

# Playing with Windows

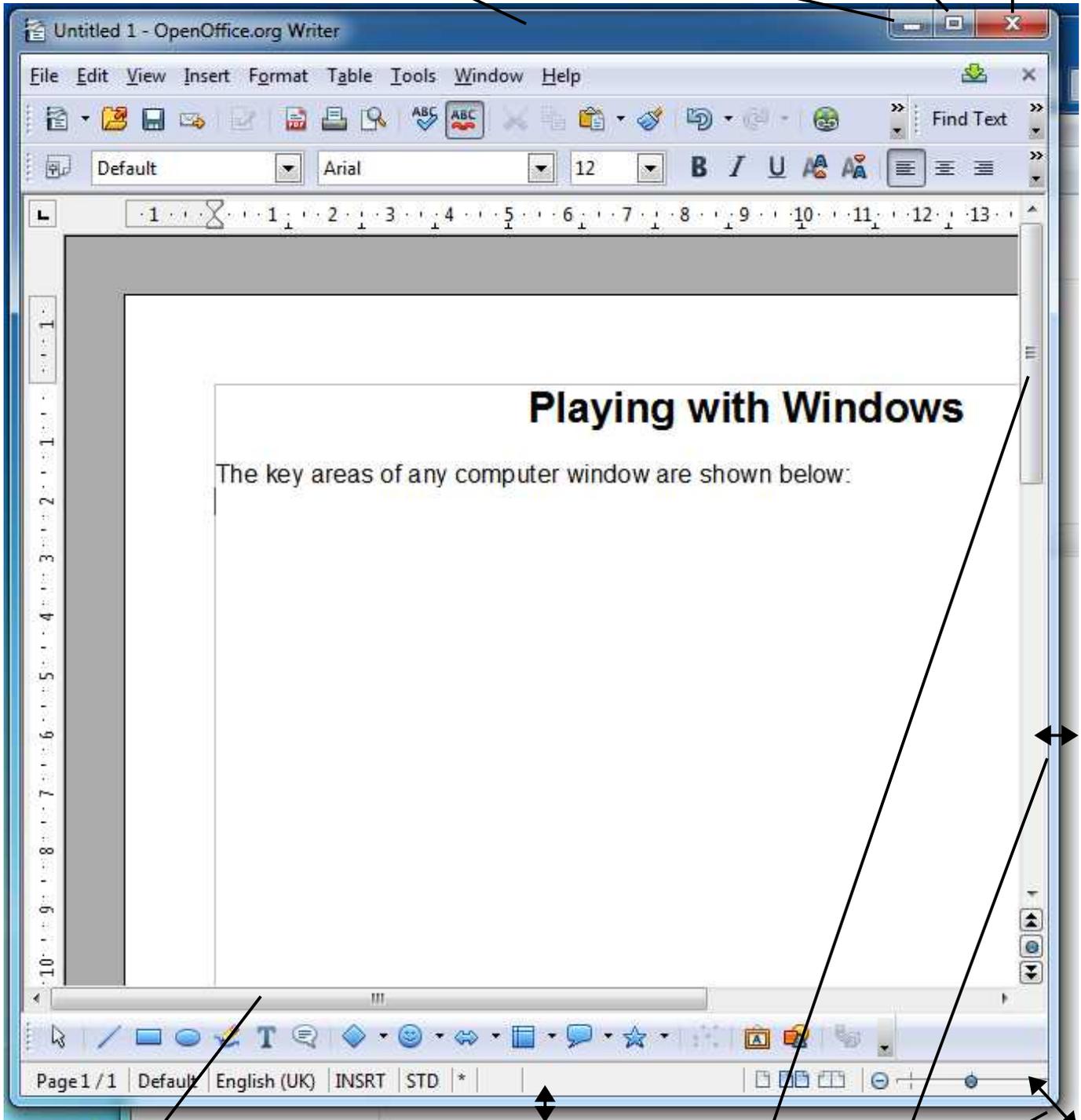
The key areas of any computer window are shown below:

Hold left button down here to drag window

Minimise

Toggle

Close



Horizontal scroll

Vertical scroll

Hold left button down here to use these to resize window  
(when not set to full screen)

continued...

## Using your recently acquired skills. Try the following little exercises:

### 1. Launch the OpenOffice application on your desktop.

Toggle the window size from full-screen to smaller and vice versa.

- Using the window from 1. above, toggle it to less than full screen. Now adjust it's size – using the little double-headed arrows as shown overleaf – until the window covers about a quarter of your desktop.
- Following on from 2. use the blank space in the title bar at the top of your window to drag the window around the screen. See the top of the window overleaf for this.
- Now toggle your window back to full screen. Notice that now the double-headed arrows no longer appear when you put your pointer over the edges.
- Toggle your window again – notice that it returns to the position and size that you left it before going to full screen in step 4. This is a general point – the toggled smaller option allows you to resize the window and is remembered when you go to full-screen mode.

## Got that? Now for something a little more advanced...

### 6. Launch two different applications from your desktop – try Firefox and OpenOffice.

- Now adjust each of their windows so that you have both windows visible on the screen at the same time – i.e. each one needs to occupy no more than half of your desktop space.
- Try dragging one window onto another – notice that the one you are dragging automatically positions itself on top of the other window.
- If you get a stack of two or more windows on top of each other like this and want one that is lower in the stack to come to the top – simply place your pointer on part of that partially obscured window and click once; it pops to the top!

## Minimising

If you are working at your desk with a set of paper documents and get interrupted by someone calling to discuss things with you, we often put the papers to one side while the discussions taken place, then return to them later. This is the purpose of minimising – the window that you were using is 'parked', almost out of sight until you ask for it to be displayed again. Let try it!

- Close all windows on your desktop.
- Launch OpenOffice.
- Prepare to click on the minimise icon at top right of the window (see overleaf diagram). As you click, see if you can follow where the window vanishes to.
- The document will almost certainly have retained its original name, something like **untitled1**, and you should see this a small rectangle down on the task bar at the foot of the screen – over to the left.
- This is how the minimise button works. If you now click on this little rectangle, the original window should re-appear. Try this sequence of minimise and restore again.

## Closing a window

The final point worth noting is the use of the close icon at the top of the window – white X on red background.

This **completely closes** the application (such as OpenOffice) that you have been using. Sometimes, however, you may want to keep the application 'open' but close the actual document you are currently working on. In this case you will often find a smaller, grey 'x' below the red-backed one. Use this to **close the current document** but leave the whole application ready for the next task.