



Class: First Stage

Subject: computer applications

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Windows Operating System -1-

Introduction



The Desktop :

The **desktop** is the main screen area that you see after you turn on your computer and log on to Windows. When you open programs or folders, they appear on the desktop. You can also put things on the desktop, such as files and folders, and arrange them as you want.

Working with desktop icons

Icons are small pictures that represent files, folders, programs, and other items.



When you first start Windows, you'll see at least one icon on your desktop: The Recycle Bin. Some examples of desktop icons are shown in picture.

Double-clicking a desktop icon starts or opens the item it represents.

Adding and removing icons from the desktop

You can choose which icons appear on the desktop—you can add or remove an icon at any time. If you want easy access from the desktop to your favourite files or programs, you can create shortcuts to them. A shortcut is an icon that represents a link to an item, rather than the item itself. When you double-click a shortcut, the item opens. If you delete a shortcut, only the shortcut is removed, not the original item. You can identify shortcuts by the arrow on their icon.

Common desktop icons include Computer, your personal folder, the Recycle Bin, and Control Panel.

Right-click an empty area of the desktop, and then click **Personalize**.

In the left pane, click **Change desktop icons**.

Under **Desktop icons**, select the check box for each icon that you want to add to the desktop, or clear the check box for each icon that you want to remove from the desktop, and then click **OK**.

To move a file from a folder to the desktop

Open the folder that contains the file.

Drag the file to the desktop.

Moving icons around

Windows stacks icons in columns on the left side of the desktop. But you're not stuck with that arrangement. You can move an icon by dragging it to a new place on the desktop.

You can also have Windows automatically arrange your icons. Right-click an empty area of the desktop, click View, and then click Auto arrange icons. Windows stacks your icons in the upper-left corner and locks them in place. To unlock the icons so that you can move them again, click Auto arrange icons again, clearing the check mark next to it.

Selecting multiple icons

To move or delete a bunch of icons at once, you must first select all of them. Click an empty area of the desktop and drag the mouse. Surround the icons that you want to select with the rectangle that appears. Then release the mouse button. Now you can drag the icons as a group or delete them.



Hiding desktop icons

If you want to temporarily hide all of your desktop icons without removing them, right-click an empty part of the desktop, click View, and then click Show desktop icons to clear the check mark from that option. Now no icons are displayed on the desktop. You can get them back by clicking Show desktop icons again.

Windows Explorer:

Windows Explorer is the file management application in windows. Windows explorer can be used to navigate your hard drive and display the contents of the folders and subfolders you use to organize your files on your hard drive. Windows Explorer is automatically launched any time you open a folder in windows XP.



The Recycle Bin

When you delete a file or folder, it doesn't actually get deleted, it goes to the Recycle Bin. That's a good thing, because if you want that deleted file, you can get it back.

If you won't need the deleted items again, you can empty the Recycle Bin. Doing that will permanently delete the items and reclaim any disk space they were using.

Start Menu:

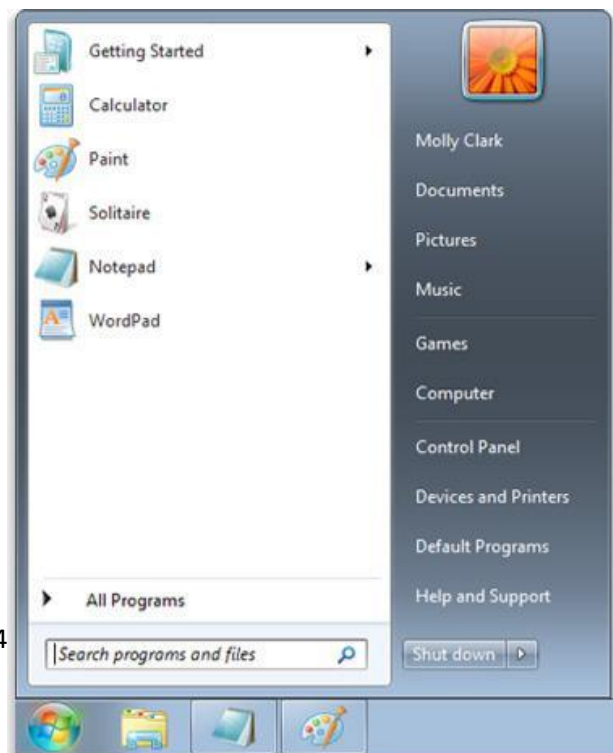
The Start menu is the main gateway to your computer's programs, folders, and settings. It's called a **menu** because it provides a list of choices.

Use the Start menu to do these common activities:

Start programs

Open commonly used folders

Search for files, folders, and programs



Adjust computer settings

Get help with the Windows operating system

Turn off the computer

Log off from Windows or switch to a different user account.

Getting started with the Start menu

To open the Start menu, click the **Start** button  in the lower-left corner of your screen. Or, press the Windows logo key  on your keyboard. The Start menu has three basic parts:

The large left pane shows a short list of programs on your computer. Clicking **All Programs** displays a complete list of programs.

At the bottom of the left pane is the search box, which allows you to look for programs and files on your computer by typing in search terms.

The right pane provides access to commonly used folders, files, settings, and features.

It's also where you go to log off from Windows or turn off your computer.

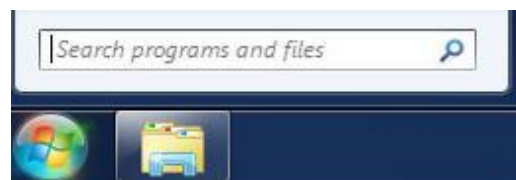
Opening programs from the Start menu

Start menu is used to open programs installed on your computer. To open a program in the left pane of the Start menu, click it.

Clicking **All Programs**, The left pane displays a long list of programs.

Clicking one of the program icons starts the program, and the Start menu closes.

Move the pointer over its icon or name, a box appears that contains a description of the program.



The search box

The search box is one of the most convenient ways to find things on your computer. The exact location of the items doesn't matter. It will also search your e-mail messages, saved instant messages, appointments, and contacts.


To use the search box, open the Start menu and start typing. You don't need to click inside the box first. As you type, the search results appear above the search box in the left pane of the Start menu.

A program, file, or folder will appear as a search result if:

Any word in its title matches or begins with your search term.

Any text in the actual contents of the file matches or begins with your search term.

Any word in a property of the file, such as the author, matches or begins with your search term.

Click any search result to open it. Or, click the Clear button  to clear the search results and return to the main programs list. You can also click **See more results** to search your entire computer.

Search box also searches your Internet favourites and the history of websites you've visited. If any of these webpages include the search term, they appear under a heading called "Files."

The right pane includes

Personal folder. This folder, in turn, contains user-specific files, including the My Documents, My Music, My Pictures, and My Videos folders.

Documents. Opens the Documents library, where you can access & open text files, spreadsheets, etc.

Pictures. Opens the Pictures library, where you can access and view digital pictures and graphics files.

Music. Opens the Music library, where you can access and play music and other audio files.

Games. Opens the Games folder, where you can access all of the games on your computer.

Computer. Opens a window where you can access disk drives, cameras, printers, scanners, and other hardware connected to your computer.

Control Panel. Opens Control Panel, where you can customize the appearance and functionality of your computer, install or uninstall programs, set up network connections, and manage user accounts.

Devices and Printers. Opens a window where you can view information about the printer, mouse, and other devices installed on your computer.

Default Programs. Opens a window where you can choose which program you want Windows to use for activities such as web browsing.

Help and Support. Opens Windows Help and Support, where you can browse and search Help topics about using Windows and your computer.

At the bottom of the right pane is the Shut down button. Click the Shut down button to turn off your computer. Clicking the arrow next to the Shut down button displays a menu with additional options for switching users, logging off, restarting, or shutting down.

