

LEARNING IN THIS CHAPTER

- Starting Windows Explorer
- Creating a Library
- Viewing Files and Folders
- Working with the Control Panel : Change Date & time, About Fonts, Change Mouse Setting, Sleep and Hibernate Modes
- Trouble Shooting

Windows is an operating system launched by Microsoft in 2009 as an upgrade to the Windows Vista operating system. This operating system has simplified the task of managing data in a computer. Windows Explorer is the main tool that you use to interact with Windows 7. You need to use the Windows Explorer to view, explore or organize libraries, files and folders.

Libraries is a kind of folder in Windows 7 that allows you to organize your files in one place so they are easy to search and access. A library gathers files that are stored in different locations, but hides the actual location. It displays them as a single collection. Windows 7 provides four default libraries for **Documents, Pictures, Music,** and **Videos**. However, you can customize and create your own libraries based on your needs.

Windows Explorer enables you to display directory structure that includes drives, folders, and files.

STARTING WINDOWS EXPLORER

We can open Windows Explorer in two ways:

- ◆ Right-click on the **Start** button and select **Open Windows Explorer** option. Or
- ◆ Click on the **Start > All Programs > Accessories > Windows Explorer**.

The Explorer window will open. It is divided into two panes as shown in the Figure. The left pane displays the disk drives and folders in a hierarchical order.

The right pane displays the contents of drive/folder that is selected in the left pane. You will find the **▲** and **▷** signs placed before the disk drive or folder name. The **▷** sign indicates that a folder contains sub folders. Double-clicking on the **▷** sign will display the sub folders inside the folder and the **▷** sign changes to **▲** sign. This process is called expanding. If you double-click on the **▲** sign, the expanded sub folders collapse back.

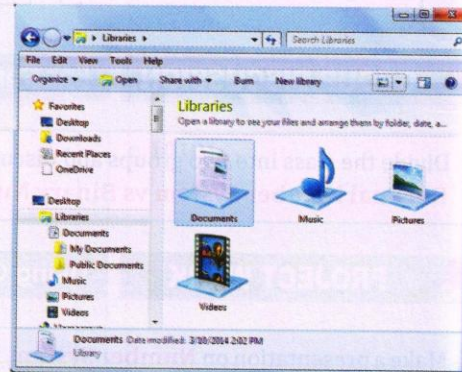


Figure 2.1: Windows Explorer

LET US TRY:

- ◆ Double-click on the **D:** drive. The sub folders of **D:** drive will be expanded in the left pane.
- ◆ Observe that all the sub folders are arranged alphabetically.
- ◆ To access the contents of any folder or file, just double-click on it. The contents of the sub folder that you have selected are displayed in the right pane.

CREATING A LIBRARY

To create your own library, open the Explorer window.

- Select the **New library** option in the toolbar.
- The **New Library** folder appears on the screen. Or Right-click on the **Libraries** button in the Navigation pane.
- Select the **New** option in the Shortcut menu. Click on the **Library** option in the cascading menu.

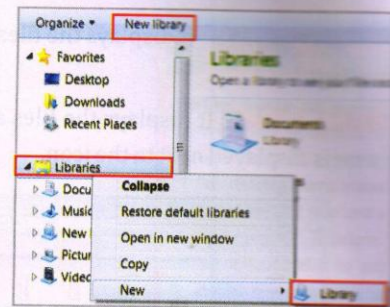


Figure 2.2: Creating a Library

To Customize a Library:

- Right-click on the library, and select the **Properties** option from the Shortcut menu.
- The **New Library Properties** dialog box appears.
- Choose any one option in the '**Optimize this library for**' drop-down menu. (Here we are selecting **General Items** option).

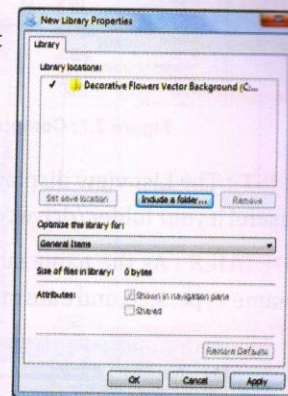


Figure 2.3: Customizing a Library

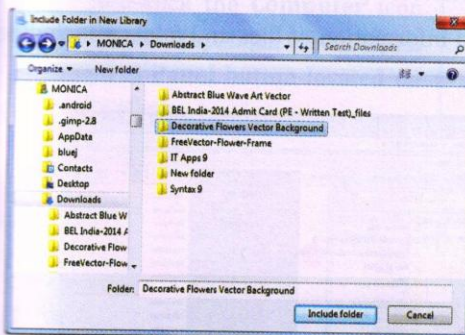


Figure 2.4: Include Folder in New Library

- Click on the **Include a folder** tab. The **Include Folder in New Library** dialog box appears.

- To add folder in the new library, select the folder either from the Navigation pane or from any drive. Click on the **Include folder** button.

- In the **New Library Properties** dialog box, you will notice the selected folder(s) in the **Library locations** pane.

- Click on **Apply** and then **OK**.

VIEWING FILES OR FOLDERS

Windows provides many ways to arrange and identify your files while you are viewing them. The information can be viewed in different modes by clicking on the drop-down arrow of **More options** located on the right hand side of the toolbar.

EXTRA LARGE ICONS: This option displays extra large size icons of the files and folders. Changing to this view is useful if working with images and video files.

LARGE ICONS: This option displays the files and folders as large size icons.

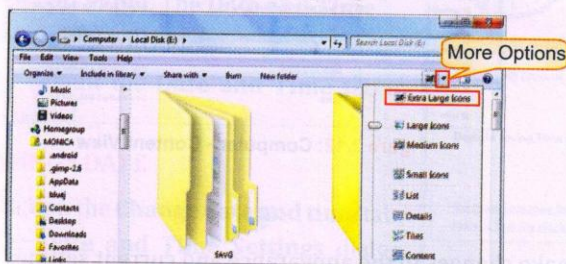


Figure 2.5: Computer - Extra Large Icons View

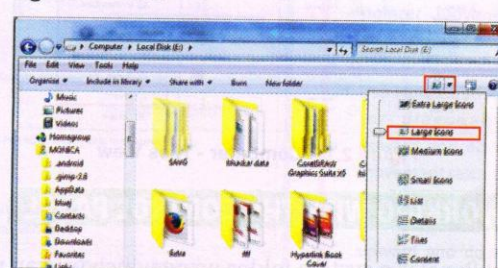


Figure 2.6: Computer - Large Icons View

MEDIUM ICONS : It displays the files and folders as medium size icons, giving you a better idea of the file/folder content.

SMALL ICONS : It displays the files and folders as small icons without a preview of its contents. The file/folder name is displayed next to the icon.

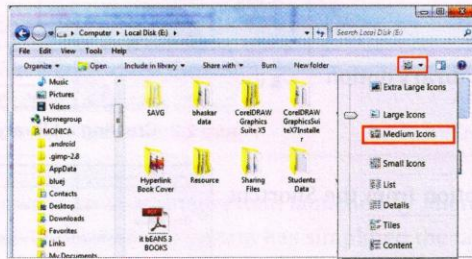


Figure 2.7: Computer - Medium Icons View

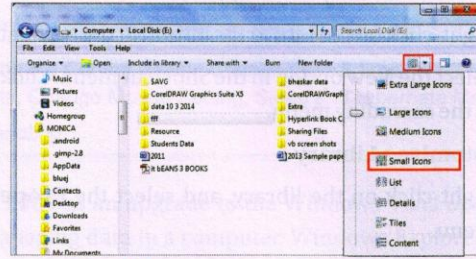


Figure 2.8: Computer - Small Icons View

LIST : The List view displays the contents as a list of files or folders names preceded by small icons. This view is useful if your folder/drive contains many files and you want to scan the list for a particular filename.

DETAILS : As the name suggests, the Details view provides detailed information of files and folders, including name, type, size, and date modified.

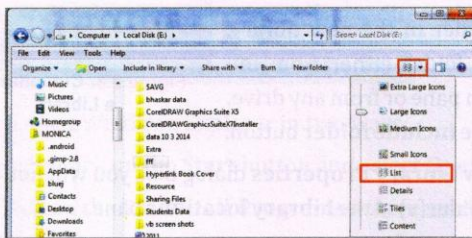


Figure 2.9: Computer - List View

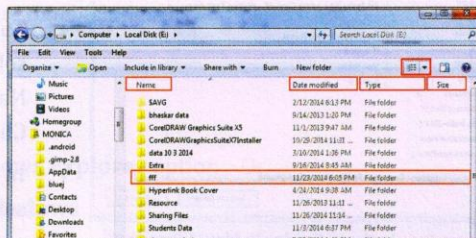


Figure 2.10: Computer - Details View

TILES : This view displays files and folders as medium size icons along with the basic information, such as type and size.

CONTENT : It displays each file and folder on a separate row along with details, like date modified, size, author, etc.

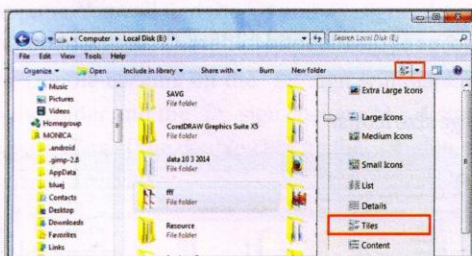


Figure 2.11: Computer - Tiles View

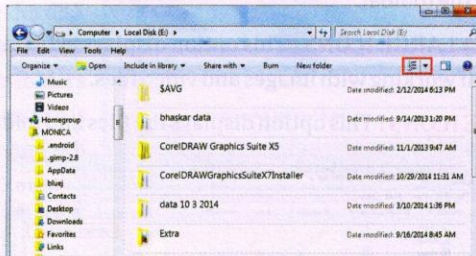


Figure 2.12: Computer - Content View

WORKING WITH THE CONTROL PANEL

Control Panel is a system folder using which we can make changes in the appearance and current settings of the Windows. These may include:

- Appearance and Personalization of the desktop.
- Hardware and Software Setup, and Configuration.
- System and Security.
- Networking and Internet.
- User Accounts and Family Safety.
- Setting Clock, Language and Region.

These settings control nearly everything regarding Windows appearance, internal settings, and personalization. They allow you to set up Windows the way you want.

You can open Control Panel in two ways:

- Click on the **Start** button and select the **Control Panel** option from the right pane. Or
- Double-click the **Computer** icon on the desktop. Click on the **Open Control Panel** button located on the toolbar.



Figure 2.13: View of Control Panel

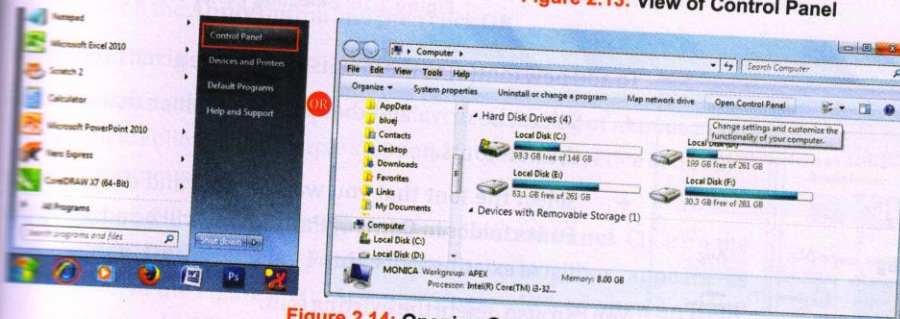


Figure 2.14: Opening Control Panel

CHANGING DATE AND TIME

This option allows you to change the computer's date and time.

- Click on the **Date and Time** option in **Control Panel**. The **Date and Time** dialog box will appear.
- By default the **Date and Time** tab is selected.

TO CHANGE DATE

- Click on the **Change date and time** tab. The **Date and Time Settings** dialog box will appear.

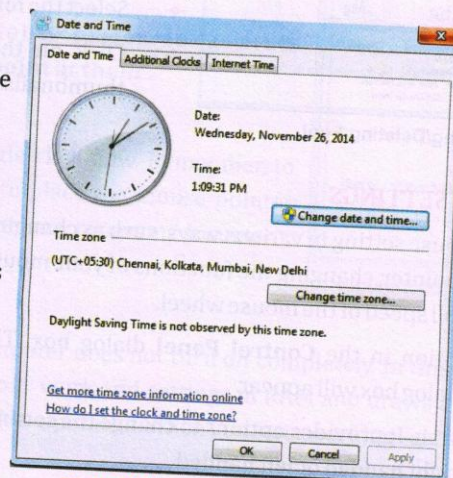


Figure 2.15: Date and Time Settings

Let's Know More

Optical mouse has several benefits over Scroll/Wheel mouse:

- No moving parts mean less wear and tear and a lower chance of failure.
- No way for dirt to get inside the mouse and interfere with the tracking sensors.
- It does not require a special surface, such as mouse pad.

Quick Quiz

Which view displays each file or folder on a separate row along with their detailed information like date, size, author, etc.

Let's Know More

Using Keyboard as Mouse

- Use **Up**, **Down**, **Left**, and **Right** key for mouse pointer movement in the corresponding direction.
- Use **Home** and **End** key for diagonally left upward and downward movement respectively.
- Use **PgUp** and **PgDn** key for diagonally right upward and downward movement respectively.

- ◆ Select the current day in the displayed calendar. You can change the month using the forward/backward arrow buttons present on the calendar.

TO CHANGE TIME

- ◆ To change the hour, select the hour in the text box.
- ◆ Click on the spin arrows to increase or decrease the hours accordingly. Click **OK**.

Similarly, you can change the minutes and seconds.

ABOUT FONTS

Different styles of writing characters/text in a specific size are known as **Fonts**. Some of the popular fonts are Arial, Arial Black, Verdana, Times New Roman, etc. Font settings are used to change the display of text on the screen and the printed text. You can use Font settings in Control Panel to view fonts, add new fonts, or delete existing fonts.

Let us see an example here:

- ◆ Click on the **Fonts** folder in **Control Panel**. The **Fonts** window appears.
- ◆ To view the sample of a font, double-click on any given font.

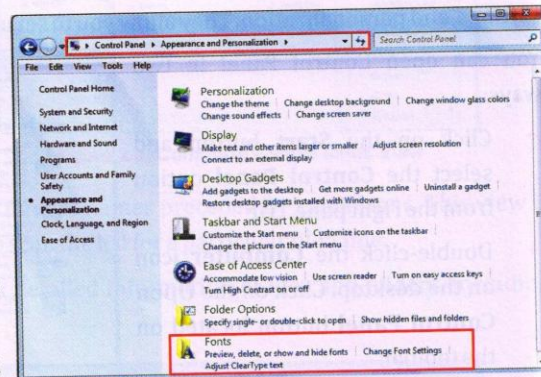


Figure 2.16: Selecting Fonts Category

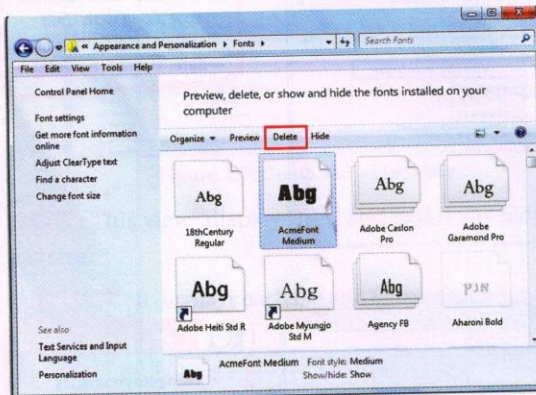


Figure 2.17: Inserting/Deleting Font

To add new font(s) to the font list, follow the given procedure:

- ◆ Select the drive and then open the folder that contains the new fonts.
- ◆ Select the font that you want to add, and drag it to the **Fonts** folder in **Control Panel**. Font will be added in the list of existing fonts.

You can also delete the existing font.

- ◆ Select the font that you want to delete.
- ◆ Click on the **Delete** button present above the font thumbnails.

CHANGING THE MOUSE SETTINGS

You can customize your mouse setting in various ways, such as changing the appearance of mouse pointer, changing the functions of your mouse buttons or altering the scroll speed of the mouse wheel.

- ◆ Select the **Mouse** option in the **Control Panel** dialog box. The **Mouse Properties** dialog box will appear.
- ◆ Click on the **Buttons** tab. It provides options to change the settings of mouse buttons to right handed or left handed.



Figure 2.18: Selecting Mouse Option

- ✦ Under **Button configuration** section, select the checkbox to make changes in the button on the right (the one you use for primary function such as selecting and dragging).
- ✦ To change the double-click speed of your mouse, drag the slider towards left to make it slow and towards right to make it fast. To test the speed, double-click the folder given on the right side. If the folder does not open or close, try using a slower setting.
- ✦ To change the appearance of your mouse pointer, click on **Pointers** tab. Here you can change the size, colour and shape of your mouse pointers.
- ✦ To change the pointer, select the kind of pointer you wish to have. Then select the **Browse** tab and double-click on the file name of the chosen pointer. Watch the preview. Click on the **Apply** button and then click **OK** to save the changes.
- ✦ If you prefer to have the original set of pointers, click on **Use Default** tab to return to default pointers.
- ✦ To adjust the speed of your mouse pointer, click on the **Pointer Options** tab.
- ✦ Drag the slider from slow to fast under the **Motion** section.
- ✦ Click on the **Apply** button and then click **OK**.

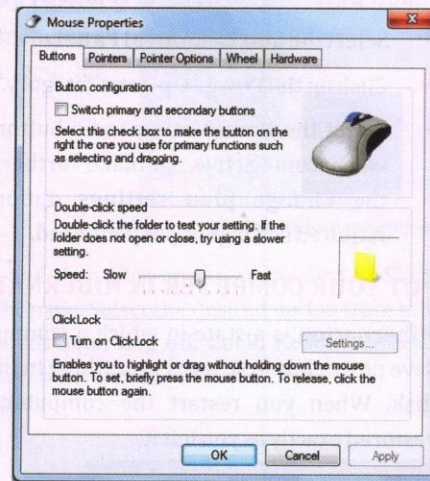


Figure 2.19: Mouse Properties Dialog Box

WHY TO DOUBLE-CLICK THE MOUSE?

Windows has a feature to replace double-click setting of a mouse with single-click. Follow these simple steps and forget the practice of double-clicking the mouse forever.

- ✦ Click on the **Start** button and open **Control Panel**. Click on the **Folder Options**. The **Folder Options** dialog box appears as shown in the Figure 2.20. Activate 'Single-click to open an item' option under 'Click items as follows' section.
- ✦ From the Single-click sub-options, prefer to activate 'Underline icon titles only when I point at them'.
- ✦ Click on **Apply** and then click **OK**.

Enjoy the experience of working with single-click now. Remember, to select any item from a list, you just have to place the mouse-pointer there. The item would be highlighted. To open any program/document, just click on it.

PUT YOUR COMPUTER IN SLEEP MODE

Sleep is a power saving state wherein a computer does not turn off completely. In this process monitor and hard disk are turned off, but the computer puts our work and settings in RAM and draws a small amount of power. It allows a computer to quickly resume full-power operation when you start working again.

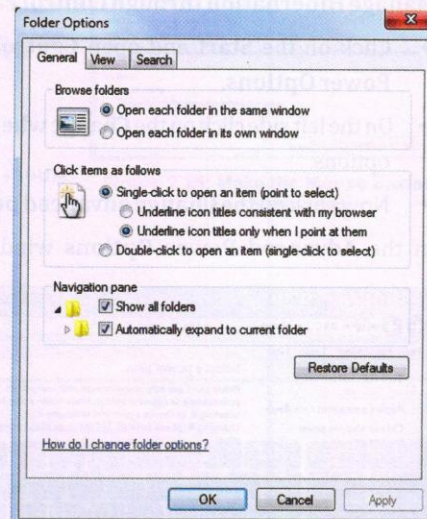


Figure 2.20: Folder Options Dialog Box

Follow these steps to put your computer in Sleep mode:

- ◆ Select the **Start > Control Panel**.
- ◆ Click on the **Power Options** category.
- ◆ Select the **Power saver** radio button. The Sleep mode will become active. To make further changes, click on the **Change plan settings** option and select the required settings as per your need.

PUT YOUR COMPUTER IN HIBERNATE MODE

Hibernation is a state in which a computer shuts down to save power but first saves everything in the memory on hard disk. When you restart the computer, your desktop is restored exactly as you left it.

Enable or Disable Hibernation

Using the Command Prompt might be the easiest way to enable or disable Hibernation.

- ◆ Click on the **Start** button and type **cmd** into the Search box.
- ◆ The **Administrator** Window appears. Type the command: **powercfg /hibernate on** and press **Enter** key.
- ◆ Now type **exit** and then press **Enter** to close this window.

Manage Hibernation through Control Panel

- ◆ Click on the **Start** and open **Control Panel**, then click on **Power Options**.
- ◆ On the left side click on the **Change when the computer sleeps** options.
- ◆ Now click on the **Change advanced power settings** option.

In the **Advanced Power Options** window expand the **Sleep** tree, then expand **Hibernate after** and change the minutes to zero to turn it off. Or you can specify the amount of minutes you want to pass before it goes into hibernation. After you have made your selection, click on **Apply** and then click on **OK**. Now close all of the remaining screens.

Where is Hibernation?

What if you try the command-line option to turn it on and the Hibernation mode is still not available? Then the next desired step should be to disable **Hybrid Sleep** by expanding the **Allow hybrid sleep** and turning it **Off**.

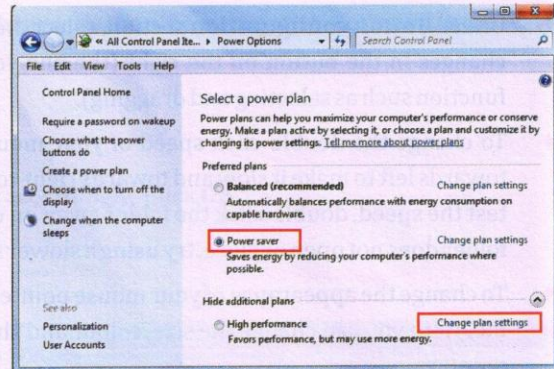


Figure 2.21: Power Options Properties

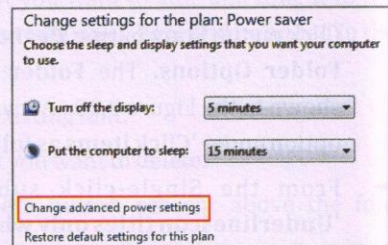
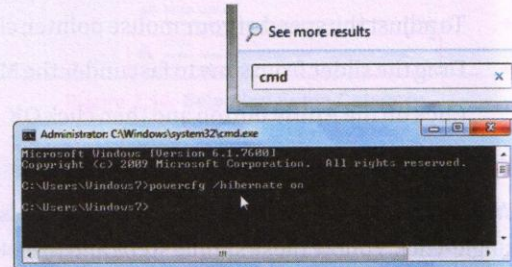


Figure 2.22: Turning Off Hibernation after Option

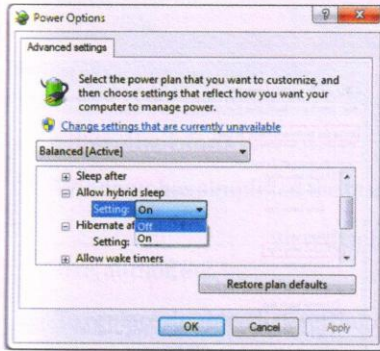


Figure 2.23: Turning Off the Allow Hybrid sleep option

Now you will have **Hibernate** as a part of the **Power Options** in the **Start** menu and will also get an option when you hit **Ctrl+Alt+Del**.

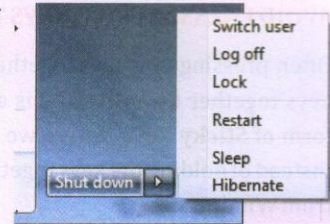


Figure 2.24: The Hibernate option



Click on the **Start** button and then click on the arrow next to **Shut down** at the bottom of right pane. Select the desired option from the displayed list, such as **Switch user**, **Log off**, **Lock**, **Restart**, **Sleep**, **Hibernate**, etc. to put the computer into the selected mode.

➔ TROUBLE SHOOTING

MY MOUSE IS NOT WORKING

Assume that you are doing some important work on your computer, and suddenly the mouse stops working. Do not Panic. Windows has a feature to help you out of this problem.

Follow these steps to make your keyboard function like a mouse.

- ✦ Click on the **Ease of Access Center** category from the **Control Panel** window.
- ✦ Select the **Make the mouse easier to use** option. Click and activate the checkbox **Turn on Mouse Keys**. Or
- ✦ Select the **Set up Mouse Keys** option.
- ✦ With the **NUM LOCK** in **Off** mode, you can use numeric keypad for mouse functions. Click on the **Apply** button and then click on **OK**.

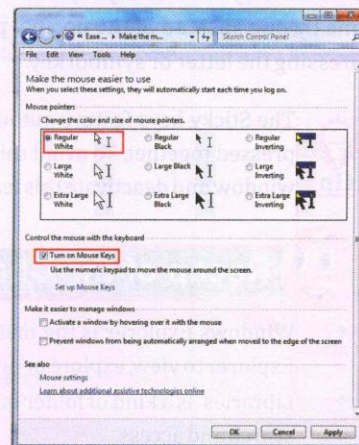


Figure 2.25: Make the Mouse Easier to use Window

USING ON-SCREEN KEYBOARD

Now let us consider the reverse scenario. The keyboard has stopped working, but the mouse is working. Windows has an On-Screen keyboard, which can be operated with a mouse.

- ✦ Start the application where you wish to use keyboard.
- ✦ Select the **Start > All Programs > Accessories > Ease of Access** options, and select the **On-Screen Keyboard** option.
- ✦ A digital keyboard will be displayed on the screen as a window.
- ✦ Click on the desired keys and the effect would be displayed in the application.

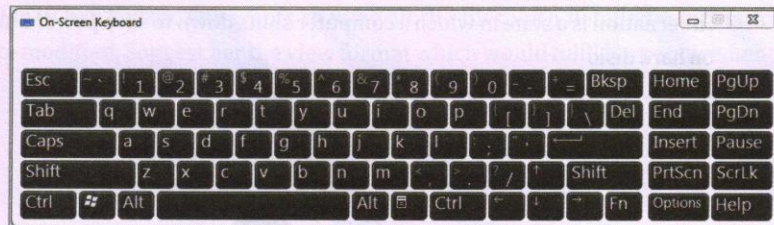


Figure 2.26: On-Screen Keyboard

AVOID PRESSING TWO KEYS TOGETHER

Often pressing two keys together (Oops! sometimes, we have to press three keys together Ctrl+Alt+Del) is a problem. Windows offers a solution in the form of **Sticky keys**, where we can press the combination keys one by one, instead of holding the keys together. Follow these steps to activate this feature from Windows:

- ◆ Click on the **Start > Control Panel > Ease of Access Center**.
- ◆ Select the **Make the keyboard easier to use** option. Activate **Turn on Sticky Keys** by clicking on the checkbox.
- ◆ Click on the **Apply** button and then click on **OK**.

Now try out different key combinations. For example, if the Caps Lock is set in Off mode, try to write any capital letter by pressing **Shift** key and the letter key one by one, instead of the normal process of holding down the Shift key and pressing the letter or symbol key.



tip

The Sticky keys feature automatically deactivates itself, if two keys are pressed together. To avoid this, click on **Set up Sticky Keys** in the same window and deactivate this feature under **Options** section.

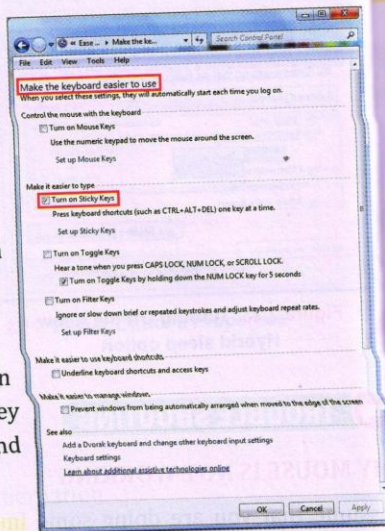


Figure 2.27: Make the keyboard easier to use Properties



Recap of the Chapter

- ◆ Windows Explorer is the main tool that you use to interact with Windows 7. You need to use the Windows Explorer to view, explore or organize libraries, files and folders.
- ◆ Libraries is a kind of folder in Windows 7 that allows you to organize your files in one place so they are easy to search and access.
- ◆ Windows 7 provides four default libraries for Documents, Pictures, Music and Videos.
- ◆ Control Panel is a system folder using which we can make changes in the appearance and current settings of the Windows.
- ◆ Sleep is a power saving state wherein a computer does not turn off completely. In this process monitor and hard disk are turned off but the computer puts our work and settings in RAM and draws a small amount of power.
- ◆ Windows has an On-Screen keyboard which can be operated with a mouse.
- ◆ Hibernation is a state in which a computer shuts down to save power but first saves everything in the memory on hard disk.



Brain DEVELOPER

A. Fill in the blanks:

1. Windows has simplified the task of in computer.
2. view displays each file and folder on a separate row along with details, like data modified, size, author, etc.
3. To replace double-click setting of a mouse with single click, select the option in Control Panel.
4. With Numeric keypad in mouse mode, the key is used for diagonally left-upward movement.
5. is a state in which a computer shuts down to save power but first saves everything in the memory on hard disk.

HINTS

- Folder
- Hibernation
- Content
- Managing data
- Home

B. State True or False:

1. Libraries is a kind of folder in Windows 7.
2. Date and Time once stored in a computer cannot be changed.
3. The Sticky keys feature automatically deactivates itself if two keys are pressed together.
4. There are three panes in Windows Explorer.
5. Small Icon view is used to view the detailed information about files and folders.

<input type="checkbox"/>
<input type="checkbox"/>
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C. Application Based Questions:

1. Ritu has to complete her assignment and submit it on next day. While typing, the keyboard of a computer system has stopped working. Suggest her the alternate to complete the assignment.
.....
2. Meenakshi has stored various files in her laptop. She wants to view all the files with detailed information including name, type, size and date modified. Suggest her the view format which would fulfil her requirement.
.....

D. Multiple Choice Questions:

1. folder in Windows 7 allows you to organize your files in one place.
a. Library b. Documents c. Computer
2. is a power saving state that allows a computer to quickly resume full-power operation when you start working again.
a. Sleep b. Busy c. Hibernate

3. _____ is a system folder using which we can make changes in the appearance and current settings of Windows.
a. Accessories b. Control Panel c. Power Options
4. _____ view displays files and folders as medium size icons along with the basic information, such as type and size.
a. Small Icons View b. Medium Icons View c. Tiles View

E. Answer the following:

1. What do you know about Windows Explorer?
.....
.....
2. Name the different View formats. Briefly explain any two Views.
.....
.....
.....
3. How will you set the Date and Time for your computer?
.....
.....
.....
4. What is Sleep mode?
.....
.....
.....
5. What is the importance of Control Panel in Windows?
.....
.....
.....

ACTIVITY SECTION



LAB SESSION

Perfection Through Practice



A. Viewing and Managing Files and Folders

- ◆ Open Windows Explorer and select **Documents** folder. Click on the **More options** drop-down arrow to move through different sizes of icons.
- ◆ Arrange the files/folders in the **List view**.