

# **PART TWO**

## **THE WINDOWS OPERATING SYSTEM**

### **CHAPTER 7 Windows as an Operating System**

Whenever a new computer is purchased, an operating system has to be installed on the Computer before the Computer can be used. One of the most popular operating system is the Windows. The operating system is a software package that enables you to communicate with your computer by way of running application programs. There are different versions of the Windows such as Windows 98, Windows 2000, Windows XP, Windows 7, Windows 8 and Windows Vista, windows 10.

Unlike Disk Operating System (DOS) that allows you to run a single application at a time, the Windows operating system has multitasking capabilities, meaning that it can run several application programs at the same time. For the purpose of this course we will consider Windows 7 as it is more popular than the other versions. There is a very minimal difference between Windows 7 and Windows 8, and the difference will be pointed out as we get there. Every operating system must be able to perform the following functions:

- Manage the Computer resources such as the memory, the processor, date files and the other hardware devices.
- Allocate resources for use.
- Must have a policy such as round robin, first-in-first-out, etc in deciding who to allocate a resource to when multiple requests for a particular resource are made at the same time.
- Reclaim resources after use.
- Provides user interface for users to use their computers efficiently

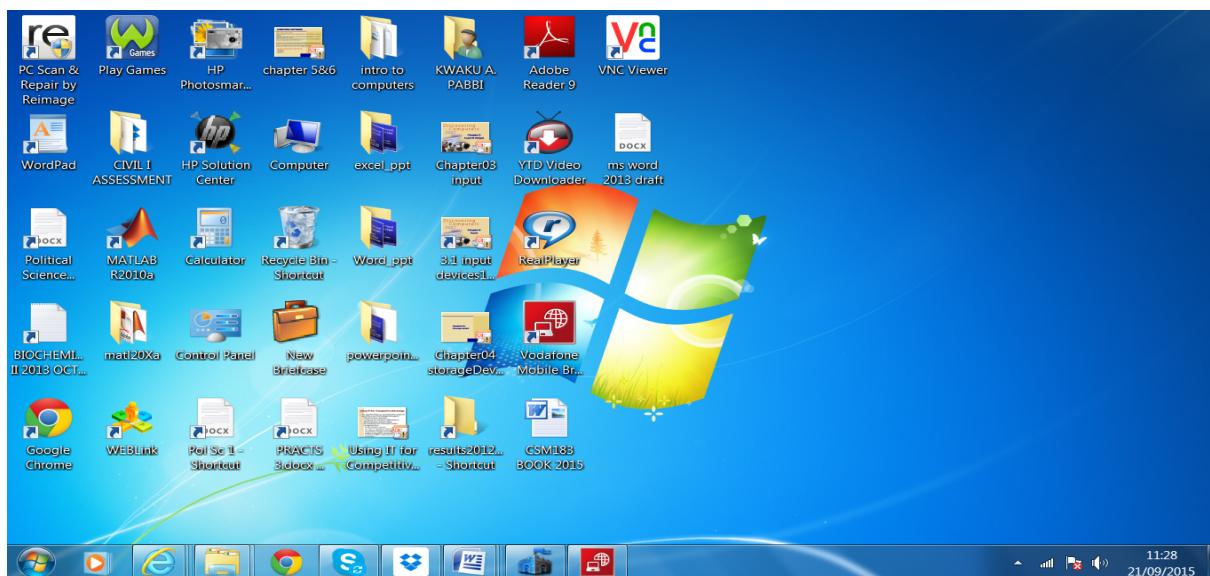
#### **The Windows 7 Desktop**

All the different versions of Windows use a **desktop** for the standard interface. Think of the desktop as workspaces where you can access everything that is on your computer. For example, using your desktop it is possible to access your disk drive, run an application program, access the internet, change your

computer settings, etc. The desktop contains three main items namely the start button, the taskbar and icons.

- **Taskbar:** This bar enables a computer user to switch between open programs and windows. Remember we have already said that Windows is multitasking and therefore one can have a number of programs opened at the same time and is the taskbar that makes it possible for you to switch between the programs.
- **Start button:** This is the most important tool will frequently use while working in Windows 7. Whenever the start button is clicked, it gives you the option of running a program, logging off so that another user can use the Computer and turning your computer off when you no longer wants to use it. you
- **Icons (or graphical pictures):** These are normally small graphical images or pictures that represent applications, files, and other parts of the operating system. For example, one of such icons is the *Recycle Bin* where all files that are deleted are temporary stored, another is *my Computer* which makes it possible to access information on the different drives of your computer.

Below is a typical Windows 7 desktop



**Figure 7.1 A Typical Windows 7 Desktop**

## The Taskbar

The taskbar is the small blue bar that appears at the bottom of your desktop. It contains the Start menu and the Quick Launch bar, which contains icons for Internet Explorer, Windows Media Player, and Show Desktop. Click an icon to open a program. Click Show Desktop to quickly view your desktop without closing any programs or windows.

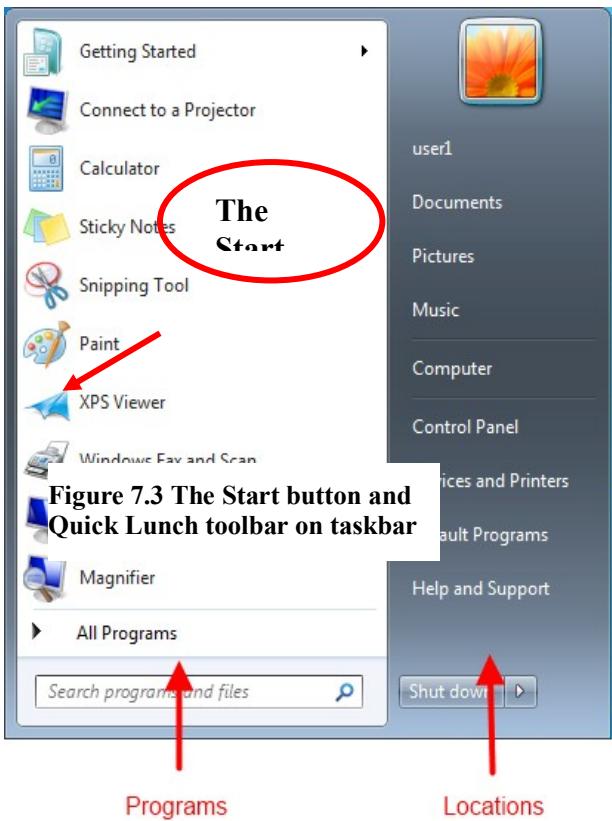


Figure 7.3 The Start button and Quick Launch toolbar on taskbar



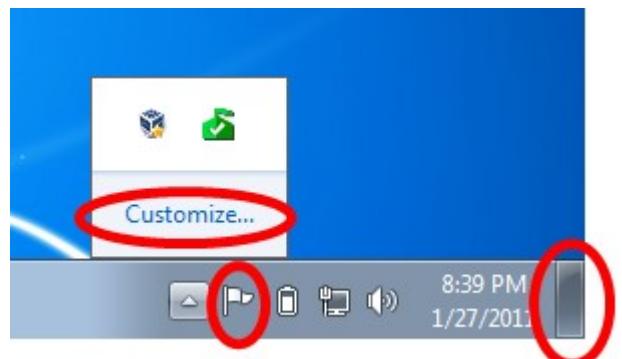
Figure 7.4 Notification Area on Taskbar

The box on the right is called the **Notification Area**. You can configure which icons and/or notifications you want to be visible or not on the task bar. This area shows the clock and several other icons depending on what one has

installed on his/her computer. For example, if you have installed yahoo messenger and an antivirus software on your computer then icons for these will also appear in the Notification Area detailing the status of these software. Also, when you are printing a document, the printer icon appears and disappears when the printer finishes with the printing. Microsoft and other software developers also use the Notification Area to remind you when software updates are available for download

Whenever you open or minimize a window or program, a **rectangular button** appears on the taskbar that shows the name of the application. However, these buttons disappear when you close a window.

At the very far right of the notification area is the Show/Hide Desktop icon. One may click this icon to either minimize all open windows visible on your desktop, or reveal all open windows if they have been previously minimized.



## The Start Menu

The start menu is basically used to explore Windows. Also, any application program that does not have a shortcut on the desktop can only be run by first clicking at the start button and then selecting the appropriate options. The start menu appears when the start button is clicked. When the start menu opens, you will see on the left side the list of programs on your computer and the right side gives you access to the common Windows folders such as My Documents, Control Panel, Help and Support, Search, and Run.

The **All Programs** when highlighted gives you a pop-up menu of all application programs and utility programs that have been installed on your computer.

One good thing about the start menu is that it is able to keep track of items you've recently opened and places the icon on the Start menu so that you can easily open it the next time you open the Start menu.

Just as you can secondary-click and pin any program to your Task Bar, you can also pin any program to your Start Menu. Items pinned to the Start Menu will appear at the top of the Start Menu, left hand side, just above a faint gray line (the faint gray line does not appear until after you have pinned an item to the Start Menu).

To pin a program to the Start menu or Task bar, do the follow

- Right-click the program icon you want to pin to the Start menu, and then click **Pin to Start** **Menu**.
  - The Start menu displays any pinned programs at the top of the left column.

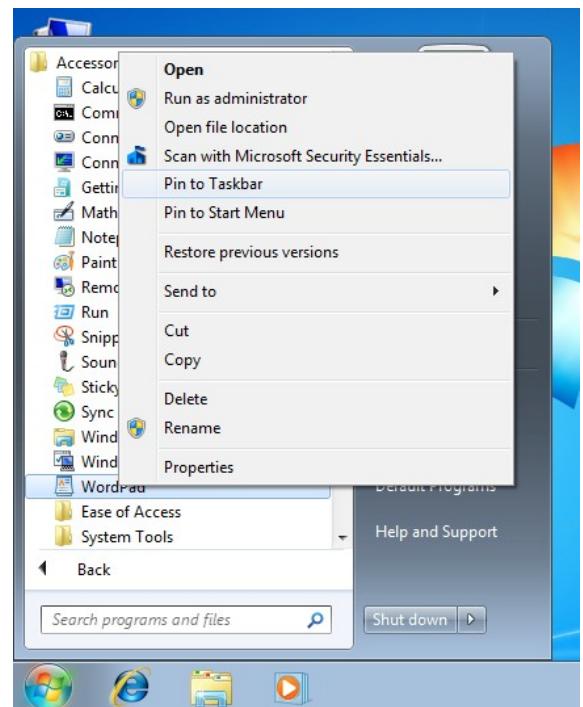


Figure 7.2 The Start menu

## **Notes**

- To unpin a program icon, right-click it, and then click **Unpin from Start Menu**.
- To change the order of a pinned item, drag the program icon to a new position in the list.

## **The Icons**

These are the small pictures on the desktop. Some of the icons are for objects. Object icons allow you to open programs and files. Examples of object icons include My Computer, Recycle Bin, and Internet Explorer. Non object icons are normally shortcut icons and these allow you to run application programs or open files quickly. The shortcut icons are those with little arrow in the left corner. Adding or deleting an icon does not affect the programs on your computer but just the link.

### **Opening a program using an icon:**

There are many ways that one can run a program. If the program has an icon, then its best to open the program using its icon.

To do that,

- Place your mouse over the icon of the program you intend to open.
- Then, double-click the icon.

## **Log On/Off and Switch Users**

Any Computer that is running Windows 7 can be used by more than one person at a time. For example you may have one Computer in your room that is being used by you and your room mates. In order to keep record of each other's information on the shared Computer such as your unique settings, email account and documents, Windows 7 allows everyone who uses your computer to have separate computer accounts.

To use your account, you will have to log on and you will have to log off after you have finished using your computer. Windows 7 even enables you to log off the computer so someone else can log on without having to restart the computer. Switching user means changing users. Note that for a particular PC only one user can use the Computer at a time. However, if two or more people have already log on to the same Computer, only one of them can be active at a time, therefore, anytime someone else intends to use the Computer he/she must switch to his/her account on the Computer.

## **Shutting Down, Restarting or Switching Users**

To shut down, restart or switch users,

- Click the Windows button.
- Click “Shut down” one time to immediately shut down your computer.
- Or Click the arrow for more options.



- **Switch User** allows someone else to log on to the computer. If you choose to Switch User, your applications will continue to run in the background while the new user logs on.
- If you choose **Log Off**, your applications will close and you will have to log on and run your applications again if you have to do so.
- In any case, you are taken to a Windows 7 Log-on screen where you are prompted to enter your username and password. Note that if the username and/or the password provided is incorrect Windows 7 will deny you access to the Computer. You must therefore remember your password at all times.

## Turning Off and Restarting the Computer

Any time you finished using a Computer, you must turn it off by using the above procedure. Failure to do so may at times result in loss of data or file. For example, whenever you turn your computer off by switching the power off you are likely to damage your Windows 7 and the next time you turn your Computer on Windows 7 will display a message that you did not turn off your computer the proper way and will you like to start your computer in a ‘safe’ mode? Starting a Computer in a safe mode causes most of your hardware devices not to function properly since the drivers for these devices may not be loaded

**To restart the computer:** Most of the time, after you have installed a new driver or program, you are prompted to re-start your computer. This is to enable the Computer to recognize the new device whose drivers have just been installed. The procedure for re-starting a computer is as follows:

- Click the **Start menu**.
- Click **Turn Off Computer**.
- A dialog box opens as above. Click **Restart**.

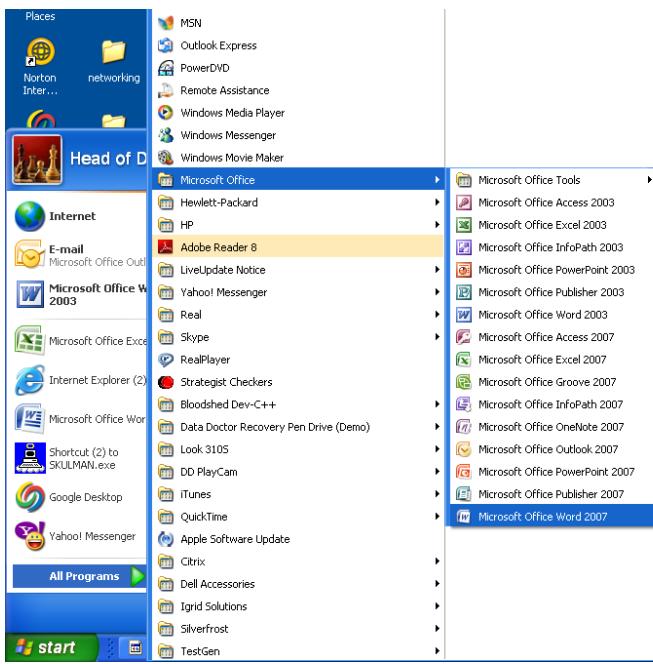
## Running Programs

Running a Computer (application) Programs enable you to do work on the computer. On your Computer every application program has been installed for a particular work. For example, if you intend to type a document then you will have to install a word processor such as Microsoft Word on your Computer. You can easily run a program from the **Start** menu using the **All Programs** button.

### To run a program using the Start menu:

- Click **Start**.
- Click **All Programs** and move the mouse pointer over the program you intend to run (it turns blue).
- Click to run the program you have highlighted. (Note that programs with small black arrows beside them will open another cascading menu. Just drag your mouse pointer to make your selection.)
- To **close** a program, click the  located at the top right of the window.
- 
-

- **Launching Microsoft Word from the Start menu**



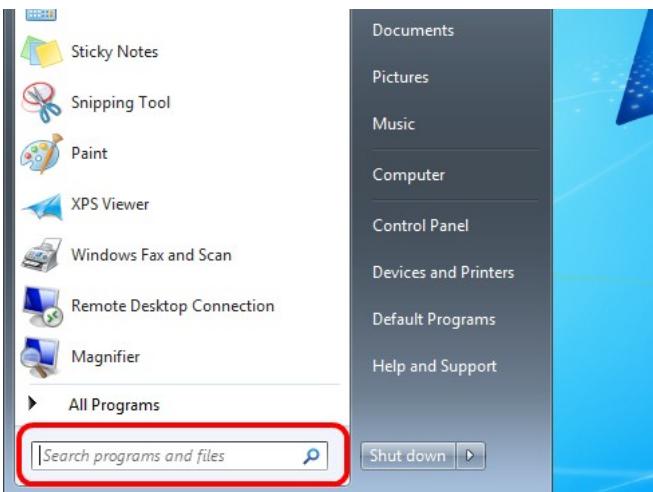
**Figure 7.7 The Windows 7 Start menu with All Programs option selected**

To run the Microsoft Word 2007 these are the steps needed:

- Click **Start**
- Select/Highlight **All program** (it turns blue)
- Move mouse pointer over to **Microsoft Office** (it turns blue)
- Move mouse pointer over **Microsoft Office Word 2007** (it turns blue)
- Click the highlighted **Microsoft Office Word 2007**, and the application will run.

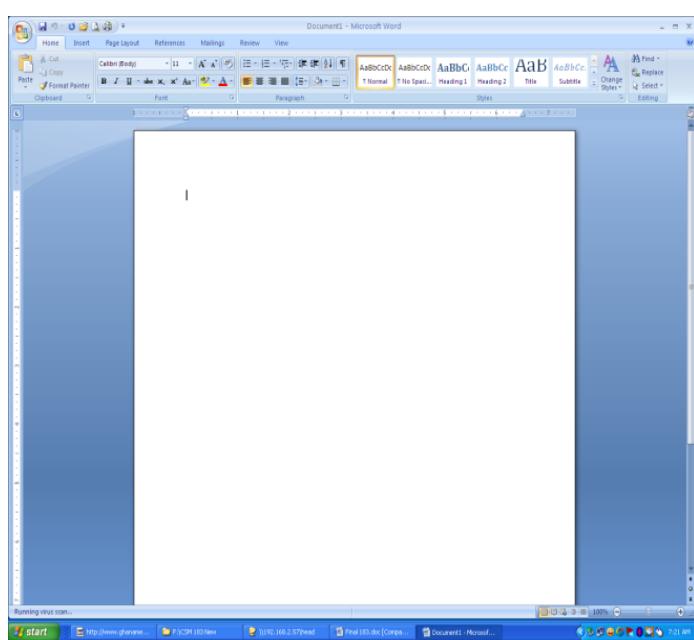
### **Start Menu Search:**

- Windows built in Search function is somewhat different than previous versions of Windows. Click on Start button and look for the new “Search programs and files” box. Enter whatever information you know about the item(s) you are looking for and either press Enter or click the magnifying glass. Your entire computer will be searched.



## Windows 7 Bars and Buttons

Windows 7 got its name from one of its most basic elements: **the window**. The rectangular work area for a program, file, or other task is called a **window**.



On going through the steps above to run Microsoft Office Word 2007 for example, you will obtain the screen (window) to the left. The three buttons at the top left of the window (title bar) are the Windows 7 buttons.

The white area inside the window is the workspace where you do your work with the program, such as typing a letter. Note that the workspace appears different for different programs.

**Figure 7.8 Microsoft Word Initial Screen showing a blank Workspace**

There are several other several Windows 7 tools, menus, and commands that make the operating system easy-to-use.

The **title bar** is the horizontal blue bar at the top of a window. By default, it displays white text on blue background.



Figure 7.9 The Title Bar at the top of a Window

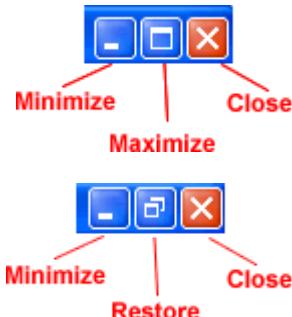
-  The **Control menu** button is the icon at the far left end of the title bar. The Control menu button opens a menu you can use to control the window.
-  The **Close** button is at the far right end of the title bar. It is usually a red box with an X in it. It is used to close a window whenever one does not intend to use the window again by just clicking the Close button.



The first two left buttons shown here are the Minimize and Maximize buttons respectively.

### Minimizing, Maximizing, and Restoring Windows

With Windows 7, you can easily enlarge, hide, or shrink a window using the **Minimize**, **Maximize**, and **Restore** buttons.

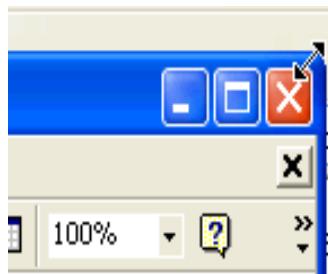


The **Minimize** button is the leftmost of the three buttons at the right end of the title bar. This button has a small dash (or minus sign). The Minimize button shrinks the window and places it on the taskbar while leaving the program running at the background.

Figure 7.10 Minimize, Maximize, and Restore buttons

The **Maximize** button which is to the immediate right of the minimize button, looks like a small window. It is used to enlarge a window to cover the entire desktop (screen). After a window is maximized, the Maximize button changes to the **Restore** button which looks like two windows near one another. If you click the Restore button, the maximized window shrinks to its previous size (the size it was before you maximized it). Note that when a window is maximized, you can double click the title bar to restore the window to its previous size and if you double click again the window will be maximized.

### Sizing Windows



Sometimes you might want to see all opened windows on your screen at the same time. If you use maximize or restore you can only see one screen at a time. However, you can manually resize the open windows so that you can see all of them at the same time. Sizing window is slightly different from minimizing, restoring, or maximizing.

**Note:** You cannot size a window if it has been maximized.

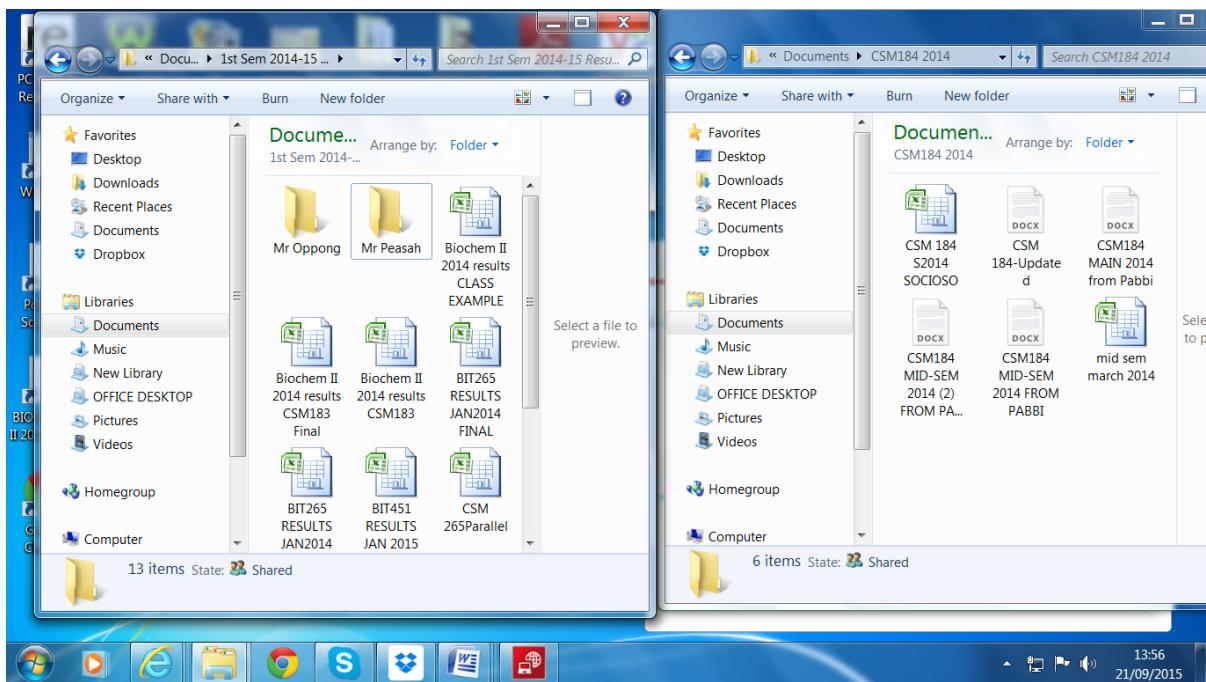
To resize a window,

- Move the mouse pointer over any corner or border of the window.
- The mouse pointer changes into a **double-headed arrow** pointing either up and down, left and right, or diagonal if the mouse pointer is move over the bottom or top, left or right, or a corner respectively. You should always make sure that the mouse pointer changes to a double-headed arrow before you proceed to the next step.
- **Click and hold down** the left mouse button.
- **Drag** the double-headed arrow out or in to make the window larger or smaller.
- **Release** the mouse button when the window is the size you want.

**Alternatively**, you can also resize a window by the following method:

- Right click any blank area of the title bar.
- Select move from the menu options
- Press either the Up or Down arrow key of your keyboard if you want the window to be longer or shorter. You are to press the left or the right arrow key if you want the window to be wider or narrower. This locks the one side of the window to the mouse pointer such that as the mouse pointer is moved around the window resize.
- Click the left button of the mouse when the desired size is obtained. Before clicking at the left mouse button, you can press the escape (Esc) key if you change your mind on resizing so as to return your window to its initial size.

## Moving a Window



**Figure 7.11 Two Windows placed side by side on the Desktop**

Sometimes one window may obscure another window or an item you want to click on or view. For example, if you open two windows (of two disk drives) and you want to copy a file from one window to the other, it will be easy if the two windows can be seen at the same time (as shown above). Therefore, if one of the windows is overlapping on the other window then one or more of the windows must be moved so that all windows can be seen at the same time. To move a window,

- Place the mouse pointer over the **title bar** (at the top of the window).
- Click and hold down the **left** mouse button. (Note that you cannot move a window that has been maximized)
- **Drag** the window to the place where you want it and **release** the mouse button.

**Alternatively**, you can also move a window by the following method:

- Right click at any blank area of the title bar
- Select move from the menu options
- Press any of the cursor control movement (arrow) keys of your keyboard to lock the window to the mouse pointer.

- Simply move the mouse pointer where you want the window to be. Note that as you move the mouse pointer anywhere on the desktop the window to be moved moves accordingly.
- Click the left button of the mouse when the desired position is obtained. Before clicking at the left mouse button, you can press the escape (Esc) key if you change your mind on moving the window so as to return your window to its initial position.

### **Switching Between Windows**

Windows 7 allows you to have more than one program or window opened at the same time so that you can easily move between open windows if the need be. The window you select becomes the active window. To know that a window is active on the desktop, its title bar is deep blue. When a window is inactive, the title bar is light blue.

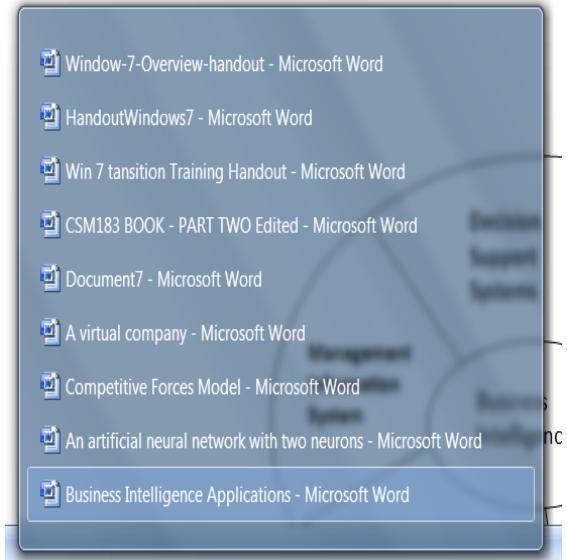
To switch between windows you will have to

- Open all the required windows.
- **Size** the windows, if necessary, so they are **open on the desktop**.
- **Click on any part of the window** you want to work with and this will make the window the active one.
- To make a different window the active one simple repeat the third step above.

OR

- Simple click the required program/window button on the **taskbar** to activate the window you want to work with.

Unlike previous versions of Windows, Windows 7 keeps the taskbar from getting too cluttered. It groups the buttons when you open too many windows such that all the names cannot appear on the task bar. For example, when you open Word 2013, you will see one button on the taskbar. However, if you have say eight or more document windows open, one button represents the Word 2013's open windows as shown in the figure on the left. You can open any of the windows by first clicking at the Word 2013 button on the task bar. This pops up a list of open windows within Word 2013. Simply move the mouse pointer over the required window and click the left button of the mouse.



**Figure 7.12 Grouped |Buttons on Taskbar**

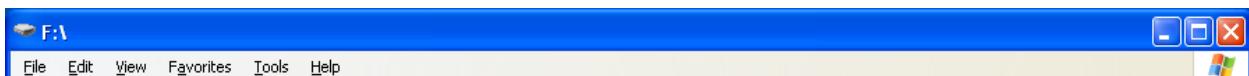
### Switching Using the Keyboard Method

When you have more than one window open, you can also switch between them using the **keyboard**. Using the mouse is faster however if you do not have a mouse then you may have to use your keyboard. To do so using the keyboard,

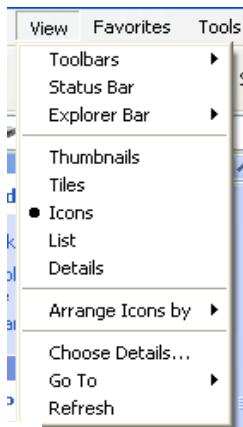
- Open the required programs or windows.
- Press and hold down the **Alt** key while pressing the **Tab** key.
- A **menu** containing all files and program icons appear.
- While holding down the Alt key, keep **Tabbing** to the window you want to view or open. Once it is selected, release both keys.

### More Windows 7 Bars and Buttons

The **menu bar** is a very important bar and lies just below the title bar. It contains several menus, which let you see a list of commands.



**Figure 7.13 The Menu Bar**



Some menu options are followed by **ellipsis**, or... Choosing a menu option followed by ellipses will open a dialog box, which feature helpful tools to help you perform tasks. Choosing a menu option followed by an arrow head displays another set of menu options to choose from.

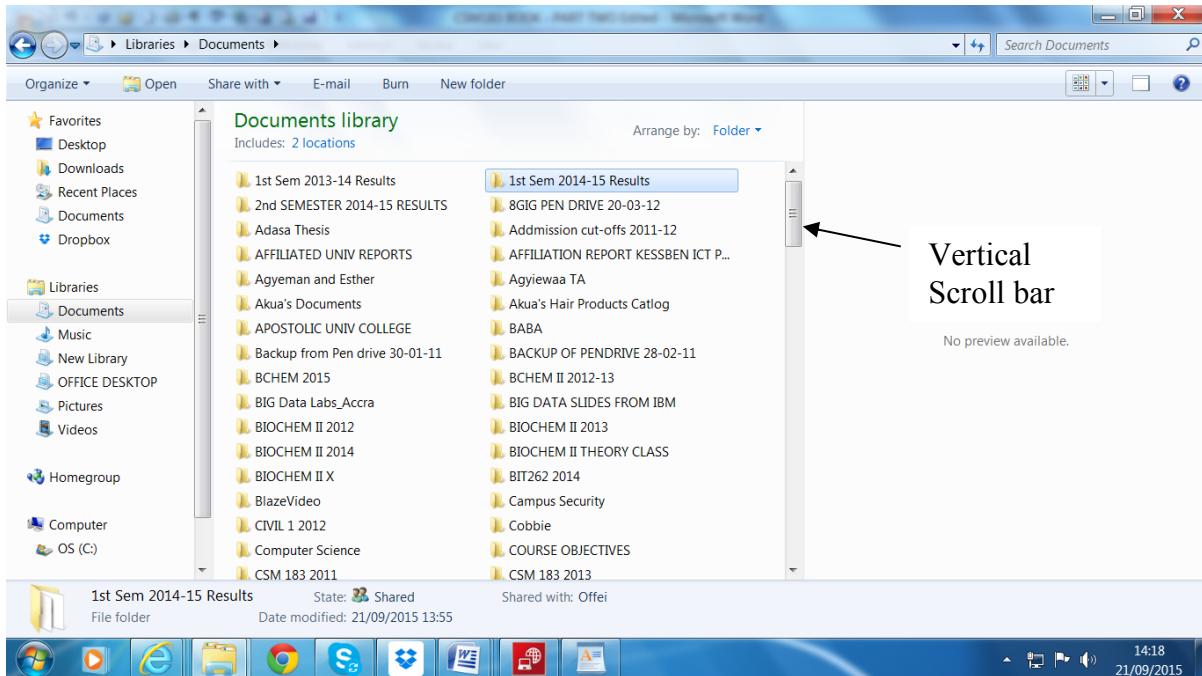
Some Windows 7 programs (such as WordPad) have **toolbars** across the top of the window. The toolbar buttons allow you to print, cut, paste, or do other tasks. The options vary depending on the program.

**Figure 7.14** Menu options showing ellipsis and arrow heads



**Figure 7.15** WordPad Toolbar

## Scrolling



**Figure7.16 Window showing vertical Scroll Bar**

Whenever for a particular window, one cannot see all the information within the window at the same time, Windows 7 displays the **scroll bar** at the right side or the bottom of a window. This is to make it possible for you view the hidden information by either moving the vertical scrollbar up or down, or by moving the horizontal scroll bar left or right depending on where the hidden information is. It is especially convenient when viewing a long document. To **scroll**,

- Click the arrow to scroll up.
- Click the arrow to scroll down.
- Click the arrows to scroll up one page at a time.
- Click the arrows to scroll down one page at a time.
- Click the button to open a browse menu.

OR

- Click and drag the scroll bars to view your document.

## CHAPTER 8 The Control Panel

The Control Panel provides a number of tools that helps you to customize the appearance and functionalities, add and remove programs to/from your computer, set up your network and also to create or remove user accounts. It also provides a means to ‘troubleshoot’ your computer for problems and their solutions. To do any of the functions mentioned above, you will have to

- Click **Start**.
- Click **Control Panel** to open the control panel window.

OR

- Type **Control Panel** in the **Address** dialog box found on any Windows 7 window. As you start typing, Windows 7 will provide you a tool tip to help you to enter the control panel correctly or to select it.

OR

- Many **folders** feature a **link** to the Control Panel in the **See Also** dialog box (only in XP view).

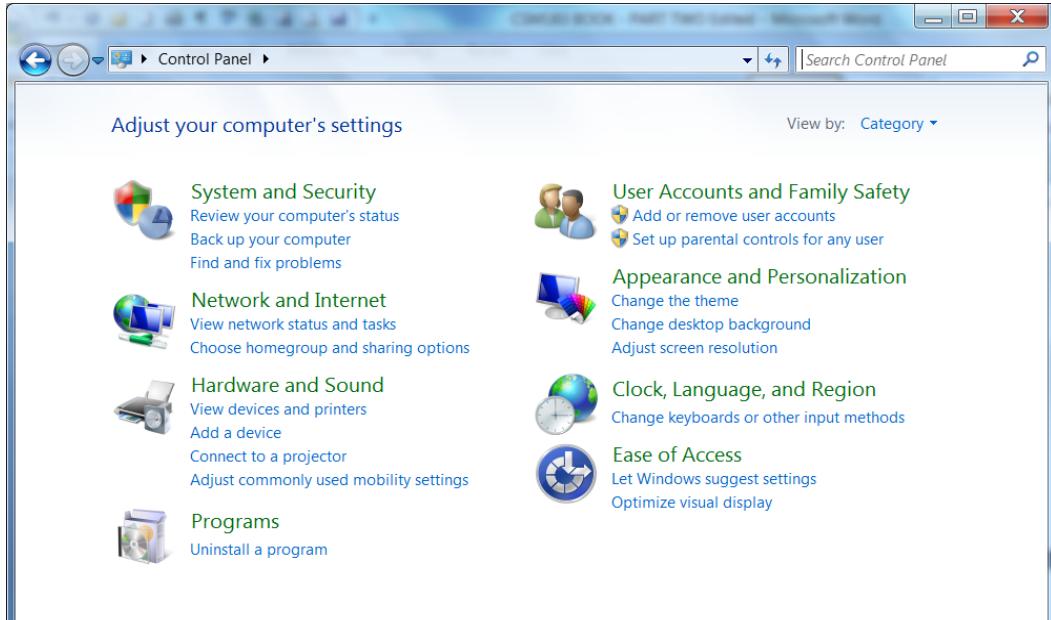
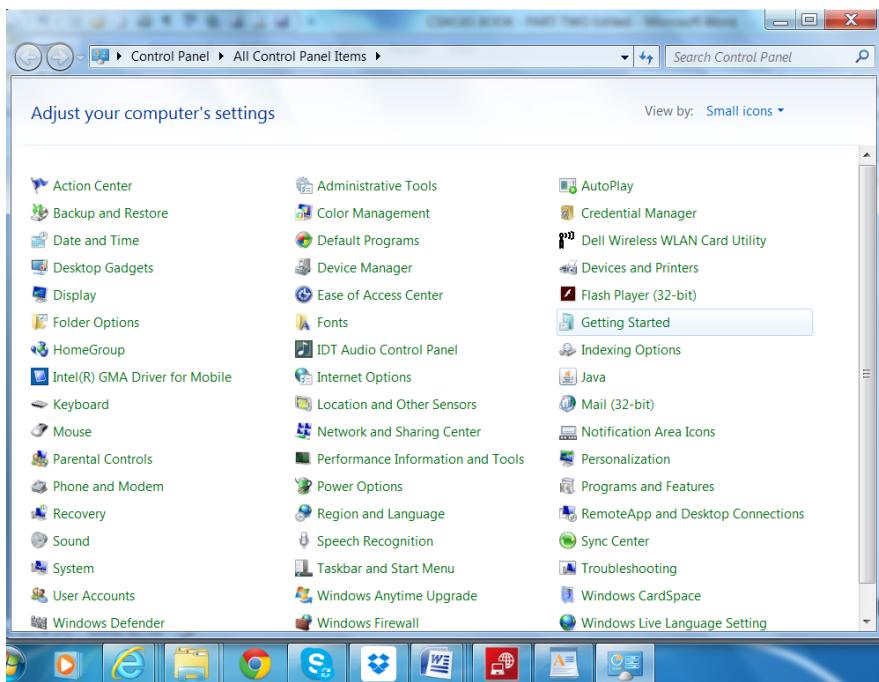


Figure 8.1 Category View of Control panel



**Figure 8.2 Small Icon View**

In Windows 7 there are three different views of the control panel namely the category view, small icons view and large icons view as shown above. Thus, no matter how you get the control panel window you will obtain one of the screen. You can easily change from one of the view to the other. If the view is Icons, the window presents a **List of Tasks** and related **Control Panel icons**. However, if the view is category then windows present the categories to which the list of tasks belongs to.

Task and Control Panel icons perform basically the same functions. If you look at the left side of the window, you will notice that the **See Also** and **Troubleshooters** dialog boxes provides several more related options.

The **new Control Panel design** provides multiple ways to do something, thereby making it more user-friendly.

As mentioned above you can easily switch between the three views. If you are using the category view and you want to switch to the classic view simply look at the top right hand side of your current window and you will see **View By:** Click the arrow head, and select the option you want.

## Setting Date and Time

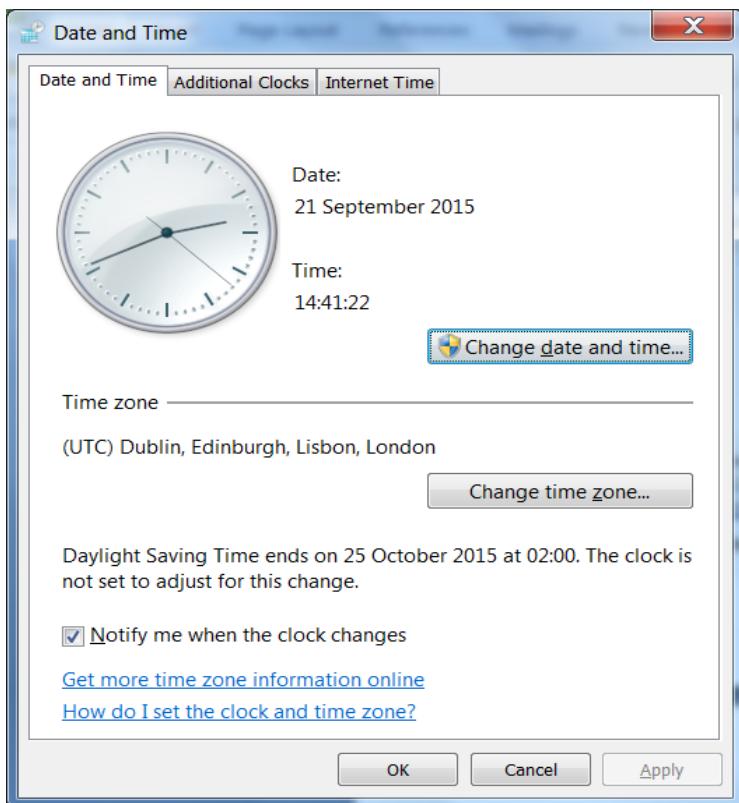
Your Computer has an internal clock that keeps track of the date and time. The time is normally displayed at the bottom left of the taskbar. You will only see the date when you move the mouse pointer over the time or when you double click the time. Whenever you notice that the date and/or the time is not correct you can easily make the necessary changes. The following steps explain how to set or change your date and/or time.

### **To change the time and date:**

1. Click start
2. Select Control panel to Open the **Control Panel window**.
3. Under Pick a Category, click **Date, Time, Language, and Regional Options**.
4. Under Pick a Task, click **Change the date and time**.
5. The **Date and Time Properties** dialog box opens.
6. Use the **drop down box** to set the month and year.
7. Click the correct date on the calendar.
8. Click and select the current time to make a change.
9. If necessary, click the **Time Zone** tab and use the drop down box to change the time zone.
10. Click **OK** to close the dialog box.

### **Alternatively**

1. **Right-click** the time in the lower right on your desktop.
2. Choose **Adjust Date/Time**.
3. The **Date and Time Properties** dialog box opens.
4. Follow steps 6 through to 9 as above.



**Figure 8.4 Date and Time Properties dialog box**

OR

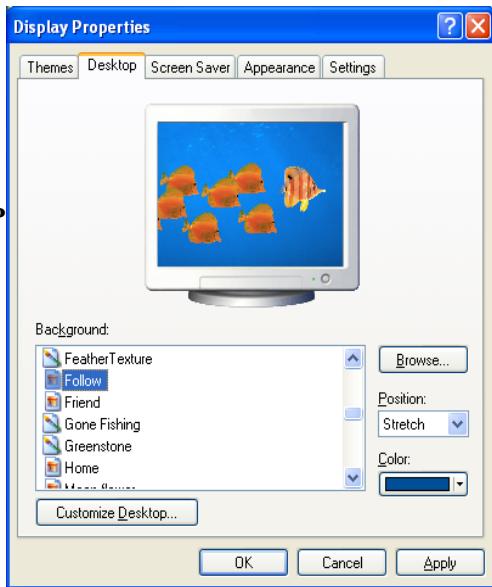
1. Double click the time at the right of the taskbar. This opens the date and time properties dialogue box above.
2. Follow steps 6 through to 9 above.

## Changing the Wallpaper

**Wallpaper** is the background image that appears on your desktop. Windows 7 offers many wallpaper choices that you can select from if you don't like your current wall paper. To change the wallpaper,

- Click start
- Click control panel to Open the **Control Panel** window
- Under Pick a Category, click **Appearance and Personalization**.
- Under Pick a Task, click **Change the desktop background**.

- The **Display Properties** dialog box opens with the Desktop tab selected as shown on the left.



**Figure 8.5 Display P  
Dialog box**

In the **Background** box, click or use the arrow keys to view the choices.

- Use the drop down boxes to alter wallpaper position or color.

- Click OK to close the dialog box.

**Alternatively,**

- Click Browse (see Figure 8.5 above) to choose a picture from the **My Pictures** folder
- Click the **Customize Desktop** button to alter your desktop icons or display a web page on your desktop.

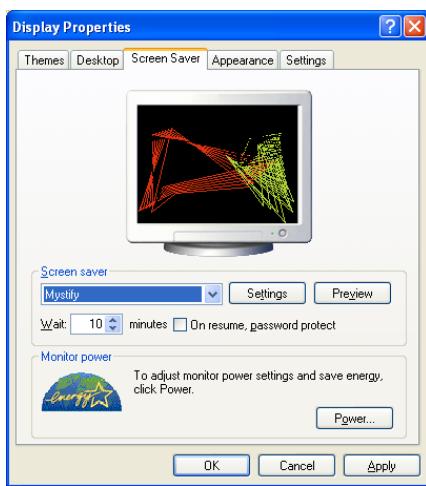
## Changing the Screensaver

Screen savers are very important to your monitor. In the early days of computers, they were used to prevent images from being burned into the monitor. Today, screen savers entertain us, by providing some privacy or preventing unauthorized user from using your computer if you should leave your computer unattended to for some time. For example, the screen below shows that the screen saver should wait for 10 minutes and if the Computer is not used then the screen saver should start. You will also see that there is ‘on resume, password protected’, when enabled will prompt whoever intends to use the computer for the password and access will be granted if only the password provided is correct.

To set your screen saver properties,

- Click at the start button
- Open the **Control Panel**
- Under Pick a Category, click **Appearance and Themes**.
- Under Pick a Task, click **Choose a screen saver**.
- The **Display Properties** dialog box opens with the **Screen Saver** tab selected.

- Click the **arrow** to open a drop down box. Click or use the arrow keys to view the choices. Or, click **Preview** to view each option on your computer screen. Press any key on your keyboard to return to the dialog box.



- Click **Settings** to customize the appearance of your chosen screen saver.
- In the **Wait** box, determine how many minutes should pass before your screen saver turns on.
- Click **OK** to close the dialog box when done.

**Figure 8.6** Display Properties dialog box with screen saver tab selected

## Customizing the Taskbar

The taskbar has a default settings or appearance; however, you can customize the taskbar to appear the way you want. To do so simply,



**Figure 8.7** Taskbar and Start menu Properties dialog box with taskbar tab selected

- Click at the Start button
- Open the Control Panel and switch to the category view
- Under Pick a Category, click Appearance and Themes.

- Under Pick a Control Panel icon, click Taskbar and Start Menu.
- The Taskbar and Start Menu Properties dialog box opens with the Taskbar tab displayed.
- Use the checkboxes to customize its appearance and click OK.

Note that the **Start Menu** tab in the above figure allows you to switch between the **XP Start menu** and **Classic Start menu**. Classic Start menu is the Start menu as featured in older versions of Windows.

## CHAPTER 9 File Management

**Files** are collections of related information stored on a computer. There are many different types of files, including operating system files, program files, and your personal files. Different types of files store different types of information. Each file is given a **filename** and has a three-letter **file extension** that identifies the file type. (The filename and filename extension are separated by a period.) For example, a document created using Microsoft Word might have the file name, **CSM 183 Notes.doc**. Some of the common file extensions are as follows:

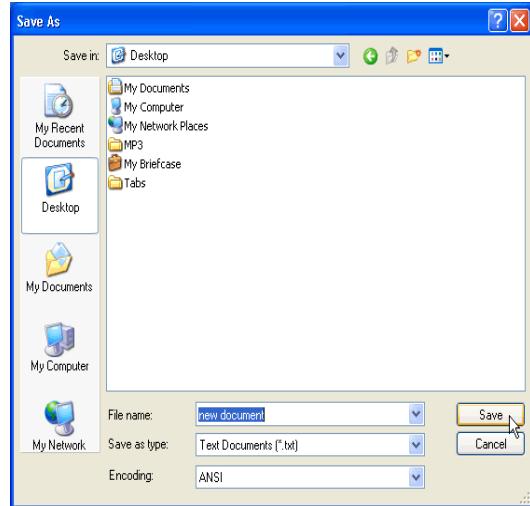
- **doc**: Word or WordPad document or **docx**: word 2007
- **txt**: text file example document created with note or save as a plain text file by word or word pad.
- **eml**: Email file
- **xls**: Excel spreadsheet or **xlsx** (Excel 2007)
- **htm or html**: HTML file (web page)
- **ppt**: PowerPoint presentation or **pptx** (power point 2007)
- **mdb**: Access database

### Creating, Renaming, and Deleting Files

Normally you must give meaningful names to your files so that by just the name you can easily tell what the file is all about. With Windows 7, you can create a **file** using different programs such as WordPad or Notepad. To create a file using Notepad:

- Click **Start**.
- Choose **All Programs → Accessories → Notepad**.
- Notepad opens.
- Type, "**This is my new document.**"
- Choose **File → Save** from the menu bar (Ctrl + S).

- The **Save As** dialog box appears.
- **Save** your file to the **desktop**.
- **Name** your document **new document**.
- In the **Save as type** drop down box, be sure your document is saved as a **text** document.
- Click **Save**. Your file is now saved to the desktop.

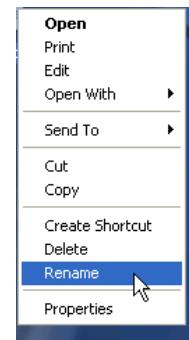


**Figure 9.1 The Save As dialog box**

Once you have created a file, you can **rename** it if you think that the current file name does not help you to easily identify what the file is all about. **To rename a file,**

- Locate your file either on the desktop or in a folder
- **Right-click** the file icon.
- Choose **Rename**.
- The filename is **highlighted in blue**, ready to be retyped.
- **Type a new name** and press Enter.
- The file is **renamed**.

OR



- Locate the file either on the desktop or in a folder
- Click slowly on the file name twice (not the file icon)
- The current file name will be selected. It will be in a white rectangle and the filename in a blue background.
- Use the cursor keys to move around to effect the change or simply type the new name.
- Click anywhere outside the file name rectangle box when done.

**To delete a file:**

Unwanted files on your computer take up storage space. A time may come that you may not have enough space to store new files that you create. When that happens, the only way to store the new file on your computer hard disk is to remove or delete some of your old files that you no longer have a need for. This frees the space taken up by the files for other files to be stored.

To delete a file,

- Locate your file
- **Right-click** the file icon.
- Choose **Delete**.
- A **Confirm File Delete** dialog box appears asking you if you are sure you want to send the file to the Recycle Bin.
- Choose **Yes**.
- The file is moved to the **Recycle Bin**

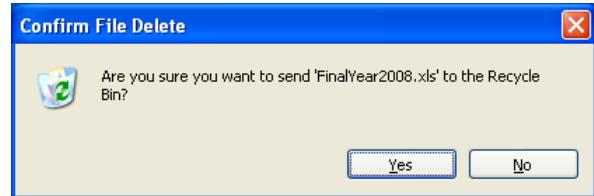


Figure 9.2 Confirm File Delete dialog box

OR

- Locate your file and click the file icon or the file name once
- Press the delete key on your keyboard. You will also obtain the confirm file delete box as above

## Folders

A folder is just like a file cabinet. When you begin to create many files you may not want to keep all the files in the same area. If you do this, it makes it difficult at times to find a file as you have to scan through all the files. To keep your files organized, you need to create **folders**. Windows 7 uses various folders to store and manage **files**. Each folder is then used to keep files that are related so that whenever you need a particular file and you know the folder to search, you can find the file within a short time as there may not be too many files in that folder.

## To open and view the contents of a file:

- Locate the file whose content you need to view. Note that some files such as the system files are meant for the Computer and therefore obtaining such files will result in funny characters being displayed on your screen. Files with extensions such as .doc, .docx, .txt, etc can be viewed by a computer user.
- Double-click on the name of the file to view
- The application program that was used to create the file will first run and then the document/file to be viewed is loaded into memory for you to view.

OR   **Right-click** on the file name after you have located it and click on **Open**

OR   Locate the file, click the name of the file once and then hit the enter key to open it.

**Alternatively,** you may

- run the application program used to create the file
- go to the file menu
- select open
- locate the file
- click the file name
- and then select OK.

## **Creating, Renaming, and Deleting Folders**

At some point, you may want to create a folder within a folder or create a folder on the desktop.

**To create a new folder for example:**

- Locate where the folder is to be created.
- Choose **File → New → Folder**.
- A **new folder icon** appears with its default name ‘New Folder’ highlighted.
- Type a **new** more meaningful name and click Enter.



**Alternatively,**

- Locate where the folder is to be created.
- On a blank area right click the mouse

- Select New→Folder
- A **new folder icon** appears with its default name ‘New Folder’ highlighted.

#### To rename a folder:

- Locate your folder.
- **Right-click** the folder icon.
- Choose **Rename**.
- The folder name is **highlighted in blue**, ready to be retyped.
- **Type a new name** and press Enter.

OR

- Locate the folder
- Click at the folder once
- Click at the name of the folder, this will select the current folder name to enable you type in the new name
- Type a new meaningful name

#### To delete a folder:

- Locate your folder.
- **Right-click** the folder icon.
- Choose **Delete**.
- A **Confirm Folder Delete** dialog box appears asking you if you are sure you want to send the file to the Recycle Bin.
- Choose **Yes**.
- The folder is moved to the **Recycle Bin**.

OR

- Locate the folder
- Click the folder icon.

- Press **Delete (Del)** on the keyboard to delete the folder. Note that when a folder is deleted its content; files and sub folders are also deleted

## Drives

A **drive, or disk drive**, is a hardware device on which you can store files and folders. Disk drives are assigned a **letter**.

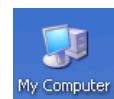
- Your hard drive (the drive inside your computer) is known as the (C:) drive.
- Your floppy disk drive is known as the (A:) drive. If your computer has two floppy disk drives (3.5 and 5.25 inches) the drives will have the letters A: and B: respectively. Today, most computers do not come with the 5.25 inch drive.
- If your computer has a CD ROM drive, it is usually called (D:)
- If you insert a pen drive into your USB port, it will normally be given a drive letter higher than your CD-ROM drive letter.

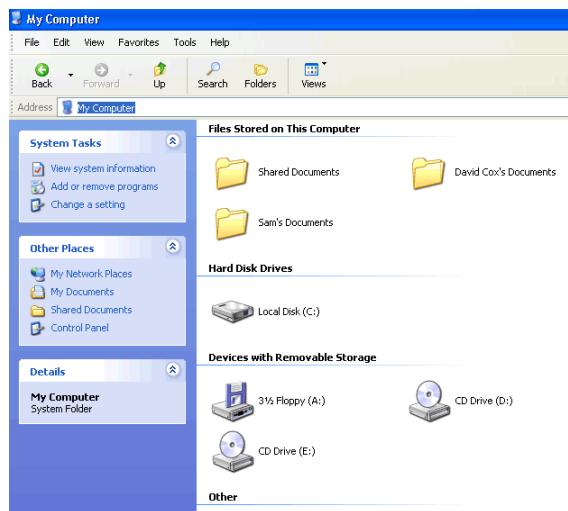
## Exploring My Computer

**My Computer** is another tool you can use to manage files and folders. With this tool, you can **create, rename and move folders** and **copy, print, move, delete and rename files**. It also allows you to gain **access** to other system tools.

### To open My Computer:

- Double-click the **My Computer icon** on the desktop.  
**My Computer** opens.





**Figure 9.3 The My Computer window**

Alternatively,

- Right-click the **My Computer** icon (on the desktop).
- Choose **Open**.

OR

- Open the Start menu and choose **My Computer**.

### Copying Files and Folders

Copying files and folders is a means of getting extra copies of the files and the folders to a different location. Windows offers several ways of working with files and folders. **To copy a file or folder,**

- Locate the file or folder you want to copy in the required folder or its subfolders.
- Click the **file or folder** you want to **copy**. The file or folder darkens when you select it.
- Under File and Folder Tasks, click **Copy this file** or **Copy this folder**.
- In the **Copy Items** dialog box, select the place where you want to copy the file or folder from.
- Click the **Copy** button.

OR



**Figure 9.4 Copy Items dialog box**

- Choose **Edit → Copy**. (Ctrl + C)

**Alternatively,**

- **Right-click** the file or folder and choose **Copy**.
- Locate the file or folder you want to copy and choose **Edit → Paste**. (Ctrl + V)

OR

- **Right-click** the file or folder and choose **Paste**.

**Alternatively**, to copy a file from one folder (source) to another (destination) you can open and juxtapose the two folders. You can then click at the file to be moved from the source folder, hold down the left button of the mouse and drag the file to the destination folder. Release the mouse button when done.

### Moving Files and Folders

If you don't like the current location of a file, you can move it to another location. Moving files and folders is relatively easy using **My Computer** or **Windows Explorer**. The difference between copying a file and moving a file is that while the copy makes a duplicate copy of the original file to the new location, the move on the other hand remove the file from its present location and send it to its new location.

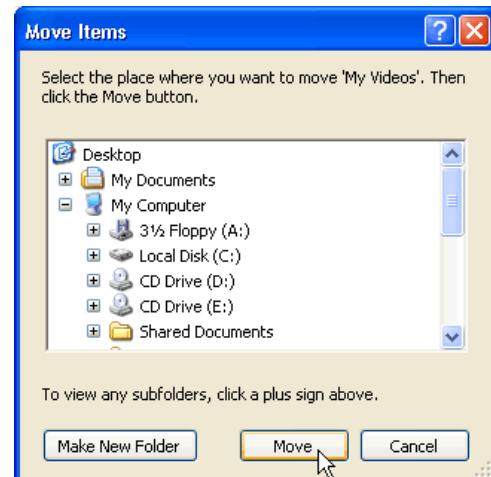


Figure 9.5 Move Items dialog box

To move files and folders:

- Locate the file or folder you want to move in the required folder or its subfolders.
- Click the **file or folder** you want to **move**. The file or folder darkens when you select it.
- Under File and Folder Tasks, click **Move this file** or **Move this folder**.
- In the **Move Items** dialog box, select the place where you want to move the file or folder.
- Click the **Move** button.

OR

- Choose **Edit → Cut**. (Ctrl + X)

- **Right-click** the file or folder and choose **Cut**.

THEN

- Locate the file or folder you want to copy and choose **Edit → Paste**. (Ctrl + V)

OR

- **Right-click** the file or folder and choose **Paste**.

### Selecting More Than One File or Folder

More often than not you may need to copy or move **multiple files and folders** at the same time. To do so,

- Hold down the **Ctrl key** (if the files and the folders are scattered) or **shift key** (if the files and folders follow one another, that is, are consecutive group of files) and click to select the files or folders you want to move or copy. For the shift key, just click on the first file, hold down the Shift key and then click the last file and all those between them will be selected as well.
- The files or folders darken as they are selected.
- Copy or move the file or folder using one of the methods explained on the previous pages.

### Choosing Views

You can choose how you want to **display** files and folders. You can display them as **thumbnails, tiles, large icons, small icons, as a list, or as a list (Details) with details including size, type and date last modified**.

To choose the view for your files or folders:

- Open the required folder
- Click the **Views** button.
- A drop down menu appears. Choose the required view.
- A **large black dot** appears next to your current choice.

OR

- Open the **View menu** and choose your view.

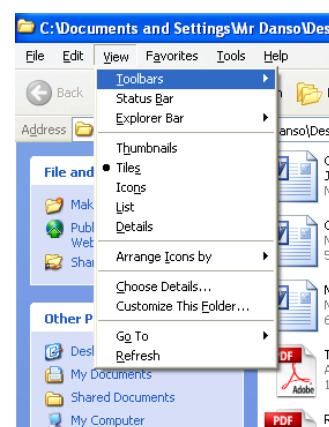


Figure 9.6 The View menu

## Shortcuts

A **shortcut** offers the best way of doing a task more quickly such as starting a program or accessing a document. The shortcut icon has a small arrow in the left corner to help you distinguish it from the actual icon that represents programs and files.

Figure 9.7 a desktop shortcut for the **Things to Do** document that's actually stored in this particular user's My Documents folder. Deleting shortcut does not affect the original item the shortcut points to.



a

Figure 9.7 A  
Desktop  
Shortcut

## Creating a Shortcut

There are a number of ways by which one can create shortcuts for files and programs. Below are some of the commonly used methods.

### Creating a shortcut to the desktop using Windows Explorer or My Computer:

- Open **Windows Explorer** or **My Computer**.
- Double-click a **drive** or **folder**.
- Click the file, program, or folder for which you want to make a shortcut. The item darkens when you select it.
- Choose **File → Create Shortcut**.
- **Resize the window** to see the **desktop**.
- **Hover** the mouse pointer over the shortcut icon and **hold down** the left mouse button and **drag** the shortcut onto desktop (in the left pane).
- **Release** the left mouse button and a shortcut is moved to the desktop.

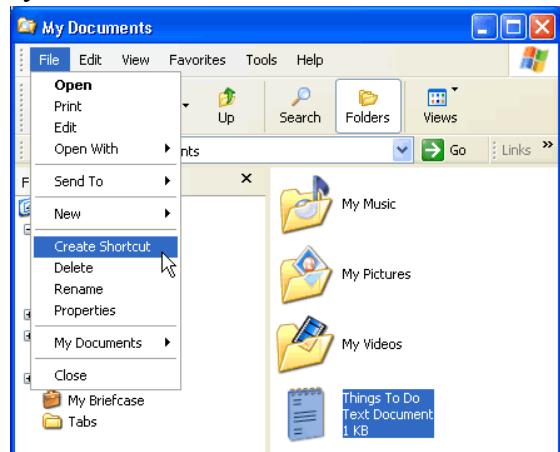


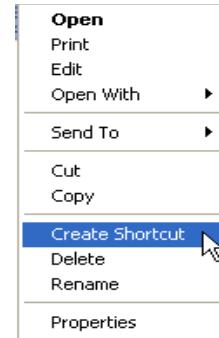
Figure 9.8 Creating a Shortcut

✓ Alternatively, press **Ctrl + Shift** while dragging the file to the desktop to create a shortcut.

## Right-clicking to Add a Shortcut

The quickest way of creating a shortcut requires a right-click. To add a shortcut by right-clicking:

- Open **Windows Explorer** or **My Computer**.
- Double-click a drive or folder.
- **Right-click** the file, program, or folder for which you want to make a shortcut.
- A pop-up menu appears. Select **Create Shortcut**.
- Resize the window to see the desktop.
- Move the mouse pointer over the shortcut icon and **hold down** the left mouse button and **drag** the shortcut onto desktop (in the left pane).
- Release the left mouse button and a shortcut is moved to the desktop.



## The Recycle Bin

Sometimes you may have a number of files and folders on your computer that you may not be very sure whether they may be needed again. If somehow, if feel you are unlikely to use these files again then you can delete them from your computer. When you delete any file, the file is kept in the recycle bin. A file in the recycle bin can be retrieved if the need be. The **Recycle Bin** is the desktop icon that resembles a wastebasket. It is possible to open the Recycle Bin folder anytime and see what's inside by **double-clicking** the **Recycle Bin icon** located on the desktop or using Windows Explorer.

A typical recycle bin is as follows

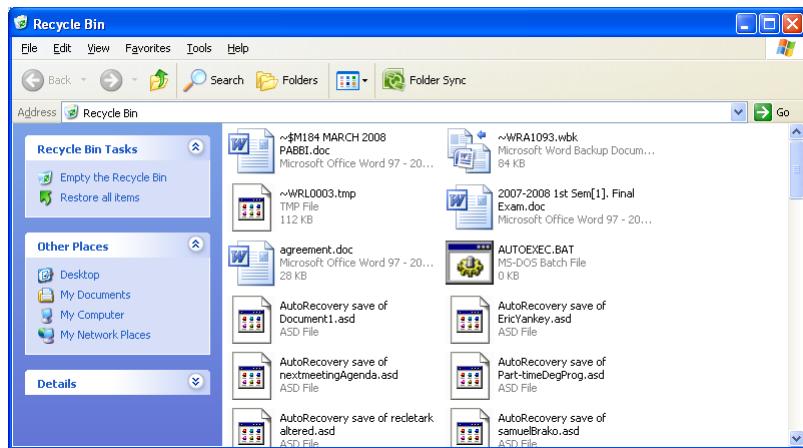


Figure 9.9 A typical Recycle Bin window

You can delete an item by moving it to the Recycle Bin. The items can be moved from anywhere. To move an item to the Recycle Bin from the Desktop, Windows Explorer, or My Computer, the steps required are as follows:

- **Click and drag** the file or folder to the **Recycle Bin**.

OR

- **Right-click** the file or folder you want to delete.
- When the pop-up menu appears, choose **Delete**.
- A dialog box appears asking, "Are sure you want to send the file or folder to the Recycle Bin?"
- Click **Yes**.

OR

Click the file or folder you want to delete.

- The file or folder darkens.
- Choose **Delete this file (or Delete this folder)** from the File and Folder Tasks list.

### **Restoring Files From the Recycle Bin**

Though items in the Recycle Bin are deleted items you can still retrieve them at a later date. You can restore either a single file, group of files or all files. Using the **Restore all items link** (located in the Recycle Bin Tasks list) will move all files and folders in the Recycle bin back to its **original location** on your computer.

#### **To restore all items in the Recycle Bin,**

- Click the **Restore all items** link in the Recycle Bin Tasks list that appears on the left side of the screen in Figure 9.9.
- The items are restored to their **original locations**.

#### **To restore one file, click to select the file.**

- **Restore all items** changes to **Restore this item**.
- Click **Restore this item**.
- The item is restored to its **original location**.

**To restore a group of items**, click at each file one at a time while holding the **Crtl** key or use the **shift** key if the files are contiguous,

- The **Restore all items** changes to **Restore the selected items**
- The items are restored to their original locations

To restore one or more files you can also select the files, right click on any of the selected files and then select Restore from the list of options.

### **Emptying the Recycle Bin**

As mentioned above, items in the Recycle Bin can be restored if necessary. When you are very certain that the items will no longer be needed you can have them deleted permanently. Note that items that have been deleted permanently from the Recycle Bin cannot be recovered. As such, you must be careful whenever you want to delete items in the Recycle Bin. Empty your Recycle Bin periodically to keep your computer running smoothly.



**Figure 9.10 The Recycle Bin Tasks list**

### **To empty the Recycle Bin,**

- Click the **Empty the Recycle Bin** link in the Recycle Bin Tasks list.

It is also possible to delete some of the items in the recycle bin. Note that this will delete the items permanently. To do so, just select the item(s) to be deleted. Right click the mouse button and then select Delete.

### **Opening the Search Companion**

At times, it is possible for one not to remember where an item on his/her computer can be located. This is normally the case when you have too many folders and folders within folders.

Windows 7 has a search facility that makes it possible to look for files and folders whenever you are in trouble looking for a file by using the Microsoft XP's **Search Companion**.

**To open the Search Companion:**

- Click the start button to obtain the Start menu and choose **Search**.

OR

- Open **My Documents** and click the **Search** button.

OR

- Open **My Computer** and click the **Search** button.

Any of the three methods opens the search companion. The **Search Companion** opens in the left pane and presents the **following list of options**:



**Figure 9.11 The Search Companion opened**

Depending on the option one chooses from the Search companion menu, you are presented with various ways to conduct your search. For example, if you are looking for a particular file, you will have to select **All files and folders**, the Search Companion prompts you with questions to help you refine your search. It is good and helpful if you can remember something about the missing file such as all or part of the filename, file type, when you last worked with the file, a word or phrase in the file, or what drive it's on, etc. The more criteria contained in your search, the more refined the search becomes.

## To search using the Search Companion:

- Enter **as much information as you can remember** into the Search Companion. For example by providing all or part of the file name, a word or phrase in the file, which drive to look in, etc
- You can also click the **drop down arrows** to add more criteria if necessary.
- Use the **Back** button if you have to go back and change your option.
- Click **Search**.
- Once you click **Search**, the Search Companion tells you what it's searching.
- Your search results **display in the white space**.
- The Search Companion tells you when the search is complete and prompts you with more **Search options**.
- If your search is complete, click **Yes, finished searching**.
- If the file is found then simply double-click the file to open it.

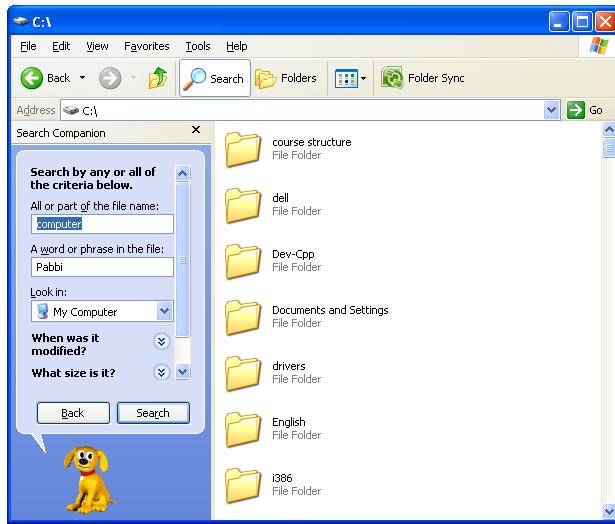


Figure 9.12 Enter information into the Search Companion

No matter the number of files on your computer, finding a file can take seconds, minutes or much, much longer depending on the type of search and where you are looking. If the search fails to locate the file on your first try, type in a different name and/or location.

## Understanding User Accounts

A user is someone who uses a computer. A user account defines what a user can do using Windows 7. In Windows 7, there are basically three types of user accounts namely the administrator, standard and guest accounts. Each of these account users has different privileges. For example there are some computer settings that only the administrator can change.

1. **Administrator account.** The administrator is the only user that can do everything with the computer as he or she desires. The administrator account can never be disabled or deleted by anyone.
2. **Standard account.** Users with standard accounts can only install programs and hardware, change pictures and related personal data, and create, change, or remove his or her password.
3. **Guest account.** The guest account does not require a password. A guest cannot install or remove programs from the computer, and is disabled by default. This account type is good for children and/or adult who may not be very knowledgeable in the use of computers.

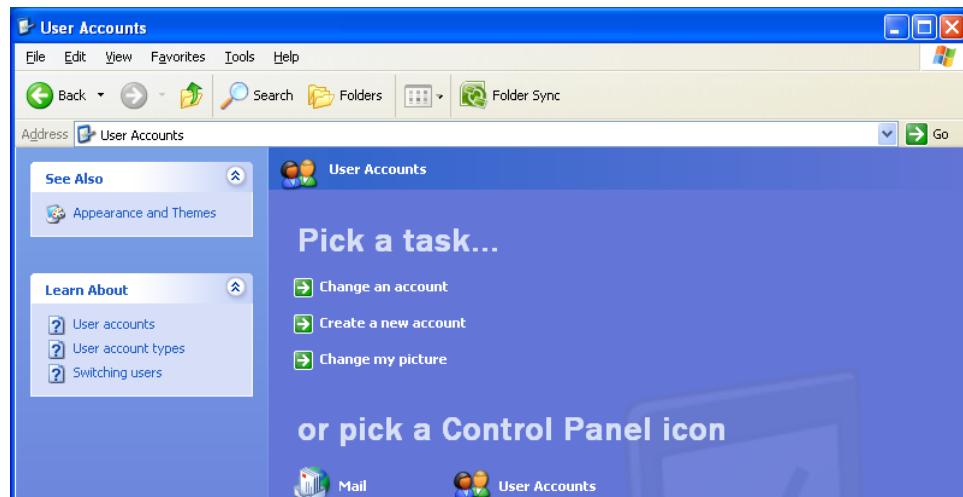
## Managing User Accounts

To easily manage user accounts, click the **User Accounts** icon in the Control Panel.

The **User Accounts** window presents you with an easy-to-use interface. By this interface one can easily create an account, change an account and also change a picture of an account.



**Figure 9.13** The User Accounts Icon in the Control Panel



**Figure 9.14** User Accounts window

## Creating a New Account



Figure 9.15 User Accounts window for creating a new account

You can **create new user accounts** as needed, giving others access to your computer. In this way you do not have to give your password to the other users of your computer. **To create a new account,**

- Click **Create a New Account** in the **User Accounts** window (as shown in the figure above).
- A **User Accounts** window appears (as shown in figure 9.15). Enter the **name** of the new account and click **Next**.
- The next window asks you to pick an account type. Choose **Computer Administrator** or **Limited** by clicking the appropriate radio button.
- On clicking either of the two options you are given a list of actions that can be performed by the account type.
- When finished, click the **Create Account** button.
- The **new account** now appears in the **User Account** window.

Note that the Password you add when creating an account provides you with security and prevent unauthorized users from logging in to someone else's user account.

## Changing an Account

You can change an account easily from the User Accounts window. To change an existing user account,

- Click **Change an Account** in the **User Accounts** window.
- A window appears asking you to pick an account you want to change.
- Select the required account

- The next window asks you of what you want to change about the account such as to change the name on the account, change the picture, change the account type, create a password, or delete the account. Make necessary changes.
- Use the **Back** button to return to the original list to make any additional changes if necessary.

## Changing User Log on/Log off Procedures

Windows 7 provides a means for you to specify how people who use your computer can log on and off.

### To change log on and log off options:

- Click **Change the way users log on and off** in the User Accounts window.
- Here you will see two checkboxes that allow you to enable the **Welcome screen** and **Fast User Switching**.
- **Fast User Switching** allows you to switch to another user account without closing any programs.



Figure 9.16 User Accounts LogOn and LogOff options

## Adding a Printer

A printer is one of the hardware components of the Computer that makes it possible for you to have hardcopies of your documents. For example, when you type a letter and save it onto a disk or pen drive that is a softcopy. When you print the information on a paper then it becomes a hardcopy. You will normally need hardcopies of your document. So, when you acquire a new computer or a fax machine you can add them to your computer. Adding a printer is simple using the **Add Printer Wizard** available in the Printers and Faxes folder. To add a printer, you must

- Make sure your printer is compatible with Windows 7. If buying a new printer, make sure to do your research before you make a purchase.
- Get out your printer's manual or CD-ROM and read it.

- Set up your printer and attach it to your computer using a printer's cable and correct port on your computer.

Most of today's printers are Plug and Play printers and once connected to your computer through a USB port they are ready for use. If your printer does not fall into this category then you will have to use the Add a Printer Wizard to add your printer to your computer. If you do have to use the wizard and your printer isn't listed in the Windows 7 list (which usually displays when you try to add a new printer) you may have to contact the printer manufacturer for a driver. When you get the driver, follow the Add Printer instructions on your computer.



**Figure 9.17 Add Printer Wizard screen**

When the above screen is obtained,

- click next. You will be asked to indicate whether the printer will be used as a local one or as a network printer.
- Select the required option and click next.
- The wizard will guide you through the rest of what you have to do. In most cases you will only have to click next.

### **When your printer refuses to print?**

After you have added a printer it is possible that if you issue a print command your computer will not print. There are a number of reasons why your printer is not printing. Below are some of the important things you should try when this happens to you. Take care of the basics. Make sure the printer is **plugged in, turned on and has paper** in it. Carrying out any of the following is called troubleshooting.

- Make sure the **printer cable** is properly connected to the printer and to the computer.
- Check to see if there is a **paper jam**. Most printers have a flashing light to indicate a paper jam. Also, if the paper size selected differs from the one in the paper tray, you

will not be able to print. To choose a paper size, select **File → Page Setup**. Click the **Paper Size** tab.

- Check to see that the printer **toner, cartridge or ribbon** has not run out of ink. If not, printed documents may appear streaky, blotchy, or even blank.
- Make sure the printer is switched to **Online mode**. There is usually a button on your printer's control panel. If it is switched to Offline mode, it will not print.
- Make sure the printer is your default printer or let the computer knows what printer you are using. You can check this by clicking **Start → Control Panel → Printers and Other Hardware → View installed printers or fax printers**. If an icon for your printer doesn't appear, try restarting your computer. If your printer still doesn't appear, you may need to add it. Click Add a Printer and follow the instructions in the Add Printer Wizard.
- If you work in an office environment where several people share a printer, there may be a **network** problem. Contact your Network Support person.
- If you can find the **manual** for your printer, read it to see if you can find the solution to the problem.
- If your printer still doesn't work, go to **Help and Support Center**. Under Pick a Help Topic, click **Printing and Faxing**. Or, enter the term printer into the Search box.
- Open the **Printing Troubleshooter**. Answer the questions and follow the instructions so the computer can help you figure out what's wrong.

#### To open the Printing Troubleshooter:

- Click **Start → Control Panel → Printers and Other Hardware**.
- In the **left** pane, open the **Troubleshooters** category.
- Click **Printing**.
- The **Printing Troubleshooter** opens.

## Systems Tools

The system tools are powerful tools that help you to maintain your PC and window XP from time to time. It provides users with Windows 7 basic tools to make the maintenance process as painless as possible. You can access these tools as shown in Figure 9.18.

- Click start and select All programs
- Select Accessories
- Select System tools. This then gives you the system tools menu indicating the basic operations that you can carry out. The detail is shown in Figure 9.19.

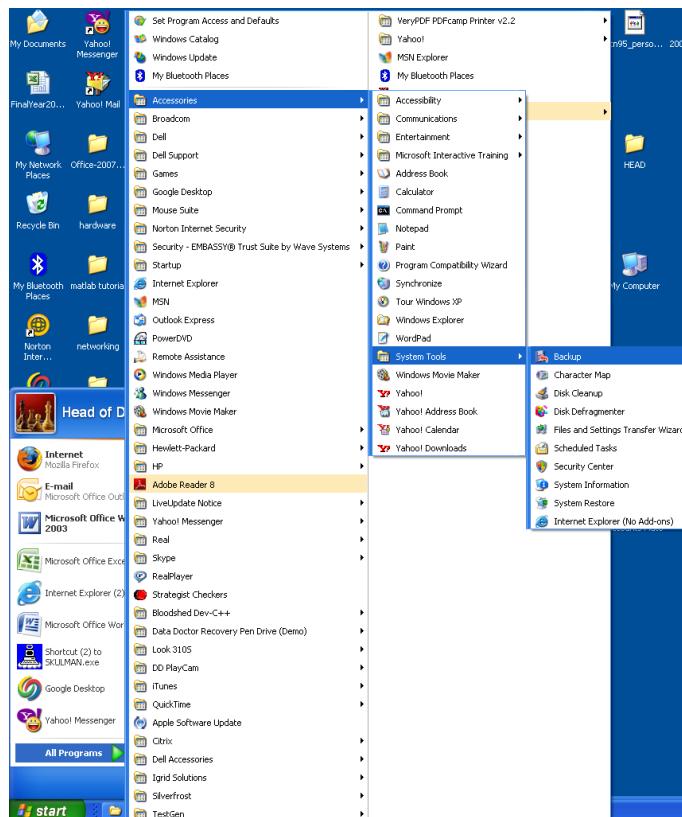


Figure 9.18 Accessing System Tools

## Disk Defragmenter

If you have a Computer, be it a laptop or a desktop, it will have at least one hard disk. As you keep adding or creating files and folders as well as installing programs on your Computer, these are kept or stored on your hard disk. Thus, the hard disk acts as your computer's storage area. Because user tend to create and delete files and folders, at some point in time parts of the same disk file become scattered over different areas of the disk. This usually has the tendency of slowing down your computer as well as hindering its performance. Therefore, to keep your hard disk running smoothly, you must routinely **defragment or "defrag"** the hard disk. The **Disk Defragmenter** tool helps you do this.

To use Disk Defragmenter,

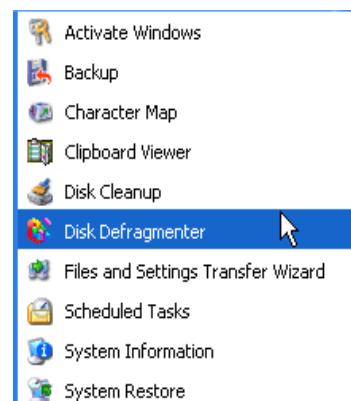
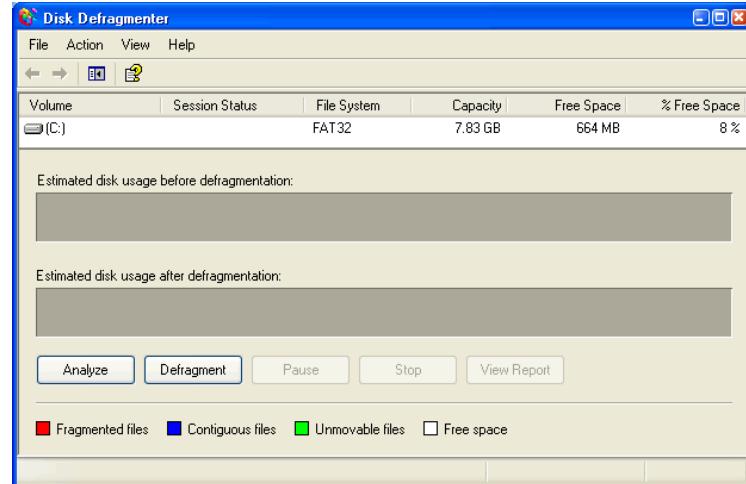
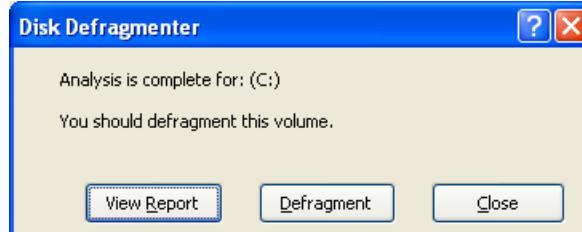


Figure 9.19 System Tools menu

- Choose **Start → All Programs → Accessories → System Tools → Disk Defragmenter.**
- The **Disk Defragmenter** opens as in Figure 9.20.
- First, click the Analyze to check whether you will have to defrag or not. When this is complete and you will have to defrag, the Computer will display the following:



**Figure 9.20 Disk Defragmenter Window**



**Figure 9.21 Disk Defragmenter Analysis box**

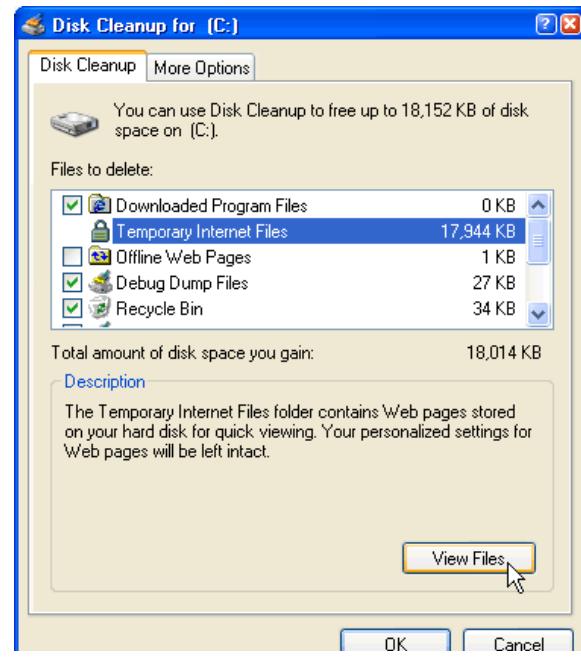
- Click **Defragment** to start the process if you have to proceed to defrag.

## Disk Cleanup

**Disk Cleanup** is another tool that helps keep Windows 7 operating as it should. It checks your entire hard disk looking for files that can be deleted without causing any problem. Deleting these unnecessary files frees up valuable disk space for other use.

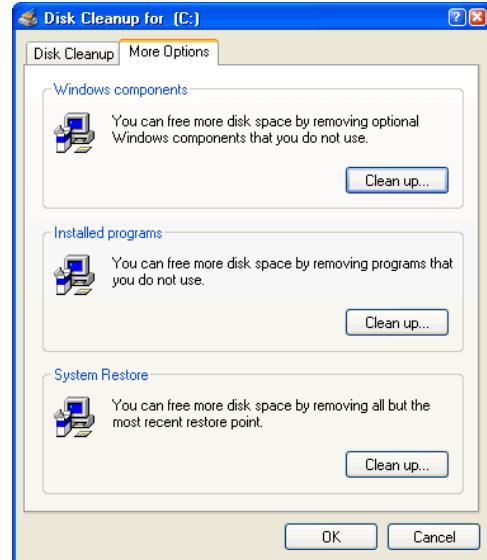
To run Disk Cleanup:

- Choose **Start → All Programs → Accessories → System Tools → Disk Cleanup**.
- The **Disk Cleanup** window opens as shown in Figure 9.22. Click the Disk Cleanup tab if it's not showing.
- Disk Cleanup lists several potential files that can be deleted and the amount of disk space you'll gain by deleting each one.
- Click view files if you intend to learn more about a file category. You need to select the category before clicking at the 'View files'. Note that not all categories have the view file option. Each category of files that you select, Windows gives you a description so that you know what you are deleting.
- Click the **checkboxes** next to the categories you want to **delete** and click **OK**.
- A dialog box appears, stating, "**Are you are sure you want to perform these actions?**" Click Yes or No as appropriate.



**Figure 9.22** Disk Cleanup window with Disk Cleanup tab selected

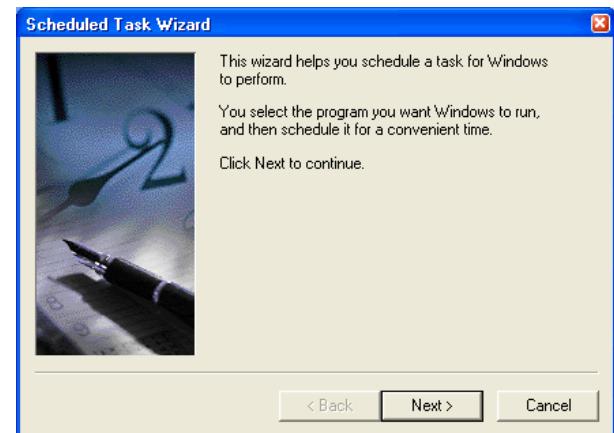
The **More Options tab** gives you even more disk cleanup options such as the ability to remove optional windows components that are not being used, by removing programs that are not being used, etc. The More options tab when clicked give the figure to the left which is self explanatory. Generally, one is expected to run the disk cleanup at least once every three months.



**Figure 9.23 The Disk CleanUp window with More Options tab selected**

## The Scheduled Task Wizard

Windows 7 has a scheduler that makes it possible for you to schedule tasks such as running an anti virus program, disk clean, yahoo or hotmail messenger, etc without having to remember when to run each of these tasks. When the scheduled date is up, Windows will automatically run all scheduled task.



**The Scheduled Task Wizard's welcome page**

**Figure 9.24 The Scheduled Task Wizard Welcome Screen**

### To open the Scheduled Task Wizard:

- Choose Start → All Programs → Accessories → System Tools → Scheduled Tasks.

OR

- Choose Start → Control Panel → Performance and Maintenance → Scheduled Tasks.

THEN

- The **Scheduled Tasks** folder opens.
- Double-click **Add a Scheduled Task**.
- The **Scheduled Tasks Wizard** opens.

- Keep clicking **Next** to select the program(s) you want Windows to run. If the task you want is not listed, click the **Browse** button to locate it. Then schedule a convenient time.