# C H A P T E R

# MICROSOFT WINDOWS

Microsoft Windows (MS-Windows) stands for 'Microsoft-Wide Interactive Network Development for Office Work Solutions'. Microsoft Windows is a series of graphical interface operating system developed, marketed and sold by Microsoft.

A user can easily interact with the windows programs or applications by selecting relevant options, through the mouse or by entering characters through the keyboard.

# **Versions of MS-Windows**

Some important versions of MS-Windows are as follows

# Windows NT (New Technology)

A version of Windows NT was introduced in July, 1993 and made specifically for businesses. It offers better control over work station capabilities to help network administrators.

#### **Features**

- (i) It is based on High Level Language.
- (ii) It is able to run on DOS, Windows 3 and Win 32 applications.
- (iii) It has a 32-bit Windows application.
- (iv) It provides higher stability and security.

### Windows 95

It is a graphical user interface based operating system. It was released on 24th August, 1995 by Microsoft.

#### **Features**

- (i) It is a mixed of 16-bit/32-bit Windows operating system.
- (ii) It is consumer-oriented.
- (iii) It supports FAT32 File System, Multi-Display, Web TV and the Internet Explorer.

#### Windows 98

It was developed in 1998. This was produced in two main versions. The first Windows 98 version was plagued with programming errors but the Windows 98's second edition came out later was much better with many errors resolved.

#### Features

- (i) It supports Internet Explorer 4.0.1.
- (ii) Windows 98 was the first operating system to use the Windows Driver Model (WDM).
- (iii) It includes a FAT32 converter utility for converting FAT16 drives to FAT32 without formatting the partition.
- (iv) It also supports many peripheral devices (USB, DVD, etc.).

### Windows ME

Windows ME (Millennium Edition) launched in June 2000, but it has been historically plagued with programming errors which may be frustrating for home users.

#### **Features**

- (i) It is designed for single CPU.
- (ii) The minimum internal storage is 64 MB and maximum 4 GB.
- (iii) It introduced Multilingual User Interface (MUI).

#### Windows XP

It is an OS produced by Microsoft for use on personal computers. Microsoft released Windows XP on 25th October, 2001.

Some versions of Windows XP are as follows

- (i) Windows XP Home edition is a version made for home users.
- (ii) Windows XP Professional is made for business users.

#### **Features**

- (i) It has various users with independent profiles.
- (ii) It has 3.75 GB free space on the disk and that the total size of the disk is 19.5 GB.
- (iii) Atleast 64 MB of RAM internal storage.
- (iv) It provides 1.5 GB of available space on the hard disk.
- (v) It includes video adapter and monitor with Super VGA (Video Graphics Array) or higher resolution.
- (vi) It supports sound card, CD-ROM, DVD-ROM drive, speakers or headphones.

#### Windows Vista

It is an operating system developed by Microsoft for use on personal computers, including home and business desktops, laptops, tablets, PCs and media center PCs. It was released worldwide on 30th January, 2007.

#### **Features**

- (i) It can be installed Pentium 4, higher, 512MB RAM, 32 MB video card and 40 GB hard disk.
- (ii) It enhances the features of visual style.

#### Windows 7

It is an OS released by Microsoft on 22nd October, 2009. It is an upgrade of Windows XP and Vista. It does not include some standard applications like Windows Movie Maker, Windows Mail, etc.

#### **Features**

- (i) It supports 64-bit processor.
- (ii) It provides touch, speech, handwriting recognition.
- (iii) It supports a playback of media in MP4.
- (iv) It includes Windows Bio-Metric framework.
- (v) It provides multiple firewall.

#### Windows 8

It is a personal computer operating system that was developed by Microsoft and released on 26th October, 2012.

#### **Features**

- (i) It is a 64-bit logical CPU.
- (ii) It provides 3D Graphic support and Internet Explorer-10.
- (iii) It is based on Microsoft's Metro Design language.
- (iv) It supports new emerging technology like USB 3.0, cloud computing.

#### Windows 10

It is a personal computer operating system developed and released by Microsoft on 29th July, 2015.

#### **Features**

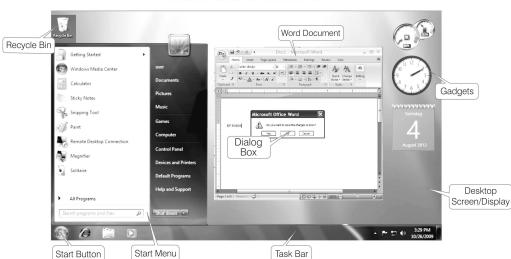
- (i) It is easy to use social media sites like Facebook and Twitter.
- (ii) Windows 10 will also include a 'game DVR' mode to allow recordings of the last 30 seconds of play, all better for the social gaming.
- (iii) Windows 10 interface is adapted by hardware it is running on.

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## Desktop

When we turn ON the computer then the first screen, which will be display on the computer is known as desktop. The background image of desktop is called wallpaper.

A small arrow or blinking symbol, moving on the desktop, is called cursor. Desktop contains Start menu, Task bar, icons, gadgets, etc.



#### STRUCTURE OF WINDOWS

Some important components of desktop are organised as follows

#### Icon

A small image of a program, shown on the desktop with program name is known as icon. Icons are small pictures that represent files, folders, programs and other items.

Users can open these programs by double click on icons. If you move an icon on your desktop, this is called 'dragging' and after releasing it, it will be called 'dropping.'

Some of the icons displayed on the desktop are as follows

- Computer It is the most important icon on the desktop, which contains icons of document folders, hard disk's partition, each removable disk drive. e.g. Floppy disk, CD, DVD, etc. It also allows the users to access drives, printers, removable disk or other system applications.
- 2. **Recycle Bin** It is also a form of icon on the desktop, which contains deleted files, folders or

shortcuts. If we delete a file or folder then it goes to recycle bin. From recycle bin, we can restore the deleted files or folders on proper place.

Once the recycle bin is empty then we won't be able to restore those files and folders again.

#### Task Bar

Initially, the long horizontal bar at the bottom of the desktop is known as Task Bar. When we open a program or any window, then the button of that program will be displayed on the task bar.

Generally, task bar consists of three parts

- (i) Start button
- (ii) Middle section
- (iii) Notification area

#### Start Menu

This menu is the main gateway of our computer's program such as files, folders and settings. Start menu also contains most recently opened programs.

Start menu have following options

- 1. **All Programs** It contains a list of installed programs. When we install any software, it automatically shows in this menu.
- 2. **Favourites** It is a collection of book marked web pages.
- 3. **Documents** It shows a list of most recently opened documents.
- 4. **Setting** It includes Control Panel, Printers, Taskbar, etc.
- 5. **Find** It searches for specific files or folders.
- 6. **Log Off** It provides a password to protect from unauthorised access.
- 7. **Turn Off** (Shut down) To shut down or restart the system.

#### Window

Window is a rectangular area which provides an environment to run many programs.

Some parts of the window are as follows

#### Title Bar

It is located at the top of window or any dialog box, which displays the name of the window or software program. Title bar contains atleast three small buttons, which are as follows

- Close Button At the right edge of the title bar, there is a square containing a [x] called the Close button. It helps to terminate the running program.
- 2. **Minimize Button** It reduces to window in the form of button which placed on the task bar. It helps to shrink the window.
- 3. **Maximize Button** It enlarges the window to occupy the whole desktop. It expands the size of window fit to the desktop.

#### Scroll Bar

It appears at the right (or left) side or at the bottom of the window. A window can display a document, i.e. larger than the window area, so with the help of scroll bar arrow, the user can scroll a document in the window area to bring the view of hidden portion of document.

There are two types of scroll bar; i.e. Horizontal scroll bar and Vertical scroll bar.

#### Menu Bar

Each window contains its own menu bar which performs specific actions when they have been selected.

The menu bar consists of several menus, which are as follows

- 1. **File menu** contains options like New, Open, Close, Save, Save As, Print, etc.
- 2. **Edit menu** contains options like Undo, Cut, Copy, Paste, Clear, etc.
- 3. **View menu** contains options like Normal, Toolbar, Print Layout, etc.
- 4. **Insert menu** contains options like Header, Footer, etc.
- 5. **Help menu** is used to provide information about window.

#### Dialog Box

When we perform certain operation on our document and click on the Close button without saving the document then dialog box will be appear on the screen.

Generally, dialog box contains message, Close button, Yes button, No button and Cancel button. It is mainly used to suggest that what to do next.

# Main Programs Inside the Windows

#### Notepad

It is a text editor program. Notepad is most commonly used to edit or view text files. The file format of Notepad files is .txt (text document).

 $\begin{tabular}{ll} \textbf{\it To open} & {\rm Click \ on \ Start \ button} \rightarrow {\rm All \ Programs} \\ & \rightarrow {\rm Accessories} \rightarrow {\rm Notepad} \\ \end{tabular}$ 

#### WordPad

It is an another text editor program including some features such as complex formatting, pictures, etc. The extension of WordPad file is .rtf (rich text format).

**To open** Click on Start button  $\rightarrow$  All Programs  $\rightarrow$  Accessories  $\rightarrow$  WordPad

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#### **Paint**

It is a drawing program, used to create drawing or edit digital pictures (images). The extension of paint file is .png or. jpg or. bmp.

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To open Click on Start button → All Programs → Accessories → Paint
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#### Calculator

It performs addition, subtraction, multiplication, division, etc.

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To open Click on Start button → All Programs → Accessories → Calculator
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#### Media Player

Windows media player is an easy-to-use interface to play digital media files, organise digital media collection, burn CDs, etc.

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To open Click on Start button \rightarrow All Programs \rightarrow Windows Media Player
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#### **Files**

These are the collection of data stored on auxiliary storage media. In Windows, files are the basic unit to store data. The name given to a file or document by the user is called file name. Each file has a specific filename and has a file extension that identifies the file type.

Some common file name extensions are as follows

one common file hame extensions are a						
.docx	MS-Word document					
.rtf	WordPad document					
.txt	Notepad text file					
.eml	E-mail file					
.exe	Executable file					
.xlsx	MS-Excel file					
.htm	IITMI Cl. (XV.l)					
.html	HTML file (Web page)					
.pptx	MS-PowerPoint presentation					

**ZIP** File ZIP stands for Zone Information Protocol. This is an application that allows for the compression of application files.

**Executable File** When a file contains instructions that can be carried out by the computer, it is often called an executable file.

#### **Folders**

These are containers that you can use to store files. Folders can also store other folders, i.e. sub-folders. You can create any number of sub-folders and each can hold any number of files and additional sub-folders.

## Windows Library

A windows library can contain files and folders stored on the local computer. Users interact with libraries in ways similar to how they would interact with other folders.

Different types of windows library are as follows

- (i) **Documents Library** It is used to organise and arrange Word processing documents, Spreadsheets, Presentation and other text related files.
- (ii) **Pictures Library** It is used to organise and arrange your digital pictures.
- (iii) **Music Library** It is used to organise and arrange your digital music, such as songs, etc.
- (iv) Video Library It is used to organise and arrange your videos, such as clips, recording, etc.

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- To shut down the computer, we need to click Start button and then select Shut down key.
- Windows Explorer is a file manager application that is included with releases of the Microsoft Windows OS.
- Clipboard is a temporary storage in computer memory that stores the cutted or copied data.

#### MS-Windows Shortcut Keys

Keys	Description
Delete	Delete characters to the right of cursor
Backspace	Delete characters to the left of the cursor
Ctrl + A	Select all
F3	Search for a file or folder
Alt + Enter	View properties for the selected item
Alt + F4	Close the active item or quit the active program
Alt + Spacebar	Opens the shortcut menu for the active window
F2	Rename selected item

Keys	Description
Ctrl + Right Arrow	Move the insertion point to the beginning of the next word
Ctrl + Left Arrow	Move the insertion point to the beginning of the previous word
Ctrl + Alt + Del	Restart the computer
Ctrl + Esc	Display the Start menu
F5	Refresh the active window
Esc	Cancel the current task
Window	To display or hide the Start menu
Window + D	To display the desktop
Window + L	To lock the keyboard

# **QUESTION BANK**

1	In Windows NT NT stands for	7	Windows 05 V

١.	ш	VV.	muo	ws	m,	IVI	stanus	101

- (1) New Terminology (2)
- (2) New Technique
- (3) New Technology
- (4) Normal Technique
- 2. If you are performing Windows 98
  operating system to Windows XP you are
  performing a(n) [IBPS Clerk 2014]
  - (1) push up
- (2) China
- (3) patch
- (4) pull down
- (5) update
- **3.** Which of the following is not a feature of Windows 98?
  - (1) It supports Internet Explorer 4.0.1
  - (2) It supports many peripheral devices
  - (3) It was the first operating system to use the WDM
  - (4) It provides multiple firewall
- **4.** In Windows ME, what does ME stand for?
  - (1) Millennium Edition (2) Micro Expert
  - (3) Macro Expert
- (4) Multi Expert
- 5. Windows XP released in
  - (1) 2000

(2) 1998

(3) 1999

(4) 2001

- **6.** Which of the following is an example of a system software?
  - (1) Windows 7
- (2) MS Word 2010
- (3) MS PowerPoint 2010 (4) OpenOffice Writer

- **7.** Windows 95, Windows 98 and Windows NT are known as what?
  - (1) Processors

(2)98

- (2) Domain names
- (3) Modems
- (4) Operating systems
- **8.** Which of the following is not a version of the Windows operating system software for the PC? [IBPS PO 2015]
  - (1) ME (5) 95
- (3) XP
- (4) Linux
- **9.** Which of the following is not an in-built software application found in MS Windows?
  - (1) Paint
- (2) CD Player
- (3) Disk Defragmentor (4) Volume Control
- (5) MS Word
- **10.** What is Windows Explorer? [SBI Clerk 2014]
  - (1) Personal Computer (2) Network
  - (3) File Manager
- (4) Drive
- (5) Web Browser
- **11.** A screen in a software program that permits the user to view several programs at one time is called a [SSC CGL 2018]
  - (1) Spreadsheet
- (2) Word processor
- (3) Window
- (4) Shareware
- **12.** Background screen of computer is known as
  - (1) application
- (2) window
- (3) desktop
- (4) frame

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13.	The background ima (1) graphics (3) wallback	ge of desktop is called as  (2) deskcover  (4) wallpaper	23.	Generally, you access the recycle bin through an icon located  (1) on the desktop			
14.	The desktop of a cor (1) the visible screen (2) the area around the (3) the top of the mous (4) the inside of a folder	mputer refers to  monitor e pad	24.	(2) on the hard drive (3) on the shortcut menu (4) in the properties dialog box  Which of the following is used to access a file from the computer store?			
15.		that shows you where		(1) Insert (2) Retrieve (3) File (4) Print (5) Find			
16.		nat represent an object are [RBI Grade B 2014] (2) windows (4) icons	<ul><li>25. The taskbar is located</li><li>(1) on the start menu</li><li>(2) at the bottom of the screen</li><li>(3) on the quick launch toolbar</li><li>(4) at the top of the screen</li></ul>				
17.	A/An contains selected. (1) pointer (2) menu	programs that can be (3) icon (4) button	26.	In the split window mode, one title bar looks darker than the other, because [RBI Grade B 2012]			
18.	To open disk, mouse disk icon and then (1) mouse is dragged pr (2) mouse is double-clic (3) mouse is rotated ard (4) mouse is clicked aft	pointer is placed on ushing the button eked bund	27.	<ul> <li>(1) darker title bar shows window not in use</li> <li>(2) darker title bar shows active window</li> <li>(3) darker title bar shows unavailable window</li> <li>(4) Both (1) and (2)</li> <li>(5) None of the above</li> <li>Date and time are available on the desktop at</li> </ul>			
19.	When you want to n desktop, this is called (1) double clicking	nove an icon on your	20	(1) Keyboard (2) Recycle Bin (3) My Computer (4) Task Bar (5) None of these			
20.	(3) dragging	(4) pointing ts of a folder in Windows	20.	<ul> <li>Which of the following is an appropriate method to shutdown computer?</li> <li>(1) Click 'Start' then select 'Shut down'</li> <li>(2) Click 'Start' then select 'Restart'</li> <li>(3) Click 'Start' then switch user</li> <li>(4) Switch off monitor</li> </ul>			
21.	Factor making Wind (1) multitasking capaci (2) desktop features		29.	End menu is available at which button? (1) End (2) Start (3) Turn off (4) Restart			
	<ul><li>(3) user friendly</li><li>(4) being inexpensive</li></ul>		30.	When you install a new program on your computer, it is typically added to the menu (1) All Programs			
22.	All the deleted files § (1) Recycle Bin (3) Tool Bar	go to (2) Task Bar (4) Computer		(2) Select Programs (3) Start Programs (4) Desktop Programs			

(2) questionnaire

(3) information seeker (4) prompt and dialog box

(1) scanner

(5) None of these

31.	Why do you log-off when going out from (1) Someone might stea (2) In order to save elec (3) Logging off is essent		What is an on-screen available options of a computer? (1) Document (3) Tool (5) Menu						
		(4) Logging off is mandatory before you go out (5) Logging off is a good exercise to perform			<b>40.</b> Menus are the part of <b>[RBI Grade B</b> (1) hardware (2) user interface  (3) status bar (4) monitor				
32.	Which of the following rectangular area for and running program (1) Desktop (3) Menu (5) Icon	displaying information	<b>41. 42.</b>	(5) None of For creat: which co (1) Open What me	of these ing a new of mmand at 1 (2) Close		70u use (4) Save		
33.	Title bar, ribbon, star document workspace of program. (1) windows (3) explorer		43.	paste? (1) File Help mer (1) End (3) Turn o		(3) Special ble at whic (2) Start (4) Restart			
34.	Active window mean (1) active window is de color toolbar that of (2) window that is curr (3) Both (1) and (2)	signated by a different her open window		using (1) transfo (3) renami	process.	(2) christer (4) retaggin	ning ng		
35.	(4) window that is last To 'maximize' a win (1) fill it to the capacity (2) expand it to fit the (3) put only like files in (4) drag it to the recycl	dow means to desktop aside		(1) select t down r (2) click or (3) Both (1	the documen nenu n the Open o	[RBI of the transfer of the tr	Tools menu		
36.	To shrink a window (1) open a group windo (2) minimize a window (3) maximize a window (4) restore a window	to an icon, w	46.	<ul><li>(4) can be different for different Word doct</li><li>(5) None of the above</li><li>6. A computer message is "Do you really to delete the selected file(s)"? The use clicks 'Yes' key. It is called</li></ul>					
37.		ng are lists of commands creen? [IBPS Clerk 2015] (2) Icons (4) Windows		(2) user ou (3) user re (4) program	sponse m output	n on the sc	reen that		
38.	Commands at the to FILE-EDIT-FONT-TO			prompts		action and			

change things within program comes under

(2) tool bar

(4) word processor

(1) menu bar

(3) user friendly

	menu type is a down menu. (1) Fly-down (3) Pop-up (5) Pull-down	(2) Pop-down (4) Pull-up	58.	(1) is used to save data on disk in the event of a power failure (2) is able to retain the contents even when computer is switched OFF (3) is available only in Microsoft Word (4) is a temporary storage in computer memory and temporarily stores the cutted or copied data (5) None of the above				
49.		set of commands that the ster you make a selection.  (2) sub menu (4) All of these						
50.	Anything written or (1) cursor (3) folder (5) None of these	the screen is called (2) text (4) boot	<b>59.</b>	graphics from a o	mand used to remove document, the informal clipboard so you can (2) Cut	mation is		
	lets you leave a (1) Boot (3) Exit	(2) Programs (4) Text	60.	(1) file	(4) Cart away nt is referred to as a (2) word	ı		
52.	A is an icon on provides a user with program or file.  (1) kernel (3) shortcut	the desktop that immediate access to a (2) buffer (4) spooler	61.	<ul><li>(3) folder</li><li>(5) None of these</li><li>The name given is called</li><li>(1) file name</li></ul>	(4) project to a document by the (2) program	he user		
53.	What is the full form  (1) Richer Text-Format (2) Rich Text Format (4) Right Text Font	[IBPS Clerk Mains 2017]	62.	(3) data	(4) record  ction of information  (2) file  (4) file extension			
<b>54.</b>	The extension(s) of j (1) .png (3) .bmp	paint file is/are (2) .jpg (4) All of these	63.	A file is often rel	erred to as a [RBI Grad			
55.	Which of the follow open calculator?	ing options is used to		<ul><li>(1) wizard</li><li>(3) pane</li><li>(5) documentation</li></ul>	(2) document (4) device			
56.	→ Calculator (2) Start button → All I (3) Start button → Acc (4) All of the above is an easy-to-us digital media files.	e interface to play	64.	<ul> <li>4. Which of the following statements is conceiving file names? [IBPS Cler (1) Every file in the same folder must have unique name</li> <li>(2) The file name comes before the dot (.)</li> <li>(3) File extension is another name for the to (4) The file extension comes before the dot followed by the file name</li> </ul>				
	(1) WordPad (3) Media player	(2) Notepad (4) Games		(5) Files may share	the same name or the not both at the same ti			
57.	When you cut or coplace in the	py information it gets [IBPS Clerk 2013] (2) clipboard (4) Both (1) and (2)	65.	File extensions a (1) name the file (2) ensure the file (3) identify the file (4) identify the file				

<ul> <li>66. Which of the following contained at the end of the file name and help to determine the type of file? [SBI Clerk 2014] (1) File property (2) File type</li> <li>66. Which of the following contained at the end of the following occurs (1) Embedded object become document</li> </ul>						[RBI Gra	de B 2014]			
	(3) File	e property e name e extension		le type le subname	:	(2) 1	Embedded o document, b	out loaded w		object to the
67.	comp (1) Ex	are .bas, . uting? tensions tabase	( /	_	of in PO 2015]	<ul><li>(3) Both becomes a zip file</li><li>(4) Both (1) and (2)</li><li>(5) None of the above</li><li>74. Which of the following shortcut key</li></ul>				
68.	(5) None of these  5. What is the default file extension for all Word documents? [RBI Asstt. 2012]  (1) WRD (2) TXT (3) DOC (4) FIL  (5) WD				stt. 2012]	represents the correct sequence for copy, paste and cut commands?  (1) Ctrl + V; Ctrl+C; Ctrl+V  (2) Ctrl + C; Ctrl+V; Ctrl+X  (3) Ctrl + X; Ctrl+C; Ctrl+V				
69.	(1) arc (3) ind	hives exes	files by storing them in [RBI Grade B 2012]  (2) lists (4) folders				<ul> <li>(4) Ctrl + C; Ctrl+X; Ctrl+V</li> <li>75. Which of the following keys is used to delete characters to the left of the cursor? [SBI PO 2014] (1) Alt + Delete (2) Shift</li> </ul>			
70.	(5) None of these  may be included in other folder while making hierarchical structure folder.  (1) Mini-folder (2) Small folder				·.	<ul><li>(3) Esc</li><li>(4) Delete</li><li>(5) Backspace</li><li>76. To restart the computer, following combination of keys is used.</li></ul>				
71.	(3) Sub-folder (4) Object folder  1. Which of the following refers to containers used to store related documents located on the computer? [SBI Clerk 2014]  (1) Labels (2) Indexes				ntainers ated on	(-)				
		grams	. ,	olders				current or	shortcut keys is active window? RRB PO Mains 2018]	
72.	(1) My Folder (2) Documents (3) My Files (4) My Text				ders in	(3)	Alt+F4 Alt+F6 Ctrl+Esc	(2)	Ctrl+F4 Ctrl+F6	iums 2010 <sub>j</sub>
					ANSV	VERS				
11 21	. (3) . (3) . (2) . (1)	2. (5) 12. (3) 22. (1) 32. (4)	3. (4) 13. (4) 23. (1) 33. (1)	4. (1) 14. (1) 24. (2) 34. (3)	5. (4) 15. (2) 25. (2) 35. (2)	6. (1) 16. (4) 26. (2) 36. (2)	7. (4) 17. (3) 27. (4) 37. (3)	8. (4) 18. (2) 28. (1) 38. (1)	9. (5) 19. (3) 29. (2) 39. (5)	10. (3) 20. (1) 30. (1) 40. (2)
51 61	. (3) . (3) . (1) . (4)	42. (4) 52. (3) 62. (2) 72. (2)	43. (2) 53. (2) 63. (2) 73. (1)	44. (3) 54. (4) 64. (4) 74. (2)	<b>45.</b> (3) <b>55.</b> (1) <b>65.</b> (4) <b>75.</b> (5)	46. <i>(3)</i> 56. <i>(3)</i> 66. <i>(5)</i> 76. <i>(4)</i>	47. (4) 57. (2) 67. (1) 77. (1)	<b>48.</b> (5) <b>58.</b> (4) <b>68.</b> (3)	49. (1) 59. (2) 69. (4)	50. (2) 60. (1) 70. (3)