Section Skills and Their Importance

In the following section you will learn to:

■ **Working with windows**

To use Windows NT efficiently, you must be able to work with windows. You can minimize, maximize, move, and resize windows. Learning the proper names of window elements and how to work with them will make working with Windows NT quick and easy to do.

■ **Use menus and dialog boxes**

You access Windows NT commands by using menus. Many commands ask you for additional information by using dialog boxes, so you will learn to choose commands and make selections in dialog boxes.

■ **Use Help**

You can access Help from almost every Windows NT program. By using Help, you can get all the help information you require without having to leave a program or clear your screen.