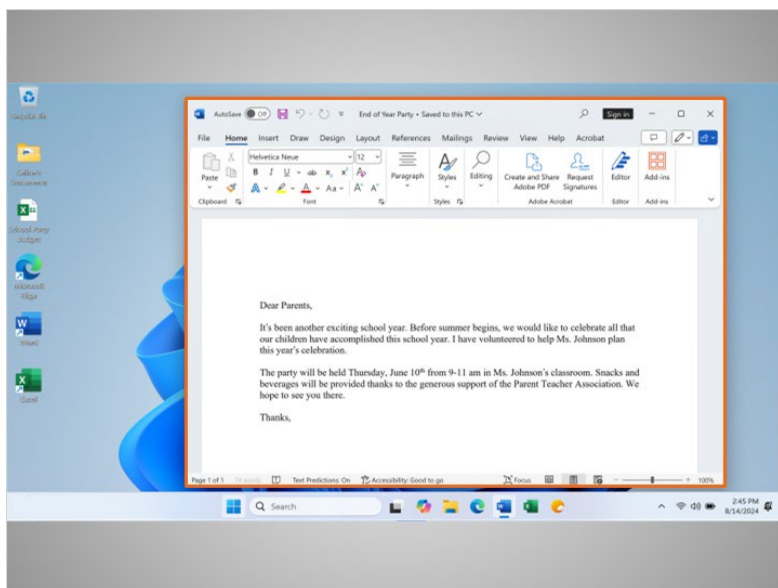


Using a PC Windows 11

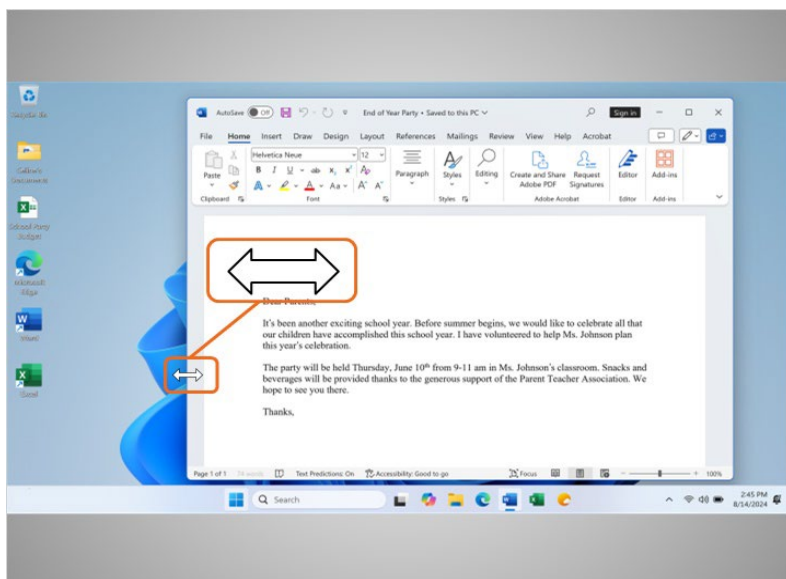
Working with Windows



In the previous lesson, Celine learned how to find and open files on her computer. In this lesson, Celine will learn how to use an application window including how to make a window larger or smaller, move a window, and more.

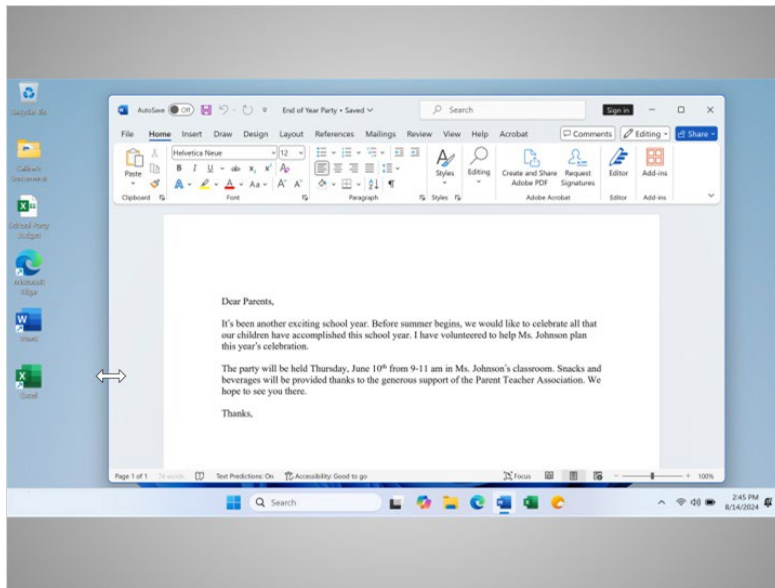


In today's example, Celine is using Microsoft Word and Excel on the Windows 11 operating system. Every time you open and use applications, files and folders, they are viewed inside a window. The window is your working area.

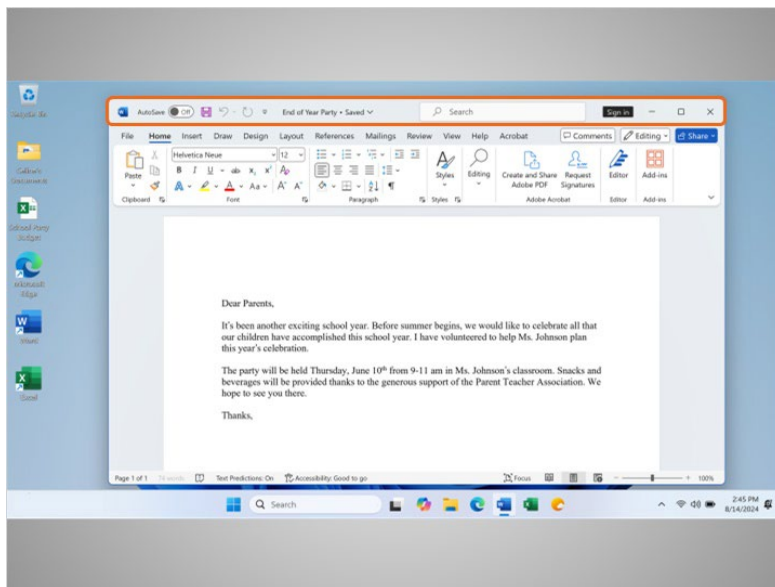


Sometimes, the window may be too big or too small. Celine can change the size of the window by using her mouse or touchpad to place the cursor on the edge of the window.

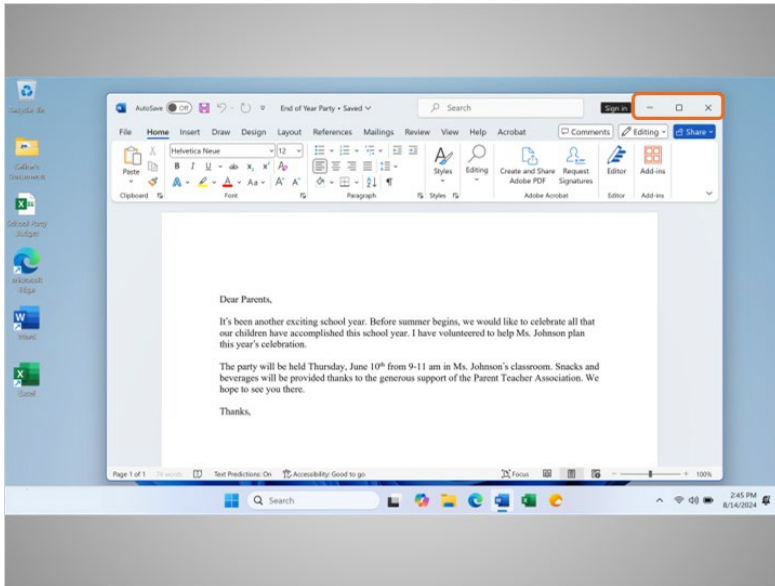
When she does this, her cursor will change into a double-headed arrow.



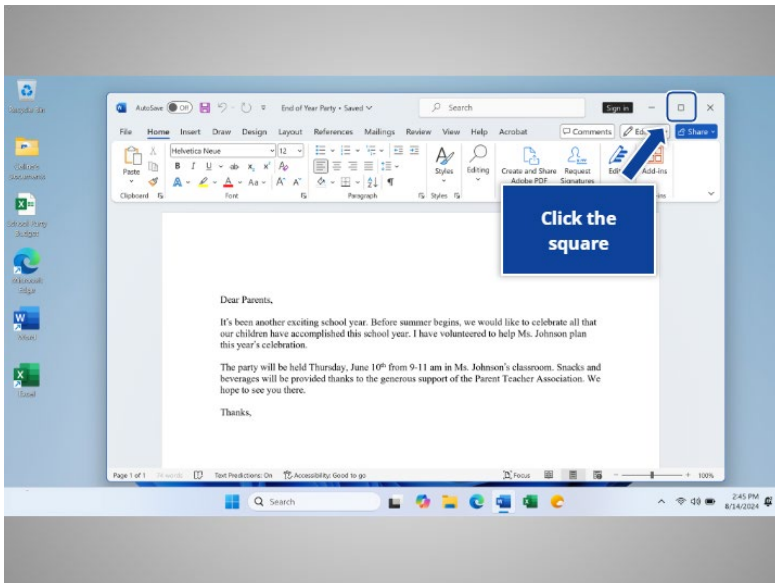
She can then click and hold the left mouse button to “grab” the edges of the window. Celine drags her mouse to the left to change the size of the window. She releases the mouse button when the window is the desired size.



At the top of the window, Celine sees the title bar.

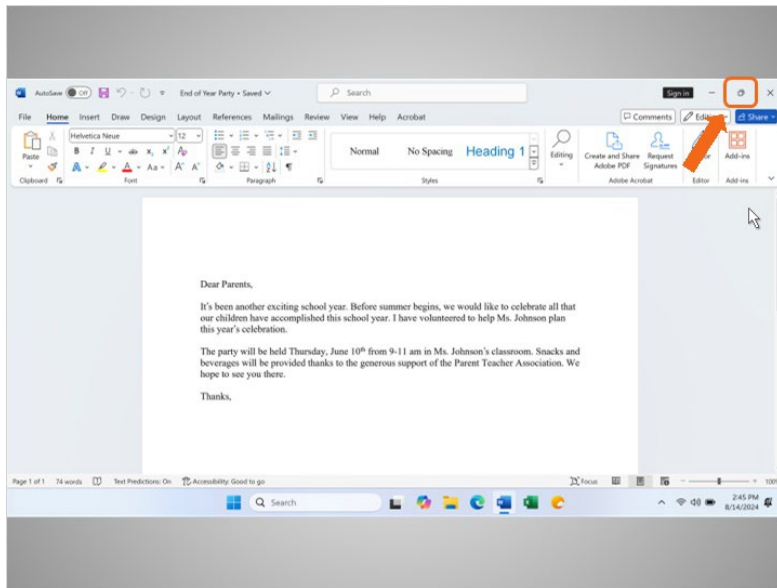


The right corner of the title bar includes buttons that help manage the window.



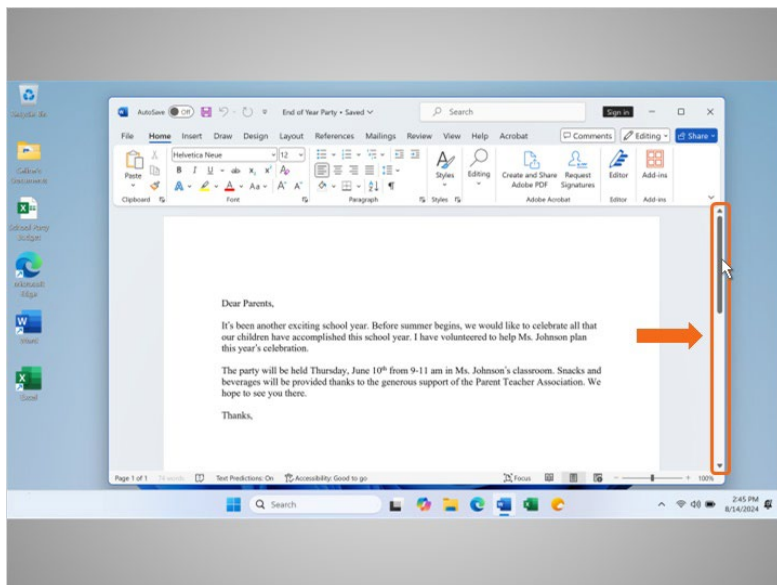
Clicking the maximize button, that looks like a square, will expand the window to fill the desktop.

Will you help Celine and click the maximize button?

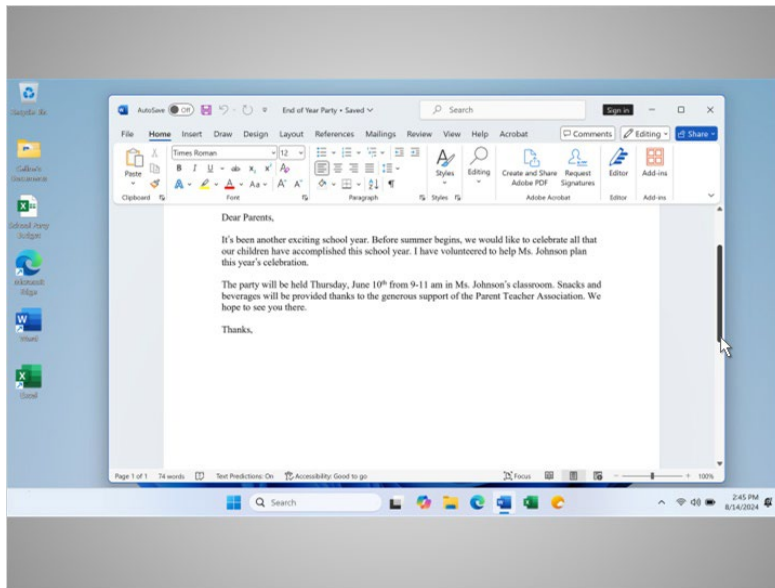


Good job! The window now fills the desktop.

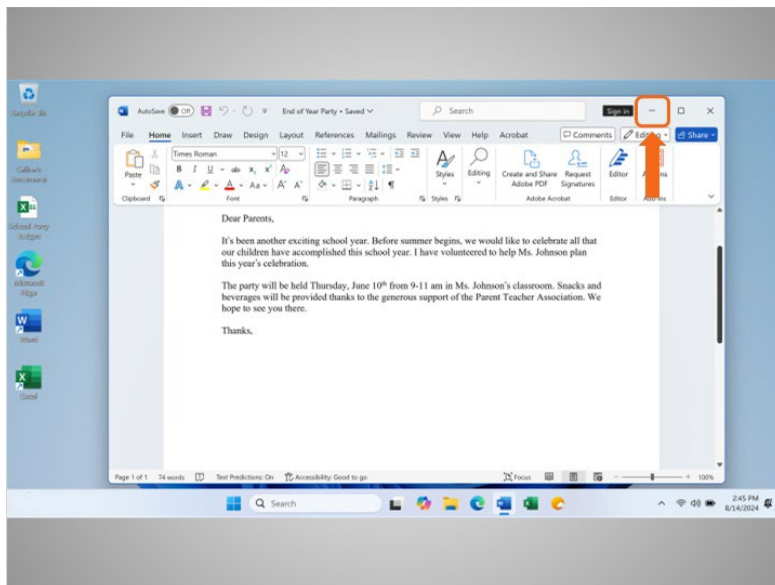
To make it smaller again, Celine will click the restore button. The restore button looks like a double rectangle. When Celine maximized this window, the restore button replaced the maximize button.



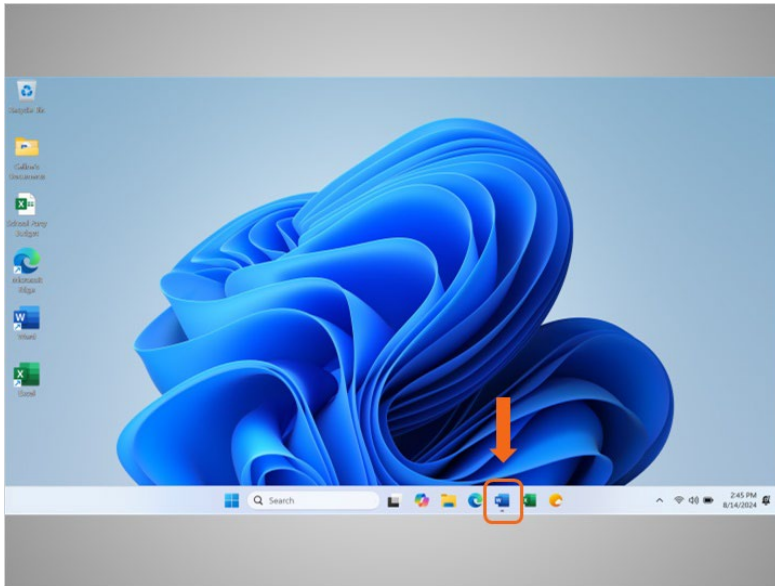
Celine can scroll inside the window to display more of the file contents by using the scroll bar. To do this Celine moves the cursor to the scroll bar, left clicks the mouse and holds the button which “grabs” the scroll bar.



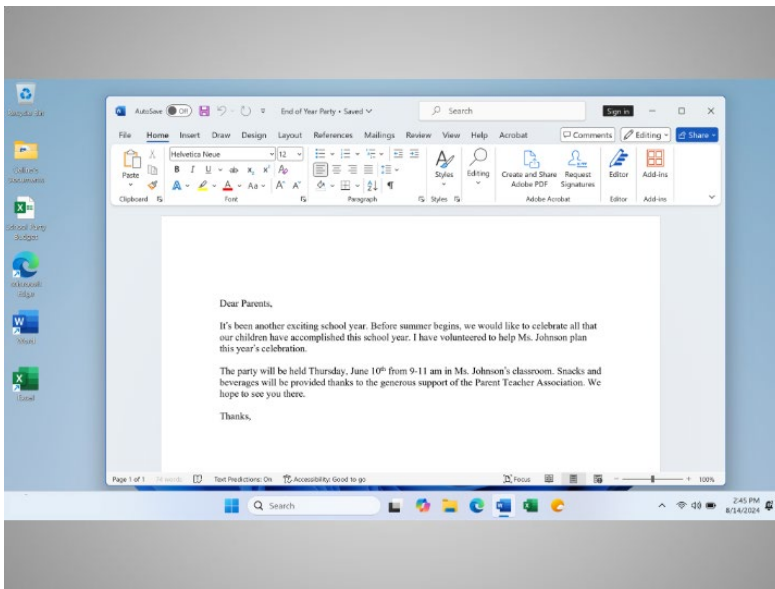
She then drags the mouse down to scroll down in the document.



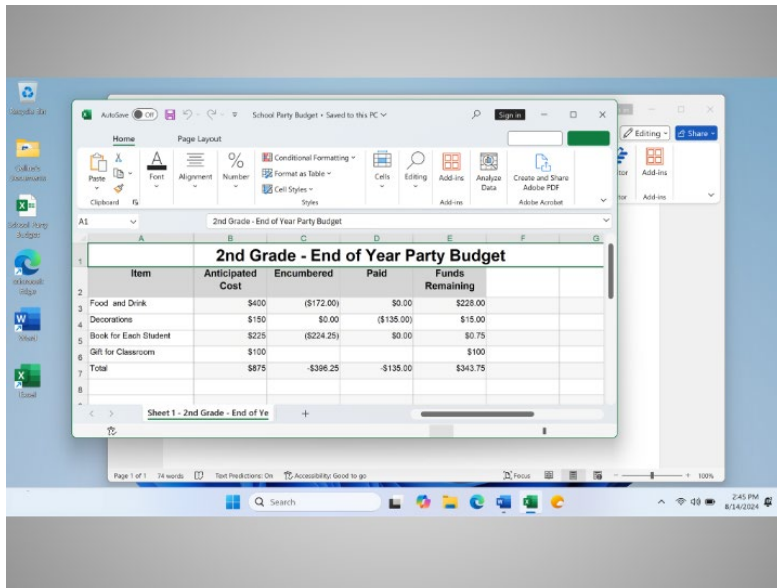
When Celine needs to see other files or folders on the desktop, she can use the minimize button to move this window out of the way. The button looks like a dash and will collapse the window into the taskbar at the bottom of the screen.



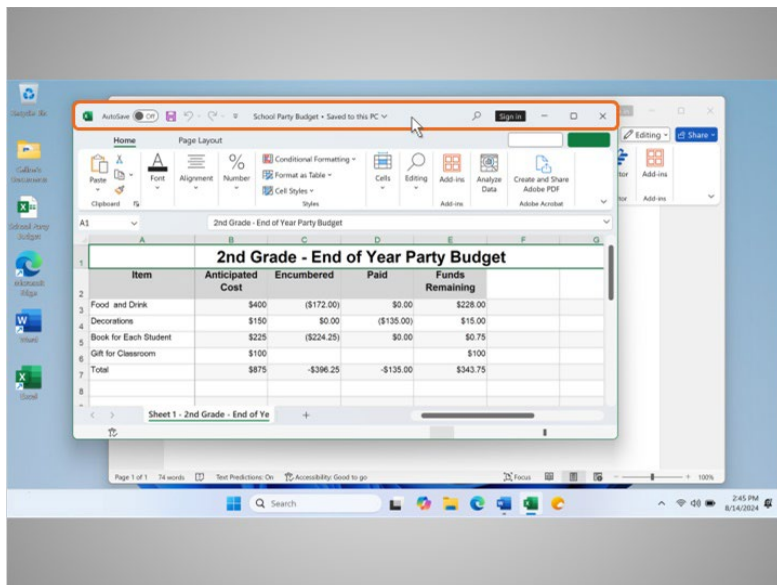
The file is minimized and appears on the taskbar as an icon. Celine can get back to it at any time by clicking on this icon.



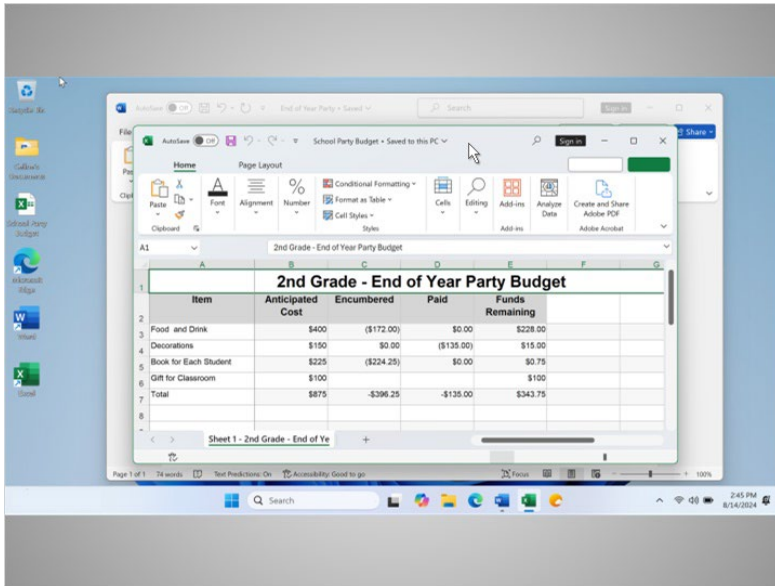
It is not uncommon to have many windows open at the same time. People find it easy to switch between tasks or work between multiple files.



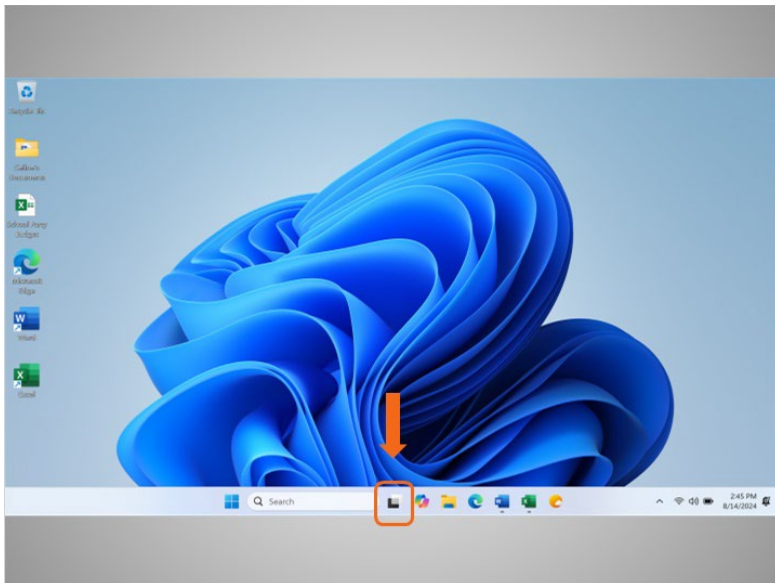
Celine double-clicks on a file on her desktop to open it.



With more than one window open, moving them around or resizing them may be helpful. Celine can pick up a window by moving the cursor to the title bar,



then clicking and holding the mouse button to move it around.



In Windows 11, the Task View is another way to manage having more than one window open.



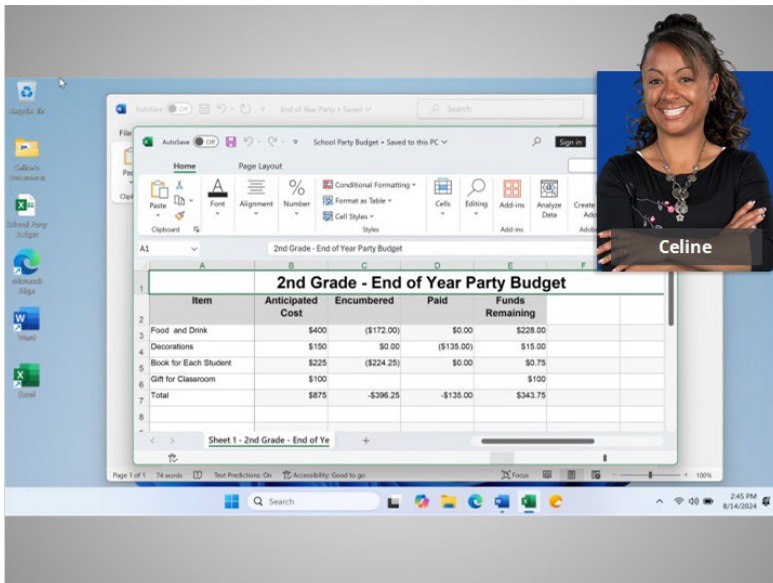
Clicking the Task View button in the taskbar displays all the windows that are currently open. From the Task View, Celine can close or select an application.



To exit this view, just click outside the windows



or click on the Task View button again, like a toggle switch.



In this lesson, Celine learned how to open and view applications using windows. In the next lesson, she'll learn how to save and close files she creates within an application.