



CIS 11042 – Practical for Essential of ICT and PC Applications

Information and communication Technology

Faculty of Technology

South Eastern University of Sri Lanka

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Lab Sheet 01

Title: Work with Computer System, tools for work & study and Desktop accessories

Aim:

- Getting familiar with Computer System/ Windows Operating System environment (GUI).
- Customize and Configure Desktop and Start Screen.
- Use appropriate utility tools to do necessary changes or configuration.

Task:

1. Basic Operations

- a) Starting up and shutting down the computer (alt + f4):

Starting Up: press UPS power button to turn UPS on -> after making sure UPS Turned on Turn on PC by pressing power button.

Shutting Down: In Start menu click **“power”** menu -> click on **“Shutdown”** OR Press **“alt + f4”** in Desktop to bring up **“shutdown windows”** menu after making sure drop-down menu is set on Shutdown press OK

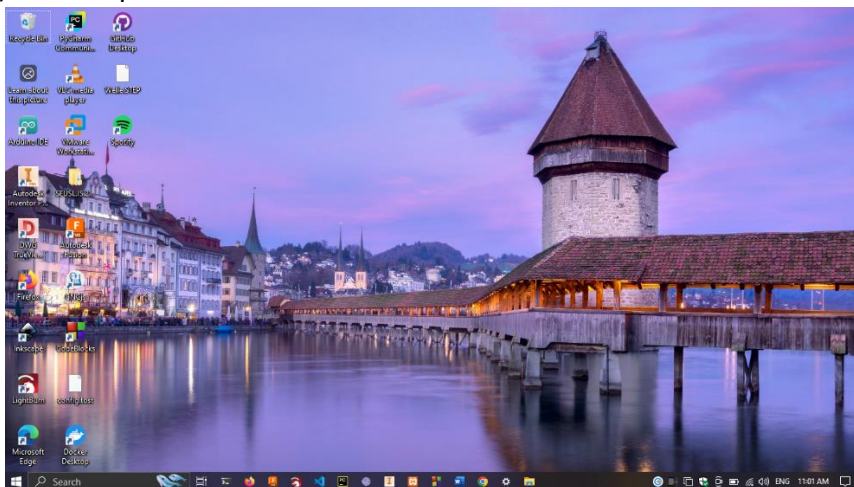
- b) Restarting a computer:

Start Menu -> Power menu -> click on “Restart”

- c) Computer Basic system information:

Open **“This PC”** -> **“right Click”** -> **“properties”**

- d) Desktop View

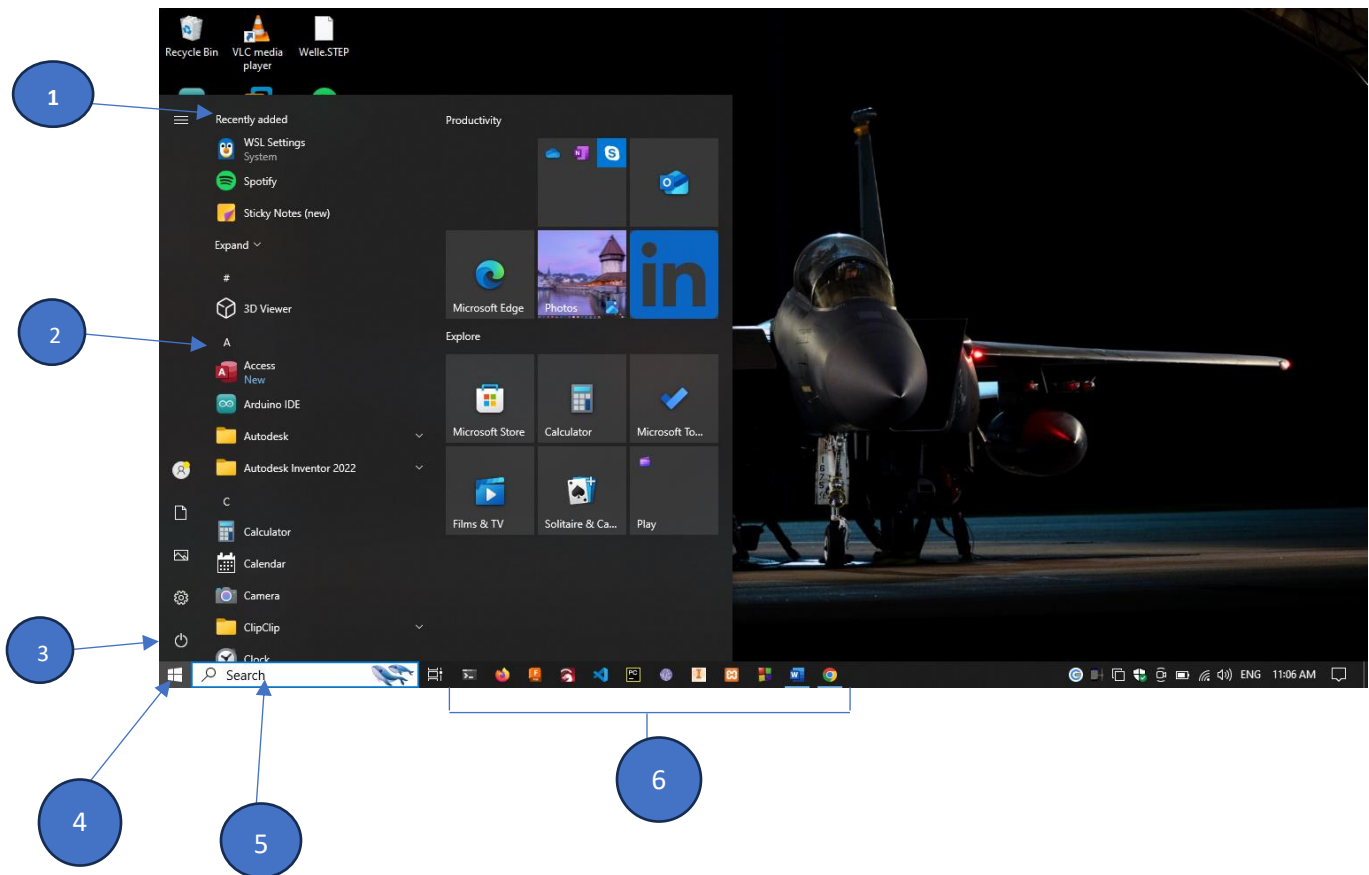


e)

- I. Access files in file explorer
- II. Right click **"New"** -> **"Folder"** to create folder
- III. Ctrl + C
- IV. Ctrl + D

2. Customizing the Start Screen

a)



1. Recently added applications
2. Application List
3. System Icons
4. Start Button
5. Search Bar
6. Task Bar

b) Pin and Unpin Apps, folders and files to the Start Screen.

Pin and unpin Apps:

- I. Click on **Start Button** -> select the application that need to pin in start menu -> Right Click on the application -> Click on **Pin on Start**
- II. Click on **Start Button** -> Right click on pinned application -> **Unpin from Start**

Pin and Unpin Files and Folders:

- I. Right click on the Folder or File -> click **pin on start**

c) Resize Start Screen Tiles.

- Click on Start menu -> Right Click on Tiles -> Under the Resize option selected desire size

a) Personalize the Start Screen.

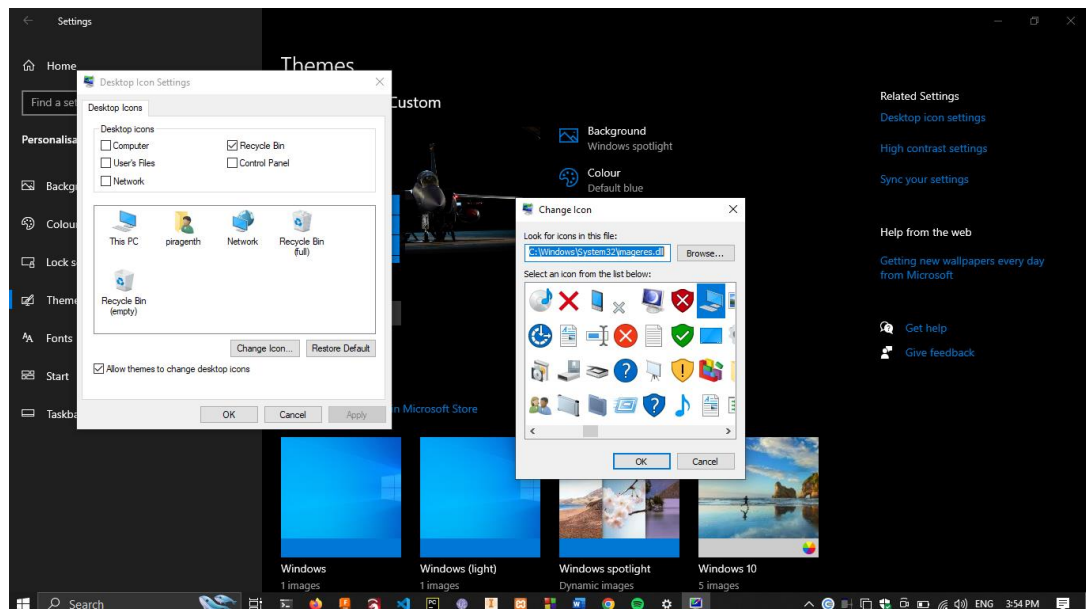
- Right click on Desktop -> click on **“Personalize”** -> click on **“Start”**

3. Customizing with the windows Desktop and Task bar

a) Personalize your desktop

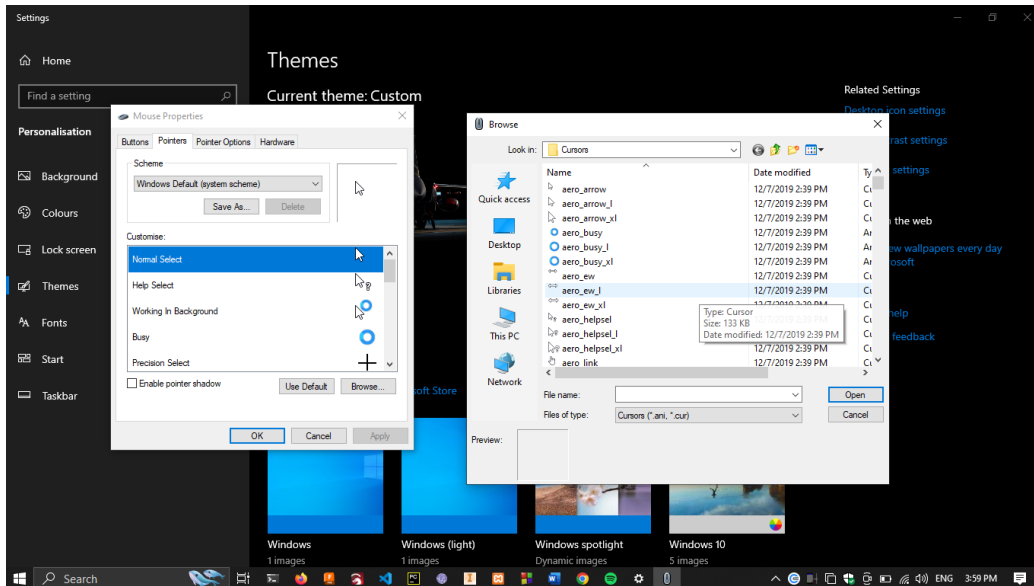
1. Change Desktop icons.

Open **Settings** -> **Personalization** -> **Themes** -> **Desktop icon Settings** -> select and click **change icon** -> select icon and click **ok**



2. Customize Mouse pointer.

-> Setting -> Personalize -> Themes -> Mouse cursor settings -> select “cursor type” -> ok -> Apply

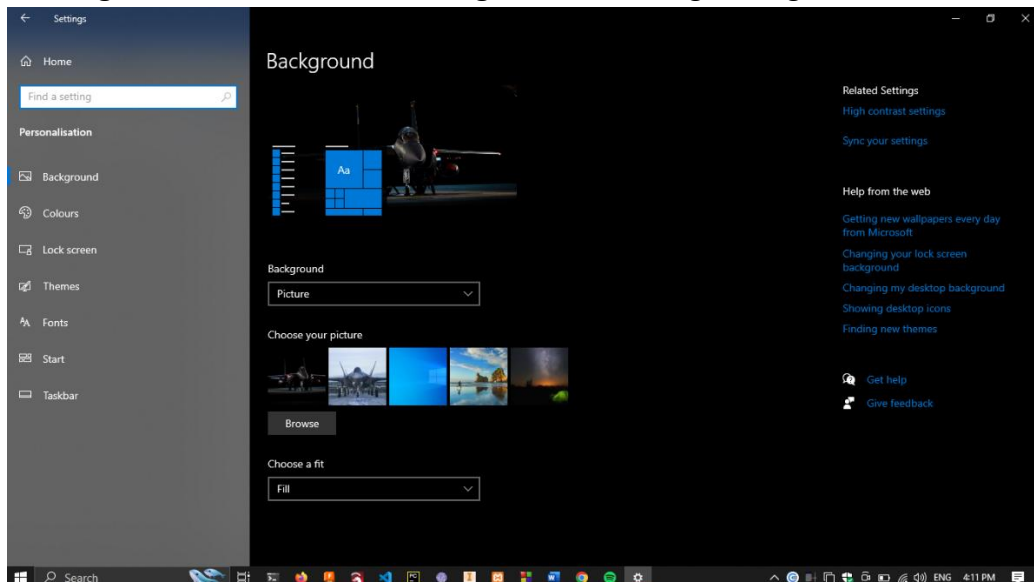


3. Change font size.

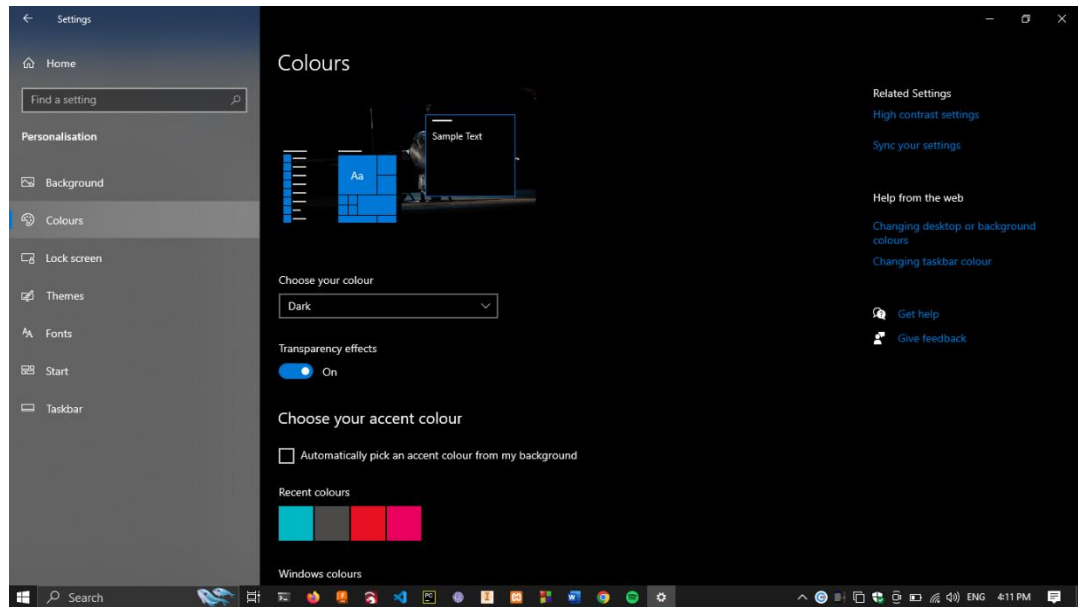
In Start menu click “Settings” -> “Ease of access” -> “Display” -> use the slider to change the font size

4. Change the background and color

“Settings” -> “Personalize” -> “Background” to change background

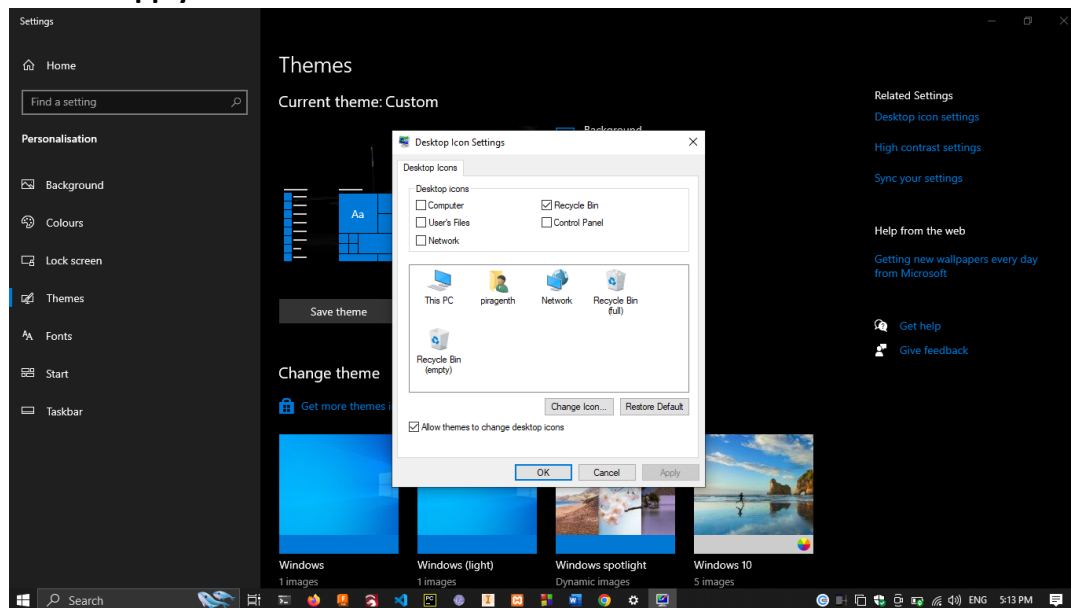


Select the **Colours** tab to change the system color



b) Add icons to your desktop

Start -> Settings -> Personalize -> Themes -> Desktop icon Settings -> Select the icons -> ok -> Apply



c) Create Folders on your Desktop

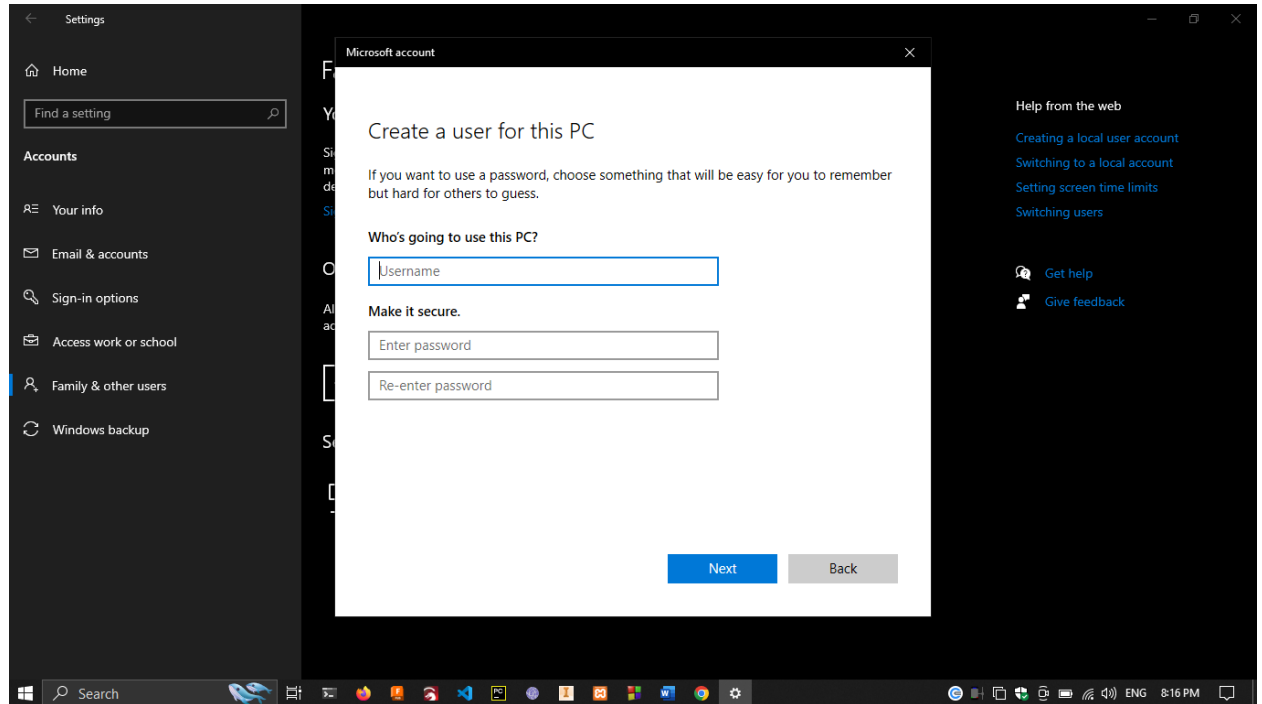
- I. Right click on desktop -> under New select **“Folder”** -> naming it as **“SEU/IS/22/ICT/075”**
- II. Open created folder -> creating folder name **“Piragerth”**
- III. Compress the folder by Right clicking on the folder -> under **send to** -> select compressed (zipped) folder

- IV. Right click on Desktop New -> Shortcut -> Browse the item -> Save
- V. Select the file or folder. Right click on the file or folder -> send to -> desktop (create shortcut)

4. Managing user accounts and parental controls.

a) Create a User Account

Start -> Setting -> Accounts -> Family & Other users -> add someone else to this pc



b) Change Account Name

Start -> Control panel -> User Account -> Changing the account name

c) Change the password

Control panel -> User Account -> Manage Other account -> change password -> enter the new password -> Click apply

d) Delete user

Settings -> Other users -> selecting the user account -> click Remove

5. Customizing file explorer

- a) **Pin Folders to Quick access** :- Open file explorer -> right click on folder -> click "Pin to Quick Access"
- Unpin Folders in Quick access** :- Open file explorer -> right click on the already pinned folder -> click "Unpin from Quick Access"
- b) File Explorer -> Select the Details view -> Click the View menu -> Click Add columns -> Select the columns you want to add -> Click OK

- c) Ctrl + F1 Or click on minimize the ribbon next to help button
- d) To display hidden folder and files. Open file explorer -> in the ribbon menu select view > check the Hidden items box
- e) Displaying different pans
 - i. Navigation Pane :- In file explorer -> under view -> click navigation pane to hide or show to Navigation pane
 - ii. Next to navigation pane click on preview pane to show or hide navigation pane
 - iii. Next to navigation pane click on Details pane to show or hide navigation pane

6. Most useful short cut Keys

Action	Shortcut
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Maximize Window	F11 or Windows logo key + up arrow
Minimize Window	Windows logo key + Down arrow Open
Task View	Windows logo key + Tab
Display and hide the desktop	Windows logo key + D
Open Search	Windows Key + S
Switch between open apps	Alt + Tab
Open the Quick Link menu	Windows logo Key + X
Lock your PC	Windows logo Key + L