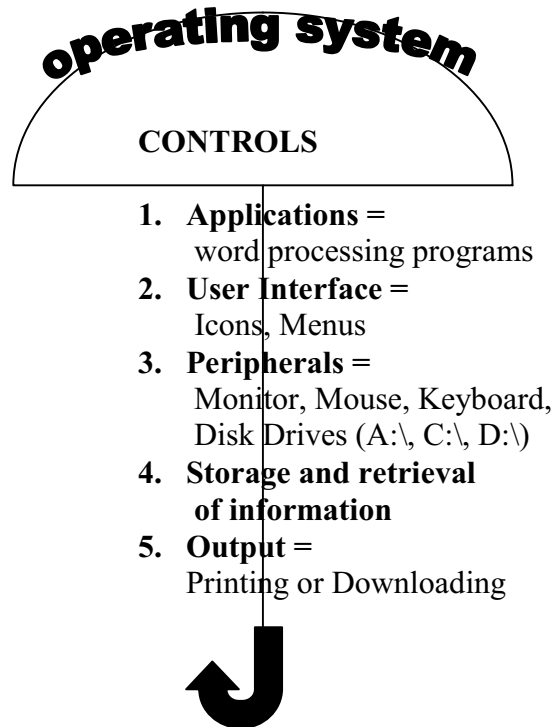


WINDOWS BASICS

The Los Angeles Public Library uses the WINDOWS OPERATING SYSTEM



HARDWARE VS. SOFTWARE

Hardware refers to objects that you can actually touch – things such as the CPU, the monitor, and the keyboard.

The CPU is the brains of the computer. The CPU is one of the most important elements of a computer system because it performs arithmetic and logical operations and makes available all of the basic commands and instructions needed for the computer to operate.

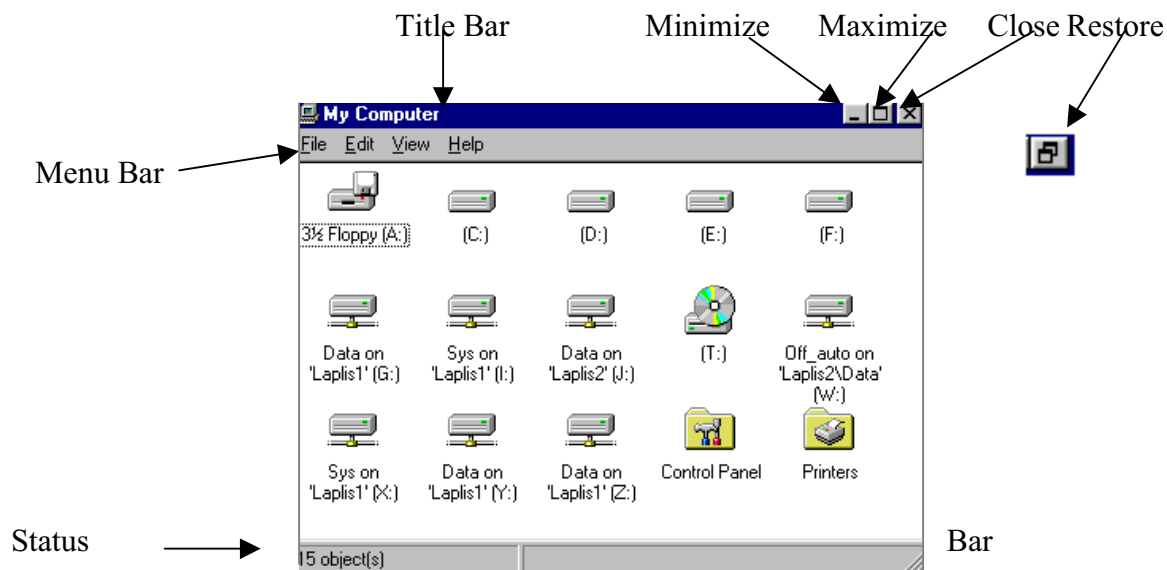
The monitor is the TV-like screen.

The keyboard is the place to type.

Software cannot be touched; it is ideas and concepts. For example, programs that are installed on the computer such as Word or Excel are software.

A Window has some basic components:

- ❖ **Title Bar:** Tells you what function or program you are in. It is blue when the window is active.
- ❖ **Menu Bar:** Contains all of the commands and functions for the window.
- ❖ **Minimize Button:** Places the window on the taskbar – does not close the program. To open the window again, click on it from the taskbar.
- ❖ **Maximize Button:** Makes the window full size. When a window is maximized, the button changes to two small squares instead of one large square. This is the **Restore** button. Click on it and the window will go back to the original size.
- ❖ **Close Button:** Closes the window.
- ❖ **Status Bar:** Gives information about the objects in the window.



CUT, COPY & PASTE

1. Highlight the text you want to **Cut** or **Copy**. (Remember that **Cut** removes the text from the document and allows you to paste it somewhere else. **Copy** makes a copy of the text and allows you to paste the same word(s) another place in the document.)
2. Go to the **Edit** menu and select **Cut** or **Copy**.
3. Put your cursor (blinking |) in the place that you want the text to go by clicking there with your mouse.
4. Go to the **Edit** menu and select **Paste**.

Cut vs. Delete: When you cut something it goes to the clipboard. You can't see the clipboard but it stores text that is cut or copied so that it can be pasted somewhere else. When you cut something, you can paste it back into the document, but when you delete something, it is gone.