# Windows Terms You Should Know

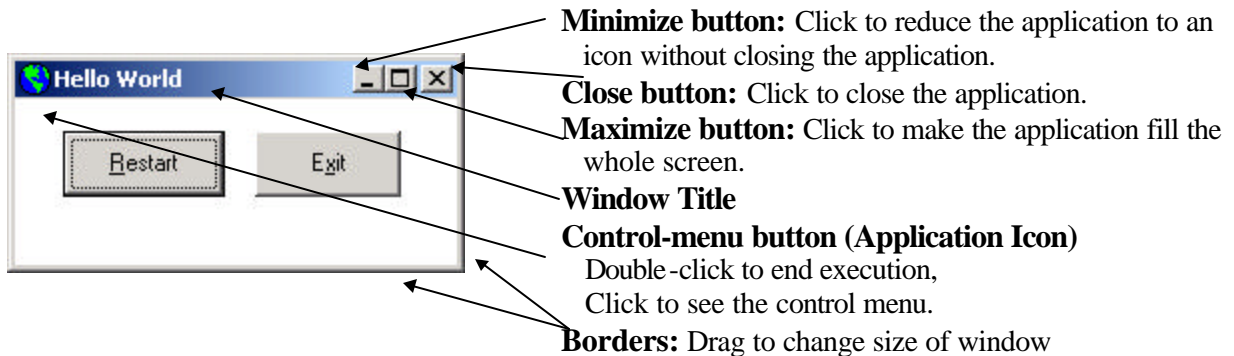**Click**: Press down on the left mouse button and release it immediately.

Double-click: Click the left mouse button twice very quickly. If you don't do it fast enough it is just clicked twice - *not* double-clicked.

*The left mouse button is the **default** button. Anytime the instructions do not say which button to use, use the left mouse button. If the right button is supposed to be clicked, the instructions will specify the right button.*

Mouse Pointer: When the mouse is moved, the mouse pointer indicates the position on the screen. When you are in a text window, the mouse pointer becomes an *insertion* pointer: ⌶, this indicates a point between two letters: clicking the mouse will allow you to insert text at that point. The mouse pointer becomes a double arrow at the borders of a window (*see below*). Sometimes the mouse pointer becomes other shapes. An hourglass indicates that a selected action will take some time. A hand usually indicates an area that can be clicked to begin an action.

Drag and Drop: As in "Drag the icon to the bottom of the screen": put the mouse pointer on top of the icon and press down on the left mouse button (don't release it). Now move the mouse to the specified location by dragging the mouse (and the icon with it) to the new location. Drop the icon by releasing the mouse button. A window can be dragged by its title bar.
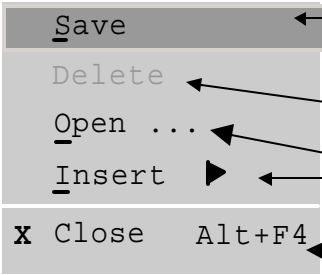
Parts of the Window

Minimize button: Click to reduce the application to an icon without closing the application.

Close button: Click to close the application.

Maximize button: Click to make the application fill the whole screen.

Window Title

Control-menu button (Application Icon)
Double-click to end execution,
Click to see the control menu.

Borders: Drag to change size of window

Highlighted Selections: In the "Hello World" applications shown above, the **Restart** button has a darker border than the **Exit** button, the dark border indicates that Restart has been selected. (Restart has the focus.) Pressing `ENTER` will execute the code for the Restart button. You can select a different button by clicking on it, or (*usually*) by pressing `TAB`. In the Control menu, shown below, the word **restore** is highlighted. Pressing `ENTER` will execute Restore (Restore the window to its original size).

Menus

A menu is shown below. Note some of the items

S̲ave	
Delete	
O̲pen ...	
I̲nsert ▶	
X Close Alt+F4	

A shaded area is *selected*: press **ENTER** to execute this command
If a letter is underlined, it is a short-cut key:
    Hold down **ALT** and type the underlined letter to execute this command.
A word that is gray: this choice is not available at this time.
Three dots (ellipsis) indicate a dialog box will open.
An arrow after an entry indicates a sub-menu.
A combination of two keys indicates a short-cut key:
    Hold down **ALT** and press **F4** to Close the application.

Test the menus in other applications; try to find an example of each.

Changing the Size of a Window by Dragging

When the mouse is on a border of a window it changes to a double arrow:

⇔ on the vertical edges, ⇕ on the horizontal edges - press down on the left mouse
    button and drag to change the width or height of the window.

↘ on the corners - press down on the left mouse button and drag the mouse at an
    angle to change both height and width at the same time.

↔╟ Indicates a split window. Drag this arrow to adjust the amount of space in the two
    windows.

The Clipboard

The Clipboard is used to copy text and pictures from one location to another.

✂ **Cut:** When text or a picture is highlighted (selected), **CTRL**+**X** places a copy on the
    clipboard and **deletes** the original. *(Think of the X as a pair of scissors.)*

📋 **Copy:** **CTRL**+**C** places a copy of the highlighted area on the clipboard and leaves the
    original. *(Remember that C is for copy.)*

📋 **Paste:** **CTRL**+**V** puts the contents of the clipboard at the insertion point. If an area is
    highlighted, **paste** replaces the highlighted area. The contents of the clipboard can
    be pasted as many times as you like: it stays on the clipboard until it is replaced.
    (Remember this as the insertion point used by editors.)

↩ **Undo:** **CTRL**+**Z** This isn't about the clipboard, but CTRL+Z will undo.
    Use this right after you say "Whoops!"

Icons

There are a few icons (pictures) that you will see in many Windows applications:

💾   Save. Saves whatever you are working on. **Do this often!** Save As... Lets you
    save under a new name.

📄   New: Opens a new document.

🖨   Print: If you click the button, it will print one copy on the default printer. If you
select Print from the file menu, the file dialog window will open. You can then select a
printer, pages, number of copies and other options.