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With Interactive CD

Starting With COMPUTERS

BOOK 3

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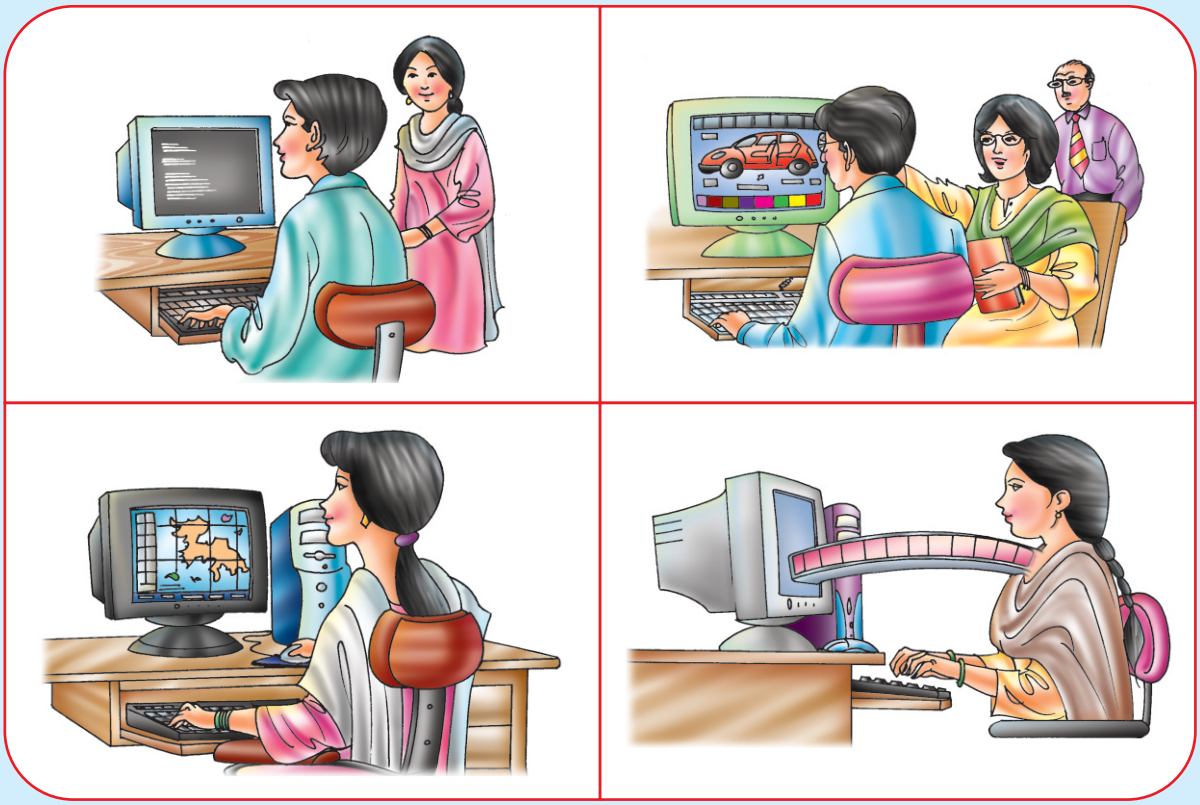

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Chapter 4

Microsoft Windows

We can look out of a window at the world outside. Similarly, we can use Microsoft Windows to enter the world of computers.

Microsoft Windows (or MS Windows) is a software. We cannot touch or feel it. But we can use it to do many things on the computer. We can use it to write and draw. We can also use it to carry out calculations and play games.

STARTING WINDOWS

When a computer is switched on, Microsoft Windows gets loaded by itself on the computer. The opening screen of Windows XP looks like this:

Summary

1. Microsoft Windows (or MS Windows) is a program that runs the computer.
2. The main screen that appears when MS Windows is opened is called desktop.
3. The components of desktop are: icons, taskbar and Start button.
4. We double click on a folder icon to open a window displaying what is inside.
5. The buttons of the control menu are used to maximize, minimize or close the window.
6. Scroll bars used to view the part of the window that is not visible.
7. To shut down MS Windows, click on Start > Turn off computer > Turn off.

Exercises

1. Choose the right option to fill in the blanks.

a. The main screen of MS Windows is called ..... .
desktop / taskbar

b. The outer boundary of the window is called ..... .
outline / frame

c. Title bar, frame, control menu are parts of a ..... .
file / window

d. The control menu is found at the ..... of the window.
upper left corner / upper right corner

2. Finish the sentences.

a. Icons are .....

b. The title bar displays .....

c. The restore button is seen when .....