

Windows Operating System

An Operating System (OS) is software that acts as an interface between computer hardware components and the user. Every computer system must have at least one operating system to run other programs. Applications like MS Office, Notepad, WordPad, etc., need some environment to run and perform its tasks.

Software

- ☑ The computer can do nothing until it is given Instructions called software.
- ☑ Software is a set of instructions that tells the computer what to do.
- ☑ Two Types of Software are:
 - Operating System Software
 - Application Software

What Does Windows Do?

- ☑ Provides an easy way to start programs (the Start Button does this)
- ☑ Runs more than one program at a time (called Multitasking)
- ☑ Provides an easy way to switch between open programs(The taskbar does this) Short Cut Key – Alt +TAB
- ☑ Provides access to the Internet (Internet Browser does this)

Operating System Software

- ☑ Windows is Operating System Software.
- ☑ The OS controls and manages your computer by translating your instructions into a language your hardware can understand. It links all different parts of your computer system together.

- ☑ Most computers come from the factory with an operating system pre-installed.
- ☑ The Windows OS is called a graphical user interface (GUI) because it uses pictures (icons) to help you communicate with the computer.

Parts of the My Desktop Window

Icons

Start Menu

Search Box

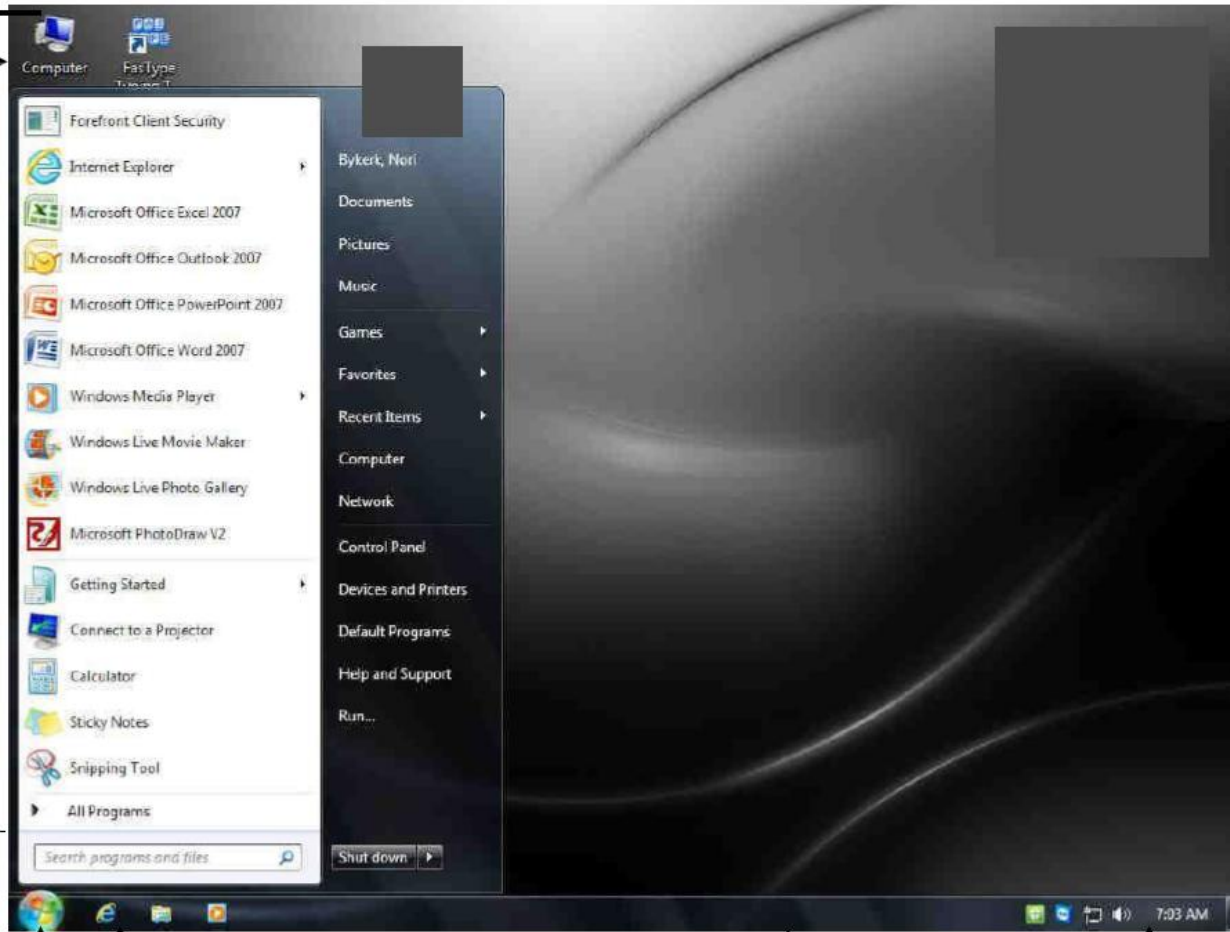
Start Button

Quick Launch Tray

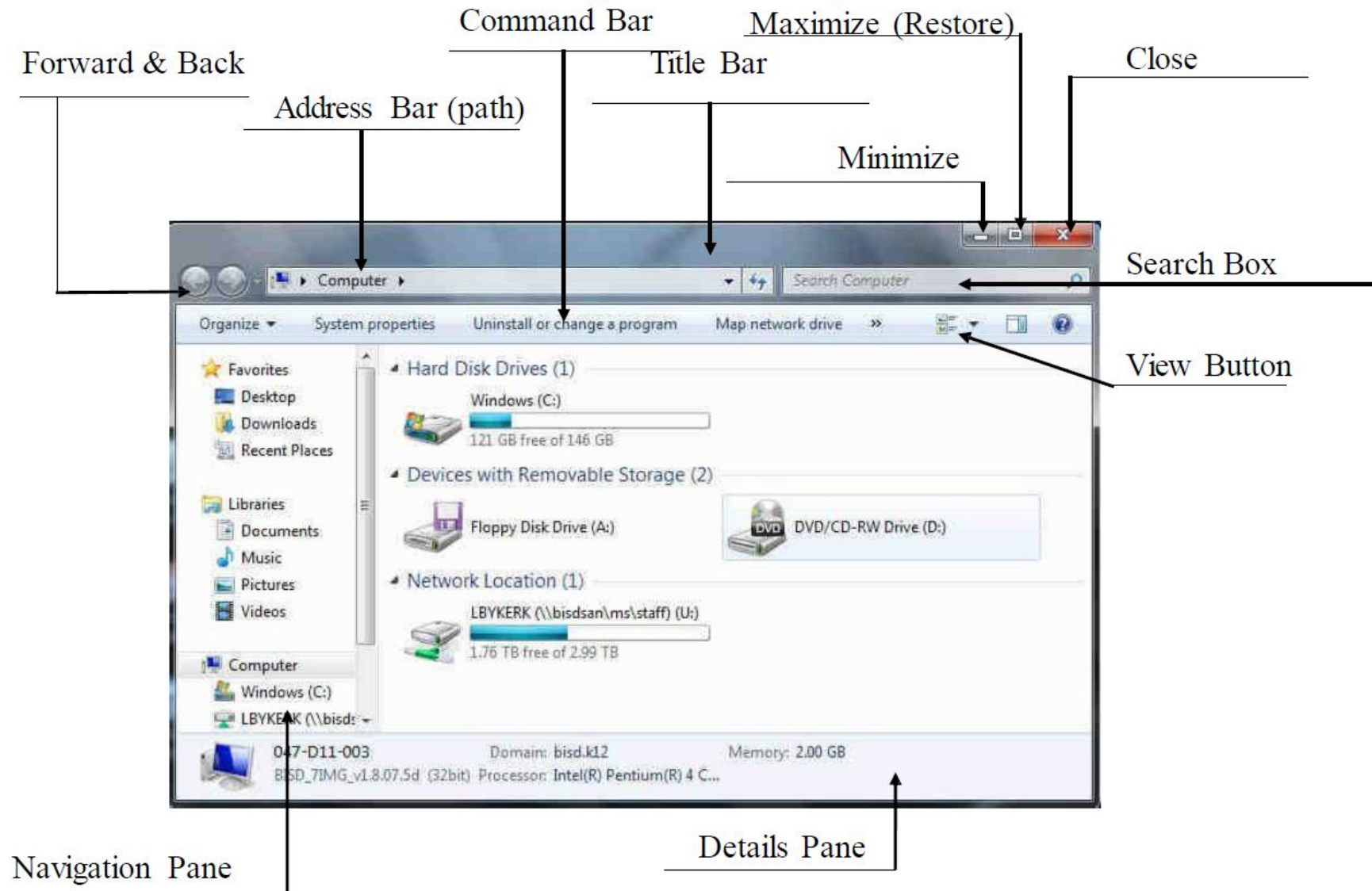
Taskbar

System Tray

Desktop



Parts of the My Computer Window



Desktop Elements

The Windows Desktop is the opening screen in Windows.

It contains:

- ☒ **Taskbar:** A rectangular bar located by default at the bottom of the Windows desktop. It contains the Start button, the system clock and a button for each program that is open.
- ☒ **Icons:** small pictures used to easily open programs or documents.
- ☒ **Start Button:** the button located at the left end of the taskbar that is used to open menus or programs.





Windows Elements

- ☒ **Window:** A Window is a movable, resizable Rectangular area in which information is displayed.
- ☒ **Title bar:** The title bar appears at the top of the window and displays the name of the open application or file.
- ☒ **Menu bar:** The menu bar is a row of words below the title bar. Each word displays a menu when clicked. (Not all windows have a menu bar.)
- ☒ **Menu:** A menu is a list of choices or options.
- ☒ **Tabs:** Some tool windows are also separated using tabs or a dropdown selector in the title bar, based on the functionality that it covers.

Minimize, Maximize, Restore & Close

Minimize, Maximize/Restore and Close.

At the right end of the title bar are three buttons:

- ☒  **Minimize:** makes the window disappear from the desktop and become a button on the taskbar.
- ☒  **Maximize:** makes the window fill the screen
- ☒  **Restore:** returns the window to its original size (The Maximize and Restore buttons toggle.)
- ☒  **Close:** makes the window disappear.



Files and Folders

Files and **Folders** are used to organize programs and documents in Windows.

- ☒ A file is a collection of text or data like a document or picture or sound.
- ☒ A folder is a container for programs, files or other folders. It is just an organizational device and cannot be printed.

Windows Accessories

Operating System, Windows offers many kinds of built-in programs called Accessories.

There are applications for:

- ☒ **General Use:** Calculator, Notepad, Paint, etc.

- ☑ **Entertainment:** Sound recorder, Volume Control, Media Player, etc.
- ☑ **Ease of Access:** Magnifier, On-Screen Keyboard

Controlling Windows via the mouse

- ☑ **Mouse** – a small, hand-held device that is used to Control the pointer on the screen.

There are some Mouse Actions:

- **Point**
- **Click**
- **Right-click**
- **Double-click**
- **Drag**
- **Scroll**

Controlling Windows via the keyboard

- ☑ **Keyboard** – used to enter data and to issue commands to the computer.
- ☑ **Function Keys:** the twelve keys located across the top of the keyboard that are labeled F1-F12. They perform specific tasks depending on the software you are using.
- ☑ **Control Keys:** are Shift, Ctrl, and Alt. They are used in combination with other keys to issue commands.
- ☑ **Keyboard Shortcuts:** are key combinations (usually using Control Keys) that can be used to activate certain commands as an alternative to using the mouse.

Common Keyboard Shortcuts

- **NewCtrl + N**
- **OpenCtrl + O**
- **SaveCtrl + S**
- **PrintCtrl + P**
- **CutCtrl + X**
- **CopyCtrl + C**
- **PasteCtrl + V**
- **Select AllCtrl + A**
- **BoldCtrl + B**
- **ItalicCtrl + I**
- **UnderlineCtrl + U**
- **Center AlignCtrl + E**
- **New Folder.....Ctrl+Shift+N**
- **Rename File & FolderF2 Key**

