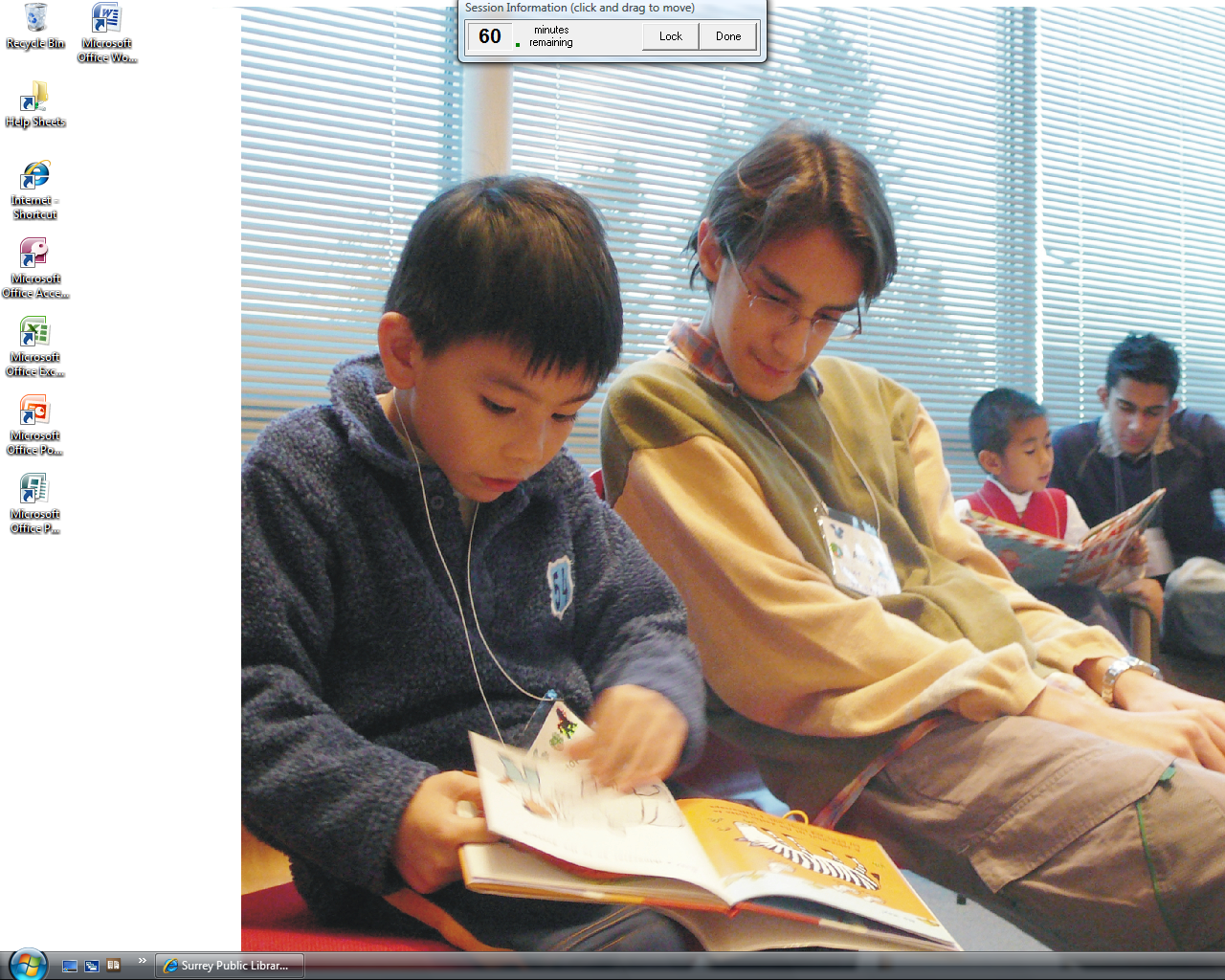
# Basic Computer Skills (基本电脑技巧) Part 1

1. **Getting Started (新手开始)**



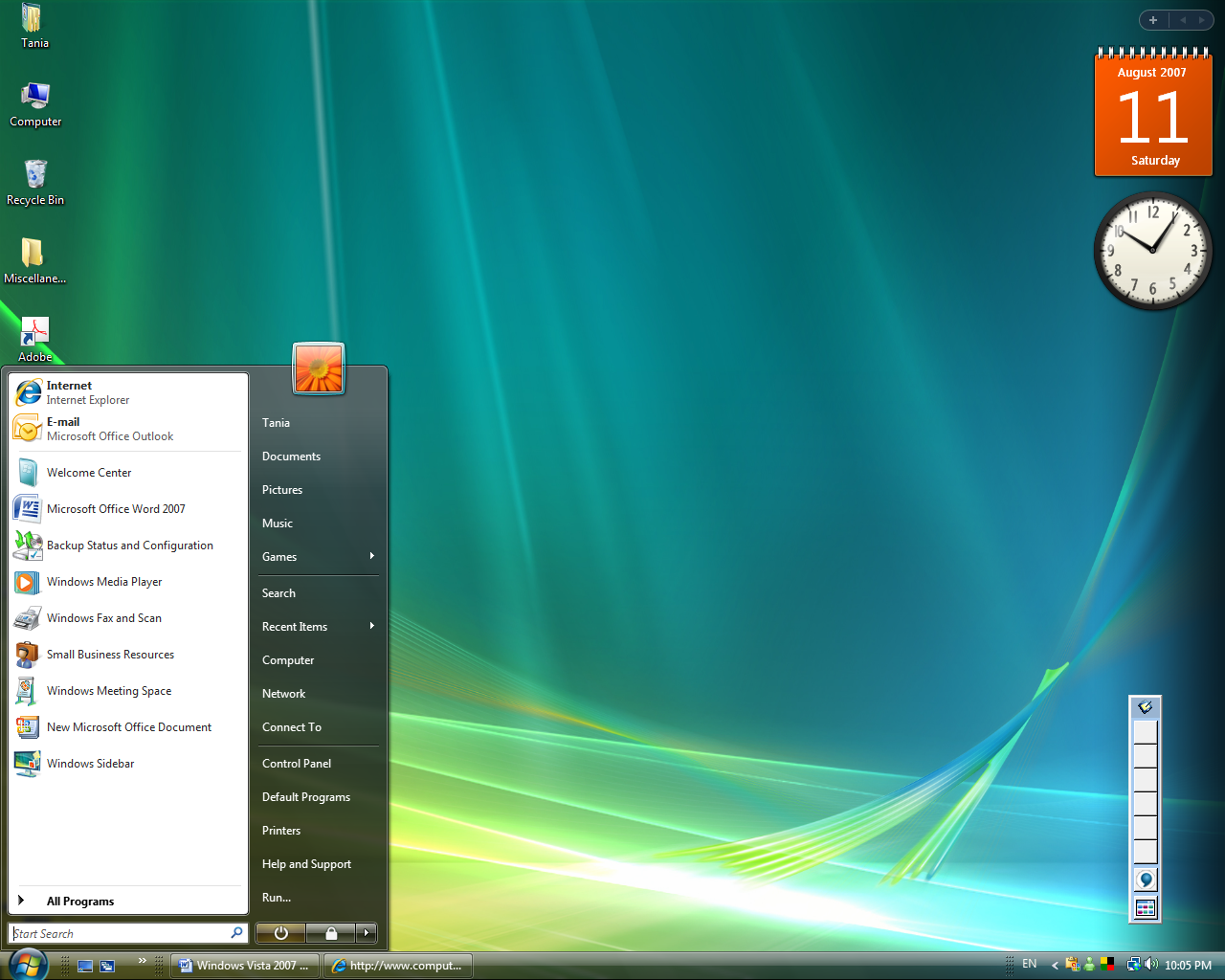
您也可以按**Vista**的开始键，打开选单来寻找以及开启程式。

* The **desktop** is the very first screen you see after your computer starts.

当您刚开启电脑时，您看到的第一个屏幕叫桌面。

* Desktop contain **icons**.   
  桌面上有图标。
* Icons are **shortcuts** to programs, files or places.图标是开启程式或资料夹的捷径。
* **Double click** to open an icon.  
  按两次即可开启图标。

You can also click on **the Vista Start Button** to access programs from the **Start Menu**.

1. **Start Menu (开始选单)**

The top 2 programs are always the same.

最上方的两个程式是默认程式；永远都一样。

Access your files here under **Computer.**

可通过**Computer**寻找以及开启资料当。

The lower left area lists programs recently used.

左下方会列出常用的程式。

To search for a file or program, type it in the **Start Search Bar.**

若想寻找程式或档案，可输入于**Start Search** 栏。

**All Programs** displays a list of all the programs installed on the PC.

按**All Programs**会显示出电脑上所安装的所有程式。

### Managing Windows (使用视窗)

**Close (关闭)**

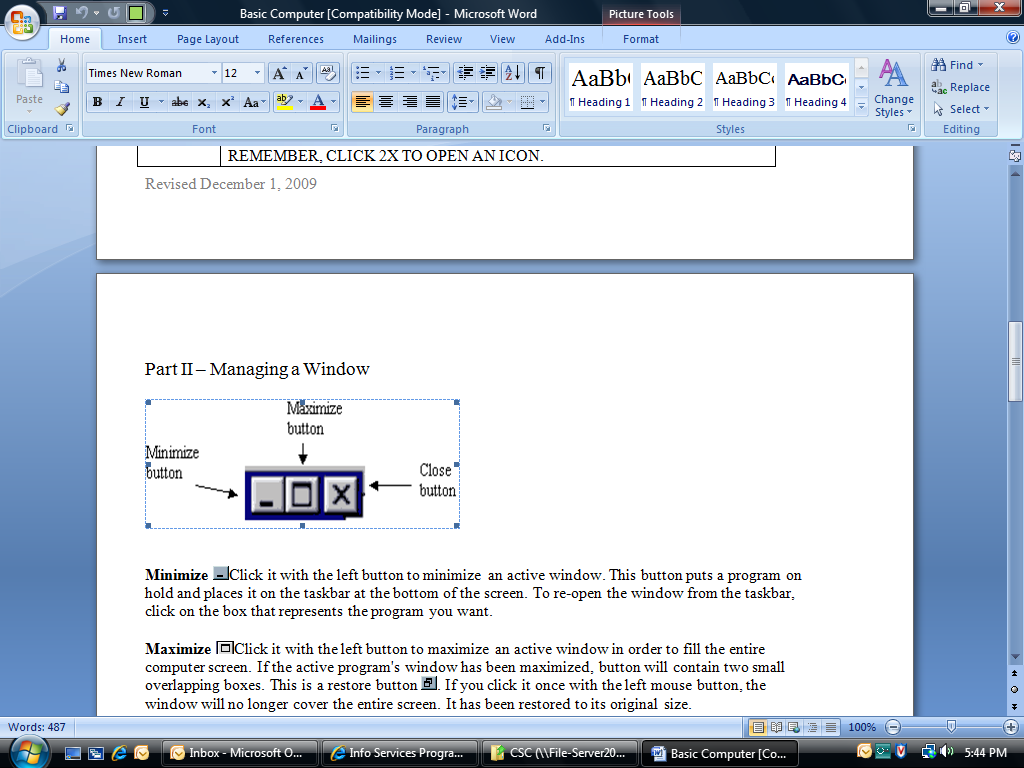
Closes and exits active window.  
离开并且关闭视窗。

**Maximize (放大)/Restore (恢复)**

Window fills entire screen or restores to original size.  
使视窗放大填满荧幕或恢复至原本大小。

**Minimize (缩小)**

Shrinks window to Task Bar  
缩小并隐藏视窗至工作列。



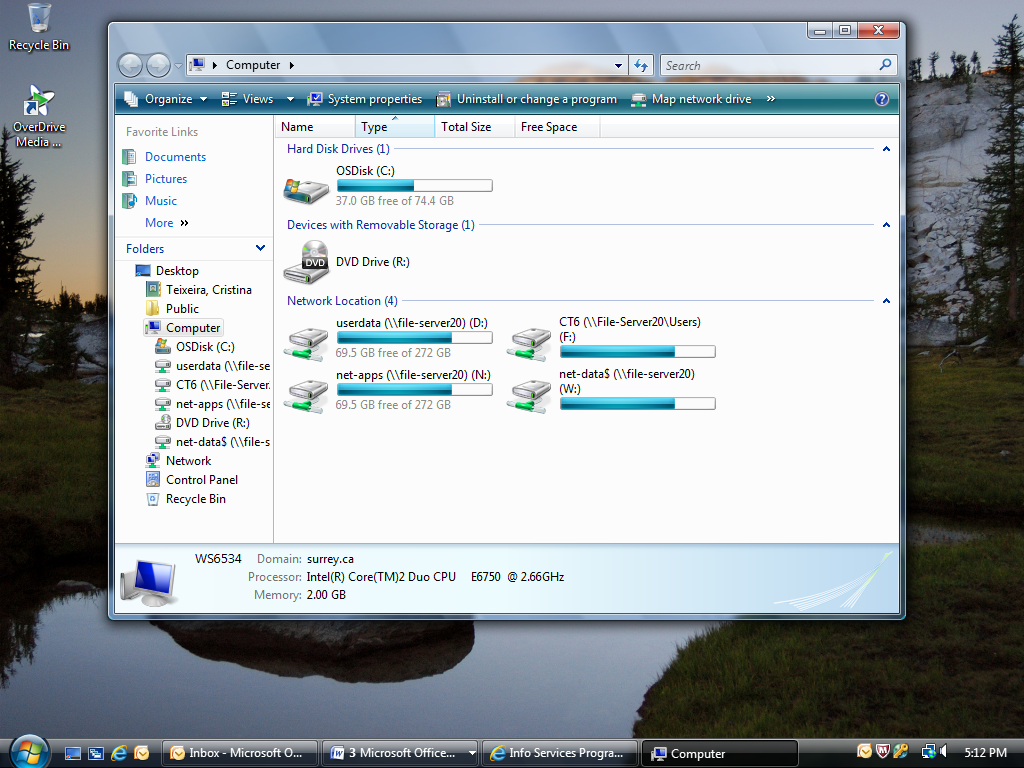
* Place the cursor on the window corner until double arrow cursor [http://i.msdn.microsoft.com/dynimg/IC433309.jpg](http://www.google.ca/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&docid=FZ_qYXjRp3UhWM&tbnid=-Y7Tc-2IpP9iiM:&ved=0CAUQjRw&url=http://msdn.microsoft.com/en-us/library/ee504201.aspx&ei=Q1-bU4TcLIe_oQSMzYHwDQ&bvm=bv.68911936,d.cGU&psig=AFQjCNEouJfGontm2PM3t-gWNDpIvqELKA&ust=1402777792929482)/[http://i.msdn.microsoft.com/dynimg/IC433309.jpg](http://www.google.ca/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&docid=FZ_qYXjRp3UhWM&tbnid=-Y7Tc-2IpP9iiM:&ved=0CAUQjRw&url=http://msdn.microsoft.com/en-us/library/ee504201.aspx&ei=Q1-bU4TcLIe_oQSMzYHwDQ&bvm=bv.68911936,d.cGU&psig=AFQjCNEouJfGontm2PM3t-gWNDpIvqELKA&ust=1402777792929482)/[http://i.msdn.microsoft.com/dynimg/IC433309.jpg](http://www.google.ca/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&docid=FZ_qYXjRp3UhWM&tbnid=-Y7Tc-2IpP9iiM:&ved=0CAUQjRw&url=http://msdn.microsoft.com/en-us/library/ee504201.aspx&ei=Q1-bU4TcLIe_oQSMzYHwDQ&bvm=bv.68911936,d.cGU&psig=AFQjCNEouJfGontm2PM3t-gWNDpIvqELKA&ust=1402777792929482)appears.    
  移动滑鼠标至视窗边缘直到双箭头出现。
* Enlarge - click and drag the mouse down and/or right.   
  若要放大－按并牵引滑鼠下/右。
* Reduce - click and drag the mouse up and/or left.     
  若要缩小－按并牵引滑鼠上/左。

\*\*\*To click and drag, press and hold down the mouse, moving in the direction you want

# Resizing (調整大小)

* Press and drag the title bar (My Computer).  
  按下并牵引标题栏。
* Release when you’ve moved it to where you want the window to be   
  当您放开，视窗就会移动并留在您所放开的地点。

# Moving a Window (移动视窗)



# Taskbar (工作列)

The taskbar shows you every page, file, or program that you have open.

**Click** on the buttons to see the window appear or disappear.

［工作列］显示每一个您所开启的文件夹，档案，或程式。按一下即可打开或隐藏您的程式视窗。

# http://z.about.com/d/windows/1/5/5/6/-/-/taskbar.gif