

Folder

Introduction:-A place that a user can create to store file, application etc. is known as folder.

A folder is a special kind of file that contains a list of file. A folder can also contain another folder is called sub folder.

To make a folder

- (1)First of all we press right mouse button on the empty area of the desktop.
- (2)It show a box, in this box choose New folder.
- (3)A small pictorial icon name “New folder” appears on the screen.
- (4)Write here the name of the folder then press enter button.

To rename a folder

- (1)First of all we click or select the folder to rename.
 - (2)Press right mouse on the selected folder.
 - (3)It shows a box click on rename.
 - (4)Enter another name of the folder then press enter button.
- ❖ To modify folder name, select folder then press “F2”

To delete a folder

- (1)First of all we select the folder.
 - (2)Press right mouse button on the selected folder.
 - (3)It shows a box click on delete.
 - (4)Again it show a box click on “Yes”
 - (5)The folder is deleted and it goes through the Recycle Bin.
- ❖ To delete folder select folder then press “Delete Key”

To create a folder with shortcut key – Shift+ Ctrl + N

To create a folder without name – Alt + 0160, Alt + 255

Recycle Bin

Introduction:-The Recycle Bin holds the delete item as you delete after deleting an item you may realize that you made a mistake and you used to get it back them using Recycle Bin.

- ❖ To delete the any file or folder permanently, first of all select any file or folder then Press “Shift + Delete Key”

Calculator

Introduction:-Windows contain on screen calculator that we can use for doing calculating while working with windows.

There are two types of calculator

(1)Standard calculator

(2)Scientific calculator

Standard calculator performs simple calculation where a scientific calculator performs advanced calculation.

Its executive code is "Calc.Exe"

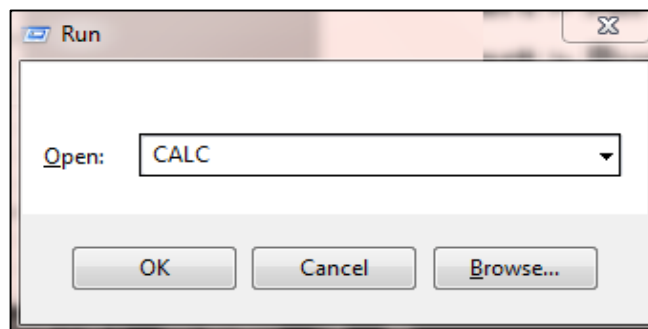
To start the calculator

(1)Start > All Program > Calculator ←

(2)Start > Run (Windows Key + R) ←

Highlight the Run Box, in this box type "Calc"

then click ok button.



(3)Start through Ms. DOS

C:\>Start <space> calc.exe ←

Character Map

Introduction:-The map allows us to view all of the various fonts that you have installed on your computer you can also use there in another windows application. Its executive code is "CHARMAP.Exe".

To start character map, to do the process

(1)Start > All Program > Character Map ←

(2)Start > Run (Window key + R) ←

Highlight the run box. In this box type "CHARMAP"

then click on ok button.

(3)Start through Ms. DOS

C:\>Start <space> CHARMAP ←

My computer

Introduction:-My computer is available on the desktop and it display all the drive such as floppy drive, hard disk drive, CD-ROM etc. it is also used to load anything into the computer memory.

To start My computer

(1)Start > My computer 

(2)Press “Window key + E” to open My computer

Multimedia

Introduction:-Windows support saver multimedia devices such as sound, music, video recording etc. They all depend on installation of hardware and software. You may use all or some multimedia applications for entertainment submenu include active control, media player, volume controller etc. To use these you must have required hardware and software such as speaker microphone, media card etc. Its executive code is “WMPLAYER.EXE”

To start window media player, to do the following process:-

(1)Start > All Program > Accessories > Windows Media Player

(2)Start > All Program > Run (Windows key +R)

Highlight the Run box. In this box type “WMPLAYER”

then click on ok button

(3)Start through M.S. Dos

C:\>Start <space> WMPlayer