

UNIT 4

WELCOME TO WINDOWS



LEARNING Objectives

At the end of the Unit you should be able to :

- acquire knowledge on the concept of basic Windows;
- describe the parts of the Windows screen;
- specify the different versions of Windows;
- set the correct date and time of the computer;
- add the desktop wallpaper;
- select your preferred color scheme;
- set up the screen saver;
- change the mouse settings;
- start up the Windows Explorer;
- manipulate files;
- pause and cancel the printing process;
- empty Recycle bin; and
- add shortcut to the desktop.

Lesson 13

OPEN ME WIDELY What Is Windows?

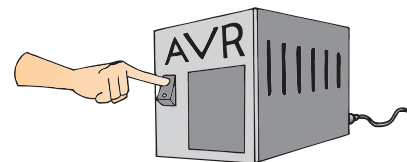


Windows is a software that allows people to use the computer easily. With Microsoft Windows or commonly known as WINDOWS, the peopleware can do any of the following:

- * Start the computer
- * Open different kinds of software
- * Manage different files
- * Write letters and print them

Here is how to start Windows.

a. Switch ON the power of your AVR if it is Off.

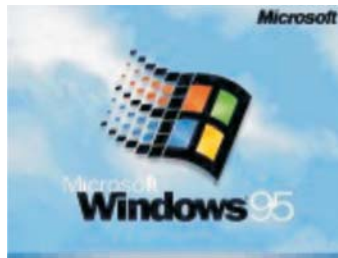
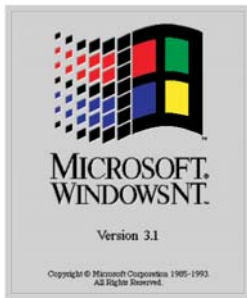


b. Switch ON the power button of your computer, and wait until the Windows



Windows Versions

Windows comes in different versions. Almost every 3 years, Windows is upgraded with more added and developed features. The versions of Windows could be traced in the order: Windows 1.0, Windows 3.0, Windows 3.1, Windows 3.11, Windows 95, Windows 98, Windows 2000, Windows Me, Windows XP, Windows Vista which is the latest of 2007, Windows 7, Windows 8 and the latest is Windows 10 that comes with many new capabilities and features.



Windows Vista



Windows Seven



In this book, Windows 7 and 8 is the preferred version. See more of Windows on the next page.

PARTS OF WINDOWS

Windows has different parts. Discover the fun of knowing them one by one. Below is a Windows 7 version.



1. **Desktop** – is the portion of your monitor screen where different backgrounds or wallpapers can be placed. It is in desktop where the icons can be found.
2. **Icons** – are the small pictures on desktop which represent commands or programs.
3. **Start Button** – is a command button that launches a menu list, allowing you to select programs, documents and others. It is normally shown at the lower left corner of the desktop. The Start button is located at the taskbar.
4. **Taskbar** – is a rectangular bar at the desktop. It shows the programs or applications currently in use. It is where the Start button can be found. The taskbar can be transferred to any parts of the desktop either at the top, left, or right part. It is where the clock and other icons can be found.
5. **System Tray** – The “Systray”, short for system tray, is located on the right side of the Windows toolbar. It is a collection of small icons on the opposite side of the Start Menu. It allows quick and easy access to programs and control settings, like the volume control,