

Working with computers

**Computer Centre
Faculty of Medicine**



UNIVERSITY OF KELANIYA

When you use computers...

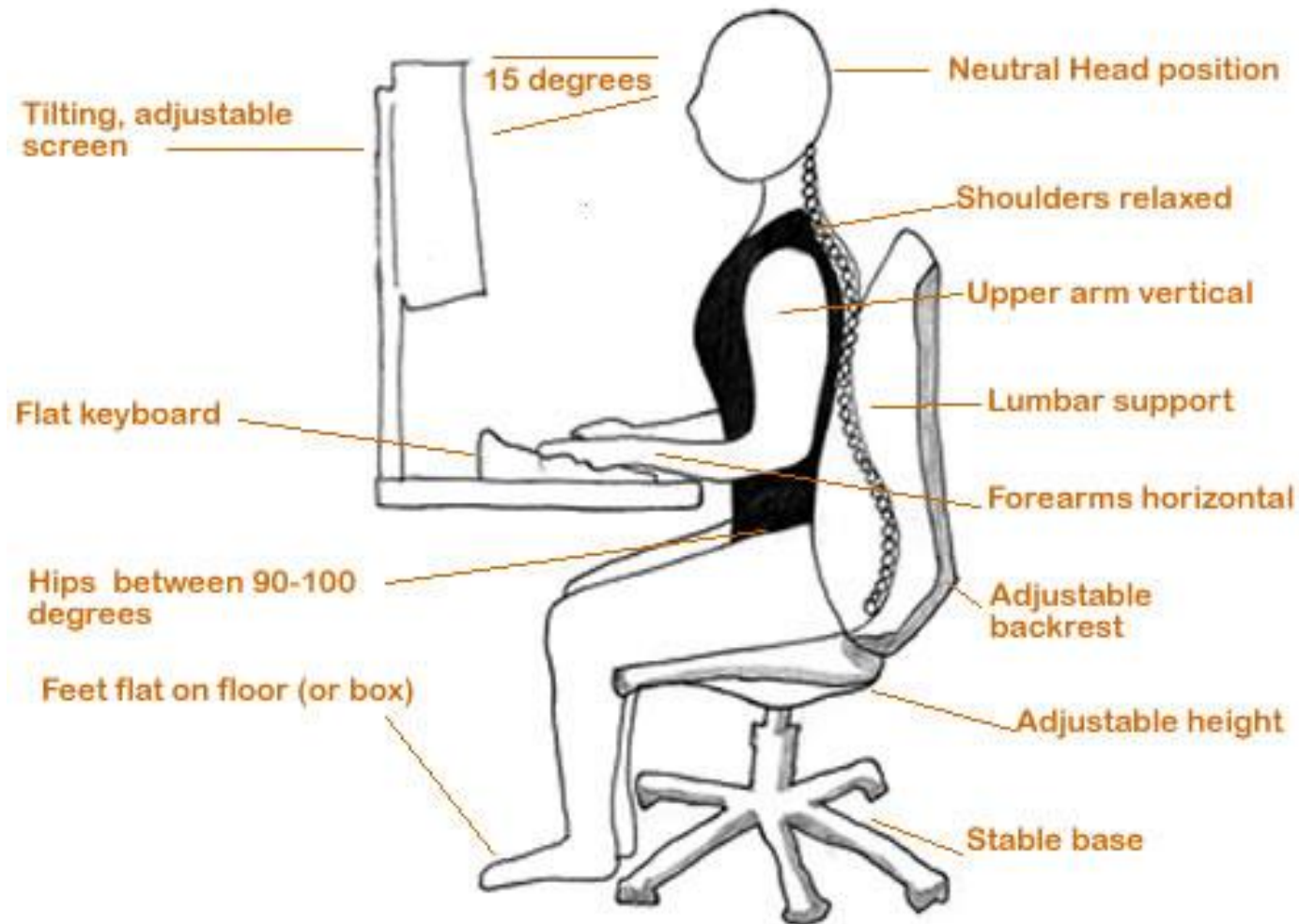
- Comfortable
- Productive



Comfortable...



Comfortable...



Uncomfortable...

- You may experience occasional discomfort in your hands, arms, shoulders, neck, or other parts of your body
- Persistent or recurring discomfort, pain, throbbing, aching, tingling, numbness, burning sensation, or stiffness
- Bad posture
 - Carpal tunnel syndrome
 - Tendonitis
 - Tenosynovitis

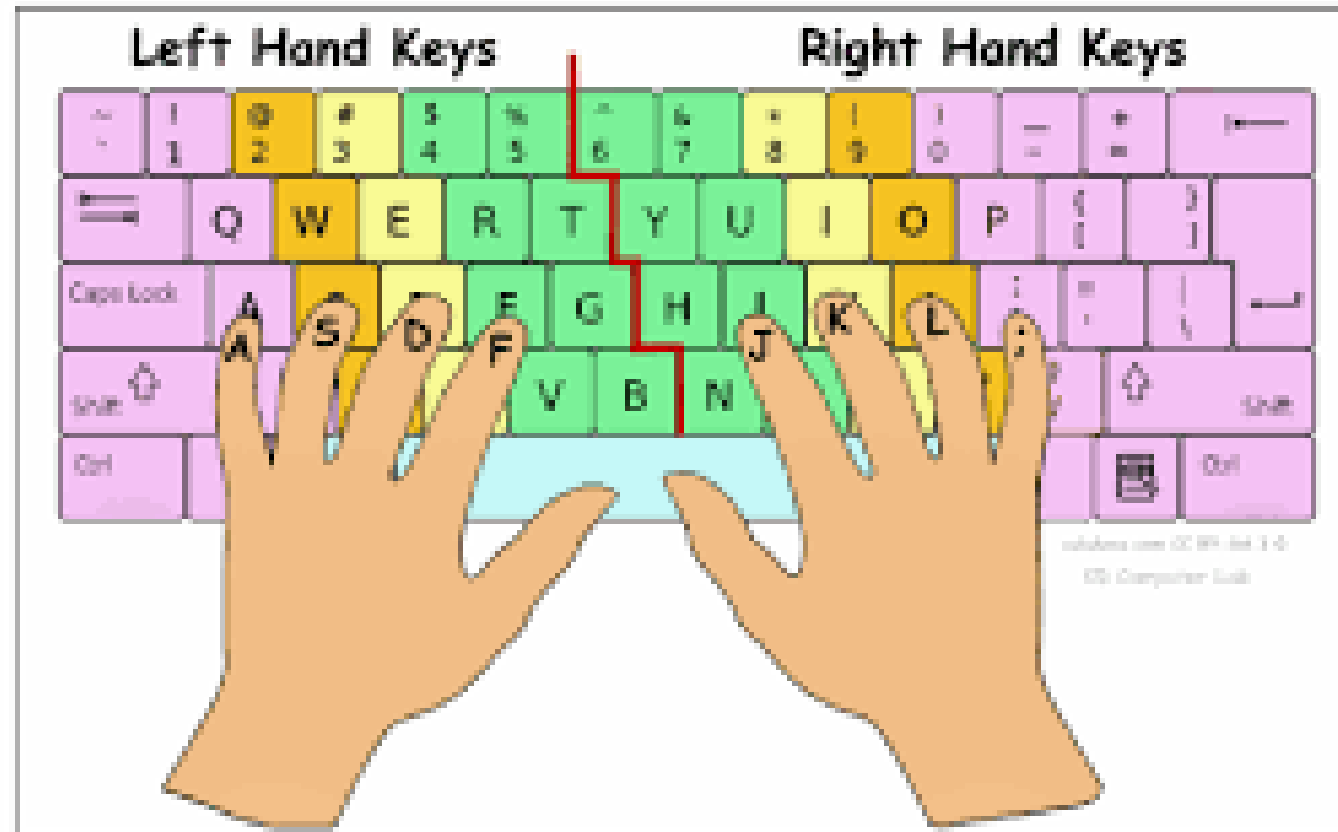


Productive...

- **? How** – biggest productivity gains from touch-type.



Proper Finger Placement on the Keyboard

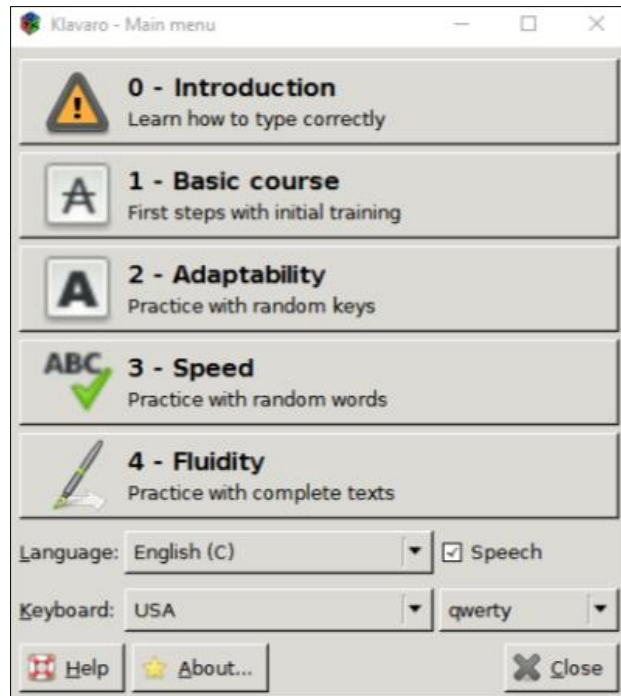


Typing Master



<http://www.typingmaster.com/typing-tutor/free-download.html>

Klavaro



<http://klavaro.sourceforge.net/en/index.html>



Voice Typing to avoid typing hassles

The screenshot displays the 'හෙළකුරු Keyboard' web application. The browser address bar shows 'helakuru.lk/keyboard'. The interface features a blue sidebar on the left with navigation options: 'Home', 'Keyboard', 'විද්‍යා', 'කොරෝනා තතු', and 'විවේදන'. The main content area is titled 'හෙළකුරු Keyboard' and includes a 'සිංහල phonetic' dropdown menu, a microphone icon for voice input, and font selection options for 'UNICODE FONT' and 'LEGACY FONT'. The current font is 'un bindumathi'. A text input field contains the Sinhala text 'වොයිස් රිකෝඩ් ලංකාවේ විදිහට'. At the bottom right, there are three buttons: 'Convert', 'Copy Text', and 'Clear'. The application is powered by 'Bhashia'.

Windows 10



- **What is an Operating System ?**

The operating system (OS) is the most important program that runs on a computer. Every computer must have an operating system to run other programs and applications.

http://www.webopedia.com/TERM/O/operating_system.html

- **What is Windows 10?**

Windows 10 is a personal computer operating system developed and released by Microsoft.



Windows Operating System released by Microsoft.



Windows 1.0 (1985)



Windows NT (1993)



Windows 95/98 (1995)



Windows 2000 (1999)



Windows XP (2004)



Windows Vista (2005)



Windows 7 (2009)



Windows 8 (2012)



Windows 10(2015)



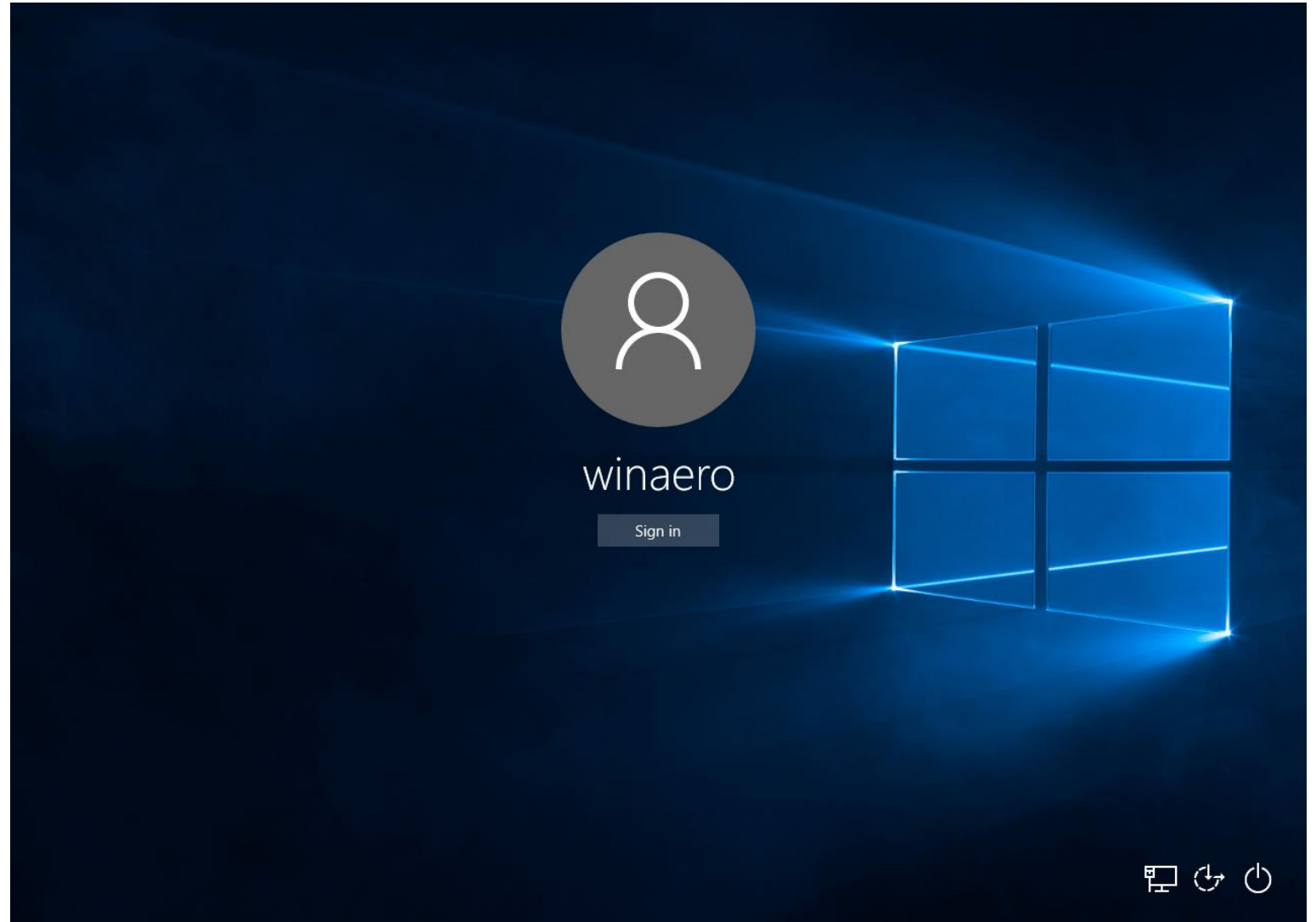
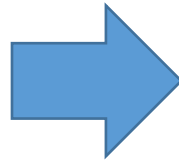
Windows 11(2021)

www.techgenra.com

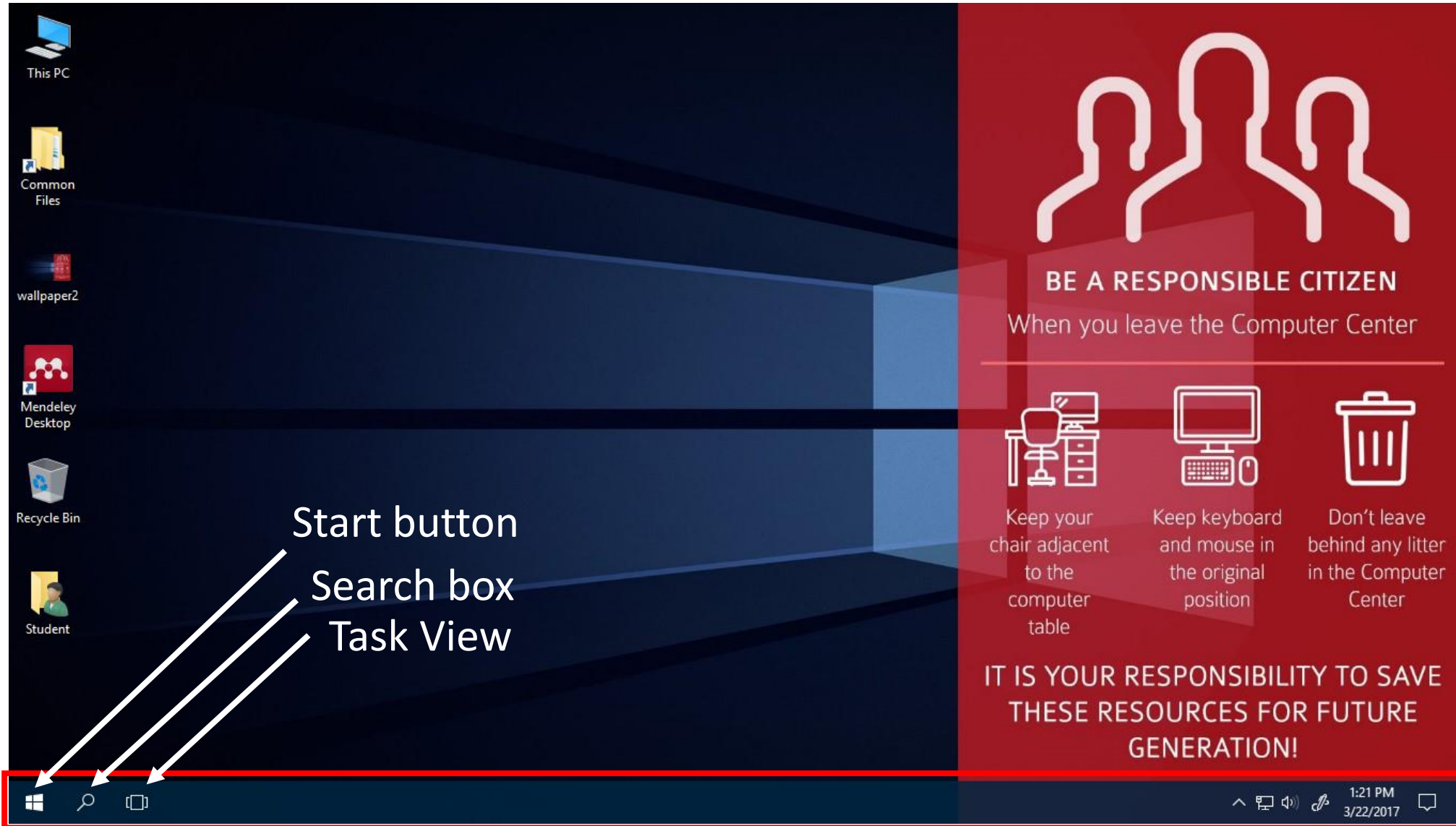


Win 10 logging screen

Power on the PC



After the logging



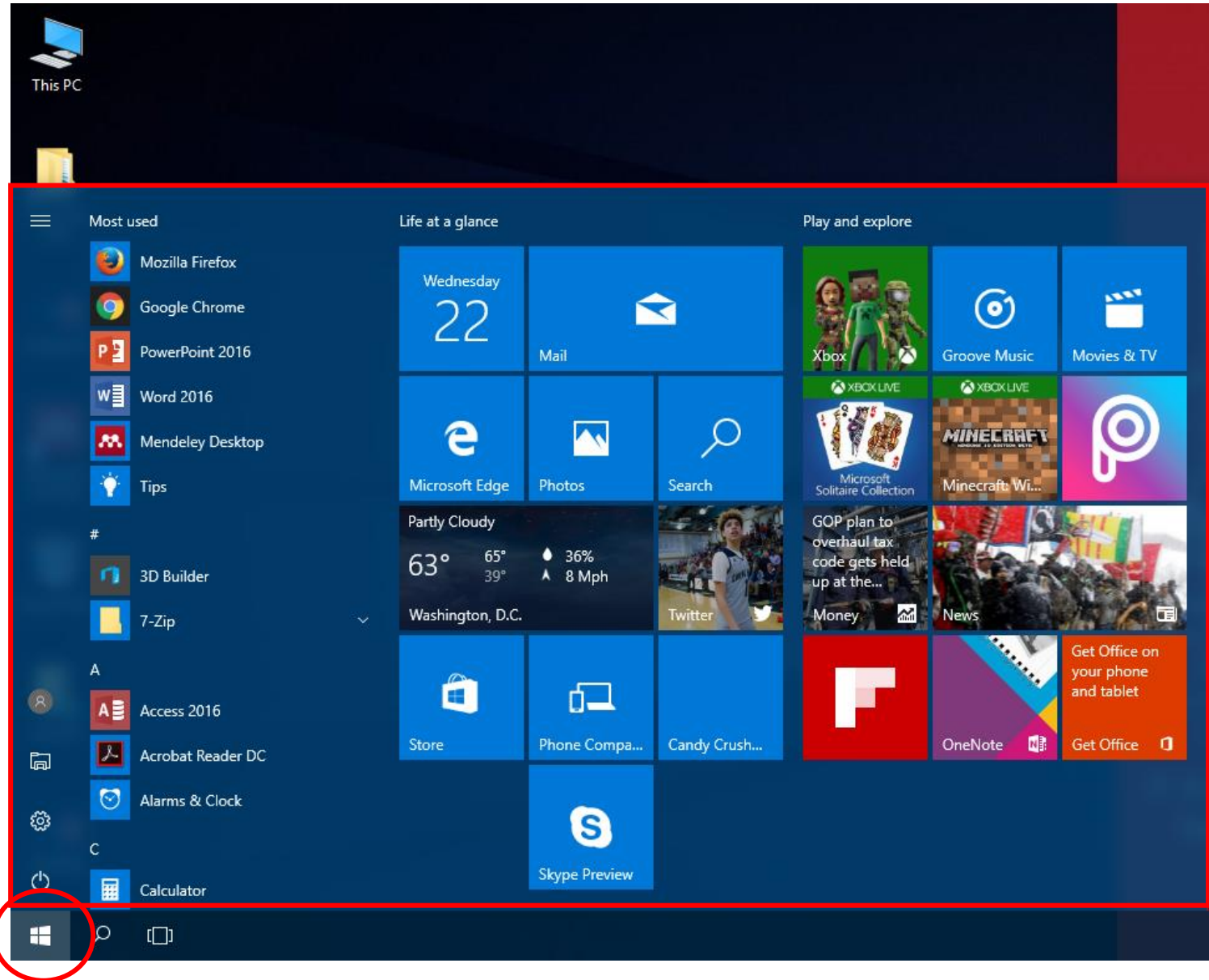
Start button

Search box

Task View

Taskbar

Start Menu & Start button



The image shows a Windows 10 desktop environment. The Start Menu is open, displaying a list of applications under 'Most used', a 'Life at a glance' section with weather and news, and a 'Play and explore' section with various tiles. The Start button is circled in red in the bottom-left corner of the taskbar.

Most used

- Mozilla Firefox
- Google Chrome
- PowerPoint 2016
- Word 2016
- Mendeley Desktop
- Tips

Life at a glance

Wednesday 22

Mail

Microsoft Edge

Photos

Search

Partly Cloudy

63° 65° 39°

36% 8 Mph

Washington, D.C.

Twitter

Store

Phone Compa...

Candy Crush...

Skype Preview

Play and explore

Xbox

Groove Music

Movies & TV

Microsoft Solitaire Collection

Minecraft Wi...

Get Office on your phone and tablet

Get Office

News

Money



BE A RESPONSIBLE CITIZEN

When you leave the Computer Center



Place your adjacent to the computer table



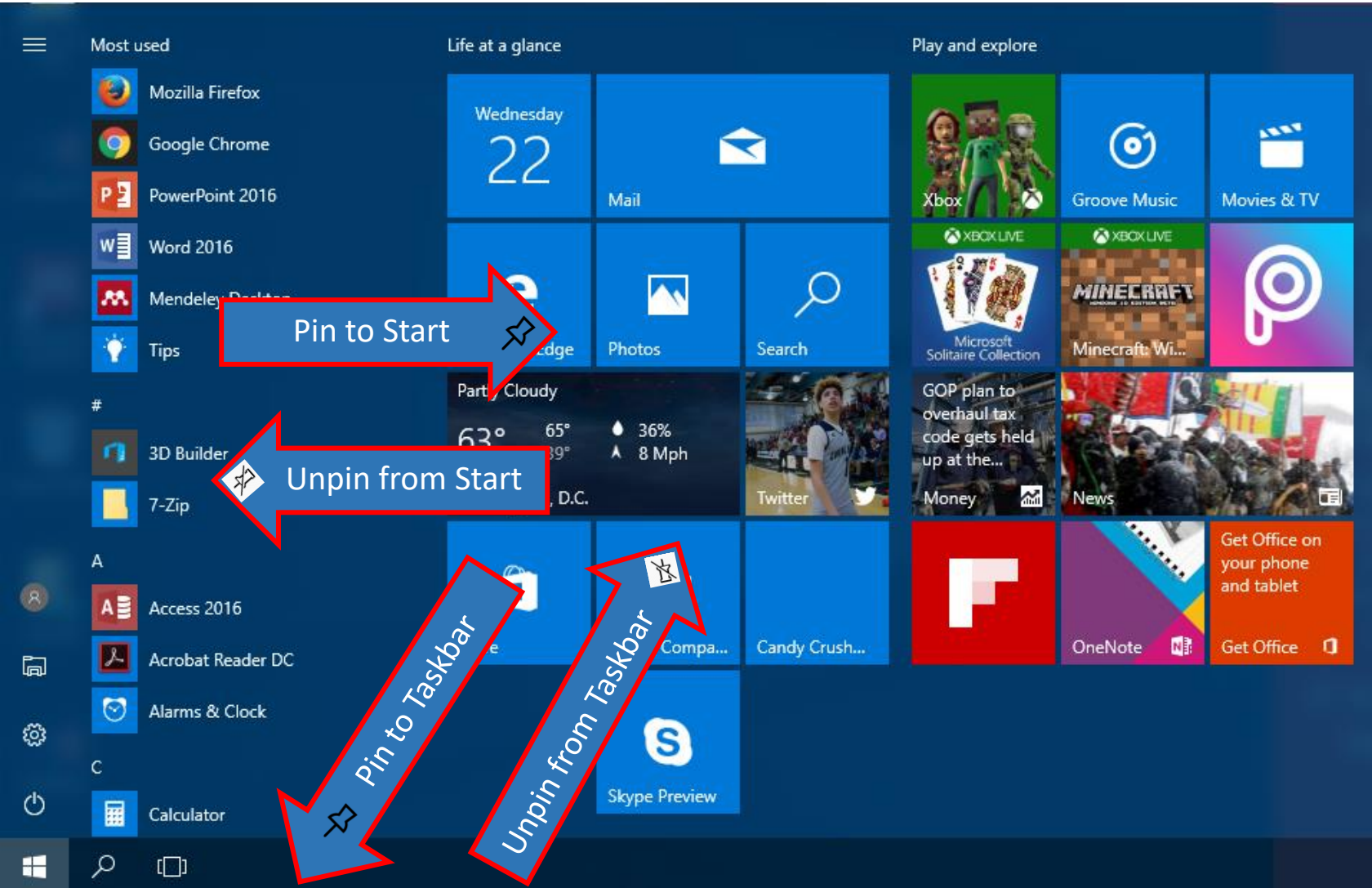
Keep keyboard and mouse in the original position



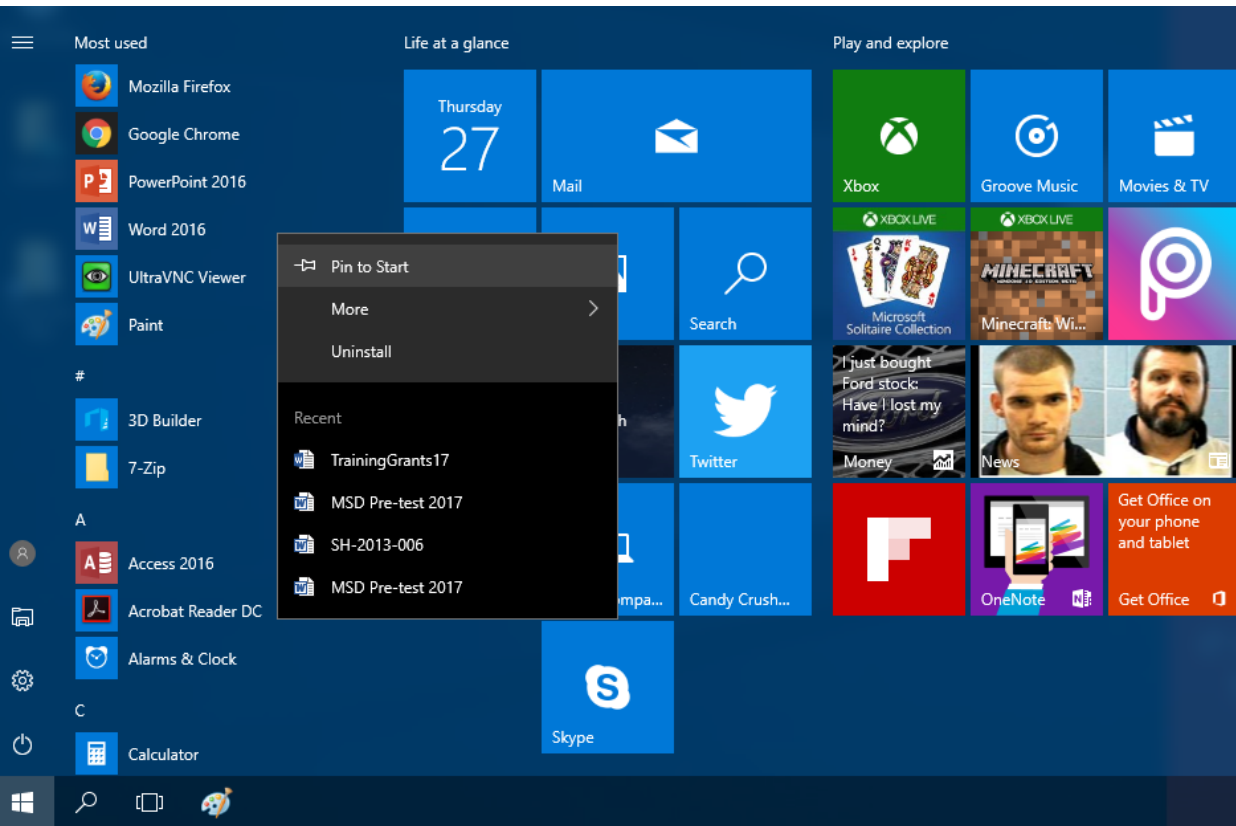
Don't leave behind any litter in the Computer Center

YOUR RESPONSIBILITY TO SAVE THESE RESOURCES FOR FUTURE GENERATION!

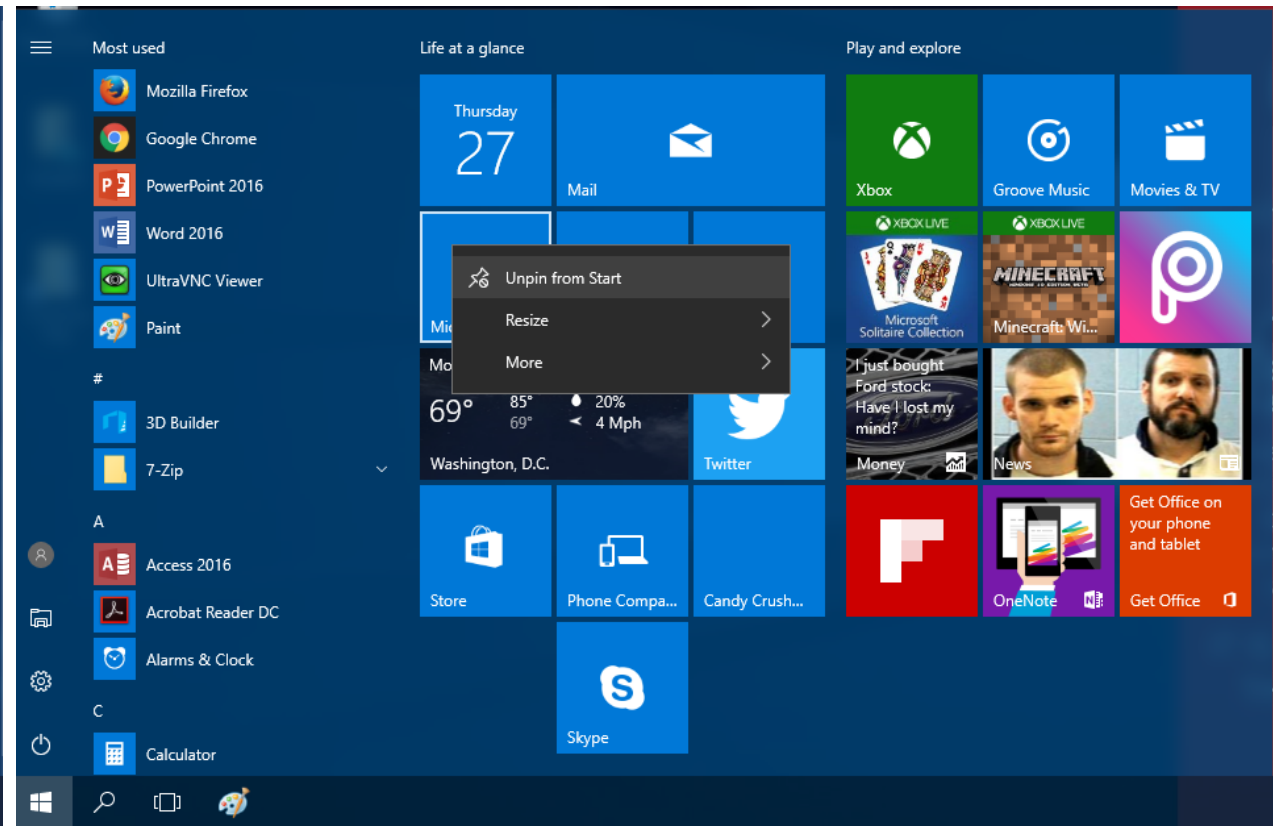
Pin/Unpin tiles



Pin to Start



Unpin from Start



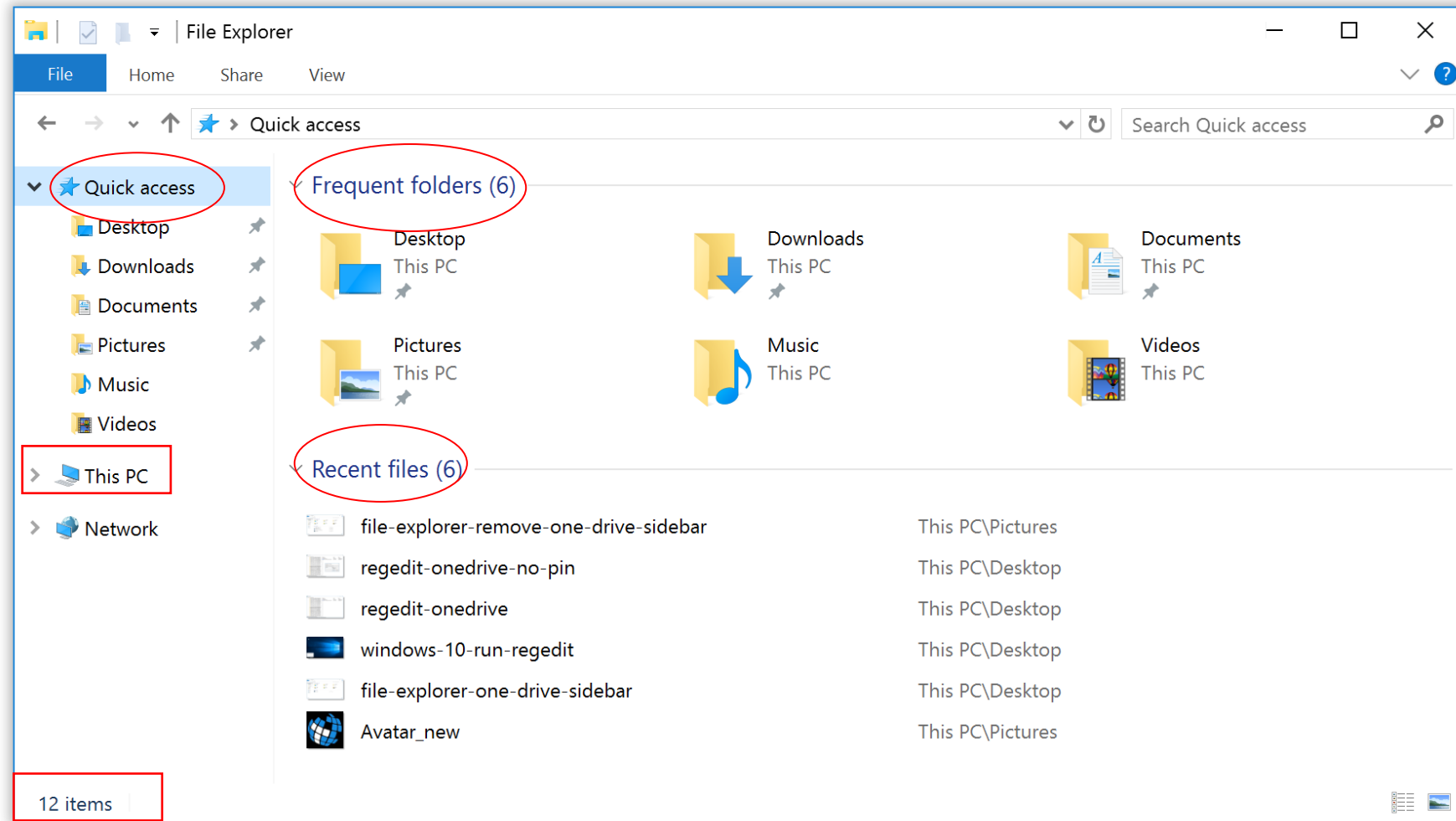
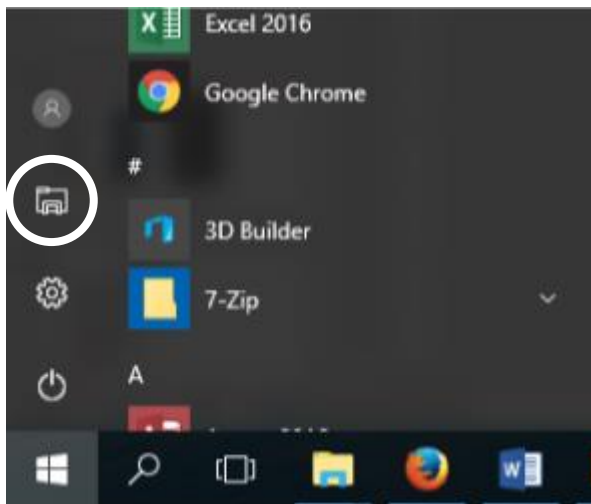
Pin to Taskbar

Unpin from Taskbar



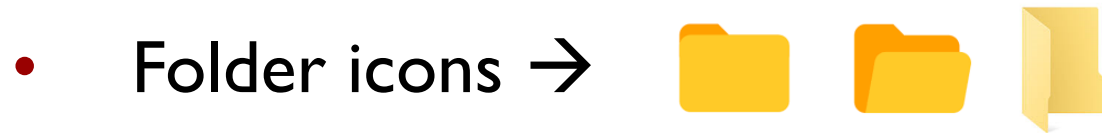
• What is File Explorer?

It provides a graphical user interface for accessing the **files and folders** in the computer (file systems).

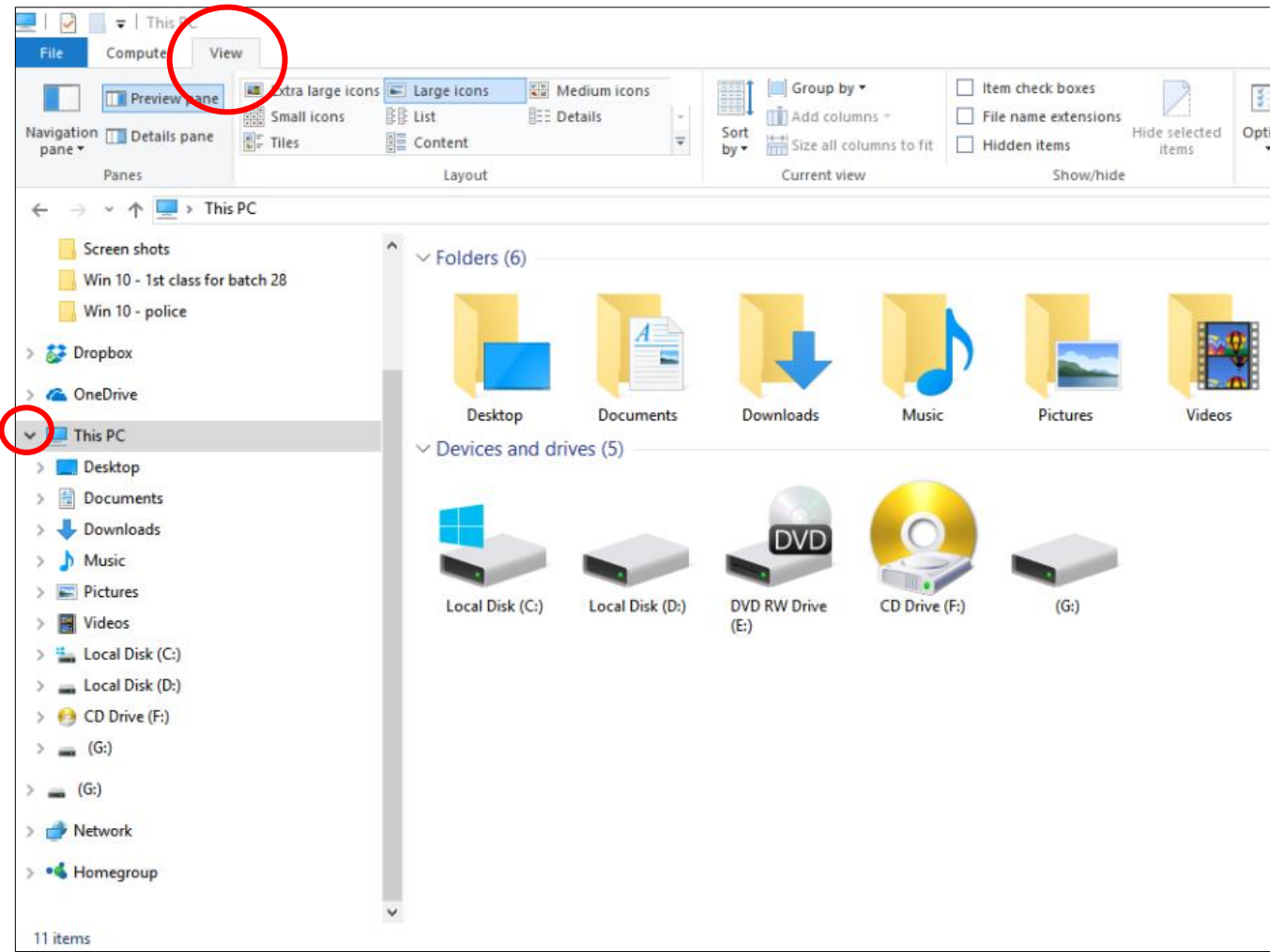
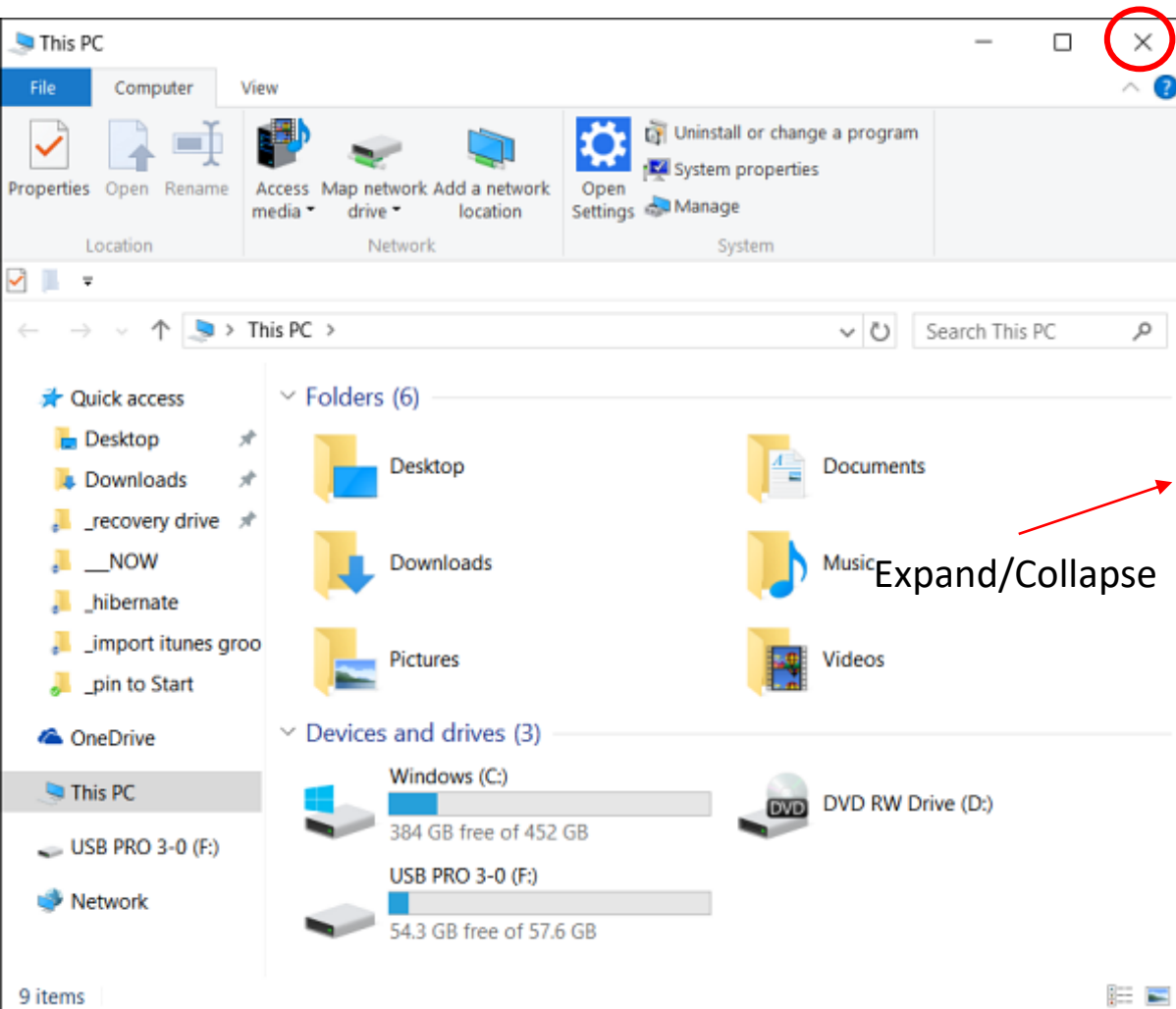


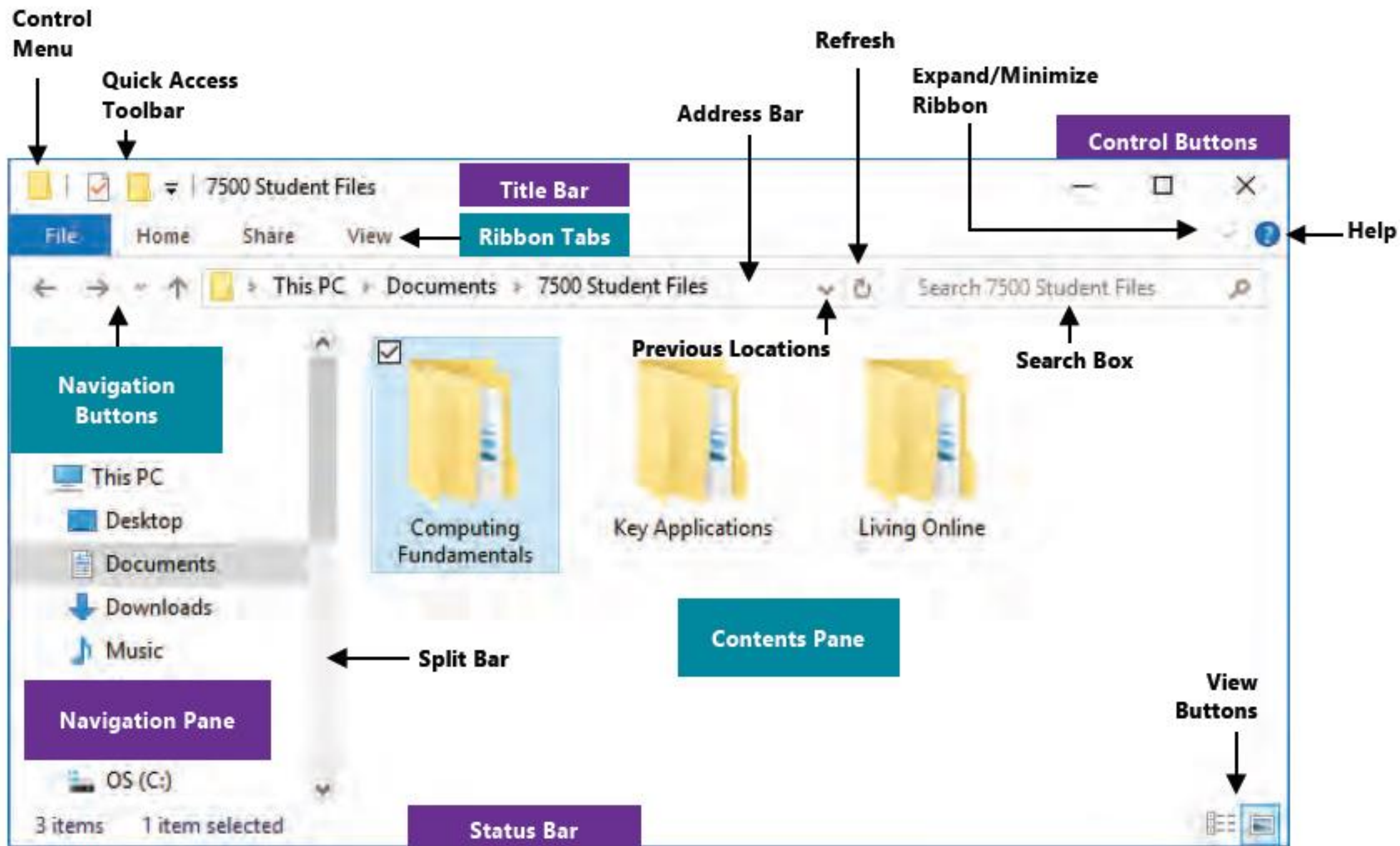
- **What are files and folders ?**

Files can be documents, data, programs etc. in the computer. Folders are used to organize (store) files on the computer.

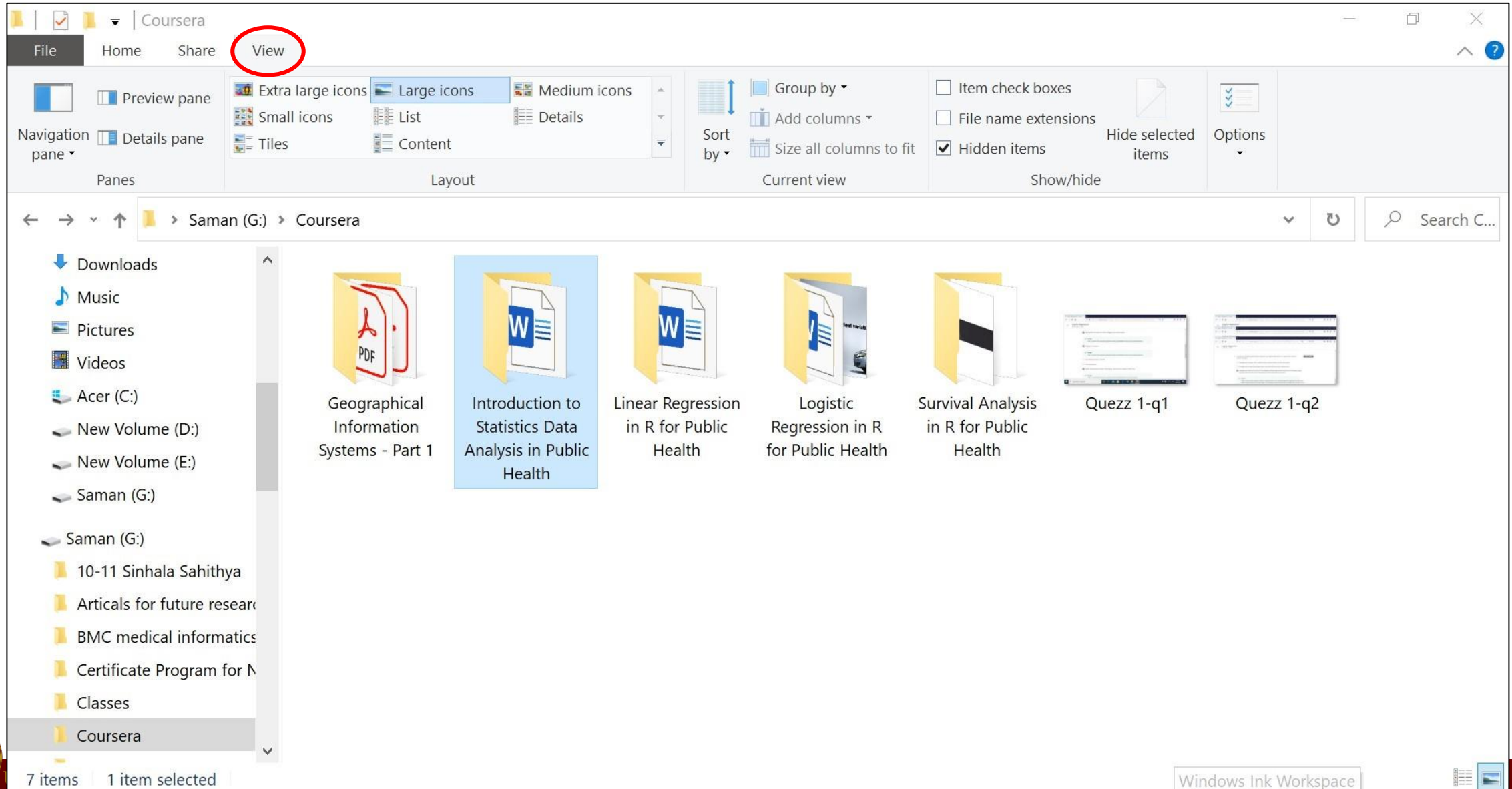


This PC in File explorer

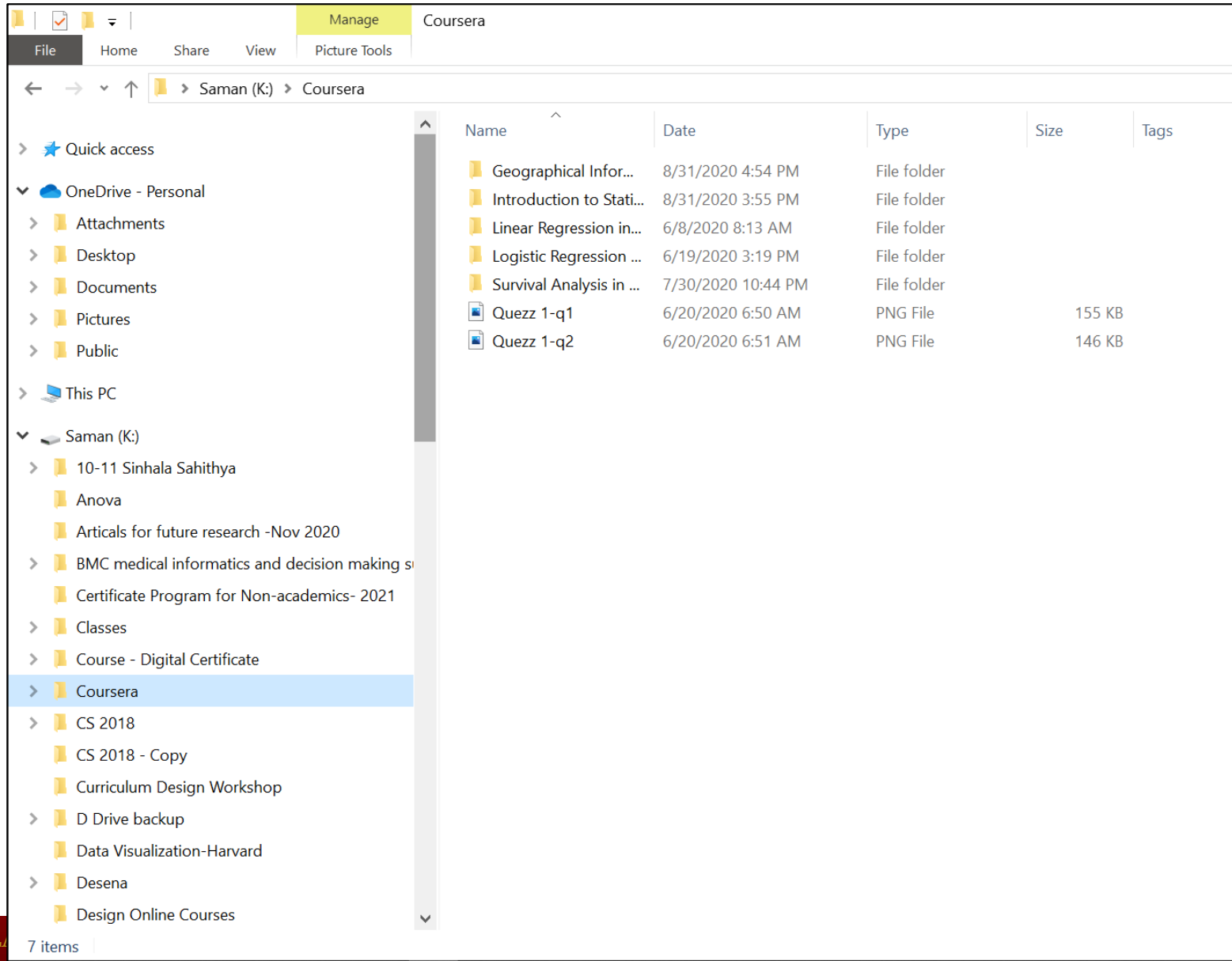




View options in Explorer



View options in Explorer



The screenshot shows the Windows File Explorer interface. The 'View' tab is active, and the 'Picture Tools' ribbon is visible. The address bar shows the path 'Saman (K:) > Coursera'. The left sidebar shows the 'Saman (K:)' drive expanded, with the 'Coursera' folder selected. The main pane displays a list of files and folders in a table view.

Name	Date	Type	Size	Tags
Geographical Infor...	8/31/2020 4:54 PM	File folder		
Introduction to Stati...	8/31/2020 3:55 PM	File folder		
Linear Regression in...	6/8/2020 8:13 AM	File folder		
Logistic Regression ...	6/19/2020 3:19 PM	File folder		
Survival Analysis in ...	7/30/2020 10:44 PM	File folder		
Quezz 1-q1	6/20/2020 6:50 AM	PNG File	155 KB	
Quezz 1-q2	6/20/2020 6:51 AM	PNG File	146 KB	



What you can do with files and folders?

- open a file
- copy, cut and paste
- create a new folder
- create a shortcut
- file searching
- moving and deleting files
- rename a file or folder
- delete a file or folder
- selecting multiple files
- selecting all files
- undoing changes
- sort files
- group files
- add or remove columns
- show file extensions
- show hidden items



Exercise 1:

1. Open **File Explorer** and select D drive in **Navigation Pane**.
2. Do the following and check the change of files and folders display in each step.
 - Click the **View** tab, then in the **Layout section**, click **List**.
 - Click the **View** tab, then in the **Layout section**, click **Extra large icons**.
 - Click the **View** tab, then in the **Layout section**, click **Tiles**.
3. Now get the **Details** view of file and folder. Check how many columns are there. Add the **Date created** column to the display.
4. Close the file explorer



Answer :

The screenshot shows the Windows File Explorer window for Local Disk (D:). The ribbon at the top includes 'File', 'Home', 'Share', 'View', and 'Drive Tools'. The 'View' tab is active, showing options for 'Preview pane', 'Details pane', and 'Panes'. The 'Layout' section includes 'Extra large icons', 'Large icons', 'Medium icons', 'Small icons', 'List', 'Tiles', and 'Details'. The 'Current view' section includes 'Sort by', 'Group by', 'Add columns', and 'Size all columns to fit'. The 'Show/hide' section includes 'Item check boxes', 'File name extensions', 'Hidden items', 'Hide selected items', and 'Options'.

The main content area displays a list of files and folders with the following columns: Name, Date modified, Type, Size, and Date created.

Name	Date modified	Type	Size	Date created
Spec - laptop-13-Jan-2022	1/13/2022 3:06 PM	Microsoft Word D...	183 KB	1/13/2022 3:17 PM
SM and OER revision 5 final 14-11-2021	11/16/2021 5:26 ...	Microsoft Word D...	201 KB	11/16/2021 5:25 PM
Temporary docs	2/11/2022 1:11 PM	File folder		4/24/2019 1:13 PM
Exercise Batch 32-new arrangement	1/7/2022 4:09 PM	File folder		4/27/2021 4:22 PM
IT Education and Internet Security	1/7/2022 12:50 PM	File folder		7/2/2021 4:04 PM
Course - Digital Certificate	11/12/2021 2:21 ...	File folder		11/12/2021 2:21 PM
MS Word	8/6/2021 12:25 PM	File folder		7/19/2021 9:37 AM
Resource_Materials_Batch32	8/2/2021 5:34 PM	File folder		8/2/2021 5:34 PM
Format long Docs	7/30/2021 5:18 PM	File folder		7/20/2021 5:24 PM
Workshop Structural Equation Modeling	7/14/2021 10:45 ...	File folder		7/14/2021 9:38 AM
IT Education and Internet Security - Copy	6/30/2021 3:57 PM	File folder		6/30/2021 3:57 PM
Review process 3	5/17/2021 5:06 PM	File folder		5/17/2021 5:07 PM
Usage of OR ans use SM as OR	4/6/2021 6:52 PM	File folder		4/5/2019 2:08 PM
Certificate Program for Non-academics- 2021	3/22/2021 4:29 PM	File folder		3/1/2021 11:03 AM
R lecture notes by Gayashani - Copy	1/12/2021 4:36 PM	File folder		1/12/2021 4:36 PM
Workshop SEM 2021	1/12/2021 2:32 PM	File folder		1/11/2021 11:54 AM
R lecture notes by Gayashani	12/31/2020 4:36 ...	File folder		12/31/2020 4:36 PM
Review process 1 - Copy	12/31/2020 4:36 ...	File folder		10/25/2019 5:14 PM
Lessons	12/24/2020 10:41...	File folder		7/26/2019 3:04 PM
Coursera	12/9/2020 4:42 PM	File folder		6/11/2020 4:19 PM



Exercise 2:

1. Open **File Explorer** again.
2. Click on Local Disk (C:) in the Navigation Pane.
3. Click on **View Tab** and select the **details** option.
4. Sort the folders and files in descending order of **date modified**.
5. Then change the sort direction to the ascending order.
6. Group the folders and files by name.



Answer

Drive Tools Local Disk (C:)

File Home Share View Manage

Navigation pane Preview pane Details pane

Layout: Extra large icons, Large icons, Medium icons, Small icons, List, Details

Current view: Sort by, Group by, Add columns, Size all columns to fit

Show/hide: Item check boxes, File name extensions, Hidden items, Hide selected items, Options

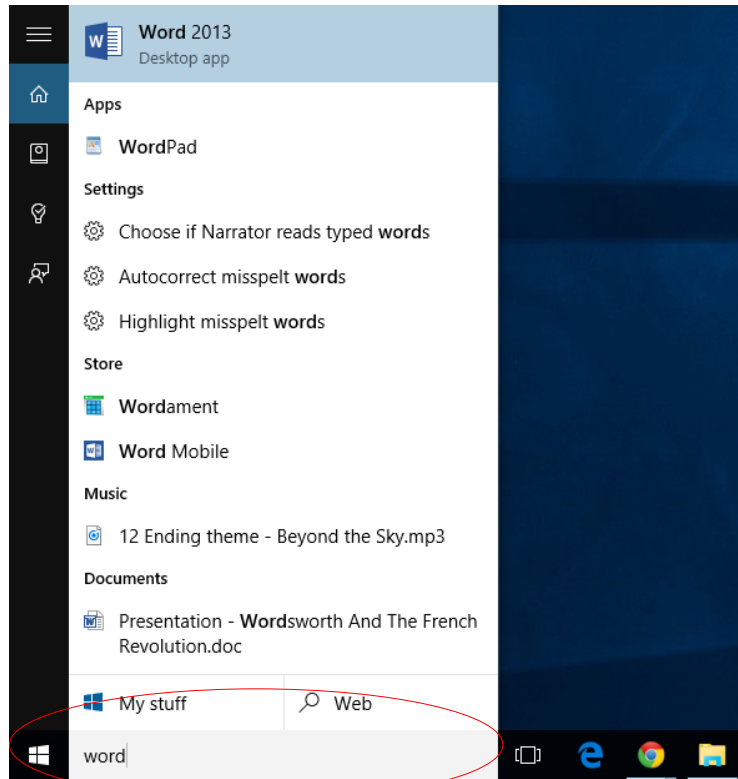
This PC > Local Disk (C:)

Name	Date modified	Type	Size
I - P (4)			
Intel	11/2/2016 1:39 PM	File folder	
PerfLogs	7/16/2016 5:17 PM	File folder	
Program Files	5/19/2017 9:55 AM	File folder	
Program Files (x86)	5/19/2017 9:30 AM	File folder	
Q - Z (3)			
The KMPlayer	7/31/2017 4:09 PM	File folder	
Users	10/31/2016 3:37 PM	File folder	
Windows	7/28/2017 4:34 PM	File folder	

7 items

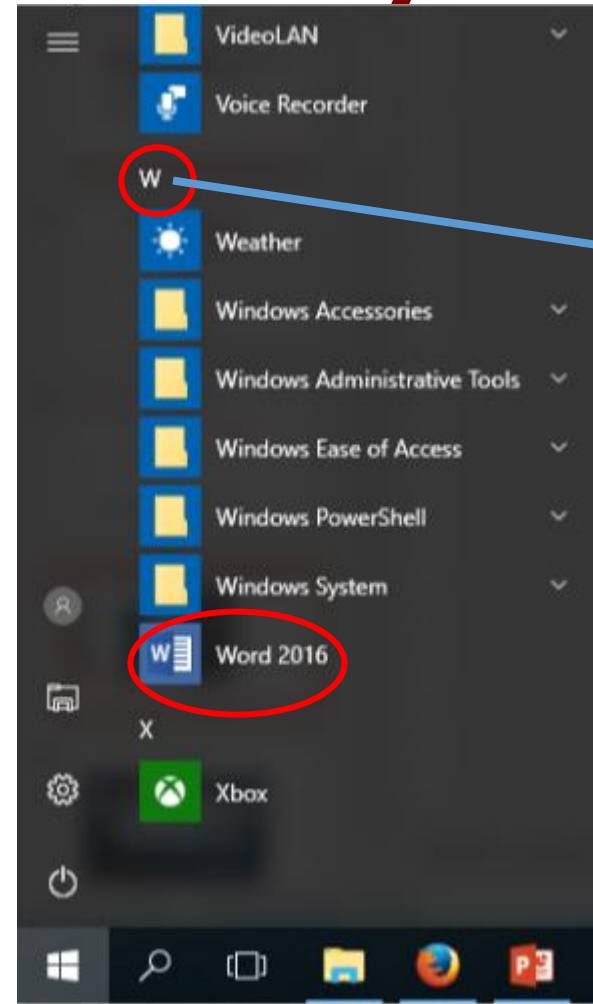


How to Open programs on your computer

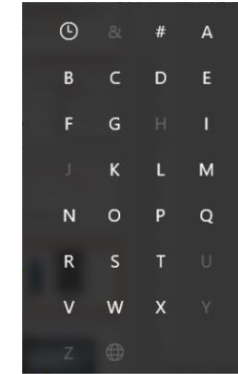


Search

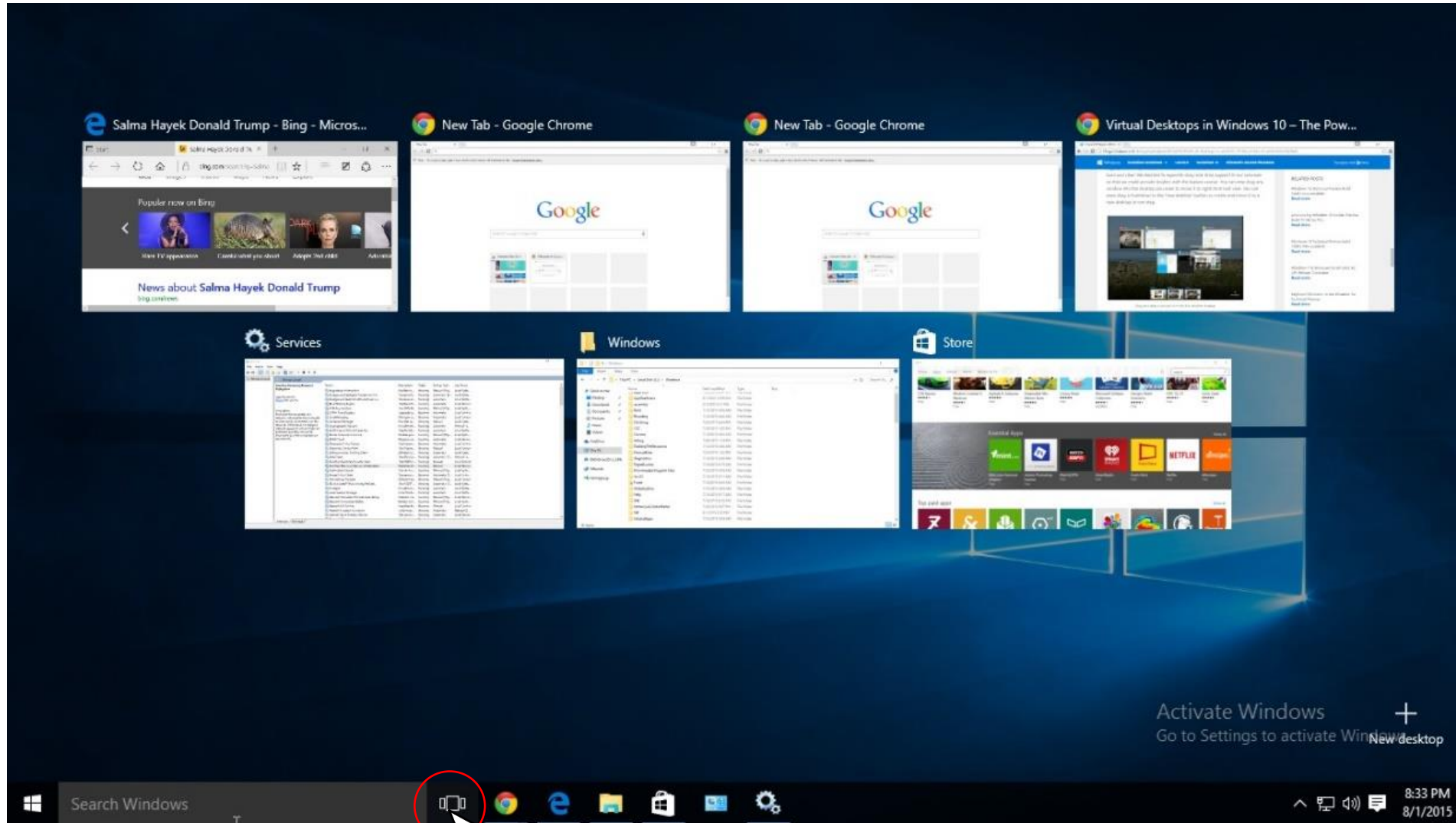
OR



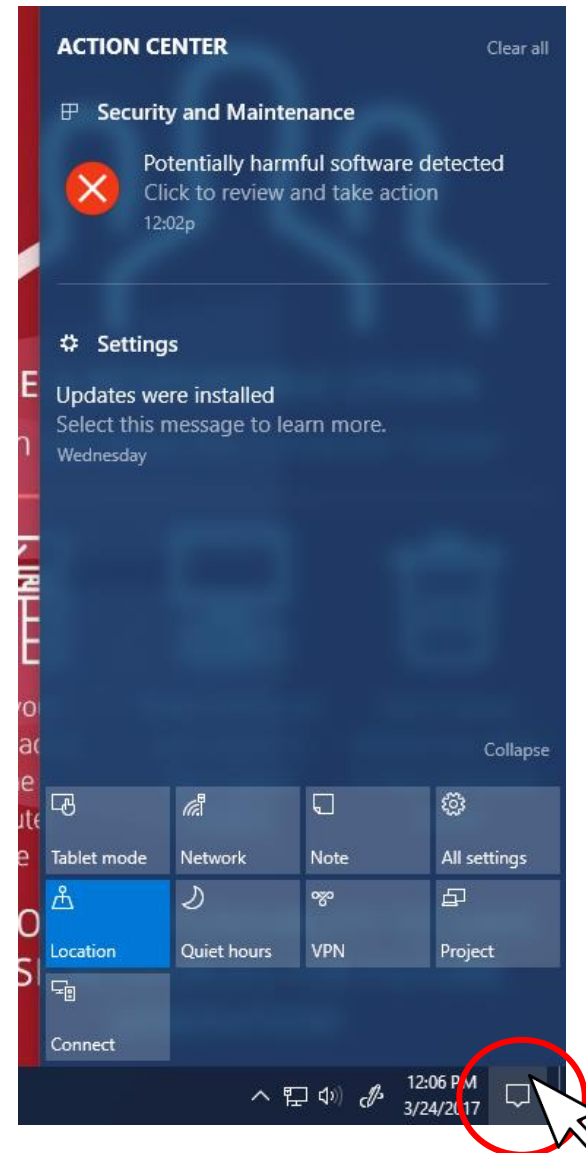
Select from apps



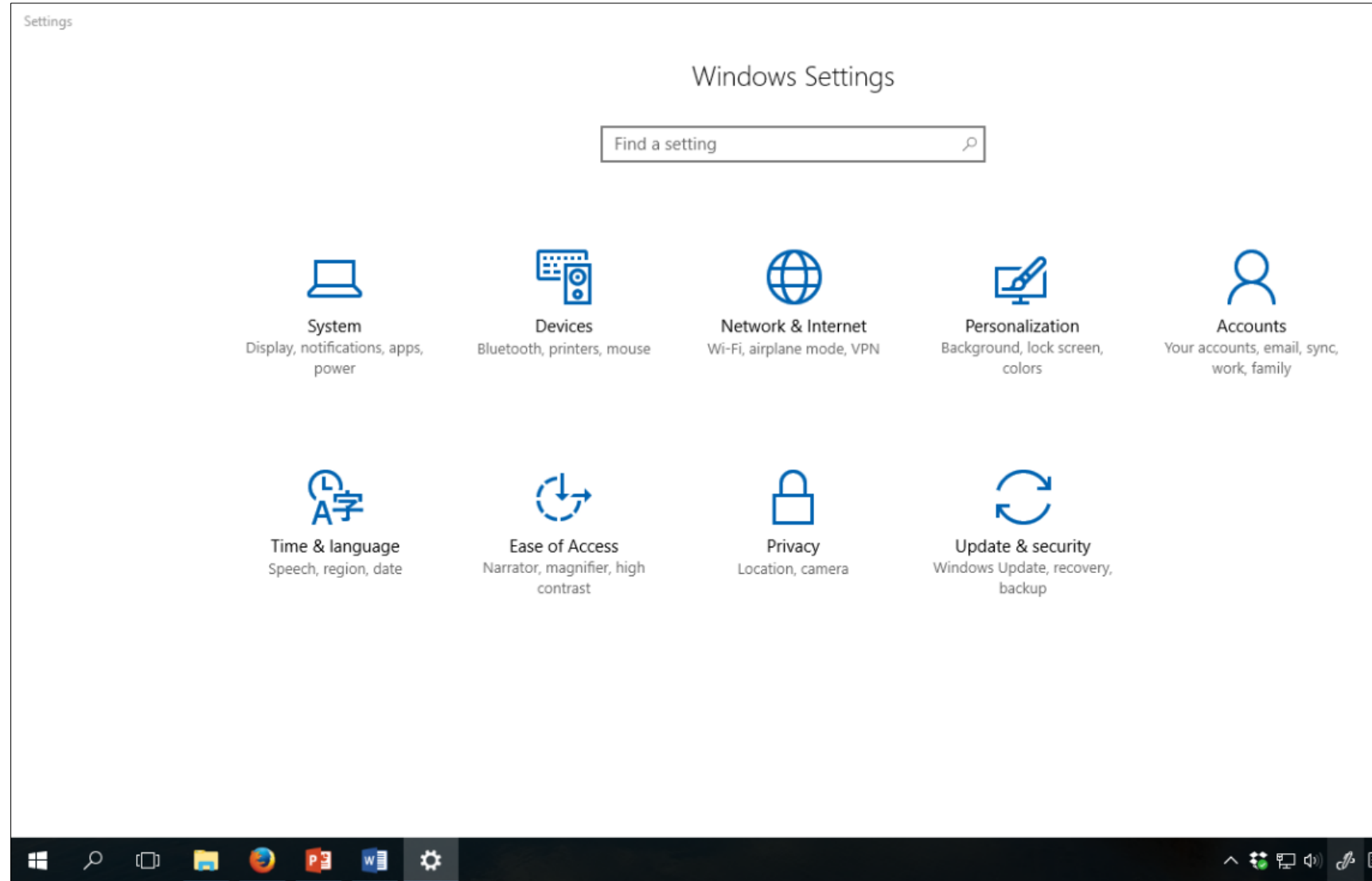
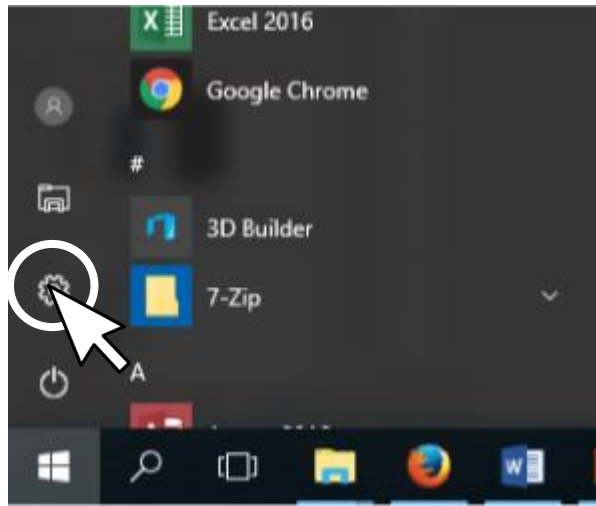
Task view



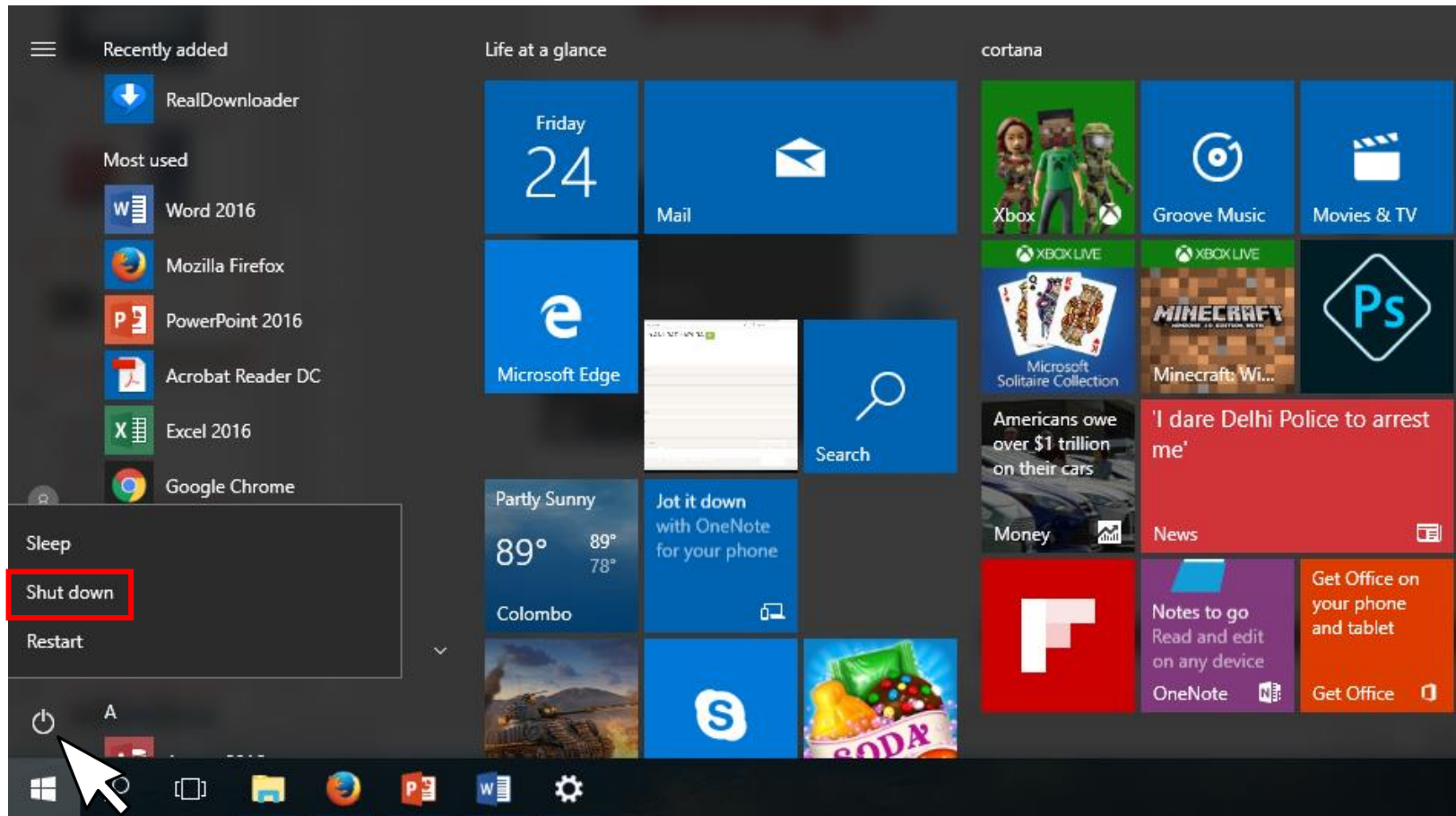
Show hidden icons and Action Center



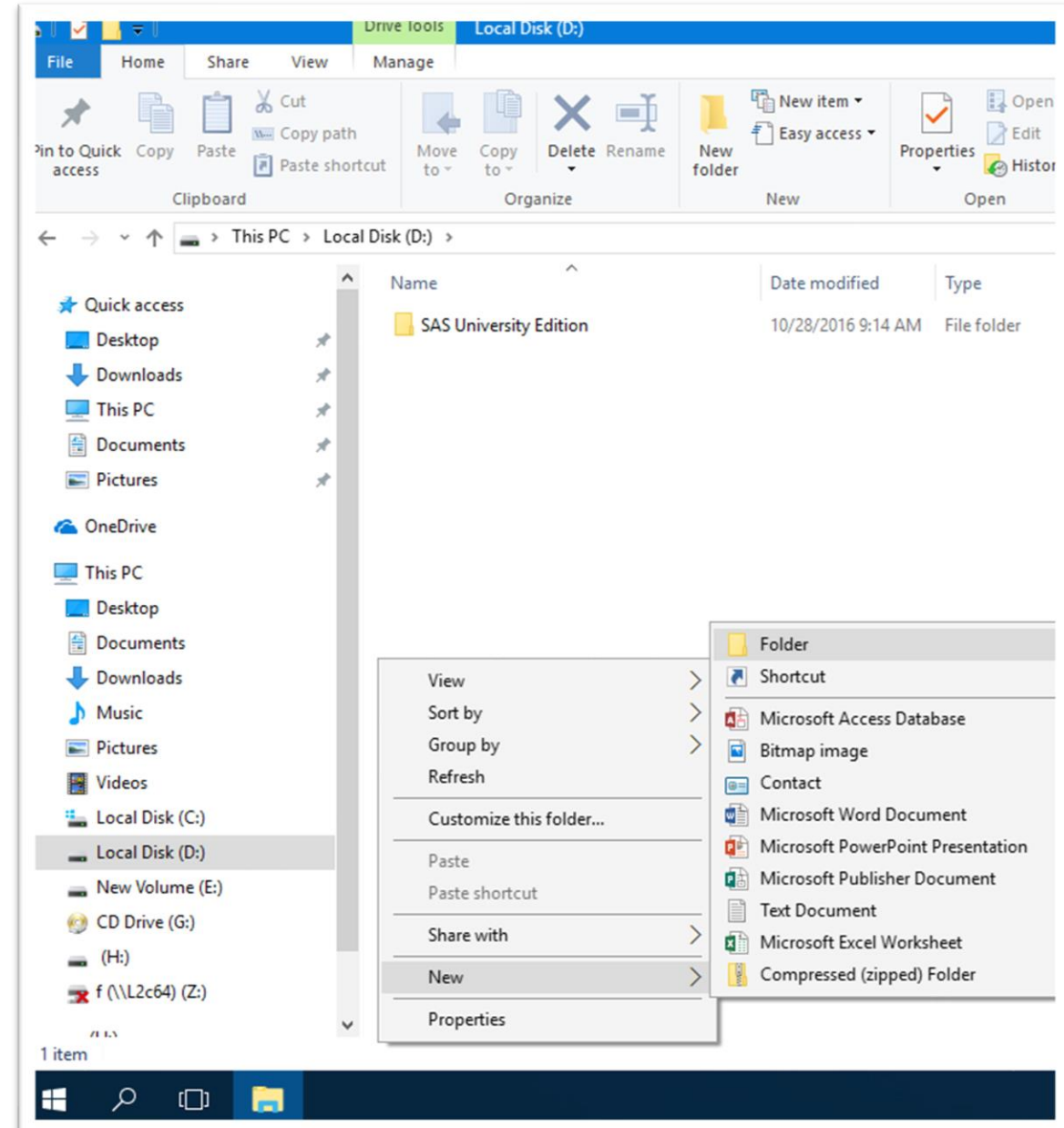
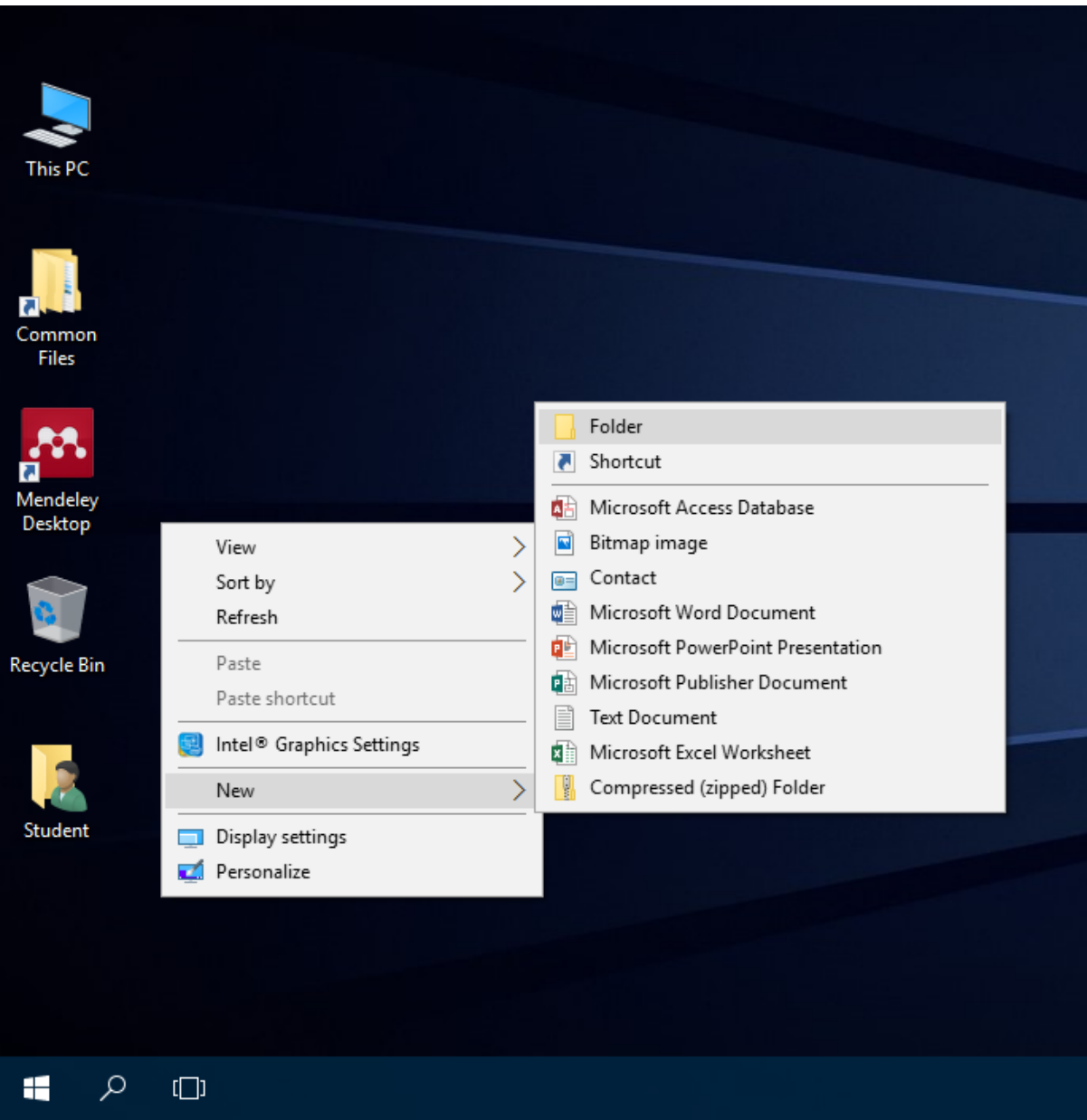
Settings



Shut Down



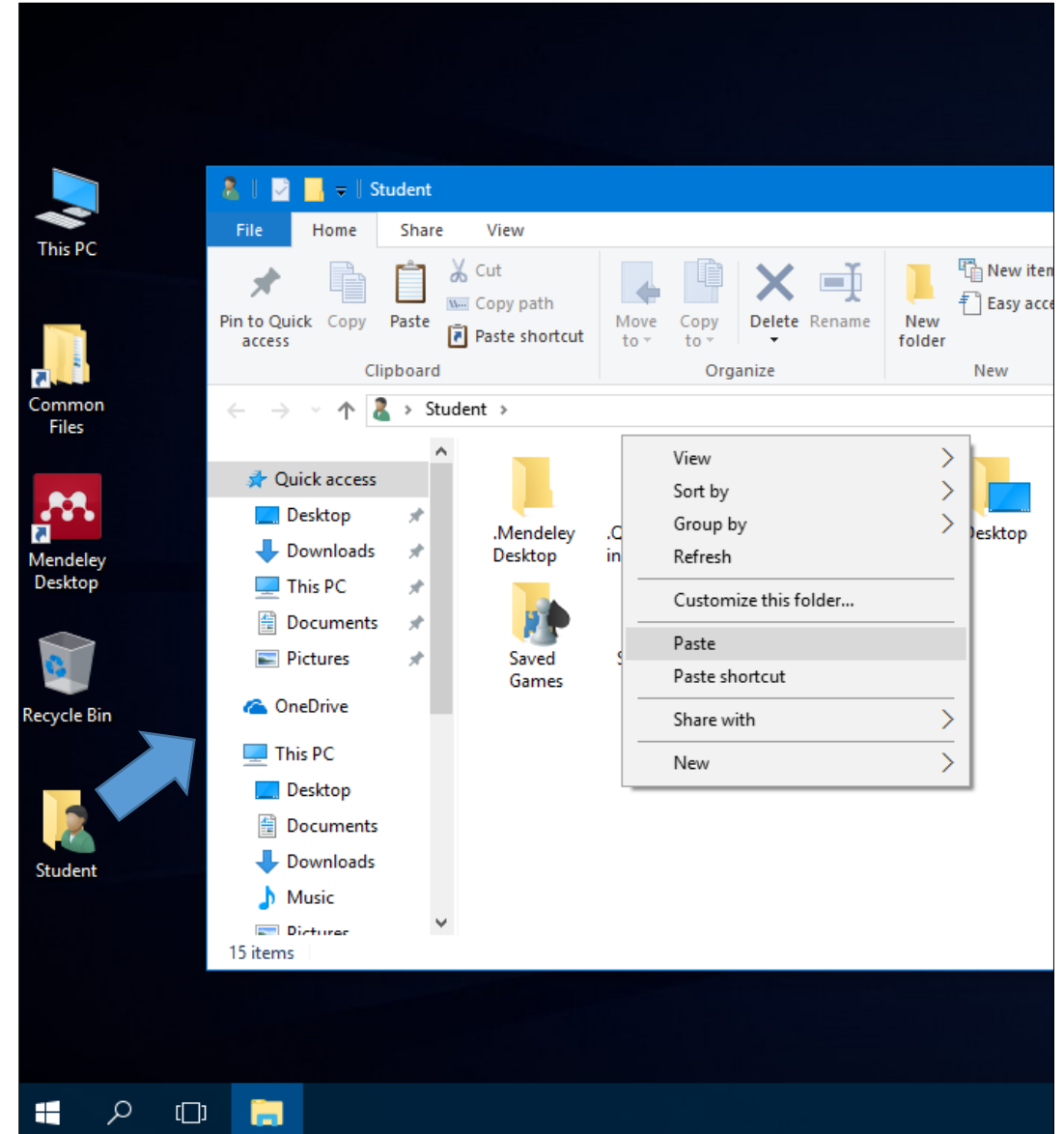
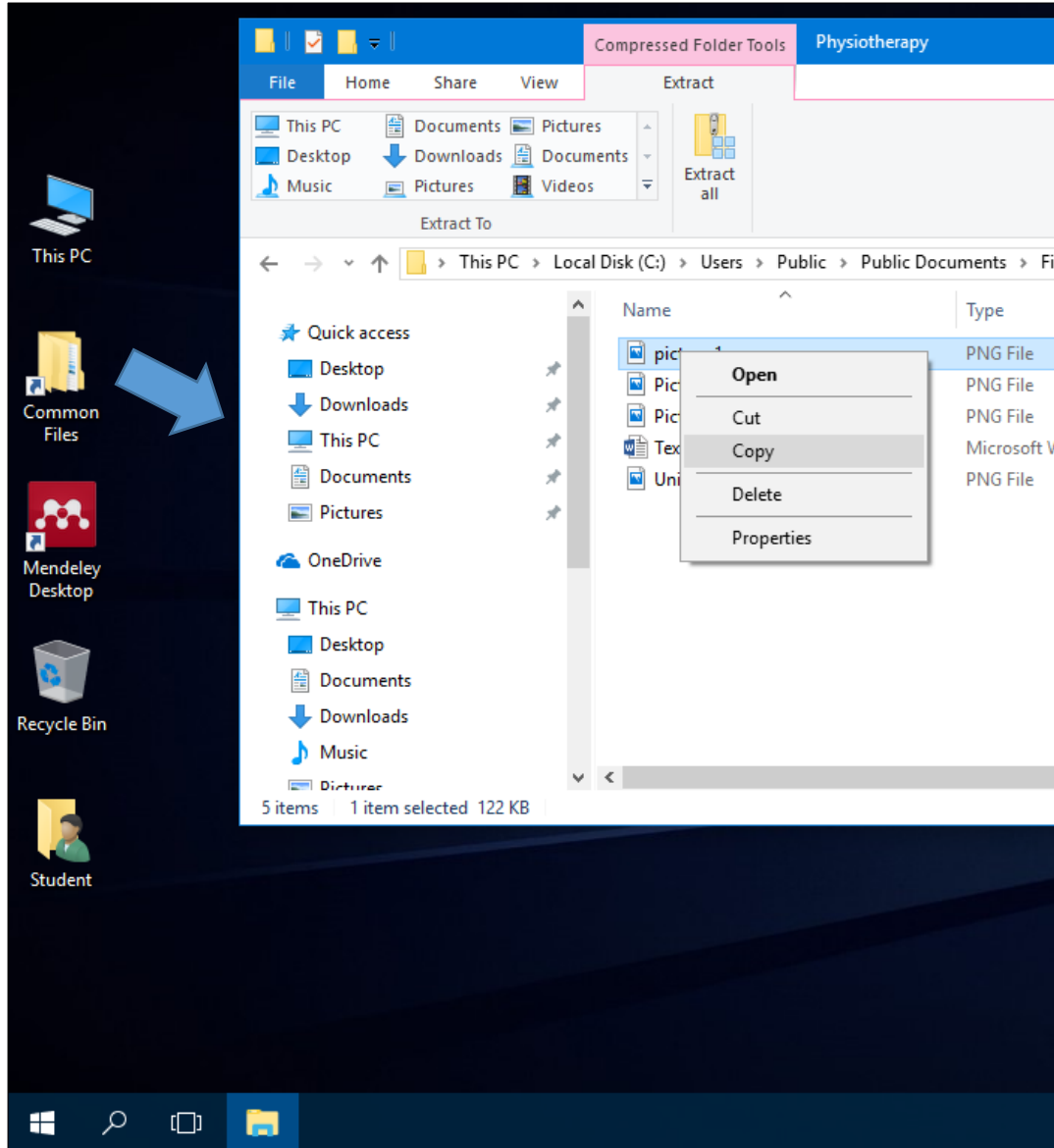
Create a folder



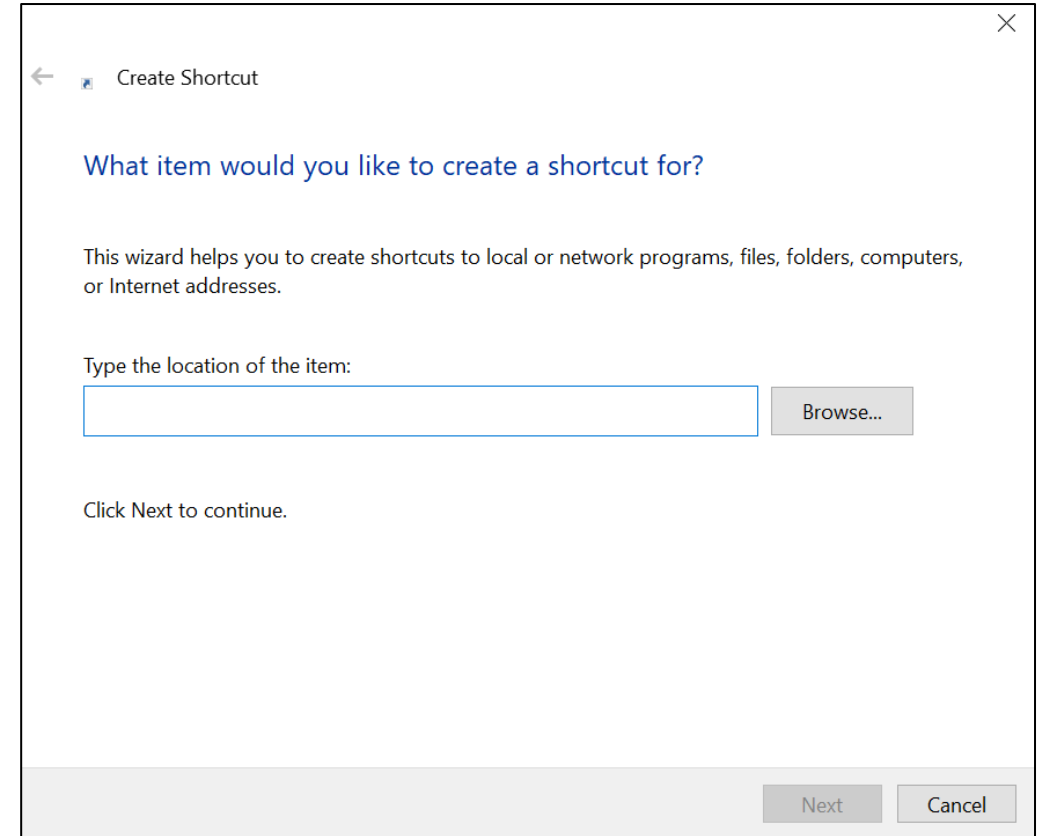
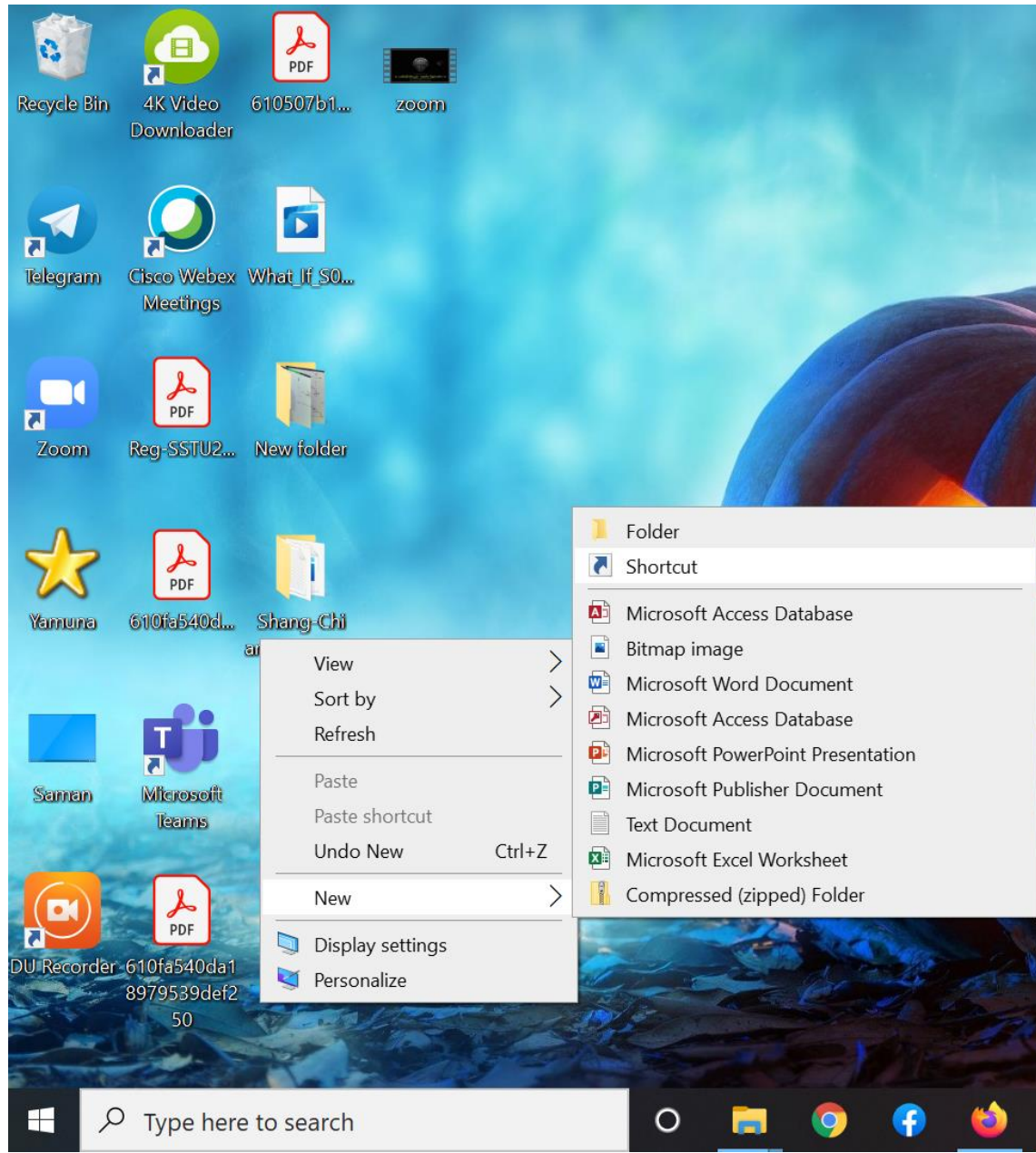
Copy

&

Paste



Create a shortcut to a folder/file



Exercise 3:

Open the **File Explorer**.

Click on the **Pictures** folder in the Navigation Pane.

Create two subfolders named **Plants** and **Animals** within the **Pictures** folder.

Copy the all pictures(files) related to plants in the **Resource Files** folder on the Desktop and paste them in to **Plants** folder.

Copy the all pictures(files) related to animals in the **Resource Files** folder and paste them in to **Animals** folder.

Close the **File Explorer**.



Exercise 4:

Open the **File Explorer**.

Click on the **Pictures** folder in the Navigation Pane.

Find the **Animals** folder within the **Pictures** folder and rename it to **Police Dogs**.

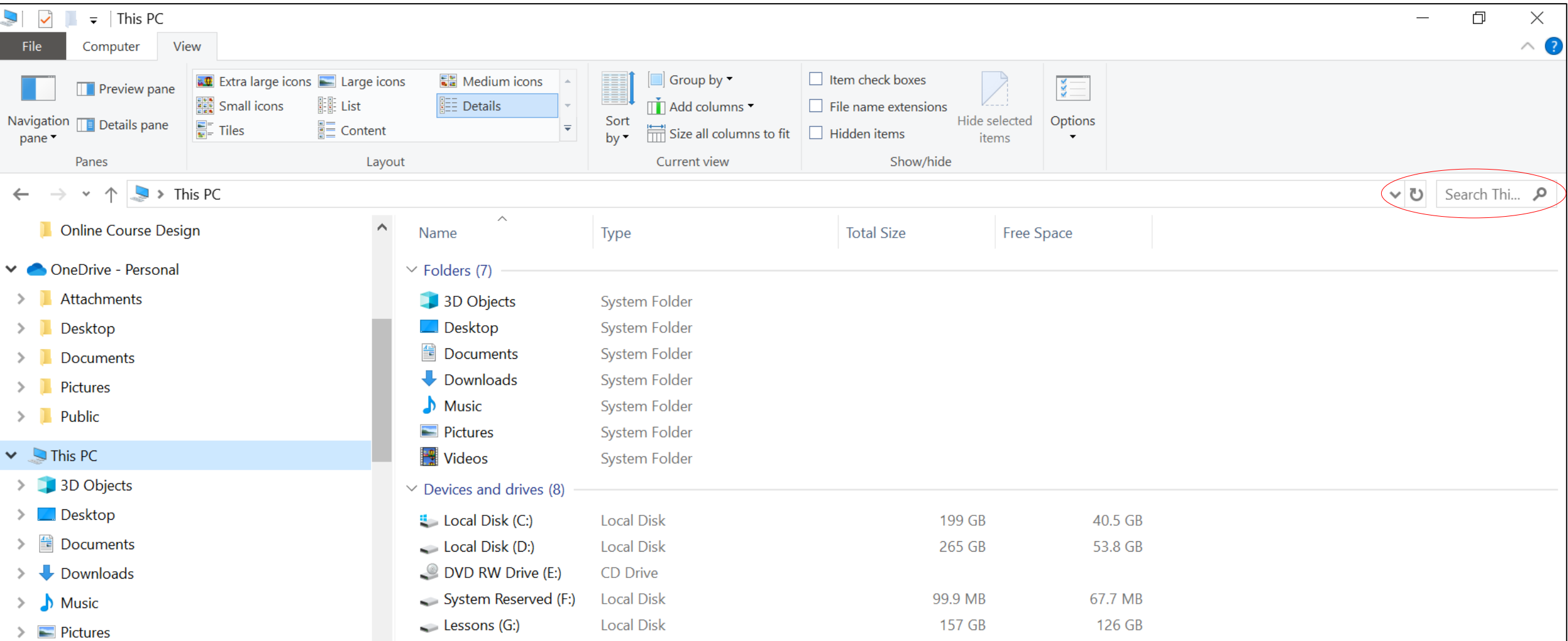
Go to **Desktop** and create a shortcut to the **Police Dogs** on the Desktop.

Copy the all pictures(files) related to animals in the **Resource Files** folder and paste them in to **Animals** folder.

Close the **File Explorer**.



Search files/folders in the computer



The screenshot shows the Windows File Explorer interface for 'This PC'. The top ribbon includes 'File', 'Computer', and 'View' tabs. The 'View' tab is active, showing options for icon sizes (Extra large, Large, Medium, Small), layouts (Tiles, List, Content, Details), and view settings (Sort by, Group by, Add columns, Size all columns to fit). The 'Show/hide' section includes checkboxes for 'Item check boxes', 'File name extensions', and 'Hidden items', along with a 'Hide selected items' button and an 'Options' dropdown. The address bar shows 'This PC' and a search box labeled 'Search Thi...' with a magnifying glass icon. A red circle highlights the search box and the refresh button to its left.

Name	Type	Total Size	Free Space
Folders (7)			
3D Objects	System Folder		
Desktop	System Folder		
Documents	System Folder		
Downloads	System Folder		
Music	System Folder		
Pictures	System Folder		
Videos	System Folder		
Devices and drives (8)			
Local Disk (C:)	Local Disk	199 GB	40.5 GB
Local Disk (D:)	Local Disk	265 GB	53.8 GB
DVD RW Drive (E:)	CD Drive		
System Reserved (F:)	Local Disk	99.9 MB	67.7 MB
Lessons (G:)	Local Disk	157 GB	126 GB

Exercise 5:

Open the **File Explorer** then select the **C** drive from the **Navigation Pane** and make a search for the file **indoor plant.jpg**.

In Search Results, how many places did you find this file appear?

