Unit I | **Fundamentals of Computers**   **CHAPTER** **5**

Part – I : Working with Windows

1.Define operating system?
- An Operating System (OS) is a **system** software.
- It serves as an **interface** between a **user** and a **computer**.
- It controls input, output and other peripheral devices.
- Operating System **manages** all the Software and Hardware.

Ex.Windows,Linux,Unix,Android and ioS.

2.Define Multitasking.
- **Multiple applications** can execute **simultaneously** in Windows O.S, and this is known as "**Multitasking**".

3.What are the functions of Windows O. S?
- Access applications (programs) on the computer
- Load any new program on the c o m p u t e r.
- Manage hardware such as printers, scanners, mouse, digital cameras etc.,
- File management activities .
- Change computer settings such as colour scheme, screen savers of your monitor, etc.

4.Explain the Various versions of Windows.

Windows 1.x - 1985
- Introduction of GUI in 16 - bit. processor
- Mouse was introduced as an input device.

Windows 2.x -1987
- Supports to minimize or maximize windows.
- Control panel feature was introduced with various system settings and customising options.

Windows 3.x -1992
- Introduced the concept of multitasking.
- Supported 256 colours which brought a more modern, colourful look to the interface.

Windows 95 -1995
- Introduced Start button, the taskbar, Windows Explorer and Start menu.
- Introduced 32 - bit processor and focused more on multitasking.

Windows 98 -1998
- Integration of the Web browser (Internet Explorer) with the Operating System.
- DOS gaming began to disappear as Windows based games improved.
- Plug and play feature was introduced.

Windows NT
- Designed to act as servers in network.

Windows Me -2000
- It introduced automated system diagnostics and recovery tools.

Windows 2000   -2000
- Four versions of Windows 2000 were released for business desktop , laptop and server..

Windows XP -2001
- Introduced 64-bit Processor.
- Improved Windows appearance with themes and offered a stable version.

Windows Vista -2006
- Updated the look and feel of Windows.

Windows 7 -2009
- Booting time was improved, introduced new user interfaces like Aero Peek, pinning programs to taskbar, handwriting recognition etc. and Internet **Explorer 8.**

Windows 8 -2012
- Windows 8 is faster than previous versions of Windows.
- Start button was removed.
- Windows 8 takes better advantage of multi-core processing, solid state drives (SSD), touch screens and other alternate input methods.
- Served as common platform for mobile and computer.

Windows 10 -2015
- Start Button was added again.
- Multiple desktop.
- Central Notification Center for App notification and quick actions.
- Cortana voice activated personal assistant.

5.What are the mouse actions?
Point to an item ,Click, Right click ,Double-click ,Drag and drop

6.Write short note on Desktop.
- The opening screen of Windows is called "Desktop".
- Windows allows you to change the appearance of the desktop.
- The desktop shows the Start button, Taskbar, Notification Area and date and time.

7.Define Icon
- Icon is a graphic symbol representing the window elements like files, folders, shortcuts etc.,
- Icons play a vital role in GUI based applications.

There are three types of icons, they are

1. Standard Icons   2. Shortcut icons 3. Disk drive icons

Define Standard Icons.
- The icons which are available on desktop by default while installing Windows OS are called standard icons.
- Ex.My Computer, Documents and Recycle Bin.

8. Define Shortcut Icons.

- Shortcut icons can be created for any application or file or folder.
- By double clicking the icon, the related application or file or folder will open.

9. Define Disk drive icons

The disk drive icons graphically represent five disk drive options.

1. Hard disk
2. CD-ROM/DVD Drive
3. Pen drive
4. Removable storage such as mobile, smart phone, tablet etc.,
5. Network drives .

10.Differentiate between Application window and Document window

Application window

- An Application Window contains an open application i.e. current application such as Word or Paint.
- It is larger window.
- This Window helps the user to communicate with the Application program.

Document window

- It is inside the Application Window,
- It is smaller window.
- A document window is a section of the screen used to display the contents of a document.
- This Window is used for typing, editing, drawing, and formatting the text and graphics.

11.Explain the various elements of a Window

Title Bar

- The title bar will display the name of the application and the name of the document opened.
- It will also contain minimize, maximize and close button.

Menu Bar

- The menu bar is seen under the title bar.
- Menus in the menu bar can be accessed by pressing Alt key 0r F10 and the letter underlined in the menu title.

The Workspace

- The workspace is the area in the document window to enter or type the text of your document.

Scroll bars

- The scroll bars are used to scroll the workspace horizontally or vertically.

Corners and borders

- The corners and borders of the window helps to drag and resize the windows.

What is the use of start menu?

Start menu, used to start any application.

Define Task bar

- A horizontal bar at the bottom of the screen is called the taskbar.
- This bar contains the Start button and shortcuts to various programs.
- The system tray in the extreme right corner consist of volume control,network,date and time etc.

12.How to start an application in windows?

- Click Start button -> All Programs.
  Point to the group and click the application name
- Click Run on start menu and enter the application

13.How to Quit an application?

- Click the **Close** button
- **File → Exit**

14.Write the methods to create folder.

Method I:

- Open Computer Icon.
- Open any drive (For example select D:)
- Click on **File → New → Folder**.
- A new folder is created with the default name "New folder".
- Type in the folder name and press Enter key.

Method II:

- (For example in the Desktop), **right click → New**
- **→ Folder.**
- A new folder is created with the default name "New folder".
- Type in the folder name and press Enter key.

15.Differentiate Files and Folders.

Files

- In computer, all informations and programs are stores in the form of files.
- Each file has name with extension.

Ex. Myfile.doc

Folder

- Folders contain files and sub-folders.
- Folder has name without extension.

16.What is the use of a file extension?

- File extension is used to know that in which application the file is associated with

17.What is Wordpad?

- Wordpad is an in-built word processor application in Windows OS to create and manipulate text documents.

18.How to open Wordpad?

- Click **Start → All Programs → Accessories → Wordpad** or
- **Run → type Wordpad,** click **OK**.
- **Double click** on **Wordpad icon**

19.How to create file in wordpad? How to save first time in wordpad?

Select **File → Save** or **Ctrl + S.**

- In **Save As** dialog box ,
- select the location by using **look in drop down list** box.
- Type the name of the file in the **file name text** box.
- Click **save** button.

20.Differentiate Save and save As option.

Save	Save As
Save as dialog box appears first time only	Save as dialog box appears always
Used to save the modification without changing name and location of file	Used to save the modification with changing name and location of file.

21.Explain how to find(search) a file or folder in windows 7

Method 1 (Using Start menu)

- Click the **Start** button, select **search box**
- In the **search box** , Type the name of the file or the folder you want to search.
- The files or the folders with the **specified names** will appear, if you click that file, it will directly open that file or the folder.

Method 2 (using computer icon)

- Click Computer Icon .
- In Computer disk drive screen.
- At the top right corner of that screen, there is a search box option.
- Type the name of the file or the folder you want to search.
- It will display the list of files or folders starting with the specified name.
- Just click and open that file or the folder.

22.Explain the different methods of renaming files and folders.

Using the FILE Menu

- Select the File or Folder .
- Click File→ Rename.
- Type in the new name.
- Press Enter

Using the Right Mouse Button

- Select the file or folder .
- Right click - > Rename
- Type in the new name.
- Press Enter.

Using the Left Mouse Button

- Select the File or Folder.
- Press F2 .
- Type in the new name.
- Press Enter.

23.Explain the different methods of Moving Files and Folders.

Method I-CUT and PASTE

- Select the file or folder
- Click **Edit → Cut** or **Ctrl + X** or **right click → cut**
- Move to new location and paste it using
- Click **Edit → Paste** or **Edit -> Paste** or **Ctrl + V** Or **Right click → Paste**
- The file will be pasted in the new location.

Method II – Drag and Drop

- In the RIGHT pane of the **Disk drive window**, select the file or folder you want to copy.
- **Click and drag** the selected file and/or folder to the folder list on the left,
- drop it where you want to copy the file and/or folder.
- Your file(s) or folder(s) will now appear in the new area.

24.Explain the different methods of Copying Files and Folders.

Method I - COPY and PASTE

- Select the file or folder
- Click **Edit → Copy** or **Ctrl + C** or **right click → Copy**
- Move to new location and paste it using
- Click **Edit → Paste** or **Edit -> Paste** or **Ctrl + V** Or **Right click → Paste**
- The file will be pasted in the new location.

Method II – Drag and Drop

- In the RIGHT pane of the **Disk drive window**, select the file or folder you want to copy.
- Click and drag the selected file and/or folder to the folder list on the left,
- drop it where you want to copy the file and/or folder.
- Your file(s) or folder(s) will now appear in the new area.

25.How to Copying Files and Folders to removable disk?

Method - I

- Select the file or folder
- Click **Edit → Copy** or **Ctrl + C** or **right click → Copy**
- Click **Start→Computer**.
- **Double-click** on the **Removable Disk drive** .
- In Removable Disk window, **right-click -> Paste**

Your file(s) or folder(s) will now appear in the new area.

METHOD II - Send To

- Plug the USB flash drive directly into an available USB port.
- Right-click on the file you want to transfer to your removable disk.
- Click **Send To** -> **Removable Disk**

26.Differentiate cut and copy options.

copy	Cut (move)
It leaves the files or text from source location and place them in the destination location	It removes the files or text from source location and place them in the destination location
To copy, ctrl + c , Edit - >copy	To cut(move), ctrl + X, Edit - >cut

27.How to Deleting Files and Folders in Windows 7?
* Select the file or folder you wish to delete.
* **Right- click -> Delete** option from the po-pup menu or
* Click **File → Delete** or press **Delete** key from the keyboard.
* The file will be deleted and moved to the Recycle bin.

28.How to delete a file or folder permanently in windows ?
* To permanently delete a file or folder (i.e. to avoid hold down the **SHIFT** key, and press **delete** on the keyboard.

29.What is recycle bin?
* Recycle bin is a special folder to keep the files or folders deleted by the user,
* The user cannot access the files or folders in the Recycle bin without restoring it.

30.How To restore file or folder from the Recycle Bin?

In recycle bin
* **Right click** on a file or folder .
* Select **Restore** for one .
* **Restore all** for multiple files or folders

To delete
* select **Empty the Recycle Bin**.

31.How to Creating Shortcuts on the Desktop
* **Right click** on the file or folder.
* Select **Send to** -> **Desktop (create shortcut)** from the sub-menu.
* A shortcut for the file or folder will now appear on your desktop.

32.How to shutting down or logging off a computer n Windows.?
Close your all open programs.
Click **start → log off** or **Start → Shutdown** .
* **Switch User**: Switch to another user account on the computer **without closing** your open programs and Windows processes.
* **Log Off**: Switch to another user account on the computer **after closing** all your open programs and Windows processes.
* **Lock**: Lock the computer

* **Restart**: Reboot the computer.
* **Sleep**: Puts the computer into a low-power mode that **retains all running programs** and open Windows for a super-quick restart.
* **Hibernate** (found only on laptop computers): Puts the computer into a low-power mode **after saving all running programs** and open windows for a quick restart.
Differentiate between **Hibernate and Sleep .ref. above answer**

33.Analyse: Why the drives are segregated?
* To save space
* To keep application files and document files separately.
* To increase the speed and performance.

34.If you are working on multiple files at a time, sometimes the system may hang.
What is the reason behind it. How can you reduce it?
* If we have too many programs open and running at a time as a result it slow down or hang.
Reason: Try only one program running at a time.
* Due to low capacity of main memory(RAM)
Reason: Increase the size of memory.
* Due to overheat ,driver corruption ,software & Hardwear errors and computer virus.

35.Are drives such as hard drive and floppy drives represented with drive letters? If so why, if not why?
Yes, hard drive and floppy drives are represented with drive letters
1)Floppy drives are represented by A and B
2)Hard disk - C , D , E
3)CD-ROM/DVD Drive
4)Pen drive
5) Other removable storage such as mobile, smart phone, tablet etc.,
6) Network drives

36.Write the specific use of Cortana.
* Cortana is the **personal assistant feature** in Windows 10.
* Used for **web search** and **window search**.
* It has ability to search by voice ,emails, places ,text, people, places, information etc.

37.List out the major differences between Windows and Ubuntu OS.

Windows	Ubuntu
MS DOS based OS	Linux based OS
Commercial software	Open source software
Full hardware & software support	Partial hardware & software support
Do not protect from virus	Protect from virus

38.Are there any difficulties you face while using Ubuntu? If so, mention it with reasons.

Yes, some difficulties are

- Hardware and Software compatibility is poor
- It supports limited software only
- Lack of user friendly

39.Differentiate Thunderbird and Firefox in Ubuntu OS.

Thunderbird	Firefox
It is an email software	It is a browser software
Used to send and receive emails	Used to browse internet web pages.

40.Differentiate Save, Save As and Save a Copy in Ubuntu OS.

Save	Save As
Save as dialog box appears first time only	Save as dialog box appears always
Used to save the modification without changing name and location of file	Used to save the modification with changing name and location of file.

41.Draw and compare the icon equivalence in Windows and Ubuntu.

Icon	Windows	Icon	Ubuntu
	Computer		Files
	Recycle Bin		Trash
	Control panel		System settings
	Search		Search your computer

42.Complete the following matrix

Navigational method	Located on	Ideally suited for
Start button	Task bar	Quick access to common apps and settings
My computer	Desktop	Ref.Book
Windows explorer	Task bar	Ref.book
Quick launch	Task bar	To open applications quickly

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Part – II : Working with Linux(Ubuntu)

1.Define open Source. What are the advantages of open sources?

- The **source code** of a program or software is available in the web to the public **free of cost** is called **Open Source**.
- It can be modified and distributed by anyone around the world.
- It is most secured.
- Ex.Linux,Android.

2.Define Linux.

- Linux is an **operating system**.
- Linux is one of the popular **Open Source** versions of the **UNIX** Operating System.
- **Its source** code is freely available.

3.Mention the different server distributions in Linux OS. List the most popular Linux server distributors .

- Ubuntu Linux
- Linux Mint
- Arch Linux
- Deepin
- Fedora
- Debian
- CentOS

4.Write short note on Ubuntu

- Ubuntu is a **Linux-based** operating system.
- It is designed for computers, smartphones, and network servers.
- It is developed by **Mark Shuttle worthat** at **Canonical Ltd in UK** in **2004**,

List some icons in the ubuntu OS.

- Search your Computer
- Files
- Firefox Webbrowser
- LibreOffice Writer
- LibreOfficeCalc
- LibreOffice Impress
- Ubuntu Software
- Amazon
- System Settings
- Trash

5Write notes on ubuntu OS menu bar.

- The menu bar is located at the top of the screen.
- The menu bar incorporates common functions used in Ubuntu.
- The frequently used icons in the menu bar are found on the right.

- The most common indicators in the Menu bar are located in the indicator or notification area

6.Explain the most common indicators in ubuntu OS menu bar. Or Explain icons in notification area of ubuntu OS.

Network indicator

- Allows to connect a wired or wireless network.

Text entry settings

- This shows the current and different keyboard layout
- it allows to select a keyboard layout
- It contains the following menu items: Character Map, Keyboard Layout Chart, and Text Entry Settings.

Messaging indicator

- This manage social applications.
- From here, we can access instant messenger and email clients.

Sound indicator

- Used to adjust the volume of sound in music player.

Clock

- This displays the current time , calendar and time and date settings.

Session Indicator

- This is a link to the system settings, Ubuntu Help, and session options (like locking your computer, user/guest session, logging out of a session, restarting the computer, or shutting down completely)

7.Define Launcher in ununtu OS.

- The vertical bar of icons on the left side of the desktop is called the Launcher.
- The Launcher provides easy access to applications, mounted devices, and the Trash.
- All current applications on your system will place an icon in the Launcher.

8.Explain Ubuntu desktop elements. Or Explain the elements of Ubuntu.

Search your Computer Icon

- This icon is equal to search button in Windows OS.
- Here, you have to give the name of the File or Folder for searching them.

Files

- This icon is equivalent to My Computer icon.
- From here, you can directly go to Desktop, Documents and so on.

Firefox Web Browser

 Used to browse the internet

LibreOffice Writer

 For word processing like MS Word

Libre Office Calc

 For spreadsheet like MS Excel

LibreOffice Impress

 For presentation like MS Pwerpont

Ubuntu Software Icon

 Used to add any additional applications

Online Shopping icon

 Used to shop online

System Settings Icons

 This icon is similar to the Control panel in the Windows But here, you need to authenticate the changes by giving your password.

Trash

 This icon is similar to Recycle bin of windows OS. All the deleted Files and Folders are moved here. How to delete files /folders in ubuntu OS.

9.How will you log off from Ubuntu OS?

- Select Log Out, Suspend or Shut down through the **Session Indicator** on the far right side of the top panel.