

Beginning Windows Vista

Lesson 3

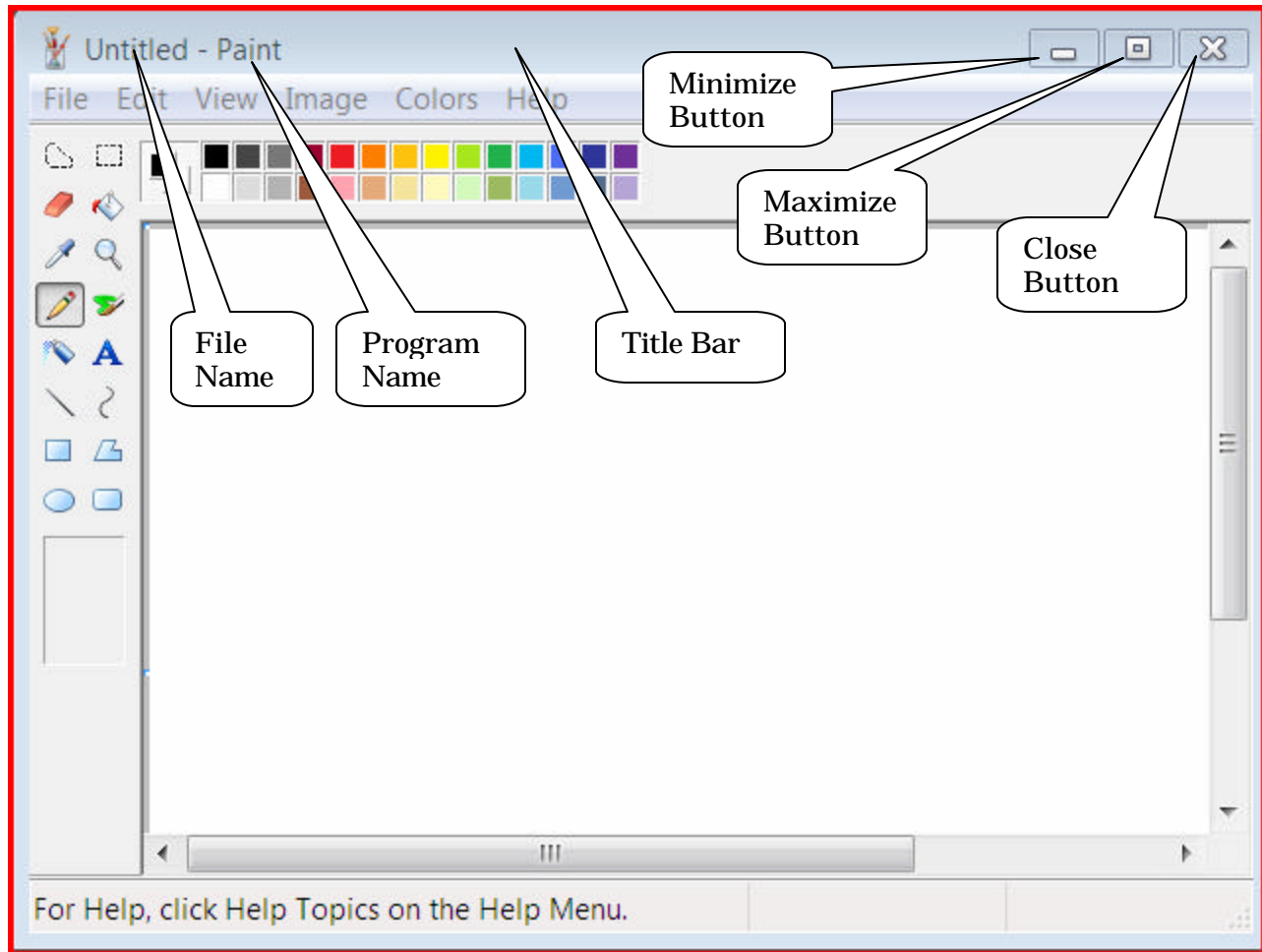
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Lesson 3 – Windows, Dialog Boxes and Multimedia

Windows have certain common features, and you have already seen examples such as the Title Bar and the X with red background in the upper right corner used to close the window. In this lesson you will explore several additional features of typical windows. There are two basic types of windows: program and folder, their contents are slightly different. Program windows will be covered in this lesson. Folder windows are discussed in lesson 5. You will also learn how to install and play music or video CD's for computers so equipped — these are referred to as **Multimedia**.

The Program Window

Windows have the following common characteristics. Across the top is the Title Bar. When running a program such as Solitaire or Paint (as in the following illustration), the program and file names appear near the left end of the Title Bar. All windows have three small boxes (or buttons) appearing at the right end of the Title Bar. You have already seen that clicking on the right-most (red X) button closes the window. The middle one is the **Maximize/Restore** button. Clicking on maximize expands the window to its maximum size (filling the entire screen). Once maximized the button changes to a **Restore Down** button. Clicking on this button restores the window to its previous size.



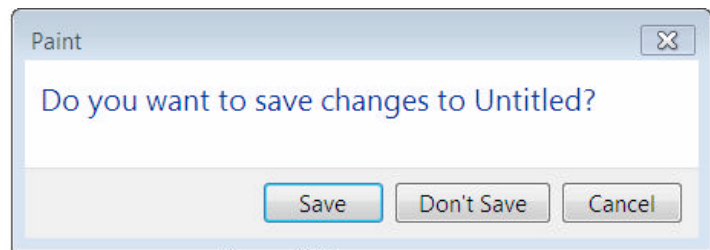
The left-most button (with a dash or minus sign) is the **Minimize** function. Clicking here causes the window to disappear from the desktop and appear only as a **Task Button** on the Taskbar. Clicking on a task button re-opens the window.

If a window is not maximized it can be **resized**. When you hover the mouse pointer on the edge or corner of a window the pointer changes into a small double headed arrow (?). You can then use the drag and drop technique to stretch or compress the window. Notice, however, that some windows like Calculator do not have a maximize/restore or resizing capability because their size is fixed.

Dialog Boxes

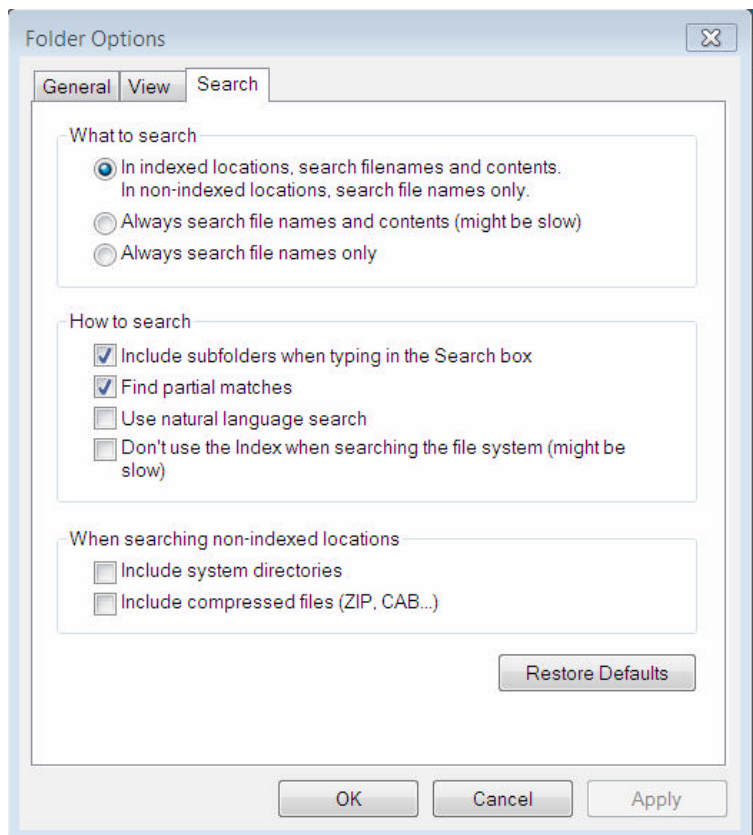
Dialog boxes appear when the computer needs instructions from you. For example, when you close the Paint program you will most likely see this dialog box pop up.

You must click on one of the “**Action Buttons**” at the bottom of the box before proceeding. “Don’t Save” will close Paint with no further actions. “Save” will open a Save (or Save As) dialog box



permitting you to save your work. “Cancel” simply closes the Dialog box and returns you to Paint with no action. In general, when dialog boxes are open you must respond to them before you can proceed with other functions. The above is a very simple dialog box although an even simpler one might be a box with just one “OK” action button.

Some dialog boxes use **option buttons** and **check boxes**. Option buttons are round and arranged in a multiple choice group. Only one button in the group may be selected. If, in this example, you click on one of the empty buttons in the “What to search” box, all other buttons in the group will be unselected.



Check boxes may be selected by clicking inside the box. Clicking again will uncheck the box. Any number may be checked. Once your selections are made clicking on the OK action button at the bottom will enforce the selected options.

Some dialog boxes require a text entry. These usually appear as long narrow boxes into which you enter some

text. First you should click inside the box to make sure that it has “focus” then enter the text. Sometimes the text box has a down-arrow at the right end. Clicking on the arrow produces a drop-down box containing a list of possible entries. Clicking on one of the items in the list will automatically fill in the box with that item.

Multimedia

The term “multimedia” refers to the ability of the computer to handle files containing text, images, audio and video materials. For example, you can use your computer to play music and/or videos recorded on CD’s or DVD’s if your computer is equipped with speakers and appropriate CD or DVD drives.

Exercise 3 — Windows, Dialog Boxes & Multimedia

Maximize, Restore, Minimize & Close Windows

1. Logon as the Student user.
2. Open “Calculator”. Move it around the screen. Notice, however, that you cannot resize it. Some windows cannot be resized. Minimize the window and then re-open it. Close the window.
3. Open Solitaire and minimize it to the Taskbar. Open Calculator and minimize it. Open Computer and minimize it. Notice that all three tasks appear on the Taskbar. Switch between tasks by clicking on each button on the Taskbar.
4. Open Solitaire. Click on the Maximize (middle) button and notice that Solitaire expands to fill most of the screen. Click on the Restore (middle) button to return to the previous size.
5. Open Paint and maximize it. Notice that it fills the entire screen. Restore it to the previous size, then try positioning the mouse pointer near one of the edges or corners of the window. When the mouse pointer changes to a double headed arrow hold the left mouse button down and drag to change the size.
6. Close Solitaire. Notice that a dialog box pops up asking whether to save the game. Click on Don’t Save.

Dialog Boxes

1. Click on the Start button to open the Start Menu. In the black part of the menu click on Documents to open the Documents folder. (Folders will be covered in detail later on.)
2. Click on the “Organize” action button and then select “Folder and Search Options”.
3. Click on the View **tab**¹ at the top of the Folder Options dialog box.
4. Observe the various check boxes and option buttons. If the “Hide extensions for known file types” box is checked, then un-check it. (Extensions are explained in a later lesson.)
5. Click on OK to close the dialog box, then close the Documents window.

Multimedia

Your instructor will provide a music or video CD for your practice.

1. Make sure your speakers are turned on.
2. Press the button on the front of the CD drive to open the drawer.
3. Place the CD in the drawer (label up), then gently push the drawer in.
4. Wait for the “Media Player” program to open and note that your computer starts playing the first track on the CD.
5. Observe the list of tracks on the screen. Click on any desired track to skip to it.
6. Minimize the Media Player window so you can listen to the music while performing other computer tasks.
7. Press the CD button to open the drawer and remove the CD.
8. At the Task Bar, click on Media Player to open it. Then close the window.

Homework 3

- ÿ Review Lesson 3 and preview Lesson 4.
- ÿ Try playing a music CD on your home computer.

¹ Dialog boxes with many options often have “Tabs” across the top of the box that let you select different pages within the dialog box.