

# Lesson 17

## At Your Service Anytime

### Windows Functions

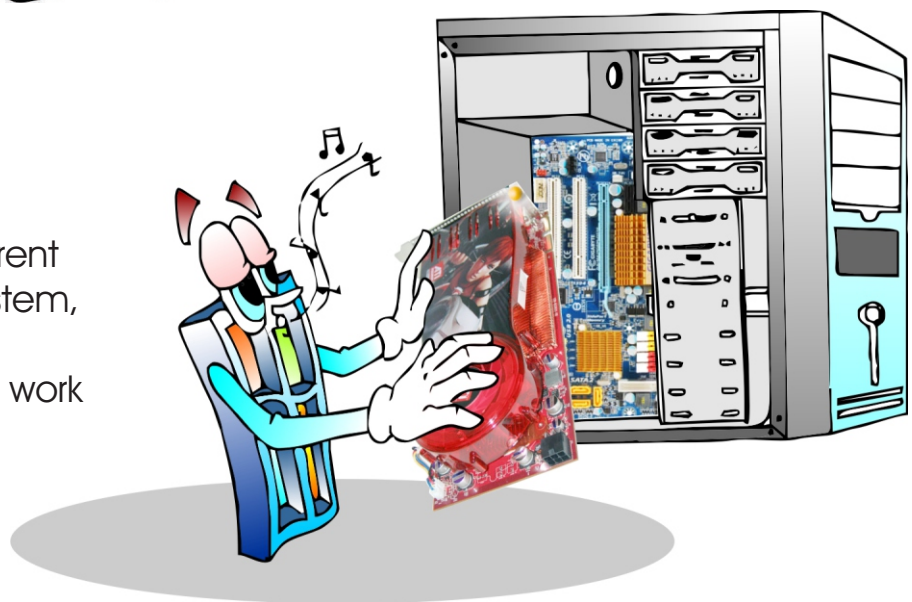
**Microsoft Windows** is a program that controls the overall activity of your computer.

Like an orchestra conductor, Windows ensures that all parts of your computer work together smoothly and efficiently. It performs many tasks for you.



## Hardware Control

Windows controls the different parts of your computer system, such as the printer and monitor, enabling them to work together.



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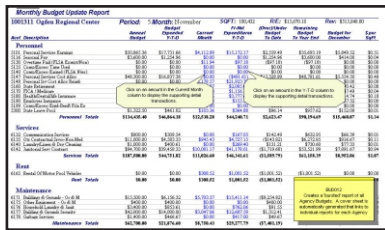
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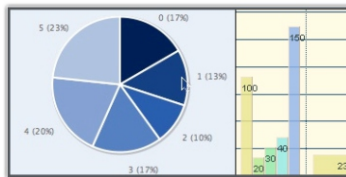
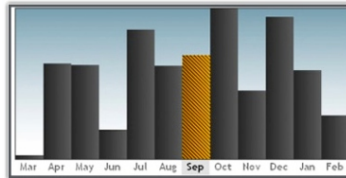
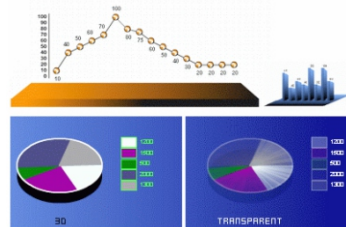
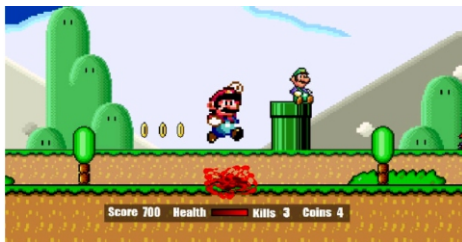
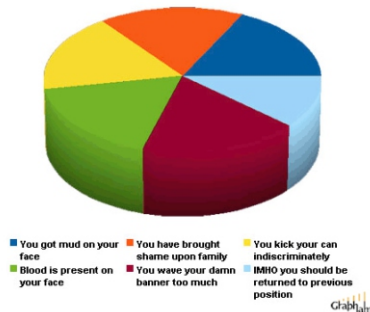
### Programs Run

Windows starts and operates program such as Microsoft Word among others. Programs let you write letters, analyze numbers, manage finances, draw pictures and even play games.

*Note: Windows comes with several useful programs. These include a word processor (WordPad) and a drawing program (Paint).*

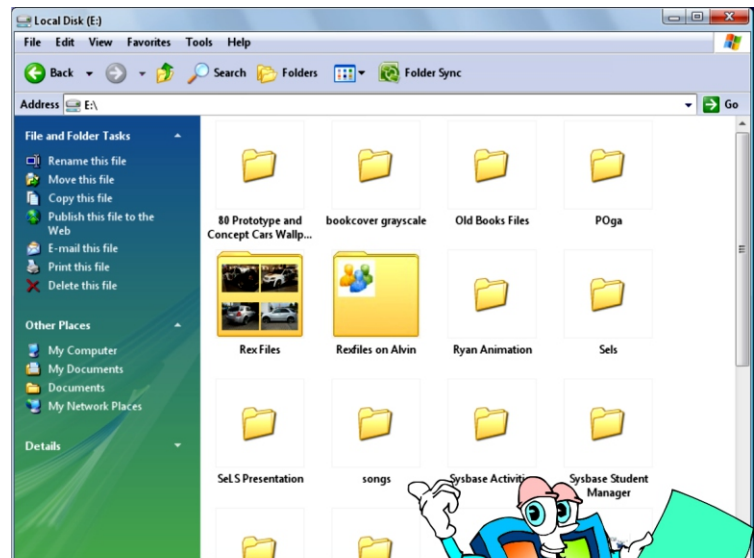


Reasons For Rocking You



### Information Organization

Windows provides ways to organize and manage the files stored on your computer. You can use Windows to sort, copy, move, delete and view your files.

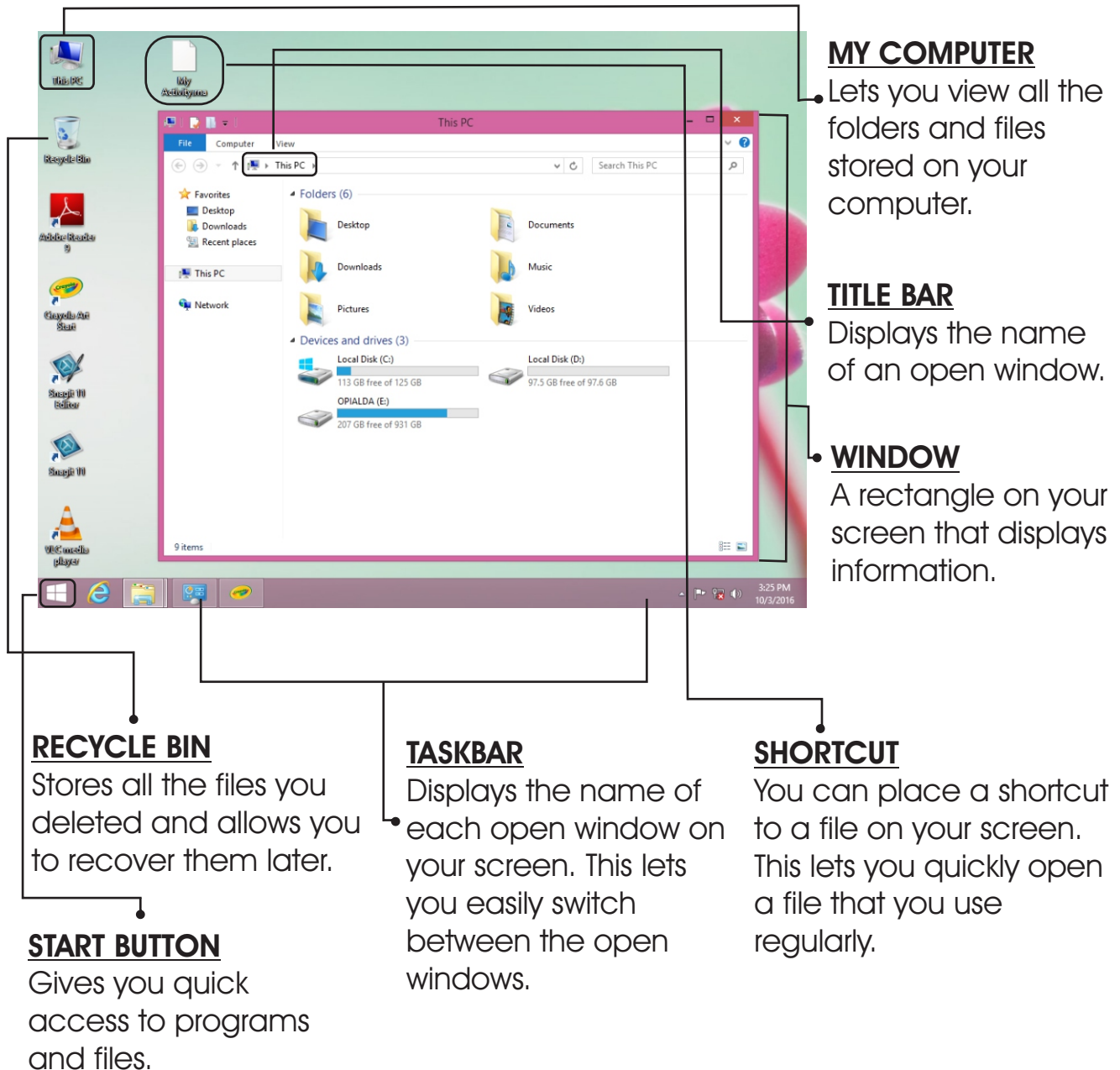


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The Windows screen displays various items. The items that appear will depend on how your computer is set up.





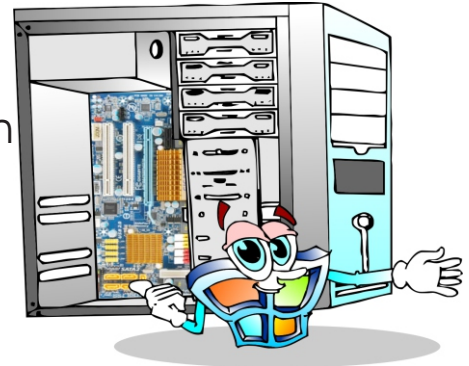
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#### Plug and Play

Windows supports Plug and Play technology. This technology lets you add new features such as CD-quality sound to a computer without complex and time-consuming installation procedure.



#### Filename

Windows lets you use characters up to 255 to name a file.

#### Explorer

Like a map, Windows Explorer shows you the location of each folder and file on your computer. This helps you manage your information.



#### Windows Internet Explorer

Microsoft Windows Internet Explorer is a series of graphical web browser developed by Microsoft and included as part of the Microsoft Windows line of operating systems. It has been the most widely used web browser that lets you connect to the Internet. It provides data from sources around the world through the Internet that provides a vast amount of information, news, and other features to billions of people.

