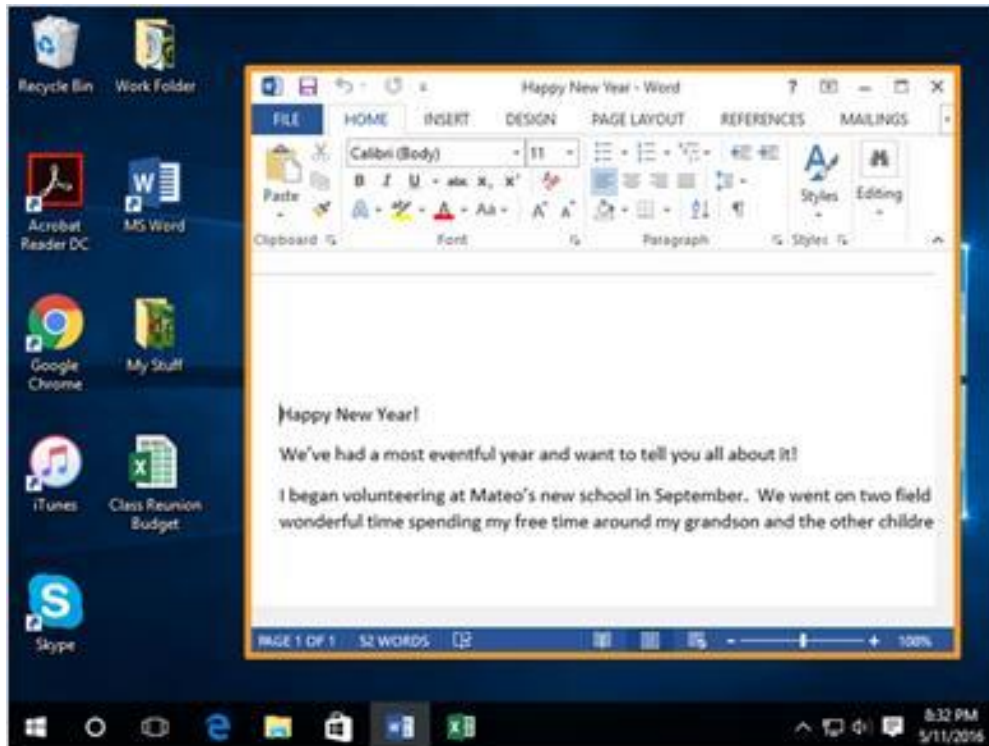
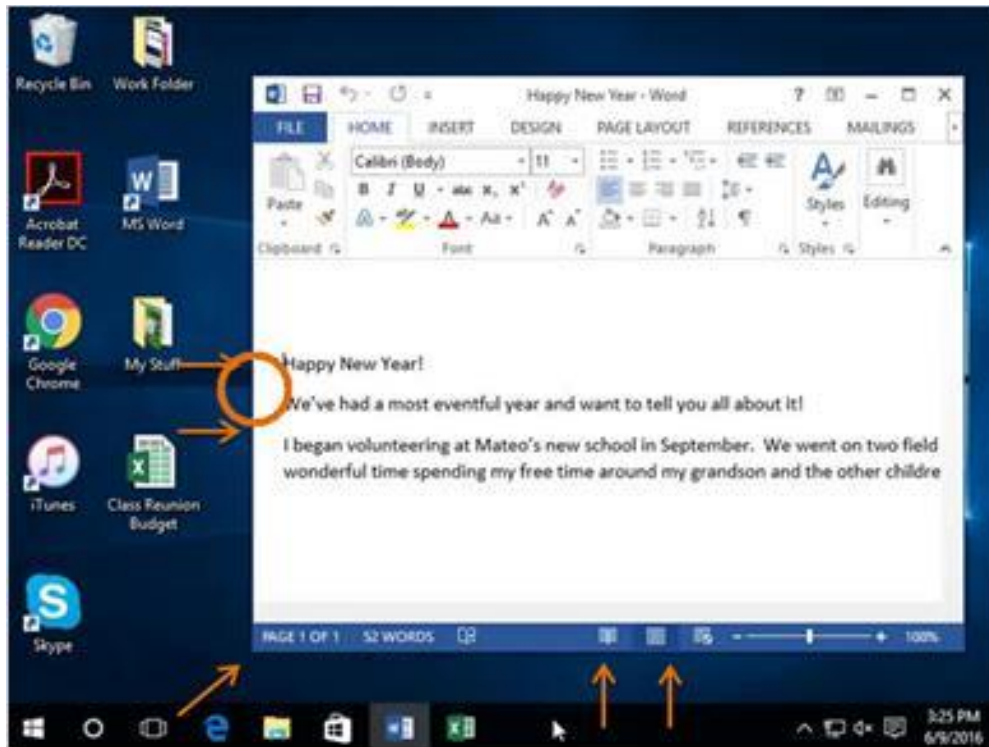


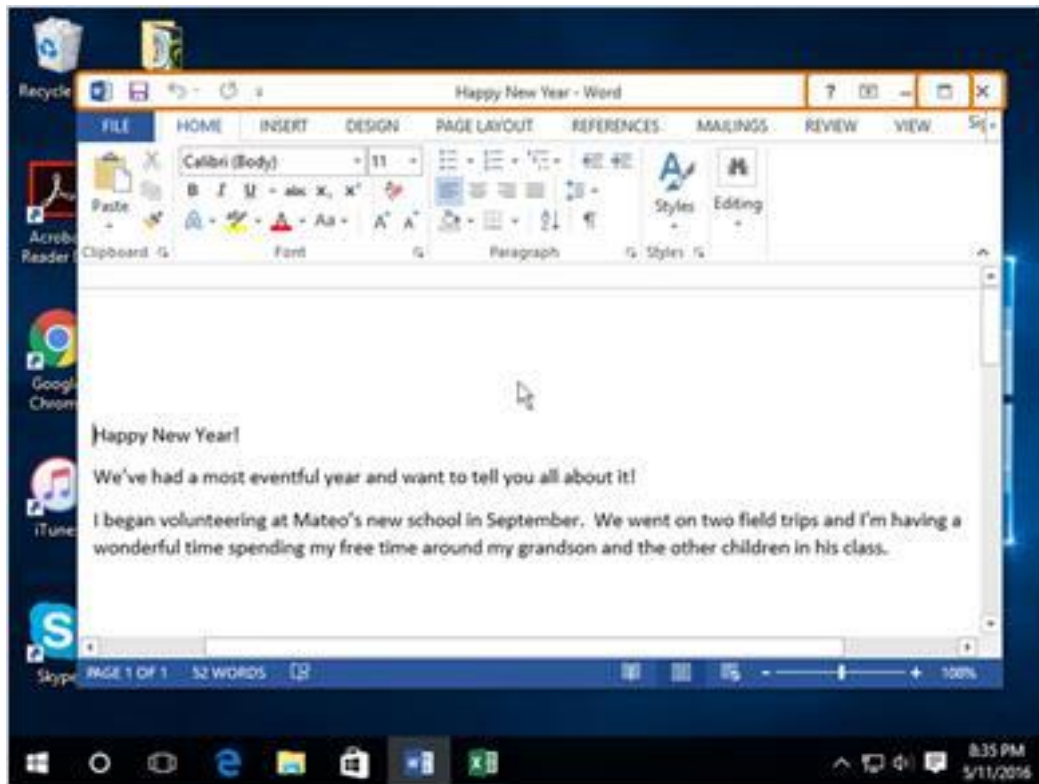
Working with Windows



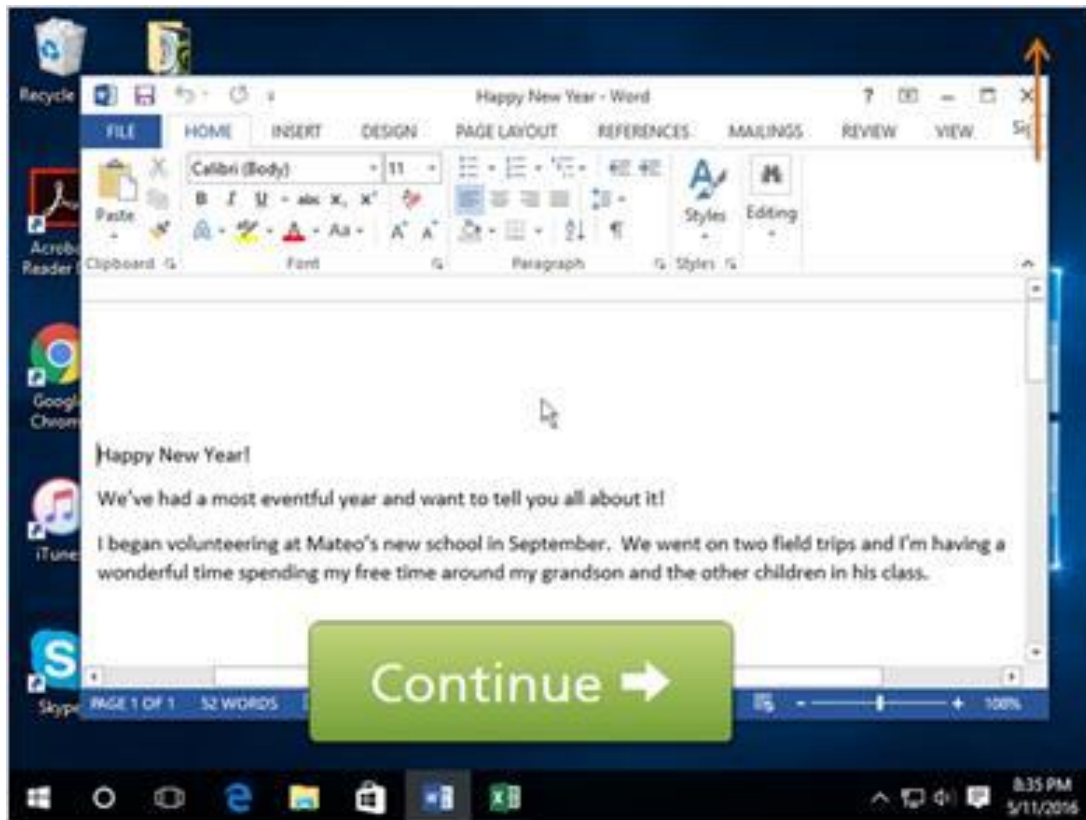
When a file, folder, or application is open, you are viewing it inside a window. This section is your working area. This is how the windows operating system got its name, **because it's based on having these windows to work in.**



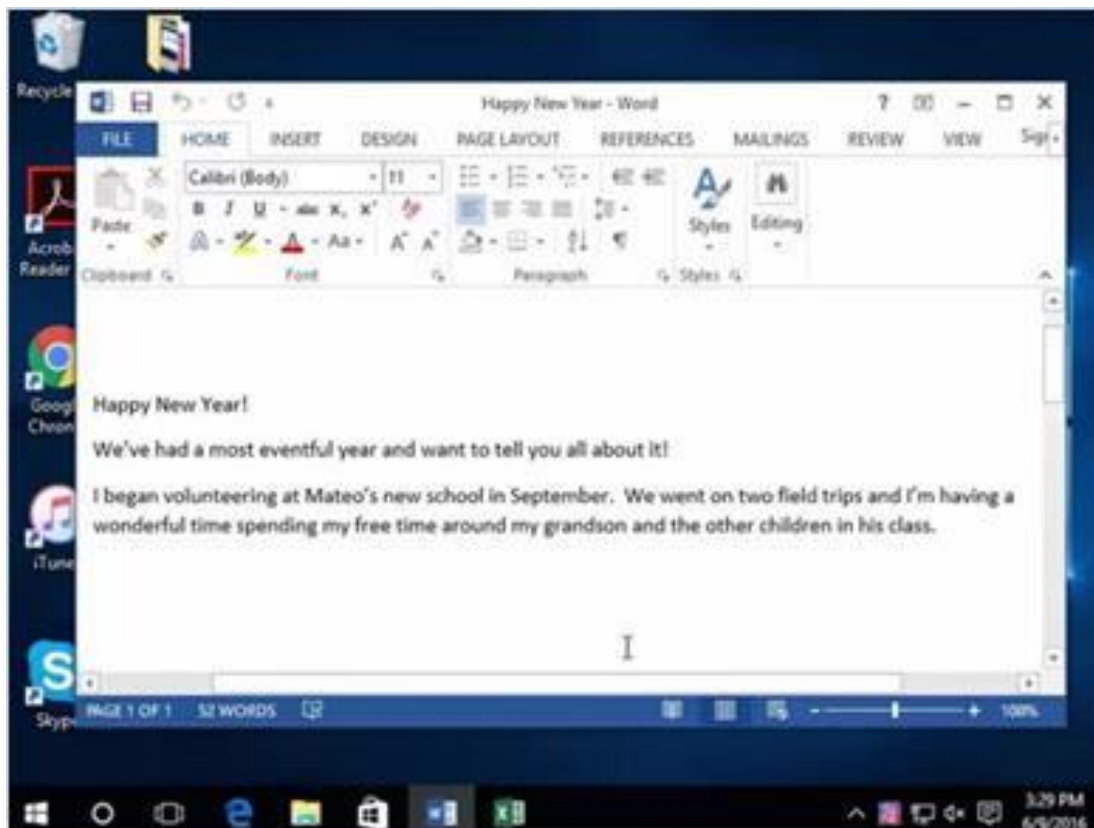
Sometimes, the window is too big or too small for your work. You can change the size of the window by hovering your mouse over a border or corner of the window. Your cursor will change into a double-headed arrow. Grab the edges of the window by clicking and holding the mouse button, and then drag the arrow to change the size of the window. Just release the mouse button when the window is the size you would like it to be.



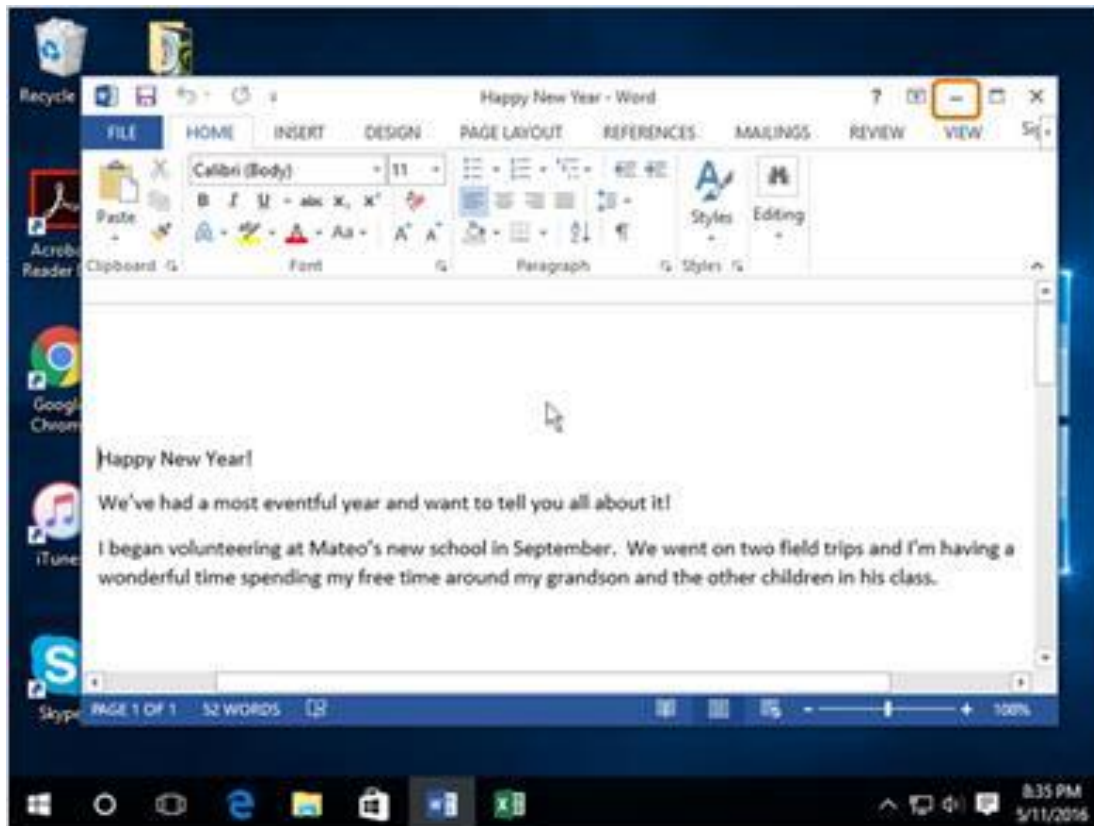
At the top of the window, you will find the title bar. The right corner of the title bar includes buttons that help manage the window. Clicking the maximize button will expand the window to fill the desktop.



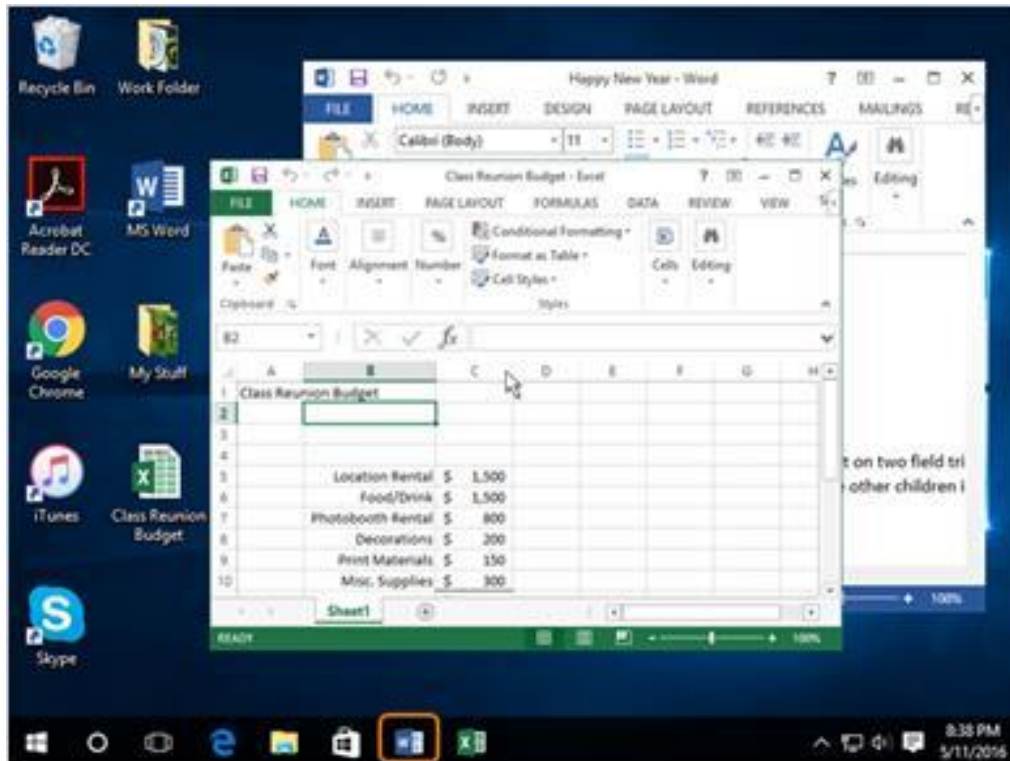
To make it smaller again, click the restore button, which replaced the maximize button since the window is already maximized.



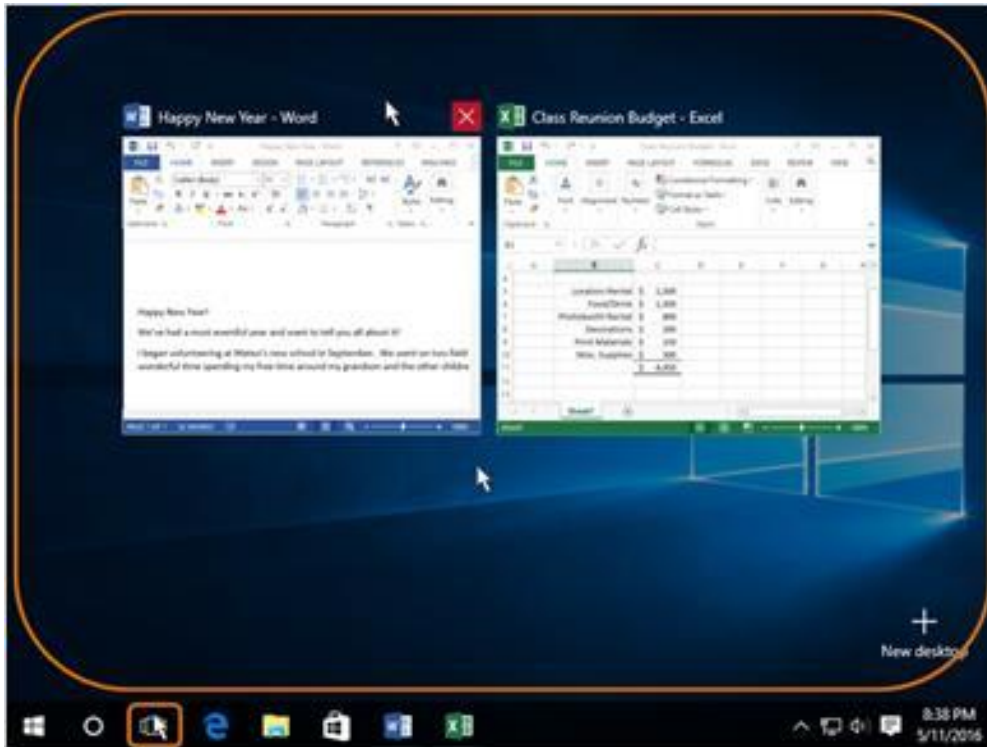
You can scroll inside the window to display more of the file contents. Celine likes to click and hold the mouse button on the scroll bar to grab it and then drag it to move it in the document. Another way you can scroll is by clicking on the arrows in the scroll bar.



When you need to use other files or folders on the desktop, you can use the minimize button. This button will collapse the window into the taskbar at the bottom of the screen.



The file is minimized, and appears on the taskbar as an icon. You can get back to it at any time by clicking on this icon. It is not uncommon to have many windows open at the same time. People find it easy to switch between tasks or work between multiple files. With more than one window open, moving them around or resizing them may be helpful. You can pick up a window by the title bar and move it around.



In Windows 10, the task view is another way to manage having more than one window open. Clicking the task view button in the task bar displays all of the windows that are currently open. From here, you can close or select an application. To exit this view, just click outside the windows or click on the task view buttons again, like a toggle switch.



In the next lesson, we'll how Celine can save and close files.

