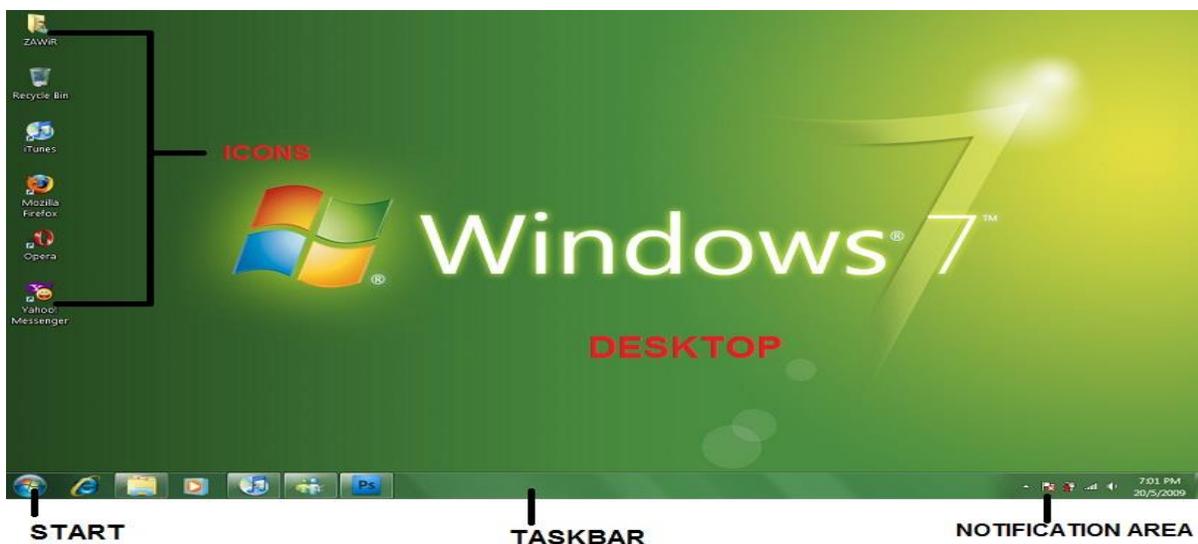


Good morning Students. Hope all of you are safe at home. Today we are going to start a new chapter. Name of the chapter is Windows 7.

Windows 7 is an operating system.

Now what is operating system?

An **Operating System** (OS) is an interface between a computer user and computer hardware.



Icon

Small symbols on desktop are called icons.

Taskbar

The taskbar is a long bar present at the bottom of the desktop.

Computer

It shows the various drives present in our computer like local disk C: .

Recycle Bin

It is like a dustbin for the computer, which contains all the deleted files and folders.

Shortcut icon

It is a direct route to a particular application. It has a jump arrow on its lower left corner.

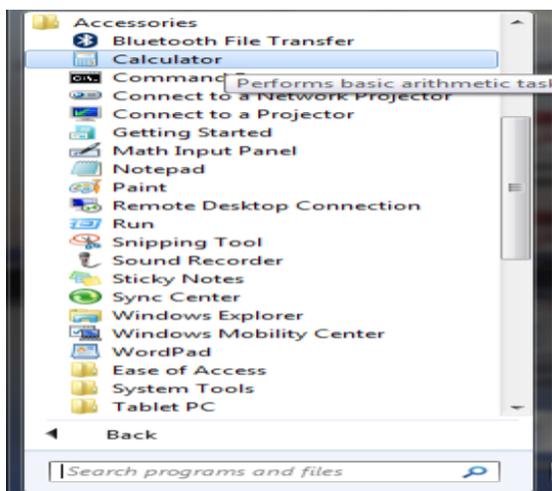
Calculator

Steps to use Calculator

Step 1 Click start button.

Step 2 Click Accessories in All programs.

Step 3 Click Calculator



Notepad

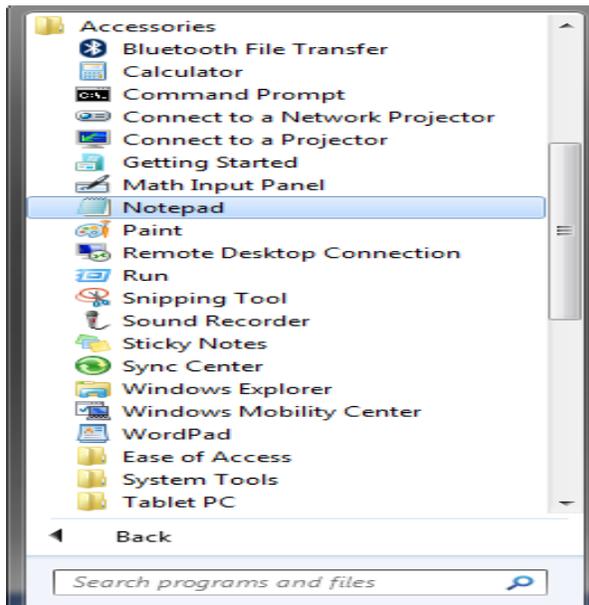
Notepad is a text editor program.

Steps to open Notepad

Step 1 Click Start button.

Step 2 Click All programs. A submenu will appear.

Step 3 Click on Accessories, then click Notepad.



WordPad

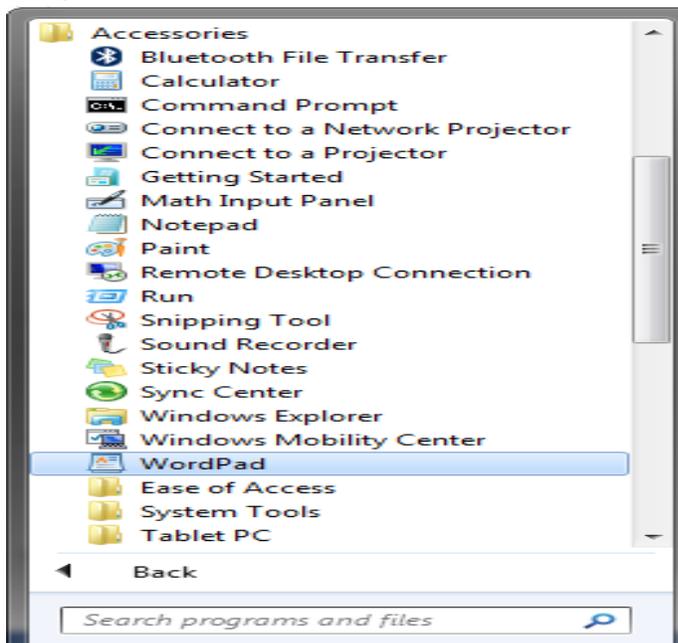
WordPad is a text editor program. It has more features than Notepad.

Steps to open WordPad

Step 1 Click Start button.

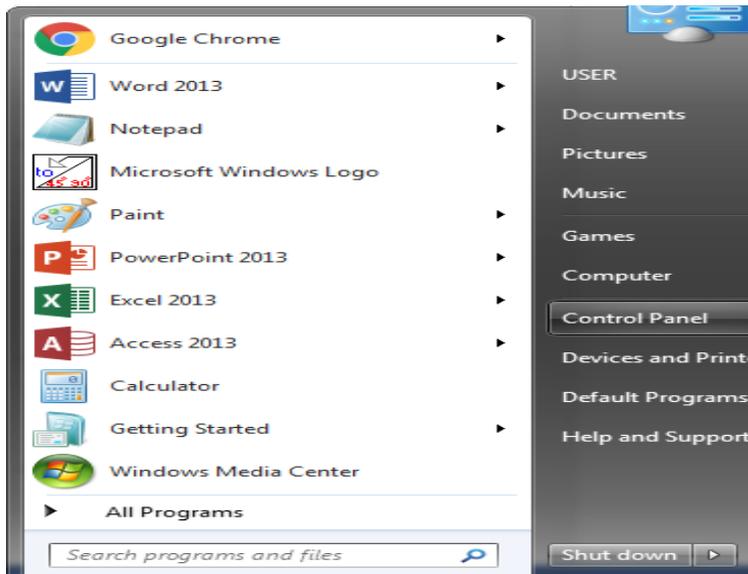
Step 2 Click All programs. A submenu will appear.

Step 3 Click on Accessories, then click WordPad.



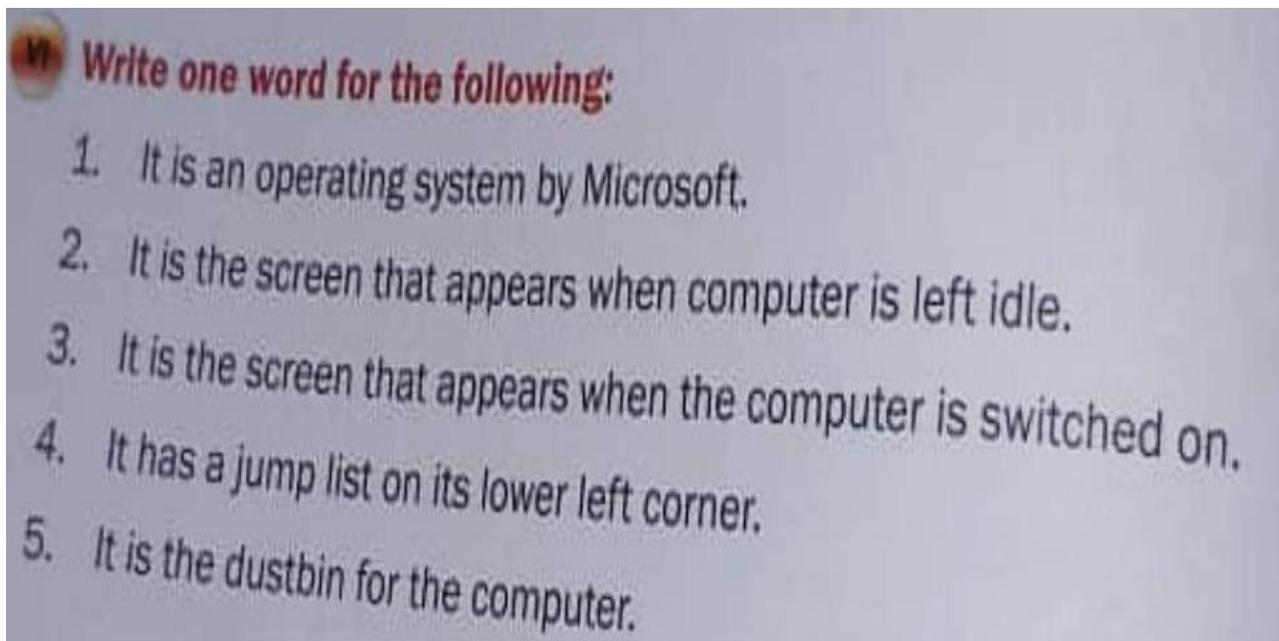
Control Panel

The **Control Panel** is a feature of the Windows operating system that allows the user to modify system settings and controls.



EXERCISE

Write one word answer



Answer the following questions

1. What is MS Windows?
2. What is the control panel used for?
3. What is the difference between Notepad and WordPad?

Remember to fill up the Contents page of your notebook every day.

That is all for today. Thank you students.