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Forward

This book is self-supporting and are written in easy to follow language and have been blended with large number of examples. The material is provided in a pleasing-to-eye format so as to retain and enhance the interest of the learners. We are sure the learners would find these texts by useful.

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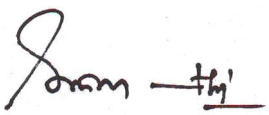

Sanjay Satapathy

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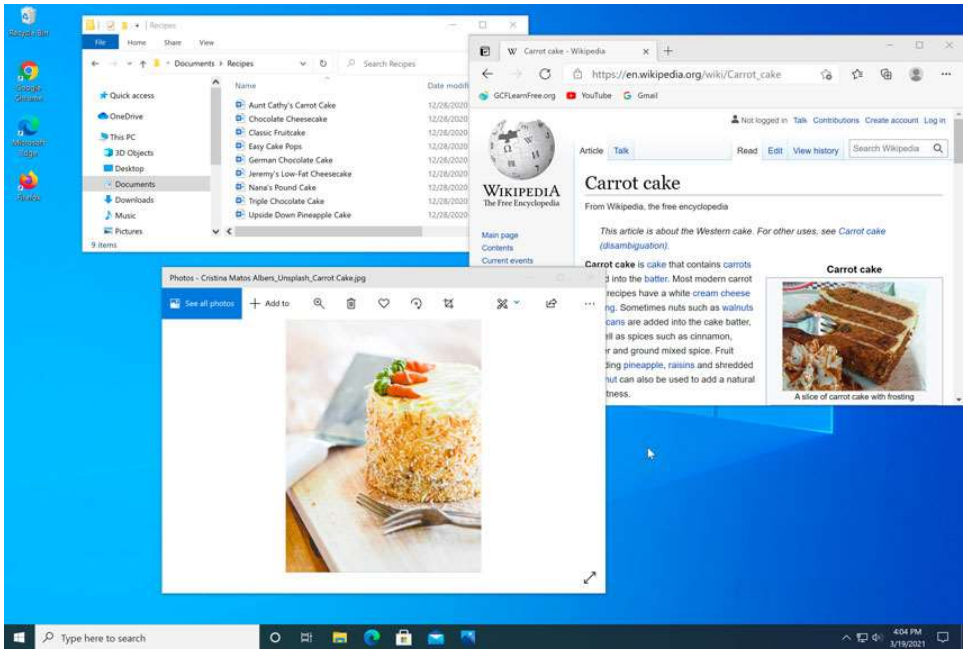
1. All About Windows

Windows is an **operating system** designed by Microsoft. The operating system is what allows you to use a computer. Windows comes **preloaded** on most new personal computers (PCs), which helps to make it the most popular operating system in the world.

Windows makes it possible to complete all types of **everyday tasks** on your computer. For example, you can use Windows to browse the Internet, check your email, edit digital photos, listen to music, play games, and do much more.



Windows is also used in many offices because it gives you access to **productivity tools** such as calendars, word processors, and spreadsheets.

Microsoft released the first version of Windows in the mid-1980s. There have been many versions of Windows since then, but the most recent ones include **Windows 10** (released in 2015), **Windows 8** (2012), **Windows 7** (2009), **Windows Vista** (2007), and **Windows XP** (2001).

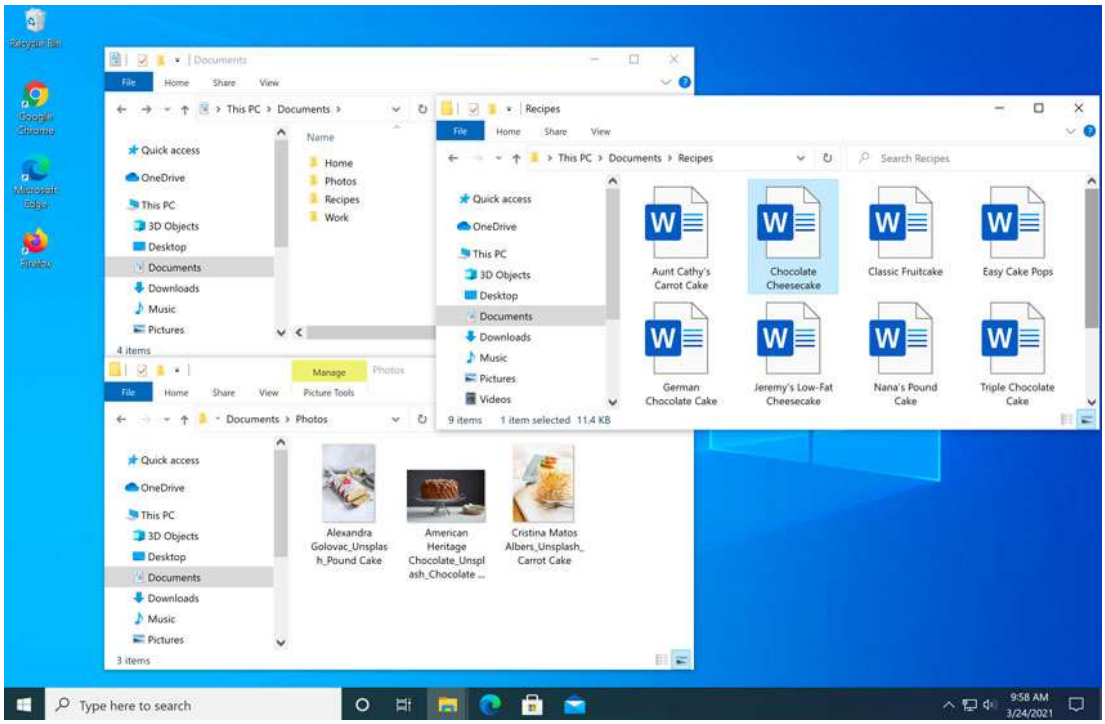
2. Navigating Windows

Whether you're new to computers or just Windows, it's important to learn the basics of using your computer. If it all seems a little overwhelming right now, don't worry! We'll take you through it **step by step** and show you some of the most fundamental things you'll need to know, including how to work with the **desktop**, **open and close windows**, and **turn off your computer**.

The desktop

Once your computer has finished starting up, the first thing you'll see is the **desktop**. You can think of the desktop as the main workspace for your computer. From here, you can view and manage your files, open applications, access the Internet, and much more.

Click the buttons in the interactive below to become more familiar with the desktop.

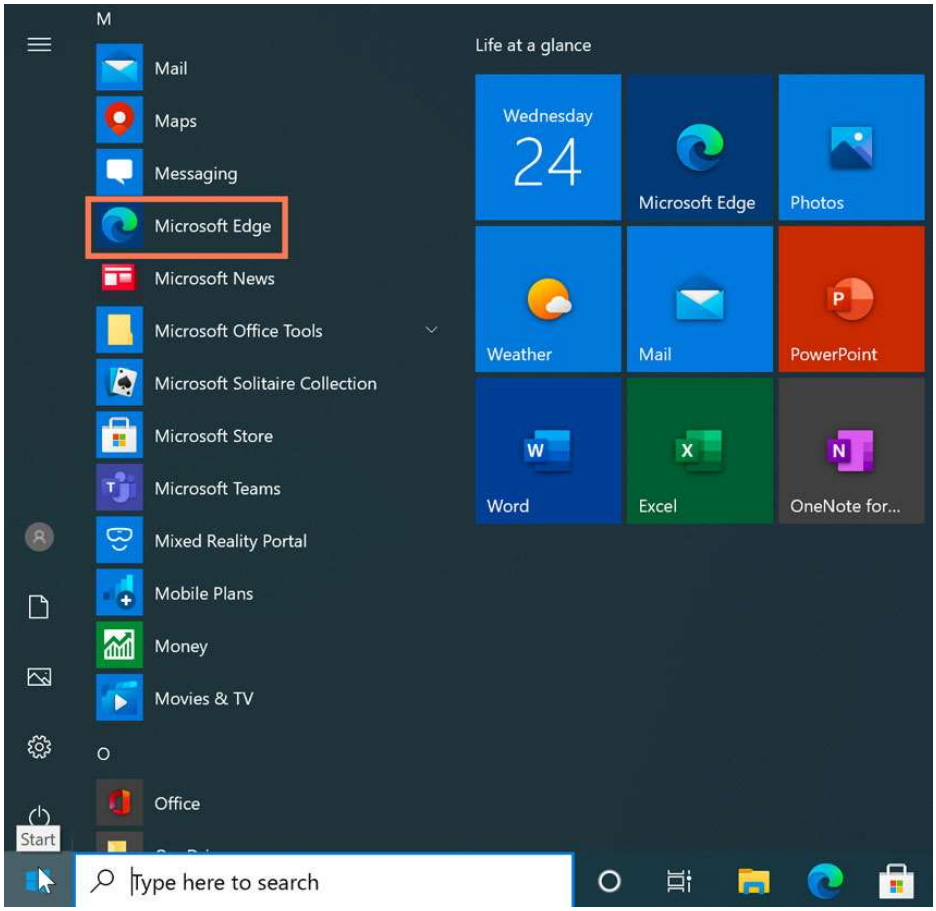


3. Working with Applications

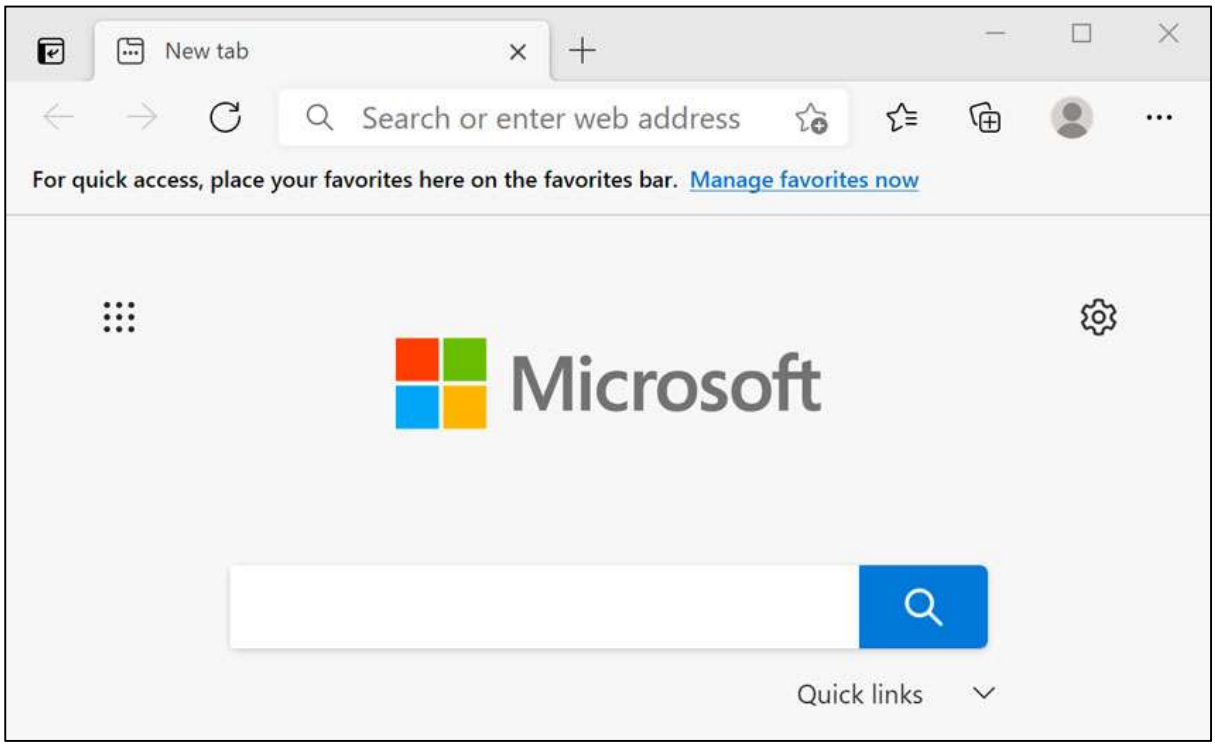
An **application**—also known as a **program**—is a type of software that allows you to **complete tasks** on your computer. Windows comes with many built-in applications you can use. For example, if you want to browse the Internet, you can use **Microsoft Edge** (or **Internet Explorer** if you're using Windows 8 or earlier).

To open an application:

1. Using your mouse, click the **Start** button, then select the desired application. If you don't see the one you want, click **All Programs** to see a complete list of applications. In our example, we'll open **Microsoft Edge**.



The application will appear in a **new window**.



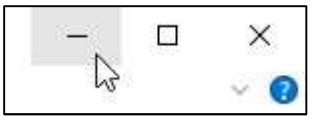
4. Working with Windows

Whenever you open a file, folder, or application, it will appear in a **new window**. You can have multiple items open at the same time in different windows. You'll use windows all the time, so it's important to know how to switch between open windows, how to move and resize windows, and how to close windows when you're done using them.

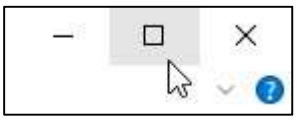
Parts of a window

You'll see the same three buttons in the upper-right corner of almost every window. These buttons allow you to perform several functions, including these below.

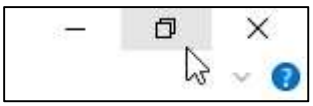
- Click the **Minimize** button to **hide the window**. The window will be minimized to the taskbar. You can then click the icon for that window on the taskbar to make it reappear.



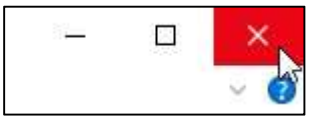
- Click the **Maximize** button to **make the window fill the entire screen**.



- If the screen is maximized, the Maximize button will be temporarily replaced by the **Restore** button. Just click it to return the window to its original size.

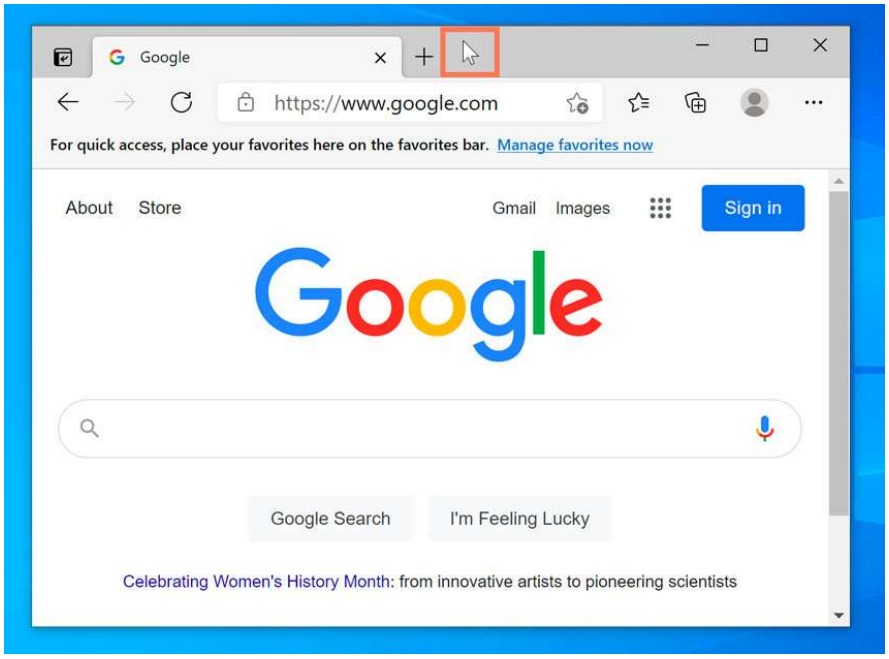


- Click the **Close** button to **close** the window.



To move a window:

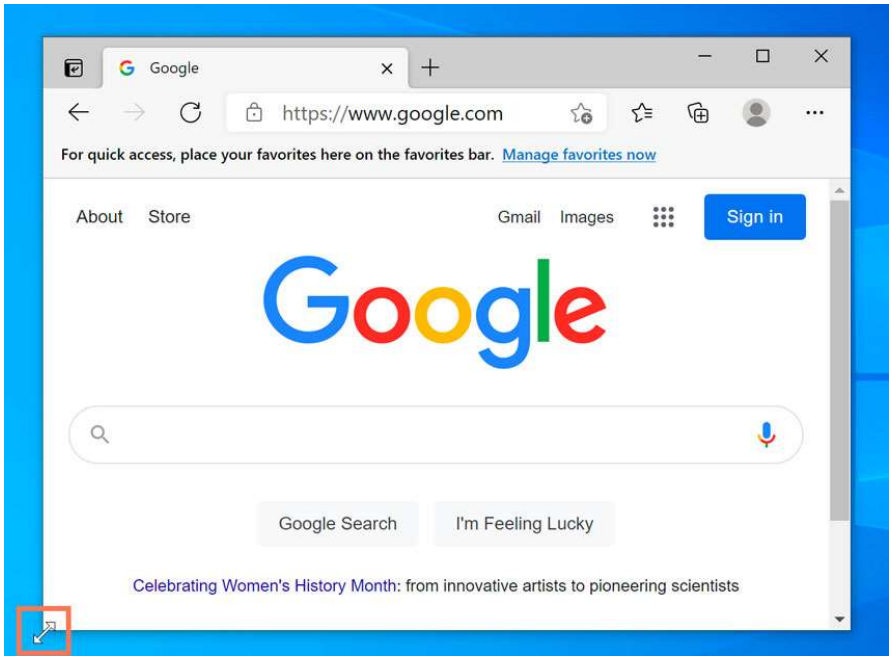
1. Click and drag the top of the window to move it to the desired location on the screen. When you're done, release the mouse.



2. The window will appear in the new location.

To resize a window:

1. Hover the mouse over any **corner** of the window, then click and drag the mouse to make the window larger or smaller. When you're done, release the mouse.



2. The window will be resized.

Switching between windows

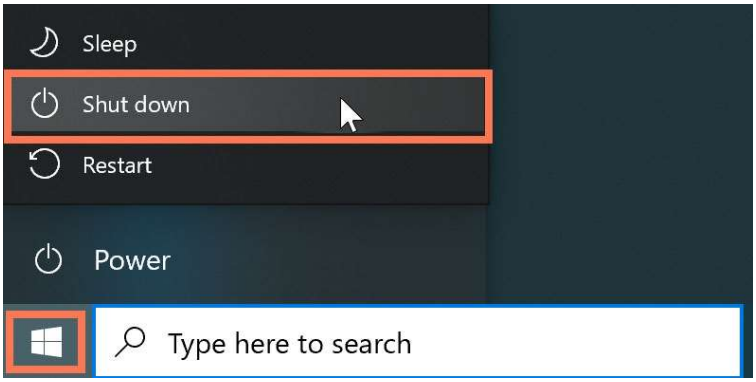
If you have more than one window open at the same time, you can quickly switch between them by clicking the **icon** for that window on the taskbar.

5. Shutting Down your Computer

When you're done using your computer, it's important to **shut it down properly**. The procedure will vary slightly depending on which version of Windows you're using.

To shut down your computer:

- If you're using **Windows 10**, click the **Start** button, then the **Power** icon, then click **Shut down**.



- If you're using Windows 8, click the **Start** button to access the **Start screen**, click the **Power** icon near the upper-right corner, and select **Shut down**. If you don't see this option, it means you'll need to **upgrade to Windows 8.1**. Review **this page** from our Windows 8 tutorial to learn how.

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