



Class: First Stage

Subject: computer applications

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Windows Operating System



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

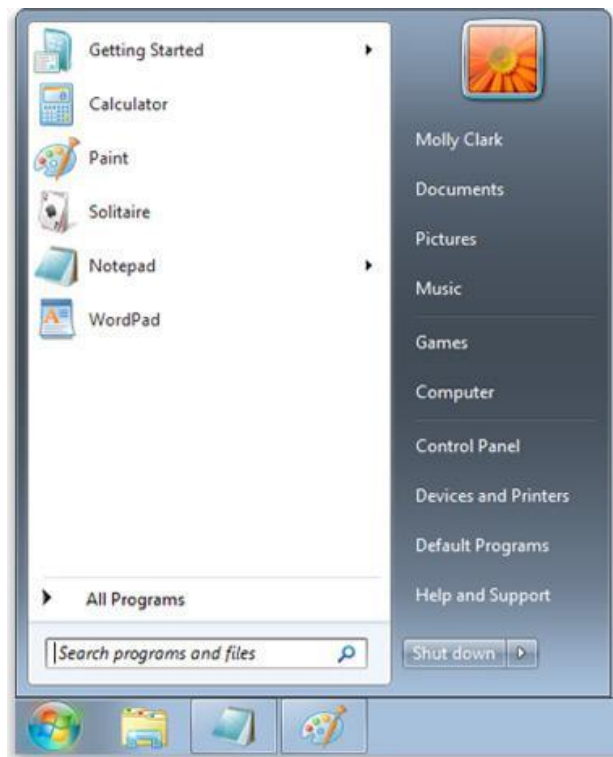
Search for files, folders, and programs

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

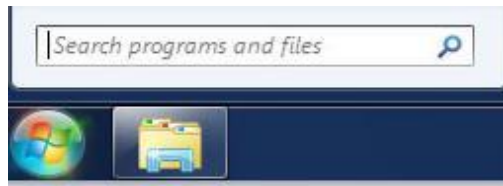
Start menu is used to open programs installed on your computer. To open a program in the left pane of the Start menu, click it.

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.

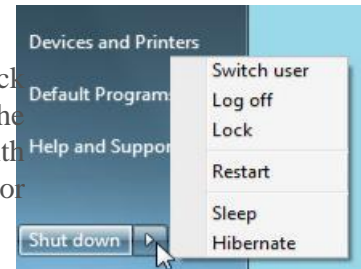
Control Panel. Opens Control Panel, where you can customize the appearance and functionality of your computer, install or uninstall programs, set up network connections, and manage user accounts.

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.



Taskbar:

The taskbar is the long horizontal bar at the bottom of your screen. It has three main sections:

The Start button , which opens the Start menu.

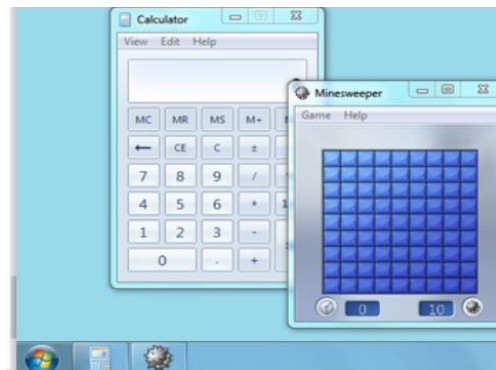
The middle section, which shows you which programs & files you have open & allows you to quickly switch between them.

The notification area, which includes a clock and icons (small pictures) that communicate the status of certain programs and computer settings.

Keep track of your windows

If you open one or more program/file at a time, it's hard to see what else is what you've already opened. Whenever you open a program, folder, or file,

Windows creates a corresponding button on the taskbar.



The button shows an icon that represents the open program. In the picture below, two programs are open—Calculator and Minesweeper—and each has its own button on the taskbar. It also highlights the icon whose window is active. Click a taskbar button to switch to that window

The notification area

The notification area, at the right of the taskbar, includes a clock and a group of icons. These icons communicate the status of something on your computer or provide access to certain settings.



When you move your pointer to a particular icon, you will see that icon's name or the status of a setting. Double-clicking an icon in the notification area usually opens the program or setting associated with it. For example, double-clicking the volume icon opens the volume controls.



Windows hides icons in the notification area when you haven't used them in a while. If icons become hidden, click the **Show hidden icons** button to temporarily display the hidden icons.

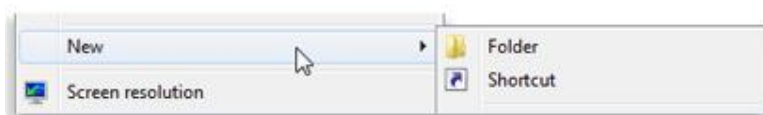
Click the Show hidden icons button to display all icons in the notification area

Using menus, buttons, bars, and boxes

Menus, buttons, scroll bars, and check boxes are examples of **controls** that you operate with your mouse or keyboard. These controls allow you to select commands, change settings, or work with windows.

Menus:

Most programs contain hundreds of **commands** that you use to work the program. Many of these commands are organized under **menus**. A program menu shows you a list of choices. To choose one of the commands listed in a menu, click it. Sometimes menus show submenus.



Recognizing menus isn't always easy, because not all menu controls look same or even appear on a menu bar. When you see an arrow next to a word or picture, you're probably looking at a menu control.



Scroll bars

When a document, webpage, or picture exceeds the size of its window, scroll bars appear to allow you to see the information that is currently out of

view. The following picture shows the parts of a scroll bar.

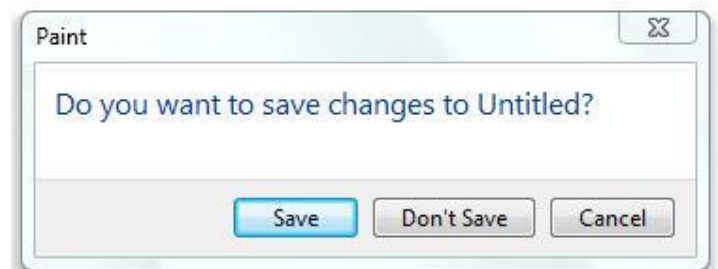


To use a scroll bar:

Click the up or down scroll arrows to scroll the window's contents up or down in small steps. Hold down the mouse button to scroll continuously. Click an empty area of a scroll bar above or below the scroll box to scroll up or down one page. Drag a scroll box up, down, left, or right to scroll the window in that direction.

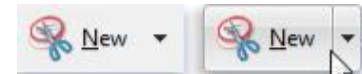
Command buttons

command button performs a command when you click it. You'll most often see them in dialog boxes, which are small windows that contain options for completing a task. For example, if you close a Paint picture without saving it first, you might see a dialog box like this.



Outside of dialog boxes, command buttons vary in appearance.

If a button changes into two parts when you point to it, you've

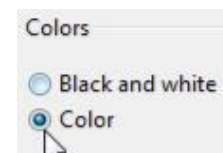


discovered a **split button**. Clicking the main part of the button performs a command, whereas clicking the arrow opens a menu with more options.

Option buttons

Option buttons

allow you to make one choice among two or more options. They frequently appear in dialog boxes. The following picture shows two option buttons. The "Color" option is selected.



Check boxes

Check boxes allow you to choose multiple options at the same time. Click an empty check box to select that option

To use check boxes:

Click an empty square to select that option. A check mark will appear in the square, indicating that the option is selected.

To turn off an option, clear (remove) its check mark by clicking it.

Options that currently can't be selected or cleared are shown in gray.



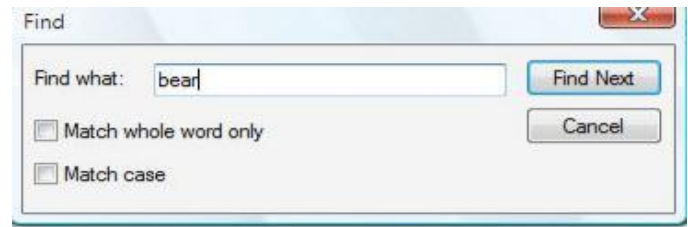
slider lets you adjust a setting along a range of values. To use a slider, drag the slider toward the value that you want.

slider along the bar shows the currently selected value. In

the example shown above, the slider is positioned midway between Slow and Fast, indicating a medium pointer speed.

Text boxes:

text box allows you to type information, such as a search term or password. The following picture shows a dialog box containing a text box. We've entered "bear" into the text box.



Text boxes that require you to enter a password will usually hide your password as you type it, in case someone else is looking at your screen.



Drop-down lists:

Drop-down lists are similar to menus. Instead of clicking a command, though, you choose an option. When closed, a drop-down list shows only the currently selected option. The other available options are hidden until you click the control, as shown below.

To open a drop-down list,



Tabs :

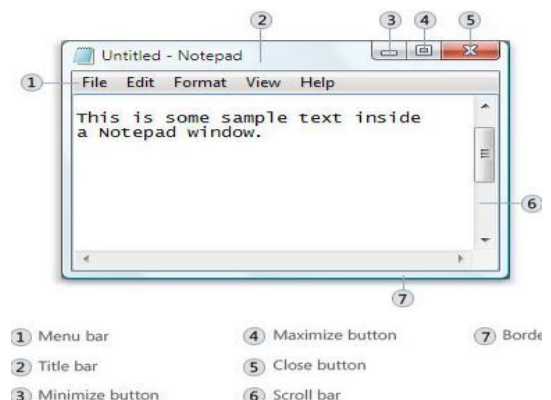
In some dialog boxes, options are divided into two or more **tabs**. Only one tab, or set of options, can be viewed at a time. The currently selected tab appears in front of the other tabs. To switch to a different tab, click the tab.



Whenever you open a program, file, or folder, it appears on your screen in a box or frame called a **window**.

Parts of a window

Although the contents of every window are different, all windows share some things in common. For one thing, windows always appear on the desktop—the main work area of your screen. In addition, most windows have the same basic parts.



Parts of a typical window

Title bar. Displays the name of the document and program

Minimize, Maximize, and Close buttons. These buttons hide the window, enlarge it to fill the whole screen, and close it, respectively


Menu bar. Contains items that you can click to make choices in a program.

Scroll bar. Lets you scroll the contents of the window to see information that is currently out of view. Borders and corners. You can drag these with your mouse pointer to change the size of the window.

Changing the size of a window

- To maximize window, click its **Maximize** button or
- double-click the window's title bar.




To return a maximized window to its former size, click its **Restore** button  or, double-click the window's title bar.

To resize a window (make it smaller or bigger), point to any of the window's borders or corners. When the mouse pointer changes to a two-headed arrow (as in picture), drag the border or corner to shrink/enlarge the window.

Drag a window's border or corner to resize it.


Minimizing a window:

To minimize a window, click its **Minimize** button . The window disappears from the desktop and is visible only as a button on the taskbar, the long horizontal bar at the bottom of your screen.



To make a minimized window appear again on the desktop, click its taskbar button. The window appears exactly as it did before you minimized it.

Closing a window

Closing a window removes it from the desktop and taskbar. To close a window, click its **Close** button .

The taskbar provides a way to organize all of your windows. Each window has a corresponding button on the taskbar. To switch to another window, just click its taskbar button. The window appears in front of all other windows, becoming the **active** window—the one you're currently working in.

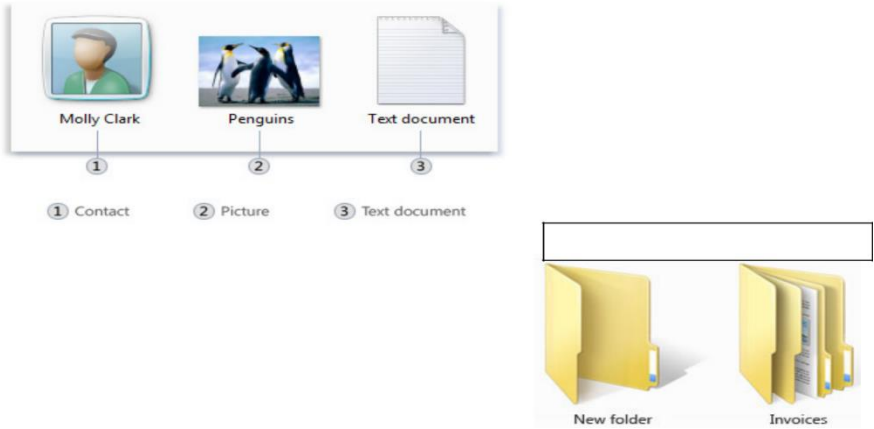


To easily identify a window, point to its taskbar button.

When you point to a taskbar button, you'll see a thumbnail-sized preview of the window. This preview is especially useful if you can't identify a window by its title alone.

Working with files and folders

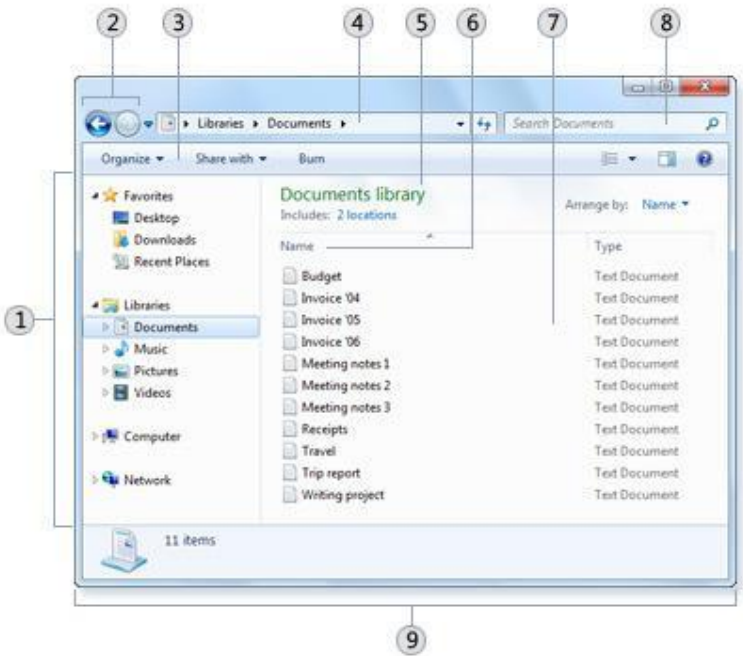
A file is an item that contains information. On your computer, files are represented with icons; this makes it easy to recognize a type of file by looking at its icon. Here are some common file icons:



A folder is a container you can use to store files in. If you had thousands of paper files on your desk, it would be nearly impossible to find any particular file when you needed it. That's why people often store paper files in folders inside a filing cabinet. Folders can also store other folders. You can create any number of subfolders, and each can hold any number of files and additional subfolders.

Understanding the parts of a window

When you open a folder or library, you see it in a window. The various parts of this window are designed to help you navigate around Windows or work with files, folders, and libraries more easily. Here's a typical window and each of its parts:



Window part	What it's useful for
	<div> <div>1 Navigation pane</div> <div>2 Back and forward buttons</div> <div>3 Toolbar</div> <div>4 Address bar</div> <div>5 Library pane</div> <div>6 Column headings</div> <div>7 File list</div> <div>8 The search box</div> <div>9 Details pane</div> </div>

Navigation pane	Use the navigation pane to access libraries, folders, saved searches, and even entire hard disks. Use the Favourites section to open your most commonly used folders and searches. You can also expand Computer to browse folders and subfolders.
Back and Forward button	Use the Back button and the Forward button to navigate to other folders or libraries you've already opened without closing the current window. These buttons work together with the address bar; after you use the address bar to change folders, you can use the Back button to return to the previous folder.
Toolbar	Use the toolbar to perform common tasks, such as changing the appearance of your files and folders, burning files to a CD, or starting a digital picture slide show. The toolbar's buttons change to show only the tasks that are relevant.
Address bar	Use the address bar to navigate to a different folder or library or to go back to a previous one.
Library pane	The library pane appears only when you are in a library (such as the Documents library). Use the library pane to customize the library or to arrange the files by different properties.

Column headings	Use the column headings to change how the files in the file list are organized.
File list	This is where the contents of the current folder or library are displayed. If you type in the search box to find a file, only the files that match your

	current view (including files in subfolders) will appear.
Search box	Type a word or phrase in the search box to look for an item in the current folder or library. The search begins as soon as you begin typing—so if you type "B," for example, all the files with names starting with the letter B will appear in the file list.
Details pane	Use the details pane to see the most common properties associated with the selected file. File properties are information about a file, such as the author, the date you last changed the file, and any descriptive tags you might have added to the file.
Preview pane	Use the preview pane to see the contents of most files. If you select an e-mail message, text file, or picture, for example, you can see its contents without opening it in a program. If you don't see the preview pane, click the Preview pane button in the toolbar to turn it on.

Viewing and arranging files and folders

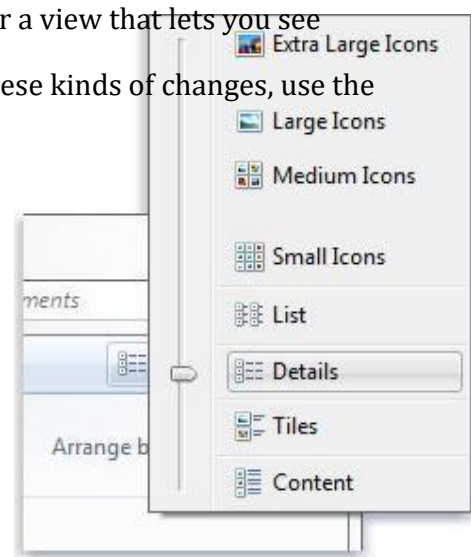
When you open a folder or library, you can change how the files look in the window.

For example, you might prefer larger (or smaller) icons or a view that lets you see different kinds of information about each file. To make these kinds of changes, use the

Views button  in the toolbar.

Each time you click the left side of the Views button, it

changes the way your files and folders are displayed by



cycling through five different views: Large Icons, List, a view called Details that shows several columns of information about the file, a smaller icon view called Tiles, and a view called Content that shows some of the content from within the file.

Windows Applications – Notepad, WordPad, Paint ,Calculator.

Start/Accessories menu is used to access convenient tools (application programs) included in Windows XP that can be used to perform many everyday tasks.

Notepad

Notepad is a text editor, which is a program similar to a word processor but cannot perform any special editing. No embedded codes are inserted into the document. Text files also called: unformatted text files and ASCII (American Standard Code for Information Interchange).

With Notepad, you can:

- Create simple text documents
- Multi-tasking/create/edit batch files
- Print a file

Formatting with Page Setup and Printing in Notepad

To print a Notepad document, you can locate the document with Explorer or My Computer.

Open the file. Print file by using:

- File/Print command from the menu bar.
- Select Print from the shortcut menu that comes up when you right-click the file.
- Can also drag and drop to a printer shortcut.

You can also open Notepad first and then open the document from

Notepad's File/Open command. Once the document is opened you can print it.

Advantage of opening Notepad prior to locating file:

- Can apply page formatting before you print.
- Can add a header or footer.
- Can adjust the margins.

Features of Notepad:

Notepad has minimal editing features.

Notepad has word wrap which prevents text from running over into the margins and automatically moves text to the next line.

Used to create/save/open/edit file.

Can create time log.

Within Notepad – cut, copy, and paste text.

Copy data to Notepad from other files.

Copy Notepad text to other word processing text or database document.

WordPad

WordPad is a simple word processor.

WordPad allows simple formatting:

- Change fonts.

- Character level formatting.

- Margins can be changed/created.

- Insert bulleted charts/graphic and sound files.

Has menu bar and toolbar.

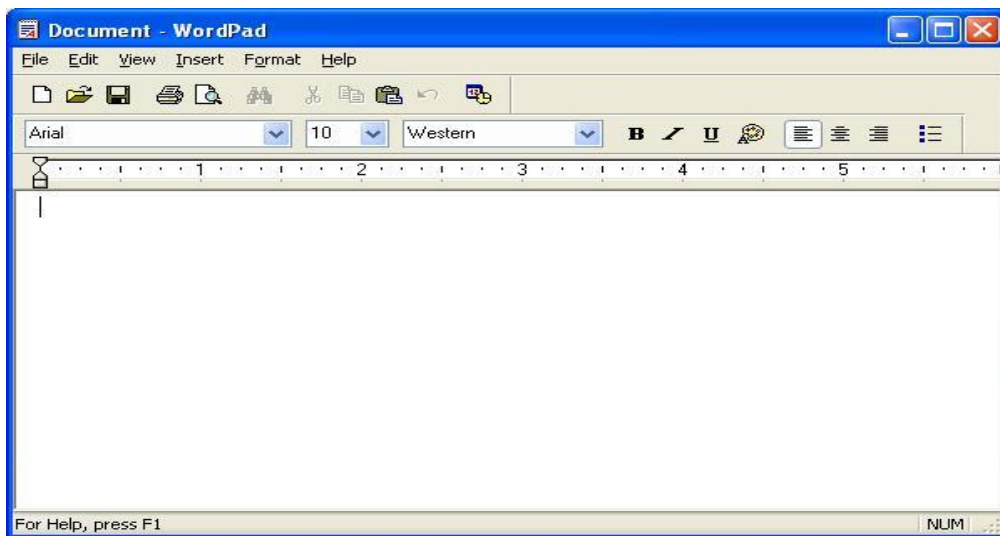
WordPad lacks the powerful features of other word processors such as creating columns, tables, and spell checking.

You do not need to press <Enter> when you reach the right margin. Word processors will move to the next line automatically. This is called a **soft return**. The only time you need to press <Enter> is to create a new paragraph. This is called a **hard return**.

Paragraphs:

Traditional English style paragraph includes a topic sentence, supporting sentences, and a concluding sentence. Indented by one tab.

A paragraph, in word processing terms, is all the text between paragraph marks (¶). It can be one character, one page, or several pages of text. To indent a paragraph you use the <Tab> key.



Features of WordPad:

Title bar/Name of document first (docucentric approach)

Menu Bar

Toolbar

Format Bar

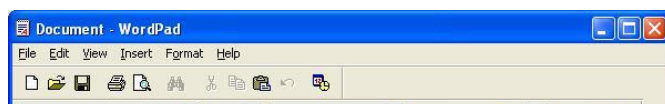
Document Ruler

Selection Bar: unmarked column along left edge of document window.

Insertion Point: is where you begin keying in text. 2 modes – Insert mode (Default) and Typeover -Press Insert to toggle between modes. Status Bar: tells you the status of the document.

WordPad and Microsoft Word both claim .RTF extension.

Rich text format (RTF) allows the exchange of text files between different word processors in different OS.



Problems can occur when any registered file extension is claimed by more than one program. The default extension for WordPad documents is .doc. This extension is also used by Word for Windows, so if Word is installed, a document you create in WordPad might not open with WordPad when you double-click it.

• **Editing a Document in WordPad**

To edit text you need to move the insertion point to the correct position.

You can move the insertion point with either the mouse or the keyboard. The keyboard is usually used for keying in data. The mouse is usually used for editing.

There are several key combinations that can be used to quickly move the insertion point.

The Format Toolbar offers shortcuts to menu commands.

• **Formatting Paragraphs and Using Tabs :**

You can change paragraph alignment so that it is left-justified, centered, or right-justified. Left-aligned or left-justified means that the selected paragraph(s) will line up on the left margin. Right-aligned or right-justified means that the selected paragraph(s) will line up on the right margin.

Centered means that each line in the paragraph(s) will be centered between the left and right margins.

The first line of a paragraph can be indented by pressing the <Tab> key. The <Tab> key moves the first line a preset number of spaces from the left margin.

• **Printing and Page Setup in WordPad**

You can use the same techniques to print a document from WordPad that you used to print a document from Notepad.

In WordPad, the only formatting that you can apply to the document (Page Setup) is to alter the margins.

Headers and Footers are not supported

• **Paint**

Paint is a graphics application program used to create drawings or images.

Can only create/edit bitmap graphics (.bmp)

Bitmap Graphics:

- Screen divided into pixels (pels)

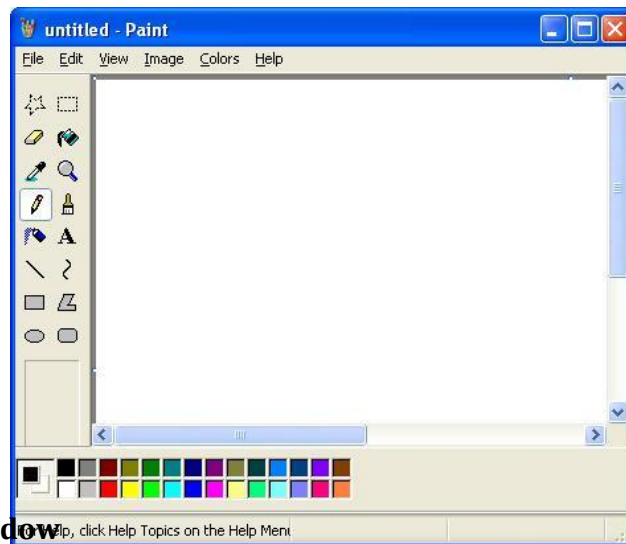
- Drawing = turning pixels on or off in different colors

- Detailed

- Take up lots of disk space

- Resolution is fixed

If installed programs (such as Office) have correct graphic filters, Paint can read TIFF, JPEG, GIF, PCX, Targa and Kodak Photo CD files. Save Paint files in GIF and JPEG format. Images created can stand alone or be copied to other documents. Graphics files are identified by file extensions.



Paint Window

The Paint window has many components, some are common to all windows programs, others are not.

Menu Bar – location of choices consistent:

Choices available depend on program's purpose.

Paint choices different than word processing – task different.

New choice – Image.

Tool Box - is actually a toolbar that you select your drawing tools from.

Below the Tool Box is an area called the Tool Options box where the options available for the selected tool are displayed.

Color Box - contains the colors you can use in Paint. The foreground color is the color you draw with. The background color is the color of your drawing area.

Drawing area - is like a canvas and is the area where you draw. Default drawing tool – pencil. Cursor assumes shape of selected drawing tool.

The Tools:

Free-Form Select – Selects a free form cutout in a drawing.

Select – Selects a rectangular cutout.

Erase/Color Eraser – Changes the foreground color to the background color.

Fill With Color – Fills a bordered area with the selected foreground color.

Pick Color – Picks a color in your drawing and uses it as your foreground color or background color.

Magnifier – Magnifies a selected area.
Pencil – Creates a free-form line.
Brush – Draws a free-form brush stroke.
Airbrush – Creates a spray can effect.
Text – Places text in the drawing.
Line – Draws a straight line.
Curve – Draws a straight line, then curves it.
Rectangle – Creates a rectangle or square.
Polygon – Draws a shape with an unlimited number of sides.
Ellipse – Creates a circle or ellipse.
Rounded Rectangle – Creates a round-cornered rectangle or square.

Fill Styles:

When you select a shape tool, three choices appear in the Tool Options area. Each of these choices is a fill style.

The effect of each of the fill styles depends on the mouse button used to draw the shape.

- **Using the Left mouse button:**

Top: Outline in foreground color. No fill color.

Middle: Outline in foreground color. Fill in background color.

Bottom: Solid shape in background color. Has no outline.

- **Using the Right mouse button:**

Top: Outline in background color. No fill color.

Middle: Outline in background color. Fill in foreground color.

Bottom: solid shape in foreground color. Has no outline.

- **Picture Characteristics**

Paint used to view existing picture.

Paint can be used to create a new picture.

Standard settings for new picture.
Creates picture with default settings.

You can change these default settings.

- **The Shape Tools**

The Shape tools let you work with pre-defined shapes unlike the free-form tools.

Shape tools include Rectangle, Ellipse, Polygon, and Rounded Rectangle.

Less color means a smaller file.

- **Importing and Exporting Graphics**

To import is to bring a drawing into your picture from a graphic file.

To export is to save to file a graphic image.

Clip art is a collection of many, usually small, images that you can add to your graphics.

Clip art can be purchased.

Can alter clip art and save it as new drawing.

- **Using Text and Other Pictures in a Drawing**

You can also add text to your pictures.

You can choose different fonts and styles for your text line in a word processor.

Characters from the font Wingdings can be imported to add pictures to your drawing.

- **Printing in Paint**

You can print any picture that you create or view in Paint.

Graphics take much longer to print than text and the quality of the printout will depend on the quality of the printer.

If the printer is not a color printer, the picture will print in shades of gray.

- **Using Drawings as Background**

Any drawing you create in Paint can be used as desktop background.

1. Using Windows XP Calculator

Like a calculator you keep in a desk drawer, the Windows Calculator is small but saves you time by performing all the calculations common to a standard calculator.

The Standard Windows Calculator, works so much like a pocket calculator that you need little help getting started.

To display the Calculator, open the Start menu and choose Programs, Accessories, Calculator. The Calculator opens in the same view (Standard or Scientific) in which it was displayed the last time it was used.

To close the Calculator, click the Close button in the title bar. If you use the Calculator frequently, however, don't close it; click the Minimize button to minimize the Calculator to a button on the taskbar.

The Calculator has only three menus: Edit, View, and Help. The Edit menu contains two simple commands for copying and pasting; the View menu switches between the Standard and Scientific views; and the Help menu is the same as in all Windows accessories.

2. Operating the Calculator

To use the Calculator with the mouse, just click the appropriate numbers and sign keys, like you would press buttons on a desk calculator. Numbers appear in the display window as you select them, and the results appear after the calculations are performed. To enter numbers from the keyboard, use either the numbers across the top of the keyboard or those on the numeric keypad (you must first press the NumLock key if the NumLock feature is not enabled). To calculate, press the keys on the keyboard that match the Calculator keys.

