

Graphical user interfaces (GUIs)



You work in the IT Support department of a financial services company in Sydney, Australia.

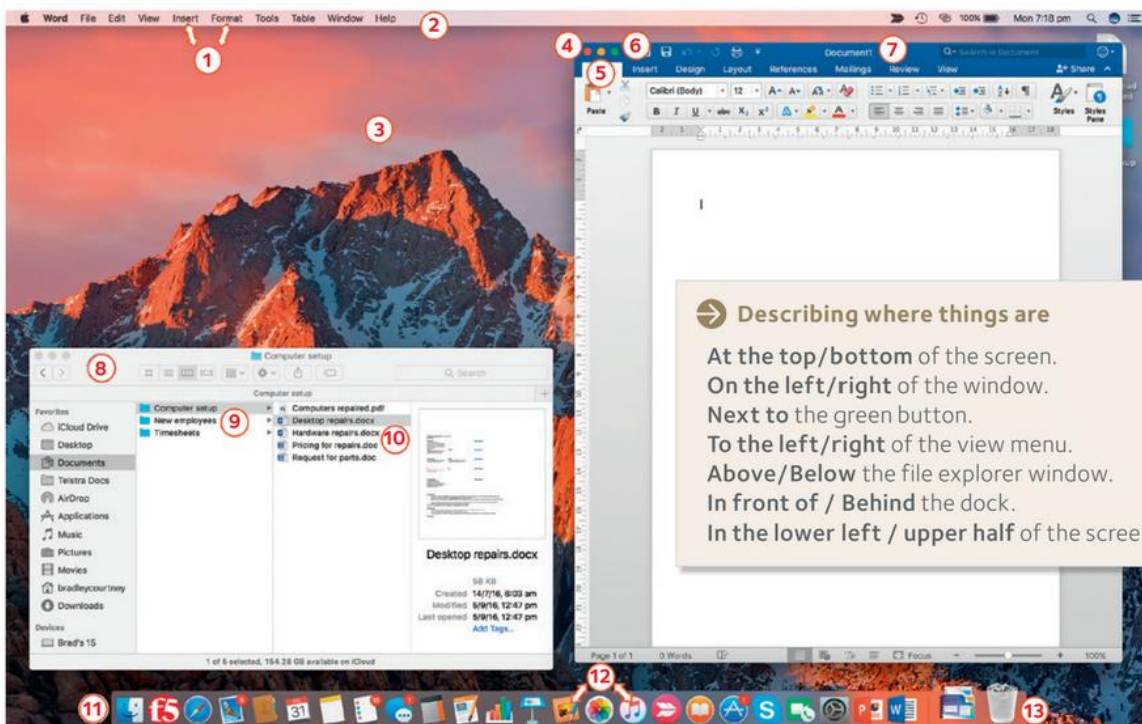
You help a colleague navigate a computer interface.

Task 1: Navigating a desktop or laptop graphical user interface (GUI)



A new employee asks you about the Apple OSX GUI. She has only used Windows computers in the past.

1A) Match the GUI components to the numbers (1-13) on the screenshot.
Write the numbers above the corresponding components.



Describing where things are

At the top/bottom of the screen.
On the left/right of the window.
Next to the green button.
To the left/right of the view menu.
Above/Below the file explorer window.
In front of / Behind the dock.
In the lower left / upper half of the screen.

12 7 4 3 11 10 8
application icon – application window – close button – desktop – dock – file – file explorer –
9 6 2 1 5 13
folder – maximise button – menu bar – menus – minimise button – wastepaper basket



1B) Describe where each of the GUI components is located on the screen above to help your colleague find them.

Task 2: Navigating a smartphone GUI



Your team maintain a “Tips and Tricks” page to help the sales team use the FindYourWay maps app.

FindYourWay – Tips and Tricks

Map

You can use maps in either portrait or landscape mode by rotating your phone.

Choose a destination and get directions

5. **Press and hold** on the place on the map you want to mark as your destination. A pin will drop onto the map and an address and car symbol will appear.
1. **Tap once** on the car symbol and you will be shown a route from your current location to the destination.

Zoom-in

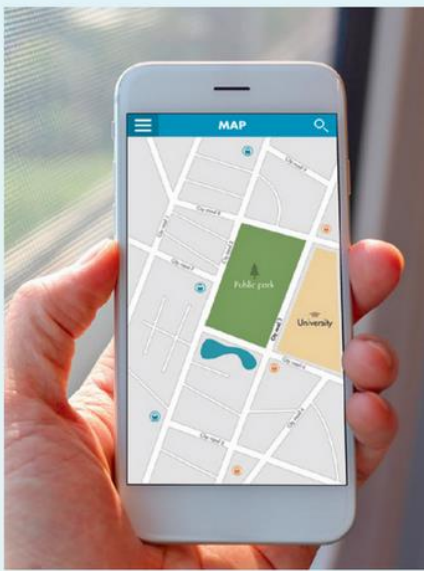
11. Place two fingers close together on the screen and then **spread** them to control zoom-in precisely.
2. **Double tap** the place you want to zoom into on the screen to zoom in in steps.

Zoom-out

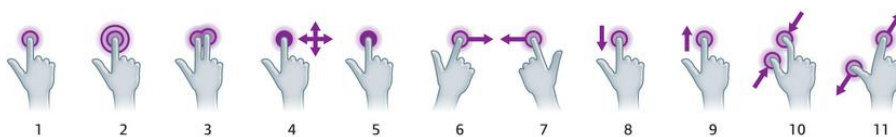
10. Place two fingers on the screen and then **pinch** to control zoom precisely.
3. Do a **two-finger tap** on the screen to zoom out in steps.

Scroll

4. To scroll slowly through a map, touch the screen and **drag** your finger in any direction on the screen.
- 9, 8, 7, 6. To scroll quickly through a map, **swipe up, down, left or right** through the map.




2A) You want to add some icons to the FAQ page to make it easier for some of the non-native employees to understand gestures. Match the gestures to each of these icons using phrases from the text.



2B) Talk to a partner. Take turns in answering the FAQs using a smartphone that you have. Give instructions.

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|--|-------------------------------|
| 1) How do I delete an app? | 4) How can I see the widgets? |
| 2) How do I find a document on my phone? | 5) How do I zoom in to a PDF? |
| 3) How do I turn on the flashlight? | |