

# Unit 7 – Graphical User Interfaces

## ❖ Introduction

- A **user interface** allows a user to interact with the computer
- A **GUI** allows the user to use a **mouse** to interact with the computer.
- **MS Windows** is a common GUI used on **PCs**.
- The main Windows background screen is called the **desktop**.
- Programs, files and folders are represented on the desktop by small images called **icons**.

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- Using a mouse, the user can use a pointer called **cursor** across the screen.
- An icon can be **selected** by **clicking** the left mouse button i.e. quickly pressing and releasing the button.
- By holding the pointer over an icon (**hovering**), a text box can be made to appear that explains what the icon represents. This textbox is called a **tooltip**.



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- **Double-clicking** the mouse (pressing and releasing the button twice in quick succession) causes the program, file or folder represented by the icon to open in a rectangular box on the screen called a **window**.
- More than one window can be opened at the same time but the one with the focus is called the **active window**.

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- Windows can have a vertical **scroll bar** and a horizontal scroll bar to allow the user to move a document up and down or across the screen respectively.
- A user can **drag** a selected item from one part of the screen to another by holding down the left mouse button while moving the pointer. The user then can **drop** the item at the new location by releasing the mouse button.



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- Commands are displayed on a **menu bar** along the top of the window. Clicking on a command opens a list of choices called a **menu**.
- Clicking on a menu item sometimes opens another related menu called **submenu**.

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- Common commands include:

<b>Find</b>	Searches for a word, filename or folder name
<b>Undo</b>	Reverses the last action of the user
<b>Cut</b>	Deletes the selected text, file or folder and copies it to a special area of memory called the clipboard
<b>Paste</b>	Inserts the text, file or folder stored in the clipboard, at the location of the cursor



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- A bar, known as a **taskbar**, is displayed along the bottom of the desktop showing what programs, files and folders are currently open.
- At the far right of the taskbar is a special area called the **system tray** where icons are displayed showing what resident programs are continuously running in the background e.g. the system clock or a sound volume control.

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- There is a **start button** at the far left of the taskbar. When it is clicked the **start menu** opens on the screen.
- The user can close down the operating system by choosing the **shut down** option on the **start menu**.
- A **touchscreen** allows the user to select items and commands by touching the display screen with their finger instead of using a mouse.



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- Graphical user interfaces were first introduced with the Apple Mac OS.
- Other GUIs with desktops, icons, pointers, windows, menus and submenus are also available.

# Writing - Assignment

- ❖ Write the instructions for moving a file from one folder to another using Windows Explorer.
- ❖ Write your instructions for one of the actions in Task 7 Unit 7.