

CSE111 Introduction to Computer Applications

Lecture 3

Introduction to Windows 7 - Part 2

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Revised and presented by Asst. Prof. Dr. Samsun M. BAŞARICI

Summary of The last Lecture

- 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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Learning Objectives

- Understand the meaning of the common terms used in networking.
- Know and identify the main hardware requirements for a computer network
- Know and apply how to connect to a wired/wireless network and network printer.
- Understand and apply the different power options/ shut down options.
- Know and apply how to install/uninstall software.
- Understand and apply how to use the task manager and the device manager.
- Understand how data are organized into drives.
- Know and apply how to manage folder and files.

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Outlines

- Networking with Windows 7
- Connecting to a Wired/Wireless Networks
- Connecting to a Network Printer
- Setting Power Options
- Shutting Down the Computer
- Installing/Uninstalling Software Packages
- Using The Task Manager
- Working with the Device Manager
- Drivers
- Folders and Files
- Windows Explorer Components
- Folder and Files Management
- Compressing/Decompressing Folders and Files

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Networking with Windows 7

- Networking can be defined as the ability of one device to communicate with another via a communication protocol and medium.
- There are two main types of computer networks:
  - **intranet**: is an internal network of two or more computers that is used by an organization, such as an office building or school.
  - An **internet** is a collection of intranets that communicate with each other. The **Internet** (with a capital "I") is a collection of public Web sites. Part of the Internet is World Wide Web and it is the the largest internet over the globe.



- The Internet is mainly used by Web browsers that retrieve Web page information from a server

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Networking Terms

- **Domain**: A group of computers and devices connected to a central server, allowing the group to be managed as a single unit.
- **E-Mail**: A means of sending electronic messages from one computer to another over the Internet or other network. An e-mail may contain data other than text, such as image and music files.
- **FTP**: acronym for **F**ile **T**ransfer **P**rotocol. A type of communication protocol used to transfer data.
- **HTTP**: acronym for **H**yper **T**ext **T**ransfer **P**rotocol. A type of communication protocol used mainly to transfer Web site information (like HTML files) and components over the Internet or other network to a user's computer.
- **ISP**: acronym for **I**nternet **S**ervice **P**rovider. An ISP sells access to the Internet to large corporations and individual users alike. Many ISPs also provide hosting services, which allow users to post heir own Web site.
- **Network:** a group of computers and devices connected electronically (wired or wireless).
- **Workgroup**: a collection of computers on the same network identified by a singular name. Having an identifiable workgroup name makes networking and sharing resources easier.

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Hardware Requirements

- **Network Interface Card (Wired or Wireless):**

1. A NIC circuit board that is installed inside the computer containing a network port to plug in a piece of network cable.



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Hardware Requirements

- **Network Interface Card (Wired or Wireless):**

1. A NIC circuit board that is installed inside the computer containing a network port to plug in a piece of network cable.
2. A wireless NIC card that is installed inside your computer with an antenna sticking out the back.



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Hardware Requirements

- **Network Interface Card (Wired or Wireless):**

1. A NIC circuit board that is installed inside the computer containing a network port to plug in a piece of network cable.
2. A wireless NIC card that is installed inside your computer with an antenna sticking out the back. Or an external one that is connected via USB port







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Hardware Requirements

- **Network Interface Card (Wired or Wireless):**

1. A NIC circuit board that is installed inside the computer containing a network port to plug in a piece of network cable.
2. A wireless NIC card that is installed inside your computer with an antenna sticking out the back. Or an external one that is connected via USB port
3. A NIC already built onto the motherboard. This onboard card saves space inside your computer and helps keep the cost down







http://johnzpchut.com/wordpress/wp-content/uploads/2012/02/integrated-network-card-johnzpchut2.pn

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Hardware Requirements

- **Network (Ethernet) Cable**:
  - If you use a wired NIC, you will need a piece of network cable, called Ethernet cable**.**
  - When connecting more than two computers, you will need to use an intermediary device like a router, switch, or hub.
  - Networking cables can come in many different kinds and lengths. For home networking a simple CAT5 Ethernet cable will be fine. This cable is usually blue or grey.



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Hardware Requirements

- **Router:**
  - A router is a networking device which allows you to connect many computers together into a simple network and share an Internet connection.
  - It automatically assigns each computer connected to it with a unique IP address (a form of Internet street address) and manages the incoming Internet connection, thus sharing the Internet and resources between all computers.

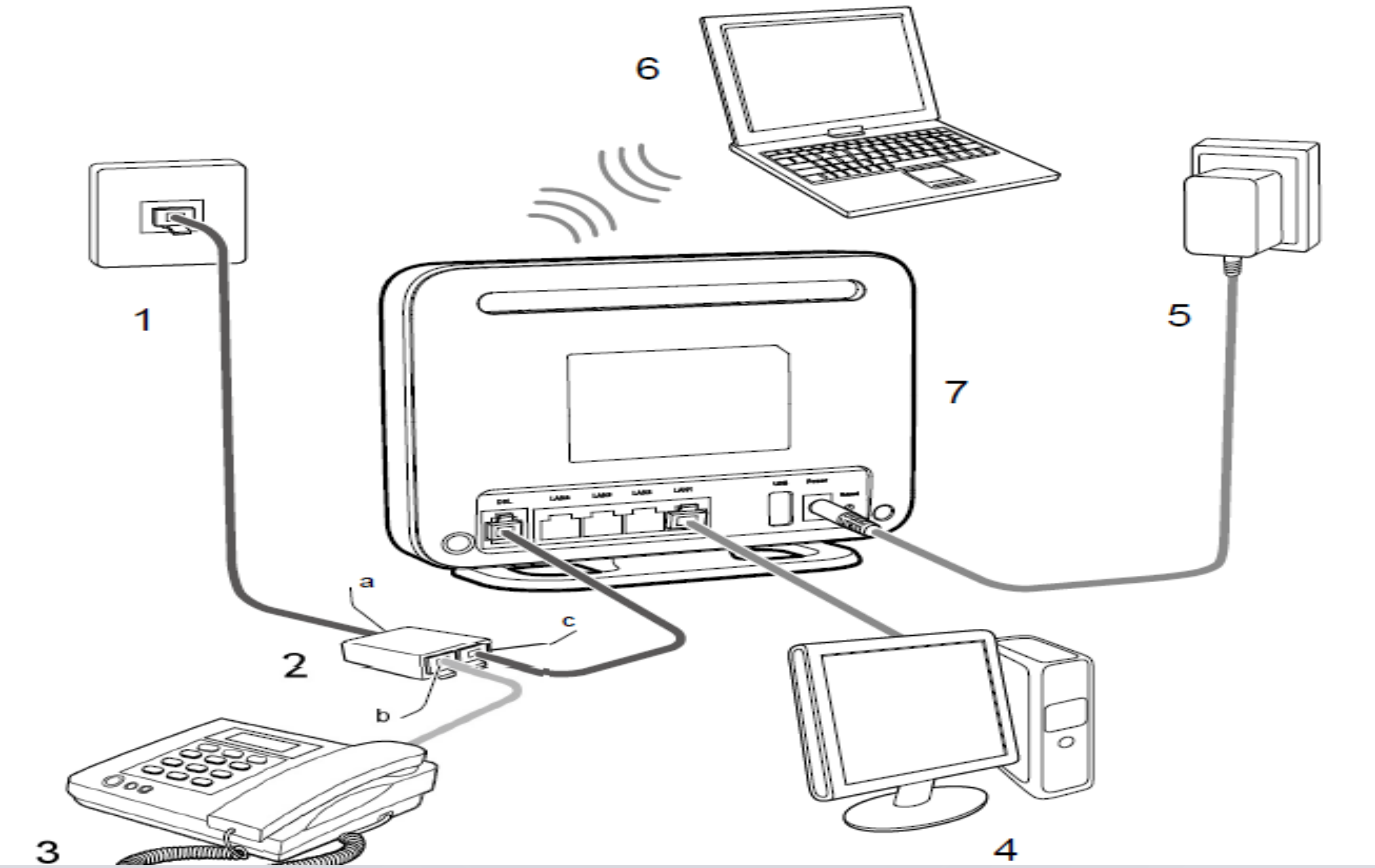


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Hardware Requirements

- **Router:**
  - Connecting Cables Using the DSL Port



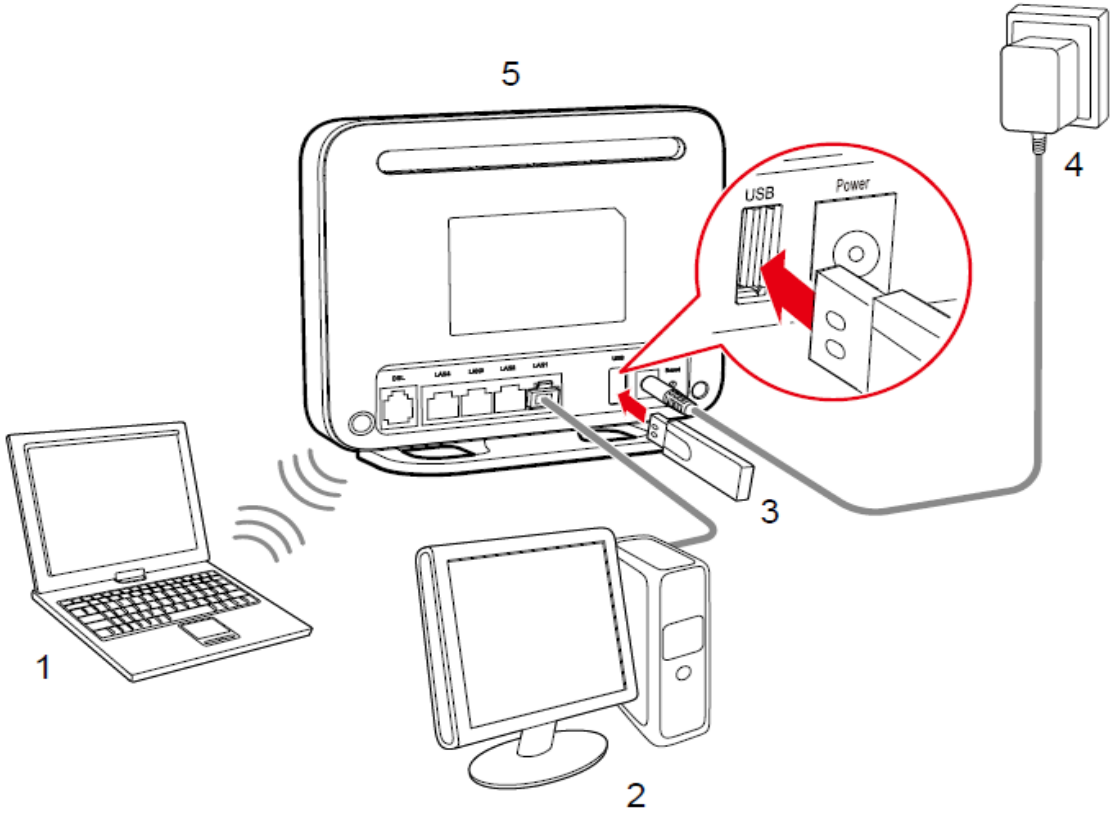
1. Telephone wall jack
2. Splitter
3. Telephone
4. Desktop computer
5. Power adapter
6. Laptop computer
7. HG630

a. Splitter LINE port
b. Splitter PHONE port
c. Splitter MODEM port

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Hardware Requirements

- **Router**:
  - Connecting Cables Using the USB Port



1. Laptop computer
2. Desktop computer
3. USB modem
4. Power adapter
5. HG630

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Hardware Requirements

- **Switch**:
  - A switch allows network resource sharing like a router, but it does not provide direct usage of an Internet connection.
  - It can allow all computers to use an Internet connection, but one computer must have an external connection to the Internet that must be on at all times, effectively acting as a server.
  - This “always on” computer will have two NICs: one connected to the external Internet connection, and the other connected to the switch sharing the information with everyone else.



http://www.computeralliance.com.au/50-port-gigabit-cisco-sg-200-50-network-switch-pn-slm2048t-au

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Hardware Requirements

- **Hub**:
  - A hub provides simple sharing capabilities between two or more computers but provides no Internet support.
  - A hub is not as “smart” as a router or switch. A router or switch keeps a list of computers that are connected to it and which port each is connected to.
  - When data enters a router or switch, it will be directed to the intended recipient. When data enters a hub, it is broadcast to all connected computers until the intended recipient is found. Therefore, a hub is not as fast or effective for network use as a router or switch and as such **is not often used.**

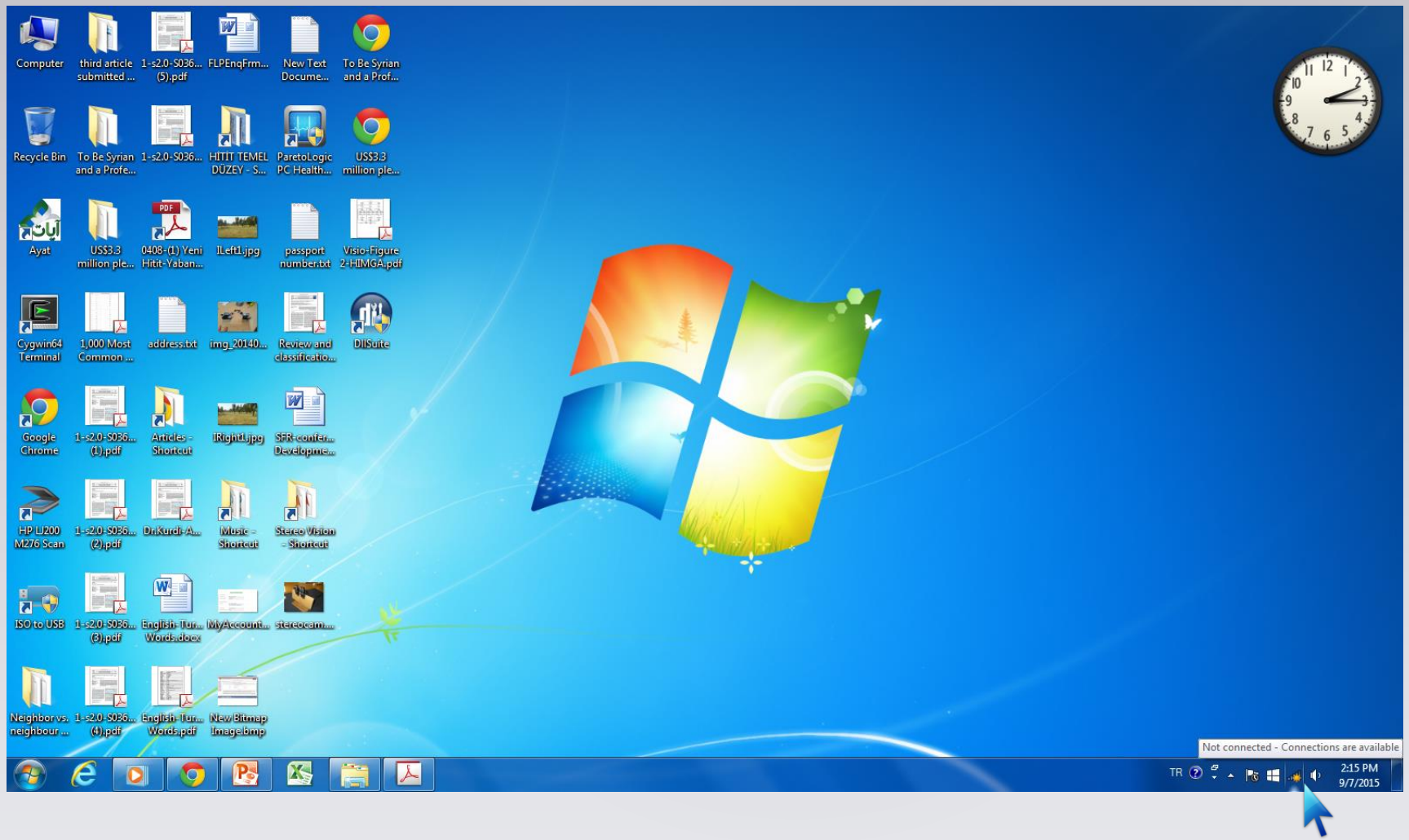


http://www.technologyuk.net/telecommunications/networks/interconnection_devices.shtml

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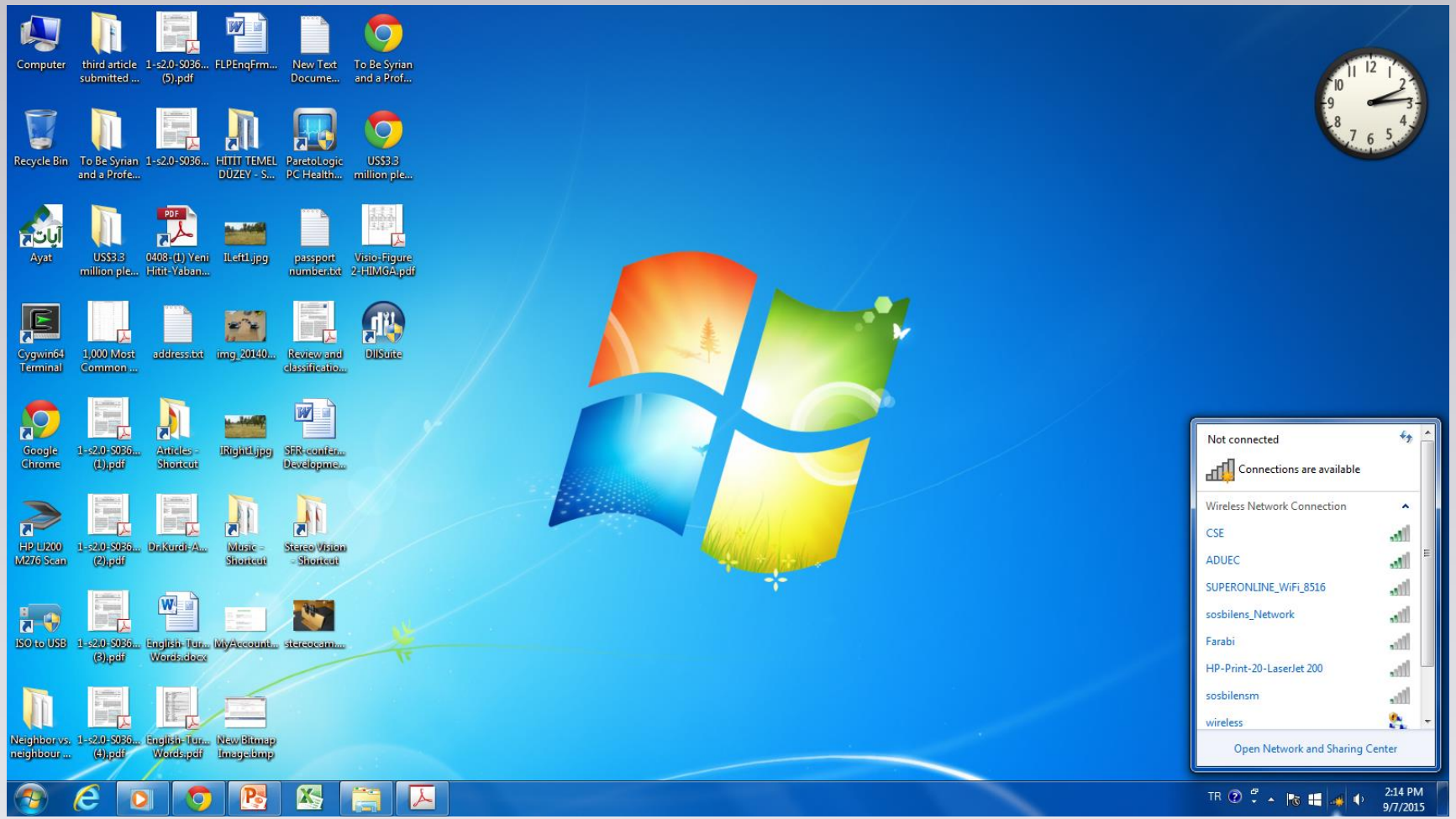
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Connect to a Wireless Network



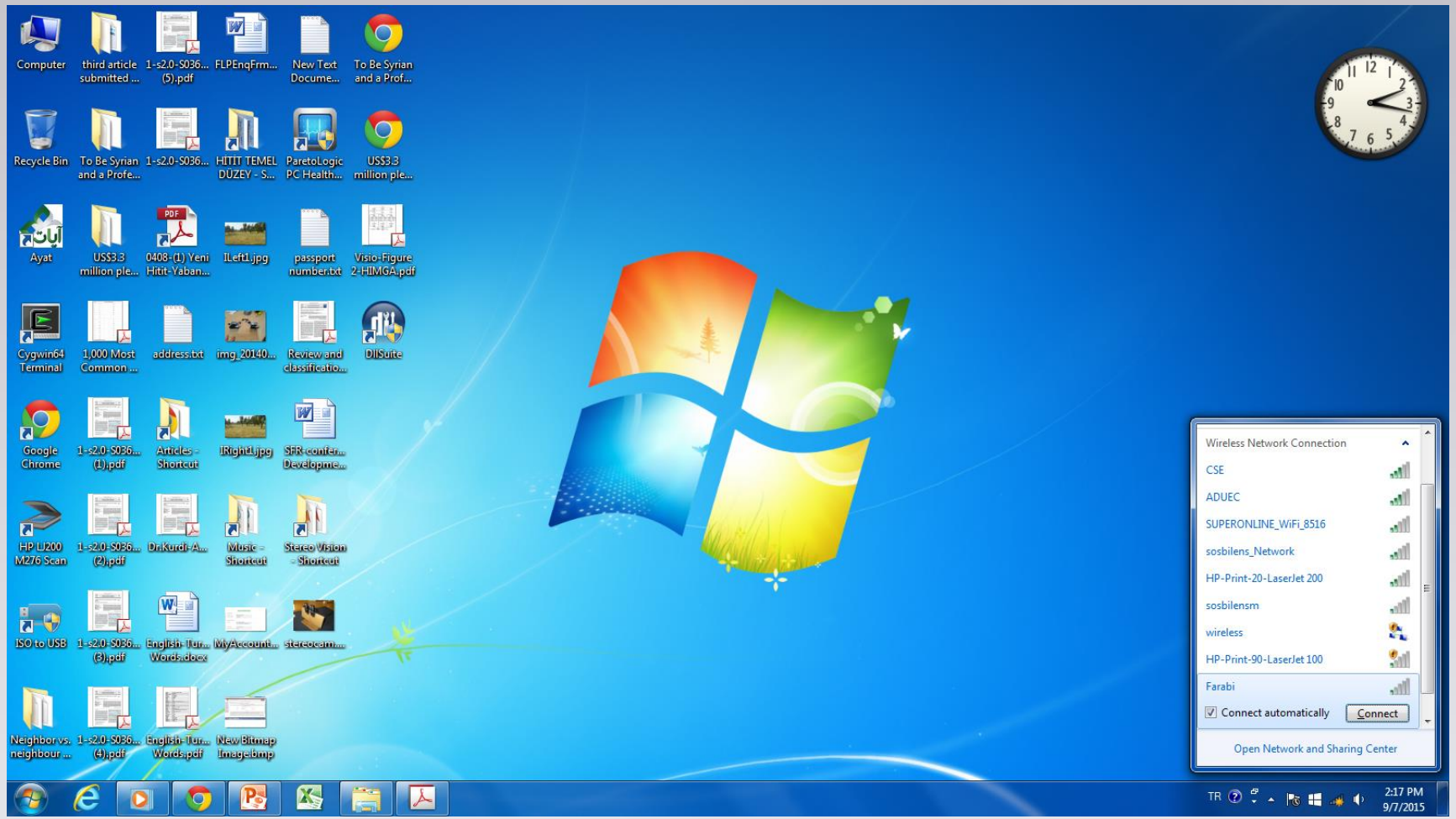
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Connect to a Wireless Network



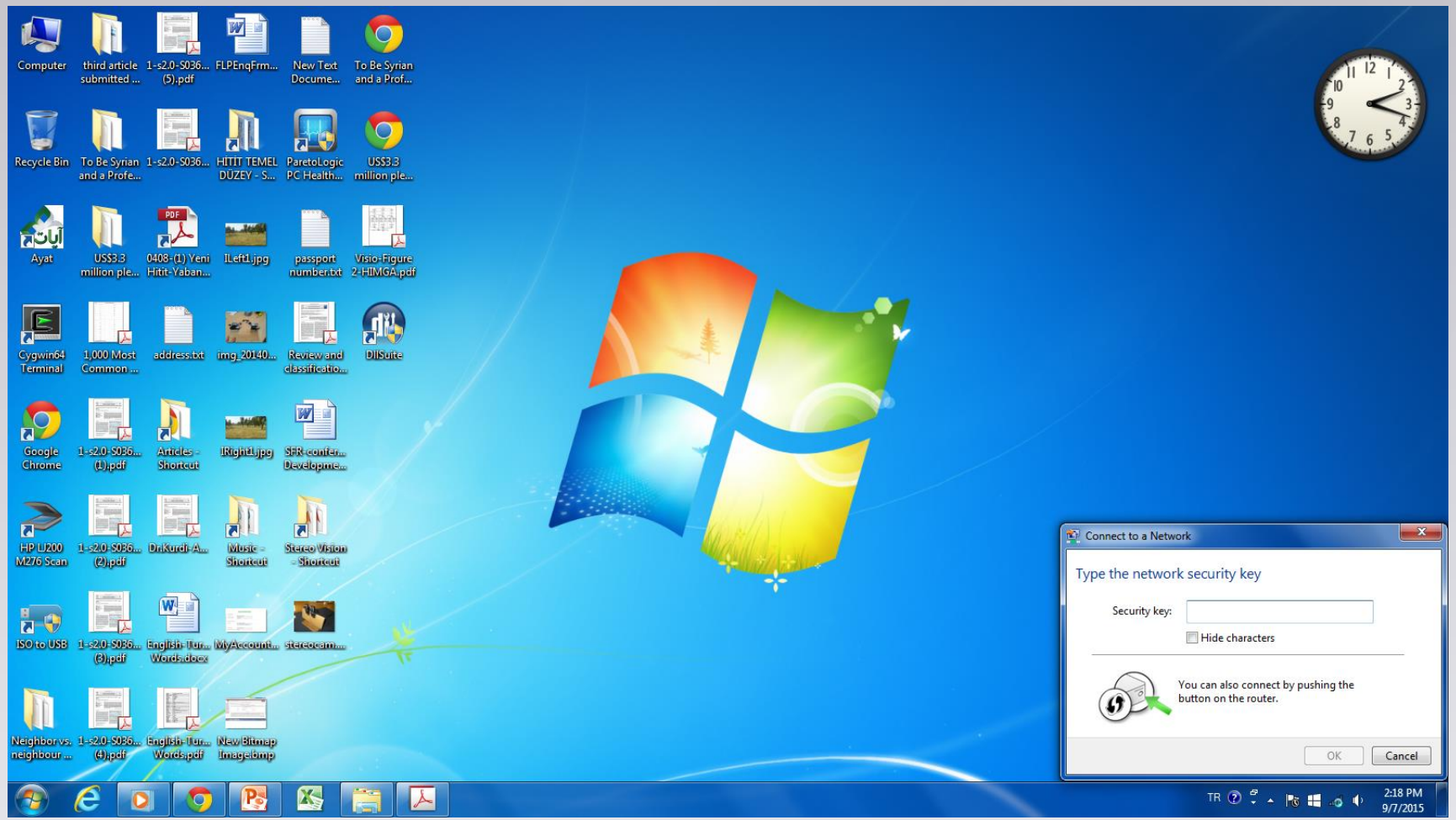
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Connect to a Wireless Network



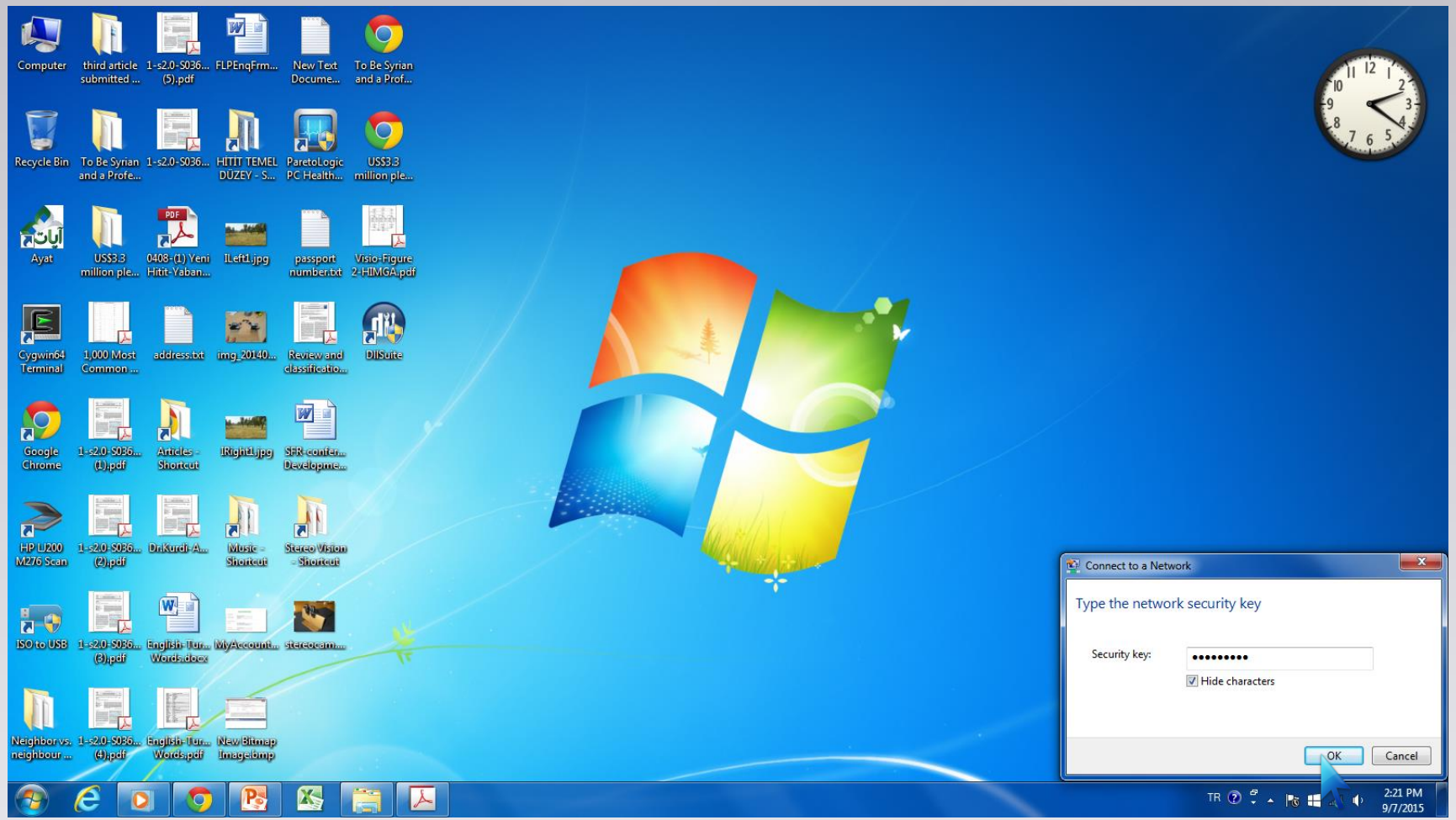
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Connect to a Wireless Network



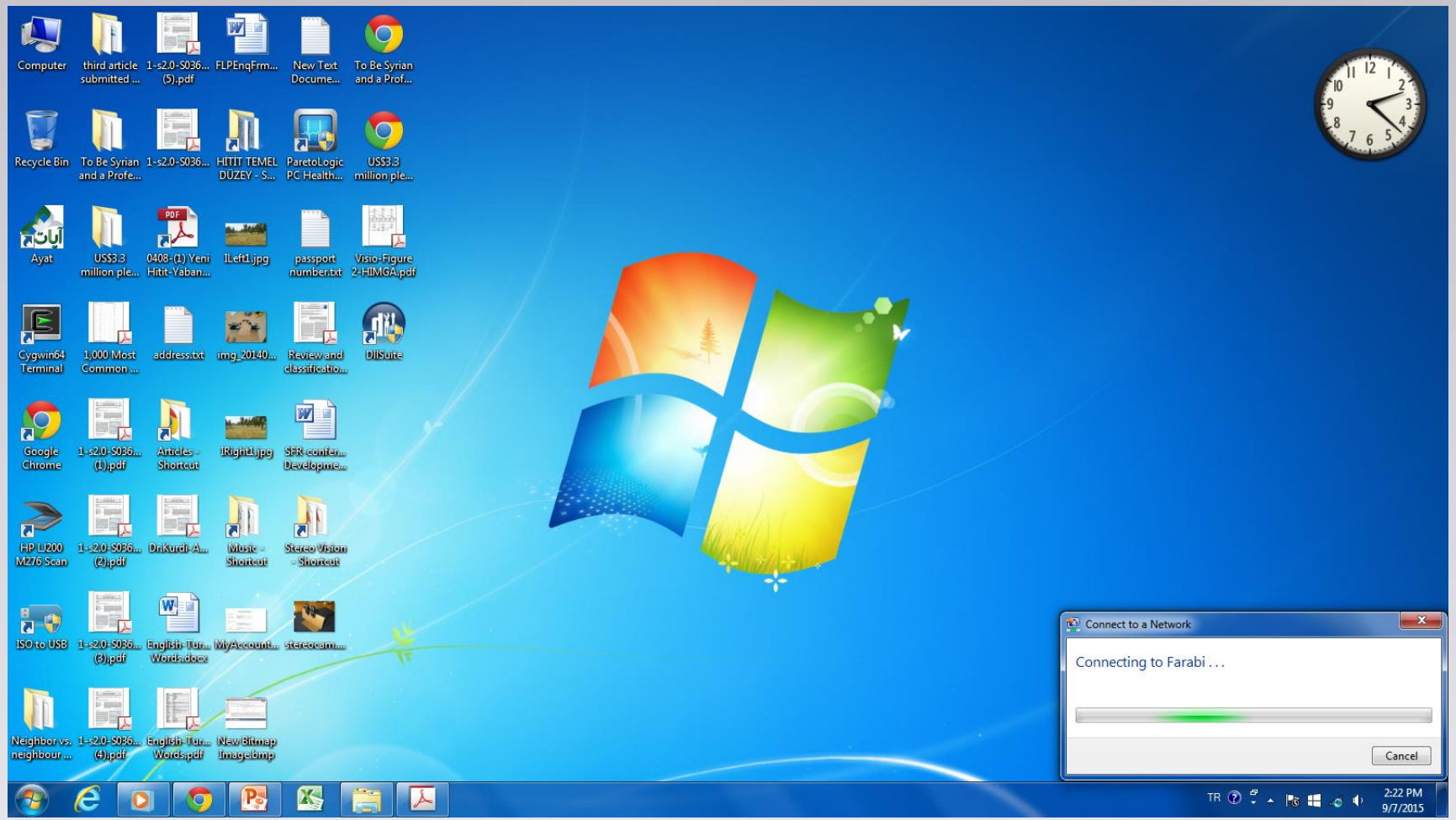
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Connect to a Wireless Network



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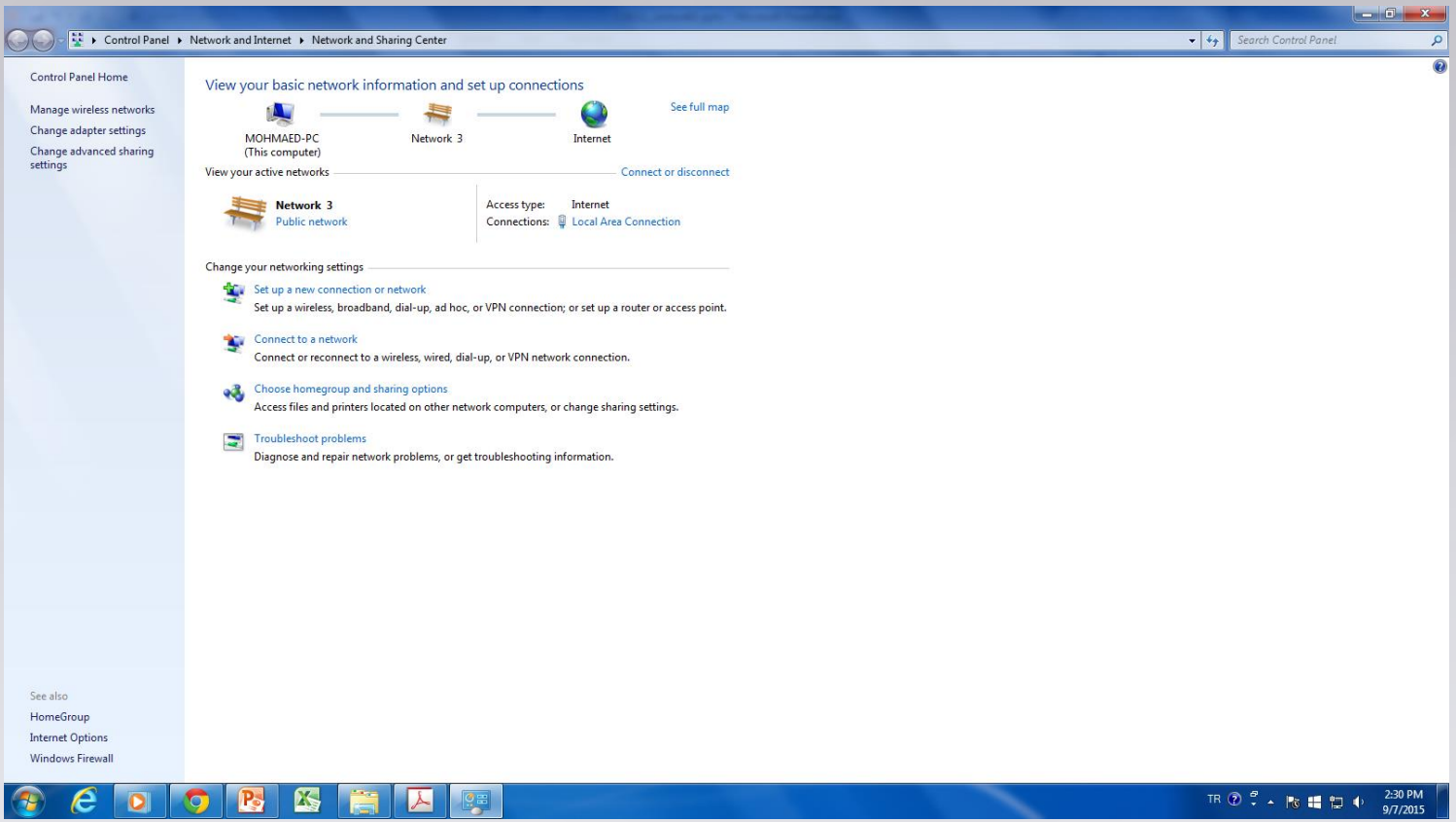
Connect to a Wireless Network



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Viewing the Networking and Sharing Center

- To view the basic information about your network or to change your network setting and file sharing preferences, click *Start* →*Control Panel* → *Network and Internet*→ *Networking and Sharing Center*.

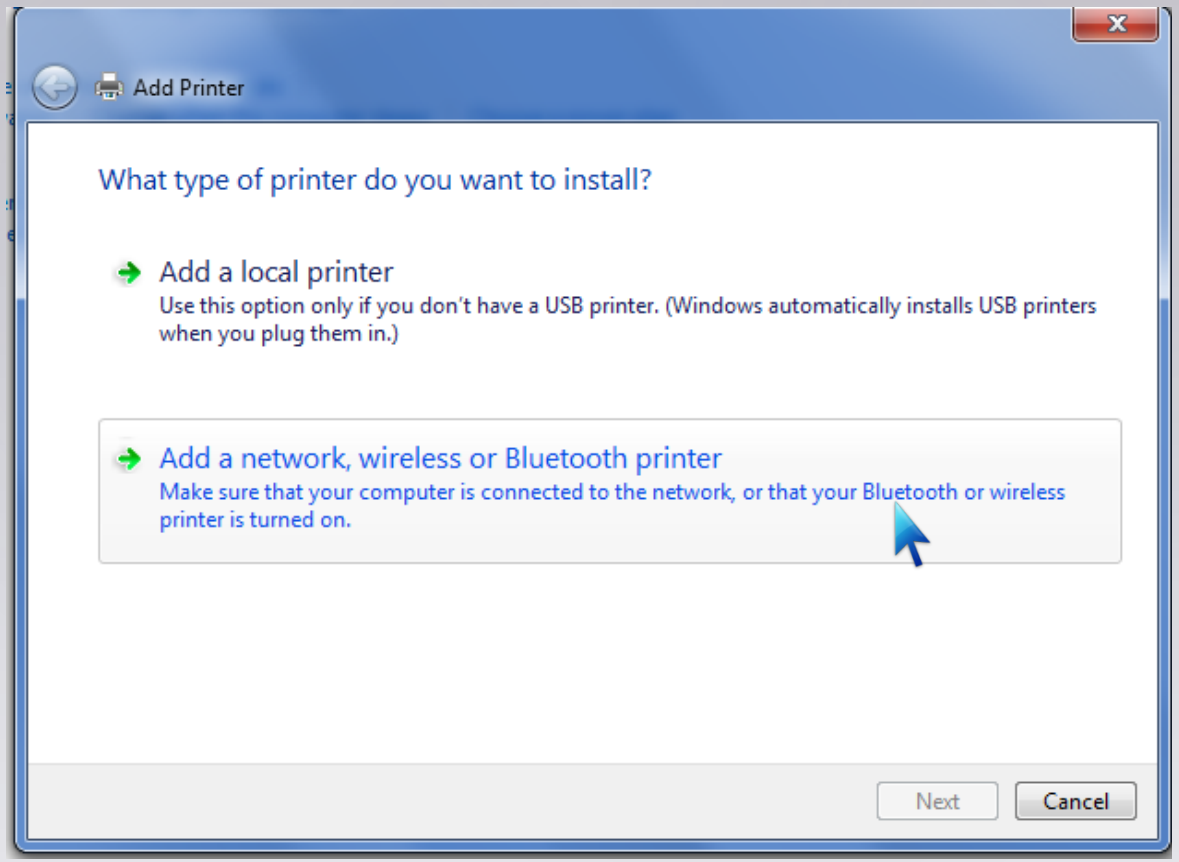


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Connecting to a Network Printer

- *Control Panel* → *Hardware and Sound* →Add a printer. When the *Add Printer* dialog box appears, click *Add a network, wireless, or Bluetooth printer*:

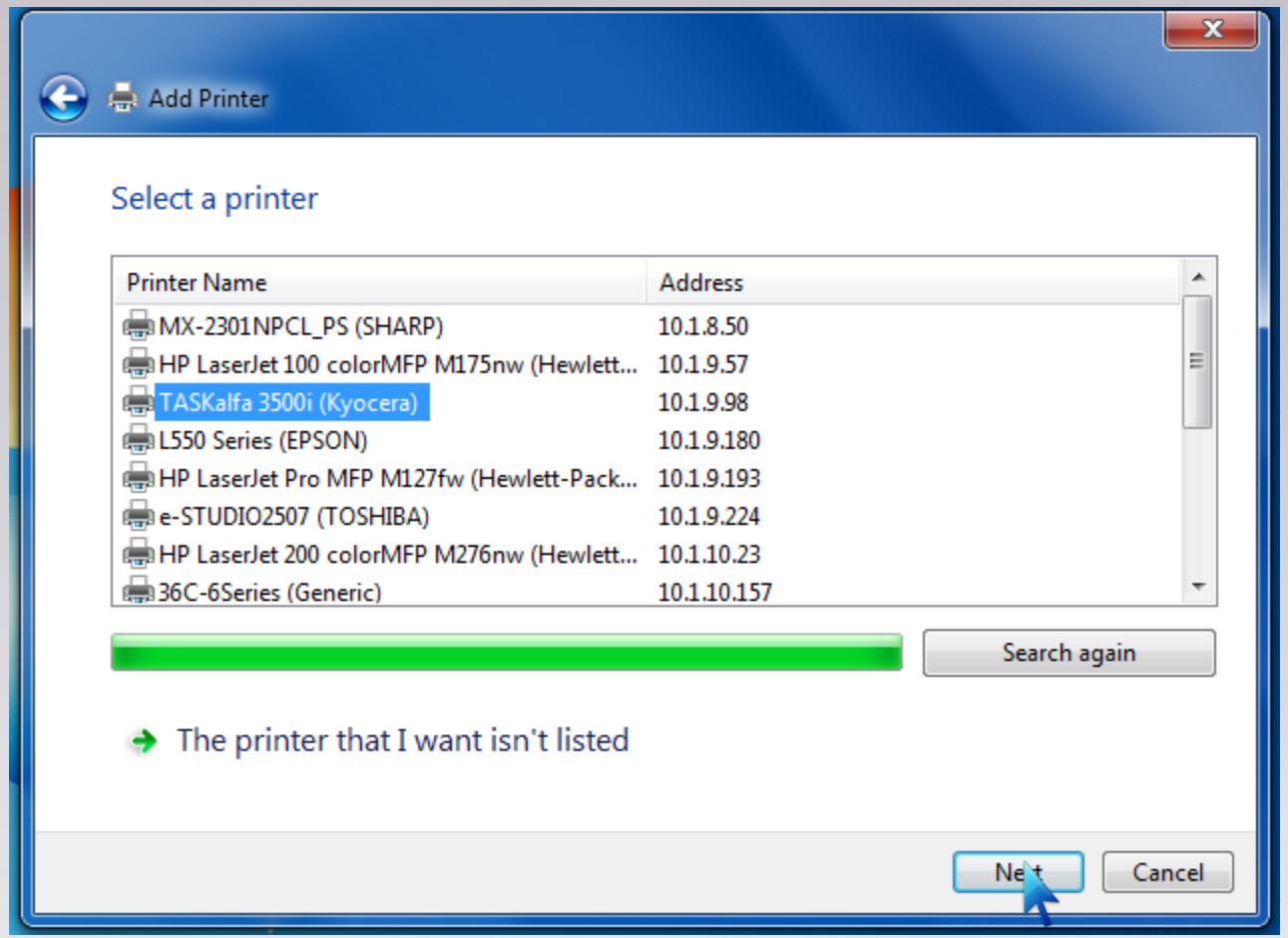


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Connecting to a Network Printer

- Any available recognized printing services will be displayed in a list. Select the printer you want to use and click *Next:*



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Connecting to a Network Printer

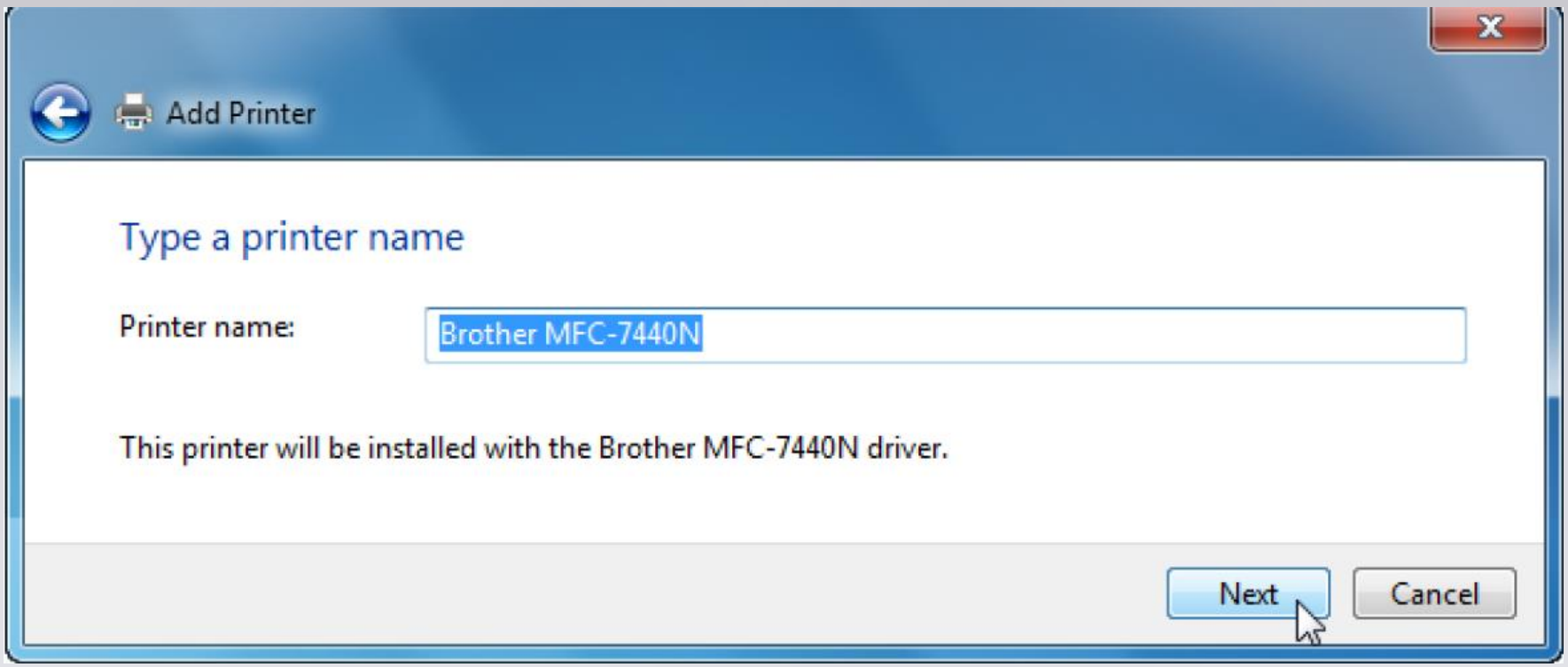
- When you install a network printer, your computer needs a printer driver to communicate properly. A printer driver can be added to your computer in a number of ways:
    1. If the printer is attached to someone's computer, the driver will be downloaded and installed from the host computer.
    2. If the printer came with a driver disc, you can install the driver on your computer and then install the network printer.
    3. Windows includes a large driver database for many printers. If the local database does not contain the driver, you can connect to Windows Update and search for a driver that way.
    4. You can download the printer driver from the manufacturer's website and install it as if you were using a driver disc.

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Connecting to a Network Printer

- If the driver was installed successfully, you will see the following dialog. You can give the printer another name (if you like) and click *Next*:

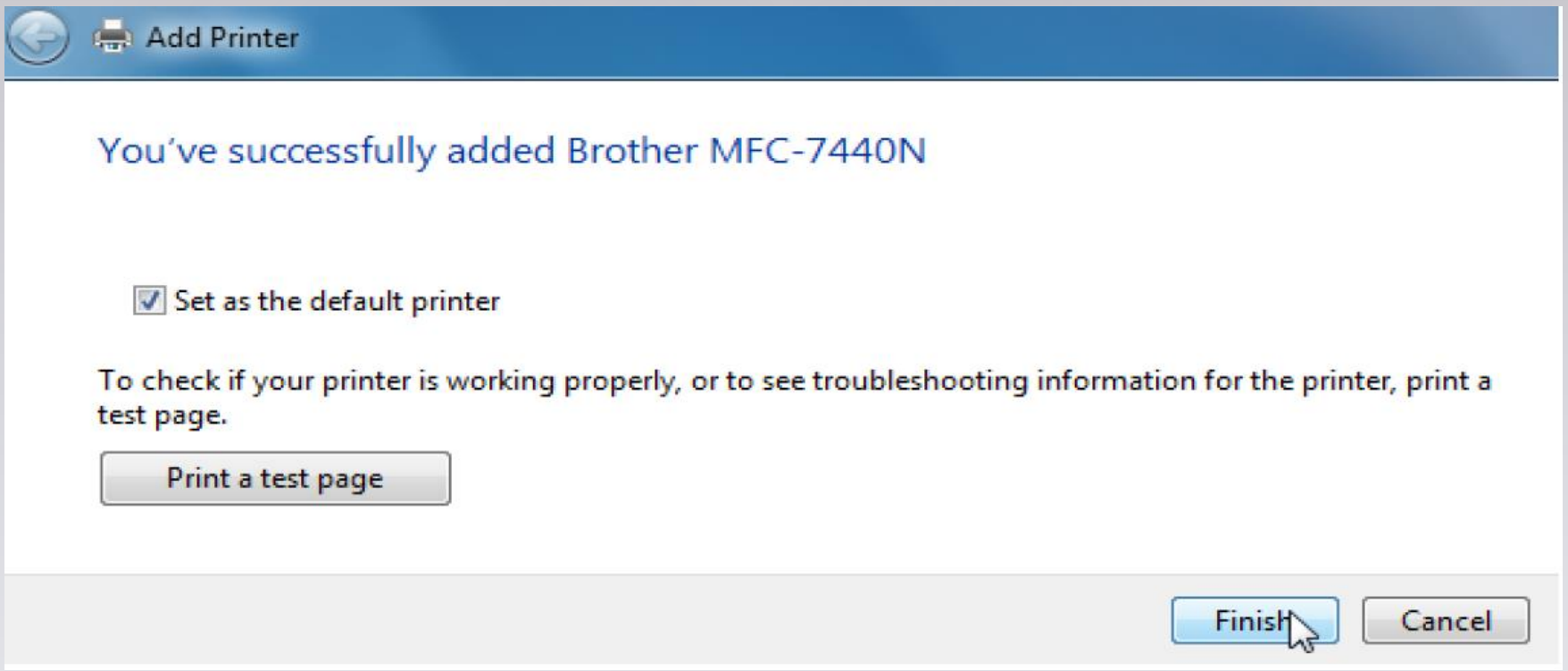


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Connecting to a Network Printer

- Finally, you can set this printer to be your default printer and print a test page to make sure everything is working correctly:

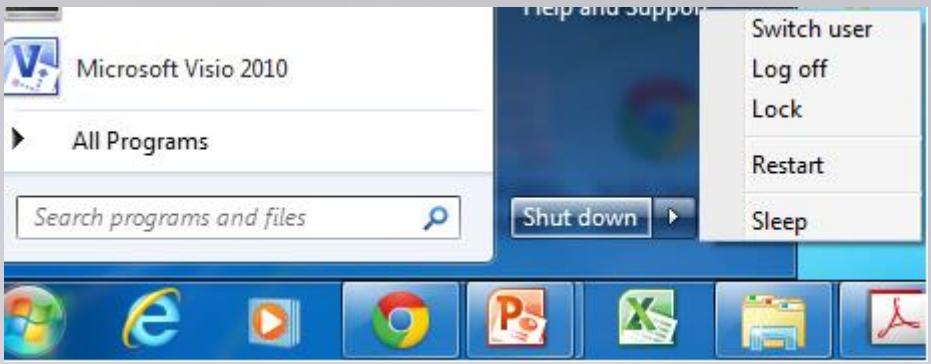


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Shutting Down the Computer

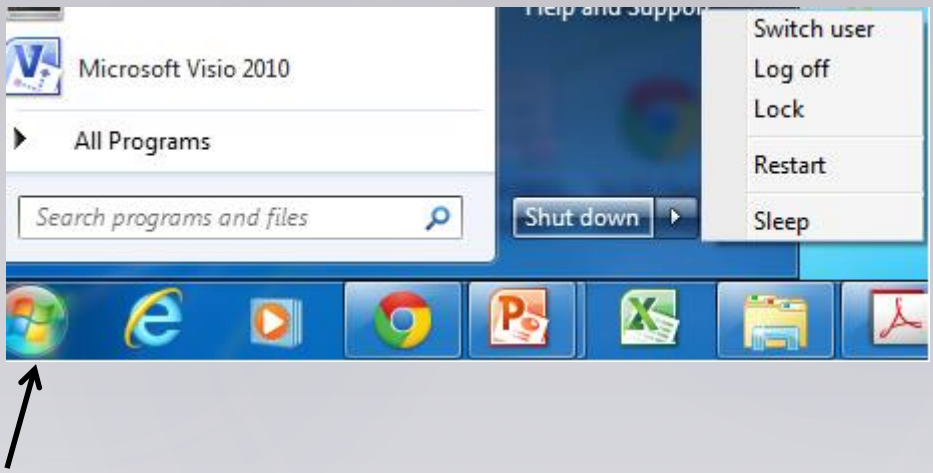
- It is very important that you shut down your computer system properly, turning the power off with the power switch can cause serious file system damage.
- The start menu provides you with many options to manage you current session:



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Shutting Down the Computer

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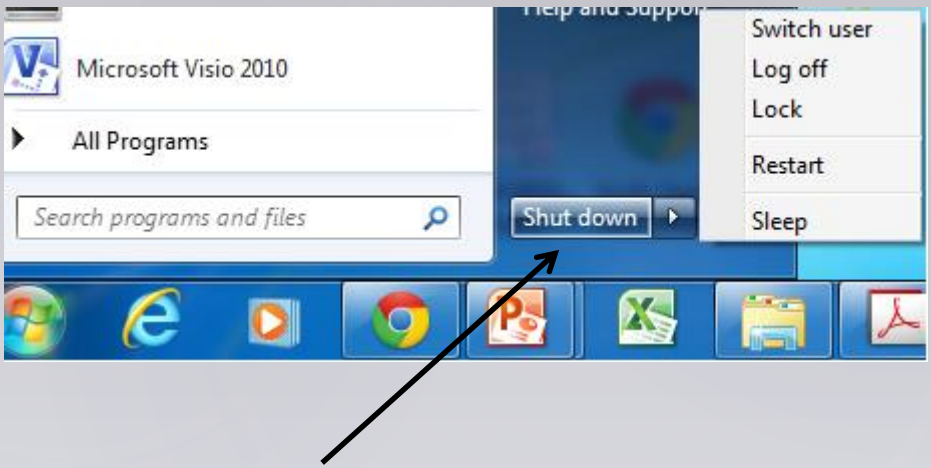


Click the *Start Button*, the Start menu appears.

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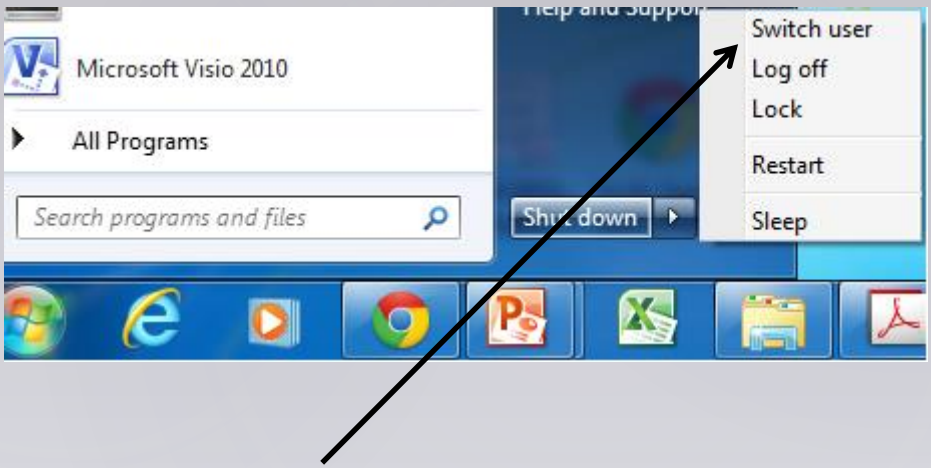


Shut down: to simply shut down your computer.

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Shutting Down the Computer

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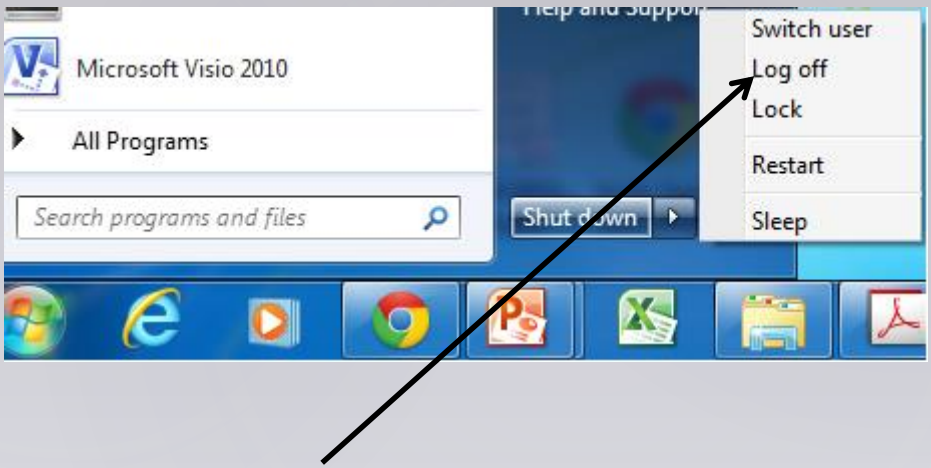


Switch user: when you have more than one account user.

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Shutting Down the Computer

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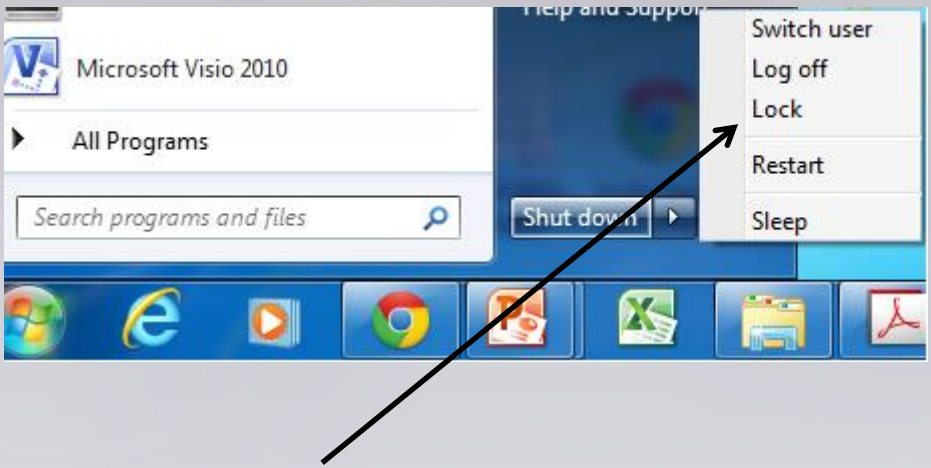


Log Off : to move from one account user to another without shutting down each time.

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Shutting Down the Computer

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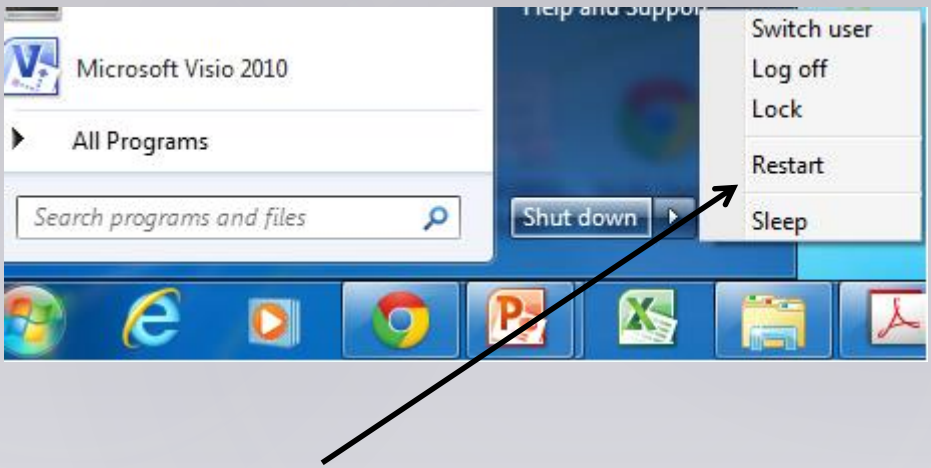


Lock: to keep it running and provide security in your absence.

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Shutting Down the Computer

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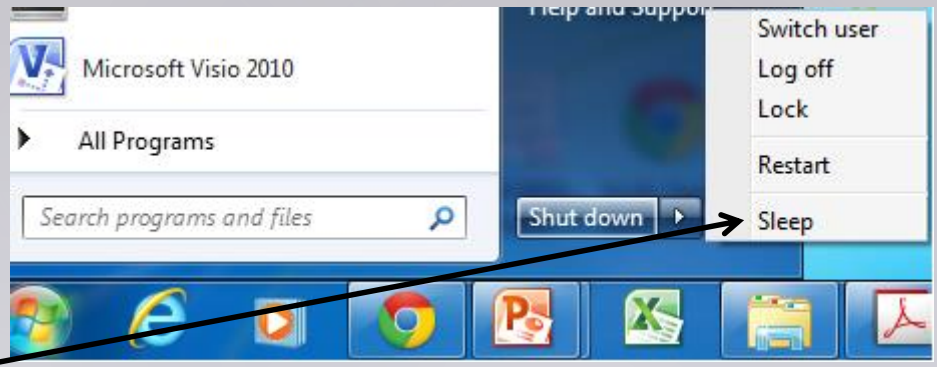


Restart: to restart your computer.

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Shutting Down the Computer

- It is very important that you shut down your computer system properly, turning the power off with the power switch can cause serious file system damage.
- The start menu provides you with many options to manage you current session:



Sleep: to suspend your computer temporarily. Moving the mouse or pressing your computer's power-on switch will resume your work quickly.

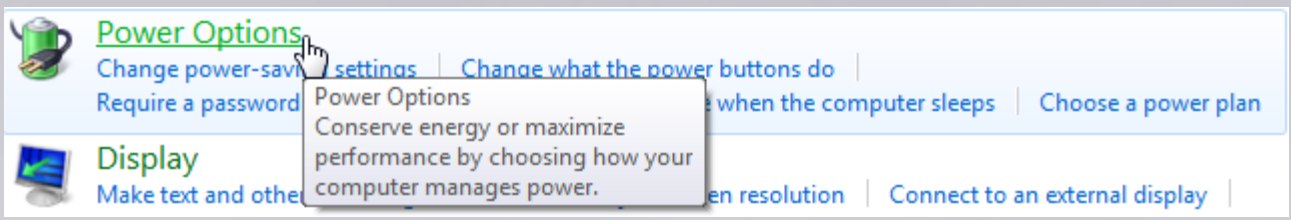


http://www.whatthetech.com/2010/02/22/problems-putting-computer-to-sleep/

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Setting Power Options

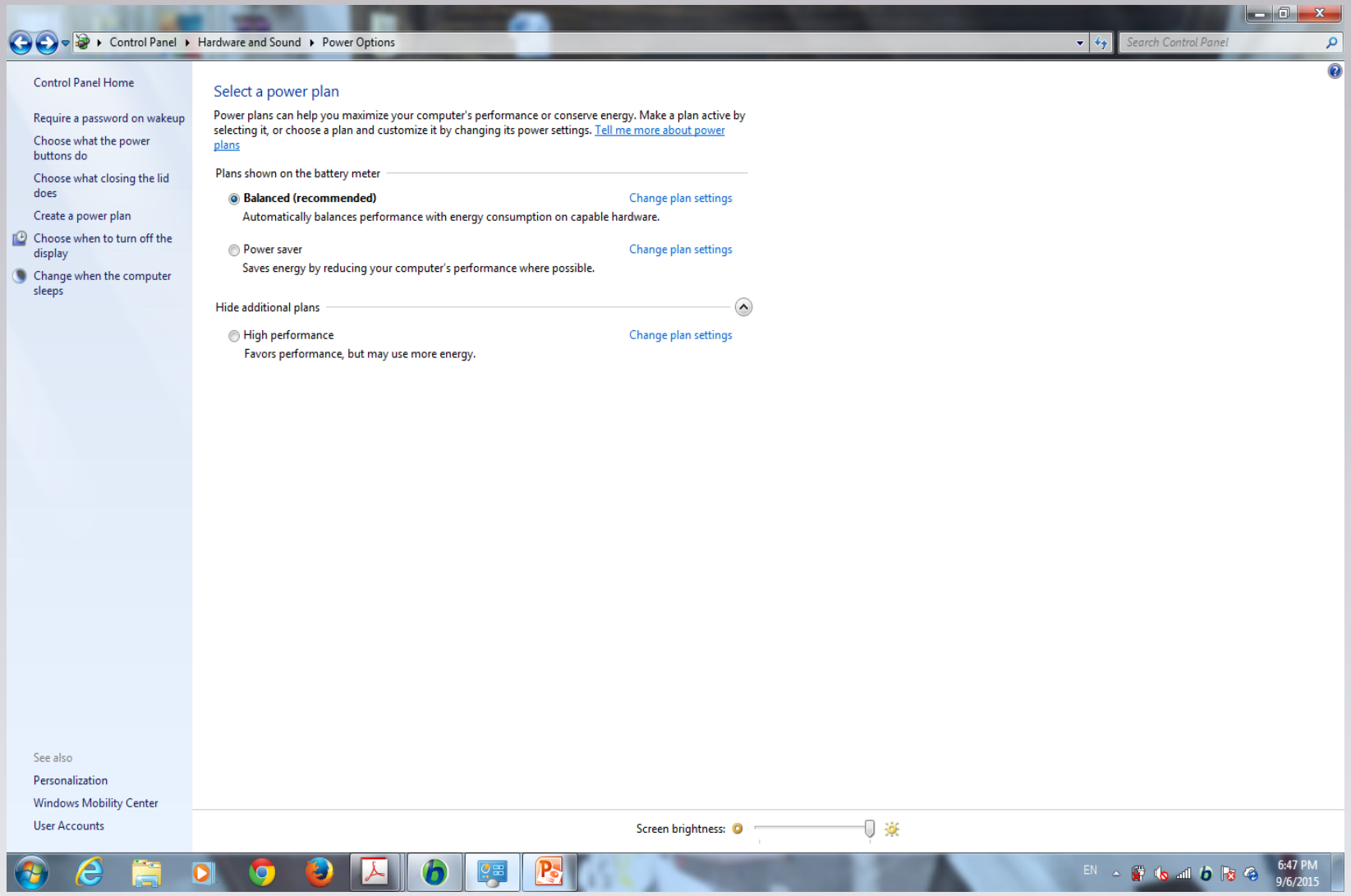
- Windows includes power saving options to help extend the battery life of a laptop computer and help conserve more energy if using a desktop computer.
- To change these options, open the *Control Panel* and click *Hardware and Sound* → *Power Options*:



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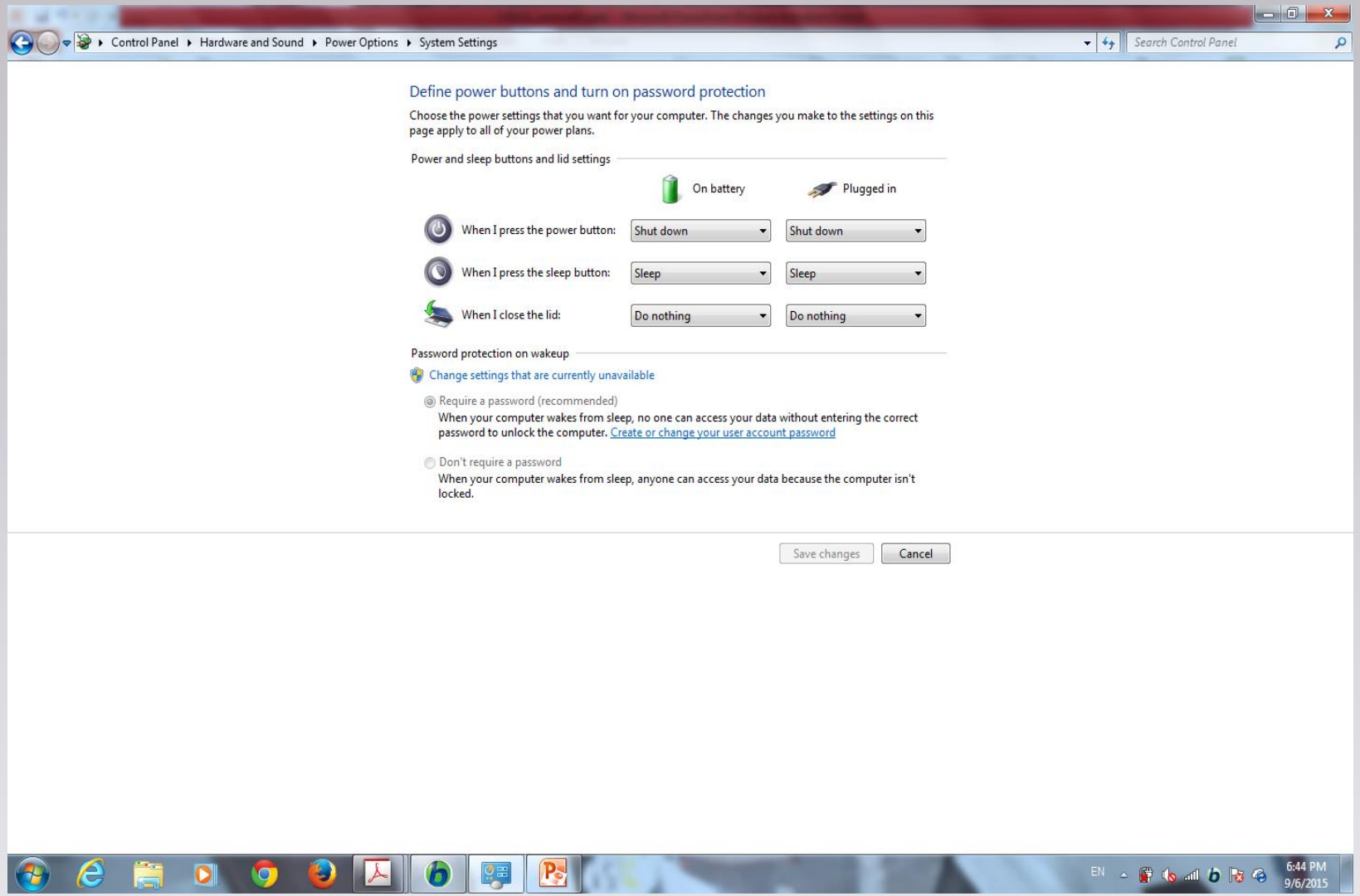
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Setting Power Options



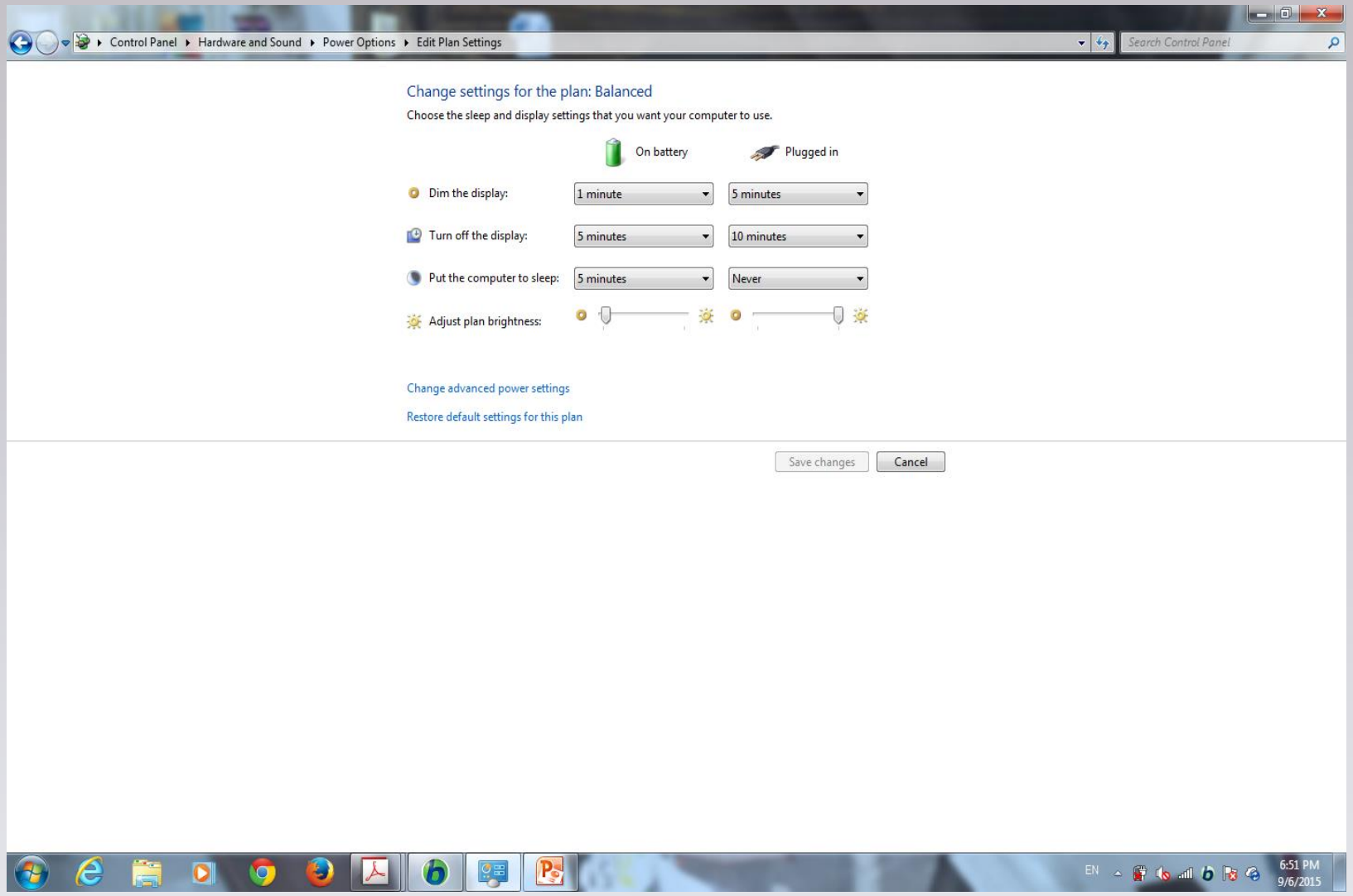
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Setting Power Options



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Setting Power Options



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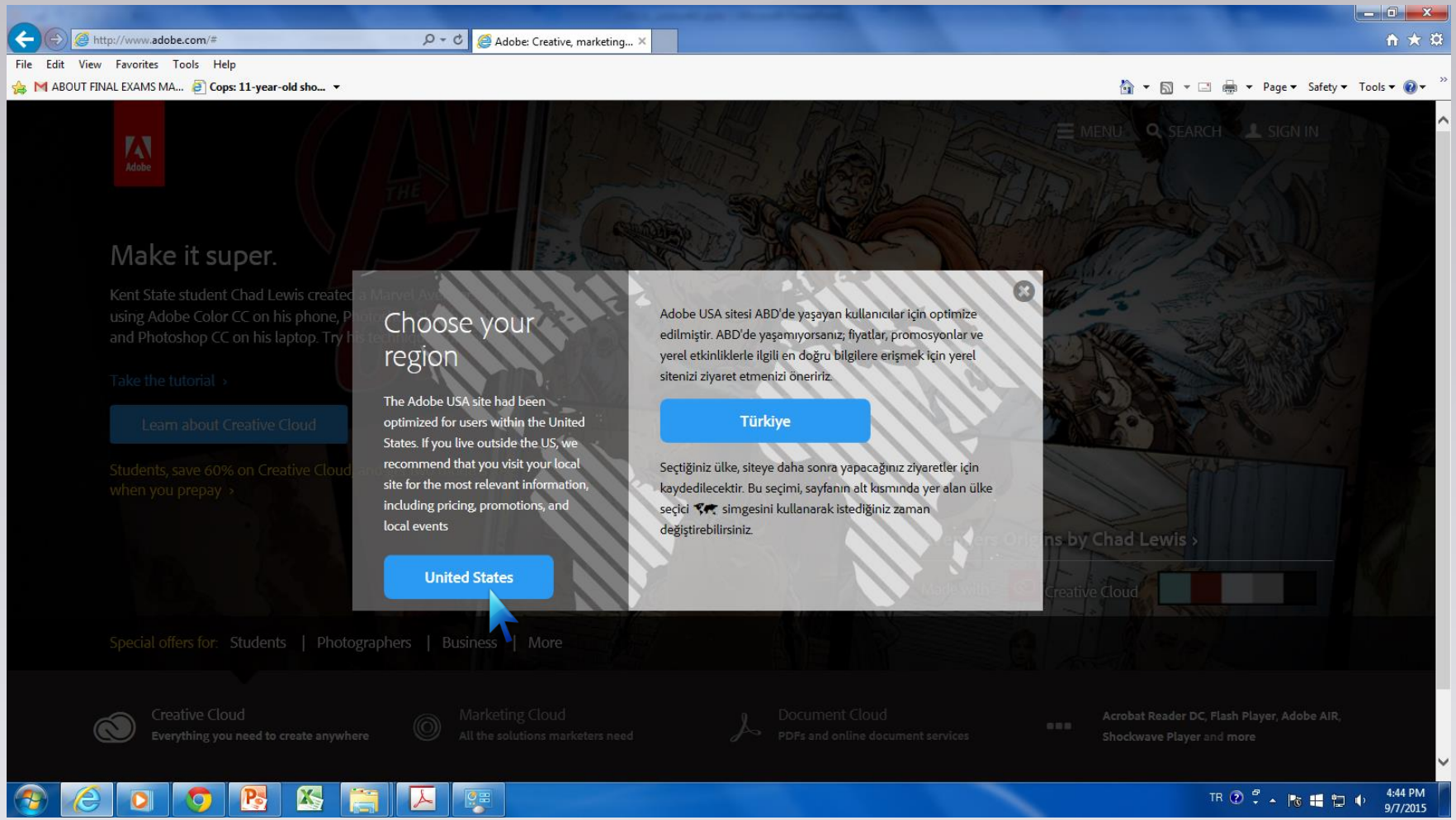
Installing Software Packages

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- When you go to a store and buy a piece of software, the program files are usually stored on a CD-ROM or DVD-ROM.
- When you download a program from the Internet, it will most likely be a single executable archive that contains all the necessary files to run a program.
- These files need to be installed (copied and arranged) on your computer in order to make the program work.
- When a program installs, a few important things happen. First, the files for the program are copied from the source onto a hard disk. This usually includes installing icons on your desktop and in the Start menu . Finally, the program details are entered into the computer's registry (the registry is something the computer uses to keep track of what programs are installed where).
- As an example, let's install a program that is used to view PDF files (Portable Document Files):

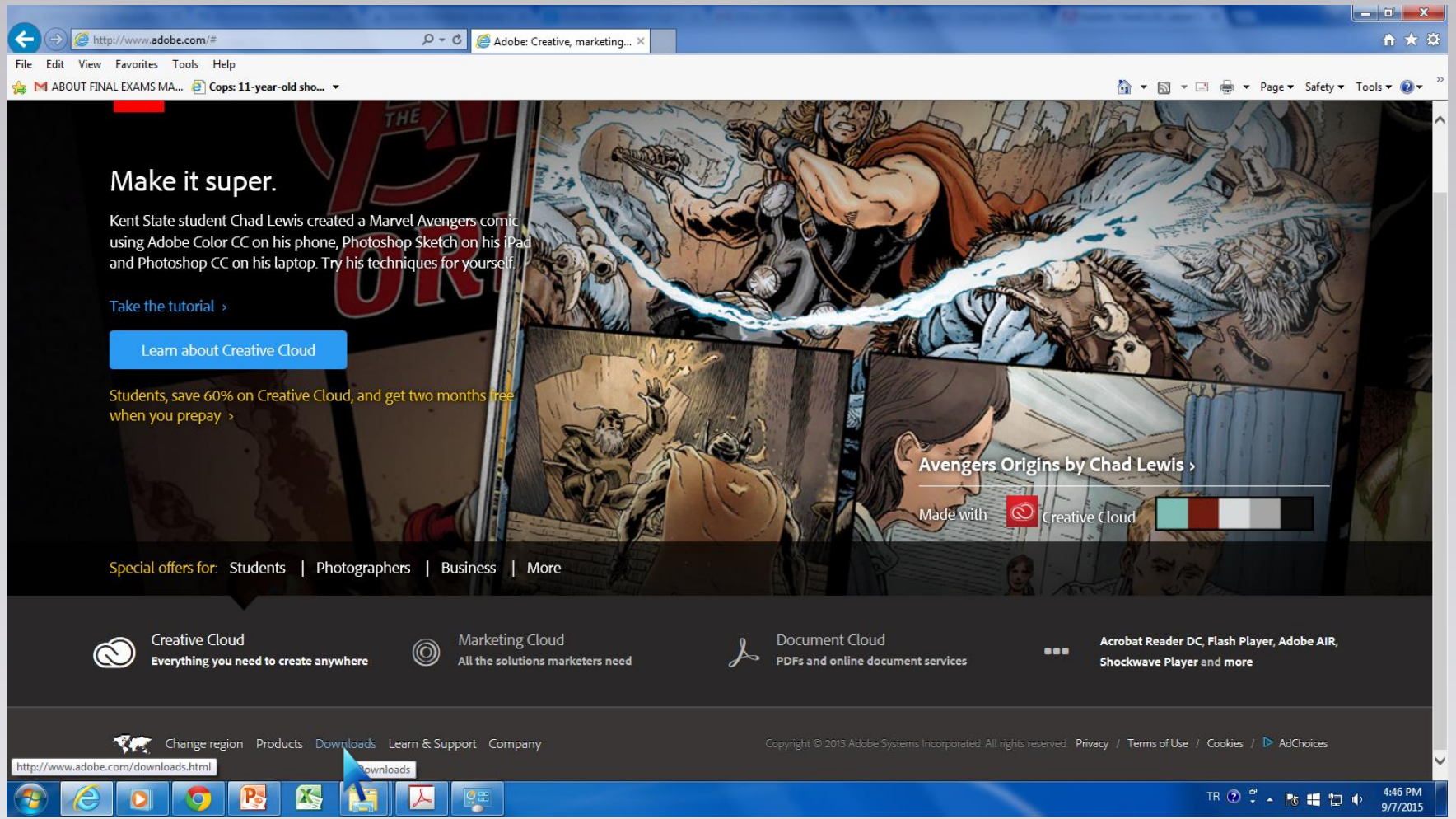
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Installing Software Packages



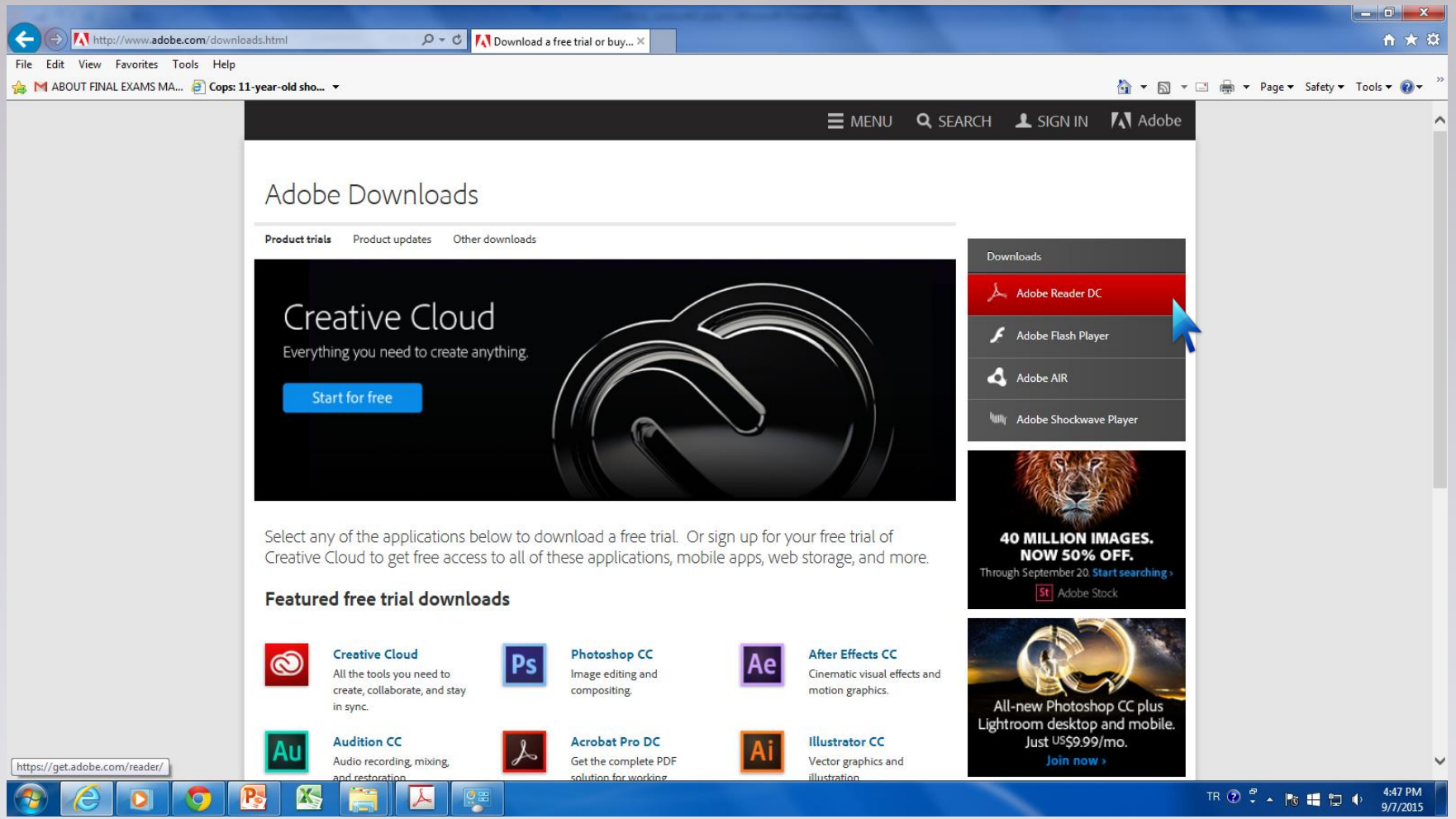
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Installing Software Packages



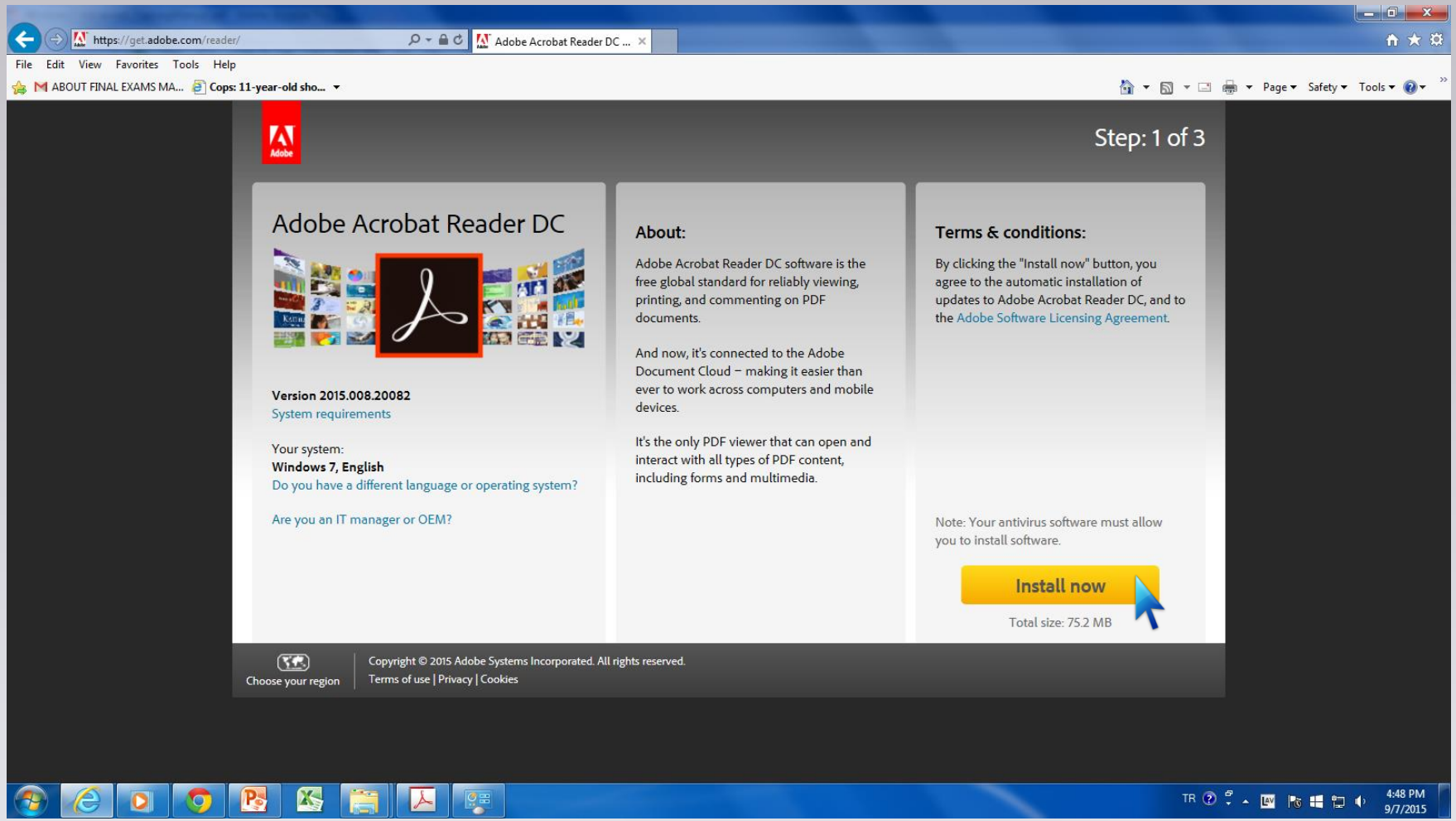
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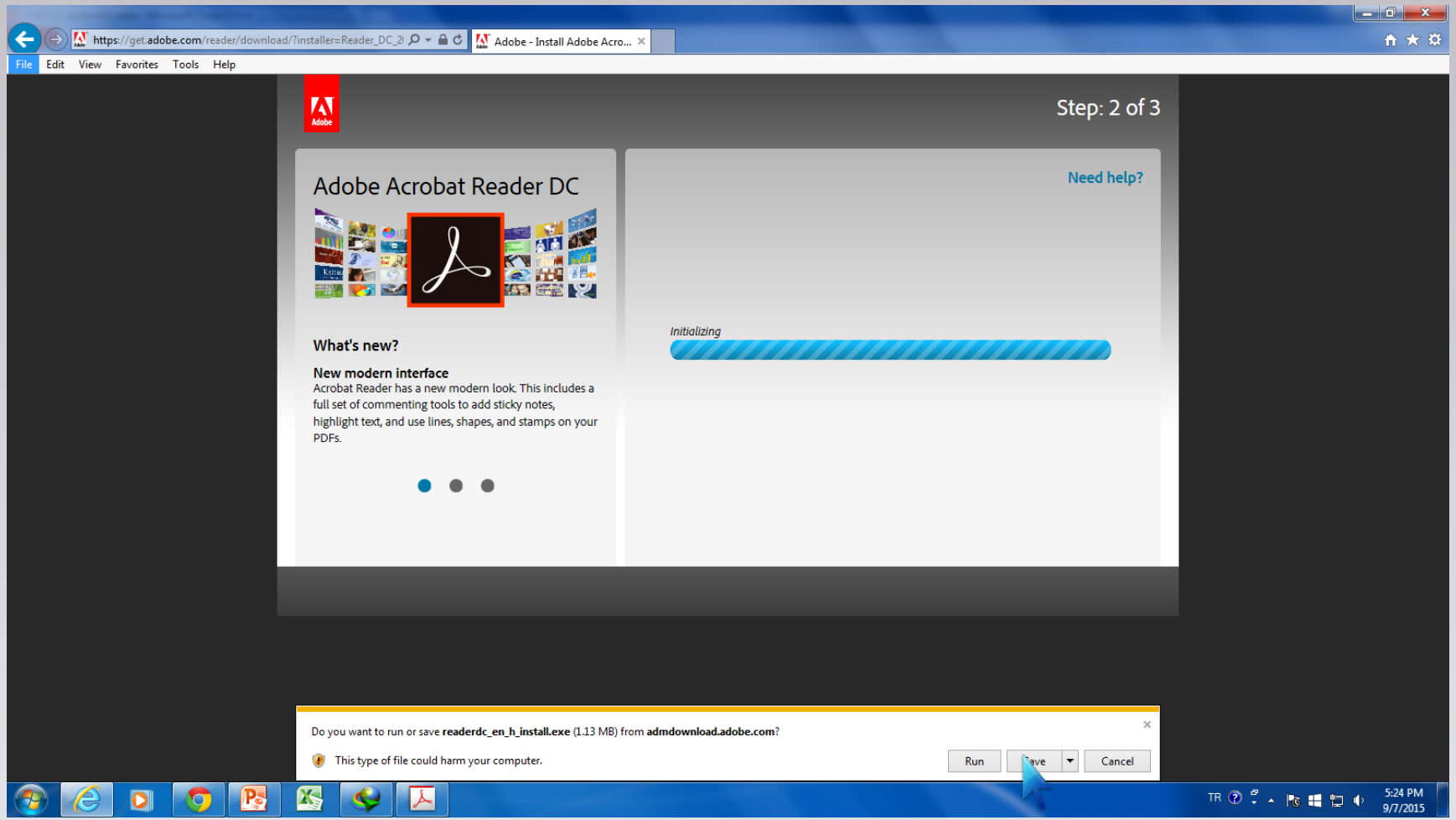
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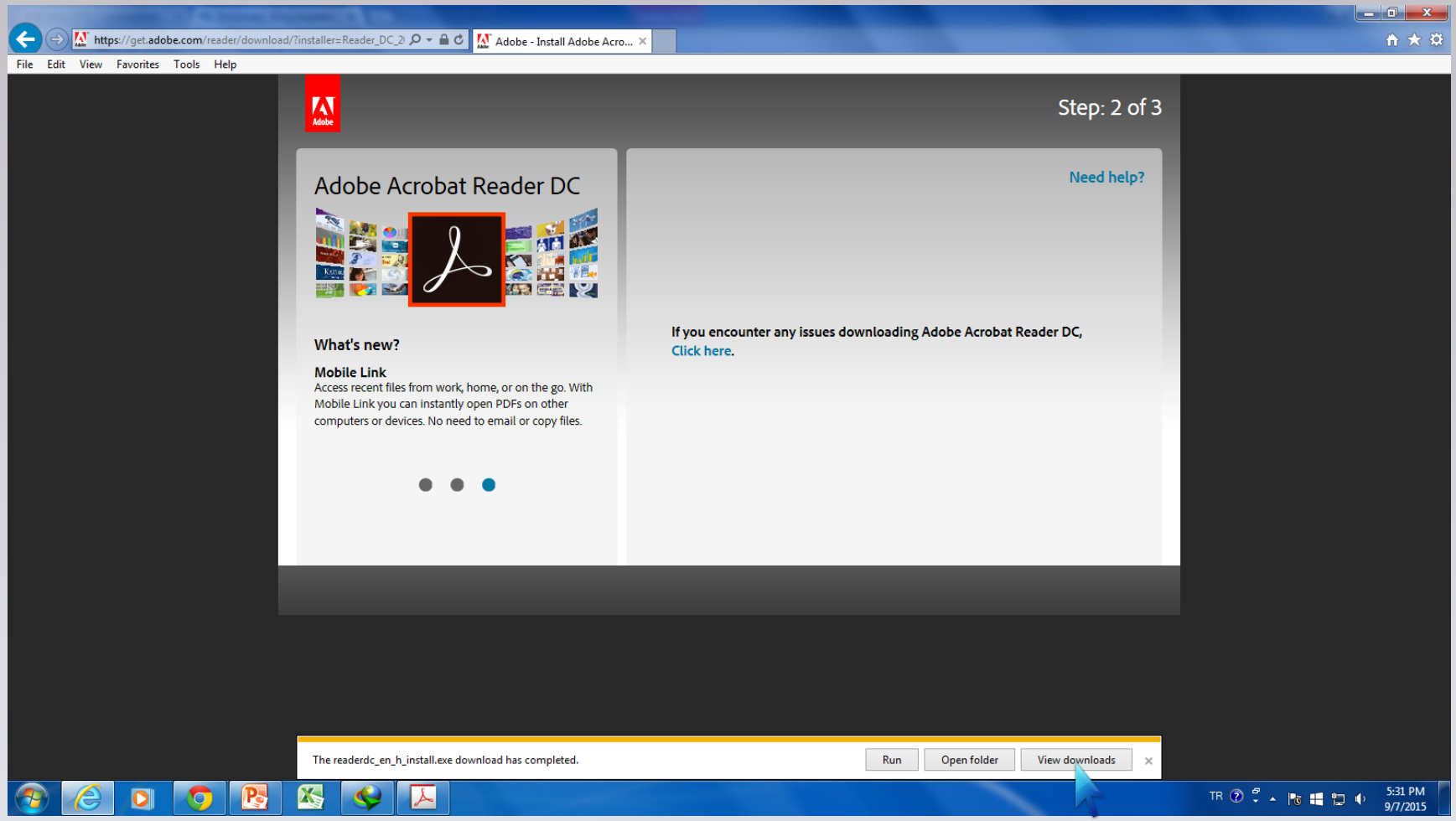
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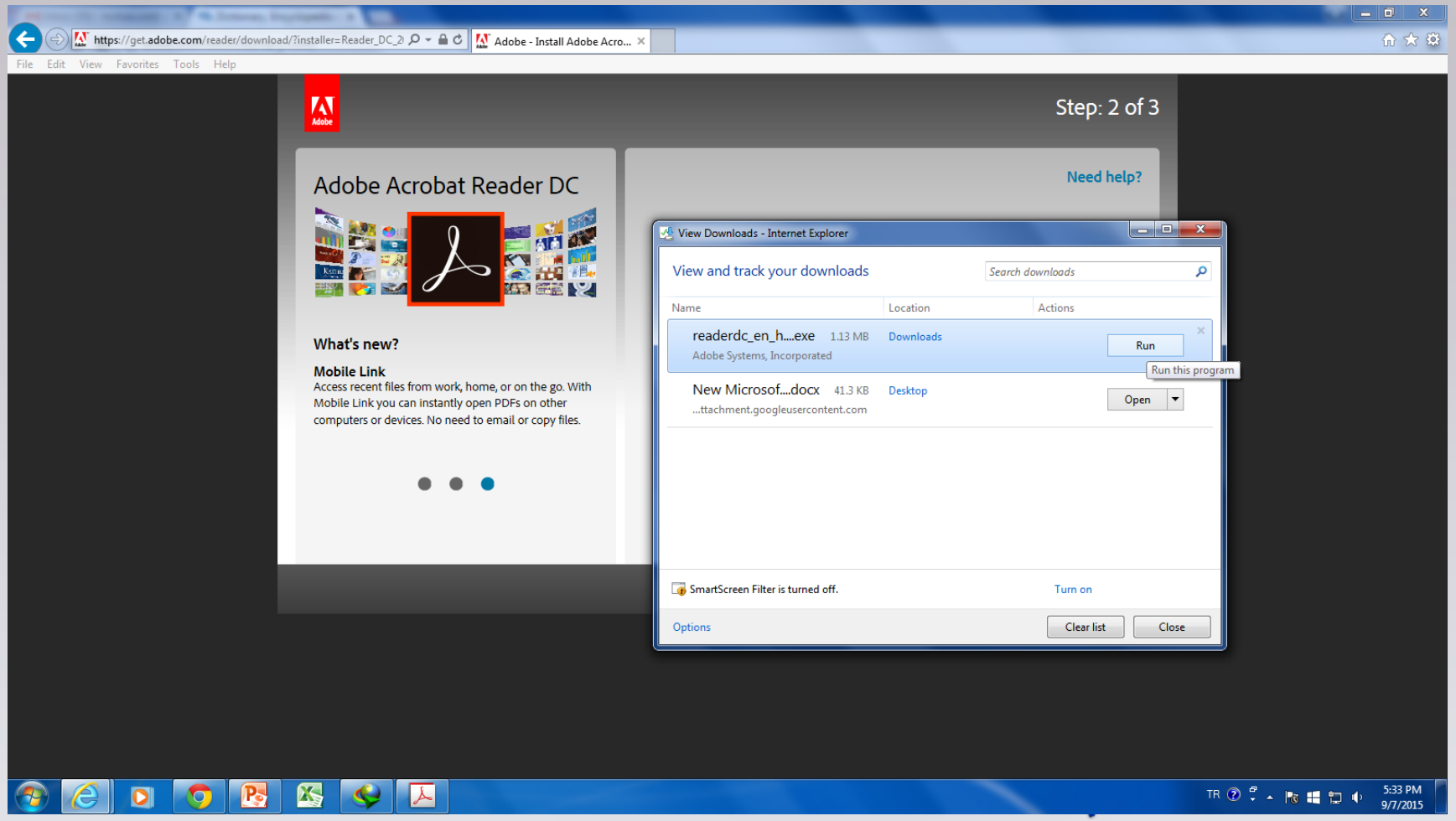
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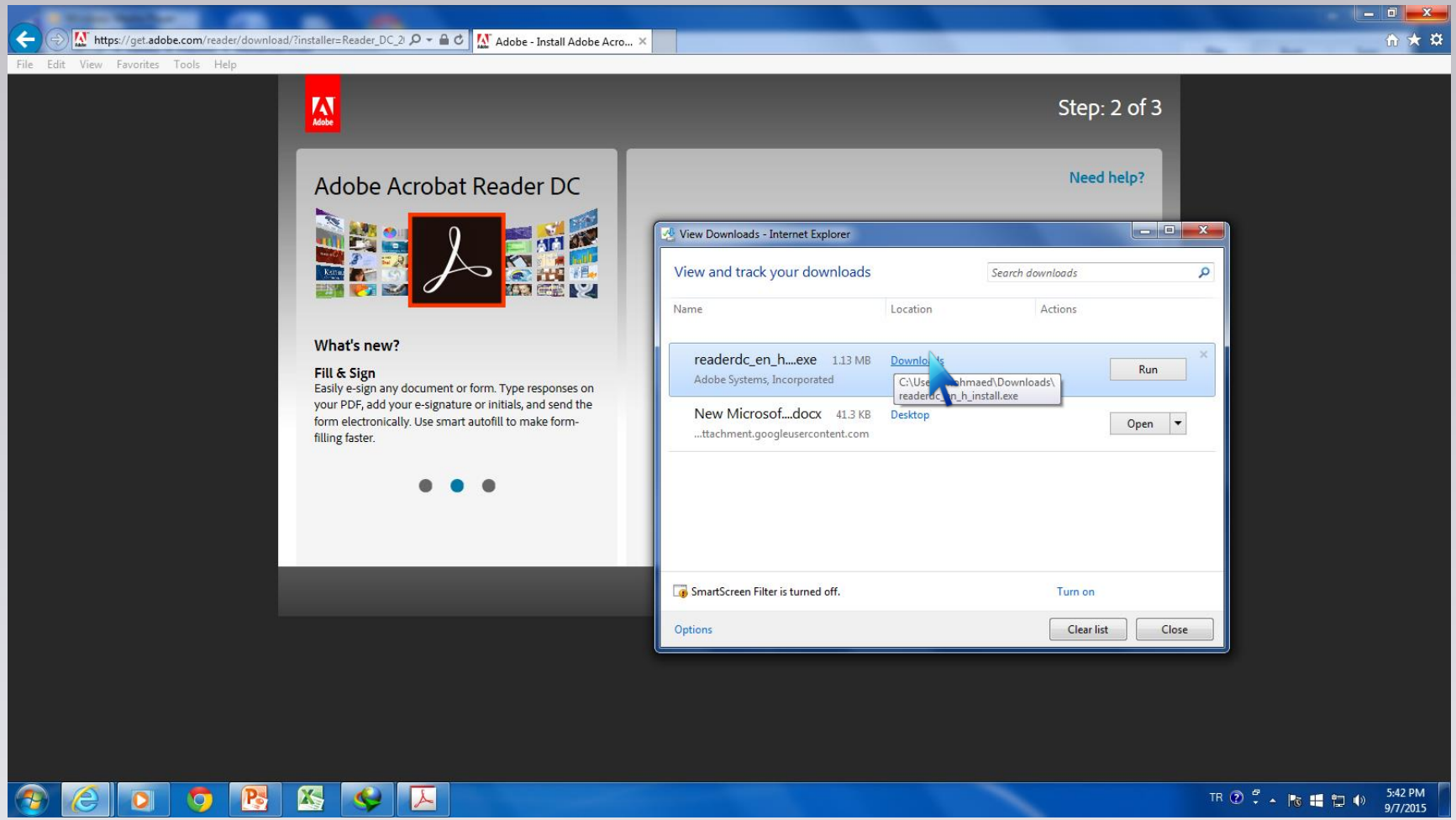
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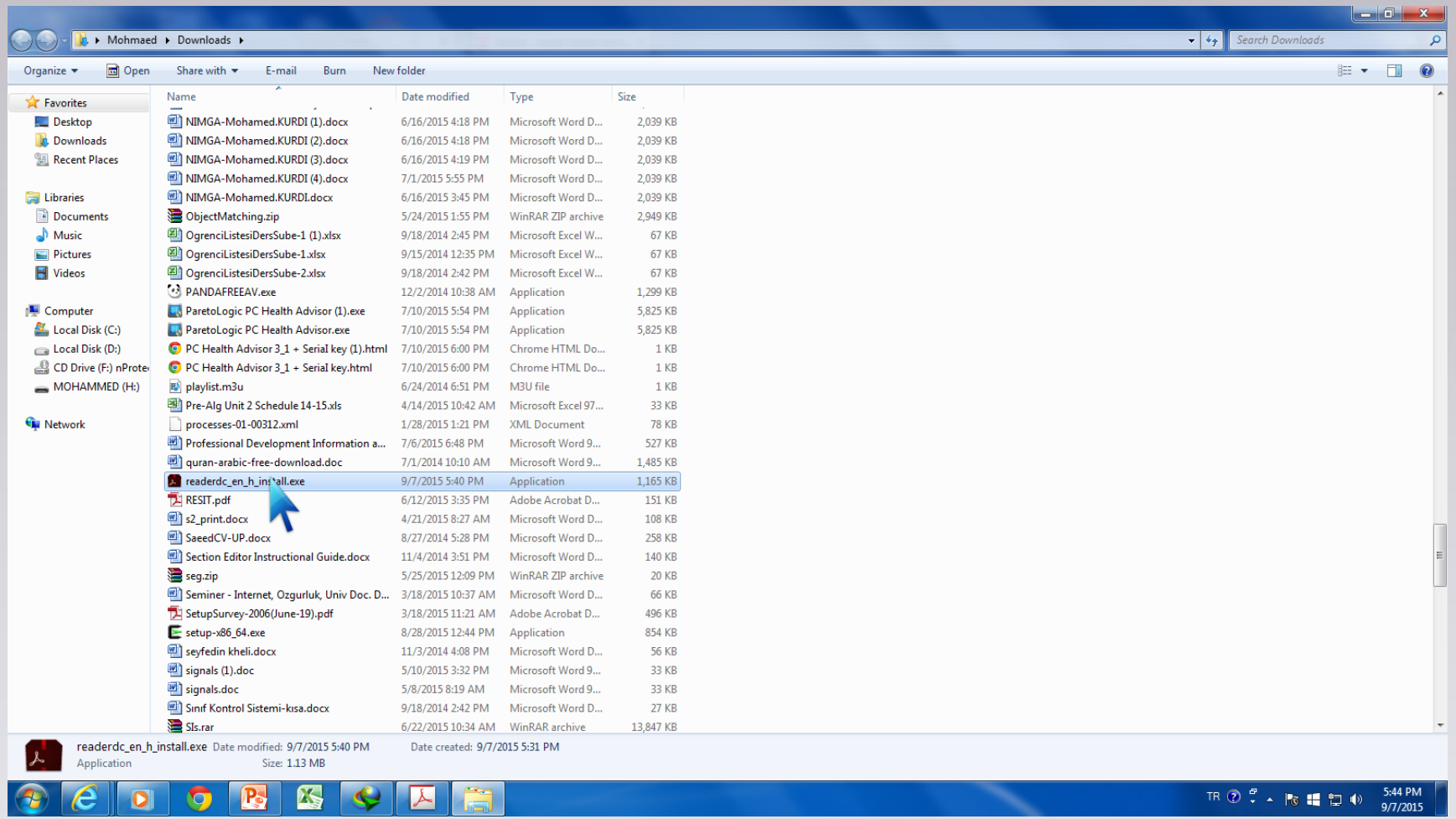
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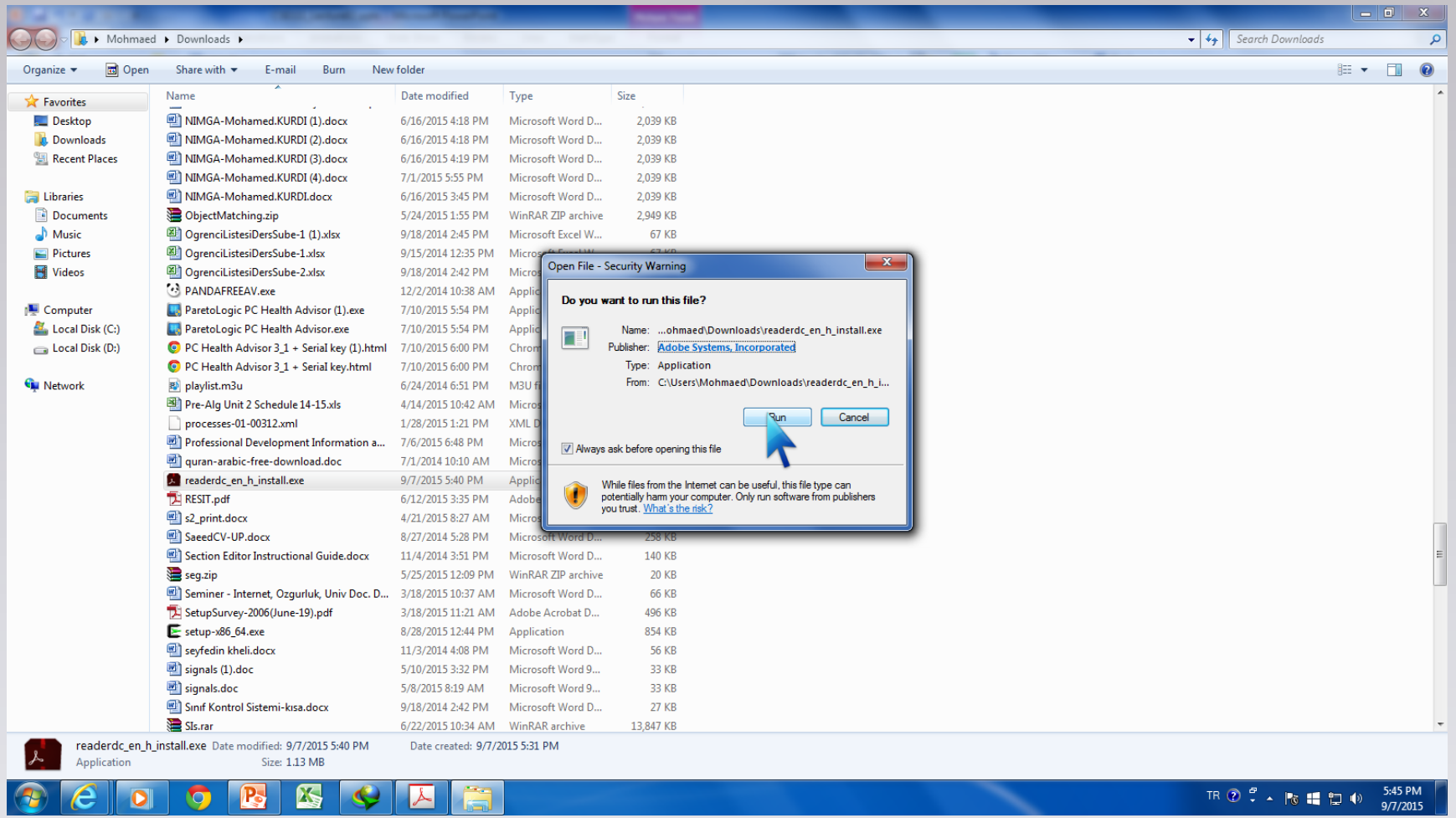
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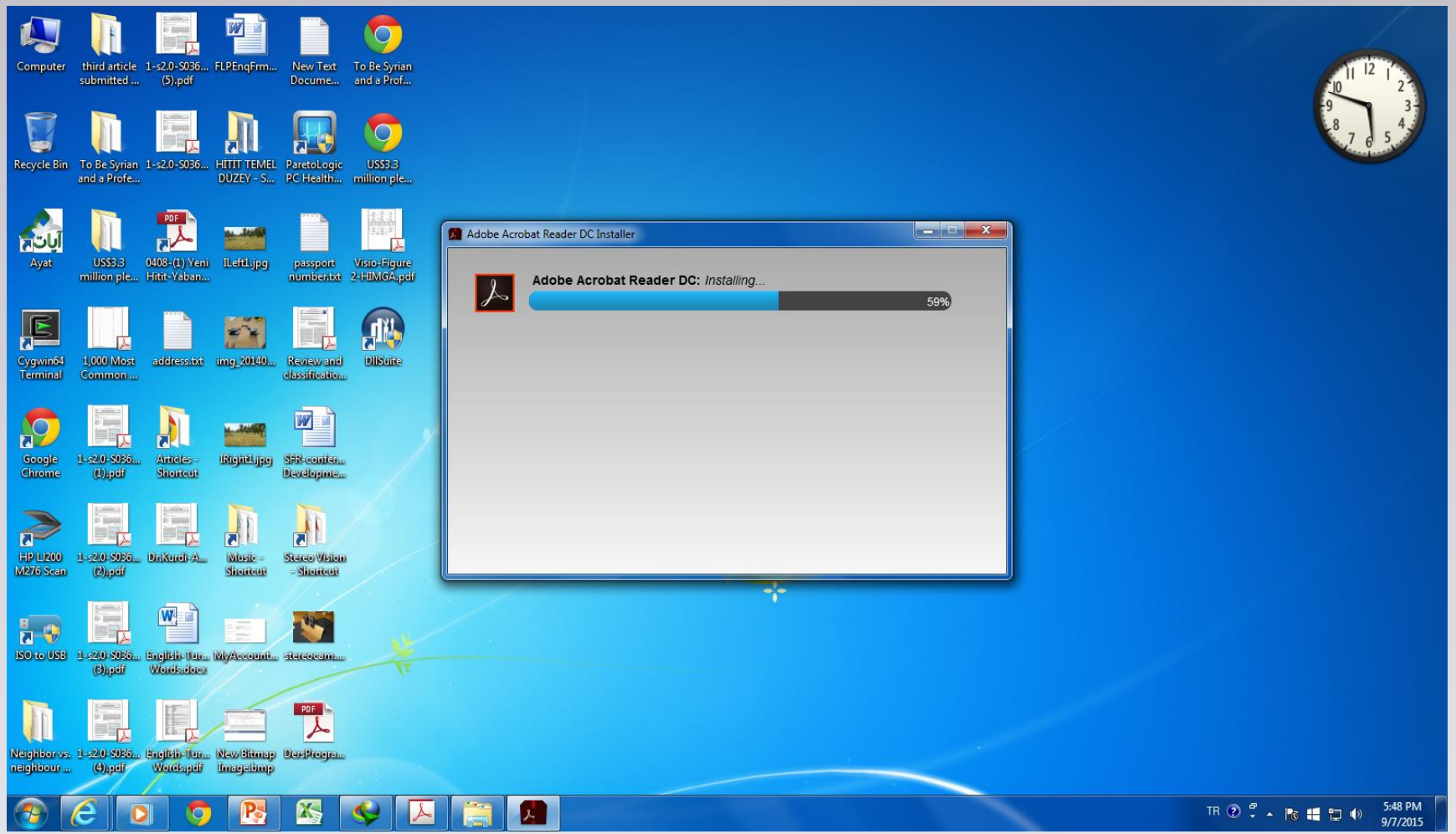
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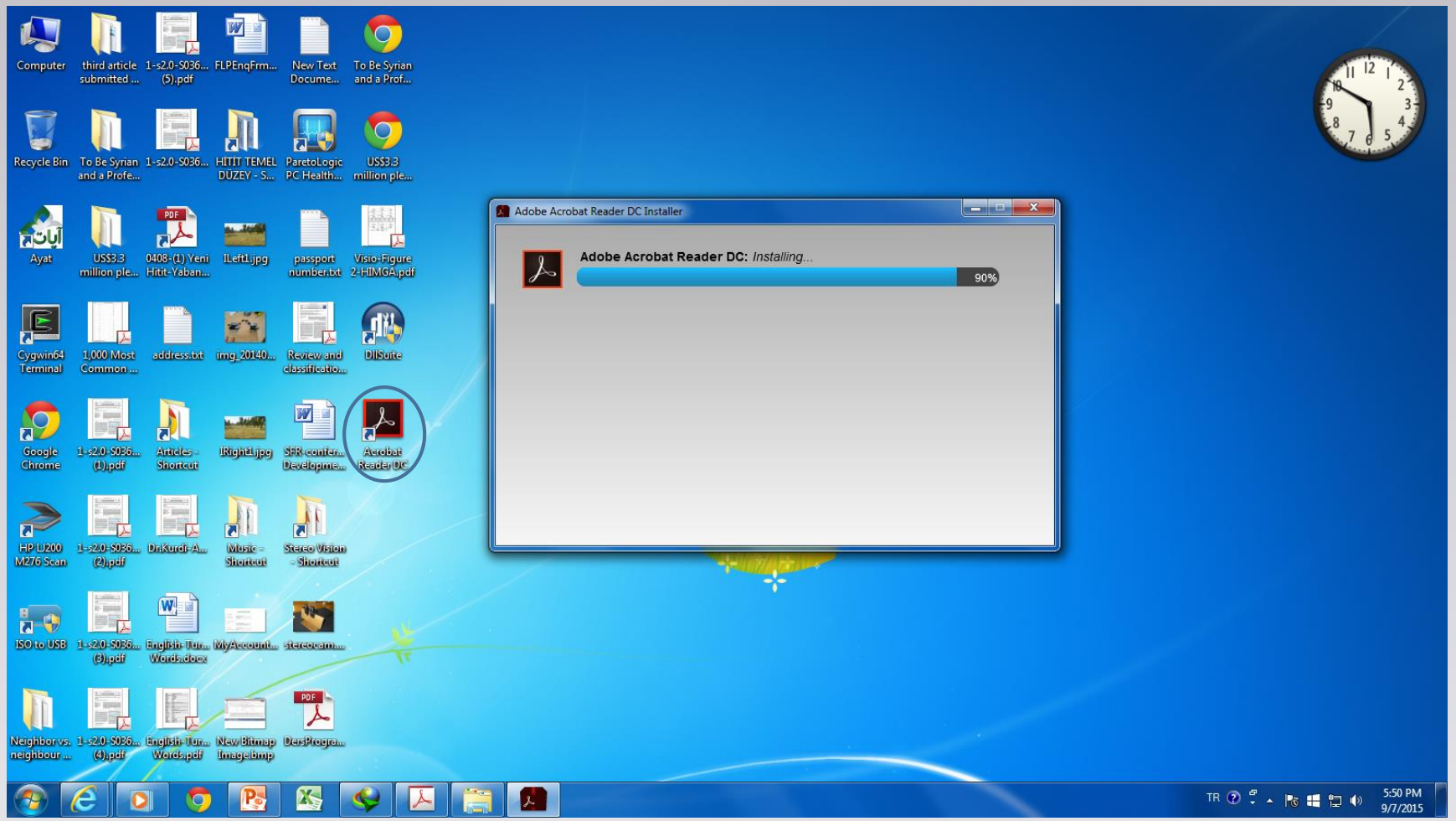
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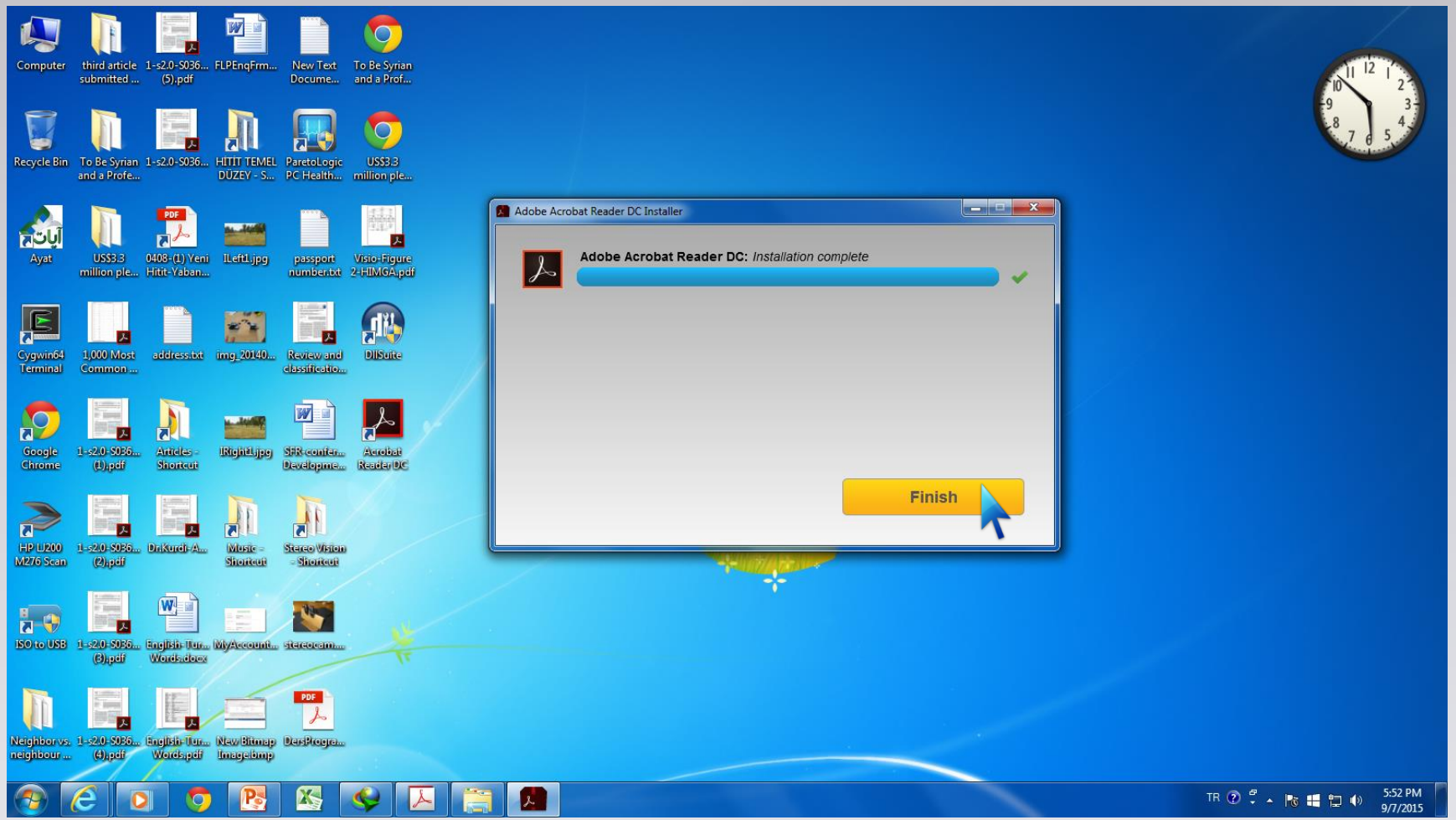
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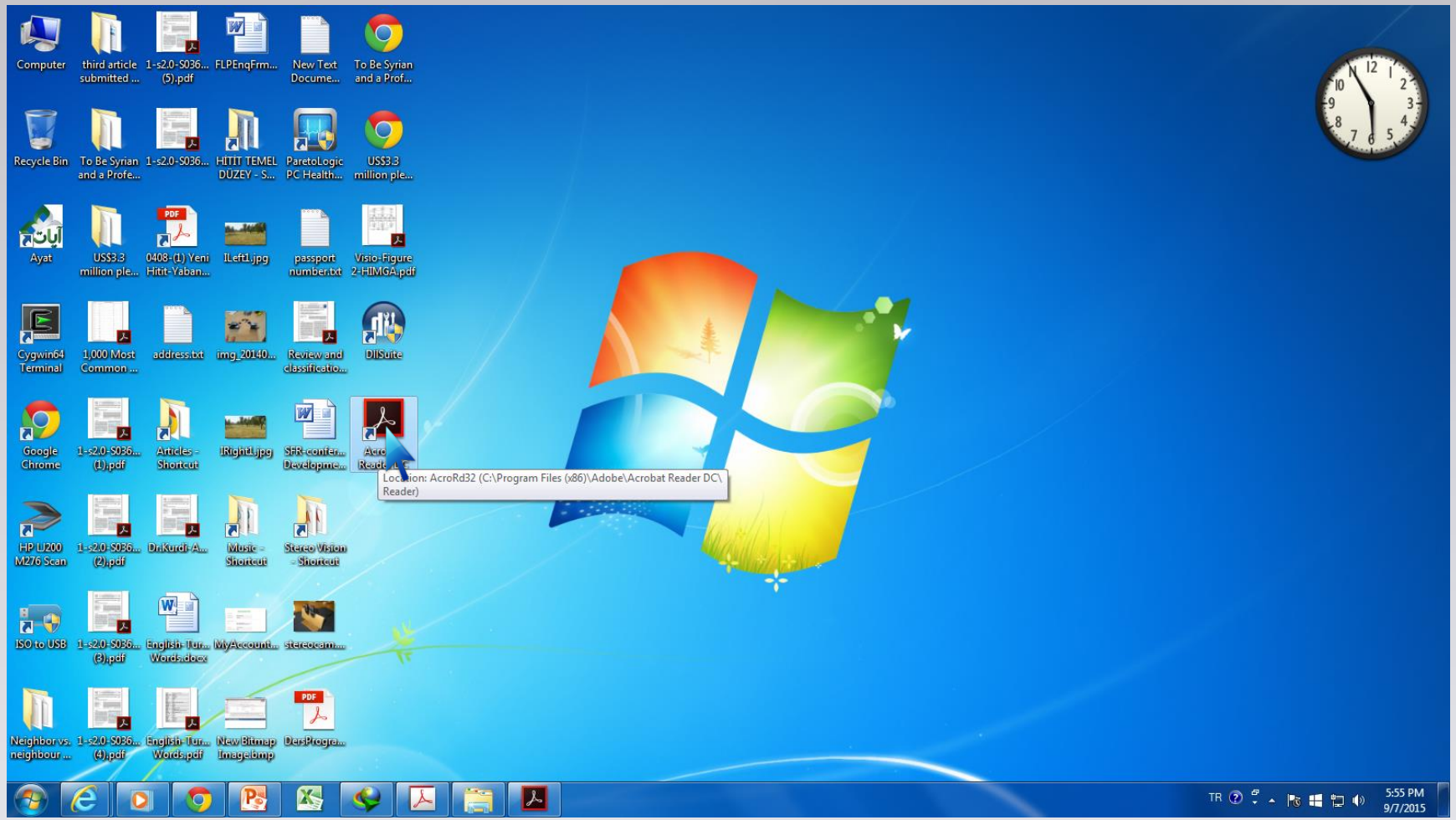
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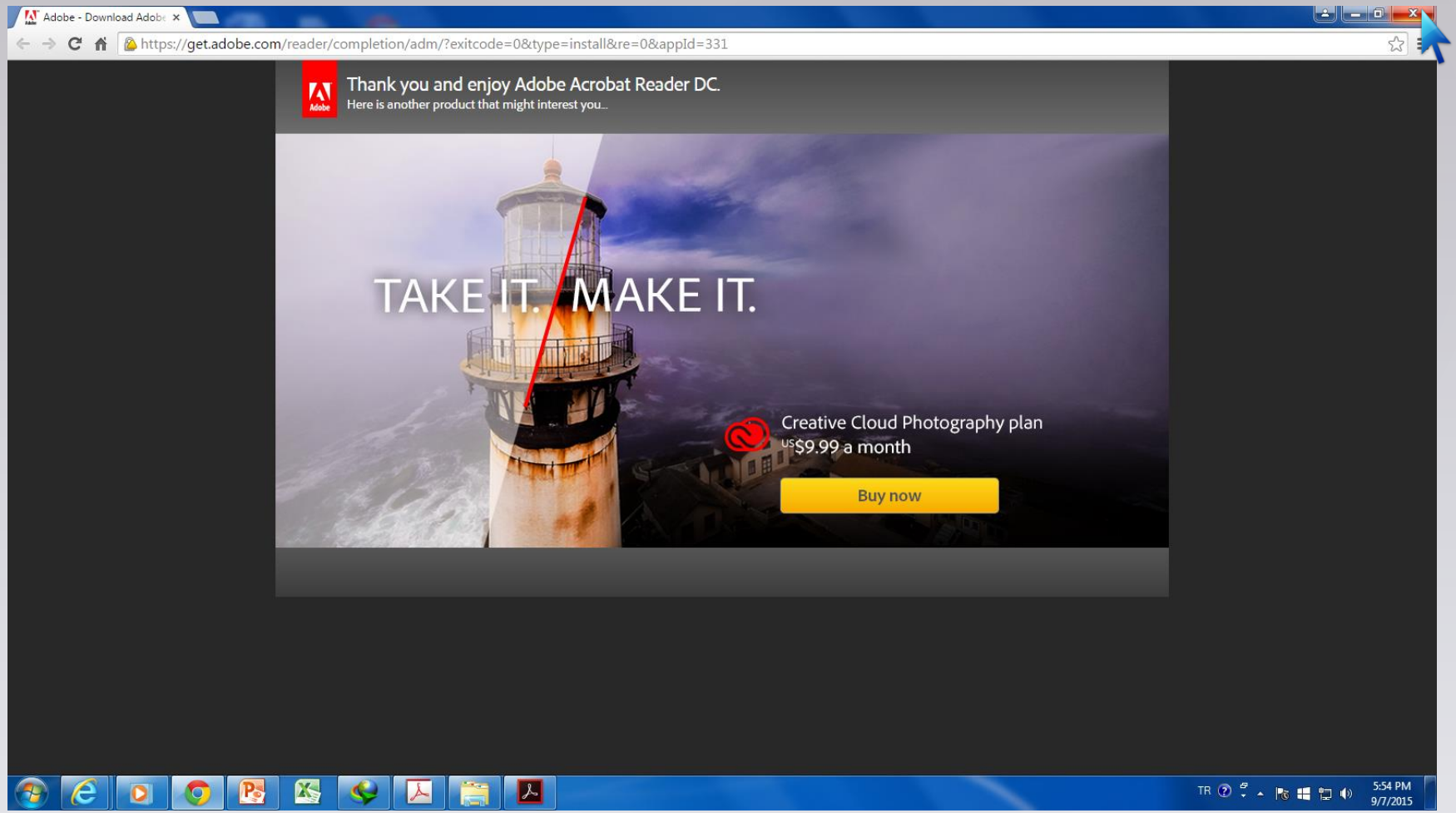
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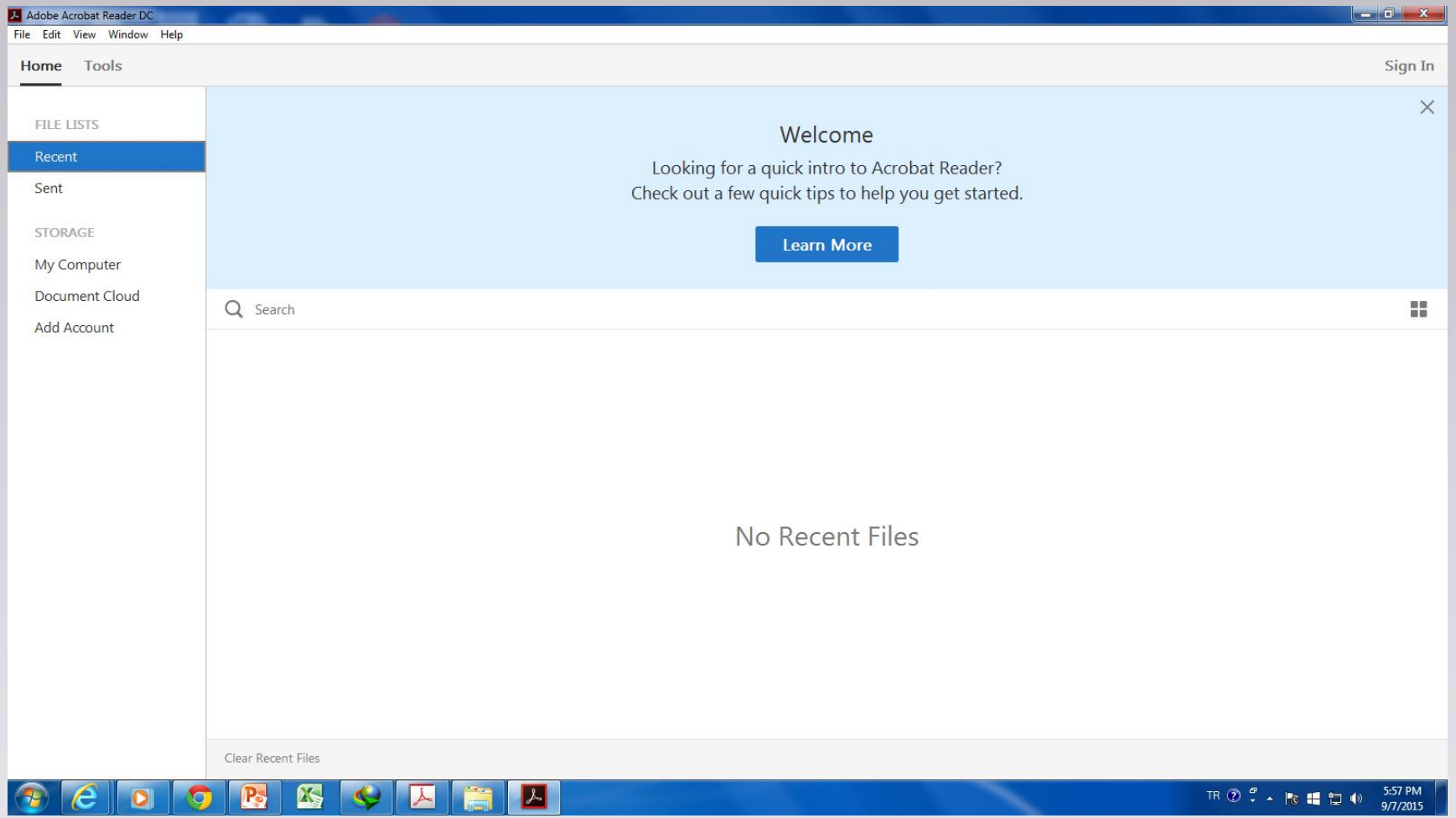
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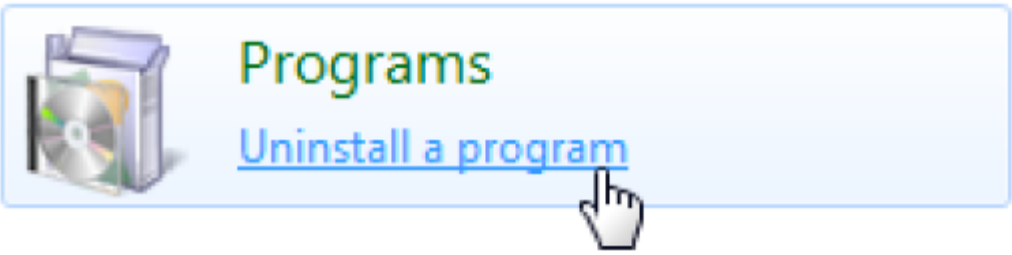
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Uninstalling Software Packages

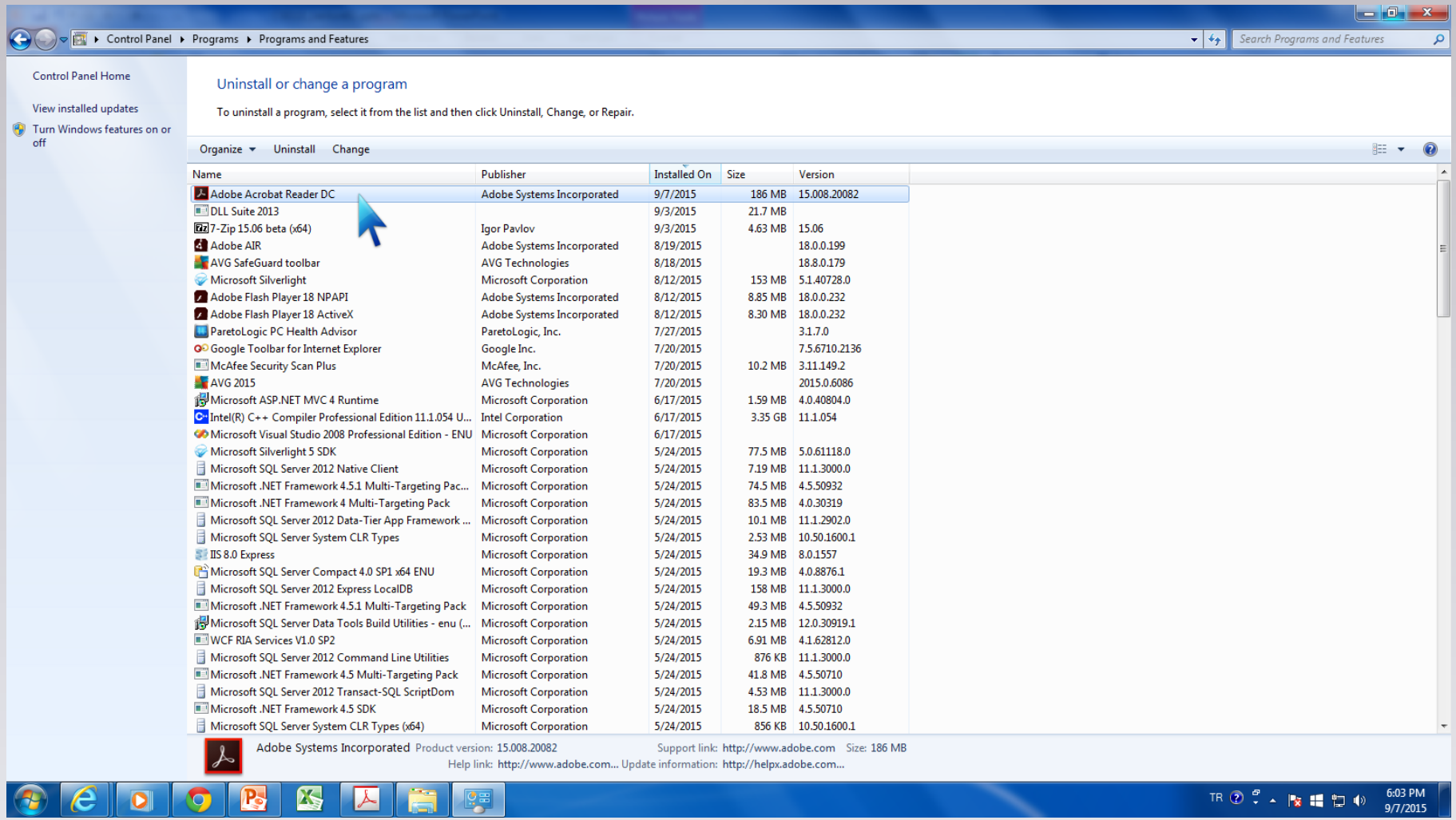
- Uninstalling a program is not as simple as deleting the files that were used to run it.
- The registry entries must also be erased, along with other operations that will remove all aspects of a program.
- Windows makes this process, like program installation, very easy.
- In the *Control Panel*, click *Uninstall a program* under the Programs heading:



https://daf.csulb.edu/offices/its/service/software-training/guide/windows7/Windows7-Advanced-TrainingManual.pdf

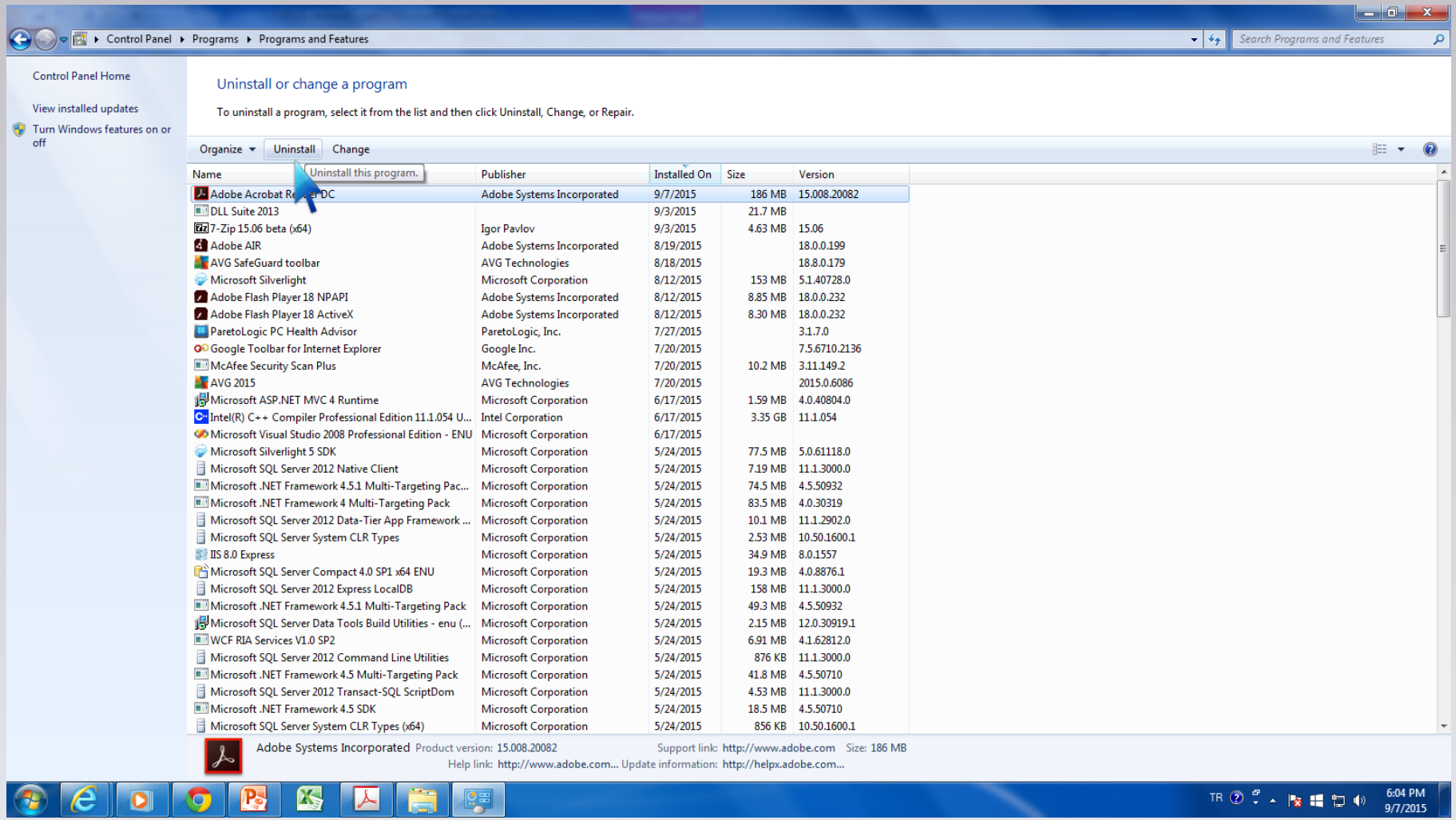
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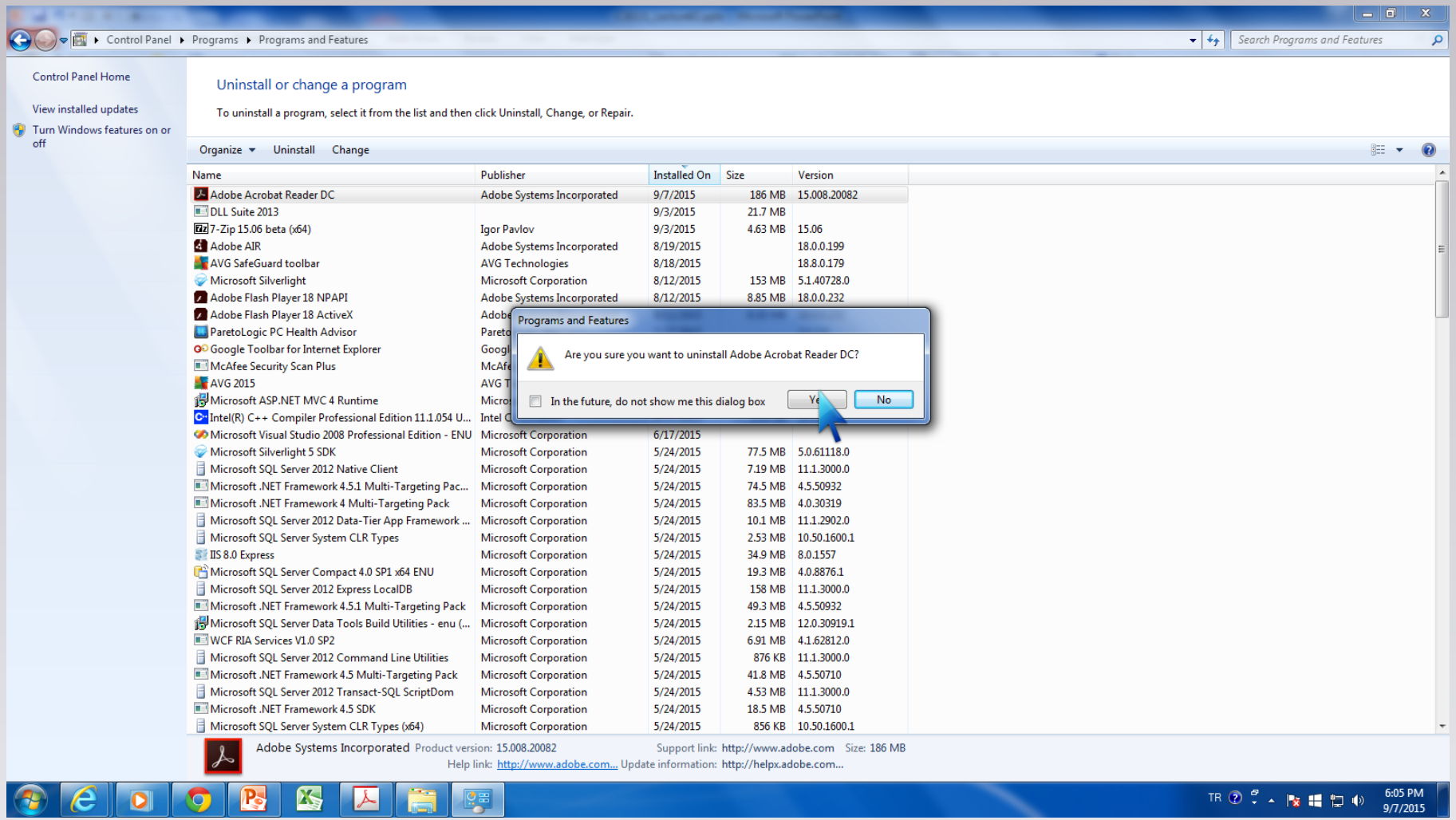
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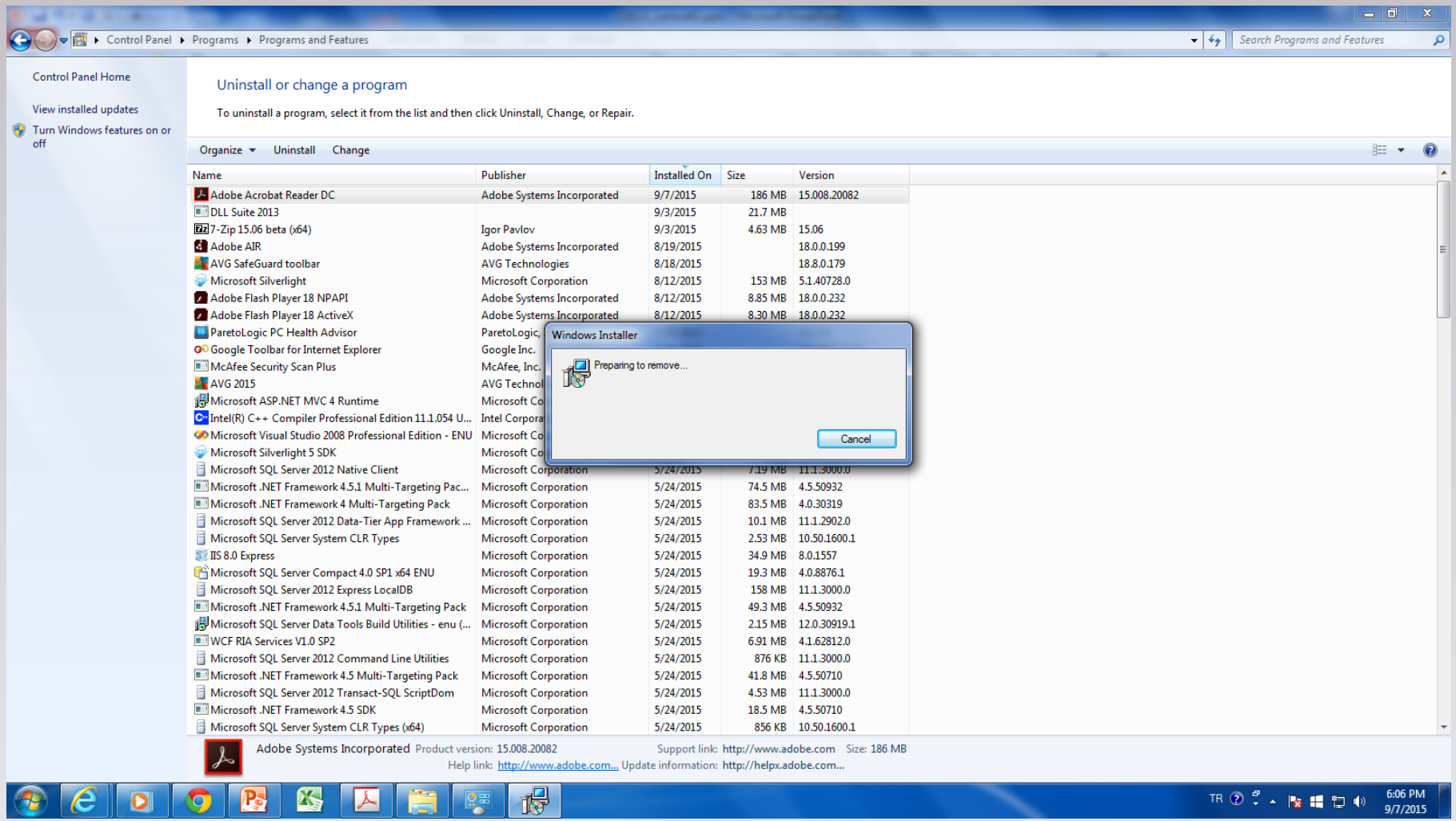
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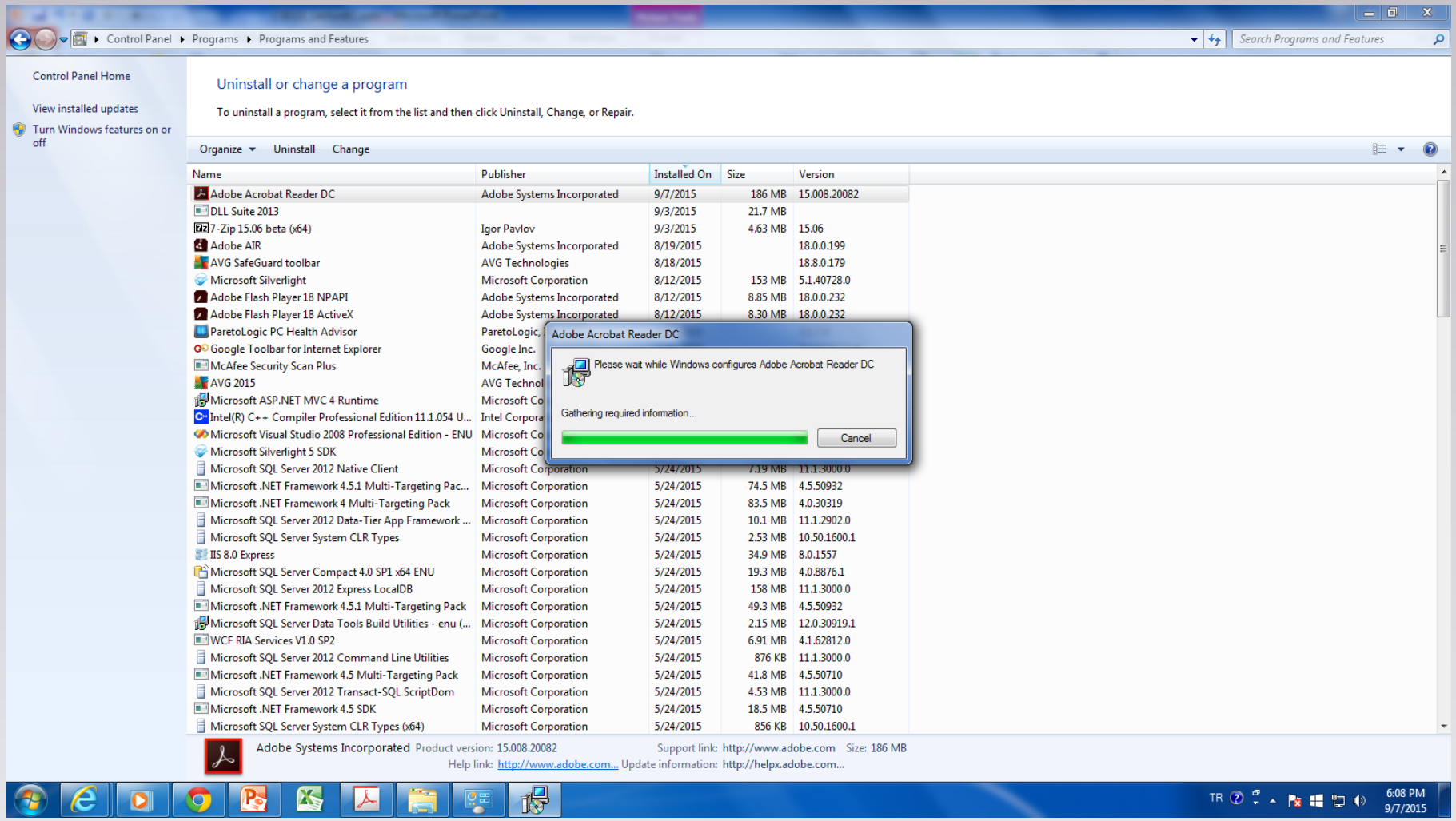
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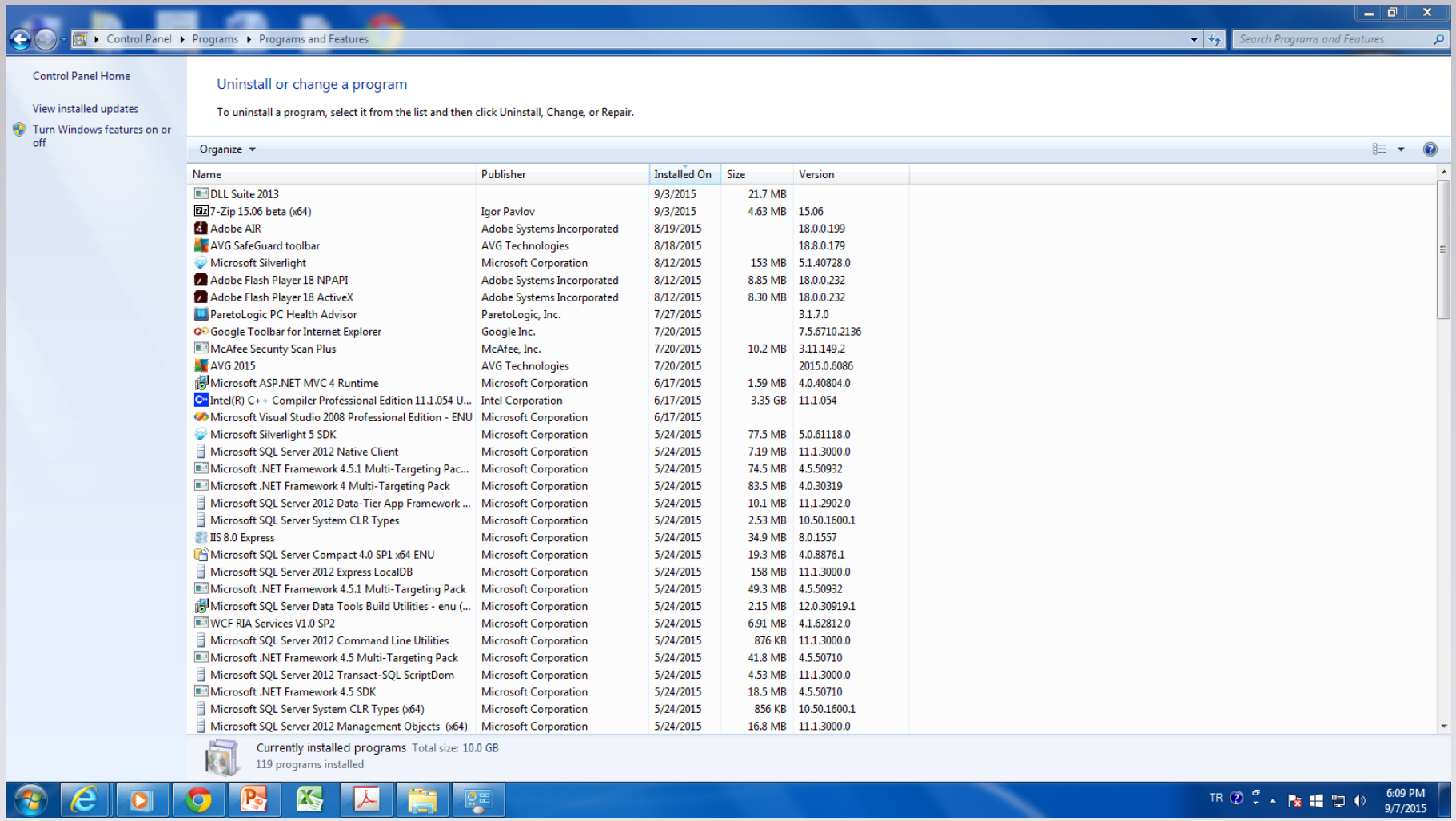
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Uninstalling Software Packages



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Uninstalling Software Packages



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Using The Task Manager

- Windows Task Manager enables you to monitor the applications, processes, and services currently running on your PC.
- It may be used also to start and stop programs and processes, or to show you informative statistics about your computer's performance and about your network.
- To open the task manger, do one of the following:
  - Press **Ctrl-Shift-Esc**.
  - Right-click an empty area of the taskbar, and then click Task Manager.
  - Press **Ctrl-Alt-Delete**, and then click Task Manager.

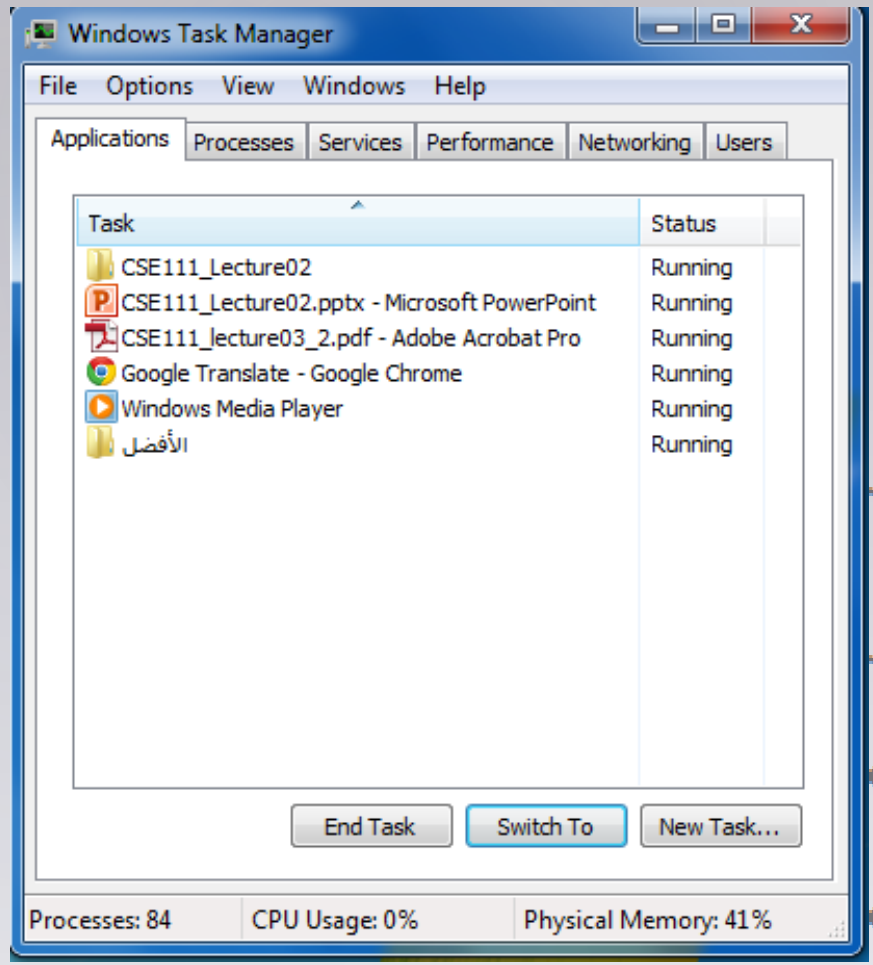
http://www.pcworld.com/article/241693/how_to_use_task_manager.html

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Using The Task Manager

- **Applications**: shows a list of the programs ("tasks") currently running on your machine.
- **Main Usages:**

1. to exit a program, select the program and click the *End Task* button. This feature is useful when there is an open program that is not responding.
2. To bring up an open program, select the program and click *Switch To*. The program will pop to the front.
3. To launch a new program, click *New Task*. Then type your command or click *Browse* to locate the application. This function works in the same way as *Run* does in the Start menu.



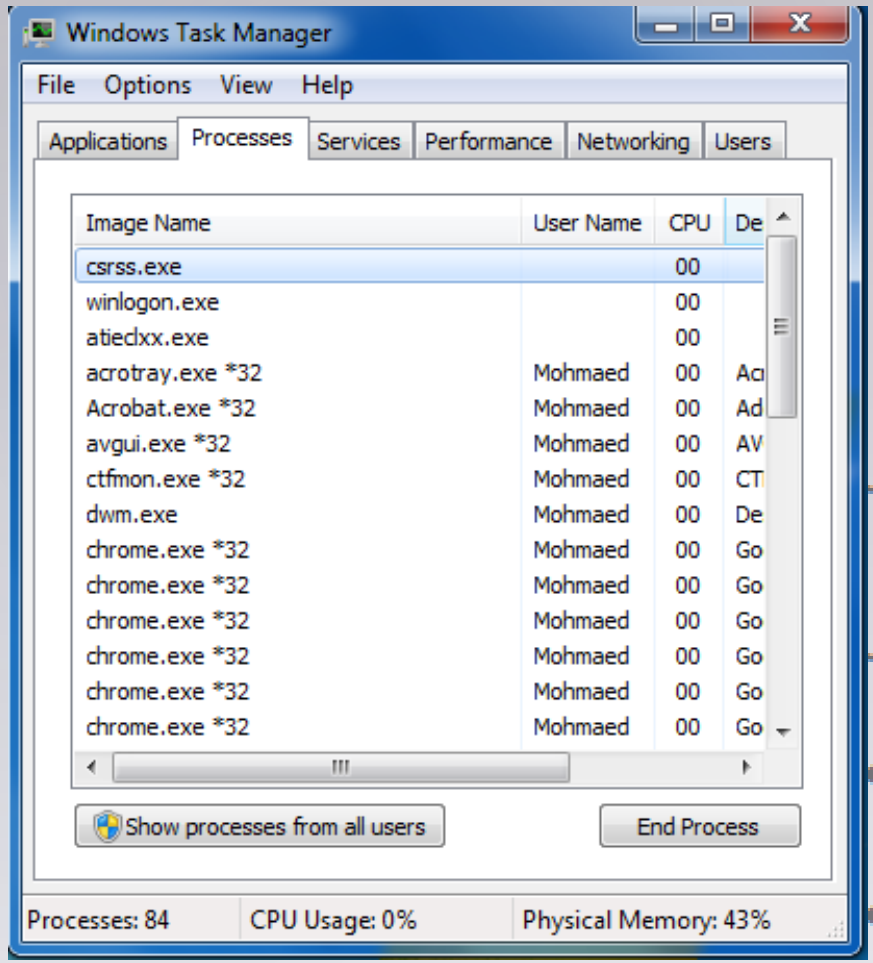
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Using The Task Manager

- **Processes**: shows a list of processes (instances of programs) running.
- **Main Usages:**

1. To end the process of a currently running application, right-click the application's entry in the Applications tab and click *Go To Process*. The applicable process will be highlighted in the Processes tab.
2. To end a highlighted process, click *End Process*. You'll want to terminate an application in this manner when clicking End Task in the Applications tab doesn't work.
3. Right-click a process and then click *End Process Tree* to end the process and all associated processes.



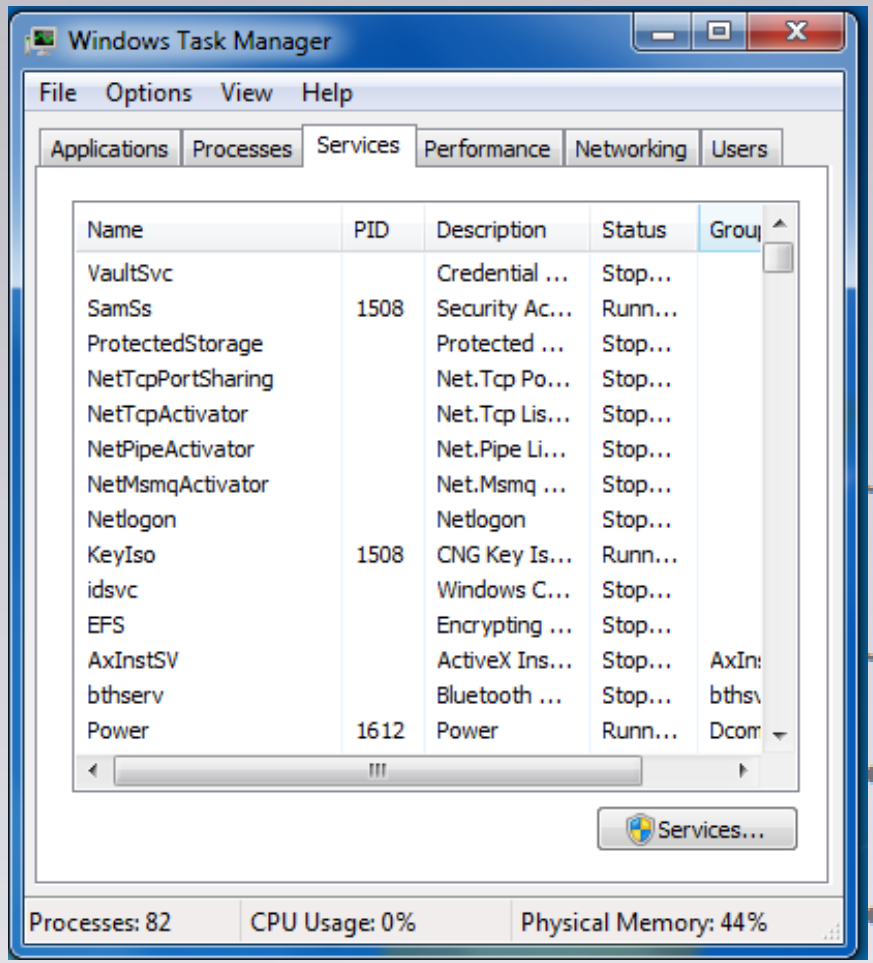
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Using The Task Manager

- **Services**: are support programs that run in the background. Most will automatically start when your computer starts.
- **Main Usages:**

1. To start a service, right-click a stopped service and click *Start Service*.
2. To stop a service, right-click a running service and click *Stop Service*.
3. To view the process associated with a service, right-click a running service and click *Go To Process.*



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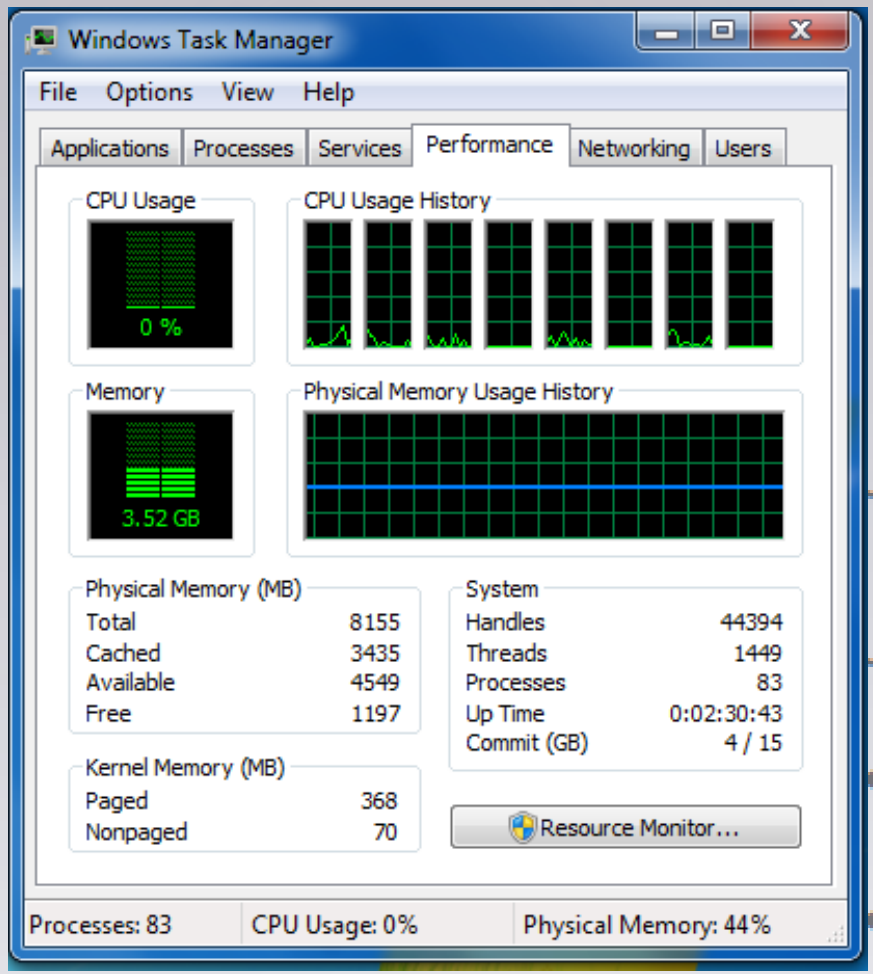
Using The Task Manager

- **Performance**: displays a live feed of several areas of system performance:

1. At the top you'll find a CPU usage meter and a CPU usage history line graph. Multiple graphs indicate multiple CPU cores.

2. Below the CPU usage meter and CPU usage history line graph, you'll see a similar meter and graph for physical memory usage.

3. At the bottom are various statistics on the number of handles, threads, and processes running as well as on memory usage.

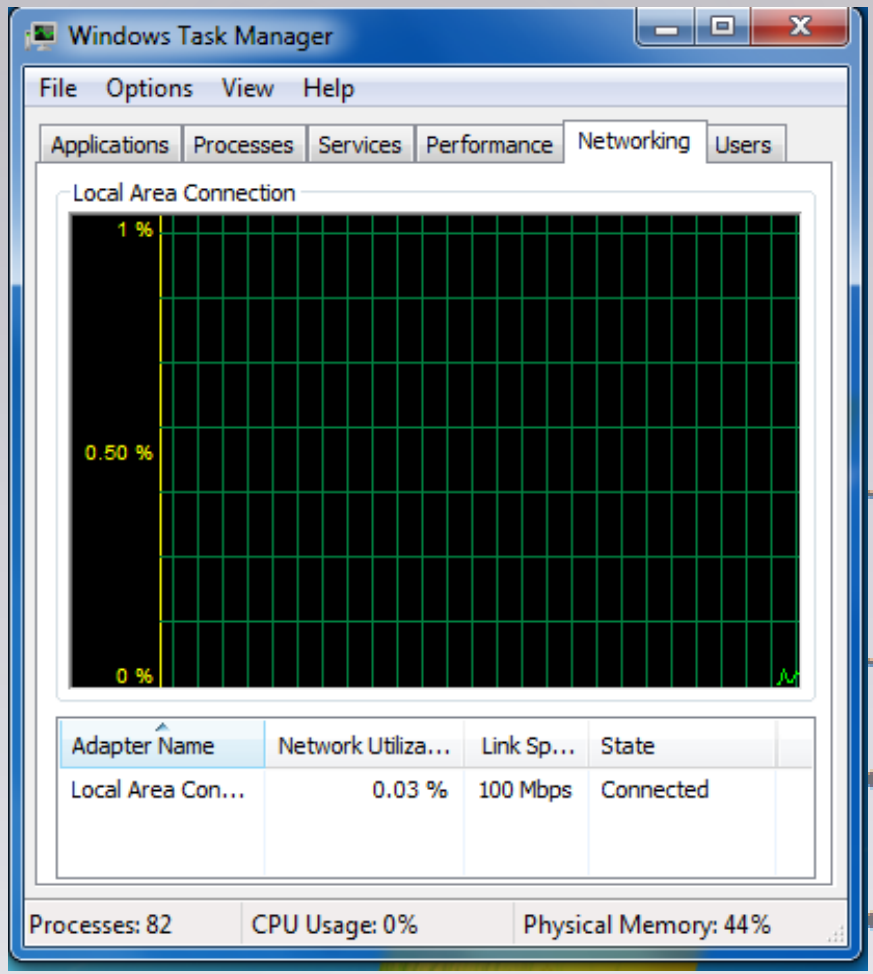


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Using The Task Manager

- **Networking**: shows a dynamic line graphs representing network utilization. Below the graphs you'll see supplementary statistics.



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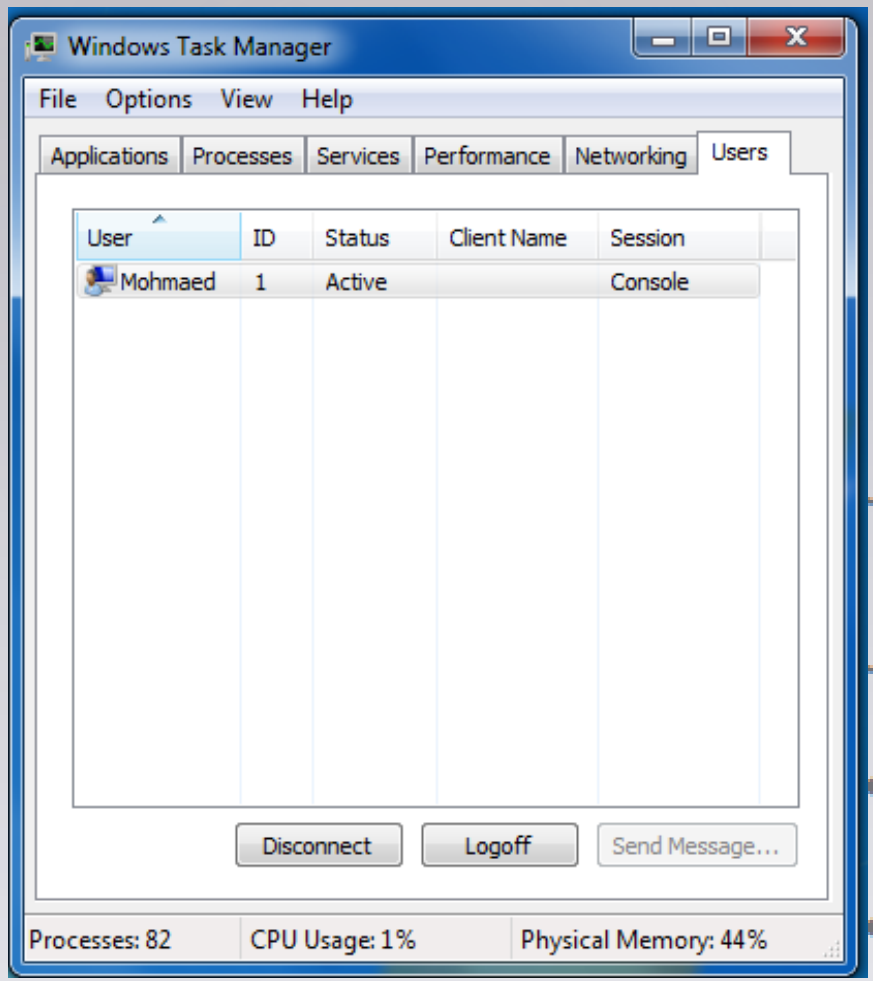
Using The Task Manager

- **Users**: shows a list of all users who have an active sessions on the system.

- **Main Usages:**

1. Highlight a user and click Logoff to end that user's session.

2. Highlight a user and click Disconnect to end a user's session but preserve it in memory, so that user can later log on again and continue his or her work.

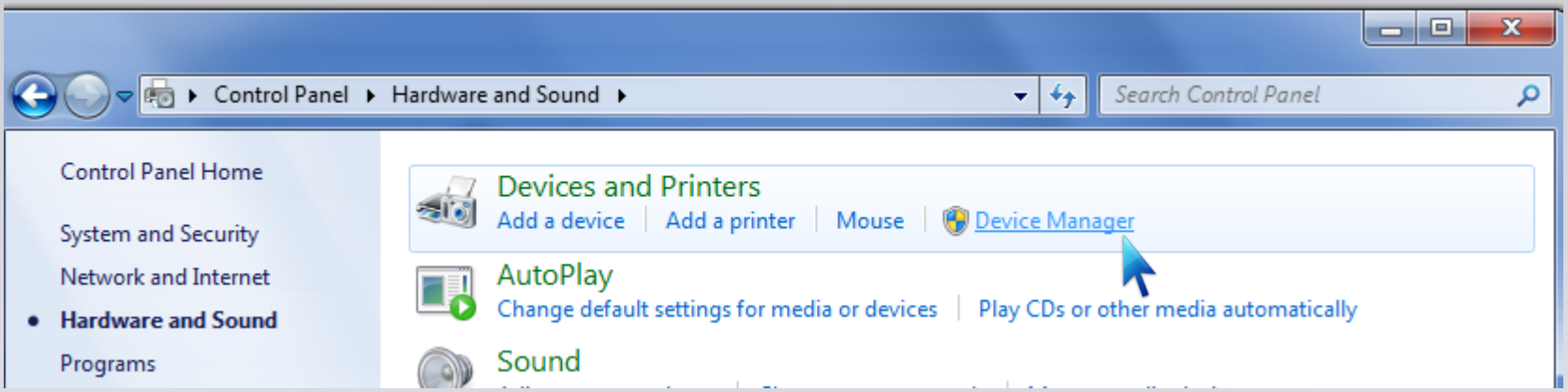


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Working with the Device Manager

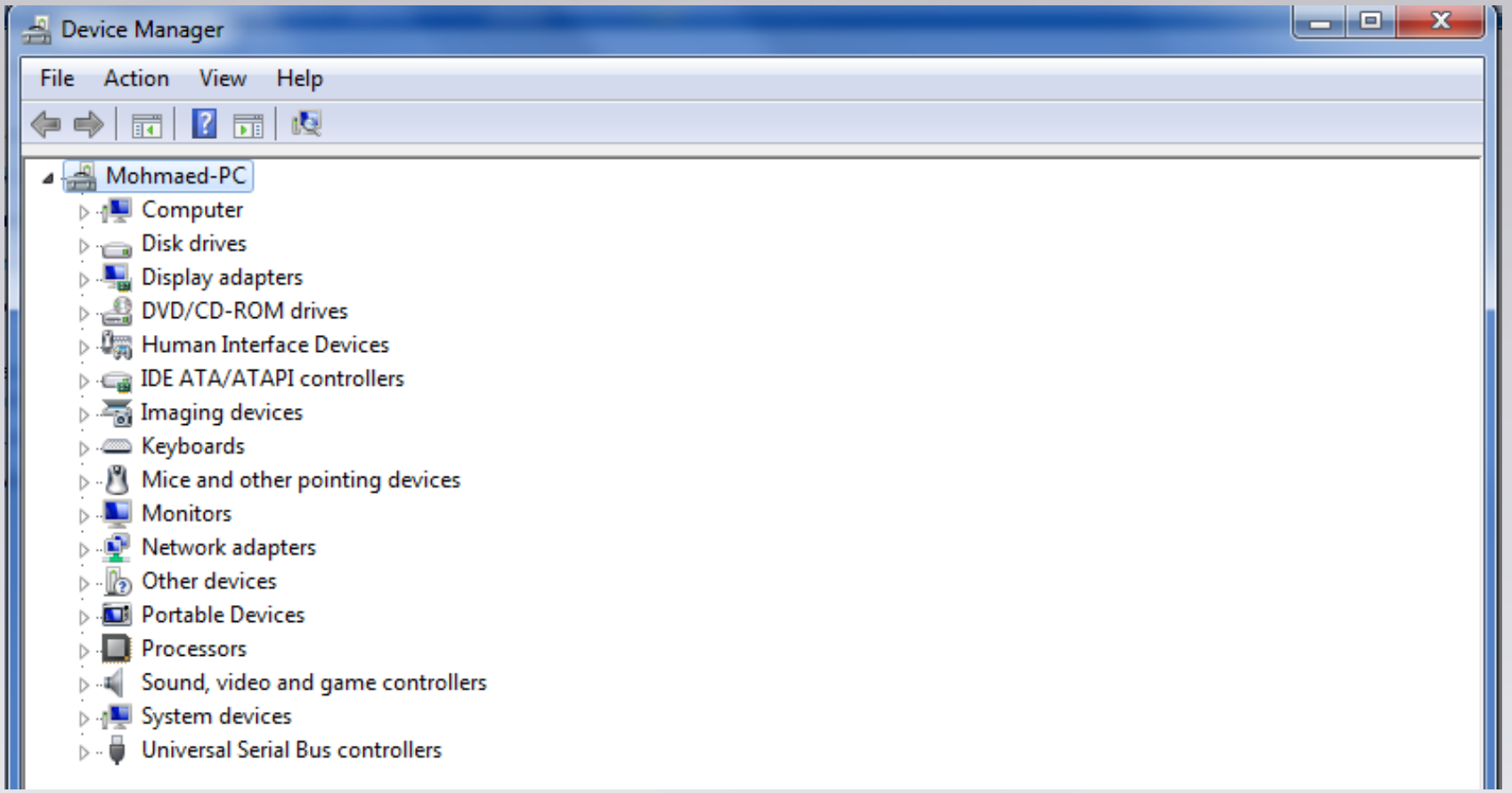
- To view all hardware components and modify their properties, use the Device Manager.
- This is accessible in the *Control Panel* by clicking *Hardware and Sound* and then clicking *Device Manager* under the *Devices and Printers* heading



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Working with the Device Manager

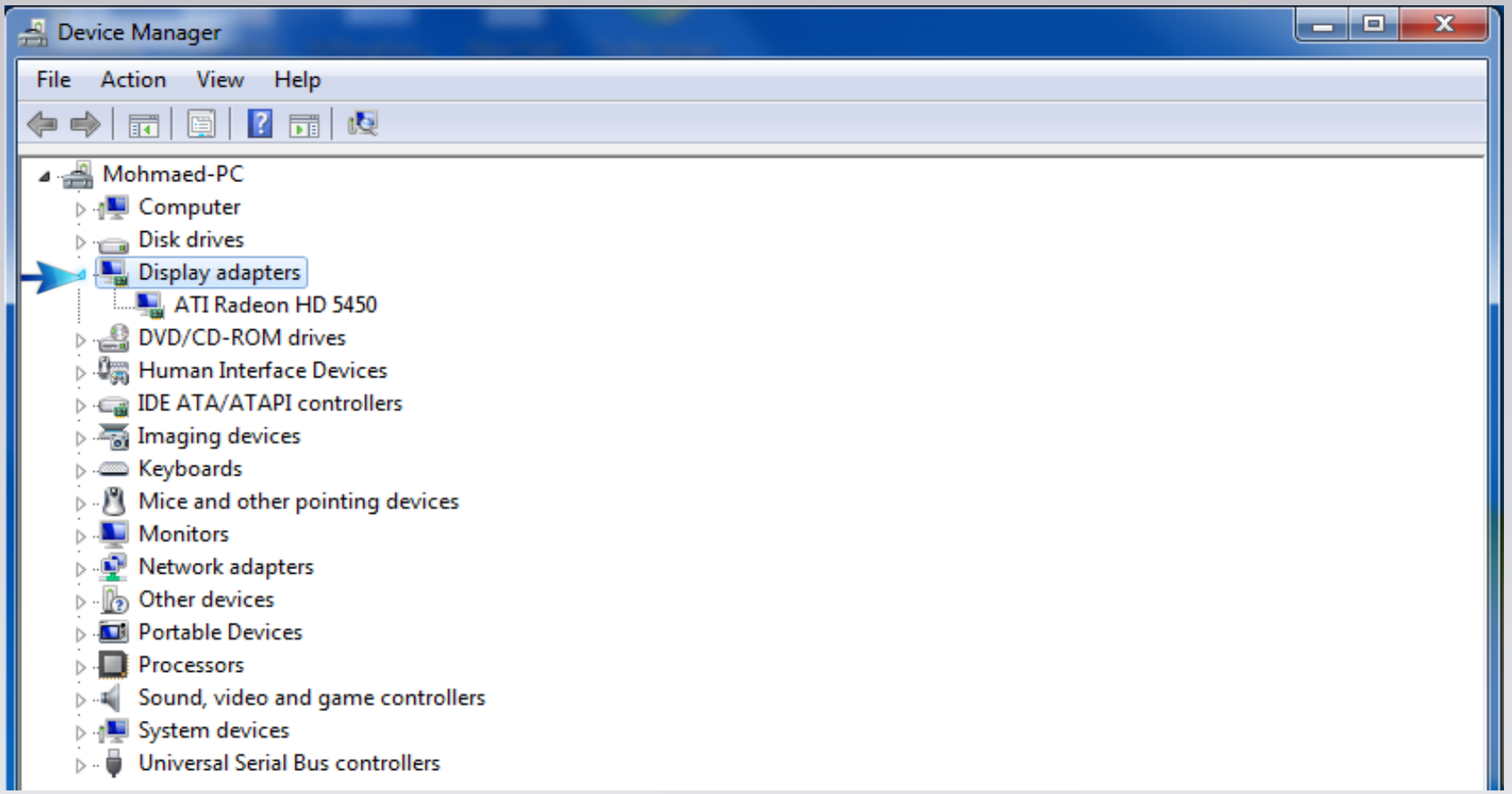
- Click the white arrow beside any entry to view all pieces of hardware associated with that category of hardware.



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Working with the Device Manager

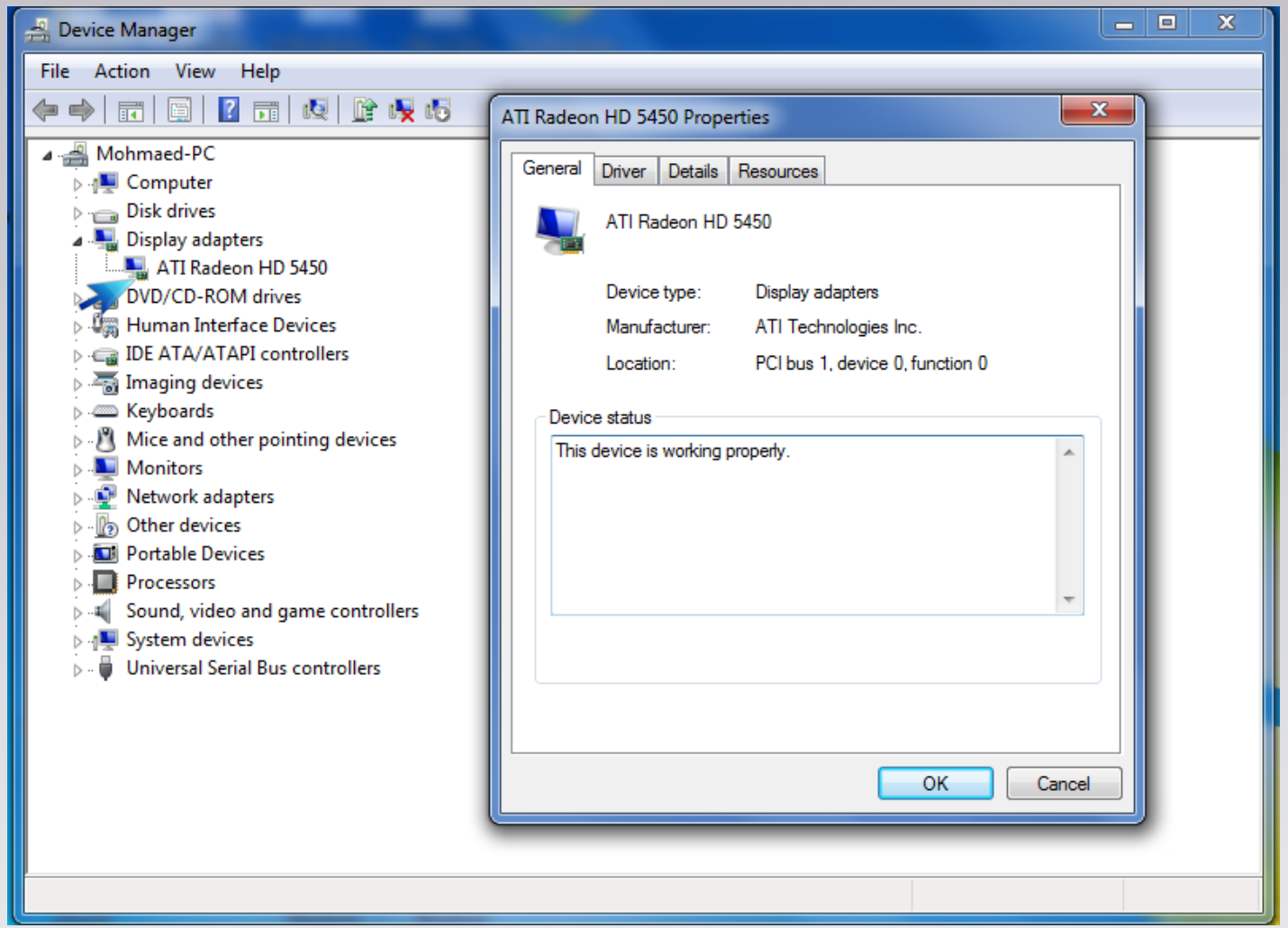
- For example, the category named “Display adapters” contains all devices responsible for creating visual output:



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Working with the Device Manager

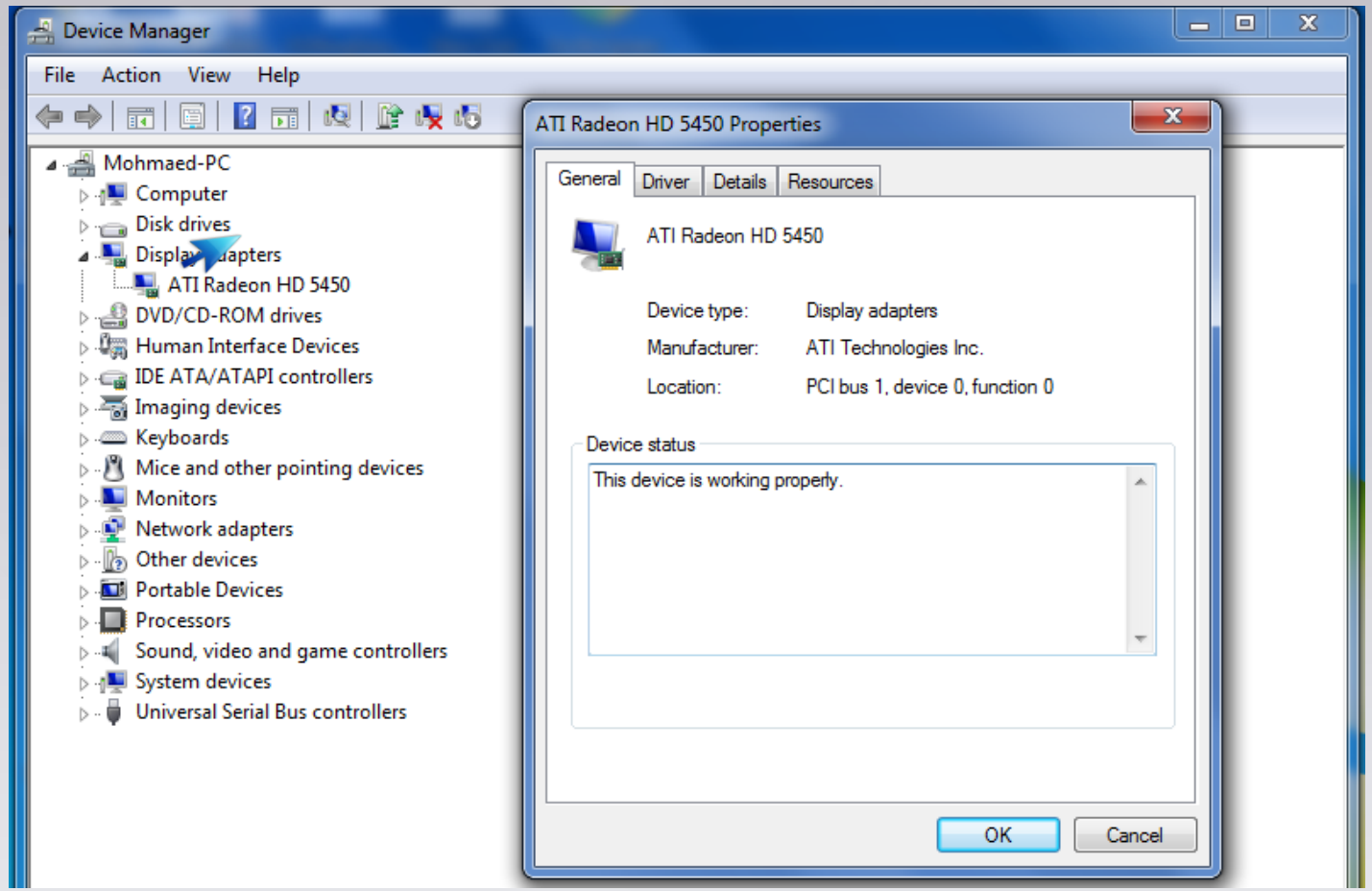
- Double-click the component in the category to view details about the hardware:



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Working with the Device Manager

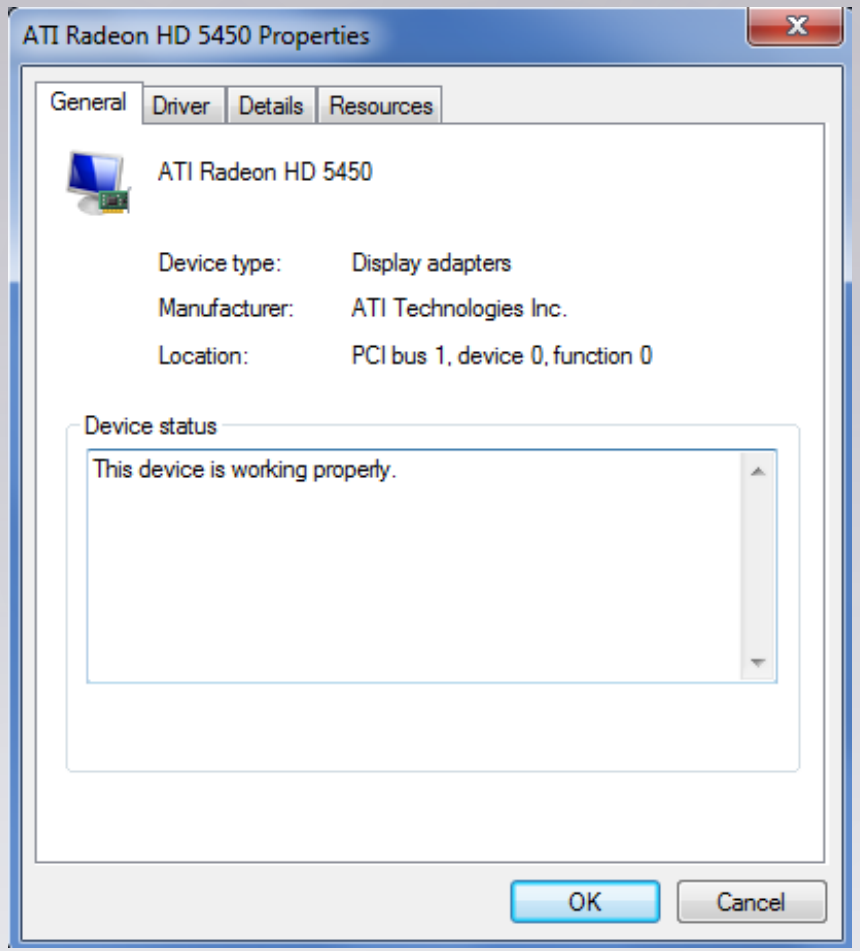
- The Properties window for each piece of hardware on your computer contains four tabs that detail all aspects of the device:



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Working with the Device Manager

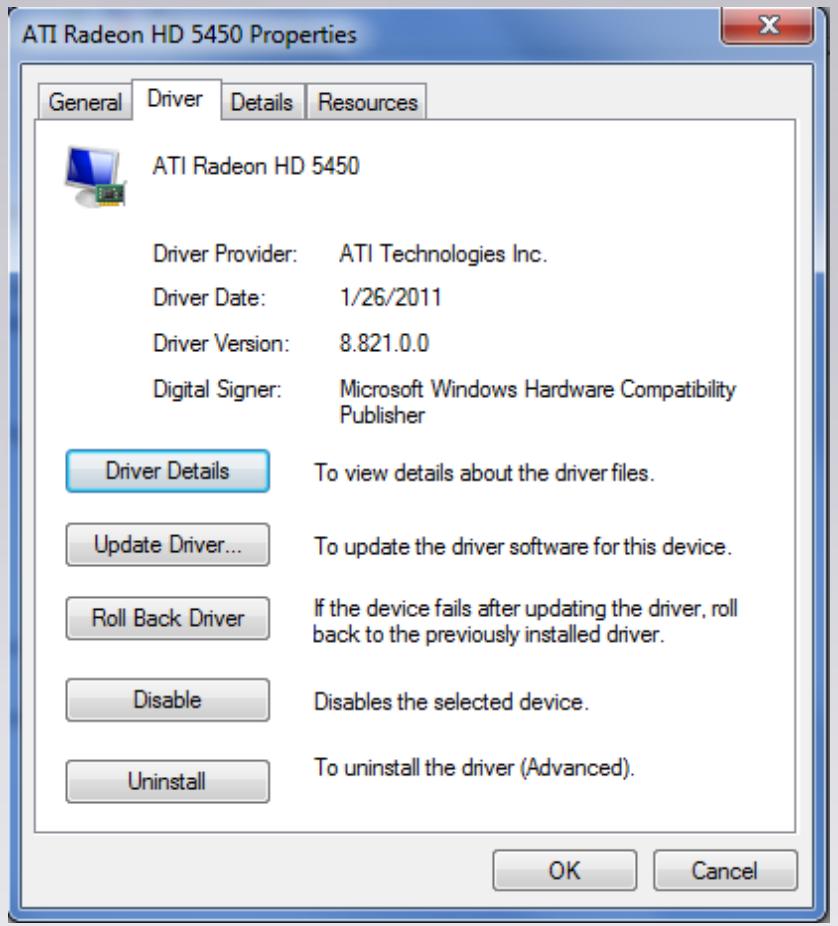
1. **General**: Gives an overview of the device: what it is, what category it is under, and what overall resource it occupies. Any device issues are listed here as well.



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Working with the Device Manager

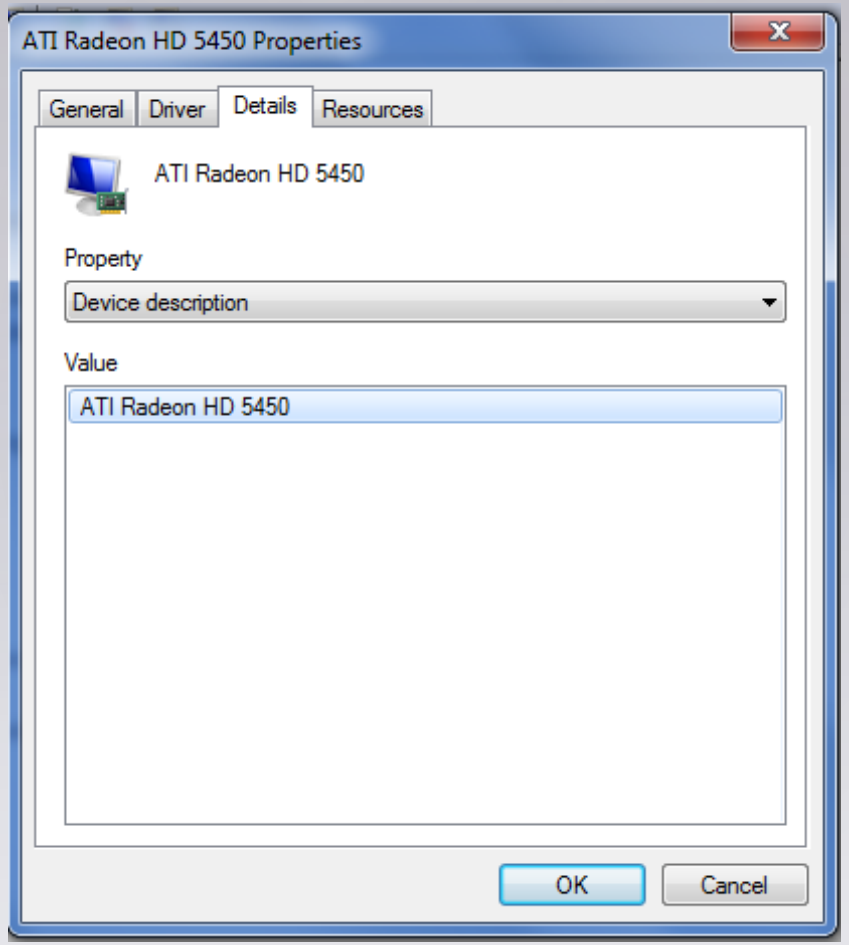
2. **Driver**: allows you to view driver details, update the driver using a CD-ROM or Internet download, roll back the driver to the previous version if the new driver causes trouble, disable the device for the time being, or uninstall the device.



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Working with the Device Manager

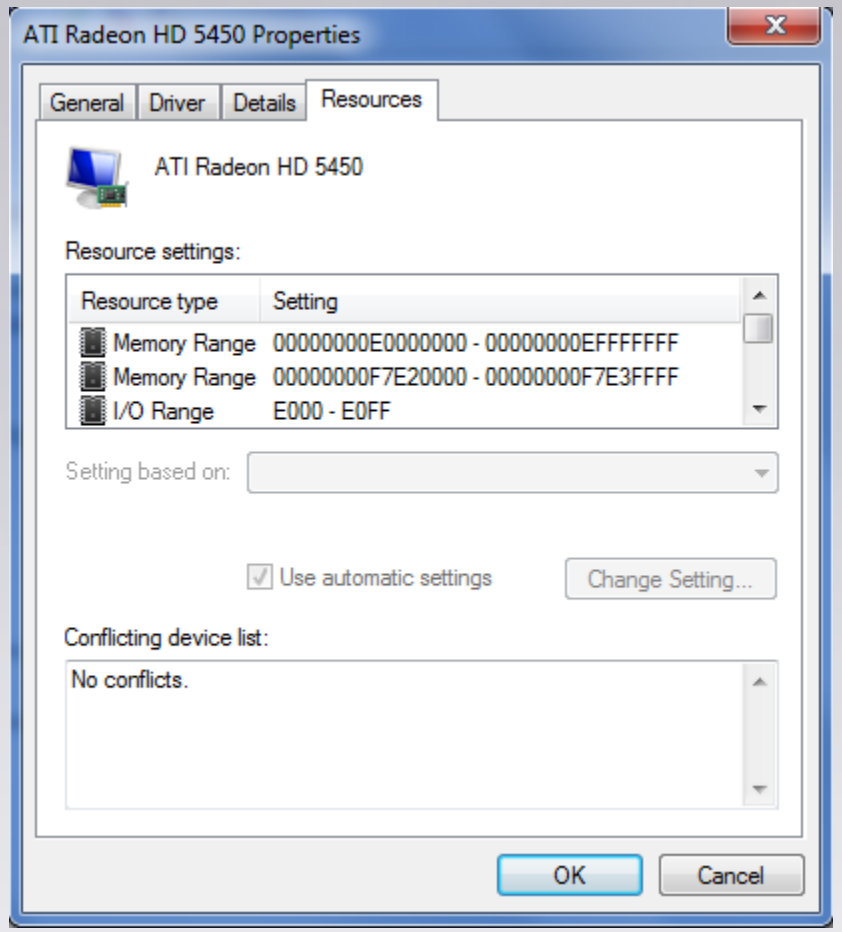
3. **Details:** use this tab to explore the properties and details of a device. Use the combo box and choose a category.



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Working with the Device Manager

4. **Resources:** All pieces of hardware are given memory resources to use by the operating system. Though memory conflicts are rare, any conflicts will be listed in this section. You can also view the memory resources that are assigned to this device:



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Drives

- Drives are secondary storage devices that store data.

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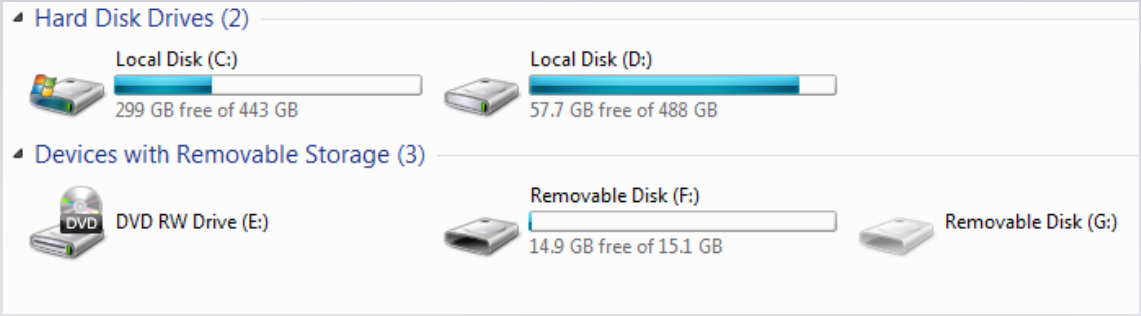
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- A flash drive is also very common external portal device.
- These drives are typically assigned the letters C:\, D:\, E:\, F:\, and so on. Usually the hard disk comes first then the optical drive, then the flash drive.

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Floders and Files

- Data that are stored in drives are organized into folders.



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Floders and Files



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- These folders usually contain other subfolders and/or files inside them.
- Basically, There are 3 types of files:
  - **Application files:** are programs that the computer what to do and enable you to create documents files, like MS Word, Flash Player, Adobe Photoshop, etc.

Source: http://cuip.uchicago.edu/wit/2001/modules/compbasics/BFileKinds.html

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  - **Document files:** are the files we create using the application files, like text documents, sound files, or images, etc.

Source: http://cuip.uchicago.edu/wit/2001/modules/compbasics/BFileKinds.html

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  - **Document files:** are the files we create using the application files, like text documents, sound files, or images, etc.
  - **System files:** These files allow our computers to work like those exist in Windows folder.

Source: http://cuip.uchicago.edu/wit/2001/modules/compbasics/BFileKinds.html

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Floders and Files

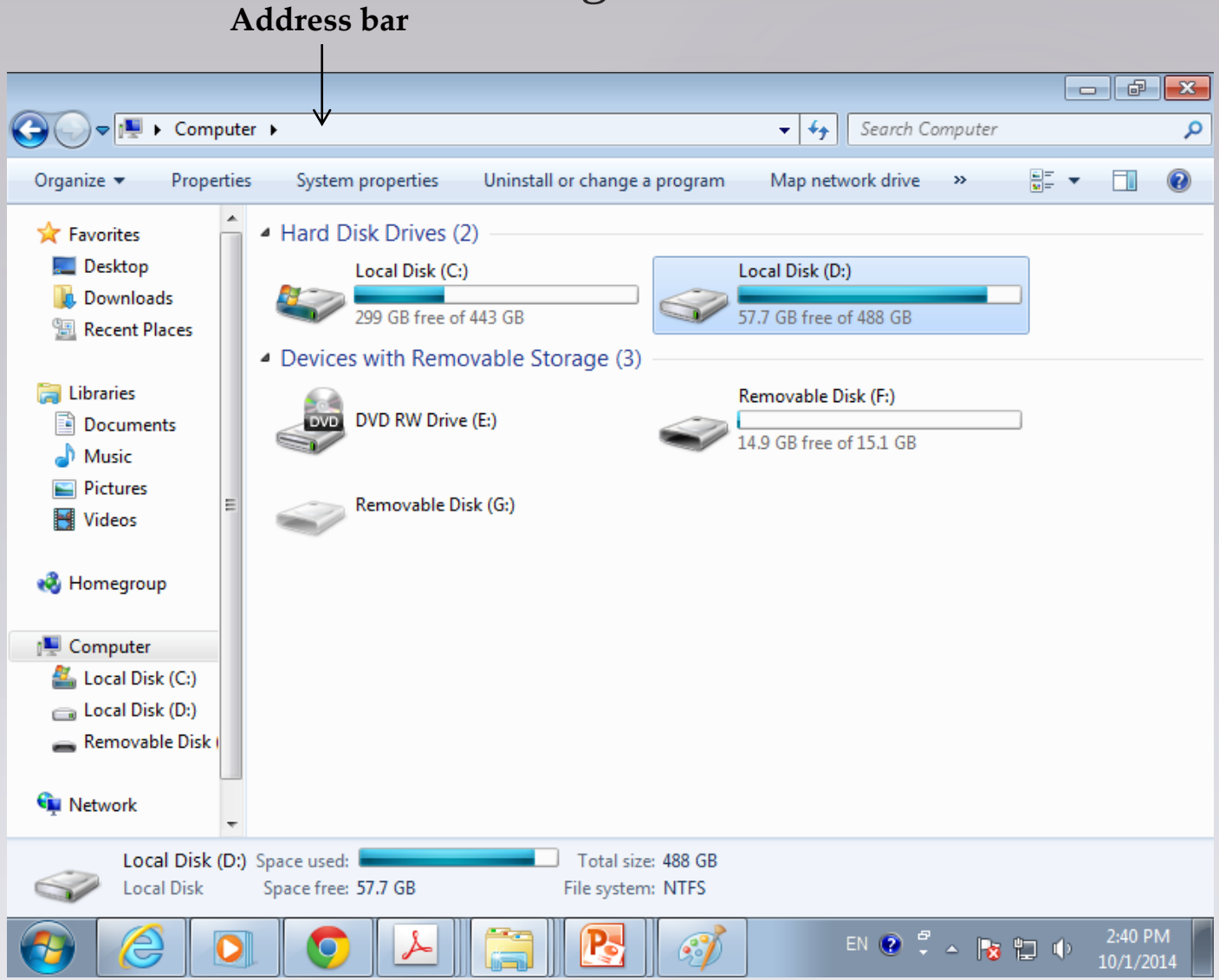


- Data that are stored in drives are organized into folders.
- These folders usually contain other subfolders and/or files inside them.
- Basically, There are 3 types of files:
  - **Application files:** programs tell the computer what to do and enable you to create documents files, like MS Word, Flash Player, Adobe Photoshop, etc.
  - **Document files:** are the files we create using the application files, like text documents, sound files, or images, etc.
  - **System files:** These files allow our computers to work like those exist in Windows folder.
- Files are distinguished by their extensions, names, dates, icons, etc.

Source: http://cuip.uchicago.edu/wit/2001/modules/compbasics/BFileKinds.html

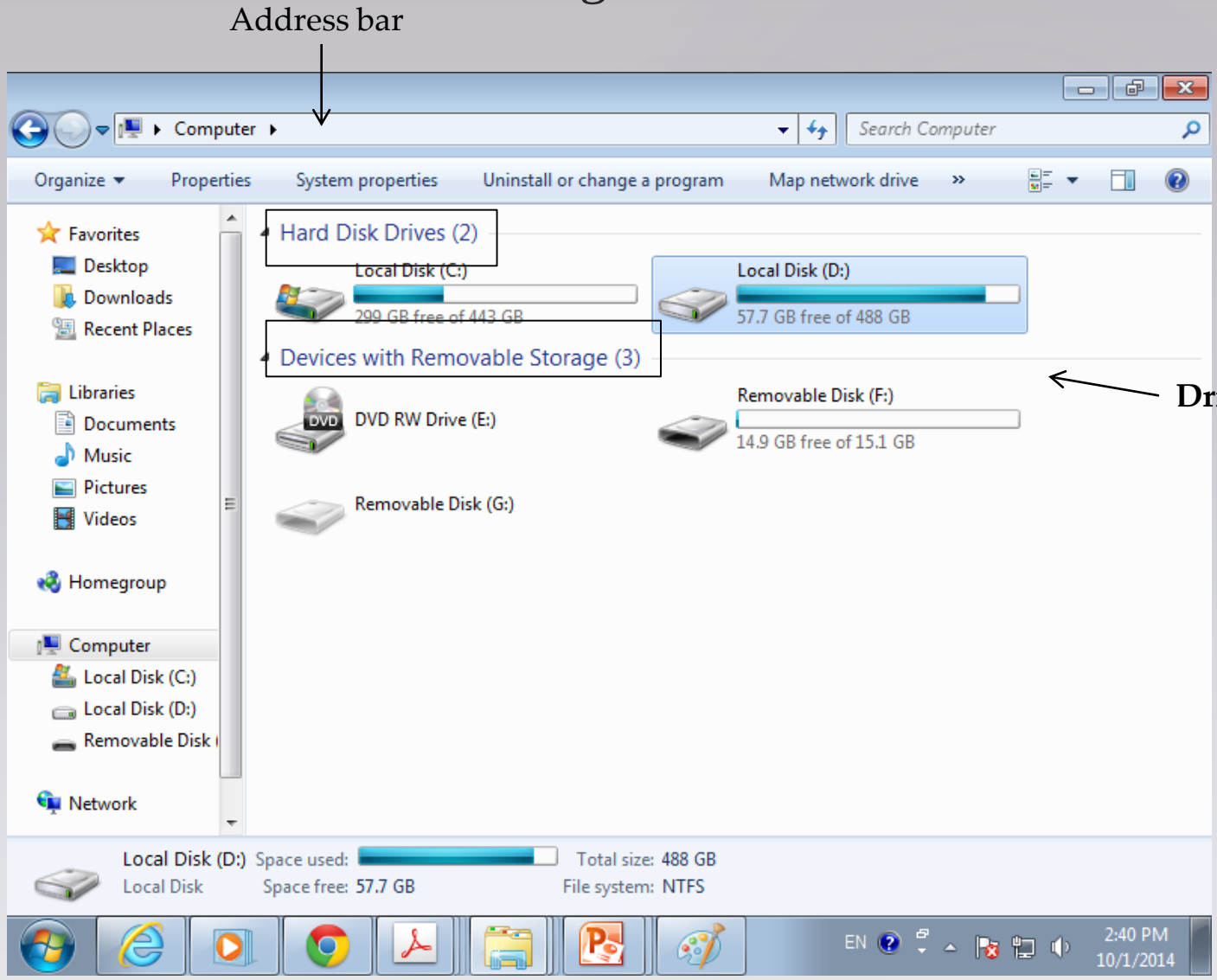
T.C. Adnan Menderes University Faculty of Engineering

Windows Explorer
Viewing Drives



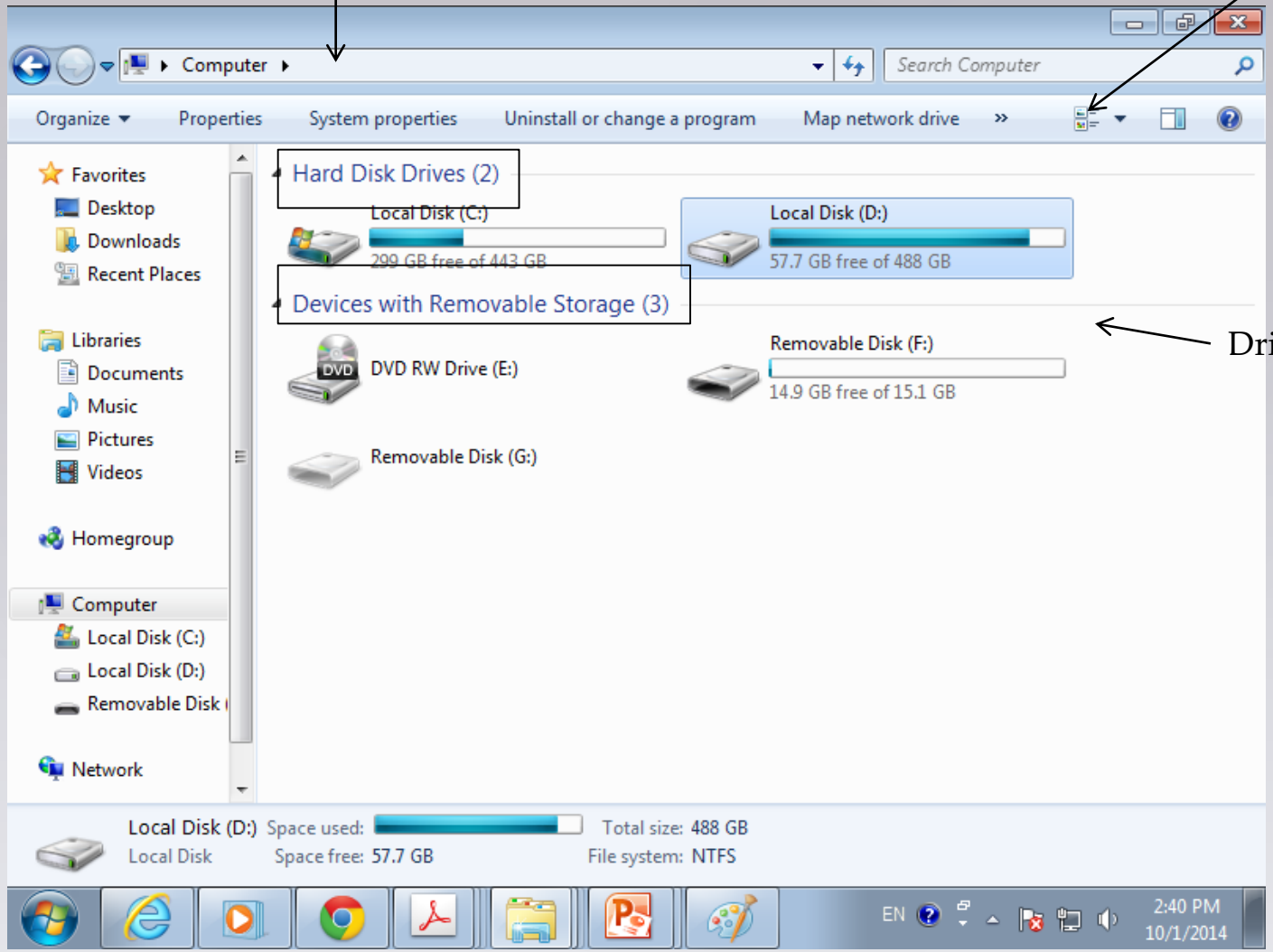
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Windows Explorer
Viewing Drives



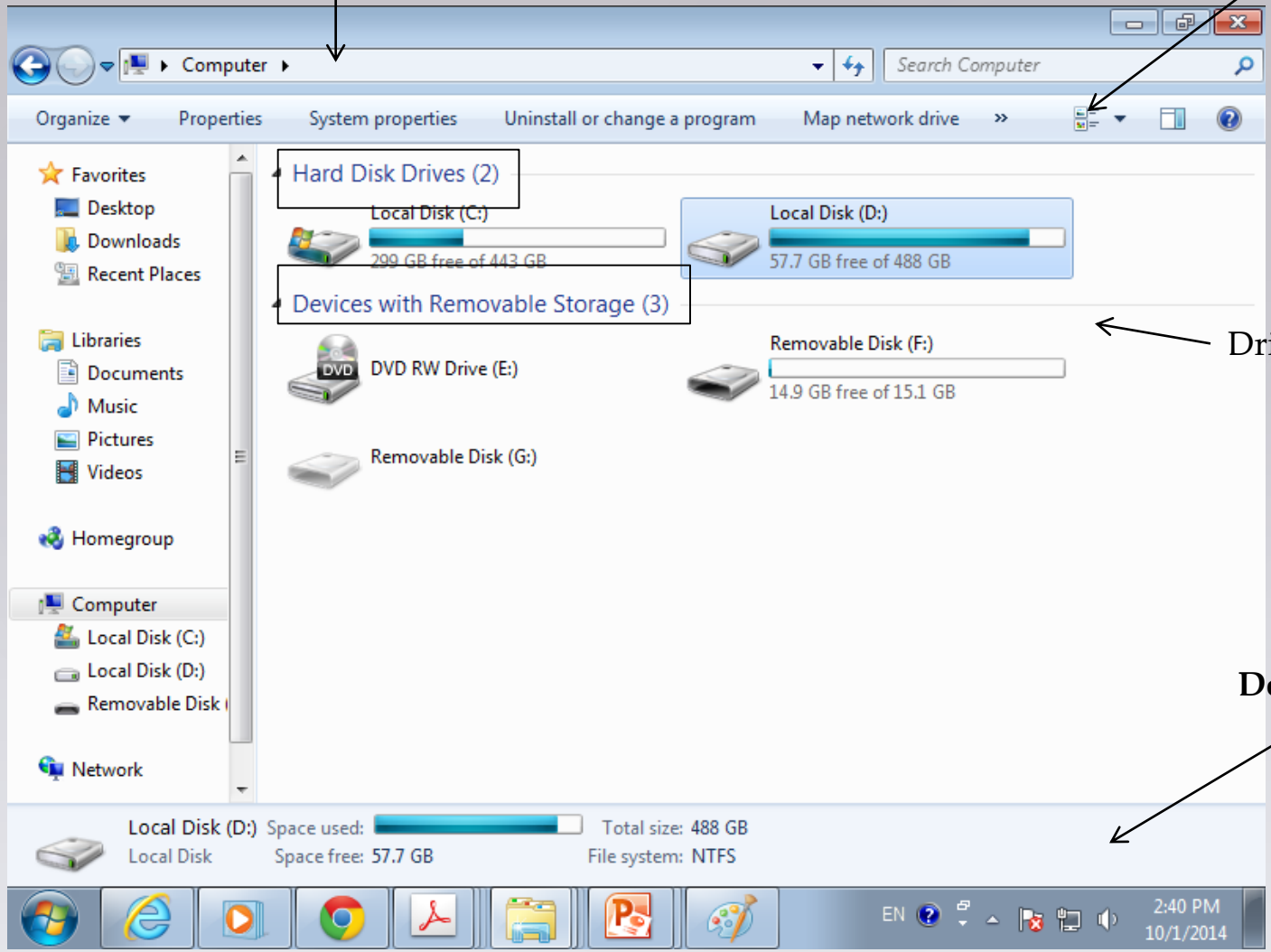
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Windows Explorer
Viewing Drives



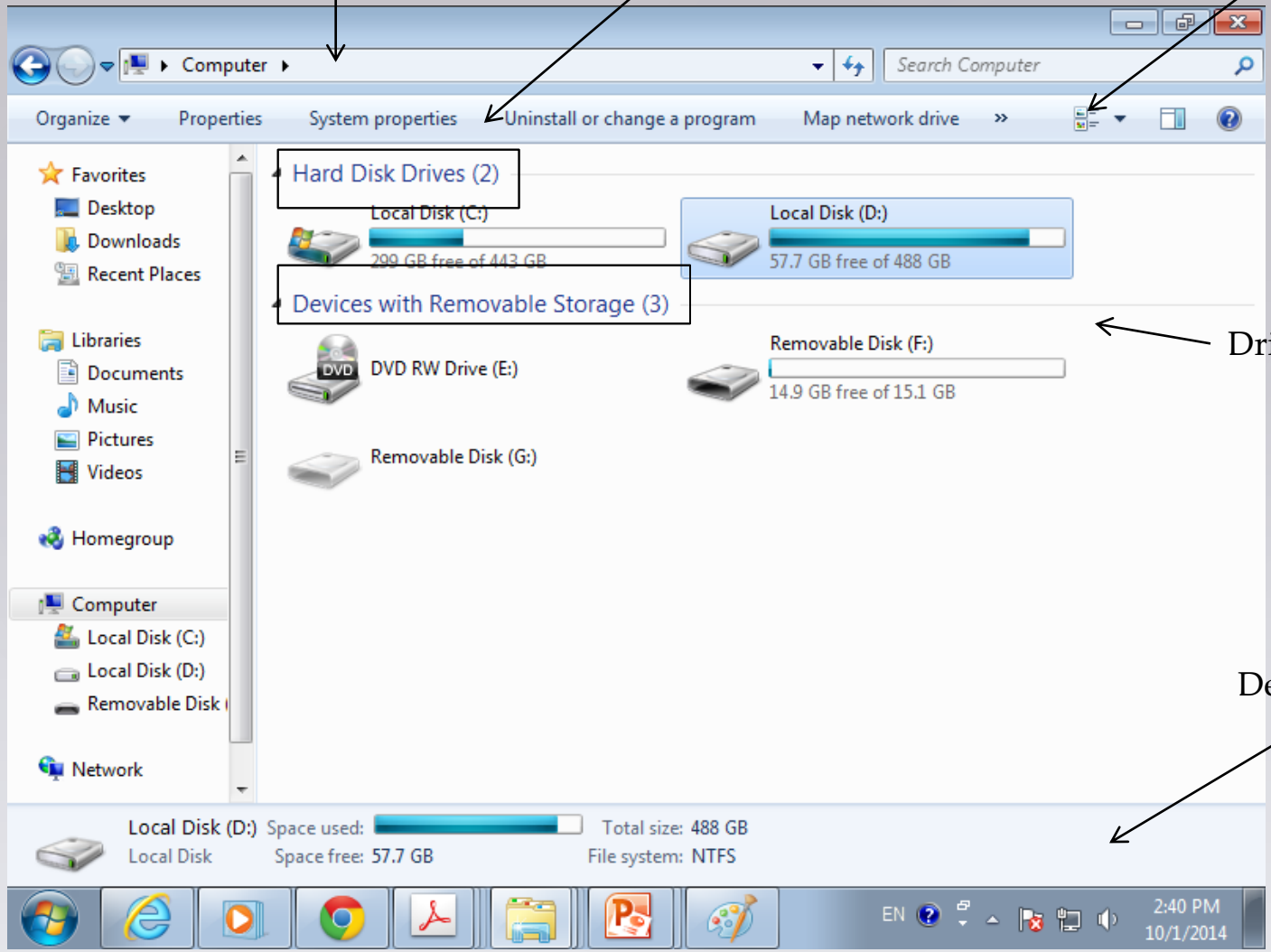
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Windows Explorer
Viewing Drives



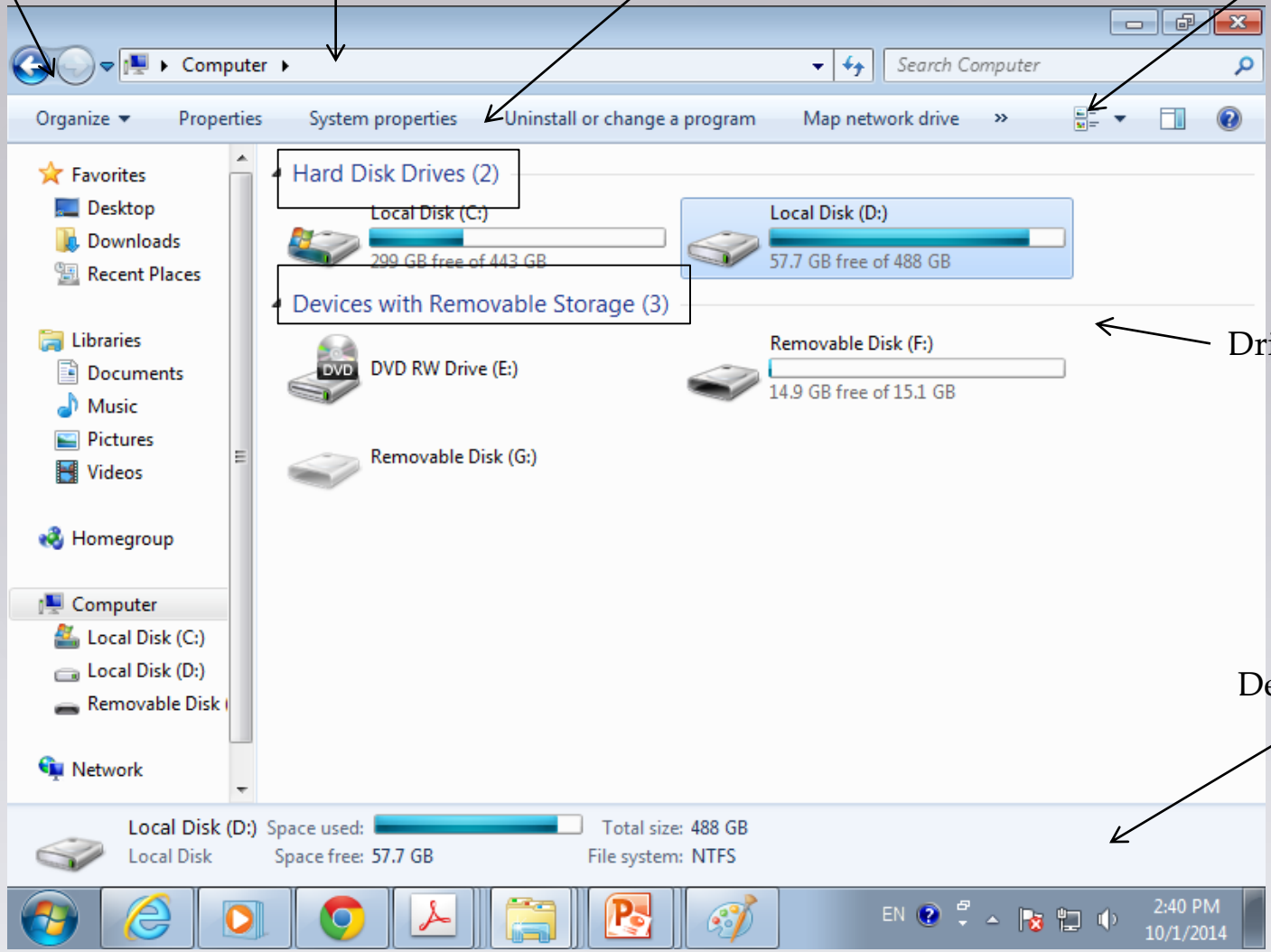
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Windows Explorer
Viewing Drives



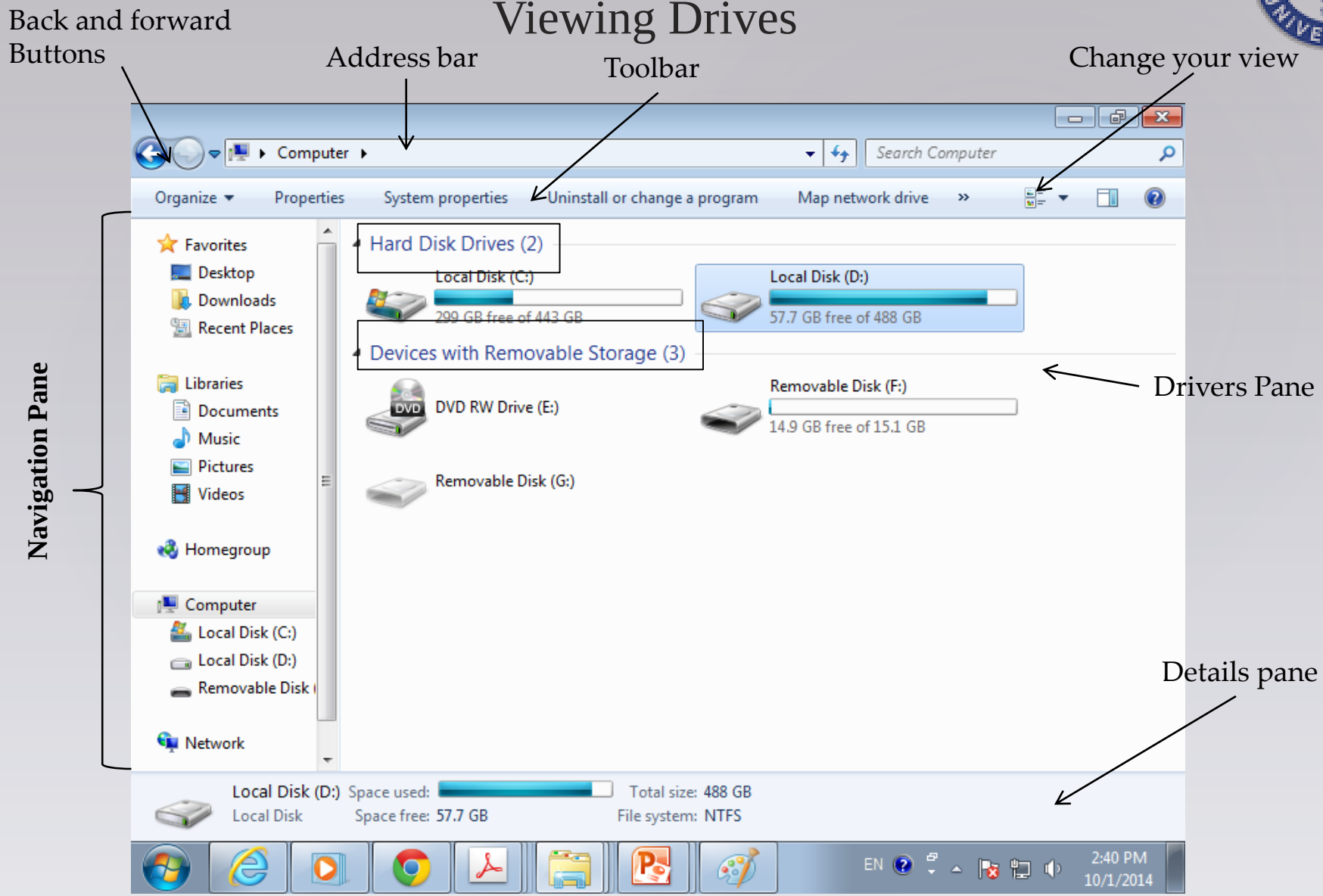
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Windows Explorer
Viewing Drives



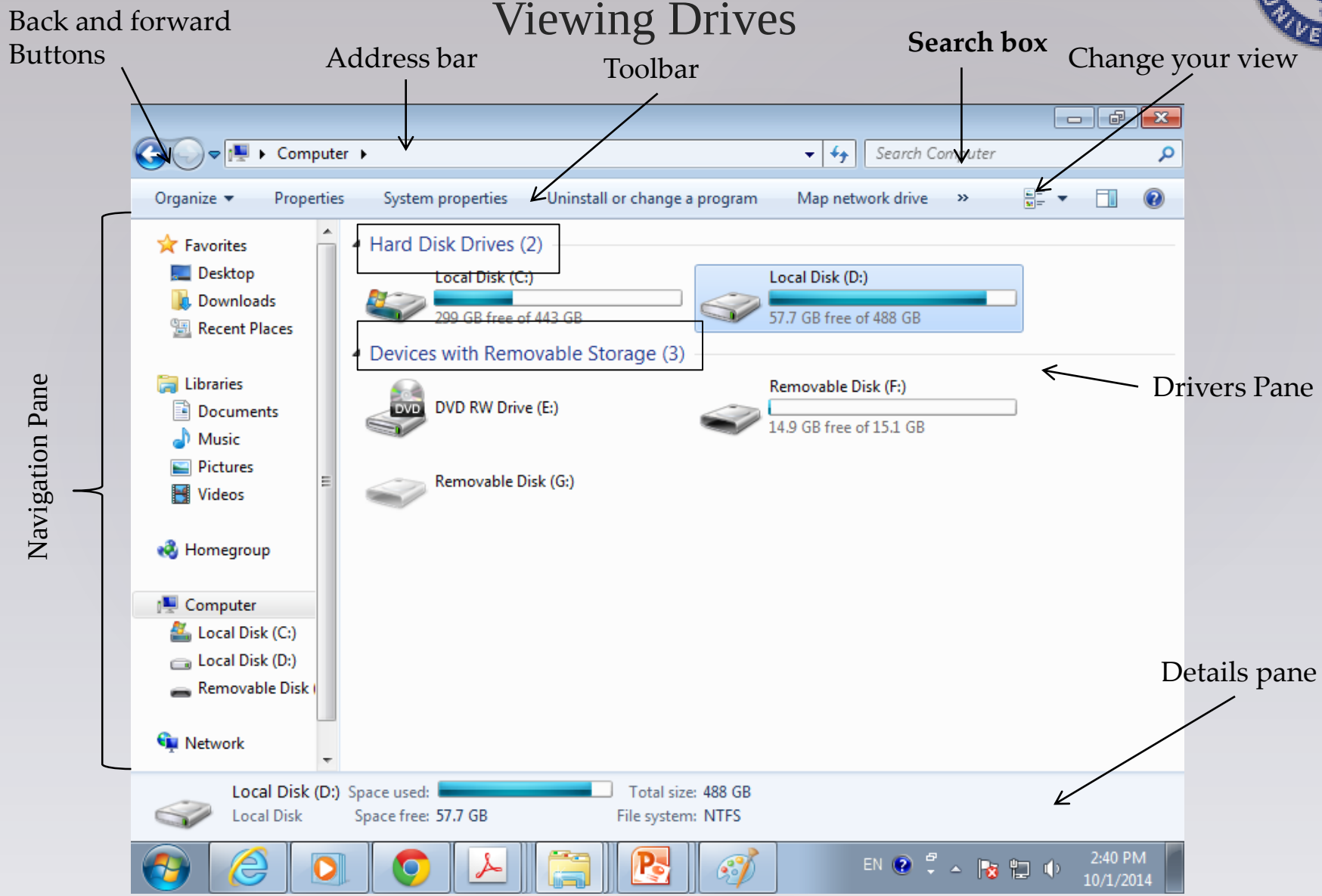
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Windows Explorer
Viewing Drives



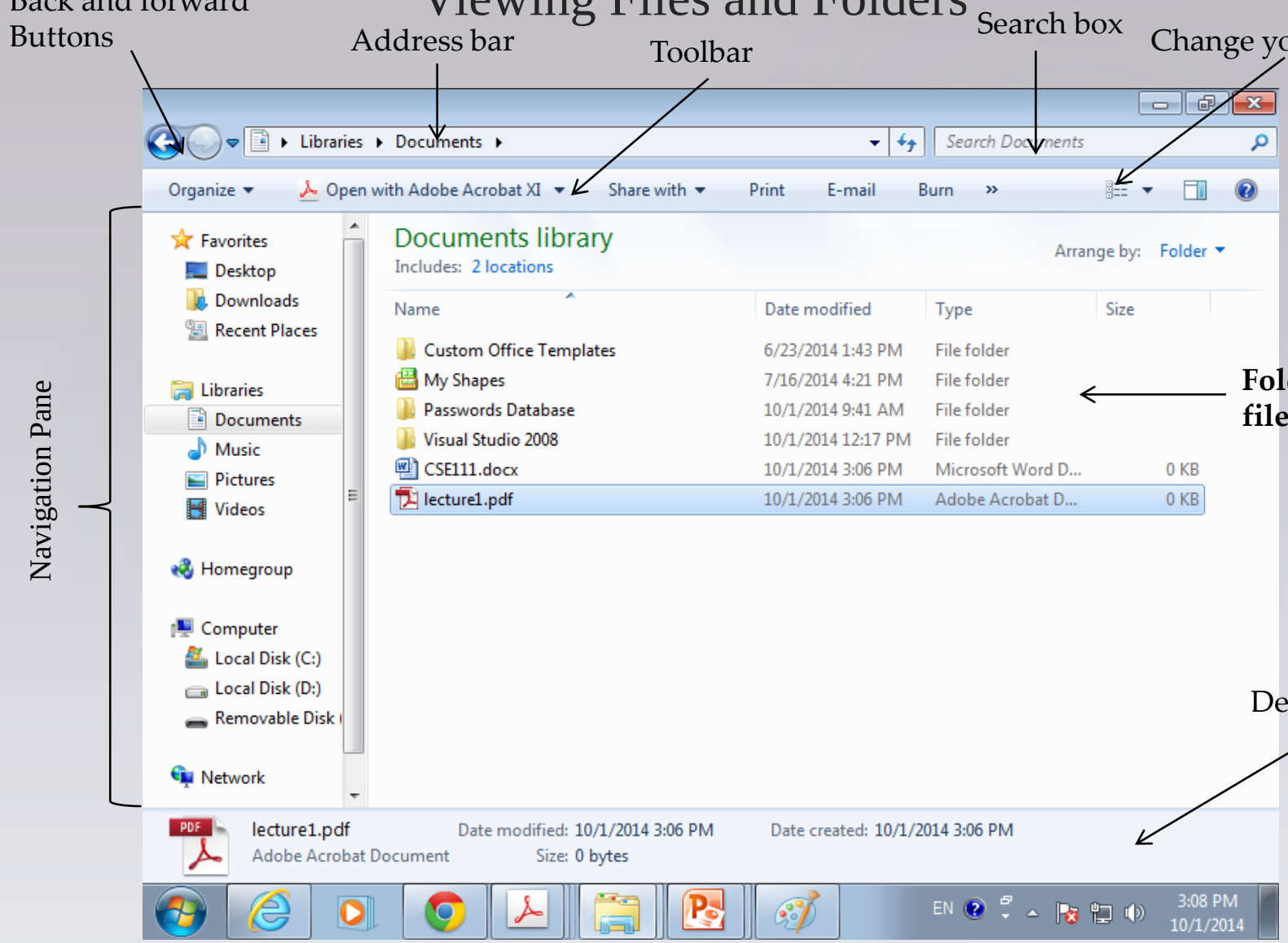
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Windows Explorer
Viewing Drives



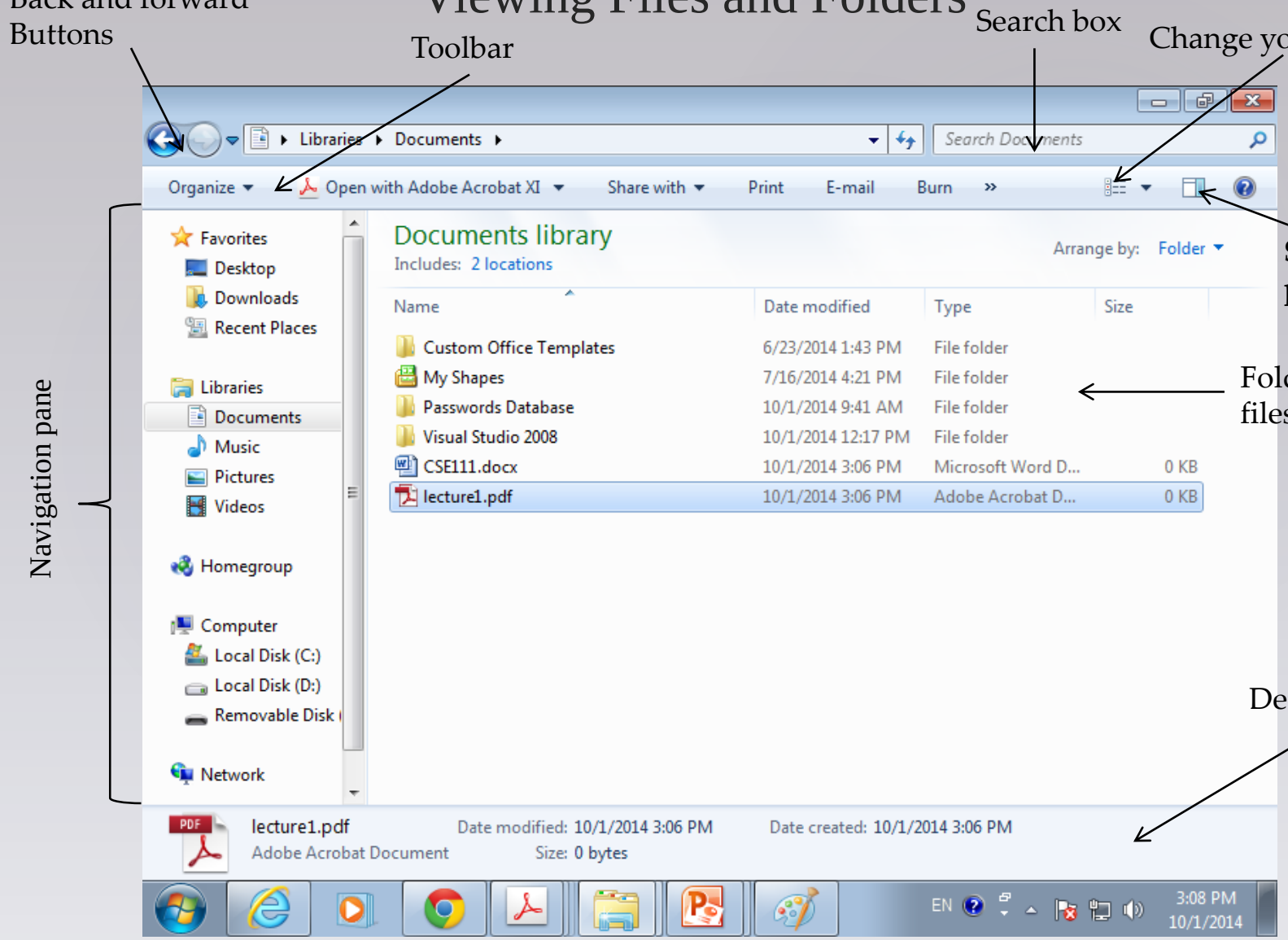
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Windows Explorer
Viewing Files and Folders



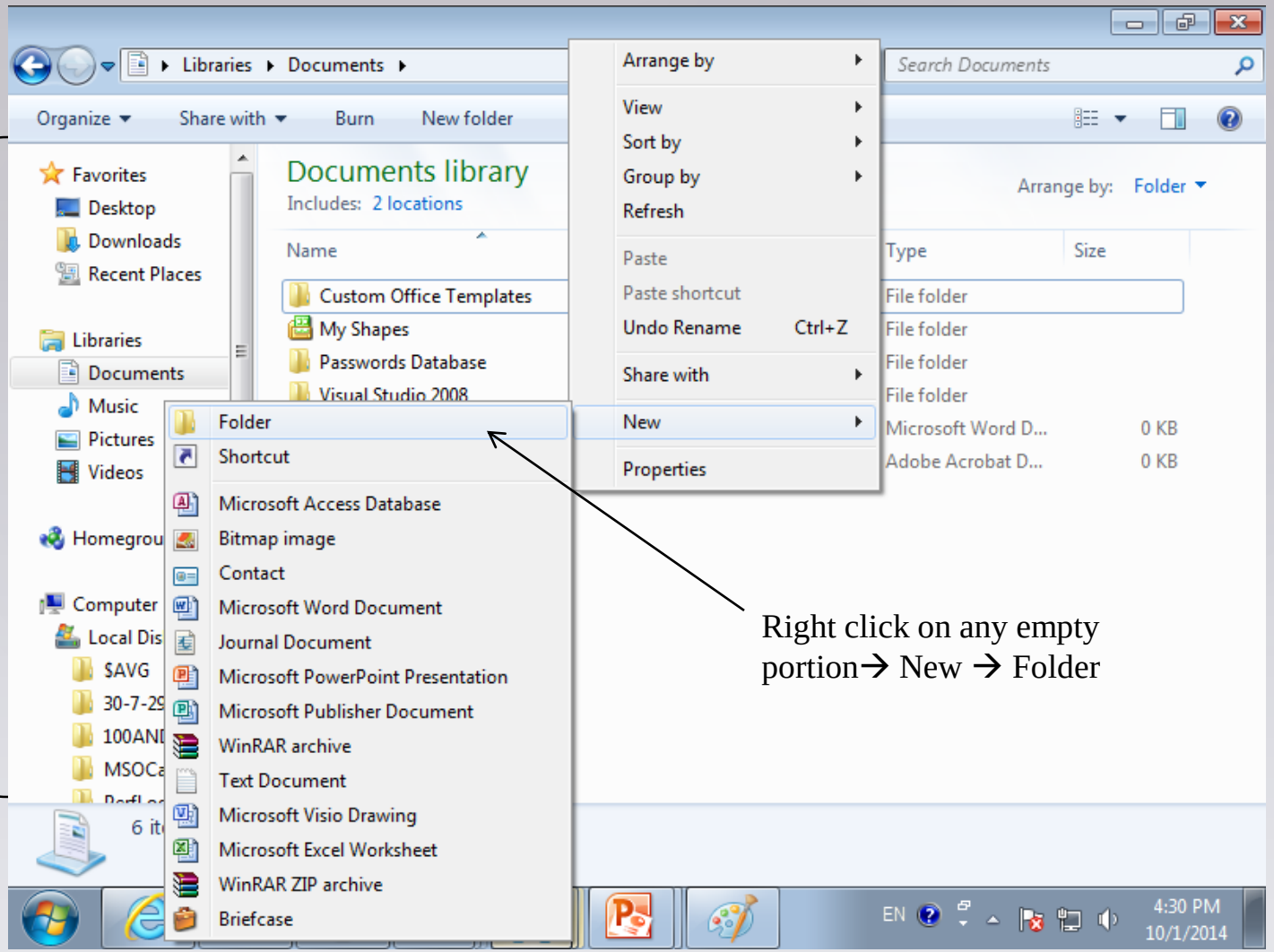
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Windows Explorer
Viewing Files and Folders



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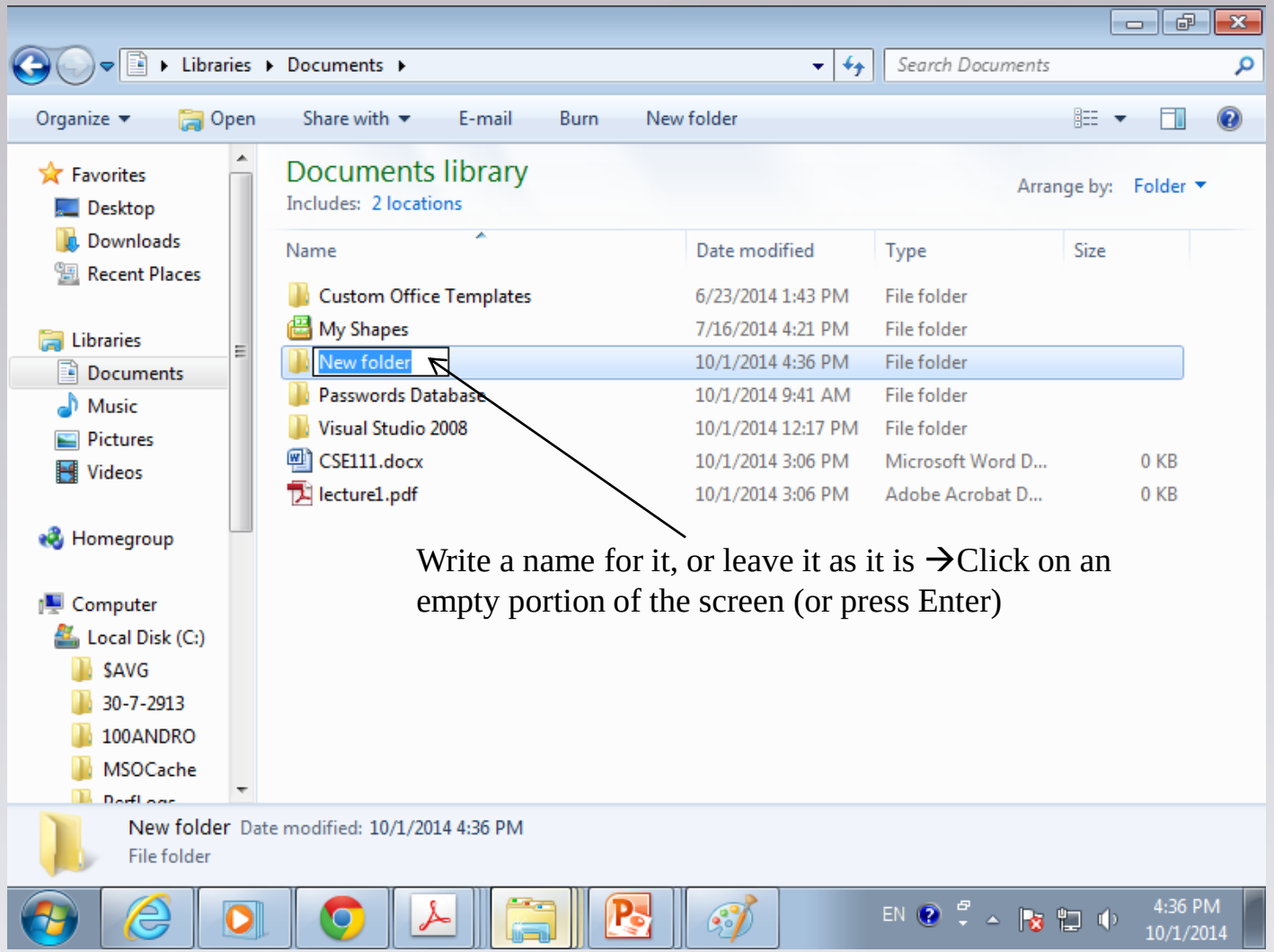
Windows Explorer
Creating Folders and Files



Right click on any empty portion→ New → Folder

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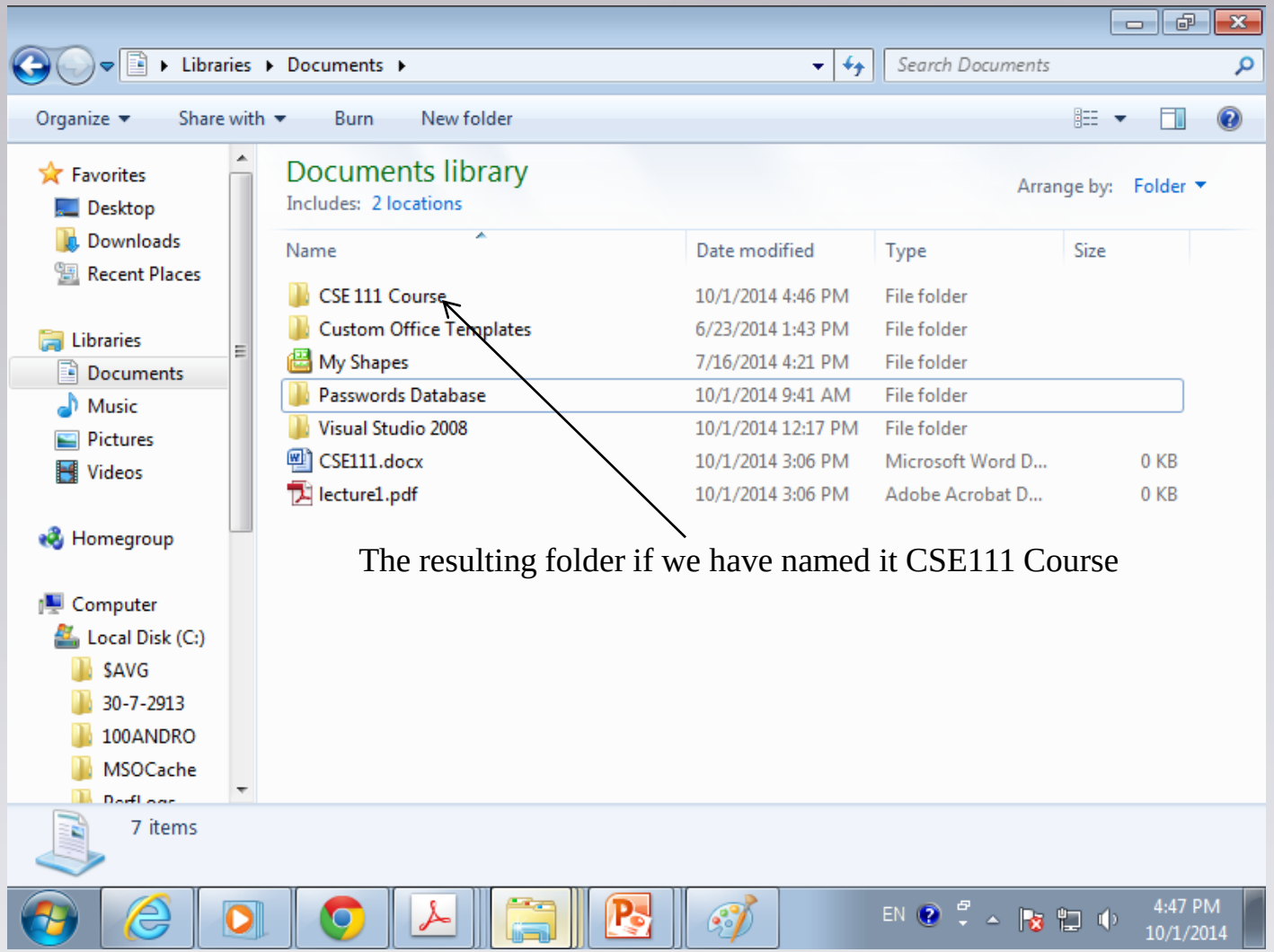
Windows Explorer
Creating Folders and Files



Write a name for it, or leave it as it is →Click on an empty portion of the screen (or press Enter)

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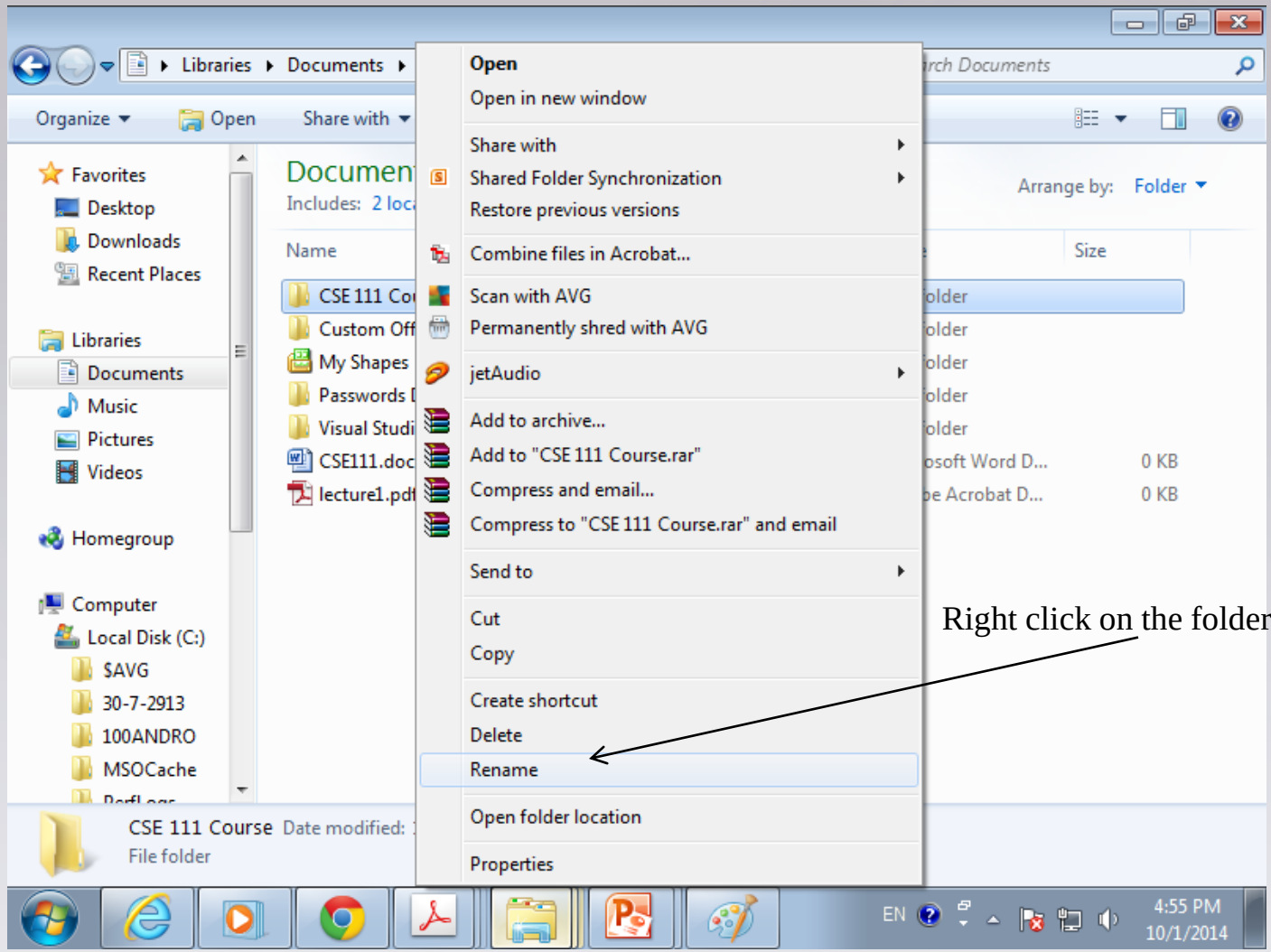
Windows Explorer
Creating Folders and Files



The resulting folder if we have named it CSE111 Course

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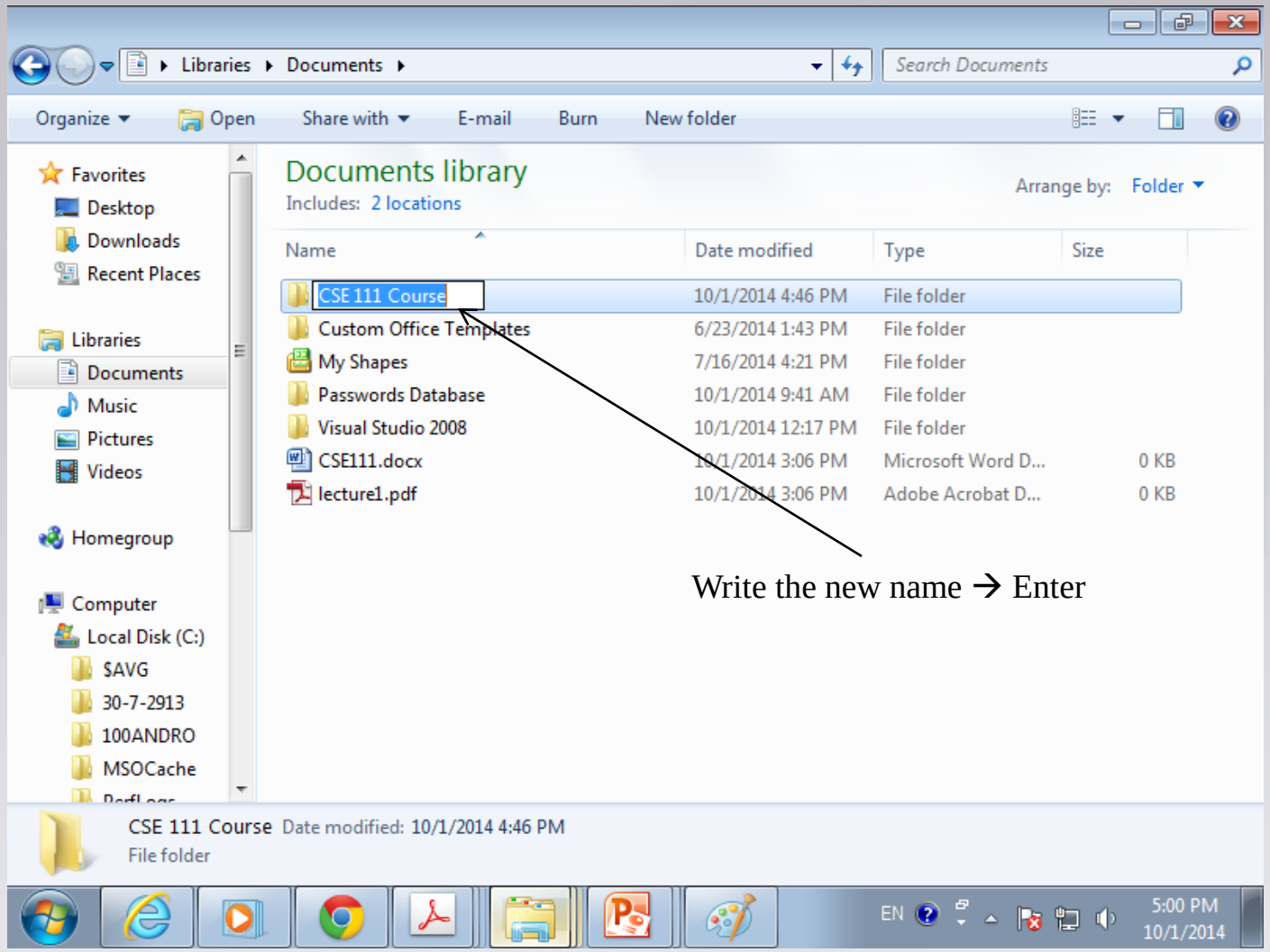
Windows Explorer
Renaming Folders and Files



Right click on the folder icon → Rename

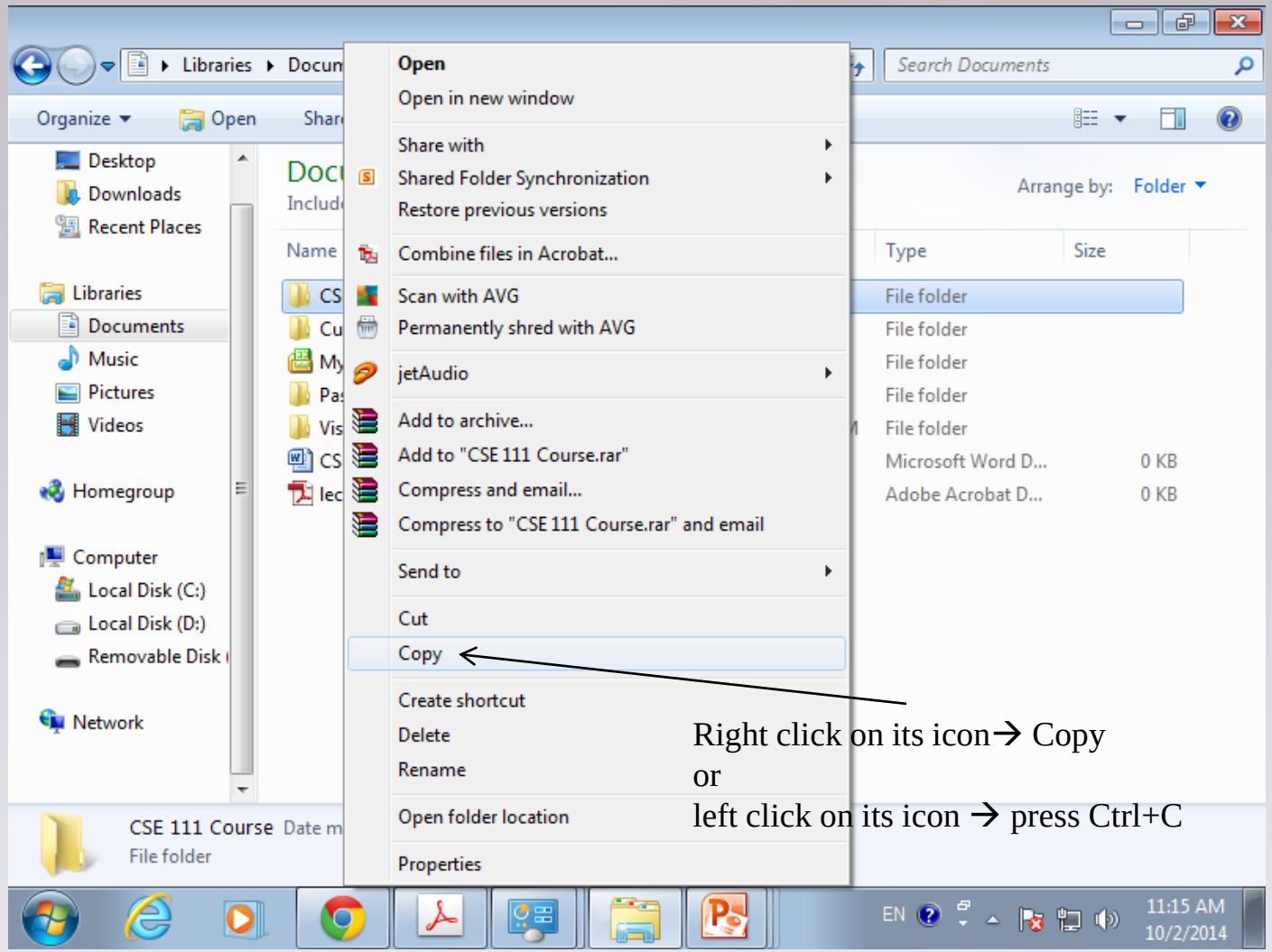
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Windows Explorer
Renaming Folders and Files



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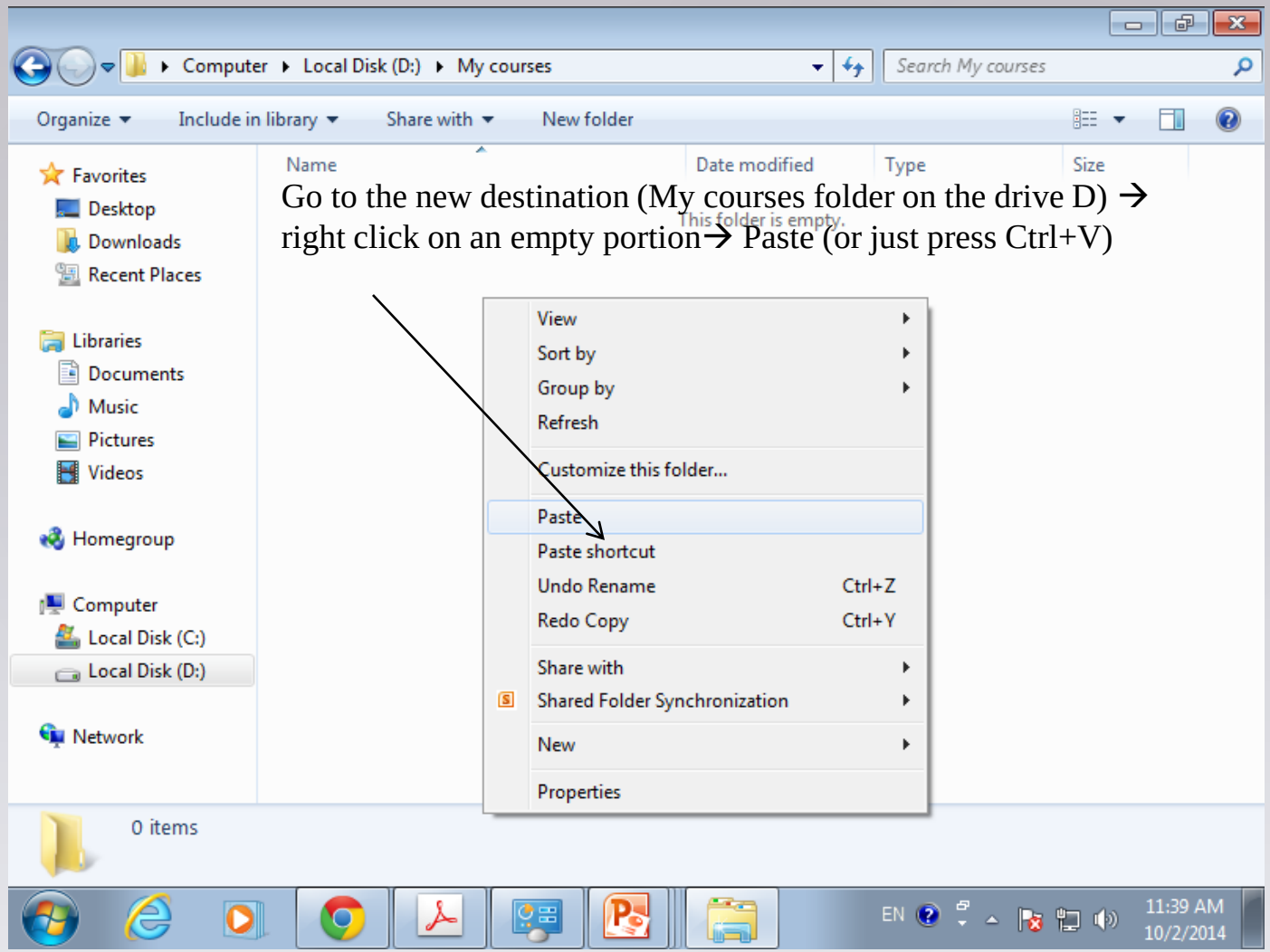
Windows Explorer
Copying Folders and Files



Right click on its icon → Copy
or
left click on its icon → press Ctrl+C

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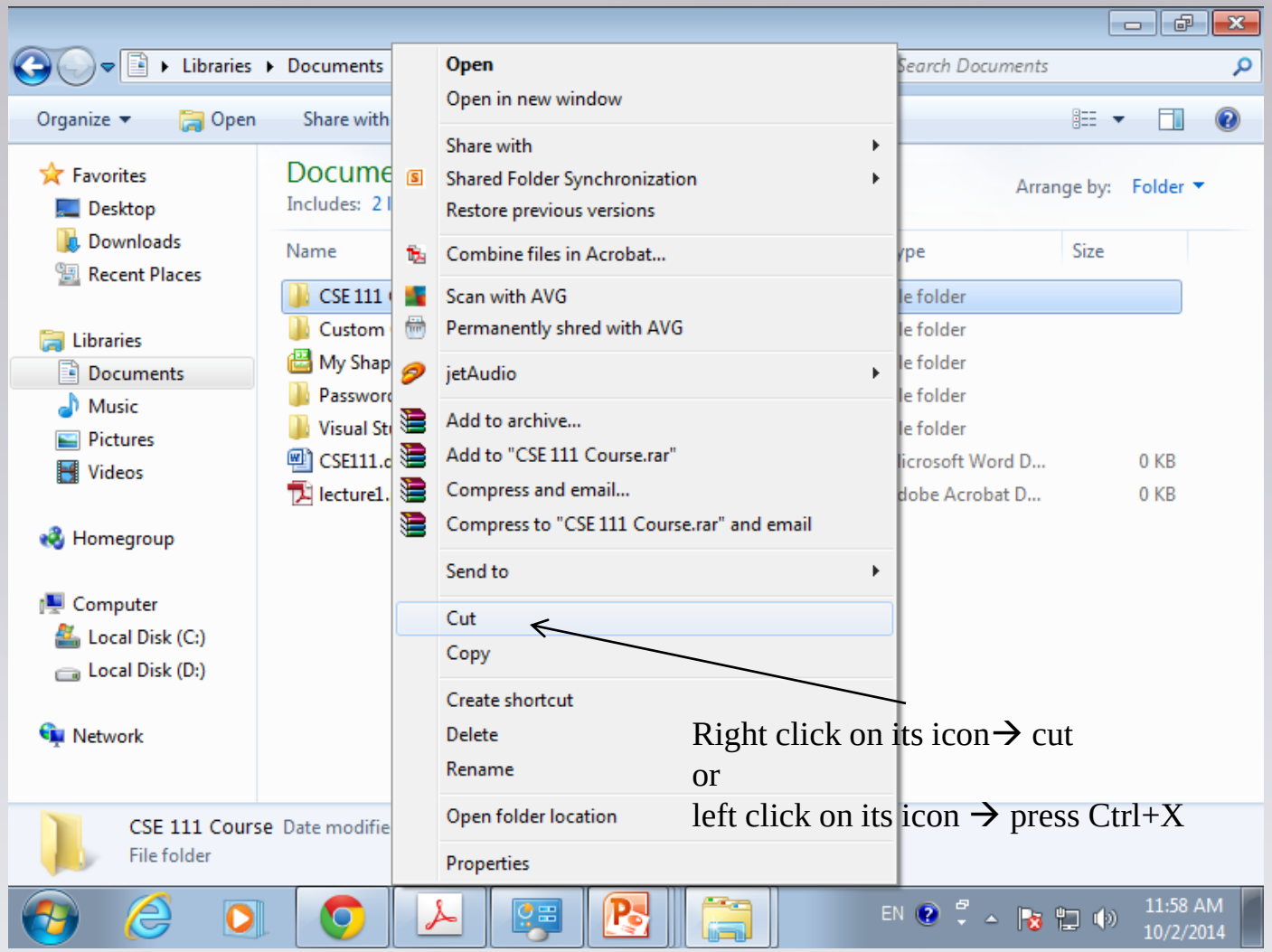
Windows Explorer
Copying Folders and Files



Go to the new destination (My courses folder on the drive D) → right click on an empty portion→ Paste (or just press Ctrl+V)

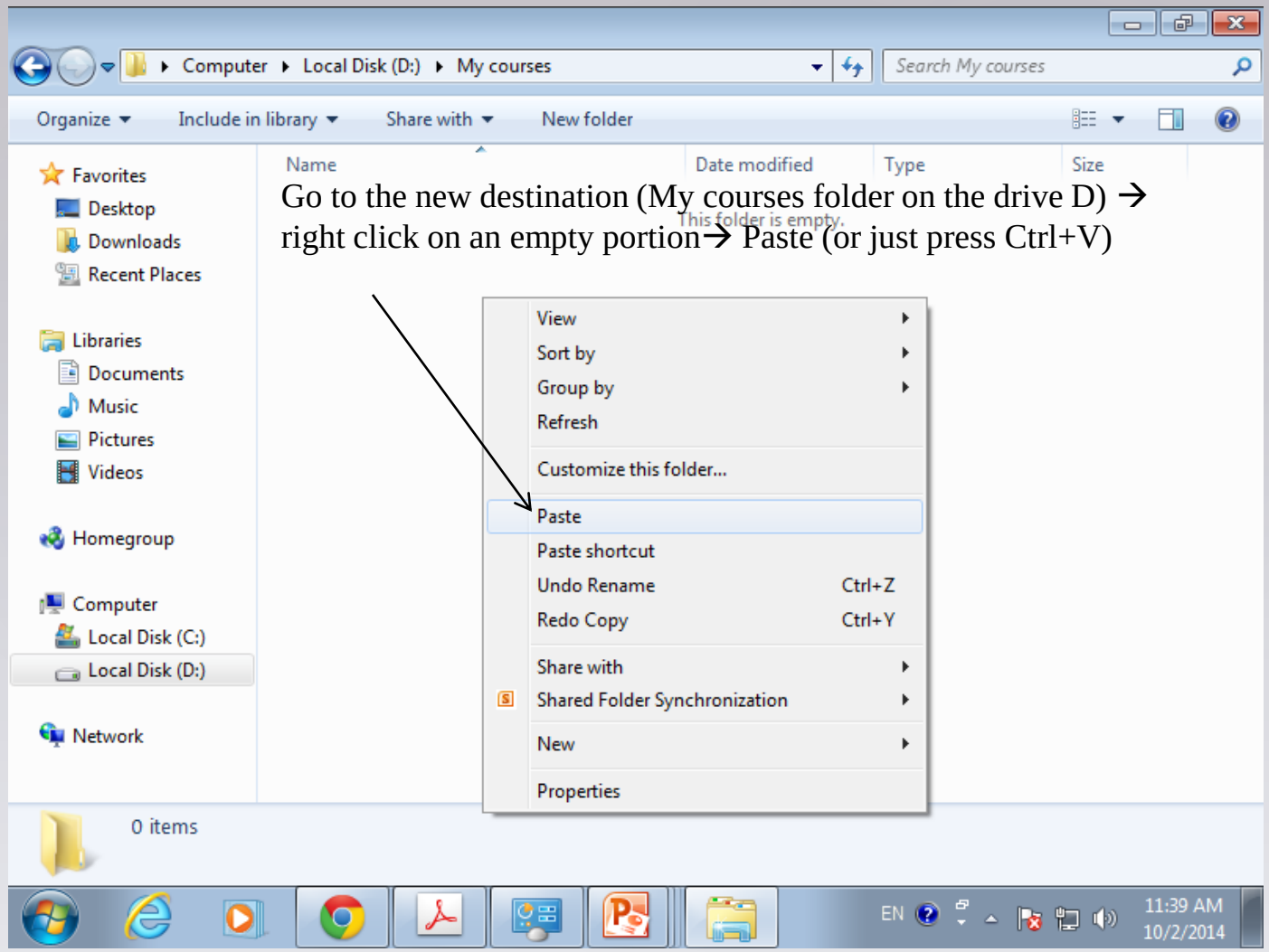
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Windows Explorer
Moving Folders and Files



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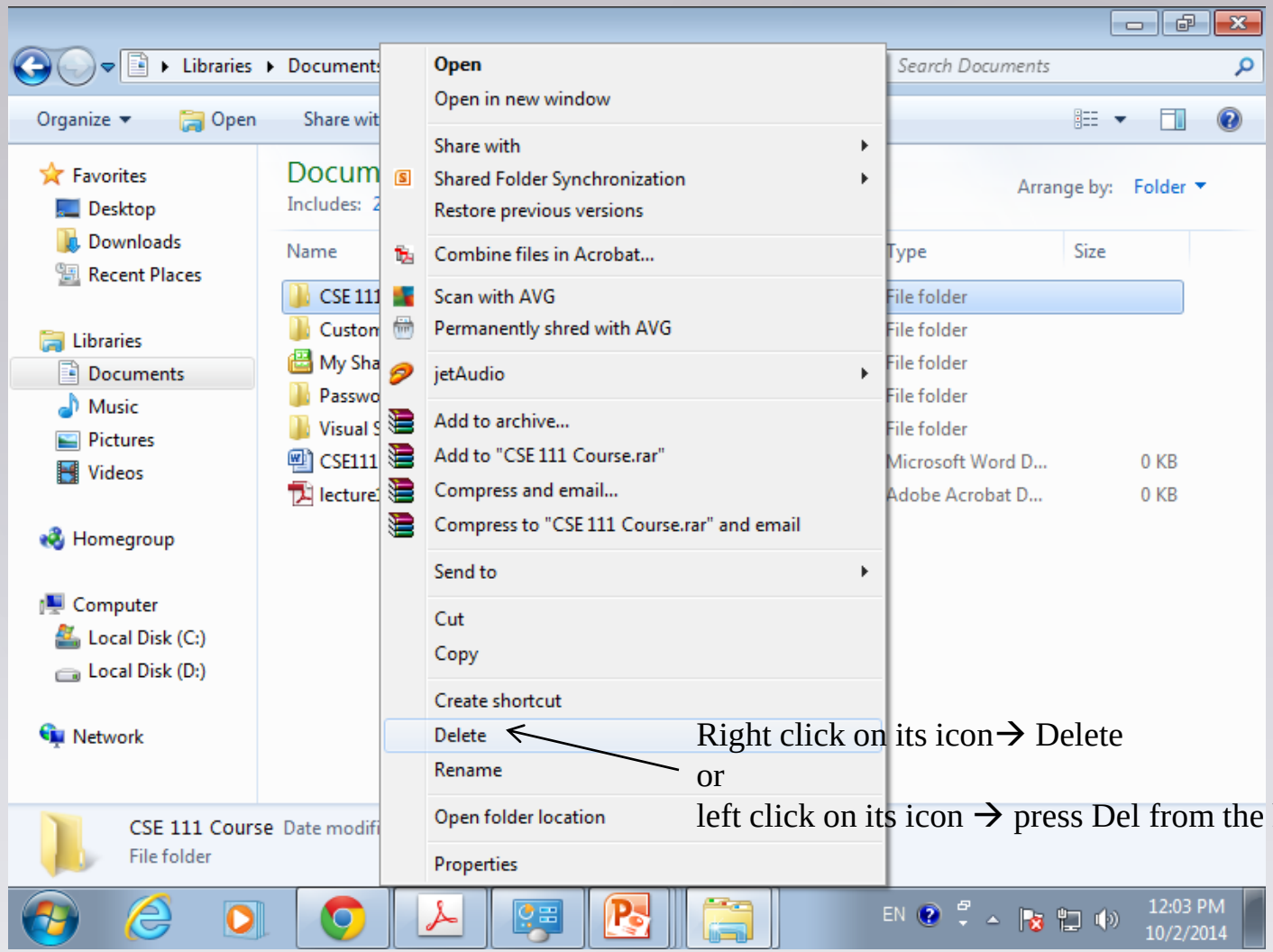
Windows Explorer
Moving Folders and Files



Go to the new destination (My courses folder on the drive D) → right click on an empty portion→ Paste (or just press Ctrl+V)

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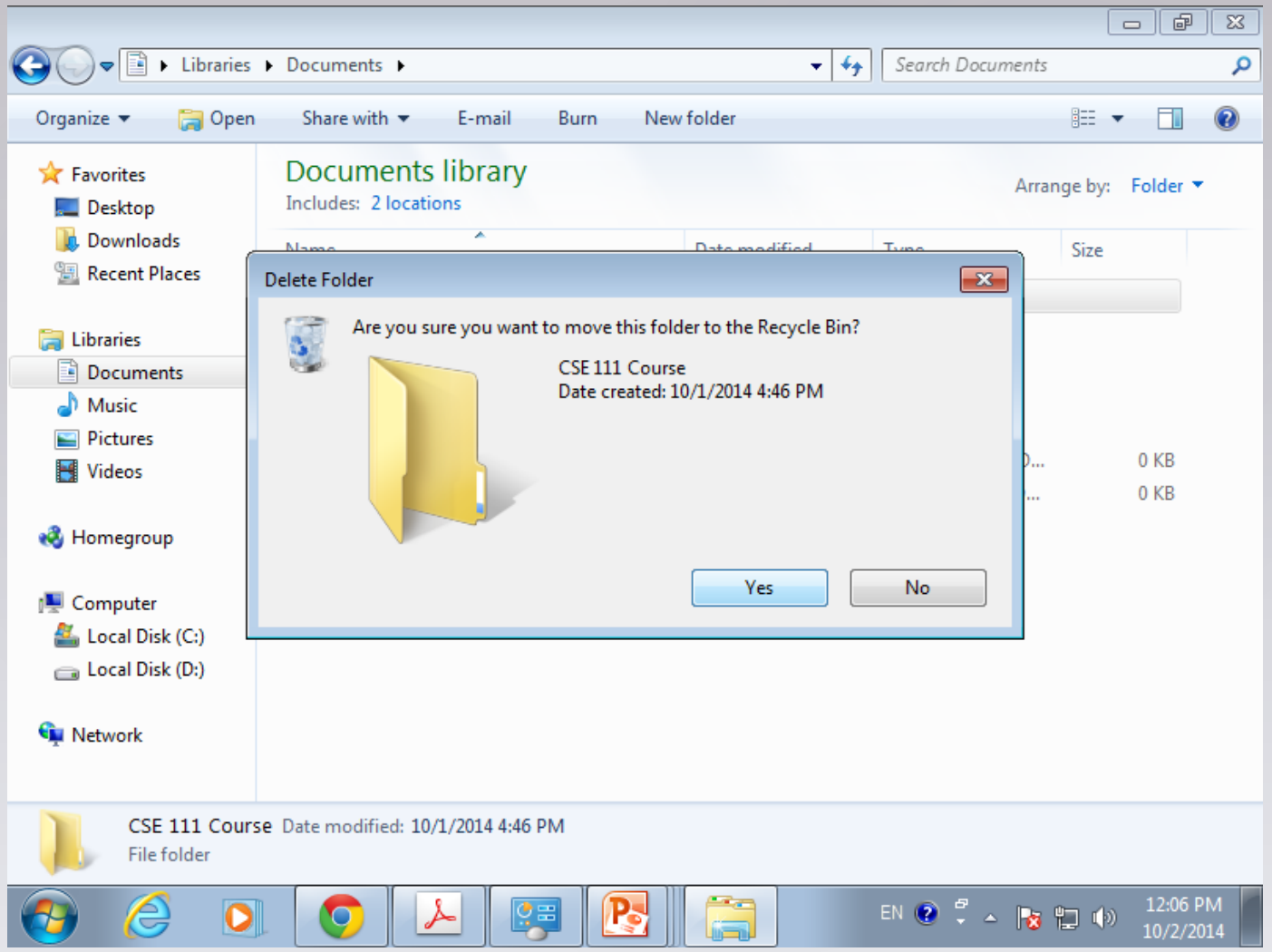
Windows Explorer
Deleting Folders and Files



Right click on its icon → Delete
or
left click on its icon → press Del from the keyboard

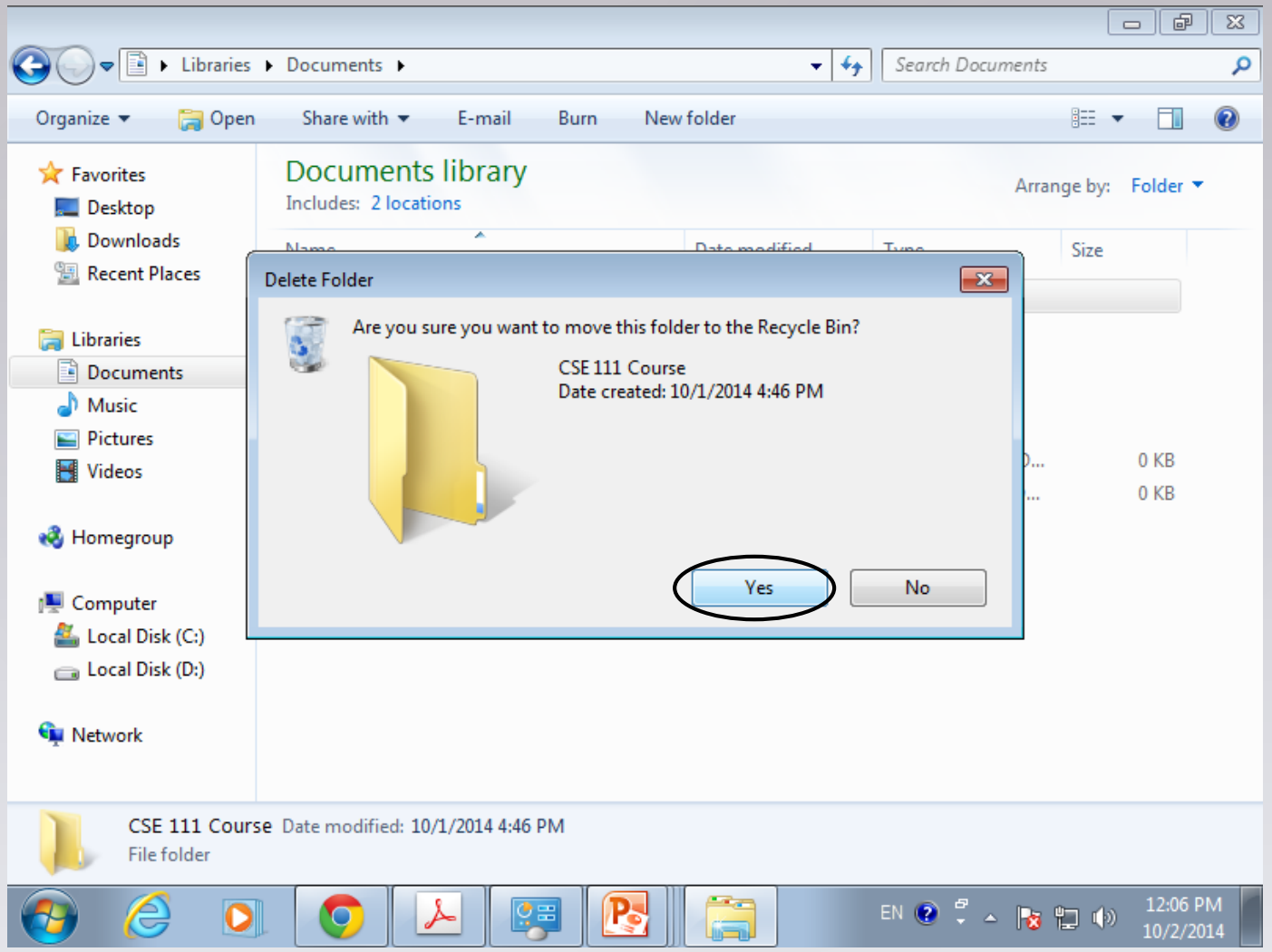
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Windows Explorer
Deleting Folders and Files



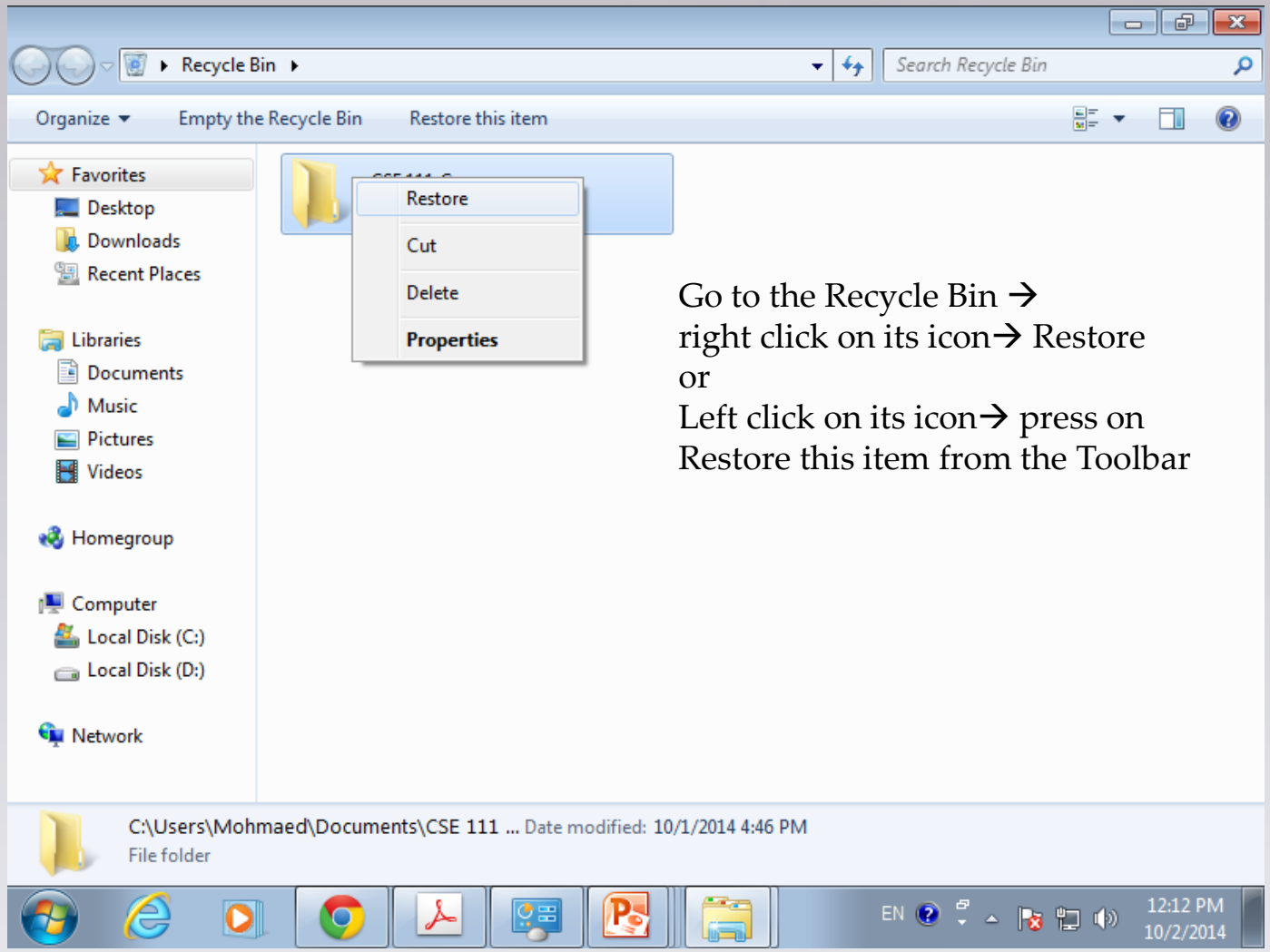
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Windows Explorer
Deleting Folders and Files



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Windows Explorer
Restoring Deleted Folders and Files

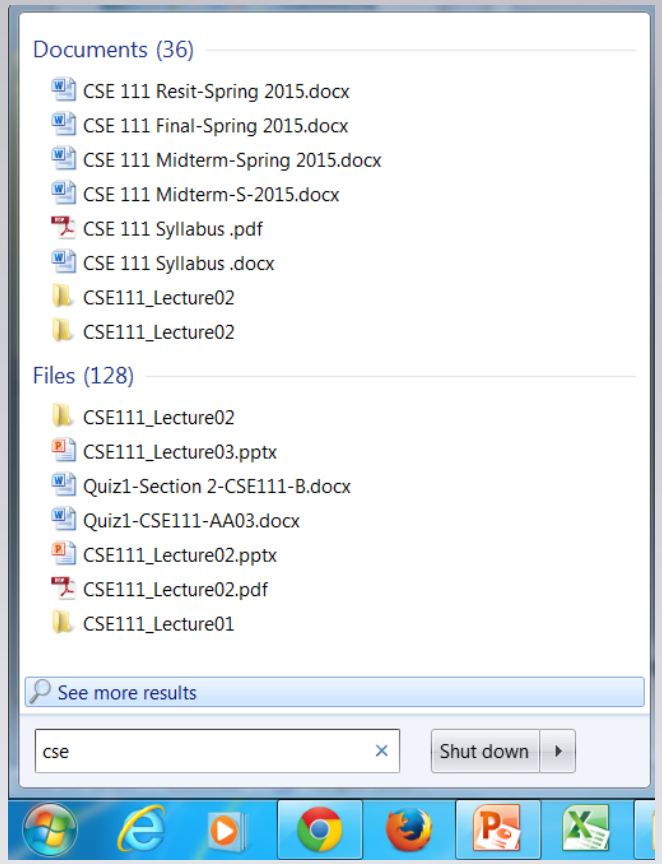


Go to the Recycle Bin →
right click on its icon→ Restore
or
Left click on its icon→ press on
Restore this item from the Toolbar

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Windows Explorer
Searching for Folders and Files

- Click the *Start button*, type the file name or keywords with your keyboard, and press *Enter*. The search results will appear. Simply click a file or folder to open it.

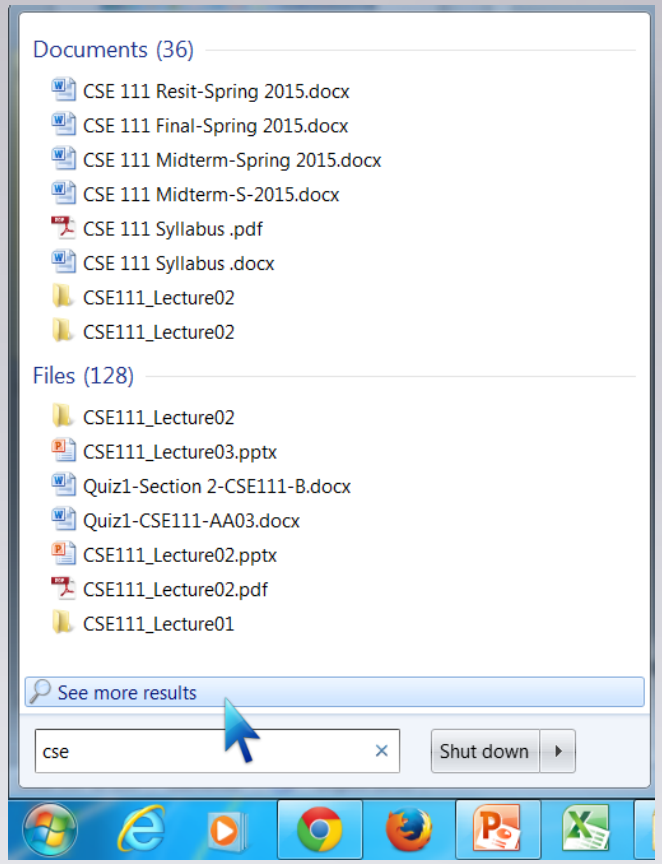


http://www.gcflearnfree.org/windowsbasics/4

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Windows Explorer
Searching for Folders and Files

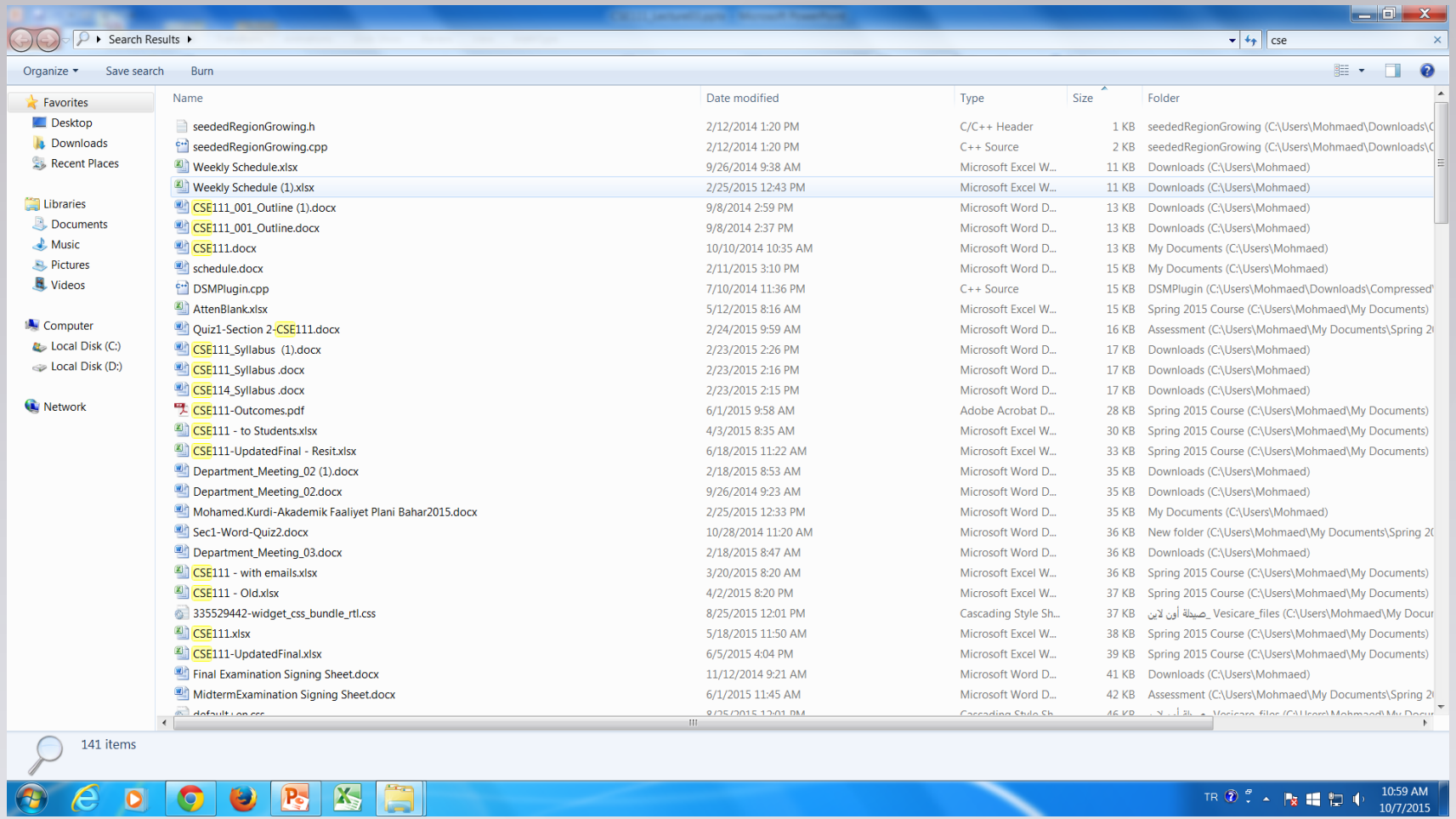
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http://www.gcflearnfree.org/windowsbasics/4

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Windows Explorer
Searching for Folders and Files



http://www.gcflearnfree.org/windowsbasics/4

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Compressing/Uncompressing Folders and Files

- Compressed files and folders take up less storage space than uncompressed ones, for that reason, they are useful for:
  - Making backup copies of your data.
  - Sending them over the Internet in less time.

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Compressing/Uncompressing Folders and Files

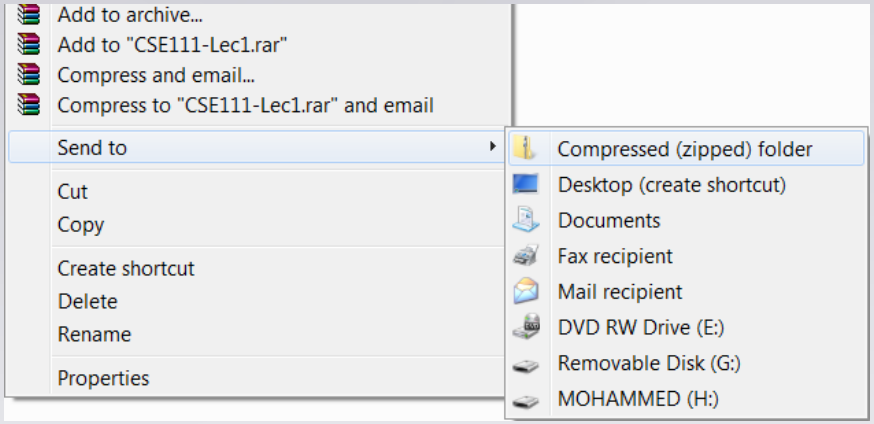
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- Note 1: compressed files and folders can be combined into a single one.
- Note 2: folders cannot be sent as attachments in email without compressing them first. Whereas, files can be sent without compressing.

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Compressing/Uncompressing Folders and Files

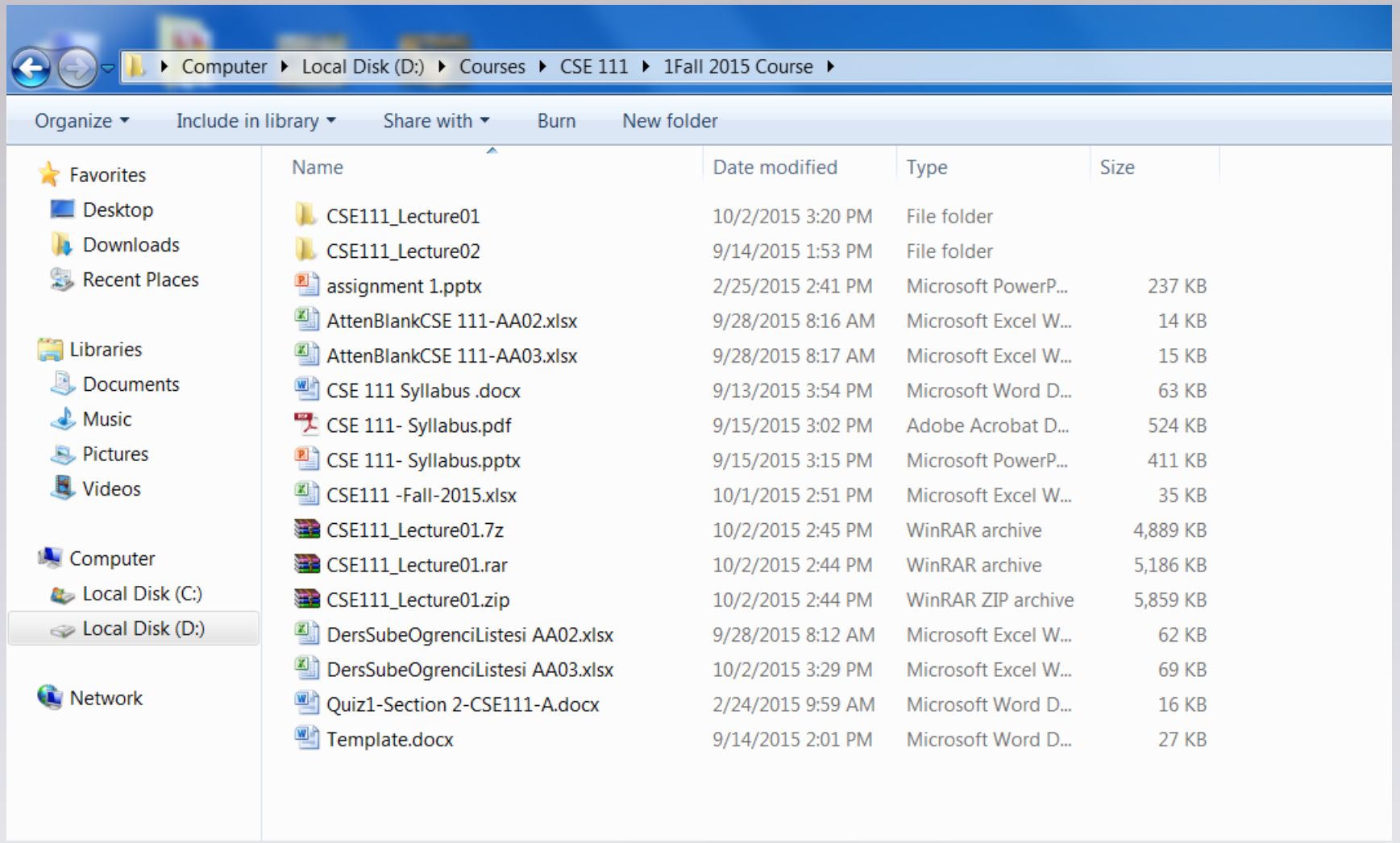
- Compressed files and folders take up less storage space than uncompressed ones, for that reason, they are useful for:
  - Making backup copies of your data.
  - Sending them over the Internet in less time.
- Note 1: compressed files and folders can be combined into a single one.
- Note 2: folders cannot be sent as attachments in email without compressing them first. Whereas, files can be sent without compressing.

- You can use Windows utility for compressing.
- Or alternatively, you can install and use any file archiver and compressor utility such as WinZip, 7-Zip, MagicRAR, and WinRAR.



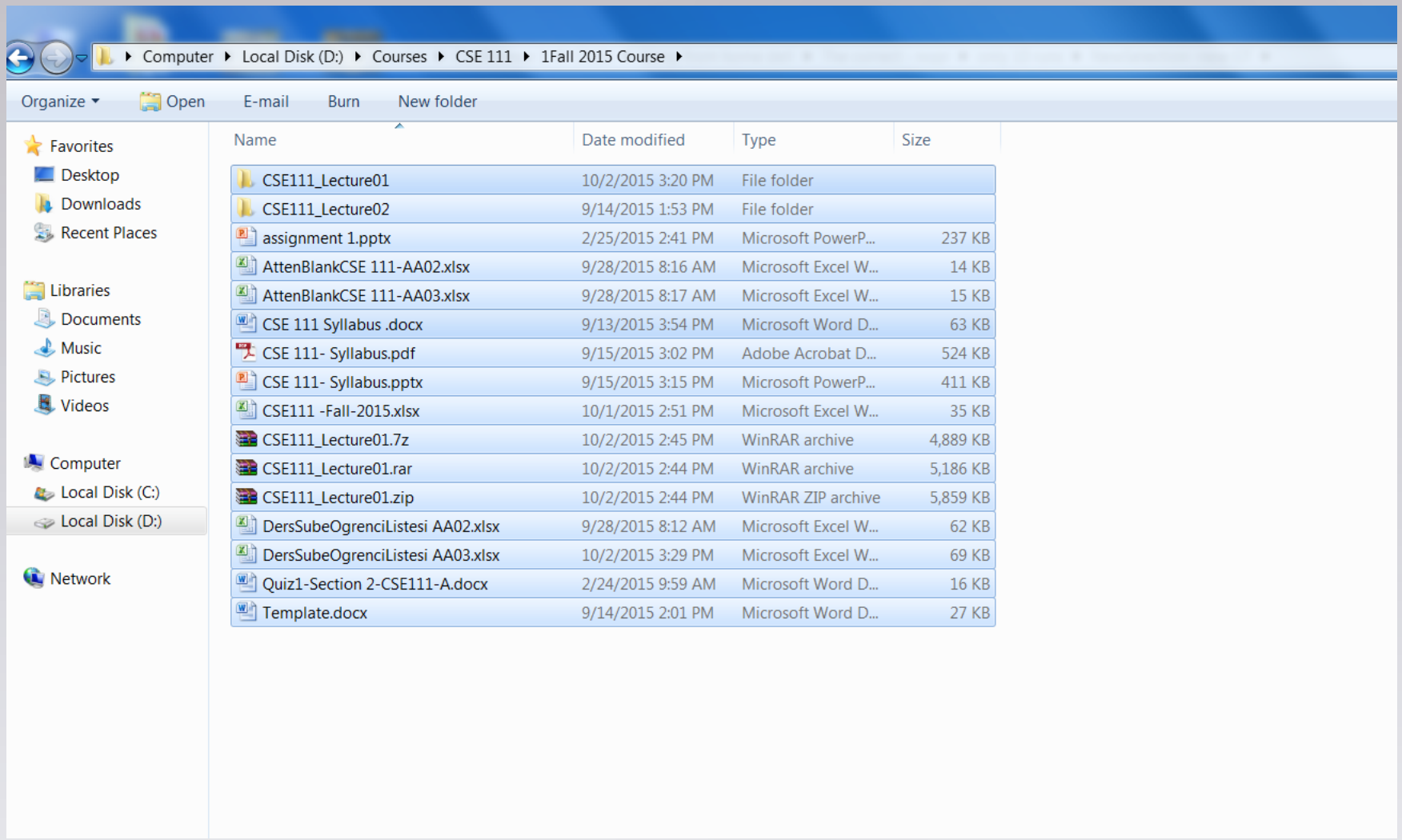
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WinRAR Archiver and Compressor
Compressing Files



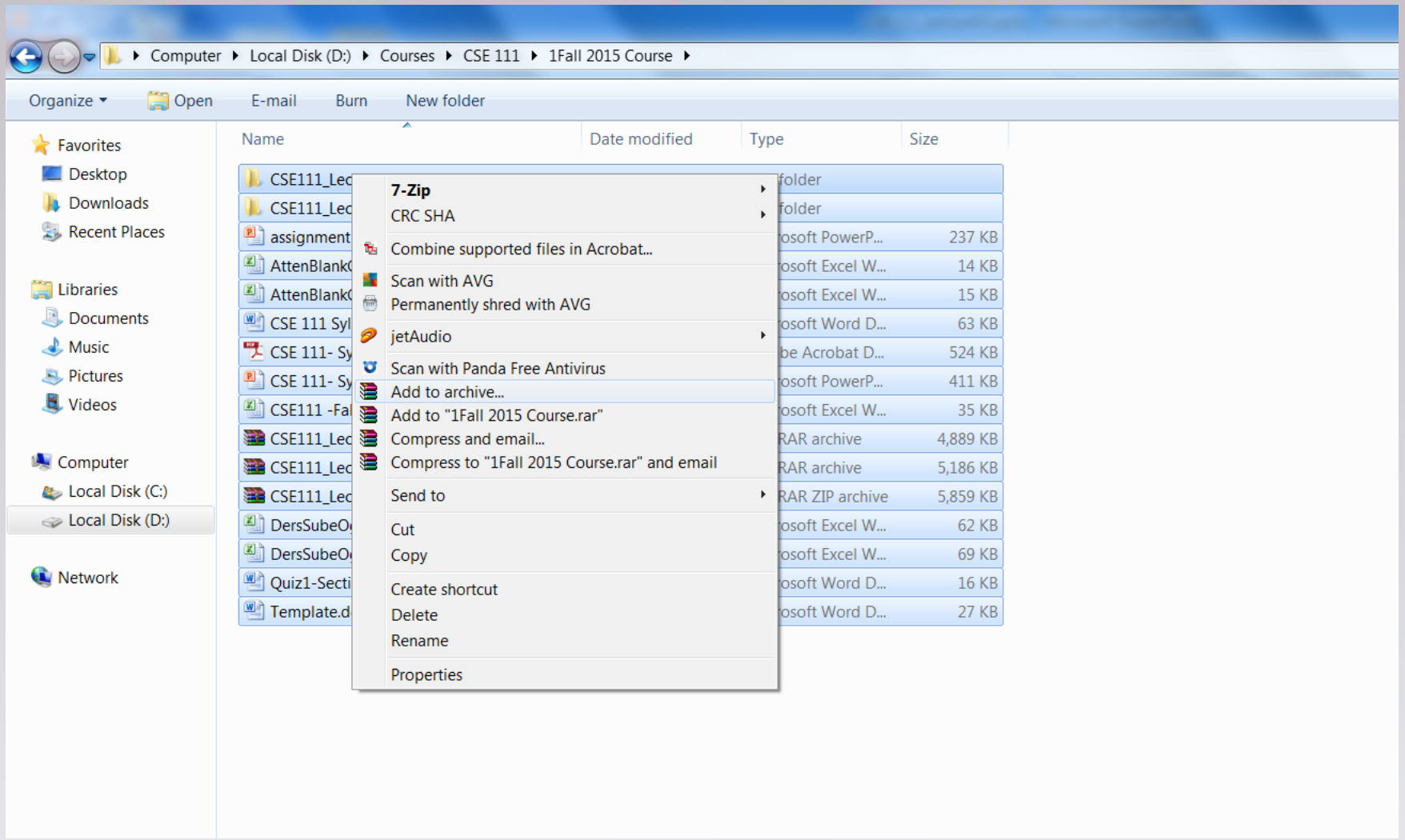
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WinRAR Archiver and Compressor
Compressing Files



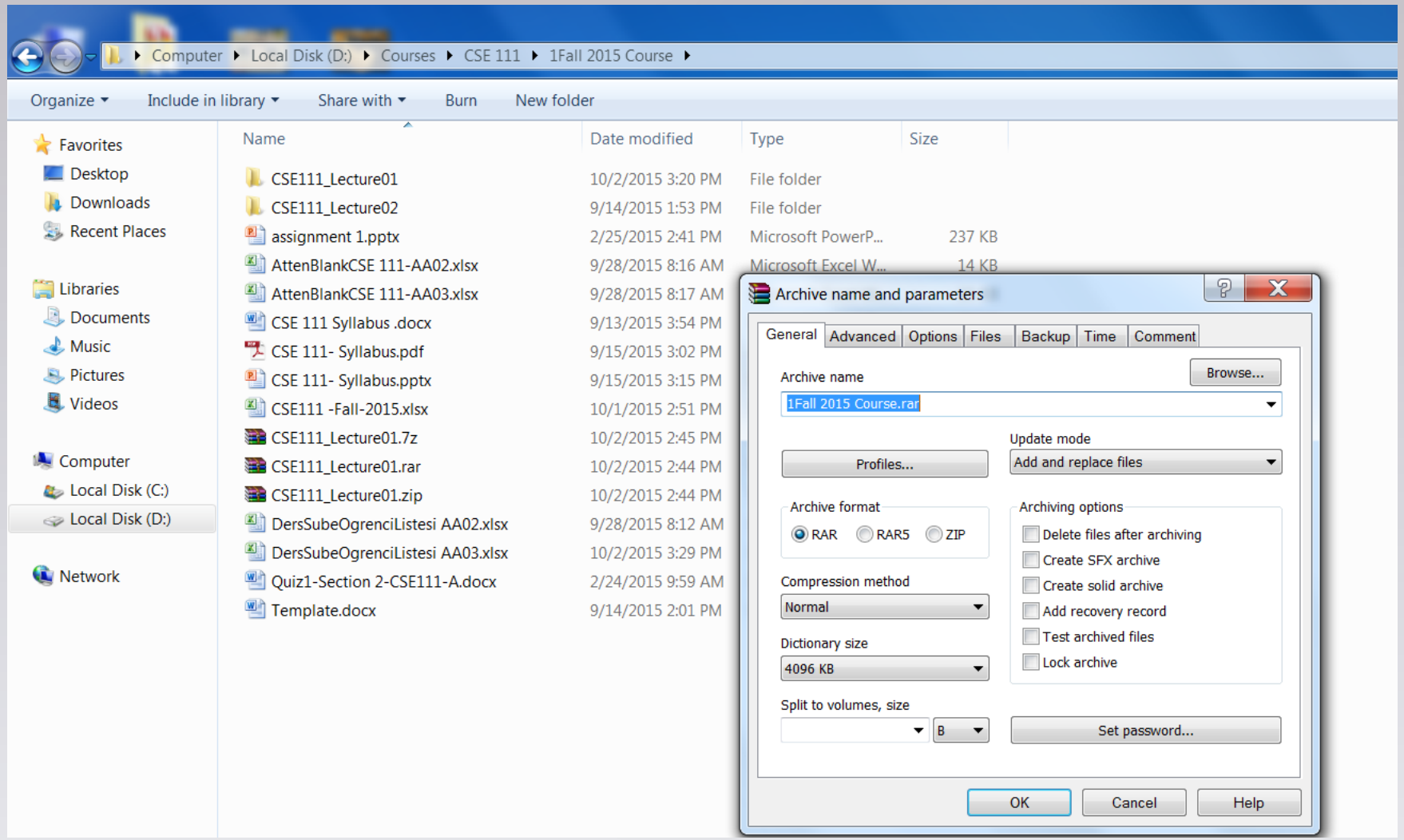
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WinRAR Archiver and Compressor
Compressing Files



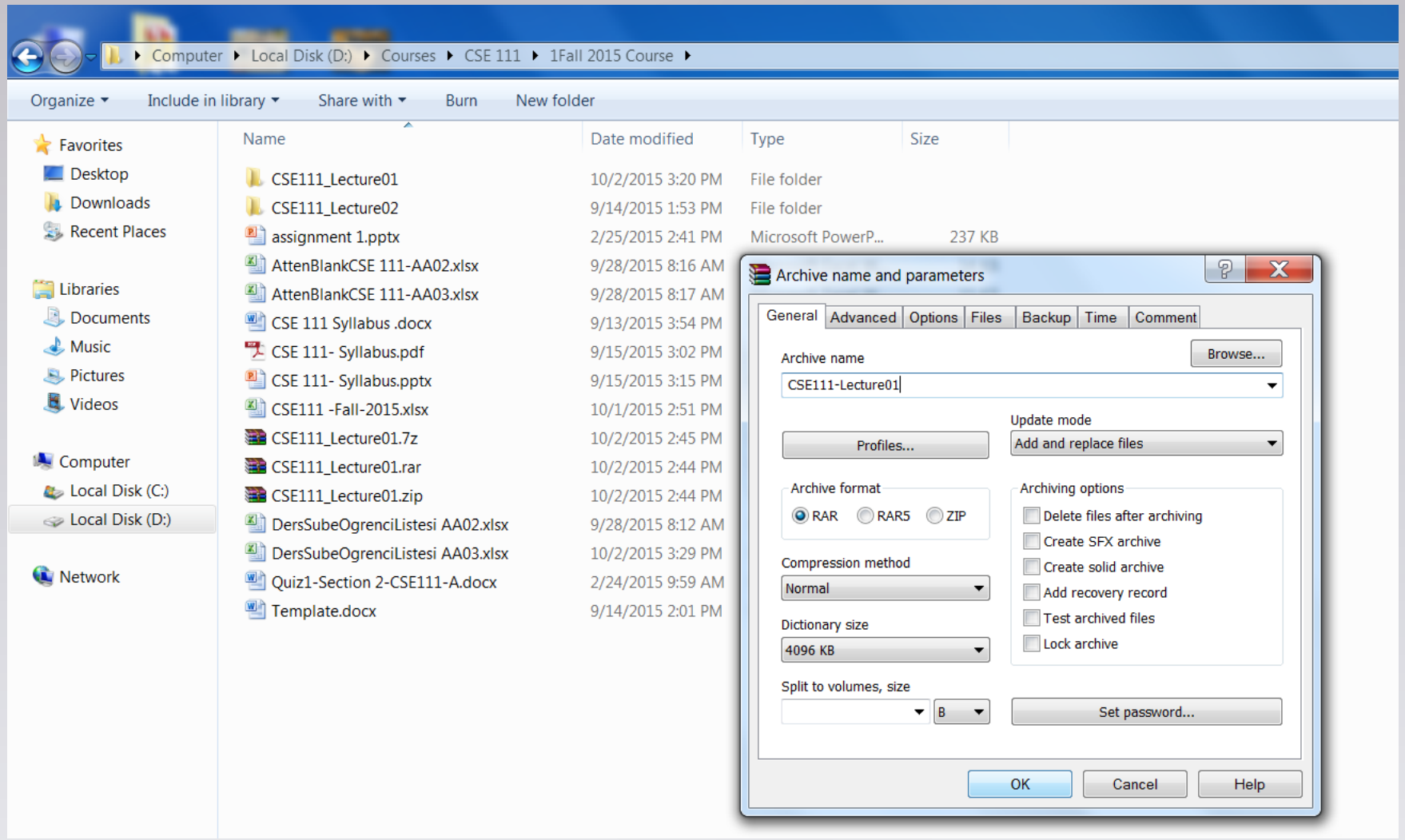
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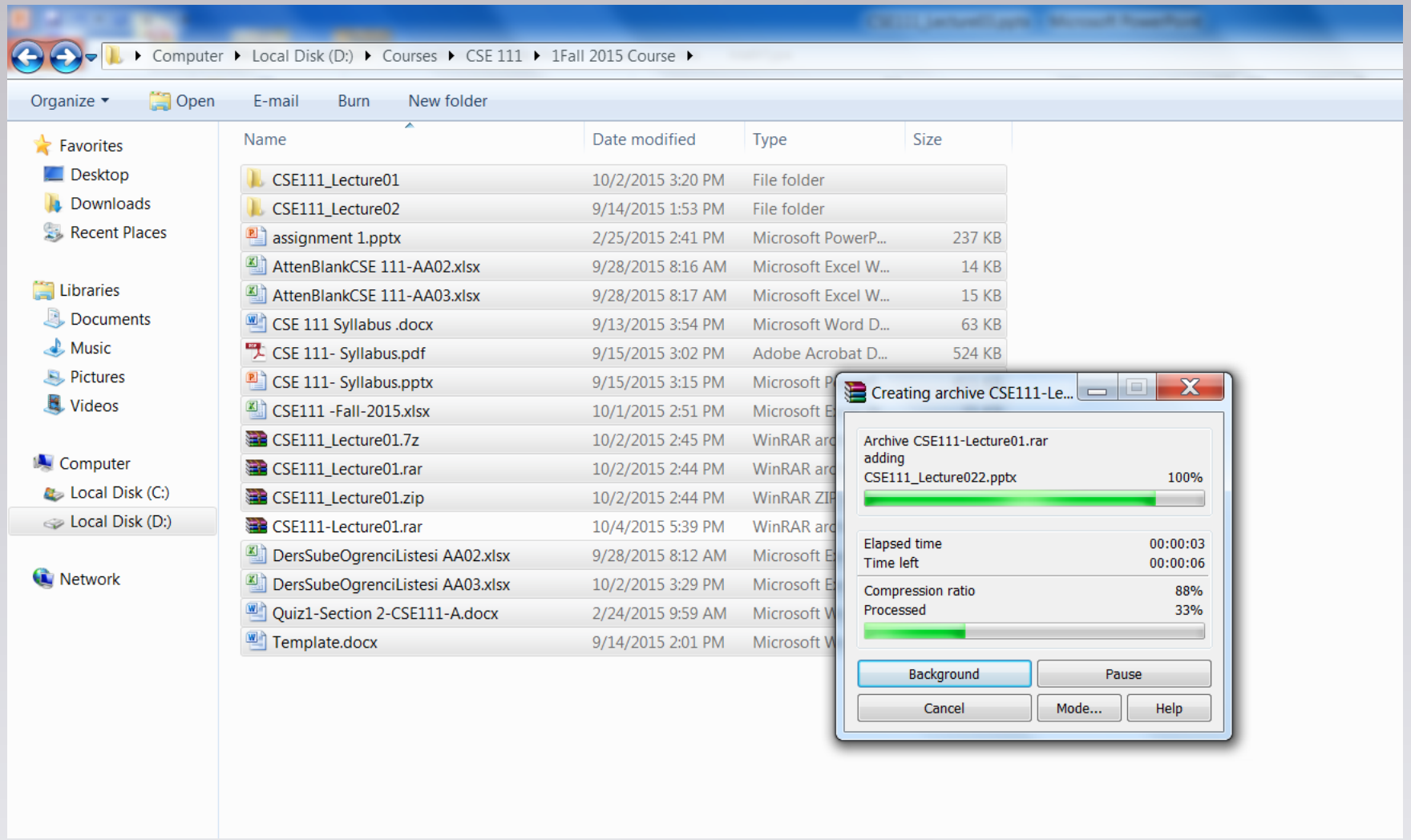
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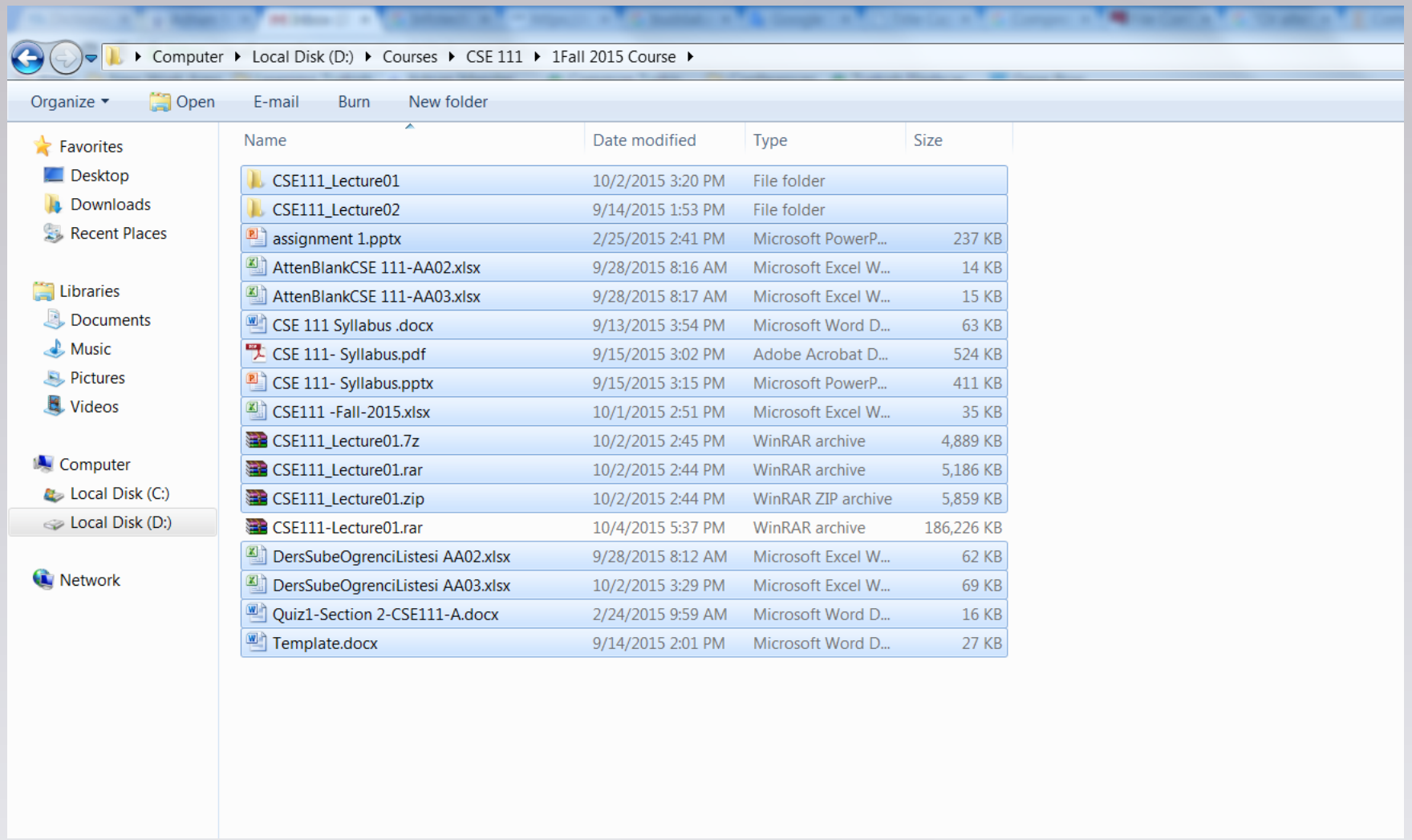
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Compressing Files



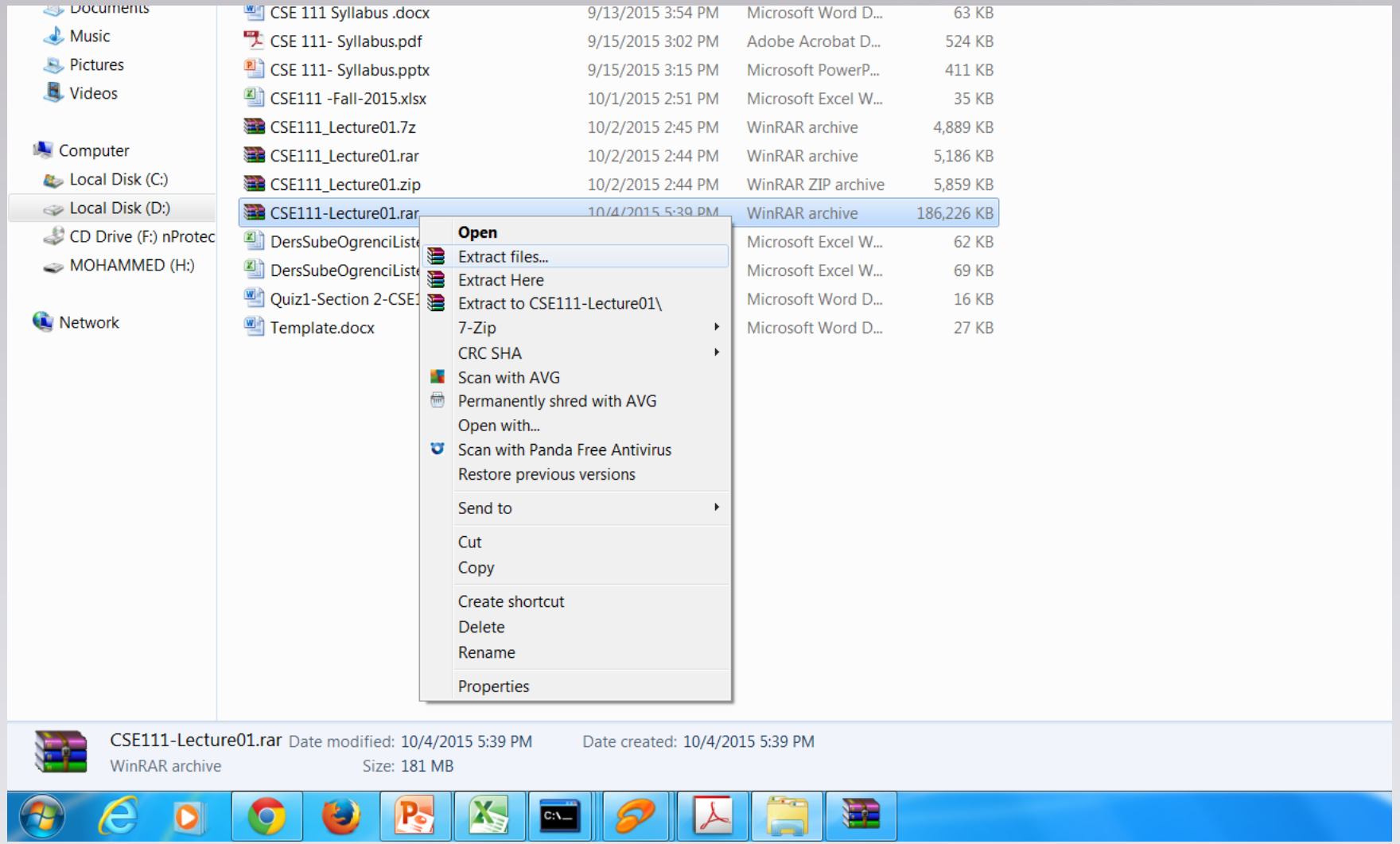
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WinRAR Archiver and Compressor
Compressing Files



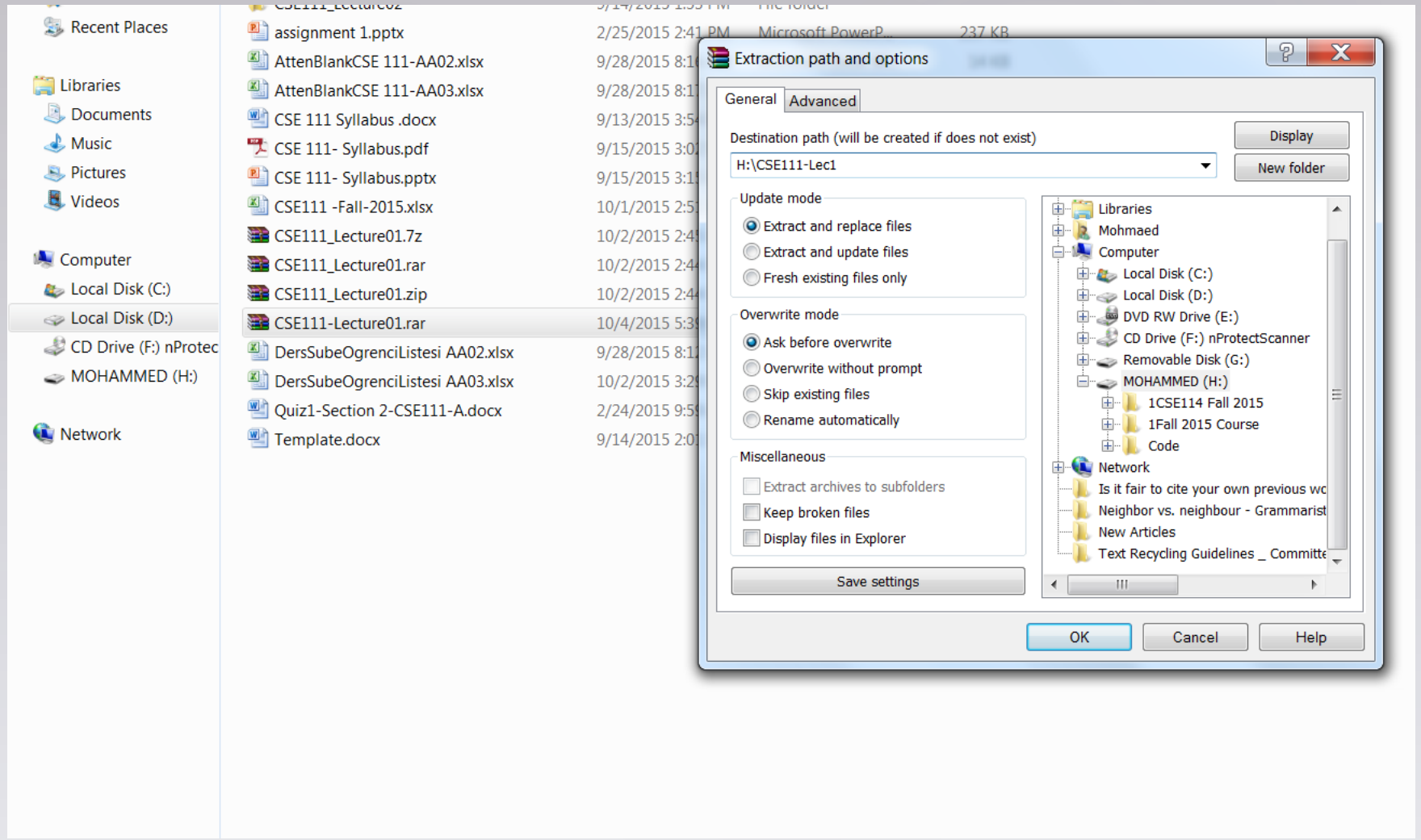
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WinRAR Archiver and Compressor
Decompressing Files



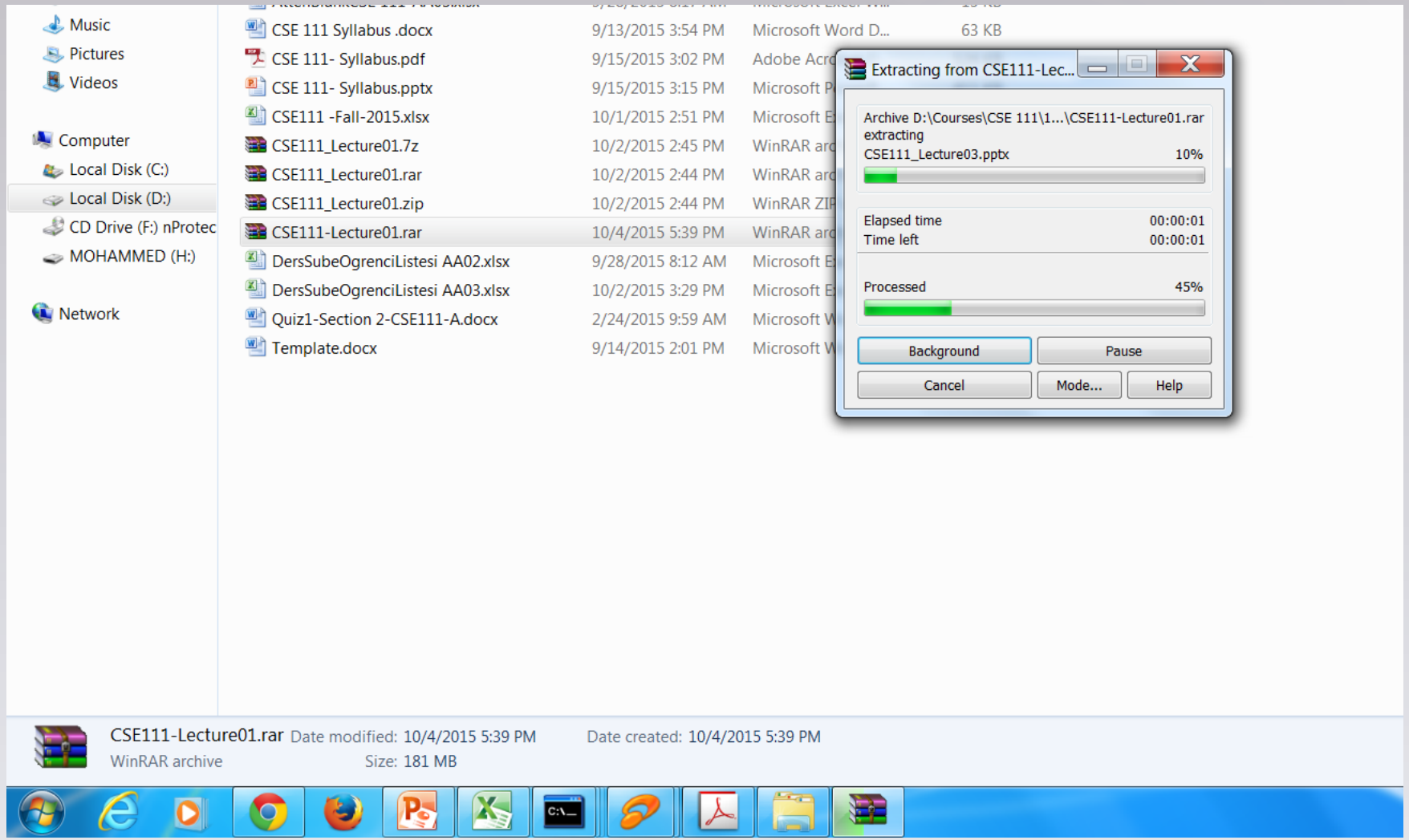
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WinRAR Archiver and Compressor
Decompressing Files



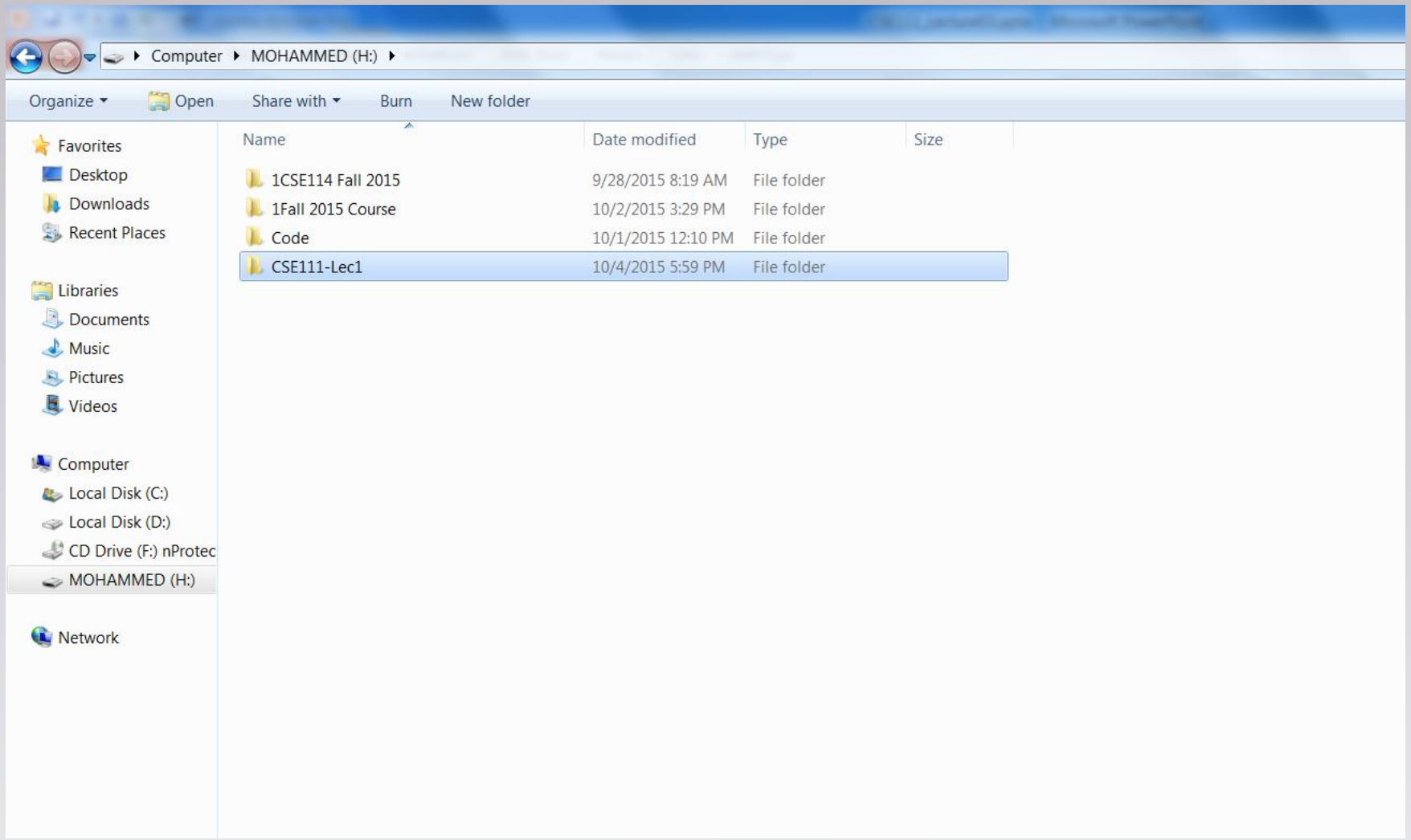
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WinRAR Archiver and Compressor
Decompressing Files



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WinRAR Archiver and Compressor
Decompressing Files



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WinRAR Archiver and Compressor
Decompressing ISO Files

- An **ISO** file is an uncompressed image of a CD/DVD/Blu-ray Disk.
- All the files and folders inside a disc are combined in a single uncompressed archive file with the ISO extension.
- In order to be able to use this kind of files, use one of the follwoing methods:

1. Extract the .ISO files to your hard drive using WinRAR (or any similar software).
2. Use any burning program like Nero, ImgBurn, or UltraISO to burn that ISO file directly to an optical disk (Search in Google for "How to burn ISO image YouTube ").
3. Virtually mount and access ISO files as a virtual device (Search in Google for "How To Mount An ISO File "



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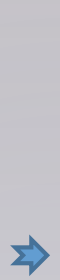
WinRAR Archiver and Compressor
Decompressing ISO Files

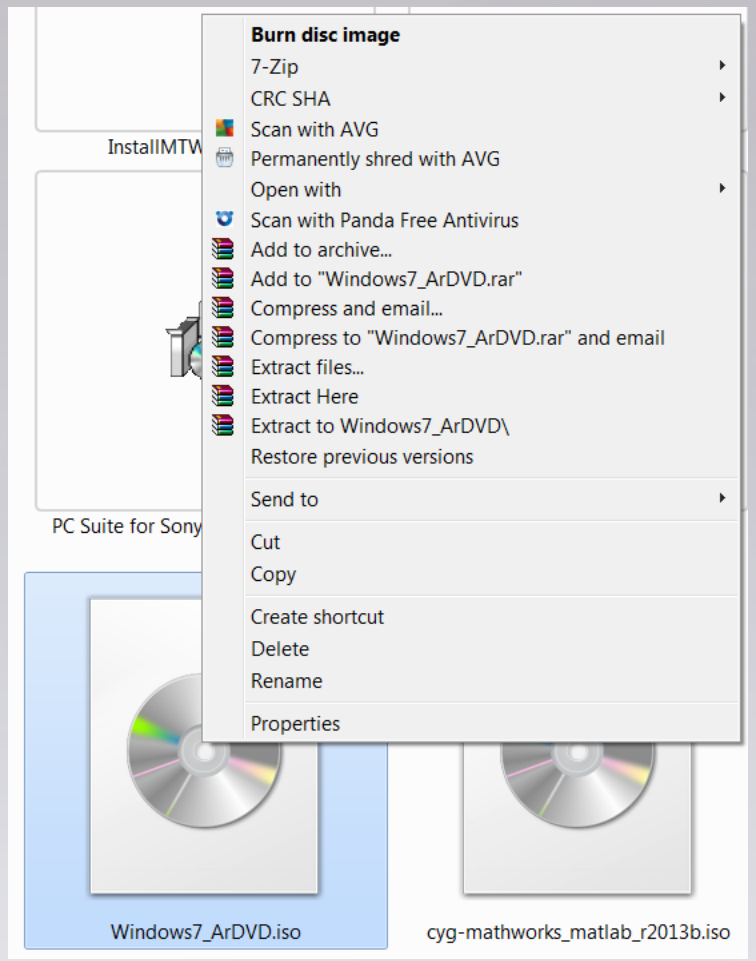


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WinRAR Archiver and Compressor
Decompressing ISO Files



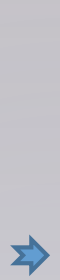


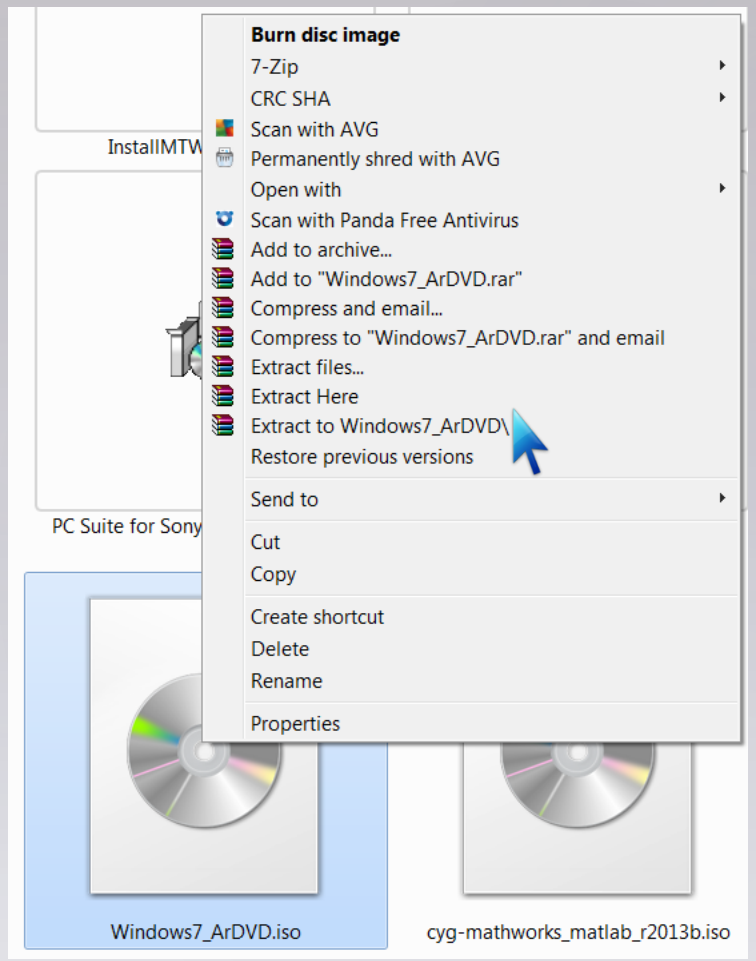


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WinRAR Archiver and Compressor
Decompressing ISO Files

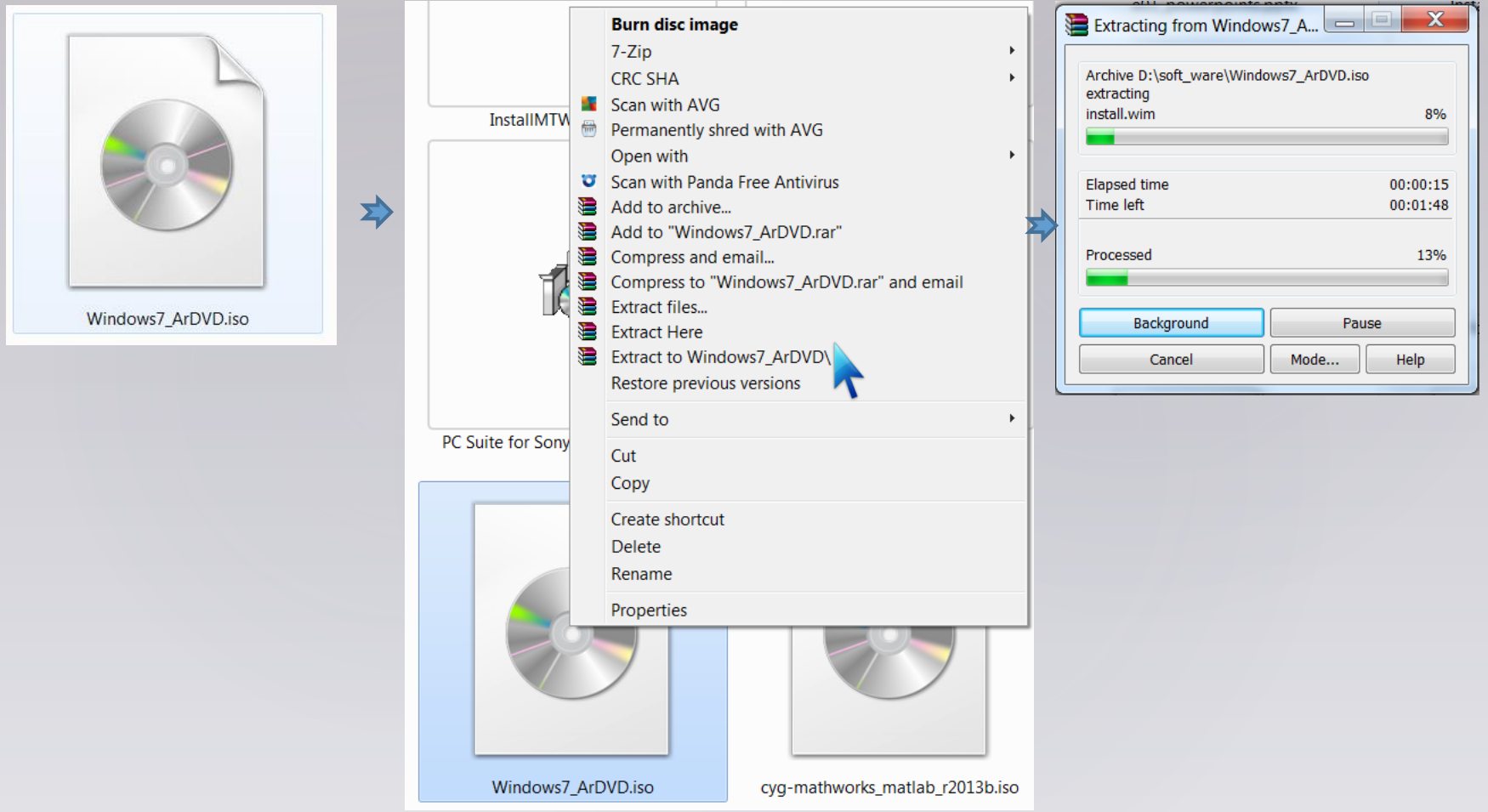






T.C. Adnan Menderes University Faculty of Engineering

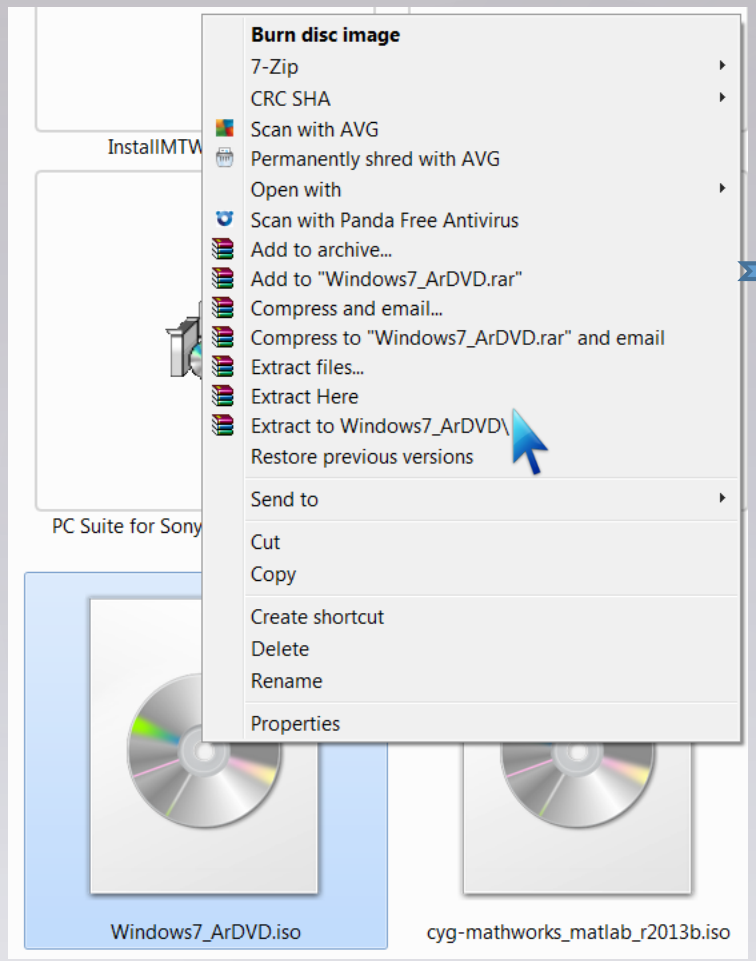
WinRAR Archiver and Compressor
Decompressing ISO Files

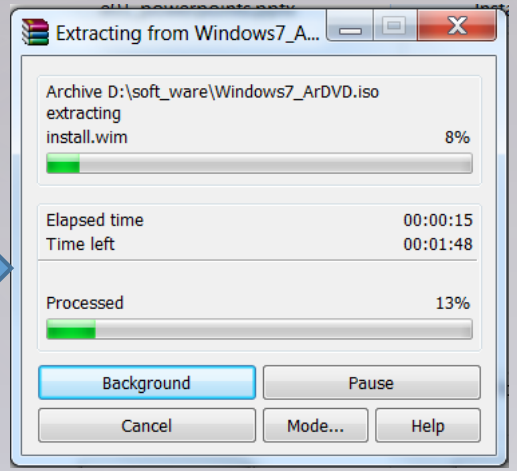


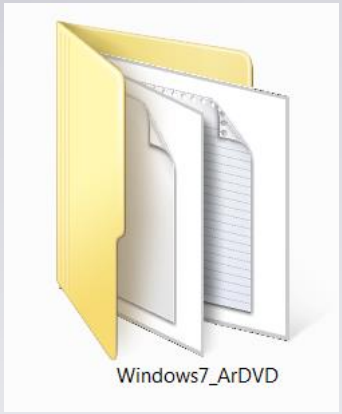
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WinRAR Archiver and Compressor
Decompressing ISO Files





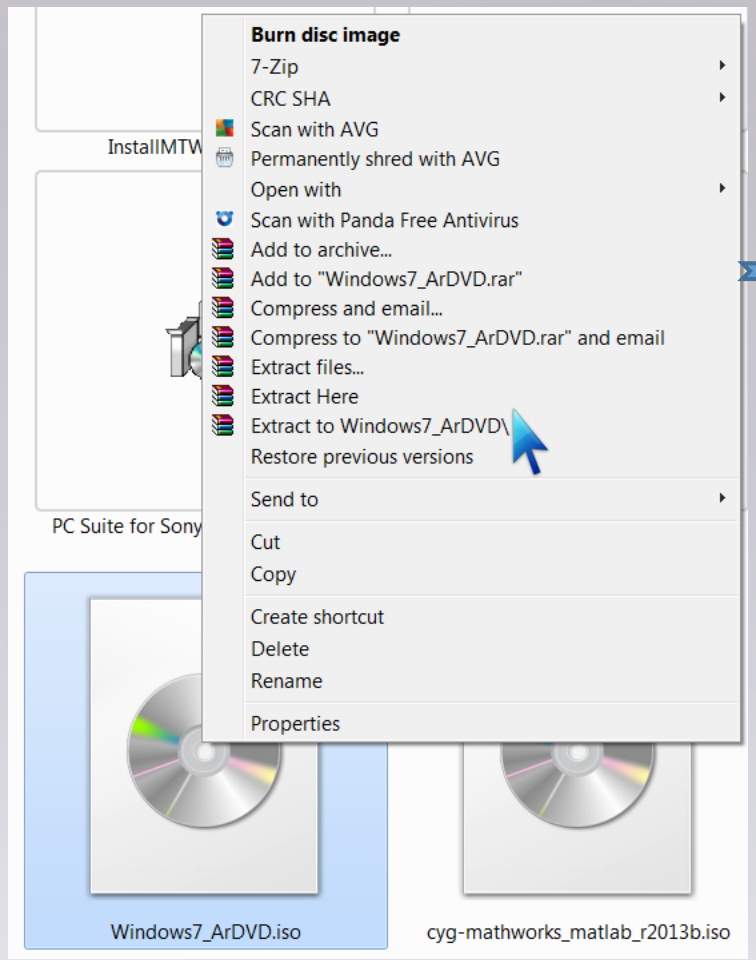


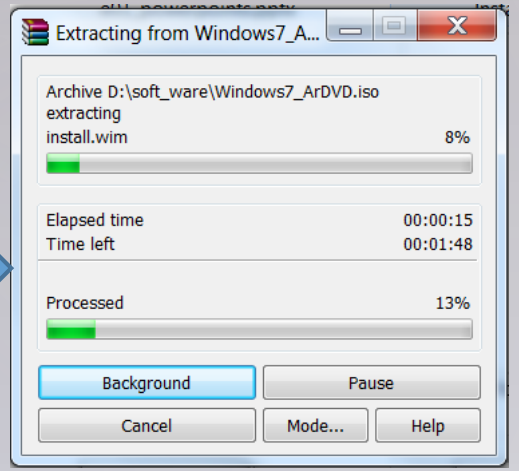


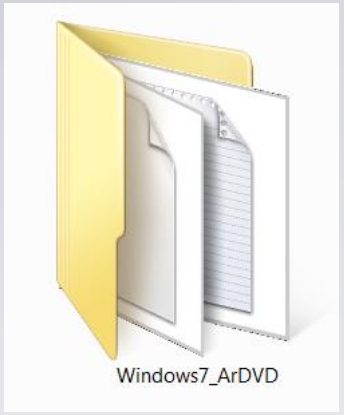
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WinRAR Archiver and Compressor
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Notes:

- You can use this method for almost all types of software.
- You can't use this method for installing Windows7. To do that, you need to install Windows USB/DVD Download Tool

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Next Lecture

Intoduction to MS Office Word 2010

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