

# Working with various features of OS

- Logging to OS
- Defining Desktop
- Identifying icons
- Components of a Window
- Components of a Dialog box
- Various Files & Folder Manipulations
  - Creation of Folder
  - Creation of File
  - Opening of File / Folder

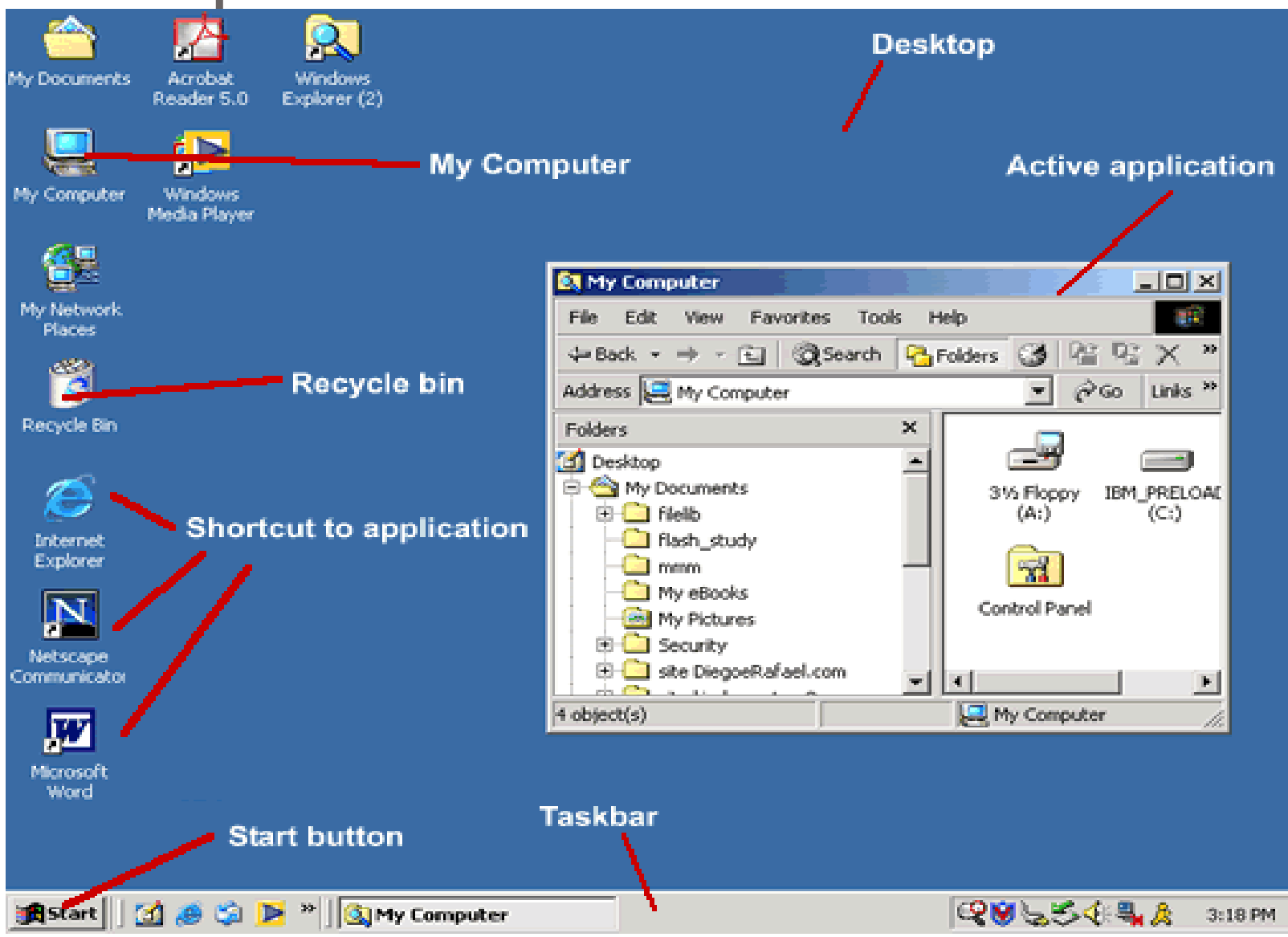
# Working with various features of OS ..

- Copying File / Folder
- Moving File / Folder
- Renaming File / Folder
- Transferring File / Folder to External Media
- Scanning File / Folder
- Zipping the Folder
- Unzipping the Folder
- Checking the various Properties of File / Folder
- Protection of File

# Working with various features of OS ..

- **Creation of New User Account**
- **Checking the Machine Configuration**
- **Setting of Desktop**
- **Setting of Screen Saver**
- **Setting of Remote Desktop to Access Computer from other Place**
- **Playing Audio/ Video**
- **Speeding OS**
- **Identifying IP address**
- **How to check connection with other network machine**
- **How to remove task from oS**

# Desktop



# Icons for various Applications

- Right click on blank area of desktop & click on New > ShortCut & then we have to write the application name as
  - For calculator write calc
  - For notepad write notepad
  - For drawing write paint
  - For word write winword
  - For excel write excel
  - For powerpoint write powerpnt
- & then press Next & finally click on Finish Button

# Components of a Window

Title bar

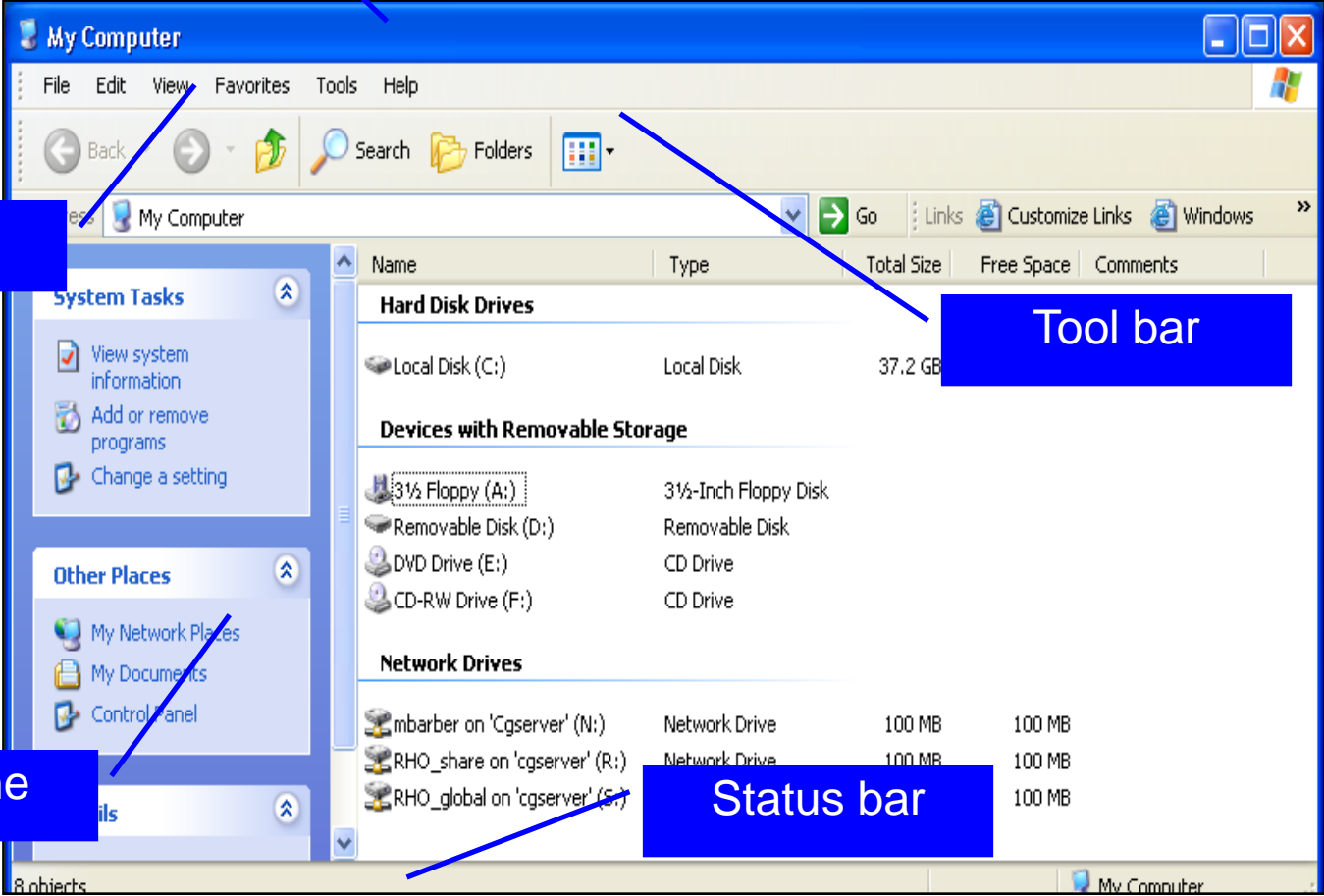
Minimize, Maximize and Close buttons

Menu bar

Tool bar

Task pane

Status bar



# Components of a Window

Title bar

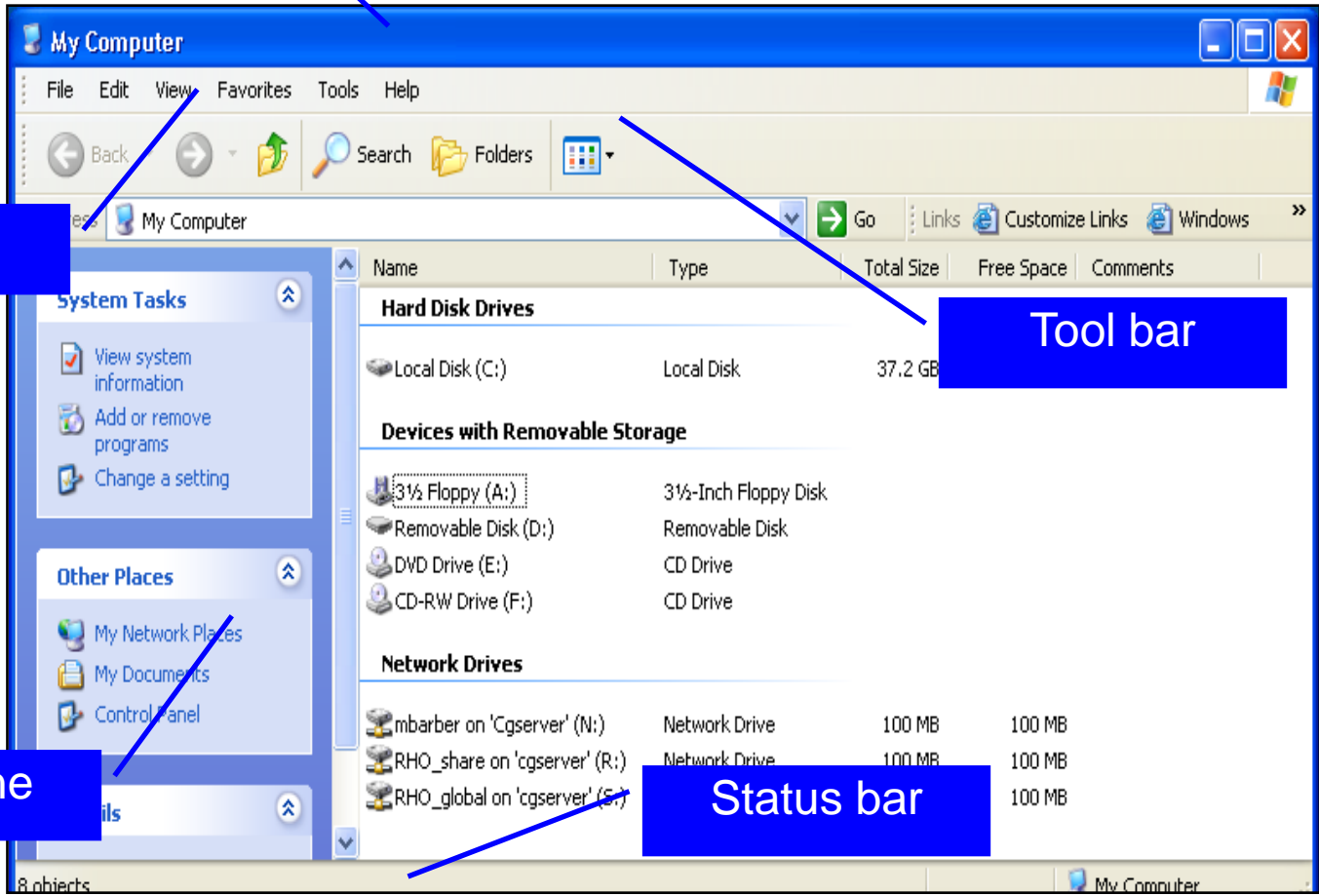
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Menu bar

Tool bar

Task pane

Status bar



## How to Create Folder:

- Right click on blank area of desktop & click on new Folder
- Write the name of folder & press enter key



## How to open the folder

- Right click on folder icon  
& click on open

# How to create file of Word/ Excel / Powerpoint

- Open the folder & then right click on blank area of folder & click on new & select specific application icon as WORD / EXCEL / POWERPOINT / NOTEPAD / PAINT etc
- Write the name of file & press enter key

# How to make duplicate copy of file or folder

- Right click on file or folder icon & click on copy
- Right click on target place & click on paste

## How to move file or folder

- Right click on file or folder icon & click on cut
- Right click on target place & click on paste

# How to send the file / folder at external drive like Pendrive, memory card, external hard disk,cd

- Connect the external media to computer hardware as pendrive, memory card, external hard disk to USB port or CD at drive
- Right click on folder or file icon & click on send To & select the respective icon of media
- Right click on file or folder icon & click on cut
- Right click on target place & click on paste

# How to search the file or folder

- Click on start > Find or search icon & search by file name or file content

# How to open my computer

- Right click on *MyComputer* or PC icon from desktop & click on open

# How to check the PC configuration Details

- Right click on *MyComputer* or *PC* icon from desktop & click on *Properties*



# How to set the various desktop settings

- Right click on blank area of desktop & click on Properties & now set can set,
- Desktop background, sounds, Screen Saver

# Quick Run of Applications

- Press Window key from keyboard & R & write as,
  - FOR MSWORD WINWORD
  - FOR EXCEL EXCEL
  - FOR POWERPOINT POWERPNT
  - FOR ACCESS MSACCESS
  - FOR NOTEPAD NOTEPAD
  - FOR PAINT PBRUSH
  - FOR CALCULATOR CALC

# How to Print

- Open the file
- Press Ctrl+P & select Printer name, define Pages & Number of Pages option

# How to Scan the Document

- Make sure the Scanner power button is on
- Put the paper to scanner
- Press start button from keyboard & write scan, & you will get scan document or scan picture option
- Click on scan option > click on new Scan
- After scan save the file

# How to Zip the Folder

- Install Utility Software winRAR
- Right click on folder icon Add name.rar, you will get the new rar file

# How to unZip the Folder

- Install Utility Software winRAR
- Right click on .rar file & click on extract here, you will get a folder with all files

# Protection for Opening File using Password

- Open your Word / Excel File
- Click on File > Save As
- Click on Tools Button >  
General Options
- Write Password & ok

# Applying Remote Setting of Desktop

- Right click on myComputer icon & click on Properties
- Click on Advance Setting > Remote
- Click on Allow Remote option & ok



# How to Access Other Machine Remotely

- Press start button & write remote you will get icon for remote desktop connection
- Click on icon now write ip address of other machine
- Write user id & password of the machine

# How to create new user

- Start > control panel > user accounts
- Click on manage accounts
- Click on Create a new Account
- Write name of user & Create

# Play Audio / Video

- Install VLC media player
- Right click on folder / file & click on Play with VLC Player

# Speeding OS

- Press start button + R
- Write %temp% & ok
- You will get list of garbage files
- Press ctrl+a & delete

# Identifying IP address

- Press start button + R
- write cmd & ok
- Write ipconfig & press enter  
key

# How to check connection with other network machine

- Press start button + R
- Write ping ipaddress of other machine & ok

# How to remove task from oS

- Right click on Taskbar & click on Start Task Manager
- You will get all task list
- Select & click on End Task

Thank you