

# Windows accessories and software licensing

Printable handout — what is already on the machine, and what the law lets you do with what you add to it.

## Why these two halves are one lesson

Every program you install is one more thing to update, to licence and to trust. The cheapest way to avoid all three problems is to notice that the job can usually be done with something already on the machine. So: first the accessories, then the licences — and the habit of looking before downloading.

## Objectives

1. Use the built-in accessories for the job each is designed for: File Explorer, Notepad, Calculator, Paint, Snipping Tool, Disk Cleanup, Task Manager.
2. Choose the right accessory for a stated task instead of installing something new.
3. Distinguish proprietary, open-source, freeware, shareware, subscription and site licences.
4. Decide whether a specific use of a program is legal under its licence.

## 1 · What is already on the machine

| Accessory            | Use it for                                                  | The thing most people miss                                                                                                                   |
|----------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Explorer</b> | Finding, moving, renaming and organising files and folders. | Sort by <i>Date modified</i> to find what you were working on yesterday, and switch on file extensions so you can see what a file really is. |
| <b>Notepad</b>       | Plain text with no formatting at all.                       | It is the fastest way to <b>strip formatting</b> : paste text in, copy it out again, and everything decorative is gone.                      |
| <b>Calculator</b>    | Arithmetic — and rather more.                               | It converts units, currencies and <b>data sizes</b> , which is exactly what the storage questions in Topic 03 need.                          |
| <b>Paint</b>         | Quick image edits: crop, resize, annotate.                  | It also converts between image formats — open a .png, save as .jpg — without installing anything.                                            |
| <b>Snipping Tool</b> | Capturing part of the screen, then annotating it.           | Far better evidence than a phone photograph of a monitor, and it is what your screenshot-based activities expect.                            |

|                     |                                                                            |                                                                                                                      |
|---------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Disk Cleanup</b> | Recovering space by removing temporary files and emptying the recycle bin. | It removes files the system made, not files you made. It is not a substitute for deciding what to keep.              |
| <b>Task Manager</b> | Seeing what is running and what is consuming processor, memory and disk.   | Ctrl+Shift+Esc. It is also how you close a program that has stopped responding without restarting the whole machine. |

### If you are not on Windows

| Windows              | macOS                      | Linux (typical)     |
|----------------------|----------------------------|---------------------|
| <b>File Explorer</b> | Finder                     | Files / Nautilus    |
| <b>Notepad</b>       | TextEdit (plain text mode) | Text Editor / gedit |
| <b>Snipping Tool</b> | Screenshot (⌘⇧5)           | Screenshot tool     |
| <b>Task Manager</b>  | Activity Monitor           | System Monitor      |

## 2 · Before you download anything

1. **What is the job?** State it in one sentence: “crop an image”, not “get Photoshop”.
2. **Is it already here?** Check the accessories and the applications you already have.
3. **What does it cost?** Money, licence conditions, disk space, updates — and increasingly, your data.
4. **Where is it from?** The official site or an app store. Never an advert, a pop-up or a message.

**The habit worth building.** Name the job, not the program. People who ask for a program get one program; people who name the job usually find they already own three ways to do it.

### 3 · You bought a licence, not the software

When you buy software you are almost never buying the software. You are buying a **licence** — permission to use it under stated conditions. The licence decides whether you may copy it, change it, share it or sell it.

| Licence             | What you may do                                                                | Where you meet it                          |
|---------------------|--------------------------------------------------------------------------------|--------------------------------------------|
| <b>Proprietary</b>  | Pay to use it. The code stays secret; you may not copy or modify it.           | Most commercial desktop software.          |
| <b>Open source</b>  | Use, study, change and share it, under the licence terms.                      | Firefox, LibreOffice, Linux.               |
| <b>Freeware</b>     | Free to use, but the code stays closed, and commercial use is usually limited. | Small utilities, free readers and viewers. |
| <b>Shareware</b>    | Free to try for a period, then pay or stop using it.                           | Trial versions with a countdown.           |
| <b>Subscription</b> | Pay monthly or yearly. Stop paying and access ends.                            | Office 365, streaming and cloud tools.     |
| <b>Site licence</b> | One agreement covers many machines.                                            | How your school licenses its computer lab. |

#### Two distinctions that carry marks

**Free is not open.** Freeware costs nothing but keeps its code closed. Open source lets you read and change the code. Only one of the two lets a school teach from the source.

**Subscription ends, and files may end with it.** Access to the program stops when payment stops. Whether you can still open the files you made depends on the format: an open format can be read by another program, a closed one may leave you owning files you cannot open.

### 4 · Keeping software safe

- **Install from the source.** The official site or the app store. “Free download” sites bundle extras you did not ask for, and the download button you want is rarely the biggest one on the page.
- **Keep it updated.** Updates are mostly closing security holes that attackers already know about.
- **Read the permissions.** A torch app that wants your contacts and location is not asking for what it needs.
- **Run one antivirus.** One, kept up to date. Two fight each other.

Copying software you did not licence is piracy, whatever the file is called and wherever you found it — and a pirated installer is also the most reliable way to install something you did not intend to.

## 5 • Check yourself

1. You paste text from a website into a report and it arrives with the wrong fonts and colours. Which accessory fixes it, in how many steps?
2. A school wants learners to read and modify a program's code. Which licence type allows that, and which one is most often confused with it?
3. You stop paying for a subscription program. What happens to the files you already made with it?
4. Which accessory would you open to find out why the machine has become slow?
5. Name two costs of installing a program that are not money.

## Activities for this lesson

**Activity 1 — The accessory challenge.** Six small tasks, each solvable with a built-in accessory and no downloads: capture part of the screen, strip formatting from copied text, convert a unit, free disk space, find what is slowing the machine, and locate a file by date. Name the accessory you used for each.

**Activity 2 — Licence audit.** Eight programs on a device you use. Identify the licence type of each, state how you worked it out, and flag any use that would breach it. "How you worked it out" carries as much weight as the answer.

Neither activity carries marks. The marks for this topic are in the Checkpoint, which assesses Lessons 1-2 together.

## Glossary

|                    |                                                                                     |
|--------------------|-------------------------------------------------------------------------------------|
| <b>Accessory</b>   | A small utility program supplied with the operating system.                         |
| <b>Licence</b>     | The permission, with conditions, to use a piece of software.                        |
| <b>Open source</b> | Software whose code is published and may be studied, changed and shared.            |
| <b>Piracy</b>      | Using or copying software outside what its licence permits.                         |
| <b>Utility</b>     | System software that maintains or protects the machine rather than doing your work. |