

**Faculty of Information Technology
Department of Computer Information Systems
CIS100 Computer Skills – Chapter 2 Assignment, Fall 2013/2014**

This assignment is for your own reference and practice. It should be done in the lab or any other computer device to improve your skills in Windows 7 operating system. This assignment covers the essential practices usually needed to efficiently manage your work on the computer. If you do this assignment correctly, then it will be easier for you to pass your quiz and exam. (But pay attention to other parts of the chapter, like the concepts and ideas, it does counts in the exam!)

Part 0:

- Log-in the PC

Part 1: Icon operations

- Arrange icons on the desktop by item types.
- Hide the desktop icons.
- View them again
- Change icons' type to its small size.

Part 2: Windows operations

- Open the Notepad program
- Move this window to the left of the desktop
- Maximize the window to fill the entire screen
- Resize the window to make it bigger.
- Return a maximized window to its former size(restore)
- Resize the window to make it smaller.
- Hide the window(minimize it)
- Make the window appear again on the desktop
- Close the window.

Part 3: Viewing and arranging files and folders

- Open the 'Documents' folder
- Change the View to 'Details'
- Sort the contents by 'Name'
- Sort the contents by 'Date Modified'

- Alter the width of the Name column
- Alter the width of the Navigation pane
- Open the 'Pictures' folder
- Change the View to see 'Large Icons' size pictures
- Create a new sub folder and then name it "My Folder "
- Alter the sub folder name to include your name
- **Copy** a picture from 'My Pictures' to your new folder.
- **Move** a picture from 'My Pictures' to your new folder.
- Delete one of the pictures in your new folder.
- Restore that picture.
- Delete the picture again permanently.
- Alter the picture's name to 'Picture1'
- Close all opened windows
- Use the search box to search for 'Picture1'.

Part 4: Working with control panel

- Open control panel
- Display control panel screen with small icons view.
- Set 'Picture1' as a centered desktop background.
- Choose a screen saver to be displayed every 10 minutes.

Part 5: How to use the taskbar.

- Move the taskbar to the left side of the desktop.
- Rearrange the taskbar buttons (after opening some files and programs).
- Open the Notepad and pin it to the taskbar.

Part 6:

- From start menu choose switch user choice from the shutdown menu.(a screen with the users' names will appear)
- log-in to user account (username: free password: freefree) and notice that all programs and files still open
- From start menu log-off your computer.