

Aim

To do the following operations on windows

- a. Installing screen saver and change the monitor resolution by 1280X960
- b. Setting wall papers
- c. Creating, moving, deleting and renaming a folder
- d. Copy, paste and cut a folder/file
- e. Displaying the properties for a file or folder

Procedure

a. Installing screen saver and change the monitor resolution by 1280 x 960

- Step1: Right click on the empty area of the desktop. Popup menu will appear.
Step2: Select Properties menu. Display Properties dialog box will appear.
Step3: Select Screen Saver tab .
Step4: Choose one of the screen saver option in the list box. Set the waiting time.
Step5: Click Apply and then select OK button.

Changing monitor resolution

- Step1: Right click on the empty area of the desktop. Popup menu will appear.
Step2: Select Properties menu. Display Properties dialog box will appear.
Step3: Select Settings tab .
Step4: Change the Screen resolution by 1280 x 960.
Step5: Click Apply and then select OK button.

b. Setting wall papers

- Step1: Right click on the empty area of the desktop. Popup menu will appear.
Step2: Select Properties menu. Display Properties dialog box will appear.
Step3: Select Desktop tab .
Step4: Choose one of the wall paper.
Step5: Click Apply and then select OK button.

c. Creating, moving, deleting and renaming a folder

Creating a folder:

- Step1: Select the location where the folder is to be created.
Step2: Right click in the empty area and click **New** **Folder**
Step3: Type the folder name in the text box displayed and press **Enter** key.
Step4: The new folder will be created.

Removing a folder:

- Step1: Select a folder to be removed.
Step2: Click **Delete** key.
Step3: Then Confirmation dialog will be appears.
Step4: Click the **Yes** button. The corresponding folder will be deleted.

Renaming a folder

- Step1: Select a folder to be renamed..
Step 2: Right click and the select rename option.
Step3: Type the folder name in the text box displayed and press **Enter** key.
Step4: The new folder name will be created.

d. Copy, paste and cut a folder/file

Cut and paste

Step1: Select a file to be cut and pasted. Press **Ctrl + X**.

Step2: Select the destination where the file is to be pasted. Press **Ctrl + V**. Thus the file is cut and pasted.

Copy and paste

Step1: Select a file to be copy and pasted. Press **Ctrl + C**.

Step2: Select the destination where the file is to be pasted. Press **Ctrl + V**. Thus the file is cut and pasted.

e. Displaying the properties for a file or folder

Step1: Select the file or folder.

Step2: **Right click** the file or folder. Click the option **properties**. The properties of a file or folder will be displayed.

Output:

Result

Thus the above windows XP operations are completed successfully.