

**NON MAJOR ELECTIVE PAPER – II :**  
**18BIT6EL - INFORMATION TECHNOLOGY – 2 (Office Automation)**

**UNIT – II**

**Windows Basics:** Starting Windows – Moving and Resizing the Windows – Using menus in Windows – Opening multiple Windows – Windows Accessories: Formatting paragraphs and text – Finding and Replacing Text, Using Tabs – Using Notepad.

## WINDOWS BASICS

**Windows** is an operating system designed by **Microsoft**. The operating system is what allows you to use a computer. **Windows** comes preloaded on most new personal computers (PCs), which helps to make it the most popular operating system in the world.

### Working with applications

An **application**—also known as a **program**—is a type of software that allows you to **complete tasks** on your computer. Windows comes with many built-in applications you can use. For example, if you want to browse the Internet, you can use **Microsoft Edge**

### Working with windows

Whenever you open a file, folder, or application, it will appear in a **new window**. You can have multiple items open at the same time in different windows. You'll use windows all the time, so it's important to know how to switch between open windows, how to move and resize windows, and how to close windows when you're done using them.

### *Common Windows Items*

The following are just some of the terms used to describe the Windows desktop you are likely to run into. Most are indicated in the diagram below the list:

- **Desktop** refers to the background of your screen on which the various programs run. Think of your computer screen as your electronic desktop.
- **Icons** are those small pictures on the desktop and inside folders that represent various programs, specialized folders, etc.
- **Folders** are containers that can contain icons, programs, data or other folders (sub-folders). The default folder icon looks like a Manila file folder but the look varies with different Windows versions. System folders generally look like icons and any folder can be modified to change its appearance.

- **Title bar** refers to the bar at the top of an open window. The folder's title will tell you what the folder is used for. It contains the minimize, maximize and close buttons. You can use the title bar to move a window around.
- **Cursor** is the graphic pointer which indicates where the mouse is and what sort of action it is performing. The cursor will change from the default arrow to various shapes according to the purpose it is serving at the time. For instance, it may form an I-beam shape when you are selecting text in a document or a double-arrow when you are resizing a window.
- **Task bar** refers to the bar usually at the bottom of your Windows screen (it is movable) containing the Start Button on the left and the clock and grouped icons on the right.
- A **Scroll Bar** appears when there is more information in the window than can be displayed. This is usually a vertical scroll bar, but a horizontal scroll bar may appear if the width of the window is too narrow. Windows 10 often hides scroll bars until you hover over them.
- The **Address Bar** tells you your location and provides the tools to navigate around your computer. These settings vary by Windows version and can be modified.

## **The Window**

The window (from which the term "Windows" is derived) has various elements. In Windows, the desktop and most windows are also folders.

The most common elements of a typical window are labelled in the Windows 10 diagram below which can help to communicate what you're dealing with when speaking to another person or documenting a procedure for future reference:

his folder is one of the optional desktop folders called the User's Files.

- The **Navigation Pane** provides quick links to various folders and locations on your computer.
- The **Title Bar** contains the Quick Access toolbar inherited from Office.
- The **Ribbon** is another toolbar inherited from Office.
- **Documents** contains most of your user documents and files (except for music, pictures and videos).
- Some of the content are normally hidden (the lighter coloured icons such as the AppData and MicrosoftEdgeBackups folder and NTUSER.DAT file) but I've changed the settings to display them.
- The **Address Bar** has a *bread crumb* menu when the folder is contained within other folders (e.g. “ > Owner > Documents > Backups”). Clicking on any of the listed items takes you to that folder. Clicking behind the address transforms it into the C:\Owner\Documents\Backups format.

## MOVING, MINIMIZING, MAXIMIZING, AND RESTORING WINDOWS

### Moving a window using the title bar

Sometimes a window may obscure an item you want to click on or view.

#### *To move a window:*

1. Place the mouse pointer over the **title bar** (located at the top of the window).
2. Click and hold down the **left** mouse button. (You cannot move a window that has been maximized other than to use the Minimize button.)
3. **Drag** the window to the place where you want it, then **release** the mouse button.

## Switching between windows

Windows XP allows you to have more than one program open at the same time. It also allows you to easily move between open windows. The window you select becomes the active window. When a window is active on the desktop, its title bar (and button on the taskbar) is blue. When a window is inactive, the title bar is light blue.

### To switch between windows:

1. Open **more than one** program.
2. **Size** the windows so they're **open on the desktop**.
3. **Click on any part of the window** you want to work with.

## Minimizing, maximizing, and restoring windows

Windows allows you to easily enlarge, hide, or shrink a window using the **Minimize**, **Maximize**, and **Restore** buttons.

The **Minimize** button is among the three buttons at the right end of the title bar. This button has a small dash (or minus sign). The Minimize button shrinks the window and places it on the taskbar while leaving the program running.

The **Maximize** button, which looks like a small window, is used to enlarge a window to cover the entire desktop.



After a window is maximized, the Maximize button changes to the **Restore** button. It looks like two windows near one another. If you click the Restore button, the maximized window shrinks to its previous size (the size it was before you maximized it).



## Sizing windows

Sizing windows is slightly different from minimizing, restoring, and maximizing. **Note:** You cannot size a window if it has been maximized.

*To change the size of a window:*

1. Hover the mouse pointer over **any corner of the window**. (You can also place the pointer over the **borders** of the window.)
2. The mouse pointer changes into a **double-headed arrow**.
3. **Click and hold down** the left mouse button.
4. **Drag** the arrow out or in to make the window larger or smaller.
5. **Release** the mouse button when the window is the size you want.

## *Scrolling*

If the application that is open is too large for the window, you will see scroll bars either on the right, bottom or both. Drag the scroll bar or click on the arrows at either end of the scrollbar to scroll through the window's contents. This is often necessary if you are reading a long article.

## MENUS

### **The Windows Menu System**

Beginning with Windows Vista there was a move away from the default inclusion of text menus because computer monitors and screens have become wider but not as tall (16:9 aspect ratio rather than 4:3). Vertical screen real estate became more valuable and the menu at the top of the screen began to be hidden or replaced.

### ***Legacy Menus***

In legacy Windows there is a consistency of the order and nature of menus across various programs. There will almost always be the File, Edit, View and Help menus in the same order although other menus specific to the program you are using may be in between some of these:

**File:** contains the filing options as you might expect such as open and close documents, but also the printer options and usually others such as page setup or import/export options. • File (includes New file, Open file, Save and Print)

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- **Edit:** contains copy and paste as well as other selection items. It sometimes contains the options for the program you are viewing. (includes Find and Cut, Copy and Paste)
- **View:** contains options to change the items you are viewing, including toolbars options. (allows you to change the look of screen by adding and subtracting bars like tool bar)
- **Help:** contains help, but clicking on the *About* sub-menu will give you the program version.

### ***Sub-Menus***

You'll often see sub-menus indicated by a small arrow (or triangle) at the end of menus with additional choices. If you hold your mouse over the menus, they will open up to display their contents or you can click on them.

## ***Keyboard Alternatives***

If you look at menus, you'll see that some items have keyboard alternatives. For example, Ctrl+P (press and hold the Ctrl key, then press the "p" key) will print the current document and Ctrl+N will open a new window in Firefox. While most menus show a capital letter, the lower case keyboard stroke works just fine.

In legacy Windows versions, some letters are underlined. Using the Alt key in combination with the indicated letter, you can navigate the menu without a mouse, useful if your mouse is not working or if you are typing a document and don't wish to leave the keyboard to use the mouse.

## **Opening multiple Windows**

When you want to **open** multiple **file** explorer **Windows**, just press the shortcut Win + E . As soon as you press the keyboard shortcut, **Windows** will **open** a new instance of the **file** explorer. So, if you want three **file** explorer **window**, press the keyboard shortcut three times.

## **Easy Way to Get Two Windows Open on the Same Screen**

- Depress the left mouse button and “grab” the **window**.
- Keep the mouse button depressed and drag the **window** all the way over to the RIGHT of your screen. ...
- Now you should be able to see the other **open window**, behind the half **window** that's to the right.

## **WINDOWS ACCESSORIES**

### **What is Windows Accessories?**

These **accessories** are not full-featured programs, but they are useful for specific jobs in the **Windows** environment. ... **Accessories** include a calculator, a painting program, a word processor, a text editor, and Internet applications.



The Accessories folder contains traditional apps like Paint, **Notepad**, Sticky Notes, Steps Recorder, Snipping Tool, and others. However, getting there isn't as easy as opening the **Start menu** and scrolling down to the folder. In this new version of the OS, Microsoft has renamed the folder to "Windows Accessories"

Windows XP provides several accessories, or applications, that you can use to help you in your work. These accessories are not full-featured programs, but they are useful for specific jobs in the Windows environment. Accessories include a calculator, a painting program, a word processor, a text editor, and Internet applications.

### **Operating the Calculator**

To use the Calculator with the mouse, just click the appropriate numbers and sign keys, like you would press buttons on a desk calculator. Numbers appear in the display window as you select them, and the results appear after the calculations are performed. To enter numbers from the keyboard, use either the numbers across the top of the keyboard or those on the numeric keypad (you must first press the NumLock key if the NumLock feature is not enabled). To calculate, press the keys on the keyboard that match the Calculator keys.

The Windows XP calculator is a great addition. Essentially, it is Windows calculator, which has a number of options. For example, there is a standard calculator and a scientific calculator, which has a many more calculations and includes four types of numbers.

### **Using Windows XP Notepad**

Notepad is a miniature text editor. Just as you use a notepad on your desk, you can use Notepad to take notes onscreen while working in other Windows applications. Because Notepad stores files in text format, almost all word processing applications can retrieve Notepad's files. However, if you want the capability of formatting your documents, you'll need a true word processor.

## Starting Notepad

To start Notepad, open the Start menu and choose Programs, Accessories, Notepad. Notepad starts up and displays a blank document in the Notepad window you can begin typing.

## Paint:

Paint is art software that comes with Windows XP. Overall, it has a few options for painting, such as brushes, text and shapes. However, even for freeware it is a limited art package

## Word Pad:

Word Pad is included with the Windows XP accessories. This is a relatively simple word processor, with a few formatting options for text, bullet points and headings.

### Formatting paragraphs and text

**Paragraph formatting** is a change in the **format** of **text** that affects an entire **paragraph** or is different from other **paragraphs** in a document. **Paragraphs** in a word processing document or on a web page can have **paragraph formatting** applied to them, including font type, font size, highlighting, and indentation.

**Formatted text** is **text** that is displayed in a special, specified style. ... **Text formatting** data may be qualitative (e.g., font family), or quantitative (e.g., font size, or color). It may also indicate a style of emphasis (e.g., boldface, or italics), or a style of notation (e.g., strikethrough, or superscript).

## Format Text

1. Select the **text** or click in the **paragraph** you want to **format**.
2. Use any of the **formatting** tools on the Home tab to style **text**: **Font** list arrow. **Font Size** list arrow. **Grow Text**. **Shrink Text**. ...
3. Use any of the **formatting** tools on the Home tab to adjust **text** spacing: **Indent** buttons. **List** button. **Line Spacing** button.

## Types of Formatting

- Character or Font **Formatting**.
- Paragraph **Formatting**.
- Document or Page **Formatting**.
- Section **Formatting**.

Command	Keyboard Shortcut	Old Keyboard Shortcut	Description
Font	Alt+H, FF; arrow keys; Enter	Ctrl+D; arrow keys; Enter	Alt+H, FF selects the font drop-down menu; use the arrow keys to highlight the font; press Enter to finish the selection.
Font Size	Alt+H, FS; arrow keys; Enter	Ctrl+Shift+P; arrow keys; Enter	Alt+H, FS selects the font size drop-down menu; use the arrow keys to highlight the size; press Enter to finish the selection.
Increase Font Size	Alt+H, FG	Ctrl+>	Increases font size.
Decrease Font Size	Alt+H, FK	Ctrl+<	Decreases font size.
Bold	Alt+H,1	Ctrl+B	Toggles bold on and off.
Italic	Alt+H,2	Ctrl+I	Toggles italics on and off.
Underline	Alt+H, 3; Enter	Ctrl+U	Toggles underline on and off.
Double underline	Alt+H, 3; down	Ctrl+Shift+D	Toggles double underline on and off.

<b>Command</b>	<b>Keyboard Shortcut</b>	<b>Old Keyboard Shortcut</b>	<b>Description</b>
	arrow; Enter		
Underline style	Alt+H, 3; arrow keys		Alt+H, 3 selects the underline style drop-down menu; use the arrow keys to highlight the style; press Enter to finish the selection.
Strikethrough	Alt+H, 4		Toggles strikethrough on and off.
Subscript	Alt+H, 5	Ctrl+=	Toggles subscript on and off.
Superscript	Alt+H, 6	Ctrl++	Toggles superscript on and off.
Change Case	Alt+H, 7; arrow keys	Shift+F3	Toggles through five case options: sentence case, lowercase, uppercase, capitalize each word, toggle case.
Color	Alt+H, FC; arrow keys; Enter		Alt+H, FS FC selects the font color drop-down menu; use the arrow keys to highlight the color; press Enter to finish the selection.

## FINDING AND REPLACING TEXT

Finding and replacing text within a text file can be done using any text editor

What is finding and replacing text?

**Find and Replace** helps you to **find** words or formats in a document and can let you **replace** all instances of a word or format. This is particularly handy in long documents. To use **Find and Replace**, use the shortcut Ctrl+H or navigate to Editing in the Home tab of the ribbon, then choose **Replace**.

### **Replacing text within Notepad**

Microsoft Notepad is included with all versions of Windows and can replace text in plain text files. To replace text in Notepad, follow the steps below.

1. Open the text file in Notepad.
2. Click **Edit** on the menu bar, then select **Replace** in the *Edit* menu.
3. Once in the *Search and Replace* window, enter the text you want to find and the text you want to use as a replacement. See our [using search and replace and advanced options](#) section for further information and help.

### **Replacing text with WordPad**

Microsoft WordPad is included with all versions of Windows and can replace text in plain text files. To replace text in WordPad, follow the steps below.

1. Open the text file in WordPad.
2. In the Ribbon menu, on the Home tab (shown below), click the **Replace** option.
3. In the *Search and Replace* window, enter the text you want to find and the text you want to use as a replacement. See our [using search and replace and advanced options](#) for further information and help.

## Advanced options

After understanding the above basics on how to open the search and replace features, understanding all the capabilities possible can make your searches even more efficient.

### The basics

All the replace options have the two basic features shown below.

- **Match case** makes the search case-sensitive, which is useful for finding searches like Names.
- **Match whole word** matches the whole search instead of words containing the word. For example, a search for 'can' only matches 'can' and would not match 'cannot' or 'scan' in your file.

## USING TABS

### Setting Tabs

The lowly Tab key contains more power than you may think. Sure, you can use the Tab key to scoot the insertion point across the page in half-inch increments. But Word's tab tool is capable of much loftier feats: You can use it to design a dinner menu, create a playbill, or develop a series of consistently formatted reports.

Tab stops are all about precision alignment, giving you control over the way you present text and numbers to your readers. For example, on your dinner menu you can use *tab leaders* (dotted lines like the ones in this book's table of contents) so that your reader's eye tracks from Wild Salmon to the exceptionally reasonable price you're asking. Once you have settings you like, you can save and reuse them. (How's that for efficiency?)

### Before you start working with tabs, you need to know a few basic terms:

- **Tabs.** Technically considered *tab characters*, tabs are hidden formatting characters, similar to space characters. Tabs are embedded in your document's text.

- **Tab stops.** These paragraph settings define the position and characteristics of tabs in your document. Think of tab stops as definitions, describing your tabs. To define them, you use Word tools, like the Ruler or the Tabs dialog box.
- **Tab key.** The key on your computer keyboard that inserts tabs into your text.

Press the Tab key, and Word inserts a tab in the text at that point. The tab character makes the insertion point jump left to right and stop at the first tab stop it reaches. If you haven't set any new tab stops, Word uses the built-in set of tab stops—one every half inch across the width—that every new, blank document starts out with

## Types of Tabs

Five types of tabs are available in Word—one of which isn't a true tab but works well with the others:

- **Left tab.** The most common type of tab, it aligns text at the left side; text flows from the tab stop to the right. When you start a new, blank document, Word provides left tabs every half inch.
- **Center tab.** Keeps text centered at the tab stop. Text extends evenly left and right with the tab stop in the middle.
- **Right tab.** Aligns text to the right. Text flows backwards from the tab stop, from right to left.
- **Decimal tab.** Used to align numbers, whether or not they have decimals. Numbers align with the decimal point centered on the tab stop. Numbers without decimal points align similar to a right tab.
- **Bar tab.** The Bar tab is the oddball of the group and, no, it has nothing to do with your local watering hole. It also has nothing to do with aligning text. It inserts a vertical bar in your text as a divider. The bar appears in every line in the paragraph. This tab stop ignores tabs inserted in your text and behaves in the same manner whether or not tab characters are present.

## NOTEPAD

**Notepad** is a basic text-editing program which enables computer users to create documents. Whereas, **WordPad** is a program that you can use to create documents such as letters, notes, etc. with better formatting features.

Start/Accessories menu is used to access convenient tools (application programs) included in Windows XP that can be used to perform many everyday tasks. Notepad Notepad is a text editor, which is a program similar to a word processor but cannot perform any special editing. No embedded codes are inserted into the document. Text files also called: unformatted text files and ASCII (American Standard Code for Information Interchange).

With Notepad, you can:

- Create simple text documents
- Multi-tasking/create/edit batch files
- Print a file

Formatting with Page Setup and Printing in Notepad To print a Notepad document, you can locate the document with Explorer or My Computer. Open the file. Print file by using:

- File/Print command from the menu bar.
- Select Print from the shortcut menu that comes up when you rightclick the file.
- Can also drag and drop to a printer shortcut.

You can also open Notepad first and then open the document from Notepad's File/Open command. Once the document is opened you can print it. Advantage of opening Notepad prior to locating file:

- Can apply page formatting before you print.
- Can add a header or footer.
- Can adjust the margins. To apply formatting features: Load Notepad and then select File/Page Setup.



**Features of Notepad:**

1. Notepad has minimal editing features.
2. Notepad has word wrap which prevents text from running over into the margins and automatically moves text to the next line.
3. Used to create/save/open/edit file.
4. Can create time log.
5. Within Notepad – cut, copy, and paste text.
6. Copy data to Notepad from other files.
7. Copy Notepad text to other word processing text or database document.