



ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



STUDY MATERIAL - 2

Subject: COMPUTER

Class - 6

Chapter: More on MS Windows 7

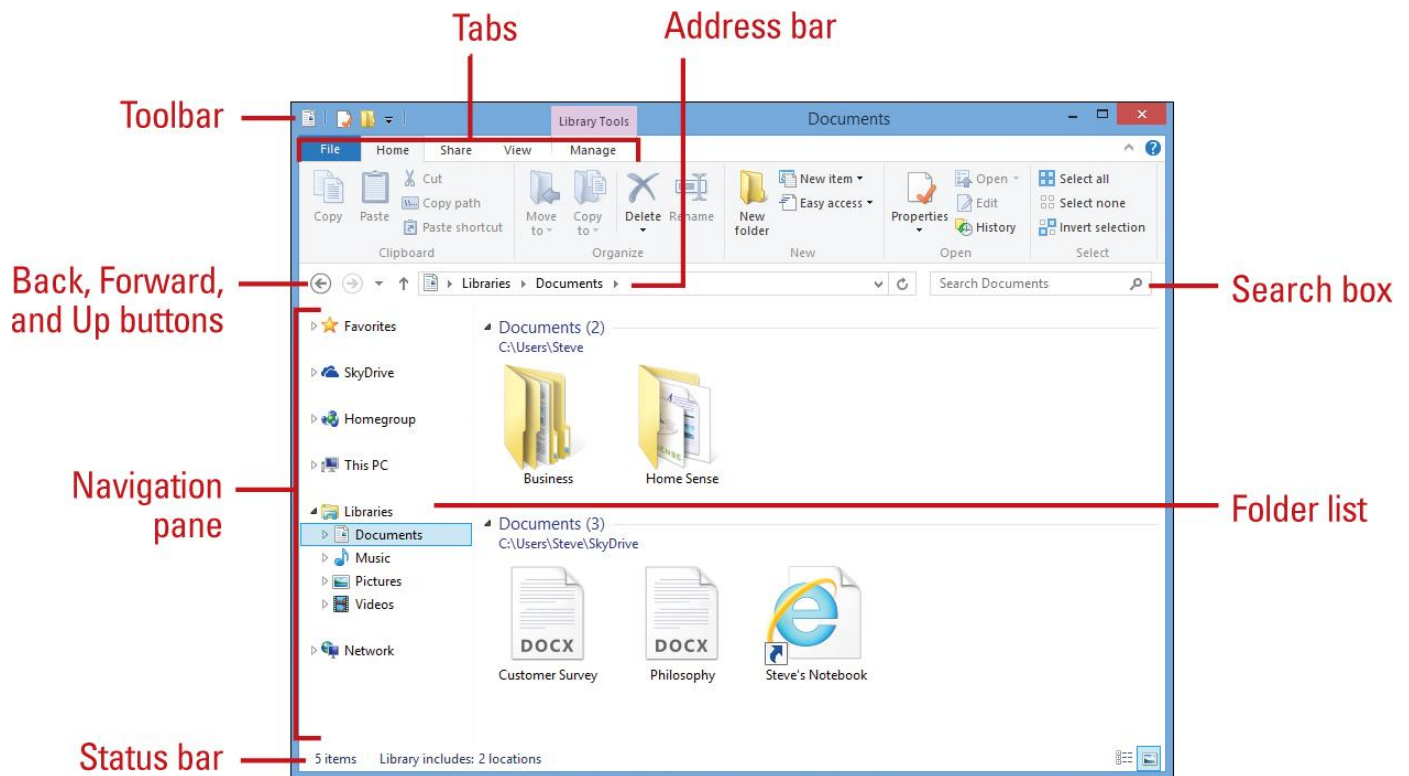
Date: 06/05/2020

INTRODUCTION

An **Operating System** (OS) is an interface between user and computer hardware. An **operating system** is software which performs all the basic tasks like file management, memory management, process management, handling input and output, and controlling peripheral devices such as disk drives and printers. Ex – Ubuntu, Linux, Microsoft Windows, etc

Microsoft Windows, commonly referred to as **Windows**, is a group of several proprietary graphical operating system families, all of which are developed and marketed by Microsoft Corp.

COMPONENTS OF A PROGRAM WINDOW

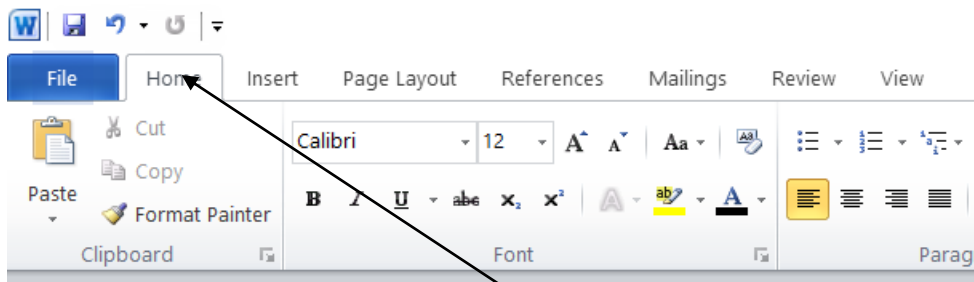


Each Explorer window includes the following elements:

- **Toolbar.** Use to access frequently used commands, known as the Quick Access Toolbar.
- **Ribbon.** Use to access buttons or options organized in groups on tabs.
- **Back, Forward, and Up buttons.** Use to navigate between previously viewed folders.
- **Address bar.** Use to navigate directly to a different location, including local and network disks, folders, and web locations.
- **Search box.** Use to perform instant searches, which show only those files that match what you typed in the Search box for the current folder and any of its subfolders.
- **Navigation pane.** Use to display common folders, such as Favorites, SkyDrive, Homegroup (a shared network), This PC, and Network, using a Folder list tree structure.
- **Status bar.** Displays number of items and selected items in a folder, and Details and Icons view buttons.

MENU BAR

A **menu bar** is a thin, horizontal bar containing the labels of drop-down menus in an operating system's GUI. It provides the user with a standard place in a window to find the majority of a program's essential functions. These functions include opening and closing files, editing text, and quitting the program.



MS Word Menu Bar

Tabs(previously known as menu bars)

CONTROL PANEL

The **Control Panel** is a component of Microsoft Windows that provides the ability to view and change system settings. It consists of a set of applets that include adding or removing hardware and software, controlling user accounts, changing accessibility options, and accessing networking settings.

Some of the categories that are found in Control Panel are as follows:

Programs and Features: Opens the *Programs and Features* window that allows you to change, repair, and uninstall any program that is installed on the computer.

Date and Time: Opens the *Date and Time* window that shows you the current date and time and the ability to change your date and time settings.

Mouse: Opens the *Mouse Properties* window to configure all your computer mouse settings. We can change the settings of the mouse buttons, movements, speed of the pointers, double-click speed, etc.

A mouse properties dialog box has the following tabs : Buttons, pointers, pointer option, wheel and hardware.

Disk Cleanup: We use disk cleanup to perform the following tasks to free up space from our hard disk:

- a. Remove temporary files
- b. Remove downloaded program files
- c. Empty the recycle bin
- d. Remove installed programs that we no longer use

Answer the following questions:

1. **Define operating system. Provide suitable examples.**

Ans: An **Operating System** (OS) is an interface between user and computer hardware which performs all the basic tasks like file management, memory management, process management, etc. For example – Linux, MS Windows 7, etc.

2. **What is MS Windows 7? What are the components of a program window?**

Ans: MS Windows 7 is an example of operating system developed by Microsoft Corp.

Some of the components of a program window are as follows:

Navigation pane, Address bar, Toolbar, Search box, Folder list, etc.

3. **Define Control Panel. List out some tasks that can be performed through Control Panel.**

Ans: The **Control Panel** is a component of Microsoft Windows that provides the ability to view and change system settings.

Some of the tasks are listed below:

- Disk Cleanup service
- Changing mouse settings
- Setting Date and Time
- Add or remove programs

4. What is the use of the Button configuration option?

Ans: It helps in interchanging the right and left button functions of the mouse.

5. List out few tasks that Disk Cleanup performs.

Ans: Few tasks that Disk Cleanup performs are as follows:

- a. Remove temporary files
- b. Remove downloaded program files
- c. Empty the recycle bin
- d. Remove installed programs that we no longer use

6. Why one should be careful while uninstalling a program from our system?

Ans: Once a program is uninstalled from our computer, we cannot run it until it is re-installed.

7. What is the use of Address bar in windows?

Ans: It is used to navigate directly to a different location, including local and network disks, folders, and web locations.