

Windows 10



AN INTRODUCTION TO THE WINDOWS 10 COMPUTER OPERATING SYSTEM



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WHAT IS WINDOWS ?

- Windows is an **operating system** designed by Microsoft.
- **The operating system is what allows you to use a computer.**
- **Windows 10 (and now 11)** comes **preloaded** on most new personal computers (PCs), which helps make it the most popular operating system in the world.
- **It manages the computer's hardware and software resources** and provides common services for computer programs so you can use your computer easily.
- **For example, you can use Windows to browse the Internet, check your email, edit digital photos, listen to music, play games, and do much more.**

Watch the video below to learn more about operating systems.

<https://www.youtube.com/watch?v=fkGCLIQx1MI>

9/5/2023



THIS PRESENTATION COVERS THE FOLLOWING SUBJECTS ABOUT WINDOWS 10

- How to use the new **Start menu and the Taskbar.**
- Understand notifications and the **Action center.**
- **Microsoft Edge** - Windows new web browser.
- Understanding **Windows 10 settings**

Getting started:

If the computer was off and then turned on, the first screen you will see is called the **Lockscreen**.

If the computer was in “sleep” mode, move the mouse or press any key and **you will open the Windows desktop screen**.



THE DESKTOP - Once your computer has finished starting up, the first thing you'll see is the **desktop**.

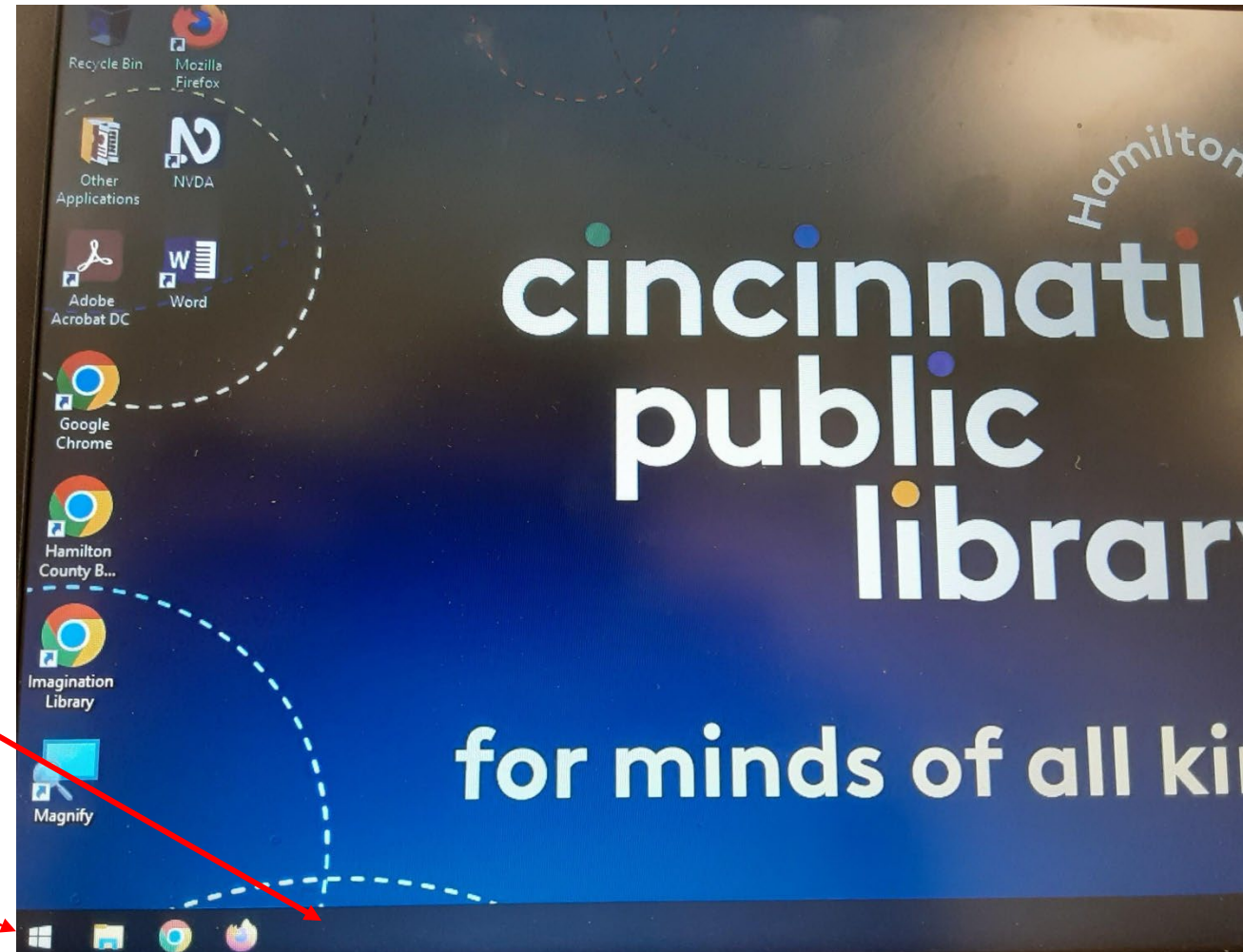
Think of the desktop as the main workspace for your computer. From here, you can view and manage your files, open applications, access the Internet, and much more.

The desktop in Window 10 includes:

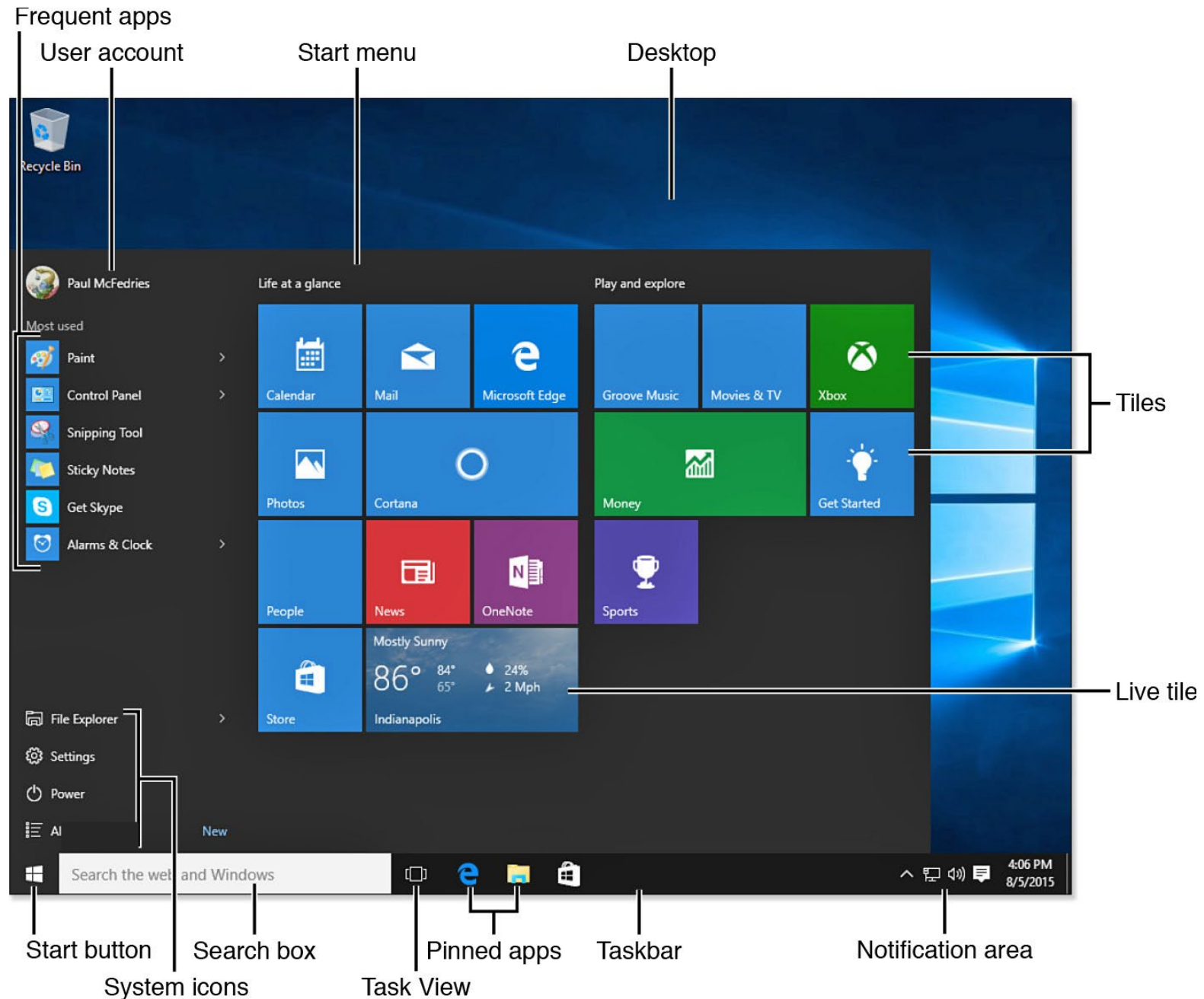
- The **Start** (sometimes called the Windows) button, in the lower left-hand corner
- A **taskbar** along the bottom of the screen
- Various small images, called **icons**, usually arranged in the left side of your screen.

These are shortcuts that let you open any program you want and are shown with a small arrows on each one

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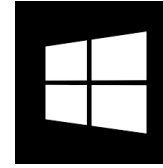


THE DESKTOP SCREEN OF WINDOWS 10



THE START MENU

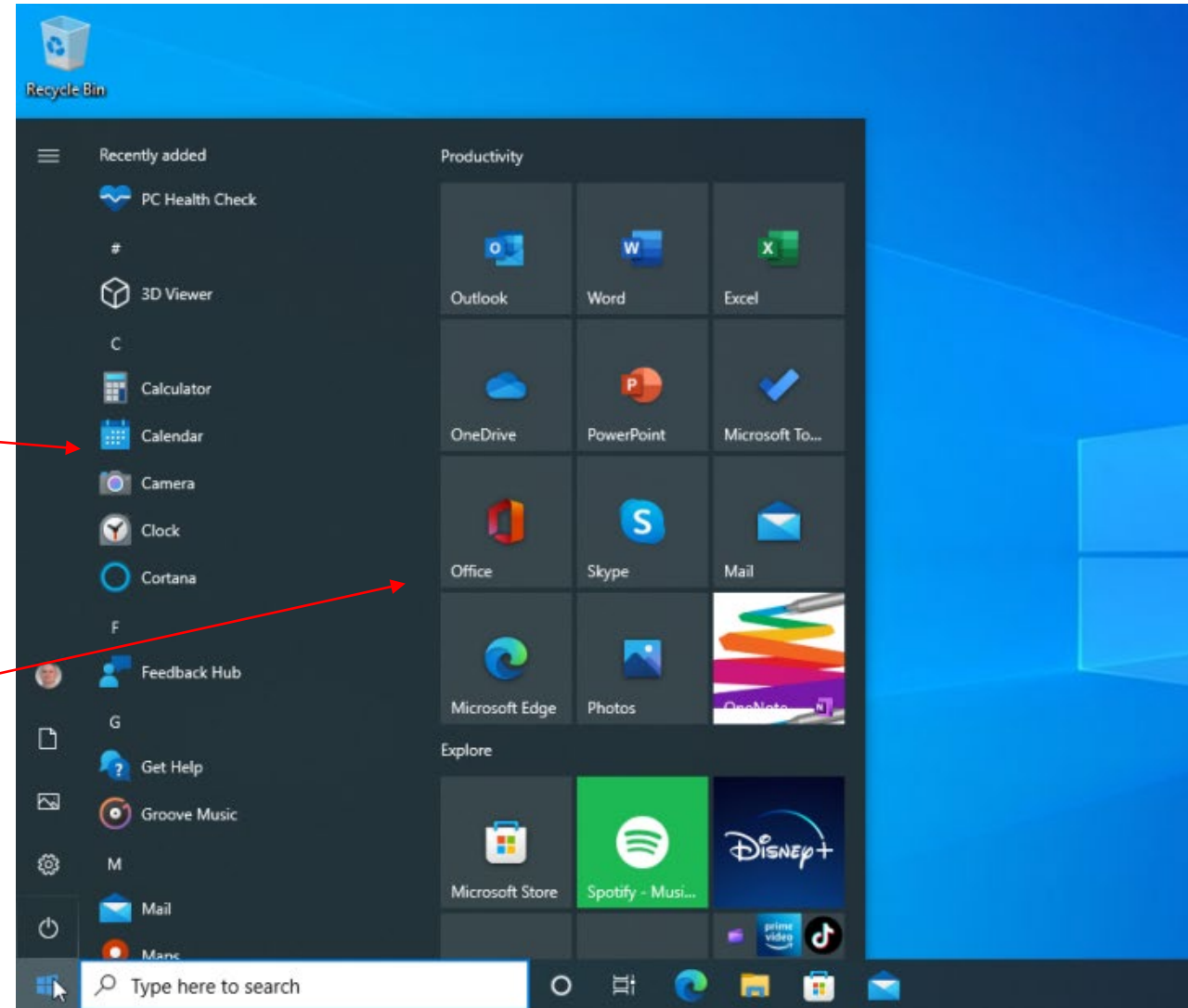
When you click on the **Start (sometimes called the Microsoft) button** at the bottom left of the screen or the one on the left side of the keyboard, you get two panels side by side.



The left column shows a vertical list of **applications (apps) (sometimes called programs)** that are in alphabetical order, with the recently used ones, at the top.

The right area is called the **Start menu** and is a selection of live and fixed tiles that you can customize, re-size, and reorganize.

NOTE: Microsoft originally thought that the tile concept would be a good way to click on programs that people use regularly but once persons put the icon for the program in their Task Bar at the bottom, it is a lot easier to open the program from there.



Parts of a window

You'll see the same three buttons in the upper-right corner of almost every window. These buttons allow you to perform several functions, including these below.

- ▶ Click the **Minimize** button to **hide the window**. The window will be minimized to the taskbar. You can then click the icon for that window on the taskbar to make it reappear.



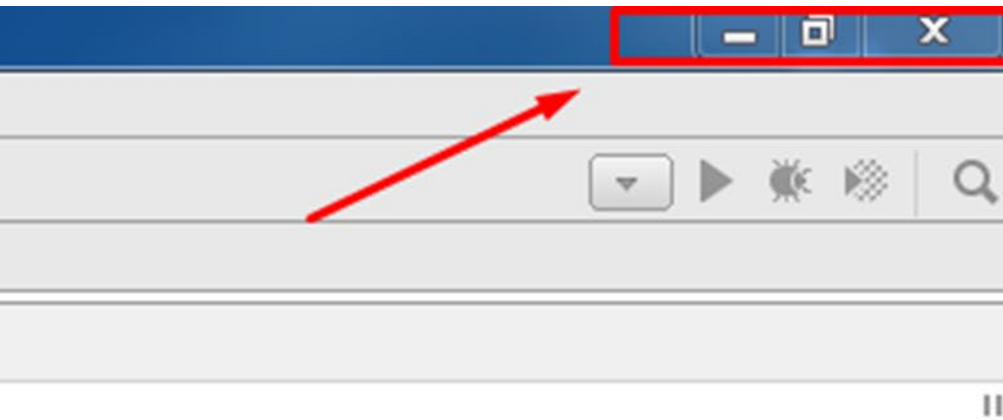
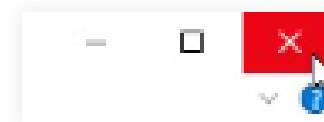
- ▶ Click the **Maximize** button to **make the window fill the entire screen**.



- ▶ If the screen is maximized, the Maximize button will be temporarily replaced by the **Restore** button. Just click it to return the window to its original size.

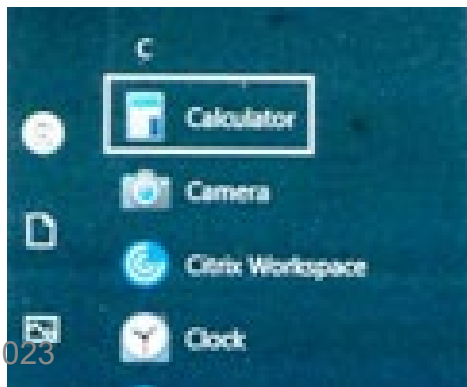


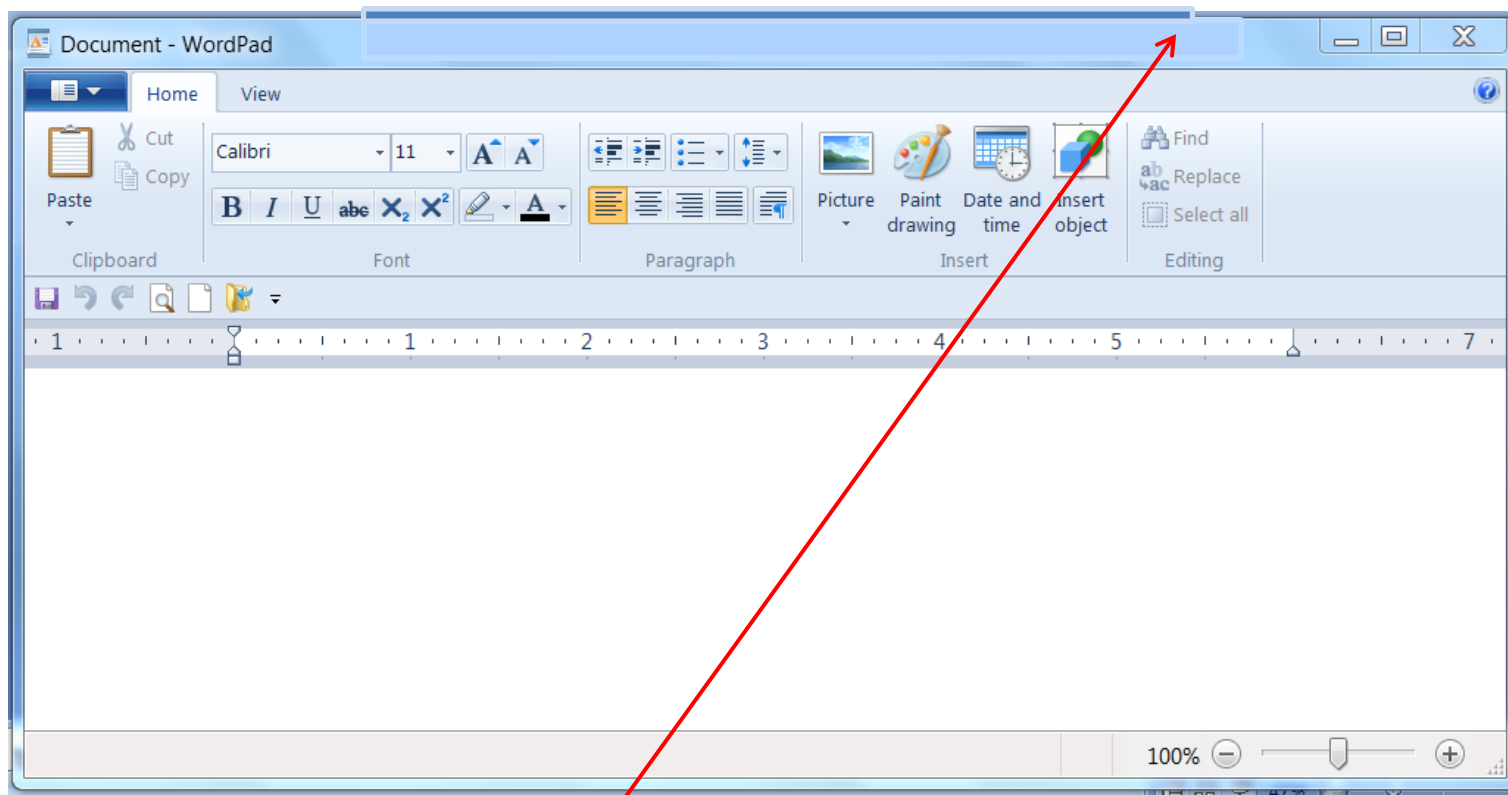
- ▶ Click the **Close** button to **close the window**.



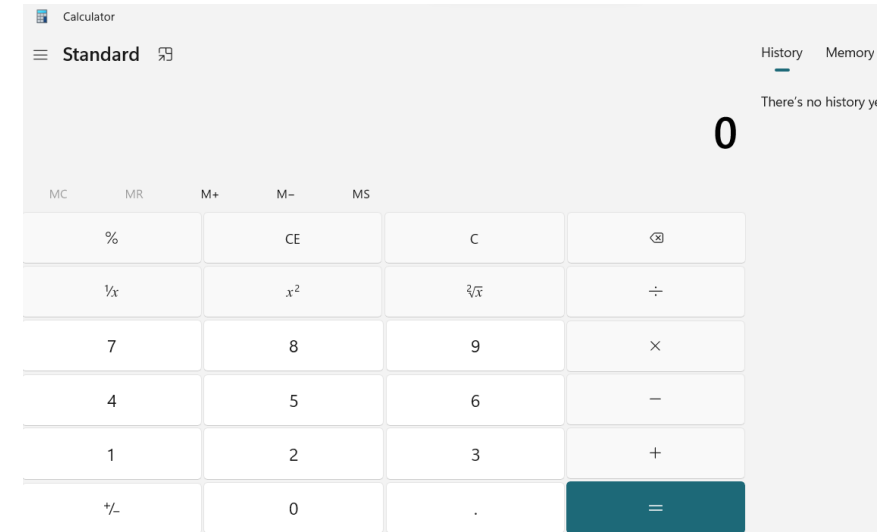
Click on the Start button and look in the list on the left side, for the Calculator, which is under the letter C.

Click on the Calculator, to open it.



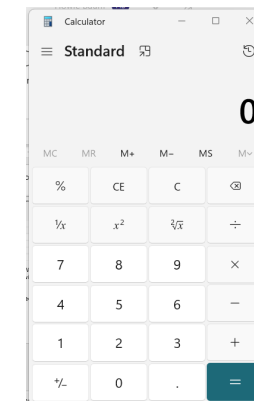
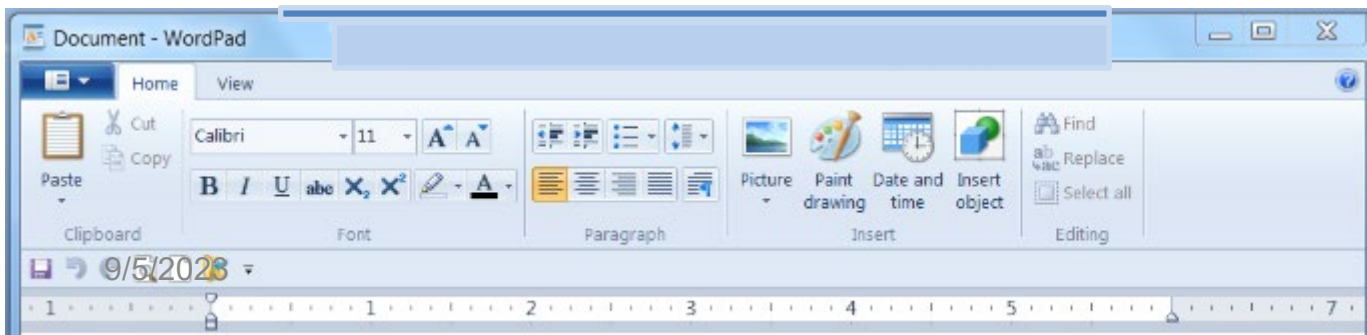


Open the Calculator and try moving
it's screen up and down



If you left-click in a **blank area** on the **Title bar** of a partial screen Window, you can move it (Drag it) around. If you move it to the top or bottom of the screen, it will automatically expand into a full screen.

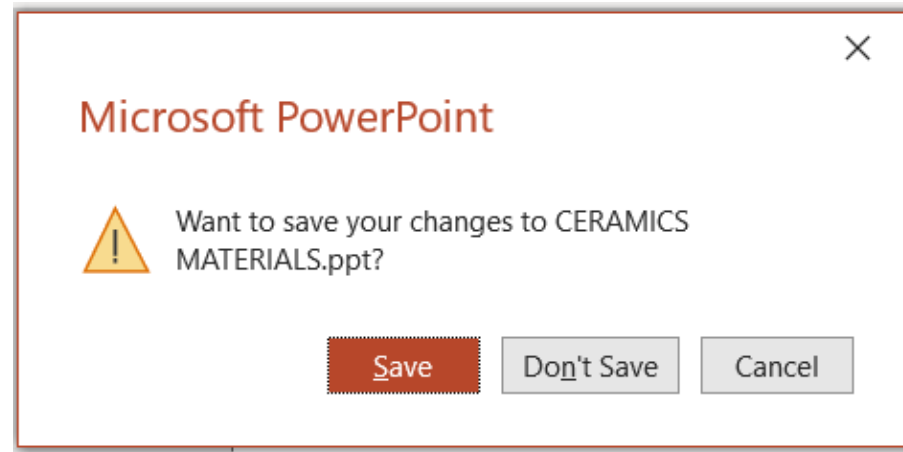
Drag it away from the top or bottom, and it becomes a partial screen again, which you can move to where you want it. !!



Closing a Window

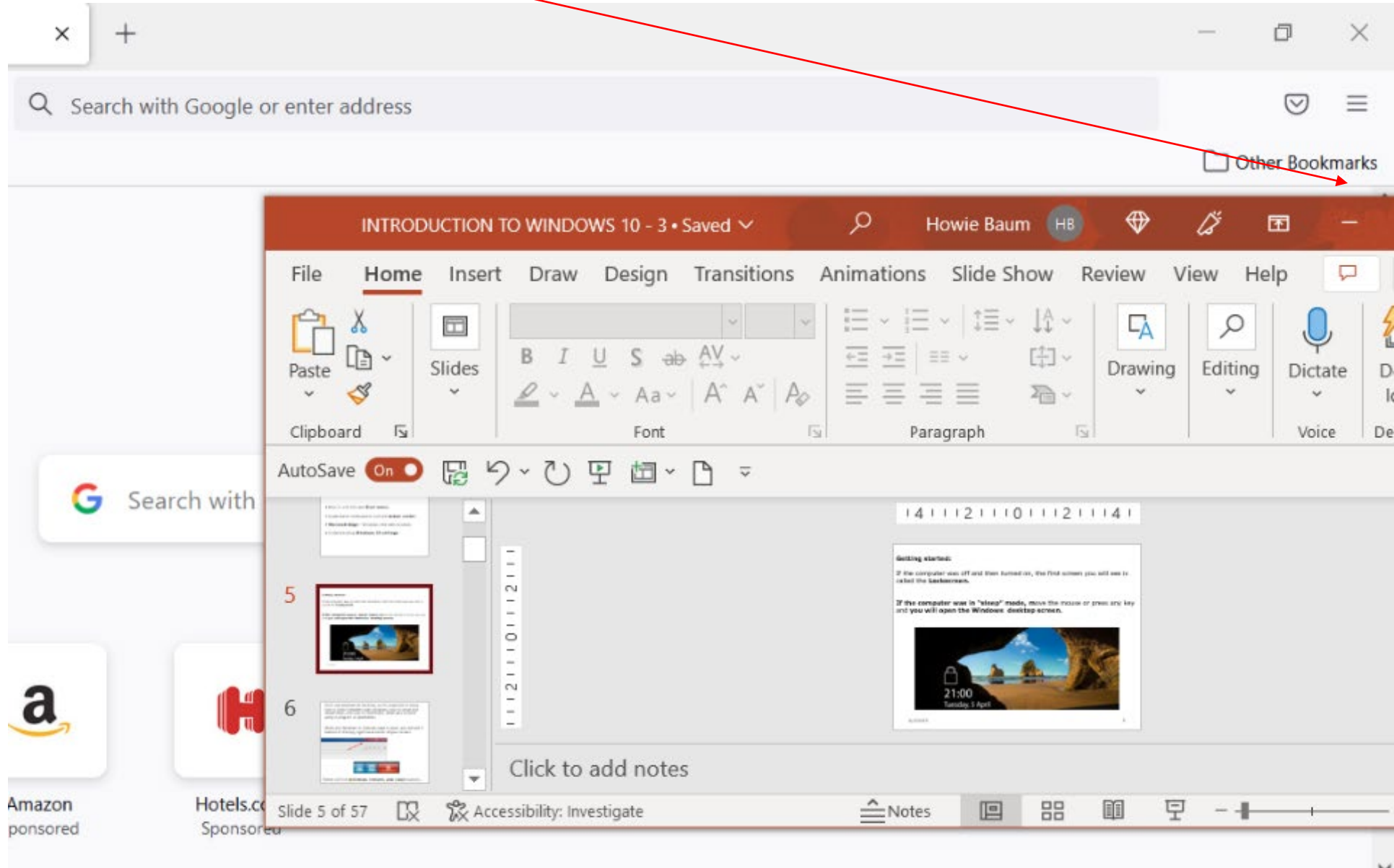


- The **close** button is the red box with the white “x” in it.
- To close a window, click on this button.
- Note: If you haven’t saved your document, a small window will pop up, telling you that you need to do this.



- To re-open an icon of the program from the taskbar, left click the icon again, using the left mouse button.

A FUN TEST: How can you close the program page below, if you can't see the **X**, to close it?

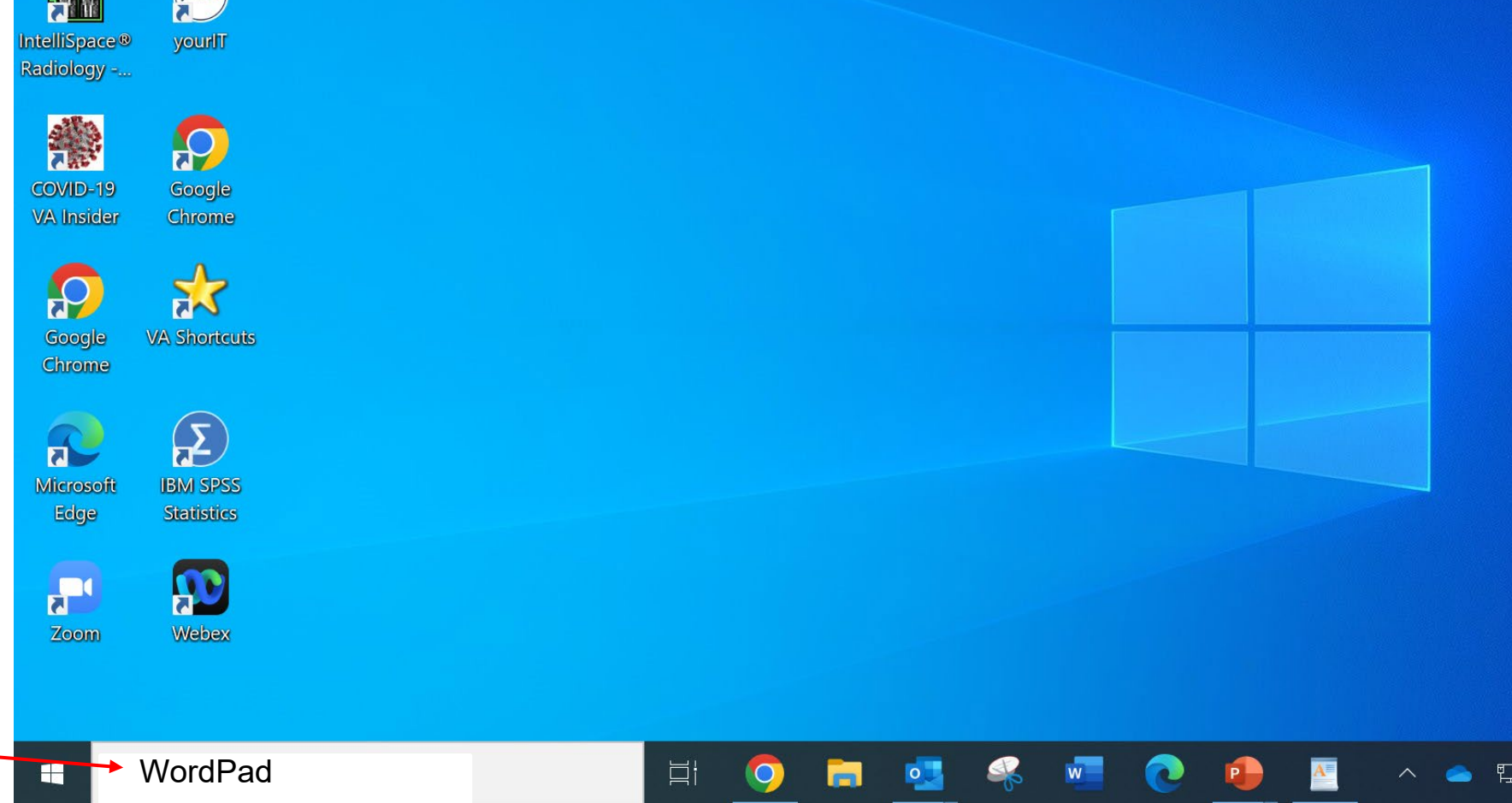


HOW TO FIND AND OPEN A PROGRAM

There are 2 ways to find and open a program in Windows 10.

1) The first and easiest way is to type the name of the program such as **WordPad** into the white, Search window.

This will bring up the WordPad program, so you can use it.



SEARCH WINDOW

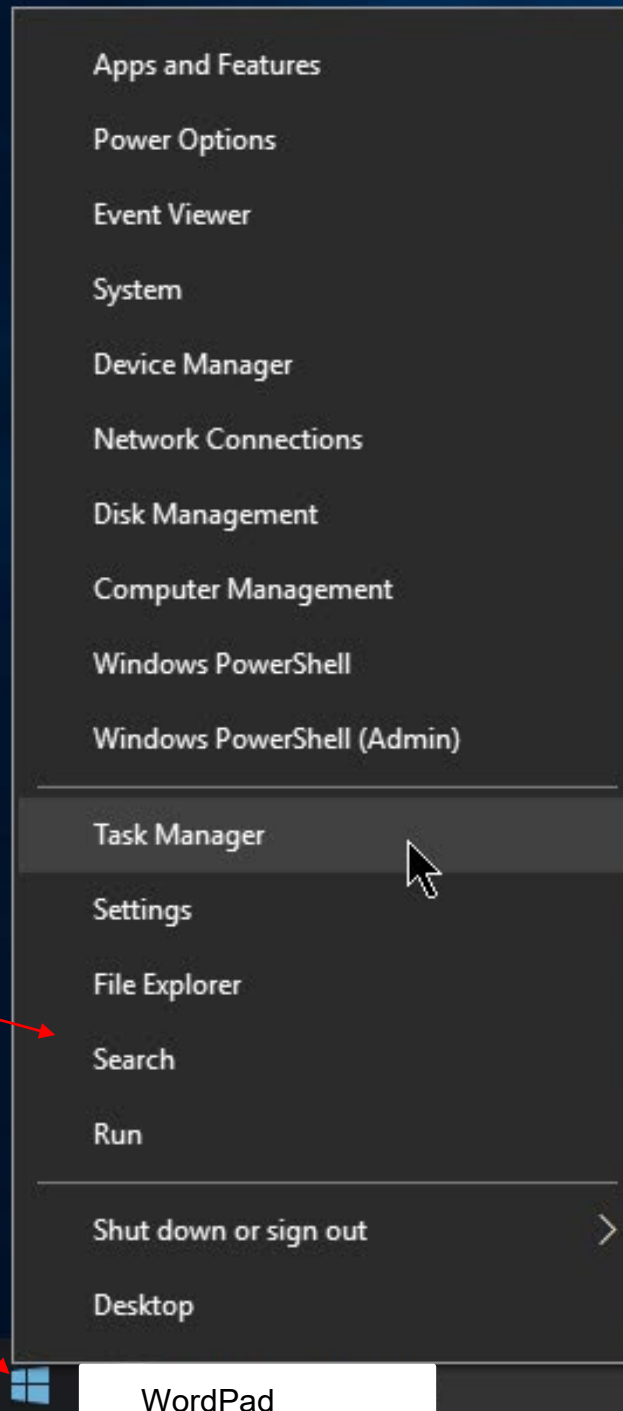
Many laptop Windows 10 desktop screens have the white “Search” rectangle at the lower left of the screen.

The library computers don’t have this, so to find a Search window, **Right-click** on the Start or Windows icon and you will get the menu at the right.



Click on the word **Search** in the lower part of it and the white search window will be shown.

Point to the rectangle and type in the word **WordPad** and press the “Enter” key.

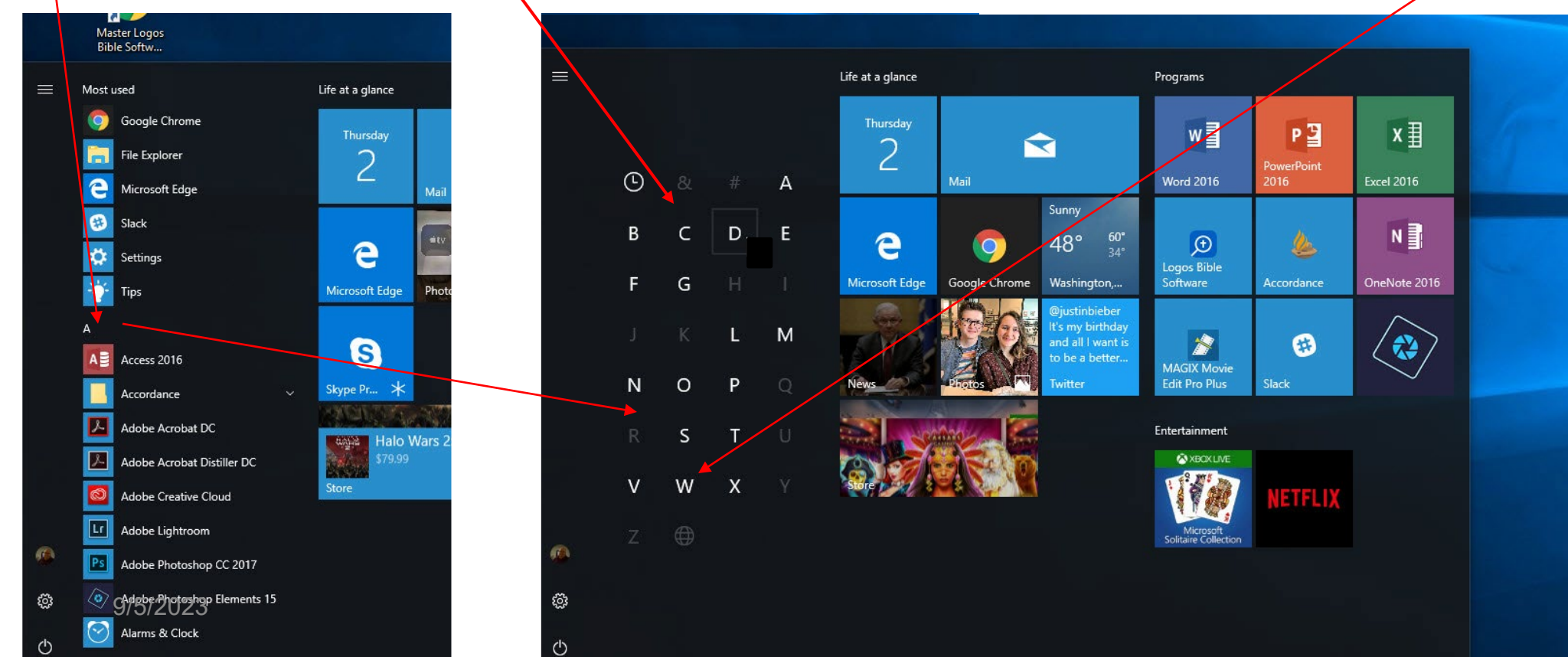


2) The other way to find a program is to look in the Start menu. In a future class, we will review the Word Processing program, called **WordPad**, which can be found in a folder called **Windows Accessories**, that is way down the list of programs.

To make it easy to go to any section that starts with a certain letter, **click in between any of the letters** and an alphabet will come up.

Click on the letter of the folder you want, and it will bring up the items starting with that letter:

Example: If you want to **open** the Windows Accessories folder, click on the W.

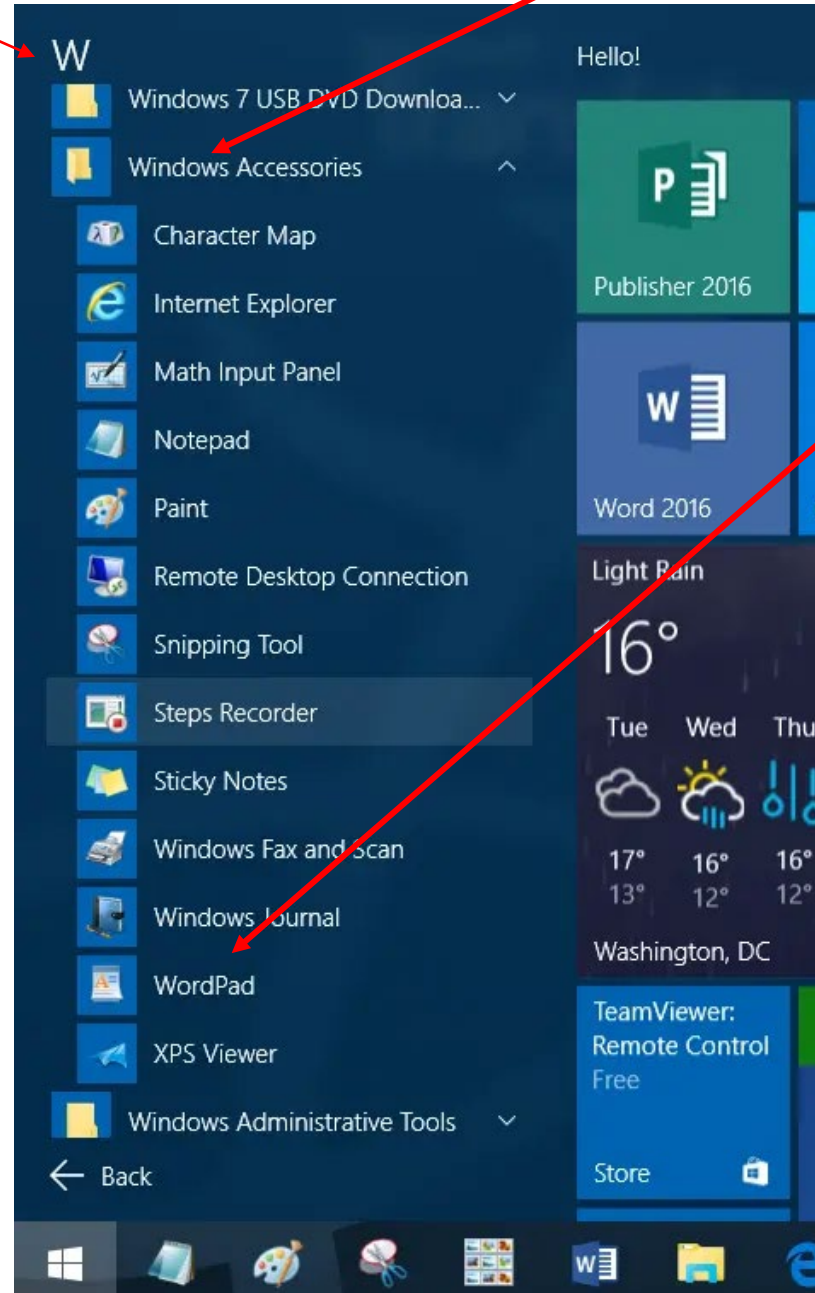


When the items under the “W” letter come up, click on **Windows Accessories** and then on **WordPad**

**A LIST OF APPS (PROGRAMS)
THAT MAY BE OF INTEREST TO
YOU**

- Calculator
- Outlook E-mail program
- Photos – you can edit them
- Weather
- **Under the Windows Accessories folder:**
 - Paint
 - WordPad
 - Windows Ease of Access folder (items to help persons with a disability)
- Word program (word processing)

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IMPORTANT PLACES

The bottom of the left side of the Desktop page is devoted to listing important controls or locations of files in the computer:

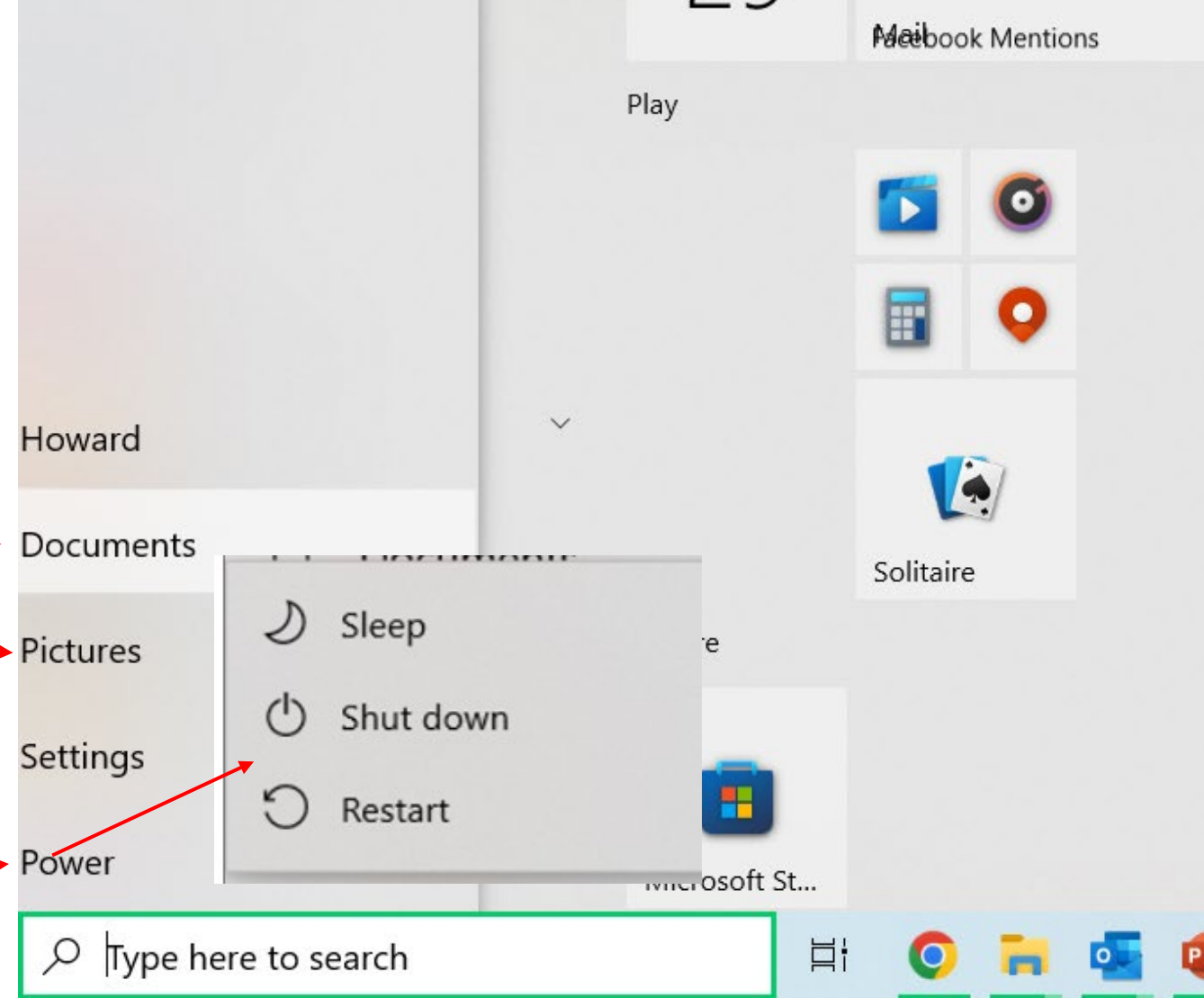
Your name or photo

Documents

Pictures

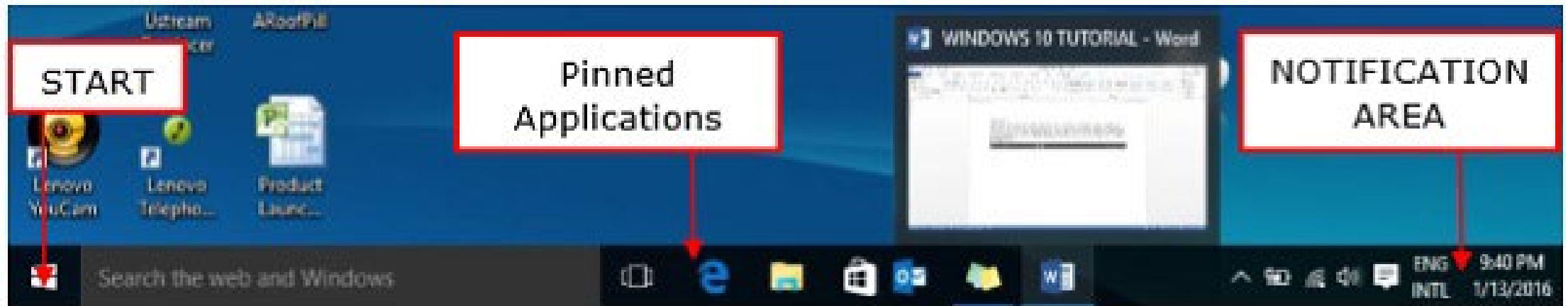
Power - Choices are **Sleep**, Shut Down, or Restart

(This where you want to close down your computer, instead of pressing the Power button !)



The Windows 10 **Taskbar** sits at the bottom of the screen giving the user access to the Start Menu, as well as the **icons** of frequently used applications.

On the right-side, the Taskbar features the **Notification Area** which informs the user of different things like the state of the Internet connection, or the charge of a laptop battery.



The icons in the middle of the Taskbar are “pinned” applications, which is a way to have a quick access to applications you use frequently.

“Pinned” applications will stay in the Taskbar until you “unpin” them.

Note: This method is for you to use on your home computer, because it can't be done on Library computers.

How to Pin an Application to the Taskbar

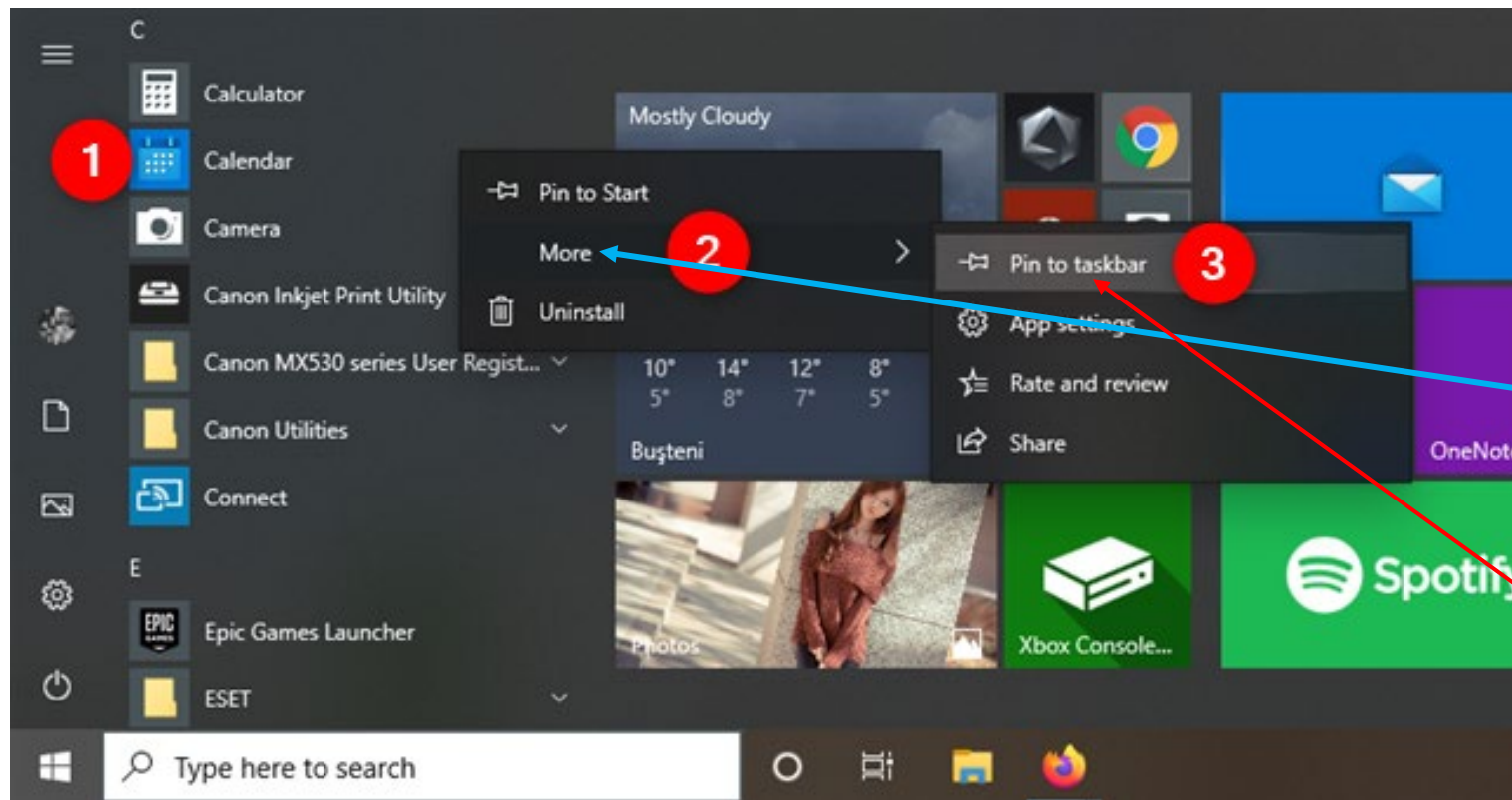
Step 1 – Search for the application you want to pin in the **apps list, on the left side**.

Step 2 – **Right-click** on the application.

Step 2A – To pin an item to the taskbar, select the **"More"** option.

Step 3 – Select the **"Pin to taskbar"** option.

This will attach or "pin" the application icon, down into your Windows Taskbar.



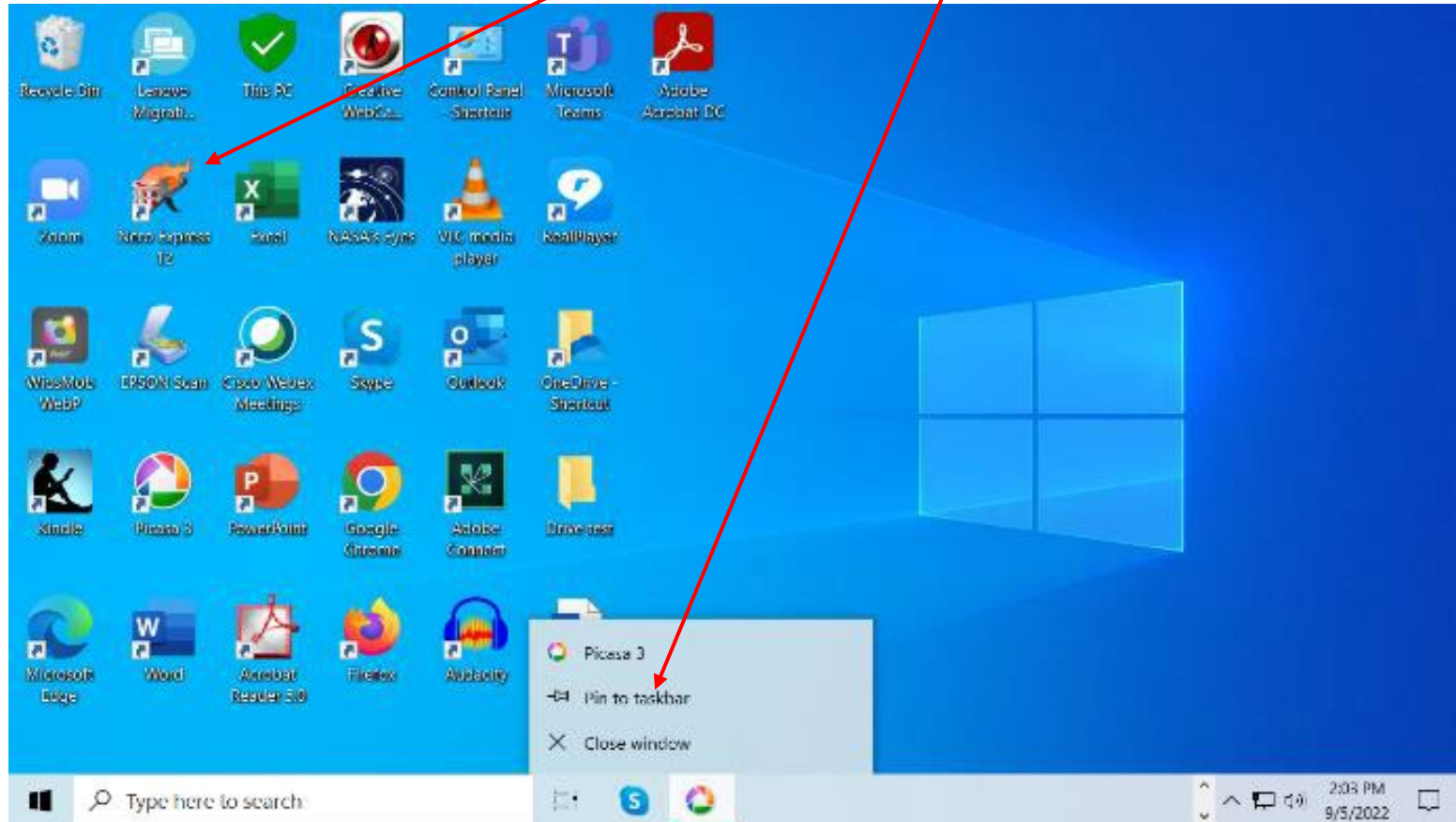
ANOTHER ITEM FOR YOUR USE AT HOME

AN EASY WAY TO PUT AN ICON INTO THE TASKBAR

If you have an icon for a program on your Desktop, you can also put it into the taskbar, to make it easier to select.

As an example, I **right-clicked** on the icon for the **Nero Express** program, that I use to record music onto CD's.

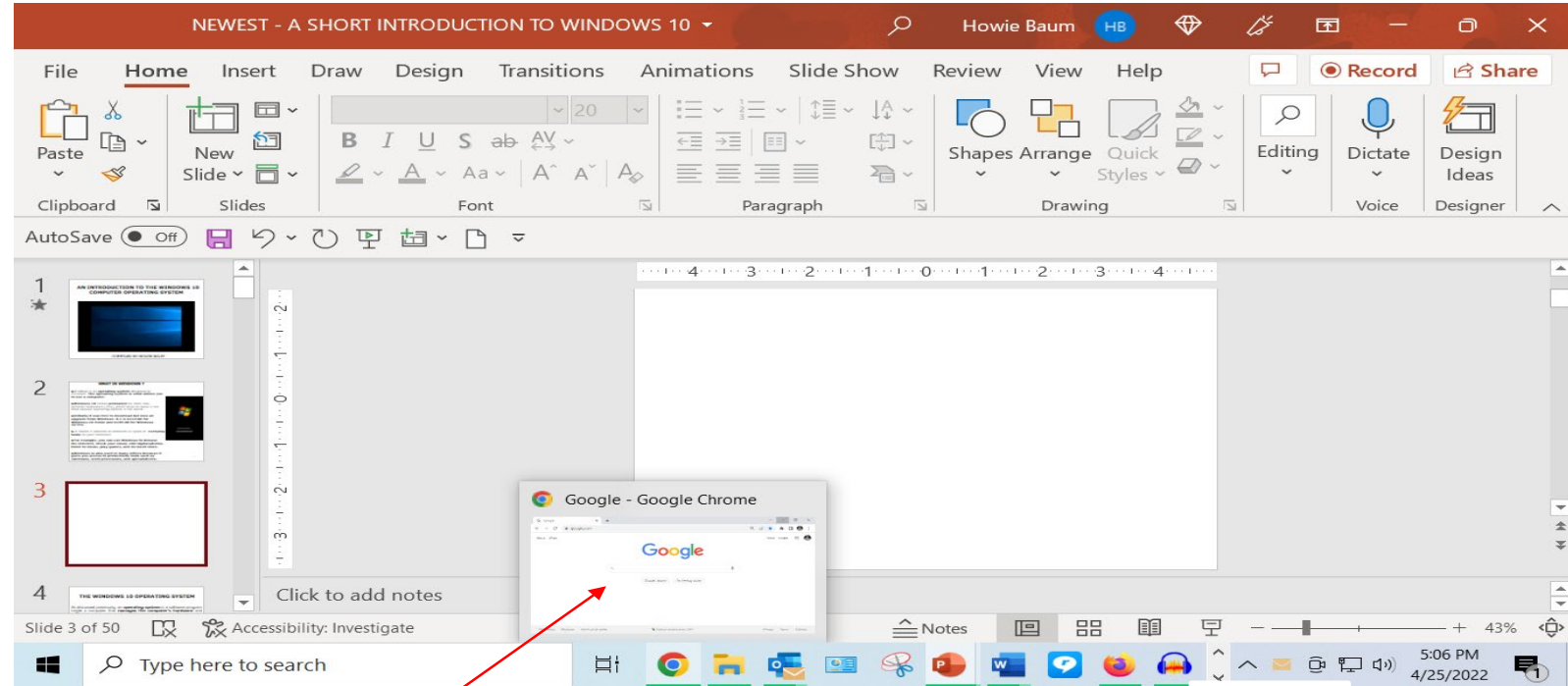
From the small list of items that showed in a box, I **left-clicked** on "Pin to taskbar" !



EXTRA INFO ABOUT THE WINDOWS TASKBAR

NOTE: As mentioned, if you aren't sure what an icon stands for, "hover" your mouse over it and it will tell you what it is.

The other good part of doing this is that it will also tell you the Shortcut for it.



There are several ways to use, find, or move items in the Taskbar.

- 1) If you want to find out what an icon stands for, point your cursor on it for a few seconds and it will either give you a name of what it is or if it is active, a small image of the screen will show above the icon, telling what it is.
- 2) If you want to move any program icon to the right or left, just point to it with your mouse or trackpad, hold your finger down and slide your finger or the mouse, to the right or left.

When you have put it where you want it, let your mouse button go and it will stay there, until it is changed again.

- 3) If you have programs open or active, there will be a line underneath the icon.

For a summary about the Windows Desktop, go to <https://www.youtube.com/watch?v=GDKIxBr6yhl&t=2s> (2 minutes)

File Explorer is the file management application used by Windows operating systems to browse, manage, and find folders and files.

It provides a graphical (picture) interface for the user to navigate and access the files stored in the computer.



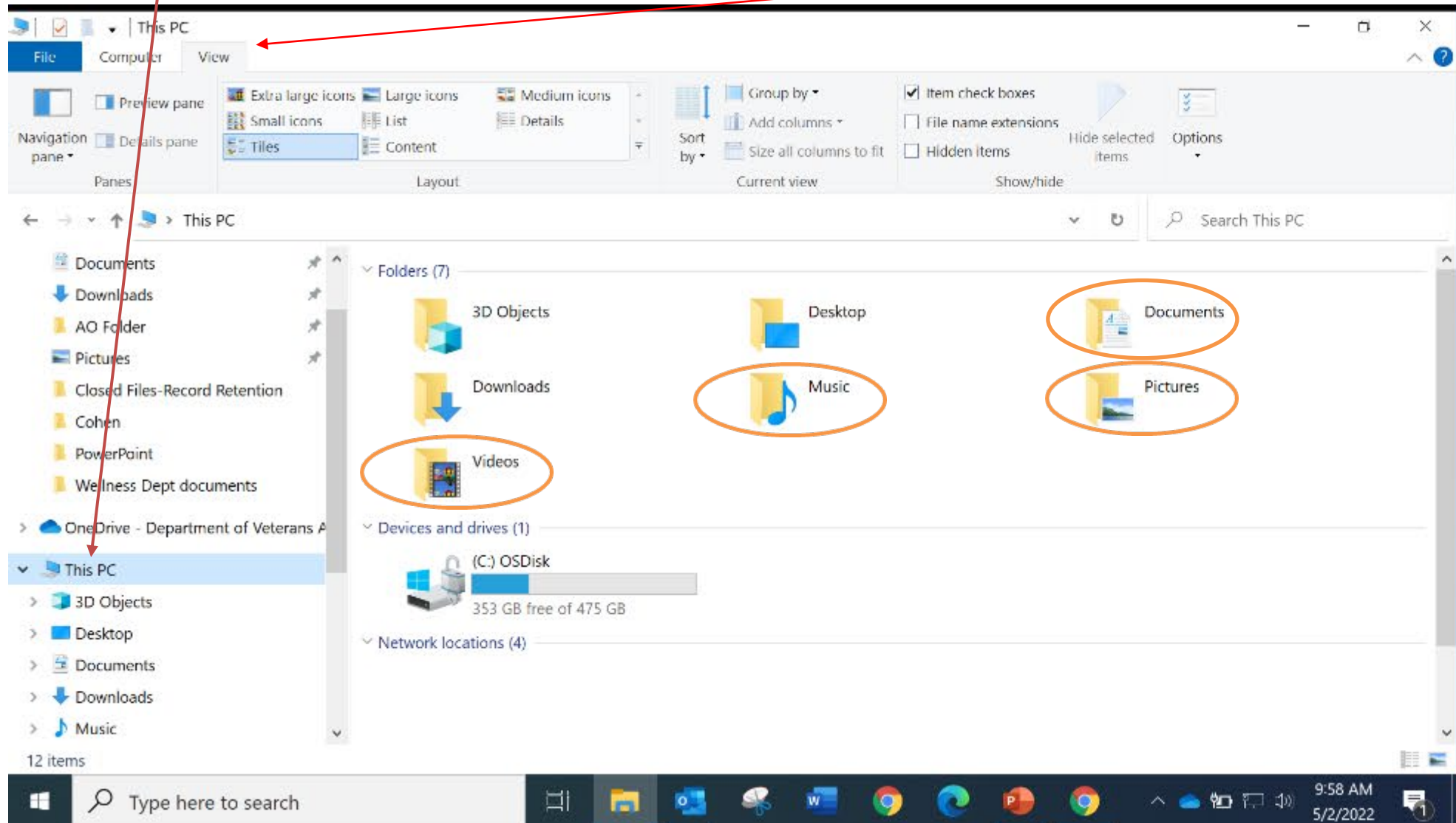
To access and open File Explorer, click on the yellow folder icon in the Taskbar.

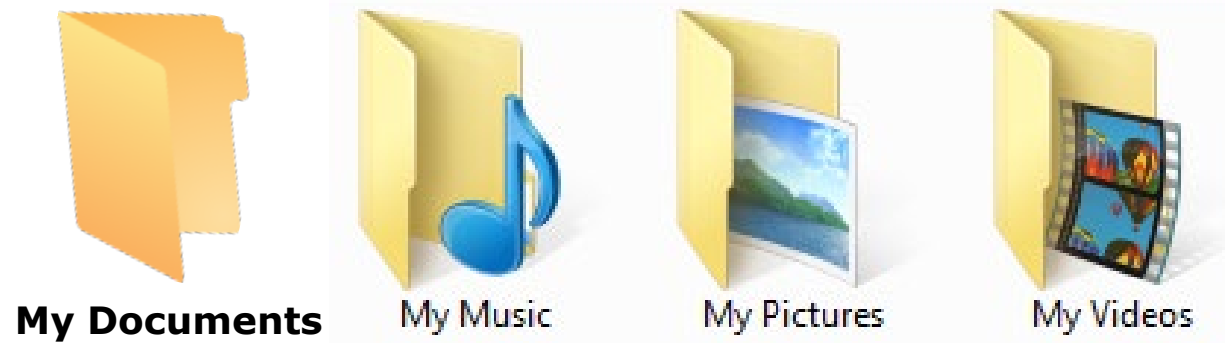
Unless “This PC” is already highlighted, click on it and you will see this screen that has the **4 types of folders**, where your work will be saved to.

It also has the very helpful ribbon at the top, with the 2 “Computer” and “View” tabs at the top

THE 4 TYPES OF FOLDERS

1. DOCUMENTS (FOR TEXT)
2. PICTURES
3. MUSIC
4. VIDEOS





MY DOCUMENTS

If you don't "tell" the computer to do otherwise, it "looks" at the extension of the item and saves it to:

- Text documents to the **Documents** folder
- Music files to the **Music** folder
- Pictures to the **Pictures** folder
- Videos to the **Video** folder

FLASH DRIVES

A flash drive is a **small, removable hard drive** that plugs into a **USB port** on your computer.

You can purchase a flash drive for less than \$20 at just about any retail store with an electronics department, and even at some grocery stores and pharmacies.

Flash drives are a convenient way to **bring your files with you** and open them on a different computer.

You could also use a flash drive to **back up** (save) important documents and other files.

They come in the same outer size but can be purchased with memory ranging from 64 Megabytes (64 million bytes) to 256 Gigabytes (256 Billion bytes) and more.

The 256 Gigabyte flash drive in my hand will hold a stack of typed pages that are 67,072 feet high (12.7 miles high), as compared to Mt. Everest, which is 5.5 miles high

IMPORTANT: If you find a flash drive in a public area, don't use it !



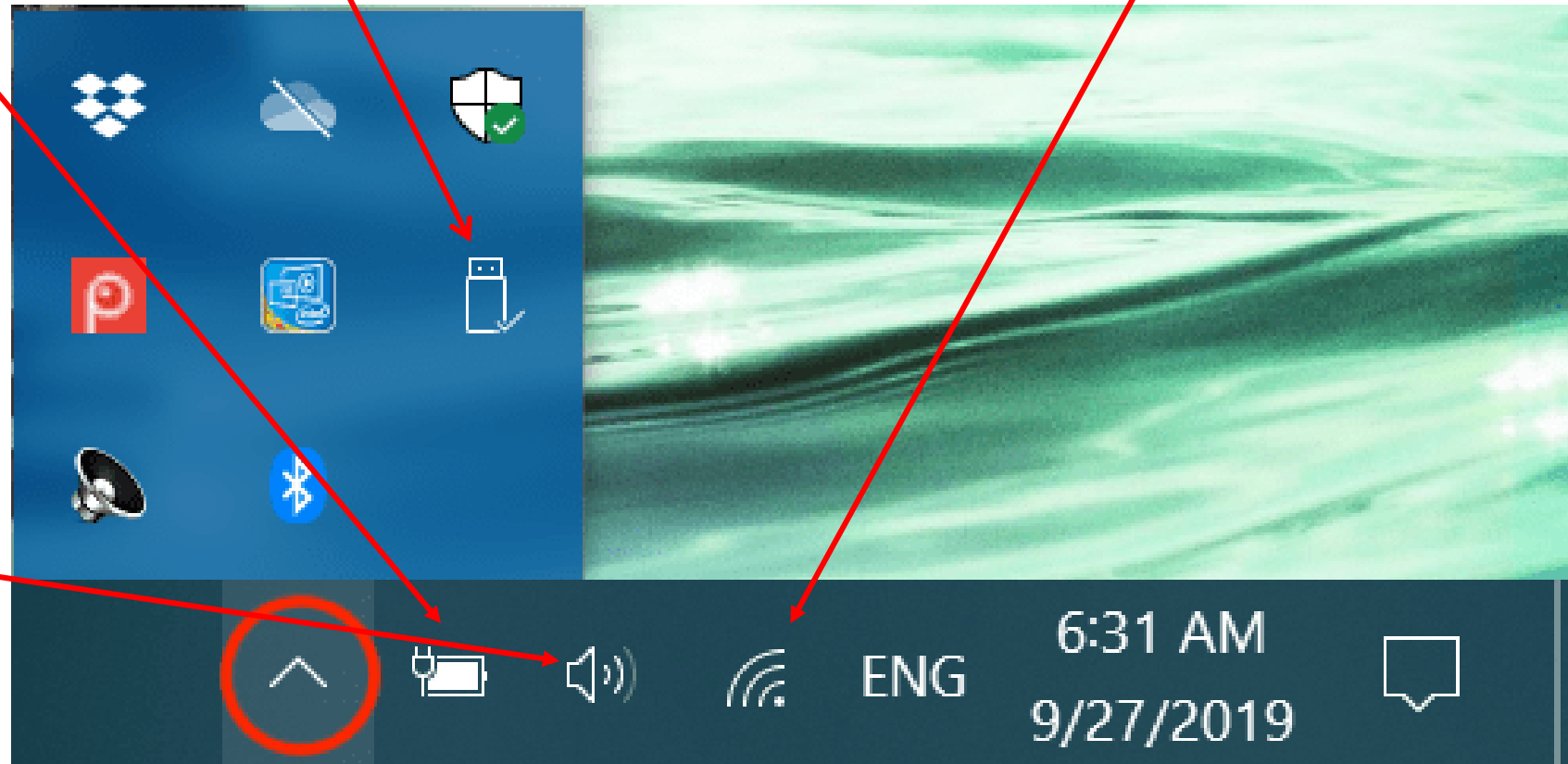
It can also hold 3,760 photos, 83,333 songs, or 1,344 videos !!

The **NOTIFICATION AREA**, is on the right-side of the Windows Taskbar. To see the items in it, click on the upward pointing "v" and it will bring up the small window.

It shows the icon of a **flash drive**, if it is in the slot for it in your computer, as well as any notifications or alerts, about your computer.

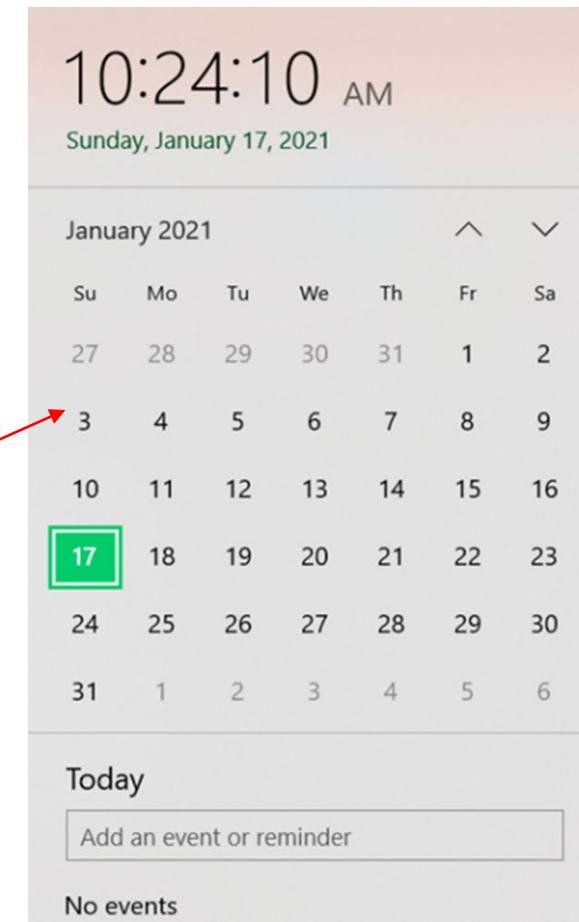
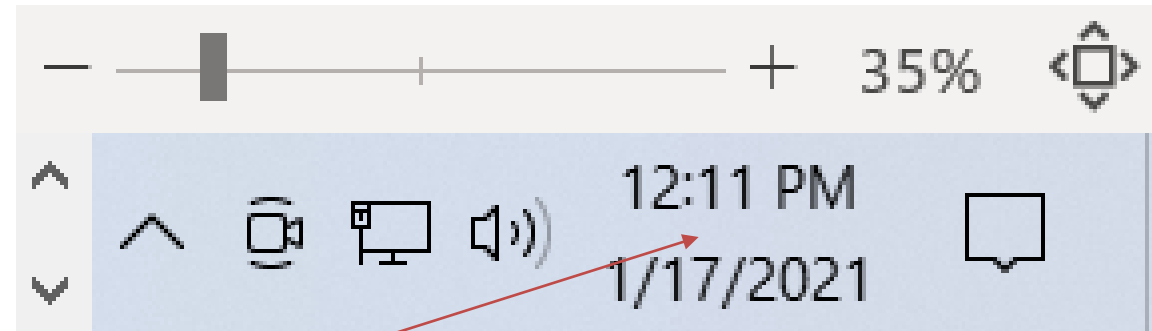
Below it, on the right side of the taskbar, you can see your **Wi-fi Internet connection**, or the **battery level** of a laptop.

If you play music on your computer, you can control the volume by clicking on the "speaker" icon, and then move the dot on the horizontal line, to the right or left.

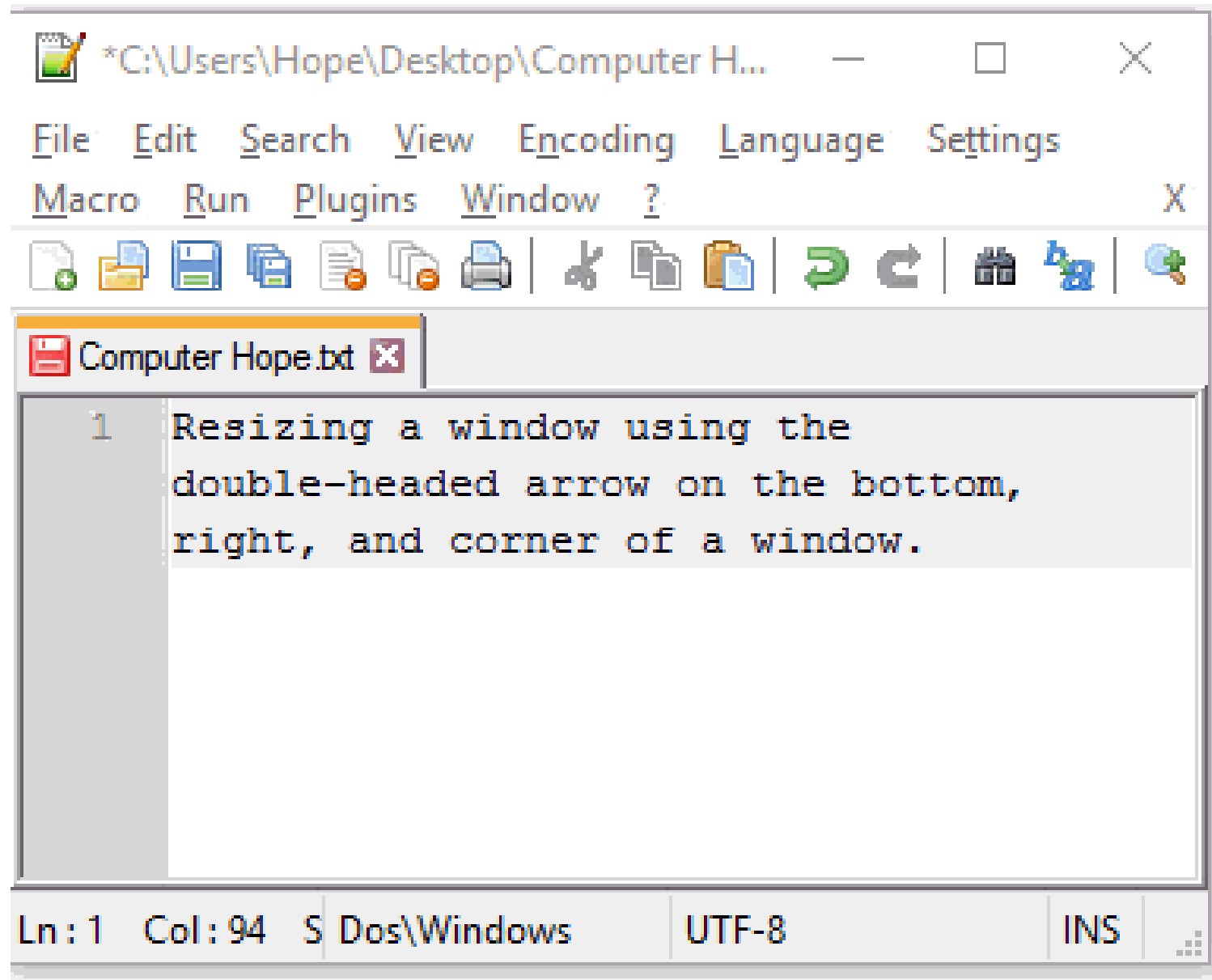


Checking the Time and Date

- The time on your computer clock is very accurate as it is synchronized with a time server computer.
- You can always look at the bottom right corner, to see the exact time and date.
- If you point (hover) the cursor over the time or date, it will tell you what day of the week it is.
- If you click on it, the time, day, and a month calendar will show.



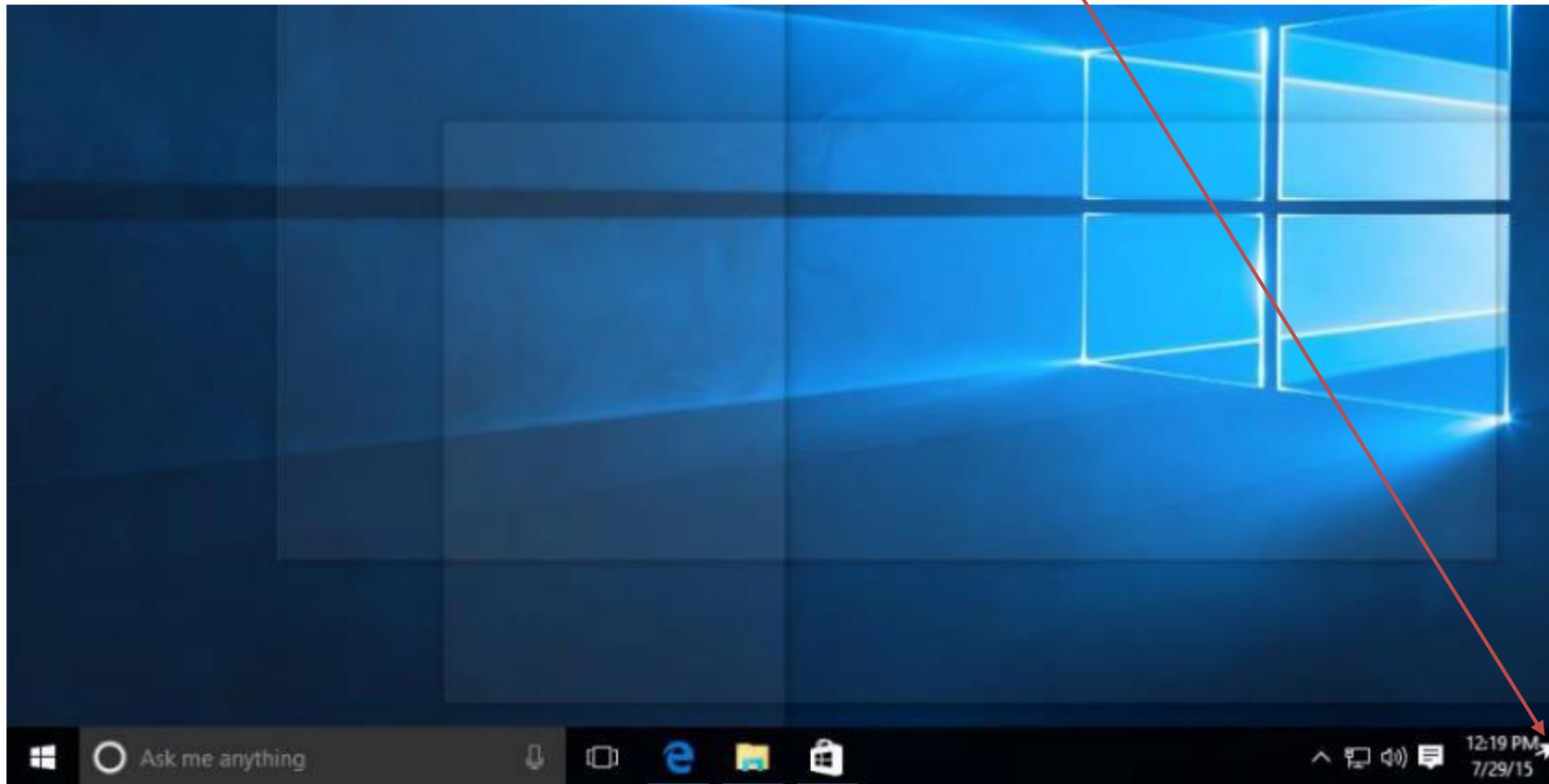
HOW TO MOVE THE SIDES AND CORNERS OF A WINDOW



SHOWING THE DESKTOP - If you have one or more windows open at the same time, it can be difficult to see the desktop, in case you want to click on something there.

When this happens, you can **click the thin stripe at the bottom-right corner** of the taskbar, to minimize all open windows. Just click it again to restore the minimized windows.

You can also use a shortcut by holding down the “Windows” key, and the “d” key.



THE MICROSOFT EDGE INTERNET BROWSER

Edge Replaces Internet Explorer

Internet Explorer is no longer the default browser

In its place is a modern browser named Edge. It should be more standards-compliant and perform better.

If you've been using Internet Explorer, this is the browser you'll be using instead. If you're using Chrome or Firefox, you can install that and continue browsing normally.

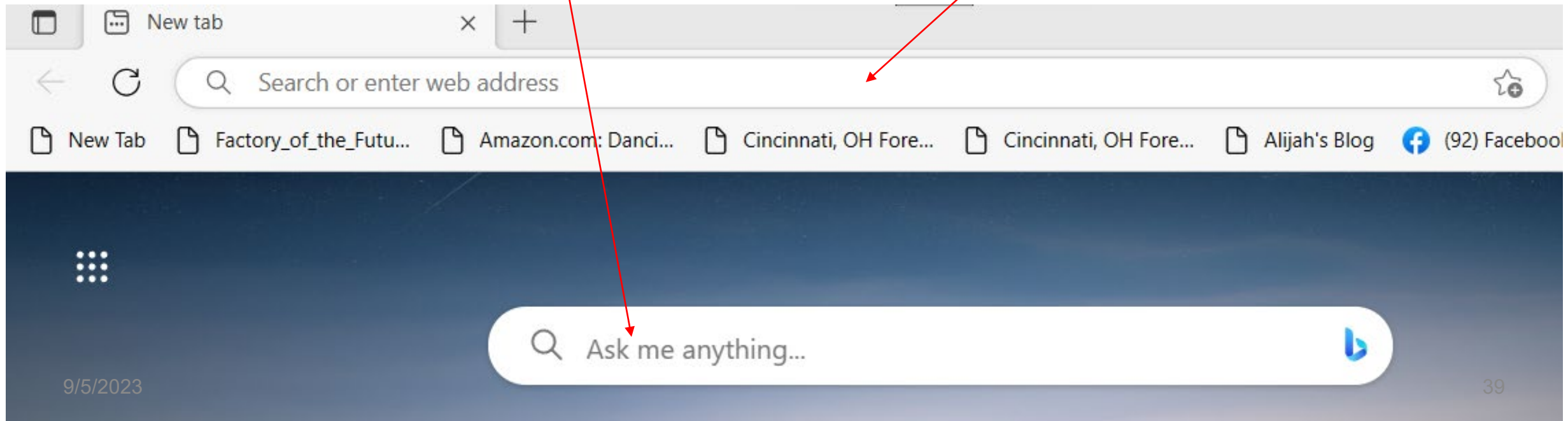


- 1) The image below is the start screen for Microsoft Edge, Internet Browser. **If you know the web address of a company or organization you want to connect to, type it in the top thinner white area.**

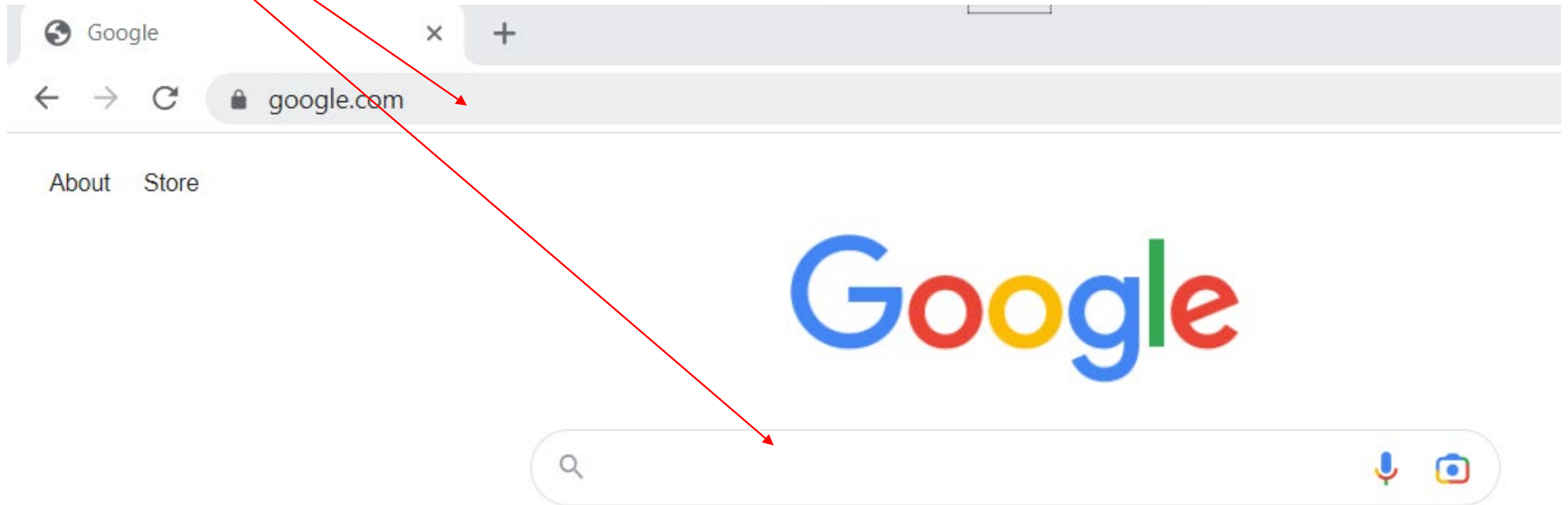
You can also just put in the name of the company or organization (Amazon, Etsy, Ebay, etc.) and it will usually take you there.

- 2) If you want to search for information about a certain subject or go to a website, type the name of what you are looking for in the larger white window shown below.

Note: When you start typing in either window, the “Search” text will disappear.



As shown below, using the Google browser page as an example, you will see the same 2 types of white areas, to enter information into, on here, Firefox, or any of the other Internet Browsers, that you use.



DELETE: - If you press the delete key to delete a document or a folder, it will be put into the "Recycle Bin" and you can get it back whenever you want, by going into the Recycle Bin, look for your file and then click on "Restore".



SHIFT-DELETE:

If you are sure that you want to permanently delete it, hold the Shift key down while you press the delete button and then it will be removed.

