Computer System

Lecture Two

Activities of windows.7

Prepared By

M.Sc. Abd Ali Hussein

2017-2018

Outline

1. Objectives.
2. Window Components.
3. The taskbar of Win.7 .
4. Shut Down menu in Win.7.
5. Size of the Windows.
6. Windows Mouse Actions.
7. Dialog Boxes.

Objectives

1. Explain the Taskbar in the windows 7.
2. Explain Window Components .
3. Illustrate Shutdown.
4. Explain the size of the Windows.
5. Illustrate the Window Mouse actions in Win.7.
6. Explain the Dialog Boxes.

Taskbar

❑ **The taskbar is the bar that appears below the desktop window, it enables you to move between open windows and provides access to the resources of your computer.**

❑ **The taskbar includes the following: Start menu, Taskbar buttons, Toolbars (optional), and Notification area**

Taskbar

❑ *Notification area*: formally called the **System Tray**, is the area on the right of the Taskbar where you can view programs and tasks that are running in the background, as well as view important messages about updating your computer.

❑ *Windows 7* supports many features directly in the taskbar buttons. Specifically, you can use:

❖ Jump Lists and very small toolbars to quickly access frequently used commands.

❖ Overlay icons to show status for running programs.

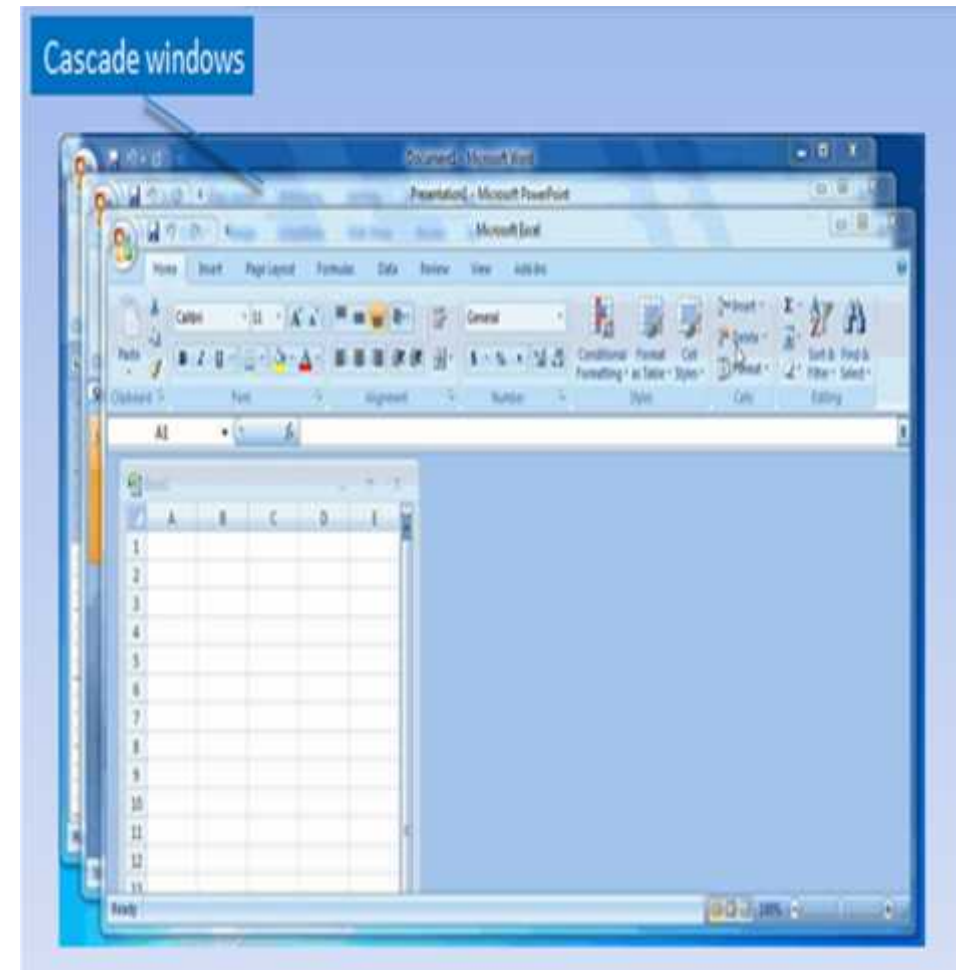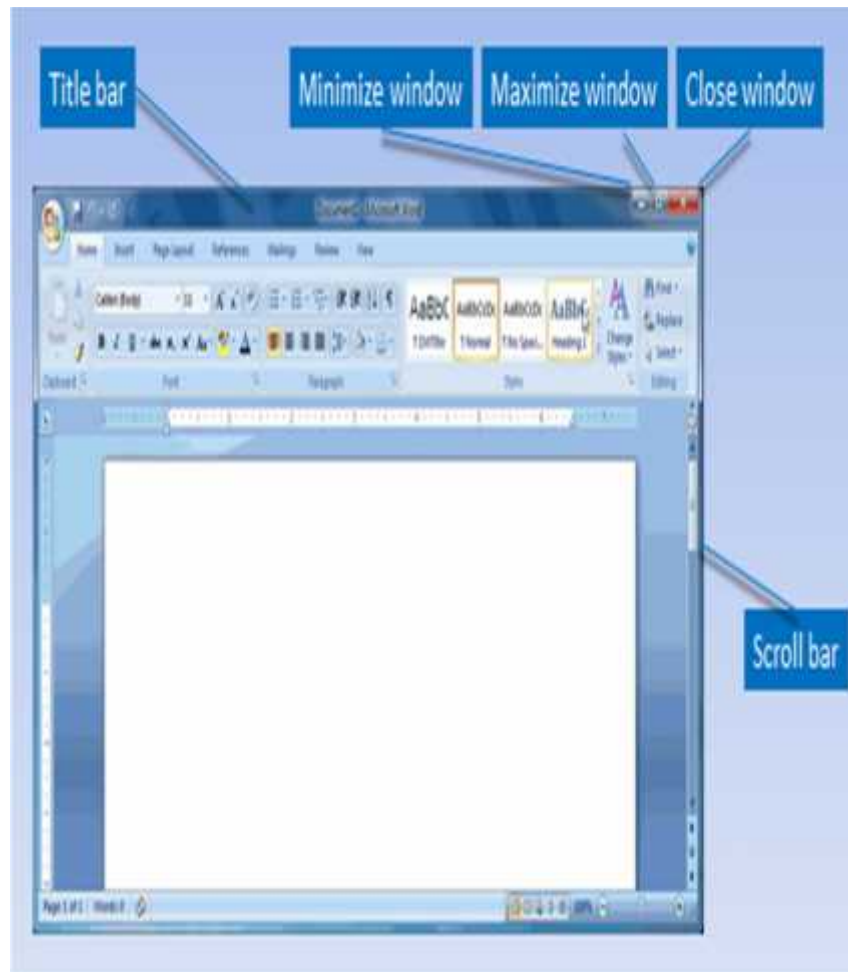❖ Taskbar button progress bars to show progress for long-running tasks.

Overlay	Status
⚠	Warning
⊗	Error
✗	Disabled/Disconnected
⊘	Blocked/Offline

Window Components

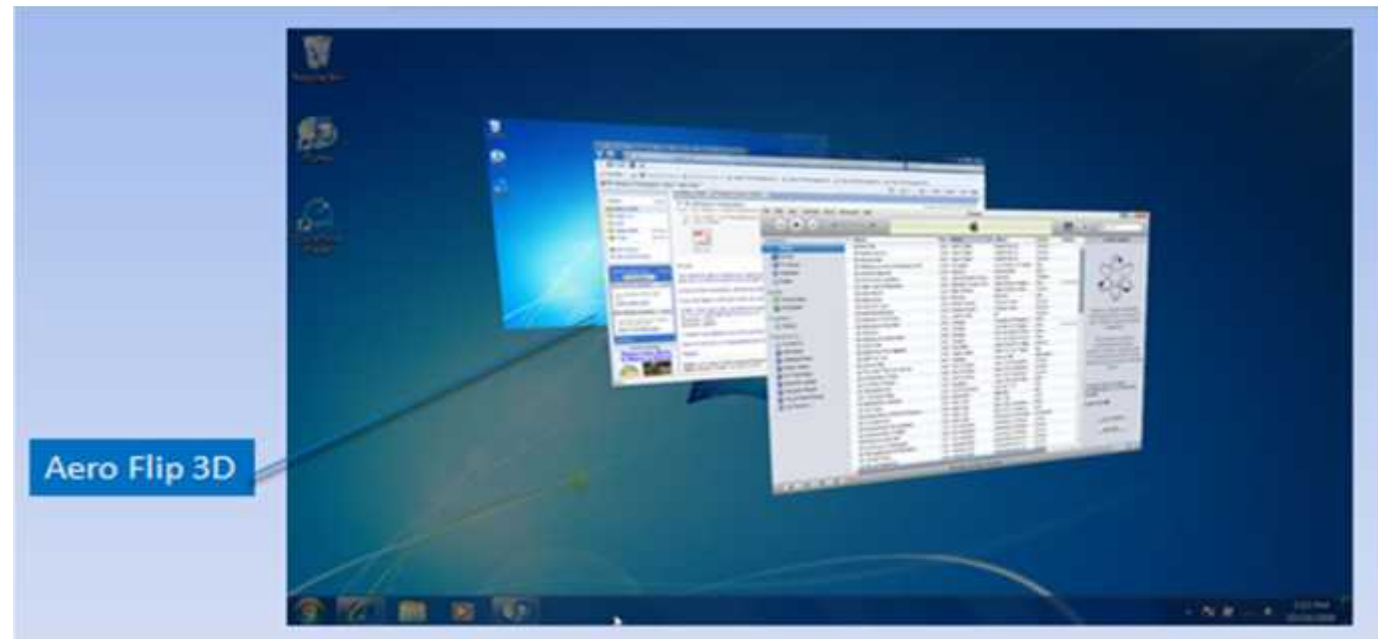**All windows share common components which make it easier for you use the applications.**

Window Components

The title bar, at the top of every open window provides the name of the file or folder, as well as the application name.

Located on the right side of the title bar, the control buttons enable you to (minimize, maximize, close, and restore).

In some cases, scroll bars appear on the right side of the window or along the bottom. Click the arrows to move up or down the document, or to the sides.
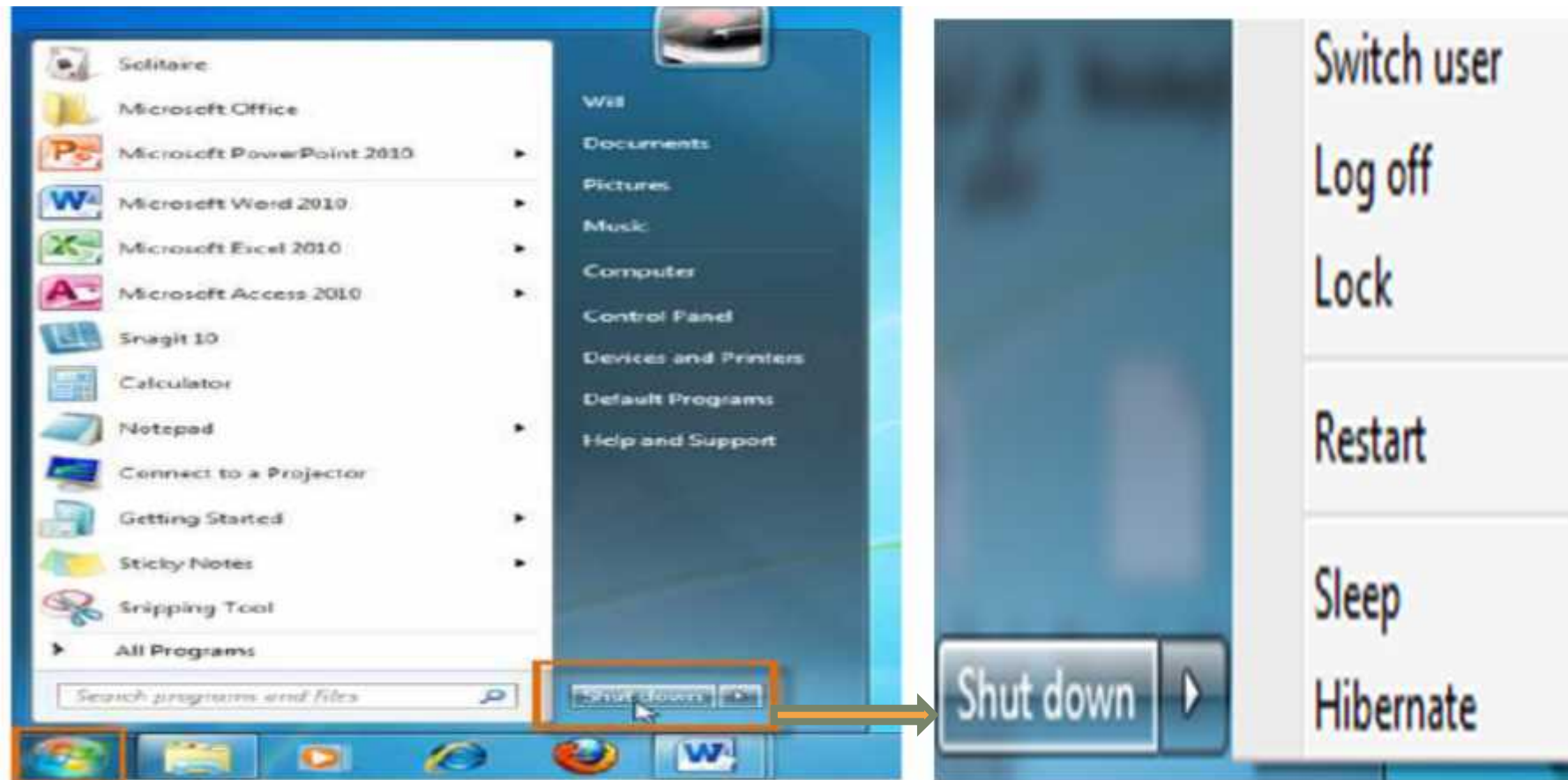
Win.7/ Shut Down

❖ *Shut Down*

Click the **Start** button and then select the **Shut down** button .

❖ You can also click

the **a triangle** to the right of the Shut down button for more options.

Shutting down Windows 7

Shut Down

- **Option No. 1: Shut down**

  If you click the Shut down button itself, without clicking the triangle and opening the other options, **Windows 7 ends all current processes and shuts down the computer completely** (Ends all programs and stop the computer to work).

- **Option No. 2: Restart**

  The Restart button "reboots" your computer (it is sometimes called a "*warm boot*" or "*soft boot*") That means it saves your information to the hard drive, turns off the computer for a moment, then turns it back on again *(Stop the computer and then rerun)*

Shut Down

❖ **Restart is most often done after:**

➢ determination a problem (**The first treatment to solve the problem**).

➢ Adding a new program.

➢ Changing the layout to the Windows.

➢ Troubleshooting (**find the mistakes and resolve it**).

❑ *Option No. 3: Switch User*

Programs for the first user which remains open behind the new window of the second user until ending his work where the first user returns to the logged on again.

Shut Down

❑ **Option No. 4: Sleep**

OS saves interface your work and remains in sleep state that puts your computer into a low-power state, but doesn't turn it off.

The main advantage of Sleep option is that

➢ It allows you to get back to work quickly. Normally, it's ready to work within seconds.
➢ It is a good option when leaving the computer for a short period.
➢ It saves power (which saves money) .
➢ Slowly drain the battery.

❑ *Option No. 5: lock*
   It prevents any user to log on without authorization.

Shut Down

❑ *Option No. 6: Log Off*
   It closes all programs and stays computer
is operated so that another user can log on.

❑ *Option No. 7: Hibernate*

➢ **It is arrangement between the Shut down and Sleep mode.**
➢ **It remembers the current state of the desktop (when you is back to work, the Previous windows will be waiting for you).**
➢ **fully shuts down the computer.**
➢ *choose this option in the case of leaving the computer for a long time to avoid the death of the battery , it doesn't use any power, but still remembers what you were doing.*

Size of the windows

Windows 7

Minimize: Reduce a window to the Task Bar	Maximize: Reset a window to display Full Screen	Restore: Restore a window to its previous size.	Close: Close an open Window or program.

The sizes of the windows on your screen can be changed so that more windows are visible. Following is a list of common features that can be implemented on all windows.

Size of the windows

❑ *Maximize*

Which is used to maximize the window by making its cover the full screen.

❑ *Minimize*

Which is used to minimize the window and make it the form of a small bar on the taskbar.

❑ *Restore*

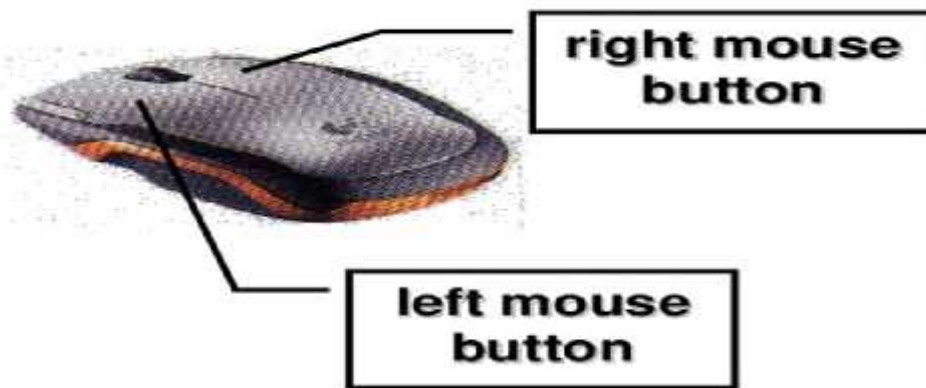**Which is used to restore the window to its true size enlarged to cover the entire desktop.**
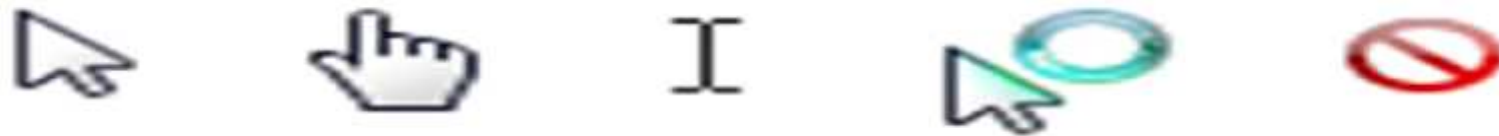
❑ *Closed*

Which is used to close the window

Windows Mouse Actions

❑ **Mouse:** is considered an important input to be used in dealing with all files and programs in the computer. It consists of the right button and the left button and reel them in.

right mouse button

left mouse button

❑ *Physically moving the mouse moves the graphic pointer (cursor) on the screen. The pointer has a variety of shapes to indicate its current behavior.*

Windows Mouse Actions

❑ *mouse actions:* **The actions that can be performed by using mouse are summarized as follows:**

➢ *Single left click: Clicking the left button, it is used to determine the icon.*

➢ *Double left click : double-clicking the left button, it used to open the program icon or File.*

➢ *Drag-and-drop: is used to change the location of the icon on the desktop.*

➢ *Single right click: Clicking the right button, it used to open a dropdown list which contain the special instructions about this icon. Use the right mouse button to see Drop-down menu (list options):*

1. View an object's Properties.

2. Cut, Copy and Paste.

3. Create or Delete files and folders/directories.
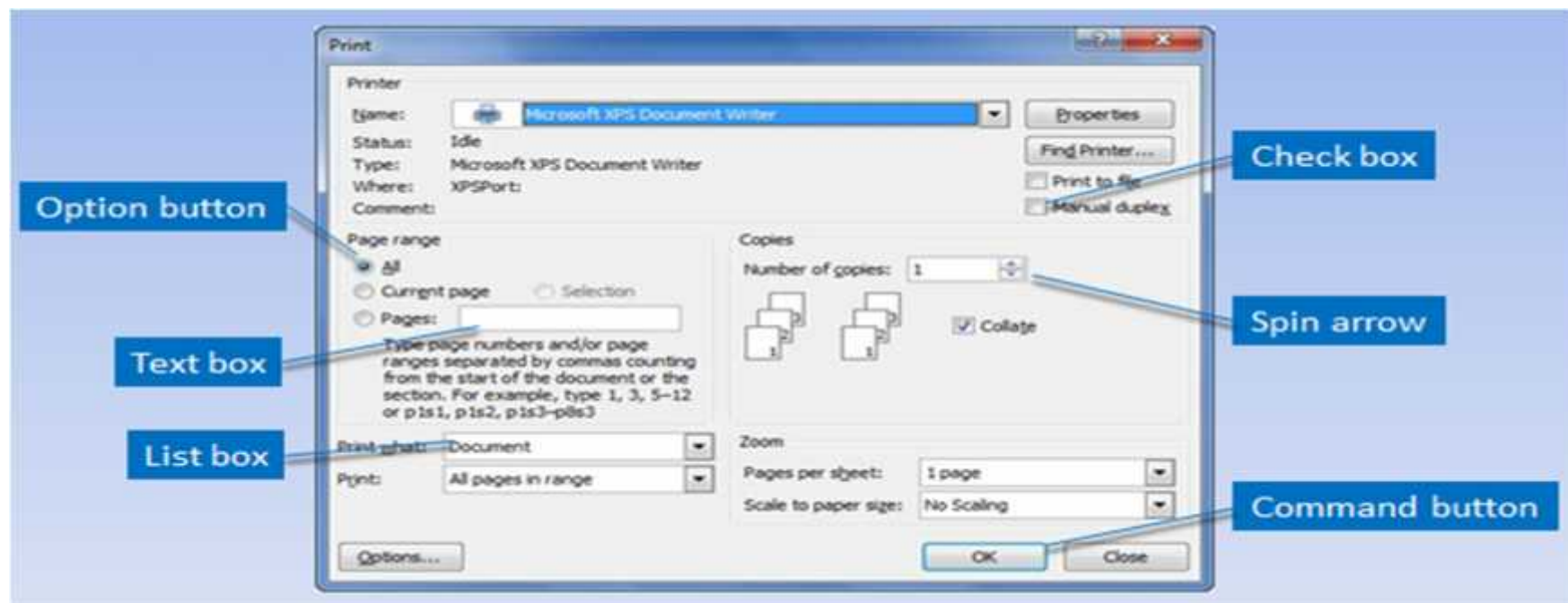
4. Create Shortcuts

Windows Mouse Actions

Drop-down menu

Dialog Boxes

-*Standard windows include file, folder and program windows. A special type of window is a dialog box, which displays when an operation requires report or additional information.*

-*It is important to read the information in the box and not just click the Close button or OK. Using a dialog box, you indicate how you want an operation to be completed. Such as Print dialog box shown here is very typical and contains a number of selections.*

Q :- choose A or B

A- What are the options to change the Size of the windows ?

B- Explain using mouse buttons?

Questions