NIELIT Gorakhpur

Basic Elements of a Windows Operating System (GUI Interface)

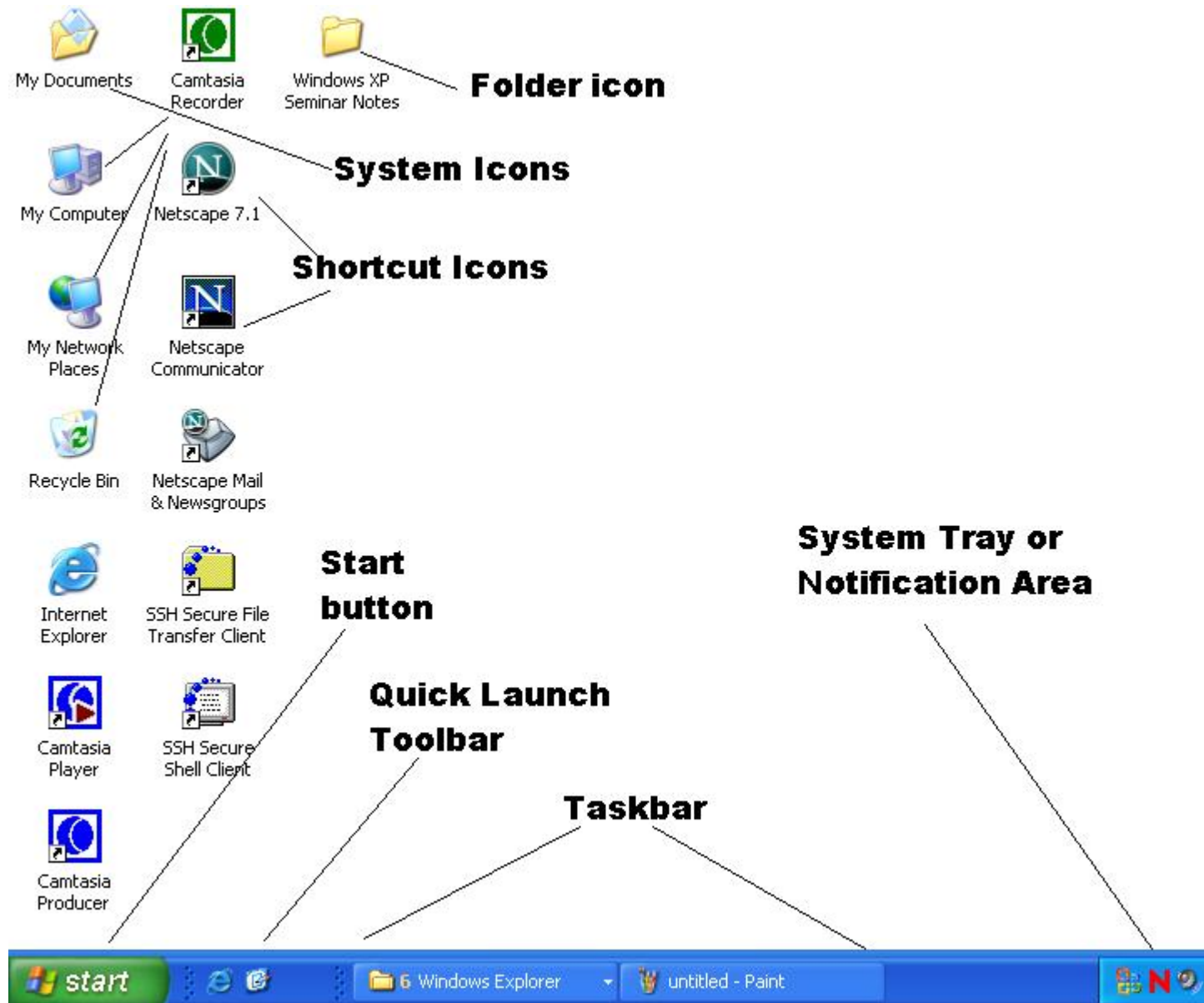GUI operating systems have the following basic components:

- **Pointer** - In Windows XP it is an arrow. When you move your **pointer** over a text area, it will change to an insertion point (like the uppercase letter I) so that you can begin typing or selecting text. (Sometimes it requires you to click your **pointing device** in the text area to change it to an insertion point.)
- **Pointing Device** - In order to move your **pointer**, you must have a device connected to your computer such as a mouse or trackball. The mouse will enable you to make selections on the **desktop** or another display window by moving the **pointer**.
- **Desktop** - The display area from which you begin working.
- **Icons -** Small pictures that represent commands, files, or folders. When you use Windows, you execute commands by using the **pointing device** to move your **pointer** to an **icon**. When you double-click the **icon**, the command is executed or the folder is opened. You can also move **icons** on your computer **desktop** by "clicking and dragging."
- **Windows** - The individual screens that enable you to work in different applications and view the contents of folders and drives. You can have a number of Windows opened simultaneously.
- **Menus** - A list of commands that are available. In Windows XP, the most commonly used menu is the **Start menu**.

POINTER and POINTING DEVICE. All of these functions are performed my pressing the left button on the mouse. The right button can be used to display context-sensitive menus for saving time and "clicks." Below are the basic mouse functions:

- **Click (or Single Click):** Press the **left** mouse button one time. Used to select an object, move a cursor (or insertion point), or invoke a button.
- **Double Click:** Press the **left** mouse button two times, quickly. Used to start an application or open a folder.
- **Right Click:** Press the **right** mouse button one time. Used to invoke a context sensitive pop-up menu.
- **Click and drag:** Press and hold down the left mouse button. Used to move and copy objects, files, and folders.

DESKTOP and ICONS
After you log into your computer, you are prompted to the **Desktop**.

The **Desktop** is the Windows GUI interface with the computer and contains many components including:

- **Taskbar:** Usually located at the bottom of the screen, the **Taskbar** contains the **Start button** on the left and the **System Tray** or **Notification Area** on the right. When you open another Window or application, a button will appear on the **Taskbar**. You can use this button to quickly switch between the Windows you have open.
  - **Start button -** Provides quick access to your Start menu with all of your applications. We will examine the Start menu in Windows XP in more detail in the next section.

- o **The System Tray (or Notification Area)** displays the time as well as icons that represent programs that are loaded into memory. It is also called the Notification Area because this is the location used by Windows to notify you that something requires your attention, such as a problem with printing, new hardware detected, or critical updates ready to be installed.
- o You can also customize your **Taskbar** by adding other **Toolbars** such as **Quick Launch**.
- o You can change the characteristics of the Taskbar by right clicking on the unoccupied portion of the Taskbar and selecting Properties.We will look at some of the settings when we discuss the new Taskbar features in Windows XP in the next section.

- **Desktop Icons**
  - o Shortcuts to applications
  - o Folders and Files
  - o **System Folders**

In Windows XP when you open the System Folders indicated below, there is a panel on the left that provides links to System Tasks, Other Places, and Details. (See Background and Display Settings below to add the system folder icons to your desktop.)

My Computer - Invokes a window which displays:
- Files stored on This Computer
- Hard Disk Drives (usually just your C drive)
- Devices with Removable Storage (floppy disk drive, CD drive, zip drive, usb key)
- Network Drives
- Other

My Documents
- The default location of the actual My Documents folder is on the hard drive. We will see in Windows XP that the location of this folder is very different than in Windows 98.
- The desktop shortcut points to the folder mentioned above on the hard drive, but it can be modified to point to another location or drive (such as a mapped drive on the LAN).

In the public site areas, the My Document desktop icon is pointing to your H Drive.

My Network Places (formerly Network Neighborhood)
- Local Network

- Internet
- This is where you can add a dial-up connection, if you want to connect to Lehigh from home.
- Click on "View Network Connections."
- Click on "Create a New Connection."

Recycle Bin

- When something is deleted from the hard drive (**hard drive only!**), it is moved to the **recycle bin**, in the event that it needs to be restored in the future.
- Remember, if you delete an item on a floppy disk or the LAN (H or I drive), it **does not** go to the recycle bin.
- To remove items in the recycle bin, you can right click on the desktop icon and select "Empty Recycle Bin." Once you empty your Recycle Bin, the items are permanently deleted.

Background and other Display Settings

- You can change your display settings by selecting **Display** from **Control Panel** or, more simply, by right clicking on an empty space on the **Desktop**, and selecting "Properties."

NOTE: The default Windows XP desktop contains only the Taskbar and Recycle Bin. To add the desktop icons for My Computer, My Network Places, My Documents, and Internet Explorer, click on the Desktop tab, and then press the Customize Desktop button. You can check the boxes in front of the icons that you want on your Desktop.

- Add a screen saver to preserve your display and a screen saver password to add security to your computer.

WINDOWS and MENUS

Managing Windows

Maximize: Enlarge a window to its maximum size
Restore: Return a window to its original size.
Minimize: Convert a window to an icon.
Close: Close a folder or file, or terminate an application.
Resize a Window - By pulling the edges or the corners of a window, you can change its shape or size.
Move a Window - Click and drag the title bar.

- ## Exploring and Navigating in Windows XP
  - Open Windows Explorer
    - Right click on Start button -or-

- Press Windows-Key/E.
  - To navigate withing Windows Explorer or to change the view of files and folders:
    - From the View menu you can choose the preferred method of viewing: Thumbnails, Tiles, Icons, Lists, Details.
    - To open a folder in the left panel, without changing the display in the right panel, press the + sign in front of it.
    - Double clicking an item in the left panel will open in both panels.
    - Refresh the view by selecting Refresh from the View menu or pressing F5.
  - To Check System Properties:
    - Right click on My Computer and select Properties -or-
    - Press Windows-Key/Pause.
  - To return to the Desktop (minimizing all open Windows):
    - Click on the Desktop icon on the Quick Launch Toolbar.
    - Right click on an unoccupied space on the Taskbar, and select Minimize All Windows.
    - Press Windows-key/D.
  - Scrolling
    - To go to the top of a document in a window:
      - Click and drag the scroll bar all the way up.
      - Press and hold down the up arrow at the top of the scroll bar until you reach the top.
      - Press Control/Home.
    - To go up (or down) one page at a time:
      - Click either above (to go up) or below (to go down) the scroll bar to advance one page.
      - Press Control/Page Up or Control/Page Down.
    - To go to the bottom of a document in a window:
      - Click and drag the scroll bar all the way down.
      - Press and hold down the Down arrow at the bottom of the scroll bar until you reach the bottom.
      - Press Control/End.
  - To locate a file or folder using Search (formerly Find).
    - Select Search from the Start menu.
    - Press WIndows-key/F.
    - Right clicking on a folder or drive in My Computer or Windows Explorer and selecting Search.

Exercise:-
1-List different types of icons in windows XP.
2-why do we need recycle bin, explain?