

Unit Three

Operating System

*** The objectives of the unit:**

After studying this unit is expected to be able to:

Identify techniques for windows Microsoft Windows

Lecture No.3

Microsoft Windows



Operating System

An **operating system** links you to your programs (also called applications or software) and then links your programs to the computer's hardware. It controls how the computer does its most basic tasks, like storing files or talking to printers.

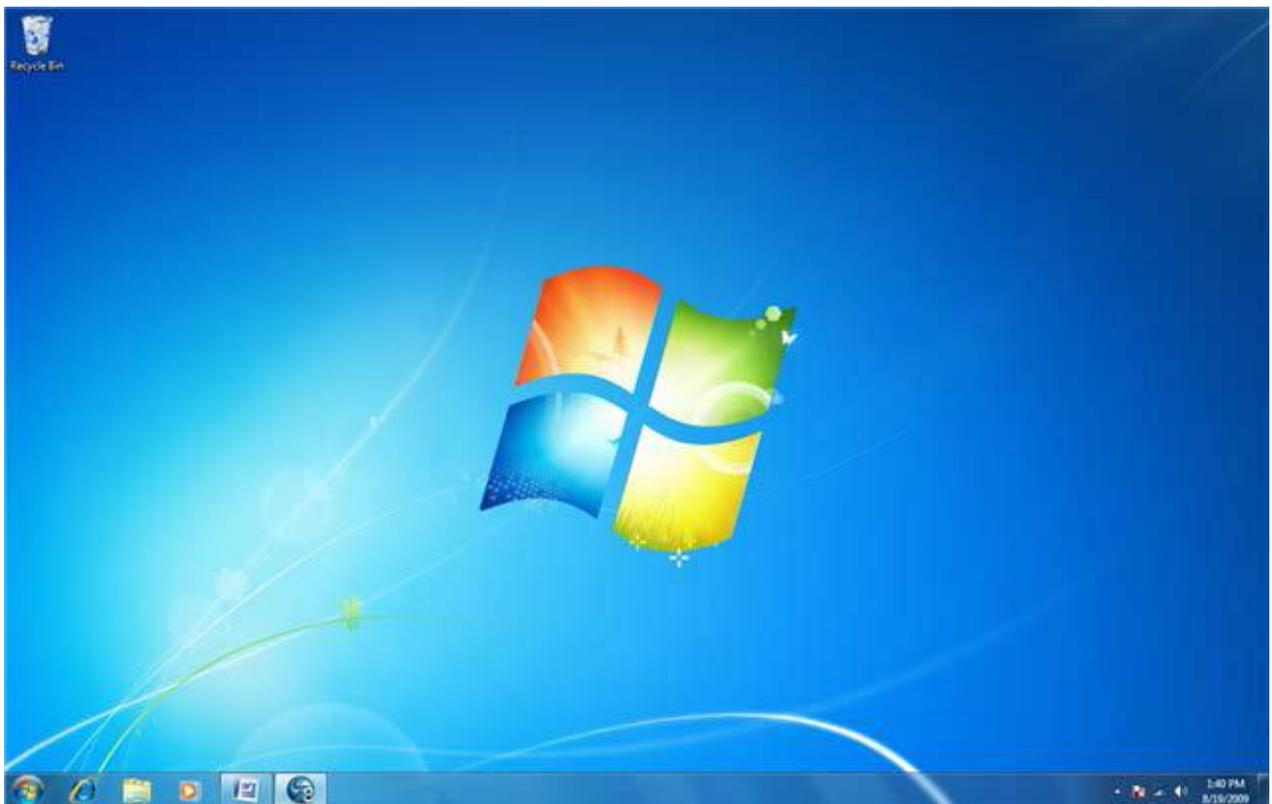
Microsoft Windows 7 is an example of an operating system. It uses graphics (pictures) to connect you to the computer's hardware and software in an easy-to-understand (hopefully!) way. Microsoft Windows 7 also comes with many free, built-in programs that can help you create documents, movies and images, calculate figures, enjoy some music, browse the Internet, or play a few games.

Microsoft Windows: is an operating system, a computer program that controls how the computer carries out basic tasks such as displaying information on your computer screen and running programs. **File:** An electronic collection of information that has a unique name, distinguishing it from other files. **Folder:** A collection of files and/ or other folders that help you organize your disks. **Icon:** small pictures intended to be meaningful symbols of the items they represent. **Graphical user interface:** which means that you interact with the computer through the use of graphics such as windows, icons, and other meaningful words and symbols.

(Start Windows and View the Active Desktop)

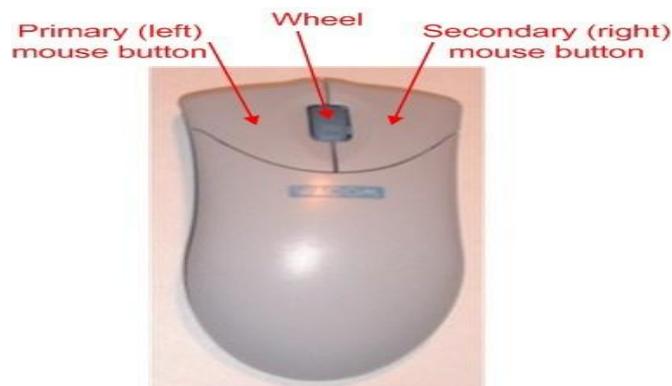
Desktop: *The opening screen in Windows 7. It contains **Icons**, the **Start Button**, the **Taskbar**, and the **Notification Area**.*

1. **Icons:** *Small pictures that represent the things you work with when you are using your computer. Icons can represent files, programs, folders, disk drives, Control Panel tools, shortcuts, or the Recycle Bin, internet.*
2. **Start Button:** *The button found at the left end of the Taskbar that is labeled Start. Click here to open the Start Menu, where you can open other programs and menus.*
3. **Taskbar:** *The bar that appears at the bottom of the desktop. It shows you what programs or tasks are open. In the picture above, the Taskbar shows that the program Microsoft Word is open.*
4. **Notification Area:** *The area found at the right end of the Taskbar. It can give you quick access to changing your computer's volume, display properties, or mouse settings. It also displays the current time and date.*
5. **Channel Bar:** *The bar that appears on the desktop, open Icons contains.*

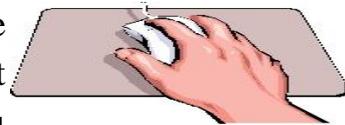


The Mouse

Obviously you know how to use your mouse, since you must have used it to get here. But let's take a look at the facts and buzzwords anyway. Your mouse probably has at least two buttons on it. **The button on the left is called the primary mouse button, the button on the right is called the secondary mouse button or just the right mouse button.** I'll just refer to them as the left and right mouse buttons. Many mice have a small wheel between the two mouse buttons, as illustrated in Figure.



The idea is to rest your hand comfortably on the mouse, with your index finger touching (but not pressing on) the left mouse button. Then, as you move the mouse, the mouse pointer (the little arrow on the screen) moves in the same direction. When moving the mouse, try to keep the buttons aimed toward the monitor -- don't "twist" the mouse as that just makes it all the harder to control the position of the mouse pointer.



If you find yourself reaching too far to get the mouse pointer where you want it to be on the screen, just pick up the mouse, move it to where it's comfortable to hold it, and place it back down on the **mouse pad** or desk. The buzzwords that describe how you use the mouse are as follows:

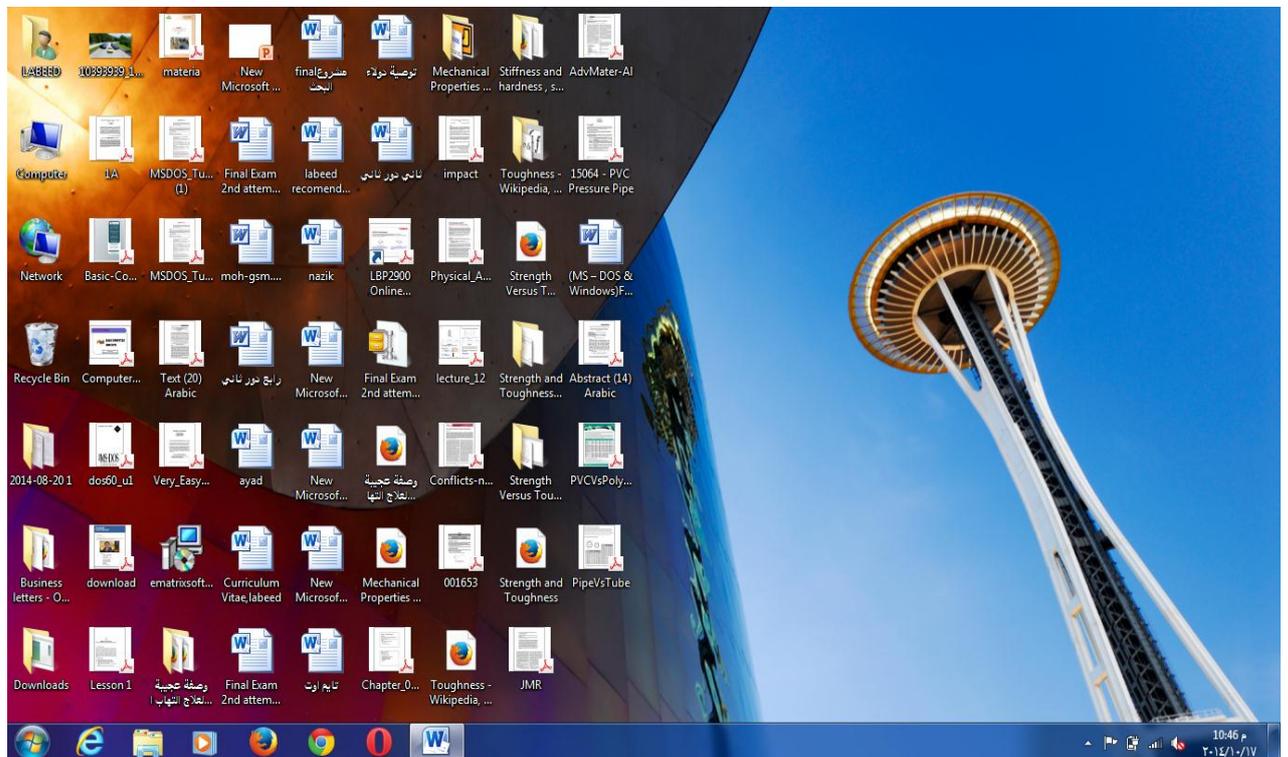
- **Single Click:** *Point to the item, then tap (press and release) the left mouse button.*
- **Double-click:** *Point to the item, and tap the left mouse button twice in rapid succession - click-click as fast as you can.*
- **Right-click:** *Point to the item, then tap the mouse button on the right.*

- **Click and Drag:** Point to an item, then hold down the left mouse button as you move the mouse. To drop the item, release the left mouse button.

(Start a program)



You can find the **Start Button** in the corner of your screen. Just like the name suggests, this is an excellent place to start your work. When you click on the **Start Button**, a special list called the **Start Menu** appears



Start Menu Options:

1. **All Programs** - Point your mouse here to see what programs (or applications) are installed on your computer.
2. **Default Programs** – choose default programs.
3. **Documents** – Point your mouse here to see this folder that holds files saved here.

4. **Pictures** - *Point your mouse here to see pictures saved in this location.*
5. **Music** - *Point your mouse here to see music files stored here.*
6. **Computer** - *Point your mouse here to see Hard Disk Drives and CD – Removable Devices.*
7. **Games** – Allows you to play games
8. **Control Panel** - Allows access to Appearance and Themes, Network and Internet Settings, Sound, Speech and Audio Devices, Performance and Maintenance, Add or Remove Programs, Users Accounts, Printer and Other Hardware Settings, Date and Time Settings, and Accessibility.
10. **Search** – searching for programs and files.
11. **Help and Support** - Click here to bring up the Windows 7 Help Menu. A great place to go if you need tips on using Windows 7.
12. **Devices and printers:** View and manage devices and printers.
13. **Shut down** – If you use a password to sign onto Windows, this option allows you to end your Windows session. Click here when you are ready to shut down Windows for the day or when you need to restart the computer.

Tcb: opening your personal folder.

Getting around the Start Menu:

*To move through the **Start Menu**, point your mouse to one of the menu options.*

All Programs 

When this little green arrow appears at the end of a menu option, pointing to that option will open a new menu.



To create a shortcut for a program on the desktop:

1. *On the Start menu, click **All Programs**.*
2. *Right click on the application from the list (for example, Microsoft Word or Internet Explorer) and select **Send To > Desktop**(create shortcut). A shortcut will appear on the desktop.*