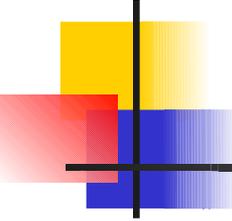


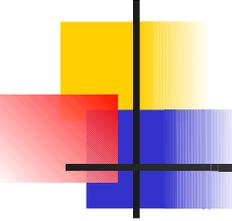
BIF713

Operating System Concepts
MS Windows



Agenda

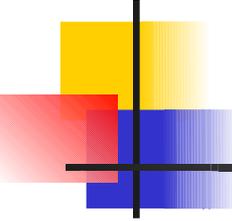
1. What is an Operating System (definition)?
2. Types of Operating Systems
3. Basic Operations:
 - Elements of the Windows Desktop.
 - Launching Applications.
 - Manipulating Application Windows.
 - Learning Short-cut Keys.
 - Learning and Issuing MS Windows Commands.
4. On-line Collaboration: Google Docs



Operating Systems - Def'n

An **operating system** is a control program for a computer that performs the following operations:

- allocates computer resources
- schedules routine tasks
- provides a platform to run application software for users to accomplish tasks
- provides an interface between the user & the computer



Operating Systems

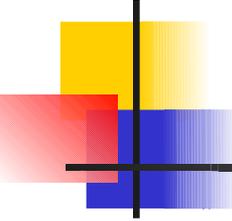
You will be learning two operating systems in this course:

Microsoft Windows (Learning this week)

- Used to work with applications such as Microsoft Office, Web-browsers and other course-related software
- Also used to issue text-based commands to configure setup files.

Linux (Learning in the following weeks)

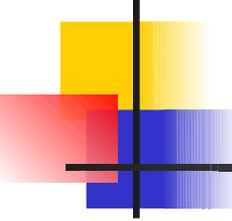
- Used to work with applications such as Open Office, Dia, Web-browsers and other course-related software.
- Also used to learn Linux operating system command to administer a Linux server, to automate routine tasks shell scripts, and to configure setup files.



Microsoft Windows

Microsoft Windows has evolved over a period of years.

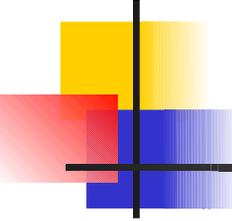
- **MS-DOS** – A text-based command-driven interface
- **MS Windows 3.1, 3.11** – Graphical User interface
- Improvements were made to the Graphical User Interface and following versions were released:
 - **MS Windows '95, '98, NT, 2000, XP, Vista, Windows 7, Windows 8**
- Seneca computer labs currently uses **Windows 7** (enterprise edition).



Operating Systems

It is important to work in the Microsoft Windows environment for the following reasons:

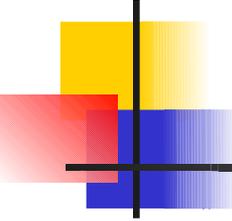
- Learn how to launch and manage applications.
- Control how programs (jobs) are managed.
- Customize your workspace suited to your needs.
- Issue Windows commands from the command prompt to modify setup (configuration) files.
- Learn short-cut keys to increase productivity.



Microsoft Windows

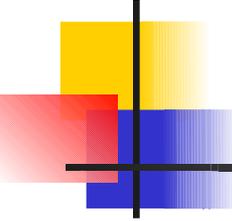
The basic areas to focus on are:

- Elements of the Windows Desktop.
- Launching Applications.
- Manipulating Application Windows.
- Learning Short-cut Keys.
- Learning and Issuing MS Windows Commands.



Shortcut Keys

- Learning to use short-cut keys in MS Windows can allow the user to become more efficient when working in the MS Windows environment.
- Here are a link to common Windows Short-cut Keys:
 - http://www.microsoft.com/enable/products/KeyboardSearch_XP.aspx



MS Command Prompt

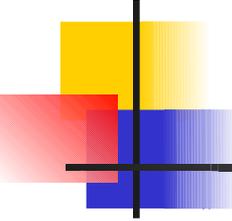
- Although users can perform common operations by using the mouse to active icons and make menu selections, BIF students can benefit from issuing MS Windows commands.
- Advantages:
 - _ Run programs not commonly displayed as icon or selected by program menu.
 - _ Access programs to edit configuration files (for programming applications)
 - _ Set ENVIRONMENT variables to properly run programming applications.
 - _ Place commands in a “batch” file to run like a program.
- Here is a list of common MS Windows commands:
 - <http://www.ss64.com/nt/>



Learning Resources

There is a Microsoft Word document handout.

- This resource is “dated”, but still covers the major elements in MS Windows.
- It is contained in BIF713 web page's week 2 notes and is worth printing and keeping as a reference.



Google Docs

Google Docs is a collection of collaboration authoring tools.

- Tools include word processing, spreadsheets, database, forms and presentations. These applications are very similar to MS office suite and are considered easy to use. Everyone can use a limited number of these tools for **free**.
- Since BIF students will be working on a group project in the second semester, group members can benefit in sharing information on-line to professor, and allow collaborative editing of materials to a limited group of users.
- To access Google Docs, just perform a Netsearch on “Google Docs”