

# Operating System Bellwork

## **Monday**

1. **Operating System:** (OS) Software that controls the running of the computer. Microsoft

Windows is the most popular OS for PCs

2. **Window, Active Window:** The self-contained viewing and working area of a file or program.

Several windows can be open at once on the Desktop. The **Active window** is the one you are working in (the one in front with the blue titlebar)

## **Tuesday**

1. **Window Sizing:** **Minimize** will reduce a window to a button on the taskbar (make small).

**Maximize** will increase the size of a window to full screen. **Restore** will restore a window to its original size before it was maximized.

2. **View:** A menu for changing the way a file is displayed on screen. You can choose from Large Icons, Small Icons, List and Details. (Newer systems have more choices.)

## **Wednesday**

1. **Dialogue Box:** a window which appears on screen displaying messages from the program currently in use. It usually asks for information to be input by the user.

2. **File, Document:** A File is any item stored on a computer, whether it is a program, document, or an image. A document is a single piece of work created in a program.

## **Thursday**

1. **Save, Save as:** To store or copy a document to a disk, saving or updating it as you work. **Save As** allows a file to be saved using a different name, drive or format without affecting the original saved version.

2. **File Extension:** A three or four (html) letter code assigned to the end of the file name when it is saved which indicates the type of file it is so the computer knows which program to open it in.

Common extensions are: **Text:** (.asc .doc .html .msg .txt .wpd) **Image:** (.bmp .eps .gif .jpg .pict .png .tif) **Sound:** (.mid .ra .snd .wav) **Program:** (.exe)

## **Friday**

1. **Icon, Shortcut:** An icon is a picture representation of a file or a function. A **Shortcut** is an icon on the Desktop providing quick access to a file, folder, or program stored on the hard disk

2. **Selecting:** To click on a file folder, image, text: holding the CTRL key allows you to select several files that are non-consecutive. Holding the Shift key while you click allows you to select several consecutive files.