Computer Sciences II

## First Stage

LECTURE 2
Working with windows

BY

Asst. Lecturer Sajjad Ibrahim Ismael

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WORKING WITH WINDOWS

- Whenever you open a file, folder, or application, it will appear in a **new window**.

- You can have multiple items open at the same time in different windows. You'll use windows all the time, so it's important to know how to switch between open windows, how to move and resize windows, and how to close windows when you're done using them.
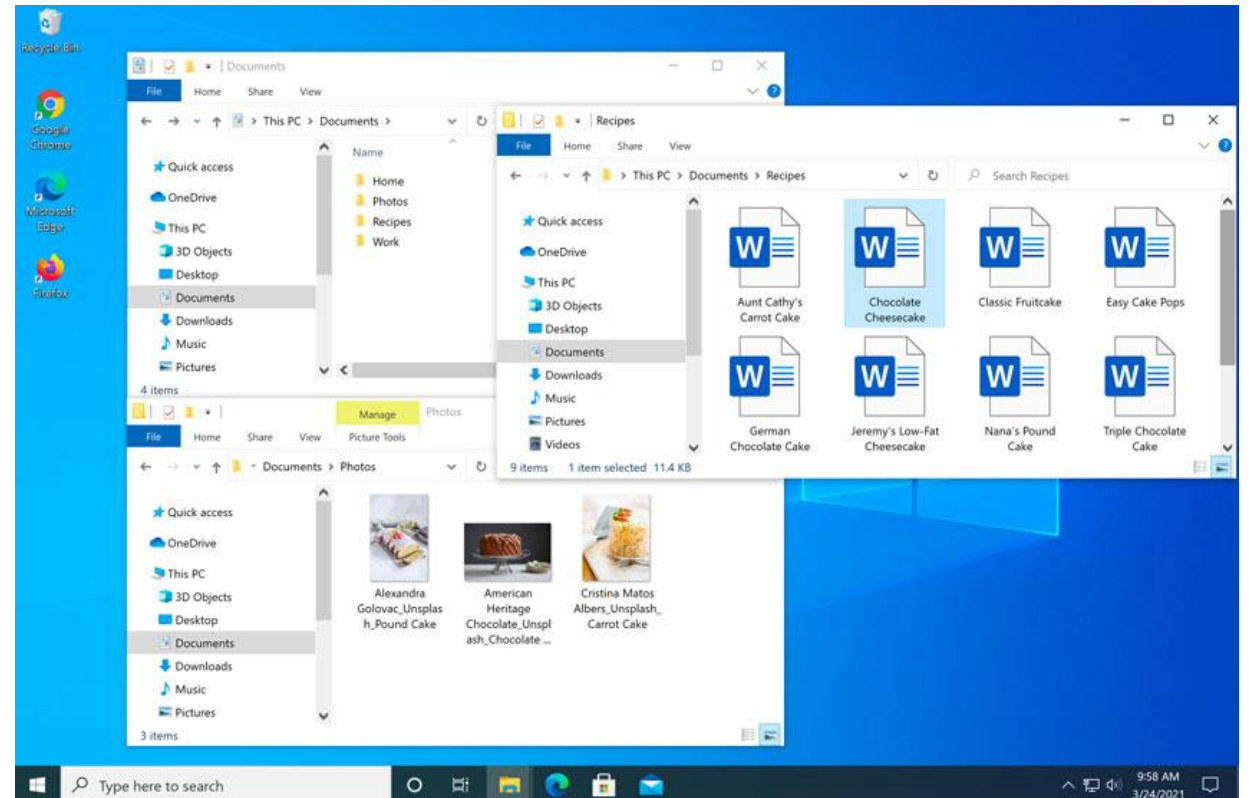
PARTS OF A WINDOW

▪ You'll see the same three buttons in the upper-right corner of almost every window. These buttons allow you to perform several functions, including these below.

▪ Click the **Minimize** button to **hide the window**. The window will be minimized to the taskbar. You can then click the icon for that window on the taskbar to make it reappear.

▪ Click the **Maximize** button to **make the window fill the entire screen**.

▪ If the screen is maximized, the Maximize button will be temporarily replaced by the **Restore** button. Just click it to return the window to its original size.

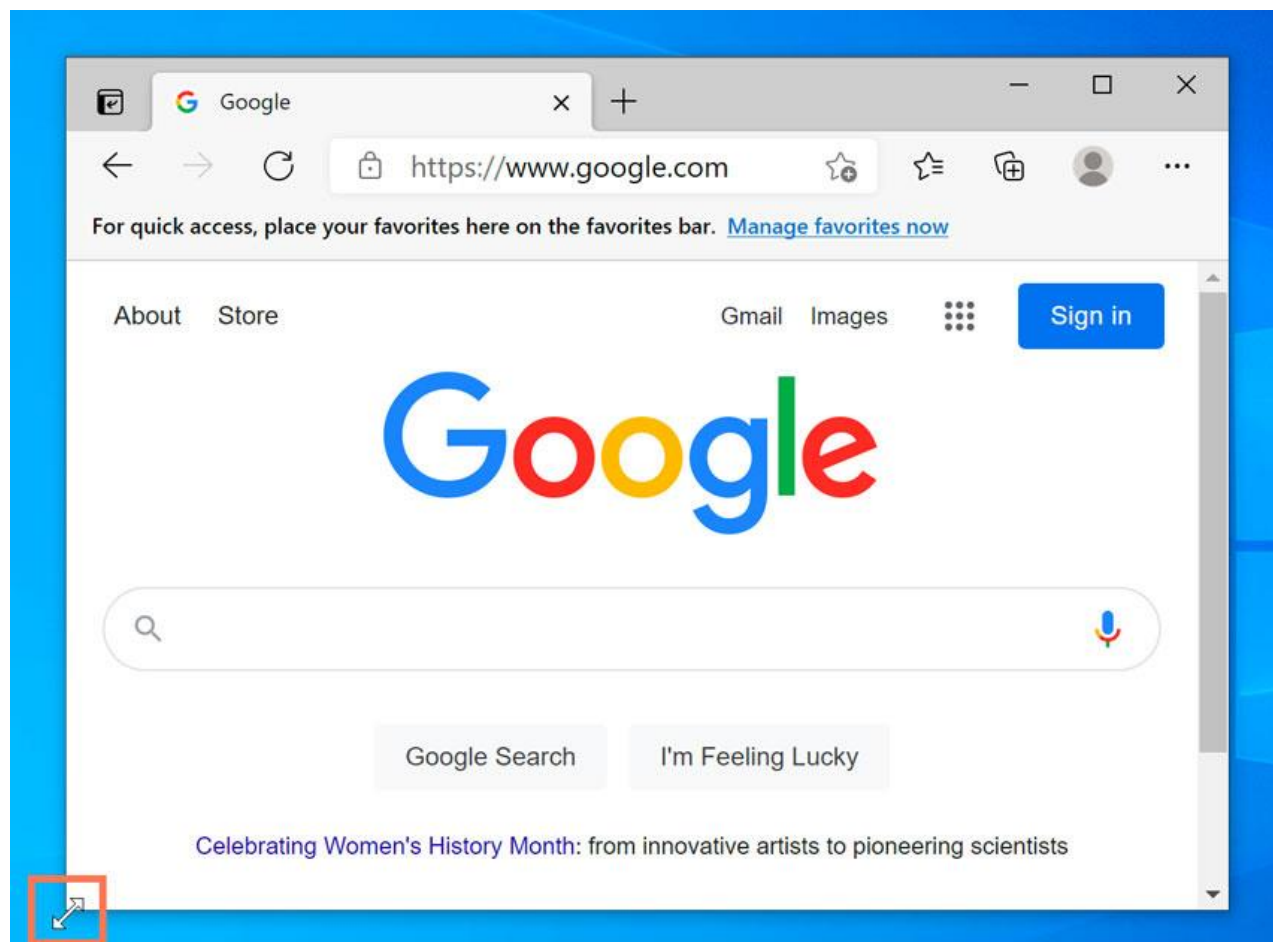▪ Click the **Close** button to **close** the window.
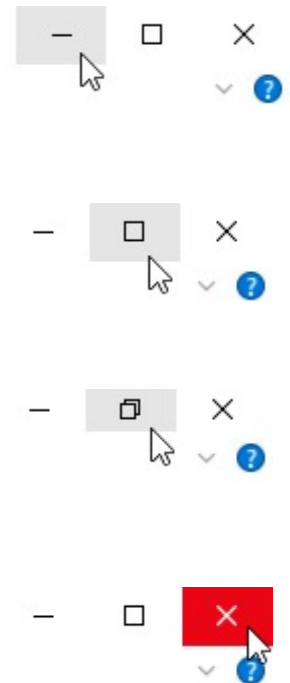
TO MOVE A WINDOW:

- Click and drag the top of the window to move it to the desired location on the screen. When you're done, release the mouse.
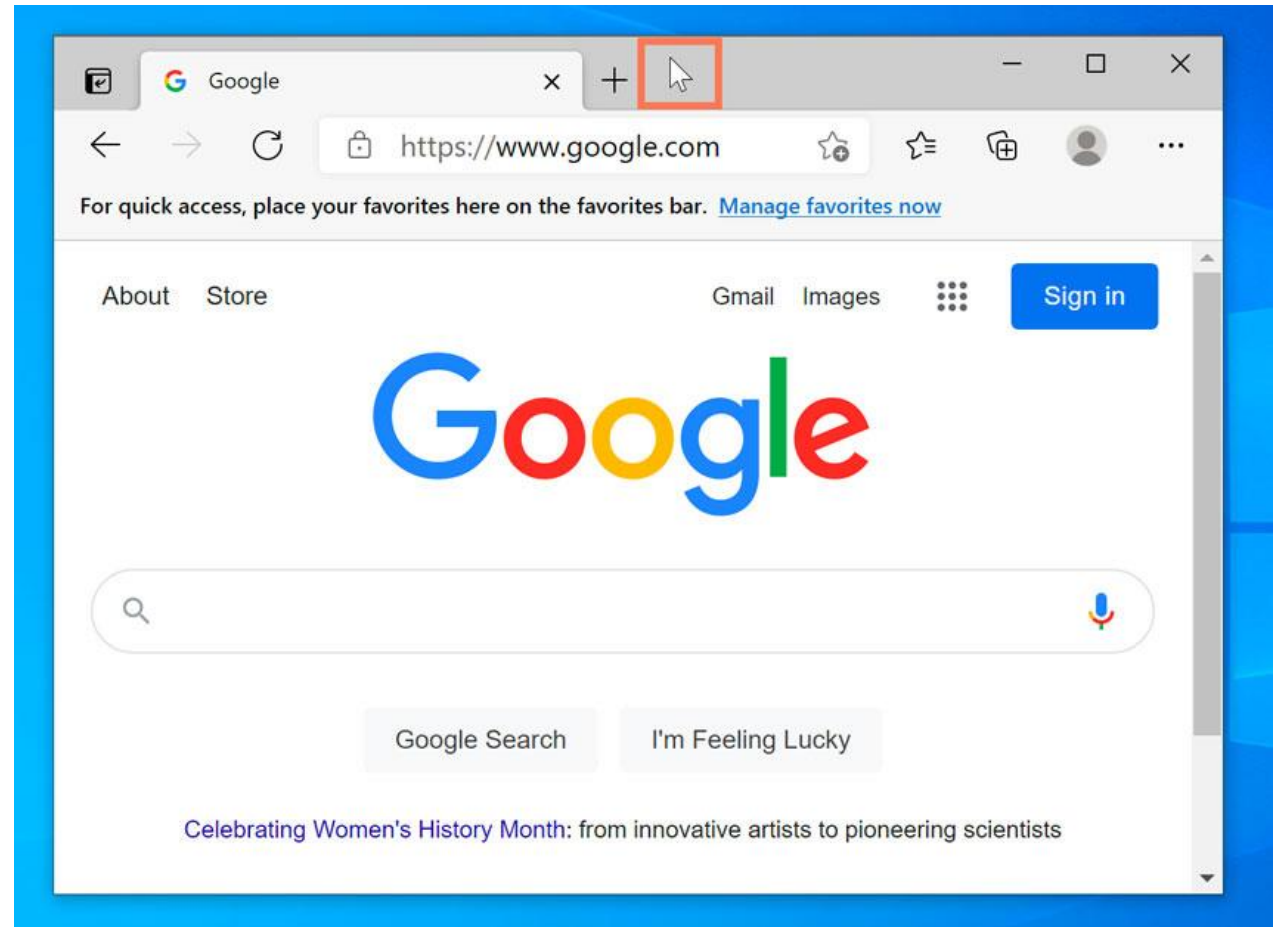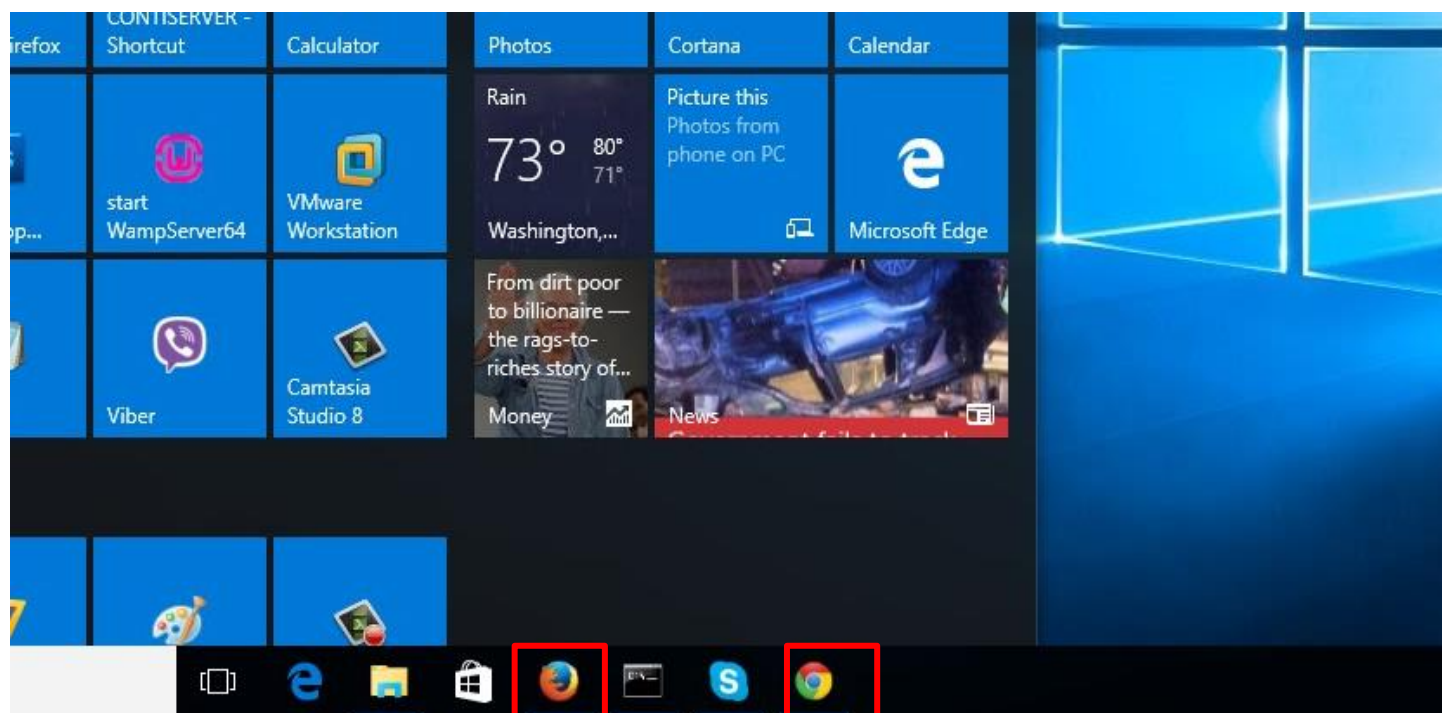
TO RESIZE A WINDOW:

- Hover the mouse over any corner of the window, then click and drag the mouse to make the window larger or smaller. When you're done, release the mouse.
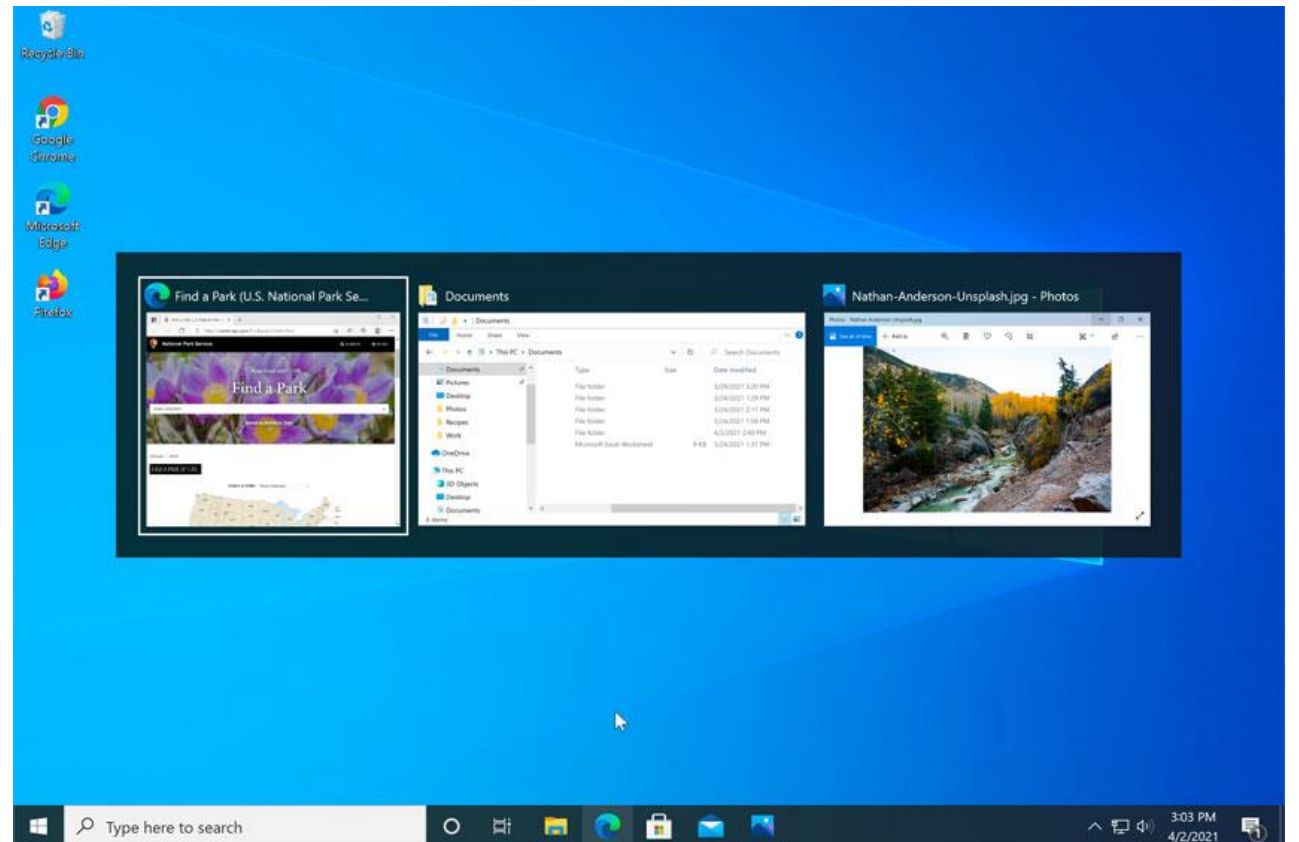
SWITCHING BETWEEN WINDOWS

■ If you have more than one window open at the same time, you can quickly switch between them by clicking the **icon** for that window on the taskbar.

FLIP

- You can use Flip to switch between open windows. To do this, press and hold the **Alt** key on your keyboard, then press the **Tab** key.

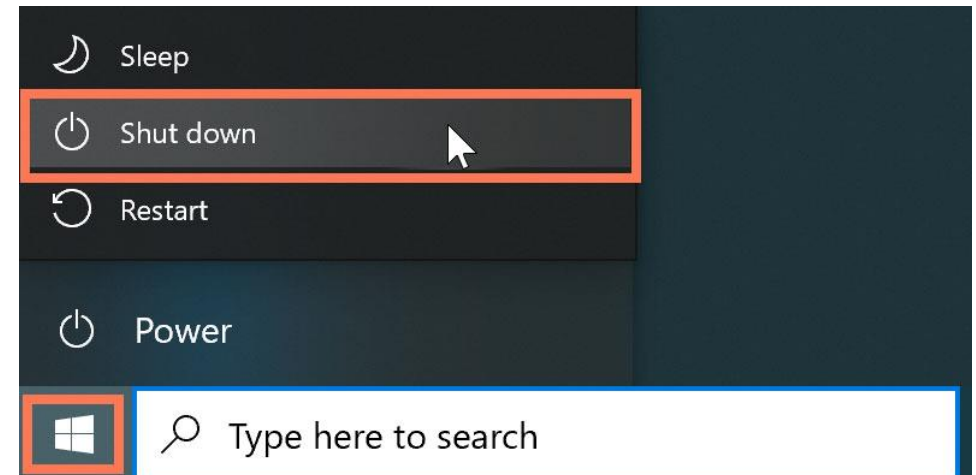- Continue pressing the Tab key until the desired window is selected.

SHUTTING DOWN YOUR COMPUTER

- When you're done using your computer, it's important to **shut it down properly**.

- To shut down your computer:

- In Windows 10, click the Start button, then the Power icon, then click Shut down.

- Click the **power** button for more options. For example, if your computer has become unresponsive, you can choose **Restart** to quickly turn it off and on again.

RESTARTING AND SLEEP MODE

- You can also choose to put your computer into **Sleep mode**. This turns off most of your computer's processes, but it remembers which applications and files are open. It allows the computer to **start up more quickly** because you won't have to wait for the operating system and applications to load.

- Note that your computer may go into Sleep mode **automatically** if you haven't used it for more than a few minutes.

Waking your computer from Sleep mode

- If your computer is in Sleep mode, you'll need to **wake it** to use it. To wake the computer from Sleep mode, click the mouse or press any key on the keyboard.
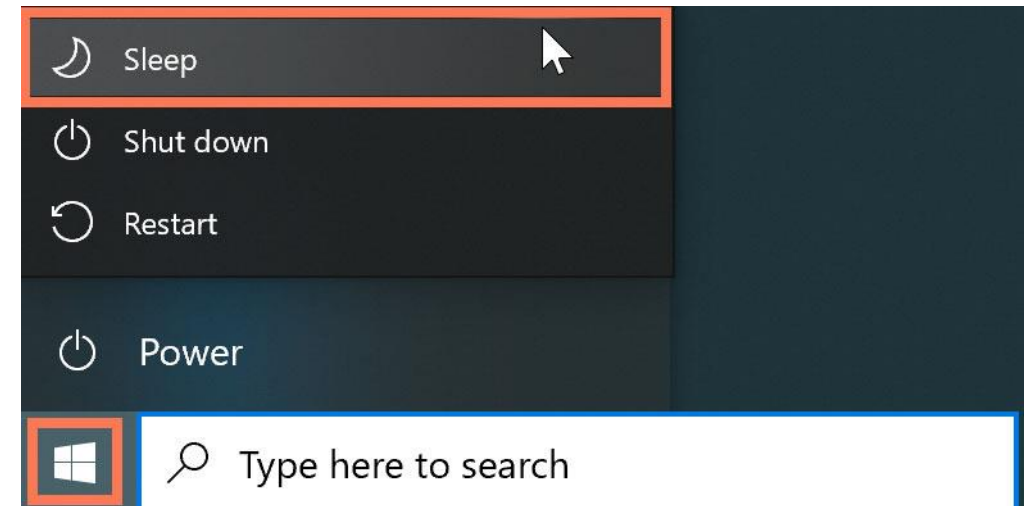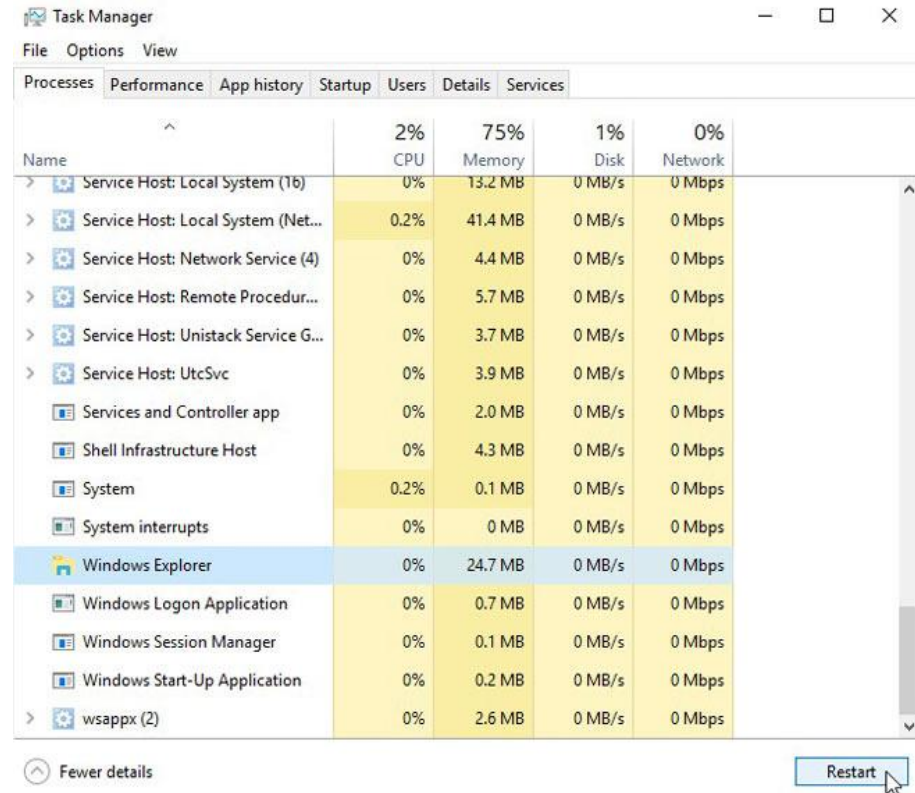
PROBLEM:
The Computer Is Frozen

- Sometimes your computer may become completely unresponsive, or frozen. When this happens, you won't be able to click anywhere on the screen, open or close applications, or access shut-down options.

- **Solution 1**: Restart Windows Explorer. To do this, press and hold **Ctrl+Alt+Delete** on your keyboard to open the **Task Manager**. Next, locate and select **Windows Explorer** from the **Processes** tab and click **Restart**. If you're using Windows 8, you may need to click **More Details** at the bottom of the window to see the Processes tab.

PROBLEM:
The Computer Is Frozen

- **Solution 2**: Press and hold the Power button for **5-10 seconds**. This will force the computer to shut down.

- **Solution 3**: If the computer still won't shut down, you can **unplug the power cable** from the electrical outlet. If you're using a laptop, you may be able to remove the battery to force the computer to turn off. **Note**: This solution should be your **last resort** after trying the other suggestions above.

PROBLEM:
The Mouse/Keyboard Has Stopped Working

- **Solution 1**: If you're using a **wired** mouse or keyboard, make sure it's correctly plugged in to the computer.

- **Solution 2**: If you're using a **wireless** mouse or keyboard, make sure it is turned on and that its batteries are charged.
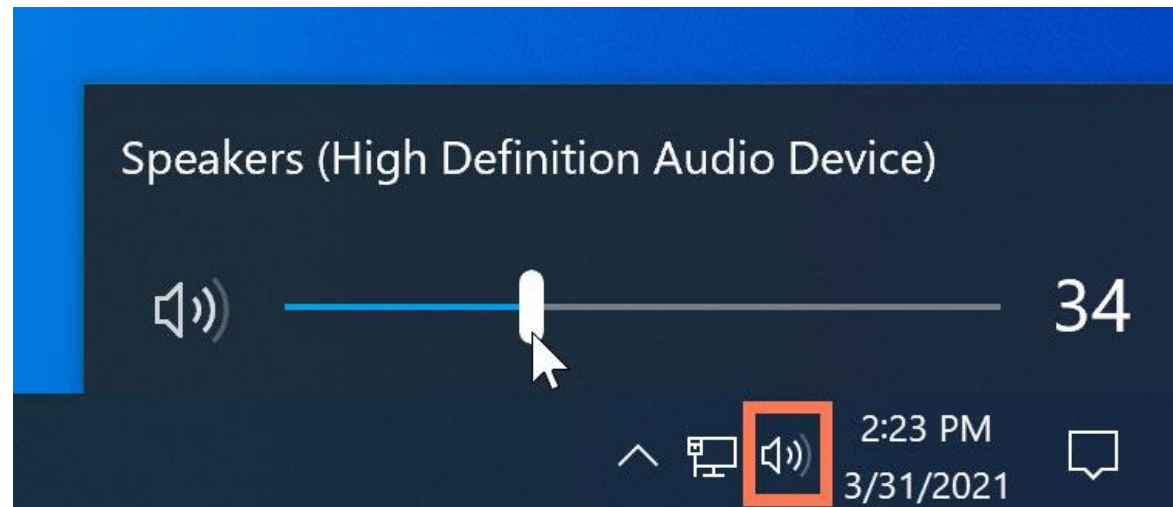
PROBLEM:
The Screen Is Blank

- **Solution 1**: The computer may just be in **Sleep** mode. Simply click the mouse or press any key on the keyboard to wake it.

- **Solution 2**: Make sure the monitor is **plugged in** and **turned on**.

- **Solution 3**: Make sure the computer is **plugged in** and **turned on**.

- **Solution 4**: If you're using a desktop computer, make sure the monitor cable is properly connected to the computer tower and the monitor.

PROBLEM:
I Can't Hear The Sound On My Computer

- **Solution 1**: Check the volume level. Click the audio button in the bottom-right corner of the screen to make sure the sound is turned on and the volume is up.

PROBLEM:
I Can't Hear The Sound On My Computer

- **Solution 2**: Check the audio player controls. Many audio and video players will have their own separate audio controls. Make sure the sound is turned on and the volume is up in the player.

- **Solution 3**: Check the cables. Make sure external speakers are plugged in, turned on, and connected to the correct audio port or a USB port. If your computer has **color-coded** ports, the audio output port will usually be **green**.

- **Solution 4**: Connect headphones to the computer to determine if you can hear sound from the headphones.
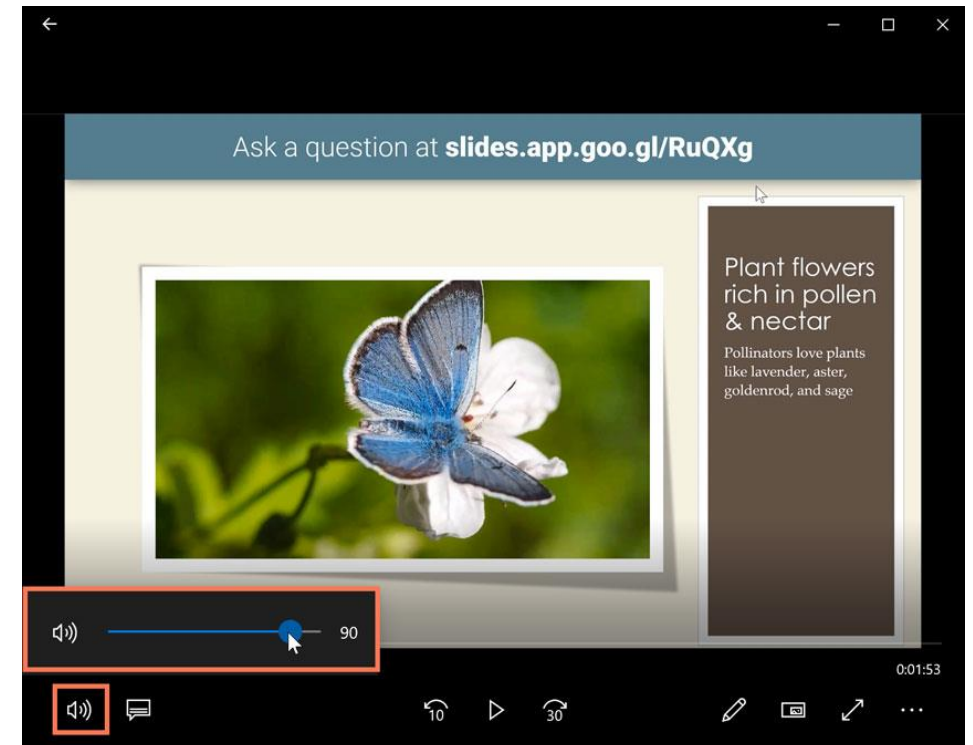
QUESTIONS??

- Thank you for lessening ..

Any questions?