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COURSE CODE	EC503	COURSE NAME	OPERATION SYSTEM
COURSE WORK	LAB WORK 1	TOPIC	2
STUDENT'S NAME		REGISTRATION NO	
DATE			

TITLE : BASIC OPERATING SYSTEM CONCEPT MANAGEMENT	
Learning Outcomes :	
By the end of this lab, students should be able : To know understand the windows NT <ul style="list-style-type: none">- Operating system- User interface- Log on and out- Copy, move and edit files	
Tools :	1. Lab sheet 2. Windows XP Operating System (Professional Edition)
Procedures :	
I. Introduction <p>This lab is designed to provide you with basic knowledge about Windows XP operating system, Log on procedure. This lab assignment will not be graded for credit points, but the failure to submit the lab report will result in "incomplete" in your final grade.</p>	
II. Instructions and Questions	
A. To know Windows XP Operating System <p>1. This laboratory is using an operating system - Windows 2000, which is built on XP technology. An operating system is the software that communicates between the central processing unit (CPU)</p>	

- and the software programs that you will use.
2. The XP operating system has some functional advantages over the Windows 98 or Windows NT Operating systems. Some of these are:
- the ability to serve multiple users with password protection
 - the ability to manage individual processes
3. The user interface of this operating system uses the desktop metaphor. This means that when you first log on to the machine you will see an open surface, the "desktop" with icons for access to various portions of your machine's storage space and software. We will explore this interface in the first section of the lab.
4. The file systems of your machine are based on individual disk drives. Each of these drives contains directories and files inside of them. A directory can contain either software or data and written materials that you have produced.
5. It is very important to understand the function and utility of each drive as well as the appropriate use of storage locations.

B) To turning on the computer

1. If the computer is not already on, you will need to start it. First, find the power button for the monitor. It is the square button below the screen on the right.
2. Turn the monitor on by pushing this button and a little green light next to it turns on.
3. Next, underneath your computer-terminal table is the central-processing unit (CPU) box.
4. Find the power button and push it, so that the orange power light on the left is lit. The computer is now on.

C) To start and end a Windows XP session

1. To use your computer, you must first log on. Press **Ctrl+Alt+Del** to log on.
2. Then you will see a log in screen requesting a user name and password. Enter your user name for, and then type the password.

User name:

Password:

3. Click the **OK** button.
4. The same login will work on all computers in the lab.
5. The **Start** button is located on the gray task bar below your desktop.
6. Click the **Start** button, and you should get a list of options. Placing the cursor over **Programs** option, then over **Accessories**, and finally select **Windows XP Explorer**.
7. This program can help you navigate through the files and directories (folders). You can easily see how the data files, folders, hard drives, and even different computers are organized and linked.
8. From **Start** button, you can also find **Apps** option. Under this option, you will be able to locate the software packages-**ArcInfo** and **ArcView**, Microsoft **Excel**, Microsoft **Word**, Microsoft **PowerPoint**, etc.
9. If, when you arrive at your workstation after someone has been using it and it is already on, you should log on for your own precaution.
10. Go to the **Start** button and select **Shut Down**, and then choose the option “**closing all programs and log on as a different user**”. Log on using your own account as above.
11. When you are done with your work, it is also a good practice to log out of your.
12. To do so, go to the **Start** button and select **Shut Down**. Then select the option for **closing all programs and logging on as a different user**. Click the **YES** button.

D) To windows XP tutorial

If you never used Windows XP before or would like to refresh your skills, taking the 'tour' is strongly recommended. To access the tour, do the following:

1. click on the 'Start' button (lower left of screen) and select 'Help'. The dialogue box that appears has three menus: Contents, Index and Find.
2. click on "Tour: Ten minutes to using window" to take the tour/tutorial.
3. clicking on the other items in the 'contents' menu will introduce you to "Introducing Windows NT", "How to...", "Tips and Tricks" and other useful information on utilizing Windows NT effectively.
4. clicking the 'index' menu will let you search for help on a specific topic.
5. clicking the 'find' menu will let you search for help topics by key words.

E) To know common used file types and corresponding application software

You have to deal with various types of data files in the lab. In the naming convention, the first eight letters before the dot are the file name, and the last three characters after the dot indicate type of data file. These three characters are known as the extension of the file name. The most common standard extensions are listed below:

Extensions File Type Software

.txt ASCII text file Notepad, Wordpad, Word, etc

.csv Comma delimited ASCII file Excel, and text editors (Vi, Emacs, etc)

.doc Microsoft Word file Microsoft Word

.wps Word Perfect file Word Perfect

.xls Microsoft Excel file Microsoft Excel

.pdf Portable Document Format Adobe Acrobat

.dbf DBASE file Dbase, Excel, ArcView, Excel

.shp ArcView shape file ArcView

.apr ArcView Project file ArcView

.jpg J PEG image file Image processing software, Web browser

.tif TIFF Image file Image processing software

.gif GIF image file Image processing software, Web browser

There are corresponding software packages available for creating, editing, displaying, and processing these types of data files.

F. To use the World Wide Web (WWW)

The internet or web is now an important source of GIS information. It is important to become proficient with the use of a web browser. The browser that you will use is Netscape or Internet Explorer. Netscape provides access to all web sites that are currently available, and provides utilities for saving, downloading, and sending data. In order to use the internet proficiently you need to learn how to call a search engine, write queries, and download data in the correct format.

1. To start an internet browser, click the following buttons:

Start->Internet->Netscape Communicator

Or

Start->Internet->Internet Explorer

Netscape should open by default at the website for the TAMU geography department
<http://geog.tamu.edu>.

2. Notice that in the frame named Location the path for the website is listed. That path is called an URL, standing for Uniform Resource Locator. Think of it as a networked extension of the standard filename concept: not only can you point to a file in a directory, but that file and that directory can exist on any machine on the network, can be served via any of several different methods. HTTP (Hyper Text Transport Protocol) servers are commonly used for serving hypertext documents, as HTTP is an extremely low-overhead protocol. For example, a file called "index.htm" on HTTP server "geog.tamu.edu" in directory "/faculty" corresponds to this URL:

<http://geog.tamu.edu/faculty/index.htm>

Questions/Discussion:

Question 1. What are the major advantages of Windows XP operating system?

Question 2. What steps do you need to start the ArcView program?

Question 3. Where can you find the lab1 report file "lab1.pdf" from your computer? What type of file is it? Which application software should you use to open and see it? Can you convert it into a Microsoft Word file with extension ".doc"?

Question 4. How can you copy the file "lab1.pdf" to a floppy disk using Window Explorer?

Question 5. When using Netscape, where does the home icon do? How could this be useful?

Question 6. What search engines did you test? What kind of tricks can you use to quickly find the information on GIS applications in urban planning? List three URLs of what you found?

Question 7. What is the procedure to add Geography 390 class web site (<http://geog.tamu.edu/~liu/courses/geog390.htm>) into your Favorites/Bookmarks?

Question 8. How can you download Dr. Peter Hugill's photo from the web page of Geography Department onto your home directory?

Conclusion :

Discuss and make conclusion about this laboratory

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