

CSE111 Introduction to Computer Applications

Lecture 2

Introduction to Windows 7 – Part 1

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Summary of The last Lecture

- Computer Hardware & Software
- Types of Computers
- Basic Parts of a Computer
- Decimal, Binary, Octal, and Hexadecimal Numbering Systems.
- Primary Storage Devices: ROM, RAM, and Cache Memory
- Secondary Storage Devices: Hard Disc, CD, DVD, Blu-ray, HD DVD, and USB Flash Memory.

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Learning Objectives

- Understand what an operating system is and the role it plays.
- Know and identify Windows 7 desktop components
- Know and apply how to open and explore the control panel.
- Know and apply how to personalize the desktop.
- Know and identify the components of a window.
- Know and apply how to manage multiple windows and multiple monitors.
- Know and apply how to change the date & time and set the volume & sound properties.
- Understand and apply the different shut down options.
- Know and apply how to add a new input language and how to change it.

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Outlines

- What is an Operating System
- Windows Desktop Components
- The Start Menu
- Opening and Exploring the Control Panel
- Personalize Your Desktop
- Window Components
- Working with Multiple Windows
- Working with Multiple Monitors
- Changing the Date and Time
- Setting the Volume and Sound Properties
- Changing Windows Interface Language
- Changing the Default Input Language
- Adding a New Input Language
- Displaying Computer Information

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What Is an Operating System?

- An operating system is the most important software that runs on a computer.
- It manages the computer's memory, processes, and all of its software and hardware.
- It also allows you to communicate with the computer without knowing how to speak the computer's language.
- Without an operating system, a computer is useless.

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The Operating System's Job

- Your computer's operating system (OS) manages all of the software and hardware on the computer.
- Most of the time, there are many different computer programs running at the same time, and they all need to access your computer's central processing unit (CPU), memory, and storage.
- The operating system coordinates all of this to make sure each program gets what it needs.

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http://www.gcflearnfree.org/computerbasics/2

Types of Operating Systems

- The three most common operating systems for personal computers are Microsoft Windows, Apple Mac OS X, and Linux.



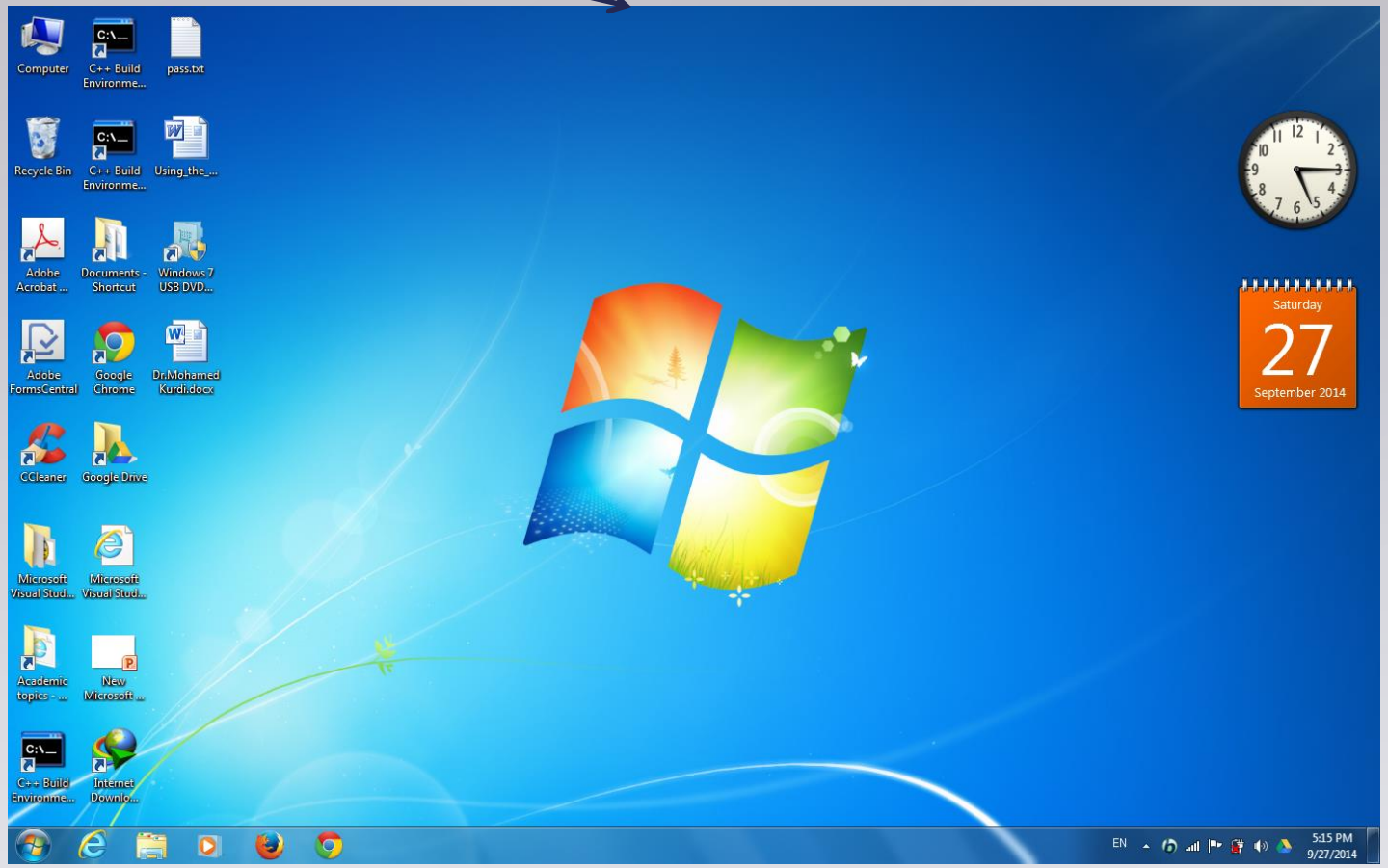
- Operating systems usually come preloaded on any computer you buy. However, it is possible to upgrade or even change operating systems.
- Check the following links if you like to learn how to install Windows 7 (the operating system used in this course): http://www.wikihow.com/Install-Windows-7-(Beginners)

http://www.gcflearnfree.org/computerbasics/2

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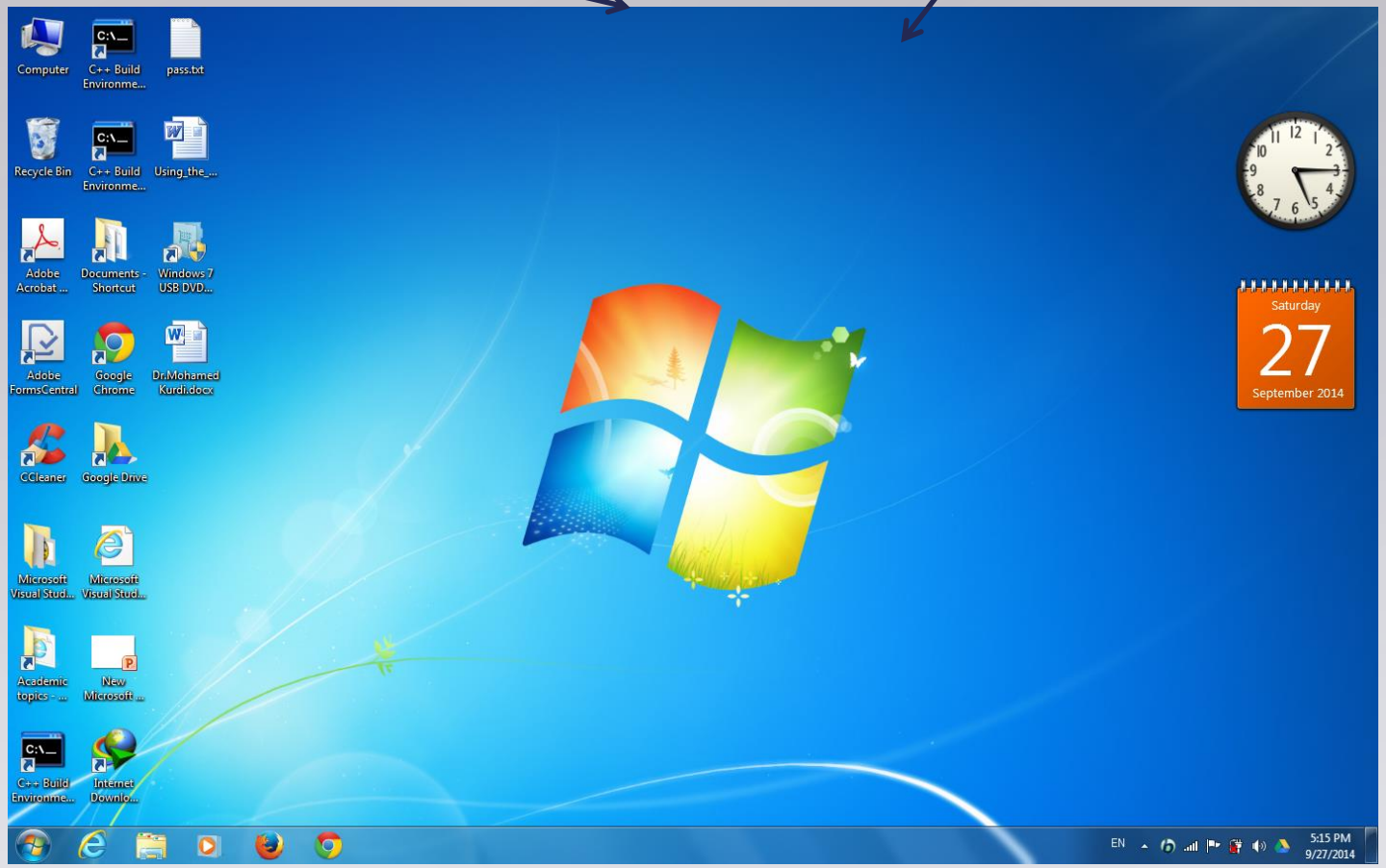
Windows 7 Desktop Components

Desktop



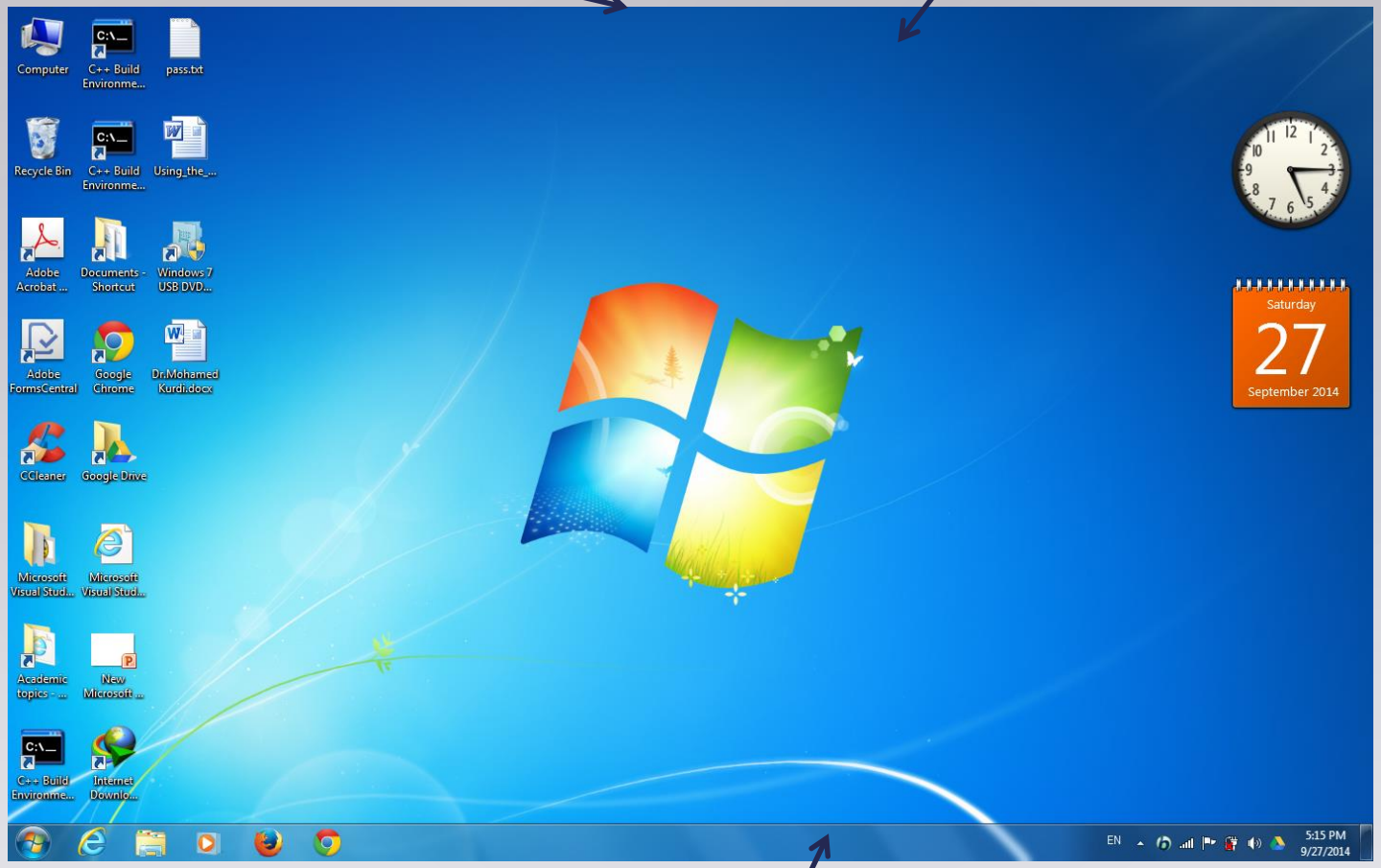
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Windows 7 Desktop Components



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Windows 7 Desktop Components

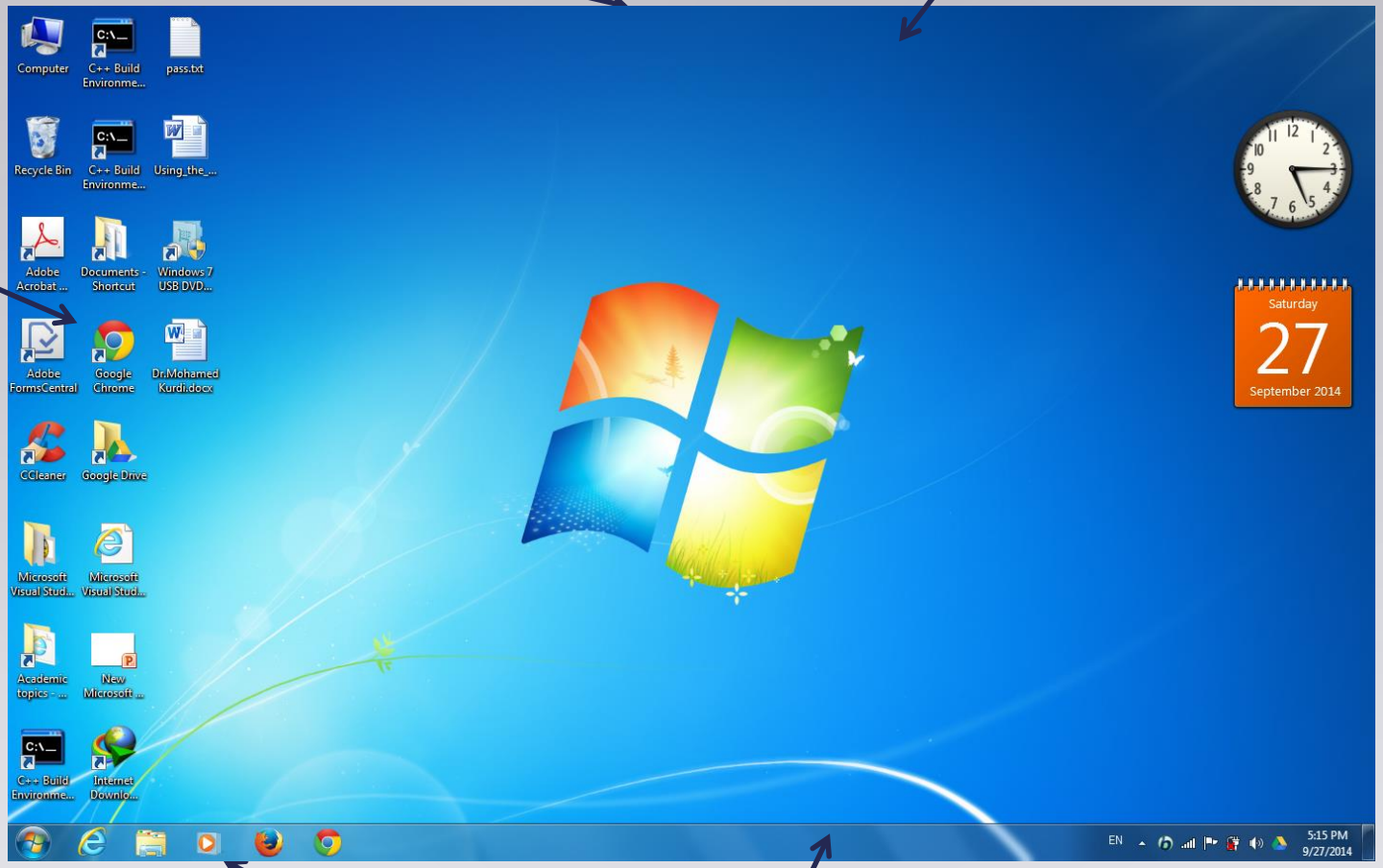


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Windows 7 Desktop Components

Desktop background

Icons: shortcuts to programs, files, or folders

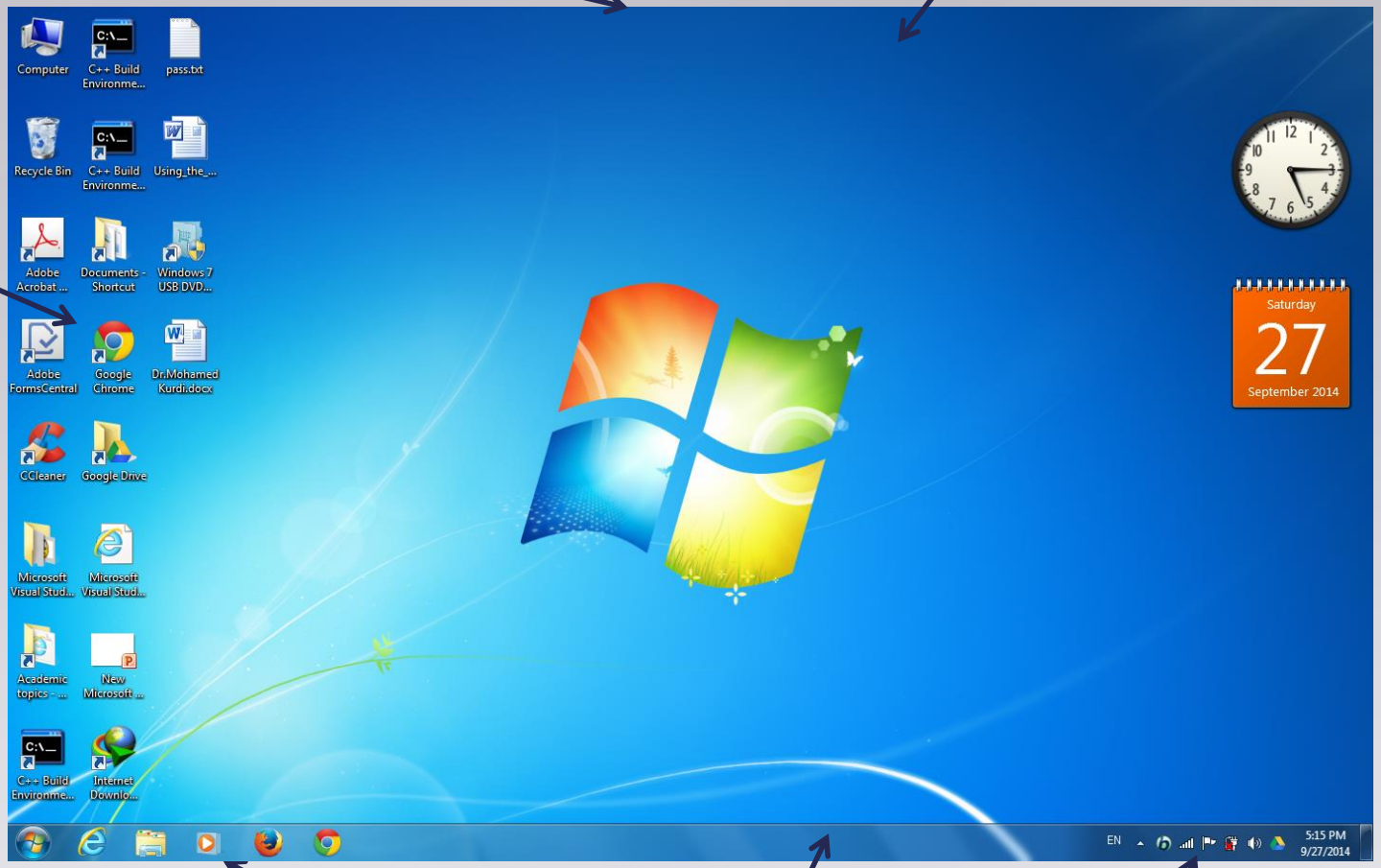


Pinned icons: shortcuts to commonly used programs

Taskbar

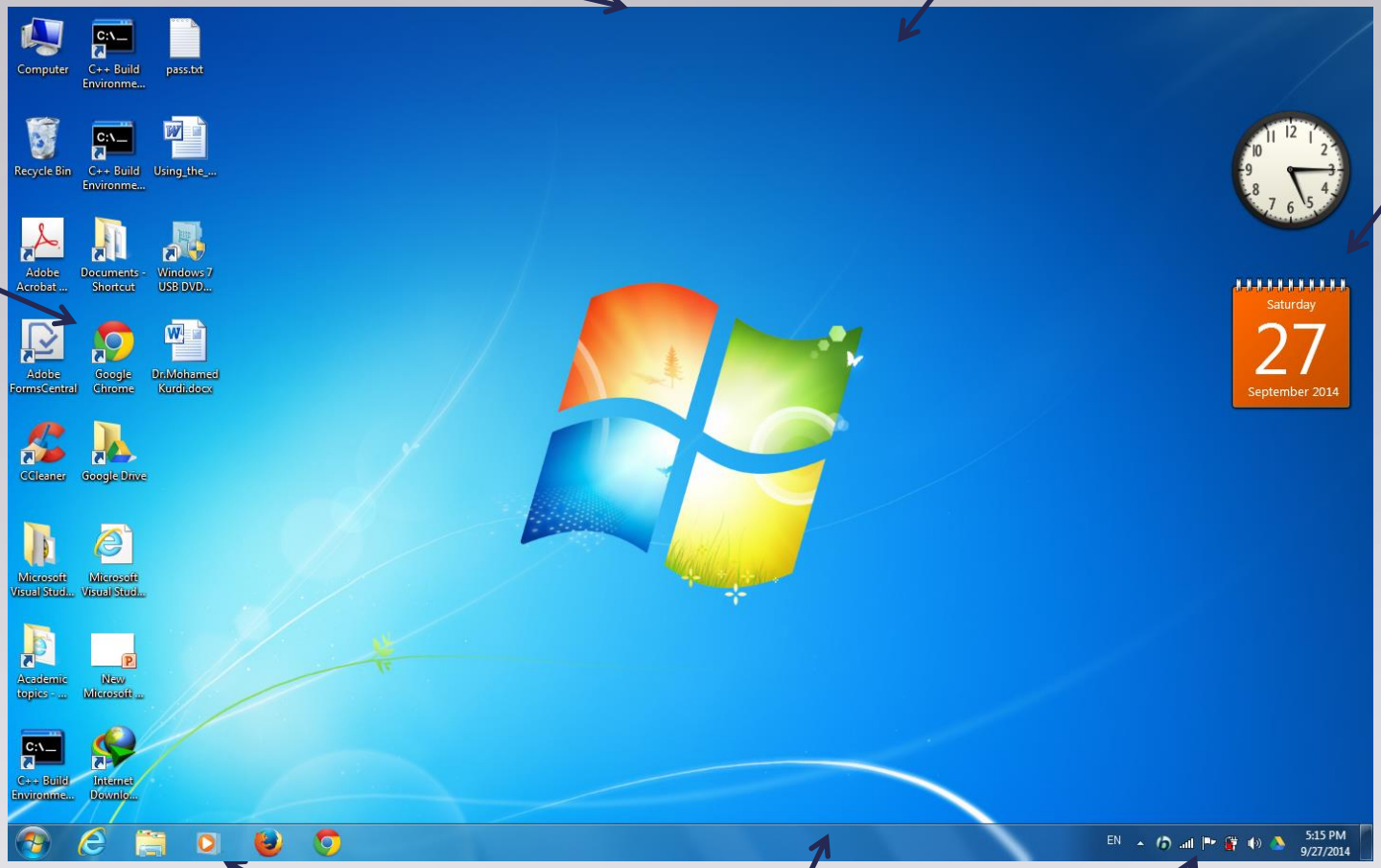
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Windows 7 Desktop Components



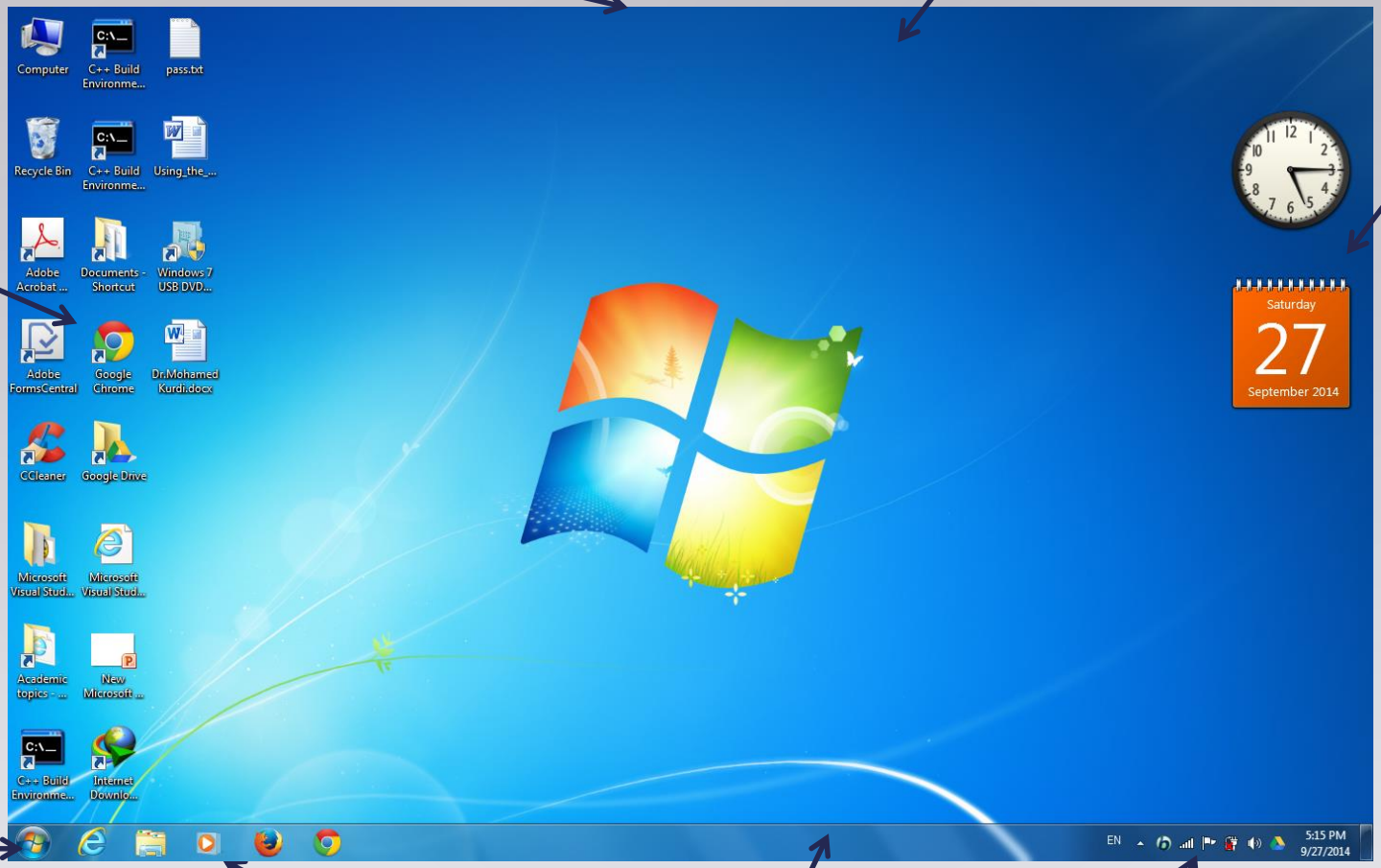
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Windows 7 Desktop Components



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Windows 7 Desktop Components



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The Start Menu

Frequently used programs



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The Start Menu

Frequently used programs

All programs



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The Start Menu

Frequently used programs

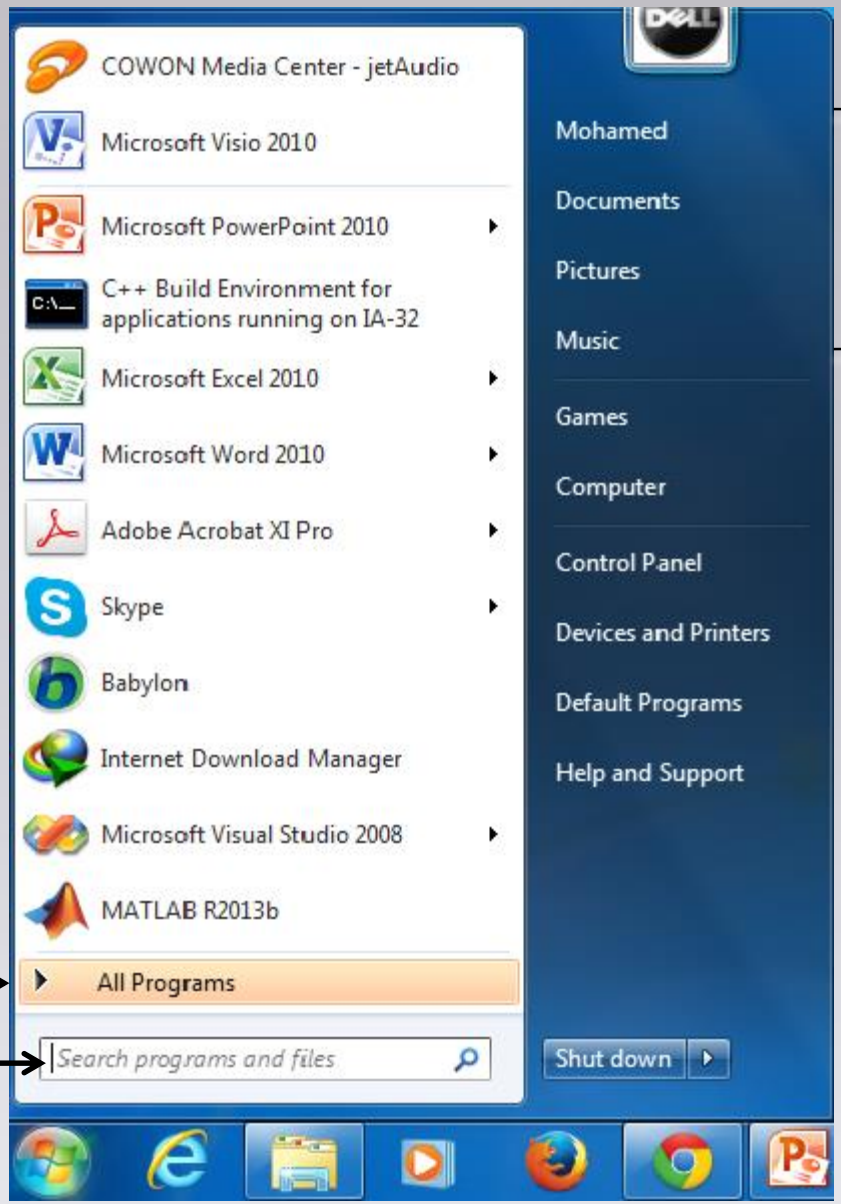
All programs

Search box



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The Start Menu



Frequently used programs

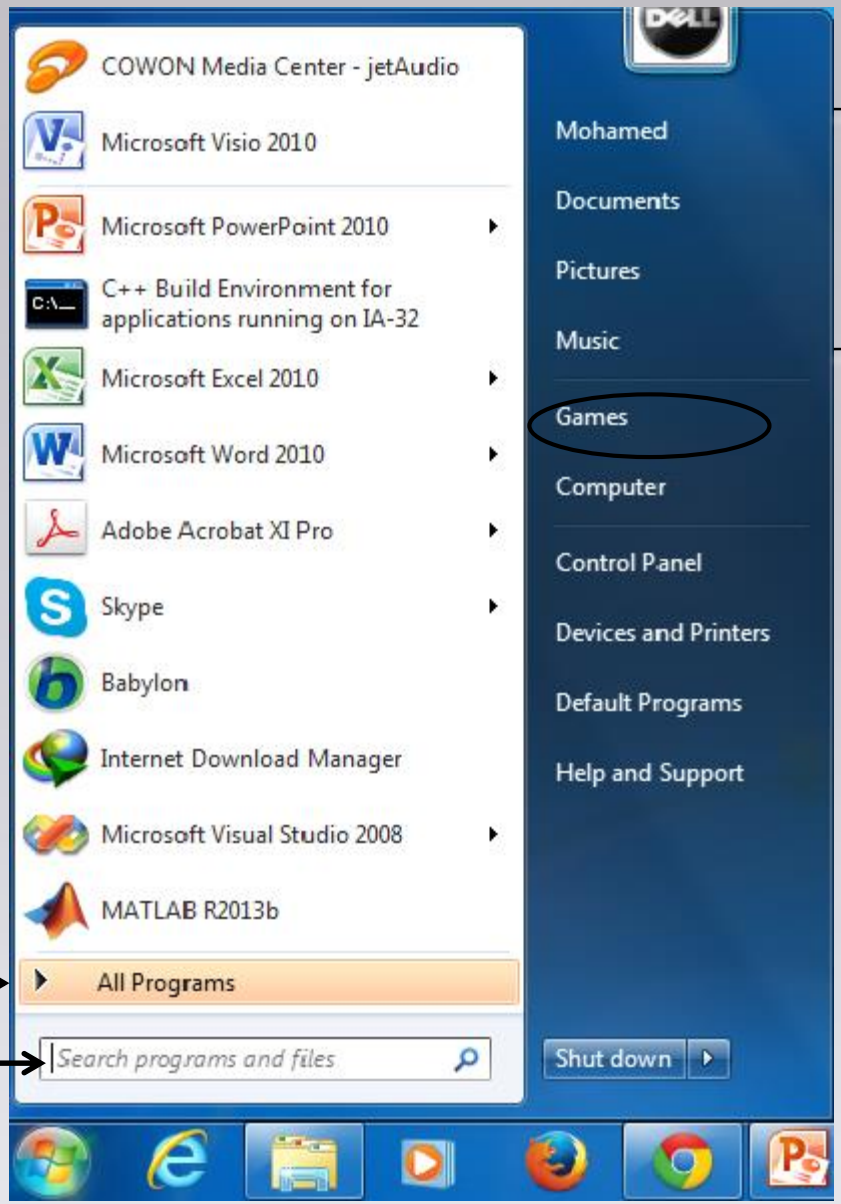
System folders

All programs

Search box

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The Start Menu



Frequently used programs

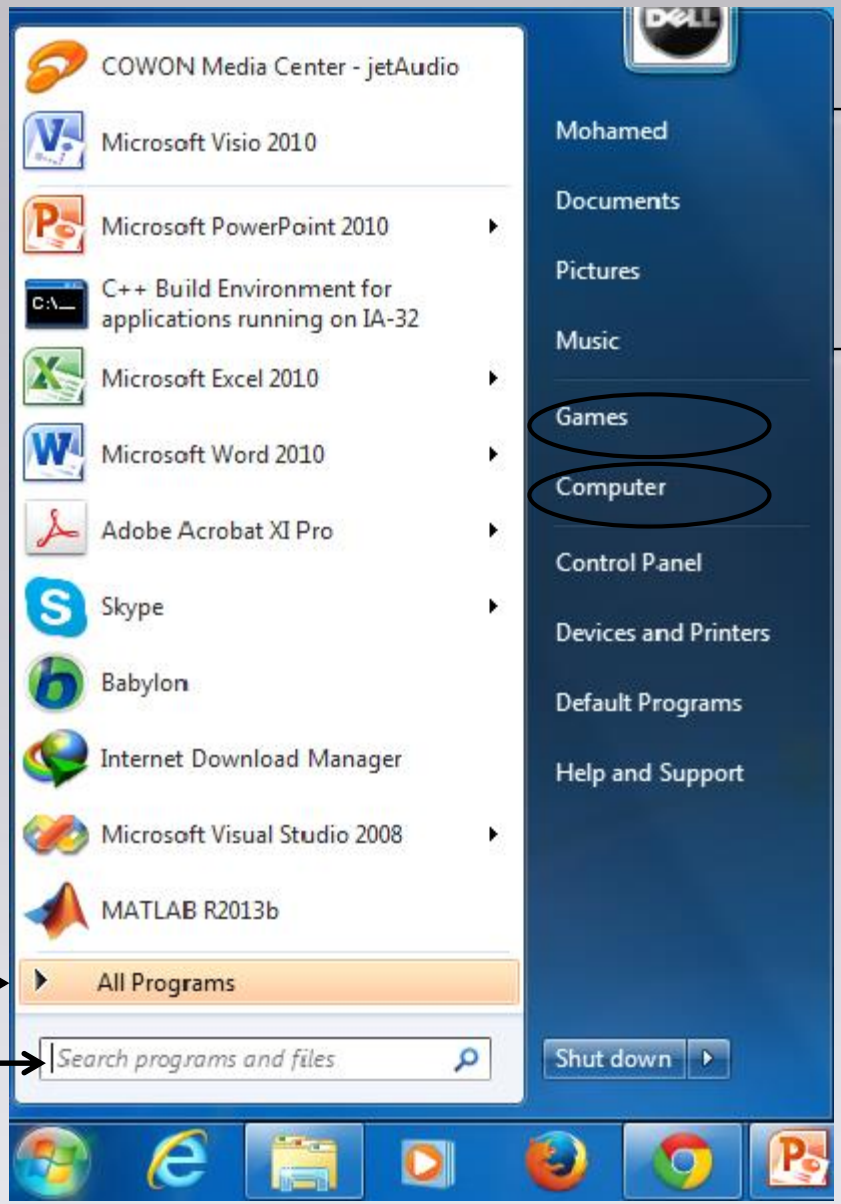
System folders

All programs

Search box

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The Start Menu



Frequently used programs

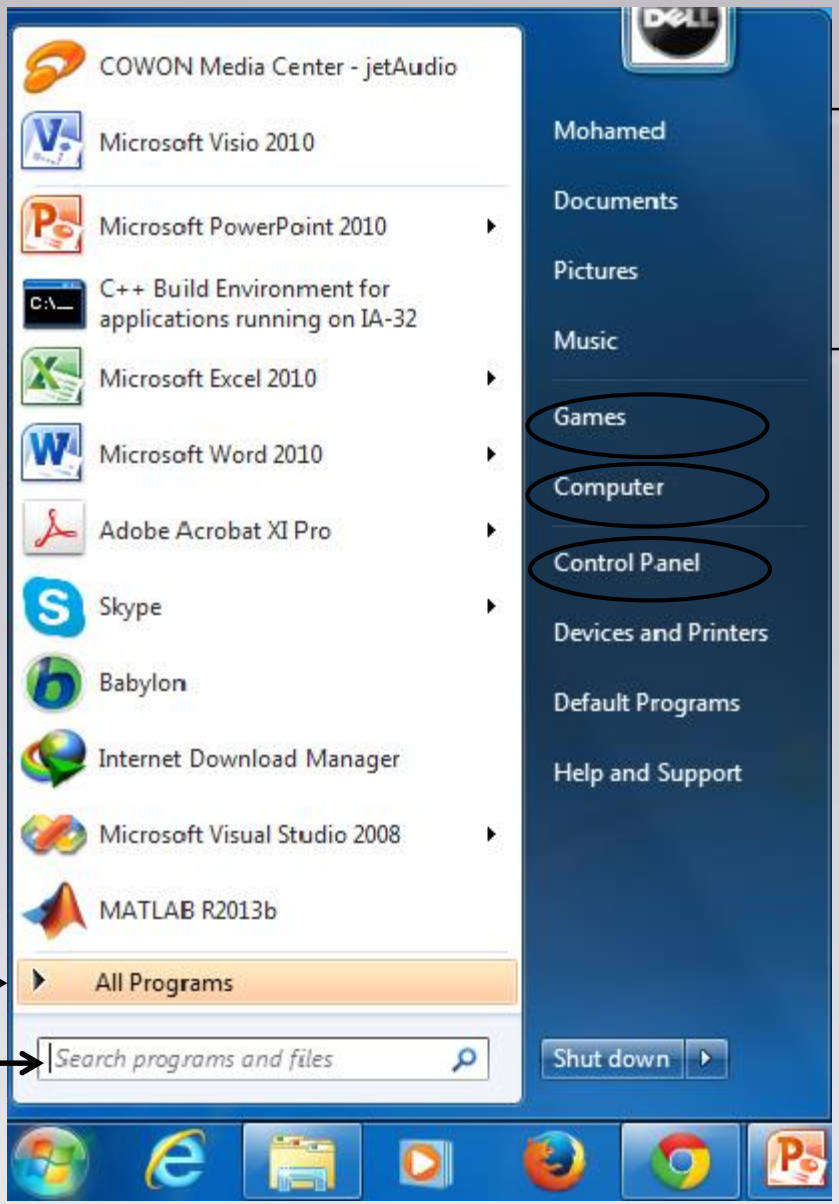
System folders

All programs

Search box

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The Start Menu



Frequently used programs

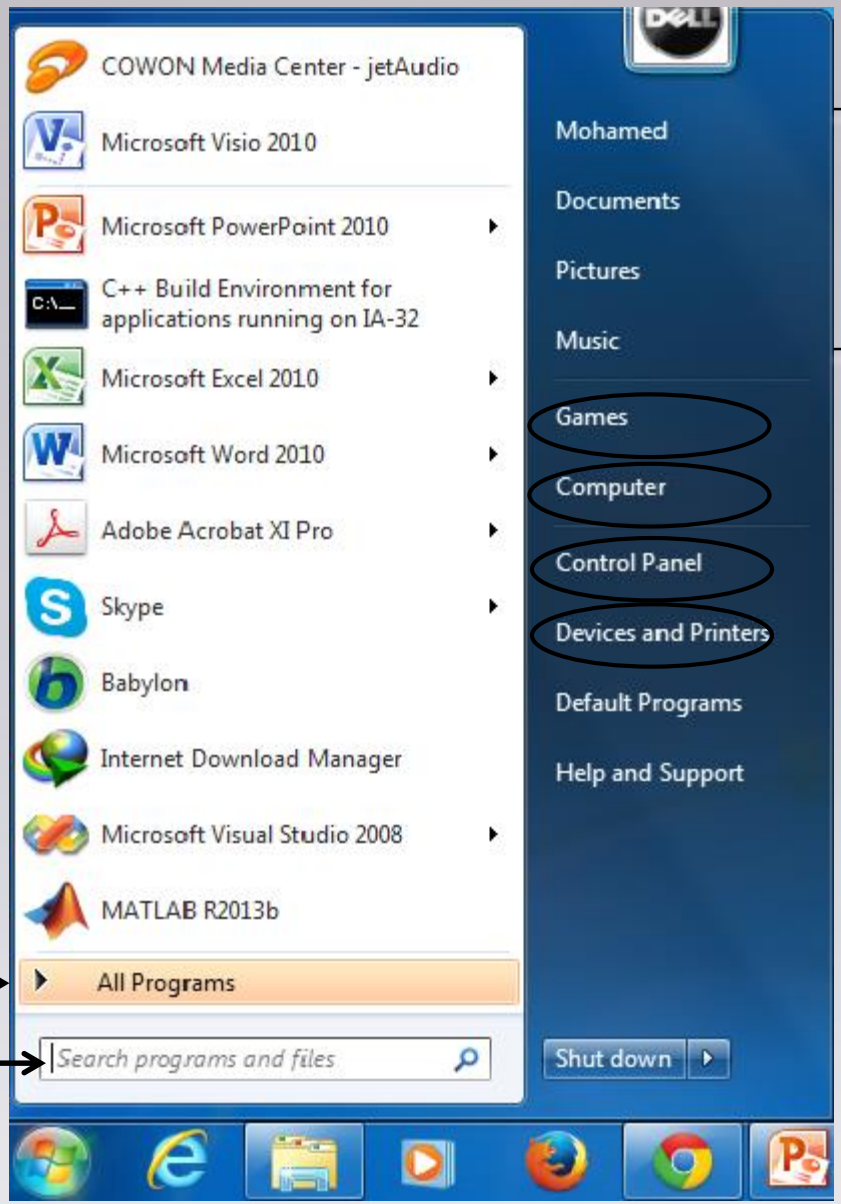
System folders

All programs

Search box

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The Start Menu



Frequently used programs

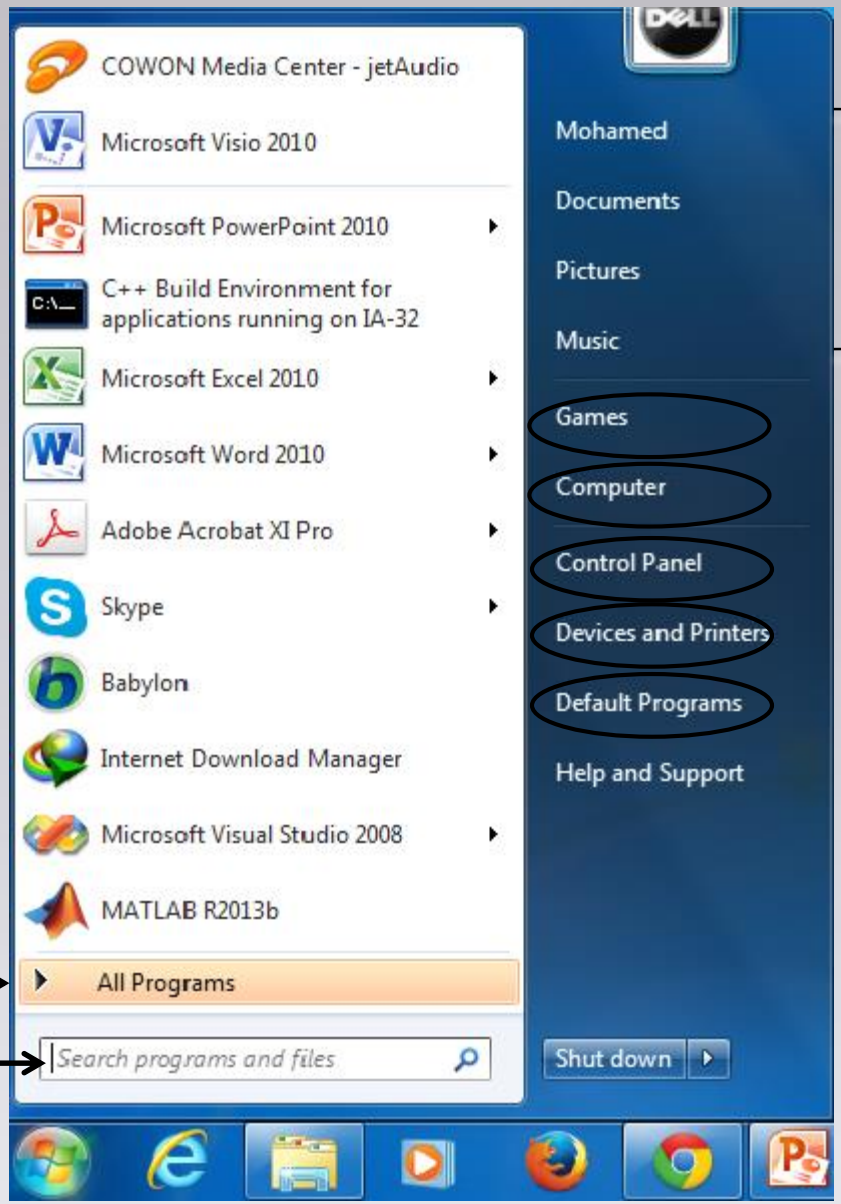
System folders

All programs

Search box

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The Start Menu



Frequently used programs

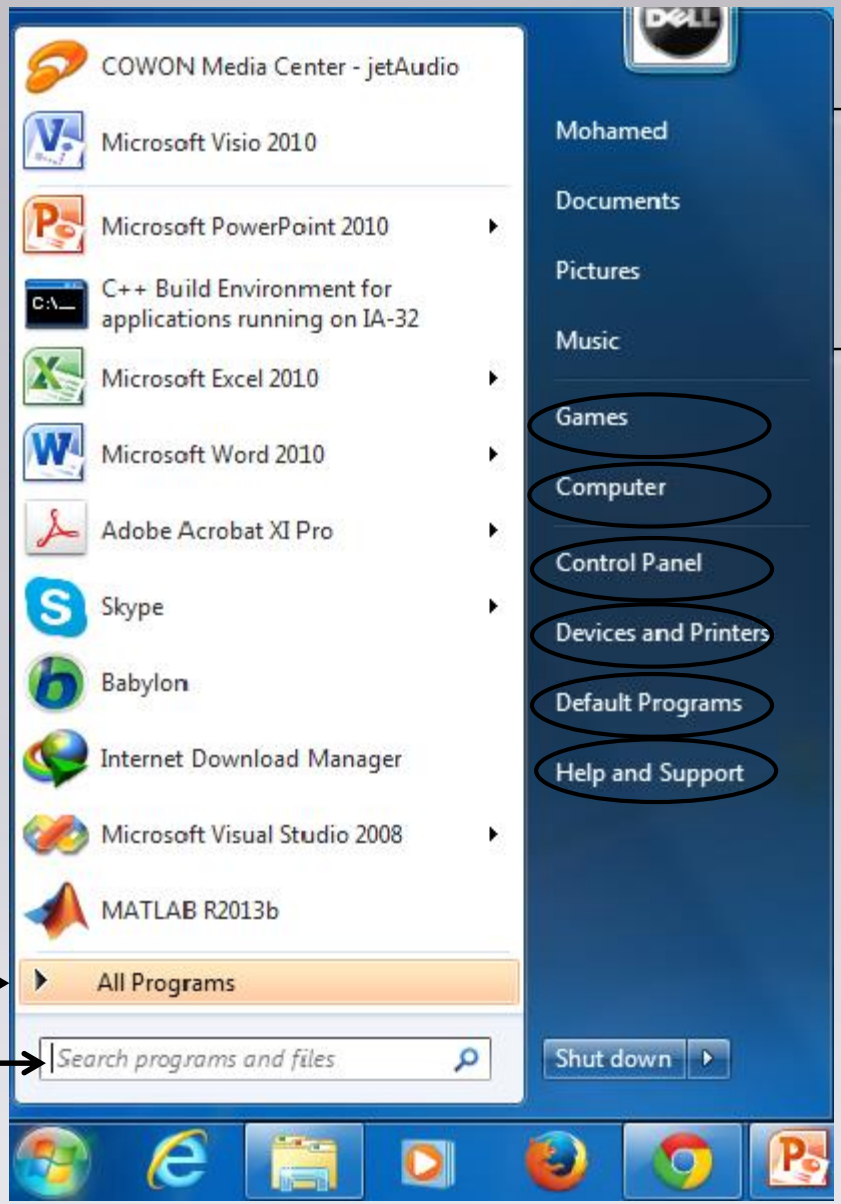
System folders

All programs

Search box

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The Start Menu



Frequently used programs

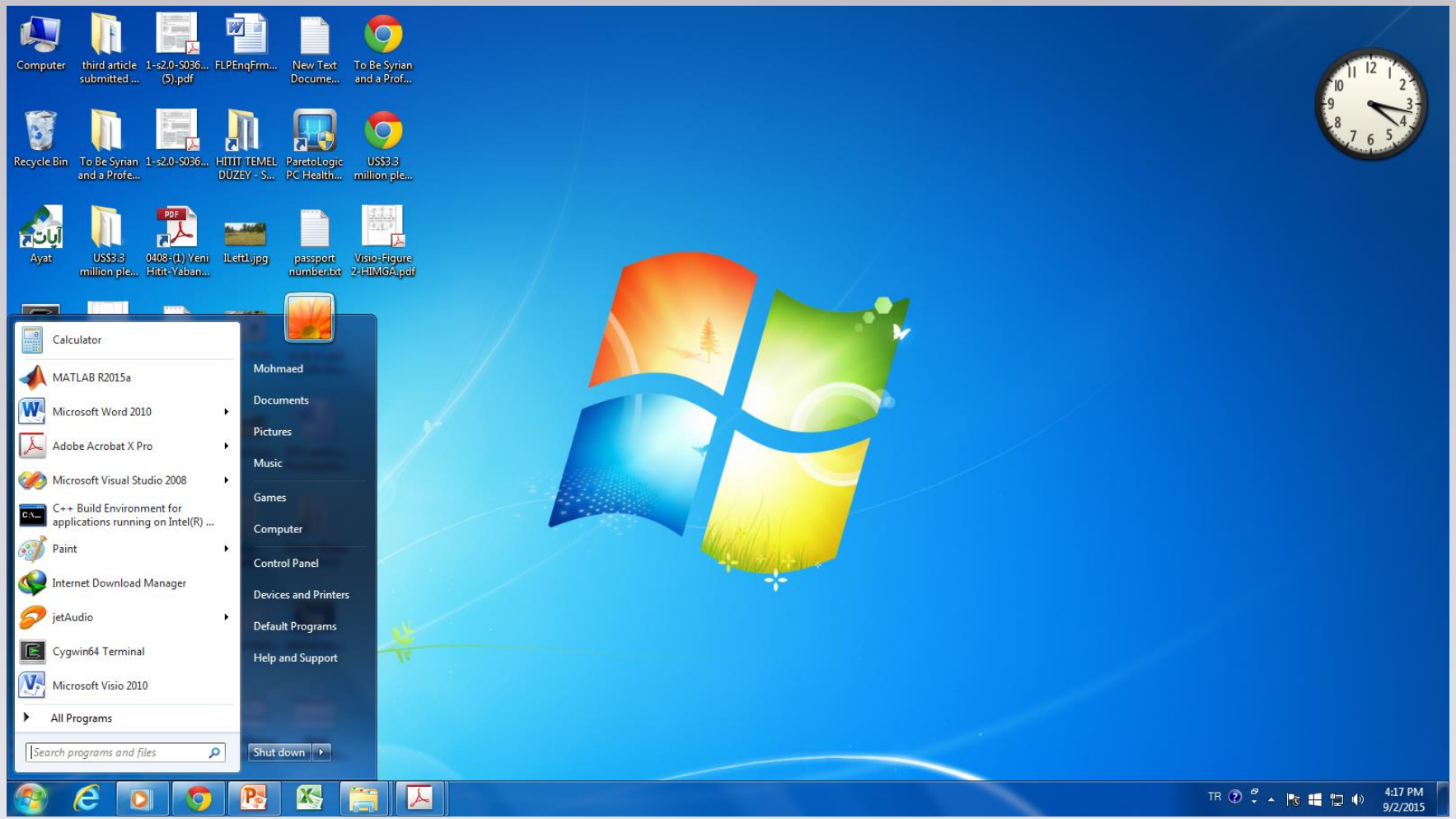
System folders

All programs

Search box

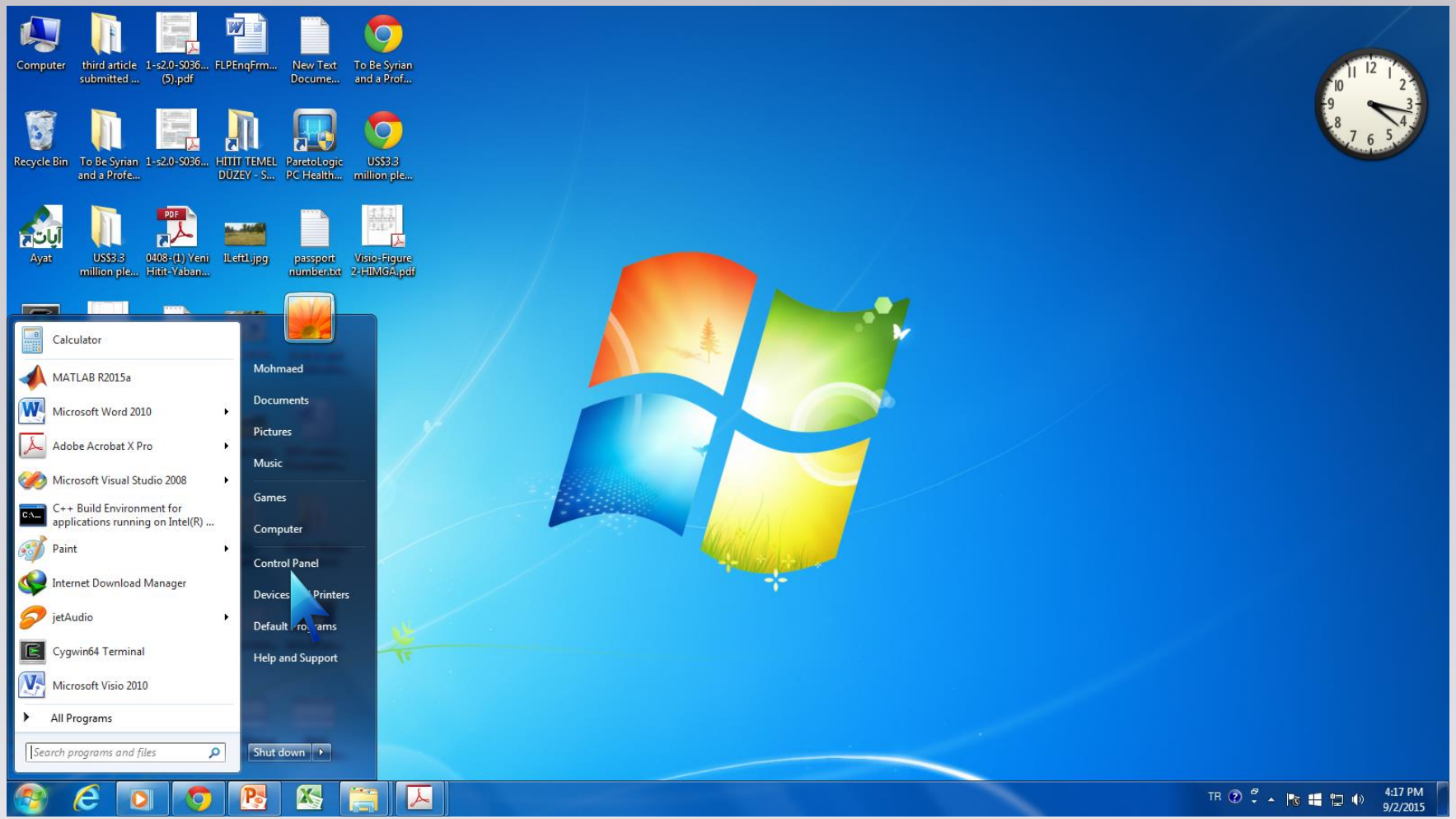
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Opening the Control Panel



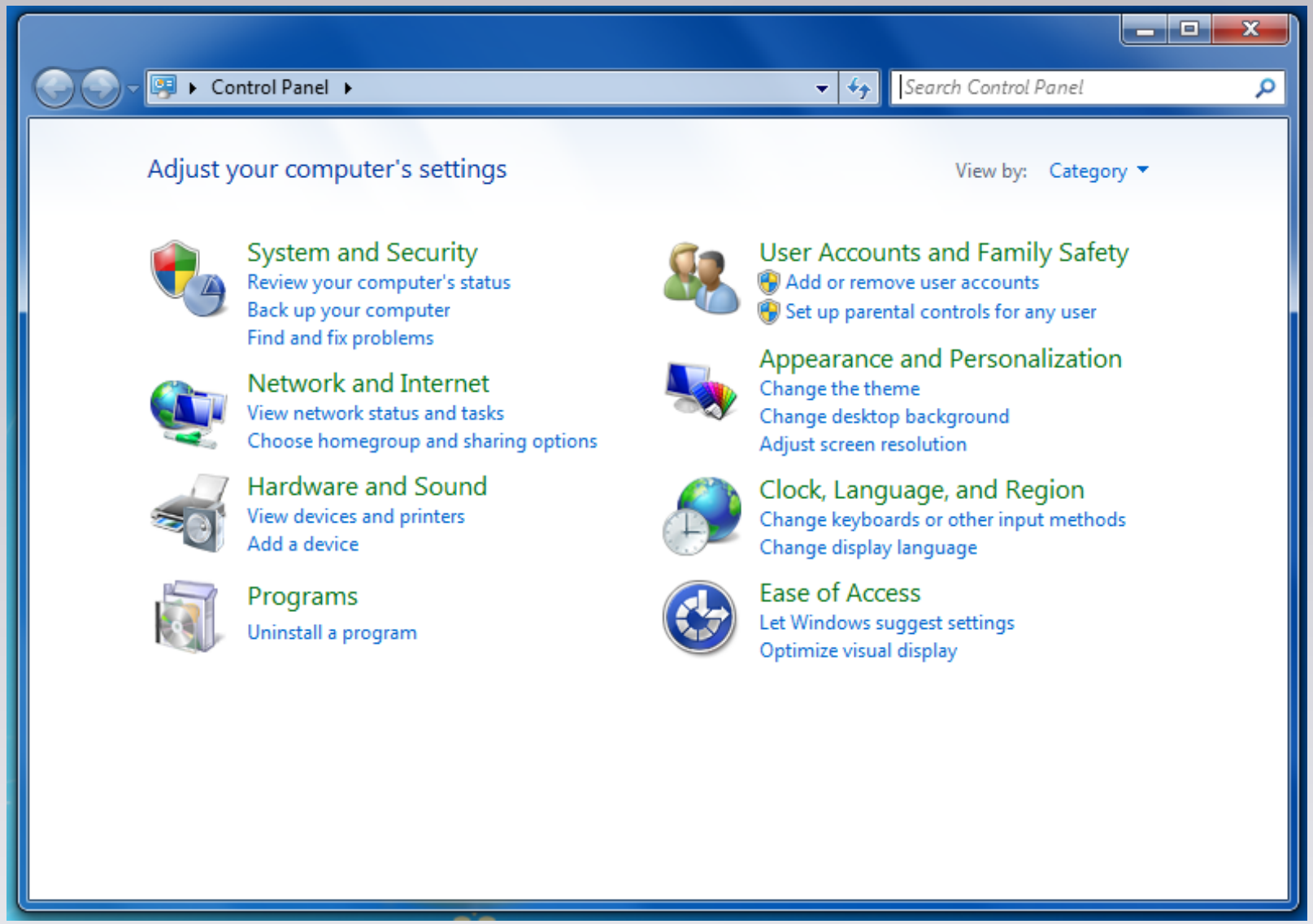
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Opening the Control Panel



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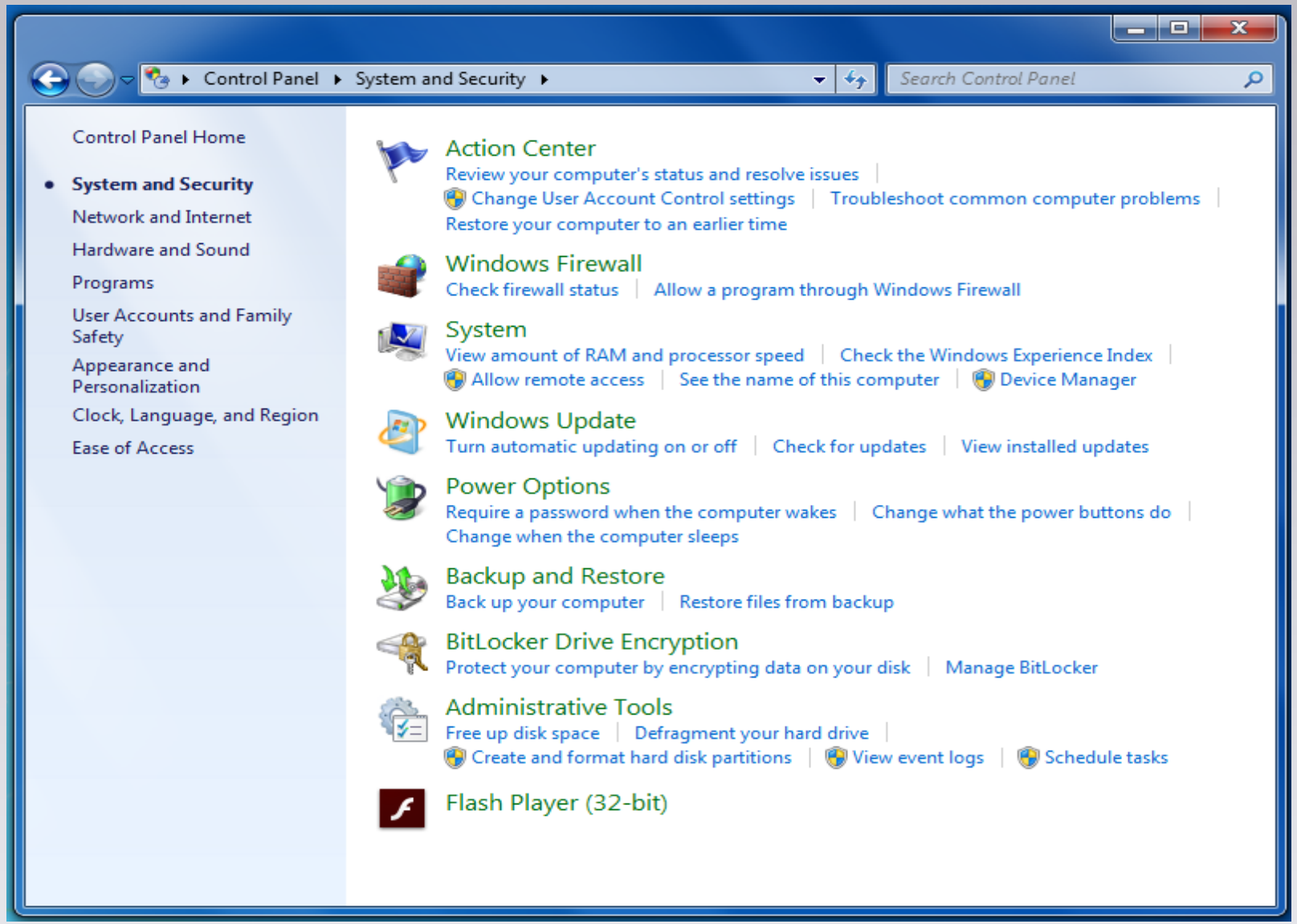
Opening the Control Panel



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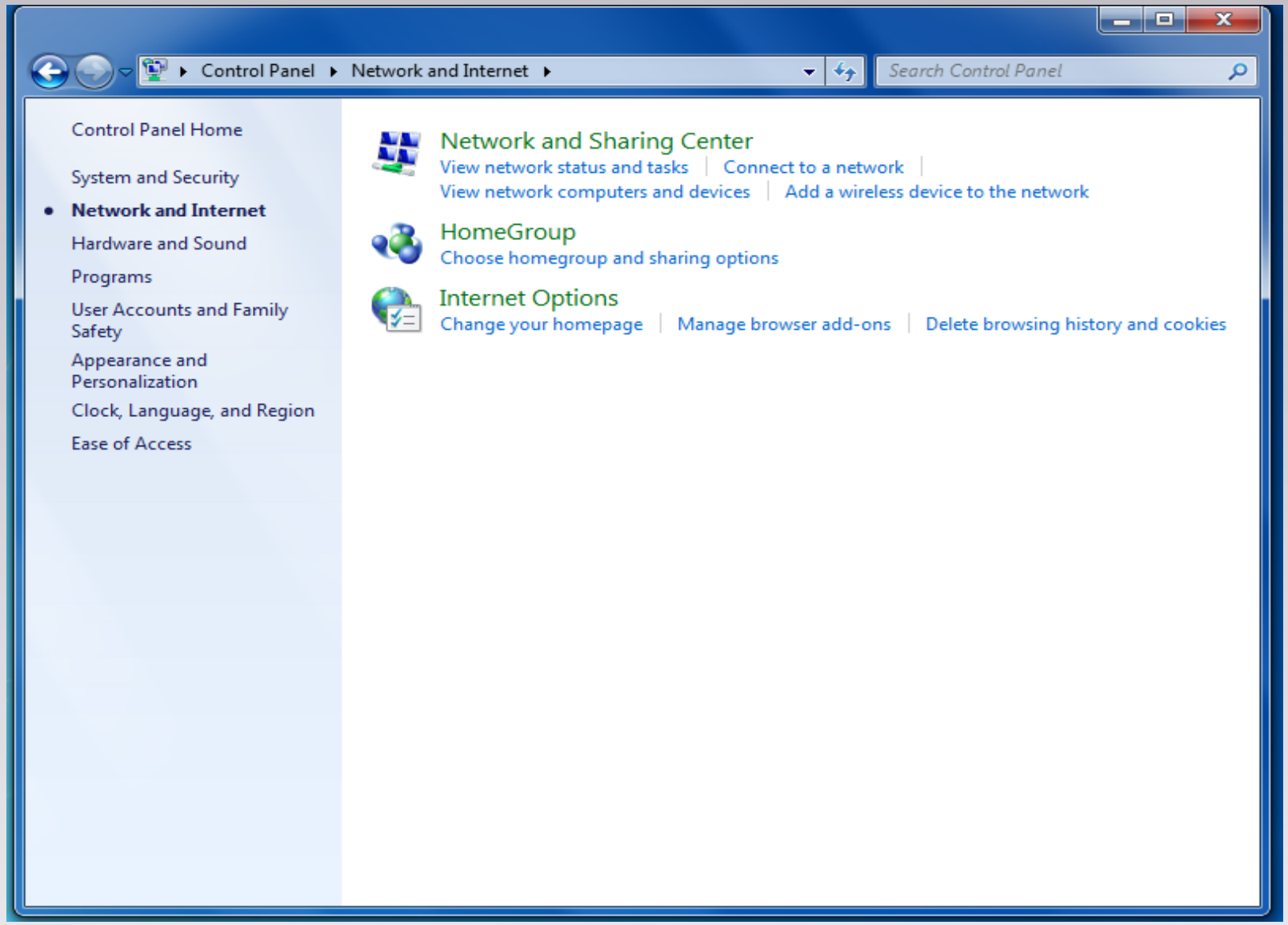
Exploring the Control Panel

1



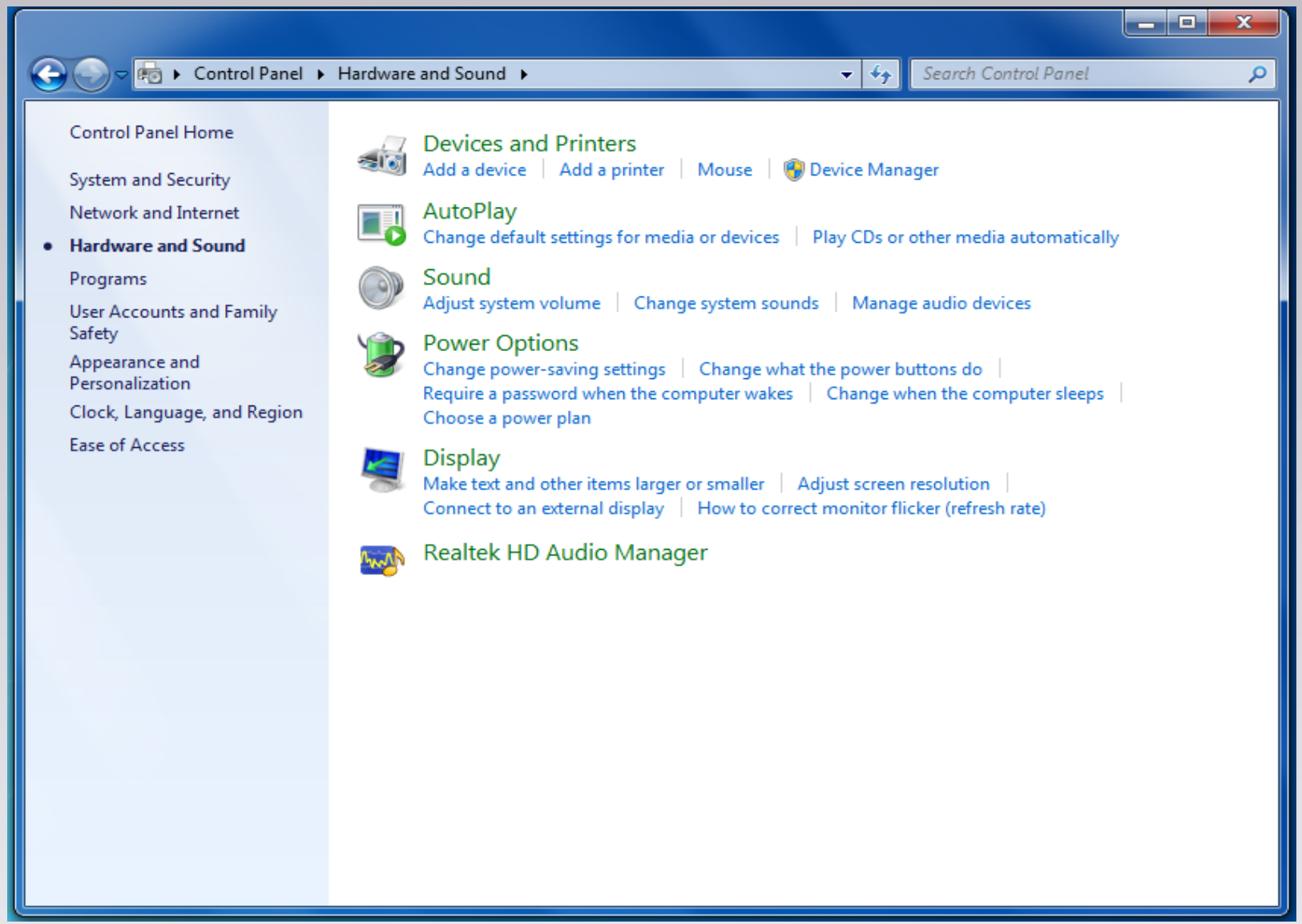
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Exploring the Control Panel



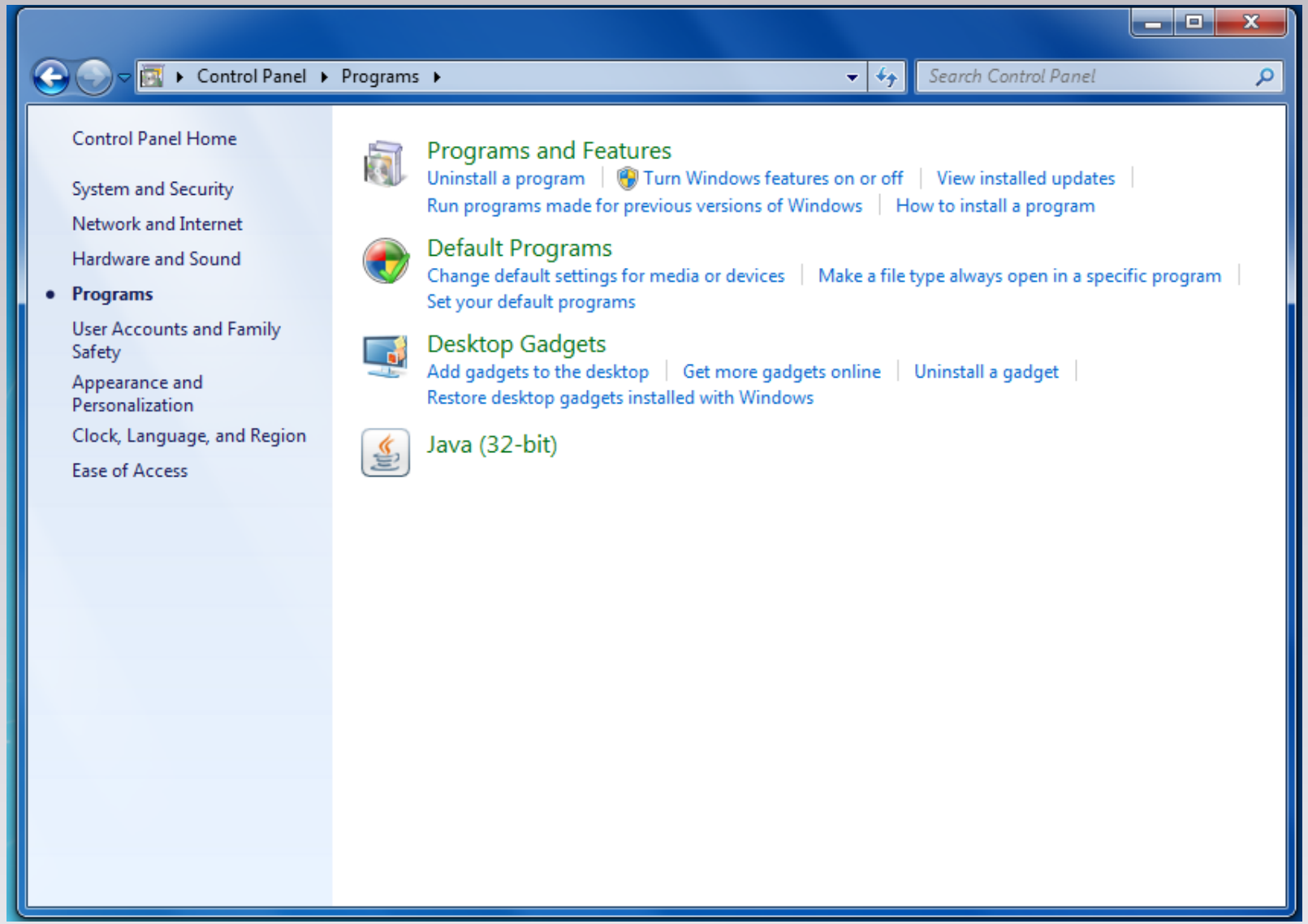
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Exploring the Control Panel



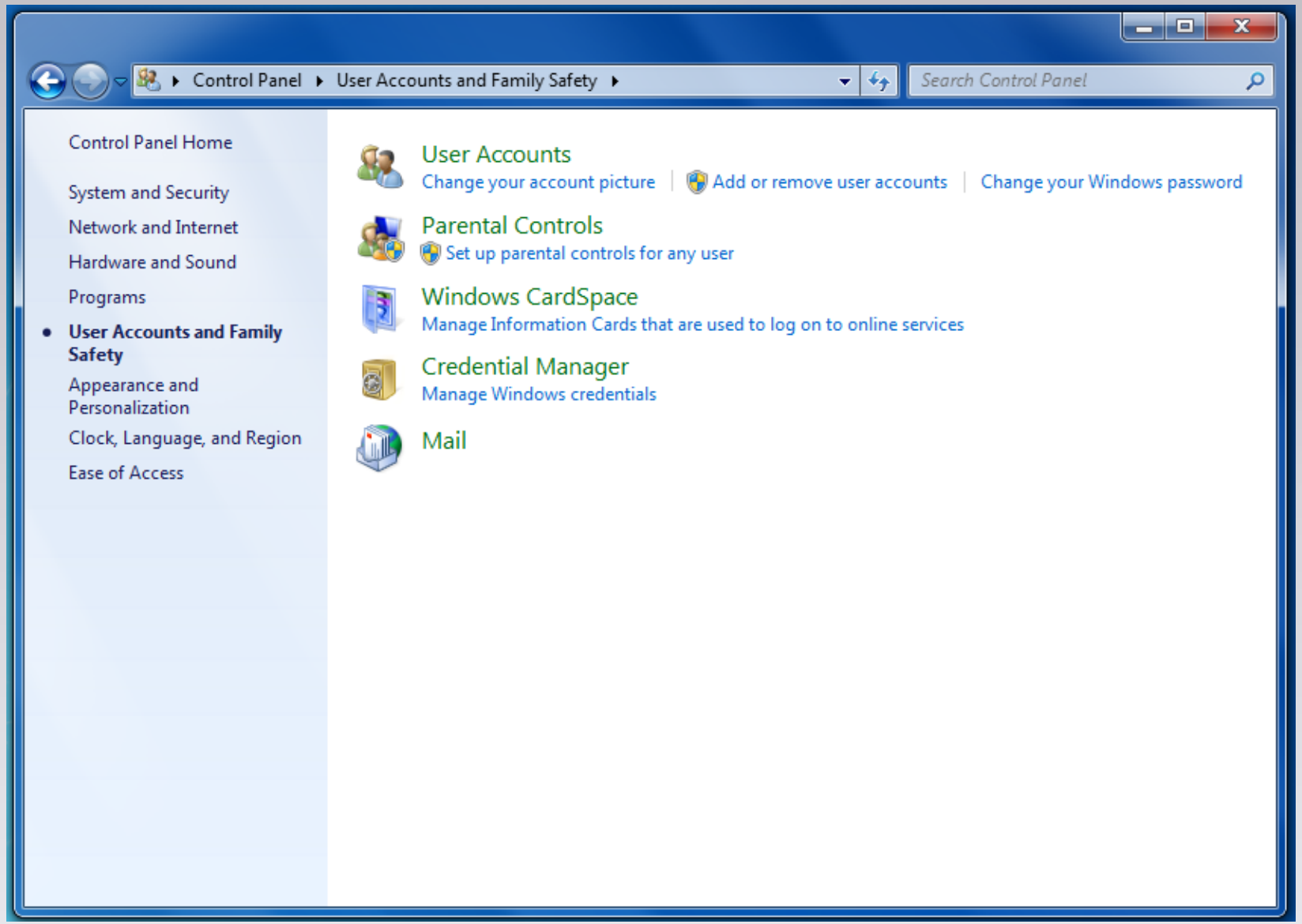
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Exploring the Control Panel



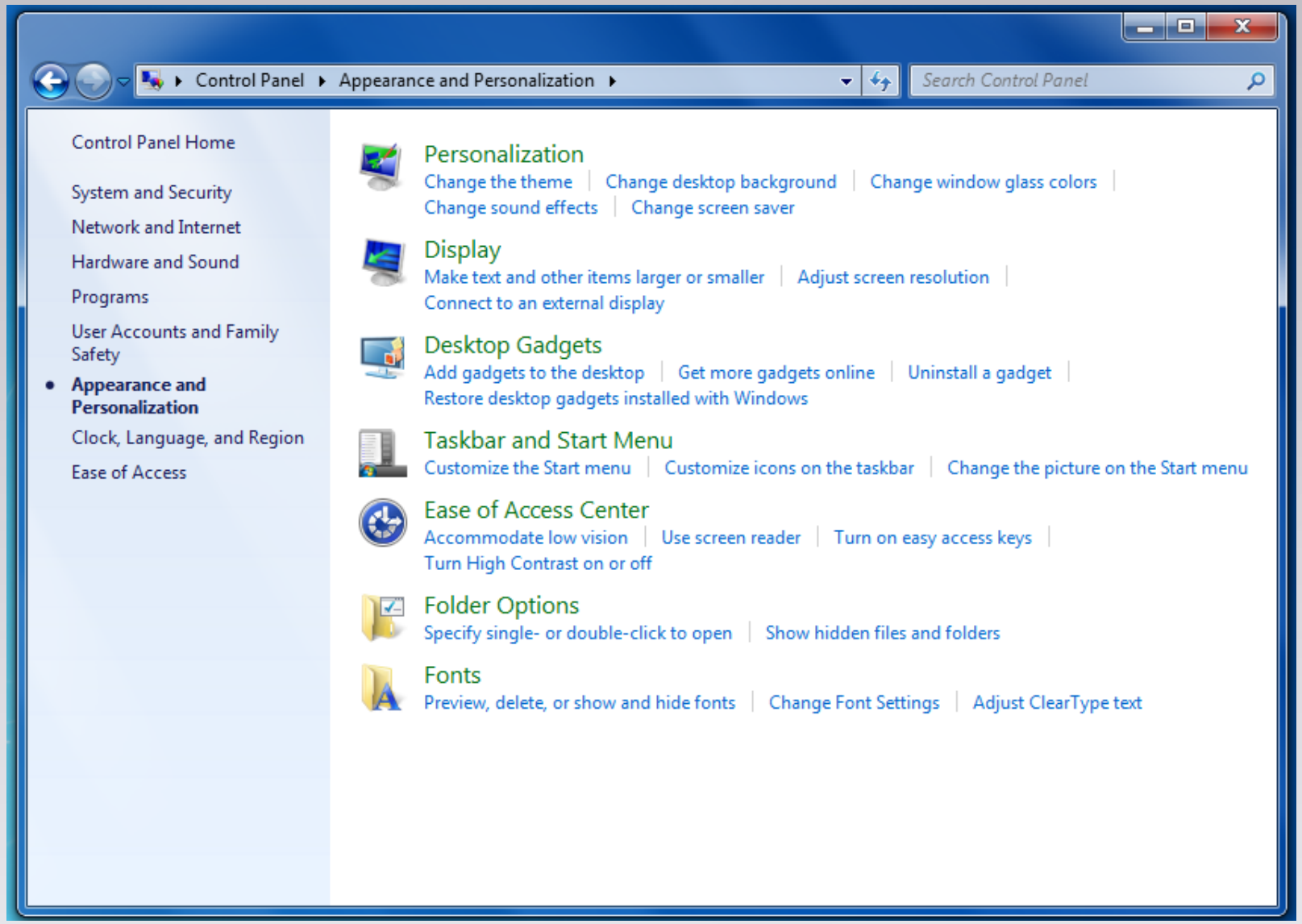
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Exploring the Control Panel



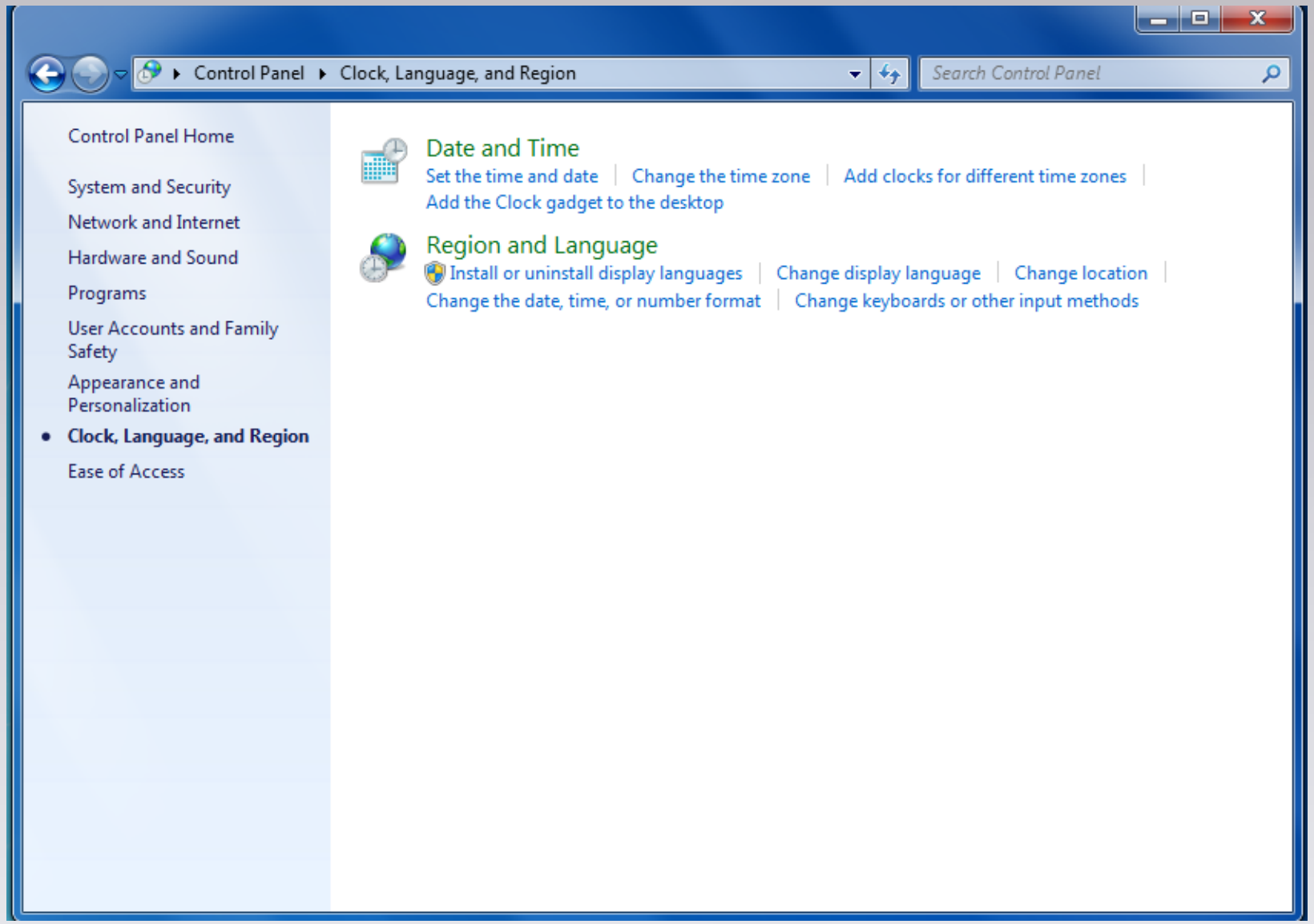
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Exploring the Control Panel



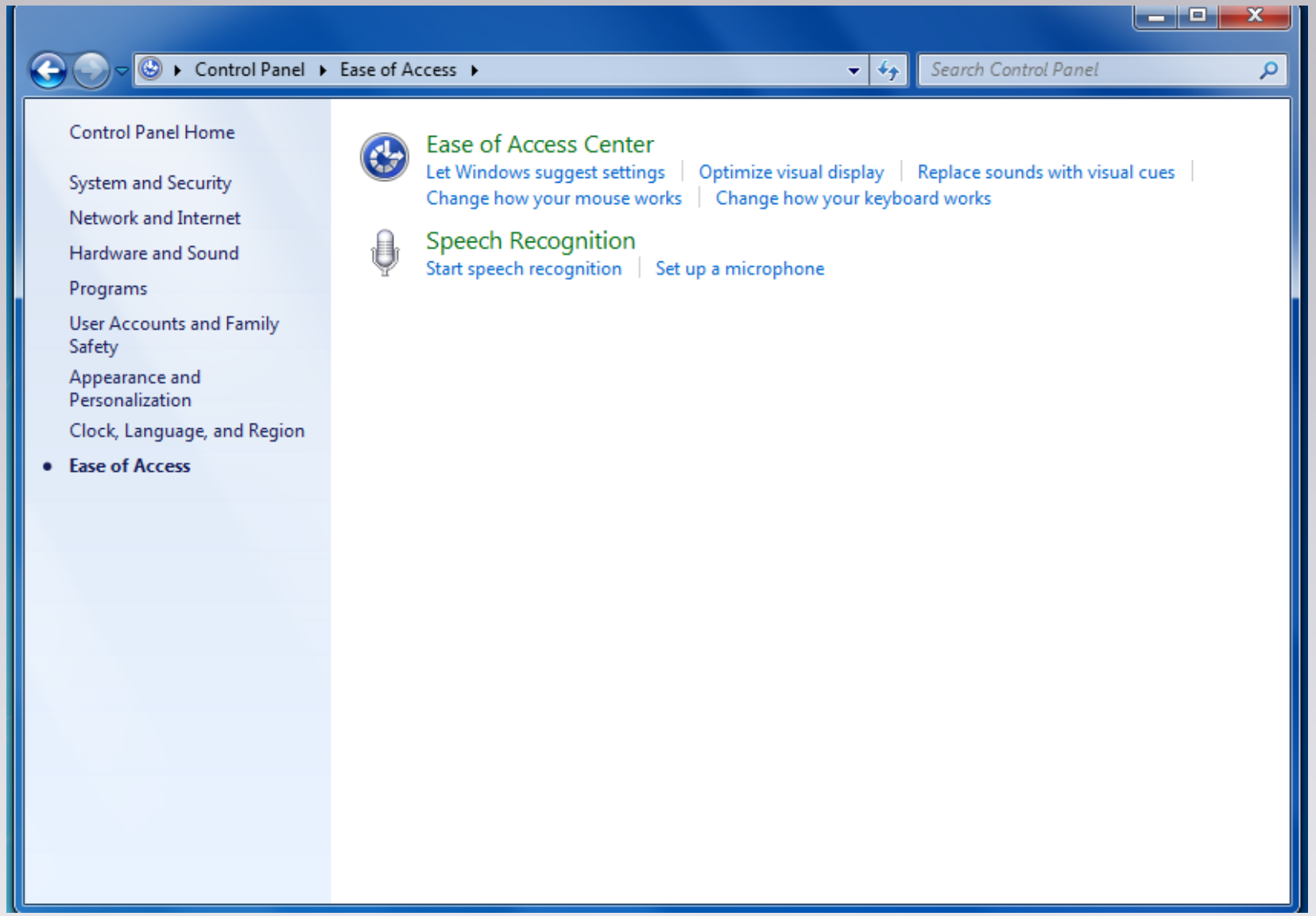
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Exploring the Control Panel



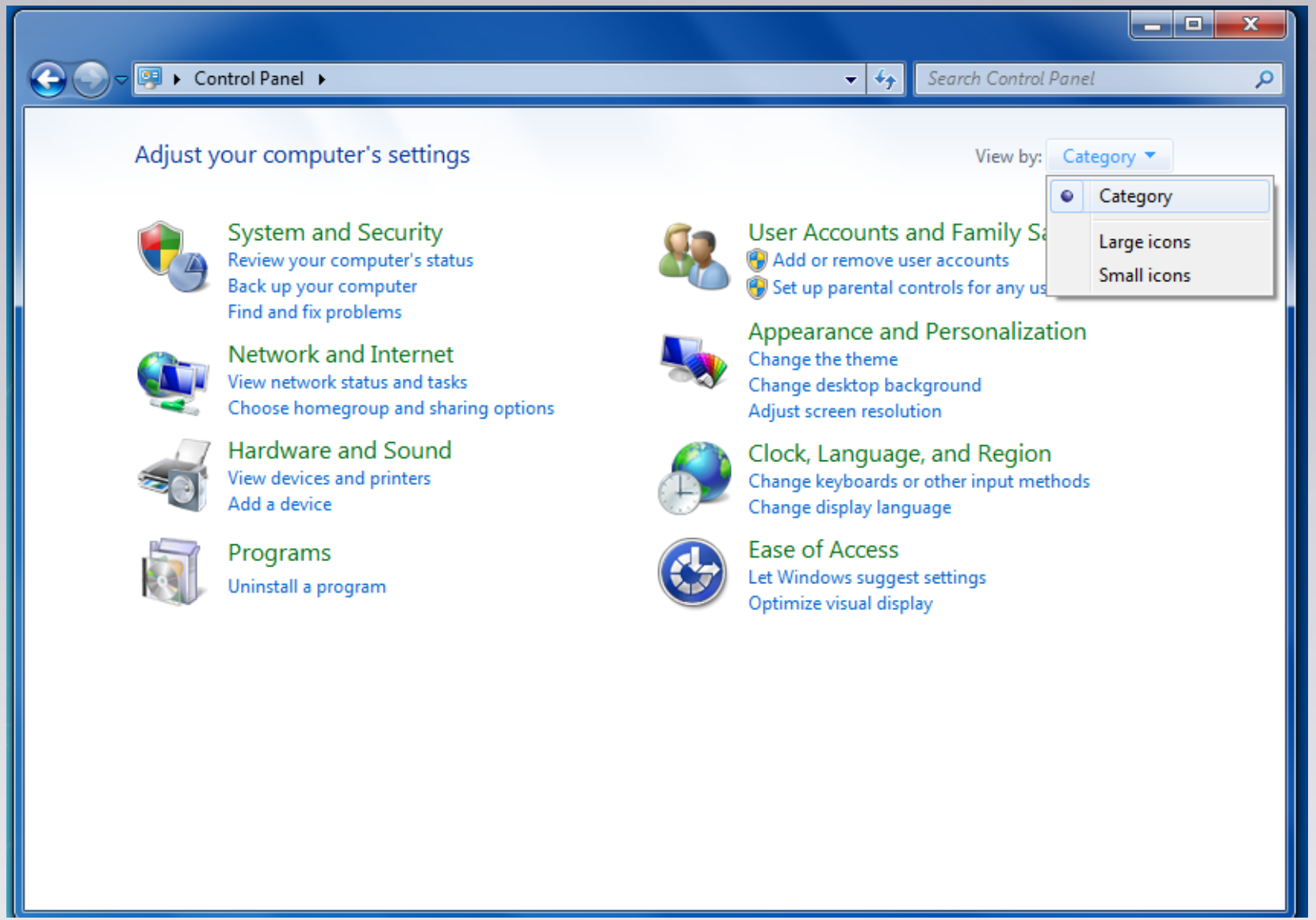
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Exploring the Control Panel



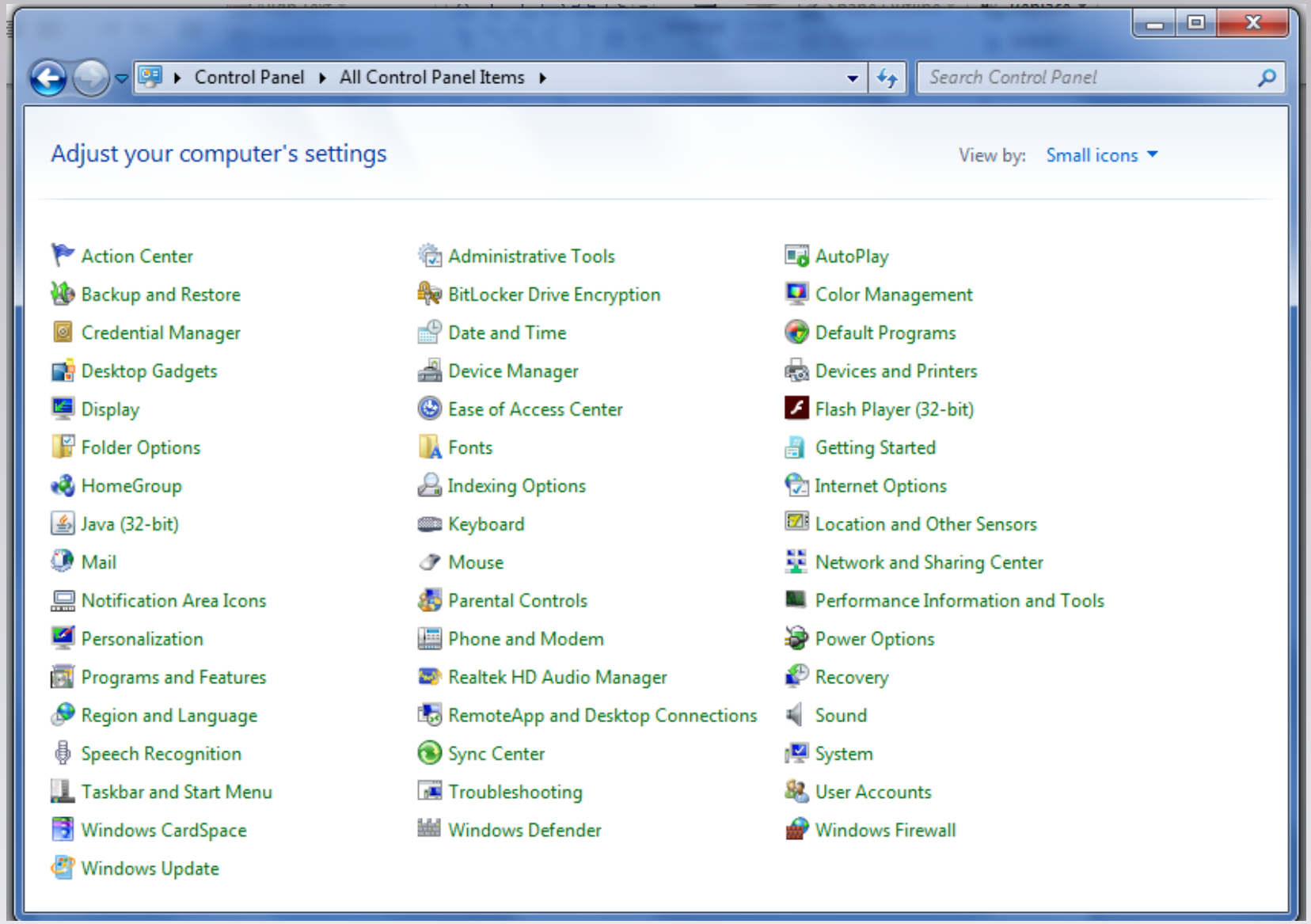
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Changing the Control Panel View



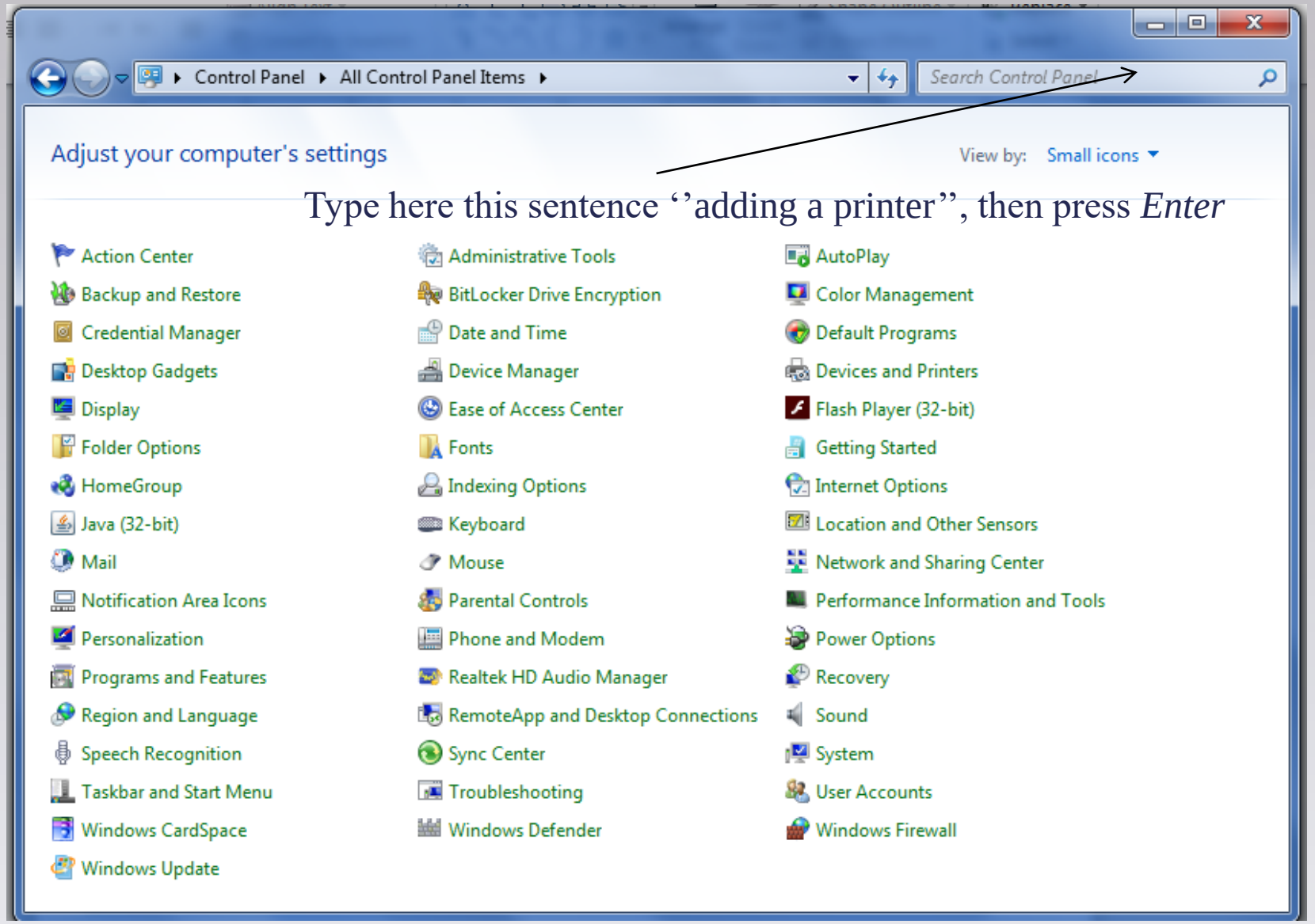
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Changing the Control Panel View



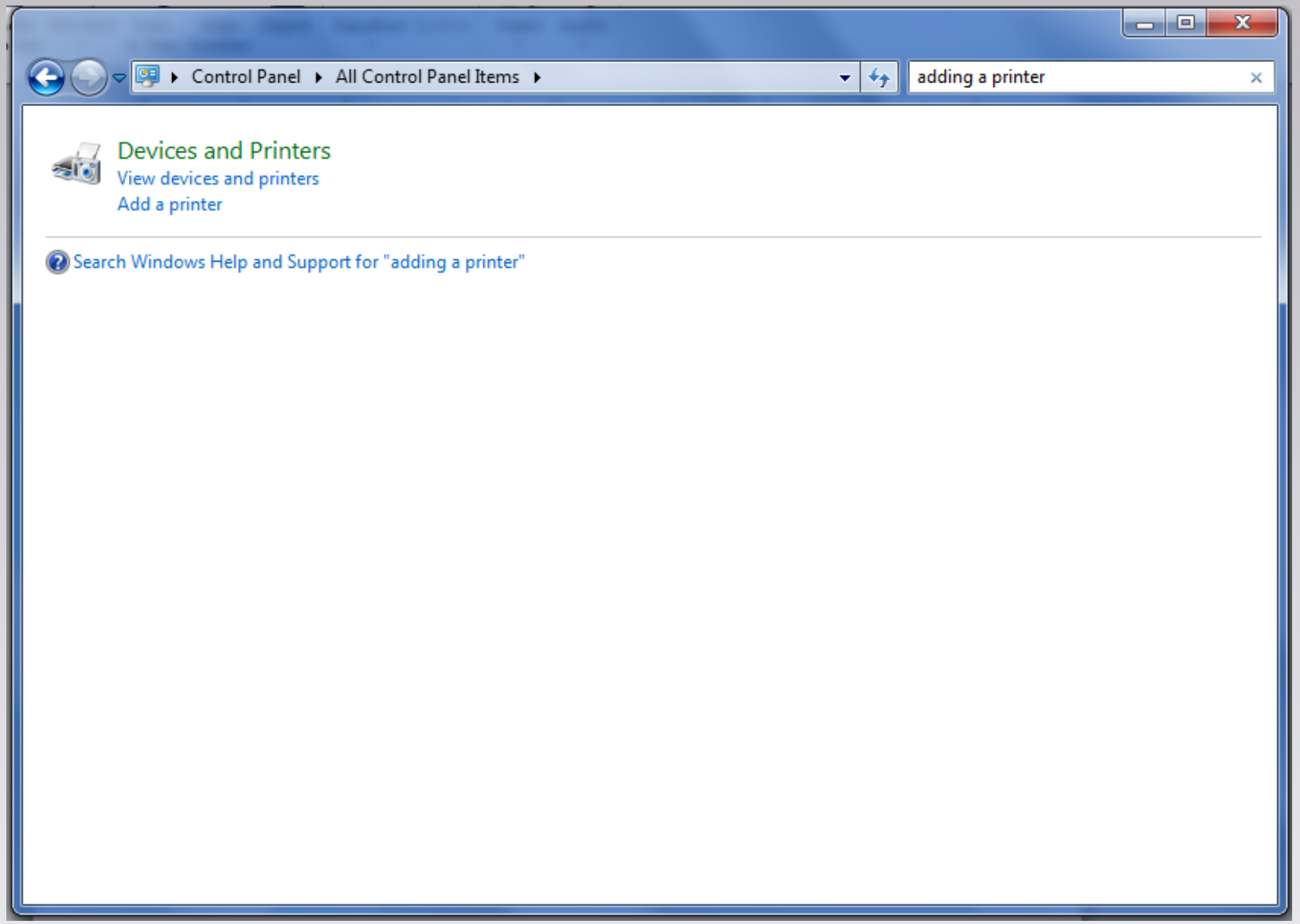
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Searching in the Control Panel



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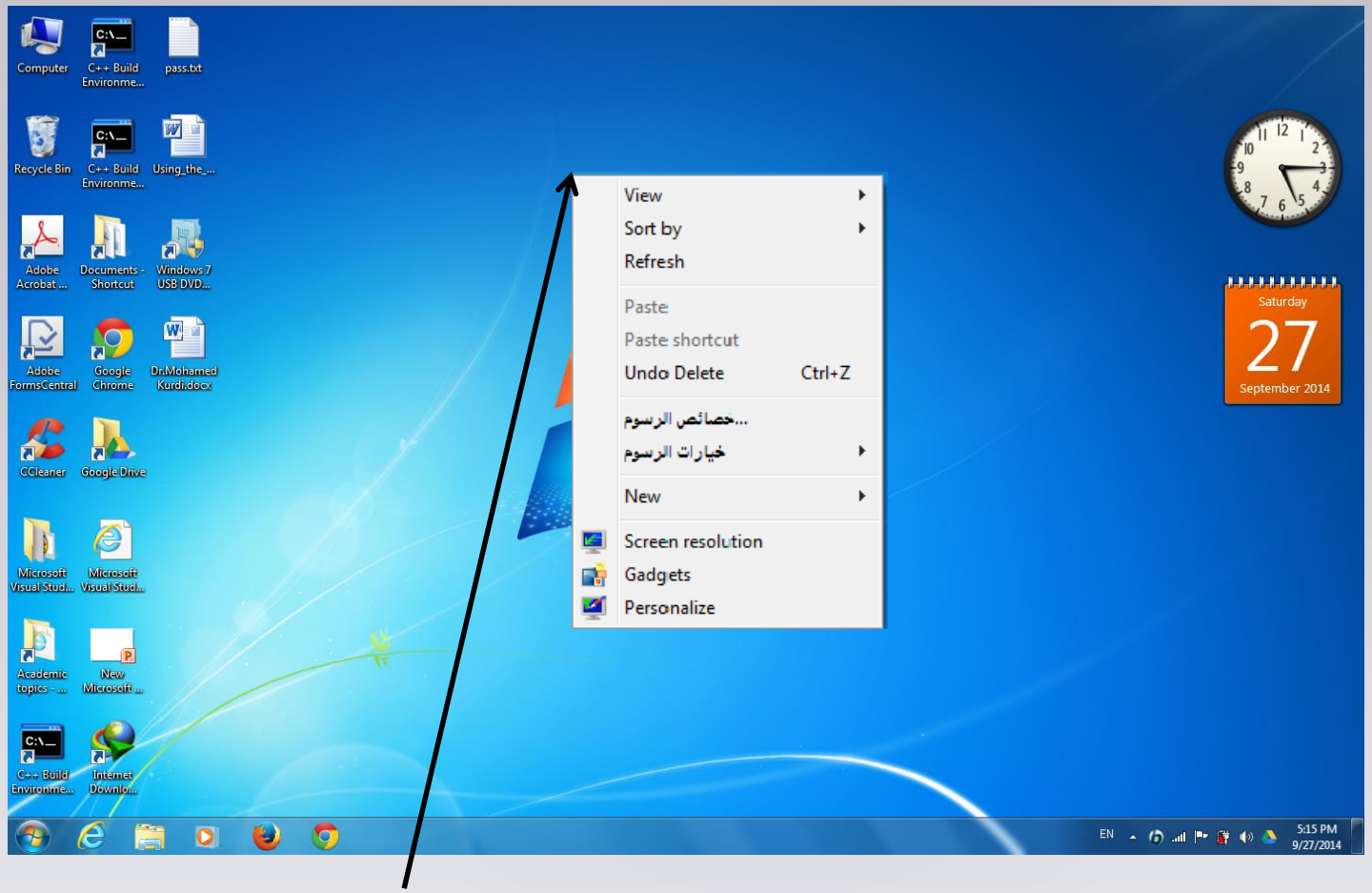
Searching in the Control Panel



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Personalize Your Desktop

background picture, windows color, sounds and screen saver

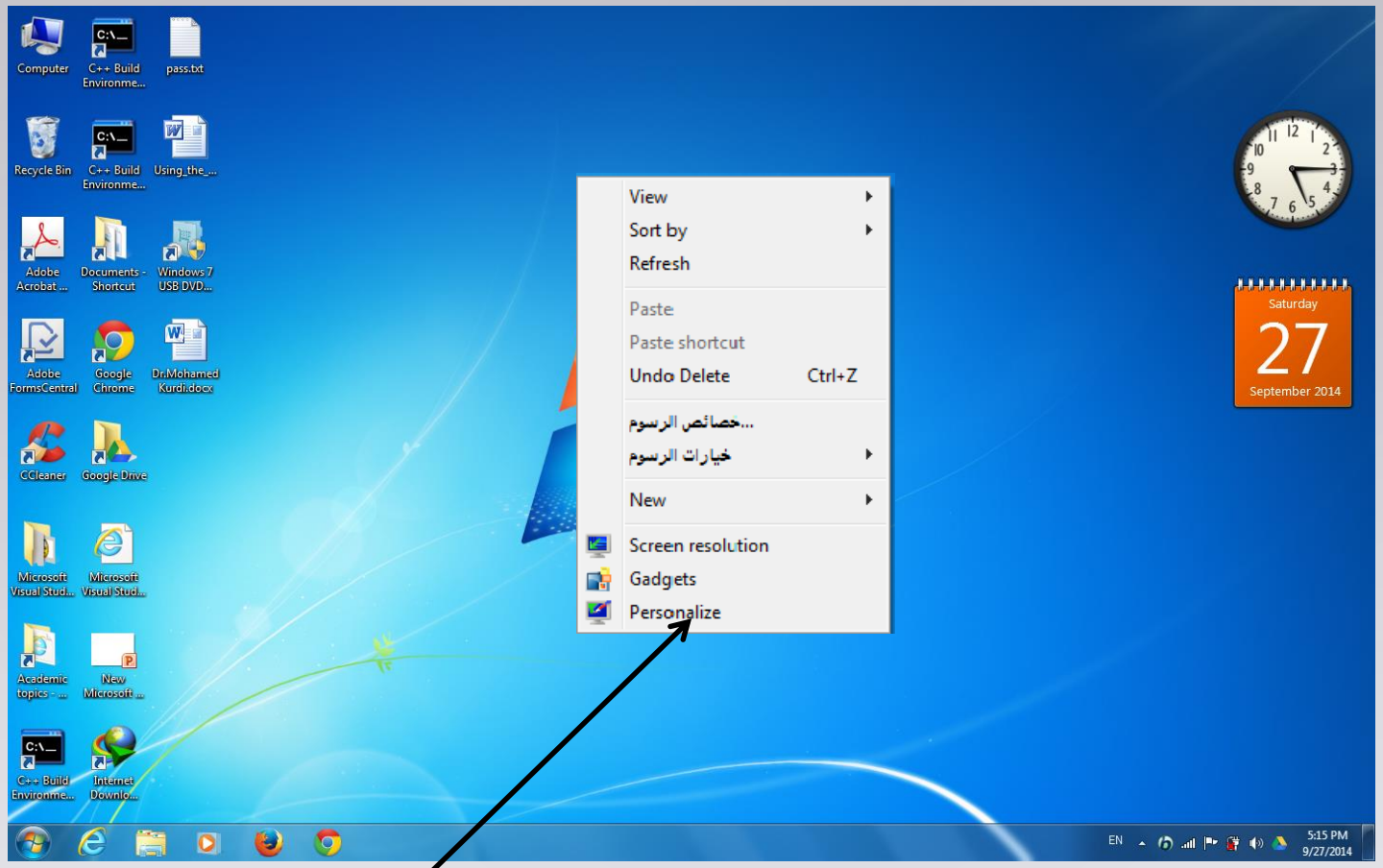


Right-click on an empty portion of the desktop

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Personalize Your Desktop

background picture, windows color, sounds and screen saver

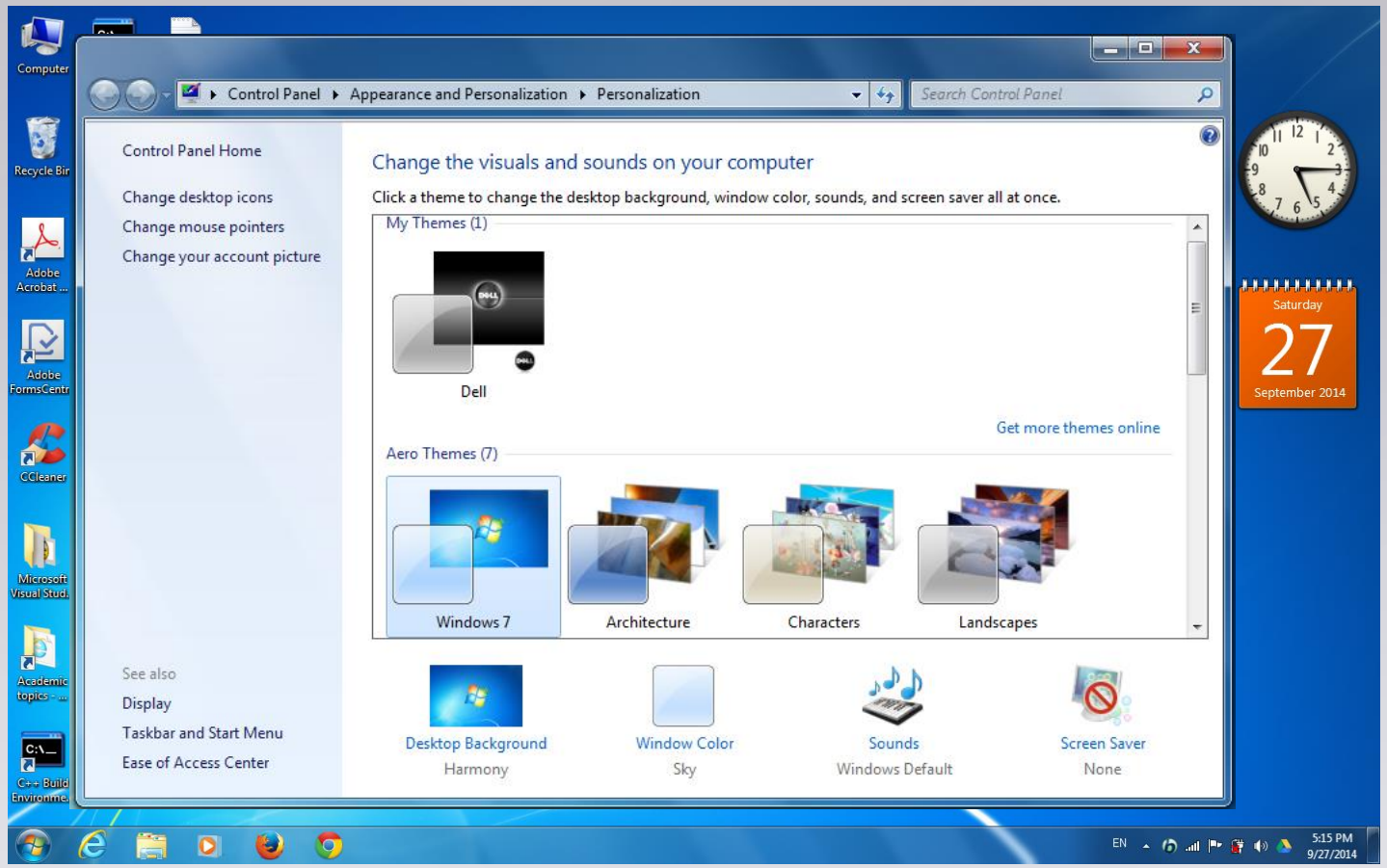


Click on “Personalize”

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Personalize Your Desktop

background picture, windows color, sounds and screen saver

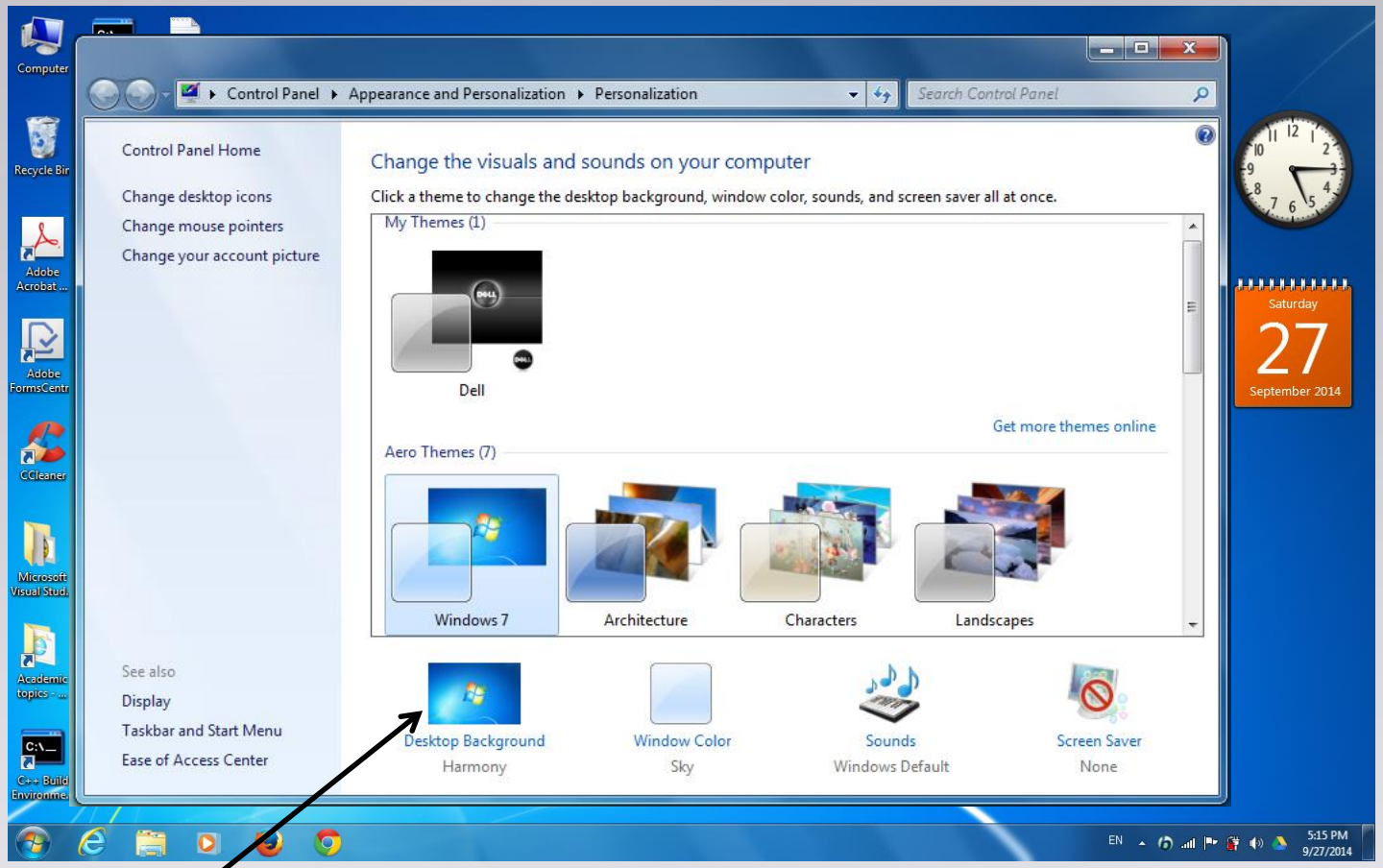


Note: you can reach here by Clicking Start →Control Panel → Appearance and Personalization → Personalization

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Personalize Your Desktop

background picture, windows color, sounds and screen saver

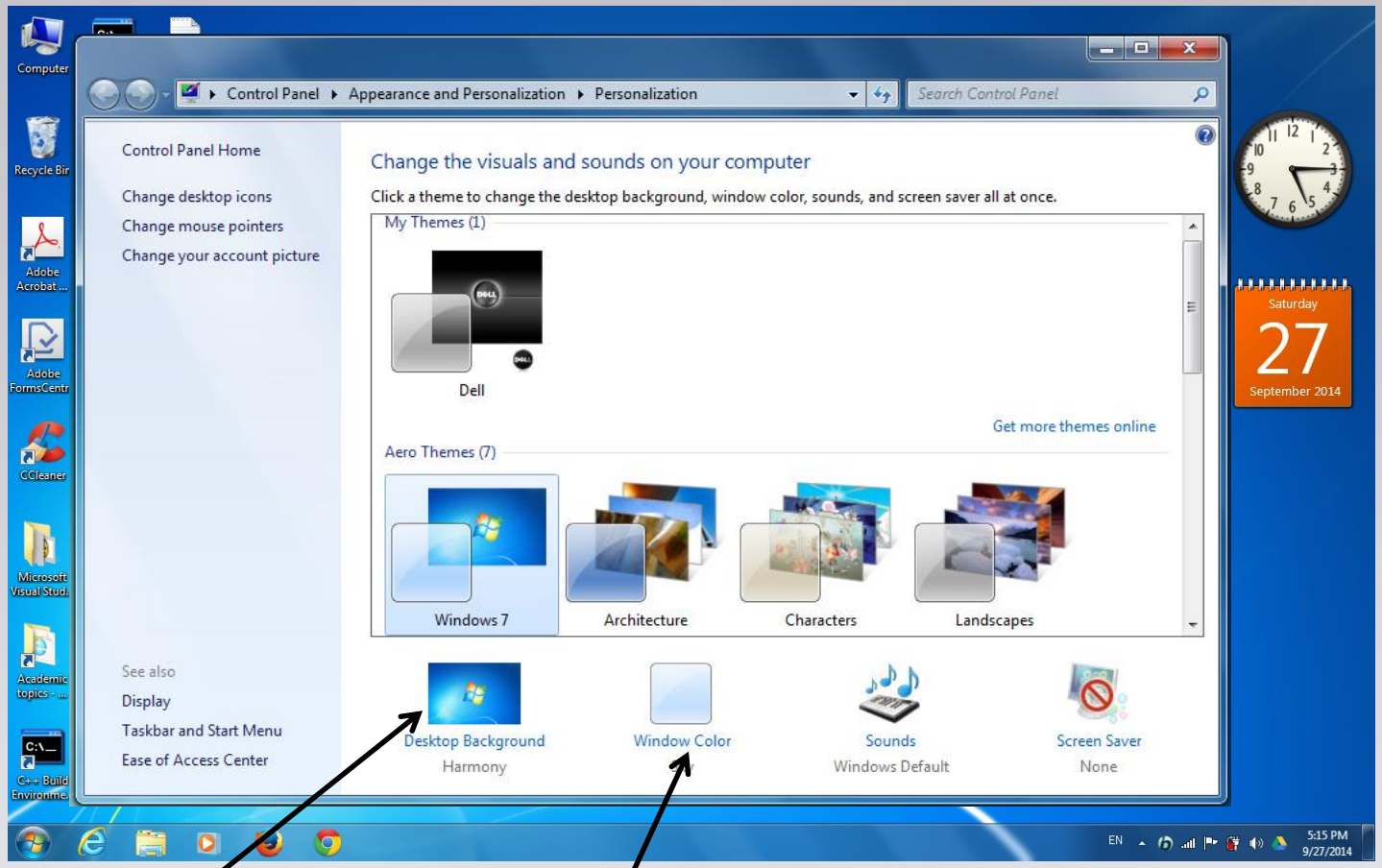


Change the background picture.

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Personalize Your Desktop

background picture, windows color, sounds and screen saver



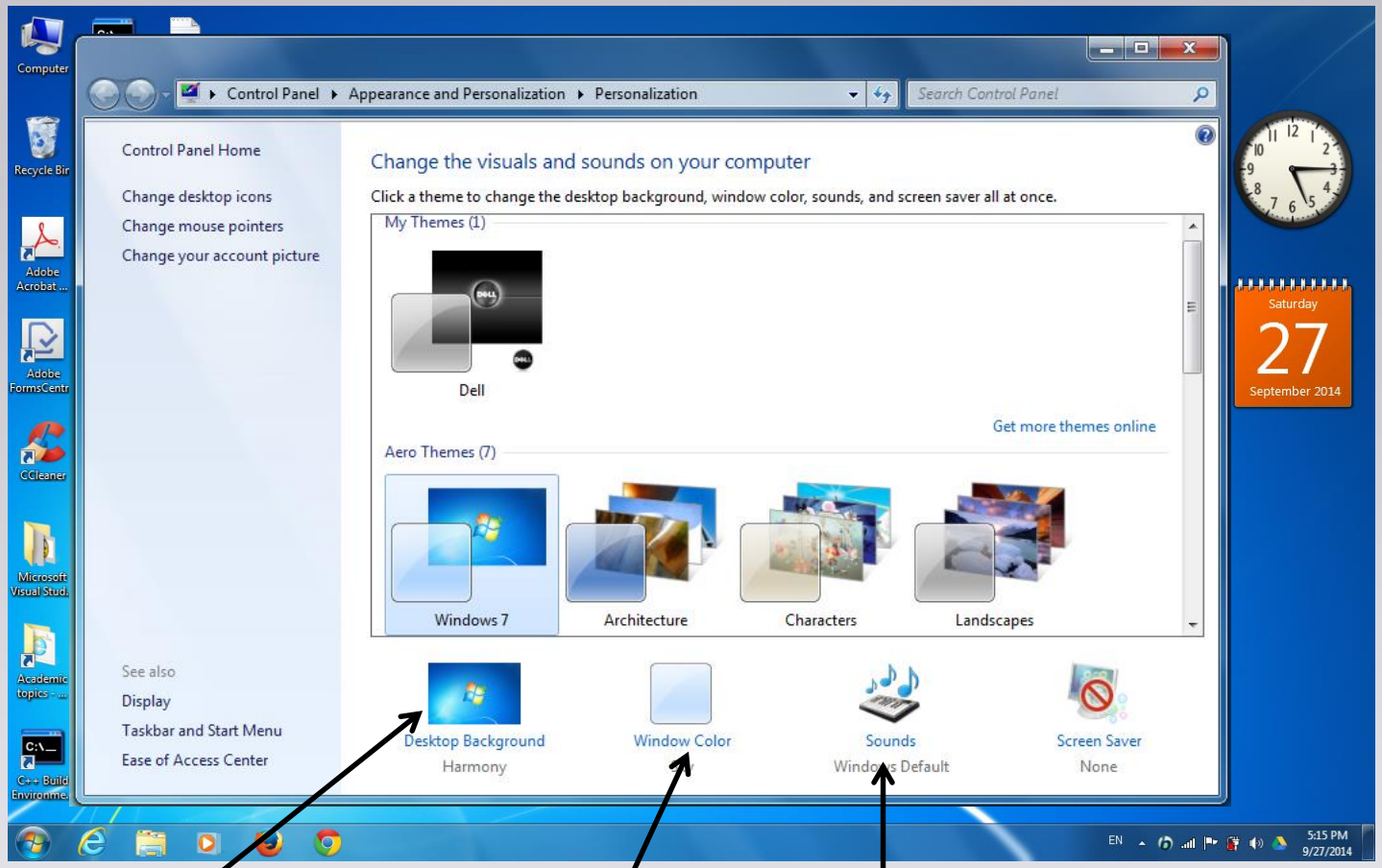
Change the background picture.

change the color of the borders of your windows

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Personalize Your Desktop

background picture, windows color, sounds and screen saver



Change the background picture.

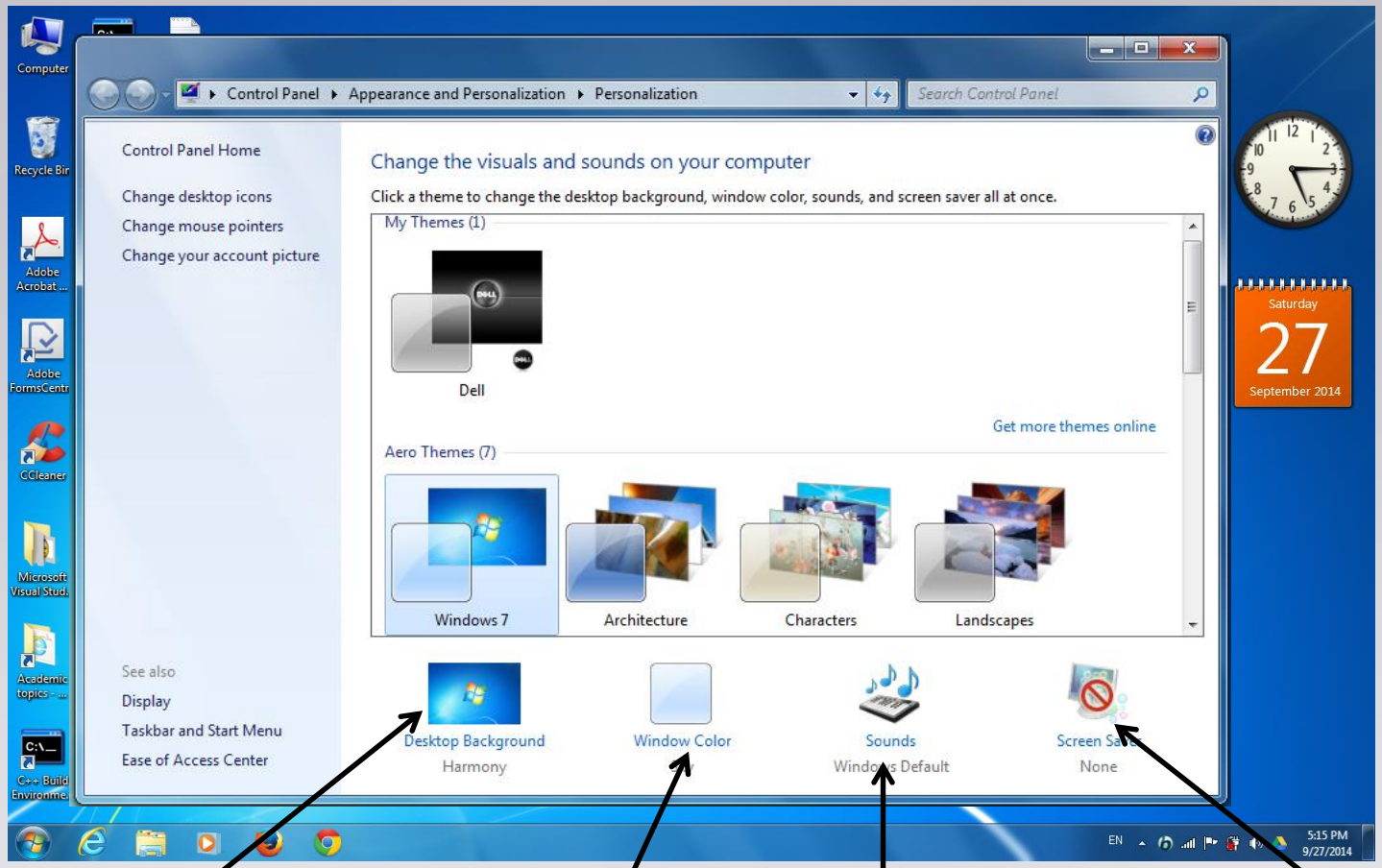
change the color of the borders of your windows

Change the sounds of your windows

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Personalize Your Desktop

background picture, windows color, sounds and screen saver



Change the background picture.

change the color of the borders of your windows

Change the sounds of your windows

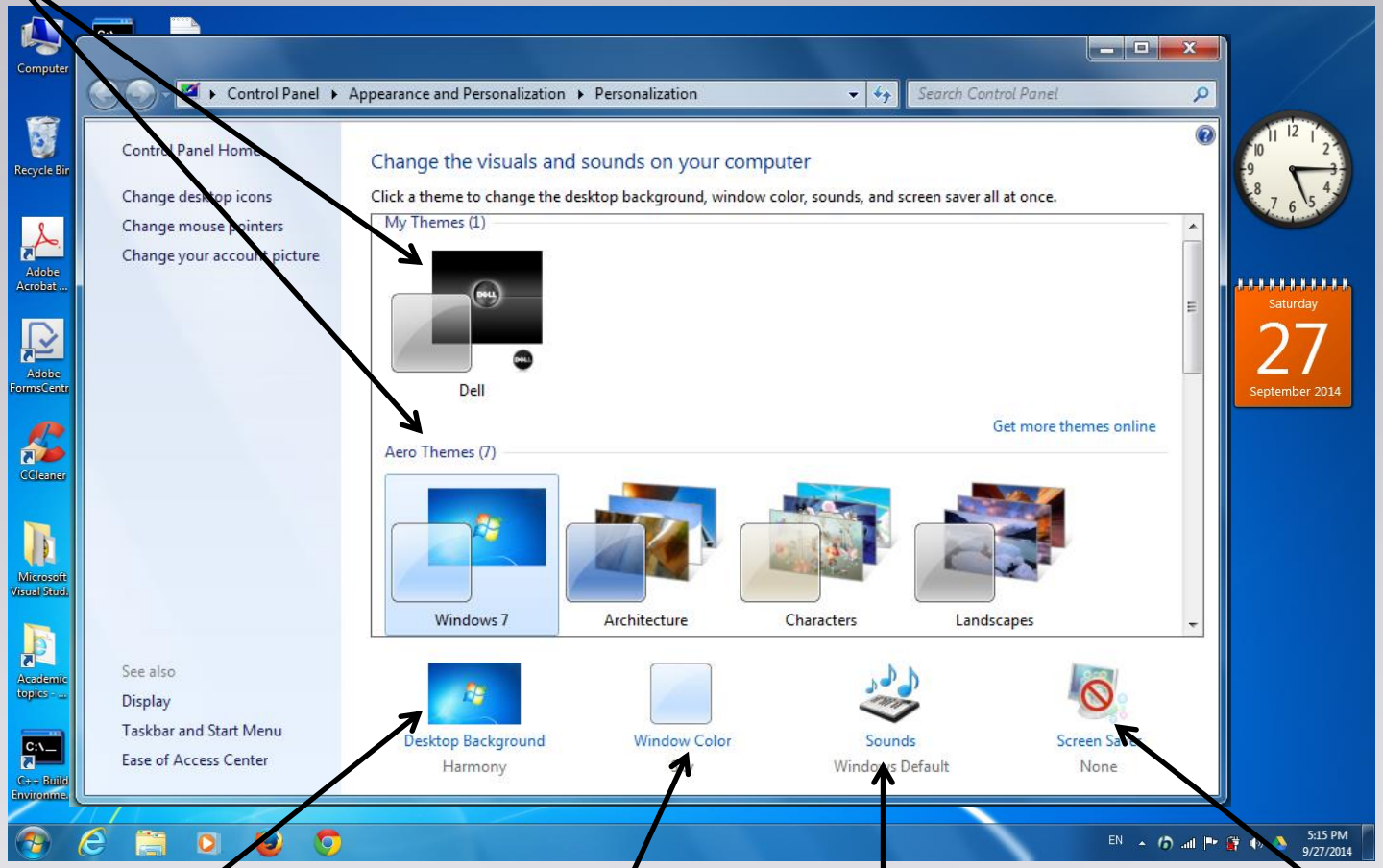
Add or change the screen saver

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Personalize Your Desktop

background picture, windows color, sounds and screen saver

Change the theme (background picture, windows color, sounds and screen saver)



Change the background picture.

change the color of the borders of your windows

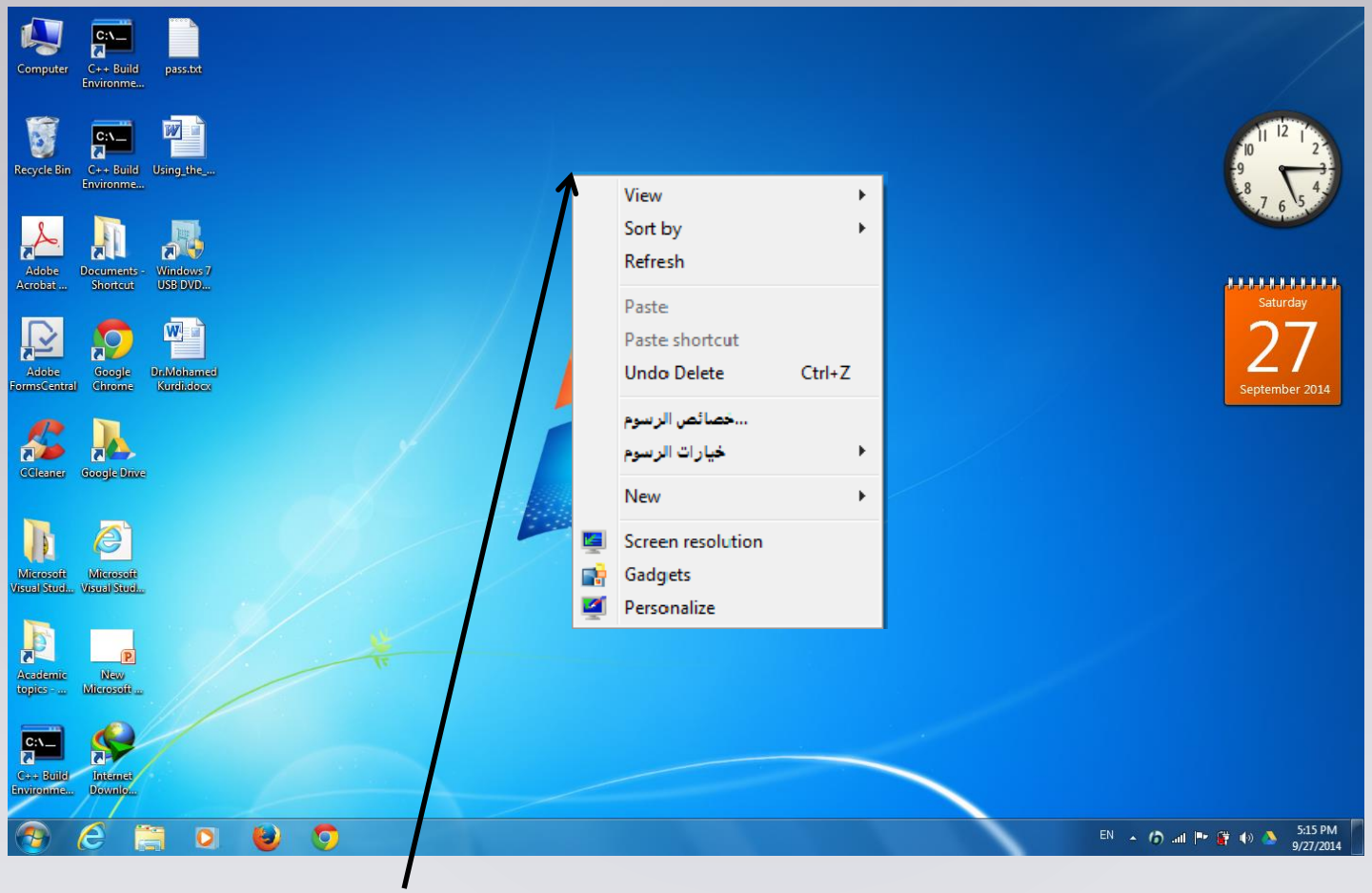
Change the sounds of your windows

Add or change the screen saver

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Personalize Your Desktop

Adding Gadgets

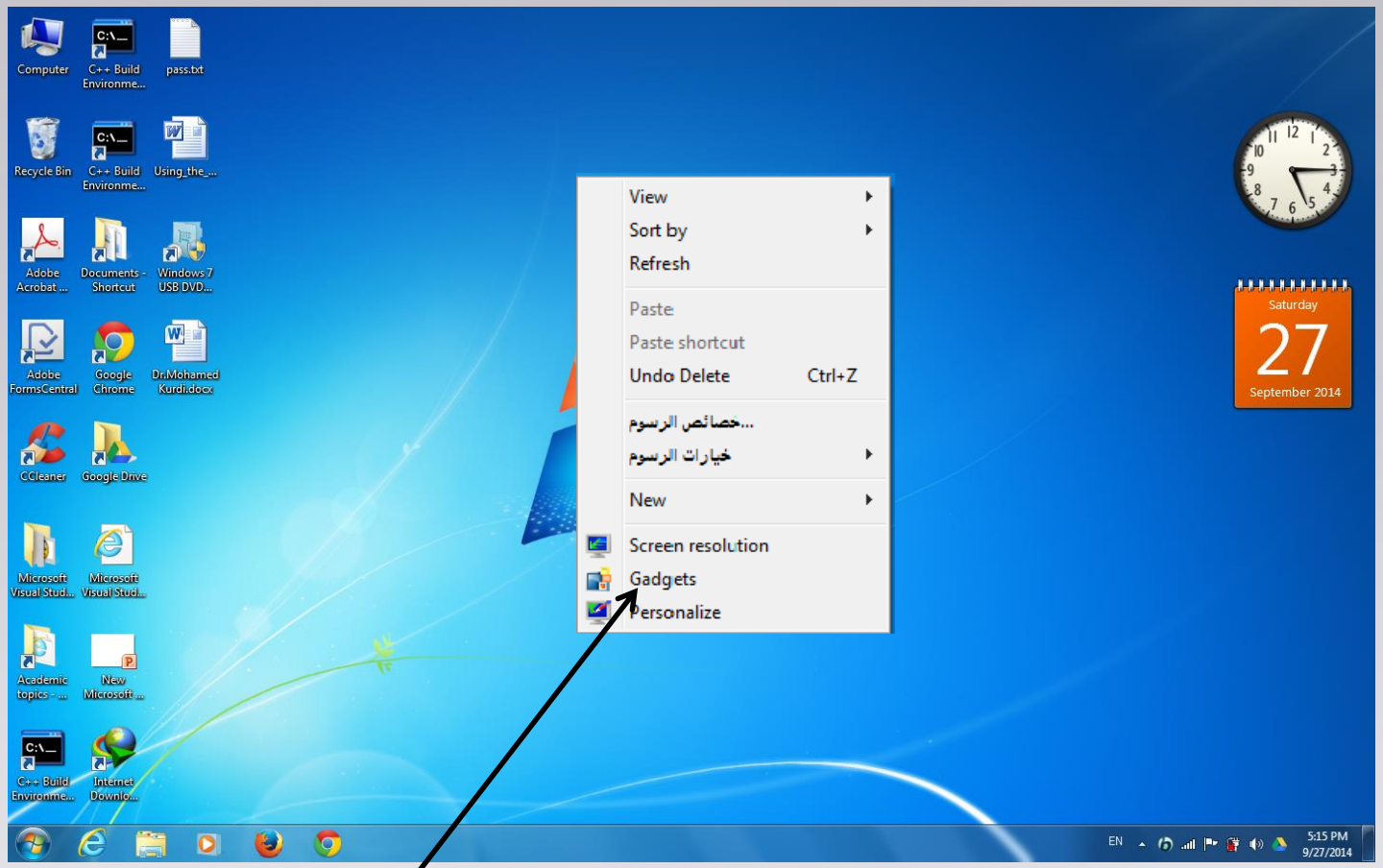


Right-click on an empty portion of the desktop

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Personalize Your Desktop

Adding Gadgets



Click on “Gadgets”

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Personalize Your Desktop

Adding Gadgets

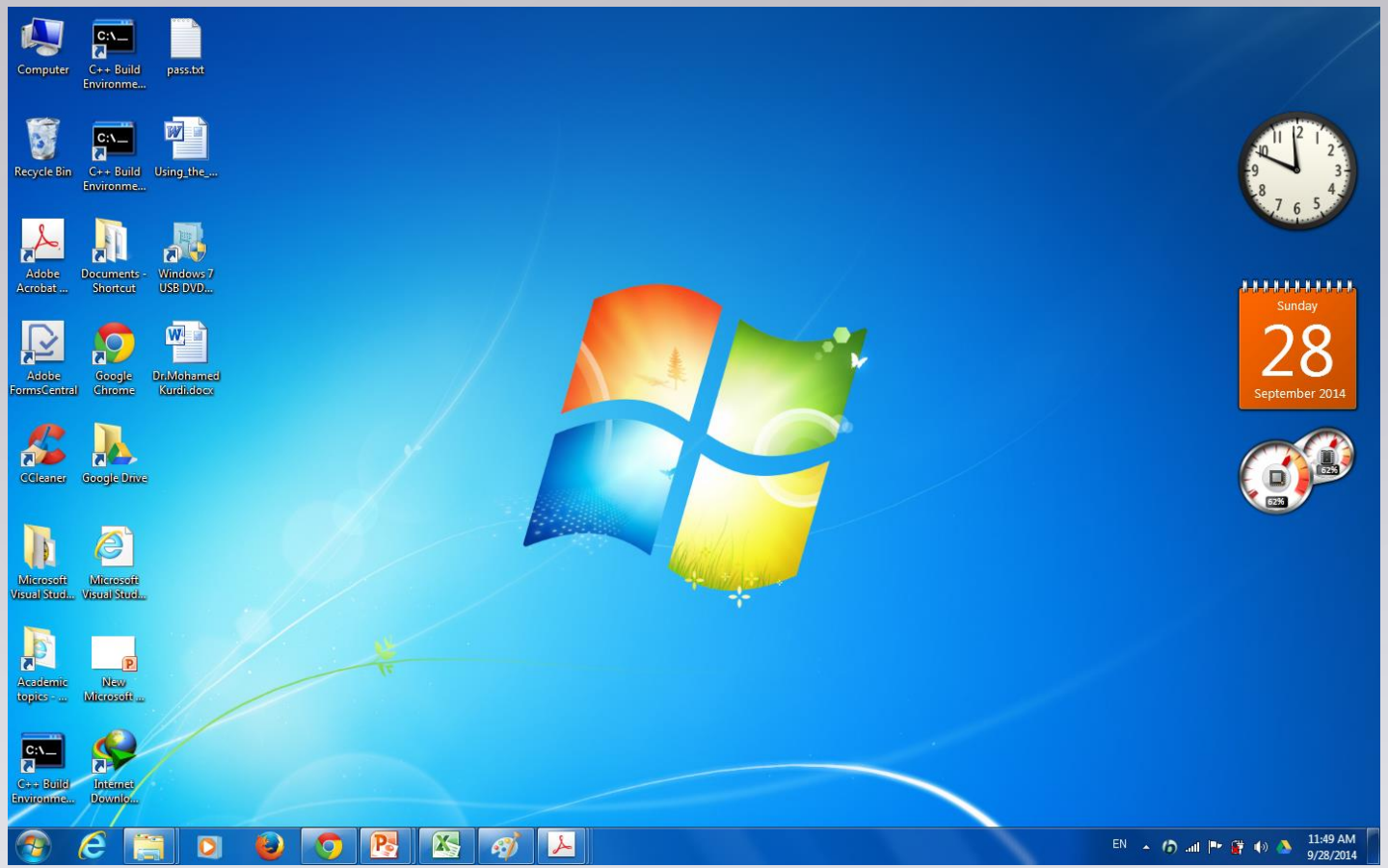


Double click on any one of them, let it be the CPU Meter

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Personalize Your Desktop

Adding Gadgets

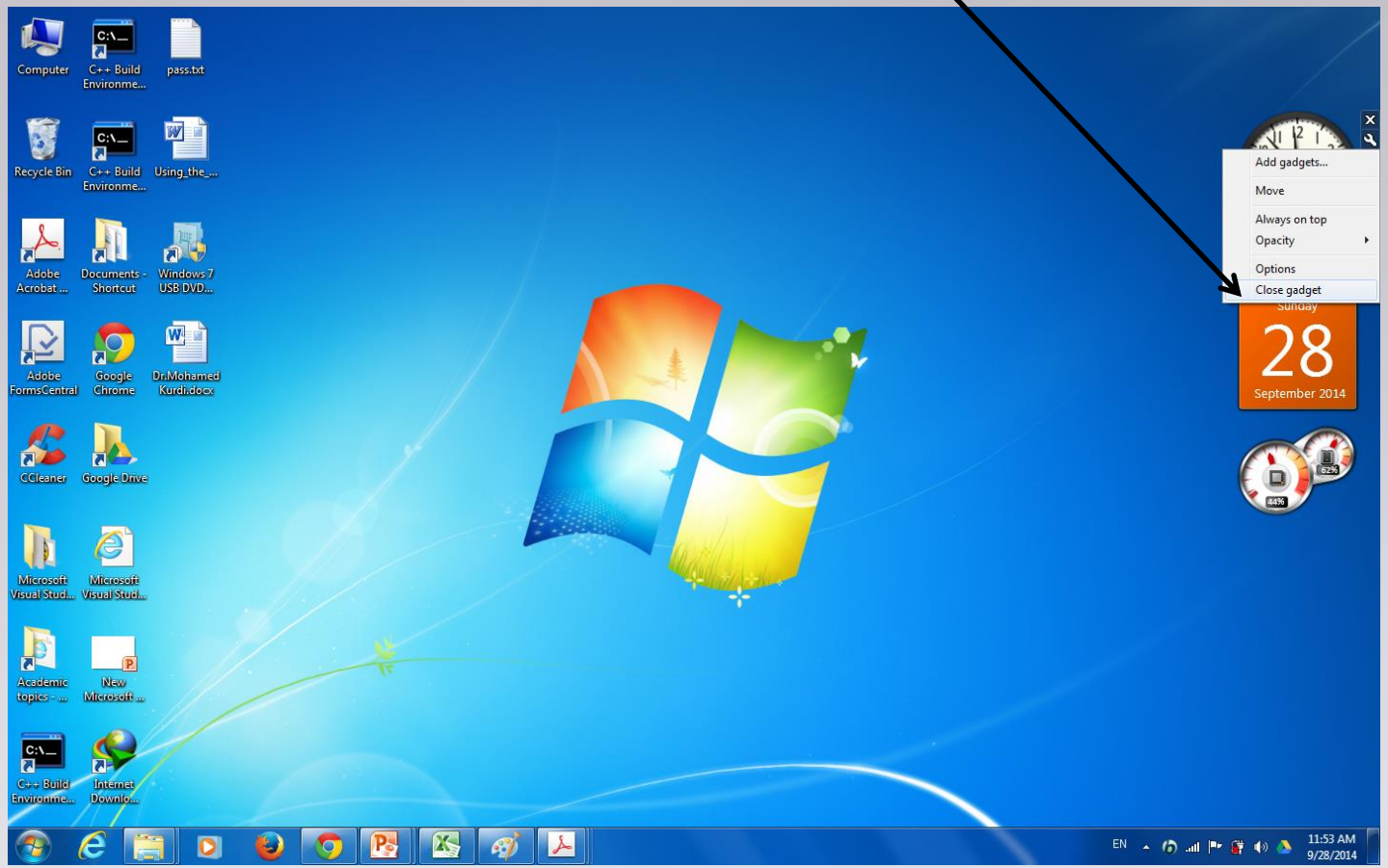


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Personalize Your Desktop

Removing Gadgets

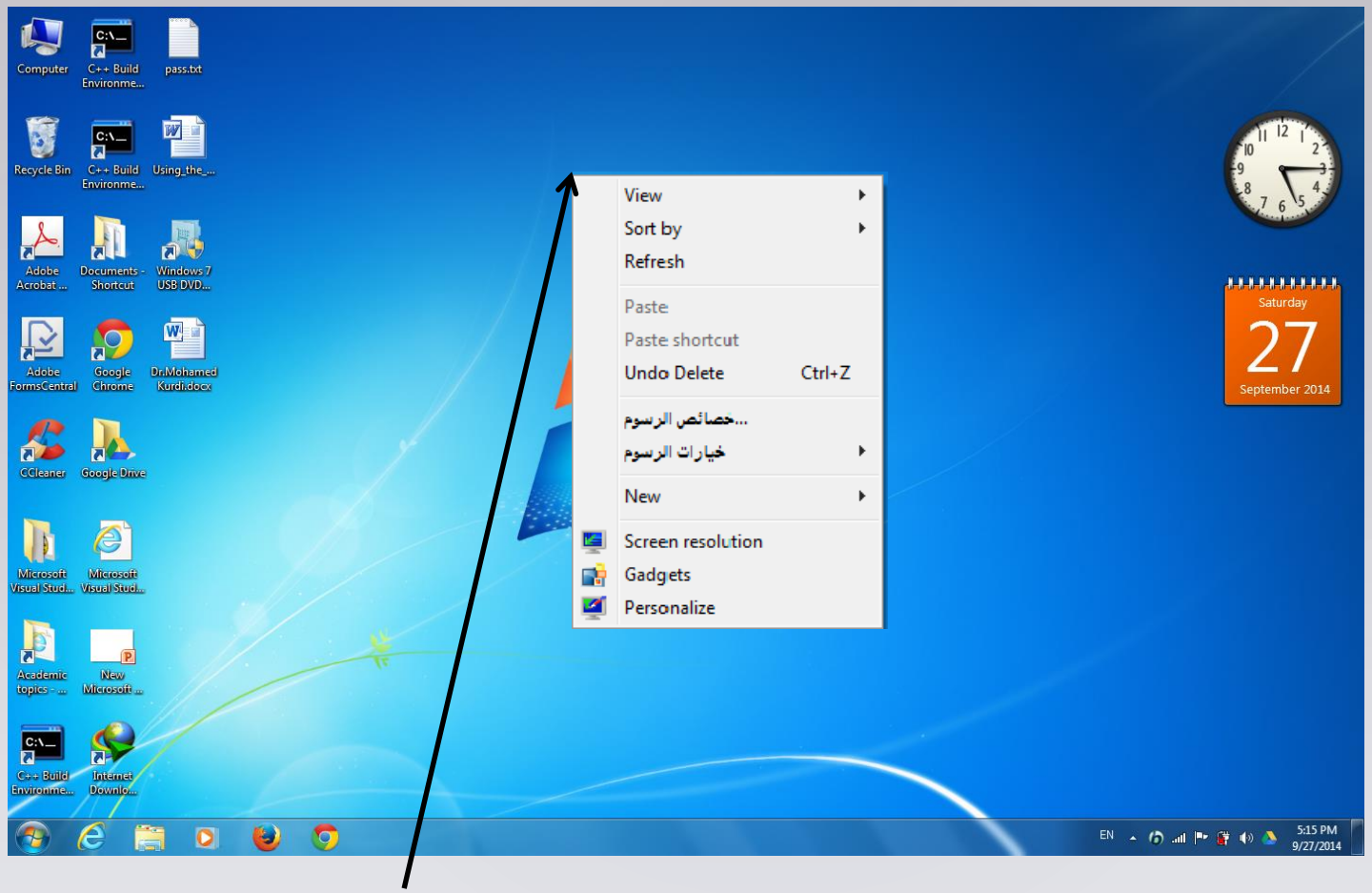
Right-click the gadget and click “Close gadget”.



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Personalize Your Desktop

Changing the Screen Resolution

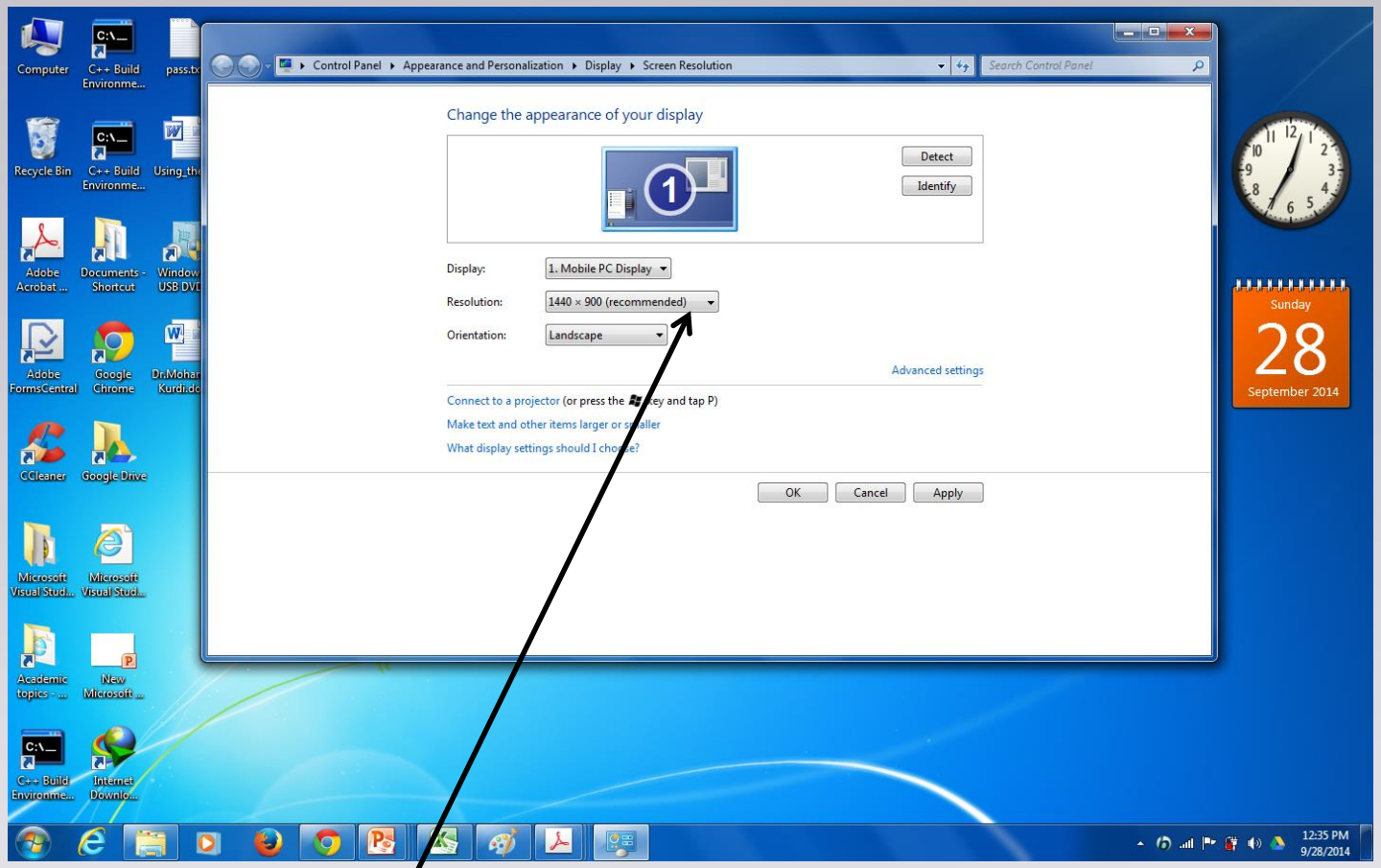


Right-click on an empty portion of the desktop

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Personalize Your Desktop

Changing the Screen Resolution

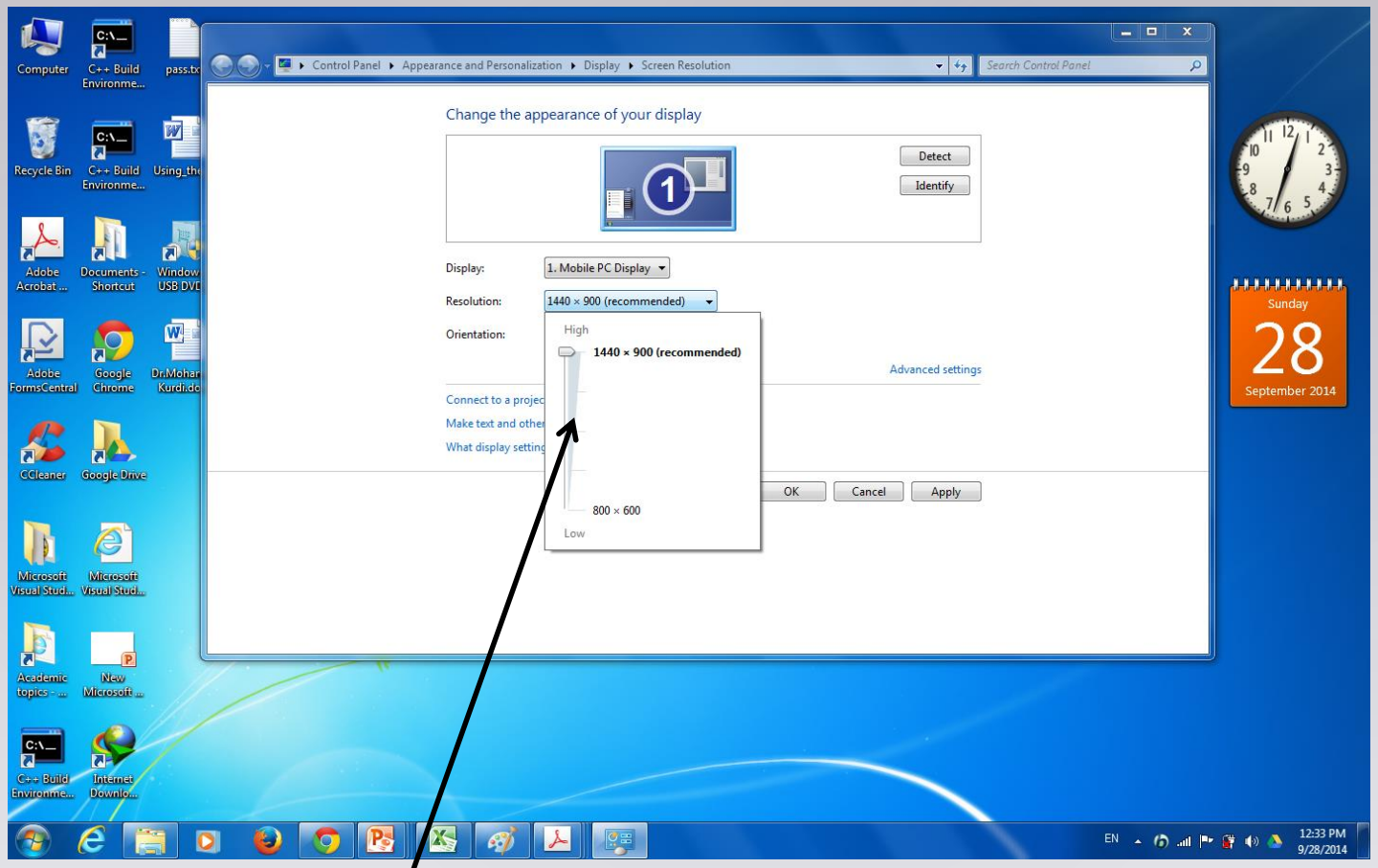


Click to select the drop down next the “Resolution:” field

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Personalize Your Desktop

Changing the Screen Resolution

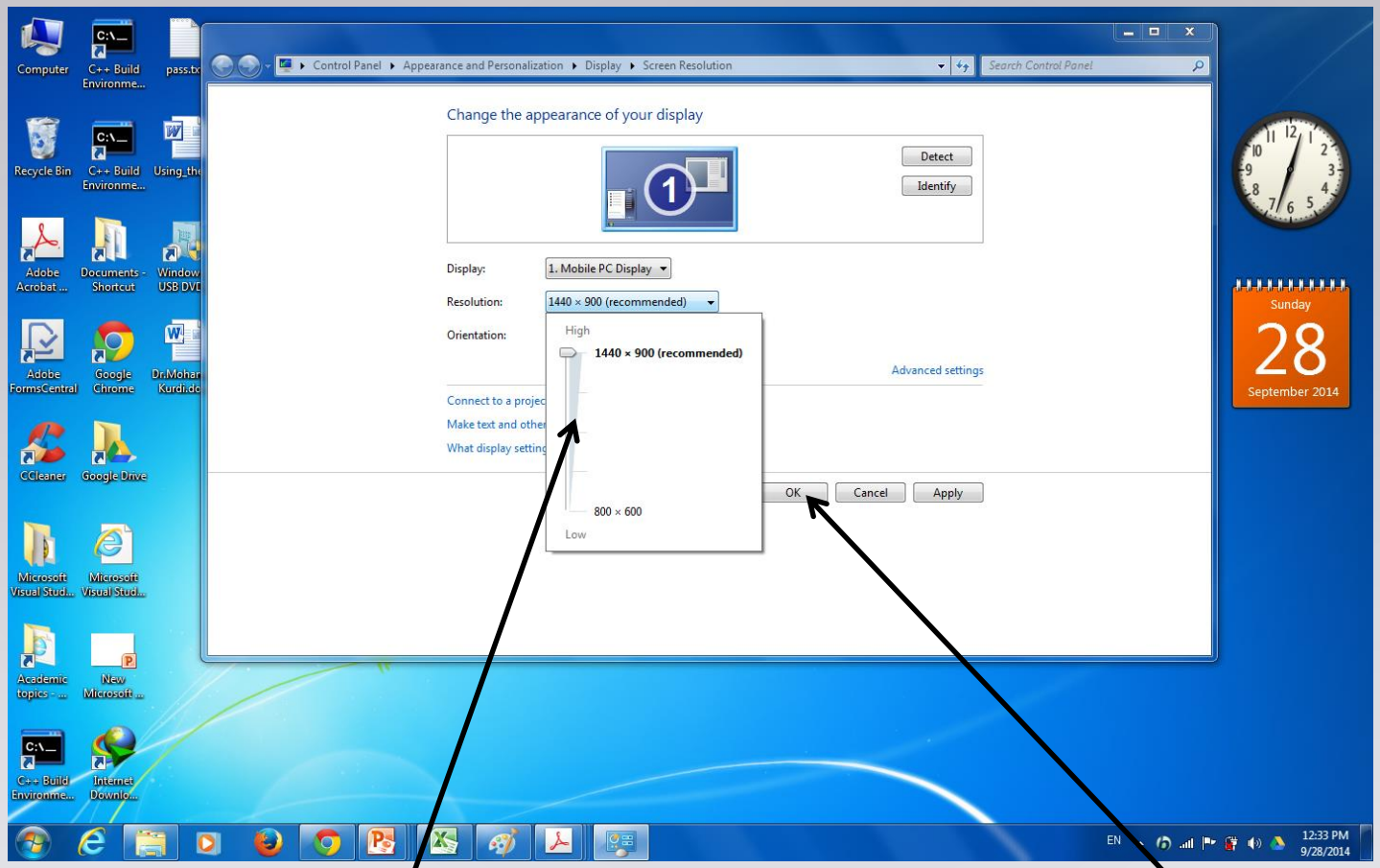


Use the slider to choose the appropriate resolution

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Personalize Your Desktop

Changing the Screen Resolution

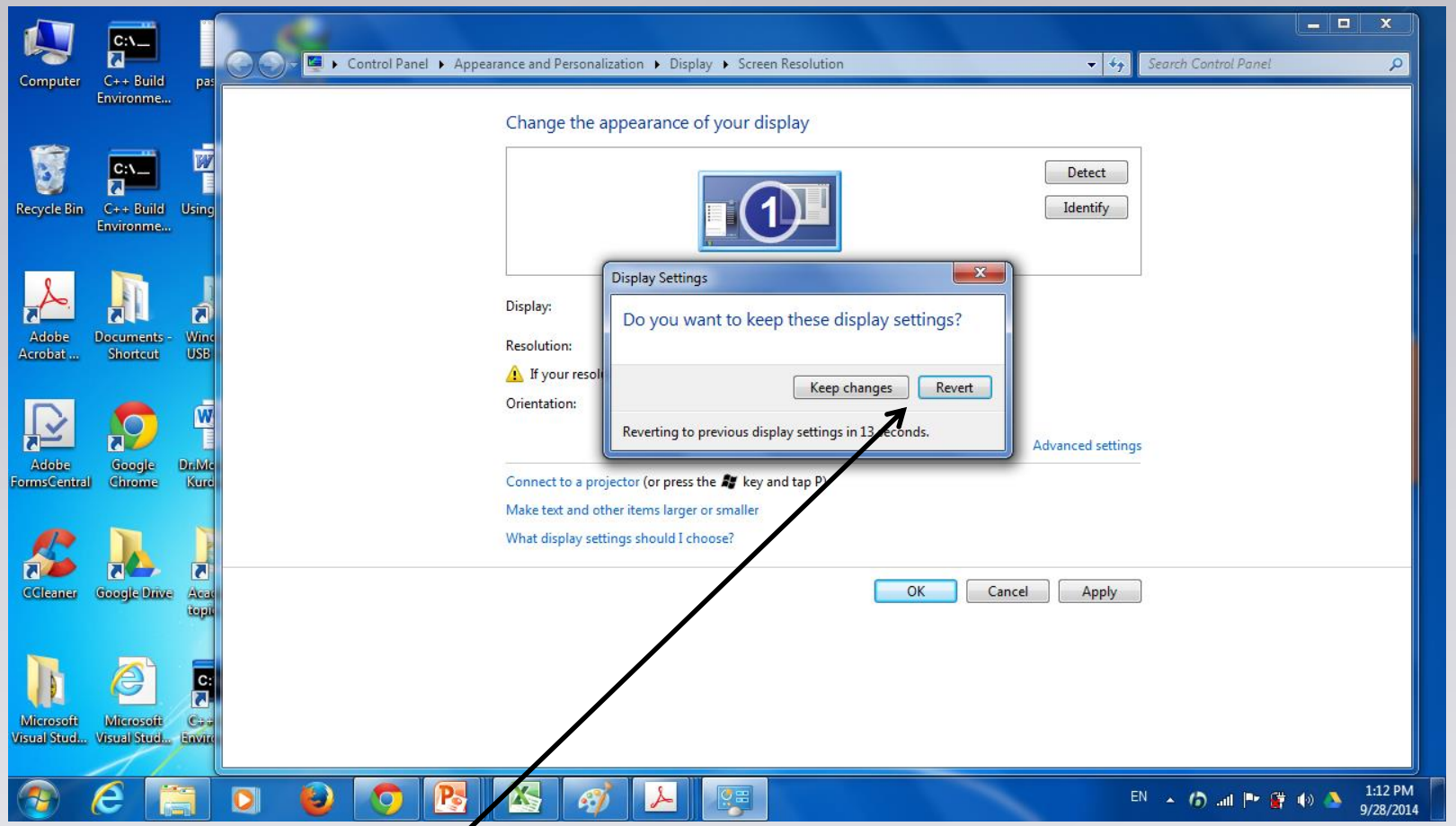


Use the slider to choose the appropriate resolution --> click “OK”

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Personalize Your Desktop

Changing the Screen Resolution



Click “Keep change ” to have the new resolution or “Revert” to restore the original one

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The Components of a Window

Title bar



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The Components of a Window

Title bar

Minimize, Maximize, and Close buttons



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The Components of a Window

Title bar

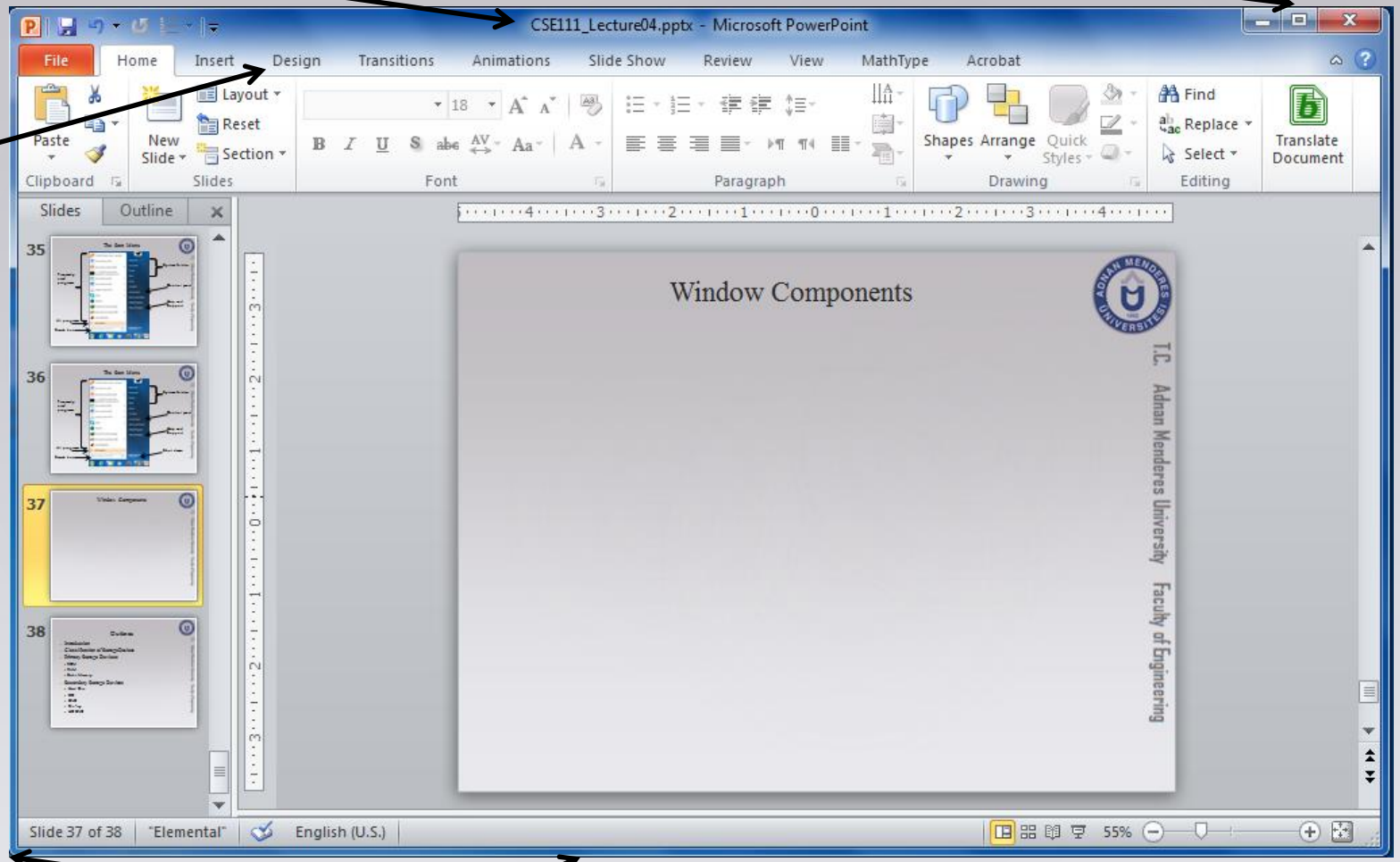
Minimize, Maximize, and Close buttons

Menu bar



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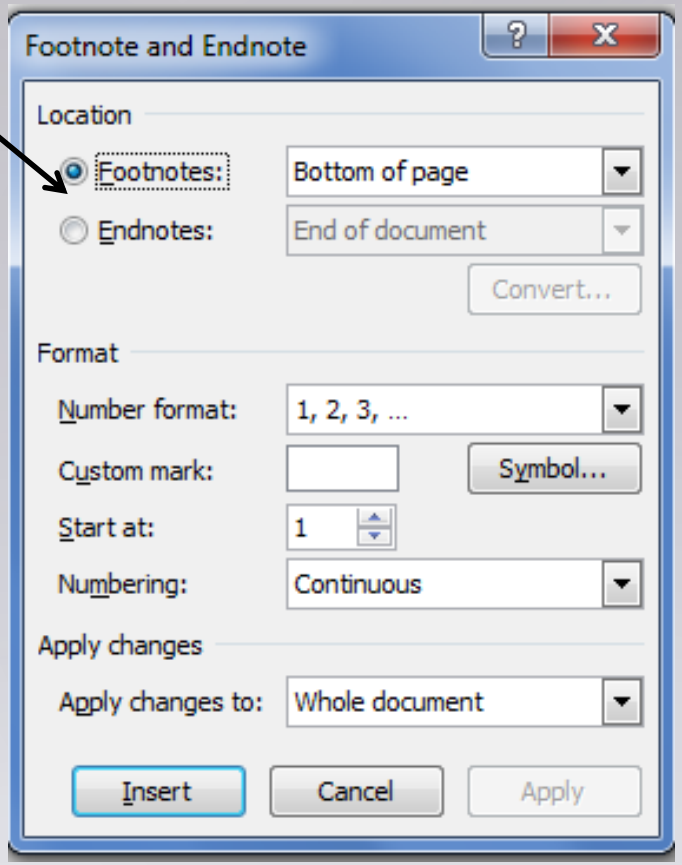
The Components of a Window



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The Components of a Window
Dialog Box

Option button

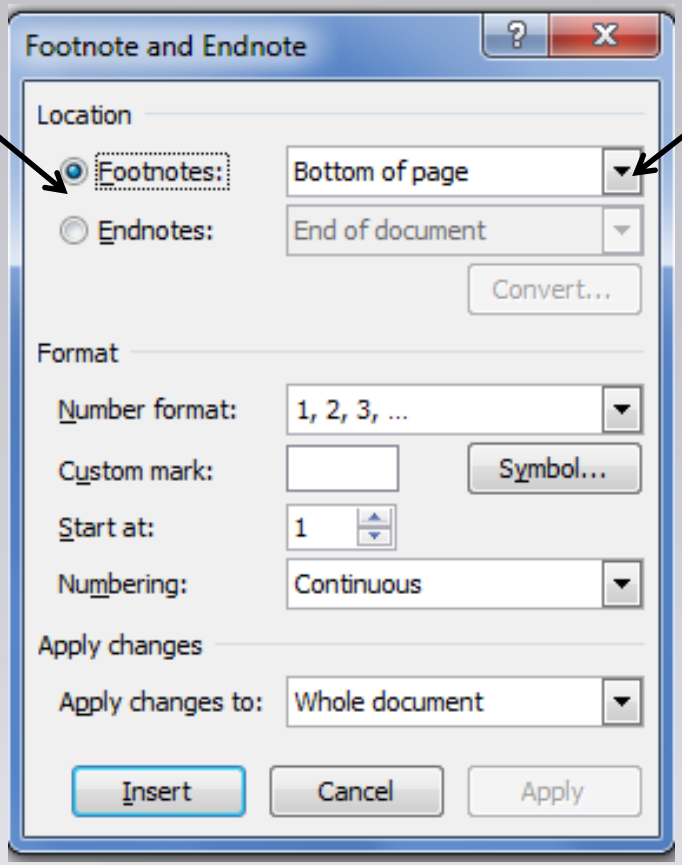


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The Components of a Window
Dialog Box

Option button

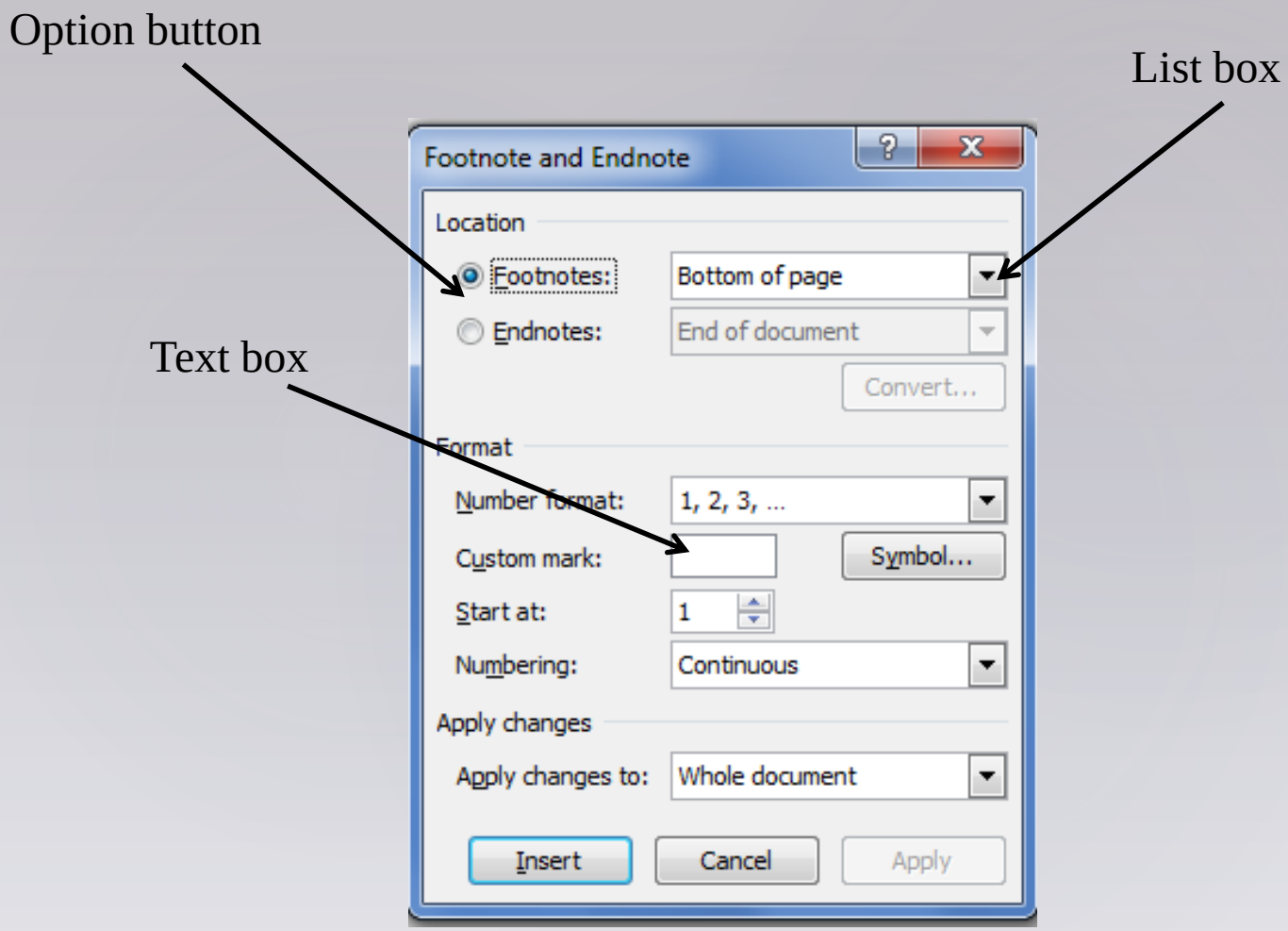
List box



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The Components of a Window

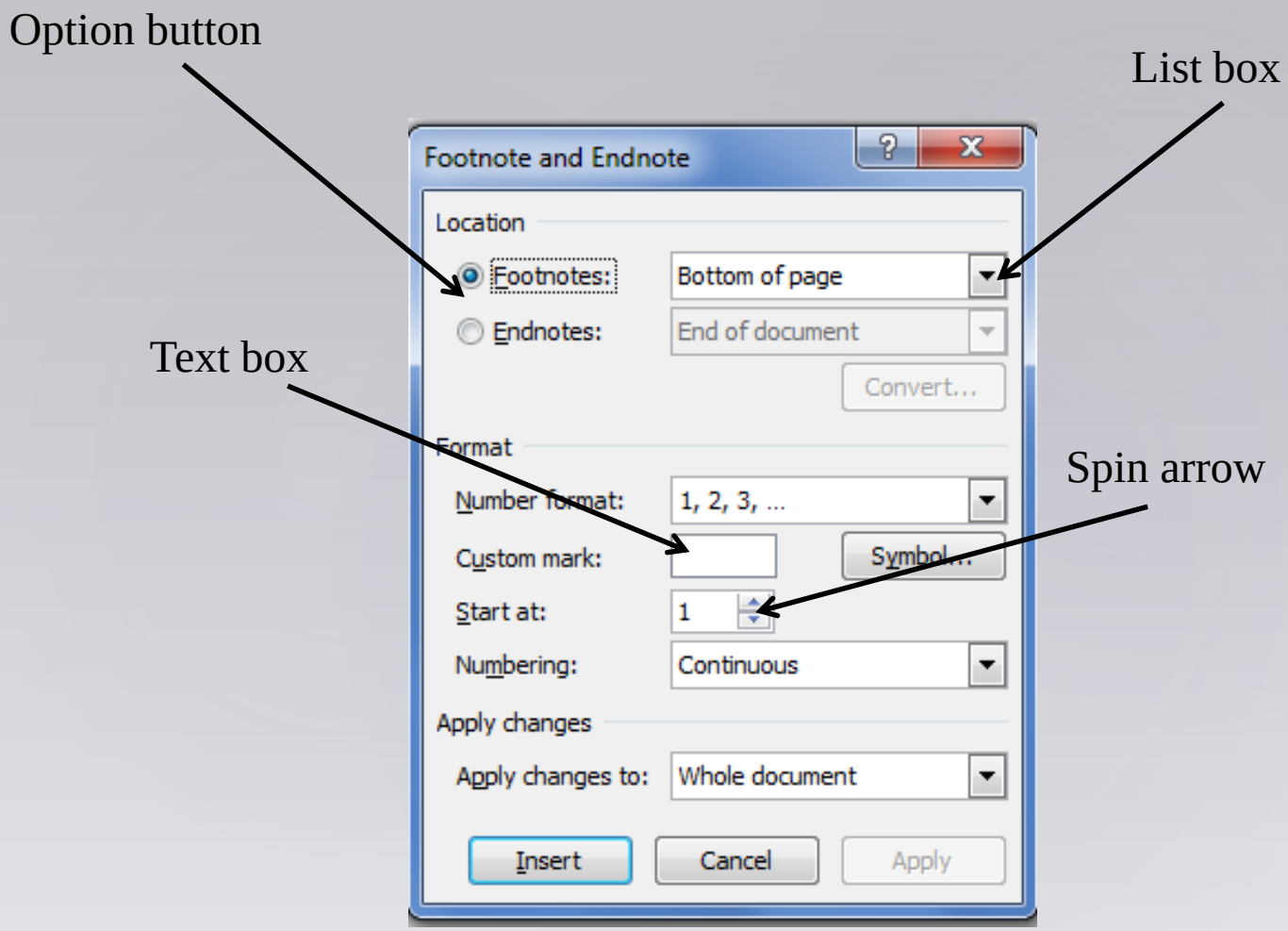
Dialog Box



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The Components of a Window

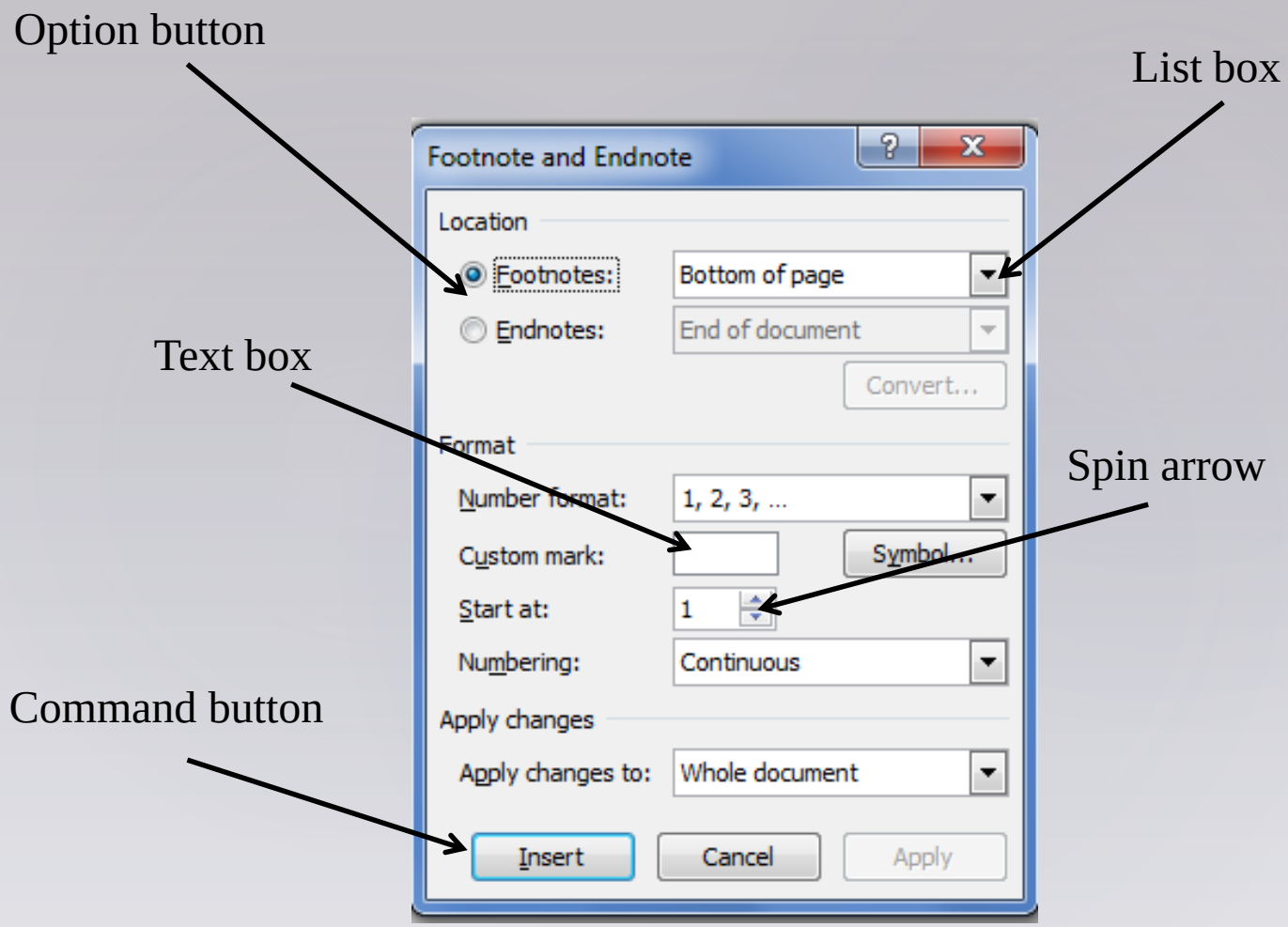
Dialog Box



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The Components of a Window

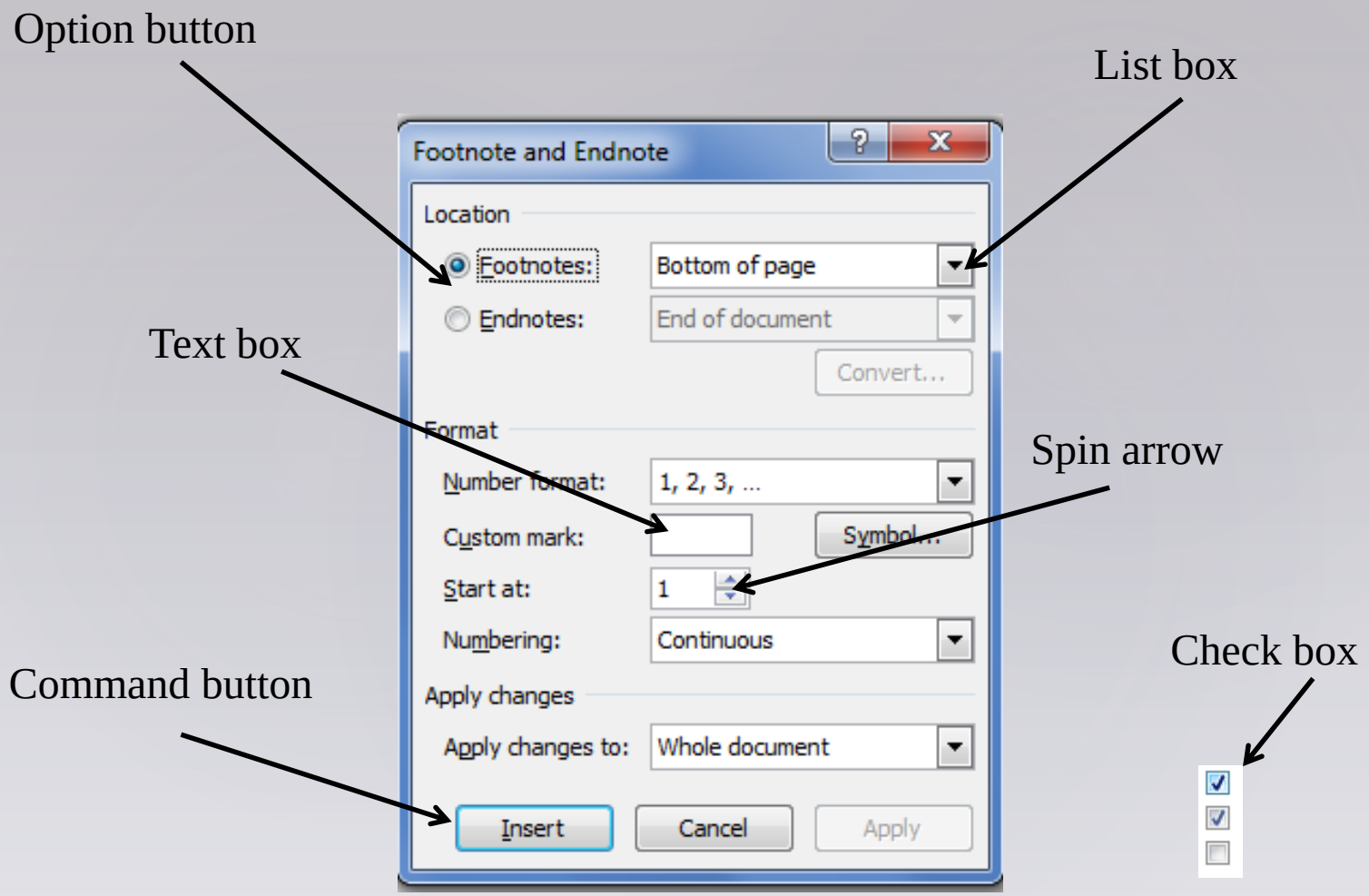
Dialog Box



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The Components of a Window

Dialog Box

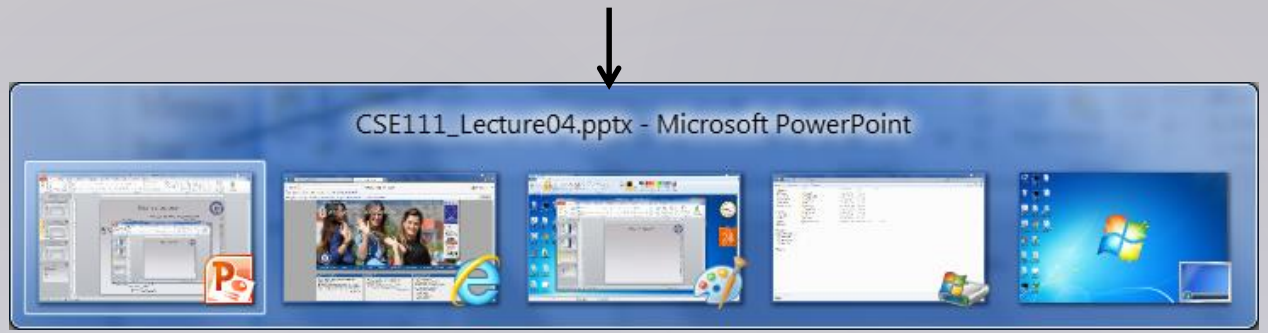


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Working with Multiple Windows

Circulating Between Windows-Normal View

Press “Alt” and hold, then press “Tab” then release it

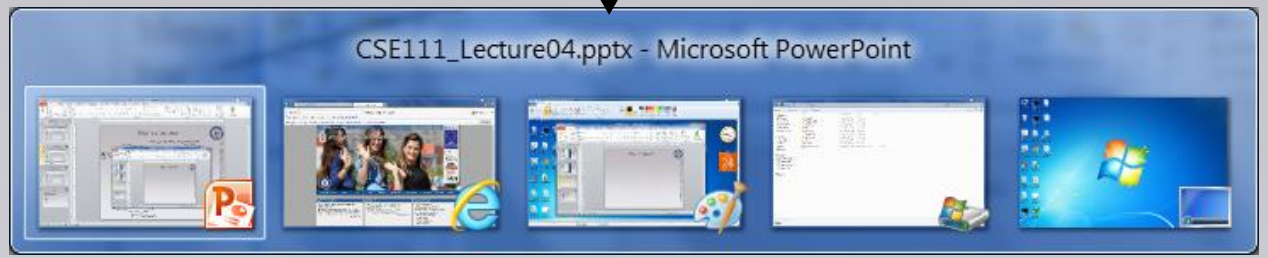


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Working with Multiple Windows

Circulating Between Windows-Normal View

Press “Alt” and hold, then press “Tab” then release it



Press and release “tab” again whenever you want to move to the next window.

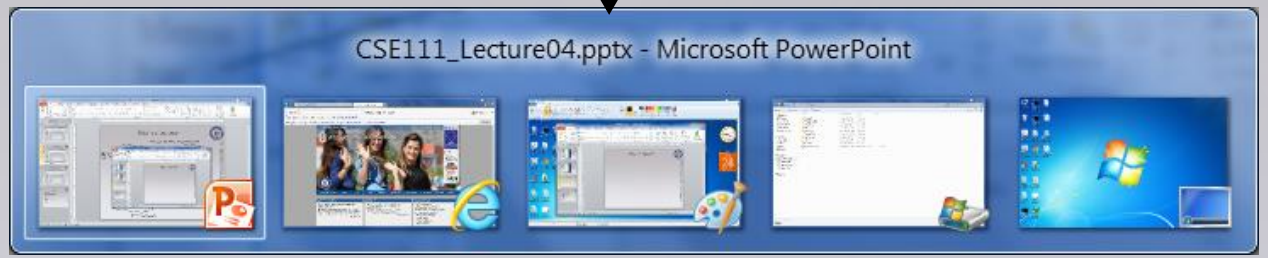


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Working with Multiple Windows

Circulating Between Windows-Normal View

Press “Alt” and hold, then press “Tab” then release it



Press and release “tab” again whenever you want to move to the next window.



Release the both keys “Tab” &”Alt”, when you arrive the desired window

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Working with Multiple Windows

Circulating Between Windows-Aero Flip 3D

Press “Windows” (or “Ctrl +Windows” buttons) and hold, then press “Tab” and release it.



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Working with Multiple Windows

Circulating Between Windows-Aero Flip 3D

Press “Windows” (or “Ctrl +Windows” buttons) and hold, then press “Tab” and release it.



Press and release “tab” again whenever you want to move to the next window.

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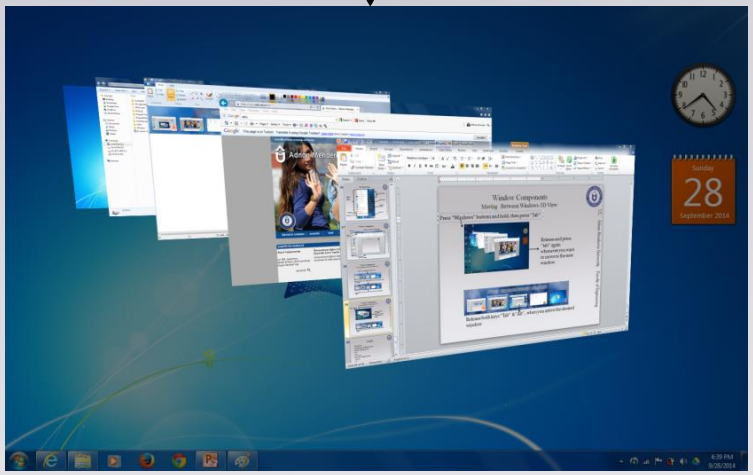
Working with Multiple Windows

Circulating Between Windows-Aero Flip 3D

Press “Windows” (or “Ctrl +Windows” buttons) and hold, then press “Tab” and release it.



Press and release “tab” again whenever you want to move to the next window.



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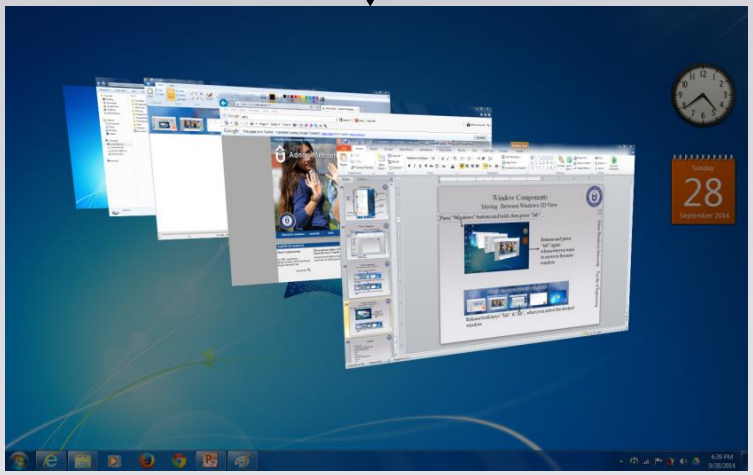
Working with Multiple Windows

Circulating Between Windows-Aero Flip 3D

Press “Windows” (or “Ctrl +Windows” buttons) and hold, then press “Tab” and release it.



Press and release “tab” again whenever you want to move to the next window.

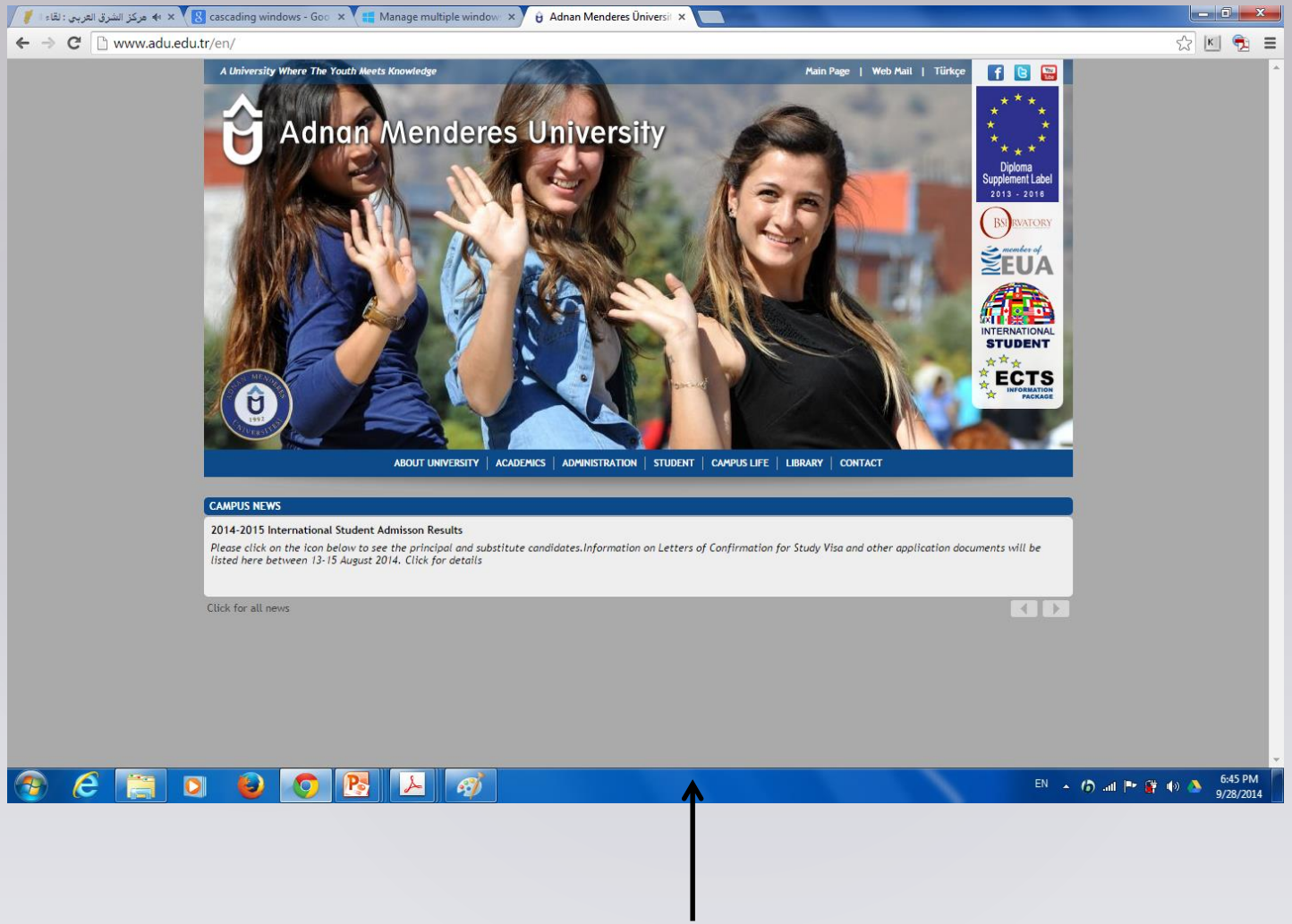


Release the all keys when you arrive the desired window (you may also need to make one click with the mouse)

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Working with Multiple Windows

Arranging Windows

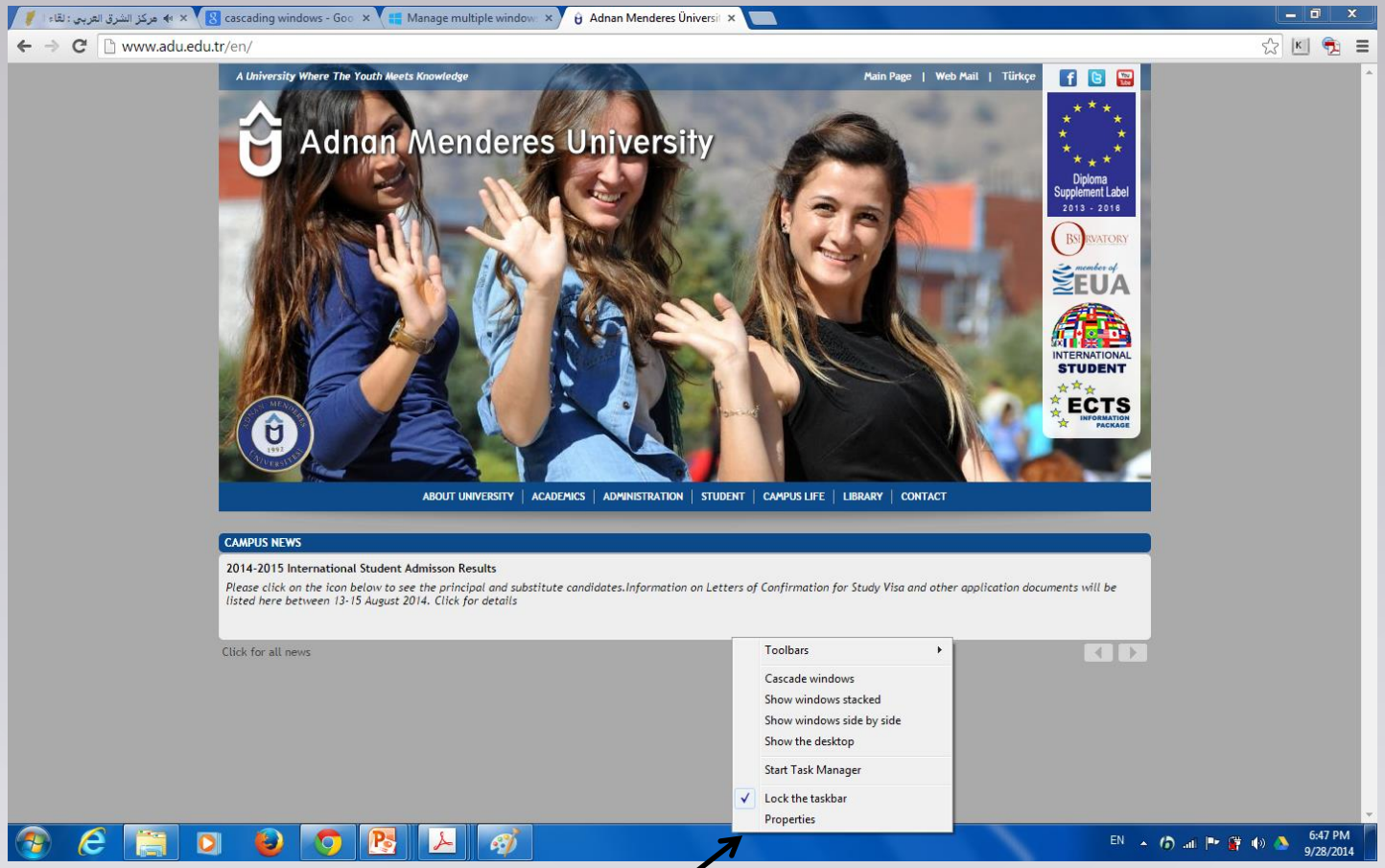


Right-click an empty area of the taskbar,

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Working with Multiple Windows

Arranging Windows

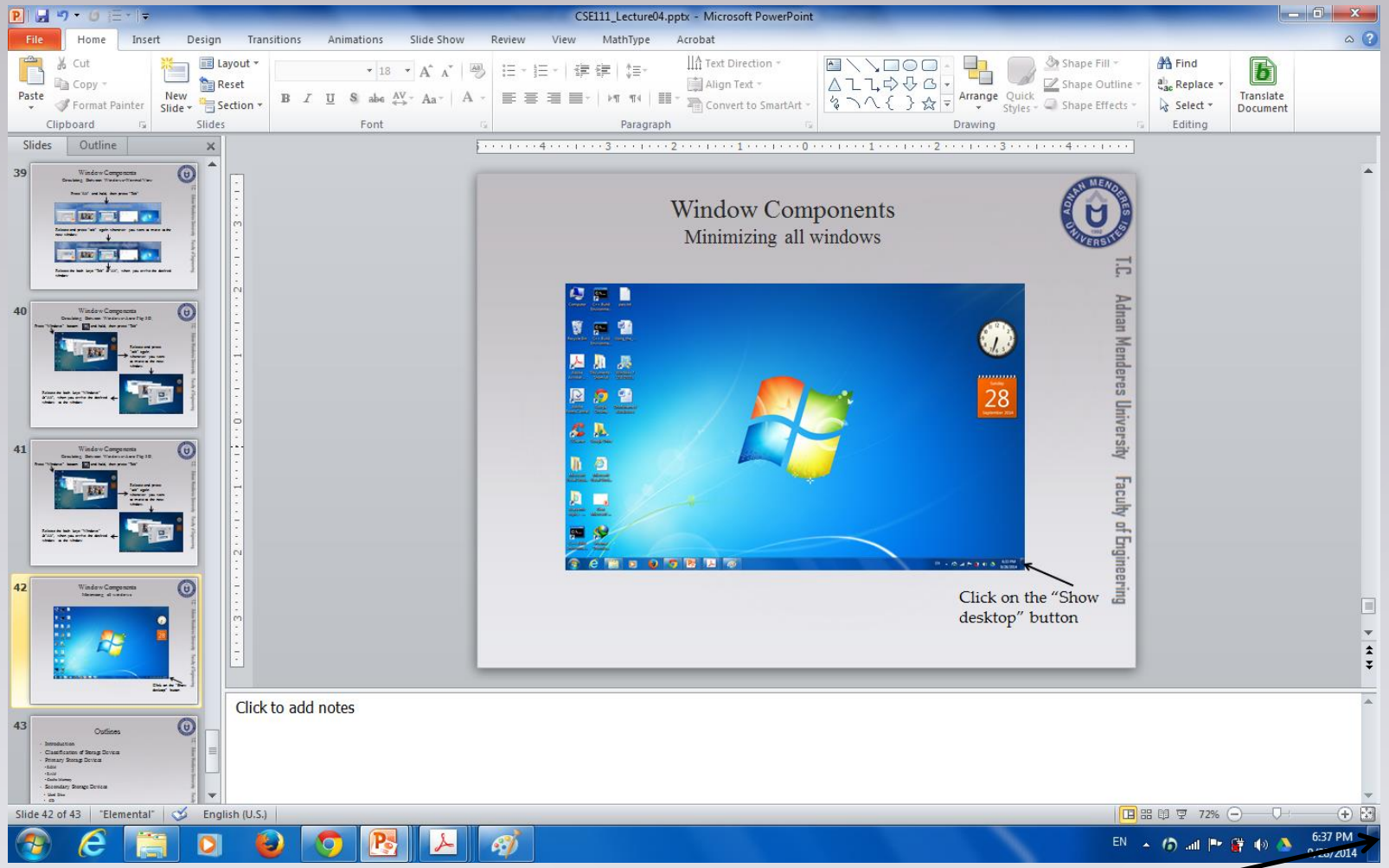


then click “Cascade windows”, “Show windows stacked”, or “Show windows side by side”.

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Working with Multiple Windows

Minimizing all windows



Click on the "Show desktop" button

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Working with Multiple Monitors

- You may need to connect mutible monitors, your options of connection depends on the video output ports that are included in your computer.

- Video output ports types:



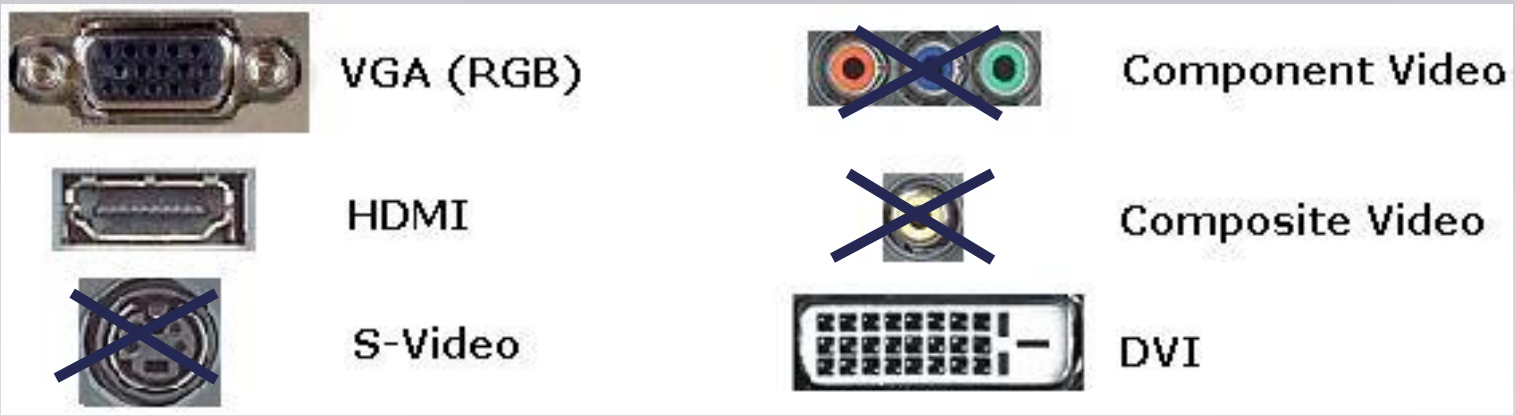
https://sony-paa-pa-en-web--paa.custhelp.com/app/answers/detail/a_id/94701/~/general-information-about-connecting-a-television-to-a-computer-for-use-as-a

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Working with Multiple Monitors

- You may need to connect mutible monitors, your options of connection depends on the video output ports that are included in your computer.

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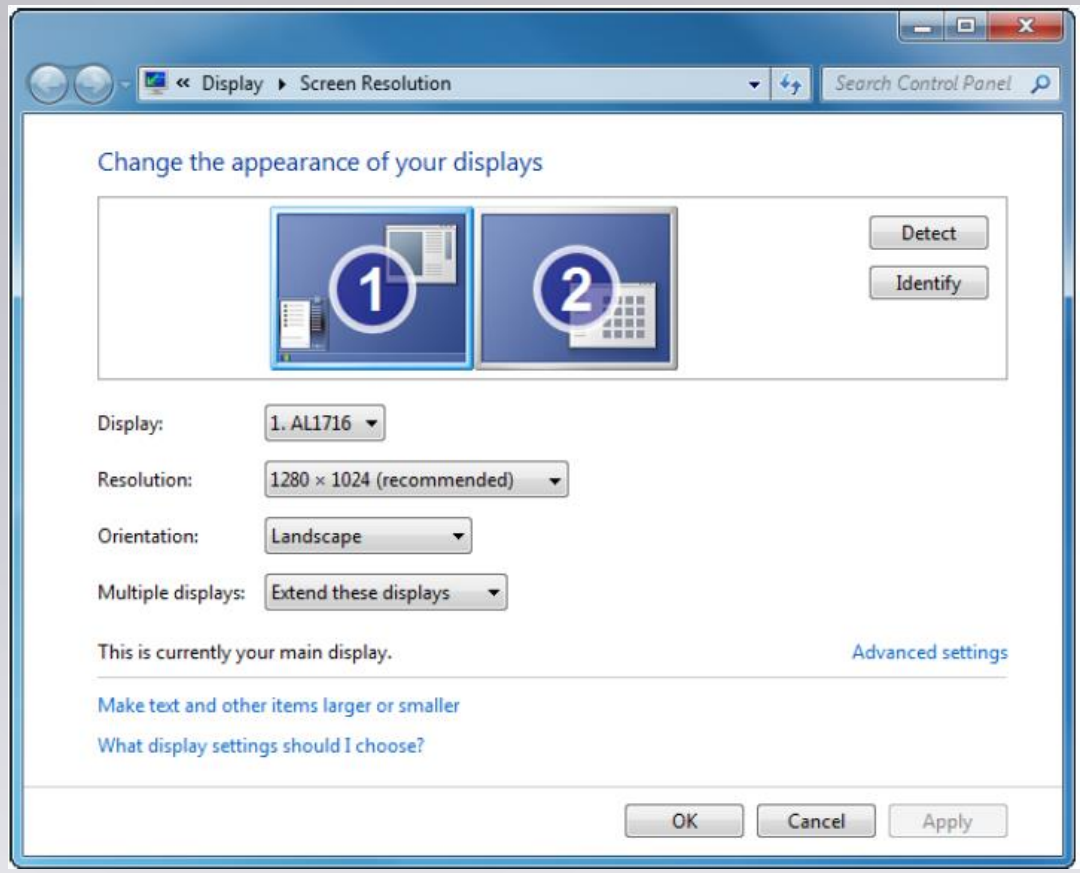
https://sony-paa-pa-en-web--paa.custhelp.com/app/answers/detail/a_id/94701/~/general-information-about-connecting-a-television-to-a-computer-for-use-as-a

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Working with Multiple Monitors

- If you have more than one monitor attached to your computer, the Screen Resolution window will look something like this:

- Here you can see all of your monitors at once. You may need to click the *Identify* button in the upper right-hand side of the window to see which monitor is which, depending on how your computer decided which video output port should be labeled #1.



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Working with Multiple Monitors

- If it turns out that the monitors are not in the right order, you can either physically move the monitors or click and drag the monitor number to the location you want



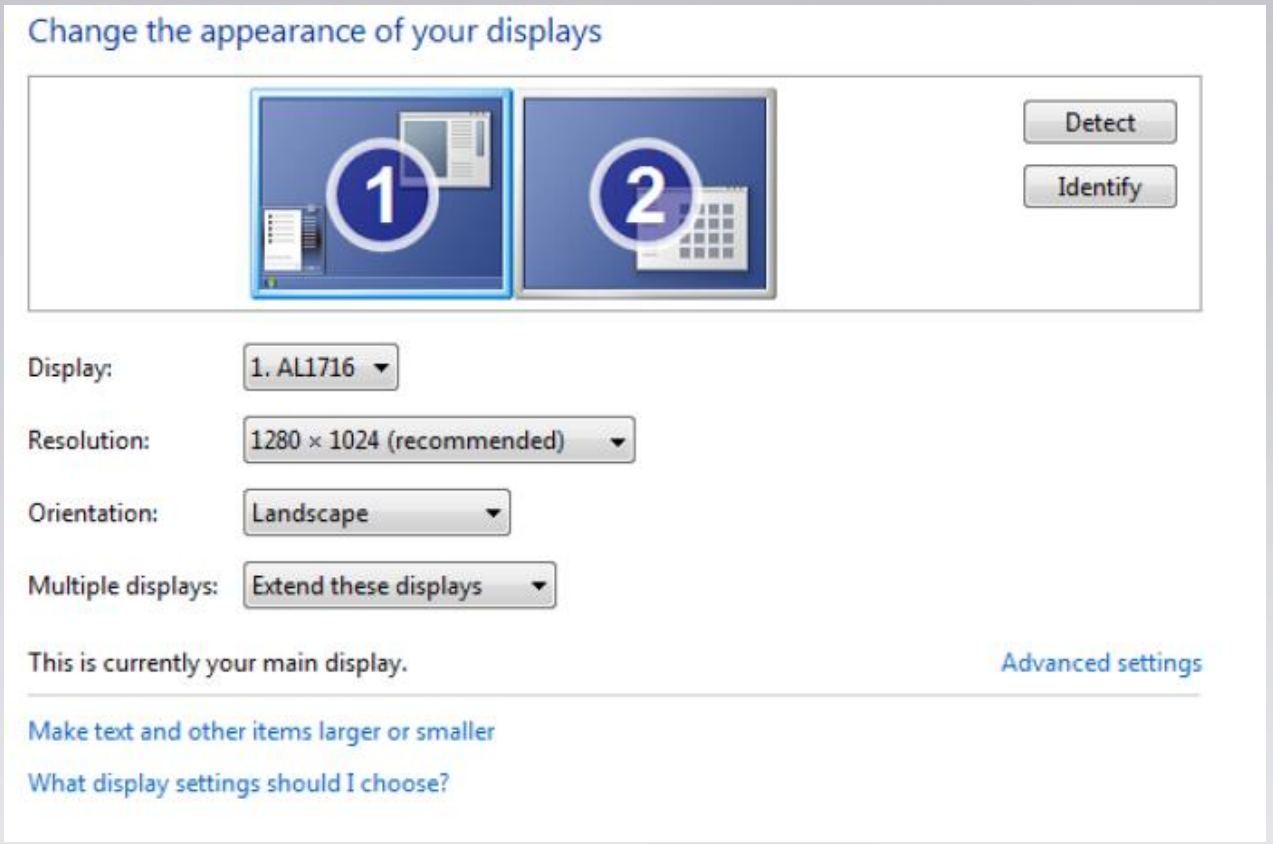
- Click *Apply* to accept these new locations.

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Working with Multiple Monitors

- Once the monitors are in their correct locations, you can change individual monitor options by selecting a monitor at the top of the window and then using the combo boxes to modify settings:



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Working with Multiple Monitors

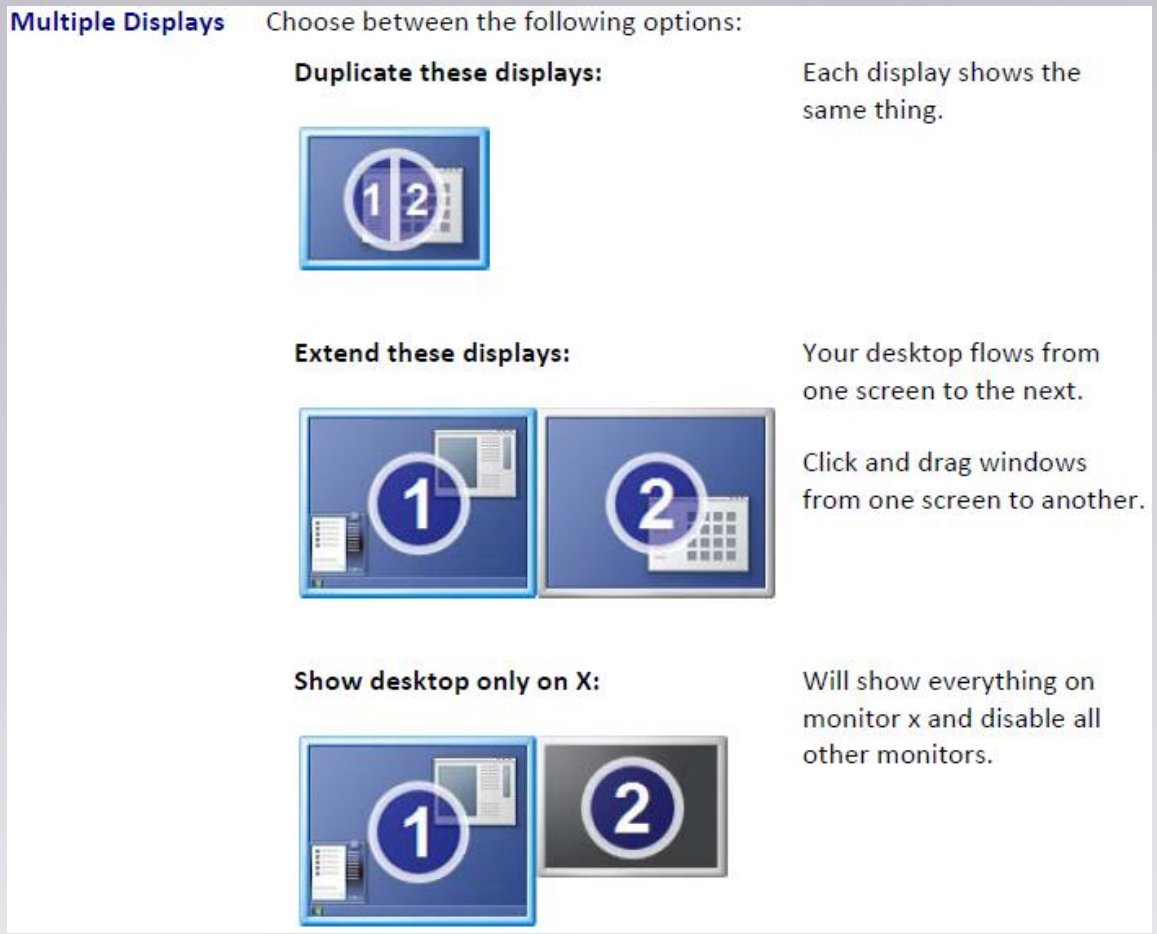
- You can choose a monitor, its resolution, and its orientation from the Display, Resolution, and Orientation combo boxes, respectively

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Working with Multiple Monitors

- You can choose a monitor, its resolution, and its orientation from the Display, Resolution, and Orientation combo boxes, respectively
- You can use the Multiple Displays box as appears in the figure.

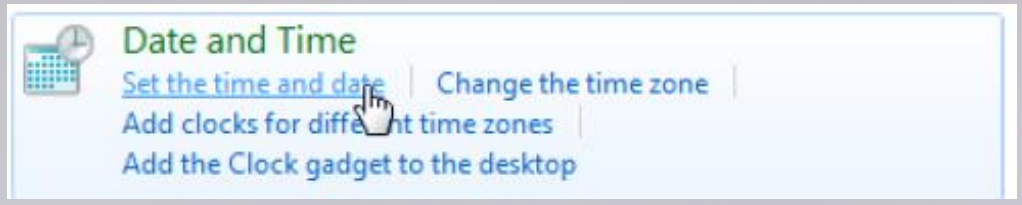


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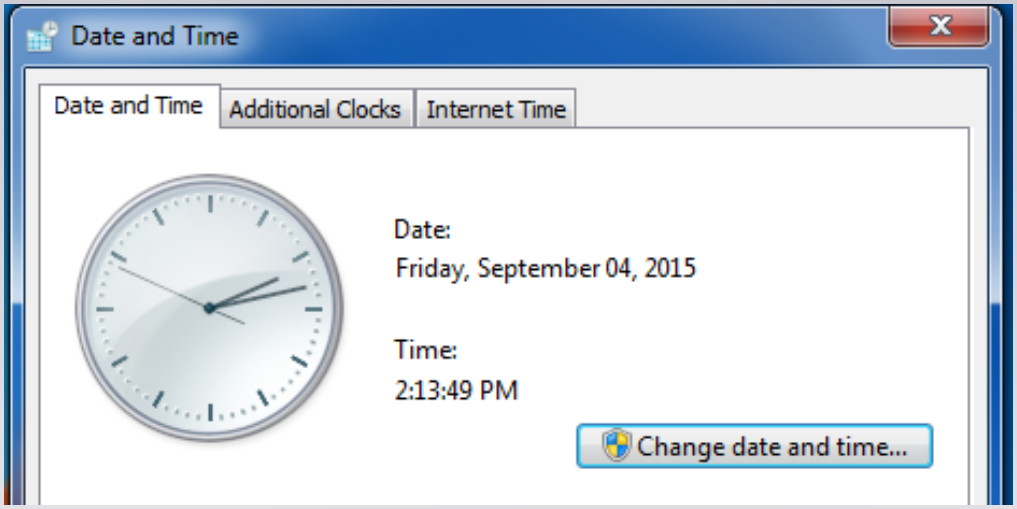
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Changing the Date and Time

- Click Clock, Language, and Region and then click “Set the time and date” under the Date and Time heading:



- Now click the “Change date and time” button:



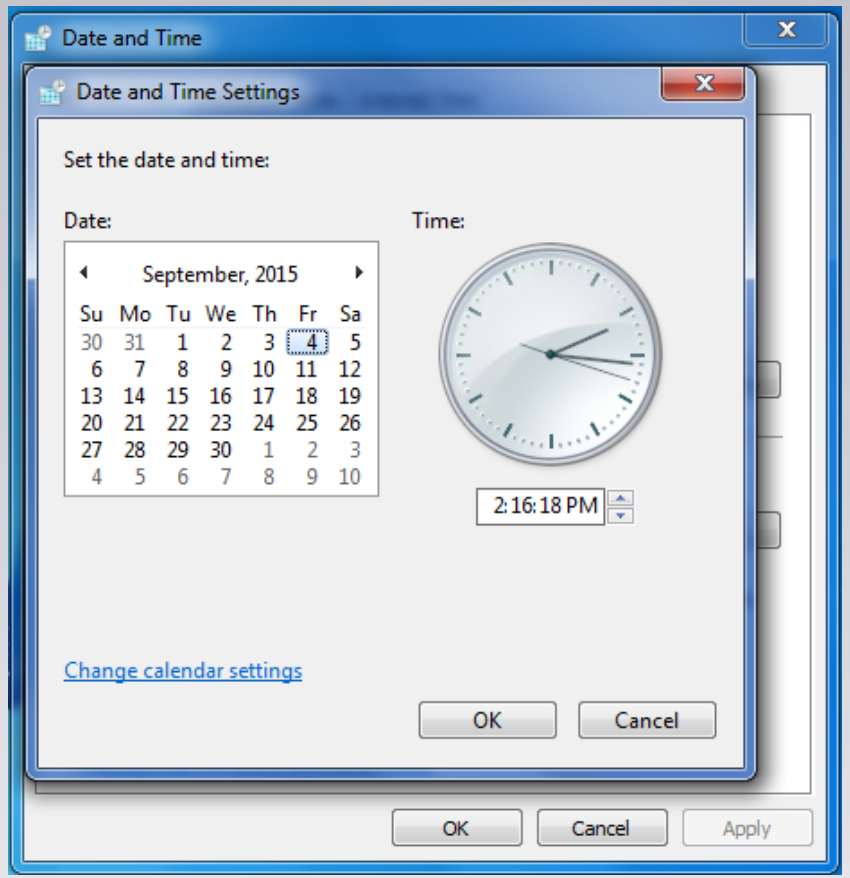
- You can also click the clock in the Taskbar and then click “Change date and time settings:”

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Changing the Date and Time

- Use the < and > buttons on either side of the month to change the month, and then click a day to change the date. Click the hour, minute, or second time and type the proper time. When you are satisfied with all adjustments, click OK.:



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Setting the Volume and Sound Properties

- The easiest way to adjust the volume is to click the speaker icon in the taskbar and then click and drag the slider up or down.
- If your keyboard has an integrated volume control, it can also be used to adjust the volume up or down.



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Setting the Volume and Sound Properties

- You can also mute the audio by clicking the speaker icon under the volume slider.

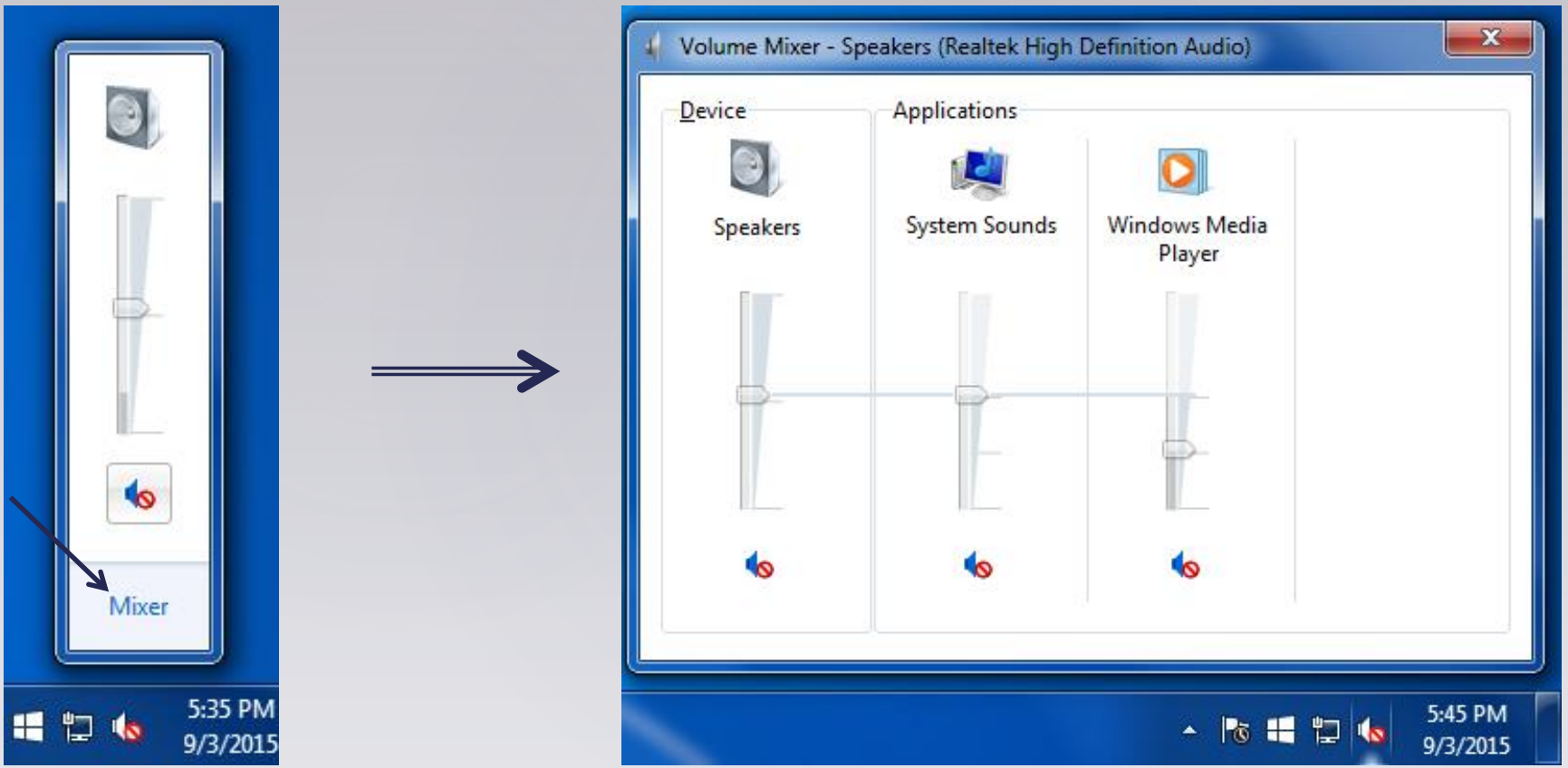


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Setting the Volume and Sound Properties

- If you click the Mixer link, you will be able to control the output for all devices and certain programs:

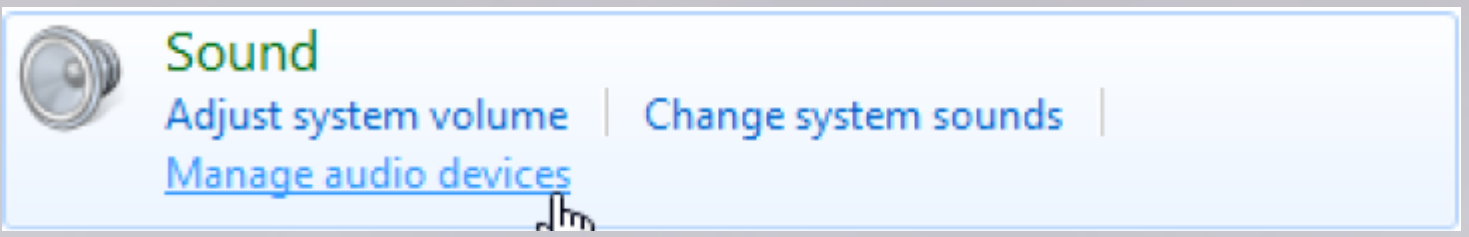


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Setting the Volume and Sound Properties

- To modify other sound properties from the Control Panel, click Hardware and Sound and then click “Manage audio devices:”

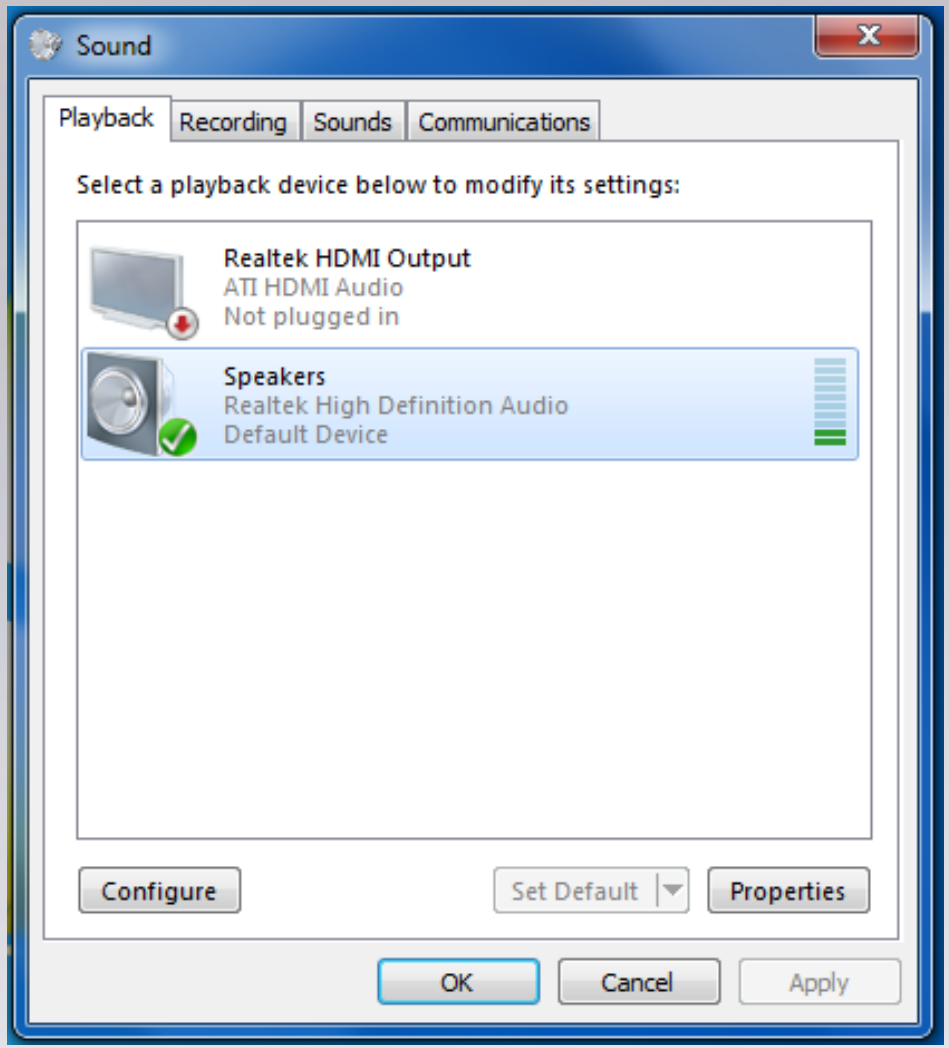


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Setting the Volume and Sound Properties

- To modify an audio device, select the device and click Properties. If you have a surround system with more than two speakers, use the Configure button to change the sound hardware setup.

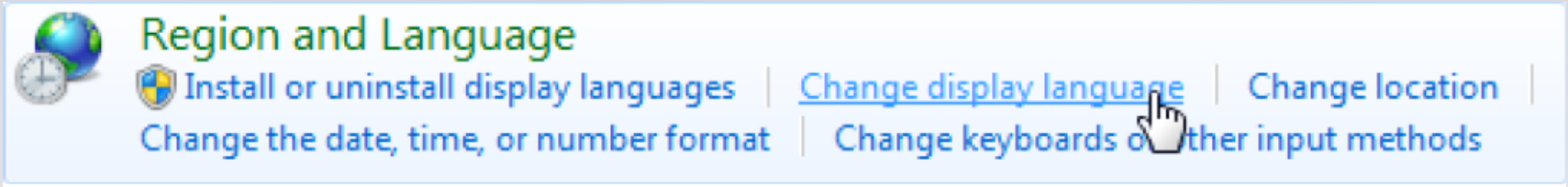


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Changing Windows Interface Language

- If you need to use a new language for Windows interface that was not chosen during the windows installation, you need to acquire the package of that language first.
- Windows uses two different types of language files:
  - A Windows 7 Multilingual User Interface Pack (MUI): it requires a license and only provides translation for most of the user interface.
  - A Windows 7 Language Interface Pack (LIP): it does not translate as much of the interface as MUIs, but are freely available on Microsoft's Web site.
- Once you have acquired a MUI or the LIP, click *Clock, Language, and Region* and then click "*Change display language*" under the *Region and Language* heading:

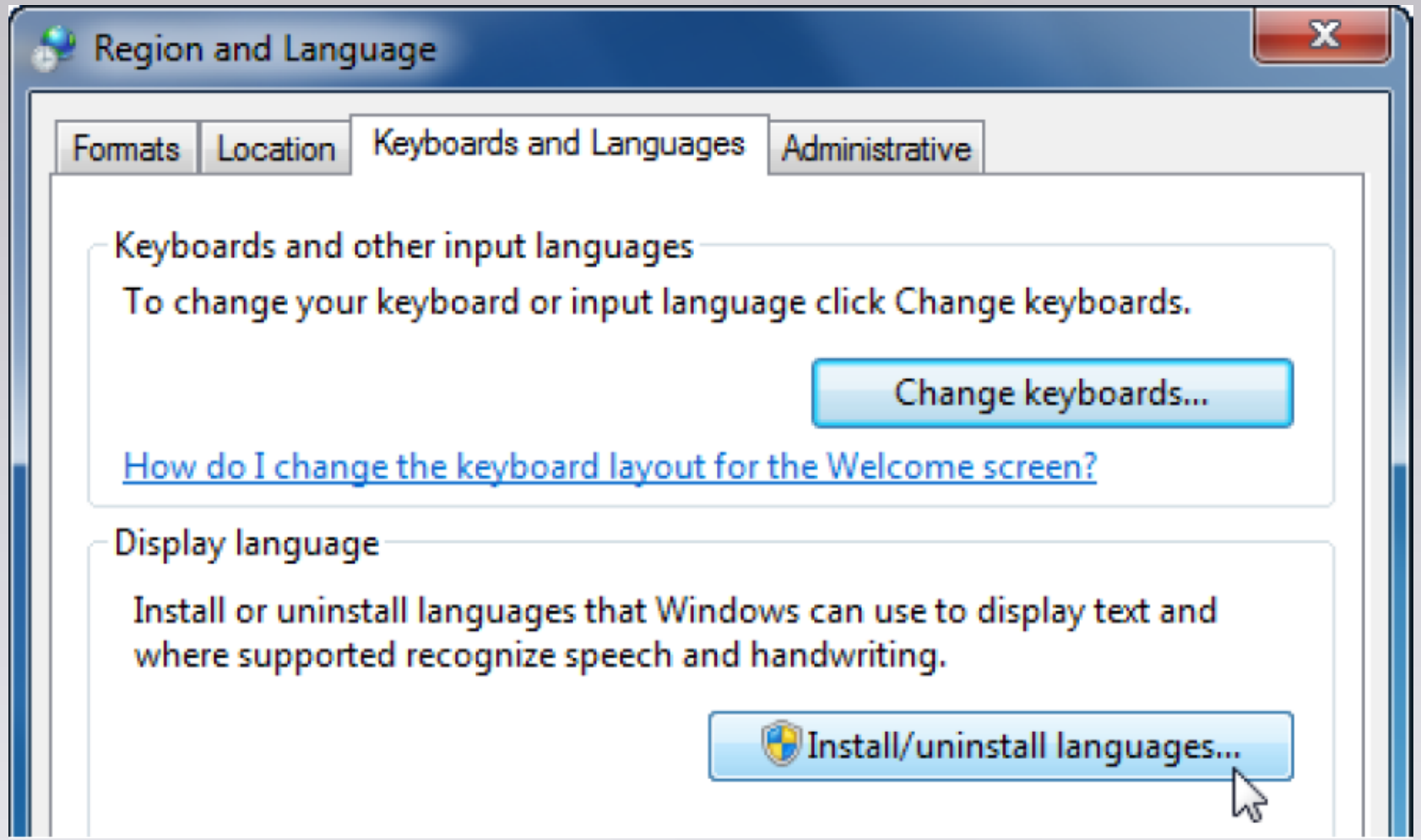


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Changing Windows Interface Language

- Next, click “Install/uninstall languages:”

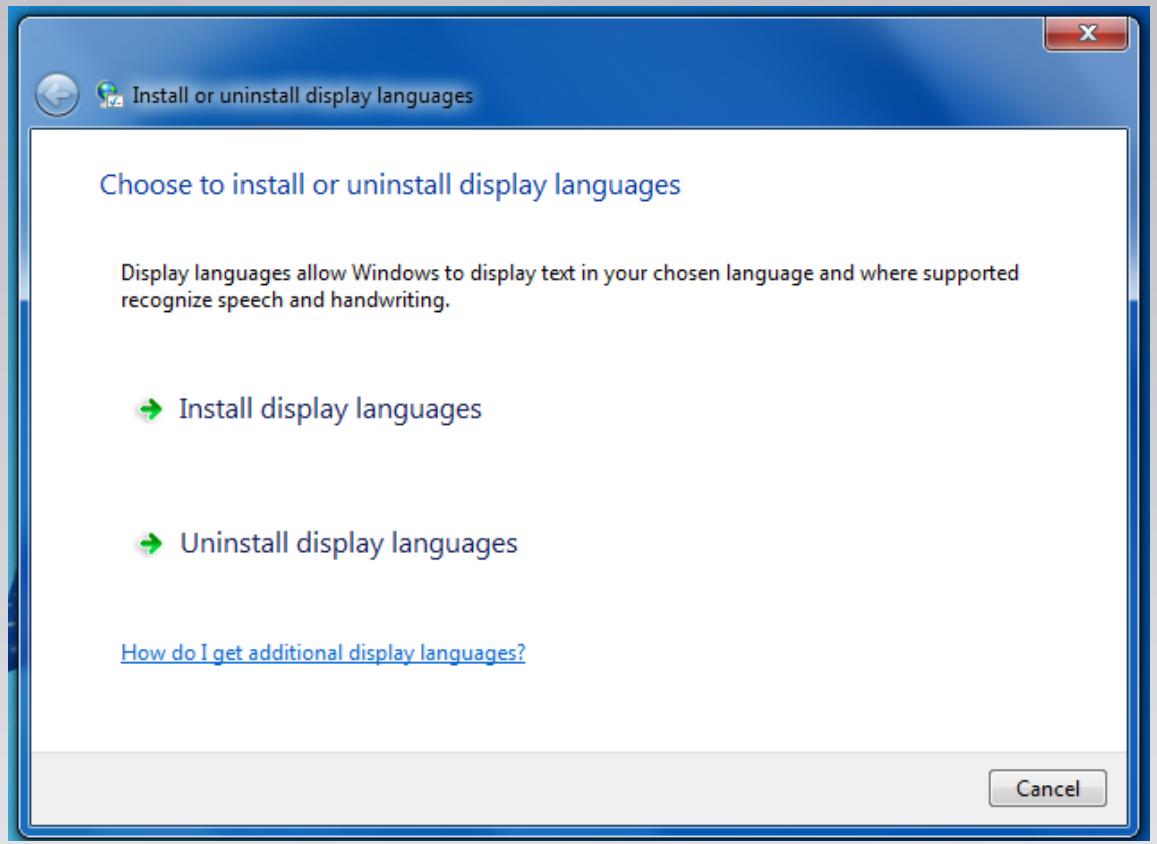


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Changing Windows Interface Language

- When the Install or Uninstall Display Languages wizard launches, click the “Install display languages” option:

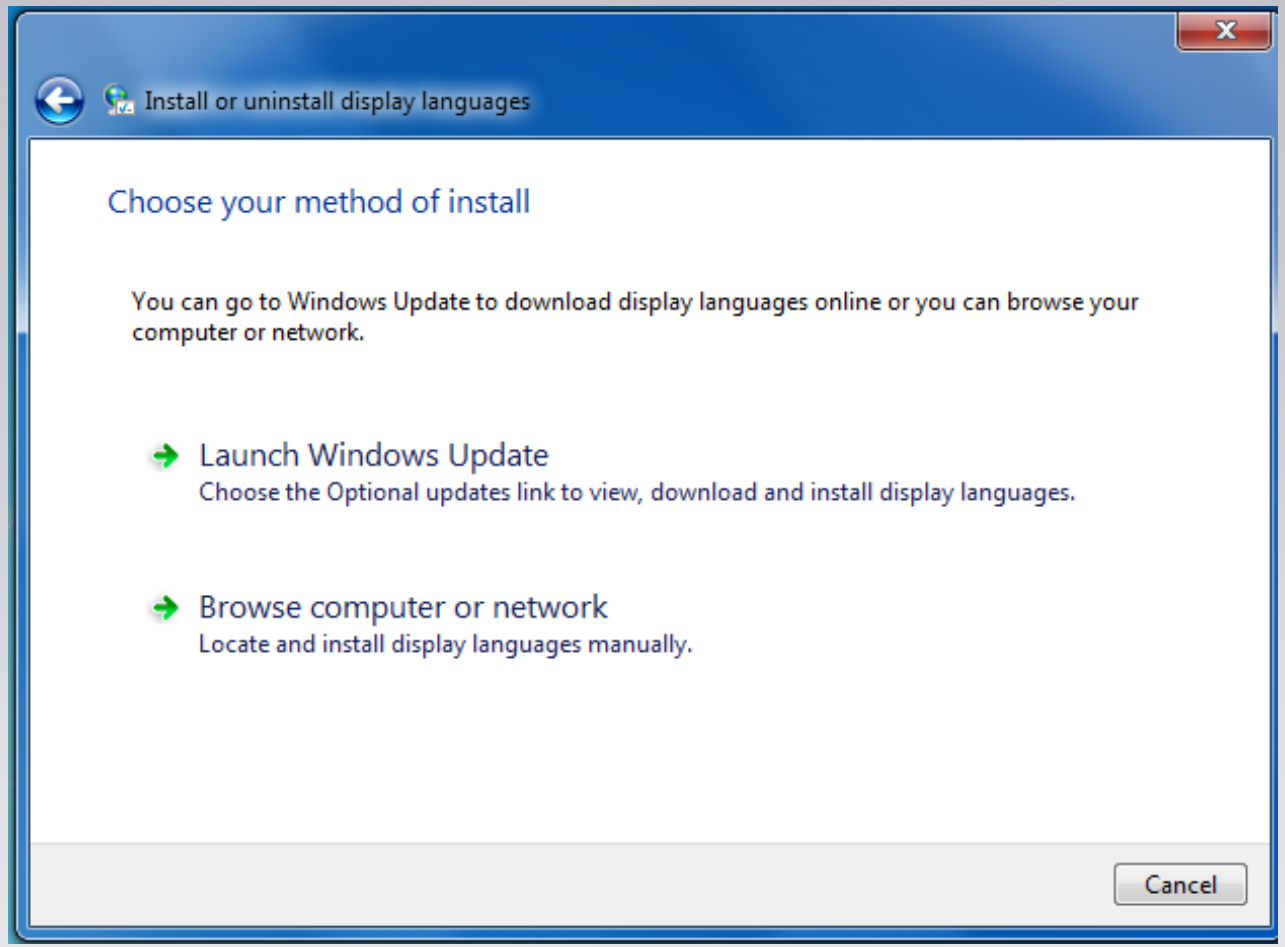


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Changing Windows Interface Language

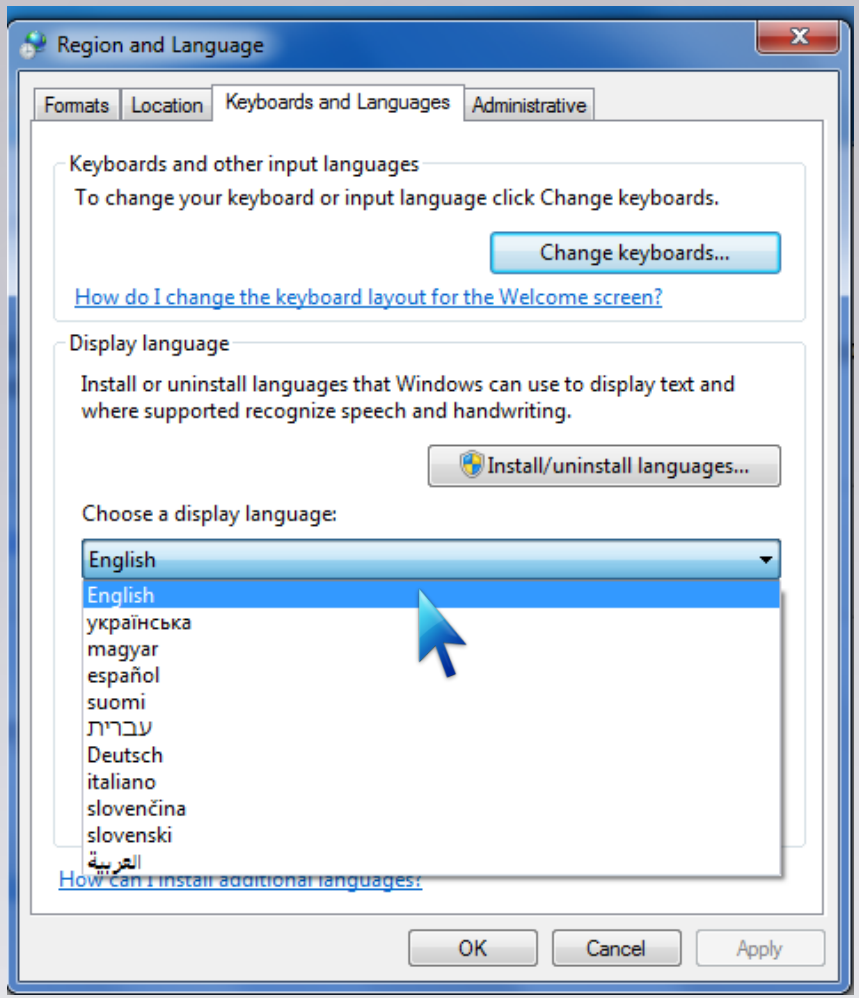
- Choose your a method of install. Then, follow the instructions to install your language pack.



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Changing Windows Interface Language

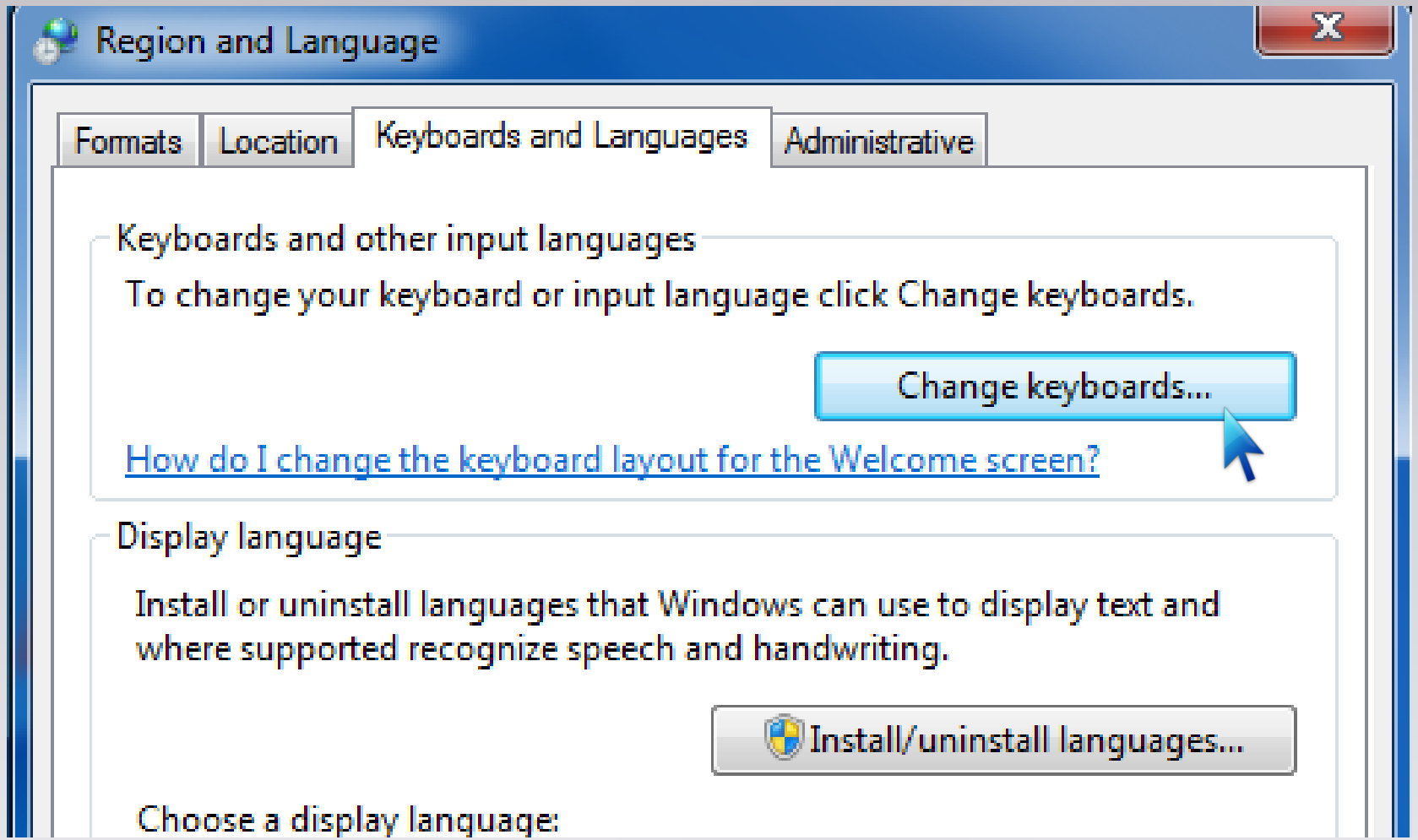
- Once you've installed the required language, you can choose it from the *choose a display language* drop menu.
- You will be prompted to log off then log in to see the effects.



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Changing the Default Input Language

- If you need to add a new input language click on *Change Keyboards*..

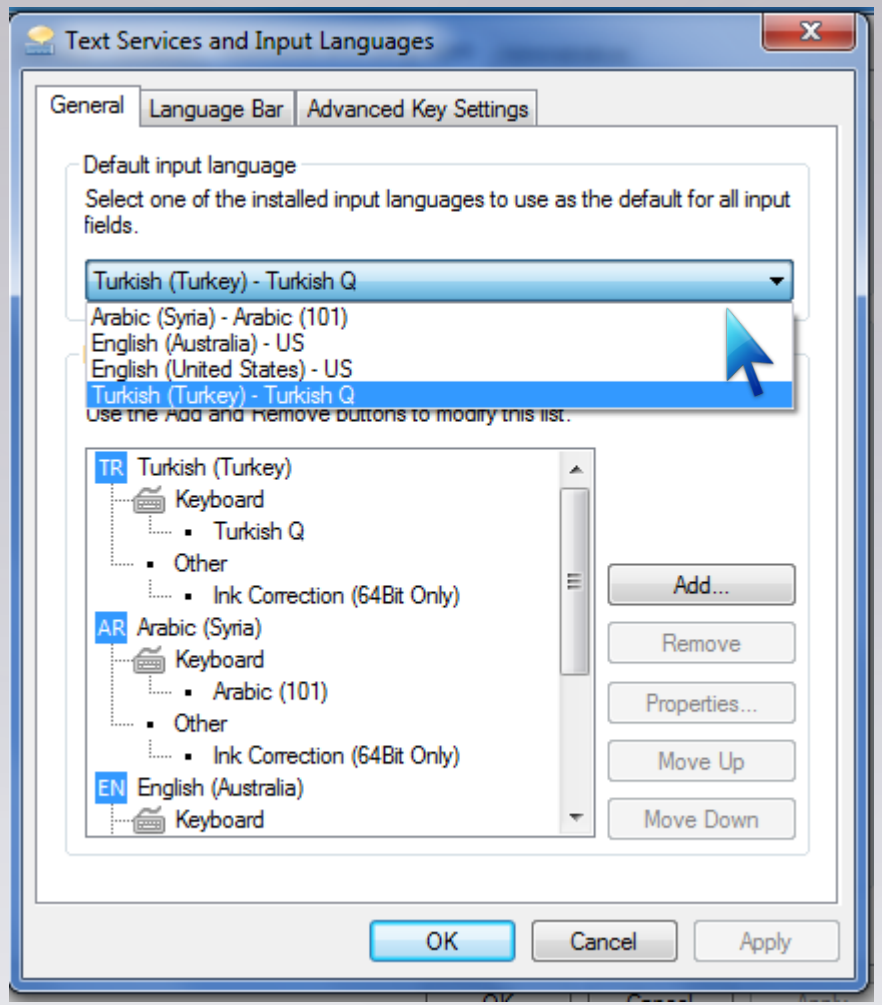


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Changing the Default Input Language

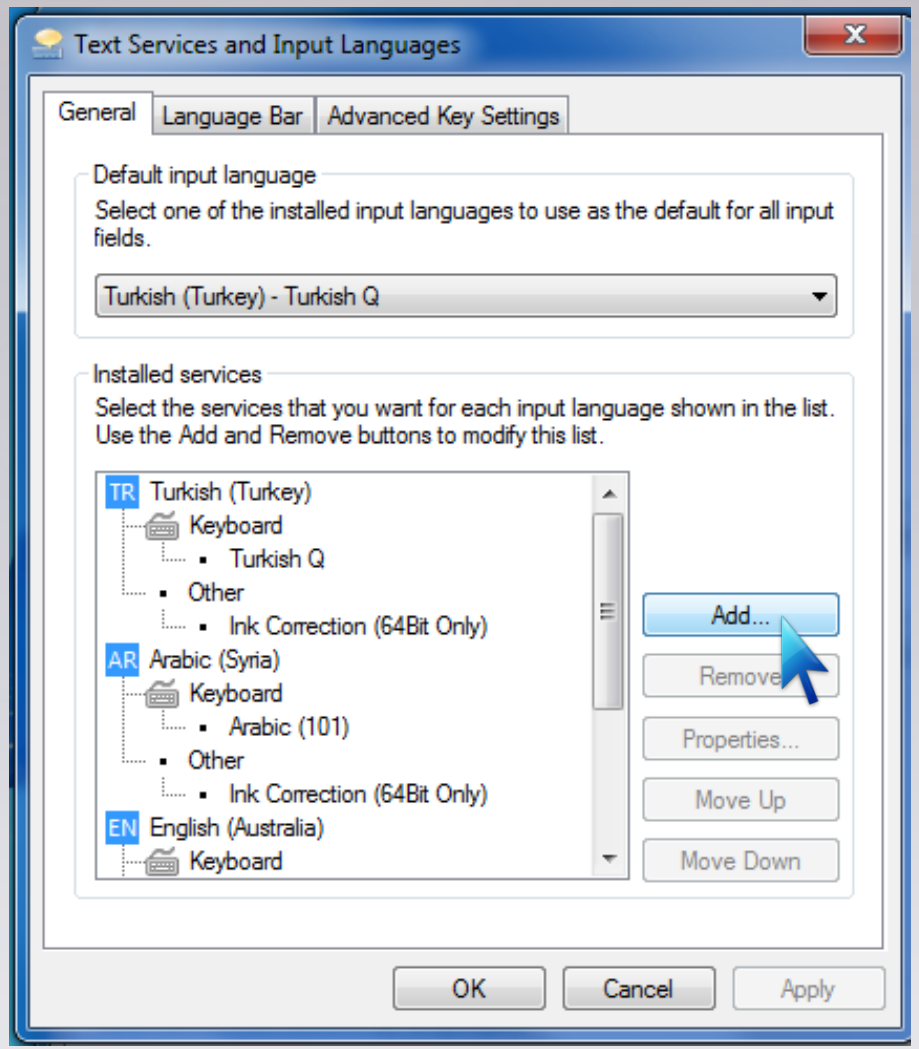
- Choose the default language from the *Default input language* drop menu.



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Adding a New Input Language

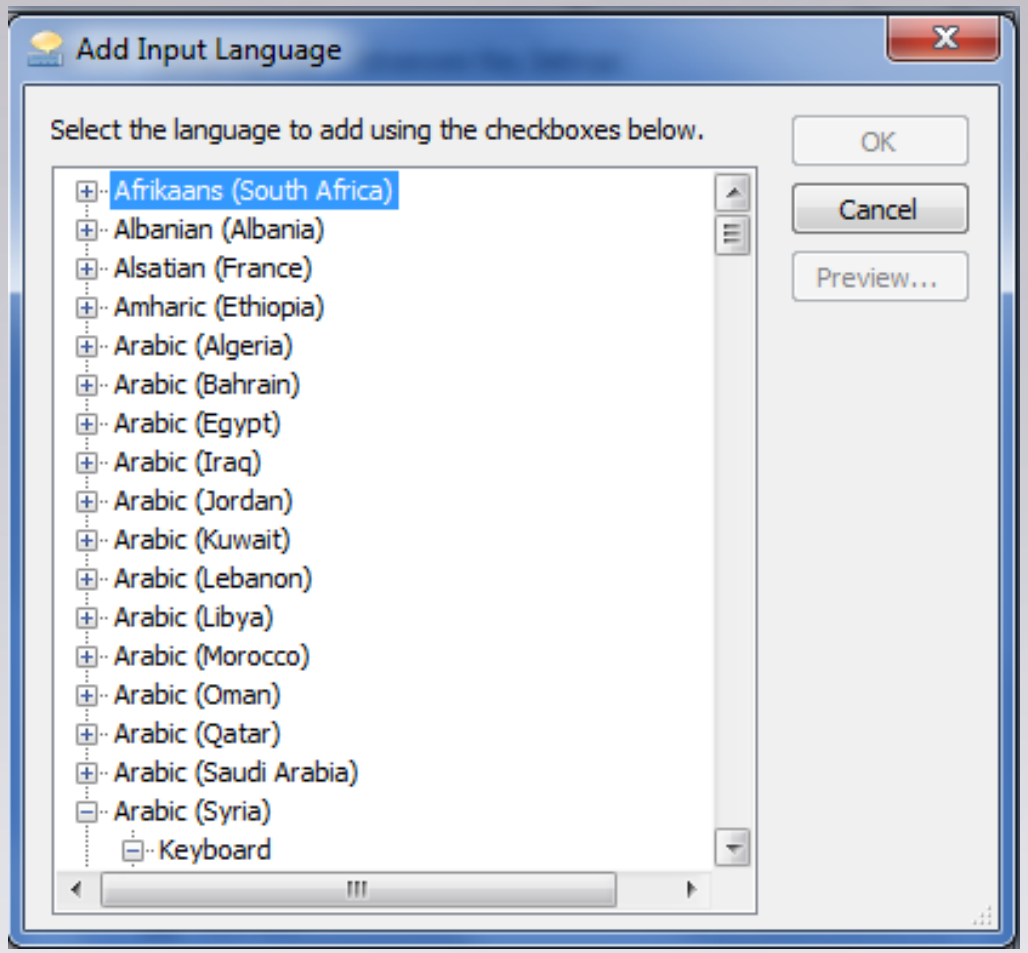
- Click the *Add*... button, then choose the language you need.



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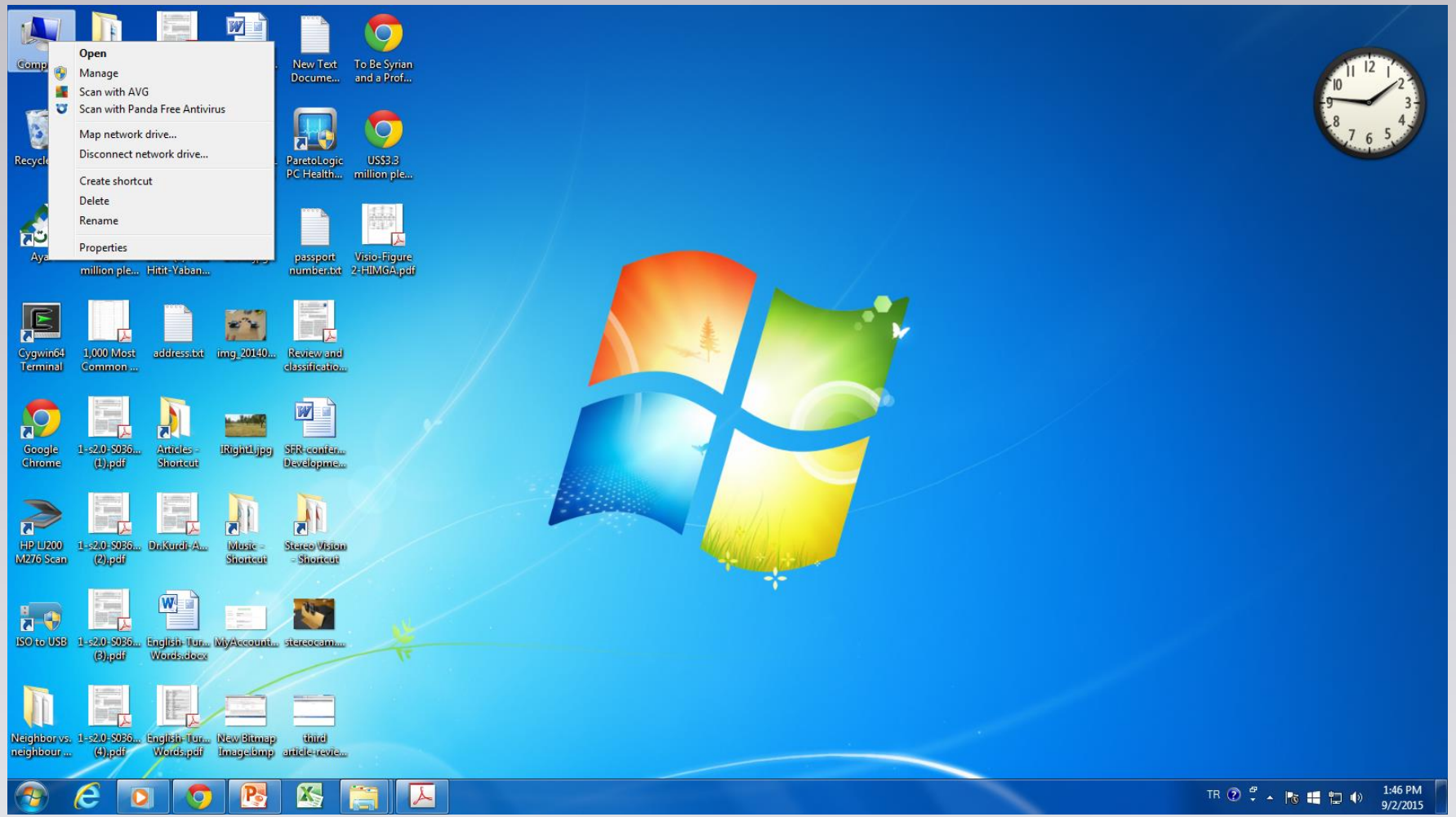
Adding a New Input Language

- Choose the language you need, then click *OK*.



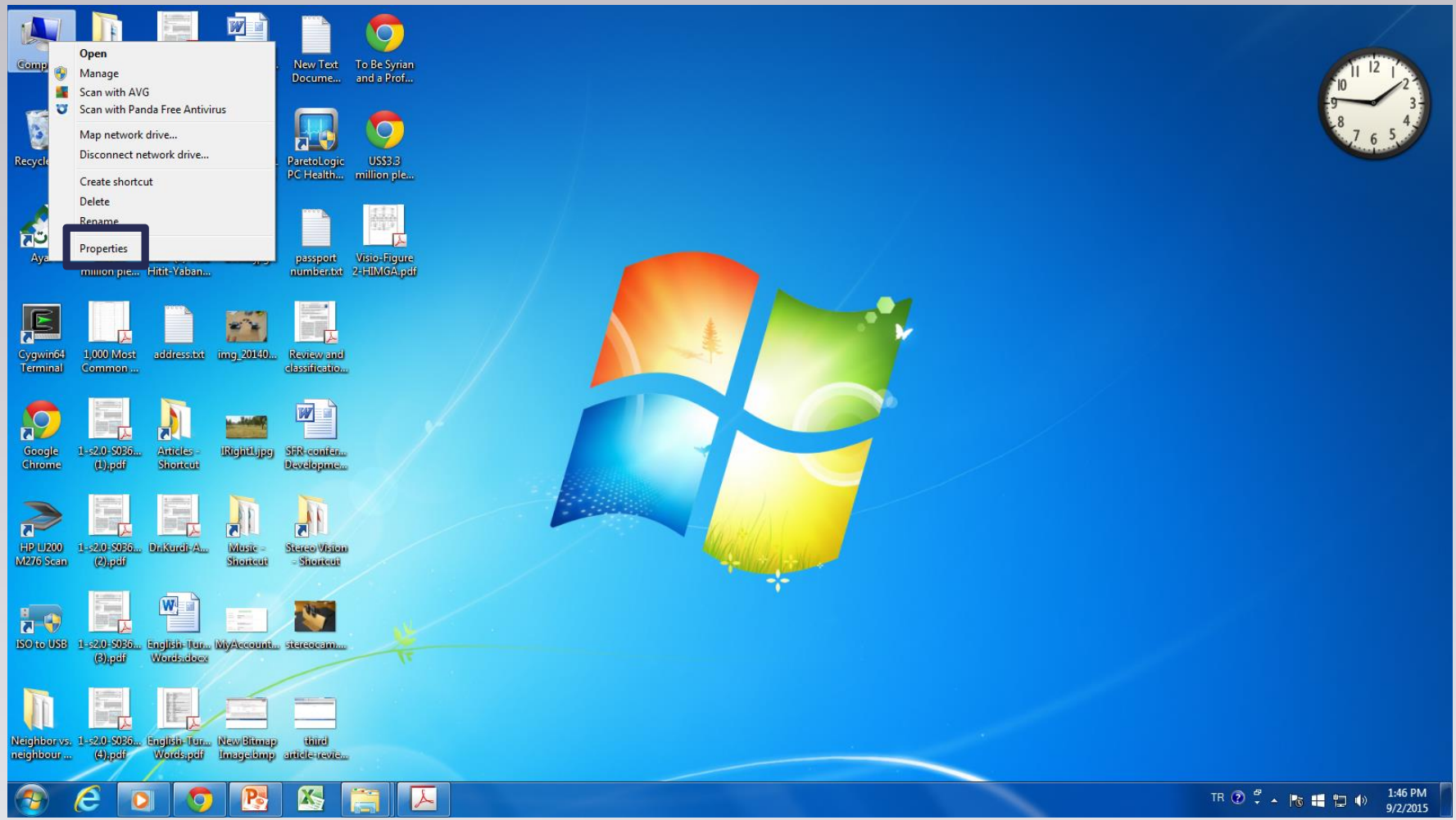
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Displaying Computer Information



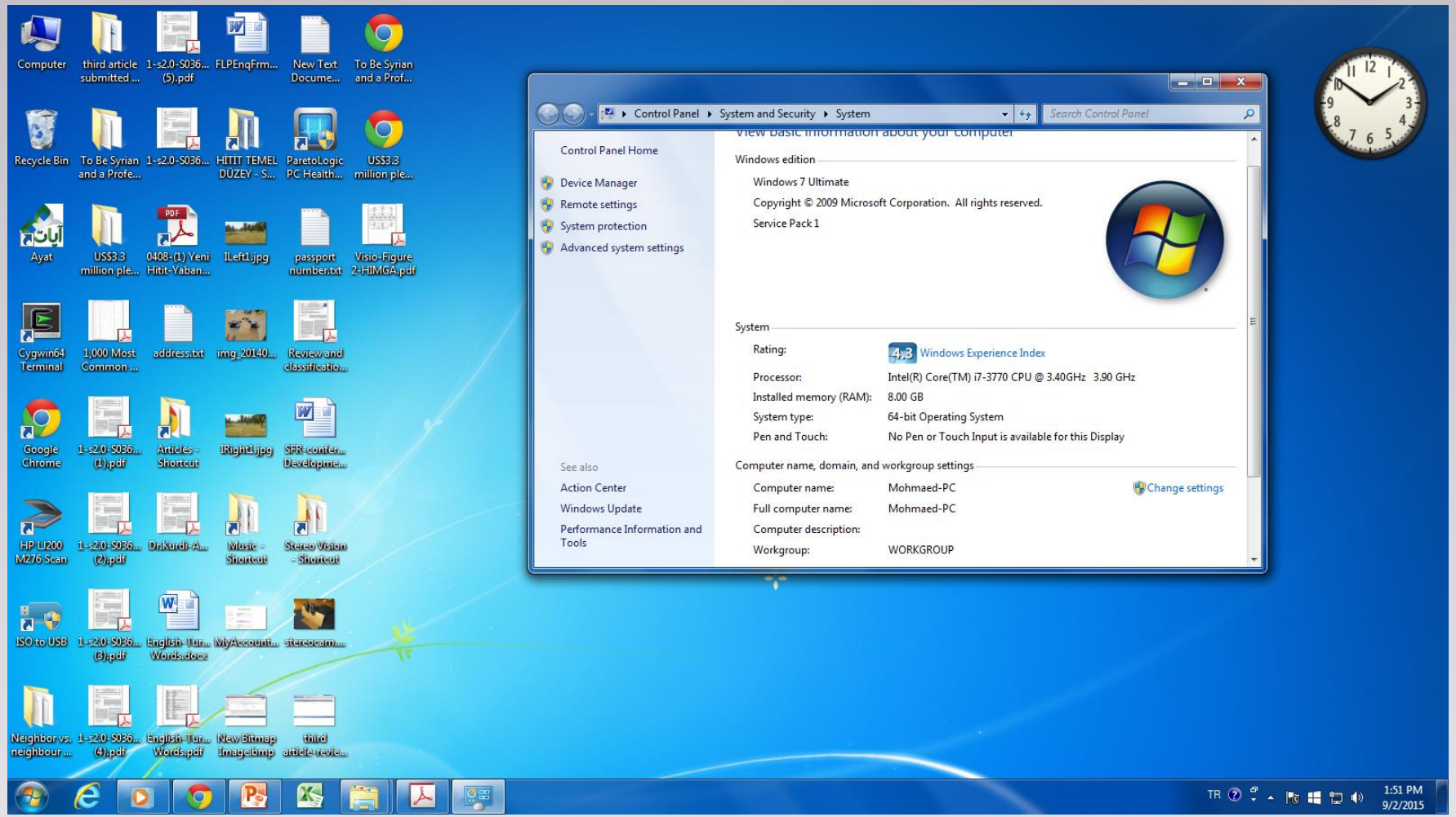
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Note: you can reach here also by Clicking Start →Control Panel → System and Security → System

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Next Lecture

Introduction to Windows 7 – Part 2

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