

# WINDOWS

## Windows Introduction:-

- Windows is an Operating system which interact between computer and user.
- It is a multiuser and multitasking operating system.
- It is also a GUI operating system.

## WINDOWS:-

- I. Windows 3.1 – started in 1992
- II. Windows 2.X – started in 1995
- III. Windows 95 - started in 1995
- IV. Windows 98 – started in 1998
- V. Windows 3.X- started in 1998
- VI. Windows 2000- started in 2000
- VII. Windows HP – started in 2002
- VIII. Windows 2003 server
- IX. Windows 2007 server

## Introduction to windows 98:-

- It is a graphical user interface based on operating system, where the interface graphically represented the internet easily from anywhere in windows98.
- In windows there are some images that represents the applications, files, folders is called an *ICON*.
- A window's can be represented as a program or a document.
- Windows allows a user to work on multiple applications.

## FEATURES:-

Following are the important features of windows98.

- 1. Web Integration:** - Windows 98 is easier to use on web integration and work for such as icon highlight, forward and backward better and easy to customize start menu.
- 2. Multiple Display Support:** - This ability makes it possible for using several monitors to increase the size of desktop for running different programs and playing games and in multiple perspectives.
- 3. Power Management:** - Using on new option the power management technique can be started in just two seconds and restore all the programs.

**4. Universal Special Bus:** - This abilities makes the computer easier to use with advanced plug and play utility categories using a standard connector by which the device is connected

**5. Accessibly User:-** It makes easier for the people having disability to operate a computer without installing software.

## **Exploring the Internet**

- Internet exploring brings many features of windows desktop.
- An ability to browse the web from anywhere of the computer.
- The Internet Explorer icon launch the Internet Explorer browser.

## **UTILITIES OF WINDOWS:-**

- I. Windows of Date
- II. System File check-up
- III. Scan Disc
- IV. Registry checker(s) Back-up.
- V. Disc cleaner
- VI. Add a new program
- VII. Add a new hardware and graphics
- VIII. Desktop Management
- IX. Network
- X. Web TV for Windows

## **BASIC ELEMENTS OF DESKTOP:-**

**DESKTOP DISPLAY AREA:-** The screen that appears on monitor after the system opening process is called *Desktop display Area*. It represents object on a physical desk. It can be full screen or contained in a window. It contains various components such as:-

- I. Wallpaper
- II. Icon
- III. Start Button
- IV. Task Bar
- V. Tool Bar

**1. Wallpaper :-** It is the background of desktop or main screen of the computer

**2. Icon:-** It is the small graphical representation that represents files such as documents, folder or program.

**3. Start Button:-** It is placed on the lower left corner of the desktop. It is the starting of any application.

**4. Taskbar:-** It shows the application or task that are opened by the user at the bottom. The current active application is highlighted.

**5. Quick launch bar:-** It is placed at the right side off the taskbar. It have the shortcut icons on it for direct access to desktop icons.

## **COMMANDS OF START BUTTON:-**

**PROGRAM:-** The program contains view a list of year program.

**DOCUMENT:-** Document open a recently document set of the year in the folder.

**SETTINGS:-** It modifies desktop or system settings.

**HELP:-** Gets to desktop related questions.

**FIND:-** It used to search for file and folder in a storage device as well as the internet.

**RUN:-** It is used to open a document or applications directly if its path is known.

**LOG OFF:-** It log outs the user.

**FAVORITE:-** It contains shortcuts or links or website we have added to the favorite folder.

**SHUT DOWN:-** It closes the computer system.

# **WINDOWS PRACTICAL**

**Q1. What is a Folder?**

**Ans.** Folder is a memory location where sub-folders and files are stored.

**Q2. How to create a folder on desktop?**

- ❖ Right click on the mouse in a blank area of desktop.
- ❖ Then select the new option.
- ❖ Then select the folder.
- ❖ The folder icon will come to desktop.
- ❖ Name that folder.

**Q3. How to open a folder?**

- ❖ Double left click on the folder
- OR
- ❖ Right click on the folder
  - ❖ Then select the open option.

#### **Q4. How to rename the folder?**

- ❖ Select the folder
- ❖ Click on F2.
- ❖ Change the name.

OR

- ❖ Right click on the folder
- ❖ Click the rename option.
- ❖ Rename the folder.
- ❖ Enter.

#### **Q5. How to delete a folder?**

- ❖ Select the folder
- ❖ Then press the delete key on keyboard.

OR

- ❖ Right click on the folder.
- ❖ Click on the delete option.

#### **Q6. How to permanently delete the folder from computer?**

- ❖ Delete the folder from desktop.
- ❖ Open recycle bin.
- ❖ Select the deleted folder.
- ❖ Press the *Delete* key from keyboard.

OR

- ❖ Select the folder on desktop
- ❖ Press *Shift* and *Delete* keys simultaneously on keyboard.
- ❖ Then press *Enter* key.

#### **Q7. How to restore a folder?**

- ❖ Delete a folder.
- ❖ Then open recycle bin.
- ❖ Select the deleted folder
- ❖ Right click on the folder
- ❖ Select the restore option.

#### **Q8. How to create a file or text document on the desktop?**

- ❖ Right click desktop display area.
- ❖ Select *New* option.
- ❖ Click on the text document.
- ❖ Enter the name of the file.
- ❖ Then open it to write something

- ❖ Save and close it.

#### **Q9. How to create text document under folder?**

- ❖ Create a folder and open it.
- ❖ Right click then select *New*.
- ❖ Create a text document and open it.
- ❖ Write something and save it.
- ❖ Close it.

#### **Q10. How to minimize a window?**

- ❖ Open a window.
- ❖ Click on the minimize button (←) present at the top right corner of window.  
OR
- ❖ Press shortcut key:-- *Alt + space bar + N*

#### **Q11. How to move a window?**

- ❖ Left click on the title bar of the window and then drag it.  
OR
- ❖ Shortcut key:- *Alt + Space Bar + M* and then move it with navigation keys.

#### **Q12. How to close a window?**

- ❖ Click on the close button (x) present at the top right corner of a window.  
OR
- ❖ Shortcut keys:- *Alt + space bar + C*  
*Alt + F4*

#### **Q13. How to transfer a data from 1 location to another?**

- ❖ Open the 1<sup>st</sup> location and select the data.
- ❖ Right click on the data and click on *copy* or *cut* options.
- ❖ Close the 1<sup>st</sup> location and open the 2<sup>nd</sup> location.
- ❖ Right click on blank area and click on *Paste* option.

#### **Q14. How to change the background of the desktop?**

- ❖ Right click on the desktop.
- ❖ Then select the personalize option and go to background.
- ❖ Then select one wallpaper from the front or select one from browse option.
- ❖ Then click on apply.
- ❖ The click on OK.

#### **Q15. How to set screen saver on your desktop?**

- ❖ Right click on the desktop background and click on *personalize*.
- ❖ Then go to *lock screen* and scroll down.

- ❖ Then click on *screen saver*.
- ❖ Then choose one screen saver style.
- ❖ Then click on preview button.
- ❖ Then click on *apply* and *OK*.

#### **Q16. How to set your name as screen saver?**

- ❖ Click on screen saver and select 3D text from screen saver styles.
- ❖ Then go to settings.
- ❖ Then write your name in the custom text, select color and apply and OK.

#### **Q17. How to find a folder and file?**

- ❖ Click on start bottom.
- ❖ Then click on find or search.
- ❖ Then find properties window will come, enter the folder name.
- ❖ Then the folder will display or looking box.
- ❖ Then click on OK.

## **WINDOWS EXPLORER**

Windows Explorer which is now called the File Explorer is a graphical file management utility for the Windows OS. It was first introduced in Windows 95 and later in Windows 8 its name changed to File Explorer. It is also used for other purpose like copy, renaming, moving, deleting of files etc.

#### **Q18. How to open windows File Explorer?**

- ❖ Left click on start option.
- ❖ Search file explorer.
- ❖ Left click on it.

#### **Q19. How to change the icon size?**

- ❖ Right click on desktop background.
- ❖ Then go to view option.
- ❖ Click on Large/Medium/Small icon.

#### **Q20. How to change the icon of a folder?**

- ❖ Right click on folder icon.
- ❖ Select the properties option.
- ❖ Click on customize.
- ❖ The click on change icon and select the icon you want.
- ❖ Then click on apply and OK.

### **NOTEPAD:-**

- Notepad is the basic text editor of windows operating system.
- Here the user can't format any graphics but only text will be stored.
- The file extension of notepad is **.txt** .
- In this application there is no standard tool bar present but menu bar and scroll bar is present.

### **FILE TAB :-**

**New Option**:- To create a new notepad document.

**Open**:- To open an existing file.

**Save** :- To save a document with a name.

**Save as**:- To save the document in another folder e=with same/different name.

**Print**:- To print the document.

**Exist**:- To close the Notepad.

**Find**:- To find a particular word. **(Ctrl+F)**

**Replace**:- To replace the selected word with another.**(Ctrl+H)**

### **Q21. What is dialogue Box?**

- A dialog box is a common type of window in the Graphical User Interface that displays information to the user or prompts the user input.

# MICROSOFT OFFICE

Microsoft Office is a set of interrelated desktop application, servers and services collectively referred to as an office suite. It was developed by Microsoft and was 1<sup>st</sup> announced by bill Gates on 1<sup>st</sup> August 1988.

## MS-PAINT:-

- Microsoft Paint is a software used for drawing or painting pictures.
- It is a graphics creation Program.
- It can be used for basic drawing and shape manipulation.
- The pictures created in it, are Bitmap graphics.
- The files created in Pint will have the extension **.bmp** (bit map picture).

### Q22. How to open MS Paint?

- ❖ Click on the *start* button.
- ❖ Search MS Paint and click on it.
- ❖ The MS Paint interface will come on screen.

### Q23. How to search a picture?

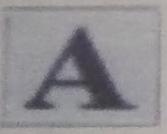
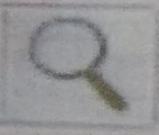
- ❖ Draw a picture
- ❖ Then click on image menu.
- ❖ Then click on search menu.
- ❖ Then select Horizontal and vertical and press OK.

### Q24. What is the file extension of MS-paint?

- ❖ File extension is .bmp

**BMP:-** Bit Map Picture.

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SL No	TOOLS	NAME	FUNCTIONS
1		Brush	Works like a brush.
2		Pencil	Works like a pencil.
3		Eraser	Works like an eraser.
4		Fill with color	Fills up a closed area with Color 1.
5		Text	Allows to type text from keyboard.
6		Color Picker	Allows choosing a colour from the drawing rather than the colour box.
7		Magnifier	Makes the drawing appear bigger.

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### **WORD PAD:-**

- It is used for short document.
- We can't format a document in word pad.
- Its various font color and paragraph style.
- We can't insert a picture in word pad document.

### **Q25. How to open a word pad?**

- ❖ Click on start button.
- ❖ Search word pad.
- ❖ Then press Enter.
- ❖ Word pad will be open.

**Q26. How to create an object in word pad?**

- ❖ Click on insert menu.
- ❖ Then choose object type in style box.
- ❖ Then click on OK.

**Q27. How to insert date and time in wordpad?**

- ❖ Click on insert menu.
- ❖ Then click on date and time option.
- ❖ Then choose date and time style.
- ❖ Then click on OK.

**Q28. How to change the font size style and color?**

- ❖ Write any sentence the select the whole sentence.
- ❖ Click on format menu.
- ❖ Click on font option then select the font.
- ❖ Then select the style and color and click on OK.

**CONTROL PANNEL:-**

- The control panel windows contain icon, which allow you to open control panel configuration option; you must have known all elements of your windows machine, certain program that you install or your machine and new control panel to your system.
- Some of the important feature of control panel are date and time, mouse, monitor, keyboard and CPU.

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## **MS WORD:-**

- Microsoft word is a word processing software package which is integrated with the package of MS-Office.
- We can create various types of documents according to our requirement such as letters, papers, flyers, faxes, resume, reports and allows us to easily create professional looking documents using various themes, visual designs, formatting tools, sharing features and more. We can also create, edit and print the document.
- The file extension of MS-Word is **.doc**(before windows 2010) and **.docx** (from windows 2010 to higher versions).

## **FEATURES OF MS-WORD:-**

1. Autocorrect
2. Spelling and Grammar Checking
3. Mail Merge
4. Graphics
5. Tables
6. Templates
7. Formatting of Texts

### **Q29. How to open word?**

- ❖ Click on start button.
- ❖ Then click on search and type "WORD".
- ❖ Click on word application.
- ❖ Then select the type of template you want and click *ENTER*.

## **CONTROL MENU:-**

- The control menu appears on the right corner of the windows.
- The commands in this control menu are close, minimize, restore down/ maximize.

## **TITLE BAR:-**

- Title Bar is located on the top-middle of the window.
- It display the name of the current document.
- When we create a new document it displays us document-1.

## MENU BAR:-

- Menu bar display the name of the menu or list of the command.
- This bar displays under the title bar by clicking the mouse pointer we can use the menu bar.
- To active the menu bar we can use **alt** key with the character for displaying the tab.

## STANDARD TOOL BAR:-

- The tool bar display under the menu bar.
- It contains some buttons that provides quick access to many command and feature presenting in work.

## FORMATTING TOOL BAR:-

- This tool bar connecting the buttons which is used to format the document when your first start a word file and open a document the standard and formatting tool bar display just below the menu bar.

## FILE MENU:-

- It is the backstage view of a window.
- It contains certain commands related to the document.
- The commands are:- *New, Open, Save, Save as, Print, Print preview, Page setup, Close, Export, Share.*

### **Q30. How to create a new document?**

- ❖ Click on file tab.
- ❖ Then click on *New* option and *ENTER*.

OR

- ❖ Shortcut key:- **Ctrl + N**

### **Q31. How to save a document with another name and different location?**

- ❖ Click on file tab then select the **Save as** option.

OR

- ❖ Shortcut key:- **F12**

- ❖ Then enter the name you want in the document.
- ❖ Select the location you want to save and press *ENTER*.

### **Q32. How to save a document in existing name and location?**

- ❖ Click on file tab and then press the *Save* option.

OR

- ❖ Shortcut key:- ***Ctrl + S***

### **EDIT MENU:-**

- Cut, paste, clear, select undo, redo, delete, replace, copy, paste special, select as, find, edit picture are the commands in edit menu.

### **PASTE SPECIAL:-**

- It is used to insert a MS-Excel spreadsheet or chart into a word document.

### **WORKING AREA:-**

- This is a page where the user will be able to type some data or insert some picture.

### **RULER BAR:-**

- This bar stays under the formatting toolbar.
- This bar is used to set margin, this bar contains a scale indicating tab to margin setting a paragraph in page layout view.

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