MS-WINDOWS XP

Ms Windows XP is a GUI based operating system that means in windows there are available all commands in the form of "pictures and Icons". There you don't need to write spelling of any internal / external command you just click on command button or icons. Without operating system your pc is useless and can't do any task, when you open your computer your windows system will start automatically so you do not learn how to start Windows XP. The letter XP stands for "Experience" and the previous version of windows called Windows Me (Millennium Edition).

Windows XP comes in two basic versions: -

Difference between windows XP Home and windows XP professional

Windows XP Home	Windows XP professional
1. It is used in small business	It is used in large business
2. It has few extra menu	It has other than those extra menus
3. XP Home connects without any problems	XP professional can connect to a specialized server domain

System requirement for installing windows XP

The minimum hardware required for windows XP
- Pentium 233- megahertz (MHz) processor or faster. (300 MHz is recommended)
- At least 64 megabytes (MB) of ram (128 MB is recommended)
- At least 1.5 gigabytes (GB) of available space on the hard disk.
- CD-ROM OR DVD-ROM DRIVE.
- Keyboard and Microsoft mouse.
- Video adapter and monitor with super VGA (800 X 600) or higher resolution.
- Soundcard
- Speakers or headphones.
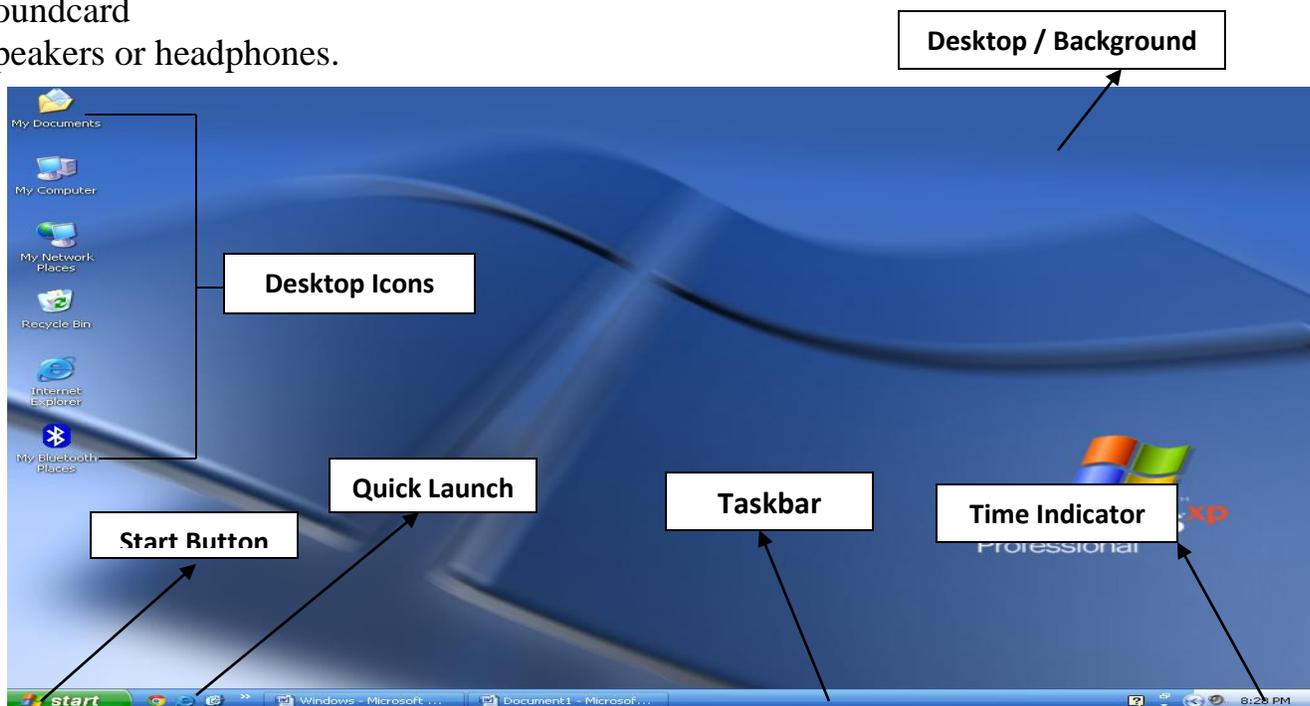
There are following parts of windows screen: -

Desktop: - All parts of windows screen are called desktop.
Wallpaper: - The background of screen is called wallpaper.
Desktop icons: - Desktop icons indicate some programmed on the monitor screen are called desktop icons.
Taskbar: - There are available at the bottom position of the desktop which available start button and time indicator is called taskbar.

How to move the taskbar in any side?
Process: -
  ➢ Mouse right click on taskbar
  ➢ Click on lock the taskbar
  ➢ Press left button and drag the taskbar in any side i.e. left, right, up and down.

How to hide / show the time indicator: -
Process: -
  ➢ Mouse right click on taskbar
  ➢ Click on properties
  ➢ Uncheck show the clock
  ➢ Click on ok

How to hide / show the quick launch?
Process: -
  ➢ Mouse right click on taskbar
  ➢ Click on properties
  ➢ Uncheck show quick launch
  ➢ Click on ok

How to change start menu?
Process: -
  ➢ Mouse right click on taskbar
  ➢ Click on properties
  ➢ Click on start menu tab
  ➢ Check classic start menu / start menu
  ➢ Click on ok

NOTEPAD

Note pad is a simple text editor program where user can create simple text and edit them. User can not format that document like: - Bold, Italic, Color, Inserting picture etc. The extension of notepad is **".TXT"** (Text).

How to start Notepad:-

Start→All Programs→Accessories→Notepad.
Start→Run→Type "Notepad"→Ok

| Control Box |
| Title Bar |
| Minimize |
| Maximize/Restore |
| Close |
| Menu Bar |
| Vertical Scrollbar |
| Horizontal Scrollbar |
| Text Area |
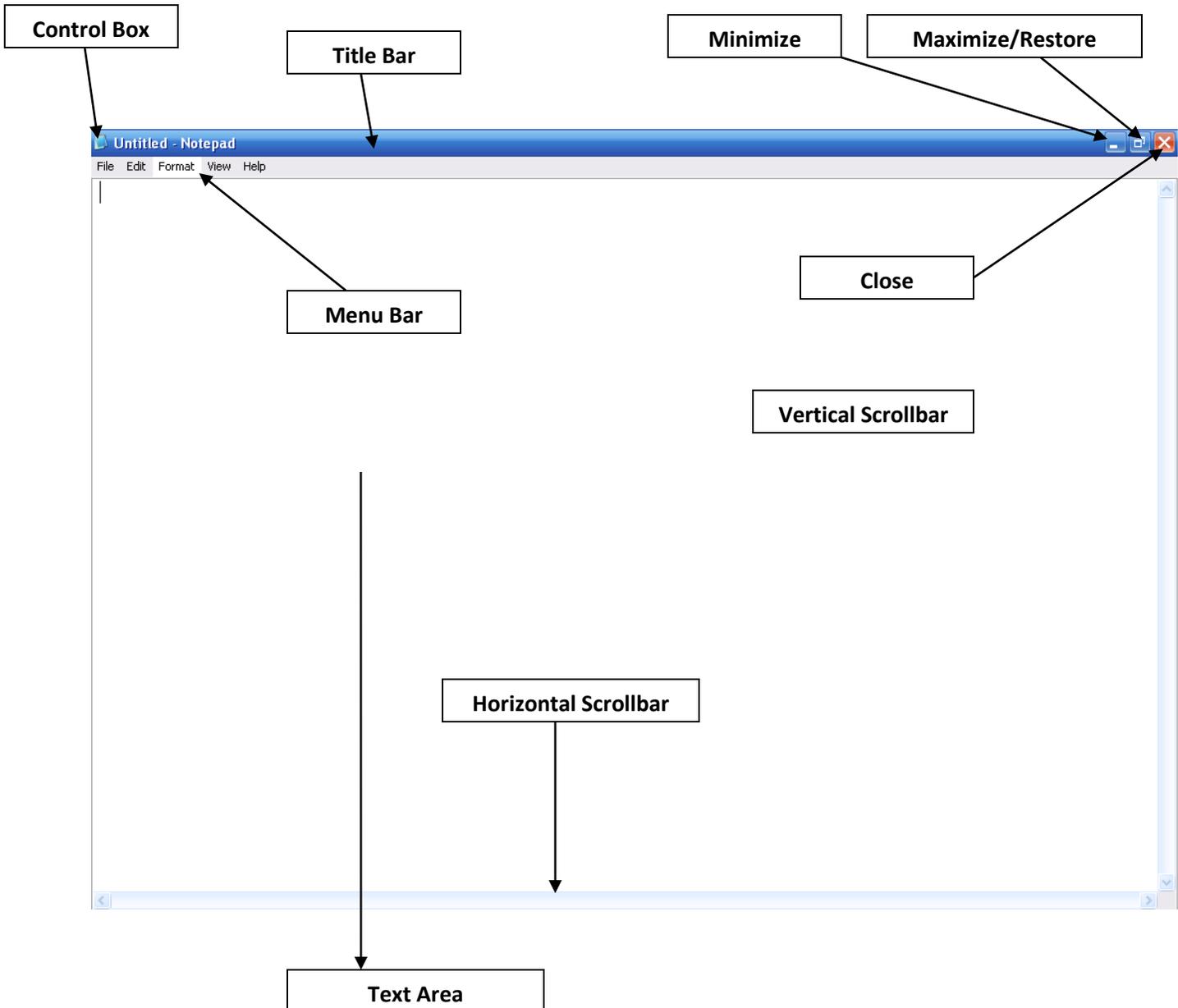
Control box: - A small icon displayed at the left corner of the title-bar. It display move minimize, maximize, restore, and close the window is called control box

Title bar: - The first line at the top of the screen is called title bar. It displays the active application and the name of the file.

Minimize: - It is used to minimize the window in taskbar.

Maximize: - It is used to full screen the previous size.

Restore: - It is used to restore to it's the previous size.

Close: - It is used to close the notepad application.

Menu bar: - It display the below of title bar. All the commands are available in menu bar.

Window border: - All windows have four borders on its i.e. left, right, top and bottom.

Scroll bar: - Generally all application has two scroll bars i.e. horizontally and vertically. Horizontal Scroll bar displays at the bottom and Vertical Scroll bar displays at the right side.

File Menu (Alt + F)

New: - (Ctrl+N):- It is used to create a new blank file.

Process: -
- ➢ Click on file menu
- ➢ Click on new.

Open: - (Ctrl+O):- It is used to open an existing file.

Process: -
- ➢ Click on file menu
- ➢ Click on opened
- ➢ Then a dialog box open
- ➢ Select your file
- ➢ Click on open

Save- (Ctrl+S):- It is used to save your current file.

Process: -
- ➢ Click on file menu.
- ➢ Click on save
- ➢ Then a dialog box open
- ➢ Enter your file name
- ➢ Click on save button

Save as: - It is used to create duplicate file of active file.

Process: -
- ➢ Click on file menu
- ➢ Click on save as
- ➢ Then a dialog box open
- ➢ Enter your file name
- ➢ Click on save button

Page Set Up: - It is used set the margin of the page like paper size, margin etc.

Process:-
- ➤ Click on file menu
- ➤ Click on page setup
- ➤ Then a dialog box open
- ➤ Define the condition as you need
- ➤ Click on ok

Print: - (Ctrl+P):- It is used to prints the current files on the paper.

Process: -
- ➤ Click on file menu
- ➤ Click on print
- ➤ Then a dialog box open
- ➤ Define the condition
- ➤ Click on print

Exit: - (Alt+F4):- It is used to close the notepad program.

Process: -
- ➤ Click on file menu
- ➤ Click on exit

File Menu (Alt + F)

Undo: - (Ctrl+Z):- It is used to reverse one step back and forward.

Process: -
- ➤ Click on edit menu
- ➤ Click on undo

Cut: - (Ctrl+X):- It is used to move the selected text one location to another location.

Process: -
- ➤ Selected your text
- ➤ Click on edit menu
- ➤ Click on cut

Copy: -(Ctrl+C):- It is used to create duplicate of selected text.

Process: -
- ➤ Select your text
- ➤ Click on edit menu
- ➤ Click on copy

Paste: -(Ctrl+V):- It is used to insert cut or copy text.

Process:-
- ➤ Click on edit menu.
- ➤ Click on paste.

Select all (Ctrl+A):- It is used to select all the entire page.

Process:-
- ➤ Click on edit menu.
- ➤ Click on select all.

Find (Ctrl+F):- It is used to find the particular word.

Process:-

- ➢ Select your particular sentence which you want to find
- ➢ Click on edit menu.
- ➢ Click on find.
- ➢ Than a dialog box open,
- ➢ Click on find, what box and type your particular word, which you want to find.
- ➢ Click on find next

Replace (Ctrl+H):- It is used to change the specific words or sentence.

Process:-

- ➢ Select your sentence which you want to replace
- ➢ Click on replace
- ➢ Than a dialog box open.
- ➢ Click on find what and type your word which you want to change.
- ➢ Click on replace with box and type new word.
- ➢ Click on replace/replace all

Go To (Ctrl+G):- It is used to for jump the specific line.

Process:-

- ➢ Click on edit menu.
- ➢ Click on go to.
- ➢ Than a dialog box open
- ➢ Define the number of lines.
- ➢ Click on ok.

Time and Date (F5):- It is used to insert the date and time from the position of cursor point.

Process:-

- ➢ Click on edit menu.
- ➢ Click on date and time.

Delete: - It is used to delete the selected text.

Process:-

- ➢ Select your text which you have to delete.
- ➢ Click on edit menu.
- ➢ Click on delete.

Format Menu (Alt + O)

Word wrap: - It is makes all the text visible on the screen.

Process:-

- ➢ Click on format menu.
- ➢ Click on word wrap.

Font: - It is used to change the font writing style, font size.

Process:-

- ➢ Click on format menu.

- ➢ Click on font.
- ➢ Than a dialog box open,
- ➢ Select your font writing style and font size.
- ➢ Click on ok

WORDPAD

WordPad is word processor program where user can create a letter, notes, and official document and user can format that document like Bold, Italic, underline, inserting picture, text color, bullet style etc. The extension of WordPad is **".DOC"** (Document) or **".RTF"** (Rich Text Format).

Advantage of WordPad: -
- ➢ It displays the tool bar, format bar, ruler and the status bar.
- ➢ It provides the print preview facility.
- ➢ Bold, Italics, underline, and text coloring features are available.
- ➢ Picture can insert in the document.

How to start WordPad
Start→All Programs→Accessories→WordPad
Start→Run→WordPad or Write→Ok

Standard Toolbar

Format Toolbar
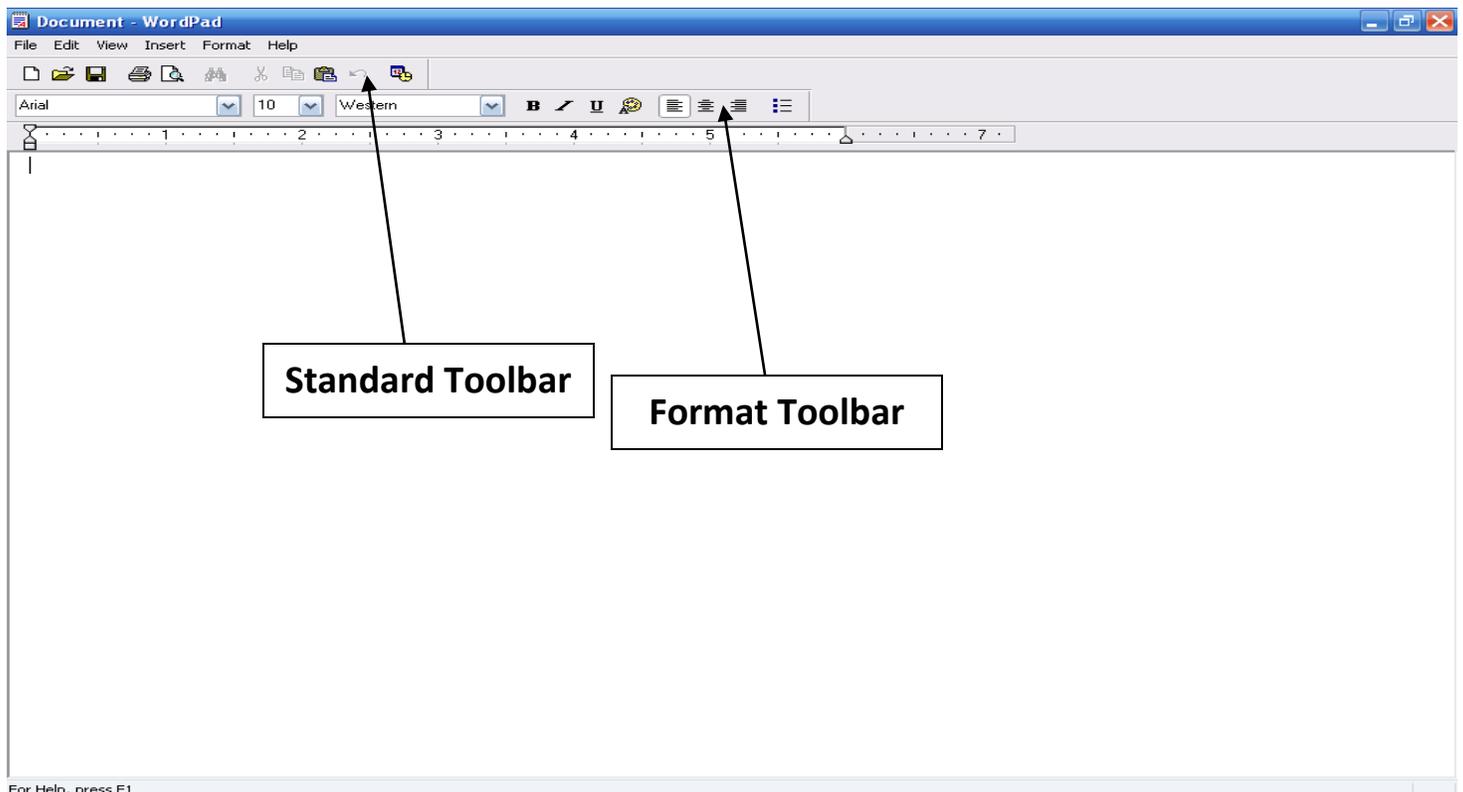
Icons of standard toolbars: -

New (Ctrl+N):- It is used for creating a new blank document.
Open (Ctrl+O):- It is used to open any created file.
Save (Ctrl+S):- It is used to save your active file.
Print (Ctrl+P):- It is used to display the output on the paper.
Print Preview: - It display how a file will look when you print it.
Find (Ctrl+F):- It is used to find the particular text.
Cut (Ctrl+X):- It moves the selected text to one location to another location.
Copy (Ctrl+C):- It is used to create duplicate of selected text.
Paste (Ctrl+V):- It is used to insert cut and copy data.
Undo (Ctrl+Z):- It is used to reverse one step back and forward.
Date and Time: - It is used to insert the date and time from the position of cursor point.

Icons of formatting toolbars: -

Font Writing Style: - It is used to change the font writing style.
Font Size: - It is used to change the font text size.
Bold (Ctrl+B):- It is used for bold text.
Italic (Ctrl+I):- It is used for Italic text.
Underline (Ctrl+U):- It is used for under line text.
Color: - It is used for change the text color.
Left (Ctrl+L): - It is used for change the left alignment selected text.
Center (Ctrl+E): - It is used for change the center alignment to selected text.
Right (Ctrl+R): - It used for change the right alignment to selected text.
Bullet: - It is used for change the bullet to selected paragraph.

How to insert picture in WordPad
Process:
  ➢ Click on insert menu
  ➢ Click on object
  ➢ Then a dialog box open
  ➢ Select Microsoft office word document
  ➢ Click on ok
  ➢ Then a Ms-Word application open
  ➢ Click on pictures
  ➢ Then a dialog box open
  ➢ Select any picture
  ➢ Click on insert

MS-PAINT

Ms-Paint is a drawing image program, where user can draw any pictures and edit pictures there are available many types of toolbar and color box are available which help to user to draw a picture.
The Extension of Ms-Paint is **".BMP"** (Bit mapped picture).

How to start Ms-paint
Start→All Programs→Accessories→Ms-paint
Start→Run→Mspaint or Pbrush→Ok
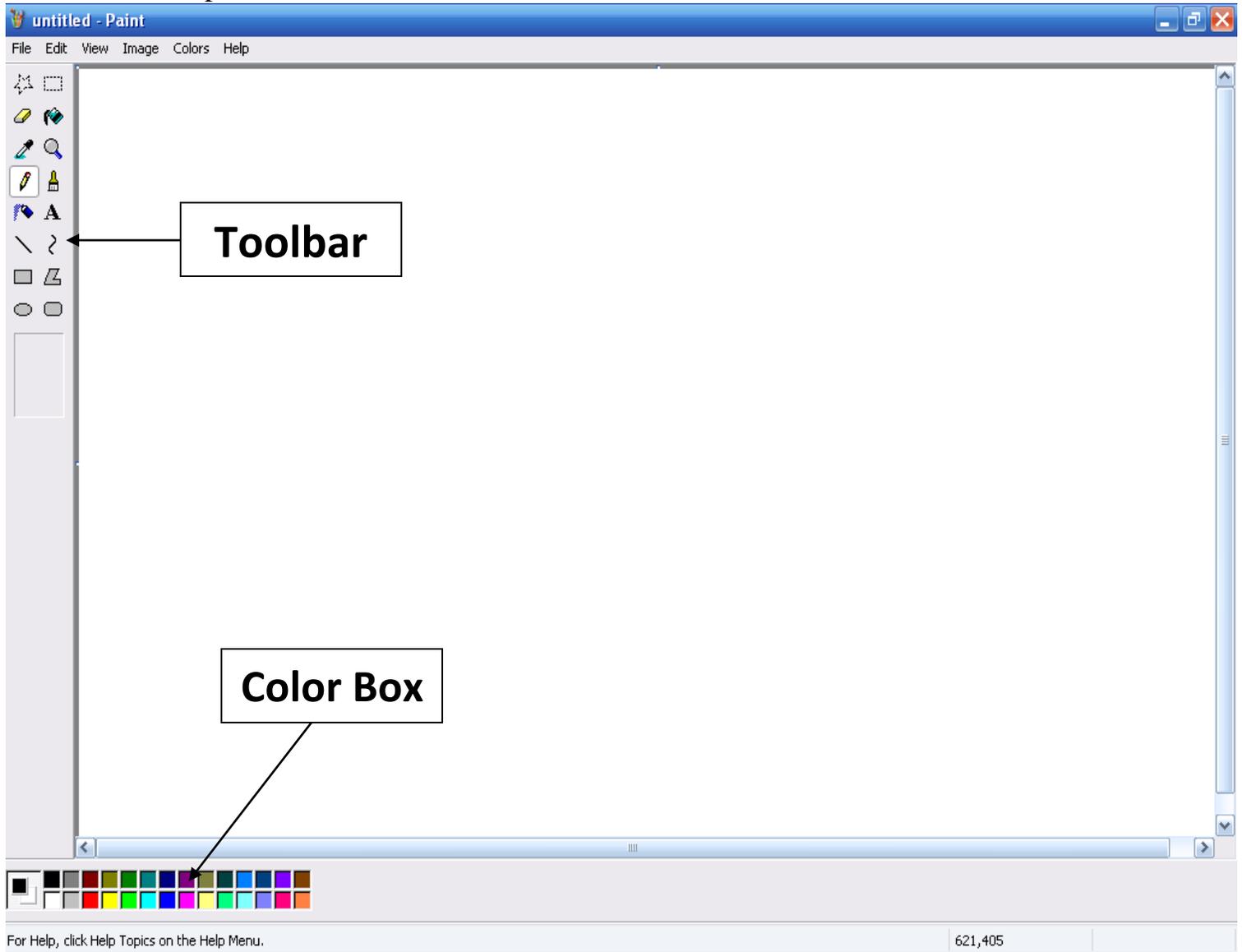
There are various tools used to draw the images: -

Free-from select: - It is used to select any area of the picture by drawing a freehand line around the area to be selected.

Select (Pick): - It is used to select a rectangular portion of the drawing.

Eraser/color Eraser: - If used with left Mouse button, it is an eraser or it used with right Mouse button, it is a color eraser (used to erase only a particular color in drawing.)

Paint can: - It is used to fill any enclosed area with foreground color.

Pick color: - It is used to select a particular, which is used in the picture.

Magnifier: -This tool is used to zoom in to a particular part of the picture.

Brush: -This is the basic painting tool. It works like a pen or brush. This tool can be used to create a freehand art.

Pencil: - This Pencil works much like the Brush for free hand art, Except that it only paints lines one pixel wide.

Airbrush: -It works like a spray can, spraying a mist of point where ever needed.

Text: -This tool is used to type the text inside the picture, before typing the text, define a rectangular frame for the text.

Line: -Line tool is used to draw straight lines.

Curve: -It is used to draw the curves.

Box tool: - It is used to draw the boxes and rectangular.

Polygon: -It is used to create an endless variety of polygon shapes. To draw a polygon, draw a line and click at different positions to end the polygon double clicks at the last point.

Ellipse: -It is used to draw the circle or ellipse. The rules regarding the fill and border colors of boxes apply to ellipses also.

Rounded box: -It works like the regular box tool, but it creates boxes with rounded corners, rather than crisp right angle.

How to insert picture
- ➢ Process
- ➢ Click on edit menu
- ➢ Click on paste from
- ➢ Then a dialog box open
- ➢ Double click on sample pictures
- ➢ Select any pictures
- ➢ Click on open

How to set the picture in desktop

Process

- ➢ Draw any picture
- ➢ Click on file menu

- ➢ Click on save
- ➢ Then a dialog box open
- ➢ Enter any name and click on save button
- ➢ Again click on file menu
- ➢ Click on set as background tiled/centered

How to rotate any picture in any angle

Process

- ➢ Select your picture which you want to rotate
- ➢ Click on image menu
- ➢ Click on flip rotate (Ctrl+R)
- ➢ Select any angle like (Horizontal, Vertical etc)
- ➢ Click on ok

CALCULATOR

Calculator program is a part of windows operating system, which used for mathematical calculation.
There are two types of calculator.

- ➢ Standard calculator
- ➢ Scientific calculator

Standard Calculator: - It is used for simple calculator. Like Addition, subtraction, multiplication etc.

Note:-You remember calculator has standard size, that means can't resize it. (Maximize, Restore).

How to start calculator: -

Start→All Programs→Accessories→Calculator
Start→Run→Calc→Ok

Standard Calculator

There are some special commands of standard calculator: -

MC :- (Memory value clears)

MR :- (Memory recall)

MS :- (Store value in calculator memory)

M+ :- (Add value in calculator)

Scientific calculator: - It is a category of calculator but it is more powerful than other, it has capacity to calculator simple to complier calculation.

Click on view menu→click on scientific calculator

CHARACTER MAP

It is very special application of Ms-Windows operating system, which has capacity to insert many type of different symbol in the document. Like: - Telephone symbol, Hand symbol any type of math-ematical function----etc. It has no menu bar and cannot maximize it.

In character map show all character in the form of picture and capacity is "224" symbol maximum, all symbol are depend on fonts. Like: - wingding, wedding-------etc.

Note: - Symbol can't go directly in Ms-Paint WordPad can transfer the Symbol in Ms-Paint.

How to start Character Map: -

Start→All programs→Accessories→System tools→Character Map

Start→Run→Charmap→Ok

How to insert any Symbol in the document: -

➢ Open WordPad

➢ Put the cursor where you have to insert symbol

➢ Open character Map

➢ Select any symbol and copy it.

- ➢ Open your file where you want to insert symbol.
- ➢ Click on edit menu
- ➢ Click on paste

<u>CONTROL PANEL</u>

Control Panel is a very useful component of windows operating system. It is critical component which is a combination of very little programs and all programs of control panel known named as "Applet". Control panel is useful about maintain our OS like: -Add / Remove programs, date / time setting etc.

How to start control panel: -
Start➔Setting➔Control panel
Start➔Control panel
Start➔Run➔Control panel➔Ok
Start➔Run➔Control

User accounts: - It is use to create the own users accounts where user can add the password in our system.

How to create a user accounts: -
Process: -

- ➢ Open control panel
- ➢ Double click on user account
- ➢ Click on create a new account
- ➢ Enter your account name
- ➢ Click on next
- ➢ Click on create an account

How to add the Password in user account: -

- ➢ Click on create an user account
- ➢ Click on create a Password
- ➢ Enter your password
- ➢ Reenter you password
- ➢ Enter your password hint.
- ➢ Click on create an password

Power option: - This control panel allows the user to set the time limit before the monitor shutdown to save own power.

Process:-

- ➢ Open control panel
- ➢ Double click on power option
- ➢ Click on turn off monitor and define the time limit

➢ Click on ok

Add/remove Programs: - It is use to add any programs and add also remove the programs

Process: -

➢ Open control panel
➢ Double click on add remove programs

Date and Time: - It is use to set the date and time.

Regional and language: - It is use to set the currency format, And, PM format.

Open control panel

➢ Double click on Regional and language
➢ Click on customize
➢ Click on Time tap
➢ Click on Am and enter any name
➢ Click on PM and enter any name
➢ Click on ok
➢ Again click on ok.

Internet Options: -This option is use to set the configure of internet browsers.

Process: -

➢ Open control panel
➢ Double click on internet option
➢ Click on use blank
➢ Check on colors
➢ Check the windows colors
➢ Select any colors
➢ Click on ok
➢ Again click on
➢ Open your browsers

Printer and Faxes: - It is used to add printer and also remove the printer.

Process: -

➢ Double click on printer and faxes
➢ Click on add a printer
➢ Click Open control panel
➢ on next→next→ next→next→next→next→next→next→next→
➢ Click on finish

➢ Click on ok

System: - It is use to display the information about our PC.

Process: -

➢ Open control panel
➢ Double click on system
➢ Click on Hard ware tab
➢ Click on device manager

Display: - It is used to change the background wallpaper, screen saver, appearance themes, and setting.

How to change the desktop background?

Process: -

➢ Open control panel
➢ Double click on display
➢ Click on Desktop tab
➢ Click on background and select any background.
➢ Click on position and select any position like (centered, titled, stretch)
➢ Click on color and choose any color
➢ Click on ok

How to change the Screen Saver

Processor: -

➢ Open control panel
➢ Double click on Display
➢ Click on Screen Saver Tab
➢ Click on Screen Saver and select 3rd text
➢ Click on setting

How to change the Icons size: -

Process: -

➢ Open control panel
➢ Double click one display
➢ Click on appearance Tab
➢ Click on effect options
➢ Check use large I cons
➢ Click on Ok

➢ Ok

How to change the background color of any application.

Process: -

➢ Open control panel
➢ Double click on Display
➢ Click on appearance tab
➢ Click on advanced
➢ Click on Item and select window
➢ Choose background color and font color
➢ Click on ok
➢ Again click on ok

How to change the themes: -

Process: -

➢ Open control panel
➢ Double click on display
➢ Click on themes tab
➢ Click on themes and select windows XP
➢ Click on ok

Mouse: - It is use to change the primary or secondary button, Mouse pointer shape etc.

How to change the primary and secondary button.

Process: -

➢ Open control panel
➢ Double click on mouse
➢ Click on buttons tab
➢ Check with primary and secondary button
➢ Click on ok.

How to change the mouse pointer shape.

Process: -

➢ Open control panel
➢ Double click on mouse
➢ Click on pointer tab

> ➢ Click on browser
> ➢ Select any pointer shape
> ➢ Click on open

How to change the speed of mouse movement.

Process: -

> ➢ Open control panel
> ➢ Double click on mouse
> ➢ Click on pointer option tab
> ➢ Define your pointer speed
> ➢ Click on ok

Accessibility: - It is use to lock the keyboard and also move the mouse pointer through the keyboard.

How to lock the keyboard.

Process: -

> ➢ Open control panel
> ➢ Double click on accessibility option
> ➢ Click on keyboard tab
> ➢ Check all option
> ➢ Click on ok

How to move the mouse pointer through keyboard.

Process: -

> ➢ open control panel
> ➢ Double click on Accessibility option
> ➢ Click on mouse tab
> ➢ Check use mouse key
> ➢ Click on setting and select the speed
> ➢ Click on ok
> ➢ Again click on ok

WINDOWS EXPLORER

Windows explorer is a file management Program under windows XP operating system, which display the file and folder details? Windows explorer is powerful and useful program of windows OS.

Using of windows explorer user can do following work as: -

➢ Find out the partition of hard disk.

➢ Find out capacity of hard disk.

➢ Create new folder in any drive.

When you open windows explorer your screen will divided into two parts i.e. Left and right. Where in left side show drive and folder and right side show sub folder and file of selected folder.

Note: - In which folder display (+) sing it indicates have sub-folder in it.

We can open windows explorer as given below: -

Start➔All Programs➔Accessories➔Windows explorer.

Start➔Run➔explorer➔Ok

Mouse right on button➔explore

Press start Button+E

Mouse right click on my computer➔explore

Mouse right click on my document➔explore

What is file?

File is a collection of information there are many different types of files including operating system files, program files and your own files. Each file is given file name and has a three letter extension that indentifies the files type.

The file name given up to 255 characters, it contains letter, number, blank spaces and special characters etc.

What is folder?

Folders are just like as directories where user can store the files and subfolders. All folders represented by a yellow color.

How to create folders in any drive.

Process: -

➢ open windows explorer

➢ Select any drive like (C, D, E….)

➢ Click on file menu

➢ Click on new

➢ Click on folder
➢ Enter any folder name and press enter key

How to store file in any folder?

Process: -

➢ Open any application (like WordPad, Notepad, and Ms-Paint etc.)
➢ Type your message
➢ Click on file menu
➢ Click on save
➢ Then a dialog box open
➢ Click on save in box and select your path.
➢ Select your folder
➢ Click on open
➢ Enter your file name
➢ Click on save button

How to change the name of any file and folder?

Process: -

➢ Select your files and folders
➢ Mouse right click
➢ Click on Rename
➢ Enter any new name & Press enter key

Or,

➢ Select file and folder
➢ Press F^2 function key
➢ Enter any name and press enter key

How to change the folder Icons?

Process: -

➢ Select your folder
➢ Mouse right click
➢ Click on Properties
➢ Click on Customize tab
➢ Click on change icon
➢ Select any icons
➢ Click on ok
➢ Again click on ok

How to delete files and folders?

Process: -

➤ Select your files and folders
➤ Mouse right click
➤ Click on delete
➤ Click on yes

How to copy files and folder?
Process: -
➤ Select your files and folders
➤ Click on edit menu
➤ Click on copy to folder
➤ Then a dialog box open
➤ Select your path
➤ Click on copy button

How to move files and folders?
Process: -
➤ Select your files and folders
➤ Click on edit menu
➤ Click on copy to folder
➤ Then a dialog box open
➤ Select your path
➤ Click on Move

Files and folders Properties: -It is use to display the size, location, date of creation etc.
Process: -
➤ Select your files and folders
➤ Mouse right click
➤ Click on Properties

How to hide the files and folders?
Process: -
➤ Select your files and folders.
➤ Mouse right click
➤ Click on properties
➤ Check hidden option
➤ Click on ok
➤ Click on folder option
➤ Click on view tab

➢ Checks do not show hidden files and folder.

➢ Click on ok

How to show hidden file and folder?

Process: -

➢ Click on tools menu

➢ Click on folder option

➢ Click on view tab

➢ Check show hidden files and folders

➢ Click on ok

Arranging Folders: -It is use to arrange the files and folders.

Process: -

➢ Mouse right click on blank area

➢ Click on arrange icons by

➢ Click on auto arrange

Searching: - MS-Windows provides the facility of searching. Where, User can search about any specific topics.

Process: -

➢ Click on start button

➢ Click on search

➢ Then a dialog box open

➢ Click on all files and folders

➢ Click on all part or the file name

➢ Enter your searching name

➢ Click on search button

 Recycle Bin: -Recycle bin are just like as dustbin which used to store all the deleted files and folders. If you have deleted any files and folders by mistake then you can restore also from recycle bin.

 How to restore the files and folders from recycle bin?

 Process: -

 Open recycle bin

 Select files and folders and mouse right click

 Click on restore

 How to empty the recycle bin?

 Open recycle bin

 Click on file menu

 Click on empty recycle bin

SYSTEM TOOLS

The Scandisk: - The Scan disk is used to find the error in the system unites and repair those errors.

How to start scandisk?

Start →All program→Accessories→System tools→Scandisk.

<div align="center">Or</div>

- Open windows explorer
- Select any drive Mouse right click
- Click on properties
- Click on tools tab
- Click on check now
- Check automatically fixes file system errors
- Click on start button
- Restart your system

The Disk Defragmenter: -It is use to deleted the free space that are generated when information from the disk is deleted and program use.

How t start disk defragmenter?

Start→All programs→Accessories→System tools→the disk defragmenter.

<div align="center">Or,</div>

- Open window explorer
- Select any drive
- Mouse right click
- Click on properties
- Click on tools tab
- Click on defragment now
- Click on defragment.

System information: -It is use to display the information about our system like processor, RAM capacity, OS name etc.

How to start system information?

Process: -

Start →All programs→Accessories→System tools→Information.

Scheduled Task: - It is use to schedule any program to run at specific time.

How to start schedule task?

Start →All programs→Accessories→System tools→Scheduled task