



**Al-Mustaqbal University College**  
**Optics Techniques Department**

**Lecture 1**

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## ❖ Start and Shut Down a Computer System

### + Start a computer system

Press the computer's Power button.



### + Shut down a computer system (Windows 10)

#### Method 1

1. Click the Start icon (at the bottom left corner).
2. Click the **Power** icon on the main menu.
3. Click **Shut down**.



#### Method 2

1. Right-click the Start icon.
2. Click or hover over **Shut down or sign out**.
3. Click **Shut down**.



### + Working with file and folder

+ A **file** is an object on a computer that stores data, information, settings, or commands used with any computer program.

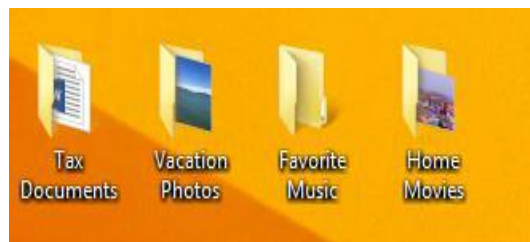
There are different types of computer files. These files can store text, images, computer programs, video, audio, and a variety of other data depending on the file type.



**Figure 1: Files**

**Ex:** include Microsoft Word documents, Microsoft Excel spreadsheets, Adobe Photoshop files, and GIFs.

✚ **A folder** is a folder that can be created to store files and other folders. Windows uses folders to help you organize files.



**Figure 2: Folders**

✓ **Note :**The difference between a file and a folder is that the file stores data while the folder stores files and folders.

## ❖ Create a Folder

Open the drive or folder where you want to create a folder.

1. Click the New folder button on the toolbar.
2. With the New Folder name selected, type a new name.
3. Press Enter.



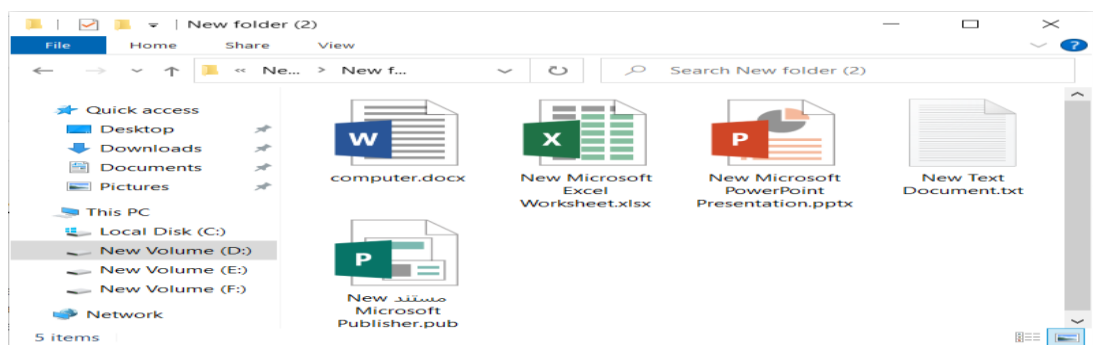
## Types of Files

- **DOC, DOCX**      **Word files**
- **PPT, PPTX**      **PowerPoint files**
- **XLS, XLSX**      **Excel files**
- **Txt**              **Text document**
- **MP3, WAV, MPG, FLV** **Soundtrack and movies file**
- **PDF**              **PDF file document**
- **JPG, BMP, GIF**    **Image file**
- **HTML**             **Webpage**
- **EXE**              **Executable file**

### ❖ Open file or folder

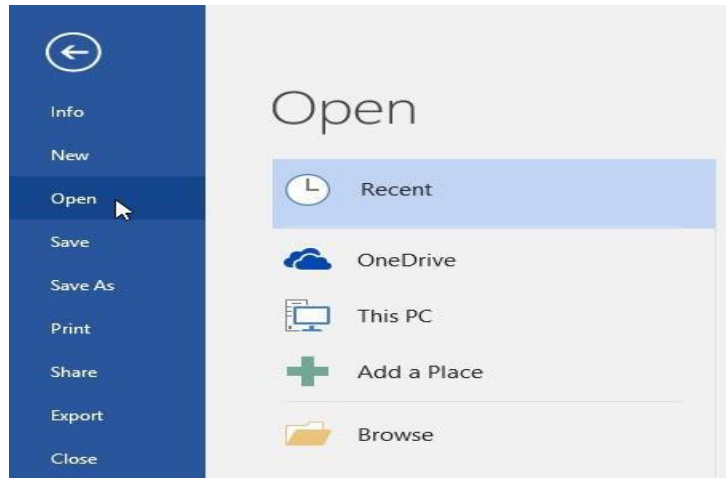
There are two main ways to open a file:

- 1- Find the file on your computer and double-click it. This will open the file in its default application. In our example, we'll open a Microsoft Word document (computer.docx), which will open in Microsoft Word.



**Figure 3: Open a file**

- 2- Open the application, then use the application to open the file. Once the application is open, you can go to the File menu at the top of the window and select Open.

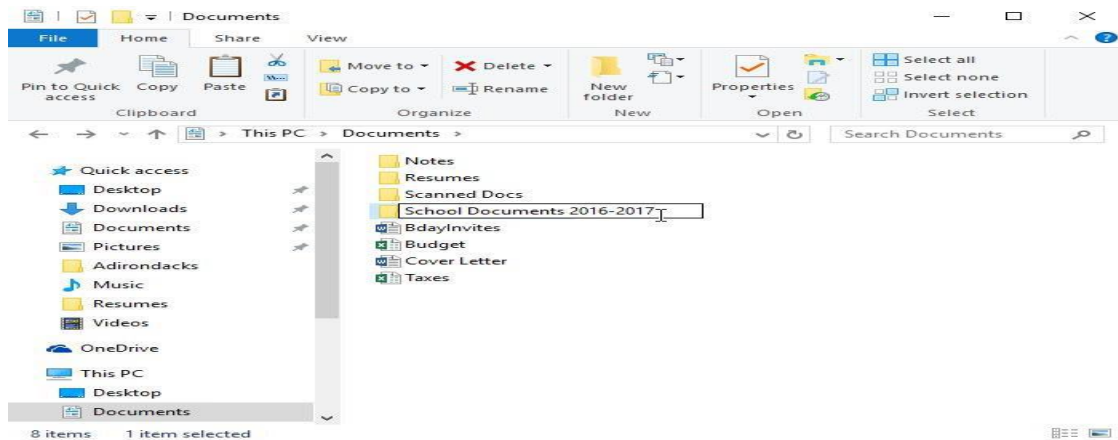


**Figure 4: Open a file from an application**

### ❖ Rename file or folder

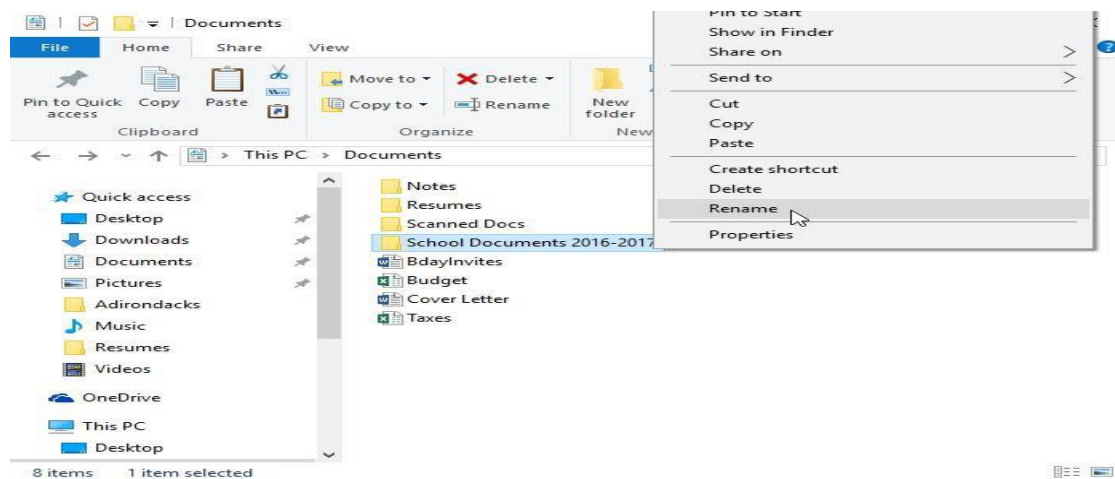
✚ You can change the name of any file or folder. A unique name will make it easier to remember what type of information is saved in the file or folder.

1. Click the file or folder, wait about one second, and click again. An editable text field will appear.
2. Type the desired name on your keyboard and press Enter. The name will be changed.



**Figure 5: Rename**

You can also right-click the folder and select Rename from the menu that appears.



**Figure 6: Rename click**

### ❖ Delete files

✚ Tap and hold the file you want to delete. (To delete multiple files, after selecting a file, check the circles next to each additional file you want to delete).

✚ When asked to confirm your deletion, select OK.

### ❖ Recover a file from the Recycle Bin

✚ In the Recycle Bin view, select the files you want to restore.

To restore the files back to your Drive, tap Restore Drive restore file.

### ❖ Empty the Recycle Bin

✚ In the Recycle Bin view, select the files you want to delete.

✚ Tap Delete file to remove the files permanently.



**Figure 7: Empty recycle bin**

## ➤ The Microsoft Excel

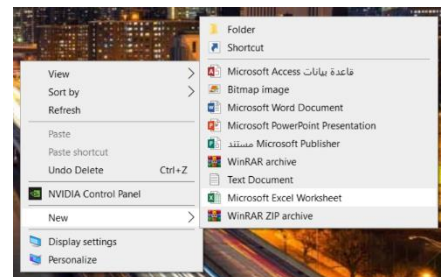
Microsoft Excel is an electronic spreadsheet. You can use it to organize your data into rows and columns. You can also use it to perform mathematical calculations quickly.

The Excel file is often referred to as a workbook and each page in the workbook is a worksheet. Worksheet is a table which is a collection of cells organized into rows and columns.

Cells are really where you enter any information; you can enter text, a date, number, or formula.

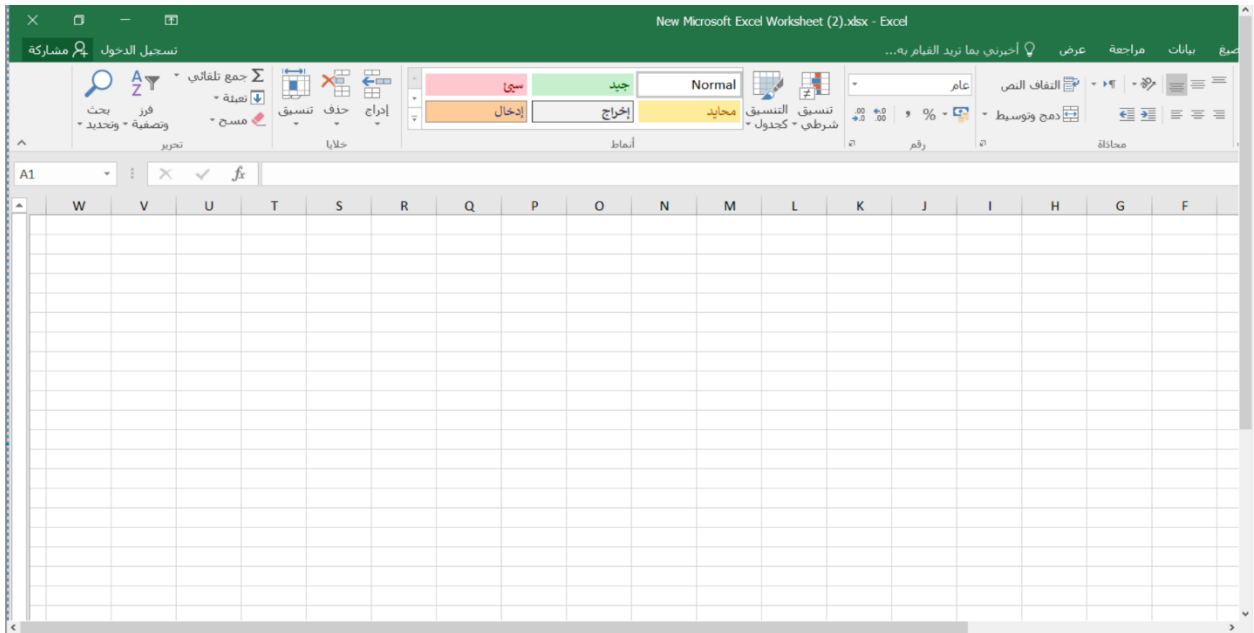
## ✚ Start Microsoft Excel 2016

1. Right-click anywhere on the desktop
2. Choose new → Microsoft Excel
3. Excel opens a new workbook



- **Or double-clicking the Desktop icon for Excel 2016.**

- The Microsoft Excel window appears and your screen looks similar to the one shown here.



**Figure 8: Microsoft Excel**