Microsoft Windows Operating System

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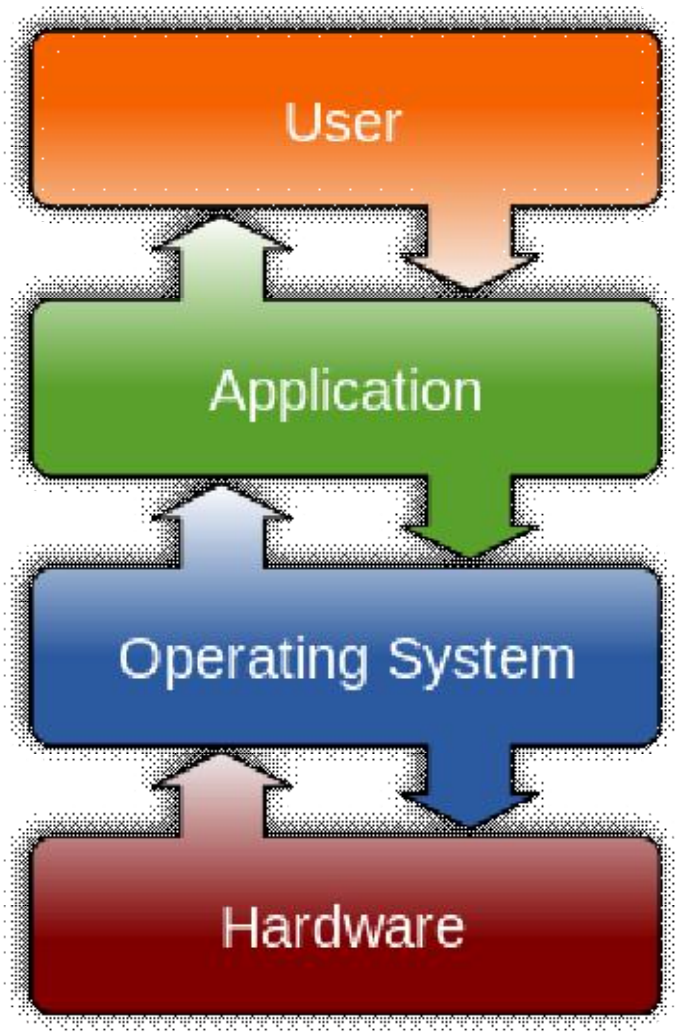
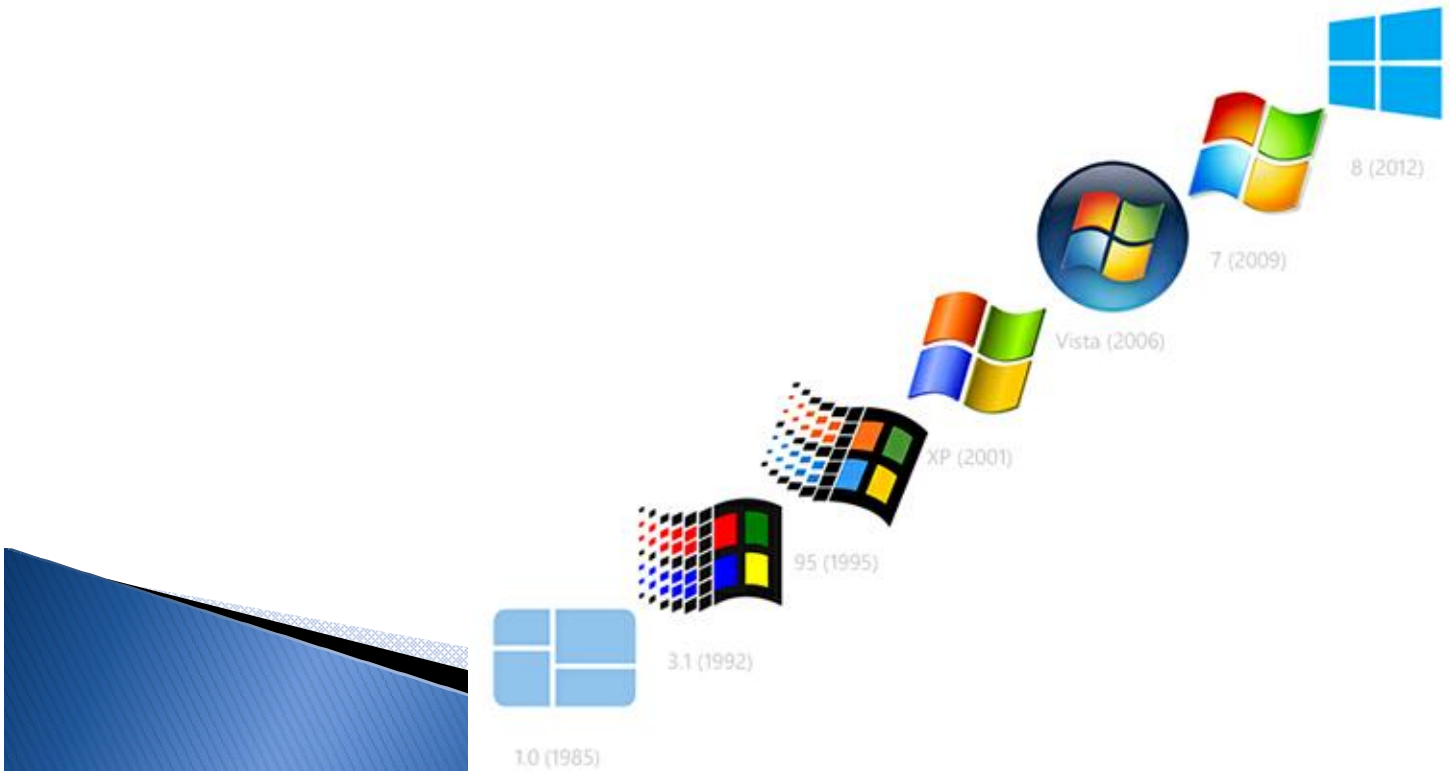
Operating system

- **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**

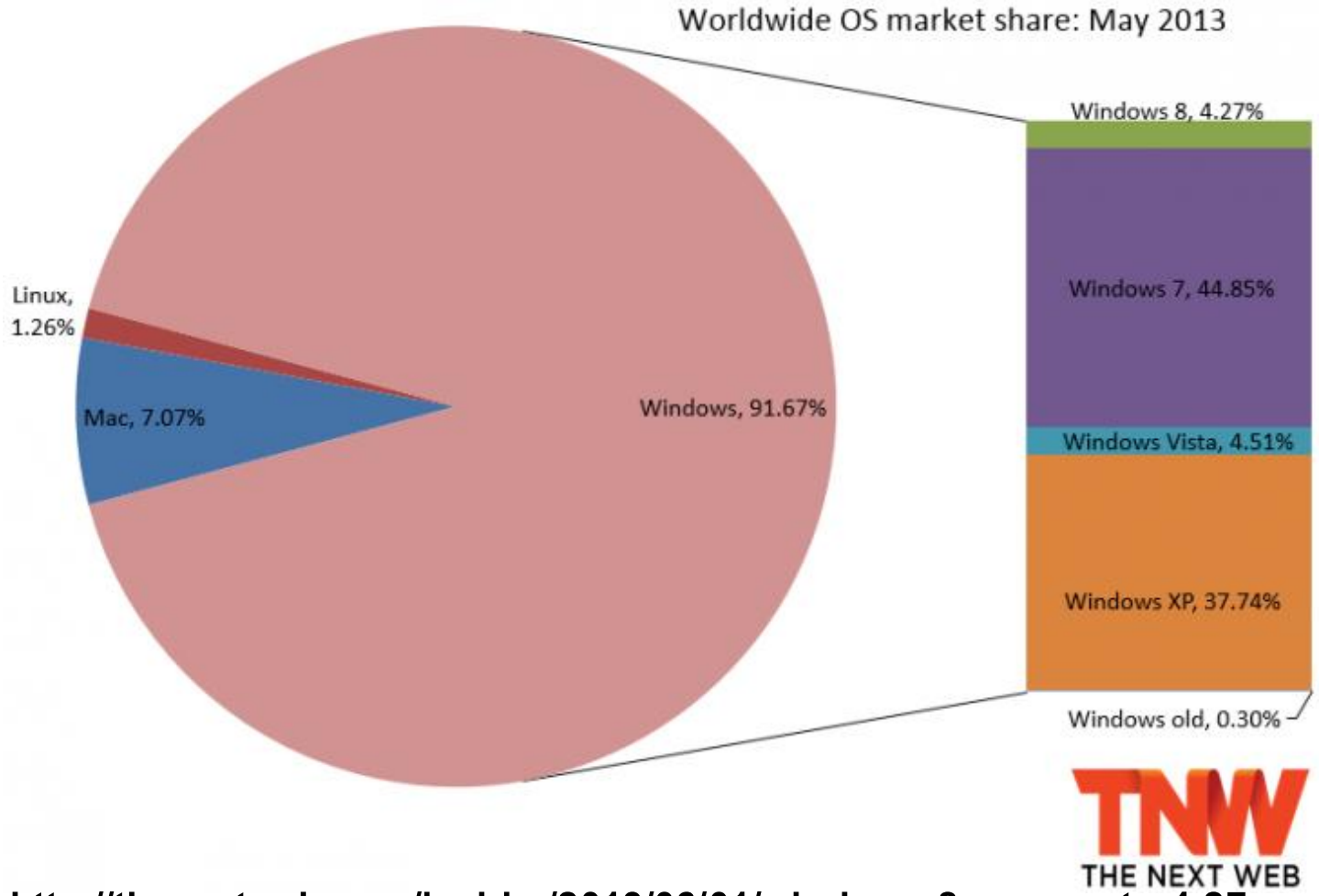


Microsoft Windows

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



Microsoft Windows: Market Share (May 2013)



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/

Desktop

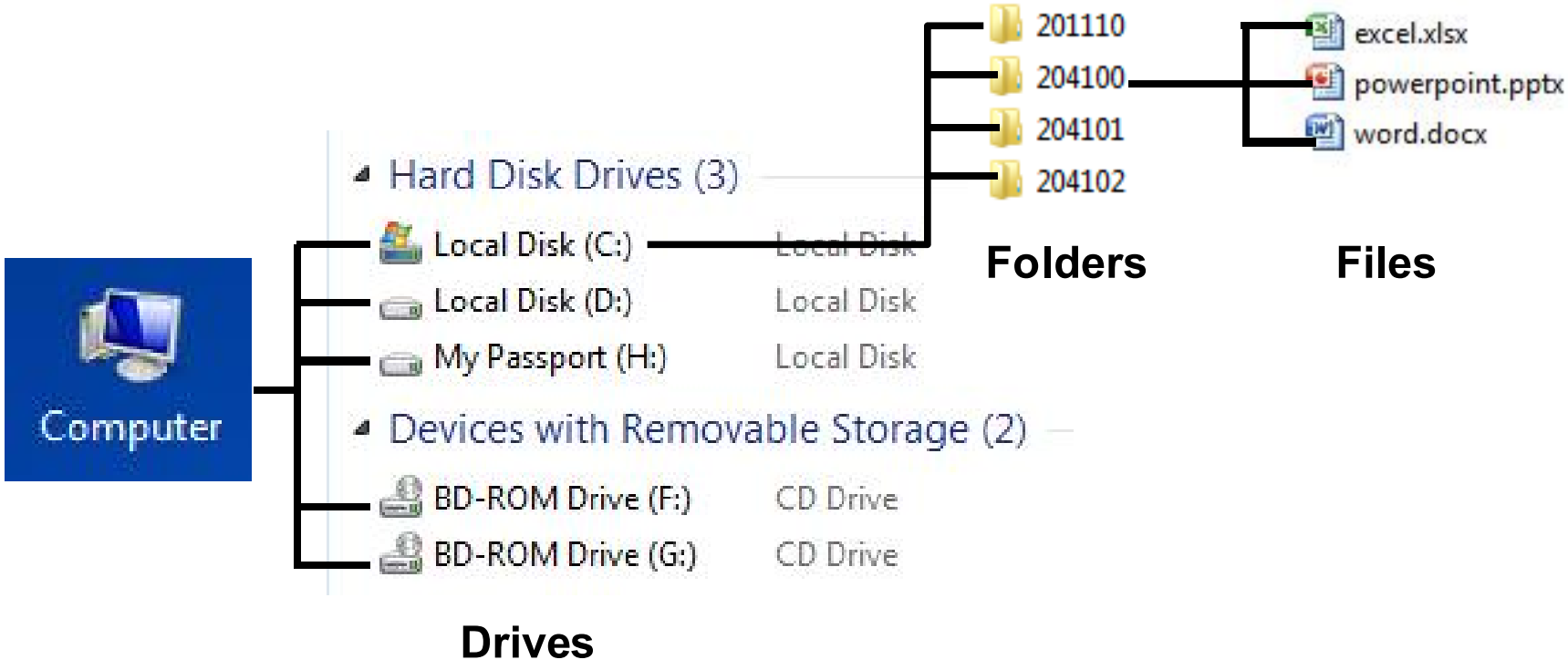
Computer
Recycle Bin
Mozilla Firefox
Microsoft Office Exc...
Microsoft Office Po...
Microsoft Office Wo...
Microsoft Office Acce...
My Computer
Recycle Bin
Shortcut Icon
Start Menu
Taskbar
EN
8:27 PM

Mouse Operations

- Click
- Double Click
- Drag and Drop

- Mouse Pointer

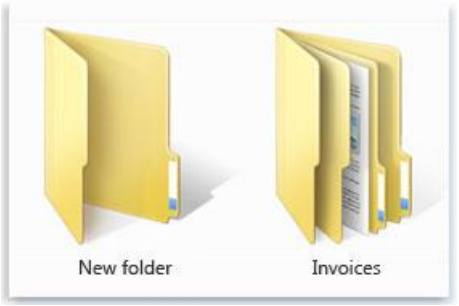
Drives, Folders, and Files



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.

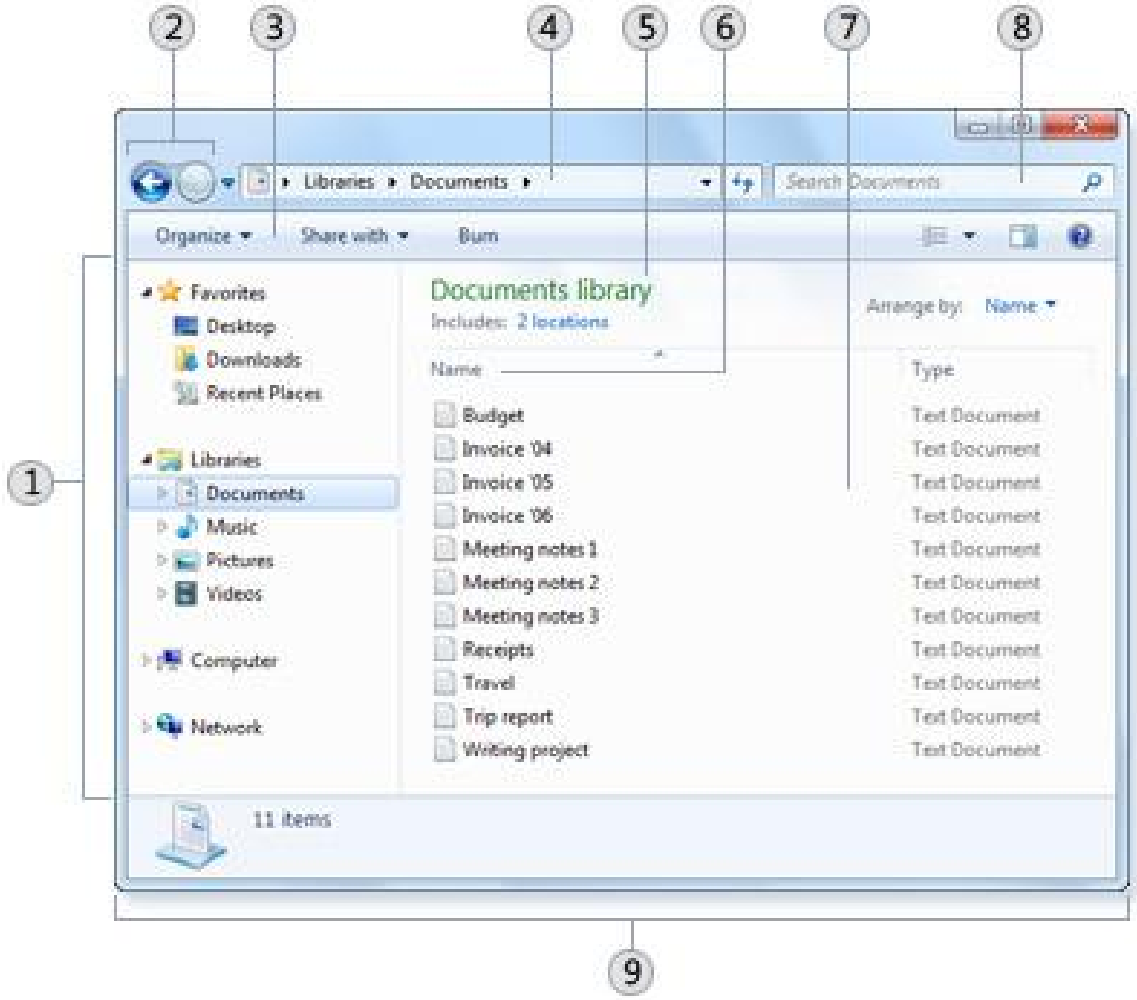


Accessing Folders and Files

- **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

Windows Explorer



1. Navigation pane
2. Back and Forward buttons
3. Toolbar
4. Address bar
5. Library pane
6. Column headings
7. File list
8. The search box
9. Details pane

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

Creating a Folder

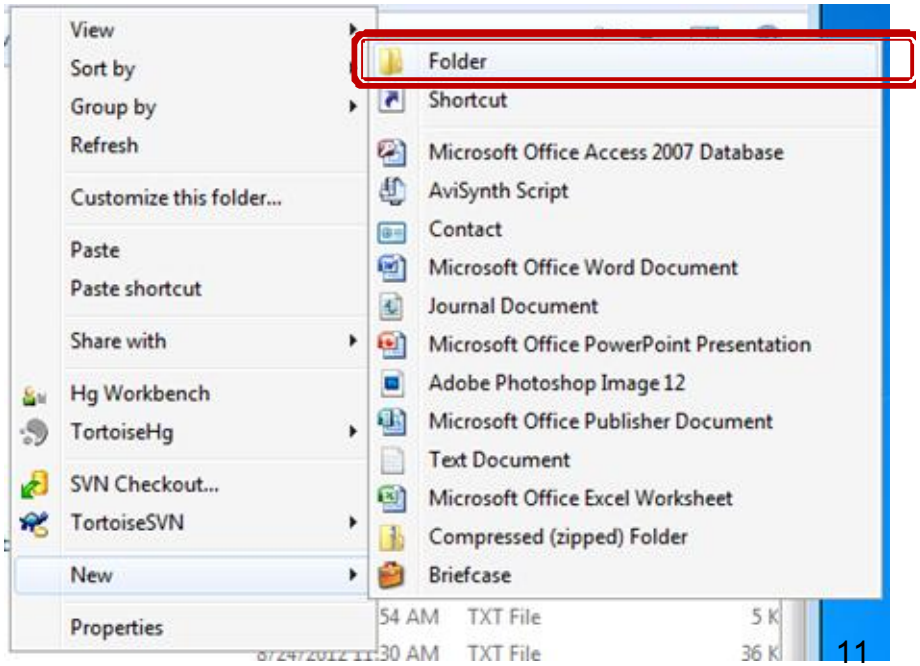
- Open the drive or folder where the new folder will be created.
- Click on the Menu **“File”** → **“New”** → **”Folder”**

OR

- Right click on the **right pane**

  a menu will appear, choose

  “New” → **”Folder”**
- Type the folder name
- Hit Enter



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.**

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.

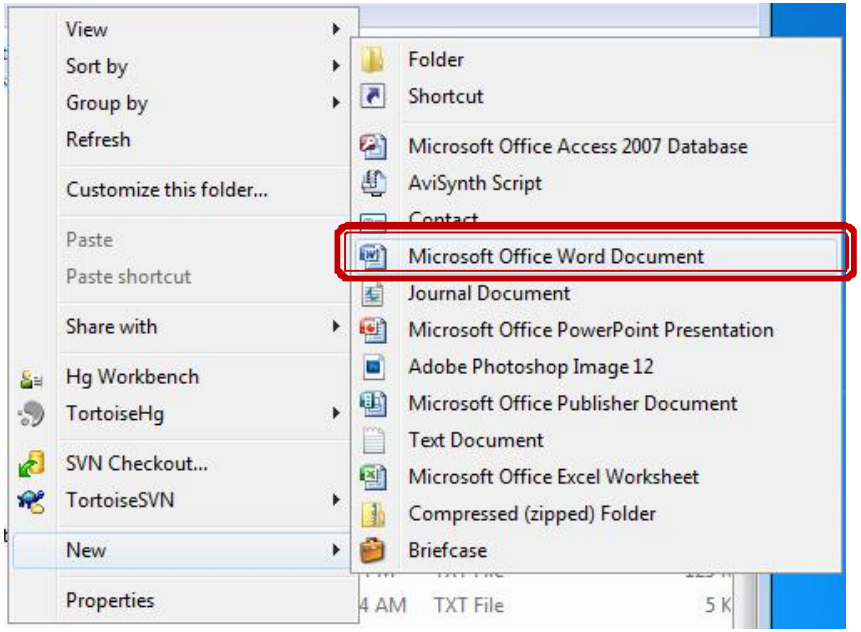
Creating a file (2)

- 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**

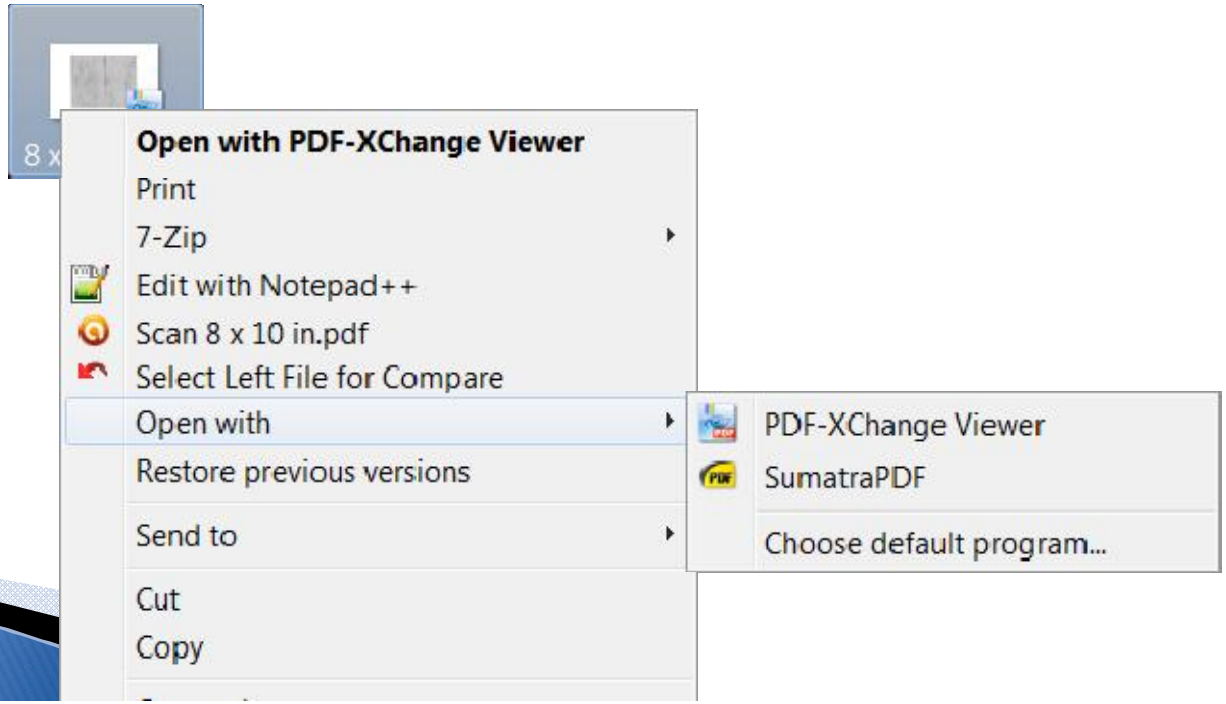
  a menu will appear, choose

  “New” → file type
- Type the file name
- Hit Enter



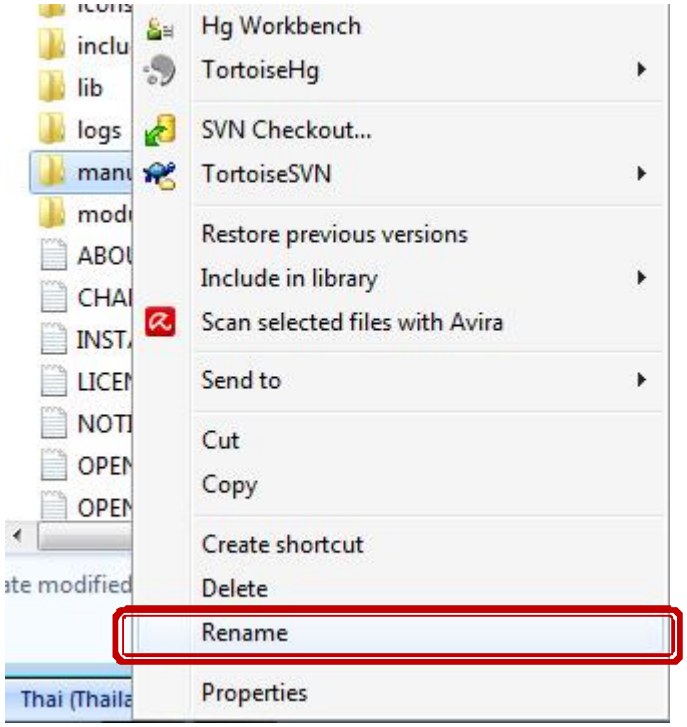
Opening an existing file

- 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.



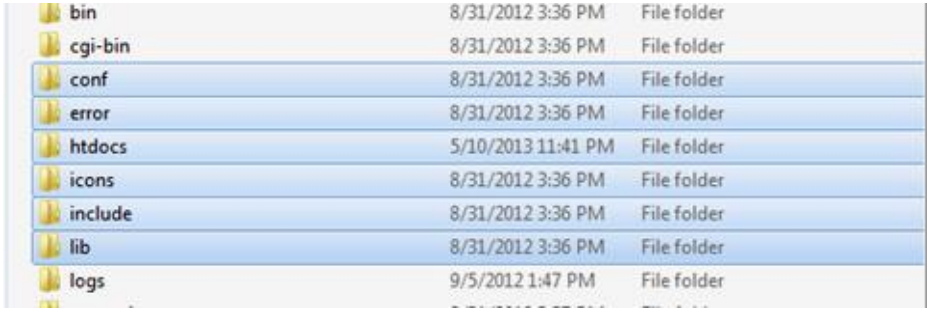
Changing the Name of a File or Folder

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

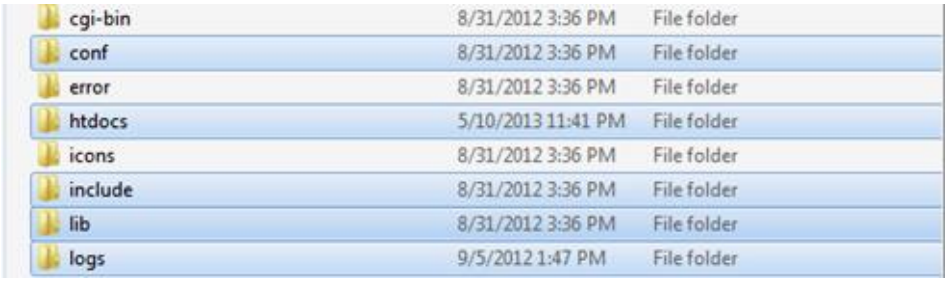


Selecting Multiple Files and Folders (1)

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.



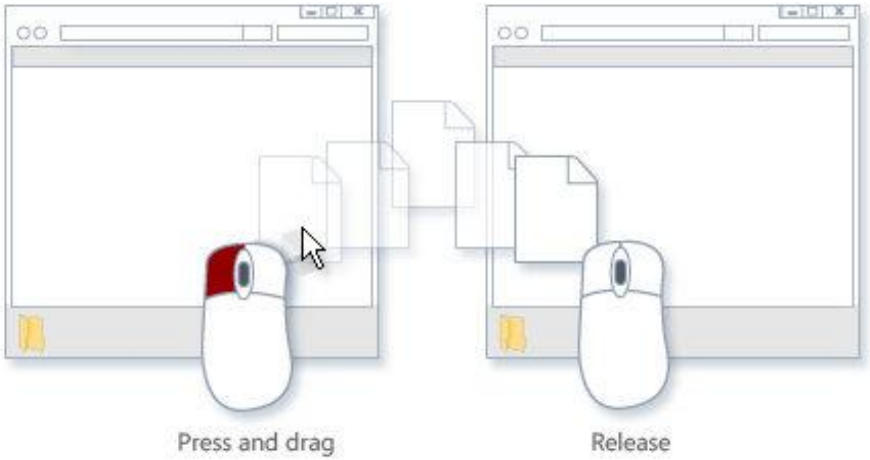
Selecting Multiple Files and Folders (2)

- 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.

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

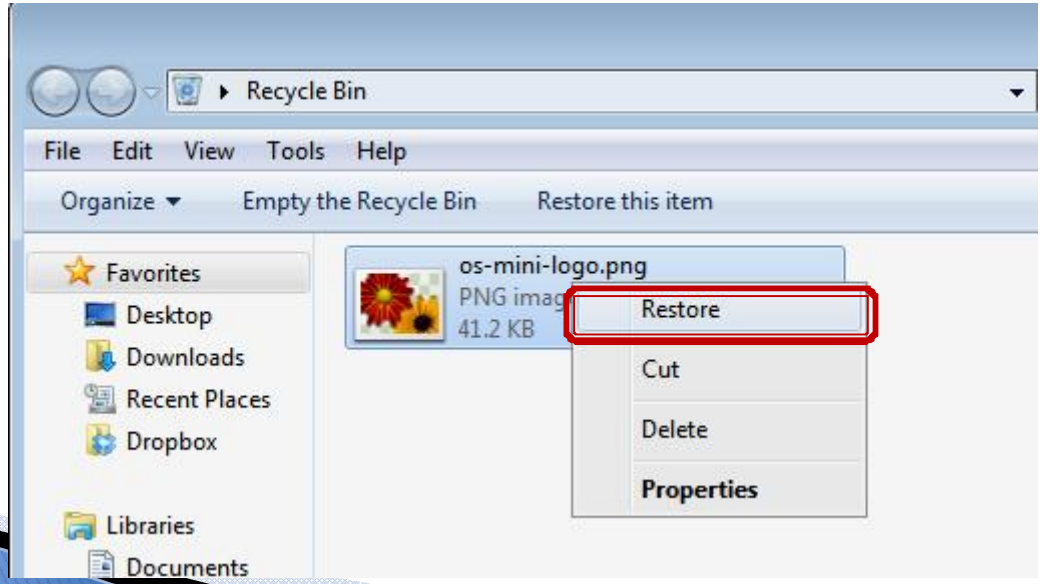


Deleting Folders and Files

- 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

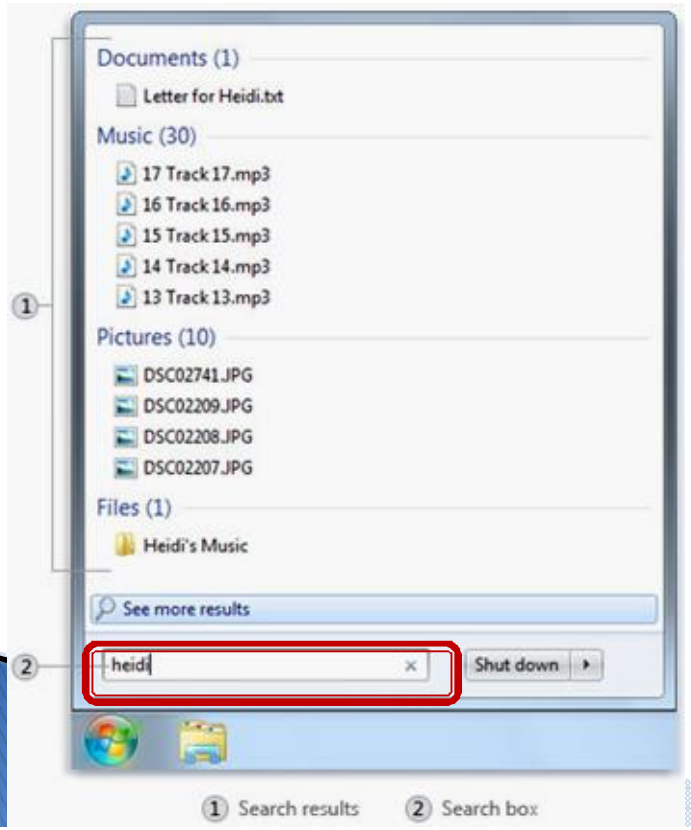
Recovering Folders and Files

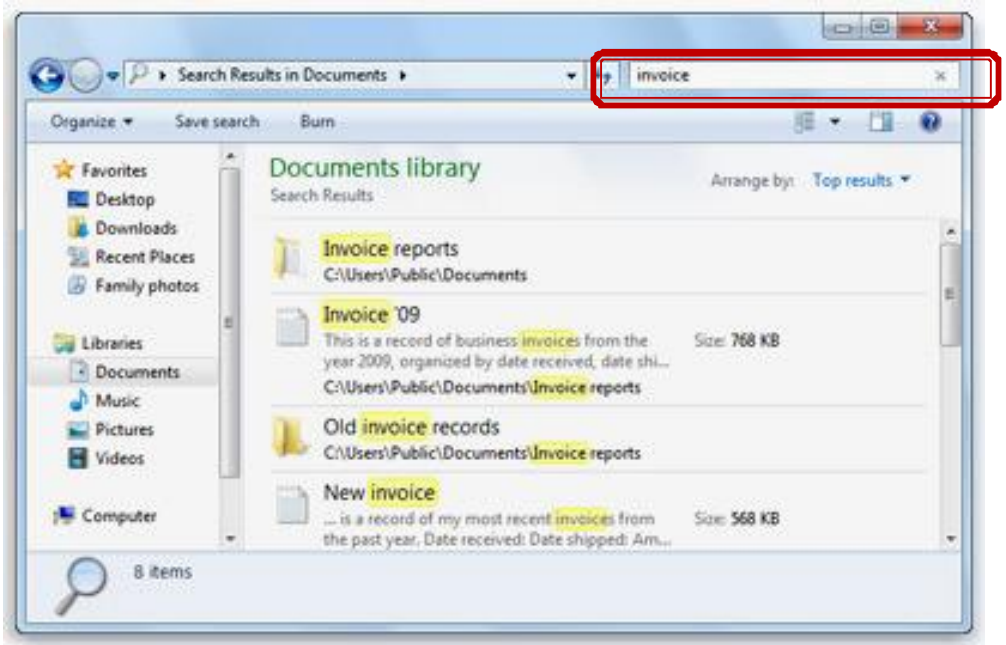
- **On the Desktop**
  - Double click on the Recycle Bin Icon
  - Right click on the file/folder -> **Restore**



Finding Files and Folders

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



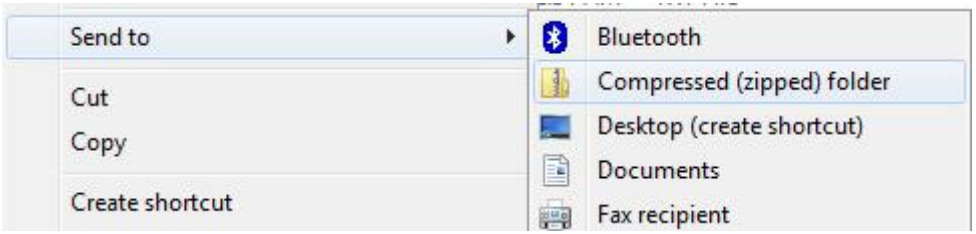


File Compression

- 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.

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.

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.**