

SESSION ONE: Windows User Interface

1) THE MOUSE: Understanding Right-Click vs. Left-Click and Double-Click

1. **On the Desktop, Right-Click anywhere in the blank/open space to view an options menu**
Once done, Left-Click anywhere in the blank space on your Desktop to close the menu
2. **Once again on the Desktop, Right-Click on the Recycle Bin icon to view its options menu**
Once done, Left-Click anywhere in the blank space on your Desktop to close the menu
3. Now **DOUBLE CLICK** on the Recycle Bin using the **LEFT MOUSE BUTTON** to open it
4. **Close the Recycle Bin** by clicking the 'X' in the upper right of the window

2) START MENU & TASKBAR: Opening, Closing, & Pinning Applications

START MENU

1. **Using the Start Menu, find and open the Microsoft Edge**
2. **Close the Microsoft Edge**
3. Using the Start Menu again, find the **Microsoft Edge** and **pin it to the Start Menu**
4. **Unpin the Microsoft Edge** from the **Start Menu**

TASKBAR

5. Using the Start Menu, find **Microsoft Edge** and pin it to the Taskbar
6. Using the Taskbar, open the **Microsoft Edge**.
7. **Close the Microsoft Edge**
8. **Unpin the Microsoft Edge** from the Taskbar

3) APPLICATION WINDOWS: Minimizing, Maximizing, Restoring, & Resizing Windows

1. Using the Start Menu, **find and open Paint**

NOTE: *it is located in Windows Accessories; scroll all the way down the alphabetical list*

2. **Minimize** the Window
3. **Maximize** the Window
4. Use the **Restore Down** feature to make the window smaller
5. Play around with resizing the window; **try to resize the window to have about 2 inches of the desktop background surrounding it on all 4 sides**

4) THE MOUSE: Using Copy/Cut/Paste Commands with your Mouse; Understanding the buttons

1. Using the Start Menu, find and open **Notepad** and **MS Word**

NOTE: *These applications/programs are also located in Windows Accessories*

2. **Resize the Windows** to appear **side by side** on the same screen with **Notepad on the LEFT** and **MS Word on the RIGHT**

- a. In Notepad, type the sentence "I am an amazing student"
- b. Using your mouse, highlight this sentence (*you must hold down the left button*) and **COPY** it

(HOW TO: *RIGHT CLICK after highlighting and select Copy)*

- c. **PASTE** this sentence into **MS Word** on the right

(HOW TO: *RIGHT CLICK and select Paste)*

NOTE: You should see the sentence in BOTH applications on your screen

- d. Type another sentence in **Notepad** that says "Just try and top this"
 - e. Using your mouse, highlight this sentence and **CUT** it
- (HOW TO:** *RIGHT CLICK after highlighting and select Cut)*
- f. **PASTE** this sentence into **MS Word** on the right

5) TASK VIEW

1. Click on Task View to see how many applications you are presently running
2. We should see both **MS Word & Notepad**
3. Click in the blank/open space to close
4. Open the **Microsoft Edge**
5. Click on Task View again
6. You should now see all three applications (**MS Word, Notepad, & the Microsoft Edge**)
7. Click on the Microsoft Store to bring it to the forefront

NOTE: **This is an easy way to see how many applications you have open, or to switch between open applications**