

MICROSOFT WINDOWS

Def: It's an operating system produced by Microsoft Corporation. It's an operating system, which uses a graphical user interface (GUI) that uses, pictures or icons at the desktop to perform the commands.

TYPES OF WINDOWS:

1. Windows 3.1
2. Windows 95
3. Windows 98
4. Windows 2000 (millennium)

IMPORTANCE OF OPERATING SYSTEM

1. Starting and stopping other programs.
2. Installing application programs so that they can fully utilize the available hardware,
3. It performs disk operation e.g. formatting, copying disks, checking and correcting storage surface errors.
4. Providing access and utilization of hardware available on a computer network.
5. Change the way some of the hardware components work e.g. system date and time. Schemes of display on the monitor etc.
6. Safe and efficient use of components in the computer system.
7. It performs file operations on request either directory from the user through an application program. This includes creation and renaming folders, saving, retrieving and printing etc.

EXAMPLES OF OPERATING SYSTEMS

- a) Ms dos (Microsoft disk operation) – This is an operating system whereby the commands are typed in the keyboard.
- b) Ms Windows (Microsoft Windows) – This is operating system whereby the mouse is used to operate the commands.
- c) Unix operating system – Is an operating system which is used by most programming languages e.g. COBOL & BASIC.

MECHANICS OR TECHNIQUES OF USING THE MOUSE:

Unlike Ms Dos, Windows respond to computers that are fitted with the mouse. A computer mouse looks like a plastic bar soap with a tail that plugs in the back of the computer.

A CLICK

This means to press the mouse button once. You can perform a click by pushing and quickly releasing the mouse button.

DOUBLE CLICK

This means to press the mouse button twice in rapid succession. If the clicks are not fast enough windows will not take it as double click.

RIGHT BUTTON CLICK

A right button click at the icon will display a pop-up menu containing commands currently applicable to the object. It provides a quicker access to applicable commands

rather than going through the procedure of selecting an object, opening a menu and selecting a command.

MOUSE POINTER

It is the little arrow on the screen that moves as the mouse moves.

ICON

It is minimized window. It can also mean pictures or shortcuts at the windows desktop.

DRAG

It means to move an icon to a selected location by using the mouse.

DEFINATION OF A WINDOWS

It is a bordered rectangular screen display through which a user uses a program that is open to perform tasks on objects such as files, folders, drives or contents of a file that is opened.

NB: A window can represent a program that is in use and it can also represent a folder that is opened using operating system.

PARTS OF A WINDOW

i) The Title bar

It's the first thick strip at the top of a window. It contains the name of the program represented by the window. If the window represents an operating system its title bar may display the name of the object such as the folder or drive being accessed and used in the window.

ii) Menu bar

This usually appears below the title bar. A menu is a set of commands for performing related tasks. The menu bar contains names through which menus can be opened and their commands started. Examples include: File, Edit, Format etc.

iii) Tools bar

It contains buttons representing the frequently used commands. These buttons are used to quickly start commands with a single mouse click rather than through the menus in which the commands are contained.

i. Working Space

It is used to display the content of a file currently being used in the program.

v) The status bar

This is usually at the bottom of the working space and above the task bar. It displays information about the conditions in a program e.g. in a window representing an operating system program the status bar may give the number of objects stored in a folder. In an application program the status bar may indicate the position of the cursor or the location a file where the program is set to act.

vi) Scroll bar

If the number of objects in a folder window or the contents of a file in an operating system cannot fit one display of the working area, a vertical or horizontal scroll bar may appear. The vertical scrollbar is at the right edge of the working area while the horizontal appears at the bottom. They are used to take out of view some contents or objects current in view in order to give room and display others.

vii) Task bar

This is the lowest part of the screen where the start button and the time are located.

TYPES AND SIZES OF WINDOWS

i) ACTIVE WINDOW

This is a window occupying part of the screen and is ready to receive instructions or data from the user.

ii) INACTIVE WINDOW

This represents a program that is open but it is not in a state of direct access to the users input. Such a window does not occupy part of the screen but a button on the task bar represents it. To display a minimized window, click at its button on the task bar.

iv) MAXIMIZED WINDOW

This is a window that occupies the entire screen and also active. If other windows are open they are hidden behind the maximized one.

v) RESTORED WINDOW

This is a window that occupies part of the screen and has the size and location it had before it was maximized.

WINDOWS OPERATIONS CONTROL BUTTONS

--- Minimize button



Maximize button



Restore button



Close button

DISPLAYING MORE THAN ONE WINDOW ON THE SCREEN

When windows overlap the active window is placed in front of the others. If there is more than one window open on the screen they may overlap so that some are totally obstruct or partially visible. If a window is partially visible clicking any of its visible part can activate it. The active window is placed in front of others. To arrange windows without overlapping open each of the required windows. Windows can be arranged with the mouse by restoring sizing and moving with the mouse or by using the commands from the taskbar.

THE LIST OF THE ITEMS (ICONS) AT THE WINDOWS DESKTOP **DESKTOP ITEM USE**

1. **MY COMPUTER ICON** Drive selection/change

Folder operations e.g. create, rename copy

2. **RECYCLE BIN** Storage of all deleted files

Restorations - of deleted files

3. **NETWORK NEIGHBORHOOD** Locating a computer in the network
(MY NETWORK PLACES) Managing the computer network.

4. **MICROSOFT INTERNET EXPLORER** Sending electronic mail
Receiving electronic mail
Browsing the internet

5. START BUTTON

- a) PROGRAMS Loading and running programs
- b) DOCUMENTS Used for opening the recently created documents
- c) SETTINGS Changing the hardware settings
- d) FIND/SEARCH Used for finding files and folders
- e) HELP Used for accessing the windows help
- f) RUN Used for opening a program
- g) SHUT DOWN Used to shut down the computer or to restart the computer.

HOW TO VIEW ALL THE FILES

You can view all your files and folders through My Computer icon and windows explorer. The My Computer icon displays all your files and folders on your computer including floppy and hard disk. The network connection and CD ROM drives if any. Windows explorer displays all the files and folders in your computer. By using windows explorer you can also have access to the recyclebin and the network neighborhood. Although the views are slightly different you can do the same tasks in both my computer and windows explorer e.g. copy, move, delete files and folders etc.

COMMANDS USED IN WINDOWS

CHANGING THE BACK GROUND OF THE SCREEN

Procedure

- a) Click the start button
- b) Move to settings
- c) Move to control panel and click
- d) Double click display
- e) Click background
- f) Under wallpaper, choose and click the background desired
- g) Click apply and O.K.
- h) Close the window using the close button X

SETTING A SCREEN SAVER

The screen saver starts if your computer is idle for the number of minutes specified in wait box. To clear the screen saver after it has started move the mouse or press any key.

Procedure

- a) Click the start button
- b) Move to settings
- c) Move to control panel and click
- d) Double click display
- e) Click screen saver
- f) Under the screen saver box, choose and click the desired screen saver
- g) In the wait box set the timing that you want the computer to wait before the screen saver appears.
- h) Click preview
- i) Click apply and O.K.

CHANGING THE COLOUR OF ICONS AT THE WINDOW DESKTOP

Procedure

- a) Click the start button
- b) Move to settings

- c) Move to control panel and click
- d) Double click display
- e) Click appearance
- f) In the colour area, choose and click the colour desired
- g) Click apply and O.K.
- h) Close the window using the close button X

HOW TO ADJUST THE SYSTEM DATE AND TIME

Procedure

- a) Click the start button
- b) Move to settings
- c) Move to control panel and click
- d) Double click date and time
- e) The current date and time will be displayed in the screen
- f) Make the adjustments you want on date and time.
- g) Click apply and O.K.
- h) Click close window using the close button X

REVERSING THE MOUSE BUTTON

The mouse button can be changed to be either right handed or left handed.

Procedure

- a) Click the start button
- b) Move to settings
- c) Move to control panel and click
- d) Double click mouse
- e) Under button configuration, choose and click either right handed or left handed.
- f) Click o.k.

ADJUSTING THE MOUSE POINTER TRAIL

Procedure

- a) Click the start button
- b) Move to settings
- c) Move to control panel and click
- d) Double click mouse
- e) Click motion/pointer options
- f) Click show pointer trail
- g) Click apply and o.k.

ADJUSTING THE SPEED OF THE CURSOR

The speed of the cursor blink rate can be adjusted to be either slow or fast.

Procedure

- a) Click the start button
- b) Move to settings
- c) Move to control panel and click
- d) Double click keyboard
- e) Under cursor blink rate choose and click either slow or fast
- f) Click o.k.

FORMATTING A DISKETTE

Formatting diskettes involve partitioning of the disk into what is called sectors. Upon formatting the sectors they can be used to store data.

PURPOSE

1. Formatting diskettes makes them as good as new
2. To quickly delete the entire contents of the disk
3. It makes the diskette identify with the computer in use
4. When you format a diskette all data in it is erased and the computer gives a summary of the state of the diskette.

Procedure

- a) Double click my computer
- b) Choose and click the drive of the disk to be formatted i.e. 3½ floppy A
- c) Click file
- d) Click format
- e) From the dialog box that appears, click start
- f) Wait for the computer to finish formatting and then click close.

SCANNING THE DISKETTE FOR VIRUSES

Procedure

- a) Insert the diskette to scan in the floppy drive
- b) Double click my computer icon
- c) Click 3 ½ floppy icon
- d) Click file
- e) Select scan for viruses
- f) Select what to be scanned and the required scanning action
- g) Click scan now/find virus

SCANNING A DISKETTE FOR ERRORS

This command is used when you want to check your diskette for physical damage errors.

Procedure

- a) Click the start button
- b) Move to programs
- c) Move to accessories
- d) Move to system tools
- e) Move to scandisk and click
- f) Click 3½ floppy A
- g) Select the type of scan
- h) Click start
- i) Wait for the computer to finish scanning and then click close.

DEFRAGMENTING A DISKETTE

This is used for decrementing files hence increasing the speed of retrieval of a file.

Procedure

- a) Click the start button
- b) Move to programs
- c) Move to accessories
- d) Move to system tools
- e) Move to disk defragmenter and click

- f) Select drive A
- g) Click o.k.
- h) Wait for the computer to finish defragmenting the diskette

TO COPY THE CONTENTS OF ONE DISKETTE INTO ANOTHER DISK

Procedure

- a) Insert the diskette to be copied from in the floppy drive
- b) Double click my computer icon
- c) Click on 3½ drive icon
- d) Click file
- e) Select copy disk to open up the copy of the disk operations window.
- f) Click start from the dialog box
- g) Insert the destination disk when requested by the computer
- h) Click close.

WINDOWS ACCESSORIES

Windows includes many useful programs and accessories

Examples:

a) CALCULATOR

You can use calculator in standard view to do simple calculations or use it in scientific view to do advance scientific and statistical calculations.

To start calculator

- a) Click the start button
- b) Move to programs
- c) Move to accessories
- d) Move to calculator and click

b) WORDPAD

WordPad is a text editor for short documents. You can use WordPad to format documents with various font paragraphs styles.

To start WordPad

- a) Click the start button
- b) Move to programs
- c) Move to accessories
- d) Move to WordPad and click

c) PAINT

You can create, modify and view pictures by using paint. Paint contains many new features including a movable toolbox, colour box and print preview.

To start Ms. Paint

- a) Click the start button
- b) Move to Programs
- c) Move to accessories
- d) Move to Ms. Paint and click

d) NOTEPAD

Note pad is also a text editor that you can use to type short documents in Windows

To start Notepad.

- a) Click the start button
- b) Move to programs

- c) Move to accessories
- d) Move to notepad and click

CREATING OR MAKING A FOLDER

A folder is like a cabinet for storing files and other folders. A file is the basic storage unit of data in windows. There are three ways of creating a folder.

a) Using my computer

Procedure

- a) Double click by computer
- b) Double click the drive that where you want your folder to be located i.e. 3½ floppy A or Drive C
- c) Click file
- d) Move to new
- e) Move to folder and click
- f) A new folder will appear with a temporary name
- g) Type the name, the folder should have and press the enter key from the key.

b) Using Windows explorer

Procedure

- a) Click the start button
- b) Move to programs
- c) Move to accessories
- d) Move to windows explorer and click
- e) Click file
- f) Move to new
- g) Move to folder and click
- h) A new folder will appear with a temporary name
- i) Type the name of the folder and then press enter

Creating a folder at the Desktop

Procedure

- a) Right click at any free area at the desktop
- b) Click new
- c) Move to folder and click
- d) A new folder will appear with a temporary name
- e) Type the name of the folder and then press enter

c) Creating a folder at the Desktop

Procedure

- a) Right click at any free area at the desktop
- b) Click new
- c) Move to folder and click
- d) A new folder will appear with a temporary name
- e) Type the name you want to give your folder and then press enter.

Putting a file into the folder

Procedure 1

- a) Open the program in which you want to create the file using the start button
- b) Type the information to be contained in the file

- c) Click file
- d) Click save as
- e) Type the name of the file
- f) In the save in box select the drive where you want your file to be saved
- g) Double click the folder where you want to save the file
- h) Click save

Procedure 2

- a) Double click the folder
- b) Click file
- c) Move to new
- d) Choose Ms word of text documents and click
- e) Double click the document
- f) Type the text
- g) Click file
- h) Click save

DELETING A FILE OR FOLDER

Procedure

- a) Double click my computer
- b) Double click the drive that contain the file or folder you want to delete
- c) Click the file or folder to be deleted
- d) Click file.
- e) Click delete
- f) In the dialogue box click yes

RESTORING DELETED FILES OR FOLDERS

All deleted files are taken to the recycle bin before they are deleted completely from the computer.

NB: This applies only to the files which are deleted from the hard disk CD DRIVE but not from the floppy disk.

Procedure

- a) Double click recycle bin
- b) Choose and click the file or folder to be restored
- c) Click file
- d) Click restore

RENAMING A FILE OR FOLDER

This is for changing the name of the file or folder

Procedure

- a) Double click my computer
- b) Double click the drive that contains the file or folder you want to rename
- c) Choose and click the file or folder to be renamed
- d) Click file
- e) Click rename
- f) Type the name the file or folder should have and then press enter key from the keyboard

MOVING A FILE OR FOLDER

This is used to move a file or folder from one location to another.

Procedure

- a) Double click my computer icon
- b) Double click the drive that contains the file or folder
- c) Choose and click the file or folder to be moved
- d) Click edit
- e) Click cut
- f) Open the folder where you want to put the file or folder by double clicking
- g) Click edit
- h) Click paste

COPYING A FILE OR A FOLDER

This copies a file or folder from one location to another. It is like a duplicate.

Procedure

- a) Double click my computer icon
- b) Double click the drive that contains the file or folder you want to copy
- c) Click the file or folder you want to copy
- d) Click edit
- e) Click copy
- f) Open the folder where you want to copy the file by double clicking
- g) Click edit
- h) Click paste

NB. You can use windows explorer to move and copy a file or folder.

TO OPEN A FILE OR FOLDER

Procedure

- a) Double click my computer icon
- b) Double click the drive that contains the file or folder
- c) Double click the file or folder to open it.

COPYING A SPECIFIC FILE OR FOLDER

Procedure

- a) Double click my computer icon
- b) Double click drive C
- c) Choose and click the file or folder to be copied
- d) Click file
- e) Move to send to
- f) Move to 3½ Floppy A and click

TO MAKE A PICTURE AS BACKGROUND

Procedure

- a) Draw the picture
- b) Save the picture
- c) Click file
- d) Move to set as wallpaper and click tiled or centered
- e) Close the windows