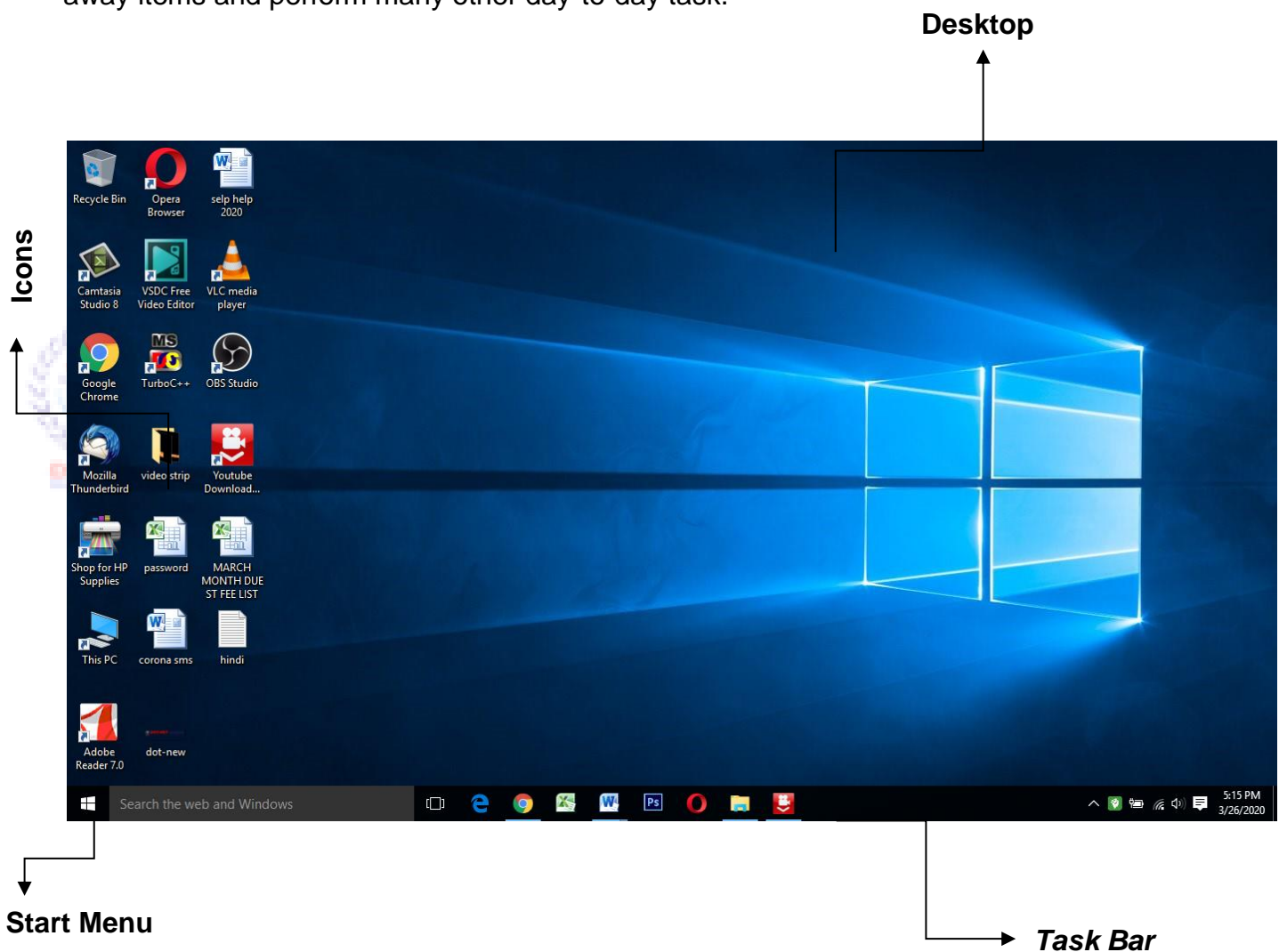


# Lesson – 2

## Windows Operating System

### The Desktop

The Desktop is the work area on a Windows screen where you are make to work. It is called the Desktop because Windows uses, whole screen in a way that is similar to the way you use the top of your desk. As you work in Windows, you move items on the Desktop, retrieve and put away items and perform many other day-to-day task.



## ✎ Icons and their Types

An icon is a graphic object that shows a program or a file on your monitor. The different types of icons are described in the successive sub-sections.

## ✎ System Icons

System icons are displayed along left edge of the screen. These objects are created automatically by Windows XP during its installation. The five system icons are explained in the following table.

## ✎ Shortcut Icons

These are the icons with small arrows in the lower left corner. A shortcut icon provides easy access to some objects on your system, such as a program, a document, or a printer, etc. The shortcut icon only contains information about the location of the object but not the object itself.

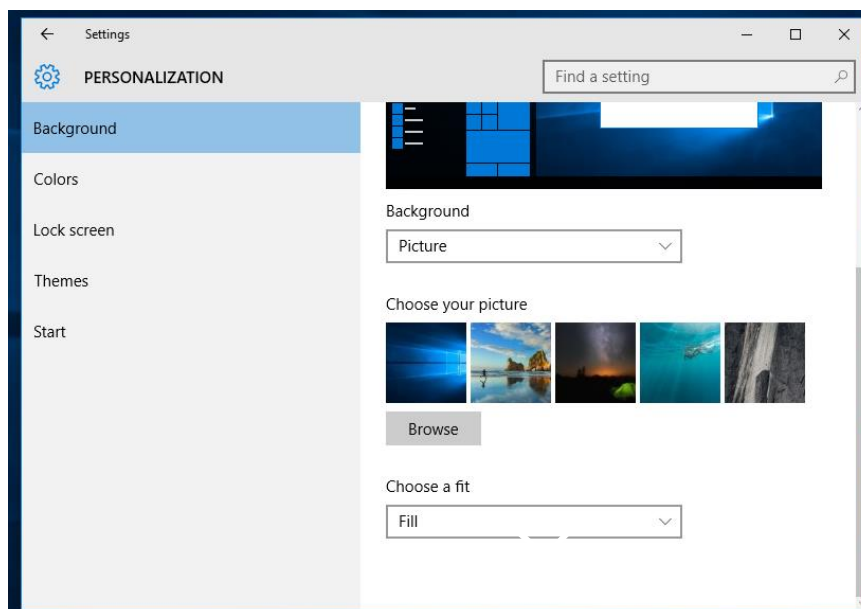
## ✎ Program, folder and Document Icons

These are non-system icons without arrows and they represent the actual objects they describe.

## How to Manage Desktop

If you want to do some changes on the Screen and you want to give some effect then you can use desktop properties.

*Right click on Mouse Button and select properties option*

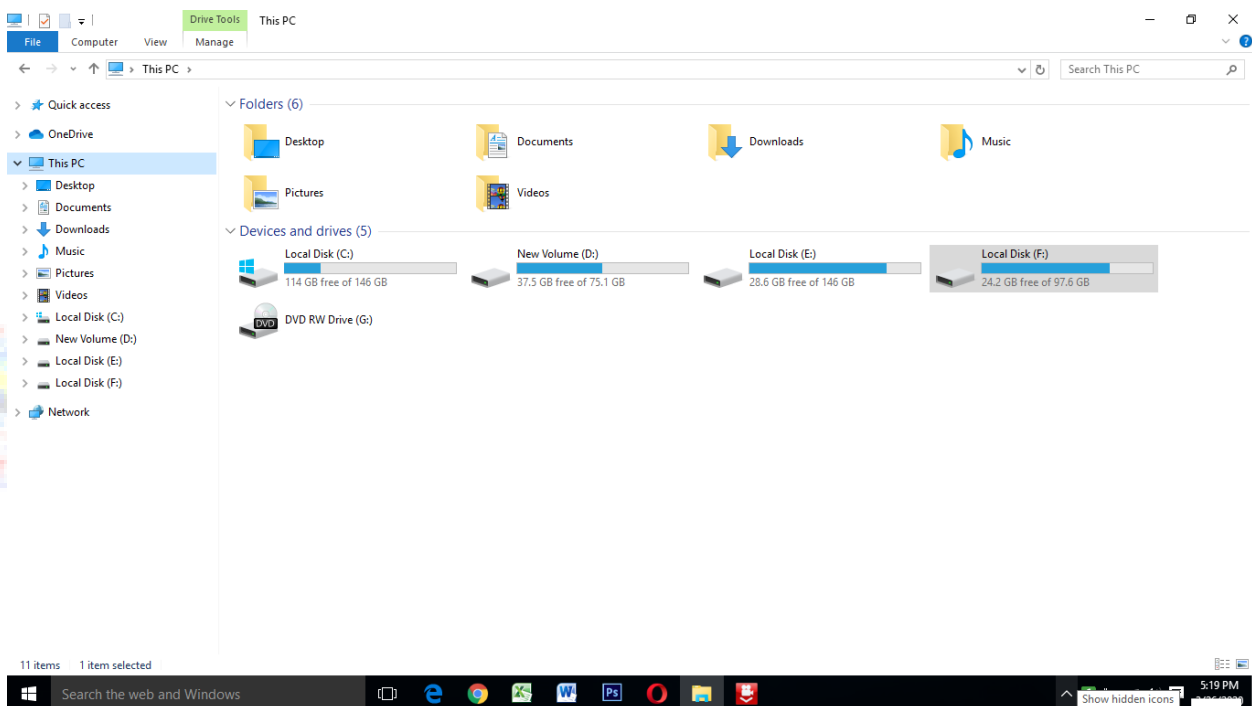


## 1. My Documents

This represents a folder that is used by many programs for storing the documents. This is used for storing files and folders.

## 2. My Computer

My computer icon lets you browse through all the resources attached to your PC. When you click on my computer icon, a Windows Explorer opens. **Windows Explorer** is a program that Windows uses to display folder contents. This window includes icons for each of the computer's disk drive (floppy disk, Hard disk, CD-ROM etc.)



## 3. Recycle Bin

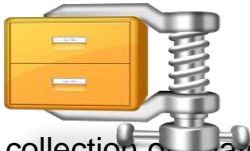


Files and folders deleted from your hard drive are not actually deleted but transferred to the Recycle Bin. The Recycle Bin icon appears on the desktop and looks like a waste paper basket. When you open the icon, a Folder window opens, displaying the files and folders that have been deleted since the Recycle Bin was last emptied. In effect, the Recycle Bin works like a folder.

## 4. File Management through Windows Explorer

File and folder are two of the most fundamental concepts of the Windows operating system. You create and organize files and folder as soon as you save your work in a PC.

### File



A file is any collection of related information that is given a name and stored on a disk so that it can be read and manipulated whenever required.

(A file can contain any kind of information: a program or application or a document; a part of a document, such as a table or a graphic; a sound or a piece of music, etc.)

### Folder



As you work in windows you would see that hard disk contains hundreds of files even before you start creating your own files. It would be impossible to keep track of all these files if they are not arranged properly. (A folder is a special kind of file that contains a list of other files or subfolders. The files on the list are said to be in the folder.)

#### **How to create a Folder**

In the Windows Explorer click the **F**ile menu and choose **N**ew. Alternatively, right click an empty area of the desktop and choose **N**ew

#### **Deleting Files and Folder**

- Select the object to be deleted in Folder or Windows Explorer
- Window
  
- Click the Delete button on the toolbar.
- Click yes in the dialog box.

### Explore

This option is used to shift the Files and Folders from one location to another location.

## How to use explore

- a) Right click on start menu
- b) Go to Explore option
- c) Select the File and Folder from one location with Right button
- d) Drop the File and Folder to another location.

## Search

This option is used to search the Files and Folders.

