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**Windows 7
Operating System**

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Windows 7 Operating System

Windows is Microsoft's flagship operating system, which is, the most popular Operating System, used in the world.

i. What is an operating System?

- An operating system (OS) is the most important program that runs a computer.
- OS is a program that manages a computer's hardware.
- OS provides a basis for applications.
- OS acts as an intermediary between the computer user and the computer hardware.
- OS supports complex games and business applications and everything in between.
- OS provides an environment in which a user can easily interface with the computer and programs to execute.

Computer Operating Systems perform basics **tasks** such as:

- ⇒ Recognizing input from the keyboard and mouse.
- ⇒ Sending output to the display screen.
- ⇒ Keeping track of files and directories on the disk.
- ⇒ Controlling peripheral devices such as printers.
- ⇒ Making sure that different programs and users running at the same time do not interfere with each other.
- ⇒ Taking responsibility for security and ensuring that unauthorized users do not access the system.
- ⇒ See figure (1), please. Which shows a simple map about the OS main tasks.



Figure 1

ii. The main screen of windows 7

Figure (2) illustrates the main contents of windows 7 screen.

Windows 7 Desktop



Figure 2: Windows 7 screen

From the main screen you can notice that there are lots of features to define such as:

Start Button:

Start Button or (Start Orb) was first introduced with the release of Microsoft Windows 95. It allows users to access their computer programs or configure Microsoft Windows easily.

- ❖ You can find start button at the bottom left part of the desktop screen and it can be placed at the top right or left in case of moving the taskbar.
- ❖ By clicking on the start button, Start menu will open to give you access all the programs installed on the computer and other windows features.

- ❖ Start menu can be activated by using keyboard (Windows Key) or (ctrl + esc).

The figure (3) provides the different start buttons found in Windows versions.

The Evolution of the Windows Start button



Figure 3: Windows Start Buttons

Taskbar:

A bar located at the bottom of the screen. It allows the user to:

- Locate and launch any program through the start menu.
- Launch any program that is already pinned to the taskbar.
- View any program that is currently open.
- Check the time and date.
- Check the items which are running in the background of the Windows such as (antivirus program, network connection, language options, sound speaker, power status, and Windows update notifications).

Desktop:

An environment that allows for interaction between the user and the OS and it is represented by an organization of icons on the screen.

Icons:

Icon is a small graphical representation of a program or file that you can open it by:

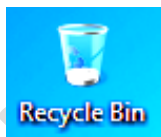
- Double click on the left mouse button.
- Choose the icon → Right click → Choose open.

Desktop has common icons

1. **Computer** My computer: It allows you to explore and manage the contents of your computer. In my computer you can see all available drivers on your computer (Local Disk (C :), Local Disk (D :), Local Disk (E :)) and any device with removable storage. You can also use the search box to find where the missing file is stored.

You can open this icon by:

- ❖ The two ways those were shown before.
- ❖ From Start menu → select Computer.
- ❖ Click (Windows key + E).



2. **Recycle Bin** Recycle Bin: It is a location where the deleted files are temporarily stored. Its purpose is to allow user to recover the files that have been deleted accidentally. But in case that the Recycle Bin is filled up, the older files will permanently remove for your hard drive to make space for newly deleted once.

Notice

If you delete a file through an MS-DOS this action is permanent and the file will not go the Recycle Bin.

⇒ Emptying the Recycle Bin is recommended only when you are sure that you will not need the files again.

⇒ To empty the Recycle Bin → Right Click on the icon → select Empty the Recycle Bin from the drop-down menu.



3. My Documents OR Documents: It is the default folder that stores the computer documents and other files associated with programs on your computer.

Examples that, saving a file of Microsoft Word the default folder will be my documents. So that makes the process of finding them easier.

☒ Not to be confused between written document and My Documents OR Documents.

☒ Notice Microsoft has changed My Documents to Documents in the most recent versions of Windows.



4. Internet Explorer: It is an internet browser allows you to view web pages and use their wide features. Today, Internet Explorer still a strong competitor with other browsers like Google Chrome, Firefox, Opera and Safari.

iii. What is accessible in the Start menu?

In the Start menu there are two panes(right and left).

⇒ At the left pane you can find the pinned program shortcuts, the recently ran programs and at the bottom there is the (All Programs) option which displays all programs that have been installed on the computer. Search bar will be directly below the (All Programs) option, it is so useful feature in Windows because it allows you to find any file, folder or program by typing the name in the bar and have the results displayed above.

⇒ At the right pane you can find the more commonly accessed sections such as Computer, Documents, Pictures, Music and Control Panel. And at the bottom of this side is the Shut down button , which allows you to turn your computer off, and there are other options by clicking on the arrow next to.

- + Switch user.
- + Log off.
- + Restart.
- + Sleep.
- + Lock.
- + Hibernate.

Please see figure (4) Start menu Panes and options.



Figure 4

Help and support

It is an available option appears at the start menu right pane, that allows users to search and find answers to questions they may have about any program on Windows.

⇒ Most Microsoft windows can access help and support by using the key F1 on the keyboard.

See figure (5) below, please.

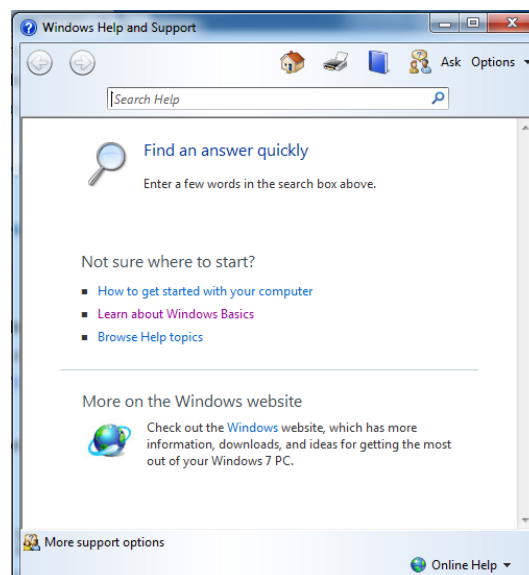


Figure 5

Control Panel

It is a section that enables a user to change various hardware and software features. Settings for mouse, keyboard, sound, network, clock, language, programs modifications and lots of other features. Please see figure(6).

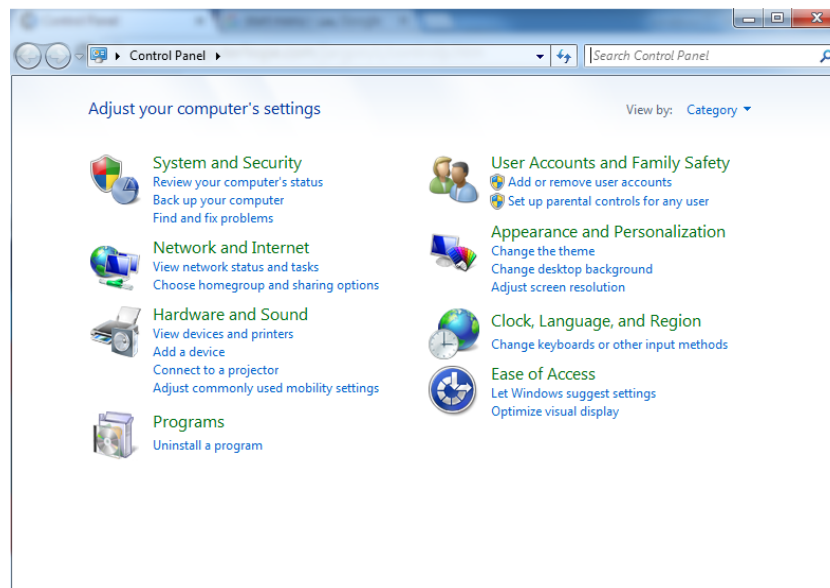


Figure 6

iv. Folder

- a. **Folder definition:** it is a virtual location where programs, files, and other folders can be located. Folders help users to store and organized their files. The figure below shows what a folder with files looks like, see figure(7) please.



Figure 7

b. Creating folder

There are few ways to create a folder on Windows 7:

- From Windows Explorer you can select any library or any icon from the left pane → find an option of new folder on the Explorer toolbar → click to create new folder. See figure(8) please.
- Right Click with your mouse on the blank portion of desktop or inside folders → select New → folder. See figure(9) please.

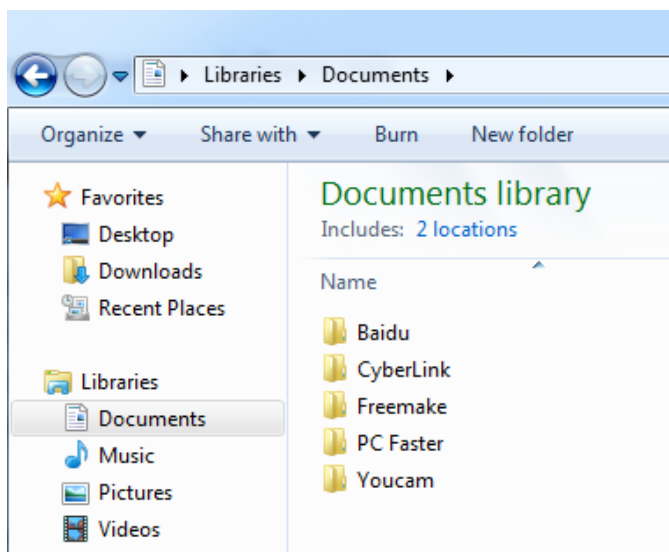


Figure 8



Figure 9

c. Delete folder or file

- The easiest way to delete folder or file is to highlight the item by clicking on once then click Delete button on the keyboard.
- Highlight the item by clicking on once then → Right Click → select Delete from the menu.
- If the file or folder was on the desktop just click on it → hold and drag to the Recycle Bin.

d. Rename folder or file

- Highlight the item by clicking on once then → Right Click → select Rename → type the name.
- Highlight the item by clicking on once then → press F2.

e. Copy folder or file

- Highlight the item by clicking on once then → Right Click → select Copy → move to the new location → Right Click → select Paste.
- You could highlight any folder or file then → click (ctrl + c) to copy → move to the new location → click (ctrl + v) to paste.

f. Cut folder or file

You can easily cut any folder or file you want by:

- Highlight the item by clicking on once then → Right Click → select Cut.
- Highlight the item by clicking on once then → click (ctrl + x) to cut it.

You can move to a new location and paste it in anywhere if you want.

g. Minimize, Maximize/Resize and Close

You can find these 3 actions in all Graphical User Interface operating systems. See figure (10) please.



Figure 10

- ⇒ Minimize: hides the window but it keeps the application running and accessible.
- ⇒ Maximize/Resize: allows the user to enlarge a window and usually making it fill the entire screen. Resize means that return the window back to its previous size.
- ⇒ Close: allows a user to terminate the window from a program.