UNIT 7: INTRODUCTION TO WINDOWS OPERATING SYSTEM

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7.1 LEARNING OBJECTIVES

After going through this unit, you will be able to :

- describe and use different versions of Windows operating system
- use control panel features of Windows
- create and manage user accounts in Windows
- work with different activities with files and folders such as creating folders, copying files/folders, renaming files/folders, deleting files/folders, restoring deleted files/folders
- learn file compression and decompression technique
- handle different components of Windows accessories

7.2 INTRODUCTION

In this unit we will learn about Windows.

Windows is an operating system created by Microsoft that provides an interface known as *Graphical User Interface (GUI)* for IBM compatible computers. Windows eliminates the need for a user to have to type each command at a command line, like MS-DOS, by using a mouse to navigate through drop-down menus, dialog boxes, buttons, tabs, and icons.

Microsoft Windows was first introduced with Windows 1.0. Since its release there have been over a dozen other releases of Windows. In this unit we will discuss briefly about Windows operating system.

7.3 HISTORY OF WINDOWS

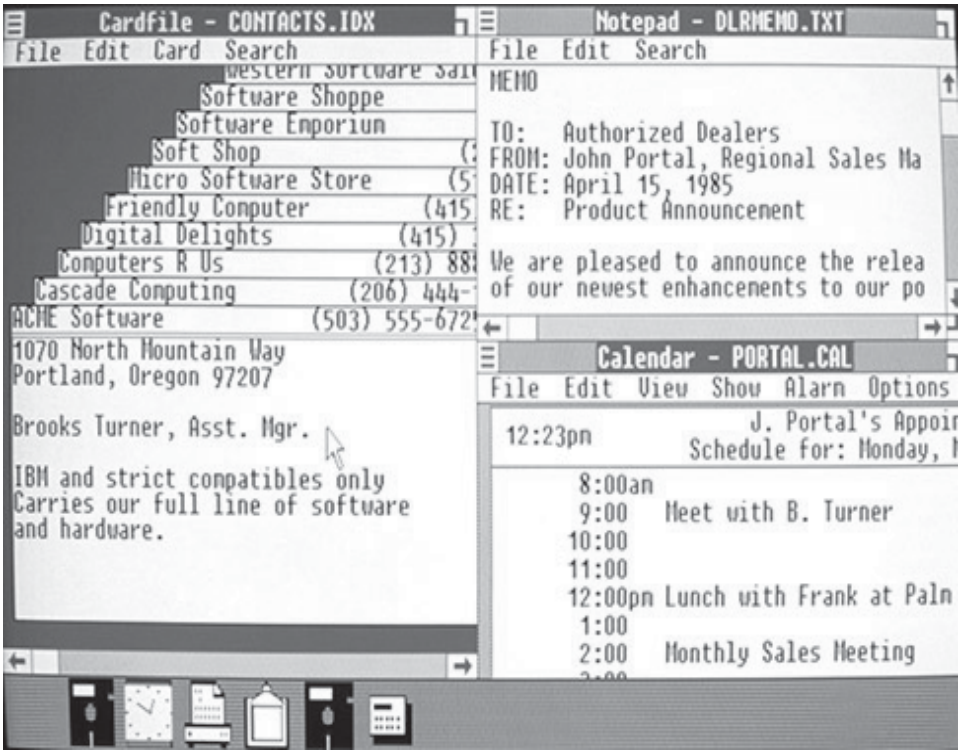
Let us took a brief overview of the history of Windows and its different versions in this section.

1975–1981: In 1975, *Bill Gates* and *Paul Allen* form a partnership called Microsoft. Like most start-ups, Microsoft begins small, but has a huge vision—a computer on every desktop and in every home. In June 1980, Microsoft focuses on a new operating system—the software that manages, or runs, the computer

hardware and also serves to bridge the gap between the computer hardware and programs, such as a word processor. It is the foundation on which computer programs can run. They name their new operating system “MS DOS.” MS DOS stands for Microsoft Disk Operating System.

1982–1985: Windows 1.0

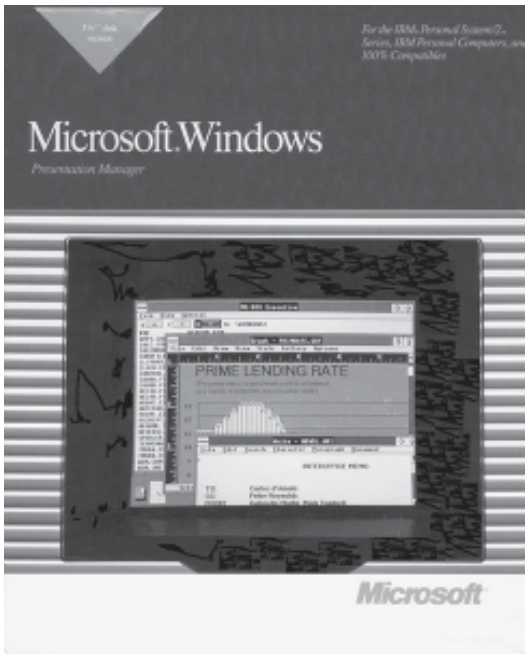
In 1985, Microsoft ships Windows 1.0. Rather than typing MS DOS commands, you just move a mouse to point and click your way through screens, or “windows.”



The Windows 1.0 desktop

1987–1990: Windows 2.0–2.11

In 1987, Microsoft releases Windows 2.0 with desktop icons and expanded memory. With improved graphics support, you can now overlap windows, control the screen layout, and use keyboard shortcuts to speed up your work.

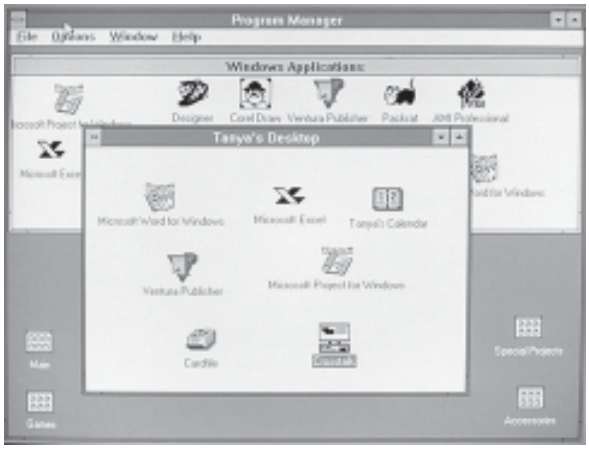


Windows 2.0

In 1988, Microsoft becomes the world's largest PC software company based on sales. Computers became a part of daily life for some office workers.

1990–1994: Windows 3.0–Windows NT

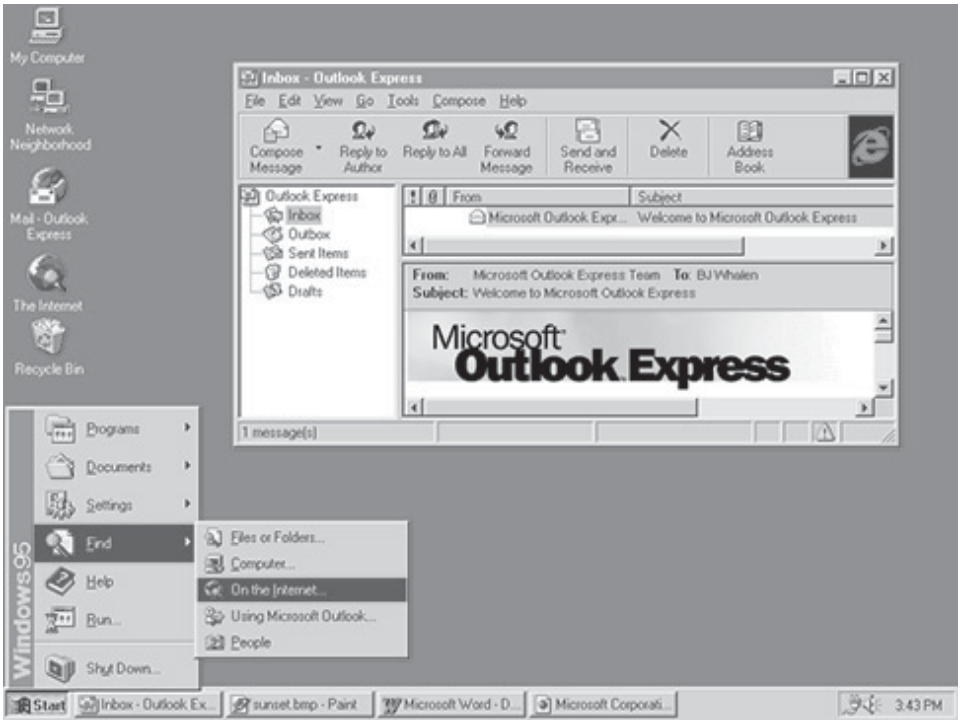
In 1990, Microsoft announces Windows 3.0, followed shortly by Windows 3.1 in 1992. In July 27, 1993, Microsoft released a fresh new version of operating system named Windows NT.



The Windows 3.0 desktop

1995–1998: Windows 95

Microsoft releases Windows 95 in the year 1995. Windows 95 has built-in Internet support, dial-up networking, and new Plug and Play capabilities that make it easy to install hardware and software. The ***32-bit*** operating system also offers enhanced multimedia capabilities, more powerful features for mobile computing, and integrated networking. At this we would like to mention that, in a computer system, 32-bit and 64-bit refer to the type of central processing unit, operating system, driver, software program, etc. that utilizes that particular architecture. On a 32-bit operating system, you are restricted to a maximum of 4 gigabytes (2^{32}=4GB) of RAM. A 32-bit machine can read and write 32-bit data at a time.

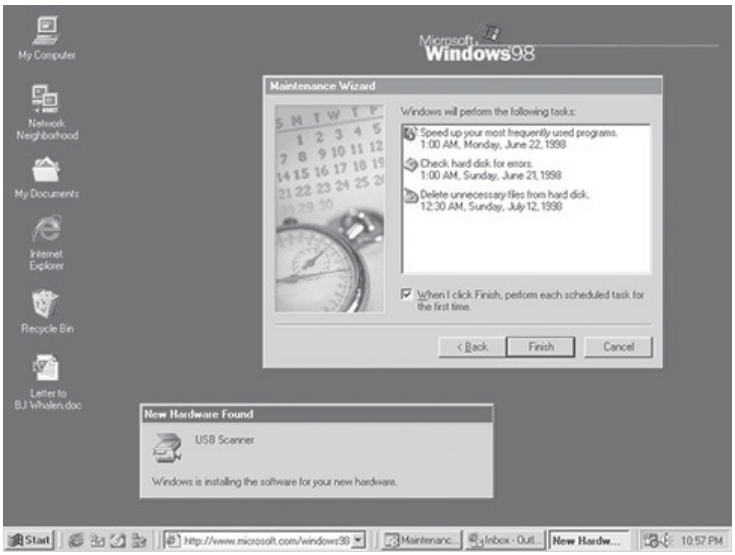


The Windows 95 desktop

1998–2000: Windows 98, Windows 2000, Windows Me

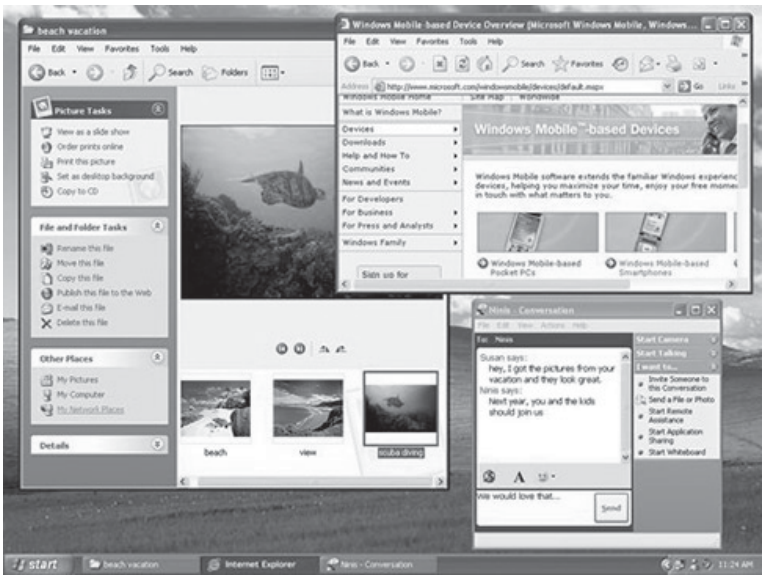
Windows 98 released on June 1998 was the first version of Windows designed specifically for consumers. Designed for home computer use,

Windows Me offers numerous music, video, and home networking enhancements. *Windows 2000* adds major improvements in reliability, ease of use, Internet compatibility, and support for mobile computing.



2001–2005: Windows XP

In 2001, *Windows XP* is released with a redesigned look and feel that is focussed on usability and a unified Help and Support services center. It is available in 25 languages. For Microsoft, Windows XP became one of its best-selling products. It is both fast and stable.



The Windows XP Home Edition desktop

2006–2008: Windows Vista

Windows Vista is released in 2006 with the strongest security system yet. Design plays a big role in Windows Vista, and features such as the taskbar and the borders around windows get a brand new look. Search gets new emphasis and helps people in finding files on their PCs in a faster way. It is available in 35 languages.

2009: Windows 7

Windows 7 is released for the wireless world of the late 2000s. Windows 7 includes new ways to work with windows—like Snap, Peek, and Shake—that improves functionality and makes the interface more fun to use. It also marks the debut of Windows Touch, which lets touchscreen users browse the web, flip through photos, and open files and folders.

2012: Windows 8

Windows 8 is a reimagined operating system, from the chipset to the user experience, and introduces a totally new interface that works smoothly for both mouse and keyboard. It functions as both a tablet for entertainment and a full-featured PC for getting things done.



A PC running Windows 8

CHECK YOUR PROGRESS



1. Fill in the blanks:

   (a) MS-Windows is a _____.

   (b) _____ is the owner of Windows.

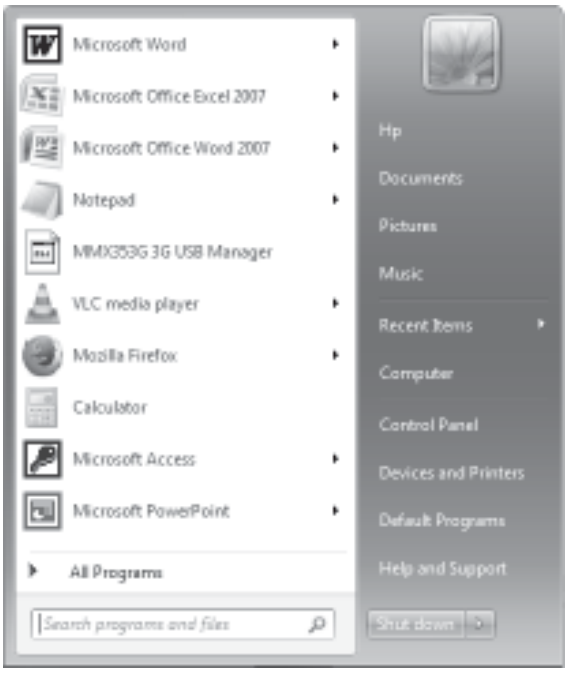
   (c) MS-DOS refers to _____.

   (d) ----------_____ is first version of MS-Windows.

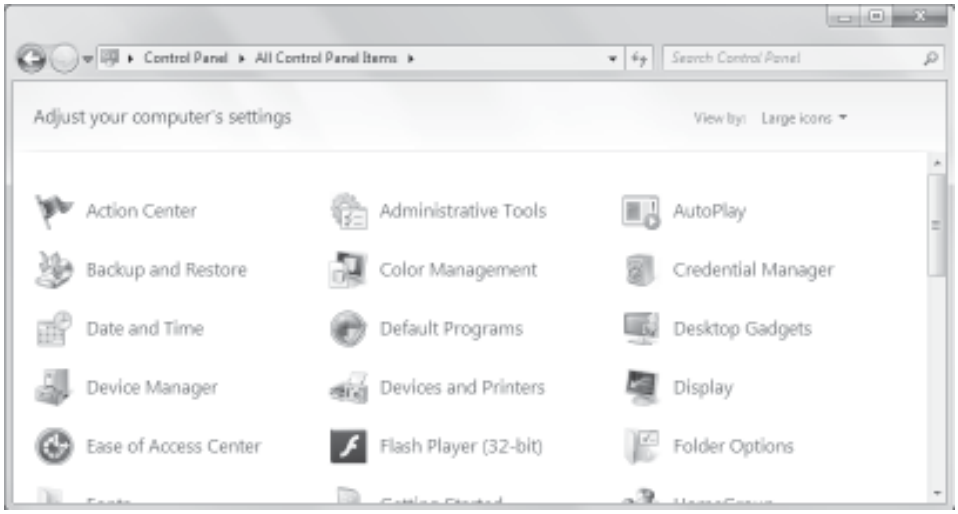
   (e) _____ is latest version of MS-Windows.

7.4 CONTROL PANEL

You can use Control Panel to change settings for Windows. These settings control nearly everything about how Windows looks and works, and you can use them to set up Windows so that it is just right for you. You can open Control Panel by clicking the ***Start*** button , and then clicking ***Control Panel*** option.



The following window will appear where you adjust your computer setting.



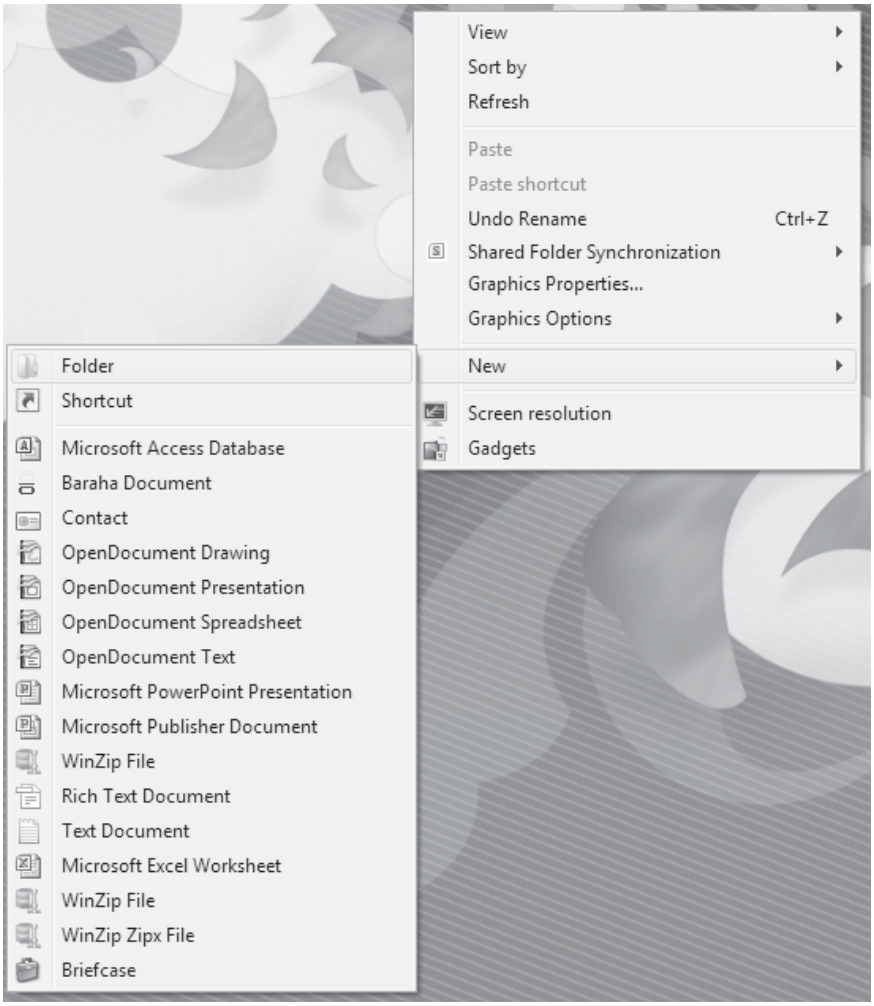
7.5 WORKING WITH WINDOWS

7.5.1 Creating Folders

We have studied about computer files and folders in the previous unit. A folder is a location where you can store your files. You can create any number of folders and even store folders inside other folders (subfolders). Here is how to create a new folder in Windows environment:

1. Go to the location (such as in a drive or the desktop) where you want to create a new folder.

2. Right-click a blank area on the desktop or in the folder window, point to **New**, and then click **Folder**.



3. Type a name for the new folder, and then press **Enter**.



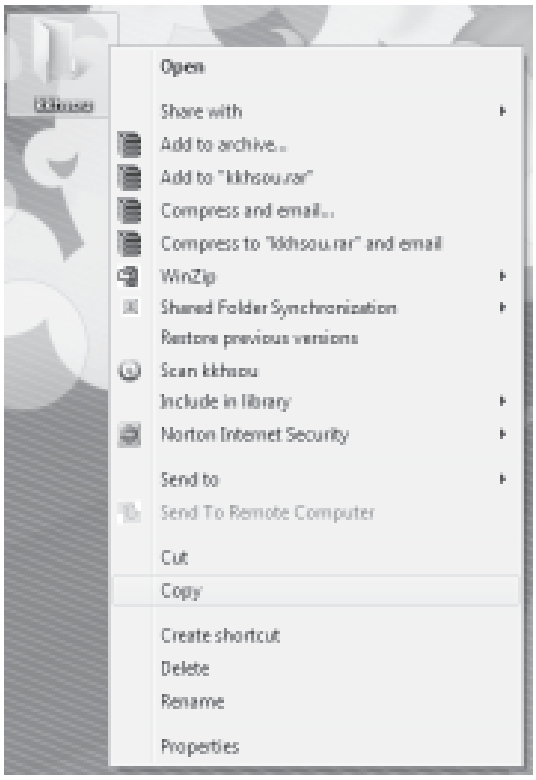
The new folder will appear in the location you specified.

7.5.2 Copying File or Folders

When you copy a file or folder, you are making a duplicate of the original item that you can then modify, delete, or store independently of the original.

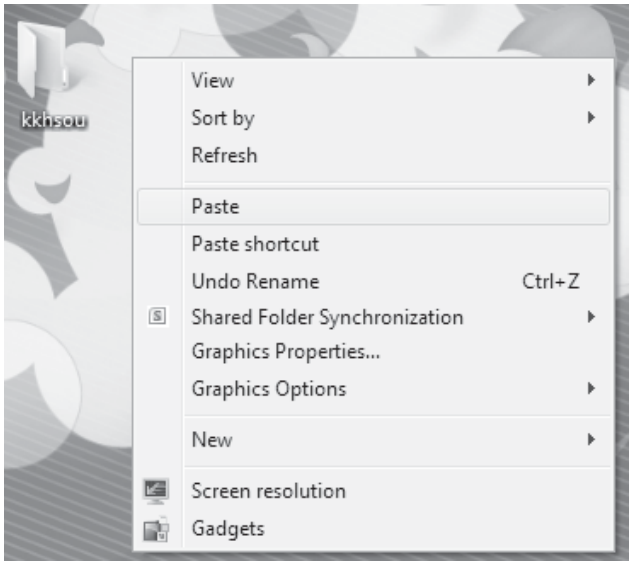
Step 1: Open the location that contains the file or folder you want to **copy**.

Step 2: Right-click the file or folder you want to copy, and then click **Copy**.

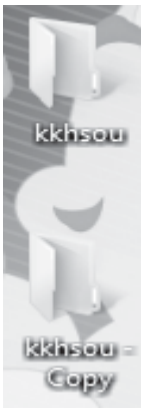


Step 3: Open the location where you want to store the copy.

Step 4: Right-click within the location, and then click **Paste**.



The copy of the original file or folder appears in the new location.

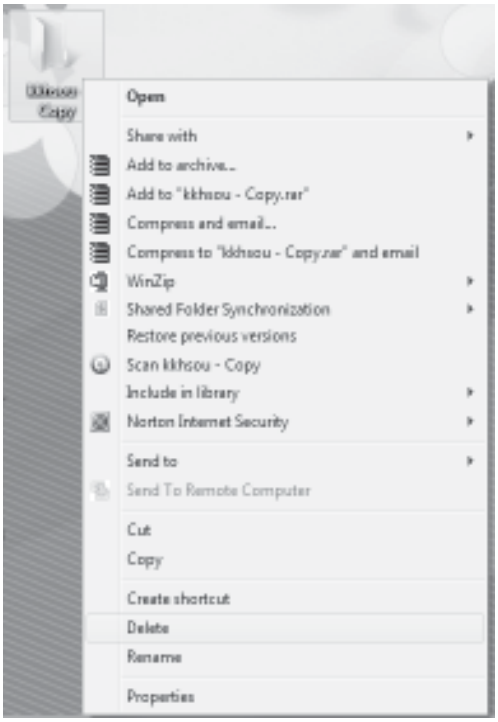


Tip: You can also copy a file or folder by right-clicking the file or folder and dragging it to the new location. When you release the mouse button, click **Copy** option.

7.5.3 Deleting Files or Folders

To delete a file or folder:

- Right-click the file or folder that you want to delete, and then click **Delete**. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

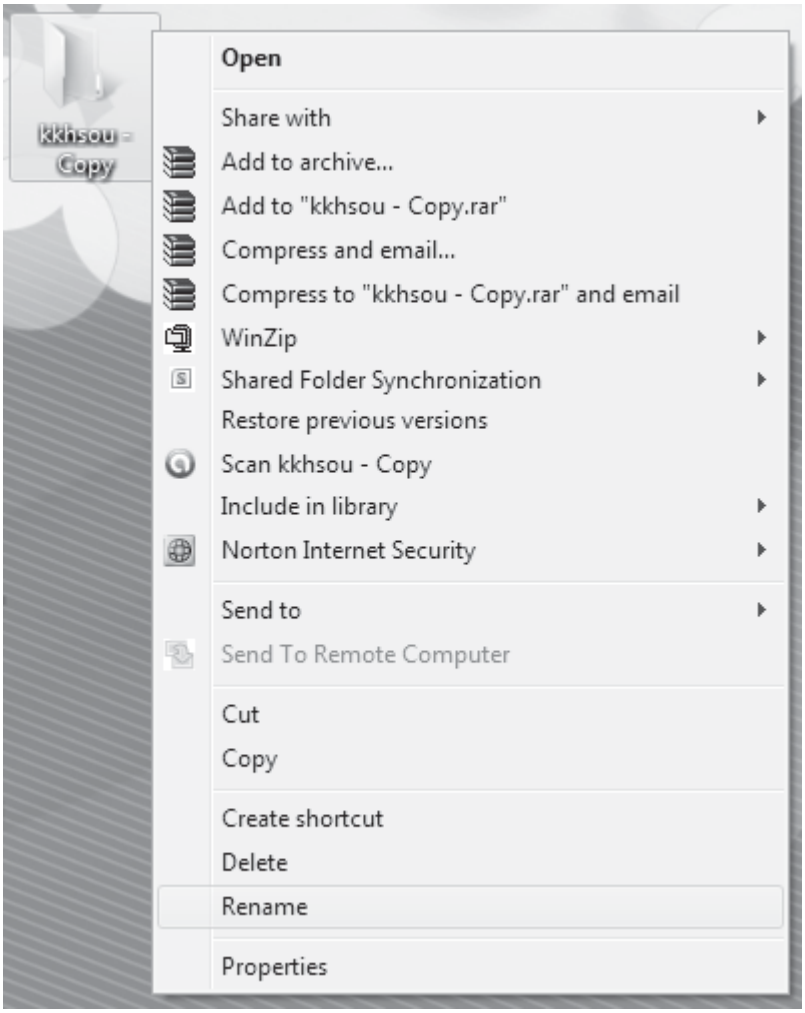


Notes

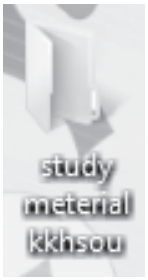
- When you delete a file or folder from your hard disk, it is not deleted right away. Instead, it is stored in the *Recycle Bin* until the Recycle Bin is emptied. To permanently delete a file without first moving it to the Recycle Bin, select the file, and then press **Shift+Delete**.
- If you delete a file or folder from a USB flash drive, it might be permanently deleted rather than being stored in the Recycle Bin.

7.5.4 Renaming Files or Folders

Step 1: Right-click the file or folder that you want to rename, and then click **Rename**.



Step 2: Type the new name, and then press **Enter**. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.



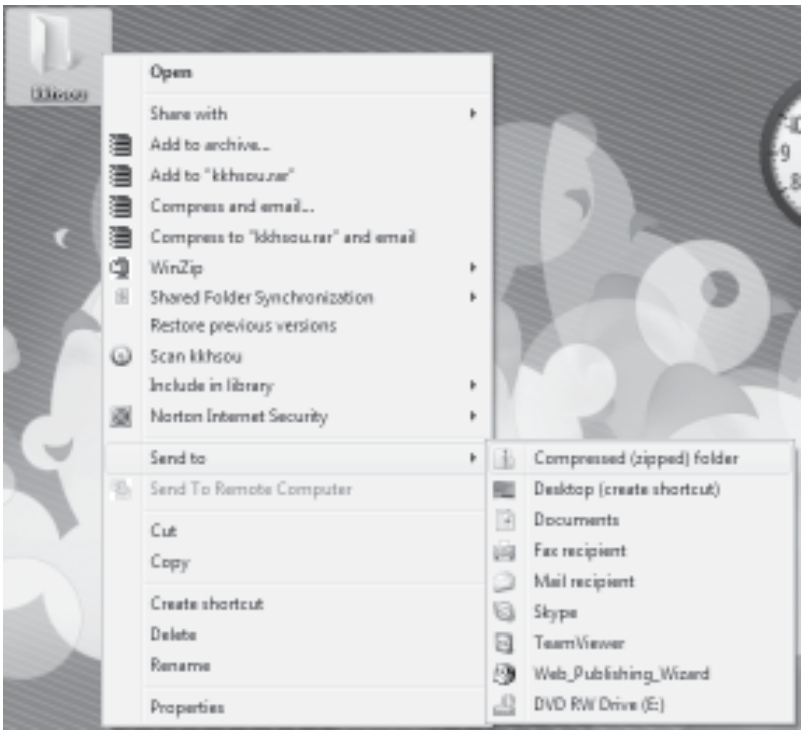
7.6 FILE COMPRESSION AND DECOMPRESSION

Compressed files take up less storage space and can be transferred to other computers more quickly than uncompressed files. You can work with compressed files and folders in the same way that you work with uncompressed files and folders. Let us discuss how to compress and decompress a file or a folder.

- **To compress (or zip) a file or folder**

Step 1: Locate the file or folder that you want to compress.

Step 2: Right-click the file or folder, point to **Send to**, and then click **Compressed (zipped)** folder.



A new compressed folder is created in the same location. To rename it, right-click the folder, click **Rename**, and then type the new name.

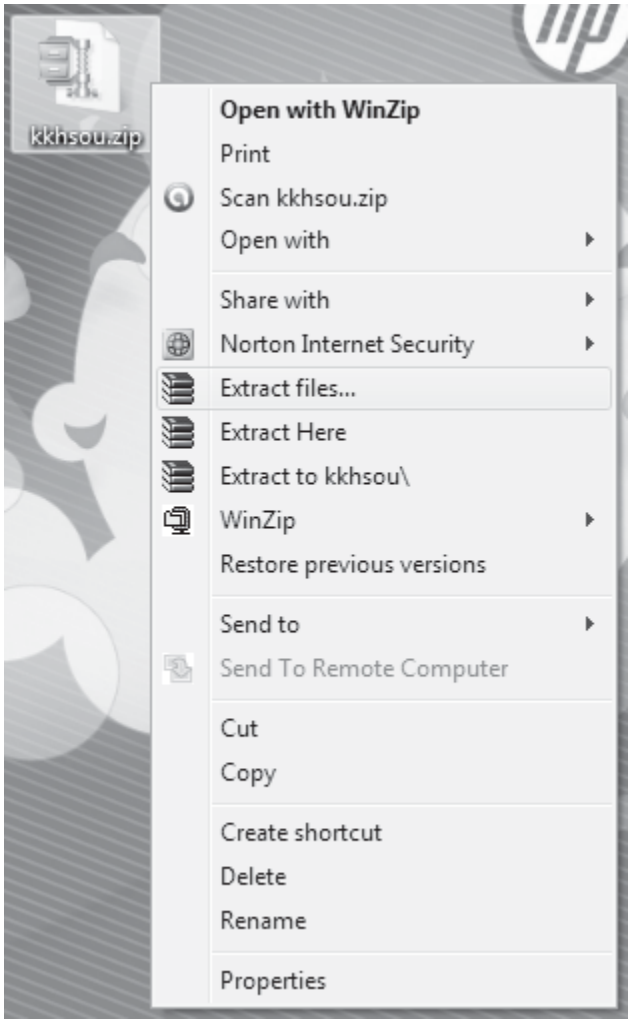


- **To extract (or unzip) files or folders from a compressed folder**

Step 1: Locate the compressed folder that you want to extract files or folders from.

Step 2: Do one of the following:

- To extract a single file or folder, double-click the compressed folder to open it. Then, drag the file or folder from the compressed folder to a new location.
- To extract the entire contents of the compressed folder, right-click the folder, click ***Extract File***, and then follow the instructions.

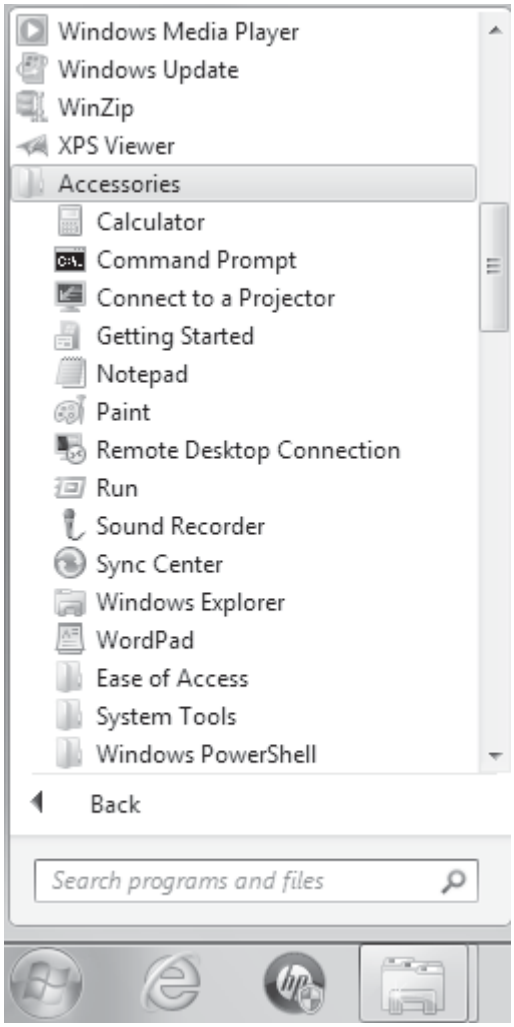


7.7 WINDOWS ACCESSORIES

Windows accessories include various tools to perform various operations. In Windows 7, to find out the different tools under Windows accessories, follow the steps:

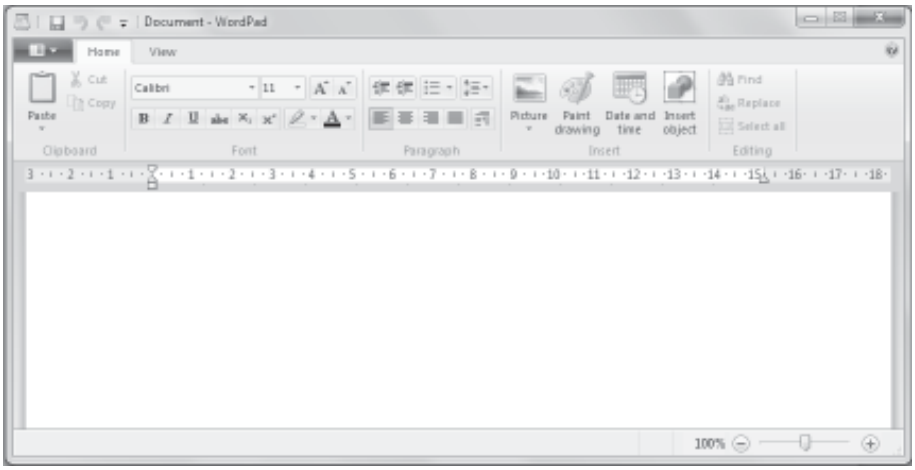
Step 1: Start →All Programs → Accessories.

Under the **Accessories** option, the tools will be displayed. In the following sub-sections, we have mentioned some of the tools and their uses in brief.



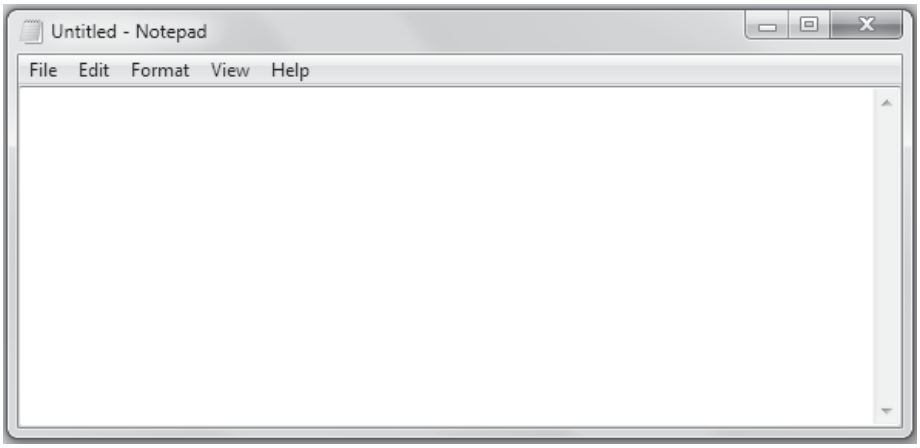
7.7.1 WordPad

WordPad is a basic word processor. A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.



7.7.2 NotePad

Notepad is a basic text-editing program that you can use to create documents.



7.7.3 Calculator

You can use Calculator to perform simple calculations such as addition, subtraction, multiplication, and division. You can perform calculations by clicking the calculator buttons, or you can type calculations by using your keyboard. You can also use the numeric keypad to type numbers and operators by pressing **Num Lock** in the keyboard.



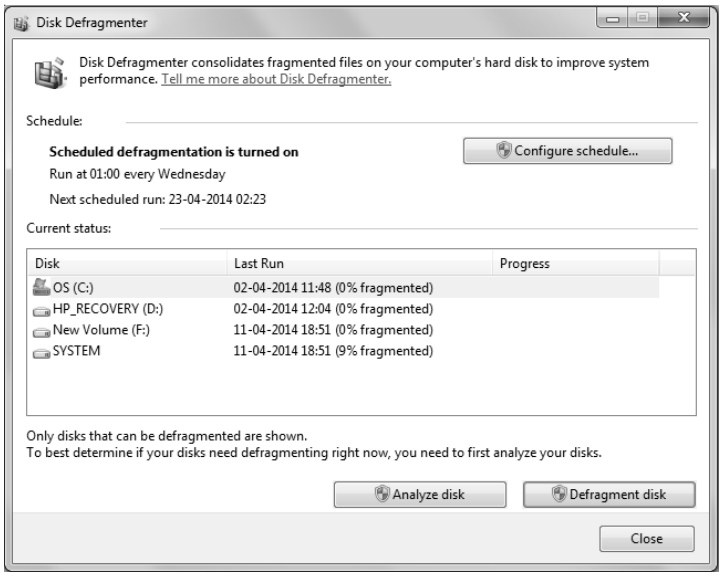
7.7.4 Disk Defragmenter

Fragmentation makes your hard disk do extra work that can slow down your computer. ***Disk Defragmenter*** rearranges fragmented data so your disks and drives can work more efficiently.

To defragment your hard disk

Step 1: Open ***Disk Defragmenter*** by clicking the ***Start*** button. In the search box, type ***Disk Defragmenter***, and then, in the list of results, click ***Disk Defragmenter***.

Step 2: Under ***Current status***, select the disk you want to defragment.



Step 3: To determine if the disk needs to be defragmented or not, click ***Analyze disk***. If you are prompted for an *administrator password* or confirmation, type the password or provide confirmation.

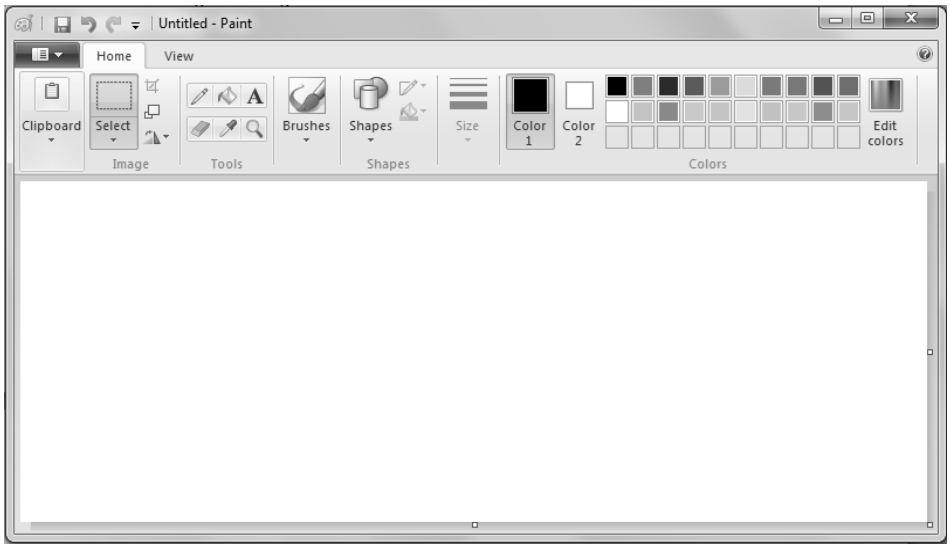
Once Windows is finished analyzing the disk, you can check the percentage of fragmentation on the disk in the ***Last Run*** column. If the number is above 10%, you should defragment the disk.

Step 4: Click ***Defragment disk***. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

Disk Defragmenter might take from several minutes to a few hours to finish, depending on the size and degree of fragmentation of your hard disk. You can still use your computer during the defragmentation process.

7.7.5 Paint

Paint is a feature in Windows that you can use to draw, color, and edit pictures. You can use Paint like a digital sketchpad to make simple pictures, creative projects, or to add text and designs to other pictures, such as those taken with your digital camera.



7.7.6 Games

Windows comes with a variety of games to play. There are board games, card games, multiplayer Internet games, and even games for kids.

You will find them all in the Games folder. To start playing, just open the folder and double-click a game icon.

Open the Games folder by clicking the ***Start*** button. In the search box, type ***games***, and then, in the list of results, click ***Games Explorer***.

7.7.7 Help

Get answers to your questions in the Windows forum. You can get help from a support professional by phone, email, or chat.



CHECK YOUR PROGRESS

2. Fill in the blanks:

   (a) In windows, user account can be managed using _____.

   (b) A _____ is a location where you can store your files

   (c) Wordpad is a _____.

   (d) When we delete a file/folder, it is stored in _____.

   (e) To permanently delete a file/folder, press the _____ and del key and press the enter key.

7.8 LET US SUM UP

- ***Windows*** is an operating system. It has ***Graphical User Interface***.
- ***Bill Gates*** is the proprietor of Windows.
- Using ***Control Panel,*** the configuration settings of windows can be performed.
- ***WordPad*** is a word processor.
- ***Folder*** is a location where you can store files
- When a file/folder is deleted it is stored in ***recycle bin***.
- When you empty the ***recycle bin***, the files are permanently deleted.
- Permanently deleted files can be restored.
- ***Fragmentation*** makes your hard disk do extra work that can slow down your computer.
- ***Disk Defragmenter*** rearranges fragmented data so your disks and drives can work more efficiently.



7.9 ANSWERS TO CHECK YOUR PROGRESS

1.

(a) Operating system

(b) Bill Gates

(c) Microsoft Disk Operating System.

(d) Windows 1.0

(e) Windows 8

2.

(a) Control panel

(b) folder

(c) word processor

(d) recycle bin

(e) shift



7.10 FURTHER READING

1. Rathbone Andy, “Windows 8 for DUMMIES”, Wiley India Private Ltd.



7.11 MODEL QUESTIONS

1. What is MS-Windows?
2. Give examples of Command Line and Graphical User Interface Operating System.
3. Describe different versions of Windows operating system.
4. What is control panel?

5. Describe the process how a folder can be created?
6. Describe the process how a folder/file can be renamed?
7. Describe the process how a folder/file can be copied to a new location?
8. Describe the process how a folder/file can be deleted?
9. Describe the process how a folder/file can be permanently deleted?
10. Describe the process how a deleted folder/file can be restored?

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