



**Al-Mustaqbal University**  
**Department of Techniques of Fuel and Energy Engineering**  
**First stage**  
**Subject: Introduction to Computer**

Lecturer: M.Sc. Ali Ajmi Faleh

## Software

Software is a generic term for organized collections of computer data and instructions, often broken into two major categories: system software that provides the basic non-task-specific functions of the computer, and application software which is used by users to accomplish specific tasks.

### Software Types

- A. System software** is responsible for controlling, integrating, and managing the individual hardware components of a computer system so that other software and the users of the system see it as a functional unit without having to be concerned with the low-level details such as transferring data from memory to disk, or rendering text onto a display.
- B. Application software** is used to accomplish specific tasks other than just running the computer system. Application software may consist of a single program, such as an image viewer; a small collection of programs (often called a software package) that work closely together to accomplish a task, such as a spreadsheet or text processing system; a larger collection (often called a software suite) of related but independent programs and packages that have a common user interface or shared data format, such as Microsoft Office, which consists of closely integrated word processor, spreadsheet, database, etc.

### Comparison Application Software and System Software

	System Software	Application Software
	Computer software, or just software is a general term primarily used for digitally stored data such as computer programs and other kinds of information read and written by computers. App comes under computer software though it has a wide scope now.	Application software, also known as an application or an "app", is computer software designed to help the user to perform specific tasks.
Example:	1) Microsoft Windows 2) Linux 3) Unix 4) Mac OSX 5) DOS	1) Opera (Web Browser) 2) Microsoft Word (Word Processing) 3) Microsoft Excel (Spreadsheet software) 4) MySQL (Database Software) 5) Microsoft PowerPoint (Presentation Software) 6) Adobe Photoshop (Graphics Software)
Interaction:	Generally, users do not interact with system software as it works in the background.	Users always interact with application software while doing different activities.
Dependency:	System software can run independently of the application software.	Application software cannot run without the presence of the system software.



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### **Computers classification\*\*\***

Computers can be generally classified by size and power as follows, though there is Considerable overlap:

- Personal computer: A small, single-user computer based on a microprocessor. In addition to the microprocessor, a personal computer has a keyboard for entering data, a monitor for displaying information, and a storage device for saving data.
- workstation: A powerful, single-user computer. A workstation is like a personal computer, but it has a more powerful microprocessor and a higher-quality monitor.
- minicomputer: A multi-user computer capable of supporting from 10 to hundreds of users simultaneously.
- mainframe: A powerful multi-user computer capable of supporting many hundreds or thousands of users simultaneously.
- supercomputer: An extremely fast computer that can perform hundreds of millions of instructions per second.

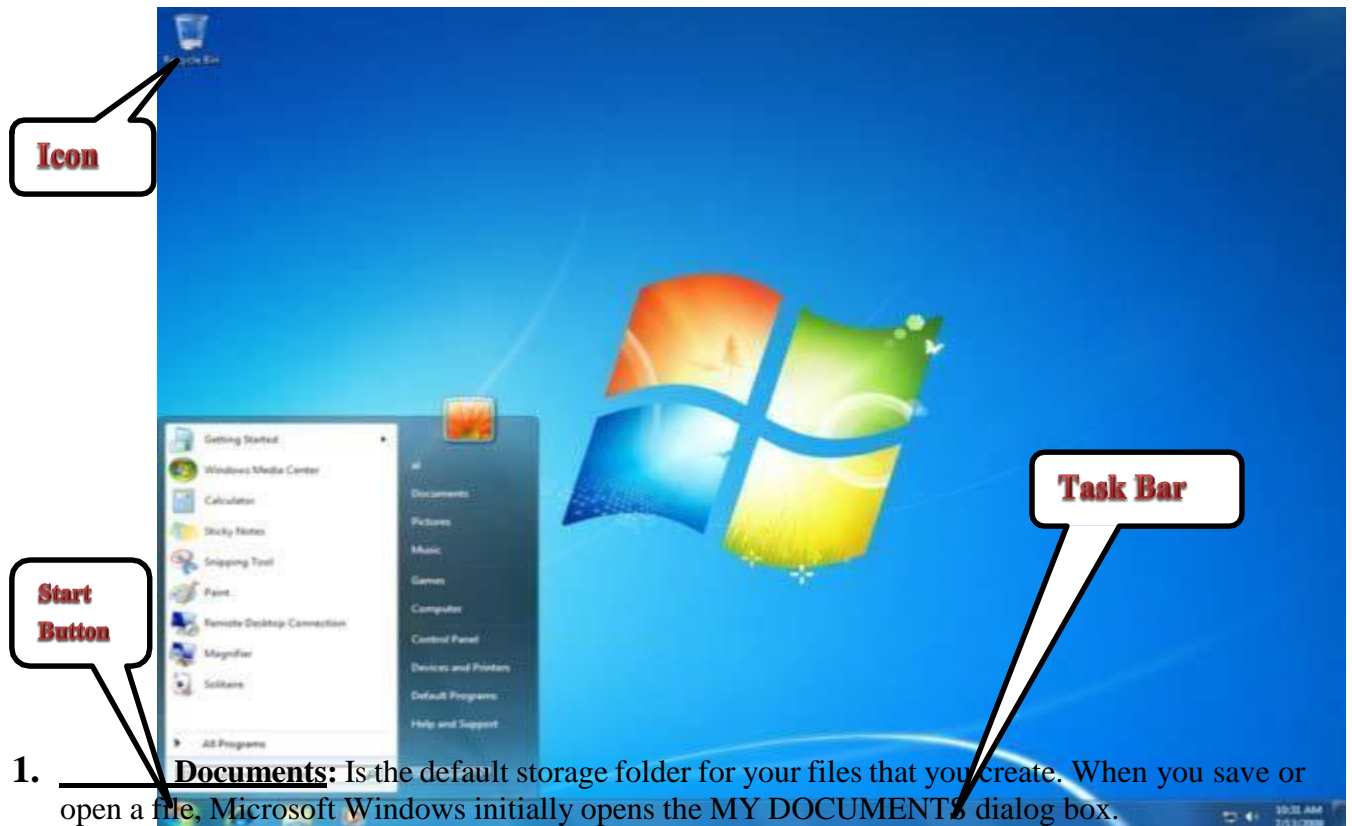
### **Characteristics of Computer**

Speed, accuracy, diligence, storage capability and versatility are some of the key characteristics of a computer.



### **Introduction to the Desktop**

The desktop is the main screen area that you see after you turn on your computer and log on to Windows. Like the top of an actual desk, it serves as a surface for your work.





1. **Documents:** Is the default storage folder for your files that you create. When you save or open a file, Microsoft Windows initially opens the MY DOCUMENTS dialog box.
2. **Computer:** Displays information about your computer, such as the contents of your computer drives and which printers you have installed. It also allows you to find, view and organize files.
3. **The Recycle Bin :** This is where you place files you no longer need. Any file you delete from your hard drive will be placed first in the RECYCLE BIN.
4. **Internet Explorer :** With INTERNET EXPLORER and an Internet connection, you can search for and view information on the World Wide Web. You can search the Internet for people, businesses, and information about subjects that interest you, download music, copy graphics, stay in touch with or meet new friends, and a host of other activities.
5. **Microsoft Excel:** is a spread sheet application which allows users to enter text and numbers into rows and columns. This data can be manipulated and



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analyzed by using formulas and functions and reporting and charting can be done on the results,

-  **Microsoft PowerPoint:** is a presentation program. It turns text, numbers and graphics into a presentation which can be shown to an audience in a slideshow, or printed off as handouts.
  -  **Microsoft Word :** is a word processing application used for creating documents such as reports, letters, business plans, and more.
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## ICONS

### 1. Understanding Icons

☒ **Object icons:** Such as *My Computer, Recycle Bin, and Internet Explorer.*

These icons allow you to open files and programs on your computer.

☒ **Shortcut icons** allow you to open an application quickly. These icons appear on your desktop and with little arrow in the left corner. Desktop shortcuts are links to files and programs. You can add or delete shortcuts without affecting the programs on your computer.

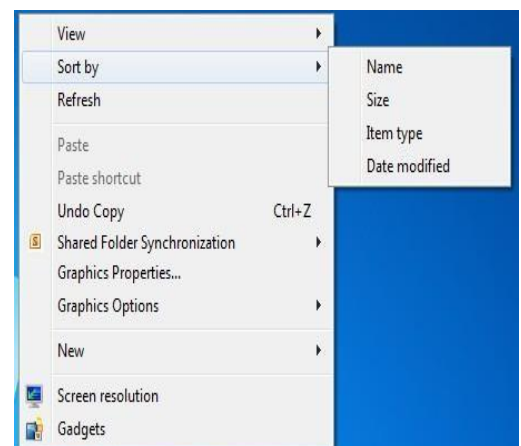


### 2. To open a program using an icon:

- Place your mouse over the icon.
- Text appears identifying its name or contents.
- Then, double-click the icon.

### 3. Arrange Desk top Icons

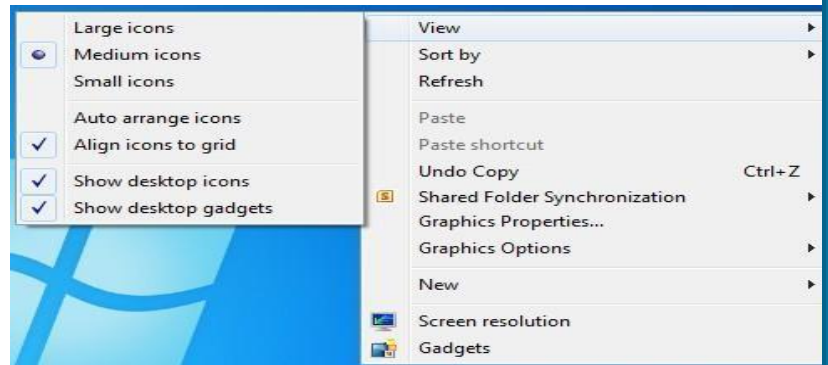
To arrange icons on desktop **click Right mouse button** on an empty space on desktop, menu appear choose **Sort by**.





#### 4. Change Desk top Icons View

To change your icons View  
**click Right mouse button** on  
an empty space on desktop, menu  
appears choose icon size.



#### Opening an Application

There are many ways to open an application the most common ways are:

1. By clicking on the START button, going to the PROGRAMS menu and locating the application in the list that appears.

2. By double clicking with the mouse on a shortcut icon on the desktop if one has been created.



3. Some applications may be located on the taskbar as a quick link (look at the lefthand side of the taskbar, just after the START button).

These quick links only need to be clicked on once.

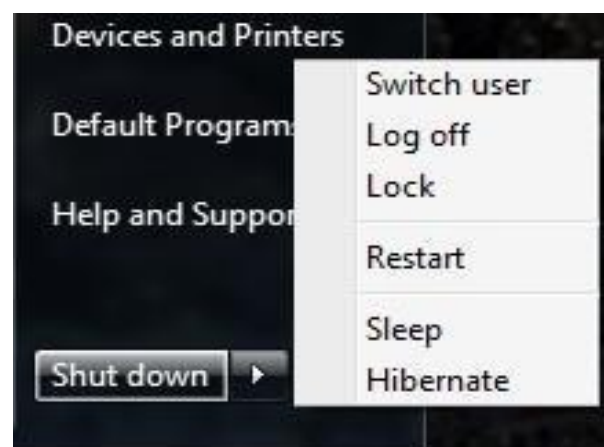


When you open an application it will open up in what is known as a WINDOW.

#### Log Off or Shut Down?

Once you have closed all open applications, you can either log off your computer or shutdown. It will depend on whether someone else will be using your computer when you've finished as to which action you choose.

**1. Log Off** means that you log off as a User without turning the computer off. Someone else can then log on.





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1. Click on the START button;
2. Select LOG OFF (click the arrow next to Shut down);
3. If you have any open programs then you will be asked to close them down or to let Windows, Force them to shut down. You will lose any un-saved information if you do this.

**2. Shut Down** means that you log off as a User and the computer is turned off at the same time. If you are leaving work for the day and no-one else will be using your computer, you will need to Shut Down your computer as this saves power.

1. Click on the START button
2. Select SHUT DOWN
3. You will then see the SHUT DOWN WINDOWS dialog box
4. If you have any open programs then you will be asked to close them down or to let Windows, Force them to shut down. You will lose any un-saved information if you do this.

**3. Restart your computer**

1. Click on the START button
2. Select RESTART from the drop down menu
3. Your computer will log you off, turn itself off and turn itself on again so you can re-log on.

**4. What is Sleep?**

When your computer is in the Sleep mode, your computer consumes less electricity, but is ready for immediate use. However, if the computer loses electrical power while in the sleep mode, any information you have not saved will be lost.



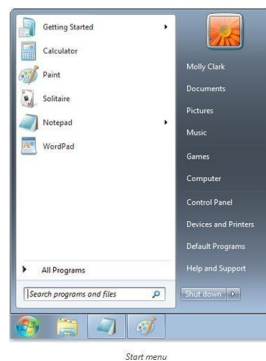
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### **Start Menu**

The Start menu is the main gateway to your computer's programs, folders, and settings. It's called a menu because it provides a list of choices, just as a restaurant menu does.

And as "start" implies, it's often the place that you'll go to start or open things.



### ***Use the Start menu to do these common activities:***

- Start programs
- Open commonly used folders
- Search for files, folders, and programs
- Adjust computer settings
- Get help with the Windows operating system
- Turn off the computer
- Log off from Windows or switch to a different user account