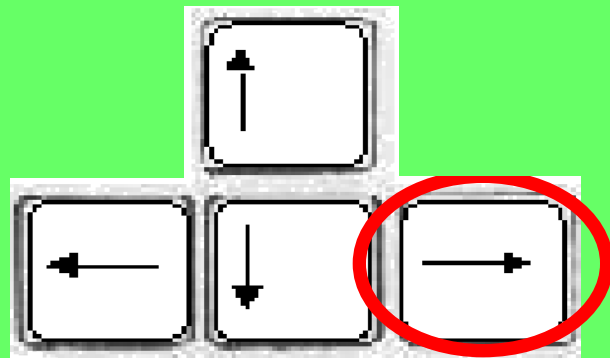


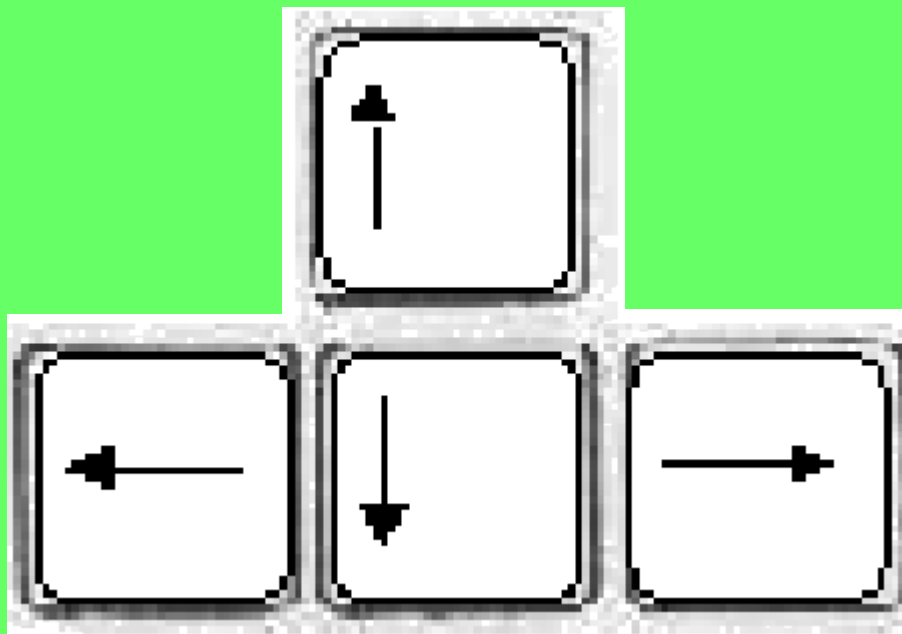
Big Spring Middle School Computer Lab, Rm. 521

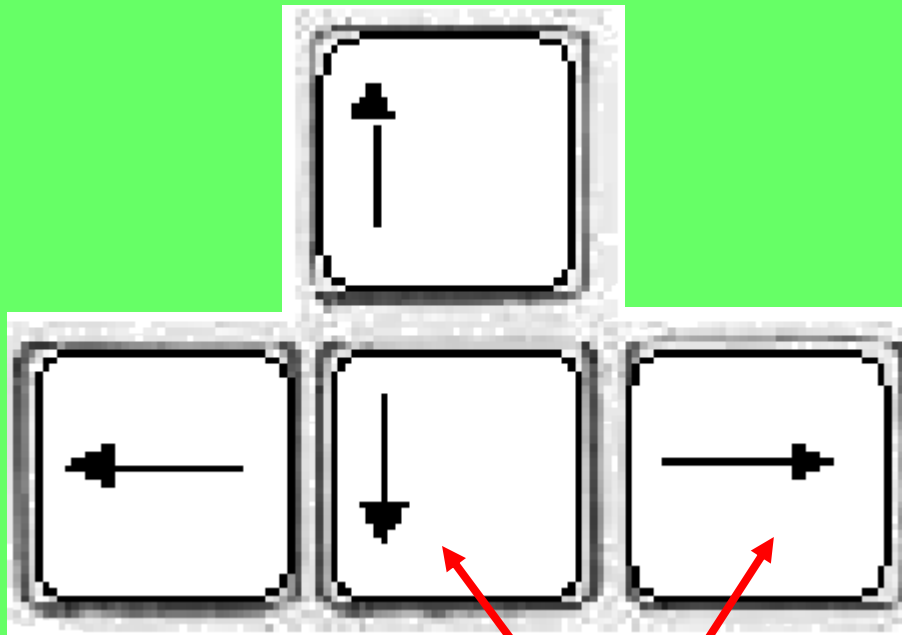
Computer Software



Press this button
on the keyboard

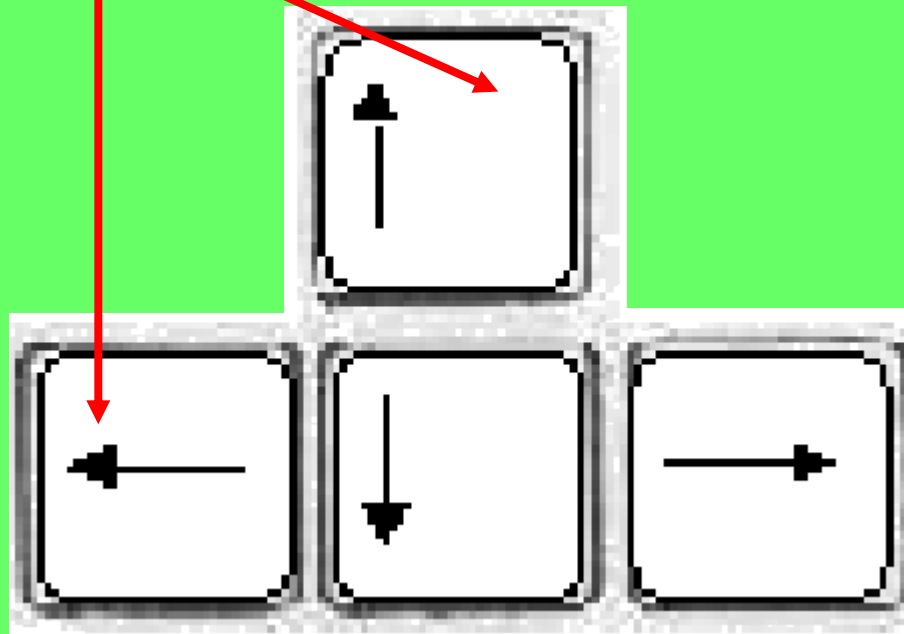
Use the arrow keys to go back or forward.





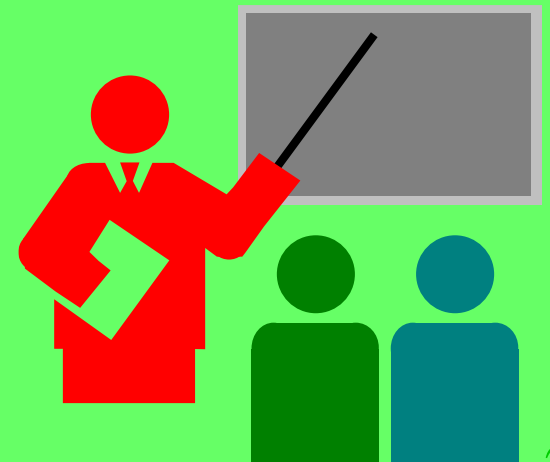
Moves forward to the next slide

Moves back to the previous slide



Important topics to be presented...

- Operating Systems
- Windows XP
- Parts of a Window



Operating Systems

- An **operating system** is the master control program that controls the overall activity of a computer.
- It ensures that all parts of a computer system work together smoothly and efficiently.

Operating Systems...

- Control hardware
- Run programs
- Manage information

These are the 3
main actions done
by the operating
system.

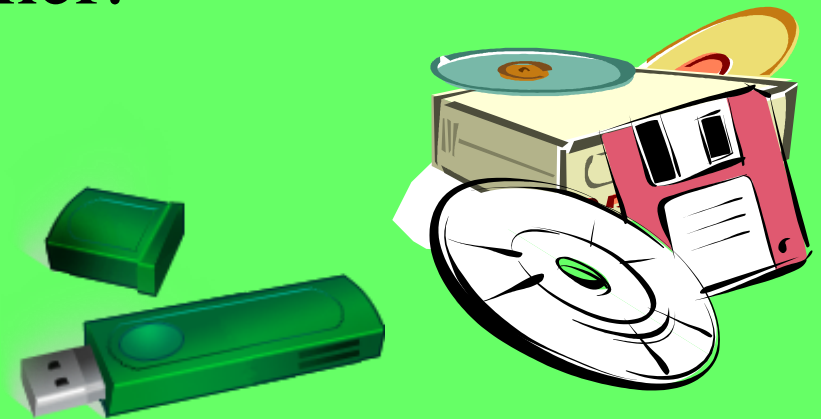
Operating Systems...

- **Control hardware** - An operating system controls the different parts of a computer system and allows all of the parts to work together.
- Run programs
- Manage information



Operating Systems...

- Control hardware
- **Run programs** - An operating system runs application software (what we simply call programs) such as Microsoft Paint, Wordpad, and Publisher.
- Manage information



Operating Systems...

- Control hardware
- Run programs
- **Manage information** - An operating system provides ways to manage and organize information stored on a computer, and even on a flash drive.



Operating Systems

Here in Rm. 521 we currently use the **Windows XP** operating system.

Other Windows operating systems included Windows 98, Windows Vista, and Windows 7.

Operating Systems

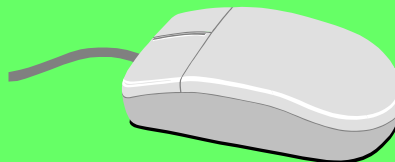
- **All** versions of Windows display a graphical screen (a screen with pictures and color).
- Windows is a **Graphical User Interface (GUI, pronounced “gooey”)**. A **GUI** allows you to use a mouse to click on pictures and buttons instead of typing **all** your commands.



Microsoft
Excel



Mr. Mistishen's
Shared Drive



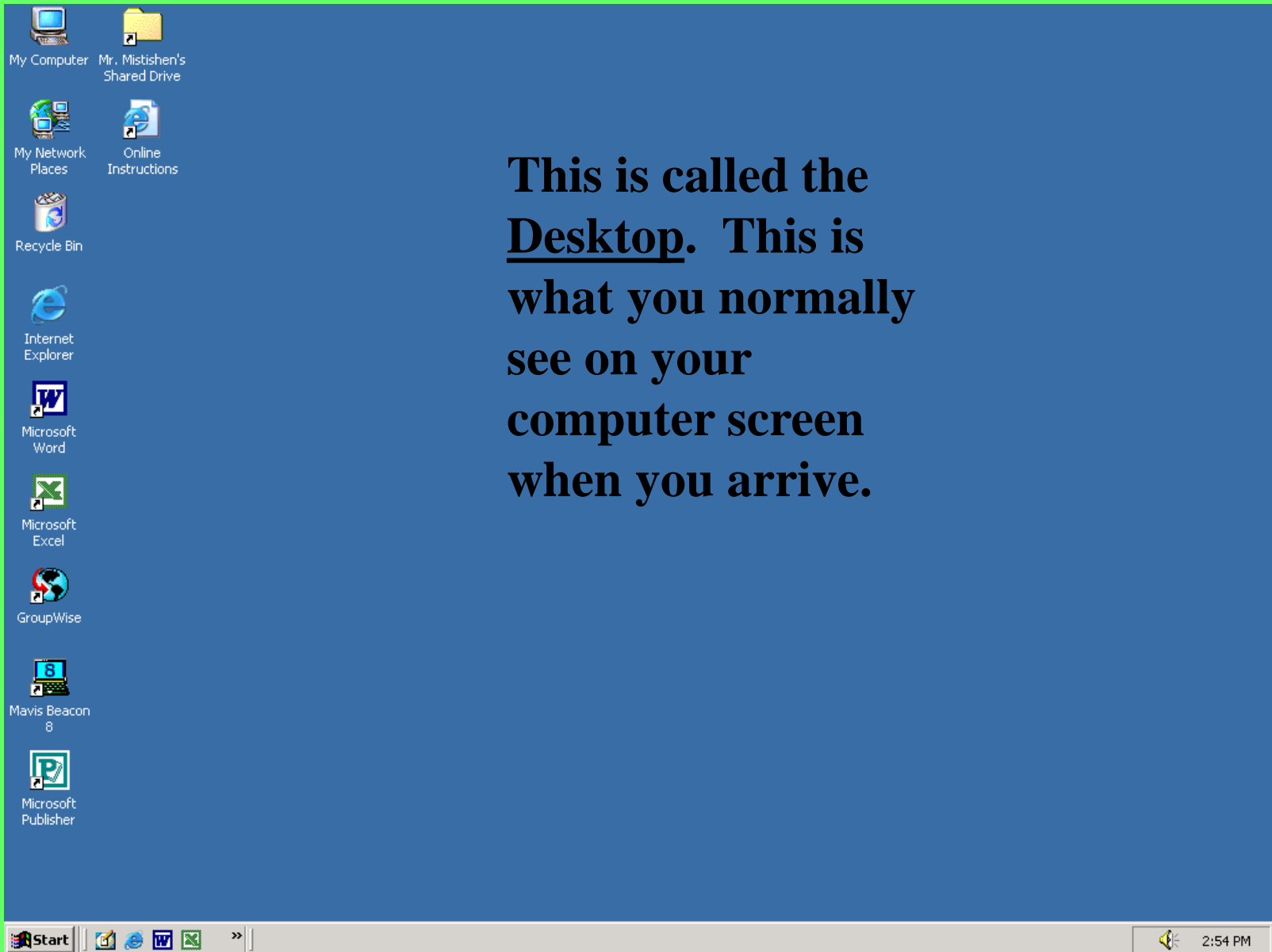
Mavis Beacon
8



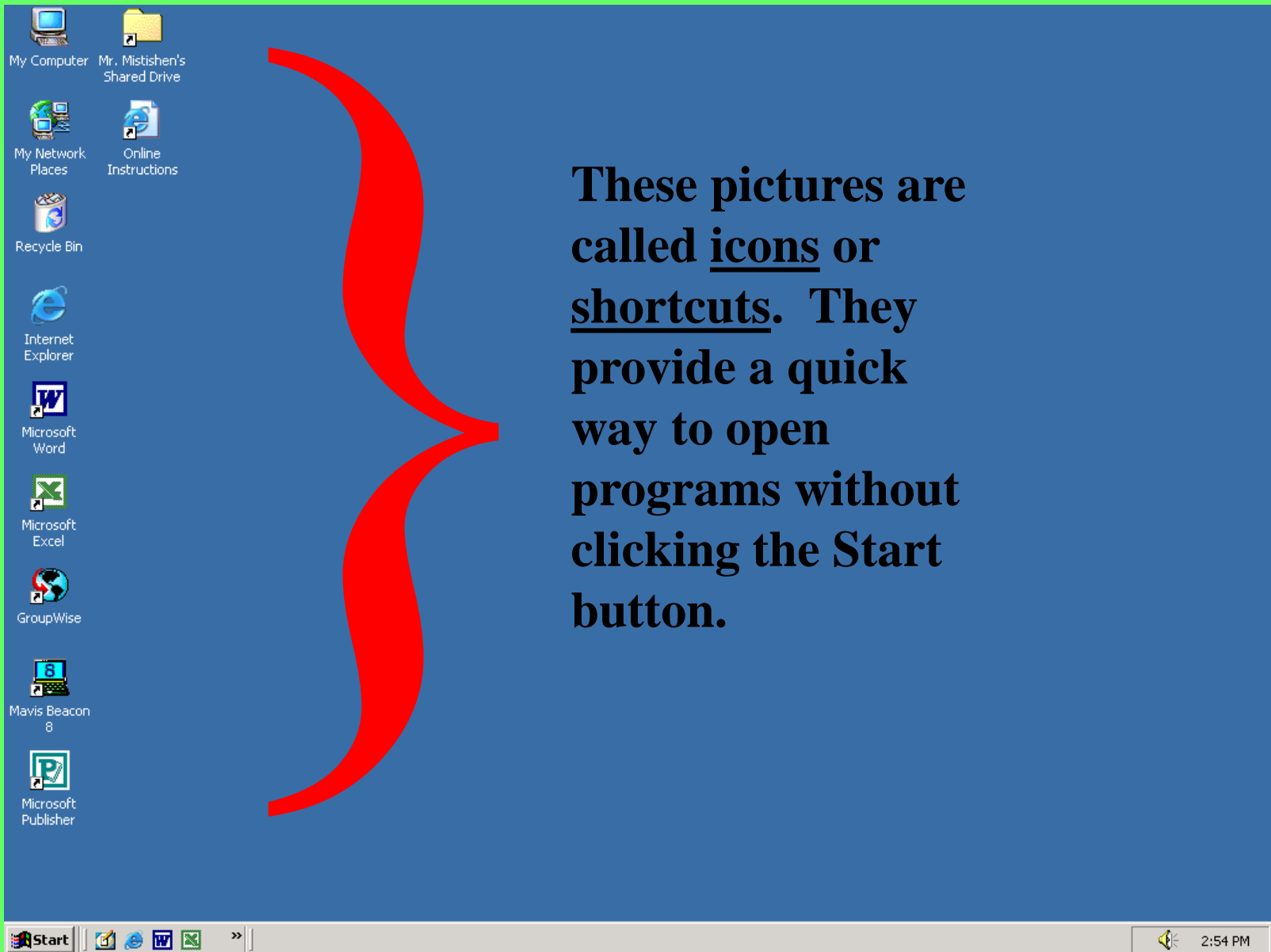
Internet
Explorer

Operating Systems

Let's look at some of the parts and functions of the **Windows XP** screens.



This is called the Desktop. This is what you normally see on your computer screen when you arrive.

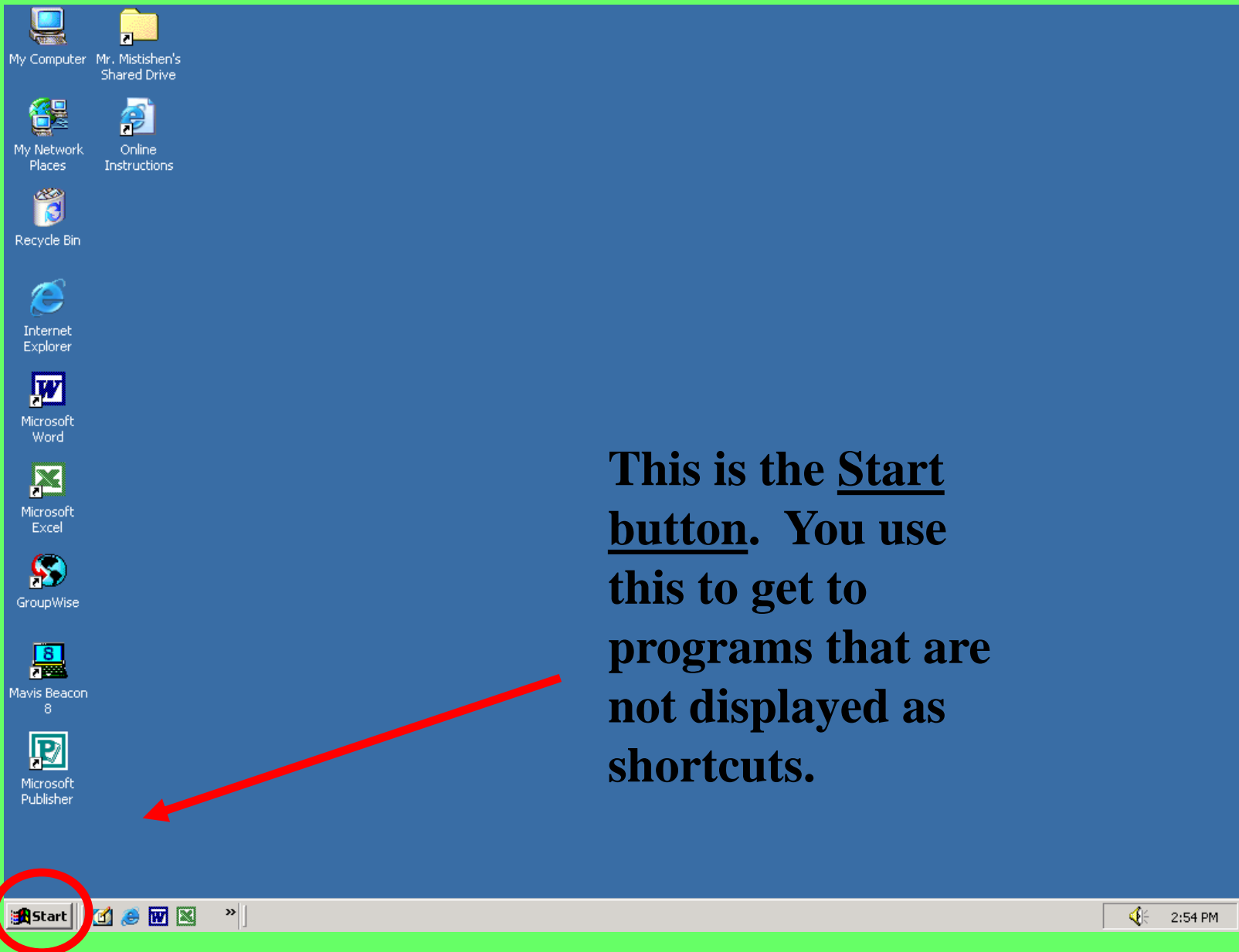


These pictures are called icons or shortcuts. They provide a quick way to open programs without clicking the Start button.



**This is the Taskbar.
It contains the
Start button. It
should always be at
the bottom of your
screen.**





This is the Start button. You use this to get to programs that are not displayed as shortcuts.

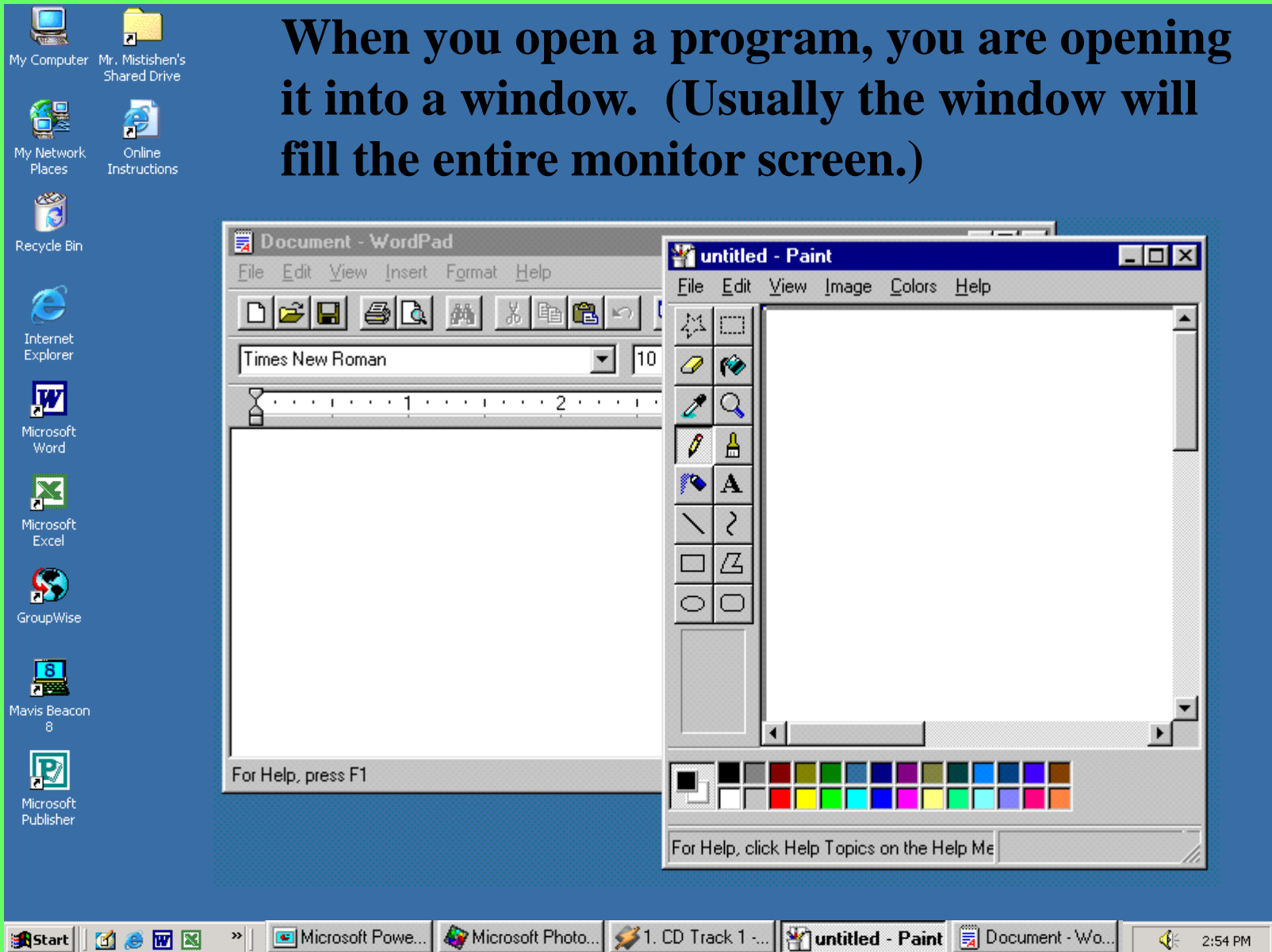


These are window buttons, which show programs that are open and running right now, but have been minimized.

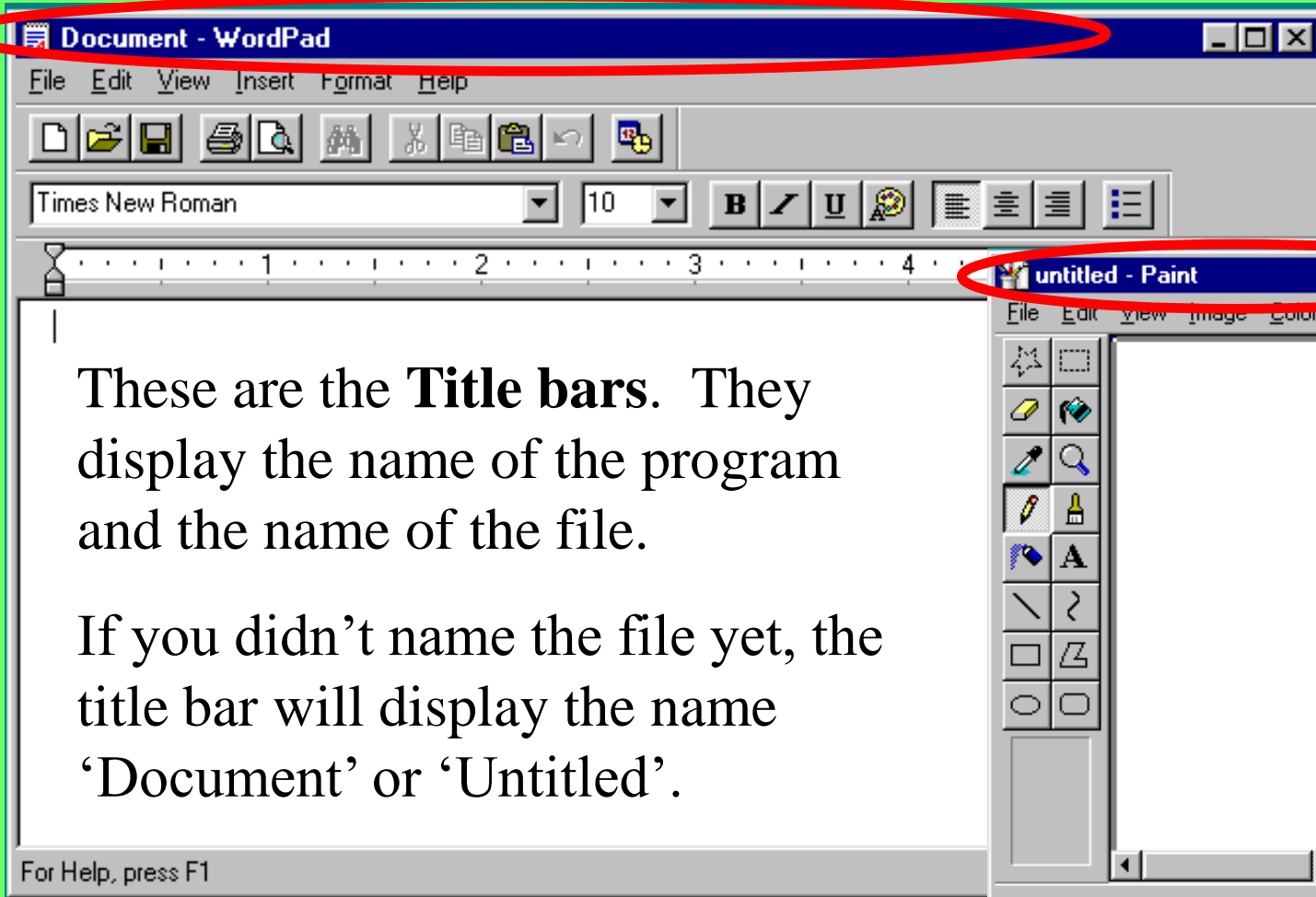
When clicked, the buttons will restore the programs to the desk top.



When you open a program, you are opening it into a window. (Usually the window will fill the entire monitor screen.)

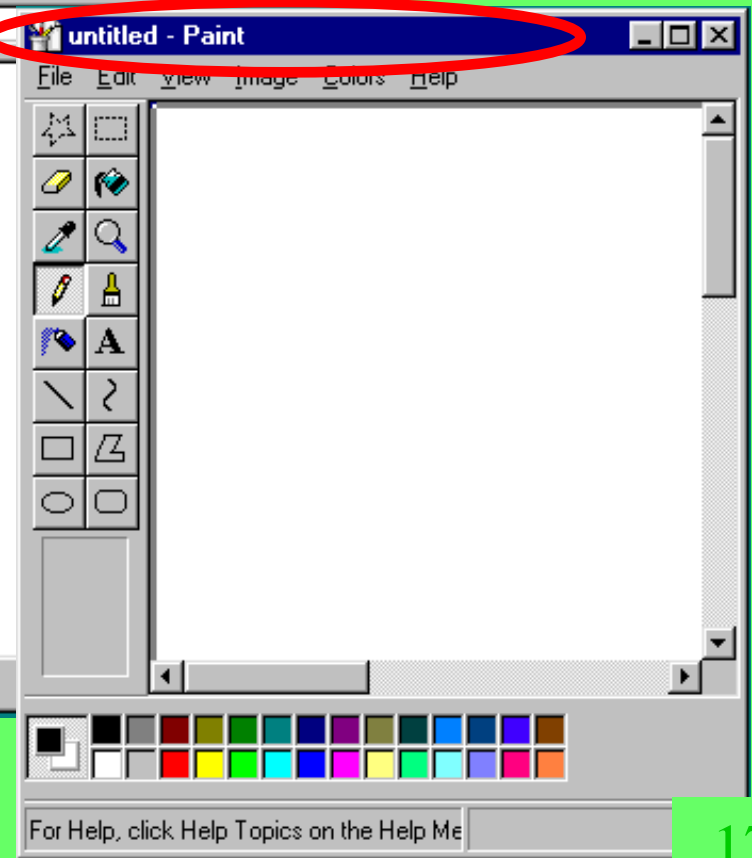


Parts of a Window

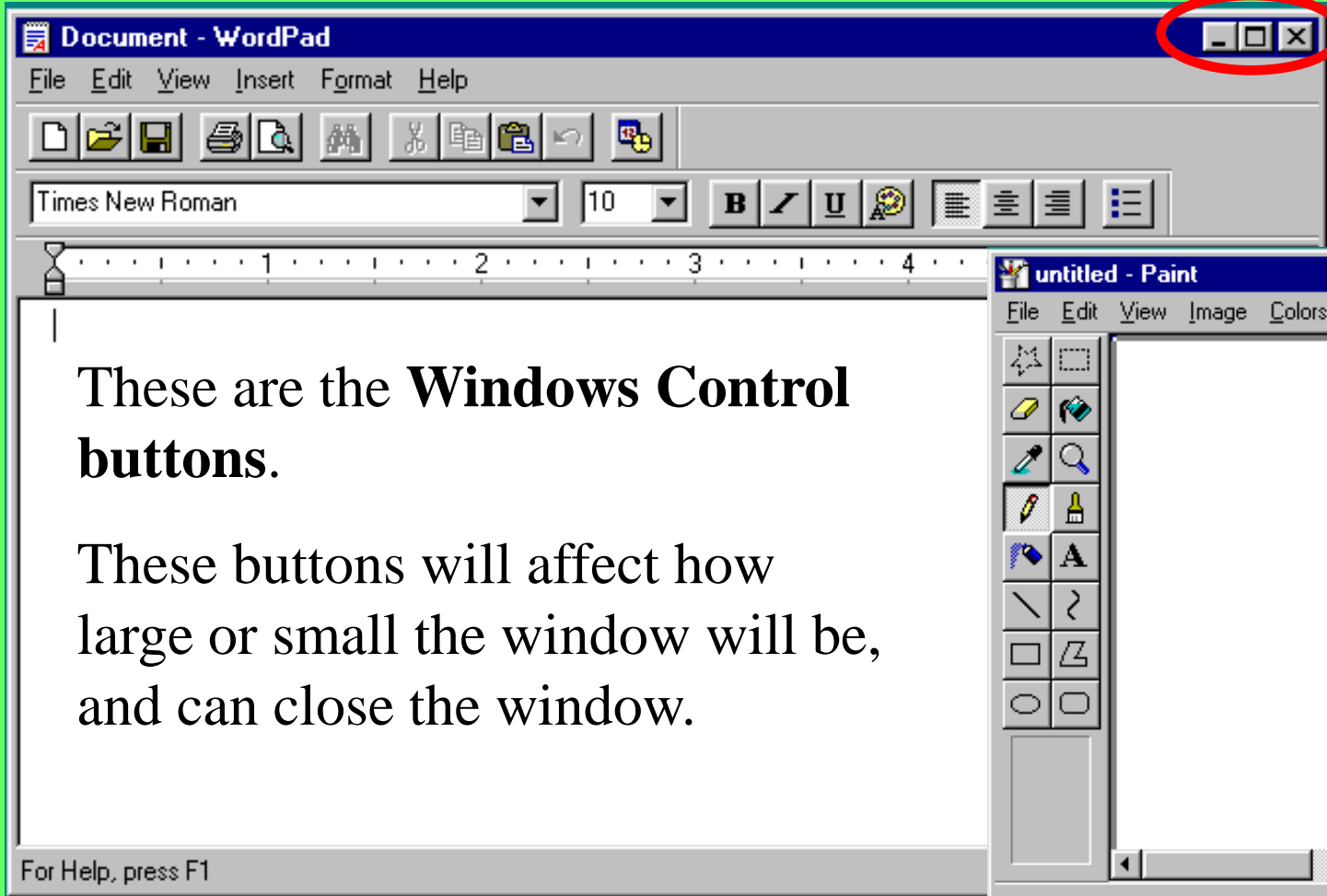


These are the **Title bars**. They display the name of the program and the name of the file.

If you didn't name the file yet, the title bar will display the name 'Document' or 'Untitled'.

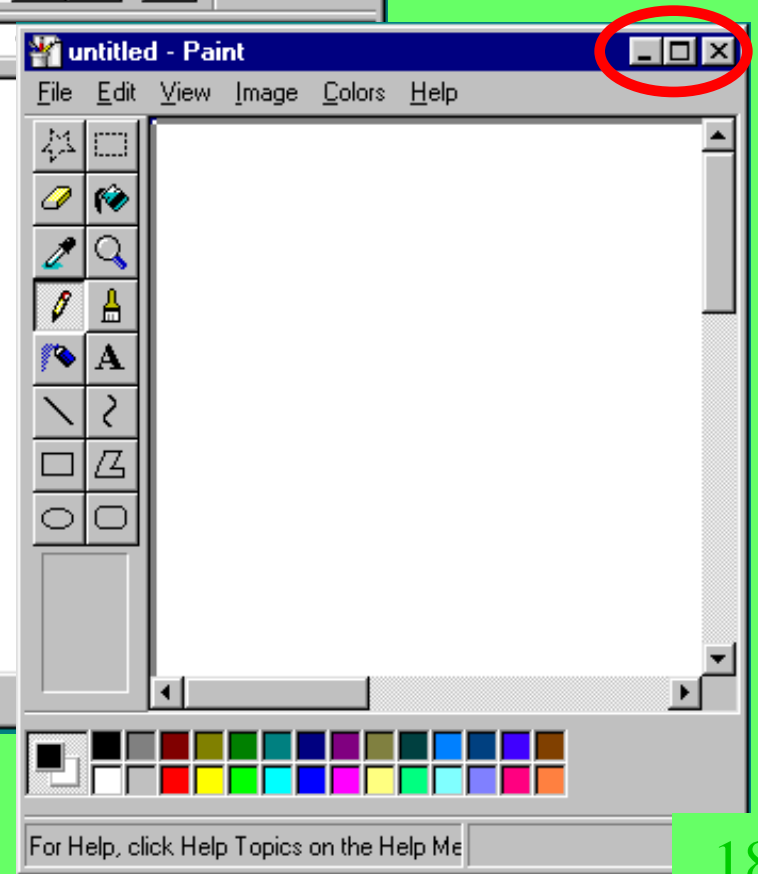


Parts of a Window

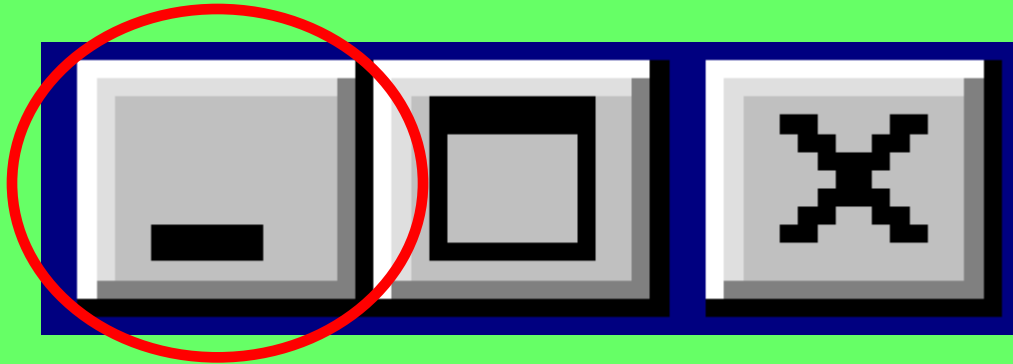


These are the **Windows Control buttons**.

These buttons will affect how large or small the window will be, and can close the window.

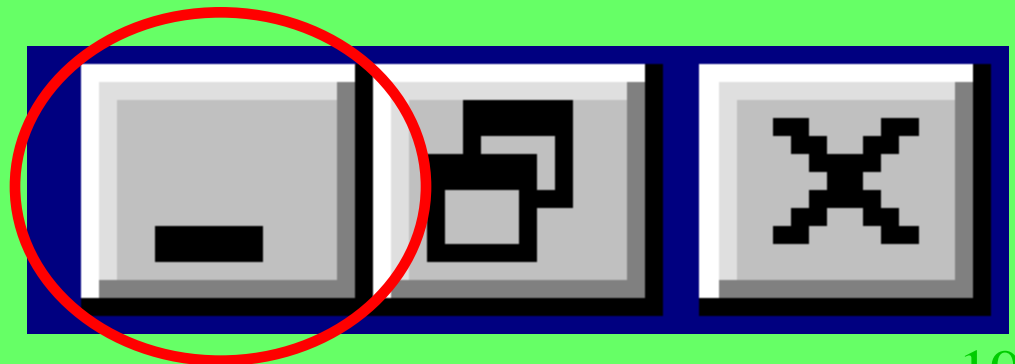


Parts of a Window

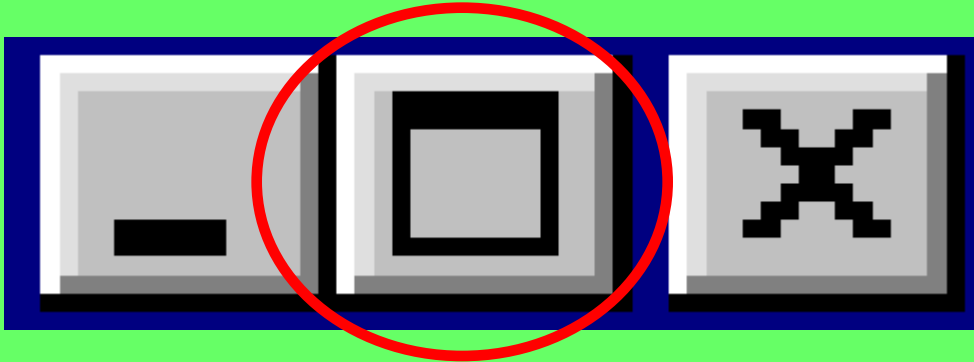


Minimize button - This button minimizes a window. This means it makes the window as small as possible.

But the window is **still open** and a window button appears on the taskbar.



Parts of a Window

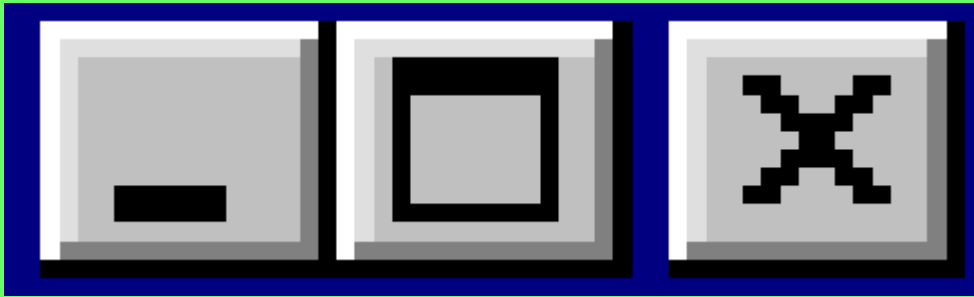


Maximize button - This button will enlarge a window to its largest possible size. Usually it will fill the entire computer screen.

When you see this button, the window can be made bigger.

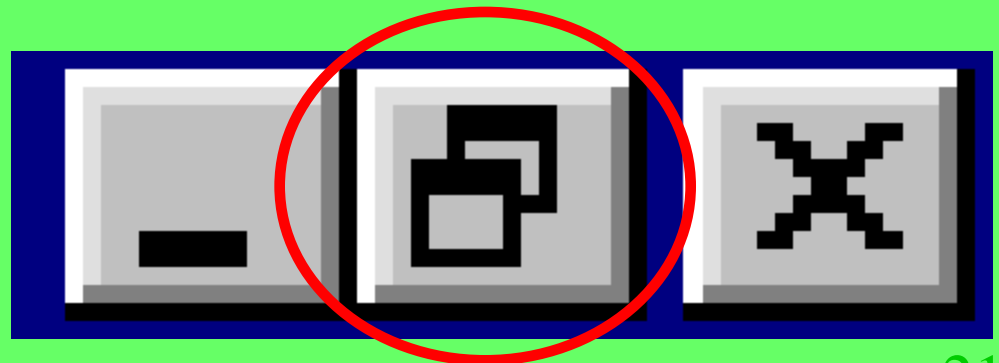


Parts of a Window

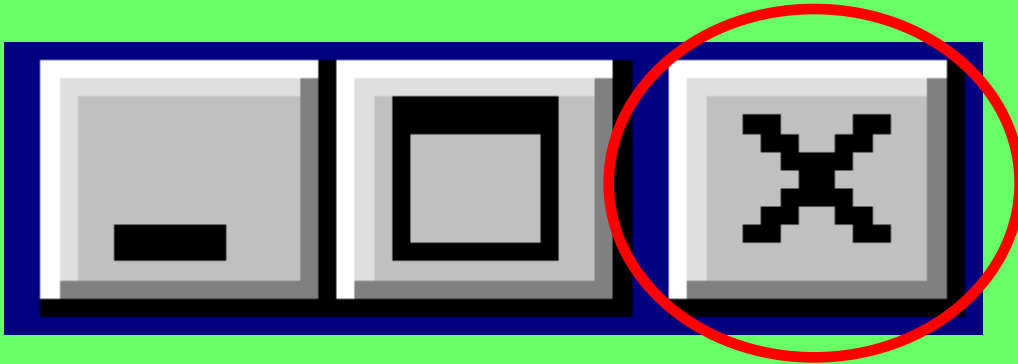


Restore button - This button will return a window to its previous size (a size bigger than being minimized, you can still see it on your desktop).

When you see this button, the window is as big as it will get.

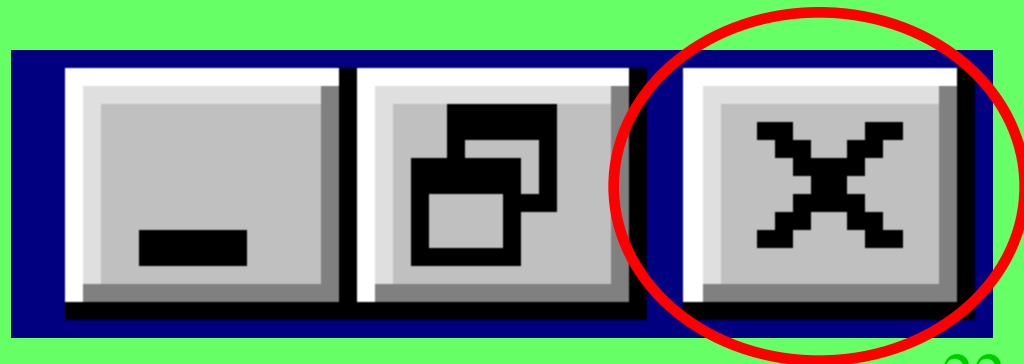


Parts of a Window

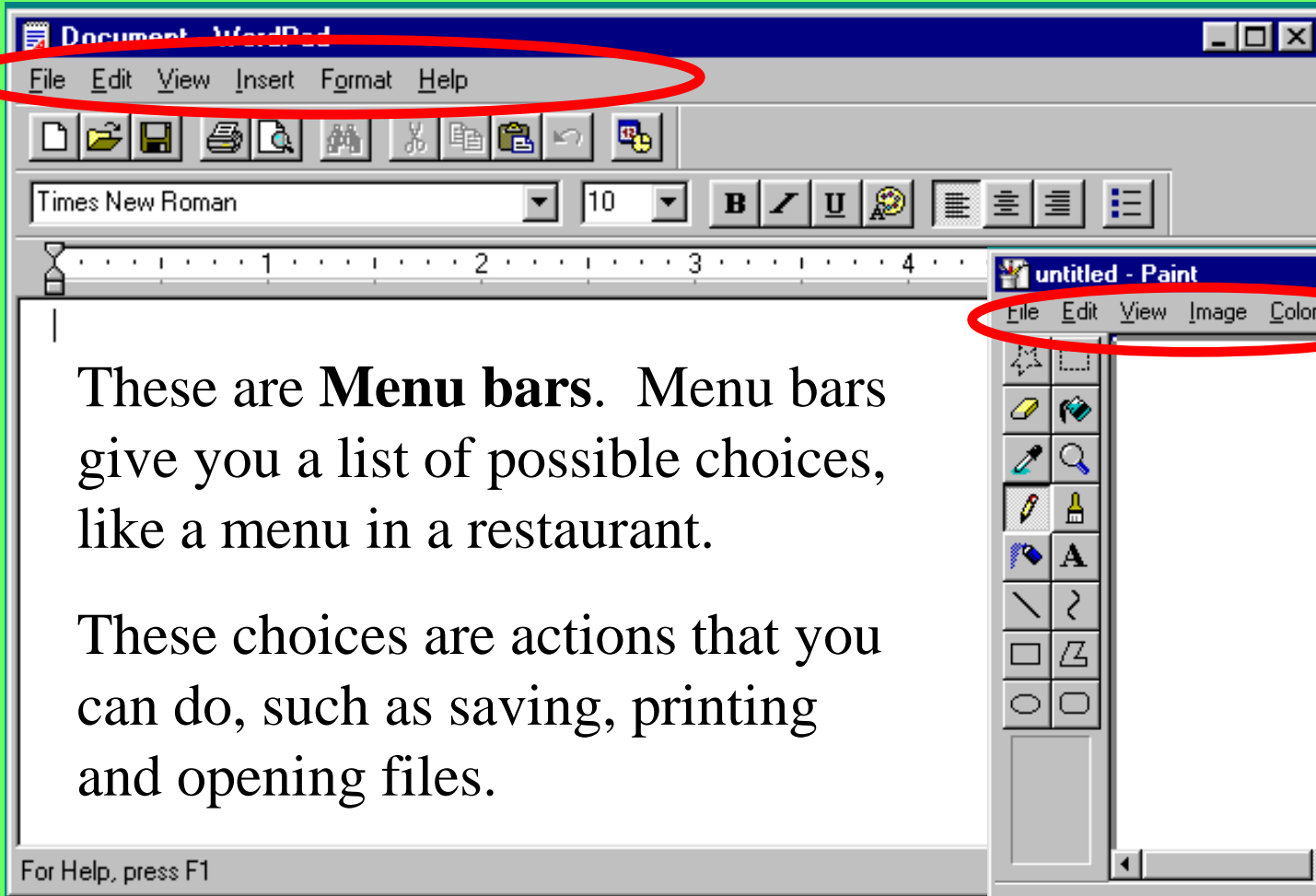


Close button - This button will close a window.

When you click this button, and if you have any unfinished work in the window, the computer will ask if you want to save it first.

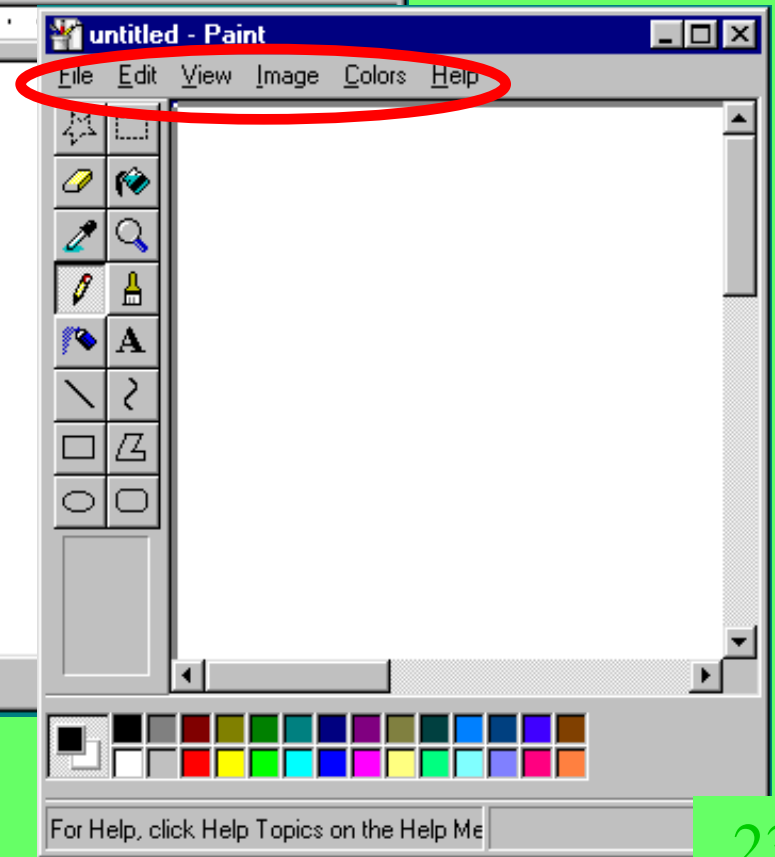


Parts of a Window

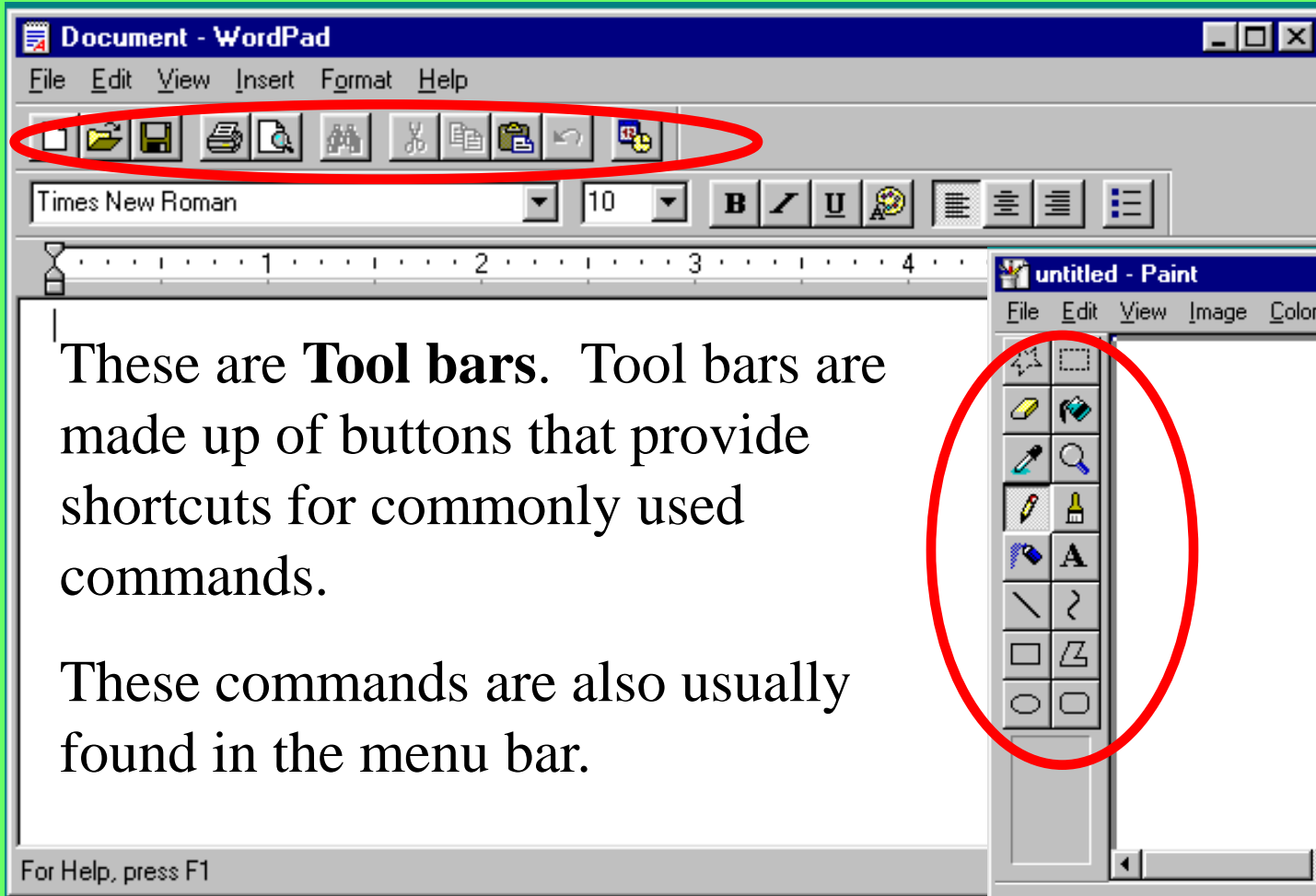


These are **Menu bars**. Menu bars give you a list of possible choices, like a menu in a restaurant.

These choices are actions that you can do, such as saving, printing and opening files.

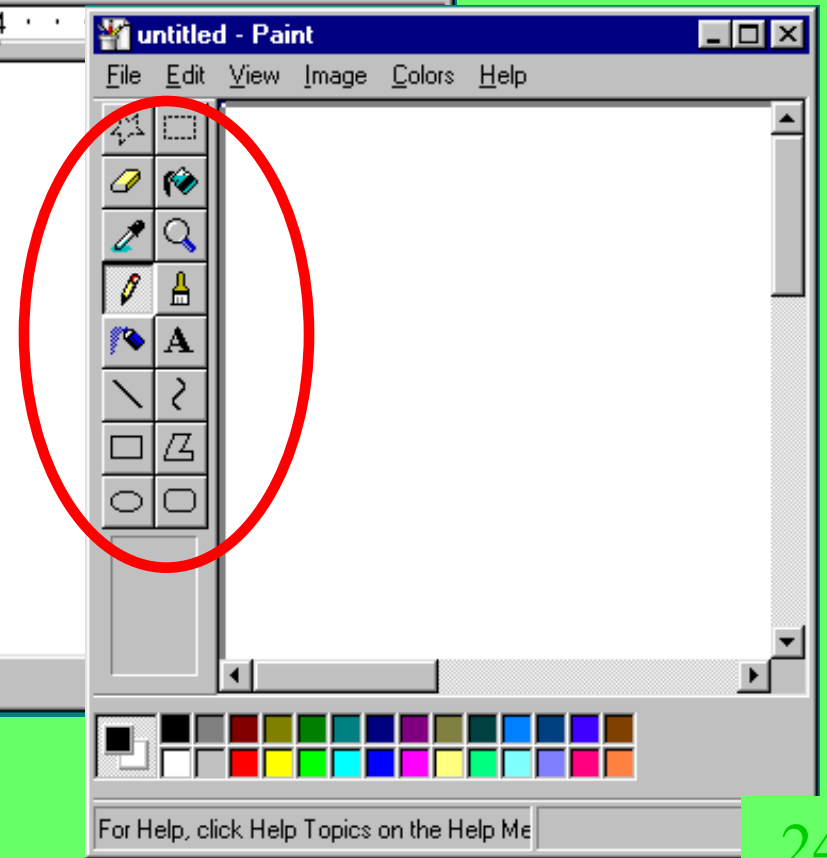


Parts of a Window



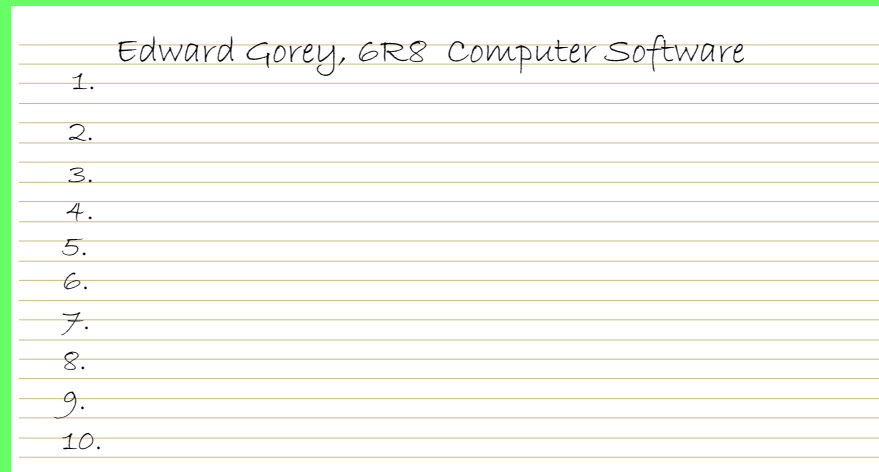
These are **Tool bars**. Tool bars are made up of buttons that provide shortcuts for commonly used commands.

These commands are also usually found in the menu bar.



Please write the following information on the answer sheet...

- Your name and section
- The words *Computer Software*
- The numbers 1 to 10



Edward Gorey, GRS Computer Software

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

When answering the questions,
just write the letter, not the entire
answer.

1. Which of the following is **NOT** one of the 3 main actions performed by the operating system?

A. run programs

B. edit your work

C. manage information

D. control hardware

2. Which is the operating system currently used in Rm. 521?

- A. Windows 98
- B. Windows Vista
- C. Windows 2000
- D. Windows XP

3. When using a **graphical user interface (GUI)**, which input device are you now able to use?

- A. CD-ROM
- B. hard drive
- C. mouse
- D. flash Drive

4. Which windows part is at the bottom of the screen?

A. task bar

B. icon

C. title bar

D. desktop

5. Where will you find shortcuts?

A. On a flash drive

B. network

C. hard drive

D. on the desktop

6. Which Windows part will restore a program that has been minimized?

A. Window button

B. Start button

C. desktop

D. taskbar

7. Which information is displayed in the **title bar**?

A. who created the file

B. file size

C. file name, program name

D. date, time

8. Which button will make a window as small as it can get (and still be up and running)?

A. maximize

B. minimize

C. restore down

D. close

9. Which button will return a window to its previous size?

A. maximize

B. minimize

C. restore down

D. close

10. What do you click to get to programs that are not displayed as shortcuts?

A. Start button

B. Task bar

C. Window button

D. Title bar

You are now finished
with the Computer
Software worksheet.
Press the Esc key to exit
this file. Return the
keyboarding program.