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**Lecture: (3)**

**MS Windows**

**Subject: Computer Skill I**  
**Level: First**  
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# Microsoft Windows

## What is Windows?

- Windows is an operating system invented by Microsoft.

## What is an operating system?

- An operating system is what enables us to use a computer. Windows appears preloaded on latest personal computers, making it the most popular operating system across the world.

In general, a window can be defined as a fundamental part of a computer GUI (Graphical User Interface). Windows is used in many offices as it provides access to tools like calendars, word processors, spreadsheets, and many more.



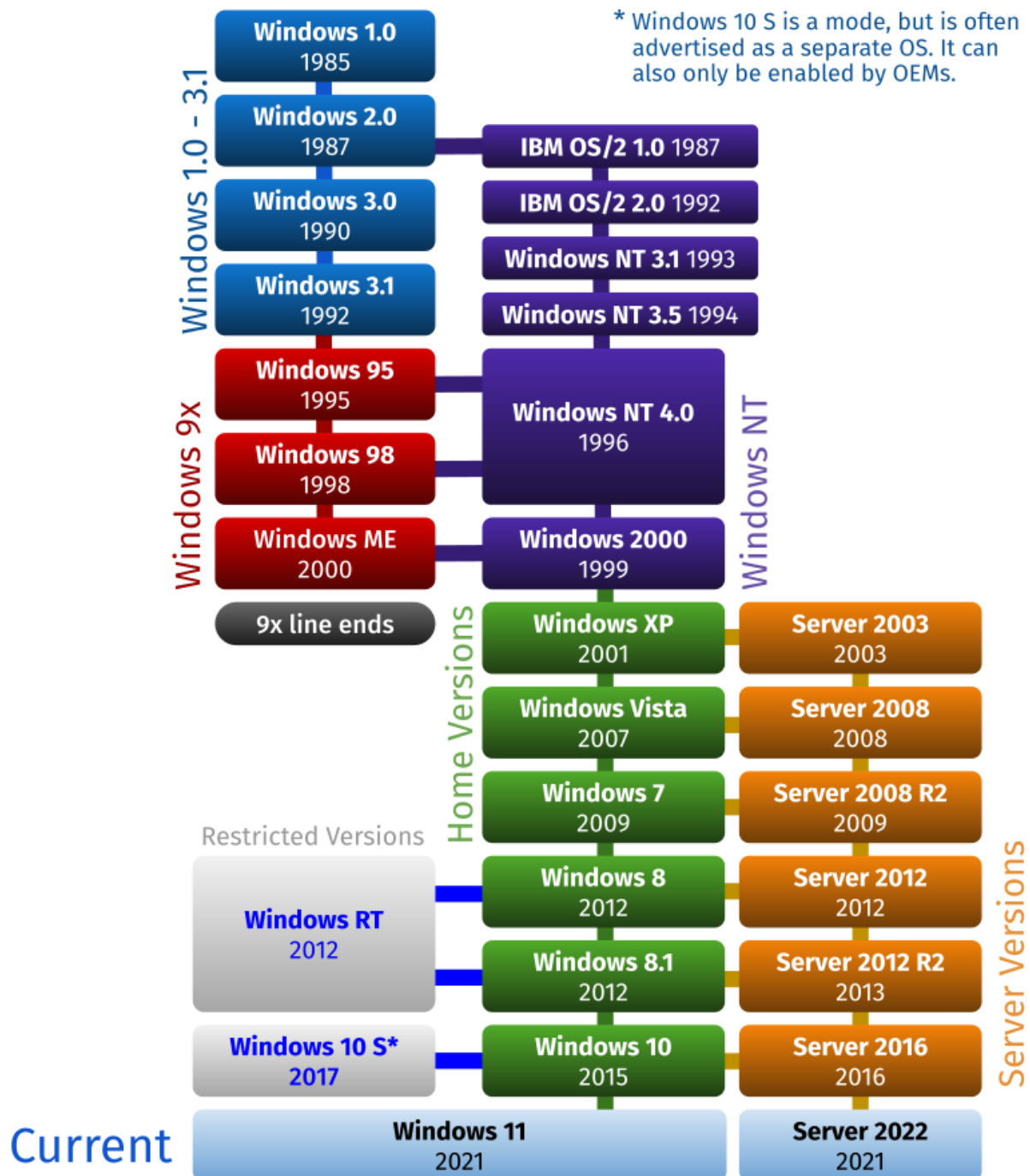


## **Versions of Windows: The Timeline**

- 1. Windows 1.0: Release Date-It was released on November 20, 1985.**
- 2. Windows 2.0: Release Date-It was released on December 9, 1987.**
- 3. Windows 3.0: Release Date-It was launched by Microsoft on 22 May 1990.**
- 4. Window 95: Release Date-It was released on 15 August 1995.**
- 5. Windows 98: Release Date-It was released to production on May 15, 1998.**
- 6. Windows 2000: Release Date-On 17 February 2000, it was launched.**
- 7. Windows XP: Release Date-It was introduced on 25 October 2001.**
- 8. Windows Vista: Release Date-Released to the public on January 30, 2007.**
- 9. Windows 7: Release Date-It was formally published by Microsoft to the public on October 22, 2009.**
- 10.Windows 8: Release Date-It was launched by Microsoft on 26 October 2012.**
- 11.Windows 10: Release Date-On 29 July 2015, Microsoft introduced Windows 10.**



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## What is Windows desktop in computer?

The Windows Desktop is a **graphical user interface (GUI)** provided by the **Microsoft Windows operating system**. It serves as the primary interface for users to interact with their computer, allowing them to launch applications, manage files and folders, and perform various tasks.



## What are the main components of Windows?

- The main components of Windows when you start your computer :
  1. Desktop.
  2. My Computer
  3. Recycle Bin
  4. Start Button
  5. Taskbar
  6. Shortcuts to applications.

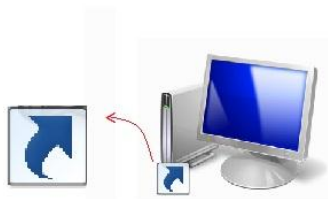


**Desktop:-** This is the first screen which appears when the Windows is loaded in the computer's memory.

**Icons:** Small graphical representations of various files/folders programs or applications are known as Icons. These icons help to quickly open the files/ folders or programs by double clicking on them.



**Shortcut:** Shortcut is a link to any item on the computer such as a program, file, folder or printer at any location in the computer.



Shortcut

**Taskbar:** It helps to manage the various currently active programs opened in different windows.



Taskbar

**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.



**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.







**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



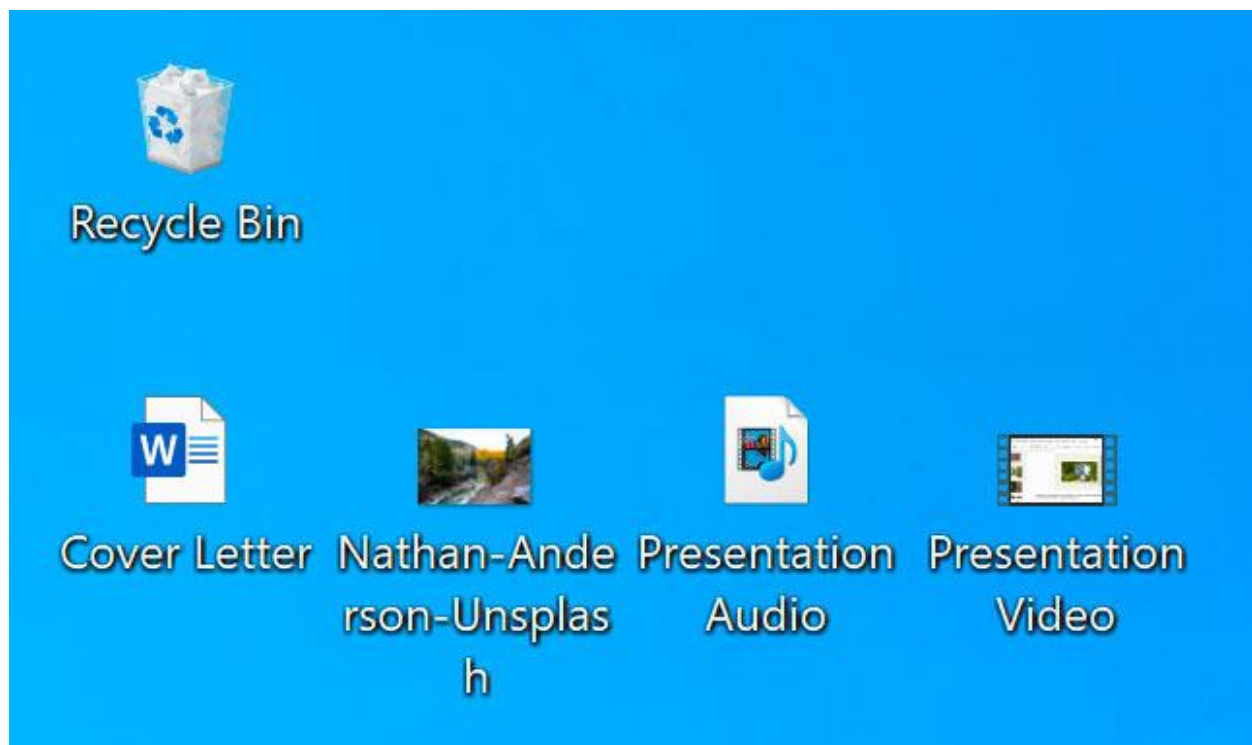




## What is a file?

There are many different **types of files** you can use. For example, Microsoft Word documents, digital photos, digital music, and digital videos are all types of files. You might even think of a file as a **digital version** of a real-world thing you can interact with on your computer. When you use different applications, you'll often be **viewing, creating, or editing files**.

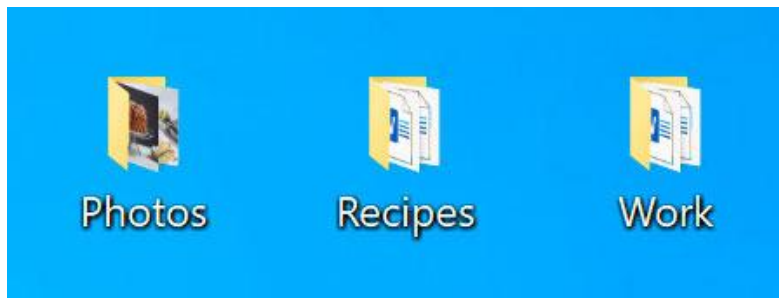
Files are usually represented by an **icon**. In the image below, you can see a few different types of files below the Recycle Bin on the desktop.



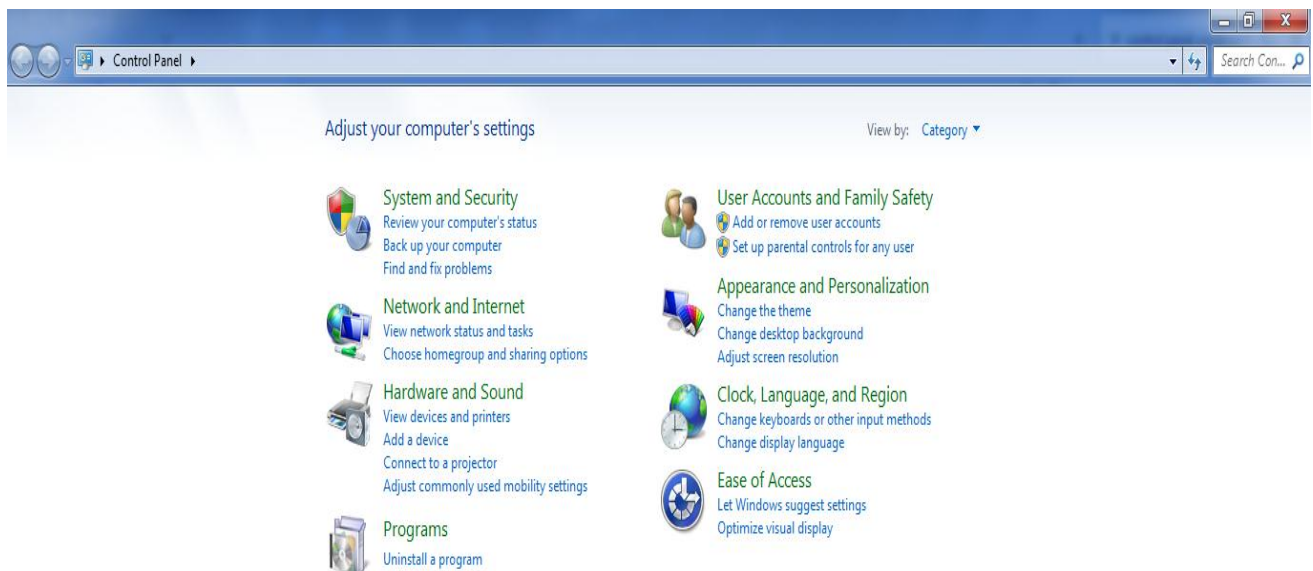


## What is a folder?

Windows uses **folders** to help you organize files. You can put files **inside a folder**, just like you would put documents inside a real folder. In the image below, you can see some folders on the desktop.



**Control Panel:** is a component of Microsoft Windows that provides the ability to view and change system settings. It consists of a set of applets that include adding or removing hardware and software,





## **What are the steps for searching files and folders?**

**Click the Start button, type the file name or keywords with your keyboard, and press Enter.** The search results will appear. Simply click a file or folder to open it.

