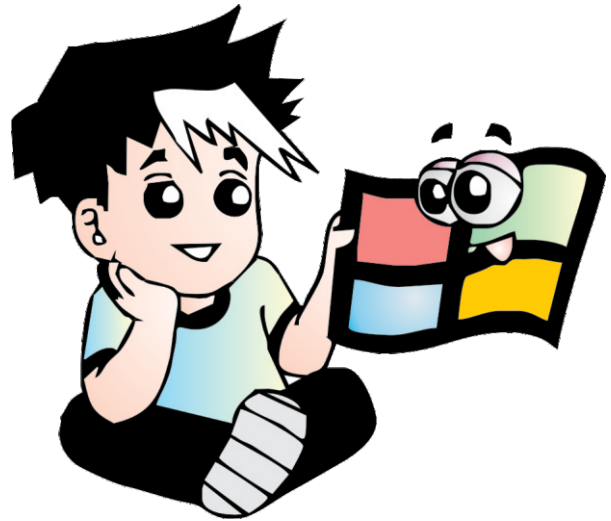


UNIT 3



EXPLORING MORE ON WINDOWS

Learning Objectives

After completing this unit, you should be able to:

- describe the Microsoft Windows environment;
- identify the icons of Microsoft Windows;
- explain the function of Microsoft Windows in the computer system;
- tell the function of each desktop's part;
- differentiate Windows from windows; and
- communicate with the computer through dialog boxes.



Lesson 1

Show Off ! Microsoft Windows Environment



Microsoft Windows

Microsoft Windows (MS Windows) is a multitasking graphical user interface (GUI) environment that provides a standard interface based on drop-down menus, screen menus, and pointing devices such as mouse and joystick. It is an operating system that is loaded first thing onto the computer. As an operating system, MS Windows manages the way how the different programs run in the computer. Its very purpose is to organize and control the hardware and software of a computer, so that they can perform in a flexible but predictable way.



MS Windows serves as the interface between you and the software programs you use. Examples are the MS Word program for word processing, MS Excel program for spreadsheet, and MS PowerPoint program for presentation.

Moreover, MS Windows as a graphical user interface (GUI) makes use of graphics or pictures to help the user access and manage the programs easily.



How to activate the MS Windows Environment

1. Switch ON the system unit and the monitor.
2. Type the password if any.
3. Wait for the display on the screen.

Desktop. It is an onscreen work area that uses icons and menus to simulate the top of the desk.

Icon. It is a picture representing a task you can carry out, a program you can run, or a document you can work on.



Start Button. It is the button found below the corner of the main screen or desktop, used to start a program.

Taskbar. It is a rectangular bar found below the desktop that contains the Start button and displays all the currently running programs or documents.

System Tray. It is beside the taskbar and found at the bottom right of your screen. It displays the date and time, speaker volume, local area network connection and many active resident programs.

Some of the commonly used icons are the following:



My Computer allows the user to view or access anything stored or saved in the computer, such as hard disks, floppy disk drive, CD ROM drives, and printer.



Recycle Bin works as a temporary area for the deleted files, which you can retrieve should you want to.



My Documents allows the user to view or access the saved documents in the system.



My Network Places gives the user an access to network.



Internet Explorer lets the user access the Internet connection in the system.