**Pesoka Computers Training Institute** **(PCTI)**

*No. 2b, Rd E1 Kaduna Estate Ajaokuta, Kogi state*

**PRACTICALS ON WINDOWS OPERATING SYSTEM (2014).**

1. ***Boot on the Computer System.***
2. ***Drag the icons in the Computer system to form a triangle.***
3. ***Set up the system date and time to 03:45:07 am 10th Dec, 1998.***
4. ***Change the Date and time to the Current Date and Time.***
5. ***Change the System Background and the Screen saver to your choice of styles and set the screen saver to come up in every 2min.***
6. ***Launch or Open five (5) different Programs in the Desktop.***
7. ***Switch between the programs using the task bar and the title bar of the program window.***
8. ***Minimize and maximize the windows and also resize the windows of the program so that all can be displayed in the desktop at the same time.***
9. ***Rearrange the files and folders in your desktop using different arrangement order.***
10. ***Check the configuration settings of the computer system and write what you see at the back of this booklet.***
11. ***Delete a file to the Recycle bin and restore it back to the Computer. Also delete a file completely from the computer system.***
12. ***Open three (3) programs and use the windows task manager to switch between them and also use it to close them.***
13. ***Create a Microsoft Windows Account for yourself with a Password “sherif” and your name as the user name.***
14. ***Shut Down The Computer System.***

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