



HiTech

INSTITUTE OF INFORMATION TECHNOLOGY

**Windows
11**

**ADCA
DCA**



**Windows
7**

**Windows
10**





WINDOWS
XP



WINDOWS
VISTA



WINDOWS
7



WINDOWS
8



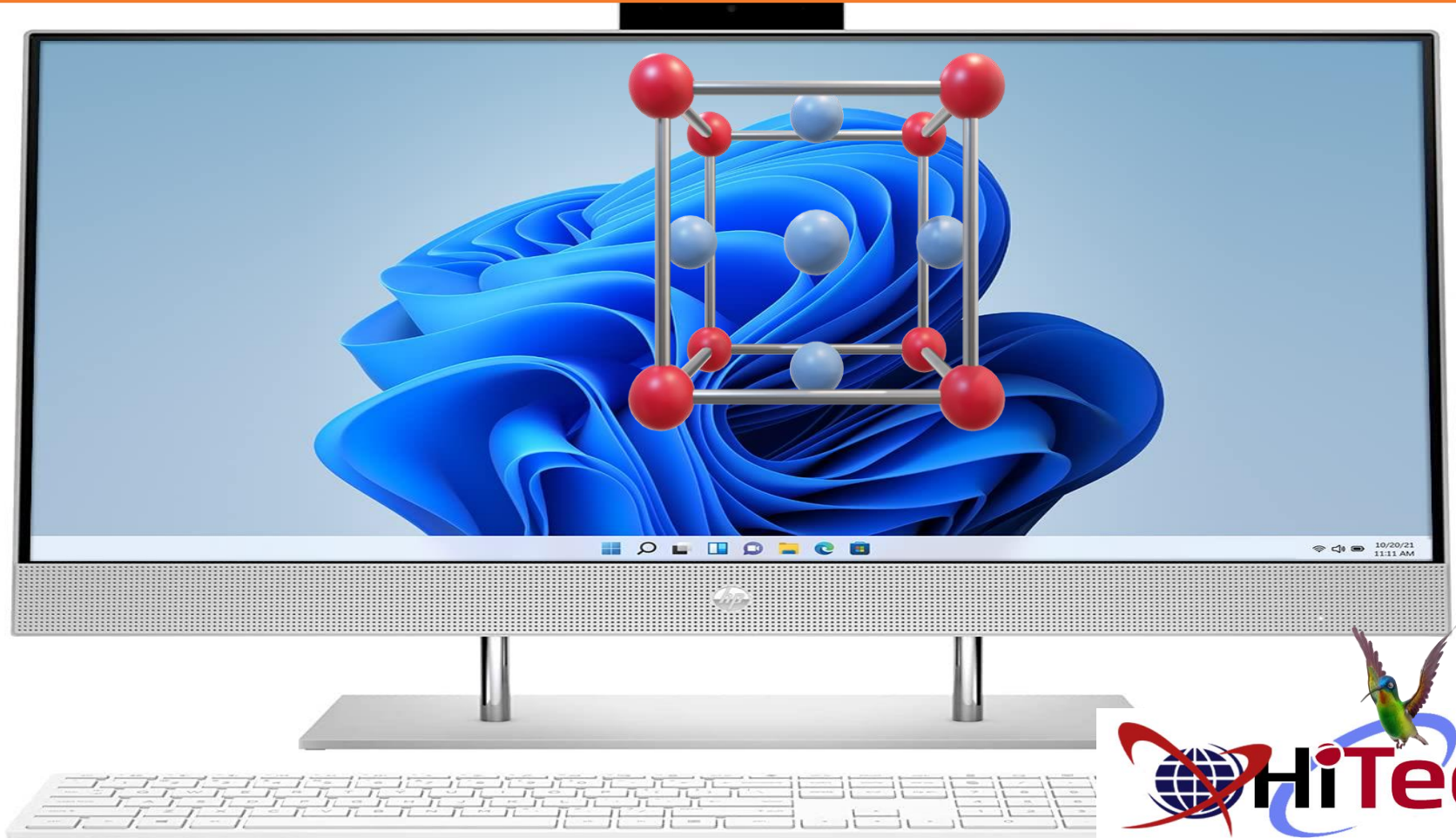
WINDOWS
10



WINDOWS
11

Windows 7, 10, 11

- **Booting**
- **Paint**
- **Notepad**
- **WordPad**
- **Desktop**
- **Personalize**
- **Folder**
- **Windows Media Player**
- **Blank Folder**
- **Control Panel**
- **Printer Properties**
- **Windows Settings**
- **Programme Install & Uninstall**
- **Bluetooth & WIFI**
- **File & Folder**



SYLLABUS OF
(ADCA)ADVANCE DIPLOMA IN COMPUTER APPLICATION

Microsoft Office- 2007-2019

Microsoft	:-	Word
Microsoft	:-	Excel
Microsoft	:-	PowerPoint
Microsoft	:-	Access
Microsoft	:-	InfoPath
Microsoft	:-	Publisher
Microsoft	:-	Outlook





Photoshop 7.0



Photoshop CS



Photoshop CS2



Photoshop CS3



CorelDRAW



Adobe PageMaker 7.0



TallyPrime



Photoshop CS4



Photoshop CS5



Photoshop CS6



Photoshop CC

HTML(Hyper Text Markup Language)



Internet



DDTP

Tally Prime

PageMaker

Photoshop

Corel Draw

Accounts

Inventory

Payroll

Taxation

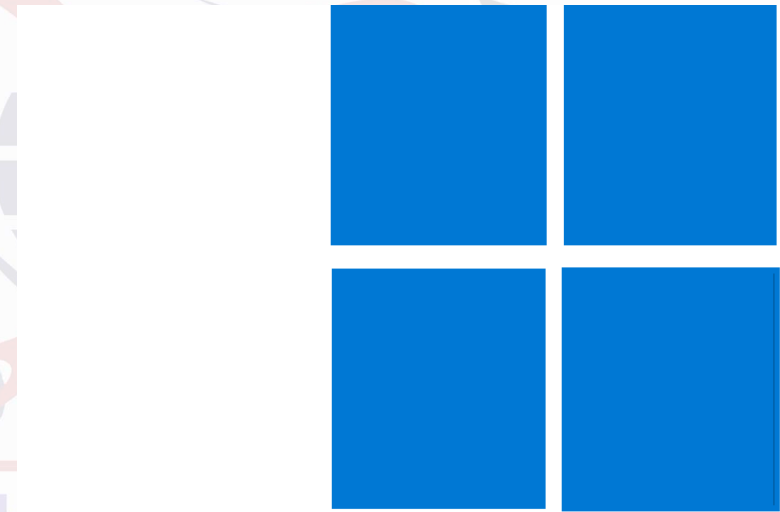




Windows



- **W:** - Word Wide
- **IN:** - Interactive
- **D:** - Development
- **O:** - Office Package of
- **W:** - Work
- **S:** - Solution



Windows 11



• **Definition:** - windows are an operation system that controls all parts of our computer such as input & output devices.

• Window gives the various

• features to user to handle the computer in easy way. It makes the communication between the user & computer.

Window is also known as multiuser, multitasking operating system program .it words on the theory of “wys”n”wyg”(what you see & what you get).



HISTORY OF WINDOWS

- **Windows was developed by Microsoft corporation started work on**
- **GUI (graphic user interface) pcs in 1983. It came out with few version of window such as window 1.0, windows 2.0 & windows 3.0 etc.**
- **However**
- **there versions didn't become popular because the technology of that time was not advance.**
- **The original version of Windows 11 (also known as version 21H2 and codenamed "Sun Valley") was released in October 2021. It carries the build number 10.0.22000. The first public preview build was made available to Windows Insiders who opted in to the Dev Channel on June 28, 2021.**

There are versions of windows such

1) Windows 3.0	:-	1990
2) Windows 3.1	:-	1992
3) Windows 3.11	:-	1993
4) Windows 95	:-	1995
5) Windows 97	:-	1997
6) Windows 98	:-	1998
7) Windows 2000	:-	2000
8) Windows ME	:-	2001
9) Windows XP	:-	2002
10) Windows 7	:-	July - 2009
11) Windows 8	:-	Aug - 2012
12) Windows 10	:-	29-July-2015
13) Windows 11	:-	Oct-2021
14) Windows 12	:-	2024 Coming Soon

BOOTING

• It is the process to start the computer machine successfully. When the computer is switched on following process are done by the computer itself.

- i. It checks all input devices.
- ii. It checks all output devices.
- iii. It checks memory.

• There all checking are called as “power on self test” (post)

• ➤ **There are two types of booting.**

1. **Cold Booting: - {Normal booting}** :- Press start of CPU process the takes place is cold booting.

2. **Warm/hot booting :- {Abnormal booting}** :- when system does not work properly it means it wants refreshment,

• To refresh press ctrl+alt+Del combine in order to start again.



Normal Booting

Starting Windows

© Microsoft Corporation

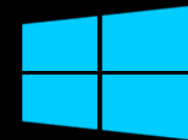
Restarting

AskVG.com

Hot Booting



Diagnosing your PC



Preparing Automatic Repair

PAINT



- Paint is a drawing software where we can create color or black & white drawing. It has many tools to draw something but it needs a lots of balance on mouse.
- Paint is a feature in windows. Many of the tools you use in paints are found in ribbon which is near to the top of paint window.
- The extension code of paint brush is **.PNG (Portable Network Graphic)** and executive code is “**pbursh**”.



How To Open Paint (Pbrush)

Start

All Programme

Accessories

Paint

Start

Run (Win+R)

Type Pbrush

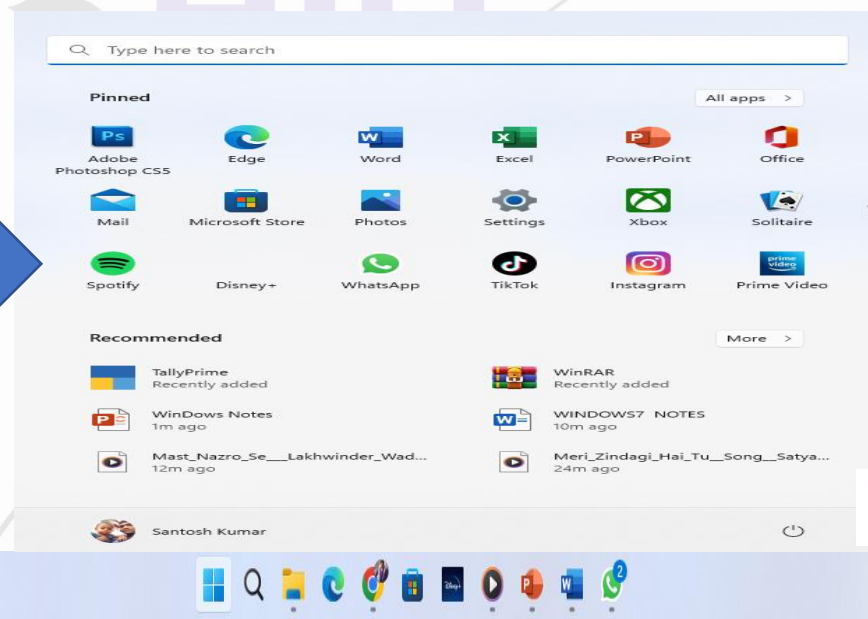
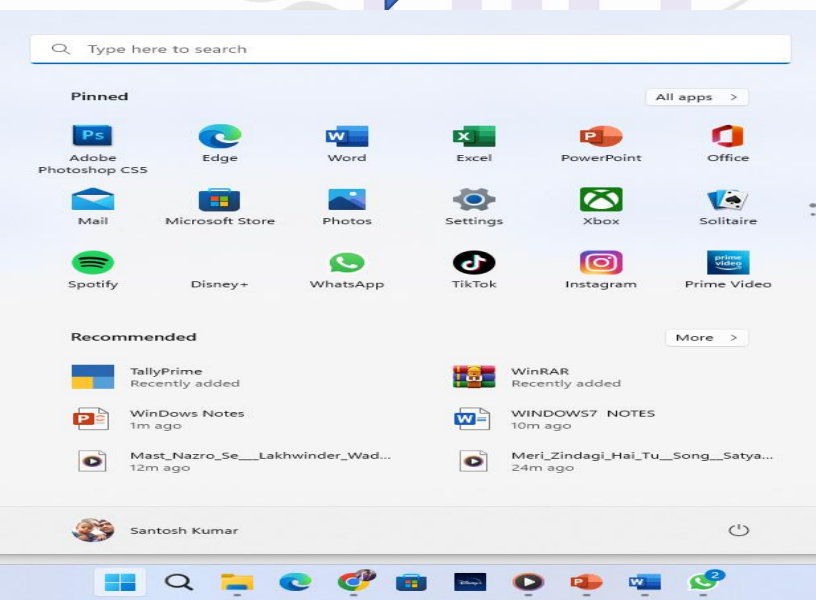
Ok/Enter

Start

Search programs and files

Type Programs Name & File Name.

Search



Undo

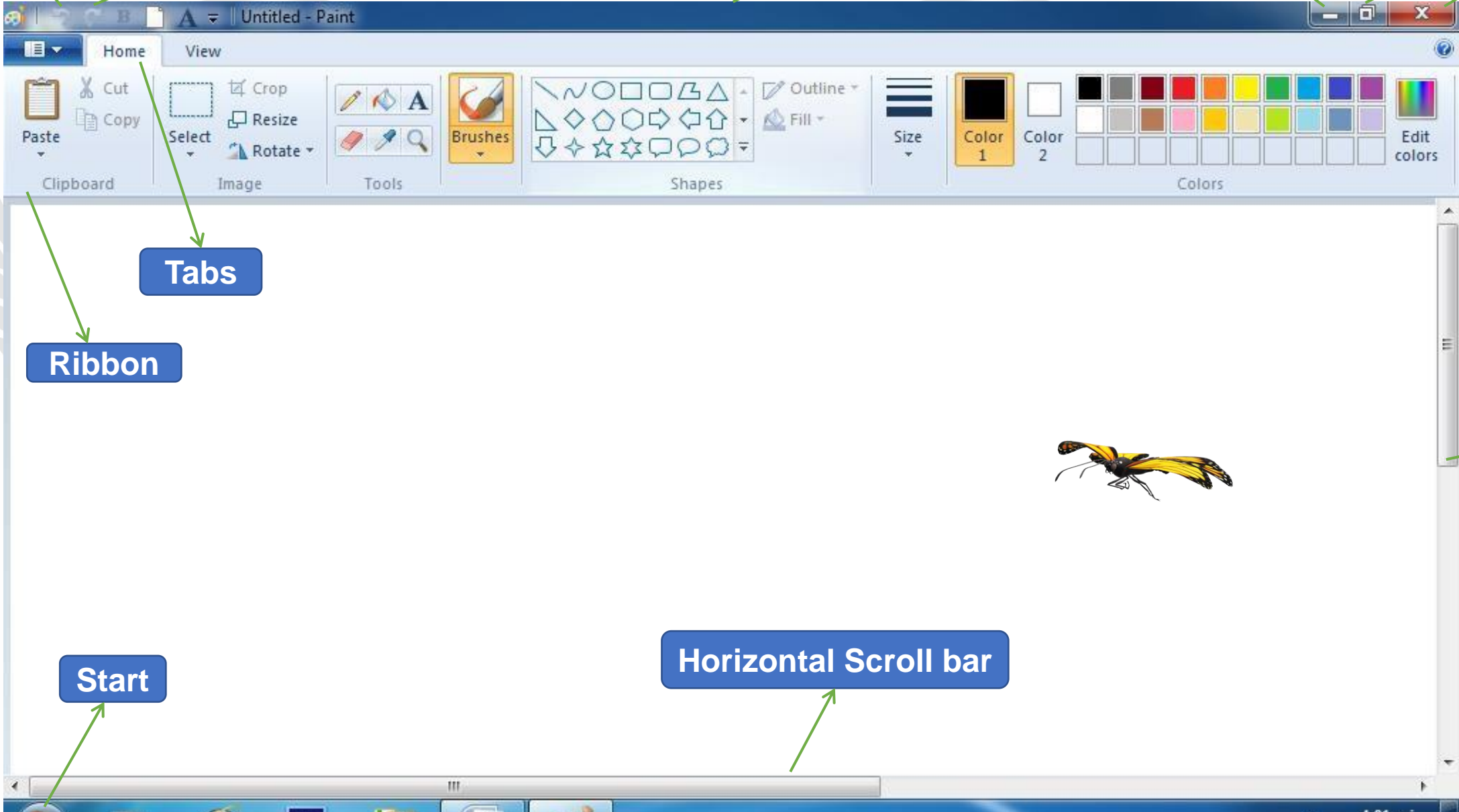
Redo

Title Bar

Minimize

Maximize

Close



Tabs

Ribbon

Vertical Scroll bar

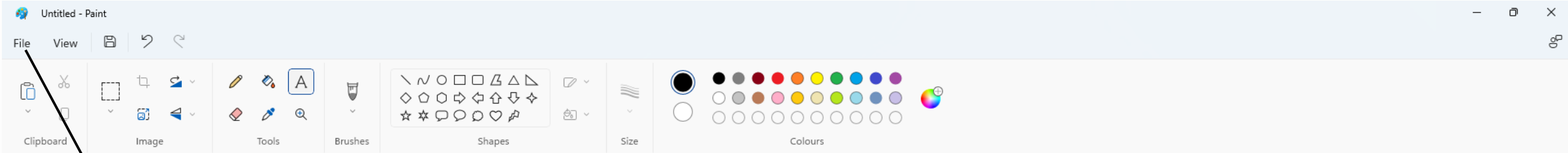
Start

Horizontal Scroll bar

Untitled - Paint

File View

Clipboard Image Tools Brushes Shapes Size Colours



Menu Bar

HITECH INSTITUTE



Status bar

Start

Win 10 & 11

Zoom



821, 222px 1462 x 648px

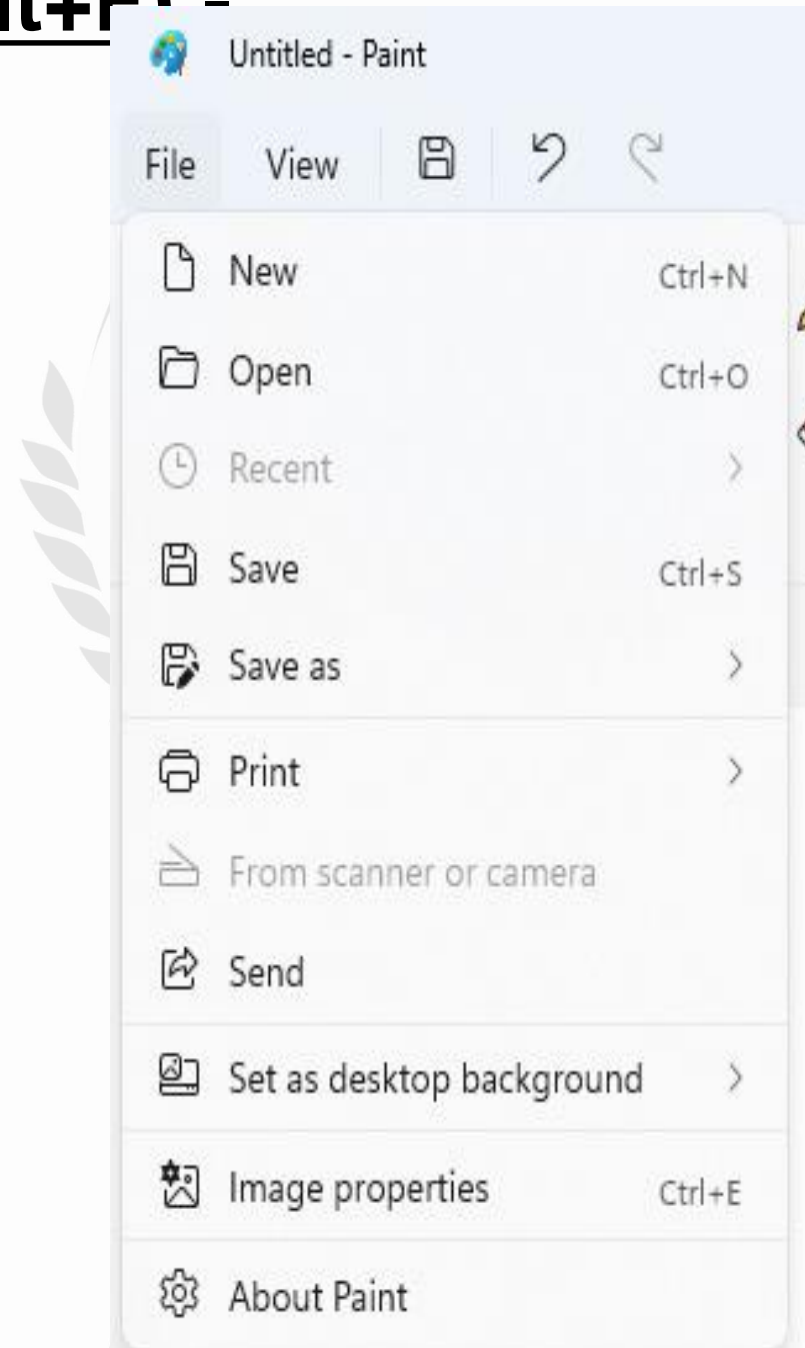
100%

20:35 13/11/2022



FILE MENU(Alt+F)-

- i. **New** (CTRL+N)
- ii. **Open** (CTRL+O)
- iii. **Save** (CTRL+S)
- iv. **Save as** (F12)
- v. **Print** (CTRL+P)
- vi. **Page setup**
- vii. **Print preview**
- viii. **From scanner or camera**
- ix. **Send in e-mail**
- x. **Set as desktop back ground**
- xi. **Properties**
- xii. **About paint** (F1)
- xiii. **Exit** (Alt+F4)



Close (Alt+F4)
Maximize
Minimize
Undo (CTRL+Z)
Redo (CTRL+Y)

1. **New:** - it is used to create a new page in active document.
2. **Open:** - this option is used to open any existing file.
3. **Save:** - it is used to save the current document.
4. **Save as:** - it is used to save a new file and create a new copy of existing file from another name.

- **Differences between save and save as**

- When the file is not saved then there is no differences between save and save as. if file is saved then save option does not ask the name of the file but if file is saved then save as option ask the name of the file.

5. Print

- **Print:** - it is used to select a printer, number of copies , and other printing option before printing.
 - **Page Step:** - it is used to set the length of page a page orientation.
 - **Print Preview:** - by using this option we can see preview and make change before printing.

6. From scanner or camera: - it is used for input data or Photographs through scanner or camera.

7. Send in e-mail:- by using this option we can send a copy of The picture in on e-mail marriage as on attachment.

8. Set as background

- **fill:** - fill the entire screen with the picture.
- **Tile:** - tile the picture so it repeats and fills the entire screen.
- **Centre:-** centre the picture in the middle of the screen.

9. Properties: - it is used to change the properties of the picture. Such as black and white or color inches, centimetre etc.



❖ **Clipboard :-**

- a) **Paste:** - it is used to paste cut or copied matter.
- b) **Paste from:** - it is used to insert a picture in the page of paint.
- c) **Cut:** - it is used to cut the selected text or shape.
- d) **Copy :** - it is used for copy the selected text or shape



❖ **Image :-**

- a) **Selection:** - it is used to select a part of the picture.
- b) **Crop :** - it is used to crop the picture so it only contains the current selection.
- c) **Resize and skew :-** this option is used to resize and skew the picture or selection.
- d) **Rotate & flip :** - it is used for rotate or flip the picture or selection in horizontal or vertical form.



❖ Tools

- a) **Pencil** : - you are free to draw anything with pencil.
- b) **Fill with color**: - click an area on the canvas to fill it with the foreground color or select to fill it with the background color.
- c) **Text** :- it is used to insert the text into the picture or blank
- d) **Eraser**: - it is used for erase part of picture and replace It with the background.
- e) **Color Picker**: - this option is used for pick a color from the Picture and uses it for drawing.

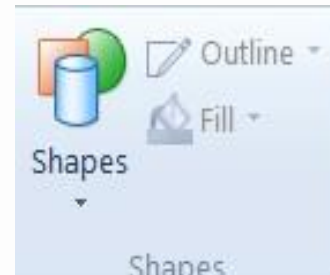


- f) **Magnifier**: - it is used to see the page in large size.



- ❖ Brush: - it is used for draw with different kinds of brushes.

- ❖ Shapes :- you can use paint to add different shapes in a picture



•The readymade shapes rang from traditional shapes rectangle , triangles and arrow to fun and usual shapes such as a heart ,lightning bolt or callouts etc.

- **Line**
- **Curve**
- **Rectangle**
- **Triangle and right triangle**
- **Diamond**
- **Pentagon**
- **Hexagon**
- **Arrows (right, left, up, down)**
- **Heart**
- **Lightning bolt**



•ii. **Outline**:- it is used to give the outline of any object or shape.

•iii. **Fill** :- it is used to give the fill color of any object or shape.



- **Size** :- it is used to increase or decrease the width of line of any shape



- **Color 1**:- this color is used with the pencil and with brushes as well as for shape outlines.



- **Color 2** :- this color is used with the eraser and for shapes fills.



- **Edit color** :- it is used to select a color from color Platte and make a new color.



VIEW TAB(Alt+W):-

❖ Zoom

- **Zoom in** :- it is used to used to increase the page size.
- **Zoom out**: - it is used to decrease the page size
- **Percentage**: - it is used for give actual size of page , it means 100%.



❖ Show or hide :-

- i. **Rulers**: - it is used to view and use rulers to line up and measure object in your picture.
- ii. **Gridlines**: - view and use gridlines to align object in your picture.
- iii. **Status bar**: - show and hide the status bar at the bottom of the window.



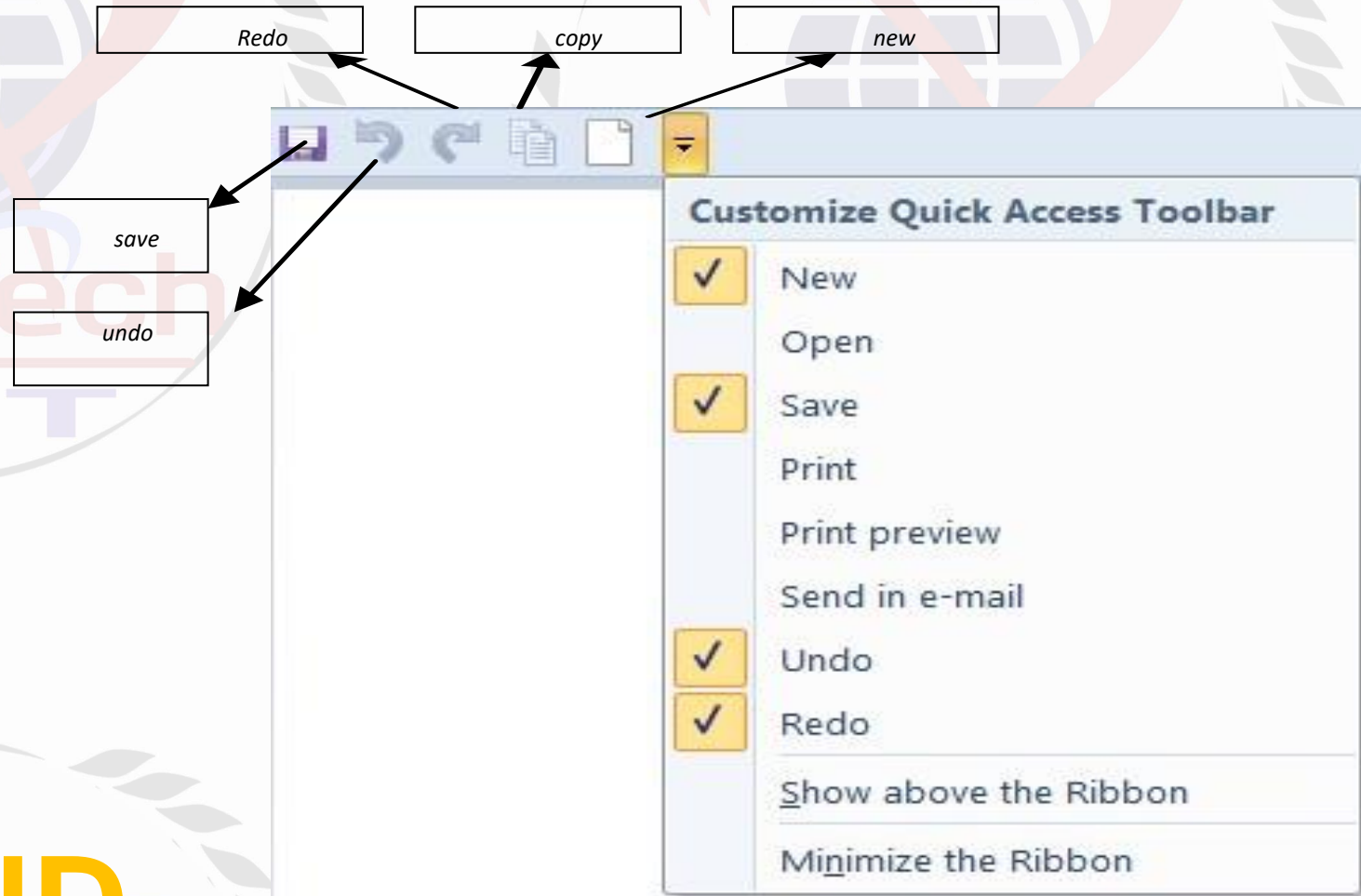
❖ Display

- i. **Full screen**: - it is used to view the picture in full screen.
- ii. **Thumbnail**: - it is used to show or hide the thumbnail window.



When our windows are in zoom screen condition, then it work.

- **Show above the ribbon:-** By using this option we can change the position of standard toolbar.
- **Minimize the ribbon :-** By using this option we can show or hide the ribbon.

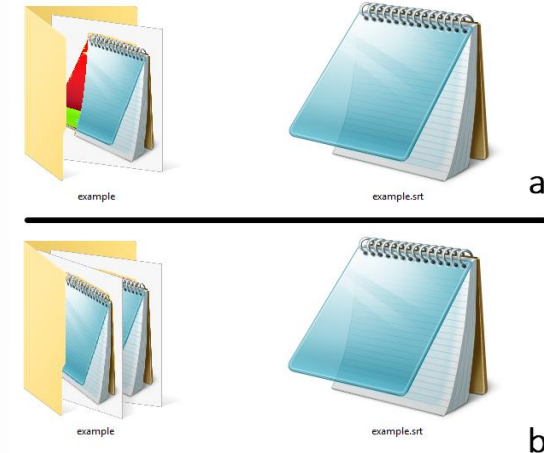


Paint END



NOTEPAD

- Notepad is a text application program that is easy to use although it includes few features which is found in word processing program.
- Notepad has minimum features in its menu.
 - i. Search for characters or words.
 - ii. Insert the date and time into a document.
- The extension name of Notepad is .TXT (Text) and executive code is notepad.



How To Open Notepad (Notepad)

Start

All Programme

Accessories

Notepad

Start

Run (Win+R)

Type Notepad

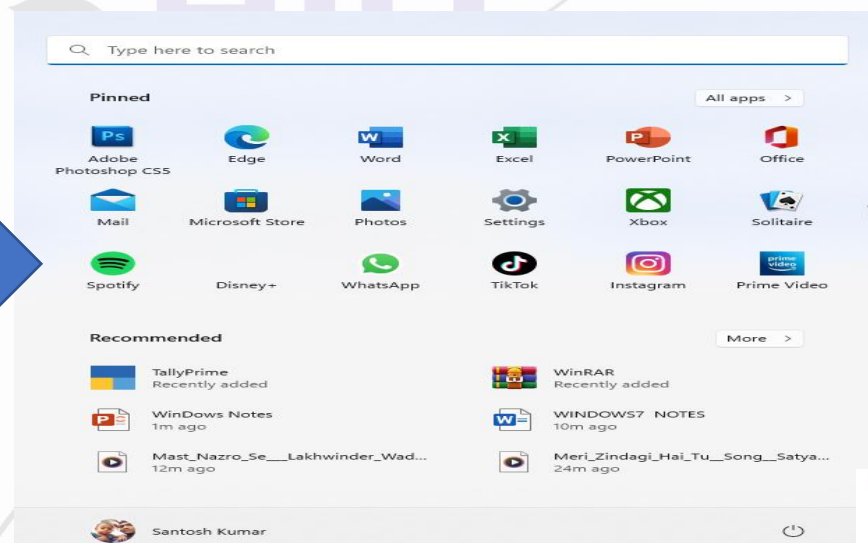
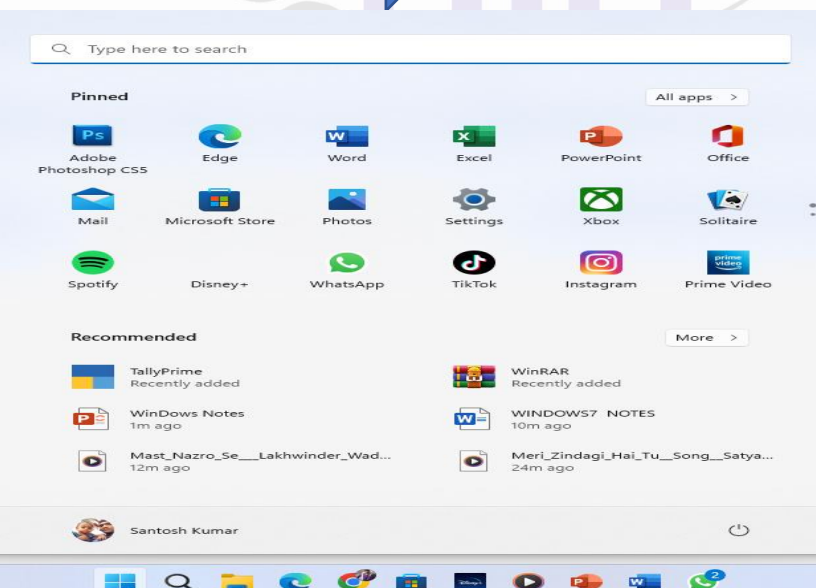
Ok/Enter

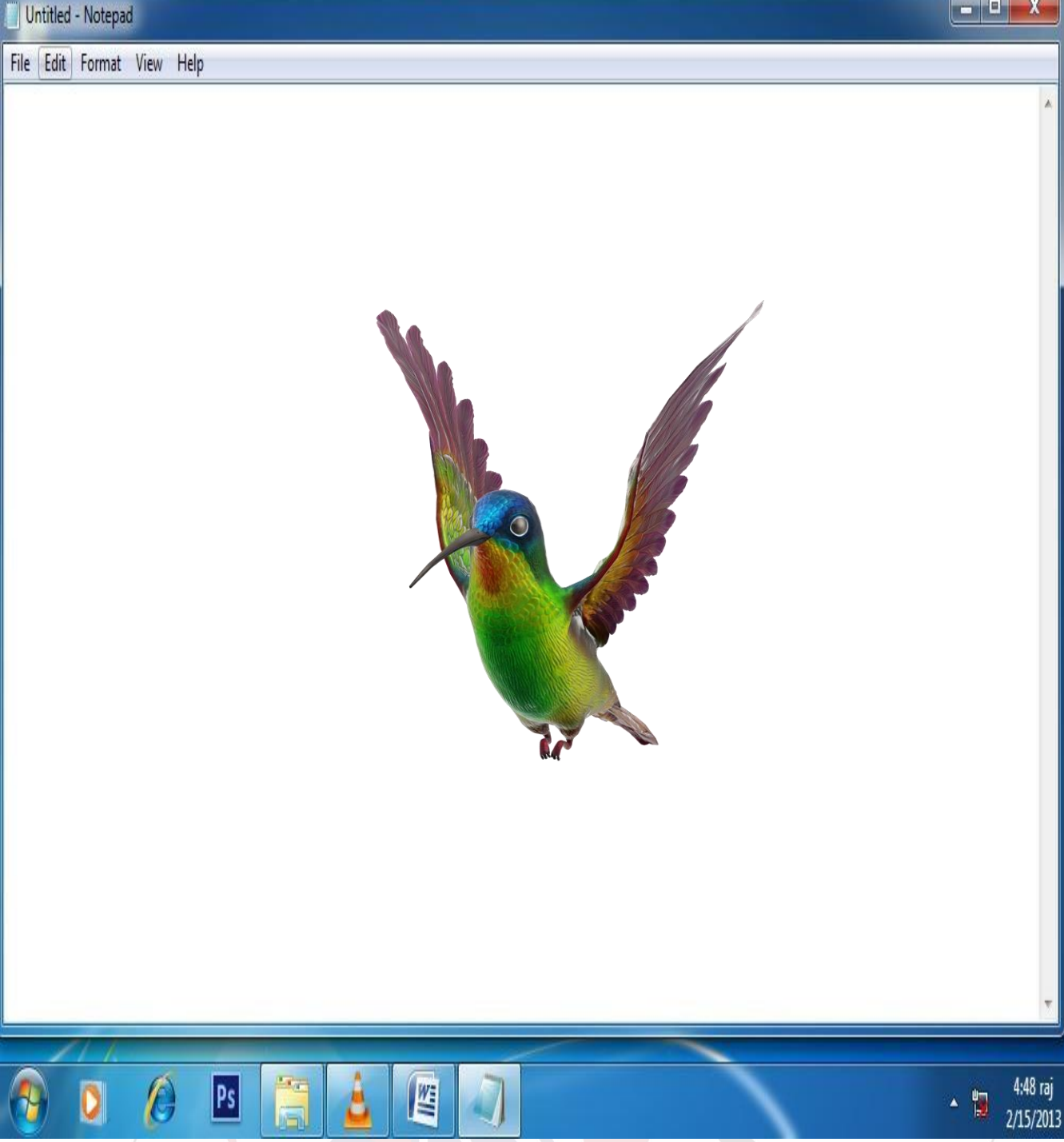
Start

Search programs and files

Type Programs Name & File Name.

Search





File Menu (Alt+F)

- ✓ **New**
- ✓ **New Windows**
- ✓ **Open**
- ✓ **Save**
- ✓ **Save as**
- ✓ **Page setup**
- ✓ **Print**
- ✓ **Exit**

Edit Menu (Alt+E)

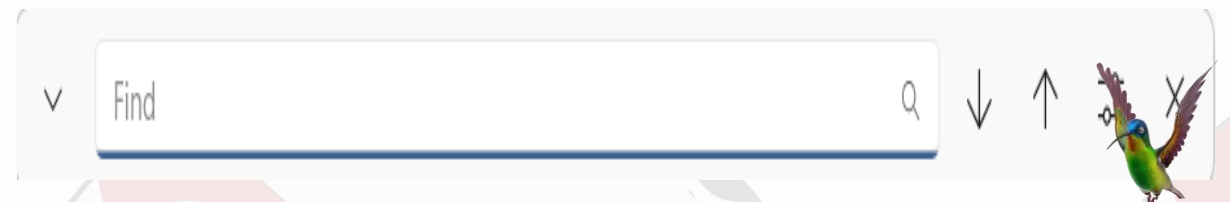
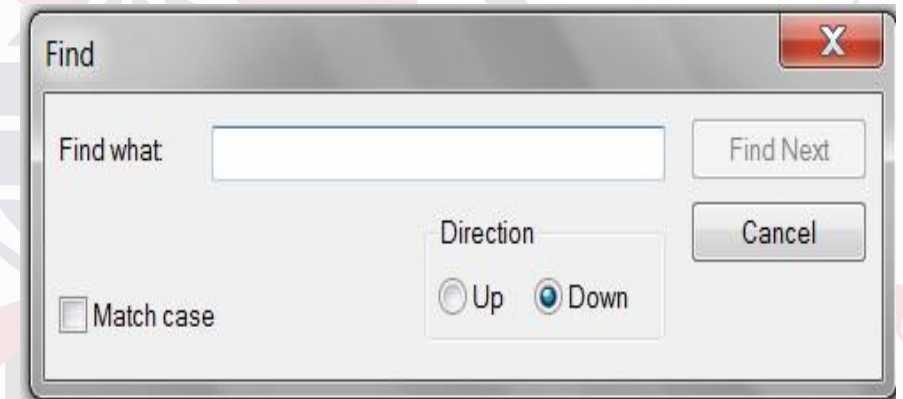
1. **Undo (Ctrl+Z)**
2. **Cut (Ctrl+X)**
3. **Copy (Ctrl+C)**
4. **Paste (Ctrl+V)**

5. **Delete:** - it is used to delete the select part.

6. **Find (Ctrl+F) :** - it is used to search the specified text from current location.

•Process:-

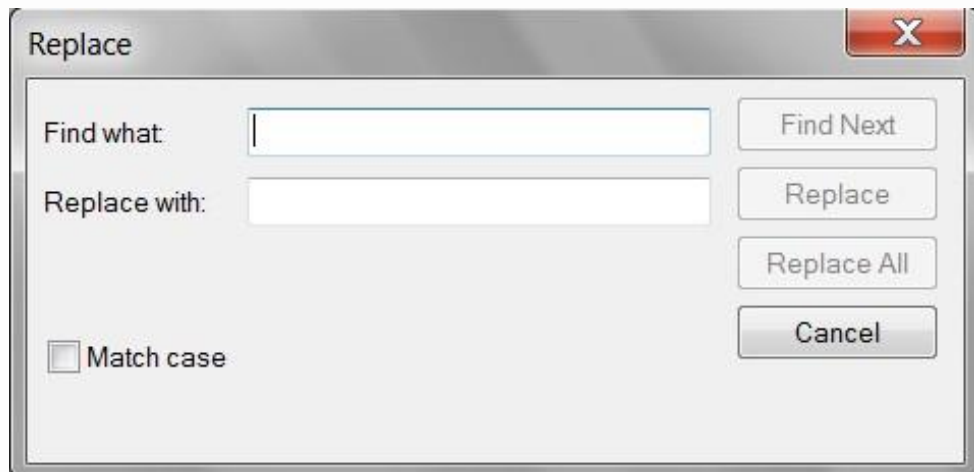
- a) type some text on the screen.
- b) Select find option.
- c) One box will be open.
- d) Type some text which we want to search.
- e) Click on find option.



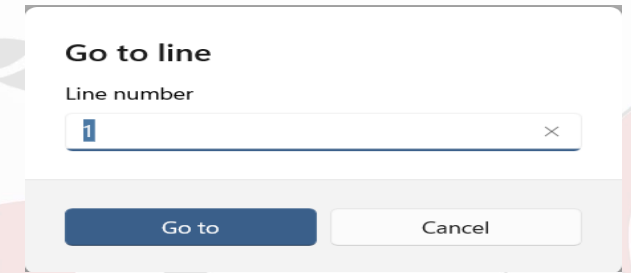
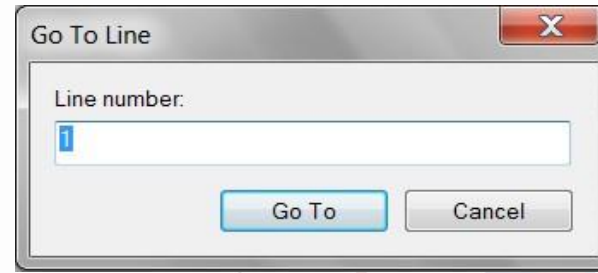
7. Replace: - it is used for replace any text with another text.

•Process:-

- a) Type some text on the screen.
- b) Select replace option.
- c) One box will be open.
- d) Type some text which we want to replace in find box.
- e) Type some text which we want to replace in replace box



- **Go To:** - It is used to send the cursor in next line automatically in the current window.



- **Date & time :-**It is used to insert date & time in active document.

❖ FORMAT MENU

- **1.WORD WRAP**
- **2.FONT**

• **i. Word-Wrap :-** This option is used to send the cursor in next line automatically in the current window .

- **ii. Font :-** This option is used to set the text style ,text size, of the document

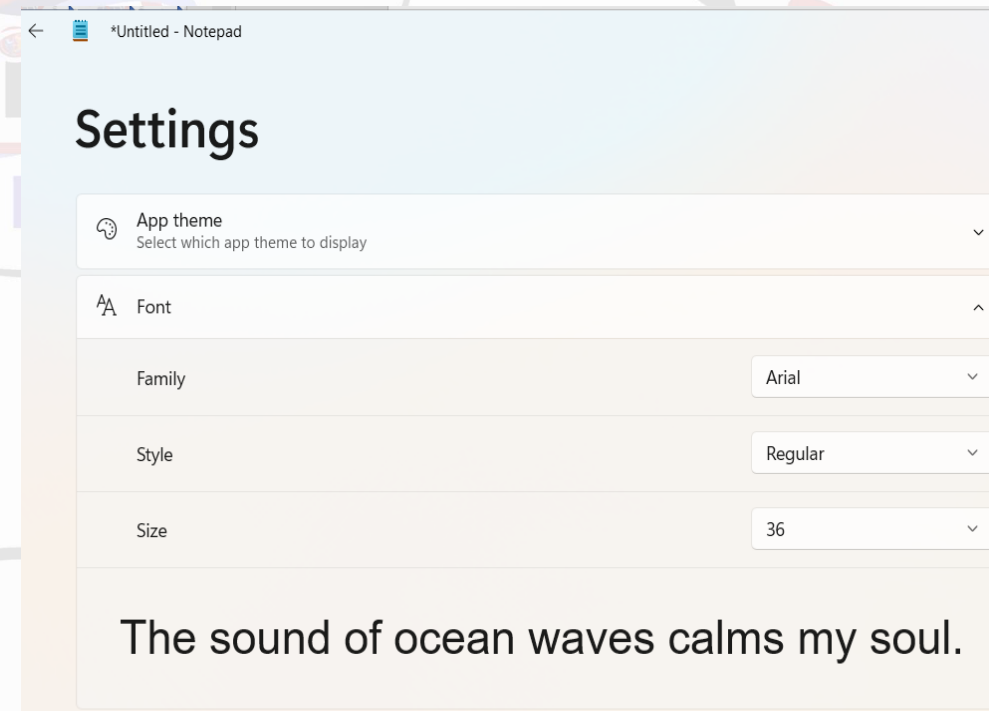
View Menu (Alt+V)

STATUS BAR :-

This option is used to show or hide the status bar from current file.



Notepad END



WORDPAD

- WordPad is a text editing program. You can use it to create any edit document. WordPad document can include rich formatting and graphics and you can link embedded objects such as pictures or other documents.
- The extension code of WordPad is **“RTF” (Rich text format)** and its executable code is **“WordPad”**.

➤ **IN THIS ARTICLE :-**

- Create open and save document.**
- Format document.**
- Insert date and picture into documents.**
- View documents.**
- Change page margin.**
- Print documents**



How To Open WordPad (WordPad)

Start

All Programme

Accessories

WordPad

Start

Run (Win+R)

Type WordPad

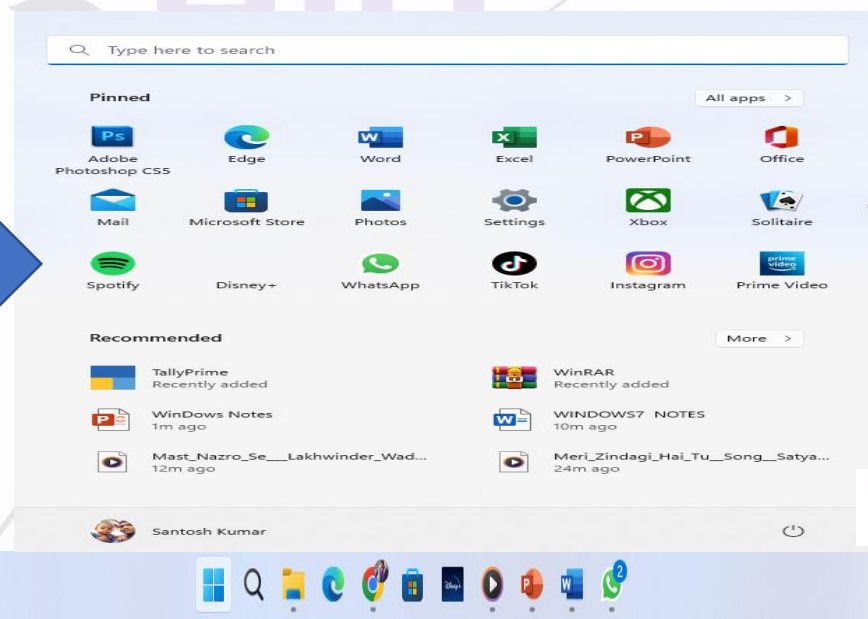
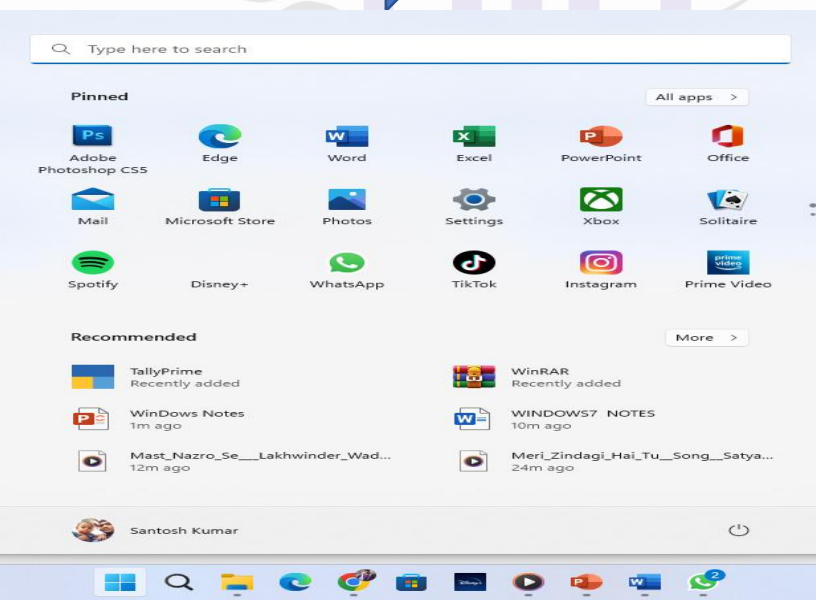
Ok/Enter

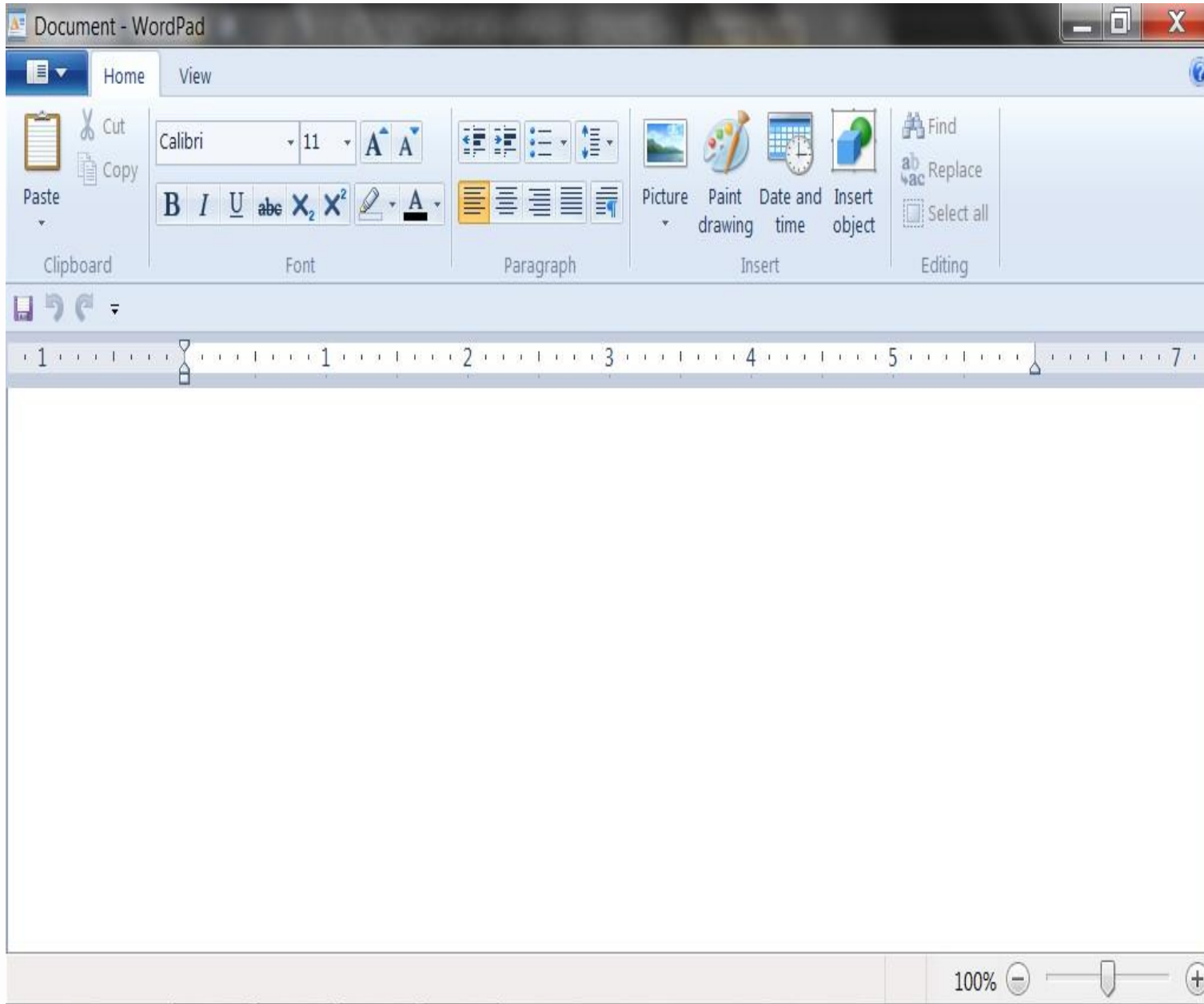
Start

Search programs and files

Type Programs Name & File Name.

Search





➤ **FILE MENU (Alt+F):-**

- 1) **New**
- 2) **Open**
- 3) **Save**
- 4) **Save as**
- 5) **Print**
 - i) **Print**
 - ii) **Quick Print**
 - iii.) **Print Preview**
- 6) **Page setup**
- 7) **Send in email**
- 8) **About WordPad**
- 9) **Exit**

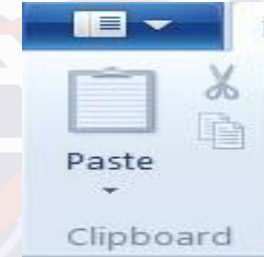


HOME TAB

➤ **Paste Special:-**This option is used to paste any documents from another file or another program.

➤ **Process:-**

- I. Open any other program such as paint, notepad etc
- II. Create something on that program.
- III. Select & copy it.
- IV. Open WordPad & select paste. V. Click ok.



❖ **Font:-**



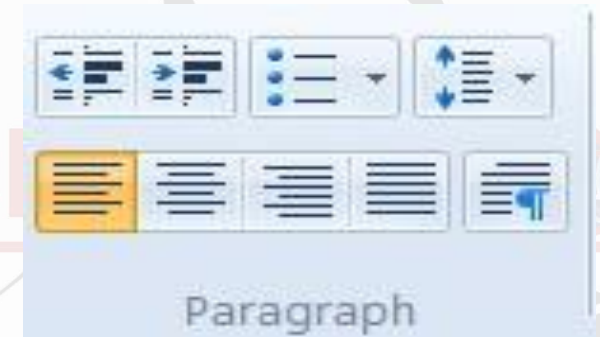
- i) **Font Family:** - By using this option we can change the font.
- ii) **Font Size:** - By using this option we can change the font size.
- iii) **Grow font (Shift + Ctrl+>):** - By using this option we can increase the font size from its normal size.
- iv) **Shrink Font (Shift + Ctrl +<):** - By using this option we can decrease the font size from its normal size.
- v) **Bold (^+B):** - By using this option we can convert the font in heavier font.
- vi) **Italic (^+i):** - By using this option we can change the text in italic font.



- vii. **Underline(^+U):-**By using this option we can draw a line below the text.
- viii. **Strikethrough:** - It is used to draw a line through the text.
- ix. **Subscript (Ctrl+ =):** - It is used to make the font smaller & lower than regular text. (**H₂**)
- x. **Superscript (Shift + Ctrl+ +):** - It is used to make the font smaller & higher than regular text. (**A²**)
- xi. **Text highlighter:-**it is used to make text the text highlight.
- xii. **Text Color:** - It is used to change the color of text.

❖ Paragraph:-

- I. Decrease indent:- By using this option we can decrease the indent of paragraph.
- II. Increase indent:- By using this option we can increase the indent of paragraph.
- III. Start a list(Bullet Style):- It is used to insert bullet before text.
- IV. Line spacing:-By using this option we can change the spacing between lines.
- V. Align text center: - It is used to center the align of text.
- VI. Align text Right: - It is used to right the align of text.
- VII. Justify:- It aligns both left & right.
- VIII. Paragraph:- It is used to show the paragraph dialog box.



❖ Editing:-

- I. Find:-same as notepad
- II. Replace:- Same as notepad.
- III. Select all:- Same as notepad.



❖ Zoom:-

- i. **Zoom in** :- it is used to used to increase the page size.
- ii. **Zoom out**: - it is used to decrease the page size.
- iii. **100%**: - it is used for give actual size of page, it means 100%.



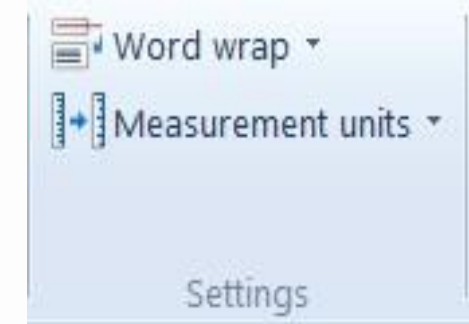
❖ Show or hide :-

- i. **Ruler**:-It is used to show or hide ruler .
- ii. **Status bar** :- It is used to show or hide the status bar.at the bottom of the window.



❖ Setting:-

- i. **Word wrap** :- select word wrapping option to change how text appear on your screen .This does not effort how document looks ,when you print it.
- ii. **Measurement unit**:- select measurement unit for ruler and page setup.



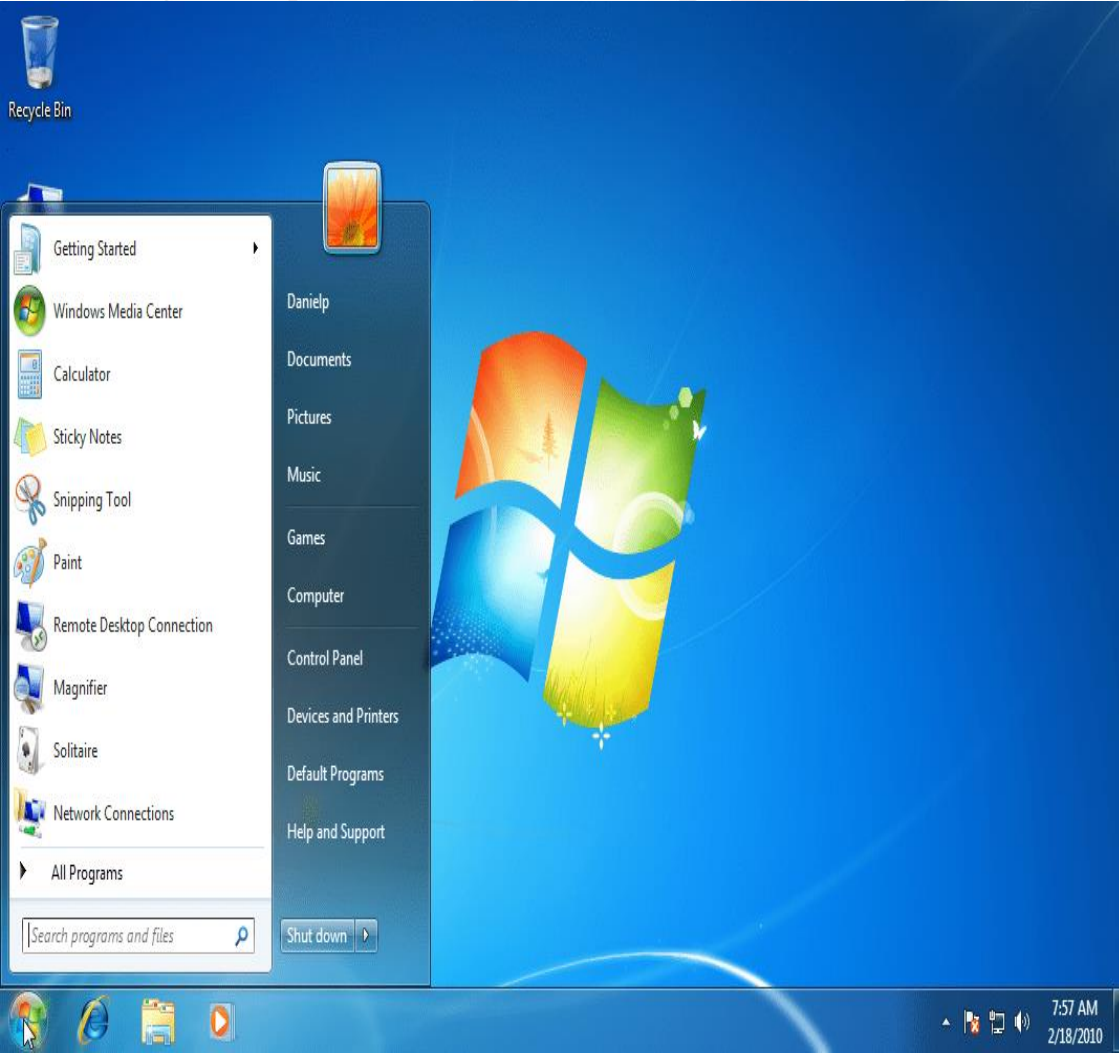
WordPad END



DESKTOP



- **It is the first screen that appears when the computer is switched on.**



wikiHow

- Internet Explorer
- Outlook Express
- Windows Media Player
- Tour Windows XP
- Files and Settings Transfer Wizard
- My Documents
- My Recent Documents
- My Pictures
- My Music
- My Computer
- Control Panel
- Set Program Access and Defaults
- Printers and Faxes
- Help and Support
- Search
- Run...

All Programs

Log Off | Turn Off Computer



Desktop icons: CQ WW 15 meters oct 24, Live tech show link f..., Windows 10 Technolog..., Ateliers Informatiq..., This PC, Network, Photos Robert kiji, Orbitron, Windowsiso, Network, Tor Browser, satellite predict.txt, DuOS, Recycle Bin, ADF Sender Terminal, satellite prediction.txt, Windows 10 Technolog..., Google Chrome, Announcing live VHF U..., satslat.xls, Windows 10 Using Hig..., Malwareby... Anti-Malw..., DEC2015.pdf, Start Tor Browser, MMSSTV, DX the cat under th..., Starting on the scann..., SDRConsole (V2), Gettings started o..., Windows 10 Internet Ex...

Taskbar: CamStudio - Open Source (File, Region, Options, Tools, Effects, View, Help), 4:19 PM, 2016-01-06

start | 8:50 PM

Taskbar: Windows, Internet Explorer, File Explorer, Mail, CamStudio, Volume, Network, ENG, 4:19 PM, 2016-01-06

❖ **FOLDER:-** it is just like a container that is used to keep other file & folder in an organized way .



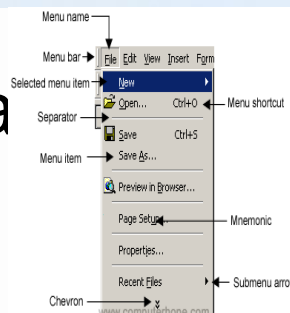
❖ **ICON:-** - the icon is nothing but the graphical representation of any command



❖ **TASK BAR:-** - it is the rectangular object that contains start button/menu and other icon.

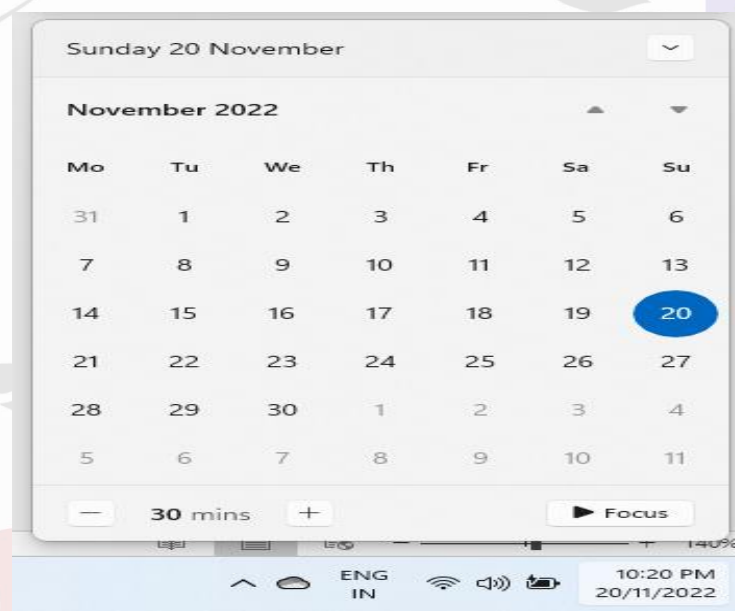
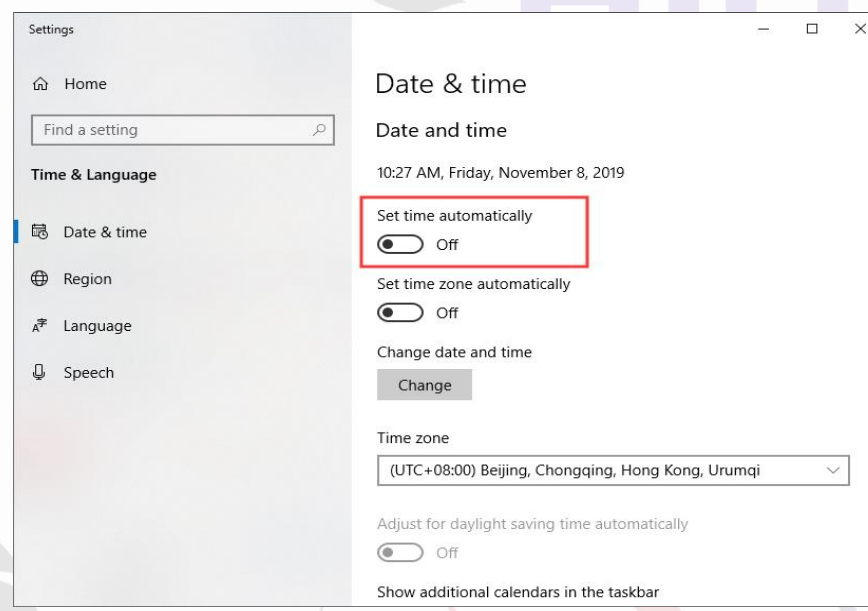
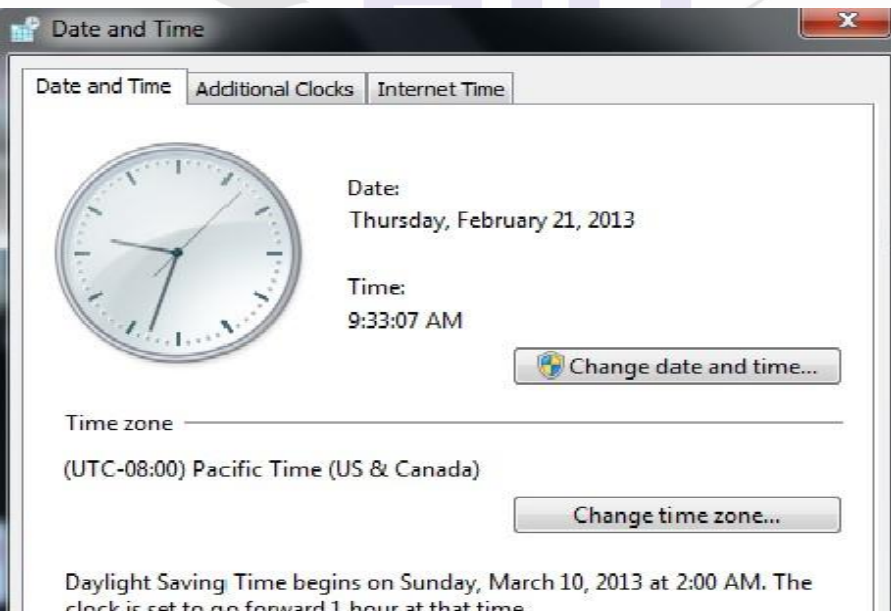
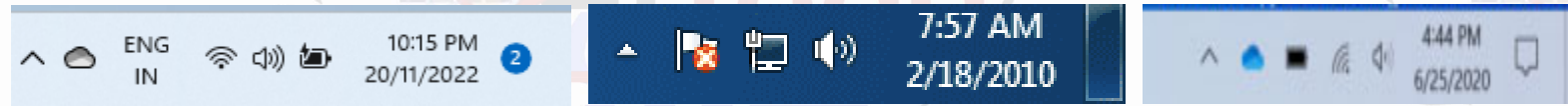


❖ **MENU:-** - it is collection of option where each option is created for a certain job.



HOW TO CHANGE DATE AND TIME

- ✓ Double click on the “Date &time ”icon.
- ✓ Right click of mouse and select “Adjust date &time “option.
- ✓ Then one box will be appeared.
- ✓ Change the date by using calendar & change the time by using clock.
- ✓ Click ok /apply button.



Change date and time

Date

January 5 2018

Time

11 59 AM



Change

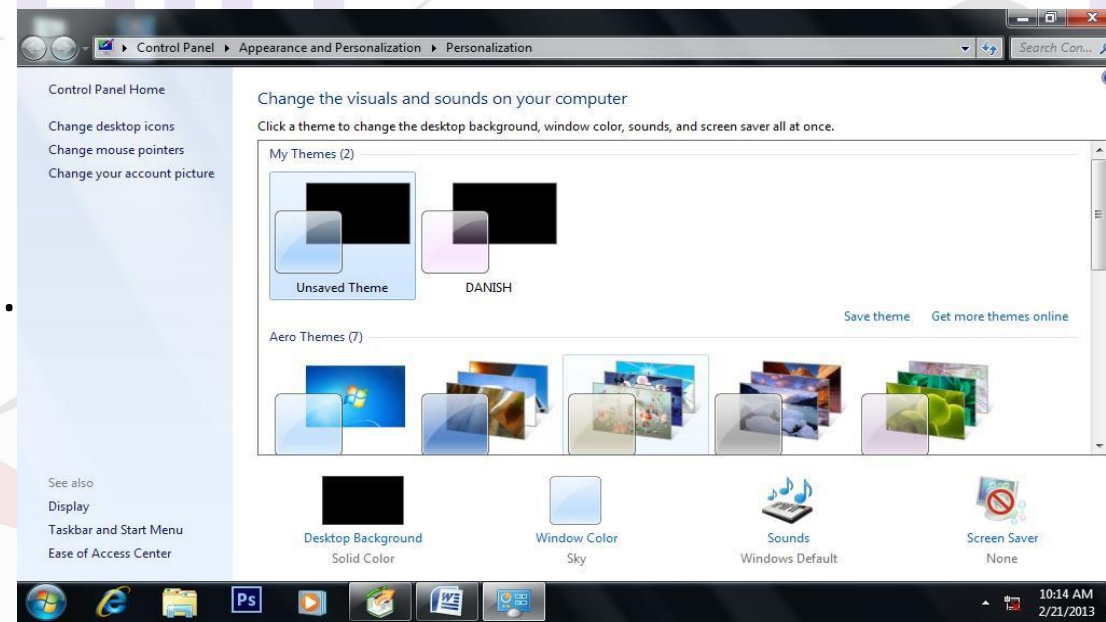
Cancel

PERSONALIZE

- Personalize is actually used for the system desktop , screen saver, appearance and many other setting like color brightness, lightness etc. It is also used for the change the desktop, icons, change the mouse pointer, change your account picture and many other setting like make a user account picture ,give the window password, remove the password, change the password, change your account type.

❖ For Open Personalize

- i. click right button of the mouse on the screen .
- ii. select personalize & then click left button of mouse .
- iii. one box will be opened.



 **Santosh Kumar**
santoshbablu.kumar@gmail.com

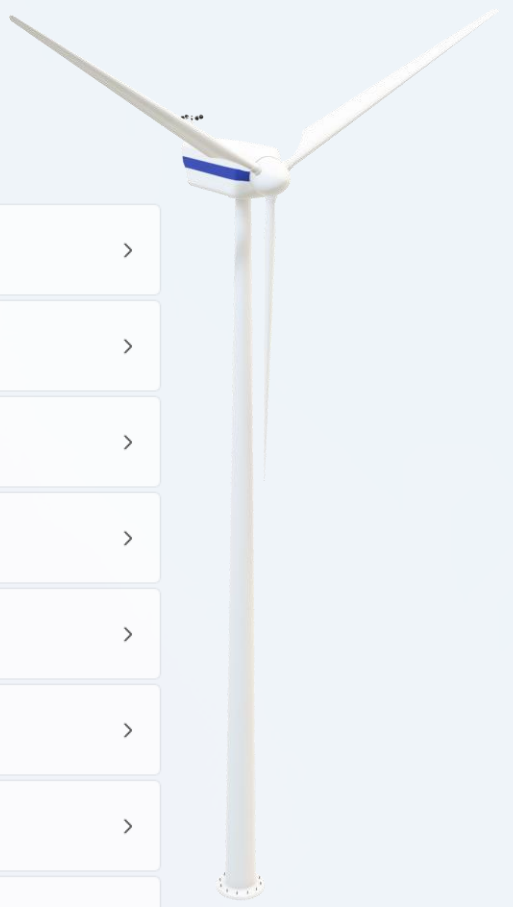
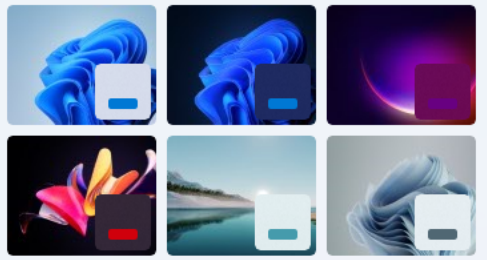
Find a setting










- System
- Bluetooth & devices
- Network & internet
- Personalisation**
- Apps
- Accounts
- Time & language
- Gaming
- Accessibility
- Privacy & security
- Windows Update

Personalisation



Select a theme to apply



-  **Background**
Background image, colour, slideshow >
-  **Colours**
Accent colour, transparency effects, colour theme >
-  **Themes**
Install, create, manage >
-  **Lock screen**
Lock screen images, apps, animations >
-  **Text input**
Touch keyboard, voice typing, emoji and more, input method editor >
-  **Start**
Recent apps and items, folders >
-  **Taskbar**
Taskbar behaviours, system pins >
-  **Fonts**
Install, manage >
-  **Device usage**
Select all the ways you plan to use your device to get personalised tips, ads and recommendations within Microsoft experiences. >

Find a setting

Personalization

Background

Colors

Lock screen

Themes

Fonts

Start

Taskbar

Background



Background

Slideshow

Choose albums for your slideshow

DesktopBackground

Browse

Change picture every

1 hour

Shuffle

On

Allow slideshow when on battery power

Off

Choose a fit

Fill

Preview your changes

Under Background, select one of the options to see a preview of how it will look. To tweak colors, sounds, and more, select Themes.

[Go to Themes](#)

Related Settings

[High contrast settings](#)

[Sync your settings](#)

Have a question?

[Get help](#)

Make Windows better

[Give us feedback](#)

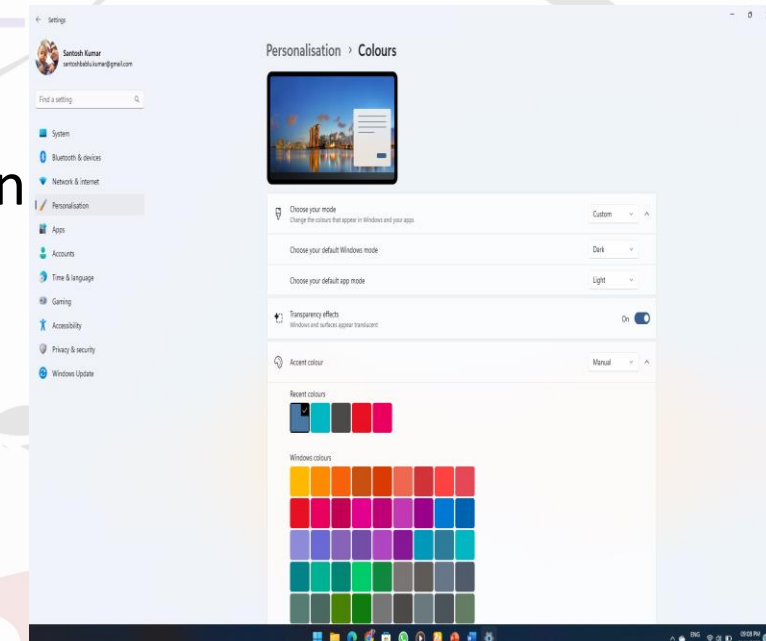
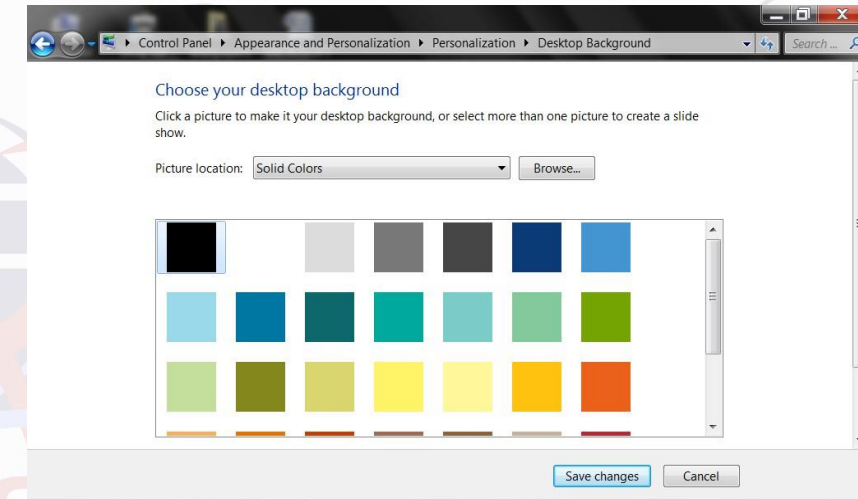


❖ **DESKTOP BACKGROUND:-** it is used to set the wallpaper /desktop background. Click on a picture to make it your desktop background or select more than one picture to create a slide show.

❖ **TO SET UP DESKTOP BACKGROUND :-**

❖ **PROCESS:-**

- i. Click on “desktop background” .
- ii. Select anyone from list of background and the selection will view in the screen.
- iii. Click apply ok.
- iv. if you want to set other wallpaper then click on the browse button
- v. open any picture ‘s drive such as c:\drive ,d:\drive,e:\drive etc.
- vi. select any picture.
- vii. click apply . viii. After then click ok.



➤ **WINDOW COLOR:-** window color is actually used for change the size of icon color of back ground desktop & icon.

✓ Process:-

- I. click on “appearance”.
- II. From window button we can select two type of style i.e windows 7, Win 11 style & windows classis style.
- III. from color & scheme box we can change the color according to desire.
- IV. from font size box we can change the size of icon i.e. normal , large and extra v click apply and after then click ok.



Settings

Santosh Kumar
santoshbablu.kumar@gmail.com

Accessibility > Contrast themes

Use more distinct colours to make text and apps easier to see.

Find a setting

System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update

Theme preview

Aquatic Desert Dusk Night sky

Contrast themes
None

Press left Alt + left Shift + Print Screen to turn a contrast theme on and off

Apply Edit Delete

Related settings

Themes
Background image, colour, theme packs

Get help
Give feedback

09:09 PM
21/11/2022

Window Color and Appearance

Window Color and Appearance

Inactive Window

Active Window

Normal Disabled Selected

Window Text

Message Box

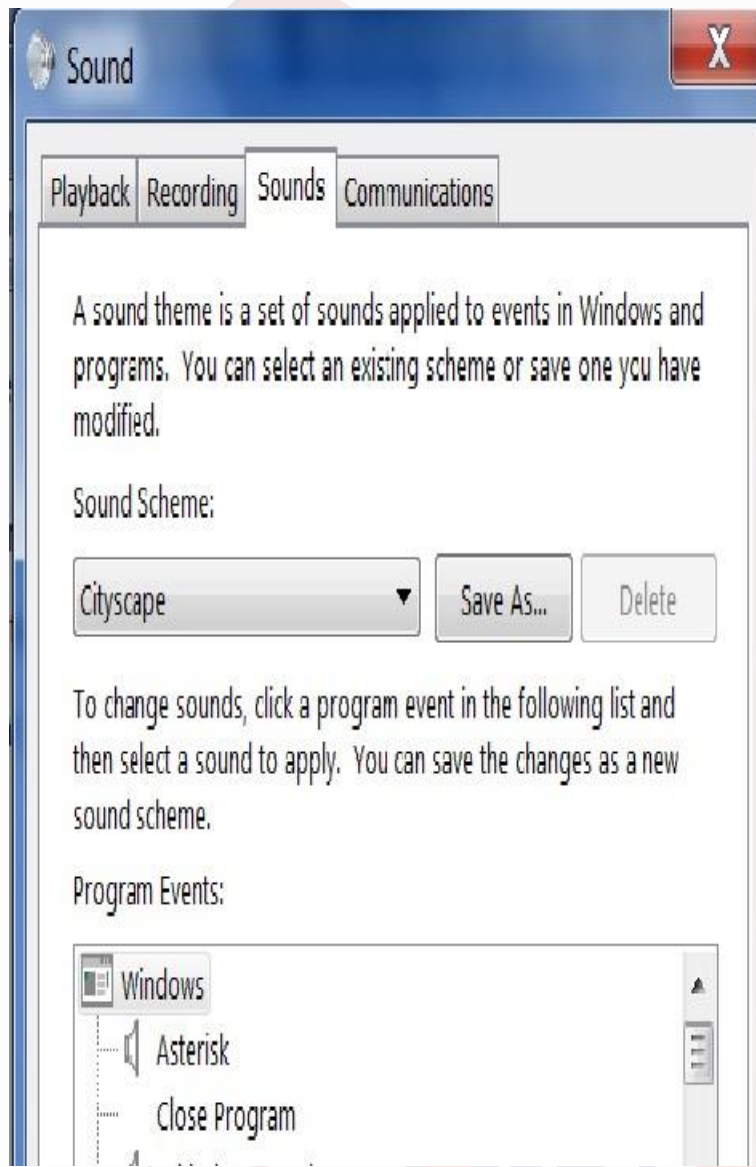
Message Text

OK

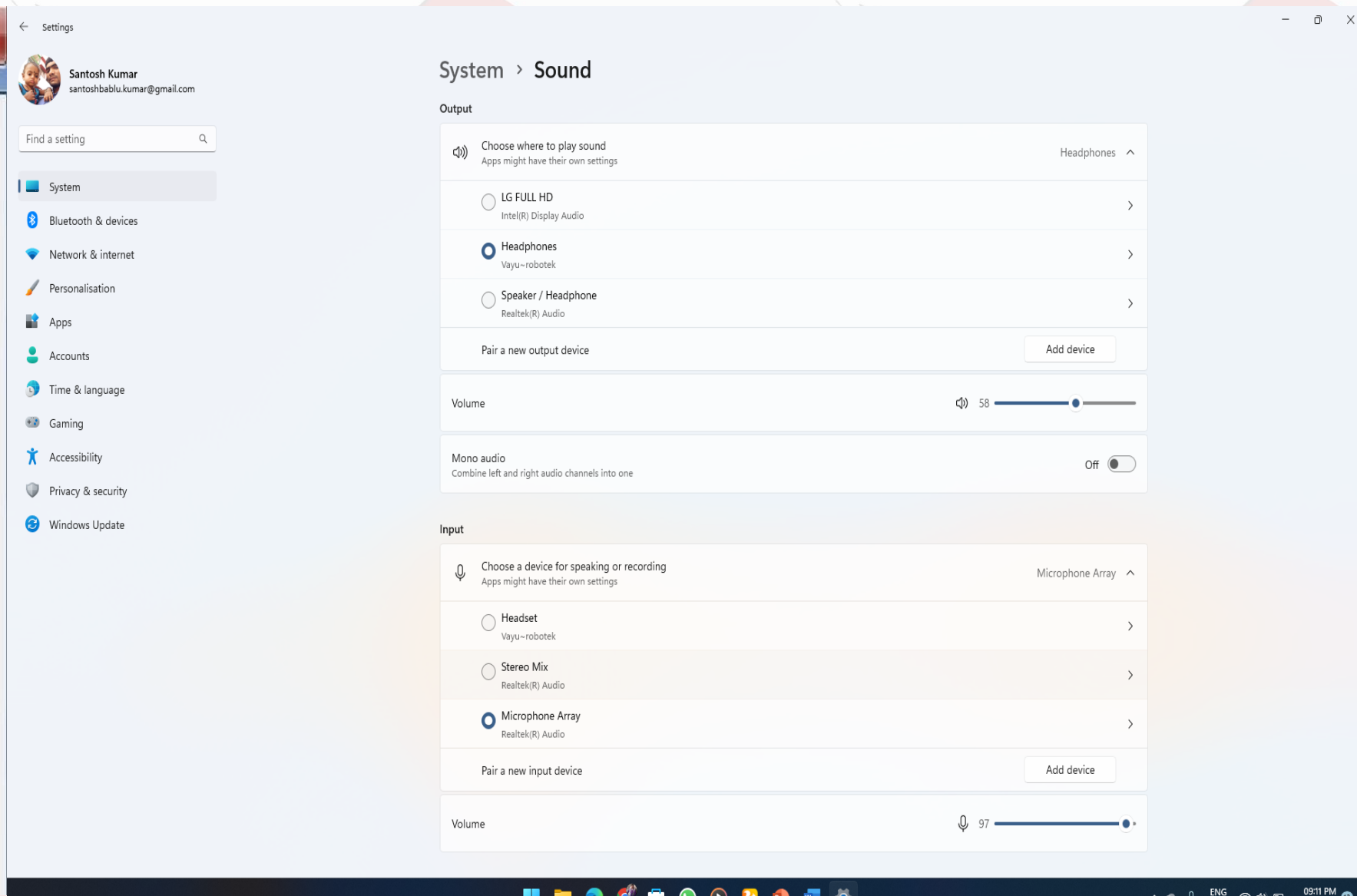
To turn on Windows Aero, select a Windows theme. Colors and sizes



➤ **SOUND:-** THIS OPTION used to change the graphics .we can control the color contrast of system i.e.256colors, high color (16bit) true color (32bit),



The screenshot shows the Windows Sound Control Panel. At the top, there are tabs for Playback, Recording, Sounds, and Communications. The 'Sounds' tab is selected. Below the tabs, there is a text box explaining that a sound theme is a set of sounds applied to events in Windows and programs, and that users can select an existing scheme or save one they have modified. Under 'Sound Scheme', a dropdown menu shows 'Cityscape' with 'Save As...' and 'Delete' buttons. Below that, instructions state: 'To change sounds, click a program event in the following list and then select a sound to apply. You can save the changes as a new sound scheme.' Under 'Program Events', a tree view shows 'Windows' expanded to show 'Asterisk' and 'Close Program'.



The screenshot shows the Windows Settings application, specifically the 'System > Sound' page. At the top, it shows the user's name 'Santosh Kumar' and email 'santoshbablu.kumar@gmail.com'. Below is a search bar and a list of settings categories: System, Bluetooth & devices, Network & internet, Personalisation, Apps, Accounts, Time & language, Gaming, Accessibility, Privacy & security, and Windows Update. The 'Sound' settings are divided into 'Output' and 'Input' sections. The 'Output' section includes 'Choose where to play sound' (set to Headphones), a list of audio devices (LG FULL HD, Headphones, Speaker / Headphone), a volume slider at 58, and a 'Mono audio' toggle set to Off. The 'Input' section includes 'Choose a device for speaking or recording' (set to Microphone Array), a list of input devices (Headset, Stereo Mix, Microphone Array), an input volume slider at 97, and a 'Pair a new input device' button. The Windows taskbar is visible at the bottom with various application icons and the system tray showing the time as 09:11 PM on 21/11/2022.

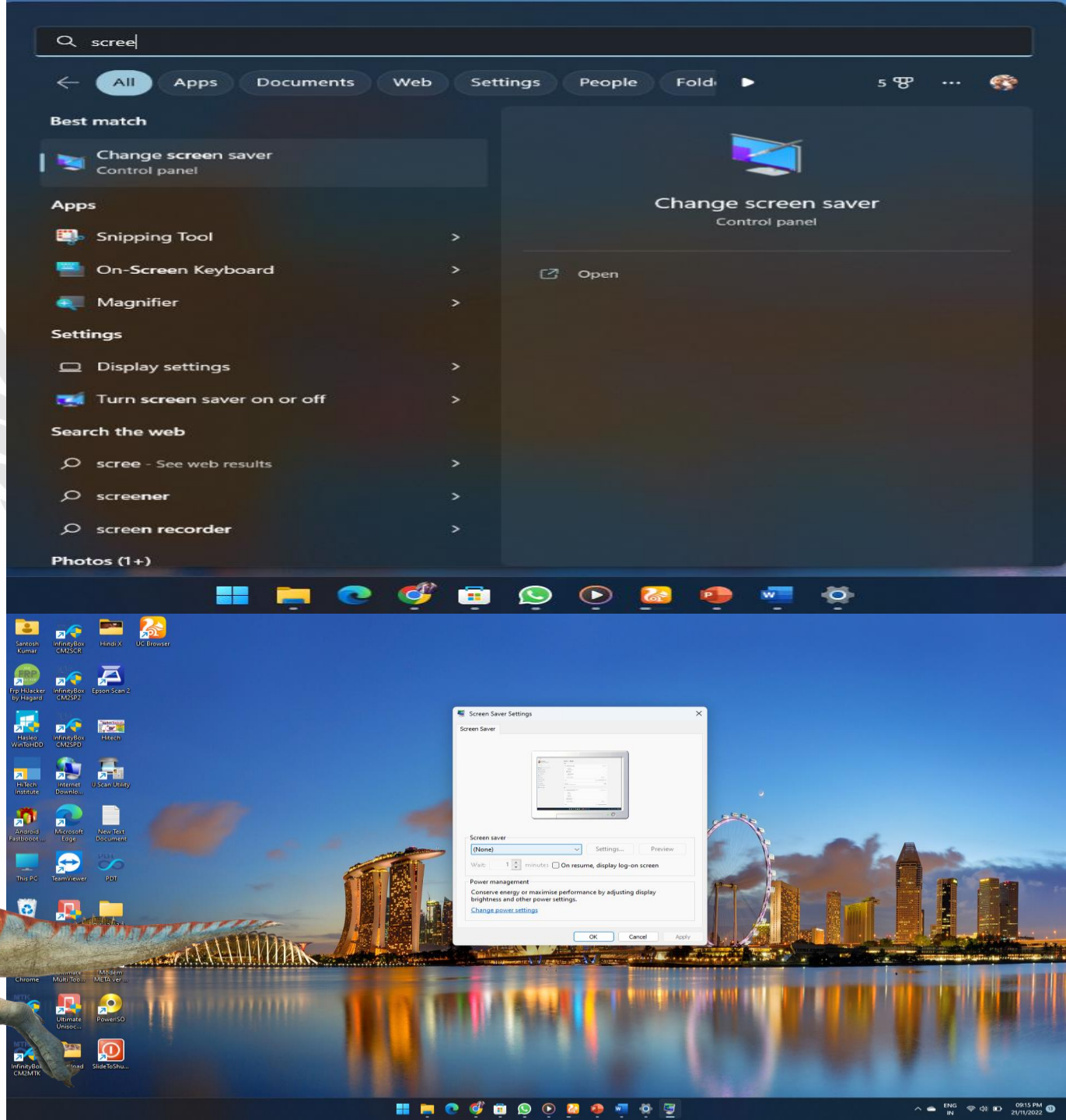
❖ **SCREEN SAVER:-** this option is used to set wallpaper when system is on stand mode position the real fun of screen saver is 3D- text and marquee

✓ **Process:-**

- i. Click on the “screen saver “
- ii. Select 3D-text or marquee.
- iii. Go to setting button and set everything according to preview button.
- iv. Click ok.
- v. If you want to set their preview then click on preview button .
- vi. Clicks apply & finally click ok.



- Change Screen Saver Settings Win 11
- Click Start and Search Change Screen
- Click This Option”



- Select Screen Saver
- Select Any Style
- Click Ok



✓ View display settings in Windows

- ✓ Most of the advanced display settings from previous versions of Windows are now available on the Display settings page.
- ✓ **Select Start > Settings > System > Display.**
- ✓ If you want to change the size of your text and apps, choose an option from the drop-down menu next to **Scale**. Learn how to change just your text size in [Make Windows easier to see](#).
- ✓ To change your screen resolution, use the drop-down menu next to **Display resolution**. Note: You should use the Recommended resolution. If you change the resolution, content might appear blurry or pixelated.
- ✓ To adjust your color calibration, search "calibrate display color" in the Settings search box and follow the directions.
- ✓ If you don't see a setting you're looking for, try searching for it in the search box on the taskbar.

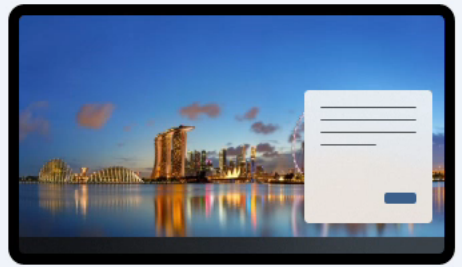


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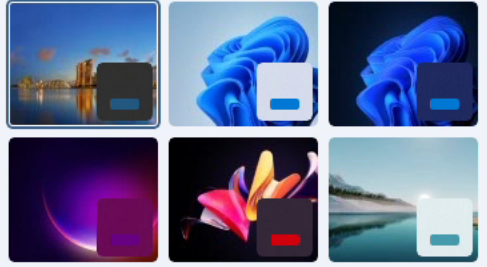
Find a setting

- System
- Bluetooth & devices
- Network & internet
- Personalisation**
- Apps
- Accounts
- Time & language
- Gaming
- Accessibility
- Privacy & security
- Windows Update

Personalisation



Select a theme to apply



- Background**
Background image, colour, slideshow
- Colours**
Accent colour, transparency effects, colour theme
- Themes**
Install, create, manage
- Lock screen**
Lock screen images, apps, animations
- Text input**
Touch keyboard, voice typing, emoji and more, input method editor
- Start**
Recent apps and items, folders
- Taskbar**
Taskbar behaviours, system pins
- Fonts**
Install, manage
- Device usage**
Select all the ways you plan to use your device to get personalised tips, ads and recommendations within Microsoft experiences.



FOLDER

- Folder is a container that is used to keep file & folders in the systematic way.

- How to create a folder?

- Process:-

- i. Click right button of the mouse on the screen. (Shift +Ctrl+N)
- ii. Select new then folder.
- iii. Type the name for the folder.
- iv. Press entry key.



➤ NOTE:-

- i. The name of the folder be up to 255 characters.
- ii. You are not allowed to create more than one folder with a same name.
- iii. For make folder with con name :- **alt +0255 (win7)**
- iv. Make without name folder :- **alt +255**

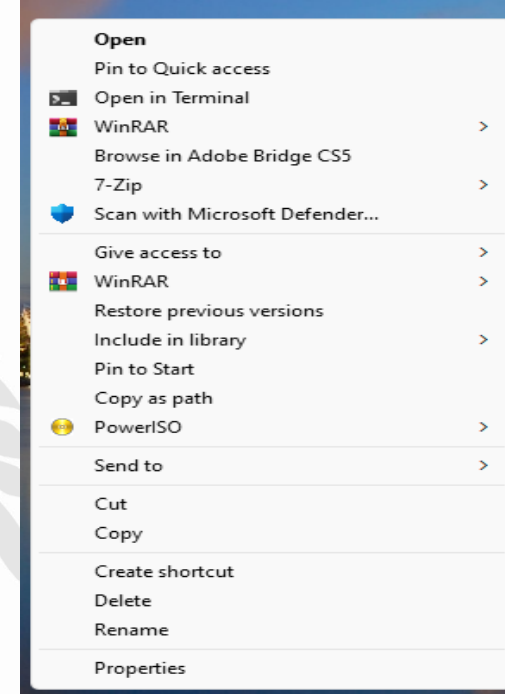
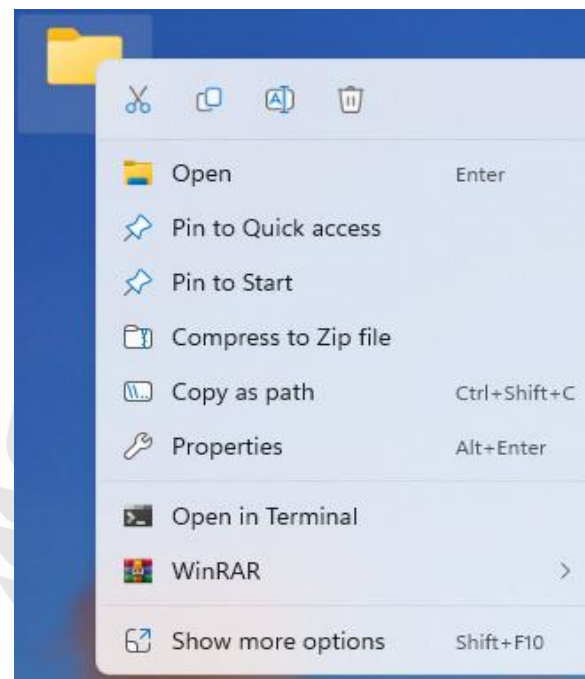
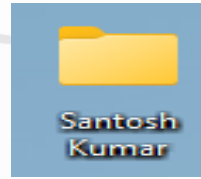
❖ किसी फाइल या फोल्डर को बिना नाम के बनाना-

- नया फोल्डर या फाइल बनाईये या आप पहले से बने किसी फोल्डर पर भी यह प्रयोग कर सकते हैं। माउस से राइट क्लिक कीजिये। अब रिनेम कीजिये। नाम टाइप करने के बजाये की-बोर्ड से Alt+ 160 या Alt + 255 दबाइये और एन्टर कीजिये।



➤ When opposite click on any folder then :-

- ✓ Open
- ✓ Send to
- ✓ Cut
- ✓ Copy
- ✓ Create shortcut
- ✓ Delete
- ✓ Rename
- ✓ Properties



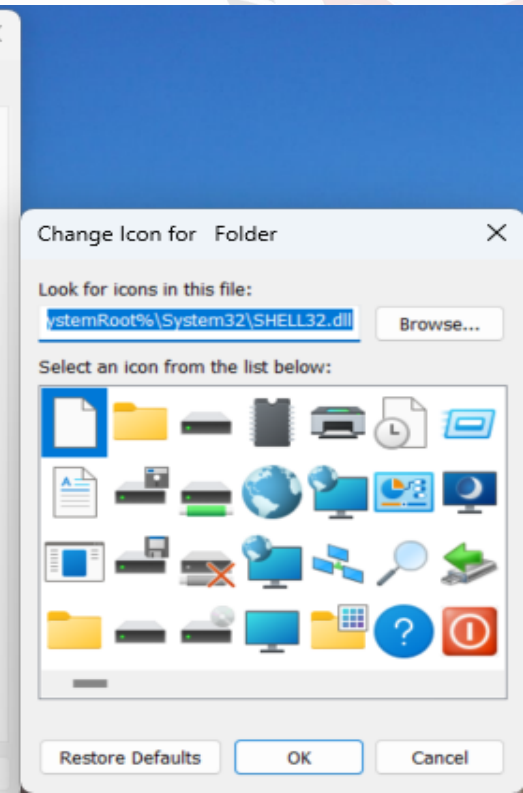
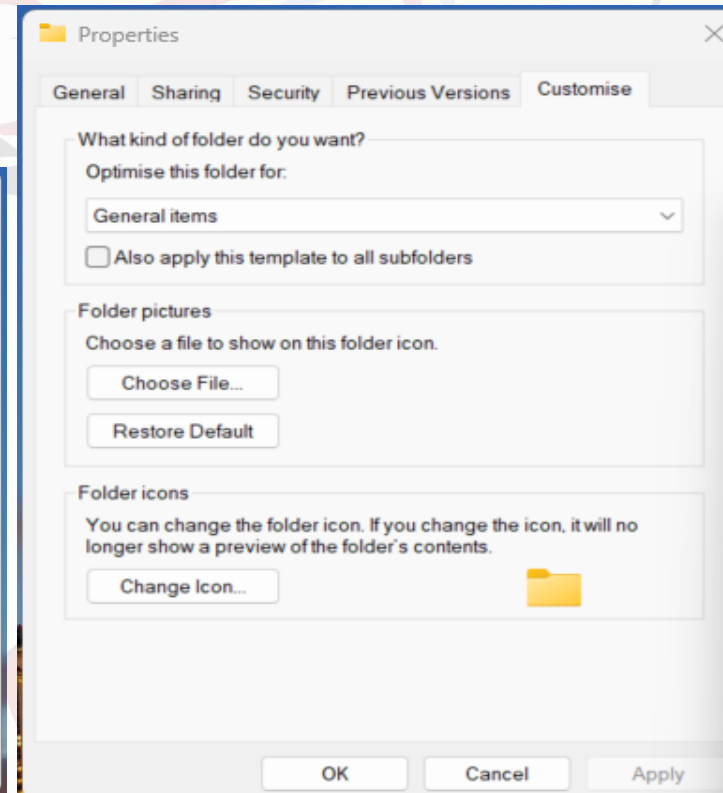
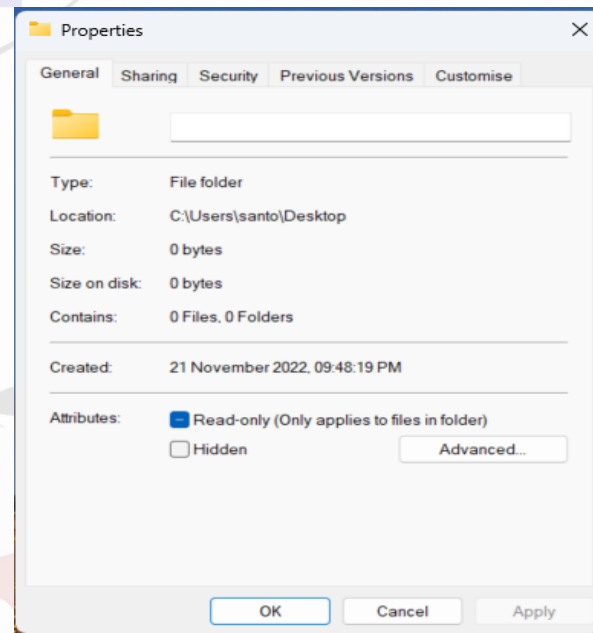
- ✓ **Send to:** - It is used to send any folder on the other location.
- ✓ **Create shortcut:-** It is used to create a short of any folder.
- ✓ **Rename: - (Press F2)** It is used to change the name of the folder with the new name.
- ✓ **Properties :-** This option is used to display the all information of the folder i.e see the location and folder size and.....



➤ Change the icon of the folder :-

• Process:-

- Select the folder.
- Opposite click on the folder.
- Select properties option.
- Click on the “change icon” option.
- Select any one icon.
- Click ok.
- Click on apply.



Santosh Kumar
 InfinityBox CM2SCR
 Hindi X
 UC Browser

Frp Hijacker by Hagard
 InfinityBox CM2SP2
 Epson Scan 2

Hasleo WinToHDD
 InfinityBox CM2SPD
 Hitech

HiTech Institute
 Internet Downlo...
 IJ Scan Utility

Android Fastboot...
 Microsoft Edge
 New Text Document

This PC
 TeamViewer
 PDT

Recycle Bin
 Ultimate Multi Too...
 Odin3_v3.1...

Google Chrome
 Ultimate Multi Too...
 Modem META ver ...

InfinityBox CM2MTK
 Ultimate Uniso...
 PowerISO

InfinityBox CM2MTK
 download
 SlideToShu...

RecForth

Full Screen
 00:00:00 | Initiating

⏸️ 🛑



RecForth
 UHD Screen Recorder

Windows taskbar icons: Start, File Explorer, Edge, Chrome, Task View, WhatsApp, Telegram, PowerPoint, Word, Zoom.

System tray: Network, Volume, RecForth, ENG IN, 09:43 PM, 21/11/2022

➤ What is the differences between file and folder?

1. Folder is a container that is used to keep other file and folder in the systematic way. But the file is the object in which we can write something.
2. In the folder we collect a lot of file but in the file we make one file at a time.
3. Folder is a bigger than file.

• फाइल क्या है

- कंप्यूटर को दो भागों में बाटा गया है पहला सॉफ्टवेयर और दूसरा हार्डवेयर। पहला सॉफ्टवेयर जिसमे जितनी भी डॉक्यूमेंट आदि होते हैं या खद एक सॉफ्टवेयर भी एक फाइल कहलाती है. फाइल हमारी आडियो के फॉर्म में भी हो सकती है, वीडियो के फॉर्म में भी, नोट के फॉर्म में, वर्ड, पीडीएफ, एक्सेल, फोटो, आदि के फॉर्म में भी हो सकती है.
- **उदाहरण:** मान लीजिये कि आपको कोई सॉफ्टवेयर इनस्टॉल करना है आपके कंप्यूटर पे. तो जब आप उसे कंप्यूटर पे डालते हैं, चाहे डाउनलोड करते हैं तो जो उसका रूप होता है वो एकै फाइल का ही रूप माना जाता है.
- **दूसरा उदाहरण:** यदि आप कोई फिल्म कंप्यूटर में सेव करना चाहते हैं तो वो भी एक फाइल है जो वीडियो के फॉर्म में होगी. इसलिए हम कह सकते हैं कि कंप्यूटर में कोई भी डॉक्यूमेंट, सॉफ्टवेयर, फोटो, वीडियो आदि फाइल ही होते हैं

❖ फोल्डर क्या है | What is Folder

कंप्यूटर में कछ पीले रंग के आइकॉन बने होते हैं जिनमे हम अपनी मन चाही चीजे सेव कर के रख सकते हैं. फोल्डर कहलौते हैं. जैसे कि: यदि आपको बहुत सारी इमेज एक साथ स्टोर करनी है कंप्यूटर में तो उसके लिए आप एक फोल्डर बना सकते हैं जिसमे आप अपनी सारी फोटो आराम से सेव कर सकते हैं.

➤ फाइल और फोल्डर में क्या अंतर है | Difference between File and Folder

फाइल एक प्रकार का डॉक्यूमेंट होता है जबकि फोल्डर उस डॉक्यूमेंट को सेव करने का एक डब्बा होता है.

- i. फाइल के कई रूप हो सकते हैं जैसे कि साँफ्टवेयर, वर्ड, पीडीऍफ़, इमेजेज, वीडियोस, गाने आदि जबकि फोल्डर एक बॉक्स होता है जिसमे आप ये सारी चीजें सेव कर सकते हैं.
- ii. फाइल को आप अपने हिसाब से बड़ा नहीं सकते लेकिन फोल्डर को आप कितने भी बना सकते हैं.
- iii. आप फाइल के अंदर फाइल नहीं बना सकते खुद जबकि फोल्डर में आप एक फोल्डर के अंदर और फोल्डर बना सकते हैं.
- iv. फाइल के अंदर फोल्डर नहीं आ सकता लेकिन फोल्डर के अंदर फाइल आ सकती है.

RECYCLE BIN

❖ Whenever you delete stored item then that goes in recycle bin .but we can restore that deleted item from recycle bin .

Q. How to make recycle bin empty.

- I. open recycle bin.**
- II. select edit menu**
- III. select all.**
- IV. Opposite click on the name of the selected file and folder.**
- V. Select delete option.**
- VI. Click on yes button.**



➤ How to restore the deleted item ?

- i. open the “recycle bin” ii opposite clicks on the item &then select “Restore” option .
- or. Click on the item &then select file restore.

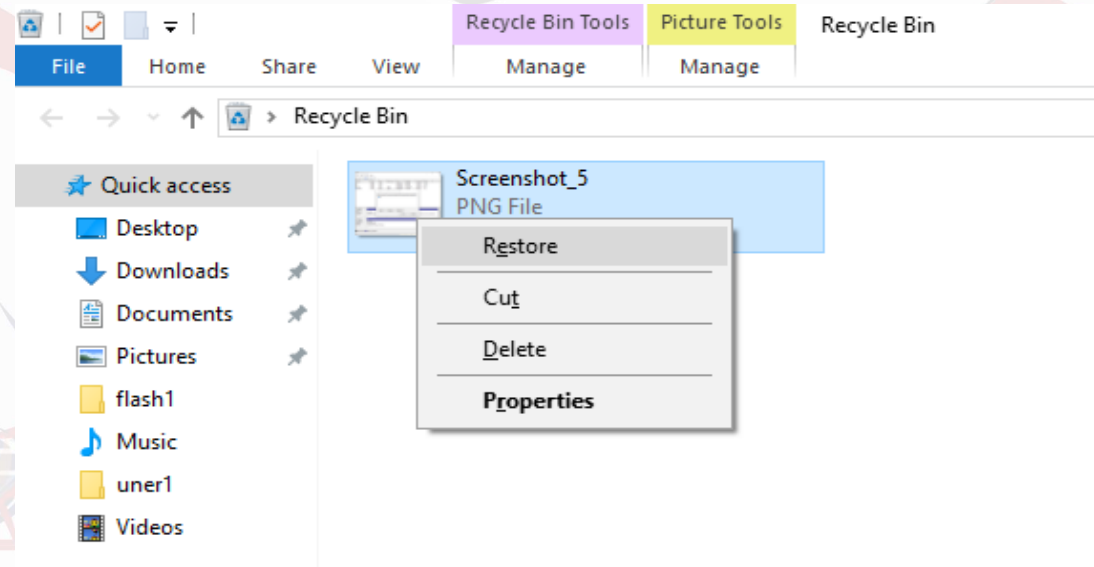
➤ How to make recycle bin empty?

• Way -1

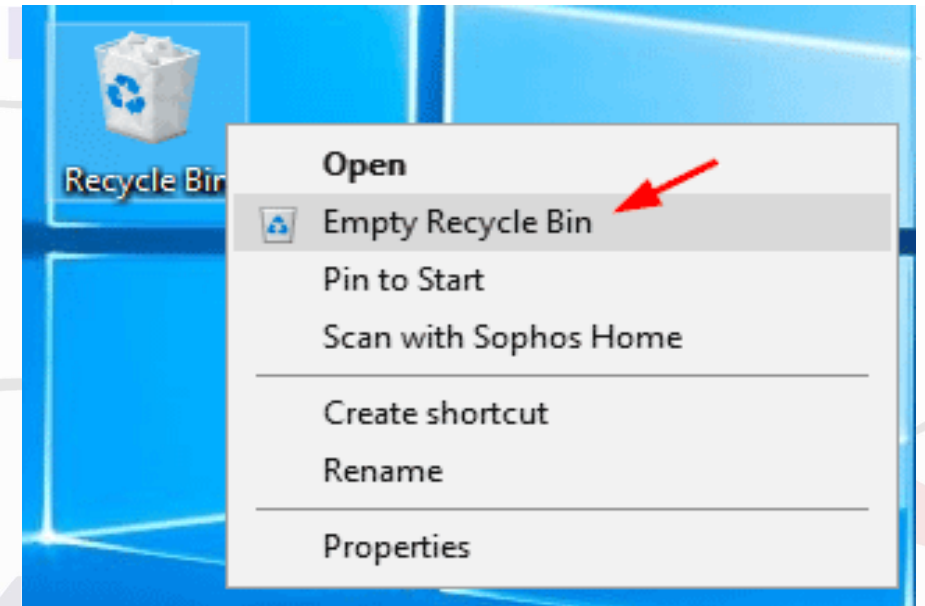
- I. Open the recycle bin.
- II. Select edit-select all.
- III. Opposite clicks on the name of selected file /folder .
- IV. Select delete option .
- v. Click on yes button.

•Way-2

- I. opposite click on the “Recycle bin”
- II. select “empty recycle bin “option .
- III. click on “yes” button.



Shift + Del



RUN (windows + R)

This option is used to open any application.

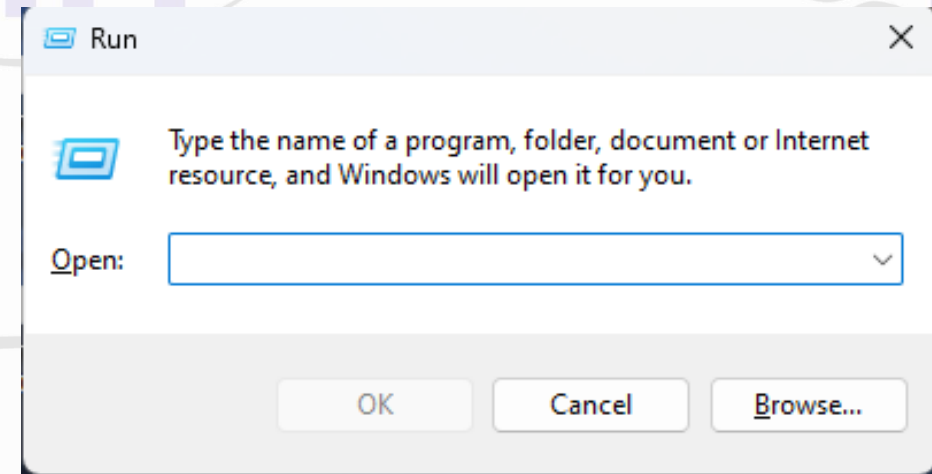
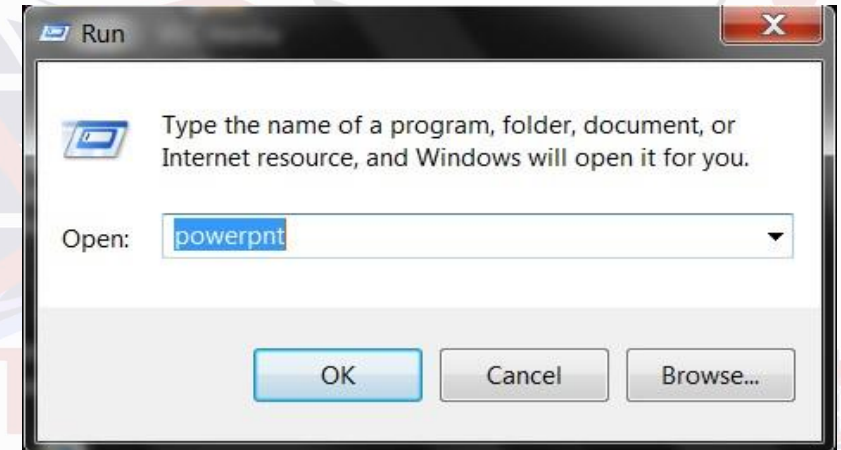
PROGRAM NAME

- Paint
- Notepad
- Wordpad
- Window media player
- My computer
- Recent
- Ms. Word
- Ms. Excel
- Ms. Powerpoint
- Ms. Access
- Ms. Infopath
- Dos
- Internet
- ShutDown



EXECUTIVE CODE

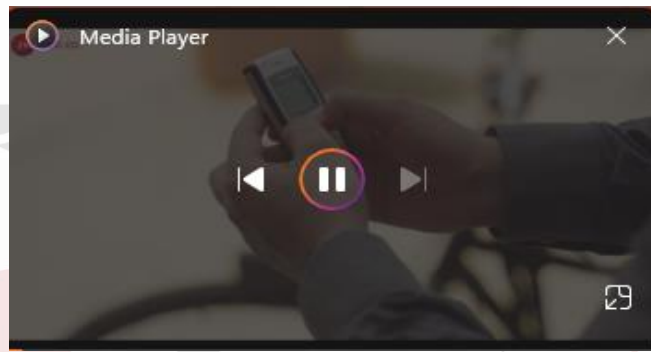
- pbrush
- notepad
- wordpad
- wmplayer
- ... (Win+E)
- recent
- winword
- excel
- powerpnt
- msaccess
- infopath
- cmd/command
- explorer
- Shutdown -S -T 60 , (SlideToShutdown)



Windows Media Player

Windows Media Player (WMP):-

Is a full-featured media player from Microsoft which is used for playing and organizing audio and video files. It comes pre-installed with all versions of Windows, except versions intended to run only on servers, and it is a free download application from Microsoft's website.



OLD



NEW



- **Media Players** provide most or all of the following features. They allow users to organize their multimedia collection, play songs and movies, rip CD tracks to MP3 and other audio formats, burn CDs, listen to Internet radio, download content from online music stores and stream content from the Internet.



Computer To Mobile To Computer **Transfer File/Folder**

➤ **Windows**

1. Connect your phone and PC using the USB cable.
2. You'll see a notification or pop-up on your phone where you can choose a USB preference.
3. A file transfer window opens on your PC, or you may need to navigate to This PC via File Explorer and find the folder named after your phone

➤ **Move files with a USB cable**

1. Unlock your phone.
2. With a USB cable, connect your phone to your computer.
3. On your phone, tap the "Charging this device via USB" notification.
4. Under "Use USB for," select File Transfer.
5. A file transfer window will open on your computer



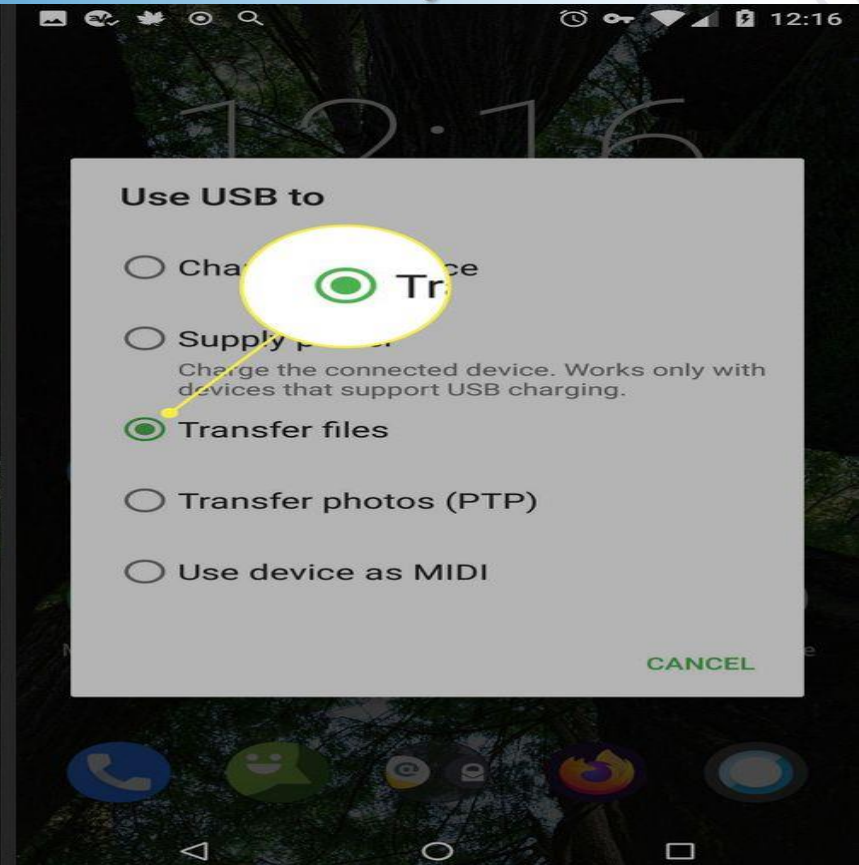
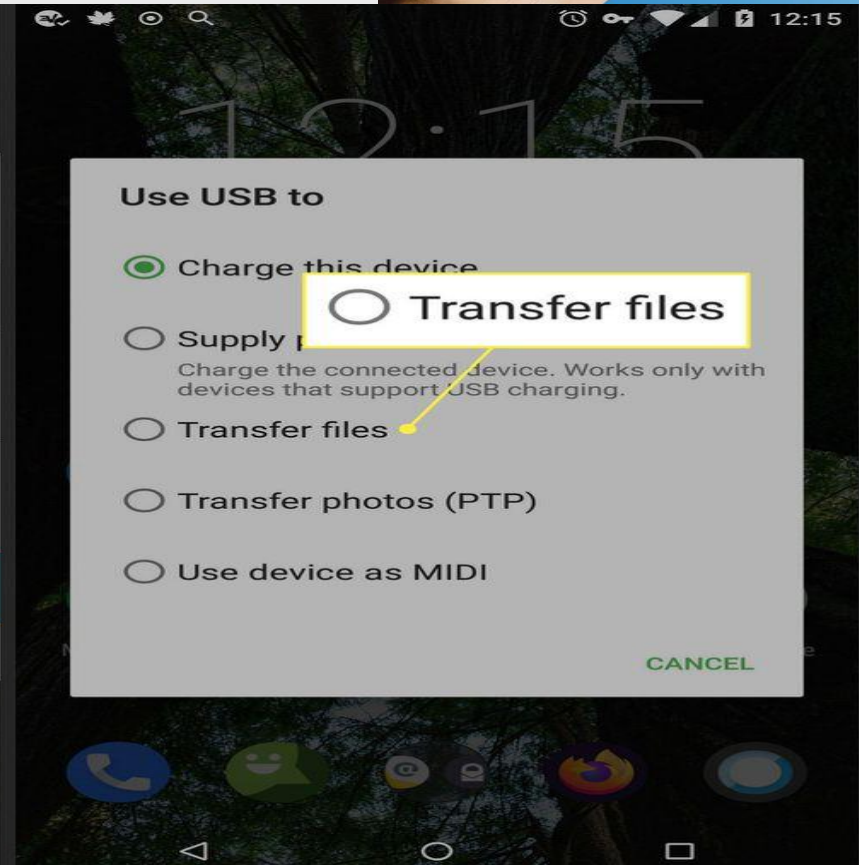
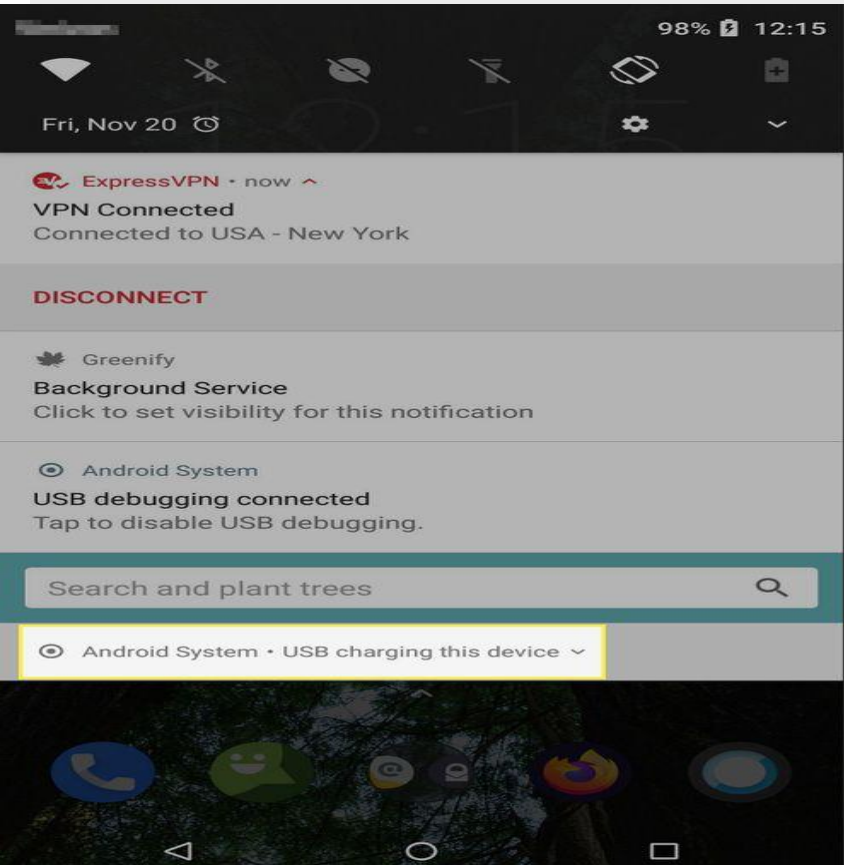


Data Transfer

Files Photos Videos Docs

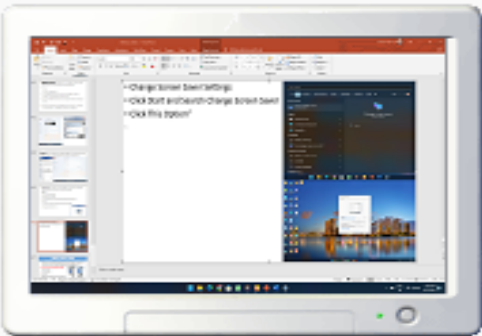


Fix Usb Cable Connectivity & File Transfer



Screen Saver Settings

Screen Saver



Screen saver: (None) [Settings...] [Preview]

Wait: 1 minutes On resume, display log-on screen

Power management
Conserve energy or maximise performance by adjusting display brightness and other power settings.
[Change power settings](#)


[OK] [Cancel] [Apply]

Properties

General | Sharing | Security | Previous Versions | Customise

What kind of folder do you want?
Optimise this folder for:
General items [v]
 Also apply this template to all subfolders

Folder pictures
Choose a file to show on this folder icon.
[Choose File...]
[Restore Default]

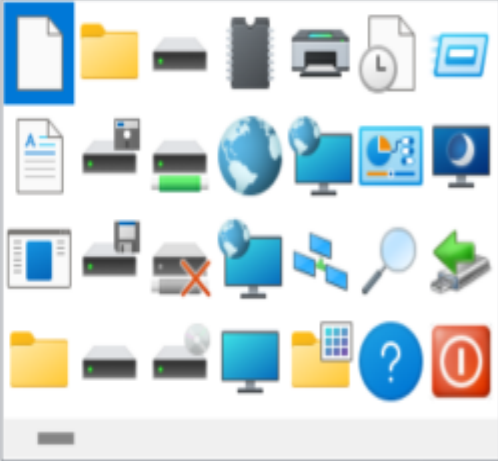
Folder icons
You can change the folder icon. If you change the icon, it will no longer show a preview of the folder's contents.
[Change Icon...] 

[OK] [Cancel] [Apply]

Change Icon for Folder

Look for icons in this file:
`systemRoot%\System32\SHELL32.dll` [Browse...]

Select an icon from the list below:



[Restore Defaults] [OK] [Cancel]

END Windows Basic