Windows Operating Systems

(103-102)

Introduction to Windows

Notes	Activity

Quick Links

[Ctrl-]Click any of the links below to quickly jump to that location in these notes.

- Operating System History
- Advantages of Windows
- Starting Windows
- Using a Mouse
- Desktop and Windows Objects
- Exiting Windows

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
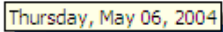
Start Windows

Using a mouse

Demonstrate each (if necessary)

- 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)

The Desktop and Windows *Objects*

Point out each object

- Desktop
  - Display area for primary Windows objects
  - Customizable

Notes	Activity

• Task Bar
   ➢ Contains icons for all active applications (initially none)
   ➢ Contains the **start** Button (see below)
   ➢ If the Task Bar 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 Task Bar appear.
   ➢ To change this feature, change the Task Bar properties (right-click on empty area in Task Bar)
   ➢ 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 (rest pointer on time to see current date)
      – Printer control icon
      – Others
 	
• Start Button **start** (click to access, or press Start Menu key on *Windows* keyboard)
   ➢ Contains menu items to access:
      – Shut Down
      – Run Menu (rarely used)
      – Windows Help system
      – Find feature to locate files and folders
      – Windows hardware, software and Start Menu settings
      – a list of the 15 most-recently accessed documents
      – installed programs
      – other items added by users (customizable)
• My Computer icon
   ➢ Provides access to major components of computer and storage devices
• Recycle Bin
   ➢ Temporary holding *place* for deleted files and folders (objects)
• Network Neighborhood
   ➢ Access to your home or work network.
	DVD: Windows XP, Tutorial 1, Touring Desktop
	
	Or
	
	Windows Vista, Tutorial 1, Touring Desktop
	
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	1:00 PM
	
	My Computer
	
	Recycle Bin
	
	My Network Places

- 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
  - ➢ If the Quick Launch Bar is not visible
    - − Right-click on the Taskbar
    - − Point to Toolbars on the popup menu
    - − Click Quick Launch to turn on the Quick Launch Bar
      (If there's already a check mark next to Quick Launch, it's already visible—you'll have to find it on the screen.)

Exiting Windows

- Click the button
  (Move mouse pointer to bottom of screen if Task Bar is hidden)
- Move pointer to Shut Down... menu option and click
  (**Turn Off Computer…** in Windows XP)
- Three shut down options
  - ➢ Shut down the computer?
    - − Windows will clean up any open programs and save the current desktop configuration.
    - − A message will display when it is *safe* to shut the computer off or the computer will shut itself off
    - − Most frequently used option
  - ➢ Restart the computer
    - − Windows will clean up any open programs and save the current desktop configuration.
    - − Windows will automatically restart.
    - − Rarely used. Usually if new program or hardware installed
  - ➢ Login as a different user
    - − Best option except at the end of the day
    - − Session is no longer attributed to you
    - − Others can log in easily