

Working with windows in Windows

One thing is obvious but windows are an important part of Microsoft Windows. Nearly everything users do in Windows involves a certain window. However, if all you do with the window is just opening and closing and dragging them around the screen, you seem to be missing a little creativity.

One thing is obvious but windows are an important part of Microsoft Windows. Nearly everything users do in Windows involves a certain window. However, if all you do with the window is just opening and closing and dragging them around the screen, you seem to be missing a little creativity.

This is because Windows has many other ways to work with windows, from shortcuts to select menus. The problem is that Microsoft does not help users easily find them. So, we will do that for you in this tutorial to make it easier for users to work with windows in Windows.

Easy as 1, 2, 3

Currently, there are 3 types of windows in Windows. The first type is the Windows Explorer window, showing the contents of a hard drive or folder. Next is the application window, such as the window displayed by Microsoft Word and Internet Explorer.

Finally, there are dialogs, designed to display different options for interacting with Windows and its applications. Although the content of the windows is different, these 3 types of interfaces and operations are still very much the same despite changes in Windows 7 and Vista that make similarities more unrecognizable.



An open window can move around the Windows Desktop by clicking and dragging the window's title bar. Similarly, users can also change the size of a window by clicking and dragging them to one of the 4 sides of the screen. However, some windows and dialog boxes cannot be resized.

All windows have at least one button in the top right corner of the title bar with the **X** icon - clicking on this icon will help close the window. With an open dialog, clicking on the Cancel button will have the same effect to close it.

For an application, it depends on the **X** button you clicked. Click the **X** button inside the data window and it's like opening the **File** menu and selecting **Close** ; Click the **X** button outside the application window and it's like choosing **Exit** from the **File** menu.

Some windows also have more than 2 buttons in the top right corner. The first button, looks like the underlined key icon (_), which helps to minimize the window to the taskbar.

The next button will change according to the current size of the window. If the window is smaller than the Desktop, it looks like a square and clicking on it will help display the maximum window to fit the entire screen.

On a fully opened window, this button looks like two small squares over each other, clicking on it will restore the window to its previous size and location.

Keyboard management

All windows have a fourth button in the left corner of the title bar. It is only displayed when the Windows Classic theme is activated, but it is still there in the background with the default theme of Windows 7, Vista and XP.

If you can see that button, click it to open a menu with window options. It is also opened with shortcut - press at the same time with **Alt** and **Spacebar** . Most of the options in the menu that appear later coincide with the 3 buttons mentioned above.

Each button has its own keyboard shortcut, so users can use the keyboard to manage open windows. For example, press, **Alt + Spacebar + N** to minimize the window to the taskbar; press **Alt + Spacebar + X** to open max; **Press Alt + Spacebar + R** to restore the window to its previous size while **Alt + Spacebar + C** to close the window.



This menu also has 2 other useful options: **Move** and **Size** . At any time, a window can be opened on the Desktop with the title bar placed off the top of the screen. Users can assume that I cannot click on the title bar and move it because it has been blocked? However, you are wrong.

Open the window of the window with **Alt + Spacebar** , then press **M** to select Move (a shortcut you can remember to use when the menu is not visible). Next, use the arrow keys to move the window around the screen, to the place you want to place and press **Enter** .

Users can also apply this option with Size - **Alt + Spacebar + S** - but use the arrow keys to move the windows up or down.

Tips to minimize windows quickly

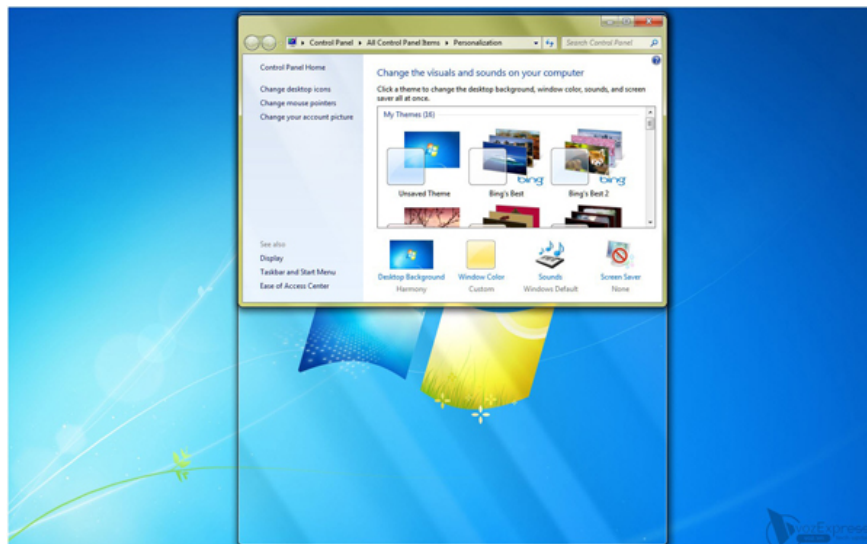
Even with keyboard shortcuts, working with multiple open windows makes it difficult and choosing a window with **Alt + Tab** (or **Windows + Tab** keys for Windows Vista and 7 users) will help you a lot.

Fortunately, there are still some shortcuts to help you do the job faster. Right-click an empty area of ??the Taskbar and the menu displays and options to manage open windows.

The descriptive words may differ from the Windows Vista operating system, but the choices still perform the same action compared to the other two versions. First, the **Cascade** window, will minimize the open windows and arrange them over each other - a great way to see the title bar of all open windows at the same time (doesn't work for those window has been minimized).

The next 2 title bars will resize and arrange all open windows so that they are placed side by side, arranged vertically or horizontally.

These options work better with Windows Explorer windows when copying files from one place to another. Finally, the **Show desktop option** will minimize all open windows to the Taskbar to display the Desktop screen (pressing the **Windows + D** key has the same effect).



New way to use windows

Hopefully this article may help users when working with windows in Windows operating systems. There are still many other shortcuts and secrets that need to be explored, especially in Windows Vista and Windows 7 - Windows 7 users should read the section below.

For more tips on working with Windows, find the Windows Help system (click **Start ? Help** or **Help and Support** , or just press **F1** while in Windows Desktop) and search for '**working with windows**' .

For Windows 7

Windows 7 users can also temporarily hide all open windows by moving the mouse pointer to the bottom right corner of the Taskbar.

Windows 7 also provides a lot of tricks for windows. Click on the title bar of any window and drag it until the mouse pointer touches the left or right corner of the Desktop and the window will 'snap' to fit half the screen. Drag it to the top of the Desktop and the window will open the window in full size, full screen.

You finished reading the article "**Working with windows in Windows**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.