Familiarization with Windows-10 GUI

Introduction:-

GUI stands for graphical user interface that provides picture-oriented interface, GUI allows the users to interact with the system by using icons, menus, pointer, window, desktop and other features such as clicking, double clicking of mouse buttons. The user interacts with the computer by manipulating the graphical symbols and menus instead of typing commands.It is now the standard for user-centered design in software application programming.

The easy use of GUIs has made it possible for the public in general, regardless of experience or knowledge, to access all kinds of systems for everyday use.

GUI has the following basic components:

a. *Pointer:* A symbol that appears on the display screen and moving the pointer, user of computer can select objects and command.

b. *Icons:* Icons are the small pictures that represent symbolic meaning of commands, files, storage, and folders.

c. *Windows:* Windows are the rectangular frame on the display screen that contains the content of open files , folders, and programs.

d. Menus: GUI windows contains menu bar with menu item which allows users to execute command by selecting menu. For eg. we can use menu for opening , saving, printing of file etc.

e. Desktop: It is the background displayed on the display screen . It is the total visible area of the display screen which user sees after turning on the GUI OS.

Procedure:-

In this lab we learnt about the windows GUI by completing the following exercises:

1. Desktop screen customization
   right-clicked anywhere on the desktop, then selected "PERSONALIZE " from the drop-down menu. The Personalization settings appeared

2. Change of time and date
   The sequence " Start > Settings > Time & Language > Date & Time " was followed to change date and time.

3. Operation on files

   a. Creation
      i. Opened the folder where we want to create new folder.
      ii. Right clicked.

       iii. Selected new.
       iv. Selected folder.
       v. A new folder was created with default name "New folder" highlighted with blue.

b. Deletion
       i. located the file or folder using file explorer
       ii. right clicked on the icon
       iii. selected Delete.

c. Rename
       i. Located the file or folder using file explorer and navigation pane
       ii. Right clicked the icon.
       iii. Choose Rename. Then the name was highlighted in blue and ready to rename.
       iv. Typed the new name and pressed enter.

d. Move
       i. Located the file or folder using file explorer and navigation pane
       ii. Moved the mouse pointer over the file icon, held down the mouse button and dragged the file icon over the folder icon , Made sure the folder icon has turned grey/blue (with the name highlighted) then released the mouse
       iii. the file was moved into the folder

e. Copy
       i. Located the file or folder using file explorer and navigation plane
       ii. right clicked on the icon
       iii. clicked copy
       iv. went to the destination folder
       v. right clicked and selected paste

4. Adding users
       i. Clicked on start button
       ii. Opened settings
       iii. Clicked on Accounts
       iv. Clicked on family and other users
       v. Clicked on " Add someone else to this PC" under other users
       vi. Selected "I don't have this person's sign-in information" and on the next page , selected "Add a user without a Microsoft account"
       vii. Entered a user name , password , password hint , security questions and then selected Next.

5. Deleting users
       i. Selected Start > Settings > Accounts > Other users.
       ii. Selected the person's name or email address, then selected Remove.

6. Uninstalling applications
     i.   In the search box on the taskbar, typed Control Panel and selected it from the results.
     ii. Selected Programs > Programs and Features.
     iii. Right clicked on the program that is to be removed and selected Uninstall or Uninstall/Change. Then followed the directions on the screen.

7. Windows administrative tools
   a. Disk Defragmenter
      i.   Opened the disk optimization tool by searching for "optimize" or "defrag" in the taskbar.
      ii. Selected hard drive and clicked Analyze.
   b. System Information
      iii. Typed info in the search box on your taskbar, and then selected System Information.
   c. Disk Cleanup
      i.   Opened Disk Cleanup by clicking the Start button . In the search box, typed Disk Cleanup, and then, in the list of results, selected Disk Cleanup.

8. Keyboard shortcuts.

Keyboard Shortcut	Action
CTRL + A	Select all content.
Ctrl + C (or Ctrl + Insert)	Copy selected items to clipboard.
Ctrl + X	Cut selected items to clipboard.
Ctrl + V (or Shift + Insert)	Paste content from clipboard.
Ctrl + Z	Undo an action, including undelete files (limited).
Ctrl + Y	Redo an action.
Ctrl + Shift + N	Create new folder on desktop or File Explorer.
Alt + F4	Close active window. (If no active window is present, a shutdown box appears.)
Ctrl + D (Del)	Delete selected item to the Recycle Bin.

Shift + Delete	Delete the selected item permanently, skipping Recycle Bin.
F2	Rename selected item.
Esc	Close current task.
Alt + Tab	Switch between open apps.
PrtScn	Take a screenshot and stores it in the clipboard.
Windows key + L	Lock device.
Windows key + E	Open File Explorer
CTRL + ALT + DELETE	Open Task manager

Discussion and CONCLUSION:-

In this lab we studies windows-10 GUI in detail and came to the following conclusion :

GUI is

1. Easy to use

Since data is represented by symbols, shapes and icons, users can easily recognize, classify and navigate options. A simple click is all it takes to acquire a function. Because it's so easy to use and understand, GUI has become the preferred interface for computers and mobile devices.

2. Easy to communicate

Visual representation of data is recognized faster than text. Non-programmers find it easy to use GUIs since it requires no experience with computing commands. They don't have to worry about writing or debugging code. As a result, users find GUI an easy-to-learn interface.

3. Attractive

GUI has visually appealing features and is not cluttered with command line codes. Visual images can portray emotions, comments and situations with long lines of computer language. Pictures and such are easy to understand and often carry universal meaning.

4. Provides shortcuts

GUI lets users take advantage of shortcut keys to minimize strokes. A combination of two keys in place of several actions saves the user time and increases productivity. For example, a call-to-action button can pull up a form, a pre-filled letter or a list of contact information. That one button saves you from searching for the same information.

5. Allows for multitasking

GUI lets users work and view two or more programs at the same time. For example, you can view a streaming presentation while searching the internet from a web browser. You can watch a video while writing a review of the presentation with a search engine in another tab.