Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Using the Windows Operating System**

1. The operating system is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for all activities that take place within a computer. **Hint: Computer Hardware & Software Notes**
2. Click the **Start Button** and click **Control Panel. Click System & Security; Click System.**
   1. What Operating System is on your computer? (Look under Windows Edition:)?
   2. What processor is in your computer?
   3. How many gigahertz does the processor have?
   4. How many gigabtyes of RAM (memory) does your computer have?
3. In upper left corner click **Control Panel Home**. List the 8 Categories.
4. Exit the **Control Panel**. Click **Start**, then **Computer.** Look under **Hard Disk Drives**. How much free space is on the Local Disk (c:)?
   1. How much total space is on the hard drive?
5. Look under **Devices** with **Removable Storage**. What is listed?
   1. What other devices might be listed here?
6. Click Pictures. Open Sample Pictures Folder. List the files saved in this folder.
7. Click on the first file listed in Sample Pictures Folder. Hold down the shift key and click the last file listed in Sample Pictures Folder. What happened?
8. Click off the files so that none are selected. Click the first file listed in Sample Pictures Folder. Hold down ctrl and click the last file in Sample Pictures Folder. What happened?
   1. How is holding down shift different from holding down ctrl when selecting files?

**File Extensions**

1. Click Organize, click Folder and Search Options, click View, Uncheck Hide Extensions for known file types. What is the file extension of all pictures in Sample Pictures folder?
2. Click on Music. Open the Sample Music Folder. What is the File Extension of all songs in Sample Music folder?
3. Click on Videos. Open Sample Videos Folder. What is the File Extension of all videos in Sample Videos folder?
4. Click Organize, click Folder and Search Options, click View, Check Hide Extensions for known file types.
5. Click on the Views Button (you should still be in Sample Pictures Folder), what are the 5 different views? (Only list icons once)



1. Click on each one to see the different views. Which one do you prefer? Why?
2. What are 2 different ways you can create a new folder?

**For the next 2 questions you can find the answer in Computer Hardware & Software Notes.**

1. What type of user interface does Windows use?
2. What are 2 popular platforms?

**The next 2 questions are about File Management. (simulation we did last week)**

1. What is a folder? Why are they used? Give an example
2. What is a file? Give an example