

Computer and Its Applications

1. Operating System:

An operating system is a computer program that coordinates all the activities of computer hardware.

2. Start Screen:

To display the Start screen in Windows, press CTRL+ESC.

3. Sign-in Screen:

The sign-in screen enables you to sign in to your account and makes the computer available for use.

4. Shut Down:

The "Shut down" command exits running apps, shuts down Windows, and then turns off the computer.

5. Apps in a Suit:

Apps in a suit typically use a similar interface and share features.

6. Maximize:

One method of displaying the entire contents of a window is to maximize it.

7. Status Bar:

The status bar presents information about the document, the progress of current tasks, and the status of certain commands and keys.

8. Outlook:

Outlook is a powerful communications and scheduling app that helps you communicate with others, among other things.

9. Recycle Bin:

If you delete a file from removable media, it is stored in the Recycle Bin until you empty it.

10. Changing Window Size:

One method of changing the size of a window is to drag the window borders.