

Working Multiple Windows

Revision 1.0

Basic Training in Computer Science™
CS 11.0

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Adult Life Training, Inc.

An Indiana Not For Profit, Community Benefit, Educational Corporation

Affiliated with

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Foreword

This book is written to help you, the beginning computer user, build your first computer job skills. This book is designed to be used as a step-by-step guide during your practice time outside of class. In class we use Linux, and you will notice most things work the same, with a very few differences. This text is written specifically to fit the Microsoft-type systems because at this point in time they are still the kind you are most likely to encounter at home or in the library.

We have come a long way from where we started some years ago. We have helped several hundred people and in this revision we have applied that experience to update this text accordingly. This revision is the first to have an instructor's version available.

You can use this book as a beginning for your computer self-help collection. I hope this helps!

John Nash, President
Adult Life Training, Inc.

Disclaimer

By using this manual you indicate that you understand and agree that this manual is not to be construed as professional advice. Seek the appropriate professional practitioner for professional advice.

Acknowledgments

We would like to thank everyone who contributed to this project: our Fort Wayne community that made room for us to serve, Abundant Life Tabernacle that provides the space for our office and lab, AEP and Abundant Life Christian Academy that provides the lab computers, and the Indiana Department of Workforce Development that sends us many of our students.

We also thank Pastor Keller and David Stovall for their continued encouragement and patience, Jordan Nash who most recently edited some of our work and has provided much technical help in the lab, Jerrod Nash for his technical help in the lab, Jennifer Nash who has helped with the elementary and middle school material we teach and filled in on the telephones more than once, and my patient and loving wife Jolene who has been supportive in so many ways. Starting a business is stressful for a family, but serving our community as an unfunded not for profit, with no salary income for three years, creates even more stress. We appreciate your contributions to this important work.

But over and above all these, we would like to thank God, who as Jesus Christ gave us a reason to live, and through His Spirit living in us today makes this work possible. He has and is still sustaining us when all worldly wisdom says that we should have been defeated, bankrupt, and disappeared homeless years ago. By His Grace alone we continue even today.

Donations

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If you wish to support this effort, you may mail your monetary donation, large or small, to Adult Life Training, Inc., 2702 Spring Street, Fort Wayne, IN 46808.

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Goals for this module

This module is intended to practice window manipulation skills learned in beginner class and add multiple window manipulation skills. When you have successfully completed this module, you should be able to:

1. Easily use all window controls – move, resize, max & min
2. Easily work with several windows open at the same time
3. Cut, Copy, and paste between windows

Prerequisites

You must have successfully completed the beginner class before taking this class.

Background

One of the strengths of the Graphical User Interface (GUI) is the ability to use several programs at the same time and move information between them. The computer represents such programs as boxes on the screen commonly referred to as “windows.” The ability to function in this work environment is primary to contemporary computer work. This is a fundamental skill which must be mastered.

You have already experienced the basics for this module through the Beginner computer course, Working Windows. You have already learned how to open a window, move, resize, minimize, and close a window. In this module you will revisit and amplify those skills until you can easily work with several windows at the same time. The majority of the content of this module is practice, practice, practice!

One window: A review



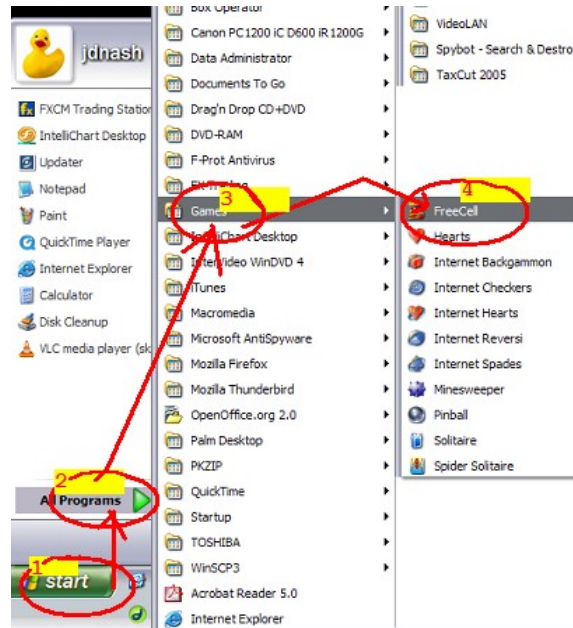
Open – Double Click on Screen

Double click the My Documents (Microsoft) or your Home (Linux) Icon to open a window.



Open – Main Menu / Start Menu

Open the Free Cell Solitaire game by using the main menu. In Microsoft this is START, then PROGRAMS, then GAMES, then FREE CELL SOLITAIRE. In Linux this is APPLICATIONS, then GAMES, then FREE CELL SOLITAIRE.



Open – Launchers on the Task Bar

Open the Internet Browser by clicking its launcher ONE time. Do not double click a launcher: only double click desktop icons.



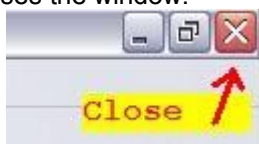
Parts of a Typical Window

The blue bar at the top of the window that has the title of the window in it is called the Title Bar. To the right of the title bar are three buttons for controlling the window: a dash, a square, and an X. At the bottom of the window is the status bar. At the bottom of the desktop (usually) is the Task Bar, where you see the program short cuts (Launchers) and a rectangular bottom for each open window. Task bar buttons have the same words on them as the title bar in the window that they control.



Close

The top right button is an X. Clicking it closes the window.



Maximize

In the upper right corner of the window, to the right of the title bar, are three buttons for controlling the window. When the window is not already maximized the second button will be a picture of a single square. Click the square to maximize the window.



Un-Maximize

In the upper right corner of the window, to the right of the title bar, are three buttons for controlling the window. When the window is maximized the second button will be a picture of two overlapping squares. Click the squares to un maximize the window.



Minimize – Minimize Button

In the upper right corner of the window, to the right of the title bar, are three buttons for controlling the window. When the window is visible on the desktop click the dash to remove the window from the desktop (to Minimize it).



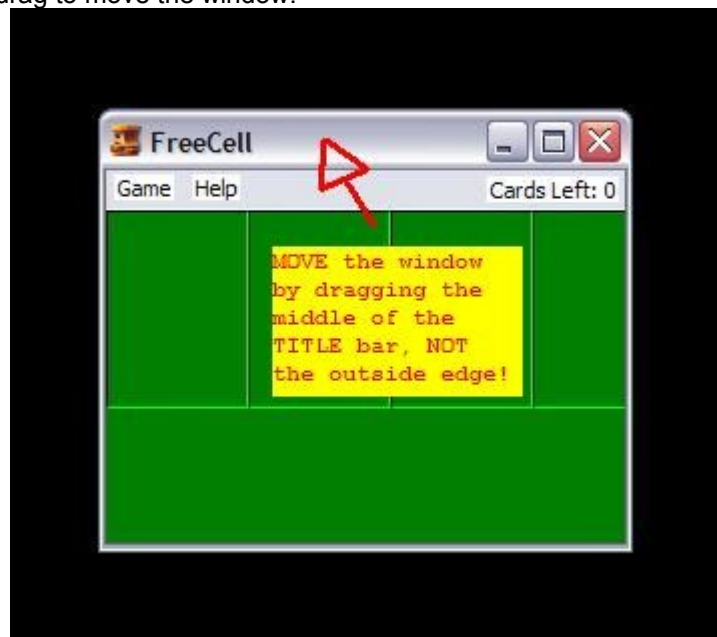
Un-Minimize/Minimize – Task bar

When the window is minimized, click its button on the task bar to un-minimize (restore) it. When the window is visible on the desktop click its task bar button to remove the window from the desktop (to Minimize it). Click the button again to restore it to the desktop.



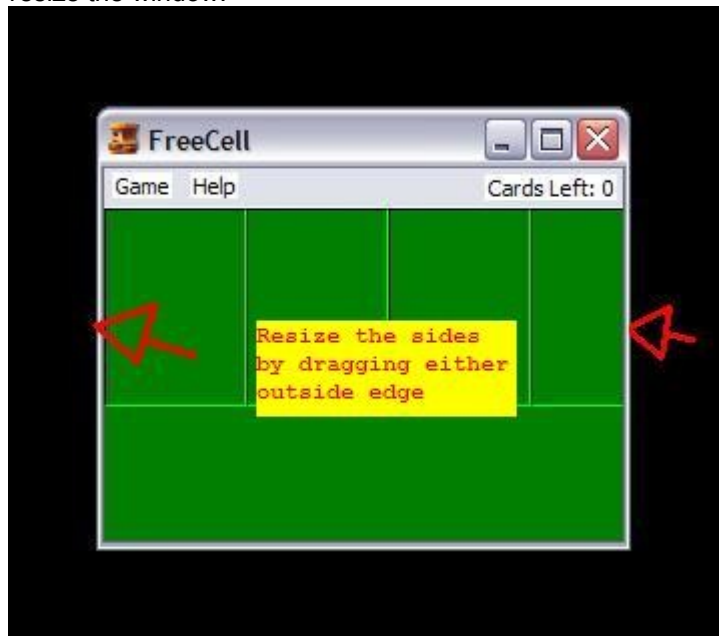
Move

Be sure the window is un-maximized (not full screen) and resize it to about 1/4th the size of the desktop. Grip the title bar and drag to move the window.



Resize - Side

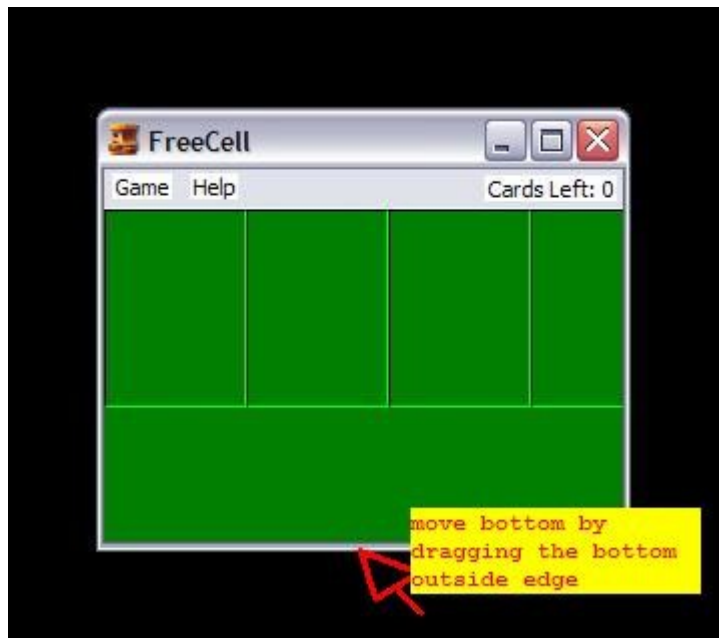
Move the sharp tip of the cursor arrow that you stab things with until it is exactly on the thin black line that outlines the border of the window. When the arrow changes to a double arrow, click and drag the side border (left or right) to resize the window.



Resize – Top / Bottom

Move the sharp tip of the cursor arrow that you stab things with until it is exactly on the thin black line that outlines the border of the window. When the arrow changes to a double arrow, click and drag the top or bottom border (up or down) to resize the window.





Resize – Corner Grip

The bottom corner of the window has diagonal lines to form a larger surface to grip than the thin line that forms the outline of the window. Click and Drag the grip to resize the window both height and width simultaneously. This action actually works on all four corners, but it is easiest to do with the grip in the bottom right corner.



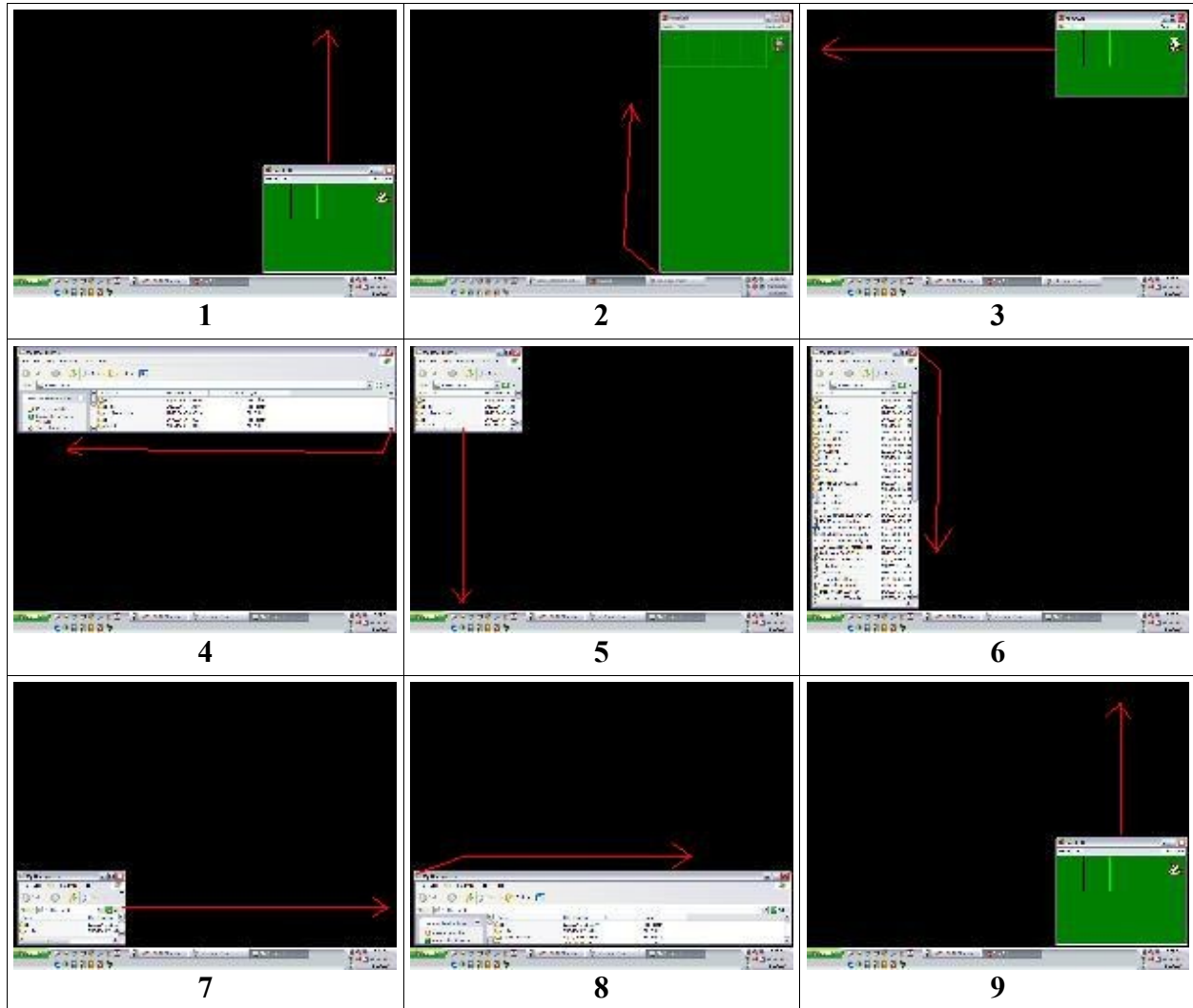
Practice – Caterpillar Game

The instructor will lead you through the caterpillar game to practice your window resizing skills. If you will do this drill for about five minutes you will quickly learn how to effortlessly resize a window. It looks like a caterpillar crawling around the screen if you can do it fast enough. This drill is to practice resizing the window.

1. Start with a single window in the bottom right corner of your desktop, with about 1/4" space between the edge of the window and the end of your screen. All of the window should be on the screen, just in the bottom right corner.
2. Resize the top of the window up until it is 1/4" from the top edge of your desktop. This means the window is now about as tall as the whole desktop, but the same width as when it started.
3. Resize the bottom of the window up until it is the same size it was before. However, now it is situated in the top right corner of your desktop, not the bottom right corner.
4. Proceed around the screen in this way. Next resize the left edge of the window to the left side of the screen.
5. Then resize the right edge of the window to catch up with the left edge.

6. Next resize the bottom edge down to the bottom of the screen. Then resize the top edge down to catch up with the bottom edge. Now your window is in the lower left corner of the desktop.
7. Finally resize the right edge of the window until it is back where it started, and resize the left edge to match. Now your window is back where it began.

A picture example of this game is shown below.



Multiple Windows

Open – Double Click on Screen

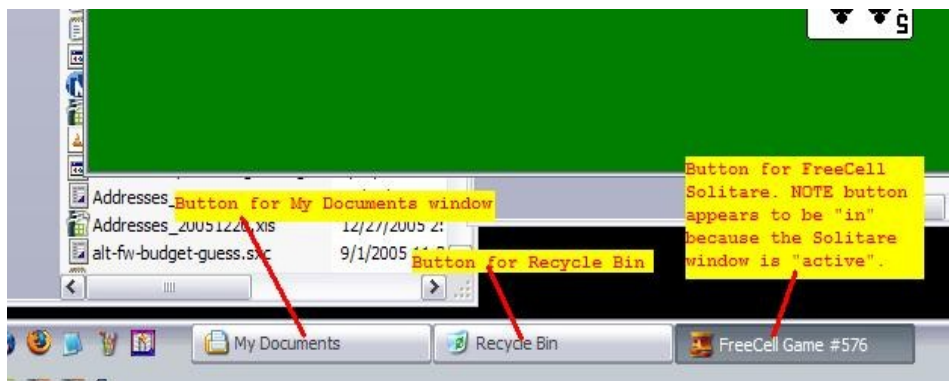
Double click the My Documents (Microsoft) or Home (Linux) Icon to open a window. Double click the Recycle Bin (Microsoft) or Trash (Linux) Icon to open another window. Notice there is one button for each window on the task bar. Open the Free Cell Solitaire game again using the main menu (Start button). With the windows NOT maximized, resize each one so they can all be seen, but with some overlapping parts.



Switch To Window – Desktop

Notice the three windows above. Two windows are partially covered by the one on top. The title bar on the top, or active, window is a more vibrant color than all the other windows. The active window will appear to be on top of the other windows. Use the mouse to click any visible part of a window to make that window active. I won this game.

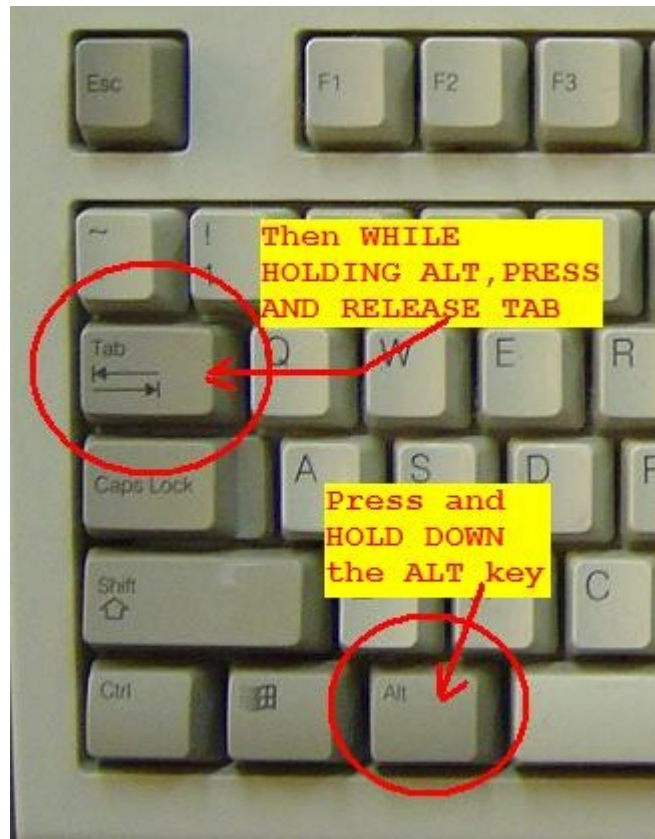
Switch To Window – Task Bar



Notice that on the task bar there is a button for each window. Click the task bar button to change to a window. Remember, if the window is already active, clicking its task bar button will minimize it. Clicking its task bar button again will restore (un-minimize) it. The task bar button for the active window will appear to be pushed in, while the others will not. Solitaire is the active window in this illustration.

Switch To Window – ALT-Tab Shortcut

You can switch windows even more quickly using the ALT-TAB keys. Press and hold down the ALT key. While still holding the ALT key, touch and release the TAB key. A small box will open in the middle of the desktop with an icon for each window as soon as you touch and release the tab key. You are still holding down the ALT key. Press and release the TAB key again, and again. I hold ALT with my left thumb and press and release TAB with the second finger on my left hand.



Notice what happens in the little box as you press and release the TAB key. Holding down the TAB key causes the tab to rapidly repeat and the little box looks like a roulette wheel. This is not productive – just press the tab key until the window you want is marked in the little box, then stop. NOW you may release the ALT key. The computer switches to which ever window the little box had highlighted when you release the ALT key.

Practice - The Boss Game

The Boss Game is used to build expertise in switching windows. After playing this game for several minutes, you should see a marked improvement in your ability to switch windows accurately and quickly. There is something about the artificially induced panic in this game that aids learning remarkably.

The game scenario is that your boss is telling you what files s/he wants moved in your My Documents window. Your boss must be there for you to know what s/he wants you to do, but distractions, such as phone calls, keep pulling your boss away from you. You can't work without your boss.

Of course, you would not want your time to be wasted while you wait for your boss to return, so you also have a solitaire game going. Equally obvious, your boss will not be happy if s/he finds that you have been playing a card game on company time. If you get caught, once or twice, you get warned. If you get caught three times it is game over.

The object of this game is to switch windows quickly and accurately. If you are not fast enough, you get caught. If you are on the wrong window, the boss will see. One person is the boss. That person says "The boss got a phone call." and may even leave the room. You then switch to the card game. Unexpectedly and suddenly the same person will say "You hear footsteps, Here comes the boss!!" and you must immediately switch back to the My Documents window. If you take more than a second or two, you get caught. The "Here comes the boss!!" should be as unexpected as possible and always at the least opportune moment, such as when you are deeply concentrating on which card to move.

You can switch windows three ways. For this game, since it would be rather obvious you were playing cards if the card game was visible, all windows should be maximized (full screen) so that only one window can be seen at a time. Clicking on the desktop is therefor not a viable means to switch windows in this game. You can click on the task bar buttons, or use Alt-Tab to switch. Alt-Tab will be much faster.

Review and take the test

Instructor – review the material now with the class by going through each test item and asking if there are any questions. Then, have the students take the test.

Certification Test for CS 11.0 Multiple Windows

Review these to test your abilities in these areas in preparation for the certification test.

- Open a window
- Resize the window height and width (individually and then simultaneously)
- Minimize and Restore the window
- Maximize and Un Maximize the window
- Open two more windows
- Upon command, switch to specified window using the task bar and mouse
- Upon command, switch to specified window using the tab key
- Upon command, switch to specified window using the desktop and mouse

Name : _____

Address: _____

City, State, Zip: _____

Phone: _____

Today's Date: _____

Instructor: _____

This is a list of material taught in ALTI classes: some of these are awaiting funding to be transferred into paper documents.

CS 1.0 Working Small Computers

Computer Parts; Output Devices; Input Devices; Mouse, Trackball, or Touch Screen; I/O Devices; Printers, PDAs, and other Peripheral Devices; Notebook, Laptop, and Tablet Computers; To Buy or Build Your Own; Starting the computer; Choices in Operating System.

CS 2.0 Working Computers

Background of the small computer; choices in Operating System; Startup, Use, and Shutdown of the computer; Parts and function of a Window, moving, re-sizing, minimizing, maximizing, un-maximizing, Workspace Switcher; Main Menu, navigation, games, Desktop Background, Screen Saver; Pop-up Menus.

CS 10.0 Files

This is a novice level module required for all students. It discusses computer files, including how they are stored on a computer (physically) and how we think of them (logically). A dismantled hard disk and drawings of the recording schema are used to communicate physical storage (recording) of files. Using the graphical user interface (GUI), files are copied, deleted, undeleted, and moved between folders, on the local computer hard disk and using a Samba ("Windows") network.

CS 6.0 Formatting Text

This is a beginner level module required for all students. It demonstrates how to format text using standard GUI controls. The module is intended to be generic enough to apply to most existing office programs including Sun Microsystem's OpenOffice and Microsoft's Office products.

CS 11.0 Multiple Windows

This is a beginner level module required for all students. It practices multi-tasking on a personal computer. Several windows are opened and the student practices switching between them using the Task Bar, clicking on the screen, and the ALT-TAB keys.

CS 4.0 Working Spreadsheets

Introduction to Spreadsheets. This is a novice level module to help someone who has no experience with spreadsheet programs. The module is intended to be generic enough to apply to most existing spreadsheet programs including Sun Microsystem's OpenOffice and Microsoft's Office products.

CS 3.0 Working Word Processors

Introduction to Word Processing. This is a novice level module to help someone who has no experience with word processing programs. The module is intended to be generic enough to apply to most existing word processing programs including Sun Microsystem's OpenOffice and Microsoft's Office products.

CS 14.0 Working Presentations

Introduction to Presentation software. This is a novice level module to help someone who has no experience with presentation programs, such as Microsoft Power Point. The module is intended to be generic enough to apply to most existing office programs including Sun Microsystem's OpenOffice and Microsoft's Office products.

CS 7.0 Internet (including Internet job searches)

This is a novice level module to help someone who has no experience with Internet browser programs. The module is intended to be generic enough to apply to most existing Internet browser programs including Mozilla Firefox and Microsoft Internet Explorer.

CS 5.0 E-Mail and Web Mail

This is a novice level module to help someone who has no experience with e-mail programs. The module is intended to be generic enough to apply to most existing e-mail programs including Ximian's Evolution,

Thunderbird, and Microsoft's Outlook and Outlook Express. Others may be added as they come into common use in the business environment.

CS 8.0 Instant Messaging

This is a novice level module to help someone who has no experience with Internet Chat programs. The module is intended to be generic enough to apply to most existing Internet Chat programs including Linux GAIM, AOL Messenger, and Microsoft's Messenger.

CS 9.0 Computer Security

This is a General level module to help someone with good working knowledge of the computer and computer programs to understand how viruses and other mal-ware infect a computer and spread, what they do to the victim, and how to affect remediation once an infection is detected.