

INTRODUCTION DESKTOP AND WINDOWS

WHAT IS WINDOWS

Windows is an operating system developed and marketed by Microsoft. An operating system performs the following tasks:

- Input & Output Management
- Resource Management
- Data Management
- Process Management
- User interface WINDOWS AS GUI

Windows is a Graphical User Interface (GUI) Operating System. GUI means a platform where items are represented by an icon (picture) on the screen which are easier to remember. You need not to remember lengthy and complex syntax for performing different operations as you do it in DOS. GUI gives you a ready made on screen menu system that helps you finding suitable option for your task. Just select the job you wish to do and all the internal processing will be done by the OS itself without asking you about typical commands.

GUI also gives you a multitasking, multithreading environment. It means that if you are working in an OS that supports GUI, you will be able to open more than one task at a time. Besides this, you will be able to

transfer one kind of data to a different application e.g. A cartoon can be inserted in a Letter or vice versa.

GUI gives you the description of the tasks currently running. In DOS it was not possible to see what processes are running but in Windows 95 it is possible to see all the applications that are currently active either in foreground or in background. GUI gives you most user friendly environment where you can get on-line help for each and every step you are performing.

WINDOWS : SALIENT FEATURES

- Graphical User Interface (GUI) – Items represented by pictures, which are easier to remember.
- User friendly – Easier to learn and use.
- Multitasking – Facility to run more than one application at a time. For e.g. You can type a letter while printing another one.
- Multithreading – Facility to transfer data between different applications. For e.g. A cartoon can be inserted in a Letter or vice versa.
- Common Menus. For e.g. Same commands for printing in all software's.
- Runs in protected mode – The protected mode ensures that the failure of any one programme does not halt the computer.
- Faster processing (called 32 Bit processing) enhances

system efficiency.

- Support for –LAN, Multimedia and Internet.
- On-Line Help facility.
- Windowing capability.

WINDOWS SCREEN

On starting Windows , the initial Windows screen is displayed. Parts of Windows

Screen are as follows:

- The Desktop
- The Desktop Icons
- The Task Bar
- The Start Button
- System Tray

DESKTOP

When you start Windows, the entire screen area that you see, is called the desktop. The desktop is Windows user interface. You can customize the desktop by adding shortcuts to your favorite programs, documents, and printers, and by changing its look to fit your mood and personality.

DESKTOP ICONS

An icon is a picture. Windows uses small video icons that represent objects –

folders, files, documents, applications and devices.

Icons on the Desktop:

- My computer
- Recycle Bin
- Internet Explorer
- Network Neighborhood

TASKBAR

The long horizontal bar at the bottom of the desktop is the Taskbar. The taskbar contains three elements:

- Start Button (extreme left) – allows access to all applications
- System Tray (extreme right) – shows status and time indicator
- Task status (middle section) – shows buttons for all open windows on the desktop.

START BUTTON

The Start Button opens the Start Menu. All applications are accessible through the Start Button. Click the Start button. The Start Menu pops up.

Options on the Start Menu and their functions are as follows:

Programs: Provides the primary means of starting an application.

Documents: Provides a list of the last 15 documents that you have opened

directly from Windows (not from the application).
Settings: Provides the means to adjust many aspects of your system through special control panel windows.
Find: Allows you to locate files and folders on your network by their name and location.
Help: Opens the Windows 95 Help system.
Run: Provides a command line in which you type a path and program or folder name to run the Program or open the folder.
Shut Down: Allows you to leave Windows 95 and either shut down or restart your computer.

SYSTEM TRAY

Displays the current date & time indicator and provides other status information about system, like print status.

WHAT IS A WINDOW?

A window is a basic unit of display for Windows , and all its applications. A window can represent a folder on the desktop, a running programme, or a document or a dialog box in a programme.

COMPONENTS OF A WINDOW

Parts of a standard window and their functions are as follows:

- Title Bar

- Frame
- Control Menu
- Menu Bar
- Work Space
- Minimize & Maximize Buttons
- Restore Button
- Close Button
- Help Button
- Scroll Bars

The Format of a Window

TITLE BAR

The title bar displays the title associated with the window and indicates by its colour when the window has the focus. It is also the means for moving the window when you point the mouse cursor to the title bar and drag the mouse, you move the window.

FRAME

The frame surrounds the window. You can resize the window by pointing the mouse to one of the frame edges or corners.

CONTROL MENU

Each window has a control menu, which contains commands for manipulating the window. You open a window's control

menu by clicking the icon in the upper-left corner of the window.

MENU BAR

Most applications windows have a menu bar, which contains the title of pull down menus. For example, most applications have File, Edit and Help menus.

WORK SPACE

The work space is that portion of a window that is inside the frame and under the title bar and menu bar. This space is also called the client area. The window displays retentions of its data and documents in the work space.

MINIMIZE AND MAXIMIZE BUTTONS

A window can be in one of three configurations with respect to its size and placement – maximized, minimized or restored using Maximize or Minimize buttons. The window can be maximized, which means that it fills the desktop or parent window's work space completely. The window can be minimized, which means that it is represented by a short title bar at the

bottom of the parent window's work space or as a button on the Taskbar. It can be restored which means that it occupies a section of the desktop or its parent window's work space.