

Button which is very similar to the start menu in Windows. Next to it, there is a series of buttons like- File Manager, Software, Settings, Browsers etc.

The Icon:

Icons are another easy way to launch a program or a file. Basically an Icon is a small graphical element on the Unity. We simply make a double click on an icon to launch the respective file. Very similar to an icon, there is a shortcut as well. Shortcuts are basically a link to a file located somewhere in the drive. Shortcuts are identified by a curved arrow on the bottom right corner of the icon.

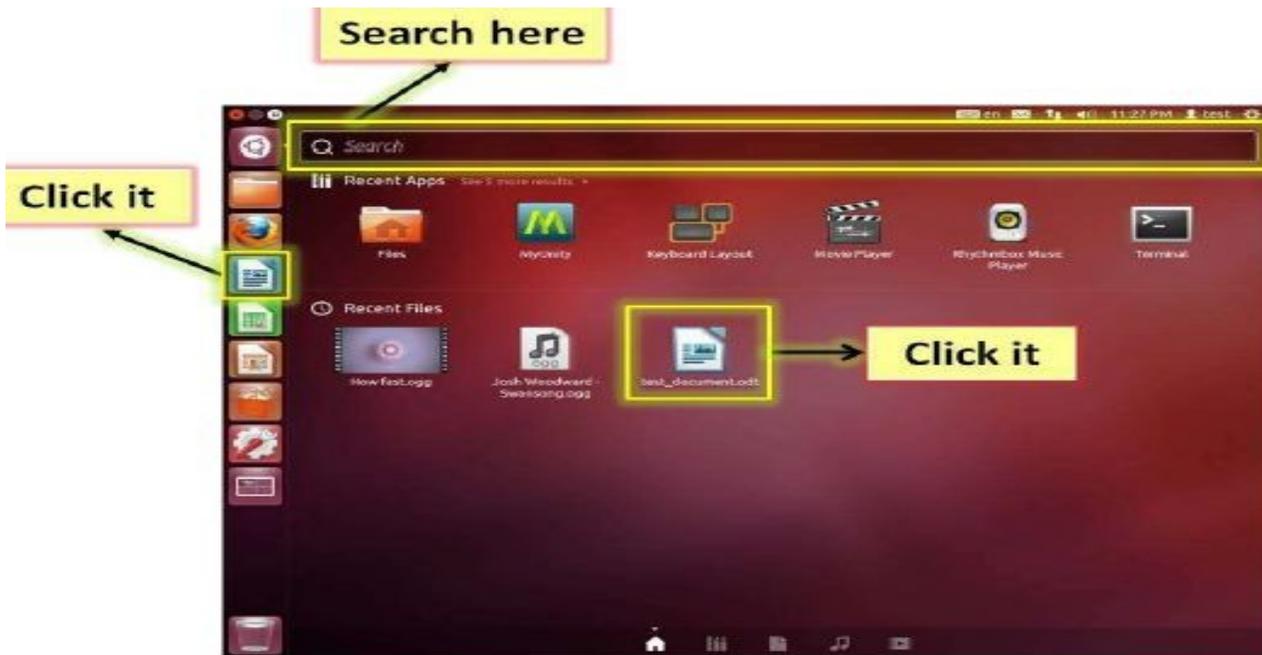


Running an Application:

Running an application in Ubuntu is much easier. We can either use the launcher or the dash.

Using Launcher: Check for a button of the application in the launcher. If it is, simply click it.

Using Dash: Click on the Dash button in the Launcher. If the application is on the Dashboard, click it. Otherwise we can search the application in the search bar of Dash.



Operating System Simple Settings:

Using Mouse and Changing its Properties: Working with a mouse on Ubuntu is also much easier. As we connect a mouse to the machine, Ubuntu quickly recognizes it. The pointer

settings, pointer speed settings, double click speed settings, left-right key settings etc are also configured very easily. To configure a mouse, click on [Dash](#) ==> [System Settings](#) ==> [Mouse and Touch Pad](#).



Changing System date and Time:

In Ubuntu, Date and Time settings appear in the Settings application. Moving in to this application, we can configure the settings like- Change date and time, Calendar appointments, Change time-zone and Add a world clock.



Assignment

1. Write down a note on Unity.
2. Write down steps to change date and time in ubuntu.