

Windows Operating System

Different versions

Windows 1.0 = 20 Nov 1985

Windows 2.0 = 19 Dec 1987

Windows 3.0 = 22 May 1990

Windows 3.1 = 6 April 1992

Windows NT 3.1 = 27 July 1993

Windows NT 3.51 = 30 May 1995

Windows 95 = 24 Aug 1995

Windows NT 4.0 = 24 Aug 1996

Windows 98 = 25 June 1998

Windows 2000 = 17 Feb 2000

Windows ME = 24 Sep 2000

Windows XP = 25 Oct 2001

Windows Server 2003 = 24 April 2003

Windows Vista = 30 Jan 2007

Windows Server 2008 = 27 Feb 2008

Windows 7 = 24 Oct 2009

Windows 8 = 26 Oct 2012

Windows 8.1 = 17 Oct 2013

Windows 10 = 29 July 2015

- Windows 3.1 :-

Windows 3.1 contains all the features of previous version (DOS, Windows 3.0) and it contains file manager or program manager. Windows 3.1 include media viewer and ability to play video files. This operating system includes Sound and video integration with CD-ROM support.

- Windows 95 :-

Windows 95 is a consumer-oriented operating system which integrates Microsoft formally DOS and Windows product. Plug and play capability developed by Microsoft for Windows 95 and latter operating system that gives user the ability to plug device into computer and reorganize that device.

- Windows 98 :-

Windows 98 introduce Internet Explorer, Outlook express, Windows address book, front page express, Microsoft chart, personal web server etc. Windows 98 was first operating system to use Windows device manager and universal

serial Bus (USB).

Windows 2000.

Windows 2000 is an operating system used for both client & server computer. Four editions of Windows 2000 were released. professional edition, server edition, advance server and data center server edition. Windows 2000 server has additional features including the ability to provide active directory service and distributed file system.

Windows XP

Windows XP is an updated version of Windows 2000. It was a single operating system platform for both consumer and market. Windows XP was a major advance from DOS based windows version in security, stability & efficiency. Windows XP have a powerful user interface, improved hardware support and expanded multimedia capability. Windows XP interface contains a new visual appearance and visual style which completely changes the appearance of operating

System. The start menu contains two column layout with the ability to list frequently used applications, recently open documents, The task bar can also be locked to prevent accidental movie or other changes.

■ Window xp service pack:-

The three service pack were release for window xp containing bug-free and the additional certain features.

■ Window xp SP1:-

Service pack 1 for window xp was release on sep 2002. Service pack 1 added USB 2.0 support, Java virtual machine (JVM), .NET framework and technology use for tablet pc.

■ Window xp SP2:-

Service pack 2 for window xp was release on Aug 2004. Service pack 2 added new functionality to windows xp such as wi-fi support, pop-up ad blocker for internet explorer 8.0 and a partial bluetooth support. Service pack 2 also added a new

Security features name windows fire wall and automatic update.

Windows xp sp3 :- It was released on April 2008. Its important features are given below.

- i) API (Application program interface) :- API for application developers.
- ii) Network access protection.
- iii) installing operating system without requiring a product key.

BASIC MOUSE TECHNIQUES :-

i) Pointing :- Pointer points (select) item.

ii) Click : - points to an item and then quickly press and release the left mouse button.

iii) Double click :- points to an item and open it in application or file, done we quickly press and release the left mouse button twice and in this

- iv) Drag and point :- points to an item press and hold a mouse left button as remove the mouse.
- v) drag and drop :- points to an item press and hold the mouse left button as remove the mouse to a new location and then release the mouse left button.
- vi) Right click :- Right click button is use to show the property or option.

● Basic keyboard Techniques:-

With the help of keyboard we can move and open the windows application.

i) Closing window or application :-

By pressing **Alt + F4** key we can close an open window or application.

ii) Moving tab between opened window :-

Alt + Tab Key will be used for moving between ~~between~~ opened window or program.

3) Selecting a window application :-

window application can be selected in different ways these are :-

- i) To start menu by pressing window key then all programs can be selected by up or down arrow key then select a particular application or all programs by pressing enter key.
- ii) Select a short cut icon of particular application through combination of Tab key and arrow key and then press enter key to open the application.
- iii) If an application is open then it can be selected by releasing Alt + Tab key.

Function key F10 is used for windows help. It opens window of help topics and is an easy way to use help system with information screen and tools is provided for moving and finding required information.

The menu of any window contains all the commands to perform some operations or execute some function.

There are different types of menu.

- i) Pull-up menu
- ii) Pull-down menu
- iii) Cascaded menu
- iv) Ellipsis menu
- v) Dimmed menu (command not available)
- vi) Short cut key.
- v) Dimmed menu command :-

The command appearing dimmed can

not execute the particular function required by the command it has not been performed for example we can not use short copy or move command from edit menu or any other menu unless we have selected a piece of information.

vi) Short cut key (for opening file)

A menu item contains an underline letter for short cut we use short cut key by holding shift key and press the underlined letter whenever the menu is visible for example -

we press Alt + F key for open a file menu similarly we press Alt + E key for edit menu and Alt + H key for help menu.

Control menu and its options

The Control menu controls the open window. The control menu shows various options on the control box. These are maximize, minimize, restore, close etc.

i) Minimize button : -

When the minimize button is clicked the window disappears and is replaced by a button on the taskbar. Clicking again on the button (again) on the taskbar it will restore the window to its previous size. Minimizing a window does not close an application. It simply removes it from user's view.

ii) Maximize button : -

When the maximize button is clicked the window is expanded to full screen.

iii) Close button : -

When the close button is clicked we can close the window or application.

iv) Move button: — a window has a

solid title bar at the top.

We can move a window on the computer screen by left clicking and dragging its title bar.

v) Size or resize: —

Move the mouse pointer across the border of window unless the pointer changes into double headed arrow (\leftrightarrow) then press the left mouse button and drag the border of window. When the window is off the desired size Prelease the mouse button.

● working with file manager or windows explorer: —

The windows explorer is also called file manager which is a utility that represents content of our computers in graphical form. It allows various file and disk management tasks like:- copy, cut, rename, create folder or sub folder etc. It is a graphical way to get a computer's view of be content. We can take its help to quickly determine which files are available and where it is, window explorer can be access by following ways.

- i) Right click on my computer icon and then select explore option.
- ii) By following the step as start → All programs → windows explorer.
- iii) By pressing windows key + E.

Window explorer contains the following things.

i) Standard toolbar

The standard toolbar contains commonly used commands or functions in the form of icons.

ii) Address bar : -

The address bar displays the part of selected item or document. The documents can be files, folder, sub-folders or drives etc.

iii) Selected item : -

The selected item is usually displayed in highlighted form (blue colour).

iv) Tree view :-

window explorer display all the items in a tree view structure. Items can be expanded or contracted by clicking on + sign or - sign.

That appears on left side of windows explorer the + sign indicates that there are more items in the folder and the - sign indicates the expanded view of the folder.

The icon that have neither + sign nor - sign indicates that there are no additional item inside them.

v) Left / right Pane :-

The left pane of windows explorer is used to select a folder or drive so that its content can be displayed in right pane. The name of selected folder is displayed in the windows title bar when we select different folder in the left pane the contents of right pane changes to reflect the folder content.

● Scan disk :-

Scan disk was a separate program embedded with windows 98. It can be used to scan and fix hard drives.

In windows xp Scan disk can be used by following steps given below.

i) Open window explorer or my computer.

ii) Right click on drive we want to run Scan disk.

iii) Select properties option a property dialog box is appear.

iv) Select tools tab from hard drive

property to activate scan disk

utility click check now button under error checking option.

v) After clicking check now button

a check disk dialog box will

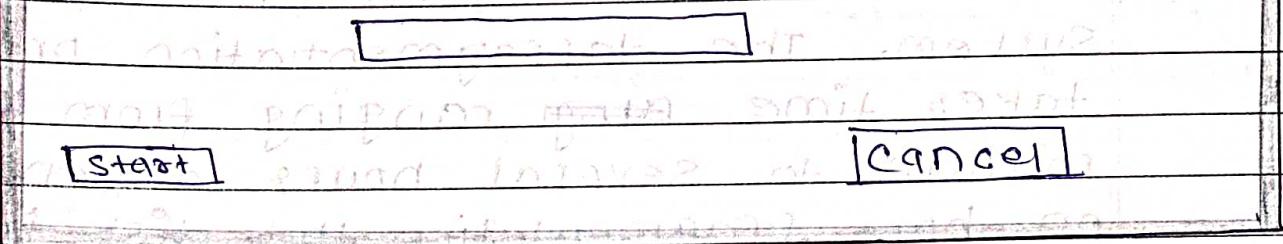
appear as shown in the figure given below.

check disk local disk(D:)

X

check disk option

- Automatically fix the system error
- Scan for and attempt recovery of bad sector



and you may do one more step

vi) click the start button to start
- to scan disk.

vii) wait for operating system to

finish running - scan disk and view
in the report if found errors

at last click close button

viii) click the close button when
we get the report.

Disk Defragmentation : -

when we work on a computer we add or delete the file during this process the disk part scatter over different area of disk. Disk is called fragmentation. The fragmentation occurs as the files on disk are deleted and new file are added. It slows disk access and degrades the overall performance of disk operation

The defragmentation is a solution to this problem. Defragmentation is a process of rewriting parts of a files to adjoining sectors on hard disk to increase the speed of computer system. The defragmentation process takes time ranging from few minutes to several hours depending on how fragmented the disk is and also how much RAM we have and how fast our processor is.

If we purchase our computer six month ago and never defragment it then there will be a chance that it will take several hours therefore we are suggested to make this process to defragment our disk once a month.

| DISK Defragmenter | | | | | |
|-------------------|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| | File | Action | View | Help | Command |
| File | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Volume | Session | file | capacity | Free | Free space |
| B(C:) | not mounted | NTFS | 34.18GB | 2.24GB | 27% |
| B(D:) | analyzed | NTFS | 19.53GB | 19.53GB | 100% |
| Buttons | Estimated disk usage before defragmentation | | | | |
| Buttons | Estimated disk usage after defragmentation | | | | |
| Buttons | Cancel | Help | Exit | OK | |
| Buttons | Analyze | Defragment | Pause | Stop | View report |

Start → All Programs → System tools → Disk Defragmenter

● Applet :-

An applet is a program that can be run with the help of other program. Some commonly used windows applets are Notepad, wordpad, calculator, painter.

■ Notepad :-

Notepad is a text editor that can be used for creating and editing text files and special formating. The notepad file have .txt extension. files larger than 64KB can not be created or edited in notepad. Some important features of notepad are :-

- i) It opens and save text in ASCII format.
- ii) An simple search facility is built in to the editor and allows searching word for word in current document.
- iii) It supports editing facility like cut, copy, paste etc.
- iv) It allows inserting date & time into current document by pressing function key F5.

- v) It can be accessed from Start → All programs → Accessories → Note pad

Wordpad! - Textboxen mit fürem
dominat

A wordpad is a text based editor that support all the feature of notepad and it can be used for files larger than 64 KB. It have .rtf extention. Some of important features are creation, reading & writing file.

- i) formatting of text using different font style
 - ii) Different alignment option, that is left, right, center are

provided for paragraph.

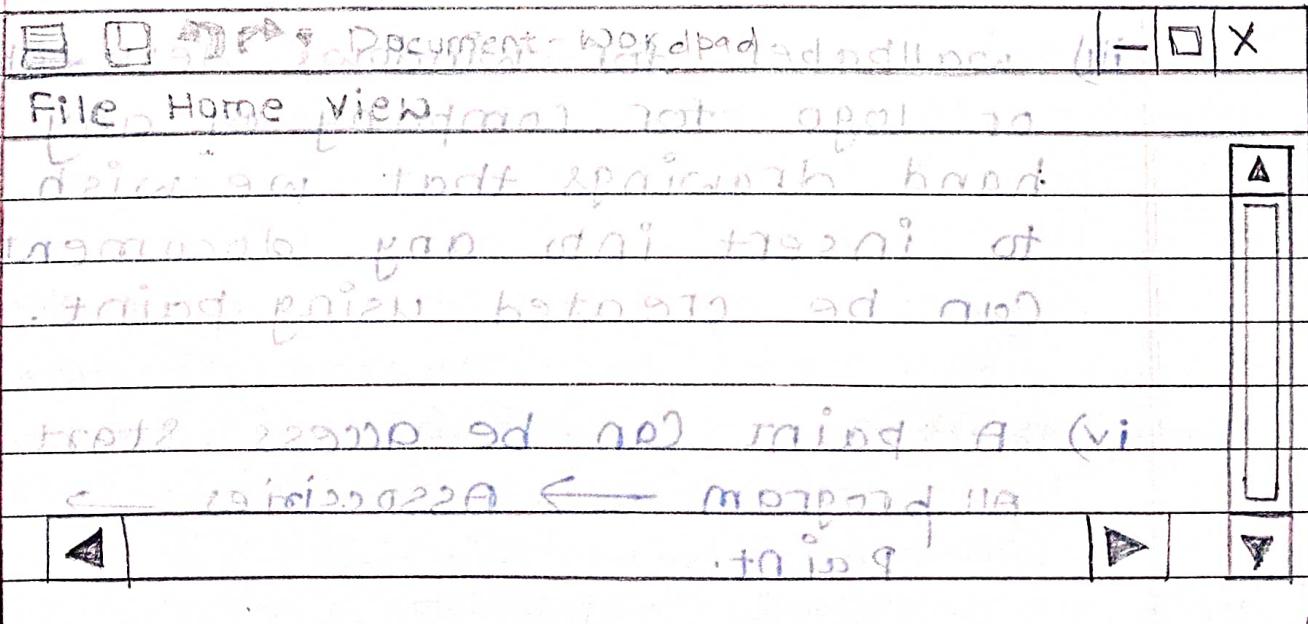
iii) Allow setting for page margin and preview of the page can be seen of how document would appear in a printing area.

iv) Tool bar provide quick access to commonly used function. User has the option to hide the tool bar.

b) iv) It allows to merge or link an object into a wordpad from another file.

v) The wordpad have .rtf extension.

vi) It can be accessed from Start → All programs → accessories → wordpad



• Paint :-

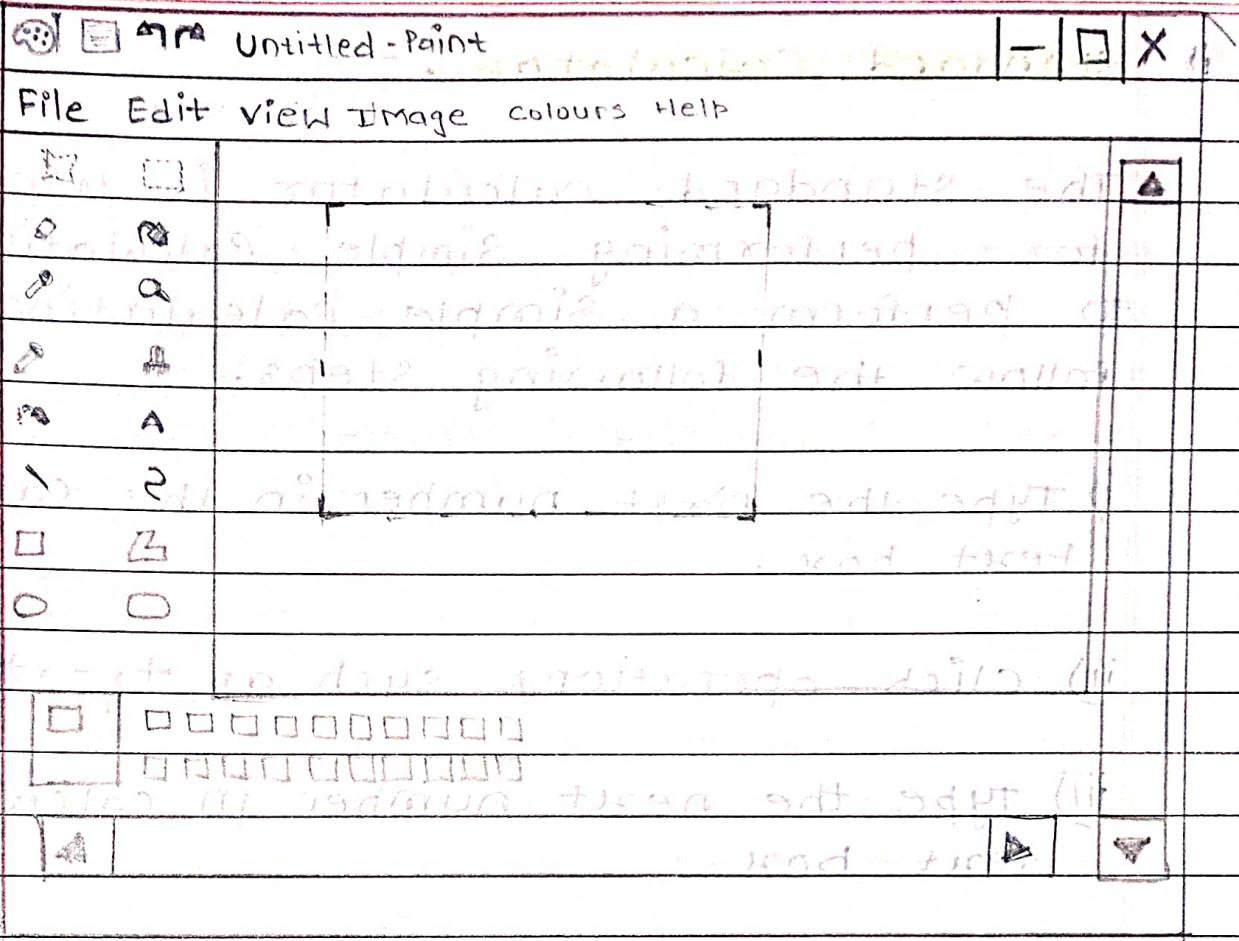
Paint is a drawing tool used to create black & white and colour drawings. It can be saved as .bmp files. Some important features are given below.

i) Paint allows to create a Picture or drawings by using straight line and curve line, by using shape like - rectangle, circle, oval, square selection, simple free handed drawing.

ii) A colour box is provided that can be used for filling different colour in to our document. An eraser is provided to erase our drawing in document.

iii) wallpaper for windows desktop or logo for company or any hand drawings that we wish to insert into any document can be created using paint.

iv) A paint can be access start → All program → Accessories → Paint.



Most admid (=) numm with admid (vi)

Calculator

calculator - this is a windows

calculator is a windows application

A calculator performs basic arithmetic operations such as addition, subtraction, multiplication as well as functions found in scientific calculation. Such as logarithm, factorial, sin, cos, tan etc. we can use calculator in scientific view or standard view. To open a calculator go through the following steps and how to do it.

Start → All program → Accessories

All program → accessories → calculator

calculator with admid paint

calculator with admid paint

i) Standard Calculator : -

The standard calculator is used for performing simple calculations. To perform a simple calculation follow the following steps.

- i) Type the first number in the calculator text box.
- ii) click operations such as +, -, *, / etc.
- iii) type the next number in calculator text box.
- iv) than click equal (=) button from calculator. It will display the result in calculator text box.

Items like memory, M+, M- and M.R are available in a standard calculator. Other operation of simple calculator are as follows :-

i) M+ : - This button is used to add a number to the number stored in memory for adding a number to memory type the number and then press M+ button.

ii) MS : - This button is used to store a number in a memory for storing, type the number and

Press MS button.

- iii) MR :— This button is used to display the stored number in calculator's memory.
- iv) MC :— This button is used to erase the number from memory.
- v) M- :— This button is used to subtract a number to the number stored in memory for subtract a blank number to memory type the number and then press M- button.

| | | | | |
|----|----|-----|----|----|
| MC | MR | MS | M+ | M- |
| CE | C | sin | + | - |
| 7 | 8 | 9 | 4 | 5 |
| 6 | 3 | 2 | 1 | 0 |
| . | , | | + | - |

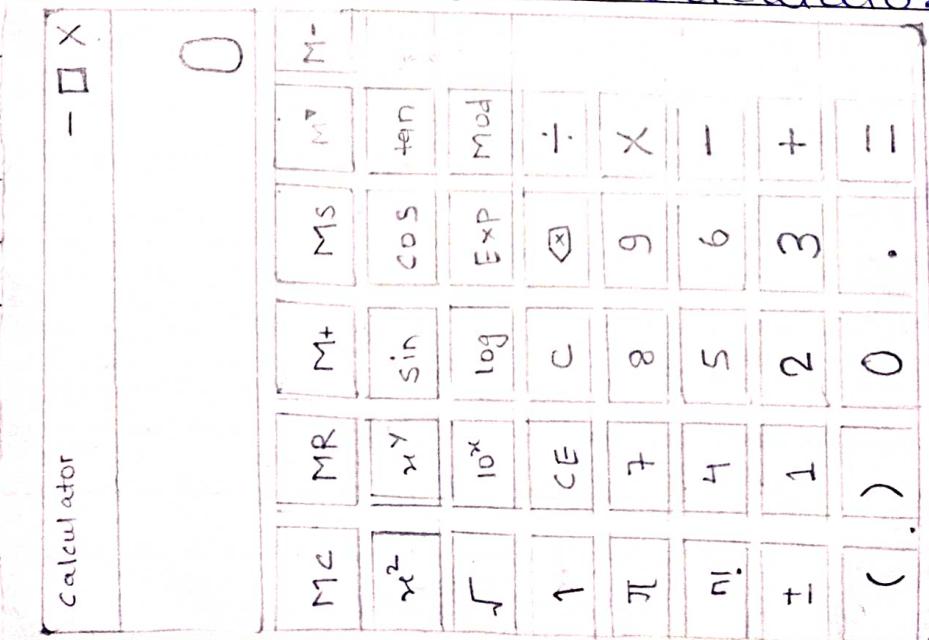
ii)

Scientific calculator : -

The Scientific calculator is used for scientific, statistical calculation like log of a number, factorial of a number, square root, cube root, sin, cos, of a number, conversion from decimal to binary, hexadecimal, octal, conversion of degree to radian, radian to degree etc.

To show the scientific calculator click on view menu of standard calculator and than select scientific option or we can press Alt + 2 for switching standard calculator to scientific calculator.

To switch from scientific calculator to standard calculator to press Alt + 1 or select standard option from view menu of Scientific calculator.

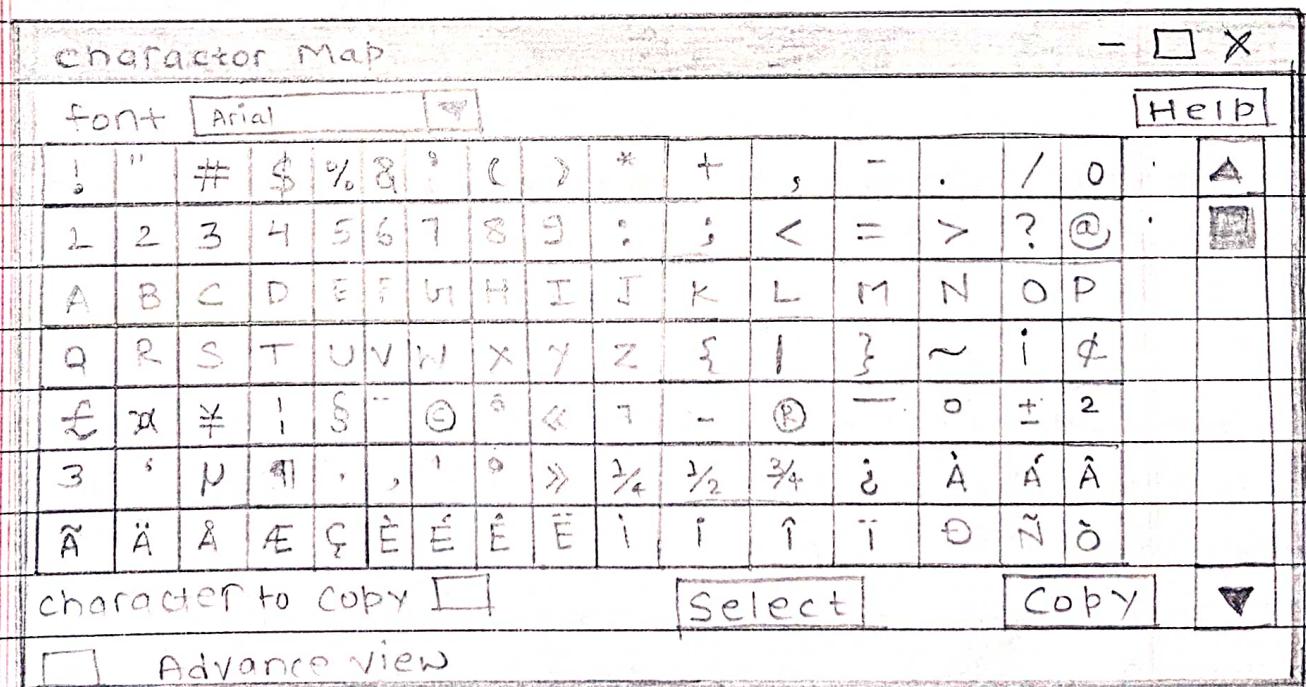


Character Map:—

We can use character map to copy and paste special characters into our document. Such as trademark symbol , copyright © symbol, integration ® symbol or any special mathematical character symbol etc. To use character map follow the following step.

Start → All programs → accessories
 → character map.

A character map window is displayed as given below.



Select the specific symbol we want, click on Copy button for use that character.

Select paste option in specific document like - word, excel, wordpad etc.

Then right click on image and select "Copy image" or "Copy image as file".

Paste image on your required document.

And you will get image in your document.