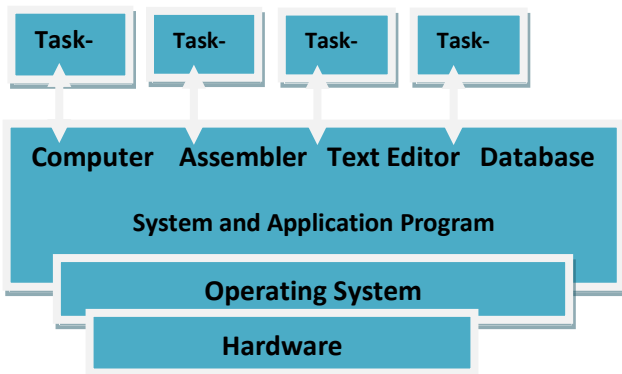# 2

OPERATING SYSTEM

OPERATING SYSTEM:

An operating system (OS) acts as a bridge between user and computer hardware.

OS is a resource allocator and manages all resources.

- Windows is graphical operating system developed by Microsoft.
- Examples of Windows OS- windows 7, windows 8, windows XP and windows 10 etc.
- Icon is a small graphical representation of program or file.
- An icon (file/folder/application program) can be opened by double-clicking or right click on icon and select open option.

CREATION OF FOLDER:

- Click on Start →My Documents→File→New
- Then select Folder
- (Windows 7 Onwards) Right click on desktop, one pop-up menu appears.
- Select New →Folder option.

RENAME OF A FOLDER:

Click on Start→ My Documents→click on the File or Folder to rename

(Windows 7 Onwards) Right click on File/Folder→ Choose Rename option

DELETION OF A FOLDER:

- Start→ My Documents→File or Folder to delete
- Under File → Delete option
- (Windows 7 onwards) Right click on File/Folder→ Delete

TO MOVE A FILE: (Keeping a copy of the file in the Source)

- Select the file from the Source folder. Then right click on the mouse and select Copy (Ctrl+C) and go to the destination folder (where to keep).
- Then right click on the mouse, select Paste (Ctrl+V) option.

TO MOVE FILE: (Not keeping a copy of the file)

- Select the file from the Source folder. Then right click on the mouse and select Cut (**Ctrl+X)** and go to the destination folder (where to keep).
- Then right click on the mouse, select Paste **(Ctrl+V)** option.

TO RENAME FILE: Click on the File→Right click→Choose Rename option

TO OPEN AN APPLICATION PROGRAM (MS-PAINT, MS-WORD, MS-EXCEL):

- Click on Start→Select Programs →Choose Accessories
- Then Select Particular Program
- (Windows 7 onwards) Write program name in Search button and press Enter

TO LOCATE FILES/FOLDERS:

Click on Start button → Select Search option

CONTROL PANEL: It is a component of Windows OS that provides the ability to view and change system settings. Adding or removing hardware and software, controlling user accounts, changing accessibility and accessing network settings can be done through control panel.

MY COMPUTER displays the contents of hard disk, floppy disk, CD-ROM, Pen drive and network drives.

- Click on Start→ Select My Computer
- It can be done by clicking on File Explorer seen on the Task bar.
- You can add update from Windows OS through control panel.

Start→ Select Control panel→ Select

 Add or Remove Programs

CHECK YOURSELF

1. If the displayed system time and date are wrong, you can reset it using
   A. Write

   B. Calendar

   C. Write file

   D. Control panel

2. Which is not application software?
   A. Windows NT
   B. Page Maker
   C. WinWord XP
   D. Photoshop

3. Which of the following OS is not owned and licensed by any company?
   A. Windows
   B. Mac OS
   C. Linux
   D. Unix

4. In Windows OS these are small pictures that represents file, folders, Programs and other items. Each one is used to make the computer to do something:
   A. Icon
   B. Task Bar
   C. Side Bar
   D. None of these
5. Help menu is available at which button?
   A. Turn- off   C. Start
   B. Restart   D. End

STRETCH YOURSELF

1. Deepak wanted to rename a file as "Assignment". In hurry he renamed as "Attention". Then he deleted the file. Write the steps to restore the file and rename it.
2. Locate any two of the device drivers installed on your PC.
3. When a computer turned ON, who brings the OS into RAM.
4. Priya got a new system on her birthday. Priya and her brother Nikhil want to use the same system. So she wants to create a new user account for his brother Nikhil. Write the steps followed and specify the possible reasons why she created a new user account for Nikhil.
5. What do you mean by Booting?
6. Write steps to remove a program.

ANSWERS

Check Yourself

1. D

2. A

3. A

4. A

5. A