



The Basics

Desktop

Section Aims

- # Recall the features of a desktop, a window and an icon
- # Demonstrate how to move between windows, hide, maximise and close a window
- # Understand that being able to use the desktop and icons is how you access materials on the computer

Key Learning Points

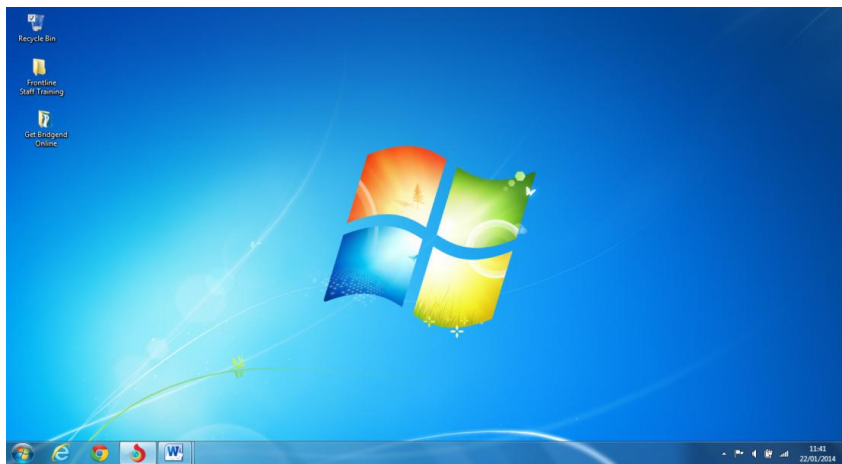
- # What the desktop is and what it is used for
- # Identify the task bar on the desktop
- # A file is represented by an icon
- # You can store files, such as documents or pictures, in a folder
- # To hide a window click on the minimise button
- # To enlarge a window use the maximize button
- # To close a window you click on the close button
- # To move between windows you can click on a window

Introduction

Your first steps to using a computer will be made in this section. After completing this section, you will be more familiar with the screen and how to access materials that are stored on the computer.

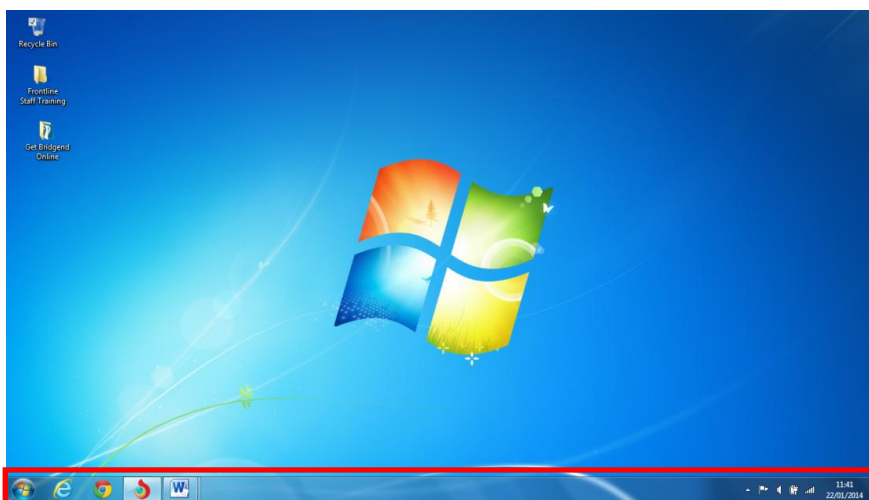
1. What is desktop and what it is used for?

A desktop is the screen you see when you turn the computer on. When you open programs or files they appear on your desktop.



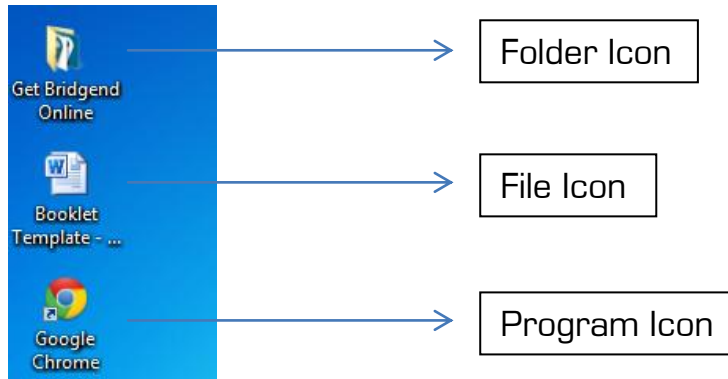
2. Identify the taskbar on the desktop

On your desktop you will find a taskbar. It is usually along the bottom of the screen. It shows which programs, folders and documents are open. Also, it shows date and time and some other icons.



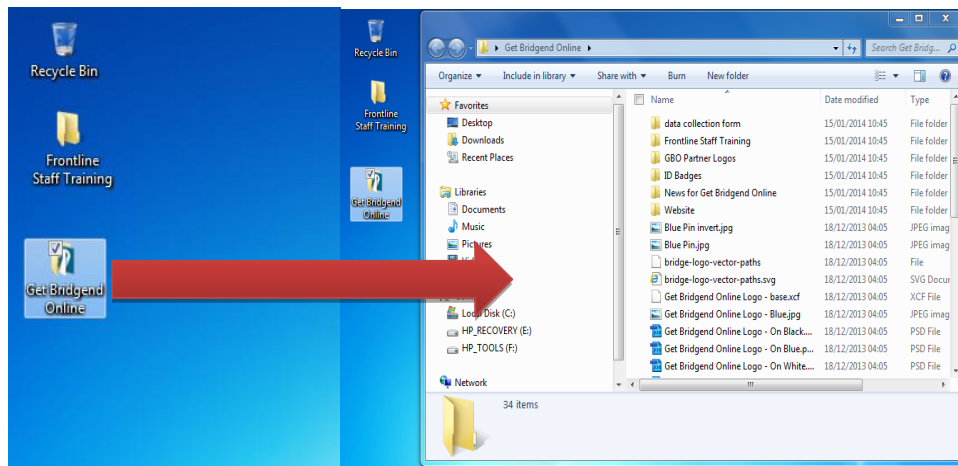
3. A file is represented by an icon

An icon is another word for a symbol – or a small picture of a file, folder or program.



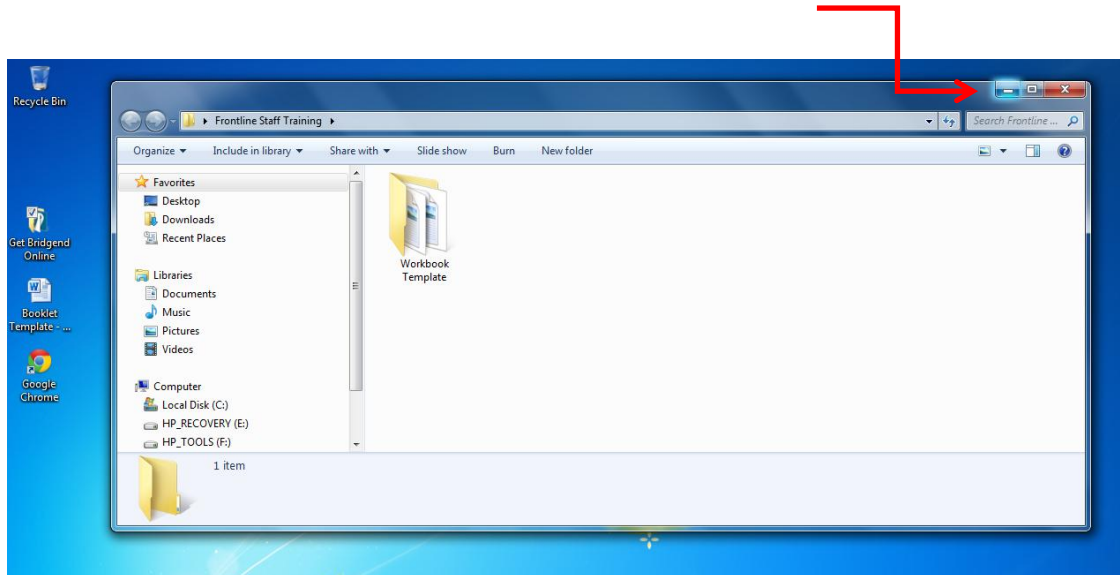
4. You can store files, such as documents and pictures, in a folder

When you open a folder, its contents come up in what is called a **window**.



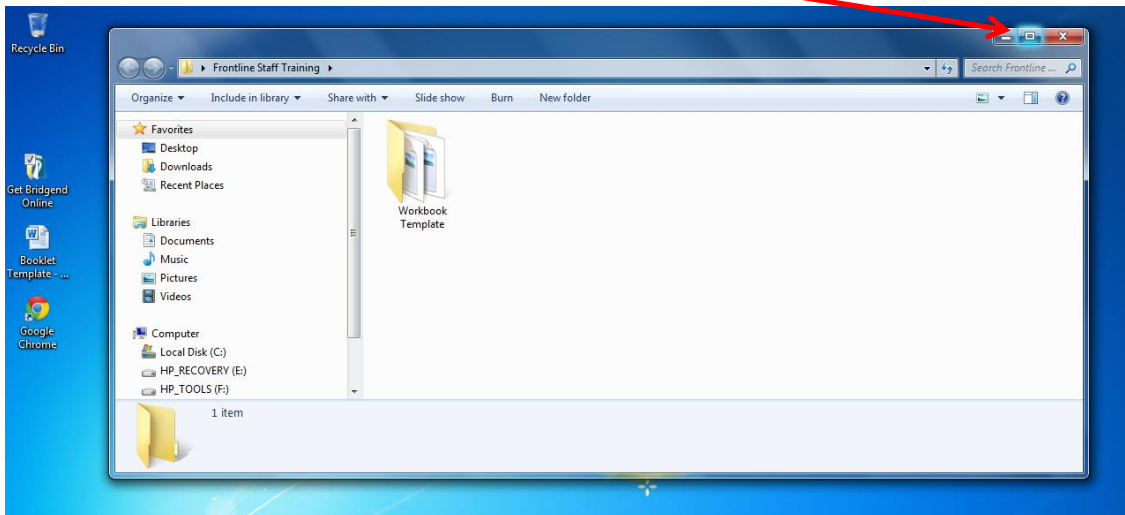
5. To hide a window click on the minimise button

To hide a window without closing it, click at the top right-hand corner of the window on the – This is called the **minimise** button.

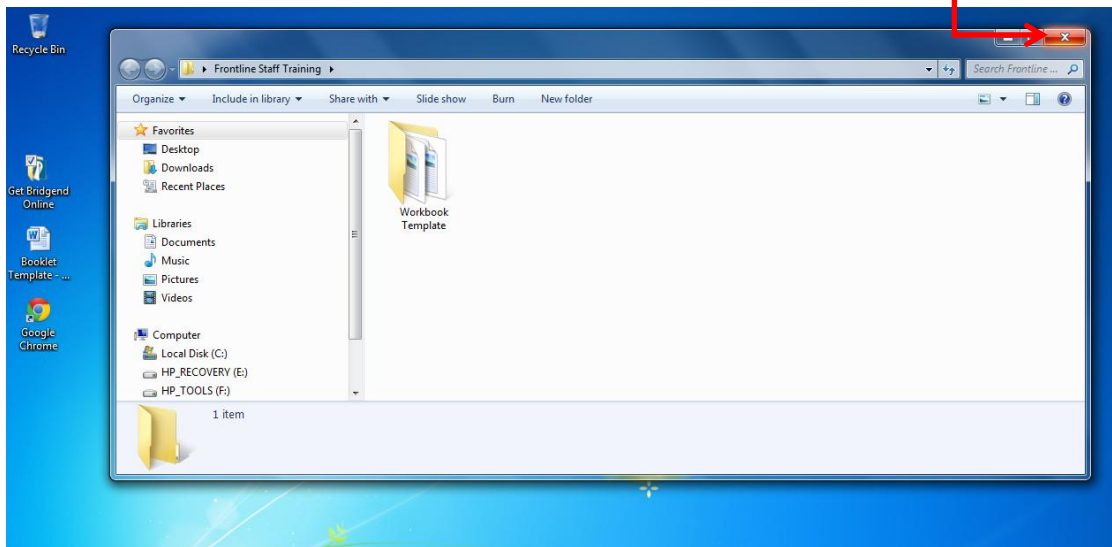


6. To maximize a window click on the maximize button

To make a window larger and fill the whole screen click on the **maximize** button.



7. To close a window you click on the close button



8. To move between windows you can click on a window

You can just click on the window you want to go to. Or select the icon from the task bar at the bottom of your screen.

