

Examine the Windows Operating System

1. Operating System Platforms

1.1 Welcome



Notes:

Welcome to *Examine the Windows Operating System*. This activity will help you understand the operating system's purpose and learn the skills necessary to successfully navigate through the basics of Windows 7.

1.2 Learning Objectives

Learning Objectives Glossary 1.2

After completing this activity, you'll be able to:

- Identify the purpose of the operating system.
- Identify the operating system on computers and related devices.
- Locate software programs on the operating system.
- Relate operating systems to hardware and software programs.
- Identify icons on a desktop, and desktop features such as the recycle bin, screen resolution, and how to use the desktop.

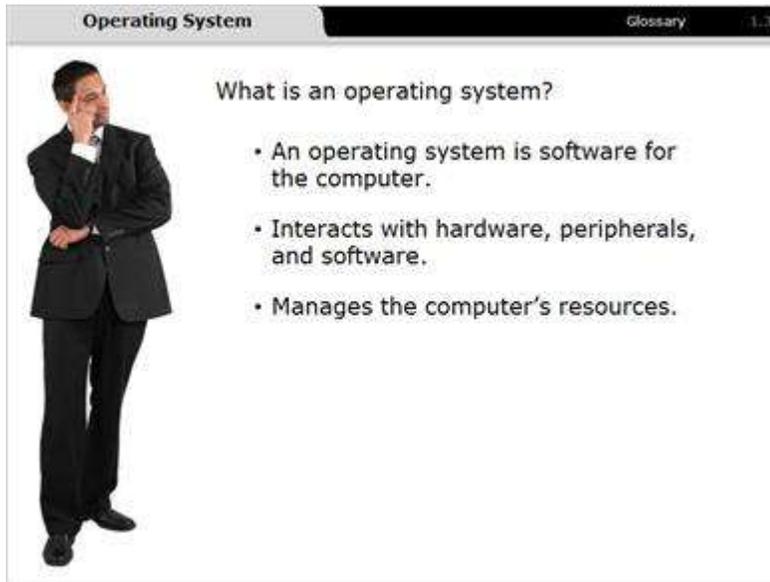


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1.3 Operating System



Operating System

Glossary 1.3

What is an operating system?

- An operating system is software for the computer.
- Interacts with hardware, peripherals, and software.
- Manages the computer's resources.

Notes:

An *operating system* is a network of software that acts as the manager for all hardware and software on your computer.

The operating system manages and interacts with: the computer hardware, peripherals like your mouse and keyboard, device drivers, and applications software. The computer's OS (operating system) acts as the main resource manager.

1.4 Resource Management

Resource Management		Glossary	1.4
Resource	How does the operating system manage this resource?		
Processor		Manages the processor resources to ensure proper operation of simultaneous inputs, outputs, and processing tasks	
RAM		Manages memory by allocating space to hardware and software programs that are in use on the computer	
Hard Disk		Manages storage so that files and data can be recorded, edited, and retrieved efficiently	
Mouse		Manages basic elements of the graphical user interface such as the mouse cursor and how it interacts with tool bars and menus.	
Printer		Manages the input and output to ensure the data flows in the correct order and that the printer hardware and word processing software program can communicate effectively	

Notes:

An operating system acts as the master controller for all computer hardware and peripherals and manages resources. In computer terms, a *resource* refers to any computer system component that's required to carry out a task.

For example, the computer's processor is a resource. The operating system manages the processor to ensure inputs, outputs, and other processing tasks operate successfully.

Another example of a *resource* is your computer mouse. The operating system manages how the mouse and its cursor interact with the computer screen including toolbars and menus.

1.5 Resource Example



Notes:

Every operating system simultaneously manages multiple resources. For example, successfully printing a document requires several steps happening in a specific order.

- First, while in a word processing application you select the *print* command,
- Then, the word processing application sends a command to the operating system that sends the document to the printer,
- Next, the operating system sends the document data to the device driver for the printer. The device driver controls the printer, and
- Finally, the printer prints out the document.

All of these steps are managed in part by the operating system.

1.6 Operating Systems



Notes:

A computer's operating system determines its hardware and software compatibility. This system is also referred to as the computer's *platform*.

The three most common platforms are Windows, Mac OS, and Linux. Because each operating system is constantly updated and improved, each one has a number of different versions. Let's look at some of the different versions for each of the three most popular desktop computing platforms.

1.7 Windows OS



Notes:

Some versions of the Windows operating system, from earliest to most recent, include Windows 2000, Windows XP, Windows 7, and Windows 8.1.

1.8 Mac OS



Notes:

Some of the Mac OS versions include OS X Snow Leopard, OS X Mountain Lion, and OS X Mavericks.

1.9 Linux OS



Notes:

Linux versions include Ubuntu, Linux Mint, and Bodhi.

1.10 Practice Identifying OS



The screenshot shows a practice interface with a header bar containing "Practice" and "Glossary 1.10". Below the header is a grid of 11 desktop screenshots from various operating systems. The screenshots include:

- Windows 7 desktop with the four-pane logo.
- Ubuntu desktop with a red background and a terminal window.
- Windows 8 desktop with a blue background and a Start menu.
- Mac OS desktop with a dark background and a dock.
- Ubuntu desktop with a green background and a terminal window.
- Windows 7 desktop with a green background and a Start menu.
- Windows 8 desktop with a blue background and a Start menu.
- Mac OS desktop with a purple background and a dock.
- Ubuntu desktop with a green background and a terminal window.
- Windows 7 desktop with a blue background and a Start menu.
- Ubuntu desktop with a green background and a terminal window.

Below the grid is the instruction "Identify each operating system using the provided buttons." and three buttons labeled "Linux", "Mac", and "Windows".

Notes:

Identify each operating system using the provided buttons.

2. Examine the Windows 7 Operating System

2.1 The Desktop



Notes:

The *desktop* is the operating system's main interactive area and it's also the first screen you see when you log on. It covers the entire screen and remains in the background throughout your computing session.

Your desktop may look different from this one because it's dependent on your operating system.

Your background may even feature a decorative picture or pattern. This is known as computer wallpaper.

Every desktop contains the taskbar, start button, icons, and a recycle bin.

2.2 Resource Management



Notes:

The *start button* contains the start menu, which is the primary access point for your computer's programs, folders, and files. This menu provides a list of items to choose from and is usually accessed when you want to start a task.

The *taskbar* is used to launch new applications and to show already open applications. Applications can be started from the taskbar by clicking its correlating button.

The *Internet Explorer button* launches the software application used to access the Internet using the Internet Explorer web browser.

The *media player* is a file library that runs audio, video, and displays images. It also has ripping and burning capabilities.

The recycle bin temporarily stores files before they're permanently removed.

2.3 Practice Using your Desktop



Notes:

Practice selecting the start button, Internet Explorer button, recycle bin, and the Window's media player button.

2.4 Software Applications



Notes:

Select each icon to learn about each application.

Windows DVD Maker: This icon represents a software program that creates DVDs.

Music Library: This icon represents a computer's music file library.

Sample Videos: This icon represents a video file folder.

Google Sheets: This icon represents spreadsheet software.

Adobe PDF: This icon represents a picture document file, also known as a PDF.

Internet Explorer: This icon represents the Microsoft Internet Explorer Web browser used to access the Internet.

MP3 file: This icon represents a music file in MP3 format.

Word Document: This icon represents a document file.

2.5 Toolbar & Menu



Notes:

A *toolbar* is a rectangular graphic usually located horizontally along the top of a window or software application. The toolbar contains buttons, icons, and menus that allow you to make selections in the application.

Most software applications contain dozens of commands, or actions, which are used to make the software application function. These commands can be found in the software application's *menu*.

To save screen space, menus are often hidden and won't appear until you click on a title in the *menu bar*. In the Microsoft Windows operating system, the menu bar titles begin with the commands: file, edit, and view.

The software application currently in use determines the menu bar command's names and number of options.

2.6 Menu & Submenu



Notes:

Sometimes a menu item isn't a command. Instead, that menu item contains another menu. This is known as a *submenu*. Let's look at an example.

In this directory, the *Organize* menu command was selected and then the *Layout* command was highlighted to show a submenu called *Menu bar*, which was originally hidden from view. Submenus are often indicated by a small arrow pointing to the right.

2.7 Practice Menus & Submenus



Notes:

Practice using menus and submenus by displaying the navigation pane in this window.

Select the *Organize* menu. Then select *Layout*. Finally, select *Preview pane* from the layout submenu.

2.8 Log In



Notes:

For security reasons, all operating systems require you to log in before using the computer. The log in consists of two parts: a username and a password. Each of these is case sensitive and may require the use of letters, numbers, and symbols.

As a student, your school may have established a username and password for all on-campus computers. On your home desktop or laptop computer, you set the username and password.

To log in to the computer, type in the correct username and password. This authenticates you within the operating system and allows you to access and use your programs. Different operating systems have different log-in screens, so your computer may look different from this one.

2.9 Practice Home Log in



Notes:

Practice logging into the Windows 7 operating system by typing in the given password. Click the arrow to complete the log in process.

2.10 Practice Network Log in

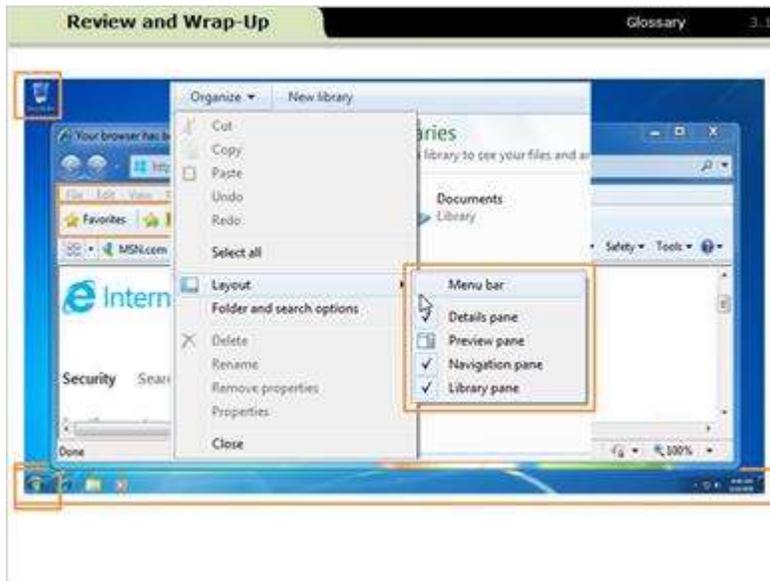


Notes:

Practice logging into the Windows 7 operating system by typing in the given username and password. Click the arrow to complete the log in process.

3. Review and Wrap-Up

3.1 Review and Wrap-Up



Notes:

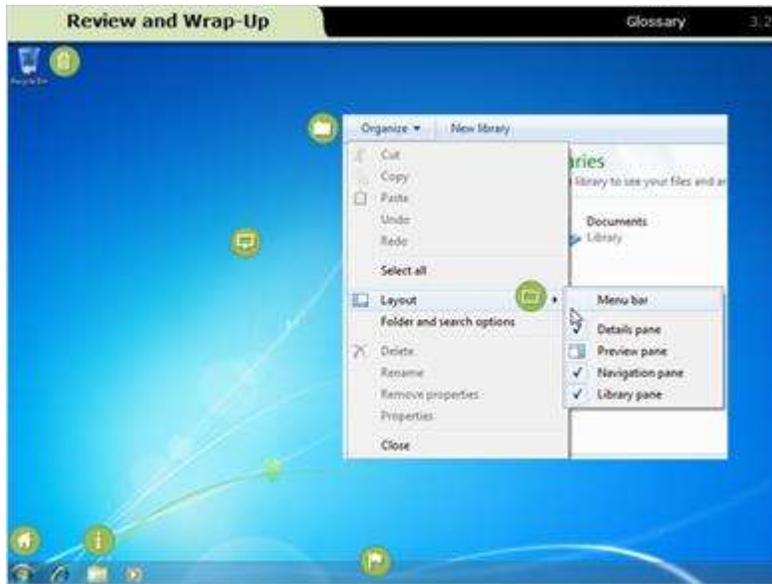
We examined the Windows operating system and were introduced to:

- The desktop,
- The start button,
- Icons like the recycle bin, and
- Taskbars.

You were also introduced to:

- Toolbars,
- Menus, and
- Submenus.

3.2 Review and Wrap-Up



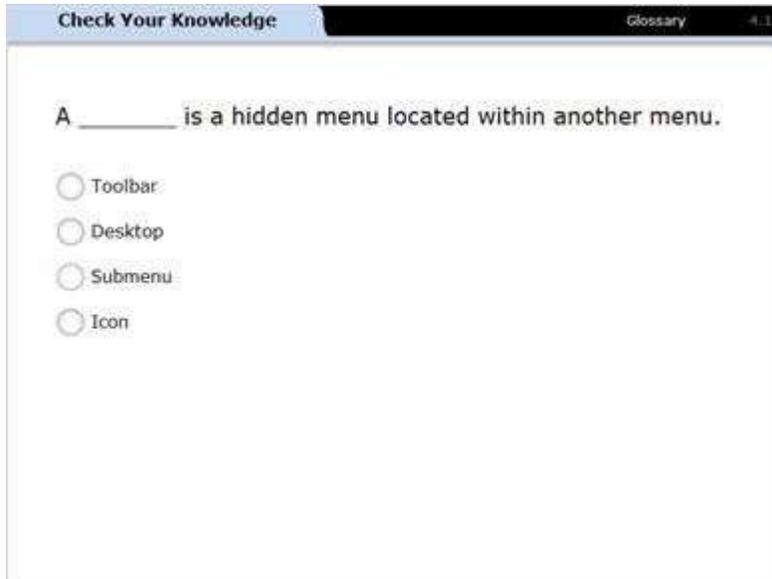
Notes:

Components of the Windows operating system used to navigate include:

- The *start menu* is used to find software programs
- The *taskbar* is used to see open software programs
- *Buttons* are located on the taskbar and are used to launch programs
- *Icons* are used to identify software programs or file types
- The *recycle bin* temporarily stores files before they're permanently removed
- The *desktop* is used as the main area of the operating system
- *Menus* are used to issue commands for software programs
- Menus may be used to find *submenus*

4. Check Your Knowledge

4.1 Multiple Choice



Check Your Knowledge Glossary 4.1

A _____ is a hidden menu located within another menu.

Toolbar

Desktop

Submenu

Icon

Notes:

Select the correct answer.

A _____ is a hidden menu located within another menu.

4.2 Multiple Choice

Check Your Knowledge Glossary

Mac OS X, Linux, and ____ are examples of operating system platforms.

- Windows
- TX2001
- Verizon
- Toshiba

Notes:

Select the correct answer.

Which one of these is NOT a **resource** managed by an operating system?

4.3 Multiple Choice

Check Your Knowledge Glossary

Mac OS X, Linux, and ____ are examples of operating system platforms.

- Windows
- TX2001
- Verizon
- Toshiba

Notes:

Select the correct answer.

Mac OS X, Linux, and _____ are examples of operating system platforms.

4.4 Identify

Check Your Knowledge Glossary 4.4

Where is the taskbar? Use your mouse to locate and click on the taskbar.

A screenshot of a Windows XP desktop environment. The background is the classic Windows XP logo wallpaper. At the bottom of the screen, the taskbar is visible, containing the Start button and several application icons. A yellow mouse cursor is positioned over the taskbar, and a yellow rectangular highlight box surrounds the taskbar area, indicating the target for the user's action.

Notes:

Where is the taskbar? Use your mouse to locate and click on the taskbar.

4.5 Identify



Notes:

Where is the start button? Use your mouse to locate and click on the start button.

4.6 Multiple Response

An operating system's purpose is _____.

- to manage computer resources
- to browse the Internet
- to manage email
- to manage all hardware and software on your computer

Notes:

Select the correct answers.

An operating system's purpose is _____.

4.7 Multiple Response

Check Your Knowledge Glossary 4.7

Identify which operating system each image represents.

		
<input type="radio"/> OSX <input type="radio"/> Windows <input type="radio"/> Linux	<input type="radio"/> OSX <input type="radio"/> Windows <input type="radio"/> Linux	<input type="radio"/> OSX <input type="radio"/> Windows <input type="radio"/> Linux

Notes:

Identify which operating system each image represents.

4.8 Identify

Check Your Knowledge Glossary 4.8

How would you launch Internet Explorer? Use your mouse to locate and click on the icon.



The image shows a Windows XP desktop environment. The background is the standard Windows XP blue wallpaper with the four-pane logo. The taskbar is visible at the bottom, containing the Start button, the Internet Explorer icon (which is highlighted with a yellow mouse cursor), and other application icons. The text above the desktop asks the user to identify the Internet Explorer icon.

Notes:

How would you launch Internet Explorer? Use your mouse to locate and click on the icon.

4.9 Identify



Notes:

Where is the recycle bin? Use your mouse to locate and click on the recycle bin.

4.10 Campus Log in

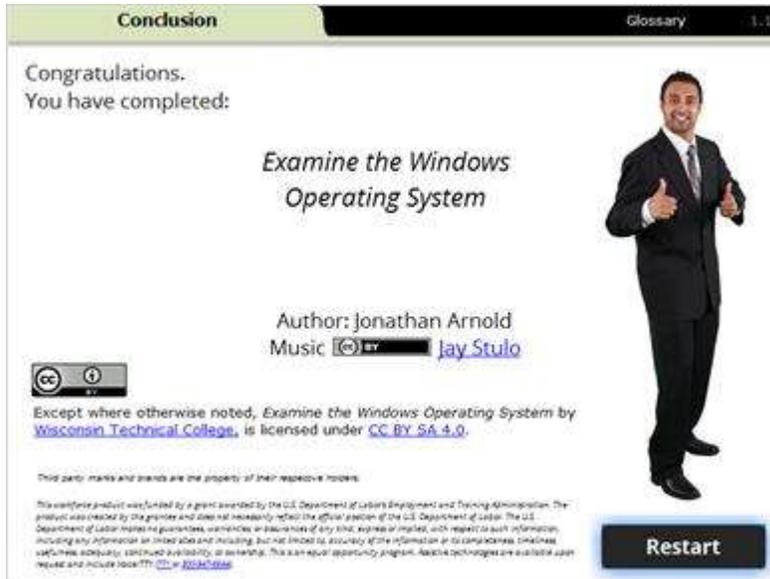


Notes:

You are on-campus at a computer lab and need to use the computer to type a paper for class. Complete the necessary steps to log in to the computer. Your username is tsmith. Your password is r3vd7ti.

5. Conclusion

5.1 Conclusion



The screenshot shows a course completion screen with a green header bar containing 'Conclusion' and 'Glossary 1.1'. The main content area features the text 'Congratulations. You have completed:' followed by the course title 'Examine the Windows Operating System'. Below this, it lists the author 'Jonathan Arnold' and the music provider 'Jay Stulo'. A Creative Commons BY-SA 4.0 license icon is displayed. A man in a suit giving a thumbs up is on the right. At the bottom right is a 'Restart' button. Small text at the bottom provides legal disclaimers and a URL for accessibility information.

Conclusion Glossary 1.1

Congratulations.
You have completed:

*Examine the Windows
Operating System*

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Music  by [Jay Stulo](#)

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Restart

Notes:

Congratulations. You have completed: *Examine the Windows Operating System*.

Use your mouse to click on the restart button if you would like to repeat this module.