



Windows Operating System

• Different versions

Windows 1.0	=	20 Nov 1985
Windows 2.0	=	9 Dec 1987
Windows 3.0	=	22 May 1990
Windows 3.1	=	6 April 1992
Windows NT 3.1	=	27 July 1993
Windows NT 3.51	=	30 May 1995
Windows 95	=	24 Aug 1995
Windows NT 4.0	=	24 Aug 1996
Windows 98	=	25 June 1998
Windows 2000	=	17 Feb 2000
Windows ME	=	24 Sep 2000
Windows XP	=	25 Oct 2001
Windows Server 2003	=	24 April 2003
Windows Vista	=	30 Jan 2007
Windows Server 2008	=	27 Feb 2008
Windows 7	=	24 Oct 2009
Windows 8	=	26 Oct 2012
Windows 8.1	=	17 Oct 2013
Windows 10	=	29 July 2015



• Windows 3.1 : —

Windows 3.1 contains all the features of previous version (DOS, Windows 3.0) and it contains file manager or program manager. Windows 3.1 include media viewer and ability to play video files. This operating system include Sound and video integration with CD ROM support.

• Windows 95 : —

Windows 95 is a consumer oriented operating system which integrates micro soft formally MS DOS and windows product. Plug and play capability developed by the micro soft for windows 95 and latter operating system that gives user the ability to plug device into computer and reorganize that device.

• Windows 98 : —

Windows 98 introduce internet explorer, outlook express, windows address book, front page express, microsoft chart, personal web server etc. Windows 98 was first operating system to use windows device manager and universal



Serial Bus (USB).

● Windows 2000 : —

Windows 2000 is an operating system use for both client & Server Computer. Four editions of windows 2000 was realised. professional edition, server edition, advance server and data center server edition. windows 2000 server has additional feature including the ability to provide active directory service and distributed file system.

● Windows XP

Windows XP is an updated version of windows 2000. It was a single operating system platform for both consumer and market. Windows XP was a major advance from dos based windows version in security, stability & efficiency. Windows XP have a powerful user interface, improved hardware support and expended multimedia capability. Windows XP interface contain a new visual appearance and visual style. which completely change the appearance of operating



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System. The start menu contains two Column layout with the ability to list frequently used applications, recently open documents, The task bar can also be locked to prevent accidental move or other change.

● Window xp Service pack :-

The three service pack were release for window xp containing bug (error) free and the additional certain feature.

■ Window xp SP1 :-

Service pack 1 for window xp was release on Sep 2002. Service pack 1 added USB 2.0 Support, Java virtual machine (JVM), .Net framework and technology use for tablet pc.

■ Window xp SP2 :-

Service pack 2 for window xp was release on Aug 2004. Service pack 2 added new functionality to windows xp such as wi-fi support, pop-up ad blocker for internet explorer 8.0 and a partial bluetooth support. Service pack 2 also added a new



Security features - name windows fire wall and automatic update.

■ Windows xp SP 3 :-

Service pack 3 was release on April 2008. Its important features are given below.

i) API (Application program interface)

:- API for application developers

ii) Network Access Protection.

iii) installing operating system without requiring a product key.

● Basic mouse techniques :-

i) Point :- Pointer points (select) item.

ii) click :- points to an item and then quickly press and release the left mouse button.

iii) Double click :- points to an item and open an application or file, we quickly press and release the left mouse button twice.



iv) Drag :- Points to an item press and hold a mouse left button as remove the mouse.

v) Drag and Drop :- Points to an item press and hold the mouse left button as remove the mouse to a new location and then release the mouse left button.

vi) Right click :- Right click button is use to show the property or option.

● Basic keyboard Techniques :-

With the help of keyboard we can move and open the windows application.

i) Closing window of application :-

By pressing Alt + F4 key we can close an open window or application.

2) Moving between opened window :-

Alt + Tab Key will be used for moving between ~~between~~ opened window or program.

3) Selecting an application window application can be selected in different ways these are :-



i) Go to Start menu by pressing window key then all programs can be selected by up or down arrow key then select a particular application or all programs by pressing enter key.

ii) Select a short cut icon of particular application through combination of Tab key and arrow key and then press enter key to open the application.

iii) If an application is open then it can be selected by releasing Alt + Tab key.

4) Tasking help :-

Function key F10 is used for windows help. It opens window help topic and it is easy way to use help system with information screen and tool is provided for moving and finding required information.

● Menu and its conventions :-

The menu of any window contains all the commands to perform some operations or execute some function.



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There are different types of menu.

- i) Pull-up menu
 - ii) Pull-down menu
 - iii) Casched menu
 - iv) Ellipsis menu
 - v) Dimmed menu command
 - vi) Short cut key.
- v) Dimmed menu command :-

The Command appearing dimmed can not execute the particular function required by the command have been performed. for example we can not use cut, copy or move command from edit menu or any other menu unless we have selected a piece of information.

vi) Short cut key :-

A menu item contains an underline letter for short cut. we use short cut key by holding Alt key and press the underline letter whenever the menu is visible. for example - we press Alt + F key for open a file menu similarly we press alt + E key for edit menu and Alt + H key for help menu.



● Control menu and its option :-

The Control menu control the open window. The Control menu shows various option on the control box. these are maximize, minimize, restore, close etc.

i) Minimize button :-

When the minimize button is click the window disappear and replaced by a button on the task bar. clicking on the button again on the task bar it will restore the window to its previous size. minimizing a window does not close an application it simply removes from user's view.

ii) Maximize button :-

When the maximize button is clicked the window is expanded to full screen.

iii) Close button :-

When the close button is clicked we can close the window or application.



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iv) Move button: —

We can move a window on the computer screen by left clicking and dragging its title bar.

v) Size or resize: —

Move the mouse pointer across the border of window unless the pointer changes into double headed arrow ($\leftrightarrow$) then press the left mouse button and drag the border of window. when the window is off the desired size release the mouse button.

● working with file manager or windows explorer: —

The window explorer is also called file manager. which is a utility that represents content of our computer in graphical form. It allow various file and disk management task (like: — copy, cut, rename, creat folder or sub folder etc). It is a graphical way to get a computer's view of be content. we can take its help to quickly determind which files are available and where it is; window explorer can be access by following ways.



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i) Right click on my Computer icon and then select explorer option.

ii) By following the step as Start → All programs → windows explorer.

iii) By pressing windows key + E.

Window explorer contains the following things.

i) Standard toolbar : —

The standard toolbar contains commonly used command or functions in the form of icons.

ii) Address bar : —

The address bar displays the path of the selected item or document. The document can be file, folder, sub-folder or a drive itself.

iii) Selected item : —

The selected item is usually displayed in highlighted form (blue colour).



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iv) Tree view :-

Windows explorer displays all the items in a tree view structure.

Items can be expanded or collapsed by clicking on + sign or - sign.

That appears on left side of Windows explorer the + sign indicates that there are more items within the folder and the - sign indicates the expanded view of the folder.

The icon that has neither + sign nor - sign indicates that there are no additional items inside them.

v) Left / right Pane :-

The left pane of Windows explorer is used to select a folder or drive so that its content can be displayed in the right pane. The name of the selected folder is displayed in the Windows title bar. When we select a different folder in the left pane, the content of the right pane changes to reflect the folder content.



● Scan Disk : -

Scan disk was a separate program embedded with windows 98. It can be use to scan and fix hard drives. In windows xp scan disk can be use by following steps given below.

i) open window explorer or my computer.

ii) Right click on drive we want to run scan disk.

iii) select properties option a property dialog box is appear.

iv) Select tools tab from hard drive property to activate scan disk utility click check now button under error checking option

v) After clicking check now button a check disk dialog box will appear as shown in the figure given below.



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check disk local disk (D:)

X

check disk option

- ☒ Automatically fix the system error
- ☒ Scan for and attempt recovery of bad sectors

Start

Cancel

vi) Click the start button to start scan disk.

vii) wait for operating system to finish running scan disk and view the report.

viii) click the close button when we get the report.

● Disk Defragmentation: —

When we work on a computer we add or delete the file during this process the disk part scatter over different area of disk. Disk is called fragmentation. The fragmentation occurs as the files on disk are deleted and new file are added. It slows disk access and degrades the overall performance of disk operation.



The defragmentation is a solution to this problem. Defragmentation is a process of rewriting parts of a files to adjoining sector on hard disk to increase the speed of computer system. The defragmentation process takes time ~~from~~ ranging from few minutes to several hours depending on how fragmented the disk is and also how much RAM we have and how fast our processor is.

If we purchase our computer six month ago and never defragment it then there will be a chance that it will takes several hours therefor we are suggested to make this process to defragment our disk once a month.

Disk Defragmentation						- □ X
file Action view: Help						
Volume	Session	file system	Capacity	Free Space	% Free Space	
E (C:)	Analyzed	NTFS	34.18 GB	9.24 GB	27%	
F (D:)		NTFS	19.53 GB	19.53 GB	99%	
Estimated disk usage before defragmentation						
Estimated disk usage after defragmentation						
Analyze	Defragment	Pause	Stop	View Report		

Start → All Program → System tools → Disk Defragmenter

● **Applet** : —

An applet is a program that can be run with the help of other program. Some commonly use windows applets are Notepad, wordpad, calculator, painter.

■ **Notepad** : —

Notepad is a text editor that can be use for creating and editing text files and special formatting. The notepad file have .txt extension. files larger then 64KB can not be created or edited in notepad. Some important features of notepad are :-

i) It opens and save text in ASCII format.

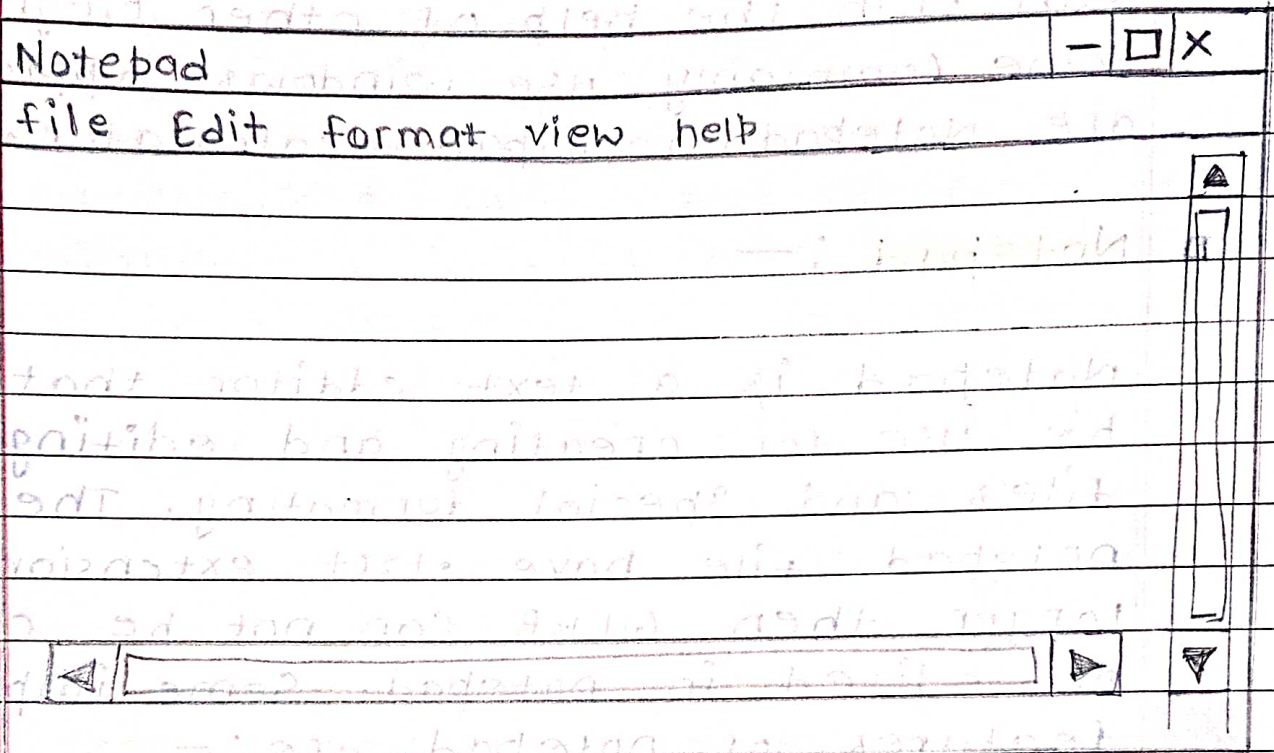
ii) A simple search facility is built into the editor and allow searching for word in current document.

iii) It support editing facility like cut, copy, paste etc.

iv) It allow inserting of date & time into current document by pressing function key F5.



✓ It can be access from
Start → All programs → Accessories
→ Notepad



● Wordpad : —

A wordpad is a text based editor that support all the feature of notepad and it can be used for files larger than 64 KB. It have .rtf extention. Some of important features are

- i) formatting of text using different font style
- ii) Different alignment option that is left, right, center are



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provided for paragraph.

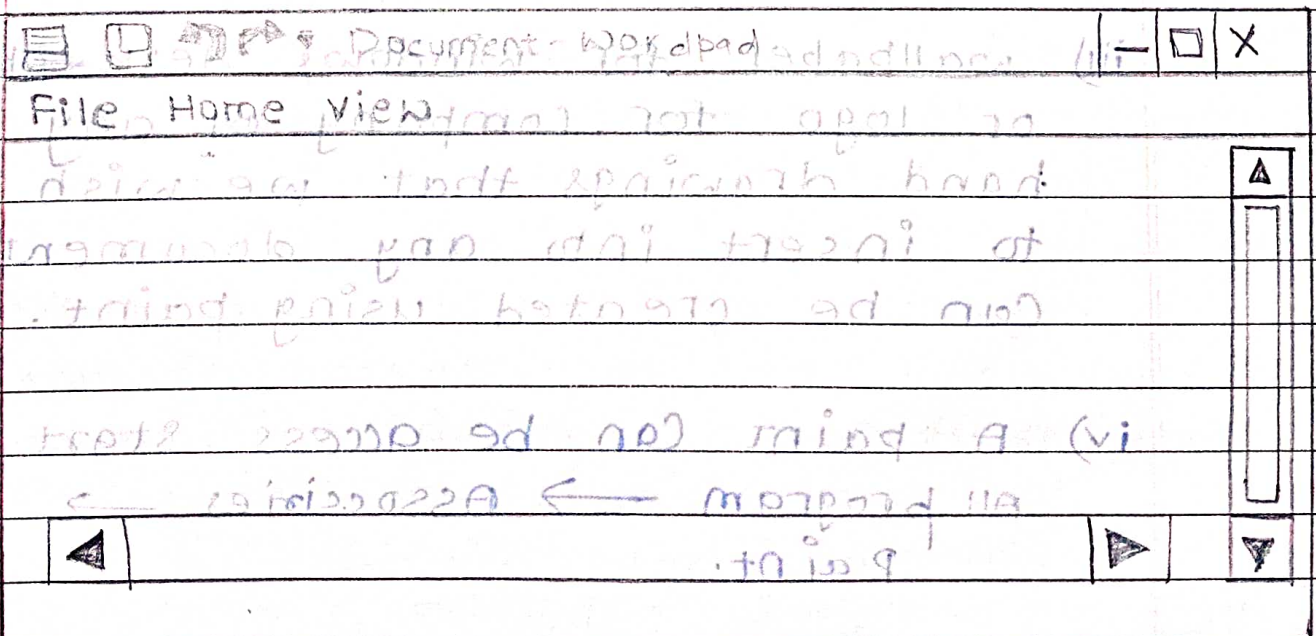
iii) Allow setting for page margin and preview of the page can be seen of how document would appears in a print.

iv) Tool bar provide quick access to commonly use function. user has the option to view or hide the tool bar.

v) It allow to merge or link an object into a wordpad from another file.

vi) The wordpad have .rtf extension.

vii) It can be access from - Start → All programme → accessories → wordpad





● Paint : —

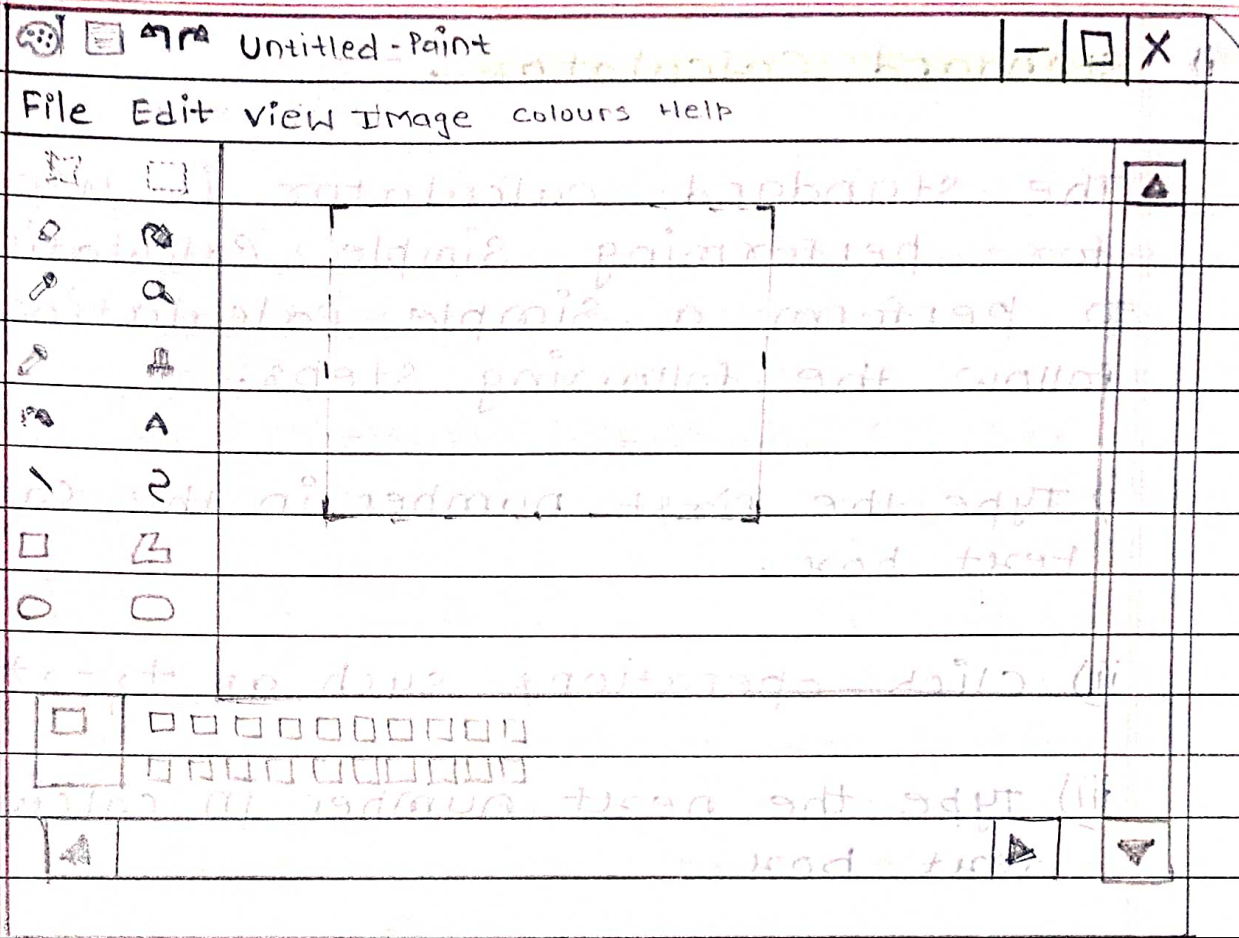
Paint is a drawing tool use to create black & white and colour drawings. It can be saved as .bmp files. Some important features are given below.

i) Paint allow to create a Picture or drawings by using straight line and curve line, by using shape like - rectangle, circle, oval, Square etc or simple free handed drawing.

ii) A Colour box is provided that can be used for filling different colour in to our document. an eraser is provided to erase our document.

iii) wallpaper for windows desktop or logo for company or any hand drawings that we wish to insert into any document can be created using paint.

iv) A paint can be access Start → All program → Associates → Paint.



● Calculator :-

A Calculator performs basic arithmetic operations such as addition, subtraction, multiplication as well as functions found in Scientific Calculation, such as logarithm, factorial, Sin, cos, tan etc. we can use calculator in Scientific view or Standard view. To open a calculator go through following steps.

Start → All program → Accessories → calculator



i) Standard Calculator : —

The standard calculator is used for performing simple calculations. To perform a simple calculation follow the following steps.

i) Type the first number in the calculator text box.

ii) click operations such as $+$, $-$, $*$, $/$ etc.

iii) Type the next number in calculator text box.

iv) then click equal ($=$) button from calculator. It will display the result in Calculator text box.

Other operation of simple calculator are

i) M^+ : — This button is used to add a number to the number or stored in memory for adding a number to memory type the number and then press M^+ button.

ii) MS : — This button is used to store a number in a memory for storing, type the number and

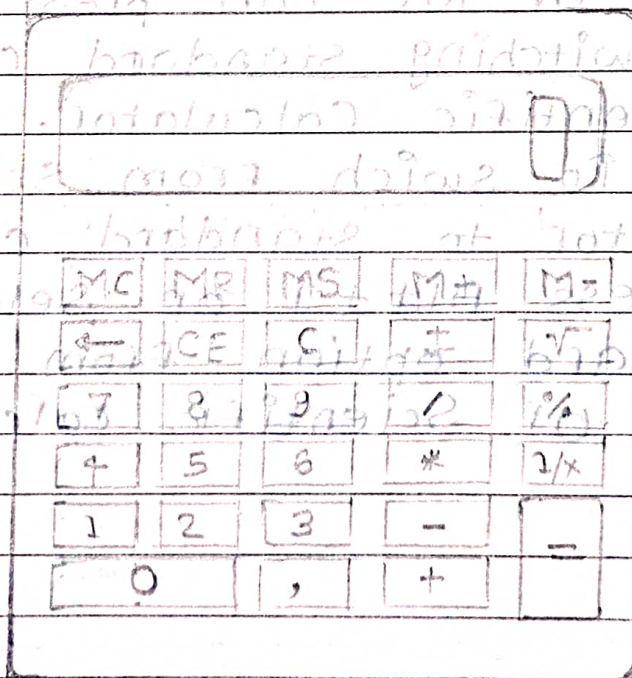


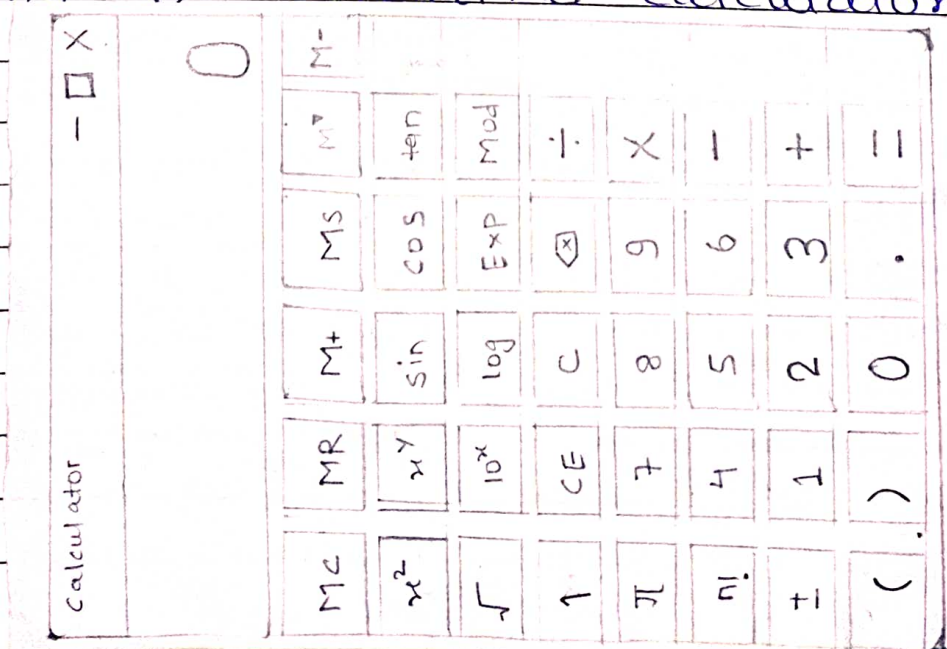
Press MS button.

iii) MR : — This button is used to display the stored number in calculator's memory.

iv) MC : — This button is used to erase the number from memory.

v) M- : — This button is used to subtract a number to the number stored in memory for subtract a number to memory type ~~the~~ the number and then press M- button.







Character Map: —

We can use character map to copy and paste special characters into our document. Such as trademark symbol ™ , copyright © symbol, integration $\int$ symbol or any special mathematical character symbol etc. To use character map follow the following step.

Start $\rightarrow$ All programs $\rightarrow$ Accessories $\rightarrow$ character map.

A character map window is display as given below.

character Map

font Arial

Help

!	"	#	\$	%	&	'	(	)	*	+	,	-	.	/	0	·	▲
1	2	3	4	5	6	7	8	9	:	;	<	=	>	?	@	.	■
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
Q	R	S	T	U	V	W	X	Y	Z	{		}	~	ı	♀		
£	¤	¥	¦	§	¨	©	ª	«	¬	®	¯	°	±	²			
³	´	µ	¶	·	,	'	°	»	¼	½	¾	¿	À	Á	Â		
Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï	Ð	Ñ	Ò		

character to copy Select Copy

☐ Advance view

Select the specific symbol we want, click on Copy button for use that character.



Select paste option in specific document like - word, excel, wordpad etc.