



Introduction to Windows

Basic Computer Skills

Introduction to Computers

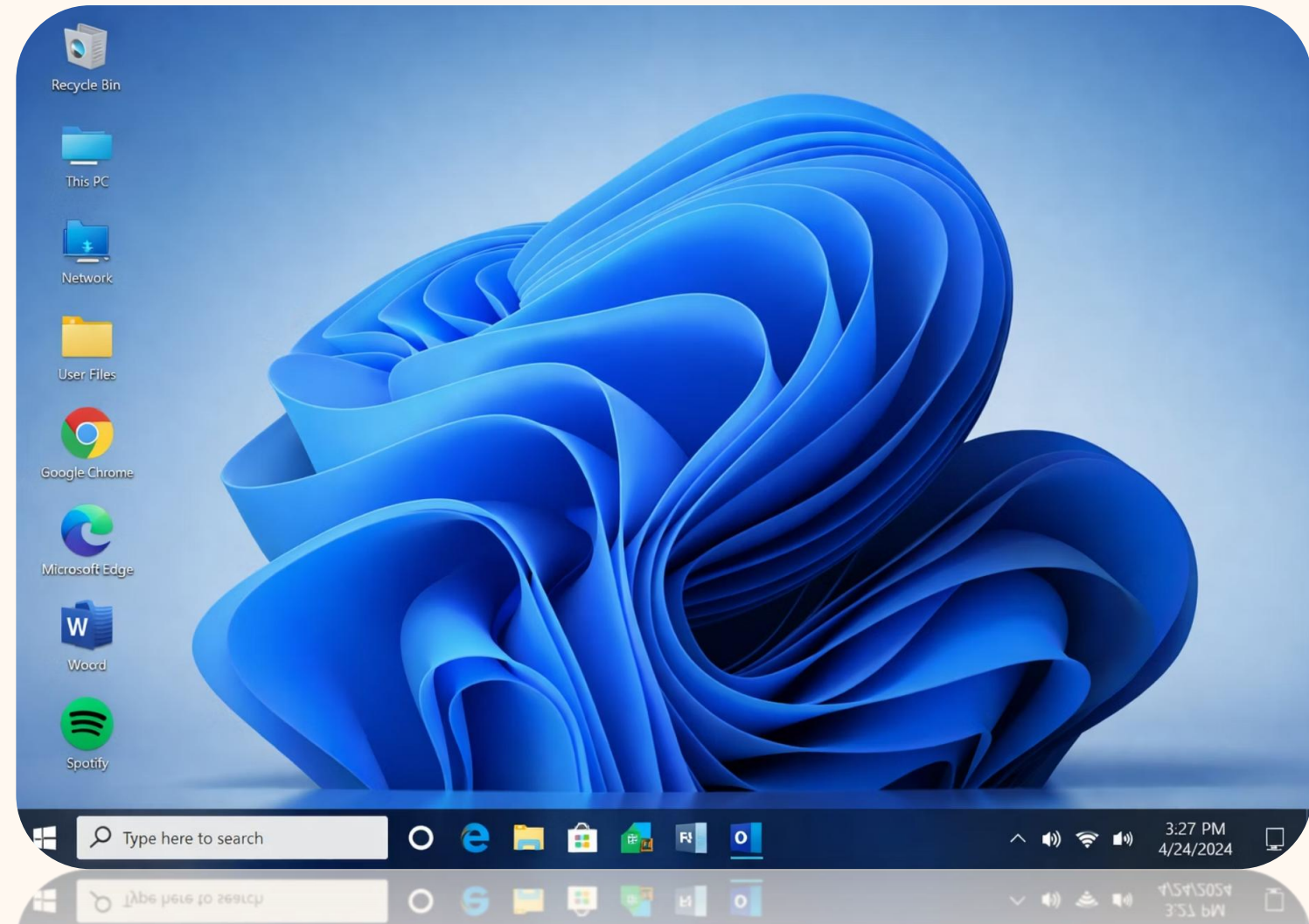
Presented by MSc Abbas Yaseen

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What is Windows?

Windows is an **operating system** developed by Microsoft. It serves as the foundation that connects you with your computer hardware and software.

Without an operating system, your computer cannot function. Windows provides the interface that makes computing accessible and intuitive for everyone.



Use the Computer

Control hardware and interact with your device

Run Programs

Launch applications like browsers, games, and tools

Manage Files

Organize documents, photos, and data

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Windows Desktop

The desktop is your computer's **main workspace**—the first screen you see when Windows starts. Think of it as your virtual desk where you organize important tools and documents.



Icons

Represent programs, files, and folders you can quickly access

Taskbar

Located at the bottom, shows running programs and system tools

Background

Your customizable wallpaper that personalizes the workspace

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Desktop Icons



Icons are **visual symbols** that represent different items on your computer. Each icon provides a quick way to identify and access content without reading long names.



Programs

Applications you can launch like browsers, games, or office software



Files

Documents, images, videos, and other data you create or download



Folders

Containers that organize multiple files in one convenient location



To open any item: Double-click the icon with your mouse

Taskbar

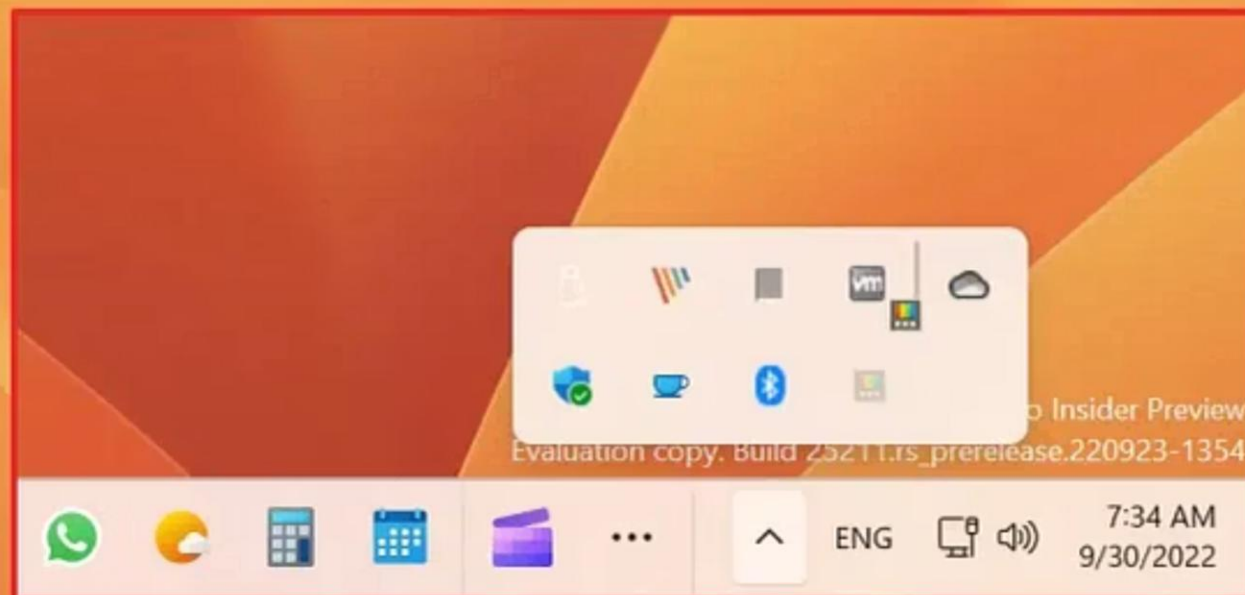
The taskbar sits at the bottom of your screen and acts as your **control center** for managing active programs and accessing system functions.

View Open Programs

See which applications are currently running. Each open program shows as a button on the taskbar.

Quick Access

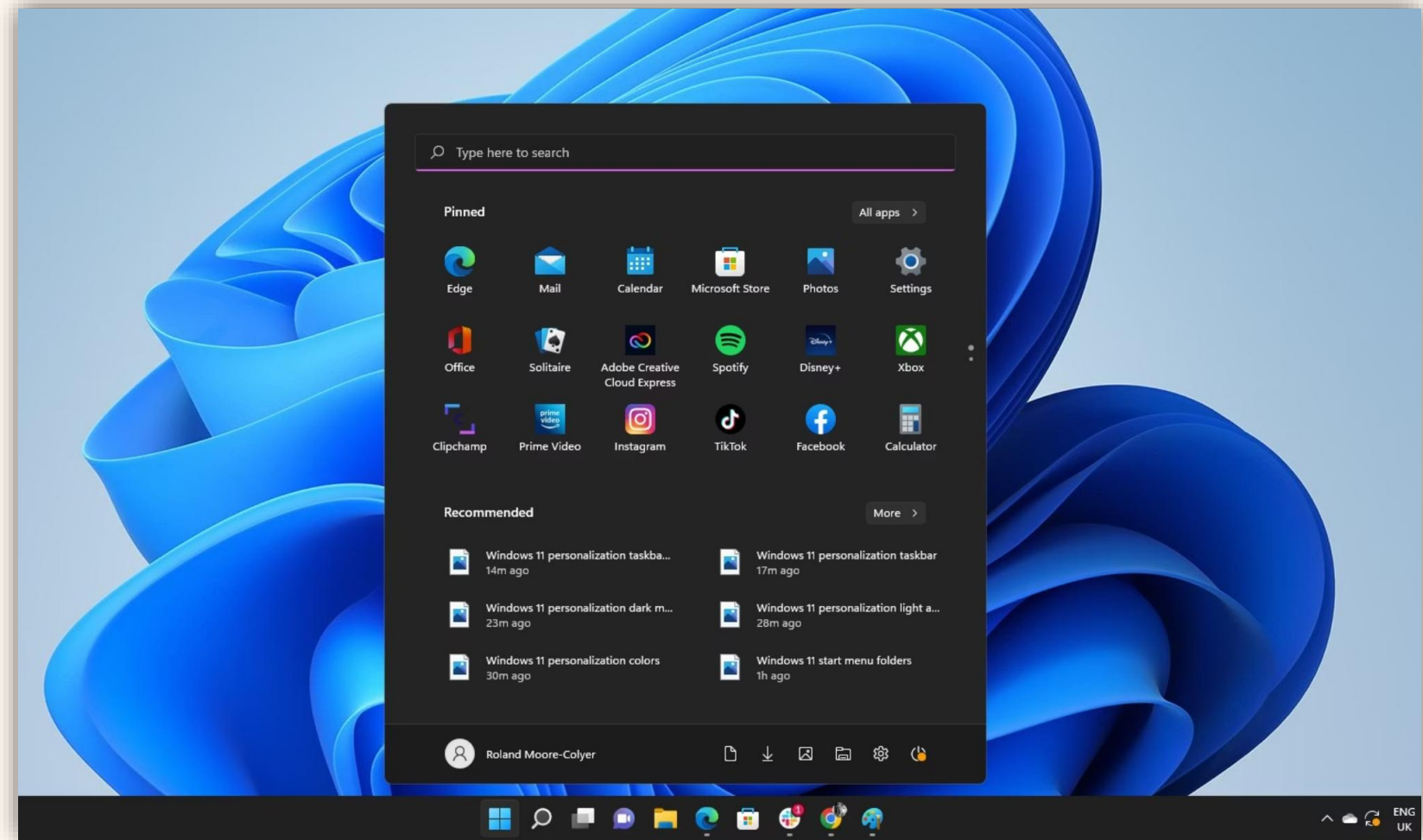
Pins to your favorite programs stay on the taskbar even when not running.



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Start Menu

The Start Menu is your **gateway to everything** Windows offers. Access it by clicking the Windows icon in the bottom-left corner of the taskbar.



01

Open Programs

Browse alphabetized list or pinned favorites to launch any application

02

Search

Type to find files, folders, programs, or settings instantly

03

Shut Down Computer

Power off, restart, or put your computer to sleep safely

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Files and Folders

File

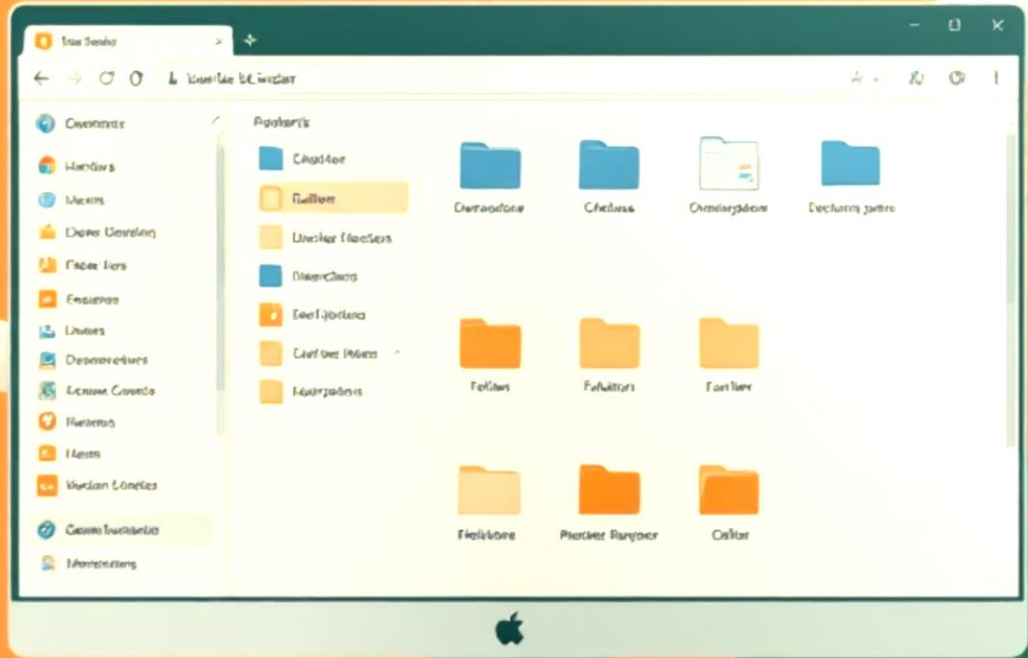
A single piece of data or document containing information. Examples include: documents (.docx), images (.jpg), music (.mp3), or spreadsheets (.xlsx)

Folder

A container used to organize and group multiple files together. Like folders in a filing cabinet, they help keep your digital workspace neat and searchable.

📁 **File Explorer** is the program that helps you navigate through your files and folders. Access it from the taskbar or double-click "This PC" on your desktop.

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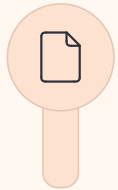
Create a New Folder

Organizing your files starts with creating folders. Follow these simple steps to make a new folder anywhere on your computer.



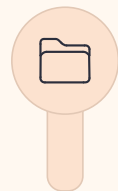
Right-Click

Click the right mouse button in the location where you want the folder



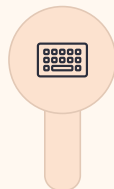
Select "New"

From the menu that appears, hover over or click "New"



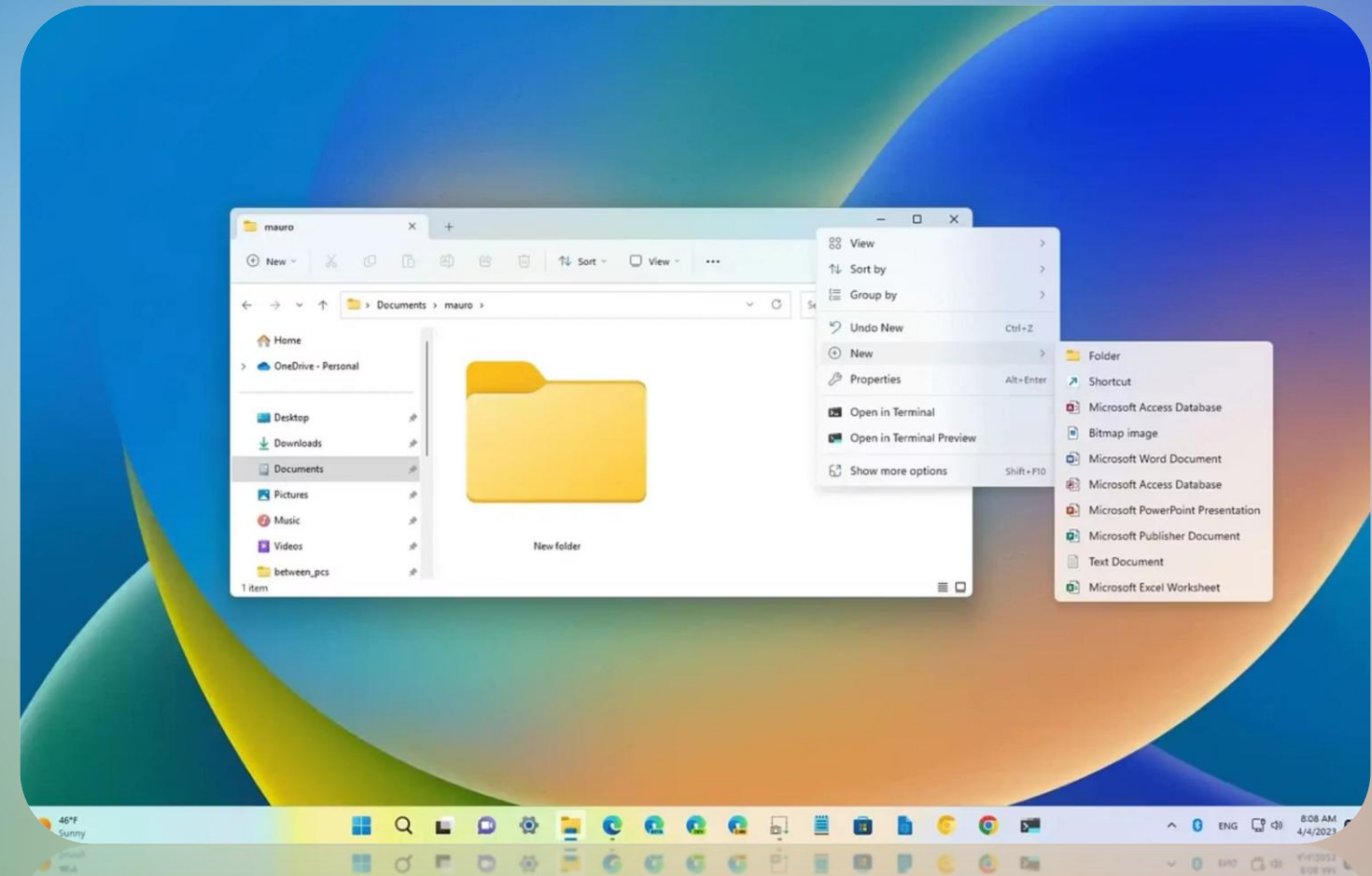
Choose "Folder"

Click "Folder" from the submenu to create a new folder



Type Name

Enter a descriptive name and press Enter to finalize



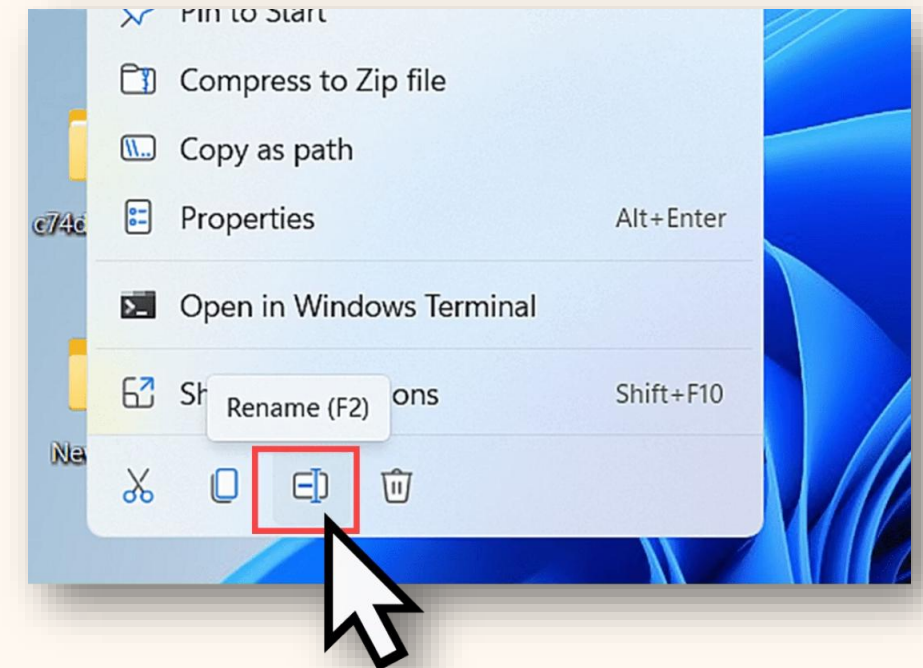
Delete and Rename Files

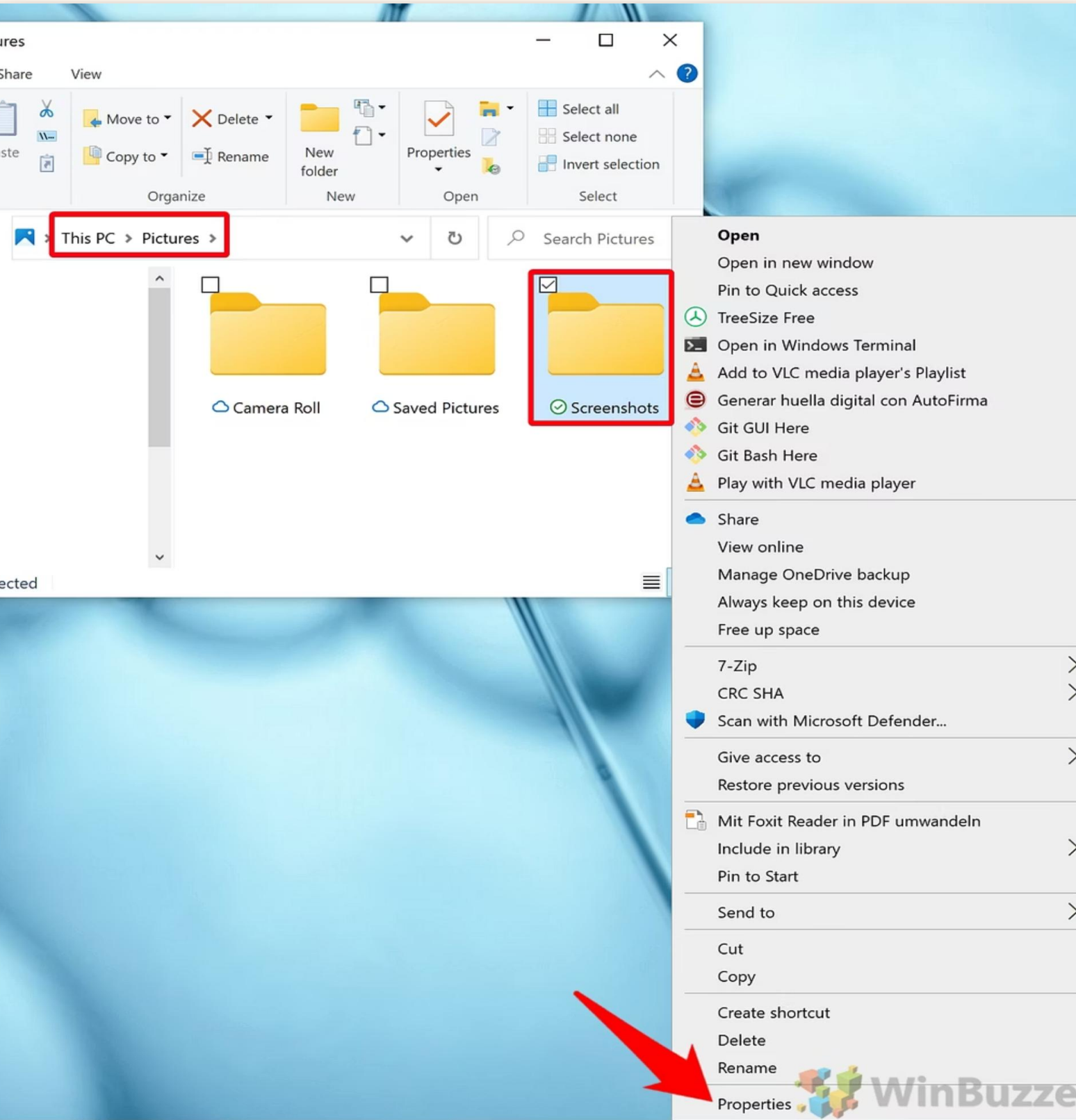
Rename a File or Folder

1. Right-click the file or folder
2. Select "Rename" from the menu
3. Type the new name
4. Press Enter to confirm

Delete a File or Folder

1. Click to select the file or folder
2. Press the Delete key on your keyboard
3. Or right-click and select "Delete"
4. Files go to the Recycle Bin for recovery





Summary and Questions

Windows Basics

An operating system that connects you with your computer hardware and software

Desktop

Your main workspace with icons, taskbar, and background for organization

Files & Folders

Files contain data while folders organize multiple files together neatly

Check Your Understanding

1

What is Windows and why is it important?

2

What are the three main parts of the desktop?

3

How do you create a new folder?

4

What's the difference between a file and a folder?

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