

CHAPTER 8

INTRODUCTION TO WINDOWS

Q1. Briefly explain the following. (a). Drives (b). Folders (c). File Extension (f). Icon

Ans: Drives: (A:, C:, D:, E:): Drives are devices used to store data. Hard drive C:\ and its partitions like D:\, E:\ etc are the main storage devices of the computer. Drive A:\ (Floppy Drive) can store data upto 1.44Mb on 3.5" disks. There is CD Drive and Network drives, labeled after the Hard Drive. e.g. H:\, G:\ upto Z



Shared Documents



PIPS's Documents



Local Disk (C:)



Local Disk (D:)



DVD/CD-RW Drive (E:)



CD Drive (F:)

Folders/Directory: Folders are used to organize data for better accessibility. You can sort data with folders according to its type. Folders can be copied and moved from one place to another on the Hard disk.

File Extensions: File Extensions are the ending letters, which comes after a DOT in the file name like REPORT1.DOC. An extension associates a file with an application program, which can be used to view and manipulate it. Mostly programs automatically assign extensions to the files as you save them. Some common extensions are .DOC, .XLS, .PPT, .MBD, BMP, WAV, .HTML, .TXT, .BAS etc.

Icons: An Icon is a graphic image displayed on the desktop. It helps you execute commands quickly. These may be shortcuts of the installed applications. By double clicking on them you can execute them.

Q2. Describe three primary mouse movements in Window?

Mouse Pointer

Mouse pointer is a symbol that moves on the monitor's screen as mouse is rolled over a flat surface. An arrow is representing the mouse pointer.

Click:- To click means to position the mouse pointer on an object. (Click is quickly press and release the left mouse button)

Double Click:- Position the mouse pointer on an object then quickly press and release the left mouse button twice.

Right Click:- Pressing and releasing the right button of the mouse is called right-click. It usually used to display a menu on the screen.

Drag & Drop:- Place the mouse pointer on an object, then hold down the left mouse button and then release the button by taking the mouse pointer to another place. Dragging is done to copy or move an object or to resize a window.

Q3. Describe four common mouse pointer shapes.?

The most common mouse pointer shapes are:

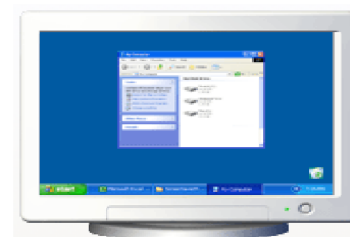
Left Arrow It is used to select objects, choose menu commands, access buttons on the task bar etc.

Hourglass It inform windows is busy and request to wait.

I-Beam It is used to modify text. It is also called cursor.

Move It is used to drag the table to the new location.

Hand It is used to select shortcuts and definitions in the help windows.



Q4. What does a window in a GUI represents?

Windows is a Graphical User Interface. An interface determines how you interact with your computer to do things like entering data or running programs like changing fonts, draw lines or spell checking etc

Q5. What happens when you maximize a window.

When we maximize a window, the windows is enlarged and it fills the entire screen. A "restore" button appears in its place that may be used to restore the windows to its previous size.

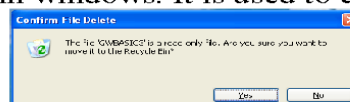
Q6. What are two important characteristic of well designed GUI.

Characteristics of well-designed GUI are:

- It helps us to interact with the computer easily and it is user friendly.
- In GUI environment there is no need to remember the commands like DOS instead you see the icons and click to perform certain action



Q7. What is dialog box? : A dialog box is very common in windows. It is used to collect information before processing a command



Q8. What is meant by plug and Play (PnP)

PnP:- Plug and play is a characteristic of windows in which window will automatically detect the new plug and play device and installed the necessary software.

Q9. Describe the purpose of the task bar.?: Taskbar is used to provide a constant view of which applications are running on the system. And you can easily switch between them. It also displays Time and the status of other devices attached with the computer.

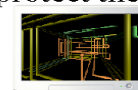


Q10. What is meant by the phrase wallpapers on your desktop?

The appearance on the Desktop in background is called wallpaper. These are self running programs displayed on monitor. We can change the background by choosing the background tab from display properties dialog box.

Q11. What is the benefit of using a screen saver.

A screen saver displays moving images that prevent damage to your screen. Screen saver starts automatically if your computer is idle for a specified amount of time. It protect the quality of the monitor. It avoid burning the phosphor screen from a static image.



Q12. Compare my computer and windows explorer.

My-Computer:- My computer enables you to see easily what is in your computer. It allows access to computer resources from hardware devices to files folders. Such as floppy (drive A) disk drive (C), printers. it is easy to discover and manage all applications using my computer. It uses icons and overlapping window on the desktop. It is the easier for beginners to use,

Windows explorer:- Windows explorer helps you manage the files, folders and disks on our computer. Explorer provides the most efficient means for managing your computer resources. Experienced users prefer explorer.

GENERAL QUESTIONS. (CHAPTER 8)

Q1. What is Desktop.

When we turn on computer and looks windows. The colored once we see on the screen is called Desktop.

Q2. What are Icons?

The object displays on the Desktop are called ICONS. Each icon performs different tasks. Such as running a specific application, disk drive, printer and to open a specific file or folder etc.

Q3.Explain the concept of ‘User Interface’

The means by which human and computers communicate is referred to as the User Interface. Through it the computer accepts input and gives output.

There are three types of User Interface,

- i) Command line User Interface
- ii) Menu-driven User Interface
- iii) Graphical User Interface

i) **Command line User Interface**

A Command line User Interface is based on a vocabulary of commands and rules called a command language. The command words are often English words such as **print, save, erase** etc
A Command line User Interface usually displays a prompt.

Example C:\>

ii) **Menu-driven User Interface**

In Menu-driven User Interface the computer initiates a dialog by displaying a list of commands called a menu. In it , it is not necessary to remember commands words.

iii) **Graphical User Interface**

A Graphical User Interface is an operating system that displays windows and drop menus and also enables to drive computer using mouse.

Example Windows 95, Windows 98, Windows 2000.

Q4.What are functions of My Computer, My Documents and Recycle Bin in Windows application.

- i) **My Computer:** My computer Icons opens a window in a sense , an overview of what we seen in Windows Explorer.
- ii) **My Document:** My Documents Icons open a folder which contains a My picture folder by default and other files or folders created by the users.
- iii) **Recycle Bin:** By default **the Recycle Bin** is where files and folders go when we delete from hard drive.

Q5. Write short note on the following.

- i) Start Button
- ii) Quick Launch Bar
- iii) Running application Bar
- iv) Notification Area

i) **Start Button**

It is located at the left corner of the Taskbar. It is used to start programs and to access various resources of the computer.

ii) **Quick Launch Bar**

It is next to Start Button and used to run application programs with a single click of mouse.

iii) **Running application Bar**

It provides a constant view of which application is running on the system.

iv) **Notification Area.**

It is the right most part of the Taskbar. It provides information such as the time, memory resident program and volume control.

Q6. What is the use Control Panel ?

It is used to change the properties of the computer. For Example , to customize the way mouse and keyboard work etc. Once setting is changed with Control Panel, changed are stored. The setting are reloaded each time the window run and stay in effect until we change them again with the Control Panel

Q7. Describe the purpose of the Title Bar and Menu Bar.

Title Bar The Title Bar is displayed along the top of almost all program. It is used to display information such as the name of application and document we are working on.

Menu Bar It is just below the Title Bar. It lists the menus available for that application.

Q8. Define Viruses and Anti Viruses.

Viruses : These are small programs that hide themselves into the computer memory. It infect the computer and destroy data when activated. It can spread from one computer to another via infected disks or network. Different viruses are activated in different ways. For example the famous **Friday the 13th** will activate only when it is both Friday and the 13th of the month.

Anti Viruses. These are programs have been designed to protect computer from viruses. However no anti virus program guarantee protection against all viruses.

For Example

- i) McAfee Virus Scan. ii) Symantec iii) Virex iv) Disinfectant.

Q9. What is task bar.?

In windows environment the bar at the bottom of the screen is called taskbar.

The taskbar consists of several toolbars. The toolbar can be added and remove from the taskbar.

Q10. What is the screen saver.

A screen saver will blank your screen or display a moving image or a pattern if you do not use the mouse or keyboard for a predetermined amount of time.

Q11. What is Operating System.

An integrated set of programs that is used to manage the various resources and over all operations of a computer system is called operating system.

Some jobs of the Operating System.

1. It provides an interface between the user and the computer.
2. It controls access to the machine.
3. It works with ROM to start up the computer.
4. It schedules an efficient use of the CPU.
5. It manages data and information in internal memory
6. It manages files on secondary storage, making them available as needed.
7. It manages peripheral devices such as printer, disk drives, and tape drives.
8. It provides a **Plate-Form** to run other software programs.