



## Creating Learning Networks for African Teachers

UNESCO PROJECT (Contract No. 408.302.9)

[Home](#) | [Computer Literacy](#) | [Common Applications](#) | [Pedagogy & Internet](#) | [Infrastructure Guide](#)

### Background

#### Computer Literacy

[Introduction](#)

[Windows Basic](#)

[Windows](#)

[Properties](#)

[Windows](#)

[Objects](#)

[Links](#)

#### Common Applications

[Presentations](#)

### COMPUTER LITERACY

#### BASIC WINDOWS

#### Touring the Desktop

Windows 98 has an interface just like the one below but this depends on the way it was installed on your computer. The whole screen below is called the Desktop. Computers with Windows Operating System after booting move to the desktop.

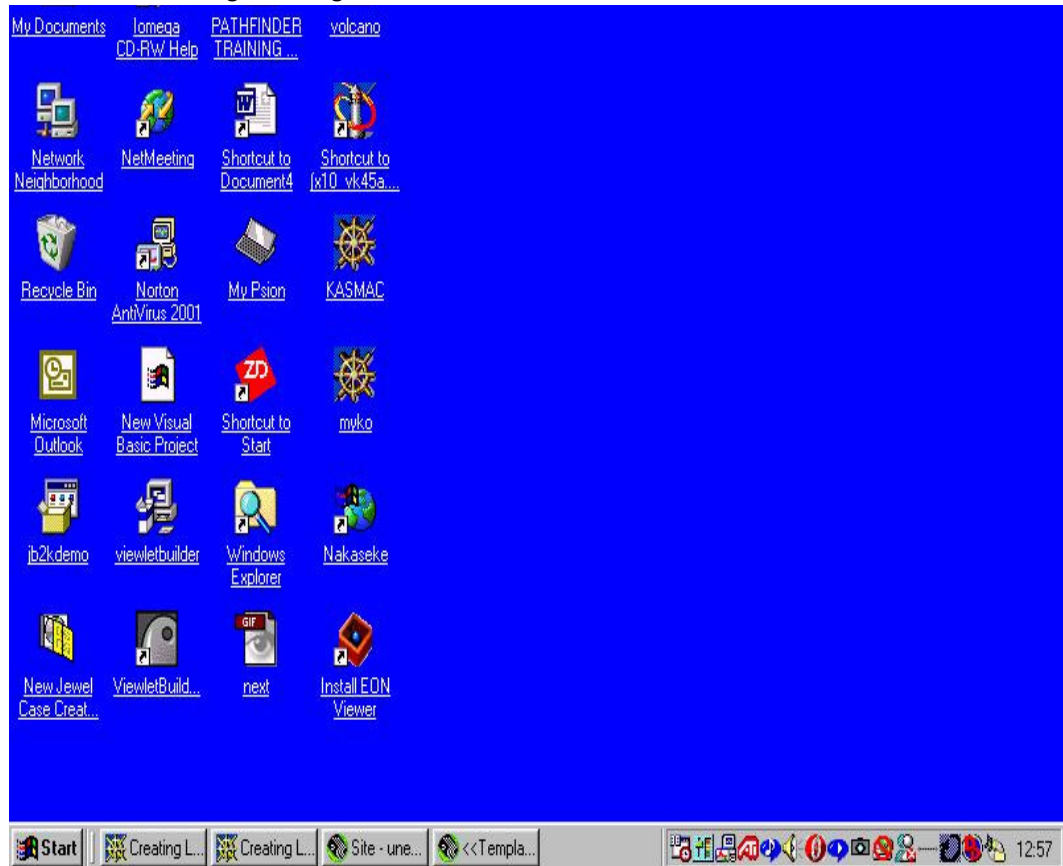


[Presentations](#)[Spreadsheets](#)[Databases](#)[Word](#)[Processing](#)[Html Editors](#)

## **Pedagogy & Internet**

[E-mail](#)[Listservs](#)[WWW](#)[Collaborative Projects](#)

## **Managerial**

[use of ICT](#)[Mail Merge](#)[School Budget](#)[Grade Book](#)

The Desktop contains the Start button, taskbar and various icons.

Icons are...

## Infrastructure Guide

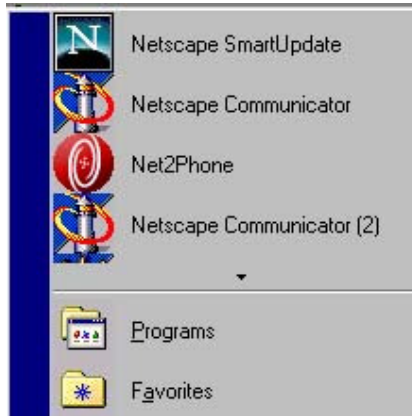
ICONS are:

### Taskbar

Contains the Start button, minimised files and other icons depending on the installed programs.

### Using Start button

When you click the Start button, the Start menu is displayed. This menu enables you to access programs either on the start menu or the cascading menu from the Start menu. The Start menu is probably very similar to the following:





**Programs** for accessing most programs installed on the computer.

**Favorites** which displays Links to websites, programs and other frequently accessed information.

**Documents** displays the last 15 documents you created or edited.

**Settings** accesses Control Panel, Printers folder, and windows customization options.

**Find** provides facilities to find files and folders on the computer.

**Help** displays the Help system of Windows.

**Run** allows to start a program or document by typing its name. It also browses PC drives.

**Log Off** removes your identity as a computer user.

**Shut Down** prepares windows to shut down and turn off.

Previous: [Introduction](#)

Next: [Windows Properties](#)

[Home](#) | [Computer Literacy](#) | [Common Applications](#) | [Pedagogy & Internet](#) | [Infrastructure Guides](#) | [Background](#)  
[Home](#) | [ar](#) | [cn](#) | [de](#) | [en](#) | [es](#) | [fr](#) | [id](#) | [it](#) | [ph](#) | [po](#) | [ru](#) | [sw](#)



## Creating Learning Networks for African Teachers

UNESCO PROJECT (Contract No. 408.302.9)

[Home](#) | [Computer Literacy](#) | [Common Applications](#) | [Pedagogy & Internet](#) | [Infrastructure Guide](#)

### [Background](#)

### COMPUTER LITERACY

### Computer Literacy

### WINDOWS OBJECTS AND COMPONENTS

[Introduction](#)

Text boxes

[Windows Basic](#)

[Windows](#)  
[Properties](#)  
[Windows](#)  
[Objects](#)  
[Links](#)

## Common Applications

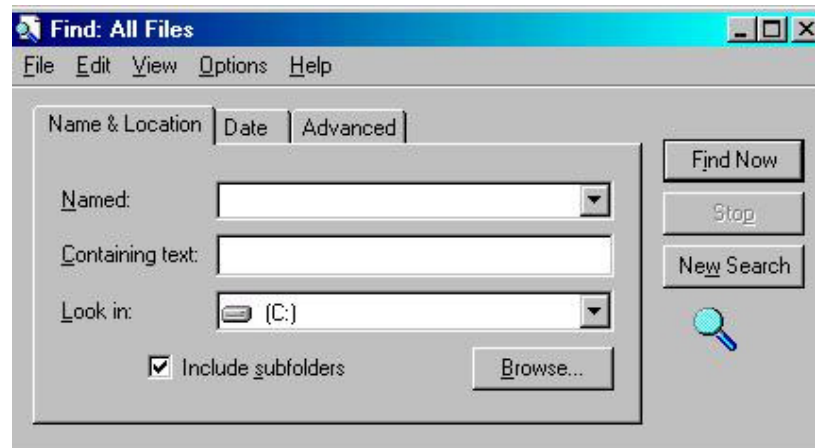
[Presentations](#)  
[Spreadsheets](#)  
[Databases](#)  
[Word Processing](#)  
[Html Editors](#)

## Pedagogy & Internet

[E-mail](#)  
[Listsersvs](#)  
[WWW](#)

Text boxes allow you to enter text information. To enter text first click inside the text area using the mouse, and the cursor will change to a vertical flashing bar | showing you that text can now be entered.

In this image, a text box allows the user to specify a file to find on the computer. The name of the text box entry field is called **Named:**



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**Radio buttons** 

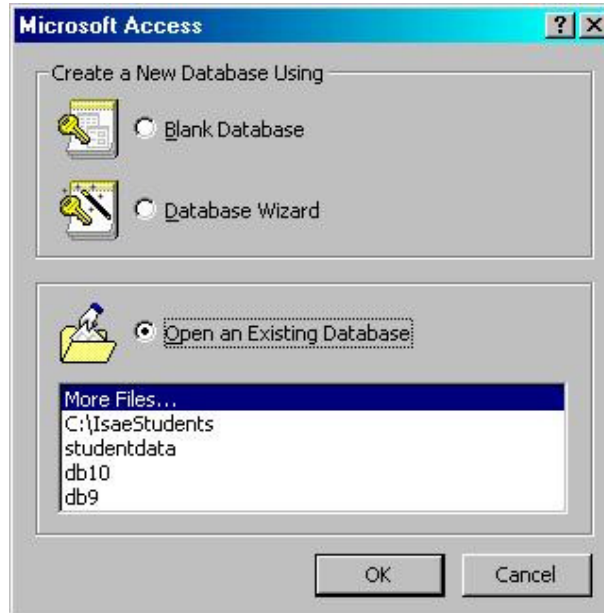
[Collaborative  
Projects](#)

[Managerial  
use of ICT](#)

[Mail Merge](#)  
[School Budget](#)  
[Grade Book](#)

[Infrastructure  
Guide](#)

**Radio buttons allow users to select one of a number of options from a selection. In the following image, a choice between *Tiled* and *Centered* is offered. A radio button is enabled when there is a black dot in its center. A radio button is disabled when it is empty. To enable a radio button, simply click once on it. To disable a radio button that is enabled, simply click once on it ; it works like a toggle switch.**



**In the diag. above the choice opening an existing database is selected**

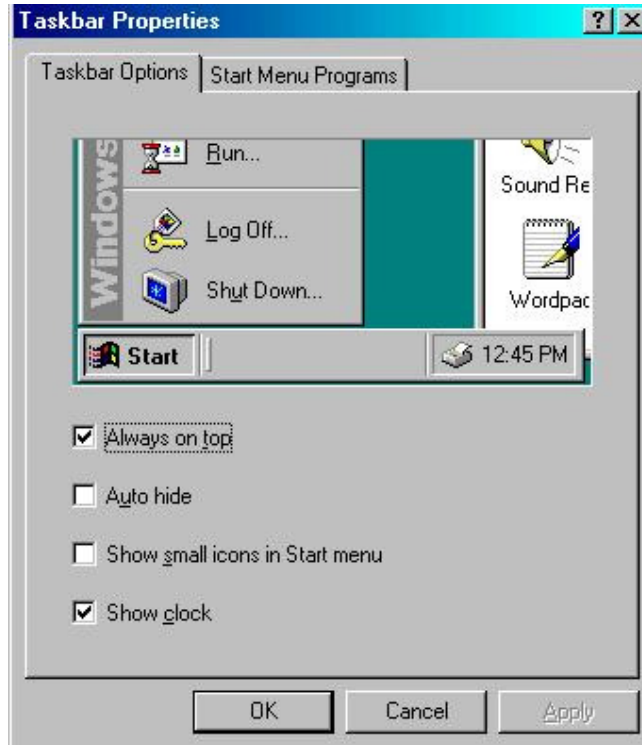
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**Check boxes**

**Check boxes allow users to select one or more options from a**



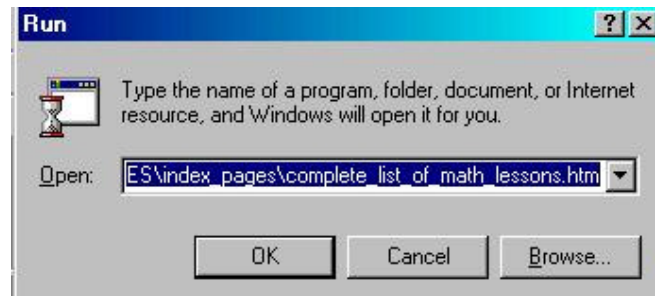
**selection. In the following image, the options show taskbar startup options. Always on top and show clock are enabled.**



## Dialog boxes

Dialog boxes allow you to make choices and enter data. They combine text boxes with radio buttons and check boxes.

To close a dialog box press the ESC key. The Run dialog box enables you run a program, or open a folder document or Internet resource. To access it, go to Start -> Run . It appears as below:



Close it.

## List boxes

List boxes present a number of choices. you select one by double-clicking on the item you want. Often the list of choices is in a

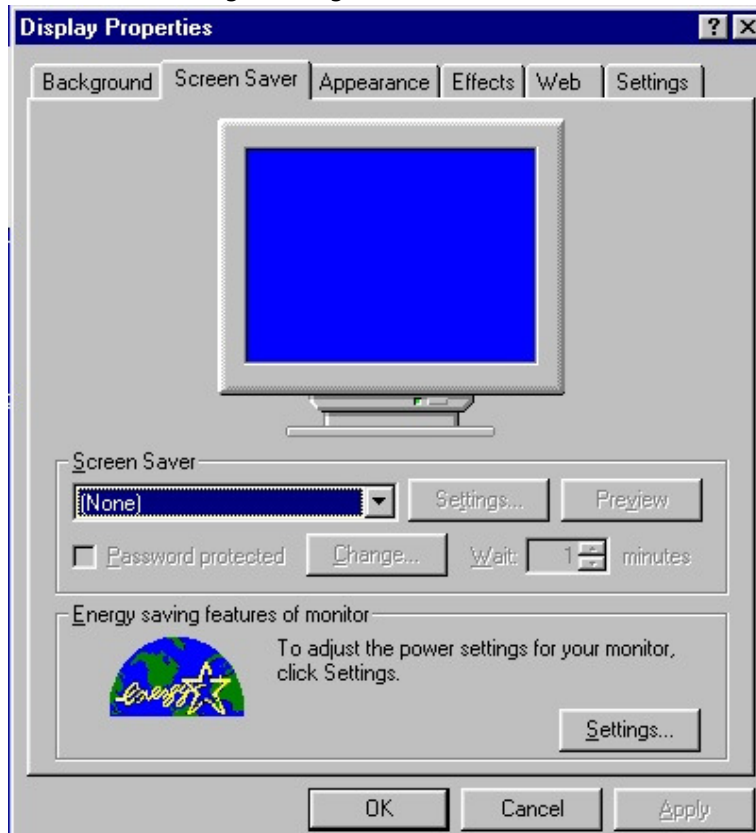
scrollable window box. In this example, the Help dialog box of windows lists a number of help topics that the user can double click on to reveal the help associated with that item.




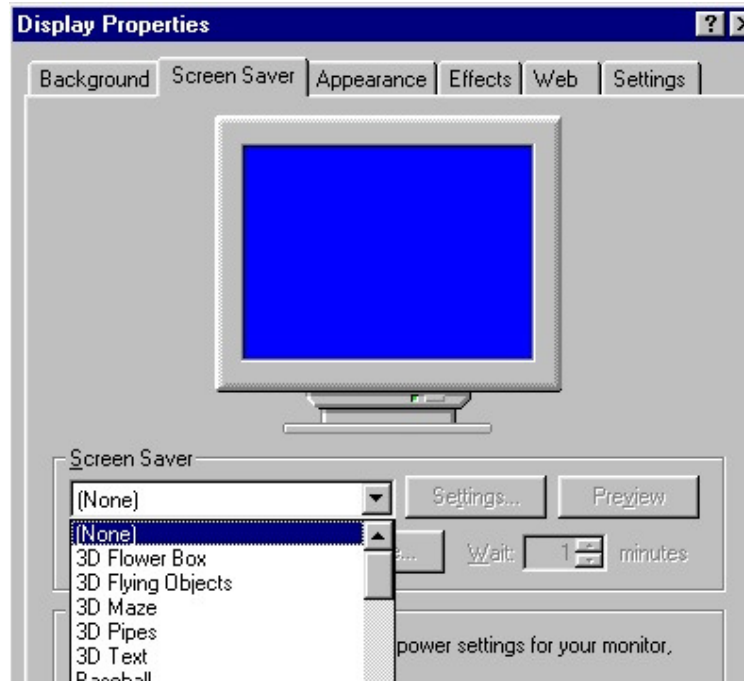
## Drop down list boxes

To minimise the amount of screen space, list boxes can sometimes be arranged as a drop down list box. This displays a single item,

but when the list is clicked on, the range of items pops up in a secondary window. A drop down list box is listed below. In this example, it is part of the dialog box associated with the display properties.



Notice the symbol  at the end of the box. clicking on this symbol reveals the list of options.



## Tab controls

Tab controls allow a number of different dialog boxes associated with a device to be presented as a single combined control. For instance, if we looked at the screen display in windows, there are so

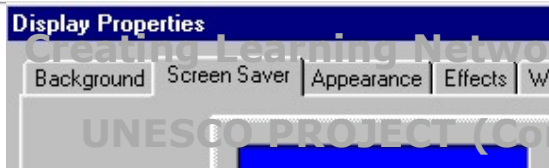
many things that can be changed, like screen saver, wall paper, size and resolution, video display driver and so on.

Putting all of these on a single dialog box is cumbersome and there is just not enough screen real estate. So, a number of dialog boxes are used, but they are combined using the tab control. It looks like multiple sections, and each tab has a heading.

Clicking on the tab item reveals the dialog box associated with that tab.

In this example, the tab control for the Windows desktop properties is displayed. Note there are FOUR distinct dialog boxes; the current choice is Screen Saver.

[Home](#) > [ar.cn.de.en.es.fr.id.it.ph.po.ru.sw](#)



[Home](#) | [Computer Literacy](#) | [Common Applications](#) | [Pedagogy & Internet](#) | [Infrastructure Guide](#)

Previous: [Window properties](#)

Next: [Useful links](#)

**[Background](#)**

**COMPUTER LITERACY**

## **Computer Literacy**

[Introduction](#)

[Windows Basic](#)

[Windows](#)

[Properties](#)

[Windows](#)

[Objects](#)

[Links](#)

## **Common Applications**

[Presentations](#)

[Spreadsheets](#)

[Databases](#)

[Word](#)

[Processing](#)

[Html Editors](#)

## **Pedagogy &**

## **WINDOWS PROPERTIES**

Each window has the same properties and behave the same way.

This provides a consistent interface to the user as all commands are the same for each window and the operations that the user performs on each window are identical.

Click on the **My Computer** icon on your desktop.



## **Internet**

[E-mail](#)

[Listservs](#)

[WWW](#)

[Collaborative  
Projects](#)

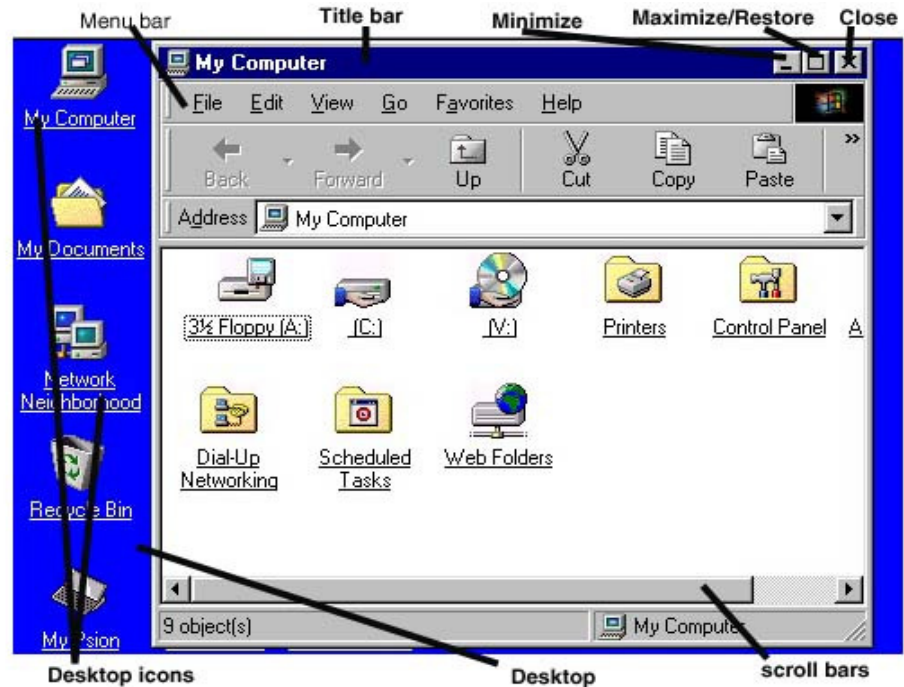
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[Mail Merge](#)

[School Budget](#)

[Grade Book](#)

## **Infrastructure Guide**



**The Menu bar** - displays the application program menu and appears below the title bar.

**The Titlebar** - appears at the top of each window and identifies the application or document displayed in the window. The Title Bar is

also used to move the window around your screen.

**The Scroll bars** - Scroll Bars are located at the bottom and the right side of a window and are used to scroll through items or text in a window if all is not visible.

### **The Minimize, Maximize, Close Window Buttons**

These buttons are located on the top right corner of each window. Clicking on them once performs the desired action associated with the button.

- The minimize button reduces the window and places it at the bottom.
- The maximize button expands the windows to fill the entire screen.
- The close button closes the window.

### **The Window Borders**

The windows borders show the dimensions of the window. Any window can be resized, either made smaller or larger, by dragging the window border appropriately.

### **Moving a Window**

A window can be repositioned on the desktop screen display area by moving the mouse cursor into the title bar area, then holding the left mouse button down and dragging the window to the new position, then releasing the left mouse button.

[Home](#) | [Computer Literacy](#) | [Common Applications](#) | [Pedagogy & Internet](#) | [Infrastructure Guides](#) | [Background](#)  
Previous: [Basic Windows](#) Next: [Windows Objects](#)