Glossary

Operating System (Windows 7).

An **Operating system** is the program that manages all the other programs in a computer after being initially loaded into the computer by a boot program.

The Application programs make use of the operating system by making requests for services through a defined **API (Application Program Interface)**.

The operating system is often referred to as the “**software environment**” or “**platform**”.

Examples of operating systems are: Windows, Novell Netware, Mac OS(works with Apple computers), UNIX and Linux.

**Functions of Operating System**

The functions of an operating system can be classified into these categories:  
1. Communicator between the user and computer  
2. Process Management  
3.Peripheral Management  
4. Memory Management

**Booting -** Starting or restarting a computer is called “**booting**” the system.

A “**warm boot**” occurs when the computer is already on and you **restart** it without turning off the power.

**Starting** a computer that has been turned off is called a “**cold boot”.**

**Icons -** These are **graphic representations** for a program or function.It is linked to an object like a file, folder, program or other hardware components of the computer.

**Pointer -** This is controlled by a mouse and changes shape depending on its current function.

**Windows** - These are rectangular areas for displaying information and running programs.

**Menus -** These provide a list of options or commands.

**Dialog Boxes -** These are windows that provide information or request input.

**Help -** Online assistance is provided for different operations and procedures.

A “**Tool Tip**” containing a brief description of the item when you rest the mouse pointer on it.

**Blu-Ray Discs -** can store a large amount of data equivalent to a single hard disk. Windows 7 includes native functionality to read & write Blu-Ray discs.

**Multiple Instances -**To open multiple instances of same program in Windows 7 simply hold the SHIFT key while left-clicking on the first instance of the program in the taskbar

**Windows XP Mode** - This feature allows you to run a full functional version of XP within Windows 7, with the help of a set of tools called Virtual PC.

**Direct Access** enables you to establish Bi-Directional Links among internal networks or over the Internet. This feature facilitates multiple users to **remotely access** corporate servers and networks over the Internet.

**Booting time** - Booting time is 20% faster than Windows Vista.

**Windows Action Center** encompasses both **security and maintenance** of the computer.

**Encryption -** The full-drive encryption feature to support removable USB storage devices like flash memory drives and portable hard drives.

“**Windows Key + P**” keyboard shortcut helps you easily switch between connected displays.

Computers in a **HomeGroup** can easily **share** documents, digital media files, and printers over a home network.

**Snipping Tool** captures a screen shot of anything on your desktop, like a picture or a section of webpage.

**Problem Steps Recorder** captures screen shots of the steps a user is taking so that help desk personnel can provide a fix without physically having to visit the desktop.

**Credential Manager** saves credentials, like user names and passwords, so that you can more easily logon on to Web sites, networked computers, and other resources automatically.

**Virtual Hard Disk (VHD):** Windows 7 allows you to mount a Virtual Hard Disk (VHD) as a drive in Explorer so that you can navigate its contents like a physical hard disk.

**Windows Live Services:** Windows Live Photos, Windows Live Profile, Windows Live People, Windows Live Spaces, Windows Live Home, Windows Live SkyDrive, Windows Live Groups, Windows Live Calendar, Windows Live Events, Windows Live Hotmail, and more.

When your computer is booted up and ready to use, the screen you see is called the “**Desktop”.** Desktop is where your applications, folders and short cuts are located.

The "**Recycle Bin**" (trash) -When you delete a file or folder, it goes into the Recycle Bin where it stays until the bin is emptied.

Desktop background also known as **wallpaper** is an image used as a background of a graphical user interface on a computer screen.

**Screen saver** is a program that displays an image, animation, or just a blank screen on a computer after no input has been received for a certain length of time.

**Screen resolution** refers to the **clarity** of the text and images on your screen. At higher resolutions, items appear sharper.

**Themes or Styles** are a formal combination of desktop background, aero glass window color, sound scheme, and screen saver.

The **Start Button** provides a central launching point for application and tasks.

The **search box** in the Start menu is one of the most convenient ways to find things on your computer

**Run command** is a quick way to open programs, files and folders.

Next to the “**Shut down**” button, there is a triangle which gives multiple options which are as follows:

**• Switch User** - Allows a user to remain logged on while another user logs on to the computer via a different account.

**• Log off -** Closes all open programs of a user but does not put the computer off. Another user may log on right away.

**• Lock -** Locks down the system while the computer remains powered on. The user must provide his password in order to regain entry.

• **Restart** - Powers down the computer and reboots it.

**• Sleep** - A power-saving state that allows the computer to quickly resume full-power operation within a few seconds.

**• Hibernate** - It is a power-saving state. Hibernation saves your open documents and programs to your hard disk and then turns off your computer.

**Notepad** is a basic **text editing program** and it is most commonly used to view or edit text files. Notepad file is stored with the extension **“.txt”**. Notepad is especially useful for creating **HTML documents for a Web page**

**Taskbar -** At the bottom of the screen, you see a bar which is called the “Taskbar”. The currently active tasks are displayed in the form of buttons on the taskbar.

The “**Show Desktop**” button at the extreme right of the taskbar lets you "peek" behind all the open windows on your desktop

**Quick Launch** icons on the task bar allow one-click access to frequently used programs

**Notification area** (right of the taskbar) indicates the tools that are automatically started when you turn on your computer and are running in the background, the **notification area** has; the standard Volume, Network and Action Center status icons, antivirus protection

**Mac OS** is the trademarked name for a series of graphical user interface-based operating systems developed by Apple Inc.

The latest version of the Macintosh operating system is “**Mac OS X**”, also known as “**Tiger**”. It provides powerful features such as “Spotlight” and “Dashboard Widgets”.

“**Snow Leopard**” is an enhanced version which focuses on increasing the performance, efficiency.

**UNIX** is a powerful multitasking operating system, designed to run on minicomputers in network environments.

**Linux** is a popular version of UNIX.

The Windows interface is based on “**Graphical User Interface**” or **GUI**, which means that the interface uses graphics or pictures to help the user navigate and access programs.

**Examples of Microsoft Operating System are:** Windows NT Workstation, Windows 98, Windows 2000 Professional, Windows ME, Windows XP, and Windows Vista.

The **“Clipboard”** is a temporary storage area for information that you have copied or moved from one place and plan to use somewhere else.

**Readyboost** is the simplest way to **speed up your PC**. A component of with Windows 7,which works with a USB flash drive, SD card, CompactFlash or any kind of portable flash mass storage system.

**Tweak7 -** The tweaking **utility** helps you configure Windows 7 to meet your personal needs by improving performance and customizing system settings.

**Control Panel** is a part of the Microsoft Windows graphical user interface which allows users to view and manipulate basic system settings , such as adding hardware, adding and removing software, controlling user accounts, and changing accessibility options.

**Gadgets** are **mini-programs** in Windows, which offer information at a glance and provide easy access to frequently used tools. Some of the gadgets that come with Windows 7 are Clock, Weather, Calendar, Feed Headlines, Slide Show, and Picture Puzzle. You can download additional gadgets online from the Windows website by clicking on “Get more gadgets online”.

**Action Center** is a central place to view alerts and take actions. It lists important messages about security and maintenance settings. “Red items” in Action Center are labeled Important. “Yellow items” are suggested tasks that you should consider addressing.

**User Account** is a collection of information that tells windows which files and folders you can access. There are three types of user accounts.

• Standard accounts

• Administrator accounts

• Guest accounts

**User Account Control**or **UAC** is a feature in Windows that can help you stay in control of your computer by informing you when a program makes a change that requires administrator-level permission.

**Parental control** helps you manage how you want others to use the computer. For example, you can set limits on the hours the types of games they can play, and the programs they can run. To set up Parental Controls you need your own administrator user account. Parental Controls can be applied only to standard user accounts.

**Utility software** is a kind of system software designed to help, analyze, configure, optimize and maintain the computer.

**Various utility programs**: Troubleshooting or “Diagnostic programs”, Antivirus programs, Uninstall programs, Backup programs, File compression programs.

When several utility programs are combined into a single package, it is known as a **Utility Suite**.

Utility software supported by Windows 7 - Presto! PVR 5.70, Norton Online Backup, Smart Defrag

**Disk Cleanup**is a computer maintenance utility included in Microsoft Windows designed to free up disk space on a computer's hard drive and improve system performance.

**Windows Update** is a web-based software update service. It helps in keeping your PC safer by fetching the latest security and feature updates from Microsoft via the Internet.

**Windows Explorer** is a file manager application which provides a graphical user interface for accessing the file systems.

**File** is an item that contains a collection of related information. The name of a file consists of two parts, the **File Name** and the **Extension.**

**Folder** is a container in which you can store files. A folder within a folder is known as a **Subfolder.**

**Libraries** are user-defined collections of folders.

Windows 7 contains four **default libraries**: Documents, Music, Pictures, and Videos.

**Shortcut** is a link to an item such as a file, folder, or program on your computer, to access a frequently used program quickly, you can create a desktop shortcut.

**AERO** stands for "Authentic, Energetic, Reflective and Open".

**AERO Snap** is a quick new way to **resize** and **arrange** open windows.

**Aero Shake** allows users to clear up any clutter on their screen by shaking or dragging back and forth a window of their choice with the mouse. All other windows will be minimized, while the window the user shook stays active on the screen.( Windows logo key +Home)

**AERO Peek** With this feature you can peek into the desktop if you have lots of Windows open and you can quickly have a look at the desktop, without having to minimize any of the windows.

**Windows Controls**

**Menus** contains list of options.

**Command button** performs an action when you click it. Command buttons may also appear as small icons without any text.

**Split buttons** change into two parts when you point to them. Clicking the main part of the button performs a command, whereas clicking the arrow opens a menu with more options

**Option buttons** enable you to make one choice among multiple options. They are also called “**Radio buttons**”.

**Check boxes** enable you to select multiple options at the same time.

**Slider** enables you to adjust a setting along a range of values by dragging it toward the value that you want.

**Text box** is used to type textual information.

In **Drop Down List** options are available for selection instead of commands to be executed. A drop-down list shows only the currently selected option when it is closed.

**List Box -** displays a list of options that you can select from. Some or all of the options are displayed without having to open the list.

**Scroll bar -** is a control that allows the user to navigate a document in two directions by clicking the button that displays an arrow.

**Dialog Box** is a special type of window that asks you a question, allows you to select options to perform a task, or provides you with information.

Abbreviations

**OS** Operating system.

**API** Application Program Interface.

**GUI** Graphical User Interface.

**VHD** Virtual Hard Disk.

**UAC** User Account Control.

Shortcuts

**SHIFT + left-click** - To open multiple instances of a program

**Windows Key + P -** To switch between connected displays.

**Alt + Tab** - To switch between windows.

**Windows logo key + TAB – for** Flip 3D.

**Alt+P** - To enable Preview Pane.

**Shift + Delete –** Deletes an item immediately without placing it in the Recycle bin.

**Ctrl+Shift+N** - to create the folder.

**Windows logo key +Home -** to minimize all windows except for the currently active window.

**F1** – Help.

**F2** – Rename Object.

**F3** – Find all files.

**Ctrl + C** – Copy

**Ctrl + V** **-** Paste

**Ctrl + X** – Cut