MS - WINDOWS

Windows is a GUI (Graphical User Interface) based operating system developed by Microsoft, it controls the whole computer system (hardware and software) and provides an easy interface using pictures, buttons and icons. In Windows O.S. we do not need to type internal or external commands; we just click on icons or buttons to perform any task. Without an OS, a computer is useless and cannot do any work.

When we provide power supply and press Start button of computer/CPU, Windows (7, 10 or 11 O.S) starts automatically, So We do not need to learn any special command to start Windows.

HISTORY:

First Windows (Windows 1.0) was released in 1985.

After that many versions came:

Windows 3.x, Windows 95, Windows 98, Windows 2000, Windows XP, Windows Vista, Windows 7, Windows 8, Windows 10, Windows 11.

IMPORTANT YEARS:

•Windows 7 released in 2009

• Windows 10 released in 2015

• Windows 11 released in 2021

Latest main desktop version (till now):

• Windows 11 is the latest version of Microsoft Windows.

Windows 7 and Windows 10 are two different versions of Microsoft Windows, but their basic working on the desktop is similar for users.

Windows O.S. comes in following versions: -

Windows 7	Windows 10
Windows 7 Starter	Windows 10 Home
Windows 7 Home Basic	Windows 10 Pro
Windows 7 Home Premium	Windows 10 Enterprise
Windows 7 Professional	Windows 10 Education
Windows 7 Ultimate	
Windows 7 Enterprise	

Win. 7
* (Starter / Home = for home users;
* Professional / Enterprise = for office and business use.)

Win. 10
* Home for Normal Home Users.
* Pro for Small office.
* Enterprises for Companies.
* Education for School, Colleges, university.

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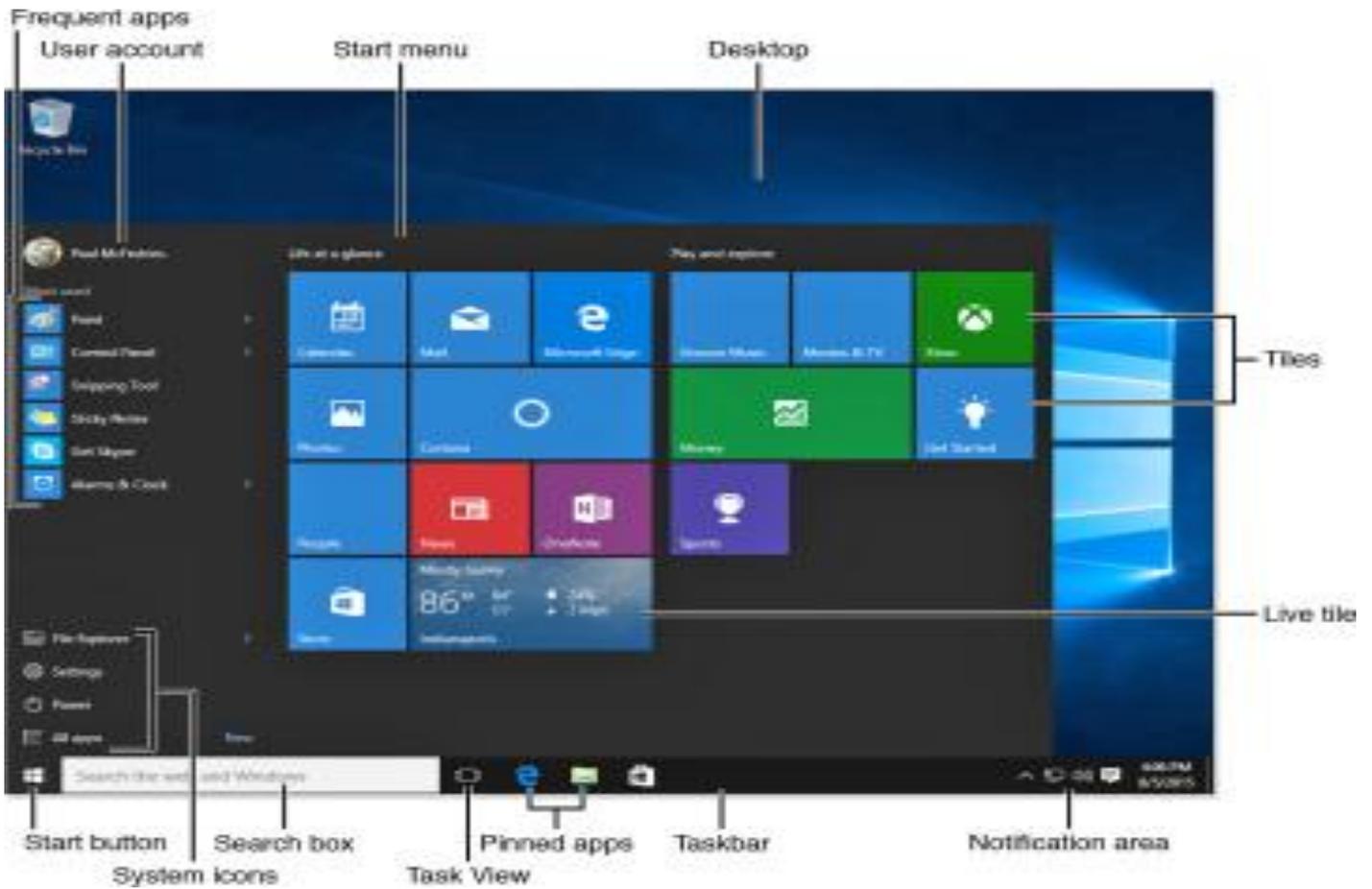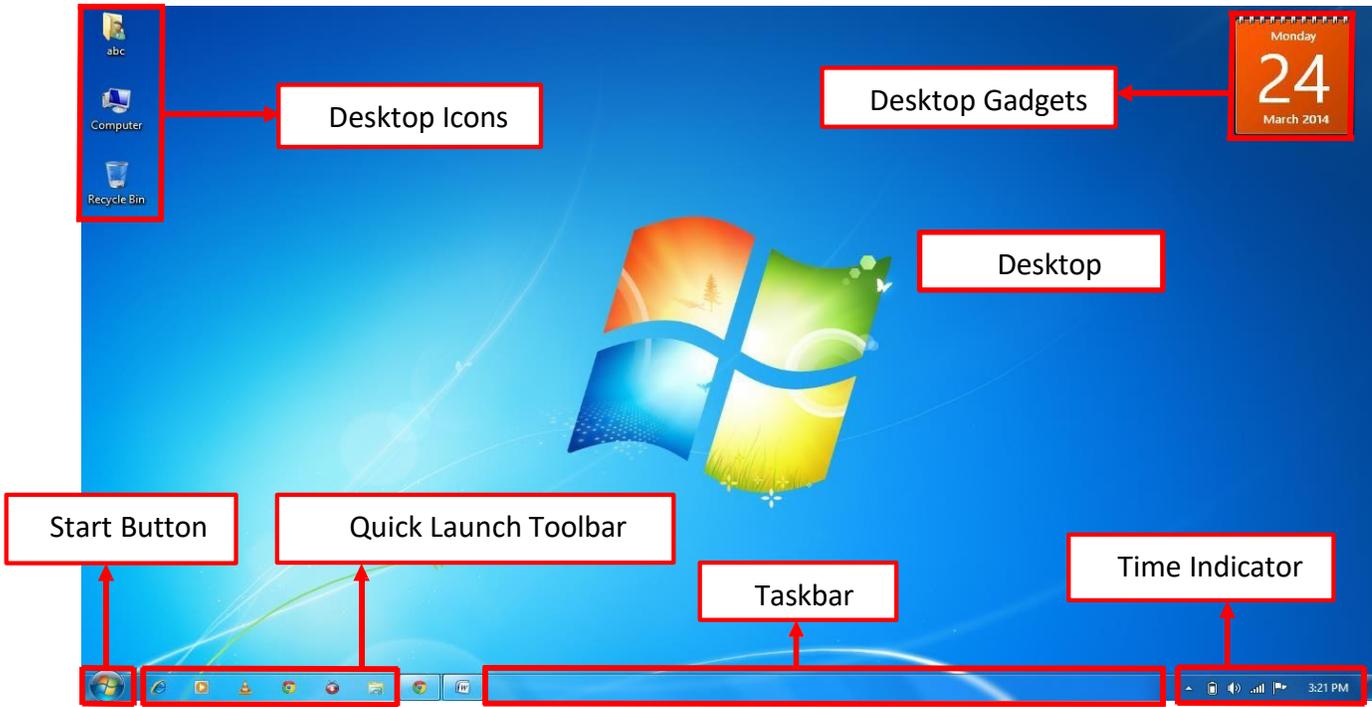## System requirement for installing windows 7

The minimum hardware requirements for Windows 7 are:

Architecture	32-bit	64-bit
Processor	1 GHz IA-32 processor	1 GHz x86-64 processor
Memory (RAM)	1 GB	2 GB
Graphics card	DirectX 9 graphics processor with WDDM driver model 1.0 (Not absolutely necessary; only required for Aero)	
HDD free space	16 GB of free disk space	20 GB of free disk space
Optical drive	DVD-ROM drive (Only to install from DVD-ROM media)	

System requirement for installing windows 10

The minimum hardware requirements for Windows 10 are:

• Processor: 1 GHz or faster (32-bit or 64-bit)
• RAM: 1 GB (32-bit), 2 GB (64-bit)
• Hard Disk: 32 GB or more
• Graphics: DirectX 9 or later with WDDM driver
• Display: 800 × 600 or higher

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Desktop Icons

Desktop Gadgets

Desktop

Start Button

Quick Launch Toolbar

Taskbar

Time Indicator

Frequent apps

User account

Start menu

Desktop

Tiles

Live tile

Start button

Search box

System icons

Task View

Pinned apps

Taskbar

Notification area

There are following parts of windows screen: -

Desktop: - The desktop is the main screen area that appears after Windows starts. It can contain icons, files and folders.

Start Button: - The Start button is on the left side of the taskbar. When we click it, it opens the Start menu. The Start menu contains: A list of programs, A search box, Options like Shut down, Restart, Sleep, etc.

Quick launch toolbar: - This area is next right to the Start button on the taskbar. Which contains shortcuts of programs that we use frequently. We can open these programs quickly with one click.

Taskbar: - The taskbar is usually at the bottom of the desktop. It shows which programs are currently running.

How to move the taskbar in any side?

Process: -

➢ Mouse Right-click on an empty area of the taskbar.
➢ If "Lock the taskbar" has a tick (✔), click on it to remove the tick (unlock the taskbar).
➢ Place the mouse pointer on an empty place on the taskbar.
➢ Press and hold the left mouse button.
➢ Drag the taskbar to the left, right, top or bottom edge of the screen Click on ok
➢ Release the left mouse button
➢ Right-click again on the taskbar and click "Lock the taskbar" to fix its new position

Or

➢ Right-click on the taskbar.
➢ Click on **Taskbar settings** (Windows 10) or **Properties** (Windows 7).
➢ Find the option **Taskbar location on screen**.
➢ Choose **Left**, **Right**, **Top**, or **Bottom**.
➢ Close the window/ Ok. The taskbar will move to the selected side.

Time indicator: - The clock is on the right side of the taskbar. It shows the current date and time. We can click it to view or change the date and time.

How to hide/show time indicator (Clock): -

Windows 10	Windows 7
Process: -	Process: -
➢ Right-click on the taskbar.	➢ Mouse right click on Time Indicator
➢ Click on **Taskbar settings**	➢ Click on properties
➢ Click on **Turn system icons on or off**.	➢ Click on clock behavior
➢ Find **Clock** and turn it **On** or **Off**.	➢ Select on on/off
	➢ Click on ok

Desktop icons: - The small pictures on the screen (like This PC, Recycle Bin, etc.) are called **desktop icons**.

How to hide / show the Desktop icons?

Process: -

➢ Mouse right click on blank area of the desktop
➢ Click on view
➢ Check / Uncheck show desktop icons

Wallpaper: - The background image or color on your desktop screen is called the **wallpaper**.

How to change wallpaper?

Windows 10	Windows 7
Process: -	**Process: -**
➢ Mouse Right-click on an empty area of the desktop.	➢ Mouse right click on blank area of the desktop.
➢ Click on Personalize.	➢ Click on personalize.
➢ Click on Background.	➢ Click on desktop background.
➢ Click Browse to select your picture.	➢ Click on browse.
➢ Click Choose picture.	➢ Select your picture.
	➢ Click on ok.
	➢ Click on save change

NOTEPAD

Notepad is a very simple text editor that comes with all versions of Windows, including Windows 7 and Windows 10 & above. It is used to create and edit **plain text** files.

You **cannot** format:
- ➢ change text color
- ➢ make text bold/italic/underlined a particular text / word.
- ➢ insert pictures, tables, or shapes etc.

Note: - By default, Notepad saves files with the extension .txt (for example: Quantum.txt).

Notepad is mainly used for:
- ➢ Writing short notes
- ➢ Creating simple documents
- ➢ Editing configuration files or code as plain text

How to start Notepad ?
Windows 7:
Process:-
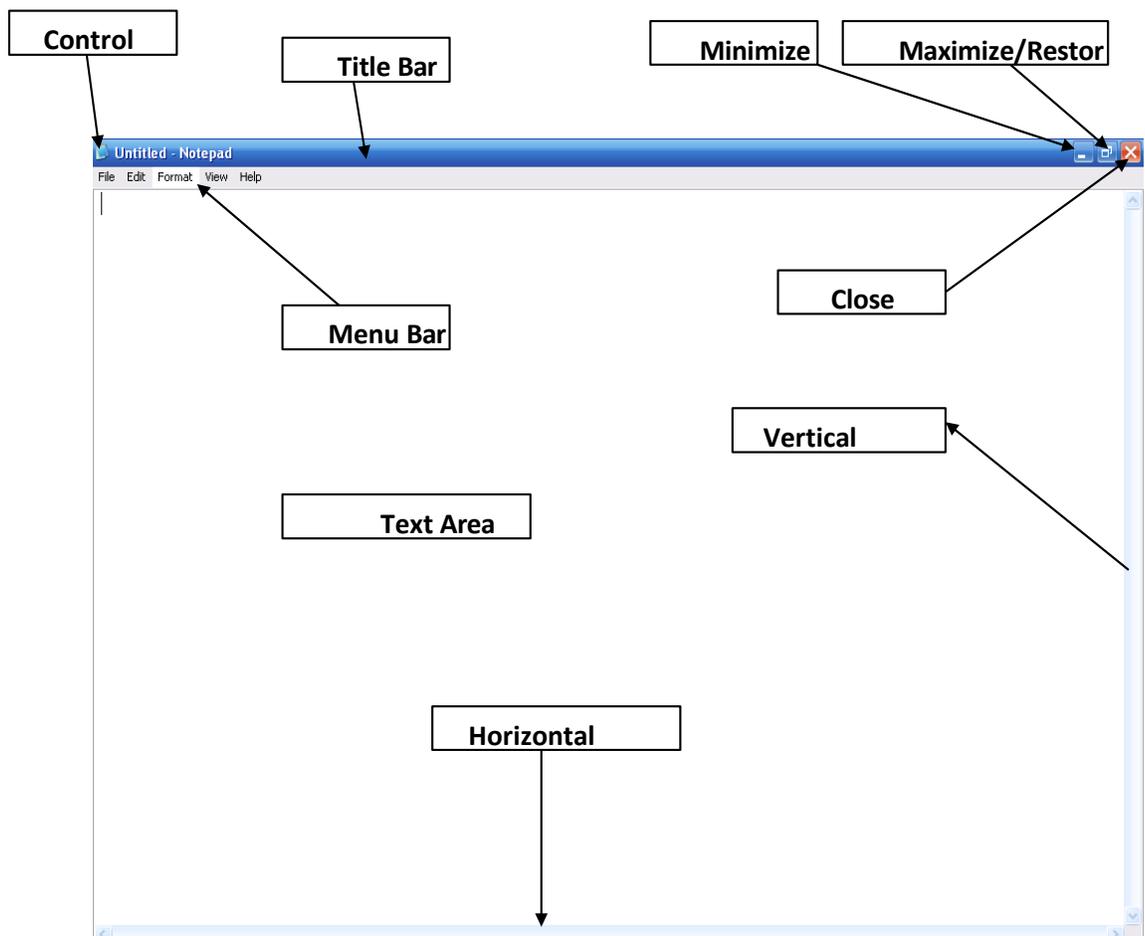Start → All Programs → Accessories → Notepad
Windows 10:
Process:-
Click Start →
type Notepad →
press Enter
Common (Win7 & Win10):
Process:-
Press **Windows + R →**
type notepad →
Enter

Control

Title Bar

Minimize   Maximize/Restor

Untitled - Notepad
File Edit Format View Help

Menu Bar

Close

Vertical

Text Area

Horizontal

Parts of the Notepad window

- ❖ **Control box: -** A small icon displayed at the left corner of the title-bar. In which available move minimize, maximize, restore, and close the window.
- ❖ **Title bar: -** The first line at the top of the screen is called title bar. It displays the active application and the name of the file.
- ❖ **Minimize: -** It is used to minimize the window in taskbar.
- ❖ **Maximize: -** It is used to full screen the previous size.
- ❖ **Restore: -** It is used to restore to its previous size.
- ❖ **Close: -** It is used to close the notepad application.
- ❖ **Menu bar: -** It display the below of title bar. All the commands are available in menu bar.
- ❖ **Scroll bar: -** Generally all application has two scroll bars i.e. horizontally and vertically. Horizontal Scroll bar displays at the bottom and Vertical Scroll bar displays at the right side.
- ❖ **Text Area: -** The large white area where you type your text. And the blinking vertical line in the blank white area is called cursor or **insertion point**.

File Menu (Alt + F)

New: - (Ctrl + N):- It is used to create a new blank file.

Process: -
- ➢ Click on file menu
- ➢ Click on new.

New Window: - (Ctrl + Shift + N: - (Windows 10 – newer versions) Opens another Notepad window.

Process: -
- ➢ Click File Menu → Click on New Window.

Open: - (Ctrl + O):- It is used to open an existing file.

Process: -
- ➢ Click on file menu
- ➢ Click on opened
- ➢ Then a dialog box open
- ➢ Select your file
- ➢ Click on open

Save- (Ctrl + S):- It is used to save your current file.

Process: -
- ➢ Click on file menu.
- ➢ Click on save
- ➢ Then a dialog box open
- ➢ Enter your file name
- ➢ Click on save button

Save as: - It is used to create duplicate file of active file.

Process: -
- ➢ Click on file menu
- ➢ Click on save as
- ➢ Then a dialog box open
- ➢ Enter your file name

➤ Click on save button

Page Setup: - It is used set the page size, margin, orientation, etc.

Process:-
➤ Click on file menu
➤ Click on page setup
➤ Then a dialog box open
➤ Define the condition as you need
➤ Click on ok

Print: - (Ctrl + P):- It is used to print the current files on the paper.
Process: -
➤ Click on file menu
➤ Click on print
➤ Then a dialog box open
➤ Define the condition
➤ Click on print

Exit: - (Alt+F4):- It is used to close the notepad program.
Process: -
➤ Click on file menu
➤ Click on exit

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Edit Menu (Alt + E)

Undo: - (Ctrl + Z):- Reverses the last action you performed (e.g., typing, deleting).

Process: -
➢ Click on edit menu
➢ Click on undo

Cut: - (Ctrl + X):- It is used to moves the selected text and places it in the **Clipboard.** After You can paste it somewhere else.

Process: -
➢ Selected your text
➢ Click on edit menu
➢ Click on cut

Copy: - (Ctrl + C):- It is used to Copies the selected text & store in **Clipboard** without removing it from the document.

Process: -
➢ Select your text
➢ Click on edit menu
➢ Click on copy

Paste: - (Ctrl + V):- It is used to insert text from clipboard at the cursor positon.

Process:-
➢ Click on edit menu.
➢ Click on paste.

Delete: - It is used to remove the selected text.

Process:-
➢ Select your text which you have to delete.
➢ Click on edit menu.
➢ Click on delete.

Find (Ctrl + F):- It is used to search the particular word or phrase in the document.

Process:-
➢ Put the cursor at the beginning of page.
➢ Click on edit menu.
➢ Click on find.
➢ Than a dialog box open,
➢ Click on "find what" box and type that word which you want to search.
➢ Click on find next

Find Next (F3): - Repeats the last Find command and goes to the next same word or phrase.
Note:- After using Find, you will use find next.

Process:-
➢ Click on edit menu.
➢ Click on Find next.

Replace (Ctrl + H):- It is used to Finds a word or phrase and replaces it with another. Process:-
➢ Put the cursor begning of page.

- ➢ Click on edit menu.
- ➢ Click on replace
- ➢ Than a dialog box open.
- ➢ Click on "find what" box and type what you want to change.
- ➢ Click on "replace with" box and type new word.
- ➢ Click on replace / replace all

Go To (Ctrl + G):- It is used to jump on the specific line in the document.

Note: To use Go To you have to uncheck word wrap from format menu.

Process:-
- ➢ Click on edit menu
- ➢ Click on go to
- ➢ Than a dialog box open
- ➢ Define the number of lines
- ➢ Click on Go To

Select all (Ctrl + A):- It is used to select all the text in the document.

Process:-
- ➢ Click on edit menu.
- ➢ Click on select all.

Time and Date (F5):- It is used to insert the Current system date and time at the position of cursor point.

Process:-
- ➢ Click on edit menu.
- ➢ Click on date and time.

Format Menu (Alt + O)

Word wrap: - if word wrap is checking all the text visible on the screen.

Process:-
- ➢ Click on format menu.
- ➢ Click on word wrap. For check / uncheck.

Font: - It is used to change the font writing style, font size.

Process:-
- ➢ Click on format menu
- ➢ Click on font
- ➢ Then a dialog box open
- ➢ Select your font writing style and font size.
- ➢ Click on ok

View Menu (Alt + V)

Status Bar: - It is used to show or hide the status bar bottom of the window.

Note: To use Status Bar, you have to uncheck word wrap from format menu.

Process:-

➢ Click on view menu

➢ Click on status bar for check / uncheck.

Zoom (Windows 10 – newer versions)

* Zoom In (Ctrl + Plus +): Makes text appear larger.

* Zoom Out (Ctrl + Minus -): Makes text appear smaller.

* Restore Default Zoom (Ctrl + 0): Returns zoom to 100%.

Process:-

➢ Click on View menu

➢ Click on zoom.

➢ Select as you need

View Help (F1): - Opens Windows Help Screen in Windows 7 and online help page in Windows 10 with information about Notepad and its topics.

WORDPAD

WordPad is a basic word-processing program included with Microsoft Windows O.S..It is used to create simple letters, notes, and other small documents. WordPad has more formatting features than Notepad.

Default Extension is .RTF (Rich Text Format)
Other formats it can save in: .DOC,(Document.)

Features of WordPad
- ➢ Text formatting: Bold, Italic, Underline, change font, font size, and text color.
- ➢ Paragraph formatting: alignment (left, center, right), line spacing, and bulleted/numbered lists
- ➢ Insert pictures (images) in the document
- ➢ Zoom in and out of the document
- ➢ Print Preview before printing
- ➢ Open and save documents in multiple common formats (.rtf, .docx, .odt, .txt)

How to start WordPad

Windows 7	Windows 10
Process: -	Process: -
➢ Click the Start button.	➢ Click the Start button.
➢ Click All Programs.	➢ Scroll down and click Windows Accessories.
➢ Click Accessories.	➢ Click WordPad.
➢ Click WordPad.	Or: Type WordPad in the search box on the taskbar and press Enter.

In both O.S. –
➢   Press Windows key + R to open the Run dialog box.
➢   Type write (or wordpad).
➢   Press Enter or click OK.

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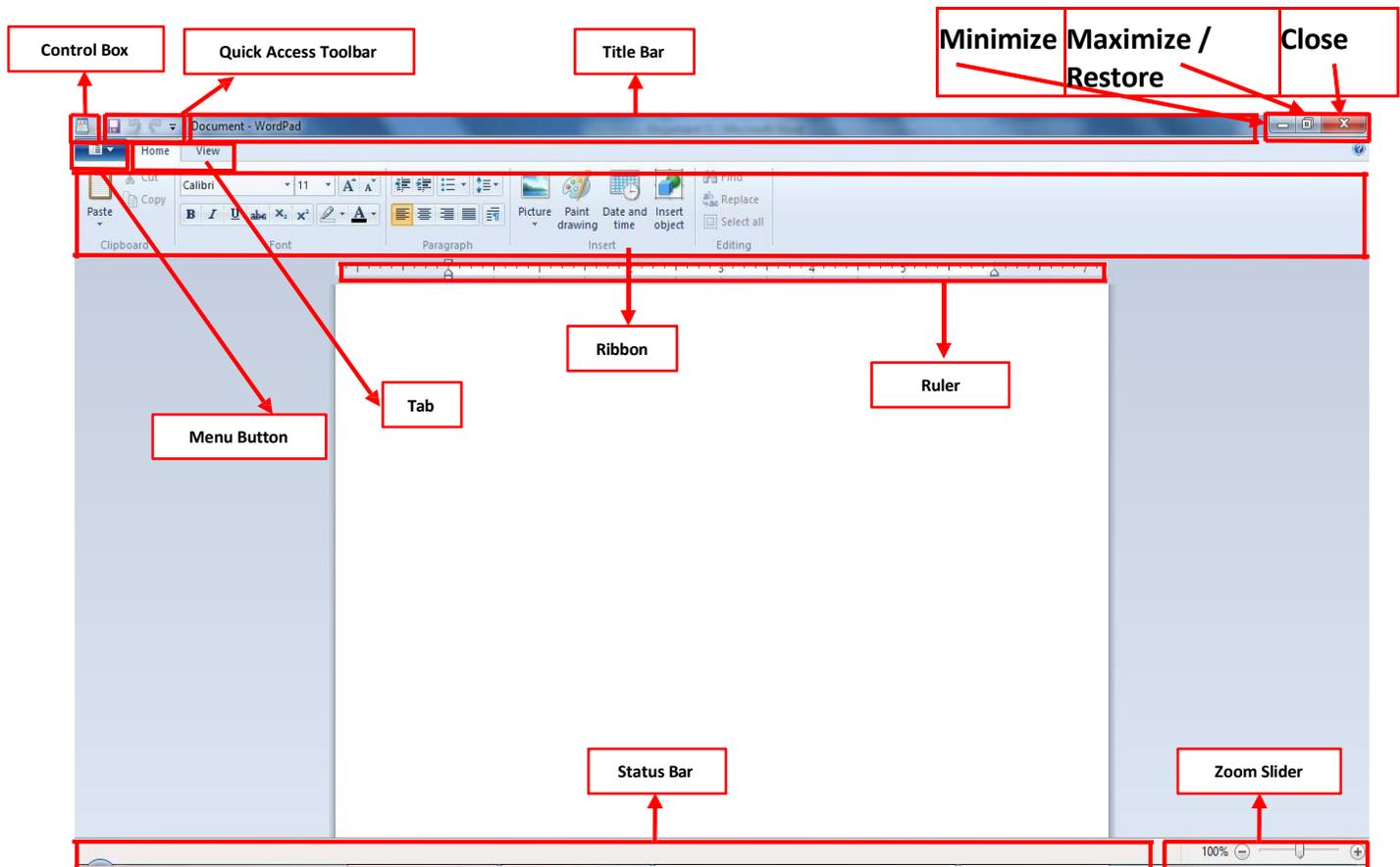
There are following parts of WordPad screens: -

QUICK ACCESS TOOLBAR: - It available at Top-left corner of the Screen, next to the WordPad (menu) button. By default, it has contained Save, Undo, Redo. for frequently used commands. User can add more commands as needed.

RIBBON: - It Display Just below the Quick Access Toolbar. It Contains all main tools and commands of WordPad.

RULER: - It available just Below the Ribbon, above the typing (document) area.it is used for Set margins, change indents, Set Tab Stop position.

STATUS BAR: - It available Bottom of the WordPad window. Which show the information about document.

ZOOM CONTROL: - It available right side on the status bar which used for increase or decrease zoom level of the document, Min.Size 10%, Max Size 500%, Actual 100%.

WORDPAD MENU BUTTON (APPLICATION BUTTON): -

It displays below of the control box which consists the basic commands like new, open, save, print and page setup option.

New (Ctrl + N): - It is used to insert a new blank document.

Open (Ctrl + O): - It is used to open an existing file.

Save (Ctrl + S): - It is used to save the current working file.

Save As: - It is used to save the current existing file with a new name

Print (Ctrl + P): - It is used to print the current file on paper.

Print Preview: - It previews the pages before printing.

Process: -
➢ Click on menu button
➢ Click on print combo box
➢ Click on print preview

Exit (Alt + F4): - It is used to close the WordPad.

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HOME TAB (ALT + H)

CLIPBOARD GROUP: -

Cut (Ctrl + X): - It is used to move the selected text into one location to another location.

Copy (Ctrl + C): - It is used to make duplicate of selected text.

Paste (Ctrl + V, Shift + Ins.): - It is used to insert cut and copy data.

FONT GROUP: -

Font Family / Font Style: - It is used to change the writing style of selected text.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on font family
➢ Select style according to need

Font Size: - It is used to change the font size.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on font size
➢ Select the size

Grow Font (Ctrl + Shift + >): - It is used to increase the font size.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on grow font

Shrink Font (Ctrl + Shift + <): - It is used to decrease the font size.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on shrink font

Bold (Ctrl + B): - It is used to make selected text bold.

Process: -
➢ Select the text
➢ Click on home tab

➢ Click on bold

Italic (Ctrl + I): - It is used to make the selected text italic.

Process: -

➢ Select the text
➢ Click on home tab
➢ Click on italic

Underline (Ctrl + U): - It is used to underline the selected text.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on underline

Strike Through: - It is used to draw the line middle of the selected text.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on strike through

Subscript (Ctrl + =): - It is used to create the small letter below the text baseline. Process: -
➢ Select the text
➢ Click on home tab
➢ Click on subscript

Superscript (Ctrl + Shift + +): - It is used to create the small letter above the text baseline.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on superscript

Text Highlight Color: - It is used to set the background color of selected text.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on text highlight color
➢ Select the color

Text Color: - It is used to Change the text color.

Process: -

- ➢ Select the text
- ➢ Click on home tab
- ➢ Click on text color
- ➢ Select the color

PARAGRAPH GROUP: -

Decrease Indent: - It is used to decrease the indent level of the paragraph.

Process: -
➢ Put the cursor in paragraph
➢ Click on home tab
➢ Click on decrease indent

Increase Indent: - It is used to increase the indent level of the paragraph.

Process: -
➢ Put the cursor in paragraph
➢ Click on home tab
➢ Click on increase indent

Start A List / Bullet and Numbering: - It is used to create bullet and number list of the text.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on start a list
➢ Select style according to need

Line Spacing: - It is used to change the space between the lines.

Process: -
➢ Select the text paragraph
➢ Click on home tab
➢ Click on line spacing
➢ Select line spacing option according to need

Left (Ctrl + L): - It is used to align the text to the left.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on left align

Center (Ctrl + E): - It is used to align the text to the center.

Process: -
➢ Select the text
➢ Click on home tab

➢ Click on center align

Right (Ctrl + R): - It is used to align the text to the right.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on right align

Justify (Ctrl + J): - It is used to align the text to both the left and right margin adding the extra space between the texts.

Process: -
➢ Select the text
➢ Click on home tab
➢ Click on justify

Paragraph: - It is Used to control **indent, spacing, and line spacing** of a paragraph.

Process: -
➢ Select the paragraph.
➢ Click on Home Tab
➢ In the **Paragraph group**, click on **Paragraph** (small arrow)
➢ The **Paragraph dialog box** opens.
➢ Set indent, spacing, etc. as needed.
➢ Click on ok.

INSERT GROUP: -

Picture: - It is used to insert picture from gallery.

Process: -
➢ Click on home tab
➢ Click on picture
➢ Then a dialog box open
➢ Select picture
➢ Click on open

Paint Drawing: - It is used to insert picture from paint after drawing.

Process: -
➢ Click on home tab
➢ Click on paint drawing
➢ Then paint will be open
➢ Draw the picture

- ➢ Click on menu button
- ➢ Click on exit & return to document

Date & Time: - It is used to insert current system date and time at the cursor position.

Insert Object: - It is used to insert the file of other programs as an object in WordPad. Process: -
- ➢ Click on Home Tab
- ➢ Click on Insert Object
- ➢ Then a dialog box open
- ➢ Click on create from file
- ➢ Click on browse
- ➢ Select any file
- ➢ Click on ok

EDITING GROUP: -

Find (Ctrl + F): - It is used to search the specific word / sentence in the document. Process: -
- ➢ Put the cursor on beginning of the page
- ➢ Click on home tab
- ➢ Click on find
- ➢ Then a dialog box will be open
- ➢ Type specific word in "find what" box
- ➢ Click on find next

Replace (Ctrl + H): - It is used to change the specific word in document.

Process: -
- ➢ Put the cursor on the beginning of the page
- ➢ Click on home tab
- ➢ Click on replace
- ➢ Then a dialog box will be open
- ➢ Type incorrect word in "find what" box
- ➢ Type correct word in "replace with" box
- ➢ Click on replace / replace all

Select All (Ctrl + A): - It is used to select all the text of page.

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ZOOM GROUP:-

Zoom In: - It is used to increase the page size.

Zoom Out: - It is used to decrease the page size.
SHOW OR HIDE GROUP: -
Ruler: - It is used to show or hide the ruler.

Status Bar: - It is used to show or hide the status bar.
SETTING GROUP: -
Word Wrap: - It is used to make the text visible on the screen.

Process: -
➢ Click on view tab
➢ Click on word wrap
➢ Select any wrap option

Measurement Units: - It is used to change the measurement of ruler.

Process: -
➢ Click on view tab
➢ Click on measurement unit
➢ Set the measurement unit as per need

MS-PAINT

MS-Paint is a drawing image program, where user can draw pictures and edit pictures. There are available many types of toolbar and colors are available which help to user draw a picture.
The Extension of MS-Paint is **".BMP"** (Bit Mapped Picture).

How to start MS-paint

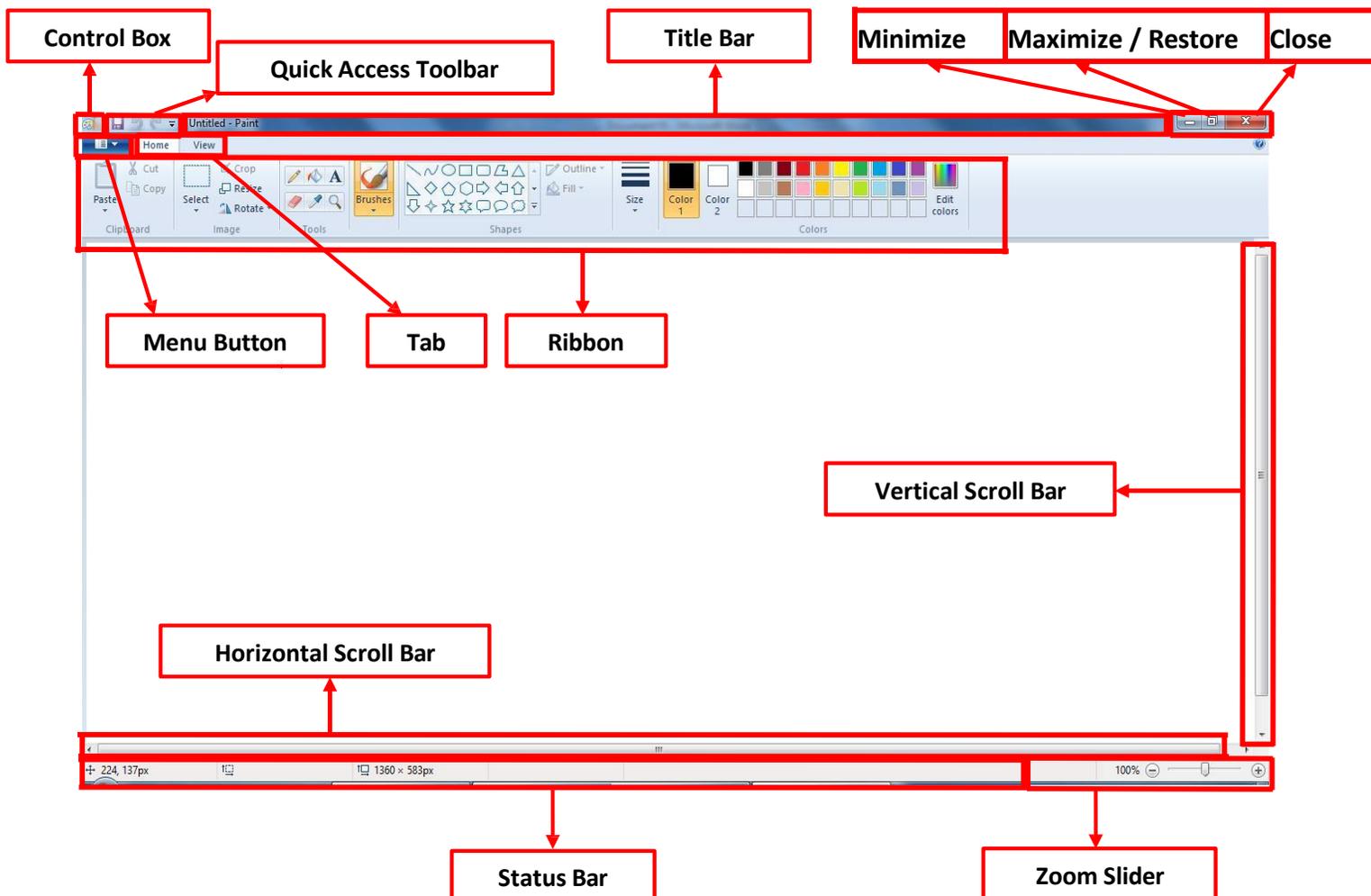| WINDOWS 7	WINDOWS 10
Process:- ➢ Click on the Start button. ➢ Click on All Programs. ➢ Click on Accessories. ➢ Click on Paint.	**Process: -** ➢ Click on the Start button. ➢ Scroll down to Windows Accessories. ➢ Click on Paint.
Common Process:- **Press Windows Button (Start) + R → Type mspaint / pbrush → Click on ok / Press Enter**	

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HOME TAB

Clipboard Group: -
Cut (Ctrl+x):- It is used to move the selected object to clipboard..

Copy (Ctrl+c):- It is used to create duplicate of selected object and store it in clipboard without moving.

Paste (Ctrl+v):- It is used to insert cut or copy data from clipboard..

Image Group: -
Select: - It is used to select the object in different ways like Rectangular, Free-form, Select All, Transparent Selection.

Process:-
➢   Click on home tab.
➢   Click on Select combo box.
➢   Select option according to need.

Crop: - It is used to crop the selected object.

Process:-
➢   Select the object.
➢   Click on crop and crop according to need.

Resize: - It is used to change the size of object.

Process:-
➢   Click on home tab.
➢   Click on resize.
➢   Then a dialog box open.
➢   Define size according to need.
➢   Click on ok.

Rotate: - It is used to rotate or flip the selected object..

Process:-
➢   Select the object.
➢   Click on home tab.
➢   Click on rotate.
➢   Select angle according to need.

Tools Group: -
Pencil: - It is used to draw the free hand line.

Process:-
➢   Click on home tab.
➢   Click on pencil.
➢   Draw the line according to need.

Fill with color: - It is used to fill the foreground color (Color 1) in enclosed area.

Process:-
➢   Click on home tab.
➢   Click on fill with color.

➢   Select color.

➢   Fill the color according to need.

Text: - It is used to insert the text.

Process:-

➢   Click on home tab.

➢   Click on text.

➢   Draw the box and write.

Erase: - It is used to erase the object. Eraser size can be increase with by pressing Ctrl + + and decrease with Ctrl + -.

Process:-

➢   Click on home tab.

➢   Click on eraser.

➢   Erase the object by left clicking.

Pick color: - It is used to pick the color from picture and use in drawing.

Process:-

➢   Click on home tab.

➢   Click on pick color.

➢   Click on picture color that you want.

Magnifier: - It is used to magnify a part of the picture.

Process:-

➢   Click on home tab.

➢   Click on magnifier.

Brush: - It is used to draw the line in different style.

Process:-

➢   Click on home tab.

➢   Click on brush.

➢   Select brush style and draw the line.

Shapes Group: -

Shapes: - It is used to draw the readymade shapes. Like: rectangular, Ellipsis, Triangle, Star etc.

Process:-

➢ Click on home tab.

➢ Click on shape.

➢ Draw the shape.

Outline: - It is used to change the outline of selected object.

Process:-

➢ Draw the object.

➢ Click on home tab.

➢ Click on outline.

➢ Select style according to need.

Fill: - It is usede to change the fill (inner) style of selected object.

Note: - Color 2 must be change.

　　　Process:-

➢ Draw object & Change Color 2

➢ Click on home tab.

➢ Click on fill & Select style.

Size: - It is used to change the line size of the object.

Process:-

➢ Click on home tab.

➢ Click on size.

➢ Select size according to need.

Color Group:-

Color: - It is used to fill the foreground and background color of object. Color 1 is used for foreground color and color 2 is for background color.

VIEW TAB

Zoom: - It is used to increase or decrease the page size.

Ruler: - It is used to show or hide the ruler.

Gridlines:-It is show the gridlines to align the object.

Status bar: - It is used to show or hide the status bar.

Full screen: - It is used to full screen the picture.

Process:-

➢ Click on view tab.

➢   Click on full screen.

Thumbnails: It is used to display the picture in thumbnail (small preview) view for easy and quick navigation.

Process: -
➢   Draw the object.
➢   Click on view tab.
➢   Click on zoom in.
➢   Click on Thumbnails.

How to insert picture in MS-paint?

Process

➢   Click on home tab
➢   Click on paste
➢   Click on paste from
➢   Then a dialog box open
➢   click on sample pictures
➢   Select any pictures
➢   Click on open

How to set the picture in desktop?

Process

➢   Draw any picture
➢   Click on menu button
➢   Click on save
➢   Then a dialog box open
➢   Enter file name and click on save button
➢   Again click on menu button
➢   Click on set as desktop background.

OLE (Object Linking and Embedding): - OLE is a method which is used to make link between two programs with a file and when we modify in original file then duplicate will modi- fied automatically.

Process

➢   Open MS-Paint and Draw any Picture
➢   Save it with 24 bit bitmap save as type
➢   Close MS-Paint
➢   Open Wordpad
➢   Click on Insert Object in Home Tab
➢   Click on Create from File
➢   Select your paint's file
➢   Click on Open
➢   Check Link option
➢   Click on Ok

- Double click on Picture
- Make any changes in paint
- Automatically changes in WordPad.

CALCULATOR

Calculator is a program used to perform mathematical calculations. Calculator program also available in Windows operating system.

How to start calculator: -

Process: -

➢ Start → All Programs → Accessories → Calculator (Windows 7)

➢ Start → Calculator (Windows 10 / 11)

Or

➢ Start + R → type calc → OK

Note: - Calculator window has **fixed size**. (Windows 7), but it can resize (Maximize, Restore). in windows 10 / 11.

There are four types of calculators.

➢ Standard calculator

➢ Scientific calculator

➢ Programmer Calculator

➢ Graphing calculator in windows 10/11.

➢ Date Calculation only in windows 10/11.

➢ Statics Calculator only in Windows 7.

How to change Calculator mode?

Process for Windows 7.

Open Calculator →Click on view →Select mode

Process for Windows 10/11

Open Calculator → Click on left **navigation pane** (≡) to choose.

Standard Calculator: - It is a basic calculator which is used for simple calculation. Like: Addition, subtraction, percentage etc.

Standard calculator has some special program: -

➢ **MC :-** (Memory Clear) - Clear the Calculator Memory

➢ **MR :-** (Memory Recall) - View the Storage Value

➢ **MS :-** (Memory Store) - Store Value in Memory

➢ **M+ :-** (Memory Addition) - Add Value in Memory

➢ **M- :-** (Memory Subtraction) - Subtract Value in Memory

➢ **M or small down-arrow icon)** :- Shows all stored memory values, (availabe in windows 10 / 11.)

➢ **C:** clear current entry

➢ **CE:** clear last entry

Scientific calculator: - It is more powerful than others because it has several commands to cal- culate simple and complex calculation. Like: Square, Cube, Sin, Cos, Pie, etc.

Programmer Calculator – For number systems (binary, octal, decimal, hex) and bitwise operations; used in IT, software development, electronics, networking.

Statistics Calculator (Windows 7) – For sum, average, count, standard deviation of data sets; used in data analysis, research, education, finance.

Date Calculation – For finding difference between dates or adding/subtracting days, months, years; used in HR, accounts, project management, legal work.

Unit Converter / Unit Conversion – For converting length, weight, temperature, area, volume, speed, etc.; used in engineering, science labs, construction, medical field, daily life.

Currency Converter (Windows 10/11) – For converting one country's currency into another using online exchange rates; used in banking, import–export, international business, travel, online shopping.

Graphing Calculator (Windows 10/11) – For drawing graphs of functions (like $y = x^2$, sin x) and studying their shape; used in education, engineering, scientific research, data visualization.

CHARACTER MAP

It is very special application of MS-Windows operating system, which has available different types of symbols. Like: - Telephone symbol, Hand symbol, mathematical function, etc. It has no menu bar and cannot maximize it.

In character map show all character in the form of picture. All symbols depend on fonts.

Like: - wingding, wedding, etc.

Note: - Symbol can't go directly in MS-Paint. We can insert Symbol in MS-Paint through text box.

How to start Character Map: -
Windows 7 Process
Start→All programs→Accessories→System tools→Character Map
Windows 10 / 11 (search)
Click **Start**, type **Character Map**, click the **Character Map** .

Start→Run→Charmap→Ok

How to insert any Symbol in the document: -
➢   Open WordPad
➢   Put the cursor where you have to insert symbol
➢   Open character Map
➢   Select any symbol and copy it.
➢   Open your file where you want to insert symbol.
➢   Click on edit menu
➢   Click on paste
.

CONTROL PANEL

Control Panel is the **"Settings Center"** of your computer. It allows you to change how your computer works and looks. It is a collection of many small programs known as **"Applets"**. Each applet allows us to view and change specific system settings like: To delete (uninstall) software. To set the correct Date and Time. To change Mouse speed and settings. To set a Password for your computer etc.

Note for Windows 10 / 11:

In newer versions like Windows 10 and Windows 11, Microsoft has introduced a modern app called "Settings" to replace the Control Panel. However, Control Panel is still available and used for advanced settings.

How to start control panel: -

Process for Windows 7

Start→Control panel

Process for Windows 10

Click Start button → Type "Control Panel" → Click on the Open.

Common process

Start+R (Run)→Control panel / Control→Ok

User accounts: - It is use to create the new users accounts where user can add the password in our system.

How to create a user accounts: -

Process: -

➢ Open control panel.
➢ Click on user accounts.
➢ Click on manage another account.
➢ Click on create a new account.
➢ Enter your account name.
➢ Click on create account.

How to add the Password in user account: -

Process: -

➢ Open control panel.
➢ Click on user account.
➢ Click on manage another account.
➢ Select your user account.
➢ Click on Create a password.
➢ Enter your password
➢ Reenter your password
➢ Enter your password hint.
➢ Click on create password

Power option: - This control panel allows the user to set the time limit before the monitor shut- down to save own power.

Process:-

➢ Open control panel
➢ Click on power option
➢ Click on Create a power plan.
➢ Enter power plan name.
➢ Click on next.
➢ Define condition according to need.
➢ Click on create.

Program & Feature – Program & Feature shows all installed programs in your computer. User can remove any as per need.

Process: -

➢ Open control panel
➢ Click on program & feature.
➢ Select program.
➢ Click on uninstall

Date and Time: - It is used to set the date and time.

Regional and language: - It is use to change the AM & PM format with a name and also define the format of date, time and currency.

➢ Open control panel
➢ click on Regional and language / Region.
➢ Click on additional setting
➢ Click on Time tab
➢ Click on Am and enter any name
➢ Click on PM and enter any name
➢ Click on ok
➢ Again, click on ok.

System: - It is used to display the information about our PC. Process: -

➢ Open control panel
➢ Click on system

PERSONALIZATION: - - It is used to change the background wallpaper, screen saver, appearance themes, and window colors.

How to change the desktop background?

Windows 7 Process: -

- ➢ Open control panel.
- ➢ Click on Personalization.
- ➢ Click on desktop background.
- ➢ Click on browse.
- ➢ Then a dialog box open.
- ➢ Select path on picture.
- ➢ Click on ok.
- ➢ Click on save change.

Windows 10 Process: -
- ➢ Right-click on the Desktop (empty area).
- ➢ Click on Personalize.
- ➢ Click on Background option.
- ➢ Click on Browse button →→ Select your picture.

How to change the Screen Saver?

Windows 7 Process: -

- ➢ Open control panel
- ➢ Click on Personalize
- ➢ Click on Screen Saver.
- ➢ Click on Screen Saver drop down box and select 3D text.
- ➢ Click on setting
- ➢ Type name in custom text box.
- ➢ Click on ok.
- ➢ Again, click on ok.

Windows 10 Process: -
- ➢ Right-click on Desktop→ Click Personalize.
- ➢ Click on Lock Screen (Left side menu).
- ➢ Scroll down to the bottom and click on Screen Saver settings.
- ➢ Select 3D Text → Click Settings to type name →→ Click OK.

How to change the background color of any application?

Windows 7 Process: -

- ➢ Open control panel
- ➢ Click on personalize.

- ➢ Click on Window color
- ➢ Click on Advanced appearance setting.
- ➢ Click on item drop down box.
- ➢ Select window
- ➢ Define color 1 and color 2.
- ➢ Click on ok.
- ➢ Again, click on ok

Windows 10 Process: -
- ➢ Right-click on Desktop → Click Personalize.
- ➢ Click on Colors (Left side menu).
- ➢ Choose your Accent color from the grid.

How to change the themes?

Process for windows 7 -
- ➢ Open control panel
- ➢ Click on Personalize
- ➢ Select any theme

Process for Windows 10
- ➢ Right-click on Desktop → Click Personalize.
- ➢ Click on Themes (Left side menu).
- ➢ Select a Theme under "Change Theme".

Mouse: - It is use to change the primary or secondary button, Mouse pointer shape etc.

How to change the primary and secondary button? Process: -

- ➢ Open control panel
- ➢ Click on mouse
- ➢ Click on buttons tab
- ➢ Check with primary and secondary button
- ➢ Click on ok.

How to change the mouse pointer shape?

Process: -

- ➢ Open control panel
- ➢ Click on mouse
- ➢ Click on pointer tab
- ➢ Click on browser
- ➢ Select any pointer shape
- ➢ Click on open
- ➢ Click on ok.

How to change the speed of mouse movement?

Process: -

➢ Open control panel
➢ Click on mouse
➢ Click on pointer option tab
➢ Define your pointer speed
➢ Click on ok

Ease of access center: - It is use to lock the keyboard and also move the mouse pointer through the keyboard.
How to lock the keyboard?

Process: -
➢ Open control panel
➢ Double clicks on Ease of access center.
➢ Click on make the keyboard easier to use.
➢ Check all option
➢ Click on ok

How to move the mouse pointer through keyboard?
Process: -
➢ Open control panel
➢ Click on Ease of access center.
➢ Click on make the mouse easier to use.
➢ Check turns on mouse keys.
➢ Click on ok.

How to open on-screen keyboard?
Process:-
➢ Open control panel.
➢ Click on ease of access center.
➢ Click on start on-screen keyboard.

Sound: - Sound is used to enable sound for required activity like close program, open program, battery critical, device connection, etc.
Process:-
➢ Open control panel
➢ Click on sound.
➢ Click on Sound Tab
➢ Define your requirement as per need.
➢ Click on ok.

WINDOWS 7

WINDOWS EXPLORER / FILE EXPLORER

Windows Explorer (known as File Explorer in Windows 10/11) is the file management program of the Windows operating system. It allows users to view, organize, and manage files and folders stored on the Hard Disk, SSD. or external drives (like Pen Drives).

Using Windows Explorer, a user can perform the following important tasks:

File & Folder Management: You can Create, Rename, Delete, Copy, and Move files and folders from one location to another.

Drive Management: You can view all disk partitions (Local Disk C:, D:, E:) and check their **Storage Capacity** (Total space and Free space).

Searching Data: It has a "Search Bar" (at the top-right) to quickly find specific files or documents inside the computer.

File Details: It displays detailed information about files, such as Name, Date Modified, Type (Extension), and Size.

Navigation: It provides a "Navigation Pane" (left side) to quickly jump between Desktop, Downloads, Documents, and This PC.

When you open Windows Explorer, the window is mainly divided into two vertical parts (Panes):
1.   **Left Pane (Navigation Pane):** This side displays a **tree structure** of all Drives, Folders, and Network locations. It is used to quickly navigate or jump from one location to another.
2.   **Right Pane (Contents Pane):** This side displays the **actual contents** (Files and Sub-folders) of the folder that is currently selected on the left side.

Note: In the Left Pane, if a folder displays a small Triangle (▶) or Arrow (>) sign next to it, it indicates that the folder contains Sub-folders inside it. You can click this sign to expand the list.
We can open windows explorer as given below: -
Common Methods (Works in Windows 7, 10, & 11)
Press Windows Key + E.
Press Windows Key + R → Type explorer →Press Enter.
Click on the Yellow Folder Icon present on the Taskbar.
Right-click on the Computer (or This PC) icon→ Click Open (or Explore).
For Windows 7:
Click **Start → All Programs → Accessories→Windows Explorer**.

For Windows 10 / 11:
Click **Start→**Type **"File Explorer"→**Press **Enter**.

What is file?
A File is an object that stores data, information, and command. In other word a file is a collec- tion of information.
There are many different types of files including:
Operating System Files: (System files needed to run Windows).
Program/Application Files: (Software files like MS Word, Excel, Paint).
User Data Files: (Files created by you, e.g., Documents, Photos, Songs, Videos).

Every file has a unique identity consisting of two parts, separated by a dot (.) file name & extension,

1. **File Name:** The name given by the user to identify the file.

- **Length:** A file name can be up to **255 characters** long.
- **Allowed:** It can contain Letters, Numbers, Spaces, and some symbols.

1. **Not Allowed:** You cannot use the following characters in a file name: \ / : * ? " < > |

2. **Extension:** A suffix (usually 3 to 4 characters, but can be longer) that identifies the file type. e.g.-.txt, .mp3, .docx

Example:

file named **MyData.txt**

- My Data is the **File Name**.
- .txt is the **Extension** (Notepad).

What is folder?

Folders are just like as directories or a cabinet or a box where user can store the files and subfolders. All folders represented by a yellow color. Folder has no size depend on stored files/subfolders.

How to create folders in any drive? (Ctrl + Shift + N)

Process for windows 7: -

- ➢ open windows explorer
- ➢ Select any drive like (C, D, E….)
- ➢ Click on file menu (if not showing press Alt)
- ➢ Click on new
- ➢ Click on folder
- ➢ Enter any folder name and press enter key

Process for windows 10/11:

- ➢ Open Windows Explorer and select the Drive from left side.
- ➢ Mouse Right-click on any empty white space in right side.
- ➢ Select New.
- ➢ Click on Folder.
- ➢ Type the folder name and press Enter.

How to store file in any folder?

Process: -

- ➢ Open any application (Like WordPad, Notepad, and MS-Paint etc.)
- ➢ Type your content
- ➢ Click on file menu
- ➢ Click on save
- ➢ Then a dialog box open

- ➢ Click on save in box and select your folder path.
- ➢ Select your folder
- ➢ Click on open
- ➢ Enter your file name
- ➢ Click on save button

How to change the name of any file and folder?

Process: -

- ➢ Select your files and folders
- ➢ Mouse right clicks
- ➢ Click on Rename
- ➢ Enter any new name & Press enter key

Or,

- ➢ Select file and folder
- ➢ Press F2 function key
- ➢ Enter any name and press enter key

How to change the folder Icons?

Process: -

➢ Select your folder

➢ Mouse right clicks

➢ Click on Properties

➢ Click on Customize tab

➢ Click on change icon

➢ Select any icons

➢ Click on ok

➢ Again, click on ok

How to delete files and folders?

Process: -

➢ Select your files and folders

➢ Mouse right click

➢ Click on delete

➢ Click on yes

How to copy files and folder?

Process: -

➢ Select your files and folders

➢ Click on edit menu

➢ Click on copy to folder

➢ Then a dialog box open

➢ Select your path

➢ Click on copy button **How to move files and folders?** Process:
-

➢ Select your files and folders

➢ Click on edit menu

➢ Click on move to folder

➢ Then a dialog box open

➢ Select your path

➢ Click on Move

Files and folders Properties: -It is use to display the size, location, date of creation etc.

Process: -

➢ Select your files and folders

➢ Mouse right click

➢ Click on Properties

How to hide the files and folders?

Process: -

➢ Select your files and folders.
➢ Mouse right click
➢ Click on properties
➢ Check hidden option
➢ Click on ok
➢ Click on tools menu.
➢ Click on folder option
➢ Click on view tab
➢ Checks do not show hidden files and folder.
➢ Click on ok

How to show hidden file and folder?

Process: -

➢ Click on tools menu
➢ Click on folder option
➢ Click on view tab
➢ Check show hidden files and folders
➢ Click on ok

Searching (Start + F): - MS-Windows provides the facility of searching. User can search any file, folder and its location.

Process: -

➢ Click on start button
➢ Type your file or folder name in search box.

<div align="center">OR</div>

➢ Open Windows Explore.
➢ Type your file or folder name in search box.
➢ Press enter button

File Arrangement: User can arrange all file and folder by its size, date modified, type and group also in windows explorer.

Process:

➢ Open windows explorer
➢ Select any drive and open it
➢ Mouse right click on blank area
➢ Click on group by or sort by
➢ Arrange your file as per need.

Recycle Bin: -Recycle bin are just like as dustbin which used to store all the deleted files and folders. If you have deleted any files and folders by mistake then you can restore also from re-cycle bin.

How to restore the files and folders from recycle bin?

Process: -

➢ Open recycle bin

➢ Select files and folders and mouse right click

➢ Click on restore

How to empty the recycle bin?

➢ Open recycle bin

➢ Click on file menu

➢ Click on empty recycle bin

WINDOWS 7

SYSTEM TOOLS

System Tools are utilities in Windows used to maintain the computer, fix errors, clean garbage files, and improve performance.

The Check disk / Error Checking: - This tool is used to scan the hard drive for errors (bad sectors or system faults) and repair them automatically. It ensures your files are safe.

How to start scandisk?

➢   Open windows explorer
➢   Select any drive Mouse right click
➢   Click on properties
➢   Click on tools tab
➢   Click on check now
➢   (In Win 7): Check the box "Automatically fix file system errors"→ Click Start.
➢   (In Win 10/11): Click Scan drive.
➢   Wait for the process to finish → Click Close or OK.

Disk cleanup: - This tool is used to delete unnecessary and temporary **files** from the computer to free up disk space and increase speed.

Process:-

➢   Click Start →→ Search for Disk Cleanup and open it.
(Win 7 Path: Start →→ All Programs →→ Accessories →→ System Tools →→ Disk Cleanup).
➢   Select the Drive you want to clean (e.g., C:) →Click OK.
➢   The computer will calculate space. A list of files will appear.
➢   Check the boxes for files you want to delete (e.g., Temporary Internet Files, Recycle Bin).
➢   Click OK → Click Delete Files.
Or
Start → Run → Type (cleanmgr) → Ok

The Disk Defragmenter: - It brings all the broken pieces of files together and arranges them in perfect order. This helps the computer to open files quickly and run smoothly.

How to start disk defragmenter?
➢   Open window explorer
➢   Select any drive
➢   Mouse right click
➢   Click on properties
➢   Click on tools tab
➢   Click on defragment now / Optimize.
➢   Select Drive like: - C, D etc. from list.
➢   Click on defragment disk. / Optimize.

➢ Click on close

Or

Start → Run → Type (dfrgui) → Ok

System information: -It is use to display the information about our system like processor, RAM capacity, OS name etc.

How to start system information?

Process: -

Start →All programs→Accessories→System tools→System Information.

Or

Start → Run → Type (msinfo32 / 64) → Ok

Task Scheduler: - It is use to schedule any program to run at specific time.

How to set task?

➢ Click on Start
➢ Click on All programs
➢ Click on Accessories
➢ Click on System tools
➢ Click on Task scheduler.
➢ Click on create basic task.
➢ Enter name.
➢ Click on next.
➢ Define trigger as daily, weekly, one time only etc.
➢ Click on next.
➢ Define date and time.
➢ Click on next
➢ Select start a program.
➢ Click on next.
➢ Click on browse.
➢ Select program.
➢ Click on open.
➢ Click on next.
➢ Click on finish.

Or

Start → Run→ Type (taskschd.msc /s)→ Ok

Abbreviation Word

Modern Banking & Security

UPI – Unified Payments Interface (PhonePe/GPay wala system)

KYC – Know Your Customer (Bank document verification)

OTP – One Time Password

CVV – Card Verification Value (Debit card ke piche ke 3 number)

PIN – Personal Identification Number

ATM – Automated Teller Machine

2FA – Two-Factor Authentication (Double security password)

PAN – Permanent Account Number

UIDAI – Unique Identification Authority of India (Aadhaar Card wala).

IRCTC – Indian Railway Catering and Tourism Corporation.

BHIM – Bharat Interface for Money.

GST – Goods and Services Tax.

INR – Indian Rupee.

Mobile & Internet (New Generation)

4G / 5G – 4th Generation / 5th Generation

LTE – Long Term Evolution (4G Network)

VoLTE – Voice over LTE (Jio calling technology)

IoT – Internet of Things (Smart bulb, Smart watch, Alexa, etc.)

Wi-Fi – Wireless Fidelity

GPS – Global Positioning System

URL – Uniform Resource Locator (Website Link)

SIM – Subscriber Identity Module

Computer Hardware & Storage

SSD – Solid State Drive (HDD ki jagah ab ye use hoti hai - Super fast)

USB – Universal Serial Bus

GPU – Graphics Processing Unit (Gaming aur Video editing ke liye)

CPU – Central Processing Unit

RAM – Random Access Memory

ROM – Read Only Memory

HDMI – High-Definition Multimedia Interface (TV/Laptop Cable)

LED – Light Emitting Diode

OLED – Organic Light Emitting Diode (New Mobile Display)

Files & Formats

PDF – Portable Document Format

JPG – Joint Photographic Experts Group (Photo)

PNG – Portable Network Graphics (Background less photo)

MP4 – MPEG-4 Part 14 (Video)

GIF – Graphics Interchange Format (Moving Image)
General Tech & AI (Future Tech)
AI – Artificial Intelligence
VR – Virtual Reality (Aankh wala 3D chashma)
AR – Augmented Reality
IT – Information Technology
OS – Operating System
BIOS – Basic Input Output System
GUI – Graphical User Interface
QR Code – Quick Response Code
FAQ – Frequently Asked Questions
Email & Chatting
CC – Carbon Copy
BCC – Blind Carbon Copy
SMS – Short Message Service
MMS – Multimedia Messaging Service
DP – Display Picture (Profile Photo)
Important Technical Terms

HTTP – Hypertext Transfer Protocol
HTTPS – Hypertext Transfer Protocol Secure (Lock wala website)
IP – Internet Protocol
WWW – World Wide Web
LAN – Local Area Network
VIRUS – Vital Information Resources Under Siege

Course Outcome:
After finishing this chapter, the student is no longer a beginner. They now understand how a computer works and can easily type letters, create documents, and draw using Notepad, WordPad, and Paint. They have learned how to save and organize their files properly so nothing gets lost. They can also control the computer by changing settings like Date, Time, and Passwords. Additionally, they know how to keep the computer fast and healthy using System Tools. This knowledge makes them confident to do basic office work and manage their own computer without needing help.

इस अध्याय को पढ़ने के बाद, छात्र को कंप्यूटर की बुनियादी जानकारी पूरी तरह से मिल चुकी है। अब वह नोटपैड और वर्डपैड में पत्र **(Letter)** लिख सकता है और एमएस पेंट का उपयोग कर सकता है। उसे यह अच्छे से समझ आ गया है कि कंप्यूटर में अपनी फाइलों और फोल्डर्स को कैसे सुरक्षित और व्यवस्थित **(Organized)** रखना है। वह कंट्रोल पैनल के माध्यम से कंप्यूटर की सेटिंग्स, जैसे कि दिनांक, समय और पासवर्ड बदलना खुद कर सकता है। इसके अलावा, वह सिस्टम टूल्स का उपयोग करके कंप्यूटर की गति को बनाए रखना और उसकी देखभाल करना सीख गया है। अब वह किसी भी सामान्य ऑफिस के काम को बिना किसी की मदद के पूरे आत्मविश्वास के साथ कर सकता है।