What is Windows 95?

Windows 95 is a computer-operating system that controls the basic operation of the computer and the programs (also known as applications or software tools) that run on it.

Being familiar with the basic features of Windows 95 is necessary to use any of the software in the LINC labs. This section contains vocabulary and information about Windows 95 we think a LINC One learner needs. More skills are added for each level, but they can be taught whenever the instructor feels is appropriate.

Features

START WINDOWS

Before beginning any activity, both the computer and monitor must be turned on. The computer will perform a complete self-check and load Windows 95. Then the main screen appears.

If the computer was incorrectly shut down, a message will appear on the screen telling you to press any key in order to start a process to check the computer. Just press a key and wait for the computer to go through its self-check.

THE DESKTOP

The Desktop is the first screen that appears. In the LINC computer labs, it displays a welcome message and some icons at the bottom of the screen. Icons are pictures representing a task you can carry out, a program you can run, or a document. An explanation of these icons follows

Programs menu
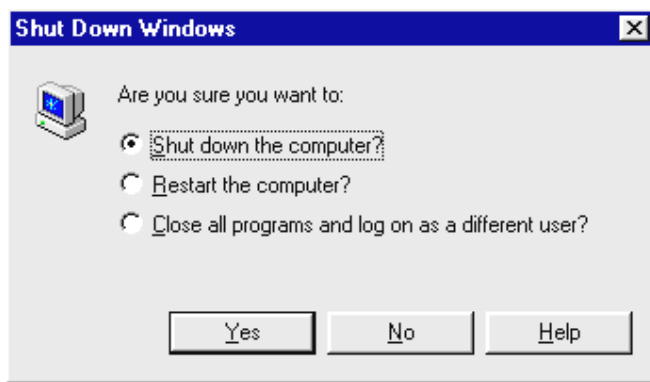
Start button

Taskbar

Clock

Notification area

■ **Start**
Clicking the **Start** button opens the Start menu that allows you to start a program, open a document, get help, or shut down.

To start a program, click on **Programs** to open the program menu, and then click on the name of the program you want to open.

■ **Shutdown**
When you have finished working at the computer, shut down by clicking **Start|Shutdown**. A dialog box will then appear giving you several options. Verify that the first option, "**Shut down the computer?**" is selected. Then click **Yes** and wait for the message "It's now safe to turn off your computer," before turning it off.

If you have any unsaved documents, you will be prompted to save your changes before the program quits. You can choose to save, or not to save. Do not turn off the computer while any programs are still running. You could lose important information.
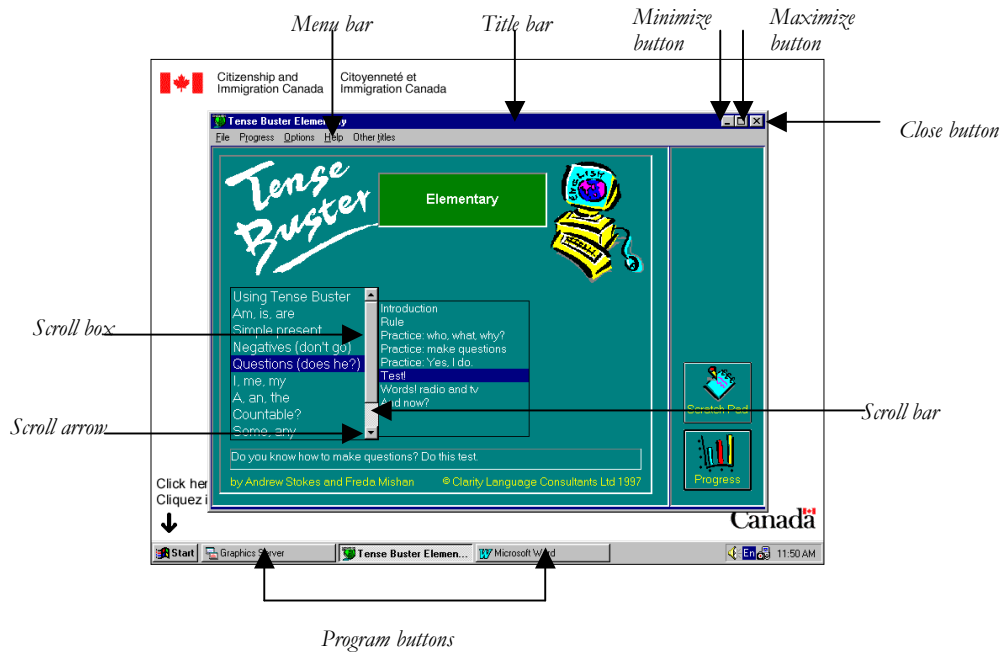
■ **Taskbar**
The taskbar is the area at the bottom of the screen that identifies any programs currently open or running.
   • Notification area
     The area to the right of the taskbar displays icons that tell you the status of various components of your computer. When you are printing, for example, a picture of a printer appears. The clock also appears here.

PARTS OF A WINDOW
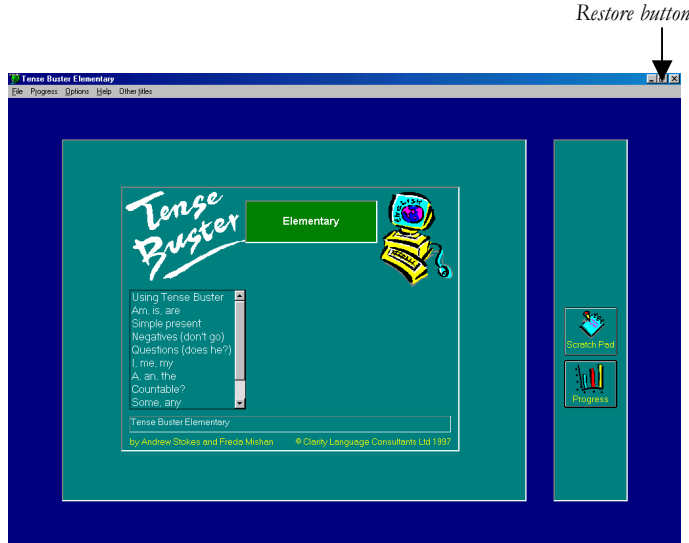Most windows share the following characteristics:

Title bar
The bar across the top of the window is called the title bar. It shows the name of the program.

Menu bar
The bar immediately under the title bar contains a set of menus. Each menu can be clicked to drop down a menu that has further options.

Menu
A menu is a list of commands that you use to accomplish certain tasks. Each program has its own set of menus. To open a menu, click on the menu name you want, and a drop-down menu will appear. Choose the option you want by clicking it. This will activate a command. If options are grey or dimmed they are not currently available. If you want to close a menu without choosing anything, click somewhere outside the menu.

Minimize button
Clicking the minimize button reduces a program to a program button on the taskbar. The program is still running, but not active. Clicking on the program button restores the window to its previous size.

Program button
When a program or window is minimized, it is reduced to a program button on the taskbar.

Maximize button
Clicking the maximize button allows the program window to fill the whole screen

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■ **Restore button**
The restore button appears only when a screen is maximized. Clicking it returns a window to its previous size.

Restore button

■ **Close button**
When you finish working with a program, close it by clicking on the close button in the upper right corner of the window, or open the **File** menu and click **Exit**.

■ **Scroll bars**
Allow the user to move around in a window to display additional contents of the window or document.
  • Scroll Arrow
    Clicking the arrow scrolls the screen one line at a time in the direction of the arrow.
  • Scroll Box
    Clicking the bar above or below, or to the left or right of the scroll box, scrolls the window one screen at a time, allowing the user to see parts of the document not displayed on the screen.

■ **Log-In Dialog Box**
When the computer starts, or when some programs start, you may be automatically presented with a dialog box. A dialog box is a window that requests more information before a command can be processed. A log-in dialog box asks you to type your name and/or password. After entering the required information, click **OK** to proceed.

THE MOUSE

The mouse is a device that you roll on a smooth surface to position the mouse pointer on the Windows desktop. When you move the mouse, the mouse pointer on the screen moves in the same direction. The buttons on the mouse, a left button and a right button, are used to select icons and commands. The mouse is also used to select options and identify work to be done in programs.

The following tables list basic mouse actions and shapes.

Shape	Used to
↖	• Select menu options and point to objects on the screen.
I	• Position mouse pointer for editing or inserting text. Called the insertion point, I beam or text cursor.
⧗	• Indicate a command is being processed.
↔↕	• Change the size of a window; appears when mouse pointer is on the border of a window.

Action	Definition
Point	• Move the pointer so that it points at an object.
Click	• Press and release the left mouse button.
Double-click	• Press and release the left button twice quickly. Used to open a folder or start a program.
Drag	• Press and hold the left mouse button while moving the mouse; release the left mouse button when in desired place.
Right-click	• Press and release the right mouse button.

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How to use Windows 95 with LINC One Learners

LINC One learners need to be familiar with the following: using a mouse and the vocabulary of mouse actions, opening programs and the vocabulary of the parts of a window, selecting options and closing programs, and finally shutting down properly.

Many programs ask learners to log-in, so they should understand what to do when they see a log-in box. If they log-in, the program can keep track of their progress in a game or language program. For our labs that means that learners will have to use the same computer all the time, so that their progress can be monitored.

Demonstrate what you want learners to do by having them gather around one computer. Have learners work in pairs at first, pairing a more experienced learner with a less experienced one. Give learners simple written instructions and also diagrams as reference pages. Use wall charts of the desktop and program window and also post instructions for any tasks you will be requiring learners to do, e.g., starting a program, opening a document, and shutting down the computer.

Have learners compile their own dictionary of computer vocabulary. They could use a notebook with one page for each letter of the alphabet. As learners acquire more vocabulary they add more words, and perhaps a translation in their own language if necessary.

Suggested activities

1. **Labelling**: Have learners label diagrams to learn vocabulary of parts of the LINC screen.

2. **Cloze exercise**: Prepare instructions for computer operations that require learners to fill in the appropriate word. For example opening Tense Buster Elementary: Click Start. Click __. Click Clarity. Click Tense Buster Elementary.

3. **Matching activity**: Have learners match parts of the screen with names, using flash cards. This could also be a handout prepared by the teacher.

4. **Completing specified tasks**: Prepare a list of activities that require learners to open, resize, and close specific programs. Have learners do the activity and check off the activity when it has been completed.

5. **Completing a chart**: Ask learners to open programs, check if they have features such as scroll bars, how many menus are in the menu bar, and fill in a table with this information. This could be a follow-up to the previous exercise.

6. **Conversation**: Give learners a handout with model conversations and the necessary vocabulary. Working with a partner, learners could have conversations such as the following:
    - ■ Asking questions and giving information:
        - • What's this? That's the menu bar.
        - • Where is the horizontal scroll bar? It's here.

    - ■ Giving and following instructions:
        - • Point to the minimize button.
        - • Close the program.

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LINC ONE

Skills Checklist for Learners	

Function	**How to...**

Windows 95

Start Windows	Turn on computer and monitor.
Log in	Type name. Click **OK**.
Shut down Windows	Click **Start**|**Shut down**|**Shut down Computer?** |**Yes**. Turn the computer off when the message "It's now safe to turn off your computer" appears. Turn off monitor.

Controlling Programs

Start a program	Click **Start**|**Programs**|Name of program.
Exit or close a program	Click the ☒ button.

Managing Windows

Open a window	Click **Start**|**Programs**|Name of program.
Close a window	Click the ☒ button.
Minimize a window	Click the ▬ button.
Maximize a window	Click the ▢ button.
Restore a window	■ Click the program button on the taskbar. ■ Click the ▣ button.
Scroll horizontally or vertically	■ Click on a scroll arrow. ■ Click in the scroll bar on either side of the scroll box. ■ Drag the scroll box in desired direction.

Using Menus

Open a menu	Click the menu name on the menu bar.
Select a menu command	Click the menu command.
Close a menu without selecting	Click in area outside the menu.

COMPUTER ASSISTED LANGUAGE LEARNING