

OPERATING SYSTEM

5.1 INTRODUCTION

Most well accepted operating system used by the computer users world wide was Disk Operating System or DOS. Over the years, lots of features were added to DOS, which was initially introduced to be used with PC with Intel's 8088 chip set. However, recent introduction of Windows operating system with Graphical User Interface build into it, a computer user need not remember all the operating system commands by heart. This has been possible with the introduction of windows Operating system by Microsoft, which provides major improvements such as graphical operating environment, networking of computers, in build multimedia capabilities and performance enhancement to DOS.

Most of the personal computers you see today comes with Microsoft Windows operating system. It is an operating system meant for IBM compatible PCs. Operating system is the software that makes it possible for you to work on your computer and have it perform the tasks you need. Windows98 is an updated version of Window95.

5.2 OBJECTIVES

After going through this lesson, you would be in a position to

- explain various features of Windows98

Defragmentation status: Use this utility to make your computer run faster. The more you use the computer the more “it gets tired and old”. Defragmentation will refresh it.

The Sharing tab will tell you whether your hard disk is shared by other network users or not.

The Compression tab is almost never used. Suppose one day you run out of disk space, you can use the Compression utility to squeeze your files and generate more room.

Beside My Computer there are quite a few icon on the Desktop. These are as follows:

1. **My Documents:** This is where you store all your personal stuff like files, anything you create with your computer. You can put your things somewhere else also. Think of My Documents as your Desktop drawer where you can put your papers.
2. **Recycle Bin:** Provides space for deleted files from folders or Desktop, and provides a second chance to recover files deleted.
3. **Internet Explorer:** It is a piece of software called a browser that lets you explore the Internet. You might have another icon like “Internet Connection” that will help you configure your computer to access the Internet.
4. **Network Neighborhood:** Provides access to shared resources on your computer and other computers on your local and wide area networks. If your computer is connected to a network, you can use Network Neighborhood to browse network resources in the same way you browse the contents of your computer.

To open network resources follow the steps given below:

- i. On the Desktop, double-click Network Neighborhood. The computers in your workgroup will appear. If you want to view all of the resources available on the network, double-click Entire Network.
 - ii. Double-click the servers and folders you want to open.
5. **Online Services:** As online services is a subscription computer service you can see it to access a wide variety of information and exchange messages with other users. With online services, you can obtain information on news, sports, weather, the stocks

2. Double click the drive that contains the file or folder you want to rename. Select the file or folder you want to rename.
3. On the File menu, click Rename. Type a name, and then press ENTER.

To copy or move a file or folder from one location to another location follow the steps given below:

1. On the Desktop, double-click My Computer. The My Computer window opens. Or click on Start and Choose Programs Windows Explorer.
2. Double click the drive that contains the file or folder you want to move. Select the file or folder you want to copy or move.
3. On the Edit menu, click Copy to copy the file, or click Cut to move the file. Double-click the folder in which you want to place the file or folder. On the Edit menu, click Paste. The file appears in its new location.

To delete a file or folder follow the steps given below:

1. On the Desktop, double-click My Computer. The My Computer window opens. Or click on Start and Choose Programs→ Windows Explorer.
2. Double click the drive that contains the file or folder you want to delete. Select the file or folder you want to delete.
3. On the File menu, click Delete. The 'Confirm File Delete' dialog box appears. Click Yes. The file is moved to the Recycle Bin.

To permanently delete a file or folder follow the steps given below:

1. On the Desktop, double-click Recycle Bin. The Recycle Bin window opens. Select the file or folder you want to permanently delete.
2. On the Toolbar click on Delete. The Confirm File Delete dialog box appears. Click Yes. The file is permanently deleted. (If you want all files and folders in Recycle Bin are to be deleted, then on the File menu, click Empty Recycle Bin. The Confirm File Delete dialog box appears. Click Yes. The file is deleted from to the Recycle Bin.)

5.7.2 Shortcuts

For an easy access to a file that you use frequently, you can create a