

This introduction to Windows 95 and the Dell Latitude XPi computer will teach you the basic skills that you will need to work effectively with your computer. It is designed so that you read the text and then follow the directions in the practice part of each section.

## Hands-On

### The Trackball

First make sure your hand is in the correct position on the trackball.

- 1a. Rest your middle finger on the trackball, place your index finger on the button to the left of the trackball and place your ring finger on the button to the right of the trackball.

You use the trackball to tell the computer what to do with the things you see on the screen.

Everything you do with the trackball can be broken down into three basic skills: pointing, clicking, and dragging. You will have a chance to practice all three of these.

### Pointing

The first trackball skill is **pointing**. To point to an object on the screen, use your middle finger to move the pointer arrow (called a pointer). You move the trackball until the pointer is on the object.

Practice pointing:

- 1b. First, move your finger slowly toward the keypad while on the trackball. Notice that the pointer moves up on the screen. Then move your finger to one side or toward the bottom on the trackball. Watch the pointer to see how it moves as you manipulate your finger.
- 2b. Now practice pointing to an object on the screen. Move your finger until the pointer is on the small picture labeled **My Computer**. (You may have to repeat your finger stroke several times to move the pointer across most of the screen.) This picture (**My Computer**) represents everything that is connected to your computer. Pictures like these are called icons; they represent things that you use as you work with your computer.
- 3b. Now point to the **Recycle Bin** icon. The Recycle Bin is where you put files that you no longer need or want.

When you have to move the pointer across much of the screen, you will have to repeat your finger motions several times. The pointer does not move when you lift your finger off the trackball.

- 4b. Move your finger around on the trackball, then lift your finger and repeat the stroke. The pointer should stay in the same spot between strokes.

## Clicking

The next trackball skill is **clicking**. You can use the trackball buttons to click an object on the screen. Most of the time you will use the left trackball button to click, but there are special features that you can do with the right trackball button. You will rest the pointer on an object, depress and immediately release the left trackball button to click.

Practice clicking:

- 1c. Click on the **My Computer** icon by moving your finger until the pointer is directly on the icon, and then press and quickly release the left trackball button.
- 2c. Notice that when you click an icon, it becomes highlighted to show that it is selected.
- 3c. Now click on the **Recycle Bin** icon. Notice that the **My Computer** icon automatically becomes deselected and the **Recycle Bin** becomes selected and highlighted.

## Dragging

The next trackball skill is **dragging**. Dragging involves holding down the left trackball button while moving the mouse. This allows you to move icons and do a procedure referred to as "dragging-and-dropping."

Practice dragging:

- 1d. Place your pointer over the **Recycle Bin**. Click on the icon with your left trackball button and keep holding the button down while you use your middle finger to move the trackball. Notice that the **Recycle Bin** is moving with your pointer.
- 2d. Release your left trackball. Your **Recycle Bin** should be in a different location on your desktop. Where you release the button is where your icon will be "dropped."
- 3d. Practice dragging-and-dropping by repeating the first two steps of this section.
- 4d. You can now move the **Recycle Bin** back to its original location.
- 5d. Now that you know how to use the trackball, you are ready to learn more about the things you can do with your Dell computer.

## Opening an Icon

In the upper left corner of the screen is the *My Computer* icon. This icon lets you see all the things that are connected to your computer (hard drives, disk drives, CD-ROM drives, printers, etc.) as well as everything that is stored on them.

To get to the items in *My Computer*, you need to open the *My Computer* icon that is on your desktop. When opening an icon you must double-click. An icon can be identified as a picture with a label underneath. *My Computer* and the *Recycle Bin* are two of the icons on your desktop.

Practice opening:

- 1e. Place your pointer over the **My Computer** icon.
- 2e. Then, quickly press and release the left trackball button two times to double click.
- 3e. A window will open onto your desktop and show you the contents of **My Computer**.

The *My Computer* window shows all of the contents of this icon. The blue bar across the top of the window is the title bar. It displays the window's name.

The icons in this window can also be opened to reveal their contents by double clicking (the same way you opened the *My Computer* icon).

- 4e. Open the [**C:**] **Drive** icon by double clicking on it.
- 5e. The [**C:**] **Drive** window should open on your desktop. Notice that inside of this window there are even more icons. These icons can also be opened by double clicking.

## Changing Active Windows

The [**C:**] Drive window is referred to as the *active* window because you can work with its contents. The active window will be in front of the other windows and will have a light blue-colored title bar. Notice that each of the other windows behind this window (e.g. *My Computer* window) has a grayed coloration. To activate another window you have many options with Windows 95. Two of the ways are introduced here: The first uses *clicking in the window* to select the inactive window; the second way uses the *taskbar* to change the active window.

Practice changing active windows:

(1) Clicking in the window

- 1f. First, you should be able to see part of the **My Computer** window which is grayed and positioned behind the current active window. Use your pointer to click anywhere on the **My Computer** window (e.g. on the title bar or any space of the

window that is visible. However, do NOT click on any of the three buttons in the right corner of the title bar.)

- 2f. The **My Computer** window should now be in front of the **[C:] Drive** window. It should also have a light blue-colored title bar signifying that it is the active window.
- 3f. Now try to bring the **[C:] Drive** window back to the front by clicking somewhere on it.

## (2) Using the taskbar

The taskbar, usually positioned across the bottom margin, is always present on the main screen. It keeps track of all of the programs, folders, and files that you have open. Your taskbar should have a Start button, a My Computer button, and a [C:] Drive button on it. It should also have the time at the right-hand end. Use the taskbar to change your active window.

- 4f. The **[C:] Drive** should be the active, brighter window.
- 5f. Use your pointer to click on the **My Computer** button on the taskbar.
- 6f. The **My Computer** should now be the active window.
- 7f. Click on the **[C:] Drive** button on the taskbar to make the **[C:] Drive** the active window.

## Using the Title Bar



Title Bar

## Minimizing a Window

The Minimize button is the left button in the right corner of the title bar. It has a small line in it. Clicking this button will make the window disappear from the desktop, but it will still be present on the taskbar at the bottom of the screen.

Practice minimizing a window:

- 1g. The **[C:] Drive** window should be active.
- 2g. Use your pointer to click on the **Minimize** button.
- 3g. The **[C:] Drive** window should disappear from the desktop.
- 4g. There should still be a **[C:] Drive** button in the taskbar.

To re-open a minimized window, you need to click on its button in the taskbar.

- 5g. Use your pointer to click on the **[C:] Drive** button on the taskbar.
- 6g. The **[C:] Drive** window should now be open on your desktop.

### Maximizing and Restoring a Window

The middle button in the right corner of the title bar is the Maximize button. It is the button with the box in it. This button enlarges the window so that it covers your entire desktop.

Practice maximizing a window:

- 1h. The **[C:] Drive** window should be the active window.
- 2h. Use your pointer to click on the **Maximize** button in the title bar of the **[C:] Drive** window.
- 3h. The **[C:] Drive** window should now fill your entire desktop, except for the taskbar along the bottom.
- 4h. Notice that the **Maximize** button has changed to the **Restore** button. The **Restore** button has two smaller boxes in it, rather than one larger box of the **Maximize** button.

To return a maximized window to its original size, you will need to click on the Restore button. It is the middle button in the right hand corner of the title bar. It should have two small boxes on the button.

Practice using the Restore button:

- 5h. The **[C:] Drive** window should be maximized (filling the entire screen).
- 6h. Click on the **Restore** button.
- 7h. The window should return to its original size. The **Restore** button will change back to the **Maximize** button (one large box on the button).

### Closing a Window

Closing a window is different than minimizing a window. When you close a window, you unload it from your computer's memory. This means that it will no longer appear on the taskbar. Also, if you want to reopen this window at a later time, you will have to go through the entire procedure of opening a file or program (see [Opening an icon](#), page 4).

When you are completely done with a window, you should close it. The Close button is the button in the right-hand corner of the title bar. The button has an **x** on it. When you click on this button, the window will disappear and the window will be closed (no longer showing on the taskbar).

Practice closing a window:

- 1i. The **[C:] Drive** window should be the active window.
- 2i. Click on the **Close** button in the title bar of the **[C:] Drive** window.
- 3i. Notice that the window has disappeared and it no longer appears on the task bar.
- 4i. Now the only visible window should be the **My Computer** window.
- 5i. Close the **My Computer** window by clicking on the **Close** button.

### Conclusion of Part 1

Your screen should now look exactly like it did when we first started. This introduction to your Dell computer should have taught you some of the basic procedures for working with your computer and with Windows 95.

Here is a list of *terms* that you should now be familiar with.

- track ball
- pointer
- icons
- window
- title bar
- taskbar
- minimizing, maximizing, and closing a window

This is a list of *operations* that you should also be familiar with after completing Part 1 of the tutorial.

- pointing
- clicking
- dragging
- opening an icon
- changing the active window
- using the task bar
- using the Maximize, Minimize, and Close buttons.

If you are comfortable with these terms and operations, you are encouraged to follow the "Tour: Ten minutes to using Windows." Follow these directions to start this tour:

- 1j. Click on the **Start** button in the bottom left corner of the taskbar.
- 2j. Roll your pointer up to highlight the word **Help**.
- 3j. Click your left trackball button on **Help**.

- 4j. The **Help** window should open.
- 5j. If the **Contents** tab is not on top, click on the tab that says **Contents**.
- 6j. Select "**Tour: Ten minutes to using Windows.**"
- 7j. Click on the **Display** button along the bottom of the window.  
(You may end your Tour at any time by clicking the Exit button.)

If you would like some more practice, please repeat this tutorial.

**This tutorial has been adapted from the Macintosh Tutorial provided with Help on the Macintosh PowerBook 5300cs.**