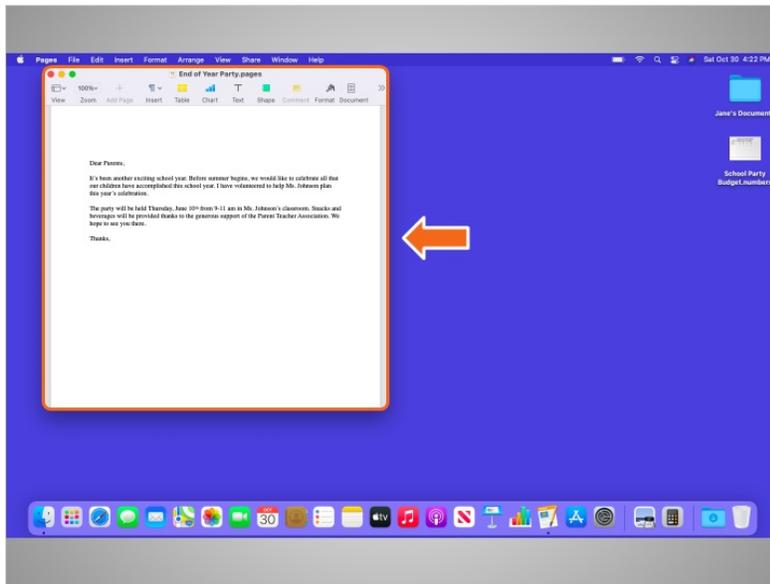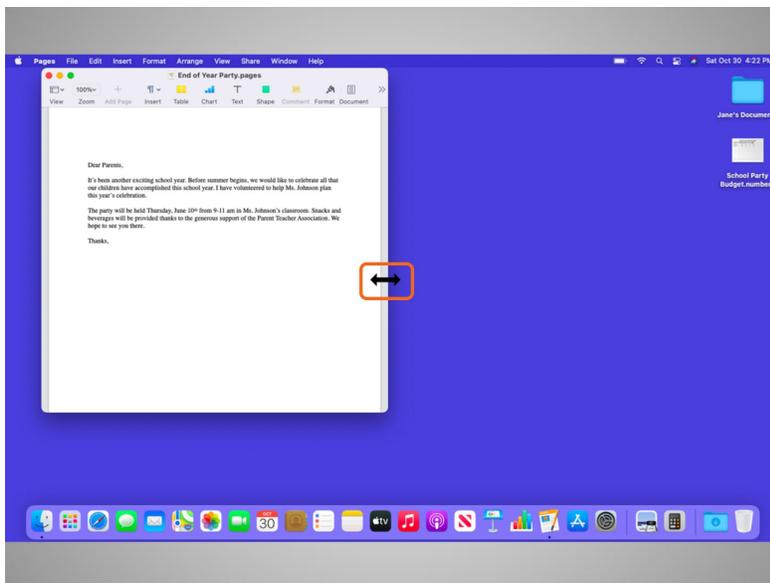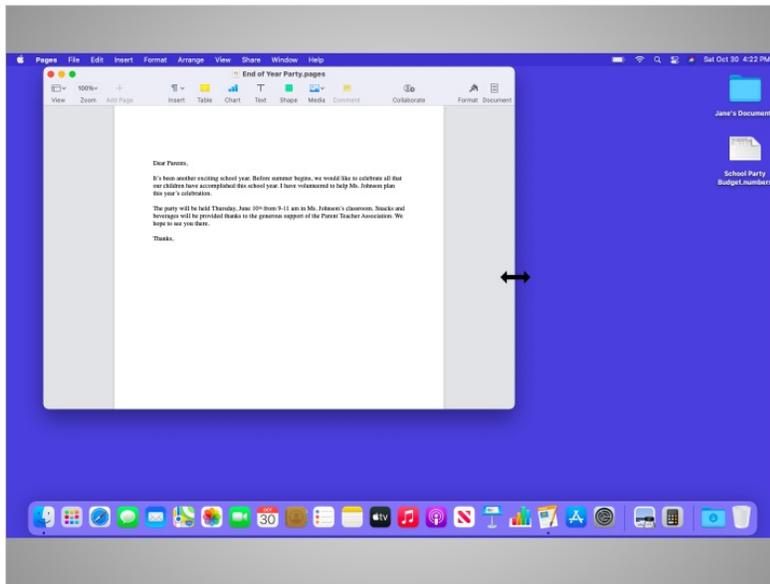# Using a Mac OS 11
Working with Windows

In the previous lesson, Jane learned how to find and open files on the computer. In today's lesson, Jane will learn how to use an application window on the Mac, including how to make a window larger or smaller, move a window, close a window and more. In today's example, Jane will be using the applications "Pages" and "Numbers" on a Mac computer.
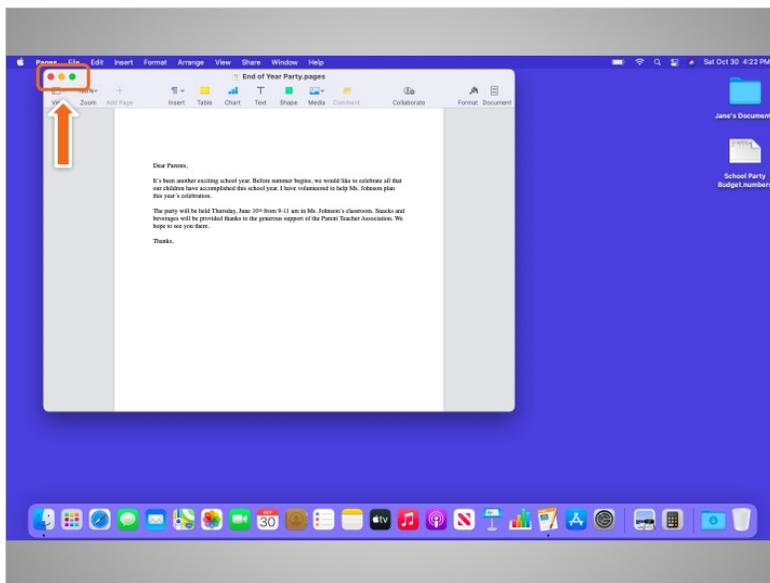
Once Jane has opened a file or folder, she sees a window. A computer window gives you a view into a file, folder, or an application just like a store's window gives you a view into the store. The window is your working area.
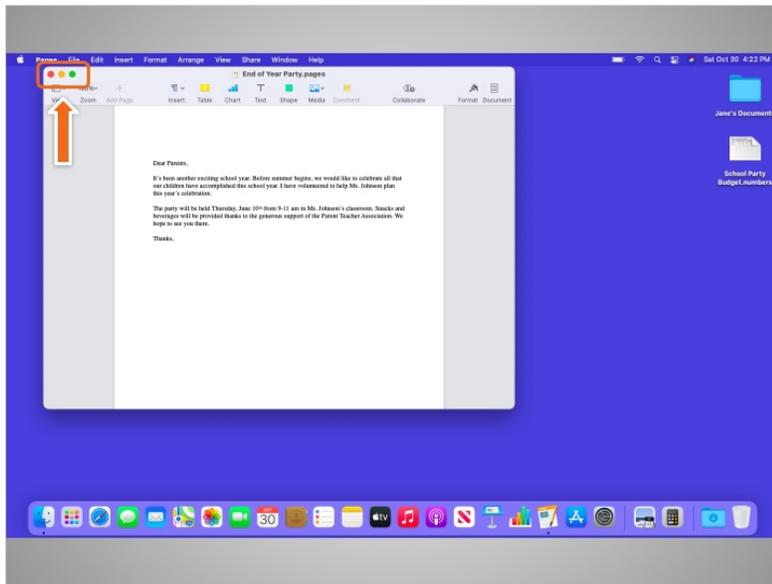

When you open a window, it may appear in a size that's too big or too small for your work. Jane can change the size of the window by hovering her cursor over a border or corner of the window using her mouse. The cursor then becomes a double-headed arrow. Jane can then click and hold the left mouse button to "grab" the edges of the window.
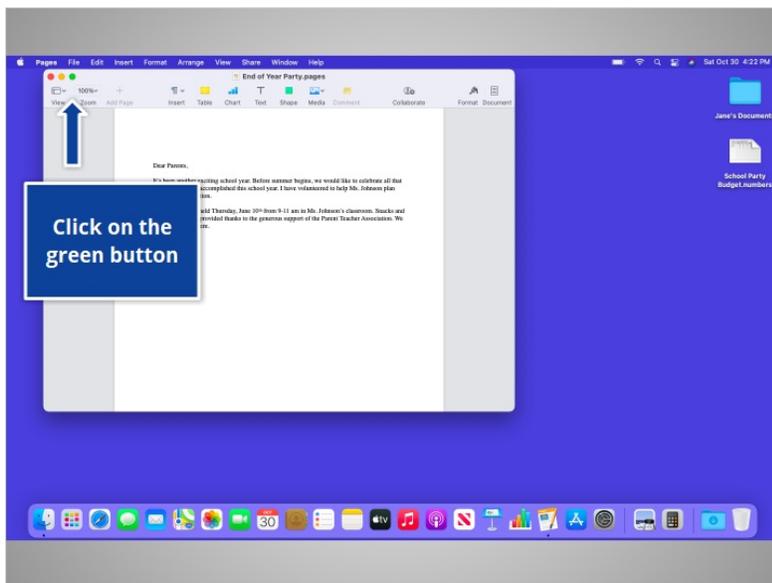
Jane drags the cursor to change the size of the window. She releases the mouse button when the window is the desired size.
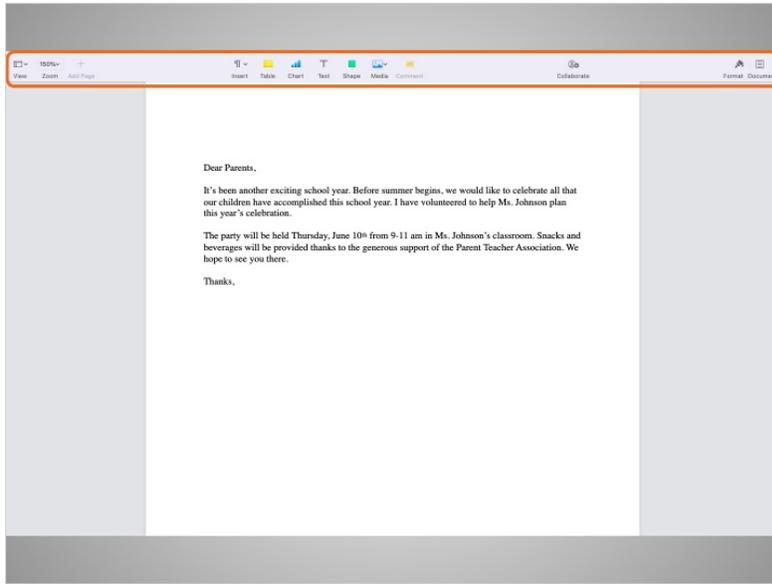

At the top of the window Jane sees some tools to help her manage the size and shape of the window.

If Jane wants the window to fill the whole desktop, she can click the green button on the top-left corner of the window.
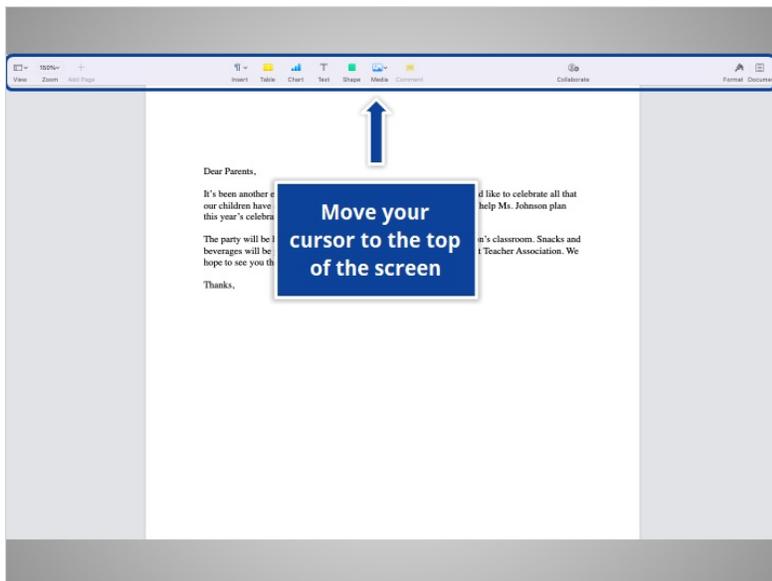

Click on the green button

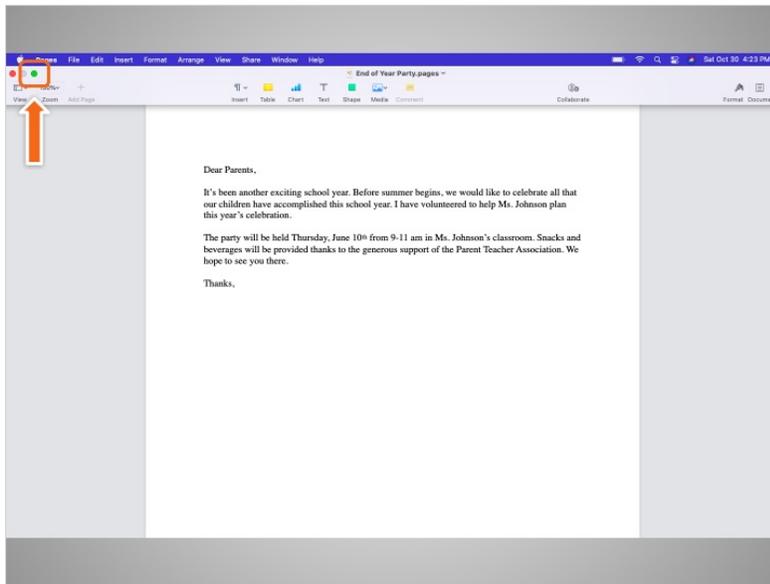Would you click on the green button for Jane?

Good job! When you click on the green button, the window fills the entire screen. When you want to make the window smaller again, it can be a bit tricky since the menu bar is hidden.
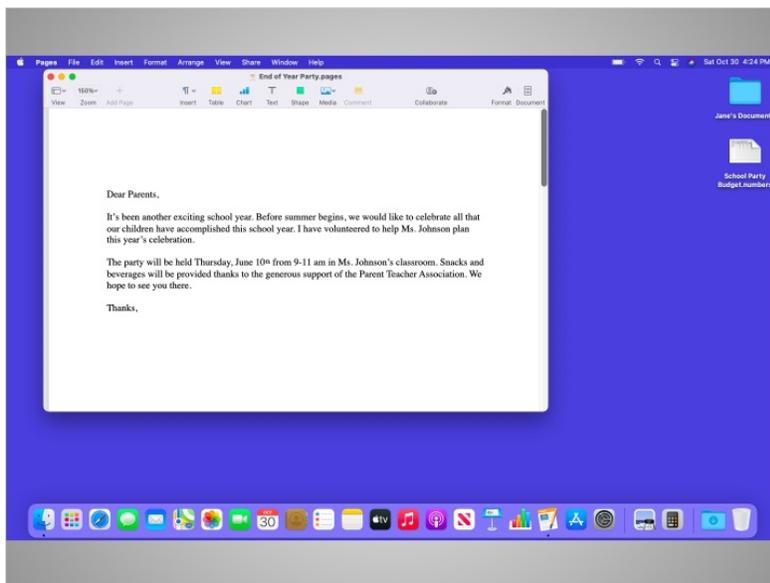
In order to see the menu when a window is in full screen, Jane needs to move her mouse to the very top of the screen.

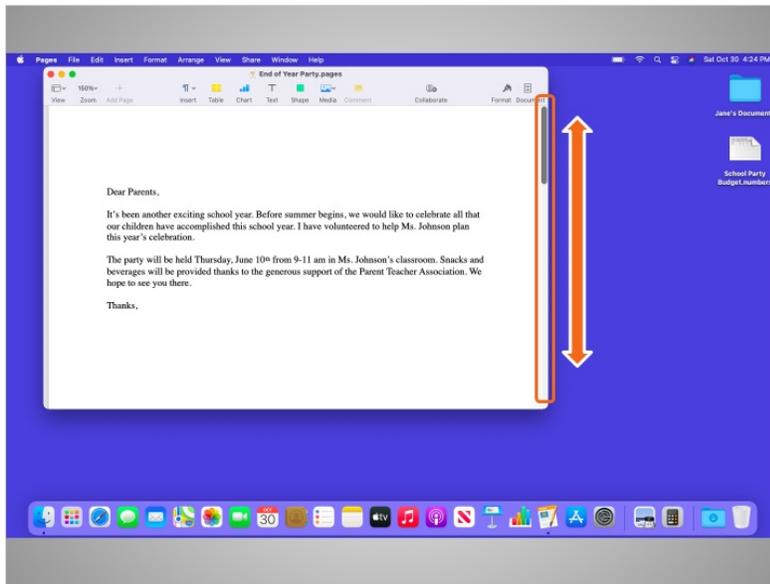
Move your cursor to the top of the screen

Would you help out Jane? Move your cursor with your mouse to the top of the screen.
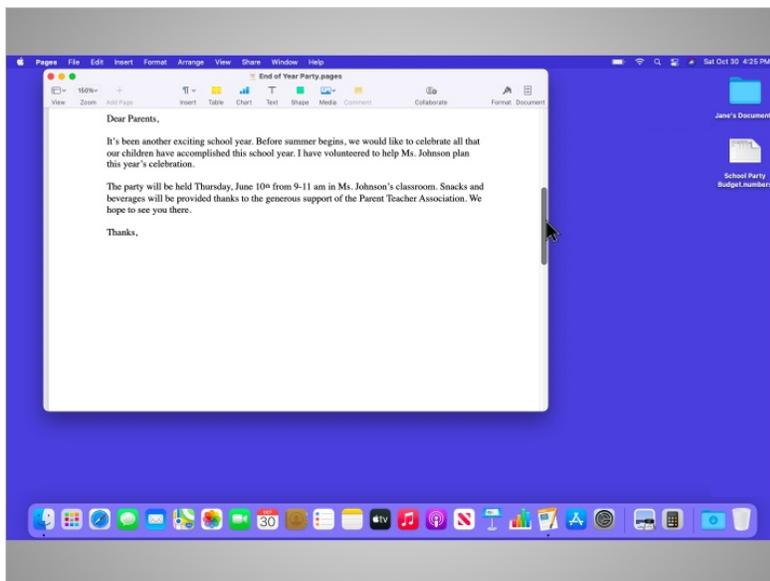
Nice work! The menu bar has appeared again and the green button is visible. When Jane clicks on the green button
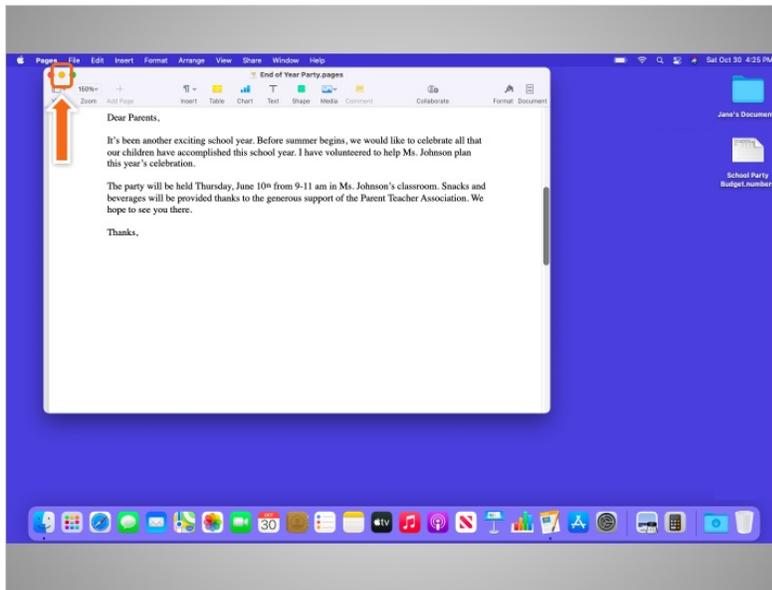

the window returns to its original size.

Jane can scroll in the window to display different parts of the document. Scrolling will move you up and down the page, similar to turning the pages of a multipage document.
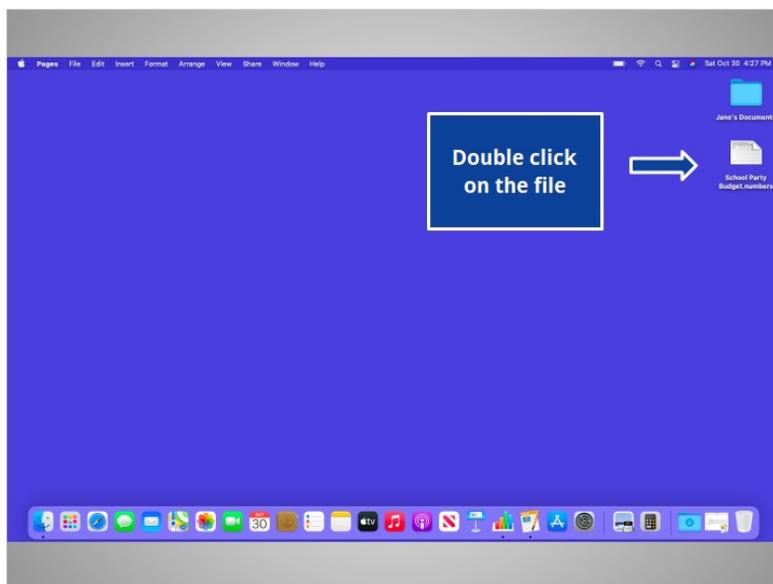

To scroll, Jane moves her cursor to the scroll bar, the clicks and holds the left mouse button to "grab" it. Then she drags it to move down in the document.
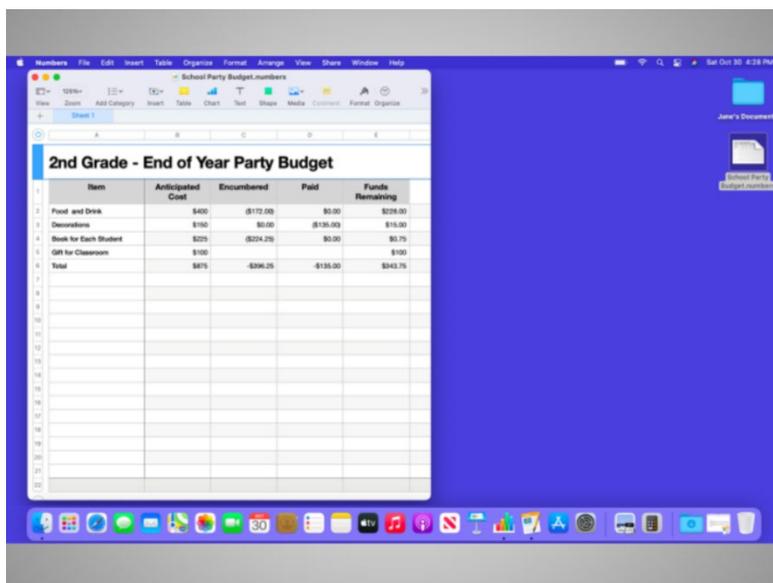
If Jane would like to access other files or folders on the desktop while this file is open, she can click on the yellow button at the top left of the window to minimize it. This will collapse the window into the Dock at the bottom of the screen so that Jane can see and use the desktop.
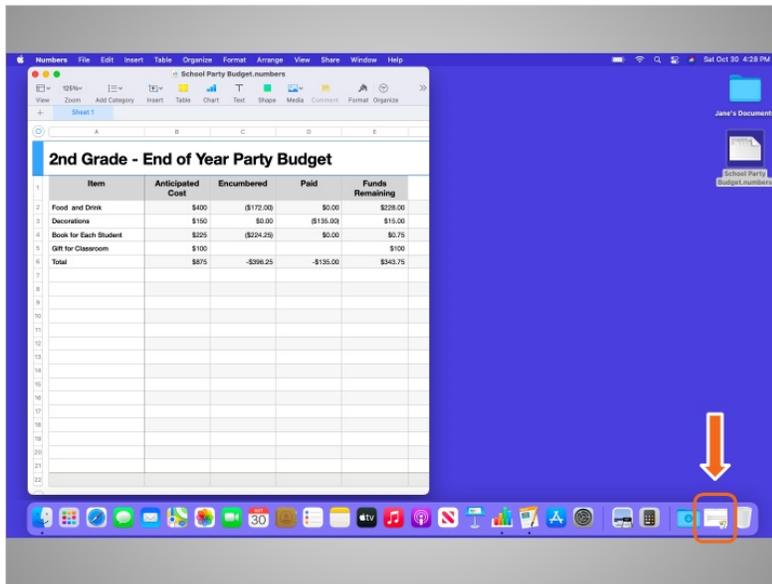

Now that the first file is minimized, it appears on the Dock at the bottom as an icon. This frees up the desktop so that Jane can find another file.
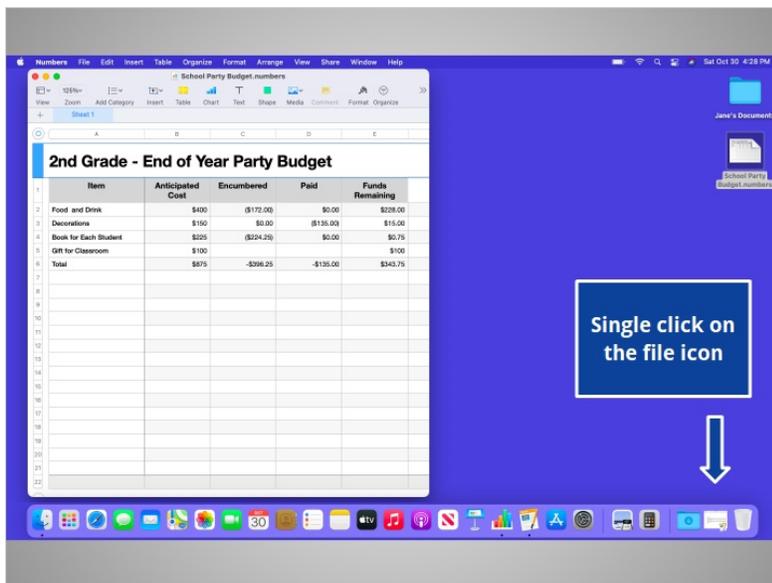
Jane would like to open the file on the desktop called School Party Budget. Would you give Jane a hand? Double click on the file "School Party Budget" to open it.
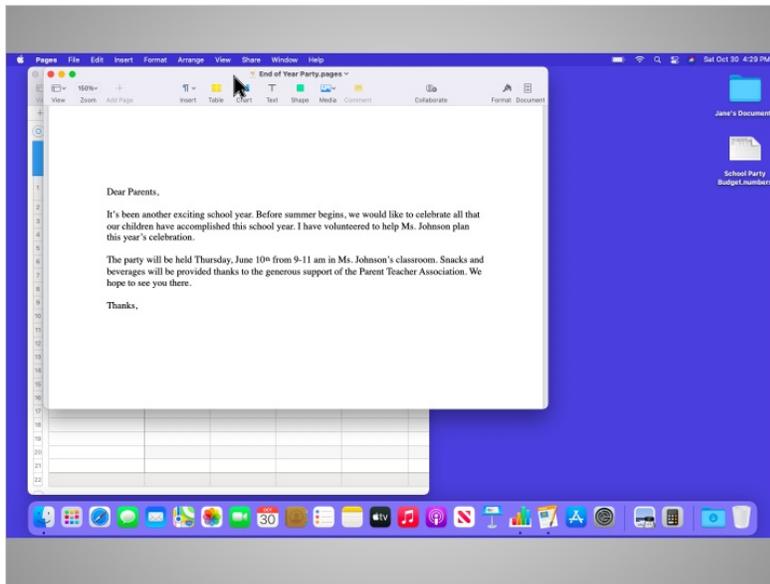

Good job! It is possible to have many windows open at the same time. This allows you to switch between tasks or work between multiple files.
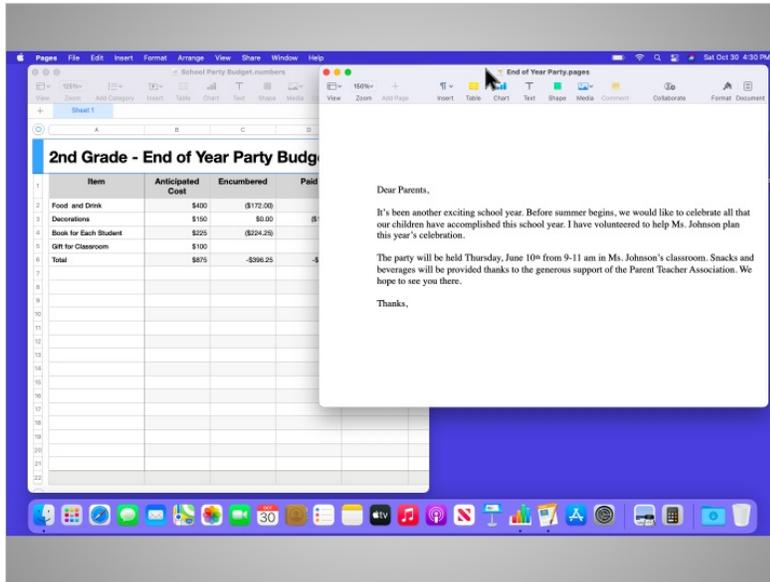
Jane can click on the icon to open the file that she minimized to the Dock, so she has two open files open at the same time. In this example, the file in the Dock is in the application called Pages, but this will work for any kind of file that is open in the Dock.

Single click on the file icon

Would you help out Jane by opening this file for her? Click on the file now.
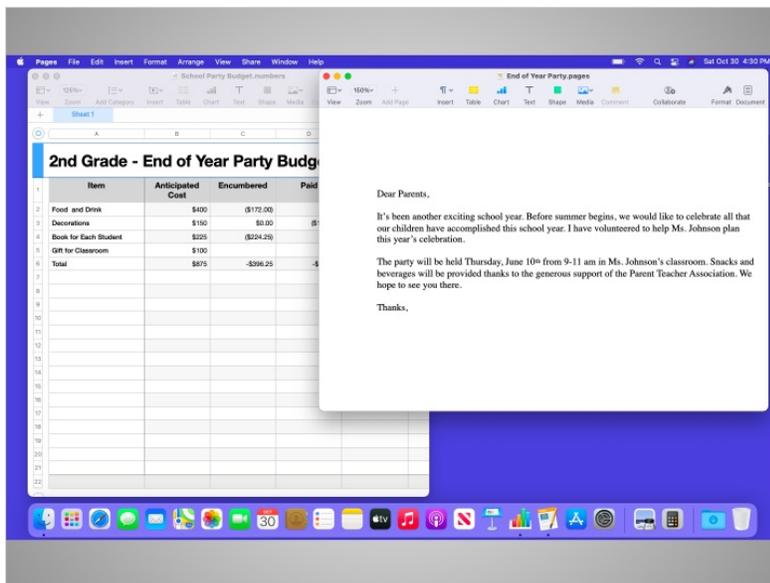
Nice work! Now that Jane has two windows open, she wants to move them around to make it easier to work between them. She can pick up a window by the grey bar at the top and move it. To do this, she places her cursor above the gray bar and clicks down on her mouse button.

While still holding the mouse button down, she moves the window. When the window is where she wants it, she releases the mouse button to place the window.

Again, the windows can also be resized to make it easier to work between them.

In this lesson, Jane has learned how to work with windows. In the next lesson, she'll learn how to save and close files she created within an application.