

WINDOWS INTRODUCTION MATERIALS

WINDOWS

Windows is an OPERATING SYSTEM. It was developed by MICROSOFT CORPORATION of Bill Gates. It is called a Graphical User Interface (GUI). It has various versions.

OPERATING SYSTEM EXAMPLES

1. Windows
2. DOS
3. Linux
4. Unix
5. Macintosh (Macs)

WINDOWS VERSIONS

1. Windows 3.1
2. Windows 95
3. Windows 98
4. Windows Me
5. Windows XP
6. Windows Vista
7. Windows 7
8. Windows 8
9. Windows 8.1
10. Windows 10

And

1. Windows NT
2. Windows 2000
3. Windows 2003
4. Windows 2008
5. Windows 2012
6. Windows 2016

WINDOWS FEATURES

1. Desktop
2. Task Bar
3. System Tray
4. Quick Launch
5. Icon
6. Start button
7. Start up Menu
8. Title Bar
1. Ribbon
2. Menu Bar
11. Standard Tool Bar

12. Formatting Tool Bar
13. Close Button
14. Minimise Button
15. Maximise Button
16. Restore Button
17. Ruler
18. Scroll Bars
19. Status Bar
20. Mouse Pointer
21. Cursor
22. Run Box (WinKey+R)
23. Help and Support
24. Control Panel
25. Windows Media Player
26. Clock
27. Devices and Printers
28. Computer
29. Pictures
30. Music

WINDOWS TOOLS

1. Paint
2. Word Pad
3. Note Pad
4. Calculator
5. Desktop Background
6. Screen Saver
7. Search

HOW TO START A PROGRAM?

1. Click START button
2. Point ALL PROGRAMS
3. Point ACCESSORIES
4. Click PAINT

HOW TO SAVE A FILE?

1. Click SAVE icon (or Ctrl+S)
2. Type FILE NAME
3. Click SAVE button

HOW TO OPEN A FILE?

1. Click FILE menu

2. Click OPEN
3. Click the FILE NAME
4. Click OPEN button

HOW TO CREATE A NEW FOLDER?

1. Click START
2. Click MY DOCUMENTS
3. Right click on Blank Space
4. Point to NEW
5. Click FOLDER
6. Give a NAME and enter

HOW TO FIND OUT THE WINDOWS VERSION?

1. Click START
2. Right click on MY COMPUTER
3. Click PROPERTIES
4. Find the WINDOWS version

HOW TO OPEN TASK BAR AND START UP PROPERTIES?

1. Right Click on TASK BAR
2. Click PROPERTIES
3. Make the Settings

HOW TO FIND OUT THE COMPUTER CONFIGURATION?

1. Click START
2. Right click on MY COMPUTER
3. Click PROPERTIES
4. Find the Processor used
5. Find the RAM capacity
6. Open MY COMPUTER
7. Find out the Hard Disk capacity