

## WINDOWS – TASKS

### 微软视窗系统- 任务

- **Double click** on the Computer icon.  
双击电脑图标。
- **Look at** the Computer window.  
看看电脑视窗。

What is the name of this blue bar in the window?

什么是视窗上的蓝色栏的名称？

**Title bar** 标题栏

List two things you can do using the title bar.

列出两件事你可在标题栏上做。

1. **Click & Drag titlebar to move window**  
点击并拖动标题栏来移动窗口
  2. **Double-click titlebar to maximize / restore window**  
双击标题栏来最大化/还原窗口
- **Practice** moving the window around the screen.  
练习在屏幕上移动窗口。
  - **Look at** the small square buttons on the right of the title bar  
看看在标题栏上面的右上的方形按钮
  - By drawing a line, **match** what each button does to its picture:  
通过绘制一条线，配每个按钮到它的图片：

**Make the window as small as possible.**

最小化窗口

**Make the window as big as it will go**

使窗口最大

**Bring back the window to its original size**

使窗口回到原来的大小

**Close the window**

关闭窗口



# Microsoft Office Icdl Study Guide Ms 201

**Daniela Niemeyer**



## **Microsoft Office Icdl Study Guide Ms 201:**

## The Enigmatic Realm of **Microsoft Office Icdl Study Guide Ms 201**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Microsoft Office Icdl Study Guide Ms 201** a literary masterpiece penned by way of a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of people who partake in its reading experience.

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