Computer Components

Every computer is composed of two basic components:

hardware and software. **Hardware** includes the physical features, which are every part that the user can either see or touch. **Software** includes the features that responsible for directing the work to the hardware.

Hardware

1. **Input devices**: Input devices allow the user to input information to the computer. This unit makes link between user and computer. The input devices translate the information

into the form understandable by computer such as keyboard and mouse.

2. **Output devices:** Devices that bring information out of a computer. This unit is a link between computer and users. Output devices translate the computer's output into the form understandable by users such as monitor and speaker.

3. **System unit:** The computer system unit is the enclosure for all the other main interior components of a computer. The primary function of the computer system unit is to hold all the other components together and protect them from the outside elements.
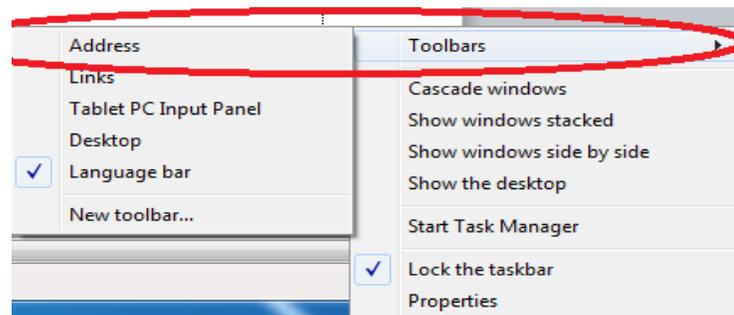
Taskbar

The Windows interface includes a special application desktop toolbar called the **taskbar.** The user can use the taskbar for switching between open windows and starting new applications.
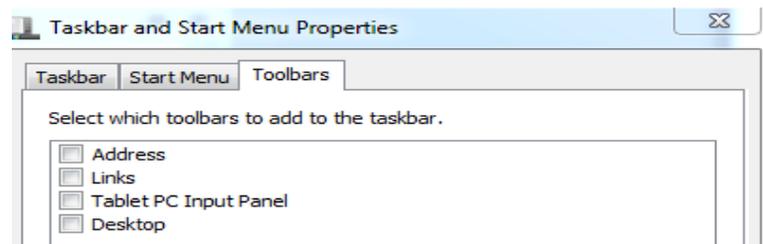
Add Toolbars to the Taskbar

The user can add toolbars to the taskbar by right click on taskbar and select Toolbars,

Or right-clicking (or press and hold) on a blank space on the taskbar and choosing *Properties*, then the *Toolbars* tab.

Manage multiple windows

All open windows are represented by taskbar buttons. Arrange the windows. The user can arrange open windows in one of three ways:
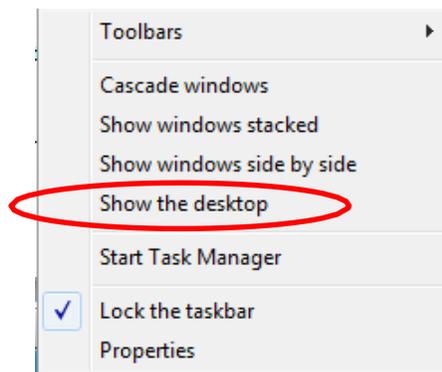
- **Cascade**, which puts windows in a single stack that has been fanned out so that the window titles appear.

- **Stacked**, which puts windows in one or more vertical stacks depending on how many windows the user has open.

- **Side by side**, which places each window—open, but not maximized—on the desktop so the user can see all the windows at once.

Arrange windows in a cascade (left), vertical stack (center), or side-by-side pattern (right)
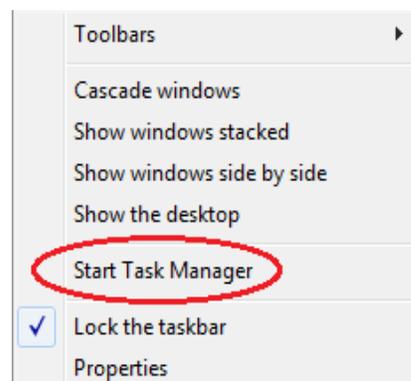
To arrange the open windows, right-click an empty area of the taskbar, then click **Cascade windows**, **Show windows stacked**, or **Show windows side by side**.

Show the desktop: to show the desktop window.

To start task Manager

   Task Manager displays the programs, processes, and services that are currently running on the computer. The user can use Task Manager to monitor the computer's performance or to close a program that's not responding. Open Task Manager by right-clicking the taskbar, and then clicking **Start Task Manager**.
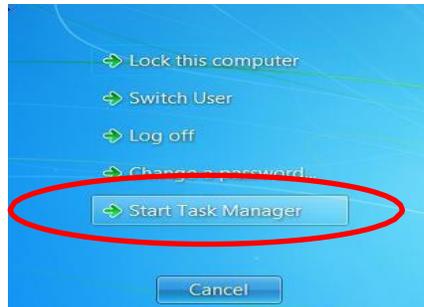

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Shut down a non-responding application.

   Sometimes a program / application fail to respond. In such case, the user needs to start task manager in order to shut down (close) the program:

   - The easiest way to use Task Manager is to press Ctrl + Alt + Delete on the keyboard.
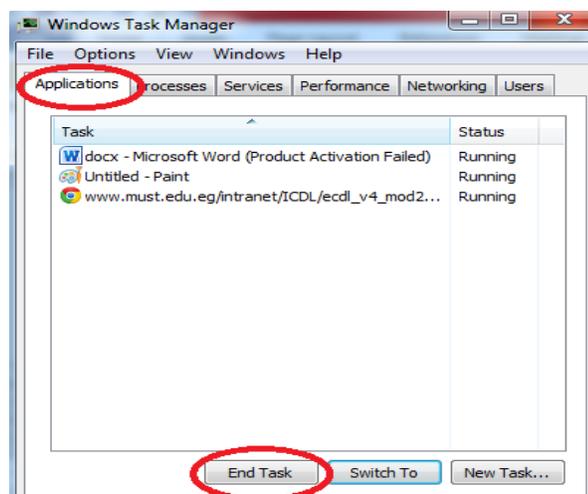
- A window will occur. The user will see a list of things which the user can choose

from. It's important that the user click on Start Task Manager.

- This shows a list of all currently running tasks, or programs. If a program is having trouble, the status will likely show "Not responding." Click on the program that is not responding and click End Task.

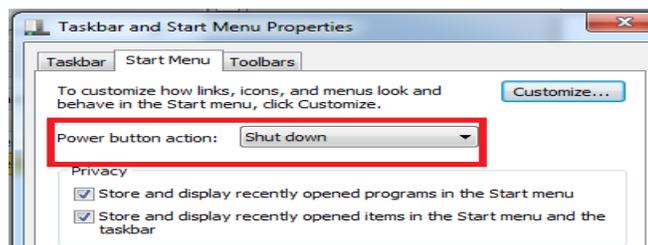- The End Program dialog box will be displayed.
- Click End Now button.

Changing Windows 7 Taskbar Properties

The user can customize the Taskbar by hiding it, making it bigger or smaller, or doing other things to it, to get to the customization window, right-click an open area of the Taskbar and left-click the "Properties" title.

- **Lock it.** When "Lock the taskbar" is checked, no one can make changes to its size or placement on the desktop.
- **Auto-hide.** If the user checks this box, it will hide the Taskbar, so that the user can't see it.
- **Use small icons.** This will shrink the Taskbar and icons, freeing up more space but still allowing the user Taskbar functionality. This is a good option on small screens like laptops or netbooks where space is at a premium.
- **Move the Taskbar.** The drop-down menu "Taskbar location on screen:" allow the user to move the Taskbar to the top, or either side, of the desktop. Again, most people are used to seeing it at the bottom and leave it there.
- **Taskbar buttons.** Here the user can change the appearance of the icons in the Taskbar. The user can turn off "combining" of icons, meaning that if the user has three Microsoft Word documents open, for example, each document will appear as its own icon in the Taskbar, rather than two "hiding" behind a single Word icon.
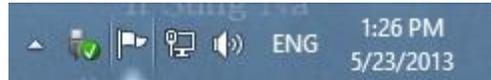
To Modify the Power Button

Under the Start Menu tab, the user can modify how the Power Button responds. To make modify power button, right-click the taskbar, select properties, and select start menu and then change power button action.

Notification area

The notification area is located at the right end of the taskbar and contains program icons that provide status and notifications. The notification area is to provide:

- Easy access to different system functions: the date and time, volume, network, the action center, the active keyboard input language, etc.

- System notifications: the notification balloons that pop in the notification area. For example, when a USB stick is successfully removed, the user is notified about it.

- Easy access to applications that display their icon in the notification area.

The simplest way to access this window is to click or tap the arrow displayed on the left side of the notification area and then the Customize link.