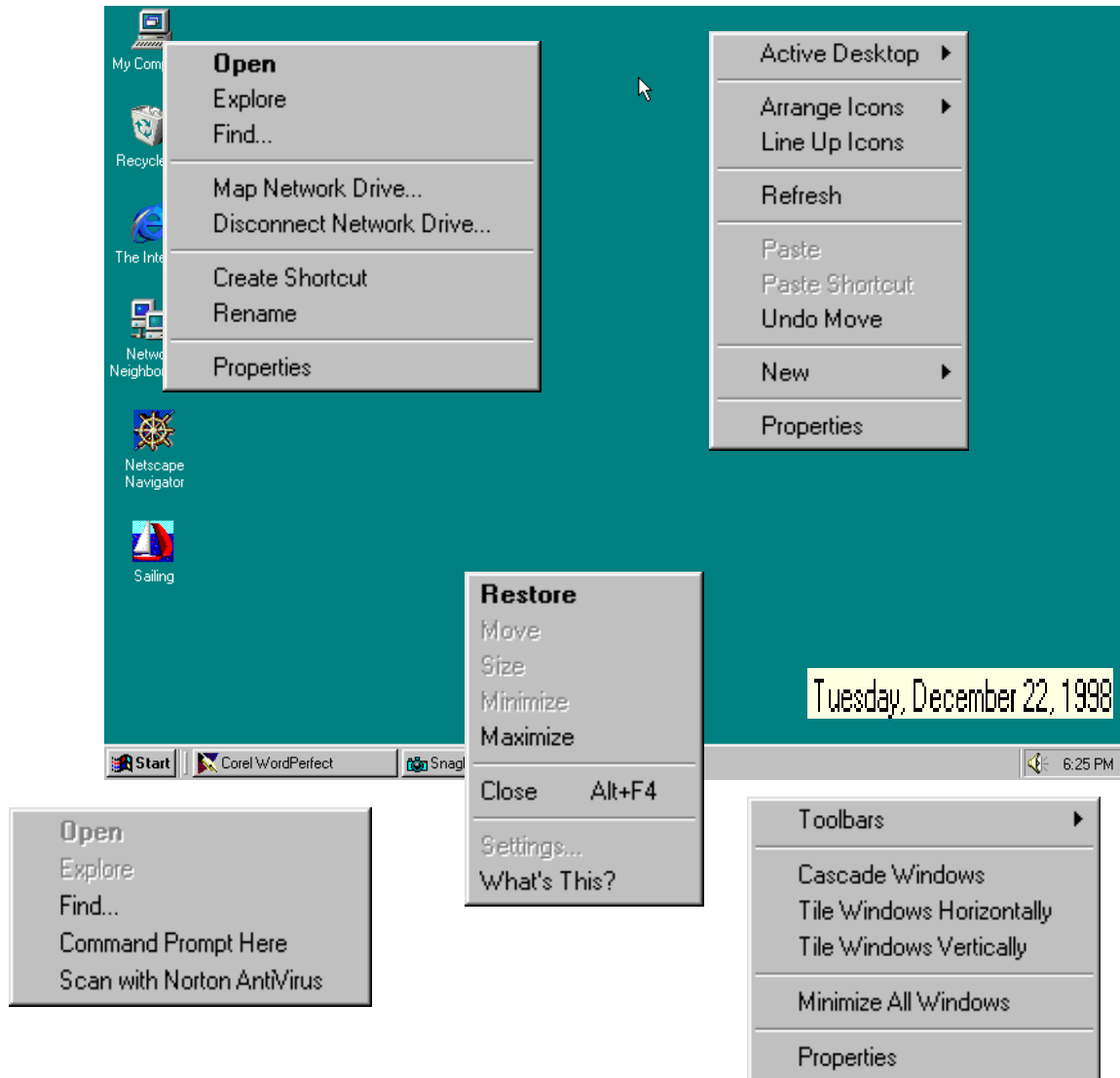


## Starting the Tour



The best point to begin a discussion about Windows is with the desktop. This is the first point, after the boot process, that the operating system allows you to start making choices.

The screen is referred to as a 'desktop' because from here you can access items and do tasks routinely associated with an office or home desk. From your desktop you can start programs, print documents, move or copy documents or search for documents.

The major components of the desktop are the 'wall paper' (background color or picture), icons (small pictures with associated titles), Start button, task bar (the bar across the bottom), and the system tray (systray) which contains the clock and other small icons.

Before you can really start using Windows, you must learn to properly use the mouse.

Trust me! The mouse can't hurt you. There are no recorded operator complaints about mouse bites. Please be aware, however, you can hurt the mouse. Handle the mouse gently. Gently taps on its buttons and a light touch when moving the mouse around goes a long way toward making the mouse your friend.

## Mouse Basics 101

When the mouse was first introduced, nobody knew how they were suppose to use it. 'New bee' computer users today are no different. So, let's start with a few basics.

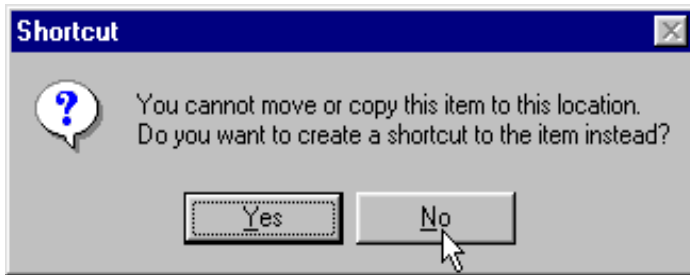
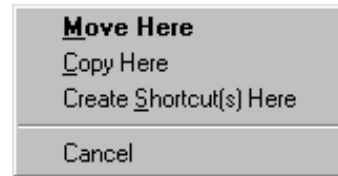
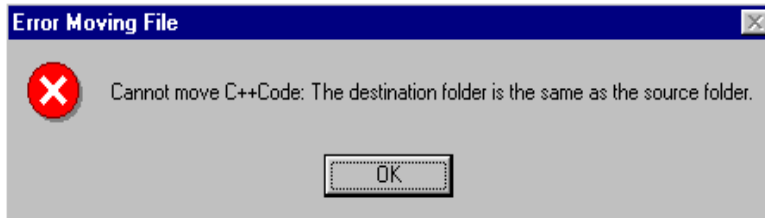
The mouse works best when rolled across a flat clean clear surface. A 'mouse pad' can help give the mouse traction. Keep the front of the mouse (where the tail cord comes out) perpendicular to the monitor.

Place your hand gently over the mouse with your first finger on the left button and your index finger on the right button. Control is maintained by holding the body of the mouse between your thumb and your little finger. [We'll leave 'clicking' the buttons until a little later.]

The CURSOR is the white arrow that appears on the desktop. It moves in response to mouse movements. Move the mouse around a little until you get the feel for driving the mouse. If you move the mouse straight forward, the cursor should move straight upward on the desktop. If the cursor moves on an angle, you aren't moving the mouse directly forward. Keep practicing until you can make the mouse move exactly as you intended.



**The cursor has a *hot spot*.** Only the very tip of the cursor can be used to activate events. These events are explained in the tricks section which follows. The body of the mouse is only there to help you find the tip.



### Error moving file messages.

These are error messages are caused by moving the mouse while clicking on an object.

The mouse must not be moved during the 'CLICK' operation.

Message boxes like these are considered *modal*, which means they must be answered before Windows will let you proceed. You can respond to the message by clicking on the 'OK' button or by pressing ENTER.

### This mouse does tricks

The mouse has several tricks in its bag.

It can *hover*.

**L** Holding the cursor still over some objects causes events to happen. **7**

Let's try an example. Move the tip of the cursor over the time in the lower right corner of the desktop. Hold it there for a second and the date will appear. [Don't be concerned if it disappears in a couple of seconds, that's the way is supposed to work. Move away from and then return to the cursor to the time and the date will reappear.]

It can *click*.

**L** A CLICK ALWAYS REFERS TO THE LEFT MOUSE BUTTON! **7**

A click is used to select an object.

It can *right-click*.

**L** For the 'direction impaired', your right is your *other left* **7**

Right-clicking will cause pop-up menus to appear. The first page of this section has several examples of right-click menus.

Before we begin clicking, you need to know how to *safely undo* a click event. If you have clicked on an object and a menu appears, you can collapse the menu by clicking on any clear area of the window. Alternately, and often a safer method, is to press the Esc key located in the upper left corner of the keyboard.

Try it for yourself. Right-click on several areas of the desktop. Try right-clicking on the following areas and you should see menus similar to page 1 of this section: the start button, task bar, an icon, open area of the desktop and finally the date. Did you find menus similar to the ones on the first page? Remember that ESC collapses a pop-up menu.

At this point you have probably just turned on your computer and do not have any applications running. If applications were running, they would make themselves apparent displaying their name on a button on the task bar.

Another way applications show themselves is as an icon next to the time display in the lower right corner. You can right-click on these icons as well to access menus.

Please note: Not all computers will respond with the same menus but they should be basically similar. Some application programs alter menu appearances.

For now, don't select any of the menu options. We need to get a few more basics behind us. As we continue the tour, the menu options will be explained when we can actually apply them.

It can *double-click*.

**L** A double-click is a rapid succession of LEFT-clicks **7**

A double-click will RUN a selected item. When we play Solitaire in a little while you will have plenty of opportunity to practice double-clicking.

For many people, double-clicking is a hard trick to master. You need to take the time to perfect this skill. Double-clicking will greatly improve the speed with which you can open programs.

A young New York City musician asks “How do I get to Carnegie Hall.”  
The answer he received was, “Practice! Practice! Practice!”

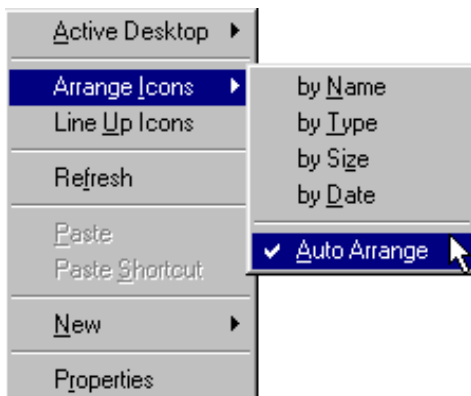
It can *drag*

**L** Dragging requires holding down the LEFT mouse button while moving the mouse **7**

Dragging can be used to move objects, such as the icons on your desktop. Dragging can also be used to resize windows. We will practice this after opening an application. Finally, dragging can be used to select text for editing.

Try dragging a couple of icons around on the desk top. Remember, when you let go of the mouse button, the drag operation stops. Don't place icons on top of icons and especially don't place them on top of the recycle bin (the wastebasket). If things get too messed up here, read ahead to the section on organizing your desktop for some hints.

If icons won't move, right-click on the desktop. Select Arrange icons and click on Auto Arrange to remove the check mark. A check mark indicates that the function is active.

















## The mouse is really a chameleon

Not only does the mouse do tricks, it also has a multiple personality disorder.

Since the mouse can't talk, it communicates by changing shape. The changes in appearance are the operating systems way of telling the operator what is happening.

The cursor takes on many appearances. These are just a few of the more common cursors used by the operating system.

An application might further alter the appearance using custom cursors.

Normal Select	
Help Select	
Working In Backgroun	
Busy	
Precision Select	
Text Select	
Handwriting	
Unavailable	
Vertical Resize	
Horizontal Resize	
Diagonal Resize 1	
Diagonal Resize 2	
Move	
Alternate Select	
Link Select	