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Operating System
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Question 1

Using windows to organize files for a school project helps keep information structured, accessible and easy to manage. A good starting point is creating a dedicated folder for the project using right clicking on the desktop or inside a directory and selecting new then folder. This folder becomes the main space for all project materials. Inside, additional subfolders can be created for research, drafts and final work so that files are separated and easy to find. Giving files names is important, and tis can be done by clicking a file and choosing rename. To further improve organization, file explorer allows sorting files by data, type or name, which helps bring the most recent or important items to the top. Using these Windows tools ensures the project stays structured, reduced clutter and makes studying or presenting simpler.

Question 2

Windows is a widely used operating system developed by Microsoft that provides a graphical user interface for managing files, applications and hardware. It allows users to perform everyday tasks such as browsing the internet, creating documents and playing media. Key features include the start menu for quick access to programs, file explorer for organizing data and system setting for customization. Windows also support multitasking with multiple widows and virtual desktops, improving productivity. Security tools such as Windows Defender protect against threats, while regular updates ensure stability. It has a broad compatibility with software and hardware makes it versatile for personal, educational and professional use.

Question 3

Task Manager in Windows is a tool that quickly shows what is happening on a computer in real time. It lists all the applications and background processes currently running, along with how much CPU, memory, disk and network they are using. This makes it super easy to understand why the system may feel slow or unresponsive. Task Manager also has a performance tab with live graphs that display resource usage clearly. Another important feature is the ability to end tasks, which is very useful when a program freezes. All in all it provides valuable insight and control into system activity.

Question 4

Using VirtualBox, Lubuntu was installed to explore Linux in a safe environment. Basic terminal commands were used to better understand file management. The **ls** command is used to list files and directories, showing what was present in a folder. **mkdir** creates new directories, helping organize files within the system. The **mv** command moved files from one location to another or rename them, demonstrating how to manage data efficiently. Using these commands highlighted the power of the terminal for navigating and controlling the operating system. Overall, it provided hands on experience with Linux fundamentals and showed how file operations can be performed quickly without graphical interface