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**Faculty of Letters and Languages**  
**Department of English**



**Class L3**  
**Semester 1**  
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# ***ICT COURSE***

## ***INTRODUCTION TO WINDOWS***

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# 1 Windows 7

## 1.1 Introduction

Microsoft Windows is a graphical user interface (GUI) operating system. It is very easy to operate the computer with windows operating system. In windows we can give commands to the computer by clicking on icons, menus and buttons using a pointing device like the mouse. It is not necessary to remember commands to perform any tasks in the computer. MS Window 98, Windows XP, Windows 7, Windows 8 etc. are some examples of windows operating system.

In the following we will describe some components of windows 7.

## 1.2 Components of Windows 7

The different components of windows, which help us to interact with computer, are:



### 1.2.1 Desktop

This is the first screen which appears when the Windows 7 is loaded in the computer's memory.

## 1.2.2 Icon

The small picture buttons that represent commands, programs, files or folders are called icons. My Computer, Recycle Bin, Internet Explorer etc. are the desktop icons.



### 1.2.2.1 Desktop Icons

- **My Computer:** It is one of the icons seen on the desktop. One can see the drive, files and folders inside it.
- **Recycle Bin:** It is a special folder of windows on the hard disk. Its icon appears on the desktop. It contains files and folders that are deleted from the hard-disk.
- **Network:** Network has the list of computers which are interconnected with each other. Through this, we can utilize the shared folders and devices.
- **Shortcut:** This is linked file of files and folders. We create shortcut files on the desktop to operate files, folders, and programs in a short period of time.
- **Task-bar:** Taskbar is a desktop toolbar that let you perform tasks such as switching between open windows and starting new applications.

## 1.2.3 Taskbar

It helps to manage the various currently active programs opened in different windows. We can switch between these programs by clicking their buttons on the taskbar.



Taskbar



## 1.2.4 Start Button

It is known as the gateway to windows and its programs. We can work with any of the windows applications or perform any kind of settings by using its different options.

## 1.2.5 Start Menu

It is divided into two panes-left pane and right pane. The left pane is used to access programs or to search files/ folders in the computer and the right pane gives access to some common folders like Documents, pictures, music etc.



## 1.3 Show Desktop

Windows 7 provides a new feature called Aero peek through which you can instantly minimize your entire screen to view the desktop.

- Place your mouse pointer on the Show Desktop button on right corner of the taskbar.
- All the window become transparent. You can see the desktop.
- Click on the Show Desktop button to view the desktop. Each window minimizes on the taskbar.
- If you want to see the windows again, click again on **Show Desktop** button.



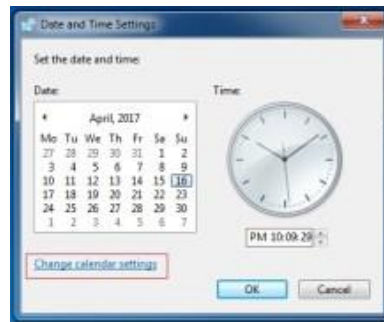
## 1.4 Date and Time

On the right side of the taskbar in the notification area, current date and time is displayed and when the mouse pointer is placed on it, Day and Date are also displayed. Even if the computer is switched off, your computer keeps date and time updated automatically with the help of a small battery inside.

Date and Time



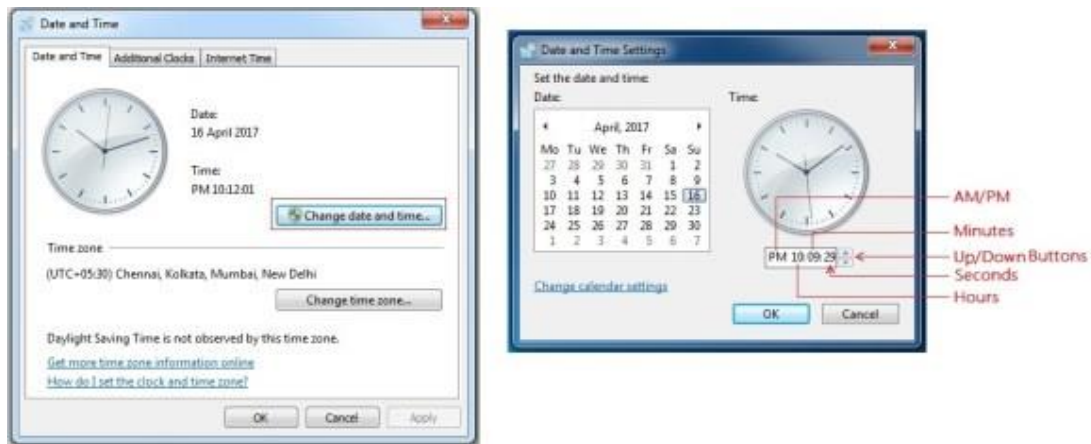
But, sometimes if the date and time is not updated due to weak battery, you can set it right as follows:



- Single click date and time in the notification area to open calendar and clock.
- Click change date and time settings in it to open Date and Time dialog box.
- Click change date and time button in it.
- Modify the calendar setting as needed to select the correct date and time.

#### 1.4.1 To update time

- Click on hours, minutes or seconds whatever has to be changed.
- Use up/down buttons to change their values.
- With the change in the time in digital clock, analog clock is automatically updated.
- Close the date and time dialog box by clicking OK button as the notification area will start showing the current time and date.



## 1.5 How to turn off the computer using Windows 7?

When you've finished using Windows 7, be sure to turn off (or shut down) the computer correctly.

### To turn off the computer

- Click the Start menu
- At Bottom right, Click shut down

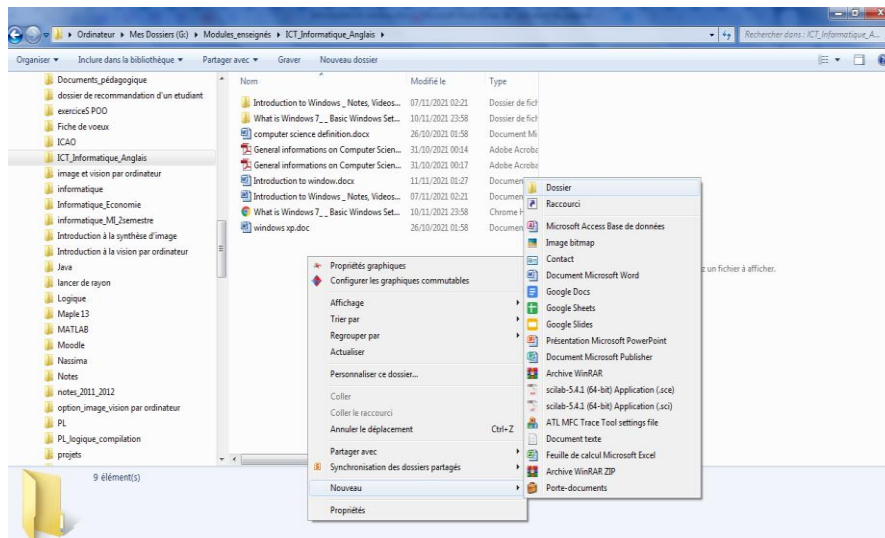
## 2 Managing Files and Folders

The files and folders can be copied or moved from one location to another. We can also delete or rename files and folders. We can manage files and folders by using "My Computer" and "Windows Explorer" tools.

### 2.1 Creating file or folder

To create file or folder we should follow the following steps:

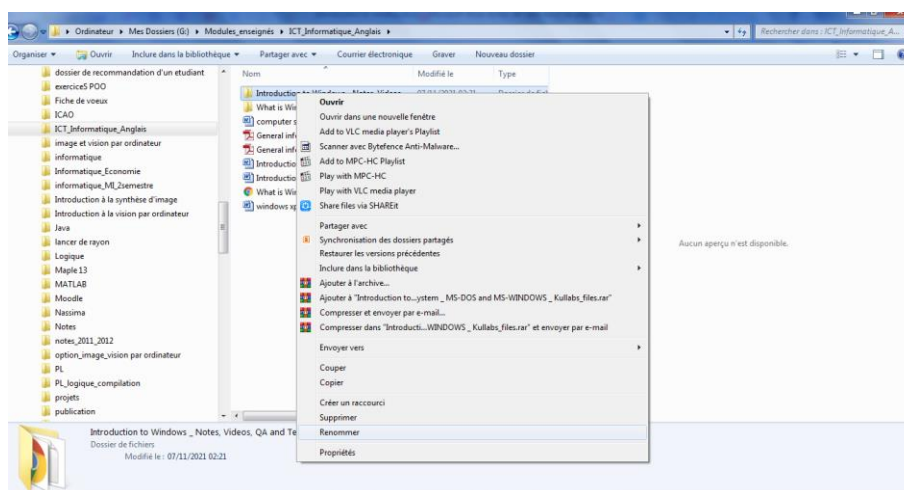
- **Step 1:** Open MY Computer or Windows Explorer
- **Step 2:** Open the drive and folder where you want to create a new file or folder
- **Step 3:** Right click on the blank area and choose New Option then, sub menu will appear
- **Step 4:** Click on Folder to create a new folder or click on file types from the list to create a file of that type
- **Step 5:** Type the suitable name for the new file or folder



## 2.2 Renaming a file and folder

To change the name of a file or folder we can follow the following steps:

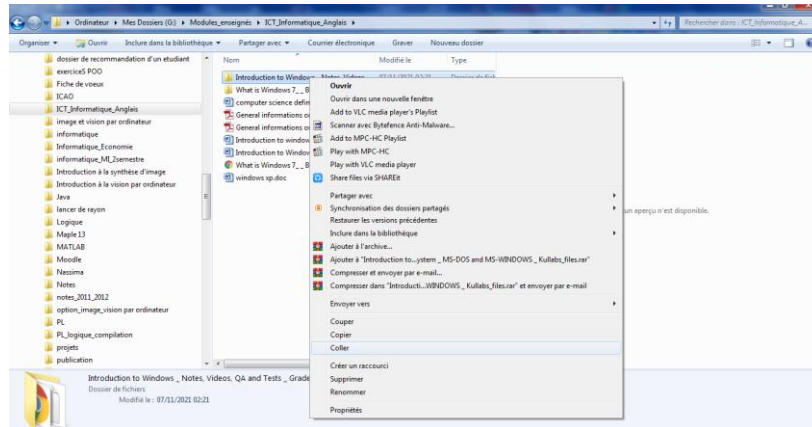
- **Step 1:** Right click on the file or folder that you want to rename
- **Step 2:** Click on the Rename option
- **Step 3:** Type the new name for the file or folder then press Enter key or click on the blank area



## 2.3 Copying or moving file and folder

The copy and paste commands are used to copy file or folder. The steps to copy or move any files and folders are as follows:

- **Step 1:** Right click on the file or folder you want to copy or move
- **Step 2:** Click on the Copy option if you want to copy or click on the Cut option if you want to move.
- **Step 3:** Right click on the blank area of the location where you want to copy the file or folder.
- **Step 4:** Click on the Paste option.



## 2.4 Deleting the files or folders

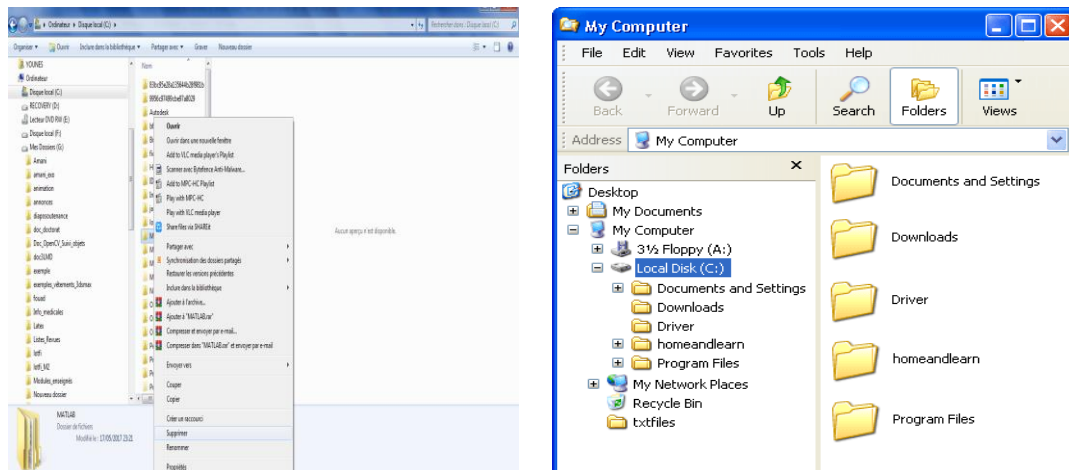
You can delete the unnecessary files and folders by using this command. The steps to delete files and folders are as follows:

**Step 1:** Right click on the file or folder you want to delete

**Step 2:** Click on delete option

**Step 3:** Click on Yes option. Then the file or folder will be deleted.

The deleted files and folders go into Recycle Bin.



## 2.5 Searching files and folders

Sometimes we may forget the name or location of the file that we have saved. If we forget the location of our file, we can quickly find it by using Search feature.

- **Step 1:** Click on the start button
- **Step 2:** Click on Search option
- **Step 3:** Click on the For Files and Folders option



- **Step 4:** Click on the All Files or Folders option
- **Step 5:** Type the name of file that you want to search for " All or Part of file name"
- **Step 6:** Click on the Search button.

