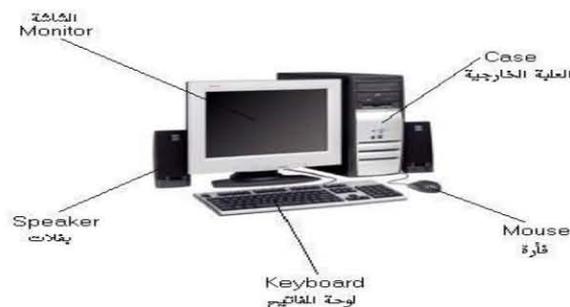## To identify the structure of the computer

Computer device that accounts quickly and accurately in a particular order determined by the number of instruction called computer programs. The computer is a device that handles the information provided to him and puts the results of this treatment in the service of man

Evolved computers in the last thirty years is rapidly and used in different areas and a variety of forms, where they found computers with private use and used in leading aircraft and spaceships and control in industrial machinery and the leadership of telephone exchanges and even in some housekeeping as toys video recorders and cameras .... etc.. And may become personally use a computer for each individual so the computer industry companies have tended to make the PC

PC consists of two main sections:

First: - Entity steel Hardware

Appliance Group is perceived that we are dealing with touch and movement

And divides the entity to drive to your computer, and three units:

(Input units - units of output - central units)

- Input units (Input device)

Is a set of devices that you enter the data, namely: -

Mouse, keyboard, scanner, camera, touch screen, stylus, touch pad ... etc.

- units of output (Output device)

Is coming out of the user output data processing (information), namely: -

Printer, screen, speakers, etc. ....

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- Central units

Is one of the components of the computer you are interpreting instructions and data processing software which is included in: -

(Motherboards - Processor - Memory - vector - Place placed the card)

Second: - flexible entity (software) Software

It is a set of systems and software that controls the entity steel

Flexible entity can be classified into two main types:

- Operating systems (OS)

  Is the means by which manages all of the application software operating systems known:

  Windows from Microsoft Corp. - Macs from Apple - Net ware from Novell ..... etc.

- Application programs

  Are programs in which a user to view his work and completion of the most important applications:

  Office software MS-Office - Accounting Software - software designs - Games - recreation and entertainment.

  <u>The units of measure computer</u>

  Volumes of information in a computer are the units that are used to calculate the areas of memory in a computer, which reflect mainly on the amount of information stored and is usually measured in bytes and its multiples and decide is the smallest volume possible, every bit a box and one of the binary number has two possibilities only either be a deciding 0 or be 1 byte usually consists of 8-bit,

  1 kilo bytes equal to 1024 bytes

  1 megabyte equals 1024 kilobytes

  1 Gigabyte is equal to 1024 megabytes

  1 terabyte is equal to 1024 GB 1

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Getting started with Windows?

When you start the computer, we must wait for the operating system until the sequel to quit and make sure to quit the full emergence of the surface is called the desktop by special codes work we of which deal with the computer and computer software on the desktop note the existence of shares we control its mouse device according to the movement of the user's mouse moves the cursor on the desktop vertically and horizontally on each desktop.

MOUSE

Mouse is used to interact with the elements on the screen, such as using hands to deal with objects in reality. You can move objects, open, or changed or dropped, and other things you can accomplish. Should work when you turn the computer mouse, then it becomes possible to make some changes to her job and the appearance and behavior of the mouse pointer. For example, you can switch the role of the mouse buttons, or adjust the double-click speed. For the mouse pointer, you can change its appearance, or improve clarity, or set to disappear while typing. And contains two buttons on the main two:

- secondary mouse button: it is the right button on the mouse button, which we use to display the shortcut menus or other features for the programs.
- primary mouse button: left button is in most of the devices we use the mouse button to click or double click. And its many functions, namely:

1 single-click the left mouse button is pressed and drop to determine what code.

2- Double-clicking pressure and drop the mouse button twice in a the symbol specified in the screen

3- clouds notation on one of the items displayed on the screen and then the constant pressure on the left mouse button and then shift the mouse to a different place and drop button.

Fundamentals interface Windows operating system: -

Desktop :

Desktop represents the main area of the screen that appears after the computer starts, works in the desktop computer as the roof of your business, you can practice it. When you open programs or folders, these programs and folders appear on the desktop. You can also put things on the desktop, such as files, folders, and arrange them how you want it.

The desktop is defined broadly to include sometimes the taskbar. There taskbar bottom of the screen. Shows the programs that are running on the computer at the moment, and allows switching between them. It also contains the button "Start", which you can access programs, folders, and computer settings,

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Taskbar:

Is a long horizontal bar at the bottom of the screen. Unlike the desktop that can disappear behind open windows, the taskbar is often visible all the time.

The taskbar provides ease of identifying one of the windows, then point to the button on the tape B﹡a tasks. When referring to a bar buttons BE preview window in miniature, whether these window containing a document or a picture or even a video running. These are the preview is especially useful in the case cannot be identified on one of the windows through title only.

Taskbar consists of three main sections:

- button 'Start'⬤, which opens the Start menu.
- middle section, which shows programs and open files and allows you to switch between them in an expeditious manner.
- part notifications, which includes an hour and icons (small pictures) which refers to the case of some programs and some computer settings.

To view the program in the taskbar Task bar, follow these steps: -

1. click, right-click the program you want to display at the top of the Start menu.
2. of the sub-menu that appears, as in the following figure choose Add to the list the "Start" (Pin to Taskbar).

3. program is displayed in the list of items added in the region, the highest line in the Start menu.

Delete the program from the taskbar Task bar, follow these steps: -

1. Click Right-click the program you want to delete it at the top of the Start menu.
2. Of the sub-menu that appears choose Add to the list the "Start" (unpin this program from Taskbar).

3. is deleted the program taskbar Task bar.

Menu (Start)

The list "Start" main gate to computer programs and Mozart and settings. The list of so-called because they provide a list of choices, and it seems from the word 'Start', is this list is the place to move him to start or open things. You can use the menu "Start" to do these common activities: -
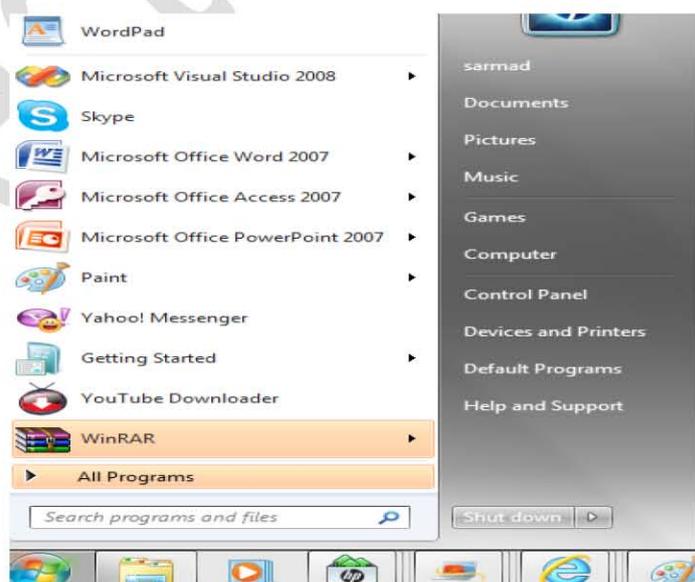
1. Start programs
2. Open folders commonly used
3. Search for files and folders, and programs
4. Adjust your computer's settings
5. Get help for Windows operating system
6. Turn off your computer
7. Log off from Windows or switch to another user account

Getting started with the menu "Start":

To open the Start menu, click the Start button located at the bottom-right corner of the screen. Or press the Windows logo key on your keyboard. Never menu appears, as in the following figure.

Consisting "Start" of three main parts :

1. the right pane displays the great small list includes programs on your computer . The company can customize the computer manufacturer on this list, and therefore , their appearance can vary . Clicking All Programs to view a complete list of programs.
2. There is a search box down the left pane , allows you to search for programs and files on your computer by typing search terms .
3. pane allows access to folders and files , settings, and features commonly used . It is also the place which moves him to log out of Windows or turn off your computer .

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Open programs from the menu "Start" :

The opening for the programs installed on your computer of the most common uses of the "Start" menu . To open an existing program in the left pane of the menu " Start," click it . Program opens and closes the menu "Start" .

If the program does not appear in front of you that you want, click All Programs bottom of the left pane . The right pane displays a long list of existing programs in alphabetical order , followed by a list of folders .

And clicking a program icons , are running this program and close the menu "Start" . Now what is inside folders ? More programs . Click Accessories , for example , to show a list of programs saved in this folder . Click any program to open it. To return to the programs I've seen when you open the menu "Start" the first time , click the back near the bottom of the list.

If you were not sure what a program is doing, Move the cursor over the symbol or name. Then, the box appears often contains a description of the program. For example, the signal lead to the "calculator" to display this message: "perform basic mathematical tasks using the calculator on the screen." This service also works with the items in the left side of the menu "Start".

You might notice that over time , changes in existing programs User Menu " Start " . This happens for two reasons . The first is that when you install new software , will be added to the menu , " All Programs ." Second , reveal the Start menu software you use more , and are placing them in the right pane to help you access them more quickly .

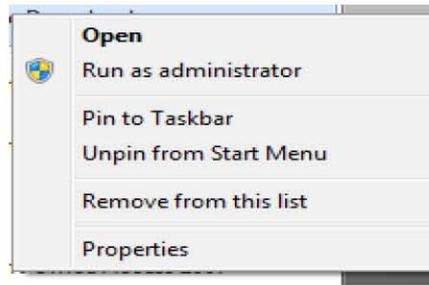## To view the program at the top of the Start menu:

1. click, right-click the program you want to display at the top of the Start menu.

2. submenu that appears choose Add to the list the "Start" (Pin to Start Menu).
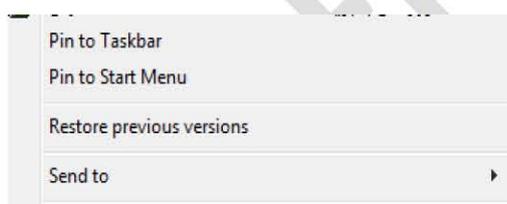
Pin to Taskbar
Pin to Start Menu

Restore previous versions

Send to

3. program is displayed in the list of items added in the region, the highest line in the Start menu.

Delete the program at the top of the Start menu:

1. Click Right-click the program you want to delete it at the top of the Start menu.

2. of the sub-menu that appears choose Add to the list the "Start" (unpin from Start Menu) or command (Remove from Start List).

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Open
Run as administrator

Pin to Taskbar
Unpin from Start Menu

Remove from this list

Properties

3. is deleted the program in the list of items added in the region, the highest line in the Start menu.

Search box:

'Search box' is one of the most convenient ways to search for things that exist on the computer. It does not matter exactly items site, where they are through the square 'Find' Search programs and all of the folders in your personal folder (which includes documents, photos, music, and desktop and other common locations). It also looks at the e-mails and instant messages saved, appointments and contacts.

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Search box in the Start menu

To use the Search box ', open the Start menu and start typing. Do not need to click inside the box first. As you type, search results appear above the search box in the left pane of the Start menu. The program will show the file or folder, or as a result of the search results in.

Recycle Bin Recycle Bin:

When you delete a file or folder, it cannot be deleted in the final truth - but it goes first to the Recycle Bin. This is a good thing, because if you change your mind and decide you need a deleted file, you can restore it again. For more information, see Recover files from the Recycle Bin

Recycle Bin "when empty (to the right) and when they are full (to the left)

If you are sure you will not need the deleted items again , you can empty the Recycle Bin. This will permanently delete items and restore the disk space that you use.

Recover files from the Recycle Bin

When you delete a file from your computer , it actually moves to the " Recycle Bin " where it is stored temporarily until it is empty " Recycle Bin ." Allowing the opportunity to restore files that have been accidentally deleted and returned to their original locations .
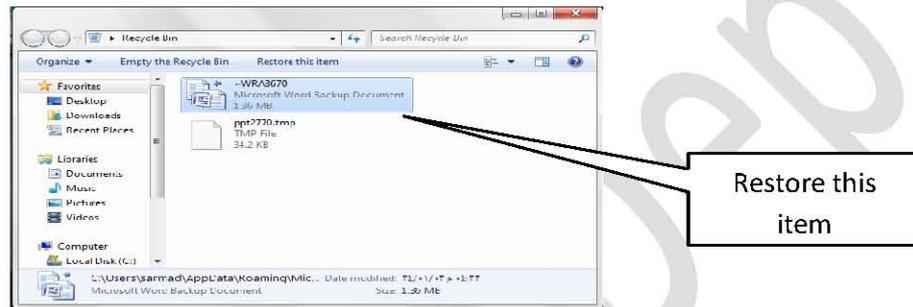
1. Open the Recycle Bin by double-clicking the Recycle Bin on the desktop .

2. Do one of the following:

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• To restore a file , click it, right-click, and then click "Restore",. As in the following figure.

• To restore a file, click it, then click Restore this item, from the toolbar. As in the following figure

• To restore all files, make sure you do not specify any file, and then click "Restore all", the restoration of all the items from the toolbar.

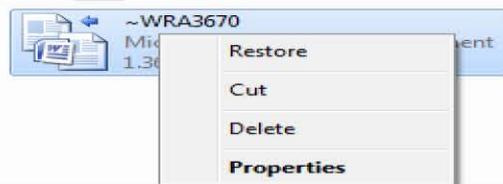Will restore the files to their original location on your computer.

Restore this item

Tip ⓘ ⚠ : If you delete a file from a site that does not exist on your computer (such as a network folder), the file will be deleted permanently and will not be stored in the Recycle Bin.
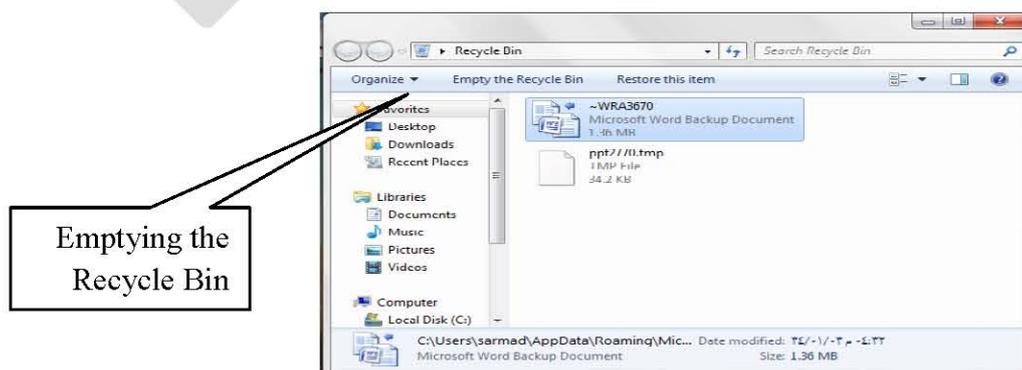
Permanently delete files from the Recycle Bin

To permanently remove files from your computer and take advantage of any hard disk space previously occupied by these files, should be deleted from the Recycle Bin. Can choose to delete individual files from the Recycle Bin or discharged all at once. Then Paljra Next

1. Open the Recycle Bin by double-clicking the Recycle Bin on the desktop.

2. Do one of the following:

• To delete a single file permanently, click it right, then press 'delete' delete, and then click OK.

• To delete all the files, in the toolbar, click Empty "Recycle Bin", and then click Yes.

Emptying the Recycle Bin

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Hint: -

• You can empty the Recycle Bin without opening it by right-clicking it, and then clicking Empty Recycle Bin.

• You can delete a file permanently from your computer without sending it to the Recycle Bin by clicking on the file, and then pressing the (Shift + Delete).

My computer:

The computer appears the contents of the floppy disk, the contents of the hard disk, and CD-ROM drive, and network drives and control panel to open "My Computer", click Start, and then click My Computer in Windows system's new in the new system can hide or show My Computer icon on the desktop of the following.

All Programs:

A list containing shortcuts to all the programs that have been prepared on a computer and also all the programs and operating system applications

MY Documents:

A folder where you save all files for a particular user and can also save the images and audio files can hide and show of the My Documents folder and on the desktop.

Control Panel :

Control Panel is a window containing several custom tools, which are used to change the modus operandi of Windows and how their behavior and help these tools in settings that make using your computer more enjoyable. To open the control panel:

1. open the classic Start menu and then choose Control Panel.

2. When you open the Control Panel window to show the elements of the window are classes and a view particularly in the Windows XP operating system to switch to the classic view of the window on the right of the window interface pull the switch to Classic View.

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Shut Down:

Must be at the end of the work the computer shut down the computer safely and is done by pressing right mouse left on the Start button and then choose the command to turn off the computer "Shut Down" When you click on this button closes the computer safely and when you click the arrow next to button Shut Down "" to display a menu containing additional options, namely: - to switch users (Switch user), Logout (Log off), reboot "Restart", hibernation "Hibernate", Lock "lock", dormancy "Sleep "
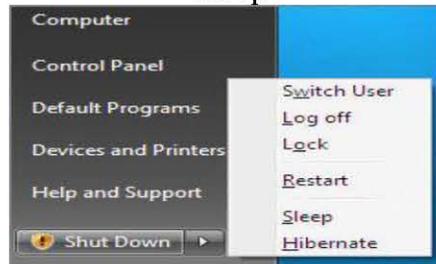
- User: - (Switch User) software , which remains open behind the new window when the user logged on until the end of work and logs off in order to return to the first user logged on again

- Log Off: - which closes all programs and remains the calculator is operated so that the user last logged on from it.

- Lock: - which prevents anyone from entering except for authorized persons to enter the calculator.

- Restart: -, which suspends the calculator and then re- run

- Shut Down: - where close all programs and stop the calculator to work

- Sleep: - (dormancy (where saves operating system interface to work and remain in the sleep state

Way to show icons (computer control panel documents) on the desktop and Windows 7

After the focus of Windows 7 show desktop interface as in the figure below .. where we note only Icon "" Recycle Bin

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To show icons on the desktop in Windows 7, follow these steps: -

1. From the Start menu

2. Right-click on the desired icon shown on the desktop

3. and then choose Show on Desktop matter

   Thus, the rest of the icons except for documents "MY Document" choose Send to Desktop.

Show time: display a digital clock on the taskbar and displays time and time as specified by the hour internal computer and can Pointing to time to display the date and clicked to set the time and date. And to change the computer's time to click on the "change date and time setting" as in the figure below.
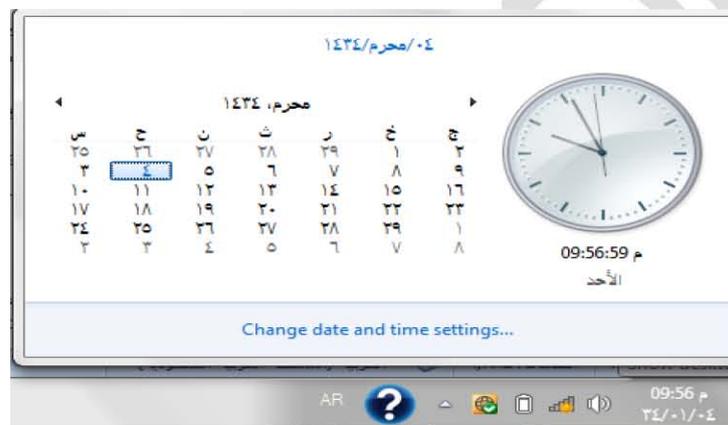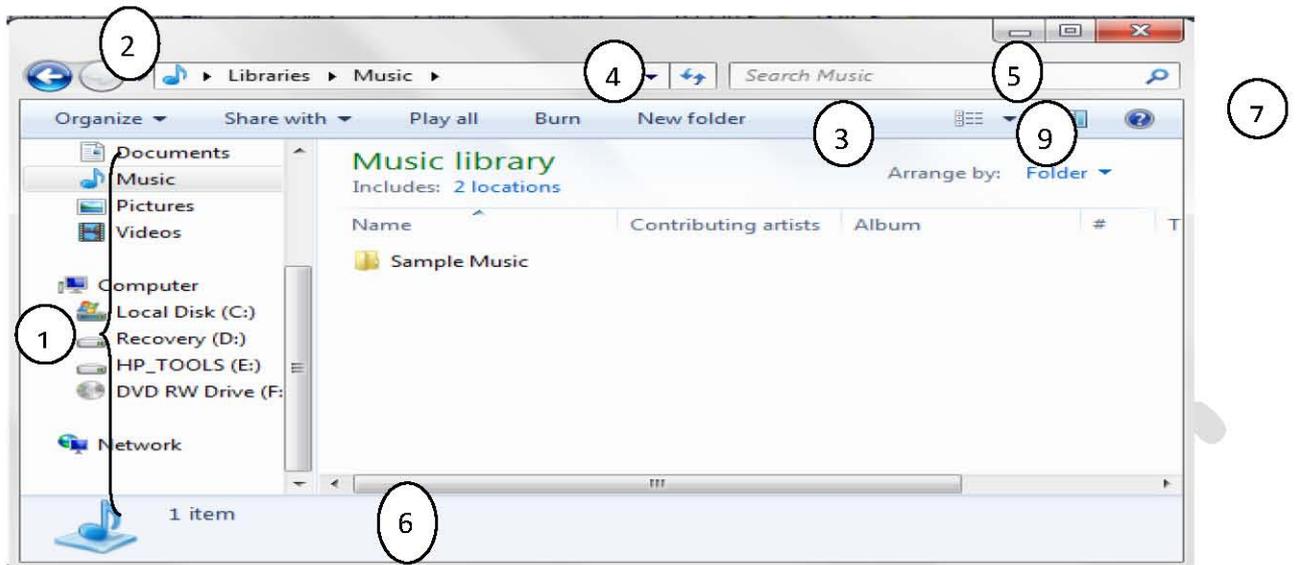

Windows:

Working with windows :

When you press the right mouse left on the icon clicks consecutive Double click show his window key when you open a program, file, or folder, appears on the screen in a box or frame called a window for so-called operating system running Windows, because any program or code when you open it opens a window and her the name of the operating system,

Parts of the window :

Although the contents of each window differ from one window to another , but that all windows share some things in general . It is of these things in common , windows always appear on the desktop - which represents the main working area of the screen . In addition , majority of the windows contain the same basic parts .

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1- Part of the window is to ease the navigation pane to gain access to libraries , folders and saved searches and even all hard disks .
And libraries. You can also expand " Computer" to browse folders and subfolders .

2- button front and back : - Use the Back button and the Forward button to move to other libraries or folders you already opened a without closing the current window . Working with those buttons " address bar " , and after using the " address bar " to change folders , for example, you use the button " back " to return to the previous folder . Or by clicking on the arrow button next to the forward and backward menu appears which we can navigate between folders that have opened as in the following figure
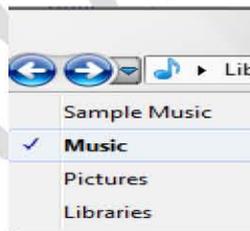
3 -toolbar Use the toolbar to perform common Tasks , , Such as changing the shape files and folders , copy files on a disk
Compressed , or start a slide show of digital photos. Change the toolbar buttons to display only the relevant tasks .
Above the music file .
4 -Use the title bar of the address bar to go to the library or folder or refer to a different folder or library previous
5- search box , type the word or phrase in the search box to search for an item inside the folder or library. The search begins once you start
Writing .
6- details pane , use the details pane to find out most common properties associated with the file that was specified . File Properties
☜a information about the file, such as author , date of last file your changes and any descriptive signs have been Characteristics to the file.

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7- preview pane button , use the preview pane to find out the contents of most of the files . If you select an email or a text file or Image , for example, and you can To find out their contents without open in a program . If you cannot see the preview pane , click the Preview Pane button in the toolbar to run .

8- button to view files and folders and Rearranged when you open any folder or library , you can change the shape of the files in the window. For example , you may prefer to be the biggest icons (or Smaller) , or a view that allows you to display different types of information about each file .

Through the address bar we can move the window:
1. pressing Right Mouse left with continued pressure on the title bar
2. pull the window to the desired location
3 and then liberate the left mouse button.

Hint : When the window in case enlarge to the maximum extent cannot move the window.

 Enlarge the window: we can enlarge the window any maximum take her and is the size of the screen during the maximize button on the title bar

 When you enlarge the window to the maximum extent turns the zoom button to restore down button by pressing it is restored to its former size window to any size the last time the window is maximized.

 Minimize the window: You can also minimize the window through the Minimize button on the title cop to a minimum and it is to put the window on the taskbar button is to be able to restore the window to its former size, and this is called the restore to regain top.

 Close Window: it is shutting down the window of the Close button on the title bar.

But can also shut the window of several places:
1. consecutive clicks on the icon or window title bar of the program.
2. a single click on the code window of the sub-menu that appears choose ordered shut down.
3 open the file menu and then choose ordered shut down.
4. note of the taskbar button for the window pressing right mouse button on the right window and then choose ordered shut down.
5. use the keyboard shortcut Alt+ F4.

To switch between windows or programs operated
• Program to click on the button on the taskbar.
• or switch to another program or open a document by pressing keys ALT+ TAB, or move between open windows by pressing ALT constantly repeating pressure TAB.

Dialog boxes:
A special funds appear to change certain settings, especially given object example of this Special Fund characteristics of the taskbar or the Special Fund to change the settings for the properties of any desktop box contains three main buttons (OK - Cancel command - application).

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OK: When you press the OK button is applied to the selected setting with the closure of the dialog box for this setup.

Cancellation is: When you press this button is cancel all the settings that are set with the closure of the dialog box.

Application: When you press the button to apply specific settings are applied with the new box to keep the dialogue for the implementation of another setting.

Display Settings:

Can control the desktop and screen saver settings and can be accessed this window by pressing a button on the desktop, and drop-down window can choose Customize "Personalize" window appears, as in the figure below

Add Tools Desktop Gadgets

We mean the tools desktop Gadgets which additional elements which we can show on the desktop, such as clock, notepad and many other tools and to add a tool to your desktop, there are two ways: -

First: From the Control Panel, then choose the command Appearance matter desktop gadgets

Second: Right-wing to click on the desktop in an empty place and choose the command Gadgets.

Show us a window to add tools as the following picture Where we pull the tool icon and then leave it to be added over the side to be put out, and we can right-click on the right-wing tool of some displayed on the desktop to control its options

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Change desktop icons

To change the desktop icons to click on the right-wing empty area in the Desktop and choose customize it as the picture to show the following window

Change desktop icons

To change the desktop icons to click on the right-wing empty area in the Desktop and choose customize it as the picture to show the following window

We choose them it change desktop icons - change the desktop icons to appear the following window

Where we choose the upper section of the icons to be displayed on the desktop ticking true beside the icon to change what can be clicked to change icon button after selecting one of the icons of the lower section to show us a window to choose the icon and choose when completing the push ok.

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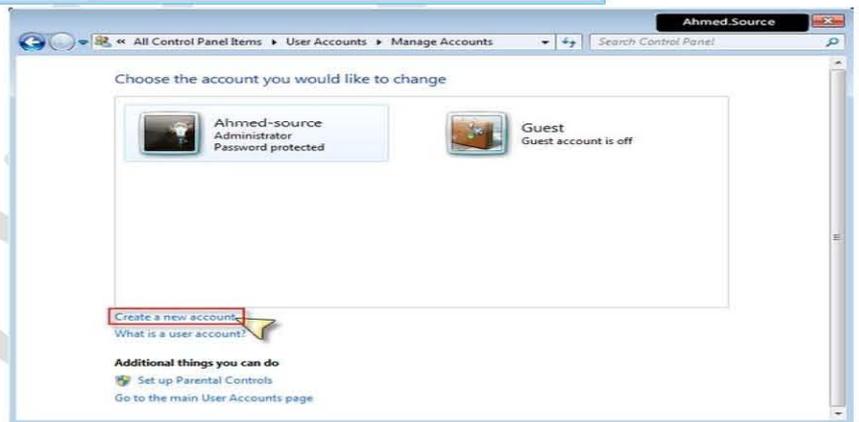Electronic Department

Create a new user account

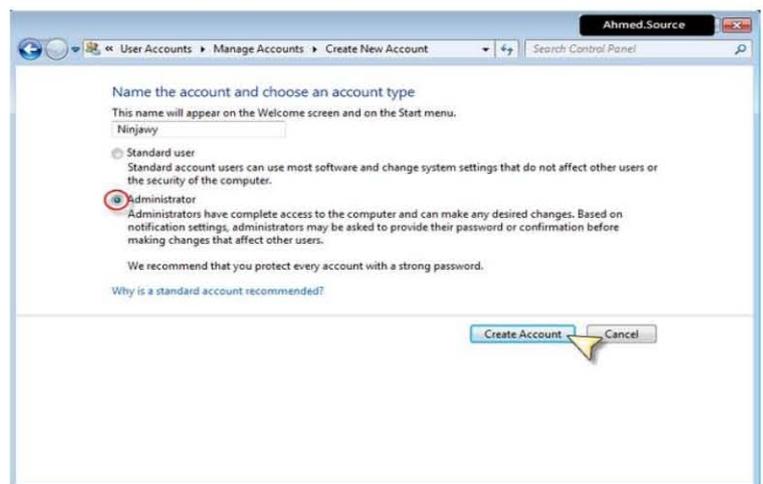To create a new user account, open the Control Panel and choose up user accounts

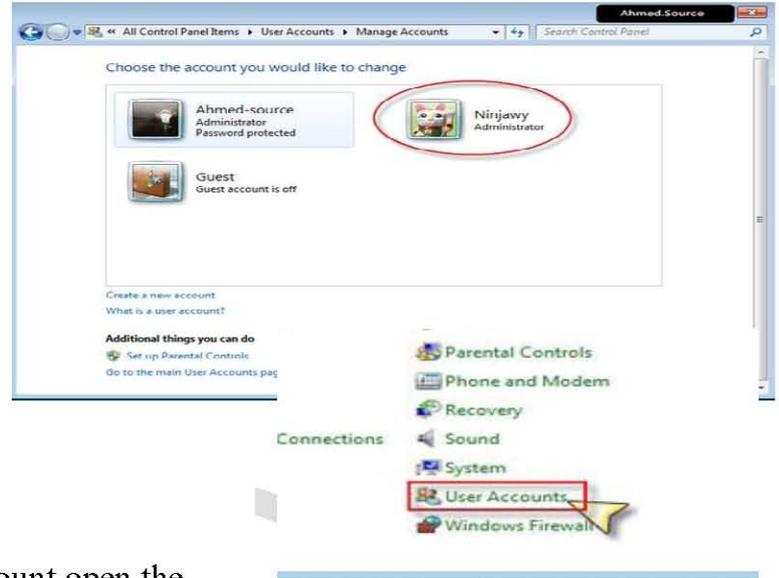To show us a window user accounts and choose which is Manage another account as in Fig.

To show us the next window that displays all our existing accounts currently on the system

The ones we choose it Create a new account to show up the following window

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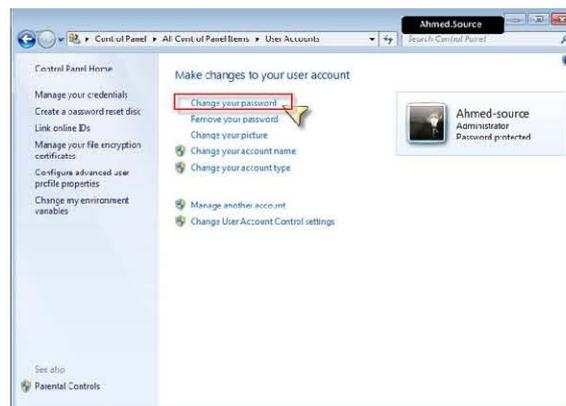Diyala university/College of Engineering
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Where we write the name of the account you want created and then define the powers and better to be administrator Then push button Create account

Modify or cancel your password

To change the password in Windows To our account open the Start menu and choose the command - Control Panel control panel and choose Control Panel is - Accounts users' User Accounts as the picture
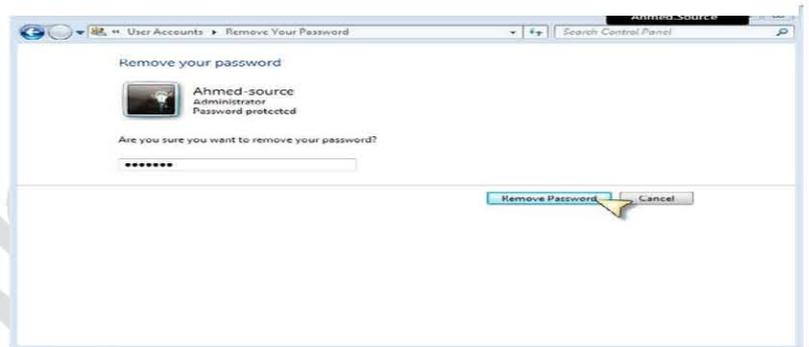
To show us the following window

And we choose them up Change your password to show us the following window

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Where we wrote our own password and then push the button Change password - is to change the word and save modifications As to delete the password from the window control user accounts as the picture
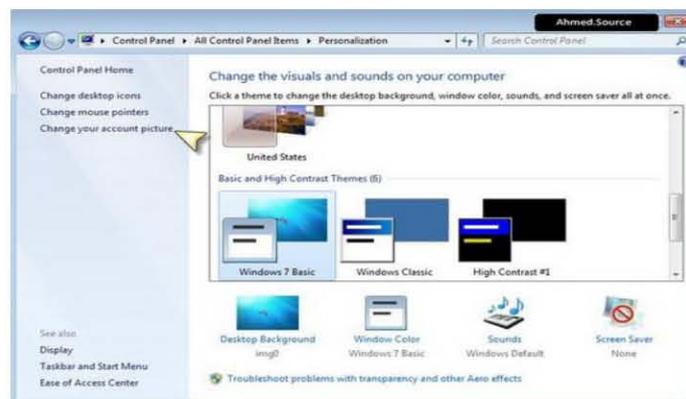

We choose to remove the password -
Remove your password to show us a window confirm the deletion as the picture


Change the image of your account

Right-wing to click on an empty space on the desktop and choose to customize it to show up the following window

And we choose it change your account picture to show up the following window

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And from here can choose from a pre-existing images or put a picture of our choice from outside this group and clicking a button to browse for more pictures to show the following window
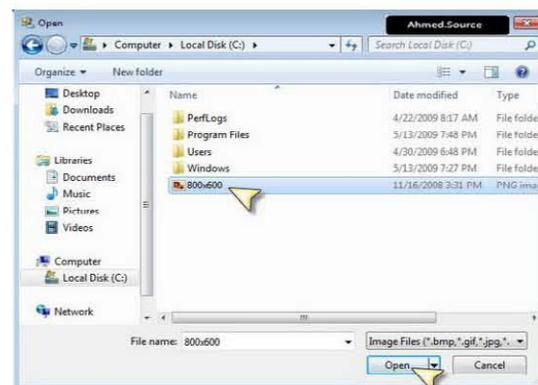
And define the place of the image you want selected and push open the following window appears to confirm the operation and display the image

And define the place of the image you want selected and push open the following window appears to confirm the operation and display the image And become the new image appears in the main screen to enter

Files and folders

Most tasks require work in Windows files and folders . Windows uses folders to provide a system for storing files on your computer , just as they used cardboard folders to arrange the information in a file cabinet . Can contain folders on many different types of files , such as documents , music, images, videos , and software . It can copy or move files from other sites , such as another folder , or a computer , or the Internet , to folders created. It can also create folders within folders . For example , if you create and store files in the My Documents folder , you can create a new folder within the

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documents containing the files. If you decide to transfer the new folder to another location , it can be easily transported with its contents by selecting it and dragging it to the new location .

File:

The file is the basic unit of storage which enables the computer to distinguish a range of other information. It is a set of data the user can be retrieved, changed, or deleted, or saved, or sent to an output device, such as a printer or e-mail program

Create files:

Kindi   لغة الجافا   Kindisamples   Assembly   kindi   CIW
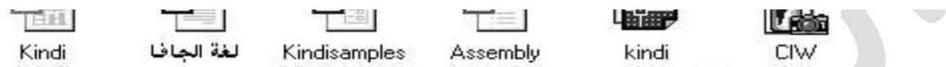
There is a quick way to create a short put some programs to create files in an expeditious manner as follows:

• Right pressing the right mouse on the desktop or in any folder.

• choose from the sub-menu that appears New.

• afternoon submenu choose other ones desired file.

The types of files:

When creating a file and when writing the file name to note that writing the name of any file consists of two parts:

The first part is the name of the file can put the name of the file up to 219 characters.

Section II: is the file extension (kind) and always consists of three characters exclusively in English.

Separates the file name and type a period (.) As shown in the figure below

Folders :

Container for programs and files in the application of graphical user interfaces, are encoded on the screen by a graphical image (icon) of a file folder. Volume is intermediate to organize programs and documents on the disk and can accommodate additional files and folders. For example,

Create a new folder

1 Open any folder, for example, documents.

2 Right-to click on an empty place, click the "New" Create a new folder "Folder". New folder is displayed with the default name is specified, a new folder.

3.aketb a name for the new folder, and then press ENTER.

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Hint : You cannot create any folder or file inside the My Computer window.

Change the name of a file or folder:

There are several ways to change the name of a file or folder.

1. define the folder or file you want to change the name.

Then to click a single click on the name of the folder write the new name and then pressing Enter.

2. define the folder or file you want to change the name.

From the keyboard push button F2.

We write the new file name and then pressing Enter.

3. pressing right mouse right on the folder or file you want to change the name.

Hint : You cannot change any folder or file name belonging to the system or any program that can change the name of the folders and files that I run just about any user.

Copy – Cut – Paste

Copy : take a copy of the file and put it in another place while retaining the basic version .

Cut: move a file from one place to another .

Paste: Copy command to install and shear when implemented warrants that any copying and shear is not only the implementation of the Paste command

Copy command can be executed and the shear number of ways :

First: - Copy the files from the list Organize

1. define the file or folder you want to copy ((copy

2. open the Organize menu and choose the command to copy them .

3. open window where the desired mode version .

4. Organize choose from a list of Paste command.

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Second: - .alnsch using the right mouse button :

1.nhaddd file you want to copy.

2.ndguet Right mouse right on the file and choose Copy command .

3.nfath window where the desired mode version .

4.ndguet Right Mouse right in the empty place inside the window and from the sub-menu that appears choose Paste command .

Third: - copies using the keyboard shortcuts :

1. define the desired file copy.

2. using the keyboard pressing buttons on the CTRL +C to Copy command .

3 open window where the desired mode version .

4 of the keyboard shortcut, use CTRL +V to Paste command .

Fourth: - Copy using drag -and-drop mouse Right- left:

1. two windows open source window that contains the file or folder to be copied and the destination window where you want to place the copy .

2. pull the file or folder by left mouse button window toward the destination.

3. above the window by clicking on the destination we CTRL button on the keyboard and then take a file that we withdraw it.

Fifth: - Copy using drag-and-drop mouse Right right:

 1. two windows open source window that contains the file or folder to be copied and the destination window where you want to place the copy.

 2. pull the file or folder by right mouse button window toward the destination.

 3 we threw the file or folder within the destination window (the window where you want to place the copy).

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Note: Cut the implementation is the same six stages that passed us earlier implementation of the Copy command, but with no major version to keep in place a process of transferring from one place to another.

Sixth: - the shortcut Shortcut

 A quick way to run a program that the user frequently or open a file or folder without going to the site to install it.

The benefits of the road Manual:

 1 quick access to the program without resorting to menus.

 2-saving storage space on the hard drive because it is not only the size of a small book.

 3 performs the same task the original file.

There are several ways to create a shortcut:

 * Using the processor ..

 * Copy and paste shortcut.
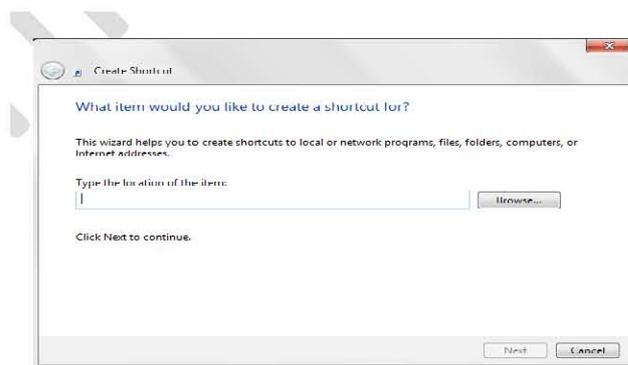
 Create a shortcut using the wizard:

 1. Click Right-click the desktop, point to New, and then click Shortcut.

 2. In location of the item box, type the path and name of the file or program you want to add as a shortcut, or click Browse to search for the file name, and then click Next.

 3.aketb name you want to appear under the shortcut, then click Finish.

 * When you click on the icon

appears to end the shortcut on the desktop shortcut known of the arrow on the icon, for example,

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Create a shortcut using the Copy and Paste Shortcut:

1. open the window that contains the icon for the program, which will take him to the shortcut.

2. pressing right mouse right on the program icon.

3 to choose from the sub-menu that appears instruction copies.

4. pressing right mouse right on the desktop.

5. Choose from the submenu that appears to paste the shortcut.

.To change the properties of the shortcut, right-click, right-click the shortcut, and then click Properties
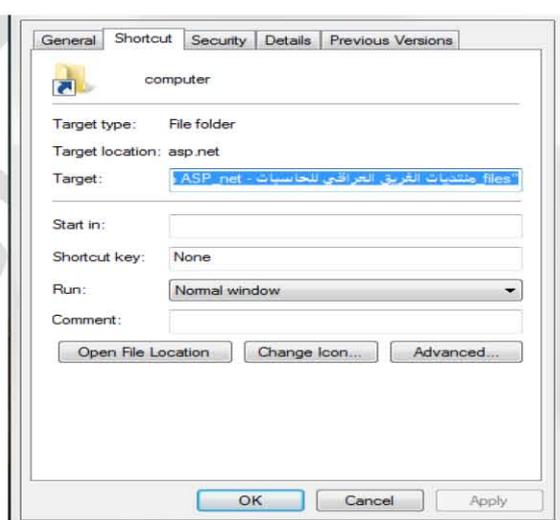
Find Objective: when you forget your place the program or master file can be clicking on this finding the file and select it.

Change the icon: You can change the icon image by clicking on this button and choose the desired from the dialog box that appears.

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Notes:

1. If we deleted the original file, the file does not delete the shortcut , but it does not work in the absence of the original file and the file the shortcut does not delete the original file.

2.If change the original file name of the program or what his place and then we used the shortcut to gain access to this program, the system will be looking for this file, and then finds it occupied by