3 Introduction to Windows 8.1

LESSON PLAN

After this lesson, students will be able to:

- » Recall types of software.
- » Define Operating System.
- » Give examples of operating systems.
- » Describe the importance of operating system.
- » Trace the history of different versions of Windows.
- » Define GUI. Identify Windows as a GUI-based OS.
- » Start the computer.
- » Label parts of the Windows 8.1 desktop.
- » Describe each component of the Windows 8.1 desktop.
- » Open and use the Charms bar.
- » Open an app using the Start button.
- » Open an app using the Search option.
- » Shut down the computer.

WARM UP

- » What are the two types of software that you learnt in the previous lesson?

Ans. System Software and Application Software.

CHAPTER NOTES

» Operating System is the most important software for any computer system.

» Almost all computers have an operating system, also called an OS, to act as a main stage on which all other software run.

» Common operating systems are Windows, Mac OSX and Linux.

» If the OS is not ready, you can't operate the computer.

» Windows 8.1 is an operating system developed by Microsoft Corporation.

» Windows is a GUI (Graphical User Interface)-based operating system in which pictures, icons, menus, etc., are used to give commands.

» The latest version of Windows is Windows 10.

» Desktop Background is the picture that covers the desktop background screen.

» Desktop Icons are the small pictures of the programs present on your computer.

» Mouse Pointer is a small arrow that you see on the screen and it moves along with the mouse.

» Start Button is located at the bottom left corner of the screen.

» Taskbar is the bottom-most and longest horizontal bar is the Start Bar.

» We can start any app by clicking the Start button and then clicking on the app icon to open.

» Notification Area is the bottom right corner of the taskbar.

» The Charms Bar in Windows 8.1 is the bar of icons that slides in from the right side of the screen when you hover the mouse pointer on the top right or bottom right of the desktop screen or the Start screen.

» We must start and shut down our computer properly.

DEMONSTRATION

» Starting the computer.

» Opening the Charms bar.

» Starting an app using the Start button.

» Starting an app using the Search option.

» Shutting down the computer.

LAB ACTIVITIES

» Practice how to start and shut down the computer.

» Open Paint using the Start button.

» Open Tux Paint using the Search option.

» Close all the windows.

» Shut down the computer.

» On your lab computer change the background and screen saver by following these steps.

   o Right-click on the blank area of the desktop. A shortcut menu will appear.

   o From the menu, select the Personalize option.

   o Click on the background options.

   o Select any background from the displayed list and click on the Lock Screen option.

   o From the right pane, select the screen saver settings option.

   o Click the drop-down arrow of the Screen saver list box.

ASSESSMENT

» Students should be able to:
  o Start the computer
  o Open the Charms bar
  o Start an app using the Start button
  o Start an app using the Search option
  o Shut down the computer
  o Define OS and give examples
  o Identify parts of the Windows 8.1 interface

SUGGESTED CLASS ACTIVITIES

Label the parts of the Windows 8.1 desktop given below.