



336en02

2

Operating System

2.1 INTRODUCTION

The operating system in these days uses a graphical user interface (GUI). Here you do not have to remember all the commands by heart. The commands are visible on the monitor as icons. The most popular operating system available today is 'Windows'.

The Windows operating system has evolved over time in the form of Windows 95, Windows 98 and Windows 2000. Currently windows XP, Windows Vista and Windows 7 are in use. In this lesson we will explain the main features of Widows XP.

2.2 OBJECTIVES

After going through this lesson you would be able to:

- explain the features of Windows XP
 - explain various icons and their features
 - define file management
-

**Fig. 2.1**

2.3 ELEMENTS OF WINDOWS XP

2.3.1 Logging On

When the computer system loaded with Windows XP is started, it will present a log-in screen to log on to windows or to network, if the system is part of a computer network.

To be able to log on, do the following

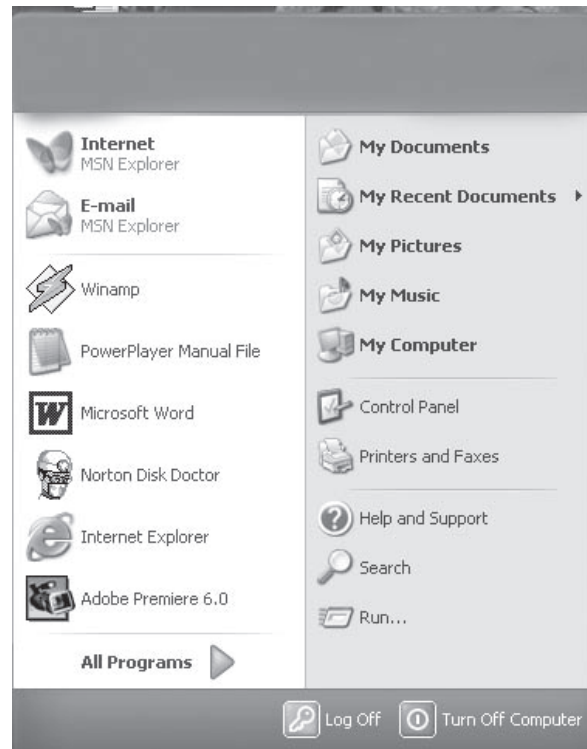
1. Enter the password (if it is password protected)
2. click on the a key or hit the Enter key

**Fig. 2.2**

2.4 XP DESKTOP ELEMENTS

Start Menu

When clicked on the start button, menu as follows appears on the screen giving all the available options to start using the Windows.

**Fig. 2.3****Overview of the options:**

Task	Description
All Programs	Displays a list of installed program, which a user can start or use
My Documents	Displays a list of document used by the current user
My Recent Documents	Displays a list of recently used document by the current user
My Picture	Displays a list of picture/photos used by the current user
My Music	Displays a list of music/songs used by the current user
Control Panel	Displays a list of utility configure the computer system and install software and hardware
Printers and Faxes	Displays a list of currently installed printers and faxes in the current computer system
Help and Support	Start the XP help and support program to find how to do a task in windows
Search	Helps the user to find Displays a list of document used by the current user files, folder, and other networked computer and shared resources.

Run	Start a application program or execute a DOS command
Log Off	Log off the currently logged in user of the system
Turn Off Computer	Close currently opened program, log of the current user and switch off the computer system.

Task Bar

When you start the computer system, then start and task bar appears on the bottom of the screen and by default remains visible when Windows is running.

Whenever a program is run or a window is opened, an icon representing the program appears on the taskbar. To switch between windows or program, click on the icon representing the window on the task bar. When the program or window is closed, the icon disappears from the task bar.



Fig. 2.4

Start a Program

To start a program to the followings;

1. Click on the **Start** Button
2. Click on the **All Programs**
3. Point to the desired folder say "**Accessories**" and select the desired program to run such as '**Paint**'

Quitting a Program

To quit a program, select the close button (×) in the upper-right corner of the window OR

Click on **File** menu and select '**Close**' option.

Getting Help

Online help and support provided is of great help in using and learning windows. One can get help a specific topic or current task is being executed. To start help

- click on the Start button
- click on 'Help and Tutorial' option

A list of help and support topics and online tutorial is displayed on the screen. One can use the tabs in the screen to search for the desired information in several ways.

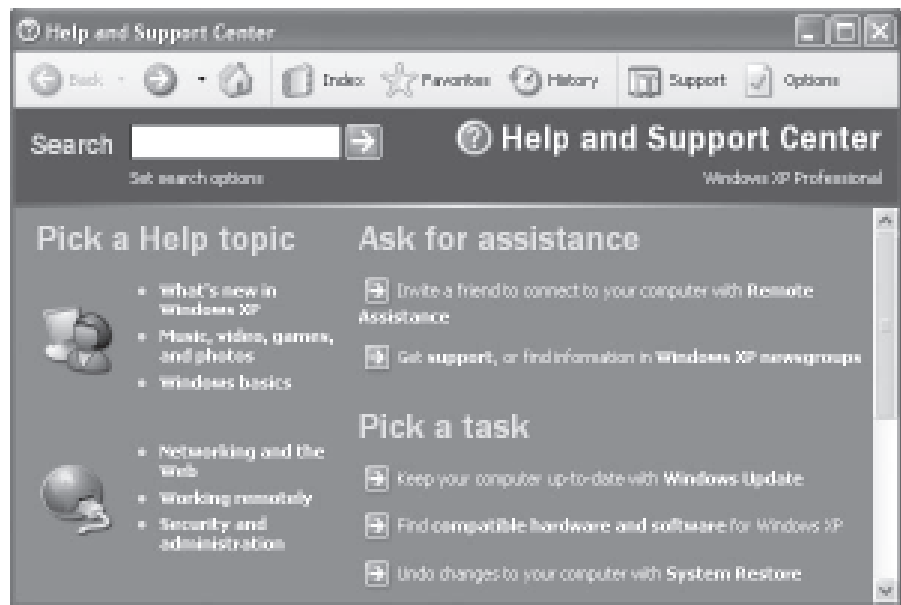


Fig. 2.5

- Click on a topic or task to know more about how to get the job done or type in a search word to locate the help on a specific topic.
- Click on the 'Index' tab to locate specific topic listed alphabetically and the follow the instructions displayed on the screen.
- Click on 'Favourites' tab to add Help Topics, search results to your Favourites list to make them easy to locate in the future
- Click on 'History' to pick from a list of Help and Support pages that you have read in the past.
- Click on 'Support' to get various kind of online support such as Microsoft online support, News Group on Windows.
- Click on 'Option' to configure the help and support center as per your requirement.

To close Help and Support windows, select the close button (×) in the upper-right corner of the window.

Locating Files and Folders

If you don't know where a document or folder is located, you can use the Search companion to locate it in the local storage such as Hard Disk, CD or in the network drive (if the system is part of a network). The Indexing Service provided by the Search maintains an index of all the files on your computer, making searches faster.

To search for a file or folder

1. Click **Start**, and click on **Search**.
2. Select **All files and folders** from the left hand side of the windows.
3. Type the name of the file or folder in part or full, or type a word or phrase that exists in the file to be searched.
4. If you do not know either piece of information select one or more of the remaining options:
 - In **Look in**, click the drive, folder, or network you want to search.

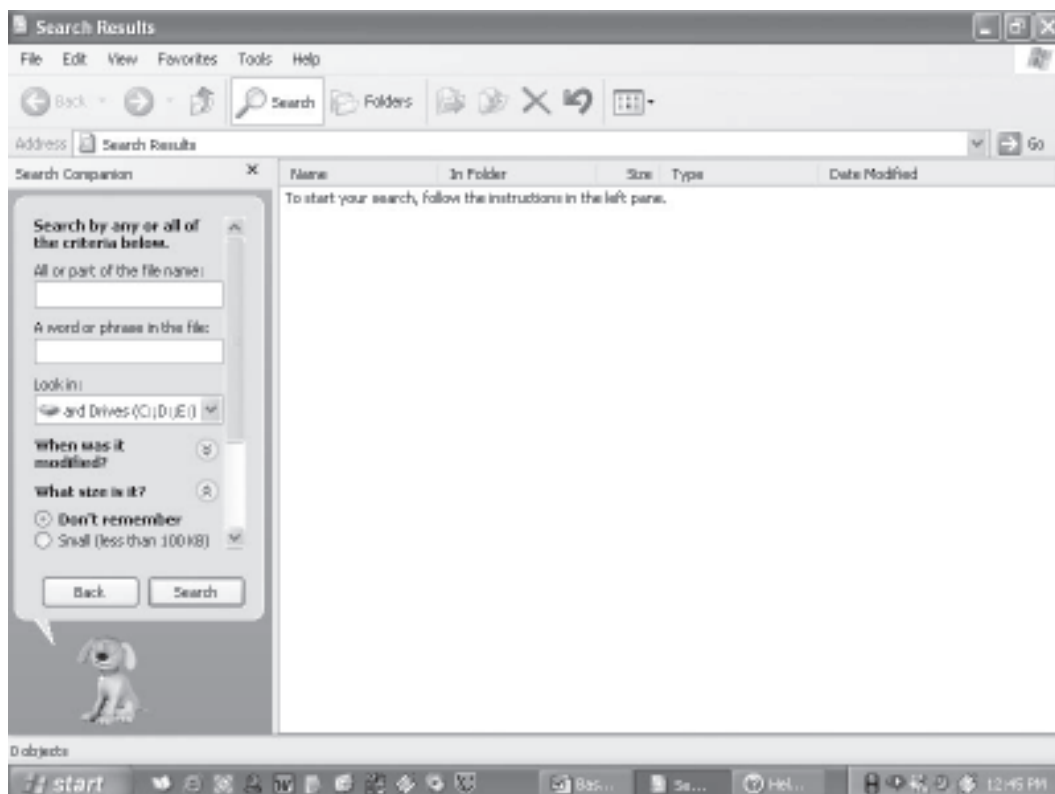


Fig. 2.6

- Click on **When was it modified?** to look for files that were created or modified on or between specific dates.
 - To look for files of a specific size, click on **What size is it?** Select a size.
 - Click on **More advanced options** to specify additional search criteria.
5. Once you finish specifying the search criteria, click on Search to locate the file.

Similarly you can search for specific information on Internet, or people in your address book, search for a printer or a computer on your network.

Changing System settings

By using Control Panel's tools you can customize the way Windows look and work! Also you can install new hardware, add and remove (install/uninstall) software programs, change the look and feel of your desktop and much more. It also includes a number of administrative tools in Administrative Tools option for better administration of Windows in terms of User Management, Event viewer, Component Service etc.

To start Control Panel and use the available tool, do the following;

- Click on 'Start'
- Click on 'Control Panel'
- Select the desired tool to use

For example to create a new or modify the settings for an existing user click on 'User Account' icon in the control panel.

Using My Computer

My Computer displays the contents of floppy, hard disk, CD-ROM, and network drives. One can also search for and open files and folders, and use options in Control Panel to modify computer's settings.

- To use My Computer, click on **Start**, and then click on **My Computer**.
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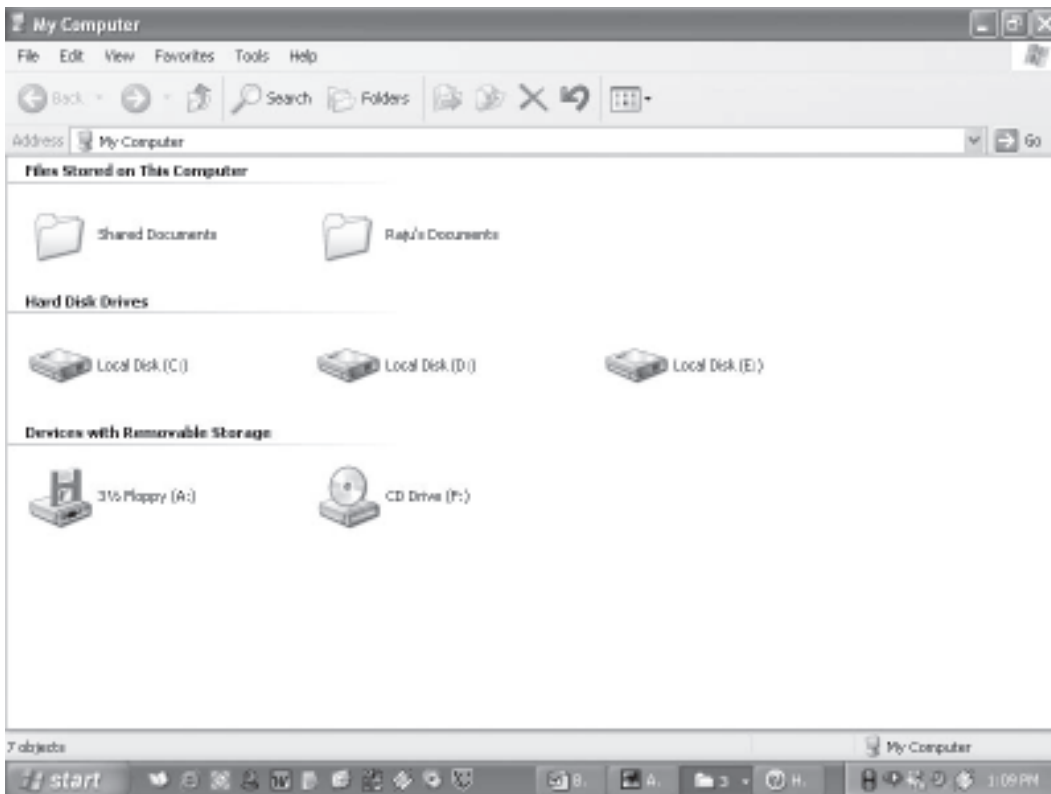


Fig. 2.7

Display the storage Contents

- To see what's on your hard disk, under **Hard Disk Drives**, double-click the drive you want to see such as C:, D: etc.
- To find a file or folder on a CD-ROM, or other media, under **Devices with Removable Storage**, double-click on the respective storage media you want to see.
- To find a file in a folder, under **Files Stored on This Computer**, double-click a folder.

2.5 FILE MANAGEMENT IN WINDOWS

File management in windows can be done through Windows explorer or My Computer. Windows Explorer displays the hierarchical list of files, folders, and storage drives (both fixed and removable) on your computer. It also lists any network drives that have been mapped to as a drive letters on your computer. Windows Explorer can be used to copy, move, rename, and search for files and folders. For example, to copy a file, you can

open a folder that contains the desired file to be copied or moved, and then just drag and drop the file to target folder or drive.

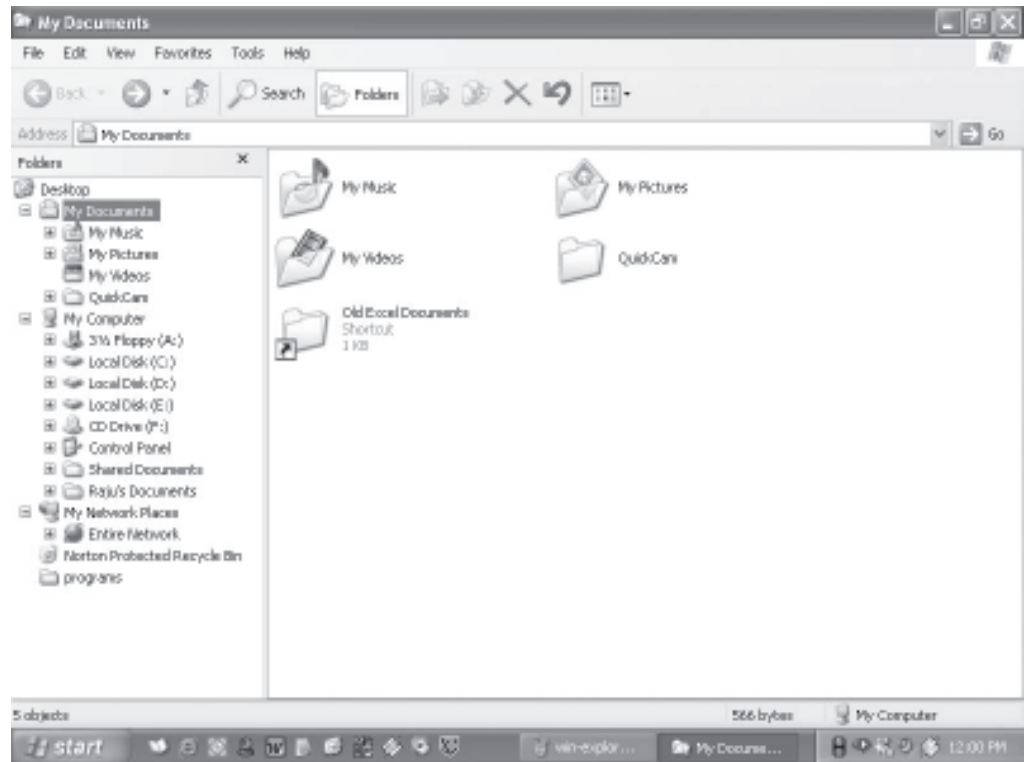


Fig. 2.8

When files or folders are deleted from hard disk, Windows places them in the Recycle Bin, where they can be retrieved, until the Recycle Bin is made empty. Files or folders deleted from a removable storage media such as network drive are permanently deleted and are not sent to the Recycle Bin.

2.5.1 Using Windows Explorer

To open Windows Explorer,

- Click on **Start**,
 - Point to **All Programs**,
 - Point to **Accessories**, and then click on **Windows Explorer**
- Coping or Moving a file or Folder using My Document
- Click on **Start**, and then click on **My Documents**.
-

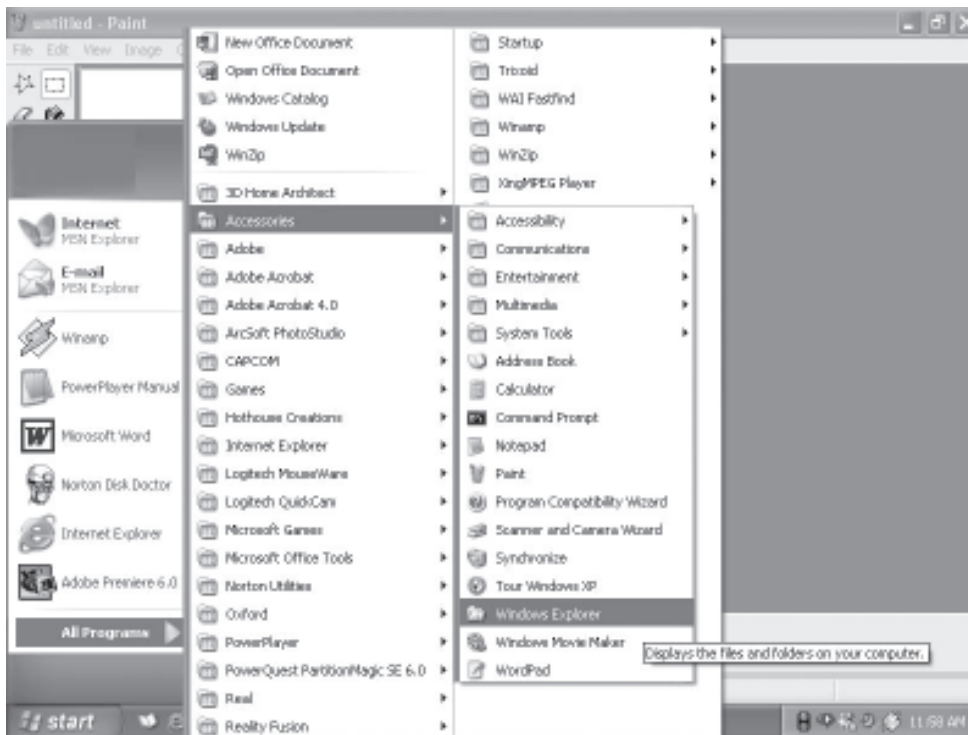


Fig. 2.9

- Click the file or folder to be copied. More than one file or folder can be copied at a time.

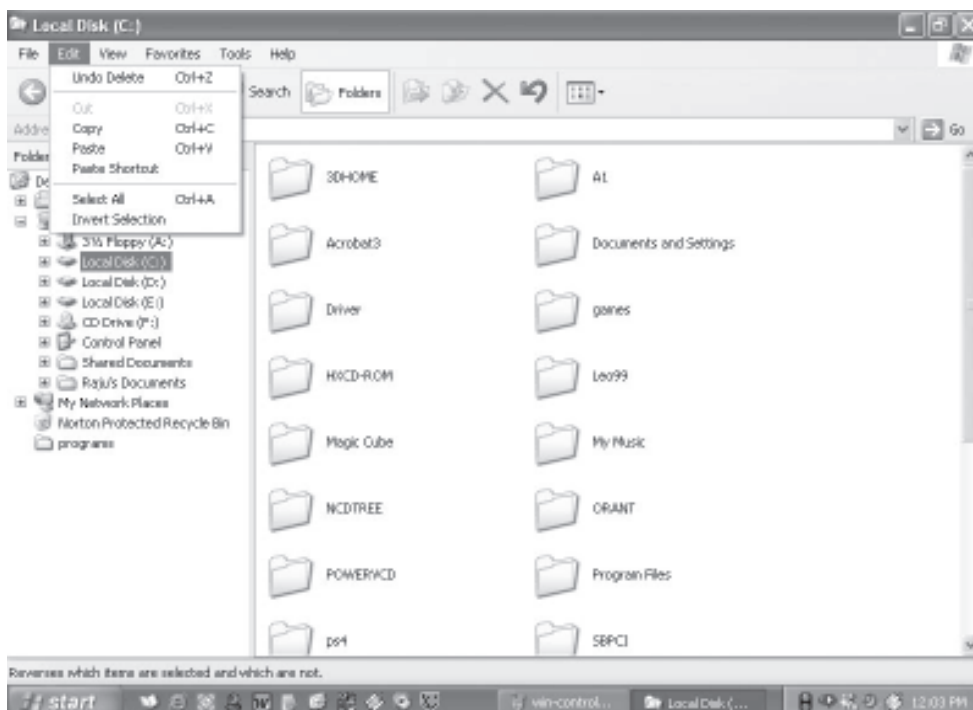


Fig. 2.10

- To select more than one file or folder, click the first file or folder, press and hold down SHIFT key, and then click the file or folder.
- To select non-consecutive files or folders, press and hold down CTRL key, and then click each of the files or folders to be copied.
- Under **Edit**, select **Copy**.
- Select the target drive or folder to which you want to copy the files
- Under **Edit**, select **Paste** to copy the desired file or folder to the target drive.

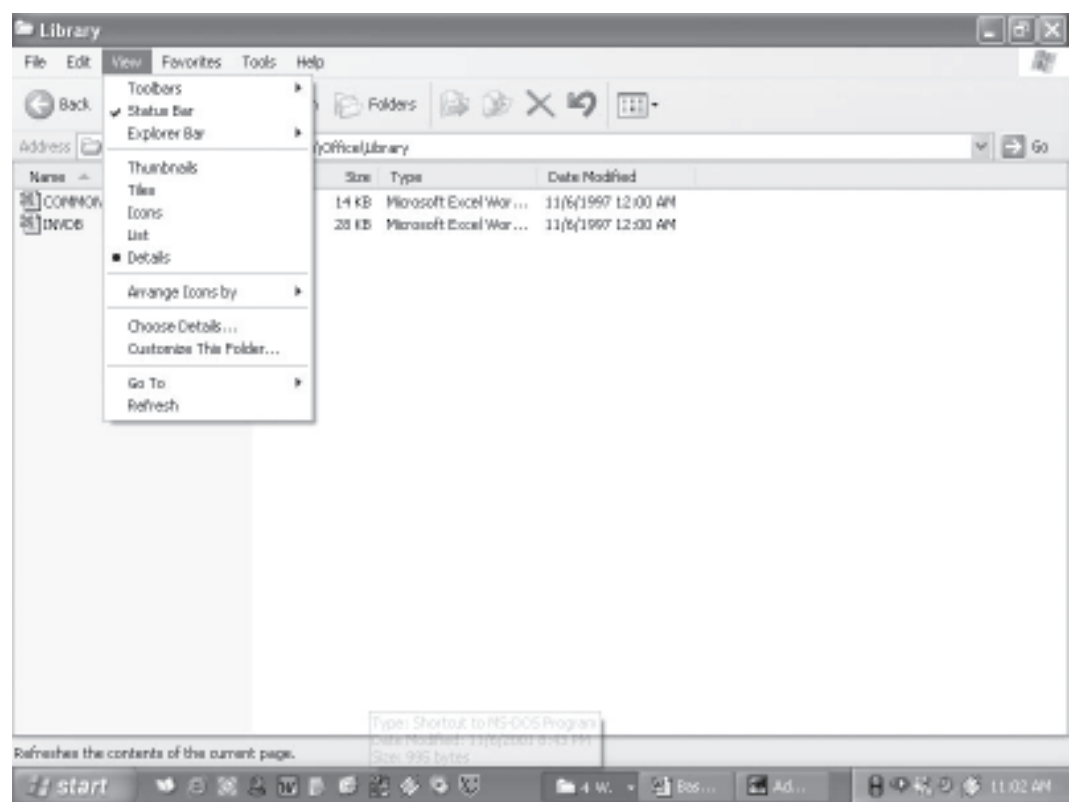


Fig. 2.11

2.5.2 View file details

1. Click on **Start**, and then click on **My Documents**
 2. Double-click the folder that contains the files to be viewed.
 3. On the **View** menu, click **Details**.
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4. It will display all the details about the files such as Name, Type, size etc.

2.5.3 Coping and moving files using Explorer

- Click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**.
- Make sure the destination for the file or folder you want to move is visible.

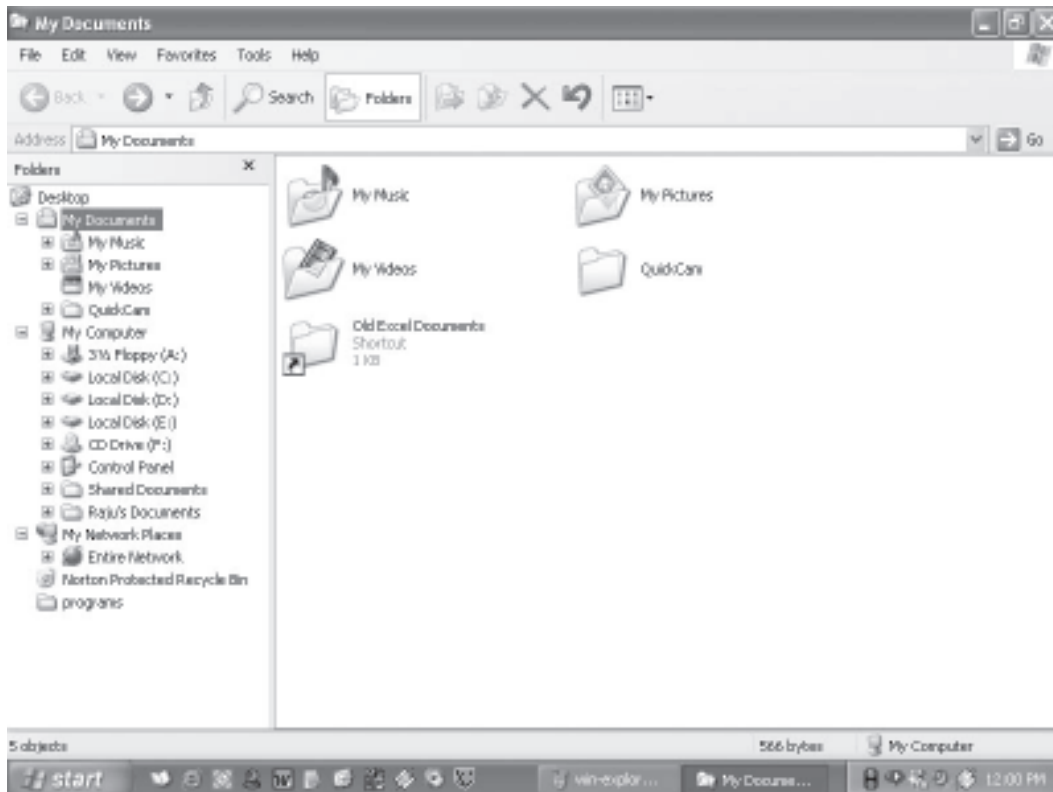


Fig. 2.12

- Drag the file or folder to the destination.
- If you drag an item while pressing the right mouse button, you can move, copy, or create a shortcut to the file in its new location.
- To copy the item instead of moving it, press and hold down CTRL while dragging.
- If you drag an item to another disk, it is copied, not moved. To move the item, press and hold down SHIFT while dragging.

- Dragging a program to a new location creates a shortcut to that program. To move a program, right-click and then drag the program to the new location. You must be logged on as an administrator to move a program.

2.5.4 Create a new folder

1. Click on **Start**, and then click on **My Documents**
2. Under **File**, click **New** and select **Folder**.
3. A new folder is displayed with the default name, **New Folder**.
4. Type a name for the new folder, and then press ENTER.
5. A new folder can also be created by right-clicking a blank area in a folder window or on the desktop, pointing to **New**, and then clicking **Folder**.

2.5.5 Rename a file or folder

1. Click on **Start**, and then click on **My Documents**
2. Click on the file or folder you want to rename.
3. Under **File**, click **Rename**.
4. Type the new name, and then press ENTER key.
 - File or folder can also be renamed by right-clicking it and then clicking **Rename**.

2.5.6 Delete a file or folder

1. Click on **Start**, and then click on **My Documents**
 2. Click on the file or folder you want to delete.
 3. Under **File**, click **Delete**.
 4. Files or folders can also be deleted by right-clicking the file or folder and then clicking **Delete**.
 5. Deleted files or folders are stored in the **Recycle Bin**, till they are permanently removed from the Recycle Bin.
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6. To retrieve a deleted file, double-click the **Recycle Bin** icon on the desktop. Right-click on the file to retrieved, and then click **Restore**.
7. To permanently delete a file, press and hold down SHIFT and drag it to the Recycle Bin.

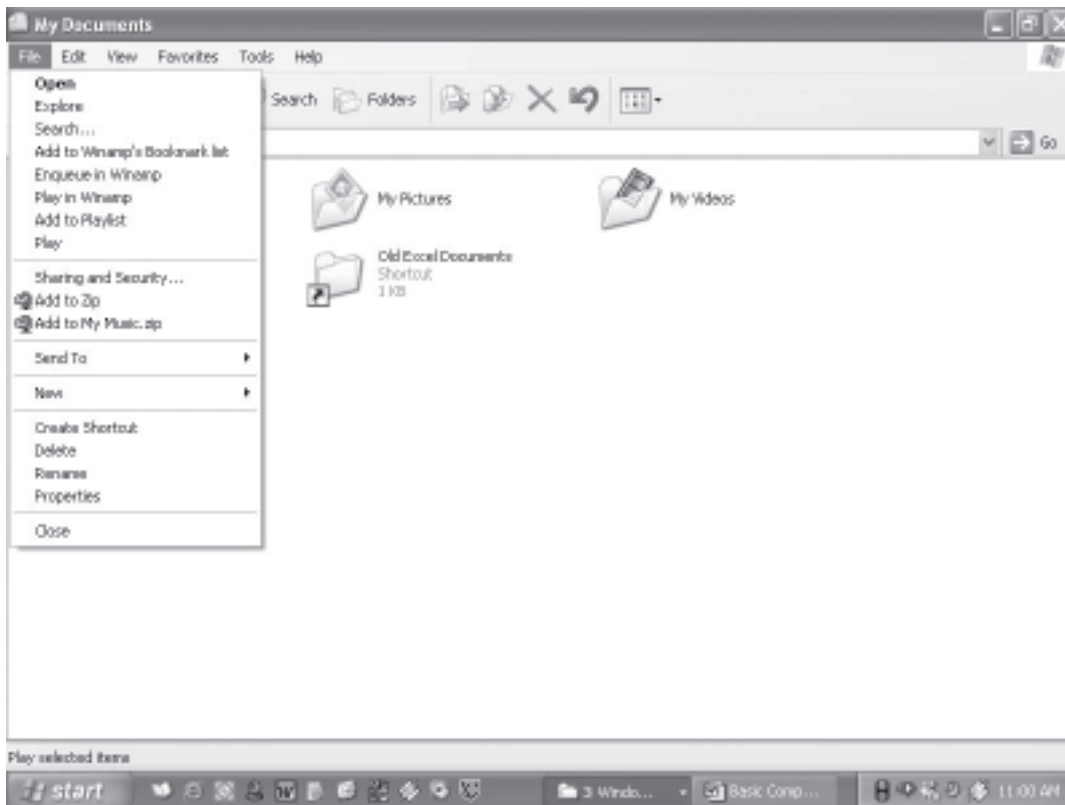


Fig. 2.13

2.6 INSTALL SOFTWARE/HARDWARE

Windows provides a quick and easy way to install new software. Add or Remove Programs utility in Control Panel help to manage programs and components on the computer system computer. Using it one can install software packages such as Microsoft Word or Access etc. from a CD-ROM, or a network drive, or add or remove Windows updates and new features from the Internet. This can also be used to add or remove Windows components which are not included in the original installation.

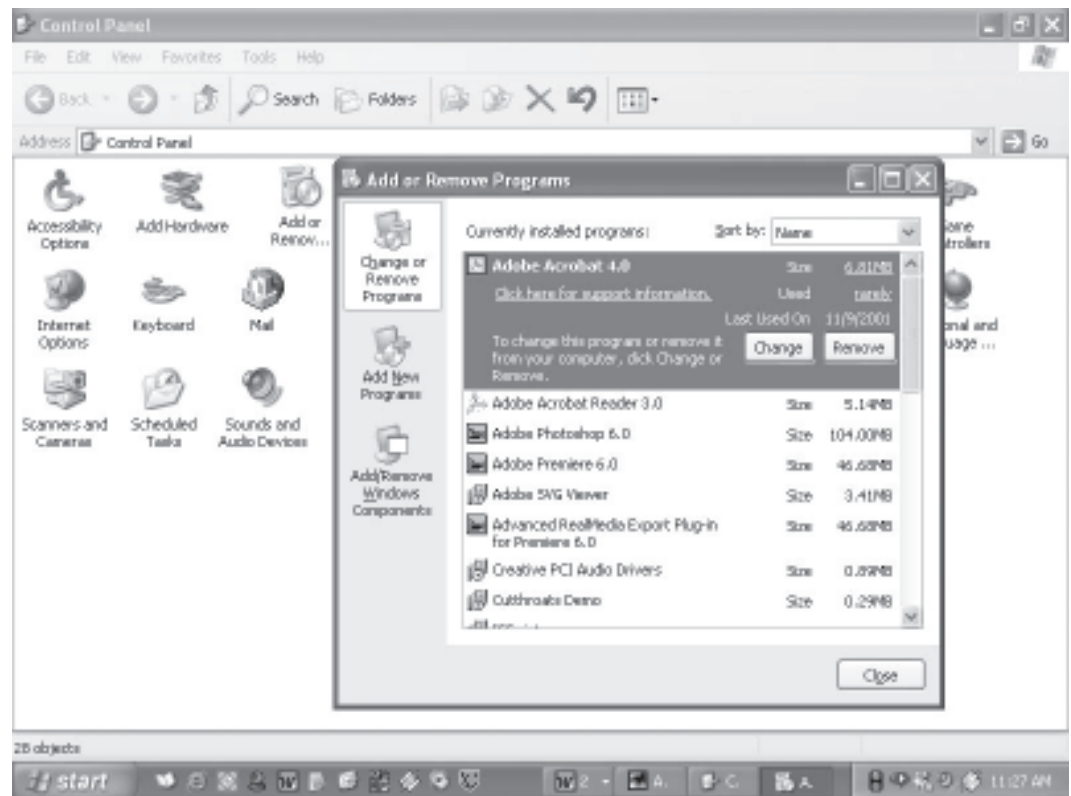


Fig. 2.14

2.6.1 Install Software

- Click **Start**, click **Control Panel**,
- Double-click **Add or Remove Programs**.
- Click on **Add New Programs**, and then select the source where the software to be installed is located such as **CD or Floppy** drive
- Follow the instructions on your screen to install the software.

2.6.2 Change or remove software

1. Click **Start**, click **Control Panel**,
2. Double-click **Add or Remove Programs**.
3. Click on **Change or Remove Programs**, and then select the program you want to change or remove.
 - To change a program, click on **Change** button.

- To remove a program, click on **Remove** button.

2.6.3 Add new features from Windows Update

1. Click **Start**, click **Control Panel**,
2. Double-click **Add or Remove Programs**.
3. Click **Windows Update**.
4. Follow the instructions to locate and install new Windows features or updates

2.6.4 Add or remove a Windows component

To be able to use this feature of Windows, the user must log in as an administrator or a member of the Administrators group.

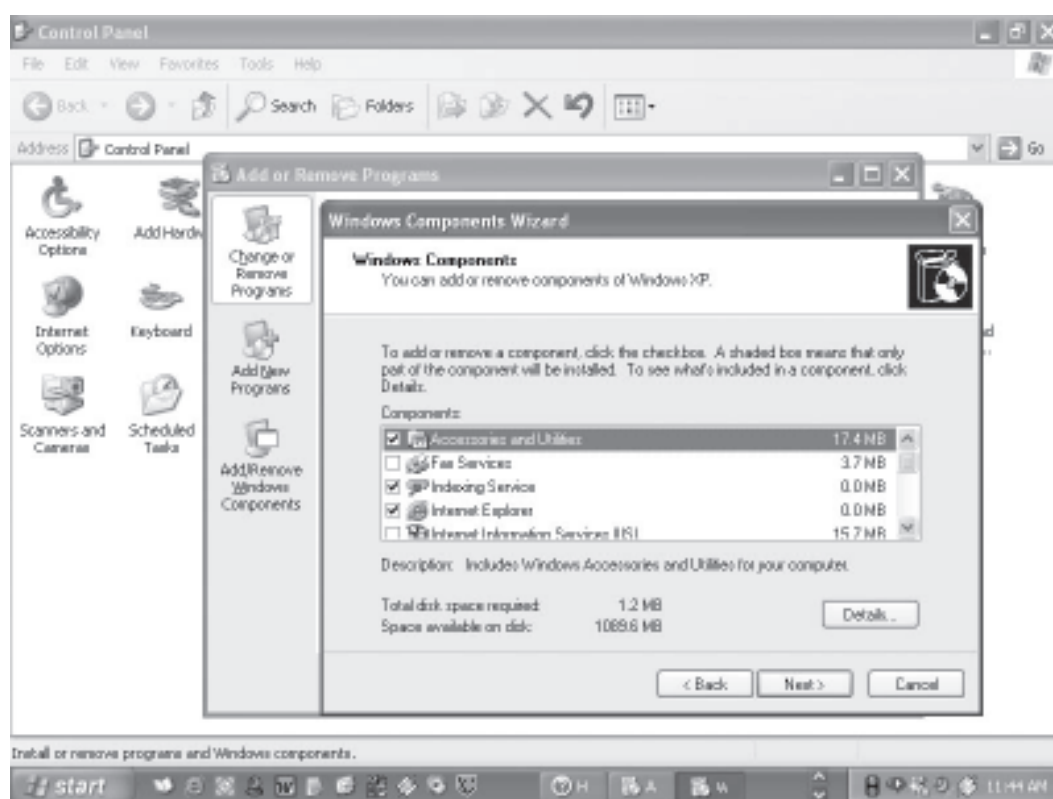


Fig. 2.15

1. Click **Start**, click **Control Panel**,
2. Double-click **Add or Remove Programs**.
3. Follow the instructions in the Windows Components Wizard.

2.6.5 Install Hardware

Windows can help you set up new hardware component such as sound card, video card or network card etc. to your computer.

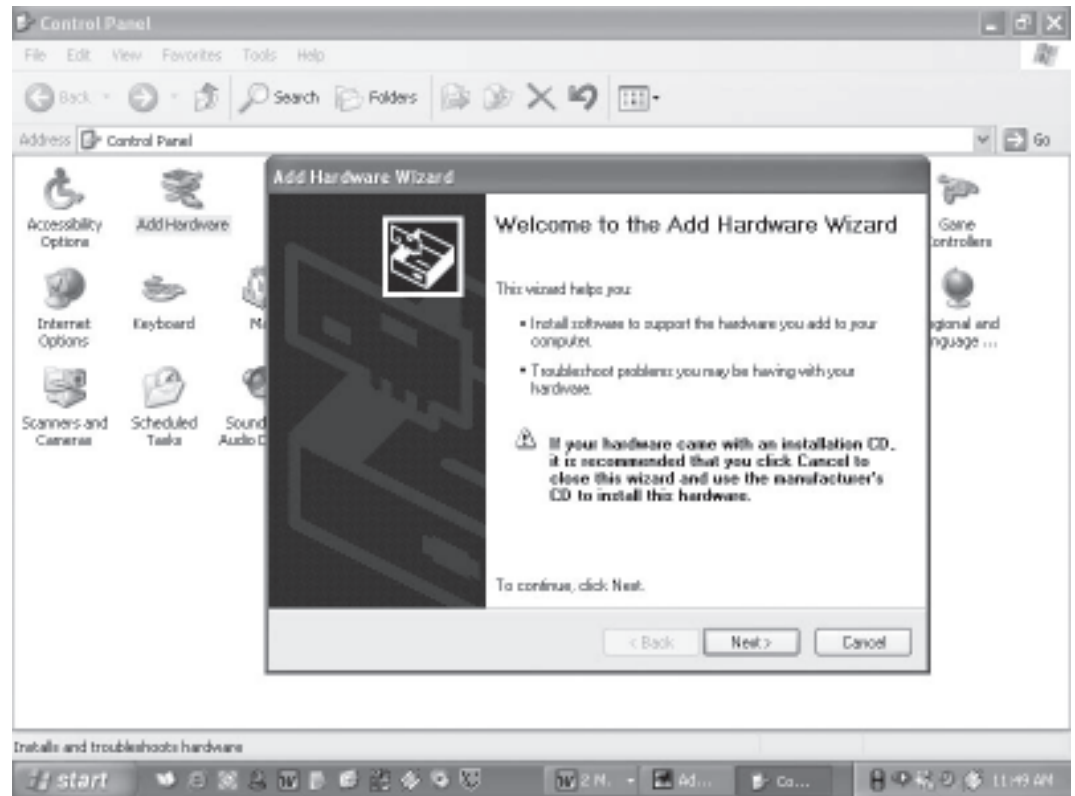


Fig. 2.16

1. Click **Start**, click **Control Panel**,
2. Double-click **Add Hardware**.
3. Follow the instructions on the screen.

INTEXT QUESTIONS

1. Write True or False for the following:
 - (a) Deleted Files or folders are stored in the recycle bin.
 - (b) Under Edit menu you can rename the file.
 - (c) Windows provides a quick and easy way to install new software.
 2. Fill in the blanks:
 - (a) Under file, click and select folder.
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- (b) If you drag an item while pressing the you can create a shortcut to the file.
 - (c) When you start the computer system, the task bar appears on the screen.
 - (d) When files or folders are deleted from windows places them in the recycle bin.
 - (e) To select non-consecutive file or folder press and hold down key.
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2.7 WHAT YOU HAVE LEARNT

In this lesson you learnt about important features of Windows XP. Now you are in a position to locate a file or folder and use windows explorer to manage files. Moreover, you can install software and hardware in the system. You can change system settings also.

2.8 TERMINAL QUESTIONS

1. List out various steps to search for a file or folder.
2. Describe the following
 - (a) Recycle bin
 - (b) Task bar
 - (c) Quitting a program
 - (d) File Management in Windows
3. Write down the steps to delete a file or folder from the computer.
4. What are the steps to install software in the computer.
5. Write down various steps to rename a file or folder.

2.9 FEEDBACK TO INTEXT QUESTIONS

1. (a) True (b) False (c) True
 2. (a) Right mouse button (b) Right (c) Bottom
(d) Hard disk (e) CTRL key
-