# Windows for Beginners

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Lexington Computer and Technology Group

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# Lexington Computer and Technology Group

We meet here in the Muzzey Room
every Wednesday at 10 AM

"Yahoo Group" on the web

www.tinyurl.com/lex-comp-grp

# Objectives for this class

- Turning your computer on and off properly
- Using your mouse (or touch pad)
- Finding and Starting a program
- Practice with the solitaire game
- Finding help in Windows

# Turning your computer on

Windows usually takes some time to get everything started.  Be patient!

# Turning your computer OFF

It is a very good idea to shut down your computer software before you "pull the plug".

Why?

It leaves your computer in a "clean" state for next time you use it.

It also cleans up lurking problems left by software that didn't do proper housekeeping.

# How to turn your computer off

- Shut Down ("Turn Off" in XP)
- Restart ("reboot" to old-timers)
- Sleep ("Standby" in XP) – Sometimes a special key
- Hibernate
- Force a power off  (undesirable)

What are the differences?
What happens during "updates"?
How to identify the state?
Demonstrate how/where to find these controls….

# "Pointing Devices" in Windows

- Mouse, touch pad, track ball, etc. …..
- Left button makes selection.  Sometimes you need to "double click" quickly.
- Right button usually shows applicable choices
- Middle button and scroll wheel (advanced)

Settings can be customized (advanced)

# Starting Programs (Applications)

- Icons for shortcuts may appear on desktop
- Most recently used stay in the start list
- You can search for them in Windows 7 & Vista
- You can find programs manually by looking in "All Programs".  You must use "All Programs" to find some items in Windows XP.

Demo -  Open (Start) the Solitaire Game

# Solitaire Game

- Demonstrate window move, resize, close....
- Show help and other controls
- Demonstrate click, drag, double click

Now you can play and practice.

# Suggestions for Practice

- Try Restart and Shutdown on your computer
- Sleep and Hibernate if you want.  Observe difference in your laptop.
- Play some games
- Move, resize, close windows
- Try help in various situations