



पुर्णिमा International School
Shree Swaminarayan Gurukul, Zundal

Class -IV

Super Computer

Year- 2020-21

2. Windows 7

❖ Focus of the Chapter

1. Windows desktop
2. Desktop icons
3. Start Menu
4. Task bar
5. Files and folders
6. Creating & saving new file/folder
7. Selecting a file/folder
8. Opening a file/folder
9. Renaming a file/folder
10. Deleting a file/folder
11. Moving a file/folder
12. Copying a file/folder
13. Creating a shortcut to a file/folder

Keywords

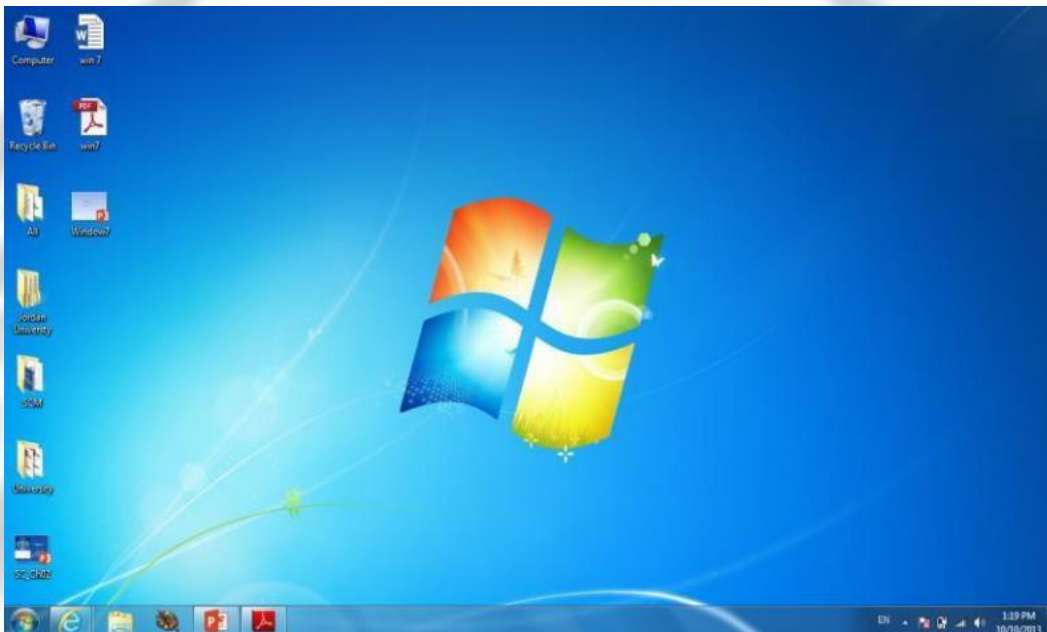
- **Booting** – Loading of the operating system.
- **Taskbar**- The long bar present at the bottom of the desktop
- **Notification area**- The area located on the right side of the taskbar
- **Folder**- A container for storing files and other folders.

Introduction

Windows 7 is an operating system that Microsoft has produced for use on personal computers. It is the follow-up to the Windows Vista Operating System, which was released in 2006.

An operating system allows your computer to manage software and perform essential tasks. It is also a Graphical User Interface (GUI) that allows you to visually interact with your computer's functions in a logical, fun, and easy way. Interact with your computer's functions in a logical, fun, and easy way. *

The first screen appear after you turn on the power of computer is a desktop



- If it is a shared PC; more than one user uses it, or one user with password protected, you will arrive at Welcome Screen



Desktop Components

1- Icons: An icon is a graphic image, a small picture or object that represents a file, program, web page, or command. Icons help you execute commands, open programs or documents quickly. To execute a command by using an icon, click or double-click on the icon. It is also useful to recognize quickly an object in a browser list. For example, all documents using the same extension have the same icon.

We can classify icons as the following

- **Folder Icons**
- **File Icons**
- **Shortcut Icons**



Folder Icons



File Icons



Shortcut Icons

Special Icons on the desktop

• **Recycle bin:**

The Recycle Bin is a location (Folder) where deleted files are temporarily stored on Microsoft Windows. The Recycling Bin allows users to recover files that have been deleted in Windows.



• **My Computer:**

My Computer allows the user to explore the contents of their computer drives as well as manage their computer files. Once My Computer is open, you'll see all available drives on your computer. For most users, you'll only be concerned with the Local Disc (C:) drive, which is the hard drive and what

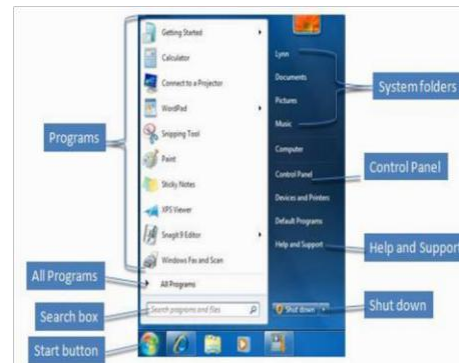


Start Menu Parts

The Start menu for Windows 7 consists of many Parts, to show

Use the Start menu to do these common activities:

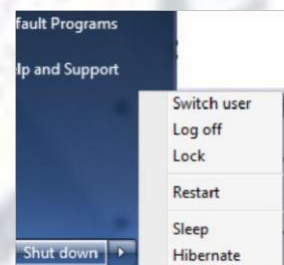
- Start programs
- Open commonly used folders
- Search for files, folders, and programs
- Adjust computer settings
- Get help with the Windows operating system
- Turn off the computer
- Log off from Windows or switch to a different user account



Shutting Down the computer

At the bottom of the right pane is the Shutdown button. Click the Shutdown button to turn off your computer.

Clicking the arrow next to the Shutdown button displays a menu with additional options for switching users, logging off, restarting, or shutting down.



- **Switch user:** If you have more than one user account on your computer, Fast User Switching is an easy way for another person to log on to the computer without logging you off or closing your programs and files.
- **Log off:** When you log off from Windows, all of the programs you were using are closed, but the computer is not turned off.
- **Lock:** Locking your PC is a good option if you'll be back soon. You'll have to enter your password when you come back, which helps keep your work more secure.

- **Restart:** The Restart button "reboots" your computer (it is sometimes called a "warm boot" or "soft boot.") That means it saves your information to the hard drive, turns off the computer for a moment, and then turns it back on again.
- **Sleep:** Clicking on Sleep puts your computer in a low-power state, but doesn't turn it off. The main advantage is that it allows you to get back to work quickly, without having to wait for the computer to do a full reboot

Working with Windows

Whenever you open a program, file, or folder, it appears on your screen in a box or frame called a window (that's where the Windows operating system gets its name). Because windows are everywhere in Windows, it's important to understand how to move them, change their size, or just make them go away. **Parts of a window**

Although the contents of every window are different, all windows share some things in common. For one thing, windows always appear on the desktop - the main work

area of your screen. In addition, most windows have the same basic parts.

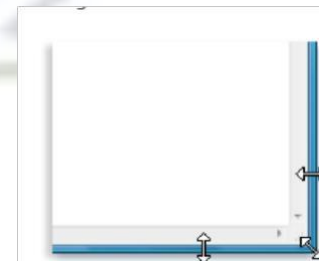
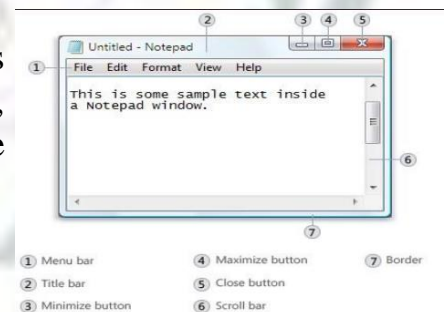
- **Title bar.** Displays the name of the document and program (or the folder name if you're working in a folder).

- **Minimize, Maximize, and Close buttons.** These buttons hide the window, enlarge it to fill the whole screen, and close it, respectively (more details on these shortly).


- **Menu bar.** Contains items that you can click to make choices in a program.

- **Scroll bar.** Let's you scroll the contents of the window to see information that is currently out of view.

- **Borders and corners.** You can drag these with your mouse pointer to change the size of the window.





Closing a window

- Closing a window removes it from the desktop and taskbar. If you're done with a program or document and don't need to return to it right away, close it.
- To close a window, click its Close button 
- If you close a document without saving any changes you made, a message appears that gives you the option to save your changes.

Window part What it's useful for

Navigation pane: Use the navigation pane to access libraries, folders, saved searches, and even entire hard disks. Use the Favorites section to open your most commonly used folders and searches; use the Libraries section to access your libraries. You can also expand Computer to browse folders and subfolders.

Back and Forward buttons: Use the **Back** button  and the **Forward** button  to navigate to other folders or libraries you've already opened without closing the current window. These buttons work together with the address bar; after you use the address bar to change folders.

Toolbar: Use the toolbar to perform common tasks, such as changing the appearance of your files and folders, burning files to a CD, or starting a digital picture slide show. The toolbar's buttons change to show only the tasks that are relevant.

Address bar: Use the address bar to navigate to a different folder or library or to go back to a previous one. **Library pane** The library pane appears only when you are in a library (such as the Documents library). Use the library pane to customize the library or to arrange the files by different properties.

Column headings: Use the column headings to change how the files in the file list are organized. For example, you can click the left side of a column heading to change the order the files and folders are displayed in, or you can click the right side to filter the files in different ways. (Note that column headings are available only in Details view.)

File list: This is where the contents of the current folder or library are displayed. If you type in the search box to find a file, only the files that match your current view (including files in subfolders) will appear.

Search box: Type a word or phrase in the search box to look for an item in the current folder or library. The search begins as soon as you begin typing—so if you type "B," for example, all the files with names starting with the letter B will appear in the file list.

Details pane Use the details pane to see the most common properties associated with the selected file. File properties are information about a file, such as the author, the date you last changed the file, and any descriptive tags you might have added to the file.

Copying

When you copy an item, the original item remains in its original location— plus you have the new copy

- Open the location that contains the file you want to copy.
- Right-click the file, and then click Copy.
- Open the location where you want to store the copy.
- Right-click an empty space within the location, and then click Paste. The copy of the original file is now stored in the new location. **Notes:**
- Another way to copy and paste files is to use the keyboard shortcuts **Ctrl+C** (Copy) and **Ctrl+V** (Paste).
- You can also press and hold the right-mouse button and then drag the file to the new location. When you release the mouse button, click Copy here.

Moving (cut)

Moving a file (or folder) is different from copying it. Moving cuts the item from its previous location and places it in a new location. Copying leaves the original item where it was and creates a copy of the item elsewhere. In other words, when you copy something you end up with two of it. When you move something, you only have the one thing.

- Open the drive or folder containing the file or folder you want to move.
- Select the files or folders you want to move.
- Click the Organize button on the toolbar, and then click Cut.
- Display the destination folder where you want to move the files or folder.
- Click the Organize button on the toolbar, and then click Paste.

Copy or Move a File or Folder Using Drag and Drop

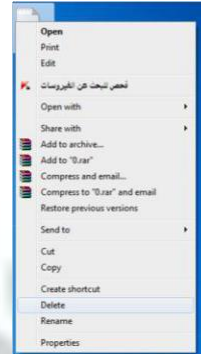
- Open the drive or folder containing the file or folder you want to copy or move.
- Select the files or folders you want to copy or move.
- In the Navigation pane, point to a folder list to display the expand and collapse arrows.
- Click the arrows to display the destination folder, and then click the destination folder.
- Right-click the selected files or folders, drag to the destination folder, and then click Copy **Here** or Move **Here**.

Create a Folder

- Open the drive or folder where you want to create a folder.
- Click the **New folder** button on the toolbar.
- With the New Folder name selected, type a new name.
- Press Enter.

Deleting

- Select the file or folder.
- Click the Organize button and select Delete from the pull-down menu.
- After you select delete a confirmation message appears.



• CHECKPOINT

1. The operating system is the first program to be installed in to a new computer.
2. The start menu displays a list of icons.
3. The long bar present at the bottom of the desktop is called the taskbar.
4. The notification area is located on the left side of the taskbar.

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Exercise Corner

A. Tick (✓) the correct answer.

1. Which of the following is used to go to your computer's programs, folders and settings?

- a. Start menu b. All programs _____
c. Taskbar _____ d. Notification area _____

2. Which of the following are small pictures present on the desktop?

- a. Folders _____ b. Files _____ c. Icons d. Programs _____

3. Which of the following act as a dustbin for a computer?

- a. Computer _____ b. Recycle Bin
c. Notification area _____ d. Taskbar _____

4. Which of the following is a container for storing files?

- a. File _____ b. Folder
c. Start Menu _____ d. Recycle Bin _____

5. What will you do to open a file?

a. Double click on it ✓

b. Right click on it _____

c. Left click on it _____

c. Copy it _____

B. Fill in the blanks.

1. The **Start** menu is also used to shut down the computer

2. The long bar present at the bottom of the desktop is called the **Taskbar**

3. The **Notification** area is located on the right side of the taskbar.

4. A **folder** helps to store files and other folders.

C. Number the steps correctly to create a new file.

1. Choose the location in the left pane of the dialog box, where you want to save the file. 5

2. After completing your work, click on file and then on save. 3

3. Open Ms word. it starts with a blank page. 1

4. Start typing text on the blank page. 2

5. Type the file name in the file name box. 6

6. Click on save. Your file is now saved. 7

1. The save as dialog box appears. 4