

LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
First Quarter, Week 5

Name of Learner: _____

Grade Level /Section: _____ Date: _____

Windows Operating System

BACKGROUND INFORMATION FOR LEARNERS

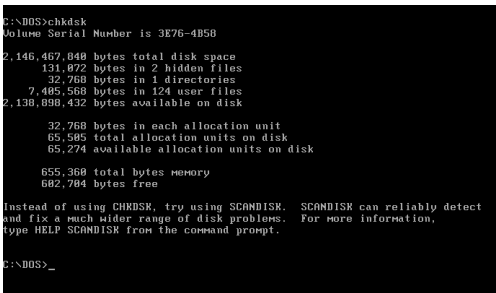
Dreaming to become one of the world’s billionaire? Well, be inspired to Bill Gates as he known as the Microsoft King. Microsoft is the world's largest software business founded and built by *William Henry Gates III* and his business partner *Paul Allen*. Microsoft continuously releases different Windows Operating System (OS) that are widely used nowadays.

INTRODUCTION TO MICROSOFT WINDOWS

Windows is an operating systems series developed by Microsoft. Each Windows version includes Graphical User Interface (GUI), with a desktop allowing the users to view files and folders in Windows. Microsoft Windows is intended for both home computing and professional purposes and is planned to run on standard x86 hardware such as Intel and AMD processors.



DISK OPERATING SYSTEM (DOS)



<https://www.lifewire.com/dos-commands-4070427>

MS-DOS is an operating system for x86-based personal computers developed in the 1970s. There are two versions of DOS: the Microsoft Disk Operating System (*MS DOS*) and the IBM Personal Computer Disk Operating System (*IBM PC-DOS*). MS DOS is a text-based command line-driven operating system that when properly configured runs well.

WINDOWS 3.0

It was released on May 22, 1990 and was sensibly stable, succeeded in providing a GUI (pronounced “gooeY”), and had the ability to load more than one program into its memory at a time.

Windows 3.0, Windows 3.1, and Windows 3.11 were three Windows versions released and called as *Windows for Workgroups* and they were network ready.



<https://www.slideshare.net/mariariyo/windows-30-and-31>

WINDOWS NT (NEW TECHNOLOGY)



It was originally designed as the successor to DOS and released by Microsoft on July 27, 1993. Windows NT is a high end operating system designed for powerful workstation and network servers.

Microsoft separated Windows into two products: *Windows NT Workstation* and *Windows NT Server*.

<https://www.deviantart.com/rorofuentation159/art/Microsoft-Windows-NT-logo-and-wordmark-Pre-XP-sv-577287703>

WINDOWS 95

Code-named *Chicago*, Windows 95 is an operating system released by Microsoft in August 24, 1995 and is the major releases of Windows ever and still the most successful software releases ever.

Windows 95 had hardware installation with *plug and play*, brought more colors, and enhanced multimedia capabilities and TCP/IP network support.



<https://thenextweb.com/insider/2017/08/24/windows-95-22-years-old-today-lets-hope-doesnt-turn-23/>

WINDOWS 98



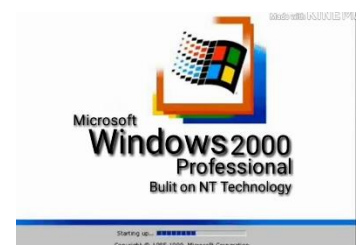
<https://www.deviantart.com/archi-techi/art/Windows-98-Remastered-Startup-Screen-4K-Wallpaper-645517359>

It was released on June 1998. Windows 98 is an OS that *Works Better, Plays Better* and code-named *Memphis*. Windows 98 is an upgrade to Windows 95.

The addition of Internet Explorer is an extra feature and it is called active desktop. Windows 98 has a feature called Windows update, add-on support for new technologies and hardware including USB devices, DVD, and OnNow.

WINDOWS 2000

Code-named *Odyssey*, and also known as *Windows 2K*, Windows 2000 is an operating system released in 17th February 2000 by Microsoft. Windows 2000 is predicated on the Windows NT Kernel and is usually mentioned as Windows NT 5.0. Windows 2000 has great Internet compatibility, mobile computing and new Plug and Play hardware support.



<https://youtu.be/wGEvMNgNou0>

WINDOWS ME (MILLENNIUM EDITION)



<https://www.lifewire.com/download-windows-me-2625081>

Code-named *Millennium*, Windows ME or just ME is short for Windows Millennium, is an operating system released by Microsoft on June 19, 2000. It was an upgraded version of Windows 98 and included other fixes, support, and applications.

Windows ME has advanced features such as System Restore, Moviemaker, and Windows Media Player 7. Mostly of the users do not want to upgrade to Windows ME because of several problems.

WINDOWS XP (EXPERIENCE)

Short for *Windows eXPerience* and often abbreviated as *XP*, Microsoft Windows XP was code-named *Whistler*. This operating system was first released on October 25, 2001 and designed to help bridge the gap between Windows 9x/ME and Windows NT/2000.

Its upgrade was available for Windows 98, ME, and 2000 users and the two primary versions of Windows XP are *Windows XP Home Edition* and *Windows XP Professional*.



<https://wyzguyscybersecurity.com/insecure-windows-xp-still-third-popular-os/>

WINDOWS VISTA



https://wallpaperstock.net/windows-vista-wallpapers_w379.html

Windows Vista is the successor to Windows XP in Microsoft's Windows line of operating systems and released to the public on January 30, 2007.

Windows saw significantly change both appealing design and available features with a focus on creating a more diverse and user-friendly experience.

WINDOWS 7

Microsoft officially released it to the public on October 22, 2009, given a code-name *Vienna* and *Blackcomb*, and the successor to Windows Vista. New features and enhancement of this OS include Internet Explorer 8, support for virtual hard disks, multi-touch support, improved performance and start-up time, Aero Shake, new and improved Windows Media Center, Aero Snap, and improved security.



Josephsteinberg.com

WINDOWS 8



<https://wallpapercave.com/windows-8-hd-wallpaper>

It is a version of Microsoft Windows that was released on October 26, 2012 and code-named *Midori*. It contains some of the leading changes Microsoft has made to their operating system since Windows 95. It has feature like new programming and a technology that makes run faster than the previous versions. It has more modernized look and feel. Windows 8 includes a tablet interface, called *Metro*, which is compatible with touch-screen displays and stills offers access to common Windows Desktop.

WINDOWS 10

Released on July 29, 2015, Microsoft Windows 10 is sometimes abbreviated as *Win10* or *WinX*. It is the latest version of Microsoft Windows and an upgrade to Windows 8.1. Windows 10 claim by Microsoft its features: fast start up and resume, built-in security, the return of the Start Menu in an expanded form, and the Microsoft Edge, Microsoft's new browser.



<https://hdqwalls.com/windows-10-abstract-4k-wallpaper>

INSTALLING WINDOWS

Things that should take into consideration when planning to install Windows 7:

- ✓ Check System Requirements
- ✓ Check Hardware and Software Compatibility
- ✓ Determine Disk Partitioning Options
- ✓ Complete a Pre-Installation Checklist

The minimum recommended specifications for Windows 7

- ✓ 1 GHz 32-bit or 64-bit processor
- ✓ 1 GB of system memory
- ✓ 16 GB of available disk space
- ✓ Support for DirectX 9 graphics with 128 MB memory (to enable the Aero theme)
- ✓ DVD-R/W Drive
- ✓ Internet access (to activate and get updates)

ACTIVE DESKTOP

The *desktop* is the onscreen user's work area for their programs provided by Microsoft Windows. It consists of a work area and taskbar. *Wallpaper* is an image that is used as a backdrop or Windows background of any graphical user interface (GUI).

Windows desktop has the following parts:

1. *Work area*. An onscreen place where users can perform their work, store programs, documents, and their shortcuts.
2. *Start button*. It is a quick access point for all the programs and special Windows placing the most recently used programs and documents.
3. *Taskbar*. It spans the entire bar from the Start button to the notification area, in most contexts taskbar refers to the area in between, containing the taskbar buttons. Sometimes called as the task band.
4. *Desk bands*. It minimized the functional, long-running programs. Programs that minimize to desk bands do not display taskbar buttons when minimized.
5. *Notification area*. A source for status and notifications and an access point for system and program related features. It also shows the date and time.

Simply right-click anywhere on the desktop and choose the options to change the appearance, settings, and to personalize the desktop.

PARTS OF A WINDOW

Microsoft Windows, the most widely used operating system in the world, employs Windows for navigation and file management.

The first step to know how to navigate through the operating system is to understand the parts of a window.

The Title Bar

Located at the upper part of window. It displays the name of the program currently working in.

Minimize, Maximize, Close Buttons

Place in the upper right-hand corner of the window are the buttons used to minimize, maximize, and close the window. *Minimizing* shrinks the window to the taskbar. *Maximizing* the window fills the screen and locks it into position so that it cannot be moved by dragging the title bar. *Closing* the window is exiting the program.

The Scroll Bar

It is placed on right side of the window. To move the contents of the window up or down and to view all the data available, click and drag the slider in the scroll bar.

The Work Space

The workspace is the area within the window where data for the existing program is being displayed. It is usually have white background and possible to customize in all versions of Windows, but it may vary in different programs.

WINDOWS ACCESSORIES

Windows accessories are convenient applications of Windows OS that are most frequently used accessories such as Calculator, Notepad, Paint, Explorer, and WordPad. To have an access in different Windows Accessories, follow the steps:

1. Click or press the Windows Logo.
2. Click All Apps.
3. It shows the alphabetical list of all apps.
4. Scroll all the way down to the W, and see Windows Accessories.

Calculator

It is a calculating application included altogether in Windows versions. It is used to perform simple calculation, scientific calculation and Programming calculation.

Notepad

Is a common text or plain text editor only. The resulting files that are typically saved with the .txt extension have no format tags or styles, making the program suitable for editing system files that are to be applied in a DOS environment.

Paint

Paint is a very simple graphics painting program included in all versions of Microsoft Windows called as MS Paint or Microsoft Paint. The program uses .BMP, JPEG, GIF as file extensions.

WordPad

It is a free rich text editor included with Microsoft Windows 95. Even capable of doing much more than Notepad, WordPad is not as advanced as Microsoft Word.

System Tools

Windows includes some tools such as Disk Check, Disk Derangement and system utilities like Disk Cleanup, Disk Defragment, System Restore, and Control Panel to help in system maintenance and for smooth performance on which periodic maintenance is necessary.

Maintenance Wizard

The Maintenance wizard is a tool use in arranging program maintenance so that it runs automatically. It can be scheduled the ScanDisk, Disk Space Manager, and Disk Defragmenter maintenance programs.

Windows Explorer

Using *Windows Explorer* is a convenient way to get an overview of the contents of computer. Even though Windows Explorer and My Computer show similar things, their purposes are quite different. *My Computer* shows more comprehensive technical overview of the window while *Windows Explorer* uses for browsing and/or modifying the file structure of the computer.

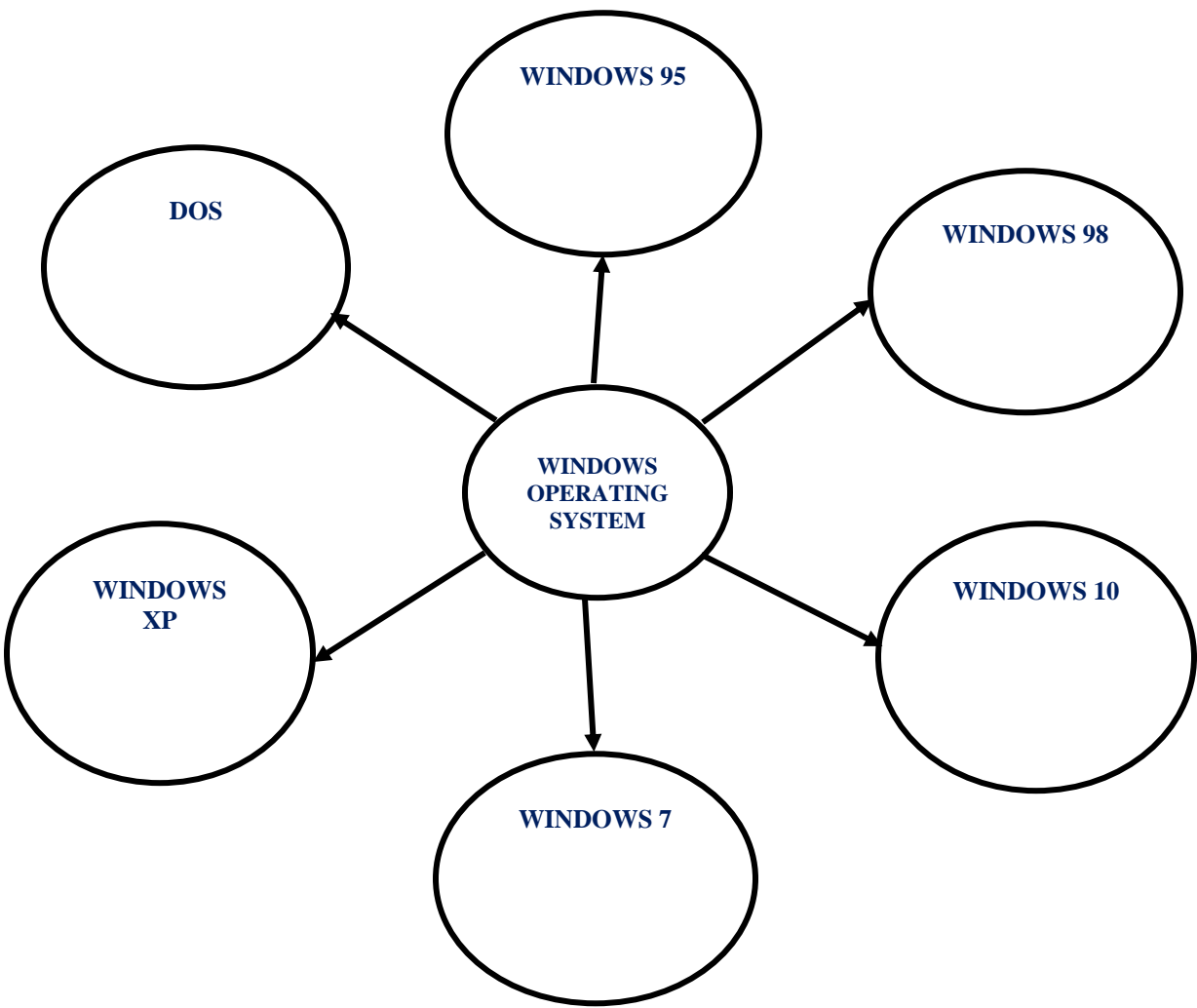
LEARNING COMPETENCY

Familiarize with Windows Operating System (OS)

ACTIVITIES

ACTIVITY 1

Directions: Use the concept web to describe the different Windows Operating System.



ACTIVITY 2

Directions: Match the Windows Codename/abbreviation/versions in Column A to its corresponding Windows Operating System in Column B. Write only the letter of your answer on the space provided before each number.

A	B
_____1. Midori	a. Disk Operating System
_____2. Millennium	b. Windows New Technology
_____3. MS DOS/PC-DOS	c. Windows 95
_____4. Whistler	d. Windows 98
_____5. Chicago	e. Windows 2000
_____6. Odyssey	f. Windows ME
_____7. Windows NT Workstation and Windows NT Server	g. Windows XP
_____8. Vienna and Blackcomb	h. Windows Vista
_____9. Win10 or WinX	i. Windows 7
_____10. Memphis	j. Windows 8
	k. Windows 10

ACTIVITY 3

Instructions: Familiarize yourself with the following activities:

- a. To customize **Desktop** 's background
- b. To select a **Theme**
- c. To change the **Screen Resolution**
- d. To choose a **Screensaver**
- e. To use a **Calculator**
- f. To draw using **Paint**
- g. To open and exit **WordPad**
- h. To perform **System Tools**
- i. To run the **Maintenance Wizard** automatically
- j. To explore computer content through **Windows Explorer**

REFLECTION

Why is it important to be acquainted on the features of Windows Operating System and be familiarized on different Windows activities?

REFERENCES FOR LEARNERS

<http://mcqsets.com/s/operating-systems/windows-accessories/>

<https://www.theguardian.com/technology/2014/oct/02/from-windows-1-to-windows-10-29-years-of-windows-evolution>

https://www.webopedia.com/DidYouKnow/Hardware_Software/history_of_microsoft_windows_operating_system.html

Prepared by: **LEILANI A. LEONCIO**
MILDRED M. Dumlao
Name of Writers

Noted by: **LABERNE A. LADIGNON, JR**
Division ICT Coordinator/ OIC EPS

KEY TO CORRECTIONS

ACTIVITY 1	Answers may vary
ACTIVITY 2	Matching Type
1. J	
2. F	
3. A	
4. G	
5. C	
6. E	
7. B	
8. I	
9. K	
10. D	