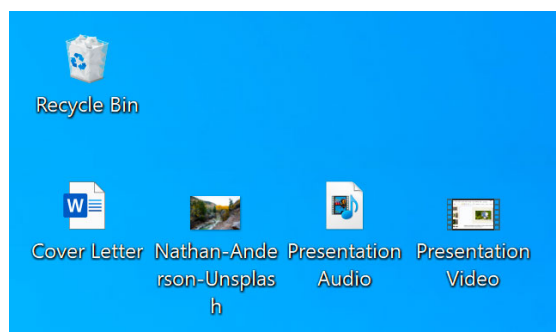**Al-Mustaqbal University / College of Engineering Technology**
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1st term – Lecture No. 7 & Lecture Name (Folder)
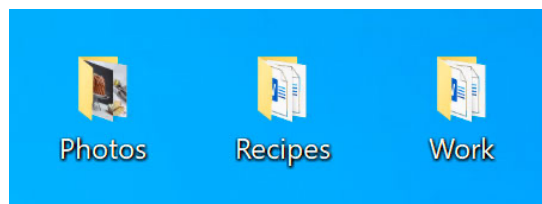
What is a file?

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.
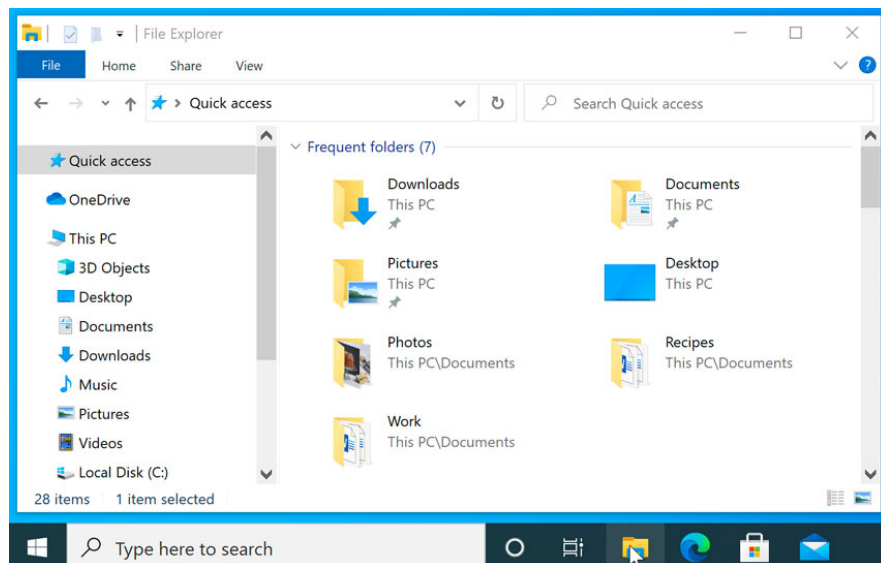

File Explorer

You can view and organize files and folders using a built-in application known as **File Explorer** (called **Windows Explorer** in Windows 7 and earlier versions).
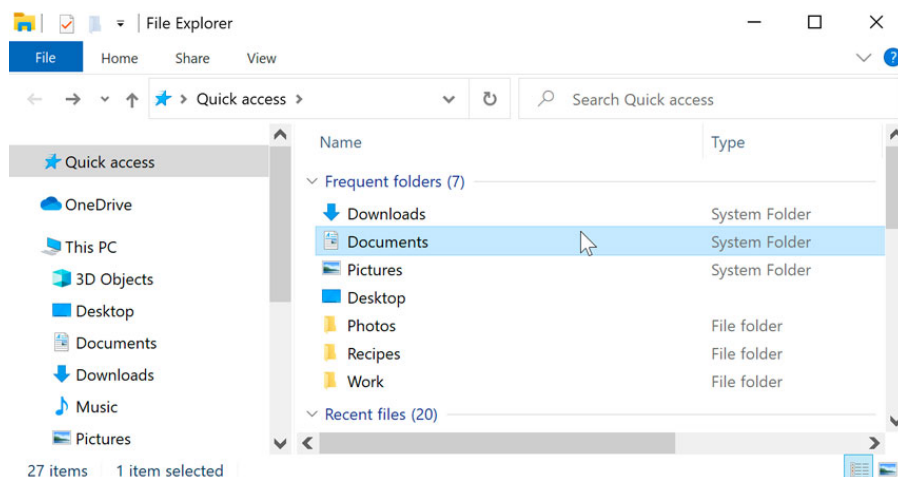
To open File Explorer, click the **File Explorer** icon on the taskbar, or double-click any folder on your desktop. A new File Explorer window will appear. Now you're ready to start working with your files and folders.

Email (noor.abdulkareem@uomus.edu.iq)

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
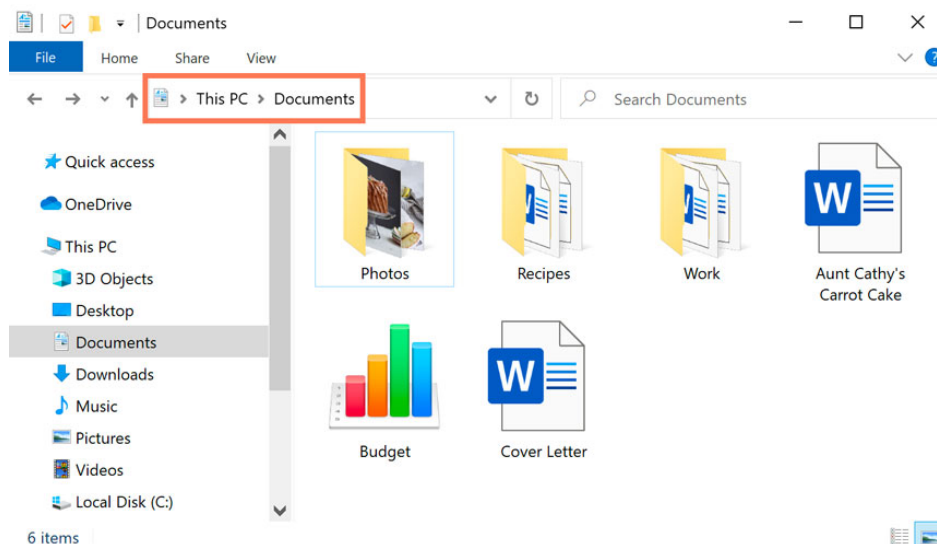**1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)**

From File Explorer, **double-click a folder to open it**. You can then see all of the files stored in that folder.

Notice that you can also see the **location** of a folder in the **address bar** near the top of the window.
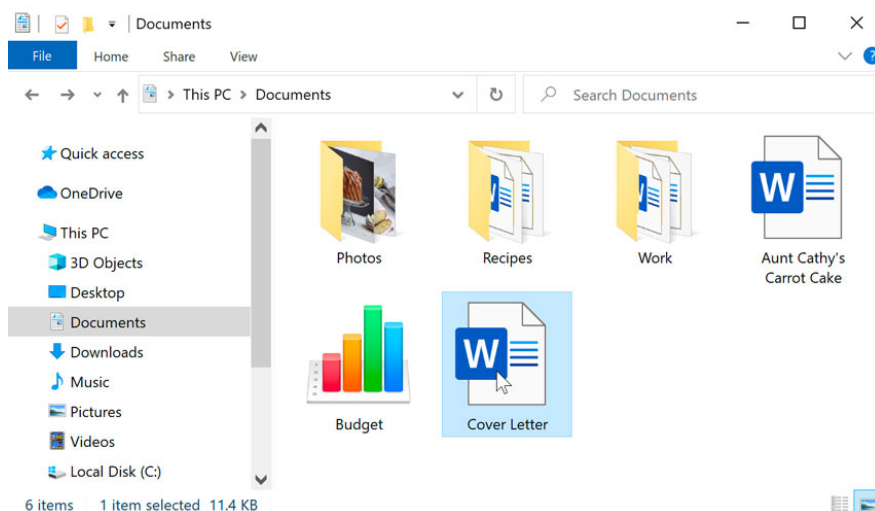
Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1st term – Lecture No. 7 & Lecture Name (Folder)

To open a file:
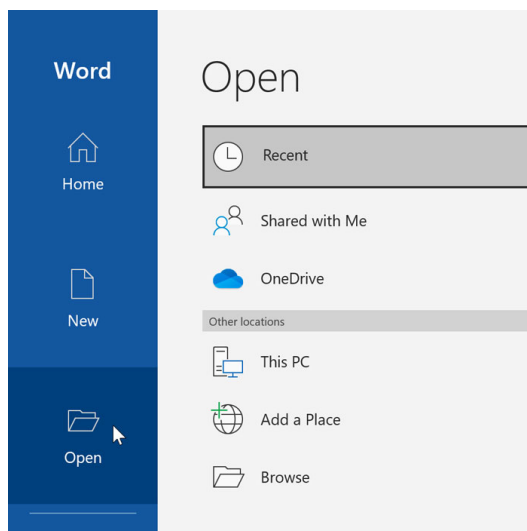
There are two main ways to open a file:

- **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 (**Cover Letter.docx**), which will open in **Microsoft Word**.

- **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**.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
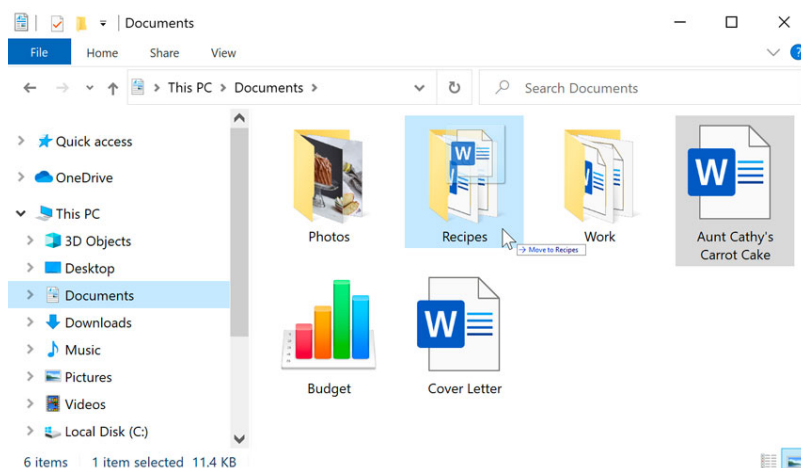**1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)**

Moving and deleting files

As you begin using your computer, you will start to collect more and more files, which can make it more difficult to find the files you need. Fortunately, Windows allows you to **move files** to different folders and **delete files** you no longer use.

To move a file:

It's easy to move a file from one location to another. For example, you might have a file on the **desktop** that you want to move to your **Documents** folder.

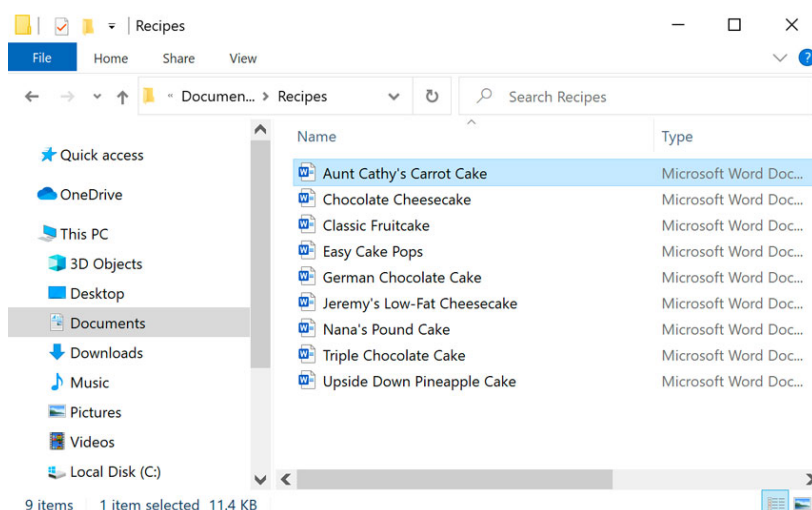1. Click and drag the file to the desired location.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
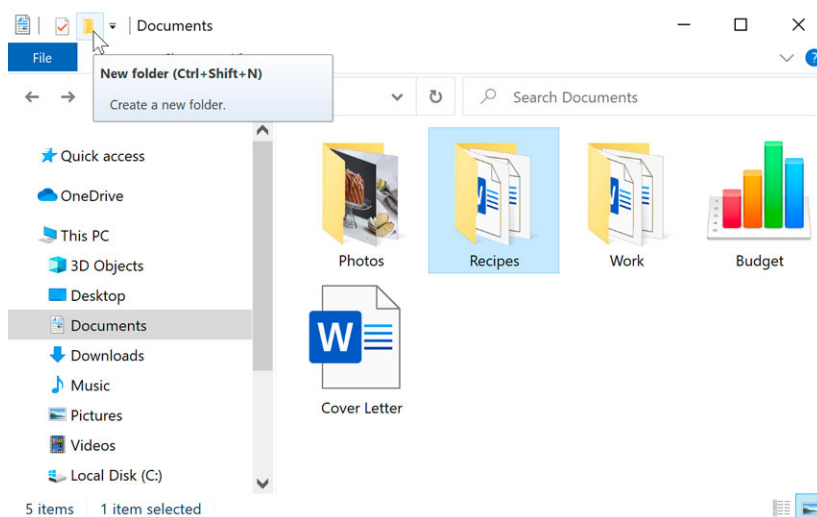**1st term – Lecture No. 7 & Lecture Name (Folder)**

2. Release the mouse. The file will appear in the new location. In this example, we have opened the folder to see the file in its new location.

You can use this same technique to **move an entire folder**. Note that moving a folder will also move all of the files within that folder.

To create a new folder:

1. Within File Explorer, locate and select the **New folder** button. You can also **right-click** where you want the folder to appear, then select **New > Folder**.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

2. The new folder will appear. Type the desired **name** for the folder and press **Enter**. In our example, we'll call it **School Documents**.

3. The new folder will be created. You can now move files into this folder.

To rename a 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.
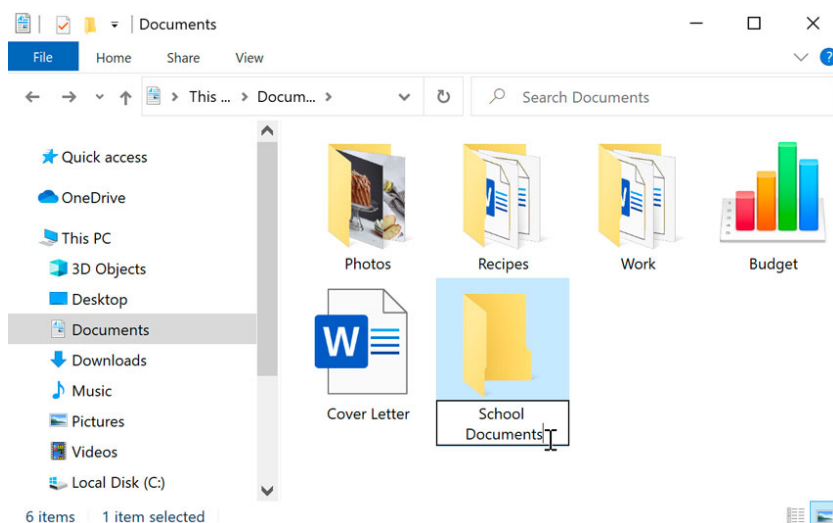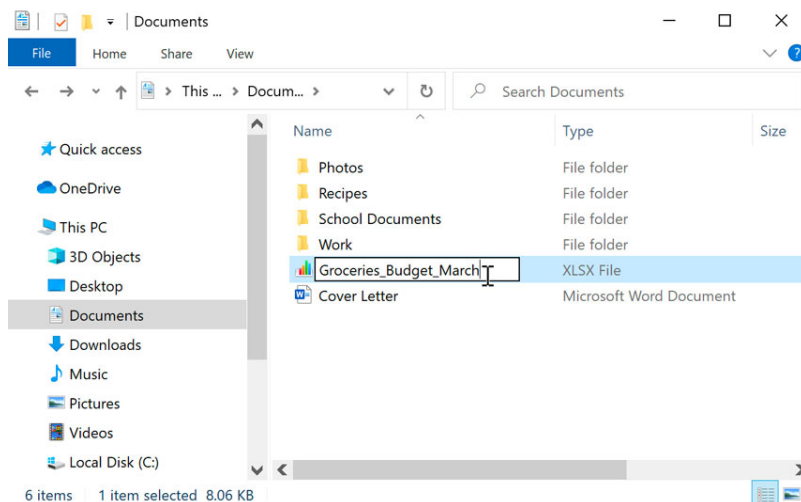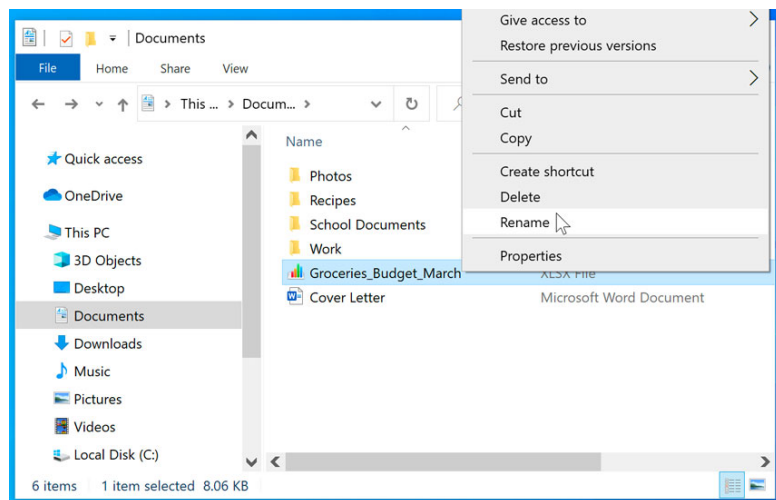2. Type the desired name on your keyboard and press **Enter**. The name will be changed.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

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

To delete a file or folder:

If you no longer need to use a file, you can delete it. When you delete a file, it is moved to the **Recycle Bin**. If you change your mind, you can move the file from the Recycle Bin back to its original location. If you're sure you want to permanently delete the file, you will need to **empty the Recycle Bin**.
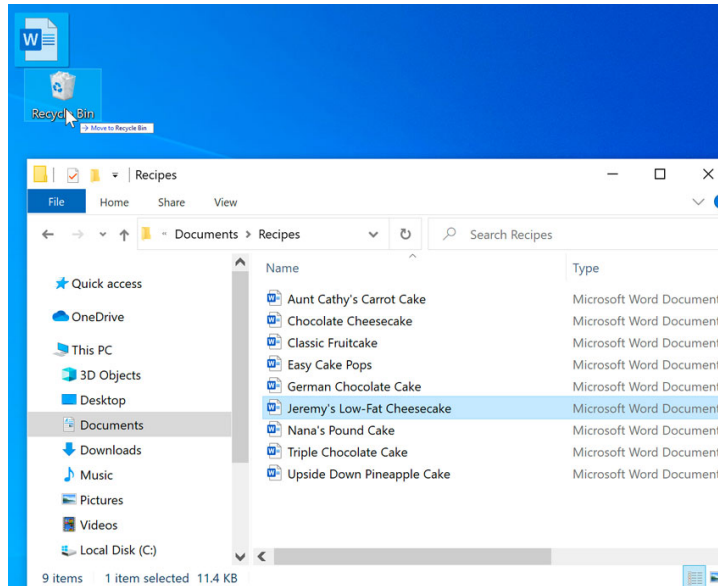
1. Click and drag the file to the **Recycle Bin** icon on the **desktop**. You can also click the file to select it and press the **Delete** key on your keyboard.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1st term – Lecture No. 7 & Lecture Name (Folder)

2. To permanently delete the file, right-click the **Recycle Bin** icon and select **Empty Recycle Bin**. All files in the Recycle Bin will be permanently deleted.

Note that deleting a folder will also delete all of the files within that folder.

Selecting multiple files

Now that you know the basics, here are a few tips to help you move your files even faster.

Selecting more than one file

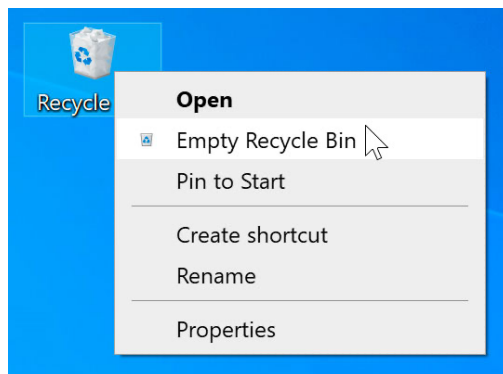There are a few ways to select **more than one file at a time**:

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1st term – Lecture No. 7 & Lecture Name (Folder)

- If you're viewing your files as icons, you can **click and drag the mouse to draw a box** around the files you want to select. When you're done, release the mouse; the files will be selected. You can now move, copy, or delete all of these files at the same time.

- To select **specific files** from a folder, press and hold the **Control** key on your keyboard, then click the files you want to select.

- To select a **group of files** from a folder, click the first file, press and hold the **Shift** key on your keyboard, then click the last file. All of the files between the first and last ones will be selected.
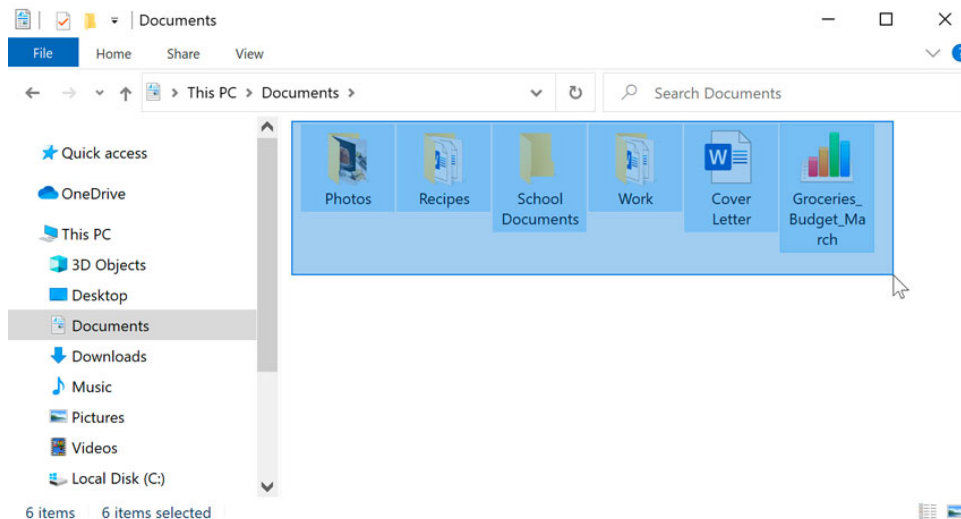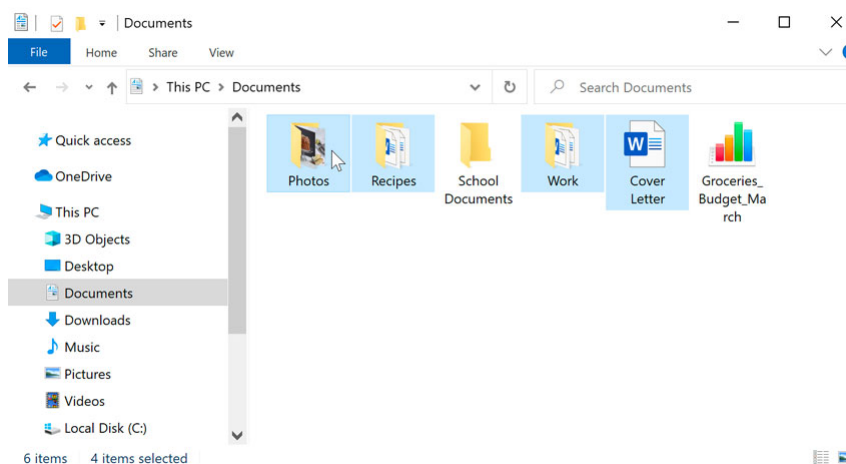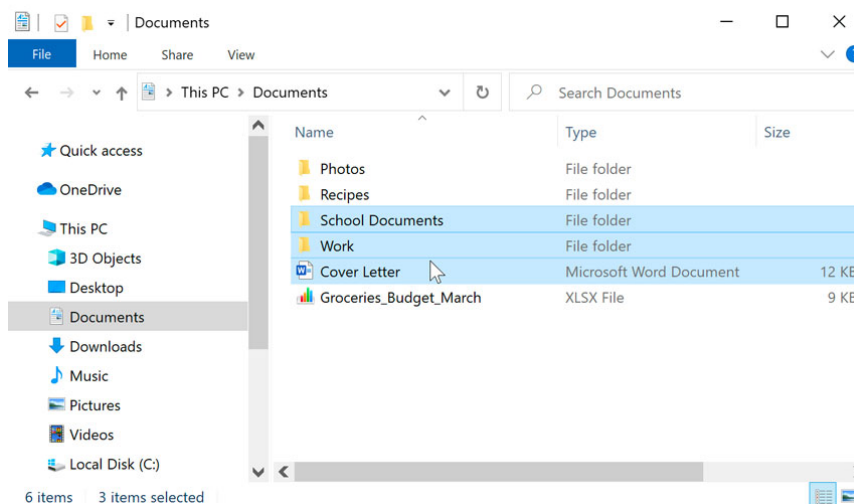
Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

Selecting all files

If you want to select **all files in a folder** at the same time, open the folder in File Explorer and press **Ctrl+A** (press and hold the **Control** key on your keyboard, then press **A**). All of the files in the folder will be selected.

Ctrl+A is an example of a **keyboard shortcut**. We'll talk more about these in our lesson on Keyboard Shortcuts in Windows.

Shortcuts

If you have a file or folder you use frequently, you can save time by creating a **shortcut** on the desktop. Instead of navigating to the file or folder each time you want to use it, you can simply
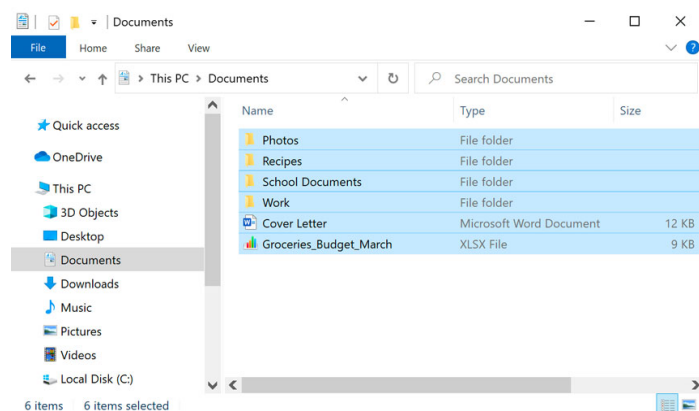
Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1st term – Lecture No. 7 & Lecture Name (Folder)

double-click the shortcut to open it. A shortcut will have a small arrow in the lower-left corner of the icon.

Note that creating a shortcut does **not** create a duplicate copy of the folder; it's simply a way to access the folder more quickly. If you delete a shortcut, it will not delete the actual folder or the files it contains. Also note that copying a shortcut onto a flash drive will not work; if you want to bring a file with you, you'll need to navigate to the actual location of the file and copy it to the flash drive.

To create a shortcut:

1. Locate and right-click the desired folder, then select **Send to Desktop (create shortcut)**.

2. A shortcut to the folder will appear on the desktop. Notice the arrow in the lower-left corner of the icon. You can now double-click the shortcut to open the folder at any time.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
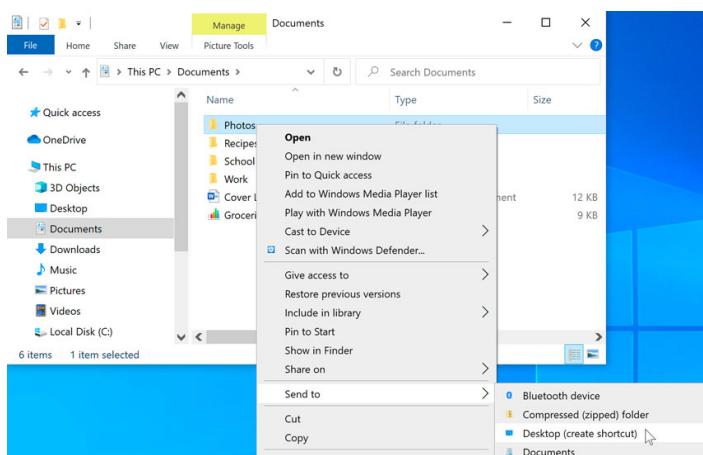**1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)**

You can also hold the **Alt** key on your keyboard, then click and drag the folder to the desktop to create a shortcut.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
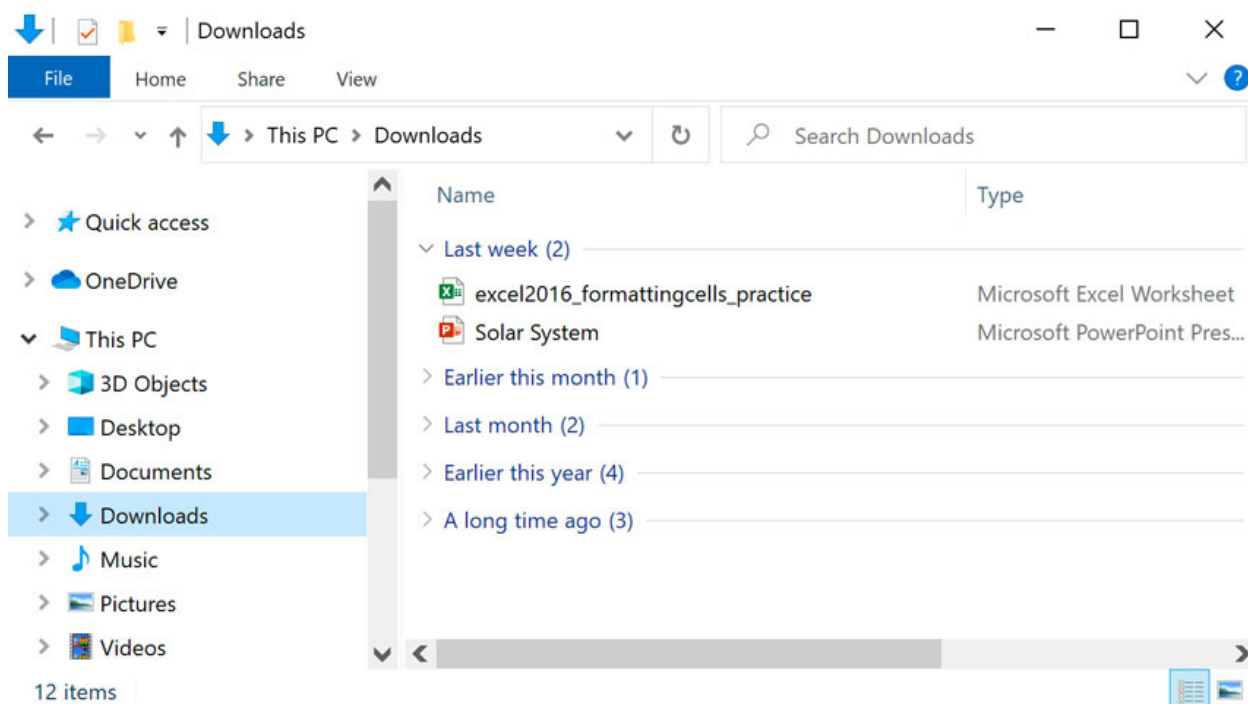**1st term – Lecture No. 7 & Lecture Name (Folder)**

Finding files on your computer

In the previous lesson, we talked about how folders can help to keep your files **organized**. However, there may be times when you have trouble **finding a certain file**. If this happens to you, don't panic! The file is probably still on your computer, and there are a few simple ways to find it. In this lesson, we'll show you different techniques you can use to find your files, including **searching** and looking in **common places**.

Common places to look for files

If you're having a difficult time finding a file, there's a good chance you can find it in one of the following places:

- **Downloads**: By default, your computer will place downloaded files in a specific folder, known as the **Downloads** folder. If you're having trouble finding a file you downloaded from the Internet, such as a photo attached to an email message, this is the **first place** you should look. To view the Downloads folder, open **File Explorer**, then locate and select **Downloads** (below **Favorites** on the left side of the window). A list of your recently **downloaded files** will appear.
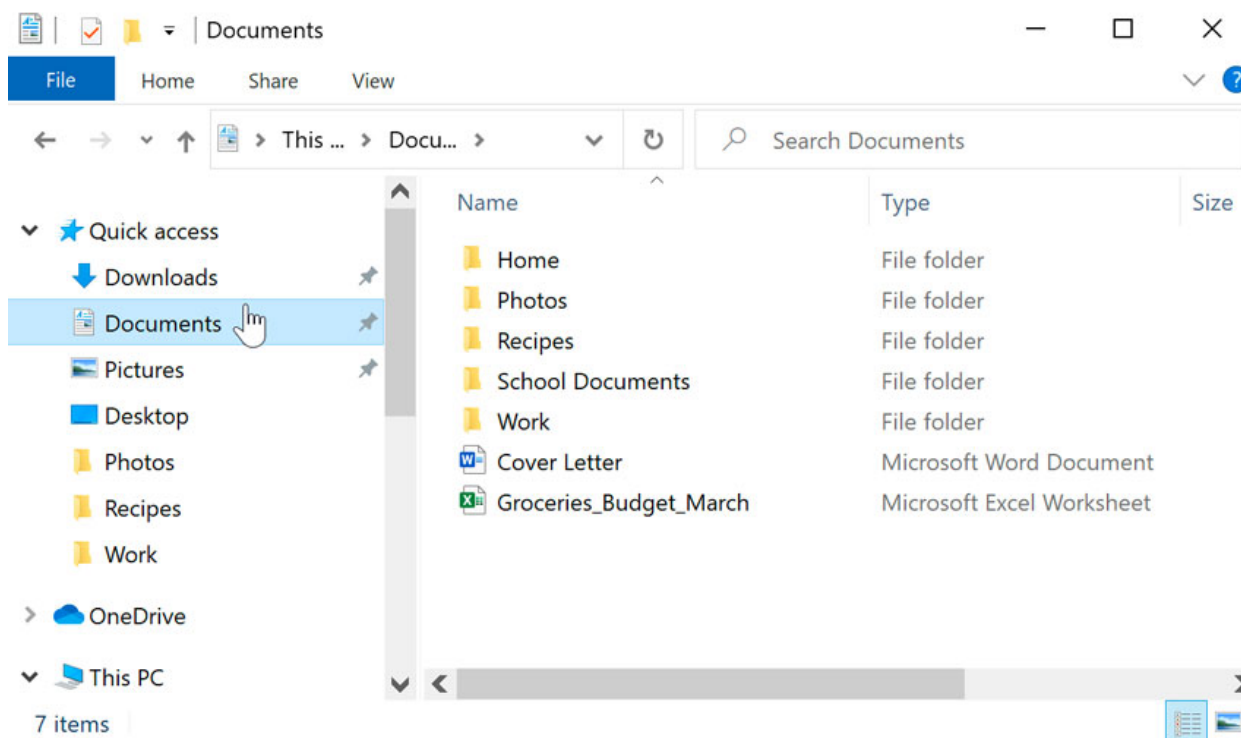
Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

- **Default folders**: If you don't specify a location when saving a file, Windows will place certain types of files into default folders. For example, if you're looking for a Microsoft Word document, you could try looking in the **Documents** folder. If you're looking for a photo, try looking in the **Pictures** folder. Most of these folders will be accessible on the left side of the File Explorer window.

- **Recycle Bin**: If you deleted a file by mistake, it may still be in the Recycle Bin. You can double-click the Recycle Bin icon on the desktop to open it. If you find the file you need, click and drag it back to the desktop or to a different folder.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
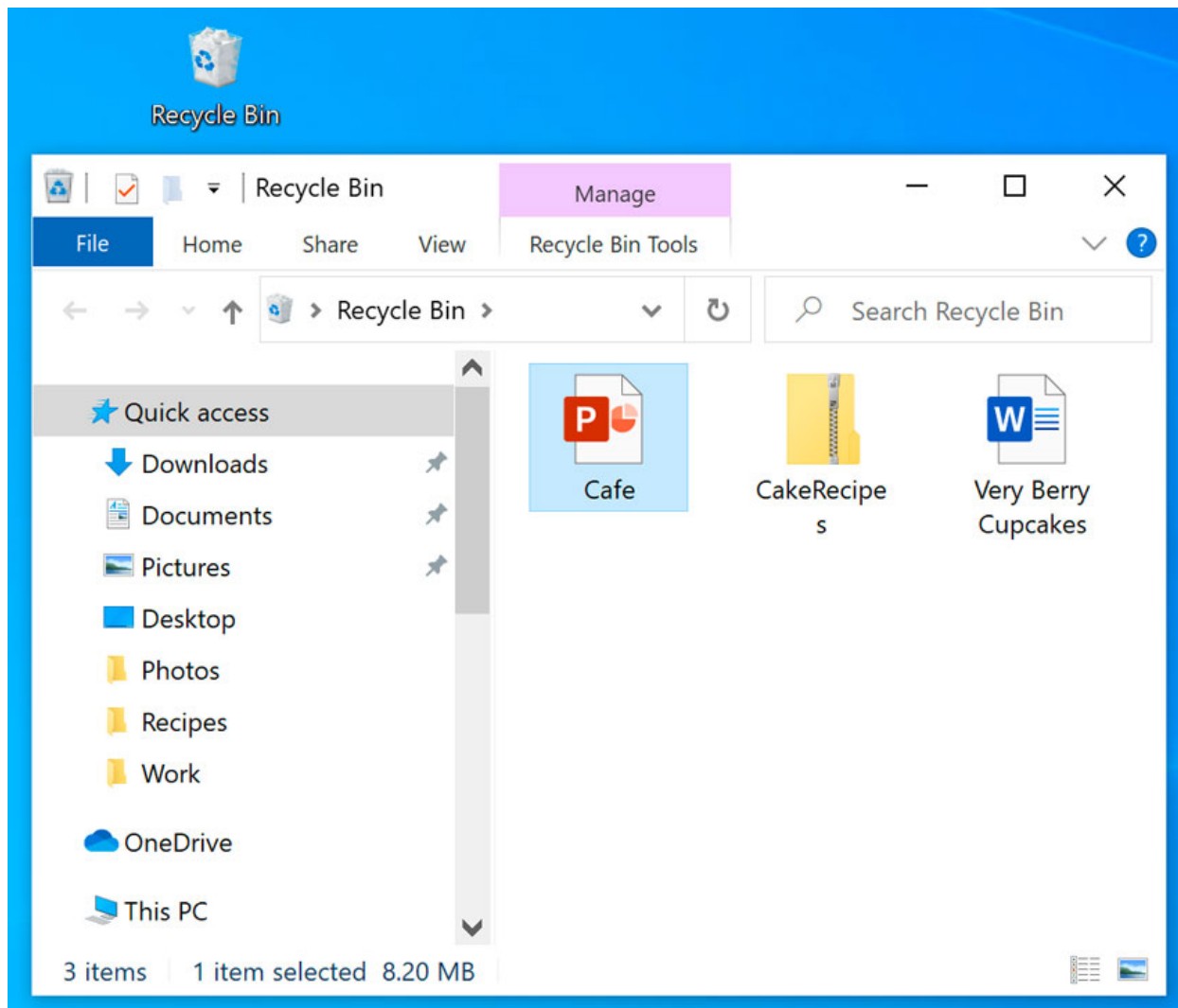**1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)**

Searching for files

Let's say you recently downloaded a few photos that were attached to an email message, but now you're not sure where these files are on your computer. If you're struggling to find a file, you can always **search for it**. Searching allows you to look for **any file** on your computer.
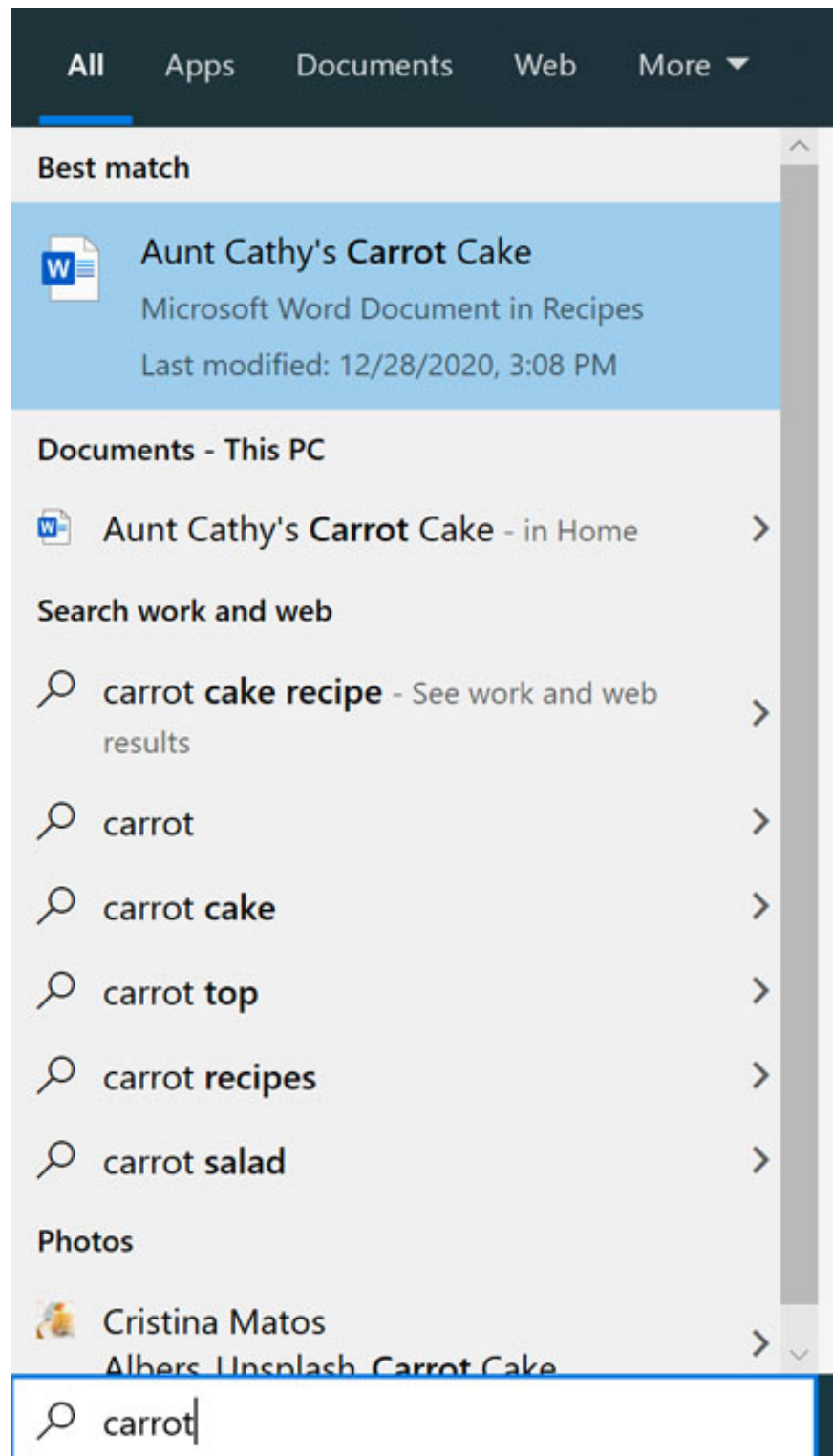
To search for a file (Windows 10):

In the **Search Box** next to the Start button, type to search for a file. The search results will appear above the search box.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

All	Apps	Documents	Web	More ▼

Best match

📄 **Aunt Cathy's Carrot Cake**
Microsoft Word Document in Recipes
Last modified: 12/28/2020, 3:08 PM

Documents - This PC

📄 Aunt Cathy's **Carrot** Cake - in Home >

Search work and web

🔍 carrot **cake recipe** - See work and web results >

🔍 **carrot** >

🔍 **carrot cake** >

🔍 **carrot top** >

🔍 **carrot recipes** >

🔍 **carrot salad** >

Photos

👤 Cristina Matos
Albers Unsplash **Carrot** Cake >

🔍 carrot

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
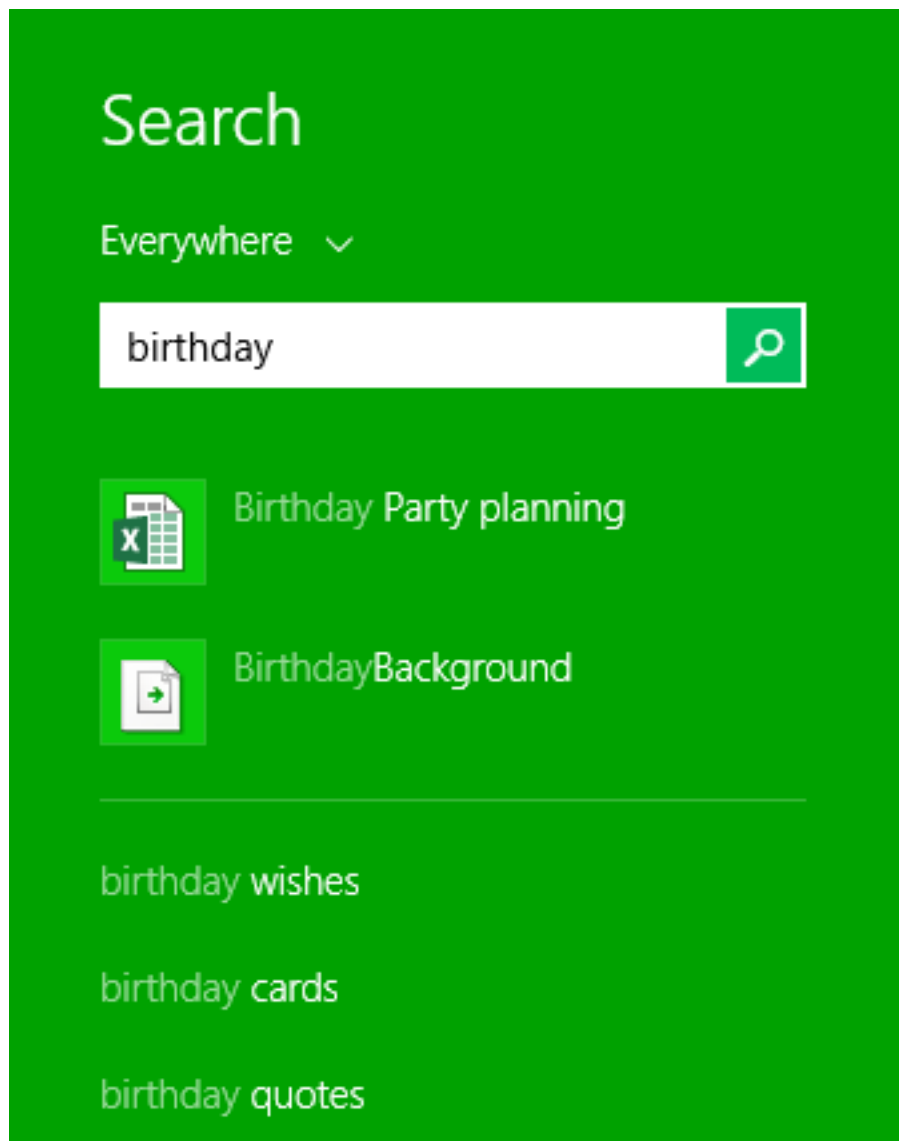**1st term – Lecture No. 7 & Lecture Name (Folder)**

To search for a file (Windows 8):

Click the **Start button** to go to the **Start screen**, then start typing to search for a file. The search results will appear on the right side of the screen. Simply click a file or folder to open it.
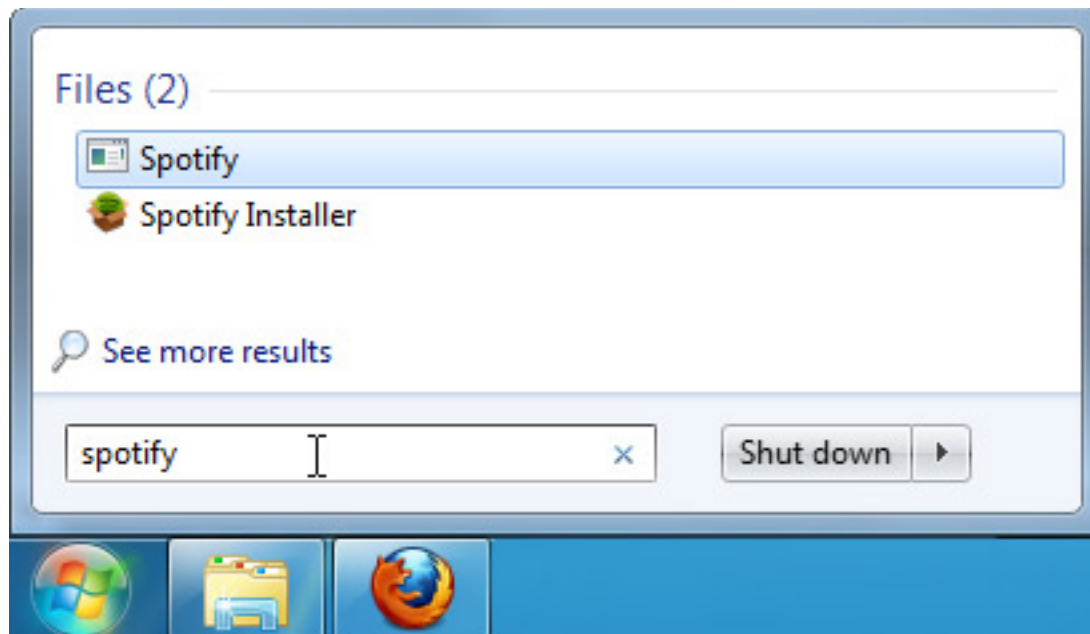

To search for a file (Windows 7 and earlier):

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.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
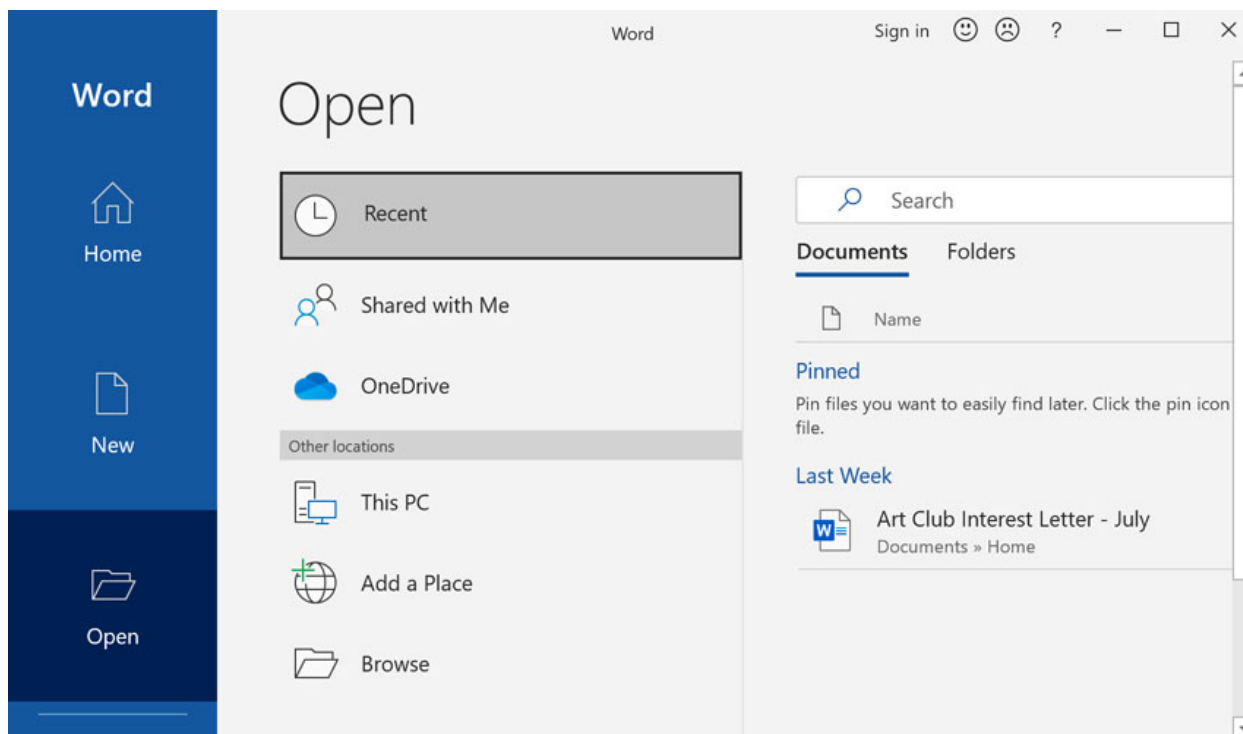**1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)**

Tips for finding files

If you're still having trouble finding the file you need, here are some additional tips.

- **Try different search terms**. If you're using the search option, try using different terms in your search. For example, if you're looking for a certain Microsoft Word document, try searching for a few different file names you might have used when saving the document.
- **Open the last application used to edit the file**. If you know you used a certain application to edit a file, open that application and select **File > Open > Recent** from the menu. The file may appear in the list of recently edited files.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

- **Move and rename the file after finding it**. Once you've located the file, you may want to **move it to a related folder** so you can find it more easily in the future. For example, if the file is a picture, you might move it to your **Pictures** folder. You may also want to give it a file name that will be easy to remember. You can review our lesson on Working with Files to learn more about managing files.

Lesson 5: Common Computer Tasks
Common computer tasks

Learning how to use a computer can feel overwhelming at times. Fortunately, there are some common computer skills that will **work the same way** in almost any situation. Once you learn how to use these skills, you'll be able to use them to perform a variety of tasks on your computer. In this lesson, we'll talk about some common commands you can use in almost any application, including **cut**, **copy**, **paste**, and **undo**.

The Menu bar

Most applications have a **Menu bar** at the top of the window. Each menu has a set of **commands** that will perform a specific action within the program. While each application is different, there are some common commands that **work the same way**, no matter which application you're using.

Email (noor.abdulkareem@uomus.edu.iq)

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

Whenever you open a program for the first time, try clicking these menus to see the various options available.
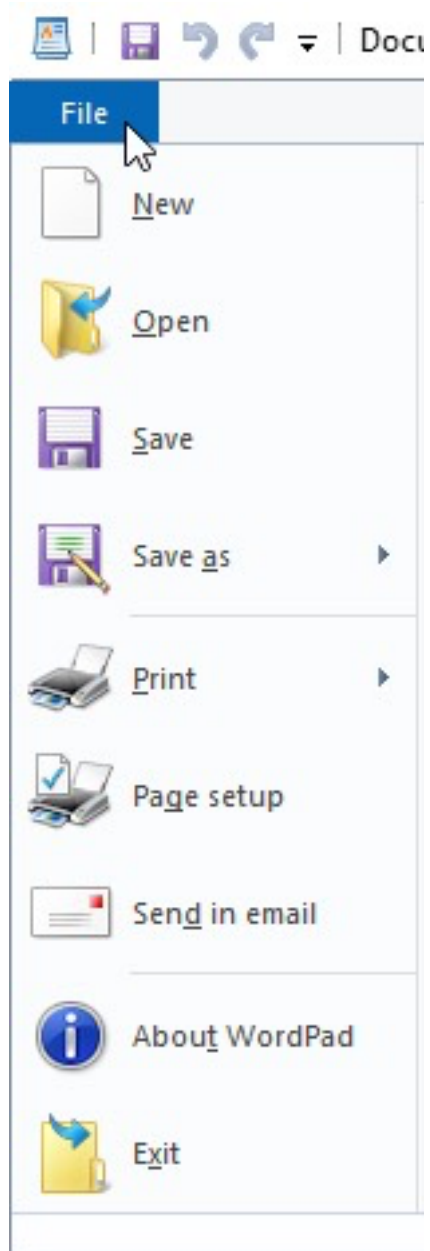

File menu commands

You'll find the **File** menu on the leftmost side of the Menu bar in almost every application. The File menu will usually have the same type of commands. For example, you can create a **new** file, **open** an existing file, and **save** the current file, among other functions.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

Cut, copy, and paste

Many applications allow you to **copy** items from one place and then **paste** them to another. For example, if you're working with a word processor, you might copy and paste text to avoid typing the same thing over and over. If there's something you want to move from one place to another, you can **cut and paste** instead.

Email (noor.abdulkareem@uomus.edu.iq**)**

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

To copy and paste:

1. Select the item you want to copy. In our example, we'll select a word in a document.
2. Right-click the mouse and select **Copy** from the menu that appears. You can also press **Ctrl+C** on your keyboard.

3. Locate and right-click the desired location for the item, then select **Paste**. You can also press **Ctrl+V** on your keyboard.

4. The item will be copied to the new location. Notice how the original text that was copied has not been moved or changed.

Email (noor.abdulkareem@uomus.edu.iq)

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

April 22, 2013
Ms. Susan Everdeen
Sue's Skydiving, Inc.
151 Adventure Circle
Ithaca, New York 12464

Dear Ms. Everdeen

When I was introduced to skydiving five years ago, I knew I had found a life-long passion. After considerable training, practice, and (of course) jumping, I am ready to share my love of skydiving with others. I feel that I am qualified to provide a safe, exciting, and confident skydiving experience for your customers. Please take a moment to review some of the skills that I believe make me a good fit for this position:

To cut and paste:

1. Select the item you want to cut. In our example, we'll select a paragraph of text in a document.
2. Right-click the mouse and select **Cut** from the menu that appears. You can also press **Ctrl+X** on your keyboard.

April 22, 2013
Ms. Susan Everdeen
Sue's Skydiving, Inc.
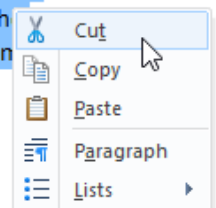151 Adventure Circle
Ithaca, New York 12464

Dear Ms. Everdeen,

When I was introduced to skydiving five years ago, I knew I had found a life-long passion. After considerable training, practice, and (of course) jumping, I am ready to share my love of skydiving with others. I feel that I am qualified to provide a safe, exciting, and confident skydiving experience for your customers. Please take a moment to review some of the skills that I believe make me a good fit for this position:

I am writing to express my interest in the recently posted Skydiving Instructor position. As a frequent customer, I am quite familiar with Sue's Skydiving. I was always impressed by the professionalism of your pilots and instructors and your commitment to sharing the exciten of skydiving with others.

Certifications

USPA Member (United States Parachuting Association) 2008-2013

✂	Cut
📋	Copy
📋	Paste
▤	Paragraph
☰	Lists ▸

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

3. Locate and right-click the desired location for the item, then select **Paste**. You can also press **Ctrl+V** on your keyboard.

April 22, 2013
Ms. Susan Everdeen
Sue's Skydiving, Inc.
151 Adventure Circle
Ithaca, New York 12464

Dear Ms. Everdeen,

|

Whe ✂ Cut   to skydiving five years ago, I knew I had found a life-long passion. After
consi 📋 Copy   ractice, and (of course) jumping, I am ready to share my love of
skydi 📋 Paste   feel that I am qualified to provide a safe, exciting, and confident
skydi ᴇ¶ Paragraph   your customers. Please take a moment to review some of the skills that
I beli ☰ Lists   ► od fit for this position:

Certifications

USPA Member (United States Parachuting Association) 2008-2013

Class A, B, and C Parachuting License 2012-2013

4. The item will be pasted, or moved, to the new location. In our example, we used the cut and paste commands to move the second paragraph above the first paragraph.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

April 22, 2013
Ms. Susan Everdeen
Sue's Skydiving, Inc.
151 Adventure Circle
Ithaca, New York 12464

Dear Ms. Everdeen,

I am writing to express my interest in the recently posted Skydiving Instructor position. As a frequent customer, I am quite familiar with Sue's Skydiving. I was always impressed by the professionalism of your pilots and instructors and your commitment to sharing the excitement of skydiving with others.

When I was introduced to skydiving five years ago, I knew I had found a life-long passion. After considerable training, practice, and (of course) jumping, I am ready to share my love of skydiving with others. I feel that I am qualified to provide a safe, exciting, and confident skydiving experience for your customers. Please take a moment to review some of the skills that I believe make me a good fit for this position:
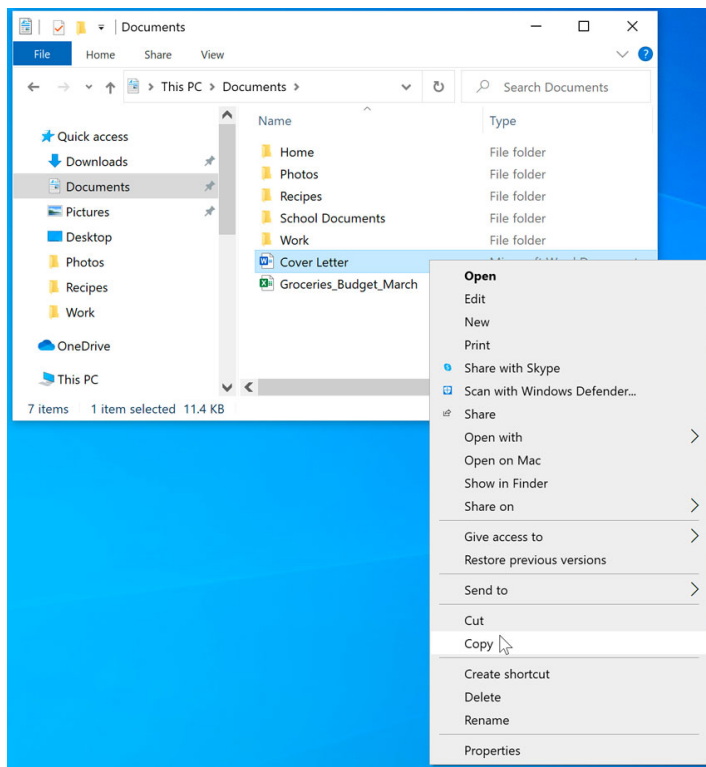
To copy and paste files:

You can use the cut, copy, and paste commands for a variety of tasks on your computer. For example, if you wanted to create a **duplicate** copy of a file, you could **copy it** from one folder to another.
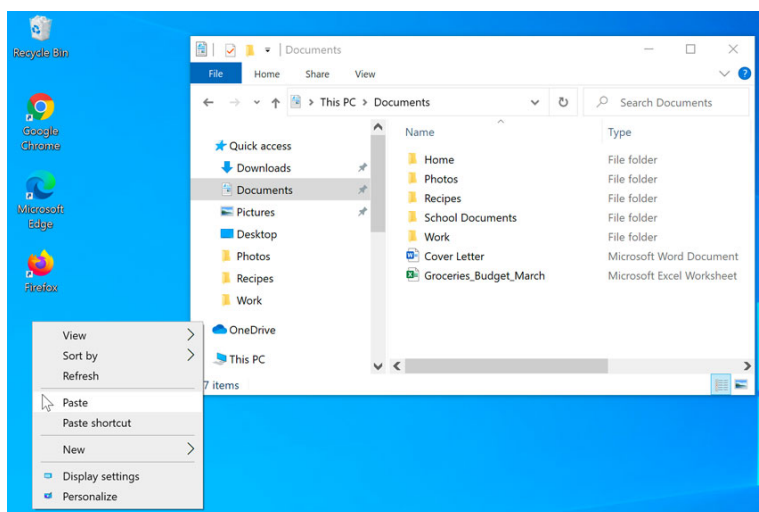
1. Right-click the file and select **Copy** from the menu that appears. You can also press **Ctrl+C** on your keyboard.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1st term – Lecture No. 7 & Lecture Name (Folder)

2. Locate and right-click the new location, then select **Paste**. You can also press **Ctrl+V** on your keyboard. In our example, we'll paste the file to the **desktop**.
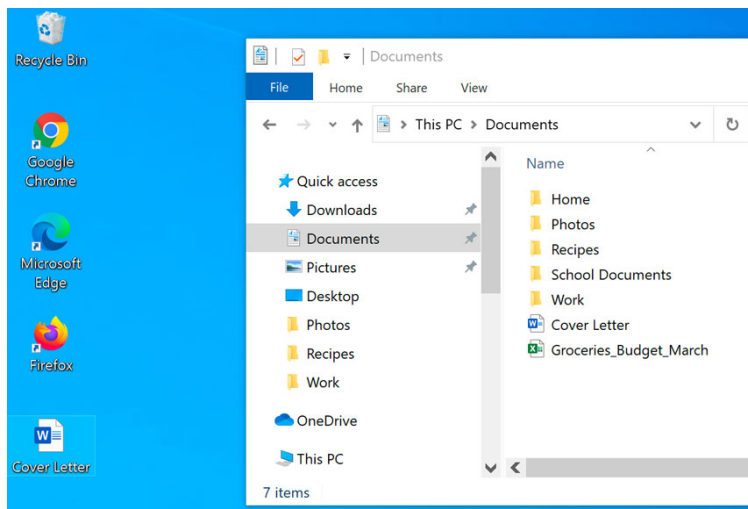
Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
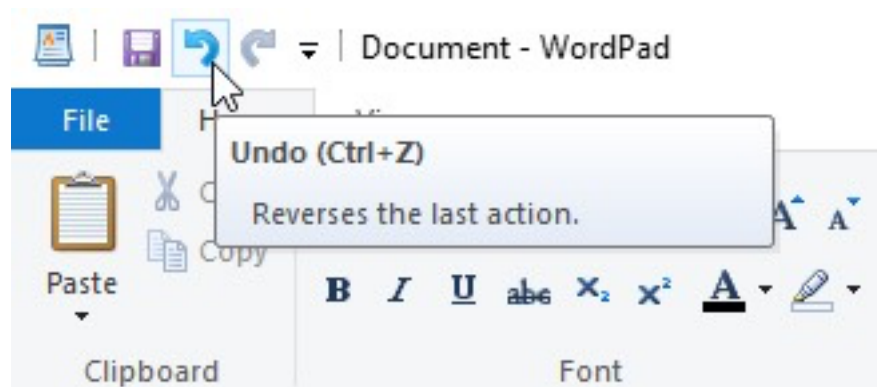**1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)**

3. The duplicate file will appear. Notice how the original file has not been moved or changed. Also, note that if you make a change to the original file, it will **not** update any copies of that file.

Copying a file is **not** the same as creating a shortcut. You can review our lesson on Working with Files to learn more about using shortcuts.

Undoing changes

Let's say you're working on a text document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Most applications allow you to **undo your most recent action** when you make a mistake like this. Just locate and select the **Undo** command, which is usually in the upper-left corner of the window near the Menu bar. You can also press **Ctrl+Z** on your keyboard. You can continuing using this command to undo multiple changes in a row.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

Note that the Undo command will work almost all of the time, but not in every situation. For example, if you empty the Recycle Bin to permanently delete a file, you can't undo the action.

Now you know some of the most commonly used commands, which you'll be able to use in almost any application on your computer. As we mentioned earlier in this lesson, you can also use **keyboard shortcuts** to perform these commands even faster. We'll talk more about keyboard shortcuts in our lesson on Keyboard Shortcuts in Windows.

Lesson 6: Adjusting Your Settings
Adjusting your settings

At some point, you may want to adjust your computer's **settings**. For example, you might want to change your **desktop background** or modify your **Internet settings**. You can change these settings and more from the **Control Panel**.
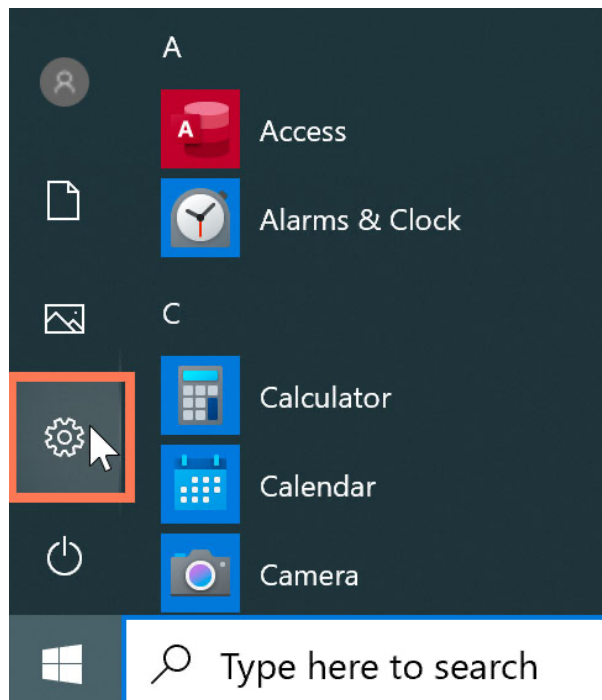
However, in Windows 10, the Control Panel has mostly been replaced by the **Settings app**. The Control Panel is still available, but most of the tasks and settings are now also located in the Settings app.

To open the Settings app (Windows 10):
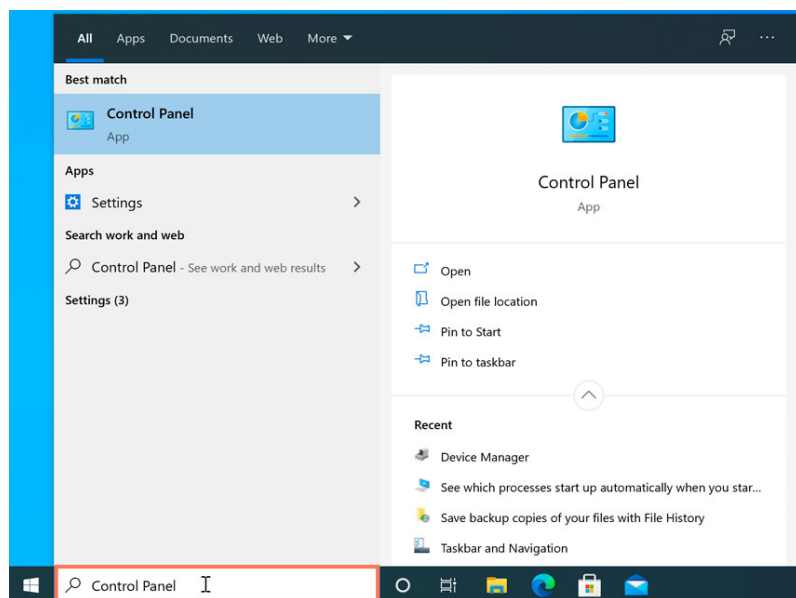
Click the **Start** button, then select the **gear** icon.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

To open the Control Panel (Windows 10):

Type **Control Panel** in the **Search Box** next to the Start button. Then, select the Control Panel app from the menu.
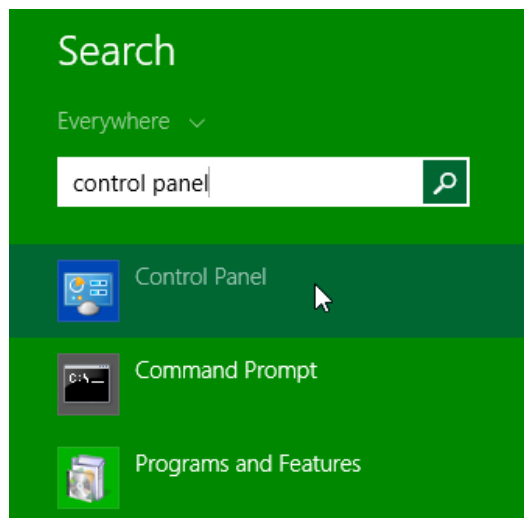
Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

To open the Control Panel (Windows 8):

In Windows 8, you can open the Control Panel directly from the Start screen. Using your keyboard, type **Control Panel** and press the **Enter** key.
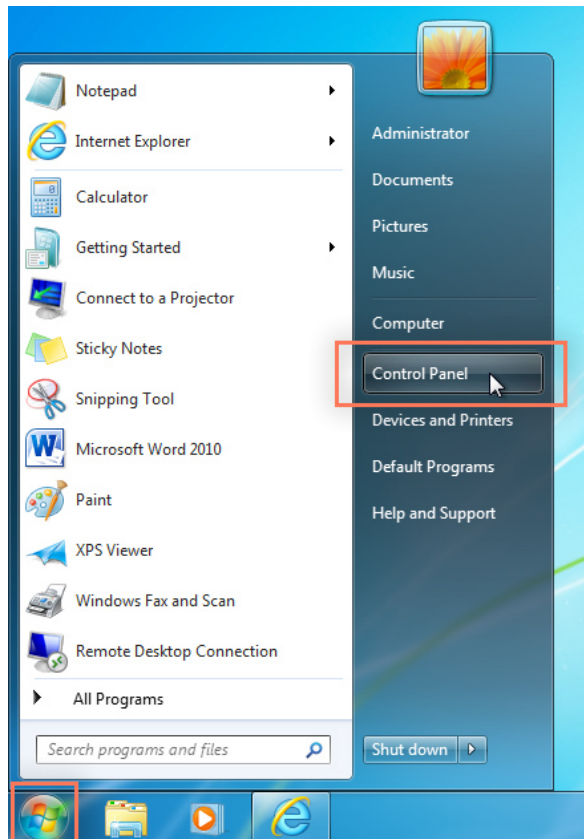

To open the Control Panel (Windows 7 and earlier):

1. Click the **Start** button, then select **Control Panel**.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)

2. The Control Panel will appear. Simply click a setting to adjust it. In this example, we'll click **Change desktop background** to choose a new wallpaper for our desktop.

Al-Mustaqbal University / College of Engineering Technology
Department (Communications Technical Engineering)
Class (First)
Subject (Computer) / Code (UOMU0000017)
Lecturer (Dr. Noor AbdAlKarem Mohammedali)
1ˢᵗ term – Lecture No. 7 & Lecture Name (Folder)