Experiment (4)

Central Processing Unit (CPU)

Central Processing Unit (CPU) the central processing unit (CPU), also called a processor, is located inside the computer case on the motherboard. It is sometimes called the brain of the computer; it consists of the following features:

- CPU performs all types of data processing operations.
- ✤ It stores data, intermediate results, and instructions (program).
- ✤ It controls the operation of all parts of the computer.



Memory types: Memory is divided into two types:

- 1. Main Memory Unit (MMU) is used to store data and instructions. It is the storage space in the computer, where data is to be processed and instructions required for processing are stored. It categorized into two:
 - RAM: Random Access Memory is read/write memory which stores data until the machine is working. Data and programs stored in RAM are volatile.
 - ROM: Read Only Memory is typically used to read but cannot write on it. This type of memory is non-volatile. No changes can be brought in that part of primary memory through CPU. ROM is faster than RAM. The inability of re- writing the ROM memory makes it faster.
- 2. Secondary Memory

Deleting Files

- To delete a file, simply right click on it and click Delete. The same procedure applies for a folder.
- Files and folders that the user deletes are placed in the recycle bin, from where the

	Include in library	×
	Send to	F
	Cut Copy	
	Create shortcut	
C	Delete	
	Rename	
	Properties	

user can permanently delete a file or restore it.

To permanently delete a file / folder:

• In the Recycle Bin right click on the file / folder that the user wishes to remove permanently, then click on delete.

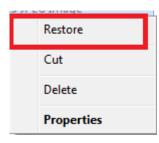


	Restore
	Cut
C	Delete
	Properties

Restore files, folders from the recycle bin

To restore a file / folder:

• Right click on the file / folder (in the Recycle Bin) and click on restore. The file will be restored to its original location.



Empty the recycle bin.

To empty the Recycle Bin:

• Double click on the Recycle bin to open it. Click, Empty Recycle Bin.



Computer Laboratory

Creating Desktop Shortcut Icons

Sometimes it might be necessary for the user to create a shortcut on the desktop. Usually the reason behind this is that the user uses a particular file / folder on a regular basis and the user wants to be able to open it easily and quickly. To create a new shortcut:

- Right click on a file / folder.
- Move the pointer to send to.
- Click Desktop (Create Shortcut). A shortcut to that file / folder will be created on the desktop.

1.0			_		
		Open			
		Open in new window			
		Manage with ACDSee 15		H	
		Share with	×		
		Add to archive			
		Add to "Azhar & Suhila.rar"			
		Compress and email			
		Compress to "Azhar & Suhila.rar" and email			
	S	Shared Folder Synchronization	×		
		Restore previous versions			
	в	Bitdefender	F		
	9	jetAudio	ł		
		Include in library	ł		
		Send to	۲	8	Bluetooth device
		Cut		TOW	Compressed (zipped) folder
		Сору	<		Desktop (create shortcut)
			_		Documents
		Create shortcut			Fax recipient
		Delete		2	Mail recipient
		Rename			Web_Publishing_Wizard
		Properties		0	DVD RW Drive (F:) Audio CD

Creating a Shortcut to another Location on the Computer

• Right click on a file / folder.

Computer Laboratory	Experiment (4)	First vear/ Department Of Physics
Click create shortcut.The shortcut will be creat	ted next to the selected file /	folder.
 ■ ■ ■ ■ ■ ● 	Open Open in new window Manage with ACDSee 15 Share with Add to archive Add to "Azhar & Suhila.rar" Compress and email Compress to "Azhar & Suhila.rar" and email Shared Folder Synchronization Restore previous versions Bitdefender jetAudio Include in library Send to Cut Copy Paste Create shortcut Delete Rename	

Open a window to display folder name, size, and location on a drive.

Properties

• Right click on the folder.

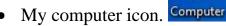
• Click Properties. The following window will appear:

	General Sharing Security Customize	Location of the
	ECDL v.5	Folder in your computer
	Type: File Folder (.5) Location: C:\Usen\cett\Desktop	
	Size: 17.2 MB (18.096.071 bytes)	Size of the Folder
	Sce on dek: 17.3 MB (18.243.584 bytee) Contene: 72 Files, 21 Folders	Number of folders within the folder
-	Created Wednesday, July 08, 2009, 8,23:29 PM	
Number of files contained within the folder (including files in sub-folders)	Athbutes: Read-only (Only applies to files in folder)	
	OK Cancel Acely	

Experiment (4)

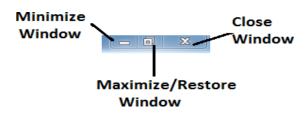
Desktop Icons

An **icon** is a small graphical representation of a program or file. When the user doubleclick an icon, the associated file or program will be opened.





- Document icon.
- Recycle bin icon. Recycle Bin



The Windows Explorer Views

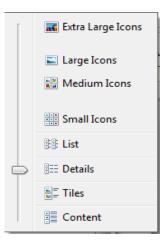
The Views icon allows the user to set the view to display files. Open document icon from desktop, select view

Organize Share with	✓ New folder				(≣ - □
ኛ Favorites 📰 Desktop	Documents library Includes: 3 locations				Arrange by: Folder -
Downloads	Name	Date modified	Туре	Size	
Libraries	My Documents (16) C:\Users\pc				
Documents	길 HiSuite	7/27/2017 11:05 AM	File folder		
My Documents	IBM	5/26/2017 1:35 PM	File folder		
Public Documents	퉬 IISExpress	7/26/2016 6:56 AM	File folder		
🔬 pc	😥 My Data Sources	11/17/2016 9:31 PM	File folder		
J Music	퉬 My EndNote Library.Data	5/8/2017 12:25 PM	File folder		
E Pictures	鷆 My Web Sites	7/26/2016 6:56 AM	File folder		
Videos	🎉 Plagiarism Detector reports	9/14/2017 7:48 AM	File folder		
	퉳 PlagiarismCheckerX	9/14/2017 11:04 PM	File folder		
Computer	퉬 ViberDownloads	9/15/2017 10:41 AM	File folder		
🚢 Local Disk (C:)	🍌 Visual Studio 2008	7/6/2015 3:31 PM	File folder		
	퉬 Visual Studio 2010	9/15/2017 11:20 AM	File folder		
Network	🍌 Visual Studio 2015	5/23/2017 4:00 PM	File folder		

Or clicking on the down arrow displays the following options.

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Experiment (4)

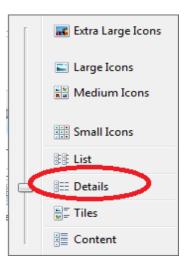


- Medium and Large: Displays picture files as a series of small pictures.
- **Tiles:** Displays only the file titles.
- Small Icons: Displays all objects as icons.
- List: Displays all files/folders in list format split into multiple columns.
- **Details:** Displays all files and associated file details such as name, size, type, and last accessed date in a single column.

Sort files

The files displayed in My Computer window can be sorted by name, size, file type and the date/time last modified:

• Click View, Details.



• Click the appropriate header:

- - - -

🔵 🗢 👗 🕨 Computer 🕨	.ocal Disk (C:) 🕨		Search Loca	l Disk (C:)
rganize 🔻 Share with 🔻	Burn New folder			
Favorites	 Name 	Date modified	Туре	Size
	🐌 Downloads	۲۰۱۵/۰۰/۱۱ م ۹:۳۳	File folder	
Desktop	📕 frames	۲۰۱٤/۱۲/۲۰ م ۲۰۱۶/۱۲/۲۰	File folder	
潯 Libraries	📕 Intel	۲۰۱٤/۰٦/۲۱ <u>۴</u> ۱۲:۰۷	File folder	
Documents	🔋 PerfLogs	۲۰۰۹٬۰۰۰ ص ۲۰۰۹٬۰۷	File folder	
📗 My Documents	📙 Program Files	۲۰۱۵/۰۲/۲۱ م ۲۰۱۵/۰۲	File folder	
Public Documents	Program Files (x86)	1+10/+0/11 = +1:0V	File folder	