

Ms –windows

To start the windows program firstly you switch on your computer system and then after some times you will get the windows start button. here some program icons will be displayed on the desktop screen . these icons are called the reserved windows program on the desktop cannot be removed /changed these icons properties . the following utilities program topic covered with in windows .

1. to open the start windows you press ‘start button’-

. program menu/all program option menu

.control panel

.find /search

.help

.run

.shut down /turn off

.in program option you can use the following utilities program.

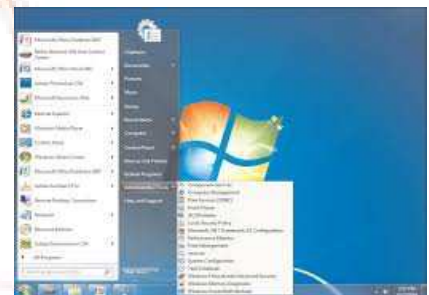
Program- accessories



- Calculator
- Paint
- Note pad
- Word pad
- Etc.



window-10



window-07



window-xp



window-08

Calculator -

The user can be used two types of calculator device . the first is standerd calculator and second ‘scientific calculator’. In’ standerd calculator ‘ the user can be calculated the simple /genrral mathemetival probloms calculation performed in it. In ‘scientific calculator ‘ the mathematical calculation the difficult /complex probloms calculation



performed in it ,like as-degrees.radius.number sytem{hexa,octal ,binary decimals etc. }and more airthmetics calculation solve in it.

Paint –

The utility program is used ifor imple /general designing work .here the user can be made any monogram og any company and insert the picture init . other optional picture painting use any other performance.



Note pad –

This is a simple word prossesor in this then the user can be created /modified any text file or composed any format of the document.



Word pad -

This is the more reliable word processor then the notepad utility program. here also the user can be created any documents format of any text in word pad. The user can be used more advance function /object to formatting the text.



Setting-



Control panel

1. desktop themes
2. date and time
3. Display mouse printer etc.



Desktop theme -

To set the background, mouse pointer screen colour etc. using desktop theme option .

Date and time –

To see the system date and time system time according to your country zone .



Display-



It is used the option to the desktop background , screen saver and the change the program icon size and picture.



Mouse-

To set the mouse button configuration –right handed and left handed .scroll wheel double click speed ,pointer trails .

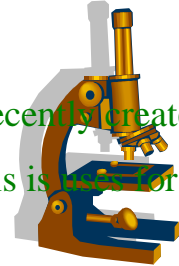
Printer-



To add a new printer and change the properties and your current installed printer.

Find-

To open ,copy, move and delete file and folder , you have uses to recently create a shortcut of any file or folder and change the name of files or folder . this is used for to search the any file and folder containing text and case sensitive.



Help-

Using this options to learn more about to your windows version like the find answer to our question browsing the on line .



Run-

The executed any program which is stored in a folder as inserted resources , we say in other word the windows will open those program which are to be use by the user.



Shut down /turn off-

When your work will have done then switch off the computer and half working time in restart and start by your computer system . then you shutdown /turn off option in windows xp. Open the shut down menu using the following functions –

- 1- press start button of your input device and then select the shut down option using arrow key and then press 'enter ' key.
- 2- Press alt+f4 {this is shortcut key for closed a utility program.} after all file closed will be shut down the computer.

