



Office of Online Learning

Indian Hills Community College

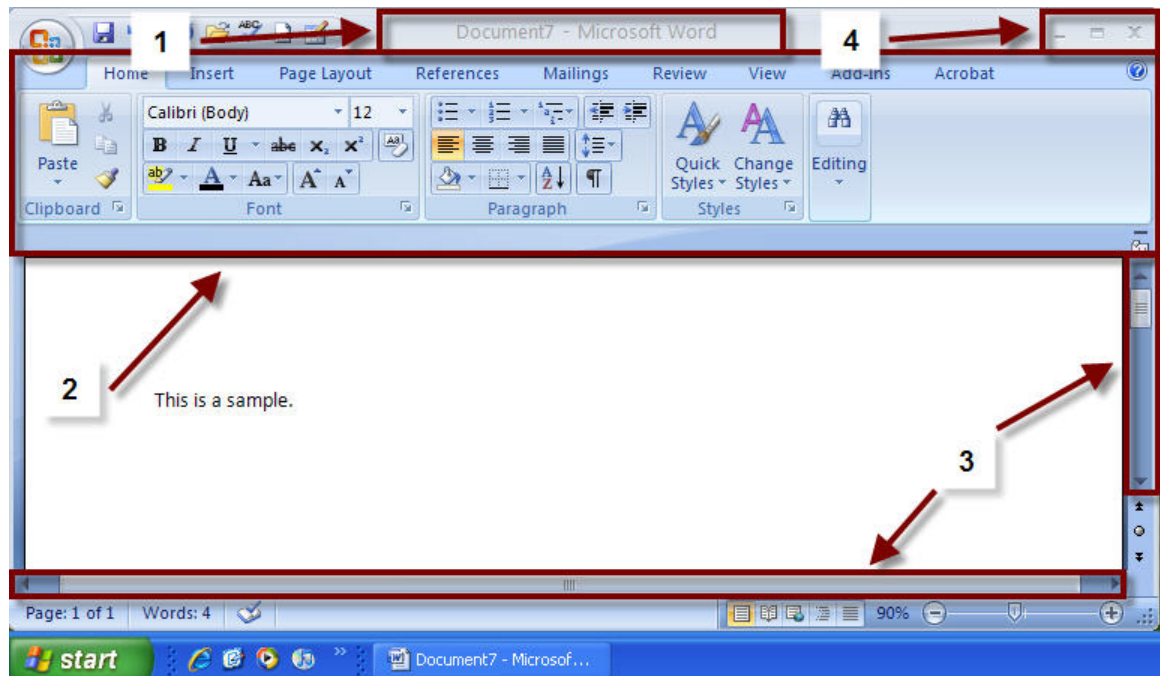
Computer Tutorial:

How To: Navigate a Program Window

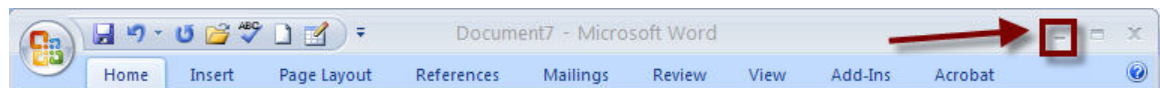
Purpose: This tutorial leads you through the components of a Windows program screen.

Navigate a Program Window:

1. **Components Windows program screen. We are using Microsoft Office Word.**
 - (1) **Title Bar:** Indicates the name of the program or document that is open.
 - (2) **Ribbon:** A component in Microsoft Office documents. The ribbon has replaced the traditional Microsoft Office menus and toolbars. Ribbons contain commands for the individual program.
 - (3) **Scroll Bars:** Used to scroll horizontally and vertically through a document.
 - (4) **Window Control Buttons:** Used to minimize, maximize, restore and close the window.



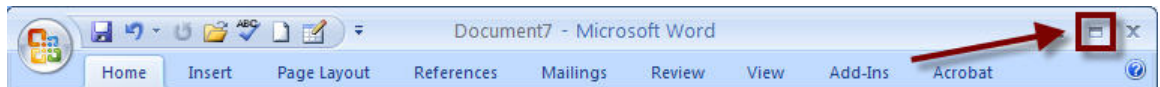
2. Click the **Minimize** button to minimize your open window.



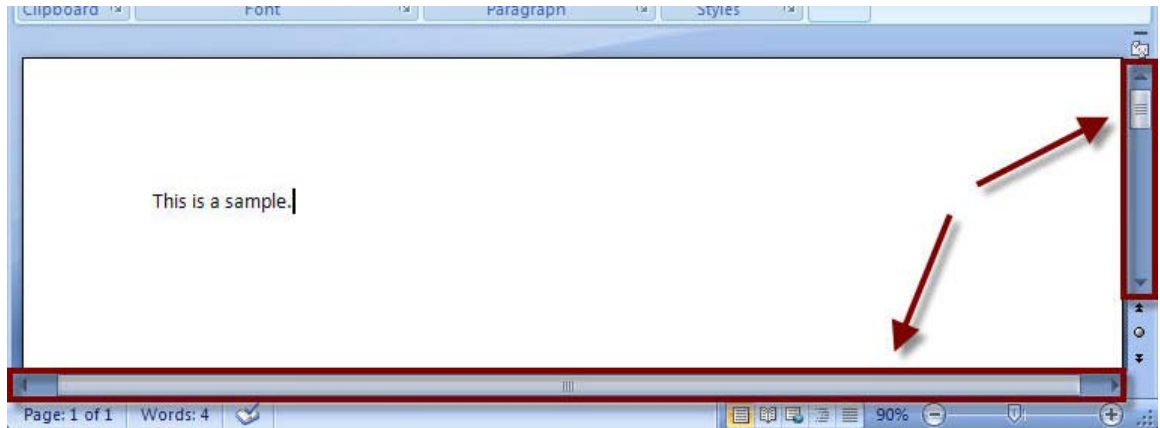
3. Click on the document in your task bar to restore it.



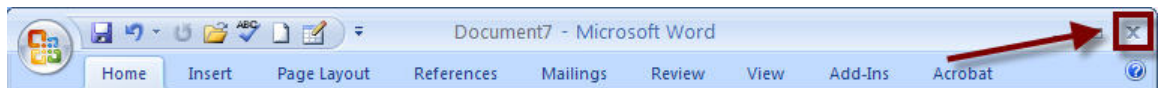
4. Click the **Maximize** button to have the window open full screen.



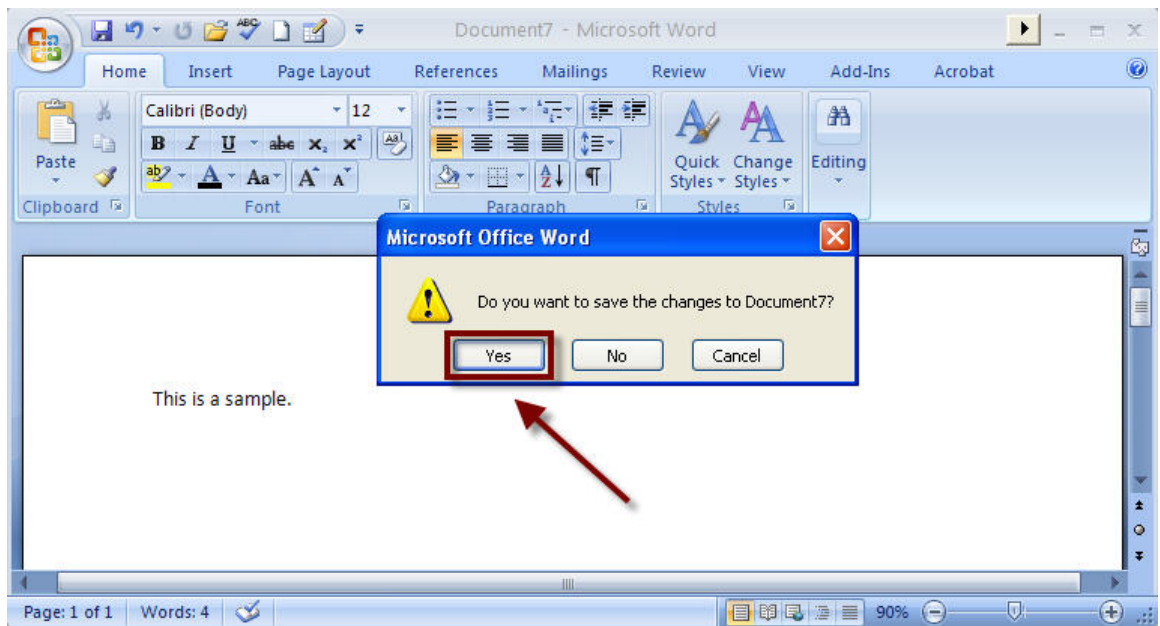
5. Use the **scroll bars** to scroll vertically or horizontally.



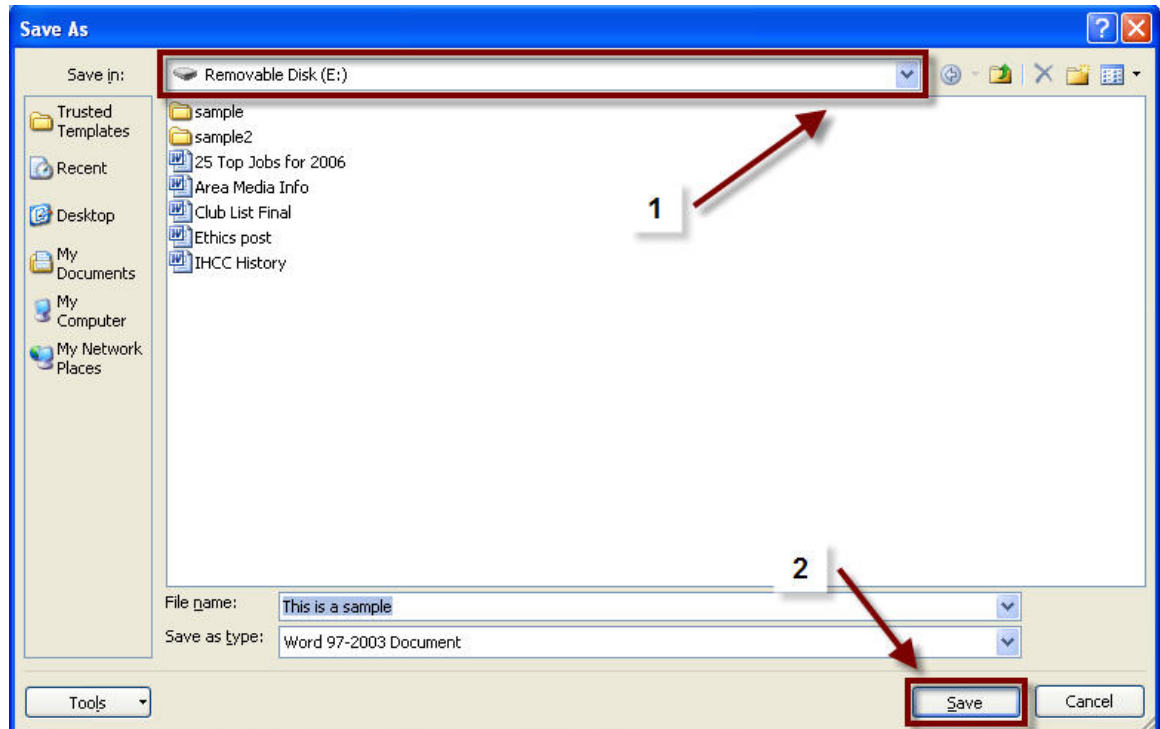
6. Click the "x" button to close the document.



7. Click the **Yes** button to save the document.



8. (1) Select the location to save your file. We will choose the jump drive. (2) Click the **Save** button.



**Please work through the other tutorials available
on the Indian Hills Community College web site.**

For further assistance, please contact:

IT Help Desk

Phone: (641) 683-5333

E-Mail: helpdesk@indianhills.edu

Web: www.indianhills.edu/helpdesk