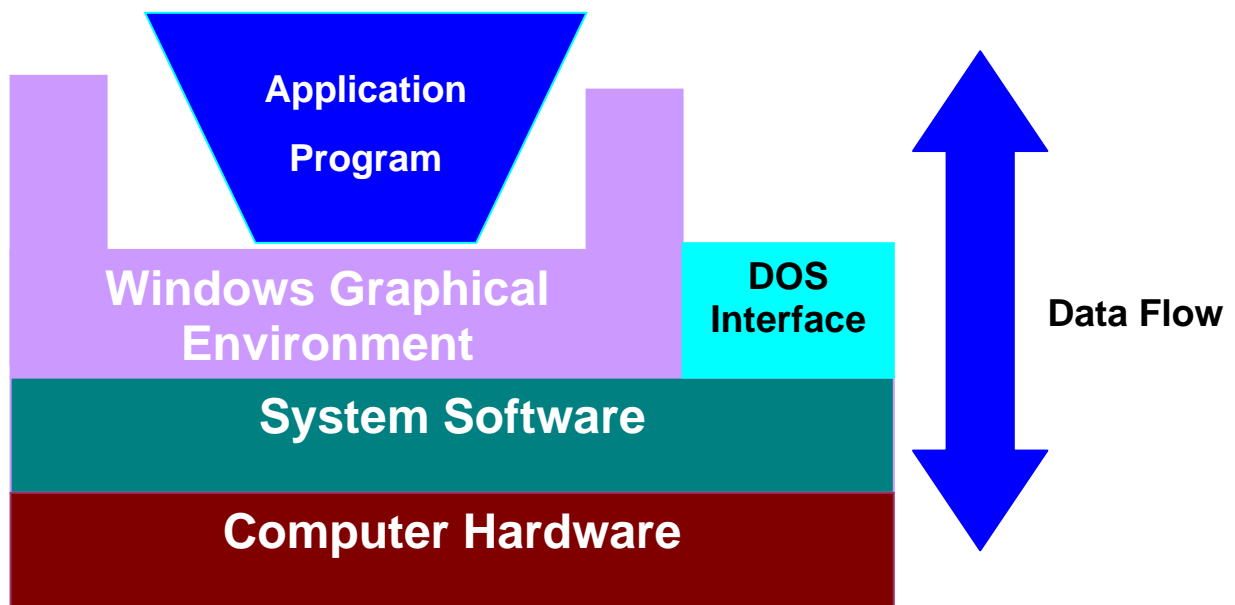


## ***The Relationship between System and Application Software***

Whenever you use a computer, you are using both system and application software. The system software sits on the bottom level and lets your computer work while the application software sits on top and lets you get your work done. Both types of programs work together to make the computer a useful device.

The following diagram shows the relationship between system and application software.



You work in the Application Program inside the Windows Graphical Environment. The System software is running in the background, supporting what you do. You can also switch to the DOS environment and use the text interface it provides (for the most part, only nerds do this!).

## Using Application Software in Windows 95/98

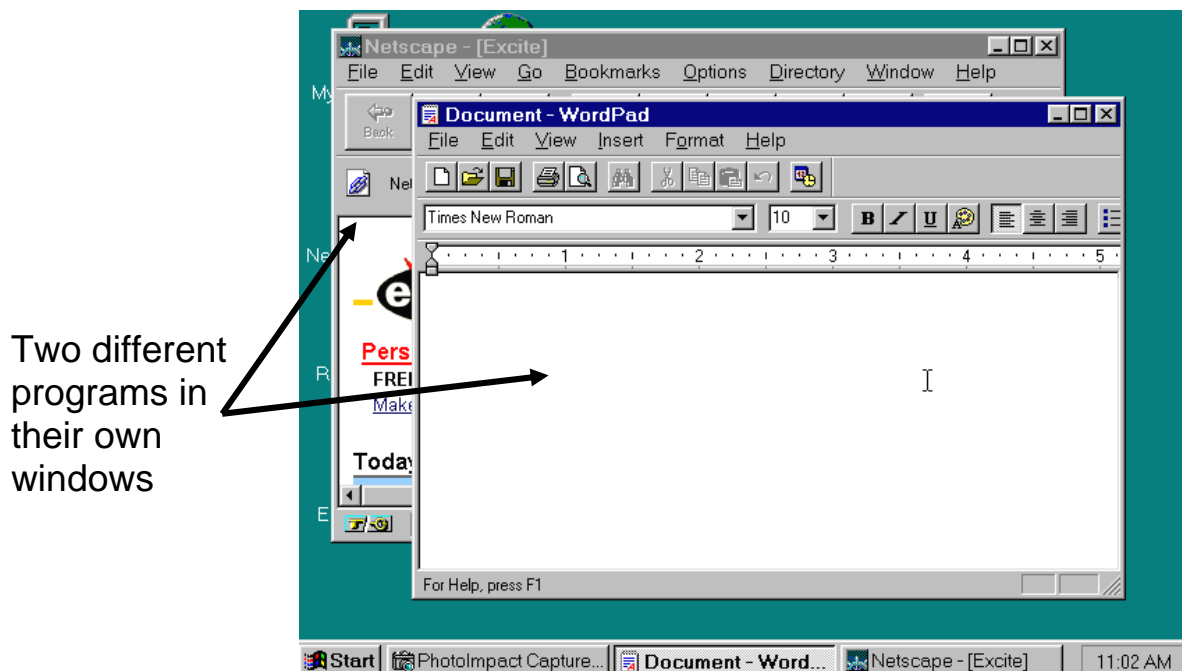
Windows 95/98 is a graphical operating system. To use it, you move the mouse and position the mouse cursor on top of pictures (called **icons**) that you see on the computer screen. You then click the left mouse button once or twice, depending upon what you are trying to do.

That is all there is to it! You now know how to use Windows! Ok, so perhaps there is a bit more to it. But the point is that Windows gives you a graphical interface that remains consistent as you move from one software application to another. This consistency makes using Windows-based applications much easier than older DOS-based applications.

To prove our point, let us take a quick look at those Windows features that you find in almost all software applications. Remember that we discuss how to use Windows in detail later.

### All programs have their own window

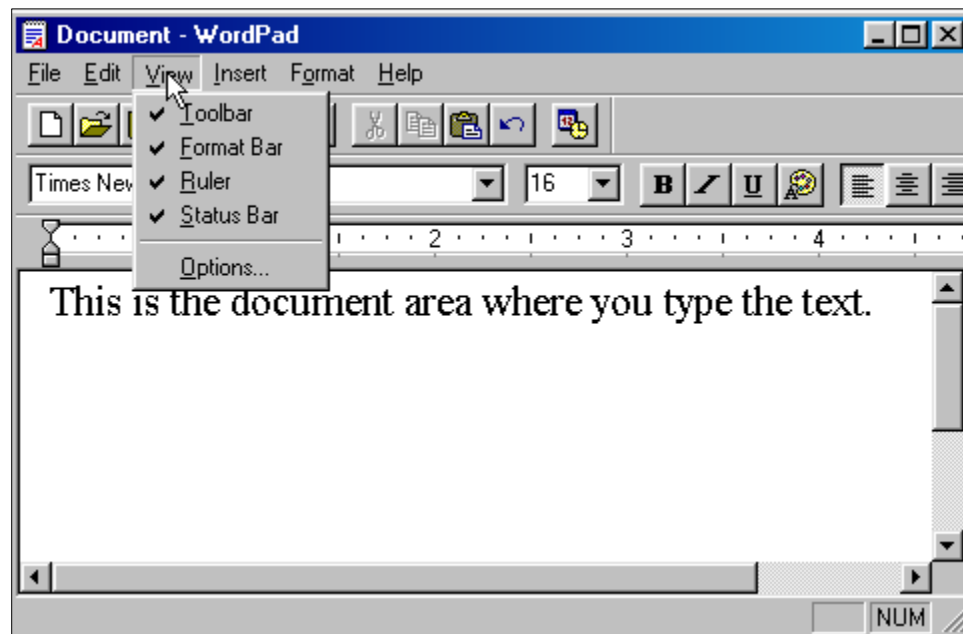
Every time you start an application program in Windows, a new window is created for that program. That is why Windows is called “Windows”!



All windows have features in common, including:

- ⇒ They can be re-sized and moved
- ⇒ They can be “maximized”, or made to fill the entire screen
- ⇒ They can be “minimized” or shrunken to a button on the task bar
- ⇒ They can be closed

## The WordPad Window



**Most programs have pull-down menus**



At the top of each application program window is the Title bar. This tells the name of the application or software program running which in this case is WordPad. It also tells the name of the file you are working on which in this case is Document. On the right side of the title bar are the control buttons that allow you to minimize, maximize, restore or close the document. Directly under the Title bar, you typically see a line of words that spreads across the screen. If you click your mouse on one of these words, a menu drops down. This is called a pull-down menu. (See the screen shot above) Pull-down menus contain application program features that you can select and use to do your work.

## Most programs have toolbars



Beneath the row of pull-down menus, most programs have one or more toolbars (also called button bars). Toolbars consist of various buttons that you can click to activate a particular program feature. In essence, they are shortcuts to options found in the pull-down menus. To select an option on the toolbar, you click on the button.

In this screen shot the top tool bar is called the Standard toolbar, because it contains options that are standard or common things you do such as: save, print, copy and paste. The toolbar below that is called the Formatting toolbar because the options allow you to change the formatting of your document such as: font type, font size, bold, italics and so on.

At the bottom of the window is the Status bar. This gives you information about your document. Right now it says *For Help, press F1*. The letters



*NUM* on the right side indicate that the Number Lock is on. Notice the three diagonal lines on the right bottom corner of the Status bar. If you click and drag in this area, you can easily resize the window vertically and horizontally. If this does not appear on the status bar, it means the window is at the maximum size already.

## Most programs use scroll-bars



Scroll-bars are gray bars that can appear at the right or bottom side of your screen. If they do not appear, it is because they only appear when the information that is being displayed is too big to fit on one screen. Scroll bars allow you to “scroll” your screen up and down or back and forth so that you can view all of the information.

Scroll bars can be used in different ways (discussed in the Windows part of the book), but one way is to click on the arrow buttons at the ends of the bar. Clicking on the arrow scrolls or moves the screen in the direction that the arrow is pointing.

## **Learn Windows and You Rule the Computer World!**

Okay, maybe not the entire world, but learning how to use the basic features of Windows takes you a long way on the road to becoming a literate computer user. We truly believe that:

***If you learn how to use the Windows features mentioned in the previous section, and then learn how to use the main features of Windows 95/98 we discuss in later chapters, you can learn to use any software application that you desire.***

Once you have mastered basic Windows skills, such as how to start a program, use a pull-down menu, type text using the keyboard, and work with your saved files and folders, learning to use an application program is simply the process of discovering what features the program offers and what menu or button you must use to activate that feature.

Throughout most of this chapter we have emphasized how important it is to learn how to use Windows 95/98. Later in this book we guide you through Windows and teach you how to use all of the basic Windows features.

### **Chapter Activity: Text Editing**

In this activity we show you another fundamental skill called **text editing**. Text editing refers to the process of typing in, changing, and deleting text on the computer screen. Most often, we use text editing when we work with a word processor (the program used to type letters and other documents), but you also use editing skills for:

- ⇒ Composing e-mail messages
- ⇒ Filling out computer forms
- ⇒ Creating computerized cards and signs
- ⇒ Typing Web page addresses into a Web browser

For practice, you will use a simple word processor that Microsoft includes with all copies of Windows 95 and 98 called Wordpad. Wordpad is not as fancy as some word processors, but you can use it to learn fundamental text editing skills.

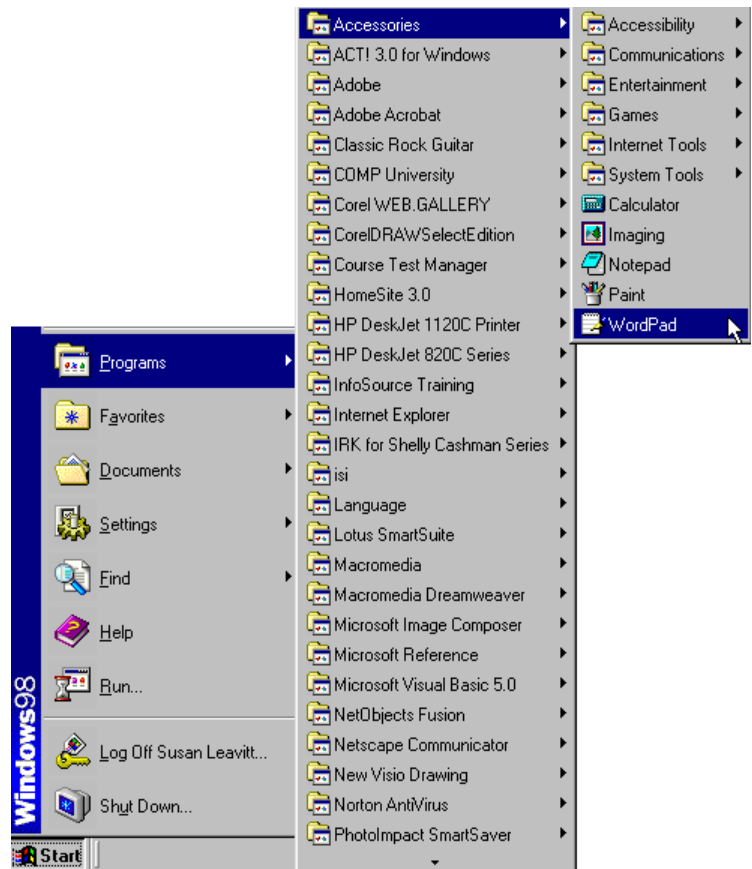
Here is what we will cover:

- How to start Wordpad
- What you see on the Wordpad screen
- How to type in text using the keyboard
- How to position the insertion point using the arrow keys
- How to use the **Backspace** and **Delete** keys to edit text
- How to position the insertion point using the mouse
- When to press the **Enter** key
- How to select (mark) text
- Shortcuts when selecting text
- How to format text
- How to Save your document

# Activity

## Starting Wordpad

- Click the **Start** button, then slide the mouse to the **Programs** option. A cascading menu will appear to the left.
- Slide the mouse horizontally to the cascading menu, and then up to the **Accessories** option. Another cascading menu will appear
- Slide the mouse horizontally to the cascading Accessories menu, and down to the **Wordpad** option. Click on the Wordpad option to start Wordpad.



## Mimize, Maximize, Restore and Close Buttons

Once the WordPad program is running, look at the upper right corner of the screen and locate the three **window control buttons**.

If the center button has one window on it, this is called the **Maximize** button. Click on this button to “**maximize**” the Wordpad window.



If the center button has two windows on it, this is called the **Restore** button. Click on this, it will be restored to the size the window was previously.



# Activity

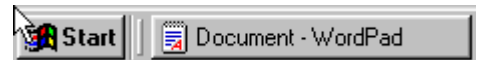
## Minimize, Maximize, Restore Buttons

- Practice clicking this center button, but be careful to click the center button or you will get different results. If this happens read on about the rest of the buttons to understand what may have happened.

Also notice the taskbar at the bottom of the screen. The WordPad button on the taskbar appears recessed when the program is up and running. (If this does not appear it is a special setting for the taskbar that allows the taskbar to always appear at the bottom of the screen. This is covered in the Windows 95 book.)



The first button in the set of window control buttons looks like a flat line. This is supposed to represent a minimized window and consequently is called the **Minimize** button. If you click on this, the WordPad becomes a raised button on the Taskbar.



Then if you click on the WordPad button on the Taskbar, the WordPad window reappears and the button on the Taskbar becomes recessed again.

- Practice this by clicking on the Minimize button and then click on the WordPad button on the Taskbar.

The last button with the 'X' on it is called the **Close** button. If you click on this button, it will close the WordPad program.



- If you practice this activity, or if you accidentally click on the close button, you will need to then restart the WordPad program by following the same steps in the *Starting WordPad* section on the previous page.