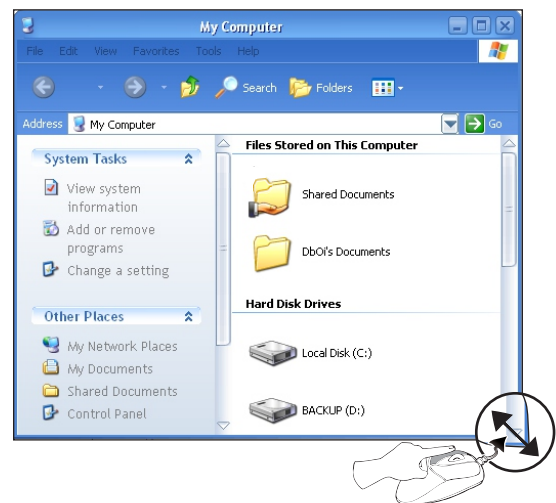# Lesson 3

Windows Pane
Working With Windows

With MS Windows, you can open several programs at the same time. You can listen to music while typing a document. This is called multitasking. Multitasking is one advantage of MS Windows. It allows you to work on several programs in one setting. Opening a program means opening a window. For each program that is started, a window is opened.

When multiple windows are opened, these can be arranged and organized neatly on the desktop. You can move, resize, and arrange windows automatically.
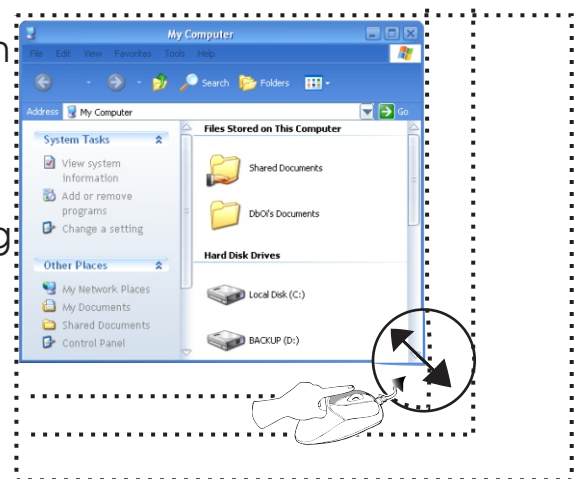
Resizing a Window

Resizing a window helps one to view the contents of the program properly. There are several ways to resize a window. You can use the minimize, maximize, close and restore buttons or drag the border part of the window.

How to resize a window

1. Position the mouse pointer ↖ at the button edge of the window.
2. Wait for the mouse pointer ↖ to change into a double-headed arrow ↘ .
3. Click the double-headed arrow and drag it to your desired size of the window.

Note: When the mouse pointer changes into a double-headed arrow, it means that you can resize the window by clicking and dragging.
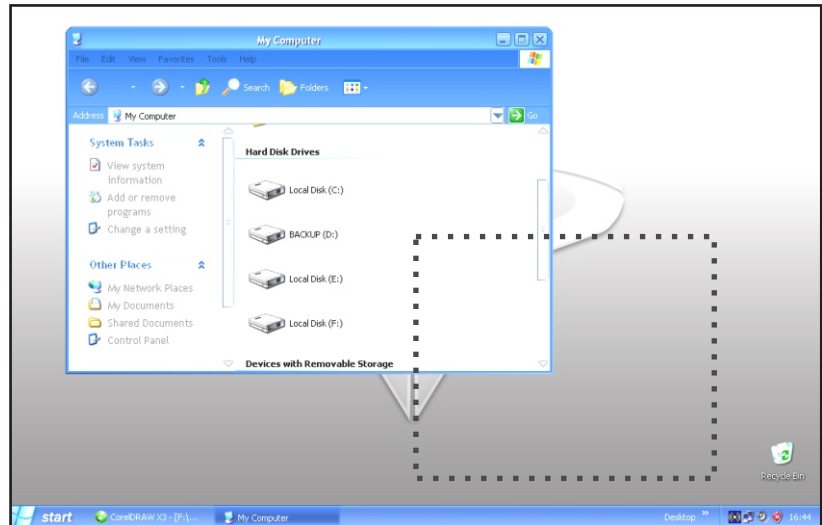
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Moving a Window

Moving a window is the electronic equivalent of shuffling papers. A window can overlap partially or totally with another window.

How to move a window

1. Point the mouse pointer ➤ to the window's title bar.

2. Click and drag the mouse pointer ➤ using the mouse.

3. Release the mouse to your desired position of the window.
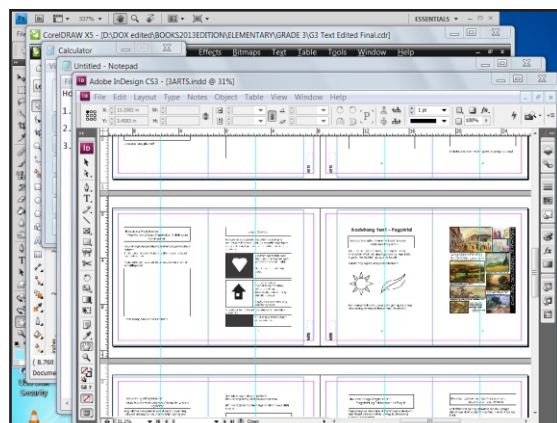

Arranging Windows

If several windows are opened, they can be rearranged to make the desktop look neat and clean.

How to arrange windows

1. Right-click on the empty space in the taskbar.

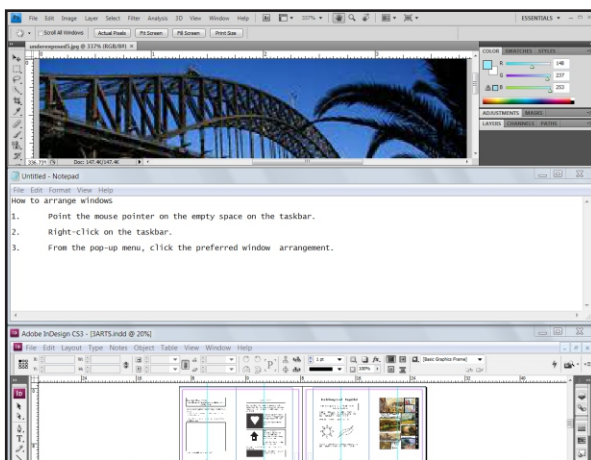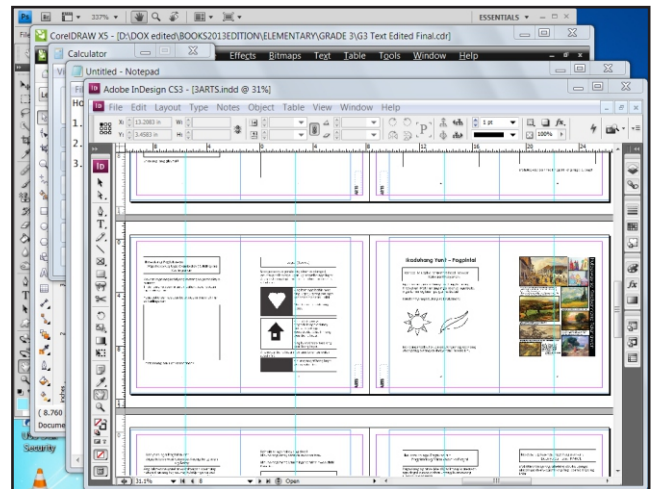2. From the pop-up menu, click the preferred window arrangement.

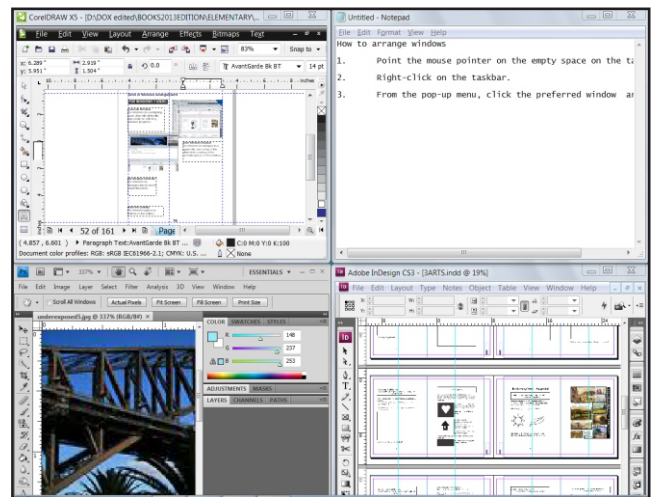Cascade Windows

Kinds of Windows Arrangements

Cascade Windows
The windows are overlapping each other with all the title bars visible for switching between programs.

Show Windows Stacked
The windows are arranged in a regular tile, one on top of the other while covering all the available space on the desktop.
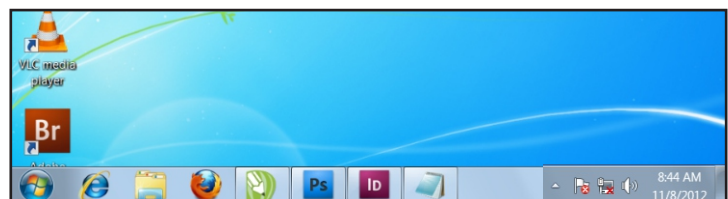

Show Windows Side by Side
The windows are arranged side by side in equal-size panes.
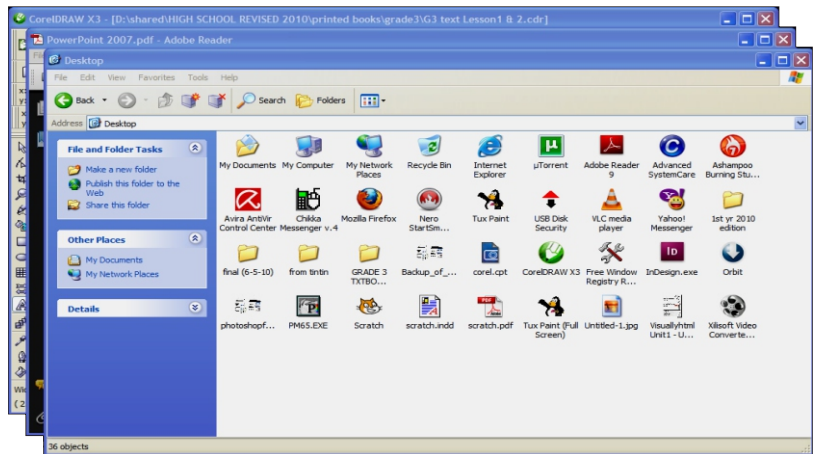
Show the Desktop
The windows appear as buttons on the taskbar.
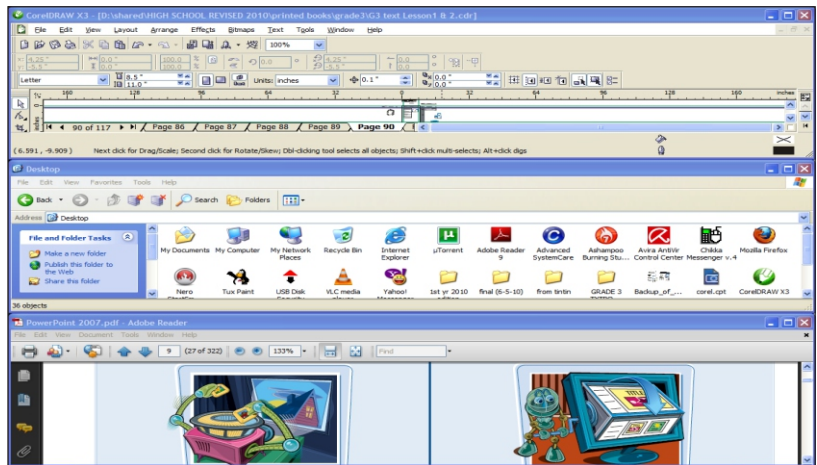
Kinds of Windows Arrangements

Cascade Windows
The windows are overlapping each other with all the title bars visible for switching between programs.
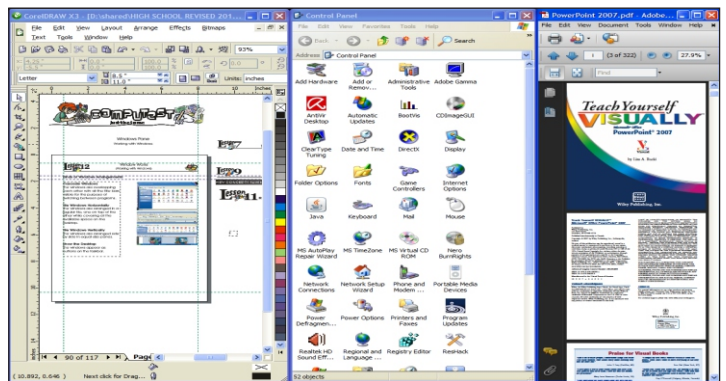

Tile Windows Horizontally
The windows are arranged in a regular tile, one on top of the other while covering all the available space on the desktop.

Tile Windows Vertically
The windows are arranged side by side in equal-size panes.

Show the Desktop
The windows appear as buttons on the taskbar.