

Intro to Computers and Windows 10®

Agenda

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➔ PowerPoint Handout

1. Desktop Management

🖱️ Icons

- a) Folders
- b) Shortcuts
- c) Documents
- d) Software

Right click anywhere on the blank desktop and see this:

🖱️ View

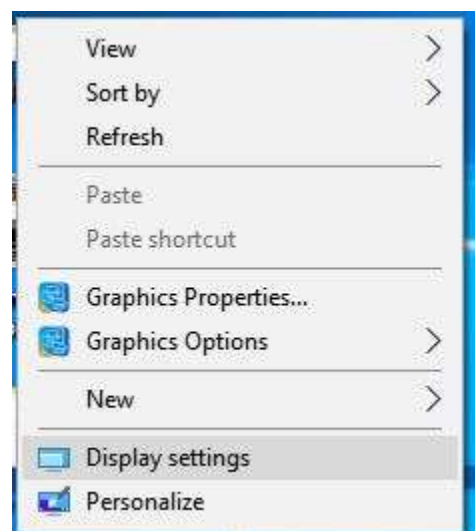
- a) Arrange
- b) Align

🖱️ Sort By

- a) Title
- b) Item Type

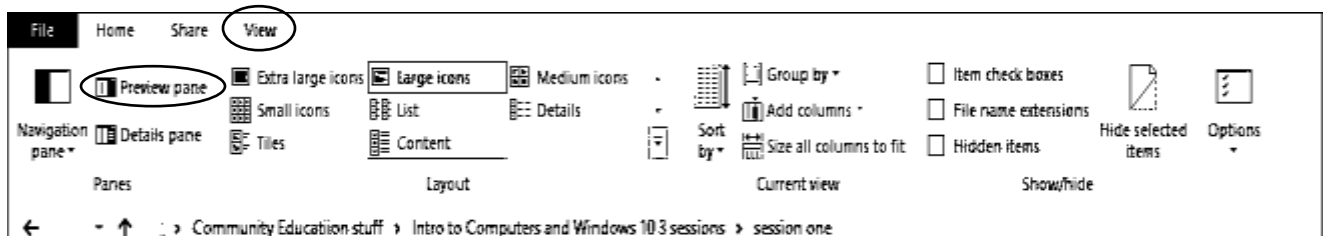
🖱️ Personalize

- a) Desktop icons
- b) Mouse Pointer
- c) Screen Saver
- d) Sounds



2. File Management:

- a) To Open a File: Double-click the file or folder.
- b) To Create a Folder: Click the **New Folder** button on the toolbar, or right-click any empty area in the window and select **New Folder**. Type a name and press <Enter>.
- c) Rename a File: Right-click on the folder or file, select **Rename**, type a name for the folder and press <Enter>.
- d) Delete a File: Right-click on the file or folder and select the **Delete** button or press the <Delete> key.
- e) Restore a deleted file? Double-click the **Recycle Bin** to open it. Select the file and click **Restore** this item from the toolbar.
- f) Empty the **Recycle Bin**? Right-click the **Recycle Bin** and select **Empty Recycle Bin** from the contextual menu.
- g) To View a File or Folder's Properties: Right-Click the file or folder and select **Properties** from the contextual menu.
- h) To Move/Copy a File or Folder: Right-click on the file or folder, drag it to where you want to put it (without letting go of right-click). Once you are there, let go of the right click and you see another Contextual Menu (more options). You can choose **move here**, or **copy here**.
- i) To Change how Items are displayed: Click the **View** button list arrow on the toolbar (or on the ribbon) and select one of the view modes.



- j) To Show or Hide the Preview Pane: Click the **Show/Hide the preview pane** button on the toolbar.
- k) To move a window: With your mouse, grab the bar at the top of the window. Click and drag (don't let go of the left mouse button)

l) To resize a window: Either use the **Maximize/Restore Down** button at the top right of every window or Put the mouse at the edge or corner of the window (Your mouse changes to one of



these; and click and drag.

m) To Select Multiple Items: Hold down the **<Ctrl>** key while you click the items you want to select.

n) To Select Multiple Adjacent Items: Select the first file you wish to select. Hold down the **<Shift>** key while you click the last file you wish to select.

3. To search:

a) Start button or the Windows  key.

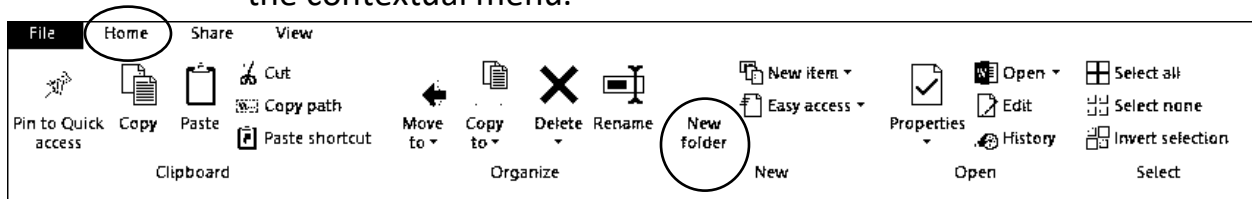
b) To Search for a File in a Folder or Library: Open the folder or library you want to search. Click the **Search box** in the upper right corner of the window and enter keyword(s) for the file you want to find.

c) To Add a Search Filter: After entering keywords in the **Search box**, select a filter from the list that appears.

4. Create or Change a Folder or file:

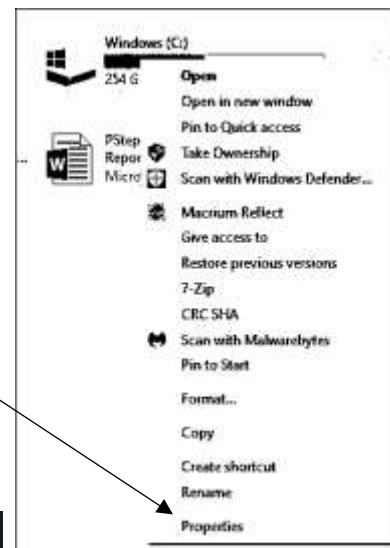
a) To Change How Items are displayed: Click on the **View** Ribbon.

b) To Create a Folder: Click the New Folder button on the home ribbon toolbar. Type a name for the folder and press <Enter>. Or, right-click within the window and choose **New**, then **Folder** from the contextual menu.



5. Maintenance

- ☞ To Defragment your Hard Disk: Open the Computer window. Right-click the disk you want to defragment (usually C) and select **Properties** from the contextual menu. Click the **Tools** tab and click the **Optimize** button.
- ☞ To Use Disk Cleanup to Free Space on your Hard Drive: Open the Computer window, right-click the hard disk (C), select **Properties** from the contextual menu and click the **Disk Cleanup** button.



- ☞ To Uninstall a Program: Click the **Start** button and select the **Settings** icon.



- ☞ Click the Apps button.

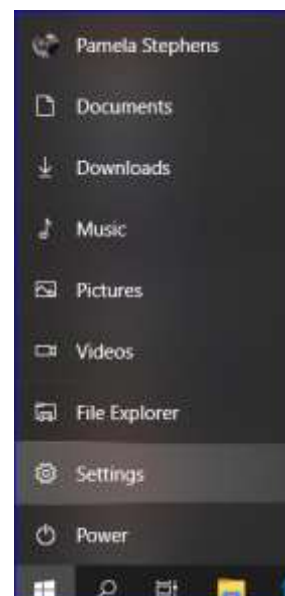
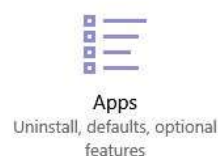


Figure 1-NEW UPDATE

Select the app you wish to uninstall from your computer, and click the **uninstall** button.


6. Microsoft Edge - Newest Browser

- ☞ To connect to the Internet: Click the **Start** button and select **Microsoft**

Edge from the menu.



☞ To Display a Specific Web Page: Type the Web address in the **Address** bar and press **<Enter>**. Or, press **<Ctrl>+ <L>**, type the Web address, and click **OK**.

☞ To Use a Hyperlink: Click the hyperlink with the pointer. 

☞ To Go Back to the Previous Page: Click the **Back** button on the toolbar.

☞ To return to a Web Address you typed in the Address Bar: Click the **Address** bar list arrow and select the Web address. Or: click on the three

lines to the right



☞ To Refresh a Web Page: Click the Refresh button on the toolbar.



☞ All windows include these three icons:



Minimize Restore Down Close
(Maximize)

7. Microsoft Word



☞ A Word Processing application. Think of it as a blank sheet of paper to write on.

☞ Uses Ribbons to help you find the function that fits what you need.

☞ Inserts pictures, tables, charts, hyperlinks, videos and many other types of things.

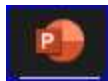
8. Microsoft Excel



☞ A Spreadsheet. Used for keeping lists organized, doing any number of functions, such as: addition, subtraction, multiplication, division, averages, percentages etc. Also makes charts and graphs from data you enter in. Can be organized with a given parameter.

☞ Uses Ribbons to help you find the function that fits what you need.

9. Microsoft PowerPoint



☞ PowerPoint is used as a presentation software. It offers users many ways to display information from simple presentations to complex multimedia presentations.

☞ Uses Ribbons to help you find the function that fits what you need