



ChartNet

UG07 - Microsoft Windows Basic Training

Windows Basic Training

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1.0 Windows Basic Training

ChartNet runs on PCs that use the Microsoft Windows operating system. If you are new to Windows, then this document will cover the basic Microsoft Windows skills that you need in order to effectively use ChartNet.

The following topics are covered:

- Screen Elements
- Mouse Techniques
- Starting/Closing Applications
- Special Keys
- Selecting Text

1.1 Mouse Techniques

Although the ChartNet Transcription program can be operated via the keyboard and does not require the use of the computer's mouse, you are free to use the mouse whenever you wish. This section describes the basic mouse techniques.

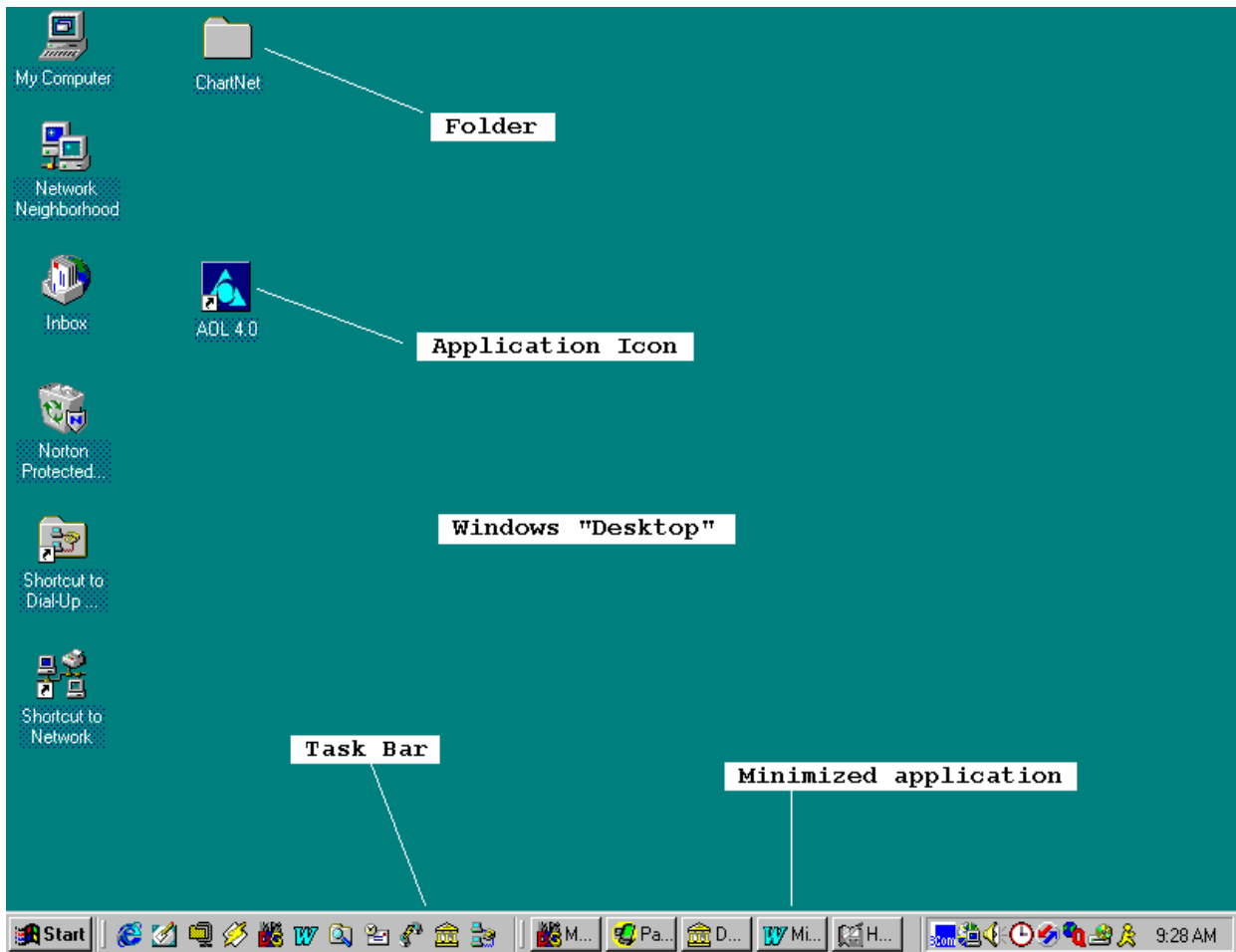
Clicking

Some screen elements, such as buttons, can be "pressed" by pointing to the button with the mouse and pressing the left mouse button once. When you click on a button, that button will perform a specific operation (such as "Cancel").

Double-clicking

Some operations require you to click twice in rapid succession on the screen element. For example, double-clicking on an application's desktop icon will start the application.

1.2 Windows Desktop Example



1.3 Starting/Closing Applications

Most Windows applications have icons that will appear on the main Windows desktop screen. This section describes the procedure for starting and closing applications.

Starting an Application

To start an application from the Windows desktop, double-click on its icon with the mouse.

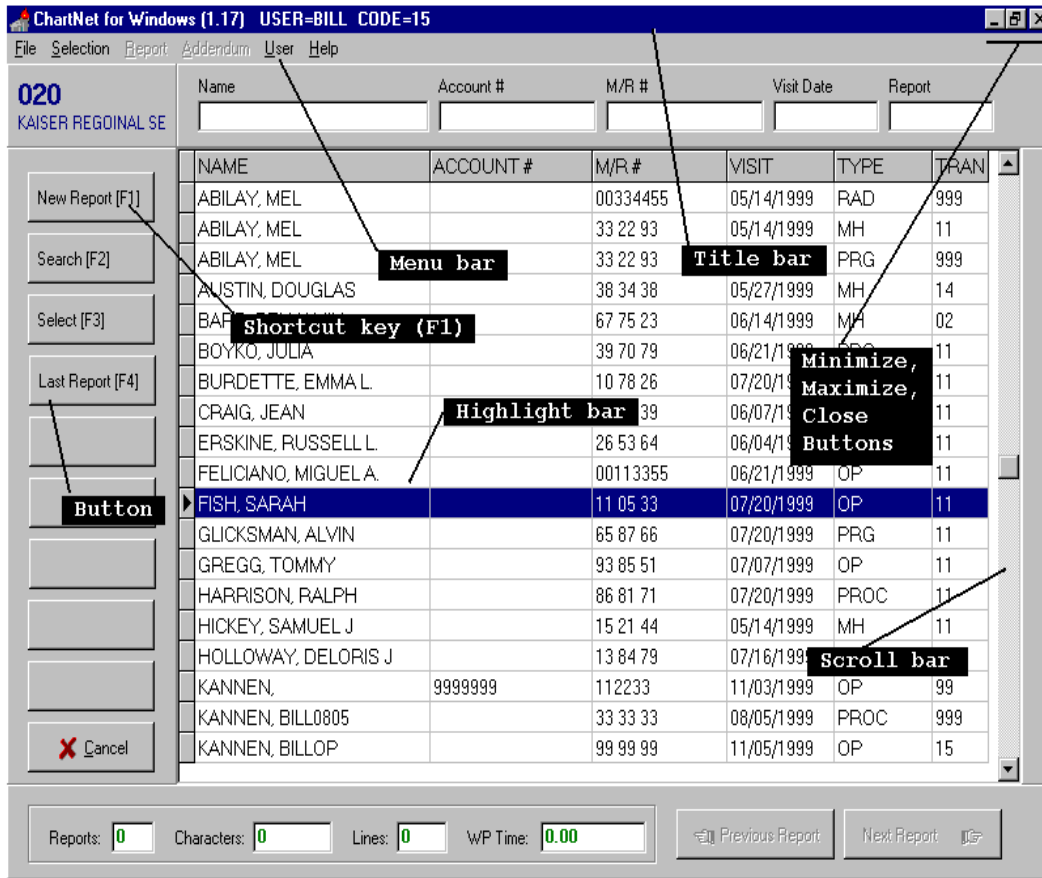
Closing an Application

Terminating a running application from Windows is called "closing" it. To close an application, click on the application window's close button (the one with the "X" on it) up in the top right corner.

Shutting down Windows

Before shutting down your PC and turning it off, you should shut down Windows. To shut down Windows, click on "Start" on the task bar, then select "Shut down". A dialog box will appear. Click on "Shut down", then click on the "OK" button.

1.4 Application Window Example



1.5 Screen Elements

Microsoft Windows uses a "graphical user interface" or GUI (pronounced "gooey") to allow the user to interact with the computer. A GUI interface allows the user of the computer to work with various objects on the screen to perform tasks. This section describes some of the basic screen elements found in the Windows interface. Please refer to the "Windows Desktop Example" and "Application Window Example" for examples of the terms discussed below.

Desktop

After the computer boots up, your Windows "desktop" is displayed. The desktop is the main screen where you can launch (start) applications.

Applications

Applications are the programs that can be run. Applications are represented by small pictures (called "icons") on the desktop. See "Starting/Closing Applications" for more information.

Active application

Only one application can be active (i.e. interacting with the user) at a given time. The active application will have its title bar displayed in a different color.

Icons

Small pictures that represent applications (programs) that you can run. To launch an application from the desktop, double-click on it using the mouse (see "Mouse Techniques").

Task bar

A bar at the bottom of screen that shows a button for each application that is currently running. Task bar buttons that are not "pressed" are applications that are running, but are not the active application. The active application has its task bar button "pressed".

Title bar

The bar at the top of an application window that shows the title of the application. The active application's title bar will have a different color than other applications that are running.

Buttons

Rectangular boxes that you can click (e.g. "press") to perform an operation. Buttons usually have a description that may contain an underlined letter. There are three ways to activate a button:

- 1) Click on the button with the mouse
- 2) Hold down the "Alt" key while pressing the key corresponding to the letter that is underlined in the button's description.
- 3) If the button is "focused" (i.e. has an extra box around its edge), press the "Enter" key.

Minimize button

Small button at the top right corner that looks like an horizontal line. Click on this button to remove the application from the screen but still keep it running on the task bar. To activate a minimized application, click once on its task bar button.

Maximize button

Small button at the top right corner that looks like a square. Click on this button to increase the size of the application's window to full-screen.

Close button

Small button at the top right corner that looks like a "X". Click on this button to close an application and remove its button from the task bar.

Menu bar

A list ("menu") of application options that appear on a bar right below the application's title bar. Click once on a menu item to select the option, or, if the menu item has an underlined letter, you can select the menu item

by holding down the "Alt" key and pressing the letter that is underlined.

Focused button

Any button that has an additional box around its perimeter. The focused button can be activated by pressing the Enter key.

Scroll bars

A light gray bar located on the right side or bottom of a window that can be used to move to different parts of a window. Use the mouse to manipulate the scroll bar.

Highlight bar

In a table that has rows and columns, the highlight bar indicates which row is active. Use the cursor control keys to move the highlight bar to a different row.

Dialog box

Most applications will, at various times, display additional windows that you need to interact with. These additional windows are called "dialog boxes". Once a dialog box is displayed, you must interact with the dialog box before you can continue with the application.

Folders

A folder is a Windows icon that can contain other objects. Folders are a useful way to organize related information. For example, a folder may contain icons for other applications.

Mouse cursor

A screen object (usually an arrow) that moves when the mouse is moved to show you the current location of the mouse.

1.6 Special Keys

There are a few keys that you will use frequently while running ChartNet that deserve a more detailed explanation.

Tab key

Some screens require you to press the Tab key in order to move from one field to another. Some data entry screens that require you to enter data in separate boxes will require you to press Tab to move to the next field. To move in the reverse order, press SHIFT-Tab.

Note- On some ChartNet screens, in order to make it easier to move to the next data entry field, the Enter key can be used instead of the Tab key.

Enter key

On most windows, the Enter key activates the button that is "focused".

Esc key

The "Esc" key (located at the top left corner of the keyboard) is used often in applications as a way to cancel an operation or back-up to a previous point in the application. If you accidentally hit the wrong key or keys and a screen comes up that you do not want, usually pressing the Esc key will cancel the unwanted screen without harm. If you select text (using the keyboard or mouse) and wish to cancel your selection, press the Esc key.

Cursor control keys

Located to the right of the main section of your keyboard are the "cursor" control keys. These keys can be used to control the position of the screen's cursor and are used extensively when selecting text. The following are considered cursor control keys:

- Up arrow
- Down arrow
- Left arrow
- Right arrow
- Home
- End
- Page Up
- Page Down

Shortcut Keys

Shortcut keys allow you to perform some action by using the keyboard instead of the mouse. Shortcut keys can be one key (e.g. F1), or several keys used in combination (e.g. Ctrl-V). Shortcut keys can vary between from application to application and from screen to screen. ChartNet uses shortcut keys extensively within the word processing screen to allow quick access to commonly required features.

Note- Don't worry if you don't have all of ChartNet's shortcut keys memorized! If you don't know a shortcut key, you can always click on the various menu items at the top of the screen to find the function that you need, along with its associated shortcut key. *Every shortcut key is listed somewhere in the menus!* For example if you need to spellcheck your report, and you forgot the shortcut key to spellcheck (F3), you can click on the "Tools" menu where you will see "Spell Check" and its shortcut key (F3) listed.

1.7 Selecting Text

One of the more fundamental skills required to effectively use ChartNet is that of "selecting text". Selecting text refers to the action of highlighting a length of text (e.g. letters, words, sentences, etc.) and performing some action on it. This section describes the basic techniques and terminology for selecting text. Text can be selected by using the mouse or the keyboard and both techniques are described below.

Clipboard

An temporary, invisible area inside Windows used to hold text that you cut or copy and may want to paste back into your application (or different application) later. The contents of the clipboard get replaced everytime you cut or copy something to it.

Selecting text (using the keyboard)

To select text using the keyboard, first move the cursor to the beginning of the text to be selected then, *while holding down the Shift key*, press any of the cursor control keys to extend the selection to the end of the text to be selected. The selected text will appear highlighted in a different color. Once selected, text can be deleted, copied, or cut to the clipboard.

Selecting text (using the mouse)

To select text using the mouse, first click once at the beginning of the text then, *while holding down the left mouse button*, drag the mouse over the rest of the text to select. Release the left mouse button at the end of the selection. The selected text will appear highlighted in a different color. Once selected, text can be deleted, copied, or cut to the clipboard.

Cutting

Press Ctrl-X to *delete the selected text from the screen* and place it on the clipboard.

Copying

Press Ctrl-C to copy the selected text to the clipboard. The selected text *will not be deleted from the screen*.

Pasting

Press Ctrl-V to paste the contents of the clipboard to the screen at the current cursor position.

1.8 Getting Help

ChartNet includes an on-line help file to assist you with questions and problems. To obtain help, click on the "Help" menu item located at the end of the program's main menu. A sub-menu will appear that will contain an option called "ChartNet Help". Click on "ChartNet Help" to view the on-line help file for ChartNet.