

计算机英语：如何使用Windows计算机等级考试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/608/2021_2022__E8_AE_A1_E7_AE_97_E6_9C_BA_E8_c98_608036.htm 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 select a menu, and then choose command from that menu. Choosing the command carries out the action. To select a menu: Mouse : Point to the name of the menu bar and click the name to open the menu. (You can drag the selection cursor down the menu if you want to move to a menu item immediately .) Keyboard: (1)Press [Alt] or [F10] to select the menu bar . (2)Press left arrow or right arrow to select the menu you want. (Using the direction keys also selects the control-menu box for the application and the active document window.) (3)Press [Enter] to open the selected menu HINT If the menu names have underlined letters, you can move to the menu bar, select 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 you 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 a requested 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 same time. This means that while a spreadsheet 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 . 翻译：如何使用Windows

1.使用菜单

Windows的命令列在菜单上。每一应用程序都有它自己的菜单名，但所有的程序都有Control（控制）菜单，Control菜单也叫System（系统）菜单，从每一个窗口左上角的小盒打开。其他菜单以名字表示在每一应用程序顶部的菜单棒中。在Windows中，选择一个菜单，再从此菜单中选择一个命令。选择的命令执行任务。选择一个菜单的步骤：

鼠标：瞄准菜单棒上菜单的名字，然后点一个名字来打开菜单（如想快速移到一菜单项，可以把选择光标拖动到菜单）。

键盘：(1)按[Alt]键或[F10]键来选择菜单。(2)按左、右键来选择你需要的菜单（用方向键也可以选择程序及活动公文菜单来选定控制菜单盒）。(3)按回车键打开所选菜单。

提示：若菜单名字有下划线字符，可以移动到菜单棒，选择菜单，然后一下打开。按[Alt]键，然后按下划线字母。例如：按「Alt」和F，来打开程序管理器的文件菜单。

2.使用对话框

Windows使用对话框来向你请求信息和提供信息。例如：当Windows需要附加信息来执行所选命令时，对话框就请求该信息。通过提供较少的信息来完成对话。每当在命令后看到省略号时就跟着对话框。例如：当在Notepad File（笔记文件）菜单中选择“Open . . .”时，则显示File Open（刊开文件）对话框，向问要打开的文件一名。Windows也使用对话框显示附加信息及警告，或解释不能完成所要完成任务的原因。大多数对话框包括选项，每一选项请求不同种类的信自、。在提供了所需的全部信息之后，选择一命令按钮，执行命令。

3.使用应用程序

Windows的主

要优点之一是能够同时运行两个或更多的应用程序。这就意味着在用电子表格进行年终结算的同时，也可使用字处理器作出年度报告文本，并以你的计算机以接受关于行业销售趋势的最新信息。Windows不仅能够同时使用多个应用程序，而且能够在运行的应用程序（如电子表格终端及字处理器）之间移动重要信息。这意味着事半功倍。许多应用程序充分利用了Windows的图形界面及其它有效功能。它们使用下拉式菜单及对话框提供某些标准菜单项遵循与Windows使用的键盘及鼠标相同的规范等等。这些应用程序以及和Windows软件一起提供的应用软件都被称为“Windows应用程序”。

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