

# **MICROSOFT WINDOWS**

**Window** is a multi-user and multi-tasking operating system characterized by the graphical user interface (GUI). It is multi-user for more than one user can operate at a go; it is multi-tasking one can open and run several tasks at one particular time.

GUI means between the user and the computer MS windows bears graphics or pictures that represent items so as to guide the user. MS Windows is said to be user friendly especially when compared to other operating system. MS window is designed to operate application programs such as micro soft word, micro soft excel, micro soft access etc. it also supports a number of operations and hardware. Version of MS windows have been seen earlier in introduction.

## **COMMON FEATURES IN MS WINDOWS**

Windows has an outstanding feature known as **WIMP**; (window, icon, mouse, pull down/pop up menu)

### **Window**

The working area where the user places data is called **window**. Each running program opens with a window which is normally a clear space enclosed by borders.

The borders (toolbar) provide the user with working tool or technically said commands

### **Icon**

These are pictorial representations of item within the computer. Items involves file/document. Folders, memory location, drives, windows interface shall be shown by its icon and a label (name).

### **Mouse**

It is a input devices used to enter data and commands into the computer. It is a unique feature within MS windows operating system that assists the keyboard in inputting.

### **Pull down/ pop-up menus**

In computer menus are lists commands. Pull down menus are obtained after clicking a menu at the menu bar. Different command shall be displayed after different menus are clicked. Pop-up menus are obtain after right click on the space or on a item. Different commands shall be displayed depending on different places or item right clicked.

## **DESKTOP**

This is usually the first screen/display that will appear the moment the computer is turned on. It usually displays icons/items such as my computer, my document. Recycle bin or any other item as the user may choose. It is a memory location that has been customized to help the user place and access item with much ease.

## **DESKTOP WINDOWS**

It is the typical working environment in micro soft windows operating system whereby any program it runs should bear.

Various parts of desktop window

- **Window**

This is the working/ typing area. Data (text and graphics) is placed here.

- **Title bar**

It is the uppermost strip of the desktop window. it contain the title of the running program, the name of the open document/ file and the resizing button.

- **Menu bar**

This strip contain docket/ menus for commands. It is clicked to show a list of commands whereby one command is chosen and applied at a time e. g file menu, edit menu, view menu etc. menu bar also contains closing button (X) for the document/ file.

- **Status bar**

This displays the current activities of the running program; for instance if MS word is running the status bar shall display the current page, section, line, column etc.

- **Scroll bar**

These are two

- Vertical scroll bar (VSB)

Facilitates up and down movement of the working area

- Horizontal scroll bar (HSB)

Facilitates the left and right movement of the working area

- **Tool bars**

Tool bar are strips that provide the user icons meant to shortcut often applied/ used commands. There could be several toolbar placed on the screen depending on pro running or the task being performed but are two universal toolbars which are found almost all the basic application programs.

- **Task bar**

It is the strip at the bottom of the desk top window. It bears the start button, all running programs, system calendar, system clock etc.

## **DIALOG BOX**

These are electronic form whereby the computer user is supposed to enter details in order the computer to complete the duty assigned. This happens when the computer needs the user to choose from the list of items or aspects.

### **Components of dialog box**

- **Check boxes**

These are small square shaped controls with labels for what aspects they stand for. They provide us with aspects to pick for application. The user is allowed to pick one or more check boxes.

- **Option button**

These are round shaped controls with labels for what aspect they stand for. They provide us with options to choose from; but only one aspect at a time unlike check box.

- **Combo box**

It is a list of aspect that the user can choose from one at a time. The user is also given a chance to add an aspect.

- **List box**

Also a list of aspect just like combo box, when the user can choose an aspect one at time but cannot be allowed to add an aspect.

- **Text box**

These are plain space sometimes with a blinking cursor where the user will be required to enter some text. Sometimes the text box contains a defaults text which may be edited or entirely replaced.

**Command button**

These are provisions or controls for instruction that user applies for the computer to either execute or terminate a specific duty. Example shall be seen yes or no, OK or cancel, save, close etc. to apply command buttons: point then click.

Selection tab

These are stores or dockets for aspects. They see on the menu bar of the dialog box by its name. They occurs in a chain. They design overlapping sheets to utilize the limited space of the dialog box.

**Preview window**

This is space on the dialogue box displays all the activities being applied by the user on a particular text.

**COMPUTER SETTING**

These is a process of configuring the windows appearance in relation to the computer hardware or software being applied. Item that can be set/ configured include the display (the monitor), mouse, task bar, date and time, network connections, user accounts, keyboard etc.

General steps for computer setting

- Click start button
- Click control panel
- Select the item to configure
- Do the necessary changes
- Click apply click ok

Setting individual items

Note: all the computer setting are basically accessed from the control panel

Setting screen saver

This is a program which is set to run automatically when a computer has been idle for a set/ specified duration.

**Importance of screen saver**

- Security to information from intruders
- Protect the screen from tear and wear
- For advertisement
- Entertainment

Steps to set a screen saver

- Click start button
- Click control panel
- Click appearance and personalization
- Click personalization
- Click screen saver
- Select type of screen saver
- Apply the settings
- Click apply
- Click ok

Setting background/wallpaper

Wallpaper is the background pattern or picture against which desktop menus, icons, and other elements are displayed and moved around. A wallpaper image can be in a [JPEG](#) or a [GIF](#) file format.

- Click start button
- Click control panel
- Click appearance and personalization
- Click personalization
- Click desktop background
- Select a background to apply
- Save the changes and close

Setting date and time

- Click start button
- Click control panel
- Click appearance and personalization
- Click clock, language and region
- Click date and time
- Click change date and time
- Adjust time and date appropriately
- Click ok
- Click apply
- Click ok

## **USER ACCOUNT**

User account is facility that allows the computer user personalize (make private) some item and operations especially where the computer is shared or operated by more than one user. There are two types of user account:

- ❖ Administrator account
- ❖ Limited account

Administer account allow the user to change all the computer setting but the limited account do not. The prevention/ security is ensured by creating a password to an account

Create a new user accounts

- Click start button
- Click control panel
- Click user accounts
- Click user accounts
- Click manage another account
- Click create a new accounts
- Type the name of the account
- Choose the type of the account
- Click create account

Create password for an account

- Click start button
- Click control panel
- Click user accounts
- Click user accounts
- Click manage another account
- Select account to apply the password
- Click create password

- Type password and retype it again to confirm
- Click create password

Delete the user account

- Click the account
- Click delete the account
- Click delete the files
- Click delete the account

Switch between user accounts

- Click start button
- Click log off/switch user
- Click switch user
- Click the user's name
- Type the password
- Press enter key

## **ARRANGING WINDOWS**

Windows are the working environments. When several are open to run concurrently, it is important to arrange them in some style to enhance easy access when working from one window to another. There are two types' windows on a typical program.

- ✓ Mother/ program window
- ✓ Document/file window

Style of arranging program windows

The user is allowed to choose any style that is friendlier to work with. Otherwise all the style are just as good.

### **Vertical tilling/side by side**

Programs shall be arranged left to right standing upright next to each other on the screen.

### **Horizontal tilling/stacked**

Windows are arranged running across the screen one below each other on the screen.

### **Cascading**

This overlaps the windows one behind each other from top – left to the bottom- right of the screen leaving out only the title bar.

Steps to arrange program windows

- Open all the program to run concurrently
- Right click on free space on the taskbar
- Click on the style of the arrangement

Steps to remove a style/ arrangement

- Right click on a free space on a taskbar
- Click undo (current style)

### **Arranging document windows**

Document windows are the individual working areas on a particular program.

Steps to arrange document windows

- Open the mother program
- Open the document to run concurrently
- Click view
- Click arrange
- Click a style
- Click ok

To activate a window from an arrangement

To activate means to ready a window in order to work on it.

## Steps

- Click on the title bar

OR

- Click inside the working area of the window

## **Move and position a window**

Doing this means the user does not want to arrange the windows conventionally but his/ her way

Steps to move and position a window

- Restore the window in question
- Click and hold the LMB
- Drag and drop to a desired position

## **WINDOWS EXPLORER**

This is a program in windows operating system that enables the computer user to organize and manage all the items within the computer. This program explores the entire items (drives, folder, sub folder, files/ documents, shortcuts etc.) in hierarchical manner. Window explorer is divided into 2 parts; folder's list and contents' list.

### **Open windows explorer**

Method 1

- Right click start button
- Click explore

Method 2

- Right click any folder or drive
- Click explore

Method 3

- Select a folder or drive
- Press ctrl+ shift+ enter keys

### **Folder's list**

This is the left part of the windows explorer. It displays all the drives, folders and sub folders either expanded or collapsed

### **Content's list**

This is the right part of the window explorer. It displays the contents (drives, folders, sub-folders and files) inside a selected item on the folder list.

### **Expand a folder**

Any folder with other folders inside is referred to main folder or parent folder. It will be shown with positive sign (+) to the left of it icon in the folder list

Click the positive sign to expand the folder and sub folders displayed below it.

### **Collapse a folder**

This is hiding the sub folders back to the main folder if they were expanded

Click the negative sign (-) to the left icon of the main folder to collapse the folder

### **Steps to view the contents of a folder**

Select the folder on the folders list

Observe the "contents list"

To arrange item within a location

Item can be arranged in the following ways:

- ❖ By name
- ❖ By type
- ❖ By size
- ❖ By modified

- ❖ By group
- ❖ By auto arrange

### **Steps to arrange items**

- Open the location with the items
- Click view menu
- Point arrange icon by
- Click the type of arrangement

### **View item with location**

Item can also viewed in the following ways:

- ❖ By thumbnails
- ❖ By tiles
- ❖ By details
- ❖ By icon
- ❖ By list

### **Steps to view items**

- Open the location with the items
- Click view menu
- Click the style to view with by

### **ACCESSORIES**

These are down scaled programs that come with an operation system and are used to achieve specific tasks. Examples: CD player, paint, calculator, address book etc.

Steps to open accessories

- Click start button
- Point all program
- Point accessories
- Click one
- Accomplish the task

### **FILE FOLDERS**

They are memory location set apart in the computer to enable storage under management of files and even other folders. They referred to as file folders simply because they are often used to store files. The user is permitted to create the folders. Once a folder has been created it can opened, closed, copied, cut etc.

### **Steps to create file folders**

Creating FF on the desktop

- Right click on the black space on the desktop
- Point new
- Click folder
- Type the name of the folder
- Click away

Creating FF from windows explorer

- Open windows explorer
- Select the location into which to create the new folder (on the folder list)
- Click file menu
- Point new
- Click folder
- Type the name of the folder
- Click away

Creating a sub folder

- Open the main or parent folder
- Point new
- Click folder
- Type the name of sub folder
- Click away

## **FILE AND DOCUMENTS**

### **Files**

File is a collection of related data that initially has been created in random access memory and stored in a particular memory location. File contains basic information for storage from a source program.

### **Document**

Document is the data within the random access memory before it has been saved

### **Creating file**

Creating files from a source program

- Click start button
- Click a source program
- Enter or type the data
- Save the document by giving it an appropriate file name and choosing a known location

### **Creating a file on desktop**

- Right click a blank space on the desk top
- Point new
- Click the folder
- Click a source program
- Type an appropriate file name
- Click away
- Open the file
- Enter/ type data
- Save the changes

### **Creating a file into specific file folder**

Open the file folder

Right click bank space

Point new

Click file to create

Type name of the file

Click away/press enter key

## **TO SELECT ITEMS**

This is to particularize items from a list of others for a particular task such as opening, copying, cutting, deleting etc.

Ways of selection

Single selection

Method 1

- Point and click the item

Method 2

- Press tab key and arrow keys

### **Selective selection**

- Press and hold down shift key
- Point and click the needed item
- Release the ctrl

### **Group/ list selection**

#### **Method 1**

- Select the 1<sup>st</sup> item
- Press and hold down shift key
- Click the last item

#### **Method 2**

- Click and hold LMB on the 1<sup>st</sup> item
- Drag over to the last item

### **Entire selection**

#### **Method 1**

- Select the 1<sup>st</sup> item
- Press and hold down shift key
- Press A key

#### **Method 2**

- Click edit menu
- Click select all

## **TO OPEN ITEM**

Opening is identifying and accessing an item within the computer either for viewing or for the purpose of working on it.

### **Steps to open items**

#### **Method 1**

- Right click the item
- Click open

#### **Method 2**

- Double click on the item

#### **Method 3**

- Select the item
- Press enter key

#### **Method 4**

- Select item
- Click on file menu
- Click open

#### **Method 5**

- Click start button
- Click run
- Type the name or browse the items path
- Click ok

## **COPY ITEMS**

Copying is duplication of items from the original copy. It is important for copying saves time of recreating similar item

Steps to copy

Method 1

- Select the item of copy
- Click edit menu
- Click copy
- Click edit menu again
- Click paste

Method 2

- Right click on the item to copy
- Click copy
- Right click bank space
- Click paste

Copying in windows explorer

- Select the item to copy
- Click edit menu
- Click paste

Copying from one location to another

- Open location one
- Select item to copy
- Click edit menu
- Click copy
- Open location two
- Click edit menu
- Click paste

### **Multiple- copying of items**

This is duplication of more than one item. This method is even better than ordinary method.

Steps to multiple copy

Method 1

- Select the item to multiple copy
- Right click the selected items and do not release the RMB
- Drag the mouse
- Click copy here

Method 2

- Select all the item to the multiple copy
- Click edit menu
- Click copy
- Click paste

### **CUTTING ITEMS**

Cutting is moving the items from one position to another or from one location to another

Steps to cut

Method 1 (from one position to another)

- Right click on the item to cut
- Click cut
- Right click the position to place the cut item
- Click paste

Method 2 (from one location to another)

- Select the item to cut
- Click edit menu
- Click cut
- Indicate the location to place the cut item
- Click edit menu again
- Click paste

### **DRAG/ DROP ITEMS**

This will transfer items from one position to another or from one location to another. It is more or less like cutting of items.

Steps to drag/ drop

- Click and hold down the LMB on the item
- Move the mouse to drag to the desired position or location
- Release the mouse button to drop the item

### **RENAME ITEMS**

This is giving different name to an item in cases of correction or after changing contents within the item.

Steps to rename item

Method 1

- Right click the item to rename
- Click rename
- Type the new name in the blinking cursor
- Click away

Method 2

- Select the item to rename
- Click its label
- Type the new name in the blinking cursor
- Click away

Method 3

- Select the item to rename
- Click file menu
- Click rename
- Type the new name in the blinking cursor
- Click away

### **DELETE ITEMS**

Deleting is erasing or doing away with unwanted items from their original locations to the recycle bin. Items that can be deleted include folders, files, shortcut etc.

Steps to delete items

Method 1

- Select the item to delete
- Press delete key
- Click yes to confirm

Method 2

- Right click the item to delete
- Click delete

- Click yes

#### Method 3

- Select the item to delete
- Click file menu
- Click delete
- Click yes

#### Method 4

- Drag the item to delete
- Drop it on the recycle bin icon

### **THE RECYCLE BIN**

It is kind of memory location usually found on the desktop where all deleted items are stored temporarily waiting for retrieval or permanent deletion.

**Retrieving item** from recycle bin if an item has accidentally been deleted. It can be retrieved back to its original location.

#### Method 1

- Open the recycle bin
- Select the item to be retrieved
- Click file menu
- Click restore

#### Method 2

- Open the recycle bin
- Select item to retrieve
- Right click on selected item
- Click restore

### **Permanent deletion**

Permanent deletion completely does away with item out of the computer memory. This deletion is important for it clears the computer of space for storage.

#### Method 1

- Open the recycle bin
- Select the item to permanently delete
- Press delete key
- Click yes

#### Method 2

- Open the recycle bin
- Click empty recycle bin

#### Method 3

- Open the recycle bin
- Select the item
- Right click the selected item
- Click delete
- Click yes

#### Method 4

- Right click the recycle bin icon
- Click empty recycle bin
- Click yes

### **SEEKING HELP IN THE COMPUTER**

It does not matter whether the user is an amateur or a computer wizard; one cannot know everything in the computer aura. Therefore, computer software designers make sure programs come packaged with voluminous notes on how to go about each and every step. From a simple task to the entire package the user needs not to worry for help is always at the disposal. Major areas of interest may include computer system management, hardware and software installation, networking, internet, printing document, troubleshooting major mal-operation, playing games, videos, and music, or generally what is new in the computer technology. Help can be accessed in different angles depending on user's area of interest or how fast the help is required.

### **General tour help**

Here the user just goes around the topics in the computer without specifically anything on minor. The OS installed may assist to array topics to choose from. For instance, below windows 7 outlines some crucial help.

Steps to access general help

- Click start button
- Click help and support
- Click any major topic link
- Click any sub topic link
- Read notes from the display

### **Help using index**

Whether u know exactly what you are looking for, or want to browse for what you need, the index provides you with a fast, easy way to locate topics and resources. It is important the user knows the topic to look for help.

Steps to access help using index

- Click start button
- Click help and support
- Click index button at the menu
- Select or type a keyword in the slot
- Select a sub topic
- Click display
- Read the displayed notes
- You may click the links on the display for more

### **On- spot help**

This kind of help is on the spot because the user could be working/ running a certain application but gets stuck. It is possible to get assisted on the current task in the current application.

Steps to access on- spot help

- Press F1 key when the application is on
- Click the link to get appropriate help notes

Steps to access on-spot help

- Click help menu when the application is on
- Click (application name) help
- Click table of the contents
- Click a book topics of interest to open
- Click a topic of interest
- Click a link of interest
- Read the display notes