Windows operations

+ **Icons View:** To view the icons of the **<u>desktop</u>** in different forms:
  ➢ Right-click on empty space on desktop a window will appear:
  ➢ Choose **View** from this menu a new sub-menu appear contains the following to choose from:

  - **Large icons**: view icons as large icons
  - **Medium icons**: view icons in medium size.
  - **Small icons**: view icons in small size.

  These are the sizes of Icons, then to format them choose one or more of the following:
  - **Auto arrange icons**: to arrange icons automatically.
  - **Align icons to grid**
  - **Show desktop Icons**

  On the other hand to change icons size and shapes found **<u>inside window</u>** you can use this

  icon appears in the window on the Status bar containing the following:
  - **Large icons**: view icons as large icons
  - **Detail:** view the icons as list within details: Name, Date modified, Type, Size

+ **Sorting Icons:** To arrange the icons of the desktop in different forms,
  ➢ Right-click on empty space on desktop then choose **Sort by** from drop-down menu a new sub-menu appear contains the following:
  - **Name**: arrange icons on alphabetic order.
  - **Size**: arrange icons on size
  - **Item type**: arrange icons on its type
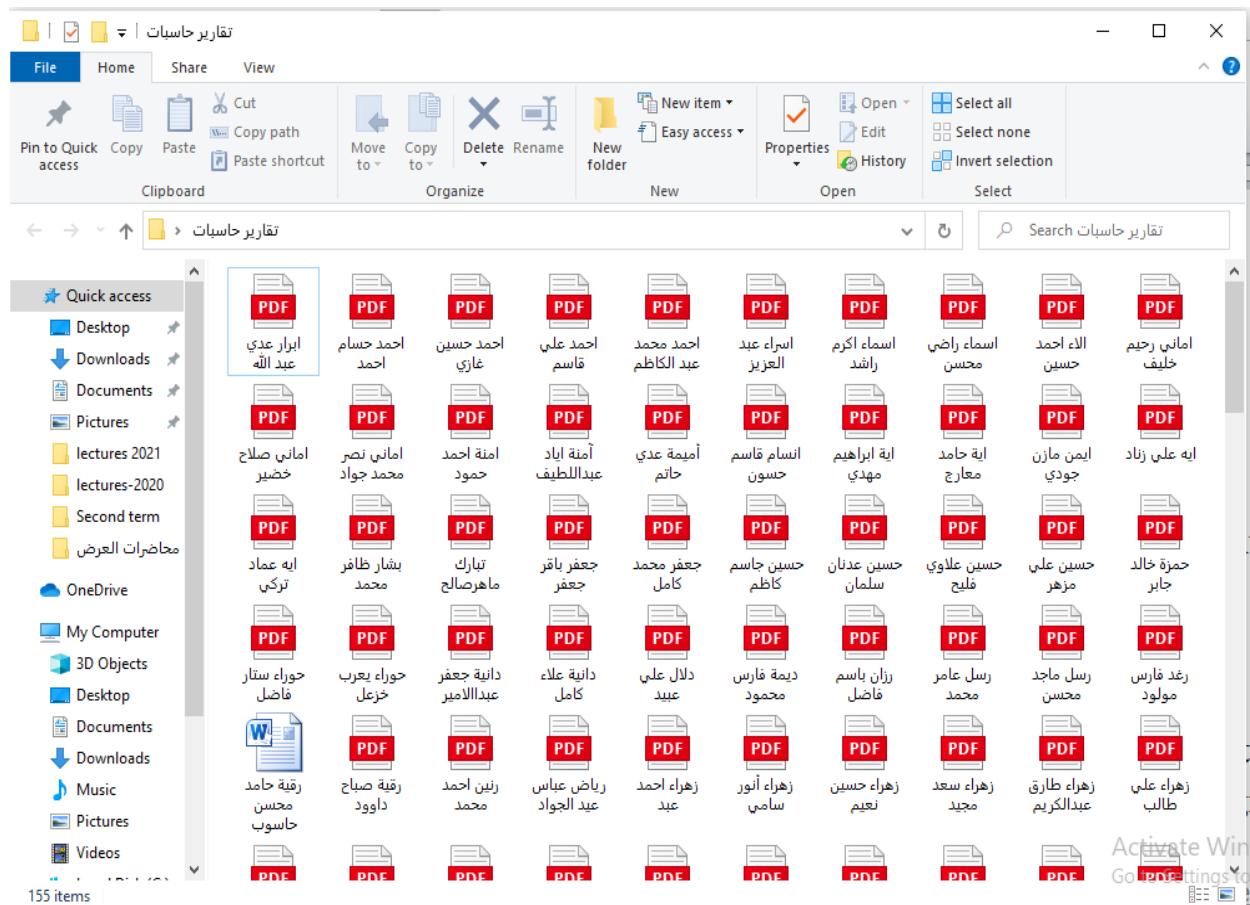 - **Date modified**: arrange icons on date of modification.

✚ Folders and Files

● Folders

Windows uses folders to store and manage files, making it easier to access the folders and files within them. As an example of folder we open the Laptop folder or the desktop by double clicking on **My computer** and display the contents or libraries (the default being to store files) that include documents, music, picture, videos.

Window of Folder includes the following feature:

1. Title bar and Navigation bar: contains the name and location. comment and zoom buttons, restore and back / progress Search Box.
2. Menu bar: contains the File, Edit, View, Tools, and Help.
3. Folder bar and Organize bar, preview and help buttons.
4. Task list for folders and files: Quick access to folders and files.
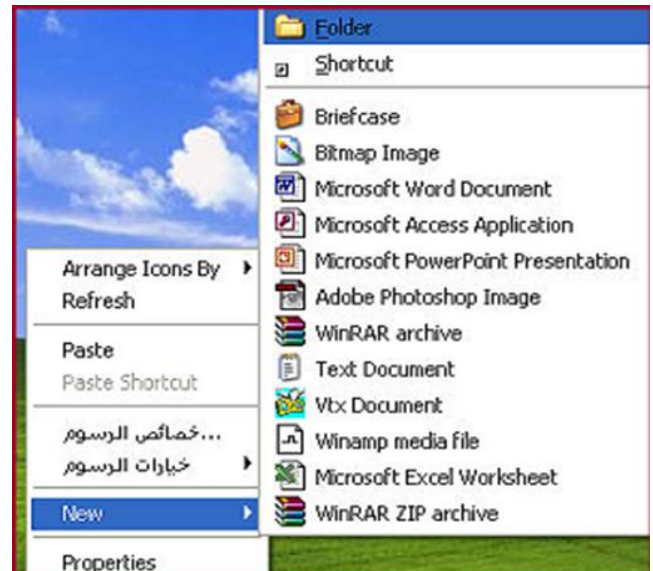5. Details or status bar: display the folder properties cursor such as (name, type, capacity, date created.

Creating New Folder

> ➤ Right- Click on an empty space on desktop or any open window menu will appear, from this menu,
> ➤ Choose **New** a sub-menu appears
> ➤ Choose **Folder,**
>
> ➤ A folder appears on screen with fainted
>
> "New Folder"
> with the ability to write a new name then press **Enter** key.

- ## Files

File is a virtual container for storing a block of information and data. Information can be stored on the computer in the form of files and are part of the tower entity of the computer prominent types:

and there are different types of files, including:

- operating system files,
- program file,
- users files.

Every file has a filename, which consist of :

- Name: any name of your choice, it should be a suitable name
- Extension: specifies the file type.
- Separated by Dot (**.**).

For example " **Ali-1.docx**". **Ali-1** is the name and **docx** is file extension. To create a file you could use any computer application like Microsoft office (Microsoft Office Word).

There are many types of files. Below is a table contains the most commonly used files extensions. As you may observed most of files extension consists of three letters

2003 2007,2010	Microsoft office collections
DOC DOCX	Word file
PPT PPTX	PowerPoint file
XLS XLSX	Excel file
txt	Text document
MP3, WAV, MPG, FLV	Soundtrack and movies file
PDF	PDF file
JPG, BMP, GIF	Image file
HTML	Webpage file
EXE	Executable file
DLL	Dynamic-link library: concept in the Windows

Rename Folder or File: to rename file or folder you should be out of the folder or file then:

1. first method

- ➢ Choose the folder or file by L.C. on icon of file of folder
- ➢ Right click on icon a menu appears
- ➢ Choose the command **Rename**
- ➢ Change the name to suitable name
- ➢ Press **Enter** key

2. Second method: **F2** key (after marking the folder/ file)can be used to perform a rename.

Delete Folder or File

- ➢ Choose the folder or file by L.C. on file or folder
- ➢ Right click on icon a menu appears

- ➢ Choose the command **Delete**.
- ➢ The deleted file or folder sent to the Recycle bin.

Copy Folder or File

 make anther copy of folder or file in different (drive of folder) place or places;

- ➢ Choose the folder or file by L.C. then
- ➢ R.C. a menu appears or from **Edit** menu
- ➢ Choose **Copy** then
- ➢ Go to the targeted place then **paste.** We can paste the same item as many times as we want.

Transfer Folder or File

Transfer folder or file from one place (drive of folder) to others;

- ➢ Choose the folder or file by L.C. then
- ➢ R.C. a menu appears or from **Edit** menu
- ➢ Choose **Cut** then
- ➢ Go to the targeted place then **paste.** We can paste the same item as many times as we want.

> 🟤 **Notes:**
> 1. **Send to** command (from R.C. menu) used to send file or folder to a CD-RW or Flash Ram or any store media. This is the fastest method to copy file or folder.
> 2. **Click, Drag and Drop:** The second fastest method to copy files or folders. This can be done by clicking on item (folder or file) then drag it to the desire place then released (Drop).
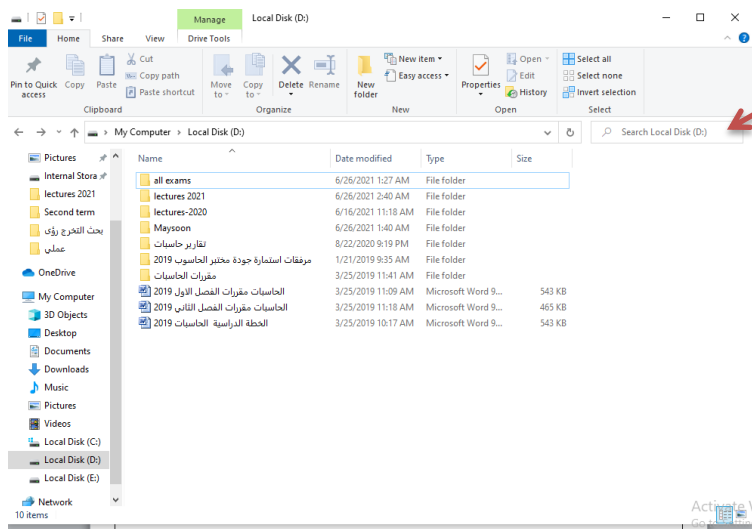
Restore deleted Folder or Files

- ➢ Open Recycle Bin by L.C. then R.C. select **Open** then
- ➢ Select the files or folder with the left key of mouse
- ➢ Right-click on selected items then choose **Restore.**

Search for Folder or File

There are many methods used to search for folder or file. Some of these methods are:

1. Using the search box based at the Start menu on task bar by writing the name of folder or file, or writing part of name.
2. Using the Search box placed in particular placed like folder or drive. This method using when the place of folder or file is known to the user of computer.

Change the appearance of desktop

To change the style of your Window screen: Right-click on the desktop and select personalize. The following window will appear:

Themes	**Change the style of Window themes , you can also browse themes from your HDD and search online through the Internet**
Desktop	Change the Background picture of Desktop with different pictures store as default, you can browse more pictures from your HDD, you can also make the Background as slide show, as fill, fit, stretch, tile, and center from picture position. Also set time of shuffle.
Window color	Change the color and size font of the title bar and window theme
Sounds	Change the sound of your computer
Screen Saver	You can choose screen saver as show in picture below from different screen saver provided.

Window size control

the Maximize button, which looks like a little superfluous, is used to enlarge an open window to cover the entire desktop, after the window is maximized, the zoom button or the restore button changes, the minimized button is used to minimize the window open and place it on the taskbar, and by clicking on it you can reopen it at the same size as before ⎯ ⬜ ✕ .
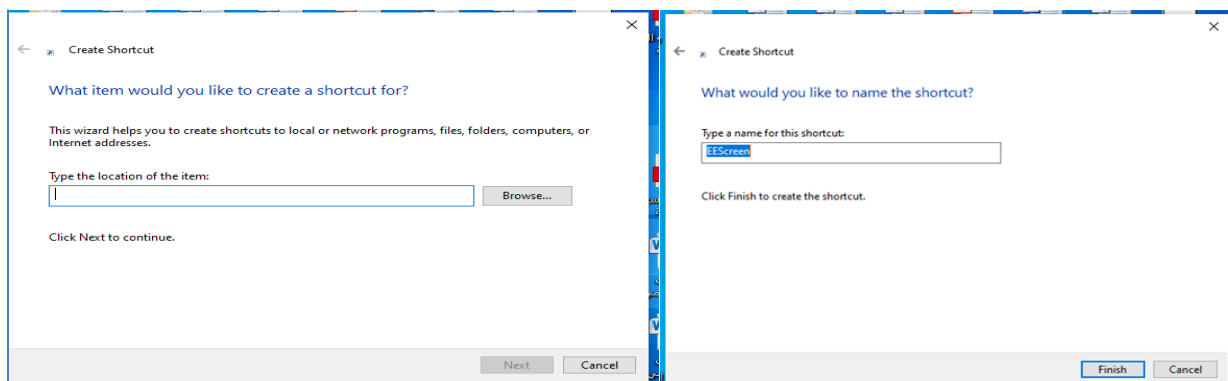
Previewing opened windows

It is one of the advantages of Windows7. When you move the mouse pointer over icon of temporarily closed window located on taskbar, an image appears showing a min preview of this imperative.

Shortcut icon

Shortcut icon includes name and location for the targeted application allows to quickly open an application. It is the ability to open files and programs directly from the desktop as it is usually placed. Following these steps:

- Right- Click on an empty space on desktop, menu will appear, from this menu,
- Choose **New** a sub-menu appears choose **Shortcut,**
- A new window will appear as shown below:

| First step | Second step |

- Type the location of the item or press Browse to search for the location and click **Next** to continue.
- Type a name for the short cut. Or you can keep the default name if it is convenient.
- Click **Finish** to create the shortcut.

Some common computer situation and settings

➢ Dealing with an unresponsive computer

Unresponsive computer: sometimes the computer becomes frozen does not respond to commands and prompts, does not respond to clicking with the mouse or keyboard. In such case we wait for a period of time, as sometimes computer takes time to complete a certain function and then return to work regularly, or follow the following procedure:

- Pressing the **Esc** key.
- Pressing **Ctrl** + **Alt** +**Delete** together the Task Manager window opens then the program to be stopped is indicated be L.C. on program, then the **End task** is pressed.

➢ Installing program on computer

If you intended to install a program on computer this requires the availability of programs on a CD-ROM or flash drive or can be downloaded from the Internet. Some programs need a license number to install the program and what is known as (SN) or License key. We will take an example of :

1. Go to the program folder
2. Search for an application file Exe, Setup
3. Press **Next**
4. Agreeing to the terms then **Next**
5. Choose location for saving the program
6. Determine the folder in which the programs will be saved
7. Create a shortcut icon on
8. some information on the installation such as location
9. Continue the installation
10. Finish installation with computer boot options
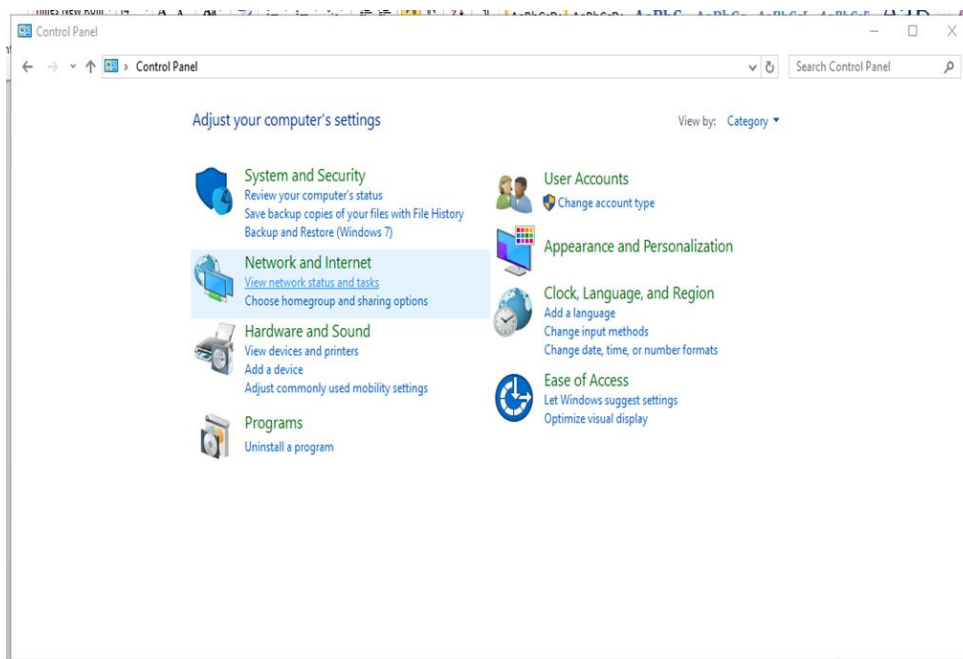11. Interfacing the program after installing.

Control Panel

Control Panel contains many tools that help to control the Windows operating systems and the computer to work effectively. The control in this system contains 50 tools to choose from to control computer settings, network, appearance, programs, so of these tools are:

➢ Action Center which is the alternative to the Security Center, and through the first one can control User Account Control feature that alerts the user when running any program to prevent viruses from running automatically.

➢ BitLocker Drive Encryption: the function of this tool is to protect data on external storage drives, by right-click on the disk and choosing Turn on BitLocker, then enter the password you want to protect the disk.
To access the protected data stored on the disk through other Windows systems, Windows 7 includes the BitLock to Go Reader program to view the contents of the disk after entering the password.

Help

Using help and Support is a way to get quick answers to common questions, troubleshooting suggestion , and instruction. To open Help and Support for Windows, click the Start menu then Help and Support . it is possible to set the Help and Support Center for Windows Online Help via the Internet. Online Help contains new help topics, and also contains the latest versions of existing topics.