

Chapter-4

UNDERSTANDING WINDOWS 10

STUDY NOTES

Operating system manages all the jobs of a computer. Example: Windows, Linux, UNIX.

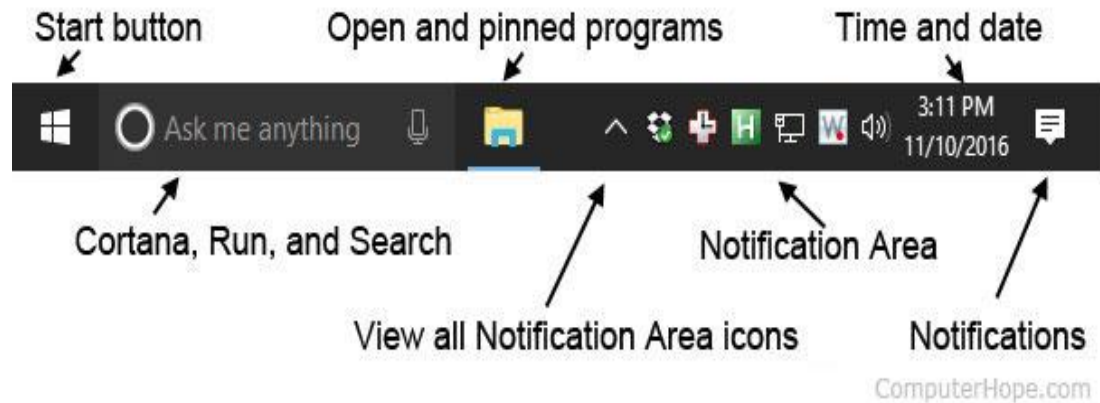
Features of Windows operating system:

- Windows 10 is more attractive, with a complete set of new pictures, themes, and icons.
- The best features of both Windows 7 and Windows 8 have been included in Windows 10.
- It has an improved search tool-Cortana which helps you to find information on the system or on web directly.
- It has a new 'Task View' button to the right of search box, on the taskbar. This button provides the ability to open multiple desktops at the same time.
- Windows 10 provides a Windows store application where you can get a lot of free apps, games, and songs.

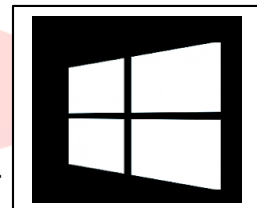


Windows Taskbar:

- The long horizontal bar located at the bottom of the desktop is called Taskbar.
- The parts of Taskbar are:

Windows 10 Taskbar Overview**The start button:**

- The start button is present at the bottom left corner of the Taskbar.
- The list of options that appear when you click on the start button is called start menu.
- Start button is used to perform common tasks such as start a program, search files, and folders, shut down computer etc.
- You can find File explorer, settings, and a list of most used apps on the left side of the start menu.

**Middle Section:**

- The middle section of the bar shows the opened programs as buttons.
- You can add commonly used programs such as the Internet Explorer, Word program, Windows media player.
- When a program is active its icon is highlighted in a lighter shade with a bar.

Notification area:

- The right side of the taskbar is known as Notification Area, which includes a clock and group of icons which shows the status and notification about the programs running on a computer.
- Example: Software updates, network connectivity, battery volume.

- The peek button is present on the extreme right of the taskbar which is used to minimize all the open programs Windows and view the Desktop.

Moving the Taskbar:

The taskbar can be moved to any of the four Desktop.

Locking the taskbar:

You can lock the taskbar which means it will not move to any place until you unlock it.

Select and deselect icon:

Selecting an icon	Deselecting an icon
To select any icon simply click on it. It will be highlighted.	To deselect any icon simply click away from the icon. The icon will now be displayed in its original form..

Select adjacent and non-adjacent items.

Selecting adjacent items	Selecting non adjacent items
Left click on the first item to be selected, then hold down shift key and click on the last item to be selected.	Hold down CTRL key and click on the items to be selected one by one.

Open a program:

- Click the icon
- Then press Enter key.
- Or Double click the icon.

Arrange the desktop icons:

- You can arrange the icons present on the desktop to give it a better look.
- Right click on the blank area of the desktop.
- Select View option from the list of options.
- Click on the Auto arrange icons option from the Sub menu.

Sorting the icons:

Sorting the desktop items means arranging them in a proper order.

Changing the desktop background:

You can change the appearance of the desktop background.







- Right click on the blank area of the desktop
- Select personalize option from the shortcut menu.
- Click on the drop down arrow of the Background list box.
- Select the desired picture.

Changing the screen saver:

The screen saver is an image which pops up on the computer screen when a computer is left idle for a certain period of time.

- Right click on the blank area of the desktop
- Select personalize option from the shortcut menu.
- Select the lock screen option.
- Click on the drop down arrow in the screen saver section and select the desired screen saver.

Mouse Pointer shapes:

 <p>I Beam</p> <p>This icon is for inserting the text in a document.</p>	 <p>Busy</p> <p>It means that computer is busy and wants you to wait.</p>	 <p>Normal</p> <p>This arrow is for pointing, selecting, and dragging the items on the screen.</p>
<p>Double headed arrow</p> 	<p>Four headed arrow</p> 	<p>Working in background</p> 

This arrow is for resizing the window or picture.

This arrow is for moving pictures and toolbars.

It means that the computer is processing while you are working.

Shut down your computer:

Shut down means turn off a computer. To shut a computer:

- Click the start button.
- Choose shut down option on the power button.



Brain Developer

A. Fill in the blanks

1. The Desktop is the first screen of windows, which appears when the computer is switched on.
2. Windows store application provides paid and free games, apps and songs.
3. The taskbar is a long horizontal bar at the bottom of the desktop.
4. The right side of the taskbar contains Notification area
5. Task view button provides the ability to open multiple desktops at the same time.
6. The advanced search tool of windows 10 is called Cortana.

B. State True or False.

1. The clock is present on the left side of the taskbar. **False**
2. The start button is found on the left side of the taskbar. **True**
3. When a program is active its icon is highlighted in a brighter shade with a bar below it. **True**
4. Peek button is present on the left side of the taskbar. **False**
5. To change the desktop background, right click on the blank area of the desktop. **True**

C. Application based questions.

1. Adarsh wants to arrange all the icons on the desktop in alphabetical order. Suggest him the way to do so.

Ans: Right click in the blank area>>sort by>>Name

2. Karan working on many applications on his computer. By mistake he has clicked somewhere on the taskbar and all the opened windows have minimized. Which buttons has Karan clicked on?

Ans: Karan has clicked on Peek button

D. Multiple choice questions.

1. Which program manages all the jobs of a computer?

a. Operating system b. Desktop c. Screen saver

2. To arrange the icons on the desktop _____ click on the blank area.

a. Left b. Right c. Double

3. Pressing windows key + D combination _____ all the open windows.

- a. Maximizes b. closes **c. minimizes**

4. To open the start menu, press the _____ key.

- a. CTRL **b. Windows** c. ALT

E. Name the mouse pointers, which perform the following actions

1. For pointing, selecting, and dragging an item.

Normal

2. For resizing the picture.

Double headed arrow

3. It indicates that you have to wait because the computer is busy.

Busy

4. For moving pictures and toolbars.

Four headed arrow

F. Answer in one word.

1. Name the term used for the process of loading operating system. **Booting**
2. Name the box that displays the preview of the screen saver. **Preview box**
3. Name the option that displays all the apps and programs in the computer. **Start button**
4. Write the shortcut key combination to activate Task view. **Windows logo key+ Tab key**

Answer the following questions

1. Define the term Windows.

Ans: Windows is an operating system.

2. What is Desktop?

Ans: The first screen that appears with labelled pictures on it, is called Desktop.

3. What is Taskbar?

Ans: The long horizontal bar located at the bottom of the desktop is called as Taskbar.