

Exercise 2: Working with the Operating System

Your computer has one main program, called the *operating system*, which controls almost everything your computer does. The operating system controls the information that the CPU receives from the keyboard or mouse. Then, the operating system transfers the information to the software you are running. After the software processes the information, the operating system displays the information on the monitor.

[Note: This exercise is written for the Microsoft Windows 2000* operating system. The localization team is responsible for adapting this exercise to the operating system used by participants.] Microsoft Windows* is a popular operating system for many personal computers. Whenever you turn on your computer, Windows starts automatically. After your computer starts up, the computer's desktop will be displayed on the monitor screen. The desktop has small pictures, or *icons*, that represent some of the actions or tasks you can perform on the computer. Some of the icons represent computer software. Other icons represent places on your computer where files and documents are stored.

What pictures, or icons, do you see on your computer desktop?

Step 1

Double-click the Microsoft Internet Explorer* icon on the desktop. Notice that the program starts in a new window. This window is on top of the desktop. The title bar at the top of the window tells you that Internet Explorer is running in this window. The taskbar at the bottom of the desktop also shows that you have one open window.

Step 2

Answer: The window disappears but is still available on the taskbar.

Click the **Minimize** button  at the top-right corner of the window. What happens to the window?

Step 3

Answer: The window reappears.

Click the **Internet Explorer** button on the taskbar along the bottom of the desktop. What happens?

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Step 4

Click the **Maximize** button  at the top-right corner of the Internet Explorer window. What happens to the window?

Answer: The window gets larger.

Step 5

Click the **Close** button  at the top-right corner of the Internet Explorer window. What happens to the window?

Answer: The window closes.

The icons on a computer’s desktop typically represent only the most frequently used programs and features. For more options, you need to use the **Start** button at the bottom-left corner of the desktop. By clicking this button, you can start any of the programs on your computer. You can also access your computer’s settings, as well as the places where files and documents are saved and stored. This is the button you click when you want to shut down your computer.

Step 6

Click the **Start** button. What are some of the available options you could select?

Step 7

Click the **Start** button and select Internet Explorer again. Which method of starting this program do you like better—double-clicking the icon on the desktop or selecting the program from the **Start** button? Why?

The facilitator will call on participants to explain their reasons.

Step 8

Position the pointer over the bottom-right corner of the Internet Explorer window . Hold down the left mouse button, and drag the corner to make the window bigger or smaller.

Step 9

Notice the scroll bar along the right side of the Internet Explorer window. To view the information that is at the bottom of the displayed Web page, click the **Down** scroll arrow . To go back to the top of the displayed Web page, click the **Up** scroll arrow . You can also hold down the left mouse button and drag the rectangle on the scroll bar to display the part of the page that you want to see.

Step 10

Without closing the Internet Explorer window, click the **Start** button, choose **Documents**, and select **My Documents**. This takes you to the My Documents folder in Windows Explorer, which contains all the places where files and documents are stored on your computer.

Step 11

Notice that the taskbar at the bottom of the desktop shows that two windows are open—one Internet Explorer window and one My Documents window. Click the **Internet Explorer** button on the taskbar to go to that window. Then, click the **My Documents** button on the taskbar to return to that window.

Step 12

Click the drop-down arrow  to the right of the **Address** bar containing the My Documents text. As instructed, select the location or folder where you are supposed to save your work. Briefly look at the contents inside the location or folder.

Step 13

Select **File** ⇒ **New** ⇒ **Folder**. Notice that a new folder icon appears in the window. Rename the folder by typing your name followed by the words "Getting Started".

Step 14

Double-click the folder that you just renamed to open that folder. Inside, create four new folders. Name the four folders "Word Processing", "Multimedia", "Spreadsheets", and "Action Plan". You are to use these folders for storing the products you create during the Intel® Teach Getting Started Course.

Step 15

Click the **Close** button  in each window to close both windows. You should now be able to see the desktop again.

The facilitator will show an example of how participants should rename their folders.