

# COURSE INTRODUCTION

So far you have been learning applications which are DOS based. Now with the change in technology the WINDOWS based applications have now taken a lead in the computer fields. Number of such applications are in use. To introduce to this world of WINDOWS, Microsoft has come out with the package MS-OFFICE which is an integrated package comprising of four most commonly required packages in the office working i.e. MS-WORD which is like a WORDSTAR or any other word processor, MS-EXCEL which is like a LOTUS 1-2-3 or any other spreadsheet package, MS-POWERPOINT which is used to make slides and presentations, and MS-ACCESS which is like any Database package. For this course only the first three packages have been explained in this course.

The first block of this course talks about the WINDOWS environment as such and how this has made things simple to understand and work. The environment is very user friendly. The fundamentals of windows have been covered in detail and the course participants shall find it very simple and interesting to work in this environment.

The second block is on MS-WORD which is window based word processor. This block explains the various typing and editing features in MS-Word, including AutoCorrect and AutoText which speed up the text entry. The block describes the various Page Design and Layout features, Table Creation and handling has been discussed in detail.

The third block is on MS-EXCEL which is a window based spread sheet. EXCEL is used to automate financial statements, business forecasting, transaction registers, inventory control, accounts receivable and accounts payable. It also provides multiple facilities like making graphs, analysing situations and also helps people at the managerial level in taking decisions.

The last block of this course is on MS-POWERPOINT which is a very powerful presentation package. This block covers the features available in Powerpoint, how to create presentation slides using tools like Wizards which will help in creating presentations quickly and easily. After going through this block you will be able to make effective presentations using slide shows.

## BLOCK INTRODUCTION

In the last decade or so, the Information Technology has seen many changes in the way we view computing. The hardware has also advanced remarkably. From few Kbs of RAM, now the PCs have couple of Mbs of RAM. The hard disks and drives have also improved. Even the displays on the screen have become rather impressive. Now we find graphical user interface (GUI) rather than the early years of text mode interface. Most of the vendors have come out with their products supporting the GUI.

GUI environment gained popularity because of the ease to learn and use the applications compared to the conventional DOS based applications. Now the windows based products have become so popular that the vendors have stopped thinking about coming out any new version of their product based on DOS.

Windows is a **GUI** for the Disk Operating System (DOS) based IBM Personal Computers and its compatibles. To most, GUI means, using a mouse, point to icons that represent programs and files, pull down (or pop up) menus of commands, and do this within separate windows on the display screen. Windows has more to it than these elements. It makes DOS based uni-tasking(single application) PC capable of running multiple applications simultaneously, which is termed as multitasking. Under the character-based environment of **DOS**, the users had to learn a different method to interact with every program that was confusing and complicated. Windows being a graphical environment, in direct contrast to DOS, provides a more intuitive interface because of its consistency across all applications running under it. Learning to use one Windows-based application means knowing the essentials for using any other application with Windows.

Windows has also made possible the exchange of data between applications. DOS-based applications can also be run beside Windows applications and information can be shared between them. Windows provides all the necessary tools for file and disk-management that are present in DOS so that the user does not have to switch to DOS to

perform those functions. Windows not only resembles an operating system but is also an integrated package that includes programs that can be used to perform everyday tasks.

If you are absolutely new to this world of computers, my suggestion is, you should get some understanding and knowledge about PCs Disk operating System (DOS). Although windows shall make it much simpler for you but it will be still better to have some exposure about DOS.

This block is just covering the basic implementation of Windows but not the advanced level working which also includes the administration of the Windows as an operating system.

# UNIT 1 WINDOWS FUNDAMENTALS

## Structure

### 1.0 Introduction

#### 1.1 Objectives

#### 1.2 Starting Microsoft Windows

#### 1.3 Basic Elements

#### 1.4 Parts of a Window

#### 1.5 Types of Windows

#### 1.6 Types of Icons

#### 1.7 Basic Techniques for working in Windows

##### 1.7.1 Basic Mouse Techniques

##### 1.7.2 Basic Keyboard Techniques

#### 1.8 Using Menus

##### 1.8.1 Menu on the Menu Bar

##### 1.8.2 Control Menu

#### 1.9 Working with a Dialogue box

##### 1.9.1 Types of Options

##### 1.9.2 Closing a Dialogue box

#### 1.10 Getting Help

#### 1.11 Quitting Microsoft Windows

#### 1.12 Summary

## 1.0 INTRODUCTION

There are two types of programs every PC requires. These are operating system programs and application programs. An operating system is a set of programs that lets the user use the application programs on the PC. The most widely used operating system on PCs is DOS or Disk Operating System to be specific. DOS has been enhanced by a group of programs called Windows, which also provides some of the functions of the operating system. Some of the Windows functions duplicate or replace DOS functions, and others improve upon DOS functions. Although one may say that Windows is an operating system but windows can not work without the disk operating system. There are other windows programmes which Microsoft has developed like Windows 95 which is a complete operating system.

Windows not only performs operating system functions but also provides application programs of its own. Many of the vendors have now started developing their products which are supported by windows because of the popularity gained by the windows package. Several application packages are now available that have been specifically written

to run under Windows. These application be used for basic and everyday tasks. These program is include a simple text editor, Notepad; a word processing program, Write; a graphics program, Paintbrush; a simple data base program, Cardfile; a Calculator; and several others.

## 1.1 OBJECTIVES

After going through this unit, you will be able to

- get familiar with basic concepts & elements of windows
- know different parts of Window
- types of Icons
- exiting the window environment

## 1.2 STARTING MICROSOFT WINDOWS

Switch on your computer and allow it to boot in the usual way. You will see a C prompt on your screen once the booting is complete. Ensure that the WINDOWS software is loaded on your hard disk. If this is not loaded, ask your vendor to install the same for you.

To start Windows, type **WIN** at the C prompt and press ENTER. The WIN is the executable file (WIN.EXE or WIN.COM) on the hard disk. This is created under the WINDOWS directory on your hard disk.

Windows usually takes 10-15 seconds to start. The first thing shown on starting is the Microsoft Logo. Then the Program Manager is automatically run and continues to run as long as Windows is running.

In some cases, the win command is included into the AUTOEXEC.BAT file which does not allow the computer to give C prompt on the screen after booting, but loads the windows software as well. If that is so, the first thing shown is the Microsoft Logo. Then the Program Manager is automatically run and continues to run as long as Windows is running.



## 1.3 BASIC ELEMENTS

Before you start working on Windows, there are a few basic terms you need to know.

**Win** The rectangular areas of the screen, where one can work. As you can see the cursor has come on the left corner **dows** of this rectangle and blinking, indicating that this is the start point of your work area.

**Desk top** This is the background on which the windows appear.

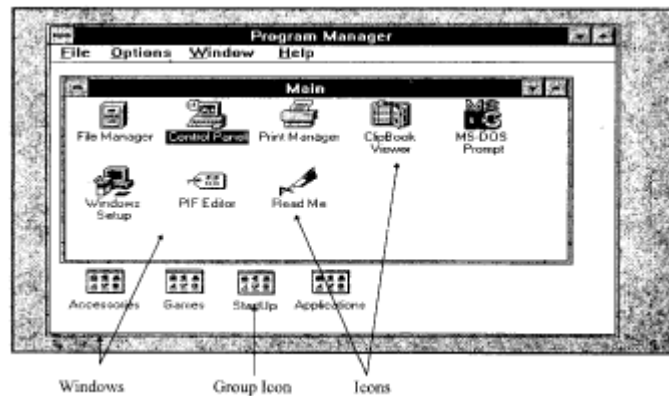
**Icons** The small graphical symbols that represent applications such as word processing or graphics programs in Windows. The few of the icons which you generally see on your screen as you switch to window are as follows:



The Program Manager is the central point for almost all the work done in Windows. The Program Manager window displays icons for other groups of applications. Any of the applications can be started by double clicking on the respective icon. As you click it once you will see that the text below the icon darkens and on second click the application programme gets loaded.

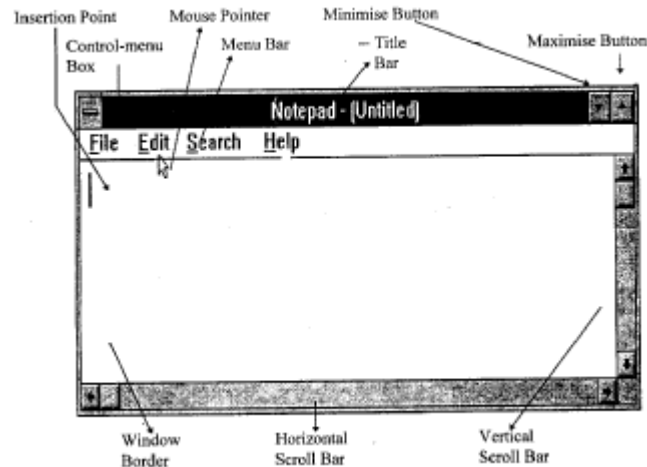
The related applications are arranged together under a **group**. The names and icons for the applications in the group are displayed in the **group window**.

The following figure shows the graphical environment of Windows.




## 1.4 PARTS OF A WINDOW

For the sake of simplicity certain parts, such as title bar and menu bar, are common for most of the windows. Since the window parts of many of the window based application software are common, this makes a person to understand and memorize faster. You will see that the button to maximize or to minimize always appear on the right top corner in all the windows. Similarly the menu bar, the title bar, the control menu bar also appear at the same place for all the windows. This way if you get familiar to one window, you will get familiar with the other windows too as the meaning for each of the similar buttons remain the same. Depending upon the type of application all windows, however, may not have every element.



Control-menu box	It is in the upper-left corner of each window. Clicking on the Control-menu box opens the Control menu. The Control menu can be used to move, size, and close a window while working with the keyboard.
Title Bar	It shows the name of the application, document, group, or a directory.
Menu Bar	It lists the available menus. A menu contains a list of actions or commands.
Scroll Bars	They are used to move through a document or a list when the entire document or list does not fit in the window.
Maximise Button	Clicking this button using the mouse enlarges the active window so that it fills the entire desktop.

Minimise Button	Clicking this button reduces the window to an icon and arranges it on the desktop. Minimising the application window does not quit the application.
Restore Button	The Maximise button is replaced by the Restore button after the window is enlarged. Clicking this button returns the window to its previous size.
	
Window Border	It is the outside edge of the window. The window can be resized by lengthening or shortening the border.
Insertion Point	It is a flashing vertical bar that marks the place where text or graphics are to appear on typing or drawing.
Mouse Pointer	An arrow used for pointing items. It appears if the mouse is installed on the system.

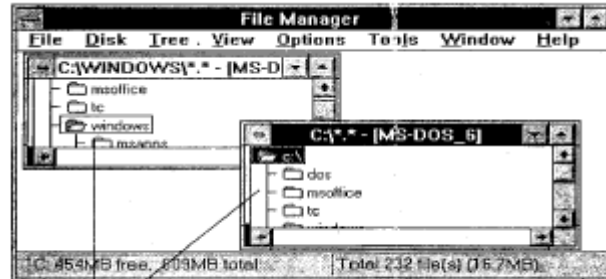
## 1.5 TYPES OF WINDOWS

While working with applications, two types of windows appear on the desktop: Application windows and windows inside the application window.

**An application window** contains the running application. The application window has a title bar and menu bar.

Another window called **document window**, may appear inside an application window. This type of window may contain documents, groups (in Program Manager), or directories (in File Manager). In certain applications, more than one of these windows can be open at a time. For example, with File Manager (one of the main applications

included with Windows), several directories can be viewed simultaneously. Each directory appears inside a separate window. The document windows share the menu bar of the application window, but not the title bar.



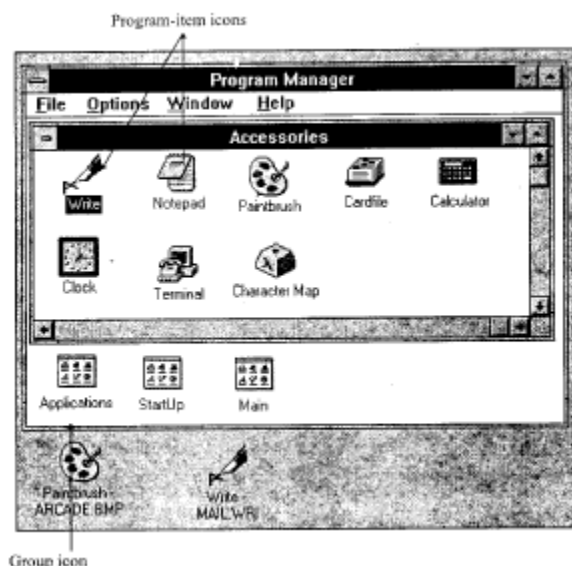
Document Windows

## 1.6 TYPES OF ICONS

The small graphical pictures that represent various types of applications and files are called **Icons**.

There are three types of icons :

- | Type                       | Description                                                                                                                                                                                          |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Program - item icon</b> | Represents the application that can be started from Windows. These icons can be found under the groups in the Program Manager. The Program-item icons can be moved from one group window to another. |
| <b>Application icon</b>    | Represents an application that is running but whose window is reduced to an icon.                                                                                                                    |
| <b>Group icon</b>          | Represents a group of related applications or a document window that was reduced to an icon. This icon is generally arranged at the lower edge of the application window.                            |



Group icon

# 1.7 BASIC TECHNIQUES FOR WORKING IN WINDOWS

Windows offers an on-line Tutorial in which one can practice working with a mouse and performing basic Windows tasks. To run the Tutorial, choose the **Windows Tutorial** command from the **Help** menu in **Program Manager**.

Using a mouse is usually easier and faster than using the keyboard but one needs to know both mouse and keyboard techniques to work in Windows. Almost all the functions in Windows can be performed using either the keyboard or a mouse.

## 1.7.1 Basic Mouse Techniques

Generally the mouse has two buttons where one is the primary mouse button and the other is secondary. In Windows, the left mouse button is set as the primary button by default. The primary button is used to perform the majority of the tasks whereas the secondary button is manipulated by few of the windows-based applications only.

<b>Term</b>	<b>Meaning</b>
Click	To quickly press and release the primary mouse button to select a single item.
Double-click	To click the primary mouse button twice in rapid succession to carry out an action after the item is selected.
Point	To move the mouse until the mouse pointer on the screen points to the item of choice.
Drag	To press and hold down the primary mouse button while moving the mouse.
Drag-and-Drop	Pointing to the item of choice, press and hold down the primary mouse button while moving the mouse. Release the mouse button on reaching the desired location to place the item.

## 1.7.2 Basic Keyboard Techniques

<b>To</b>	<b>Press</b>
Close an active Application window or quit an application	ALT+F4
Close an active Document window	CTRL+F4
Move between items in a group window	An arrow key
Select an item or application	TAB
Start the selected application or restore the selected group icon	ENTER
Switch between the running applications	Press and hold down ALT and repeatedly press TAB
Start Help	F1
Open the control menu for -	
• an application window	ALT+SPACEBAR
• a document window or a group window	ALT+HYPHEN
<b>To</b>	<b>Press</b>
Activate the menu bar	ALT or F10
Select a menu	ALT + the underlined character in the menu name
Choose a menu command	An arrow key, ENTER Or the underlined character in a command name

# 1.8 USING MENUS

Each application window, and other windows as well, have menu names located on the menu bar. Commands, the actions that can be carried out in Windows, are listed on menus. Along with the menus on the menu bar, each window also has a control menu.

## 1.8.1 Menus on the Menu Bar

The menu on the menu bar can be selected and opened by pointing it and then clicking the primary mouse button. After opening the menu, a command or a menu item can be selected by dragging the selection cursor down or up the menu until the menu item is highlighted and release the mouse button to execute the command.

The menu can be closed by clicking the menu name or anywhere outside the menu. The same can be performed by pressing the ESC key on the keyboard, but the control remains on the menu bar.

There are a number of menu conventions used in Windows, which are as follows :

<b>Menu Convention</b>	<b>Meaning</b>
Dimmed (or not visible) command	The command cannot be used with the application at the current time.
An ellipsis (...) following a command	A dialogue box appears on choosing the command. The dialogue box contains options need to be selected before carrying out the command.
A check mark (✓) to the left of a command	The command is in effect. By choosing the. command again the check mark is removed and the command is no longer in effect.
A key combination to the right of a command	The key combination is a shortcut for choosing the command. Pressing the keys carry out the command without opening the menu.
A triangle to the right of a command	On choosing this command, a cascading menu appears, listing additional commands.

## 1.8.2 Control Menu

Application windows, document windows and their icons; and some dialogue boxes have a Control menu. The commands on the Control menu allow one to work with a window. A window can be moved to a different location, or enlarged and even reduced to an icon using these commands. The commands on the Control menu and the way this menu is opened vary. The Control menu for windows and dialogue boxes can be opened by selecting the Control-menu box in the upper-left corner of the window or dialogue box. The Control menu for an icon is opened on selecting the icon. Some commonly found Control menu commands are as follows:

<b>Use</b>	<b>To</b>
<b>Restore</b>	Restore the window to its former size after it is reduced to an icon or enlarged.
Move	Move the window to another position by using the keyboard.
Size	Change the size of the window by using the keyboard.
Minimize	Reduce the window to and icon
Maximize	Enlarge the window to its maximum size.
Close	Close the window or the dialogue box and even quit the application.
Switch To	Open Task list, which enables to switch between running applications and to rearrange the windows and icons on the desktop.

## 1.9 WORKING WITH A DIALOGUE BOX

A *dialogue box* supplies additional information to a command, required for the completion of a task. An ellipsis (...) after a menu command indicates that a dialogue box will appear on choosing this command.



Most dialogue boxes contain options that can be selected. After specifying the options, one can choose a command button to carry out the command. Some other dialogue boxes may display information, warnings, or error messages. Moving a dialogue box is just like moving a window - by dragging the title bar or using the Move command on the Control menu.

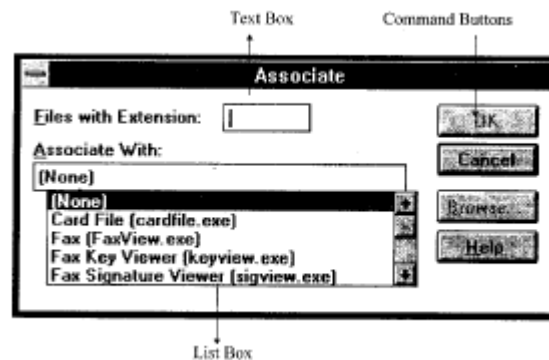
## 1.9.1 Types of Options

One may need to select one or more options within a dialogue box and for this one need to move from one option to another. To move within a dialogue box:

One can either click that option or press TAB to move to the next option and SHIFT + TAB to the previous option.

The currently selected option is marked by the selection cursor, which appears as a dotted rectangle, a highlight or both.

The types of dialogue box options are as follows:



### ***Command Button***

A Command Button initiates an immediate action, such as carrying out or canceling a command. The OK, Cancel and Help buttons are common command buttons. They are often located along the bottom or on the right side of the dialogue box. Some command buttons are marked with greater than signs (>) which expands the active dialogue box. A command button containing an ellipsis (...) opens another dialogue box.

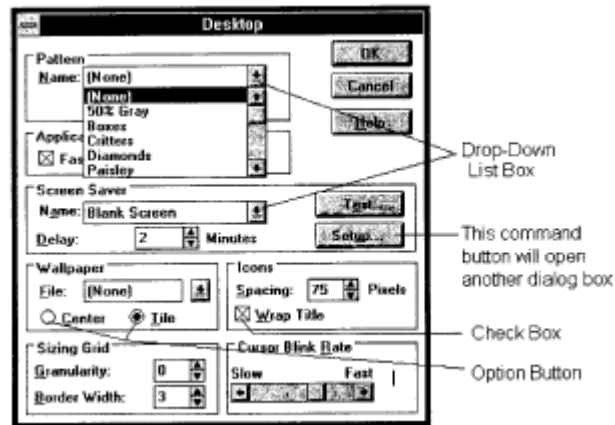
### ***Text Box***

A text box is used to type information. On moving to an empty text box, an insertion point appears to its far left side.

### ***List Box***

A list box displays a list of choices. If there are more choices than can fit in the box, scroll bars are provided to move quickly through the list.

Usually only one item can be selected in a list box; and in some cases, more than one item can also be selected.



### ***Drop-Down List Box***

A drop-down list box appears initially as a rectangular box containing the current selection. On selecting the down arrow in the square box at the right, a list of available choices appears. If there are more choices than can fit in the box, scroll bars are provided.

### ***Option Buttons***

Option buttons represent a group of mutually exclusive options. Only one option can be selected at a time. The selected option button contains a black dot. If one option is already selected, then the current option replaces it.

### ***Check Box***

A check box presents non-exclusive options, that is, more than one option can be selected at a time. Selected check boxes contain an X.

## **1.9.2 Closing a Dialogue box**

When a command button is chosen, the dialogue box is closed and the command is executed. The dialogue box can also be closed to cancel, a command.

Choosing the OK command button closes the dialogue box by carrying out the command or the ENTER key can also be pressed. To close the dialogue box without carrying out a command, click the Cancel command button or press ESC.

## **1.10 GETTING HELP**

Windows provides on-line Help to assist the user in working with Windows. Following are some ways to obtain help :

- Press F1 key to view a list of Help topics for the application the user is working with.
- Click the Help command button to display information about working with the dialogue box.
- Choose Help menu in any application to display a list of Help commands.

## **1.11 QUITTING MICROSOFT WINDOWS**