



جامعة المستقبل
كلية العلوم
Computer Sciences
First stage



LECTURE 3

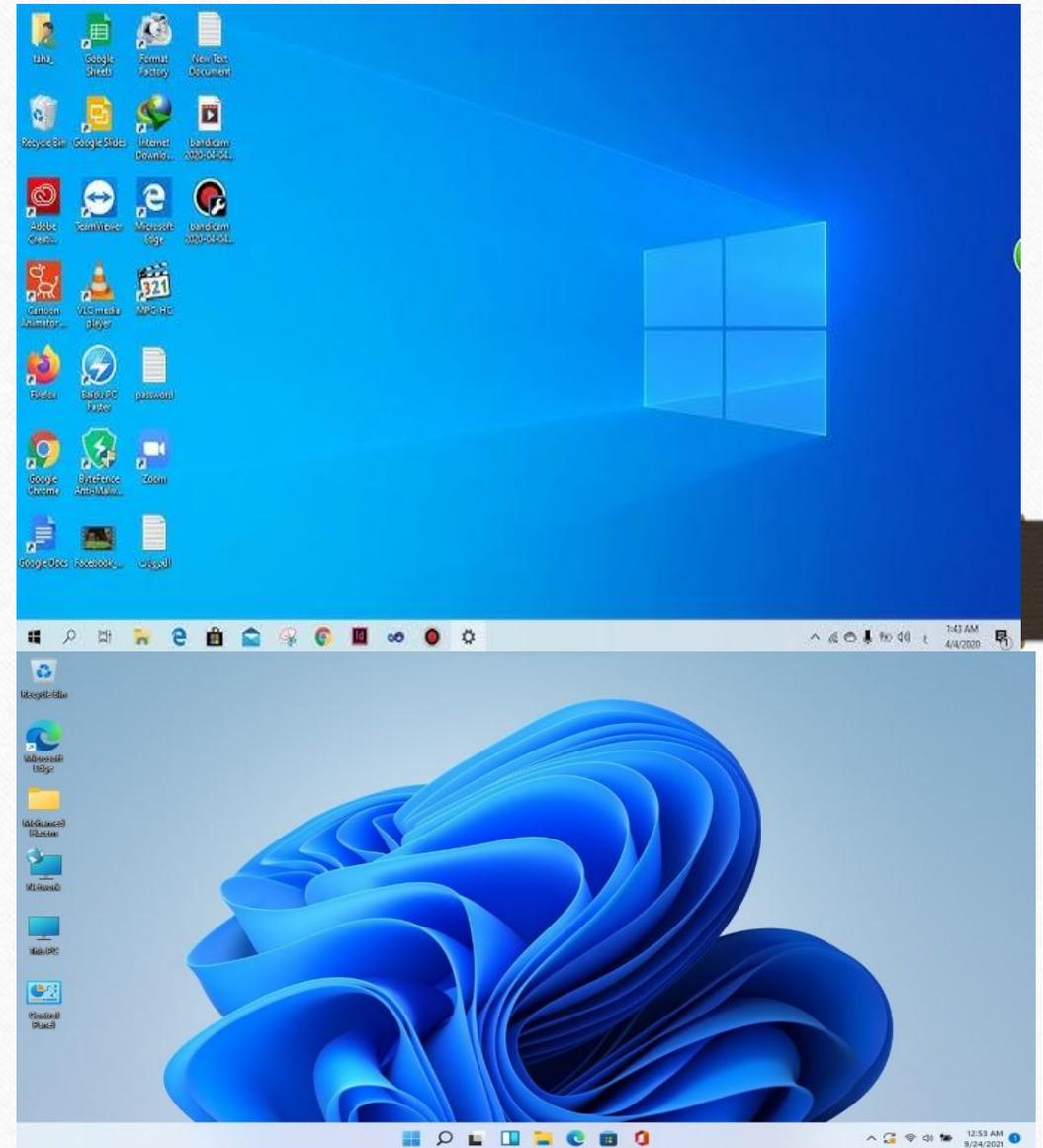
Working with windows

By

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Desktop interface PC:

After installing Windows 10 the desktop will look similar to the following picture. You will notice several objects or icons on the desktop. The number of icons or folders on your screen (desktop) will depend on the user that being use this PC.



Desktop: It is the work area on which Windows, icons, menus, and dialog boxes appear and may contain shortcuts to frequently used files, programs, or web pages.

Taskbar: The taskbar is located at the bottom of the screen. It contains the Start button, the taskbar notification area, and may display the Quick Launch bar or other toolbars. As you open a program or file, a button will be displayed on the taskbar for each open item.

Start Button: Use this button to start programs, open documents, find items on your computer, get help, as well as log off and shut down your computer. Depending on how the desktop was set up, you may not see the following desktop icons until they have been selected to display on the desktop

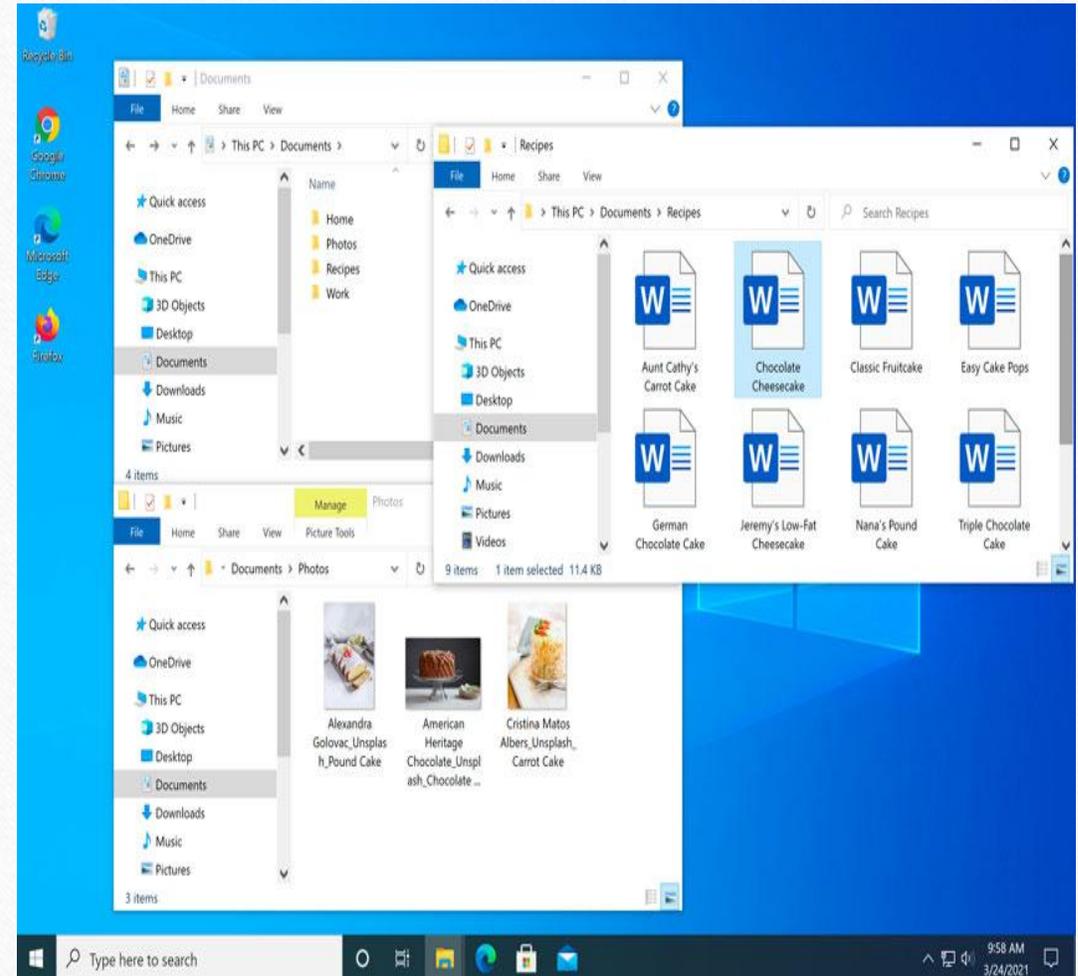
Mouse Cursor: The pointing arrow is the symbol on the screen, representing the movement or action of the mouse. As you slide the mouse along the desk, the arrow will follow in the same direction.

Icons: The shapes and images that represents a short cut for the installed program is called “Icons”. Some of standard icons are:

1. **My Computer:** This folder allows you to quickly access storage devices (i.e., 3½" floppy disk, hard drive, CD-RW, DVD-ROM drive, or network drive) that have been mapped to your computer.
2. **Recycle Bin:** This is a temporary storage place for deleted files. You can use it to retrieve or restore files deleted in error. The deleted files are not actually removed from the hard disk until you empty the Recycle Bin.

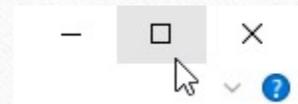
Working with windows:

- Whenever you open a file, folder, or application, it will appear in a **new window**.
- You can have multiple items open at the same time in different windows. You'll use windows all the time, so it's important to know how to switch between open windows, how to move and resize windows, and how to close windows when you're done using them.



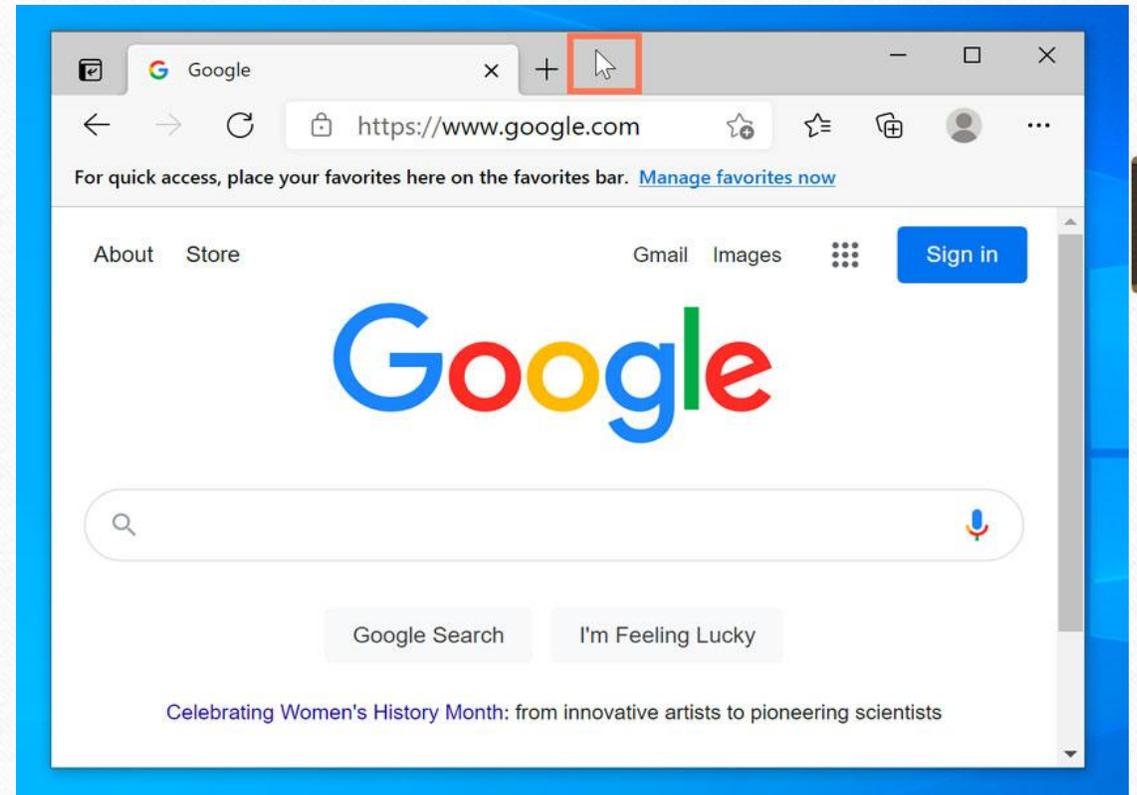
Parts of a window:

- You'll see the same three buttons in the upper-right corner of almost every window. These buttons allow you to perform several functions, including these below.
- Click the **Minimize** button to **hide the window**. The window will be minimized to the taskbar. You can then click the icon for that window on the taskbar to make it reappear.
- Click the **Maximize** button to **make the window fill the entire screen**.
- If the screen is maximized, the Maximize button will be temporarily replaced by the **Restore** button. Just click it to return the window to its original size.
- Click the **Close** button to **close** the window.



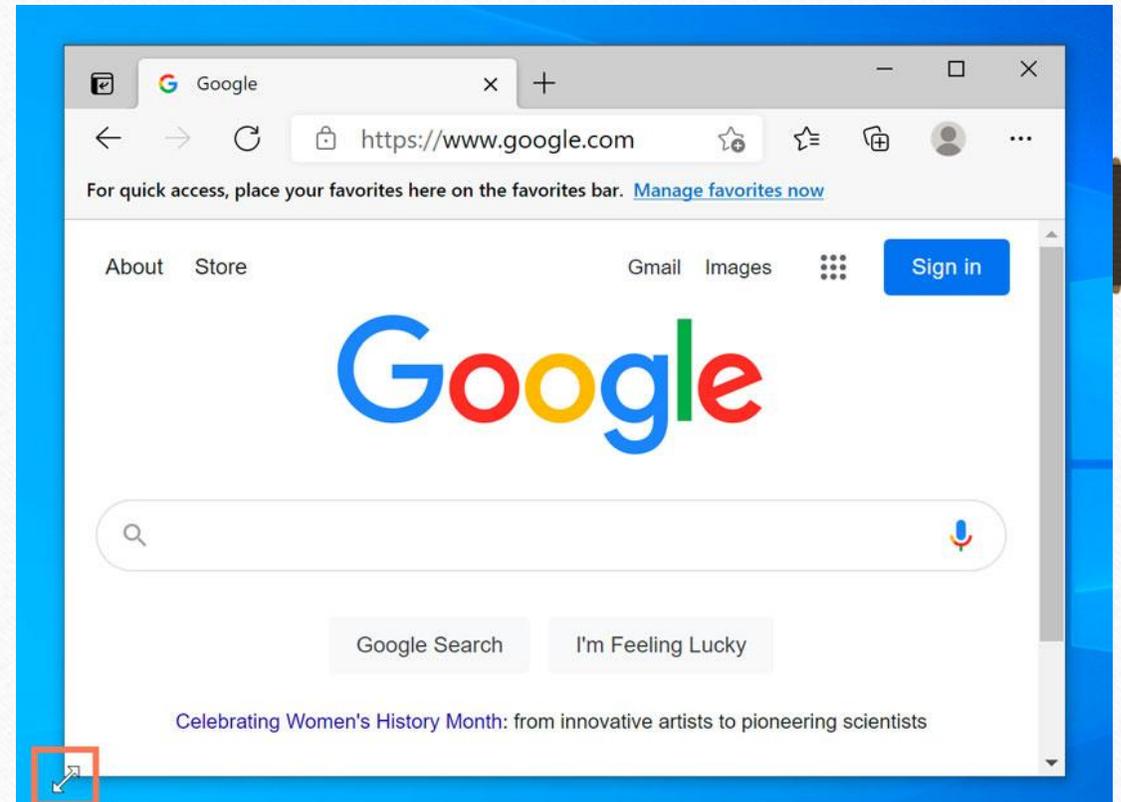
To move a window:

- Click and drag the top of the window to move it to the desired location on the screen. When you're done, release the mouse.



To resize a window:

- Hover the mouse over any corner of the window, then click and drag the mouse to make the window larger or smaller. When you're done, release the mouse.



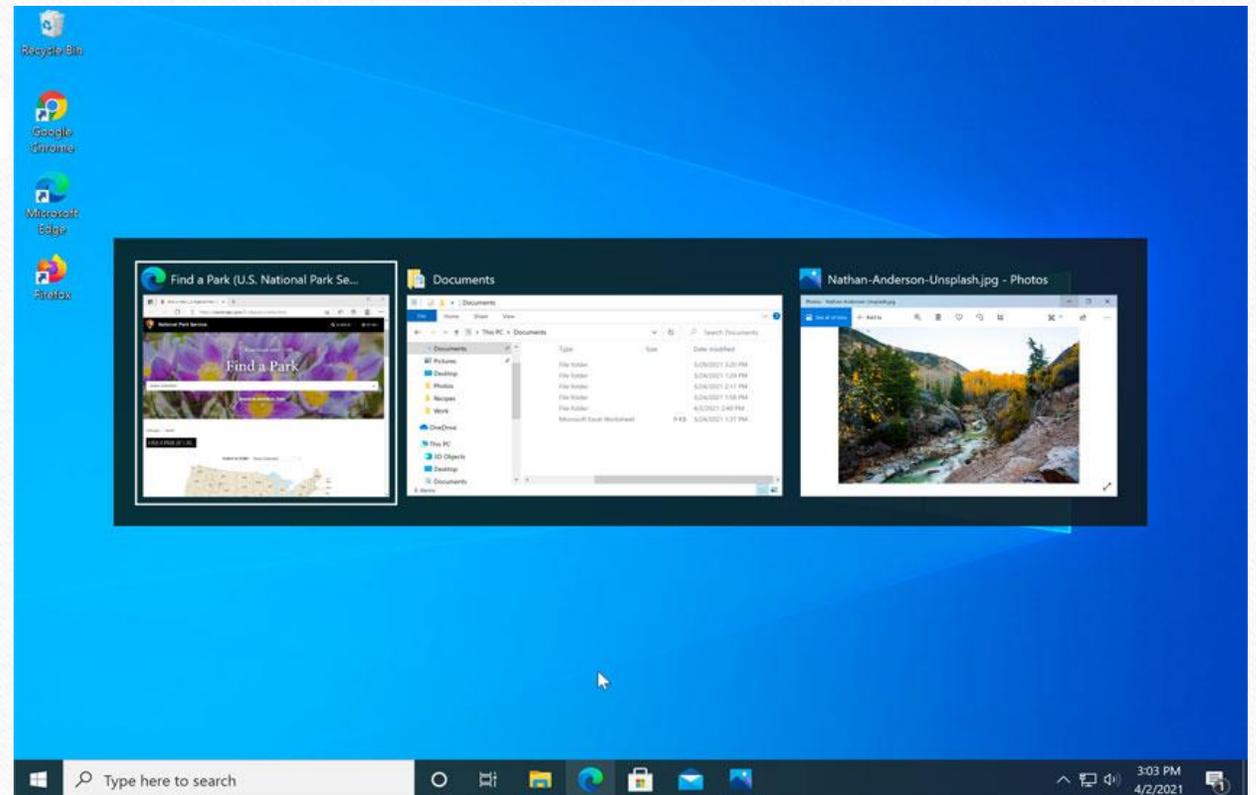
Switching between windows:

- If you have more than one window open at the same time, you can quickly switch between them by clicking the **icon** for that window on the taskbar.



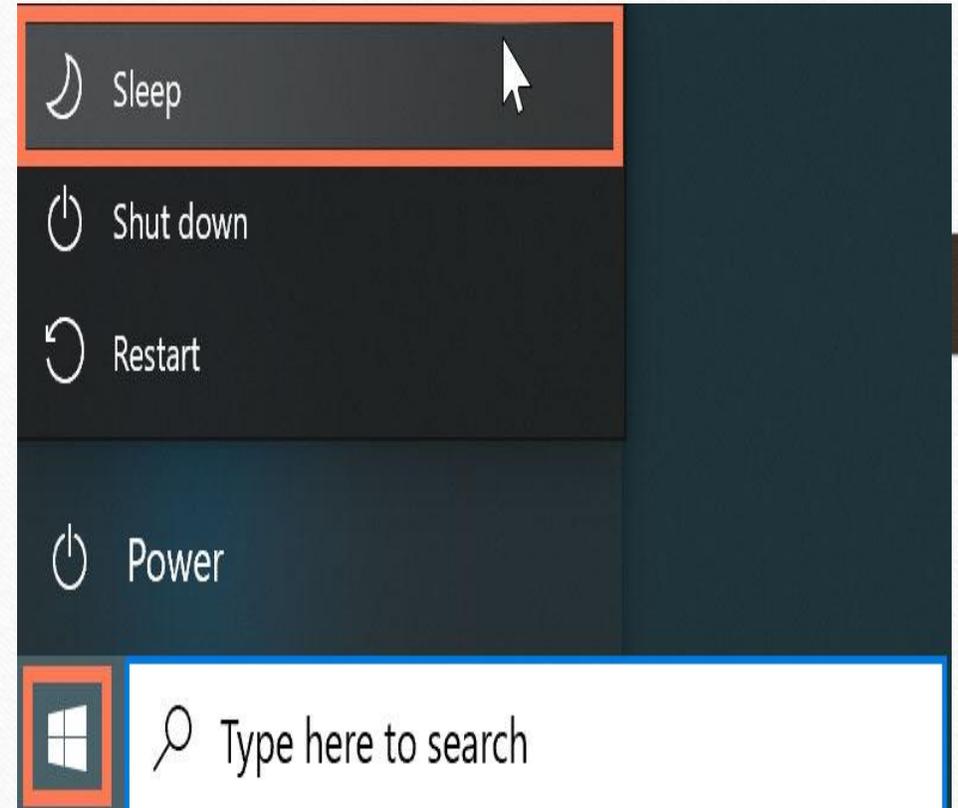
Flip:

- You can use Flip to switch between open windows. To do this, press and hold the **Alt** key on your keyboard, then press the **Tab** key.
- Continue pressing the Tab key until the desired window is selected.



Restarting and Sleep mode:

- You can also choose to put your computer into **Sleep mode**. This turns off most of your computer's processes, but it remembers which applications and files are open. It allows the computer to **start up more quickly** because you won't have to wait for the operating system and applications to load.



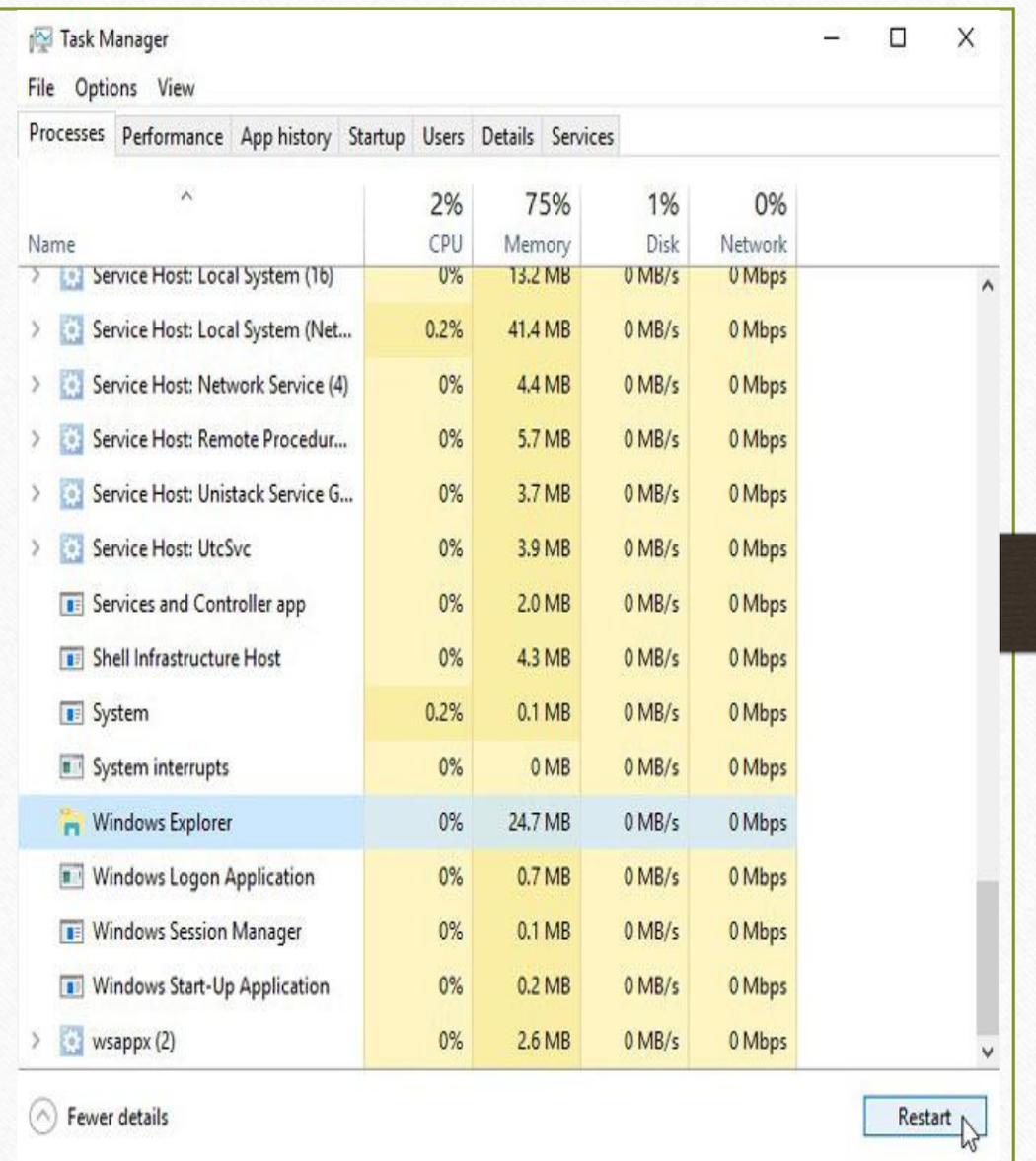
- Note that your computer may go into Sleep mode **automatically** if you haven't used it for more than a few minutes.

Waking your computer from Sleep mode:

- If your computer is in Sleep mode, you'll need to **wake it** to use it. To wake the computer from Sleep mode, click the mouse or press any key on the keyboard.

Problem: The Computer Is Frozen

- Sometimes your computer may become completely unresponsive, or frozen. When this happens, you won't be able to click anywhere on the screen, open or close applications, or access shut-down options.



The screenshot shows the Windows Task Manager Performance tab. The system resources are: CPU 2%, Memory 75%, Disk 1%, and Network 0%. The Processes tab is also visible, showing a list of running processes with columns for Name, CPU, Memory, Disk, and Network. The 'Restart' button is highlighted in the bottom right corner.

Name	CPU	Memory	Disk	Network
Service Host: Local System (16)	0%	13.2 MB	0 MB/s	0 Mbps
Service Host: Local System (Net...)	0.2%	41.4 MB	0 MB/s	0 Mbps
Service Host: Network Service (4)	0%	4.4 MB	0 MB/s	0 Mbps
Service Host: Remote Procedur...	0%	5.7 MB	0 MB/s	0 Mbps
Service Host: Unistack Service G...	0%	3.7 MB	0 MB/s	0 Mbps
Service Host: UtcSvc	0%	3.9 MB	0 MB/s	0 Mbps
Services and Controller app	0%	2.0 MB	0 MB/s	0 Mbps
Shell Infrastructure Host	0%	4.3 MB	0 MB/s	0 Mbps
System	0.2%	0.1 MB	0 MB/s	0 Mbps
System interrupts	0%	0 MB	0 MB/s	0 Mbps
Windows Explorer	0%	24.7 MB	0 MB/s	0 Mbps
Windows Logon Application	0%	0.7 MB	0 MB/s	0 Mbps
Windows Session Manager	0%	0.1 MB	0 MB/s	0 Mbps
Windows Start-Up Application	0%	0.2 MB	0 MB/s	0 Mbps
wsappx (2)	0%	2.6 MB	0 MB/s	0 Mbps

- **Solution 1:** Restart Windows Explorer. To do this, press and hold **Ctrl+Alt+Delete** on your keyboard to open the **Task Manager**. Next, locate and select **Windows Explorer** from the **Processes** tab and click **Restart**. If you're using Windows 8, you may need to click **More Details** at the bottom of the window to see the Processes tab.
- **Solution 2:** Press and hold the Power button for **5-10 seconds**. This will force the computer to shut down.
- **Solution 3:** If the computer still won't shut down, you can **unplug the power cable** from the electrical outlet. If you're using a laptop, you may be able to remove the battery to force the computer to turn off. **Note:** This solution should be your **last resort** after trying the other suggestions above.

Problem:

The Mouse/Keyboard Has Stopped Working

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- **Solution 1:** If you're using a **wired** mouse or keyboard, make sure it's correctly plugged in to the computer.
 - **Solution 2:** If you're using a **wireless** mouse or keyboard, make sure it is turned on and that its batteries are charged.

Problem:

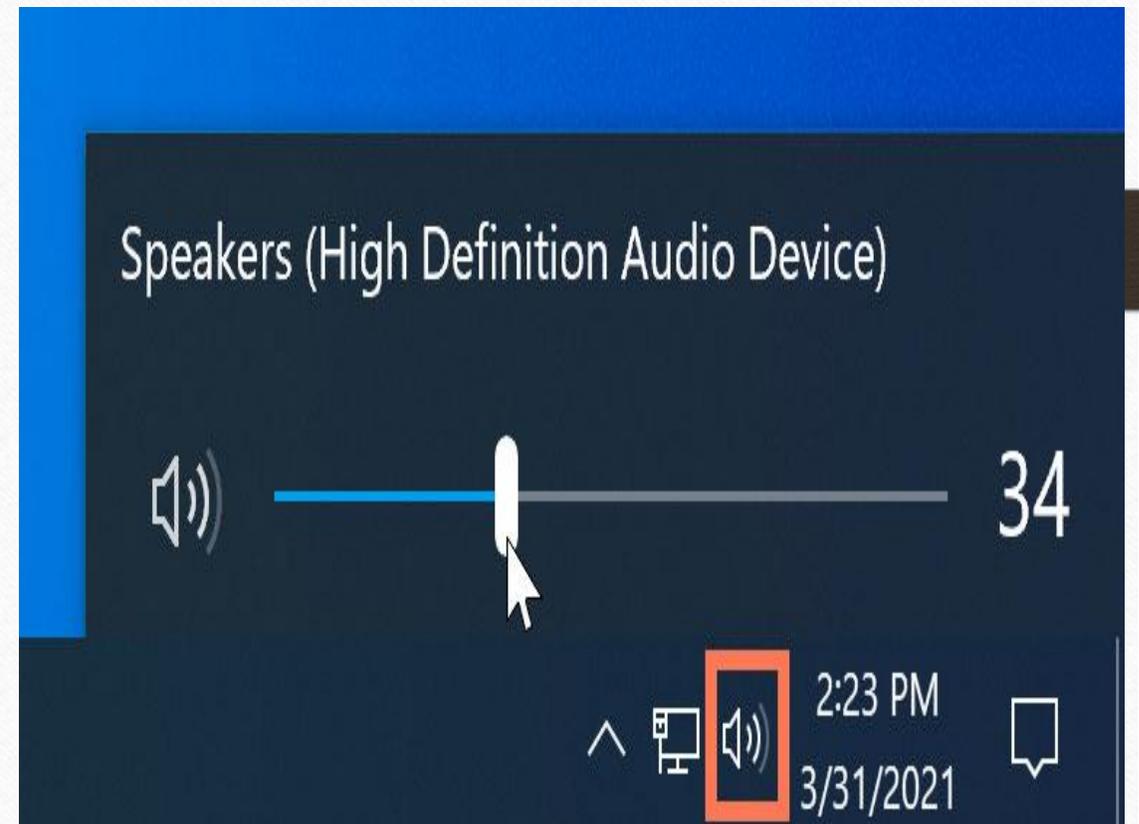
The Screen Is Blank

- **Solution 1:** The computer may just be in **Sleep** mode. Simply click the mouse or press any key on the keyboard to wake it.
- **Solution 2:** Make sure the monitor is **plugged in** and **turned on**.
- **Solution 3:** Make sure the computer is **plugged in** and **turned on**.
- **Solution 4:** If you're using a desktop computer, make sure the monitor cable is properly connected to the computer tower and the monitor.

Problem:

I Can't Hear The Sound On My Computer

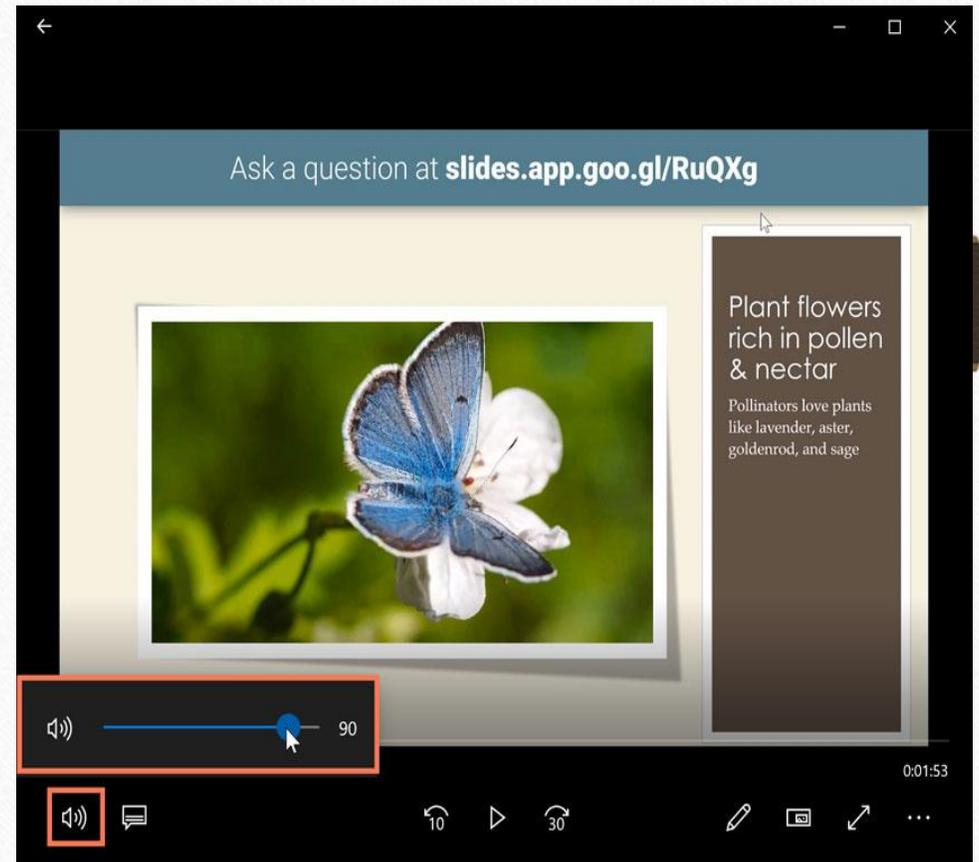
- **Solution 1:** Check the volume level. Click the audio button in the bottom-right corner of the screen to make sure the sound is turned on and the volume is up.
- **Solution 2:** Check the audio player controls. Many audio and video players will have their own separate audio controls. Make sure the sound is turned on and the volume is up in the player.



Problem:

I Can't Hear The Sound On My Computer

- **Solution 3:** Check the cables. Make sure external speakers are plugged in, turned on, and connected to the correct audio port or a USB port. If your computer has **color-coded** ports, the audio output port will usually be **green**.
- **Solution 4:** Connect headphones to the computer to determine if you can hear sound from the headphones.



Thank

you

