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Basic Use of Windows Operating System

MIS105 Lab Objectives

- To provide student sufficient exposure to various computer devices/ software.

- To equip students with sufficient practical skills in the most common computer application areas (word processing, spreadsheets, databases etc.).

MIS105 Lab Policies

- 2 blank floppies are needed in every lab.
- Students should:
  - Be attentive and punctual in each lab session.
  - Not disturb any system\ hardware settings on any system.
  - Not make use of Internet browsing during the lab session.
  - Logoff from their accounts while leaving.

CIM Computing Facilities

- Total 4 PC Labs are available
  - MKT&MGT PC Lab (R270)   800 AM – 600PM
  - Multimedia Lab (R236)   800AM – 900PM
  - Senior Students Lab (R277)   800AM – 400PM
  - CIM PCLAB (R278) Only for scheduled lab sessions

Lab#1 Objectives

- Introducing Windows 2000 Environment

- How to Command a computer in Windows 2000?

- A Window in Windows 2000

1 • Introducing Drives, Files, Folders

Lab#1 Objectives

- Introducing Windows 2000 Environment
  - Understanding Windows 2000 Desktop
  - Understanding Start Icon
  - Understanding Task Bar
  - Understanding Recycle Bin
  - Understanding My Computer
  - Understanding My Network Places
  - Understanding Windows Help
  - Understanding Windows Shutdown

Lab#1 Objectives

- **Hands On**: Introducing Windows 2000 Environment
  - Start a program from Windows 2000 Desktop
  - Start a program from Start Menu
  - Use Task Bar facilities
  - Check Recycle Bin after deleting an icon
  - Open My Computer and check different icons there.
  - Open My Network Places and try to understand the interface.
  - Try to get help on some exciting feature of Windows 200 (e.g. how to get help in Windows 2000)
  - Check the available options in Windows Shutdown dialogue box.

….Lab#1 Objectives

- How to Command a computer in Windows 2000?
  - Using Mouse
    - Point & Clicking
    - Selection & Manipulation
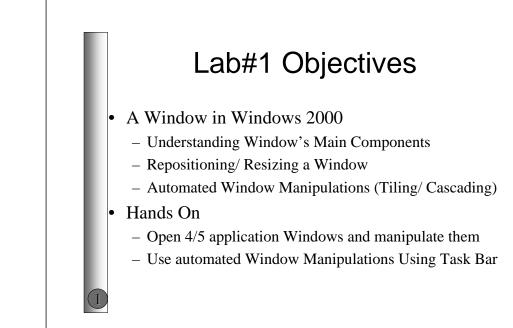   - Drag & Drop
    - Right Clicking

Hands On

- How to Command a computer in Windows 2000: Using Mouse.
  - Implement each of the discussed mouse usage on your windows desktop.
    - Pressing a button
    - Starting a program
    - Moving icons on the desktop
    - Right click menus (Arranging Desktop Icons)

…Lab#1 Objectives

- How to Command a computer in Windows 2000?
  - Using Keyboard
    - Command Shortcuts
    - Accessing Menus

Hands On

- How to Command a computer in Windows 2000?
  - In any Window application make use of shortcut commands/ accessing menus.

Lab#1 Objectives

- A Window in Windows 2000
  - Understanding Window's Main Components
  - Repositioning/ Resizing a Window
  - Automated Window Manipulations (Tiling/ Cascading)
- Hands On
  - Open 4/5 application Windows and manipulate them
  - Use automated Window Manipulations Using Task Bar

Hand On

- A Window in Windows 2000
  - Open 4/ 5 application Windows and manipulate them
  - Use automated Window Manipulations Using Task Bar

Lab#1 Objective

- Introducing Drives, Files & Folders
  - Physical Drives
  - Drive letters
  - Folders/ directories
  - Files

Lab#1 Objective

- Using Explorer/ My Computer for file manipulations
  - Switching Drives
  - Selecting/ Visiting folders
  - Creating New Folders
  - Moving/ Copy Files/ Folders (Sent To Command)
  - Renaming Files/ Folders
  - Deleting Files/ Folders
  - Restoring Files/ Folders

Hands On

- Using Explorer/ My Computer for file manipulations
  - Switching Drives
  - Selecting/ Visiting folders
  - Creating New Folders
  - Moving/ Copy Files/ Folders (Sent To Command)
  - Renaming Files/ Folders
  - Deleting Files/ Folders
  - Restoring Files/ Folders

Lab#1 Home Work

- Available (for printing or downloading) at
  http://cim-irfan/mis105
- Guidelines:
  - All the questions should be answered on a
    Microsoft Word Document.
  - Questions should be answered after it is
    checked with a proper hands on.

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