



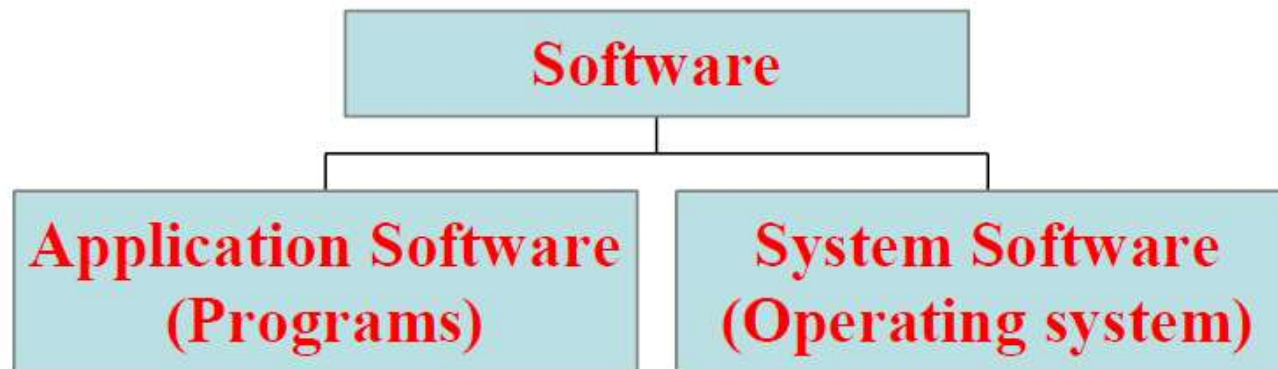
OPERATING SYSTEM AND GRAPHICAL USER INTERFACE PART(1)



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ASSISTANT LECTURER

Software

- ▶ **Software:** Is a set of instructions that tells the computer what to do.
- ▶ Two types of software are:
 - ▶ Application Software.
 - ▶ System Software (Operating System).





Application Software

All applications (programs) that may be installed in the computer system if the user want them.

- Word processing (Word).
- Spreadsheet (Excel).
- Database (Access).
- Presentation (PowerPoint).
- Web Designer (FrontPage).
- Desktop Publication (Adobe Photoshope).



System Software

It is special type of program that loads automatically when you start your computer.

- **Dos (Disk Operating System):** Provides non Graphical User Interfaces (GUIs). It provides only Blank screen to type the command(s).
- **Windows:** is Operating System Software. Provides Graphical User Interfaces (GUIs) because it uses pictures(icons) to help you communicate with the computer. so it depends on using mouse.

Starting Windows 7

When you turn the computer ON “cold booting”, the computer will upload the operating system and start automatically .

- ▶ Booting: the time from turn ON until the user get the access to there computer.





The Desktop

The desktop is the screen area that you can see when you log on to windows7, where dialog boxes, windows, icons, and menus appear.

From your desktop, you can perform:

- ▶ File-management tasks .
- ▶ Run software applications.

The desktop contains many components:

- ▶ Icons.
- ▶ Taskbar.
- ▶ Start Menu.







Icons

Icons are small pictures used to easily open programs or documents quickly.

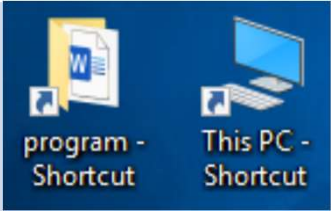


We can classify icons as the following:

- ▶ Icons come installed with computer's operating system called (Special Icons).
- ▶ Icons are created by the users or are installed by programs such as (shortcuts, files, folders).

Special Icons

Documents	Contains personal files.	
My Computer	Allows the user to explore the contents of their computer drives (hard drives, flash drives, CDs) as well as manage their computer files.	
Recycle bin:	Contains files and folders that deleted. The deleted files are not gone until you empty the Recycle bin.	
Internet Explorer:	Contains Windows' built in web browser.	

Shortcuts, Files, Folders Icons

Shortcuts	allow users to create links to their programs in any folder, or other locations on their computer.	
Files	a collection of data stored in one unit, identified by a filename. They can be documents, programs, and other compilations of data.	
Folders	store files and other folders. They are used to organize files on computer.	



Icon Operations

► **Creating Icons**

- Right-click any where on the desktop.
- Choose New.
- Choose appropriate option (shortcut, folder).

❖ **If choose shortcut**

Browse for the file or program you want to create the icon for, click Next, name your icon, then click Finish).



Icon Operations

➤ Opening Icons

- Right-click on the icon.
- Choose Open.
- ❖ **Note:** Double-click on the icon.

➤ Deleting Icons

- Right-click on the icon.
- Choose Delete.
- ❖ **Note:** Click once on the icon and press the Delete key on your keyboard.



Icon Operations

- ▶ **Restore Icon from Recycle bin**

- ▶ Double-clicking on the Recycle bin.
- ▶ Right-click on the icon.
- ▶ Click Restore.

- ▶ **Renaming Icons**

- ▶ Right-click on the icon.
- ▶ Click Rename.
- ▶ Type a new name.



Icon Operations

- **Arrange Icons On the Desktop.**
 - Right-click in an open area of the Desktop.
 - Click Sort by.
 - Select one of the 4 options to arrange icons (Name / Size / Type/ Date Modified).
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- **Auto Arrange Icon**
 - Right-click in an open area of the Desktop.
 - Click View.
 - Choose the option Auto Arrange icon if it uncheck.



Icon Operations

➤ **Moving & Dragging**

- Click on the icon once, holding down the click, and drag it to another location.

➤ **Moving Icon (Cut)**

- Right-click on the icon.
- Click Cut.
- Open the location where you want to store the copy, click Paste in empty space.

➤ **Coping Icon**

- Right-click on the icon.
- Click Copy.
- Open the location where you want to store the copy, click Paste in empty space.



Icon Operations

► **View/Hide Icons.**

- Right click an open area of the Desktop.
- Click View.
- Check to see if Show desktop icons has a check mark , if it does uncheck it.

► **Change Icon size.**

- Right click the desktop.
- Click View.
- Mark the required size from the (large icons /medium icons/ small icons).

Show Desktop

To get a quick look at the desktop or to minimize open windows quickly use the Show desktop bar, located in the bottom right of the screen.



- To minimize all windows quickly.
Click on the Show desktop bar.
- To restore all of the hidden windows.
Hover your mouse over the show desktop bar.



Thank
You

FOR
LISTENING