

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 in order to use any of the software in the LINC labs. If you are new to computers, refer back to the LINC One section on Windows. This section builds on those skills and adds more vocabulary and information about the features of Windows 95.

Features

RUNNING MULTIPLE PROGRAMS

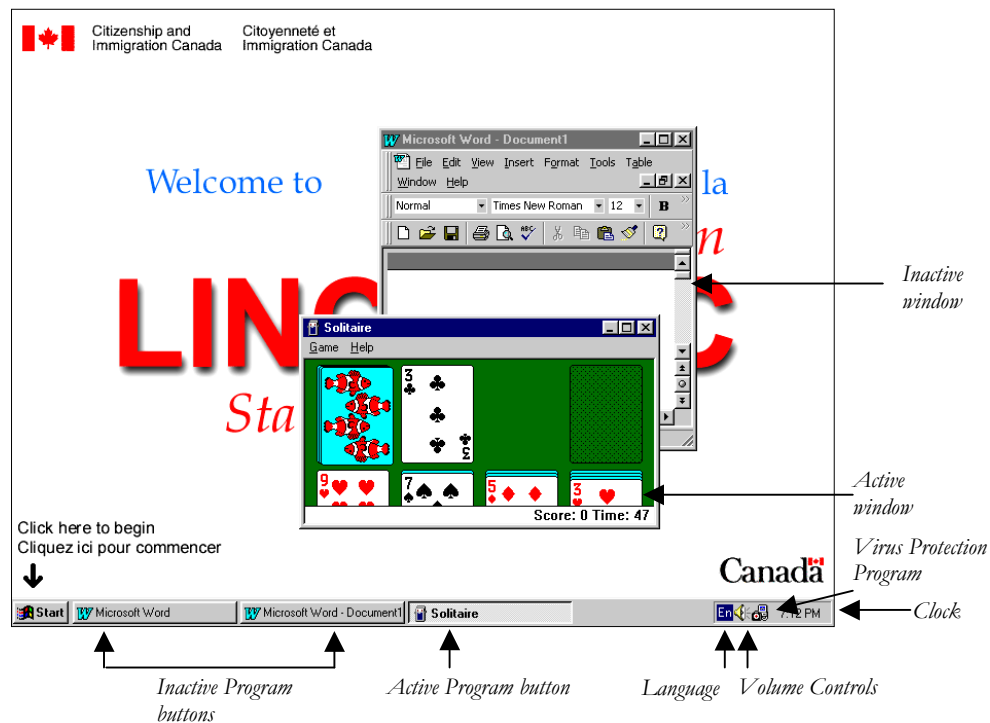
Windows 95 allows you to run several programs at once. To run a program, click on the **Start** button on the Taskbar and select the program from the program menu. If there are several programs open at the same time on the desktop, you need to know how to manage them in order to know what program you are working in.

- **Active window**

A window or program that is currently selected is the active window. It has a coloured title bar and the cursor can be seen in that particular window.

- **Inactive window**

An inactive window has a grey title bar. To make it active, click anywhere on the desired window.



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TASKBAR

The taskbar provides you with information about all the windows you have open. Each open window appears on the taskbar as a button. To switch between open applications, click on the program button on the taskbar.

■ Active Program button

A button that looks like it is pressed down or is lighter coloured indicates that the program or document is active.

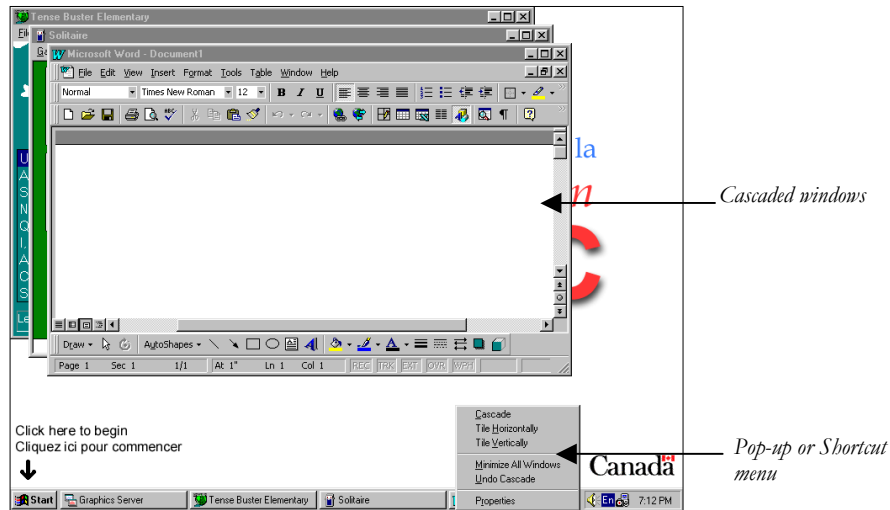
■ Inactive Program button

A button that does not look pressed down indicates the program is inactive.

ARRANGING WINDOWS

■ Using a Shortcut Menu (Right-clicking)

Windows can be arranged automatically by using a menu available on the taskbar. Right-click on a blank space on the taskbar. To right-click, click the right mouse button. This will open a pop-up menu, which displays the commands most commonly used for the item you have clicked. In this case, it displays commands for arranging the windows on the desktop. You can choose **Cascade Windows**, **Tile Windows Horizontally**, or **Tile Windows Vertically**.



■ Resizing windows

In order to see two or more windows (or applications) on the screen at once, you can resize them. A standard border surrounds each window. You can drag the border to resize the window by putting the mouse pointer on the border, holding down the left button and moving the mouse until the border is in the desired position, or click on the sizing buttons to minimize, maximize, or restore it.

■ Moving windows

To move a window, click on the title bar and drag to reposition it.

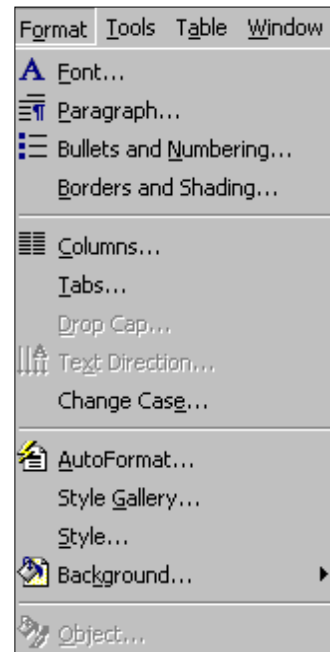
NOTIFICATION AREA

The area to the right of the taskbar contains various indicators, depending on the task you are working on. For example, if you are printing a document, a printer icon will appear. In the LINC labs it also gives information about the following:

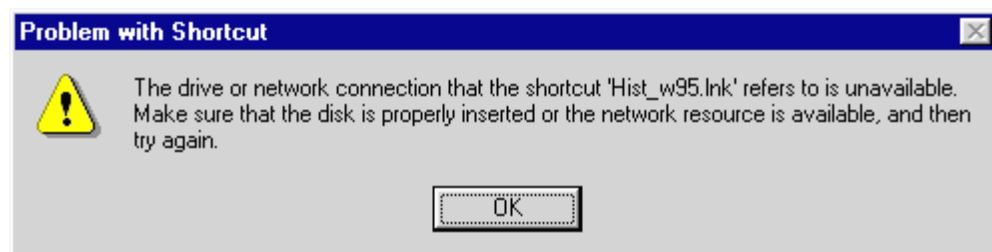
- **Language**
Indicates the language and keyboard properties the computer is using.
- **Virus Protection Program**
Double-clicking on this icon gives access to the program that scans the computer for viruses.
- **Clock**
Positioning the mouse pointer over the time will display the current date. Double-clicking on the time will open the date/time dialog box in which you change your computer's date and time.

DIALOG BOXES

Some commands need additional information before the computer can execute the commands you have chosen. In the pull-down menus, an ellipsis (...) after a menu command means that a dialog box appears when you select that command.



The Windows program, and all programs designed for Windows, use dialog boxes, so it is important to learn how to use them. For example, if a learner tries to open a program that requires a CD (compact disc), the dialog box below appears advising that a CD has not been inserted. The learner must click **OK** and either insert the required CD or proceed with other actions.

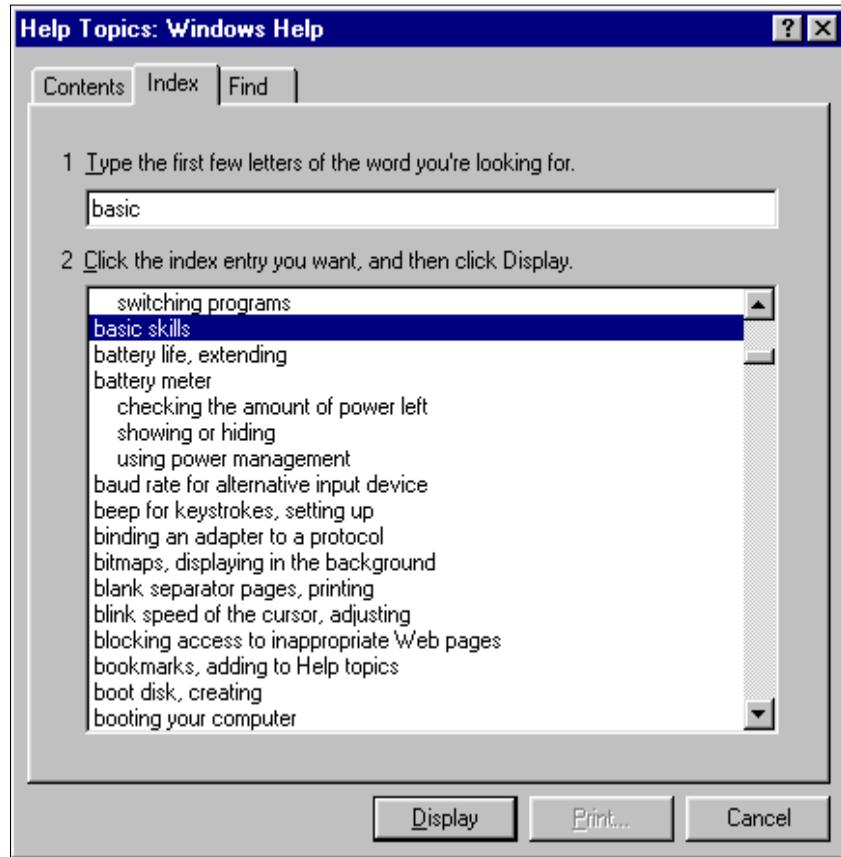


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HELP MENU

Clicking **Start | Help** on the taskbar opens Windows' on-line help system. The Help menu is organized into three categories which can be accessed by clicking on one of the tabs at the top of the Help Topics: Windows Help dialog box.

- **Contents:** gives an overview of various features; for example a Ten Minute Tour of Windows demonstrates how to start a program, explore the computer, find a file, switch windows, and use Help.
- **Find:** searches through the text of the topics to find specific words and phrases in Help topics. Type in a keyword, for example, games, and Windows displays Help topics that contain that word.
- **Index:** gives information on a specific topic. Type the first few letters of the word you are looking for in the text box, click the index entry you want, and then click **Display** to access information on that topic.



How to use Windows 95 with LINC Two Learners

LINC Two learners need to know the skills suggested for Level One and be familiar with several ways of accessing a function, e.g., closing a window by clicking **File | Close** or clicking the close box.

In addition, they will now be using several programs simultaneously on their desktop. They need to know how to resize and move windows, so they can easily see and work with more than one program on the screen. They should also be able to automatically arrange the windows by using the menu available on the taskbar. For this they will need to right-click.

The Windows Help feature has a “Tour, Ten Minutes to Using Windows” in the Contents menu and a demonstration of basic skills (moving, sizing, scrolling, closing, and switching between windows) accessible by typing “basic” in the Index. Both are excellent explanations of Windows features, the English is easy to understand, and they are a good review of the features that are introduced in this level.



Have learners keep a binder of computer instructions and vocabulary. It can include teacher handouts, information copied from the board, and completed assignment sheets.

Suggested activities

1. **Hands-on:** Demonstrate first and then have learners practise in pairs the following: opening several programs, minimizing them, and opening them using the program button, resizing by dragging on a border or corner, and also automatically arranging using the menu on the taskbar. They should be able to identify the active program by looking at the title bar or program buttons.
2. **Completing charts:** Have learners complete charts with the following information about LINC computers
 - Program names
 - Which programs require logging-in
 - An example of a program that has drop-down menus, sizing buttons, close button, Scroll bars.
 - The number of menus in a program, the number of commands with dialogue boxes in a menu.
3. **True and False Questions:** Learners read statements about Windows' functions and answer true or false. For example, "To open Microsoft Word click Start, click Documents, and click Microsoft Word." The correct answer is "False."
4. **The Expert:** Choose a learner to be the expert for the day. The other learners have a task, for example opening three programs and minimizing them. If a learner has difficulty, he or she has to ask the expert, using language such as "Excuse me. Can you help me? I can't _____."
5. **Cloze Sentences:** Have learners complete sentences about a topic by choosing the correct word from a list of vocabulary. Topics for this section could be managing windows and opening and closing programs.
6. **Using the Help menu:** This is a good follow-up activity for this section.
 - Demonstrate how to access Help in the Start menu. Then click Index and scroll down to find "basic skills" and click Display. There is a demonstration of moving, sizing, scrolling, closing windows, switching between windows and using dialogue boxes.
 - Click Contents in the Help dialogue box and choose "Tour, Ten Minutes to Using Windows" for a review of the skills covered in this level.
7. **Solitaire:** Introduce learners to the game of Solitaire. It presents a fun way to practise dragging (to move the cards), clicking (to choose a new card), double-clicking (to move an ace to the top of the screen) and selecting a menu item (click **Game Deal** to start a new game).

Skills Checklist for Learners

Skills

Level	Function	How to...
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Windows 95

1	Start Windows	Turn on computer and monitor.
1	Shut down Windows	Click Start Shutdown Shut down Computer? Yes . Turn the computer off when the message "It's now safe to turn off your computer appears." Turn off monitor.
2	Open Help	Click Start Help Contents or select the Index tab. Select a topic. Click Display .




Mouse Skills

1	Point	Move the mouse so that the mouse pointer points at an object.
1	Click	Press and release the left mouse button.
1	Drag	Position your mouse on an object, hold down the left mouse button, and move the mouse.
2	Right-click	Press and release the right mouse button.


Controlling Programs

1	Start a program	Click Start Programs name of program .
2	Switch between programs	<ul style="list-style-type: none"> ■ Click anywhere inside the program window. ■ Click the program button on the taskbar.
1	Exit or close a program	<ul style="list-style-type: none"> ■ Click the  button. ■ Click File Exit on the menu bar. ■ Click the Exit button.

Managing Windows

1	Open a window	Click Start Programs name of program .
1	Close a window	Click the  button.
1	Minimize a window	Click the  button.
1	Maximize a window	Click the  button.

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Skills		
Level	Function	How to...
1	Restore a window	<ul style="list-style-type: none">■ Click the program button on the taskbar.■ Click the  button.
2		<ul style="list-style-type: none">■ Click anywhere in the window to make it active.
2	Size a window	Point to the window border. When the pointer changes to ↔ or ↓, click and drag the border to the desired size.
2	Move a window	Click and drag the title bar.
2	Cascade multiple program windows	Right-click the taskbar, choose Cascade Windows .
2	Tile multiple program windows	Right-click the taskbar, choose Tile Windows Horizontally or Tile Windows Vertically .
2	Undo a tile or cascade	Right-click the taskbar, then choose Undo Cascade or Undo Tile .
1	Scroll horizontally or vertically	<ul style="list-style-type: none">■ 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

1	Open a menu	Click the menu name on the menu bar.
1	Select a menu command	Click the menu command.
1	Close a menu without selecting	Click in area outside the menu.
2	Open a pop-up menu	Point to an object and right-click.