Minimize/Maximize/Close Buttons:

In the top-right corner of your document are the Minimize/Maximize/Close buttons.

The first one when clicked minimize your screen, sending it to the taskbar. The second one maximize your screen, filling all desktop with the document you are working with. The last button is used to close your document. It is best practice to work with your document window maximized.

Start Menu:

By clicking the Start button, in the very bottom-left corner of the screen, a vertical window will come up with the Start Menu. The list of submenus in the pop-up window let you navigate and select the application you want to run.

Taskbar:

The Taskbar is the row at the bottom of the Windows screen where all currently open applications or files are listed.

The taskbar is used to select a file or application that is already opened or to put an application in the foreground.

To put an application in the foreground, just click on the icon of the application in the taskbar. Another way to put an application in the foreground when more than one is in use is to hold the ALT button and then click TAB on your keyboard to see all the open applications; you will need to hold the ALT button and continue pressing TAB to go through each application until you come to the one you want to use.

Shortcut:

A shortcut creates a button or icon which typically stays on the desktop and when clicked, quickly allows you to start a program or open a file without having to go to its permanent location on your computer.

To create a shortcut, open the Windows Explorer or go to the Start menu, select the file or program you want to create a shortcut for, place the cursor on the icon for the file, then right-click and select Create Shortcut from the menu that pops up. The shortcut file will be created. After that, you drag the shortcut file to the desktop and whenever you click on it, it will open the application or document related to the shortcut.
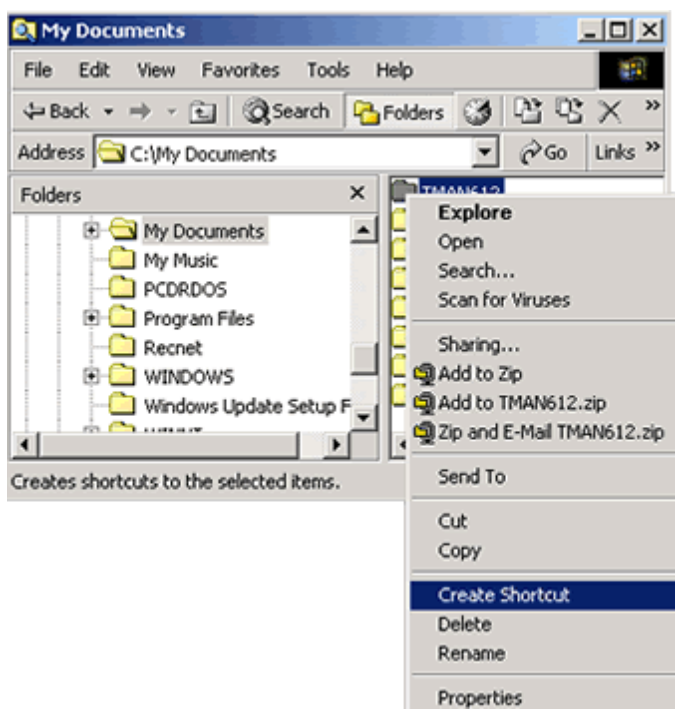
Right and Left Click:

To use the mouse, usually you click the left button. However, you can also right-click to display a hidden menu related to the object you are in when clicking. This menu can vary depending on which application you are using.

With right-clicking, you can operate different functions such as:

- Copy/cut or paste a text, file, or folder.
- Rename or delete a file or folder

Multitasking:

The term multitasking means to be running or working in two or more applications at the same time. You can be more productive by multitasking. For instance, you can download files from the Internet while managing your files or word processing.

In order to switch between the applications you can use the Taskbar, clicking on the icon of the application you want to have in the foreground.
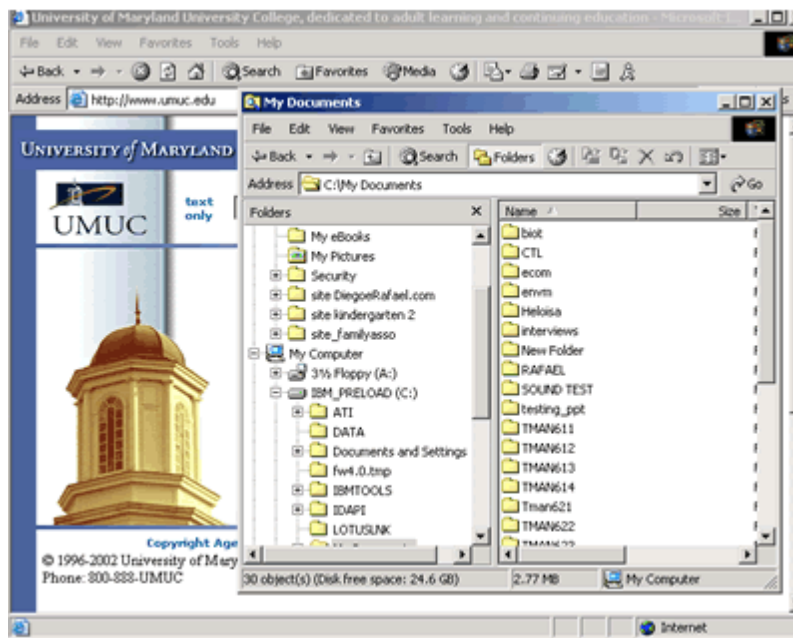
Highlight:

Put your cursor at the beginning of a word or sentence you want to highlight, then click and drag your mouse to the end of the selection.

Copy/Cut and Paste Text:

- Copy is used when you want to have an area of text from a document twice at the same document or in another document. You first select the area of the text by highlighting it and then press CTRL+C, or go to Edit menu and select Copy.

- Cut is used to delete an area of text from a document. You first select the area of the text by highlighting it and then press CTRL+X, or go to Edit menu and select Cut.

NB
Minimize current window - hold Windows Key and press down arrow key. (Alt+Space Bar then press "n") **Maximize current window- hold Windows Key and press up arrow key. (Alt+Space Bar then press "x")** **Close current Window- hold Ctrl and Shift and press "W"**