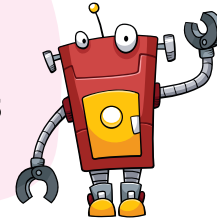




More About Windows 8.1

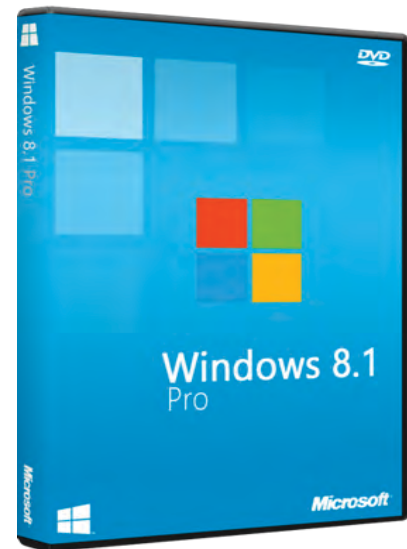
Learning in this chapter

- ✿ Working with the desktop
- ✿ Files and folders and their operations
- ✿ Creating a shortcut



Windows 8.1

Windows 8.1 is a popular and one of the latest operating systems developed by **Microsoft Corp., USA**. We can use Windows 8.1 operating system on desktops, laptops, tablets and smart phones. It provides the **Graphical User Interface (GUI)** environment to interact with the computer or mobile device. It uses tiles, icons and thumbnail images that are linked to different programs and apps installed on the computer. We can click or tap on a tile or thumbnail image to open the app. To open a desktop icon we need to double-click or double-tap on the icon.



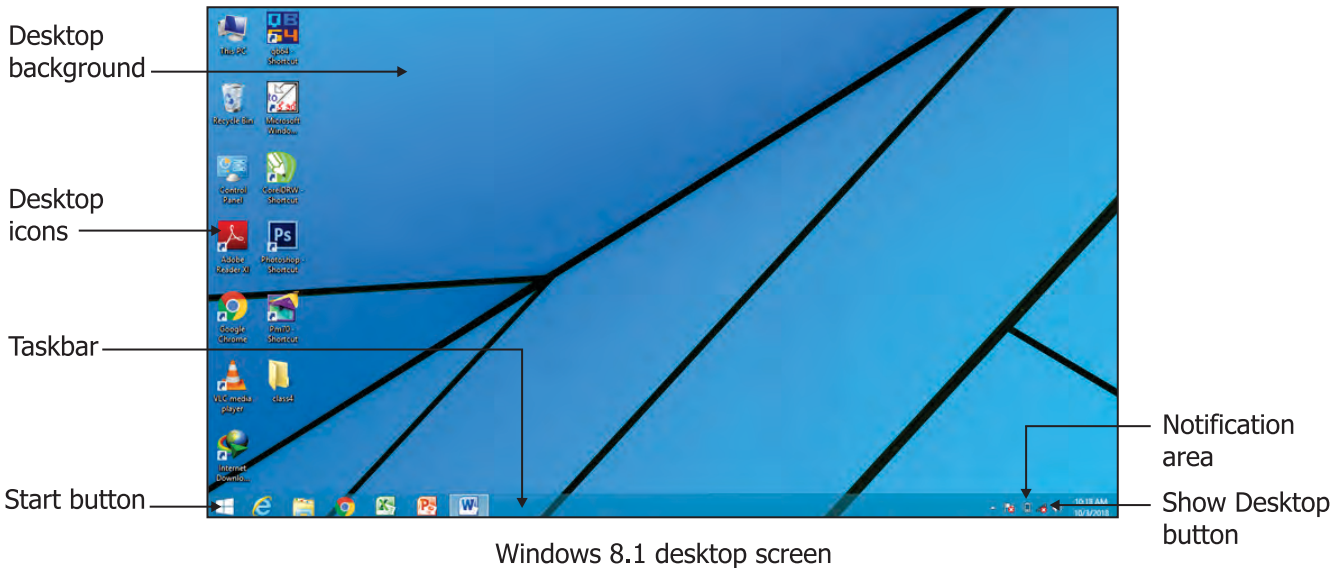
Working with the Desktop

Desktop is the main working screen of the computer. All the programs of a computer are opened on the desktop.

The desktop provides us with an easy-to-use environment to work on the computer. In Windows 8.1 the desktop screen does not appear directly after turning the computer ON. We need to click on the Desktop tile or the Start button on the Start screen to go to the desktop.



Windows 8.1 desktop screen consists of many components as shown below:



TIP! You can press 'Win + D' keys on your keyboard to access to the Desktop from anywhere on the computer.

Let us understand the various desktop components shown above.

Desktop Icons

Small pictures on the desktop screen are called **desktop icons**. Each icon represents a program, file, folder or shortcut.

- You can select a desktop icon by clicking on it.
- You can open a desktop icon (linked program, file, or folder) by double-clicking on it.
- You can drag and drop an icon to change its position on the desktop.
- You can right-click on a desktop icon to open the shortcut menu to work with it.

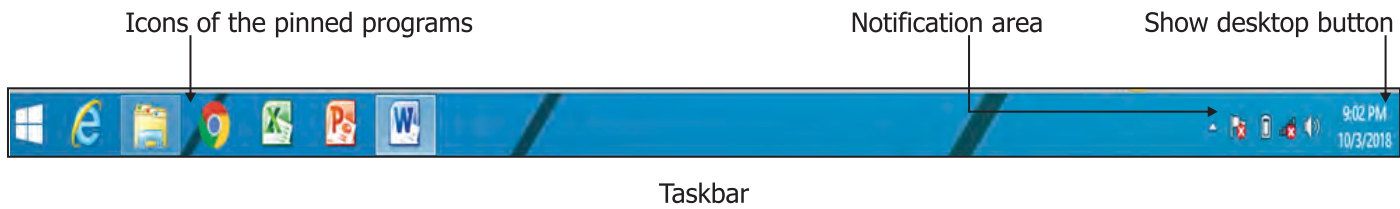
Desktop Background

The coloured area visible below the desktop icons is called the **desktop background**. We can change this background as per our liking. We can even place our own photograph as the desktop background.

Taskbar

The Taskbar generally lies at the bottom of the desktop screen. However, we can drag it to any side of the screen as we desire. Icons of all the task/programs running on the computer at any given time appear on the taskbar. We can click on these icons to switch between the open programs. The taskbar also contains the Start button, the Notification area and the Show Desktop button. Icons of some frequently used programs are also pinned to the taskbar so that we can open them with a single mouse click.





Do you Know?

Window 8.1 allows you to boot (turn your computer ON) your computer directly to the Desktop. This means that you can go to the desktop directly leaving the Start screen. You can follow the sequence of steps given below to do so.

1. Right-click on the desktop taskbar and select **Properties** options.
2. Click on the **Navigation** tab in the **Taskbar and Navigation properties** dialog box.
3. Select the option, when I sign in or close all apps on screen go to the desktop instead of **Start**.
4. Click on **Apply** and then **OK**.

Start Button

The **Start button** allows us to go to the Start screen from the Desktop. When we left-click on the Start button the Start screen opens. When we right-click on the start button a shortcut menu is displayed on the desktop. This menu helps to access to the Power options, Windows Search feature, Control Panel, File Explorer, Network connections and so on. We can click on any of these options to open the related program.

Notification Area

The **Notification Area** shows the Date and Time along with some small program icons including Volume, Network, Battery power and Action Center icons. When we have the mouse pointer over these icons their information is displayed. The small up-headed arrow in the Navigation Area shows some hidden icons when clicked upon.

Show Desktop Button

The **Show Desktop button** lies to the extreme right on the taskbar. When we click on this button, all the open windows get minimized and the desktop is displayed. Clicking again on this button restores all the windows back to the screen.

Activity

Tick (✓) the correct answer :

1. Which mouse action allows to change the position of icons on desktop?

a. Click <input type="checkbox"/>	b. Right click <input type="checkbox"/>	c. Drag and drop <input type="checkbox"/>
-----------------------------------	---	---
2. Which mouse action helps to open the Start button shortcut menu?

a. Click <input type="checkbox"/>	b. Right click <input type="checkbox"/>	c. Drag and drop <input type="checkbox"/>
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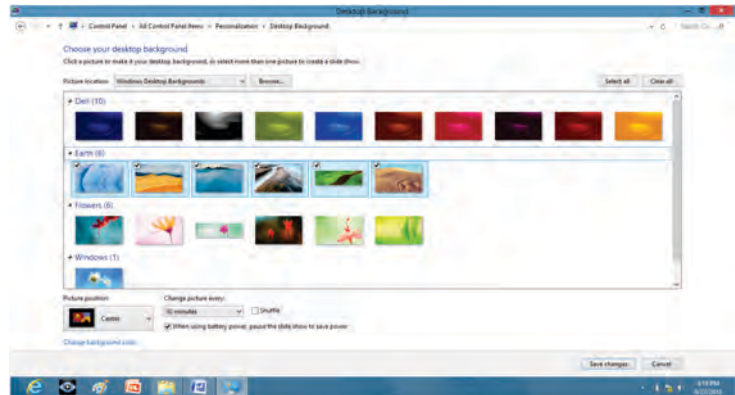
3. You can change the position of taskbar on the desktop screen.
 - a. True
 - b. False
 - c. Can't be said
4. What appears when you left click on the Start button on desktop?
 - a. Start screen
 - b. Charms bar
 - c. Shortcut menu



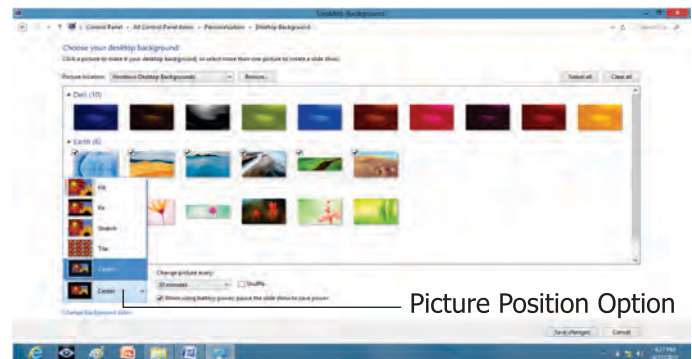
Changing the Desktop Background

We can use the **Personalize** option of the **desktop context menu** to change the desktop background. The steps to do this are as follows :

1. Right click anywhere on the empty desktop area.
2. Select the **Personalize** option from the context menu.
... The personalization screen will appear.
3. Click on the **Desktop Background** link at the bottom to open the Desktop background screen.
4. Select a **Desktop background** from the pictures displayed.
5. Click on the **Picture position** drop down arrow and choose whether to :
 - Crop the picture to fill the screen,
 - Fit the picture to the screen.
 - Stretch the picture to fit the screen,
 - Tile the picture or
 - Center the picture on the screen.
6. Click on the **Save changes** button.
7. Click on the **Close button** () to close the Personalization screen.



Desktop Background screen



Picture Position Option

- TIP!**
1. To set any given picture as your desktop's background, right click on the picture and select the **Set as Background...** Option from the context menu.
 2. You can click on the **Color** Link to set a new colour for the window borders and the taskbar.




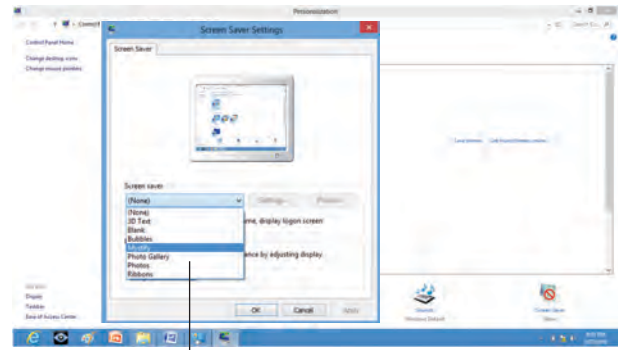
Setting the Screen Saver

The **Screen Saver** is a picture or animation that appears on the computer screen if we leave the computer idle for some time (say 15 minutes, 30 minutes, and so on). The steps to set a screen saver are as follows:

1. Right click anywhere on the empty desktop area.



2. Select the **Personalize option** from the context menu to open the Personalization screen.
 3. Click on the **Screen saver** link to open the **Screen Save Setting dialog box**.
 4. Click the drop down arrow under the Screen save section and select a Screen Saver from the list.
 5. Enter the duration after which you want the screen saver to appear when the computer is left idle.
 6. Click on **Apply** and then on **OK**.
 7. Click on the **Close button** () to close the Personalization screen.
- ... The selected screen save will get applied to your computer's settings.



Screen Savers in drop down list

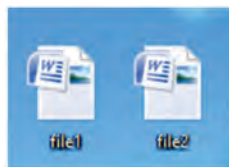


About Files and Folders

The concept of files and folders is extremely important for working in Windows. Let us have some basic idea of what files and folders are before going further.

File

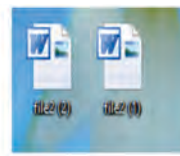
Whenever we do some work on a computer like typing a letter, drawing a picture, etc. we do it in a file. When we save a file, it gets stored permanently on a storage device. Files created in different programs are represented by different file icons in Windows.



Word File



Paint File



WordPad File



Notepad File

In simple words, we can say that a file is a collection of information stored in a storage device like hard disk, CD, DVD, pen drive, etc., by a unique name.

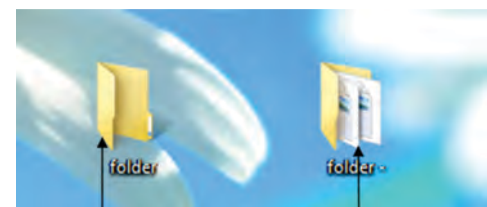
Do you Know?

While saving a file you need to give it a unique name. This name is used by the operating system to locate the file when you want to open it.

Folder

You keep your books nicely arranged in your bookshelf. In Windows you can keep your files nicely arranged in Folders. In Windows 8.1, folders are represented by the icons as shown below.

A folder is a place where many files are stored. In other words, the files are contained in a folder. A folder may



Empty folder icon

Folder with contents

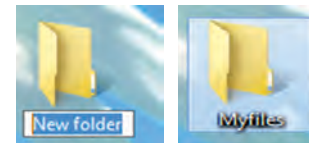
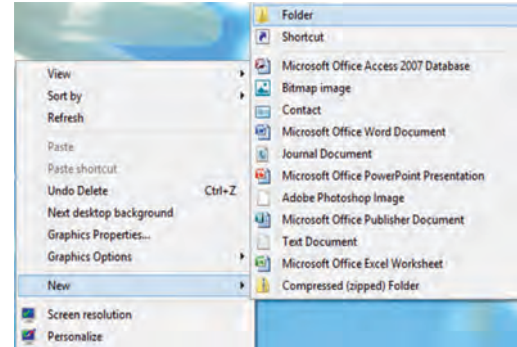


have one or more files stored in it. A folder may also contain different folders with files in them.

Creating a New Folder on the Desktop

We can create a new folder on the Desktop (or any other location on the computer) by following the steps given below:

1. Right click the mouse on the Desktop Background.
... A shortcut menu will appear.
2. Point to **New**
... A submenu will open.
3. In the New submenu, click on the **Folder** option.
... A New folder icon will appear on the Desktop.
4. Type any name you want to replace the highlighted 'New folder' name with and then press the Enter key.
... The Folder will be created by the given name.



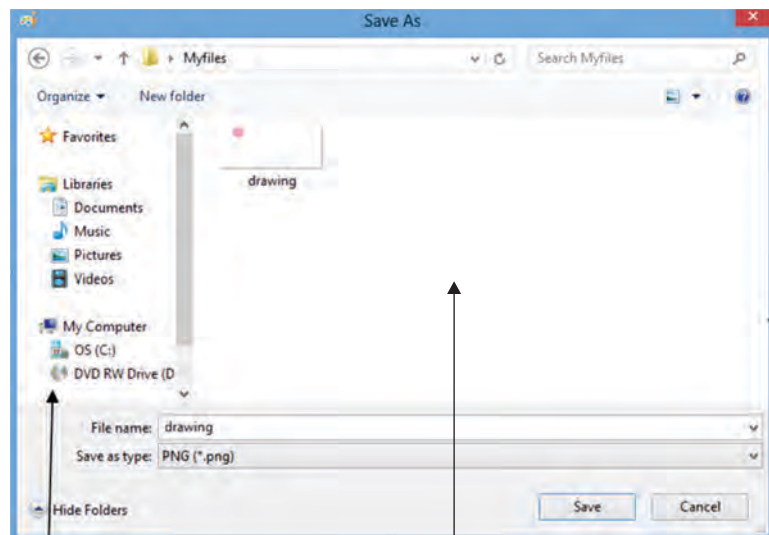
Activity

Create one more folder on the Desktop by using the above described steps. Name this folder as 'My files.'

Creating a File and Saving it in a Folder

Let us learn to create a Paint file and save it in the previously created folder (My Files).

1. Open the **Paint program** by typing 'Paint' in the search box on the Start screen and then pressing the Enter key.
... The Paint program will open with a new blank file.
2. Make a drawing in it using the appropriating tools.
3. To save the file click on the **File** tab and then on the **Save** option.
... The **Save As** dialog box appears.
4. In the Navigation pane click on the **Desktop** link.
... All the folders and files which are there on the desktop will be displayed in the right pane.



Navigation pane

Save as Dialog box

Icon-X-4



5. Double click on the 'My Files' folder in the right pane to open it.
 6. Enter a name for the file in the **File name:** box.
 7. Click on the **Save** button.
- ... The file will be saved inside the folder 'My Files'.

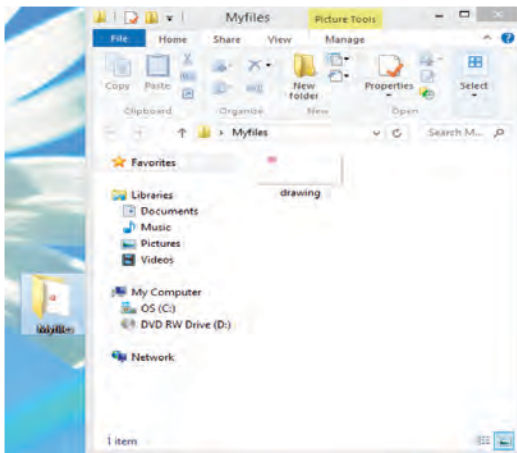
Activity

Create a Notepad, WordPad, MS-Word and one more Paint file. Save them in 'My Files' folder.

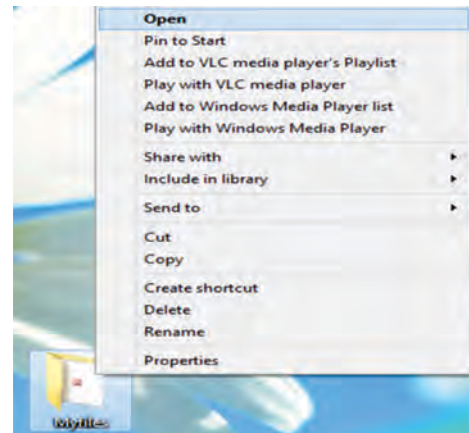
Opening a File/ Folder

You can open a file or folder from the desktop by using any one of the following ways :

1. Double click on the file or folder you want to open.
- OR
2. Right click on the file or folder icon and from the shortcut menu select the **Open** option.



Open folder

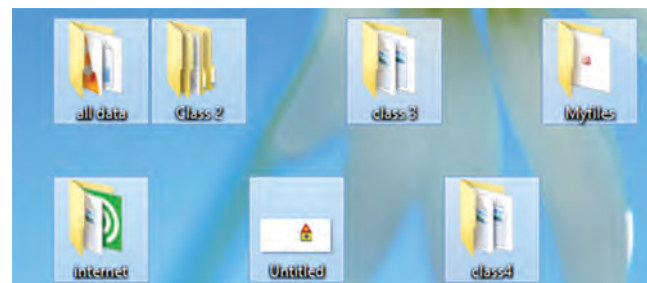


Open option in the shortcut menu

Selecting Files and Folders

You can select files and folders exactly in the same ways as you would select any icon on the desktop.

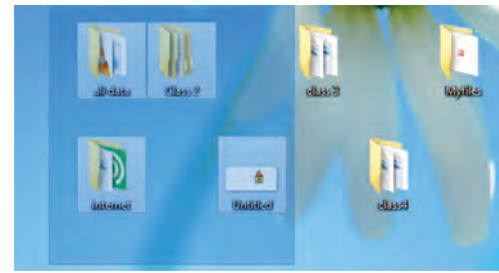
- To select a file or folder on the desktop, click on it.
- To select more than one adjacent files or folders, click on the first file/folder, hold down the Shift key and then click on the last file/folder. All the files/folders in between will also get selected.



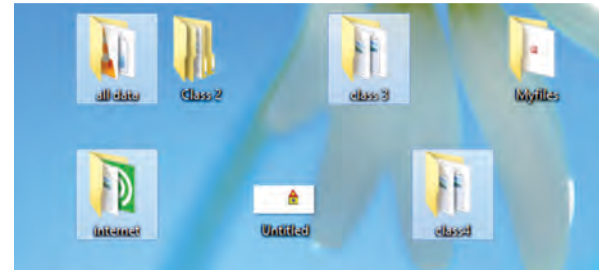
Select adjacent icon



- You can also drag the mouse pointer to draw a selection box around the files/folders to be selected.
- To select multiple non-adjacent files/folders, click on the first item to select it, and then hold down the ctrl key and one-by-one click on the other items to be selected. All the files/folders you click on will get selected.



Selecting adjacent icon by dragging

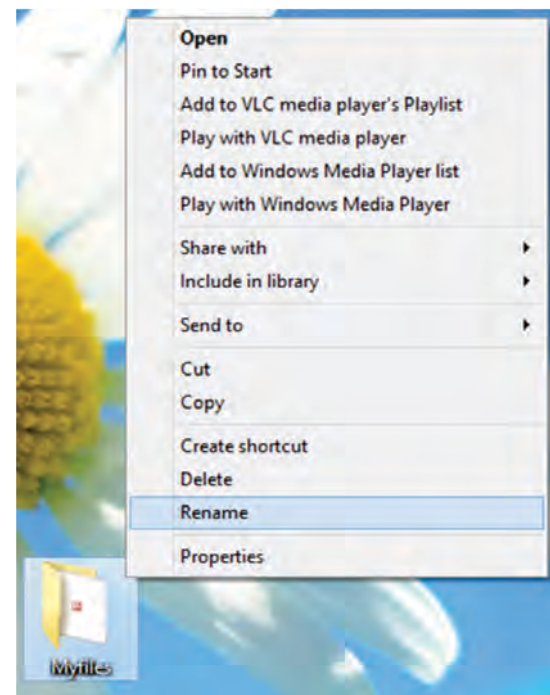


Selecting non adjacent icon

Renaming a File/Folder

To rename means to change the name of a file or folder. The steps to do it are follows:

1. Select the required file/folder.
2. Right click on it and from the shortcut menu, select the **Rename** option.
3. When the existing name of the file/folder becomes highlighted, type in the new name and press the Enter key.
... The name will change accordingly.

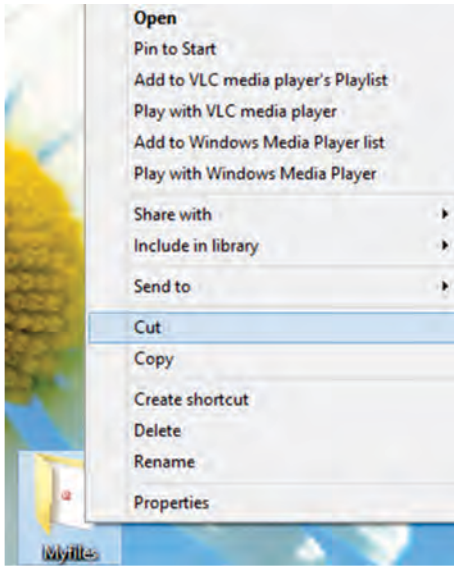


Moving a File into a Folder

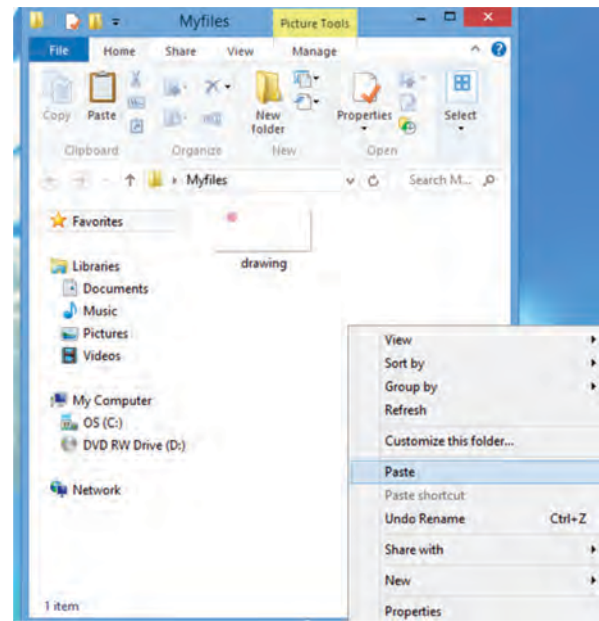
You can move one or more files into a folder by following the steps given below:

1. Select the required file/folder that you want to move.
2. Right click on the selected file (or on any of the selected files) and click on the **Cut option**.
3. Open the folder in which you want to move the cut file(s).
4. Right click in the folder window's right pane and select the **Paste option**.
... The file will appear in the folder.





Cut option



Paste option

Similarly, you can also move a folder inside another folder.

TIP! You can also move a file into a folder simply by dragging the file and dropping it over the folder.

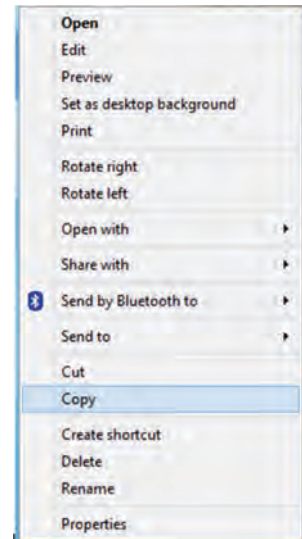
Copying a File into a Folder

You can copy one or more files into a folder by following the steps given below:

1. Select the required file(s).
2. Right click the mouse and from the shortcut menu, select the **Copy option**.
3. Open the folder where you want to copy the file(s).
4. Right click in the right pane and select the **Paste option** from the shortcut menu.

... A copy of the file(s) will appear in the folder.

Similarly, you can also copy a folder inside another folder.



Copy option

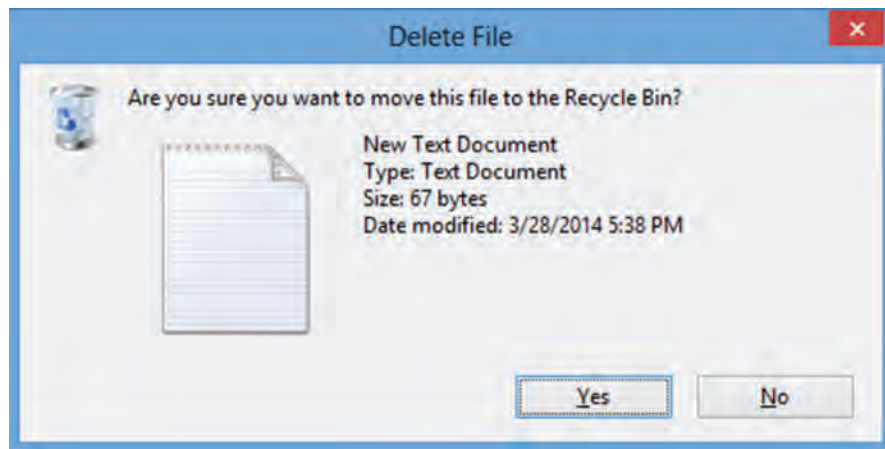
TIP! You can also copy a file/folder into a folder simply by first holding down the Ctrl key and then dragging and dropping the required file/folder into the destination folder.

Deleting a File/Folder

You can delete a file or folder from the desktop by following these steps:

1. Select the file or folder that you want to delete by clicking on it.
2. Press the **Delete key** from the keyboard.
3. In the message box click on 'Yes' to confirm the deletion.





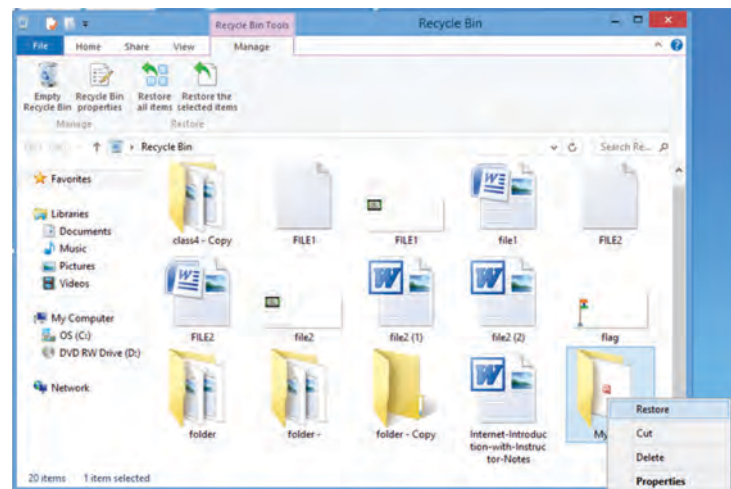
Delete file message box

... The file or folder will get deleted.

Restoring Deleted Files/Folders

Files that you delete do not go away from your computer. They are stored in the **Recycle bin**. You can restore the deleted file/folder back to its original place by following these steps :

1. Open the **Recycle bin** by double clicking on its icon on the desktop.
2. Look for the deleted file/folder in the right pane and select it.
3. Right click on the selected item and choose the **Restore option**.
... The file/folder will be restored back to its original location.
4. If you want to delete a file permanently from the computer, select the Delete option from the shortcut menu.



Recycle Bin folder

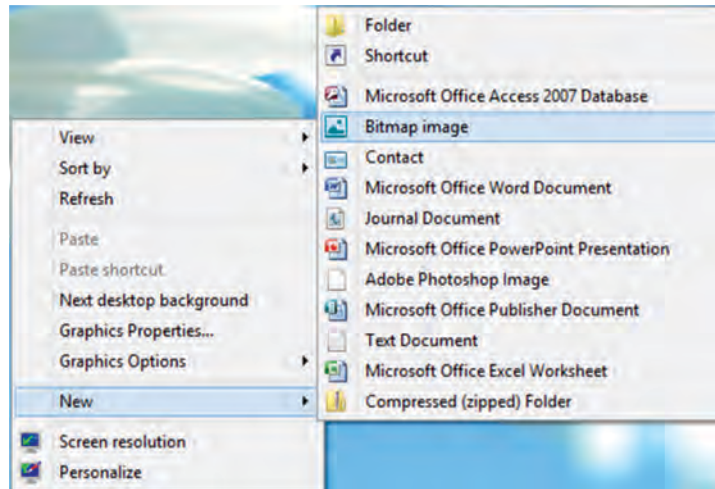
Creating a File on the Desktop

You can create certain type of files from the Desktop itself using the New option of the Desktop shortcut menu. We can create a Paint file on the desktop by following these steps:

1. Right click the mouse anywhere on the Desktop Background.
... A shortcut menu will appear.
2. Point to **New** in the shortcut menu.



3. Click on **Bitmap image** option in the sub-menu to create a Paint file.



... An icon for the Paint file will appear on the Desktop.

4. Type in a name for the file to replace the highlighted name and press the Enter key.
... The Paint file will be created on the desktop.



Trendy Bytes

Microsoft Corp. has launched its latest operating system windows 10 in 190 countries of the world on July 20, 2015.

Activity

Write 'T' for True and 'F' for false statements :

1. A File is a computer work saved by a name.
2. We cannot create a file on the desktop.
3. Folders cannot contain other folders.
4. We can create folders only on the desktop.
5. The list of commands that we get after right clicking on an icon or desktop is called the context menu.



Making Shortcuts

A shortcut is a link to on item (such as a file, folder, drive, or program) on your computer. You can create shortcuts and then place them in a convenient location so that you can easily access the item that the shortcut links to.

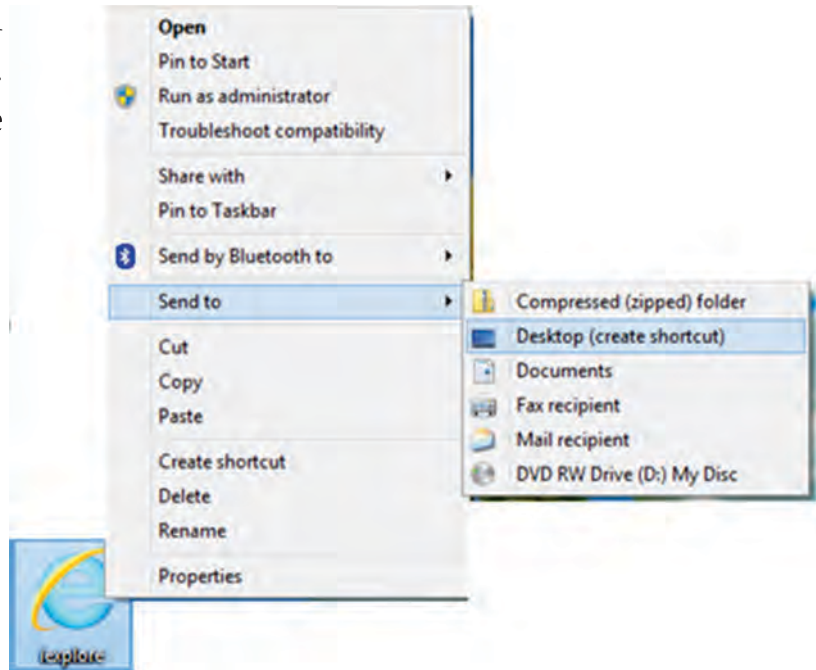
Shortcuts can distinguished from the original file by the arrow that appears on the icon. This will show you different ways how to create shortcut of a file, folder, drive or program in windows 8.1.



How to add a shortcut to the Desktop

The most popular place to have a shortcut is the desktop area. Following are the steps to create shortcut:

1. Locate the program (or file, or folder) that you want to add a desktop icon for. Example: Internet Explorer.
2. Right click the file icon, navigate to **Send to Desktop**.
3. A new shortcut will be on your desktop for that program, file or folder.

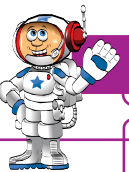


Create shortcut for Internet Explorer



POINTS to Recall

- Windows 8.1 is a popular operating system that includes many new features such as the Start screen, Lock screen, Apps view, Live tiles and so on.
- The Desktop is the main working screen of the computer.
- The Desktop screen has several components like icons, background, start button, pinned programs, notification area and show desktop button.
- You can use the **Personalize option** of the desktop shortcut menu to change the desktop background and screen saver.
- You can create, select, rename, delete, move, copy and do other operations with the files and folders on the desktop.



TERMS to Learn

- **Desktop** : The main working screen of the computer.
- **Screen Saver** : A picture or animation that appears on the computer screen when you leave the computer idle for some time.
- **File** : Information saved by a unique name on a computer.
- **Folder** : An object which can contain files and other folders.
- **Context Menu** : A menu of options that appears when we right click on an empty desktop area or a desktop icon.



Multiple Choice Questions :

A. Tick (✓) the correct answer :

- When you save your work with a name a _____ is created
 (a) file (b) folder (c) Desktop
- Which option of the shortcut menu helps you to move a file?
 (a) Cut option (b) Copy option (c) Paste option
- Which option allows you to rename a file or a folder?
 (a) Copy option (b) Rename option (c) Delete option
- Each file in a folder has _____ name.
 (a) unique (b) same (c) Two
- _____ are the collections of selected information stored together?
 (a) folders (b) files (c) chapter
- Which of these shortcut keys will help you to access to the Desktop screen?
 (a) Win + L (b) Win + D (c) Win + R

B. Fill in the blanks with the help of given hints :

HINTS : Context Shortcut Start screen Ctrl key File

- When you left-click on the Start button, the _____ appears.
- A _____ is a computer work saved by a unique name.
- The menu obtained after right clicking on an object is called the _____ menu.
- You can copy a file into a folder by dragging and dropping it into the folder while holding down _____.
- A _____ is a link to an item on our computer.

C. Write (T) for True and (F) for False statements :

- Files of similar type are kept in two folders.
- You can right click on the Start button to get the Start button.
- When we delete a file icon, actual file does not get deleted.
- The Recycle bin stores items you delete from the computer.
- The desktop background is also known as the screen saver.
- Folders can be used to arrange the files neatly.

D. Match the columns correctly :

- | | |
|-----------------------|---|
| 1. Taskbar | (a) Helps to open the Start Screen |
| 2. Start button | (b) Graphical User Interface |
| 3. Notification area | (c) Copying a file/folder |
| 4. Cut/Paste options | (d) Icons of the running desktop programs |
| 5. Copy/Paste options | (e) Moving a file/folder |
| 6. GUI | (f) Display system date and time |

E. Very Short Answer Questions :

1. Which key helps you to copy a file into a folder with drag and drop method?

2. Which option in the context menu do you choose to change the desktop background?

F. Short Answer Questions :

1. What happens when you double click on a desktop icon?

2. What is the full form of GUI?

3. What happens when you left click on the Start button on desktop?

4. What is a file?

5. What is the difference between a file and a folder?

6. What is a Screen Saver?

7. How will you create a new folder on the desktop?



Activity Time

A. Fill in the crossword with the help of given clues.

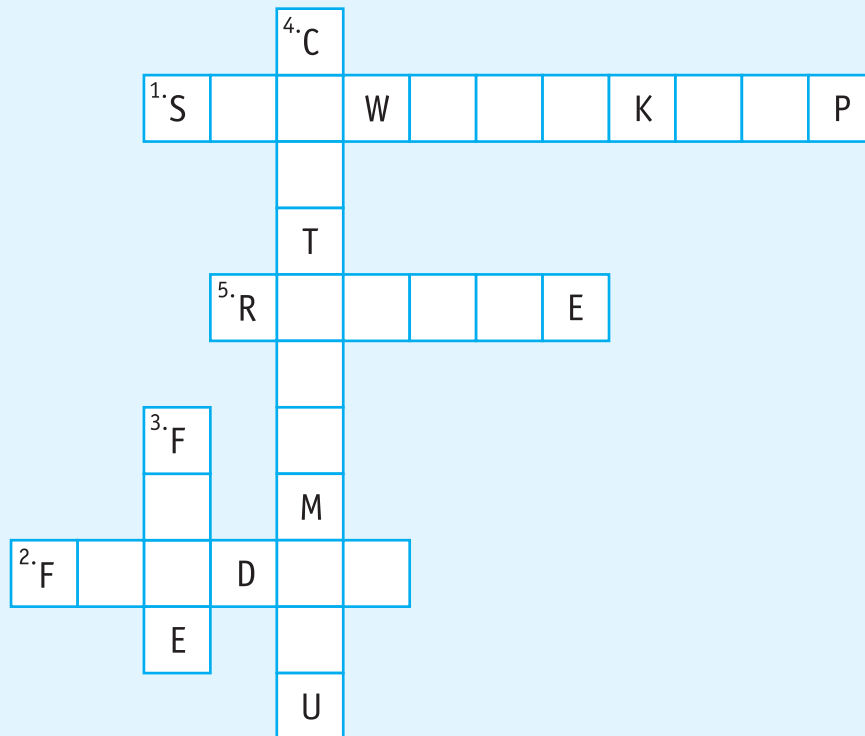
Clues:

Across:

1. A button that minimizes all the open windows and displays the desktop.
2. It can contain files.
5. An option to change the name of a file/folder.

Down:

3. Computer work saved at a location by a unique name.
4. A menu that appears on right-clicking the empty desktop area.



Lab Time

Practical : Creating folders and files on the Desktop.

1. Create a new folder on the desktop by your name.
2. Double click on this folder to open it.
3. Right click anywhere in the right pane of the open folder window and use the New option to create another folder. Name this folder as 'Drawings'.

4. Now open the Drawings folder and right click in the right pane. Point to the New option. Create two Paint two files in it using the **Create Bitmap Image option**. Name one as 'Cat' and other as 'Rat'.
5. Right click on the file 'Cat' and select the Edit option.
6. File will open the Paint program. Draw a 'Cat' in it using the tools given.
7. Click on the Save button on the Quick Access Toolbar to save the changes made to the file. Now close the file 'Cat'.
8. Similarly, draw and rat in the rat file and close it after saving the changes.
9. Now, close all the files and folders you have opened.

