

Practical part / Lab 1 / Windows

In the end of this lab, you will be able to do:

- Change task bar properties(hide – adding quick link – change time ...).
- Create & edit folders – files – shortcuts.
- Add a program to the start menu.
- Use recycle bin.
- Controlling windows(maximize – minimize – movement – restore - close).
- Change CP display properties (background – screen saver).
- Use help & support centre.

Lab Exercises:

1. Make task bar auto hide.
2. Hide clock from task bar.
3. Change date in your computer to 15 Jan 2012.

4. Create these folders (First S – English - comp) On desktop
5. Copy comp folder to my doc.
6. Delete comp from my doc.
7. Open the Recycle Bin window.
8. Restore comp from Recycle bin.
9. Rename comp folder to comp skill 1.
10. create a shortcut on the desktop to the Paint program.
11. Rename the shortcut to My Paint.
12. Add Paint to the top of the Start menu.
13. Pin Microsoft office word 2007 to start menu.

14. Open My Computer window and move it to the top right corner of the desktop.

15. Maximize My Computer window.
16. Minimize My Computer window.
17. Restore My Computer window.
18. Move My Computer window to the centre of the desktop.
19. Make My Doc window the active window.

20. Open the Control Panel.
21. Open the Display Properties dialog box.
22. Select the background of your choice and apply it without closing the dialog box.
23. Use the Screen Saver page of the Display Properties dialog box to select the screen saver of your choice. Set the wait time to seven minutes.
24. In the Display Properties dialog box, change the Background and Screen Saver to None. Click the Appearance tab and make sure the Scheme is set to Windows Classic.
25. Close the Display Properties dialog box.
26. Close all open windows.

27. Use the Help and Support search facility to find information on closing minimized windows.
28. Use the Search to find information on cancelling the printing of a document.
29. Close Help and then make sure there are no open windows or dialog boxes on the desktop.