

MICROSOFT WINDOW

Microsoft Windows (MS-Windows) is a family of graphical operating systems developed, marketed, and sold by the company [Microsoft](#).

Windows provides a **Graphical User Interface (GUI)** through which users can interact with the computer using icons, menus, windows, mouse, and keyboard instead of typing complex commands.

Windows is the most widely used operating system for personal computers because it is easy to learn, user-friendly, and supports a large number of software applications.

Example

Opening a folder by double-clicking it with a mouse.

Exam Tip

Windows = GUI-Based Operating System

FULL FORM OF WINDOWS

MS-Windows stands for:

Microsoft-Wide Interactive Network Development for Office Work Solutions

Exam Tip

The full form is frequently asked in computer awareness examinations.

FEATURES OF MICROSOFT WINDOWS

Graphical User Interface (GUI)

Allows users to work with icons, buttons, menus, and windows.

Example

Opening My Computer using an icon.

Multitasking

Allows multiple programs to run simultaneously.

Example

Listening to music while preparing a document.

User-Friendly Interface

Easy to learn and operate.

Example

Using menus instead of commands.

Hardware Support

Supports a wide variety of devices.

Example

USB drives, printers, scanners.

Networking Support

Allows computers to communicate over networks.

Example

Sharing files over a local network.

Exam Tip

Windows = GUI + Multitasking + Networking

VERSIONS OF MICROSOFT WINDOWS

Microsoft has released many versions of Windows over time.

WINDOWS NT (NEW TECHNOLOGY)

Windows NT was introduced in July 1993 and was specially designed for businesses and network environments.

It provided better security, stability, and administrative control than earlier Windows versions.

Features

- Based on High-Level Language.
- Supports DOS applications.
- Supports Windows 3 applications.
- Supports Win32 applications.
- 32-bit operating system.
- High security.
- Better stability.
- Designed for networking environments.

Example

A company network managed using Windows NT servers.

Exam Tip

Windows NT = New Technology + Business Operating System

WINDOWS 95

Windows 95 was released on **24 August 1995** and became one of Microsoft's most successful operating systems.

It introduced a more user-friendly graphical interface and improved support for internet technologies.

Features

- 16-bit and 32-bit hybrid operating system.
- Consumer-oriented operating system.
- Supports FAT32 file system.
- Supports Multi-Display.
- Supports Web TV.
- Includes Internet Explorer.

Example

Home users using Windows 95 for internet browsing.

Exam Tip

Windows 95 Released: 24 August 1995

WINDOWS 98

Windows 98 was released in 1998 as the successor to Windows 95.

The Second Edition (SE) of Windows 98 became very popular because it fixed many problems present in the original version.

Features

- Supports Internet Explorer 4.0.1.
- First Windows OS to use Windows Driver Model (WDM).
- Supports FAT32 conversion utility.
- Supports USB devices.
- Supports DVD drives.
- Improved hardware compatibility.

Example

Using USB flash drives with Windows 98.

Exam Tip

Windows 98 = First Windows Version Using WDM

WINDOWS ME (MILLENNIUM EDITION)

Windows ME stands for **Millennium Edition**.

It was released in June 2000 and mainly targeted home users.

Although it introduced several new features, it became known for system instability and programming errors.

Features

- Designed for Single CPU systems.
- Minimum memory requirement: 64 MB.
- Maximum memory support: 4 GB.
- Introduced Multilingual User Interface (MUI).
- Improved multimedia support.

Example

A home computer running Windows ME for entertainment purposes.

Exam Tip

ME = Millennium Edition

WINDOWS XP

Windows XP was released by Microsoft on **25 October 2001**.

It became one of the most successful and widely used operating systems because of its stability, performance, and user-friendly interface.

XP stands for **eXPerience**.

Example

Computers used in schools and offices during the 2000s.

Exam Tip

Windows XP Released: 25 October 2001

VERSIONS OF WINDOWS XP

WINDOWS XP HOME EDITION

Designed primarily for home users.

Features

- Simple user interface.
- Multimedia support.
- Internet connectivity.
- Personal computing features.

Example

A family computer used for games and internet browsing.

Exam Tip

Home Edition = Personal Use

WINDOWS XP PROFESSIONAL

Designed for business and professional users.

Features

- Advanced networking.

- Better security.
- Domain support.
- Remote desktop features.

Example

Office computers connected to company networks.

Exam Tip

Professional Edition = Business Use

FEATURES OF WINDOWS XP

Multiple User Profiles

Different users can have separate accounts and settings.

Example

Different accounts for parents and children.

Disk Space Management

Supports large hard drives efficiently.

Example

Storing large amounts of data.

Minimum RAM Requirement

Requires at least 64 MB RAM.

Example

Running Windows XP on older computers.

Hard Disk Requirement

Requires approximately 1.5 GB free disk space.

Example

Installing Windows XP on a hard disk.

Video Support

Supports Super VGA and higher resolutions.

Example

Displaying graphics at higher quality.

Multimedia Support

Supports sound cards, speakers, CD-ROMs, and DVD-ROM drives.

Example

Watching movies and listening to music.

Exam Tip

Windows XP = Stable + Secure + User-Friendly

COMPARISON OF WINDOWS VERSIONS

Version	Release Year	Important Feature
Windows NT	1993	Business OS
Windows 95	1995	FAT32 Support
Windows 98	1998	USB & WDM Support
Windows ME	2000	Multilingual User Interface
Windows XP	2001	Multiple User Profiles

WINDOWS VISTA

Windows Vista is a graphical operating system developed by [Microsoft](#) for personal computers, laptops, tablets, and media center PCs.

It was released worldwide on **30 January 2007** as the successor to Windows XP. Vista introduced a modern interface and improved security features compared to previous Windows versions.

Example

A desktop computer running Windows Vista with the Aero graphical interface.

Exam Tip

Windows Vista Release Date = 30 January 2007

FEATURES OF WINDOWS VISTA

Improved Visual Interface

Windows Vista introduced an enhanced graphical appearance known as Aero.

Example

Transparent window effects and improved desktop appearance.

Exam Tip

Vista = Better Visual Experience

Hardware Requirements

Windows Vista can be installed on:

- Pentium 4 Processor or Higher
- 512 MB RAM
- 32 MB Video Card
- 40 GB Hard Disk

Example

A Pentium 4 desktop running Windows Vista.

Exam Tip

Vista requires higher hardware specifications than Windows XP.

Enhanced Security

Vista introduced several security improvements over previous Windows versions.

Example

User Account Control (UAC) notifications.

Exam Tip

Vista = Improved Security + Improved Graphics

WINDOWS 7

Windows 7 is a graphical operating system developed by Microsoft and released on **22 October 2009**.

It was designed as an improved version of Windows Vista and quickly became one of the most popular operating systems because of its speed, stability, and user-friendly interface.

Example

Office computers using Windows 7 for daily work.

Exam Tip

Windows 7 Release Date = 22 October 2009

FEATURES OF WINDOWS 7

64-Bit Processor Support

Windows 7 efficiently supports modern 64-bit processors.

Example

Running large software applications smoothly.

Exam Tip

Windows 7 = Strong 64-Bit Support

Touch Support

Supports touch-screen technology.

Example

Touch-enabled laptops.

Exam Tip

Windows 7 Supports Touch Technology

Speech Recognition

Allows users to control the computer using voice commands.

Example

Opening applications using voice instructions.

Exam Tip

Speech Recognition Introduced as a Major Feature

Handwriting Recognition

Recognizes handwritten input on touch devices.

Example

Writing notes using a stylus.

Exam Tip

Useful for Tablet PCs

MP4 Media Playback

Supports playback of MP4 multimedia files.

Example

Watching MP4 videos.

Exam Tip

MP4 Support Added

Windows Biometric Framework

Provides support for biometric devices.

Example

Fingerprint authentication.

Exam Tip

Biometric Framework = Fingerprint Security

Multiple Firewall Support

Provides enhanced network protection.

Example

Protecting against unauthorized network access.

Exam Tip

Windows 7 = Better Security than Vista

WINDOWS 8

Windows 8 is a personal computer operating system developed by Microsoft and released on **26 October 2012**.

It introduced a completely redesigned user interface based on Microsoft's Metro Design Language and focused on touch-screen devices.

Example

Touch-screen tablets running Windows 8.

Exam Tip

Windows 8 Release Date = 26 October 2012

FEATURES OF WINDOWS 8

64-Bit Logical CPU Support

Supports modern 64-bit computing architecture.

Example

Running high-performance applications.

Exam Tip

Windows 8 Optimized for Modern Hardware

3D Graphics Support

Provides improved graphical performance.

Example

Better gaming and multimedia experiences.

Exam Tip

3D Graphics Support Improved

Internet Explorer 10

Comes with Internet Explorer 10 browser.

Example

Browsing websites using IE10.

Exam Tip

Windows 8 = Internet Explorer 10

Metro Design Language

Introduced a tile-based interface.

Example

Live Tiles on the Start Screen.

Exam Tip

Metro UI = Most Important Feature of Windows 8

USB 3.0 Support

Supports faster data transfer devices.

Example

High-speed USB flash drives.

Exam Tip

USB 3.0 = Faster Data Transfer

Cloud Computing Support

Provides better integration with cloud services.

Example

Synchronizing files online.

Exam Tip

Windows 8 = Cloud-Friendly Operating System

WINDOWS 10

Windows 10 is a personal computer operating system developed and released by Microsoft on **29 July 2015**.

It combines the traditional desktop environment with modern features and cloud-based services.

Windows 10 was designed to work across desktops, laptops, tablets, and smartphones.

Example

Modern office computers running Windows 10.

Exam Tip

Windows 10 Release Date = 29 July 2015

Windows 10 = Best of Windows 7 + Windows 8

FEATURES OF WINDOWS 10

Social Media Integration

Provides easier access to social networking platforms.

Example

Using Facebook and Twitter applications directly.

Exam Tip

Windows 10 Supports Social Connectivity

Game DVR Feature

Allows recording of gameplay footage.

Example

Recording the last 30 seconds of a game.

Exam Tip

Game DVR = Important Gaming Feature

Adaptive Interface

The interface automatically adjusts according to the hardware device being used.

Example

Different layouts for desktops and tablets.

Exam Tip

Windows 10 = Adaptive User Interface

Improved User Experience

Combines traditional and modern Windows features.

Example

Start Menu returned with improved functionality.

Exam Tip

COMPARISON OF WINDOWS VERSIONS

Version	Release Date	Important Feature
Windows Vista	30 Jan 2007	Aero Interface
Windows 7	22 Oct 2009	Touch & Biometric Support
Windows 8	26 Oct 2012	Metro Design Interface
Windows 10	29 Jul 2015	Adaptive Interface

WINDOWS RELEASE TIMELINE

Version	Year
Windows NT	1993
Windows 95	1995
Windows 98	1998
Windows ME	2000
Windows XP	2001
Windows Vista	2007
Windows 7	2009
Windows 8	2012
Windows 10	2015

Exam Tip

Remember the order:

NT → 95 → 98 → ME → XP → Vista → 7 → 8 → 10

QUICK REVISION TABLE

Version	Remember As
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Vista	Aero Interface
Windows 7	Touch + Biometrics
Windows 8	Metro Design
Windows 10	Adaptive Interface

DESKTOP

The **Desktop** is the first screen that appears after the computer starts and the operating system loads successfully.

It acts as the main working area of Windows where users can access programs, files, folders, and system settings.

The desktop serves as a virtual workspace where different components such as icons, taskbar, start menu, gadgets, and wallpaper are displayed.

Example

After turning on a Windows computer, the screen showing icons and taskbar is called the Desktop.

Exam Tip

Desktop = First Screen After Windows Starts

WALLPAPER

The background image displayed on the desktop is called **Wallpaper**.

Users can change the wallpaper according to their preferences.

Example

A nature photograph used as the desktop background.

Exam Tip

Wallpaper = Desktop Background Image

CURSOR

The small arrow or blinking symbol visible on the screen is called the **Cursor**.

It indicates the current position where an action can be performed.

Types of Cursor

Mouse Pointer

Usually appears as an arrow.

Example

Selecting an icon using the mouse pointer.

Text Cursor

Usually appears as a blinking vertical line.

Example

Typing inside a document.

Exam Tip

Cursor = Position Indicator

COMPONENTS OF DESKTOP

The desktop contains several important elements that help users interact with the computer.

Main components are:

- Icons
- Taskbar
- Start Menu
- Wallpaper
- Cursor
- Gadgets (in some Windows versions)

Exam Tip

Desktop Components are frequently asked in computer awareness exams.

ICON

An **Icon** is a small graphical symbol that represents a file, folder, program, shortcut, or device.

Icons make it easy to identify and access applications without typing commands.

Users can open most icons by double-clicking them.

Example

Double-clicking the Microsoft Word icon to open the program.

Exam Tip

Icon = Graphical Representation of a Program or File

DRAG AND DROP

Dragging

Moving an icon from one location to another while holding the mouse button.

Example

Moving a folder from one area of the desktop to another.

Dropping

Releasing the mouse button after dragging an item.

Example

Placing a file into a folder.

Exam Tip

Drag = Move
Drop = Release

IMPORTANT DESKTOP ICONS

COMPUTER (MY COMPUTER / THIS PC)

Computer is one of the most important desktop icons.

It provides access to:

- Hard Disk Drives
- Removable Drives
- Files
- Folders
- Printers

- System Resources

Through this icon, users can view all storage devices connected to the computer.

Functions

- Access hard disk partitions.
- Open removable devices.
- Manage files and folders.
- Access system information.

Example

Opening Drive C: using the Computer icon.

Exam Tip

Computer Icon = Access to All Drives and Devices

RECYCLE BIN

Recycle Bin is a special folder where deleted files and folders are temporarily stored.

When a file is deleted, it is usually moved to the Recycle Bin instead of being permanently removed.

Users can restore deleted files if needed.

Functions

- Stores deleted items temporarily.
- Restores deleted files.
- Permanently removes files when emptied.

Example

Recovering a mistakenly deleted document from Recycle Bin.

Exam Tip

Deleted Files First Go to Recycle Bin

RESTORE OPTION

Restore returns a deleted file or folder to its original location.

Example

Restoring a deleted photograph from Recycle Bin.

Exam Tip

Restore = Bring Back Deleted File

EMPTY RECYCLE BIN

After emptying the Recycle Bin, deleted files are permanently removed.

Example

Selecting "Empty Recycle Bin."

Exam Tip

Empty Recycle Bin = Permanent Deletion

TASKBAR

The long horizontal bar usually located at the bottom of the desktop is called the **Taskbar**.

It displays running applications and provides quick access to important system functions.

Whenever a program is opened, its button appears on the taskbar.

Example

Microsoft Word icon appearing on the taskbar when Word is opened.

Exam Tip

Taskbar = Shows Running Programs

PARTS OF TASKBAR

The Taskbar generally consists of three major sections.

START BUTTON

The Start Button is located at the left side of the taskbar.

It opens the Start Menu.

Example

Clicking the Windows logo to access programs.

Exam Tip

Start Button Opens Start Menu

MIDDLE SECTION

The middle section displays buttons for currently open programs and windows.

Example

Buttons for Chrome, Word, and Excel.

Exam Tip

Middle Section = Running Applications

NOTIFICATION AREA

The notification area appears on the right side of the taskbar.

It displays system status icons.

Example

- Date and Time
- Volume Control
- Network Status
- Battery Status

Exam Tip

Notification Area = System Information Area

START MENU

The **Start Menu** is the primary gateway to access programs, files, folders, settings, and system tools in Windows.

It helps users quickly locate and open applications.

Example

Opening Paint through the Start Menu.

Exam Tip

Start Menu = Main Control Center of Windows

OPTIONS OF START MENU

ALL PROGRAMS

All Programs contains a list of software installed on the computer.

Whenever a new application is installed, it usually appears in this menu.

Example

Opening Microsoft Word from All Programs.

Exam Tip

All Programs = Installed Software List

FAVORITES

Favorites contains bookmarked or frequently visited web pages.

It allows quick access to preferred websites.

Example

Saving an educational website in Favorites.

Exam Tip

Favorites = Bookmarked Websites

DOCUMENTS

Documents displays recently opened files and documents.

Example

Recently edited Word documents.

Exam Tip

Documents = Recently Opened Files

SETTINGS

Settings provides access to system configuration tools.

It includes:

- Control Panel
- Printers
- Taskbar Settings
- Network Settings

Example

Changing desktop wallpaper through Settings.

Exam Tip

Settings = System Configuration Area

FIND (SEARCH)

Find or Search helps users locate files, folders, programs, and documents.

Example

Searching for a file named "Result.docx."

Exam Tip

Find = Search Tool

LOG OFF

Log Off closes the current user's session without shutting down the computer.

Another user can log in afterward.

Example

A student logs off after completing work.

Exam Tip

Log Off = Exit User Account

TURN OFF / SHUT DOWN

Turn Off or Shut Down safely closes all programs and powers off the computer.

Example

Selecting Shut Down before switching off the computer.

Exam Tip

Always Shut Down Properly Before Turning Off Power

QUICK REVISION TABLE

Component	Remember As
Desktop	First Windows Screen
Wallpaper	Background Image
Cursor	Position Indicator
Icon	Small Picture Representing Program
Computer	Access Drives and Devices
Recycle Bin	Stores Deleted Files
Taskbar	Shows Running Programs
Start Button	Opens Start Menu
Notification Area	System Status Information
All Programs	Installed Software
Documents	Recently Opened Files
Settings	System Configuration
Find	Search Tool
Log Off	Exit Current User
Shut Down	Turn Off Computer

WINDOW

A **Window** is a rectangular area on the computer screen that provides an environment for running programs, viewing documents, and performing various tasks.

In Microsoft Windows, every application, folder, document, or dialog box usually opens inside a window.

Windows allow users to work with multiple programs simultaneously through a graphical interface.

Example

When Microsoft Word is opened, it appears inside a window.

Exam Tip

Window = Rectangular Work Area for Programs

PARTS OF A WINDOW

A window consists of several important components that help users interact with programs and documents.

Main parts are:

- Title Bar
- Minimize Button
- Maximize Button
- Close Button
- Scroll Bar
- Menu Bar

Exam Tip

Window Components are frequently asked in competitive examinations.

TITLE BAR

The Title Bar is located at the top of a window.

It displays the name of the currently opened program, document, or folder.

The title bar also contains the Minimize, Maximize, and Close buttons.

Example

"Document1 - Microsoft Word" displayed at the top of a Word window.

Exam Tip

Title Bar = Shows Window Name

CLOSE BUTTON

The Close Button appears at the right side of the title bar and is represented by the symbol (X).

It is used to close the current window or terminate the running program.

Example

Clicking (X) to close Microsoft Paint.

Exam Tip

Close Button = Exit Program

MINIMIZE BUTTON

The Minimize Button reduces the window and places it on the taskbar without closing it.

The program continues running in the background.

Example

Minimizing a browser while working in MS Word.

Exam Tip

Minimize = Hide Window to Taskbar

MAXIMIZE BUTTON

The Maximize Button enlarges the window so that it occupies the entire desktop area.

Example

Expanding Microsoft Excel to full screen.

Exam Tip

Maximize = Full Screen Window

RESTORE BUTTON

When a window is maximized, the Maximize Button changes into a Restore Button.

It returns the window to its previous size.

Example

Reducing a maximized browser window.

Exam Tip

Restore = Return to Previous Size

SCROLL BAR

A Scroll Bar is used to move through a document, webpage, or window when the content is larger than the visible area.

It helps users view hidden portions of information.

Example

Scrolling down a long webpage.

Exam Tip

Scroll Bar = View Hidden Content

TYPES OF SCROLL BAR

HORIZONTAL SCROLL BAR

The Horizontal Scroll Bar moves the document left and right.

It is usually located at the bottom of the window.

Example

Viewing hidden columns in an Excel worksheet.

Exam Tip

Horizontal = Left ↔ Right

VERTICAL SCROLL BAR

The Vertical Scroll Bar moves the document up and down.

It is usually located on the right side of the window.

Example

Reading a long article on a webpage.

Exam Tip

Vertical = Up ↑ Down

MENU BAR

The Menu Bar contains a list of menus that provide commands and options for performing various tasks.

Different applications may have different menu options.

Example

Menu Bar in MS Word.

Exam Tip

Menu Bar = Collection of Menus

FILE MENU

The File Menu contains commands related to file management.

Common Options

- New
- Open
- Save
- Save As
- Print
- Close

Example

Saving a document using Save option.

Exam Tip

File Menu = File Operations

EDIT MENU

The Edit Menu contains commands for editing content.

Common Options

- Undo
- Cut
- Copy
- Paste
- Clear

Example

Copying text from one document to another.

Exam Tip

Edit Menu = Modify Content

VIEW MENU

The View Menu controls how information is displayed on the screen.

Common Options

- Normal View
- Toolbar
- Print Layout
- Zoom

Example

Changing document view in MS Word.

Exam Tip

View Menu = Display Settings

INSERT MENU

The Insert Menu is used to insert various items into a document.

Common Options

- Header
- Footer
- Picture
- Table
- Page Number

Example

Adding a header to a report.

Exam Tip

Insert Menu = Add Objects

HELP MENU

The Help Menu provides assistance and information about the software.

Example

Searching for help regarding formatting options.

Exam Tip

Help Menu = User Assistance

DIALOG BOX

A Dialog Box is a small window that appears on the screen to communicate information or request input from the user.

It usually appears when the system needs confirmation before performing an action.

Example

A message asking whether you want to save changes before closing a document.

Common Buttons

- Yes
- No
- Cancel
- OK
- Close

Exam Tip

Dialog Box = Communication Window

MAIN PROGRAMS INSIDE WINDOWS

Windows includes several built-in applications.

NOTEPAD

Notepad is a simple text editor used for creating and editing plain text documents.

It does not support advanced formatting.

File Extension

.txt

Example

Creating notes in plain text.

Exam Tip

Notepad = Plain Text Editor

WORDPAD

WordPad is a text editor that provides more formatting features than Notepad.

It supports fonts, pictures, alignment, and rich text formatting.

File Extension

.rtf

Example

Creating formatted letters and reports.

Exam Tip

WordPad = Rich Text Editor

PAINT

Paint is a graphics program used to create and edit digital drawings and images.

Common File Extensions

- .png
- .jpg
- .bmp

Example

Drawing a simple diagram.

Exam Tip

Paint = Drawing Program

CALCULATOR

Calculator is a utility program used for mathematical calculations.

Functions

- Addition
- Subtraction
- Multiplication
- Division

Example

Calculating examination marks.

Exam Tip

Calculator = Arithmetic Tool

WINDOWS MEDIA PLAYER

Windows Media Player is a multimedia application used for playing audio and video files.

It can also organize media collections and burn CDs.

Functions

- Play Music
- Play Videos
- Organize Media
- Burn CDs

Example

Playing MP3 songs.

Exam Tip

Windows Media Player = Multimedia Player

FILES

A File is a collection of related information stored on a storage device.

Files are the basic units used to store data in a computer.

Every file has:

- File Name
- File Extension

Example

Result.docx

Exam Tip

File = Collection of Data

FILE NAME

The name assigned by the user to identify a file.

Example

Resume.docx

Exam Tip

File Name Helps Identify the File

FILE EXTENSION

The characters after the dot (.) in a file name are called File Extension.

It identifies the file type.

Example

Report.docx

Here:

- Report = File Name
- .docx = File Extension

Exam Tip

Extension Indicates File Type

COMMON FILE EXTENSIONS

Extension	File Type
.docx	MS Word Document
.xlsx	MS Excel Workbook
.pptx	MS PowerPoint Presentation
.txt	Notepad Text File
.rtf	WordPad File
.eml	Email File
.exe	Executable File
.htm	Web Page
.html	Web Page
.png	Image File
.jpg	Image File

.bmp	Bitmap Image
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Exam Tip

File Extensions are among the most frequently asked computer awareness questions.

ZIP FILE

A ZIP File is a compressed file format used to reduce the size of one or more files.

Compression saves storage space and speeds up file transfer.

Example

StudyMaterial.zip

Exam Tip

ZIP = Compressed File

Important Fact

ZIP stands for **Zone Information Protocol** according to many traditional exam books (though technically ZIP is commonly referred to as a compressed archive format).

EXECUTABLE FILE

An Executable File contains instructions that the computer can directly execute.

These files start programs or applications.

Common Extension

.exe

Example

Setup.exe

Exam Tip

.EXE = Executable Program File

QUICK REVISION TABLE

Term	Remember As
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Window	Rectangular Work Area
Title Bar	Window Name
Close Button	Exit Program
Minimize Button	Send to Taskbar
Maximize Button	Full Screen
Scroll Bar	View Hidden Content
Menu Bar	Collection of Menus
Dialog Box	Message Window
Notepad	Plain Text Editor
WordPad	Rich Text Editor
Paint	Drawing Program
Calculator	Arithmetic Tool
Media Player	Multimedia Software
File	Collection of Data
ZIP File	Compressed File
.exe	Executable File

FOLDERS

A **Folder** is a container used to store and organize files, documents, images, videos, and other folders on a computer.

Folders help users keep data organized and make it easier to locate files when needed.

Just as physical files are stored inside folders in an office, computer files are stored inside folders in a computer system.

Example

A folder named "Study Notes" containing PDF files and documents.

Exam Tip

Folder = Container for Storing Files

FEATURES OF FOLDERS

Store Files

Folders can contain different types of files.

Example

A folder containing Word documents and images.

Store Other Folders

A folder can contain one or more folders inside it.

Example

A folder named "Photos" containing folders for 2024 and 2025.

Organize Data

Folders help arrange files systematically.

Example

Separate folders for Music, Videos, and Documents.

Easy File Management

Files can be copied, moved, deleted, or searched easily.

Example

Moving files from one folder to another.

Exam Tip

Folders Organize and Manage Data Efficiently

SUB-FOLDER

A **Sub-Folder** is a folder created inside another folder.

Sub-folders help organize files into smaller categories.

Example

Documents Folder
↳ Exam Notes Folder
↳ Assignments Folder

Exam Tip

Folder Inside Another Folder = Sub-Folder

WINDOWS LIBRARY

A **Windows Library** is a special feature that helps users organize and access files and folders stored in different locations through a single view.

Libraries make file management easier because users can access related files from multiple folders without changing their actual storage location.

Example

Viewing all pictures stored in different folders through the Pictures Library.

Exam Tip

Library = Collection of Related Files and Folders

TYPES OF WINDOWS LIBRARY

Windows provides several default libraries for organizing different types of content.

DOCUMENTS LIBRARY

Documents Library is used to organize text-based files and office documents.

Stores

- Word Documents
- Excel Files
- PowerPoint Presentations
- PDF Files
- Text Files

Example

Project reports stored in Documents Library.

Exam Tip

Documents Library = Text and Office Files

PICTURES LIBRARY

Pictures Library is used to organize digital images and photographs.

Stores

- JPG Images
- PNG Images
- BMP Images
- Digital Photos

Example

Vacation photographs stored in Pictures Library.

Exam Tip

Pictures Library = Images and Photos

MUSIC LIBRARY

Music Library is used to organize audio files and songs.

Stores

- MP3 Files
- WAV Files
- Audio Recordings

Example

Favorite songs collection.

Exam Tip

Music Library = Audio Files

VIDEO LIBRARY

Video Library is used to organize video files and recordings.

Stores

- Movies
- Video Clips
- Recordings

Example

Educational video lectures.

Exam Tip

Video Library = Video Content

WINDOWS EXPLORER

Windows Explorer is a file management application included in Microsoft Windows.

It helps users view, organize, search, copy, move, rename, and delete files and folders.

Modern versions of Windows call it **File Explorer**.

Functions

- Browse files and folders.
- Create folders.
- Copy and move files.
- Search files.
- Manage storage devices.

Example

Opening Drive C: using File Explorer.

Exam Tip

Windows Explorer = File Manager of Windows

CLIPBOARD

Clipboard is a temporary storage area in computer memory used to hold copied or cut data.

The data remains on the clipboard until it is pasted elsewhere or replaced by new copied data.

Operations Using Clipboard

Copy

Creates a duplicate of selected content.

Example

Copying text from a document.

Cut

Removes selected content and places it on the clipboard.

Example

Moving a paragraph from one location to another.

Paste

Inserts copied or cut content from the clipboard.

Example

Pasting copied text into a new document.

Exam Tip

Clipboard = Temporary Storage for Copy and Cut Operations

IMPORTANT WINDOWS FACT

To shut down the computer:

Steps

1. Click Start Button.
2. Select Shut Down.

Exam Tip

Start → Shut Down

MS-WINDOWS SHORTCUT KEYS

Shortcut keys help perform tasks quickly without using the mouse.

DELETE KEY

Deletes characters to the right of the cursor.

Example

Removing a character after the cursor.

Exam Tip

Delete = Right Side Deletion

BACKSPACE KEY

Deletes characters to the left of the cursor.

Example

Removing a typing mistake.

Exam Tip

Backspace = Left Side Deletion

CTRL + A

Selects all items or text.

Example

Selecting an entire document.

Exam Tip

Ctrl + A = Select All

F3

Searches for files and folders.

Example

Searching for Resume.docx.

Exam Tip

F3 = Search

CTRL + RIGHT ARROW

Moves the cursor to the beginning of the next word.

Example

Navigating quickly through a paragraph.

Exam Tip

Next Word Navigation

CTRL + LEFT ARROW

Moves the cursor to the beginning of the previous word.

Example

Moving backward through text.

Exam Tip

Previous Word Navigation

CTRL + ALT + DELETE

Opens security options and can be used to restart the computer or access Task Manager.

Example

Used when a program stops responding.

Exam Tip

Ctrl + Alt + Del = Security Screen

ALT + ENTER

Displays properties of the selected item.

Example

Viewing file properties.

Exam Tip

Alt + Enter = Properties

ALT + F4

Closes the active window or exits the current program.

Example

Closing Microsoft Word.

Exam Tip

Alt + F4 = Close Program

ALT + SPACEBAR

Opens the shortcut menu of the active window.

Example

Accessing minimize and maximize options.

Exam Tip

Alt + Spacebar = Window Menu

F2

Renames the selected file or folder.

Example

Changing Notes.docx to StudyNotes.docx.

Exam Tip

F2 = Rename

CTRL + ESC

Opens the Start Menu.

Example

Opening Start Menu using keyboard.

Exam Tip

Ctrl + Esc = Start Menu

F5

Refreshes the active window.

Example

Refreshing desktop icons.

Exam Tip

F5 = Refresh

ESC KEY

Cancels the current operation.

Example

Closing a menu without selecting an option.

Exam Tip

Esc = Cancel

WINDOWS KEY

Opens or hides the Start Menu.

Example

Pressing Windows key to access installed programs.

Exam Tip

Windows Key = Start Menu

WINDOWS + D

Displays the Desktop by minimizing all open windows.

Pressing it again restores the windows.

Example

Quickly accessing desktop files.

Exam Tip

Windows + D = Desktop

WINDOWS + L

Locks the computer.

Example

Locking the system before leaving the desk.

Exam Tip

Windows + L = Lock Computer

MOST IMPORTANT SHORTCUT KEYS

Shortcut Key	Function
Ctrl + A	Select All
F2	Rename
F3	Search
F5	Refresh
Alt + F4	Close Program
Ctrl + Esc	Open Start Menu
Windows	Open Start Menu

Windows + D	Show Desktop
Windows + L	Lock Computer
Ctrl + Alt + Delete	Security Options
Alt + Enter	Properties
Alt + Spacebar	Window Menu

QUICK REVISION TABLE

Topic	Remember As
Folder	Container for Files
Sub-Folder	Folder Inside Folder
Documents Library	Office Files
Pictures Library	Images
Music Library	Audio Files
Video Library	Videos
Windows Explorer	File Manager
Clipboard	Temporary Storage
F2	Rename
F3	Search
F5	Refresh
Alt + F4	Close Window
Windows + D	Show Desktop
Windows + L	Lock Computer