
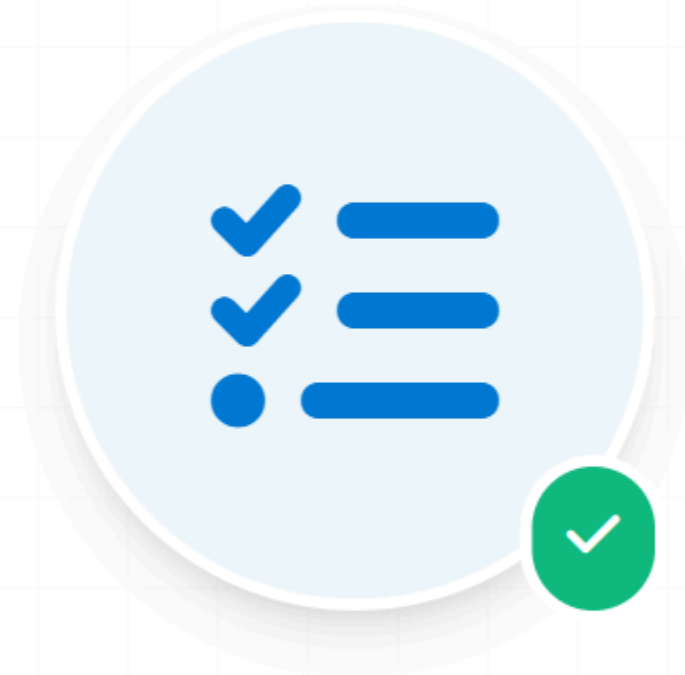




قسم الادلة الجنائية Introduction to Windows & Basic Computer Skills






 Lab Lecture 1
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Goal of this Lab

Mastering fundamental computer operations and file management.

After completing this lab, students will be able to:

-  Turn the computer on and off correctly
-  Identify the Windows operating system interface
-  Use the mouse and keyboard effectively
-  Open basic programs and applications
-  Create and manage a new folder



Part 1: Starting the Computer

Basic Hardware Operation

Process Flow

Steps to Start the Computer

Follow this sequence to properly boot up your workstation.

1



Power On

Locate and press the **Power button** on the computer case (system unit).

Usually a large circular button

2



System Load

Wait for the **Operating System** (Windows) to load completely.

Takes about 30-60 seconds

3



Log In

Enter your username and password to **Log in** to the system.





Secure access required



What is the Desktop?

The main screen area that you see after you turn on your computer and log on to Windows. Like the top of an actual desk, it serves as a surface for your work.

Desktop Components

COMPONENT	DESCRIPTION
 Desktop	The main background area where windows and icons appear.
 Icons	Small pictures or symbols representing programs, files, or folders.
 Taskbar	The long horizontal bar located at the bottom of the screen showing open apps.
 Start Menu	The main gateway to your computer's programs, folders, and settings.



Mouse Components



Left Button
Primary Action







Right Button
Context Menu



Scroll Wheel
Navigation

Basic Mouse Operations

OPERATION	FUNCTION
 Click	Select an item or execute a command.
 Double Click	Open a program, folder, or file.
 Right Click	Open a menu with options related to the item.
 Drag	Move an item from one place to another.



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Standard Procedure

1

Access Start Menu

Click on the **Start** button located at the bottom-left corner of your screen.

2

Navigate Programs

Select **All Apps** or **Programs** from the list to view installed software.

3

Launch Application

Scroll to find and click on the **desired program** to open it.


Example Scenario

Opening Microsoft Word

Follow the path below to launch the word processor

 Start



 Programs



 Microsoft Word

Tip: You can also search for a program by typing its name immediately after opening the Start menu.



Part 5: Creating a New Folder

File Management Basics

5-Step Process

Steps to Create a Folder

Follow this sequence to organize your files efficiently.

1



Right Click

Click the **Right Mouse Button** on an empty space on the Desktop.

Desktop Area

2



Select New

From the menu that appears, hover over or click on **New**.

Context Menu

3



Select Folder

Click on the **Folder** option from the submenu.

Creates Icon

4



Type Name

Type a meaningful **Name** for your new folder while it is highlighted.

Renaming

5



Press Enter

Press the **Enter Key** on your keyboard to finish creating the folder.

Complete



Rename a Folder

Change the name of an existing item


1 Right Click

Right-click on the folder you want to rename to open the context menu.

2 Select Rename


Look for the **Rename** option or the icon  in the menu.

3 Type & Enter

Type the new name for the folder and press  to save.



Pro Tip: Keyboard Shortcut

Select the folder and press  to rename it instantly.



Delete a Folder

Remove unwanted items

Choose one of the following methods to remove a folder:




Method 1: Mouse

Right-click the folder and select **Delete** from the menu.

OR



Method 2: Keyboard

Click once to select the folder, then press the  key.



Note

Deleted files are moved to the **Recycle Bin** and can be recovered if needed.




Complete the following tasks on your computer workstation:

CREATE

1

Create Main Folder

Create a new folder on your Desktop with the following specific name:

 Computer Lab






STRUCTURE

2

Create Subfolders

Open your new folder and create two additional folders inside it:

 Computer Lab
├──  Word Files
└──  Excel Files



RENAME

3

Rename a Folder

Rename the "Excel Files" folder you just created to the new name below:

 Excel Files →  **Spreadsheets**






Answer the following questions to test your understanding of today's lab:

1

Desktop Definition

What is the Desktop in Windows?

 Write your answer here...

2

Taskbar Function

What is the main function of the Taskbar?

 Write your answer here...

3

Mouse Actions

What is the difference between a Click and a Double Click?

 Write your answer here...

4

Folder Creation

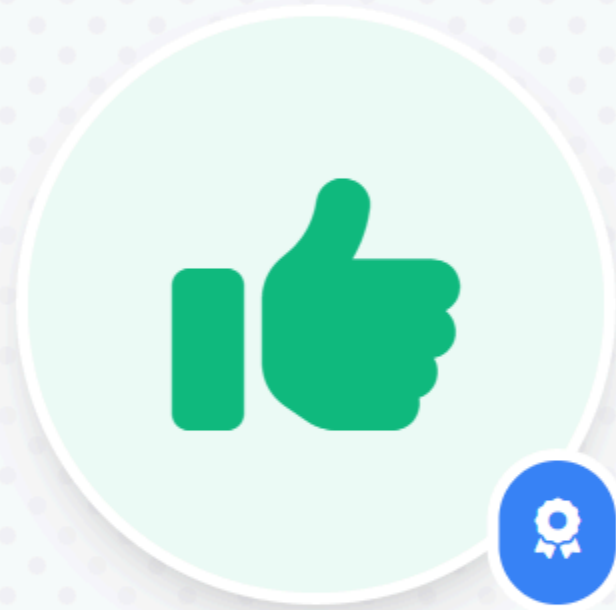
Describe the steps to create a new folder on the Desktop.

 Write your answer here...



Summary






Key Takeaways & Conclusion



Well Done! 🎉

You have successfully completed the first lab session.

Key Takeaways:

-  The **Desktop** is the main workspace in Windows
-  The **Taskbar** helps navigate between open programs
-  **Single Click** selects; **Double Click** opens files/programs
-  **Right-click** provides more options and context menus
-  **New Folders:** Right-click → New → Folder → Name → Enter