Windows PDF

How to Use Windows1 Working with Menus Windows commands are listed on menus　Each application has its own menu, with a Control menu common to all applications　The control menu, also called the System menu, opens from the small box in the upper-left corner of each window. Other menus are represented by names in the menu bar at the top of each application window. In Windows　you 0select a menu, and then choose command from that menu. Choosing the command carries out the action. To 0select a menu: Mouse　Point to the name of the menu bar and click the name to open the menu. (You can drag the 0selection cursor down the menu if you want to move to a menu item immediately　) Keyboard: (1)Press [Alt] or [F10] to 0select the menu bar　(2)Press left arrow or right arrow to 0select the menu you want. (Using the direction keys also 0selects the control-menu box for the application and the active document window.) (3)Press [Enter] to open the 0selected menu HINT If the menu names have underlined letters, you can move to the menu bar, 0select a menu, and open it with one step. Press [Alt]　and then press the under-lined letter. For example, to open Program Manager's File Menu, press [Alt] [F]　2　Working with Dialog Boxes Windows uses dialog boxes to request information from you and provide information to you. For example, when Windows needs additional

information to carry out a command you have chosen, dialog box requests that information. You complete the dialog by providing the missing information. Whenever you see an ellipsis … after a menu command, a dialog box follows. For example, when on choose "Open" from the Notepad File menu, Notepad displays the File Open dialog box asking for the filename of the file you want to open. Windows also uses dialog boxes to display additional information and warnings, or to explain why are quested task could not be accomplished. Most dialog boxes contain options, each one asking for a different kind of information. After you supply all the requested information you choose a command button to carry out the command. 3 Working with Applications One of the major advantages of Windows is its ability to run two or more applications at the sometime. This means that while a spread sheet is calculating complex year-end formulas you can be working on the text for the annual report in your word processor, and your computer can be receiving the latest information about industry sales trends for you to use in introduction. Windows not only gives you the power to work with more than one application at a time, you can also move important information between running applications like your spreadsheet, terminal, and word processor. This feature can mean tremendous gains in productivity and a virtual end to duplicated efforts. Many types of applications take full advantage of the graphical interface and other powerful features in Windows 3.1. They use 0drop-down menus and dialog boxes provide certain standard menu items, follow the same keyboard and mouse

conventions as those used by Windows, and so on. These applications, as well as all of the applications you received with your Windows package, are called Windows applications

　　Windows 1.　　　　　Windows

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　　　　　　Control　　　　System

　　　　　　　　　Windows

　　　　　　　　(1)　[Alt]　　[F10]　　　　　　　(2)

　　　　　　　　　　　　　(3)

　　　　　　　　　　[Alt]

　　　　Alt　　F
2.　　　　　Windows
　　　　Windows

　　　　　　　　　　　　　Notepad
File　　　　　　　　　　" Open　　　"　　　　7: File
Open
Windows

3   Windows

                    Windows

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