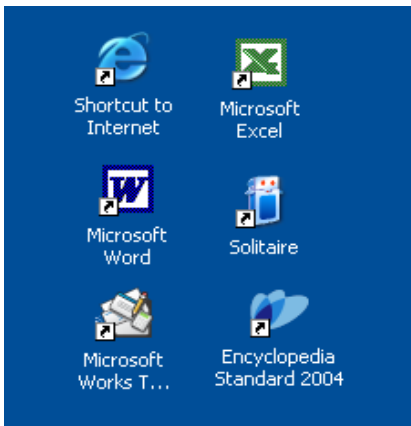


Ways of Opening Applications from The Desktop

The applications that you use most regularly may be found on your desktop when your computer starts up.



For example you may use the Internet on a regular basis and so Internet Explorer will appear on your desktop.

You may wish to play cards and so you will put Solitaire on your desktop.

If you write a lot of letters then Word or Works will be found on your desktop.

To open any of the applications that you have on your desktop you need to move your mouse pointer to hover over the icon representing that application.



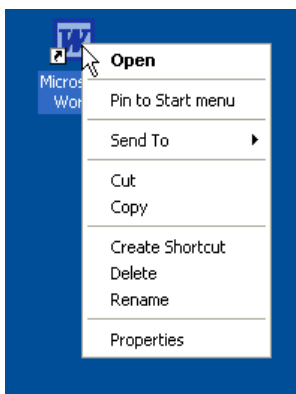
Microsoft Word

E.g. Word is represented by this icon

Once your mouse pointer is over the picture then you need to hold your mouse steady and click twice fairly rapidly with the left mouse button. You may need to practise this a lot when you are new to computing.

Alternatively

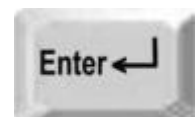
once your mouse pointer is over the picture then click once with the **right** mouse button to get the following options:



Carefully move your mouse pointer over the **Open** word and click once with the **left** mouse button.

Or

Finally you can hover your mouse pointer over the icon, click once with the left mouse button to select it and then press the Enter button on your keyboard.



Using the Start Menu

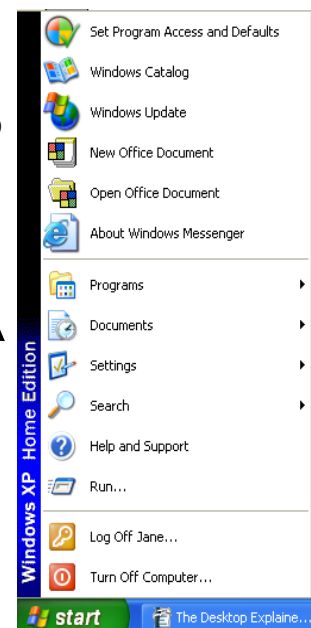
Point your mouse at the Start button at the bottom left hand side of the screen. Click once with your left mouse button.



A menu will be displayed in the **Windows XP** layout.



It is possible to set the layout to **Classic** mode and so the display may look like this instead.



You may choose which of these you wish to have displayed on your computer, but the Windows XP menu is the one you will see at home and so we will look at that one.

At the bottom right hand side of this menu you have the Turn Off Computer button and you may or may not have a Log Off button.

Just above this you will have an All Programs selection, which, if you hover your mouse pointer over the words will display another menu for you to choose from.

Above the dark blue area is a light blue area which gives the system options e.g. Opening your documents, picture or music folder, opening the Control Panel, Searching etc. The icons on your computer may not be exactly the same as this one.

On the left side is a white area which has options available for using the Internet, plus programs you have recently used such as Word or Games programs.

At the top of the Start menu the computer tells you who has logged on e.g. Jane, All Users, Frank etc.

Opening an Application from the Start Menu

Open the Start Menu. Hover your mouse pointer over the application you wish to use and click once with the left mouse button.

But what if your application is not visible yet? Then hover your mouse pointer over the All Programs option and click once with the left mouse button.



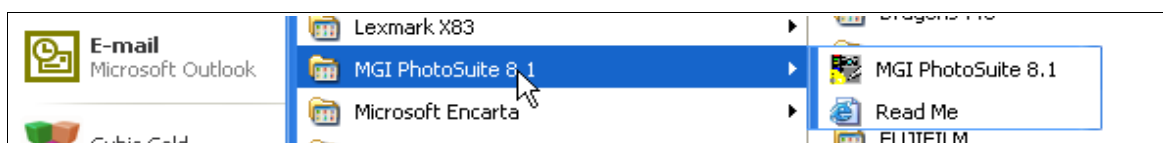
When you click on All Programs a new menu list will be displayed for you to choose from. It will contain folders with further options inside them and programs such as Microsoft Excel or Word.

These items are folders and contain additional menus to choose from.

Note that you may need to practise moving your mouse up and down and across the menus.

These items are applications which will open when you click on them.

If you know what application you wish to use move your mouse pointer to hover over the words or picture and click once with the left mouse button. A new window will open on your desktop.



If the item you choose on the menu is a folder a new submenu will open and you will need to carefully move your mouse pointer across to the item you wish to use. Click once with your left mouse button and a new window will open on your desktop.