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Lab sheet 01	**CIS 11042 – Practical for Essential of ICT and PC Applications**

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

Aims:

- 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)
   b. Restarting a computer
   c. Computers basic system information
   d. The Desktop
   e. Managing files
      i. Files
      ii. Folders
      iii. Copying files
      iv. Deleting files
2. Customizing the Start Screen
   a. Identify the components in the Start Screen.
   b. Pin and Unpin Apps, folders and files to the Start Screen.
   c. Resize Start Screen Tiles.
   d. Personalize the Start Screen.
3. Customizing with the windows Desktop and Task bar
   a. Personalize your desktop
      i Change desktop icons.
      ii Customize mouse pointer
      iii Change font size
      iv Change the background and color
   f. Add Icons to Your Desktop
   g. Create folders on your desktop
      i. Create a new folder on your desktop named as your registration number
      ii. And within your registration number folder create another sub folder named as your name
      iii. Compress your folder

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    h. Create shortcuts on your desktop
    i. Create shortcuts from existing files or folder
4. Managing User Accounts and Parental Controls.
    a. Create a User Account
    b. Change Account name
    c. Change the password
    d. Delete a User

5. Customizing file explorer
    a. How to customize file explorer's quick Access
    b. How to customize columns in file explorer
    c. How to turn file Explorer's ribbon On or Off
    d. How to display hidden folders and files in file Explorer
    e. How to display different panes in file explorer
        i. Navigation pane
        ii. Preview Pane
        iii. Details 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