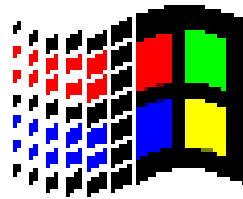


Windows Basics



An Introduction to the
Windows Operating System

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*)
- Provides access to the Internet (*Internet Explorer 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.

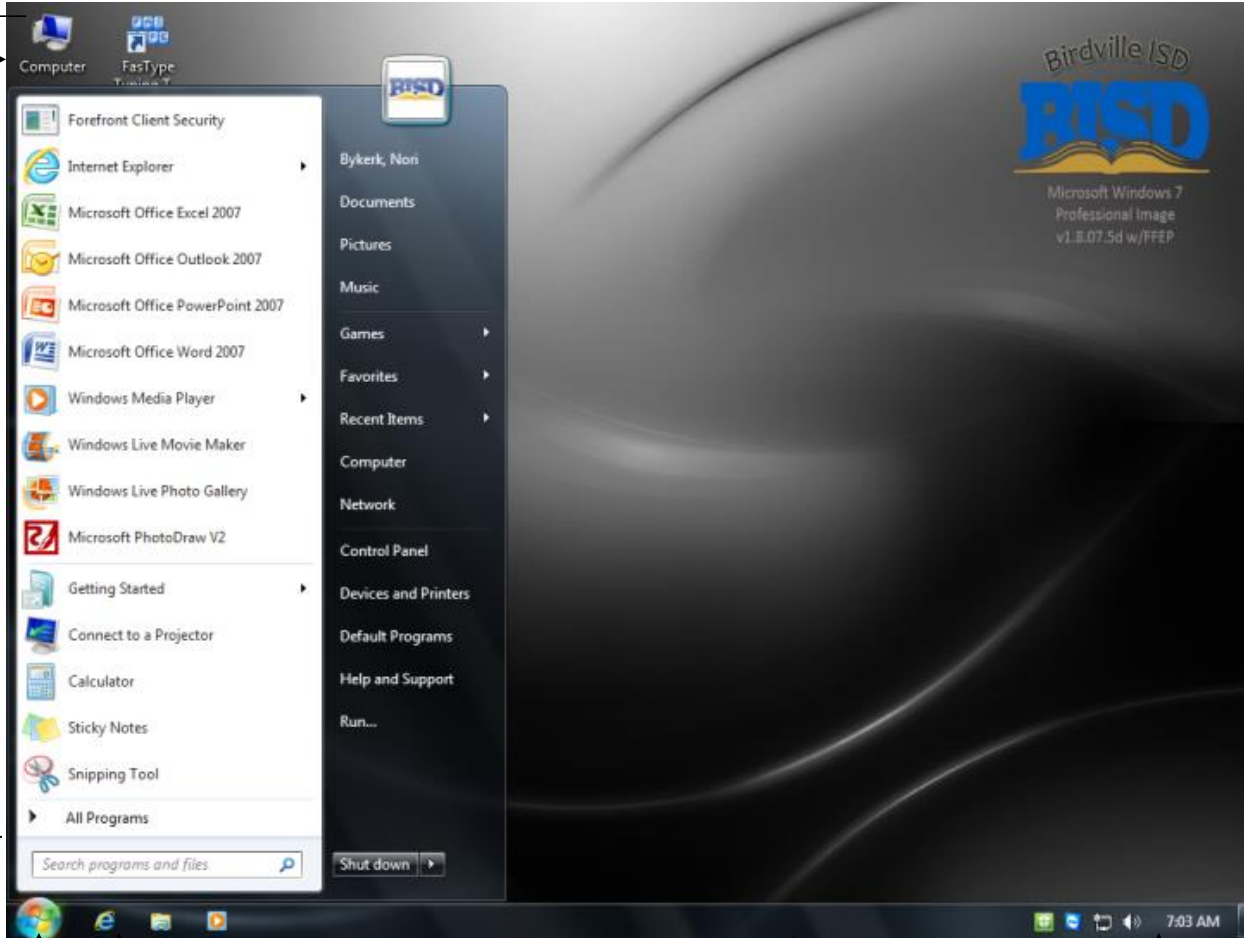
Windows Desktop

- 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 Quick Launch tray, the System tray, the system clock and a button for each program that is open.
 - With several windows open clicking on the program's button on the taskbar is the most efficient way to bring the window you want to the front.
 - **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 Desktop

Icons



Desktop

Start Menu

Search Box

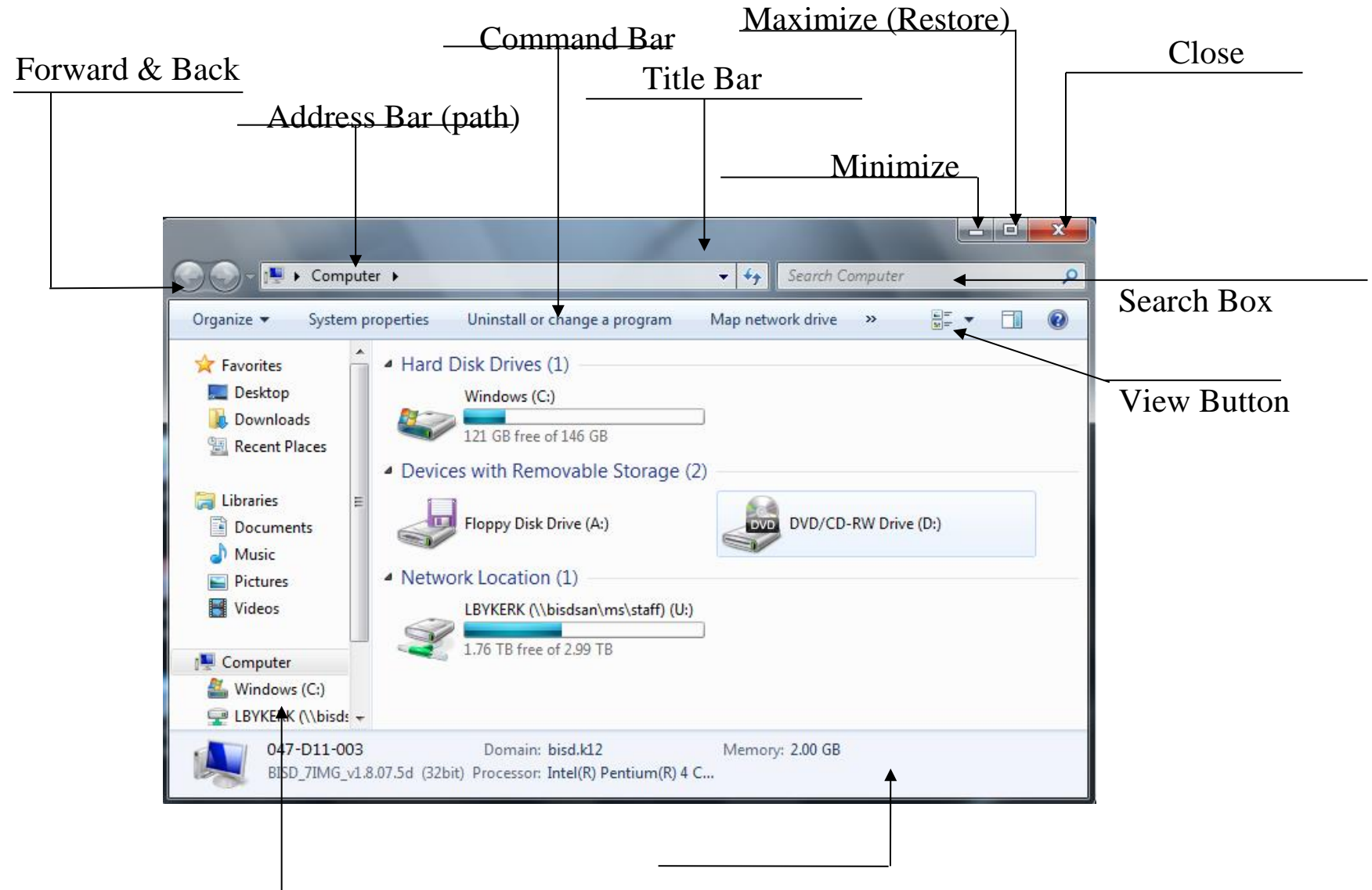
Start Button

Quick Launch Tray

Taskbar

System Tray

Parts of the My Computer Window



Navigation Pane

Details Pane

Windows Elements

- **Window:** A Window is a movable, resizable area in which information is displayed.
- **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.
- **Title bar:** The title bar appears at the top of the window and displays the name of the open application or file.

Minimize, Maximize, Restore & Close

- At the right end of the title bar are three buttons: Minimize, Maximize/Restore and Close.



- Minimize: makes the window disappear from the desktop and become a button on the taskbar



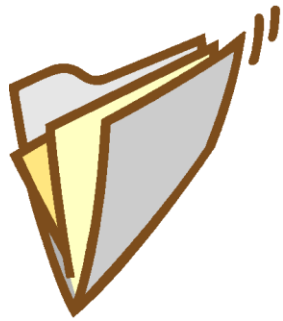
- Maximize: makes the window fill the screen



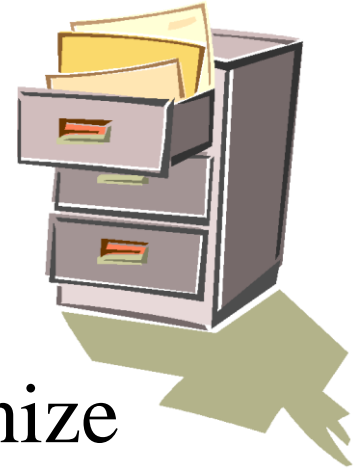
- Restore: returns the window to its original size
 - (The Maximize and Restore buttons toggle.)



- 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 can't be printed or run or played.

Windows Accessories



- In addition to being an operating system, Windows offers many kinds of built-in programs called **Accessories**. Some are located in the Accessories folder and some are listed separately.
- There are applications for:
 - **Games**: Freecell, Minesweeper, Pinball, Solitaire
 - **General Use**: Calculator, Notepad, Paint, etc..
 - **Entertainment**: Sound recorder, VolumeControl, Media Player, etc.
 - **Communications**: NetMeeting, Phone Dialer
 - **Systems Tools**: Disk Cleanup, Disk Defragmenter
 - **Ease of Access**: Magnifier, On-Screen Keyboard



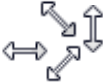








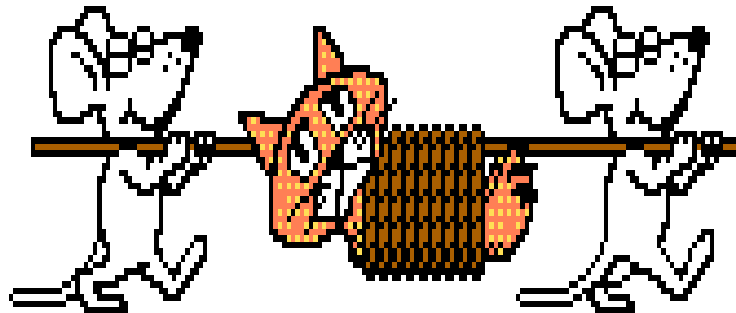
Controlling Windows via the mouse

- **Mouse** – a small, hand-held device that is used to control the pointer on the screen.
- There are Seven Main Mouse Actions:
 - Point
 - Click
 - Right-click
 - Double-click
 - Drag
 - Right-drag
 - Scroll



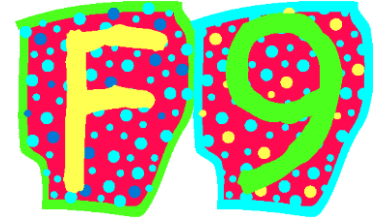
Common Mouse Pointer Shapes & What They Do

	Normal Select		Busy		Resizing
	Help Select		Move		Text Select
	Working in Background		Unavailable		Link Select





Controlling Windows via the keyboard



- **Keyboard** – used to enter data and to issue commands to the computer.
- Keys on the Keyboard:
 - **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



Getting Help



Help...

Microsoft Windows has a built in Help feature. You can access the feature in several different ways:

- From the Desktop – click on the Start button. The Help feature is on the Start Menu.
- Function Key – press the F1 function key and the Help window will open.

PROVIDING INTERFACES

HANDLING INPUT / OUTPUT OPERATIONS

PROGRAM EXECUTION

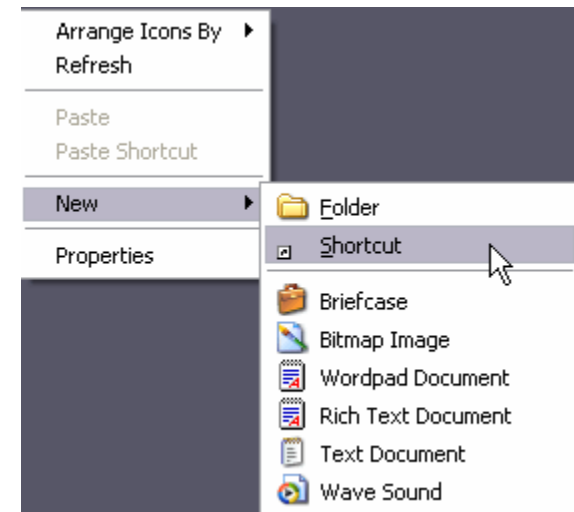
ERROR HANDLING

PROCESS MANAGEMENT

MEMORY MANAGEMENT

Creating a Shortcut

- 1) Click on the desktop with the right button of the mouse.
- 2) Select the option Shortcut on the New menu.
A dialog box will appear so that we can indicate the program for which we want the shortcut created.
- 3) Click on Browse button, to find the program.
- 4) Select the desired unit and look for the file or folder you want.
- 5) After selecting the file or folder click on Ok.
- 6) Click Next.
- 7) Type a name for the Shortcut.
- 8) Click Finish.



Changing the Date & Time

- 1 Double-click on the clock (on the right of the task bar).
- 2 Select the month, thus displaying the list of the months.
- 3 Select the year by placing the mouse on the year box and scrolling accordingly.
- 4 With the left mouse button click on the day you want. 5
Place the mouse on the hour digits and change them accordingly.
- 6 Do the same with the minutes and the seconds
- 7 Click OK



Adding or Removing a Task Bar

1 Place the mouse on the Windows task bar, but not on the buttons.

2 Click on the task bar with the right mouse button.

3 Select the option Tool bar. A list of tool bars will appear. 4

Select the tool bar called Desktop.

5 Next to the task bar the new task bar will appear.

6 With this bar we can access the same things we access from the desktop.

7 We have added a task bar.

8 To remove a task bar the process is similar.



Creating and Deleting a Folder

- 1 Click on the Start button.
- 2 Display the All programs menu and click on Accessories. 3
Select Windows Explorer.
- 4 Place the pointer on My documents.
- 5 Select New from the menu File. 7
Select Folder.
- 8 Once the folder option has been selected you will see that on the right window a new folder will appear that has the name New Folder and that it is selected. Rename it My folder.



Copying and Moving Folders

- 1 Click on Start.
- 2 Display the All programs menu and select the Accessories option. 3
Select the Windows Explorer.
- 4 Double-click on the folder My documents.
- 5 Select the folder My Music from the window to the right. 6
Click on the copy button or Edit --> Copy to Folder...
- 7 A new window will be displayed
- 8 Select unit C and click on New Folder. 9
Name it Temporary
- 10 Then double-click on it to select it.
- 11 Click OK



Organizing Folders

1 Click on Start.

2 Display the All programs menu and select Accesories 3

Select the Windows Explorer

4 Select the folder My documents.

5 Open the menu View and select Arrange Icons By. 6

Select the option organize by Size.

