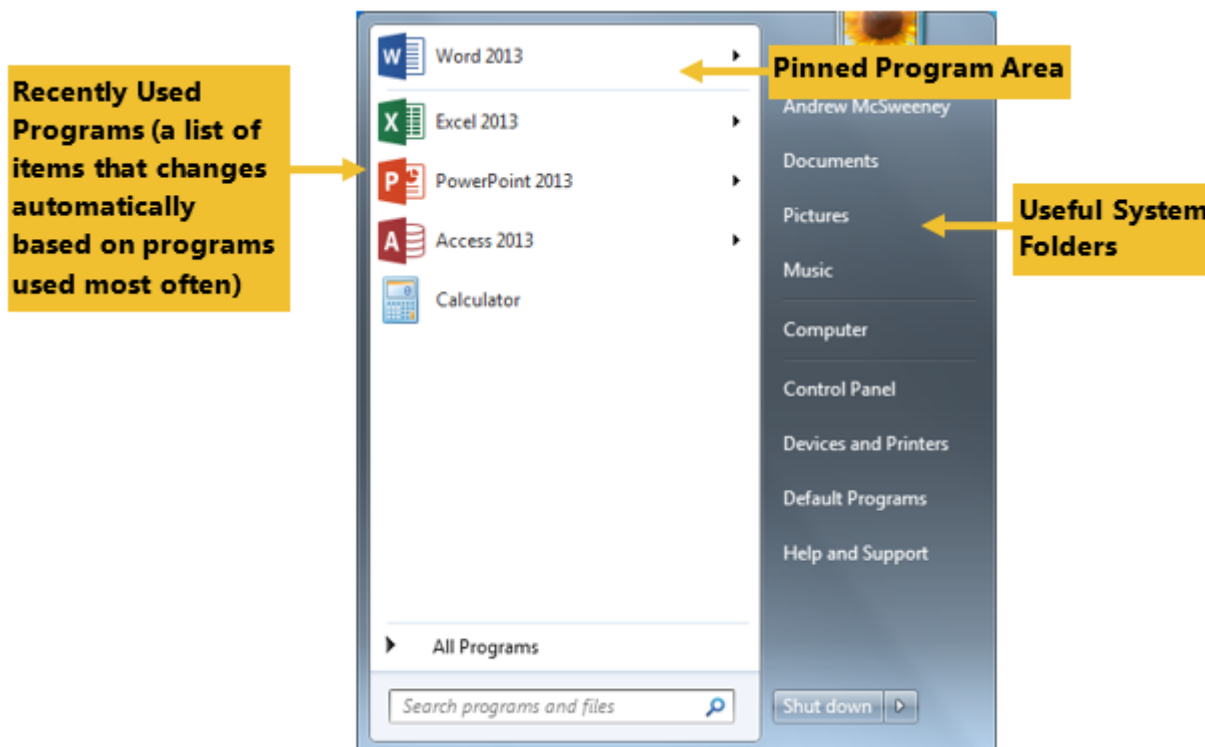
Using the Start Button

Almost everything you do begins with the Start button – including starting programs, finding files, logging off Windows, switching between users, or shutting down the computer.

To activate the Start button, you can:

- Click the **Start** button, or
- press ▦, or
- press Ctrl + Esc.

When you click the Start button, the Start menu opens:

- A ▶ (triangle) with a command beside it indicates that a submenu will display when you click or point to an item.
- To return to the main Start menu, point to or click the **Back** command.
- Items with a 📁 (folder) icon indicate there is sub list of options that you can choose to start.

Items can be selected from the Start menu using the mouse or keyboard.

- If using the mouse, click the **Start** button once. Point to **All Programs** to display a list of programs you can click to start. If a program name appears in a folder, click the folder to open it and display a list of options for the program, then click the option you want to start.

- If using the keyboard, press the ⊞ key to display the Start menu. Then press the arrow directional keys to navigate to the required command, and when it is highlighted, press ⎡Enter⎤ to activate it. To move quickly to a main area such as the Shut down button, press ⎡Tab⎤ until the item is highlighted and press ⎡Enter⎤ to activate it.
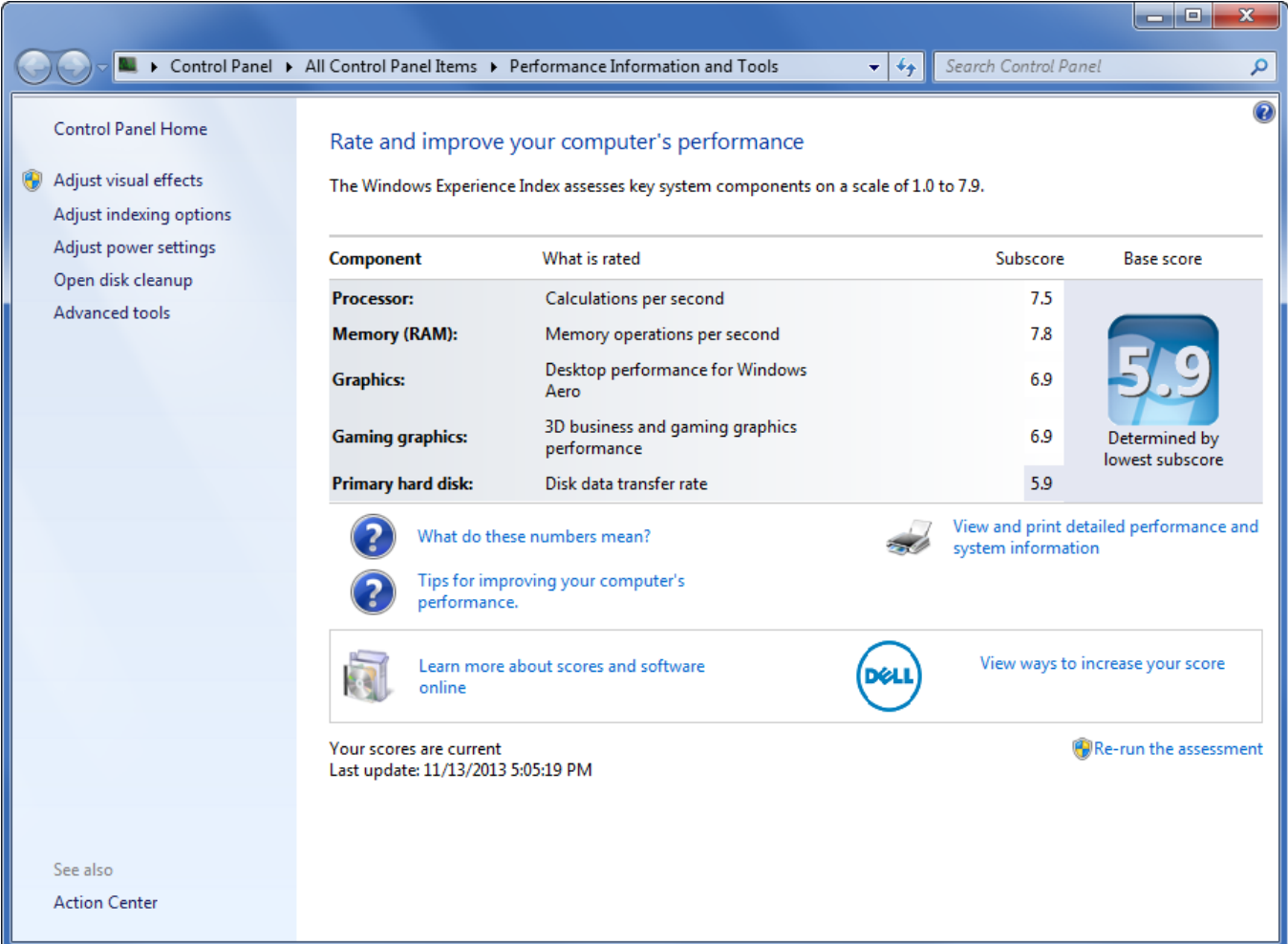
Try It! Exercise

In this exercise you will explore the Desktop and navigate the Start menu.

1. If necessary, start the computer and log on to Windows.

2. When the Desktop appears, put your hand on the mouse and then slide the mouse along your desk and watch how the mouse pointer ▷ follows the movements you make with the mouse.

3. On the keyboard, press ⊞ to open the Start menu.

4. On the keyboard, press ⎡Esc⎤ to close the Start menu.

5. Click the **Start** button to display the Start menu again.

6. In the Search field near the bottom of the Start menu, type: `windows experience`.

   A list of possible matches for the term you typed displays at the top of the menu.

7. At the top of the menu, click **Check the Windows Experience Index**. Windows opens the Performance Information and Tools window on the Desktop.

The information shown in this window will vary from system to system. This feature looks at the hardware and programs on your computer and calculates a rating of how well your system performs.

8. Click the ❌ **(Close)** button at the top right corner of the window to close the window.

Using the Taskbar

The taskbar appears at the bottom of the Windows desktop (although you can move it to either side or to the top of the window). It includes the items described below.


Taskbar Buttons	A button displays in the taskbar for each open application program, and for some built-in Windows applications. Click a taskbar button to activate a program or window.
Notification Area	Displays the clock, icons and shortcuts; sometimes this area is called the system tray.
Show desktop button	Point at this button to make all open windows transparent, so you can see the Desktop for a moment, or click it to instantly minimize all open windows on the Desktop. You can restore all the windows to their previous state by clicking it again.

Notification Area

- Displays the time and provides quick access to items such as the volume control or network connections.

- Can also display information about the status of the power level of a laptop battery.

- Can also control which icons are visible.

- Hides icons in the notification area when you haven't used them in a while; click the **Show hidden icons** button ![icon] to temporarily display the hidden icons.
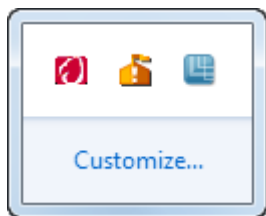
When you open a program, a button appears in the taskbar as a visual clue that program is running. As you open or create files within that program, a preview window appears for each file when you point at the program button on the taskbar.
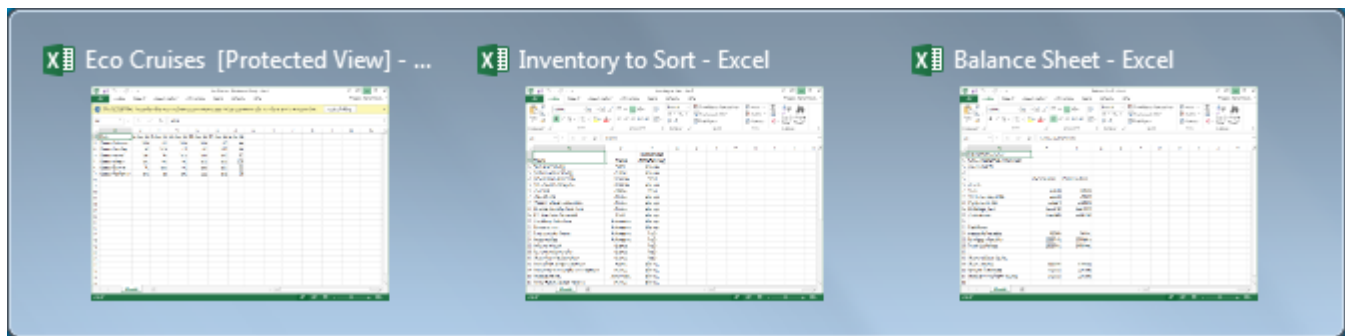
Try It! Exercise

In this exercise, you will practice using the pointing device to activate different items on the desktop, and you will work with the Start menu and the Taskbar.

1. Right-click the time in the notification area and look at the items on the shortcut menu.

Toolbars	▶
Adjust date/time	
Customize notification icons	
Cascade windows	
Show windows stacked	
Show windows side by side	
Show the desktop	
Start Task Manager	
Lock the taskbar	
Properties	
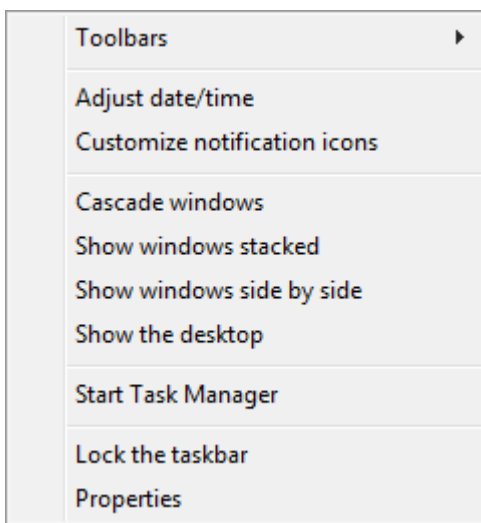
2. Click in an empty area of the Desktop to close the shortcut menu.

3. Right-click the time in the notification area, then click **Properties** in the shortcut menu to open a window that allows you to control system icons.
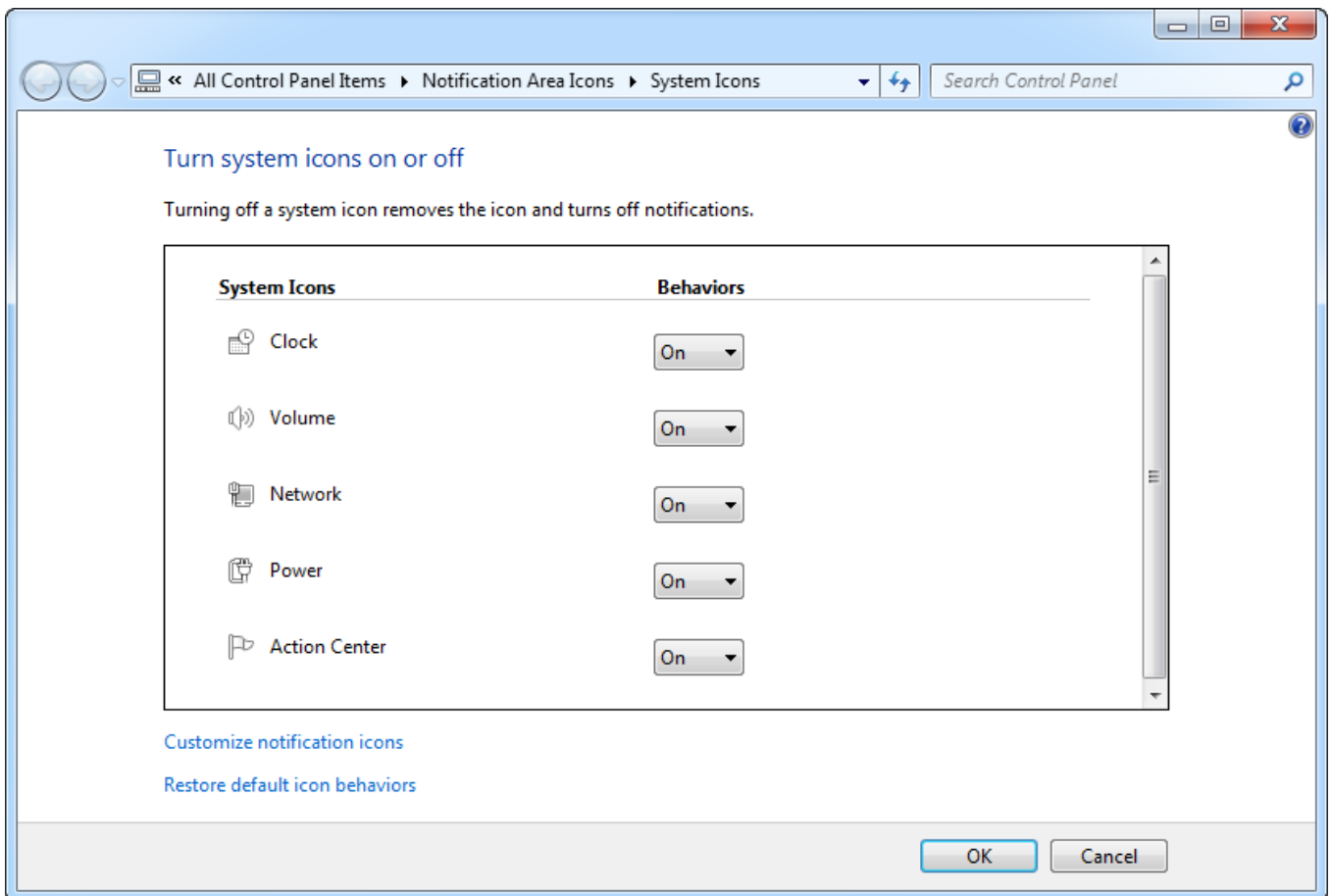

4. Scroll through the list of items to see what you can adjust, and then click **Cancel** to close the window.

5. Click the ▲ in the notification area to view any hidden icons, then click in an empty area of the Desktop to close the hidden icon window.

You will now start a program using the Start menu.

6. Click **Start**, point to **All Programs**, scroll and click **Accessories**, and then click **WordPad**. Windows opens the WordPad application in its own application window. All application programs run inside their own dedicated application window.
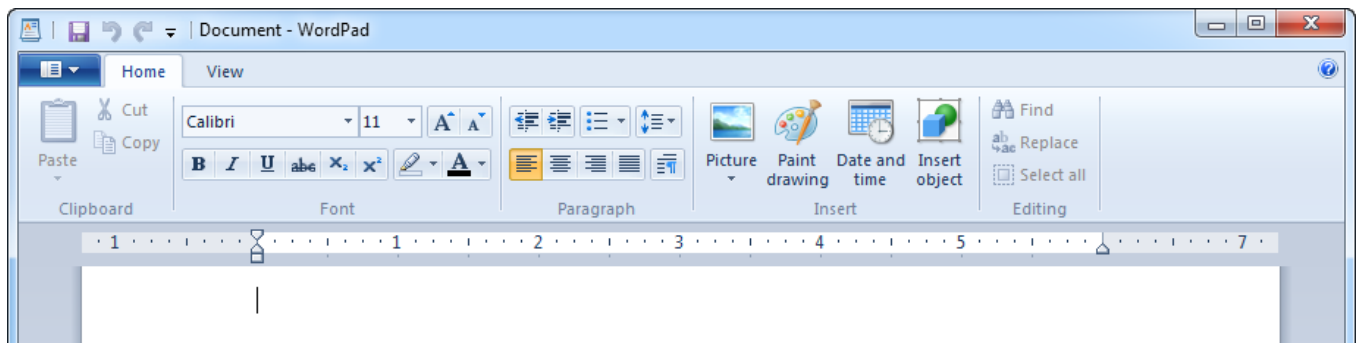
Now try using the taskbar.

7. Click the **Internet Explorer** button in the taskbar to open a web browser. (Ask your teacher for help if you cannot find the Internet Explorer button.)

8. Point at the Internet Explorer button in the taskbar.

   Windows displays a small preview window of the web page you currently have open on the screen. Notice that the button now has a border around it to show that this program is active.

9. Click the folder button to the right of Internet Explorer to open Windows Explorer.

   Windows Explorer is the file management tool for Windows. (Windows Explorer will be covered later.)

10. Click the **Show desktop** button at the right edge of the taskbar to make the open windows invisible and display only the Desktop.

11. Click the **Show desktop** button again to redisplay the open windows.

12. Point at the Internet Explorer button in the taskbar.

   Notice that the web browser is still open even though you started additional programs from the taskbar.

13. With the web page preview window displayed, click the **Close** button in the preview window to close Internet Explorer without having to make the browser window active.

14. Click the **Close** button for Windows Explorer to close this program. Now only the WordPad window remains open.

15. Click the **Close** button in the WordPad window to close the application.

Using the Control Panel

IC3 **Objective 1-1.3**

The Control Panel is the area in Windows where you can access features to customize your computer to look and run the way you like.

Use one of the following methods to access the Control Panel:

• Click **Start**, **Control Panel**; or

• in Windows Explorer, click **Computer** in the Navigation pane, then click [Open Control Panel] in the Command bar.

Customizing the Desktop Display

Customizing the desktop display includes changing the background, screen saver, desktop appearance, or screen resolution. To change the display, use one of the following options:

- Click **Start**, **Control Panel**, **Appearance and Personalization**, **Personalization** or

- right-click a blank area of the desktop, click **Personalize**, and then click the display option to change, or

- if in one of the icon views, click **Personalization** in the Control Panel window.
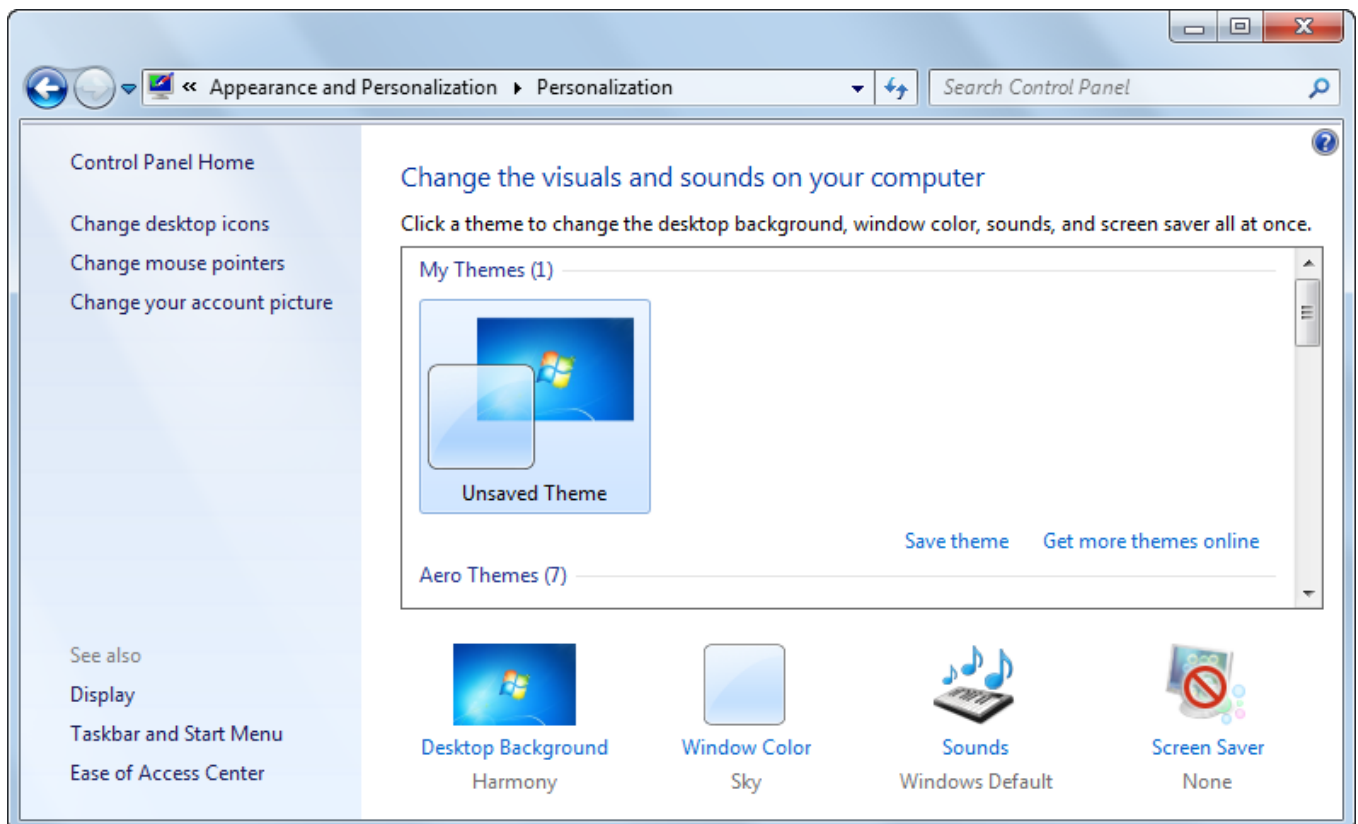
From here you can apply a theme to the desktop, customize an existing theme, or create your own theme. A theme is a combination of pictures, colors and sounds. Each theme includes a Desktop background, a window border color, sounds and a screensaver.

| **My** | Themes you customized, saved or downloaded. When you make changes to a theme, the new |

|	
Themes	settings appear in this section as an unsaved theme.
Aero Themes	These include Aero glass effects and many include a desktop background slide show.
Installed Themes	Themes created by computer manufacturers or non-Microsoft providers. Not every system includes installed themes.
Basic and High Contrast Themes	Themes designed to improve computer performance or to make items easier to see. These themes use less computer memory than Aero themes, but they do not support all of the Aero features. This means, if you apply one of these themes, you may not be able to see thumbnail previews of programs when you hover over their buttons in the task bar, or you may not be able to see the Desktop when you point at the Show Desktop button.

Click any theme in the dialog box to select it. For the selected theme, you can change the window color, sounds and screen saver settings.

To customize the desktop:

- Use the **Desktop Background** option to apply a theme or to customize how the themes will display in the list for selection, or
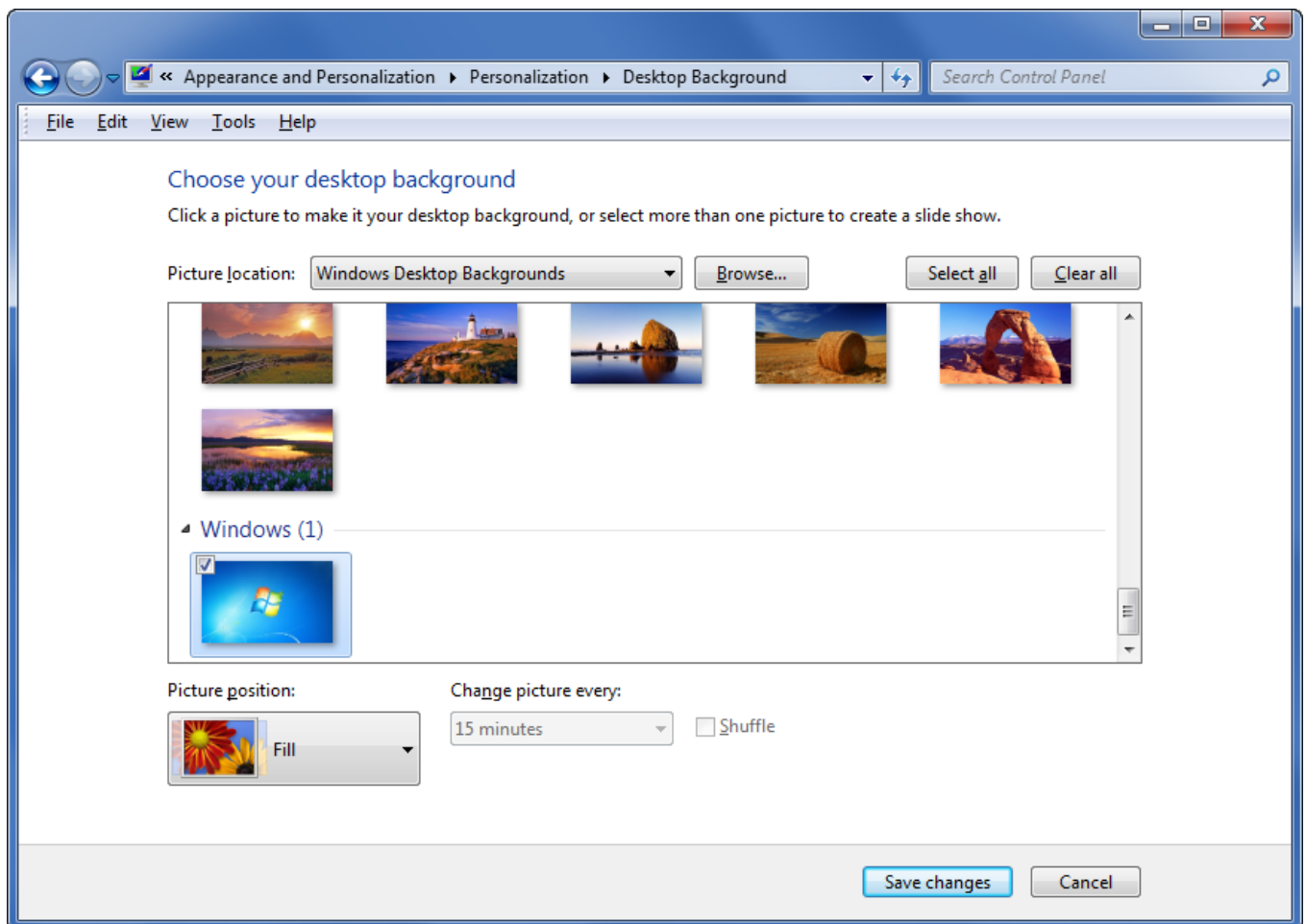
- Use the **Window Color** option to choose a specific color for the window borders, Start menu, or taskbar. You can also adjust how deep the color is, and control whether or not the window is transparent.
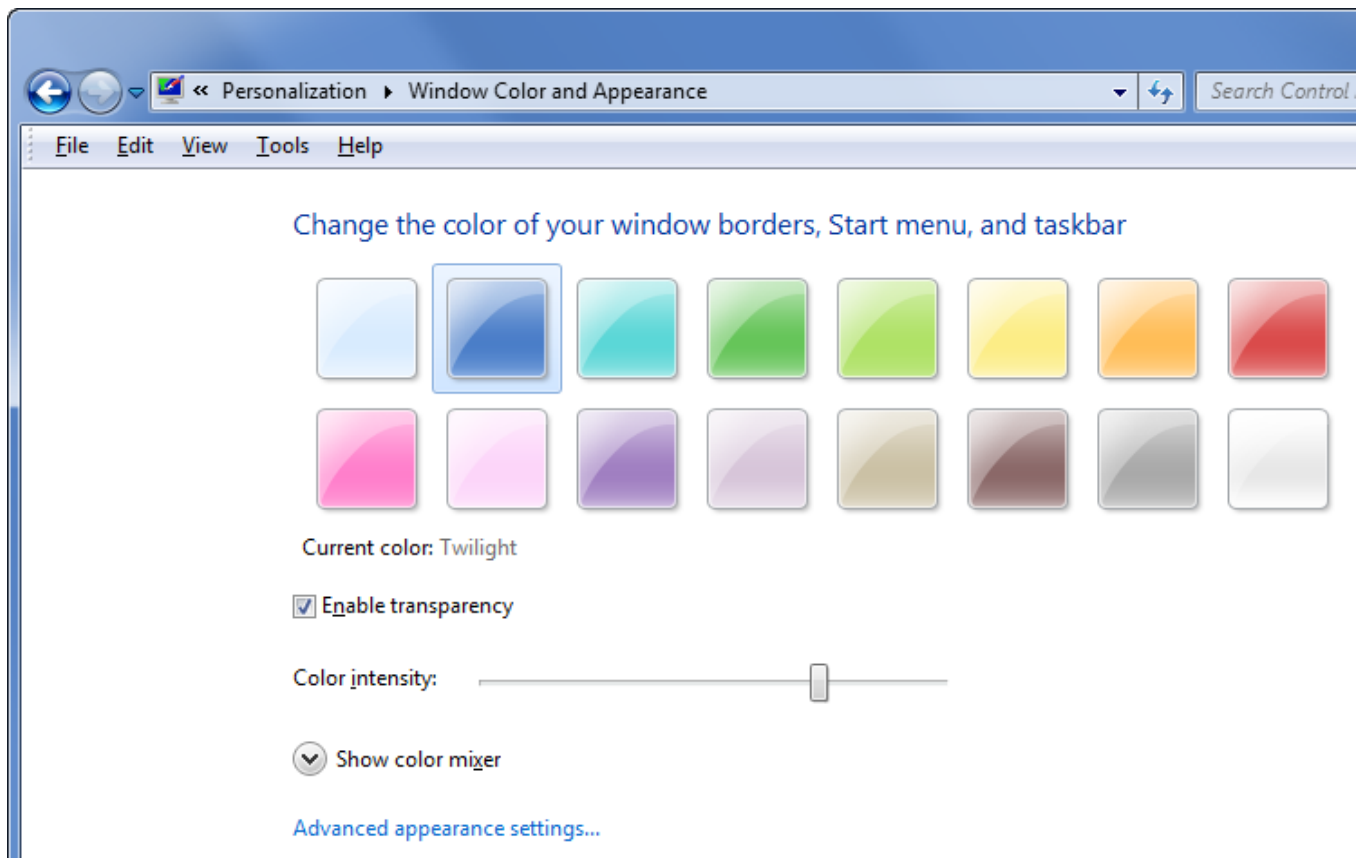
- Use the **Sounds** option to apply a specific sound scheme to the theme. The sound scheme controls which sounds play when particular Windows events (such as closing a program or minimizing a window) occur.
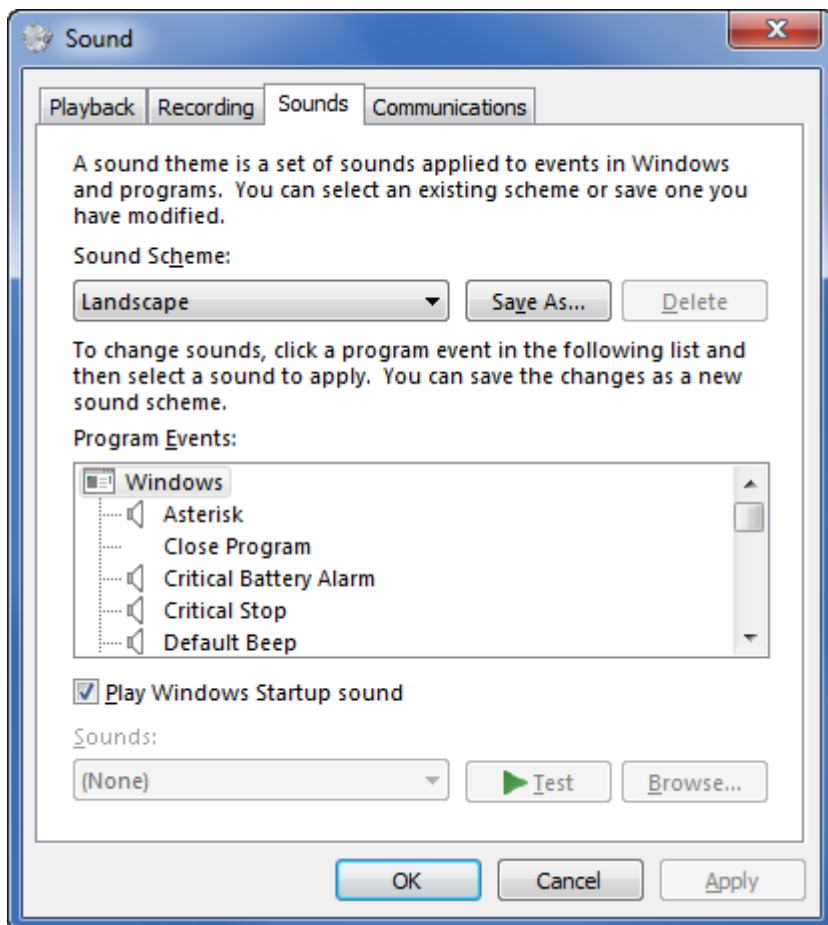
- Use the **Screen Saver** option to select and apply a screen saver. If the screen saver includes options that you can configure, you can set those too.