7 – AMALIY ISHI
MAVZU. WINDOWS OPERATSION TIZIMIDA ISHLASH

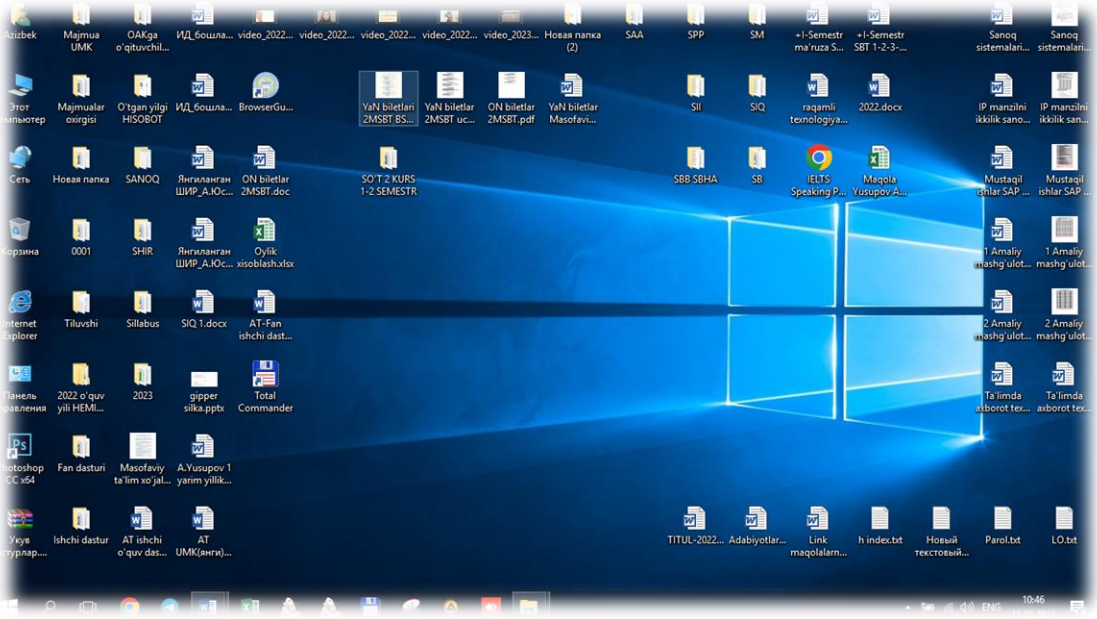
Ishning maqsadi: Talabalarga shaxsiy kompyuter windows operatsion tizimida ishlash usullari haqida tushunchalar berish.

Kutilayotgan natija: Talabalarda kompyuter texnikasida ishlash ko‘nikmalarni shakillantirish.

Amaliy jihozlari: Kompyuter, Windows operatsion tizimi.

Windows operatsion tizimining ish stoli.

Windows 10 operatsion tizimi oynasining asosiy qismini **ish stoli** egallaydi. Unda ob’ektlar, papkalar, disklar, dasturlar va boshqa yorliqlar joylashgan bo‘ladi. Agar ishchi stolda ushbu belgiga ↗ ega bo‘lgan ilova joylashgan bo‘lsa, u xolda bu **YORLIQ** belgisidir. **YORLIQ** – bu biror dastur kompyuterga o‘rnatilgandan keyin dasturning ilovasi yorliq sifatida ish stolida paydo bo‘ladi.



Windows 10 operatsion tizimi ishchi stolining tashkil etuvchilari quyidagilardan iborat.

<u>Bular:</u>

- Мой компьютер;
- Корзина;

- Администратор;
- Сеть;

Мой компьютер – Turli Windows dasturlari bajariladigan ekranning to‘g’ri burchakli doirasi. Xar bir dastur o‘z oynasiga ega. Barcha oynalar bir xil tarkib va tuzilishga ega.

<u>Oyna tarkibiga quyidagi elementlar kiradi:</u>

1 – Sarlavha – dastur nomi yoki oyna nomi ko‘rsatilgan oynaning yuqori qismi;

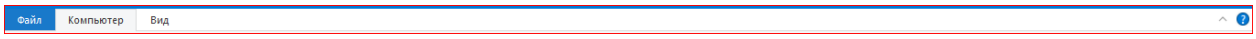
2 – Oynani yig’ishtirish tugmasi ;

3 – Oynani qayta tiklash tugmasi (uning ko‘rinishi oyna xolatiga bog’liq) ;

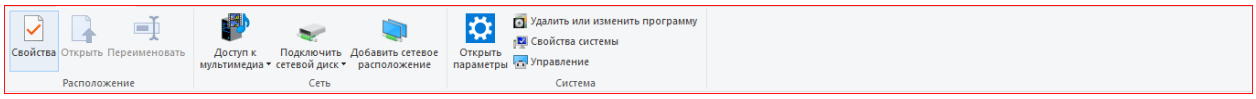
4 – Oynani yopish tugmasi ;

5 – Tizimli menyu tugmasi – oynaning tizimli menyusini ochadi ;

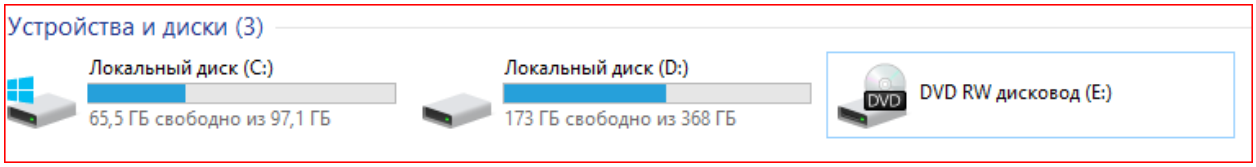
6 – Menyu qatori – oynani boshqarish komandalarini o‘z ichiga oladi;



7 – Instrumentlar paneli – eng ko‘p ishlatiladigan komandalarni chaqirish tugmalaridan tashkil topgan;



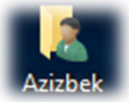
8 – Ish maydoni – ob’ektlarni (matn, rasmlar, belgilar va xok.) joylashtirish va ular bilan ishlash uchun yuza;



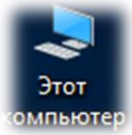
9 – Xolat satri – xolat indikatorlari joylashgan polosa;

10 – Oyna ramkasi.

Ish stolining maxsus papkalari.

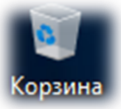


Администратор – turli kompyuterlarda ishlov beriladigan xujjatlar nusxalarini muvofiqlashtirish uchun foydalaniladigan tizimli papka.



Мой компьютер – kompyuter disklari ichidagi narsalarni ko‘rish va fayl papkalar bilan turli operatsiyalarni bajarishga imkon beruvchi maxsus papka (dasturlarni ishga tushirish, fayllardan nusxa ko‘chirish, boshqa bir joyga ko‘chirish va o‘chirish uchun, papkalarni yaratish va hk.).

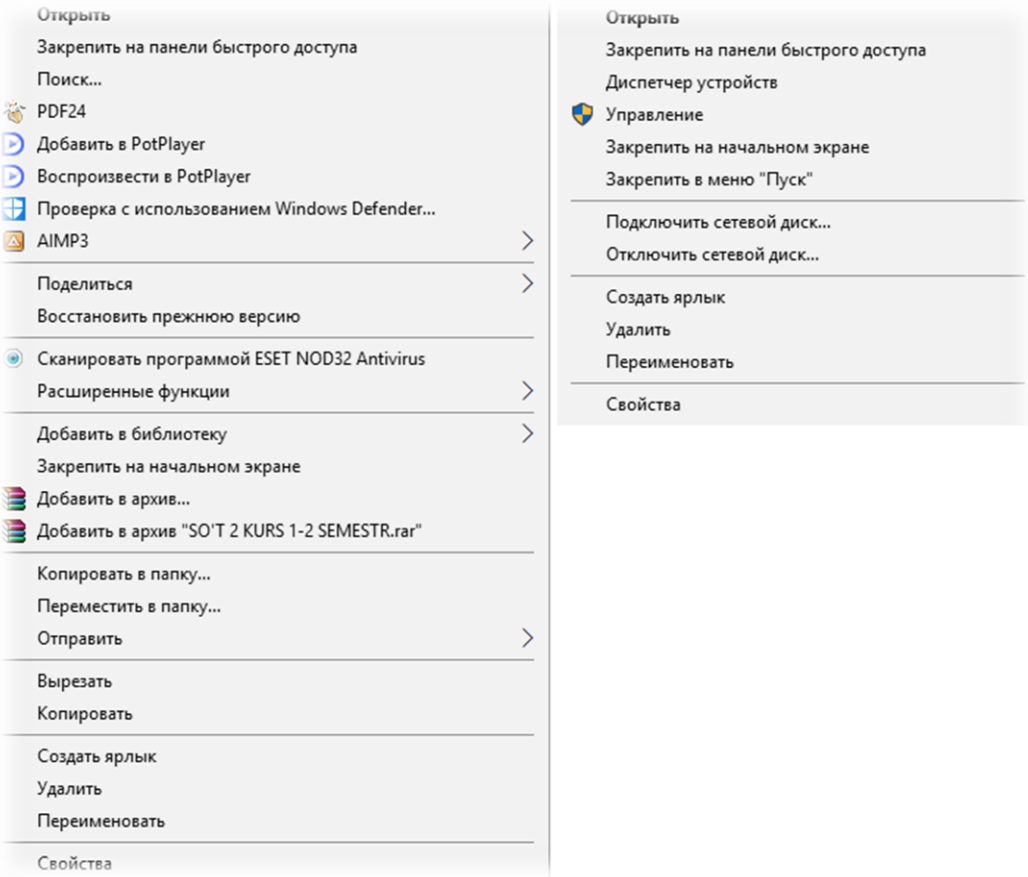
Сеть – ma’lum bir joydagi tarmoqqa ulangan kompyuterlar disklari ichidagilarni ko‘rish va ular bilan turli operatsiyalarni bajarishga imkon beruvchi maxsus papka.



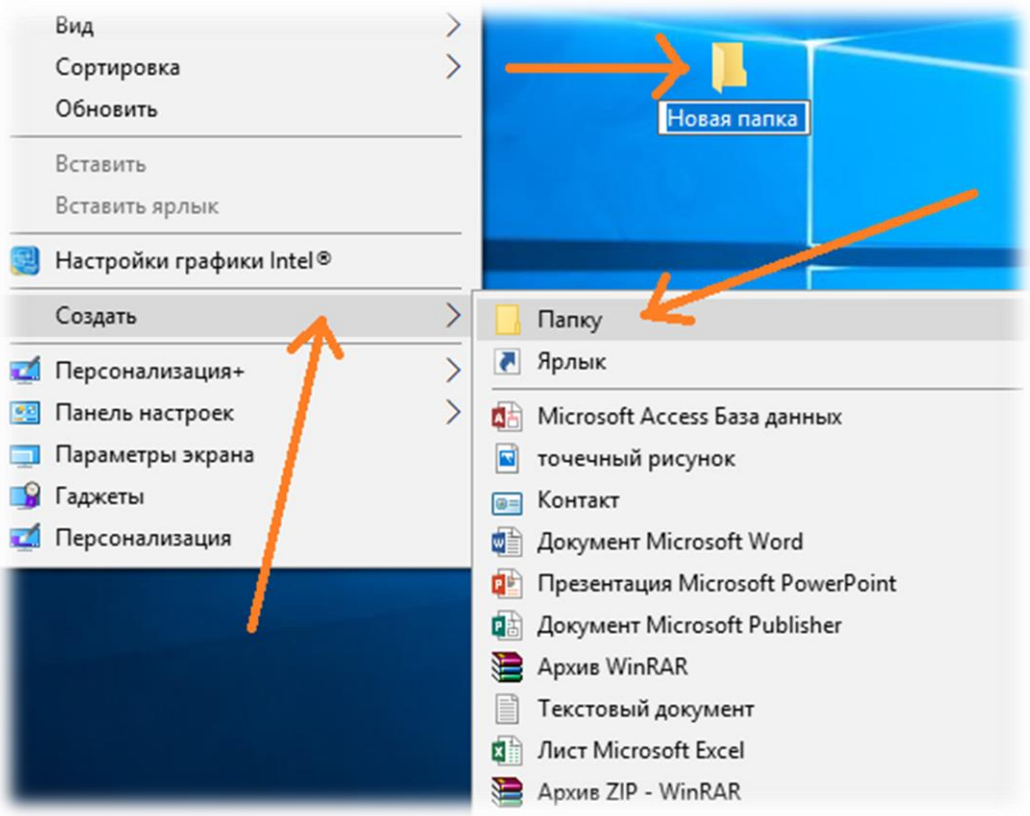
Корзина – barcha o‘chirilgan fayllar va papkalar ro‘yxatidan tashkil topgan maxsus papka.

Kontekst menyu.

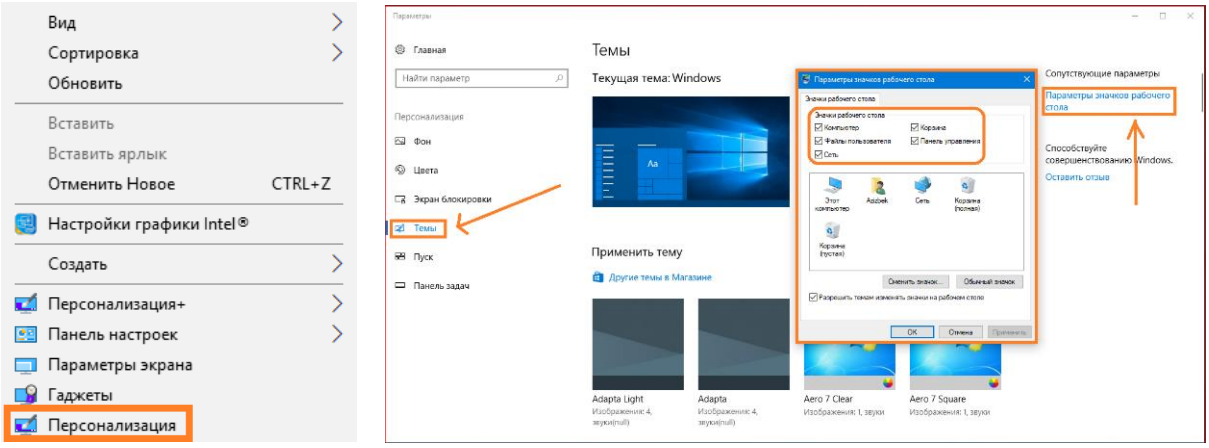
Kontekst menyu ob’ektni boshqarish bo‘yicha asosiy komandalarni o‘z ichiga oladi. Kontekstli menyuni chaqirish uchun papka yoki fayl ustida sichqonchaning o‘ng tugmasini 1 – marotaba bosish kerak. Natijada quyidagi oyna paydo bo‘ladi.



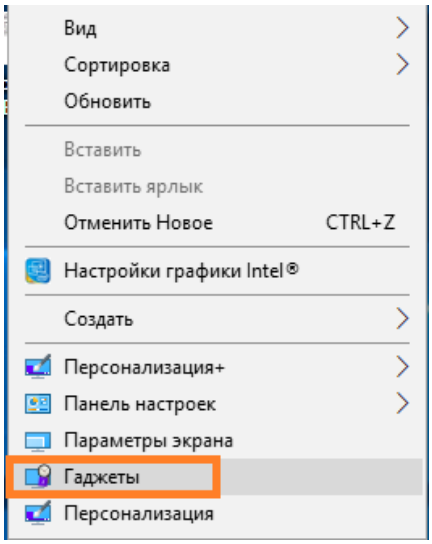
Ishchi stolda yangi papka xosil qilish uchun ishchi stolning bo‘sh sohasida sichqonchaning o‘ng tugmasini 1 – marotaba bosish orqali kontekst menyuni chaqirib olamiz va u yerdan **Создать** so‘ngra **Папка** yozuvini tanlaymiz.

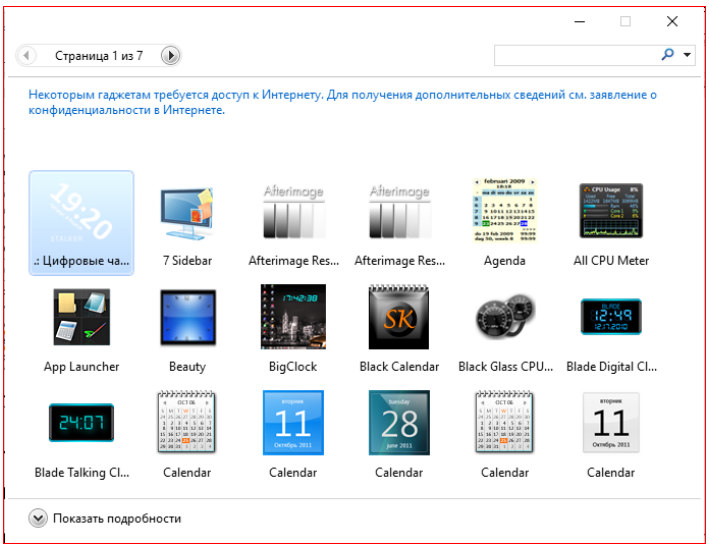


Windows 10 operatsion tizimida windowsning asosiy tashkil etuvchilarini xosil qilib olishimiz uchun birinchi navbatda ishchi stolning bo‘sh sohasida sichqonchaning o‘ng tugmasini 1 – marotaba bosib u yerdan **Персонализация** bandini tanlaymiz va **Темы** undan so‘ng esa **Параметры значков рабочего стола** buyrug’ini tanlab kerakli sozlamalarni amalga oshirib **OK** tugmasini bosamiz.

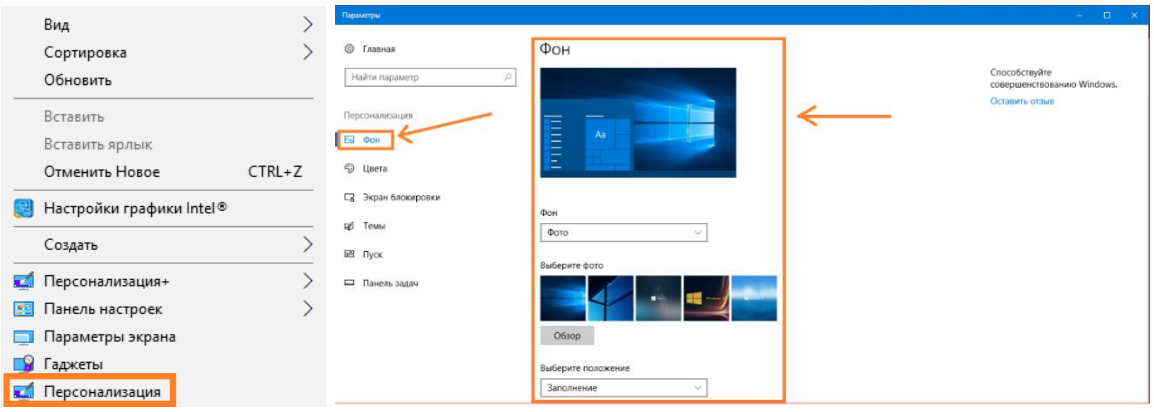


Ishchi stolda **Гаджет**larni o‘rnatish uchun ishchi stolning bo‘sh sohasida sichqonchaning o‘ng tugmasini 1 – marotaba bosib u yerdan **Гаджеты** bo‘limini tanlab oynaga kirib olamiz. Bu oynadan **kalendar, soat, eslatmalar, ekran slayd**larini o‘rnatish mumkin.





Ishchi stolning fon qismidagi ramni o‘zgartirish uchun ishchi stolning bo‘sh sohasida sichqonchaning o‘ng tugmasini 1 – marotaba bosib u yerdan **Персонализация** bandini tanlaymiz va **Фото** bo‘limiga o‘tib u yerdan ishchi stolning fon rasmini o‘zgartirish mumkin. U quyidagicha amalga oshiriladi.

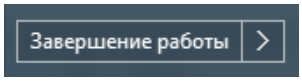


<u>Kompyuterni o‘chirishga tayyorlanish:</u>

1. Pusk tugmasini bosing;

2. Завершение работы punktini tanlang;

3. Paydo bo‘lgan muloqot oynasida **Завершение работы** punktini tanlang;



4. OK tugmasini bosing;

Amaliy mashg’ulotlarini o‘tkazish qoidalari va xavfsizlik choralari.

Berilgan nazariy ma’lumot bilan tanishib chiqiladi va topshiriqlar variantlari ketma – ket bajariladi va natijalar olinadi.

Kompyuter xonasida xavfsizlik texnikasi qoidalari va sanitariya – gigiyena talablariga amal qilinadi.

Topshiriqlar variantlari (masala, misol, keyslar).

1. Kompyuterni ishga tushiring va ishchi stolda yangi papka xosil qiling. Papkani guruhingiz nomi bilan saqlang.

2. Windows operatsion tizimi ishchi stolida Microsoft word faylini yorlig'ini xosil qiling.

3. Windowsning standart dasturlaridan biri Notepad dasturini ishga tushiring va dastur yorlig'ini ochib ishchi maydoniga o‘zingiz haqingizdagi ma'lumotni kiriting.

4. Agar Windows operatsion tizimi ishchi stoli tashkil etuvchilari ishchi stolda yo‘q bo‘sa u holda ishchi stol yorliqlarini ekranda xosil qiling.

5. Windowsda internet tarmog'iga ulanish yo‘llarini ko‘rsatib bering.

Nazorat savollari.

1. Windows operatsion tizimining ishchi stoli tashkil etuvchilarini haqida ma'lumot bering.

2. Мой компьютер (mening kompyuterim) haqida so‘zlab bering.

3. Windows operatsion tizimining standart dasturlari haqida so‘zlab bering.

4. Yorliq nima?

5. Fayl nima?

6. Windows operatsion tizimining fon qismi va tema bo‘limlarini o‘zgartirish uchun qanday amallar ketmaketlikda bajariladi.