

# Microsoft Windows

**Microsoft Windows** is a series of software operating and graphical user interfaces produced by Microsoft .Microsoft first introduced an operating environment named *Windows* in November 1985 as an add-on to MS-DOS in response to the growing interest in graphical user interfaces.

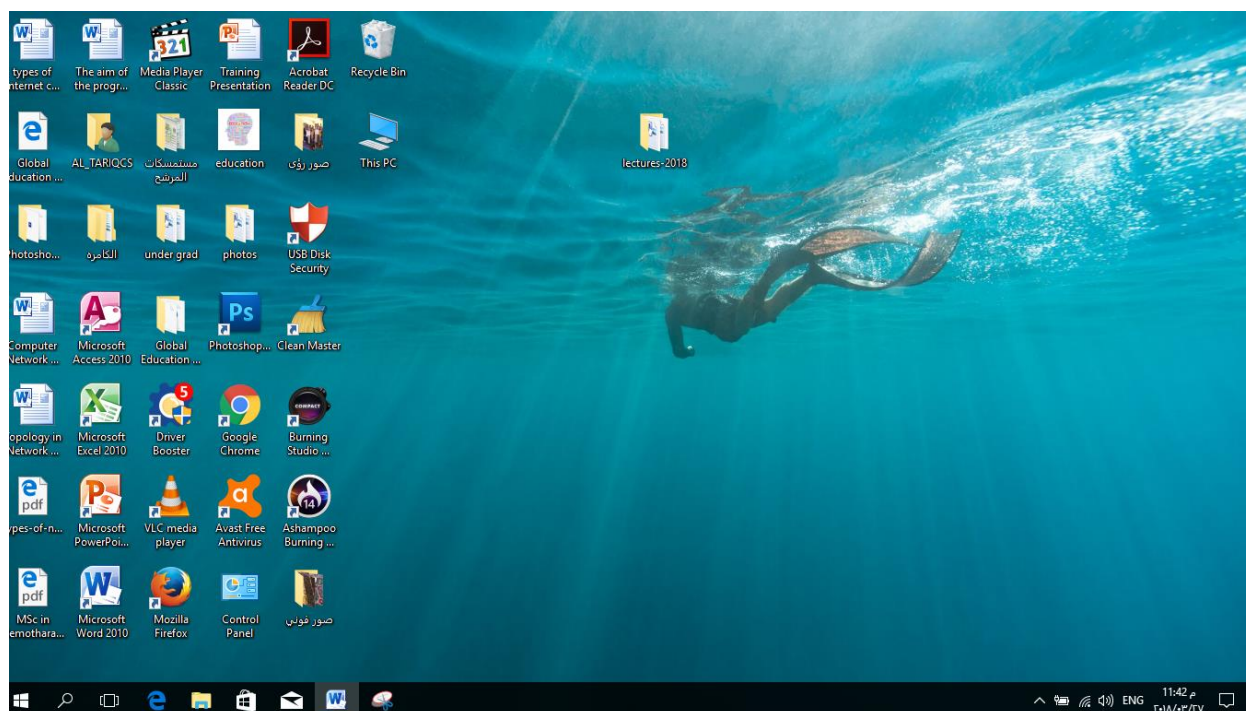
## *Timeline of releases :*

Release date	Product name
1985	<a href="#"><u>Windows 1.01</u></a>
1987	<a href="#"><u>Windows 2.03</u></a>
1988	<a href="#"><u>Windows 2.10</u></a>
1989	<a href="#"><u>Windows 2.11</u></a>
1990	<a href="#"><u>Windows 3.0</u></a>
1992	<a href="#"><u>Windows 3.1</u></a>
1995	<a href="#"><u>Windows 95</u></a>
1998	<a href="#"><u>Windows 98</u></a>
2000	<a href="#"><u>Windows 2000</u></a>
2000	<a href="#"><u>Windows Me</u></a>
2001	<a href="#"><u>Windows XP</u></a>
2005	<a href="#"><u>Windows XP Professional</u></a>
2006	<a href="#"><u>Windows Vista</u></a>
2009	<a href="#"><u>Windows 7</u></a>

2012	<a href="#">Windows 8</a>
2014	<a href="#">Windows 10</a>

## Windows 10

Windows 10 is the most powerful operating system that Microsoft has ever made, but it's also the most complex. While the user interface is extremely intuitive, you'll have to dig a little deeper to customize your experience, get maximum performance and make the most of features such as the Cortina voice assistant, Edge browser and multiple desktops. It was produced for use on personal computers, including home and business desktops, laptops, and media centers. It was released in 2014.



Screenshot of Windows 10

Assuming you've installed Windows 10 on a PC, click the Start button after Windows appears, and you'll see the new Start menu with its hybrid approach. On the left, the familiar menu column appears with shortcuts to your applications and settings. On the right, a screen full of tiles to Windows apps displays so you can access key Windows apps right from the menu.

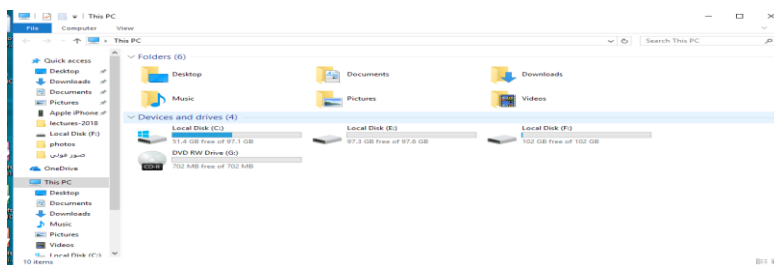
Click the All Apps setting on the left, and Windows displays all of the apps installed on your PC. Click any shortcut on the left to open that particular app or setting. Click any tile on the right to open a specific Windows app, such as Mail, Calendar, or News.

Want to Sleep, Shut down or Restart Windows? Click the logo then the Power button at the bottom of the left column, and Windows will at the very least display options to Sleep, Shut down or Restart.

Want to lock your PC or sign out of your account? Right-click your account name at the top of the menu, and you'll see a menu with three options: Change account picture, lock and sign out.

### The basic Icons of desktop:

- This PC: Folders and devices and drives to display the Local Disks of Hard Disk Drive and the DVD-RW as shown below.



- Recycle Ben: contains deleted folders and files
- Internet Explorer: to allow user paging websites.

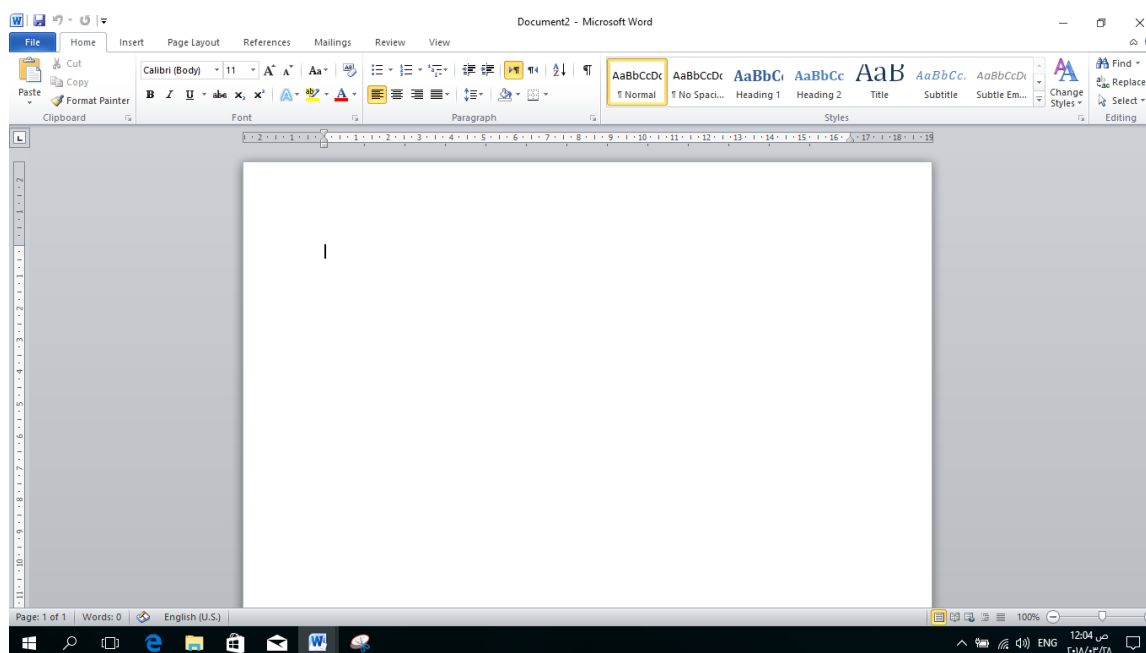
### Methods of closing windows

1. One L.C. on red **X** on top right corner.
2. Press **Alt** key + **F4** key.
3. L.C. on **File** from menu bar then L.C. **Close**.
4. R.C. on **logo** of window on top left corner then L.C. **Close**.
5. Left Double-click on **logo** of window.
6. Press **Ctrl** key + **Alt** key, with the continuation of pressing these two key press **Delete** key then **End-Task**.
7. Press **Alt** key with continuation of pressing press space-bar from keyboard then click **x-close**.

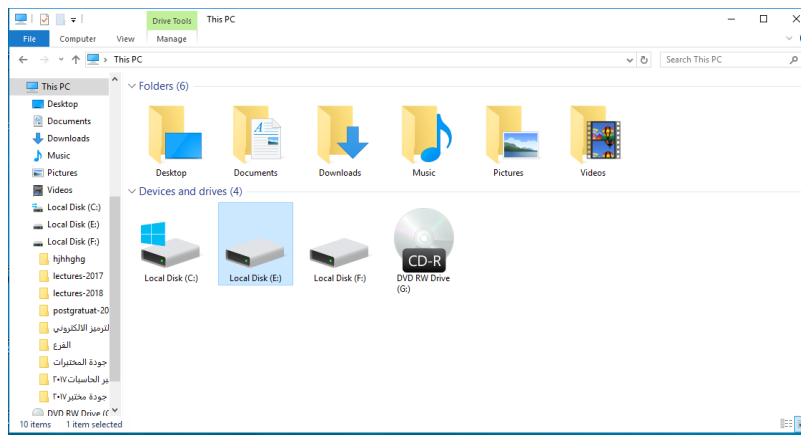
8. Sometimes all these methods do not work, press **Esc** key from keyboard then click **quit** or **End, Close, or Exit** depend on the word used for program.

## Types of Bars

When you open a window you watch many bars as shown below:



1. **Title Bar:** include title of window on top left corner, and three virtual keys on top right corner, first for minimize, second maximize, third close window.
2. **Menu Bar:** it is includes many functions for example: File, Computer, View commands.
3. **Standard Bar:** It include: Back bottom, Forward bottom, Up bottom, Folders bottom to show the explorer bar, Search files and folders, Views bottom to change icons view.
4. **Address Bar:** to choose path of folder or file.
5. **Scroll Bars:**





## 6. Status Bar

a row at the bottom of a window that displays information about the window. To hide and show the status bar, press view and then active the status bar. As shown below:




## 7. Taskbar: Its bar on desktop down screen includes :

- **Start** bottom on left corner represented by logo of window 10 
- **Search Windows:** use to search on any kinds of program 
- Time and date, application icons, Language, and hide arrow on right corner
- The running programs on center as shown above. To minimize any opened window click on name of it shown on center of taskbar and vice versa.



## Icons view

 To view the icons of the desktop in different forms, Right-click on empty space on desktop then choose **View** from drop-down menu a new sub menu appear contains the following to choose from:

- Large icons: view icons as large icons
- Medium icons: view icons in medium size.
- Small icons: view icons in small size.

These are the sizes of Icons, then to format them choose one or more of the following:

- Auto arrange icons: to arrange icons automatically.
- Align icons to grid
- Show desktop Icons

✚ On the other hand to change icons size and shapes found inside windows

you can use this icon  appears in the window in the status bar containing the following:

- Large icons: view icons as large icons
- Details : view the icons as list within details : Name, date, type, size

## Sorting Icons

To arrange the icons of the desktop in different forms, Right-click on empty space on desktop then choose **Sort by** from drop-down menu a new sub menu appear contains the following:

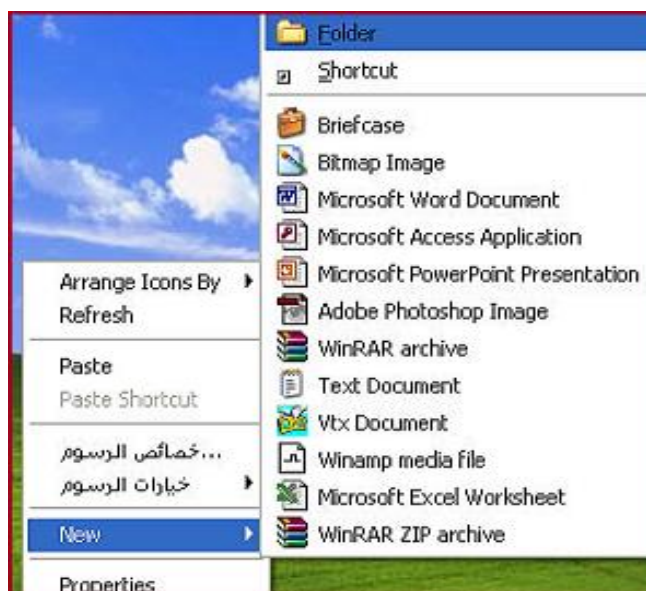
- Name: arrange icons on alphabetic order.
- Size: arrange icons on size
- Item type: arrange icons on its type
- Date modified: arrange icons on date of modification.

## How to create a shortcut

A shortcut is a small file containing the name of a targeted program file that the shortcut represents used to quick access to program. Right click on the desktop and select **New** then from the new menu select **shortcut**. Create shortcut window will appear type location of target program or press **browse** to choose one from applications loaded on computer

## How to create New folder

A **computer Folder**: is a virtual container within a digital file system, in which groups of computer files and other folders (sub folders) can be kept and organized. To create a new folder, Right-click on the desktop or any other window then go to **NEW** and then **Folder**. As shown in the window below:



You will get new folder as shown below, delete the words “New Folder” then choose a suitable and meaningful name to your folder.



To rename the folder or file, select it and press **F2** which can be found on keyboard then enter the new name and press **Enter**. Or Right-click on it a new sub menu will appears choose **Rename** function then enter the new name and press **Enter** key.

**A computer file**: a virtual container for storing a block of information and data. Every file has name this name consists of two parts separated by “.”, file name and file type for example: “**Ali-1.docx**”. There are many types of files. Below is a table contains the most prominent types:

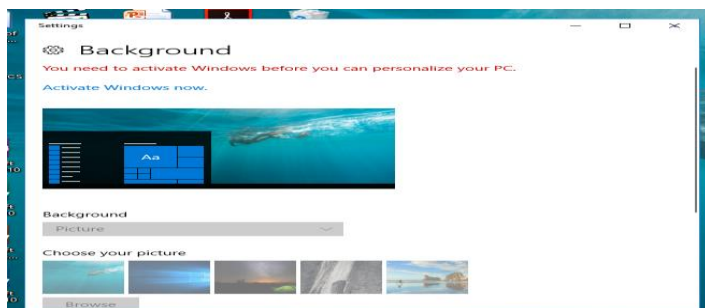


<b>2003 2007,2010</b>	Microsoft office collections
<b>DOC DOCX</b>	Word file
<b>PPT PPTX</b>	PowerPoint file
<b>XLS XLSX</b>	Excel file
<b>txt</b>	Text document
<b>MP3, WAV, MPG, FLV</b>	Soundtrack and movies file
<b>PDF</b>	PDF file document
<b>JPG, BMP, GIF</b>	Image file
<b>HTML</b>	Webpage
<b>EXE</b>	Executable file
<b>DLL</b>	Dynamic-link library: concept in the Windows

As you observed most of files extension consists of three letters. To create a file you could use any computer application like Microsoft office (Microsoft Office Word).

## How to change the appearance of desktop

To change the style of your Window screen: Right-click on the desktop and select personalize. The following window will appear:





<b>Themes</b>	Change the style of Window themes , you can also browse themes from your HDD and search online through the Internet
<b>Desktop</b>	Change the Background picture of Desktop with different pictures stored as default, you can browse more pictures from your HDD, you can also make the Background as slide show, as fill, fit, stretch, tile, and center from picture position. Also set time of shuffle.
<b>Window color</b>	Change the color and size font of the title bar and window theme
<b>Sounds</b>	Change the sound of your computer
<b>Screen Saver</b>	You can choose screen saver as show in picture below from different screen saver provided.

### Control Panel:

It is a full of specialized tools that used to change the way Windows looks and works. The picture below shows Control Panel window and Icons:

