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Operating-System Navigation and Basic Settings

Experiment 1 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To locate applications, system information and files using the available operating system.

Principle

An operating system manages files, devices and applications. Understanding paths and file types helps locate the correct work and avoid accidental changes.

Requirements

- College computer with an approved operating system and standard user account.
- Dummy practice files and an observation worksheet.

Procedure

1. Identify system

Locate the operating-system name and version through its settings/about area. Do not change administrative settings.

2. Navigate

Use the application launcher/menu, switch between open windows and identify the active window.

3. Inspect settings

Locate display, sound, accessibility and network status. Make only the reversible changes permitted for the exercise.

4. Use file manager

Open the practice location, identify the address/path and display filenames with extensions.

5. Search

Find a dummy file by name and confirm its actual folder and type before opening it.

6. Close safely

Save open work and close applications normally. Record any setting changed and restore it if required.

Fundamentals of Computer Operations

Observations and Record

Skill	Observed location / action	Verified result
System / applications	_____	_____
Settings / accessibility	_____	_____
File path / search	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- A file called Report.pdf and one called Report.docx can have different purposes even when their visible base name is the same. Showing extensions helps distinguish them.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. What is a path?

The location of a file or folder in the storage hierarchy.

2. Why show extensions?

They help identify file type and avoid confusing similarly named files.

3. Why use a standard account?

The exercise does not need unrestricted system changes.

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