

Windows Operating Systems

(103-102)

Introduction to Windows

Notes	Activity
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Quick Links

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OS History

- DOS, Windows 3.x

Advantages of Windows

- Graphical User Interface (GUI)
- Multitasking vs. Multi processing
- Document-centric vs Program-centric
- Plug-n-Play

Starting Windows

- Should be automatic on start-up



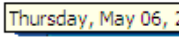

Start Windows

Using a mouse

- Pointing (touch with tip of arrow)
- Clicking (used to select an object)
(press and release left mouse button once)
- Double-clicking (used to open an object)
(press and release left mouse button twice quickly)
- Right-clicking (used to view an object's properties)
(press and release right mouse button once)
- Drag 'n Drop (right & left)

Demonstrate each (if necessary)

The Desktop and Windows *Objects*

- Desktop
 - Display area for primary Windows objects
 - Customizable
- Taskbar
 - Contains icons for all active applications (initially none)
 - Contains the  Start Button (see below)
 - If the Taskbar is not visible, it is in *Auto Hide* mode (so it doesn't unnecessarily take up screen room). Move the pointer to the edge of the screen (usually the bottom edge) to make the Taskbar appear.
 - To change this feature, change the Taskbar properties (right-click on empty area in Taskbar)
 - Another way to reduce the amount of space the Taskbar takes is to use small icons.
 - Right-click empty area in Taskbar and choose Properties in the pop up menu
 - Contains the Quick Launch bar that provides quick access to your favorite programs.
 - May also contain: (double-click to access)
 - Volume control icon 
 - Current time and date 
 - Printer control icon
 - Others. Click the *Show hidden icons* button  to see them.



Point out each object



DVD: Windows XP,
Tutorial 1, Touring
Desktop

Or




Windows Vista, Tutorial 1,
Touring Desktop

- Start Button  (click to access, or press Start Menu key  on *Windows* keyboards)
 - Contains menu items to access:
 - Shut Down
 - Search box
 - Windows Help and Support system
 - Windows hardware, software and Start Menu settings
 - installed programs
 - other items added by users (customizable)
- Computer icon
 - Provides access to major components of computer and storage devices
- Recycle Bin
 - Temporary holding *place* for deleted files and folders (objects)
- You can control which icons appear on your Desktop
 - Right-click the Desktop
 - Choose Personalize
 - Click the Change desktop icons link.




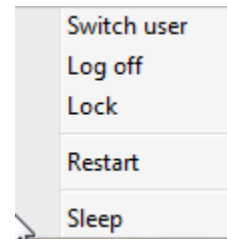
- Quick Launch Bar



- Located right next to the Start button
- Provides one-click access to your frequently used programs or folders whenever the Taskbar is visible (usually always)
 - To launch any program, simply click its icon
 - To add items to your Quick Launch bar, simply right-click any Start Menu item and choose *Pin to Taskbar*
- The Quick Launch bar also allows you to quickly launch programs.
 - Press -*number*, where *number* is the number of the icon in the Quick Launch bar (counting left to right)
 - -1 to launch Outlook in the example above
 - -2 to launch Firefox in the example above

Exiting Windows

- Click the Start  button
(Move mouse pointer to bottom of screen if the Taskbar is hidden)
- Click Shut Down
- Five alternative shut down options
(Click arrow next to Shut Down)
 - Switch User
 - Allows a different user to use the computer without losing any of the current user's ongoing work.
 - Note: More logged in users require more RAM
 - Log off
 - Logging off designates you are through using the computer.
 - Windows will clean up any open programs and save the current desktop configuration.
 - The log in screen will then appear
 - Lock
 - Lock the computer so no one else can use it
 - Current configuration of all programs is maintained
 - Any processing (e.g. Internet downloads) continue
 - Only the current user can unlock the machine
 - If you come across a computer that has been inadvertently locked, you can gain control of the computer by shutting it off via the power button.
 - Caution: If the previous user had unsaved work, it will be lost.
 - Restart
 - This feature is normally only used if the computer is having issues. A restart will often resolve them.
 - Windows will clean up any open programs and save the current desktop configuration.
 - The log in screen will then appear
 - Caution: if other users are logged on and have unsaved work, their work will be lost.



➤ Sleep

- This feature shuts down the computer's monitors and hard drives but DOES NOT erase RAM (working memory)
- Many computers (particularly laptops) *go to sleep* on their own after a given amount of time.
 - Right-click Desktop, Personalize, Screen Saver, Change power settings
- Conserves power if computer is not going to be used for a while.
- Computer comes back to the state it was in when the user presses any keyboard key.
 - Mouse buttons don't always awaken the computer.
 - Sometimes, you need to *lightly touch* the power button to bring a computer back from a *deeper* sleep.
- Many users prefer sleep to shut down because they can get back to work quicker.
 - I recommend a shutdown at the end of the day, when you no longer plan to use the computer for the evening.
 - A complete shutdown can keep your computer running better by refreshing its RAM.