

VMEU 312 Computer Literacy

2015/2016 Batch

Faculty of Veterinary Medicine & Animal Science

Windows Basics

Exercise 1

1. View your “system properties” and make a note of the operating system type and version number, plus the amount of installed RAM (Random-Access Memory).
2. Change the windows background using available picture and set the background colour to blue.
3. Add Following Desktop Icons to the Desktop **Computer, Recycle Bin, User’s Files, Control Panel, Network.**
4. Using **Get Started**, get help relating to ‘**keyboard shortcuts**’ within Windows.
5. Arrange the icons on your desktop by the date modified.
6. Change icons and notifications appear on system Tray using system settings.
7. Create a Desktop shortcut icon for the **Microsoft Excel** application
8. Resize, Move, Pin to Task Bar Pin to Start and Unpin from start of the Apps in **Right pane** of the Start menu. (Windows 10)
9. Open the WordPad program (without closing the Calculator) and make sure that you can identify the following components:
 - a. title bar,-
 - b. menu bar,-
 - c. toolbar,-
 - d. status bar,-
 - e. scroll bar.
10. Experiment with collapsing, expanding and resizing the windows.
11. Experiment with moving the window.
12. Add **Virtual Desktop** using Task View Feature (Windows 10)
13. Open other programs such as the **Calculator** and **Notepad**, and then practice switching between the program windows.
14. Experiment with changing the double click speed of your mouse.
15. Change the pointer of the mouse when it is busy to a pointer of your choice.
16. Setup your mouse to display pointer trails.
17. Set **Screen saver** (windows 10 using Lock Screen), Screen saver should be activated after 3 minutes’ inactivity
18. Experiment by activating the **Tablet Mode**. (Windows 10)

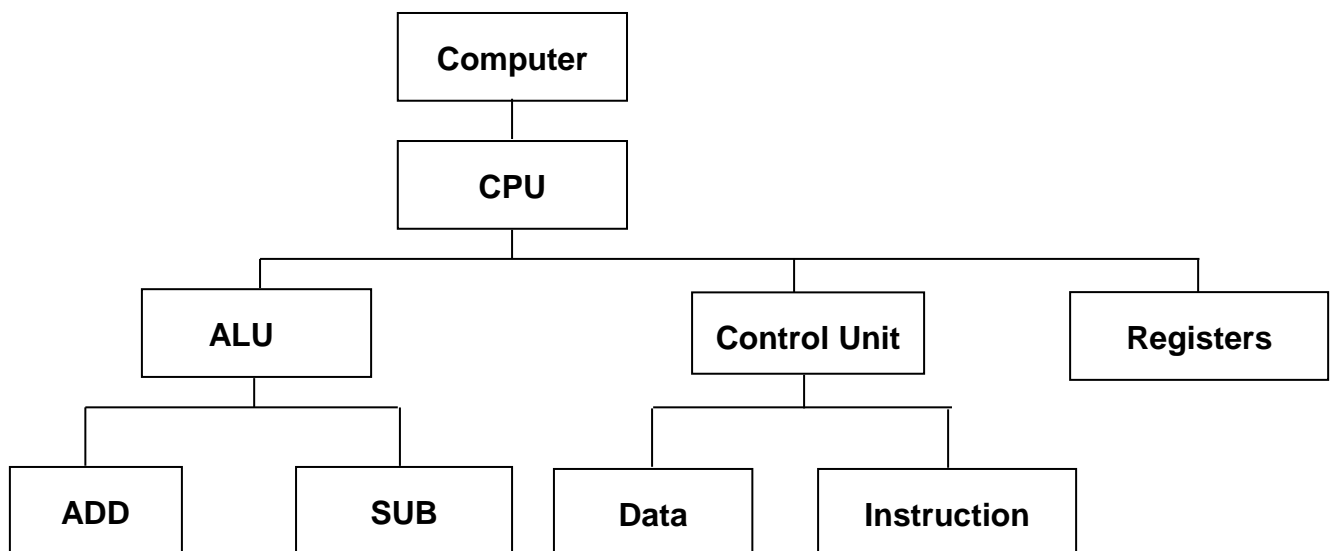
Exercise 2

1. Create a New folder in **Desktop** by using **Your Registration Number**
N.B. VETXXXXX where VETXXXXX is your registration number (Do not use “/” symbol.)
2. Open WordPad and enter your name into the application. Save the file as **myfirst** inside the VETXXXXX folder.
3. Close WordPad.

4. Get a copy of your desktop into the clipboard by using the Print Screen facility.
5. Paste the desktop into Paint.
6. Label the My Computer(This PC) and Recycle Bin items in the diagram.
7. Draw a circle around the My Computer(This PC) icon.
8. Save the diagram as **mydrawing** inside the VETXXXXX folder.
9. Re-open WordPad, and reopen the document you previous created, i.e. **myfirst**.
10. Insert the picture in **mydrawing** into the **myfirst** file.
11. Save the **myfirst** file again.
12. Change the font of your name to Arial size 28 bold.
13. Save the file with the new name **mysecond** inside the VETXXXXX folder.

Exercise 3

1. Open the Windows Explorer program and spend some time exploring the contents of your disk.
2. Create the following folder structure inside the VETXXXXX



3. Use the File Explorer to view the contents of the **VETXXXXX** folder and set the view display so that file details are displayed.
4. Determine how many files are contained within the **VETXXXXX** folder (including sub-folders of this folder)
5. Determine how many word-processing files are contained within the **VETXXXXX** folder (including subfolders of this folder).

6. Determine how many word-processing files are contained within the **VETXXXXX** folder (without including the subfolders of this folder).
7. Practice sorting the files listed by name and also by type.
8. Find the file **myfirst** file created in part 2 of
9. Exercise 2 and rename it to **mythird**.
10. Make the **mythird** file read-only. Try modifying the contents of the file and saving it.
11. Make a new folder **ALU2** in **VETXXXXX** and copy the all the files of **VETXXXXX** folder to **ALU2**.
12. Select a file in **ALU2** folder and move it to **ALU** folder
13. Delete all files in **ALU2** folder and restore them back from the recycle bin.
14. Search all word files in **VETXXXXX** Folder.
15. Search for all files whose name starts with 'a' in **VETXXXXX** Folder.
16. Search for all files created this year in **VETXXXXX** Folder.
17. Compress all the files in the folder called **ALU2** and save the files as a ZIP file called **ALU2Zip**.
18. Extract the files in **ALU2Zip** to a new folder called **MyFolder** in **VETXXXXX**.
19. Setup the folder properties so that each folder is opened in a new window.
20. Setup the folder properties so that the entire file path is displayed in the title bar.

Exercise 4

1. Share a directory of personal files and apply permissions allowing only one user to read and change the files in it. Map the shared directory as a network drive in another networked computer. Disconnect it.
2. Use Windows backup (File History) and recovery tools to backup some of the directories of your system (preferably into another networked computer) and restore them in another location. Check the possibility of automating the backup process.
3. Use the Virus scanning program installed on your computer to scan the My Documents folder of your machine.