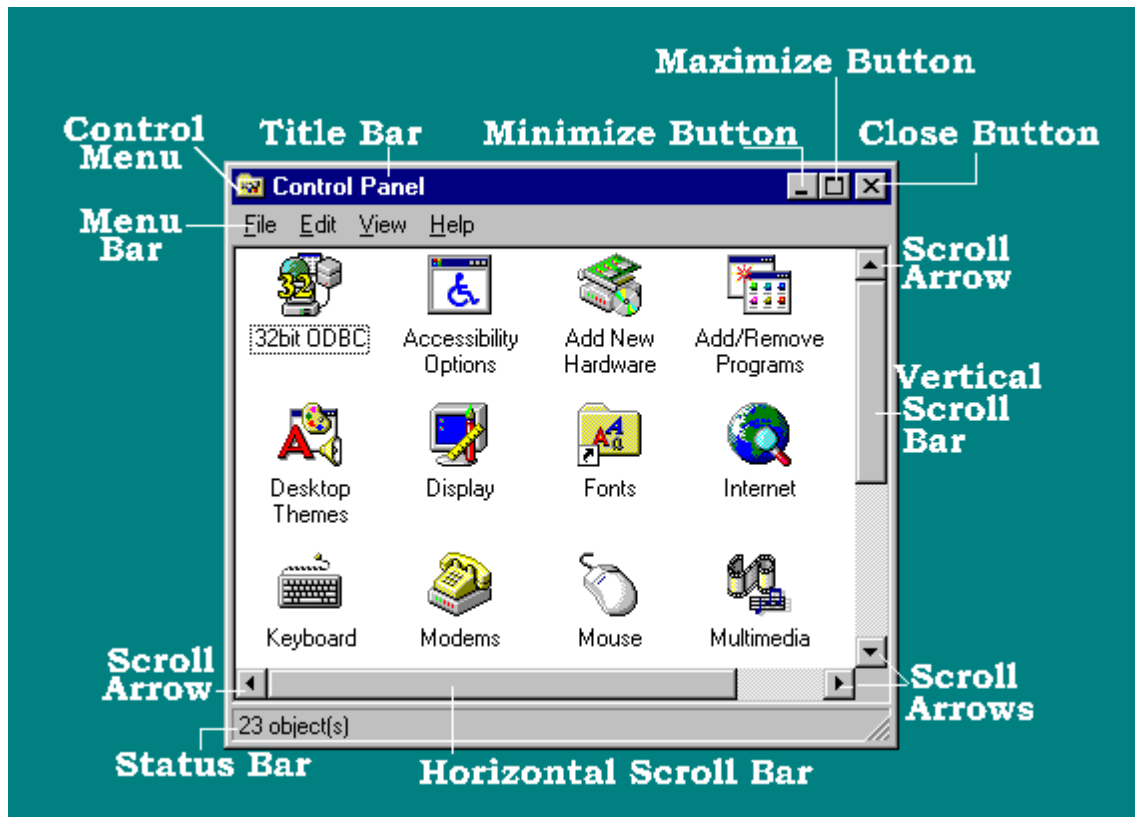


Activity

SETTINGS and CONTROL PANEL

Click on the Start button and trace to Settings and then to Control Panel as shown in the screen print in the Settings section on the previous page. Click on Control Panel to open the Control Panel Window. This will give you an opportunity to review some of the basic window features we have already covered and to learn new features.



Title Bar



The **Title Bar** displays the name of the application or document

Menu Bar





A useful feature in every open window is the Menu Bar. It is located below the title bar. Each word on the Menu Bar opens up to another menu of commands. You can access this by clicking on the word or holding the Alt key and pressing the menu name's underlined letter. We have already looked at the View menu and we will continue to look at Menu Bar options as we go on.

Maximizing, Minimizing, Closing & Restoring a Window



The **Minimize**, **Maximize**, and **Close**

Buttons are located in the upper right corner of the title bar. Sometimes the Restore Buttons  replaces the maximize button.

- 3 The **Maximize button** will maximize a window to fill an entire screen.
- 3 The **Close button** will completely close the program.
- 3 The **Minimize button** will reduce the program to a button which Windows places on the Taskbar. Later you can easily restore the application to its former size by clicking the button on the taskbar.
- 3 You will often see the **Restore** button in place of the Maximize button.  Once a window has been maximized this button will appear and when selected it will restore the window to its previous size.
- 3 Do not click the close button now as you will close the Control Panel.

Control Menu

Application windows, document windows, and some dialog boxes have Control menus. When you select the **Control Menu** icon in the upper-left corner of the window, the **Control Menu** appears.

A sure way to close any program is to **click** the **Control Menu** icon and select **Close** from the Control Menu pull-down menu.



The Scroll Bar and Arrows



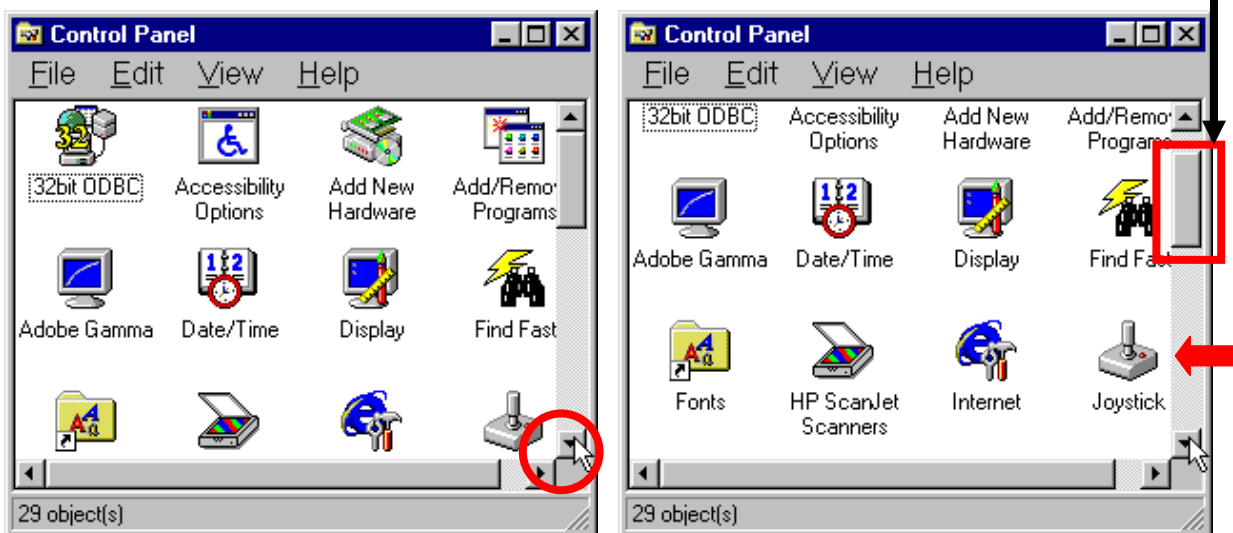
Scroll Bars appear along the right and or bottom borders when the window is not big enough to display all its contents. They are for scrolling through the document so that everything can be seen. You can move through one line at a time by clicking the arrow at the top or bottom of the scroll bar.

Activity:

First, click on the View pull down menu and make sure that "large icons" is selected (with a checkmark next to it). This will make the icons large and too big to fit in one window (and therefore scroll bars will appear).

Click on the down scroll arrow as shown in the first screen print. Look at the second screen print and notice how the icons at the top of the window move off the top of the window, and how you can now see the labels of the icons at the bottom of the window. Also notice how the scroll box begins to move down in the scroll bar.

Practice moving the



window view by clicking on the scroll button for either the horizontal or vertical scroll bar.

There are also two other ways to use the scroll bar. The scroll box is outlined in the second screen print. You can move the window view by clicking and dragging the scroll box up or down inside of the scroll bar area.

Notice the arrow in the second screen print pointing to an area below the scroll box. If you click in the area below the scroll box and above the scroll arrow in the scroll bar, you can move the window one screenful at a time.

Click the 'X' in the control group of buttons to close the window.



Changing the Way the Mouse Works

There are many different Windows features you can change using the Control Panel. One of the most important of these is changing the way your mouse works.

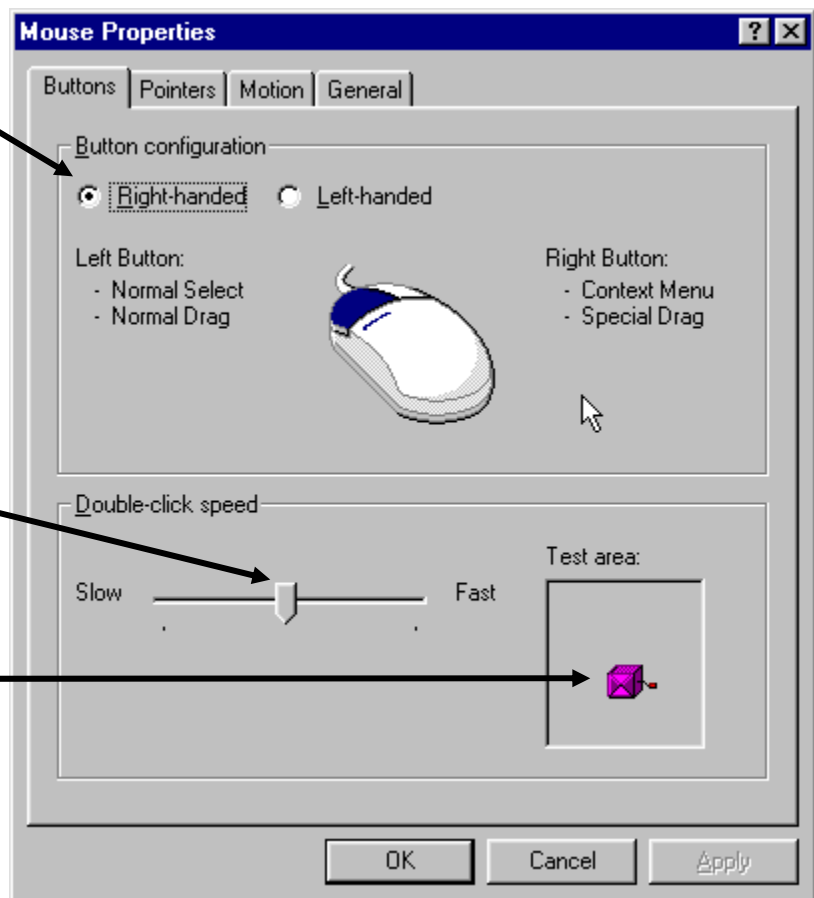
If you double-click on the icon labeled **Mouse**, a window opens called **Mouse Properties**. At the top of the window are a series of tabs that you click to access various features of your mouse.

The **Buttons** tab allows you to change two things:

- 3 Click the circle next to Right-handed or Left-handed to switch the left and right mouse buttons.

- 3 Click and drag the slider to change the speed that you must double-click to start a program. Test the speed by double-clicking on the jack-in-the-box.

- 3 Click the **Apply** button at the bottom of the window to make the changes take effect.



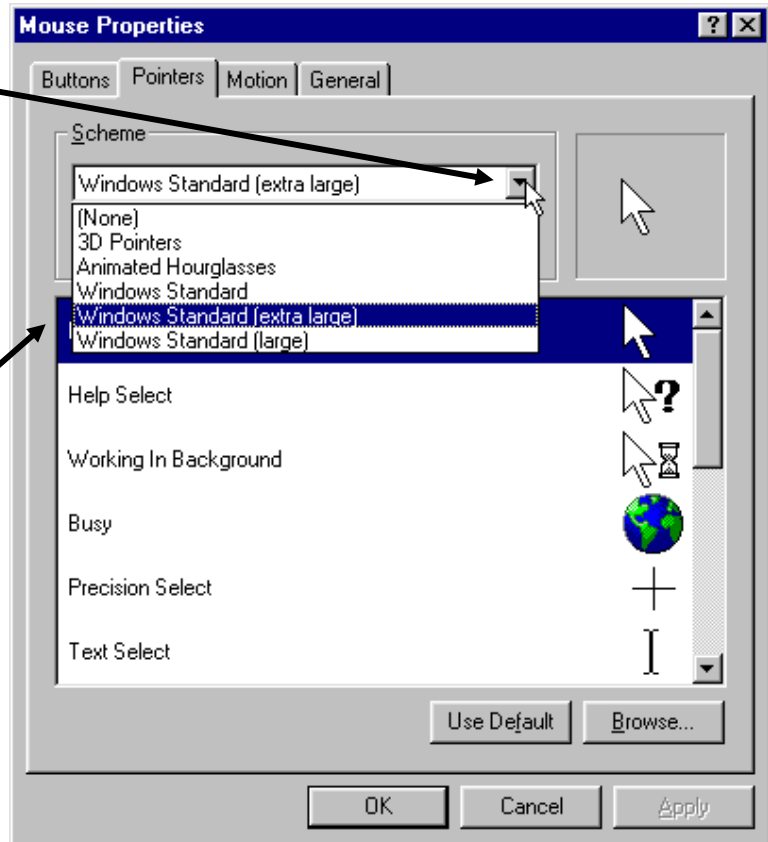
Activity:

Changing the Double-Click Speed

Using the previous instructions, try changing the speed that you must double-click to start a program. Test the changes you make by double-clicking on the jack-in-the-box.

The **Pointers Tab** lets you change the size of your mouse cursor on the screen. Various "schemes" are supplied with Windows that allow you to select the way your mouse cursor and many other mouse-related icons look.

- 3 Click on the Scheme drop-down list to display the various mouse schemes on your computer. The one you may find the most useful is called **Windows Standard (extra large)**. This makes the mouse cursor much larger on the screen, and easier to find and use.



Activity:

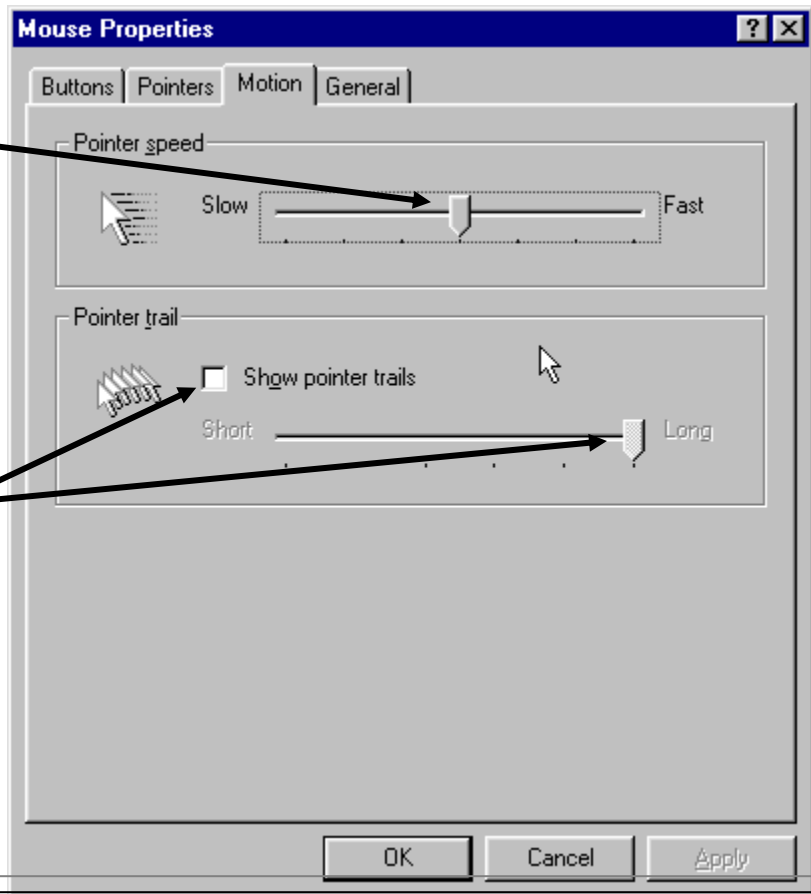
Changing the Mouse Pointer Scheme

Make sure that the Scheme on your machine is set to Windows Standard (extra large). If it is not, change it to this scheme using the previous instructions and then click the Apply button to make the changes active.

The **Motion tab** has two options that you can change:

- 3 Click and drag the slider to change the speed that the mouse cursor moves on the screen.

- 3 Click the checkmark box for Show Pointer Trails and drag the slider to add a "trail" to your mouse cursor (although to be honest, this feature is a bit obnoxious!)



Activity:

Changing the Mouse Pointer Speed

Using the above instructions, change the mouse pointer speed by dragging the slider to the left (toward slow) and then click the Apply button. Move the mouse around the screen to see the results.

Before leaving the window, move the slider back to the center of the bar between Slow and Fast.