وزارة التعليم العالي والبحث العلمي
جامعة المستقبل
كلية الهندسة والتقنيات الهندسية
قسم تقنيات الهندسة الكهربائية

Windows Desktop & Installing and removing programs

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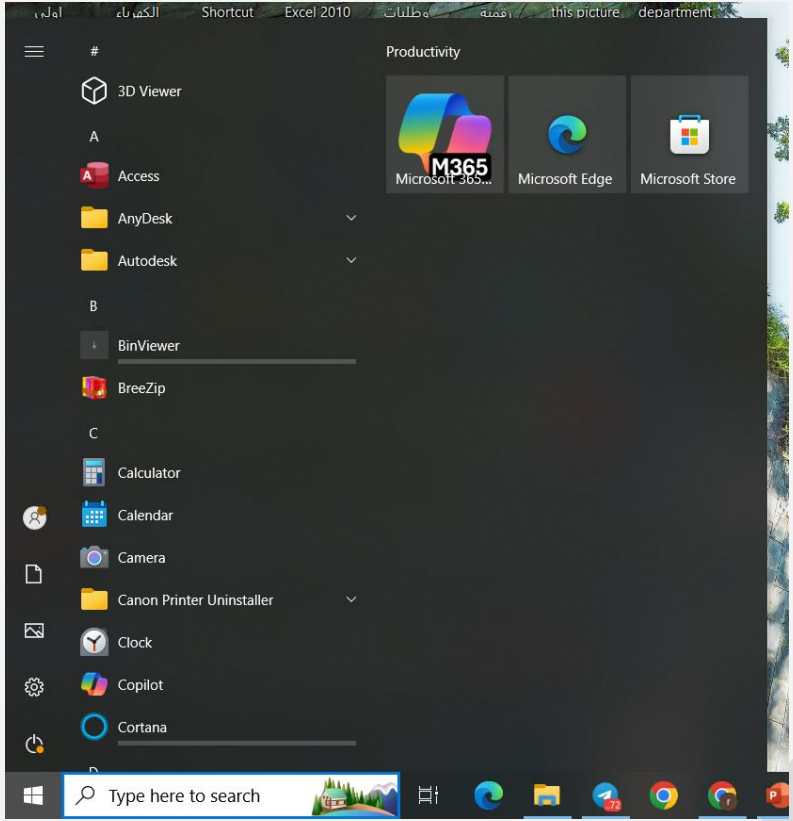
What is the Windows Desktop?

- The Windows Desktop is the main screen area after the computer finishes booting.
- It provides a graphical user interface (GUI) for users to interact with files, folders, and programs.
- Serves as a workspace similar to a real desk.

Windows Desktop



Features of the Windows Desktop

- Easy access to applications and files.
- Customizable background and icons.
- Supports multitasking using windows and taskbar.
- Central control via the Start Menu.

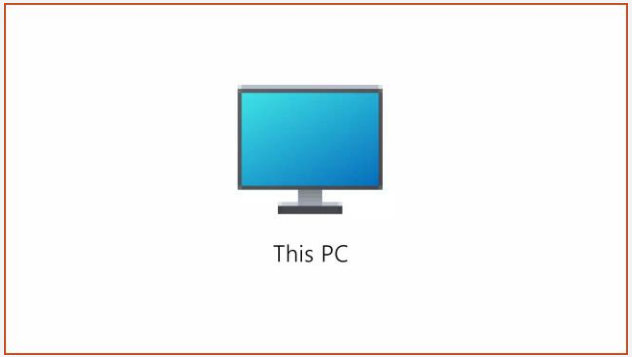
Desktop Icons

Icons are small pictures that represent programs, files, folders, or shortcuts.

Common desktop icons:

- This PC – accesses drives and files
- Recycle Bin – stores deleted files temporarily
- Network – shows connected devices

Desktop Icons



Recycle Bin

Temporarily holds deleted files

You can restore files or empty the bin

Acts as a safeguard before permanent deletion

The Start Menu

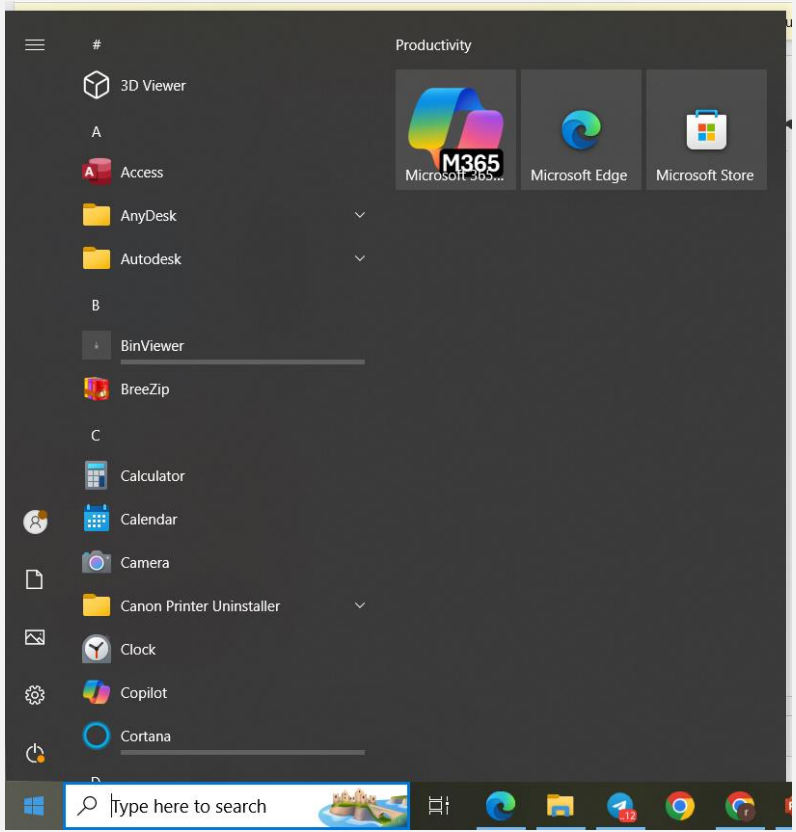
Found at the bottom-left corner.

Provides access to:

- Installed programs
- System settings
- Power options (Shut Down, Restart)
- File Explorer

Search bar to quickly find applications.

The Start Menu



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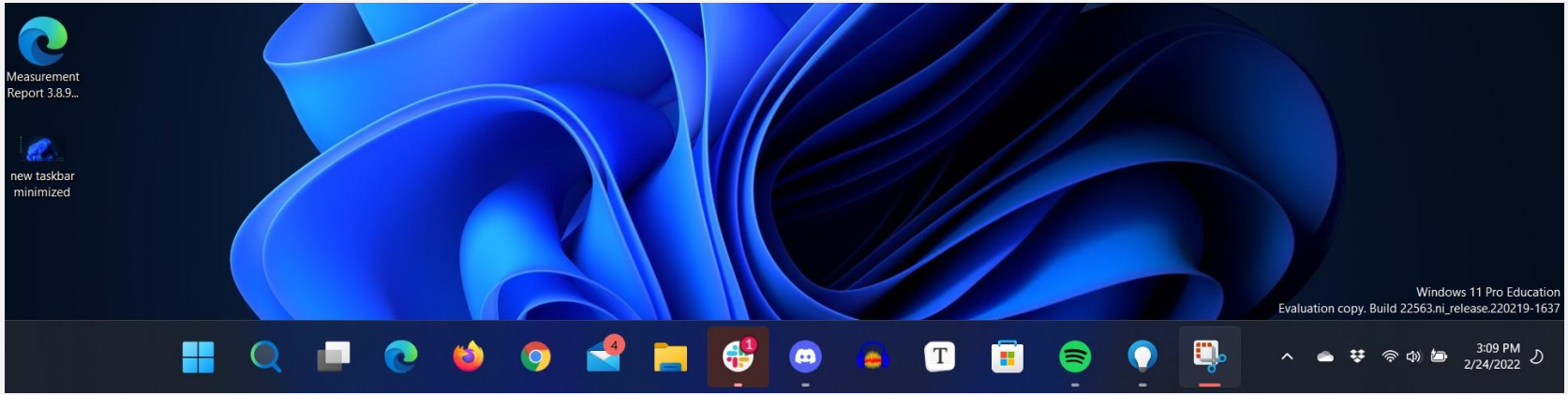
The Taskbar

Horizontal bar at the bottom of the screen.

Main functions:

- Start Button
- Pinned applications
- Running programs
- Time, volume, Wi-Fi

The Taskbar


Measurement Report 3.8.9...
new taskbar minimized
Windows 11 Pro Education
Evaluation copy. Build 22563.ni_release.220219-1637
3:09 PM
2/24/2022

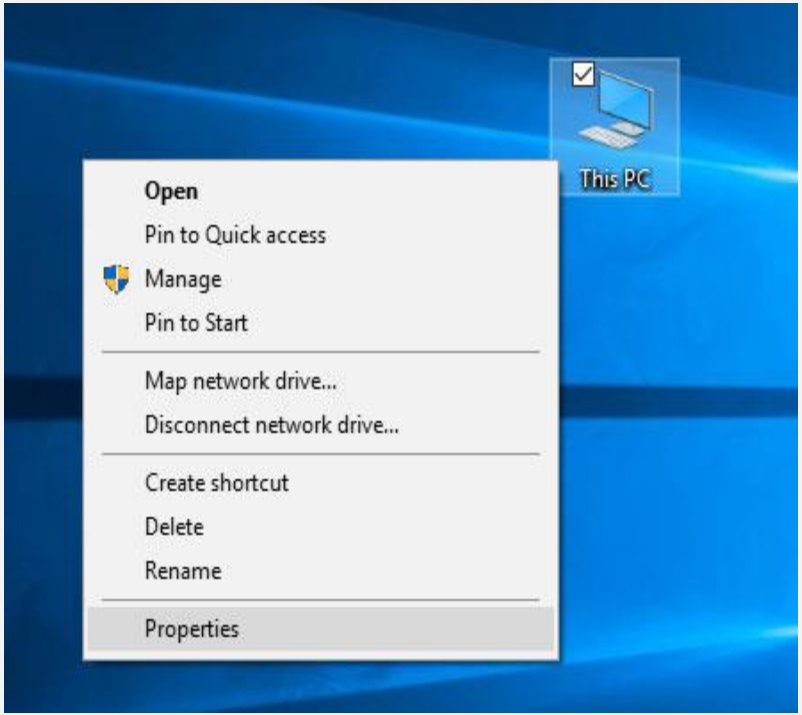
Right-Click Menu (Context Menu)

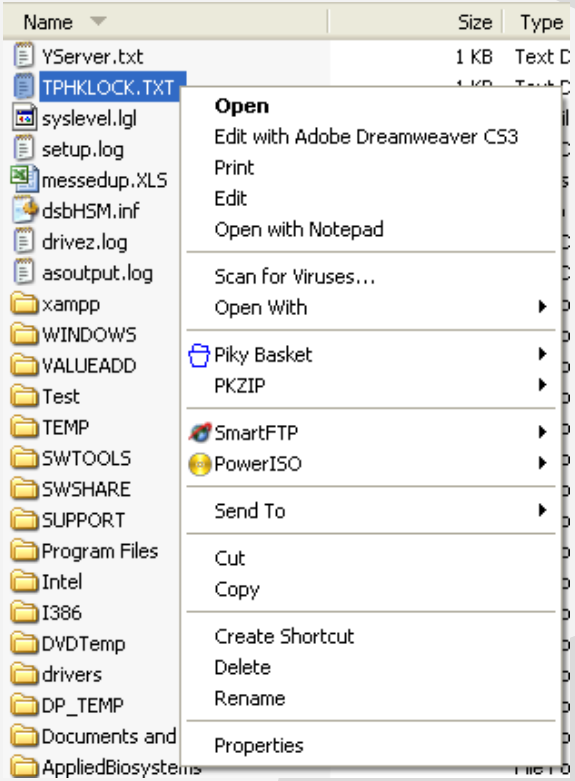
Right-clicking opens a context-sensitive menu.

Options vary based on what is clicked:

- On file: Open, Rename, Delete, Properties
- On desktop: View, Sort, Personalize

Right-Click Menu (Context Menu)





File and Folder Basics

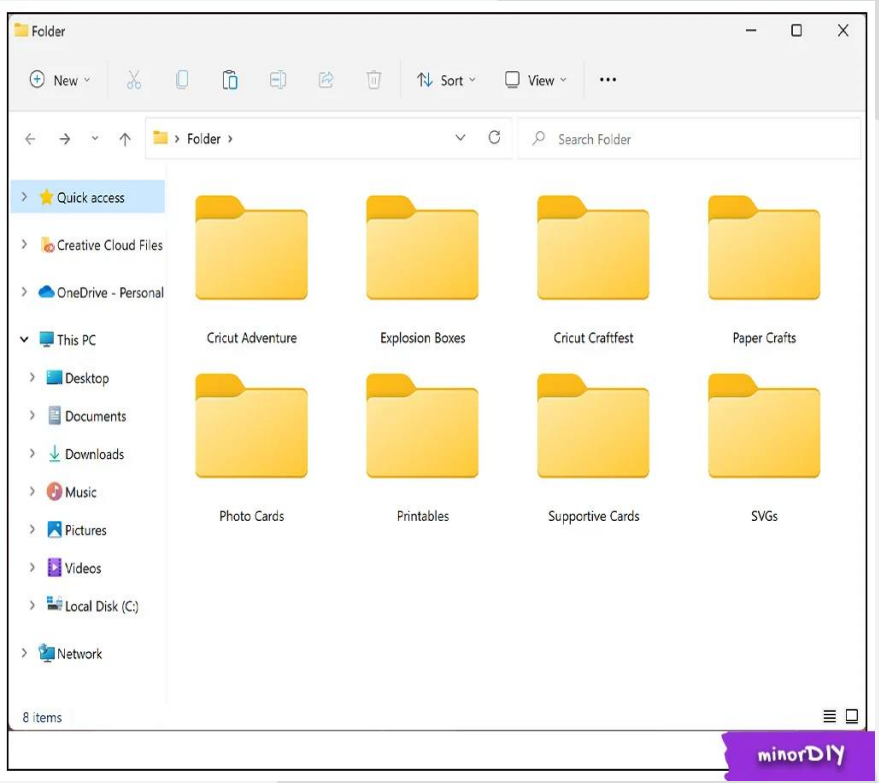
File: A single unit of data (document, image, etc.)

Folder: A container to organize files

File Explorer helps manage files

You can create folders on desktop to organize content

File and Folder Basics

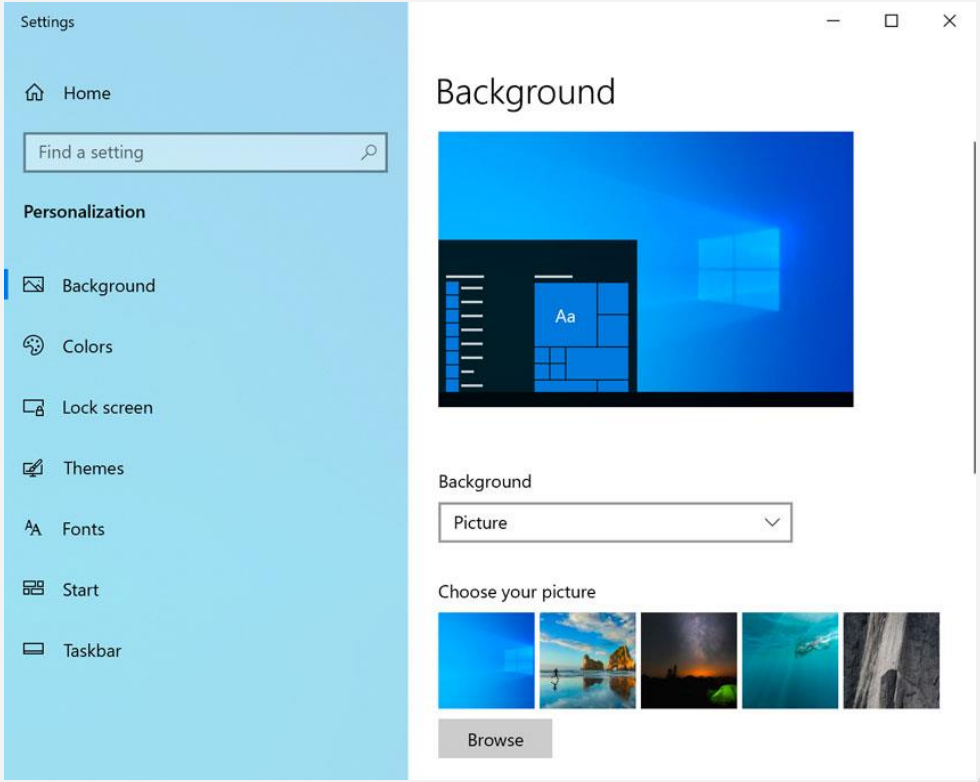


Personalizing the Desktop

Right-click → Personalize:

- Change wallpaper
- Adjust icon size
- Switch to dark/light mode

Personalizing the Desktop



Keyboard Shortcuts for Desktop

Useful shortcuts:

- Windows + D: Show/hide desktop
- Alt + Tab: Switch between apps
- Ctrl + C, Ctrl + V, Ctrl + X: Copy, Paste, Cut
- Windows + E: Open File Explorer

Installing and removing programs

Computers need software to perform specific tasks.

Installing a program adds new functionality to your computer.

Uninstalling removes unwanted or unused programs to free space and improve performance.

What is Software Installation?

Installation: The process of copying and setting up a program on your computer.

Most programs come with an installer file (like .exe or .msi).

Sources of Software

Software can be installed from:

- CDs or DVDs
- USB drives
- Downloads from official websites
- Microsoft Store or third-party app stores

Always download from trusted sources.

Common File Types for Installation

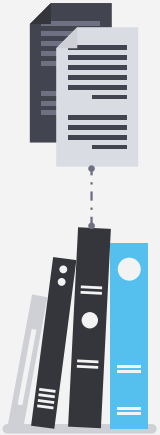
.exe: Windows Executable File

.msi: Microsoft Installer File

.zip: Compressed file that needs extraction

Uninstalling Software

Uninstall: The process of removing a program and its files from the system.

- Control Panel > Programs > Uninstall a program
- Or Settings > Apps > Installed Apps
- Or uninstaller shortcut provided by the app.

THANKS