

Operating System

Introduction

An operating system is the most important software that runs on a computer. It manages the computer's memory and processes, also manage its software (applications) and hardware includes (disk drives, printers, keyboard, monitor... etc.). Without operating system, a computer is useless.

Windows

Windows is an operating system designed by Microsoft. Windows comes preloaded on most new personal computer (PCs). To know the version of windows in your computer do following:

- Press **Right click** on the **computer icon in desktop** \ select **properties**

Although Windows 11 is the most recent version of the Microsoft Windows operating system, Windows 10 will be studied as it is installed in all lab PCs.

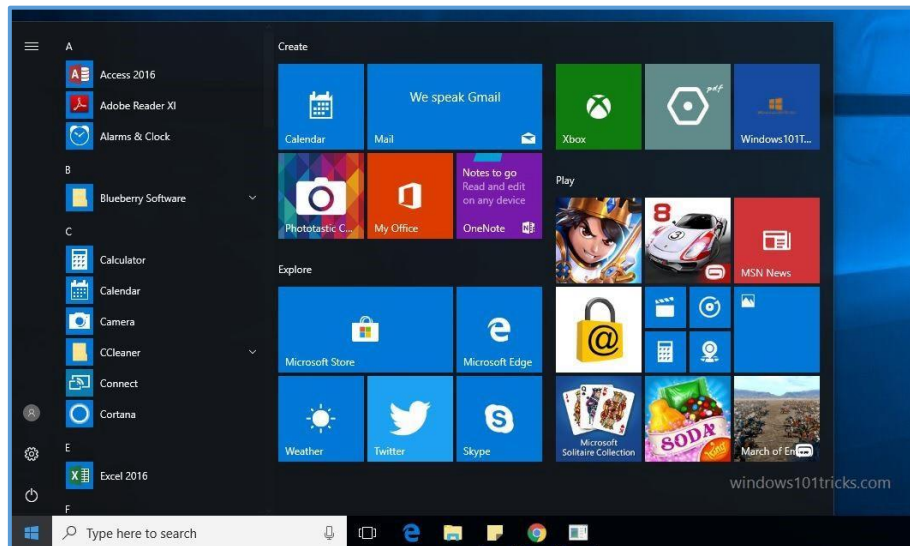


Fig. 1: The windows Start menu

New features of Windows 10

1. Improvements Task bar	5. Snap assist
2. Cortana	6. Pin it
3. Power button	7. Full Screen
4. Microsoft Edge	8. One windows for all devices

1. Improvements Task bar: Improvements the task bar include:

- a. Start Button
- b. Windows Search
- c. Multiple desktops and Task view
- d. File Explorer
- e. Action Center

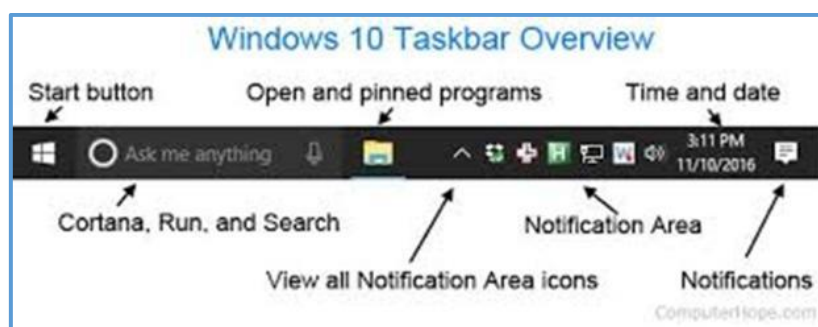


Fig 2: Taskbar overview

a. Start menu:

Updated with a new look in Windows 10. When click on the start button you get two panels side by side:

- With the left column showing pinned recently added and most used application.
- The right column features a selection of live tiles that you can customize, resize and reorganize.

b. Windows Search:

A new feature on the taskbar, allowing you to search for files and programs on your computer by:

- 1) Click the Start button.
- 2) Begin typing the program's name, file, or folder that you wish to open.

c. The Task View:

Instead of keeping everything open on the same desktop, you can move some of your windows to a virtual desktop to get them out of the way.

To create a new Desktop press on New Desktop in the lower left of screen (Task View Button).



Fig. 3: Windows 10 task bar

d. File Explorer:

Formerly Windows Explorer, this is a file manager application that allows you to access files and folders in the computer.

e. Action Center:

Windows 10 will provide a new way to look at all your notifications in one place, such as Wi-Fi connectivity and tablet mode.

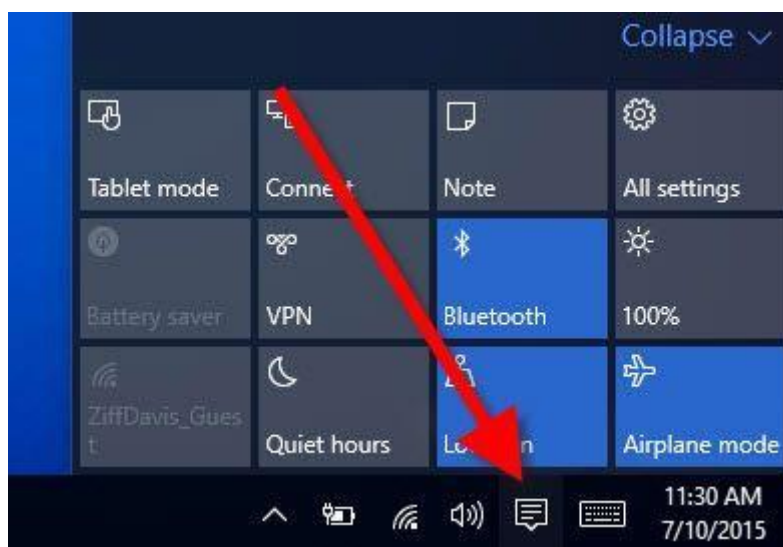


Fig. 4: Action Center

2. Cortana:

Cortana helps you save time and focus attention on what matters most. It can help you to find anything by your voice, with your computer's microphone. Cortana can answer questions like "*what's the weather like today?*". It is similar to Siri for Apple devices and Google Now for Android. To get started, select the Cortana icon on the taskbar. If you're not sure what to say, try asking, "*what can you do?*".



Fig. 5: Cortana

Hide the Cortana:

If you just don't want to see the icon on your taskbar, you can hide this feature. To do this, Right click the taskbar, then select Cortana and select Hidden.

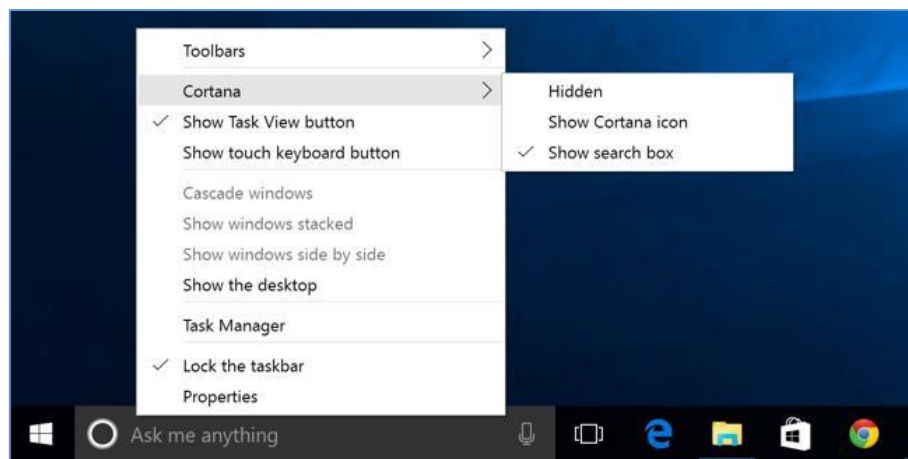


Fig. 6: Hide the Cortana

3. Power Options:

To shut down or restart computer: Press the Start Menu\Power\Shut down.

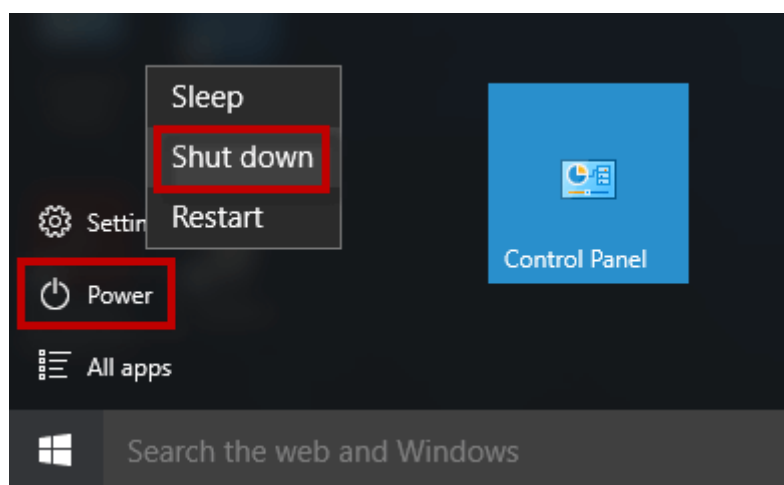


Fig. 6: Sleep\Shut down\ Restart computer

Exercise for lecture 3:

- 1 .What is the version of windows in your computer?
- 2 .Write the steps to search for the program Calculator?
- 3 .What's the icon should be used if you need to access files\folders on the computer?
- 4 .What the steps must do if the icon Cortana is hidden on your taskbar?
- 5 .Open the following icons (Computer, Microsoft Word program)?
- 6 .Write the steps to create a new desktop, and show the two desktops?
- 7 .Close all desktops?
- 8 .Restart your computer?
9. Shutdown the computer?