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**
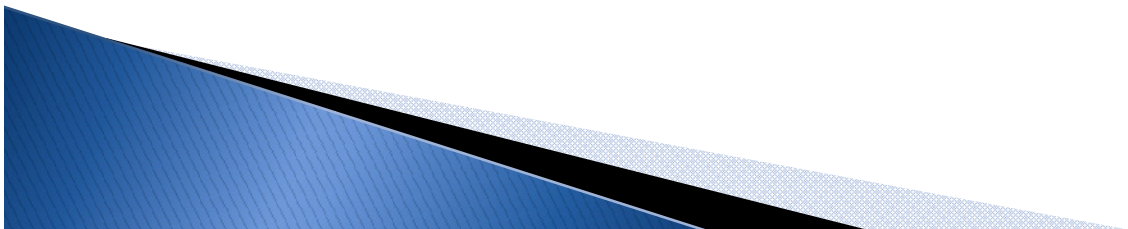
Operating system

▶ **An operating system (OS) is a collection of software that manages computer hardware resources and provides common services for computer programs.**

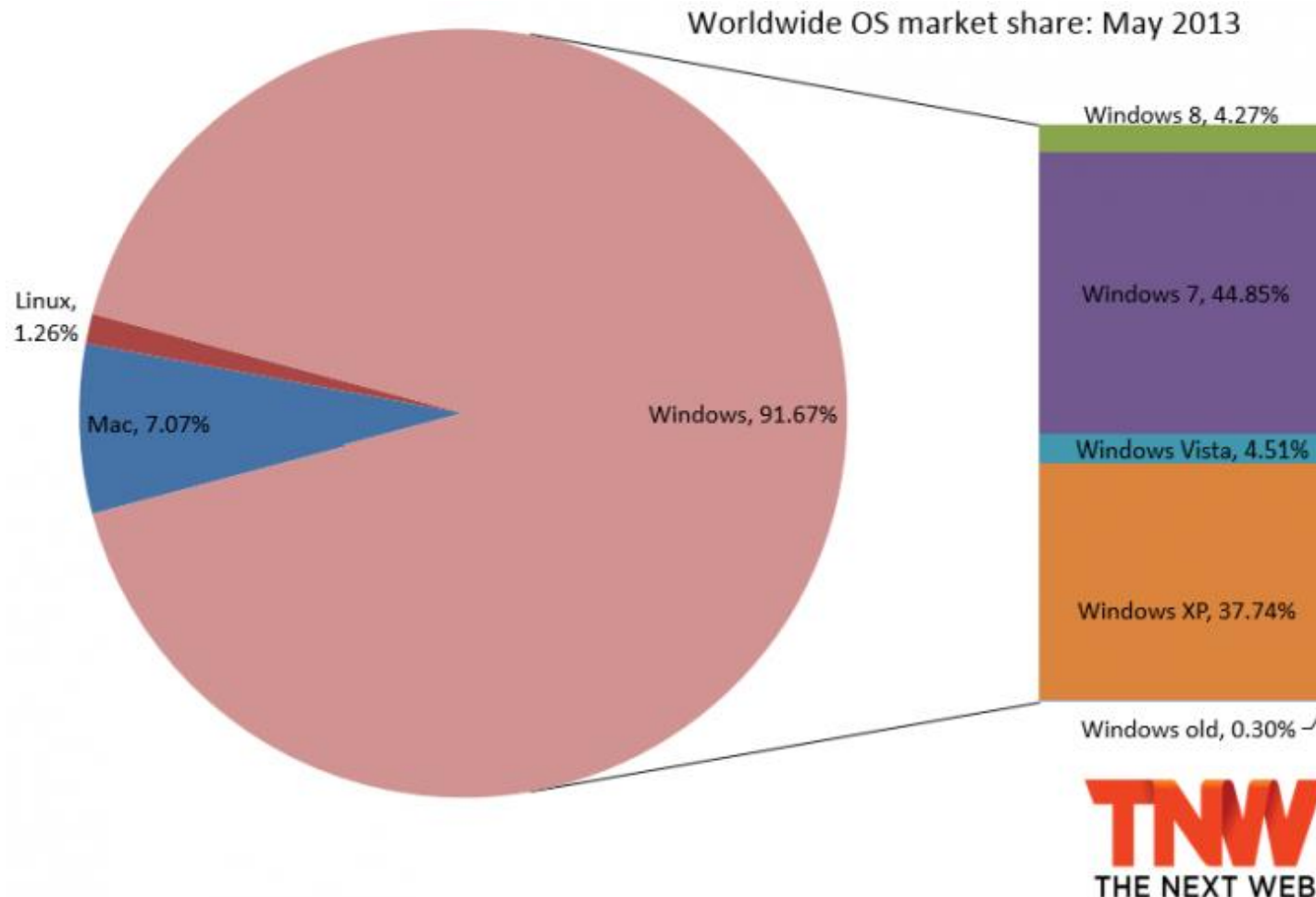▶ **Examples of popular modern OS's: Android, iOS, Linux, OS X and Microsoft Windows**
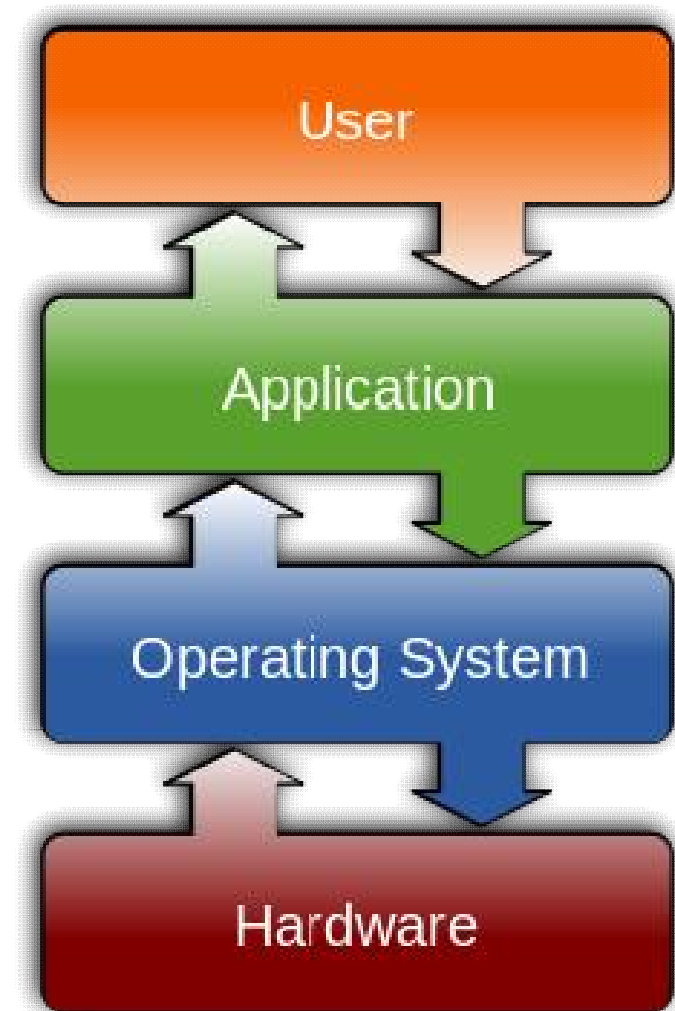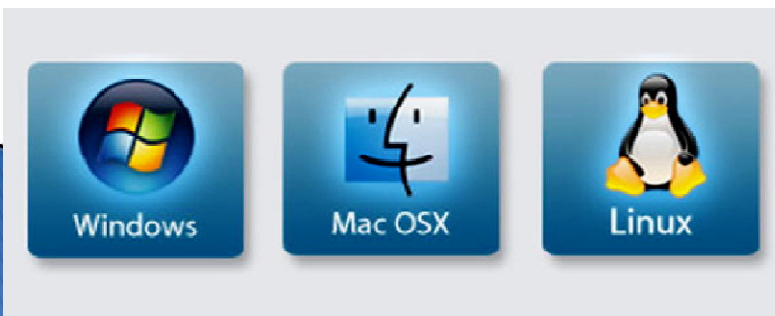
Microsoft Windows

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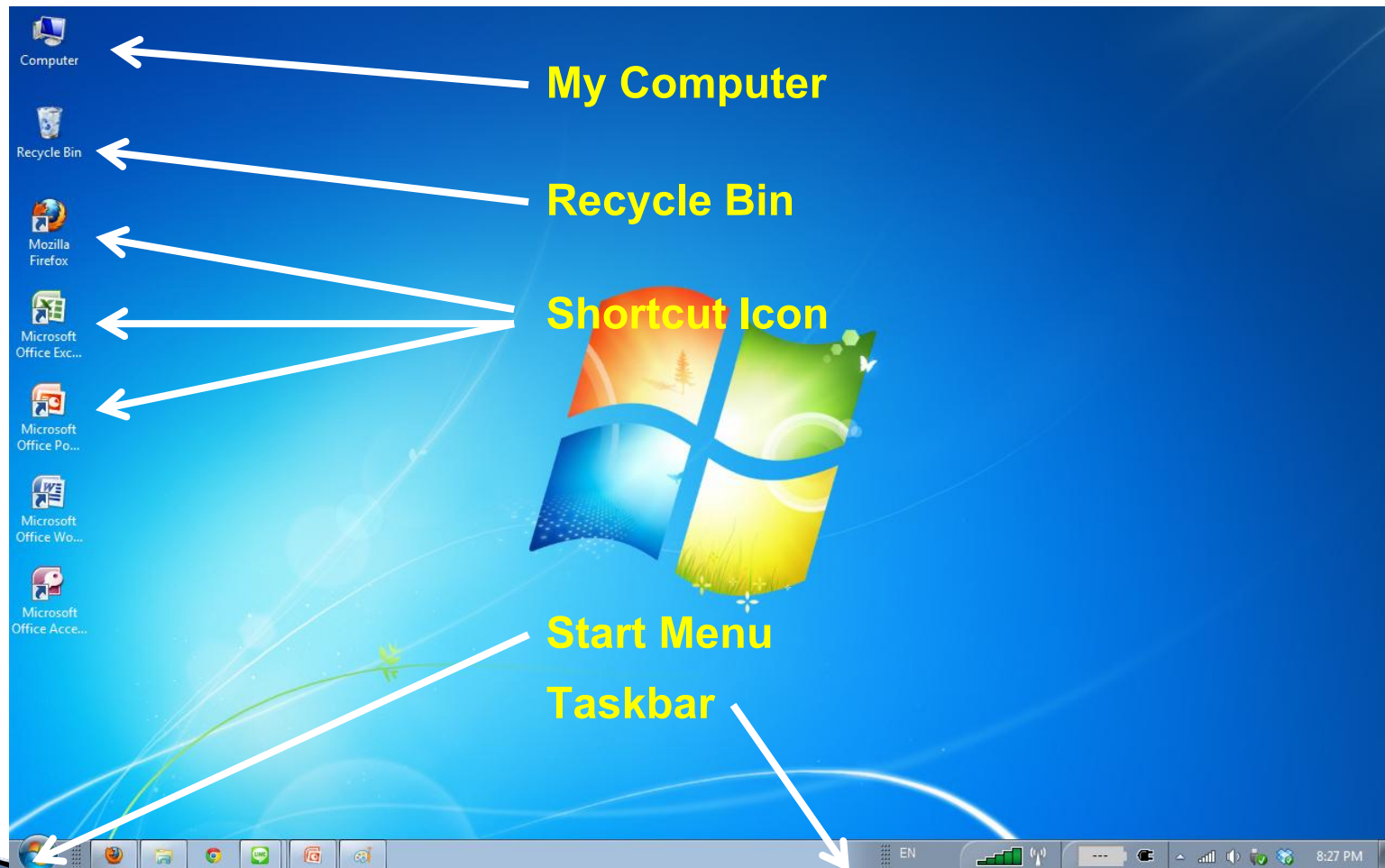
▶ **Over 90% market share**

8 (2012)

7 (2009)

Vista (2006)

XP (2001)

95 (1995)

3.1 (1992)

1.0 (1985)

Microsoft Windows: Market Share (May 2013)

Worldwide OS market share: May 2013

- Windows 8, 4.27%
- Windows 7, 44.85%
- Windows Vista, 4.51%
- Windows XP, 37.74%
- Windows old, 0.30%
- Linux, 1.26%
- Mac, 7.07%
- Windows, 91.67%

THE NEXT WEB

Desktop

My Computer

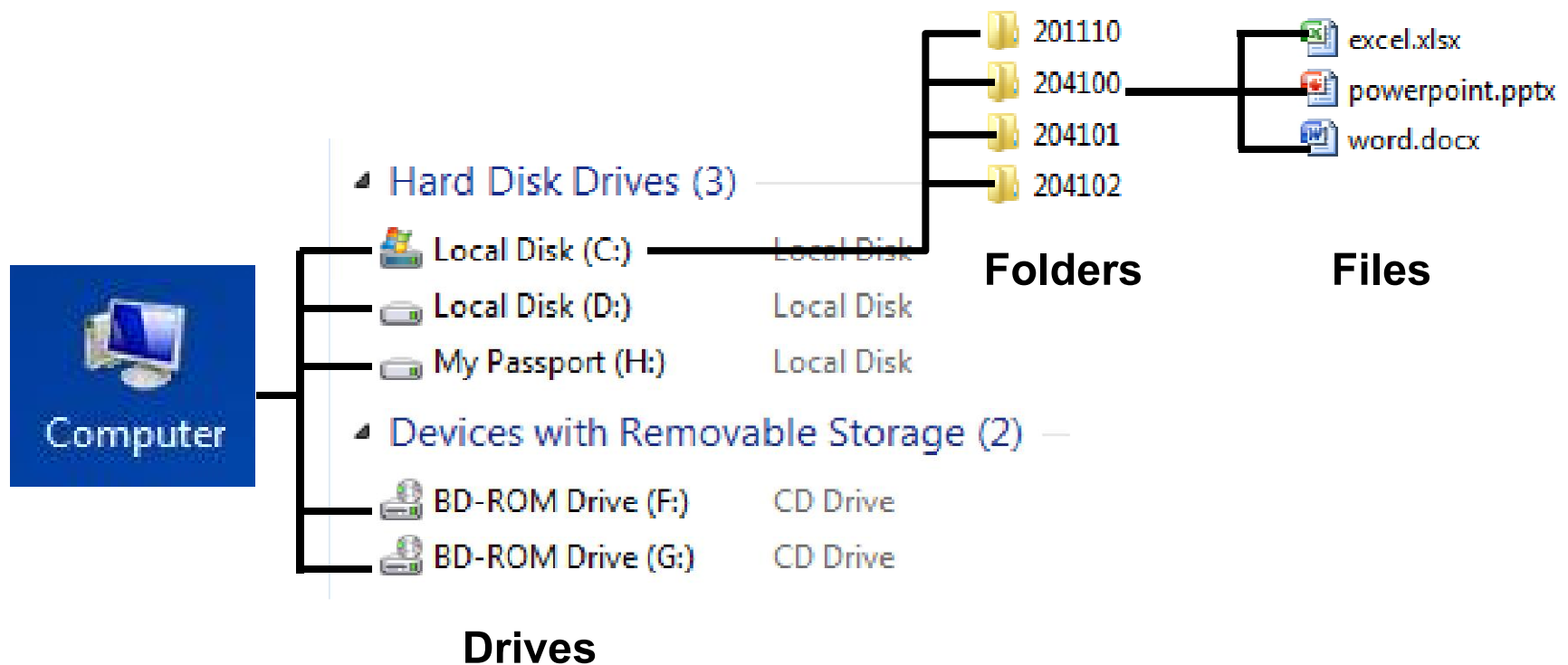**Recycle Bin**

Shortcut Icon

Start Menu

Taskbar

6

Mouse Operations

▶ **Click**

▶ **Double Click**

▶ **Drag and Drop**

▶ **Mouse Pointer**
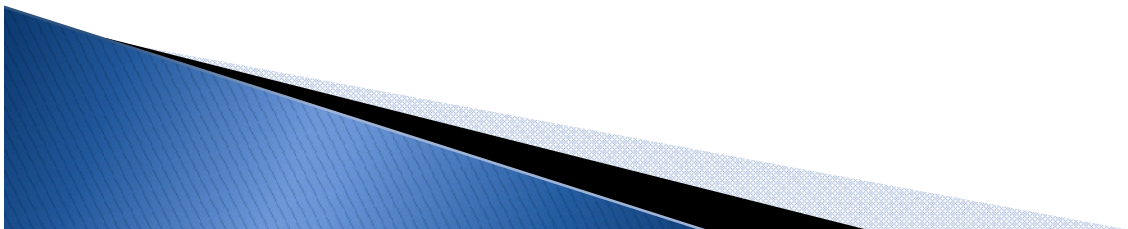
Drives, Folders, and Files

Folders **Files**

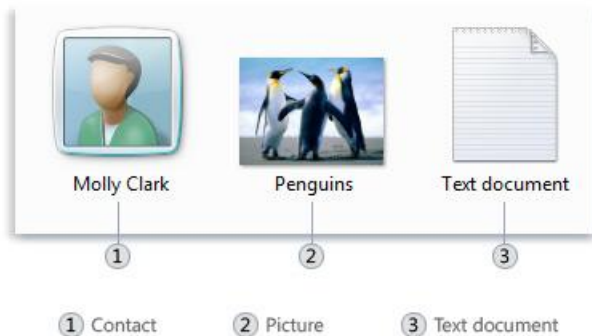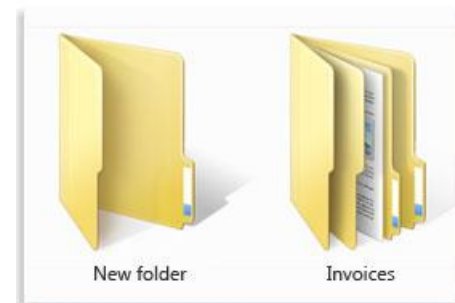**Drives**

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.

Molly Clark   Penguins   Text document

①   ②   ③

① Contact   ② Picture   ③ Text document

New folder   Invoices

Accessing Folders and Files
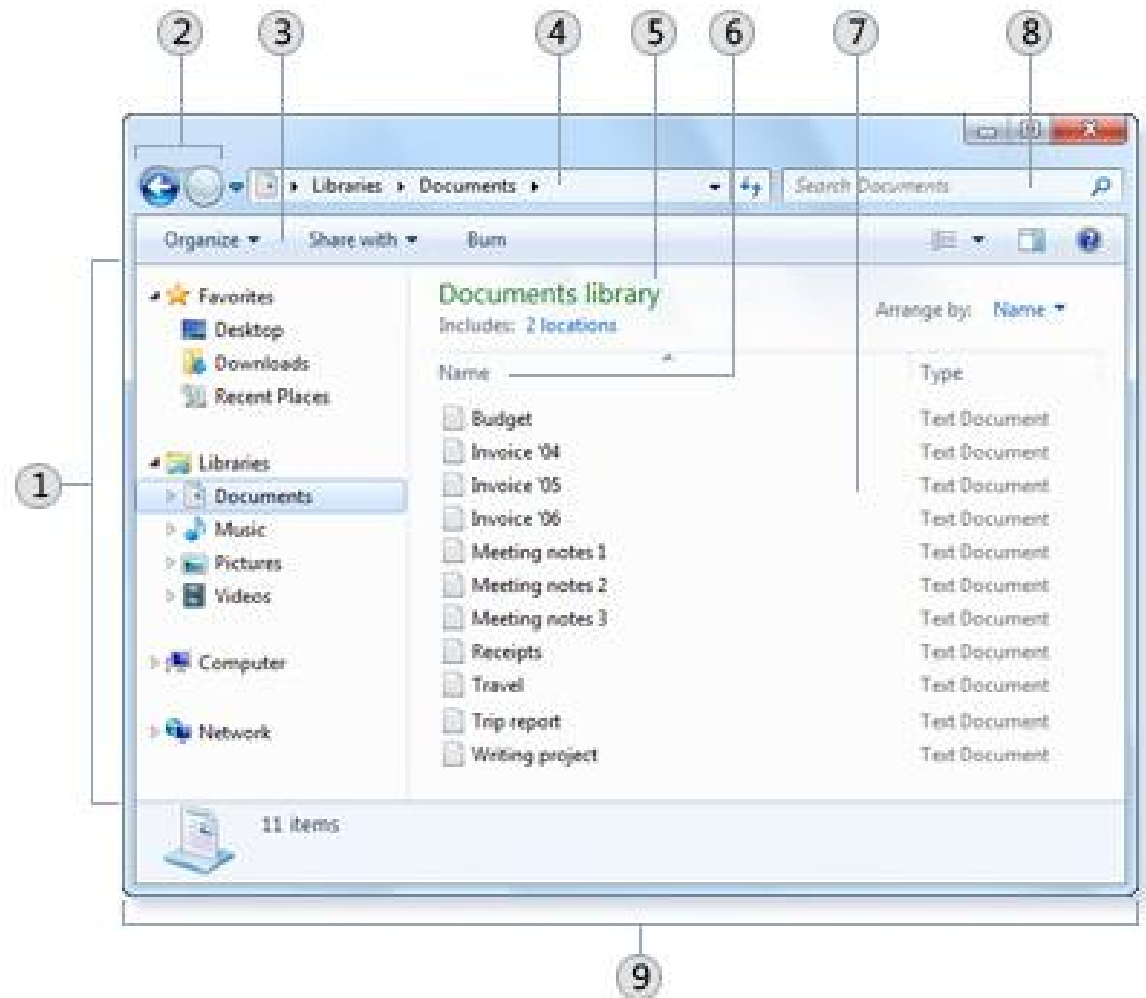
▶ **Method 1**: through **Start Menu**

○ 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
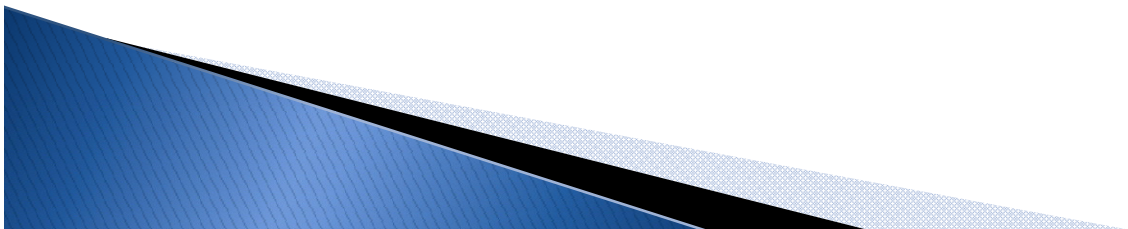
Windows Explorer

① Navigation pane   ⑥ Column headings

② Back and Forward buttons   ⑦ File list

③ Toolbar   ⑧ The search box

④ Address bar   ⑨ Details pane

⑤ Library 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

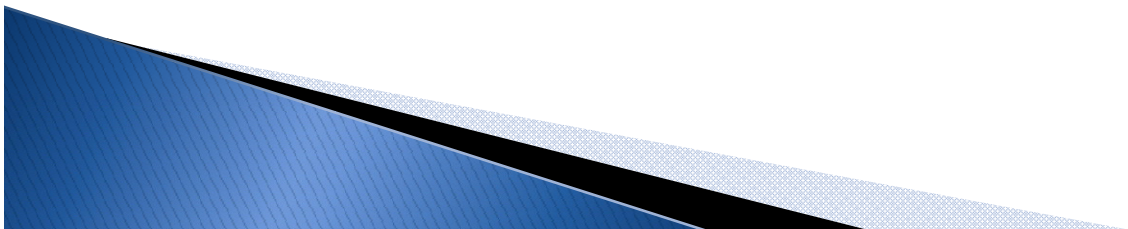"**New**" → "**Folder**"

▸ Type the folder name

▸ Hit Enter
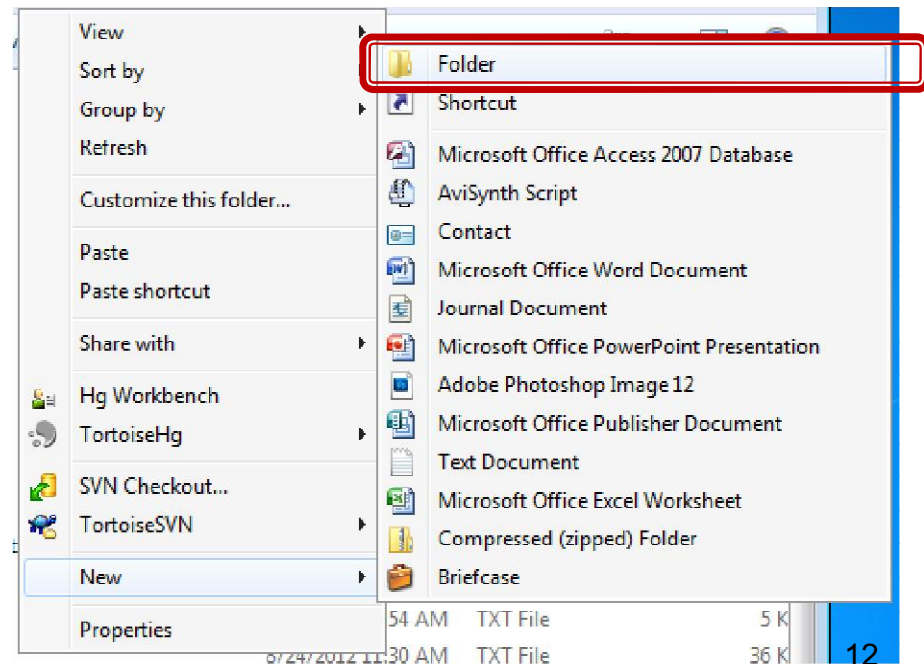
Naming Conventions

▶ 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.

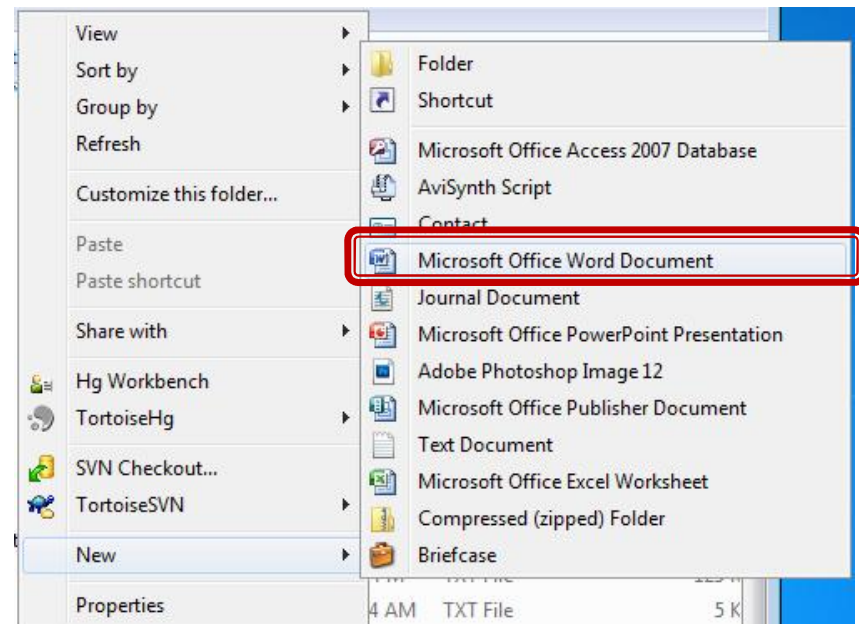▶ When you are ready to save your work, click the Save button.

Creating a file (2)

▶ Open the drive or folder where the new file will be created.

▶ Click on the Menu **"File"** → "**New"** → file type
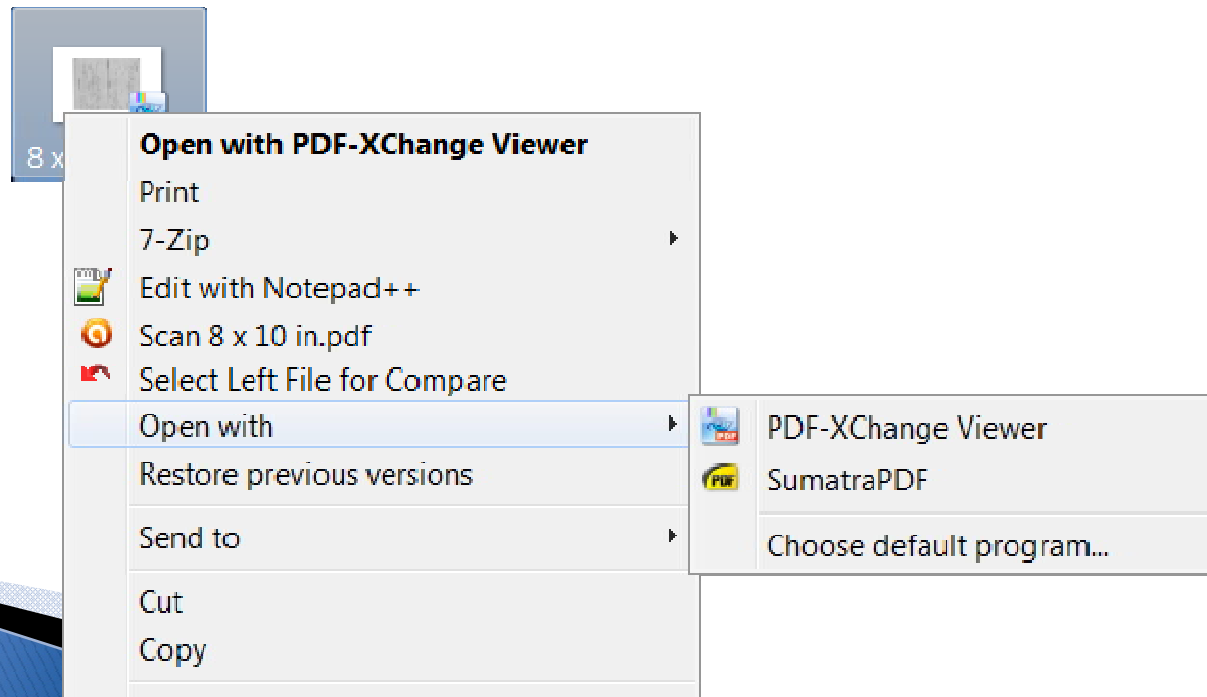
OR

▶ 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.
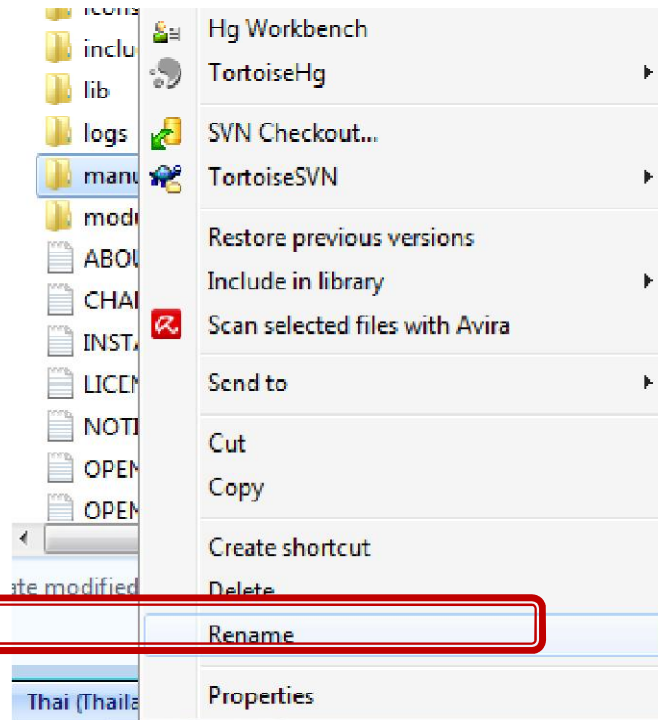
Changing the Name of a File or Folder

▸ Right Click on the file/folder -> **Rename**

   ○ Or press F2

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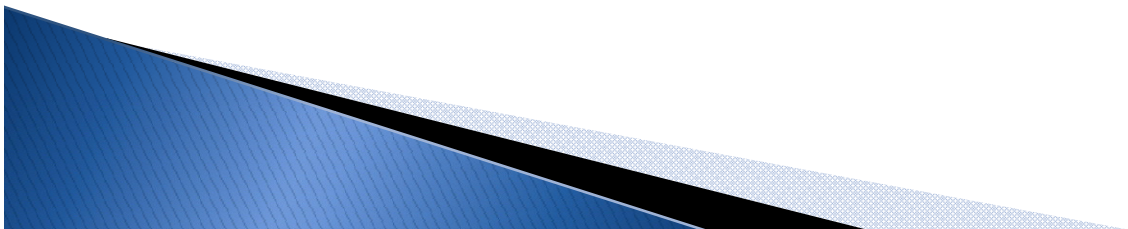
2. **To select non-consecutive files or folders**, press and hold down the Ctrl key, and then click each item that you want to select.

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.
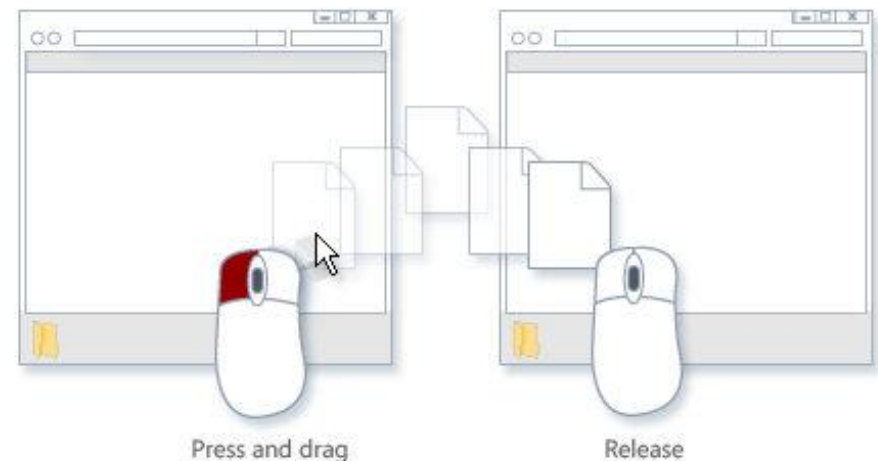
Copying and moving files and folders (1)

▶ **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

Press and drag   Release

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
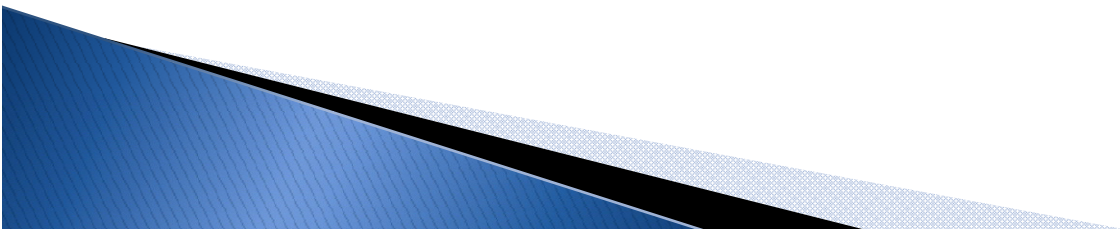
Deleting Folders and Files

▶ 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
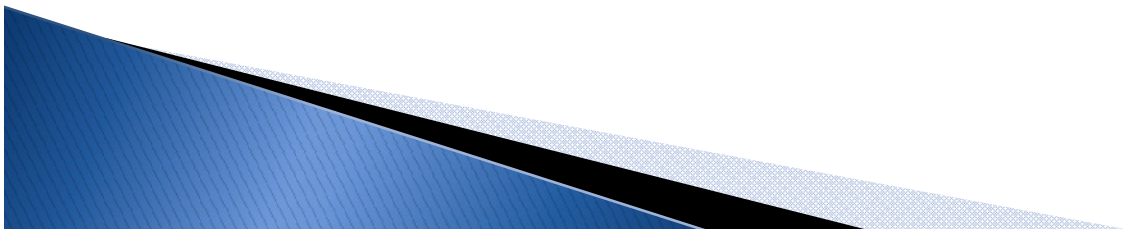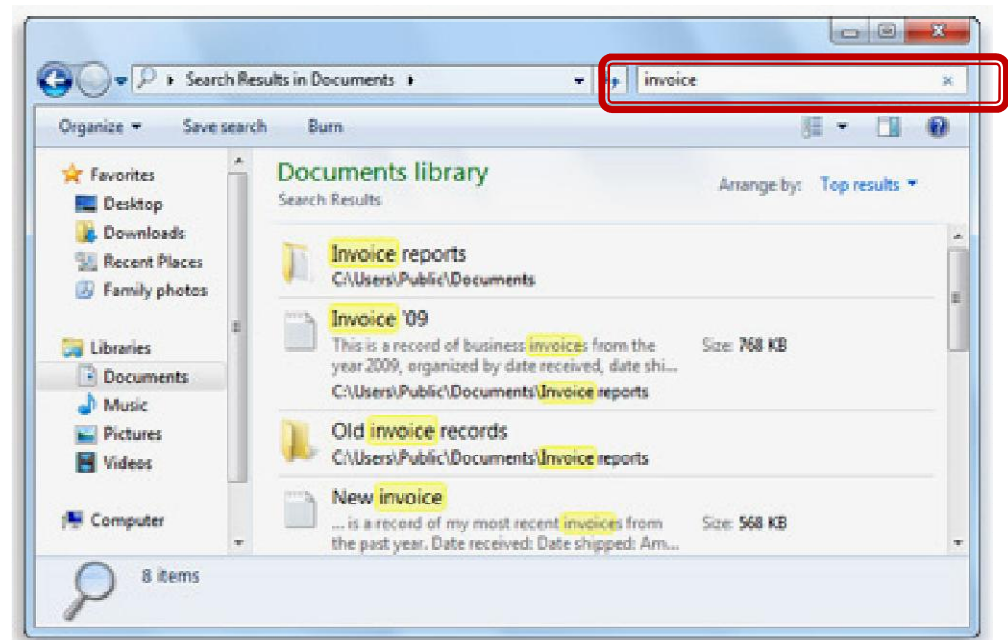
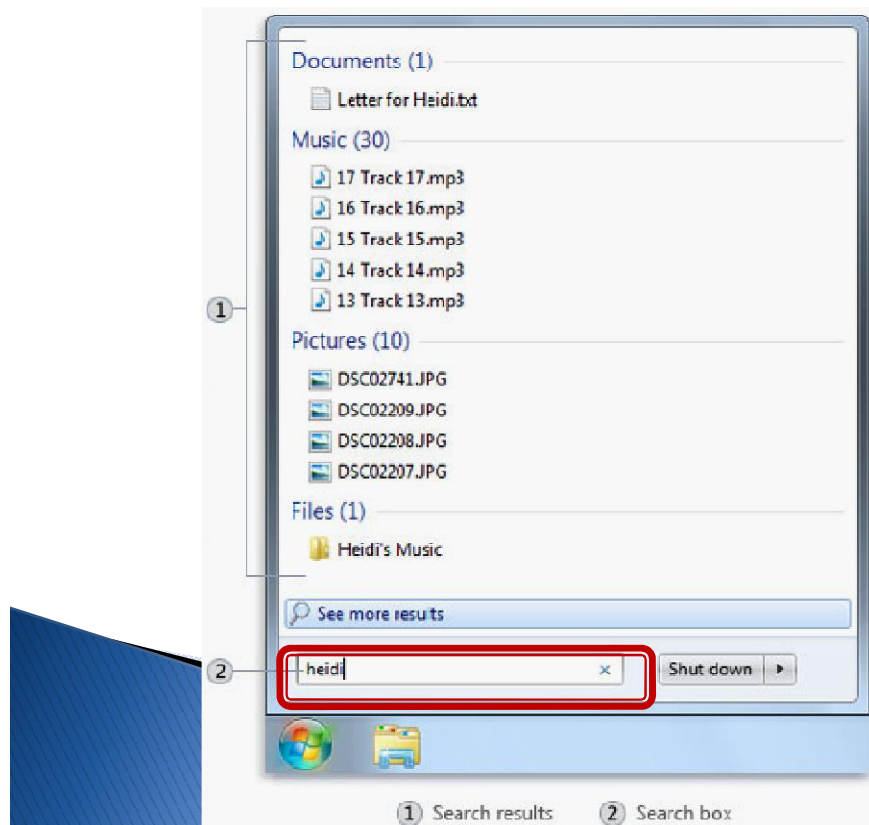# Recovering Folders and Files

▶ **On the Desktop**

- Double click on the Recycle Bin Icon

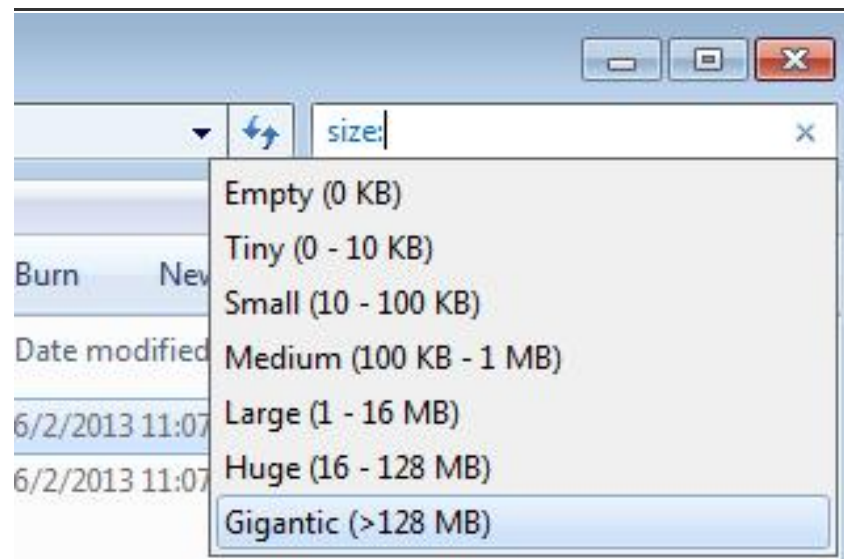- Right click on the file/folder -> **Restore**
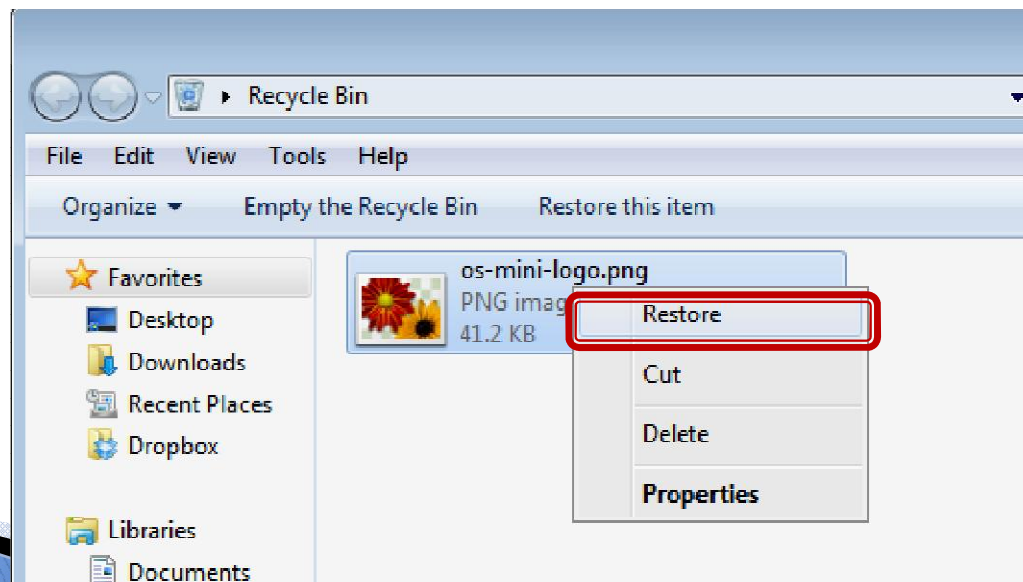
Finding Files and Folders

1. **Start Menu's Search Box**

2. **Windows Explorer's Search Box (press F3)**
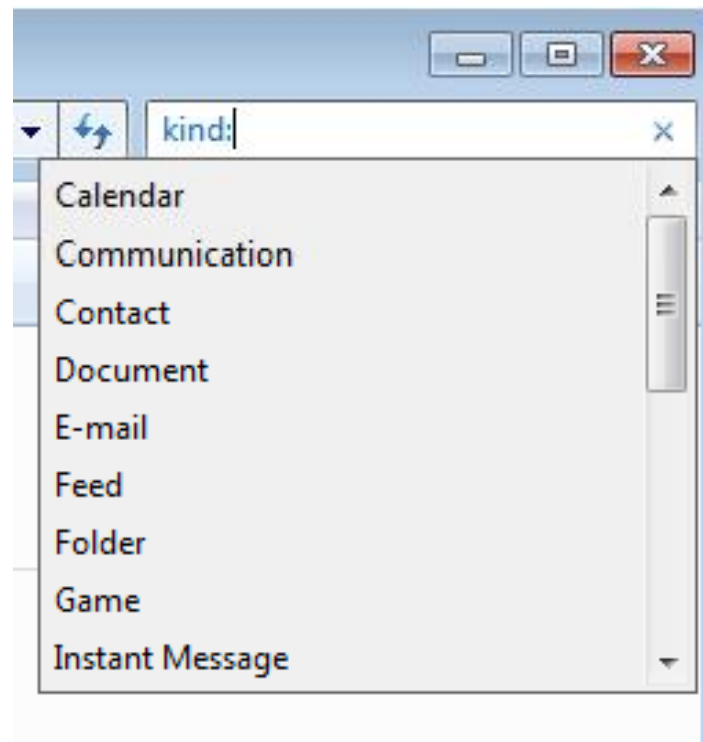
More on Searching (1)

▶ **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**

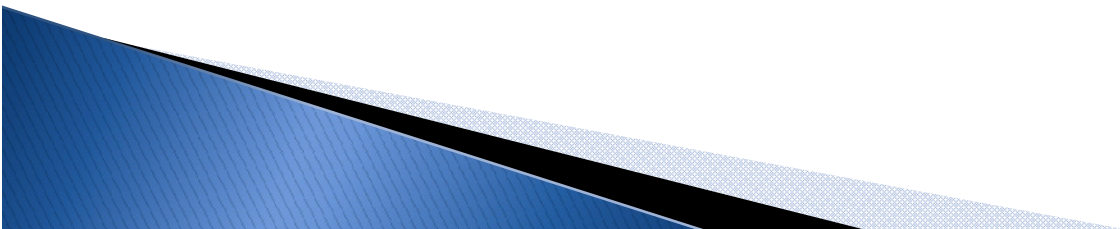# More on Searching (3)

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

Usage: *content:keyword*

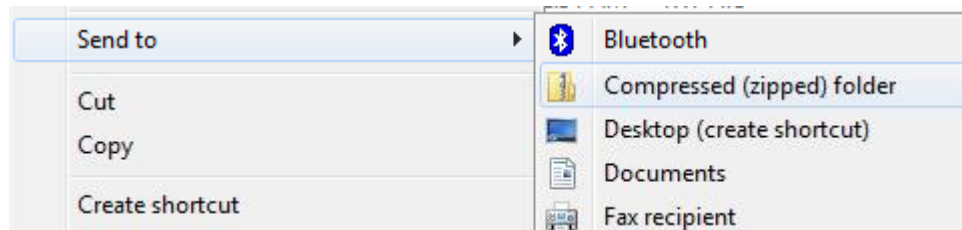Where *keyword* is what you want to search in the file.

Example*: content:homework*

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.**

Send to	▶	❽	Bluetooth
		📁	Compressed (zipped) folder
Cut		🖥	Desktop (create shortcut)
Copy		📄	Documents
Create shortcut		📠	Fax recipient

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.**