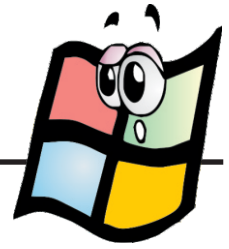


# Lesson 2

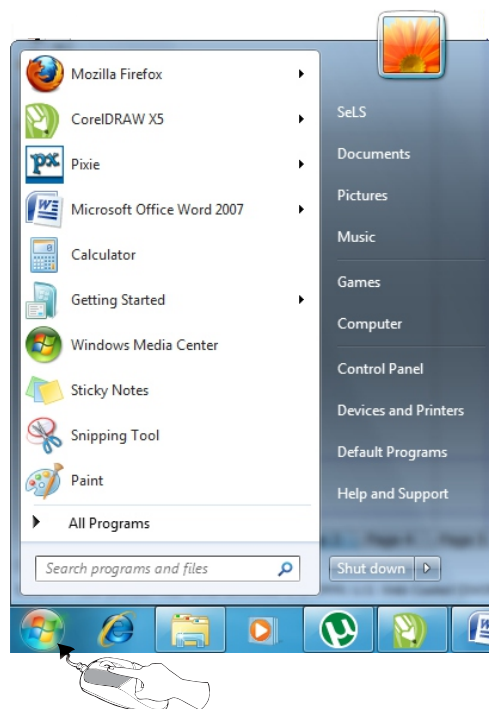
## Ready, Set, Activate! Running a Program in MS Windows



### The Start Button

One of MS Windows' main tasks is to open an application or program and let's start working.

When you start MS Windows, you'll see the Start button in the lower-left corner of the screen. It provides a convenient direction to the programs, and many features that you can do with MS Windows.



### Buttons

Upon clicking the Start menu, you will see the following buttons:



#### Turn Off Computer

It is used to shutdown, restart, stand by and log off Windows properly.



#### Run

It is used to run a program or open a folder by typing its command and path.

## More Buttons



### Help and Support

It displays help topics about the current Windows version you are using.



### Search

It enables you to find files or documents, folders, programs and computers in the network.



### Control Panel

It displays a list of commands that let you change the settings of the computer.



### My Recent Documents

It displays a list of documents that has been opened recently.



### Programs

It brings up a submenu of programs or folders containing application's software.



### Log Off

Switches to another user while leaving your currently opened programs.



### My Documents

It displays a list of documents that has been saved.



### Printers and Faxes

Displays all the installed printers and faxes and lets you add new printer.



### My Pictures

It displays all the pictures or images that you have saved.



### My Music

It displays all the music or sound files that you have saved.

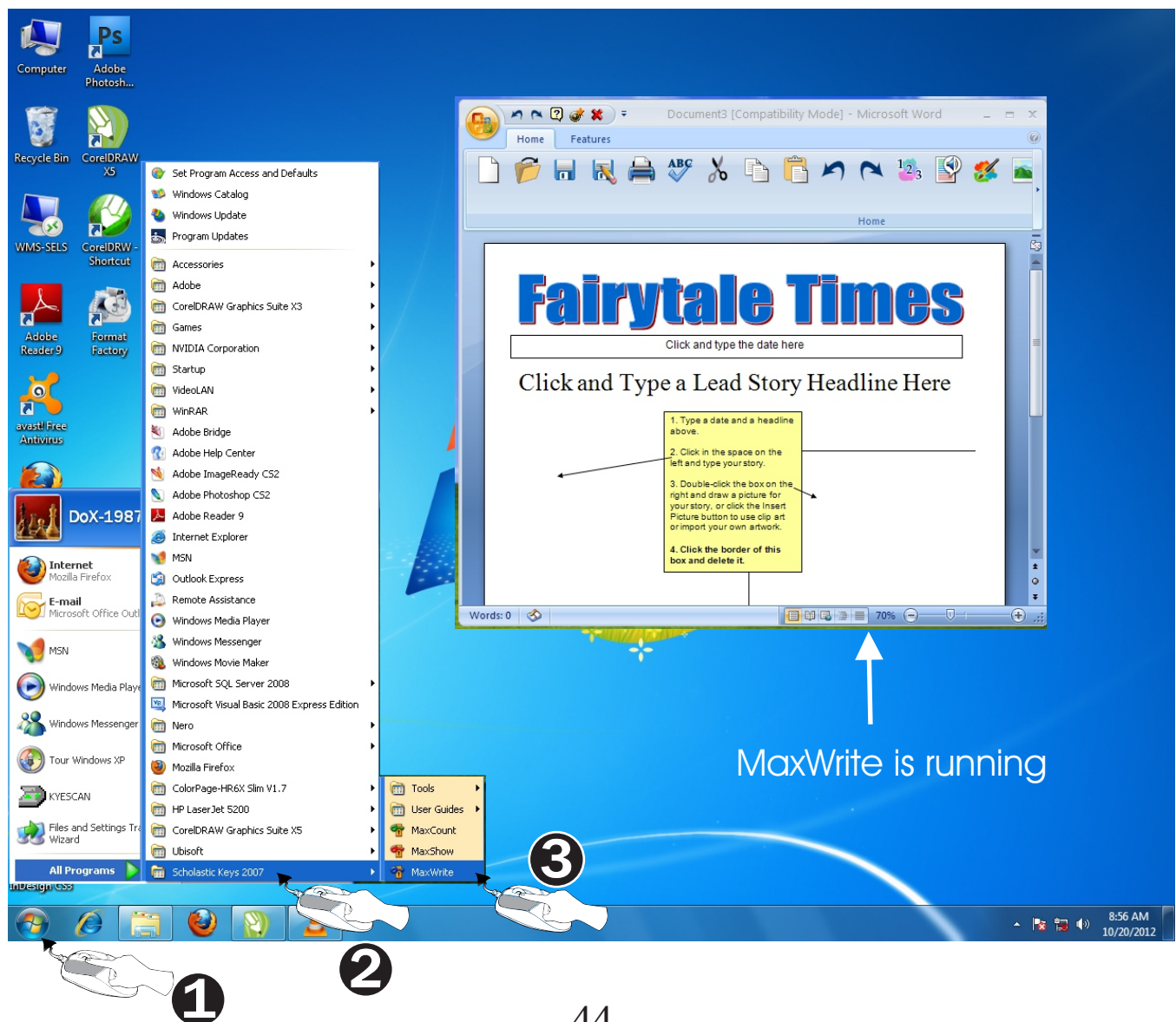
# Starting a Program

As soon as you click the Start button, you are closed enough in running the program through the Start menu.

## How to start a program from the Start menu

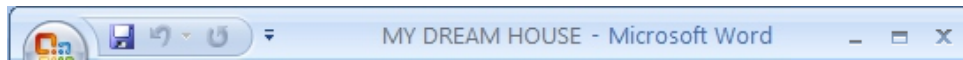
1. Click the **Start** button in the taskbar. Wait for the Start menu to appear.
2. Point to **All Programs**. You will see then a list of programs available in the computer.
3. Click on any programs. (Example : Scholastic Keys 2007 -> MaxWrite)

Application program like MaxWrite appears on the rectangle screen called window.



A window has several elements. Get to know these elements one by one.

**Title Bar.** It tells the name of the program and the filename of the document that you are currently working.



**Control Menu.** It contains buttons that allow you to minimize, maximize, and close the active program.



**Minimize Button**

It reduces the window to a button in the taskbar.



**Restore Button**

It makes the window return to its original size.



**Maximize Button**

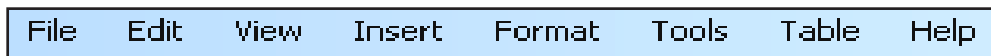
It makes the window bigger in size that fills the entire screen of the monitor.



**Close Button**

It makes you close the window and exit from the program.

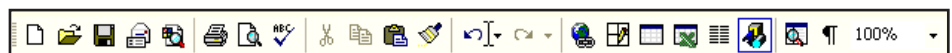
**Menu Bar.** It displays the list of commands or actions.



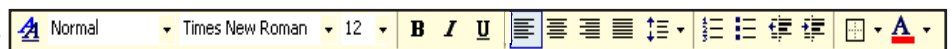
**Toolbar.** It contains some buttons that represent shortcut commands. When you open any MS Windows program, you will observe that there are toolbars and shortcut buttons that are common to all.

The following are some of those toolbars:

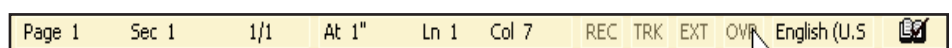
**Standard Toolbar.**



**Formatting Toolbar.**



**Status Toolbar.**

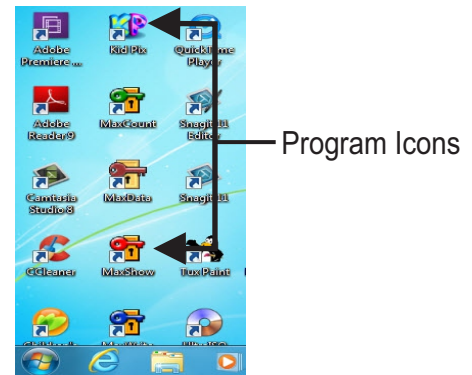


**Scroll Toolbar**



## How to start a program from the desktop

Using the mouse, double-click on the icon to run the program it represents.

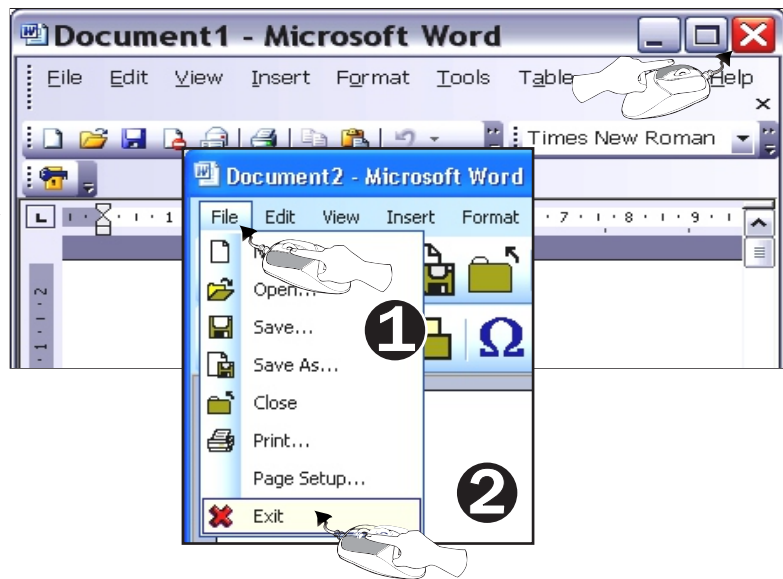


## How to exit a program

The fastest way to exit a program is to click on its window's **close** button. However, make sure to save your files before doing it.

**OR**

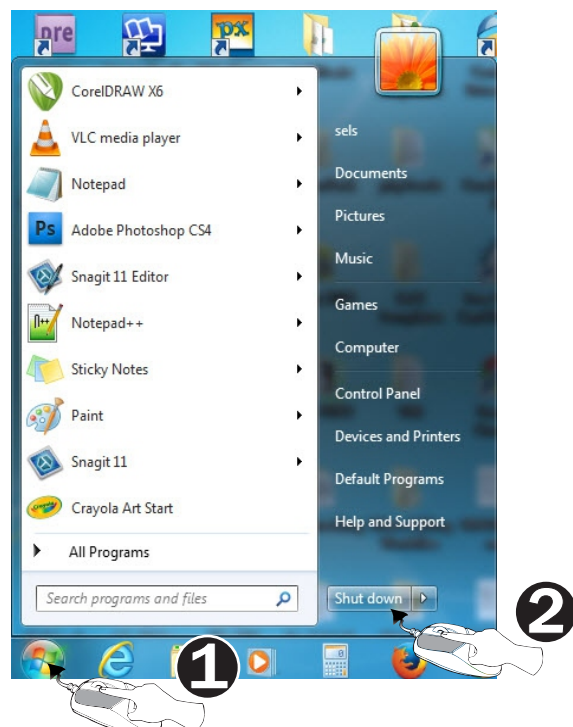
1. Click on **File** menu.
2. Select **Exit**.



## Exiting from MS Windows

### How to shut down the computer system

1. Click the **Start** button in the taskbar.
2. Point and click **Shut down**.



# Restarting MS Windows

There are times when you need to restart your computer, including after you have installed new software, after installing some Windows updates, or maybe because your computer is experiencing some issues with performance and a restart is needed to return the computer back to optimal performance levels.

## How to restart Windows

1. Click the **Start** button in the taskbar.
2. Point and click **Shutdown**.

## Using Ctrl + Alt + Delete to restart

Another way to restart your computer is to press Ctrl + Alt + Delete on your keyboard (at the same time).

## Using Alt + F4 at the Windows Desktop to restart

There is a third way you can restart your computer, as well. Make sure you have closed all programs, and the Windows Desktop is displayed on your screen.

1. Press Alt + F4 on your keyboard to display the Shut Down Windows window.
2. On this window, you can select Restart from a list of options to turn your computer off and back on again.

## Using the Computer's power button to restart

If you are not able to access any of the above three options, you can use the computer's power button to restart the computer.

1. Press the power button for a second and release which may be enough to initiate the restart process in Windows.