

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.

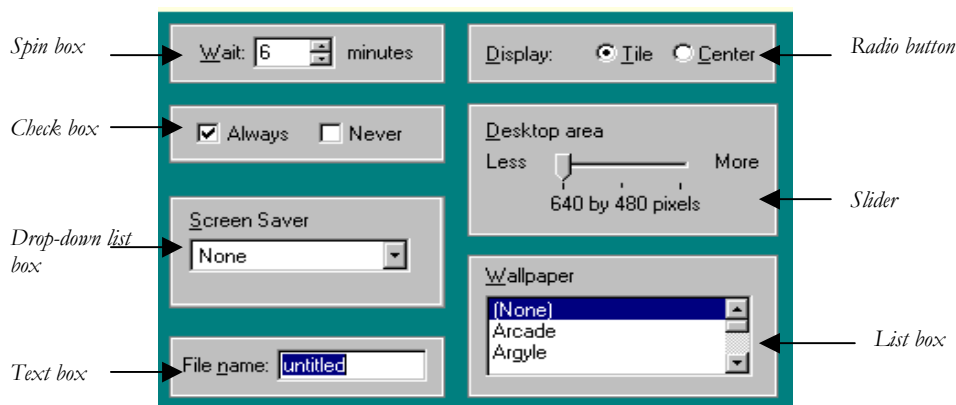
Being familiar with the basic features of Windows 95 is necessary in order to use any of the software in the LINC labs. If you are new to computers, refer to the previous sections on Windows. This section builds on the skills explained in those sections and adds more vocabulary and information about the features of Windows 95.

Features

DIALOG BOXES

Some commands need additional information before the computer can execute the command you have chosen. In this case, a dialog box will appear that will ask for more information. The following table gives a list of the different ways you may be asked to provide this information.

| Item | Description |
|--------------------|---|
| Spin box | <ul style="list-style-type: none"> Allows you to select a number by scrolling or by typing a number in the box. |
| Radio button | <ul style="list-style-type: none"> Clicking this small circle selects an option. |
| Check box | <ul style="list-style-type: none"> Clicking this square box turns a dialog box option on or off. Sometimes you can check more than one option. |
| Slider | <ul style="list-style-type: none"> Allows you to set the degree to which an option is in effect. |
| Drop-down list box | <ul style="list-style-type: none"> Clicking the arrow displays a drop down list that displays the options available. |
| Text box | <ul style="list-style-type: none"> A box in which you type text. |
| List box | <ul style="list-style-type: none"> A box containing a list of items. To choose an item, click the arrow; then click the desired item. |



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CUSTOMIZING THE DESKTOP

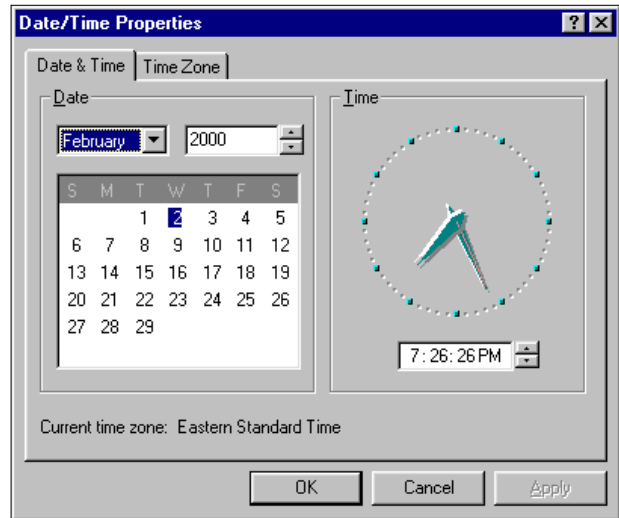
■ Moving and Resizing the Taskbar

Windows' default (or the computer's setting) is to show the taskbar at the bottom of the desktop. You can, however, move or resize the taskbar to suit your working style, or hide the taskbar so you have more room on the desktop for other windows or programs.

You can move the taskbar to the top or sides of the desktop by dragging it. To resize the taskbar, position the mouse pointer on one of the taskbar's borders. When you see the double-headed arrow, drag the border to the desired size.

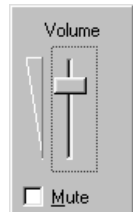
■ Changing the Date or Time

Double-clicking on the clock accesses the Date/Time Properties dialog box. Use the controls in this box to adjust the date and time.



ADJUSTING THE VOLUME

Clicking once on the volume icon in the notification area of the taskbar will open a master volume control. The volume can be adjusted by dragging the slider or by clicking in the mute check box. Double-clicking on the volume icon will open the Volume Control dialog box that gives other options for changing the sound of your computer.

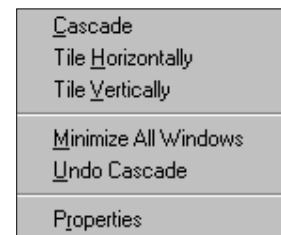


SWITCHING BETWEEN WINDOWS

Switching between windows enables you to update and complete your work quickly and easily. There are several methods. Besides clicking the program buttons on the taskbar, or clicking in a window to activate it, you can use the Alt and Tab keys. Press and hold down the **Alt** key and press the **Tab** key. A box appears indicating which programs are running. Continue to press the Tab key (while holding down the Alt key) until the program you want is selected. Then release the Alt key.

MINIMIZING ALL WINDOWS

If you want to minimize all the open windows at once, right-click a blank space on the taskbar and choose **Minimize All Windows** from the pop-up menu.



How to use Windows 95 with LINC Three Learners

LINC Three learners need to know the skills suggested for the previous levels. The tasks at this level continue using several programs simultaneously and focus on accessing and managing windows. Learners should become comfortable with different ways of switching between programs and resizing and arranging windows.

In addition, some ways of customizing Windows are introduced, for example, changing the time and adjusting the volume controls. For this, learners need to know more about dialog boxes and how to input the information required for commands.

Learners will be doing more right-clicking in this level to access popup menus that will allow them to do some of the functions above. They will also need to double-click to open the volume control window.

Give learners time to practise manipulating windows and assign tasks that require them to use several programs at once.



Suggested activities






1. **Hands-on:** Demonstrate first and then have learners practise, in pairs, the following: opening several programs, arranging them using the pop-up menu on the taskbar, and switching between running programs by using the Alt and Tab keys.
2. **Following short written instructions:** Have learners follow written tasks that involve opening specific programs, and switching between and resizing them.
3. **True and False Statements:** Have learners prepare statements about Windows 95 features. These statements may or may not be accurate. A partner then reads the statements to check whether they are true or false.
4. **Asking Questions:** Learners prepare written questions to ask a partner about computer functions, e.g., How can I resize a window? How can I switch between programs? Have learners answer their partner's questions at the computer so they can use it as a visual aid

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Skills Checklist for Learners

Skills

| Level | Function | How to... |
|-----------------------------|-------------------------|--|
| 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. |
| 1 | Log-in | Type name. Click OK . |
| 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. |
| 1 | Double-click | Press and release the right mouse button twice quickly. |
| 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. |
| 3 | | <ul style="list-style-type: none"> ■ Press and hold Alt, and press Tab. |
| 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. |

| Skills | | |
|---------------|-----------------------------------|---|
| Level | Function | How to... |
| 1 | Minimize a window | Click the  button. |
| 3 | Minimize all windows | Right-click on the taskbar. Click Minimize All Windows . |
| 1 | Maximize a window | Click the  button. |
| 1 | Restore a window | <ul style="list-style-type: none"> ■ Click the program button on the taskbar. ■ Click on the  button. |
| 2 | | ■ 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 | ■ 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. |

Accessories

| | | |
|----------|----------------------------|--|
| 3 | Changing the time and date | Double-click the clock on the taskbar, input information in the dialog box, click Apply . |
| 3 | Changing the volume | <ul style="list-style-type: none"> ■ Click the volume icon on the taskbar and adjust the slider or click the check box. ■ Double-click the volume icon on the taskbar and adjust the sliders or click the check boxes. |

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Skills**Level****Function****How to...**

Customizing Windows**3**

Move the taskbar

Drag the taskbar to the desired location.

3

Resize the taskbar

Point to the taskbar border. When the pointer changes to ↔ or ↑, click and drag the border to the desired size.