BS ARTIFICIAL INTELLIGENCE

Instructor: Dr. Khalid Hussain

LAB # 1

TASK 1: Identifying various Parts of Computer Including CPU, Input Devices, Output Devices

TASK 2: Getting Started with Windows

TASK 3: Windows System Tools

TASK 1: Identifying various Parts of Computer Including CPU, Input Devices, Output Devices

Mouse

Touchpad

Printer

Monitor/LCD

Central Processing Unit (CPU)

Activity: Explore some other Input-Output Devices in the Lab
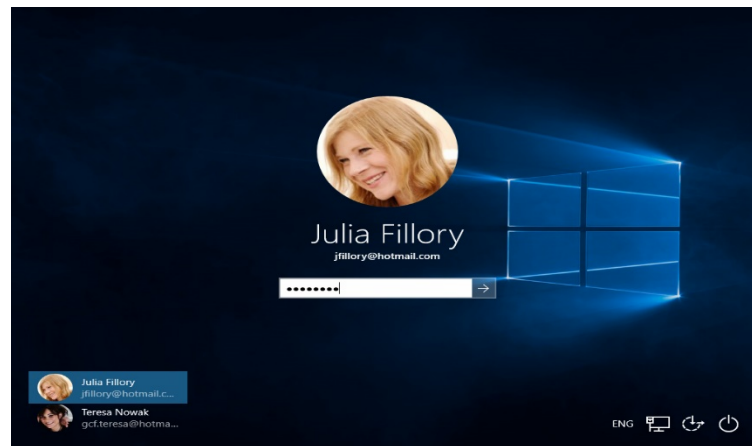
Getting started with Windows

Windows is an **operating system** designed by Microsoft. The operating system is what allows you to use a computer. Windows makes it possible to complete all types of everyday tasks on your

computer. For example, you can use Windows to browse the Internet, check your email, edit digital photos, listen to music, play games, and do much more.

If you are using Windows 10 or an older machine, this lesson will show you the basics of using Windows.
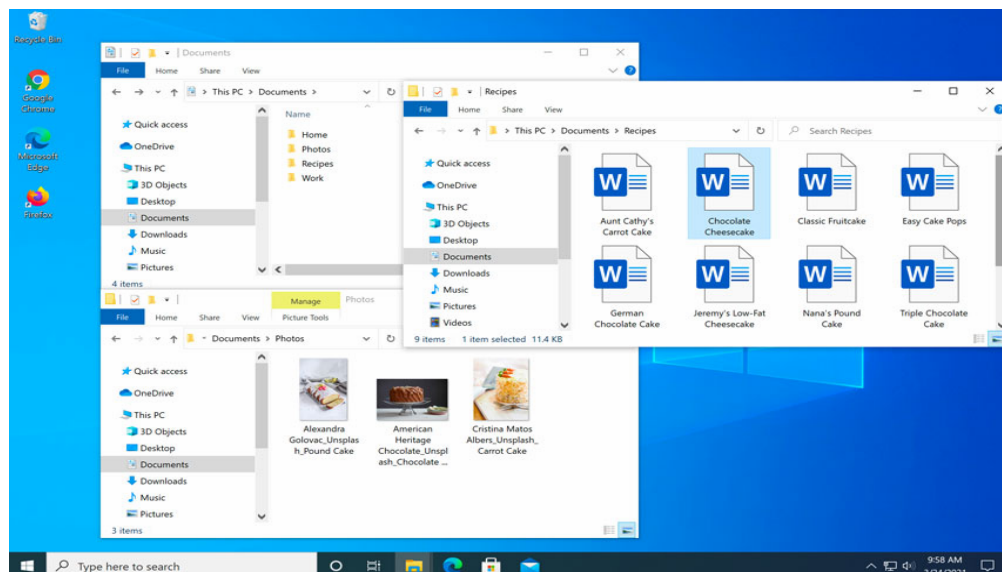
Signing in to Windows 10

Whenever you turn on the computer you'll need to **sign in** to that account. To do this, **type your password** into the box and press **Enter**.

Navigating the desktop

Once you've signed in, the first thing you'll see is the **desktop**. You can think of the desktop as the main workspace for your computer. From here, you can view and manage your files, open applications, access the Internet, and much more.
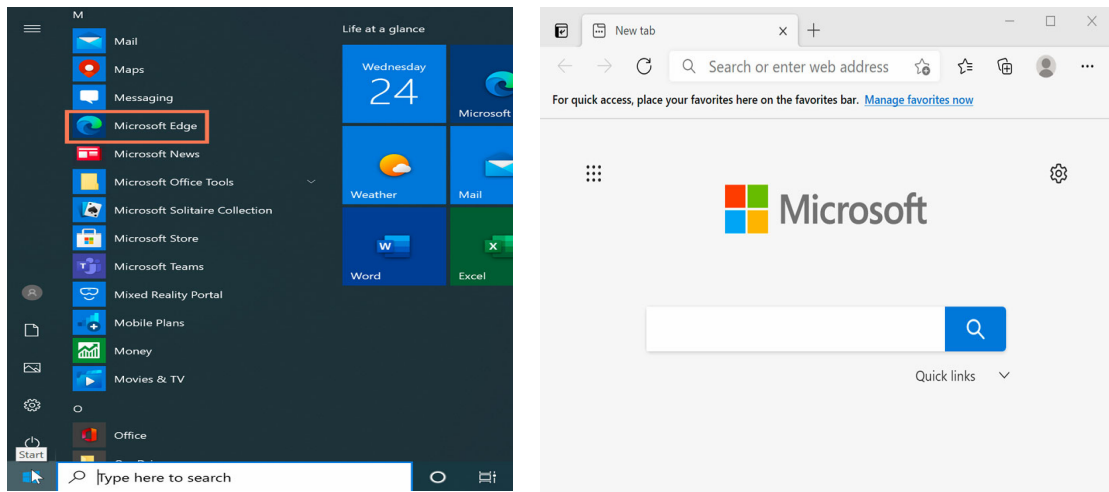

Here you can see Desktop background, Folders on Desktop, Taskbar, Start Button, Shortcuts on taskbar, Date & Time Settings etc.

Working with applications

An **application**—also known as a **program**—is a type of software that allows you to **complete tasks** on your computer. Windows comes with many built-in applications you can use. For example, if you want to browse the Internet, you can use **Microsoft Edge.**

To open an application:

1. Using your mouse, click the **Start** button, then select the desired application. If you don't see the one you want, click **All Programs** to see a complete list of applications. In our example, we'll open **Microsoft Edge**.

2. The application will appear in a **new window**.

Parts of a windows

You'll see the same three buttons in the upper-right corner of almost every window. These buttons allow you to perform several functions, including these below.

- Click the **Minimize** button to **hide the window**. The window will be minimized to the taskbar. You can then click the icon for that window on the taskbar to make it reappear.

- Click the **Maximize** button to **make the window fill the entire screen**.

- If the screen is maximized, the Maximize button will be temporarily replaced by the **Restore** button. Just click it to return the window to its original size.

- Click the **Close** button to **close** the window.
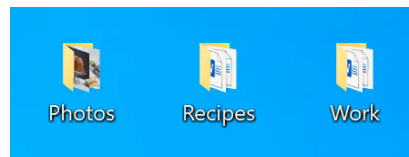

Working with files

Understanding how to work with **files and folders** is an important part of using your computer.

What is a file?

A named collection of data stored on a computer or other device. There are many different **types of files** you can use. For example, Microsoft Word documents, digital photos, digital music, and digital videos are all types of files. Files are usually represented by an **icon**.
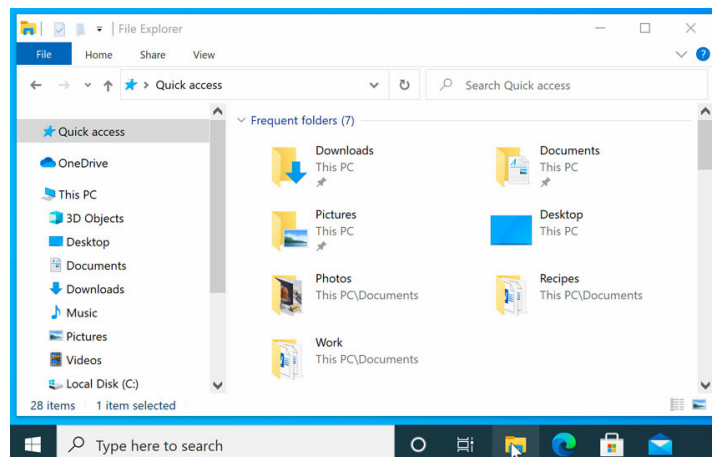
What is a folder?

A folder on a computer is a digital container used to organize and store files and other folders. Windows uses **folders** to help you organize files. You can put files **inside a folder,** just like you would put documents inside a real folder.

File Explorer

You'll use the **File Explorer** to manage your files and folders, it is also known as **File manager application** that comes with MS Widows OS. To open File Explorer, click the File Explorer icon on the taskbar. (Shortcut Win + E)
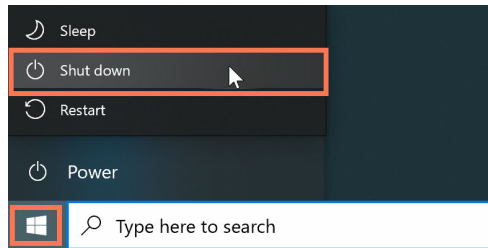

You can create, rename and delete files and folders by clicking right button of mouse in explorer or desktop.

Shutting down your computer

When you're done using your computer, it's important to **shut it down properly**.

To shut down your computer:

- If you're using **Windows 10**, click the **Start** button, then the **Power** icon, then click **Shut down**.

TASK 2: Windows Accessories

Lab Procedure:

1. Open the Start menu.
2. Type "Windows Tools" and press Enter.
3. The Windows Tools folder will open.
4. Click on the accessory that you want to learn how to use.
5. Follow the instructions in the help file.

Here are the steps on how to use each Windows accessory:

- **Notepad:** A basic text editor that can be used to create and edit text files.

  1. Open Notepad.
  2. Type some text into the editor.
  3. Save the file by clicking on the "File" menu and selecting "Save".
  4. Close Notepad by clicking on the "X" button in the top-right corner.

- **Paint:** A simple graphics editor that can be used to create and edit images.

  1. Open Paint.
  2. Click on the "File" menu and select "Open" to open an image file.
  3. Use the tools in the toolbar to edit the image.
  4. Save the image by clicking on the "File" menu and selecting "Save".
  5. Close Paint by clicking on the "X" button in the top-right corner.

- **Snipping Tool:** A tool that can be used to take screenshots.

  1. Open Snipping Tool.
  2. Select the type of screenshot that you want to take.
  3. Click and drag to select the area of the screen that you want to capture.
  4. Click on the "Save" button to save the screenshot.
  5. Close Snipping Tool by clicking on the "X" button in the top-right corner.

- **Calculator:** A calculator that can be used to perform basic and complex calculations.

  1. Open Calculator.
  2. Use the buttons on the calculator to perform calculations.
  3. Click on the "X" button in the top-right corner to close the calculator.

PRACTICAL TASKS

Perform the following tasks / activities and submit:

1. Open Notepad and write your name and take screenshot via snipping tool.

2. Open Calculator, calculate your age and take screenshot via snipping tool.

3. Open the Calculator application and perform a series of calculations (e.g., addition, subtraction, multiplication, and division) and take screenshot via snipping tool.

4. Open Paint, make drawing of anything with your roll no. and take screenshot via snipping tool.

5. Open Notepad and type your roll no. and short paragraph (e.g., a favorite quote or interesting fact). Format the text (e.g., change font size or color) and save the file and take screenshot via snipping tool.

6. Open multiple applications (e.g., Notepad, Calculator, and Paint) and arrange them on the screen. Take a screenshot that captures all open applications simultaneously using the Snipping Tool.

7. Create a new folder on the desktop with your name. Inside this folder, create subfolders for different subjects or topics (e.g., "Math," "Science," "History") and take screenshot via snipping tool.

8. Create 3 New files of Text Document with yourName 1.txt, yourName 2.txt and yourName 3.txt in the folder you created and take screenshot via snipping tool.