Installation of Operating Systems, Windows, Installation of essential Software and Utilities

CONTENTS

Operating System :

An operating system (OS), in its most general sense, is software that allows a user to run other applications on a computing device. While it is possible for a software application to interface directly with hardware, the vast majority of applications are written for an OS, which allows them to take advantage of common libraries and not worry about specific hardware details.

The operating system manages a computer's hardware resources, including:

- Input devices such as a keyboard and mouse
- Output devices such as display monitors, printers and scanners
- Network devices such as modems, routers and network connections
- Storage devices such as internal and external drives

The OS also provides services to facilitate the efficient execution and management of, and memory allocations for, any additional installed software application programs.

Function of operating System :

Important functions of an operating System:
- Security
- Control over system performance
- Job counting
- Error detecting aids
- Coordination between other software and users
- Memory Management
- Processor Management
- Device Management
- File Management

Example of Operating system:
Dos
Windows XP
Windows 2000
Windows 2007
Windows 2010

We use in our Lab Windows 2007

Windows 7 Installation Step by Step

In order to install your copy of the Windows 7 operating system please make sure to have the following items:

-Windows 7 Installation disk
-Drivers CD: * Use after installation process if needed.

***NOTE:** Please make sure to back up all of your important data before proceeding with this installation.

Step 1. Insert the Windows 7 operating system disk into your DVD drive, and then restart your computer

Step 2. You will see a prompt that says '**Press any key to continue**' after the ZT logo disappears. When you see this press any key immediately.

***NOTE:** The following screen shots may differ from what you may see during your installation. (i.e. Win7 version, HDD disk space etc..)
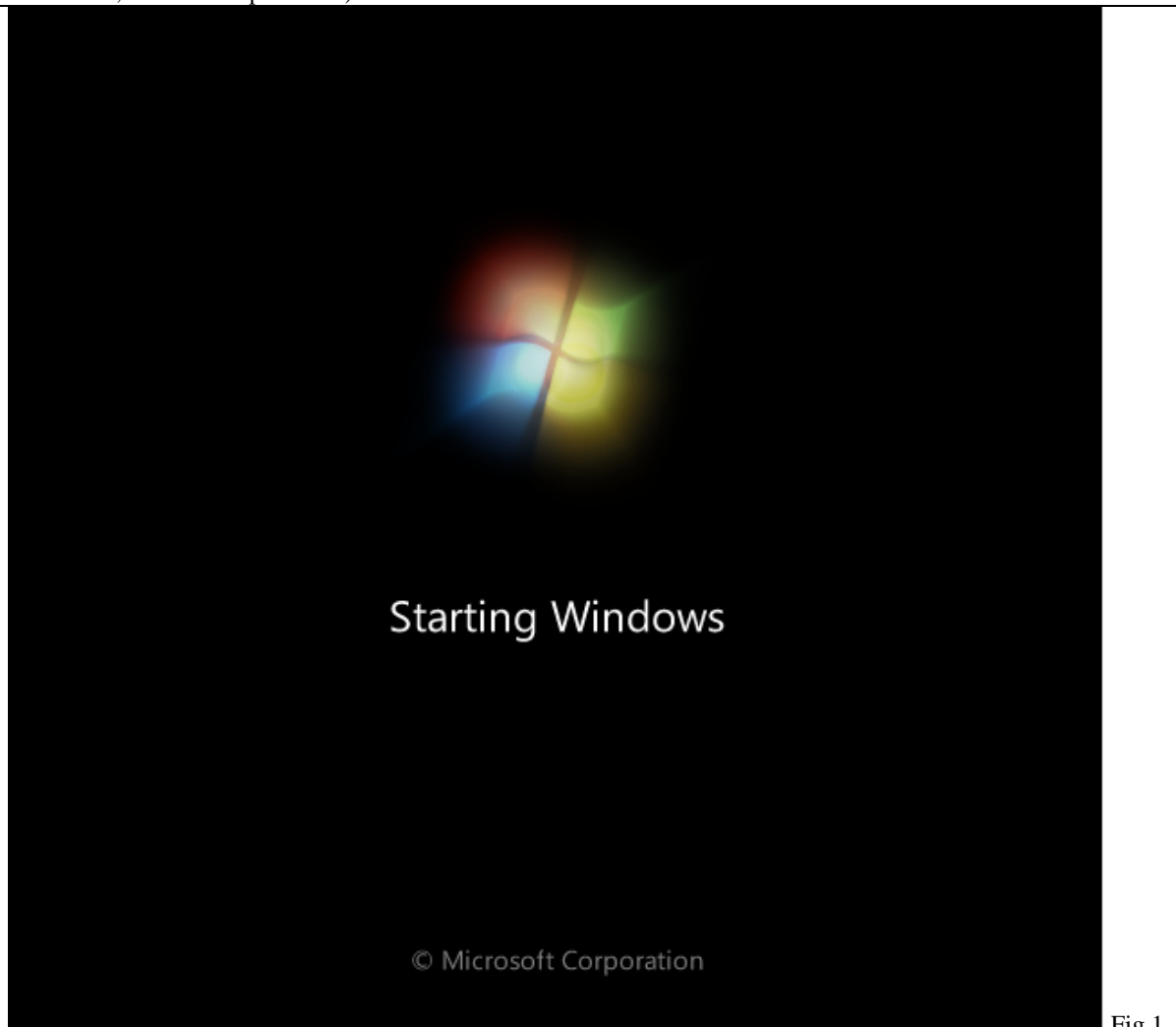

Starting Windows

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Fig.1

Step 3 '**Starting Windows**' with the Windows7 logo will appear.

Windows 7 Installation Step by Step

Fig.2

Step 4. Language options, by default English will be set along with "time and currency format" and "keyboard or input method"

Fig.3

Step 5. Click "Install Now"
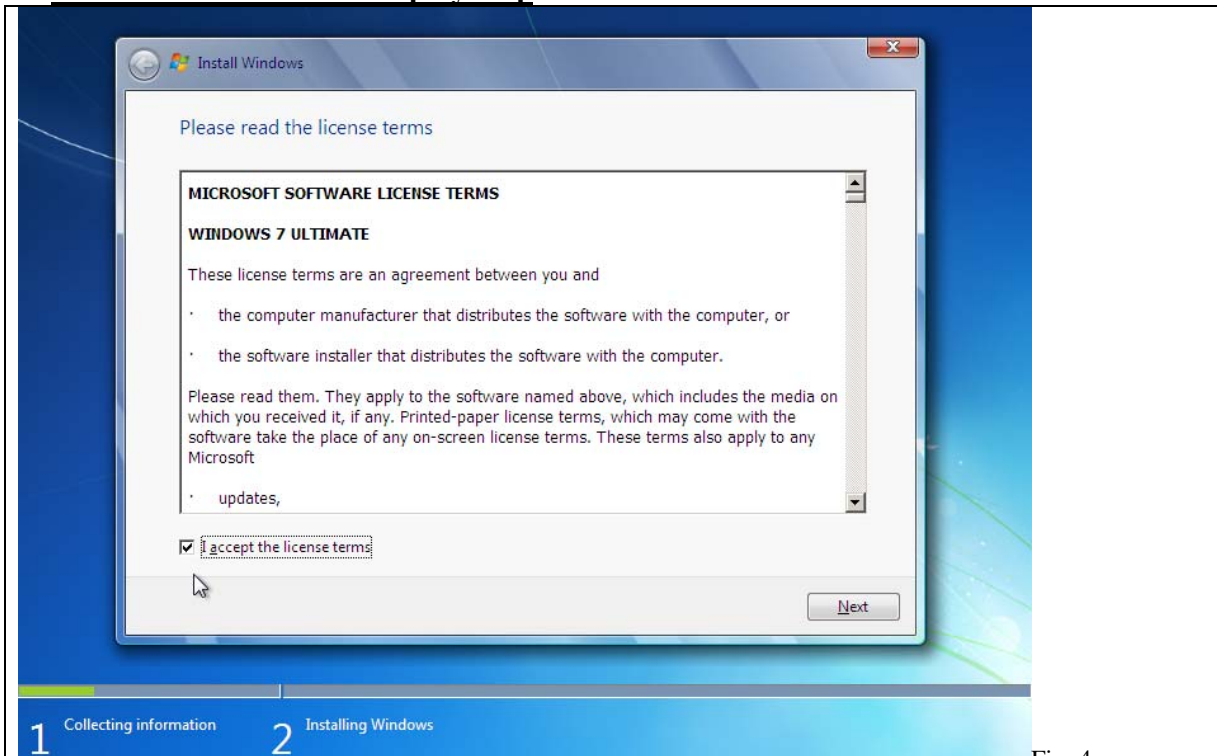
Windows 7 Installation Step by Step

Fig. 4

Step 6. End User License Agreement (E.U.L.A.), check the box to accept, and click "Next"
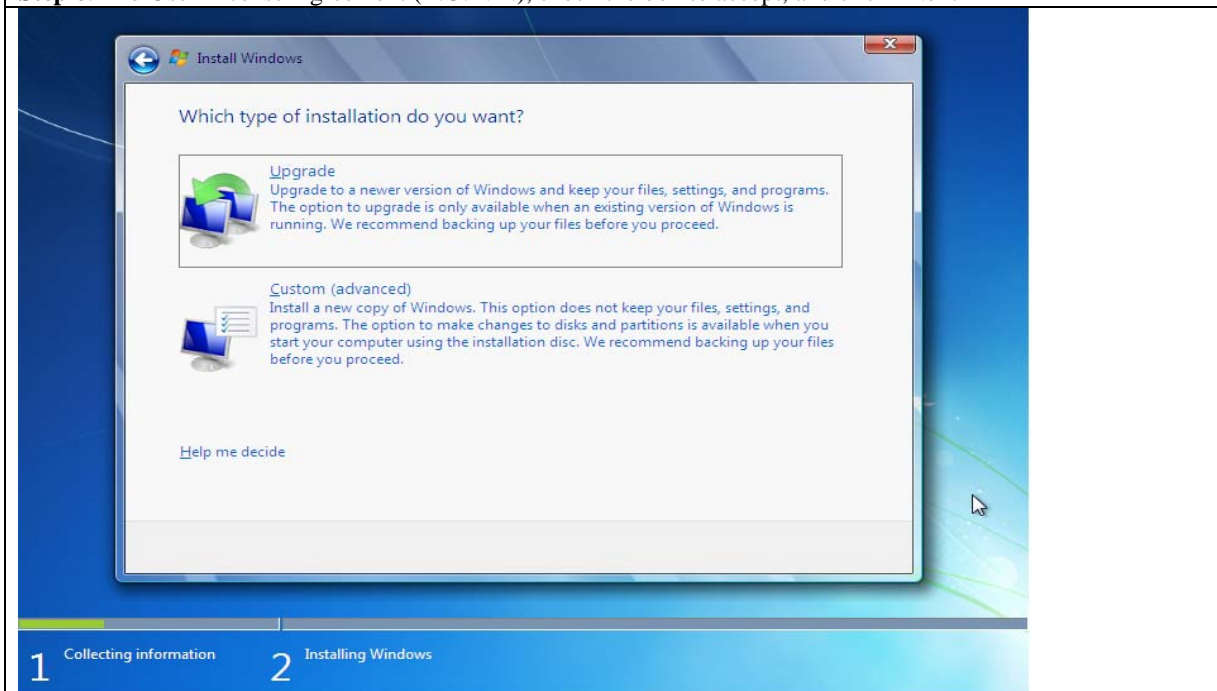

Fig. 5

Step 7. "Which type of installation?" window will appear. Upgrade will be greyed out; the only option you should be able to choose is Custom (advanced).
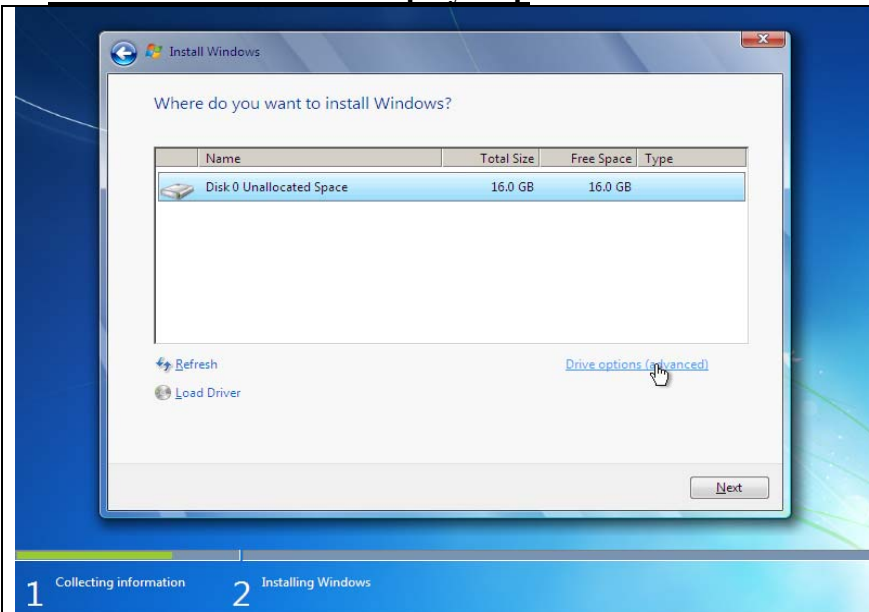
Windows 7 Installation Step by Step

Fig.6

Step 8. "Where do you want to install windows?" Make sure the partition is highlighted.
Step 9. Delete the partition by clicking on Drive options (advanced) on the bottom right corner of the field. Make sure the partition is highlighted and click on Delete. If drive advanced options is greyed out, then the partition will not have to be deleted.

***NOTE:** Deleting the partitions will erase all data on the system
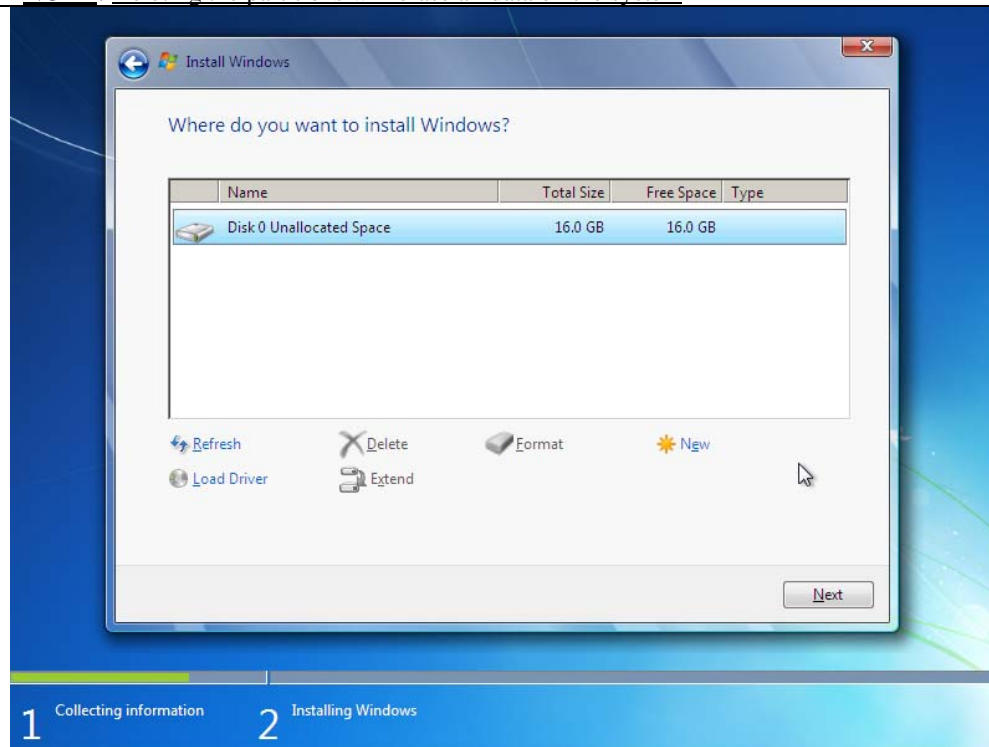

Fig. 7

Step 10. Disk 0 Unallocated Space should be the only listing at this point. If it is press next, If not please proceed to delete any additional partitions that may be listed.
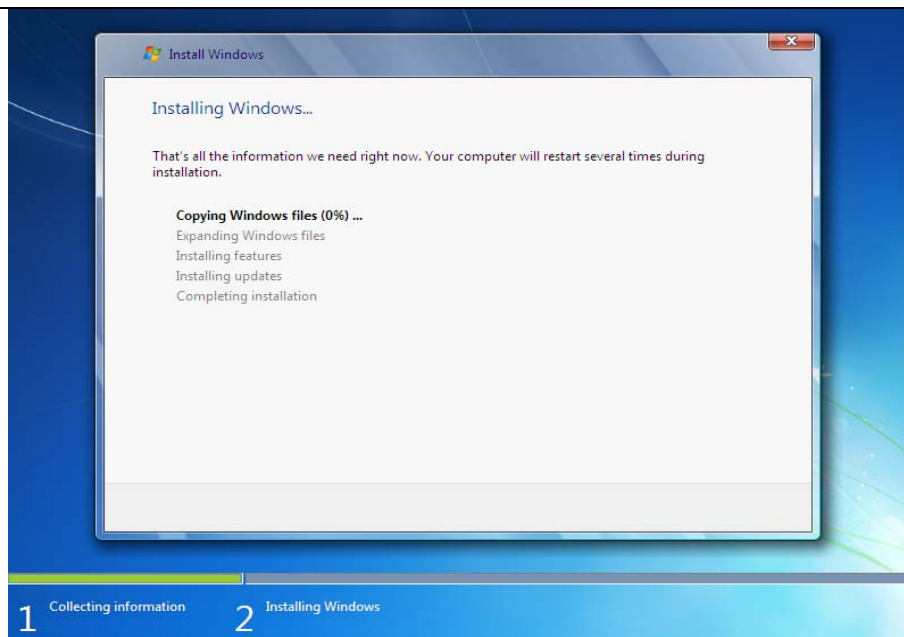
Windows 7 Installation Step by Step

Fig. 8

Step 11. The next screen will show "Installing Windows". This process should take approximately 10 minutes after which the system will reboot

*NOTE: Do not press any keys during this boot up process so as to not disturb the rest of the installation.

Step 12. The next screen will show "Installing Windows" again to complete the installation process.
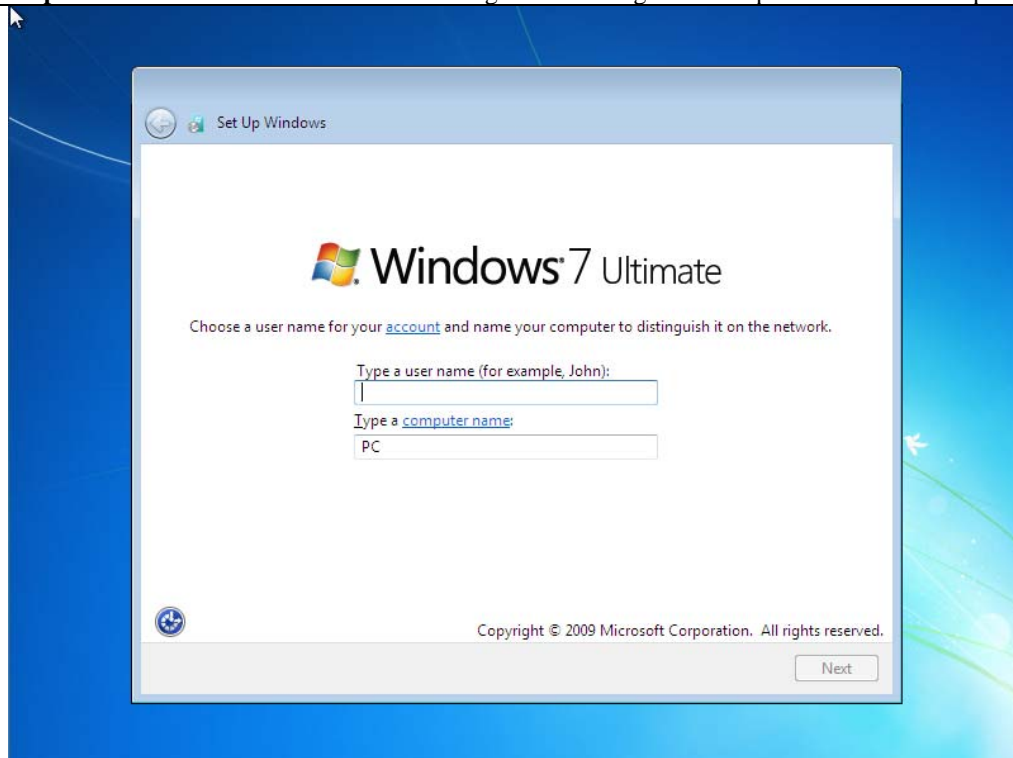

Fig.9

Step 13. "Setup is starting Windows" will appear on the screen, then you will be asked to create a user name and a computer name.

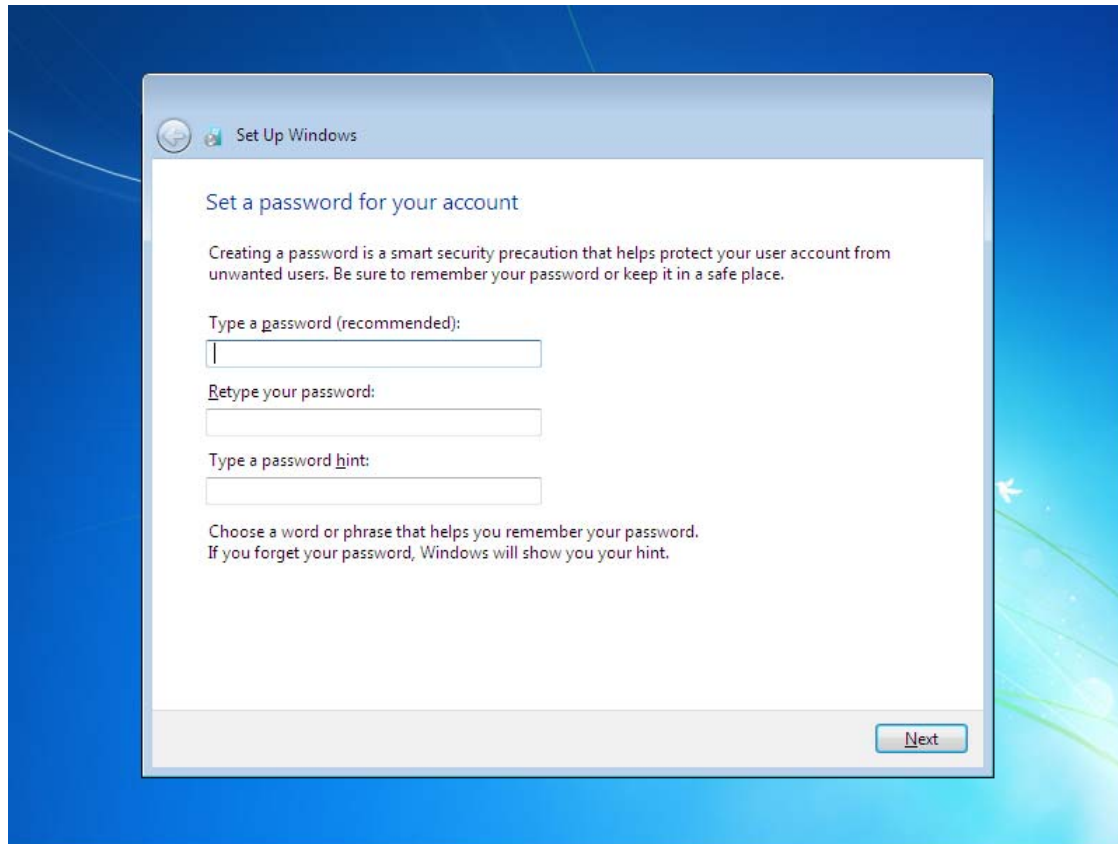**Windows 7 Installation Step by Step**

Fig.10

Step 14. The next step will prompt you to create a password for your account (optional).
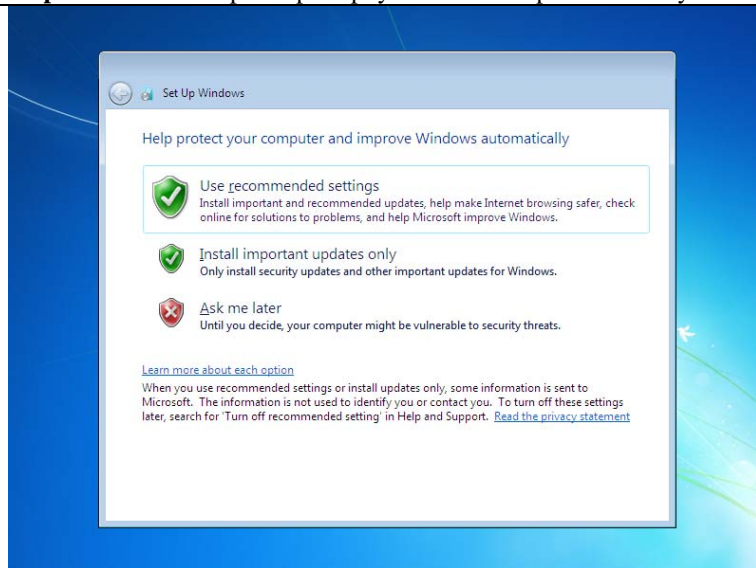

Fig.11

Step 15. The next screen will come up and ask you to choose one of three options: "Use recommended settings", "Install important updates only" and "Ask me later".
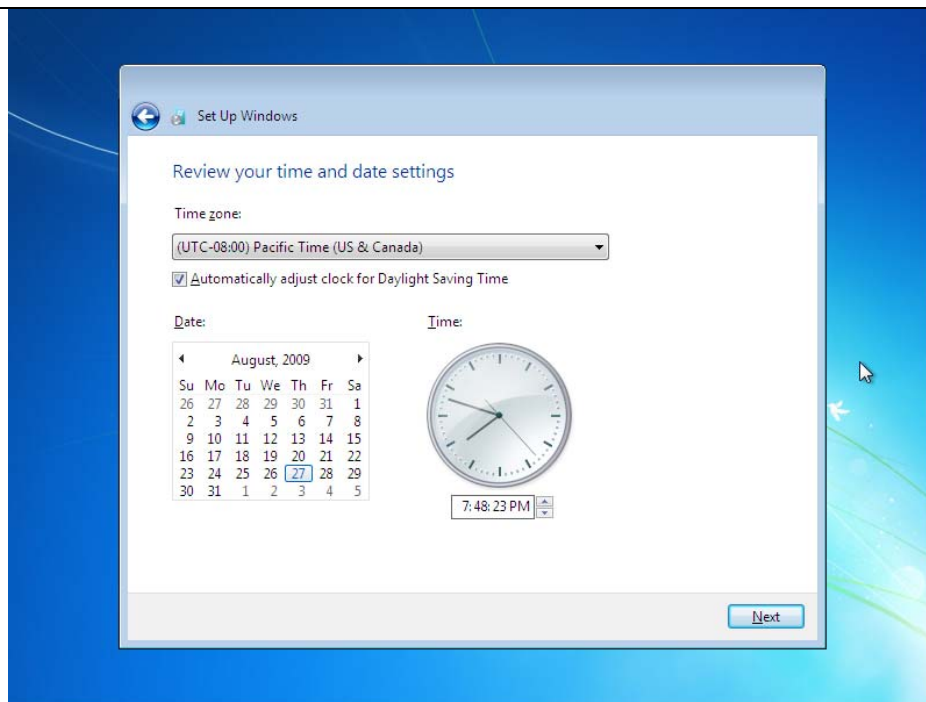
Windows 7 Installation Step by Step

Fig. 12

Step 16. This screen will allow you to choose your local time zone and also adjust the date and time.
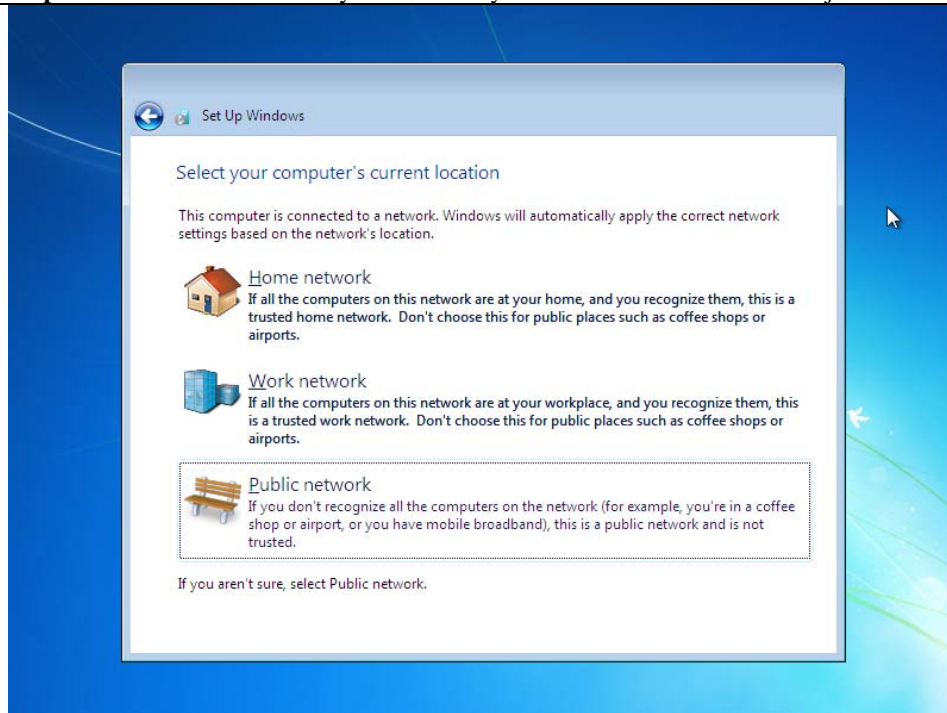

Fig. 13

Step 17. Click on the appropriate location of your computer to enable Windows 7 to apply the correct network settings.
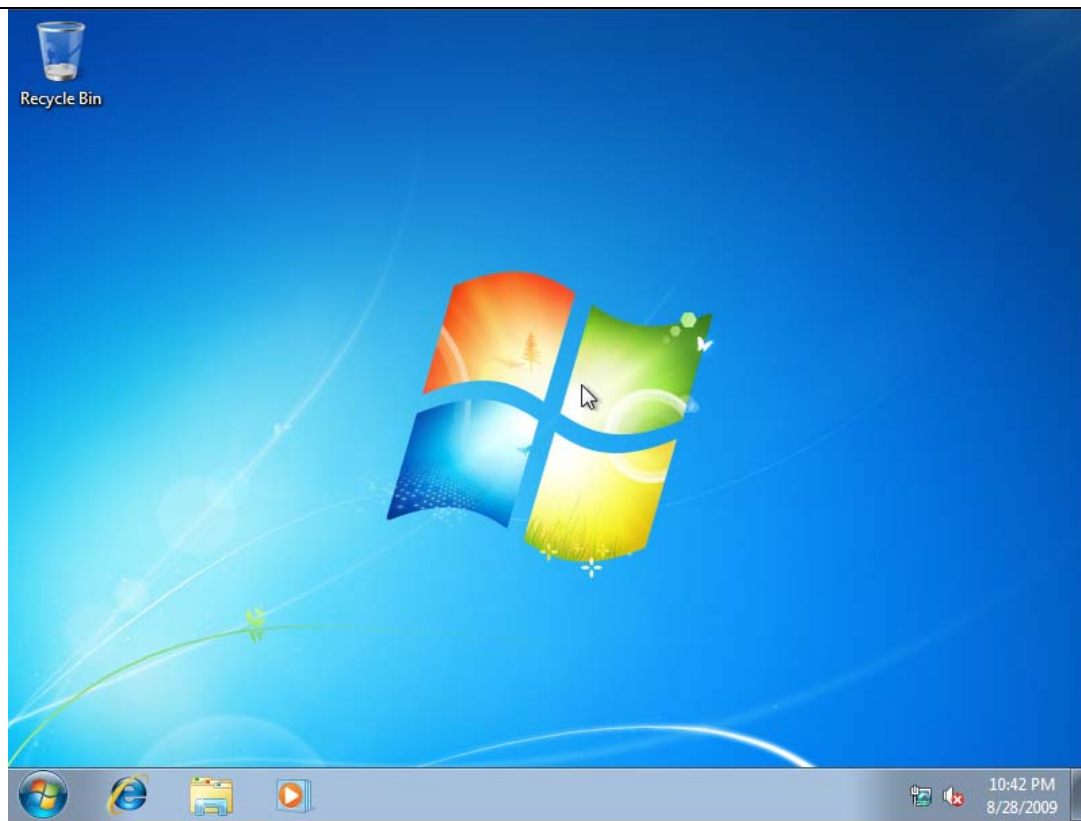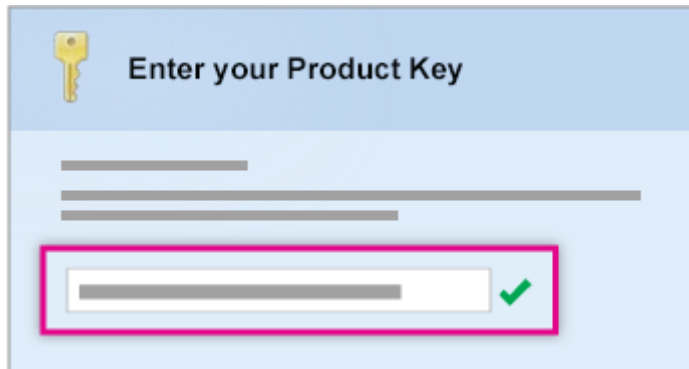
Fig. 14

The installation is done! You have successfully installed Windows 7 on your ZT computer.

Installation

of

essential Software

and

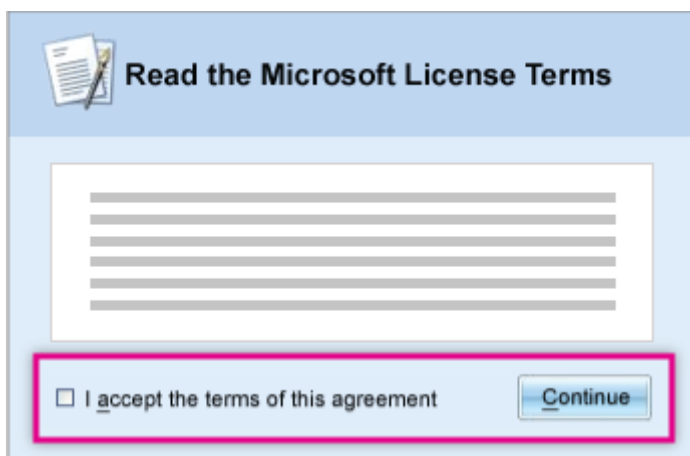## Utilities

Install Office 2007

1. Insert Office 2007 CD into the drive. If the setup wizard doesn't start automatically, navigate to the CD drive and click **SETUP.EXE**.
2. When prompted, enter the product key.

   You can find the product key on the sticker on the CD case or other packaging. If you need help, see Find your Product Key for Office 2007 or look up an error message.

3. Read and accept the Microsoft Software License Terms, and then click **Continue**.

4. Follow the prompts and after Office installs, click **Close**.

Activate Office 2007

To activate Office to keep your Office programs working fully.

To activate from Excel, Word, PowerPoint, and Access:

- Click the **Microsoft Office Button** > **Options** > **Activate Microsoft Office**.

  To activate from all other Office products:

- Click **Help** > **Activate Product**.

How To Install Adobe Reader

➢ Close all versions of Reader. Close any browser that is displaying a PDF.

➢ Go to the <u>Adobe Acrobat Reader download</u> page and click **Install now**.

➢ When the file download message appears at the bottom of the browser window, click **Run**.

Note:

Acrobat Reader DC installation is a two-part process: The installer is downloaded, and then Reader is installed. Be sure to wait until both parts are complete. A progress bar displays the time remaining.

➢ When you see the confirmation message that the installation is complete, click **Finish**.

Install Quick Heal Antivirus

We can install Quick Heal antivirus using the Quick Heal CD or the Quick Heal installer.

Using Quick Heal CD
1. Insert the Quick Heal antivirus CD/DVD in the DVD drive.
2. Click **Install**.
3. Follow the on-screen instructions.

Using Quick Heal Installer
1. Download the Quick Heal antivirus from https://www.quickheal.co.in/quick-heal-product-installer.
2. To install Quick Heal antivirus, double-click the product setup and then follow the on-screen instructions.

It is important that you register the product soon after you install it. A subscriber with registered license can use all the features without any interruptions, take the updates regularly, and get technical support whenever required.