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Chapter 10

WINDOWS OPERATING SYSTEM

What is an operating system?

Ans: **Operating System:**

"An operating system is software that communicates with the hardware and allows other programs to run. It consists of system software, or the fundamental files that your computer needs to boot up and function properly. Every desktop computer, tablet, and smartphone require an operating system that provides basic functionality for the device to work.

Examples of Operating system:

Common desktop operating systems include Windows, OS X, and Linux.

(OS stands for Operating System.)

Information about OS:

Each OS is different while most provide a graphical user interface (also known as GUI) that includes a desktop, the software to manage files and folders & make your hardware perform basic functions. The Operating system also allows you to install and run programs made for that operating system. Windows and Linux can be installed on standard PC hardware while OS X is designed to run on Apple systems. Therefore, the

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hardware you choose affects what operating system(s) you can run.

Mobile devices, such as tablets and smartphones also include operating systems that provide a GUI and can run applications. Common mobile OSes include Android, iOS, and Windows Phone. These OSes are developed specifically for portable devices and therefore are designed around touchscreen input. While early mobile operating systems lacked many features found in desktop OSes, they now include advanced capabilities, such as the ability to run third-party apps and can perform Multitasking (run multiple apps at once).

Since the operating system serves as a computer's fundamental user interface, it significantly affects how you interact with the device. Therefore, many users prefer to use a specific operating system.

For example:

One user may prefer to use a computer with Linux operating system (i.e. Ubuntu) instead of a Windows-based PC. Another user may prefer an Android-based smartphone instead of an iPhone, which runs the iOS.

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For reference OSX



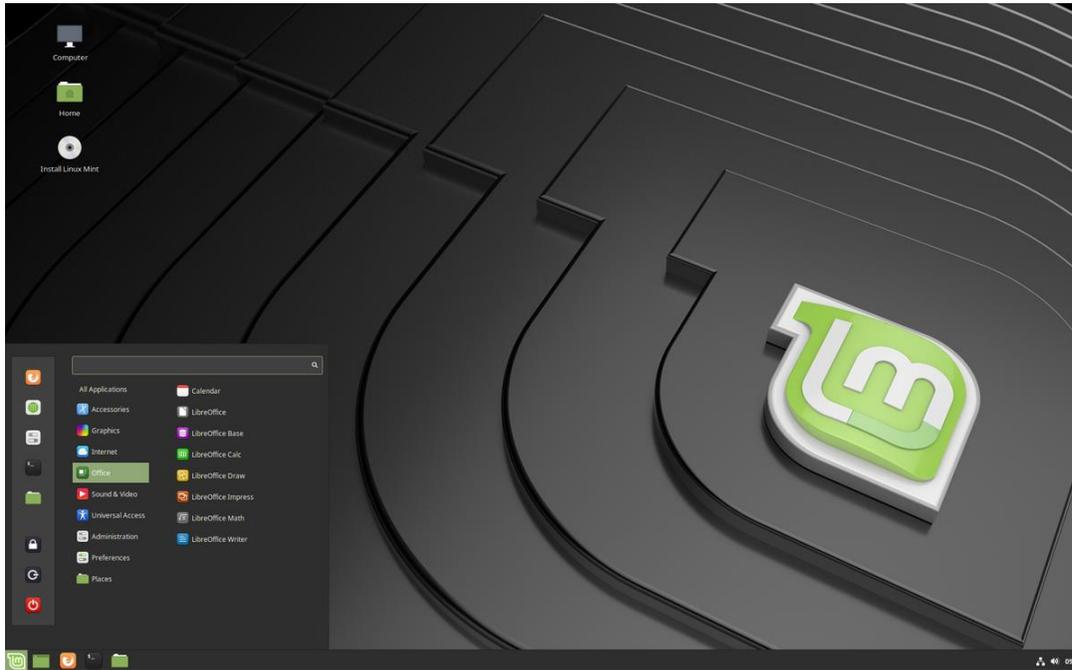
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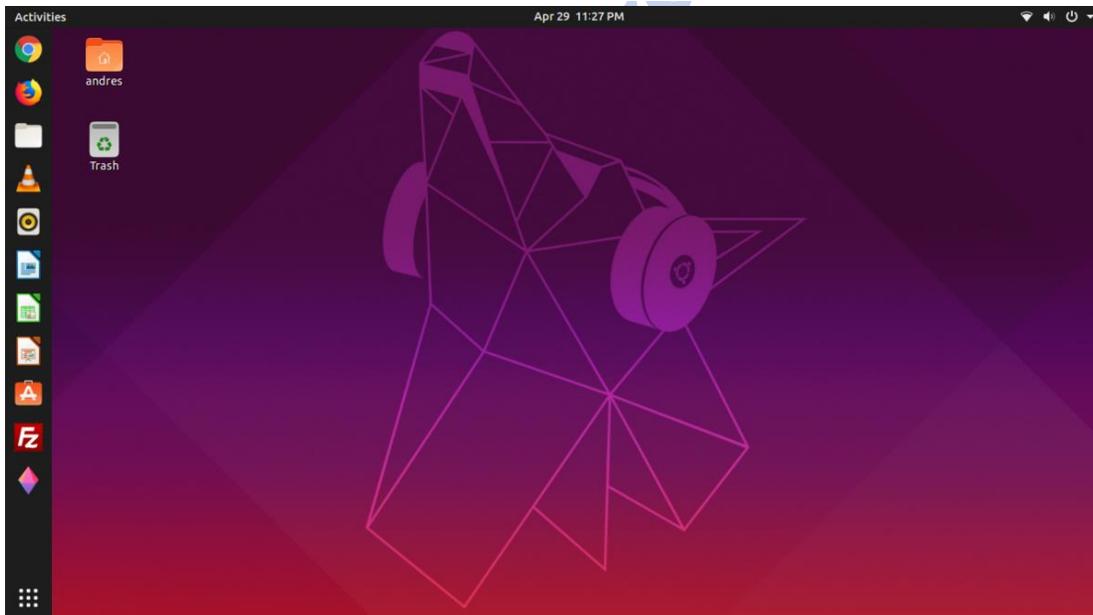
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For Reference Linux GUI:

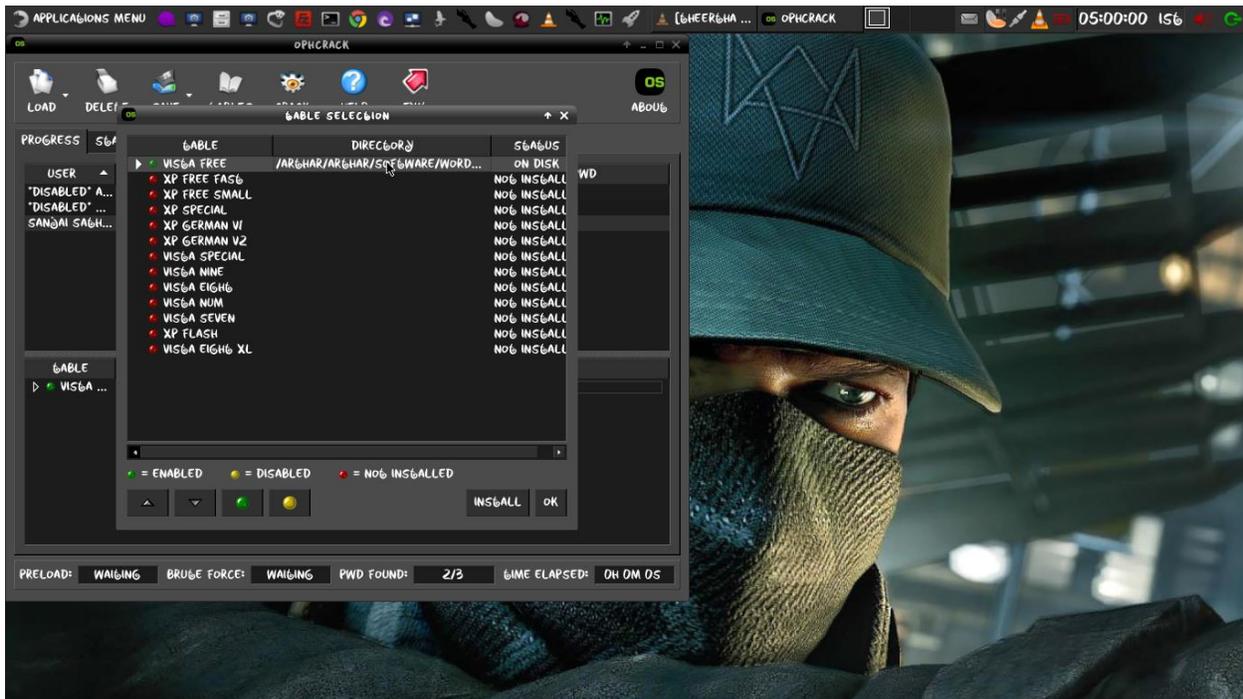


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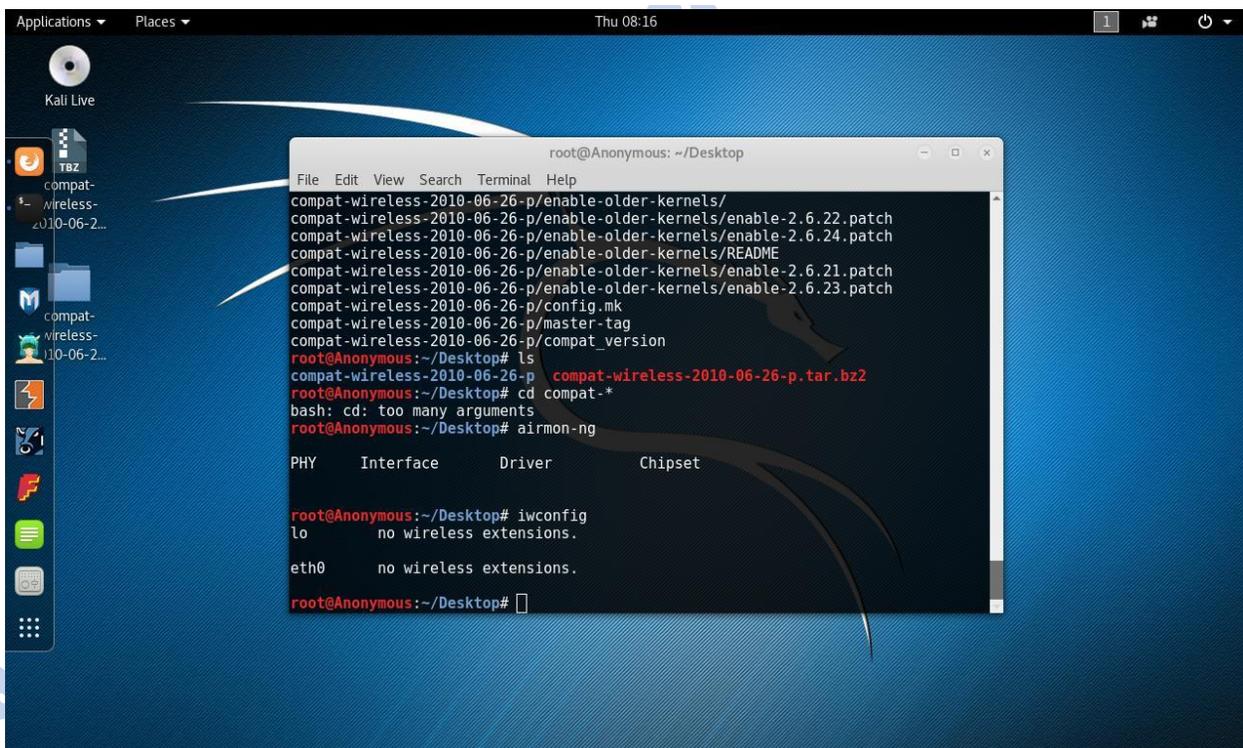


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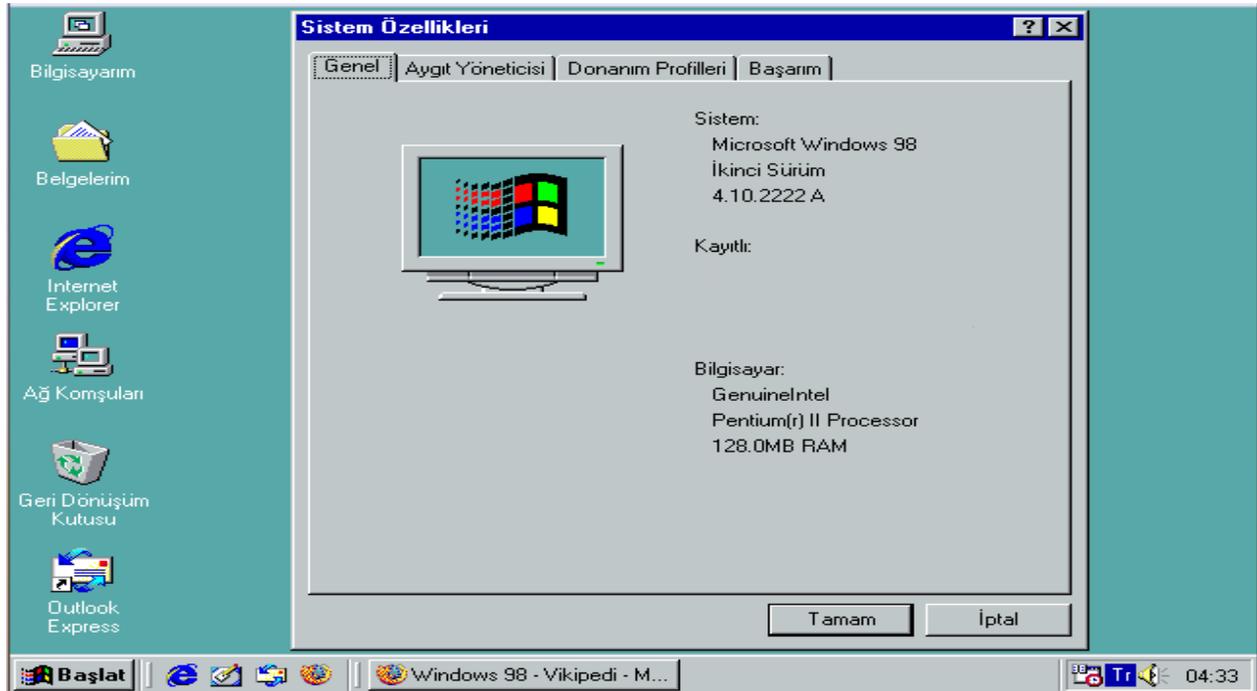


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**There are many Linux distribution and Flavors. THEMES etc.
Every Distribution is different in some way or other.**

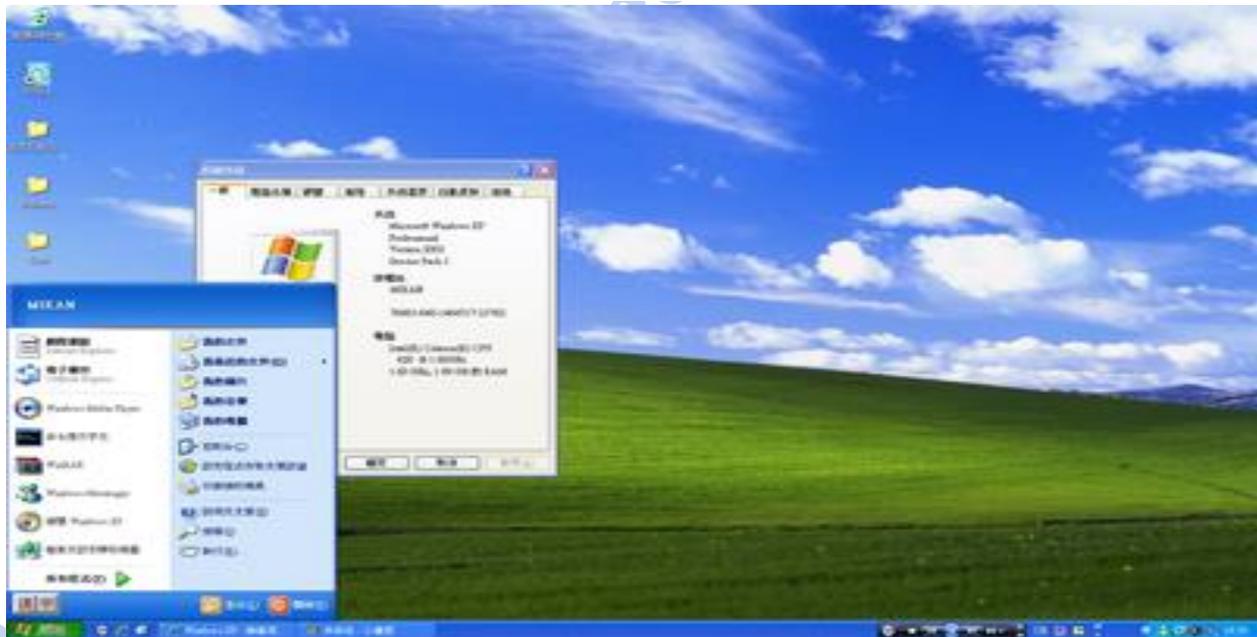
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For Reference Windows



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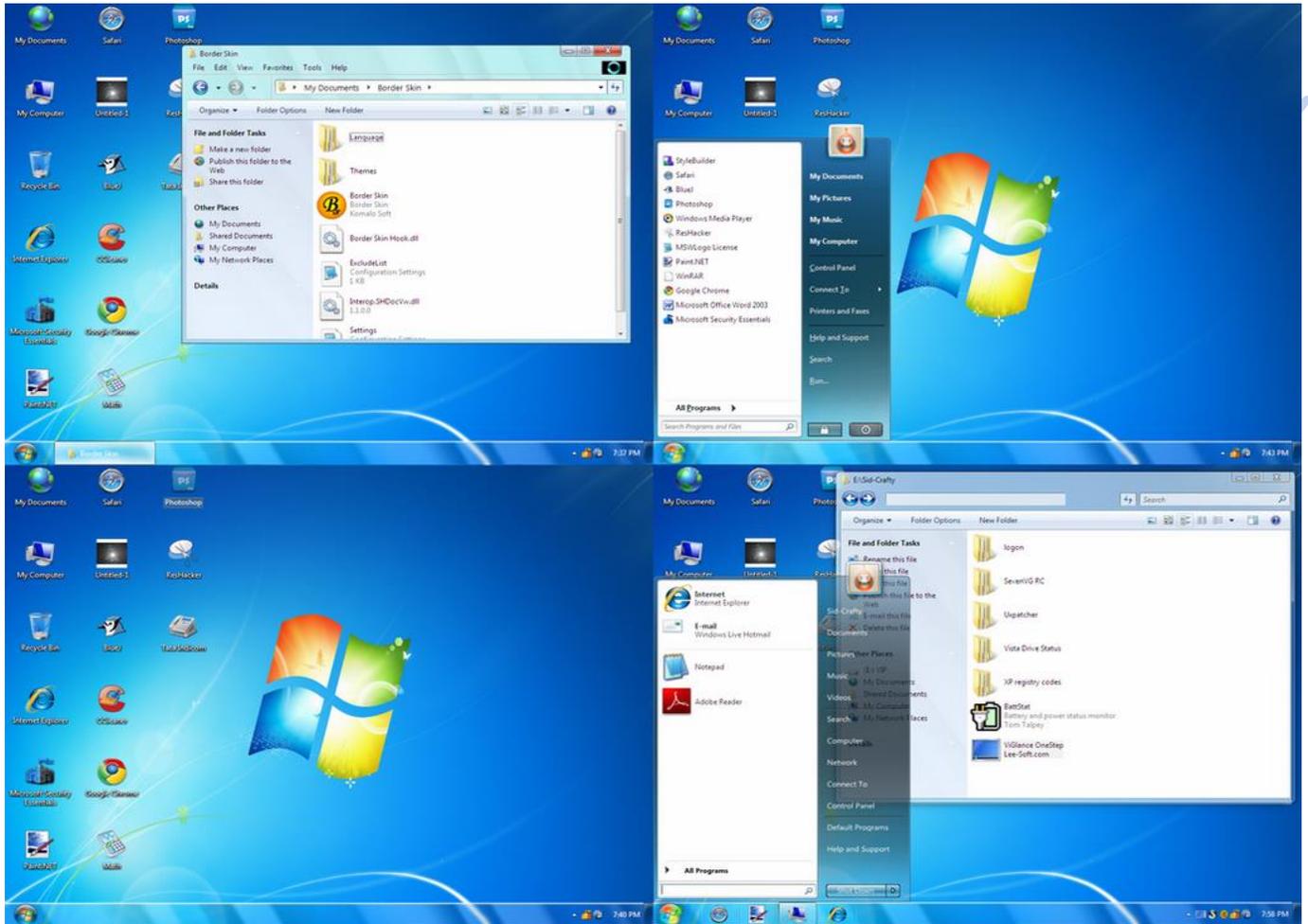
Windows 98



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Windows XP

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Windows 7

Allama Iqbal Law

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Q: Can one operating system i.e. windows run applications from another operating system i.e. OSX?

Answer: No, All operating system use different type of file system, extensions & resources.

Explanation:

When software developers create applications, they must write and compile them for a specific operating system. This is because each OS communicates with the hardware differently and has a specific application program interface, or API, that the programmer must use. While many popular programs are cross platform, meaning they have been developed for multiple OSes, some are only available for a single operating system. Therefore, when purchasing a computer make sure the operating system of that computer supports the programs you want to run.

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Q: Why Operating system is important/required?

Answer: Operating system is important/required because:

1. Operating system is a set of programs that manages all computer components and operations.
2. A computer cannot do anything without operating system.
3. Operating system must be installed on every computer.
4. Users interact with the computer through operating system.
5. When computer is turned on, the operating system runs and checks that all hardware of the computer is functioning properly or not.
6. Operating system manages all operations on the computer after booting.
7. Operating system is required for installation of application software and it depends on the operating system that which application software you can install/run the computer.

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Q: Explain different types of Operating System?

Ans: There are two types of operating system.

1. Command Line Operating system (CLI)
2. Graphical Interface Operating system (GUI)

Command Line Operating System:

An Operating system in which we can use the computer with the help of different commands is called command line operating system. This type of Operating system is also called command line interface (CLI)

Example:

DOS is well known Command line operating system. DOS stands for Disk Operating System. It was popular used operating system. It was developed by Microsoft in 1981.

For Reference DOS:

```
Welcome to FreeDOS

CuteMouse v1.9.1 alpha 1 [FreeDOS]
Installed at PS/2 port
C:\>ver

FreeCom version 0.82 pl 3 XMS_Swap [Dec 10 2003 06:49:21]

C:\>dir
Volume in drive C is FREEDOS_C95
Volume Serial Number is 0E4F-19EB
Directory of C:\

FDOS          <DIR>      08-26-04   6:23p
AUTOEXEC  BAT           435      08-26-04   6:24p
BOOTSECT  BIN           512      08-26-04   6:23p
COMMAND   COM          93,963   08-26-04   6:24p
CONFIG    SYS           801      08-26-04   6:24p
FDOSBOOT  BIN           512      08-26-04   6:24p
KERNEL    SYS          45,815   04-17-04   9:19p
6 file(s)          142,038 bytes
1 dir(s)          1,064,517,632 bytes free

C:\>
```

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Graphical User Interface Operating System:

A operating system that provides the user with a graphical user interface to interact with the computer and the ability to perform any functions through computer hardware is called Graphical User Interface. GUI stand for Graphical User Interface.

Example:

Windows is the most popular GUI (OS).

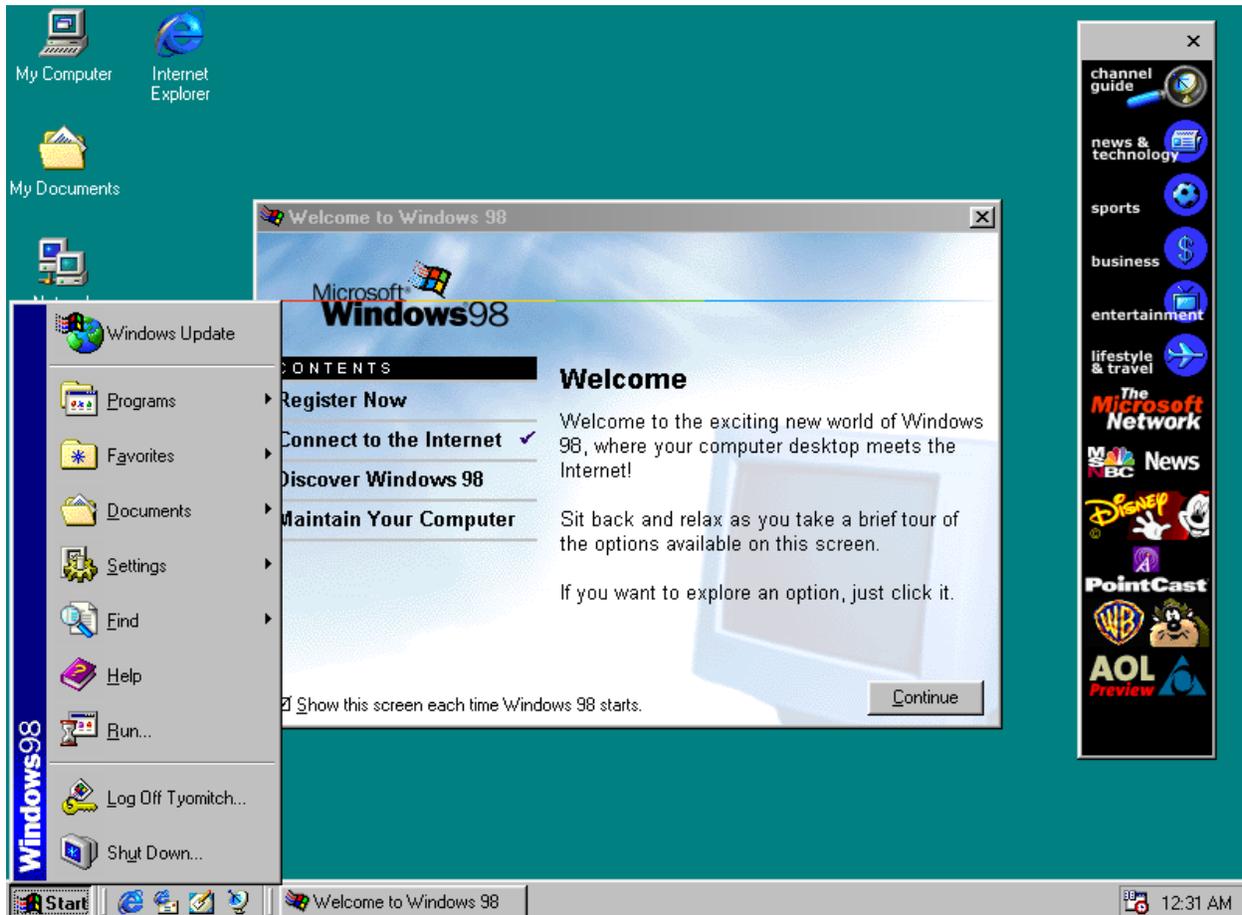
Windows is a "Graphical User Interface Operating System" It provide user with Graphical Interface to interact and perform operation on the computer. It is multi-tasking operating system meaning that it can run more than one program simultaneously.

Android is also a GUI operating system. Is is made for smart device such as smart phone, Tablets & smart TV etc. There any device that are using android.

OSX is also a GUI operating system. OSX is for apply devices only. It supports only apple device and can not be installed on any other computer other than a apple own device or apple certified device.

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For Reference GUI Windows:



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Q: Difference between DOS and Windows?

Q: Difference between Command Line interface or Graphical User Interface?

Q: Difference between Command Line interface or Graphical User Interface?

Ans.

DOS & WINDOWS are most popular operating system from there respective types. The difference between them is as below:

DOS

- 1 DOS is command line interface.
- 2 It is difficult to learn.
- 3 It is single operation performing operating system. (It can only run one program at a time)
- 4 It is single user operating system (mean that it can only be used by one user).
- 5 It only supports 16bit file system.
- 6 DOS require less memory (refers Space required in RAM)
- 7 DOS requires less storage space. (refers to space required to store DOS)

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- 8 It does not support plug and play feature.

```
C:\Temp> dir
Volume in drive C is C
Volume Serial Number is 74F5-B93C

Directory of C:\Temp

2009-08-25  11:59    <DIR>          .
2009-08-25  11:59    <DIR>          ..
2007-03-01  11:37           2,321,600 AdobeUpdater12345.exe
2009-04-03  10:01           27,988 dd_depcheckdotnetfx30.txt
2009-04-03  10:01             764 dd_dotnetfx3error.txt
2009-04-03  10:01           32,572 dd_dotnetfx3install.txt
2009-06-09  13:46           35,145 GenProfile.log
2009-08-05  12:11             155 KB969856.log
2009-04-20  08:37             402 MSI29e0b.LOG
2009-04-09  16:34           38,895 offcIn11.log
2009-04-03  16:02    <DIR>          OfficePatches
2009-07-14  14:30    <DIR>          OHotfix
2009-08-25  10:52           16,384 Perflib_Perfdata_c30.dat
2009-04-03  10:01             1,744 uxeventlog.txt
2009-08-25  11:42       50,245,632 WFV2F.tmp
2009-04-20  10:07             1,397 {AC76BA86-7AD7-1033-7B44-A81200000003}.ini
2009-04-20  10:13             617 {AC76BA86-7AD7-1033-7B44-A81300000003}.ini
                13 File(s)      52,723,295 bytes
                4 Dir(s)  83,570,208,768 bytes free
```

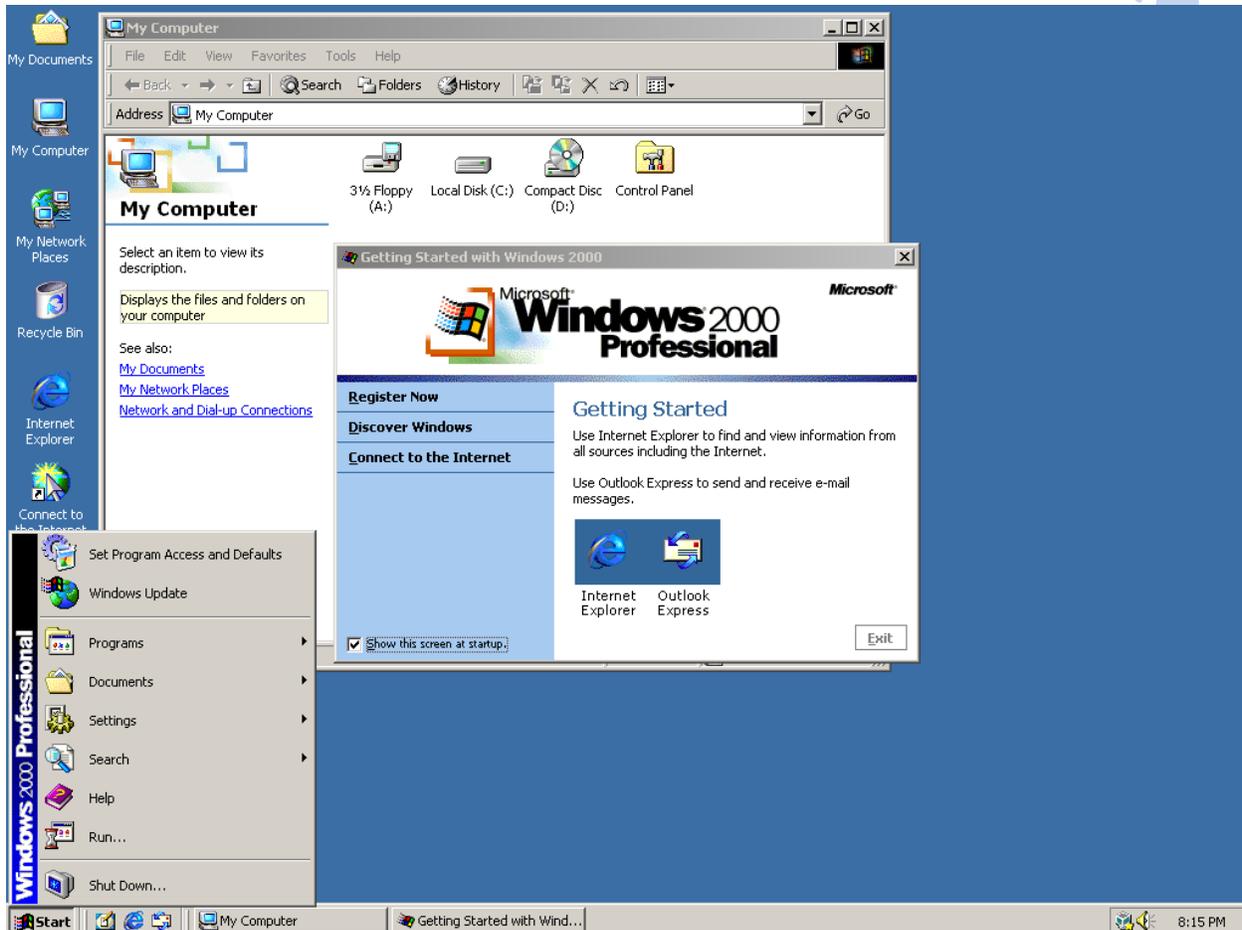
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Windows

- 1 Window is Graphical User Interface.
- 2 It is easier to learn.
- 3 It supports multi-tasking (mean user can preform more than one task)
- 4 It is multiuser operating system. (means more than one user can use this operating system).
- 5 It provides plug & play support.
- 6 It supports 16-bit & 32-bit file system.

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- 7 Window requires more memory than DOS for installation.
- 8 Windows also uses for RAM then DOS.



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Q. What are Windows Operating System and its Feature?

Ans: Windows is an operating System. It was developed by Microsoft Corporation. It provides a graphical user interface (GUI) environment to work with computer. Window is easier to use and manage. Windows is the most widely used operating system.

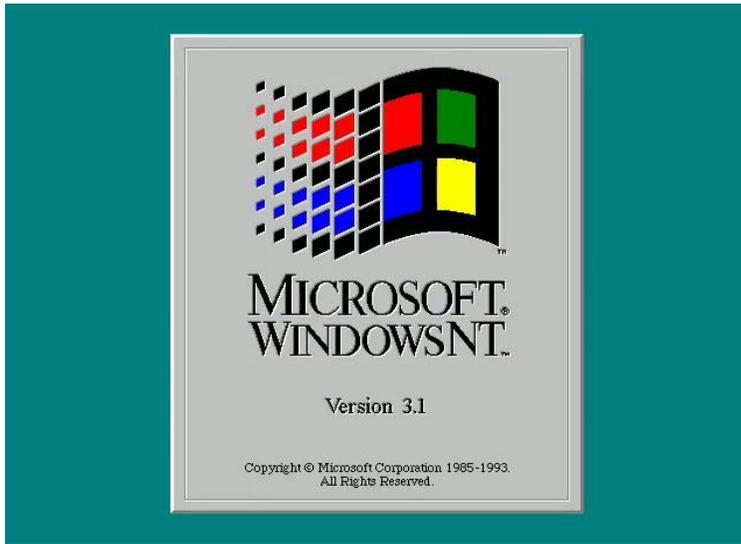
Features of windows operating system:

Graphical user interface allows users to interact with the software using visual images such as windows, icons, menu, buttons, etc. in GUI mode, the most of the functionality of operating system is based on mouse and keyboard.

Versions of Windows.

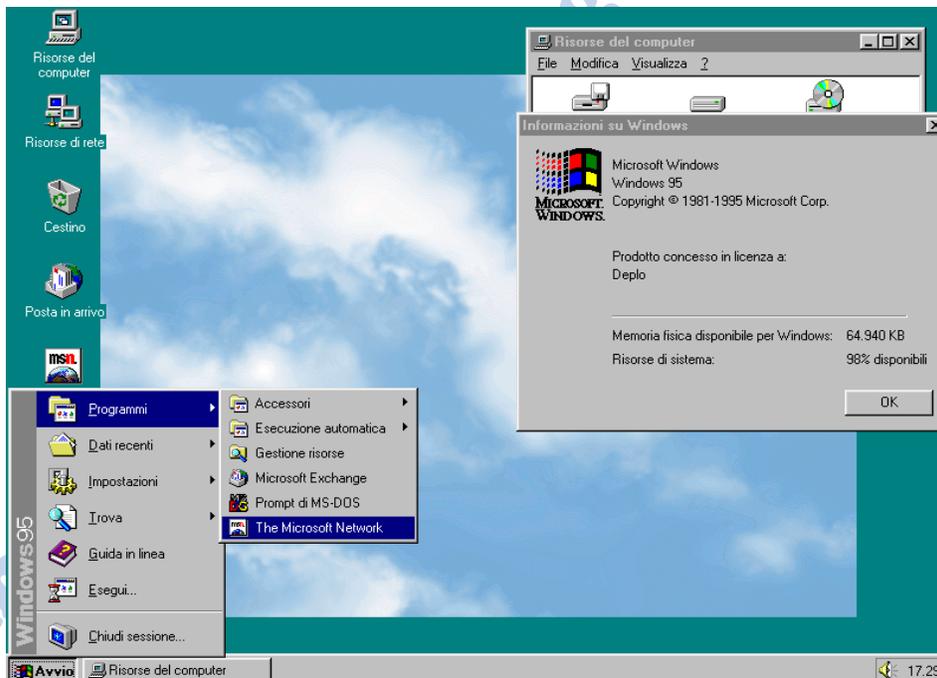
1. The first successful series of Windows was Windows 3.x series. Windows 3.x was not an operating system It was just an operating environment providing GUI. This version is operated under DOS Microsoft Windows Family.

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2. In 1995, Microsoft released Windows 95. It was the complete operating system for personal computer.



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3. In 1998, Microsoft released Windows 98 then Microsoft released Windows NT. It has networking features. Later versions of Windows are based on NT technology.



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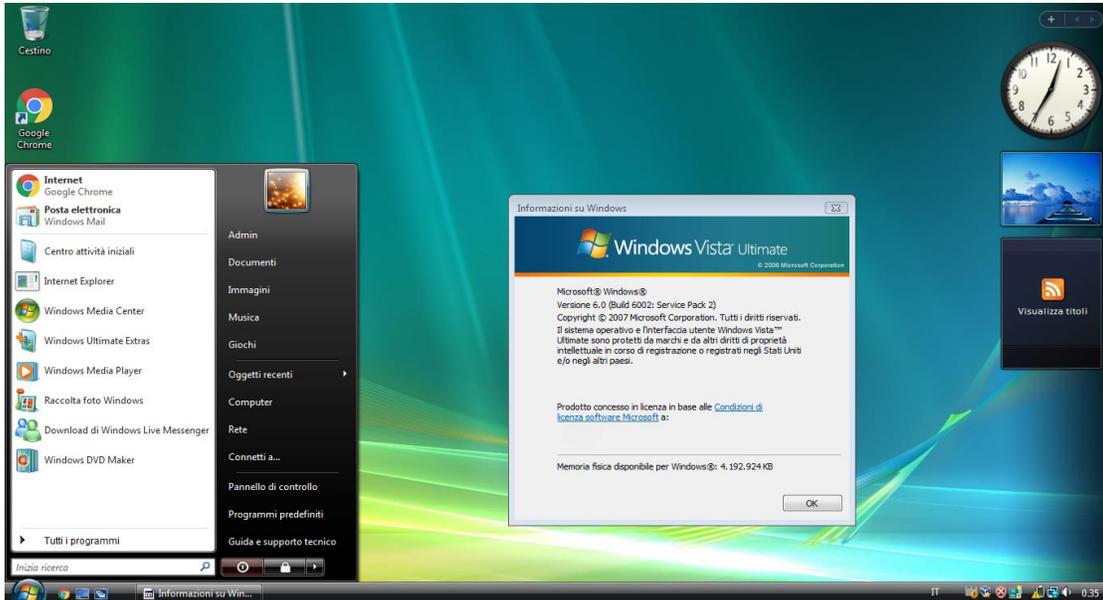
4. These versions include Windows 2000 (Professional and Server) and Windows XP.



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5. Windows Vista for the next operating system after windows xp. But failed due to many malfunction Features.



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6. To replace all previous windows os and continue the windows line windows 7 was released in 22 July 2009. Server 2008 was also release as server edition of windows



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7. Later windows 8 was release it was followed by windows 8.1 and windows 8.1.1. Server edition server 2012 and server 2016. This version of windows also failed due to many bugs in the operating system



Windows® 8

Windows 10 was released in July 2015 to replace all the previous operating system and server 2019 was release in November 2018 to replace all the servers edition of windows.



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For further reference view this link:

https://en.wikipedia.org/wiki/List_of_Microsoft_Windows_versions

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Q. What is Windows XP and what are three types of things that you will find on the start menu?

Q: What is new in Windows XP? (Windows features) How can we use Help in Windows XP?

Ans: Introduction to Windows XP:

Windows XP is an operating System. It provides a graphical user interface GUI environment to work on it. Window XP is easier to use and manage. Windows is the most widely used operating system in the world.

Graphical user interface:

Graphical user interface allows users to interact with the software using visual images such as windows, icons, menu, buttons, etc. in GUI mode, the most of the functionality of operating system is based on mouse and keyboard.

Microsoft Windows Family:

Microsoft windows family includes Windows 98, Windows NT, Windows 2000 Professional and Windows XP.

FEATURES OF WINDOWS XP

High Performance Windows:

Windows XP is high performance operating system. It includes both the features of windows 98 and Windows NT so provides more efficient working environment.

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2. Improved Networking:

The networking features of Window XP make it easier for administrators to setup and run a network. It provides services to build and manage internal networks and expand operations onto Internet.

3. Improved Disk Management:

Window XP includes a more flexible method of dividing and accessing hard drive space as well as adding new drives

4. Improved Internet Facility:

The Internet technologies in Window XP let computers to connect with each other, share information without compromising confidential data. New features make it easier to access high speed Internet on the workstations.

5. Improved and Easy Installation:

indow XP includes the new window installer to make software installation easier.

6. Easy to Use:

Window XP is user-friendly operating system. It is easy to manage and organize. You can easily copy files from one location to other, find the missing files, getting help and instructions whenever required, and interact with Internet for updates etc.

7. Secure Operating System:

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Window XP is a secure system. An unauthorized person can never access your file. In Window XP, you have a full grant rights on your files.

8. Easy to Manage:

Window XP is efficiently managed with easy-to-use computer management utilities, such as check disk, device manager, etc.

9. Compatible Operating System:

Window XP is morae compatible with different hardware and enhanced driver supports. It provides smooth interface to interact with other operating systems and networks.

10. Plug-n-Play Operating System:

Window XP .is a plug-n-play operating system and support full hardware driver support. It includes built-in drivers have for different types of hardware, so you almost never need to install the driver manually for your hardware. It automatically detects and installs the software for the device.

11 . Excellent Performance:

Window XP offers 25% faster performance than Windows 95 or Windows 98 Window XP can support up to 4 GB of RAM and two symmetric multiprocessors.

12. Multitasking:

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Microsoft Windows has capabilities to load more than one program into computer memory at the same time. This technique is called multitasking.

13. Multiprocessing:

In multiprocessing, more than one processor solve a problem at same time. A big problem is divided into small components and these components execute on multiple processor at the same time. It increases the overall performance of a system

14. Multi-User Operating System:

A multi-user operating system allows for multiple users to use the same computer at the same or different times.



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Q. Briefly describe the objects of Windows Operating Systems?

or Write a short note on My Computer, My Documents, Recycle Bin, Internet Explorer, Windows, Control Panel, Start Button and Windows Explorer?

Ans:

Objects of Windows Operating Systems:

Windows consists of number of graphical objects, which act as interface between user and the computer. It controls the overall working of the computer system, manages system resource and provides a multitasking environment for the user.

The following are basic components of Windows Operating System are.

1. Desktop:

Desktop is a screen work area that commonly uses graphical elements such as icons, buttons etc. Window XP Desktop. It displays number of icons that allow accessing applications, files, folders and many other programs. These icons mostly aligned in left side of the screen. There are five icons that appear by default on windows XP desktop.

- 1 My Documents
- 2 My Computer

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3. My Network Places
4. Recycle Bin
5. Internet Explorer

2. My Documents:

It is a collection of files that you create and save on your computer; it is a standard Window XP folder and created automatically by storing all of your documents in central location. It is easy to access files in future. You may create new folders in My Documents, rename your files and folders, and copy or move your files and folders.

Procedure to work in My Documents

Double Click on My Documents icon to open my documents folder

Click an item to view its description

Double click an item to open it

To create new folder, select new and folder in File Menu

Click close button to close My Documents

3. My Computer:

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It is a collection of different drives and resources of your computer. My computer object allows you to explore your file and folders stored on disk. It allows you to easily select

move, delete and copy your files and folders. It includes diskette drive, hard drive and CD ROM drive depending on your system configuration. It also includes network drive, control panel etc.

Procedure to work in My Computer

Double click on My Computer icon to open it

Click on drive to view its description

Double click on the drive to open it

Click close button to close My Computer

4. Recycle Bin:

it is a collection of deleted files and folders or any object. Whenever you delete an item, they are first move to the recycle bin. As long as files are in Recycle Bin, they can easily be recovered. If you delete the items in Recycle Bin, then there is no chance to recover them. Window XP automatically deletes the item in Recycle Bin, when the system at low resources.

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Procedure to restore and empty recycle bin Double click on Recycle Bin to open it

Select the items, you want to restore

If you want to delete all items from Recycle Bin, then select Empty Recycle Bin from file menu

Click close button to close recycle bin

5. Internet Explorer:

It is also by default icon appearing on desktop of Windows XP operating system. This software is used to explore and browse website on Internet.

Procedure to work in Internet Explorer:

Double click on Internet Explorer to open it.

Then we write the address of Web site in the Address bar and press the Enter Key or press the GO button of the Address bar.

Web site will open.

Click close-to-close Internet Explorer.

Windows Explorer:

Windows Explorer acts as a directory browser and file manager for Windows. It is an efficient way for locating and

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managing files on your computer. Using Explorer you can easily browse all the drives, folders and files and network resources.

7. Windows:

Windows is a combination of all graphical objects such as button, menu and toolbar etc. are treated as a Separate object. Different applications start in different windows. It is rectangular box Title bar of windows contains control box buttons for close, minimize and maximize.

8. Control Panel:

Control panel is a special object that contains the Administrative Tools, Sharing Printer and setting up date and time etc. we can also change the setting of keyboard, mouse and many other resources using control panel.

9. Start Button:

The start menu button placed on the left side of the taskbar provides the user with all the features & utilities provided in windows2000 environment. From the start menu you can start program, open recently used documents and get help and shutdown computer. It Includes three different kinds of items.

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Q. What is mouse? Explain the working of mouse and also explain types and used/events of mouse.

Ans: **Mouse:**

Mouse is an input pointing device. It is used to perform operation & control graphical applications. Microsoft Windows captures different actions performed by the mouse. These actions are referred to as events.

Types:

Three main mouse device types are:

Mechanical:

Built with a trackball underneath the mouse and mechanical sensors, allowing easy movement in all directions.

Opto-mechanical:

Similar to the mechanical type it uses optical, rather than mechanical, sensors to detect trackball movement

Optical: Uses a laser to detect mouse movement & has no mechanical parts. It is more precise than other types.

What are the uses of a mouse?

List of computer mouse functions of all the things that a mouse can do is as below:

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1. Move the mouse cursor on screen:

The primary function is to move the mouse pointer on the screen.

2. Open or execute a program:

Once you've moved the pointer to an icon, folder or other object clicking or double clicking that object opens the document or executes the program.

3. Select:

A mouse also allows you to select text or a file or highlight and select multiple files at once.

4. Drag-and-drop:

Once something is selected, it can also be moved using the drag-and-drop method.

5. Hover:

Moving the mouse cursor over objects with hover information can help discover the function of each object on the screen.

For example:

Hover the mouse over the "hover" link to see an example.

6. Scroll:

When working with a long document, or viewing a long web page, you may need to scroll up or down. To scroll in a document, use the mouse wheel or click and drag the scroll bar.

7. Perform other functions:

Many desktop mouse have extra buttons that can be

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programmed to perform any function.

For example:

Many gaming mouse have two side buttons on the thumb portion of the mouse. The button closest to the palm can be programmed to go back on web pages.



Silver Button on side are extra Function key that can be programmed to perform any custom action.

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This is a gaming mouse in case your wondering. These are expensive then original mouse because these have quick response time compared to original mouse.

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As you can see in the pictures this mouse has extra function buttons. This image has been added only for reference.

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Q. What is keyboard? Explain the events performed by keyboard.

Ans:

Keyboard:

Keyboard is an input device that can be used to enter data inside the computer system.

Order of Keyboard Events

The user pushes the "a" key, the key is preprocessed, dispatched, and a Key Down event occurs.

The user holds the "a" key, the key is preprocessed, dispatched, and a Key Press event occurs.

The user releases the "a" key, the key is preprocessed, dispatched and a Key Up event occurs.



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Q. What is Start Menu and describe each basic item of the start menu?

Ans: Start Menu:

The start menu button placed on the left side of the taskbar provides the user with all the features utilities provided in windows environment. From the start menu you can start program, open recently used documents and get help and Shutdown computer.

It includes three different kinds of items.

- 1. Commands.**
- 2. Cascading Menu**
- 3. Items that display dialog box.**

1. Commands:

Command section runs application program immediately. For example from start menu "Windows Update" and "help" are the command sections. Following are the Commands in Start menu Options.

(i) Help:

This menu provides you the help of windows. It includes information about the use of windows. Troubleshooting related to hardware devices etc.

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For example:

if you want to know the procedure of installing Sound Card, then select HELP and write your require problem and after sometime you have a solution

The procedure to find information about Control Panel in HELP:

Click on Start button to open Start Menu

Select Help and Write 'control. panel' in Help dialog box

(ii) Windows Update:

Microsoft offers important updates, which include security and other critical updates, to help protect your computer against new viruses. Updates contain enhancements, such as upgrades and tools that can help your computer run more smoothly The procedure to use Windows Update:

Click on Start button to open Start Menu

Click Windows update

Windows update program will automatically start finding the update

2. Cascading Menus:

A cascading menu is the menu, which has further submenus. An arrow next to label indicates cascading menu. Following are the Cascading menus in Start menu options.

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(i) Program:

This sub-menu provides you access to most of your programs. It is a combination of all of your installed applications and utilities.

For example:

MS-Word, Excel, Power Point, etc.

The procedure of view and run program in PROGRAMS menu:

- Click on Start Button to open Start Menu
- Select Programs to open program menu.
- Then select the required program to run.

(ii) Documents:

It is a list of the most recently used documents, such as MS Word files, MS Excel files. etc.

The procedure to view and run documents in DOCUMENTS menu:

- Click on Start Button to open Start Menu

Select Documents to open documents menu. Then select the required documents to open in a program.

(iii) Settings:

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This menu provides you the settings of your computer such as hardware and software. It includes Control Panel to manage overall computer system. For example, installing new devices, or installing new software program etc.

The procedure to run Control Panel is SETTINGS menu:

- Click on Start Button to open Start Menu.
- Select settings to open the list of settings options.
- Then select the control panel to open it.

(iv) Search:

This menu provides you the facility to search for the files and folders Network computers and any resource related to your computer. For example, you want to search a file named ABC.DOC, then you select search and write the name of your required files to find it.

The procedure to find a file in SEARCH menu:

- Click on Start Button to open Start Menu
- Select Search and select for Files and folders.
- Then enter required criteria to search file in search window.

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3. Items that Display Dialog Boxes:

It is an item which displays dialog box. Dialog box is a special box that appears on screen to display some messages or accept user inputs. Three dots (...) next to label indicate that the item has a dialog box. Following are the Dialog box Start menu options:

(i) Run:

This option on Start Menu is used to execute program directly. For this purpose, you must know the name and path of your program that you want to run. For some application, you have to know only name of your application to run, path is not required in that case.

The procedure to Notepad from RUN:

Click on Start Button to open Start Menu

Select Run and Write 'notepad' in Run dialog box.

(ii) Shut Down:

This option on Start Menu is used to turn off the computer. It is necessary to shutdown windows before you turn off to restart your computer. In this way, your files on hard disk will be secure; otherwise there is a chance to destroy files. To avoid damaging files, you must always shutdown your windows before turn off your computer.

Procedure to shut down your computer:

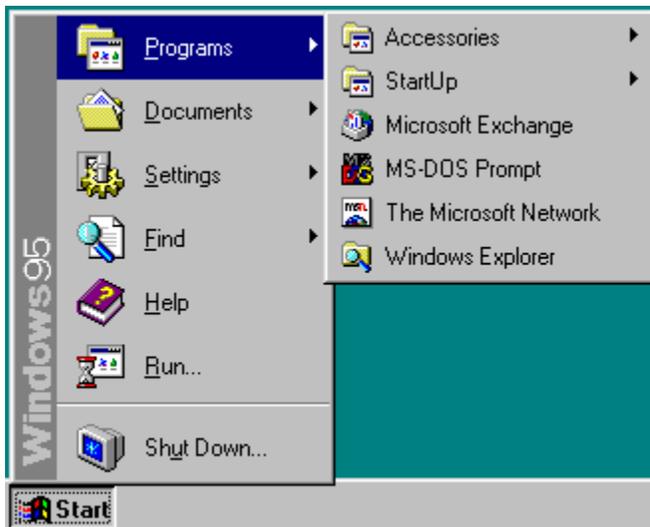
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Click the Start Button to open Start Menu

Click the Shut Down to open shut down dialog box.

Select the Shut Down option and Click OK button.

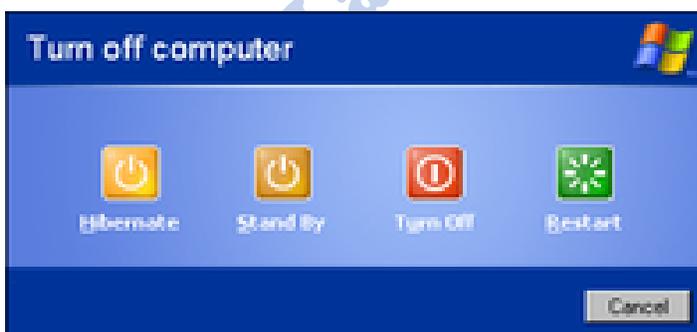
If you want to restart, then select Restart option and click OK button.



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This is how windows start menu looked with version older than Windows xp. XP to had this menu option through theme setting.

Now a day the menu has change. It does not exist in windows 8 was replace with metro menu or something like that. Hence it failed.



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Windows XP Shutdown menu looked like this.

IT SKILLS IMPORTANT

Q. What is File or Folder's Path, where we use it?

Ans:

A path is a more direct way to describe where a file, such as document or program, is located on your computer on the network.

Procedure to specify the full path:

For Local Computer

- (i) Type the drive letter followed by (:) and back slash (\)
- (ii) Then write the folders in order to open them; each folder is separated by back slash.
- (iii) Type the name of file.

For example:

Browsing to file in local storage of the computer

“Drive Letter:\Folder\sub-folder\filename.extension”

“D:\Lectures\note\chapter 1.PDF”

Browsing to file in network storage on a computer

Network Address: Type the double back slash, followed by Network computer name Then write the name of share folders separated by back slash. Then the name of file.

For example:

“\\computername\foldername\filename.extension”

IT SKILLS IMPORTANT

Q. What is the environment of Window XP, define window and ICON?

Ans. Introduction

Environment is an interface to work with windows. Window 2000 professional provides a graphical user interface GUI environment to work on it.

Graphical User Interface:

Graphical user interface allows users to interact with the software using visual images such as windows, icon, menus; buttons etc. in GUI mode, most of the functionality of operating system is based on MOUSE.

Windows:

Windows is the main object used in Window XP Professional environment It is rectangular box on the screen to present information. Run programs, etc. A typical window has CLOSE, MINIMIZE and RESTORE window can be resized and moved around the screen.

Dialog Box:

Dialog box is a special window that appears to display some messages or accept user inputs.

Window uses small graphical pictures called icons. An icon represents objects such as documents, plications, folders,

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devices and other computer resources. Icons have labels to represent their purpose. Icon can be moved to any place on the screen.

A menu is a combination of command.

Context sensitive menu

This menu displays a list of commands commonly used to complete tasks related to the current activity or selected item. It displays on RIGHT CLICK. It is also called Short Cut.

Mouse

It is a pointing device used in GUI. It provides different events such as SINGLE CLICK, DOUBLE CLICK, RIGHT CLICK and DRAG & DROP

Button

object that stores a specific command, which is Taskbar is a graphical bar at the bottom of windows desktop and provides the information about running applications. It provides a content view of application running on the system and provides a mechanism to easily switch between different applications. It provides a holding place for displaying icons of all running applications.

A file is a container in a computer system for storing information. Files used in computers are similar in features to that of paper documents used in library and office files. There

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are different types of files such as text files, data files, directory files, binary and graphic files, and these different types of files store different types of information. In a computer operating system, files can be stored on optical drives, hard drives or other types of storage devices;

Basic operations performed on a file are:

Creation of a new file

Modification of data or file attributes

Reading of data from the file

Opening the file in order to make the contents available to other programs

Writing data to the file

Closing or terminating a file operation

In order to read or modify data in a file, specific software associated with the file extension is needed

Word processor and text file formats by file extension

Creating text files and using a Word processor is one of the most common tasks on a computer. Below is the most common file extensions used with text files and documents.

.doc and .docx - Microsoft Word file
odt - OpenOffice Writer document file
pdf - PDF file

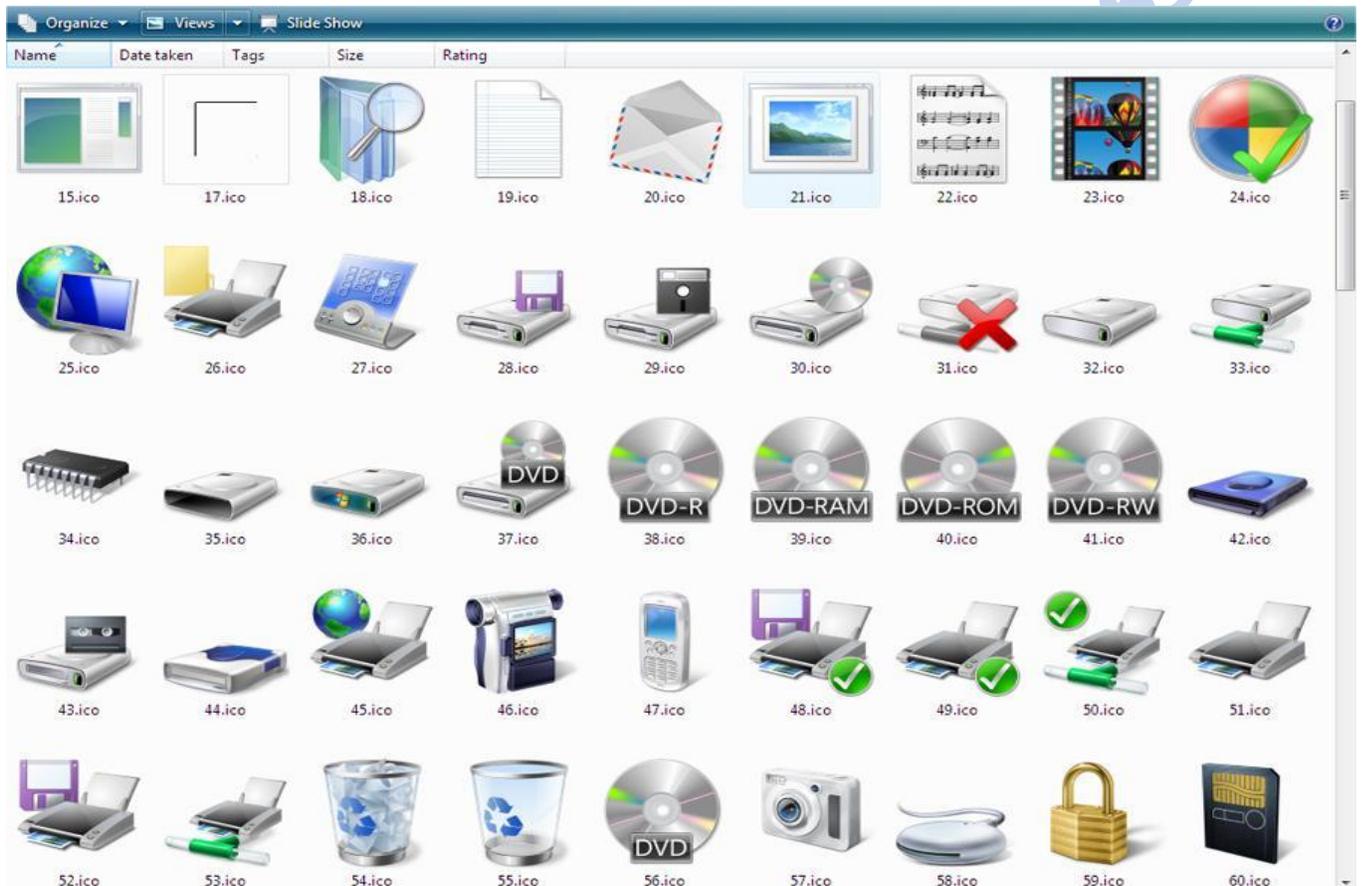
.rtf - Rich Text Format

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.tex - A LaTeX document file

.txt - Plain text file

.wks and .wps- Microsoft Works file
wpd - WordPerfect document



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Allama Iqbal

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Q. What is folder? Describe different types of folder? Ans.

Folder:

A folder is like a drawer in a cabinet in which related files are organized into different categories.

Windows folder has files and sub folders as well, it means a main folder can has other folders in it. By double clicking the folder we can see files in this folder.

Types of folder:

A folder has two types.

1. Root folder
2. Sub folder.

Root folder:

The first level of a folder is known as Root Folder in Windows. Windows will automatically create this folder on a hard disk or on a floppy diskette during formatting.

The characteristics of a root folder are:

It is also known as the Primary or Main Folder.

It is represented by the single backslash (\).

It is created when a disk is formatted.

The user cannot remove it.

It is used to store the Volume label, files and subfolders.

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Subfolder:

The second levels of folders are known as subfolders. You may create many subfolders, as you want within each folder.

The characteristics of a subfolder are:

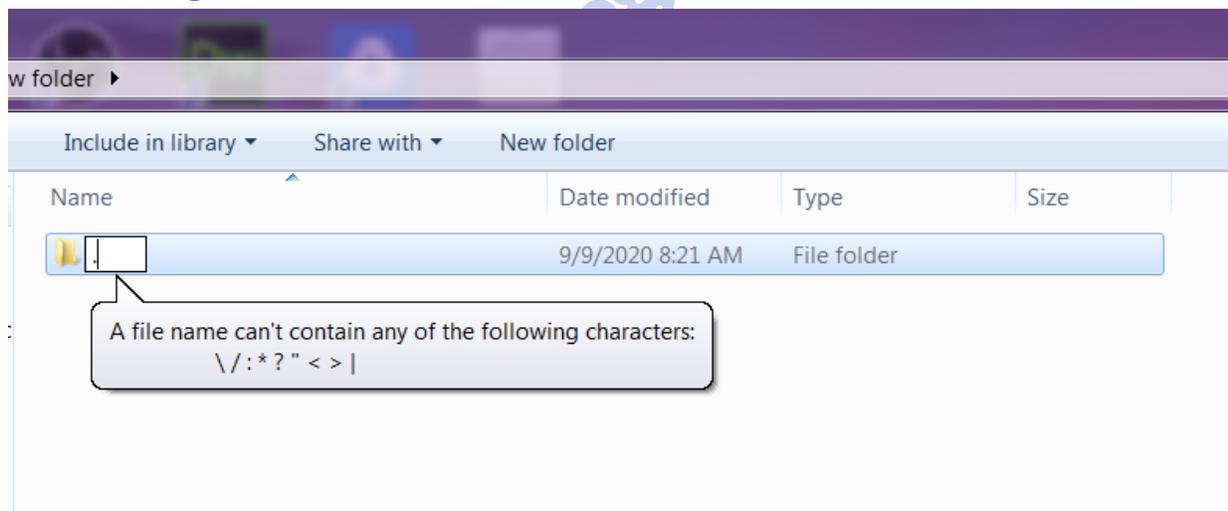
It is known as a folder.

The user creates it.

The user can remove it.

Each folder requires a unique name that can contain up to 255 characters, including spaces. But, it cannot contain any of the following characters: \ / ? : * " < > |

As in image below:



Note these above stated rules are different for all operating system. Linux has very less rules to create & name folders

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Q. What is the process of copying & Moving Files & Folders?

Ans:

Coping & Moving Files:

Copy & moving options are used to transfer files and folders from one place to another place.

In the process of copying, we mean that file or folder will remain in its original place & only its copy is transferred to new place or drive but in move or cut case the original file will be removed from the original location and pasted to the new location Steps:

Open windows explorer.

Browse to the file you can to copy.

Click the drive or folder where file is located at

Click the file or folder you want to copy or move

On the edit menu, click copy to copy item or click cut to move the item.

Open the folder or drive where you want to copy or move the item.

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Q . What is the process of Deleting Files & Folders?

Ans: Deleting files & folders:

Select file or folder & then press Delete button from keyboard It will send this file or folder to recycle bin, deleted file remain in the Recycle bin unless you empty it. If you want to Permanently delete something from system, then keep pressing shift button and drop or select empty recycle bin option by right clicking recycle bin. Another way to delete files or folders is click file menu & then delete option It will ask you are you sure if yes then it will delete that.

Steps:

Open windows explorer

Click the file or folder you want to delete

On menu click delete

IT SKILLS IMPORTANT

Q. What is Disk Management? Also explain the types of partition.

Ans: Disk Management:

Before installing a Windows on a computer, the disk is divided into multiple partitions. This process is called disk management

Partitions:

A process of logically dividing hard disk into partitions is called partitioning

There are two types of partitions:

(a) Primary Partition:

Primary partition is also known as system partition. All operating systems can start from a primary partition. You can create only four primary partitions on a basic hard disk or three primary partitions and one extended partition. Primary partitions can be created only on basic disk and cannot be sub partitioned

(b) Extended Partition:

Extended partition refers to a portion of a disk that can contain other partitions. A hard disk can have only one extended partition. This type of partition further divided into sub-partitions. In this way, we can create logical partitions on a hard disk.

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Q. Define Disk Management Utility?

Ans: Disk Management Utility:

The Disk Management Utility gives you a graphical interface for viewing and performing maintenance on all of the hard drives and CD drives in your computer. You can see immediately whether drives are healthy or not. You can find the size of the drive and file.

Volume	Layout	Type	File System	Status	Capacity	Free Spa...
Acer (C:)	Simple	Basic	NTFS	Healthy (P...	16.00 GB	16.00 GB
Personal (E:)	Simple	Basic	NTFS	Healthy (B...	303.13 GB	213.14 GB
PQSERVICE	Simple	Basic	NTFS	Healthy (L...	128.53 GB	94.34 GB
SYSTEM RESERVED	Simple	Basic	NTFS	Healthy (L...	18.00 GB	2.20 GB
				Healthy (S...	100 MB	66 MB

Volume	Layout	Type	File System	Status	Capacity	Free Spa...
PQSERVICE	Simple	Basic	NTFS	Healthy (Logi...	18.00 GB	18.00 GB
SYSTI	Simple	Basic	NTFS	Healthy (Boo...	100 M	100 M
Acer (C:)	Simple	Basic	NTFS	Healthy (Boot...	303.13 GB	303.13 GB
Personal (E:)	Simple	Basic	NTFS	Healthy (Logi...	128.53 GB	128.53 GB
				Healthy (Prim...	16.00 GB	16.00 GB

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Volume	Layout	Type	File System	Status	Capacity	Free Spa...	% Free
Data Drive (L:)	Simple	Basic	NTFS	Healthy (P...	128.00 GB	120.60 GB	94 %
GSP1RMCPRXFRE...	Simple	Basic	UDF	Healthy (P...	3.09 GB	0 MB	0 %
NOTENMAC12WI...	Simple	Basic	NTFS	Healthy (B...	127.51 GB	105.56 GB	83 %
System Reserved	Simple	Basic	NTFS	Healthy (S...	500 MB	98 MB	20 %

Volume	Layout	Type	File System	Status	Capacity	Free Spa...
System Reserved	Simple	Basic	NTFS	Healthy (System, Active, Primary Parti...	500 MB	500 MB
NOTENMAC12WIN10A (C:)	Simple	Basic	NTFS	Healthy (Boot, Crash Dump, Primary Partition)	127.51 GB	127.51 GB

Volume	Layout	Type	File System	Status	Capacity	Free Spa...
Data Drive (L:)	Simple	Basic	NTFS	Healthy (Primary Partition)	128.00 GB	128.00 GB

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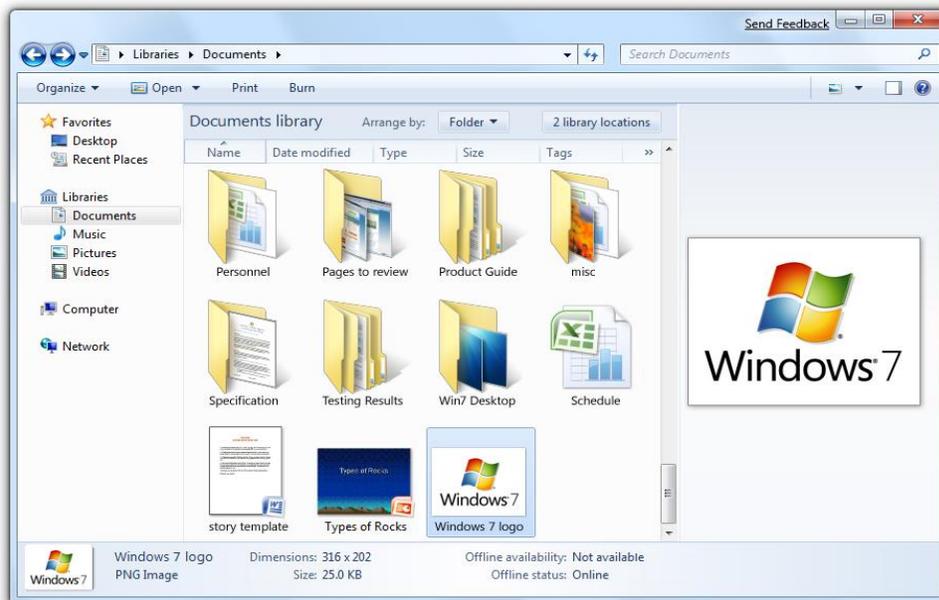
Q: What is file management

Ans:

File Management:

A process of maintaining and organizing files and folders in the computer is called file management. A folder contains files and sub-folders Windows provides different tools or methods to manage and organize files and folders

In windows, files are recognized by their extension. When you try to open a file, Windows checks the extension of the file If windows do not recognize the file type, it displays a dialog box and asks user to select an appropriate application to view the file.



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Q: Describe Windows Explorer?

Ans:

Windows Explorer:

Windows Explorer acts as a file manager in Windows Operating System. You can manage files and folder on your computer through Windows Explorer. You can copy, cut, paste rename or delete files and folders from Windows Explorer. It shows files and folders in tree view shape. With the help of Windows Explorer, you can also manage the remote files.

Windows Explorer is divided into two panes.

These are

(I) Left Pane:

It displays folders and drives on your computer in tree view shape.

(II) Right Pane:

It shows the detailed view of folder or drive selected in the left pane.

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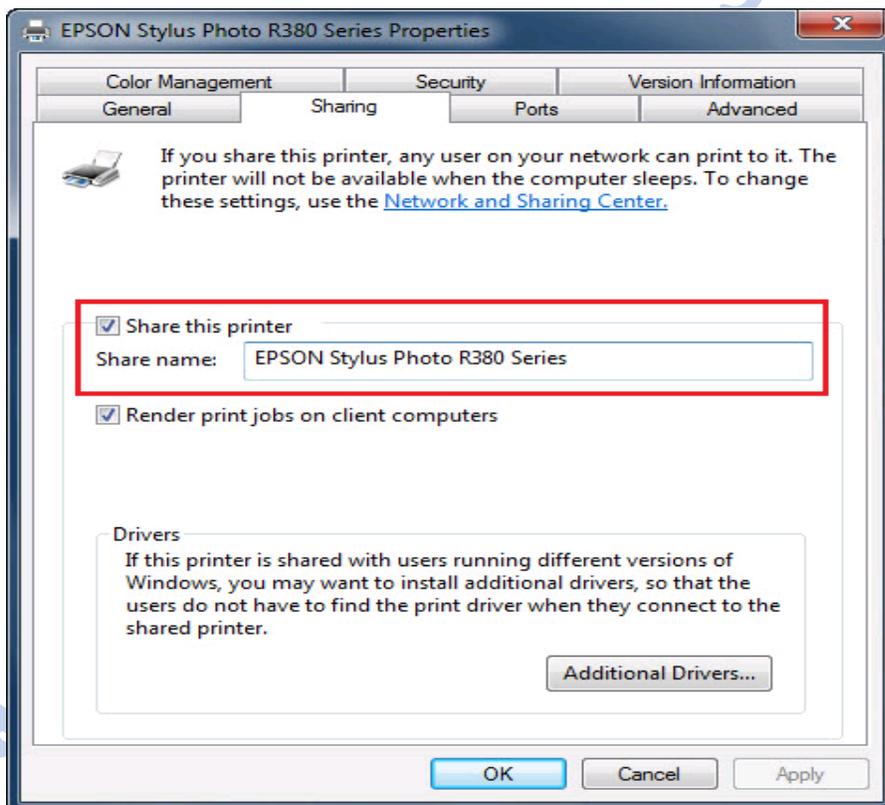
Q. Define Control Printing Jobs?

Ans:

Control Printing Jobs:

Windows has powerful features to control printing jobs
Windows maintains a print queue for the jobs to be printed
This print queue data structure works on FIFO (First-In-First-Out) technique.

You can also share a printer on a network You can add more than One Printer at the same time. But at a time only one of them can be assigned the default status.



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Q. Write the steps to adding a new printer?

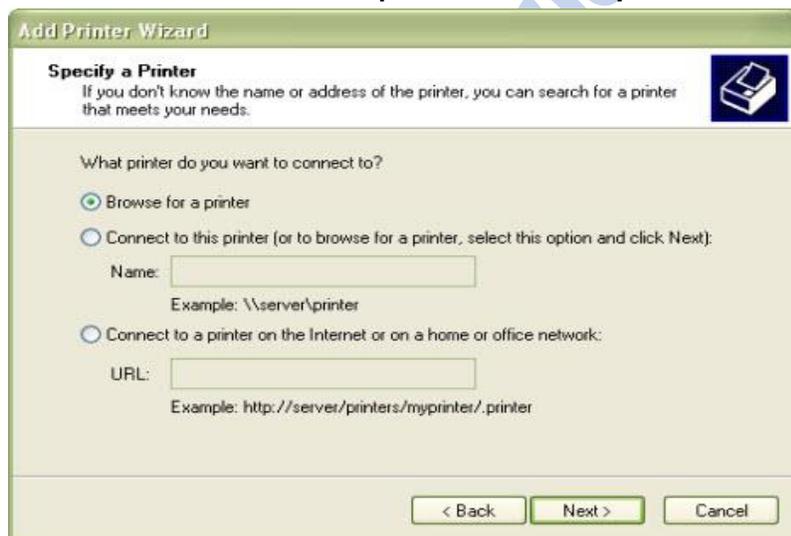
Ans:

Adding a Printer:

You can add a printer to your computer by following these steps

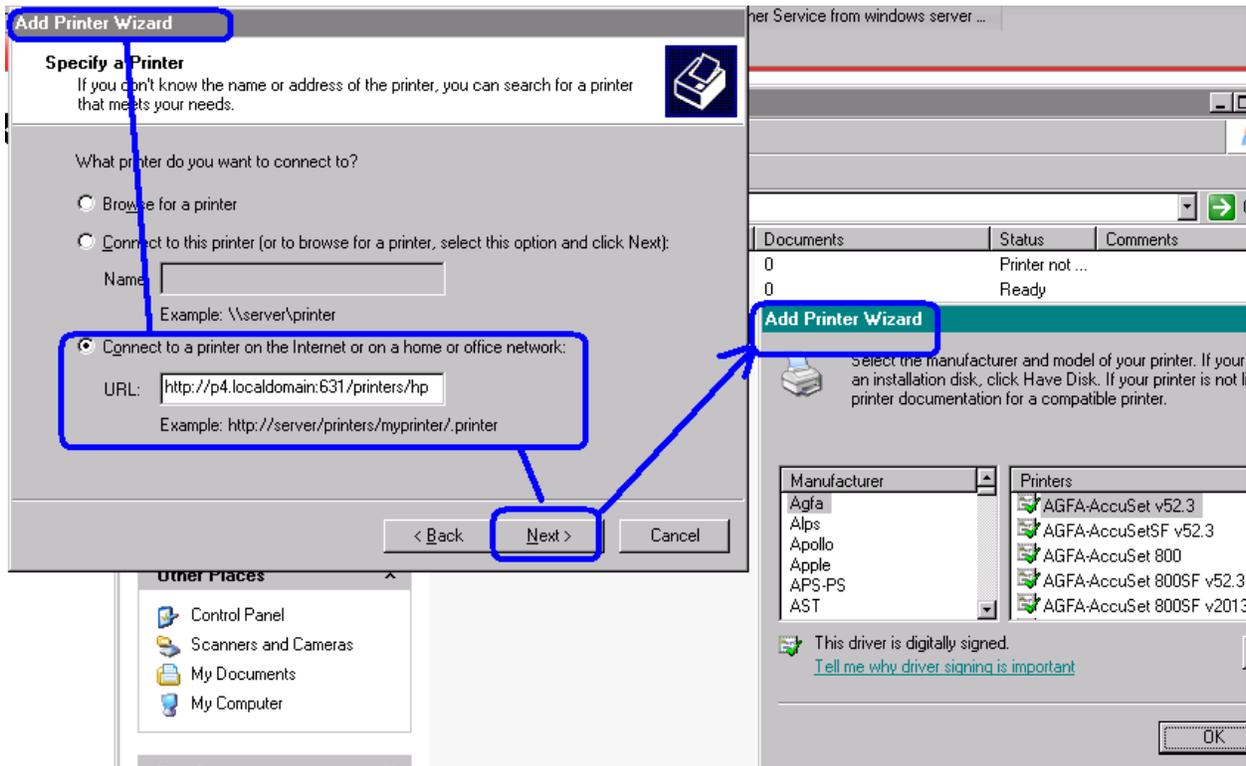
Steps to adding a printer:

- 1 Click Start Button
- 2 Follow the settings submenu
- 3 Click Printer.
- 4 A window will appear, double click the icon Add
5. Follow the steps offered by wizard to add new printer.

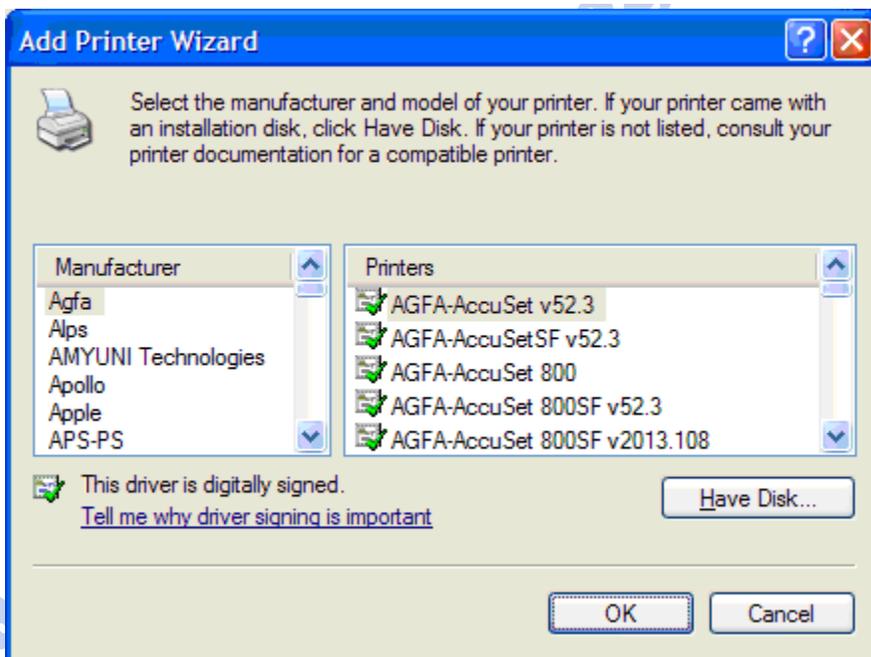


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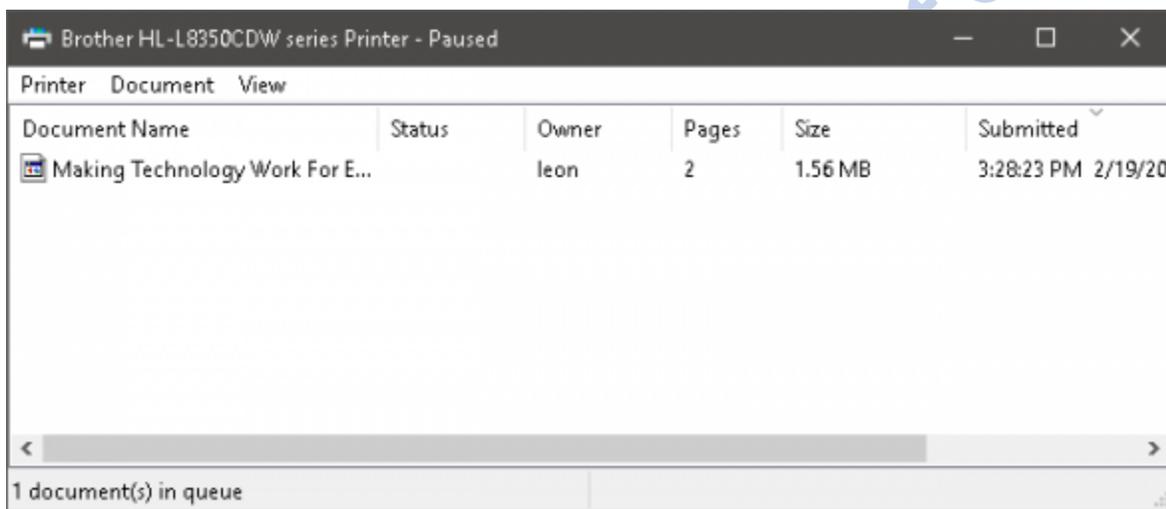
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Q. Define Print Queue?

Ans: Print Queue:

Windows maintain a print queue for all ongoing printing jobs. You can manipulate a printing job in multiple ways by just double clicking the printer icon.



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Student Note:

1. These are full notes of Chapter 10.
2. We previous have read and memorized some of these question in chapter 4.
3. Questions written with blue are very important same as this line.
4. Questions written in purple are optional & mostly for student information. You have the optional to memorized or not. But student must read all the the written material for information and better understanding. Same color as this line.
5. Question with this color are very less important and unlikely to appear in exams because they are no longer supported.
6. The Question that have same color as this or black are question where practical is needed or there were in-between important and not important.
7. Read All questions and answer, also read all point and images are given for your information.
8. This chapter is important mostly we have read all of these in past chapter. Only Difference is that this chapter has must more detail then other chapter.
9. You can see the importance of chapter 4 as there are 2 chapter dedicated to software. Note 4 chapter is very very important do not skip on any topic.