

## Office - Automation

⇒ Command to open Control panel

⇒ In Run box = `winver` or `System`  
`32 Control.exe`

- Windows operating System. developed by Microsoft

- Interface - GUI

OS - Patch - (based source)

proprietary

OSK - on screen keyboard.

available on harddisk

② Recyclebin :- delete files are stored in it.

Shift + del → permanent del.

→ Empty

= Windows Accessories :-

- This PC, My Computer - One type of gateway  
Ctrl + Harddisk memory (permanent)

⇒ To check.  
Open This PC - Properties. → Configuration