

Unit-5

Understand windows operating system

5.1 LIST THE FEATURES OF WINDOWS DESKTOP:

WINDOWS:

Windows is an operating system like MS-DOS that provides the environment necessary to startup and use a personal computer. It is developed by Microsoft corporation. It controls the overall activity of a computer.

Features of Windows desktop :

1. **GUI(Graphical user interface):** GUI is a type of interface that allows user to interact with electronic devices through graphical icons and visual indicators.

2. **File Management:** File management system provides the ability to create and delete the files. Makes browsing and accessing as files easily

3. **Windows multi-tasking:** Windows is a multi-tasking operating system. It permits the computer system to run one or more programs at the same time.

4. **User- friendly:** It refers to easy use and interactive communications. User can be interact easily by using windows icons

5. **Security:** windows provides the security. It is an in accessibility on unauthorized things.

6. **Portability:** It is an ability to transfer on with little modifications.

7. **Flexibility:** It is quick response to new changes.

5.2 LIST THE COMPONENTS OF WINDOW:

WINDOW:

Window can represent a folder on the desktop, a running program, a document or a dialog box in the program.

Windows looks like a simple rectangle full of information. It is actually full of object.

The window diagram is shown in below figure

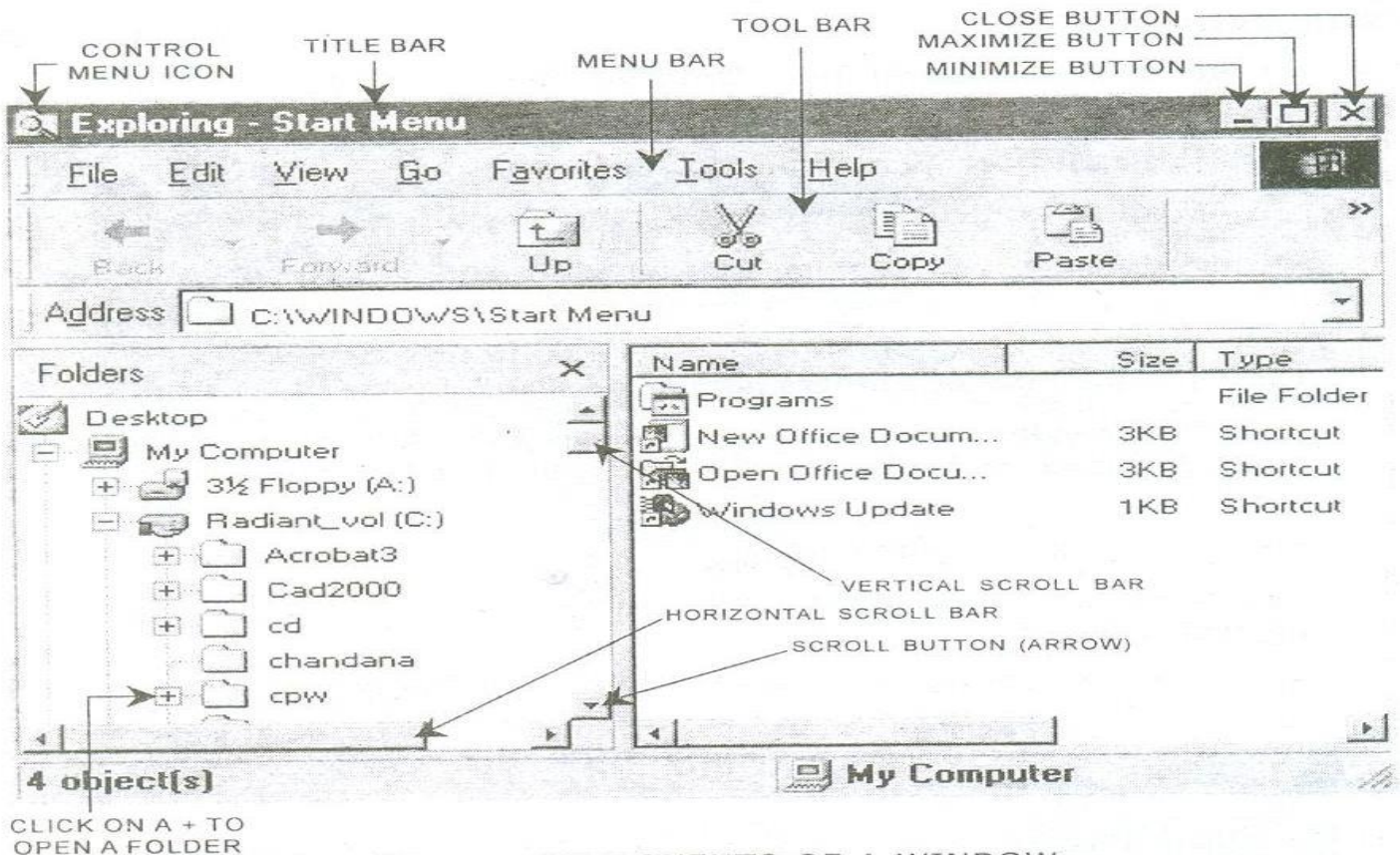


Fig. COMPONENTS OF A WINDOW

1. Control menu. 2. Title bar 3. Menu bar 4. Tool bar 5. Window Frame 6. Work space
7. Scroll bars (Vertical scroll bar & horizontal scroll bar) 8. Status bar 9. Maximize button
10. Minimize button 11. Close button

5.3 STATE THE FUNCTIONS OF EACH COMPONENT OF WINDOW:

WINDOW:

A window can represent a folder on the desktop, a running program, a document or a dialog box in the program. Windows looks like a simple rectangle full of information. It is actually full of object.

FUNCTIONS OF EACH COMPONENT OF WINDOW:

1. CONTROL MENU:

Each window has a control menu, which contains commands for manipulating the window.

You can open the control menu by clicking the control menu icon.

The control menu allows you to control the windows physical characteristics. If you double click on control menu icon. You will close the window.

2. TITLE BAR:

It displays the title associated with the window. When the title bar of one window appears as a different color than the title bars on the other open windows, the window is active.

You can move the window by dragging on the title bar.

3. MENU BAR:

Most application windows have a menu bar, which contains the titles of pull down menus. These titles vary from application to application but standard titles exist.

For example: most applications have file, edit and help menus.

4. TOOL BAR:

It contains buttons or icons that are shortcuts for performing many common task. If a tool bar is not visible select it from the view menu.

5. WINDOW FRAME:

The frame surrounds the window when the mouse is on the frame; the mouse pointer changes a two headed arrow, indicating that the window can be resized.

6. WORK SPACE:

Work space is the portion of the window that is inside is the frame and under the title bar and menu bar. This space is also called the client area.

7. SCROLL BARS:

Scroll bars automatically appear when the window is too small to show the entire contents of a file or folder.

The vertical & horizontal scroll bars allows you to do this using the mouse.

I. VERTICAL SCROLL BAR:

The vertical scroll bar on the right scrolls the window contents vertically (up or down) without changing the window size.

II. HORIZONTAL SCROLL BAR:

At the bottom scrolls the windows contents horizontally (left or right) without changing the window size.

8. MAXIMIZE BUTTON:

Clicking the maximize button expand the window to fill entire screen (desktop). After a window has been maximized. The maximize button changes to restore button.

9 RESTORE BUTTON:

Restore button have two little boxes in them. Restored size is either full screen nor minimized. It's anything in between.

10 MINIMIZE BUTTON:

Clicking the minimize button hides the window but leaves window to a button on the task bar.

11 CLOSE BUTTON:

Clicking the close button closes the window and removes button from the task bar.

12. Status bar : A status bar is the bottom partition of window that displays the current state window being displayed

5.4 Explain the method of steps for starting a program using start button:

START BUTTON:

Start button is one through which almost all the processes will be performed in windows. It generally appears at the bottom left corner screen.

Steps:

- To start program you simply point with the mouse at the start button in the lower left corner of the screen then click the left mouse button.
- Then points to programs.
- The programs option usually displays accessories, startup, and MS-DOS prompt and windows explorer as a part of its submenu.
- If you want to access paint program. In that programs point mouse to accessories and then click on the paint and finally then the paint window is opened.

5.5 EXPLAIN USAGE OF MAXIMIZE, MINIMIZE, RESTORE AND CLOSE BUTTONS:

1. MAXIMIZE BUTTON:

Clicking the maximize button expand the window to fill entire screen (desktop).After a window has been maximized. The maximize button changes to restore button.

2. MINIMIZE BUTTON:

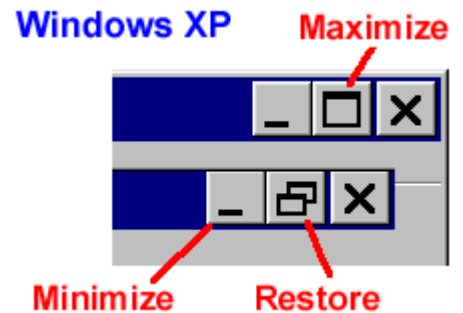
Clicking the minimize button hides the window but leaves window to a button on the task bar.

3. RESTORE BUTTON:

Restore button have two little boxes in them. Restored size neither is full screen nor minimized. It's anything in between.

4. CLOSE BUTTON:

Clicking the close button closes the window and removes button from the task bar.



5.6 STATE THE MEANING OF A FILE:

FILE:

- A file is a collection of text or data stored on a storage device, such as a floppy disk or hard disk. The documents you use and create are files, and so are the programs you use.
- File contains information like text, graphics and numeric data.
- File is created in the memory of the computer and saved in storage device.

RULES FOR NAMING FILE:

- File name may consists of a maximum of 255 characters which include A to Z and digits 0 to 9 and special characters like \$, &, #, !, % etc.
 - File name may be supplemented by an extension consisting of appoint(.) and a maximum of 3 characters for example ramu.doc
 - File cannot use a group like (" , ? , \ , > , < etc.). ,

5.7 STATE THE MEANING OF THE FOLDER:

FOLDER:

A folder is a special kind of a file that contains a list of other files. The files on the list are said to be in the folder, and each file is allowed to be in only one folder at a time. A folder contains files or other folders. The folders are also known as directories.

RULES FOR NAMING FOLDER:

- Folder name may consists of a maximum 255 characters which include A to Z and digits 0 to 9 and special characters like \$, &, #, !, % etc.
- The following characters are invalid as file or folder names on Windows using NTFS: / ? < > \ : * | " and any character you can type with the Ctrl key

STEPS FOR CREATING A FOLDER IN A DESKTOP:

- Right click with mouse on a blank area of desktop
- Point mouse to NEW and then points to folder & click

- A rectangular box containing highlighted word NEW FOLDER appears in desktop. Type the name of your new folder and then press the ENTER key.

5.8 Explain method of viewing the contents of hard disk drive using explore option:

EXPLORE:

It is an application that provides detailed information about your files, folders and drives. You can use it to see how your files are organize and to copy, move, and rename files, as well as perform other tasks pertaining to files, folders and drives.

STEPS:

- Click Start, point to All Programs, and then select Accessories. Now select windows Explorer from the sub-menu that appears
- Right-click on My documents folder and select Explorer from the shortcut menu
- Finally the above window displayed it can be shown in below figure.



window opening after select explore on disk C

5.9 EXPLAIN THE METHOD OF FINDING FILE USING SEARCH OPTION:

The search command helps you locate files anywhere in your computer. If you don't know where a document or folder is you can use find command to find and open it.

Perform the following steps:

1. Click the start button and then click to search option. Windows XP display the "search results" dialog box shown in [fig:1](#)
2. Click the desired option in the left pane. For example click on the option all files and folders. Now windows XP display the following screen shown in [fig: 2.](#)
3. Click all or part of the file name: box and then type the name of the file or folder you want to search.
4. You can also search for a file even if you know a part of file name and also you can search in a specific path click in look in.
5. Finally to start the search click on search button. It can be shown in [fig:1 & 2.](#)

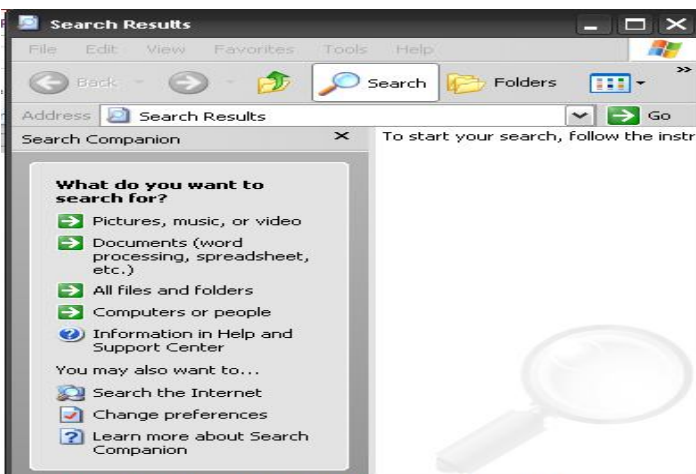


Fig: 1 search results window



Fig: 2 search file name window

5.10: DESCRIBE INSTALLING NEW SOFTWARE USING CONTROL PANEL:

Control panel: is parts of the Microsoft GUI which allows users to view and manipulate system and controls such as add h/w, remove s/w. First click on the start button and choose control panel.

1) Click on add/remove programs option.

2) A window will display with the 3 basic options shown on left side of the picture and then click **Add new programs**

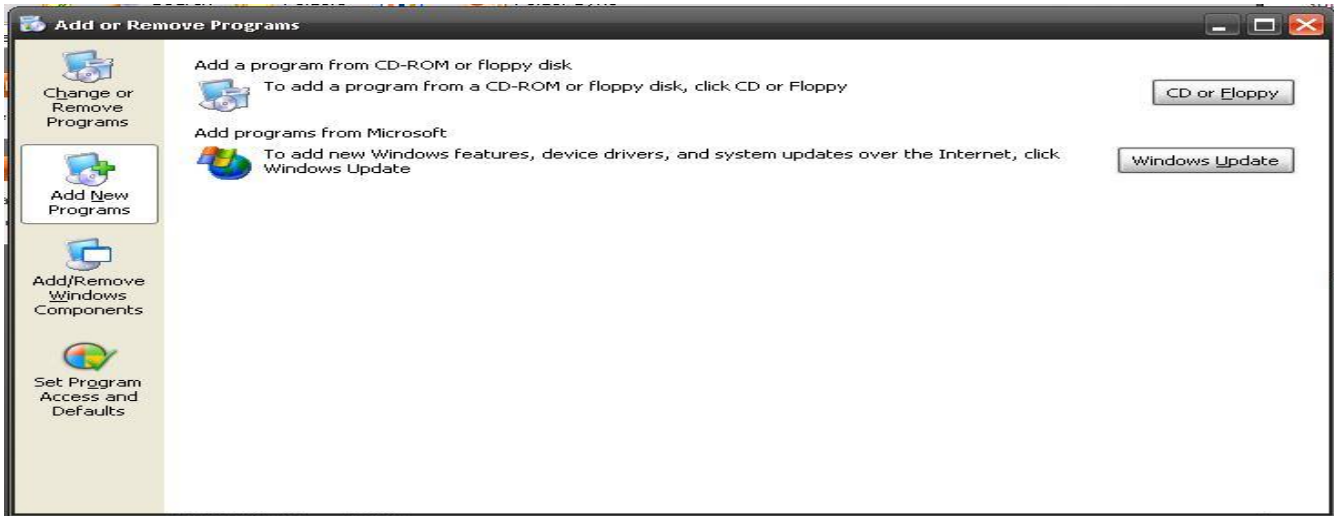


Fig: 1 add or remove programs window:

In this option we have two basic possibilities:

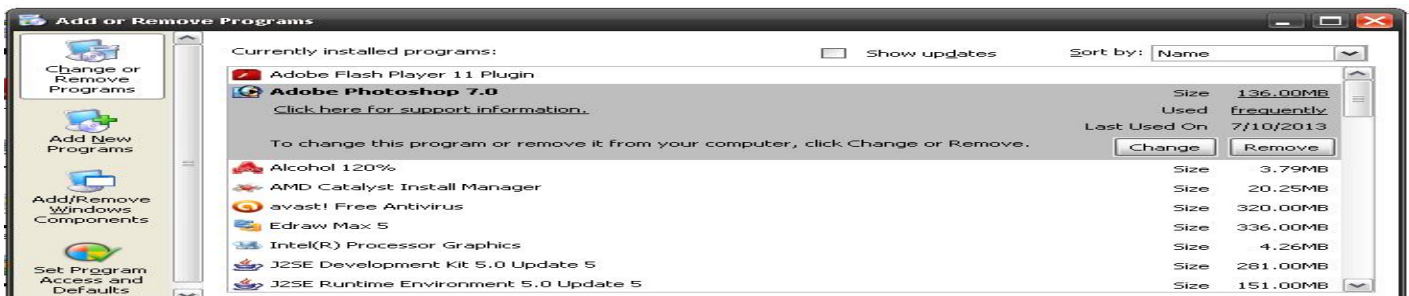
Adding programs from a CD-ROM or Floppy.

- 1) the program we want to install is on a CD-Rom or on a floppy we **will click on the CD or floppy button** and a screen will appear prompting us to introduce the CD or floppy in the corresponding drive. It can be shown in fig 1.
- 2) Then licence agreement window appear **select accept licence agreement** option click next.
- 3) From that moment the assistant will guide us during the installation process. Normally it will ask us questions regarding where the program is to be installed. We recommended to accept the folder that it suggests.
- 4) It can also ask us what options of the program we want to install for example we want a traditional, minimal or complete installation.
- 5) After few steps installation will start ,it takes few minutes for installation .
- 6) Finally installation completed will appear, click finish button then software will be installed on computer.
- 7) This is one way to install a program from CD, but in the majority of the cases is not necessary, it is easier and quicker to just put the CD in and let the program in the CD drive do it automatically. The result is the same and we will save ourselves having to reach this screen to add new programs.
- 8) In some cases the manufacturer has not provided an installation program and we need to install it manually from here.

5.11 DESCRIBE UNINSTALLING SOFTWARE USING CONTROL PANEL:

To uninstall software previously installed under follow these steps:

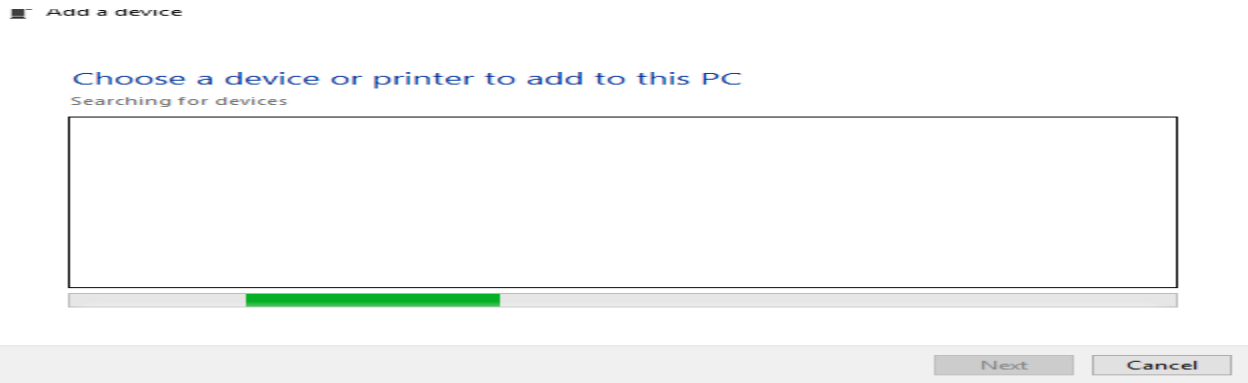
- Click start button, point to settings and click control panel
- Then double click on the Add/Remove programs icon to remove a program from your computer.
 - Add/Remove programs properties dialog box will appear as shown below.
 - To select the program we want to change or remove we have to click on it.
- To do this, we have 2 buttons, change and remove. Although normally only one button appear, change/remove.
- In fact, the majority of the programs only allow for the option delete.
- If we click change/remove it begins the process of uninstalling the selected program.



5.12 EXPLAIN INSTALLING A NEW HARDWARE USING CONTROL PANEL:

To install (add) a new hardware in windows, follow these steps:

1. Click start, point to programs and then click control panel
2. Control panel window appears click on the Add new Hardware icon .then add new hardware appear click on next.
3. Then windows will search for plug and play devices.



4. If windows find a plug and play device, it displays a name of device and asks if all devices you want to install are listed. Click next windows displays the next wizard screen.
5. If the wizard detected other devices it displays a list of them and asks if the device you want to install is in the list. If it is in list click yes if it is not in list click no and click next.
6. The wizard asks if you want it to search for any non-plug and play devices on your system select yes (Recommended) and then click next.
7. The wizard informs you that it will now search for any new non-plug and play devices click next to search your computer for any new hardware that's installed.
8. Until the detection process is completed and if windows are able to detect any hardware, windows will install the software needed to support your new hardware detected click on the finish button.
9. Windows is unable to detected new hardware click next.
10. Click on the hardware type you are installing and then click on next.
11. Select the model and manufacturer of your hardware then hardware drivers will be installing on the system.
12. Click next. Windows displays the final wizard screen Click on finish button.

5.13 EXPLAIN UNINSTALLING THE HARDWARE USING CONTROL PANEL:

To uninstall hardware, follow these steps:

1. In windows 7 ,Click on Start and then click on control panel
2. Control panel windows appears and double click on system
3. System properties wizard appears and click device manager option



4. Select the hardware that you want to uninstall



5. Click the uninstall button.
6. Shut down the computer and disconnect the hardware

5.14 NARRATE FINDING OUT DRIVE SPACE USING system tool option of accessories:

To find out drive space follows these steps:

- ✓ In windows 7 Click on start button and point to All programs And then click on Accessories.
- ✓ Select the System tool option when the sub-menu layered is appeared.
- ✓ Click the system option
- ✓ System option displays its local disks i.e; C,D,E & F
- ✓ On any one of the disk you choose and then click OK button. go the properties of local disk will be displayed.

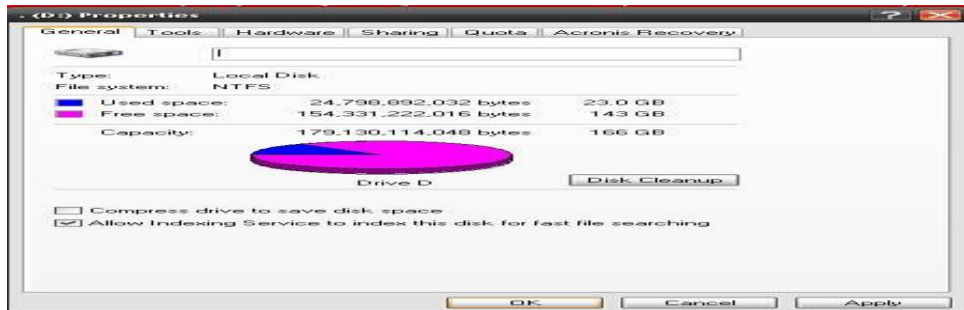


Fig: local drive properties

5.15 Explain procedure of DISK DEFRAGMENTATION using system tools:

Defragmentation is a technique that puts all related data together pertaining to a file in order to speed up accessing and free space is consolidated in one block.

Why hard disk need or requires defragmentation:

Most hard drives have spinning platters, with data stored in different places around that platter. When your computer writes data to your drive, it does so in "blocks" that is ordered sequentially from one side of the drive's platter to the other. Fragmentation happens when those files get split between blocks that are far away from each other. The hard drive then takes longer to read that file because the read head has to "visit" multiple spots on the platter. Defragmentation puts those blocks back in sequential order, so your drive head doesn't have to run around the entire platter to read a single file.

Follow these steps to run disk defragmenter:

1. Click the start button, point to programs, accessories, system tools, and click disk defragmenter.
2. Select drive in the dialog box as shown in fig (a). click the drop down list display a list of the drives on your computer
3. Click the drive you want to defragment click on analyze option it will analyze defragmentation for particular drive.
4. Click on defragment button ,then defragmentation will start.
5. Defragmenting drive window appears shown in fig(b) you can choose to stop it, pause it, or shown details to see disk defragmenter in action.after defragmentation Click yes to close disk defragmenter.

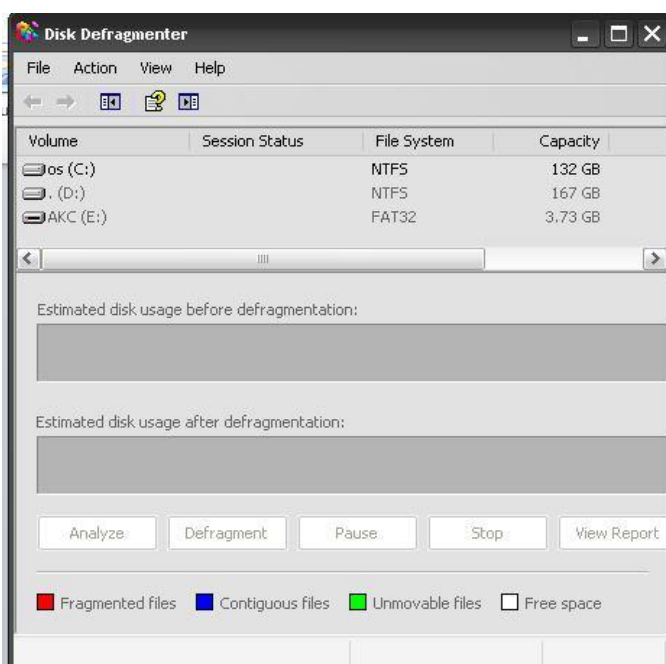


Fig: (a) drive selection window

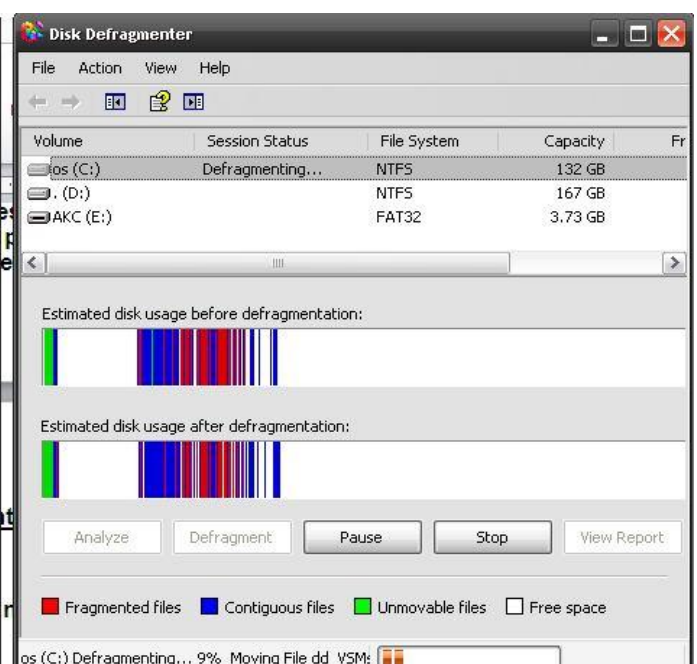


Fig: (b) defragmenting drive window

5.16 NARRATE INSTALLING A PRINTER USING CONTROL PANEL:

Installing a printer using control panel follow these steps

Adding/Installing a printer to your windows 7 computer involves mainly two steps:

1. Connecting the printer to the computer using either parallel or usb cabel

Add printer wizard follow the steps given below

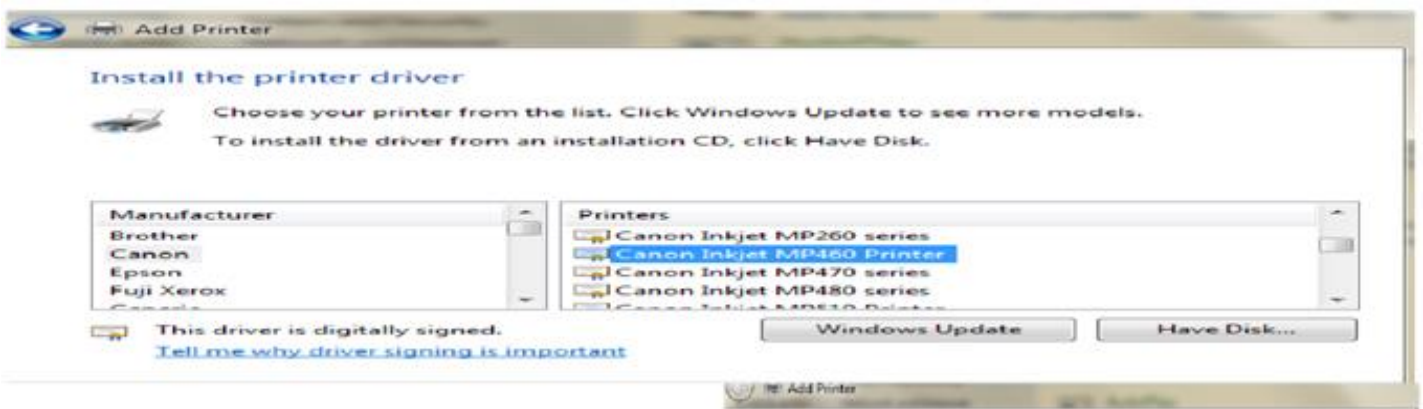
- Click the start button on the windows taskbar
- Click control panel on the right side of the start menu
- Click the hardware and sound .select add printer.



- Click on the Add a printer option

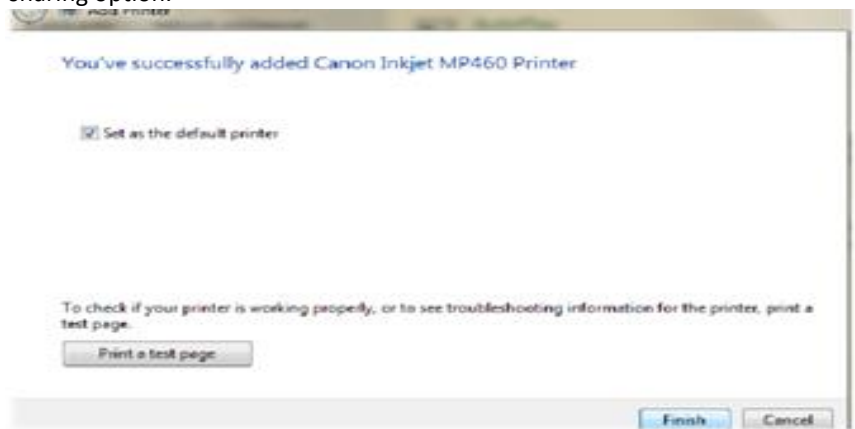


- Make sure that the Add printer wizard select the local printer radio button. Click the next button.
- If the wizard is unable to detect your printer in the new printer detection dialog box, click next to install the printer manually.



- Click the manufacture and the model of the printer in the manufactures and printers list boxes respectively. Click the next button to give the name for your printer in the dialogbox.

- Click the next button to advance to the printer sharing dialogbox,if you want to share this printer with other users on the networks select printer sharing option.
- Click the next button to advance to the print test page dialogbox.if you want test page click on print test page,then printer prints a test page.click on finish button to complete the installation of printer.



5.17 Explain procedure for changing RESOLUTION, COLOR, APPEARANCE & SCREEN SAVER options of the display in windows 95/98

RESOLUTION:

Resolution is a unit to determine the quality of displayed or printed text and graphics. More dots per inch make the dots closer together so text and pictures are displayed in better quality. Resolution is measured in dpi(dots per inch)

PROCEDURE FOR CHANGING RESOLUTION:

1. Right click with mouse on a blank area of desktop & point to properties and click.
2. Click the setting tab.
3. To change resolution drag the slider to select resolution
4. Click ok to confirm your change
5. Click ok on dialog box to change screen resolution.
6. Click yes to keep the screen resolution

PROCEDURE FOR CHANGING COLORS:

1. Right click with mouse on a blank area of desktop. A menu appears
2. Click properties and properties dialog box appears.
3. Click appearance tab. The appearance tab shows how screen looks
4. Click the scheme drop-down list to display a list of the available color schemes.
5. Click the color scheme you want use.
6. Select any of the following options based on your requirements .
7. Click ok to confirm your changes.

PROCEDURE FOR CHANGING APPEARANCE:

1. Right click on a blank area on your desktop. A menu appears
2. Click properties and properties dialog box appears.
3. Click appearance tab. The appearance tab shows how screen currently looks.
4. Click the scheme drop down list to display a list of available font schemes.
5. Click the font scheme you want to use.
6. Select any of following options based on your requirements
7. Click ok to confirm your changes.

PROCEDURE FOR CHANGING (OR) SET SCREEN SAVER in windows 95/98:

To set up or change a screen saver, follow these steps.

1. Right click with mouse on a blank area of the desktop
2. Click properties to display properties dialog box
3. Click screen saver tab. The screen saver tab contains the following options. Screen saver, settings, preview, password, change, wait.
4. Click the screen saver drop-down list to display list of available screen savers
5. Select the screen saver you want to use.
6. To change the properties of screen saver click on settings button. Set the speed and density of screen saver
7. Click preview button to preview how screen saver appears.
8. Double click on wait and no-of minutes that screen saver will appear.
9. Click ok to confirm your changes.

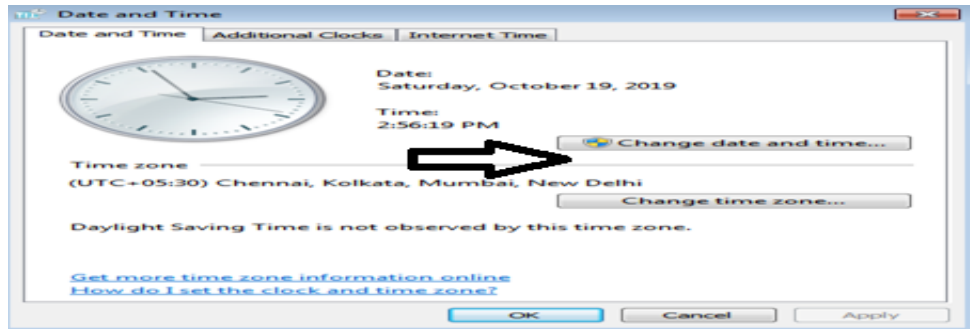
5.18 NARRATE THE PROCESS OF CHANGING THE SYSTEM DATE & TIME:

To change the date follows these steps:

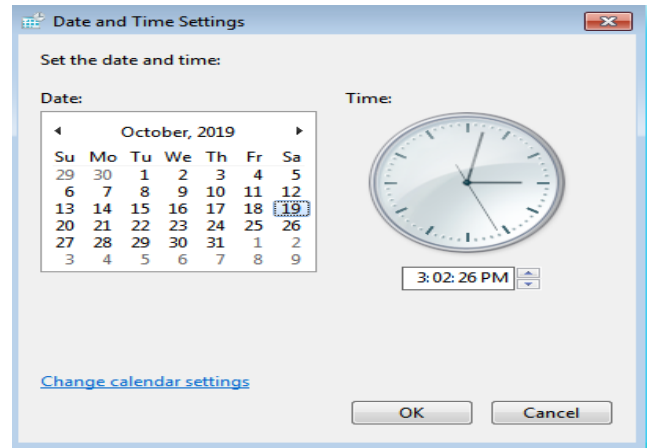
1. go to start select control panel select date and time option .



Then date and time box appear ,we want to change date and time click on change date and time button.



2. To change the month box place the pointer on the month box and click with the mouse on the arrow to the right. A list with the months will be displayed. Select the current (or) appropriate month .
3. To change year place the pointer on the year box and with the arrow you change the year.
4. To change the day selects it on the calendar that appears.
5. Clicks apply if you want the change to take effect and remain in the dialog box. Click ok if you want the changes to be permanent and finally dialog box to close.



To change the times do the following: 1. Place the pointer on the clock

2. Change the time select the time digits with the arrows to the right and adjust to the necessary time.
3. This same process must be done with the minutes and seconds.
4. If you click apply the change will take place and you will remain in the dialog box. If however you click on ok then changes will take effect and the dialog box will close.

To change time zone

- 1) go to start select control panel select date and time option, click on the change time zone option.
- 2) Select the particular timezone and Click ok then time zone change.

