Introducing MS Windows 7

I. Knowing the interface

1. Title bar
   — on the top of every *application window* or *document window*

2. Menu bar
   — right under the title bar

3. Control-menu box (or simply <u>control box</u>)
   — at the left end of the title bar
   — for closing the application/subwindow (use *Windows Explorer* as an example)
     - *click* on the control box, and then click on `Close`, *or*
     - *double-click* on the control box, *or*
     - press `ALT`[1]`+F4` (this is the preferred way)

4. Document window (*or* subwindow)
   — a window inside an application window

5. Minimize/Maximize/Restore button
   — for subwindow
   — for application window
   — double-clicking on the title bar is an alternative way for maximizing/restoring

6. Scroll bar/arrows/button
   — appear whenever something is out of the window

7. Window border/window corner
   — notice the change of shape of the *mouse pointer* (*or cursor*) over the border/corner
   — resize the width/height of a window by using a mouse

8. Desktop
   — when you start *Windows*, the large area you see is called the *desktop*

9. Shortcut
   — you can put a shortcut to any program, document, or printer on your desktop or in any folder. Shortcuts are quick ways to get to the items you use often.

10. Icon
    — icon is only the pictorial part of a *shortcut* or a window object
    — application can be launched by double-clicking on the icon

11. Taskbar and Start button
    — usually you can find the *taskbar* at the bottom of your screen. It contains the *Start button*, which usually appears at the left end. At the other end of the taskbar, you can find the *System tray*.

12. My Computer
    — you can use My Computer to quickly and easily see everything on your computer. Double-click the My Computer icon on the desktop to browse through your files and folders.

13. Shortcut menu
    — you can use your right mouse button to click any item and see a shortcut menu. This menu contains common commands that you can use on the item you clicked.

---

[1] ALT is the short form for ALTERNATE, not ALTER.

14. Recycle Bin
    — Windows stores deleted files here. The icon changes according as it is empty or not.

15. Mouse actions
    — move
        - move the pointer to the required position without pressing any button
    — click
        - press the left button once and then release the button
    — double-click
        - quickly press the left button twice and then release the button
    — drag
        - move the mouse while pressing the left button
        - e.g., a document window can be moved arround by dragging its title bar
    — drag and drop
        - drag the mouse to the required position and then release the left button
    — right-click
        - press the right button once and then release the button
    — 'left-right-click'
        - press the left & right buttons at the same time and then release the buttons
        - play *Minesweeper* as an example

II. Switching between running applications
    — click the program's button on the taskbar, *or*
    — press ALT+TAB (press and hold ALT, and then press TAB one by one) / ⊞+TAB
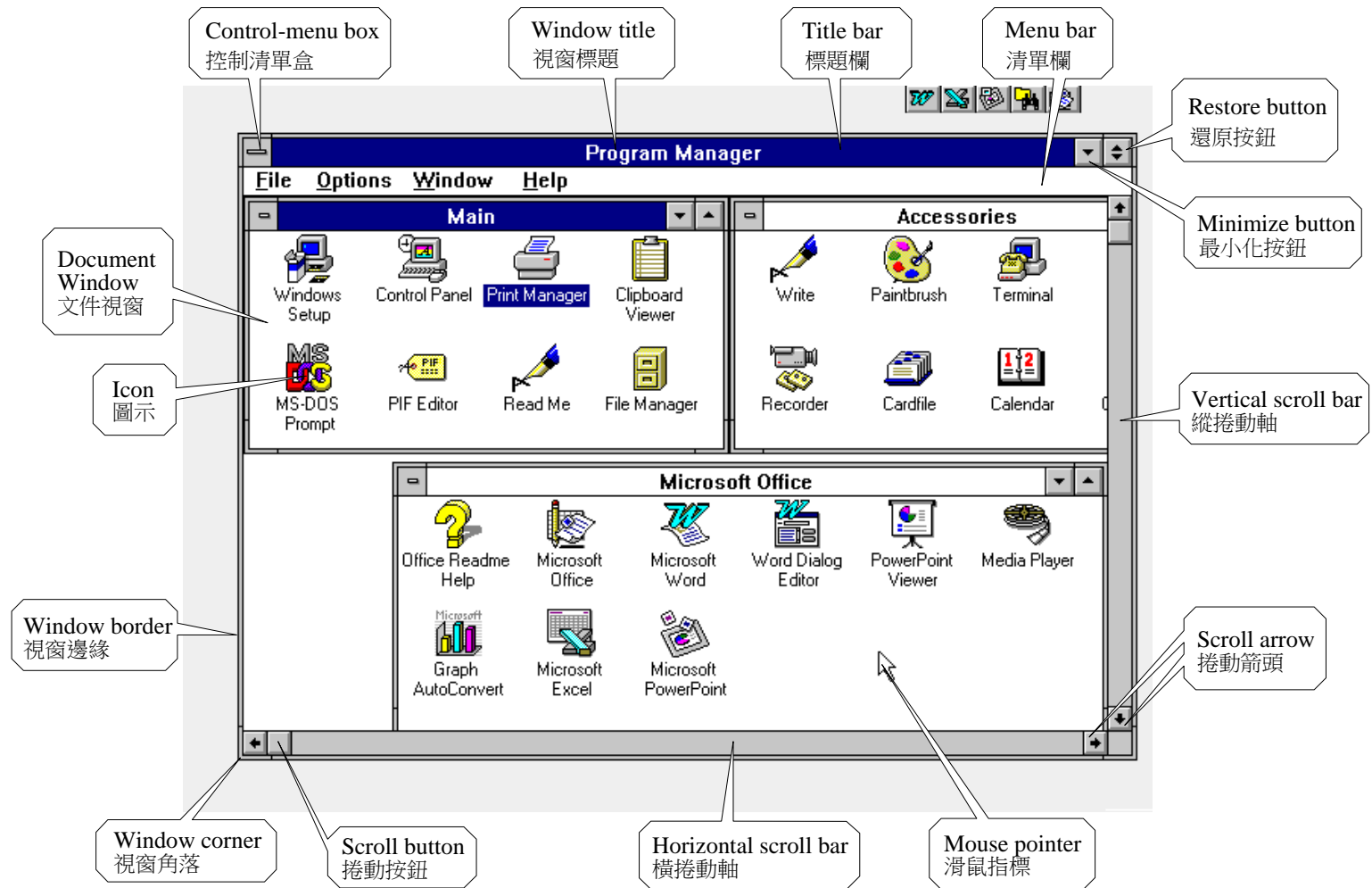
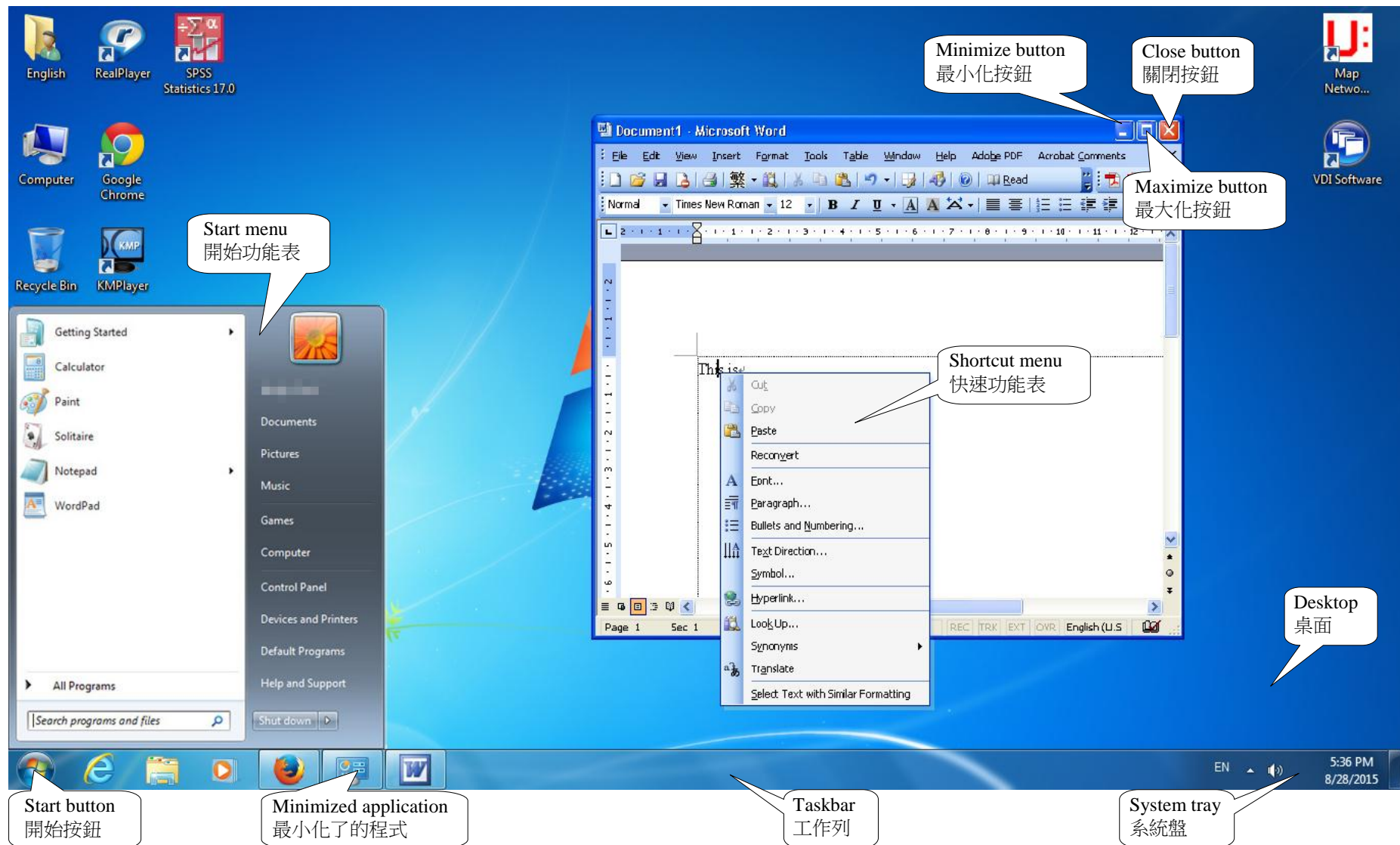## III. Switching between document windows

Press CTRL+F6/CTRL+TAB.
    — the most convenient way to switch between document windows
    — CTRL+TAB can be used in many Windows applications
    — CTRL+TAB would mean a different thing in a word processor

Remark: Starting from MS Office 2000, document windows of Office applications, like *Word* and *Excel*, act like application windows. For *Word*, *Excel*, or *PowerPoint*, the best shortcut key to close a document window is **CTRL+W**.

Basic Elements of Windows 3.1

Control-menu box
控制清單盒

Window title
視窗標題

Title bar
標題欄

Menu bar
清單欄

Restore button
還原按鈕

Minimize button
最小化按鈕

Document Window
文件視窗

Icon
圖示

Vertical scroll bar
縱捲動軸

Window border
視窗邊緣

Scroll arrow
捲動箭頭

Window corner
視窗角落

Scroll button
捲動按鈕

Horizontal scroll bar
橫捲動軸

Mouse pointer
滑鼠指標

Program Manager

File   Options   Window   Help

Main

Windows Setup   Control Panel   Print Manager   Clipboard Viewer

MS-DOS Prompt   PIF Editor   Read Me   File Manager

Accessories

Write   Paintbrush   Terminal

Recorder   Cardfile   Calendar

Microsoft Office

Office Readme Help   Microsoft Office   Microsoft Word   Word Dialog Editor   PowerPoint Viewer   Media Player

Graph AutoConvert   Microsoft Excel   Microsoft PowerPoint

The User Interface of Windows 7

Some Useful Shortcut Keys for Windows (1)

For Most Window Applications

Press	To
ALT+F4	Close an application window
CTRL+F4	Close a document window
ALT+TAB	Switch between applications
CTRL+TAB/CTRL+F6	Switch between document windows
ALT+SPACEBAR	Pull down the control menu of an application window
ALT+-	Pull down the control menu of an document window
CTRL+X	Cut
CTRL+C	Copy
CTRL+V	Paste
CTRL+Z	Undo the last action

In a Dialog Box

Press	To
TAB	Move around clockwise
SHIFT+TAB	Move around counterclockwise
SPACEBAR	Choose an activated item
ALT+↓	Pull down a list
ENTER	Carry out a command (active button)
ESC	Cancel the dialog box

In Notepad/Most Word Processors

Press	To
SHIFT+Arrow Key	Select text in the desired direction
SHIFT+HOME	Select text to the beginning of a line
SHIFT+END	Select text to the end of a line
CTRL+Arrow Key	Move to the next or previous word
CTRL+HOME	Move to the beginning of a document
CTRL+END	Move to the end of a document

Others

Press	To
PRINT SCREEN	Capture the entire screen
ALT+PRINT SCREEN	Capture the active window

<u>Some Useful Shortcut Keys for Windows (2)[2]</u>

General

Press	To
⊞/CTRL+ESC	Activate *Start menu*
F2	Rename an item
ALT+ENTER	View an item's *Properties*
ALT+Double-click	View an item's *Properties*
Right click, R	View an item's *Properties*
F10	Select first item on menu bar
SHIFT+F10	Show the shortcut menu of a selected item
CTRL+TAB	Move between tabs
'Right-drag' an item	Create a shortcut
CTRL+SHIFT+drag item	Create a shortcut
SHIFT+DEL	Delete an item without going to the *Recycle Bin*

Windows Explorer

Press	To
⊞+E	Open *Windows Explorer*
F2	Rename an item
F5	Refresh a window
ALT+↑	Move one level up of the current folder
CTRL+SHIFT+N	Create a new folder
CTRL+A	Select all
CTRL+W	Close the current copy of *Windows Explorer*

More Window (logo) Keys

Press	To
⊞+R	Open the *Run* dialog box
⊞+D	Toggle between desktop and the active window
⊞+M	Minimize all applications
⊞+F	Bring up Find utility
⊞+←	Maximize the window to the left side of the screen
⊞+→	Maximize the window to the right side of the screen
⊞+↓	Minimize the window
⊞+↑	Maximize the window
⊞+Home	Minimize all but the active window
⊞+Tab	Cycle through applications by using *Aero Flip* 3-D
⊞+Break	Show *System Properties*

---

[2] Including some mouse actions.