
WINDOWS

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Asistent *Tomislav Volarić*

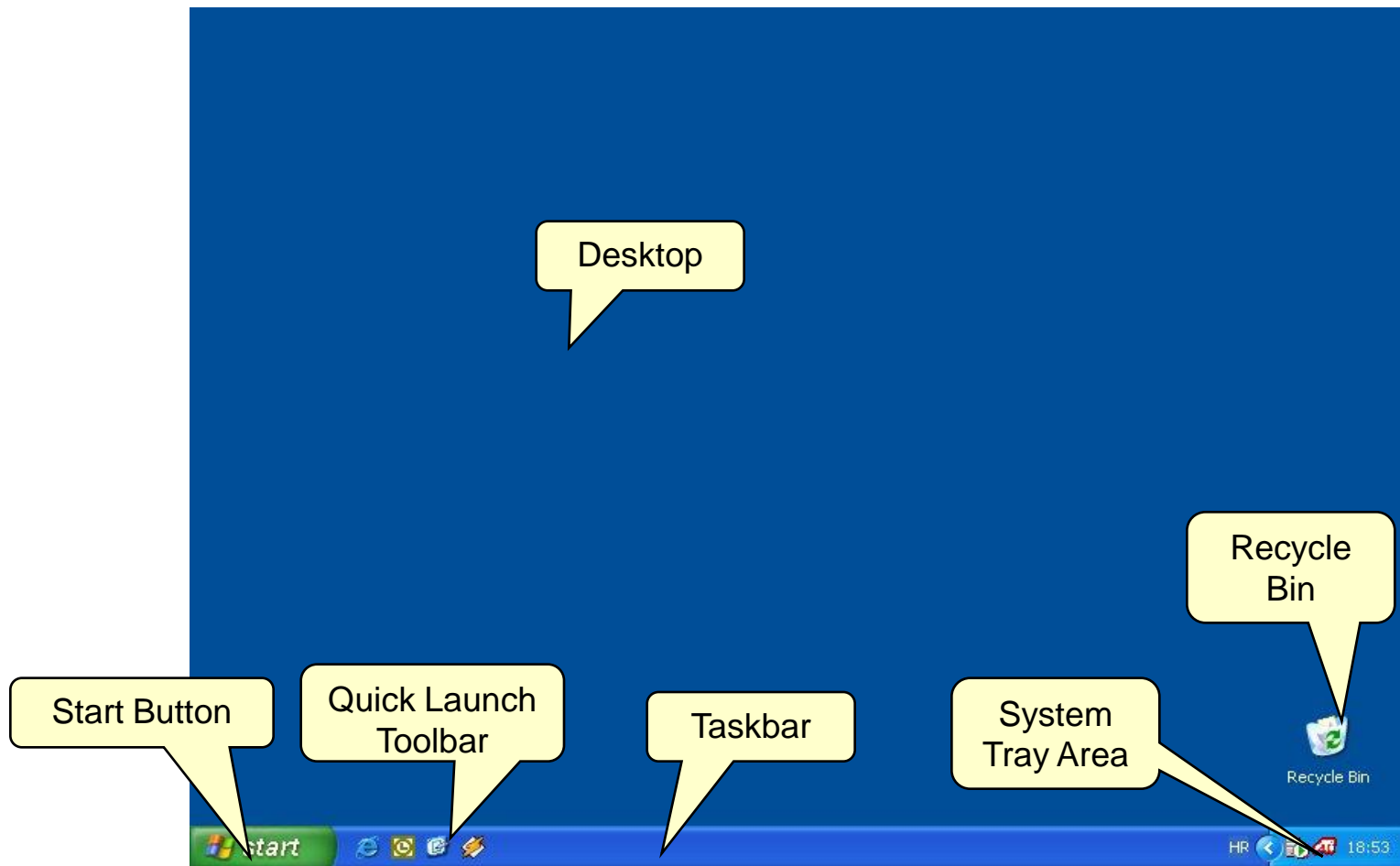
Ml. asistent *Marijana Bandić Glavaš*

WINDOWS

- Windows
 - Windows Desktop
 - Razumijevanje Start Menu-a
 - Rad s programima i datotekama
 - Upotreba Windows Explorer-a
 - Vježbe
 - Zadaci
 - Komprimiranje Foldera i datoteka
 - Vježbe
-

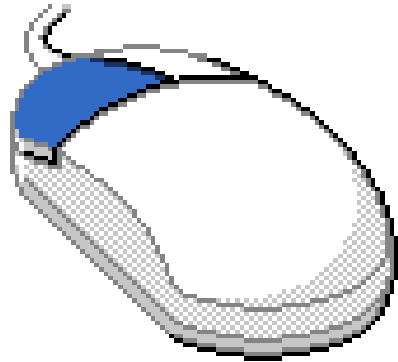
Windows

Desktop

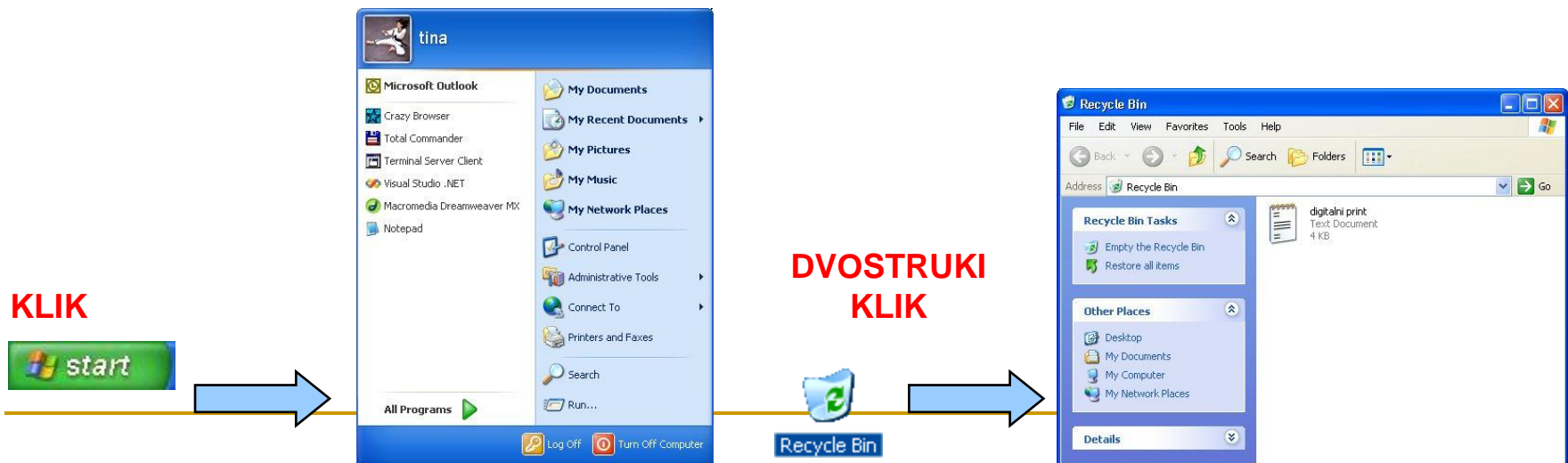


Windows

Rad s mišem

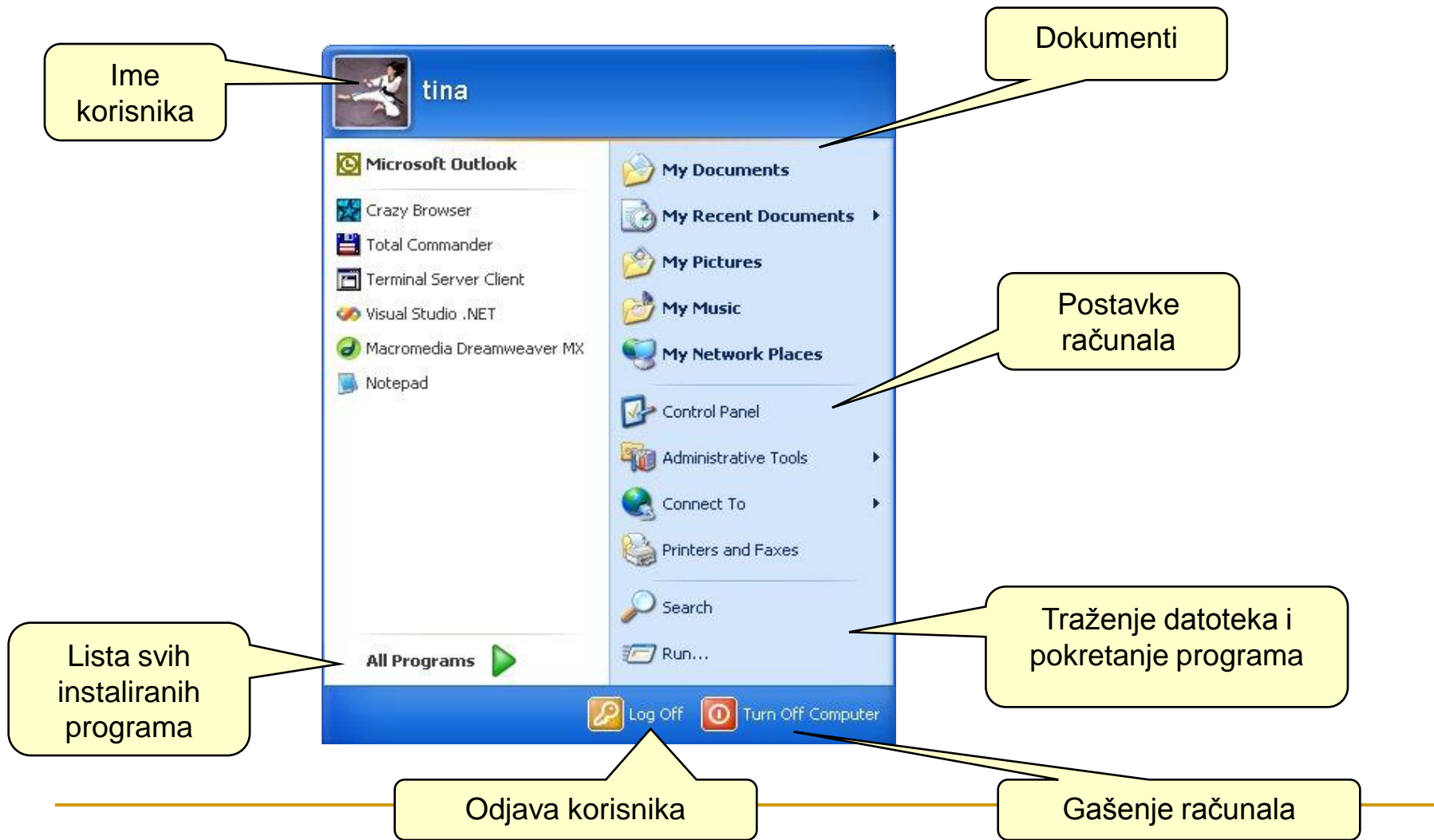


- **Pokaži** pomakni miš na određeno mjesto
- **Klik** Pritisni i pusti lijevi gumb miša
- **Dvostruki klik** Brzo dvaput pritisni i pusti lijevi gumb miša
- **Desni klik** Pritisni i pusti desni gumb miša
- **Vuci i otpusti** Pritisni lijevi gumb miša, pomakni miš i pusti lijevi gumb miša



Windows

Start Menu



Windows

Start Menu ikone



Internet Explorer

Program za pretraživanje Internet stranica



Outlook

Program za čitanje elektronske pošte



My Documents

Folder (direktorij) za spremanje datoteka



My Recent Documents

Folder koji sadrži datoteke na kojima se nedavno radilo



My Pictures

Folder koji sadrži slikovne datoteke



My Music

Folder koji sadrži datoteke s glazbom



My Computer

Folder koji daje pristup uređajima, folderima i datotekama



My Network Places

Folder koji daje pristup uređajima, folderima i datotekama na mreži



Control Panel

Folder s postavkama Windows-a i računala



Network Connections

Folder s davateljima mrežnih usluga



Printers and Faxes

Folder s instaliranim štampačima i fax uređajima



Search

Program za pretraživanje foldera i datoteka na računalu i lokalnoj mreži

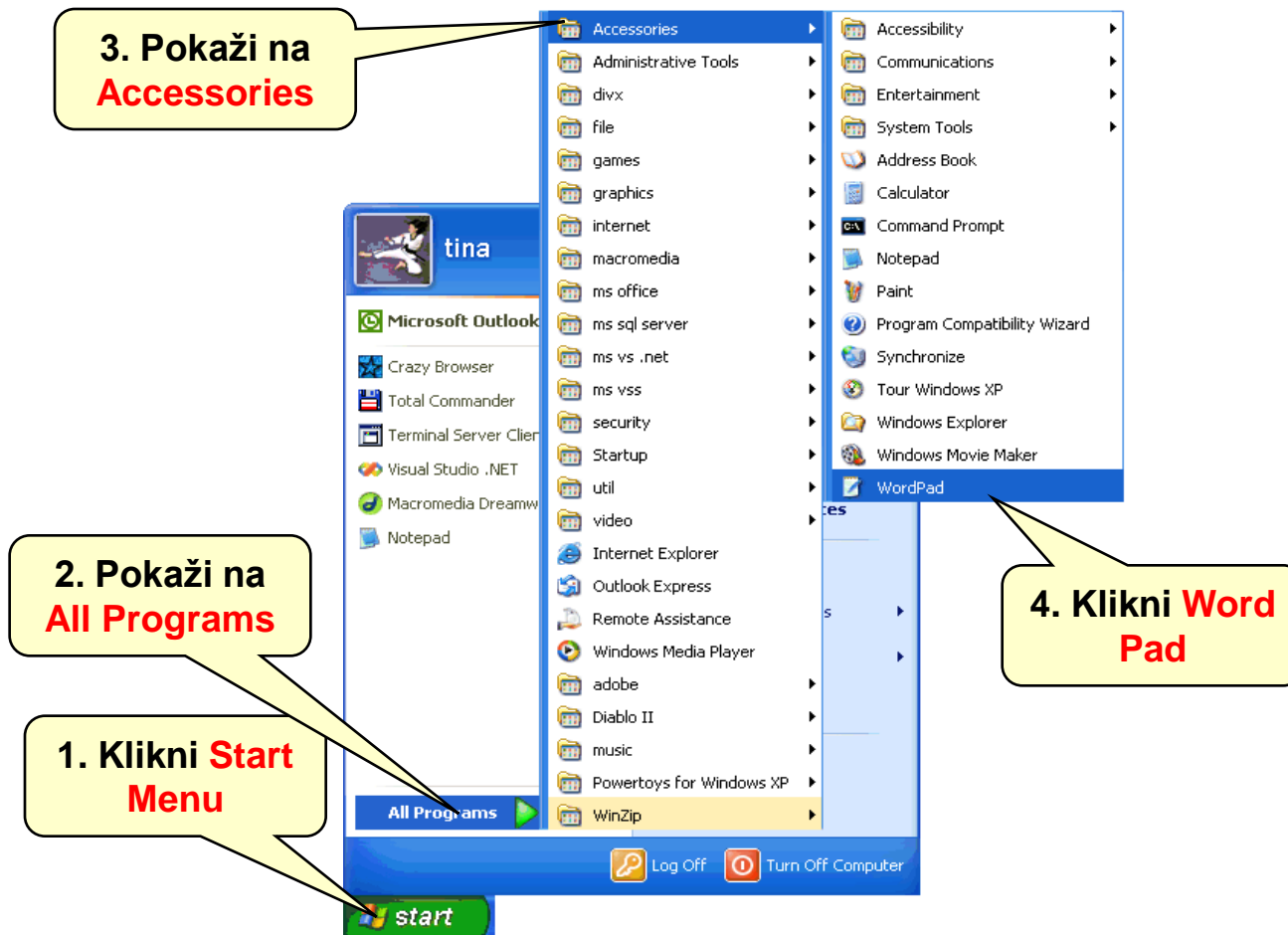


Run...

Program za pokretanje programa i otvaranje dokumenata pomoću komandne linije

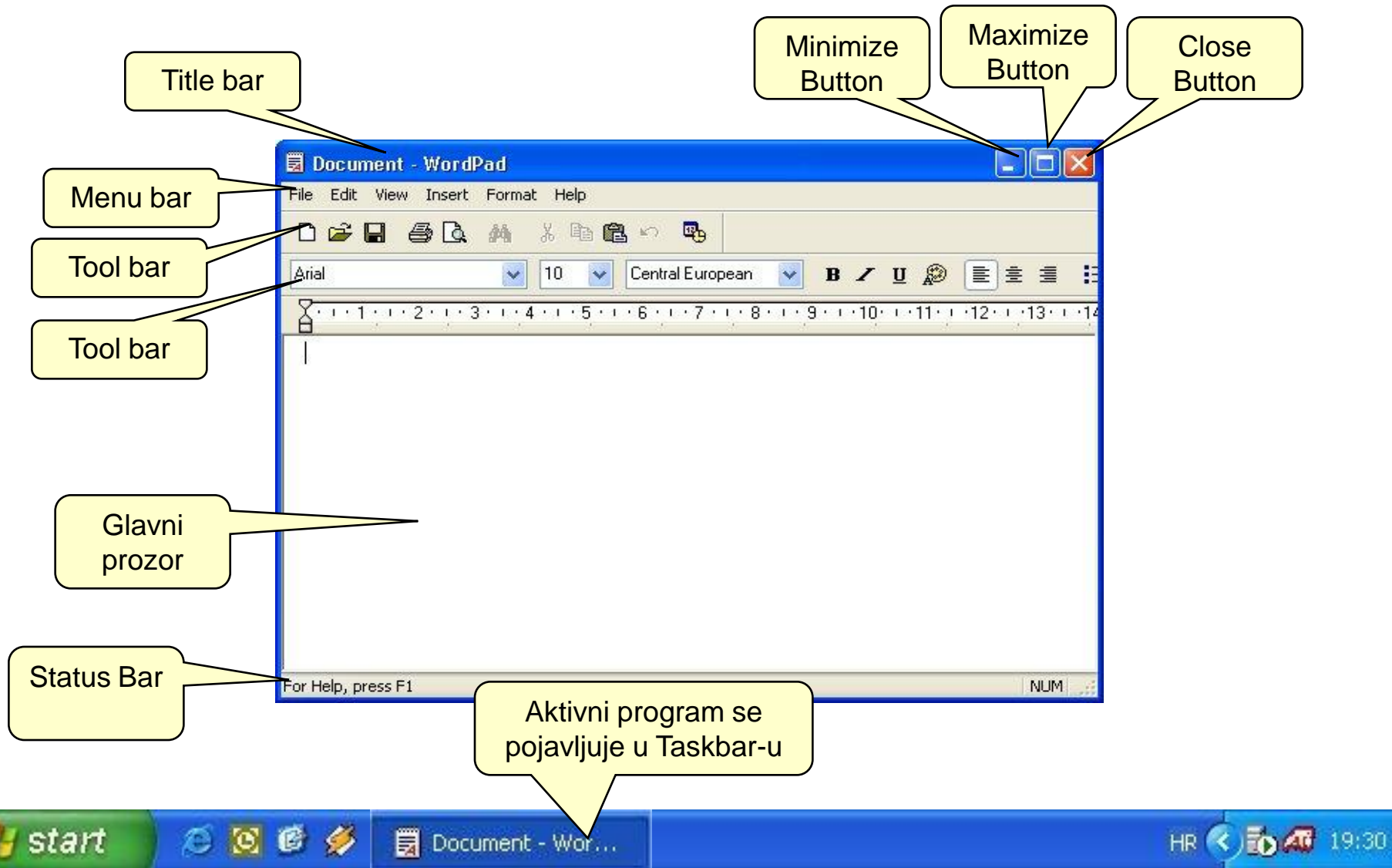
Windows

Pokretanje programa



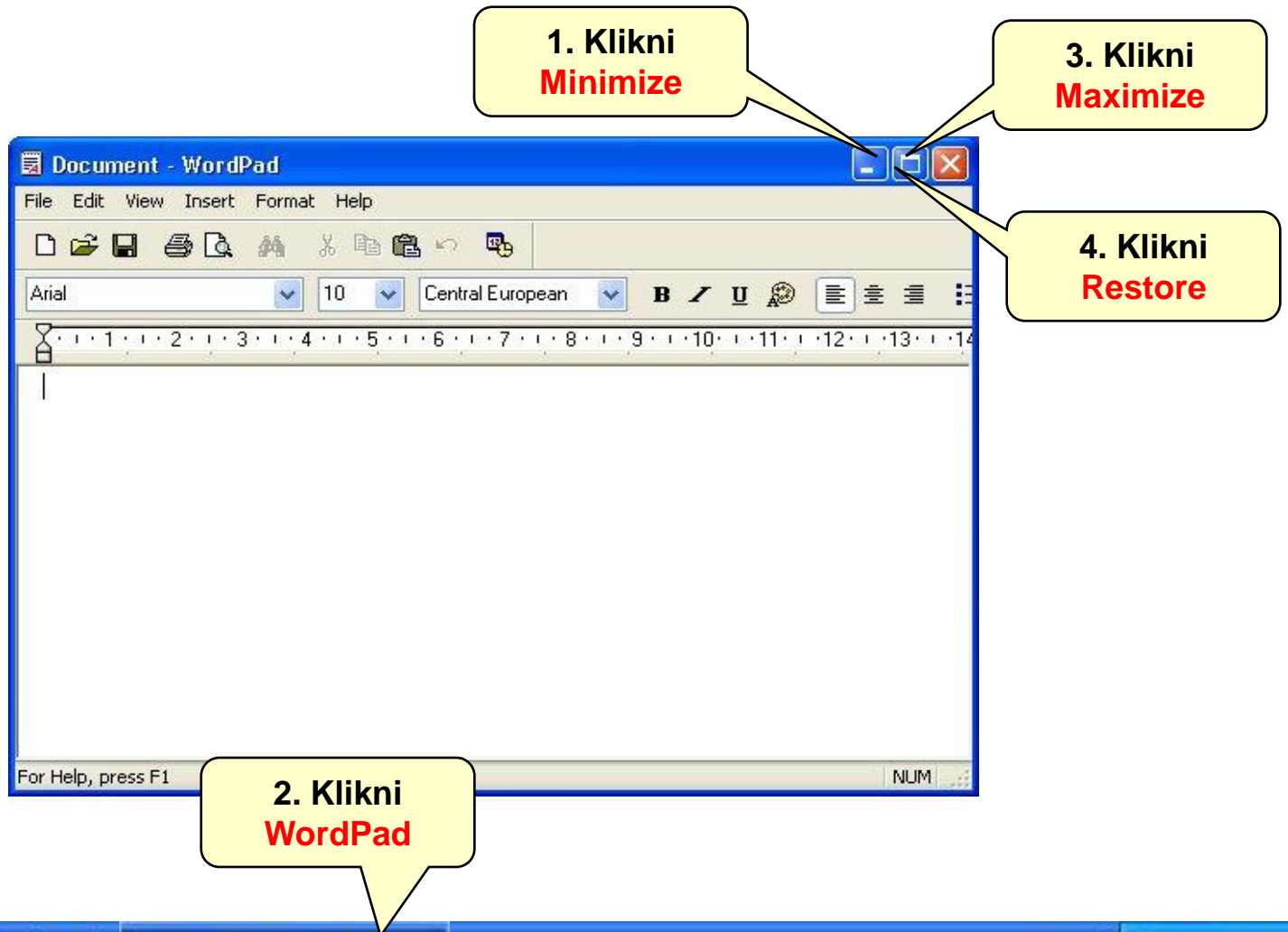
Windows

Elementi prozora



Windows

Rad s prozorom



Windows

Rad s prozorom

1. Vuci Title Bar sve do gornjeg lijevog kuta Desktop-a i otpusti

5. Zatvori WordPad

2. Vuci rub prozora sve do desnog ruba Desktop-a i otpusti

3. Vuci rub prozora sve do donjeg ruba Desktop-a i otpusti

4. Vuci kut prozora sve dok prozor ne zauzme četvrtinu Desktop-a i otpusti

5. Nestat će WordPad ikona iz Taskbar-a

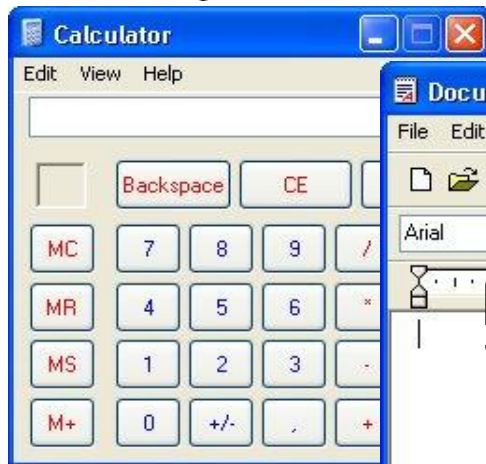


Windows

Rad s više prozora

1. Pokreni **Calculator**

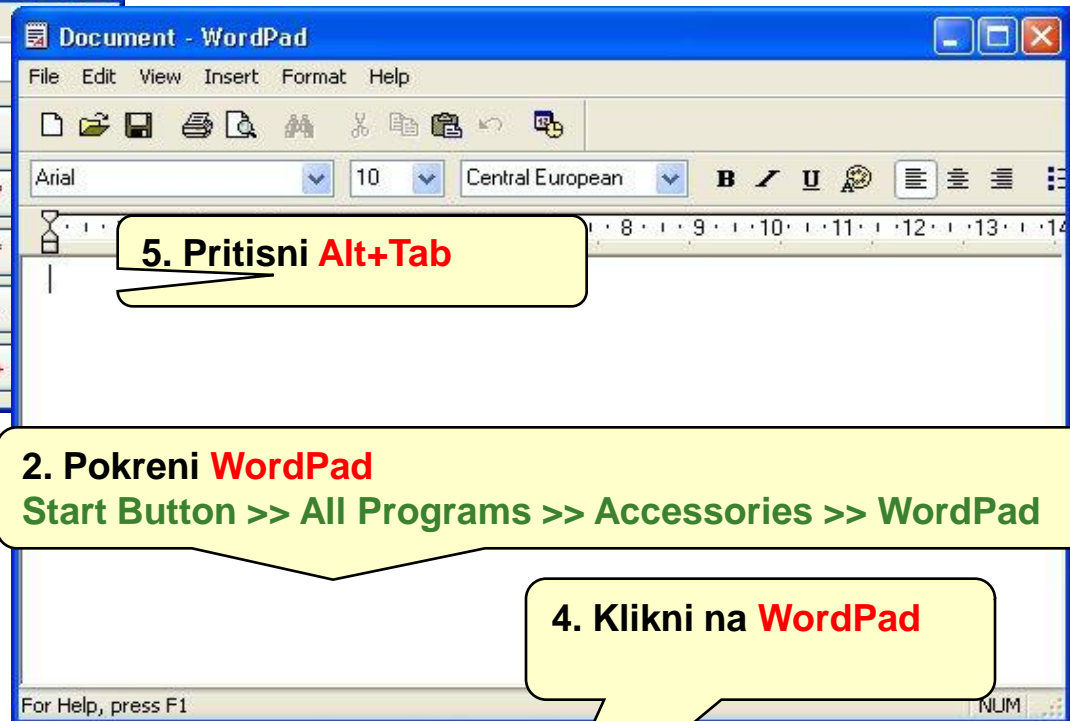
Start Button >> All Programs >> Accessories >> Calculator



3. Klikni na **Calculator**

2. Pokreni **WordPad**

Start Button >> All Programs >> Accessories >> WordPad



5. Pritisni **Alt+Tab**

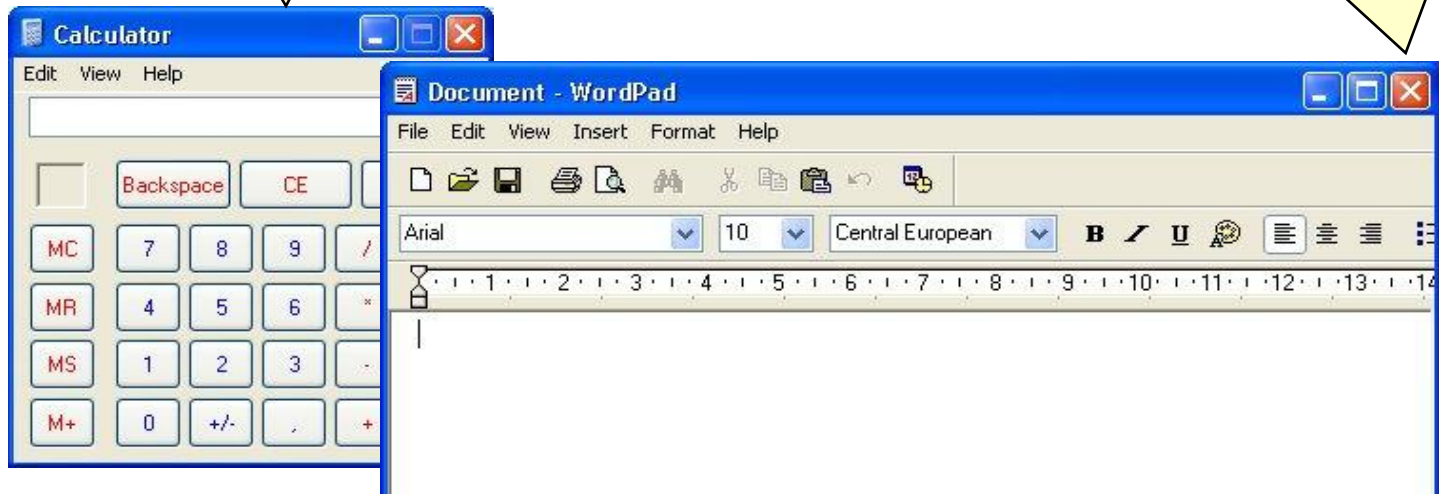
4. Klikni na **WordPad**

Windows

Rad s više prozora

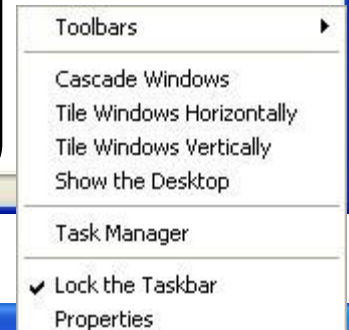
3. Zatvori Calculator

2. Zatvori WordPad



1. Desni klik na praznom dijelu taskbar-a i izaberi:

- **Cascade Windows**
- **Tile Windows Horizontaly**
- **Tile Windows Verticaly**



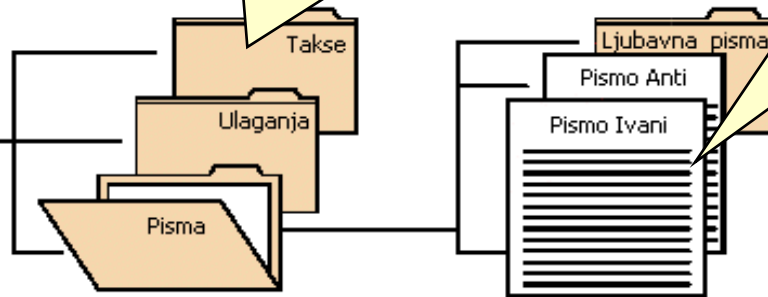
Windows

Datoteke i direktoriji

Kabinet – skladište informacija



Informacije su organizirane i grupirane pomoću fascikla

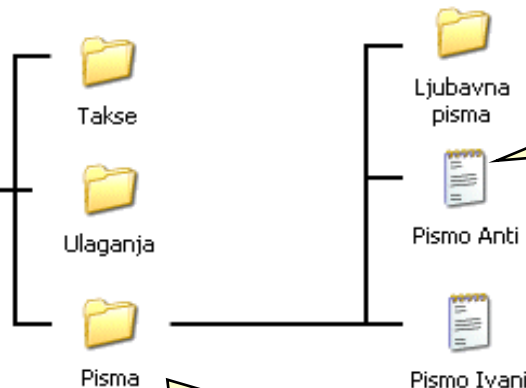


Fascikla može sadržavati nekoliko datoteka i druge fascikle

Disk uređaj služi za skladištenje informacija



Informacije na disku su organizirane i grupirane pomoću foldera (direktorija)



Folder može sadržavati nekoliko datoteka (file) i druge foldere

Windows

Datoteke i direktoriji

Termin	Opis	Veličina
byte	Byte može sadržavati jedan katakter kao što je npr. Slovo P ili broj 8	Jedan karakter
Kilobyte (K ili KB)	Kilobyte ima oko 1000 byte-ova, to je otprilike kao jedna stranica teksta	1,024 byte
Megabyte (M ili MB)	Megabyte ima oko 1000 kilobyte-ova, to je otprilike kao jedna knjiga	1,048,576 byte 1,024 kilobyte
Gigabyte (G ili GB)	Gigabyte ima oko 1000 megabyte-ova, to je otprilike kao jedna knjižnica	1,048,576 kilobyte 1,024 megabyte

Windows

Datoteke i direktoriji



Pronađi My Computer na Desktop-u ili u Start Menu i:

- Dvaput klikni (ako je u Desktop)
- Klikni (ako je u Start Menu)

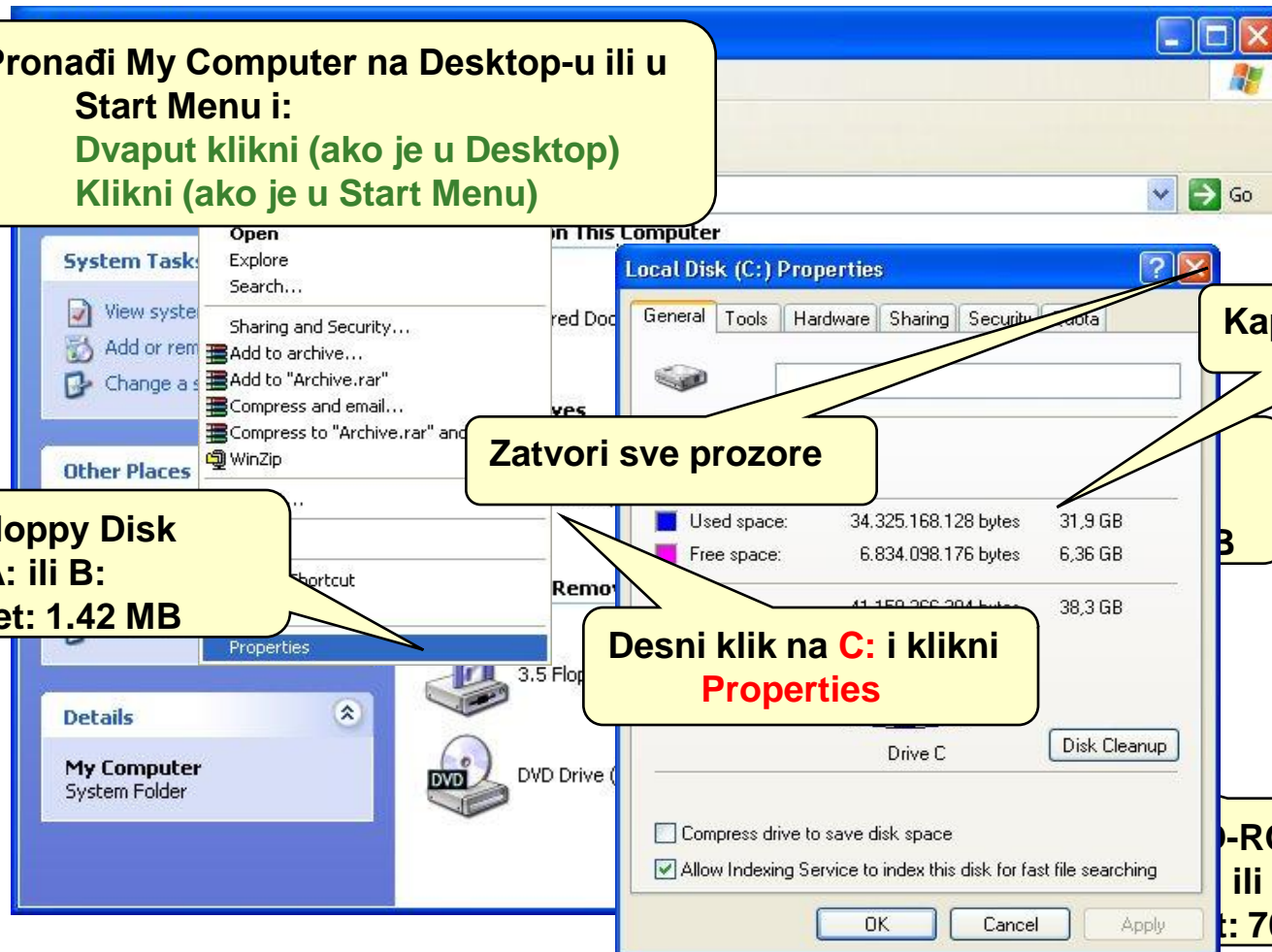
Vrsta: Floppy Disk
Slovo: A: ili B:
Kapacitet: 1.42 MB

Zatvori sve prozore

Desni klik na **C:** i klikni **Properties**

Kapacitet diska

DVD-ROM
ili E:
Kapacitet: 700 MB



Windows

Datoteke i direktoriji

Otvori WordPad

Klikni Save ikonu

Zatvori WordPad

Unesi svoje ime i prezime

Unesi student

Kada klikneš **Save datoteka **student.rtf** će se snimiti u folder **My Documents****

File Edit View Insert Format Help

Arial 10

Pero Perić

Save As

Save in: My Documents

za razvit Document

Documents

My eBooks

My Movie

My Music

My Pictures

project

recepti

Desktop

My Documents

My Computer

My Network

teleport

tina diplomski

Visual Studio Project

File name: Document

Save as type: Rich Text Format (RTF)

Save

Cancel

Save in this format by default

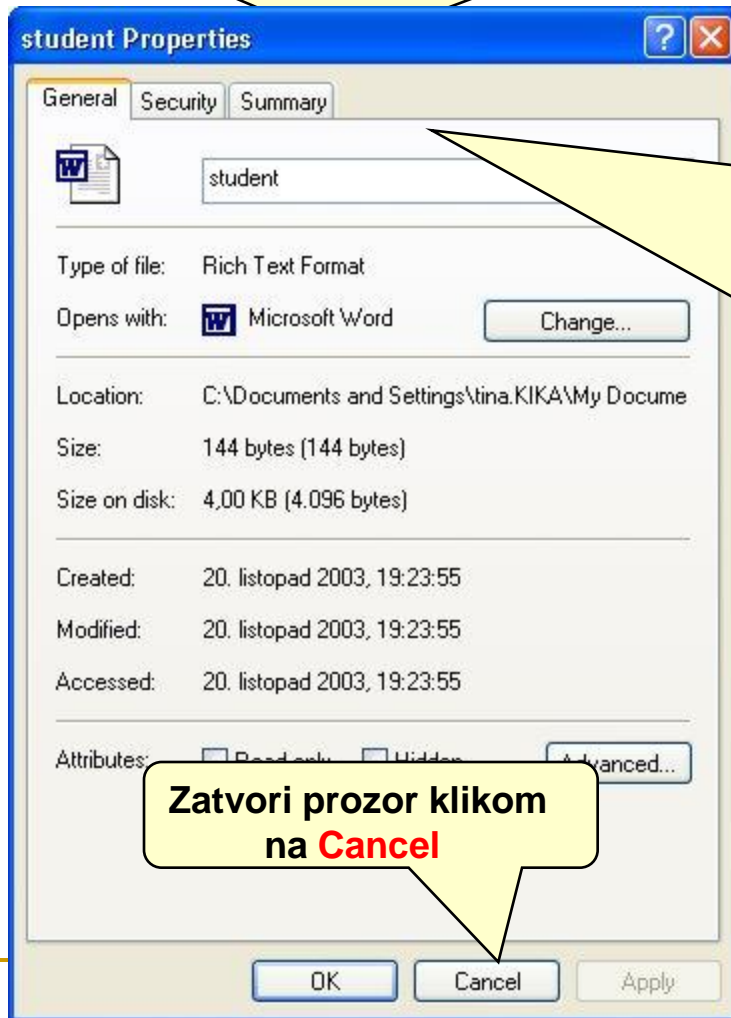
For Help, press F1

Windows

Datoteke i direktoriji

Otvori Windows Explorer

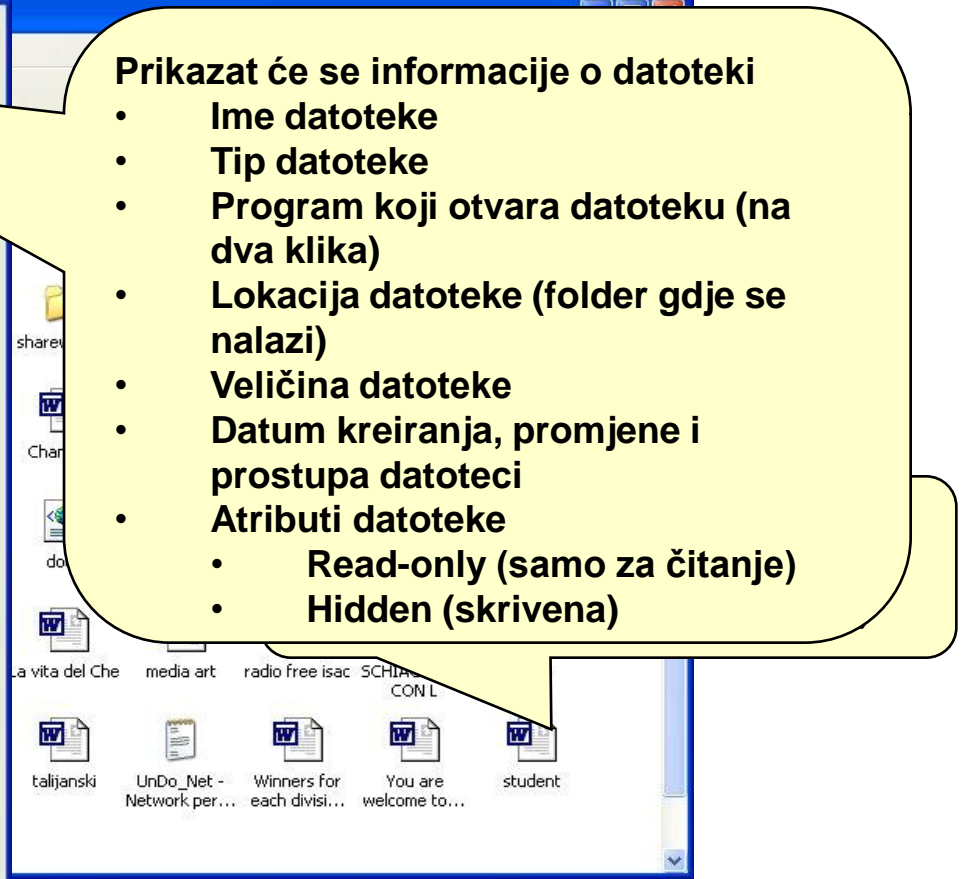
Start Menu >> All Programs >> Accessories >> Windows Explorer



Zatvori prozor klikom na **Cancel**

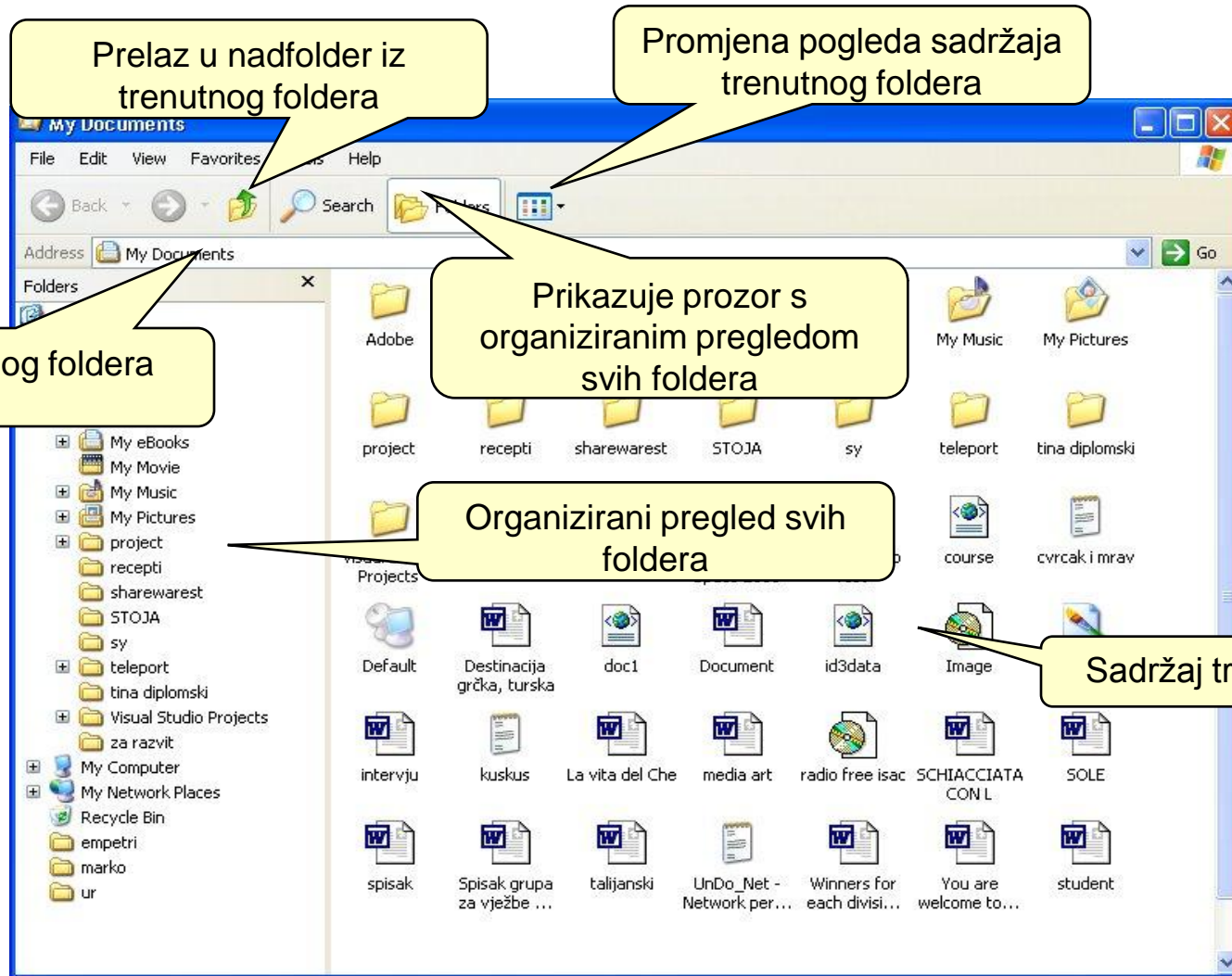
Prikazat će se informacije o datoteki

- Ime datoteke
- Tip datoteke
- Program koji otvara datoteku (na dva klika)
- Lokacija datoteke (folder gdje se nalazi)
- Veličina datoteke
- Datum kreiranja, promjene i pristupa datoteci
- Atributi datoteke
 - Read-only (samo za čitanje)
 - Hidden (skrivena)



Windows

Datoteke i direktoriji



Windows

Datoteke i direktoriji

1. Klikni plus kraj **My Computer**

2. Klikni plus kraj **Program Files**

3. Klikni plus kraj **Windows NT**

4. Klikni na **Accessories**

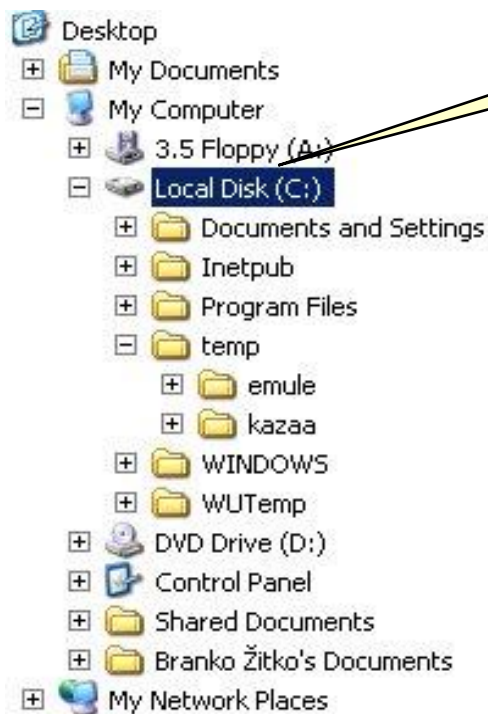
Informacija o trenutno izabranom folderu:
C: - disk uređaj
Program Files – folder
Windows NT –podfolder od Program Files
Accessories – podfolder od Accessories

wordpad
WordPad MFC Application
Microsoft Corporation

Na desnoj strani se prikaže sadržaj foldera **C:\Program Files\Windows NT\Accessories** i to je datoteka wordpad.exe odnosno program **WordPad**.
Dvapat kliknite na ikonu da se pokrene WordPad.

Windows

Stvaranje novog foldera



1. Izaberi **C:** disk uređaj

2. U izborniku (ili desni klik na desni prozor) izaberi **File >> New** pa klikni **Folder**



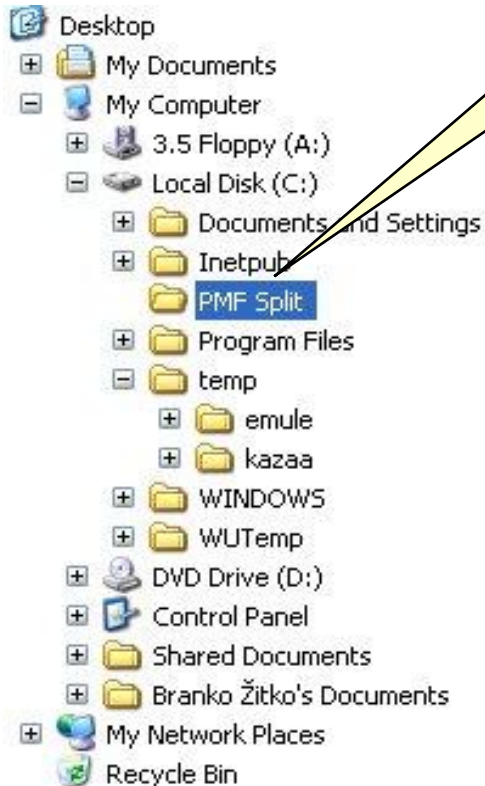
3. Unesi naziv novog foldera, recimo **PMF Split** i pritisni **Enter**



Windows

Preimenovanje foldera

1. Izaberi **PMF Split** folder



2. U izborniku (ili desni klik na lijevi prozor ili pritisni tipku **F2**) izaberi **File** pa klikni **Rename**

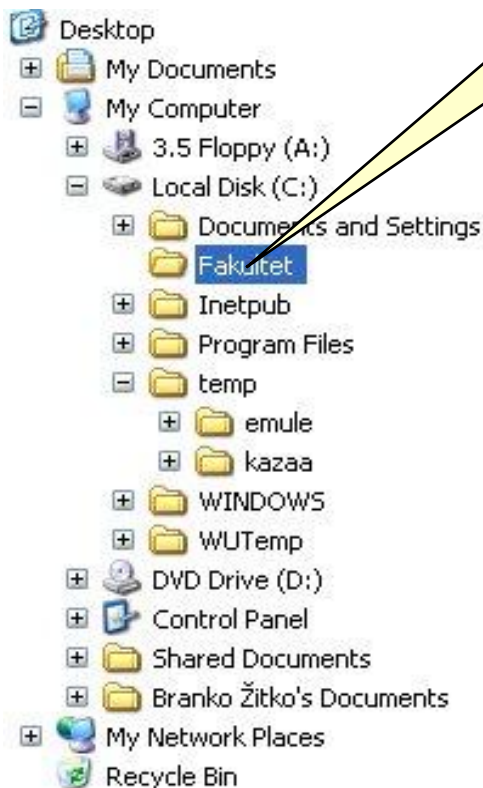


3. Unesi novi naziv foldera, recimo **Fakultet** i pritisni **Enter**

Windows

Brisanje Foldera

1. Izaberi **Fakultet** folder

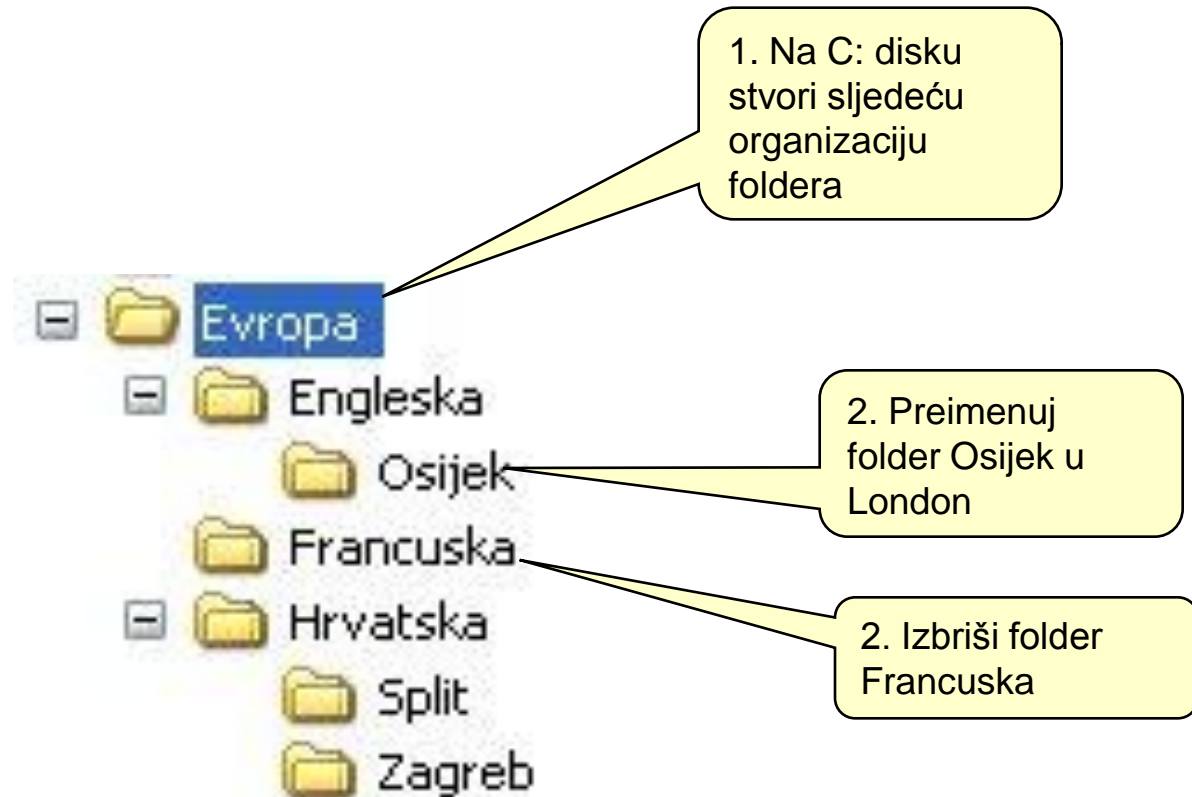


2. U izborniku (ili desni klik na lijevi prozor ili pritisni tipku **Delete**) izaberi **File** pa klikni **Delete**



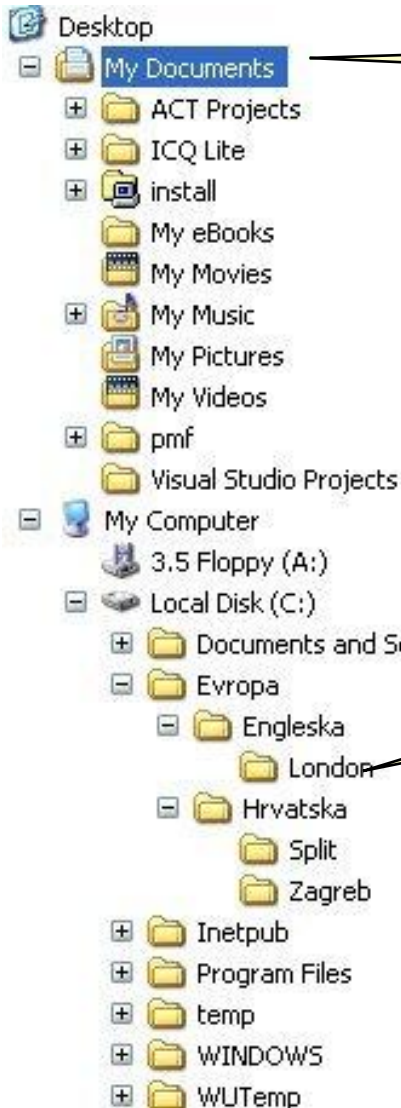
3. U prozoru potvrdi brisanje klikom na **Yes** ili pritiskom na **Enter**





Windows

kopiranje datoteke

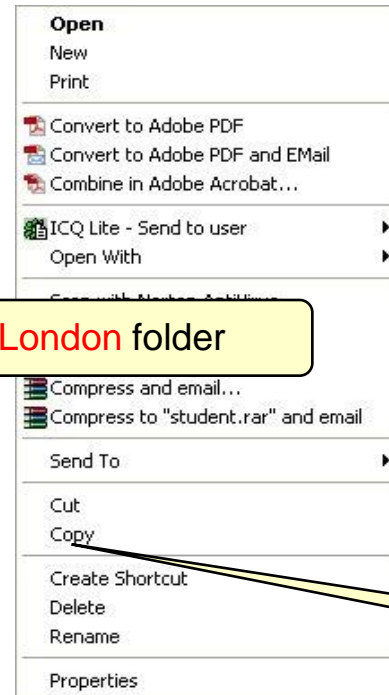


1. Izaberi **My Documents** folder

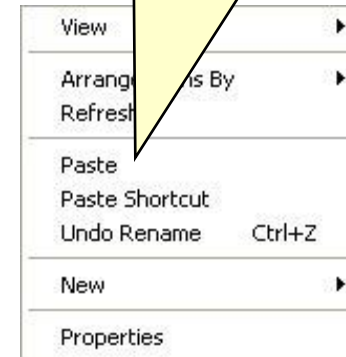
2. Izaberi datoteku **student.rtf**



4. Izaberi **London** folder



5. Desni klik i izaberi **Paste** Ili pritisni **Ctrl+V**



3. Desni klik i izaberi **Copy** Ili pritisni **Ctrl+C**

Windows

pomicanje datoteke

The image shows a Windows Explorer window with a file tree on the left and a file named 'student.rtf' selected in the main pane. A context menu is open over the file, and a second context menu is open over the 'Split' folder in the tree. Five yellow callout boxes provide instructions for moving the file.

1. Izaberi **London** folder

2. Izaberi datoteku **student.rtf**

3. Desni klik i izaberi **Cut**
Ili pritisni **Ctrl+X**

4. Izaberi **Split** folder

5. Desni klik i izaberi **Paste**
Ili pritisni **Ctrl+V**

The file tree on the left includes folders like 'My Documents', 'ACT Projects', 'ICQ Lite', 'install', 'My Computer', 'Local Disk (C:)', 'Documents and Settings', 'Evropska', 'Engleska', 'London', 'Hrvatska', 'Split', 'Zagreb', 'Inetpub', 'Program Files', 'temp', 'WINDOWS', and 'WUTemp'. The context menu over 'student.rtf' includes options like 'Open', 'New', 'Print', 'Convert to Adobe PDF', 'Convert to Adobe PDF and EMAIL', 'Combine in Adobe Acrobat...', 'ICQ Lite - Send to user', 'Open With', 'Send To', 'Cut', 'Copy', 'Create Shortcut', 'Delete', 'Rename', and 'Properties'. The context menu over 'Split' includes 'View', 'Arrange By', 'Refresh', 'Paste', 'Paste Shortcut', 'Undo Rename Ctrl+Z', 'New', and 'Properties'.

Windows Explorer

Pretraživanje

Klikni **Start Menu** i izaberi **Search**

nc.exe se nalazi u **c:\nc** direktoriju

Izaberi pretraživanje svih datoteka i direktorija

Unesi **nc.exe**, izaberi pretraživanje na **C:** i klikni **Search**

The screenshot shows the Windows Explorer Search Results window. The search criteria are: 'All or part of the file name: nc.exe', 'All or part of the word or phrase in the file: ', and 'Look in: Local Hard Drives (C:)'. The search results table is as follows:

Name	Path	Size	Type
nc	C:\Documents and Settings\bra...	2.790 KB	Application
Nc	C:\nc	4 KB	Application
mobsync	C:\WINDOWS\system32	133 KB	Application
nlsfunc	C:\WINDOWS\system32	7 KB	Application
subresync	C:\Program Files\NimoCodec Pac...	96 KB	Application
iissync	C:\WINDOWS\system32\inetsrv	7 KB	Application

Windows

Akcije nad direktorijom i datotekom

Folder		Datoteka			
Novi	<ul style="list-style-type: none"> ■ Izbornik File >> New >> Folder ■ Desni klik File >> New >> Folder 	Preimenuj	<ul style="list-style-type: none"> ■ Tipka F2 ■ Izbornik File >> Rename ■ Desni klik Rename 		
Preimenuj	<ul style="list-style-type: none"> ■ Tipka F2 ■ Izbornik File >> Rename ■ Desni klik Rename 	Izbriši	<ul style="list-style-type: none"> ■ Tipka Delete ■ Izbornik File >> Rename ■ Desni klik Delete 		
Izbriši postojeći	<ul style="list-style-type: none"> ■ Tipka Delete ■ Izbornik File >> Rename ■ Desni klik Delete 	Kopiraj	<ul style="list-style-type: none"> ■ Tipka Ctrl + C ■ Izbornik Edit >> Copy ■ Desni klik Copy 	<ul style="list-style-type: none"> ■ Tipka Ctrl + V ■ Izbornik Edit >> Paste ■ Desni klik Paste 	
Kopiraj	<ul style="list-style-type: none"> ■ Tipka Ctrl + C ■ Izbornik Edit >> Copy ■ Desni klik Copy 	<ul style="list-style-type: none"> ■ Tipka Ctrl + V ■ Izbornik Edit >> Paste ■ Desni klik Paste 	Prebaci	<ul style="list-style-type: none"> ■ Tipka Ctrl + X ■ Izbornik Edit >> Cut ■ Desni klik Cut 	<ul style="list-style-type: none"> ■ Tipka Ctrl + V ■ Izbornik Edit >> Paste ■ Desni klik Paste
Prebaci	<ul style="list-style-type: none"> ■ Tipka Ctrl + X ■ Izbornik Edit >> Cut ■ Desni klik Cut 	<ul style="list-style-type: none"> ■ Tipka Ctrl + V ■ Izbornik Edit >> Paste ■ Desni klik Paste 	Postavi atribute	<ul style="list-style-type: none"> ■ Tipka Alt+Enter ■ Izbornik File>>Properties ■ Desni klik Properties 	

Windows

- Izbriši Folder **Evropa**
- Stvori ovakvu strukturu foldera



- Otvori **WordPad**, unesi svoje ime i snimi datoteku u **My Documents** pod nazivom **student**
- Pomakni datoteku **student** iz **My Documents** u Folder **FTK**
- Pomakni folder **FTK** u Folder **Fakultet**
- Pomakni folder **Grupa B** u folder **ITK**