Computer الحاسوب

كلية النور الجامعة
قسم أشعة وسونار/المرحلة الأولى

م.م.نور محمد
COMPUTER is an electronic machine that follows a set of instructions in order that it may be able to accept and gather data and transform these into information. Or it’s an electronic machine that accepts input, processes data, stores data and produces output.

Computer perform three main operations:
1. Receive input
2. Process it according to predefined instructions
3. Produce output
The components of a computer system are:

1. **Hardware**: Physical Components like Screen, Cables, keyboard, Printer. The hardware cannot do anything without software.

2. **Software**: A set of instructions that tells the computer what to do and how to do it. Such as: Microsoft office, Computer Games and Graphics Programs.

3. **Users**: A person who uses the software on the computer to do some tasks.
According to their capacity and performance, computers are classified into many categories:

**Super Computers** are high-capacity computers that cost millions of dollars, and are often used for research. They are used in weather forecasting, oil exploration, and aircraft design.
Mainframes:

Room-sized, expensive, high speed, very powerful, large storage capacities and occupy special air-conditioned rooms. They are used in banks, government departments and large organizations.

personal Computers (PCs)

Can be set on a desk. They are not expensive; therefore, they are very popular, easy to use, cheap, low capacity compare with mainframes and supercomputer, made by IBM
Laptop computers
It is small, briefcase-sized and portable. It has a small screen and a small keyboard. Run on batteries.

Mac Computer
• Made by Apple Macintosh. Uses different operating systems.
• Required special versions of application programs.
Software is a set of instructions, data or programs used to operate computers and execute specific tasks.

Computer software is a collection of computer programs and related data that provides the instructions for telling a computer what to do and how to do it.

Any set of instructions that guides the hardware and tells it how to accomplish each task.
• It’s a system Software that acts as an intermediary/interface between a user of a computer and the computer hardware.
• System software is computer software designed to operate the computer hardware to provide basic functionality and to provide a platform for running application software.
• Refers to the operating system and all utility programs that manage computer resources at a low level.
The operating system is a special type of program which loads automatically when you start your computer. The IBM PC (Personal Computer) was introduced way back in 1981 and was originally supplied with an operating system called DOS (Disk Operating System).

Microsoft introduced Windows and this is the operating system which is most widely used on PCs today. There are a number of different types of Windows. Most people are today running either Windows XP or Windows Vista or Windows 7.

- Linux, UNIX, Mac OS X
Types of operation system

**Types of Operating computer system**
- Windows
- Mac X
- Unix/Linux
- Chrome OS

**Types of Operating Mobile system**
- Android
- iOS
- Windows Phone
Programming Software

- **Programming software**: Software programming it is a program used within the computer technology field that primarily deals with writing code.

- **Example** of programming language:
  1. C
  2. C++
  3. C#
  4. BASIC
  5. JAVA
  6. Visual Basic
  7. Python
  8. HTML
  9. PHP
• Consists of programs designed to make users more productive and/or assist with personal tasks

- To make business activities more efficient
- To assist with graphics and multimedia projects
- To support home, personal, and educational tasks
- To facilitate communications
Types Application Software

- Word processor
- Spreadsheet
- Presentation Software
- Database Management System
- Graphic Editor
- Web Browser
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Contents of lecture

- What is Computer Hardware?
- Processing Hardware?
- Processor? Memory?
- Input device?
- Output devices?
- Storage devices?
- Storage units
Hardware is the Physical Component of a Computer System. It Refers to the Electrical Parts and Devices that Make Up a Computer.

Generally, hardware is categorized according to the four basic operation it performs:

- **Input devices** (we use to send data to computer processor/memory)
- **Processors** (fetch, decode and execute data into information)
- **Memory** (it holds data/instructions that CPU needs)
- **Output devices** (display information/results)
Hardware

- Mouse
- Keyboard
- Monitor
- CPU
- Motherboard
- RAM
transformation raw data into useful information is called **Processing**.

A **central processing unit (CPU)** is the electronic circuitry that carries out the instructions of a computer program by performing the basic arithmetic, logical, control and input/output (I/O) operations.

The basic function of a CPU is to **fetch**, **decode** and **execute instructions** held in ROM or RAM.
WHAT IS A PROCESSOR

• It is called the brain of the computer, The faster the speed of the processor, the faster the execution of instructions.
• CPU has four main parts:
  1. Control Unit
  2. Arithmetic Logic Unit (ALU)
  3. Registers
  4. BUS
In computing, memory refers to the physical devices used to store programs (sequences of instructions) or data. i.e. Text, Images, Videos etc.

Computer memory is the storage space in computer where data is to be processed and instructions required for processing are stored.

Memory is of three types
1. Cache Memory
2. Primary Memory/Main Memory
3. Secondary Memory
DIGRAM OF MEMORY

Memory

- Cache Memory
- Primary Memory
- Secondary Memory

Primary Memory

- RAM

Secondary Memory

- Hard Disk
- CD
- DVD
Cache Memory is a special very high-speed memory. It is used to speed up and synchronize with high-speed CPU.

- It acts as a buffer between the CPU and main memory.
- Computer CPU can access cache memory more quickly than it can access regular RAM.
It is divided into two subcategories ROM and RAM.

- ROM (Read only memory)
  1. The computer has a ROM (Read only memory)
  2. ROM permanently store its data even if the computer is turn off.
  3. ROM is called non-volatile memory
  4. It is slower than RAM Memory.
  5. It is a memory for reading only.
Memory in a computer in which data is stored for quick access by the processor (CPU).

1. Data is held in the RAM (Random accesses memory). RAM is erased when the computer is reset or the power is turned off.
2. RAM is a volatile memory.
3. Stored information is lost if computer is turned off.
4. RAM is also called read/write memory.
5. RAM is faster than ROM.
Input Hardware are Used To Enter Data Into A Computer by Keyboard, Direct Reading Through Scanners And Pointing Devices Like The Mouse. Input hardware converts data, e.g., text, image, drawings into a form that a computer can understand and use.
Input hardware

- Mouse
- Keyboard
- Joystick
- Light Pen
- Touch Pad
- Microphone
- Track Ball
- Digital Camera
- Scanner
Output hardware(output devices):

- **Output hardware(output devices):** Hardware used to display/produce the output of the computer system after processing data.
- **Output:** the presentation of results of processing from computer to humans or other machines.
Output hardware (output devices)
Secondary Memory

Secondary memory is a device for recording (storing) information/data, and used to store data for future use, these devices may be found inside or outside the computer. There are different kinds of storage devices.

Secondary memory types:
- Hard disk
- Flash memory
- CD & DVD
- Floppy Disk
The hard disk is the mass storage device for software applications and data files. It provides a semi-permanent storage place for data. At present hard disks have high capacities. For the PC users, hard disks ranging from 80GB to 1TB or 2 PB of storage space.
Storage units

- **BIT** 0 or 1
- **Bytes** 8 BIT
- **Kilobyte** KB 1024 bytes
- **Megabyte** MB 1024 kilobytes
- **Gigabyte** GB 1024 megabytes
- **Terabyte** TB 1024 gigabytes
THANKS!

Any questions?
Computer Applications
Contents of lecture

- Tiles in start menu
- Connect to Wi-Fi
- Opening an Icon
- Create new folder
- Controlling the desktop windows
- Moving Files or Folders
- Window (minimize, maximize, close)
- Copying Files or Folders
Renaming Files or Folders
Deleting Files or Folders
Restoring Deleted Files or Folders
In the right pane of the Start menu, you’ll find tiles for some common apps.
To move a tile, just drag it to another position. You can rearrange them within the pane. You can also drag apps between the tile view and the app list view.
Right-click a tile to display a menu for performing other actions with that tile which may include:
❖ Unpin from Start
❖ Resize
❖ Uninstall
➢ More
➢ Open recent files with the app
Connect to Wi-Fi

we will look at connecting to the internet using Wi-Fi or wireless internet. Before going ahead make sure you are in an area where there is Wi-Fi available, you know the name of the network and that you have the password to access it

1. Click once on the wireless icon at the bottom right of the taskbar.
2. Click once on the network you want to access
3. Click once on “Connect”, (Keep the box for “Connect Automatically” checked as it means you won’t have to do this procedure again to connect to this network.)
4. Type in the **password** (sometimes known as “The Key”)

5. If all the details are correct it should connect in a few seconds

6. Press the **“ESC”** key at the top right of the keyboard to come out of the network connections. You are now connected to the internet
Applications are represented by desktop icons or start panel buttons.

To open a desktop Icon there are three options:
1. Double click the left mouse button or touch pad in laptop.
2. Highlight the icon (single click left mouse button) and press the “Enter” key on the keyboard.
3. Point to the desktop icon and click the right mouse button. Left click on the “Open” menu option.

To open a quick access Icon on the task Bar:
Single click the left mouse button and click open.
The following explains how to create folders on the desktop:

1. Right-click the desktop.
2. Select the New.
3. Click Folder.
4. A new folder will appear on the desktop. Enter your preferred name for the folder and press the Enter key.
Controlling the desktop windows (minimize, maximize, close)

- Using search menu to locate paint application
- Double click the paint icon and application will open
The **three buttons** on the right end of **the title bar** are:

1. **Minimize** Minimizing a window doesn’t close the file or app in the window, but closes the window on the screen. You can reopen the window by selecting the corresponding taskbar button.
2. **Maximize/Restore** When a window fills only part of the screen, maximizing it increases it to full-screen size. When a window is maximized, restoring it returns it to its previous part-screen size.
3. **Close** Closing a window also closes the file or app that the window contains
Minimise: Shrinks the program down to the taskbar at the bottom of your screen, but does not shut it down

Maximise: Makes the program expand to fit the screen monitor so you can see as much as possible.

Close the program you are using
To maximize a window

• Double-click the window title bar.
• At the right end of the title bar, select the Maximize button.
• Drag the window by its title bar to the top of the screen, and then release it.
• Press Win+Up key Arrow to maximize a non-snapped window.
As you can see Word is open and so is Chrome the programs are there and still open but are minimised to the taskbar. All other Icons are closed and are not in use and as you can see are not highlighted.

Click on the Icon for **Word** Again to make it pop up again.

Click on the Icon for **Chrome**.
1. Open paint and Notepad application
2. Minimize the Paint Application.
4. Restore the Paint Application from the Task Bar, or double click to the title bar
5. Restore the Notepad Application from the Task Bar.
6. Click on the Title Bar of the Notepad and Paint applications and drag the windows together so the two applications are placed side by side on the desktop.
7. Move the mouse pointer to the top border of the Paint application until the up and down arrows appear.
Moving Files or Folders

Windows 10 allows you to move your files and folders from one location to another. The following explains how to do so:

1. Navigate to the file or folder that you wish to move.
2. Right-click the file or folder you wish to move.
3. Click Cut.
4. Navigate to the folder location that you wish to move your file or folder to.
5. Right-click inside the folder and click Paste
Windows 10 allows you to copy your files and folders from one location to another. The following explains how to do so:

1. Navigate to the file or folder that you wish to move.
2. Right-click the file or folder you wish to move.
3. Click Copy
4. Navigate to the folder location that you wish to move your file or folder to.
5. Right-click inside the folder and click Paste.
There may be times in which you will need to rename your files and folders.

For example, you may require multiple versions of a file or folder and need to differentiate between the versions:

1. Navigate to the file or folder that you wish to rename.
2. Right-click the file or folder that you wish to rename.
3. Click Rename.
4. Type the new name of the file or folder.
5. Press Enter on your keyboard when you are done.
The following explains how to delete files or folders from your computer:

1. Navigate to and click the file or folder that you wish to delete.
2. Press the Delete key on your keyboard.
3. On your Desktop, double-click the Recycle Bin.
4. Right-click anywhere in the Recycle Bin.
5. Click Empty Recycle Bin to completely delete the file or folder from your computer.
If you have not emptied your Recycle Bin, you may restore your deleted files to their original file location.

The following explains how to do so:
1. Double-click to open the Recycle Bin
2. Right-click the file or folder that you wish to restore
3. Click Restore. Your file will be restored to its original location
Computer Applications
Contents of lecture

- Icons View
- Icons Sort by
- Changing Background
- System color
- Apply Themes
- Screen Saver
- Windows 10 features
When you turn on the Auto Arrange Icons feature, Windows moves all desktop icons so they line up from the upper-left corner of the screen in the order (from top to bottom and then left to right).

If you want to organize (or disorganize) icons without using the grid, you can turn off grid alignment, and then drag items to whatever desktop position you want.
To set the size of desktop icons Right-click the desktop, select View, and then select
1. Large icons
2. Medium icons

To hide or display desktop icons Right-click the desktop, select View, and then select Show desktop icons.
If you want Windows to set the order for you, right-click the desktop, select Sort by, and then select the order you want:

1. Name
2. Size
3. Item type
4. Date modified
The following explains how to change the desktop background (wallpaper) in Windows 10:
1. Right-click the desktop.
2. Click Personalize in the window that appears.
3. You will be taken to the Personalize Desktop window. Here, you may toggle the type of desktop background in the Background drop-down. If you wish to select a different picture, you can choose from the Choose your picture fields.
The following explains how to change the desktop color background (wallpaper) in Windows 10:
1. Right-click the desktop.
2. Click Personalize in the window that appears.
3. You can select a solid color you want.
Themes

- Themes that provide a *desktop background image* or *series of images*, and a corresponding system accent color.

- Theme can also include *custom notification sounds* that play to *notify you of Windows events* (such as a *low battery* and *app events* (such as an *incoming instant message*, a *blocked pop-up window*).
When your computer is left idle for sometime, you notice some moving pictures or graphics appearing on the screen. When you change the position of the mouse or press any key on the keyboard, the desktop appears once again on the screen. These moving graphics are known as screen savers. A **screen saver** is a program that displays moving pictures or graphics on the computer system. It starts when the computer system is left idle for some time without performing any operation.
There is an option to change the screen saver and choose the desired one for your computer. Windows comes with several screen savers. These screen savers may appear when your computer goes idle. The following explains how to change your screensaver in Windows 10:

1. Right-click the desktop.
2. Click Personalize in the window that appears.
3. In the Settings window, click Lock Screen.
4. Click Screen saver settings, located at the bottom of the window.
5. The Screen Saver Settings window appears. From here, you may select your preferred screen saver and set the amount of time that your screen saver appears after being idle.
6. Click Apply to apply your settings.
7. Click OK
8. Click the Close button to close the window.
Windows 10 features

• **Notifications**: One of the changes that came with Windows 10 is the Notifications Center, where the icon is next to the clock that you can click to see all the notifications from Windows and your programs.

• **Multi desktop feature**: One of the new features of Windows 10 is the ability to create more than one desktop and move between them exactly as you want. Where you will be able to quickly switch between one desktop and another in one moment and very quickly. Of course, this feature is not present in Windows 7, and it is for Windows 10 only.

• **Better control over Microsoft applications**

• **Speed and performance**.
Computer Applications
FILES AND FOLDERS

• Files and folders help to keep your computer organized.

• Computer documents are saved as files.

• Folders are used to store/organize your files.
<table>
<thead>
<tr>
<th>Basis of Comparison</th>
<th>File</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nature</strong></td>
<td>The file cannot contain files or folders.</td>
<td>The folder may contain files or folders.</td>
</tr>
<tr>
<td><strong>Extensions</strong></td>
<td>Files have extensions.</td>
<td>Folders do not have any extension.</td>
</tr>
<tr>
<td><strong>Size</strong></td>
<td>The size is not fixed, it may take some bytes or gigabytes.</td>
<td>The folder takes the size of the files inside it.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Examples for Files (text documents, audio, movies, Image and computer programs).</td>
<td>Examples for (storing files, shortcuts or other folders on a computer).</td>
</tr>
</tbody>
</table>
Create new file:
1. Right click on any empty place.
2. Select new from the list.
3. Choose folder or file.
File Views

• Right click on the file.
• Select View from the list.
• Choose to View user.
• Layout View (from Extra-large icons to content lists of files).
Sort by File

• Right click on the file.
• Select sort by from the list.
• Choose to sort by user.
  a. **Name**: Arrange icons based on their alphabetical order.
  b. **Date modified**: Arranges icons based on the date on which it was last modified.
  c. **Size**: Arranges icons based on their size.
  d. **type**: Arranges icons based on their type.
  e. **Ascending**: The order of files is ascending.
  f. **Descending**: The order of files is descending.
ADD A PRINTER IN WINDOWS

1. Open the Windows Start menu.
2. Then click to Settings
3. Then click on Devices
4. Next, select Printers & Scanners
5. Then click Add a Printer
Add printers & scanners

Add a printer or scanner

Printers & scanners
Adobe PDF
Fax
HP04C1F7 (HP Photosmart 5520 series) Offline
HTPrinter (HP Color LaserJet MFP M476dw) Offline
Microsoft Print to PDF
Microsoft XPS Document Writer

Let Windows manage my default printer
Control panel
Use the Control Panel to adjust your computer’s settings. Control Panel is a component of Microsoft Windows that provides the ability to view and change system settings. It consists of a set of applets that include adding or removing hardware and software, controlling user accounts, changing accessibility options, and accessing networking settings.
• **System and Security** - To configure system and security settings
• **Network and Internet** - To configure network connection types
• **Hardware and Sound** - To configure devices connected to the computer and settings for sound
• **Programs** - To remove, change, and repair applications
• **User Accounts and Family Safety** - To create and remove user accounts and set up parental controls
• **Appearance and Personalization** - To control the look and feel of the Windows GUI 10
• **Clock, Language, and Region** - To specify location and language
• **Ease of Access** - To configure Windows for vision, hearing, and mobility needs
change the date and time for your computer in two ways

From clock
Adjust date/time

From control panel
1. Adjust date/time
2. Date, time & regional formatting
3. Additional date, time & regional settings
KEYBOARD

**Keys types**
1. Functions Keys
2. Control Keys
3. Typing Keys
4. Navigation Keys
5. Numeric Keys
### Keyboard Shortcut

<table>
<thead>
<tr>
<th>Ctrl + C</th>
<th>Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + V</td>
<td>Paste</td>
</tr>
<tr>
<td>Ctrl + X</td>
<td>Cut</td>
</tr>
<tr>
<td>Windows Key</td>
<td>Start Menu</td>
</tr>
<tr>
<td>Windows Key + Tab</td>
<td>Task View</td>
</tr>
<tr>
<td>Ctrl + Windows Key + Left arrow and Right arrow</td>
<td>Switch between Virtual Desktops</td>
</tr>
<tr>
<td>Alt + Tab</td>
<td>Switch between open applications</td>
</tr>
<tr>
<td>Ctrl +Z</td>
<td>Undo</td>
</tr>
<tr>
<td>Alt + Shift</td>
<td>Switch between Arabic and English Language</td>
</tr>
<tr>
<td>Windows Key + UP arrow</td>
<td>Maximize window</td>
</tr>
<tr>
<td>Windows Key + Down arrow</td>
<td>Restore window</td>
</tr>
<tr>
<td>Windows Key + D</td>
<td>Show Desktop</td>
</tr>
<tr>
<td>DEL</td>
<td>Delete selected item</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------</td>
</tr>
<tr>
<td>Windows Key + i</td>
<td>Settings</td>
</tr>
<tr>
<td>Windows Key + x</td>
<td>Quick Access tool</td>
</tr>
<tr>
<td>Alt + Fn + F4 (if you are open program or app.)</td>
<td>close the currently active program</td>
</tr>
<tr>
<td>Alt + Fn + F4 (if you are at the desktop)</td>
<td>opens the Shutdown window</td>
</tr>
</tbody>
</table>
# File Extension

<table>
<thead>
<tr>
<th>File extension</th>
<th>File type</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
<td>Portable Document Format file</td>
</tr>
<tr>
<td>PPT, PPTX</td>
<td>Power point</td>
</tr>
<tr>
<td>TXT</td>
<td>Text file</td>
</tr>
<tr>
<td>EXE</td>
<td>Executable program file</td>
</tr>
<tr>
<td>GIF</td>
<td>Graphical Interchange Format file</td>
</tr>
<tr>
<td>PNG</td>
<td>Portable Network graphics</td>
</tr>
<tr>
<td>JPG, JPEG</td>
<td>JPEG graphic</td>
</tr>
<tr>
<td>DOCX, DOC</td>
<td>Microsoft Word</td>
</tr>
<tr>
<td>HTM, HTML</td>
<td>Web page source text</td>
</tr>
<tr>
<td>xls,xlsx</td>
<td>Microsoft Excel</td>
</tr>
</tbody>
</table>
Thank you
Computer Applications

م.م. نور محمد
Contents of lecture

- Windows 10 desktop
- taskbar
- Icon types
- Start menu
- Search menu
- shutdown
- Task view
- Notification center
To switch on a computer you use the power button, this is a universal symbol for how to power on devices.

When you press this button your computer will start “booting”. This means your computer is getting ready to be used and can take anything from 30 seconds to 5 minutes depending on the computer.
Once the computer powers up after a short period of time you will come to a screen with a random artistic image as the background.
Press any button once and it will disappear and be replaced with this. Click on “Sign in” with the left mouse button. If you have a password type it into the box that appears and click the arrow button.
Windows will now load up and you will eventually come to a screen called the Desktop.
The Windows 10 desktop is the standard way you will communicate with the PC. The desktop displays a background, a set of desktop icons representing the standard tools, a task bar, desktop control buttons.
The Taskbar is the thin strip that runs across the bottom of your screen. It is split into a number of different areas: a Start button, Quick Launch icons, a notification area, and a clock. All other areas are the Taskbar itself.
The taskbar is split into two areas. The strip at the bottom, with the clock to the right and the square, window shaped Start button to the left.
Taskbar contains:
1. Start button
2. search tool
3. Task View
4. quick access icons
5. Windows status icons.
You can customize your Desktop by adding Icons or keeping the files you are currently working with on the Desktop.

Icons are symbols for what programs you want to launch from your Desktop.
This is an **Icon shortcut** to access Microsoft Word, “A word processing programmed for creating CVs, writing letters, and creating brochures.

they are shortcuts on the Desktop so we don’t have to delve deeper into the computer to find the programs we want to launch.

The Desktop you are using may have **folders**; folders are usually used to keep a bunch of files all in the one place and can be a good way of organizing all your documents.

This is a Microsoft Word **File**, a file you create when using Microsoft Word. For example if you create a letter called weekly Notes using Microsoft Word and then saved it on your Desktop the file would look like this.
These are **Web Browsers** icon we use for browsing the internet so we can visit websites and search for information.

My Computer allows the user to access the **local drive**, such as the hard disk, The user can also access **external drives**. Examples of an external drive are a **CD/DVD drive** or **USB flash memory**.
Recycle Bin is a place that temporarily stores deleted objects in Windows until they are deleted permanently. It helps users to restore deleted files.

To empty the Recycle Bin:

- Double-click the Recycle Bin icon and click Empty the Recycle Bin.
- Right-click the Recycle Bin icon and click Empty the Recycle Bin.
The My Documents folder is a component of the user profile that is used as a unified location for storing personal data. By default, the My Documents folder is a folder in the user's profile that is used as a default storage location for saved documents.
**Windows Explorer:** Sometimes known as “File Explorer.” This allows you to access the filing system of your computer where you have saved files and photos.

**Quick Access Icons:** You can add or “pin” shortcuts to your favourite programs to the taskbar so all you have to do is click on them once and they’ll open immediately. These will likely be different on your computer.

**Battery Gauge:** This will show you how much battery you have left.

**Network:** This will show you if you’re connected to the internet or not. In this image we can see we’re connected to a wireless internet signal. If we were connected by cable the icon would look like this and if we were not connected to the internet at all it would look like this or .

**Volume:** Click on this and you can adjust the volume of the speakers.

**Date And Time:** Click on this and you can also view the calendar.

**The Notification Area:** This advises you of any important events happening on your computer such as updates being added or security issues.
To display the Start menu:

The Start Menu is on the Taskbar at the bottom left hand corner of your screen and is where we can access more programs, access settings and turn off your computer.

**To display the Start menu:**
- Select the Start button on the far left of the taskbar.
- OR-
- Press the Windows key on the keyboard
User: This displays the name of the user logged into the computer.

File Explorer: This is where you access the filing system of your computer to locate files and folders. You can also access the DVD and Memory Sticks from here.

Settings: Where you can change the settings of your computer.

Power: You can shut down, restart or even make your computer go to sleep with this button.

All apps: This where you can access all the programs/apps on your computer.

Life at a glance: This is where you access things like your calendar, photos, internet browser and email apps.

Programs you use the most appear in this pane but can also be pinned here and here on the Start Menu in named groups.
Search menu
You can search your computer for a certain program or specific file by simply typing in the name of it after you’ve clicked on the start button. Type Word now and the computer will search for it. A list should appear with “Microsoft Word” as the first result. If you were to click on this it will open up the program (we’ll be doing this later).
Shut down your computer
To shut down, restart, or put your computer to sleep

1. On the Start menu, select Power
2. Select the option you want: Sleep, Shut down, or Restart
A drop down with three options should appear. Click on Shut Down. Your computer should power down in a few minutes.
Shut down
closes any apps and windows that are currently running.

Sleep
This option reduces the computer’s power consumption without exiting Windows 10 or closing apps. As a result, when you wake the computer by moving the mouse or touching the screen or the keyboard, everything is exactly as you left it.

Restart
Temporarily shuts down Windows 10 and turns it on again. Use Restart when Windows 10 asks you to or when Windows 10 is misbehaving.
Task view menu
Many users know that you can press Alt + Tab to switch among running apps. In Windows 10, we added a Task View button to the taskbar to make this feature more discoverable. Virtual desktops (a new feature described on the next page) are also managed through Task view.

To select an app:

1. Select Task View on the taskbar.
2. Select the app.
Windows 10 adds support for virtual desktops, so you can keep your open apps better organized. For example, if you need to research travel plans for an upcoming business trip while at work, you could create a second virtual desktop that contains the apps you’re using to research and plan your trip.

To create a new virtual desktop:
1. Select the Task View button on the taskbar.
2. Select New Desktop near the lower-right corner of the screen.
To close a virtual desktop:

1. Select the Task View button on the taskbar.
2. Click the Close button in the thumbnail for the virtual desktop you want to close.
To move an app from one virtual desktop to another:

1. Select the **Task View** button on the taskbar.
2. Point to the virtual desktop thumbnail that contains the app you want to move. This action displays thumbnails for all open apps within that virtual desktop.
3. Right-click the thumbnail for the app you want to move.
4. Select **Move to**, and then select the virtual desktop where you want to move the app.
In Windows 10, action center is where you'll find any notifications from Windows other than system messages. App notifications are the most common notifications you’ll see in Windows.
Computer Applications
Contents of lecture

- Add language
- Viewing the Date/Time
- Adjusting Date/Time
- Quick Access Tool
- Display information about the computer
- Task Manager
Add a language

1. Press (windows key + I ) and settings will open
2. Click on Time and language
3. Click language
4. Click Add a language button
5. Search for the new language
6. Select the package from the result
7. Click the Next button
Language

Windows display language
- English (United States)

Apps & websites
- English (United States)

Regional format
- English (United States)

Keyboard
- English (United States)

Speech
- English (United States)

Windows display language
- English (United States)

Preferred languages
- Apps and websites will appear in the first language in the list that they support.

Add a language
- English (United States)

Arabic (Iraq)
The following explains how to access Date/Time on the Windows Taskbar:

1. Click Date/Time, located on the bottom right corner of the taskbar.
2. The Date/Time window will appear.
Adjusting Date/Time

1. Right-click the Date/Time, located on the bottom right corner of the taskbar.
2. Click Adjust Date/Time
3. The Date/Time window will open.
Date & time

Current date and time
7:50 PM, Saturday, January 14, 2023

Set time automatically
On

Set time zone automatically
Off

Set the date and time manually
Change

Synchronize your clock
Last successful time synchronization: 1/14/2023 7:45:39 PM
Time server: time.windows.com
Sync now

Time zone
[UTC+03:00] Baghdad

Adjust for daylight saving time automatically

Related settings:
Date, time & regional formatting
Add clocks for different time zones

Help from the web
Setting up Date and Time in Windows
Setting an alarm
Get help
Give feedback
Region

Country or region

Iraq

Windows and apps might use your country or region to give you local content.

Regional format

Current format: English (United States)

Recommended [English (United States)]

Windows formats dates and times based on your language and regional preferences.

Regional format data

Select Change data formats to switch among calendars, date, and time formats supported by the region.

Calendar: Gregorian Calendar
First day of week: Sunday
Short date: 1/14/2023
Long date: Saturday, January 14, 2023
Short time: 7:54 PM
Long time: 7:54:04 PM

The dates and times above are provided as format examples.
The Quick Access menu provides access to advanced system tools such as Power Options, Task Manager, and Control Panel.

To display the Quick Access menu:

Right-click the Start button on the far left of the taskbar.

—or—

Enter the Windows key +X on the keyboard.
Display information about the computer:

You can view the basic information about your computer such as operating system installed, the type of processor and the size of RAM. This information can be displayed two methods:

**First method:**
1. Press start button.
2. Click the Setting.
3. Select system.

Or press (Windows Key + i)
Settings
About

Device specifications

- Device name: DESKTOP-EV6EDS
- Processor: Intel(R) Core(TM) i5-2410M CPU @ 2.30GHz 2.30 GHz
- Installed RAM: 8.00 GB (7.85 GB usable)
- Device ID: 24011F1F-054C-457E-AA87-D4B991EF48DF
- Product ID: 00331-10000-00001-AA660
- System type: 64-bit operating system, x64-based processor
- Pen and touch: No pen or touch input is available for this display

Windows specifications

- Edition: Windows 10 Pro
- Version: 22H2
- Installed on: 2/17/2021
- OS build: 19045.2364
- Experience: Windows Feature Experience Pack 120.2212.4190.0
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### Windows specifications

**Edition**: Windows 10 Pro

**Version**: 22H2

**Installed on**: 2/17/2021

**OS build**: 19045.2364

**Experience**: Windows Feature Experience Pack 120.2212.4190.0
Second method:

1. Press Right click on computer in desktop as shown below.
2. Select properties option, after select you will show the information about you computer.
Sometimes a program stops responding to the commands you give from the keyboard or the mouse and becomes non-responsive. Hence, to shut non-responding programs down you need to the follow the steps below:

1. On the keyboard, press **Alt+Ctrl+Delete** combination, i.e. you have to press the three keys at the same time.

2. Click start task manger as shown below:
after click the window shown below will be displayed