

# Beginning Windows Vista

## Lesson 2

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### Lesson 2 – Start/Stop and Windows

In this lesson you will learn to start up and shut down the computer including “**Logging On.**” In addition, you will explore the “**Start Button**”, the resulting “**Start Menu**” and the proper way to turn off your computer.

#### Starting Windows Vista

Shortly after you first turn the computer on you will see a “Welcome Screen” and be invited to “click your name,” i.e. log on.

NOTE: Your home computer may be setup to avoid the logon procedure and automatically log you on as the only user.

The Vista operating system is designed to support more than one user and each user can have his/her own **user account**. A user can even set up a **password** so that only one who knows the password can log on as that user. This feature can be used to give each member of a family a separate account with their own set of personal files. Children can be prevented from poking around in their parent’s private computer files if the parents invoke a password.

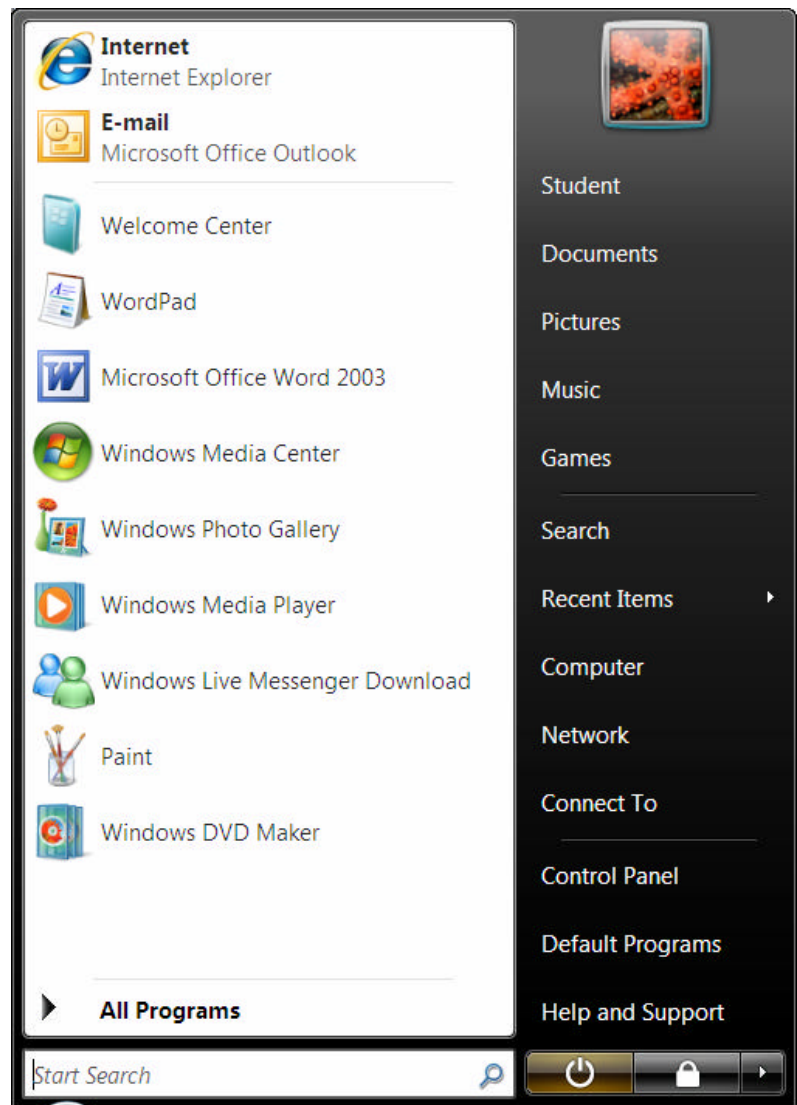
Each user has a logon icon on the welcome screen. Clicking on the icon (and entering a password if necessary) opens that user’s account and displays the user’s desktop. For this course you will be logging on using the “Student” user account, which does not require a password.

## The Start Menu

Clicking on the Start button at the left end of the Taskbar displays the **Start Menu** illustrated here and provides access to all major computer functions..

On the left side there are many icons providing a quick way to access various programs available on your computer. Some of these are duplicates of icons on the Desktop. Clicking once on an icon will run that program. The icons near the top (above a faintly visible line) are fixed, but the others may change depending on which programs you have been running recently. Clicking or even **hovering** the mouse pointer on “All Programs” (near the bottom of the menu) opens a large menu that lists all the programs installed on your computer. As you will see, your computer has many programs that you are probably unaware of. Many of them have colorful icons next to the program name. Clicking once on the icon (or the name) will open that program in its own Window (see the next section for an explanation of windows). Some items have a folder icon and clicking on the icon (or the name, e.g. “Accessories”) presents an expanded list of programs within that category. Click on it a second time and the list will collapse.

The right side consists of quick links to various special **folders**<sup>1</sup> or parts of the computer such as the hard drive.



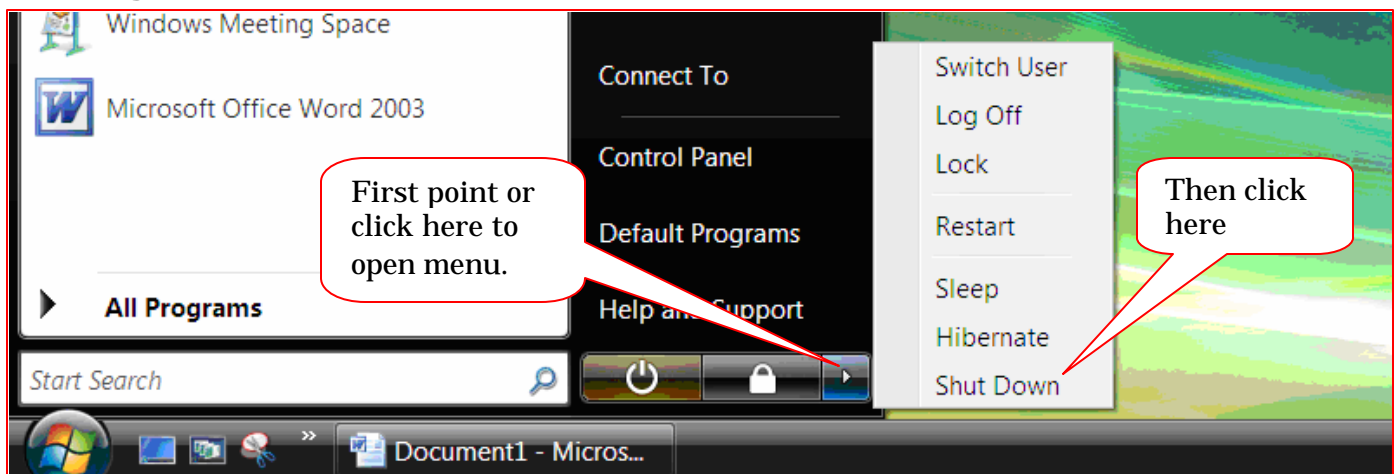
<sup>1</sup> Folders are simply containers for computer files. Folders and Files will be addressed in subsequent lessons.

## Windows

Each program on the computer runs inside its own “window” (hence the name Windows). Windows is a **multi-tasking** operating system — that’s a technical term meaning you can have more than one window (or task) open or running at the same time. For instance, you may be running Calculator and then start Solitaire without having to close Calculator. You can switch between these two tasks by simply clicking inside their respective windows (or by clicking on their task buttons down on the Taskbar). When you click inside a window you make it the **active window** and you can work inside it (that window is said to have **focus**). When running a program (e.g. Calculator) the **Title Bar** across the top of the window displays the program name. (The **Default**<sup>2</sup> title bar background color is usually blue-grey unless your configuration has been altered), and inactive window title bars (the ones without “focus”) are a lighter grey color. When displaying a folder there is no title in the title bar.

Assuming it is not maximized (see Lesson 3 for an explanation) a window can be moved around on the desktop using the **drag and drop** technique described in Lesson 1. Just move the mouse pointer into the **Title Bar** area, hold the left button down, move the mouse to drag the window where you want it, then let go of the mouse button.

## Turning Off the Computer



It is **very important** to turn off your computer in the proper way. Oddly enough you do this by first clicking on the Start button. At the bottom of the

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<sup>2</sup> The term “default” refers to initial or pre-set conditions that may be changed. Thus, the background color of the title bar is preset to blue-grey, but it can be changed by the user if desired.

start menu to the right of the padlock symbol is a small white right-arrow. Hover over the arrow and the illustrated menu will pop up on the right. Clicking on Shut Down will turn your computer off — this may take several seconds because the computer needs to clean up any open files and bring itself to an orderly close before removing power.

If you have password protected your user account, then clicking on the padlock symbol returns you to the logon screen where you must enter a password to continue with that account. Clicking the symbol to the left of the padlock causes the computer to go into a low power mode (i.e. “sleep”). Wiggle the mouse or press a key to wake the computer up.

## Exercise 2 — Start Vista, Run Programs and Stop Vista

1. Start the computer by pressing the power button on the front of the processor box<sup>3</sup>. Once the computer finishes **booting** (that’s a technical term for the process a computer goes through to get started) it displays the Welcome screen. You can then log on by clicking on the Student user icon.
2. Click on Start, then hover the mouse pointer over “All Programs” and notice the resulting menu. Slide the pointer up the menu and click on “Games.” This will expand the menu with a list of games (the yellow folder icon at the left edge of Games tells you that there is a list of games underneath). Slide the pointer into this menu and then click on Solitaire. (Actually, it’s much easier to simply double click on the desktop Solitaire icon, but this exercise demonstrates how to start programs that may not have a shortcut on the desktop.)
3. Click on Start, then All Programs, then point to Accessories to display that menu. Click on Calculator then practice switching between Calculator and Solitaire by clicking within each window and by clicking on the two tasks in the task bar.
4. Move the Calculator and Solitaire windows around the desktop using the drag and drop method (don’t forget to hold the left button down while dragging).
5. Play solitaire if you need further experience in manipulating the mouse.

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<sup>3</sup> You may also have to turn on some of the lab’s monitors when starting up.

6. Close Calculator and Solitaire.
7. Turn off the computer by clicking on the Start Button, then point at the right-arrow and select Shut Down.

### **Homework 2**

- ÿ Review Lesson 2 and read through Lesson 3.
- ÿ Play solitaire or other games till you are proficient with the mouse.
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