The Operating System
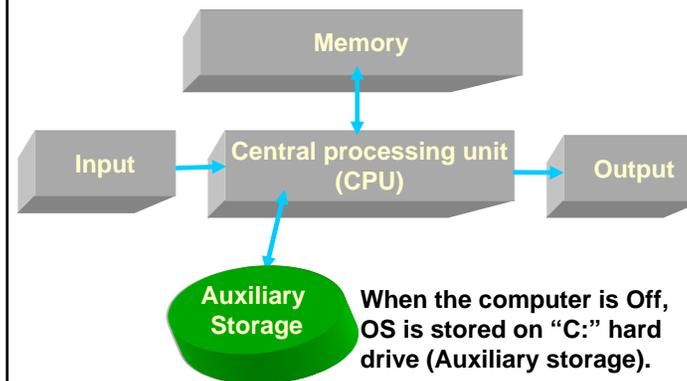
❖ *Operating System* purpose is to deliver the hardware and software resources of the computer to the *User*
- ◆ Manages the CPU, memory, disk drives, printers, and other computer resources
- ◆ Allows the user to select application programs and access data files

❖ Secure Login Access
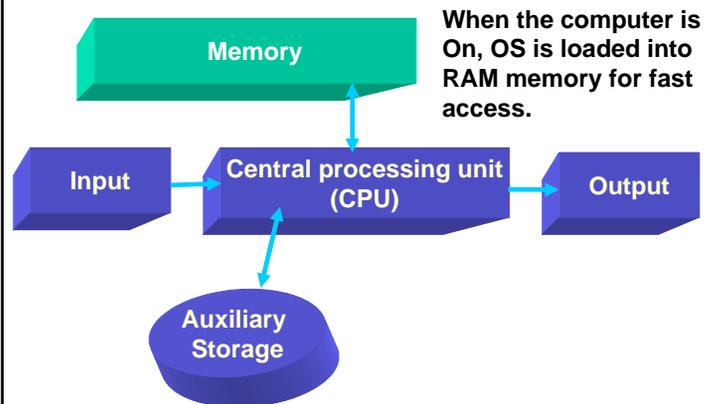- ◆ Controls network communications
- ◆ Controls file access

Where Is the Operating System?

When the computer is Off, OS is stored on "C:" hard drive (Auxiliary storage).

Where Is the Operating System?

When the computer is On, OS is loaded into RAM memory for fast access.

Operating System User Interface

❖ Command Line
- ◆ DOS
- ◆ UNIX & LINUX
- ◆ CP/M

```
C:\>
C:\> cd data
C:\data> d:
D:\> c:
C:\data>
cd..
C:\>
```

❖ GUI (Graphical User Interface)
- ◆ User gives commands by interacting with icons and pull-down menus
- ◆ Generally requires pointing device
- ◆ Examples
  - ◆ Windows
  - ◆ MacOS
  - ◆ X-Windows/GNU

Microsoft Windows

❖ **The successor to MS-DOS, the original text-based operating system for PC**
❖ **Windows has four improved features:**
  ◆ **GUI = Graphical User Interface**
  ◆ **Common User Interface = Consistent look and conventions in all applications**
  ◆ **Multitasking = Run multiple applications**
  ◆ **Ability to share data between applications**
❖ **These capabilities found in all modern OS's:**
  ◆ **Microsoft: Windows 95, 98, NT, 2000, XP, and Vista**
  ◆ **Linux: Ubuntu, Kubuntu, Knopix, and Mepis**
  ◆ **Apple: OS X**

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Disk and File Management

❖ **A file is a set of instructions or data**
  ◆ *Program File*: **MS Word or MS Excel**
  ◆ *Data File:* **Document or workbook**
❖ **Copy, move, rename or delete a file**
❖ **A** *folder* **allows us to organize our files**
  ◆ **May contain files and/or other folders**
❖ **Drive Assignments**
  ◆ **Drive A – the floppy disk**
  ◆ **Drive C – the fixed (local) disk**
  ◆ **Drive D and higher – CD, DVD, USB drives, other Hard Drives, Network drives…**

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Hands-on Exercise 1: Welcome to Windows XP

❖ **Steps 1, 2: Log on to Windows XP and customize the desktop**
❖ **Steps 3, 4, 5: Open My Computer folder, move/resize a Window, and Capture Screen**
❖ **Step 6: Skip**
❖ **Step 7: Access the Help and Support Center**
❖ **Step 8: Log Off Computer**

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Hands-on Exercise 2 through 4

❖ **Hands-on Exercise 2: All steps**
  ◆ **Steps 1, 2, 3, 4: Copy all files from Instructors Computer to your USB drive**
  ◆ **Steps 5: Modify a document and submit**
  ◆ **Steps 6, 7, 8: Folder creations and file movements**
❖ **Hands-on Exercise 3: All steps**
  ◆ **Windows Explorer for file management**
❖ **Hands-on Exercise 4: Steps 1 through 5**
  ◆ **Shortcuts and Searching**

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