

Computer System

Lecture Four

Activities of windows

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Outline

- 1. Objectives.*
- 2. The Search option.*
- 3. Creating the short cuts.*
- 4. The gadgets options.*
- 5. File properties.*
- 6. Help and Support option.*
- 7. General keyboard shortcuts.*

Objectives

- 1. Explain the Search in the Win.7.*
- 2. Define the shortcut.*
- 3. Explain the gadgets option.*
- 4. Explain the file properties.*
- 5. Illustrate the Help option.*
- 6. Listed General keyboard shortcuts.*

Search



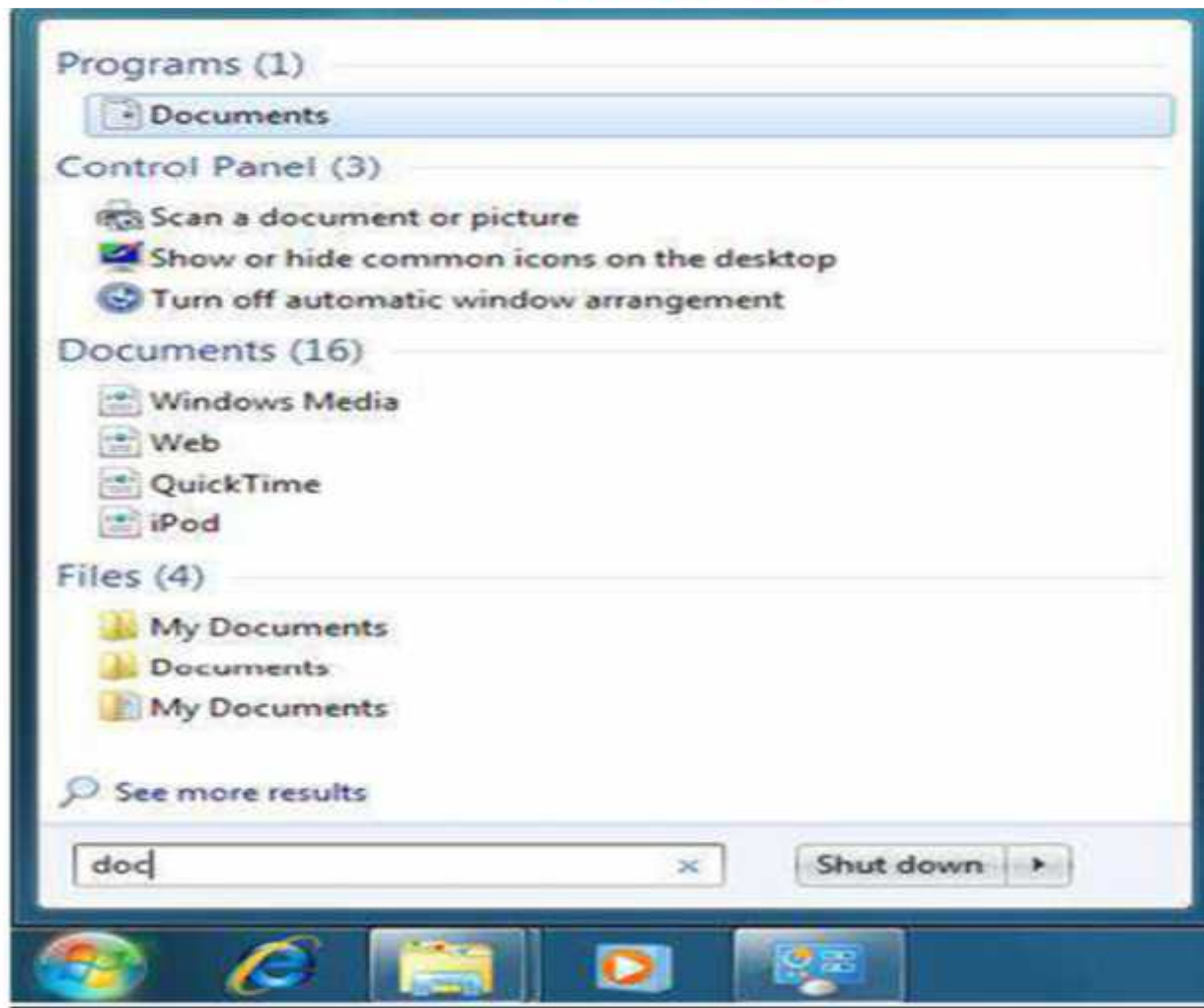
□ Finding Files and Folders

- Choose **Search Programs and Files** from the **Start Menu of start button** to locate files based on **Name, Location, Date Modified** or a document **Containing a Word or Phrase** you provide.



Search Programs and Files

Search



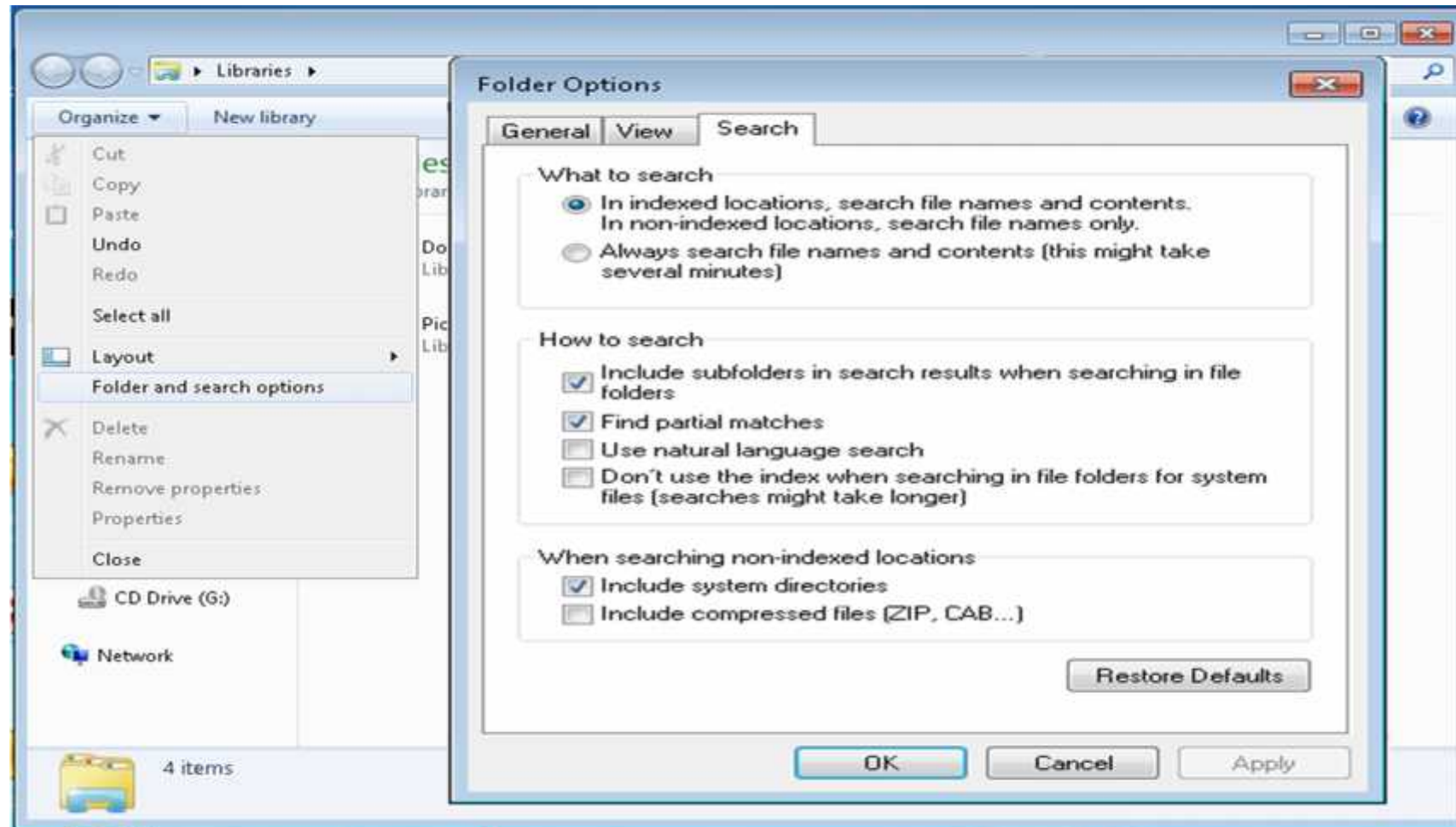
Find documents fast with the new Search

Search



- pressed the right mouse button on **Start button**
- **Click** on the **Open windows explorer** option to obtain a new *window*
- choose **Organize** option *and* click on it to display many options, then
- Press on the **Folder and search options, to obtain Folder Options window**
- Choose **Search button** to display *dialog box* in the following manner options:
 - what to search
 - How to search
 - when searching non- indexed locations
- After you have determined the choices we press ok

Search



Creating Shortcuts



❑ *Why are you Create Shortcuts on the Desktop? How ?*

Create Windows 7 Shortcuts on the Desktop to quickly access frequently used files, folders and programs.

- a. **Right-click** on any file or folder you want to create a shortcut.
- b. Select **Copy** or **Create Shortcut option** where applicable from the *Drop-down menu*.
- c. Change to desired location where you want to create the shortcut.
- d. Right click and select **Paste Shortcut option**. The shortcut appears.

Gadgets



❑ *Desktop gadgets are customizable mini-programs that can display information, such as continuously updated headlines or a picture slide show, without having to open a new window.*

❑ *To add a gadget, right-click on the desktop and choose **Gadgets** option. Drag and drop a Gadget onto the desktop and customize its settings or by **Add** option.*



Desktop gadgets

File Properties



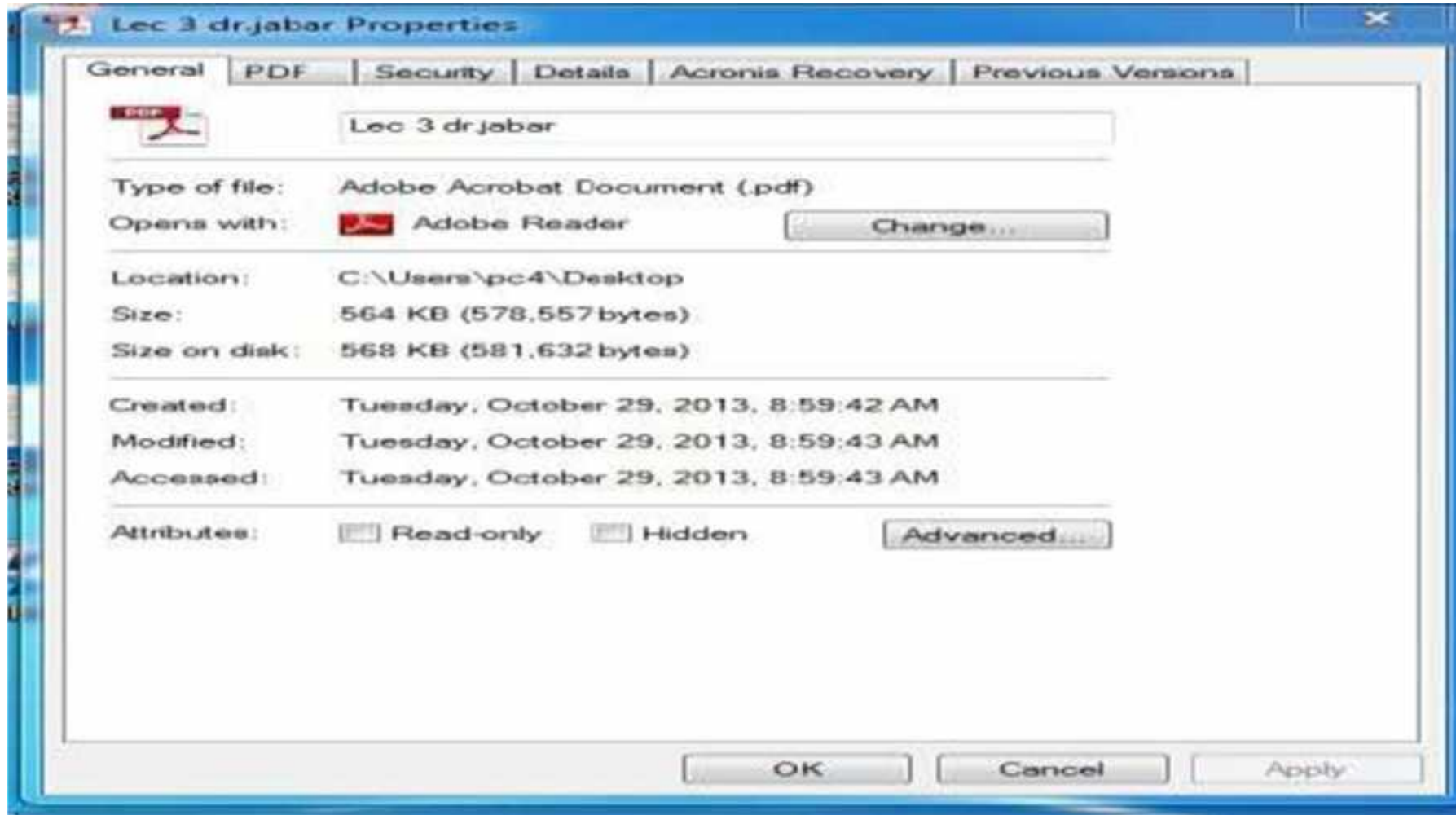
- *When you view the properties of a file and go to the General page, there are some check boxes at the bottom for file attributes.*
- *There's one for Read-only and one for Hidden, and then it gets weird. Sometimes you get Archive and sometimes you get an advanced button. What controls which one you get?*
- *It depends on whether there is anything interesting in the advanced dialog.*

Select file right click properties General.

R = Read-Only: *Most software, when seeing a file marked read-only. On the other hand, they will let you modify or delete the file, but only after asking for assurance.*

H = Hidden: *If the file is marked hidden then under normal states it is hidden from view*

File Properties



Help and Support



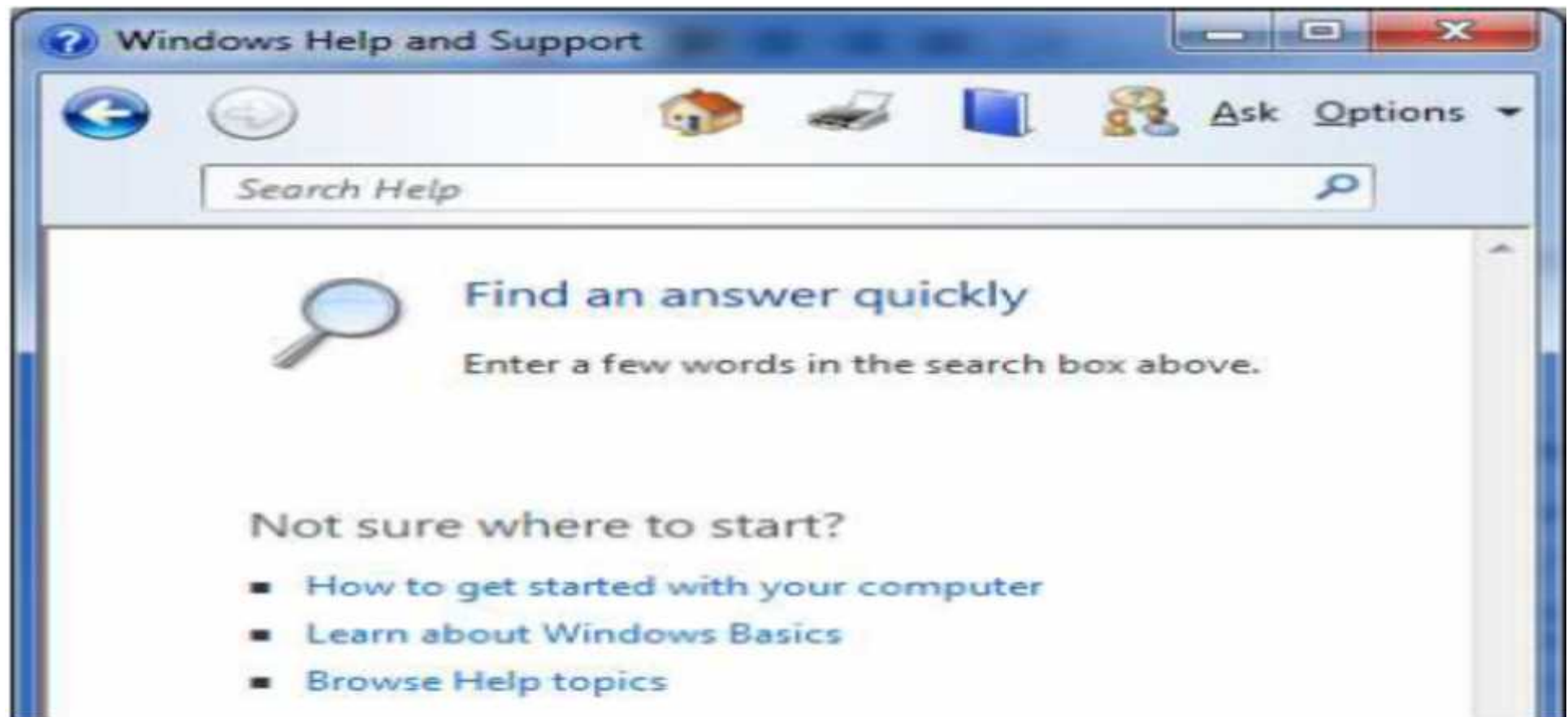
Help and Support :

- *Choose from the **Start Menu or Press the F1 key** for access to quick answers to your Windows 7 questions.*
- *Opens Windows Help and Support, where you can browse and search*
- *Help topics about using Windows and your computer.*

To access the Help and Support Center:

- *Click Start then Help and Support.*
- *The Help and Support Center window opens.*
- *The home section is displayed.*

Help and Support



Help and Support

Help and Support



Help and Support

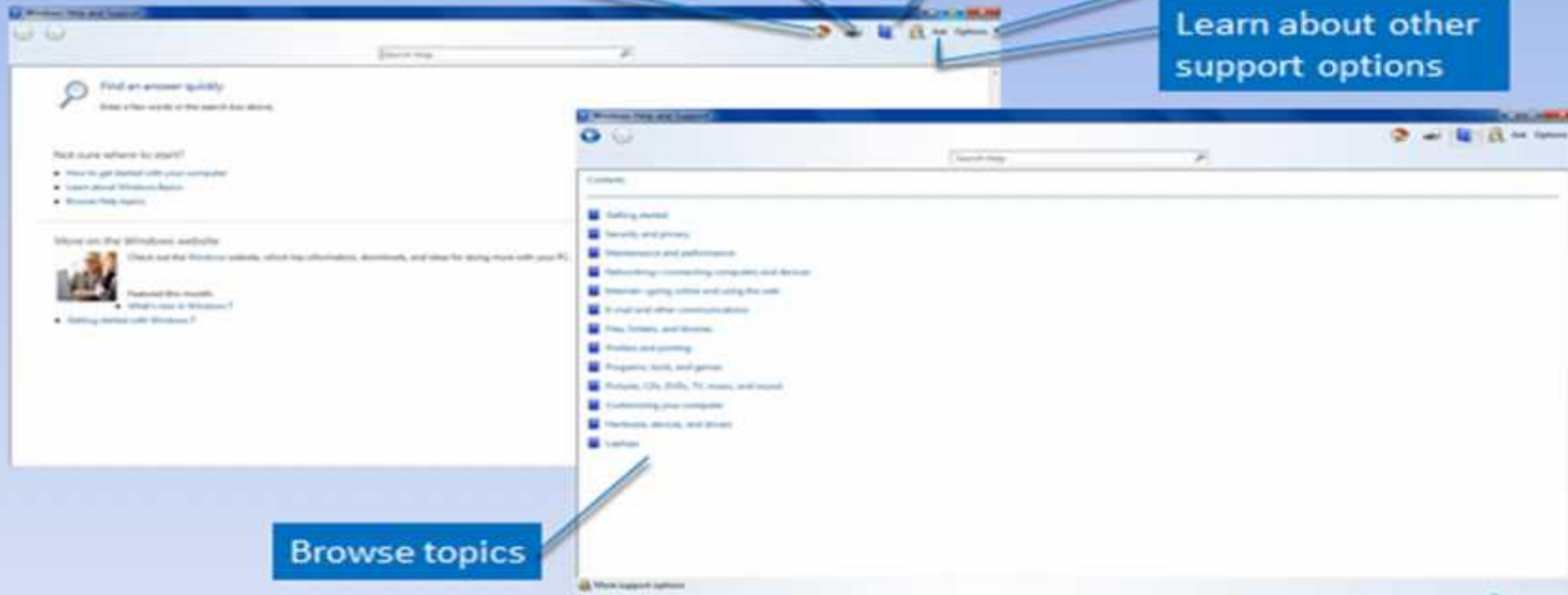
Help and Support home

Print

Browse help

Options

Learn about other support options



Browse topics

General keyboard shortcuts



The following table contains general some of keyboard shortcuts.

NO	Press key	To do
1	<i>Ctrl + A</i>	<i>Select all items in a document or window</i>
2	<i>Ctrl + C</i>	<i>Copy the selected item</i>
3	<i>Ctrl + X</i>	<i>Cut the selected item</i>
4	<i>Ctrl + V</i>	<i>Paste the selected item</i>
5	<i>Ctrl + Z</i>	<i>Undo an action</i>
6	<i>Ctrl + Y</i>	<i>Redo an action</i>
7	<i>Ctrl + O</i>	<i>Open the file for any program</i>
8	<i>Ctrl + N</i>	<i>Open a new window</i>
9	<i>Ctrl + Shift + N</i>	<i>Create a new folder</i>
10	<i>Ctrl + W</i>	<i>Close the current window</i>
11	<i>Ctrl + F</i>	<i>Select the search box</i>

General keyboard shortcuts



NO	Press key	To do
12	<i>Ctrl + P</i>	<i>Print the selected item</i>
13	<i>Ctrl + S</i>	<i>Save the last changes of the opened item</i>
14	Ctrl + Shift (left)	Go writing pointer to the left
15	Ctrl + Shift (right)	Go writing pointer to the right
16	<i>Alt + Tab</i>	<i>Move among opened windows and opened which its selected</i>
17	Alt + Shift (left)	Change the writing from Arabic to English
18	Alt + Shift (right)	Change the writing from English to Arabic
19	<i>Alt + Esc</i>	<i>Move among task bar windows</i>
20	<i>Alt + F4</i>	<i>Close the opened windows</i>
21	<i>Alt + D</i>	<i>Select the address bar</i>

General keyboard shortcuts



The following table contains general some of Function buttons in the keyboard

NO	Press key	To do
1	F1	Display Help
2	F2	Rename the selected item
3	F3	Search for a file or folder
4	F4	Display the items in the active list
5	F5	Refresh the active window
6	F6	Move the cursor to the address bar in Internet Explorer
7	F7	spell check and grammar check a document in Microsoft programs
8	F8	used to access Windows Safe Mode .
9	F9	Refresh document in Microsoft Word .
10	F10	Activate the menu bar in the active program
11	F11	Enter and exit full screen mode in all modern Internet browsers .
12	F12	Save the document as a new file

Questions

