

Introduction to Windows GUI



Dear **Teacher**,
We want to learn about the Desktop and other useful programs under Accessories in Windows.

Yes **Students**,
We Shall explore Desktop and Windows Accessories in this chapter.



Dear Children,

When you switch on the computer, which software loads very first on its own?

The operating system!

Yes, operating system loads on the computer as soon as we switch it on. Loading of operating system in computer's memory is called **booting**.

There are various operating systems namely Windows, Linux, MacOS etc.

We are using Windows operating system, so when you switch on the computer, Windows is seen on the monitor.

Operating System

An Operating System is a software that helps us to use or work on the computer system. It manages and controls the different parts of a computer system and makes them work together. It acts as an interface between the computer and the us.

We click on various options to do our work. There are various types of operating systems. Some examples of operating system are MS-DOS, IBM-DOS, Windows 95, Windows XP, Windows 7, Windows 10, Mac OS, Linux etc.

MS Windows

The MS Windows is a popular operating system (OS). It was developed by Microsoft Corporation, USA. There are various versions of Windows namely Windows 95, Windows XP, Windows 7, Windows 8, Windows 10 etc.



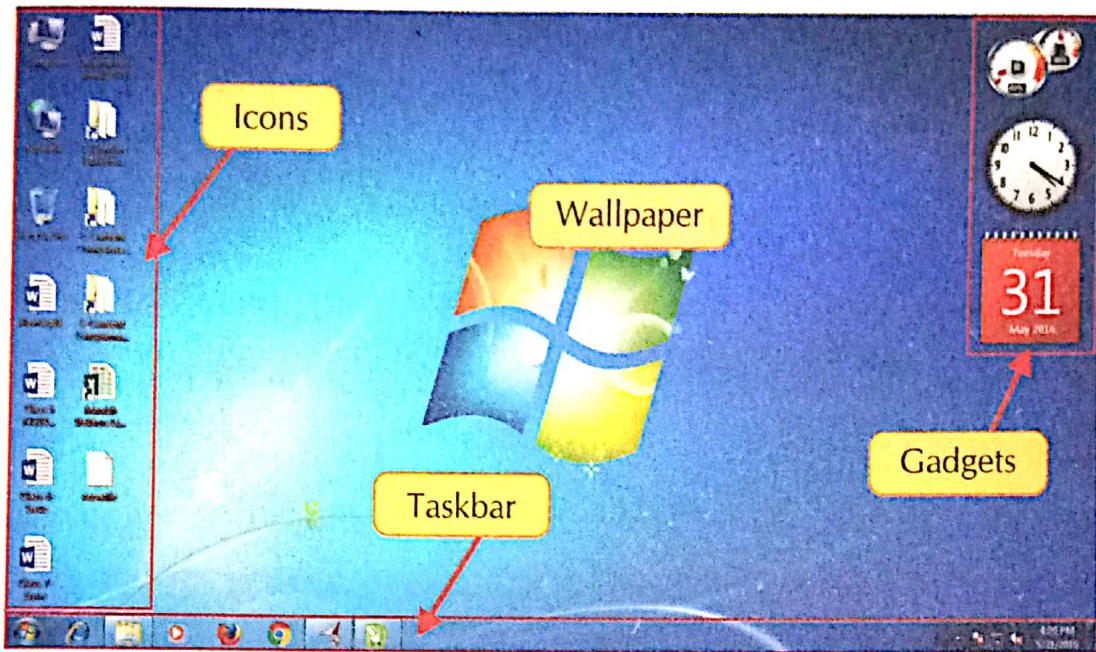
MS Windows displays a Graphical User Interface (GUI) which is easy to use. GUI is made of various graphical parts like Start button, icons, menus, and task bar etc.

In this chapter, we shall learn about Windows 7.

Windows Desktop

Once the computer is started, the screen which appears on the monitor is called the **Desktop**. Various components of a desktop are:

1. Wallpaper
2. Icons
3. Gadgets
4. Taskbar



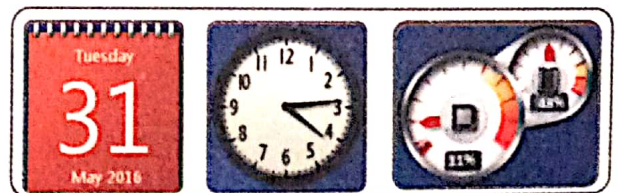
Let us discuss about these parts one by one.

Wallpaper: The wallpaper is the background picture on the desktop.

Icons: The small pictures on the screen are called the icons.




Gadgets: Gadgets are the small and helpful objects in a computer. They have their specific functions. They are used to watch time, calender, weather, world time, etc. on a computer.



Taskbar: This is a horizontal bar at the bottom of the desktop. Now, let us learn about the various parts of the taskbar.



Start Button:  The **Start button** is found on the left side of the taskbar. When we click on the Start button, a menu appears which is known as the **Start menu**. We can find and open all the programs from the **Start menu**.

Middle Section: 

The middle section shows the programs and files we have opened and allows us to quickly switch between them.

Quick Launch toolbar: 

The Quick Launch toolbar provides a fast and easy access to our favourite programs. These programs can be opened in single-click.

System Tray: 

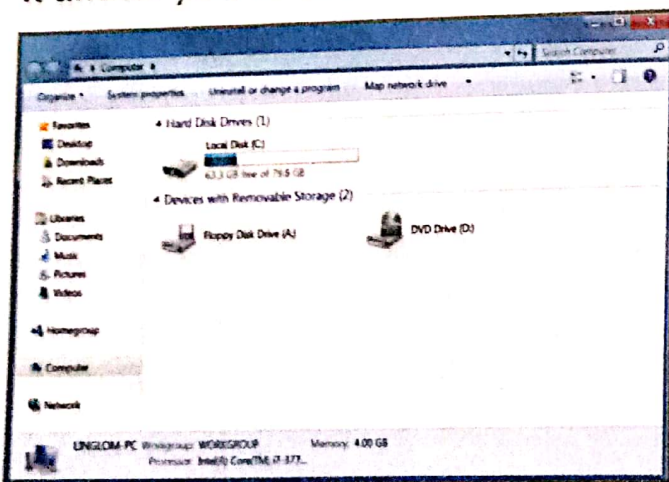
The system tray is used to show the date, time and various other notifications.

Desktop Icons

In your school's computer room, you must have seen that some icons are commonly present on all the computers. For example, Computer, Network and Recycle Bin. Now, let us know about these icons.

1. Computer

It allows you to access all the files and folders on a computer.



Computer Window



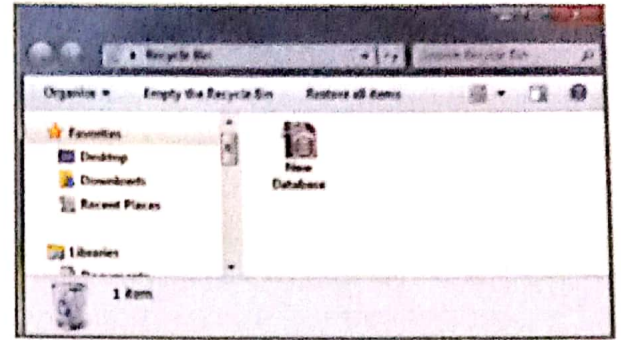
Network Window

2. Network

Network allows you to share your work with the other computers in the same network. (See figure on the previous page)

3. Recycle Bin

Recycle bin temporarily stores the deleted items from the computer before they are permanently deleted. It allows you to delete the items permanently or restore them to their original location.

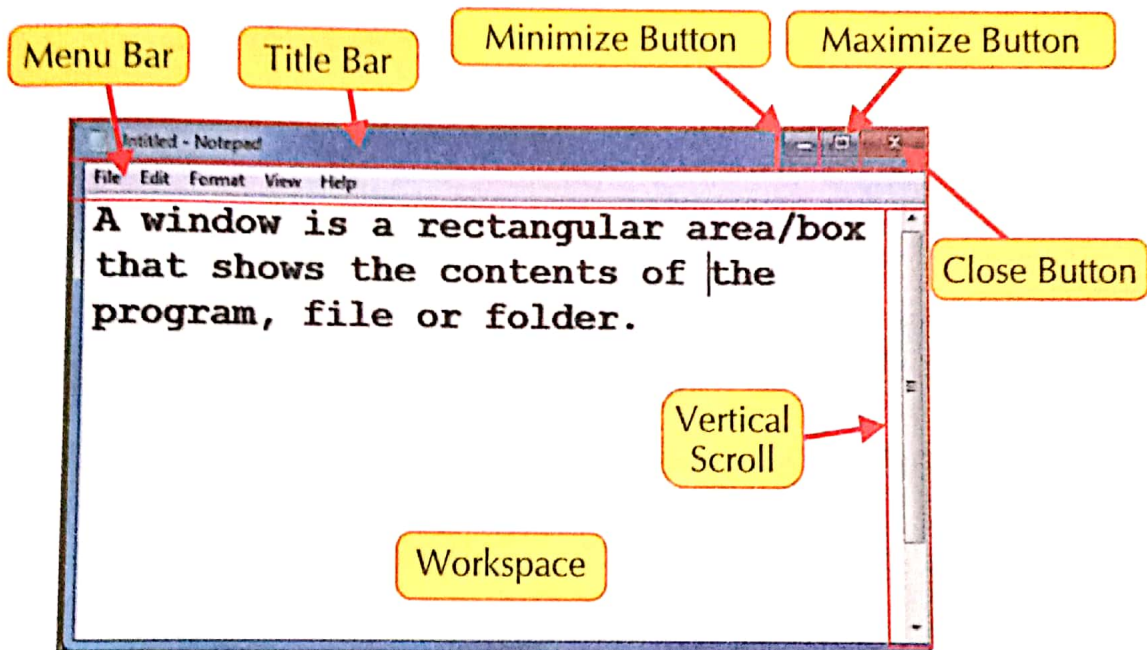


Parts of a Program Window

A window is a rectangular area/box that shows the contents of a program, file or folder. When we open a program, it always opens in a window.

Title Bar

The Title bar is a narrow blue bar at the top of a window and it displays the title of the program opened.



Parts of a Program Window (Notepad)

Menu Bar: The Menu bar displays the names of all the menus available in a program. These can be clicked on to open different options available for working on the program.

Workspace: This is the area where we work in a program.

Vertical scroll: It helps to scroll the workspace either to the top or bottom of the screen.

Control Buttons

Minimize button: It reduces the window to a small icon on the taskbar.

Maximize/Restore button: It helps us to either maximize or display the window in its normal size on the screen (monitor).

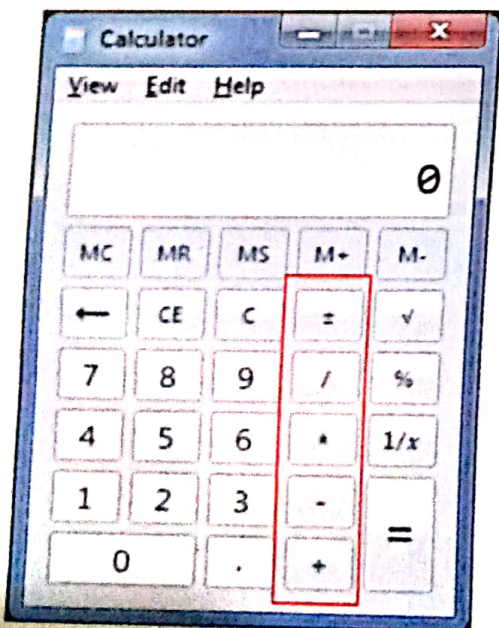
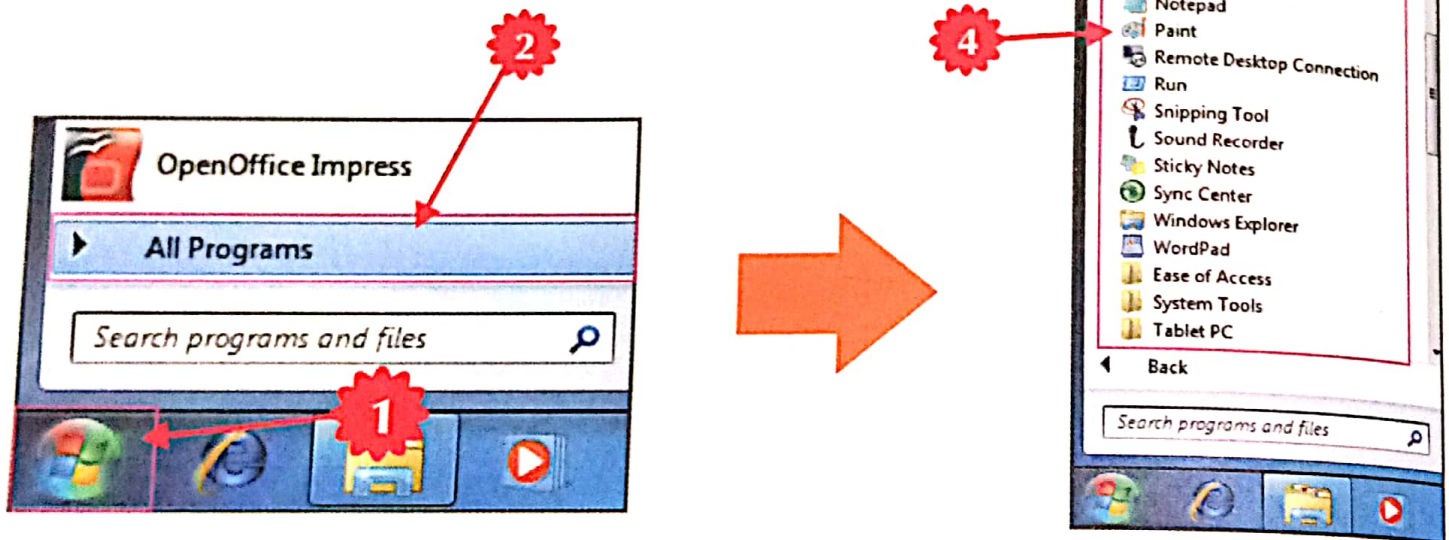
Close button: It helps us to close the window of the program.

Windows Accessories

The Windows operating system comes along with some useful application programs referred to as **Accessories**. It contains useful applications such as

Calculator, Notepad, Paint, WordPad, etc.

To access any of these applications, click on **Start** → **All Programs** → **Accessories**.



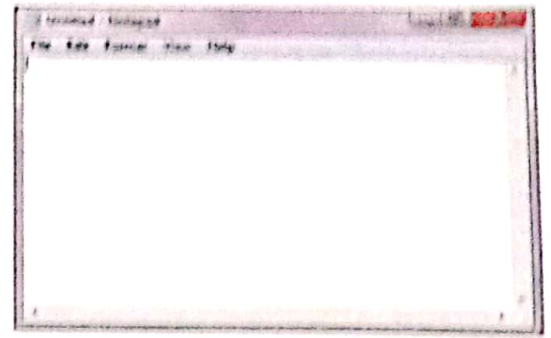
Calculator

The Windows **Calculator** looks like a regular calculator that we use at our homes and offices. It has number keys, memory keys, and standard maths operation keys. You can use the **Calculator** with the help of a keyboard or a mouse.

In a **Calculator**, you enter numbers and operator signs like +, -, *, / by clicking on the buttons on the screen keypad (you can also use the keyboard to enter data).

Notepad

Notepad is a basic text editor program. You can create, edit and print a document file with simple formatting features. You can save notepad file as a plain text file (.txt).



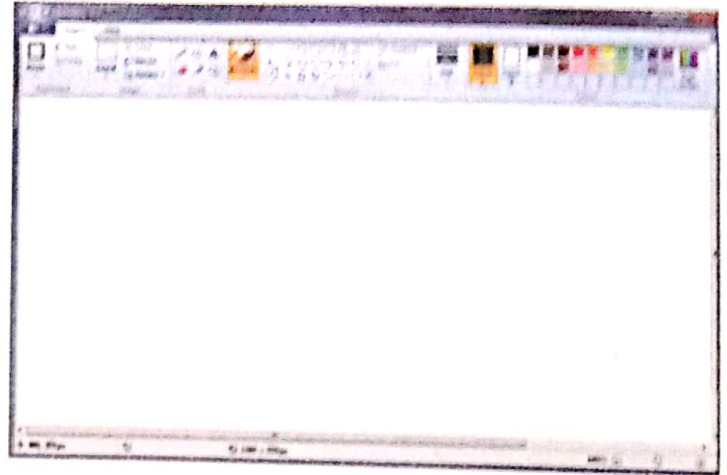
Paint

Microsoft **Paint** is a painting program that can be used to teach the students how to draw pictures on the screen and paint them with different colors.

You can use this program for creating, editing and printing images.

You can draw different objects like pictures, cartoons, maps, shapes, etc.

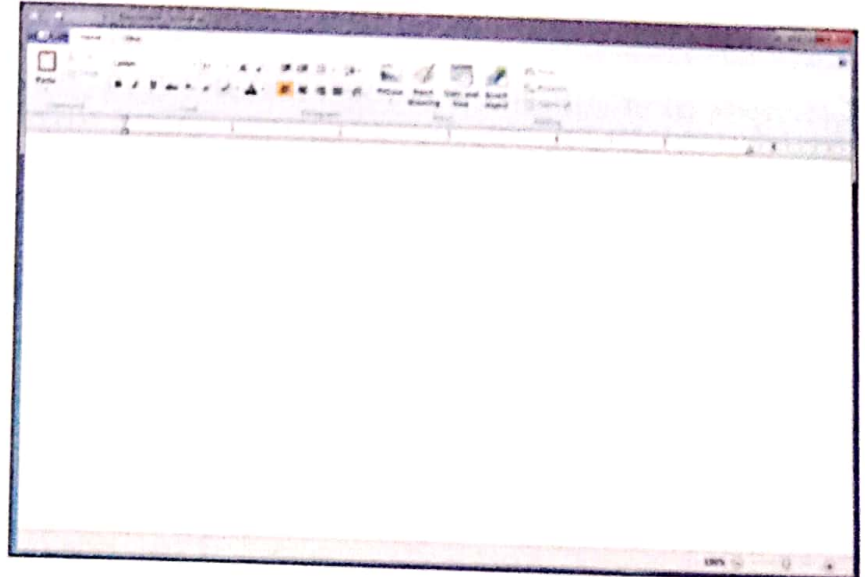
You can use this program to view and edit the scanned pictures also.



WordPad

WordPad is a basic word processor. It is more advanced than the **Notepad** but it is simpler than the Microsoft Word.

You can use the **WordPad** to create, edit, view and print text documents. With WordPad, you can type letters, reports, and other simple documents. You can also change the look of the text, quickly move sentences and paragraphs around, copy and paste text, insert an image in a documents.



Remember

Some more programs are given in the Accessories. Try to explore them.





Fun Zone...

Use the following Accessories with the help of your teacher.

Math Input Panel

Command Prompt

Snipping Tool

Sound Recorder

Sticky Notes

(Hint: Click on Start → All Programs → Accessories).

Quick Review



- Loading of operating system in computer's memory is called booting.
- Operating system helps us to work on the computer system.
- Operating system manages and controls the different parts of a computer.
- Operating system acts as an interface between the computer and the us.
- Wallpaper, Icons, Gadgets, Desktop etc. are parts of Windows.
- A window is a rectangular area/box that shows the contents of a program, file or folder.
- Calculator, Notepad, Paint, WordPad are some common Windows accessories.



Fun Activity...

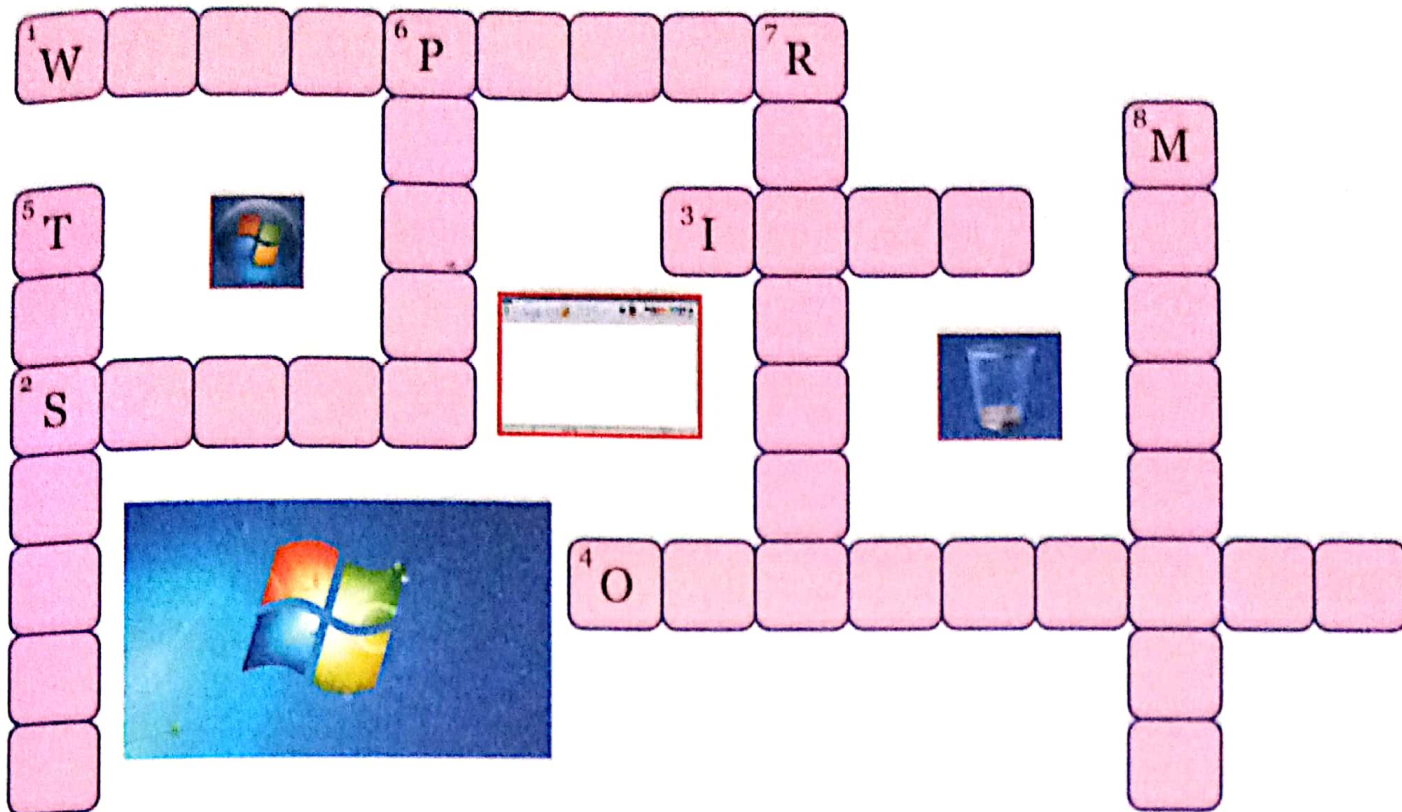
Complete the crossword given on next page with correct words.

Across

1. The _____ is the background picture on the desktop.
2. Clicking on _____ button displays Start menu.
3. The small pictures on the screen are called the _____.
4. Windows 7 is an _____ System.

Down

5. Horizontal bar at the bottom of the desktop is called _____.
6. Microsoft _____ is a painting program.
7. _____ bin temporarily stores the deleted items.
8. _____ button reduces the window to a small icon on the taskbar.



 **Exercise**

A. Choose the correct answer.

1. Loading of operating system in computer's _____ is called booting.

a) Memory	<input type="radio"/>	b) Desktop	<input type="radio"/>
c) Recycle bin	<input type="radio"/>	d) Screen	<input type="radio"/>

2. An Operating System manages different parts of a _____.

a) Window	<input type="radio"/>	b) Desktop	<input type="radio"/>
c) Computer system	<input type="radio"/>	d) Program	<input type="radio"/>

3. _____ is a component of the desktop.

a) Wallpaper	<input type="radio"/>	b) System tray	<input type="radio"/>
c) Microsoft Paint	<input type="radio"/>	d) All of these	<input type="radio"/>

4. To close a window, click on _____ button.

a) Maximize



b) Minimize

c) Close



d) Start

5. The _____ of a window displays the name of the program opened.

a) Title bar



b) Taskbar

c) Work Area



d) Menu bar

B. Fill in the blanks.

Accessories, Workspace, Interface, Desktop, Gadget

1. The horizontal bar at the bottom of the _____ is the Taskbar.

2. Operating system acts as an _____ between the computer and the user.

3. Microsoft Paint and Notepad are the examples of _____.

4. _____ is the area where we work in a program.

5. Calendar is an example of a _____.

C. Match the following.

Column-I

1. Calculator

2. Recycle bin icon

3. Clock Gadget

4. System tray

5. Start Button

Column-II

a.



b.



c.



d.



e.



D. Answer the following questions.

1. What is Windows 7?

2. What is an icon?

3. What is a Taskbar?

4. Name any 4 accessories in Windows 7.



Lab Activity

- A. With the help of your teacher explore various parts of Windows 7 in the computer.
- B. Open Calculator and MS Paint. Try adding some numbers on Calculator and some drawing tools in MS Paint.

Teacher's Signature : _____

Teacher's Remark : ☆☆☆☆☆



<https://edu.gcfglobal.org/en/windows7/>

<https://www.free-computer-tutorials.net/windows-7.html>

Teacher's Corner...

Dear Teachers, discuss some other operating systems briefly also like Android, Linux and MacOS for additional knowledge of the students.