

Unit-4

Windows Operating System & Internet

1. Introduction To Windows

Microsoft Windows is a family of operating systems by Microsoft. They can run on several types of platforms such as servers, embedded devices and, most typically, on personal computers. Microsoft first introduced an operating environment named *Windows* in November 1985. This operating system has graphical user interface. Windows 32-bit operating systems is the family of Windows systems which was designed and marketed for higher-reliability business use.

Windows 95 is a 32 bit, multitasking, multithreaded operating system which is capable of running DOS, Windows 3.1, and Windows 95 application. It supports plug and play, and adds an enhanced FAT(File Allocation Table) file system in the Virtual FAT which allows long file name of upto 255 characters

Features Of Windows Operating system

- The start button and task bar are your primary jumps between the programs and documents.
- Plug and play is one of the most important features of windows.It is an automatic technique designed to make PC configuration simple and straight forward. It frees you from normally manual setting of hardware devices.
- It will customize and use resources effectively and efficiently.
- A 32 bit version of Windows deliver better performance and reliability in certain areas such as networking, Printing and in multimedia.
- It is preemptive multiprogramming operating system.

ADVANTAGES

- (i) Easiest operating system yet
 - Navigate your system quickly with powerful new tools:
 - Plug and play frees you from manually setting up hardware devices. Windows 95 detects and configures plug and play-compatible devices automatically.

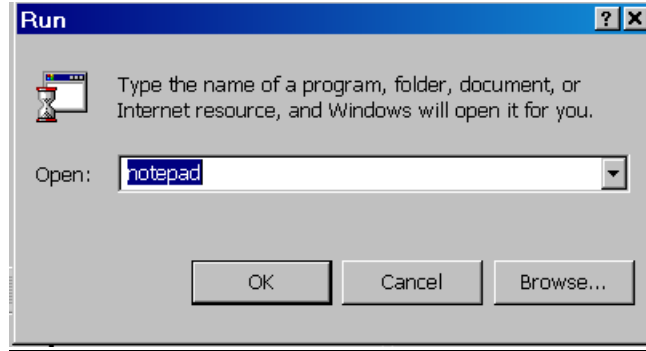
- Customize and use resources efficiently- just click the right mouse button wherever you are working and a context menu appears in order to help you manipulate objects directly.
 - Microsoft Exchange is your one-stop in box for viewing and working with such things as: electronic mail from multiple sources, faxes, documents and bullet in boards.
- (ii) A faster, more powerful windows
- Increase your productivity. A 32-bit architecture delivers better performance and reliability in areas such as networking, printing communicating and multimedia.
 - Work on several tasks at once. With fast, new 32-bit programs that support preemptive multitasking and multithreading and run in their own memory space, so errant programs can't affect one another.
 - Focus on your documents instead of the programs that created them. Programs that use OLE, Microsoft's strategic object technology, let you create and edit documents easily, allowing you to work not only within a single documents, but within multiple programs.
 - Built in networking. Windows 95 is network ready, providing easy 32-bit access to network resources, even simultaneously.
 - Play today's hottest games on Windows 95, thanks to faster graphics support for Windows based action games.
- (iii) compatibility is built-in
- works with all your current software
 - Run on today's PC platform. Use Windows 95 on a PPC with as little as 4 MB of memory and a 386DX processor.
 - Reduce support burden. A more intuitive interface guides users through tasks and greater system reliability, through protected-mode networking, reduces downtime-both of which previously required helpdesk intervention.
 - Increase control of the desktop. Centralized security, remote administration and a registry that stores each user's environment.
 - Improve end-user productivity with the intuitiveness, speed and power of Windows 95. for example , Windows 95 reduces the complexity of remote computing with built-in dial-up networking and support for plug and play hardware.
 - Smooth migration to Windows 95. Testing shows users of Windows 3.1 becoming more productive after just one hour with Windows 95 and end-users transition is eased with reference aids such as a computer-based tutorial and powerful new help system.

2. Logging On To The Windows:

When you start Windows, you may be prompted to log on to Windows or, if you are on a network, to log on to your network. You don't want to log on with a password, don't type anything in the password box and click OK. You won't see this prompt in the future.

To log on to Windows, do the following:

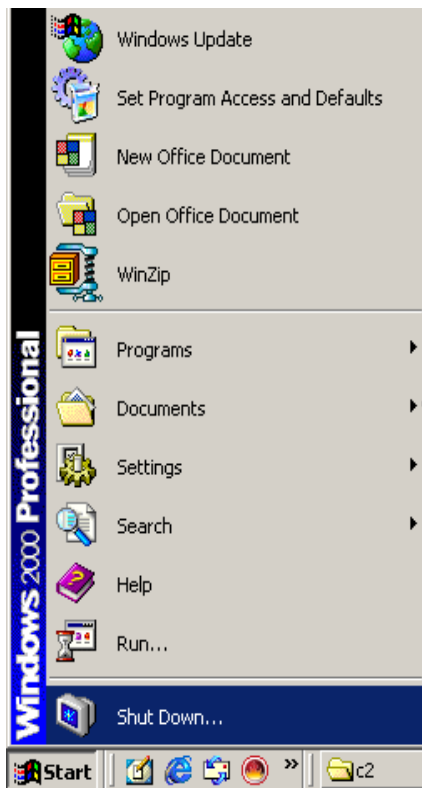
- In the User name box, type your name.
- In the password box, type a password. The first time, Windows prompts you to confirm your password.
- Choose OK push button.



3. Shutting Down The Windows:

The term shut down can be used to mean "turning off" something, but most commonly used for computers. To quit windows and shut down your computer, the following steps have to be performed:

- Click the start button and then click the Shut down.



- A window appears that contain certain option like log off, shutdown or restart the computer, the user can select the option according to its convenience.

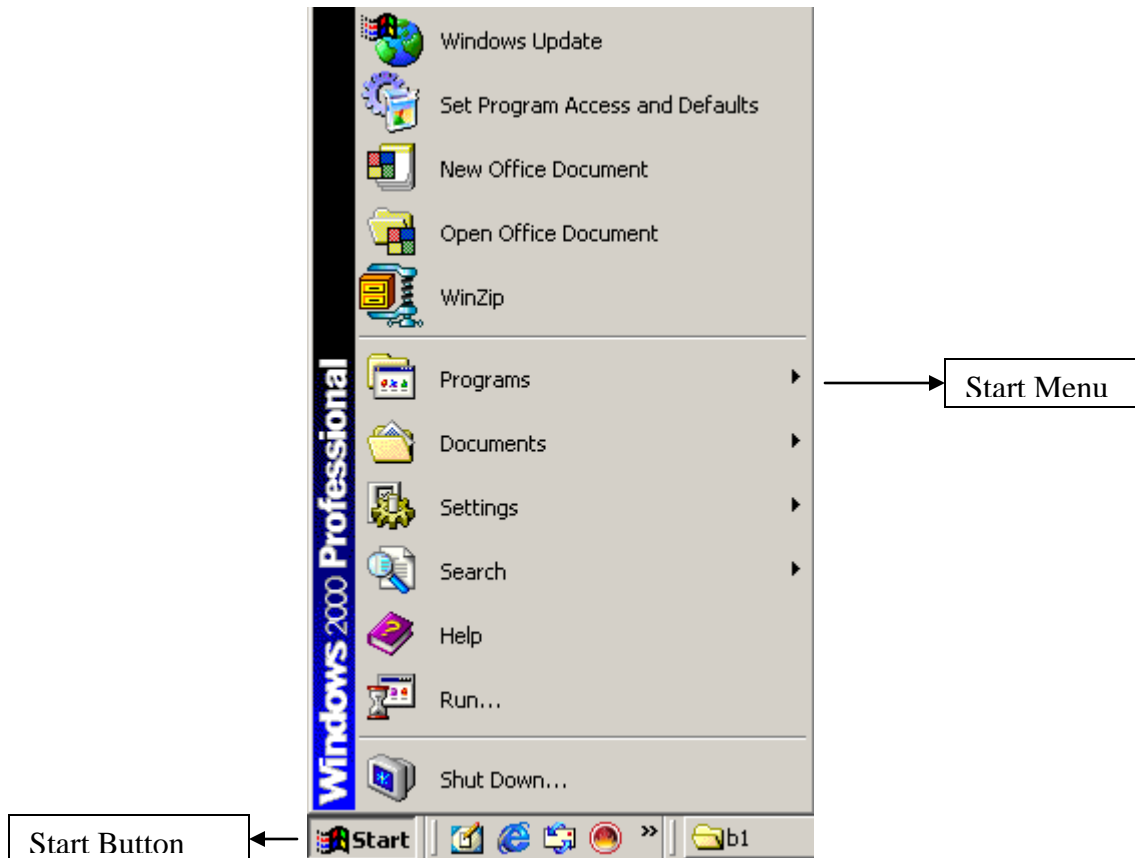


- Choose the option and then, click O.K.

4. Start Button:

The Start Menu and Start Button are user interface elements in the Microsoft Windows product line, which serve as the central launching point for applications. By default, the Start Button is visible at all times in the lower left-hand corner of the screen. Clicking the Start Button, it activates the Start Menu. The Start Menu provided a customizable nested list of programs for the user to launch, as well as a list of most recently opened documents, a way to find files and get help, and access to the system settings. The Start Menu provides a much easier way to open programs, even for experienced users.

Command	Description
Programs	Display a list of programs you can start.
Documents	Display a list of documents that you have opened previously.
Settings	Display a list of system components for which you can change the setting.
Find	Enable you to find files, folder etc.
Help	Start Help
Run	Starts a program or opens a folder when you write command sin it.
Shutdown	Shutdown or restart your computer.



Users may add entries by creating various folders and shortcuts in the Start Menu folder, located in the hard drive. These appear in a separated section at the top of the Start Menu, or, if placed in the Programs sub-folder, in the Programs menu. In the Windows 95, Windows 98 and Windows Me, it is located in C:\Windows\Start Menu, or, if there are multiple users, C:\Windows\Profiles\username\Start Menu.

5. TaskBar:

In computing, the taskbar is a term for the application desktop bar which is used to launch and monitor applications in Microsoft Windows 95 and later operating systems. In Windows, the default location for the taskbar is at the bottom of the screen, following Fitts' law, and from left to right it contains by default the Start menu, Quick Launch bar.

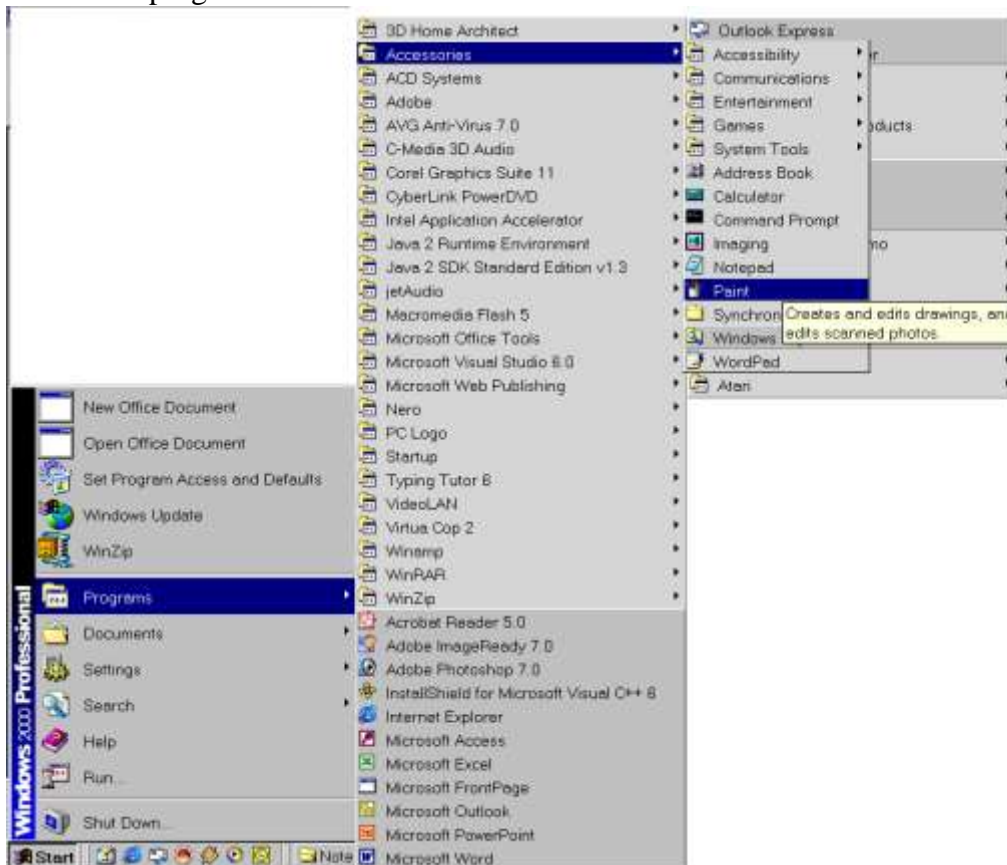
- The Start menu contains commands that can access programs, documents, and settings.
- The Quick Launch bar, introduced with Internet Explorer 4, contains shortcuts to applications.

When ever you start a program, a button representing that window appears on the taskbar. To switch between the windows , just click the button for the window you want from the task bar. When you close the window, its button disappear from the task bar.



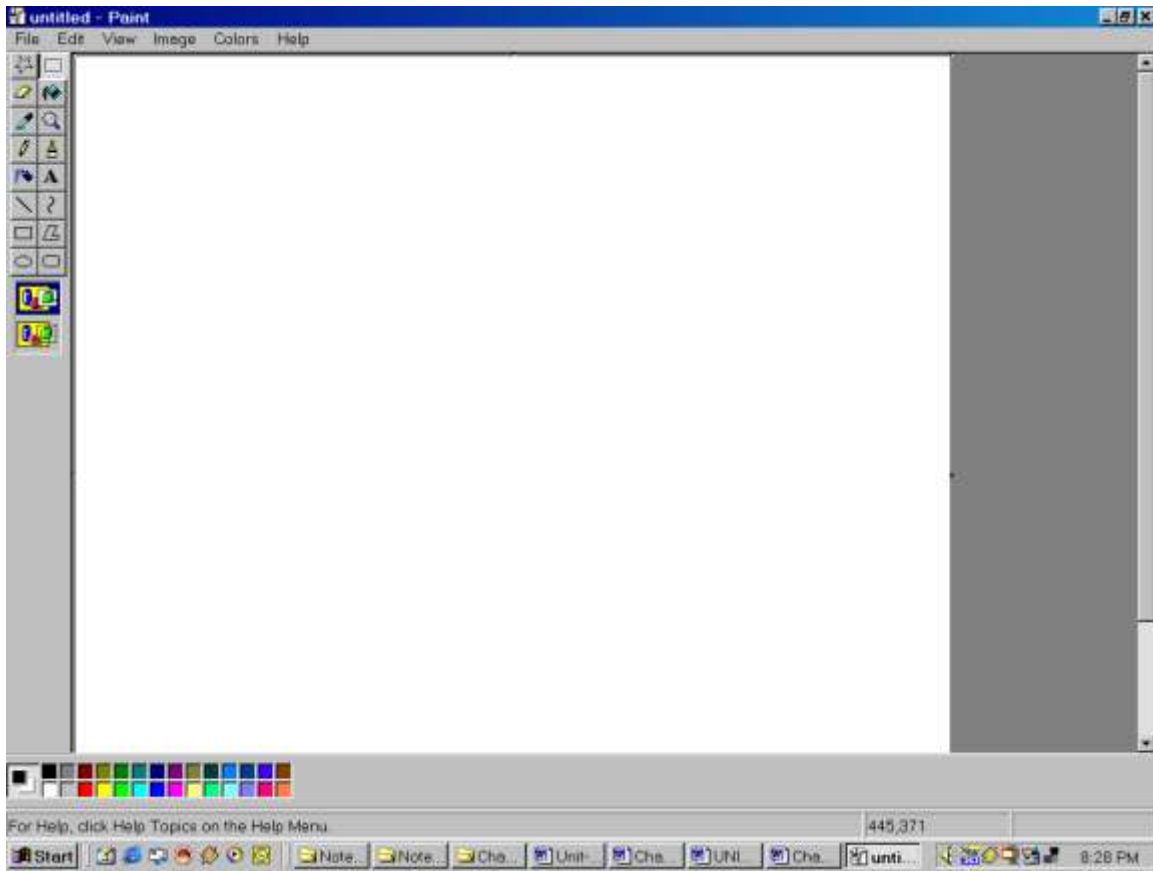
6. Starting A Program:

1. Click the start button and then point to programs.
2. Point to the folder, such as Accessories which contains the program and then click the program.



One can add a program to the top of the start menu by dragging its icon onto the start button.

- (i) When you set up Windows, you see several programs, such as Windows explorer and MS-DOS prompt and several folders on the programs menu. Each folder contains programs that are grouped together for easy access.
- (ii) Windows also includes the StartUp folder, in which you can put programs you want to start automatically when you start Windows.
- (iii) When you install new programs on your computers, you may see additional folders.
- (iv) If you upgraded from a previous version of Windows, your old program groups appear as folders.



7. Quitting A Program:

- (i) Click the close button in the upper-right corner of the window.

OR

- (ii) Choose File Menu and then Choose close option.

One can run as many programs as you want at the same time. Windows makes it easy to switch between programs or windows.

8. Switching between programs

Click the taskbar button for the programs you want to open. Note that front of the other Windows.

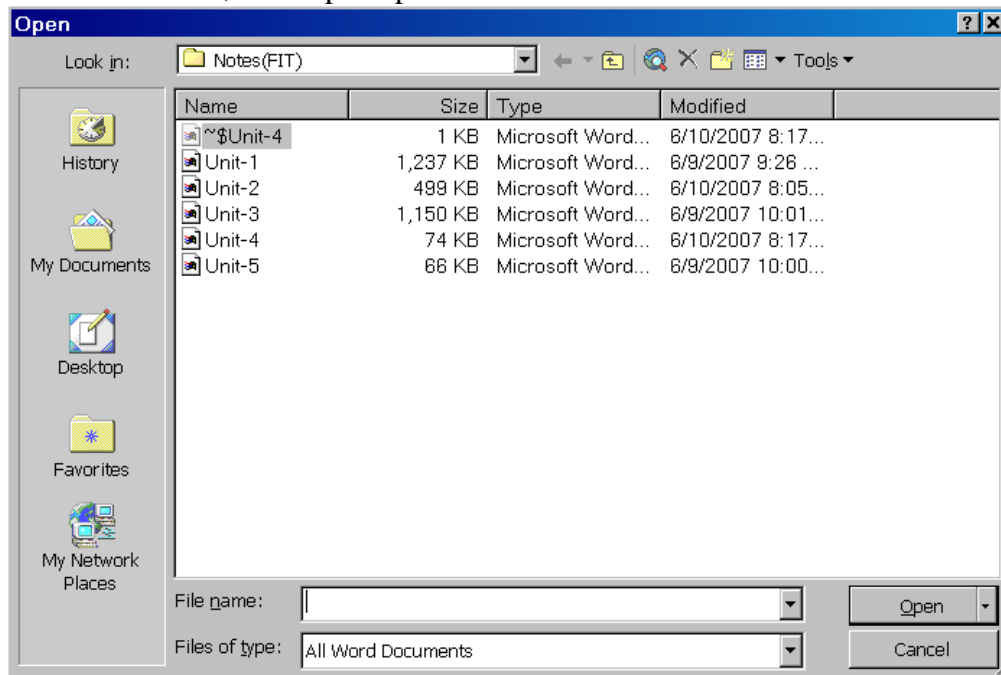
9. Opening A Document:

There are several ways by which one can open documents in Windows.

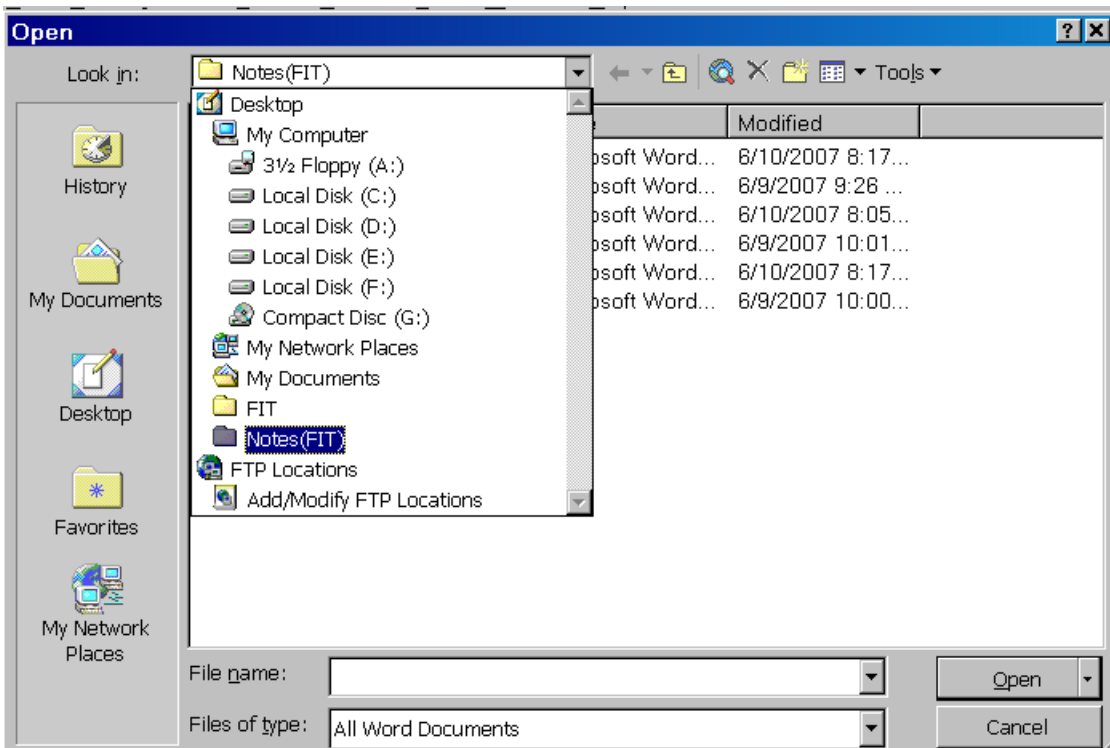
- Open your documents by using the program you used to create it.
- Use the documents command on the start menu to open a document you have opened recently.
- Use the find command on the start menu to locate the documents.
- Double-click a document icon in my computer folder.

Opening a document by using a program

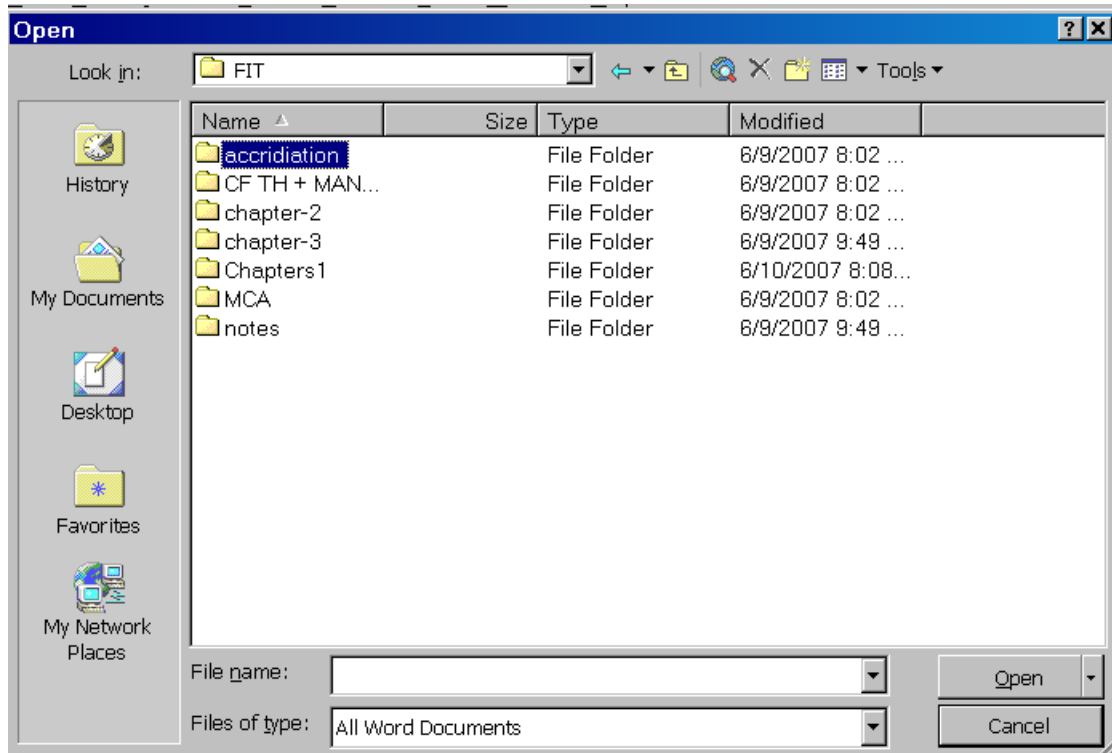
1. On the file menu, click open option.



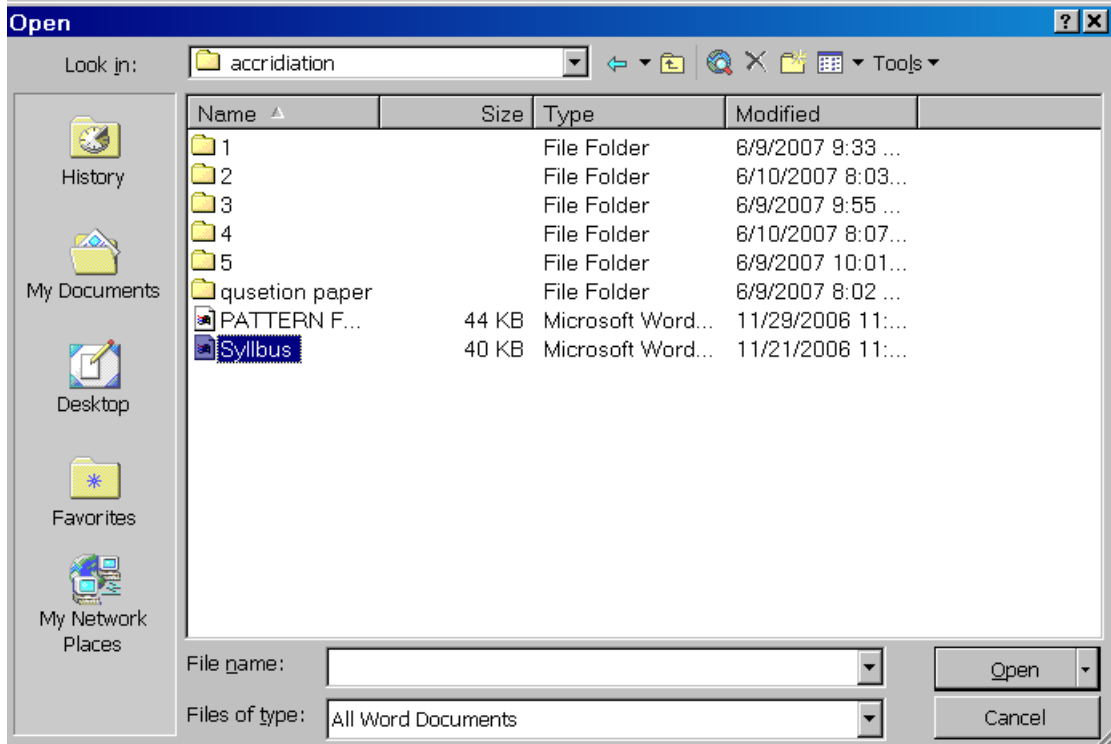
2. To open a document in a different folder, click the arrow next to the look in box and then click the disk that contains the folder.



3. Click the folder that contains the document you want to open and then click open. You may have to scroll to see more folders.

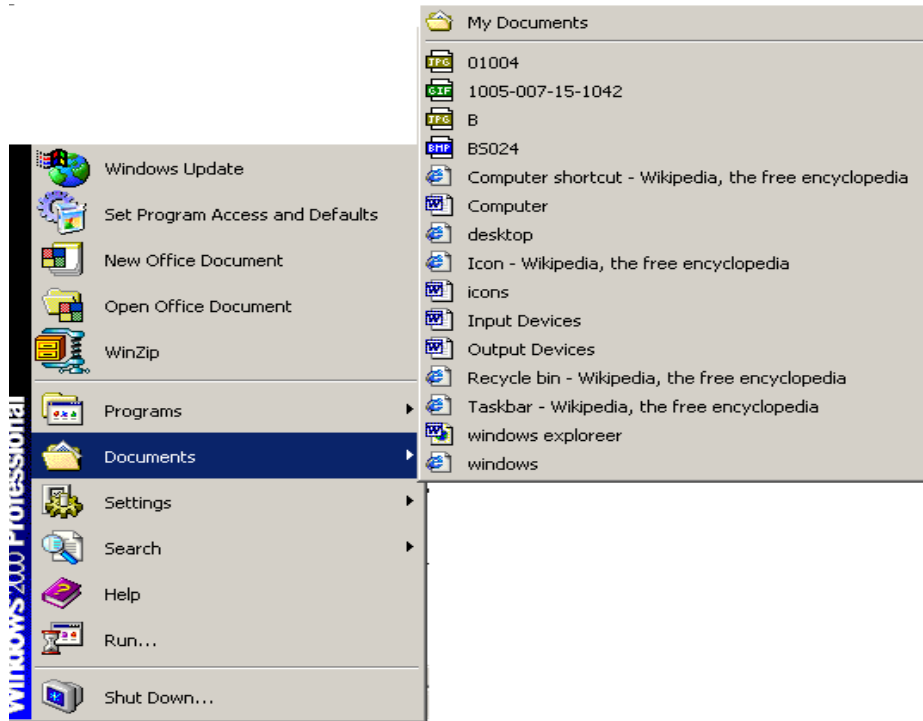


4. Click the documents you want to open and then click open. You can also double click on the documents to open it.



Opening A Document By Using Document Menu

When you want to open the documents that are recently used, then it is available in the document sub menu. It is one of the important facility for opening a document or a program that you use often.



- Click the start button and then point to the documents.
- Point to the document that you want to open, and then click it.

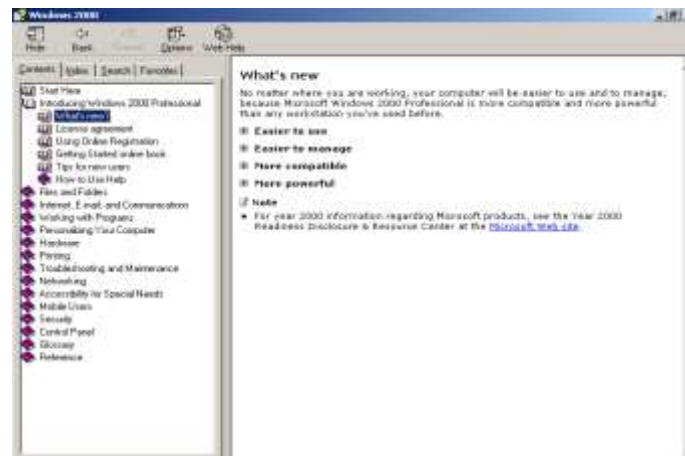
10. Getting Help:

Help is a strong word used to indicate distress or the need for assistance. It is one of the important features of windows operating system. It gives detail information about all the features and how to use it.

- Click the start button and then click the Help options. A windows appears that contain the list of all help topics.



- This information can be accessed by clicking on it. Then, its details come at the side of the window like this:



To get help:

- Click the start button and then click help option.
- The list of help topics appears. You can use the tabs is help to search for information in several ways.
 - ✓ When you open help by using the start menu , or the help menu in my computer or windows explorer, we see help for windows in general.

To find help through the content, do the following,

- Click the contents tab to find topics grouped by subject and then follow the instructions on screen.
- To return to the list of topics, click help topics.

To find help through the index, do the following,

- Click the index tab to find specific topics listed alphabetically and then follow the instruction on screen.
- To return to the list of topics, click help topics.

To find help topics containing a word or phrase, do the following,

- Click the find tab to find all the topics that contain specific word for phrase and then follow the instructions on the screen.
- To return to the list of topics, click help topics

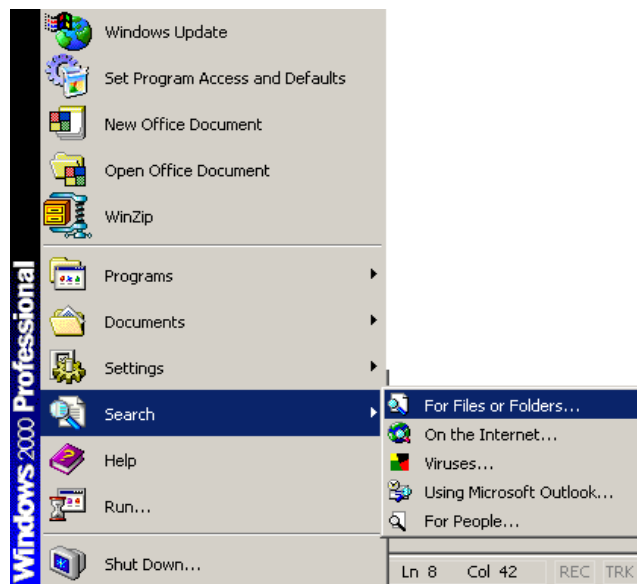
To get help on a specific item, do the following,

- For information about an item in a dialogue box, click ? and then click the item.
- A pop-up explanation appears. Click it to make it disappear.

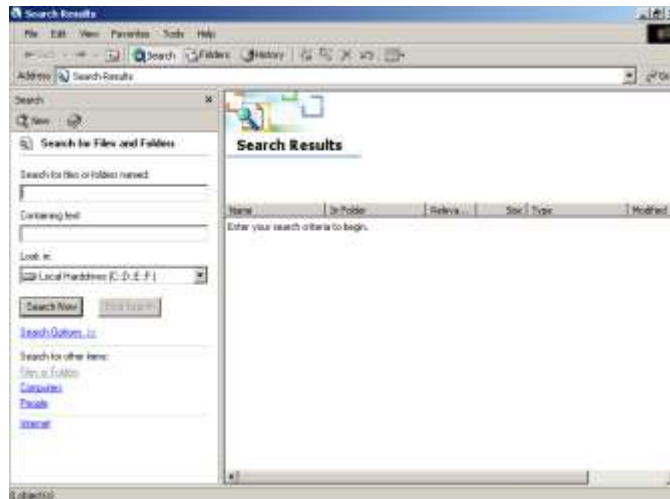
11. Finding Files & Folder:

The `find` program is a search utility program. When you don't know the location of a particular file then it can be searched by the help of Find command which is present in the start menu.

- Click the start button and then point to the Find options.
- Point to the option that you want to search either it is a file or folder present on the disk or the virus and then click it.



- When you click on Files or Folder option then a windows appears.

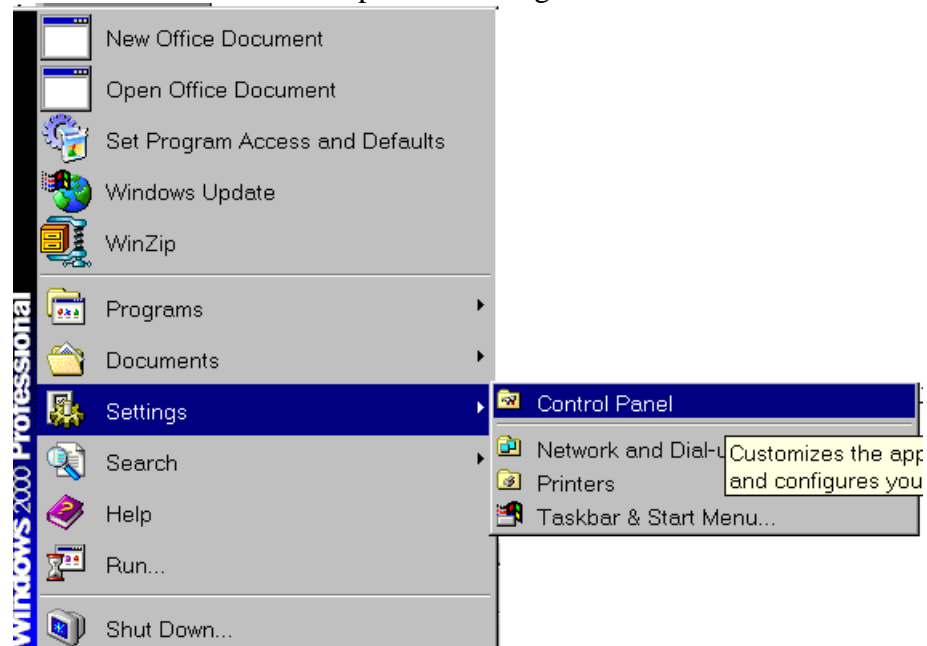


It has a text for the files which is to be searched And the text box for the drive location also where it is to be searched. For searching we can use wild card character i.e. (*). Wild card character is a character that consist of one or more unknown characters. Wild card characters are used when either you don't know the name and type of the file exactly.

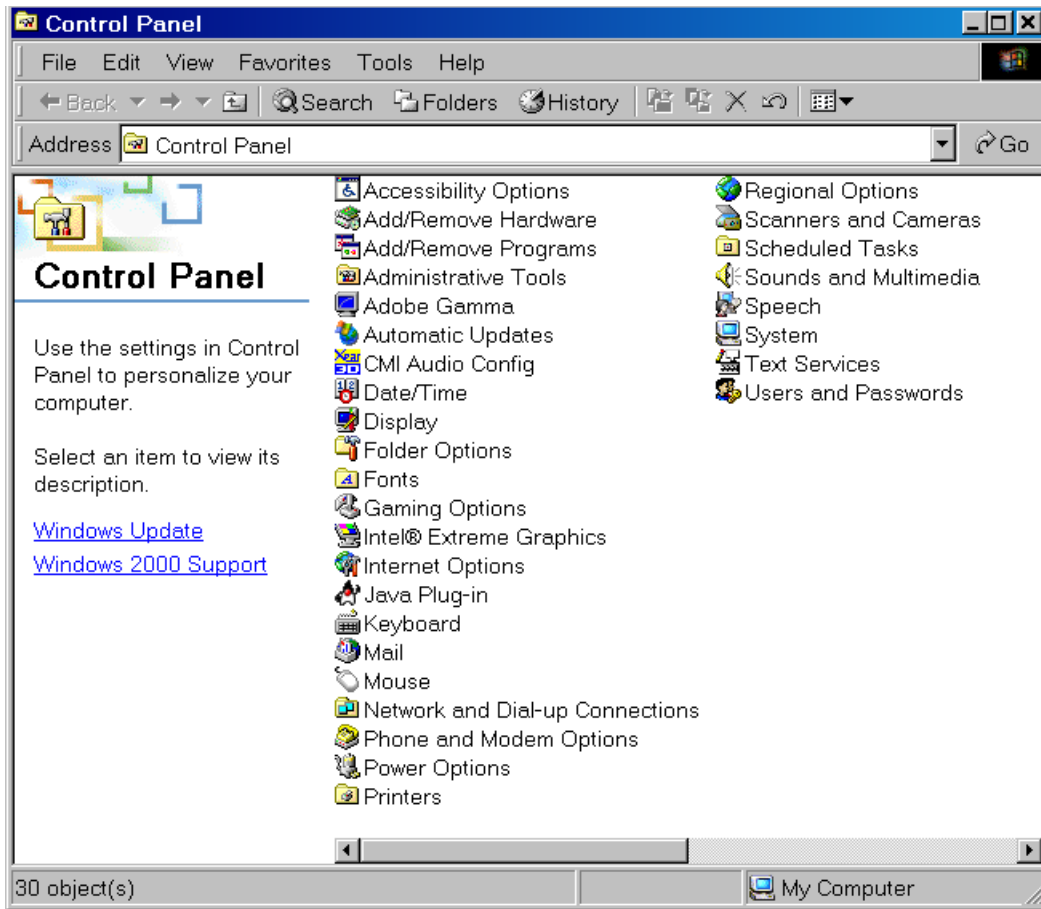
12. Changing System Setting:

To change windows settings, do the following,

1. Click the start button and then point to settings.



2. Click control panel. The control panel dialog box appears. The icons appears in control panel vary depending upon the hardware and software installed on your computer.



3. Double click a display icon to see the settings you can change.

We can use a control panel for changing our screen colors, installing or changing settings for hardware and software and setting up or changing settings for a network.

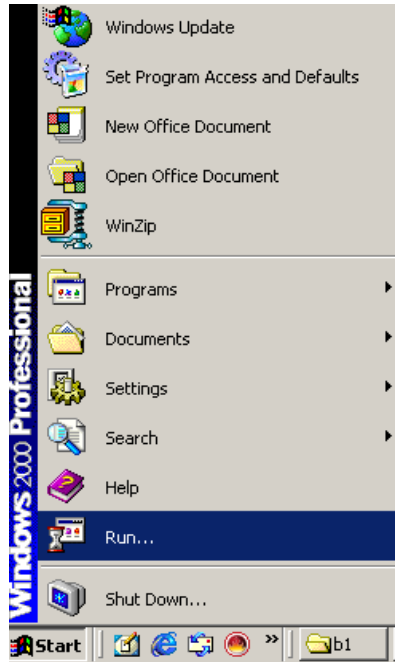
To see more settings, click the tabs at the top of the dialog box that appears.



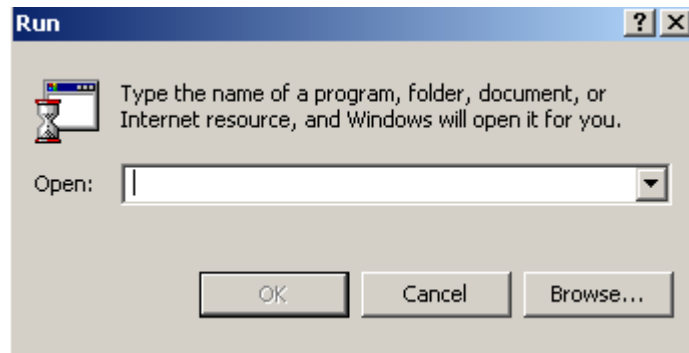
13. Starting A Program By Making Use Of Run Command

In simple run means to execute a program. If you know the exact location of a file the you can open it directly through the help of Run command. To start a program or open a folder we have to perform the following steps:

- Click the start button and then click the Run.



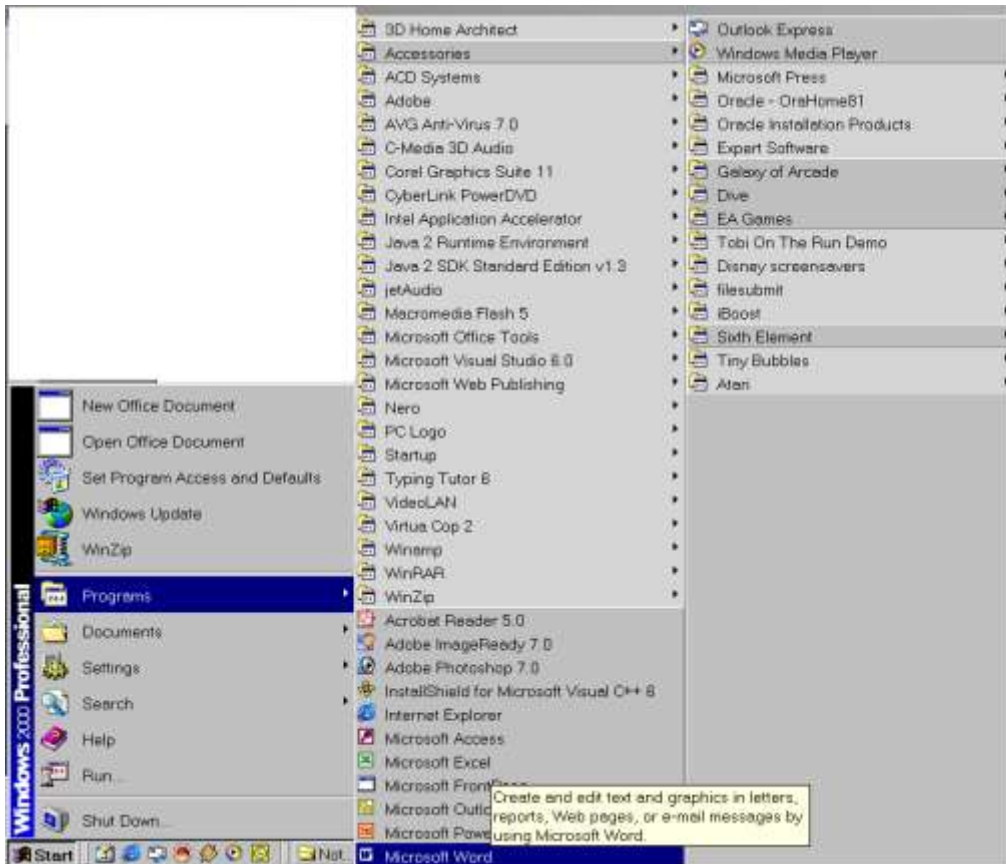
- Then Window appears where we can type the name of the program. Or click Browse to look for the item.



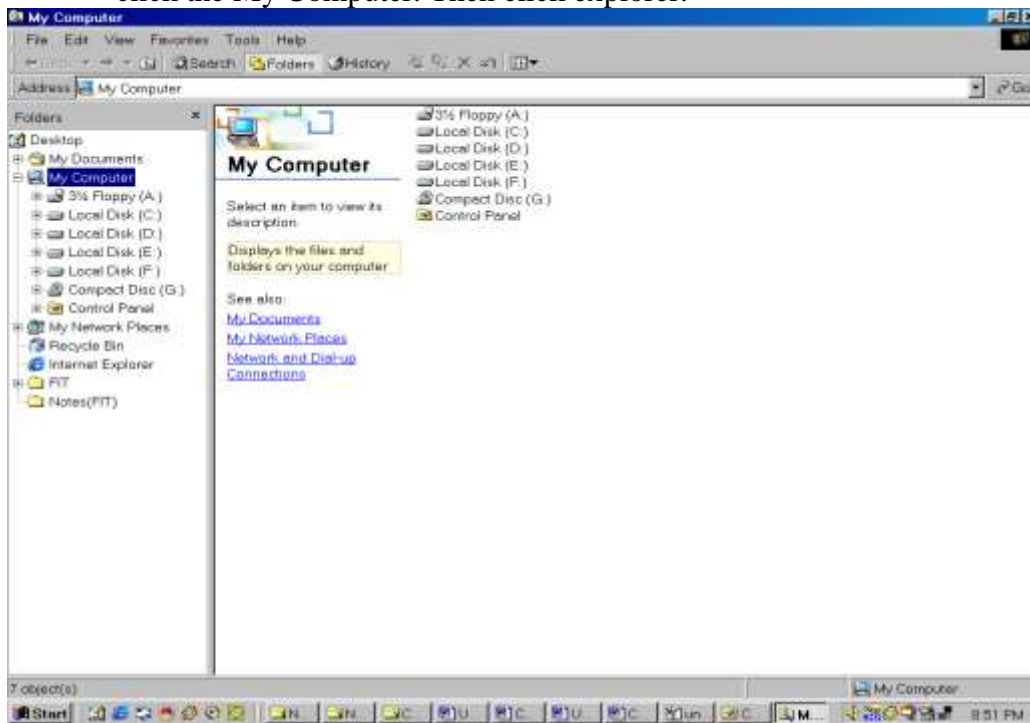
14. Seeing What's On Your Computer:

In windows 95, the things you have on your computer are all accessible from one place called My Computer. To see the hierarchy or folders, do the following,

- Click the start button, point to programs and then click windows explorer.



- Another way to open windows explorer is to use the right mouse button to click the My Computer. Then click explorer.

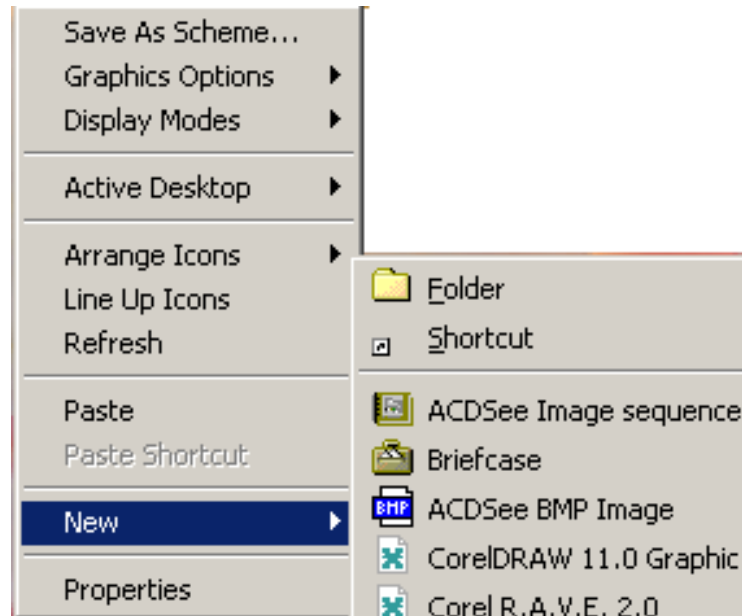


- To show or hide folders on the left side of the window, click the plus or minus sign beside the folder.
- We can open the document or start a program by double click on its icon in the right side of the window.
- We can look at the contents of our computer in different ways by using the VIEW menu.
- To display the previous folder, do the following,
 - If the tool bar is not visible, click view and then click tool bar.
 - On the tool bar, click the up one level button.

15. Organizing Files & Folders:

A folder is a collection of programs and files which is stored on disk. A folder can contain other folder, when they are said to be nested. In the DOS world, a subdirectory is equivalent of a folder. Steps for creating a folder:

- Right click the mouse button, then a Menu appears.
- In that menu click the New option, then a submenu appears.
- In that submenu select the folder option, it will create a new folder.



15.1 Opening Files or folder

To work on the any file or the data of a file,first you have to open that file or folder. To open either file or folder do the following steps:

- Double-Click my computer on desktop
- Double-Click on the drives in which the files or folder is present.
- On finding it, double click it.

15.2 Copying And Moving Files or Folder

Copy a file or folder means creating a duplicate copy of it but moving a files or folder means cut the files and folder from its place and paste it to the new destination, It does not make a copy.

- Select the item(s) you want to copy or move.
- Hold down the mouse button and drag the item(s) to the new location. If this is a regular file, the file will be copied. If it's an executable file, a shortcut is created. Or Right-click and select Copy from the pop-up menu. You could also select Copy from the Edit menu or press Ctrl+C..
- Access the destination location, then right-click and select Paste from the pop-up menu. You could also select Paste from the Edit menu or press Ctrl+V.

15.3 Renaming Files and Folder

To rename a file or directory, follow these steps:

- Right-click on the file or directory name and then select Rename from the pop-up menu. Or select the file or directory name and then select Rename from the File menu.
- The resource name is now editable. Enter the new name for the resource.
- Press Enter or click on the resource's icon.

15.4 Deleting Files and Folder

To delete files and directories, follow these steps:

- Select the items to be deleted.
- Press the Delete key or choose Delete from the File menu.

15.5 Examining File and Folder Properties

Windows NT Explorer, My Computer, and Network Neighborhood all let you examine the properties of files and folders. There are two ways you can do this:

- Right-click on the file or folders icon and then select Properties from the pop-up menu.

- Select the file or folder by clicking on it and then select Properties from the File menu.

Folder and file attributes include:

Read-only Shows whether the file or folder is read-only. Read-only files and folders can't be modified or accidentally deleted.

Archive Shows whether the file or folder should be archived. If set, the backup utility will copy the file to the archive and then turn off the check box.

Compress Shows whether the file is compressed. This is only available for NTFS.

Hidden Determines whether the file is displayed in file listings. You can override this by telling Windows NT Explorer to display hidden files.

System Shows whether the file is used by the operating system. For non-system files, this box is usually shaded.



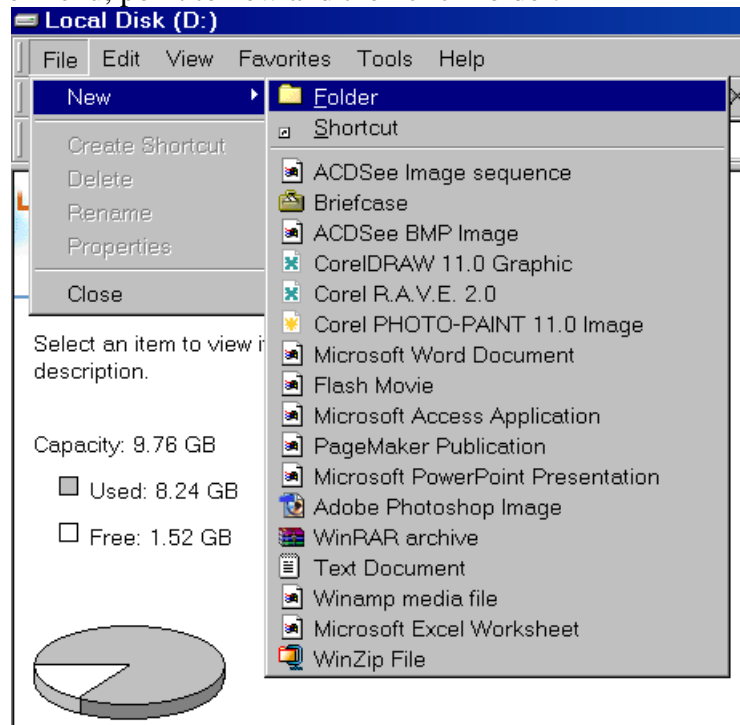
15.6 Copying File To A Floppy Disk

- Insert the floppy disk into your computer.
- Double click My-Computer option.

- Copy the files which are to be copied in the floppy disk, from its destination.
- Double click the 3 ½ floppy disk drive.
- Paste the file by right clicking of the mouse, then click paste option from the menu which appears.

16. Creating A New Folder:

- Double click My Computer and then double click the disk drive or folder in which we want to place the new folder.
- On the File Menu, point to new and then click folder.



- Type the name of new folder and then press enter.

17. Selecting Multiple items:

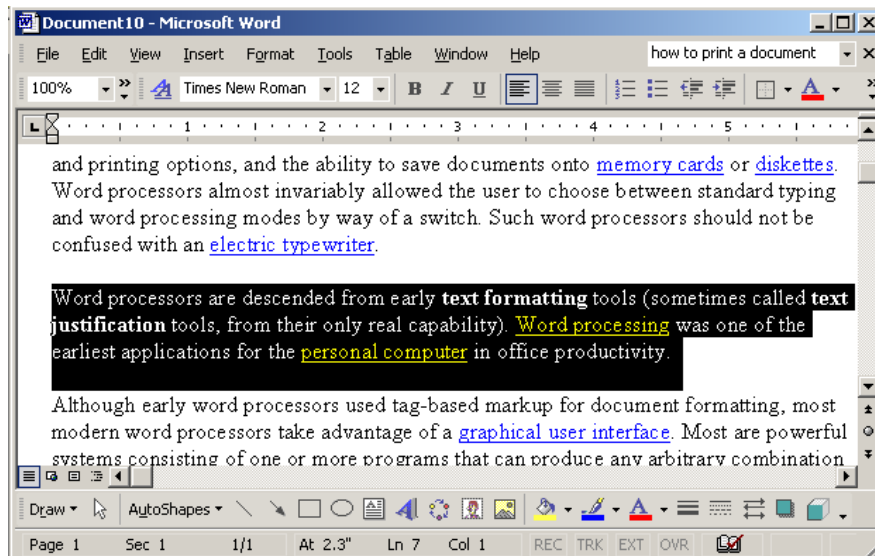
We can select multiple item by pressing and holding down the CTRL key as we click each item we want , or by clicking select all on the edit menu to select every item in the Window.

18. Working With In Documents:

As we work, we often need to copy and move information from one document to another, or one place to another within another.

18.1 Selecting A Portion Of Text

The Select feature is a powerful tool. Whenever you want to work with a specific section of text, you can select just that portion and work on it separately from the rest of the document. Selecting text gives you maximum flexibility because you can isolate the text or other items that you want to work with. Select the portion of the document that you want to copy. There are two ways of selecting the data one with the mouse and other with the key board. With the mouse, click at the place from where you want to copy, hold down the button , and move the mouse in the direction you want to highlight. When the Desired text is highlighted, release the mouse button. Through the help of key board we can select the data by making use of SHIFT and ARROW keys. The selection bar is a vertical bar to the far left of the document between the horizontal ruler and view button.

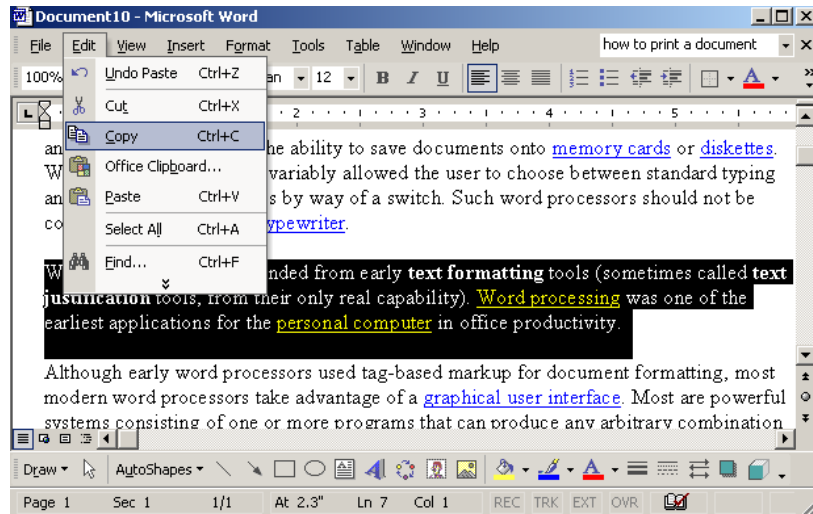


18.2 Copying The Selected Text

To make a duplicate part of a document and reproduce it else where. The material copied can range from a single character to certain pages of text.

Step1: Select the data that you want to copy.

Step2: Right-click and select Copy from the pop-up menu. You could also select Copy from the Edit menu or press Ctrl+C.

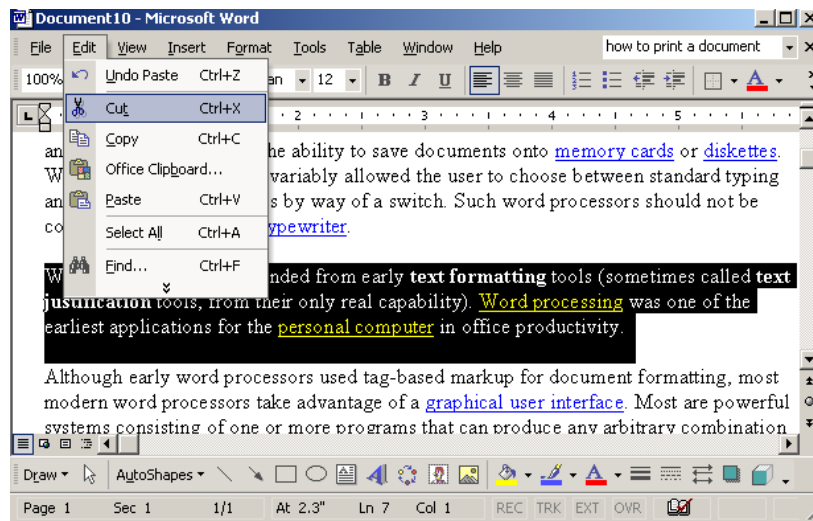


18.3 Cutting Selected Text

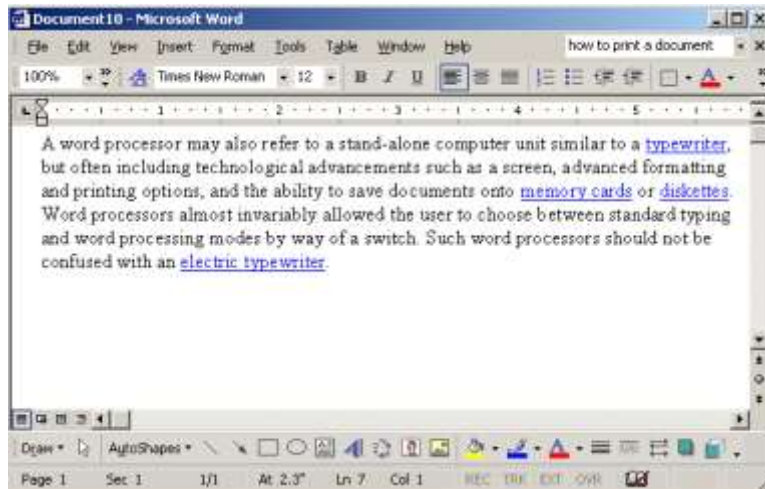
To remove the marked portion of the document into a temporary storage area. The cutting of text is done, suppose you write the data in the place where it doesnot needed but the data is used in some other part of the document then you have to cut the data from the unwanted part and paste the data in the area where it is desired from the clipboard. Clipboard is an area of memory which is used for temporary storage of text from where it is being transferred.

Step1: Select the data that you want to cut.

Step2: Right-click and select Cut from the pop-up menu. You could also select Cut from the Edit menu or press Ctrl+X.



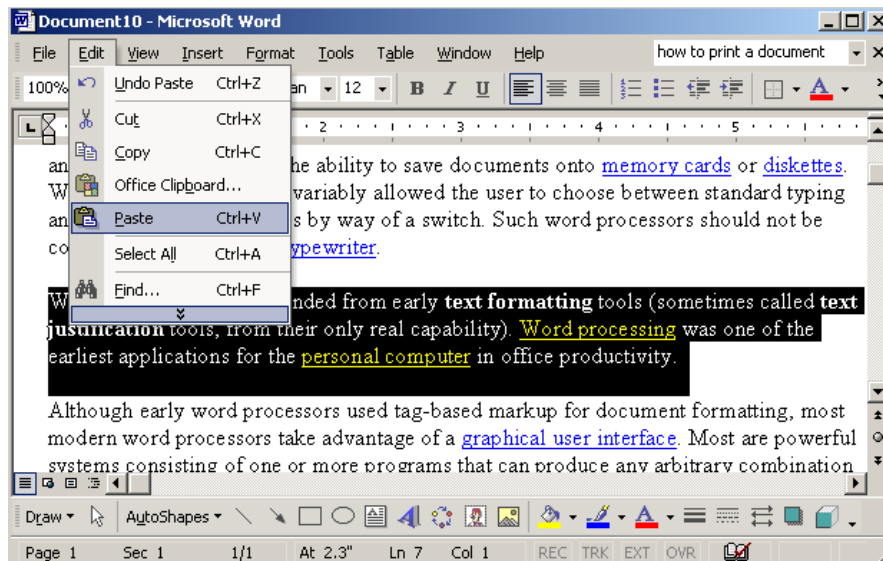
Step 3: After clicking cut the document appears like this:



18.4 Pasting Selected Text

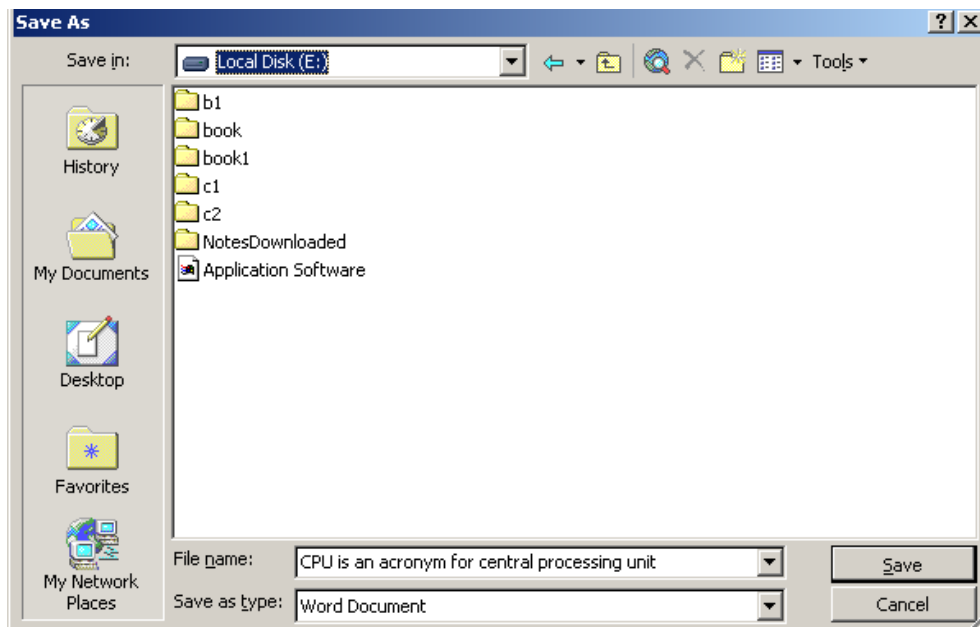
Paste means to insert text or graphics that has been cut or copied from one document into another place in the same document or in to a different document.

- Step1: Select the data that you want to copy.
- Step2: Right-click and select Copy from the pop-up menu. You could also select Copy from the Edit menu or press Ctrl+C. To cut the document select either cut from the menu or press Ctrl+X from the keyboard.
- Step 3: Put the cursor at the destination location, then right-click and select Paste from the pop-up menu. You could also select Paste from the Edit menu or press Ctrl+V.



19. Saving A Document

- Step1: Start Microsoft Word.
- Step2: In the New Document task pane, click Blank document under New.
- Step3: Write the data in the document. After completing the document go to step4.
- Step4: On the File menu, click Save.
- Step5: In the File name box, type the file name that you want for your document, and then click Save.



We can also save the document as web page. The following steps are to be performed:

- Step1: Start Microsoft Word.
- Step2: Create a new blank document.
- Step3: On the File menu, click Save as Web Page.
- Step4: In the File name box, type the file name that you want for your document, and then click Save.

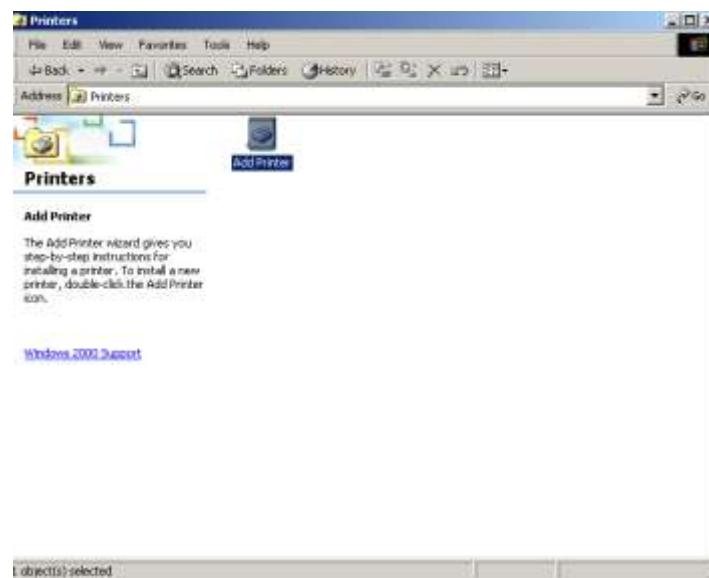
20. Setting Up A Printer:

It is a computer peripheral that presents the computer output as a printed image on paper or film. When we connect a new printer to our personal computer then first it has to be installed. For installation following steps are to be performed.

- Click the start button and then click the Setting option and then click control pannel.
- In the control pannel window, click printer option.



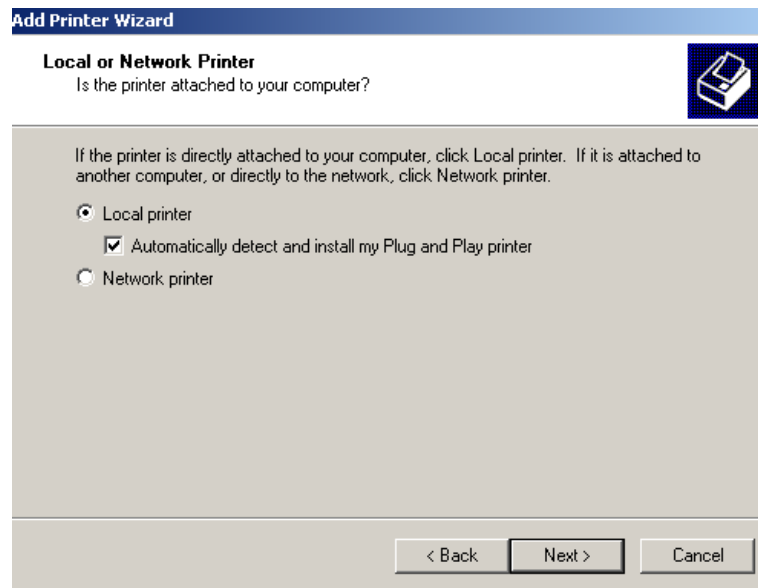
- Inside the printer option, there is add printer option which is to be clicked.



- Add printer wizard appears on the screen. In that click Next button.



- Again a new window appears which contain the option of which type of printer is to be attached either local printer or network printer. Local printer is that printer which is directly attached to the system in which you are working. Network printer is a printer in which printer is attached to the any other computer in the network. Select one of the option and click Next.



- In case of local printer, after clicking the Next the wizard the system searches for the printer. Once you have located the printer you wish to install, click **Next**.

- Supply a name for the printer and determine whether you'd like this printer to serve as your default printer. It's always best to select the printer directly connected to your computer as your default printer.
- Click **Yes** to print a test page from your newly installed printer.
- Click **Next** to review the settings for your new printer before completing the installation process.

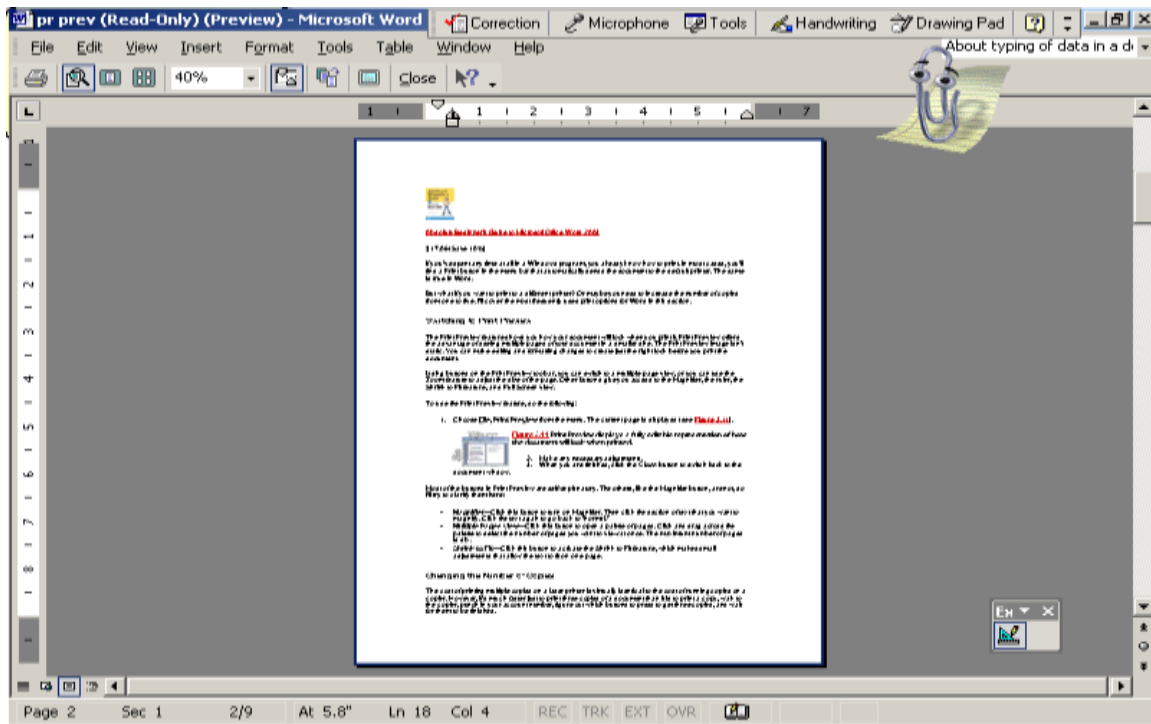
How to install a network printer

Installing a network printer that's down the hall from your main home computer is just as easy. When the Add Printer Wizard asks you to select a printer, simply click Connect to This Printer. If you don't know the name of the network printer, you may select Browse for a Printer to search through a list of shared printers. Alternatively, if your network printer is on a network that uses an Internet address, click Connect to a Printer on the Internet and enter the address in the URL text box. The Add Printer Wizard can guide you through the installation process, but playing with preferences is up to you.

21. Print Preview

The Print Preview feature shows you how your document will look when you print it. Print Preview offers the advantage of seeing multiple pages of your document in a smaller size. To use the Print Preview feature, do the following:

Choose File, Print Preview from the menu. The current page is displayed



Most of the buttons in Print Preview are self-explanatory. The others, like the Magnifier button, are not, so I'll try to clarify them here:

- **Magnifier**—Click this button to turn on Magnifier. Then click the section of text that you want to magnify. Click the text again to go back to "normal."
- **Multiple Pages view**—Click this button to open a palette of pages. Click and drag across the palette to select the number of pages you want to view at once.
- **Shrink to Fit**—Click this button to activate the Shrink to Fit feature, which makes small adjustments that allow the text to fit on one page.

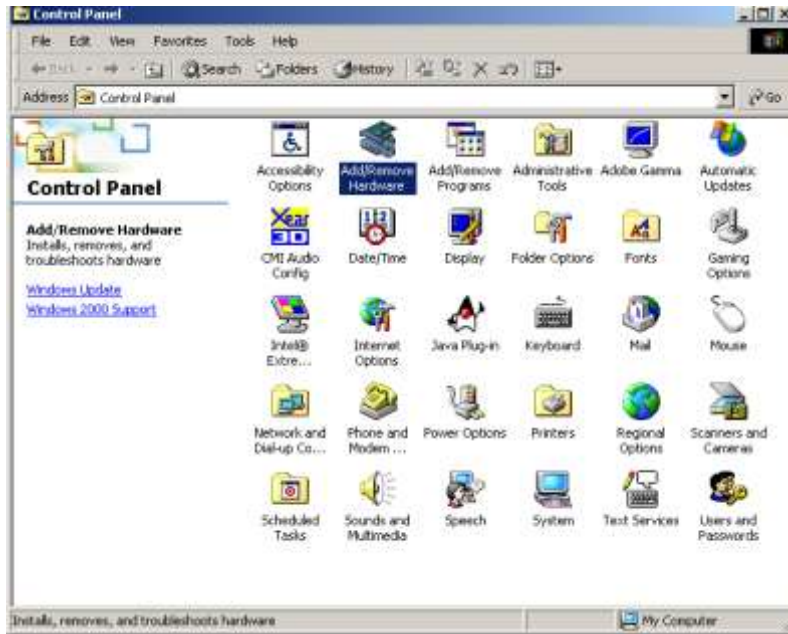
22. Printing A Document

- Step1: On the File menu, click Print.
- Step2:: Under Page range, specify the portion of the document you want to print. If you click Pages, you must also enter the page numbers or page ranges you want to include, or both.
- Step3: To print the current page, choose Current Page.
- Step 4: To print multiple pages, type the page numbers that you want to print in the Pages text box. For example, if you need to print pages 3 through 9, type 3-9. If you also want to print page 15, type 3-9, 15 in the text box.
- Step 5: To print selected text, select the text before you open the Print dialog box. Then choose Selection.
- Step6: After selecting all the options. Click print.

23. Installing Hardware

Installing hardware means to configure and prepare hardware for operation. To install the hardware, the following steps has to be performed.

- Click the start button and then click the Setting option and then click control pannel.
- In the control pannel window, Double click Add/Remove hardware.



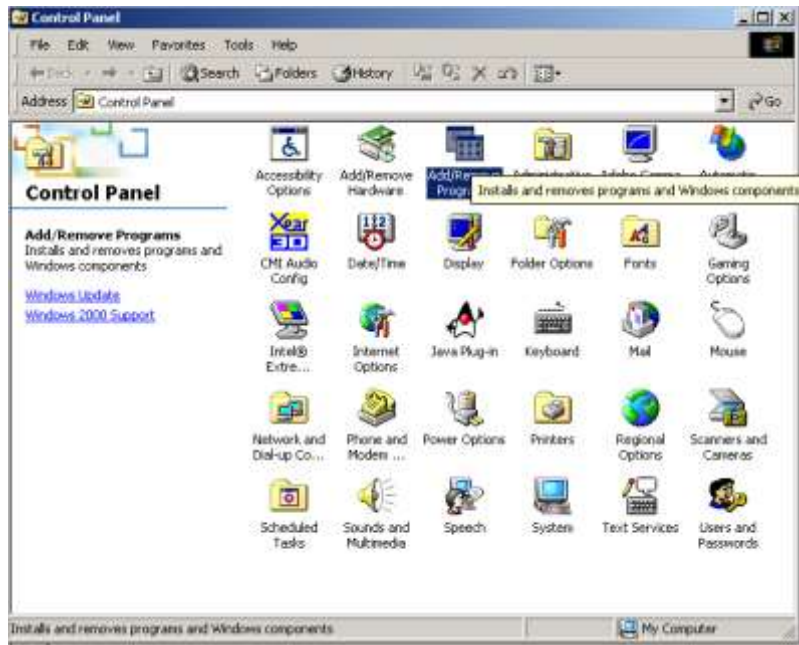
- Follows the instruction given on the screen.



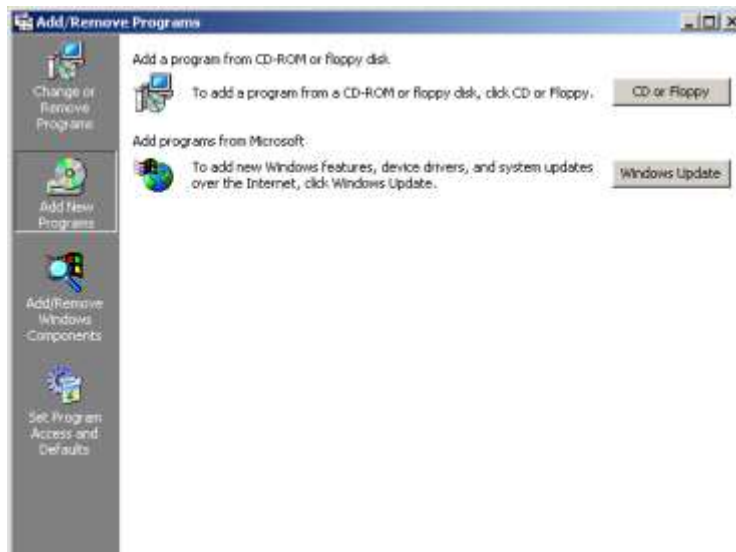
24. Installing Software

For installing software there is an installation program that we have to run. An installation program is a program whose sole function is to install another program. To install the software, the following steps have to be performed.

- Click the start button and then click the Settings option and then click control panel.
- In the control panel window, Double click Add/Remove program.



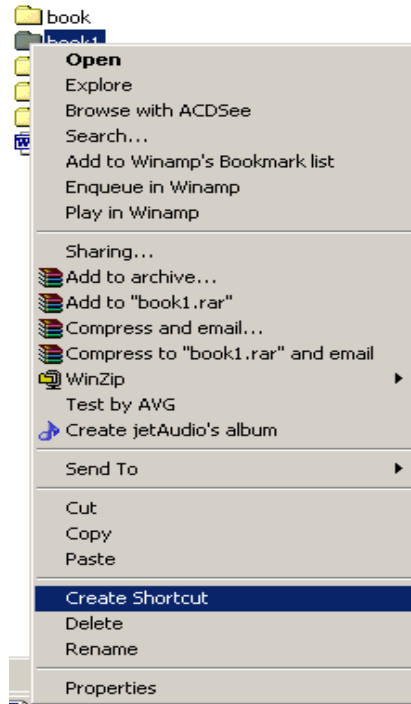
- Follows the instruction given on the screen.



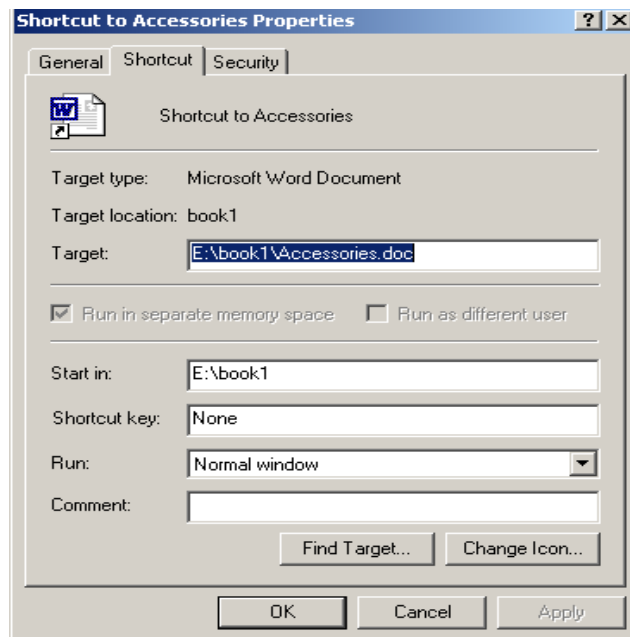
25. Putting A Shortcut On The Desktop:

Computer shortcuts are small files containing only the location of another file. When a shortcut is double clicked, the original item opens. The steps through which we can create a shortcut to any files are:

- To create a shortcut for a program in Windows, you can right click on the file and go to Create Shortcut.



- After creating the shortcut, you can use the shortcut as it is or there are ways to modify how the program will run.
- To modify the shortcuts, right click the **shortcut** you just created and go to Properties. In the Target Field, you can add command line switches to the end to modify how the program will run.



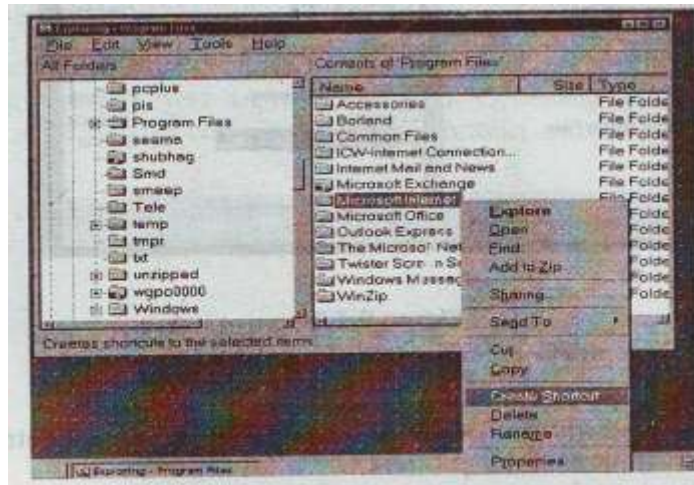
It is also important to remember that if a shortcut is added to a removable device like in a CD or floppy disk then the drive letter may change when the device is plugged into a

different computer. This would result in a break in the shortcut, and it would not operate properly even though the file that it is linked to still exists or they will not even open the document and gives the message that document doesn't exist.

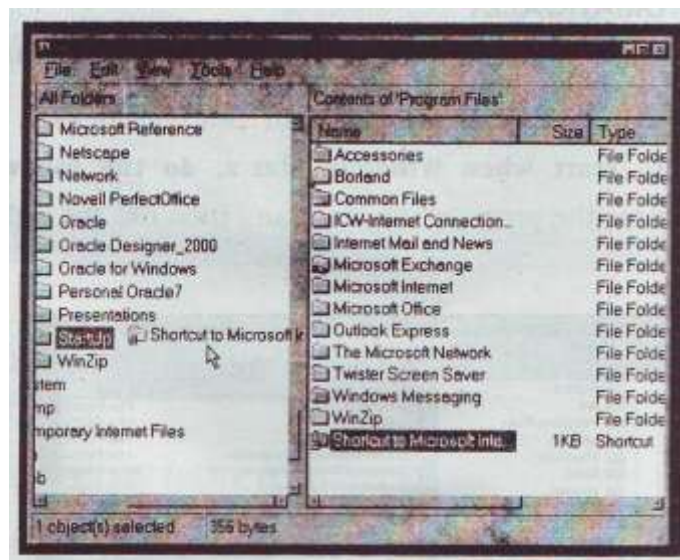
Program Start Automatically:

To setup a program to start when Windows starts, do the following:

- In Windows Explorer, locate the program we want and then use the right mouse button to click it.



- Click the plus signs next to the windows folder, the Start menu folder and then the programs folder.



26. Network

Computer networking is the scientific and engineering discipline concerned with communication between computer systems. Such networks involve at least two devices capable of being networked with at least one usually being a computer. The devices can be separated by a few meters (e.g. via Bluetooth) or thousands of kilometers (e.g. via the Internet). Computer networking is sometimes considered a sub-discipline of telecommunications.

Advantages:

- We can use programs and documents from another computer without passing floppy disks back and forth.
- We can print documents on a printer attached to another computer or use another computer's fax modem, just as if they are connected to our computer.
- We can access the internet.
- Message transactions using e-mail is possible.

26.1 Network Neighbourhood(NN):

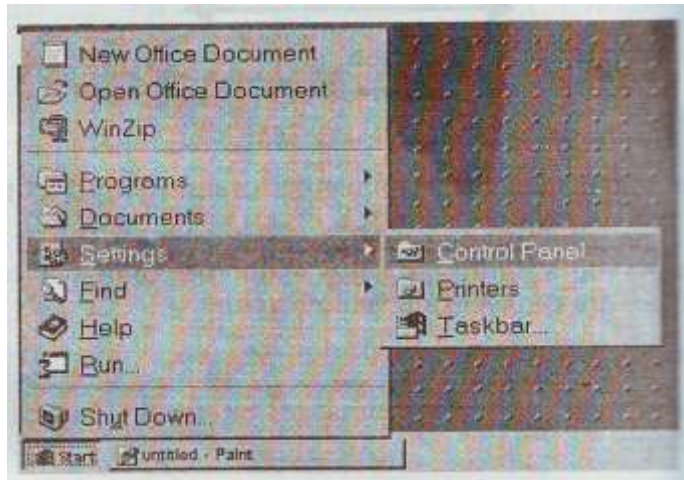
If our computer is connected to the network, the NN icon appears on desktop. When we double-click NN, we might see the computers in our workgroup or any NetWare servers we are connected to. Generally, our workgroup has been set up by an administrator so that the computers it contains most of the resources we want to use. We can see other computers on the network those not in our workgroups by double clicking the Entire Network icon which appears in Network Neighbourhood.



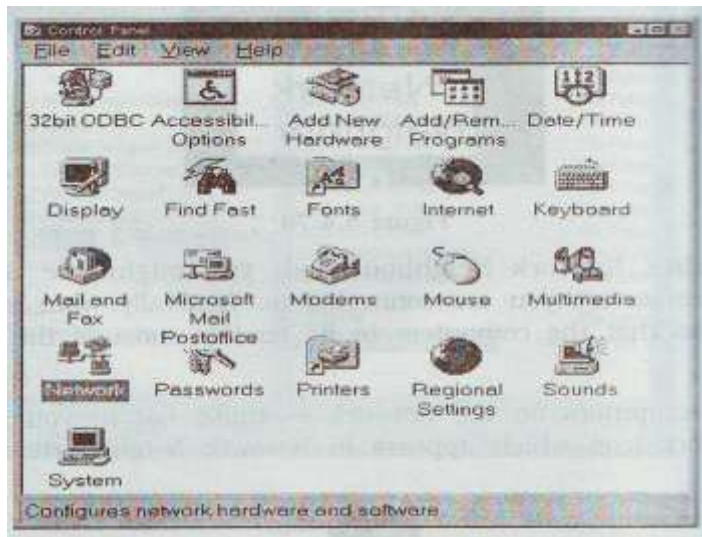
26.2 CONFIGURING COMPUTER TO A NETWORK

A. Setting up network software

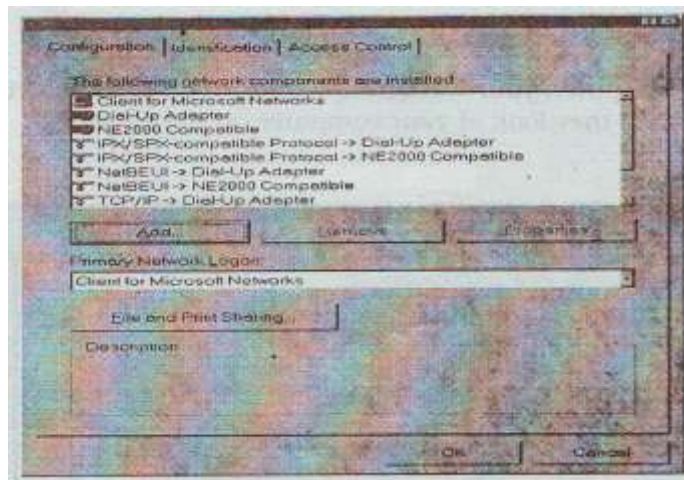
- Click the start button, point to settings and then click control panel.



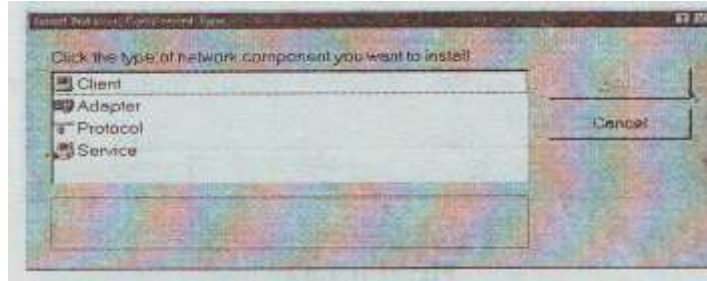
- Double click Network.



- Click Add.



- Click adapter and then click add.



- Follow the instructions on your screen. If we don't know what kind of adapter we have.

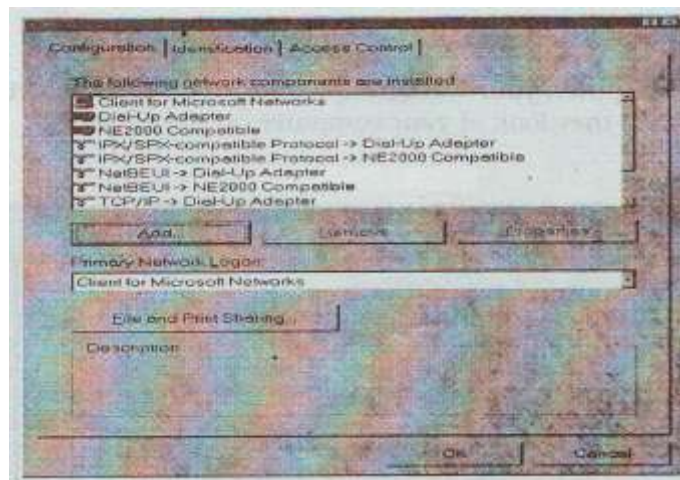
When we set up a network adapter, windows automatically sets up the other network components we need to use the network.

Followings are the descriptions of the network components.

- Client software enables we to connect to network resources such as folders and printers that have been shared on computers on the network.
- A network adapter is an expansion card or other device that physically connects our computer to the network.
- A protocol might be called the language our computer uses when communicating over the network.
- Service software includes services such as file and printers sharing for our computer or automatic backup to a network server.

B. Identifying computer on the network

- In the network dialog box, click the identification tab.
- Type a name for our computer, our workgroup name and a brief description of your system that other people will see when they look at our computer on the network.

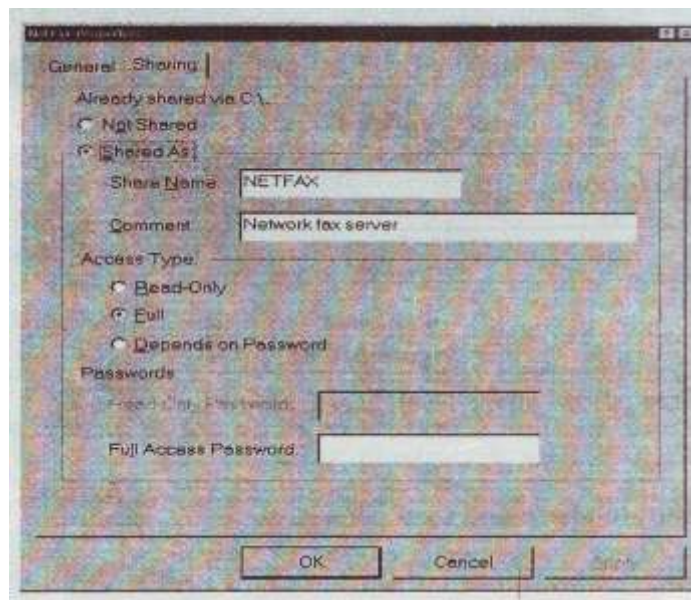


27. Sharing Folder & Printers

There are two ways to grant people access to the folders and printers we share over the network.

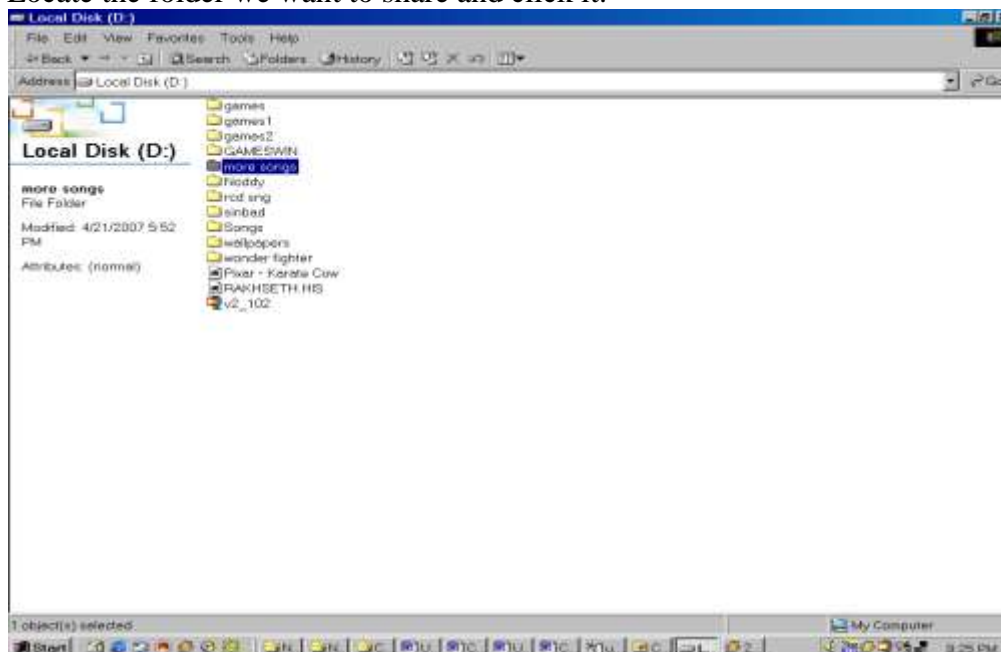
- Share-level access control: Anyone wanting to use the shared resource must know the password we have assigned to it.
- User level access control: as we share a resource, specify the names of people or groups who are authorized to use it. If we choose this type of access, we need to specify the computer or domain where the list of authorized users is located.

The dialog box appears for sharing a file and folder:



A. Sharing a folder:

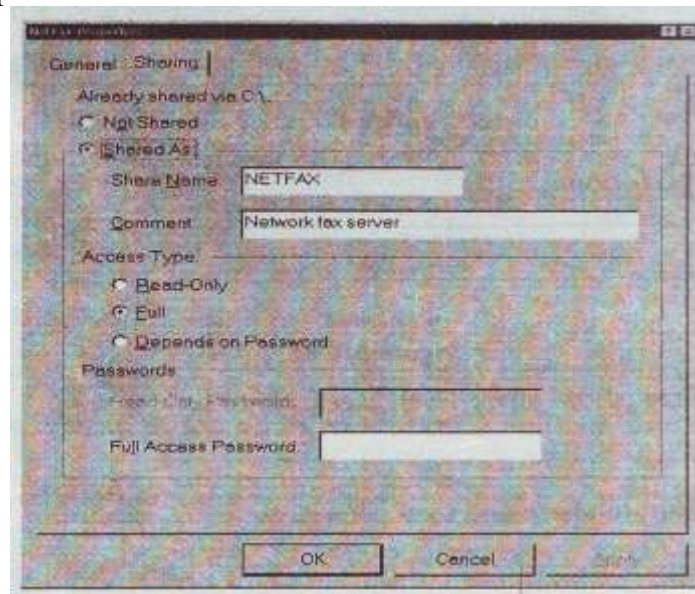
- Locate the folder we want to share and click it.



- On the file menu, click sharing.

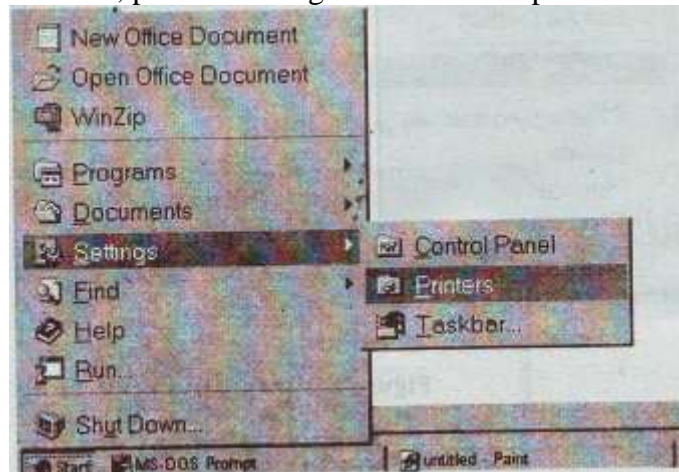


- Click the options we want.



B. Sharing a printer:

- Click the start button, point to settings and then click printers.



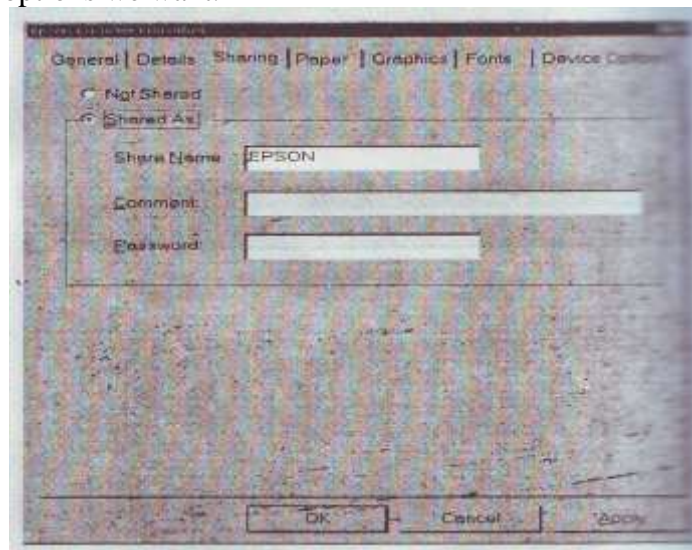
- In the printer's window, click the printer we want to share.



- On the file menu, click sharing.



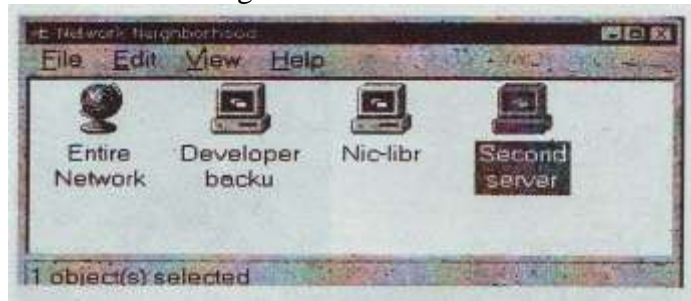
- Click the options we want.



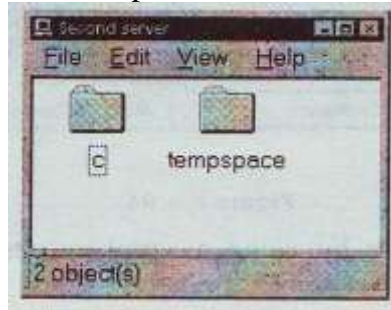
28. Using Resources Located On Other Computer

A. Using a shared folder

- Double click the Network Neighbourhood.



- Double click the icon for the computer that contains the folder we want.



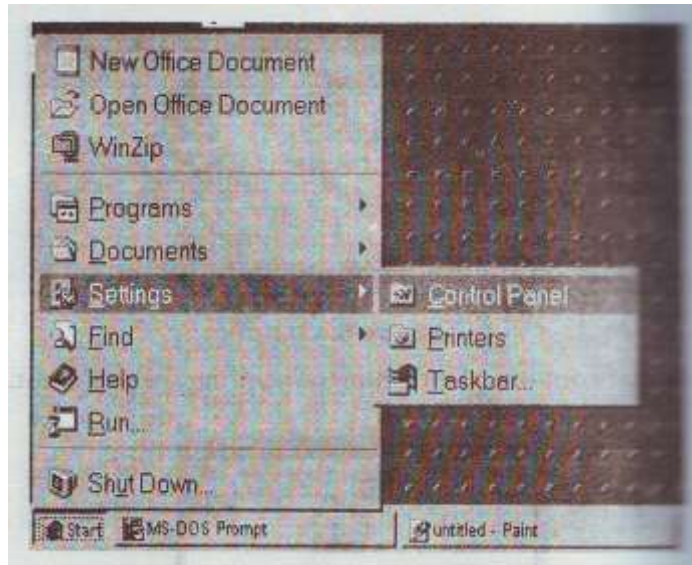
- Double click the folder that contains the document or program we want.
 - ✓ If the computer is not in our workgroup, double-click Entire Network.
 - ✓ We can also create a short cut to a network resource.
 - ✓ We can use the Find and Run commands on the start menu to find network resources.
 - ✓ To use a printer that has been shared on the network, we need to set up the printer on our computer.

29. USING DIAL-UP NETWORKING

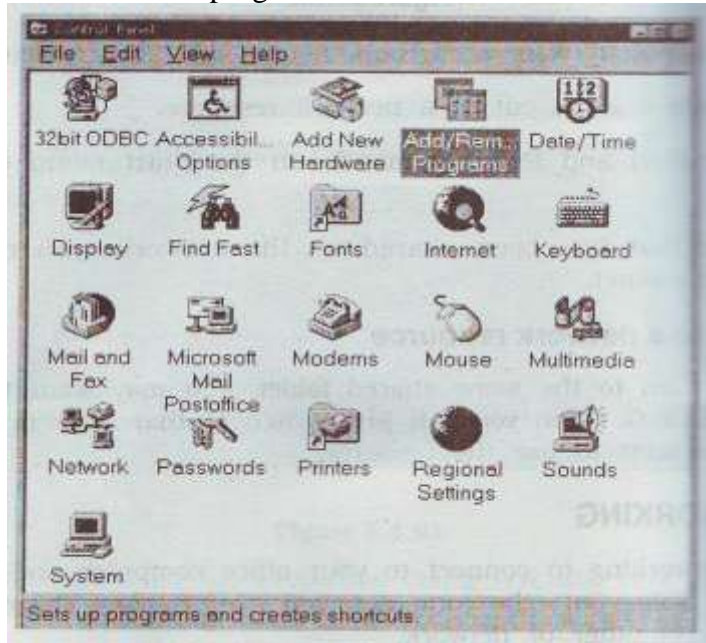
We can use Dial-up networking to connect to our office computer and the network it is on. By using a modem and dialing into the computer, we can use any shared resources, such as a folder or printer on the computer or network. To connect two computers in this way, they must both have modems installed. We must also set up Dial-up Networking on both computers and the computer we want to dial into must be set up as a server. If there is no Dial-up networking in the My Computer window, we can use the following procedure to install it.

A. Setting up Dial-up Networking

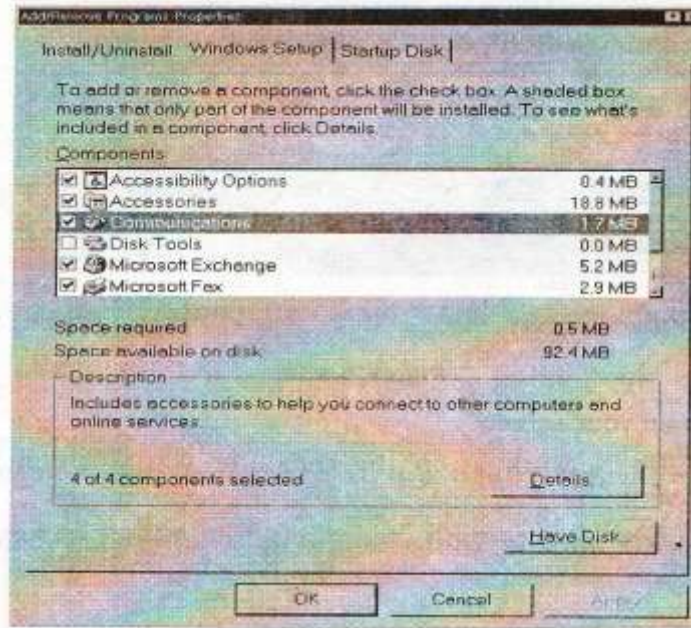
- Click the start button, point to settings and then click control panel.



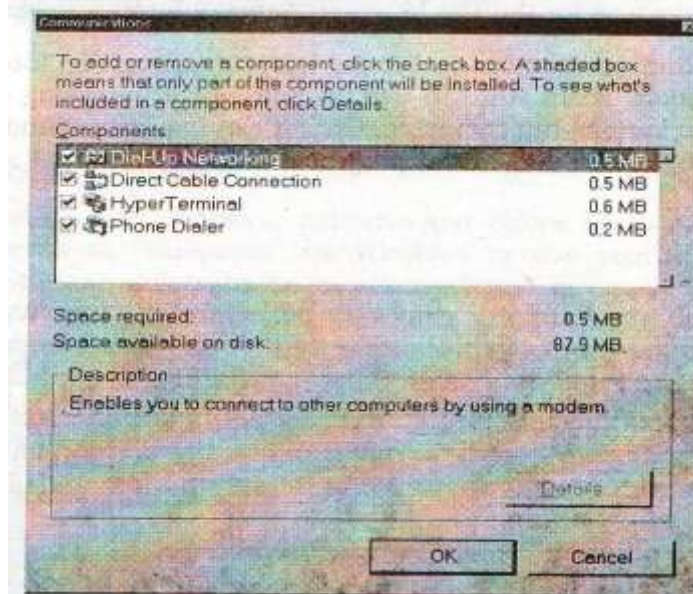
- Double click Add/Remove programs.



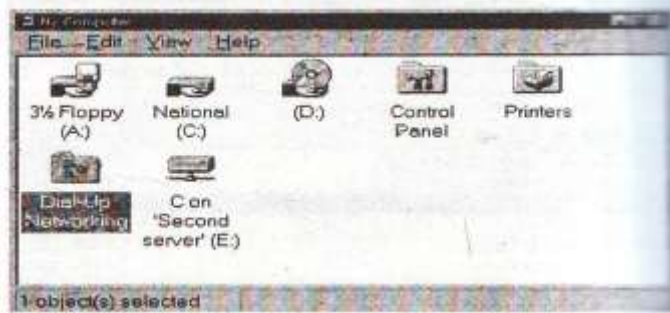
- Click the windows setup tab, click communication and then click details.



- Click the Dial-up Networking check box and then click ok. Click ok again and follow the instructions on our screen.



- Double click My Computer and then Double click Dial-up Networking.



- Follow the instructions on our screen.

30. CONNECTING TO THE INTERNET

The internet is a worldwide network of computers, which hold large amounts of data that you can easily access from a PC. Besides, you can communicate with others worldwide with the help of email. You can also communicate 'live' in On-line chatting. You need not to be a computer expert to use the Internet. To understand how the Internet works first you have to understand **Networking**

- Using the Microsoft Network, a new online service, we can gain access to Internet news groups, download software and send and receive e-mail over the Internet. To sign up for the Microsoft Network, double click the icon for the Microsoft Network on our desktop.
- Generally, to connect to the Internet, you need a computer and a modem. A modems converts data so that it can be sent through the telephone line. In windows, you are provided with **Dial-UP Network** to get connected to the internet through the telephone line. You also need an account with a service provider, who will connect you with the Internet.

31. Having Fun

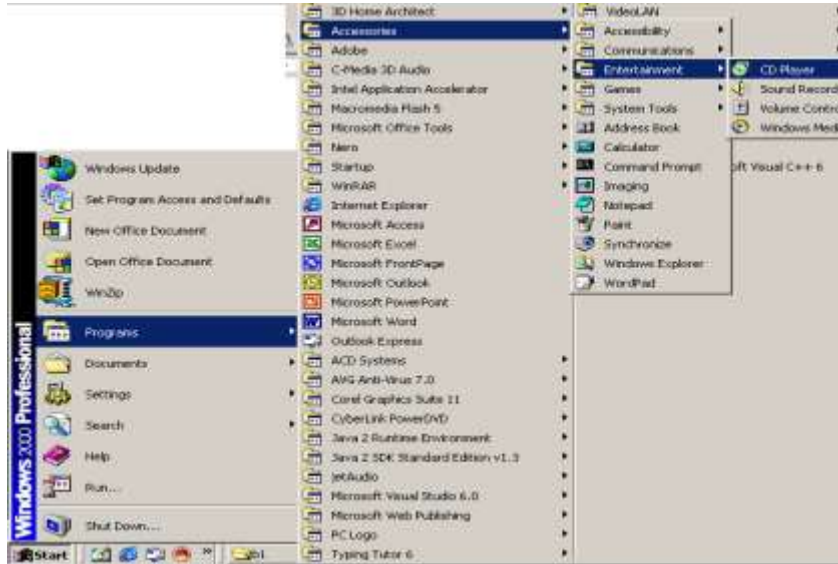
Explore Sound & Animation

Windows provides many multimedia features. We can use CD player to play audio compact disks, sound Reader to play or record sounds or Media player to view animations.

A. CD Player

CD player, is an electronic device which plays audio Compact Discs. CD players are often installed into home stereo systems, car audio systems, and personal computers. In personal computer we can use CD player to play audio/video data, or seeing some data which is stored in CD, these data may be either text/pictures. For playing audio/video data you must have a sound card installed in your PC because without it you cannot listen to a CD. Steps for using CD Player:

- Click start, and then select program option, then point to Accessories. After that, select Entertainment.
- From the entertainment submenu, we will select the option CD player.



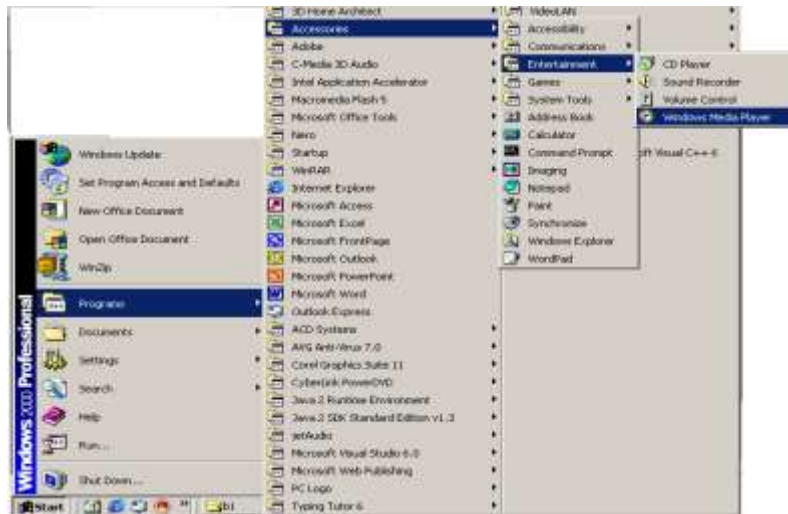
- CD player dialog box open



B. Window media player

Windows Media Player (WMP) is a digital media player and media library application developed by Microsoft that is used for playing audio, video and images on personal computers running the Microsoft Windows operating system. In addition to being a media player, Windows Media Player includes the ability to rip music from, and copy music to compact discs, synchronize content with a digital audio player (MP3 player). The default file formats are WMV (Windows Media Video & Audio), WMA (Windows Media Audio), and ASF (Advanced Streaming Format), and supports its own XML based playlist format called WPL (Windows Playlist). Steps for using media Player:

- Click start, then select program option, then point to Accessories. After that, select Entertainment.
- From the entertainment submenu, we will select the option window media player.



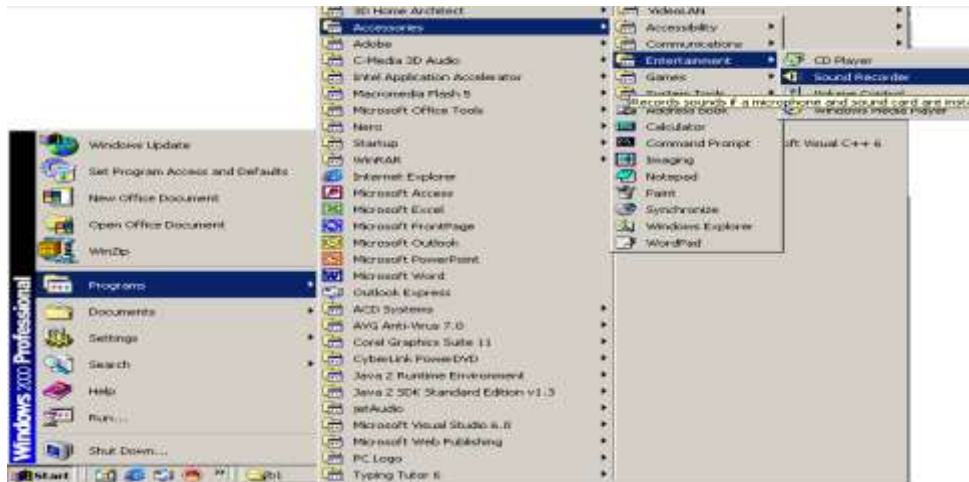
Window media player dialog box opens.



C. Sound Recorder

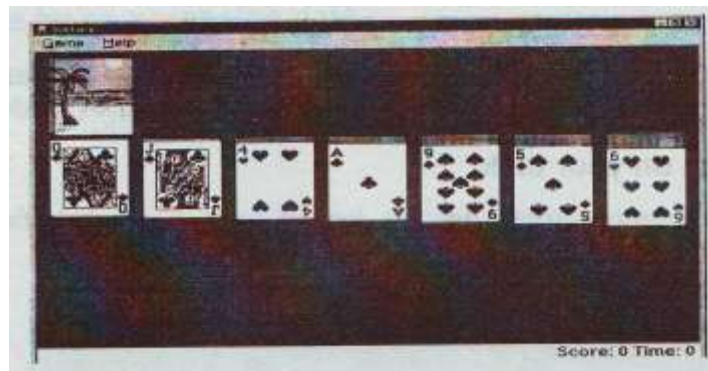
Sound recording and reproduction is the electrical or mechanical inscription and re-creation of sound waves, usually used for the voice or for music. For recording a sound in your personal computer microphone is a necessary device. Steps for using sound recorder:

- Click start, and then select program option, then point to Accessories. After that, select Entertainment.
- From the entertainment submenu, we will select the option sound recorder.



Play Games:

If you are looking for a fun challenge, try the games that come with Windows. For example, solitaire is one of the most popular card games off all time.



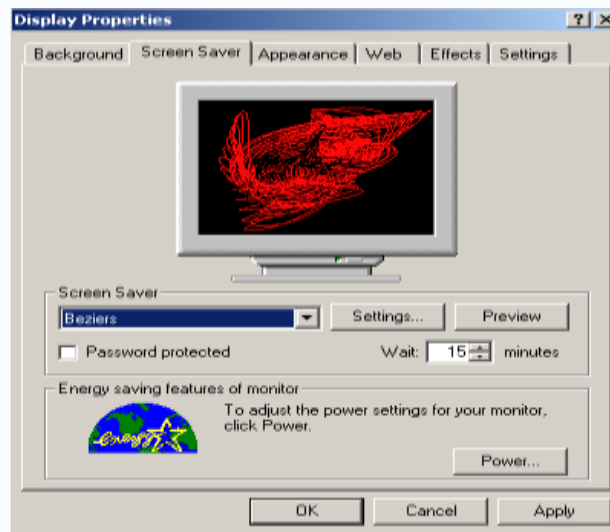
32. Set Up A Screen Saver:

Screen Saver is a utility program that blanks the computer screen after a period of inactivity. A screensaver is a computer program originally designed to conserve the image quality of computer displays by blanking the screen or filling them with moving images or patterns when the computers are not in use. Today, screensavers are primarily used for entertainment or security purposes. When the same image is displayed on a CRT screen for long periods of time, the properties of the exposed areas of phosphor coating on the inside of the screen gradually and permanently change, eventually leading to a darkened shadow or "ghost" image on the screen.

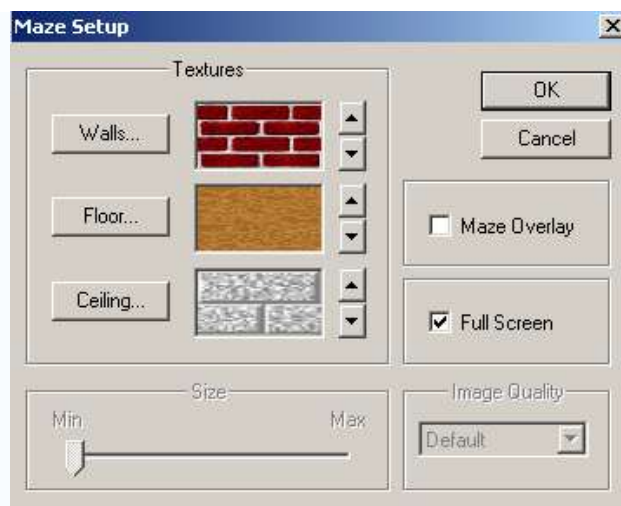
Screensaver programs were originally designed to help avoid these effects by automatically changing the images on the screen when the computer was not in use (thus "saving" the screen). They can be usually set up to launch automatically, waiting a specified amount of time after the last keystroke or the last mouse movement made by a

user. The screensaver remains active until a user presses a key or makes a mouse movement. At that moment, the screensaver closes and the former screen contents are restored, allowing the user to work again.

- Right Click on the blank area of desktop.
- A small menu is displayed. Click on the property option.
- Then Display property dialog box appears
- To set the screensaver, click on the screensaver tab.
- Select any of the screen saver which is present in the screen saver listbox. Your selection will be displayed on the little monitor of property window.
- You can also see the preview of the screen saver by clicking on the preview tab.
- You can also set the time after which the screen saver should be active by clicking on the arrow button



- There is a setting button through which we can set the texture of the selected screen saver from the dialog box which appears after clicking on it.



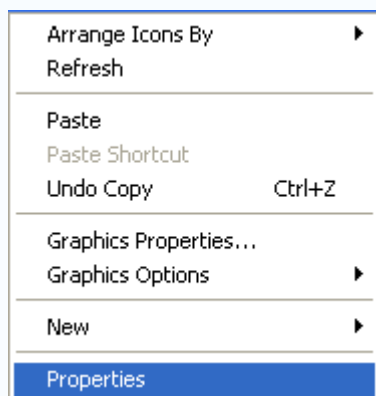
33. Change the appearance of Windows

We can personalize Windows with pictures, patterns and colors by using Control panel. We can display pictures or patterns as “Wallpaper” for Windows or use our own scanned photos. We can also change our windows colors to an existing scheme or create our own.



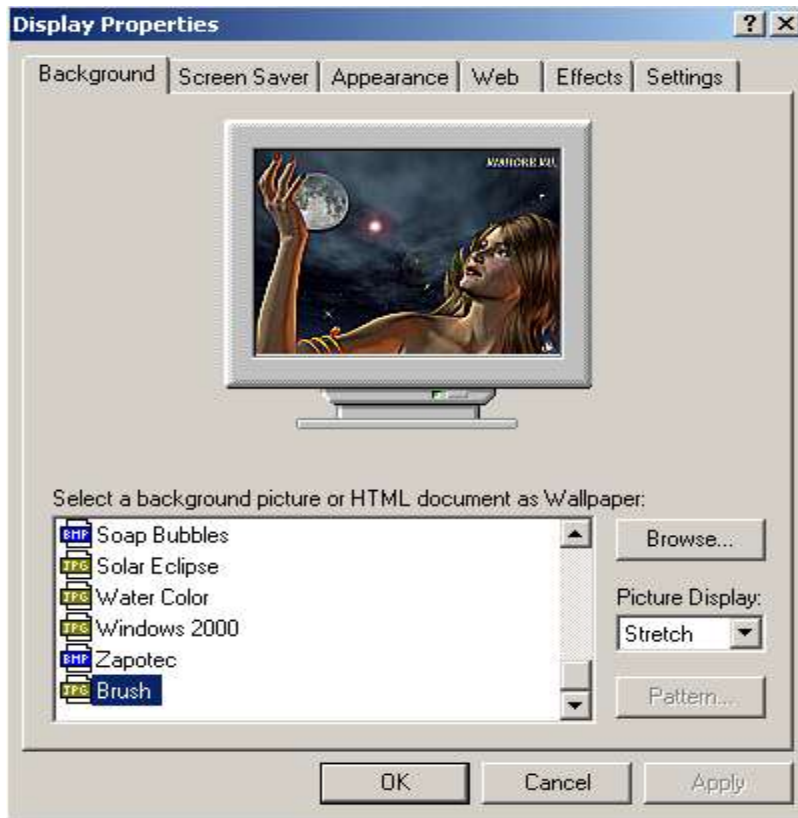
Wallpaper is material which is used to cover and decorate the interior walls of homes, offices, and other buildings; it is one aspect of interior decoration.. "Wallpaper" is also a term for computer wallpaper, referring to an image used as a background on a computer screen, usually for the desktop of a graphical user interface. "Wallpaper" is the term used in Microsoft Windows, while the Mac OS avoids mixing metaphors by calling it a 'desktop picture'. For adding wallpaper to a desktop certain steps must be followed:

- Right Click on the blank area of desktop.
- A small menu is displayed. Click on the property option.



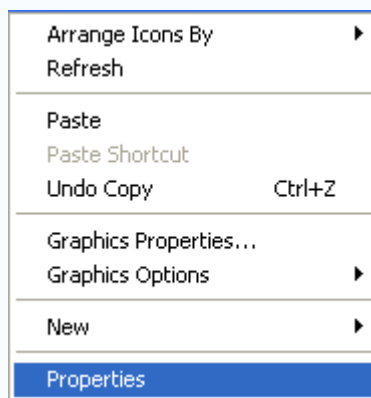
- Then Display property dialog box appears
- To set the wallpaper click on the Background tab.
- Select any of the wallpaper which is present in the listbox. Your selection will be displayed on the little monitor of property window.

- You can also browse certain other pictures also which is present on your disk drive by making use of browse button.
- We can also set the picture either in the form of tiles, center, or in a stretched way from picture display list box.

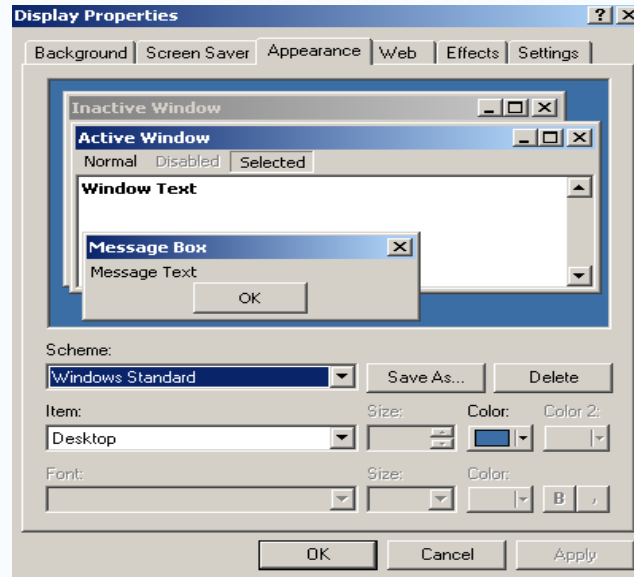


Steps For Setting The Appearance Of The Screen:

- Right Click on the blank area of desktop.
- A small menu is displayed. Click on the property option.



- Then Display property dialog box appears



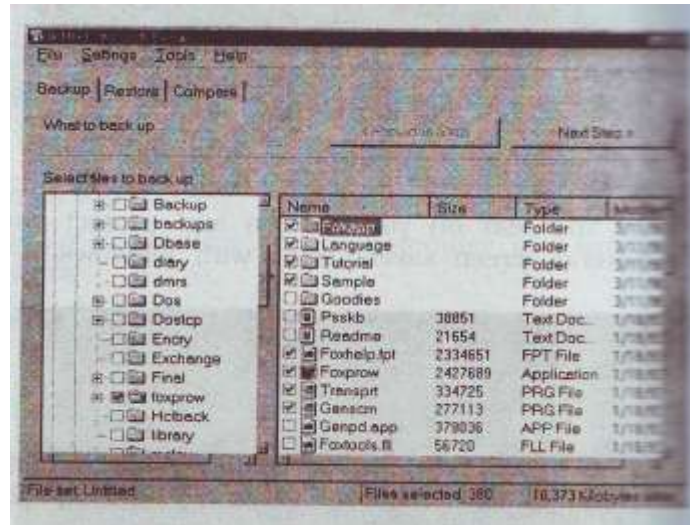
- To change the appearance of the desktop, click on the Appearance tab.
- There are certain setting scheme which is given by the windows. We can select one from it from the scheme list box.
- There are certain item provided in the item listbox, you can also change the property of the item by changing the colour and font sizes.
- You can also see the preview of changing the appearance on the small monitor which is provided in the dialog box.
- After all changing has been done. Click ok.

34. Maintaining System:

Windows provide tools that we should use regularly to maintain our hard disk. Look for these tools in the system Tools folder which is located in the Accessories folder.

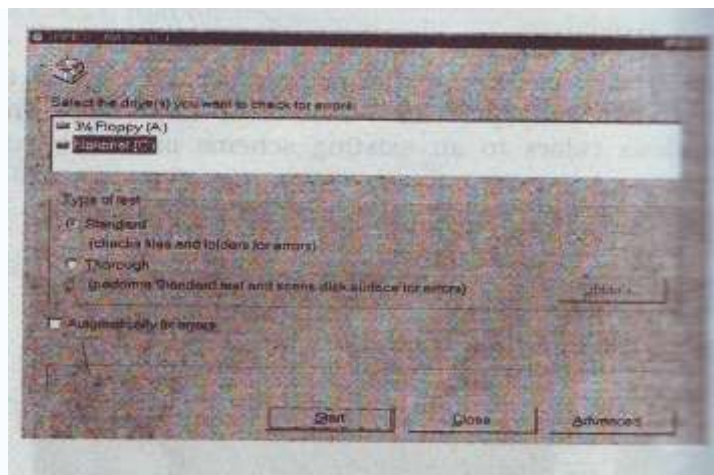
A. Back up the information on our disk

Backing up our files safeguards them against loss if our hard disk fails or we accidentally overwrite or delete data.



B. Check and repair our disk by using ScanDisk

ScanDisk can check the files and folders on our hard disk for data errors and it can also check the physical surface of the disk.



35. Optimizing Computer:

Windows includes several features to improve our computer's performance.

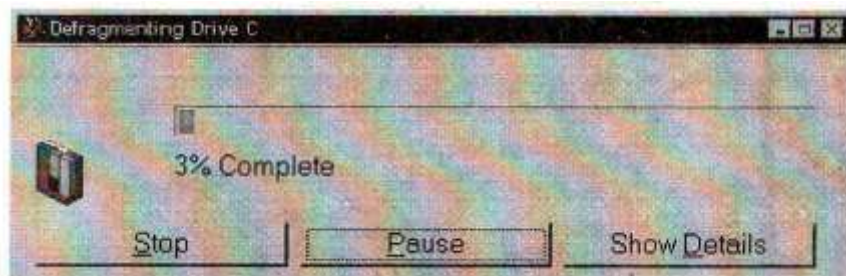
A. Increase disk space by compressing data

We can free up space on hard and floppy disks by using DriveSpace to compress the data that is on them. If our drive is uncompressed, Compressing it will generally give 50 to 100 percent more free space.



B. Defragment your disk

Over time, files can become divided into fragments that are stored in different locations on our hard disk. These files are complete when we open them but it takes longer for our computer to read from and write to them. To defragment our files and speed up performance, use Disk Defragmenter.



36. COMMUNICATING WITH THE WORLD

Windows provide several ways for you to communicate with co-workers and friends and with the rest of the world.

A. Share information by using electronic mail

Microsoft Exchange features a universal Inbox where we can send and receive electronic mail and organize access and share all types of information, including faxes and items from online services.

B. Send and receive faxes

We can use Microsoft Fax to send and receive fax messages. All we need is a fax modem we can access on a network or one attached to our own computer. Incoming faxes appear as messages in our Microsoft Exchange Inbox. Microsoft Fax comes with a Cover Page Editor and a Fax Viewer for viewing faxes that cannot be edited.

C. Connect to other computers

We can use HyperTerminal and a modem to connect to remote computer that is not running Windows. This enables us to easily connect to bulleting boards, host systems, or text-based online services. HyperTerminal even configures our modem for us and enables us to dial automatically.

37. Create Pictures By Using Paint:

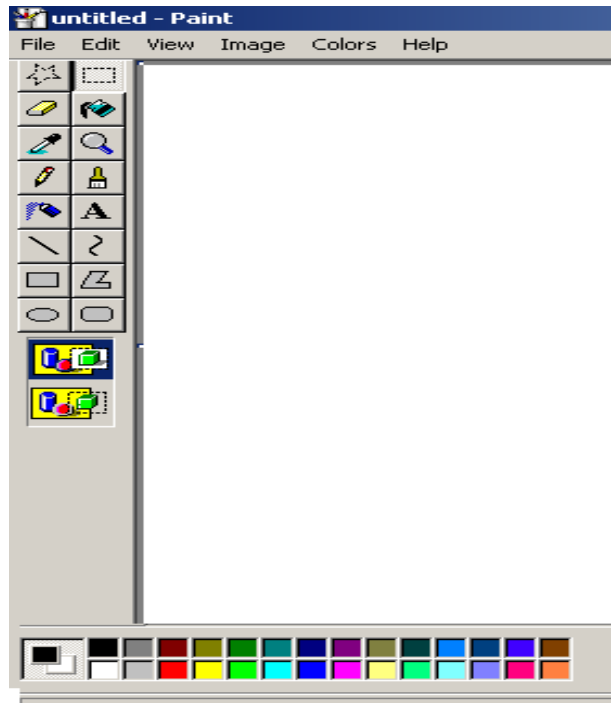
Microsoft Paint frequently called MS Paint or Paint and formerly Paintbrush for Windows is a simple graphics painting program that comes bundled with all versions of Microsoft Windows. The program opens and saves files as Windows bitmap, JPEG, GIF, PNG, and TIFF. Older versions cannot open or edit PNG files, and can only open GIF, JPEG, and TIFF files.

The program comes with the following options in its Tool Box: Free-Form Select, Select, Eraser/Color Eraser, Fill With Color, Pick Color, Magnifier, Pencil, Brush, Airbrush, Text, Line, Curve, Rectangle, Polygon, Ellipse, and Rounded Rectangle. MS Paint does not have the ability to automatically create color gradients.

The default colors in the Color Box could be described as the following colors: Black, White, Gray, Silver, Maroon, Red, Olive, Yellow, Dark Green, Green, Teal, Cyan, Navy blue, Blue, Purple, Magenta, Old Gold, Lemon Yellow, Slate grey, Kelly green, Dark Carolina blue, Aquamarine, Midnight blue, Periwinkle, Violet-blue, Coral, Brown and Pumpkin orange. A colour palette is also available.

Steps for creating a paint document

- Click start, and then select program option, then point to Accessories. After that, select paint.
- Paint windows open where you can draw certain graphics.

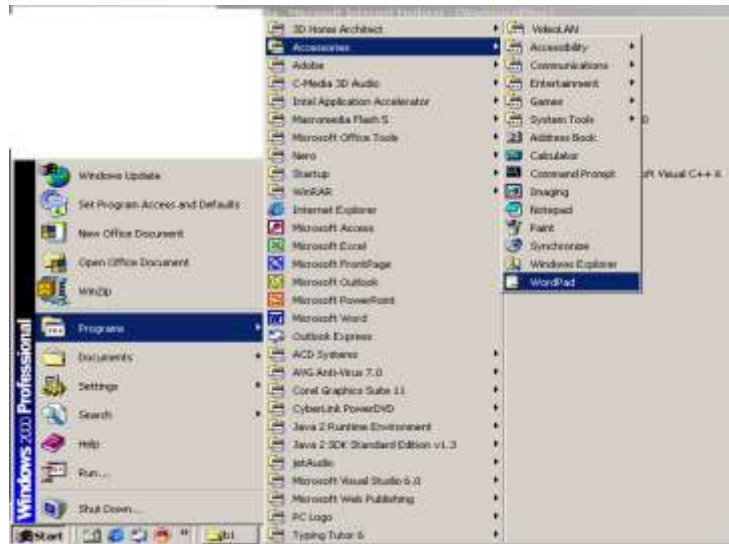


38. How To Use Wordpad:

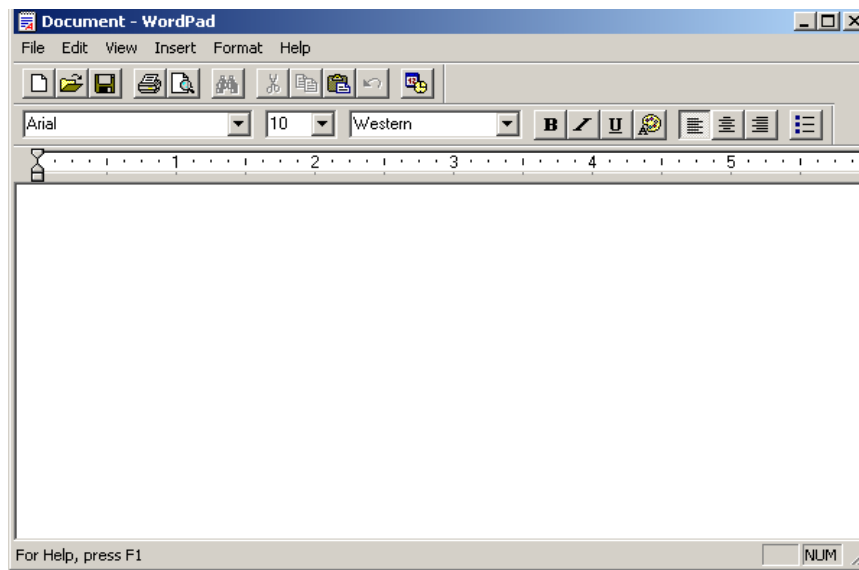
WordPad is a simple word processor that is included with almost all versions of Microsoft Windows from Windows 95 upwards. It is more advanced than Notepad, but not as advanced as Microsoft Word. It originated in Windows 3.1. It has facilities to format and print text, but lacks intermediate features such as a spell checker and thesaurus. WordPad supports Rich Text Format. This file format is the default format used by the editor to store and load files. WordPad for Windows XP cannot save files in the .DOC format.

Steps for creating a word pad document

- Click start, and then select program option, then point to Accessories. After that, select word pad.



- Word pad windows open for performing certain operation like writing the text. The windows shows like this:



39. Internet Explorer

Windows Internet Explorer, previously Internet Explorer, abbreviated IE , is a graphical web browser developed by Microsoft and included as part of the Microsoft Windows line of operating systems. It has been the most widely used web browser since 1999. After the first release for Windows 95, additional versions of Internet Explorer were developed for other operating systems: Internet Explorer for Mac and Internet Explorer for UNIX (the latter for use through the X Window System on Solaris. Internet Explorer was originally derived primarily from Spyglass Mosaic, an early commercial web browser. Internet Explorer 3 was the first major browser with CSS (Cascading Style Sheet) support. On

February 15, 2005, Microsoft Chairman Bill Gates announced that the new version of its browser would be released at the RSA Conference 2005 in San Francisco. Internet Explorer makes use of the accessibility framework provided in Windows. Internet Explorer is also a user interface for FTP, with operations similar to that of Windows Explorer.

Some released version of internet explorer are:

- On January 31, 2006, Microsoft released a public preview build of Internet Explorer 7 for Windows XP Service Pack 2 on their web site.
- On June 29, 2006, Microsoft released Beta of Internet Explorer 7 for Windows XP SP2, Windows XP x64 Edition and Windows Server 2003 SP1. It features re-ordering of tabs by drag and drop, as well as noticeable performance improvements.
- On September 28, 2006, 3Sharp, a privately held technical services firm, published the results of a study, commissioned by Microsoft, evaluating eight anti-phishing solutions in which Internet Explorer 7 came out on top.
- On October 18, 2006 the final version was released on microsoft.com, and was distributed as a high-priority update via Automatic Updates (AU) on November 1.

Features of Internet Explorer:

- For better security, Internet Explorer is no longer integrated with the Windows Explorer shell. Local files typed in IE7 are opened using the Windows Explorer shell and websites typed in Windows Explorer shell are opened using the default web browser.
- There is a "protected mode" (available in Windows Vista only), whereby the browser runs in a sandbox with even lower rights than a limited user account. As such, it can only write to the Temporary Internet Files folder and cannot install start-up programs or change any configuration of the operating system without communicating through a broker process.
- A number of improvements to CSS, DOM, and HTML support have been made.

While it is not officially possible to keep multiple versions of Internet Explorer on the same machine, some hackers (Joe Maddalone, Ryan Parman, *et al.*) successfully separated several versions of Internet Explorer making them standalone applications. These were referred as "standalone" IEs and included versions 3.0 to 5.5.



40. TV VIEWER

The old question “what’s on TV?” may never mean quite the same thing after we try out the Windows 98 TV Viewer. This new application may seem a bit ahead of its time, but who ever thought computers would come as far as they have in such a short time? With the TV Viewer we can view local television schedules, search for particular shows, have our PC remind we when our favorite show will be on and with the right equipment, even watch high-definition TV right on our PC’s monitor.

Utilities Of Windows-98

41. SYSTEM INFORMATION UTILITES

It provides a wealth of interesting information about our PC. Much of this information can be quite valuable for troubleshooting purposes. We probably won’t have much need for this troubleshooting information. But if our system experiences problems then we will be able to provide the technical support person with information that may help us to solve the problem more quickly.

Follow these instructions to view system information

- Click the start button.

- Select programs->Accessories->System Tools->Microsoft System information utility.
- Select the information category we want to examine.
- Click the print button to create printed record of the selected category.
- Click the close button to close the System information Utility.

42. SYSTEM FILE CHECKER

The system file checker checks important Windows 98 system files to make certain they haven't been damaged or improperly overwritten. Files can be damaged if our system crashes. In addition, poorly written software installation programs can replace important system files with out-of-date version that may cause our computer to malfunction.

Follow these instructions to verify that our system files are okay:

- Click the start button.
- Select programs->Accessories->System Tools-> System File Checker to open the System File Checker.
- Click start to begin checking for errors.
- If System File Checker finds system files that have changed
- Choose update verification information if we know the file has been updated, restore file if we want to revert to the original windows 98 file, or ignore if we are not certain but want to try the changed file.
- Click ok to continue.
- Select close to close the System File Checker.

43. WINDOWS TUNEUP WIZARD

Our PC probably isn't running quite as fast as it could. The windows tune up wizard is intended to help us to get the most out of our system by making our favorite programs run faster, making certain our hard disk doesn't contain errors and making certain that disk space isn't being wasted on unnecessary files.

Follow these instructions to run the windows tune up wizard:

- Click the start button.
- Select programs->Accessories->System Tools-> windows tune up wizard to open the windows tune up wizard dialog box.
- Click next and select Do not optimize.
- Click next to begin and see the scheduled tasks.
- To view the schedule for a task, select the task in the list of scheduled tasks.
- To change a task schedule, click the reschedule button to display the reschedule dialog box. We may want to reschedule any tasks reschedule for times when we normally use our PC.
- After we have adjusted the schedule, click ok to close the reschedule dialog box.
- Click next to continue. The windows tune up wizard then confirms the schedule.
- Click finish to close the Windows tune up wizard dialog box.