

S.P Group of Institute

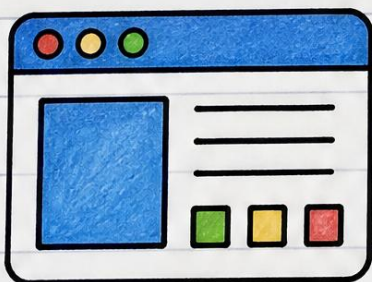
IT Tools & Network Basics

Unit - 2

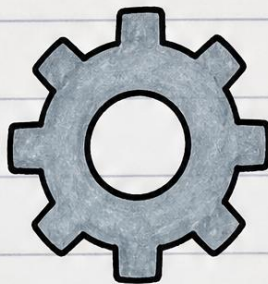
Operating System

Operating System (OS) ek system software hai jo computer hardware aur user ke beech ek bridge (interface) ka kaam karta hai.

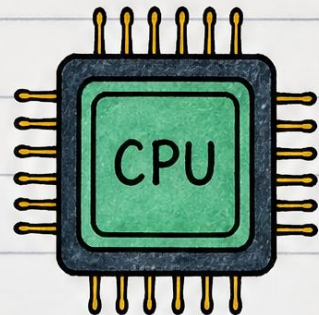
Iske bina computer run nahi ho sakta.



OS Window



Gear



CPU Chip

S.P Group of Institute

IT Tools & Network Basics

Unit - 2.

★ Basics of Operating System

OS ke mukhya karya

process management,

memory management,

file management, aur

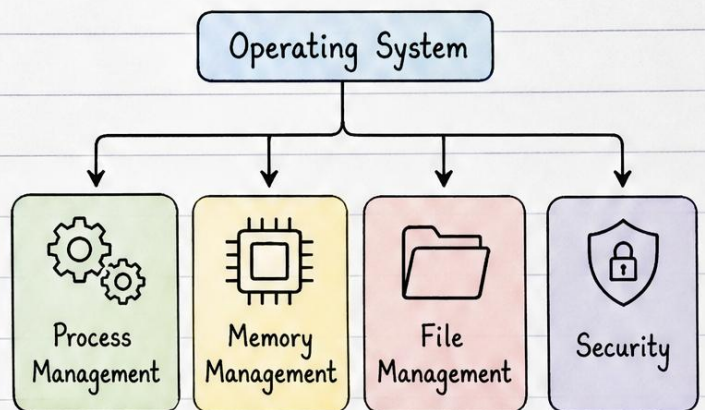
security provide karna

hain.

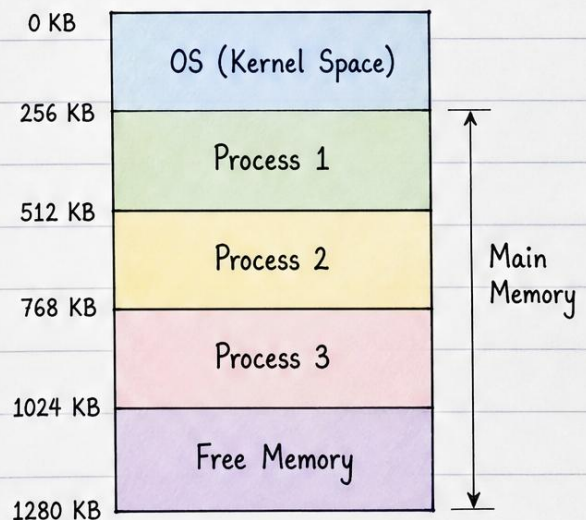
Yeh system ko user-friendly

banata hai.

OS Functions (Flowchart)



Memory Management (Blocks)



S.P Group of Institute

IT Tools & Network Basics

Unit - 2

Topic: Operating Systems for Desktop and Laptop

Desktop aur laptop ke liye powerful operating systems use hote hain jo heavy processing aur multi-tasking handle kar sakte hain.

Examples: Windows 10/11,
Ubuntu Linux, macOS.



Laptop



Desktop



Windows

S.P Group of Institute

IT Tools & Network Basics

Unit - 2

Operating Systems for Mobile Phone and Tablets

Mobile phones aur tablets ke liye lightweight aur touch-friendly operating systems design kiye jaate hain jo battery aur sensors ko optimize karte hain.

Examples: Android, iOS.



Smartphone



Tablet



Touch Gesture

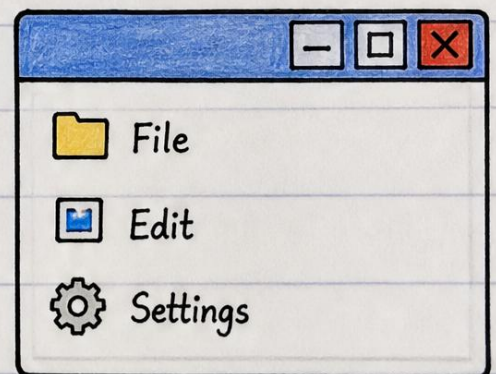
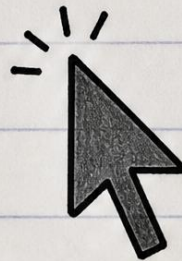
S.P Group of Institute

IT Tools & Network Basics

Unit - 2

Topic : User Interface for Desktop and Laptop

- User Interface (UI) vah medium hai jiske dwara user computer ke sath interact karta hai.
- Desktop par GUI (Graphical User Interface) ka use hota hai.



- Desktop Screen •
- Mouse Pointer •
- Windows Elements •

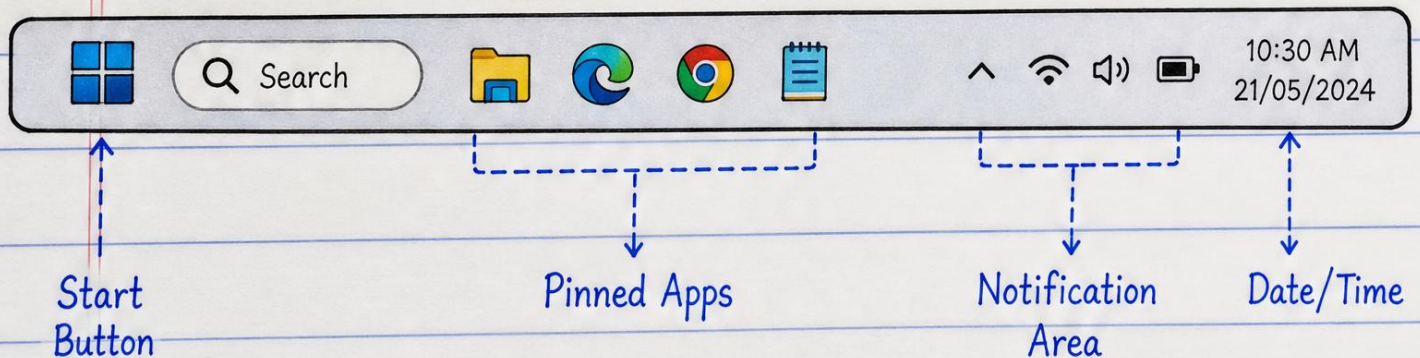
S.P Group of Institute

IT Tools & Network Basics

Unit - 2

Topic : Task Bar

- Taskbar Windows desktop ke sabse niche ek strip hoti hai jo currently running apps, Start button, notification area, aur date/time ko dikhati hai.



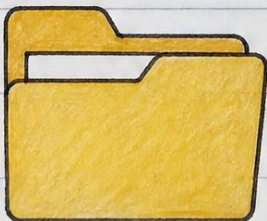
S.P Group of Institute

IT Tools & Network Basics

Unit - 2

Icons & Shortcuts

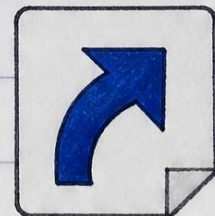
- ★ Icons chote graphical symbols hote hain jo files, folders, ya programs ko represent karte hain.
- ★ Shortcut ek aisa link hota hai jo kisi program tak jaldi pahuchne me help karta hai.



Folder



Application Icon



Shortcut Arrow
Badge

S.P Group of Institute

IT Tools & Network Basics

Unit - 2

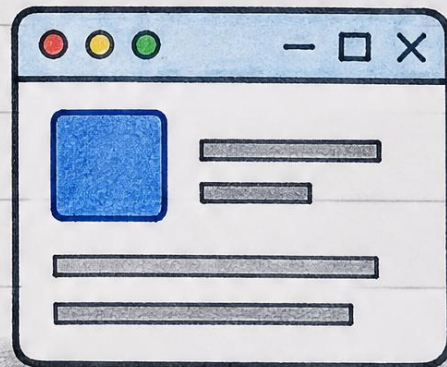
Running an Application

Kisi bhi application software ko computer me start karne ko running an application kehte hain.

Ise Start menu, desktop icon, ya search bar ke through run kiya ja sakta hai.



Launching



Application Open

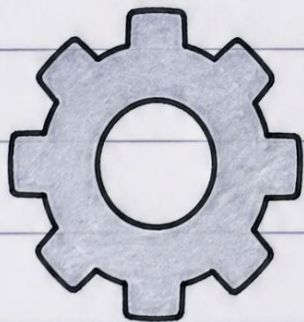
S.P Group of Institute

IT Tools & Network Basics

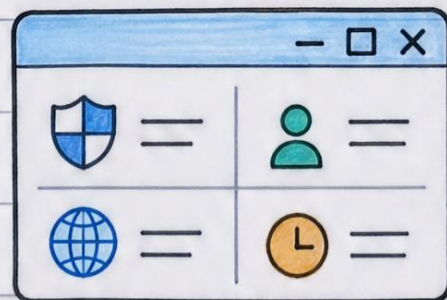
Unit - 2

Operating System Simple Setting.

- OS settings ke dwara user apne computer ke environment ko customize kar sakta hai jaise sound, notifications, aur power options.
- Windows Settings app (Win + I) se manage hota hai.



Settings



Control Panel

S.P Group of Institute

IT Tools & Network Basics

Unit - 2

Using Mouse and Changing Its Properties

- * Mouse ek pointing device hai jisse cursor control hota hai.
- * Iski properties me double-click speed, pointer shape, aur
- * primary / secondary button swap kar sakte hain.



S.P Group of Institute

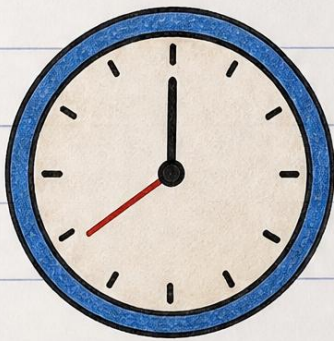
IT Tools & Network Basics

Unit - 2

Topic: Changing System Date and Time

Computer ki internal clock system date aur time ko track karti hai.

Ise taskbar ke right corner se ya Control Panel me jakar update kiya ja sakta hai.



S.P Group of Institute

IT Tools & Network Basics

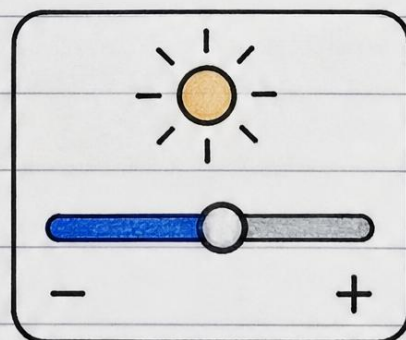
Unit - 2

—•• Changing Display Properties ••—

Display properties ke madhyam se screen resolution, brightness, wallpaper, aur text size ko adjust kiya jata hai taaki visual comfort mile.



Monitor Screen



Brightness Slider

S.P Group of Institute

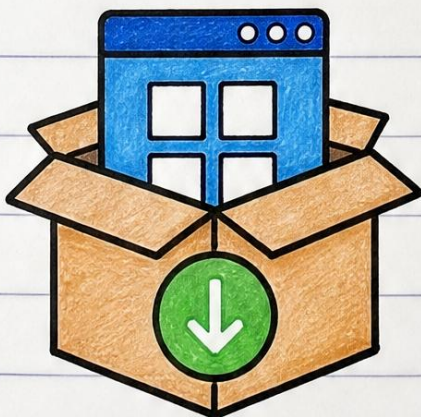
IT Tools & Network Basics

Unit - 2

Topic: To Add or Remove Program and Its Features

Windows me software install (Add) ya uninstall (Remove) karne ke liye Apps & Features ka use hota hai.

Ise Settings → Apps se manage karte hain.



INSTALL (ADD)



UNINSTALL (REMOVE)

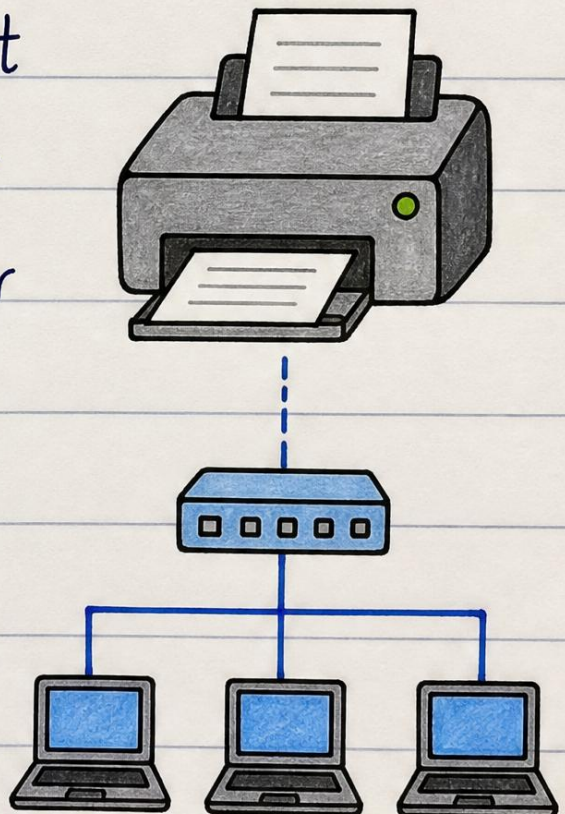
S.P Group of Institute

IT Tools & Network Basics

Unit - 2

Adding, Removing & Sharing Printers

Naya printer connect karna (Add), driver hatana (Remove), aur network par baaki computers ke sath share karna (Sharing) printer management hai.



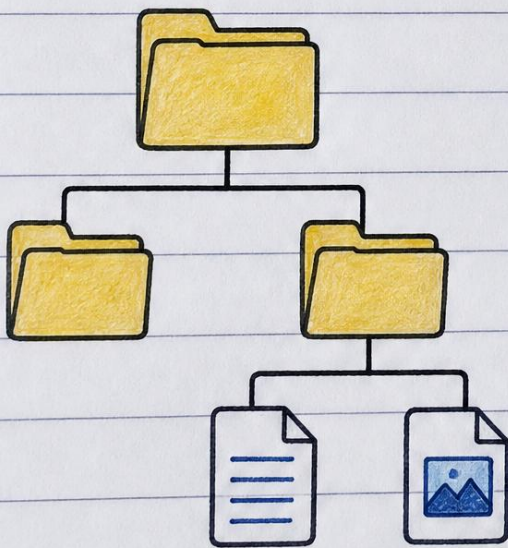
S.P Group of Institute

IT Tools & Network Basics

Unit - 2

File and Folder Management

File management me files create karna, rename karna, copy/move karna, aur organized structure me store karna aata hai. Windows Explorer iska mukhya tool hai.



Folder Hierarchy



Recycle Bin

S.P Group of Institute

Date : ___/___/___
Page No. : _____

IT Tools & Network Basics

Unit - 2

Types of File Extensions

- File extension yeh batata hai ki file kis type ki hai (jaise .txt, .docx, .jpg, .pdf).



.pdf



.jpg

- Yeh OS ko sahi program select karne me help karta hai.



.docx



.exe

