DC Housing Authority WINS Training

Windows Desktop

Quick Launch toolbar – gives single-click access to programs.

Icons – provide access to frequently used programs.

Programs – run in windows on the Desktop.

Application Buttons

Taskbar – helps you switch between programs.

Start button – launches the main menu for running Windows programs

Program Window

Title Bar

Menu Bar

ToolBars

Main Window

Scroll Bars

Status Bar
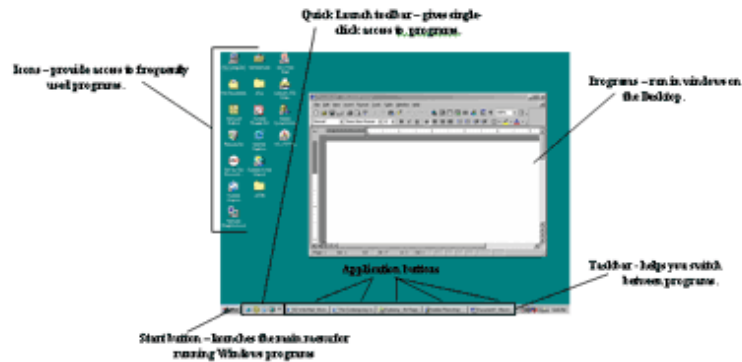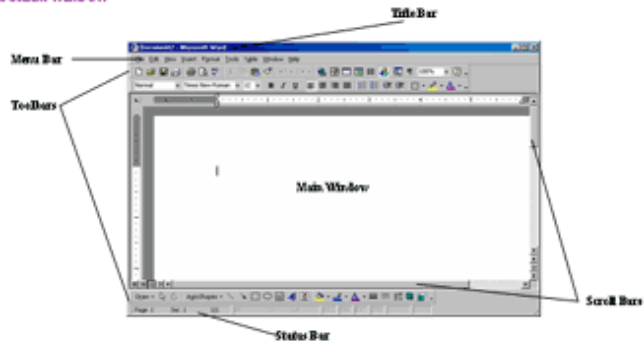
Using the Mouse

Click — tap and release the primary (left) mouse button.

Double-click — quickly click the primary button twice.

Drag — press and hold the primary button while sliding the mouse to a new location. Release the mouse button when you reach the new location.

Right-click — tap and release the secondary (right) mouse button.

Point — slide the mouse without pressing a button until the pointer is over the program.

Right mouse button.

Left mouse button.

Start a Program

Follow the steps below to start a program.

3. Slide the mouse to the right then point to Accessories.

2. Move pointer up to Programs.

4. Slide the mouse to the right then point to Notepad.

1. Click the Start button.

Control Buttons

Minimize — removes the program window from the Desktop but keeps it running.

Maximize — expands the program window until it covers the entire Desktop.

Restore — restores a program window to the size set before maximized.

Close — closes a document window or Exits a program.