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- File and Folder Management
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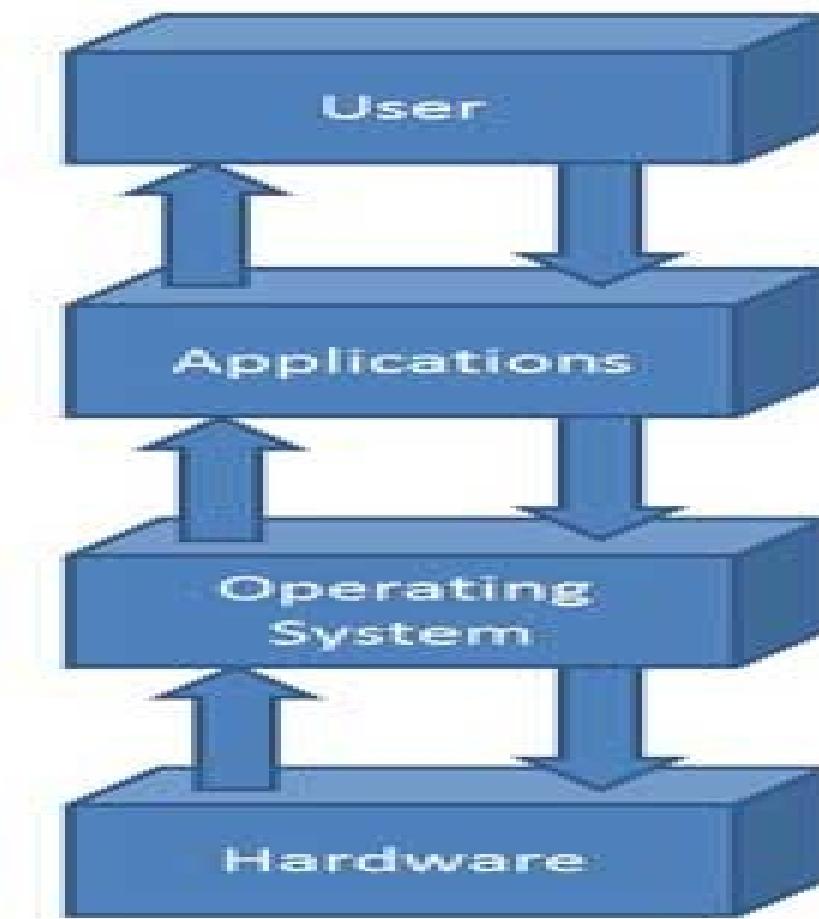
## Introduction

**An operating system can be defined as**

***"An integrated set of programs which manage the resources and operations of a computer"***

- An operating system are the set of programs that manages the hardware and the resources for the computer system
- These are the programs that acts as an interface between the software and the computer hardware.
- It is an integrated set of specialized programs used to manage overall resources and operations of the computer.
- It controls and monitors the execution of all other programs that reside in the computer, including application programs and other system software.
- **The most common operating systems are Microsoft Windows, Apple macOS, Linux, Android , Apple's iOS etc.**

# Operating System





## Objectives of Operating System

- To make the computer system convenient to use and in an efficient manner.
- To hide the details of the hardware resources from the users.
- To provide users a convenient interface to use the computer system.
- To act as an intermediary between the hardware and its users, making it easier for the users to access and use other resources.
- To manage the resources of a computer system.
- To keep track of who is using which resource, granting resource requests, and mediating conflicting requests from different programs and users.
- To provide efficient and fair sharing of resources among users and programs.



## Functions Of Operating System

- The main functions of Operating system are:
  - Memory Management
  - Processor management
  - Device management
  - File management



## Functions of Operating System

### □ **Memory Management –**

- The memory management involves allocation of memory and other storage to system programs, data, application programs and other instructions
- Keeps track of the primary memory, i.e. what part of it is in use by which process and what part is not in use, etc.
- Allocates the memory when a process or program requests it.
- It also keeps a check on the amount space that is being used by the memory and what part is free
- In case of multi user system keeps track of memory allocation on priority basis
- Allocation of memory space is known as Memory Management



## Functions of Operating System

### Processor Management –

- All the instructions in the computer are executed as a process
- A process is a program being executed
- A processor is a hardware device to which the different tasks being executed by a computer are to be assigned
- A set of instructions are devised in the operating system software for this purpose
- Allocates the processor (CPU) to a process and deallocates the processor when it is no longer required.
- In multi user systems allocates the processor time to different users as and when required such that every user has to wait for minimum amount of time
- Assigning of these instructions is known as Processor Management



## Functions of Operating System

- **Device Management –**
  - Keeps track of all the devices.
  - It involves management of input and output devices
  - The function of operating system is to assign the input and output devices to various processes being executed
  - This is also called I/O controller that decides which process gets the device, when, and for how much time.



## Functions of Operating System

- **File Management –**
  - The data and instructions are stored in the computers in the form of files
  - These are various types of files and have to be stored on various storage devices
  - The files are also transferred from one location to another location on the same storage device or moved from one storage device to another storage device
  - All these functions are carried out by operating system
  - It Allocates and de-allocates the resources for storage of files and decides who gets the resources.
  - Writing and retrieving the information on/from the secondary storage device is the function of the operating system
  - Complete mechanism for file maintenance such that different types of information does not get mixed up and exactly the same kind of information is supplied when required



## Functions of Operating System

- **There are many other functions also that are performed by the operating system**
  - **Security** – Prevents unauthorized access to programs and data by means of passwords and other similar techniques.
  - **Job Accounting** – Keeps track of time and resources used by various jobs and/or users.
  - **Control Over System Performance** – Records delays between the request for a service and from the system.
  - **Interaction with the Operators** – Interaction may take place via the console of the computer in the form of instructions. The Operating System acknowledges the same, does the corresponding action, and informs the operation by a display screen.

contd.



- **Contd.**
- **Error-detecting Aids** – Production of dumps, traces, error messages, and other debugging and error-detecting methods.
- **Coordination Between Other Software and Users** – Coordination and assignment of compilers, interpreters, assemblers, and other software to the various users of the computer systems.



### Types Of Operating System

- Single user operating system
- Multi user operating system
- Multi tasking operating systems
- Multi processor operating systems



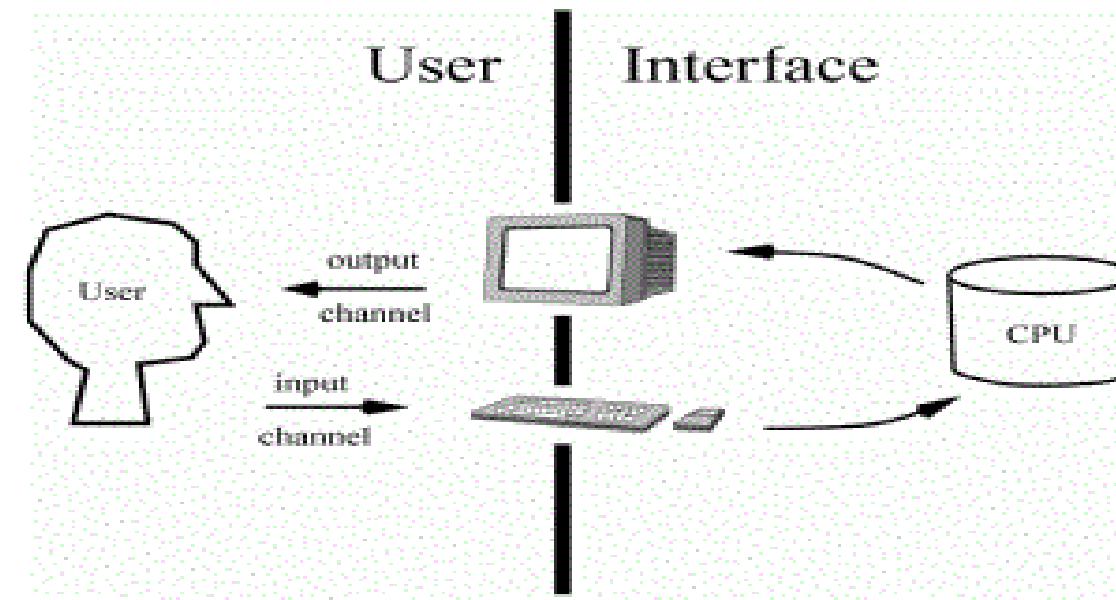
## Types of Operating System

### □ Single User Operating System

- The computers with single user operating system involves interaction of one person at a time i.e one user works on the computer at one time
- Multiple accounts on a Windows system is not a multi user system
- Example MS-DOS CP/M



## Single user Operating System





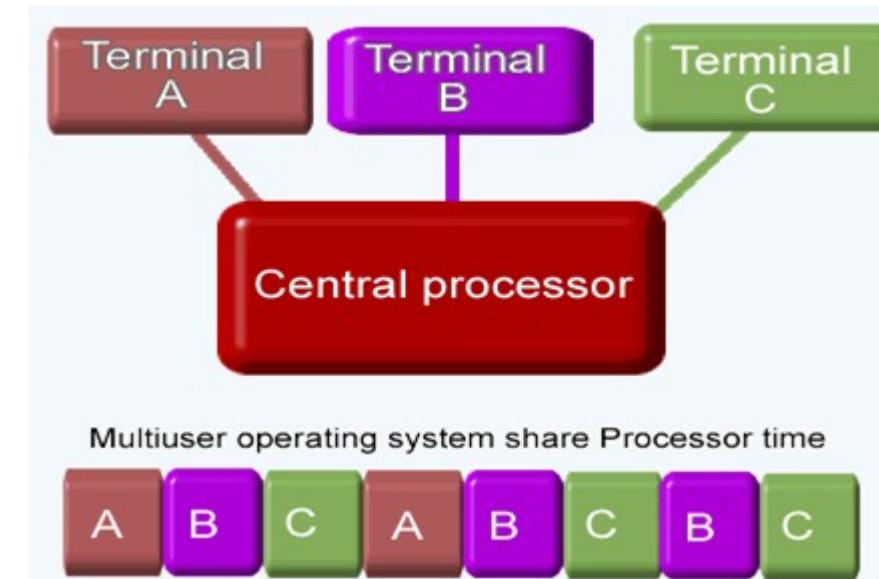
## Types of Operating System

### □ Multi User Operating System

- A **multi-user operating system** allows more than one **user** to access a **computer system** at one time.
- It Allocates memory in such a way that many users can work simultaneously without affecting the others
- Every user gets a quick response from the machine
- Time sharing systems are known as multi-user operating system and these typw of systems are also known as time sharing systems
- Examples: Unix, Xenix, VMS and Windows Nt



## Multi user Operating System





## Types of Operating System

- **Multi tasking Operating System**
  - The ability to execute multiple tasks at one time is called multi tasking
  - There is one CPU which switches between different programs
  - There is two types of multi tasking
    - Pre-emptive multitasking-
      - The operating system decides the CPU time slices to each program and a time slot is dedicated to each of the program
      - For Example: Unix and Linux
    - Cooperative multitasking-
      - Each program can control the CPU for as long as it requires
      - If a program is not using CPU it can allow another program to use it temporarily
      - For Example: OS/2, Windows , Windows NT



## Types of Operating System

### □ Multi processing Operating Systems

- A computer operating by using multi processing Operating Systems have two or more CPU's controlling the functions of computer
- In each CPU there is a copy of OS and these copies communicate with each other to coordinate operations
- A process is divided among them for faster execution
- When the job is completed all the results are compiled together and the final output is generated
- This type of operating system is used to improve the performance of the computer
- Example: Unix



### Difference between Multi processing and Multi user Operating Systems

- A ***multiprocessing operating system supports two or more processors running programs at the same time also known as Multitasking.*** Multiprocessing involves the coordinated processing of programs by more than one processor. Multiprocessing increases a computer's processing speed.
- A ***multiuser operating system enables two or more users to run programs simultaneously.*** Networks, servers, mainframes, and supercomputers allow hundreds to thousands of users to connect at the same time, and thus are multiuser.

## Operating System For Desktop and Laptop



- Windows 10 User Interface is a much improved version
- It combines features of the previous versions of Windows OS
- It is designed for touch screen as well as non touch screen devices
- The Windows User Interface is called Graphical User Interface that uses icons, shortcuts and menus that can be manipulated by a mouse
- It is a well designed graphical interface for ease of users
- The user interface is shown after the computer boots

## System Start up(Booting)



- To start the computer first of all the power button is pressed
- The computer tries to turn on and runs a POST (Power On Self Test)
- If any of the hardware components in your computer fail this test the computer will not turn on.
- If the computer cannot test a component because it has become loose or a cable connected to the device has become loose then it will fail the POST.
- The computer system will now boot into the BIOS (Basic Input Output System) part.

## System Start up(Booting)



- This is the part of the boot process that tells your computer what it should do.
- It will boot windows, give a keyboard error, turn off the PC for overheating, etc.
- Depending on the speed of your computer, the operating system could take a while to load.
- No input would be required here, unless the computer failed to boot, then it is required to select some options from recovery options.



### Computer won't power on.

- If the computer does not turn on than
- Check all the cables are connected securely
- All the plugs are turned on and that there isn't a power failure.
- For laptops ensure that it is charged and if not than charge it. The battery is securely in place and that the Charging led lights up when the charger is plugged in.

### Computer turns on, but nothing else.

- Make sure that the monitor cable is connected securely.
- If still doesn't work than ask a professional who knows computers to check it out.



### Operating system won't load.

- This could mean the OS is corrupt.
- This is caused by viruses, hardware failure or can be caused by a faulty driver.
- This is mostly repaired by inserting the original install CD and doing an repair install.
- This fixes all the OS files and leaves personal files intact.

## Lock Screen Login



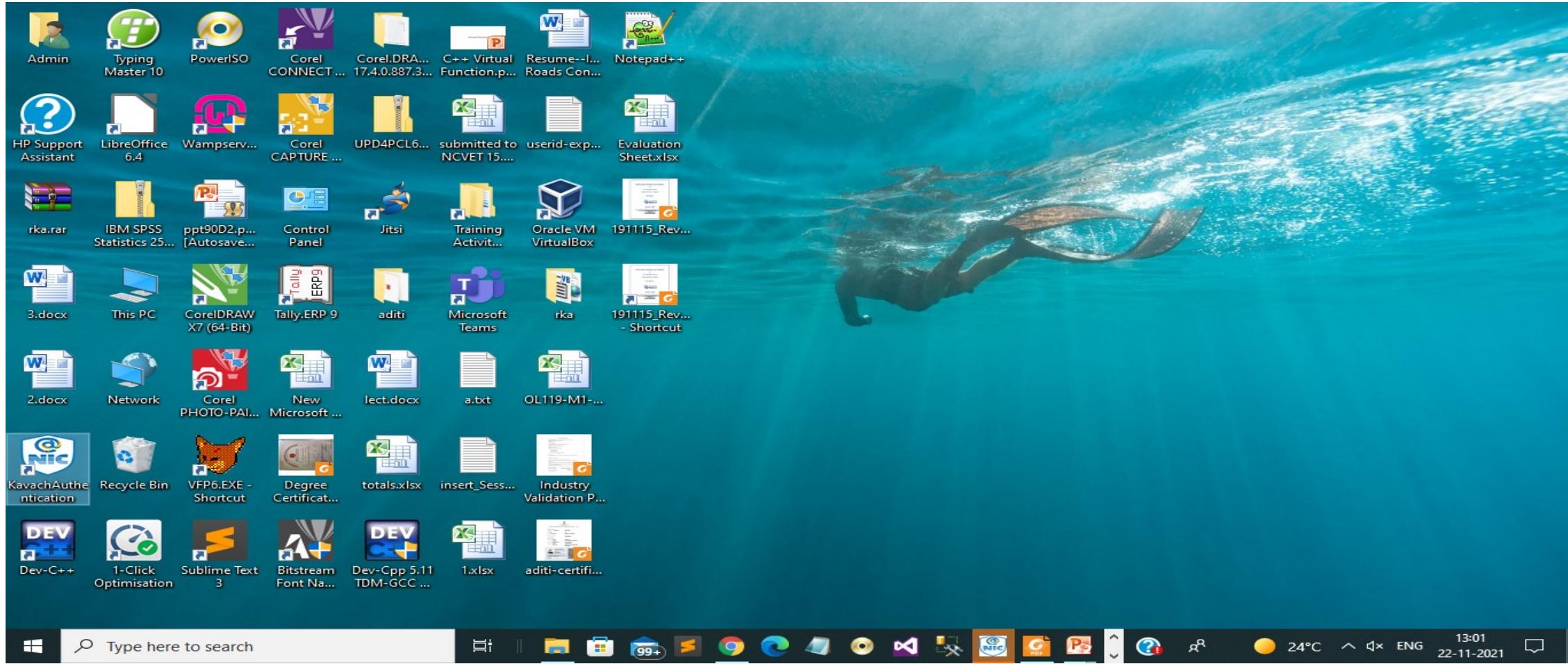
- When the system is booted the first user interface of Windows 10 i.e. the Lock Screen is displayed
- The bottom left corner shows Time and Date
- The bottom right shows connect to internet option and battery life

## Login Screen



- The login screen appears with name of computer and password entering option
- If there is a password set for the computer than the system would prompt to enter it. Otherwise the computer will boot into it's desktop.
- The login screen shows the Account Details at the bottom left corner
- The bottom right shows "Connect To Internet", "Ease Of Access" and "Power" Button
- Connect To Internet is to connect to the internet using Wi-Fi or Modem
- Ease Of Access is for people having Eyesight problem. It contains "Narrator", "Magnifier", "On Board Screen Keyboard", High Contrast (ON/OFF)
- The computer is started after login and the desktop is visible which is the main user interface of a computer

# Windows desktop



## Windows 10 Desktop Area



- Main User Interface of Windows 10 is called Desktop
- It Contains shortcut icons of "My Computer" and other Windows Program installed on the PC
- The programs can be opened by Double Clicking.
- To minimize All Opened Apps and Windows and go straight to desktop use "Windows Key + D"
- By Default "Recycle Bin" is shown on the desktop
- Other icons can be dragged from the Start Menu or by adding shortcuts of Files and Folders

## Start Button



- Start Button provides access to apps on Windows 10 and also to the enhanced Start Menu
- Click on Start Button to display "Start Menu"
- The left side contains link to frequently used Apps, list of quick links to items like Power Button and alphabetic list of all apps on the computer
- The right side is where apps can be pinned so that they are always available
- Some apps can be shown as live tiles which shows information from that app
- These tiles can be moved and dragged to different locations
- These can be configured by right click and a dropdown popup box with list of options will be displayed

## Search Box Cortona



- Used to search, specific apps or documents, emails, photos , folders etc.
- Type keywords and the results may point to documents, apps, web pages and other types of contents
- It helps to find information on computer and on the internet
- It also understands speech commands
- Click the microphone in the box and say your command

## Task Bar

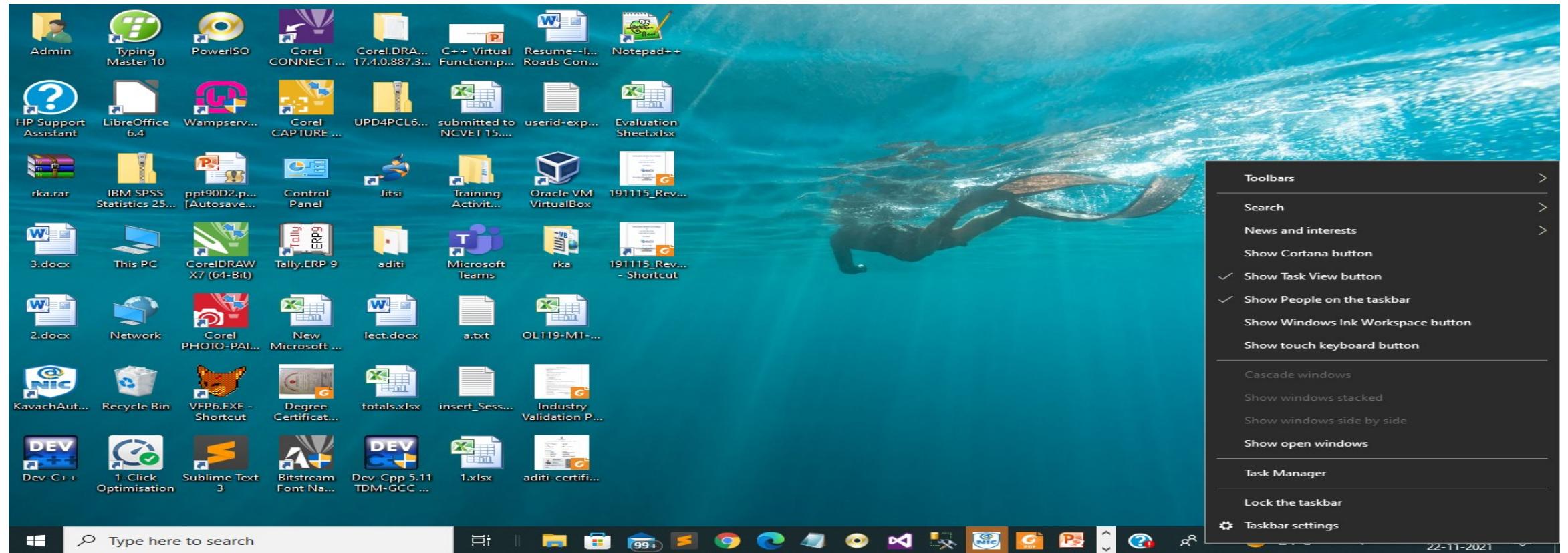


- The Task Bar is at the bottom of the desktop
- It is a tool that enables a user to locate and perform tasks like
  - ▣ Switching between different windows of open applications
  - ▣ Opening applications pinned on taskbar
- Whenever any application or window is opened it is shown on the taskbar
- It can be moved to either side or top of the desktop
- Its position can be changed by unlocking the taskbar
- Right click anywhere on the taskbar and the option for unlocking the taskbar and for configuring other settings will appear
- The various opened applications on the taskbar can be cycled through by holding "Alt" key and pressing "Tab" key

# Windows DeskTop



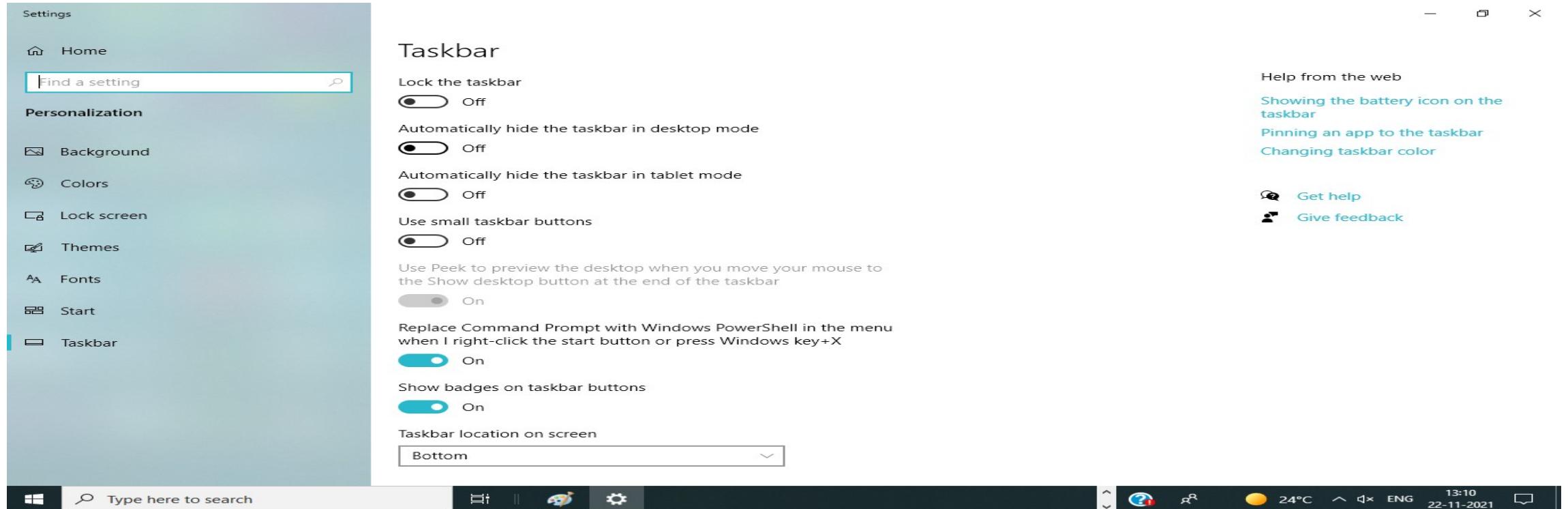
## □ Changing Taskbar Settings



## Customizing TaskBar



- Click on Taskbar Settings, the following screen is displayed for customizing Taskbar



## Icons and Shortcuts



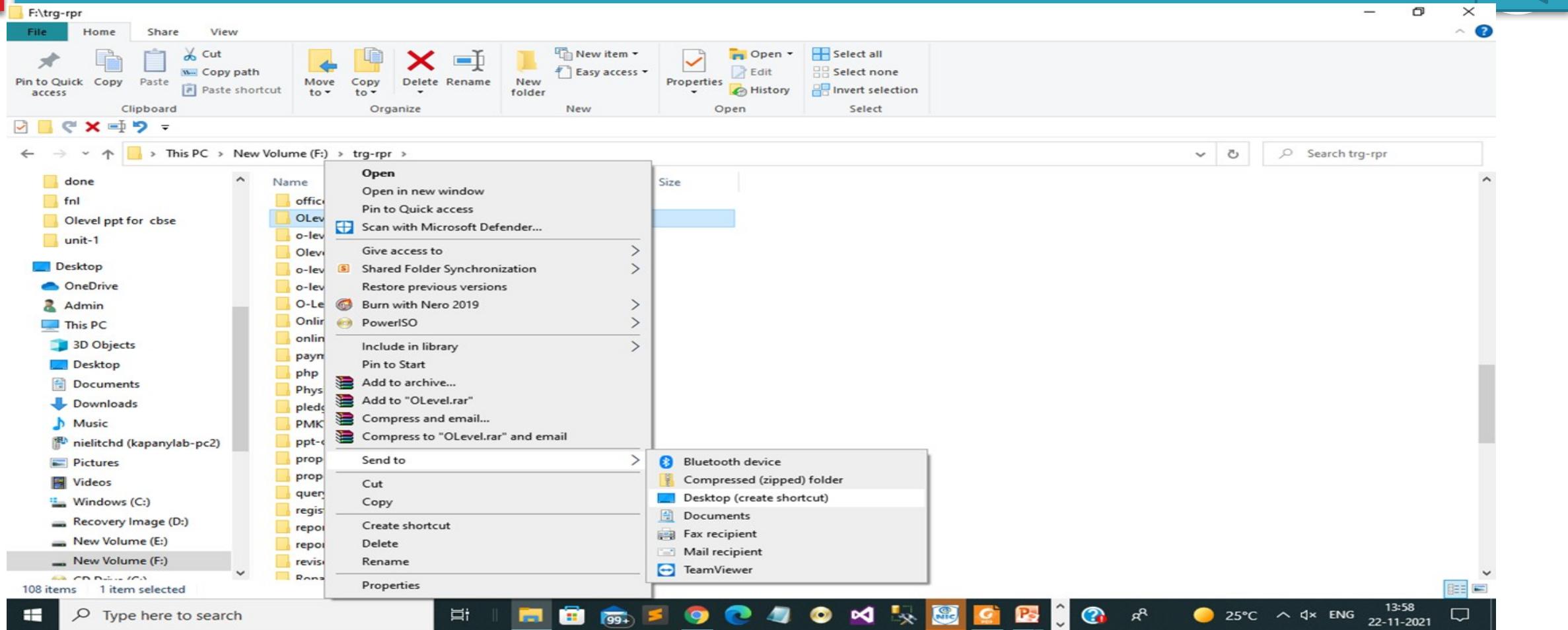
- A windows desktop and other windows display icons ,shortcuts and menus
- Icon is a graphical representation of an application or a file
- A shortcut is an icon that points to a program or a data file
- Shortcuts can be placed on desktop or any folder
- Double clicking the icon will open the file
- Clicking the icon is same as clicking on file
- An icon is a shortcut if it has an arrow in a small square box in the lower left corner of the icon



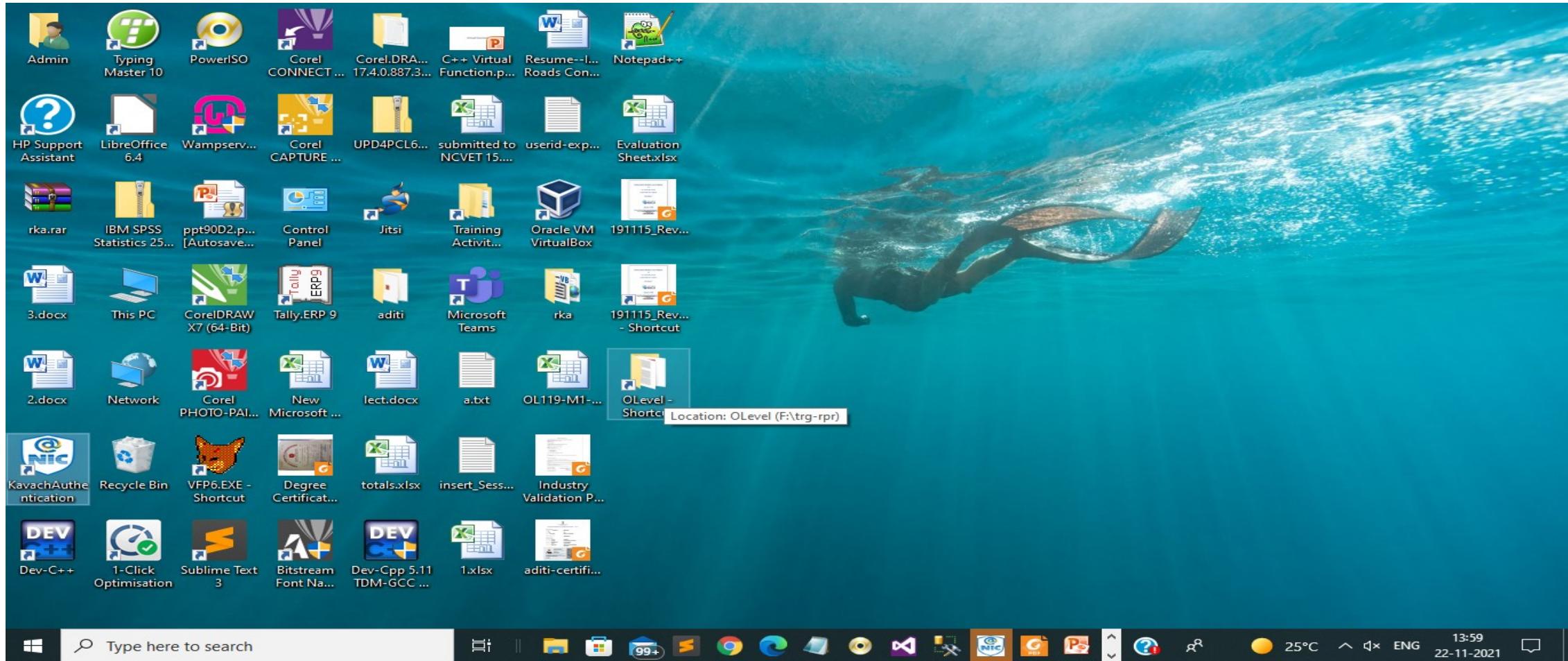
□ **Example:**

- To create desktop shortcut of folder f:\trg-rpr\olevel
  - Select folder
  - Right click on folder
  - Click send to
  - Click on Desktop(Create shortcut)

# Creation of Folder shortcut



# Creation of Folder shortcut

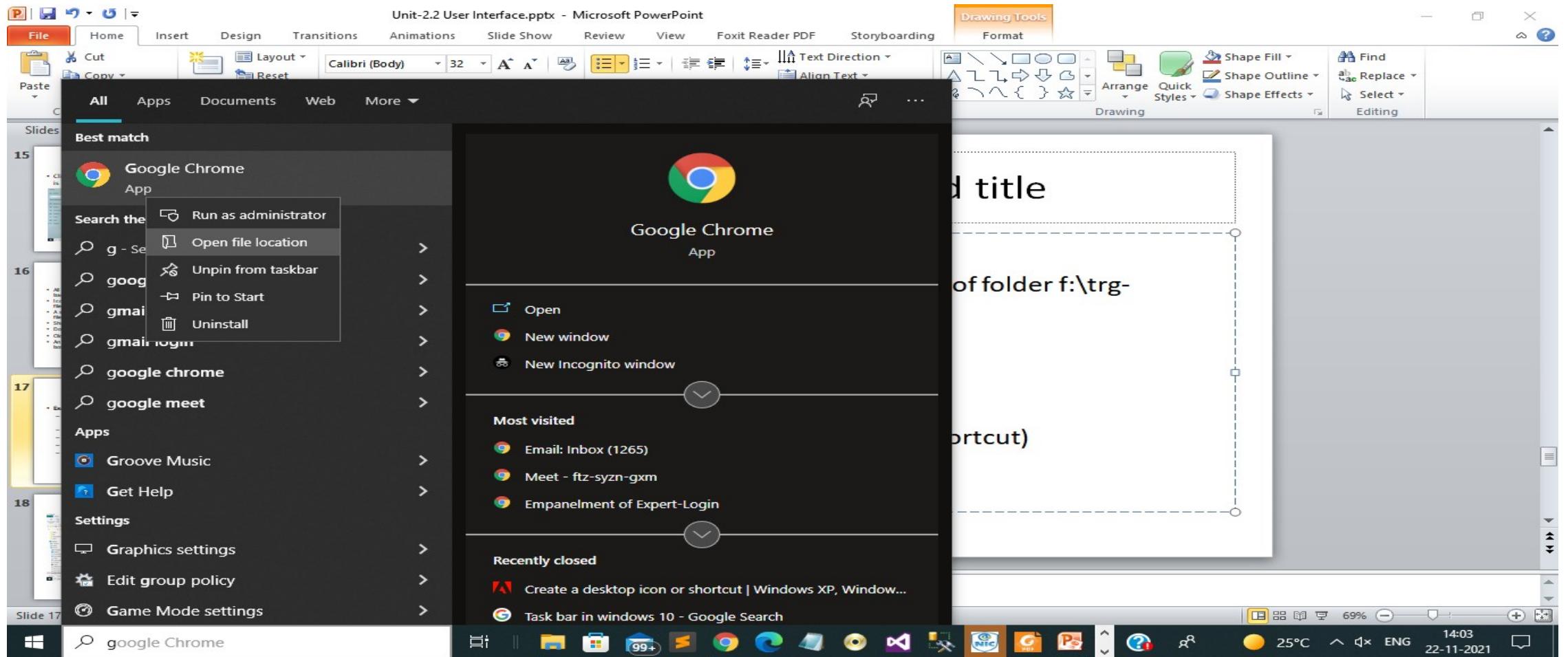


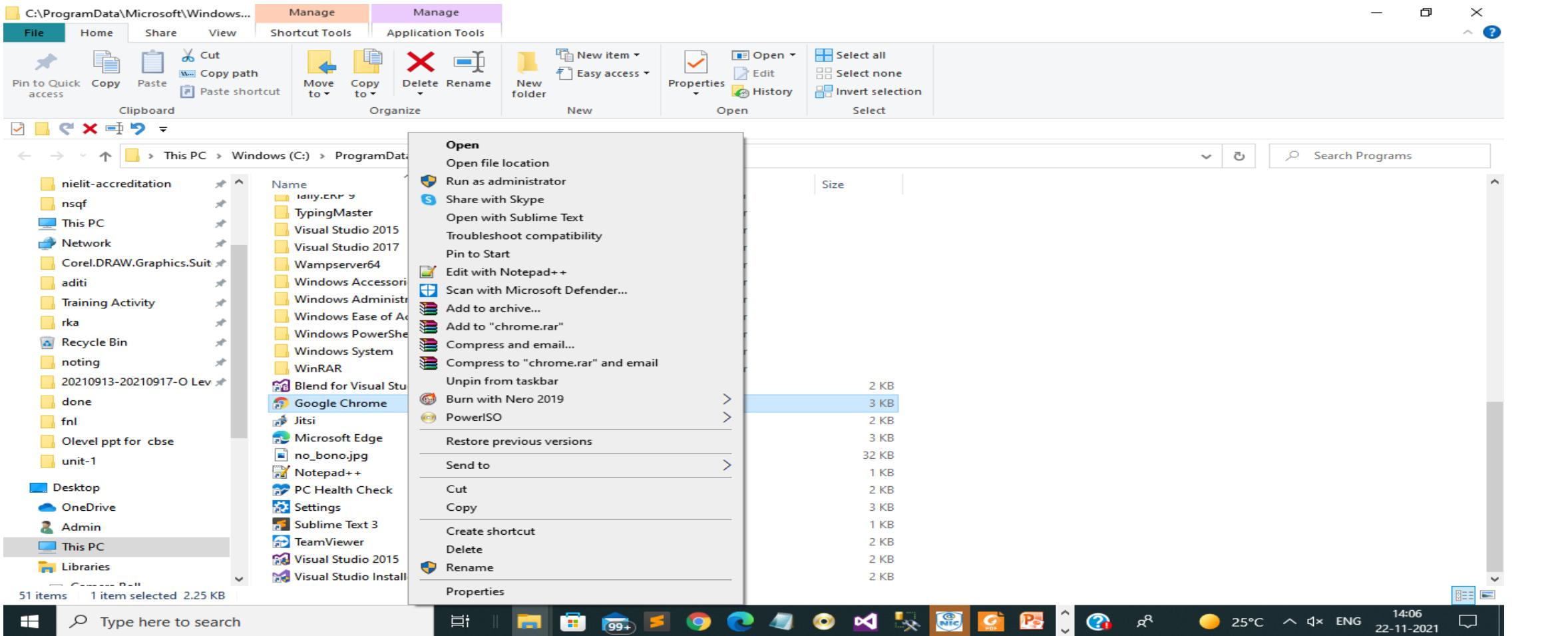
## Creation of shortcut of an App



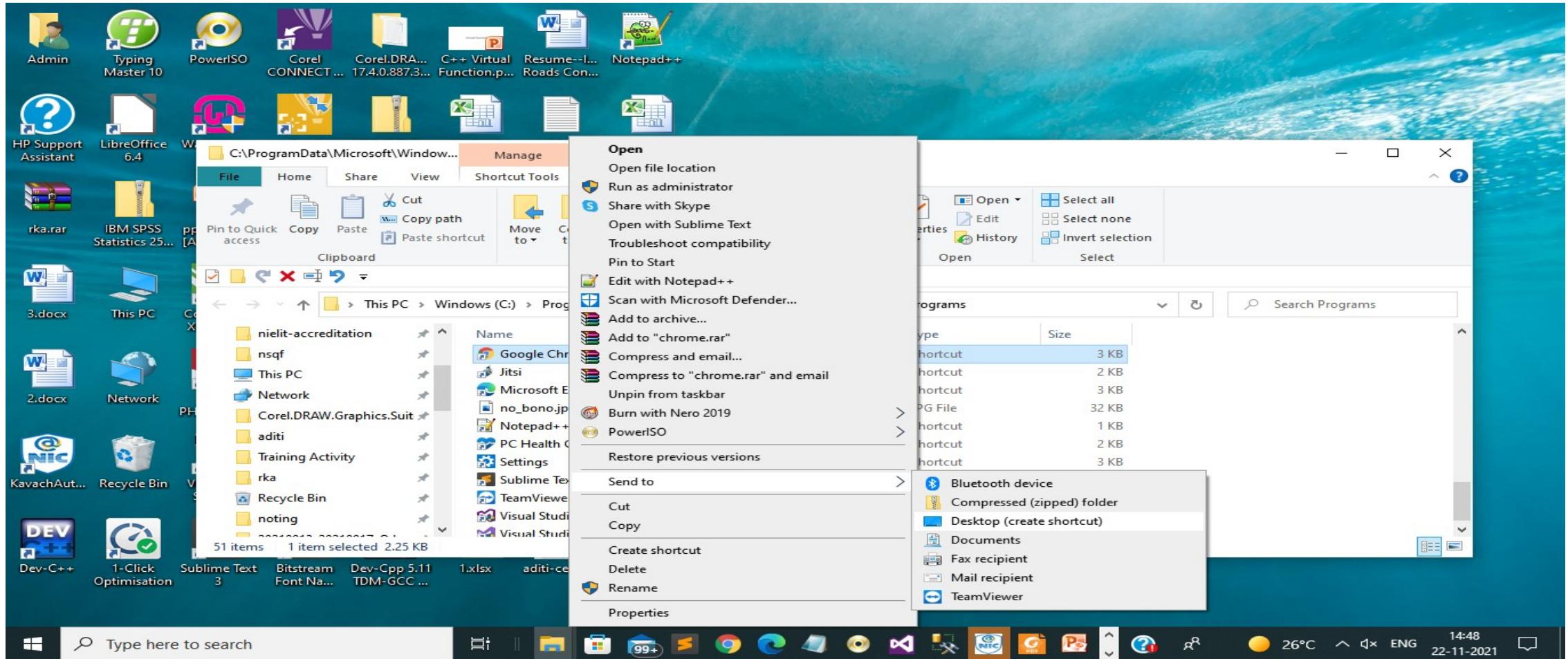
- To create shortcut of Google Chrome App
  - ▣ Go to Start Button
  - ▣ Search Google Chrome
  - ▣ Select the App Google Chrome
  - ▣ Right Click on it
  - ▣ Click on Open File Location
  - ▣ Click on the file Google Chrome
  - ▣ Right Click
  - ▣ Click send to
  - ▣ Click on Desktop(Create shortcut)
  - ▣ Desktop shortcut of Google Chrome will be created

# Google Chrome App Selection

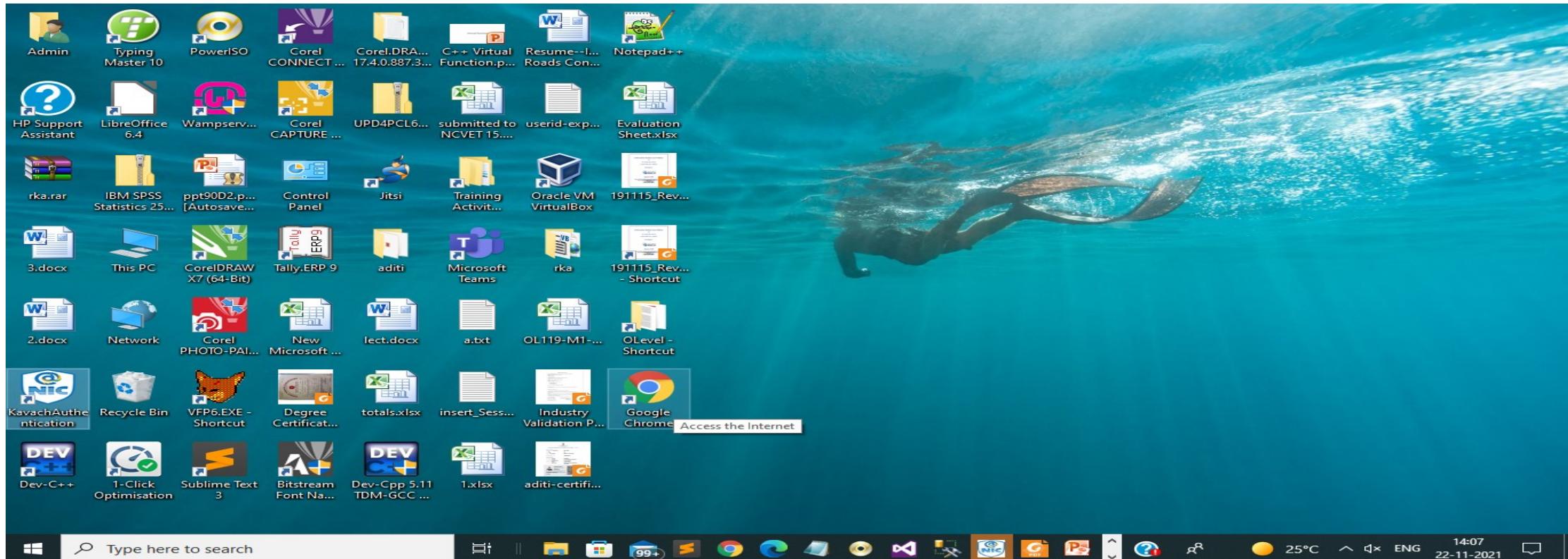




# Google Chrome Desktop Icon creation



# Google Chrome Shortcut created on Desktop





- **Rename a Shortcut:**
  - A default name is given to the shortcut based on the name of the Object
  - To change the name
    - Right Click on shortcut
    - From context menu click Rename
    - Type the name as required



### □ Deleting A shortcut

- Select the icon by clicking on it
- Right Click
- Click Delete from context-menu

## Running An Application Window



- Application window contains programs to be run or to work with
- These programs can be MS-Word, MS-Excel, Powerpoint, Notepad++ etc.
- To run an application using Application Window
  - ▣ Click Start Button
  - ▣ Start Menu appears
  - ▣ The list of Applications/programs will be displayed

# Running An Application Window



## □ The Start Menu



## Running An Application Window

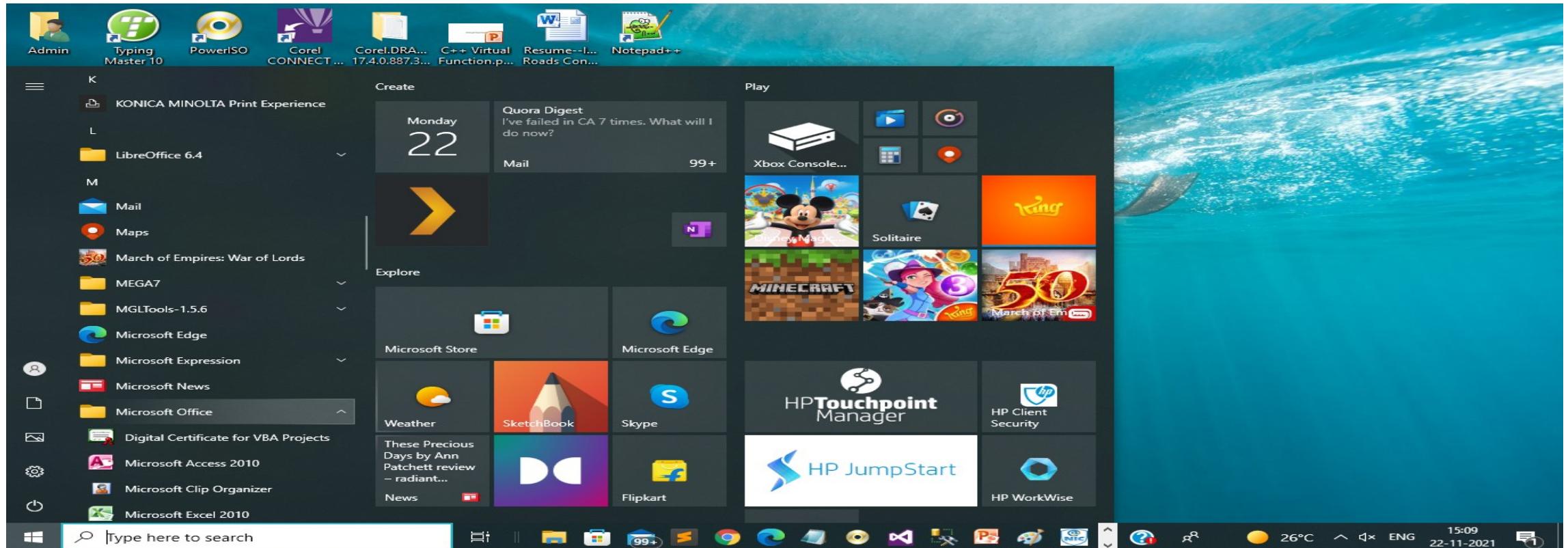


- The option that has a pointer in the right is a program group
- Click on the arrow to open a listing of items in the program group
- Click the application to be run like MS-Word, MS-Excel etc.
- The Application will open

# Running An Application Window



## □ Program Group-Microsoft Office



# Running An Application Window



## □ MS-Word Opening



## Closing of an Opened Application



- **Closing Apps**
  - An opened APP can be closed as follows:
  - Click on Close Button "X" (Cross) at the top Right Corner
  - Select File Menu and Choose Exit
  - Right Click on the icon on the TaskBar and Select Close Window

## Operating System Simple Settings



- Most of the Operating System settings are managed through Control Panel and Settings App
- Control Panel and Settings can be accessed in the following two ways:
  - ▣ Click on Start and press "C" for Control Panel and "S" for Settings. All APPs Starting with C or S will be displayed depending on the key pressed
  - ▣ Type Control Panel or Settings in the "Search Box"

## Operating System Simple Settings



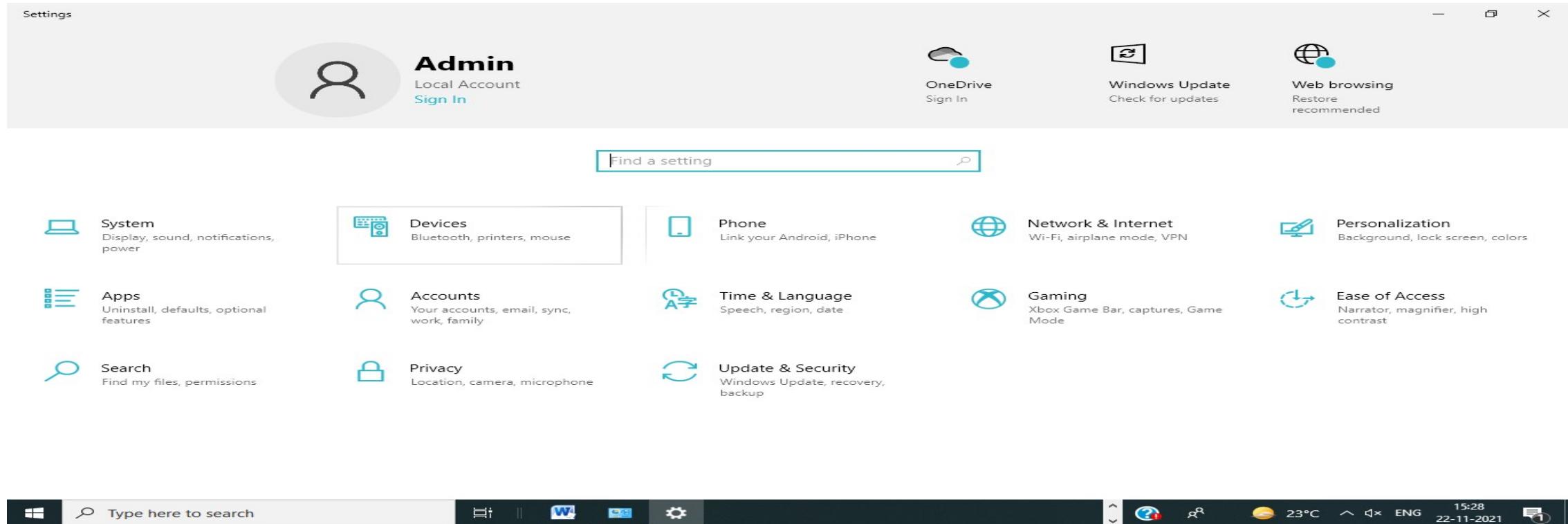
- Type Settings in search box and click on Open



## Operating System Simple Settings



- The Settings Window will open and select the option for which settings are to be changed





### Using Mouse And Changing Its Properties

#### □ Basic Mouse Functions

- A mouse click buttons are used to
  - Point to and select objects on the screen
  - Selects or moves the file by dragging and dropping
  - Scroll app Windows or web pages by clicking and holding the scroll bar or by moving the mouse wheel
  - To do these a mouse pointer is displayed on the screen as an arrow
  - This pointer can be moved around the screen
  - This pointer indicates where the user has to press the buttons of the mouse
  - When the pointer is positioned over the selected text it appears as a cursor

## Operating System Simple Settings



- Types of Mouse Clicks functions
  - Single Click on the left mouse button is used to select data or file and perform commands
  - Double Click on the left mouse button to open files or folders and shortcuts
  - The right click is used to open drop down menus
  - Some mouse supports clicking on scroll wheel or a centre mouse button.
  - Drag and Drop or select functions. Press and hold the left mouse button and select the items. Drag and Drop can be done
    - To move file or group of files
      - From one folder to another
      - To desktop
      - From desktop to folder
    - To delete/copy files or group of files

## Operating System Simple Settings



- The properties of the mouse can be changed as follows:
  - Swap the functions of the mouse buttons
  - Make the mouse pointer more visible
  - Change the mouse pointer
  - Change the scroll speed of the mouse

## Operating System Simple Settings



- Change basic Mouse Settings
  - ▣ Type Settings in Search Box
  - ▣ Click open
  - ▣ Click Devices
  - ▣ Click on Mouse in the left pane of the window

# Operating System Simple Settings



Settings

**Admin**  
Local Account  
[Sign In](#)

OneDrive  
[Sign In](#)

Windows Update  
Last checked: 1 hour ago

Web browsing  
Restore recommended

Find a setting

**System**  
Display, sound, notifications, power

**Devices**  
Bluetooth, printers, mouse

**Phone**  
Link your Android, iPhone

**Network & Internet**  
Wi-Fi, airplane mode, VPN

**Personalization**  
Background, lock screen, colors

**Apps**  
Uninstall, defaults, optional features

**Accounts**  
Your accounts, email, sync, work, family

**Time & Language**  
Speech, region, date

**Gaming**  
Xbox Game Bar, captures, Game Mode

**Ease of Access**  
Narrator, magnifier, high contrast

**Search**  
Find my files, permissions

**Privacy**  
Location, camera, microphone

**Update & Security**  
Windows Update, recovery, backup

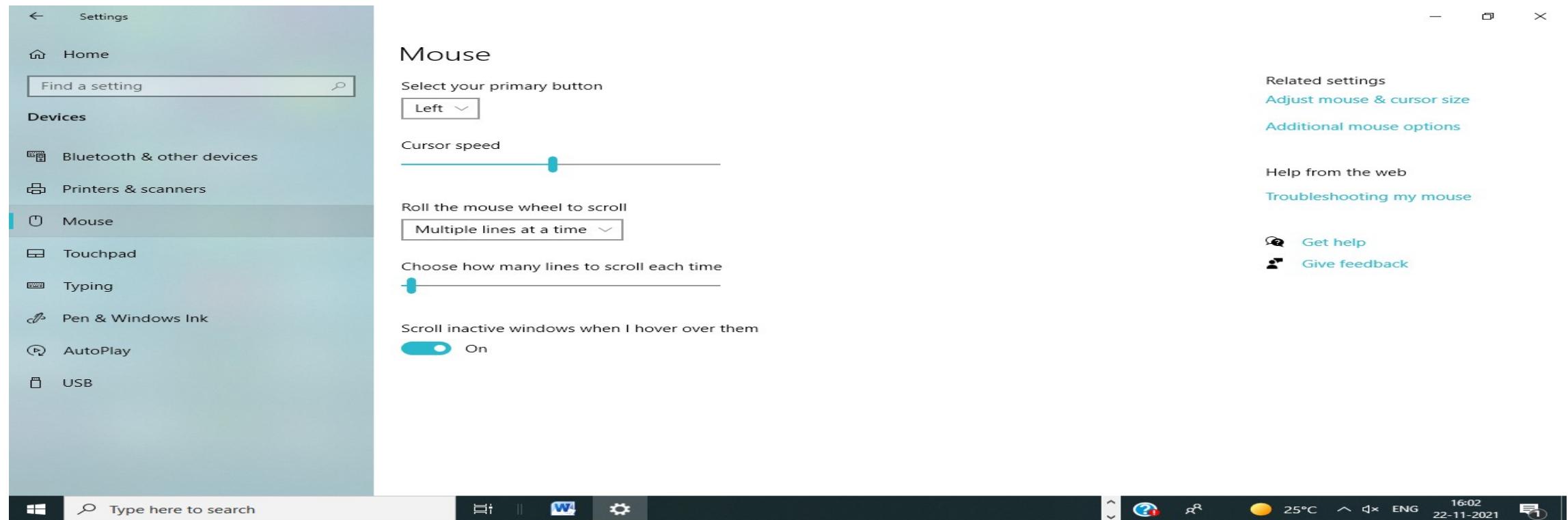
Type here to search

Windows Start button 25°C ENG 16:01 22-11-2021

## Operating System Simple Settings



- Click on Mouse. The options to configure mouse settings will be displayed



The screenshot shows the Windows Settings application open to the 'Mouse' section. On the left, there's a sidebar with various device categories like Bluetooth & other devices, Printers & scanners, Touchpad, Typing, Pen & Windows Ink, AutoPlay, and USB. The 'Mouse' option is selected and highlighted with a blue bar. The main pane displays several configuration options:

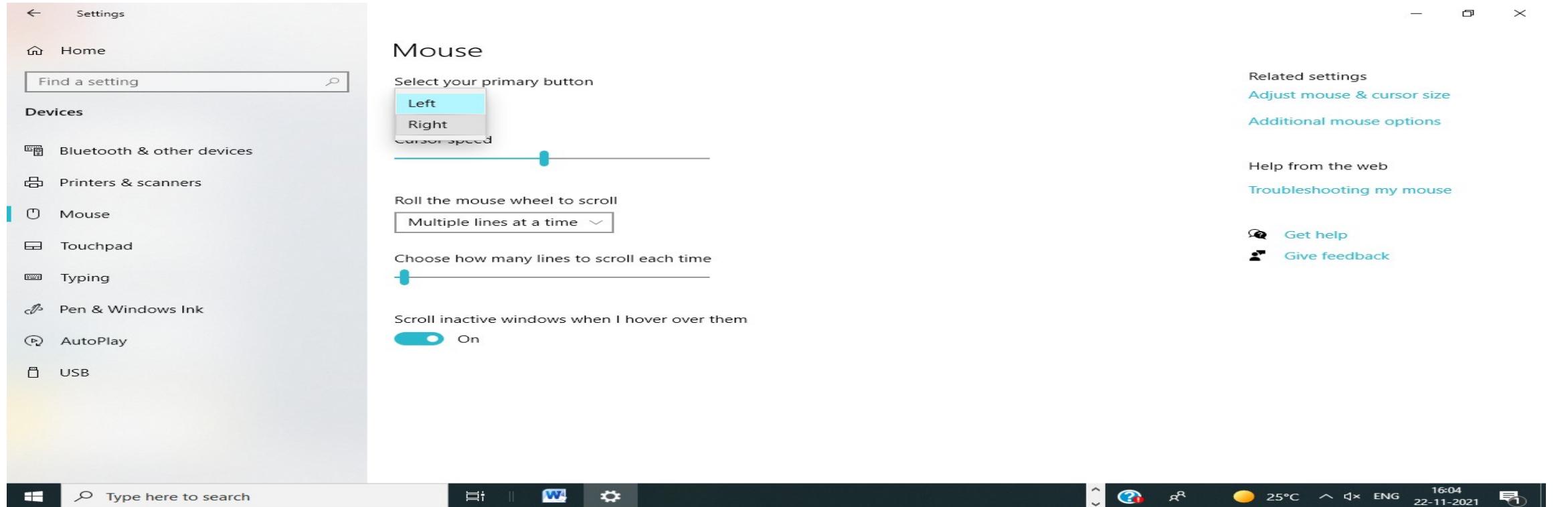
- Select your primary button: A dropdown menu set to "Left".
- Cursor speed: A horizontal slider with a blue dot.
- Roll the mouse wheel to scroll: A dropdown menu set to "Multiple lines at a time".
- Choose how many lines to scroll each time: A horizontal slider with a blue dot.
- Scroll inactive windows when I hover over them: A toggle switch set to "On".

On the right side of the window, there are "Related settings" links: "Adjust mouse & cursor size" and "Additional mouse options". At the bottom right, there are "Help from the web" and "Troubleshooting my mouse" links, along with "Get help" and "Give feedback" buttons.

# Operating System Simple Settings



- To swap function of left and right mouse click
- Change Primary mouse button to "Right". Default is "Left"



The screenshot shows the Windows Settings application open to the 'Mouse' section. On the left, the navigation pane lists various device settings like Bluetooth, Printers, and Touchpad. The main area displays options for the mouse, including:

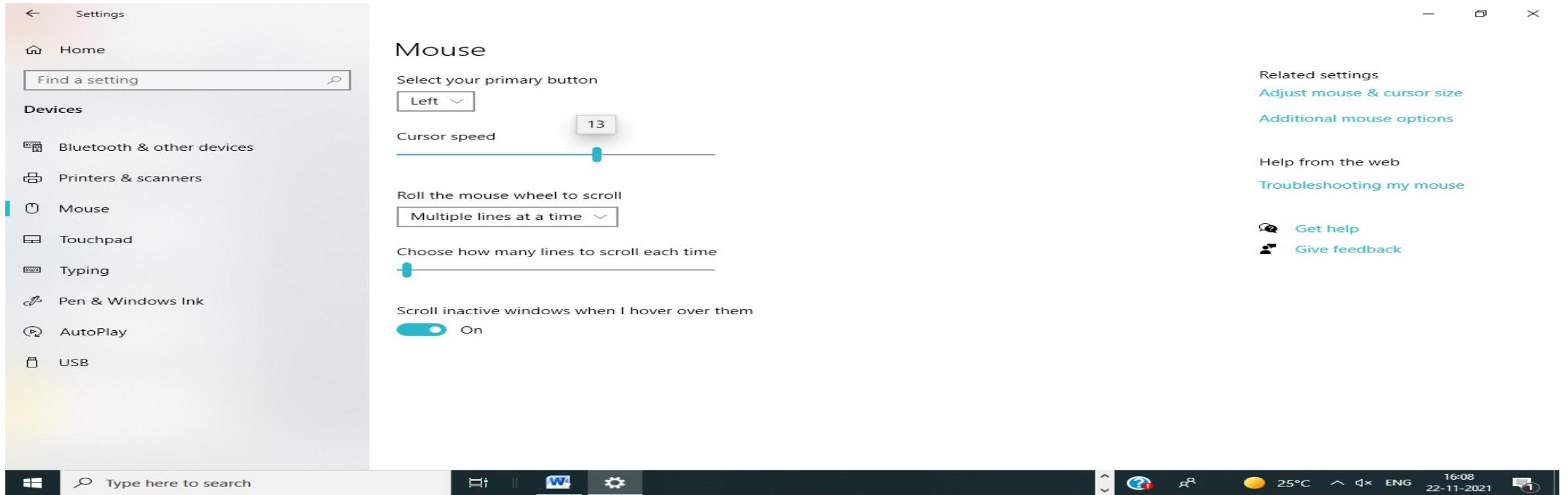
- Select your primary button:** A dropdown menu with 'Left' selected (highlighted in blue).
- Cursor speed:** A horizontal slider.
- Roll the mouse wheel to scroll:** A dropdown menu set to 'Multiple lines at a time'.
- Choose how many lines to scroll each time:** A horizontal slider.
- Scroll inactive windows when I hover over them:** A toggle switch set to 'On'.

On the right side of the window, there are links for 'Related settings', 'Help from the web', and 'Give help'. The taskbar at the bottom shows the Start button, search bar, and system tray with icons for battery, signal, and date/time.

# Operating System Simple Settings



- To change the cursor speed



The screenshot shows the Windows Settings application open to the 'Mouse' section. On the left, there's a sidebar with various device settings like Home, Find a setting, Devices (Bluetooth & other devices, Printers & scanners, Mouse, Touchpad, Typing, Pen & Windows Ink, AutoPlay, USB), and a search bar at the bottom. The main area is titled 'Mouse' and contains the following options:

- Select your primary button: Left
- Cursor speed: A slider set to 13.
- Roll the mouse wheel to scroll: Set to "Multiple lines at a time".
- Choose how many lines to scroll each time: A slider.
- Scroll inactive windows when I hover over them: A switch set to "On".

On the right side, there are 'Related settings' links: 'Adjust mouse & cursor size' and 'Additional mouse options'. Below that are 'Help from the web' and 'Troubleshooting my mouse' links. At the bottom right are 'Get help' and 'Give feedback' buttons. The taskbar at the bottom shows the Start button, a search bar, and several pinned icons (File Explorer, Edge, Task View, Settings, etc.). The system tray shows the date (22-11-2021), time (16:08), battery level (25°C), and network status.

## Operating System Simple Settings



- To scroll the screen
  - ▣ Multiple lines at a time.
    - The number of lines to be scrolled by the mouse wheel can be set
    - Click or drag the cursor left or right to increase or decrease the number of lines to be scrolled
  - ▣ One screen at a time.
    - Selecting this option will make the mouse wheel scroll one screen at a time
- To check the scrolling option open a web site and then check by setting different properties for scrolling

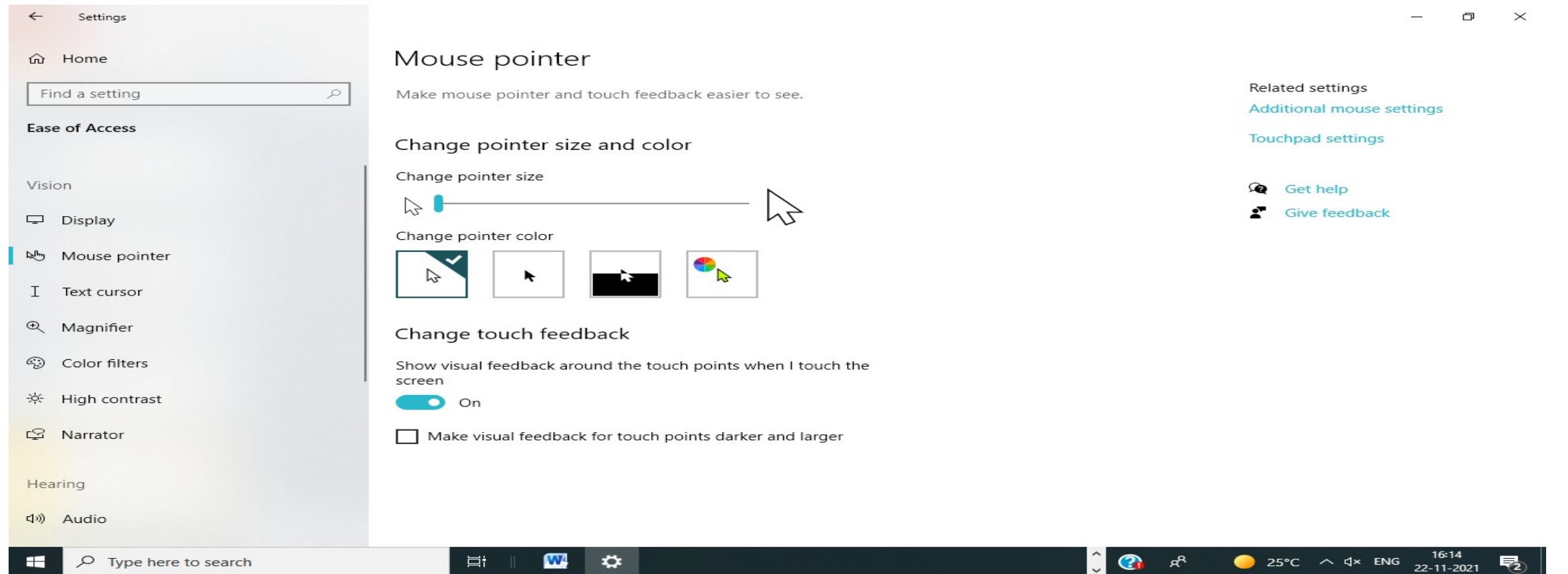
## Operating System Simple Settings



- Additional Mouse Properties
  - ▣ To change settings of pointer and other properties click on Additional Mouse Settings on the right



- To change other mouse properties



The screenshot shows the Windows Settings application open to the 'Mouse pointer' section under 'Ease of Access'. The left sidebar lists various accessibility settings like Vision, Display, Mouse pointer, Text cursor, Magnifier, Color filters, High contrast, Narrator, Hearing, and Audio. The 'Mouse pointer' option is selected and highlighted in blue.

**Mouse pointer**

Make mouse pointer and touch feedback easier to see.

**Change pointer size and color**

Change pointer size

Change pointer color

Get help

Give feedback

**Change touch feedback**

Show visual feedback around the touch points when I touch the screen

On

Make visual feedback for touch points darker and larger

Related settings

Additional mouse settings

Touchpad settings

Type here to search

16:14 25°C ENG 22-11-2021

## Operating System Simple Settings

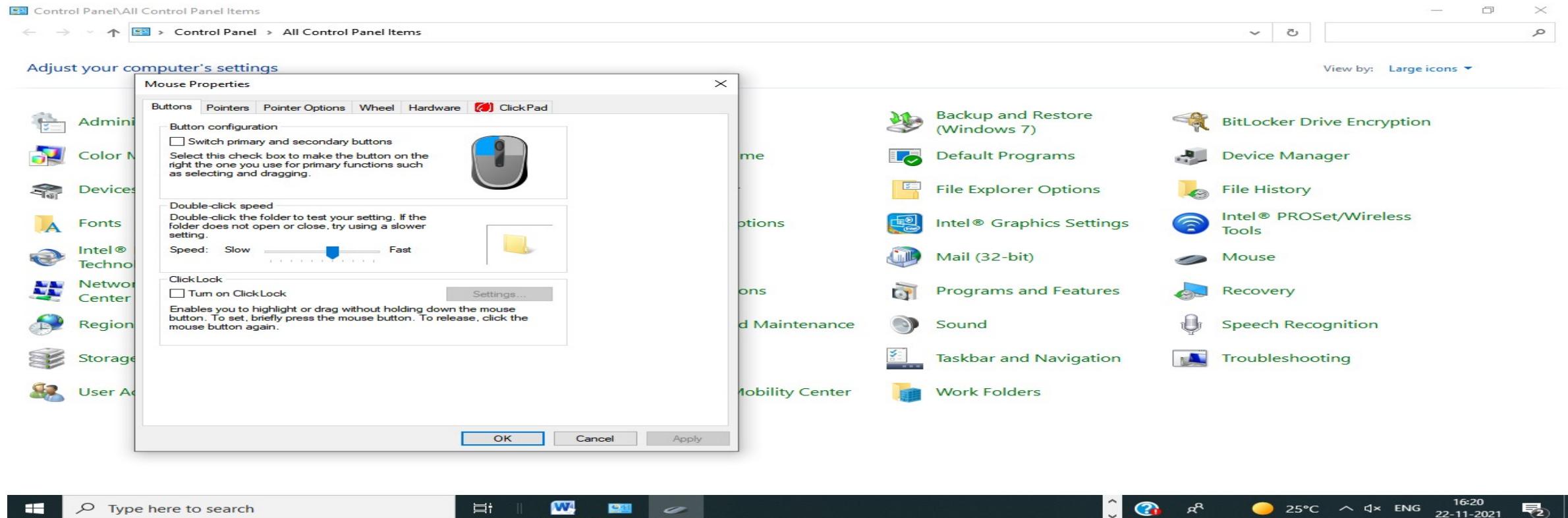


- Changing Mouse Settings Through Control Panel
- Search Control Panel in Search Box
- Click on Open
- Click on Mouse

# Operating System Simple Settings



- The following Window opens to change mouse properties





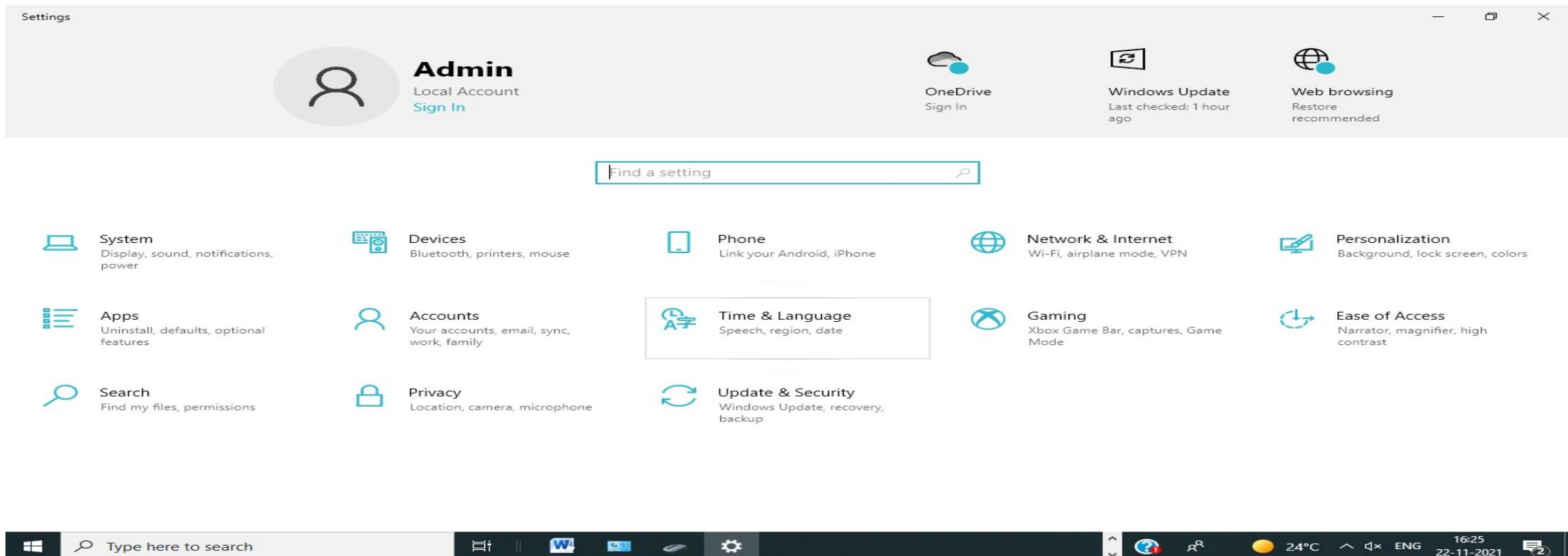
### Change System Date And Time

- It can be changed by
  - Search Settings in Search Box
  - Click Open
- In control Panel Date and Time Properties can be set
  - using Data and Time Option

# Operating System Simple Settings



## Click Time and Language



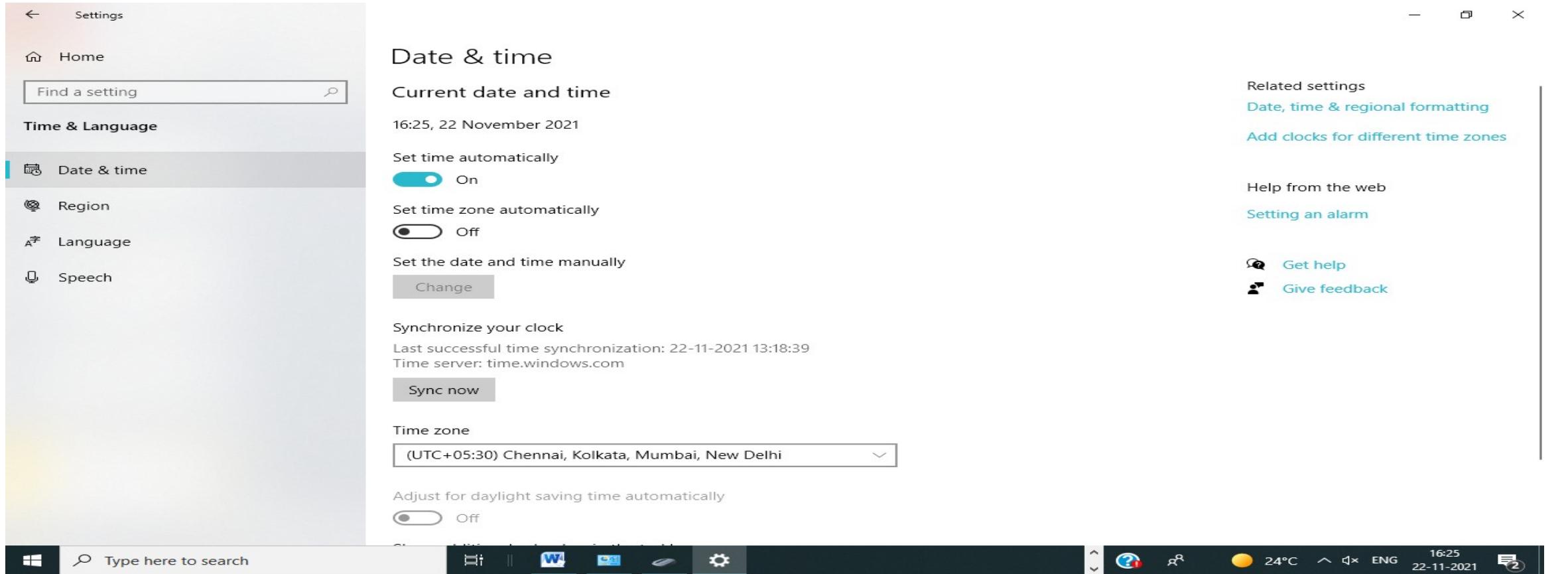
The screenshot shows the Windows Settings interface. At the top, there's a user profile for 'Admin' (Local Account) with a 'Sign In' button. Below the header is a search bar labeled 'Find a setting'. The main area contains several settings categories:

- System**: Display, sound, notifications, power.
- Devices**: Bluetooth, printers, mouse.
- Phone**: Link your Android, iPhone.
- Network & Internet**: Wi-Fi, airplane mode, VPN.
- Personalization**: Background, lock screen, colors.
- Time & Language**: Speech, region, date. This option is highlighted with a white box.
- Gaming**: Xbox Game Bar, captures, Game Mode.
- Ease of Access**: Narrator, magnifier, high contrast.
- Update & Security**: Windows Update, recovery, backup.
- Apps**: Uninstall, defaults, optional features.
- Accounts**: Your accounts, email, sync, work, family.
- Search**: Find my files, permissions.
- Privacy**: Location, camera, microphone.

At the bottom, the taskbar includes icons for File Explorer, Edge browser, Task View, Settings, Start, and system status indicators. The system tray shows the date (22-11-2021), time (16:25), temperature (24°C), battery level, and network status.



## Click on Date and Time in the Left Panel



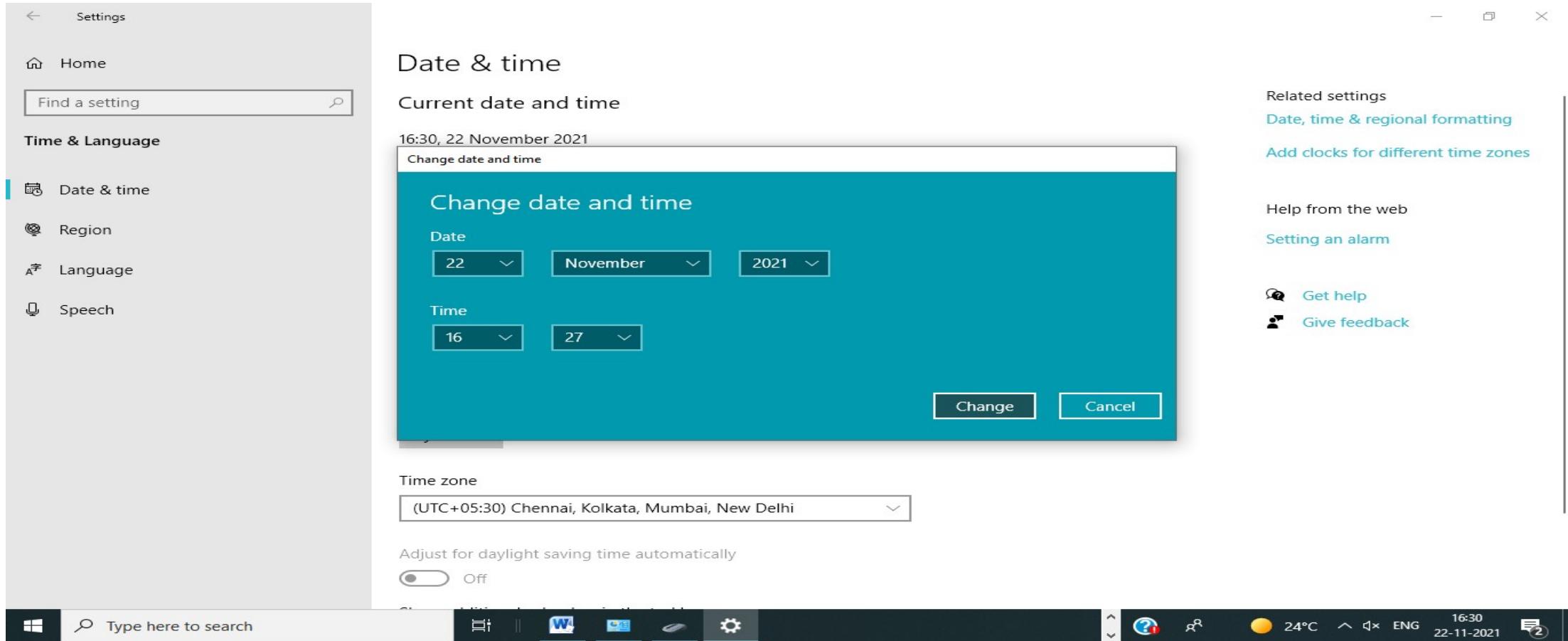
The screenshot shows the Windows Settings application open. On the left, the navigation pane lists several options: Home, Find a setting (with a search icon), Time & Language, Date & time (which is selected and highlighted in blue), Region, Language, and Speech. The main content area is titled "Date & time". It displays the "Current date and time" as 16:25, 22 November 2021. There are two toggle switches: "Set time automatically" is turned "On", and "Set time zone automatically" is turned "Off". Below these are buttons for "Change" and "Sync now". A section titled "Synchronize your clock" shows the last sync was on 22-11-2021 13:18:39 from the server time.windows.com. A dropdown menu for "Time zone" is set to "(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi". At the bottom, there is a switch for "Adjust for daylight saving time automatically" which is turned "Off". On the right side of the main window, there is a "Related settings" sidebar with links to "Date, time & regional formatting", "Add clocks for different time zones", "Help from the web", "Setting an alarm", "Get help", and "Give feedback". The taskbar at the bottom includes icons for File Explorer, Task View, Start, Taskbar settings, and Settings, along with system status icons for battery, signal, and weather (24°C). The date and time are also shown as 22-11-2021 16:25.

## Operating System Simple Settings



- Disable Set time Automatically Off by clicking on it
- Then Click on Change to set Current Date and Time
- All other properties related to Date and Time can be changed in this Window

# Operating System Simple Settings



The screenshot shows the Windows Settings application open to the "Date & time" section. A modal window titled "Change date and time" is displayed, allowing users to adjust the date and time. The current date and time shown is 16:30, 22 November 2021. The "Time zone" dropdown is set to (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi. A toggle switch for "Adjust for daylight saving time automatically" is turned off. The background shows other settings like Home, Find a setting, Time & Language, Date & time, Region, Language, and Speech. The taskbar at the bottom includes icons for File Explorer, Word, Mail, and Settings, along with system status indicators.

Settings

Home

Find a setting

Time & Language

Date & time

Region

Language

Speech

Date & time

Current date and time

16:30, 22 November 2021

Change date and time

Change date and time

Date

22 November 2021

Time

16 27

Change Cancel

Time zone

(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

Adjust for daylight saving time automatically

Off

Type here to search

File Explorer Word Mail Settings

24°C ENG 22-11-2021 16:30



### Changing Display Properties

- Click on Control Panel
  - Click System
  - Click Display in the Left Panel
- Right Click on The Desktop
  - Click Display Settings



Settings

Home

Find a setting

System

Display

Sound

Notifications & actions

Focus assist

Power & sleep

Battery

Storage

Tablet

Multitasking

Projecting to this PC

Shared experiences

## Display

### Brightness and color

Change brightness for the built-in display

Night light (off until 21:00)

On

Night light settings

### Windows HD Color

Get a brighter and more vibrant picture for videos, games and apps that support HDR.

Windows HD Color settings

### Scale and layout

Change the size of text, apps, and other items

100% (Recommended)

Advanced scaling settings

Display resolution

1366 × 768 (Recommended)

### Sleep better

Night light can help you get to sleep by displaying warmer colors at night. Select Night light settings to set things up.

### Help from the web

Setting up multiple monitors  
Changing screen brightness  
Fixing screen flickering  
Adjusting font size

Get help  
Give feedback

Type here to search

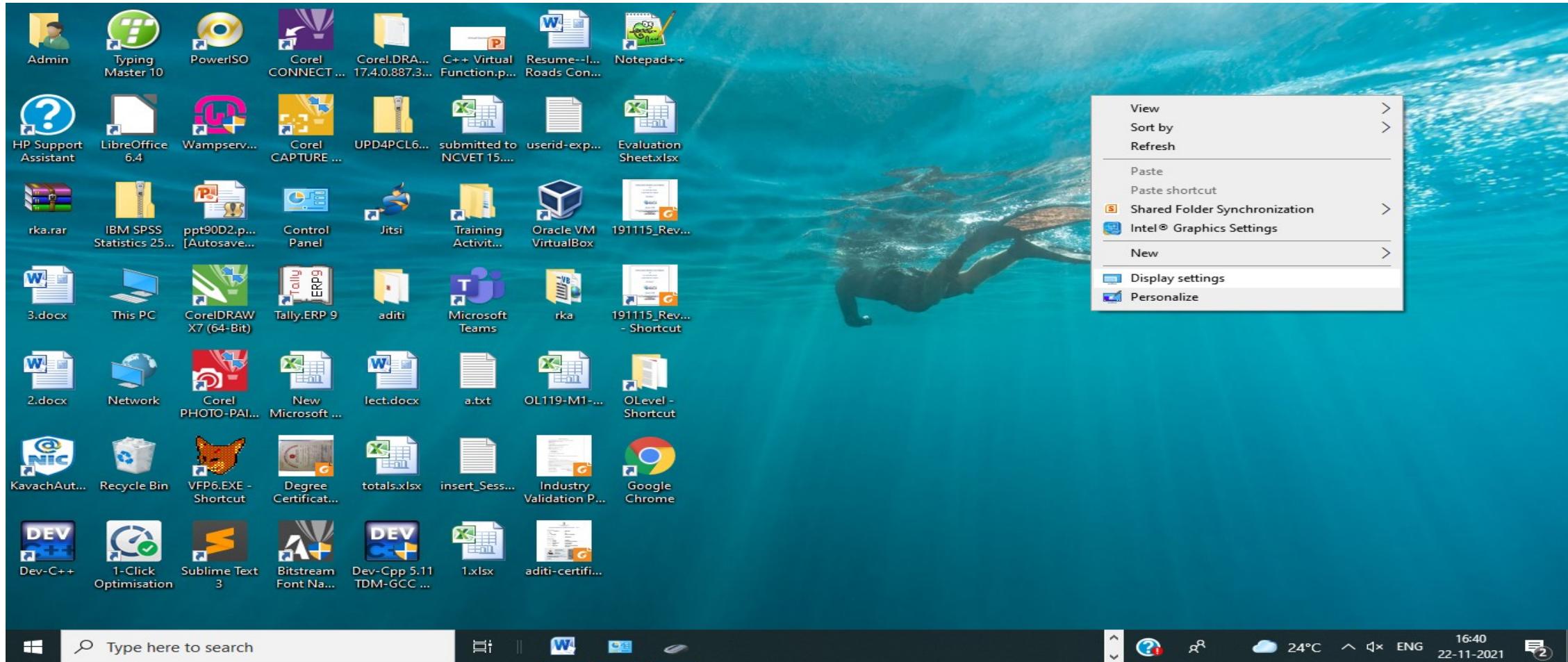
Windows Start button

Search icon

Taskbar icons: File Explorer, Word, Task View, Edge, Settings, Task Manager

Notification area: Battery, Network, Volume, Weather (24°C), Language (ENG), Date (22-11-2021), Clock (16:41), Mail (2 notifications)

# Operating System Simple Settings



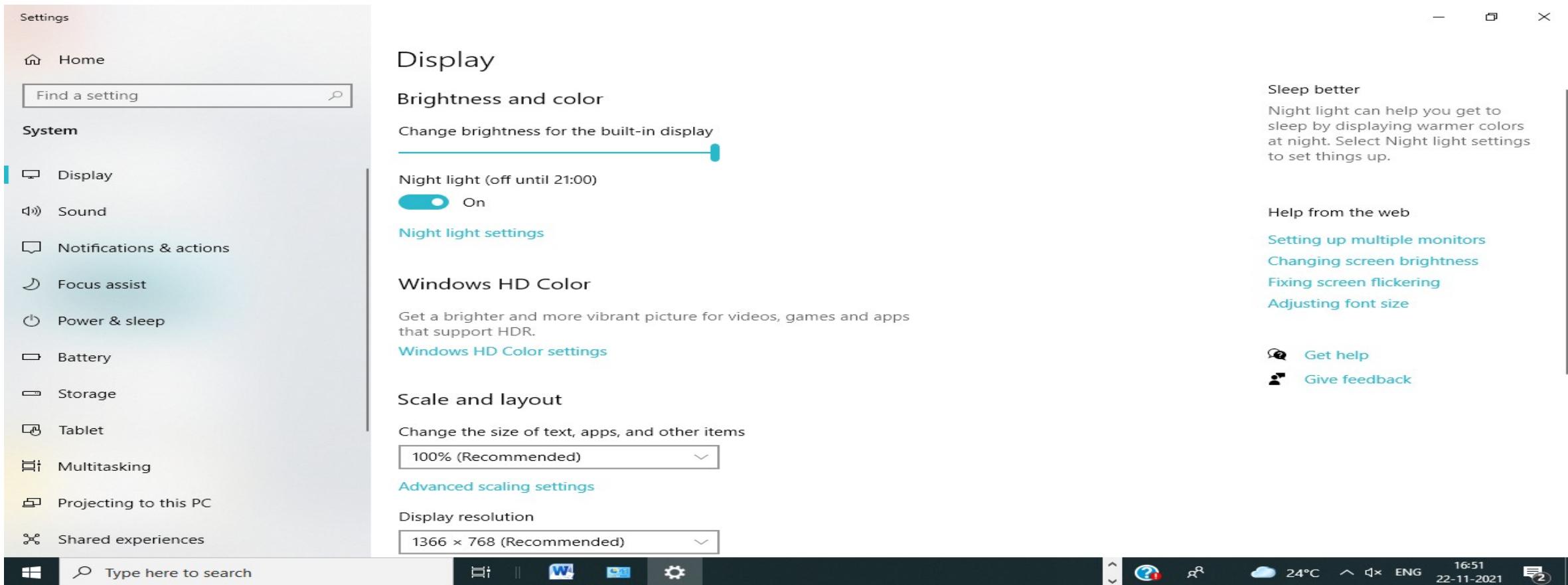
## Operating System Simple Settings



- Clicking on Display option opens a panel and Options for setting Display Properties
  - ▣ Night Light Settings
  - ▣ Window HD color settings
  - ▣ Change the size of text, apps and other settings
  - ▣ Display orientation
  - ▣ Advance Display Settings
- On the right Side of the window other Display Properties options appear like
  - ▣ Setting up multiple monitors
  - ▣ Changing Screen brightness
  - ▣ Fixing Screen flickering
  - ▣ Adjusting font size
- To set any of the property click on the option



## □ Setting of Display Properties



The screenshot shows the Windows Settings application open to the 'Display' section. The left sidebar lists various system settings like Home, Find a setting, System, Display, Sound, Notifications & actions, Focus assist, Power & sleep, Battery, Storage, Tablet, Multitasking, Projecting to this PC, and Shared experiences. The 'Display' option is selected.

**Display**

**Brightness and color**  
Change brightness for the built-in display

**Night light (off until 21:00)**  
 On

[Night light settings](#)

**Windows HD Color**  
Get a brighter and more vibrant picture for videos, games and apps that support HDR.  
[Windows HD Color settings](#)

**Scale and layout**  
Change the size of text, apps, and other items  
100% (Recommended) ▾

[Advanced scaling settings](#)

**Display resolution**  
1366 × 768 (Recommended) ▾

**Sleep better**  
Night light can help you get to sleep by displaying warmer colors at night. Select Night light settings to set things up.

**Help from the web**  
[Setting up multiple monitors](#)  
[Changing screen brightness](#)  
[Fixing screen flickering](#)  
[Adjusting font size](#)

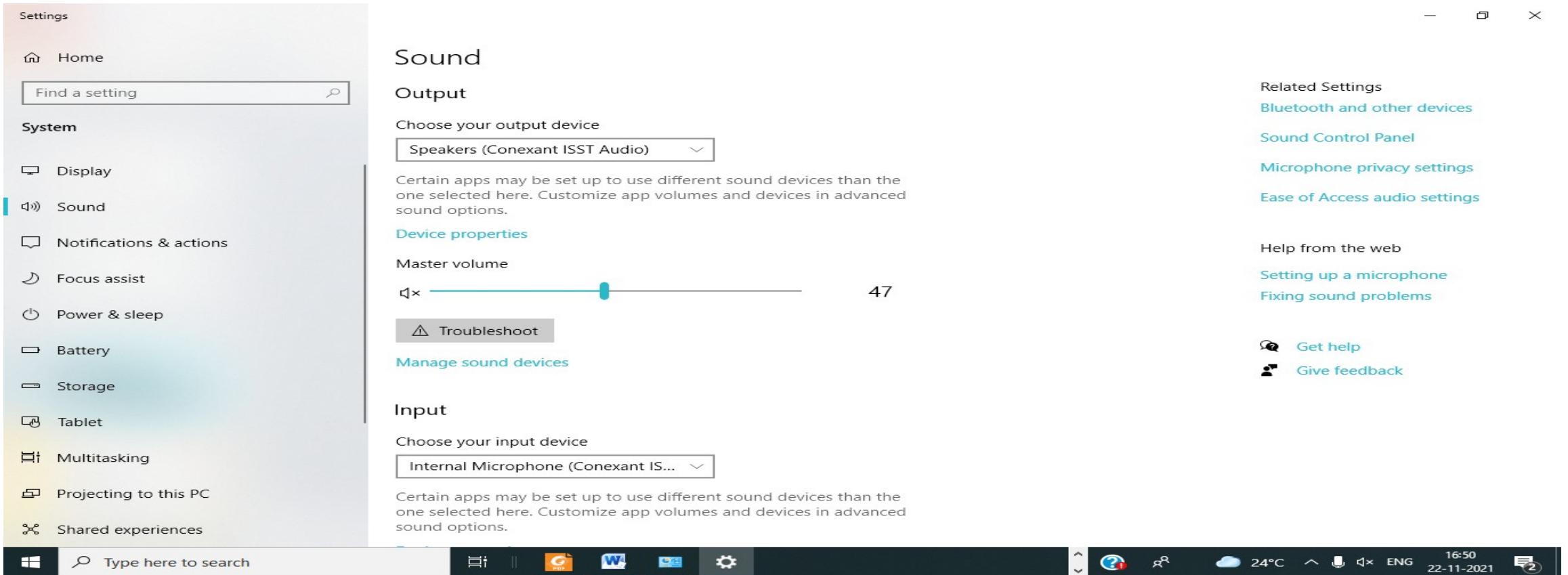
**Get help**  
**Give feedback**

At the bottom, there's a taskbar with icons for Start, Search, Task View, File Explorer, Edge, and Settings, along with system status icons for battery, signal, and network, and a date/time stamp of 22-11-2021 16:51.

# Operating System Simple Settings



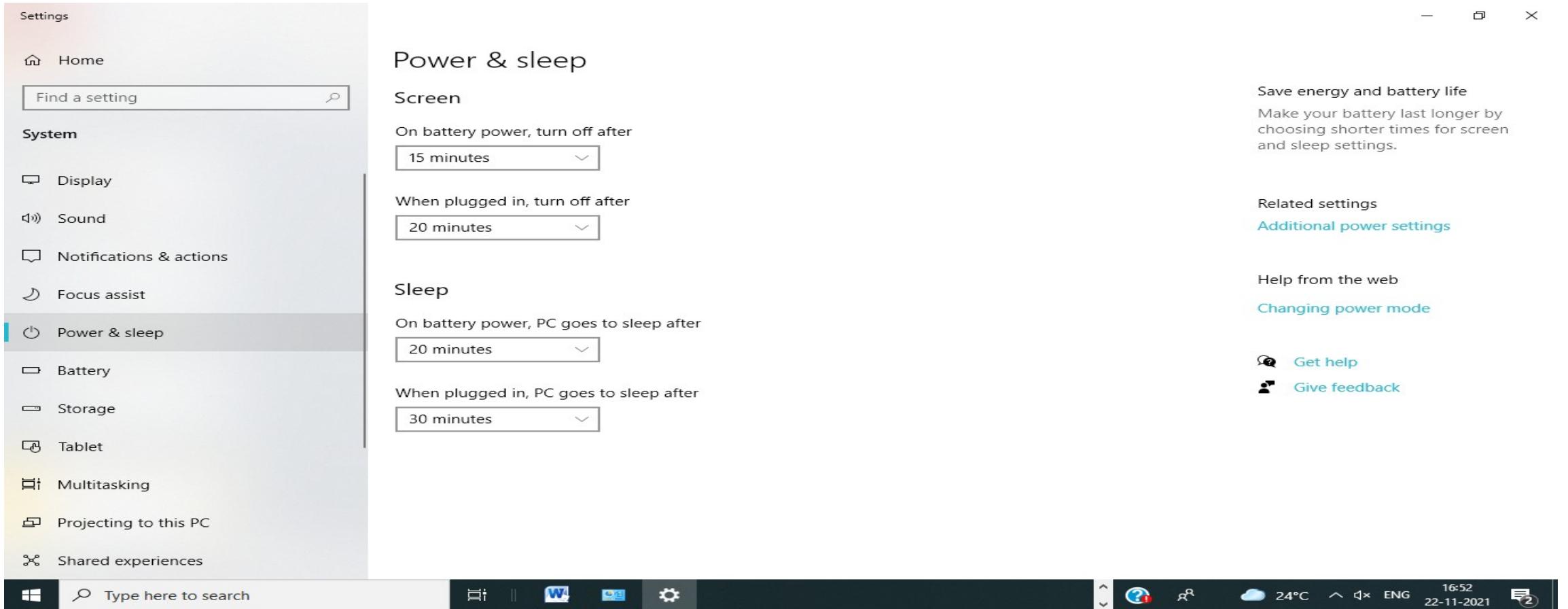
## To set Sound Properties Click on Sound



The screenshot shows the Windows Settings application open to the Sound section. The left sidebar lists various system settings like Home, Find a setting, System, Display, Sound (which is selected and highlighted in blue), Notifications & actions, Focus assist, Power & sleep, Battery, Storage, Tablet, Multitasking, Projecting to this PC, and Shared experiences. The main content area is titled 'Sound' and contains sections for 'Output' and 'Input'. Under Output, it says 'Choose your output device' with 'Speakers (Conexant ISST Audio)' selected. It also includes a note about apps using different sound devices and links to Device properties, Master volume (set to 47), Troubleshoot, and Manage sound devices. Under Input, it says 'Choose your input device' with 'Internal Microphone (Conexant IS...)' selected. It also includes a note about apps using different sound devices and links to Device properties, Input volume (set to 47), Troubleshoot, and Manage sound devices. The right side of the window lists 'Related Settings' including Bluetooth and other devices, Sound Control Panel, Microphone privacy settings, Ease of Access audio settings, Help from the web, Setting up a microphone, Fixing sound problems, Get help, and Give feedback. The taskbar at the bottom shows the Start button, a search bar with 'Type here to search', pinned icons for File Explorer, File History, Word, and Settings, and system icons for battery, signal, and network.



## Power and Sleep Properties



The screenshot shows the Windows Settings application open to the 'Power & sleep' section. The left sidebar lists various system settings like Home, Find a setting, System, Display, Sound, Notifications & actions, Focus assist, Power & sleep (which is selected and highlighted in blue), Battery, Storage, Tablet, Multitasking, Projecting to this PC, and Shared experiences. The main content area is titled 'Power & sleep' and contains two sections: 'Screen' and 'Sleep'. Under 'Screen', there are dropdown menus for 'On battery power, turn off after' (set to 15 minutes) and 'When plugged in, turn off after' (set to 20 minutes). Under 'Sleep', there are dropdown menus for 'On battery power, PC goes to sleep after' (set to 20 minutes) and 'When plugged in, PC goes to sleep after' (set to 30 minutes). To the right of the 'Screen' section is a 'Save energy and battery life' tip: 'Make your battery last longer by choosing shorter times for screen and sleep settings.' Below the 'Sleep' section are links for 'Related settings' (Additional power settings), 'Help from the web' (Changing power mode), 'Get help', and 'Give feedback'. The taskbar at the bottom shows the Start button, a search bar, and several pinned icons.

Settings

Home

Find a setting

System

Display

Sound

Notifications & actions

Focus assist

**Power & sleep**

Battery

Storage

Tablet

Multitasking

Projecting to this PC

Shared experiences

Type here to search

Power & sleep

Screen

On battery power, turn off after

15 minutes

When plugged in, turn off after

20 minutes

Sleep

On battery power, PC goes to sleep after

20 minutes

When plugged in, PC goes to sleep after

30 minutes

Save energy and battery life

Make your battery last longer by choosing shorter times for screen and sleep settings.

Related settings

Additional power settings

Help from the web

Changing power mode

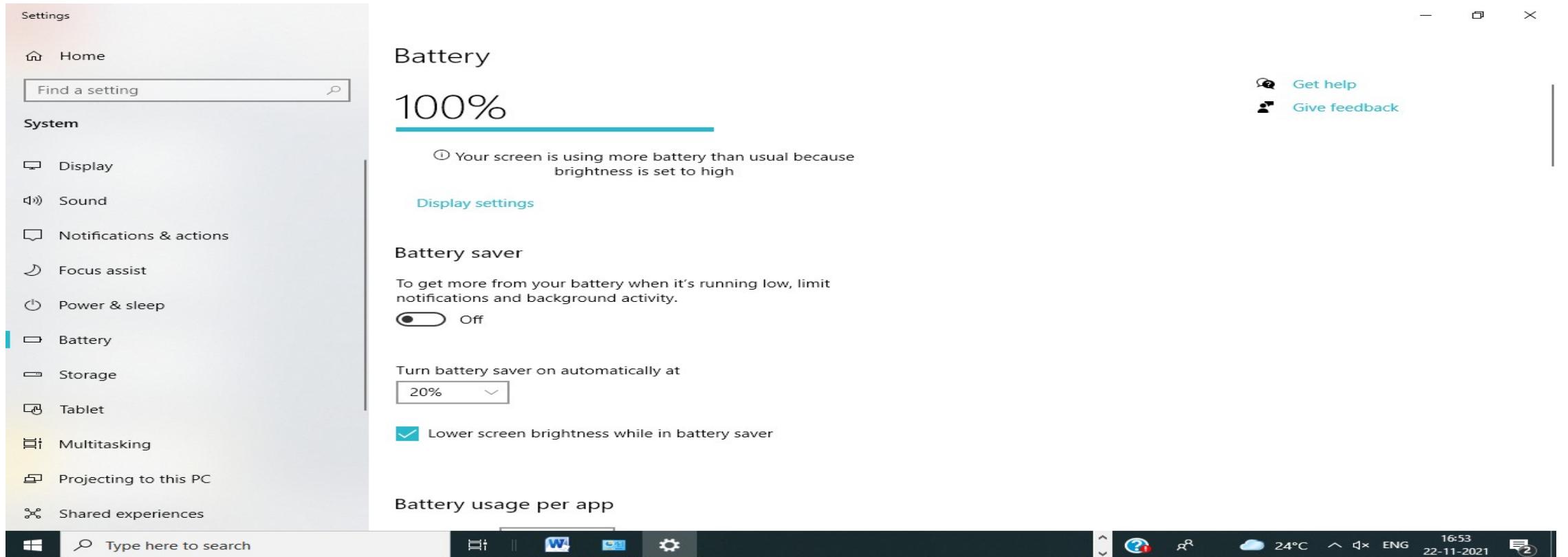
Get help

Give feedback

24°C 16:52 22-11-2021



## Power and Sleep Properties



The screenshot shows the Windows Settings app open to the 'Battery' section. The main heading 'Battery' is displayed above a large digital gauge showing '100%'. Below the gauge, a note states: 'Your screen is using more battery than usual because brightness is set to high'. A 'Display settings' link is provided. Under the heading 'Battery saver', there is a note: 'To get more from your battery when it's running low, limit notifications and background activity.' A toggle switch is set to 'Off'. A dropdown menu for 'Turn battery saver on automatically at' is set to '20%'. A checked checkbox option 'Lower screen brightness while in battery saver' is shown. At the bottom, a section titled 'Battery usage per app' is partially visible. The taskbar at the bottom includes icons for File Explorer, Task View, Edge browser, File Manager, and Settings, along with system status indicators like battery level, signal strength, and date/time.



### Add or Remove Program and Features

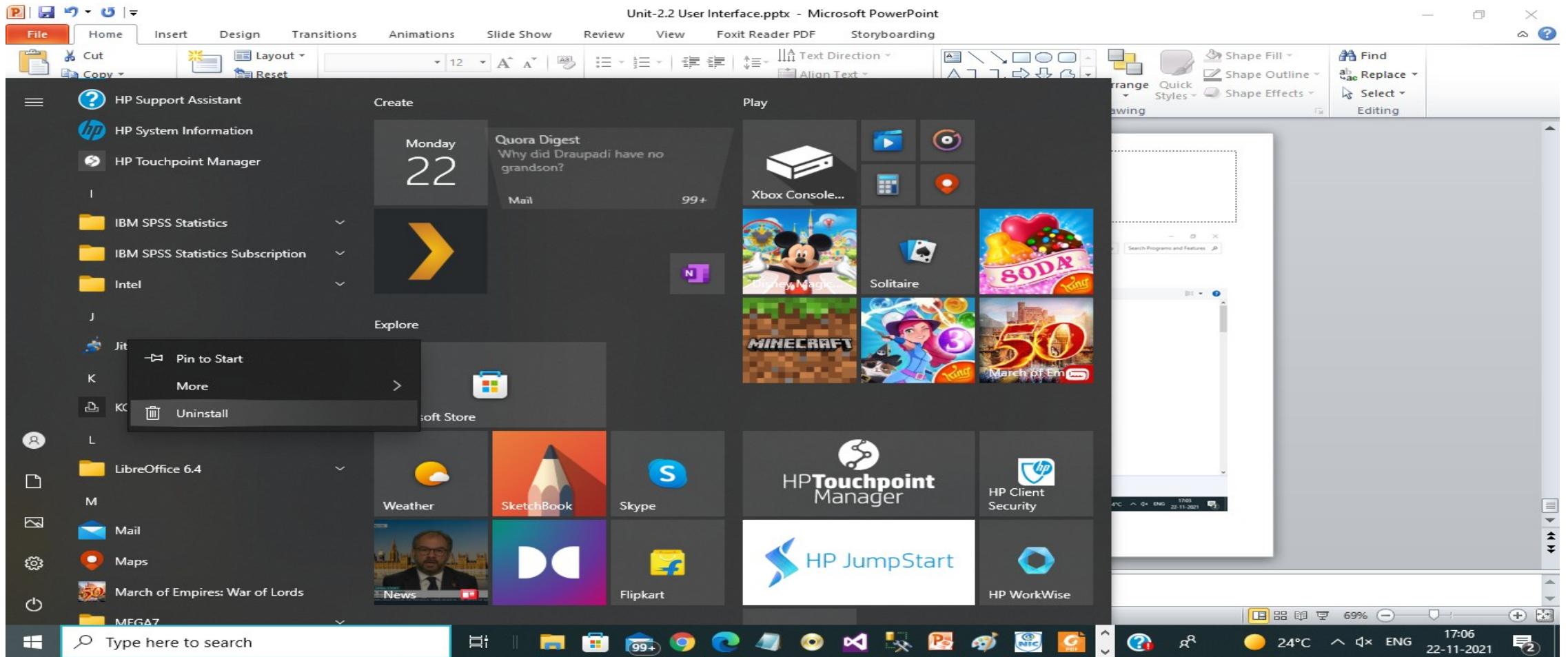
- A computer system is installed with a predefined set of programs, features and apps
- More programs and apps can be installed as per the requirement
- Some Programs and Apps can also be removed which are not required to release memory space
- This can be done through Control Panel
  - Click on Start Button
  - Select Control Panel
  - Select Programs and Features

## Operating System Simple Settings



- To uninstall an App
- Click on Start
- Click on App for Eg "Jitsi"
- Click on unistall

# Operating System Simple Settings



## Operating System Simple Settings



- To uninstall any Desktop Program select it by clicking on it For Example Gimp
- Click on Gimp
  - ▣ Click on Uninstall or
- Right Click on Gimp
  - ▣ Click Uninstall

# Operating System Simple Settings



Control Panel\All Control Panel Items\Programs and Features

Control Panel Home      Uninstall or change a program

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

Organize ▾      Uninstall

Name	Publisher	Installed On	Size	Version
Application Insights Tools for Visual Studio 2015	Microsoft Corporation	15-07-2020	5.95 MB	7.0.20622.1
Automation Anywhere Bot Agent	Automation Anywhere	16-03-2021		18.12.8823
Bonjour	Apple Inc.	14-12-2017	3.23 MB	3.0.0.10
CodeBlocks	The Code::Blocks Team	29-03-2021		17.12
Conexant ISST Audio	Conexant	29-03-2021	142 MB	9.0.239.40
Corel Graphics - Windows Shell Extension	Corel Corporation	29-03-2021	2.92 MB	17.1.0.572
CorelDRAW Graphics Suite X7 (64-Bit)	Corel Corporation	29-03-2021	1.03 GB	17.1.0.572
Dev-C++	Bloodshed Software	29-03-2021		5.11
Discover HP Touchpoint Manager	HP	14-12-2017	1.00 MB	1.0.20.1
Energy Star	HP Inc.	14-12-2017	6.65 MB	1.1.1
Entity Framework 6.1.3 Tools for Visual Studio 2015 U...	Microsoft Corporation	15-07-2020	143 MB	14.0.41103.0
Foxit Reader	Foxit Software Inc.	13-12-2018	226 MB	9.3.0.10826
GIMP 2.10.22	The GIMP Team	29-12-2020	1.10 GB	2.10.22
Google	Google LLC	21-11-2021		96.0.4664.45
HP Client Security Manager	HP Inc.	29-03-2021	71.5 MB	9.3.4.2441
HP Device Access Manager	HP Inc.	14-12-2017	53.8 MB	8.4.7.0
HP Documentation	HP Inc.	29-03-2021		1.0.0.1
HP ePrint SW	HP Inc.	29-03-2021	124 MB	5.3.22034
HP ESU for Microsoft Windows 10	HP	03-07-2017	3.43 MB	11.2.2
HP JumpStart Apps	HP Inc.	29-03-2021	122 MB	7.0.21
HP JumpStart Bridge	HP Inc.	14-12-2017	17.0 MB	1.1.0.285
HP JumpStart Launch	HP Inc.	14-12-2017	866 KB	1.1.275.0
HP Notifications	HP	03-07-2017	35.4 MB	1.0.21.1
HP SoftPaq Download Manager	HP	14-12-2017	54.0 MB	4.3.4.0

The GIMP Team Product version: 2.10.22      Support link: <https://www.gimp.org/> Size: 1.10 GB  
Help link: <https://www.gimp.or...> Update information: <https://www.gimp.org/>

Type here to search              24°C 17:01 22-11-2021 ENG

## Operating System Simple Settings



- A popup window opens displaying " Are you sure you want to completely remove Gimp and all of its components"
- Click on ""Yes"

# Operating System Simple Settings



Control Panel\All Control Panel Items\Programs and Features

← → ⏪ ⏩ ⏴ ⏵ Control Panel > All Control Panel Items > Programs and Features Search Programs and Features

Control Panel Home View installed updates Turn Windows features on or off

Uninstall or change a program

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

Organize ▾ Uninstall

Name	Publisher	Installed On	Size	Version
Application Insights Tools for Visual Studio 2015	Microsoft Corporation	15-07-2020	5.95 MB	7.0.20622.1
Automation Anywhere Bot Agent	Automation Anywhere	16-03-2021		18.12.8823
Bonjour	Apple Inc.	14-12-2017	3.23 MB	3.0.0.10
CodeBlocks	The Code::Blocks Team	29-03-2021		17.12
Conexant ISST Audio	Conexant	29-03-2021	142 MB	9.0.239.40
Corel Graphics - Windows Shell Extension	Corel Corporation	29-03-2021	2.92 MB	17.1.0.572
CorelDRAW Graphics Suite X7 (64-Bit)				1.0.572
Dev-C++				1
Discover HP Touchpoint Manager				20.1
Energy Star				1
Entity Framework 6.1.3 Tools for Visual Studio 201				0.41103.0
Foxit Reader				0.10826
GIMP 2.10.22				0.22
Google Chrome				0.4664.45
HP Client Security Manager	HP Inc.	29-03-2021	71.5 MB	9.3.4.2441
HP Device Access Manager	HP Inc.	14-12-2017	53.8 MB	8.4.7.0
HP Documentation	HP Inc.	29-03-2021		1.0.0.1
HP ePrint SW	HP Inc.	29-03-2021	124 MB	5.3.22034
HP ESU for Microsoft Windows 10	HP	03-07-2017	3.43 MB	11.2.2
HP JumpStart Apps	HP Inc.	29-03-2021	122 MB	7.0.21
HP JumpStart Bridge	HP Inc.	14-12-2017	17.0 MB	1.1.0.285
HP JumpStart Launch	HP Inc.	14-12-2017	866 KB	1.1.275.0
HP Notifications	HP	03-07-2017	35.4 MB	1.0.21.1
HP SoftPaq Download Manager	HP	14-12-2017	54.0 MB	4.3.4.0

GIMP Uninstall

Are you sure you want to completely remove GIMP and all of its components?

Yes No

The GIMP Team Product version: 2.10.22 Support link: <https://www.gimp.org/> Size: 1.10 GB  
Help link: <https://www.gimp.or...> Update information: <https://www.gimp.org/>

Type here to search

Windows Start button

24°C 17:03 22-11-2021 ENG

## Operating System Simple Settings



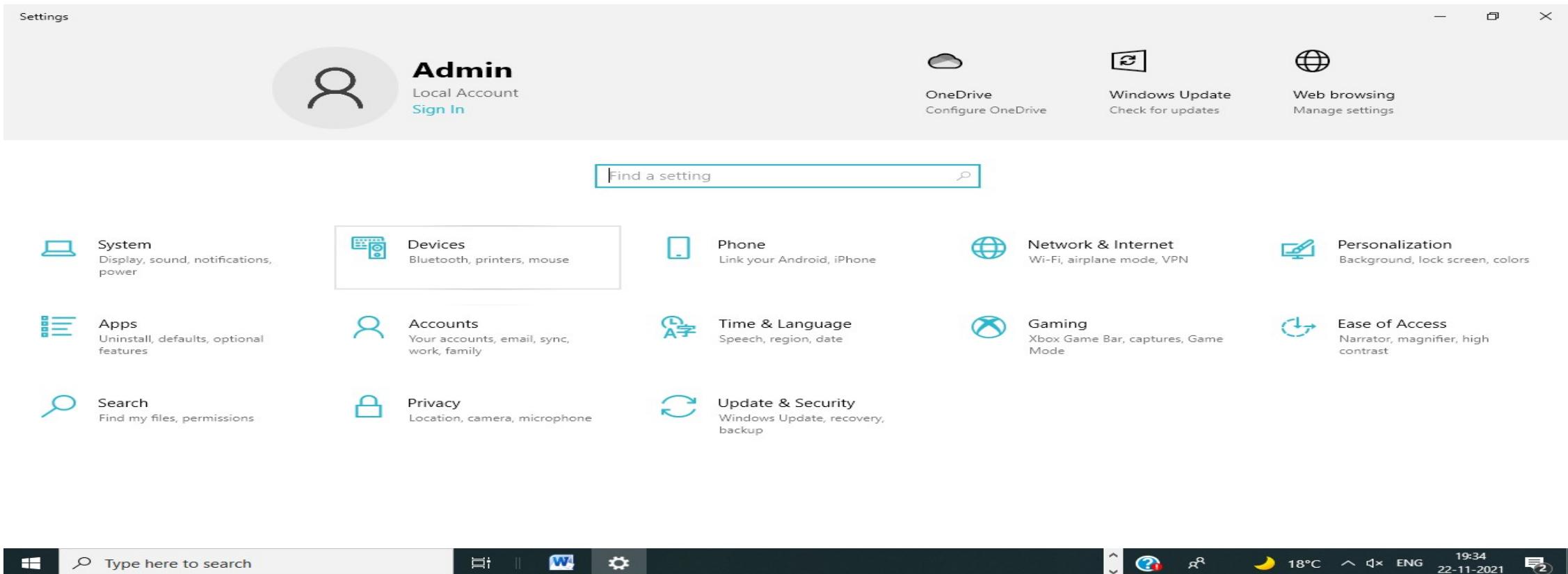
- Adding Removing And Sharing Printers
  - ▣ The printer attached to computer works if it has
    - A physical connection with the computer system
    - A software to communicate with the operating system of the computer
  - ▣ A printer can be physically connected with any computer through the printer's port but a computer system may not always have the compatible software
  - ▣ A printer driver is required to be added if the system does not have the software
  - ▣ A printer driver is a software that connects the printer to the operating system

## Operating System Simple Settings



- Local Printer
- Connect the printer to PC with USB cable and turn it on
- Open Settings App by
  - ▣ Typing in search box or
  - ▣ Clicking on Start button and then click settings

## □ Click Devices



## Operating System Simple Settings



- Click "Printers and Scanners" from left Panel
- Click on Add Printer or Scanner



## Operating System Simple Settings

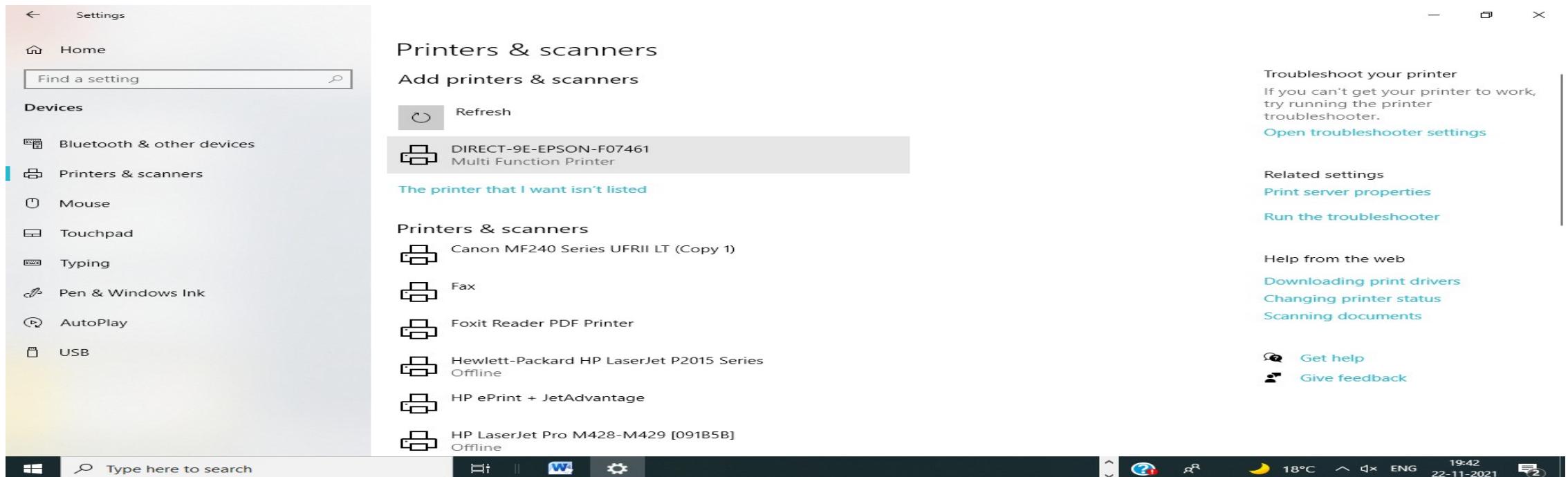


- Click on name of printer displayed and follow the onscreen instructions to install
- or
- If want to use the shared printer than click on "The printer that I want isn't listed"

# Operating System Simple Settings



- Option 1: Click on the name of printer and follow instructions for installation





Settings

Home

Find a setting

Devices

- Bluetooth & other devices
- Printers & scanners**
- Mouse
- Touchpad
- Typing
- Pen & Windows Ink
- AutoPlay
- USB

Printers & scanners

Add printers & scanners

Connecting to DIRECT-9E-EPSON-F07461

Follow any instructions on your multi function printer.

Cancel

Hewlett-Packard HP LaserJet P2015 Series  
Offline

HP ePrint + JetAdvantage

HP LaserJet Pro M428-M429 [091B5B]  
Offline

HP LaserJet Pro MFP M128fw[39561B]

Troubleshoot your printer

If you can't get your printer to work, try running the printer troubleshooter.

[Open troubleshooter settings](#)

Related settings

[Print server properties](#)

[Run the troubleshooter](#)

Help from the web

[Downloading print drivers](#)

[Changing printer status](#)

[Scanning documents](#)

Get help

Give feedback

Type here to search

Windows Start button

File Explorer icon

Search icon

Settings icon

Up arrow icon

Down arrow icon

Question mark icon

Globe icon

Search icon

Moon icon

18°C

19:45

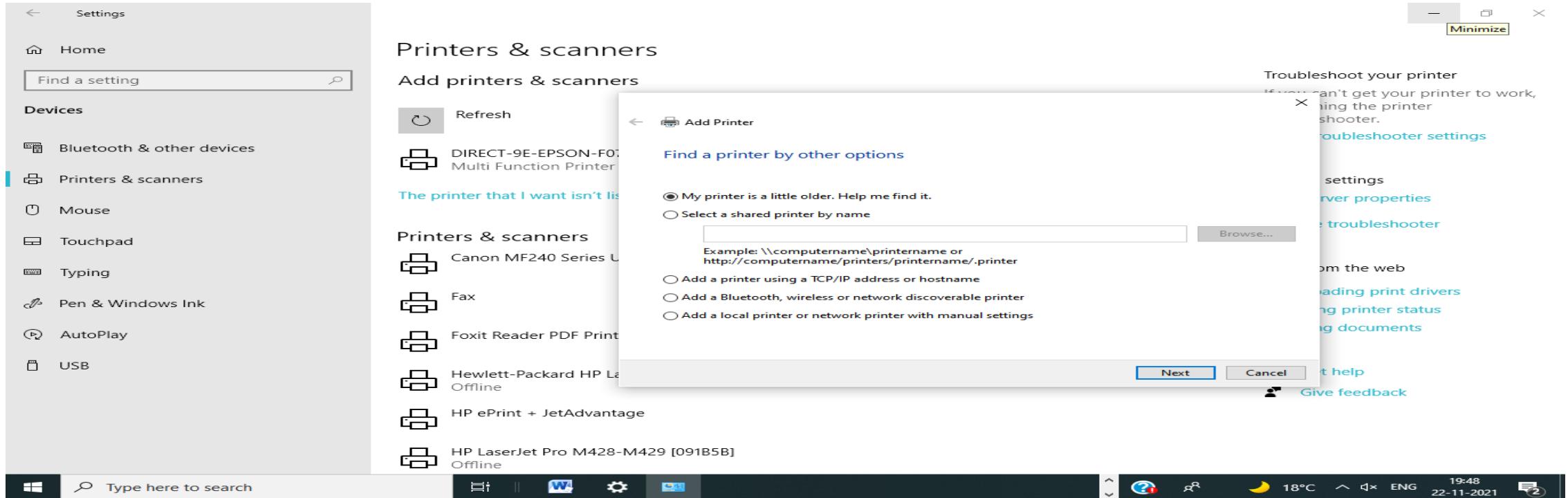
22-11-2021

ENG

# Operating System Simple Settings



- Option 2: Click on "The printer that I want wasn't listed" for shared printer

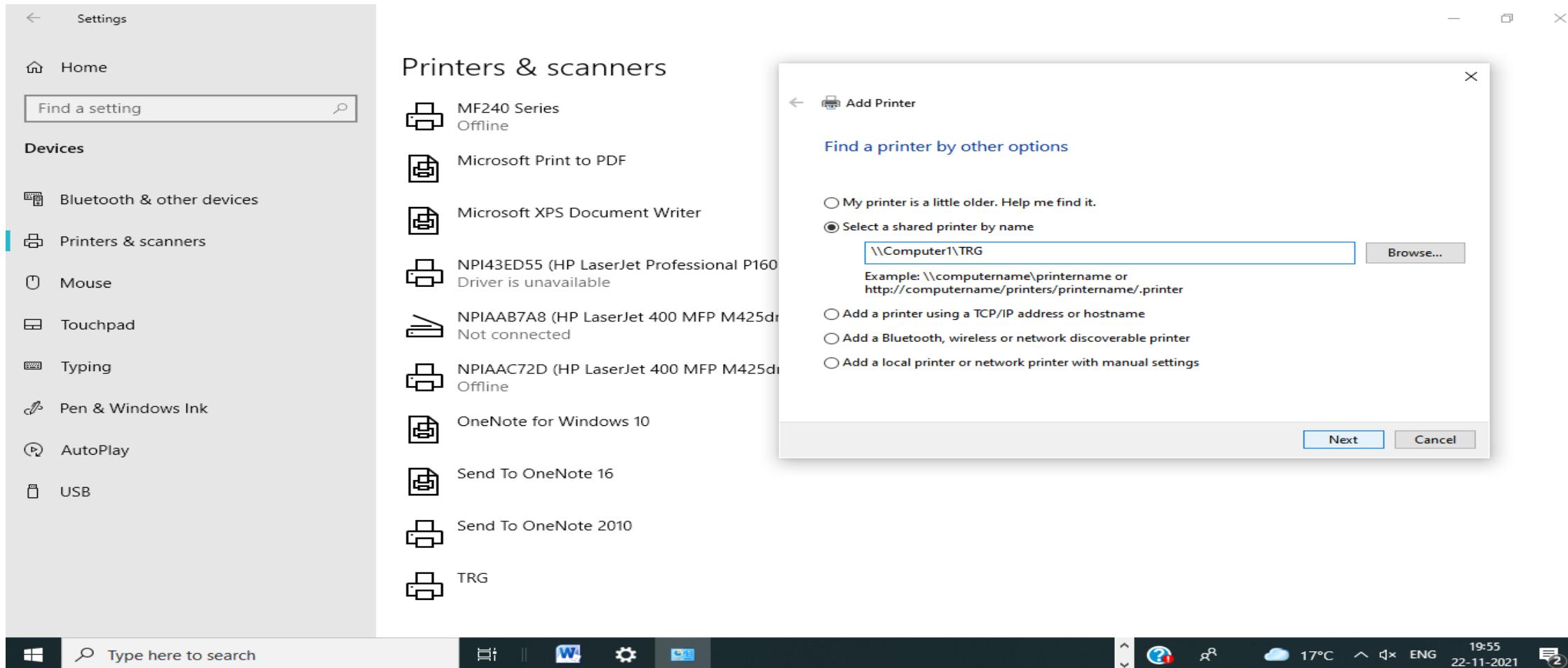


## Operating System Simple Settings



- Select the radio button "Select a shared printer by name"
- Type the name of the shared printer in the box
- Click on next to connect to the printer
- The computer will try to locate the available printers and to help to download the driver
- Download and install the driver
- Click on Next after the message for successful addition of printer
- The printer will now be available and shown in the list under the option "Printer and Scanner" in the window
- Close "Settings" after installation

# Operating System Simple Settings



The image shows a Windows operating system interface. On the left, a sidebar titled 'Settings' lists various system components like Home, Find a setting, Devices (Bluetooth & other devices, Printers & scanners, Mouse, Touchpad, Typing, Pen & Windows Ink, AutoPlay, USB), and others. The 'Printers & scanners' option is selected. The main area displays a list of printers and scanners, including MF240 Series (Offline), Microsoft Print to PDF, Microsoft XPS Document Writer, NPI43ED55 (HP LaserJet Professional P160 Driver is unavailable), NPIAA87A8 (HP LaserJet 400 MFP M425dn Not connected), NPIAAC72D (HP LaserJet 400 MFP M425dn Offline), OneNote for Windows 10, Send To OneNote 16, Send To OneNote 2010, and TRG. A 'Printers & scanners' window is open, showing the 'Add Printer' dialog. The dialog has the title 'Add Printer' and the sub-section 'Find a printer by other options'. It contains several radio button options: 'My printer is a little older. Help me find it.', 'Select a shared printer by name' (which is selected), 'Add a printer using a TCP/IP address or hostname', 'Add a Bluetooth, wireless or network discoverable printer', and 'Add a local printer or network printer with manual settings'. A text input field shows '\\Computer1\TRG' with a 'Browse...' button next to it. At the bottom right of the dialog are 'Next' and 'Cancel' buttons.

## Operating System Simple Settings

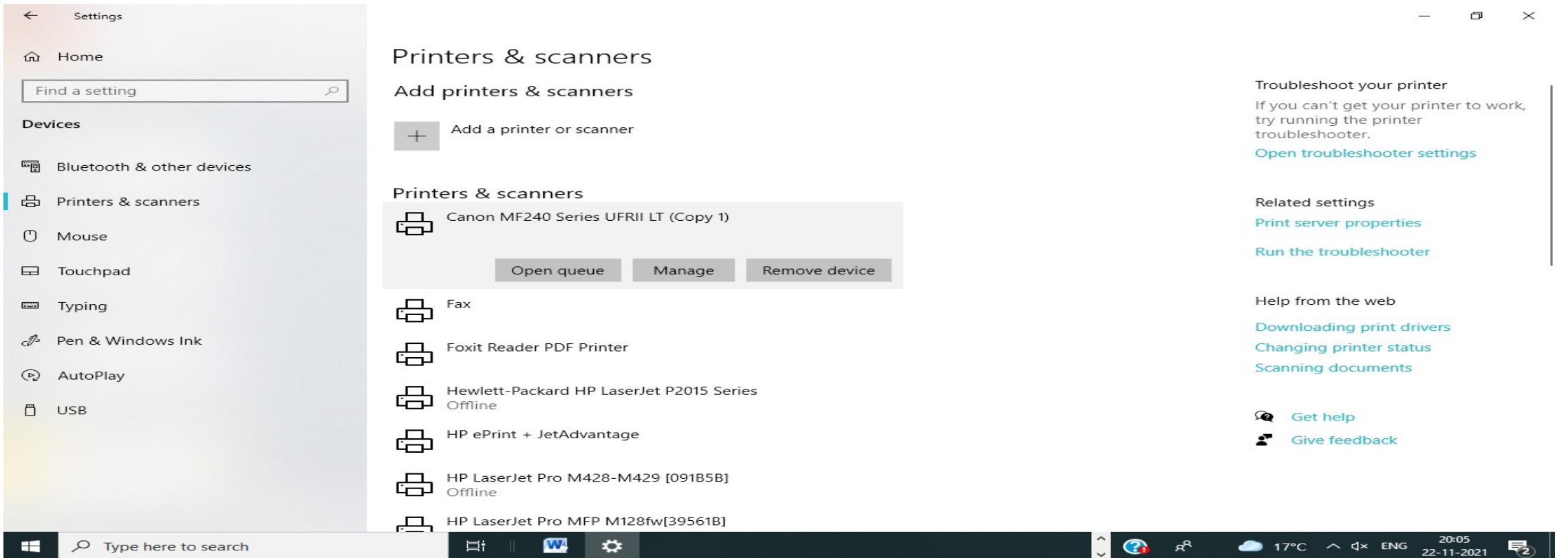


- Remove an Attached Printer
  - ▣ If a printer is not to be used it can be removed from the Printer and Scanner page
  - ▣ Click on the Installed Printer device
  - ▣ Click on Remove Device
  - ▣ A popup message will be displayed "Are you sure you want to remove the device"
  - ▣ Click on "Yes"

# Operating System Simple Settings



- To remove a printer device



The screenshot shows the Windows Settings interface for managing printers and scanners. The left sidebar lists various devices, with 'Printers & scanners' selected. The main area displays a list of installed printers, each with an icon, name, and three buttons: 'Open queue', 'Manage', and 'Remove device'. The 'Remove device' button is highlighted for the first printer, Canon MF240 Series UFRII LT (Copy 1). On the right side, there are sections for troubleshooting, related settings, help from the web, and feedback.

**Printers & scanners**

Add printers & scanners

+ Add a printer or scanner

**Printers & scanners**

- Canon MF240 Series UFRII LT (Copy 1)
- Fax
- Foxit Reader PDF Printer
- Hewlett-Packard HP LaserJet P2015 Series  
Offline
- HP ePrint + JetAdvantage
- HP LaserJet Pro M428-M429 [091B5B]  
Offline
- HP LaserJet Pro MFP M128fw[39561B]

Troubleshoot your printer  
If you can't get your printer to work, try running the printer troubleshooter.  
[Open troubleshooter settings](#)

Related settings  
[Print server properties](#)  
[Run the troubleshooter](#)

Help from the web  
[Downloading print drivers](#)  
[Changing printer status](#)  
[Scanning documents](#)

Get help  
Give feedback

Type here to search

Windows Start button

System tray icons: battery, signal, 17°C, ENG, 20:05, 22-11-2021, notifications



- Organization and keeping tracks of files and folders
- A file is a computer resource for recording data or instructions in a computer storage device
- The file is identified by its name and extension which are separated by a dot
- The file indicates the type of file and the associated application
- A computer file can be a document, image, videos, program files, Apps etc.
- Files are stored in folders which is a container for storing programs and files
- The Windows File hierarchy organizes files into folders and then place a folder in other folders
- File management tools helps to organize files into folders with appropriate names

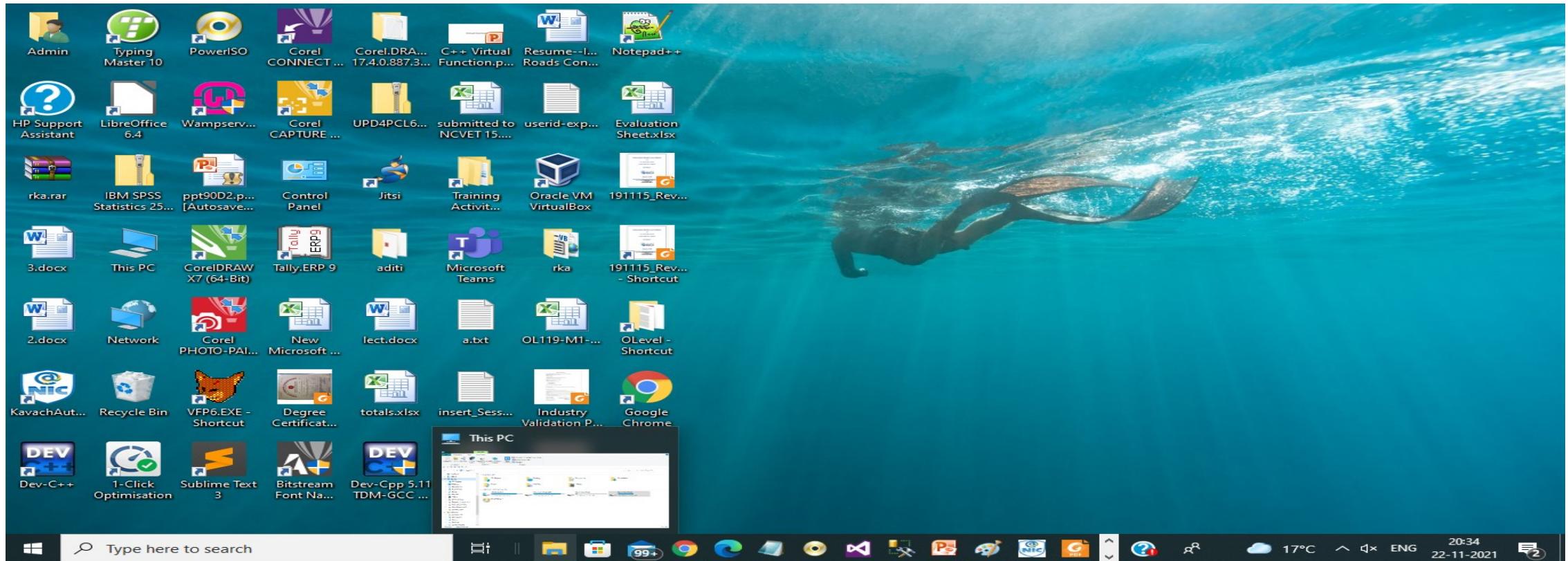


- The File Explorer is a tool for working and managing files in the computer
- It displays the entire computer's file system in a tree structure
- All the files and data of computer can be accessed with the help of File explorer
- File explorer icon is added in the Taskbar and looks like a folder

# File Explorer



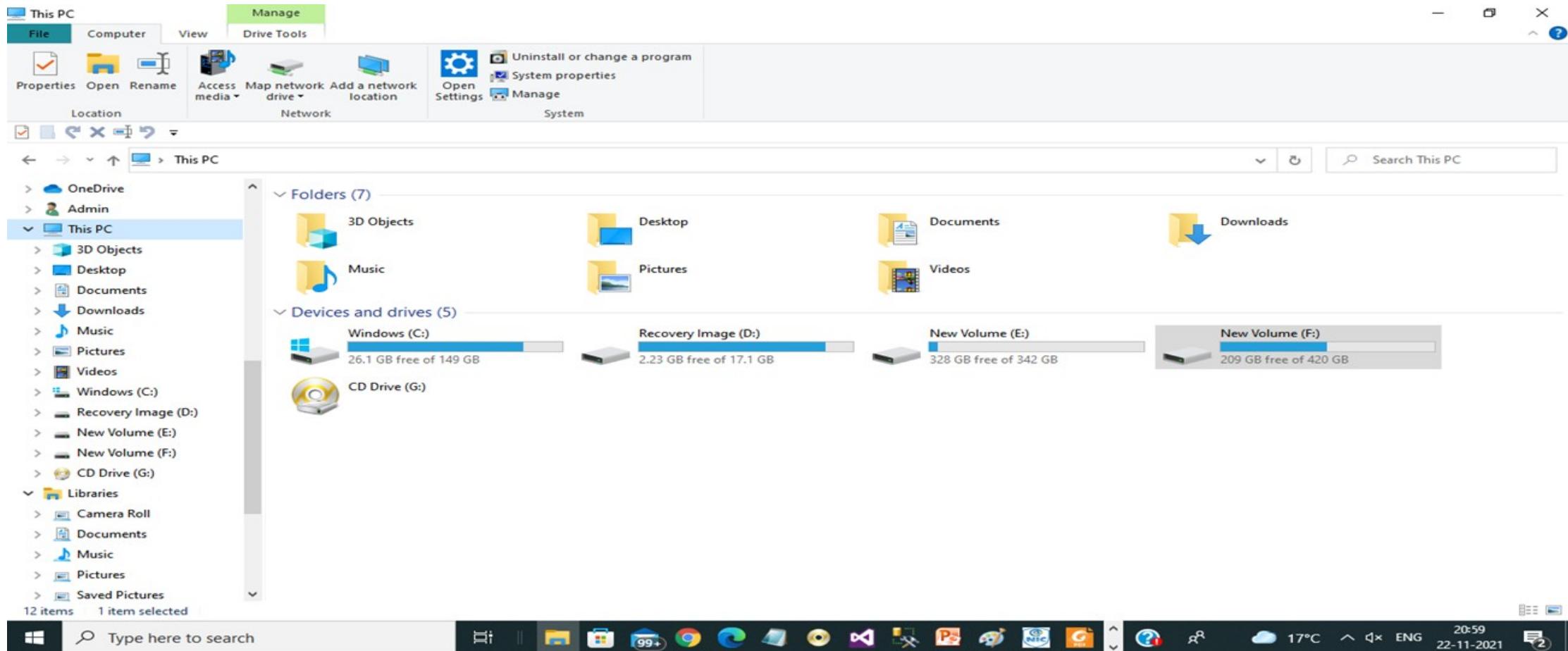
- File Explorer icon in Taskbar





- Click on File Explorer and the main pane of the File Explorer Window will open
- The left pane shows the hierarchy and the right pane shows the details of the drive or selected folder in the left pane
- The topmost directory is called the Root directory i.e. the "C:\\" drive or "F:\\" drive
- The root directory will contain files and folders
- The folder within a folder is called the sub-folder

# File Explorer



- Click on F:\ and it will shows all its files and folders

The screenshot shows a Windows File Explorer window with the following details:

- File Explorer Title Bar:** F:\ Manage
- Top Menu Bar:** File, Home, Share, View, Drive Tools.
- Toolbar:** Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut, Move to, Copy to, Delete, Rename, New folder, New item, Easy access, Properties, Open, Select all, Select none, Select none, Invert selection.
- Breadcrumb Navigation:** This PC > New Volume (F:)
- Search Bar:** Search New Volume (F:)
- Left Sidebar:** A tree view showing the contents of the New Volume (F:). The root folder contains many subfolders, including 190618, aa-rak, aditi, ap, arr-reps-sp-not-fnl, capsules, ccc, csds, cycle, exam-duty, ExpertEmpanelment, forms, ht, Lang, letter, ls, mas, meenu, Nero BackItUp, office, olevel-backup, and olevel-test.
- Table View:** A detailed list of files and folders in the New Volume (F:). The columns are Name, Date modified, Type, Size, Date created, Authors, Tags, and Title. The table shows 84 items.

Name	Date modified	Type	Size	Date created	Authors	Tags	Title
190618	17-12-2018 11:47	File folder		19-06-2018 10:46			
aa-rak	20-07-2020 09:25	File folder		17-06-2019 07:33			
aditi	26-01-2020 17:36	File folder		11-03-2018 11:11			
ap	05-08-2021 10:56	File folder		07-02-2018 22:39			
arr-reps-sp-not-fnl	19-01-2021 16:42	File folder		07-03-2018 11:44			
capsules	25-06-2020 18:12	File folder		24-06-2019 22:46			
ccc	24-09-2018 13:45	File folder		13-06-2018 07:00			
csds	25-06-2020 18:17	File folder		07-02-2018 22:35			
cycle	03-03-2018 14:04	File folder		27-01-2018 19:54			
exam-duty	14-09-2021 06:59	File folder		08-12-2018 22:47			
ExpertEmpanelment	28-07-2020 15:13	File folder		28-07-2020 15:12			
forms	23-07-2020 11:58	File folder		06-11-2019 16:13			
ht	30-05-2018 21:11	File folder		16-02-2018 19:54			
Lang	24-06-2019 22:46	File folder		24-06-2019 22:46			
letter	17-12-2018 10:38	File folder		30-05-2018 21:09			
ls	28-09-2018 15:52	File folder		07-02-2018 22:27			
mas	11-03-2018 20:59	File folder		10-03-2018 19:27			
meenu	31-08-2021 10:50	File folder		13-02-2018 20:22			
Nero BackItUp	16-10-2018 12:45	File folder		16-10-2018 12:43			
office	25-02-2021 15:20	File folder		04-09-2018 13:53			
olevel-backup	09-11-2020 09:53	File folder		28-09-2020 09:39			
olevel-test	01-04-2021 16:57	File folder		22-02-2021 16:54			

84 items

Bottom Taskbar: Type here to search, File Explorer icons, System tray showing 17°C, ENG, 21:05, 22-11-2021, and a battery icon.



- Click on any folder in the left and its contents will be shown in the right



### File Explorer Menu Bar

- It has four tabs for management of File Explorer Window Display and File Management
  - ▣ File
  - ▣ Home
  - ▣ Share
  - ▣ View



## File Explorer Menu Bar

- **File Menu**
  - ▣ When selected it displays a drop down of options
    - To open a new file explorer window
    - To close the currently opened File explorer window



## File Explorer Menu Bar

- **Home Menu**
  - Clipboard
    - To cut, copy paste files and folders to the clipboard
  - Organize
    - To copy, move, delete, rename files and folders
  - New
    - To create a new folder or item
  - Open
  - To open an Application
  - Select
    - To select a file or folder



## File Explorer Menu Bar

- Share Menu
  - To share a file, email a file or create a zip file or folder
- Share With
  - To set share privileges of files and folder



### File Explorer Menu Bar

- **View Menu**
  - ▣ **Panes**
    - To manage the display of File Explorer Tree
  - ▣ **Layout**
    - To manage the display of file names
  - ▣ **Current View**
    - To manage the current view of files
  - ▣ **Show/Hide**
    - To show and hide various file details



### File Extensions

- The data is stored in various types of files in the computer
- Files can be text, image, audio, video etc.
- Each file type has its specific icon that implies the specific type of file
- A Windows file name has two parts
  - The file name
  - The file extension
- The file extension is the suffix at the end of the file
- It is separated by a dot from the file name
- It can be three to four characters indicating the file type

## Types of File Extensions



- File extensions are important as it tells the computer about the application that will open the file
- For example:
- A file created in MS-Word has file extension as .docx and the icon is as follows



## Common File Extensions



File Extension	Application/ File Type
.doc or .docx	Microsoft Word
.xls or .xlsx	Microsoft Excel
.ppt or .pptx	Microsoft Powerpoint
.pdf	Acrobat Portable Document Format
.psd	Adobe Photoshop
.gif	Graphic Interchange Format
.html	Web page Source Document
.jpeg	JPEG Graphic
.odt	Libreoffice Writer Open Document Text
.ods	Libreoffice Calc Open Document Spreadsheet
.odp	Libreoffice Impress Open Document Presentation