



VIDYA BHARTI PARAM COMPUTER

Step By Step

VIDYA BHARTI

School Computer Series

From Basics

8

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PARAM COMPUTER

8

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Preface

This book '**Vidya Bharti Param Computer**' deals with the child friendly IT learning skills. The sole purpose of this series is to make the learning of Computer interesting and comprehensive for the young beginners.

Writing this book made me think a lot more than the material it covers, I considered different innovative ways to present the material and different design method. The language used to explain the contents is simple and lucid. Its practical approach towards the subject will make the computer learning a wonderful experience for the children. Colourful illustrations enhance the feel of learning computers even during their theory class.

In a nut shell, this series is totally dedicated to computer education of the primary students. Initially, when the task of writing the books was assigned by the revered **Sh. Surinder Attri ji and Sh. Ravi Kumar ji** it was like a herculean task but by dint of efforts made by my colleagues it became possible to produce these books. We will welcome suggestions and feedback from the readers and teachers for further improvement of the series.

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Strike a note on your Knowledge

- ◆ Introduction
- ◆ Features of Windows 7
- ◆ Starting windows
- ◆ The Desktop
- ◆ The Start Button
- ◆ Recycle Bin
- ◆ The Taskbar
- ◆ Title Bar
- ◆ Address Bar

Introduction

Window in an operating System that acts as an interface between the user and the computer. It has been developed by Microsoft and was introduced on November 20, 1985. Windows uses a Graphical User Interface (GUI).

The first version of windows Operating System was windows 95. Since then many new and advanced versions of windows have been developed such as windows 98, windows2000, windows ME, Windows XP, windows Vista, and Windows 7, Windows 8, windows10 is the latest version of Windows released on 29th July 2015.

Features of windows 7

Microsoft developed Windows 7, as OS whose interface was similar to that of vista but was met with enthusiasm for its noticeable speed improvement and its modest system requirements. Some of its significant features are given below:

Windows is easy to use and multitasking :- Windows 7 has a very attractive look with colourful themes and slide shows. It is very easy to use windows7. The use of graphics make it quite interactive. It works the way you want and makes new things possible. You can perform more than one task at a time. For example, you type letters in

Ms. Word while enjoying music using Windows Media Player.

Searching made easier :- Using Windows7, you can quickly search for more things in more places in your computer.

Pinnings on taskbar :- The taskbar of windows7 is more flexible and application oriented. You can pin favourite programs on the taskbar for easy access.

Starting windows

When you switch on the computer, Windows starts automatically and displays a welcome message. It is followed by the first screen of windows known as Desktop. It contains some graphic symbols called icons.



The desktop

The word 'Desktop' is derived from the real life desktop (the top of our working table) where you may find pen stand notepad, calculator, file, etc. the desktop of windows also serves the same purpose. You can find various icons like objects, shortcut icon, document icons, disk drive icons, etc. on the desktop.

The start button

The Start button is probably the most frequently used component of the Windows desktop. When you click on the Start button, a menu displaying the major applications appears. These headings provide access to the main programs of your computer. You can start programs. Open documents, customize your system, get help and search for items on your computer through the Start button. Let us have a glimpse at the menu of Start button.



- Documents :-** Open the Document folder, where you can store letters, reports, notes, etc.
- Picture:-** Opens the Pictures folder where you store digital photos, images and graphic files.
- Music:-** Open the Music folder, where you can store music and other audio files.
- Games:-** Folder is more than just the central repository for games on your computer. In Windows 7, the Games folder has been redesigned to offer game updates, statistics, news feeds, and more.
- Computer :-** Gives access to the disk drives, cameras, scanners, and other hardware devices connected to your computer.
- Control Panel :-** Provides options to customize the appearance, configure the functionality, and or remove programs, set up network connections and user accounts.
- Devices and Printers :-** Folder displays devices connected externally to your computer, including devices connected wirelessly or over the network. This folder allows you to perform many tasks, which vary depending on the device.
- Help and Support :-** Menu provides tutorials, troubleshooting content, various support services and help on any required topic by entering a keyword.

Recycle bin:-

Works like a trash bin, in which you throw the waste papers. It is a folder that holds the deleted objects. You can always retrieve the deleted files, until you have emptied the Recycle Bin.



Recycle bin

The taskbar :-

Taskbar is along horizontal bar at the bottom of the desktop. It has the start button on the extreme left side. The middle section of the bar shows buttons with a label for each

opened applications and allows us to quickly switch between them. You can activate the application window by clicking on its taskbar button. When an application is active, its button is highlighted in a lighter shade.



Title bar :-

It is the horizontal bar at the top of the window displaying the name of current document and application. On the right side of the title bar, you can view the Minimize, Restore, close and Maximize Buttons. These are the basic window controls, which you will find on every windows. They control the size of the window and also help in closing the windows.

Minimize Button



The button with a small horizontal line is called the Minimize button. If you click on the Minimize button, it will reduce the window to a button on the Taskbar. The name of the application will be displayed inside that button. To bring the window back to its original size, click on the same button on the taskbar.



Maximize Button

This button has a square on it. Clicking on the maximize button enlarges the window to its maximum possible size.



Restore Button

When you maximize a window, the maximize button is replaced by the restore button. This button with two squares is located on the right side of the bar on a maximized window. It returns a maximized window to its previous size, which is smaller. When you restore a maximized windows, the Restore Down button is replaced by the maximize button.



Close Button

The button with a cross symbol is called the Close button. Clicking on the close button will close the application.

Address bar

It is the horizontal bar located at the top of the window. The address bar shows the path of the current window. It replaces the traditional title bar at the top of the windows.



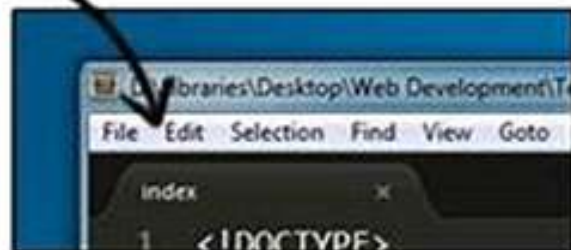
Frame : It is usually located above the contents of the window and it has both menu and toolbar.

Menu Bar: It contains all the menu commands of a particular application. Clicking on the menu commands displays the drop-down list of commands.

MENU BAR



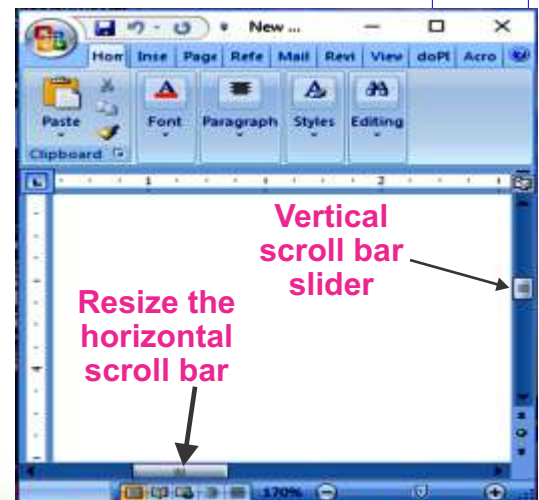
ON WINDOWS EXPLORER



ON APPLICATIONS

Scroll Bar : There are Vertical and Horizontal scroll bars on the right side and at the bottom of the screen respectively. Using Horizontal scroll bar, you can move the screen display right and left and with the help of Vertical scroll bar you can move the screen up and down.

Status Bar : It is a long horizontal bar present, by default, at the bottom and displays information about the content in the window.



Boogle your mind

A. Fill in the blanks:-

1. Operating system has been developed by.....
2. The first version of windows Operating system was.....
3. Windows 7, Windows XP are the example ofsystem
4. The first screen that appears the when you switch on the computer is called
5. When we delete the files and folders then it goes to
6.is a long horizontal bar at the bottom of the desktop.

A. Multiple choice Questions:-

1. The small graphic symbols displayed on the desktop are called.....
1. Folders 2. Icons 3. Files 4. All of these
2.is not a version of windows.
1. Windows 21 2. Windows Vista 3. Windows ME 4. None of these
3. Which of the following option enlarges the application window?
1. Restore 2. Minimize 3. Close 4. Maximize

C. Short answer quetsion

1. What is Recycle bin?
2. Explain the start button. Write the option available in the Start button menu.
3. Differentiate between on the Starting Windows and Desktop
4. Explain the features of Windows 7.

Lab Activity:



FOR STUDENT :

Start your computer and do the following activates:-

- ❖ **Rearrange the icons to make your desktop look more organized. Be careful not to delete any important icons.**
- ❖ **Move any icon to a new location.**
- ❖ **Select My Computer icon and open it.**
- ❖ **Select the adjacent items of my computer icon.**
- ❖ **Add clock and calendar as gadgets on your desktop.**