Windows Elements

Basic Computer Skills
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WINDOWS ELEMENTS

MOUSE SKILLS

Windows applications are very “mouse-driven” and require a certain level of skill in using a computer mouse. Below are tips on using your computer mouse effectively.

You can use your computer mouse in several different ways.

POINTING

Move your mouse and simply point to an item on your screen.

CLICKING

Point to an object on your screen, hold your mouse still and click the left side of your mouse once. Usually, clicking selects an object on your screen (highlighting it) or opens a menu or window.

DOUBLE-CLICKING

Hold your mouse still and double-click the left side of your mouse (quickly). Double-clicking is most often used to open an application or file.

DRAGGING

Position your mouse on an object, hold down the left side of the mouse and drag the object to a new location and release your left mouse.

RIGHT-CLICKING

Right-clicking is used to activate a shortcut menu. Hold your mouse still and right-click your mouse. A short-cut menu will appear. Select the item you wish from the shortcut menu by left-clicking once with your mouse. (NOTE: Different shortcut menus appear, depending on the application you are in, what task you are trying to complete, and where your mouse is positioned on the screen when you right-click.)

MOUSE TIPS

Be careful not to move the mouse while you are clicking. The secret is to keep your hand relaxed as you press down and release without lifting your finger completely off the button.
THE WINDOWS SCREEN

The Windows startup screen contains several elements, including the Desktop or workspace, Icons, the Start Menu and the Taskbar.

THE DESKTOP

The Desktop is the large area of the main Windows screen, on which the main Icons, Taskbar and Start Menu are displayed.

Double-clicking an Icon will open the application it represents.

The Taskbar is located at the bottom of your screen and contains buttons to indicate which applications you have open and active. Quickly switch to an open application by clicking its button.

(Note: You can also use the keyboard to “cycle”. Hold down the Alt key and slowly press and hold the Tab key several times. Let go of both when the name of the application or window you wish to return to appears. This is a very useful keyboard shortcut.)
THE START MENU (A.K.A. START BUTTON)
The Start Menu/Button is used to launch applications and to log off the LHSC Desktop or the network. Simply slide your mouse across and click the application you wish to launch.

At LHSC click Productivity Tools to view the standard corporate programs.

At SJ HC click Automation Applications to view the standard corporate programs.
COMMON ELEMENTS OF WINDOWS APPLICATIONS

All Windows applications, e.g. GroupWise, PowerChart, Registration & Scheduling, SurgiNet, MS Word, etc., have common elements.

TITLE BAR

The top line of your open window is the Title Bar. It lists the name of the application you have open. You can move an open window around your screen by dragging its title bar (the blue area) and moving it to a new location.

1. Point your mouse at the blue Title Bar of an open window.
2. Your mouse displays as a white pointing arrow.
3. Click and hold down your left mouse button and move this window right, left, up or down.
4. Once you find the location you desire, let go of your left mouse button.
5. This is referred to as “drag and drop”.

In our example, we are dragging the Scheduling window by clicking and dragging in its blue Title Bar.
The Title Bar contains three control buttons – Minimize, Maximize/Restore, and Close.

**MINIMIZE**

The first control button is MINIMIZE, which keeps your window or application open and active, but reduces it to a rectangular icon on your *Taskbar*. Open applications are indicated on your taskbar.

**MAXIMIZE / RESTORE**

The second control button MAXIMIZES a window to full screen or RESTORES a full-screen window to its original window size.

**CLOSE**

Clicking the third control button CLOSes your window or application.

Sometimes, you will see two “close buttons” at the top of your screen.
In the above example, we have a document created in Microsoft Word entitled “HOW TO IMPROVE YOUR COMPUTER SKILLS”.

- The top close button represents the application, i.e., Microsoft Word.
- The second close button represents the document we have open within that application.
- If we close the bottom close button, it closes the document only and leaves the application open.
- If we close the top close button, it closes the entire application (Microsoft Word), including any documents that are open. _However, the application will always ask you if you wish to save any changes to the documents before it closes._
- The third close button represents GroupWise, another application that is opened.

**MENU BAR**

The row beneath the Title Bar is the _Menu Bar_. When you _click_ words on the menu, an additional menu of options opens or “pulls down”. _Click_ to select your choice.

Next to some of the commands on the Menu Bar are _Keyboard Shortcuts_ – these are keystroke alternatives for accessing the same command or action that is on the menu bar, except using the keyboard. Next to other menu bar commands, a right arrow indicates more options.

(_NOTE_: If you have mistakenly opened a menu and wish to close it without making a choice, simply click the Title Bar or a blank space within your window.)
TOOLBARS

Directly below the menu bar is the Toolbar(s), which contains icons (pictures) to streamline functions.

These icons are shortcuts to functions found on the Menu Bar. To view a toolbar, from the View menu, choose Toolbars. The number of toolbars available will depend entirely on the application in which you are working.

To select an item from a toolbar, point your mouse to the icon and click once with your left mouse button.

Note: When you point to an icon on a toolbar, without clicking, a small box appears with a description of its function.

Some programs have many toolbars that may be displayed. In our example below, MS Word 2000 is open and displaying four (4) toolbars.
NAVIGATING WITHIN A WINDOW USING SCROLL BARS

Scroll bars are located at the bottom and/or right of your window and help you see your entire document.

*Click* the up or down arrows to move up and down your window and *click* the right or left arrows to scroll sideways.

You can also *drag* the scroll box to move in greater increments through your document.

Scroll bars may also be included with drop-down lists to allow you to see more content.

CHANGING THE SIZE OF A WINDOW

You may change the size of a window by locating its sizing border at the bottom right corner of your screen.

When you *point* your mouse over this border it changes to a two-headed arrow.

With the two-headed arrow displayed, hold your left mouse button down and drag to change the size of the window.
Collapsing and expanding is used to display details of what is listed in a folder list.

1. To display the contents of a list or folder, **click** once on the plus sign (+) next to a folder. In the example to the right, we **clicked** on the folder “IM TRAINING MATERIALS”. A further list of folders contained in that folder displays.

2. Keep **clicking** (+) plus signs to keep expanding your folder list contents.

3. Once you have **clicked** on a plus sign, it becomes a minus sign. (This simply means that it is currently displaying its contents.)

4. Locate and **click** the minus sign (-) next to a name to collapse.

5. Repeat the above going ‘deeper’ into the folders available.

**EXAMPLE**

In the example to the left, we **clicked** on the plus sign next to the TRAINING REQUESTS folder. It displayed (**expanded**) all of its content and became a minus sign. You will notice that the folder **Central Nursing Orientation** also has its own plus sign, which means it can be expanded as well to display contents. How? By clicking its plus sign.

**Contents of Training Requests Folder**
We clicked on the minus sign next to the TRAINING REQUESTS folder. It collapsed its content and reverted back to a plus sign again.

In this example from PowerChart, we clicked the plus sign next to the Lab Frequently Ordered Tests folder. It displayed (expanded) all of its content and became a minus sign.

**SIZING COLUMNS**

In the example below we have highlighted the grey vertical bars that are column borders in GroupWise. You will notice that the Subject column is currently not displaying all of its contents.
1. To change the size of a column, place your mouse pointer over its column border.
2. It becomes a two-headed arrow.
3. Hold down your left mouse and drag the border to the right (larger) or to the left (smaller).

**Mailbox**

<table>
<thead>
<tr>
<th>From</th>
<th>Subject</th>
<th>Folder</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet DeCloet</td>
<td>This is a test email for Intro to Windows</td>
<td>Mailbox</td>
<td>12/20/2004 1:00</td>
</tr>
<tr>
<td>Inservice Registration</td>
<td>This document has an attachment</td>
<td>Mailbox</td>
<td>12/16/2004 2:01:02</td>
</tr>
<tr>
<td>Susan Springgay</td>
<td>Welcome to the GroupWise 5.5 training session today</td>
<td>Mailbox</td>
<td>12/16/2004 1:49:2</td>
</tr>
</tbody>
</table>

We dragged our border to the right to make it larger. You can now see the Subject area clearly.

Here is another example where a file list is displayed in columns (from My Computer). The **Name** column is not wide enough to display the full contents. **Double-clicking** a column border automatically auto fits the contents. (This saves you from dragging a column border to the left or right to size it.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Type</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABI</td>
<td></td>
<td>File Folder</td>
<td>9/15/20...</td>
</tr>
<tr>
<td>C3</td>
<td></td>
<td>File Folder</td>
<td>9/2/200...</td>
</tr>
<tr>
<td>Digital Imaging</td>
<td></td>
<td>File Folder</td>
<td>12/16/2...</td>
</tr>
<tr>
<td>IS</td>
<td></td>
<td>File Folder</td>
<td>1/26/19...</td>
</tr>
<tr>
<td>S3HClogo</td>
<td></td>
<td>File Folder</td>
<td>2/21/20...</td>
</tr>
<tr>
<td>training</td>
<td></td>
<td>File Folder</td>
<td>1/12/20...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Type</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABI Inpatient IPC</td>
<td></td>
<td>File Folder</td>
<td>9/15/20...</td>
</tr>
<tr>
<td>C3</td>
<td></td>
<td>File Folder</td>
<td>9/2/200...</td>
</tr>
<tr>
<td>Digital Imaging</td>
<td></td>
<td>File Folder</td>
<td>12/16/2...</td>
</tr>
<tr>
<td>IS</td>
<td></td>
<td>File Folder</td>
<td>1/26/19...</td>
</tr>
<tr>
<td>S3HClogo</td>
<td></td>
<td>File Folder</td>
<td>2/21/20...</td>
</tr>
<tr>
<td>training</td>
<td></td>
<td>File Folder</td>
<td>1/12/20...</td>
</tr>
</tbody>
</table>
SORTING COLUMNS IN GROUPWISE

1. To sort a column, right-click the grey Column heading, e.g. Date.
2. This displays a shortcut menu.
3. Choose Sort Ascending or Sort Descending.
4. In our example, we will change to Sort Descending, so all of our most current emails are at the top of the list.

Note that our emails are now sorted descending and GroupWise places an \( \downarrow \) beside the word “Date” to let us know that this is the column being sorted and the down-arrow means “descending”.

CHECKBOXES AND RADIO BUTTONS

Dialogs display different ways to select items from a list. This depends on the task you are performing. You may pick only ONE item from a menu list or you may choose MULTIPLE items from a menu list.

When you may choose only ONE item from a menu list, it displays “radio buttons”, which allows you to place your mouse over the round circle in front of the choice and click your left mouse once. The radio button will be filled in with your choice. If you select another choice, the first choice is de-selected.
When you may choose **MULTIPLE** items from a menu list, it displays checkboxes, which allows you to place your mouse over the box in front of a choice and *click* your left mouse once. The box will be filled in with a checkmark. You may do this multiple times. See example.

### DROP-DOWN LISTS

Some items have dropdown arrows beside them. This indicates that there are more choices. To see these choices, you must *click* with your left mouse button on the dropdown arrow. Your choices or options display.

To select an item from the drop-down list, *point* to the item and then *click* with your left mouse.

Drop-down lists may contain scroll bars that allow you to see more content.
ELLIPSES

The ellipse button is an icon that contains three (3) dots. It may contain text and three dots or just the three dots alone.

Clicking the ellipse icon will display another option box.

In the example left, we clicked on the ellipse button and a new menu box displayed.

TABS

Sometimes dialogs will separate choices into several tabs. To display the contents of a tab, simply click its name.

In our example, we have two tabs we can access, Books and Appointment. We have clicked on the Appointment tab.

COPYING AND PASTING

1. Select the item you want to move or copy.

2. To move the item, click Cut on the toolbar OR right-click over the highlighted area and choose Cut.

3. To copy the item, click Copy on the toolbar OR right-click over the highlighted area and choose Copy.

4. Click where you want the copied item to appear.

5. Click Paste on the toolbar OR right-click and choose Paste.
LOGGING OUT OF THE NETWORK

It is very important to remember to log out of the network when you are finished for the day, or when you will be away from your computer for a long period of time.

This disconnects you from the network resources, thus stopping someone from using your network account to access information to which they should not have access.

IMPORTANT: All activity on the network is traceable to the account that is logged in. As a good deal of the information that we handle is confidential, it is important to ensure that nobody else is using your account to access any information.

LOGGING OUT OF THE LHSC DESKTOP

In the LHSC Desktop, click the Start button and choose Log off (name).

This will end your session and take you back to the original network desktop.

LOGGING OUT OF THE NETWORK ON A WINDOWS 2000 COMPUTER

Click the Start button, then Shut Down.

At this point, you will have several options, which are described below. Don't worry if all of the options do not appear.

Log off (name)

This log out of the network and returns you to the login screen. This is the most appropriate option when you are leaving your desk for a short period of time, or if someone else needs to use the computer. This allows them to login to the network with their own network login.

Shut down

This logs out of the network and powers off the computer. If you are using an older model computer, it may not power down the computer but rather will let you know when you can turn the power off by showing the following message on the screen "It is now safe to turn off your computer". This is the most appropriate option at the end of the day.

Restart

This logs out of the network and restart Windows, returning you to the login screen. This is the most appropriate option when you are experiencing problems with the computer and wish to restart it, but not actually power it off.

Once you have selected the appropriate action, click OK to continue.
LOGGING OUT OF THE NETWORK ON A WINDOWS 95 COMPUTER

Click **Start**, and then **Shut Down**.

At this point, you will have several options, which are described below. Don’t worry if all of the options do not appear.

**Shut down the computer?**

This logs out of the network and powers off the computer. If you are using an older model computer, it may not power down the computer but rather will let you know when you can turn the power off by showing the following message on the screen "It is now safe to turn off your computer". This is the most appropriate option at the end of the day.

**Restart the computer?**

This logs out of the network and restarts Windows, returning you to the login screen. This is the most appropriate option when you are experiencing problems with the computer and wish to restart it, but not actually power it off.

**Restart the computer in MS-DOS mode?**

This logs out of the network and restarts the computer at a DOS prompt, instead of in Windows 95. Only use this option when specifically directed to.

**Close all programs and log on as a different user?**

This logs out of the network and returns you to the login screen. This is the most appropriate option when you are leaving your desk for a short period of time, or if someone else needs to use the computer. This allows them to login to the network with their own network login.

Once you have selected the appropriate action, click **OK** to continue.