B.Com. I Year (II Semester)
(Computer Application)

Theory Marks: 70
Internal Asst. : 30

OPERATING SYSTEM WINDOWS-XP

UNIT-I Operating System and its concepts, functions, Batch Spooling, Multiprogramming, Time-sharing, Real time systems, Distributed system, Personal Computers, Parallel system, Process: Process concept, Treads.

UNIT-II Overview: Features of Win-XP, Starting, Windows, Controlling programs and documents, starting Windows after technical problem occurs shutting down. Windows, Basic elements of Window XP interface, Using the mouse, keyboards, menus, dialog box, task bar, changing and setting properties, working with application.

UNIT-III Working with files and folders Choosing a navigation style, customizing other folder options, two views of windows. Explorer, navigating through explorer hierarchy, changing the way a folder's contents appear, Customizing explorers appearance, managing files and folders, using shortcuts.

UNIT-IV Advanced File Management Techniques :
Associating files with programs, finding files, working with long file names, using explorer with shared, resources on a network, managing file from MS-DOS prompt.

UNIT-V Working with applications:
Understanding the data sharing capabilities of windows XP, using the windows clipboard viewing and changing clipboard data, exchanging data between windows and DOS, using embedded objects, printing, using windows Accessories, using Notepad and WordPad.

References :

1- "Operating System" by Silberchatz and Galvin
2- "Using Windows 98" by Ed Bott and Ron person (PHI)