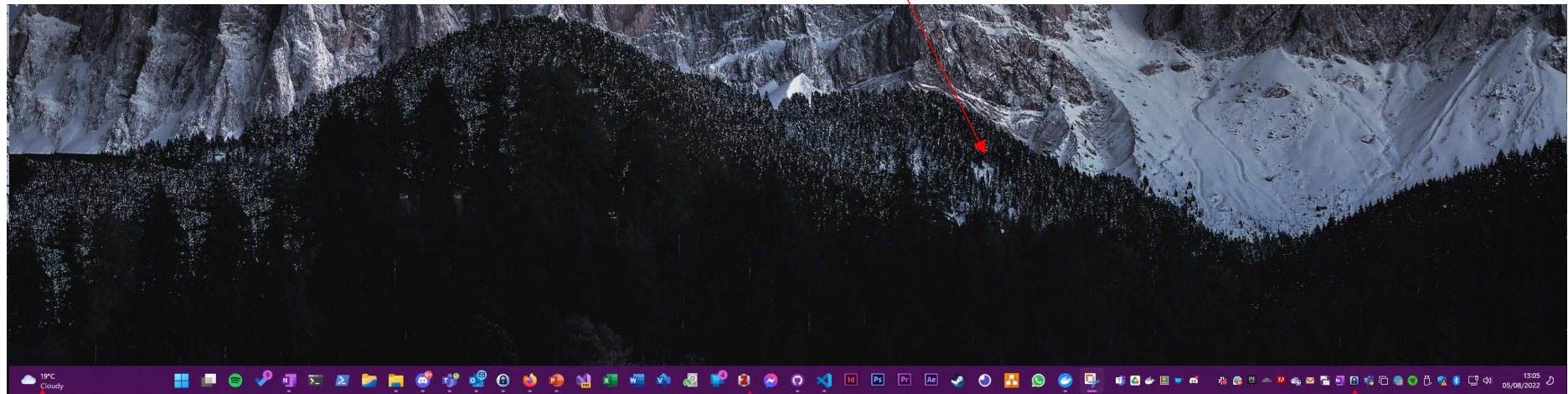


Basic System Use

Exercise 1 – Familiarisation with System GUI

Desktop may include icons, this example doesn't.

Desktop



Widgets

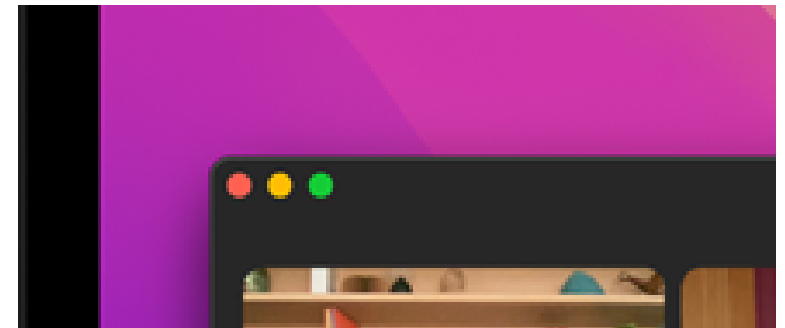
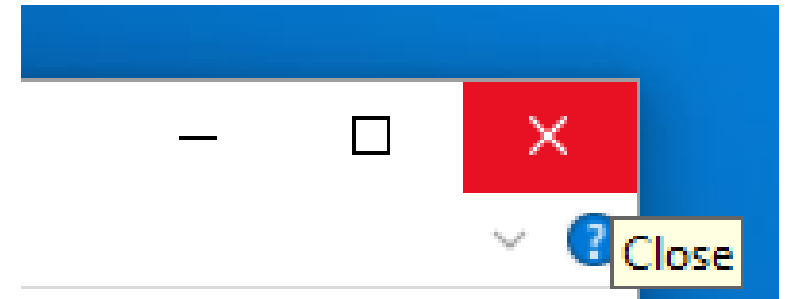
Start

Task Bar

Notification Area

When an application is opened, regardless of operating system (mobile being the exception), there are usually three icons at the top of the application.

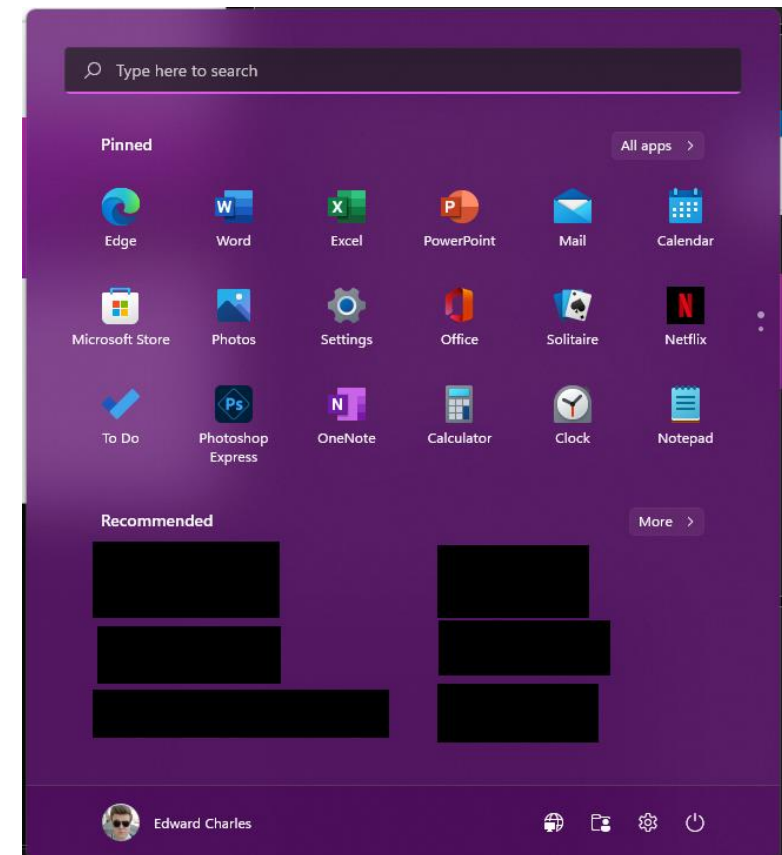
- Pressing the X (Windows) or Red icon (Mac) will **close** the application.
- Pressing the Box (Windows) or Green icon (Mac) will **maximise** the application. This makes the application full screen.
- Pressing the Line (Windows) or Orange icon (Mac) will **minimise** the application. This hides the application in the Task bar – known as a “Dock” on Mac.



The start menu (Windows), features applications and suggested files (based on activity or use) as well as a search bar which can search local files and across the internet.

At the bottom, it features a link to account settings and power, network and other settings depending on personalisation settings.

The start menu featured is from Windows 11. Other Windows versions may look slightly different and have other functionality. This will also be true for other operating systems.



Tasks

These tasks may seem simple and trivial, but we are building the foundation for using and understanding computers before we explore more complex topics.

1. Windows: Click on the Start menu and search for settings. Open settings and look for System. Click “About” and look for the edition of Windows you are using. Note it down.

MacOS: Click the apple icon, click about this mac and note down the MacOS version.

2. Windows: Hover over the icons in the notification area and note down what they are. Why do you think they are running?

MacOS: Note down any notifications from the top bar and explain them.

3. Right click on the desktop and add a folder. Double click on the folder, the folder will open. Right click and add a new file called “exerciseone”. You may choose the new file format.

4. Open settings and find the setting for adding a new user account. If you come across any other settings that you are not sure about, list them so we can discuss them.

Advanced tasks

1. Open the command prompt (terminal for mac), type DIR on a windows machine or LS on mac and hit enter. What happened?