

Working with Windows Exercises

Exercise A: Resizing Windows

1. Double click with the left mouse button on the Internet Explorer icon.



2. Click once with the left mouse button on the "restore down" button
3. Resize the window by moving the cursor to the edge of the window until it turns into a double arrow then hold down on the left mouse button and move the mouse to resize the window to the desired size then release the left mouse button.
4. Resize the window to take up the full screen by double clicking on the title bar or clicking on the maximize button.
5. Close Window

Exercise B: Viewing two Windows at the Same Time

1. Double click with the left mouse button on the Internet Explorer icon.
2. Click once with the left mouse button on the "restore down" button
3. Resize the window by moving the cursor to the edge of the window until it turns into a double arrow then hold down on the left mouse button and move the mouse to resize the window to the desired size then release the left mouse button.
4. Minimize Window
5. Repeat steps 1-4
6. Move window to the left side of the screen by holding down on the left mouse button on the title bar and dragging it.
7. Restore the first Window from the taskbar by left clicking once on the minimized program on the task bar.
8. Move window to the right side of the screen by holding down on the left mouse button on the title bar and dragging it.
9. Click on the window on the left side of the screen and notice how the title bar color gets darker. (This means that this is the active Window)
10. Close both Windows.

Exercise C: Coping Text from One Window to Another

1. Double click with the left mouse button on the Internet Explorer icon.
2. Click once with the left mouse button on the "restore down" button

3. Resize the window by moving the cursor to the edge of the window until it turns into a double arrow then hold down on the left mouse button and move the mouse to resize the window to the desired size then release the left mouse button.
4. Minimize Window
5. Double click with the left mouse button on the Microsoft Word icon.
6. Move window to the left side of the screen by holding down on the left mouse button on the title bar and dragging it.
7. Restore the first Window from the taskbar by left clicking once on the minimized program on the task bar.
8. Move window to the right side of the screen by holding down on the left mouse button on the title bar and dragging it.
9. Highlight (select) text from the Web page by holding down the left mouse button and moving the mouse to select the text then click once on the right mouse button.
10. Select "copy" by clicking the right mouse button.
11. Then click once with the right mouse button on the other window.
12. Then right click and select "paste"
13. Close both Windows.