

# Lesson 2: Working with Windows

## Contents

### Overview

- Setting the foundation
- Going faster

### Lesson

#### Accessing programs, windows and documents

- 2.1** Opening and closing standard programs
- 2.2** Opening and closing any program that appears on your Start menu or desktop
- 2.3** Opening, closing, minimizing and maximizing windows and documents, including from the Taskbar and Tray

#### Sizing and moving windows

- 2.4** Sizing windows
- 2.5** Getting ready to move windows: Rulers
- 2.6** Moving windows

#### Navigating the Windows operating system

- 2.7** Navigating Windows operating system menus and dialog boxes

#### Going faster: Manipulating windows

- 2.8** Opening a program and recent document in one step
- 2.9** Closing and saving a window or document in one step
- 2.10** Closing and/or opening several windows or documents at once
- 2.11** Clearing the desktop, calling up a window in one step, and calling up two windows at once
- 2.12** Sizing and moving a window at once
- 2.13** Switching to a new window and moving the cursor at once
- 2.14** Moving the cursor in one window while remaining in another window
- 2.15** Turning speech on and switching windows at once
- 2.16** Switching windows and putting the microphone to sleep at once
- 2.17** Switching windows and turning the microphone off at once

#### Going faster: Advanced menu commands

- 2.18** Clicking a Tray icon and pressing keys
- 2.19** Opening the Right-click menu and pressing keys
- 2.20** Opening the Start menu and pressing keys
- 2.21** Opening the Control Panel and pressing keys
- 2.22** Opening a standard program and hitting a keyboard shortcut

#### Review Tour: Working with Windows

---