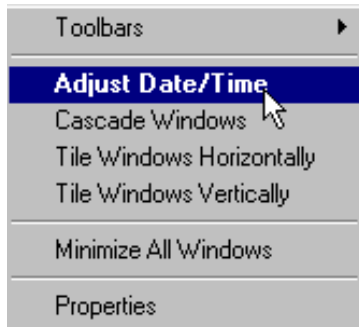


Opening our first application

Until we have improved our mouse skills, let's open an application the easy way.

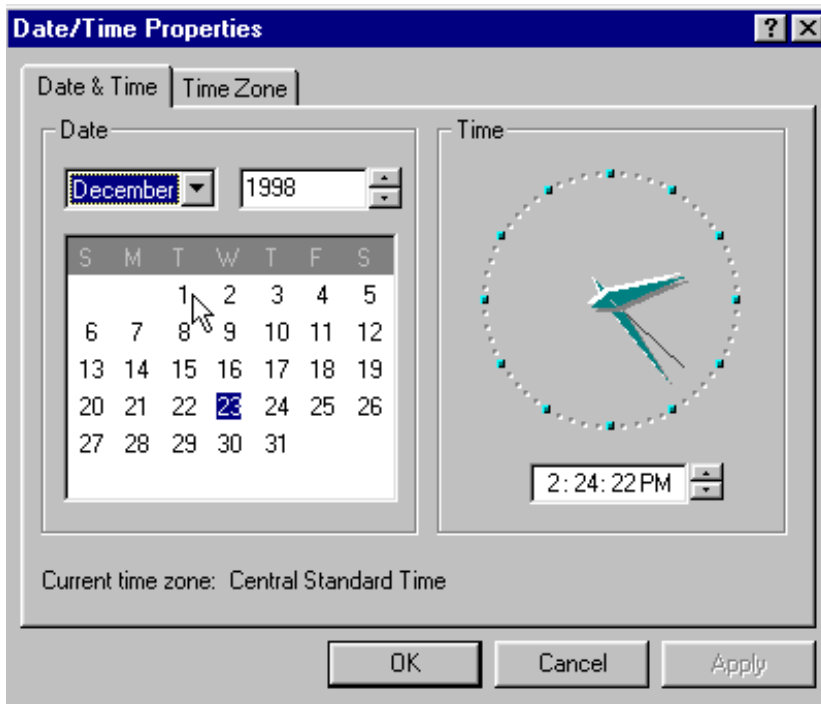
Move the tip of the cursor to the lower right-hand corner of the desktop over the displayed time. Right-click to display a pop-up menu.



From this menu, select Adjust Date/Time by moving the cursor until the line is highlighted like the example.

Now Click (remember a click is the LEFT mouse button)

Note: If you consider yourself an advanced mouse user, try DOUBLE-CLICKING on the time. This will also open the application and bypass this menu.



If all went well, Windows will reward you by showing the Date/Time Properties screen.

All of the objects on this screen have names. Your job is to learn their names, what they do and how to use them.

Starting with the colored band at the top (called the title bar), you will see the name of the application. The error message we saw earlier used the title bar area to explain the type of error.

Before we begin, take note that the 'APPLY' button is *grayed* out. This is a signal from the operating system that this option is not presently available. This makes perfect sense. Since we haven't done anything in this window yet, or made any changes, then there are no changes to APPLY.

At the right side of the colored bar is an . Clicking on this button will close the application. Do not click it now.

Below the colored bar are two TABS. Date & Time and Time Zone. Clicking on each tab will bring a different screen to the forefront.



The months are displayed in a 'drop down box'. Click on the downward pointing triangle button next to the month. When the box 'drops down', the current month will be highlighted. (The month displayed in the box depends on the current calendar month.)

A list of months appears. You can select a month by clicking on it or by typing the first letter of the month. To highlight July, you may have to type 'J' a couple of times.

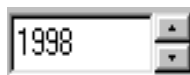
If you click on a month, the drop down list will close automatically. If you have used the keyboard to select the month, you will have to press Enter to close the box. (Clicking on any other object on the screen will also close the list.)

After closing the drop down box, note that the 'APPLY' button has changed. The system is now ready to *apply* the changes.

Windows isn't that smart

Many new users expect Windows to read their mind. It is fortunate for many of us that Windows doesn't yet have this ability. If it could read our mind, then it would also probably have feelings. Feelings, which could get hurt. Hurt feelings could lead to erratic, revengeful actions by the operating system, like shutting down and refusing to communicate with you. Fortunately, this isn't the case.

Since Windows can't read your mind, you must patiently explain to Windows what you want to do. You accomplish this by selecting or clicking on the object(s) you want to work with.



The current year is displayed in an object called a 'Spin Box'. After clicking on the year, you can change the date two different ways. First, you could use the *Up* or *Down* arrows on the keyboard. But, since we are learning about the mouse, let's use the spin box controls. The controls are the small triangle buttons. Click these buttons to increase or decrease the date. (Remember: Only the tip of the mouse is a hot spot.)

How to change the Hour/Minute/Seconds. This spin box has four separate parts. Watch as the cursor change appearance. Move the cursor inside the time box.

The cursor changes to an  This cursor shape is called an 'I beam'. (eye beam)

The 'I beam' cursor denotes that you are working with or editing text.

To change the minutes, first click on the minutes. Next, use the box controls or arrow keys on the keyboard to change the time.

Click on the Time Zone tab

A new object appears on this screen. It is called a Check Box and is used to "toggle" between two 'states' or conditions. These states would be *Checked or Not Checked* (to toggle means to switch or the change.)

To change its state simply click in the box.



If a check appears in the box, the operating system considers option as active.

Do you have a question?

Ask the wizard. Some programs have  additional help or explanations available.

To invoke the Time Date wizard, click on in the upper right corner.

Note that the button stays depressed. Now click on the text associated with the check box and read the message. If you click on the check box you will toggle its state. This box should have a check if the computer is operated in an area which observes daylight-saving time.

The command buttons

The final areas on this screen we need to learn about are the command buttons OK , Cancel, and Apply

Cancel exits the application or window without applying any changes. It will not, however, reverse any changes made if the Apply button was clicked. This is a safe way to exit if you are not sure that changes you made were the correct choice.

Apply implements the changes you have made but does not close the window. (We will use the Apply button in our next application.)

Ok applies the changes and closes the window.

Just to be safe - click *Cancel* to close this window without making any changes.

To ensure that no changes were made, verify that the time is correct.
Next, hover the cursor over the time. Is the date correct?