

Microsoft Windows Operating System

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Outline

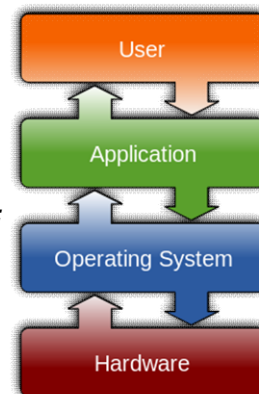
- ▶ **Operating Systems**
- ▶ **Microsoft Windows**
- ▶ **Windows Basics**
- ▶ **Drive, Folder and Files**
- ▶ **Windows Explorer**
- ▶ **Creating, Selecting, Copy, Move, Restore and Search**
- ▶ **Compressing Files and Folders**

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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.**

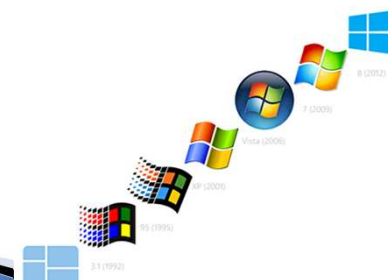
- ▶ **Examples of popular modern OS's: Android, iOS, Linux, OS X and Microsoft Windows**



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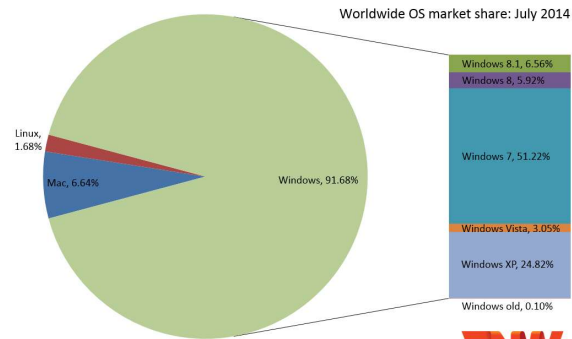
Microsoft Windows

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



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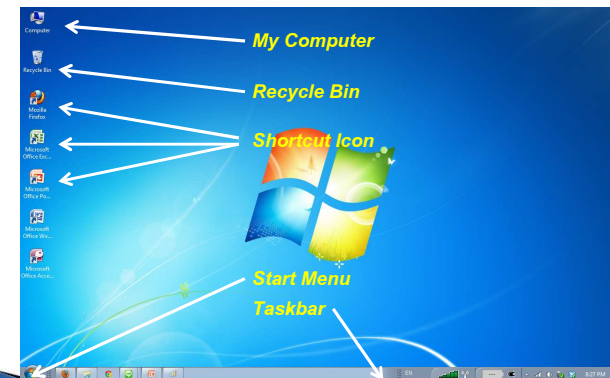
Microsoft Windows: Market Share (July 2014)



Source: <http://thenextweb.com/microsoft/2014/08/01/windows-xp-falls-25-market-share-windows-8-1-loses-share-first-time/>

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Desktop



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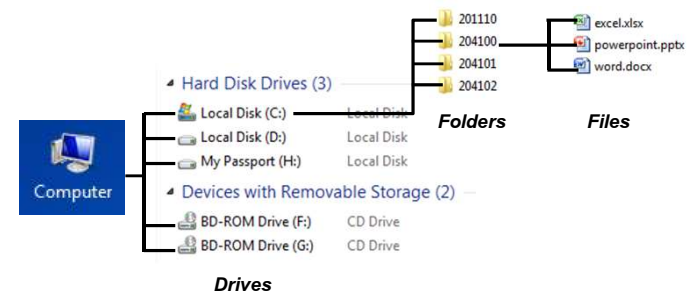
Mouse Operations

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



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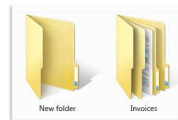
Drives, Folders, and Files



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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.**



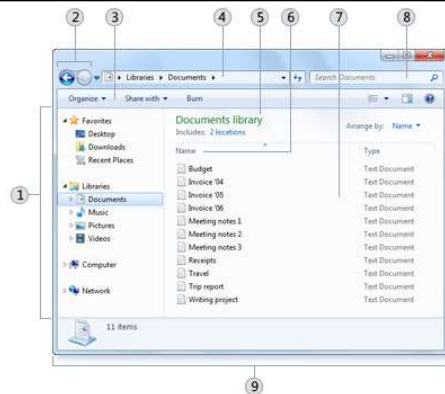
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Accessing Folders and Files

- ▶ **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

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Windows Explorer

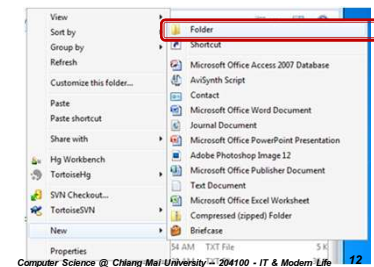


- ① Navigation pane
- ② Back and Forward buttons
- ③ Toolbar
- ④ Address bar
- ⑤ Library name
- ⑥ Column headings
- ⑦ File list
- ⑧ The search box
- ⑨ Details pane

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<http://windows.microsoft.com/en-us/windows/working-with-files-and-folders> 11

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**




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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.

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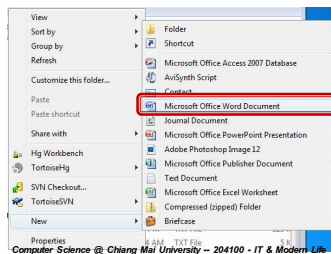
Creating a File (1)

- ▶ 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. 

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Creating a file (2)

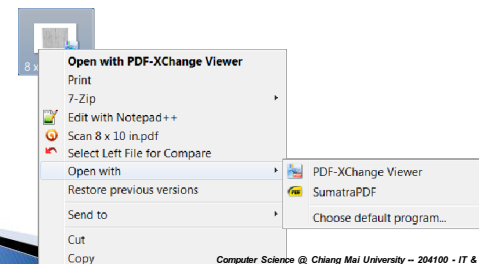
- ▶ Open the drive or folder where the new file will be created.
- ▶ Click on the Menu “File” → “New” → file type
- OR
- ▶ Right click on the right pane a menu will appear, choose “New” → file type
- ▶ Type the file name
- ▶ Hit Enter



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Opening an existing file

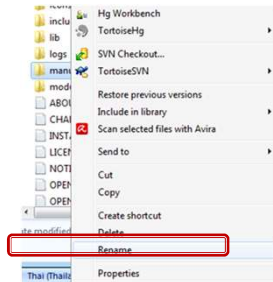
- ▶ Method 1: To open a file, double-click it. The file will usually open in the program that you used to create or change it.
- ▶ Method 2 **Right-click** the file, click Open with, and then click the name of the program that you want to use.



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Changing the Name of a File or Folder

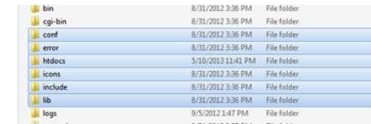
- ▶ **Right Click on the file/folder -> Rename**
 - Or press F2
- ▶ **Enter the new name**
- ▶ **Hit Enter**



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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.**



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Selecting Multiple Files and Folders (2)

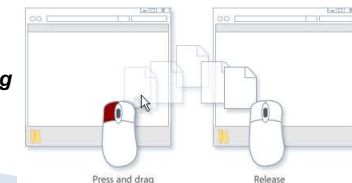
- ▶ **To select multiple files or folders that are near each other, drag the mouse pointer to create a selection around the outside of all the items that you want to include.**

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Copying and moving files and folders (1)

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- ▶ **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**



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Copying and moving files and folders (2)

► Copy and Paste

- Select the files and/or folders you want to copy/move
- Right-click, then select Copy/Cut, then go to the destination and Right-click and select Paste.

OR

- Press **Ctrl-C** to copy, **Ctrl-X** to cut (move)
- Then go to the destination and press **Ctrl-V** to paste

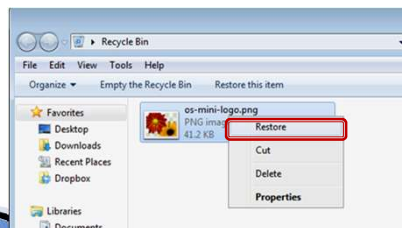
Deleting Folders and Files

- 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

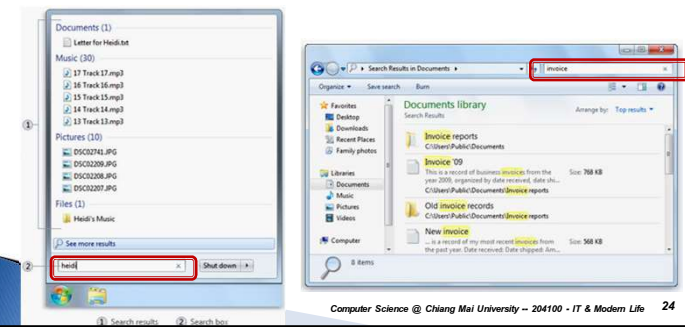
► On the Desktop

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



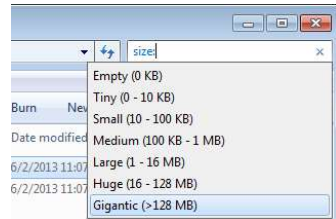
Finding Files and Folders (Windows 7)

1. Start Menu's Search Box
2. Windows Explorer's Search Box (press F3)



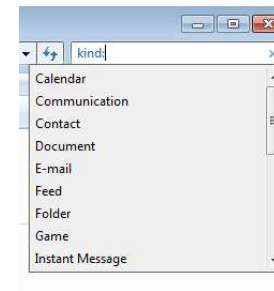
More on Searching (1)

- ▶ You can use filters such as **size:**, **content:**, **kind:**, **type:** to limit number of results.
- ▶ **size:** filters results based on file size.



More on Searching (2)

- ▶ **kind:** filters search based on category of files



More on Searching (3)

- ▶ **content:** search the content of the file, not just file name

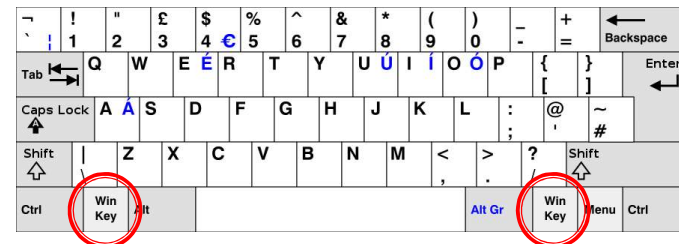
Usage: content:keyword

Where keyword is what you want to search in the file.

Example: content:homework

- ▶ For Windows 8, you can type + s to search for files or programs.

Windows Key(s)



- You can find many useful Windows keyboard shortcuts here:

<https://support.microsoft.com/en-us/kb/126449>

File Compression

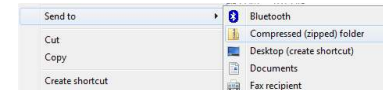
- ▶ *Compressed files take up less storage*
- ▶ *Can also combine several files into a single compressed folder. This makes it easier to share a group of files.*



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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.

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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.*

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