

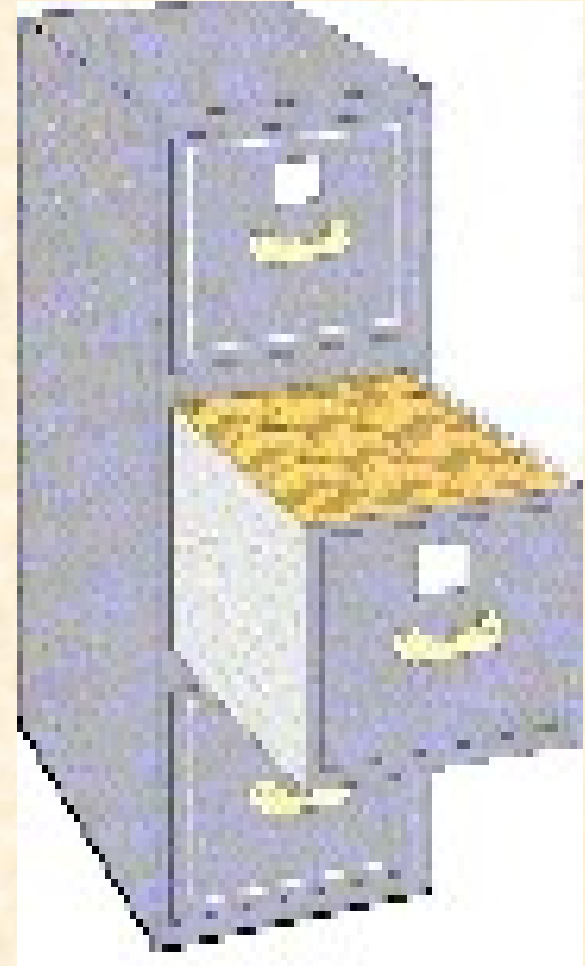
CHƯƠNG IV
HỆ ĐIỀU HÀNH
WINDOWS

- 4.1 Caùc khai nieäm cô baün
- 4.2 Desktop vaø thao taùc
- 4.3 Cöûa soã vaø thao taùc
- 4.4 Hoäp thoäi vaø thao taùc
- 4.5 Menu vaø thao taùc
- 4.6 Folder vaø thao taùc
- 4.7 Short cut vaø thao taùc
- 4.8 MyComputer
- 4.9 Windows Explorer
- 4.10 Control Panel
- 4.11 Internet Explorer
- 4.12 MicroSoft Outlook

4.1 CAÙC KHAÙI NIEÄM CÔ BAÛN

File

- File là tập hợp các bytes thông tin, có quan hệ và lưu trữ trên đĩa
- Mỗi file có kích thước chính là số byte dữ liệu nằm trong nó
- Mỗi file có một tên và kèm theo các thông tin về



File name

- Cách đặt tên file

Tên file = Phần tên. Phần kiểu

Ký tự cho tên: 'a'..'z', 'A'..'Z', '0'..'9' và
một số ký hiệu khác: \$, @...

Tên file đặt ngắn, giới thiệu vào
phần nội dung

- Phần kiểu dùng để phân
loại file

Ví dụ về cấu trúc file :

COMMAND	.COM	54,619	02-13-94	6:21a
CONFIG	.SYS	404	03-29-95	6:29p
AUTOEXEC	.BAT	994	05-07-95	2:17p
BKED	.EXE	124,602	05-16-95	7:49a
VIDU2	.DOC	216,734	04-16-97	4:56p
CONGVAN1	.TXT	17,353	02-12-96	2:50p

Tên FILE

Kích thước (byte) năm tháng giờ

C, c lo¹i FILE

vµ c, ch ®Æt phÇn mẽ réng

- CAÙC FILE THÖÖC THI (EXECUTABLE FILES) LAØ CAÙC FILE COÙ PHAÀN KIEÄU **COM** (COMMAND); **EXE** (EXECUTABLE)
- CAÙC FILE KHOÂNG THÖÖC THI (NONEXECUTABLE FILES) LAØ CAÙC FILE COÙ CAÙC PHAÀN KIEÄU COØN LAÏI.
 - **DBF** (DataBase File) File cô sô dõ lieäu
 - **TXT** (Text) File thuaàn vaên baün
 - **DOC** (Document) File vaên baün
 - **PAS** (Pascal) File chõng trính
 - **WAV** File âm thanh

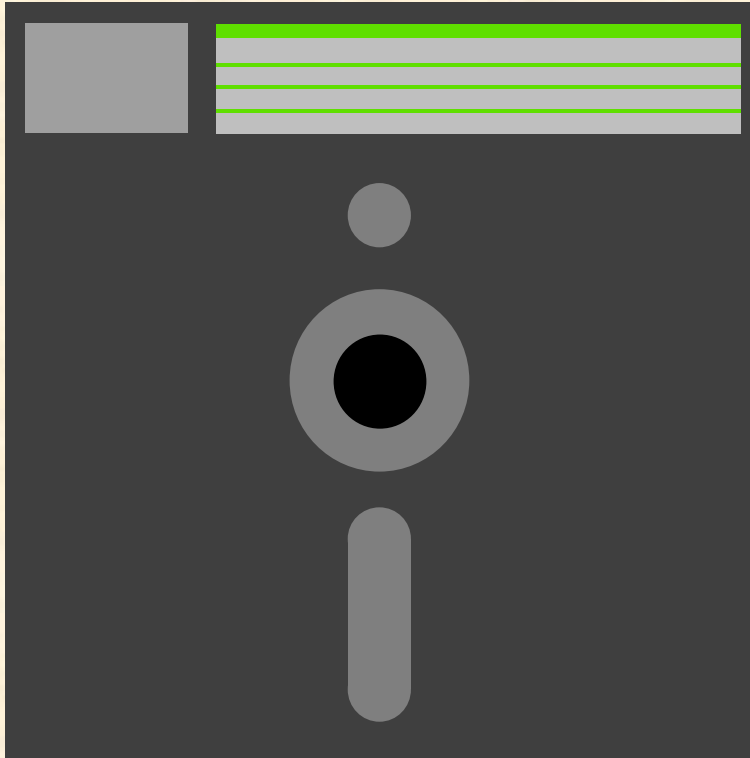
DISK DRIVE

- OẢ ÑÓA LAØ THIẾT BÒ CUUA MAÙY TÍNH DUØNG ÑEẢ ÑOĨC, GHI THOẢNG TIN TREÂN ÑÓA.
- MOÃI MAÙY TÍNH THÖØØNG COÙ 1 OẢ ÑÓA MEÀM VAØ COÙ THEẢ COÙ 1 HOAËC NHIEÀU OẢ ÑÓA CÖÙNG, OẢ ÑÓA CD, OẢ ÑÓA CD-RW.
- MOÃI OẢ ÑÓA COÙ MOẮT TEÂN. OẢ ÑÓA MEÀM COÙ TEÂN LAØ A. CAÙC OẢ ÑÓA CÖÙNG COÙ TEÂN LAÀN LÖÖIT LAØ C, D, E ,..., Z. OẢ ÑÓA CD COÙ TEÂN LAØ TEÂN

FORMAT ÑÓA

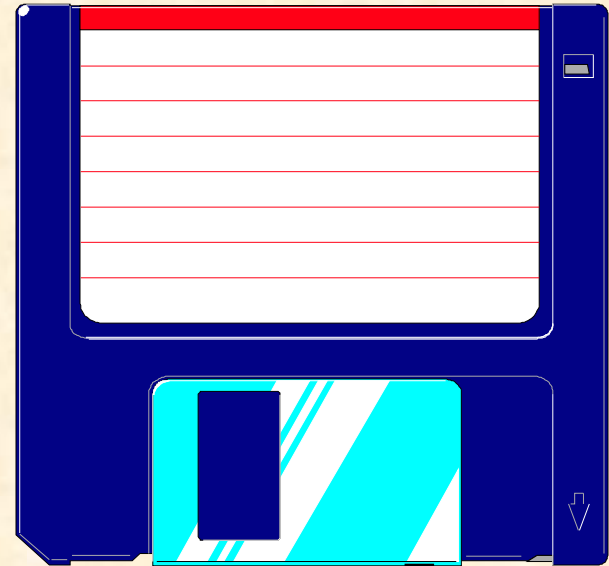
- MOÄT ÑÓA TRÖÖUC KHI SÖU DUÏNG PHAÛI ÑÖÖIC ÑÒNH DAÏNG. THÖIC HIEÄN LEÄNH FORMAT, MAÛY SEÖ CHIA MAËT ÑÓA THAØNH :
 - CAUC VOØNG TROØN ÑOÀNG TAÂM, GOÏI LAØ CAUC TÖØ ÑAÏO (TRACK)
 - CAUC TÖØ ÑAÏO LAÏI ÑÖÖIC CHIA BÔÛI CAUC BAUN KINH TAÏO THAØNH CAUC CUNG TÖØ (SECTOR)
- MOÄI MAËT ÑÓA, MOÄI TÖØ ÑAÏO, MOÄI CUNG TÖØ ÑÖÖIC ÑAUNH SOÁ, TAÏO THAØNH CAUC ÑÒA CHÆ ÑEÄ MAÛY NHAÄN BIEÁT.

ξÜa mÒm (Floppy Disk)



ξÜa 5 inch 1/4
inch

360 KB vµ 1.2 MB

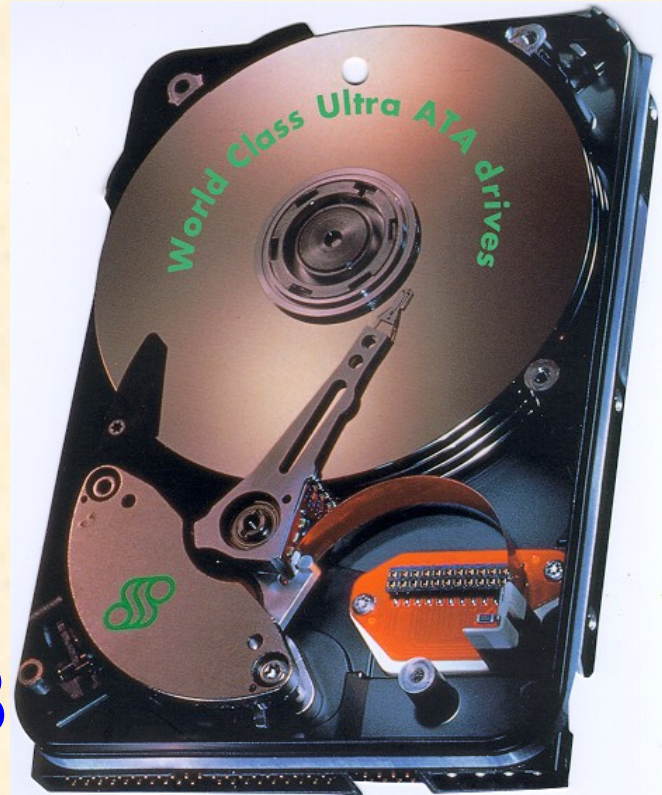


ξÜa 3,5

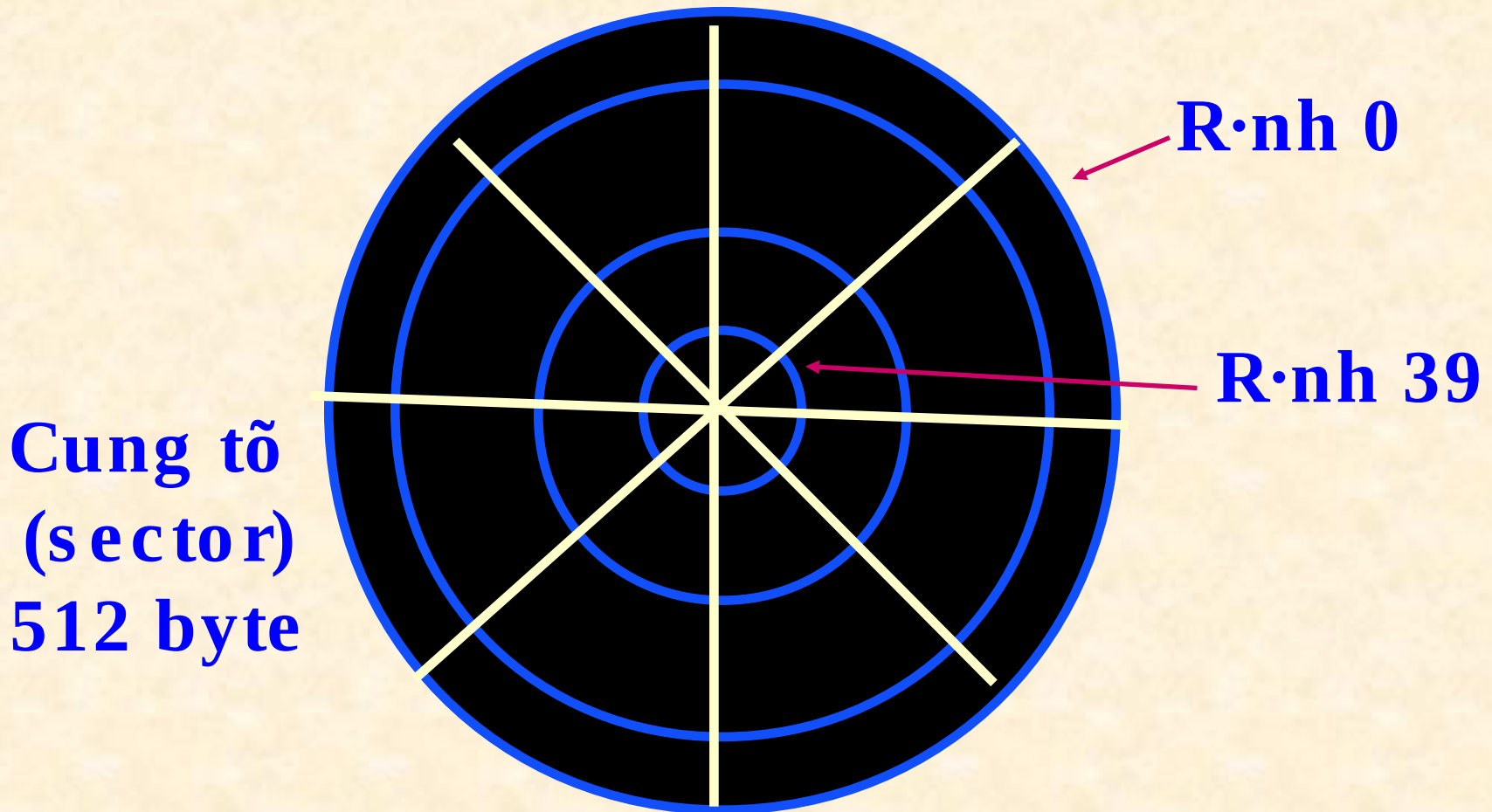
720 KB vµ 1.4 MB

§ *Ổ cứng (Hard disk)*

- § *ăng ký n trong hép, cũ nhiÒu tÇng*
®Üa, nhiÒu ®Çu tũ
- 1980: 10 .. 20 MB
- 1990: 40 MB
- 1995: 200 MB
- 1996: 1 GB
- 1997: tũ 2 ®Õn 4 GB

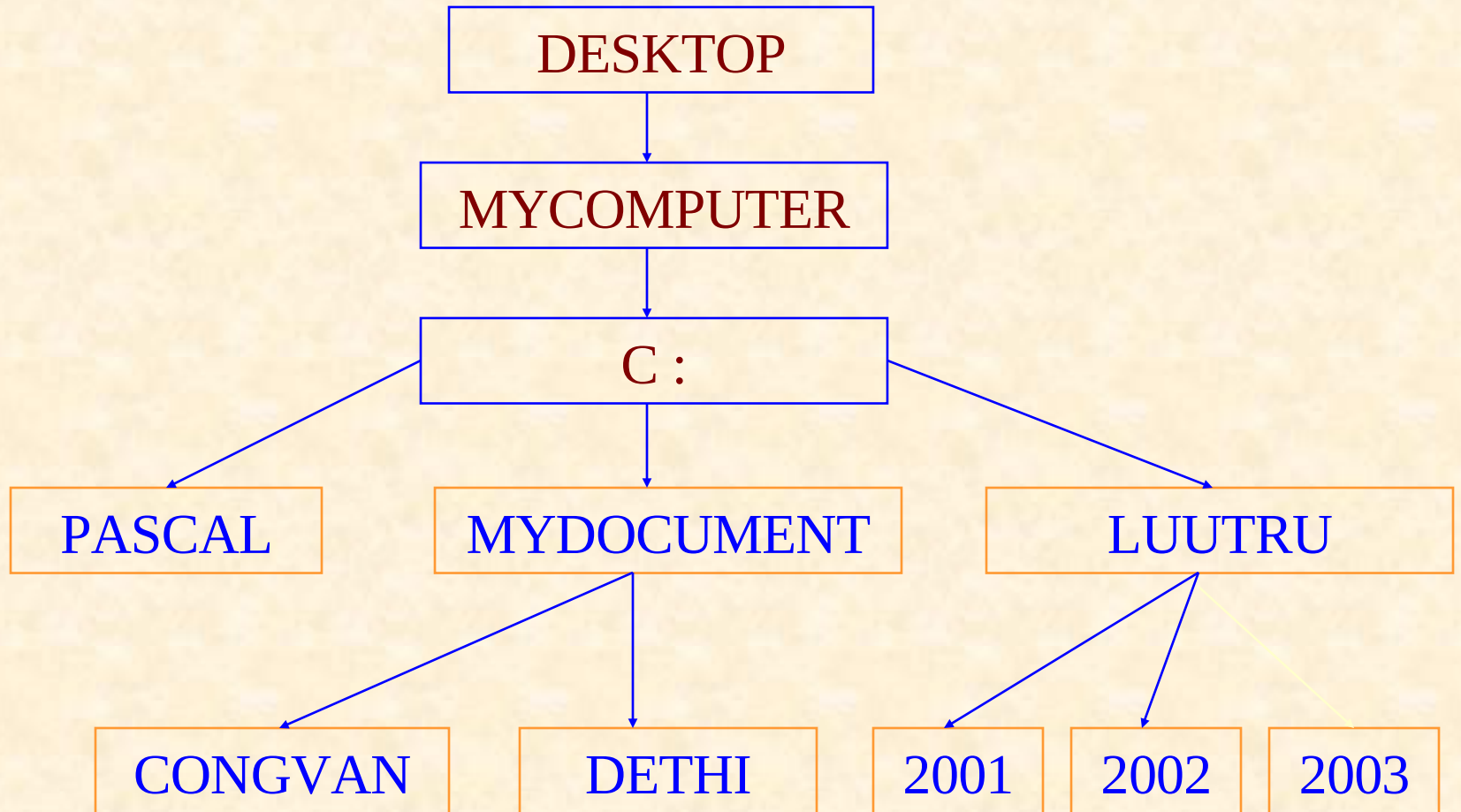


*C, ch bè trÝ bé nhí tr^an ®Üa
mÒm*



FOLDER

- **NGAÊN XEÁP (FOLDER HAY DIRECTORY) LAØ MOÄT HÌNH THÖÜC PHAÂN VUØNG TREÂN ÑÓA ÑEÄ VIEÄC LÖU TRÖÖ VAØ KHAI THAÙC CAÙC FILE ÑÖÖIC KHOA HOÏC, HEÄ THOÁNG.**
- **FOLDER COÙ CAÁU TRUÙC THEO KIEÄU HÌNH CAÂY (TREE) : ÑAÀU TIEÂN LAØ FOLDER GOÁC, KEÁ ÑEÄN LAØ FOLDER CON CAÁP 1. CON CUÙA FOLDER CON CAÁP 1 LAØ**



PATH PATH

- ◆ NŌŌNG DAŌN LAŌ MOÄT DAŌY LIEÂN TIEÁP COÙ THŌU TŌI TEÂN CAÙC FOLDER TŌŌ CAÁP CAO ÑEÁN CAÁP THAÁP VAŌ NŌŌIC PHAÂN CAÙCH BŌU DAÁU “\” NHAÈM CHÆ ÑŌNH CAÙCH TRUY XUAÁT ÑEÁN MOÄT FOLDER TREÂN MOÄT OẢ ÑŌA XAÙC ÑŌNH.
- ◆ [**<TenFolder>**][\<TenFolder>]...[\<TenFolder>]
C : \BKED\ANHVAN\BAI1.VNS

FULL NAME

BA YẾU TỐ THÀNH THÀNH TÊN
NÀY CỦA FILE:

- TÊN CỦA CẤU CẢM CỦA FILE
- SỐ LƯỢNG CẤP CẤU CON
CỦA FILE
- TÊN FILE

VÍ DỤ :

A:\VANPHONG\WINWORD\HOC.DOC

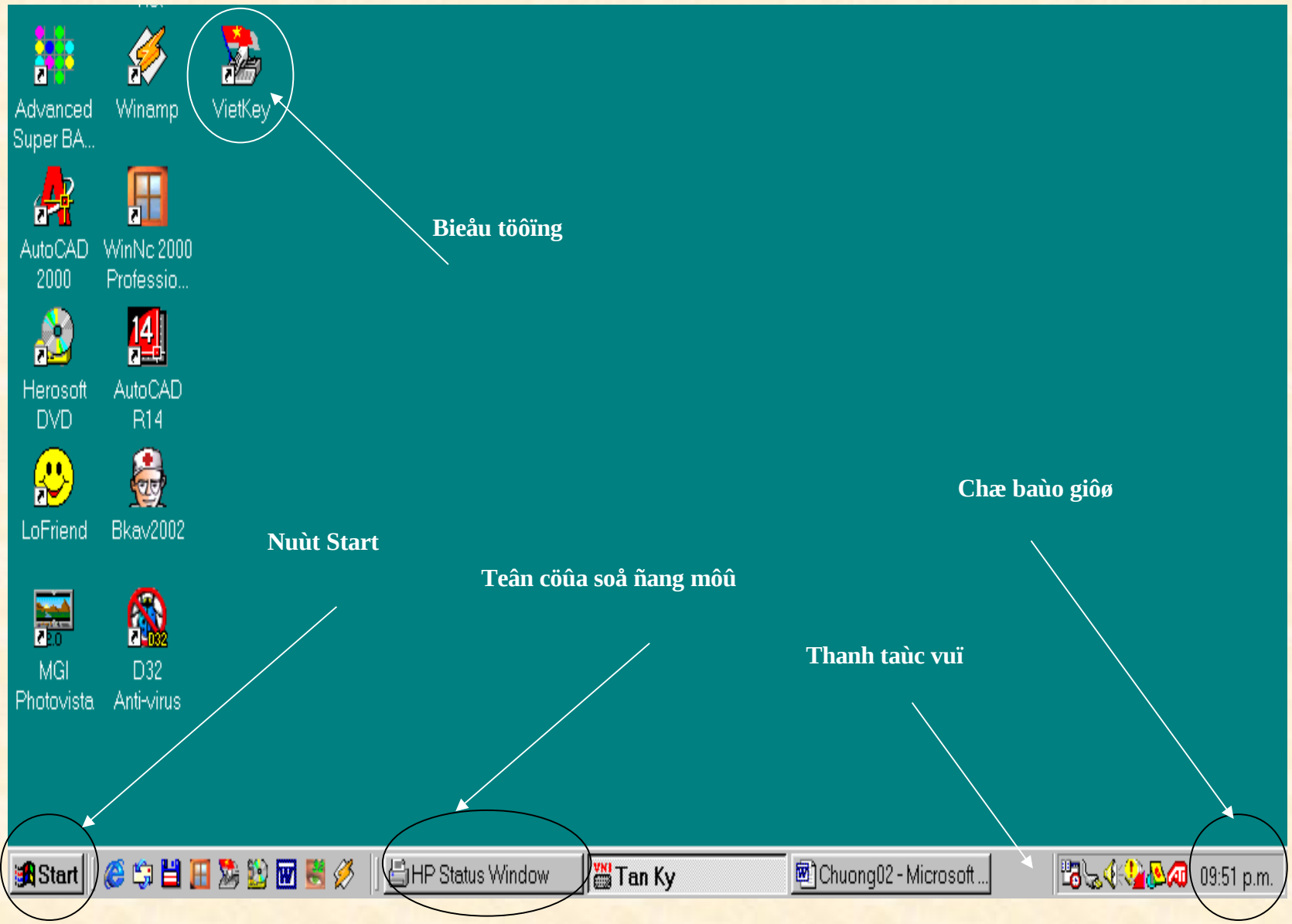
4.2 DESKTOP VÀ Ø THAO TAÙC

DESKTOP LÀ MỘN HÌNH LÀM VIỆC CỦA WINDOWS.

COÙ THEÁ XEM DESKTOP LÀ FOLDER GOÁC.

TREÂN DESKTOP COÙ :

- Caùc bieáu töông *Icons*
- Nuùt khôui ñoäng *Start*
- Thanh taùc vui *Taskbar*



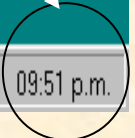
Bieau tooing

Nuut Start

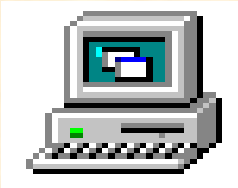
Teân cõta soã ñang môu

Thanh tauc vui

Chæ baou giõø



ICONS



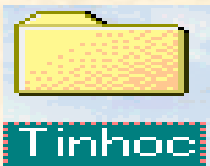
MY COMPUTER



RECYCLE BIN

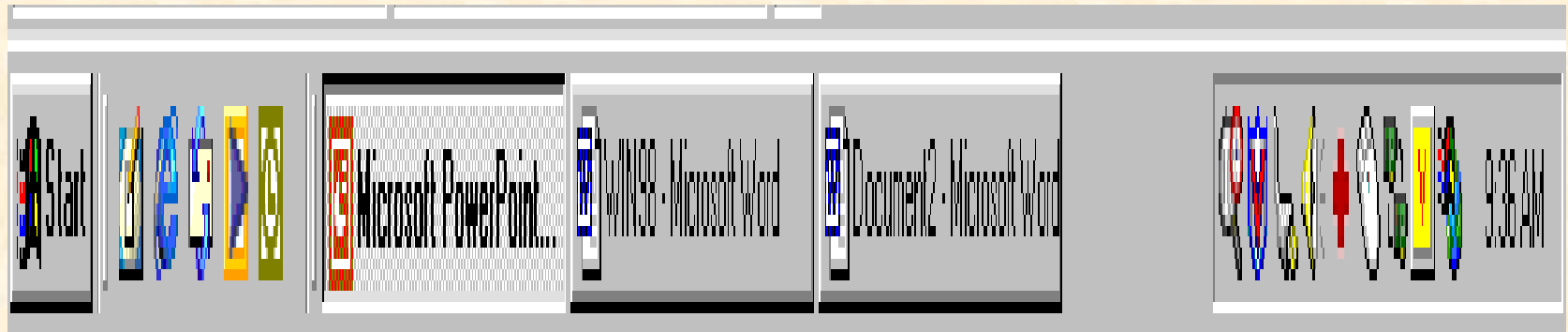


SHORT CUT



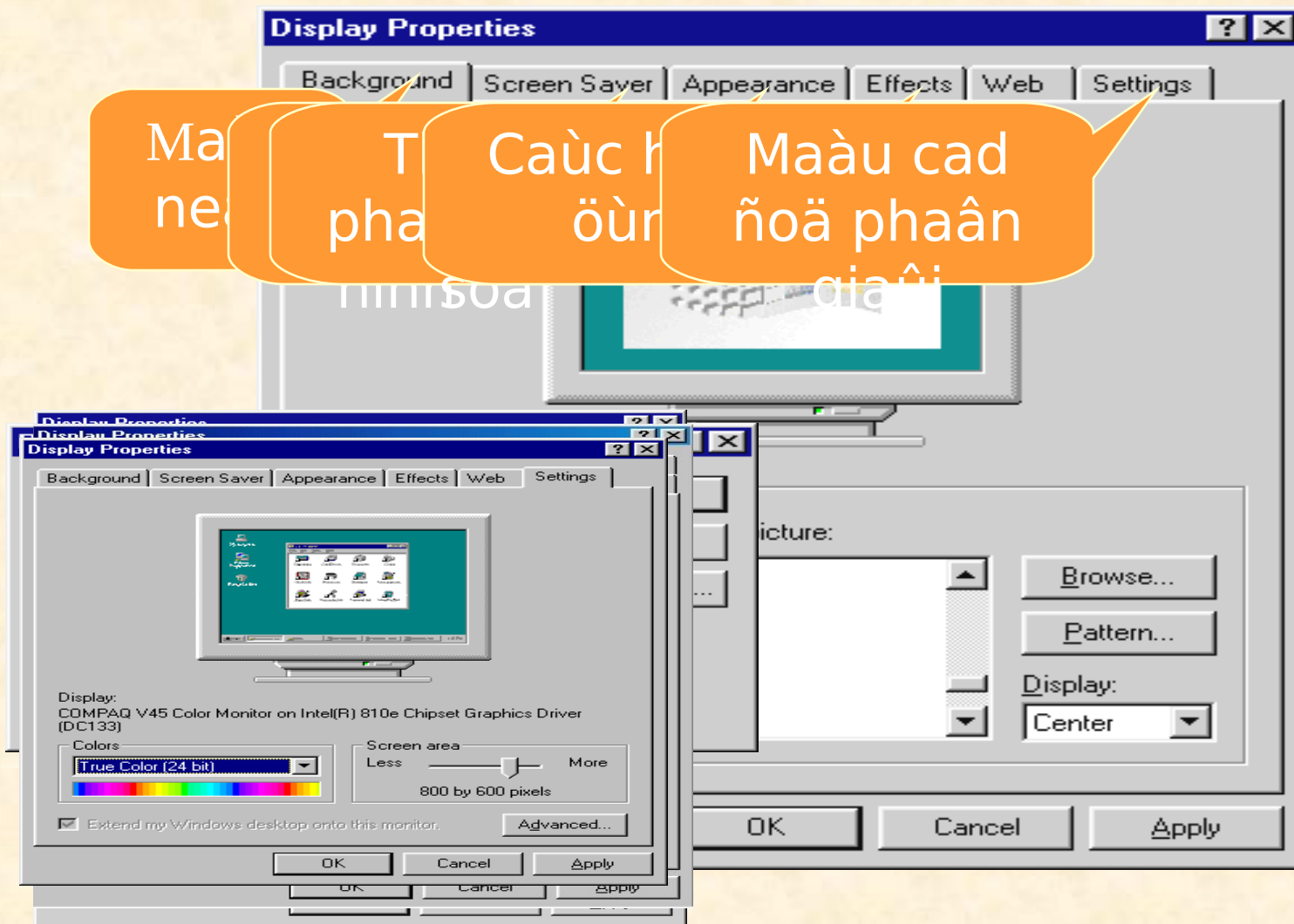
FOLDER

NUÙT START VAØ THANH TASKBAR



THAY ÑỎÀI BIEÅU DIEÃN DESKTOP

Start/Settings/Control Panel/Display



THAO TAÙC VÒÙI ICONS

➤ **Saép xeáp caùc Icons**

Arrange Icons :

+ by Name

+ by Type

+ by Size

+ by Date

+ Auto Arrange

THAO TAÙC VÒÙI ICONS

➤ **Di chuyeån**

Drag and Drop Icon

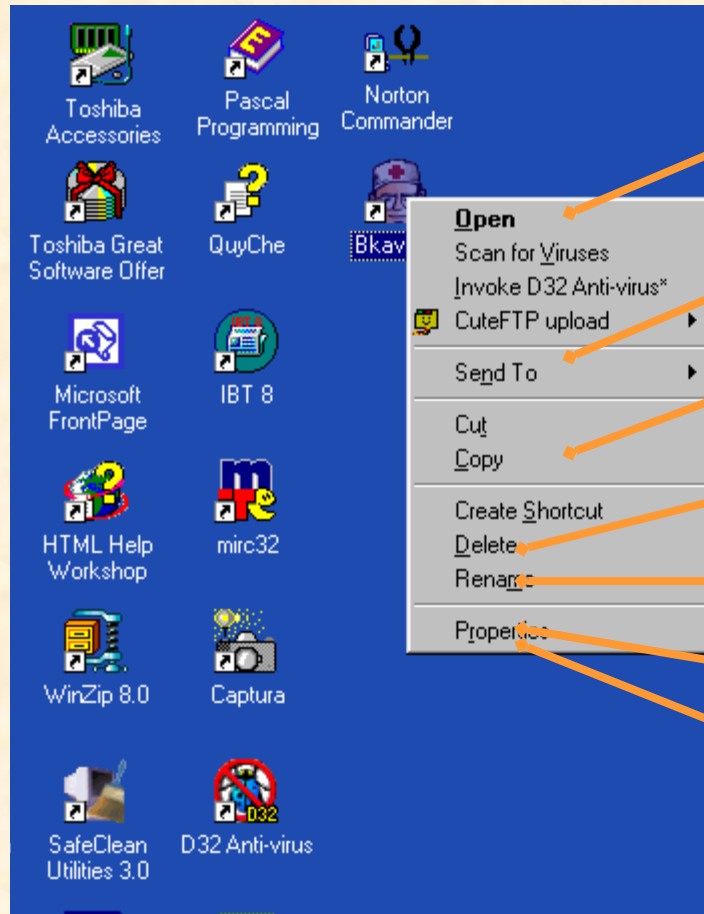
➤ **Sao cheùp**

Drag and Drop Icon + Ctrl

➤ **Xem noãi dung-chöùc naêng**

Kích ñuùp

THAO TAÙC VÒÙI ICONS



Môù

Gôù

Sao cheùp

Xoàù

Ñoải teân

Xem thuoảc tính

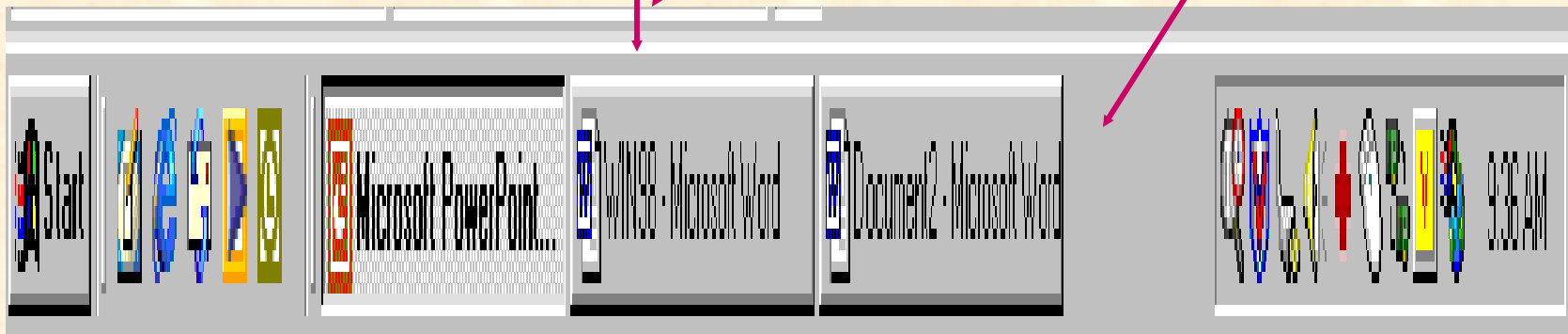
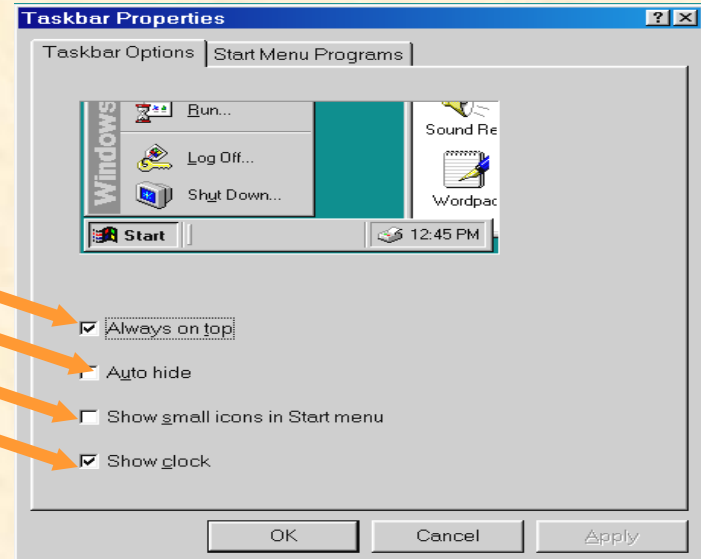
Ñoải bieỏu tồing

THAO TAÙC VÒÙI TASKBAR

-Thay ñoài kích
thoòuc

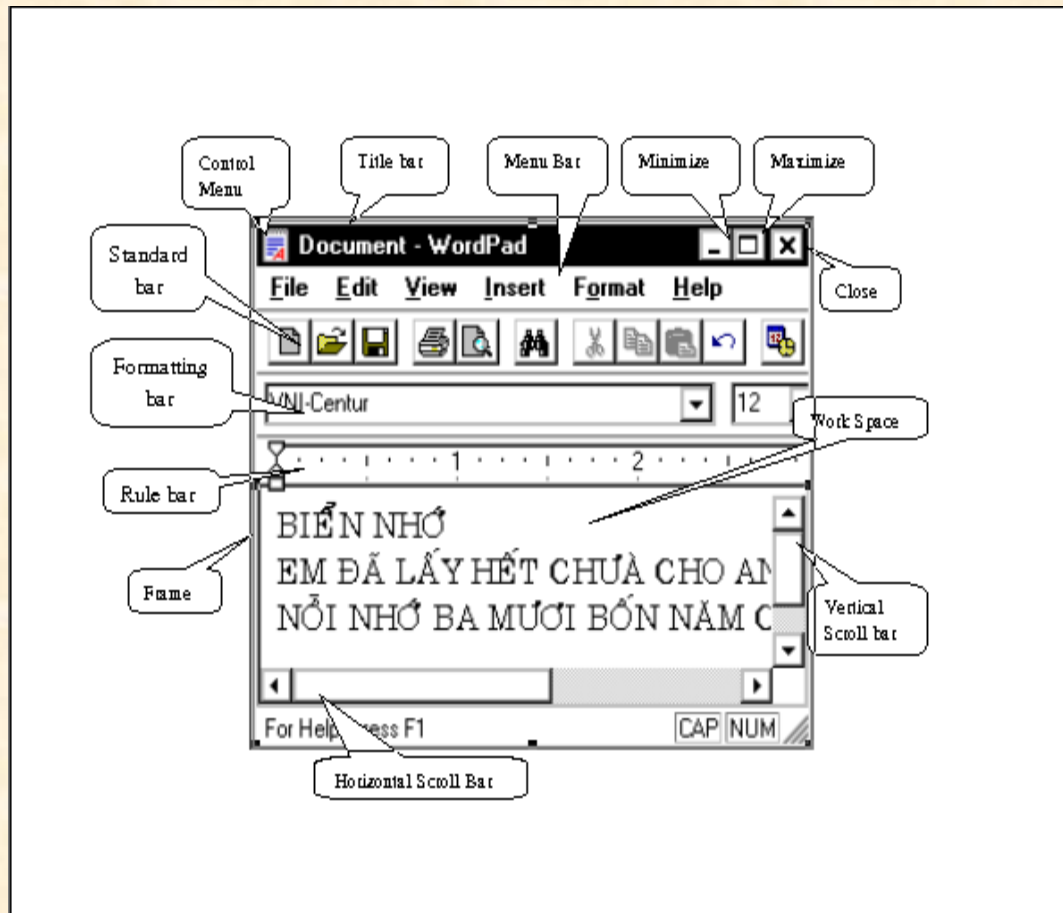
-Thay ñoài vò trí

-Thay ñoài hình thoòuc



4.3 CÖÛA SOẢ VAO THAO TAÙC

CAUC THAØNH PHAÀN CUUA CÖUA SOẢ



1-Thanh tiêu ñeà
(title bar)

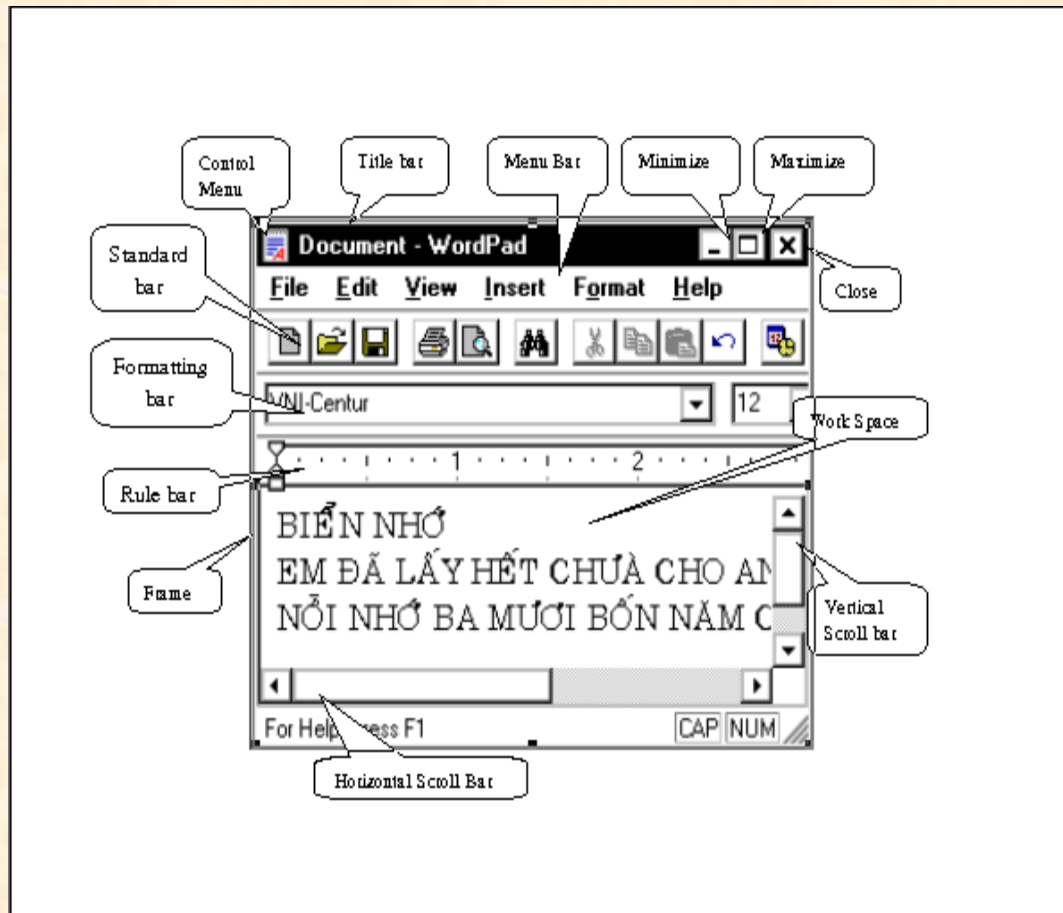
2-Thanh menu
(menu bar)

3-Thanh công cụ
(tool bar)

4-Thanh ñình
dạng

(format bar)

CAÙC THAØNH PHAÀN CUÙA CÖÙA SOẢ



5-Thanh thước
(ruler bar)

6-Thanh trạng
thài
(status bar)

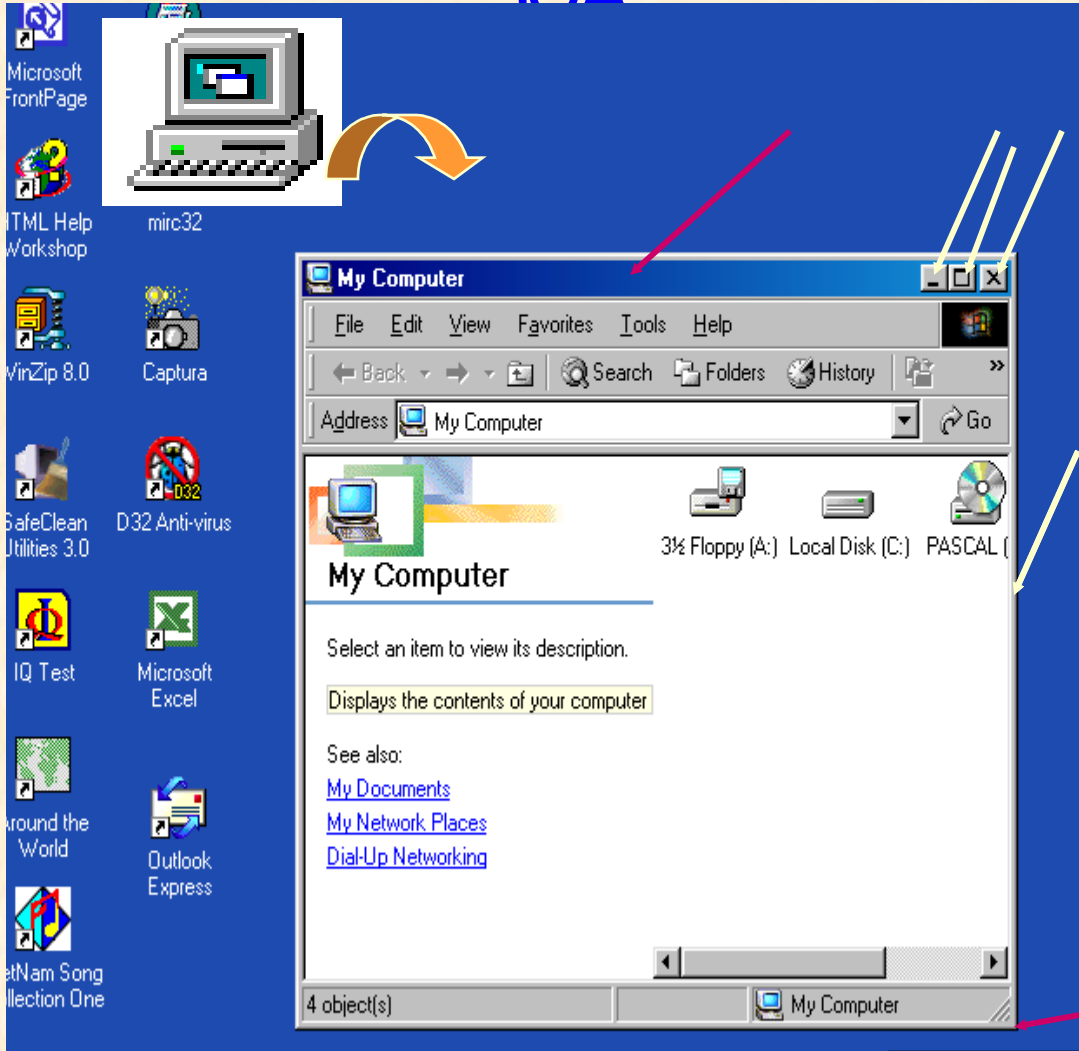
7-Thanh cuộn
(scroll bar)

8-Khung
(frame)

9-Vùng
làm
việc

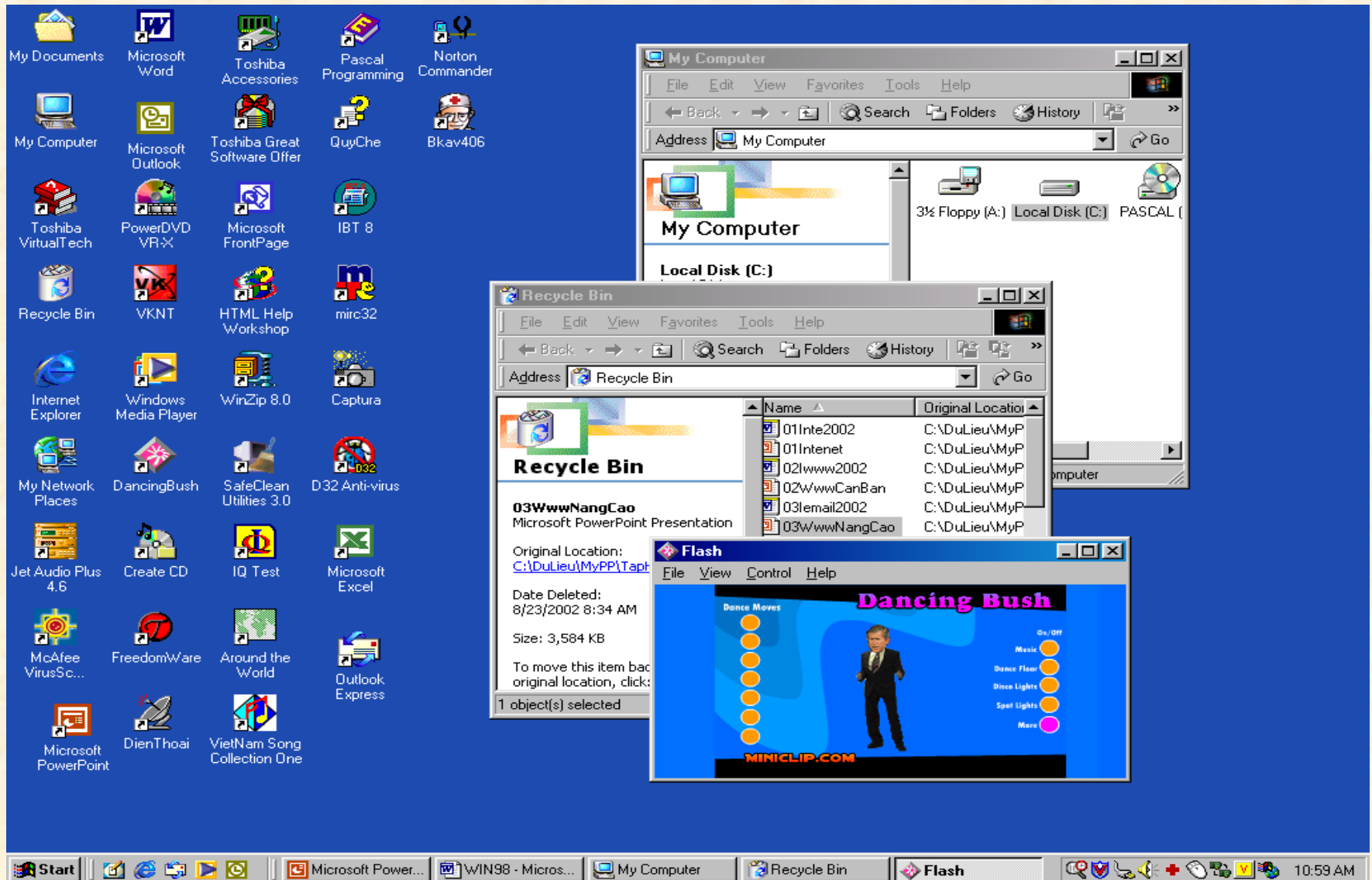
(work space)

CAÙC THAO TAÙC VÒÙI CÖÙA SÖẢ



MÔÙ
ÑÖÙNG
THU NHOÙ
PHOÙNG TO
HOAØN
NGUYEÂN
NOÃI KÍCH
THÖÖÙC
ÑÖÃI VÒ TRÍ

SAÉP XEÁP CÖUA SOẢ





Dancing Bush

Dance Moves



On/Off

Music



Dance Floor



Disco Lights



Spot Lights



More



MINICLIP.COM

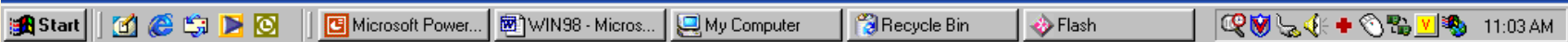
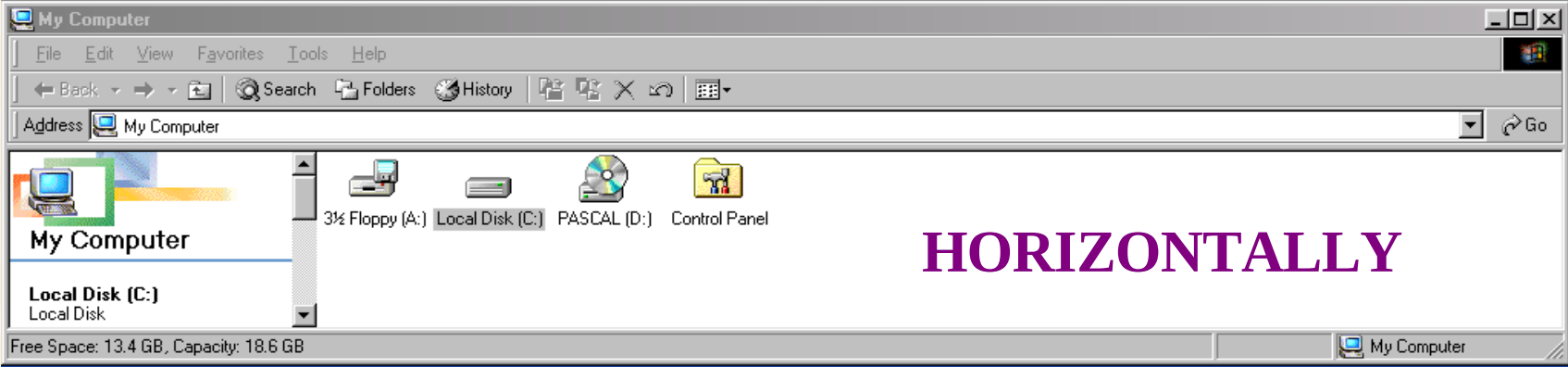
CASCADE



The Recycle Bin window shows a list of deleted files with the following columns: Name, Original Location, Date Deleted, Type, and Size.

Name	Original Location	Date Deleted	Type	Size
01Inte2002	C:\DuLieu\MyPP\T...	8/28/2002 8:30 AM	Microsoft Word Tem...	720 KB
01Intenet	C:\DuLieu\MyPP\T...	8/23/2002 8:34 AM	Microsoft PowerPoin...	1,136...
02lwww2002	C:\DuLieu\MyPP\T...	8/28/2002 8:30 AM	Microsoft Word Tem...	2,160...
02WwwCanBan	C:\DuLieu\MyPP\T...	8/23/2002 8:34 AM	Microsoft PowerPoin...	1,904...
03lemail2002	C:\DuLieu\MyPP\T...	8/28/2002 8:30 AM	Microsoft Word Tem...	18,81...
03WwwNangCao	C:\DuLieu\MyPP\T...	8/23/2002 8:34 AM	Microsoft PowerPoin...	3,584...

1 object(s) selected 3.50 MB



Flash

File View Control Help

Dance Moves

Dancing Bush

Music

Dance Floor

Disco Lights

Spot Lights

More

MINICLIP.COM

Recycle Bin

File Edit View Favorites Tools Help

← Back → Search Folders

Address Recycle Bin Go

Name	Original Location	Date Deleted
01Inte2002	C:\DuLieu\MyPP\T...	8/28/2002 8:30 A
01Internet	C:\DuLieu\MyPP\T...	8/23/2002 8:34 A
02Iwww2002	C:\DuLieu\MyPP\T...	8/28/2002 8:30 A
02WwwCanBan	C:\DuLieu\MyPP\T...	8/23/2002 8:34 A
03Iemail2002	C:\DuLieu\MyPP\T...	8/28/2002 8:30 A
03WwwNangCao	C:\DuLieu\MyPP\T...	8/23/2002 8:34 A
04TimVaLayDuLieu	C:\DuLieu\MyPP\T...	8/23/2002 8:34 A
05MailCanBan	C:\DuLieu\MyPP\T...	8/23/2002 8:34 A
06MailThaoTac	C:\DuLieu\MyPP\T...	8/23/2002 8:34 A
06TimKiemT	C:\DuLieu\MyPP\T...	8/23/2002 3:15 P
07MailFree	C:\DuLieu\MyPP\T...	8/23/2002 8:34 A
08BaoVeDuLieu	C:\DuLieu\MyPP\T...	8/23/2002 8:34 A
0DayInte	C:\DuLieu\MyPP\T...	8/23/2002 3:16 P
1DayWwwCanBan	C:\DuLieu\MyPP\T...	8/23/2002 3:16 P
2DayWwwNangCao	C:\DuLieu\MyPP\T...	8/23/2002 3:16 P
3DayMailCanBan	C:\DuLieu\MyPP\T...	8/23/2002 3:16 P
4DayMailThaoTac	C:\DuLieu\MyPP\T...	8/23/2002 3:16 P
5DayMailFree	C:\DuLieu\MyPP\T...	8/23/2002 3:16 P
Bvdl	C:\DuLieu\MyPP\T...	8/27/2002 3:27 P
Chuong5TinHocC...	C:\DuLieu\MyPP\T...	8/28/2002 2:54 P
Copy of Chuong3	C:\DuLieu\MyDoc\...	8/28/2002 4:18 P
Copy of WebSear...	C:\DuLieu\MyPP\T...	8/26/2002 2:39 P
Dai Hoc Hong Duc	C:\DuLieu\MyPP\T...	8/28/2002 8:36 A
Dai Hoc Hong Du...	C:\DuLieu\MyPP\T...	8/28/2002 8:36 A
DayPowerPoint	C:\DuLieu\MyPP	8/28/2002 8:29 A
INTERNET03	C:\DuLieu\MyPP\T...	8/23/2002 10:34
khenthuong	C:\DuLieu\MyPP\T...	8/23/2002 8:27 A
ParVietnam_com ...	C:\DuLieu\MyPP\T...	8/25/2002 3:39 P
ParVietnam_com ...	C:\DuLieu\MyPP\T...	8/25/2002 3:39 P
Seminar-Internet	C:\DuLieu\MyPP\T...	8/28/2002 2:33 P
WebSearchVN	C:\DuLieu\MyPP\T...	8/25/2002 3:45 P

1 object(s) selected 3.50 MB

My Computer

File Edit View Favorites Tools Help

← Back → Search Folders

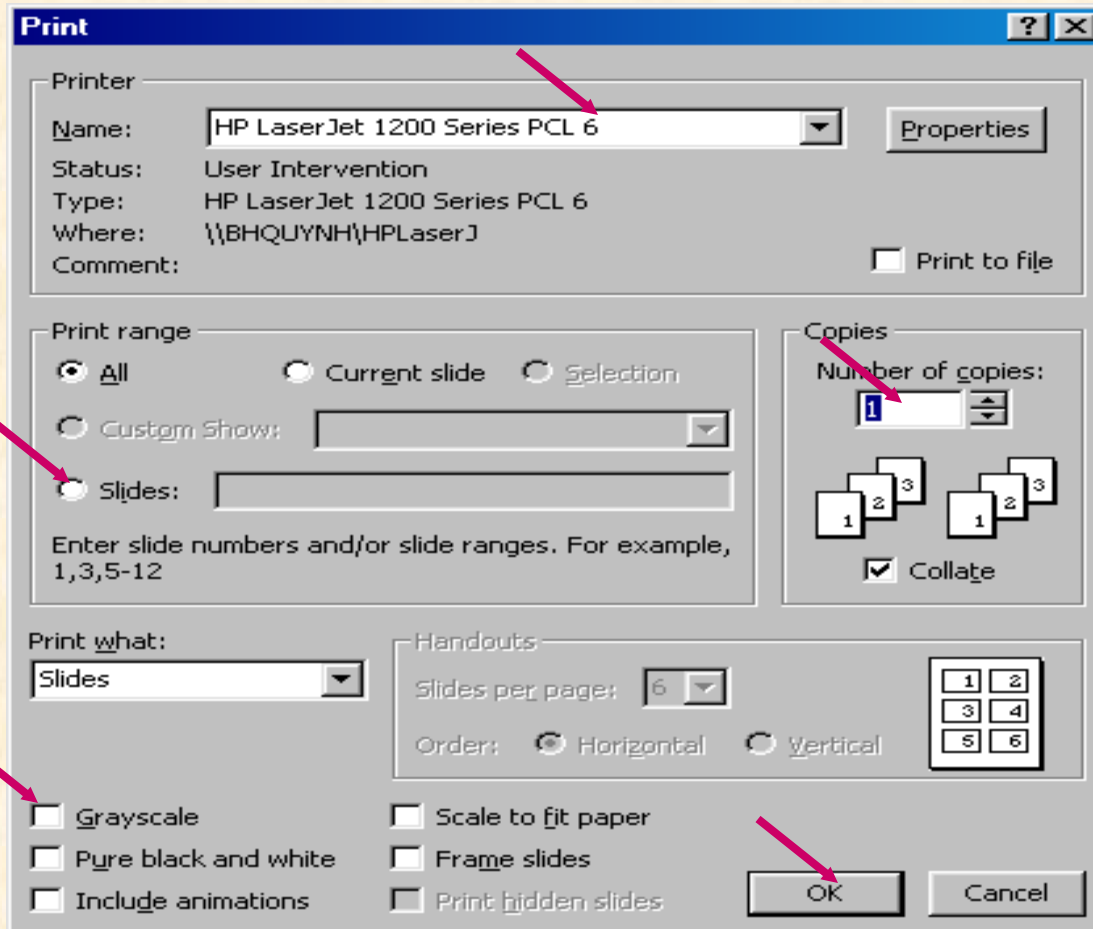
Address My Computer Go

3½ Floppy (A:) Local Disk (C:) PASCAL (D:) Control Panel

VERTICALLY

Free Space: 13.3 GB My Computer

4.4 HOÀP THOẠI VÀO THAO TÀU



- *Checkbox*

- *Radio button*

- *Command button*

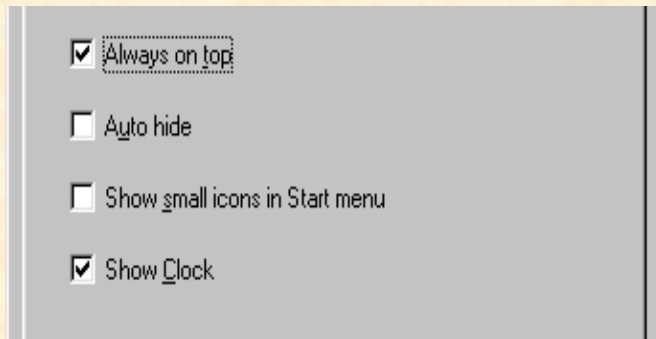
- *Textbox*

- *Tag*

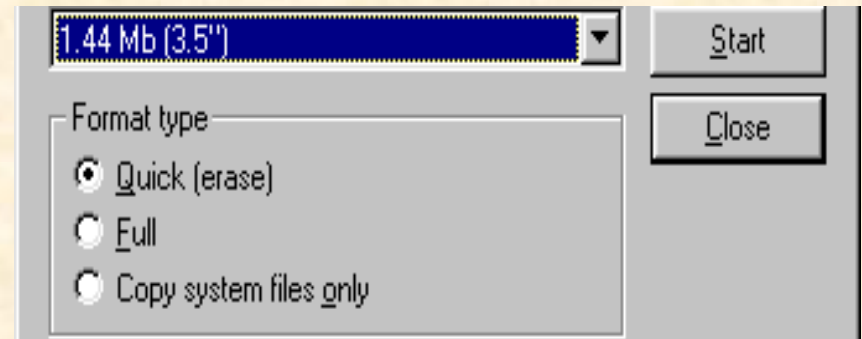
- *List box*

- *Combo box*

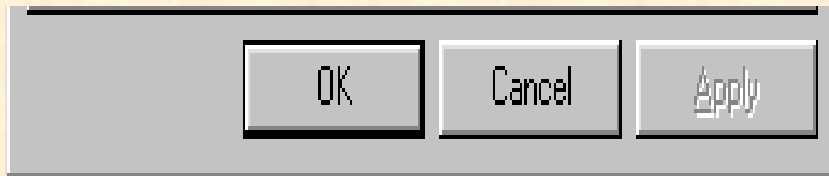
CHECK BOX



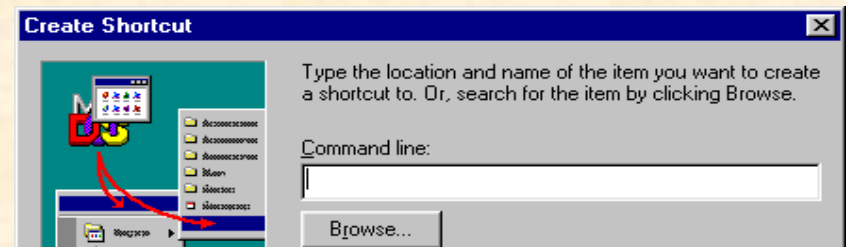
RADIO BUTTON



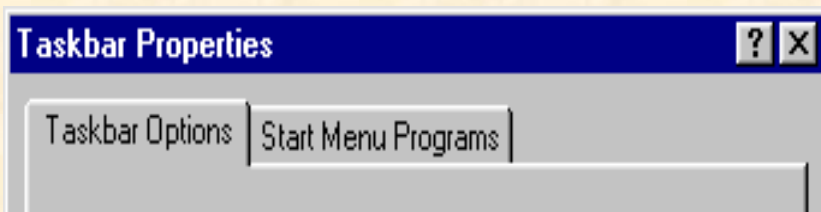
COMMAND BUTTON



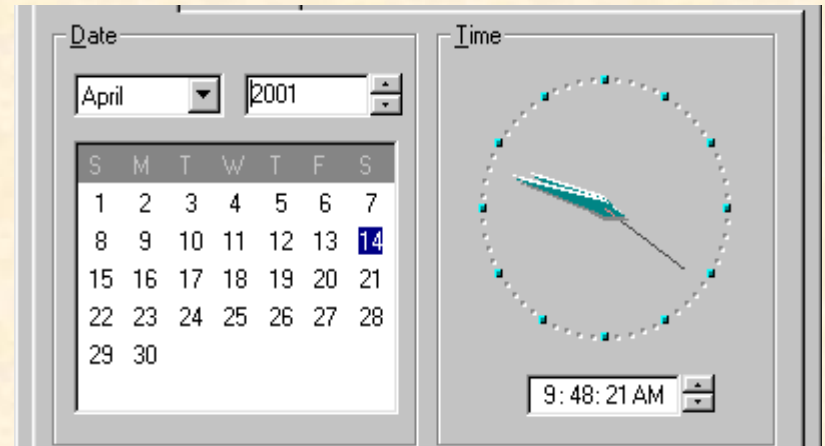
TEXT BOX



TAG



LIST BOX



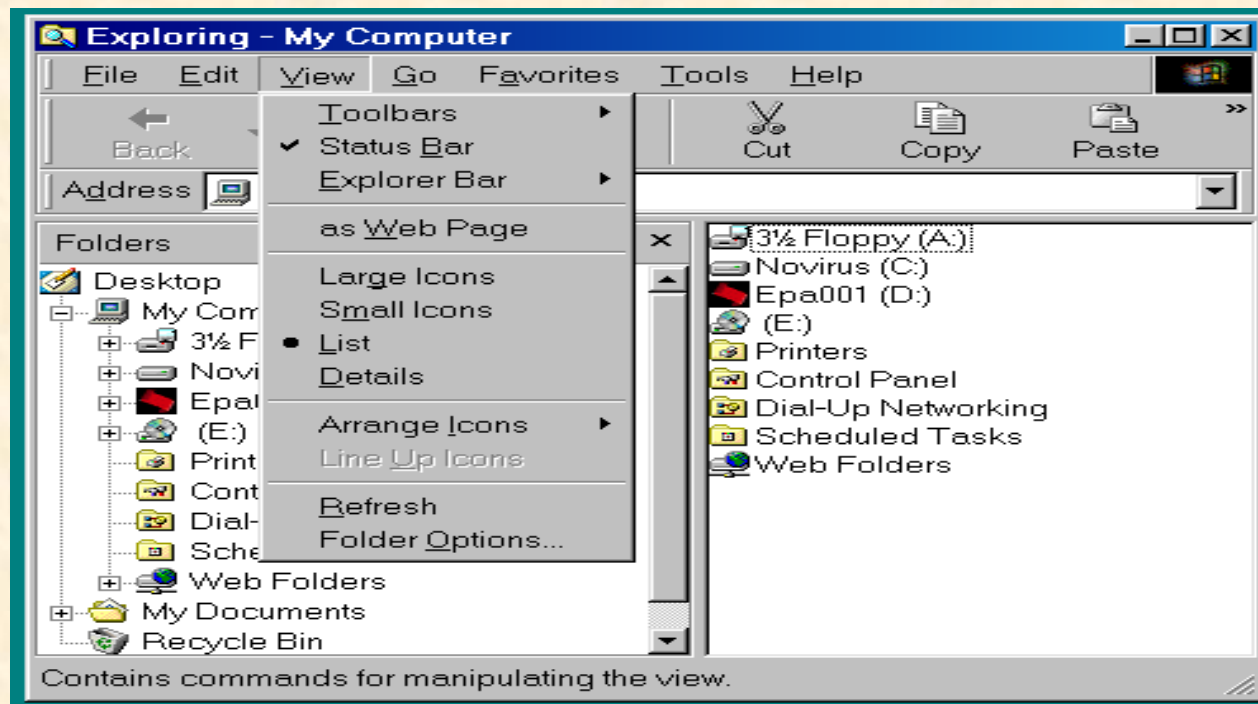
ICON BOX



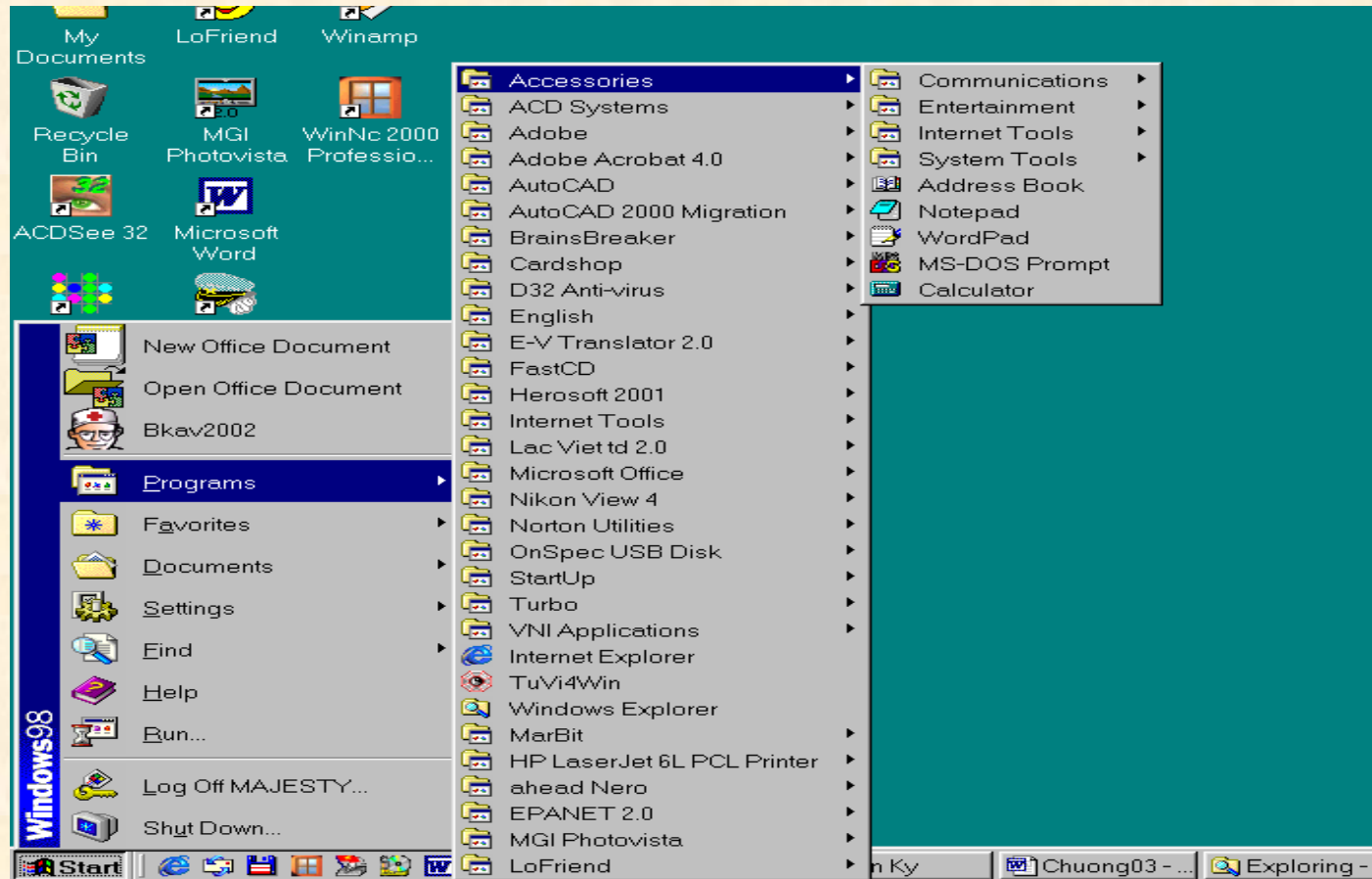
4.5 MENU VAØ THAO TAÙC

MENU BAR POOLDOWN
STARMENU PROGRGAM
SHORT MENU

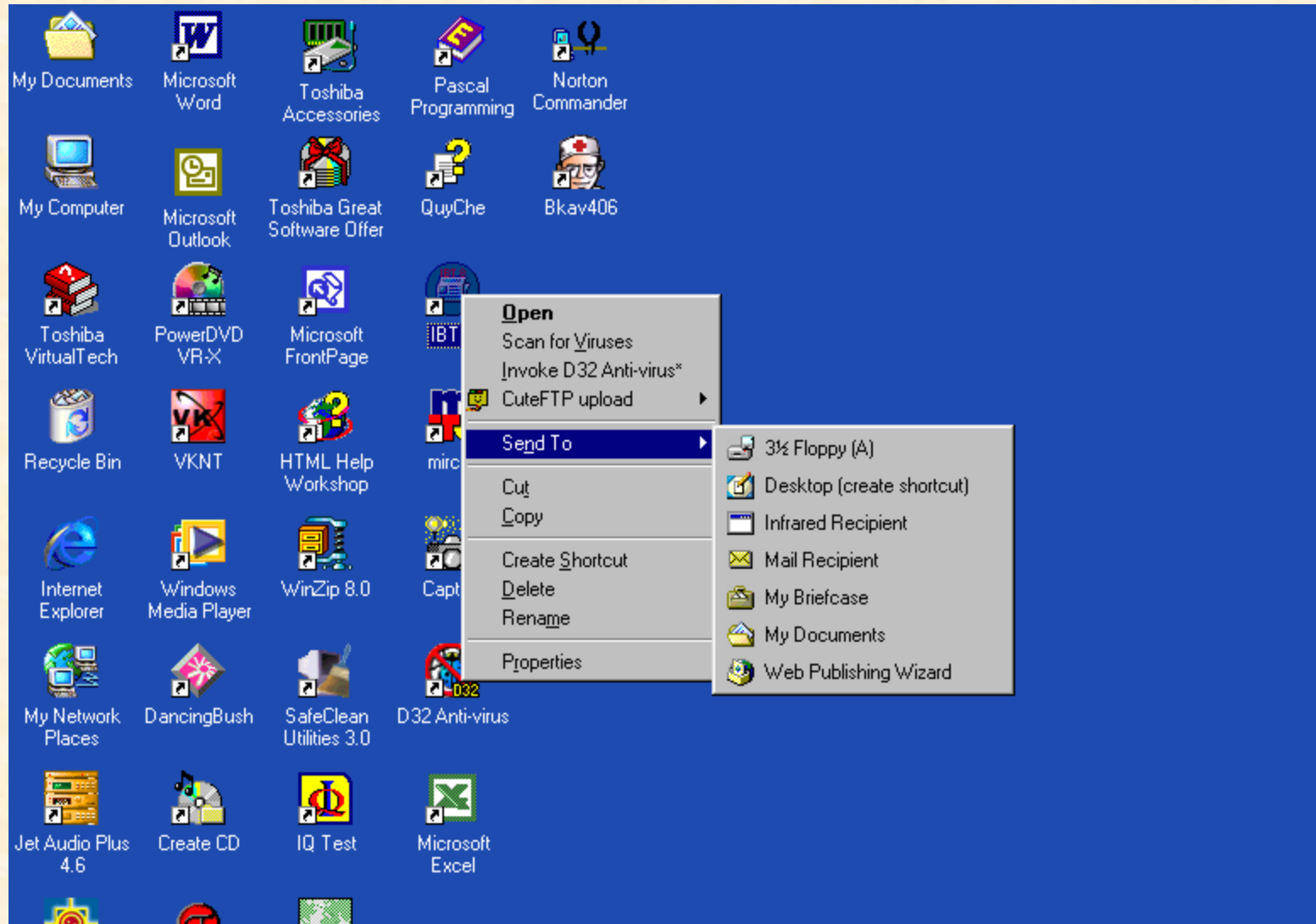
MENU BAR POOLDOWN



START MENU PROGRAMS

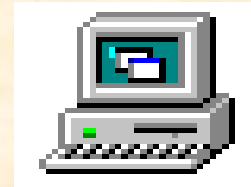


SHORT MENU



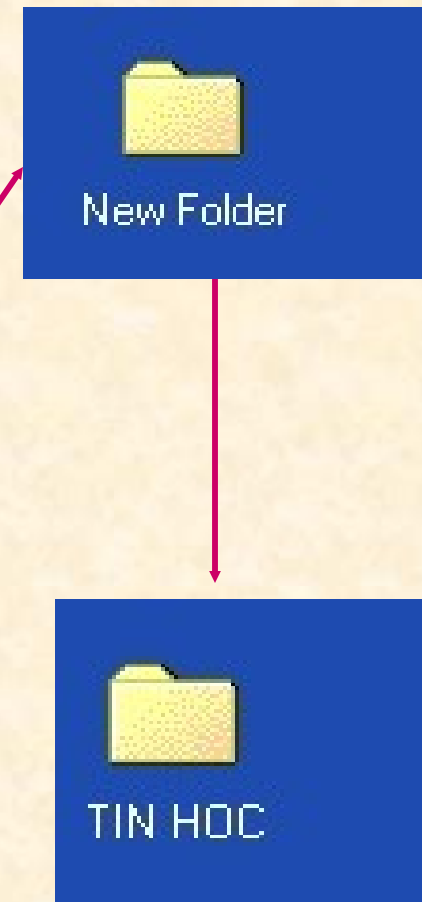
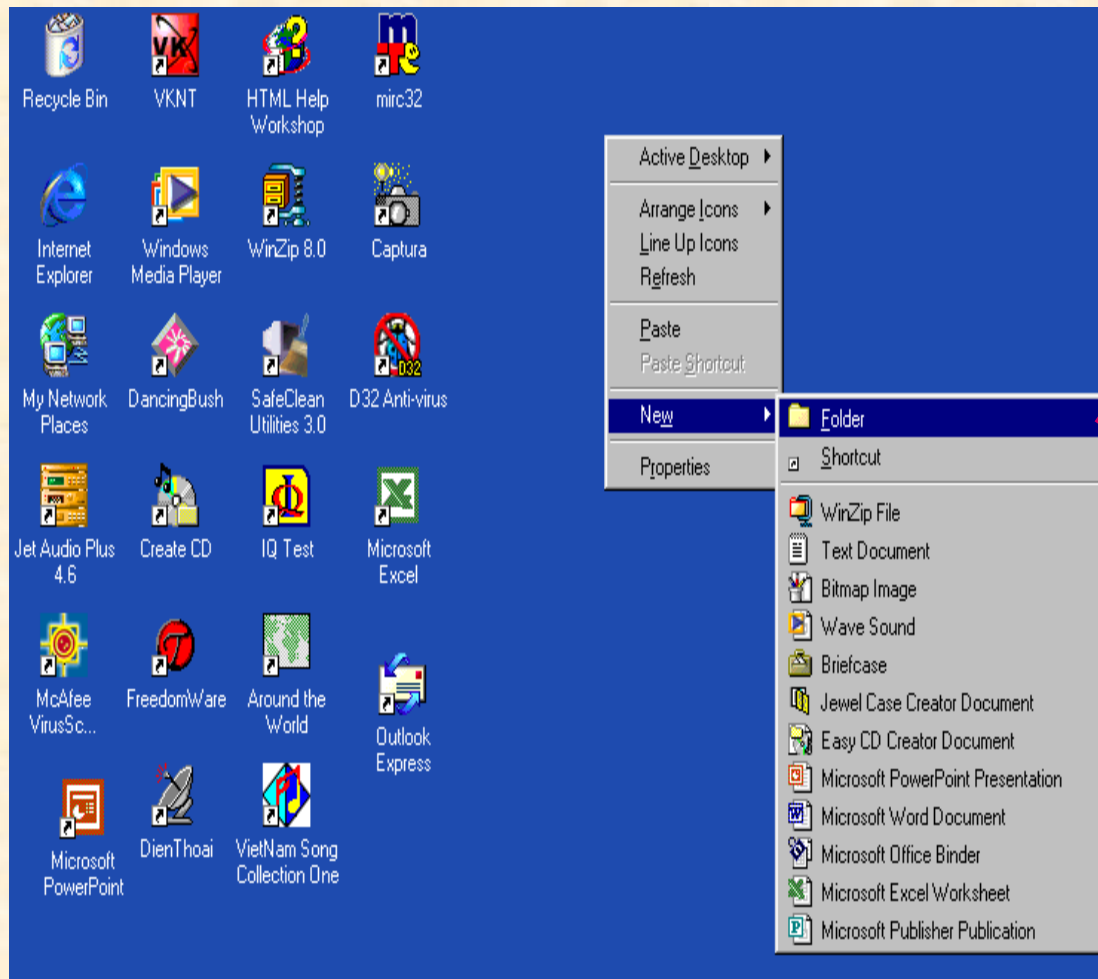
4.6 FOLDER VÀ Ø THAO TAÙC

- DESKTOP
- MYCOMPUTER
- RECYCLE BIN
- DISK DRIVE

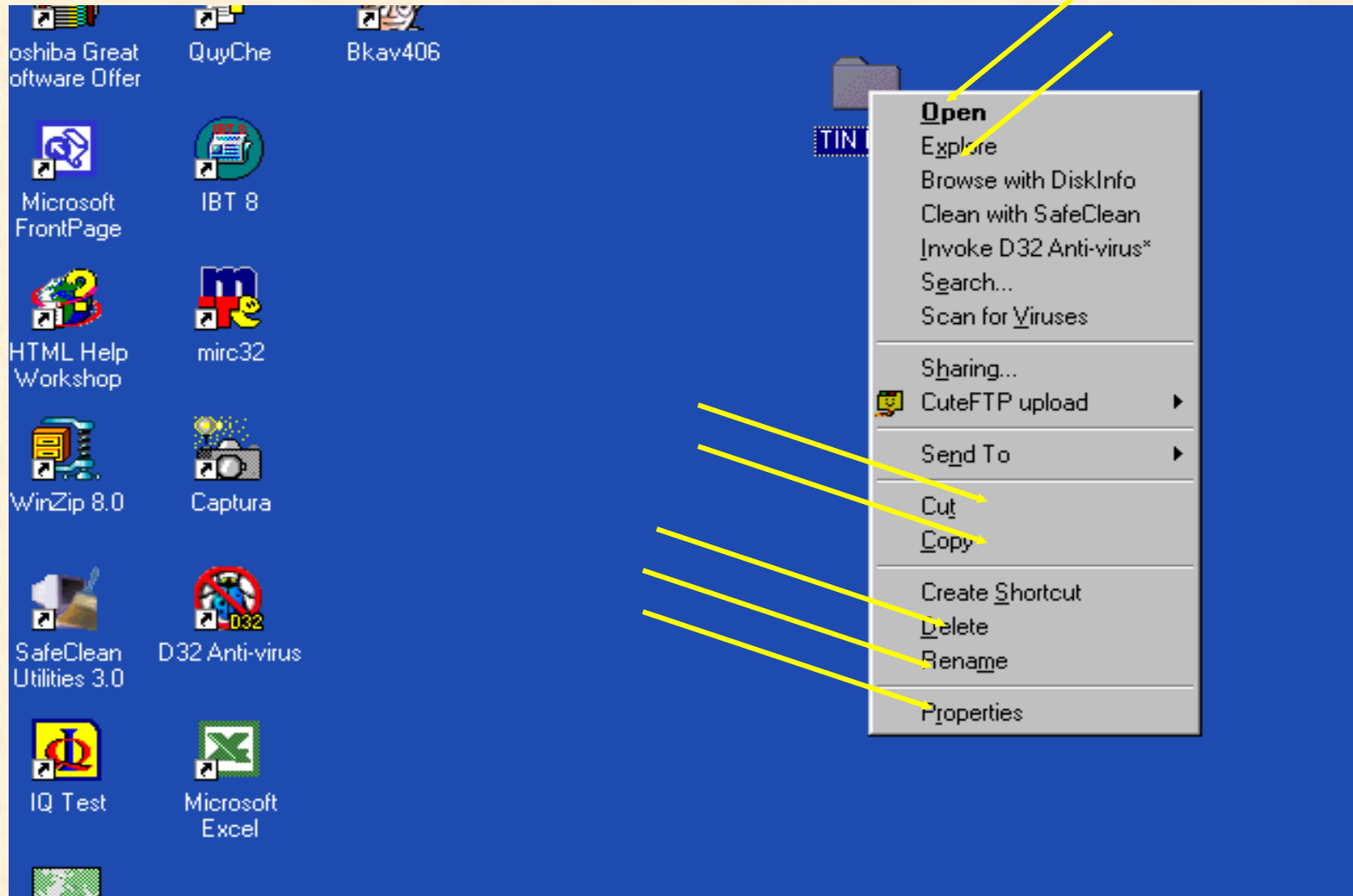


CUÔNG LAØ CAÙC
FOLDER

TẠO FOLDER TRÊN DESKTOP



CAÙC THAO TAÙC VÒÙI FOLDER



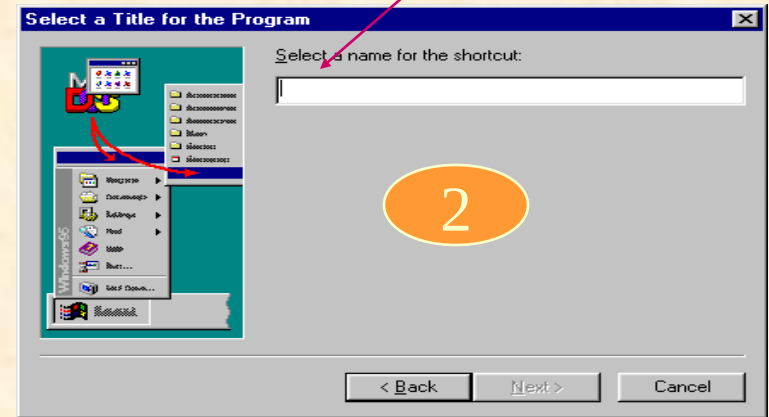
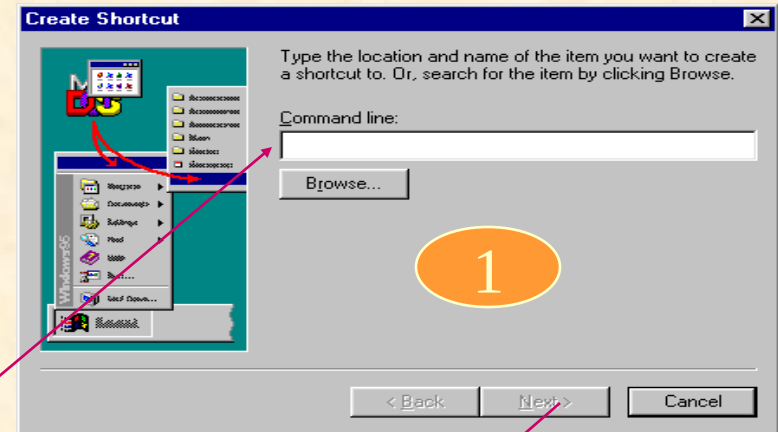
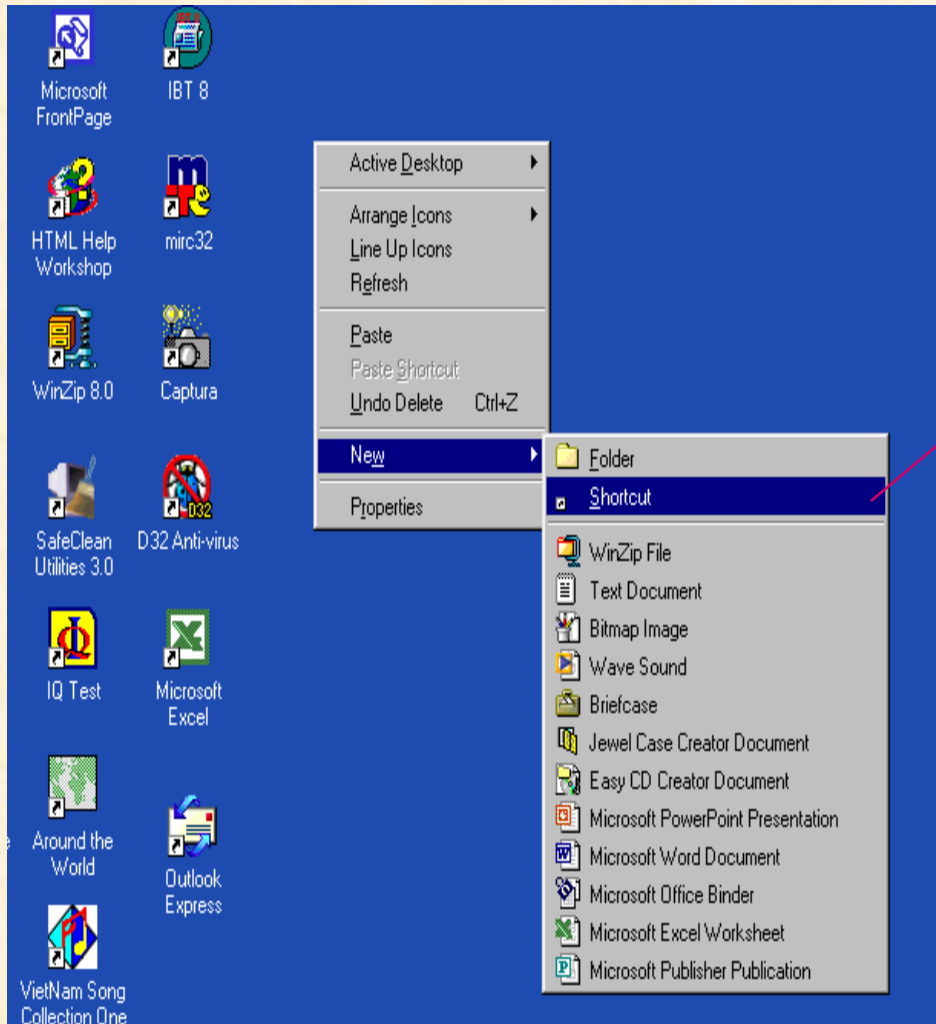
4.7 SHORT CUT VÀØ THAO TAÙC

Shortcut làø một biểu töông trên Desktop ñạii diện cho một trình öùng dụng. Khi muốn thi hành öùng dụng chæ cần kích ñuòp trên Shortcut. Nhö vậy Shortcut còu taùc dụng môu nhanh một trình öùng dụng chæ bằng một thao taùc.

Moät Shortcut ñöôic taïo khi bieát 3 yeáu toá :

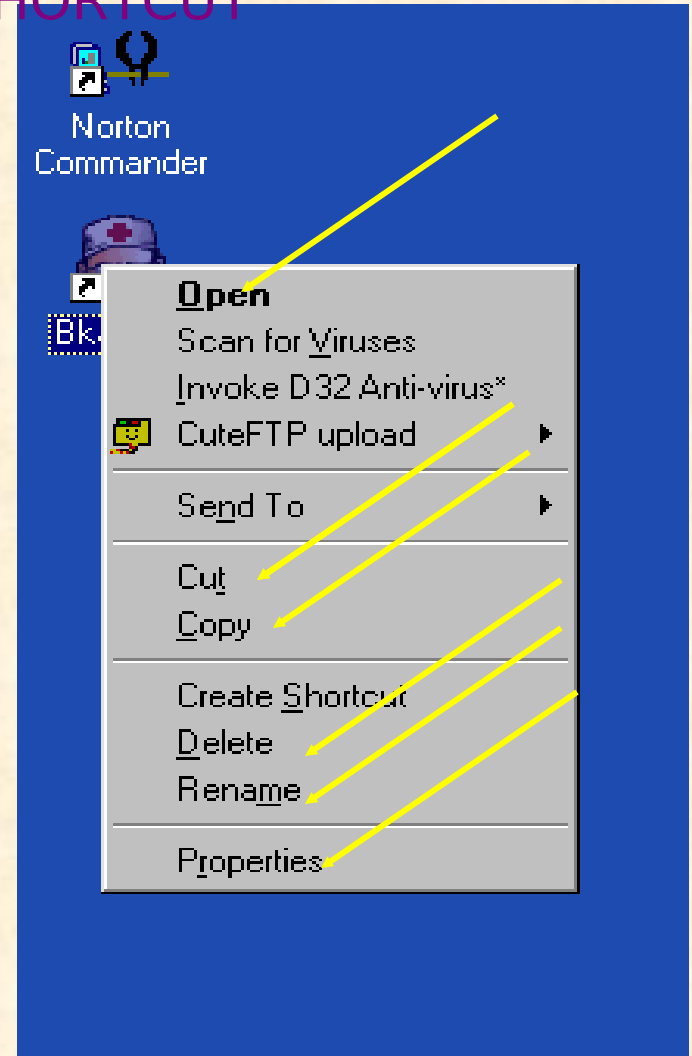
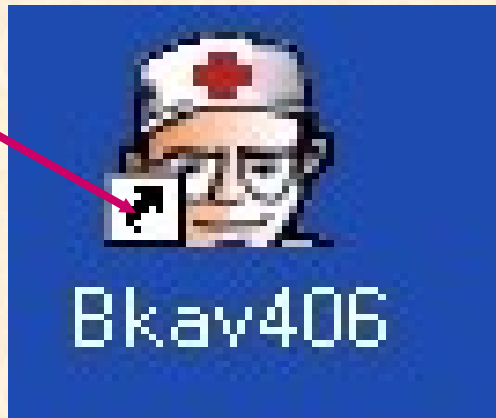
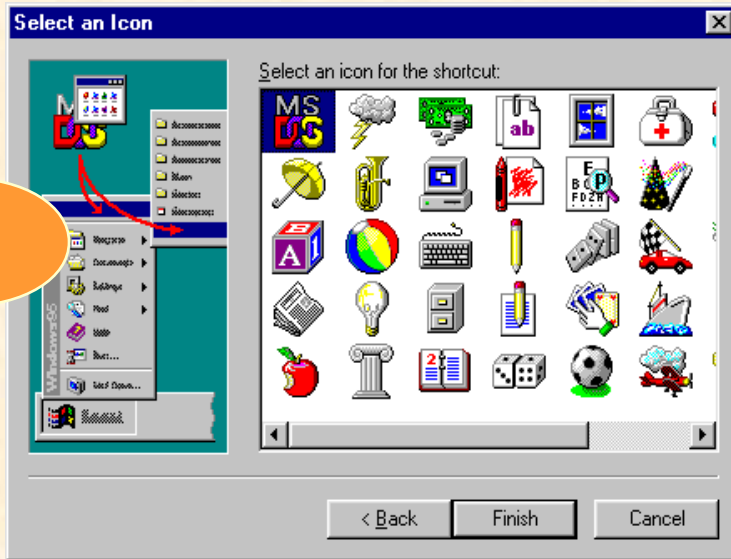
- Teân ñàày ñuû cuûa file chöông trình òùng duïng maø nou ñaïi dieän**
- Teân nhaõn cuûa Shortcut do ngöôøi taïo ra nou töi ñaët**
- Bieâu tööing do ngöôøi taïo ra nou töi choïn**

TAÏO SHORT CUT

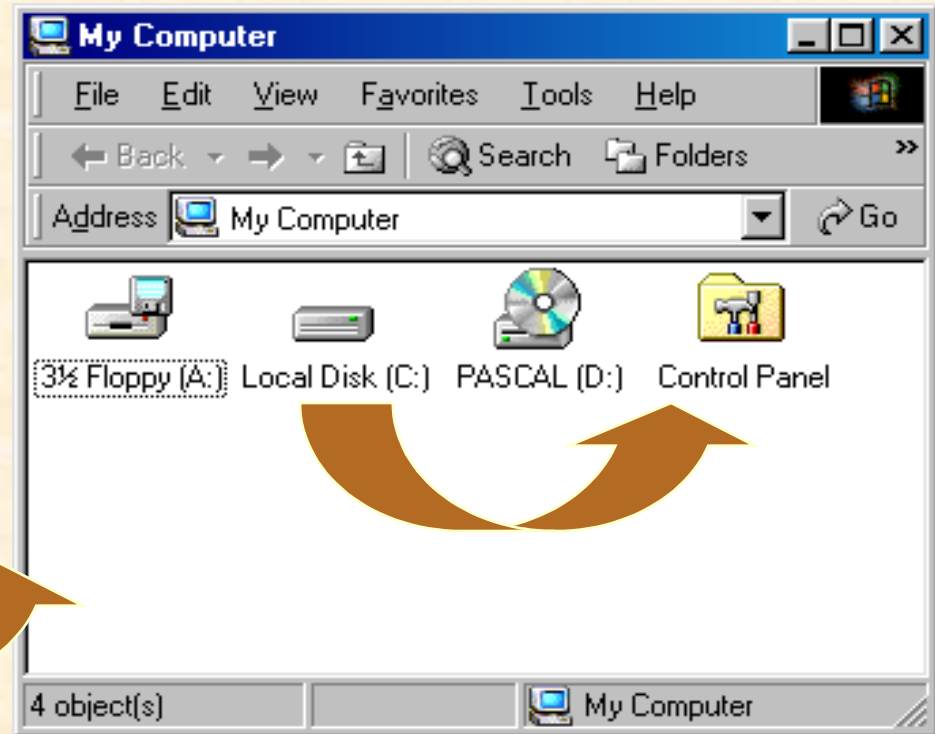


THAO TÀC VỚI SHORTCUT

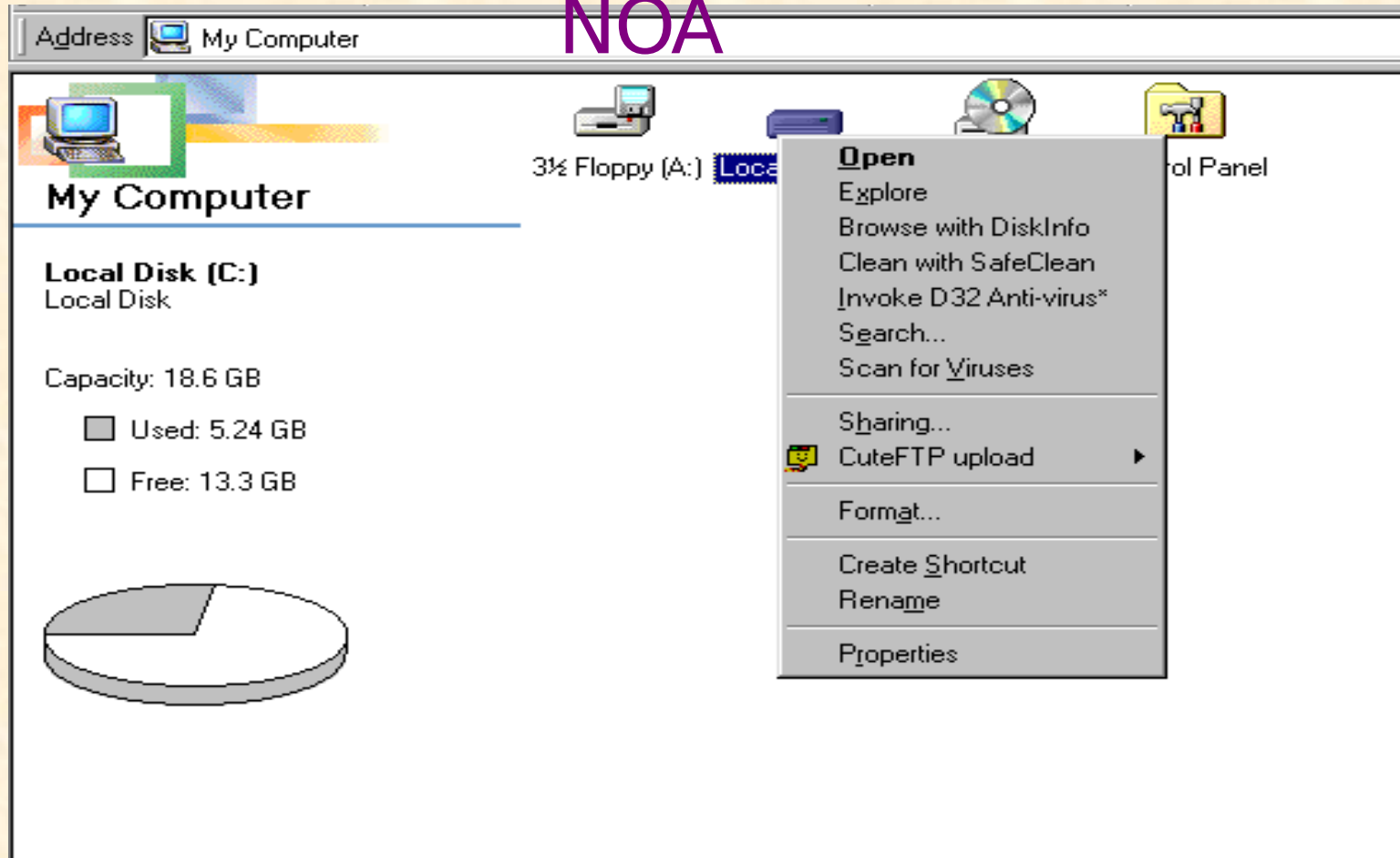
3



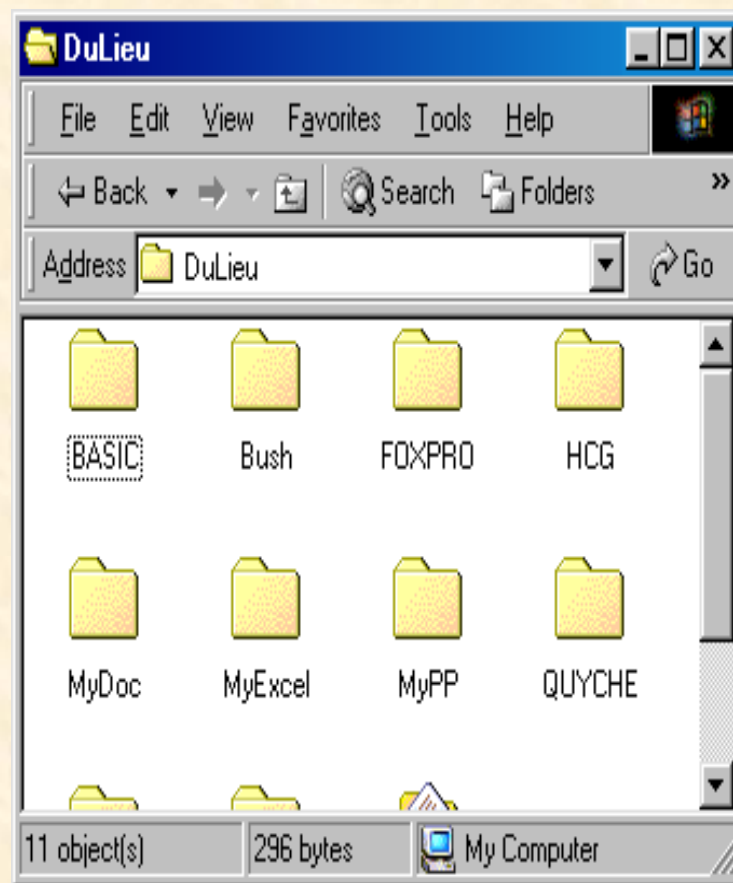
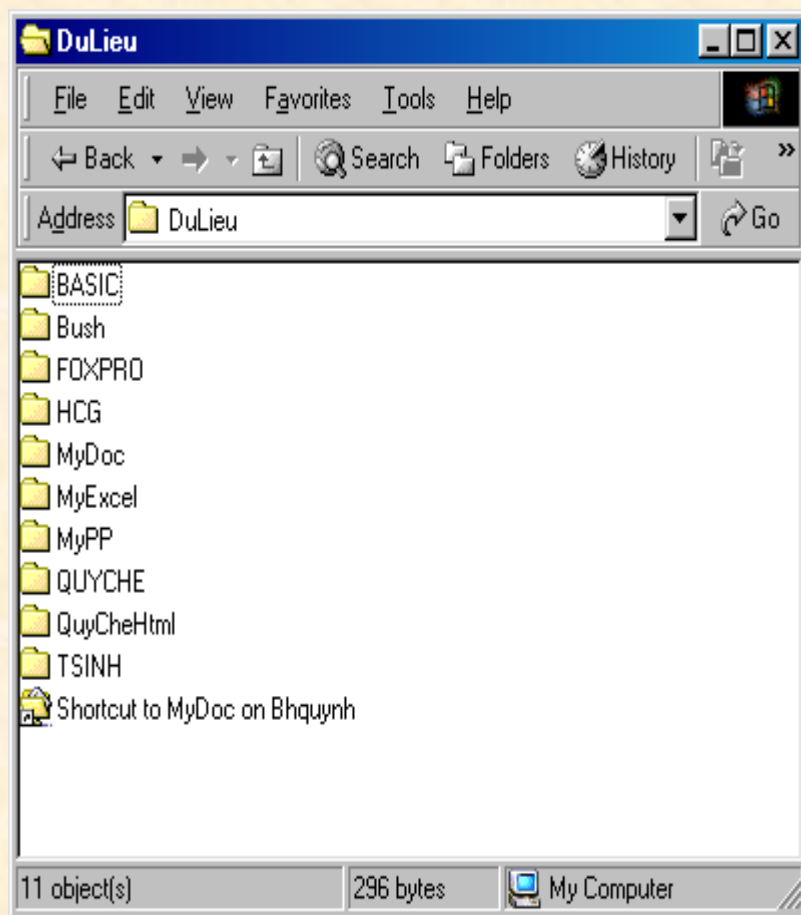
4.8 MY COMPUTER



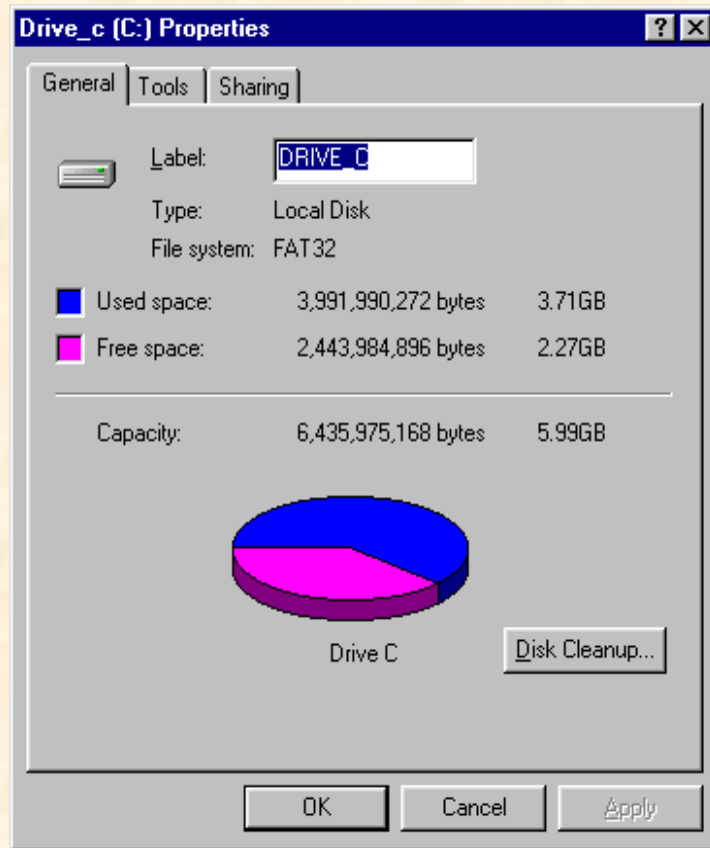
CAÙC THAO TAÙC TREÂN OÃ ÑÓA



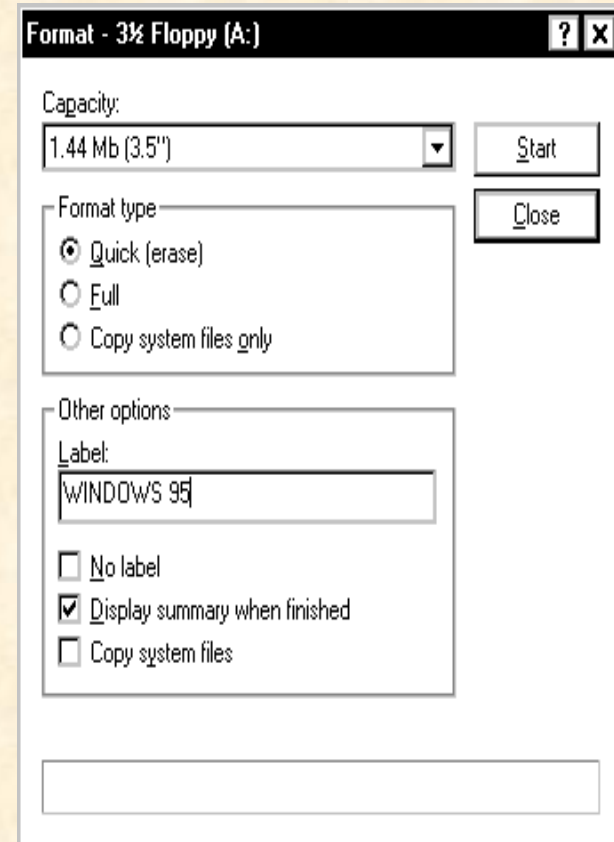
CÖUA SOẢ OPEN



PROPERTIES



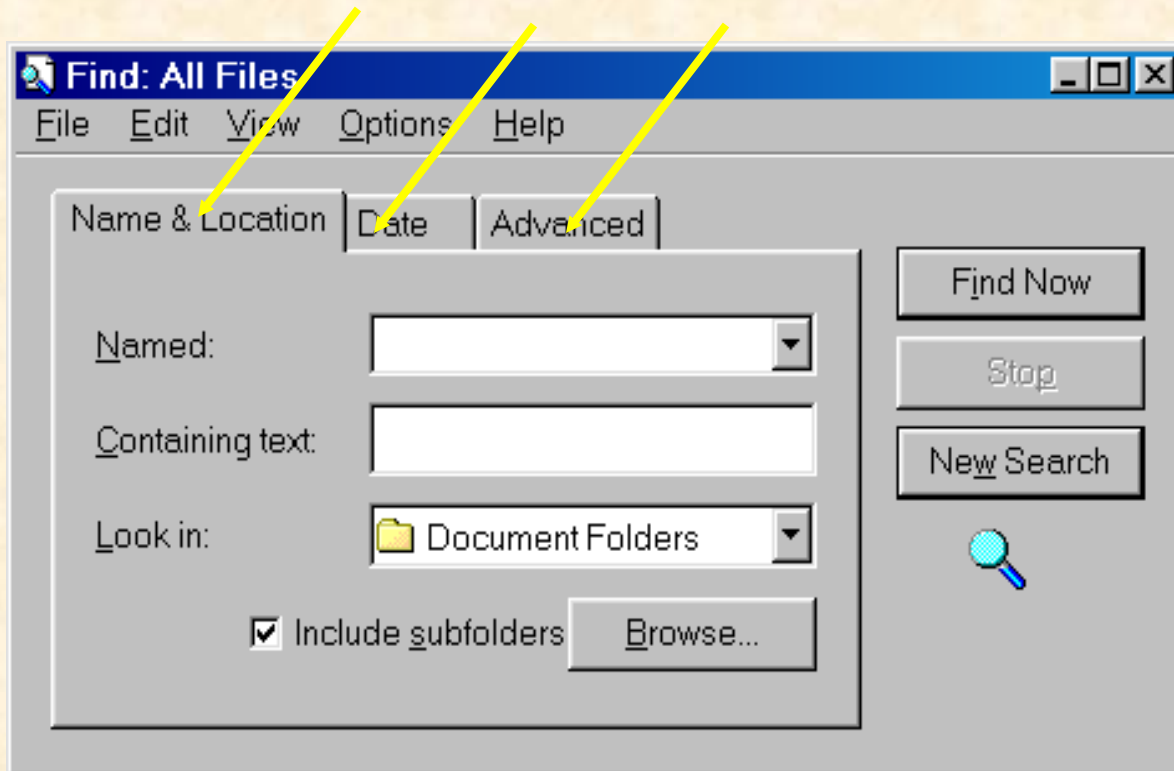
FORMAT



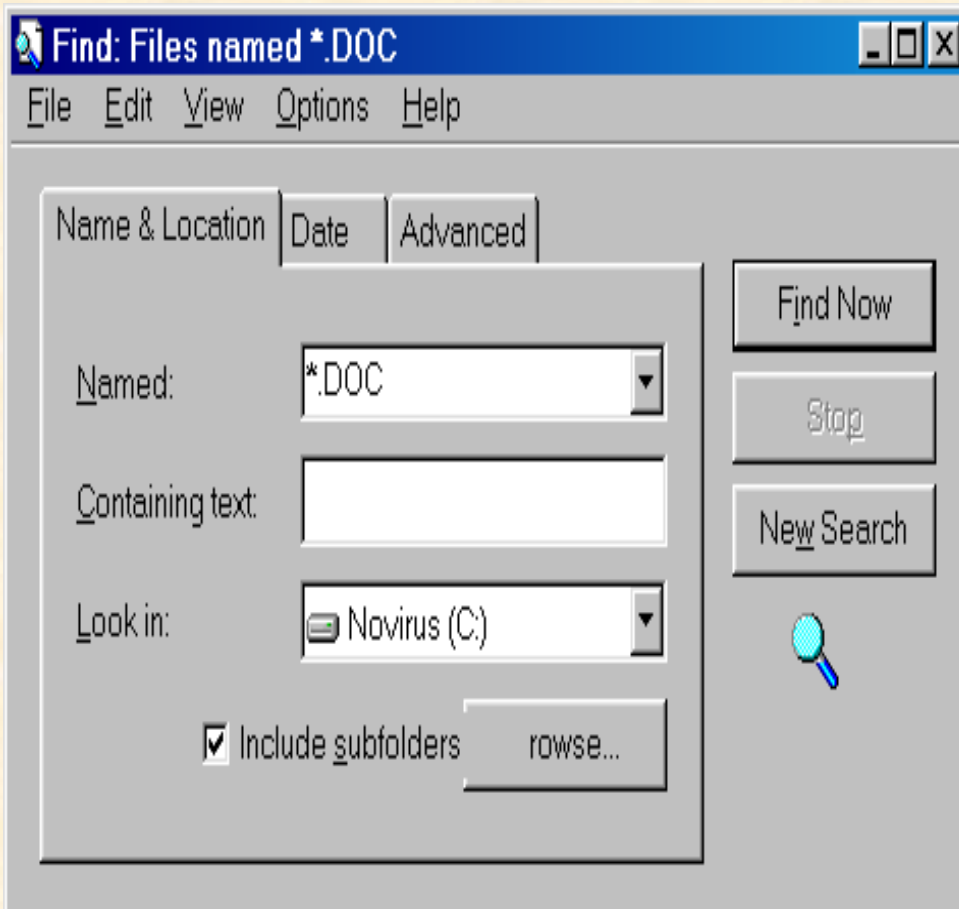
TÌM FILE VAØ FOLDER

Tools/Find/Files or Folders trong cõu soã MyComputer

Start/Find/Files or Folders



- 1-Name& Location**
- 2-Date**
- 3-Advanced**



- ✓ **Named**
- ✓ **Containing text**
- ✓ **Look in**
- ✓ **Include subfolders**

Find Now

Find: All Files

File Edit View Options Help

Name & Location

Date

Advanced

All files

Find all files

Modified

between

26/02/02

and

27/05/02

during the previous

1

month(s)

during the previous

1

day(s)

Find Now

Stop

New Search



 Find: All Files



File Edit View Options Help

Name & Location

Date

Advanced

Of type:

Text Document

Size is:

KB

Find Now

Stop

New Search



KEÁT QUAÛ TÌM KIEÁM

The screenshot shows the 'Find: Files of type Microsoft Word Document' window. The 'Advanced' tab is selected, showing search criteria: 'Of type: Microsoft Word Document' and 'Size is: [] [] KB'. On the right, there are buttons for 'Find Now', 'Stop', and 'New Search', along with a magnifying glass icon. Below the search criteria is a table of search results.

Name	In Folder	Size	Type
Ke hoach thuc han...	C:\My Documents	20KB	Microsoft W
Chuong02	C:\My Documents	313KB	Microsoft W
ReadmeRewrite	C:\My Documents	25KB	Microsoft W
Don xin viec	C:\My Documents\My data	22KB	Microsoft W
Bai aiana DHDN	C:\Mv Documents\Mv data	19KB	Microsoft W

11 file(s) found Monitoring New Items

Khoài phuic File

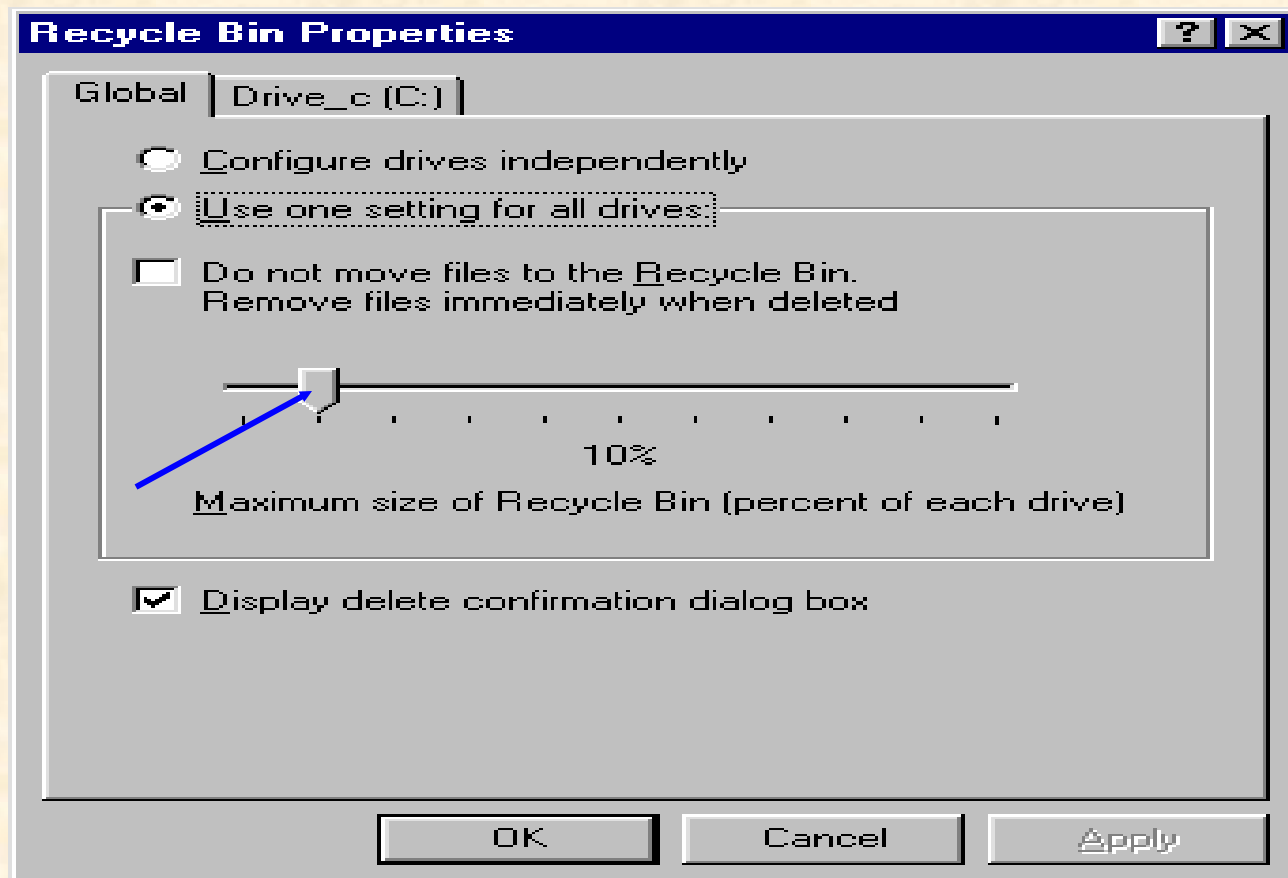
The screenshot shows the Windows Explorer window titled "Exploring - Recycle Bin". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains icons for Up, Cut, Copy, Paste, Undo, Delete, and Properties. The left sidebar shows the navigation pane with "Recycle Bin" selected. The main pane displays a list of files with columns for Name, Original Location, and Date Deleted. The file "quy.doc" is selected. A context menu is open over the file list, with "Restore" highlighted. A separate icon of the Recycle Bin is shown on the left, with a red arrow pointing to the "Restore" option in the menu. A blue arrow points to the "Restore" option, and another red arrow points to the "quy.doc" file in the list. A brown arrow points from the Recycle Bin icon to the bottom of the Explorer window.

Name	Original Location	Date Deleted
Doc1.doc	C:\My Documents	5/29/02 8:58 AM
Doc2.doc	C:\My Documents	5/29/02 8:58 AM
New Microsoft Wo...	C:\windows\Desktop	5/27/02 1:46 PM
QUAN.doc	C:\My Documents	5/29/02 8:58 AM
quy.doc	C:\My Documents	5/29/02 8:58 AM
thao.doc	C:\My Documents	5/29/02 8:58 AM
THONG KE DUO...	C:\My Documents	5/29/02 8:58 AM

Returns the selected items to their original locations.

ÑÒNH KÍCH THÖÖÙC RECYCLE BIN

- Kích mouse phâu trên Recycle Bin
- Properties/Global trong ShortMenu



4.9 WINDOWS EXPLORER

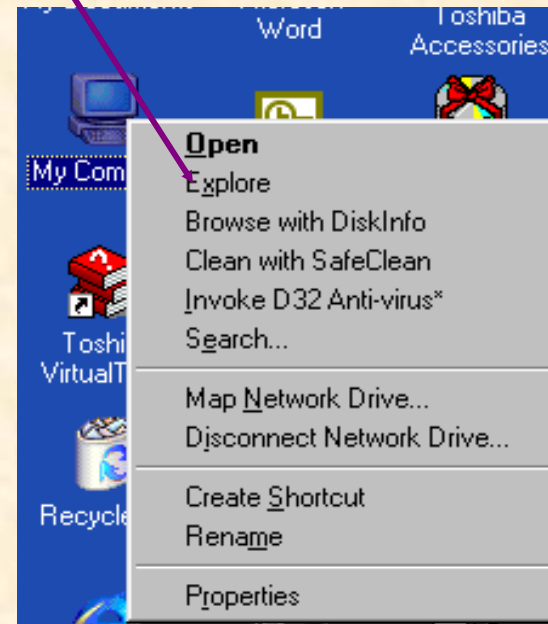
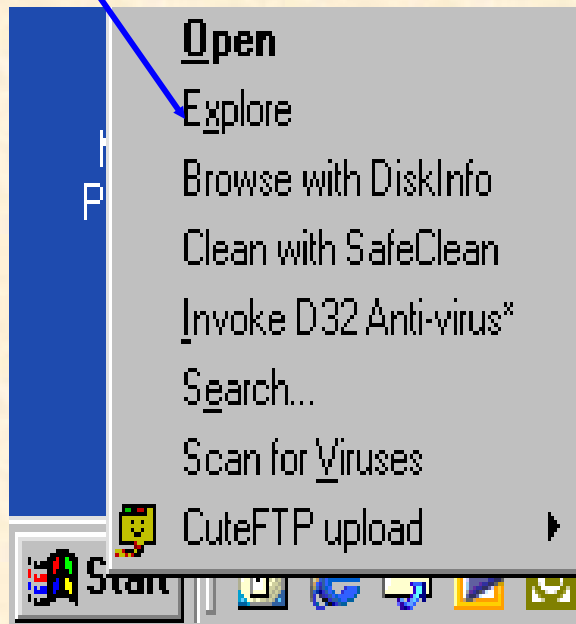
Windows Explorer là một trình duyệt chính của Windows. Trình duyệt này dùng để hiển thị, quản lý và thao tác với các nội dung trên máy tính.

HAI CÁCH KHÔI SỬ DỤNG WINDOWS EXPLORER

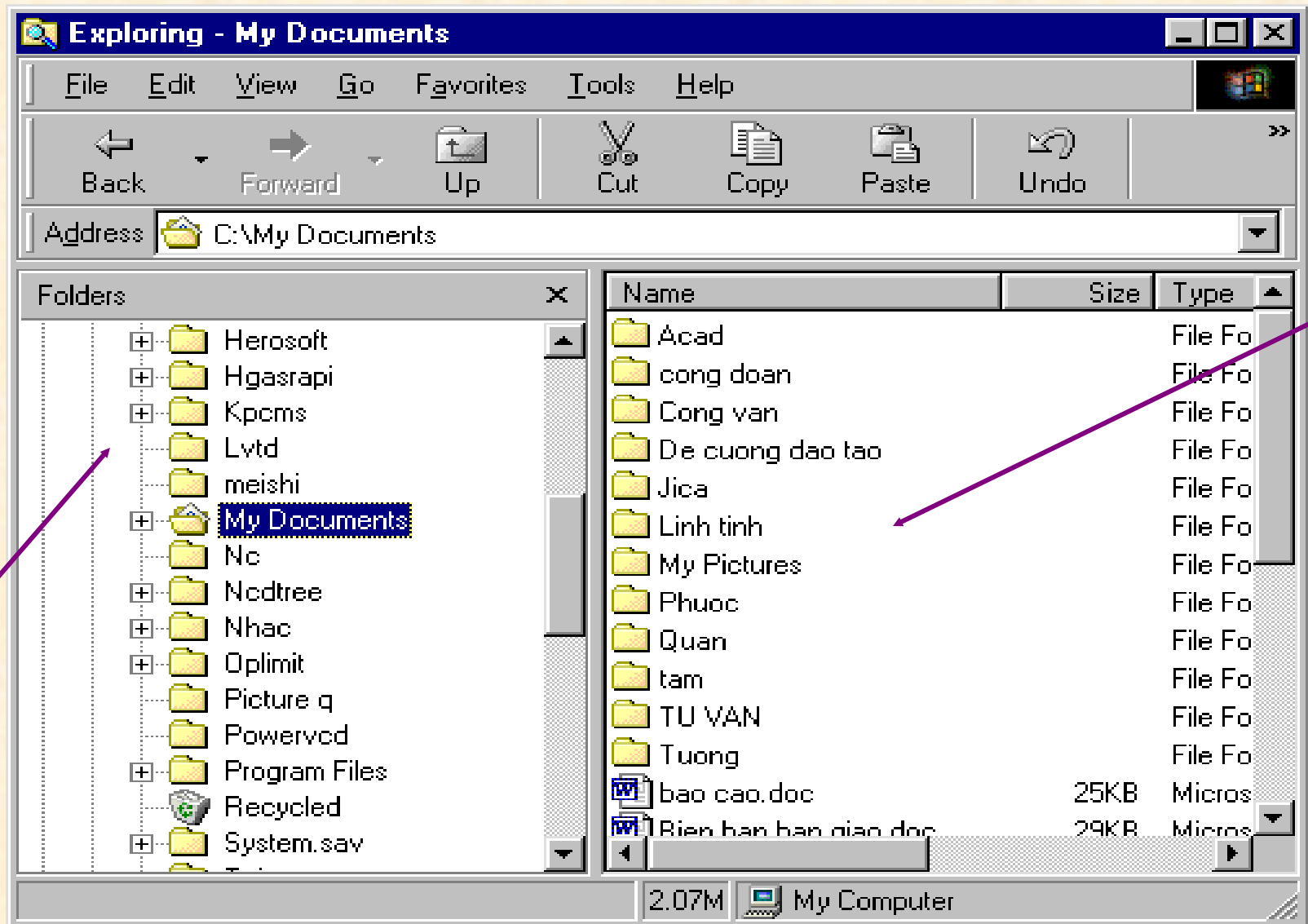
+ Kịch phaûi Start, chọn Explore

+ Kịch phaûi My Computer, chọn

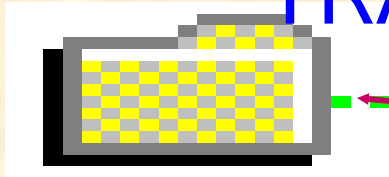
Explore



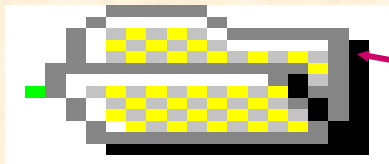
CÔNG SOẢ WINDOWS EXPLORER



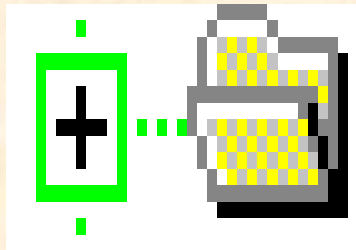
CAUC THAO TAUC COUA SOA TRAU



-Folder

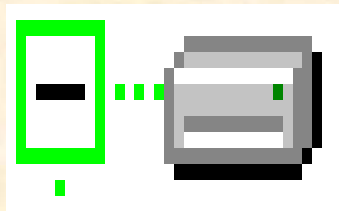


-Folder



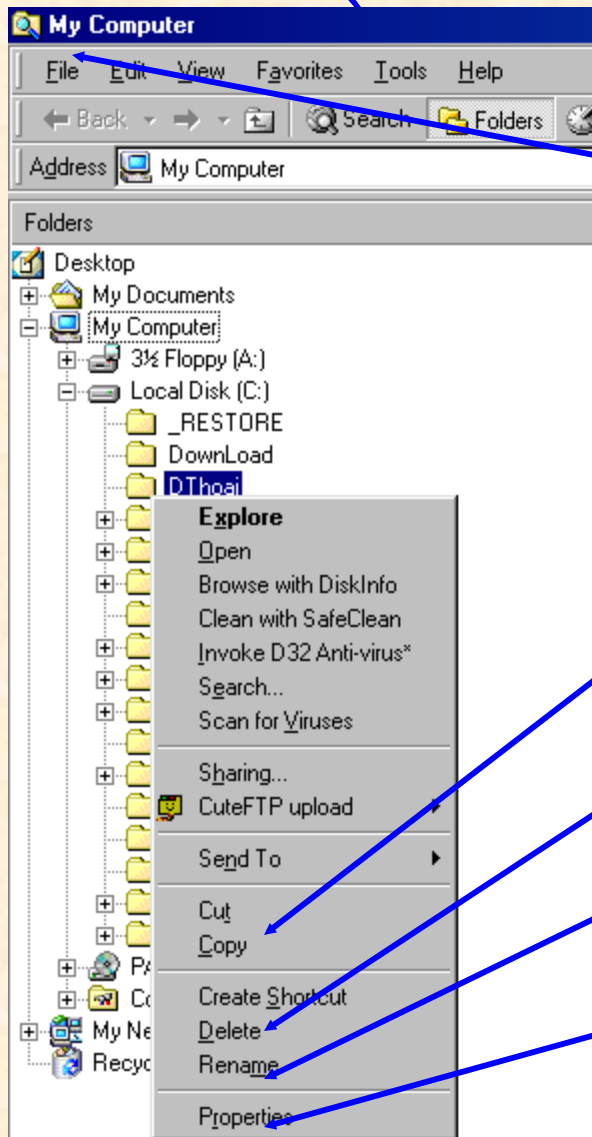
môu

-Trieån khai



-Thu goän

CAUC THAO TAUC COUA SOA



-Taio

-Di chuyean

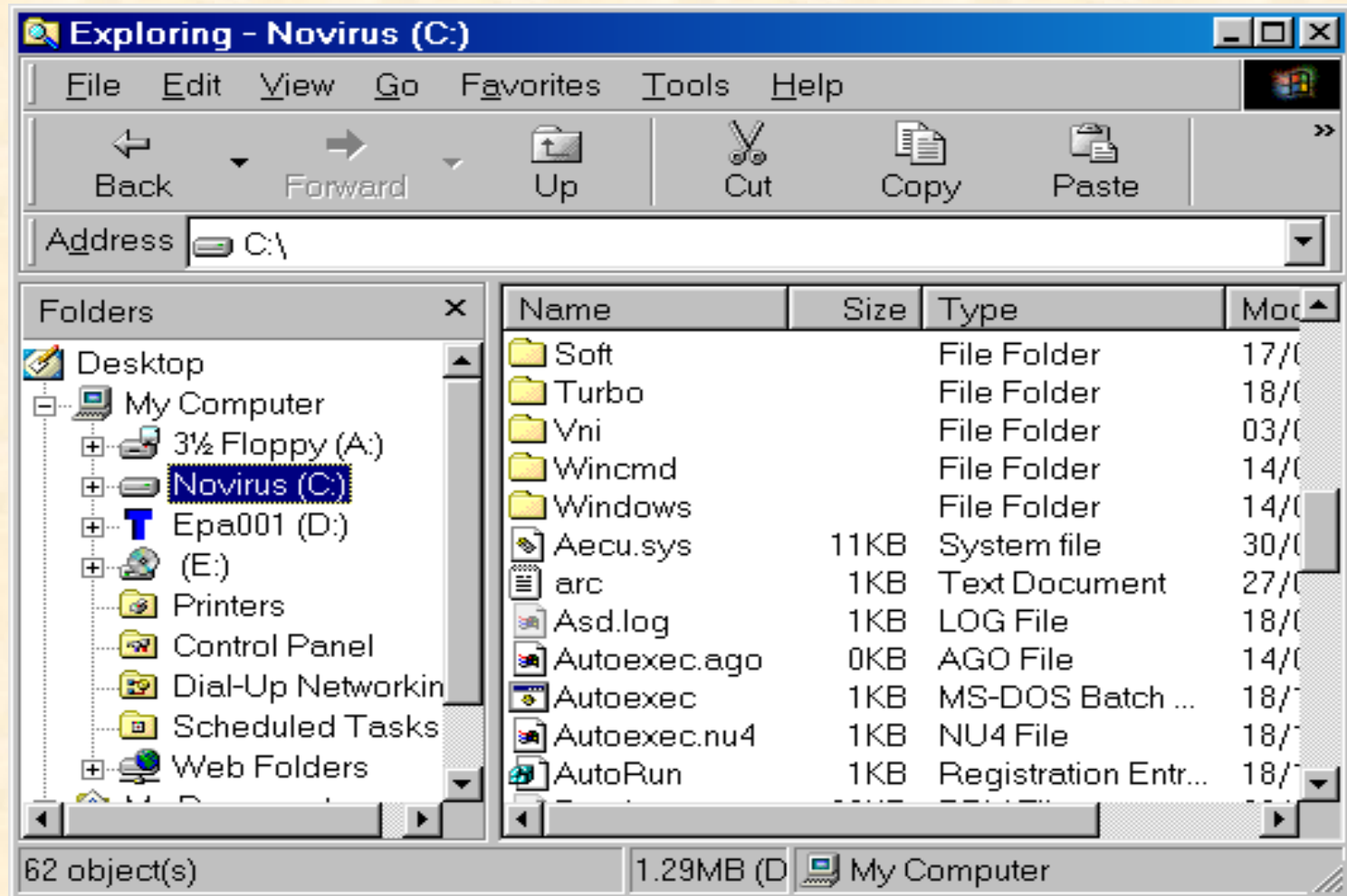
-Sao cheup

-Xoaù

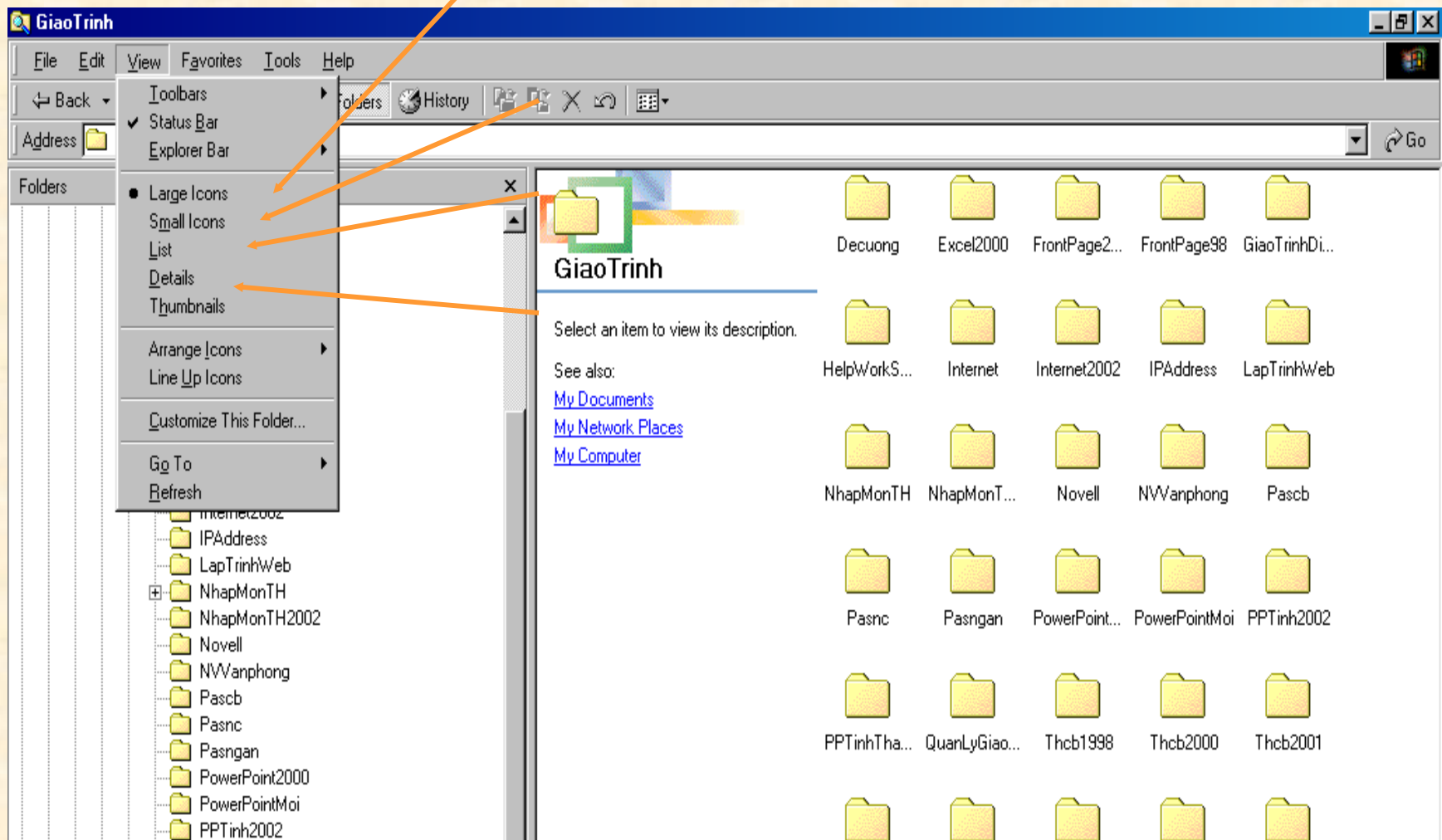
-Noai tean

-Xem thuoc tinh

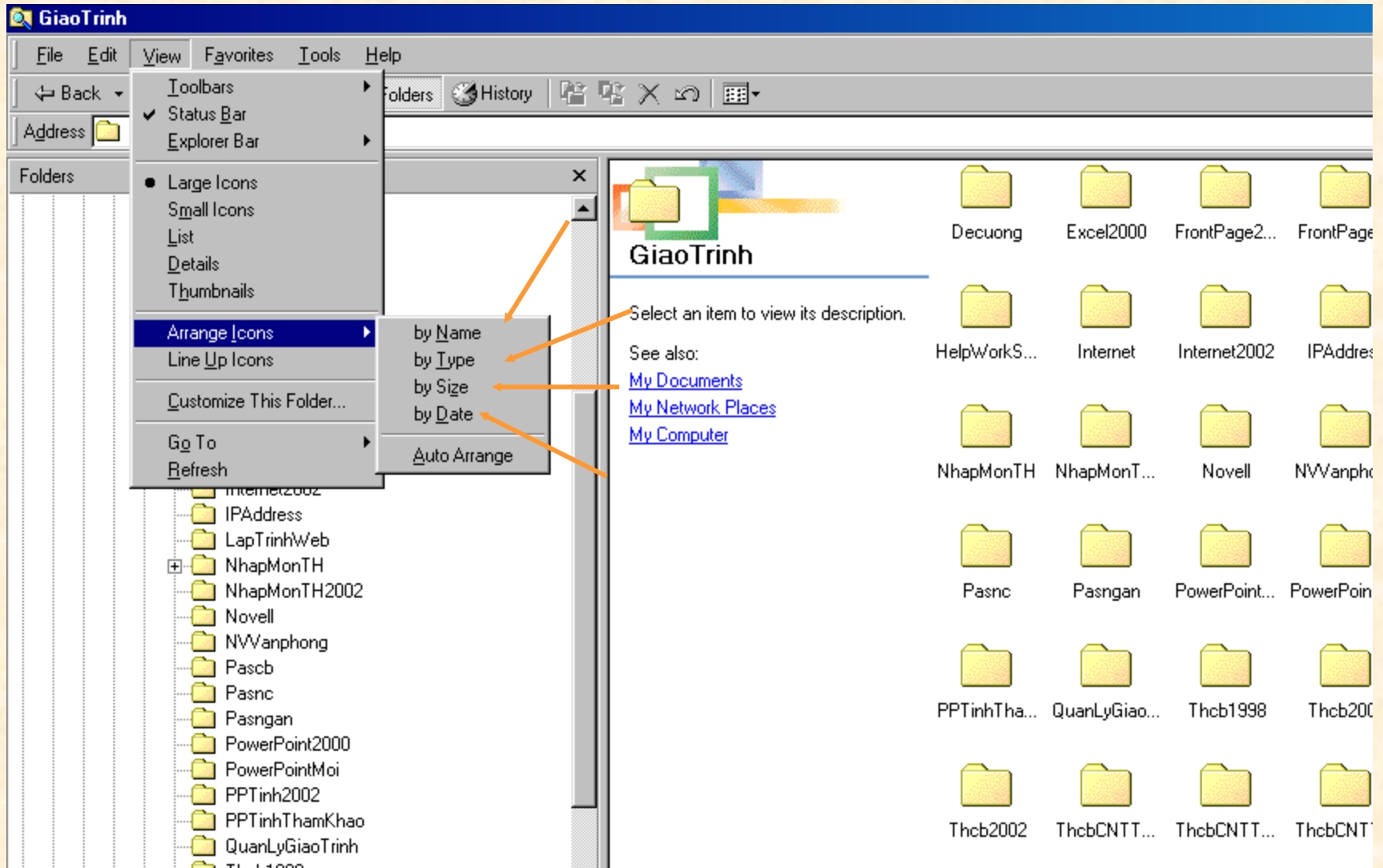
CÖÛA SOẢ PHAÛ



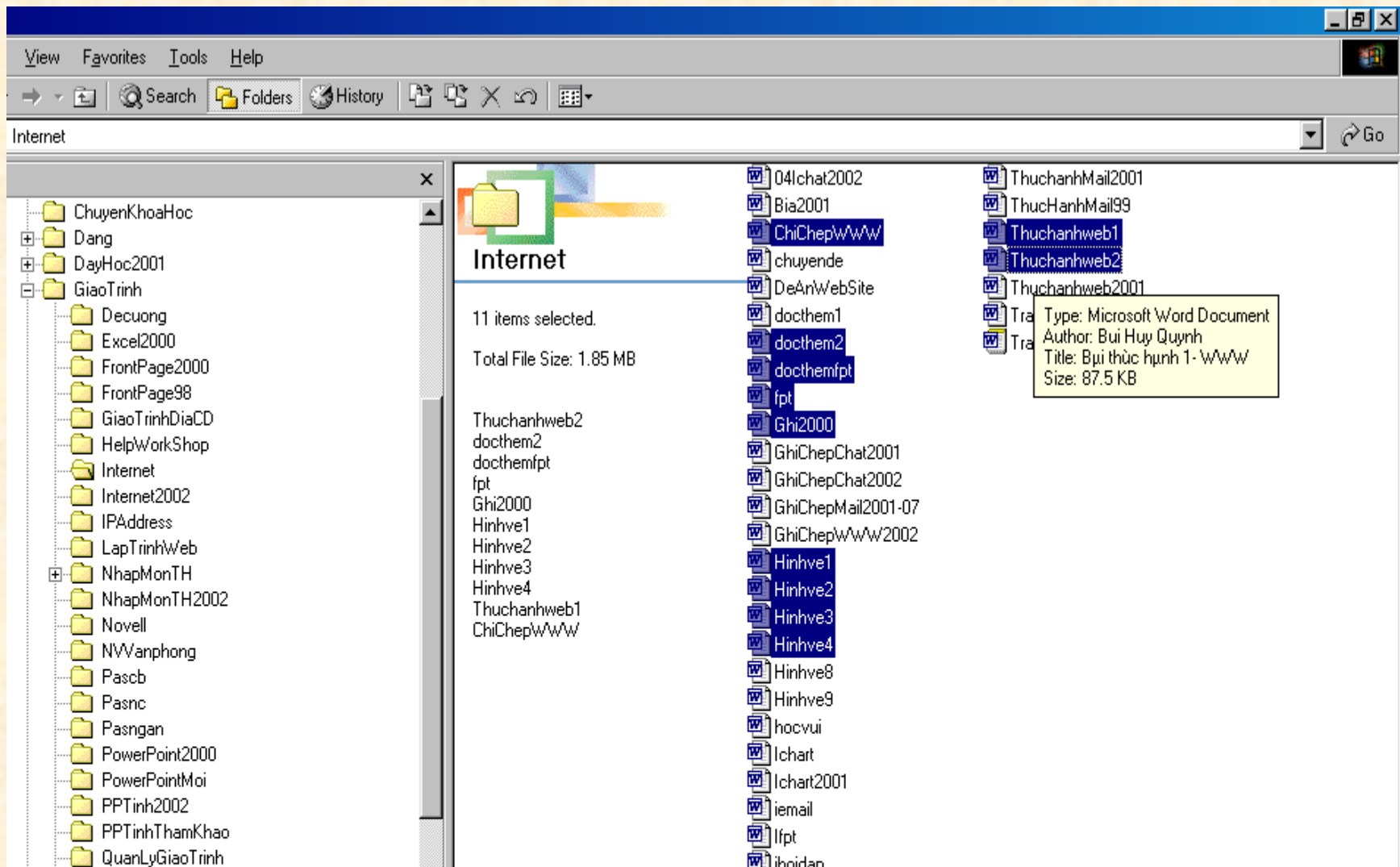
BIEAU DIEÃN

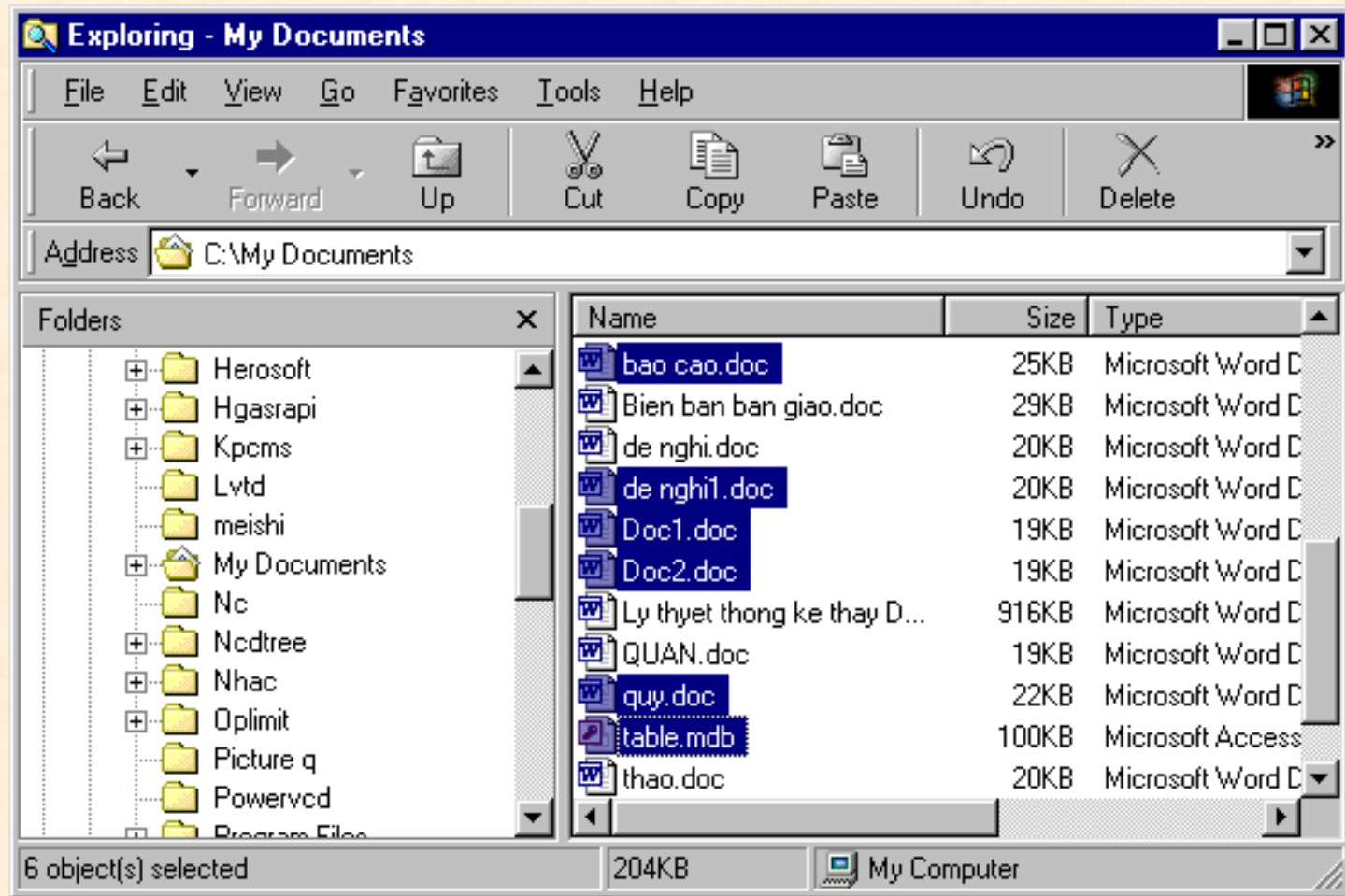


SAÉP XEÁP



CHOÏN-LÖÏA





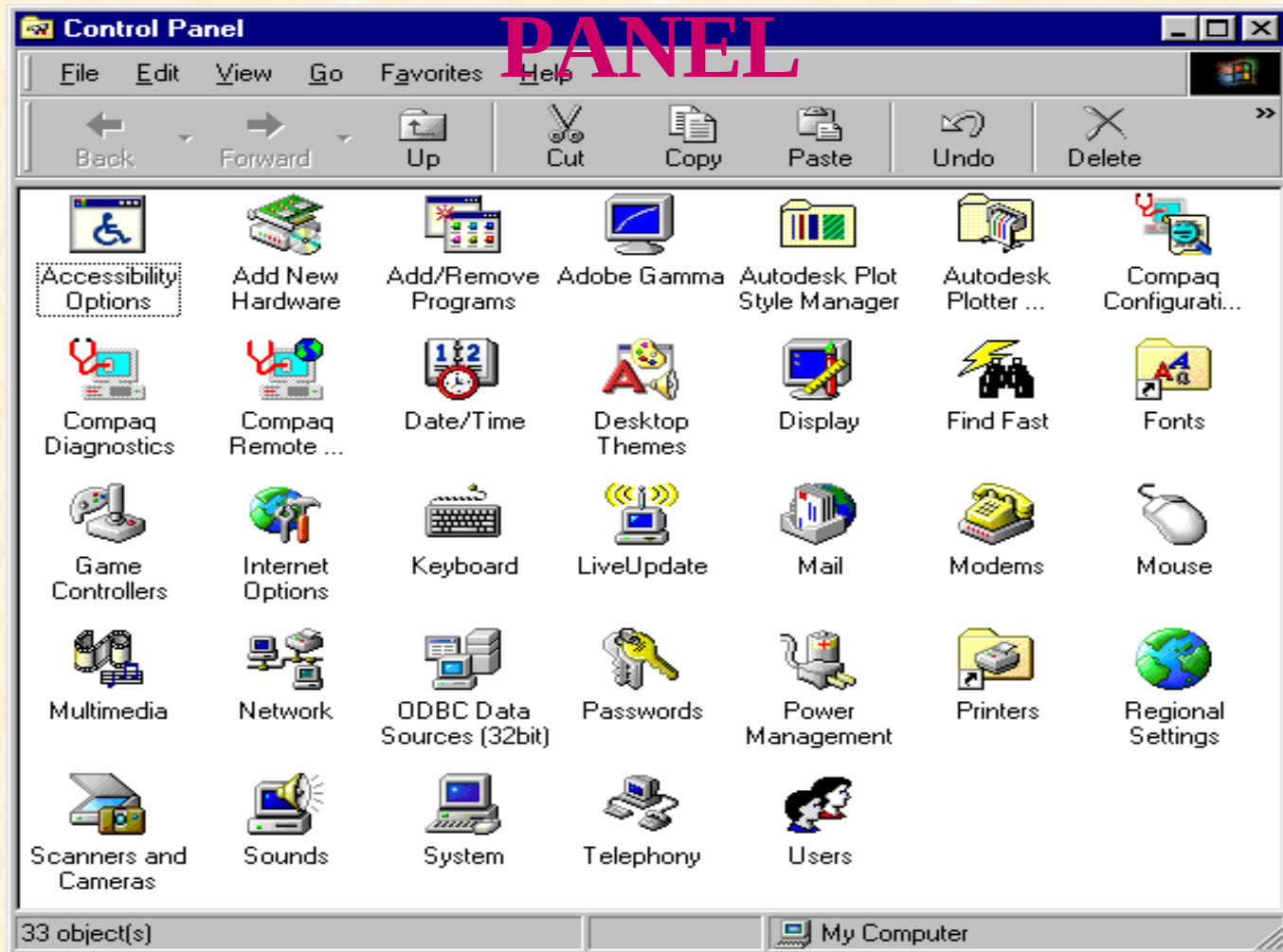
HUYŨ CHỌN : CHỌN LÀN THỜ 2

4.10 CONTROL PANEL

Control Panel là một bảng nhiều khiển, cho phép cài đặt và nhiều chức năng tham số của môi trường làm việc như ngày tháng, ngôn ngữ tiền tệ, số phân giải của màn hình, nhiều khiển quản lý các thiết bị, ...

Start/Settings/Control Panel

CÖÛA SOẢ CONTROL



MOÄT SOÁ THAO TAUC THÖÖNG SÖU DUING

➤ XEM THOANG TIN VEÀ HEÄ
THOÁNG MAUY TÍNH

➤ XEM VAØ THIEÁT LAÁP THÖOI GIAN

➤ CAØI ÑAËT MOUSE

➤ CAØI ÑAËT MAUY IN

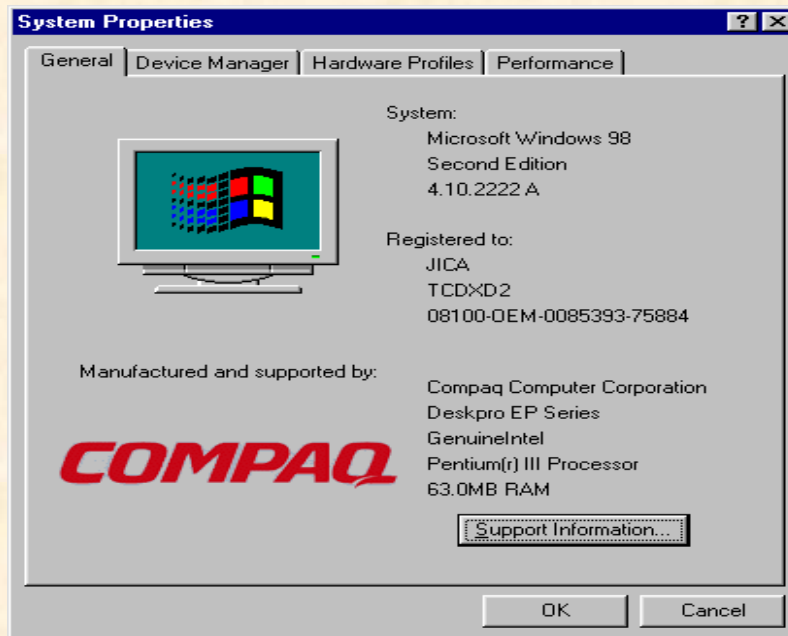
➤ CAØI ÑAËT VAØ GÖÖ BOÛ
PROGRAMS

SYSTEM

XEM THÔNG TIN HỆ THỐNG



HÌNH

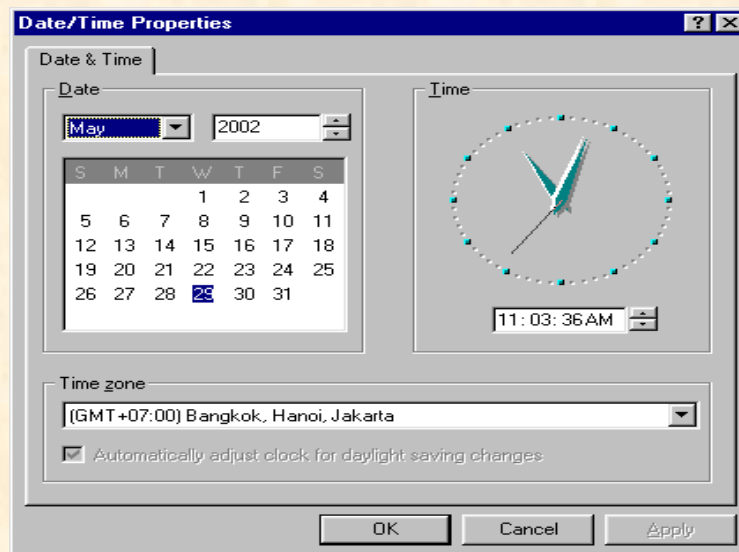


DATE & TIME

XEM VÀØ HIỆU
CHÆNH NGÀY-
GIỜ



Date/Time



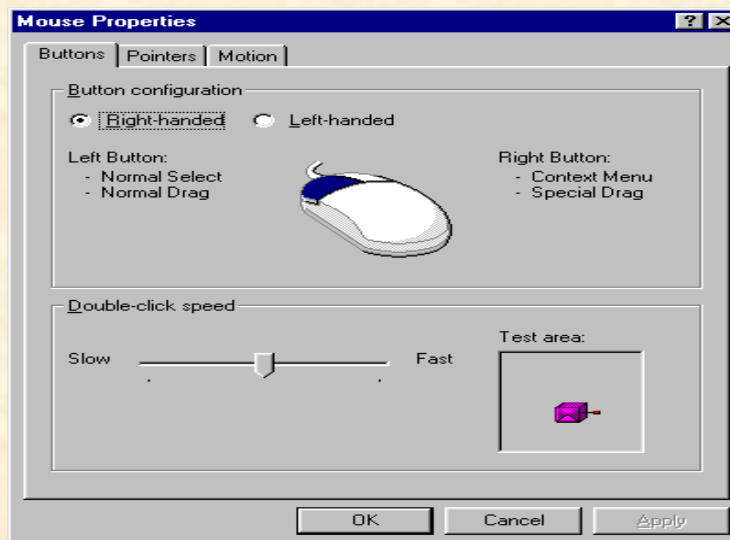
MOUSE

CAØI ÑAËT MOUSE

HÌNH ẢNH



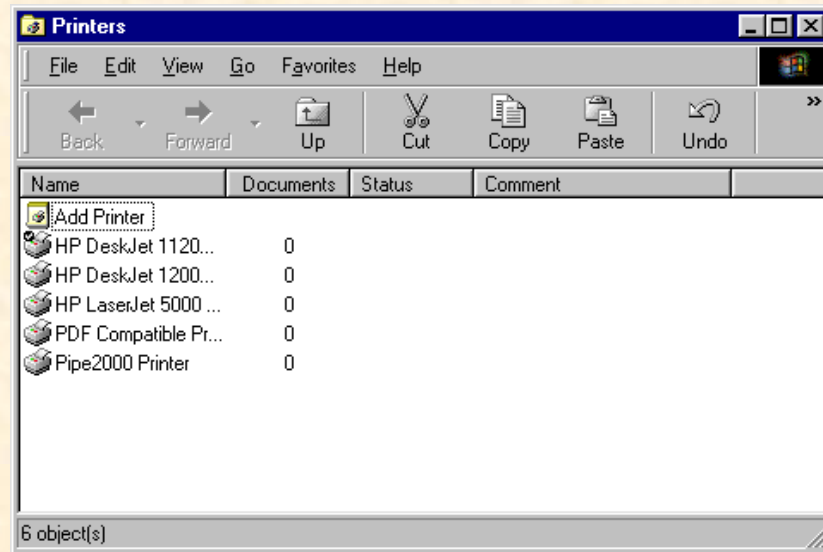
Mouse



CAØI ÑAËT MAÙY IN



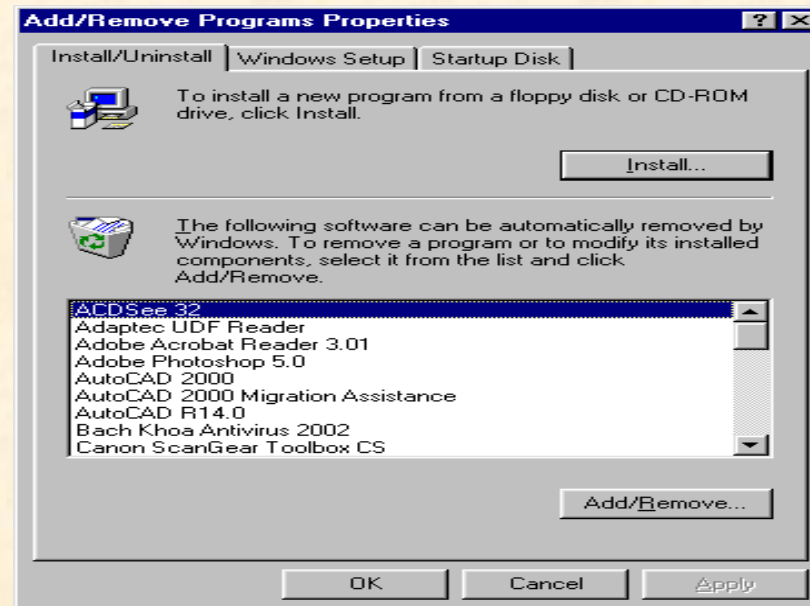
Printers



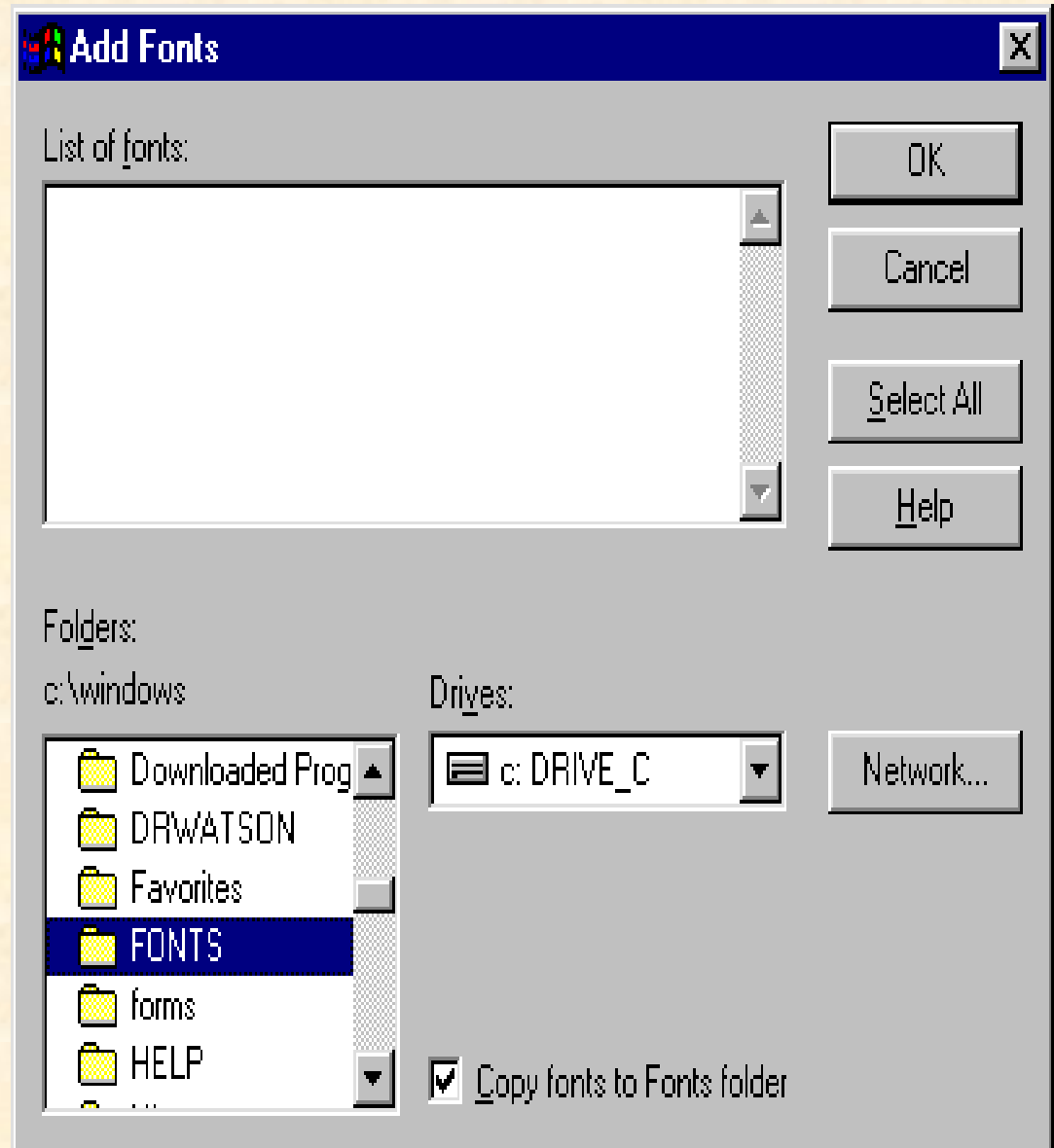
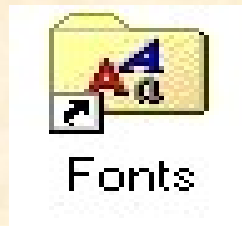
CAØI ÑAËT/GÕÕ BOÙ PHAÀN MEÀM



Add/Remove
Programs



FONTS



REGIONAL SETTINGS

The image shows a screenshot of the 'Regional Settings Properties' dialog box in Windows. The 'Date' tab is selected, and the settings are as follows:

- Calendar:**
 - Calendar type: Gregorian Calendar
 - When a two digit year is entered, interpret as a year between: 1930 and 2029
- Short date:**
 - Short date sample: 5/29/02
 - Short date style: M/d/y
 - Date separator: /
- Long date:**
 - Long date sample: 29 May, 2002
 - Long date style: dd MMMM, yyyy

Buttons at the bottom: OK, Cancel, Apply.