

Microsoft Windows Operating System

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2013 Revision by Dr. Jakarin Chawachat

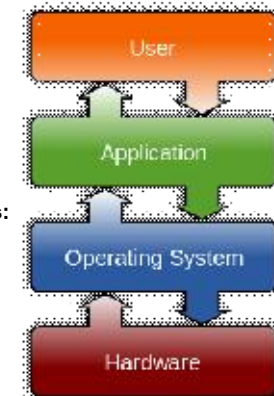
Adapted for English Section by Kittipitch Kuptavanich

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1

Operating system

- ▶ An operating system (OS) is a collection of software that manages computer hardware resources and provides common services for computer programs.
- ▶ Examples of popular modern OS's: Android, iOS, Linux, OS X and Microsoft Windows



2

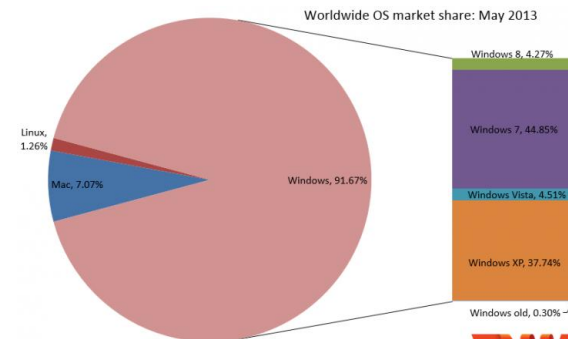
Microsoft Windows

- ▶ Microsoft Windows is a series of graphical interface operating systems developed, marketed, and sold by Microsoft.
- ▶ Over 90% market share



3

Microsoft Windows: Market Share (May 2013)



TNW
THE NEXT WEB

Source: <http://thenextweb.com/insider/2013/06/01/windows-8-now-up-to-4-27-market-share-but-not-at-windows-7s-expense/>

4

Desktop



5

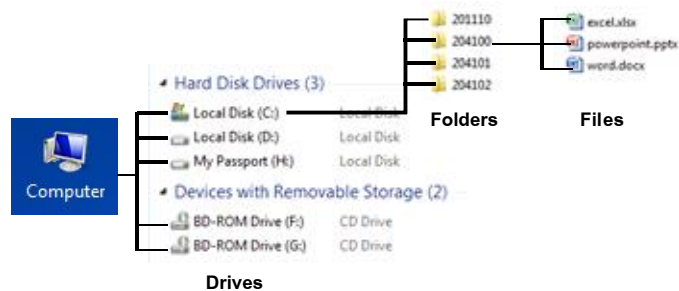
Mouse Operations

- ▶ Click
- ▶ Double Click
- ▶ Drag and Drop
- ▶ Mouse Pointer



6

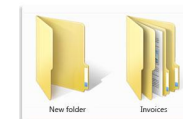
Drives, Folders, and Files



7

Files and Folders

- ▶ A **file** is an item that contains information—for example, text or images or music
- ▶ A **folder** is a container you can use to store files in.



8

Accessing Folders and Files

► Method 1: through **Start Menu**

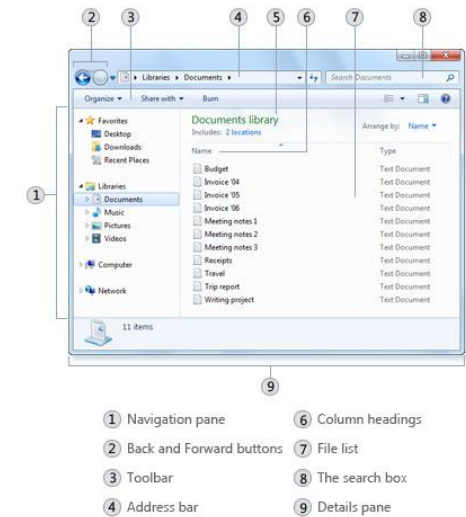
- Click on Start button -> programs and files box -> type "Explorer" (without quote)

► Method 2: through **My Computer**

- Double Click on "My Computer" icon on the Desktop
the Windows Explorer screen will appear

9

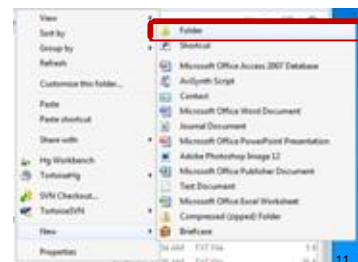
Windows Explorer



10 <http://windows.microsoft.com/en-us/windows7/working-with-files-and-folders>

Creating a Folder

- Open the drive or folder where the new folder will be created.
 - Click on the Menu "File" → "New" → "Folder"
- OR
- Right click on the **right pane**
a menu will appear, choose
"New" → "Folder"
 - Type the folder name
 - Hit Enter




11

Naming Conventions

- The maximum filename length is 255 characters (including the extension)
- The following characters are not allowed: <> : " / \ | ? *
- Reserved names: CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, and LPT9.

12

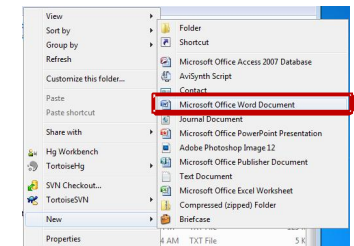
Creating a File (1)

- ▶ The most common way to create new files is by using a program e.g.
 - create a text document in a word-processing program
 - create movie file in a video-editing program.
- ▶ When you are ready to save your work, click the Save button. 

13

Creating a file (2)

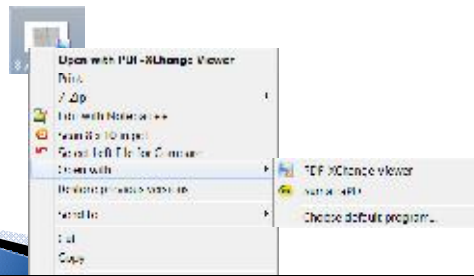
- ▶ Open the drive or folder where the new file will be created.
- ▶ Click on the Menu “File” → “New” → file type
- OR
- ▶ Right click on the **right pane**
a menu will appear, choose
“New” → file type
- ▶ Type the file name
- ▶ Hit Enter



14

Opening an existing file

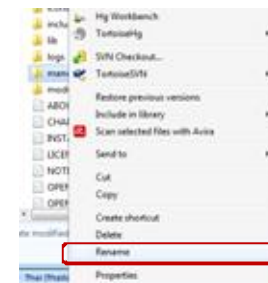
- ▶ Method 1: To open a file, double-click it. The file will usually open in the program that you used to create or change it.
- ▶ Method 2 **Right-click** the file, click **Open with**, and then click the name of the program that you want to use.



15

Changing the Name of a File or Folder

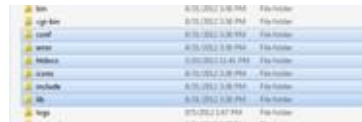
- ▶ Right Click on the file/folder -> **Rename**
- ▶ Enter the new name
- ▶ Hit Enter



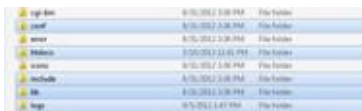
16

Selecting Multiple Files and Folders (1)

1. To select a **consecutive group of files or folders**, click the first item, press and hold down the Shift key, and then click the last item.



2. To select **non-consecutive files or folders**, press and hold down the Ctrl key, and then click each item that you want to select.



17

Selecting Multiple Files and Folders (2)

- ▶ To select multiple files or folders that are near each other, drag the mouse pointer to create a selection around the outside of all the items that you want to include.

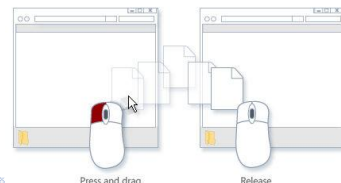
18

Copying and moving files and folders

http://windows.microsoft.com/en-us/windows7/working-with-files-and-folders#section_5

▶ Drag and Drop

- Position the windows side by side on the desktop so that you can see the contents of both.
- Next, drag the file or folder from the first folder to the second folder. That's all there is to it.
- To copy within the same drive, hold down the Ctrl key while performing drag and drop



19

Deleting Folders and Files

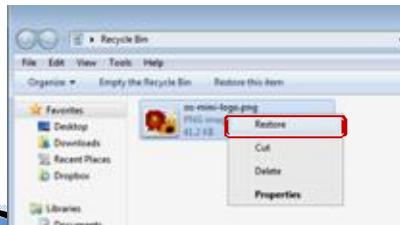
- ▶ To delete a file, open the folder or library that contains the file, and then select the file. Press Delete on your keyboard and then, in the **Delete File** dialog box, click **Yes**.
- ▶ When a file/folder is deleted, it's temporarily stored in the Recycle Bin.
- ▶ To permanently delete a file/folder hold down the **Shift** key before hitting the **Delete** button

20

Recovering Folders and Files

► On the Desktop

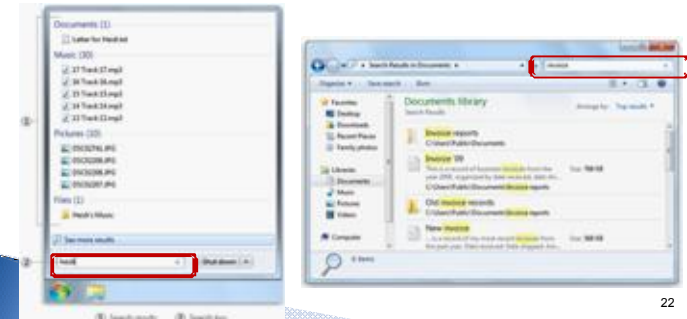
- Double click on the Recycle Bin icon
- Right click on the file/folder -> **Restore**



21

Finding Files and Folders

1. **Start Menu's Search Box**
2. **Windows Explorer's Search Box**



22

File Compression

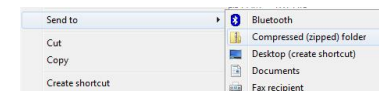
- **Compressed files take up less storage**
- **Can also combine several files into a single compressed folder. This makes it easier to share a group of files.**



23

File Compression (zip)

1. **Locate the file or folder that you want to compress.**
2. **Right-click the file or folder, point to Send to, and then click Compressed (zipped) folder.**



A new compressed folder is created in the same location. To rename it, right-click the folder, click **Rename**, and then type the new name.

24

File Extraction (unzip)

1. **Locate the compressed folder that you want to extract files or folders from.**
2. **Do one of the following:**
 1. **To extract a single file or folder, double-click the compressed folder to open it. Then, drag the file or folder from the compressed folder to a new location.**
 2. **To extract the entire contents of the compressed folder, right-click the folder, click Extract All, and then follow the instructions.**