

Unit 4-2 Managing Microsoft Windows™

- A. Identify the parts of the Windows 10 interface (desktop, taskbar, etc.).
- B. Demonstrate knowledge of the Windows Start Menu, including **Get Help**.
- C. Use the **search bar** to locate a file, program, or document.
- D. Start and exit programs.

Unit 4-2 Manage Microsoft Windows



4-2 Learning Objective Standards

2. Identify the parts of the Windows 10 interface (desktop, taskbar, Start Menu, etc.).
4. Use the **search bar** to locate a file, program, or document.
6. Start and Exit (Close) programs.
7. Minimize and Maximize windows.
8. Open, close and switch between windows.

4-2 Vocabulary

maximize

restore down

window

Folders

Directories

minimize

taskbar

Files

Sub-Folders

Organization

Full Screen

Active Window

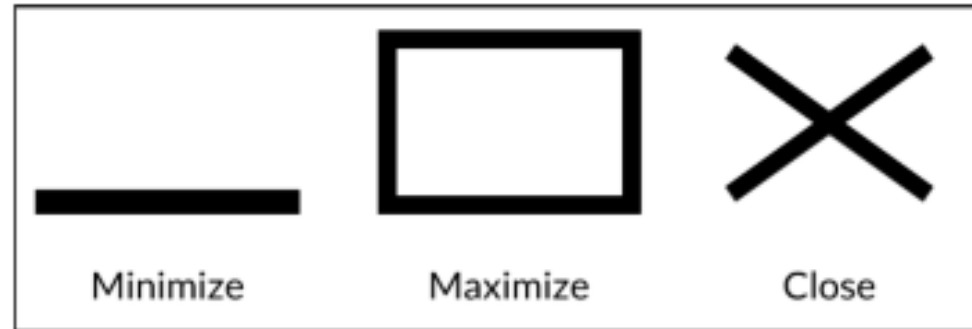
Full Screen

- In this lesson, learners need to be able to click and hold to drag and Drop files.

Basic Computer Skills,

Lesson 2: Mouse Skills

4-2-A Reference Windows

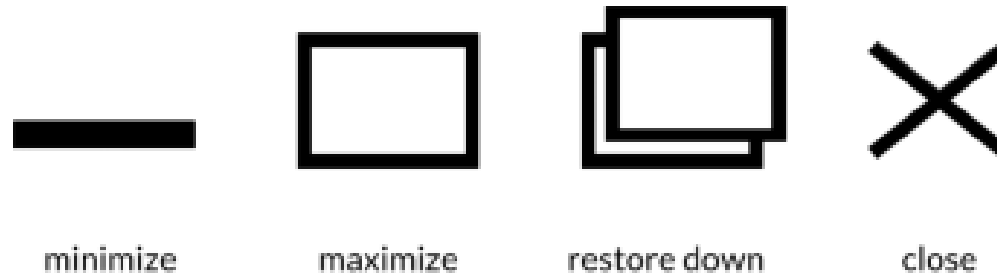


Mouse Shape - Changing Window Size



change window size

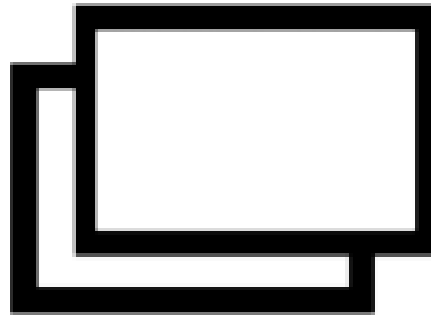
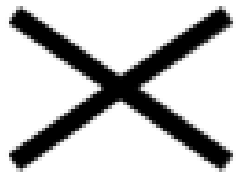
4-2-B Reference Pair Share Activity



Directions: Complete the following steps:

1. Use the search bar a to open "Word".
2. Click on "Blank Document".
3. Type your names.
4. **Minimize** the window.
5. Open the window again.
6. **Maximize** the window.
7. **Restore down** the window.
8. Move the window around.
9. Change the window size.
10. Close the document. Click "Don't Save".

4-2-A Handout Manage Windows



Minimize

Maximize

Close

Restore Down