

// Control Panel //

Control Panel is full of specialized tools that are used to change the settings of windows operating system. i.e., we can change our system settings with this application tool that is provided by the Microsoft Company for their windows users. The list of tools that a control panel contains is...

- **Add New Hardware (hdwwiz.cpl):** We can add new hardware devices such as joystick, barcode reader, mobile phone, printer and other devices to the computer through this tool available in the control panel.
- **Add or Remove Programs (appwiz.cpl):** We can install or uninstall any software application in the computer through this tool available in the control panel.
- **Automatic Updates (wuaucpl.cpl):** Updates are provided by the Microsoft Company. We can get latest updates for the windows operating system by this Automatic Updates tool.
- **Date and Time (timedate.cpl):** We can change date and time by this tool.
- **Fonts (control fonts):** We can install new style fonts into our computer by this tool.
- **Keyboard / Mouse (main.cpl):** We can change keyboard and mouse settings. We can change mouser pointer, primary button settings of the mouse.
- **User Accounts:** We can create a new user to our system and we can create our own passwords for that account. If you want to delete any account, you can do that with this tool available in the control panel.

// Start Menu //

Start menu will be treated as main menu in windows operating system. It can be viewed on **Task Bar**. Programs installed in windows operating system will be executed from start menu only. Start Menu contains following commands.

1. Programs
2. Recent documents
3. Settings
4. Search
5. Run
6. Turn Off



1. **Programs:** This folder contains all the applications which are installed on the computer.
2. **Recent Documents:** This folder contains recently used files. So user can open these files without any file search.
3. **Settings:** This folder contains very important tools like...

1. Control Panel
2. Network Connections
3. Printers and Faxes
4. Task Bar Settings

4. **Search:** This is very power tool available in windows operating system. This tool searches files in computer storage devices.
5. **Run:** This tool can be used to open any application by using short cut names.

1. regedit: To get windows registry.
2. winword: To open MS-Word.
3. excel: To open MS-Excel.
4. cmd: To get MS-DOS command prompt.

6. **Turn Off:** This is a system tool that is used to perform following actions...

1. Turn Off the computer.
2. Restart the computer.
3. Switch to User.

// Recycle bin //



The Recycle Bin is located on the Windows desktop. When you delete a file or folder in Windows, it is placed in the Recycle Bin. Deleted items are temporarily stored in the Recycle Bin before they are permanently deleted by the user.

You can open the Recycle Bin by double-clicking its icon. This allows you to view the files the Recycle Bin contains, just like a typical folder. However, in the left sidebar of the window, there is a "**Recycle Bin Tasks**" section that includes the options "**Empty the Recycle Bin**" and "**Restore all items**." Since Windows remembers the original location of each item, if you select "Restore all items," the files will each be placed back in their original location. You can also select items individually and restore them back to their previous folders.

Emptying the Recycle Bin: If you select "Empty the Recycle Bin," all the items in the Recycle Bin will be permanently deleted. If you only want to delete a single item, you can select it, press Delete, and then confirm you want to delete it. Deleted items from the recycle bin cannot be restored, so you should only empty the Recycle Bin if you are sure you no longer need the files. It is a good idea to empty the Recycle Bin on a regular basis because it frees up disk space for other files.

// Desktop //

The desktop is the primary user interface of a computer. When you boot up your computer, the desktop is displayed once the startup process is complete. It includes the desktop background (or wallpaper) and icons of files and folders you may have saved to the desktop.



In Windows, the desktop includes a task bar, which is located at the bottom of the screen by default. The desktop is visible on Windows as long as an application or window is not filling up the entire screen. You can drag items to and from the desktop, just like a folder. Since the desktop is always present, items on the desktop can be accessed quickly, rather than requiring you to navigate through several folders. Therefore, it may be helpful to store commonly used files, folders, and application shortcuts on your desktop.

The Windows operating system allow you to customize the appearance of your desktop. In Windows 7, you can change the desktop background and select the default desktop icons within the "Personalization" control panel.

- **Desktop Icon:** Icons are a visual representation of something on your computer. For example, a blue "e" on your screen most likely represents the Internet Explorer program of the windows XP. The commonly visible icons on desktop are as follows...
 - **My Documents:** This is a folder designed by Microsoft for their windows operating system. This folder is the default file store location for all windows based applications. This folder contains three default folders such as My Videos, My Pictures, and My Music.
 - **My Computer:** This is a windows application that will show you number of hard drive partitions, CD drive icon and USB ports of your computer. This is the heart of the computer that can provide all files information along with location. Hard drive partitions are indicated by alphabetical letters such as C, D, E and G.
 - **My Network Places:** This is also a windows application that enables us to connect the computer to another computer or network. This application allows us to change network settings of the computer. We can see number of nodes that are connected to the network.
 - **Recycle Bin:** The Recycle Bin is located on the Windows desktop. When you delete a file or folder in Windows, it is placed in the Recycle Bin. Deleted items are temporarily stored in the Recycle Bin before they are permanently deleted by the user.
 - **Internet Explorer:** This is a default web browser for windows OS. This web application displays web pages on the internet.
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What are the features of Windows Operating System? OR

What are the advantages of Windows?

Windows operating system is a graphical user interface (GUI) operating system, which also runs in conjunction with Disk operating system called DOS. It is character user interface (CUI). Windows provide a way for people to view and interact with their data. The features of Windows operating system are as follows....

1. Multitasking
2. Multimedia support
3. Mail, FAX support
4. Dynamic Data Exchange (DDE)
5. Network support (Data Sharing)
6. Plug and Play technology
7. Allows non-window based applications to run
8. Allows long file names

1. **Multitasking:** - This is the most peculiar feature of windows operating system. Multitasking refers to the capacity of the system to take-up more than one task simultaneously. Execution of two programs cannot be simultaneously run on DOS. The first program has to be terminated for the second program to start. Under windows environment you can use MS-Word, MS-Excel, and MS-Access simultaneously in different windows on the same platform called windows.
2. **Multimedia support:** - Windows operating system supports multimedia, Internet, enabling the users to view movies, hear music, record their voice and many more.
3. **Mail, FAX support:** - Mail, FAX and telecommunication functions are now part of the windows operating system. We can send mails by using our email account via internet. We chat with the person who is at far distance. We can send FAX on windows operating system by connecting FAX machine to the computer.
4. **Dynamic Data Exchange (DDE):** - The process of data exchange has new dimensions in windows. Data from one application can be moved to any other application. The two applications need not know about each other. Even the applications need not know that the

exchange took place between them. Some applications in the windows have data exchange facility built into them. That assists in DDE, when user intervention is not at all required.

5. **Network support:** - Windows operating system supports networking to share all input and output devices via network LANs. One printer can be shared by collection of computers if you install windows OS in them.
6. **Plug and Play technology:** - Windows is compatible with the plug and play technology (PnP). The hardware devices written to this specification identify themselves to windows. When these hardware devices are connected to windows, operating system automatically configures their settings. It is a design philosophy that allows for automatic installation and configuration of new devices without any intervention by the user.
7. **Allows non-window based applications to run:** - Windows has capability to run a non-window and window based applications. This means we can run executable files on windows platform.
8. **Allows long file names:** - Windows allows user to enter long names to files and folders. Whereas DOS restricts the file name to 8 characters. The name of a file or a folder in windows can contain up to 255 characters, including spaces and other special characters. Windows allows 3-character extensions to files.

Explain about file management under windows? OR

What are the files operations that can be performed in windows?

Windows operating system is a graphical user interface (GUI) operating system. The files created by the user are located in many places on your hard-disk and other secondary storage devices. The windows operating system allows you to find them and interact with them. Following are the example of file management commands.

1. Creating files/folders
2. Editing
3. Copying
4. Deleting
5. Renaming
6. Searching

1. **Creating:** - To create folders place the mouse pointer on the desktop. Click the right mouse button and select the command *New Folder*. Automatically it prompts you for new name. Give a name for that folder and press enter after finishing.
2. **Editing:** - Windows also allows you to edit files and folder. We can edit a file by opening it and it has to be saved after editing.
3. **Copying:** - The user can make a duplicate copy, or copy the files and programs from one location to another. The user has to specify the destination where the file has to be placed. The files can be copied from one disk to another.
4. **Deleting:** - The user can remove the unwanted files from the disk, which are no longer useful. Windows operating system provides the facility to remove the files for temporary purpose. The deleted files can be stored in the Recycle Bin where from the user could again restore the file which has been removed.
5. **Renaming:** - Windows allows user to change the files and folder names as they wish. Windows allows user to enter long names to files and folders. The name of a file or a folder in windows can contain up to 255 characters, including spaces and other special characters. Windows allows 3-character extensions to files.
6. **Searching:** - Windows allows users to find their files or folders by searching command. Just they have to specify name of the file or folder and location at which they want search.