

**LESSON**

**3**

## Introduction to Windows

### Objective of this Chapter

- 3.1 What is an Operating System ?
- 3.2 How to Start a Computer ?
- 3.3 What is Desktop ? Icons, Taskbar and Shortcut.
- 3.4 What are Icons ?
- 3.5 What is Taskbar ?
- 3.6 Parts of Windows : Title Bar, Menu bar, Toolbar, Scroll Bar
- 3.7 How to Turn off a Computer ?

### Introduction

We have learnt that a Computer is an electronic machine. Likewise other machines we need to start a Computer. Many of us can work easily on a Computer, but we don't know how to start a Computer ?

In this chapter we will learn how to start a Computer ? We will learn about various objects visible on a screen after starting a computer. We will also learn about Operating System that acts as a link between a user and a computer.

### 3.1 What is an Operating System ?

The operating system is the most important program that is on a computer. The operating system basically runs the computer and allows other programs to run as well. The operating system does all the basic functions that a computer needs to do, such as getting inputs from the mouse or the keyboard. It prevents unauthorized access to the computer.



### 3.1.1 Definition of Operating System

"An operating system is a software program that enables the computer hardware to communicate and operate with the computer software."

Operating System is available in many types such as Microsoft Windows, Linux Operating Systems and Macintosh Operating System. The most popular Operating system today is Microsoft's Windows operating system. In this chapter we will study about Microsoft Windows 7.

### 3.1.2 Windows

Windows is an Operating System. It is installed on a Computer System. It provides us Graphical User Interface (GUI). So it is very easy to operate Computer with the help of a Mouse. We can easily run a Program that is installed on it. A window is called a window because of its shape, whenever we click on a program; it opens in a frame like a window.

## 3.2 How to start a computer ?

The Steps to turn on the computer are described below:

1. Switch on the Power Switch of CPU and Monitor. We will see a blink of light on our keyboard and see some text on our computer screen. Now The Operating System will start Loading in computer. This process is called Booting. Wait till the booting process is completed.



Fig 3.1 How to Start a Computer



After booting the following screen will be displayed to us :

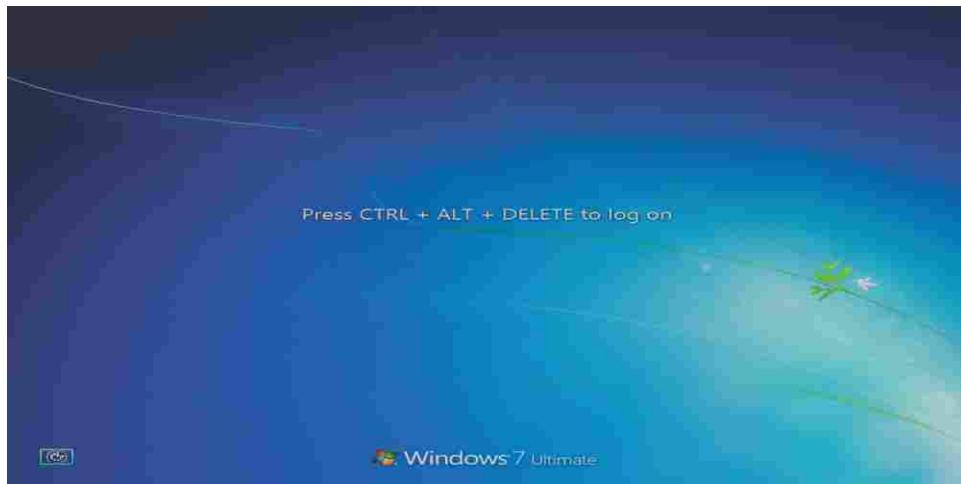


Fig. 3.2 Screen after Booting

As shown in Fig. 3.2 we need to press Alt, Ctrl and delete keys simultaneously from our key board. After this we will see the following screen :

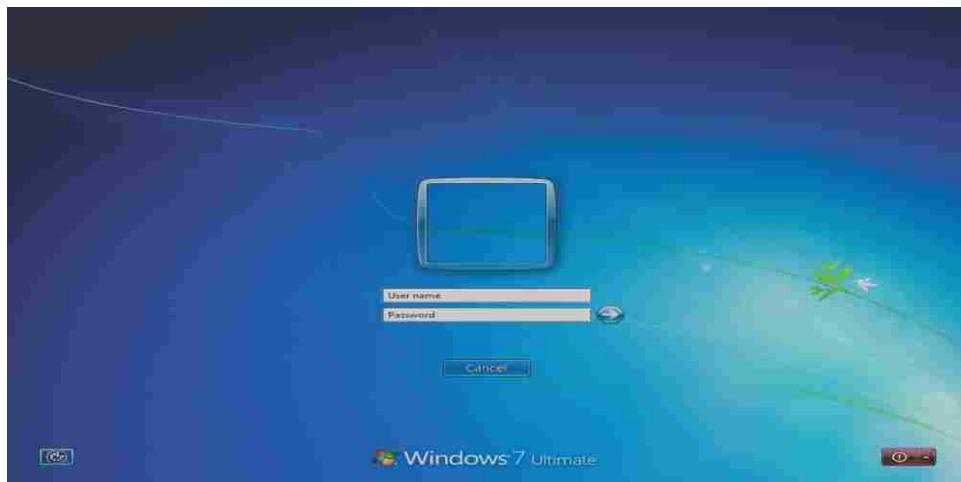


Fig. 3.2.1 Log on Screen

**Logging-on to our computers :** If we have server based "N-Computing" Computer lab in our school then we need to press Alt, Ctrl and delete keys simultaneously from our key board. After this we will see log on screen as shown in Fig 3.2.1. In this chapter the default username for server is "School". For log on to server we need to click in username box and type "School" after this we need to type "p@1" as password. Now press Enter key from keyboard. if we are using Clients Computers then we need to type user1, user2 user3, user4 and user5 respectively in username box to log on



according to our seating position. The password is “p@1” for all computers. It must be remembered that we should not log on same user on different clients.

If there is no server based “N-computing” Lab in our school, then we will see Fig. 3.2 on each computer screen. To log on computer we need to do the following tasks :

1. Press Ctrl, Alt and Delete key from computer keyboard, we will see the screen as shown in Fig. 3.2.1.
2. There can be two or three username on this computer. We can logon any of the one username as per our requirement. To log on we need to click in username box and type the prescribed username (e.g. “School”, user1 etc). After this type “p@1” in password box.
3. Press enter key.

After log on to computer, we will see the following screen that consists of some shapes and a long bar lying down the bottom of the screen. This screen is called Desktop.

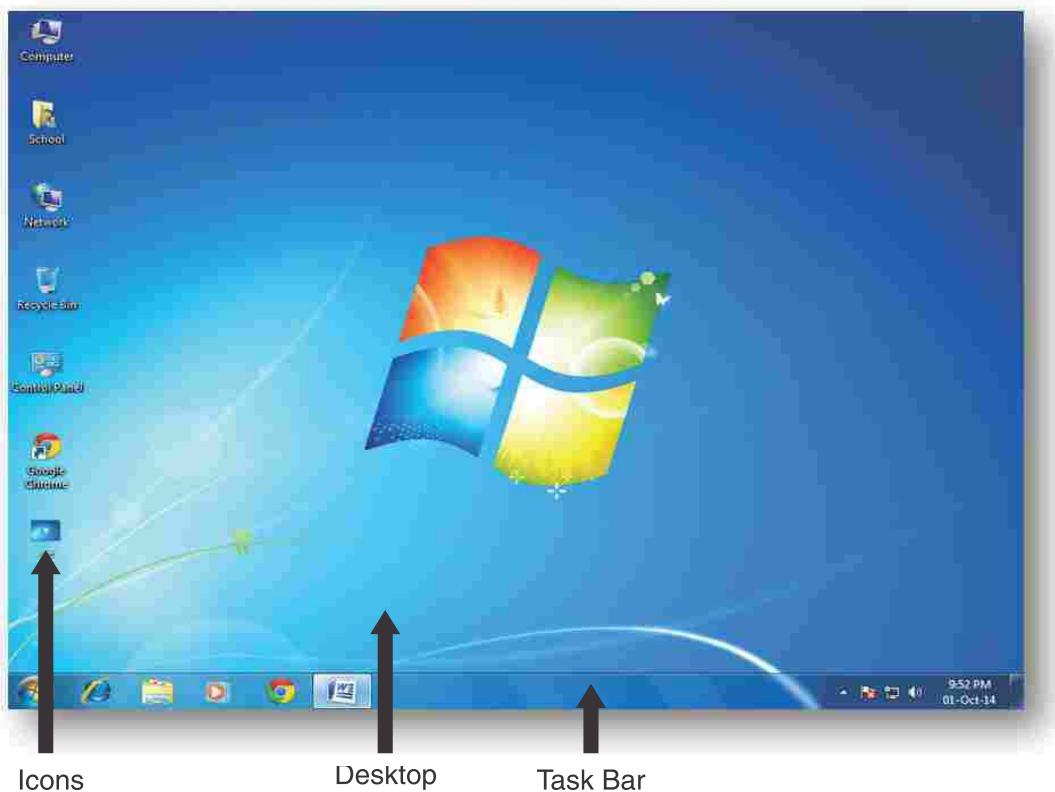


Fig. 3.3 Desktop



### 3.3 What is Desktop ? Icons, Taskbar and Shortcut

Desktop is the basic screen that is visible after completion of Booting process. All the programs of the windows are run with the help of Desktop. Desktop have the following three parts :

- Icons
- Taskbar
- Shortcut

### 3.4 What are Icons ?

Icons are like small pictures on Desktop. Icons act like button. Icons represent folders and files. To open a folder or file we have to click its icon twice e.g. if we double click My Computer icon then My Computer windows will open. Some examples of desktop icons are shown below :



Fig 3.4 Icons

1. My Computer
2. Network
3. User's Files (School)
4. Recycle Bin

Let us study about these icons in detail :

#### 3.4.1 My Computer

With the help of My Computer Icon we can see everything available in Computer. It has many files, folders and Drives. My computer window opens when we double click on My Computer Icon.

#### 3.4.2 Network

This icon is available on the Desktop. We can see our network settings by opening this icon and we can set it as per our requirement.



### 3.4.3 User's Files (School)

This icon is used to save the files created or downloaded by us. We can save our files and folders too in this folder. When we double click on this icon, we will see the following display :

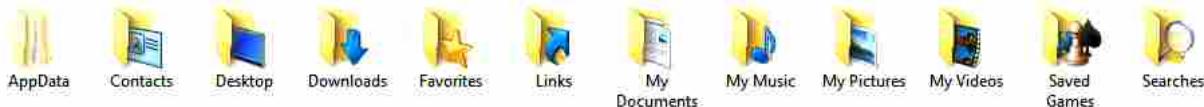


Fig. 3.5 User's Files (School)

### 3.4.4 Recycle Bin

All the deleted files and folders are stored in the Recycle Bin. Whenever we don't need a file or folder we delete it from its location, but it is not deleted permanently from the computer but it goes to Recycle Bin. To delete a file or folder permanently we have to delete it from Recycle Bin too.

In case we have deleted a file or folder by mistake then we need not to worry about it. We can get back the deleted file or folder from Recycle Bin. This process is called Restore. To do this we need to open Recycle Bin and then select deleted file or folder in it. Then press **Restore this item**, the selected file or folder will go back to its original location. (See fig 3.6)



Fig. 3.6 Recycle Bin

## 3.5 What is Taskbar ?

The Task bar is the thin strip that runs across the bottom of our screen. It has a number of different areas like a start button, Quick launch icons,



active programs, a notification area and date & time. The image below shows where the different areas are :

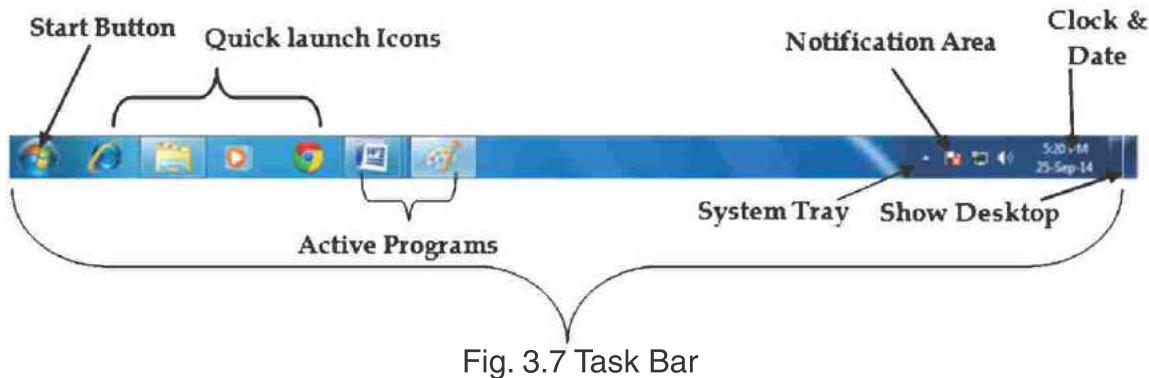


Fig. 3.7 Task Bar

With the help of Start button we can run any program. On the right side of the Task bar we will see System Tray Button ,Notification area, Computer Network Icon, System Sound icon and Date and Time is displayed. There is one more area on the Taskbar that is easily overlooked-the Show Desktop button. In the above image we can see a narrow rectangle to the right of the clock. By clicking on this button we can minimize all open programs and access the desktop.

**Note :** Task Bar is also called Super bar because of Show Desktop Button.

### 3.5.1 Shortcut

If we want easy access from the desktop to our favorite files or programs, we can create shortcuts to them. A shortcut is an icon that represents a link to a program/file/folder, rather than the program/file/folder itself. When we double-click a shortcut, the program/file/folder opens. If we delete a shortcut, only the shortcut is removed, not the original program/file/folder. We can identify shortcuts by the arrow on their icon.



Fig. 3.8 Shortcut

## 3.6 Parts of Windows : Title Bar, Menu bar, Toolbar, Scroll Bar

When we open a program, it opens in a shape of frame. This frame is called Windows. Windows has many components. Different programs



open in their different windows. Components of each window are almost same.

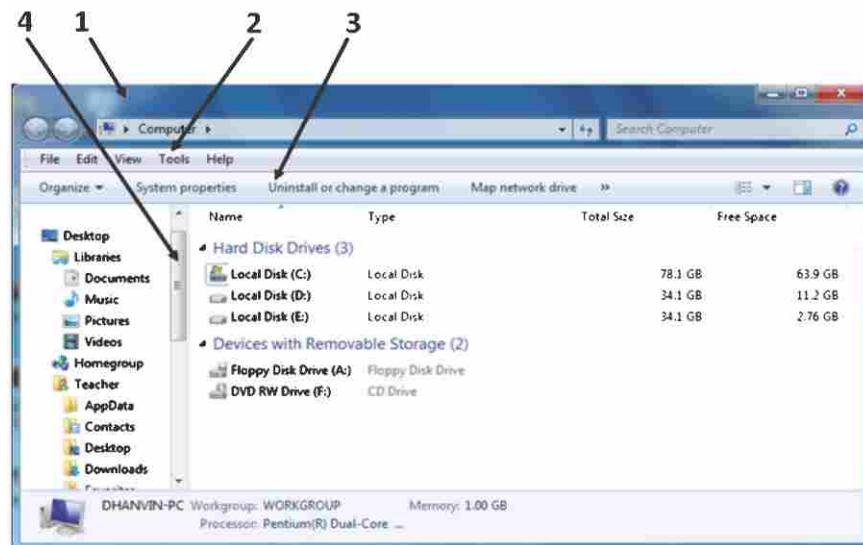


Fig. 3.9 Parts of Windows

Let us learn about different components of My Computer Windows :

- 3.6.1. Title Bar
- 3.6.2. Menu Bar
- 3.6.3. Tool Bar
- 3.6.4. Scroll Bar

Let us study about these parts in details :

### 3.6.1 Title Bar

It appears at the top of the windows. On the right side following buttons are present :

1. **Minimize Button (  )** : It is used to minimize the windows. When we click this button the windows attains the shape of a button on the taskbar.
2. **Maximize Button (  )** : This button is located in the middle. It is used to spread the windows on the whole of the screen.
3. **Restore Button (  )** : We can change the window to its old shape while clicking on this Button is (before maximizing the windows)
4. **Close Button (  )** : This button is used to close the windows.



### 3.6.2 Menu Bar

This bar contains generally used commands in windows. When we click on any option in this bar, we will see drop down menu.

### 3.6.3 Toolbar

It contains buttons for the commands which are commonly used.

### 3.6.4 Scrollbar

This bar lets a user to scroll the contents of the window to see information that is currently out of view

## 3.7 How to Turn off a Computer ?

If we have completed our work, then we should know how to turn off our computer properly. Close all the open programs before shutting down off our computer. Let us learn how to turn off/shut down our computer :

1. Click on “Start Button”, Start menu will be opened. (see in Fig. 3.10)
2. Click on “Shut Down” on start menu. (see in Fig. 3.10)



Fig. 3.10 How to Turn off/Switch off a Computer ?

After some time our computer will shut down.

**Note :** Always close all the running application before shut down our computer. Always shut down our computer with above method. Never shut down our computer directly from Power Switch.

### Points to Remember

1. Primary Screen of Computer is called Desktop.
2. Small pictures showing program, files and folders on the desktop are called Icons.
3. My computer icon is used to see files, folders and Local Drives.
4. All the Deleted files are stored in Recycle Bin.
5. Task bar is also called Super bar.
6. Show Desktop Button is used to minimize all open programs and access the desktop.
7. We should not Shut Down our Computer Directly from Power button.

### Exercise

#### 1. Fill in the Blanks using the right option :

1. The Primary screen (first to open) of computer is called .....  
(1) My Network                          (2) Icon  
(3) Desktop                              (4) Recycle Bin
2. The bar lying at the bottom of the desktop is called .....  
(1) Title Bar    (2) Status Bar    (3) Task Bar    (4) Scroll Bar
3. The bar present at the top of the window is called .....  
(1) Title Bar    (2) Status Bar    (3) Task Bar    (4) Scroll Bar
4. Deleted files go to .....  
(1) My Network                          (2) My Documents  
(3) My Computer                        (4) Recycle Bin



5. ..... button is used to close the window.  
(1) Minimize (2) Maximize (3) Close (4) Start

**2. Write down True or False :**

1. Windows is an Operating System.
2. Primary Screen of windows is called My Computer.
3. My computer helps us to see drives of my Computer.
4. Maximize button helps us to enlarge the window.
5. My Documents icon contains files and folders.
6. We should turn off our computer directly from power button.

**3. Short Answer type Questions :**

1. What is an Operating System?
2. What is windows?
3. What is a window desktop?
4. What are icons? Name any three icons.
5. Name different components of windows.
6. Write down about Show Desktop button on Task bar.

**4. Long Answer type Questions :**

1. Explain Task Bar.
2. Explain the following icons.
3. What is Recycle Bin?

