

Topic: Operating Systems

When I am done this lesson, I will know:

- What an operating system is
- What is on the desktop of Windows 10
- How to open an application

 **Pre and Post Self-Assessment**

	Pre	Pre	Post	Post
	Yes, I know this	No, I want to learn this	Yes, I know this	I still need more practice to learn this
I know what an operating system is				
I know what is on the desktop of the Windows 10 operating system				
I know how to open an application (software)				




New Words and Terms

operating system
 applications
 programmer
 input
 output
 storage

What is an Operating System?

An operating system is software that allows a user to run other applications on a computer. The short form for operating system is OS. The operating system allows you to interact with the computer. Most software applications are written to run on an operating system.


 Review	<p>Software is a set of instructions or a computer program that tells the hardware what to do. The operating system of a computer is one type of software. There are also thousands of other types of software programs that you can use on a computer. Some of the most common software programs you might use are Microsoft Word or Adobe Acrobat. Software is written by a computer programmer.</p>
--	---

The operating system manages the hardware for a computer:

- Input devices such as a keyboard and mouse
- Output devices such as display monitors, printers and scanners
- Network devices such as modems, routers and network connections
- Storage devices such as internal and external drives

There are operating systems for computers and for smartphones. Some common operating systems are:

- Microsoft Windows
- MAC OS X
- Linux
- iOS (used on iPhones and iPads)
- Android (used on Android phones and tablets)

	<p>Watch this to learn more about operating systems. Source: GCFGlobal.org</p>	<p>https://edu.gcfglobal.org/en/computerbasics/understanding-operating-systems/1/</p>
---	---	--

Windows

One of the most common operating systems is Windows. The next section will provide a short overview of what is on the Windows 10 desktop.

Lock Screen

When you first turn on a computer with Windows 10 the lock screen will appear. You can click anywhere on the screen to unlock it and make the login screen appear.



Windows 10 Login Screen

The login screen will look something like the screen below. It may look a bit different depending on the computer.



Desktop Screen

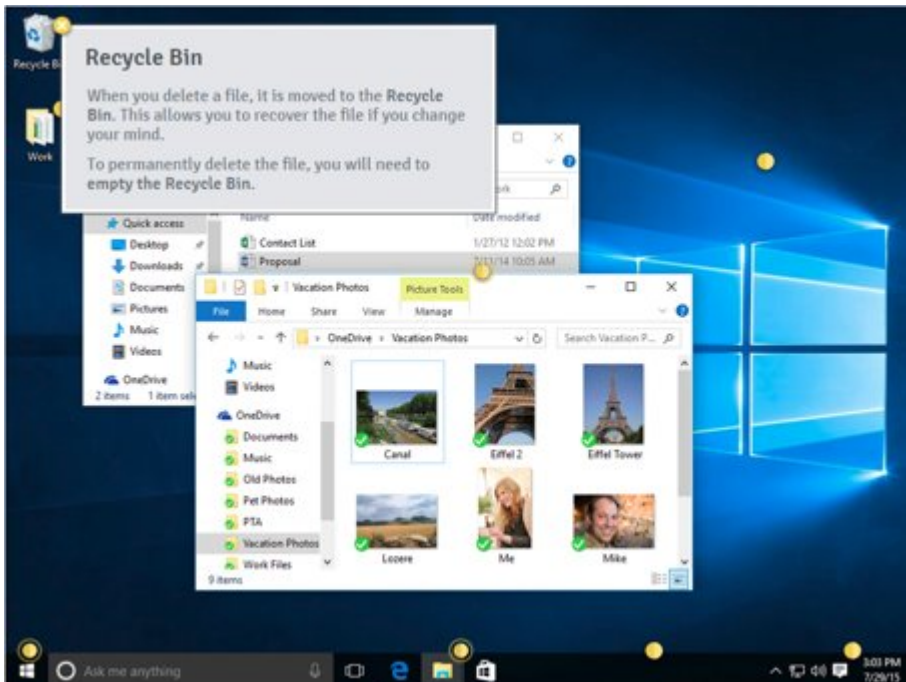
Once you have logged in the desktop screen will appear.



Recycle Bin

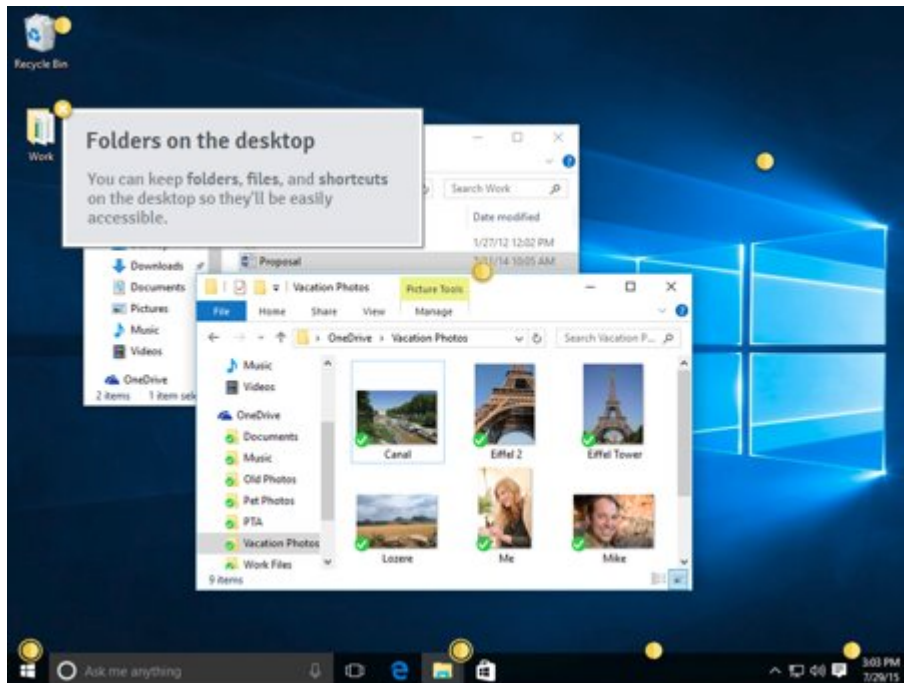
When you delete a file, it is moved to the Recycle Bin. This allows you to recover (get back) the file if you change your mind.

If you want to get rid of the files in the Recycle Bin, you need to empty it.



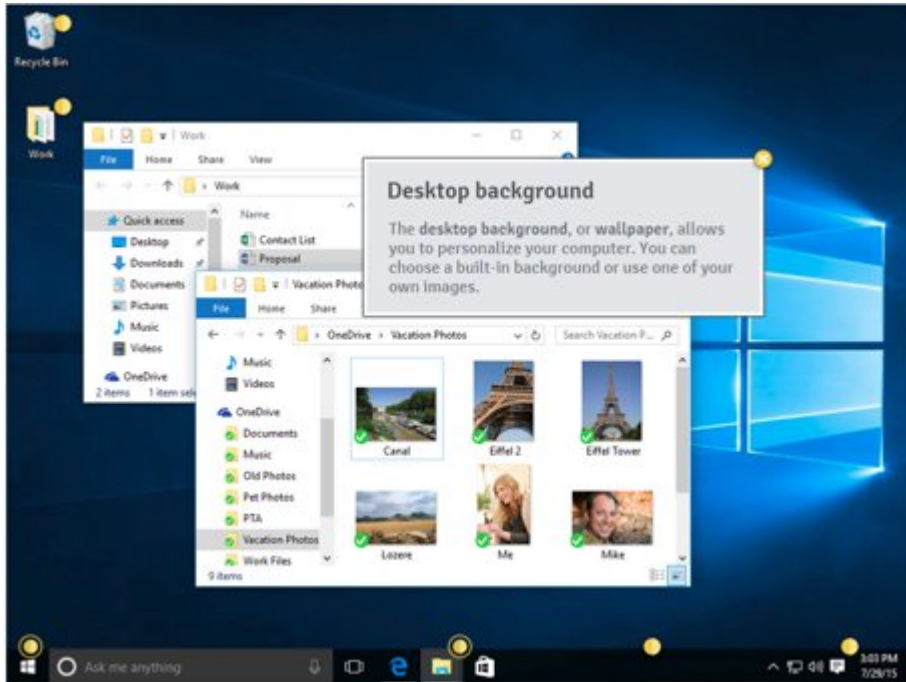
Folders on the Desktop

You can keep different things on your desktop top including folders, files and shortcuts. Putting things on your desktop allows you to quickly access things you use all the time.



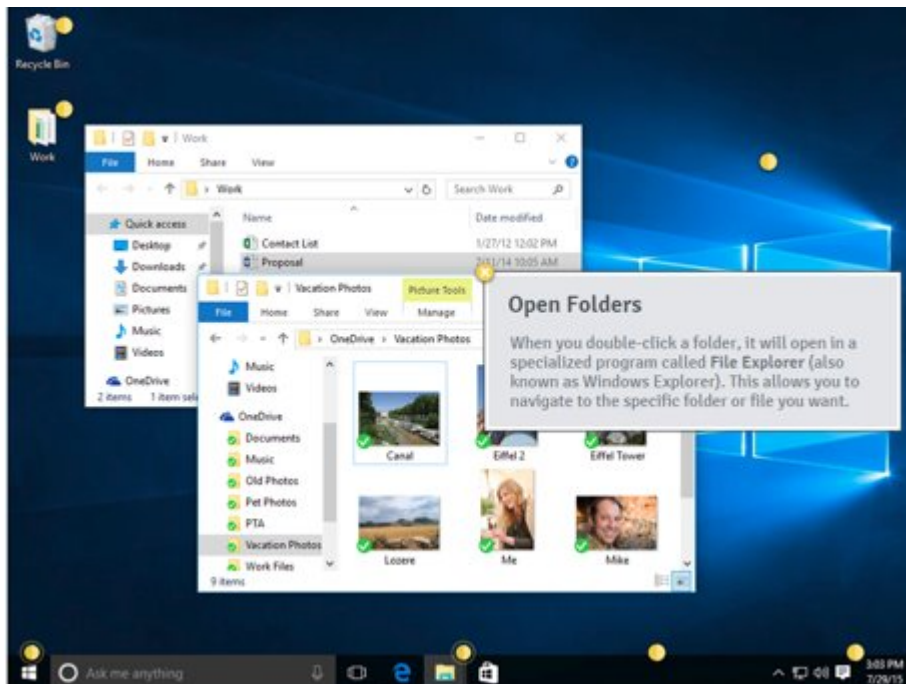
Desktop Background

The background of the desktop is also called “wallpaper.” You can change the background to your own images or pictures.



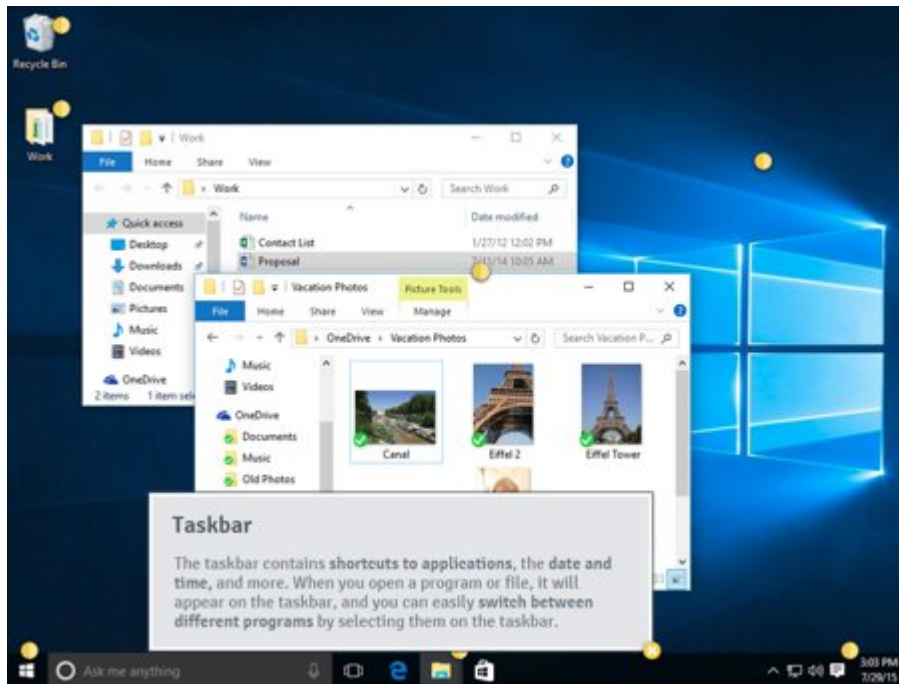
Open Folders

When you double click OPEN in a program called File Explorer, you can navigate to find the file you are looking for.



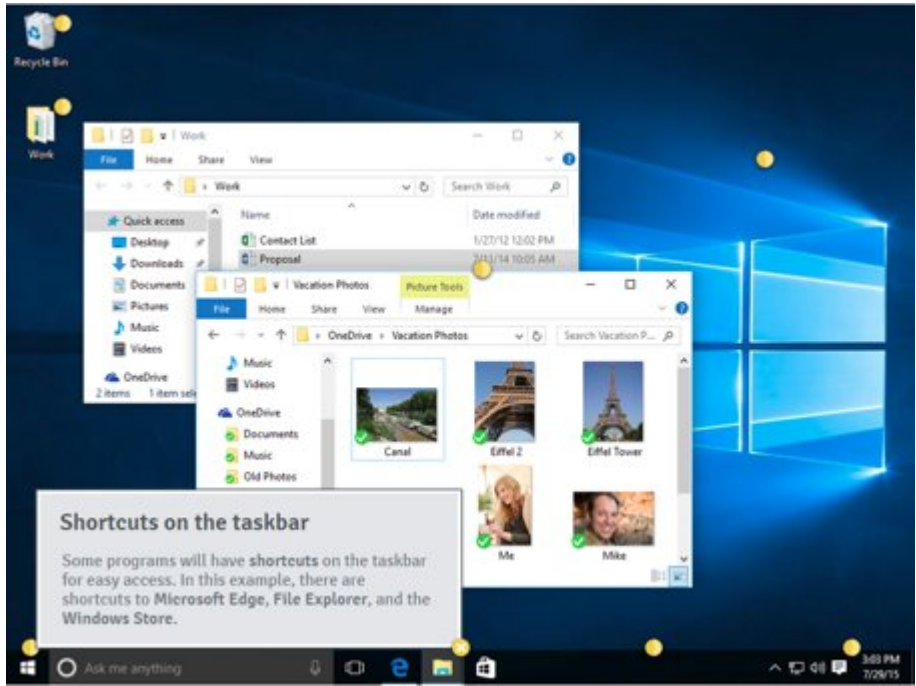
Task Bar

The task bar contains shortcuts to applications, the date and time, and lots of other information. You can personalize a task bar by adding or deleting different things. When you open a program or file, it will appear on the task bar. You can easily switch between different programs you have open by clicking on them from the task bar.



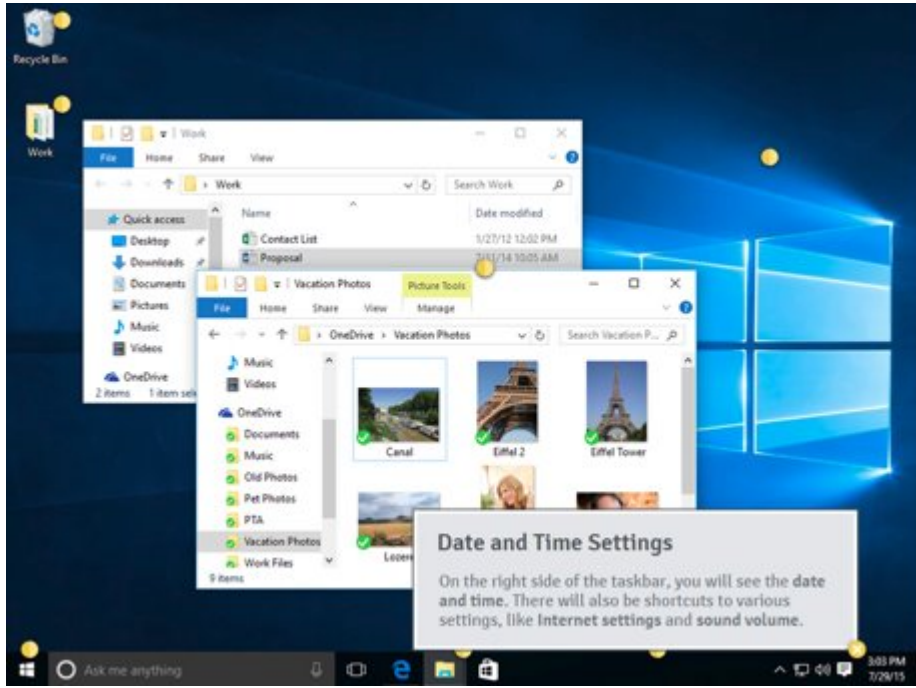
Shortcuts on the Task Bar

Some programs have shortcuts on the task bar in Windows. For example, the Windows store, Internet Edge, and File Explorer usually show on the task bar if you are using Windows 10.



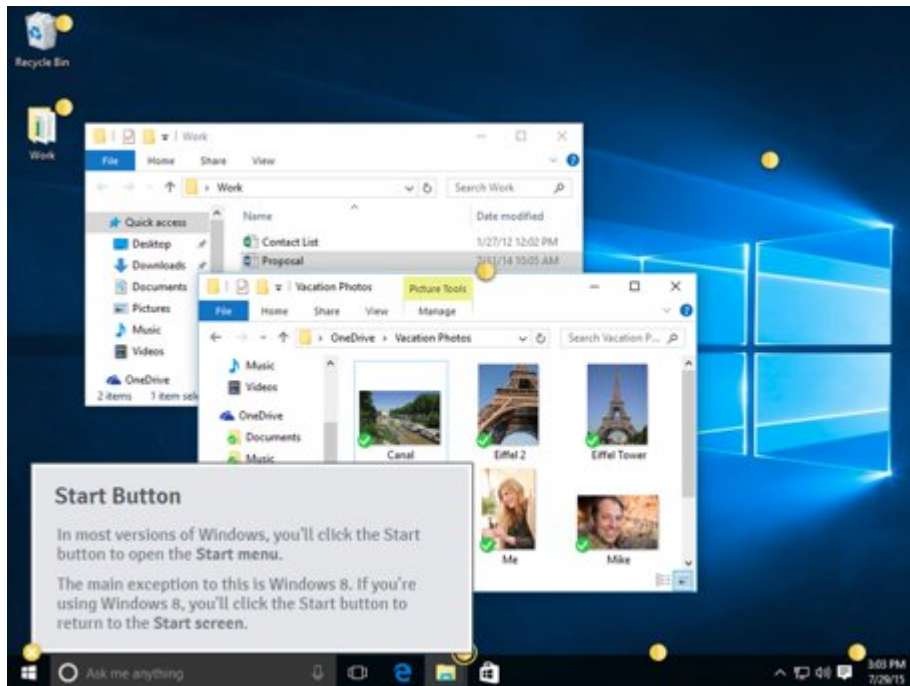
Date and Time Settings

On the right-hand side of the task bar you will see the date and time settings. When the computer is connected to the Internet, the date and time settings will usually update automatically. Other settings like volume and Internet connections also appear on this part of the task bar.



Start Button

In most versions of Windows, you will click on the Start Button to open the Start Menu. The start button is on the left-hand corner of the screen. When you click on the Start Button you can find all the applications (software) on the computer.



Opening Applications using the Start Button

- Use the start menu to open programs on the computer
- Click the START button in the bottom-left corner of the screen
 - Choose an application by left clicking once
 - If you don't see the one you want, select ALL APPS to see a full list of applications on that computer



Check Your Knowledge

1. Name two different operating systems.
 -
 -
2. If you delete a file, where does it go? _____
3. How do you find an application on the computer? _____
4. What application do you use to find a file on the computer? _____

Try this/Practice

Use the Calculator

- Click on the Start Button.
- Open the Calculator.
- What is 235 plus 46? _____

Open from the Task Bar

- Click on File Explorer on the task bar.
- Open “Documents.”
- What is the name of the first document or folder you see? _____


Optional: I want to learn more



	Watch this to learn more about Windows 10. Source: GCFGlobal.org	https://edu.gcfglobal.org/en/windows10/getting-started-with-windows-10/1/
---	--	---

You can also read these articles from GCFGlobal to learn more about Windows 10.

- **“Windows 10: Frequently Asked Questions”**: <https://edu.gcfglobal.org/en/windows10/windows-10-frequently-asked-questions/1/>
- **“Windows 10 Features”**: <https://edu.gcfglobal.org/en/windows10/windows-10-features/1/>
- **“Upgrading to Windows 10”**: <https://edu.gcfglobal.org/en/windows10/upgrading-to-windows-10/1/>

If you want to learn about the MAC operating system, GCFGlobal has a tutorial called MAC OS Basics: <https://edu.gcfglobal.org/en/macosbasics/>

 Bridge Adult Literacy Curriculum Framework Connection	
Competency	Task Group(s)
Find and Use Information	<ul style="list-style-type: none">• Read Continuous Text• Interpret Documents• Extract Information from Films, Broadcasts and Presentations
Communicate Ideas and Information	<ul style="list-style-type: none">• Complete and Create Documents

www.bridgela.org 
info@bridgela.org 
(310) 999-0001 