

UNIT TWO

THE WINDOWS OPERATING SYSTEM

Introduction

- The windows utilize a *GUI (Graphical User Interface)* that enables the user to use on-screen pictures to operate his/her computer.
- *Booting* is the process of starting-up of a computer.
 - To boot a computer, press the power button
 - To shutdown a computer, click *start* → *turnoff computer*
- *POST (Power-On Self Test)* checks hardware system of the computer (such as keyboard, memory, hard disk, etc) during booting process.
- A *window* is a rectangular on-screen frame in which you do your computing work.

... Introduction

- After you logon, the windows desktop should appear on your computer.
 - It is the background for your computer work.
- Most of the desktops contain:
 - Icons (Small pictures): represent some of the resources on the computer.
 - Taskbar (Located across the bottom of the screen): contains buttons that you can click to perform various actions.
 - Start button: displays menu of programs installed on the computer.

Using The Mouse

- A mouse is a pointing device used to point items on the screen and click buttons to perform actions.
- It can have two or three buttons:
 - *Left mouse button*
 - *Right mouse button*
 - *Scroll ball*
- Operations (actions) using the mouse are:
 - Click: quickly press and release the left mouse button.
 - It can be used to select an object (icon).
 - Right Click: quickly press and release the right button.

... Using The Mouse

- ... Operations (actions)
 - **Double click**: quickly press and release the left button twice.
 - It can be used to open an object (icon).
 - **Drag and Drop**: point to an object (icon), press and hold the left mouse button, move the mouse to drag the object to a new location and release the button.
 - It is used to move an icon from one position to another
- A computer can have different *pointer shapes* of the mouse.

The Computer Keyboard

- A *Keyboard* is a device that allows the user to type (insert) information into the computer.
- It has four main parts:
 - *Function Keys*
 - *Cursor/Screen Keys*
 - *Typing Pad*
 - *Numeric pad*
- *Exercise: You need to know exactly the locations of the keys.*

My Computer

- It is an icon that contains the disk drives and other hardware that are connected to the computer.
- It is either found on the desktop or go to:
Start → My Computer

Creating Folders And Subfolders

- A folder is an organizational structure that can contain files and subfolders.
- Windows explorer is used to create your own folders and subfolders. It can also be used to organize all of the files stored on the hard disk and other removable disks. It has two panes:
 - Folders pane: displays the organization of the drives, folders, and subfolders available on the computer.
 - Contents pane: shows the files contained in a specific drive or folder.

... Creating Folders

- To create a folder, do the following steps:
 - Click (Open) the drive or parent folder (e.g. My documents) using the Windows explorer.
 - Click *File* → *New* → *Folder*
 - Type the name of the of the folder
 - Press *Enter*.

Moving & Copying folders & files

- We can move and copy folders and files using a Windows Explorer within a folder structure or from one disk or drive to another.
- This can be done simply by *dragging* a file or folder from one place to another in the Windows Explorer.
 - Dragging a file or folder to a different place on the same disk or drive physically moves the file.
 - Dragging a file or folder to a different disk or drive copies the file.

OR

... Moving & Copying ...

- Click on the file or folder you want to copy/move and then
“Edit → copy” to copy the selected file or folder
“Edit → cut” to move the selected file or folder then
open the destination folder or drive and then
“Edit → paste”

Renaming

- We can rename a file or folder at any time.
- To rename a file or folder first select the file or folder to be renamed then
 - File → Rename
 - type the new name and press Enter key
- OR
 - Right click on the file and choose Rename then type the new name and then press Enter key
- OR
 - Select the file or folder to be renamed
 - press F2
 - type the new name and press Enter key

Deleting folders & files

- We can delete a file or folder at any time.
- To delete a file or folder, select the file or folder to be deleted and then press the delete key
- When you delete files or folders, they are temporarily stored in the *Recycle Bin*.
- To restore back deleted file or folder
 - Open the Recycle Bin icon (double click on the icon) from the desktop
 - Click on the file or folder to be restored
 - File → Restore