ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

M.Sc. in Cyber Security (MSCS)

CSPL-10: OPERATING SYSTEMS BASICS

WINDOWS LAB MANUAL

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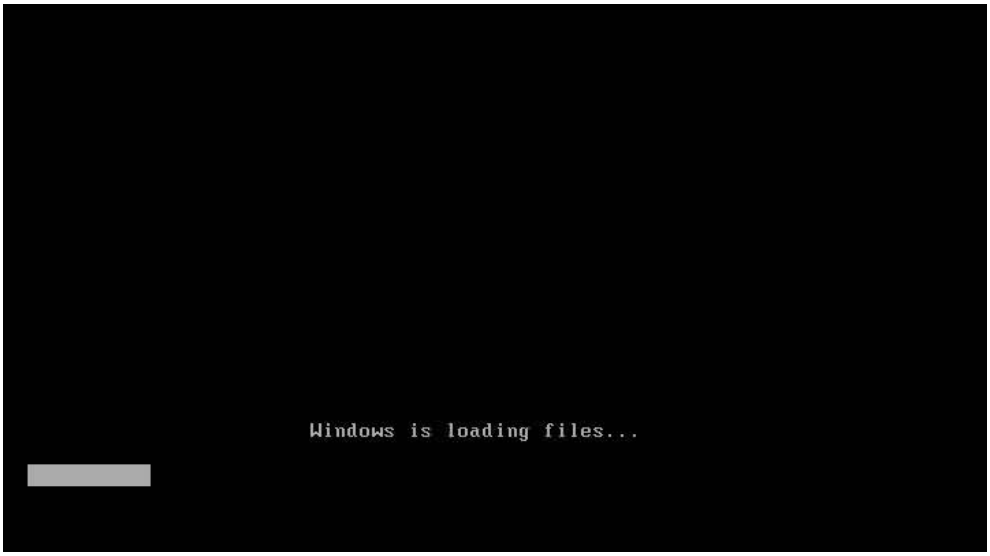
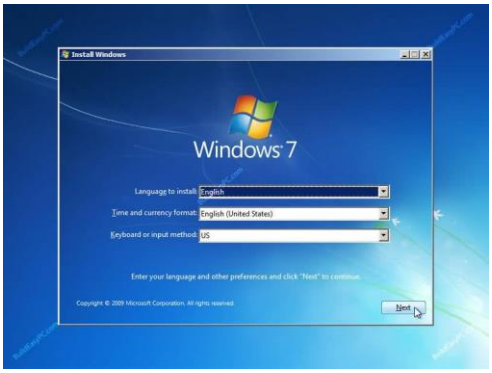
1. Windows 7 installation

Step 1 - Place Windows 7 DVD in your dvd-rom drive and start your PC. Windows 7 will start to boot up and you will get the following progress bar.

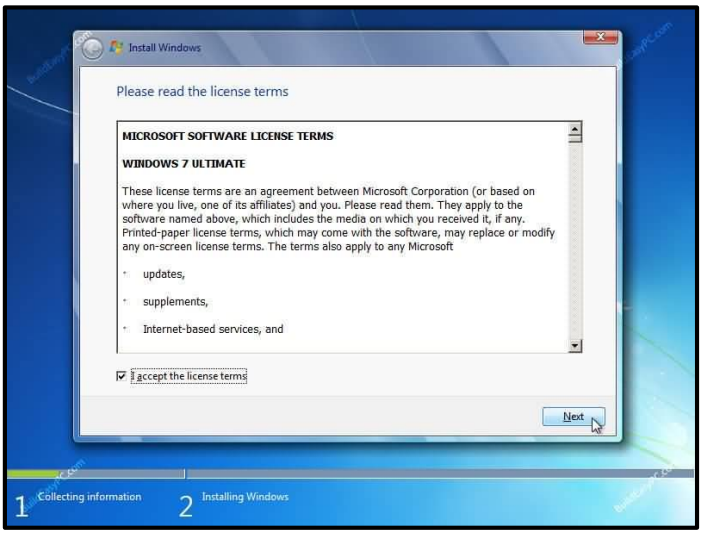


Step 2 - The next screen allows you to setup your language, time and currency format, keyboard or input method. Choose your required settings and click next to continue.

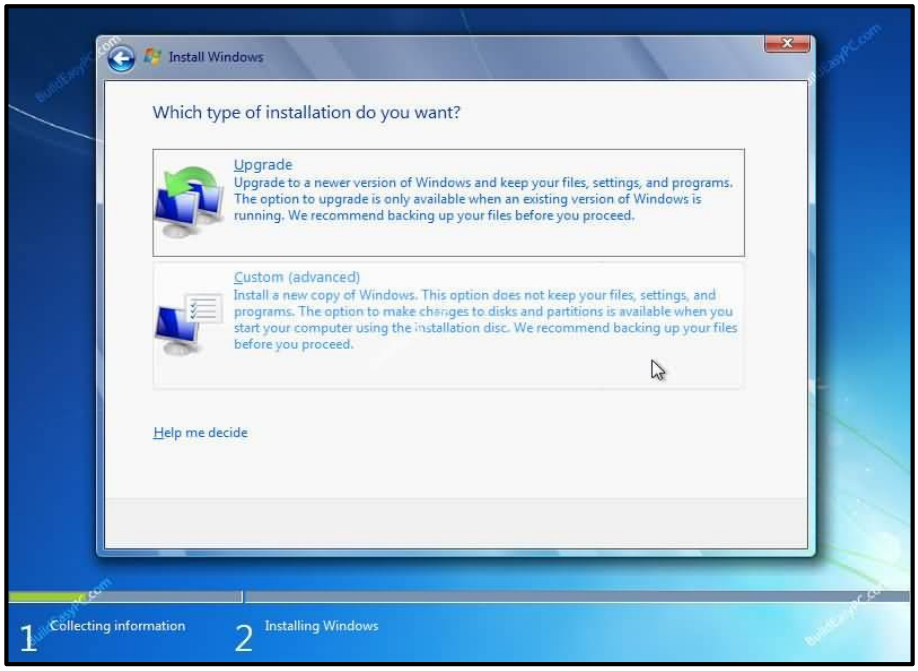


Step 3 - The next screen allows you to install or repair Windows 7. Since we are doing a clean install we will click on "install now".

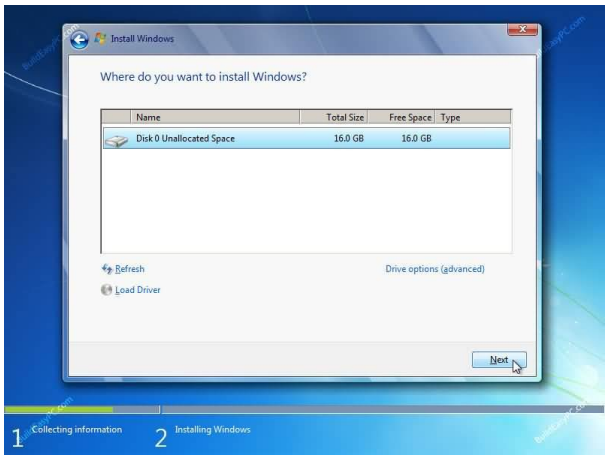
Step 4 - Read the license terms and tick I accept license terms. Then click next to continue.



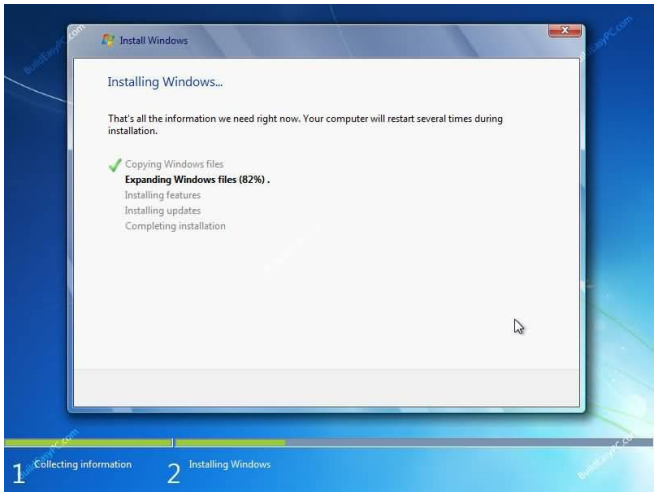
Step 5 - You will now be presented with two options. Upgrade or Custom (Advanced). Since we are doing a clean install we will select Custom (Advanced).



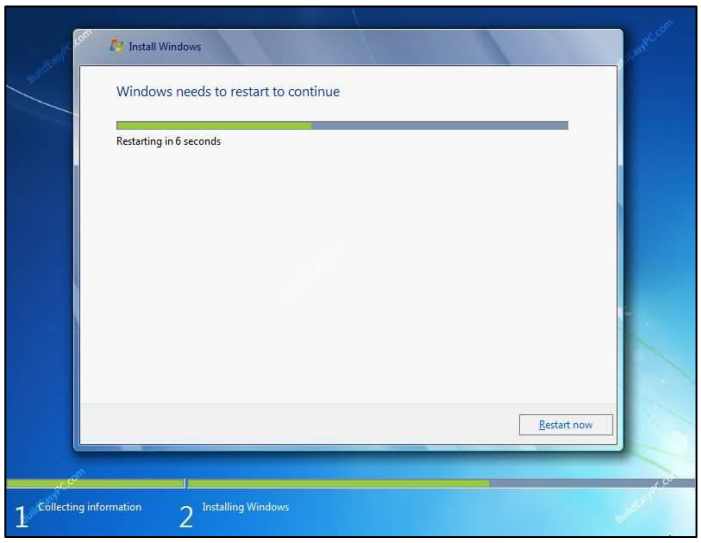
Step 6 - Choose where you would like to install Windows 7. If you have one hard drive you will get a similar option to the image below. You can click next to continue. If you have more than one drive or partition then you need to select the appropriate drive and click next. If you need to format or partition a drive then click Drive options (advance) before clicking next.



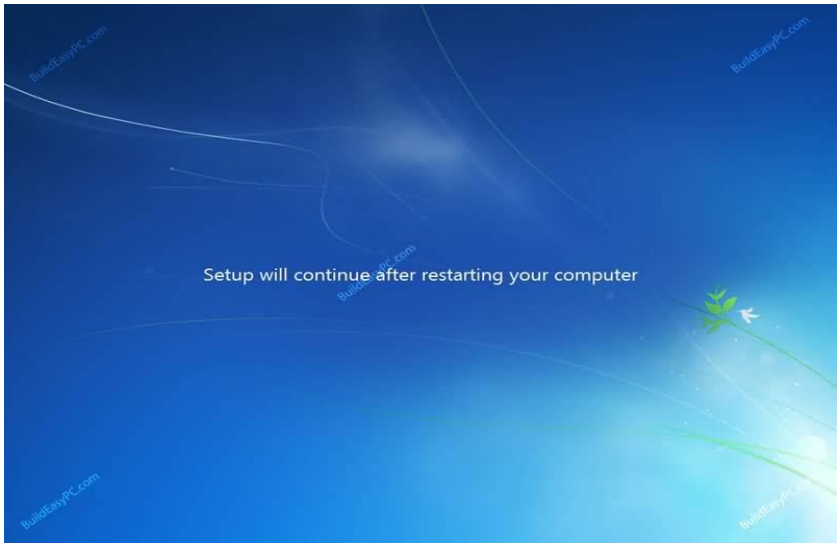
Step 7 - Windows 7 starts the installation process and starts copying all the necessary files to your hard drive as shown on the image below.



Step 8 - It will go through various stages of the setup and will reboot your system few times.

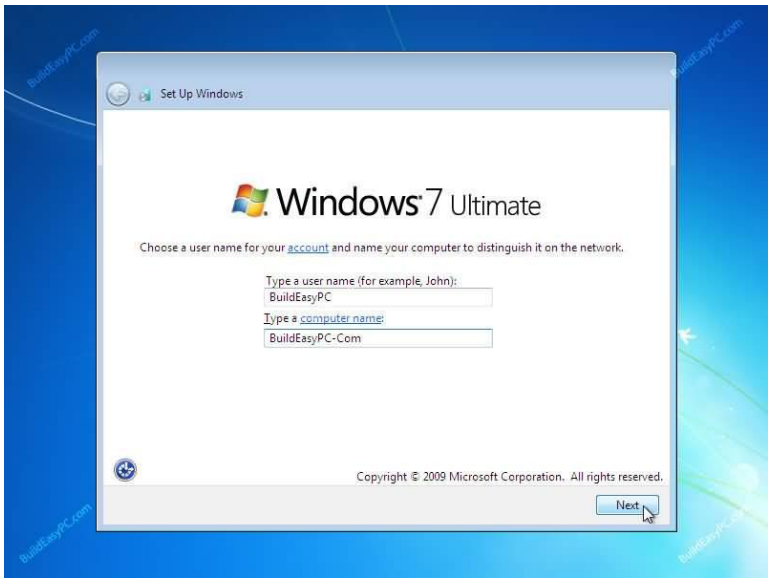


Step 9 - When your PC reboots it attempts to boot from DVD as it is the first boot device. Do not press any key during the boot prompt so Windows 7 will continue with the installation by booting from the hard drive.



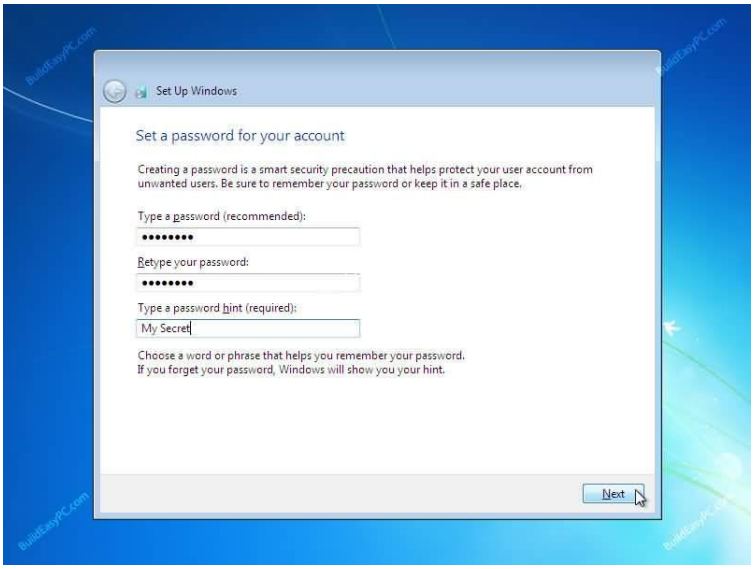
Step 10 - After the reboot your computer will be prepared for first use.

Step 11 - At this stage you need to choose a user name and computer name. Click next to continue. The user account you create here is the



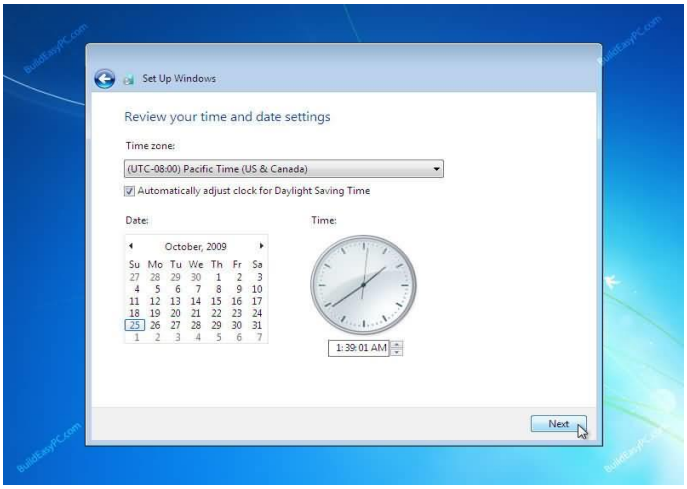
Administrator account which is the main account for your Windows 7 that has all the privileges.

Step 12 - Choose your password and password hint just in case you forget your password and need to jog your memory.

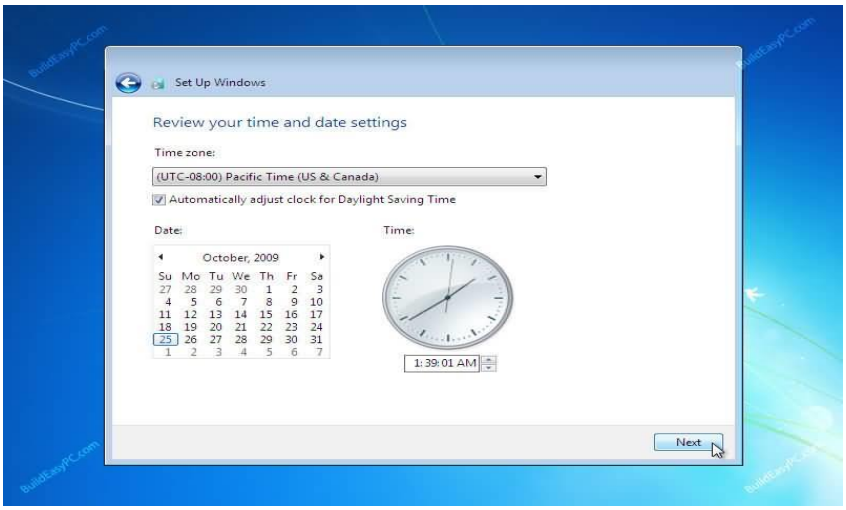


Step 13 - You can now type the product key that came with Windows 7 and click next. If you do not enter the product key you can still proceed to the next stage. However Windows 7 will run in trial mode for 30 days. You must therefore activate Windows within 30 days otherwise you cannot access your computer after 30 days.

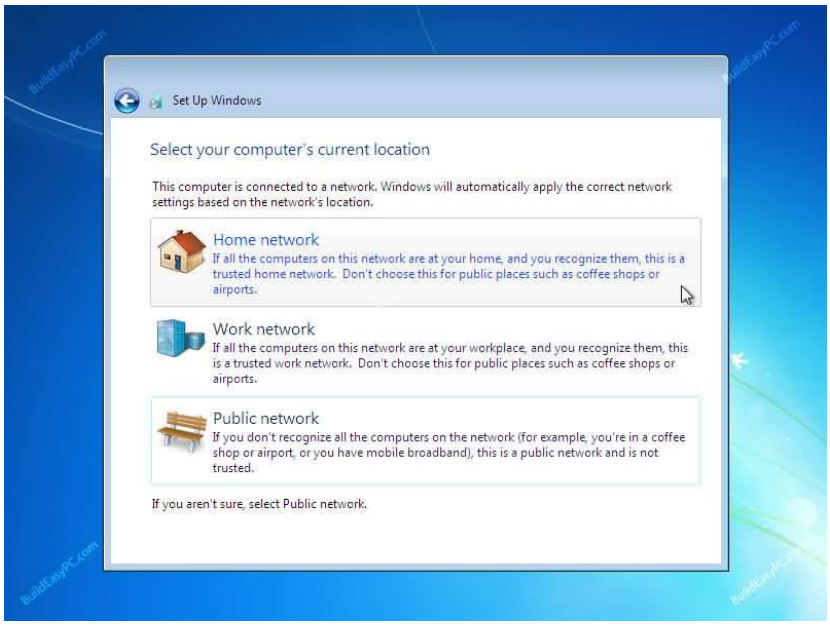
Step 14 - Help protect your computer and improve Windows automatically. choose use recommended settings.



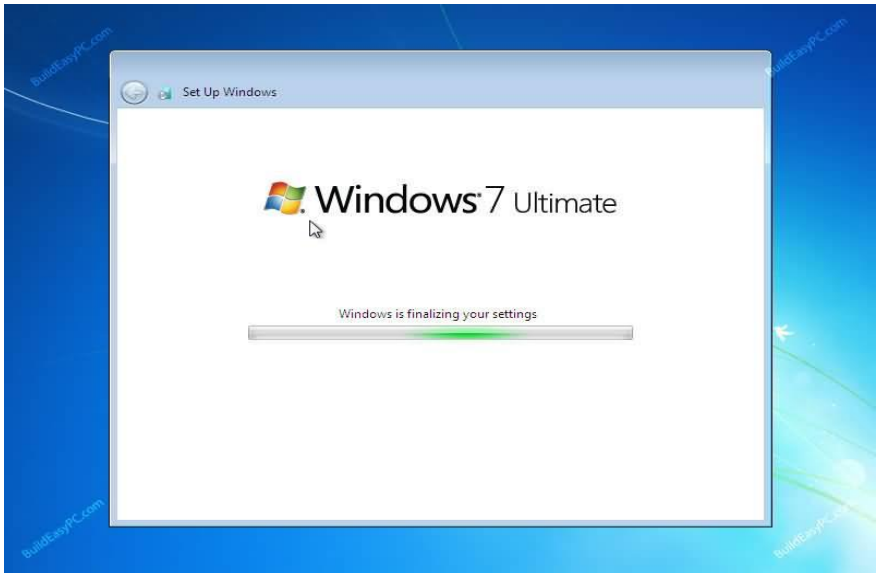
Step 15 - Review your time and date settings. Select your time zone, correct the date and time and click next to continue.



Step 16 - Select your computer's current location. If you are a home user then choose Home network otherwise select the appropriate option.



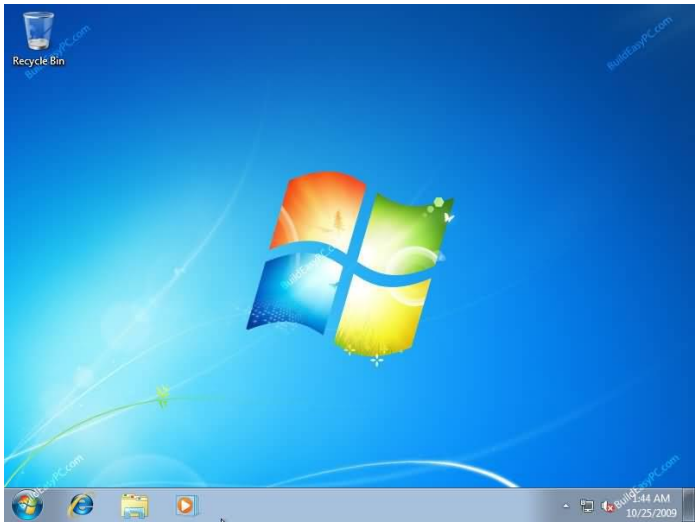
Step 17 - Windows will now finalize the settings for your computer and restart.



Step 18 - After the final restart Windows 7 will start to boot up.

Step 19 - Finally you have the logon screen. Just type your password and press enter or click on the arrow to logon to Windows 7 for the first time.

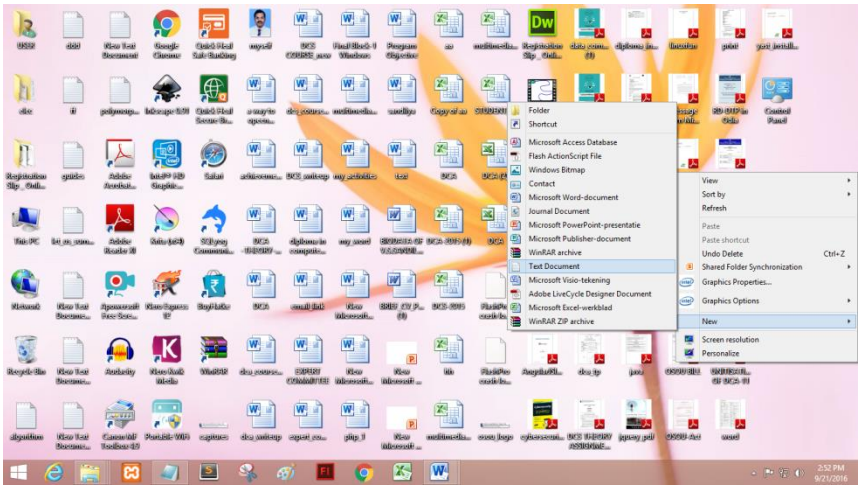
Step 20 - After you have logged on to Windows 7 for the first time, you will see similar desktop to the image below. At this point you can start using your computer. However it may not be fully configured. You need to make sure that all the hardware is detected correctly and the necessary



2. File and folder management in Windows

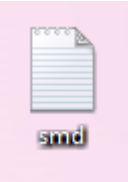
2.1 Create a file in windows

Step 1 - Right click at the place where you want to create a file and select the type of file you want to create. There are various kinds of files a person can create starting from word document to text file. Since we are learning to create a file we choose text document

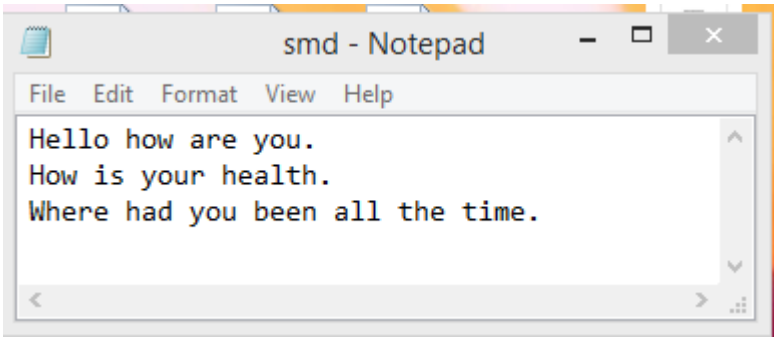


Step 2 -

Give a name to the file as shown below as I had given the name smd.

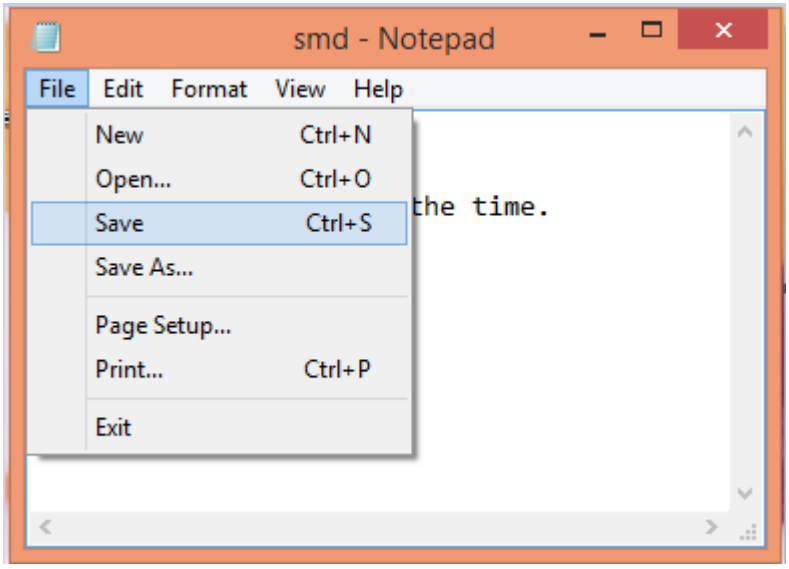


Step 3 -



Step 4 -

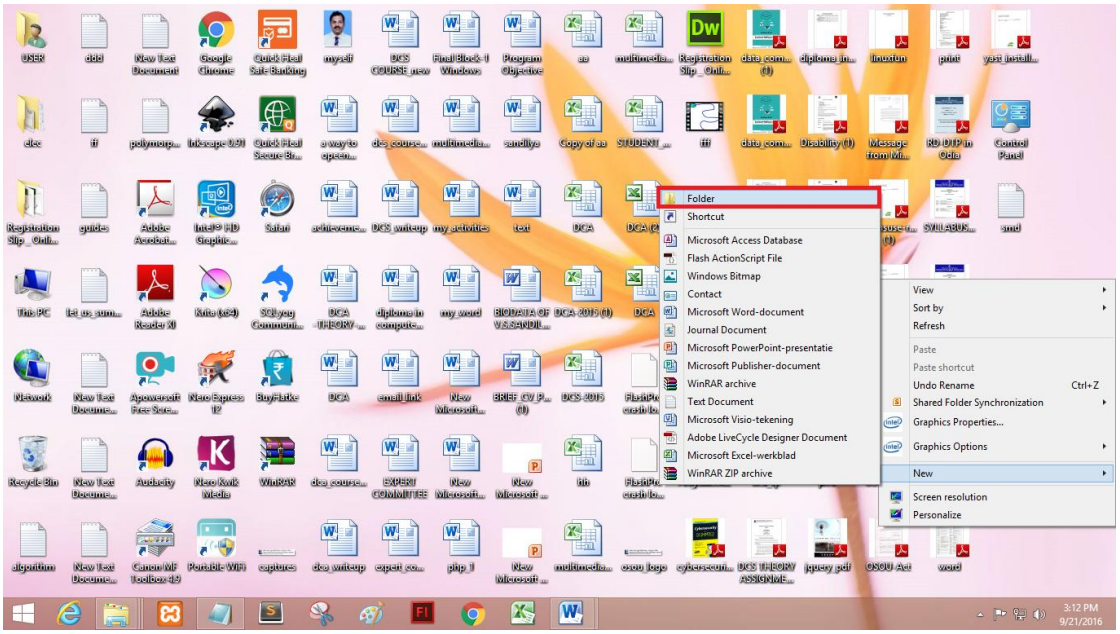
Click on the save button as shown below to save the document



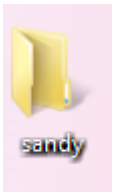
2.2 Create a folder in Windows

Step 1 -

Right click the place where you want to create a folder. Folders and files can created on drives and desktop .Here we create a folder on the desktop as shown below by clicking on the folder icon shown in red rectangle.



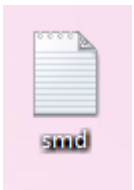
Step 2 - Give this folder a name and I have defined the name as sandy as shown below.



2.3 Copy a file to a folder

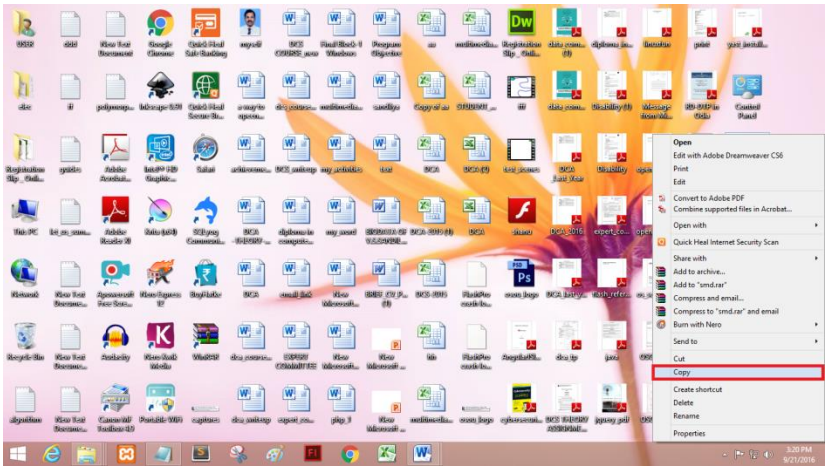
Step 1 -

Right click the file



and select the copy option as shown below.

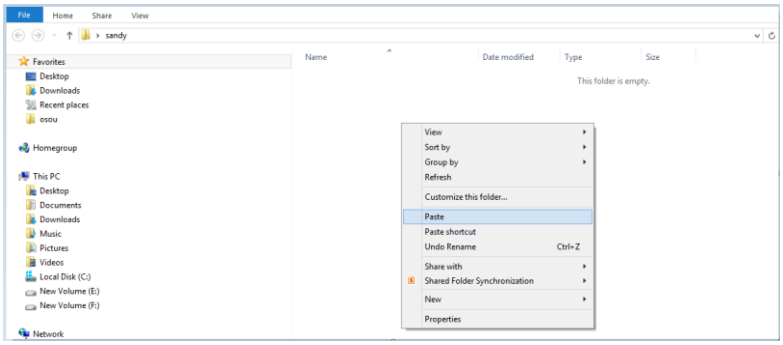
Step 2 -



Step 3 - Double click the folder sandy as shown below

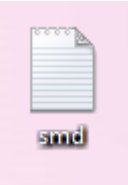
Step 4 -

Open the folder , right click and paste



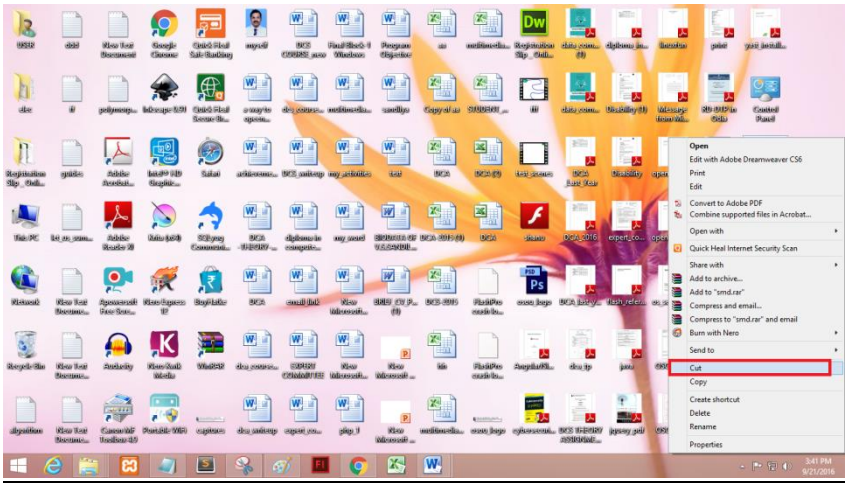
2.4 Move a file to a folder :- To move a file to a folder follow the following steps as shown below.

Step 1 - Right click the file

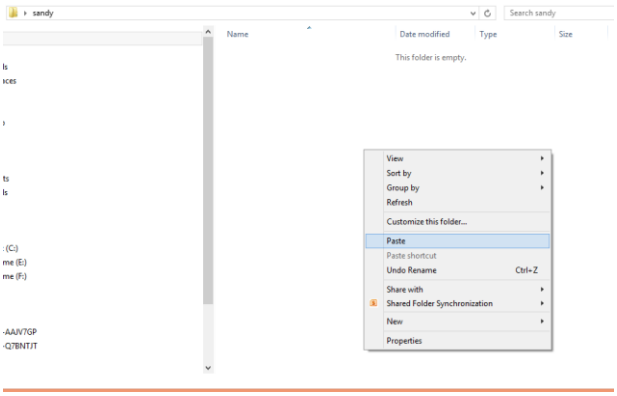


and select the cut option as shown below.

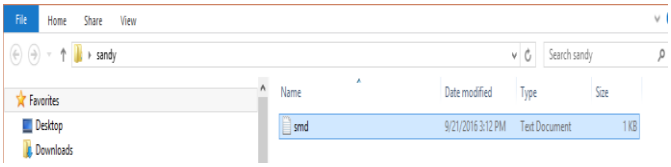
Step 2 -



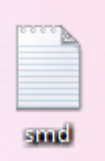
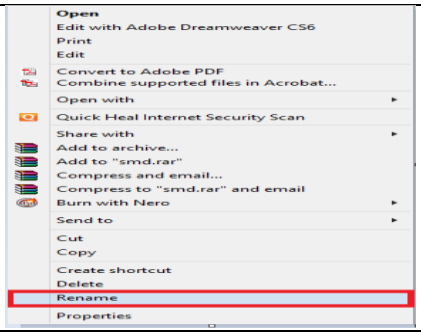
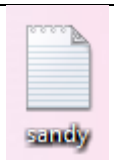
Step 3 - In the destined folder right click and click paste option as shown below.



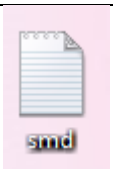
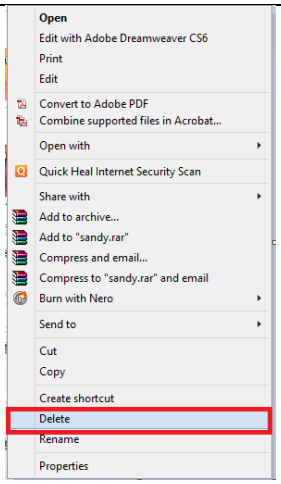
Step 4 - You find the file in the destined folder.



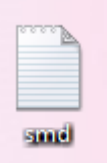
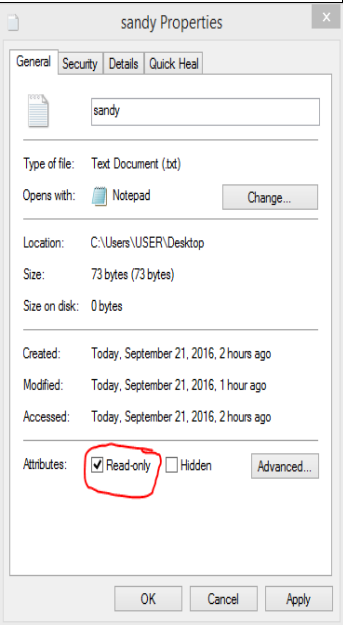
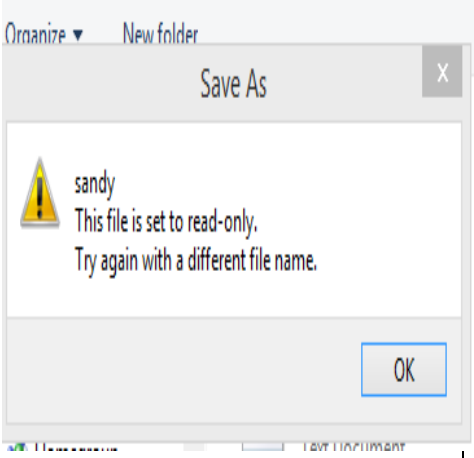
2.5 Rename a file/ folder :-To rename a file/folder right click on the file as shown below.

Step-1	Step-2	Step-3
	Click on the Rename option to rename the file	
		

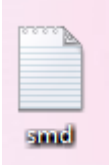
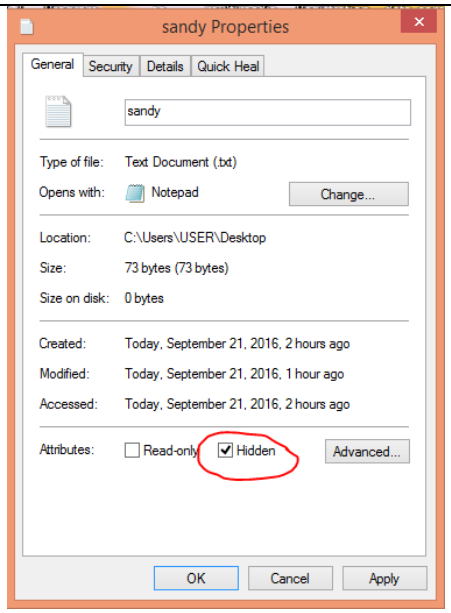
2.6 Delete a file / folder :- To delete a file/folder right click on the file/folder as shown below.

Step-1	Step-2	Step-3
Select the file as shown below	Click on the Delete option to delete the file	The file is deleted
		

2.7 Make a file read only :- To delete a file/folder right click on the file/folder as shown below. Now when you open the file and write something and save computer shows file is set to read only. To remove the read only option uncheck the read only box.

Step-1	Step-2	Step-3
Select the file as shown below	Click on the option Read only the file	The file is now read only
		

2.8 Hide the file and unhide the file in Win 7 :- To hide a file/folder right click on the file/folder as shown below.

Step-1	Step-2	Step-3
Select the file as shown below	Click on the option hidden the file after selecting the properties option to hide the file	The unhide a file in windows 7
		How to show hidden files in Windows 7 1. Close all programs so that you are at your desktop. 2. Click on the Start button. This is the small round button with the Windows flag in the lower left corner. 3. Click on the Control Panel menu option. 4. When the control panel opens click on the Appearance and Personalization link. 5. Under the Folder Options category, click on Show Hidden Files or Folders. 6. Under the Hidden files and folders section select the radio button labeled Show hidden files, folders, or

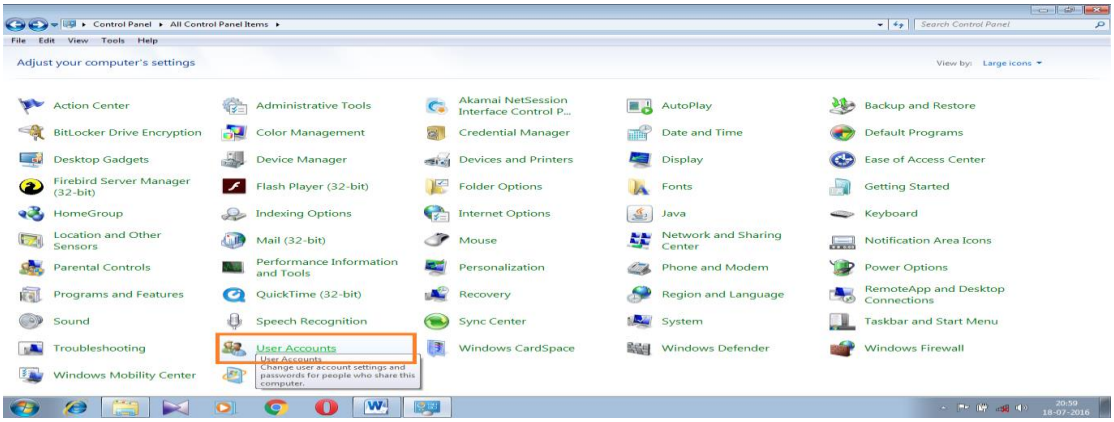
		drives. 7. Remove the checkmark from the checkbox labeled Hide extensions for known file types. 8. Remove the checkmark from the checkbox labeled Hide protected operating system files (Recommended). 9. Press the Apply button and then the OK button.. 10. Now Windows 7 is configured to show all hidden files.

3. Working with the command prompt

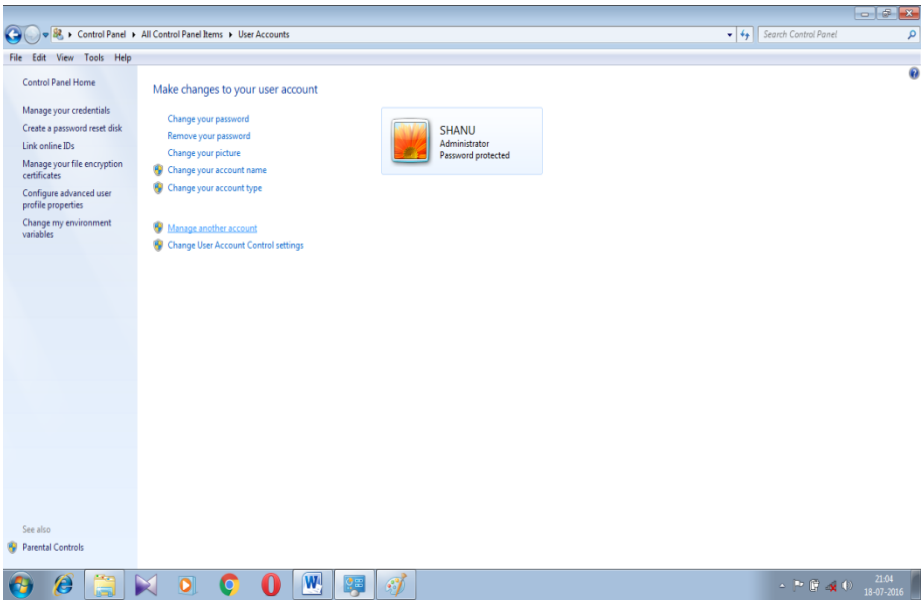
Sl.No	Experiment		Example
1	Create a file	Notepad filename	Notepad shanu.txt
2	Create a directory	Md directory name	md sandy
3	Change directory	cd directory	cd sandy
4	Remove directory	rd directory	rd sandy
5	Rename a file/directory new name	ren file name/directory new name	ren sandy sandy1
6	Change a directory	cd directory	cd directory name
7	Make file read only	attrib + r filename	attrib +r shanu.txt
8	Remove read only option	attrib - r filename	attrib - r shanu.txt
9	Make file hidden	attrib + h filename	attrib +h shanu.txt
10	Remove hidden option	attrib - h filename	attrib - h shanu.txt

4. Steps to create user accounts

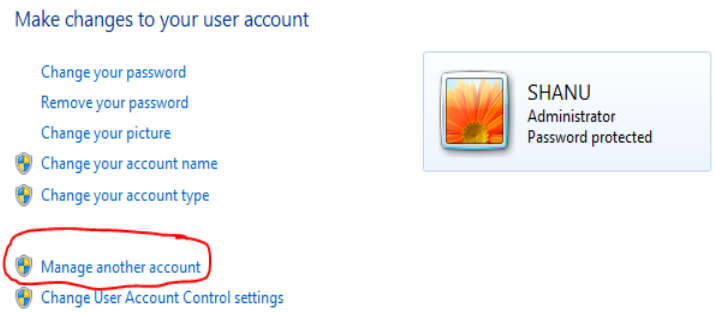
Step 1



Step 2

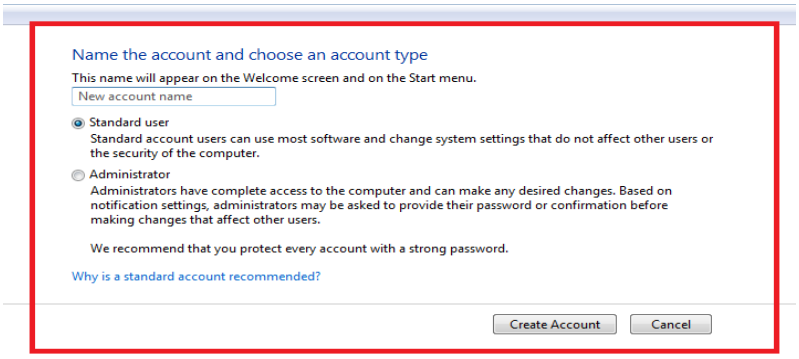


Step 3



Step 4

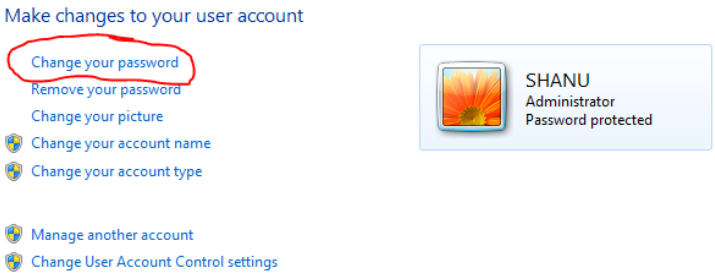
Step 5



4.1. Changing Your Password

The simplest way to change your password when you are logged in is to press Ctrl-Alt- Del and click Change a Password. In this window, you simply type in your old password and your new one, and then confirm it.

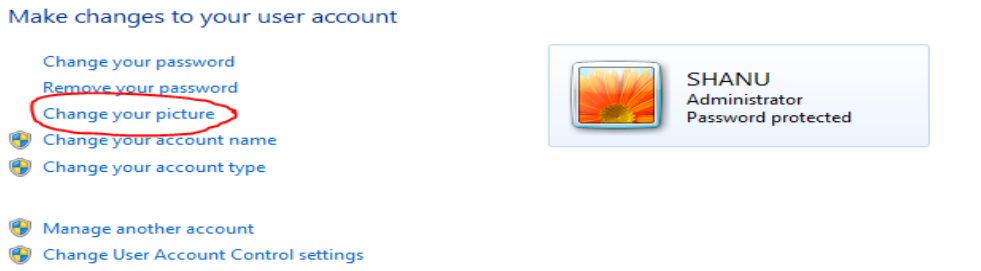
Administrators may also overwrite the user name and change the password for another user. Another way is to change user password as shown below



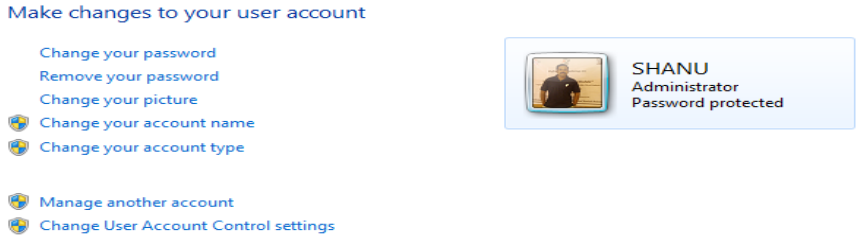
4.2. Changing Your Picture

Windows 7 allows you to choose a picture to associate with your account. This is the image you click to log on to the computer. To change it, open Control Panel and choose Users Accounts. Under Users, click Change your Account Picture. You can select from a number of built-in images, or you can browse to one of your own images.

Step 1



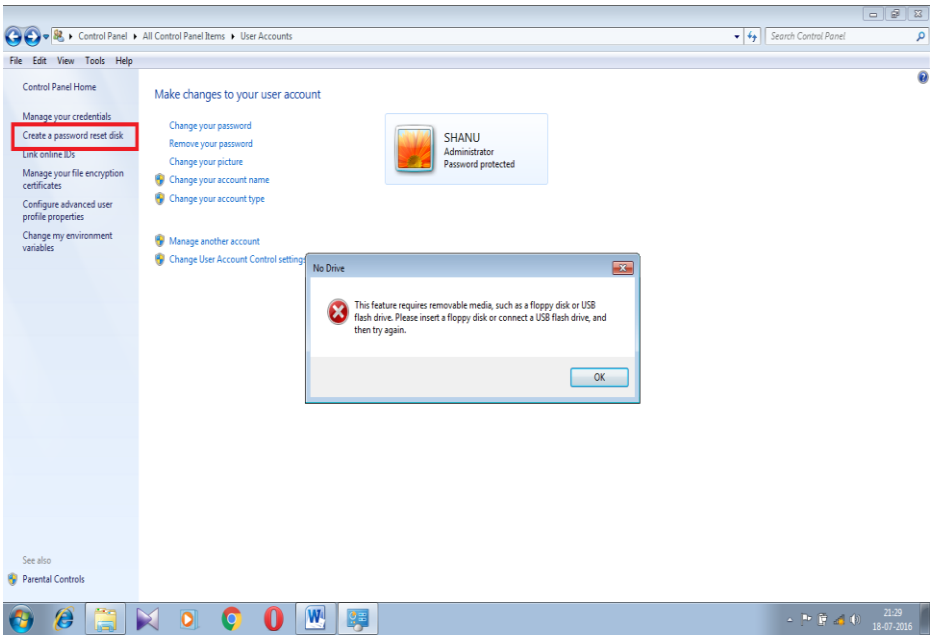
Step 2



4.3. Creating a Password-Reset Disk

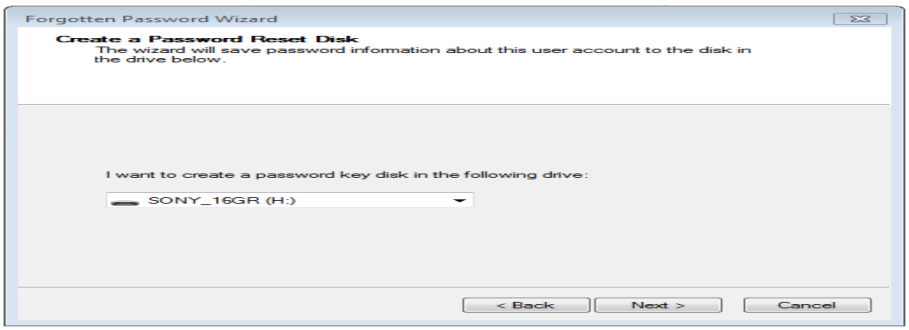
A password-reset disk is useful if you forget your password, but the catch is that you have to create it while you are logged in-- if you have already forgotten your password, it is too late. You probably don't have a floppy drive on your PC, but a USB drive will work just fine. To create a password-reset disk, open Control Panel and select User Accounts and Family Safety, User Accounts. Click on Create a password reset disk in the left pane. A wizard will guide you through the procedure, asking you on which drive to place the password key as well as what your current password is. Be careful where you store the disk or USB drive-- anyone who can access it can use it to gain

Step 1

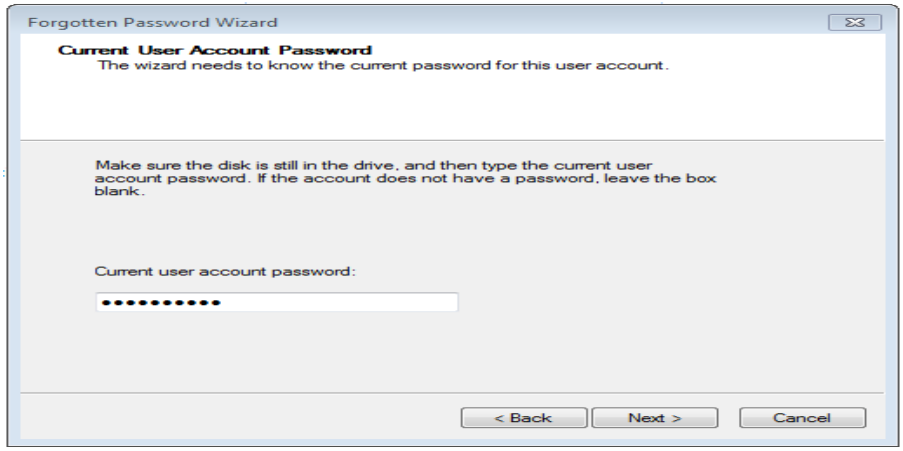


Step 2

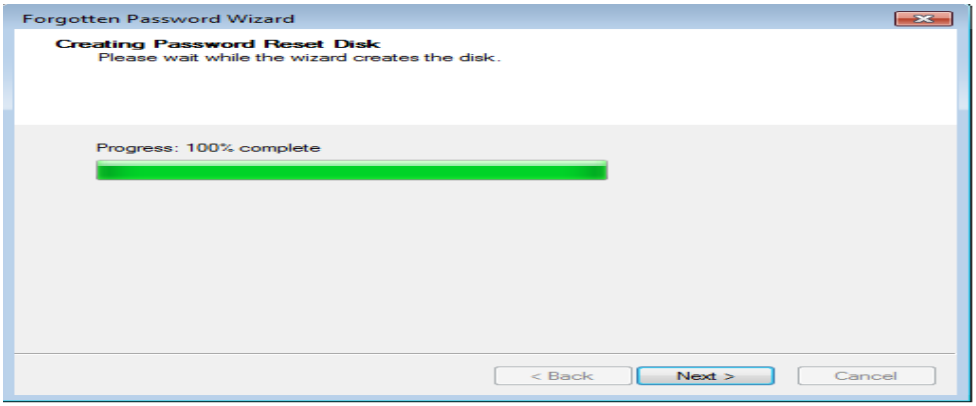
Step 3



Step 4



Step 5



Step 6

Entry to your account.

Resetting Your Password Using the Password-Reset Disk If you enter your password incorrectly when you attempt to log on to your computer, Windows will display a Reset password link under the password box. Click it to launch the Password Reset Wizard. When prompted, select the drive that contains the password key, and then type in a new password and password hint. To access it, right-click Computer on the Start menu, and select Manage. This will open Computer Management.

From there, expand Local Users and Groups.

Creating a new user: Right-click on Users, select New User, and then enter the user name. Optionally you may supply a full name, description, and password. Click Create to make the account with the following options.

- User must change password at next logon
- User cannot change password
- Password never expires
- Account is disabled
- Account is locked out.