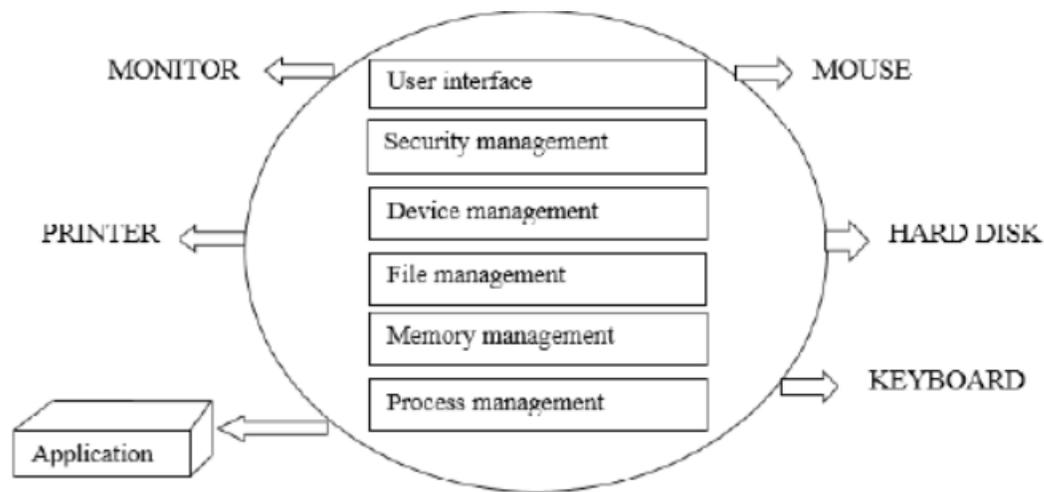*Operating system*

Operating system is the first layer of software loaded into computer memory when it starts up.

As the first software layer, all other software that gets loaded after it depends on it for various common care services.

These common core services include disk access,memory management task scheduling and user interfacing

The operating system organises and controls the hardware.

Examples of operating systems are windows *XP, UNIX* and *LINUX*.

Types of Software

The two main categories of software are **application software** and **system software**.

1. System software is a type of computer program that is designed to run a computer's hardware and application programs.

Device Drivers

Device drivers are system programs, which are responsible for proper functioning of devices every device, whether it is a printer, monitor, mouse or keyboard, has a driver associated with it per its proper functioning

In modern operating systems, most hardware drivers, such as the keyboard drivers, come with the operating system.

Mouse Technique

Click

Click is a mouse technique in windows used to launch an application in the computer.

Steps to Click

1. Move mouse pointer to an icon touching the icon

2. Press the mouse button once

3. Watch the program icon open.

Double click,

Double means to touch an icon and press the mouse button twice in quick succession.

Steps of Double Click

1. Move mouse pointer to an icon touching the icon

2. Press the mouse button twice in quick succession

3. Watch the program icon open.

Drag

Drag is word used in mouse technique that means using the mouse to move a file or

program from one place to another

Common Icon

is defined as a symbol used to designate simply what it should represent. Icons are part of
our daily life since they can be found all around us, throughout the day.

Status Bar

Component to control the app's status bar. The status bar is the zone, typically at the top or
down of the screen, that displays the current time, Wi-Fi and cellular network information,
battery level and/or other status icons.

Folder and Direction

The main difference is that a folder is a logical concept that does not necessarily map to a
physical directory. A directory is a file system object. A folder is a GUI object.

Opening and closing different windows

Opening: double click to each icon to open it

Closing: to close application, folder, Document etc. press X at top right corner

How to create a shortcut on the desktop

Whether with a simple right-click on the desktop, with the [Windows] key, or in the browser – in Windows you can create shortcuts to important programs, files, and pages in just a few steps.