

Lesson – 1

Introduction of Windows Operating System

What is an Operating System?

The operating system is the core software components of your computer. It performs many functions and is, in very basic terms, an interface between your computer and the outside world. In the section about hardware, a computer is described as consisting of several component parts including your monitor, keyboard, mouse, and other parts.

The operating system provides an interface to these parts using what is referred to as “drives”. This is why sometimes when you install a new printer or other piece of hardware, your system will ask you to install more software called a drive.

Operating System controls every command of computer system. Without Operating System, Computer is just like a collection of parts.



Types of Operating System

There are four types of operating systems.

1. MS - DOS (Microsoft Disk Operating System)
2. Windows (Microsoft Company)
3. Unix
4. Linux

Product of Red hat Company

Microsoft Windows Operating Systems

The most common is the Microsoft suite of operating systems. They include from most recent to the oldest:



- **Windows 10** is the **latest version** of **Microsoft's Windows** operating system, for personal computers, tablets, embedded devices and internet of things devices. ... **Windows 10** features built-in capabilities that allow corporate IT departments to use mobile device management (MDM) software to secure and control devices running the operating system.



- **Windows 8** This is the second newly version of windows operating systems by Microsoft. A version used by many businesses on workstation. It has the ability to work in Desktop / Laptop and Mobile Technology.



- **Windows 7** - The windows 7 is third newly version of windows operating systems by Microsoft. A version used by many businesses on workstation. It has the ability to become a member of a corporate domain.



- **Windows Vista**- A version used by many businesses on workstation. It has the ability to become a member of a corporate domain.



- **Windows XP** - A lower cost version of Windows XP Which is for home use only and should not be used at a business.



- **Windows 2000** - A better version of the Windows NT 0operating system which works well both at home and as a workstation at a business. It includes technologies which allow hardware to be automatically detected and other enhancements over Windows NT.



- **Windows ME** - An upgraded version from windows 98 but it has been historically plagued with programming errors which may be frustrating for home users.



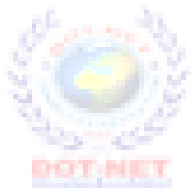
- **Windows 98-** This was produced in two main versions. The first Windows 98 version was plagued with programming errors but the Windows 98 Second Edition which came out later was much better with many errors resolved.



- **Windows 95-** The first version of Windows after the older Windows 3.x version offering a better interface and better library functions for programs.

Parts of Windows Operating System:

1. Desktop
2. My Document
3. My Computer
4. Recycle Bin
5. Paint
6. Notepad
7. Word pad
8. Explore
9. Search



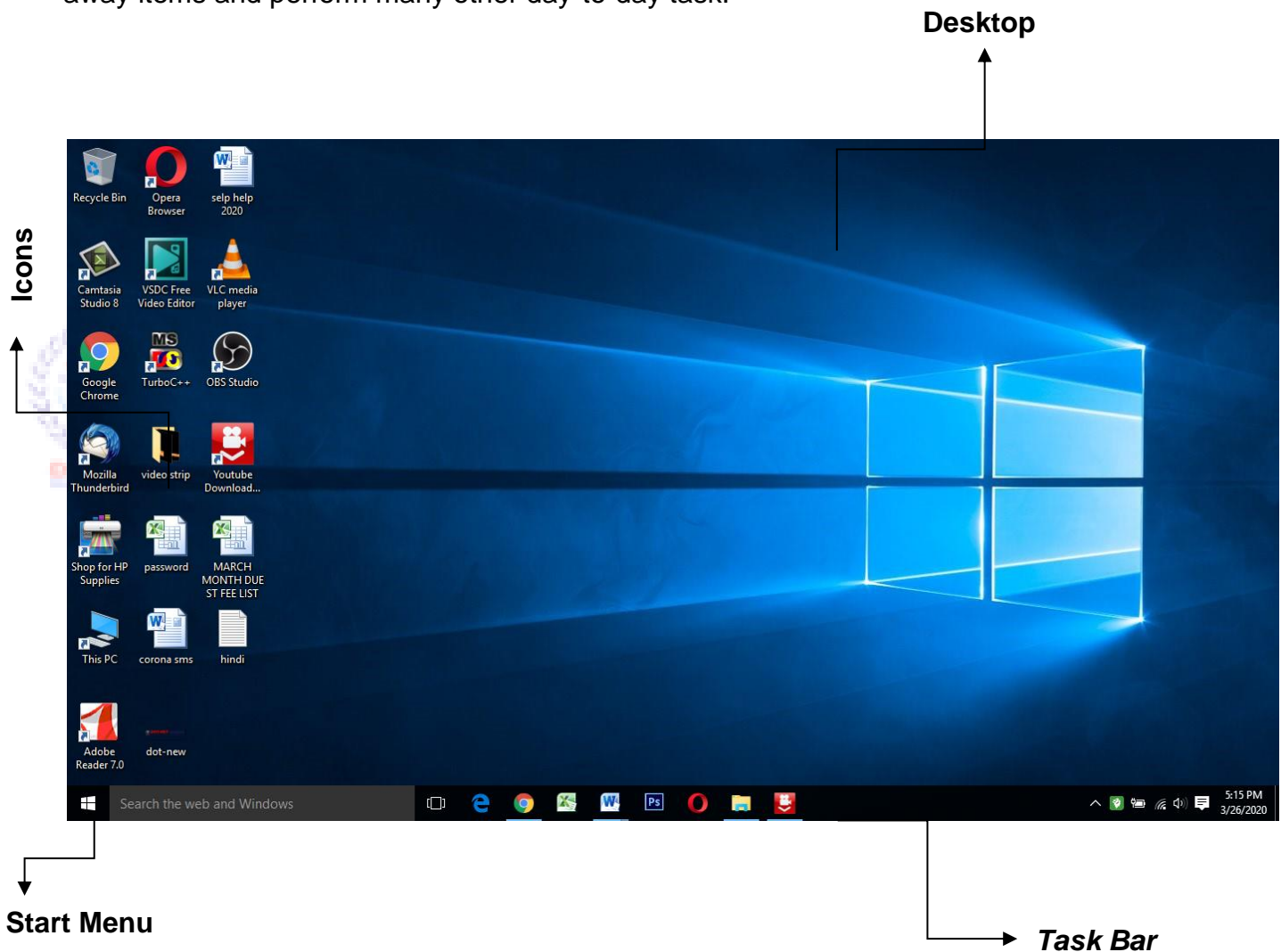
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Lesson – 2

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.

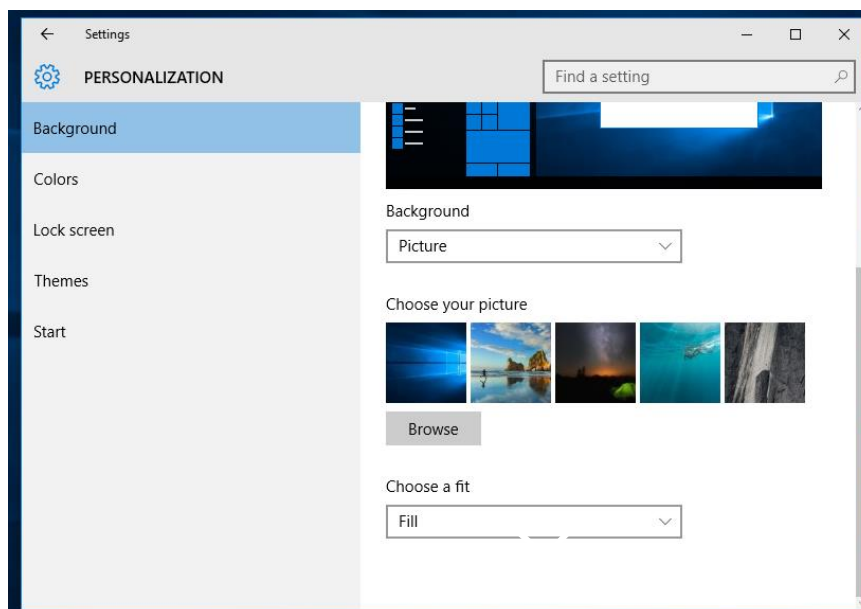
✎ Program, folder and Document Icons

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

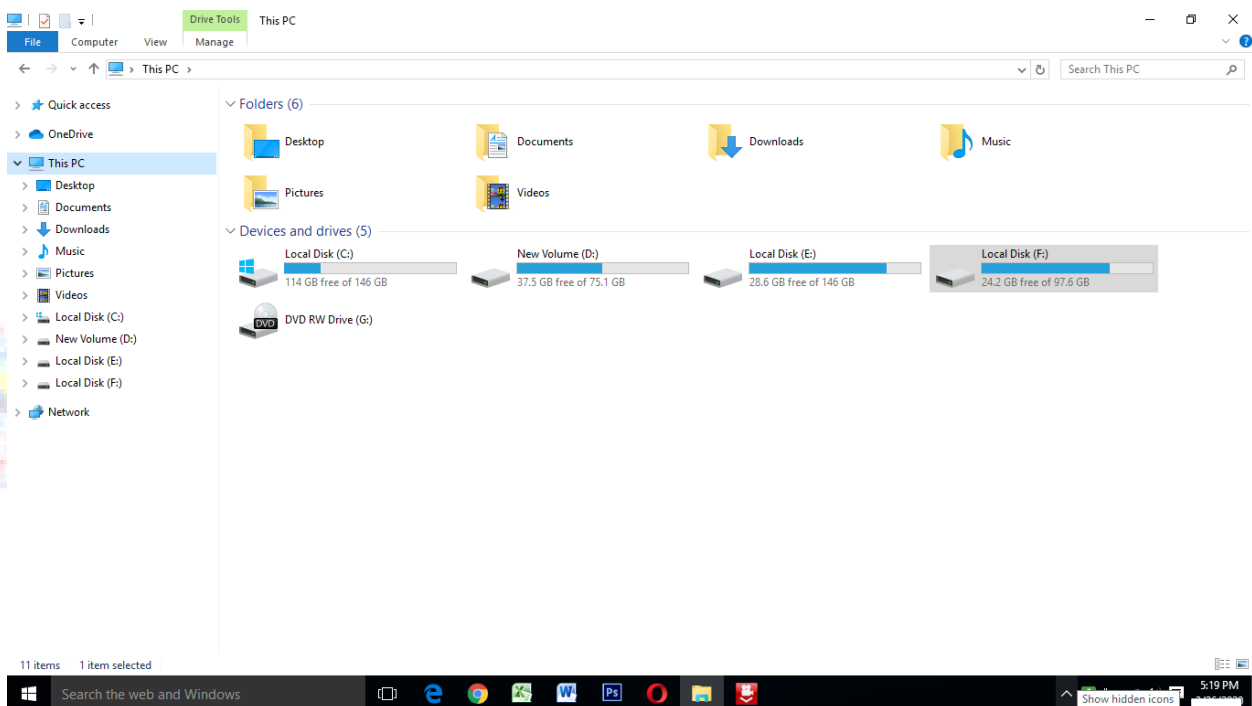


1. My Documents

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

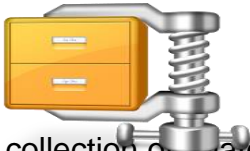


Files and folders deleted from your hard drive are not actually deleted but transferred to the Recycle Bin. The Recycle Bin icon appears on the desktop and looks like a waste paper basket. When you open the icon, a Folder window opens, displaying the files and folders that have been deleted since the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

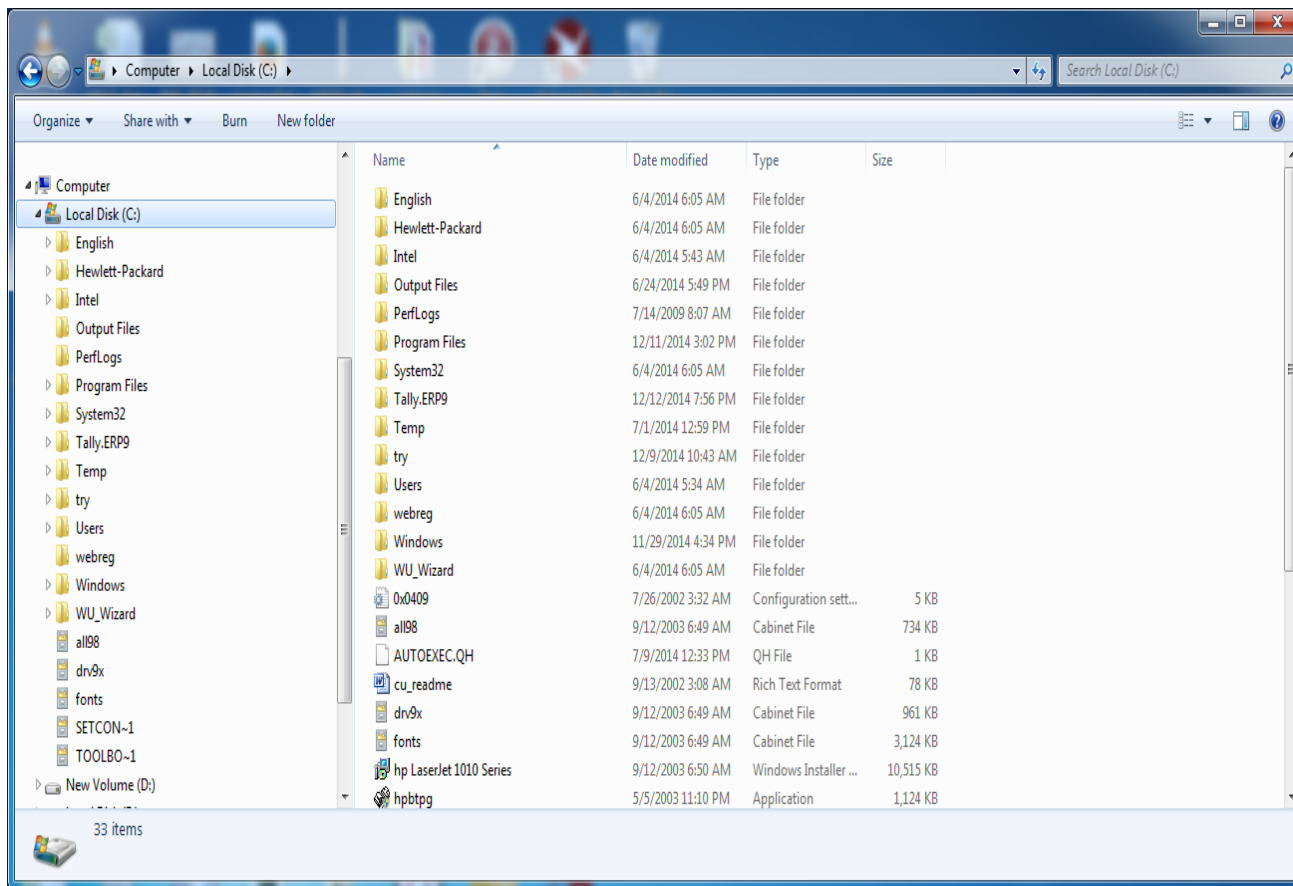
This option is used to shift the Files and Folders from one location to another location.

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.



Lesson – 3

Windows Operating System

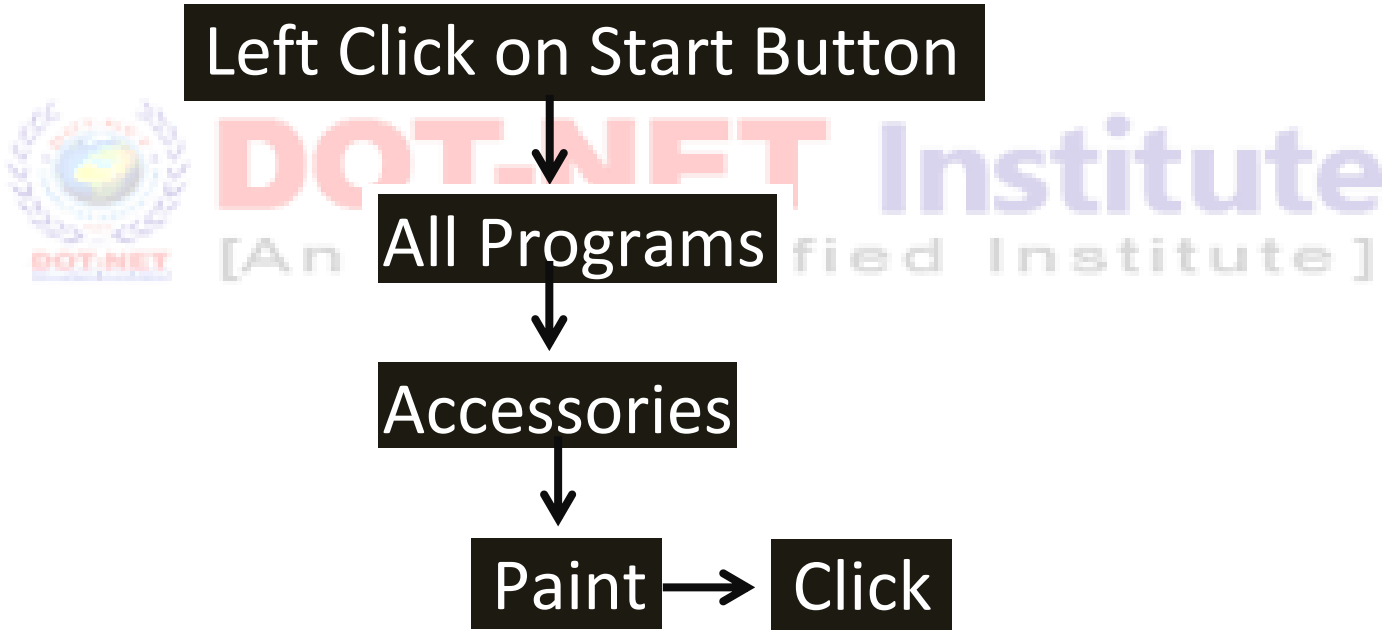
Paint Brush

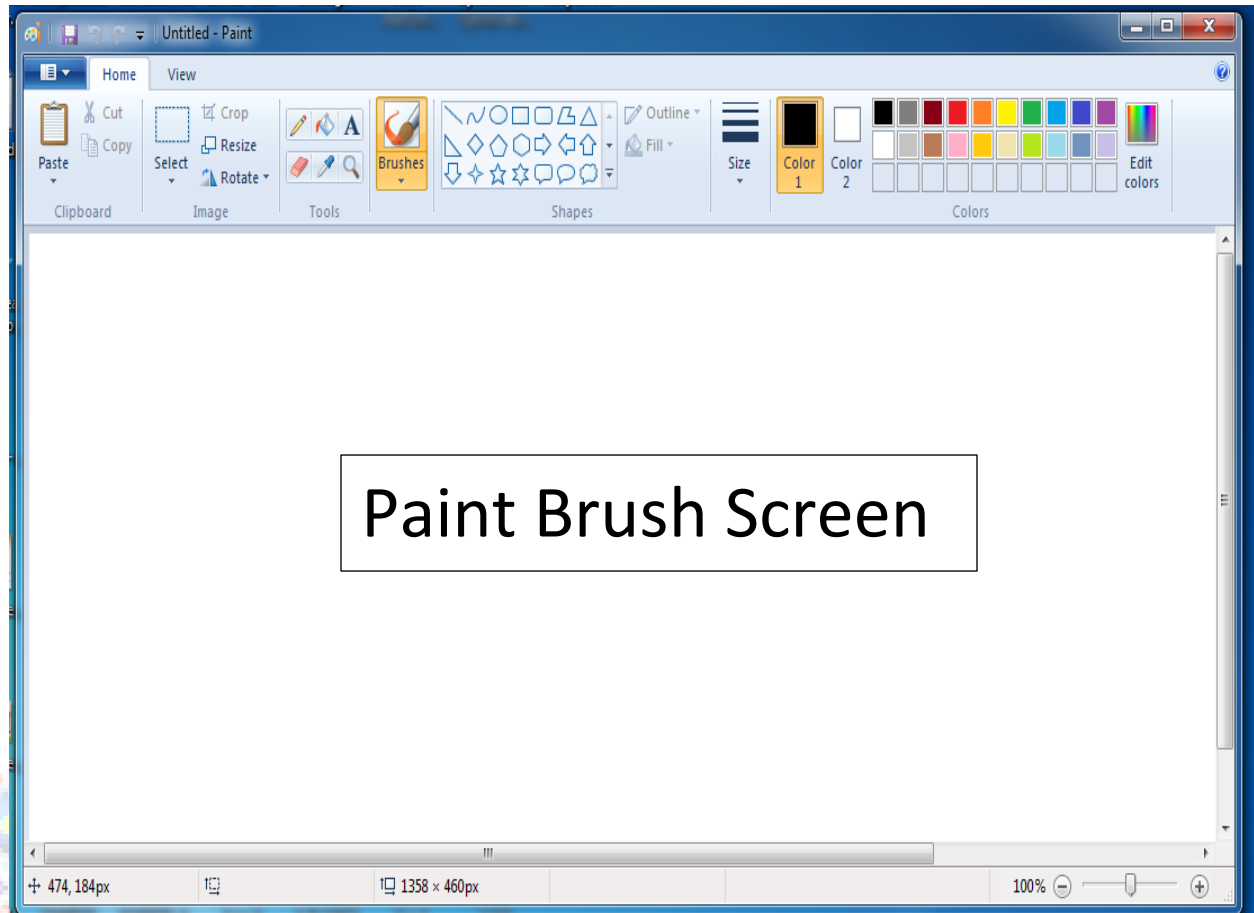
MS-Paint is a graphical program that can be used for drawing picture. MS-Paint is bit-mapped program. Its drawing consists of a series of dots called pixels that can be controlled by you.

Extension - .png (Portable network graphics)

.bmp (bit mapped program) --- It was used earlier.

Steps to start the paint program:





Minimum Size of the Page – 12.5%

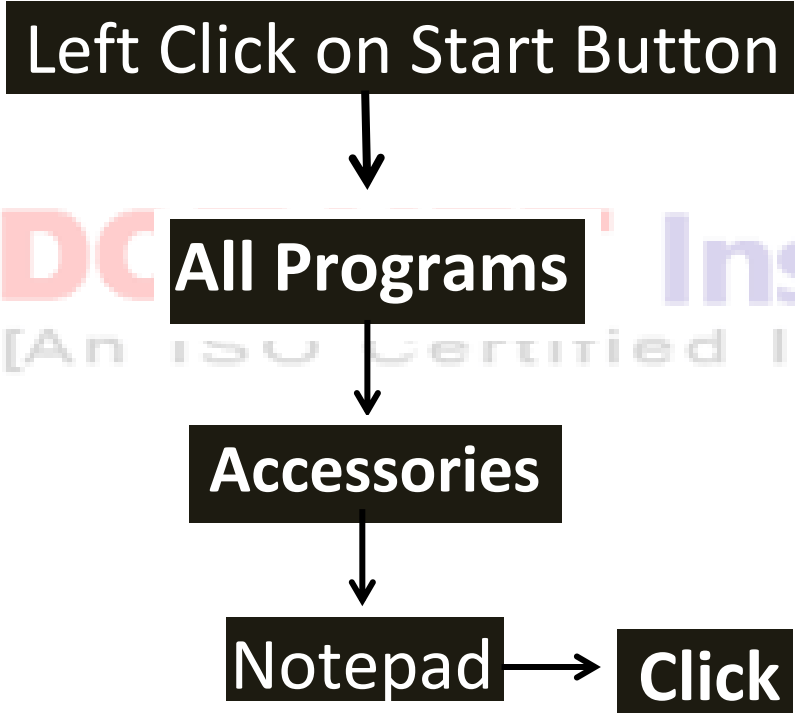
Maximum Size of the Page – 800%

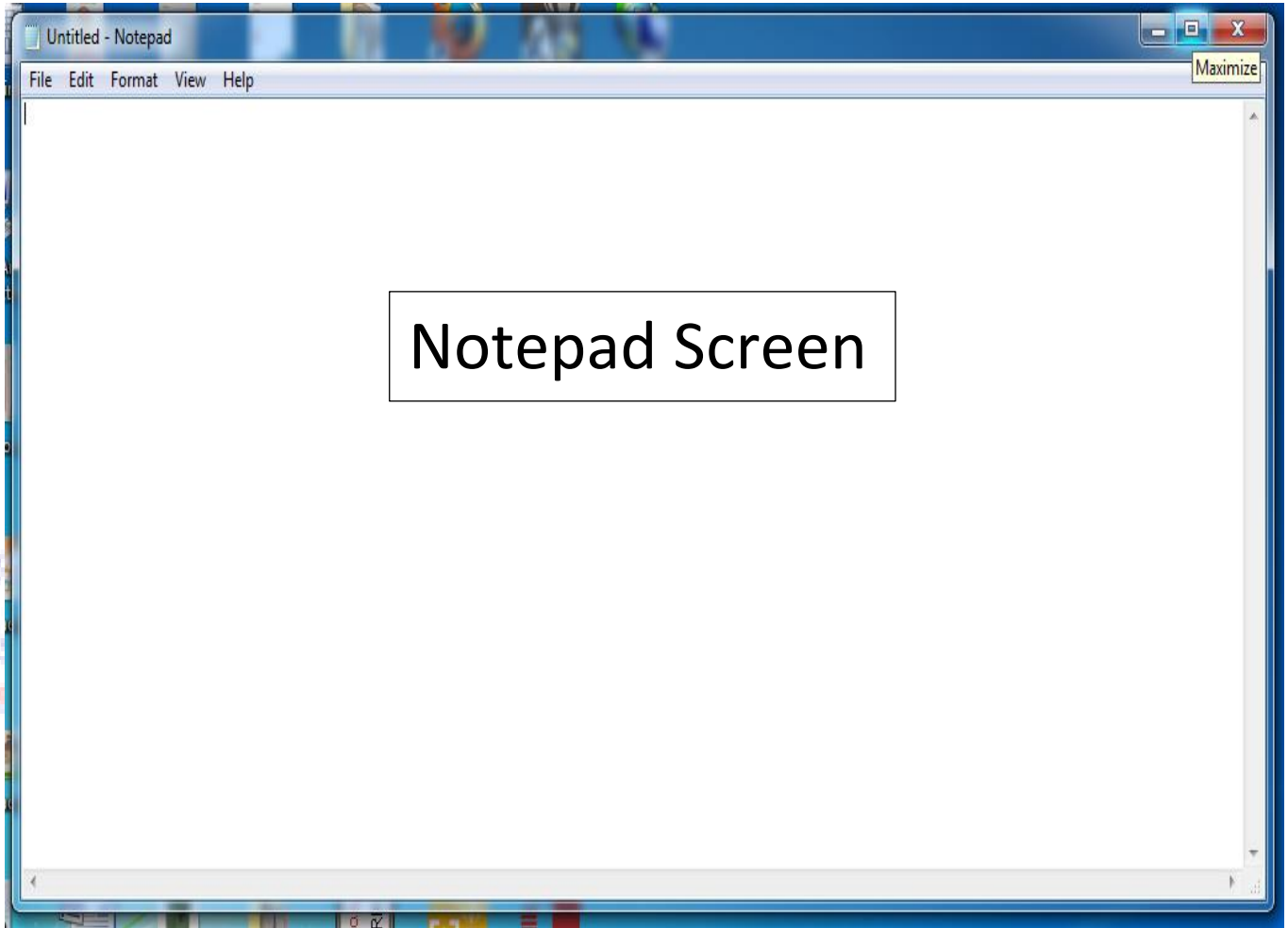
Notepad

The notepad is also one of the products in Accessories group. It is used for simple typing. It can be used for writing notes, e-mails messages, etc. It is useful for editing and storing all textual data. Notepad is specially used for HTML (Hyper Text Markup Language).

Extension – .txt (Text)

Steps to start Notepad:





WordPad

Word Pad is a word Processor inbuilt with Windows XP. It has less word processing facilities than word 2007

Extension - .RTF (Rich Text Format)

Steps to start WordPad:

Left Click on Start Button



All Programs



Accessories



WordPad



Click

