

ITEC102 – LAB4

Operating System Management

1. Explain system software and application software?
 - a. Provide examples for system and application software
2. Advantages of operating system
3. Functions of operating systems
4. Desktop structure
 - a. icons
 - b. taskbar
 - c. start button etc.
5. Mouse actions (click, double click, right click, drag)
6. Start menu and other menu types
7. Using Search option
8. Using Help and Support option
9. What is multitasking?
10. File types
11. Exploring icons
 - a. hierarchy
12. Creating a folder
13. Renaming, moving, copying and deleting a folder
14. Manipulating buttons on window
 - a. minimize/maximize/close
15. File properties
16. Create and Copy files
17. Use send to
18. Delete/move/rename file
19. Extend a selection(ctrl)
20. Creating a shortcut icon
21. Using recycle bin
22. Print screen option