

COMPUTER BASICS



DESKTOP TERMINOLOGY

- **Account** – Menu used to sign out and manage your account.
- **All Apps** – Menu that lists all the applications available on the computer in alphabetical order.
- **Applications** – Tools that allow you to do things on a computer, such as write a letter using Microsoft Word, search the internet using the Edge browser and do math using a calculator.
- **Desktop** – The area that allows you to access the applications, files, and settings.
- **File** – A package of information.
- **Folder** – A method for storing and organizing files.
- **Power** – In the Start Menu, it's where you restart, shut down, or put the computer to sleep.
- **Recycle Bin** – Holds deleted files until you empty it.
- **Settings** -- Menu used to change preferences, customize the desktop, and more.
- **Taskbar** – Access the Start Menu, search, frequently accessed applications, open files, settings, notifications, and control functions.
- **Search Box** – Search the computer for a specific file, computer setting or application.
- **Start Menu** – Access all applications available on the computer; shut down, restart and put the computer to sleep; manage user accounts, access files and computer settings.
- **Task View** – Displays all the windows that are currently open on the computer.

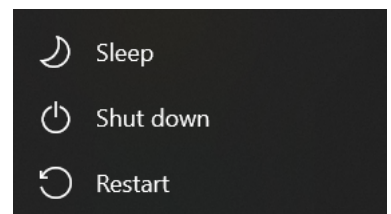
POWER MENU OPTIONS

Lock: Requires a username and password to access the computer.

Sleep: Power saving mode for when you're not using the computer.

Shut down: Closes all files and applications and turns the computer off.

Restart: Closes all files and applications and turns the computer off and turns it back on.



TITLE BAR OPTIONS

Close Button: Closes the application or file.

Maximize Button: Expand the window to fill the desktop.



Minimize Button: Hides the file in the taskbar.

Restore Button: Returns the window to the size it was before it was maximized.

Scroll: Use this tool to see more of the file contents that is not visible on the current screen.

Title Bar: At the top of every window it includes the name of the software name, file name, and includes the minimize, maximize, restore and close buttons.

Save: Use this feature so you have a copy you can view or edit later.

Window: Working area of an application.

CHANGE THE SIZE OF THE WINDOW

- Place the cursor on the edge of the window.
- The cursor will change to a double-headed arrow
- Click and hold to resize

