

# Beginning Windows XP

## Lesson 3

<b>Lesson 3 – Windows, Multi-Tasking and Multimedia</b> .....	<b>1</b>
Window Controls.....	1
Multimedia.....	2
Exercise 3 — Windows & Multimedia.....	2
Maximize, Restore, Minimize & Close Windows.....	2
Multimedia.....	3
Homework 3.....	3

### Lesson 3 – Windows, Multi-Tasking and Multimedia

Windows have certain common features, and you have already seen examples such as the Title Bar and the red X in the upper right corner used to close the window. In this lesson you will explore several additional features of typical windows. You will also learn how to install and play music or video CD's — these are referred to as “**Multimedia**”.

#### Window Controls

Windows have the following common characteristics. The window name appears near the left end of the title bar, and three small boxes (or buttons) appear 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 (usually 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 at 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 the maximize/restore or resizing capability because their size is fixed.

## **Multimedia**

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

### **Exercise 3 — Windows & Multimedia**

#### **Maximize, Restore, Minimize & Close Windows**

1. Logon as the Student user.
2. Open “My Computer.” Maximize it, and then restore it. Minimize the window down to the Taskbar, and then click on its task button to re-open it. Close the window.
3. 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.
4. Open Solitaire and minimize it to the Taskbar. Open Calculator and minimize it. Open My Computer and minimize it. Notice that all three tasks appear on the Taskbar. Switch between tasks by clicking on each button on the Taskbar.
5. 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.
6. Open My Computer 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.

7. Close all open tasks, then turn off the computer by first clicking on Start, then on Turn Off Computer, then on Turn Off<sup>1</sup>.

### **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 Read through Lesson 4.
- ÿ Try playing a music CD on your home computer.

---

<sup>1</sup> Some of the Center’s computers may not automatically remove power, and you have to do so with the power switch.