

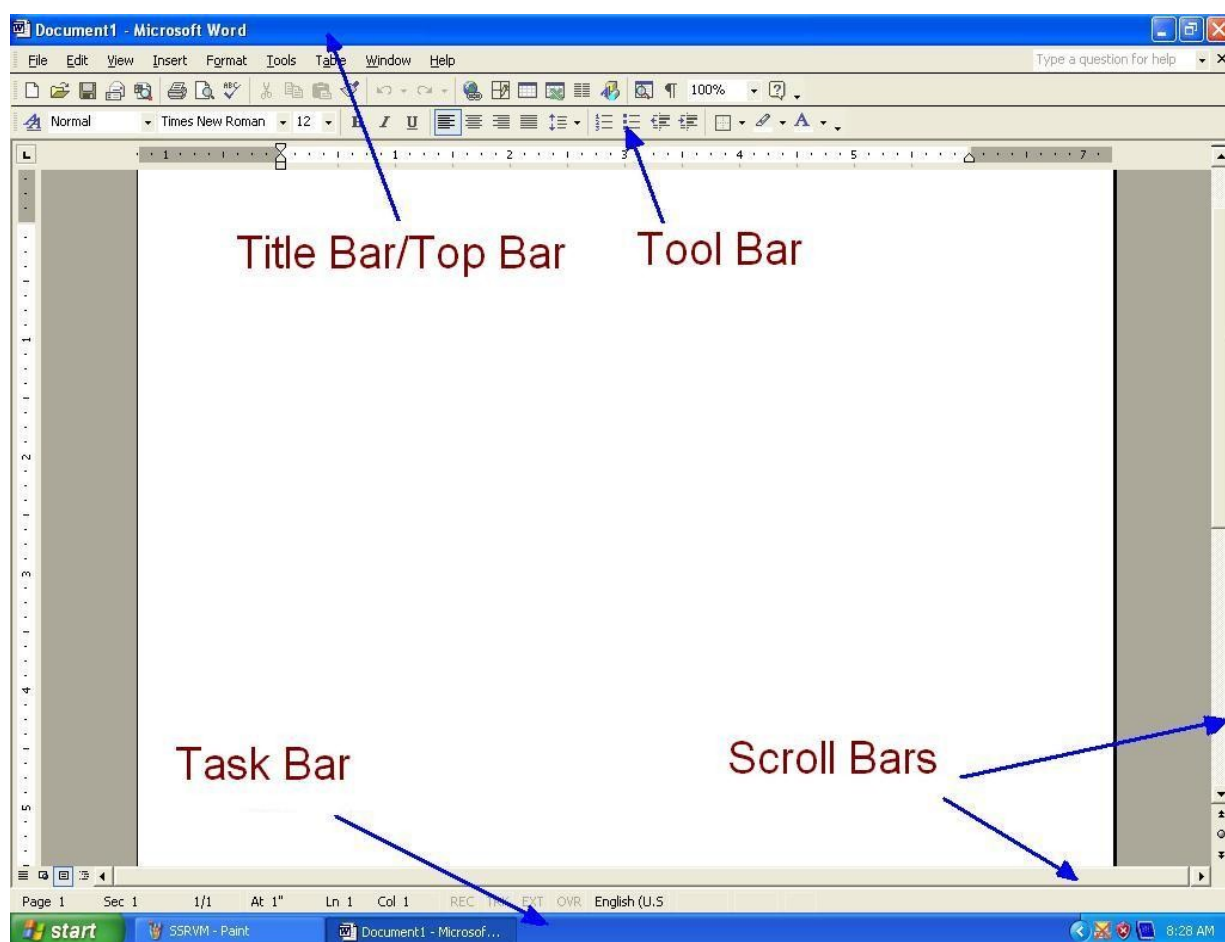
Title:	Elements of a Window: Top bar		
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Submission Date:		Approval Date:	
		REF No:	
Brief Description:	This topic gives an idea about the title bar and how to maximise and minimise a window.		
Goal:	To familiarise the child with different elements of a window. The child will recognise the titlebar of a window and be able to maximise, minimise and close a window.		
Pre-requisites:	The child should know how to open an application (double clicking the application icon/ select the icon, right click and select “open” from the drop down menu/select the icon and press “Enter”).		
Learning Outcome:			
Duration:	One hour		
References:	<a href="http://www.kidsdomain.com/brain/computer/index.html">http://www.kidsdomain.com/brain/computer/index.html</a>		

## Lesson Content:

*Note: This lesson uses screenshots from the Windows operating system. This is unlikely to be a hindrance because the elements shown here can easily be recognised in Edubuntu.*

### **Title Bar**

Many programs and applications run within **windows** that can be opened, minimized, resized and closed (See figure (a)). The top bar of the window is called the **Title Bar**. This horizontal area at the top of a window identifies the window. It usually displays the application name along with the file name ie. the title bar contains the title/name of the application which is running.



*figure(a)*

The title bar also acts as a handle for dragging the window. At the right hand end of the title bar are three buttons ( see figure (b)).



*figure(b)*

Button with the “box” sign is used to resize/restore the window. The resize button helps the user to give the window any intermediate size between 'minimum' and 'maximum' sizes. This button can also be used to restore the window to the intermediate size from the maximum size and vice versa.

The button with an “X” sign is used to close the window.

The button with the “Minus” sign is used to minimize the window. When we want to clear the desktop of the open window, the minimize button is used. When a window is open, you will see a rectangular button on the taskbar that displays the windows title and maybe an icon. Minimizing the window clears it from the screen, but keeps the program running - all you will see of a minimized window is the button on the taskbar. A raised button indicates a minimized or **inactive** window, and a depressed button indicates an open or **active** window. Minimizing a window is helpful if the user is temporarily not using the program, but plans to return to it soon. To restore a minimized window, simply click on the button on the taskbar.



*Figure (c)*

## Lesson Plan

1. Let the Icons of different applications kept on the desktop be the starting point to this class. First, ask the students show the different icons kept on the desktop.
2. Show them how to open a window. Show them the different ways of opening the application. You can double click on the icon (if double click is familiar) or select the icon, right click and select “open” from the drop down menu or the easiest of them all

**select the icon and press “Enter”**. To make the topic more interesting play a music file. Then show them the name of the application on the title bar.

3.Open two or three windows and arrange them in such a way that the title bars of each window is visible.

4.Now we can introduce the concept of a title bar. Explain that the title bar is like the name of a person. It is used to identify one window from another. Give a window name and ask the children to pick that window.

5.Once they understand the significance of the title bar, go to the buttons located on the right hand side. Give the name of each buttons and show them how each one of them works.

6.Minimise all the open windows using the minimise buttons. Ask them where all of them went. Some children who are familiar with the application may be able to show it. Now show the task bar and the minimised windows.

7.Click on each of the buttons on the task bar to restore the windows.

8.Now close all the open files, stress using the window title bar button with the “X” sign to close the files. So they will be through with the use of this button.

9.If possible, open a window and allow them to play around. While leaving the class ask them to close all the open windows.

## **Evaluation**

### **In Class**

- Draw the maximise/ minimise/ close buttons on the black board and ask the name of each button.
- Create a different match- the-following or labeling worksheet and use it.

### **In Lab**

- Open two or three windows. Give the name of a specific window and ask to pick that. Ask how they identified the window .

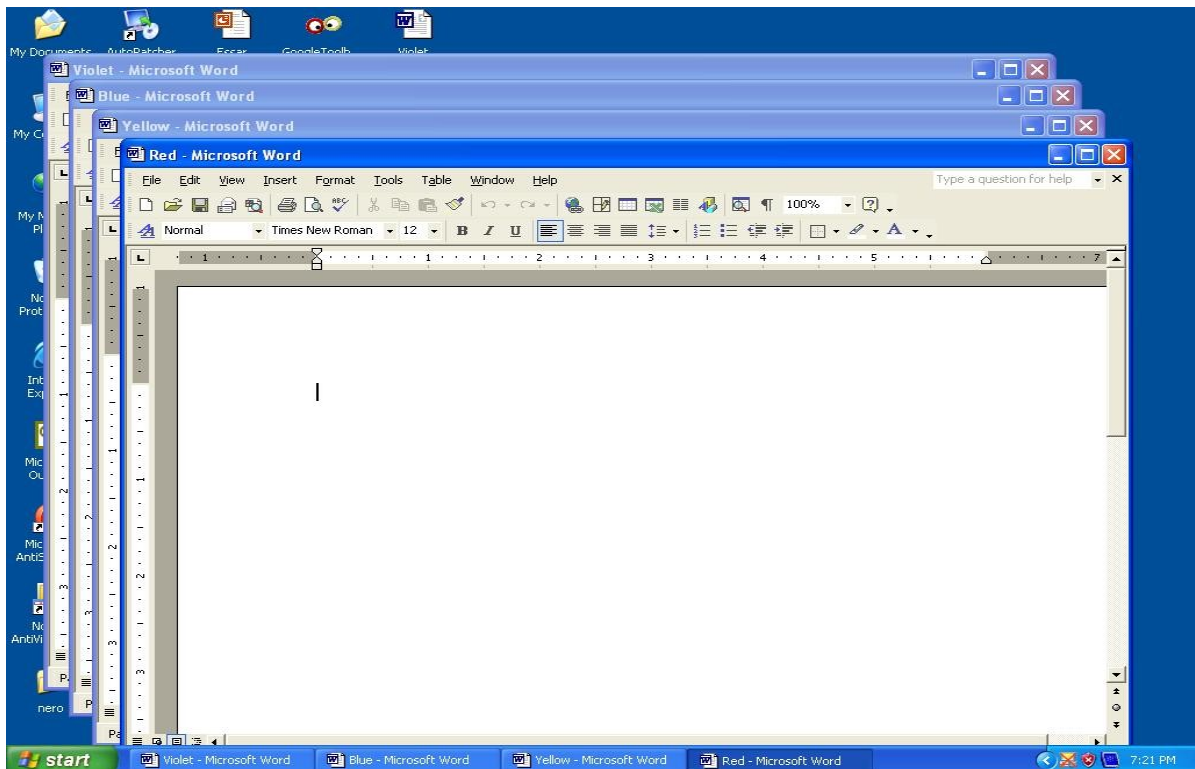
- Ask them to move a window using the title bar.

## Work Sheet

1.



2. Prepare the desktop in the following fashion and ask the children to minimise all the windows. The children can then be asked to restore all the windows.



3. In the following figure mark the title bar and identify the application opened.



4.Match the following buttons with their respective functions.



Minimise



Restore



Close

5.



In the above title bar find the name/title of the file opened?