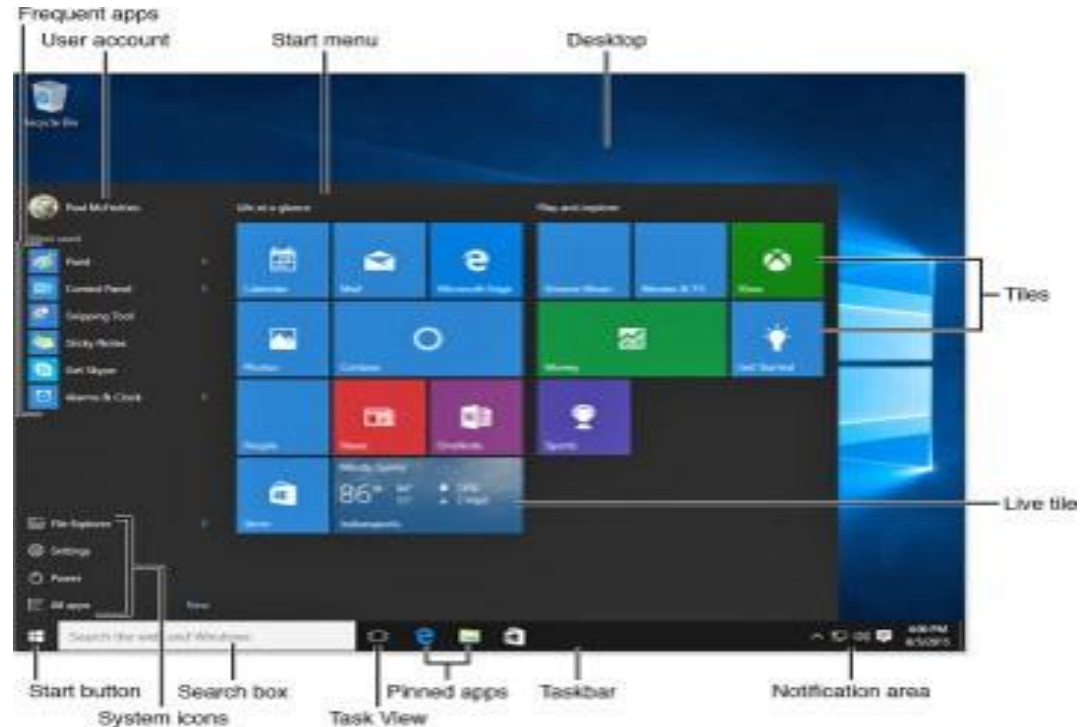


Computer Fundamentals Lab

Hussein Shawki

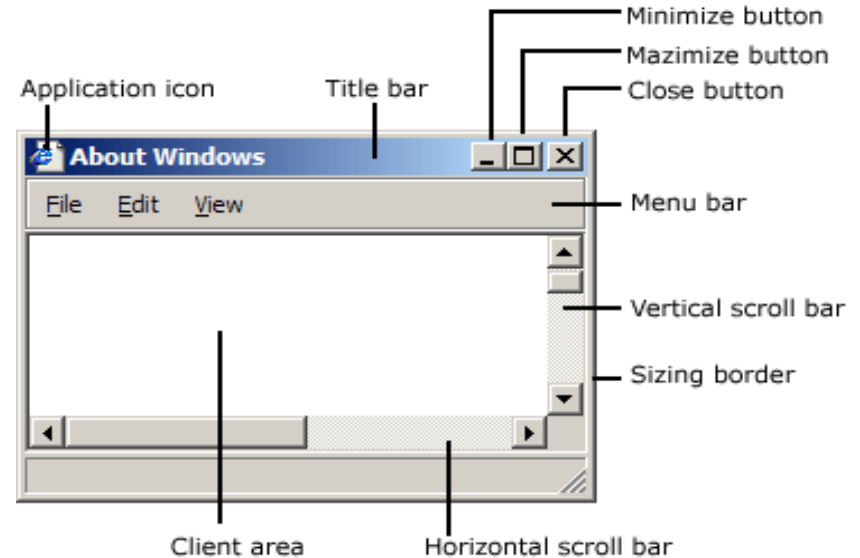
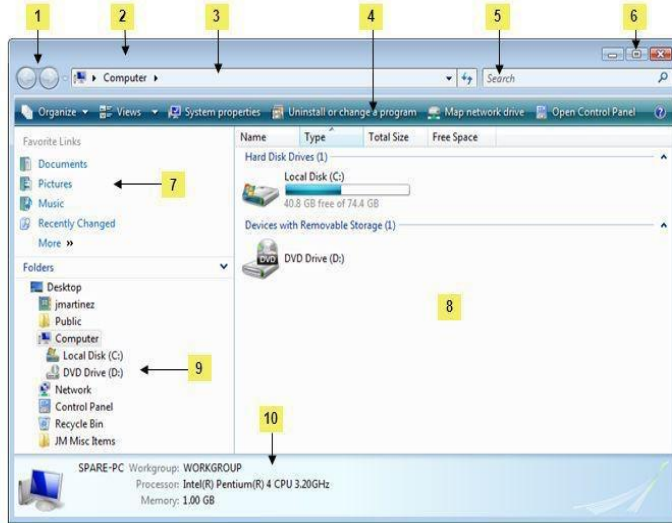


A Graphical User Interface (GUI) is a type of user interface that allows users to interact with electronic devices through graphical elements such as icons, buttons, windows, and menus, rather than relying solely on text-based commands or input.



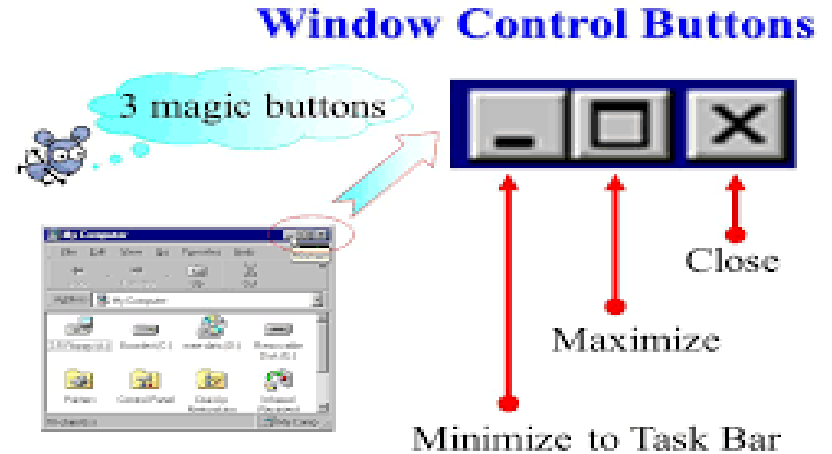
Looking at a Typical Window

- 1 Back/Forward Navigation Buttons
- 2 Title Bar
- 3 Address Bar
- 4 Command Bar
- 5 Search Box
- 6 Control Buttons
- 7 Favorite Links
- 8 Contents Pane
- 9 Navigation Pane
- 10 Details Pane



Windows Control Buttons

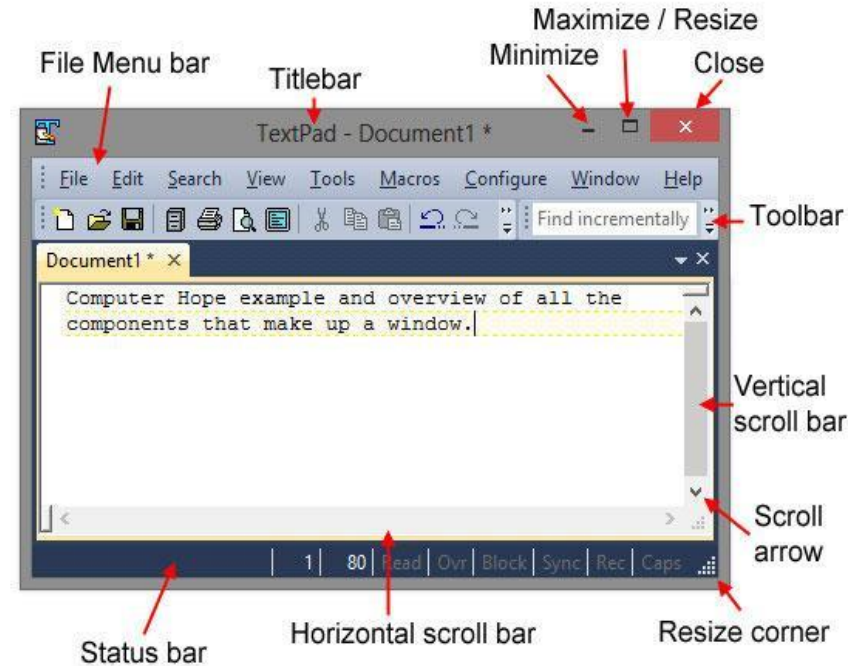
- Minimize (Windows+D)
- Maximize (Windows+ Up)
- Restore (Windows + Down)
- Close (Alt + F4)



Move window

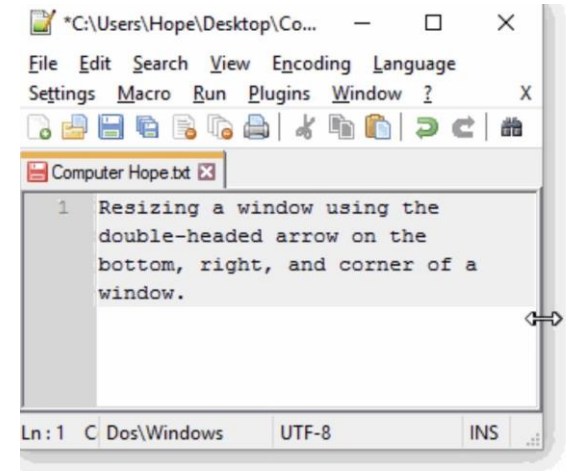
- ❖ Place your cursor on the title bar of the window.
- ❖ Click and hold the left mouse button.
- ❖ Drag the window to the desired location.
- ❖ Release the mouse button to drop the window.

Example of a Microsoft Windows window



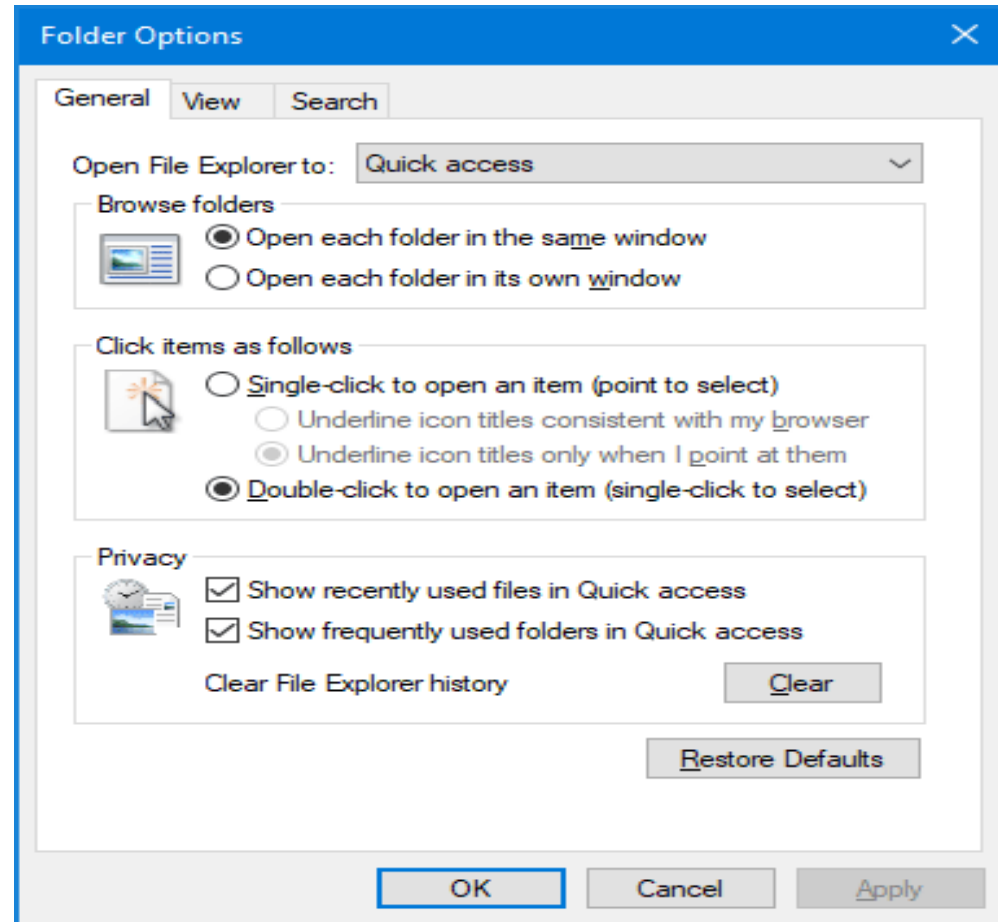
Resizing a window can be helpful in many situations. For example, you can resize a DOS command window or resize two program windows to fit both windows on the same screen. The following sections show you how to resize a window in Windows and macOS.

- ❖ Before resize , make sure it is not maximized. A maximized window cannot be resized. If the window is maximized, click the maximize or resize button, as shown in the example below. Also, realize that not every window can be resized.



view option in window

- ❖ In Windows File Explorer, the View option is typically found: On the Ribbon menu at the top



To select files on your PC, you can use a variety of methods . Below are the different ways to select files :

A. Selecting a Single File

- Click on the file once.

B. Selecting Multiple Files

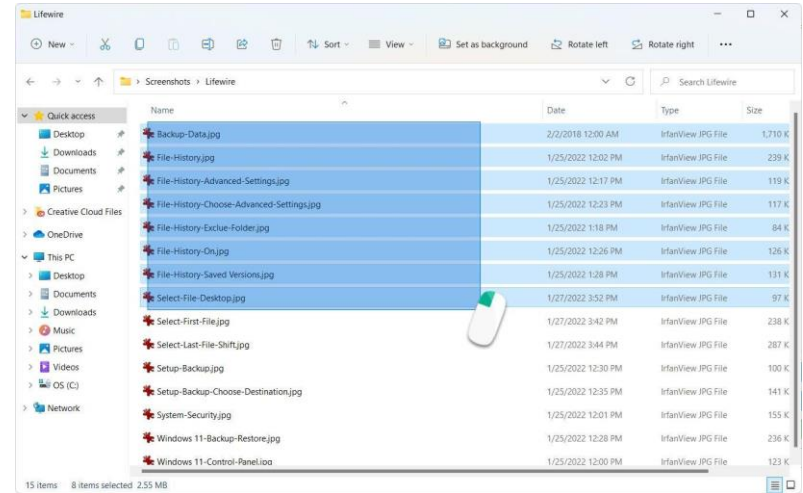
- **Select Contiguous Files (files in a sequence):**
 1. Click on the first file.
 2. Hold down the **Shift** key.
 3. Click on the last file in the sequence to select all files in between.
- **Select Non-Contiguous Files (individual files not in a sequence):**
 1. Hold down the **Ctrl** key
 2. Click on each file you want to select.

C. Selecting All Files in a Folder

1. Click in the folder (but not on a file).
2. Press **Ctrl + A**

D. Drag-and-Select

- Click and hold the left mouse button in an empty area near the files you want to select.
- Drag the cursor over the files to highlight and select them



Use the taskbar to show the desktop

Method 1: Using the "Show Desktop" Button

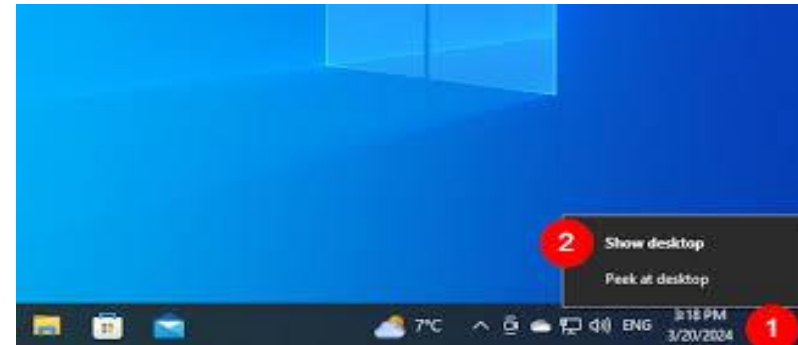
- Look at the far-right corner of the taskbar (next to the system clock).

There is a small, nearly invisible vertical strip or button.

- Click it once to minimize all open windows and show the desktop.
- Click it again to restore all minimized windows.

Method 2:

- Right-click an empty space on the taskbar.
- Select Show the Desktop from the menu to minimize all windows.
- Select Show Open Windows (or similar) to restore them.



Thank You