



جامعة المستقبل
كلية العلوم
قسم الفيزياء الطبية



computer science

Lecture 6

Subject: Accessing computer contents-Hard Disk Partitions

Class: First stage

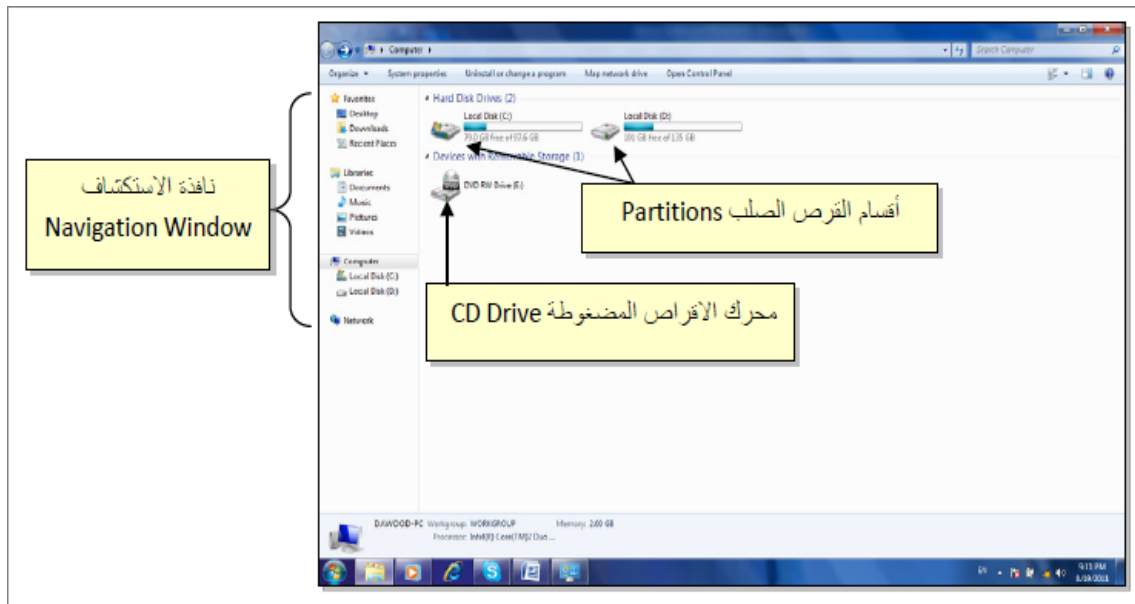
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When you double-click the My Computer icon on the desktop, the hard disk partitions will appear. A computer may contain up to four main partitions, typically labeled as C:, D:, E:, and F:. In addition, there is the CD Drive.



- You can access any partition by double-clicking it.
- The **C:** partition is usually reserved for installing the Windows operating system and application programs; therefore, it is recommended not to access or modify it without sufficient knowledge.



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- To run a compact disc, insert it into the CD drive and double-click the drive icon. Some discs support **Auto Run**, meaning they start automatically when inserted.
- The **Navigation Window** provides quick access to different parts of the computer, allowing users to move between partitions with a single click

Main Operations on Folders and Files

1. Navigating Between Directories

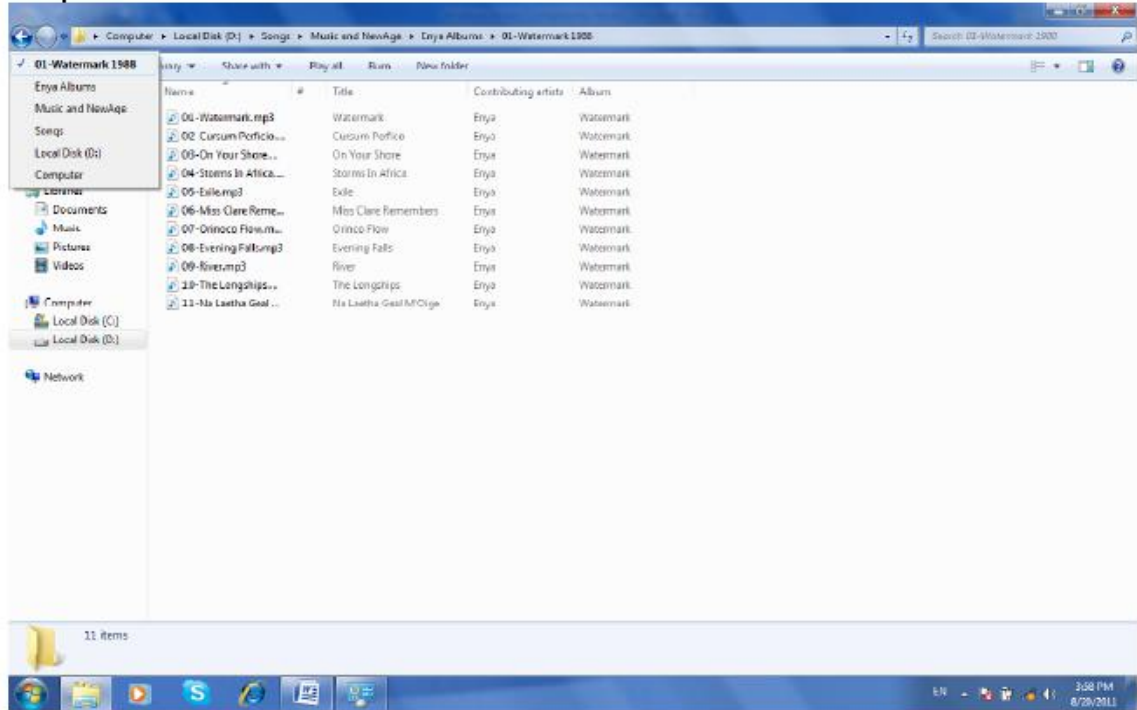
- **To open a folder, double-click on it.**
- **To return to the previous location, click the Back button located at the top-left of the window.**
- **To move forward, click the Forward button (available only after using the Back function).**
- **To navigate multiple steps, click the arrow next to the Back/Forward buttons and select the desired location from the list.**



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2. Creating a New Folder

Right-click in an empty area within the desired location → select New → Folder. A new folder will appear with the default name “New Folder.”



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3. Renaming a File or Folder

Right-click on the file or folder → select Rename → type the new name.

Note: To switch between Arabic and English keyboard input, use the language icon at the bottom-right of the screen.

4. Copying Files or Folders

Right-click the item → select Copy → navigate to the destination → right-click → select Paste.

Note: To copy multiple items, click and drag the mouse to select them.

5. Moving Files or Folders

Right-click the item → select Cut → navigate to the destination → right-click → select Paste.



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6. Deleting Files or Folders

There are two methods:

- **Move to Recycle Bin:**

Right-click the item → select Delete → confirm.

Files can be restored later from the Recycle Bin by selecting Restore.

- **Permanent Deletion:**

Select the item → press Shift + Delete → confirm.

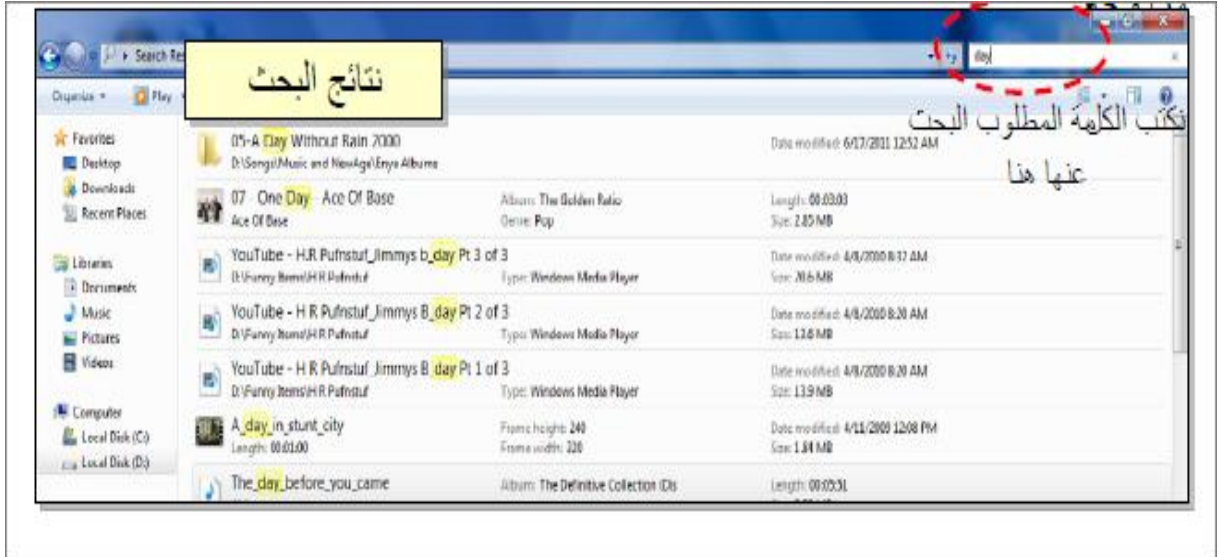
This removes the item permanently.

7. Searching for Files

Navigate to the desired partition or folder → type part of the file name in the search field → results will appear. Double-click to open the file.



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Windows Accessories

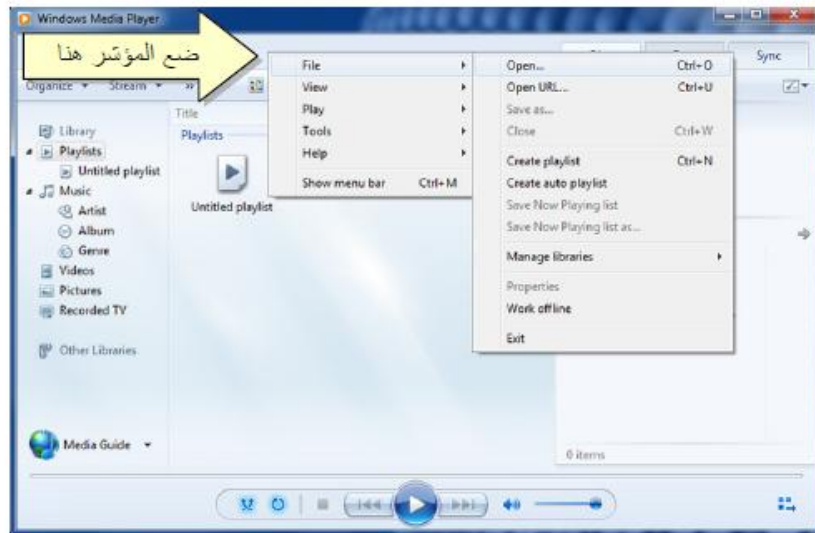
1. Windows Media Player

Used to play audio and video files. It can be accessed via:

Start → All Programs → Windows Media Player.



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2. Paint

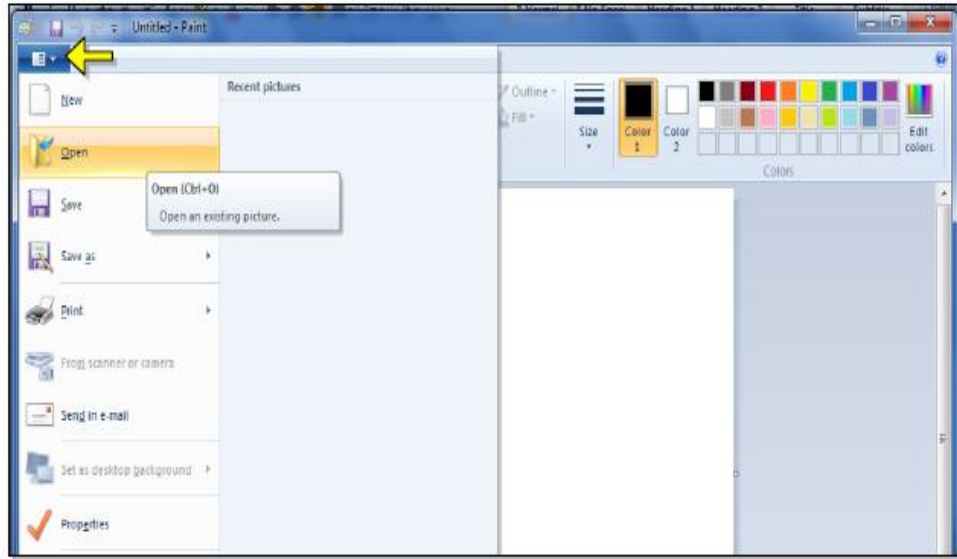
Used for simple drawing and basic image editing.

Access: Start → All Programs → Accessories → Paint.





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3. Calculator

Functions like a standard calculator.

Access: Start → All Programs → Accessories → Calculator.



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4. Games

Windows includes simple built-in games accessible through:

Start → All Programs → Games.



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Control Panel

The Control Panel is used to modify system settings.

Key options include:

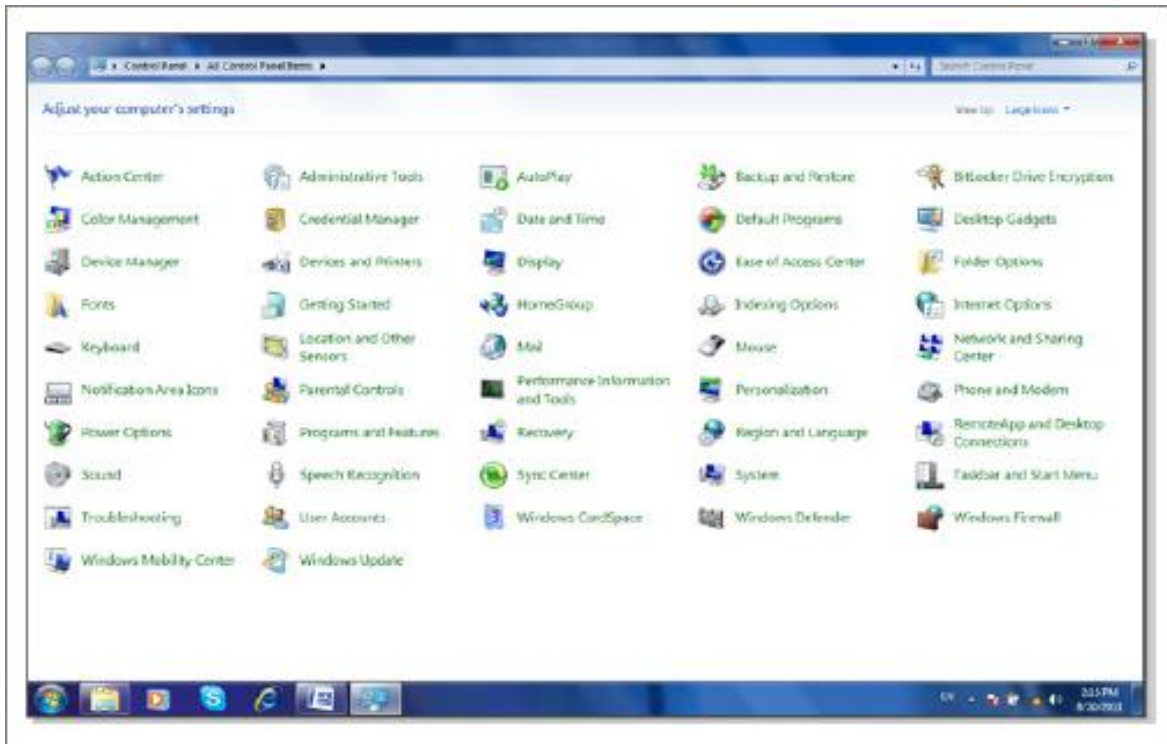
- **Date and Time:** Adjust system date and time.
- **Desktop Gadgets:** Add tools like clocks and calendars to the desktop.
- **Device Manager:** View hardware status and detect driver issues.



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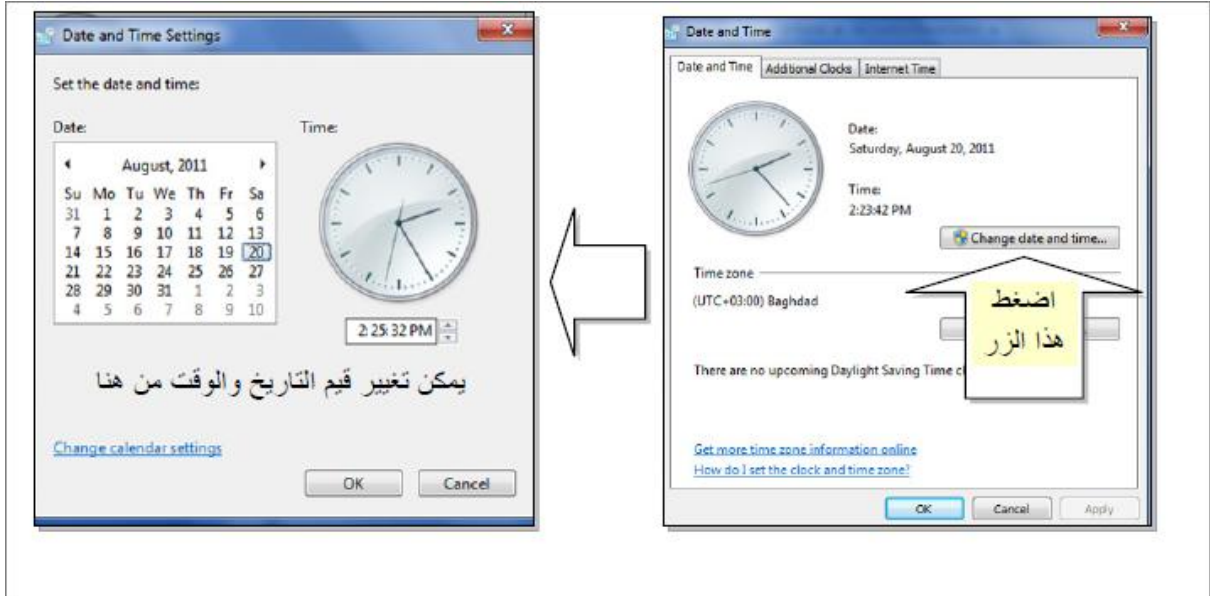


- **Devices and Printers: Manage connected devices and set the default printer.**
- **Folder Options: Show or hide hidden files.**
- **Programs and Features: Install or uninstall software.**
- **Region and Language: Change date formats and add keyboard languages.**
- **User Accounts: Manage users and permissions.**





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User Account Types

- 1. Administrator: Full access, including installing programs and changing system settings.**
- 2. Standard User: Limited access; cannot install or remove programs.**
- 3. Guest: Very limited access; cannot modify settings or install software.**



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Keyboard Shortcuts

- **Enter: Open selected item**
- **Arrow Keys: Navigate**
- **Delete: Delete selected item**
- **Backspace: Delete text backward**
- **Windows Key: Open Start menu**
- **Shift: Capital letters**
- **Caps Lock: Toggle uppercase typing**
- **Ctrl + A: Select all**
- **Ctrl + C: Copy**
- **Ctrl + X: Cut**
- **Ctrl + V: Paste**
- **Ctrl + S: Save**
- **Ctrl + P: Print**
- **F1: Help**
- **F2: Rename**
- **F5: Refresh .**