

City of
PICKERING

Computers: Data manipulators



Input



Process



Processor

Programs

-  Text
-  Numbers
-  Photos
-  Music
-  Presentation

Manage



Files



Folders

Store/Retrieve



Hard Drive



Disk



CD



USB



Cloud

LESSON 1: WINDOWS 10

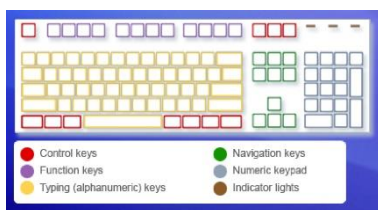
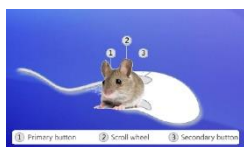
COMPUTER BASICS



OPERATING DEVICE
 Desktop computer



INPUT DEVICE and
 Mouse, Keyboard



STORAGE
 Hard drive / Cloud



POWER UP/DOWN YOUR COMPUTER *see FRONT PIECE*

INPUT DEVICES: MOUSE



ACTION
 BUTTONS
 WHEEL
 CLICK
 CLICK and DRAG

RESULT

CURSOR

appearance varies with application used

INPUT DEVICES: KEYBOARD



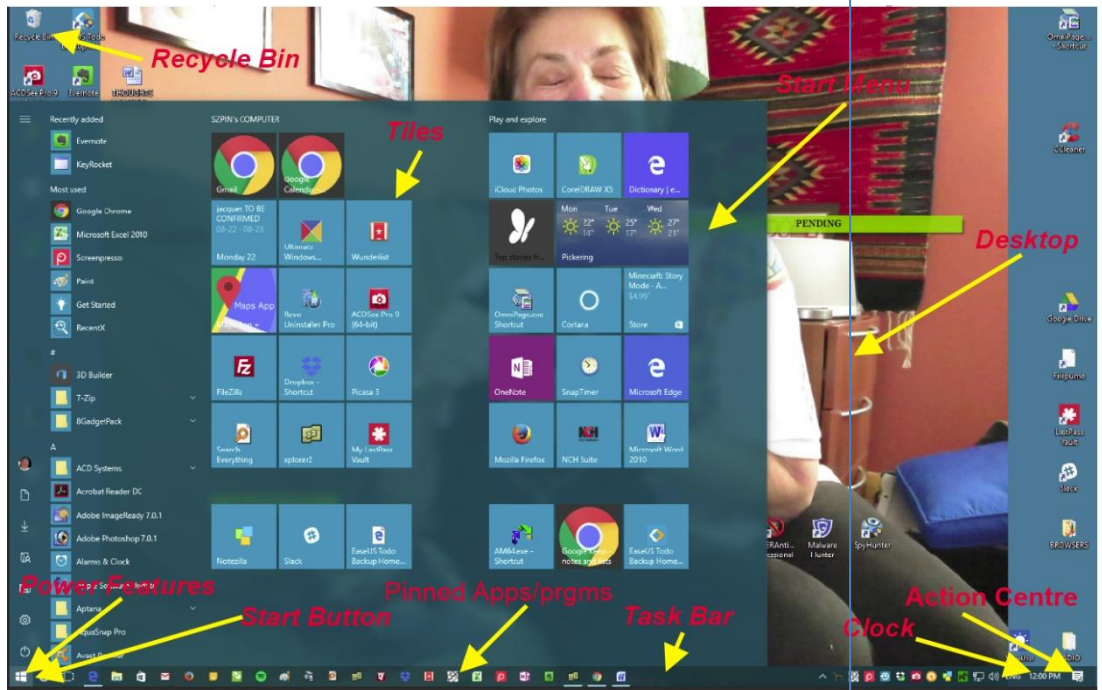
HOTKEY combinations will facilitate your computer work.

COMPUTER BASICS for Beginners

WINDOWS 10 BASICS

The DESKTOP

1. Start Button
2. Pinned Apps
3. Task Bar
4. Clock
5. Action/Notif centre
6. Desktop
7. Tiles
8. Power Features
9. Recycle Bin
10. Start MENU



START MENU (WIN KEY) TOGGLES

1. **TILES**

2. **POWER FEATURES**

3. **NOTIFICATION (ACTION CENTRE)**

4. **TASK BAR**

5. **BUILT IN APPS**

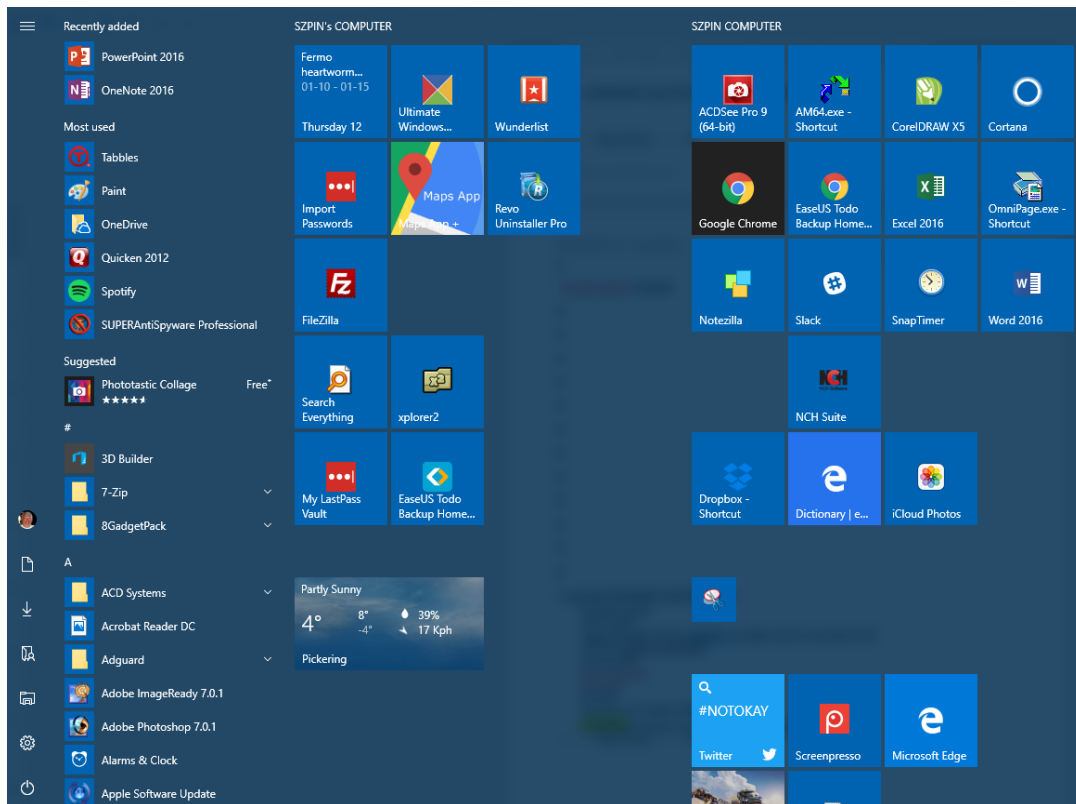
6. **PERSONALIZATION**

7. **NOTIFICATION/ACTION Centre**

8. **PERIODIC MAINTENANCE OF WINDOWS 10**

COMPUTER BASICS for Beginners

***START MENU VIEW** [display differs due to dependence on YOUR computer personalization]



- **RECENTLY USED**
- **MOST USED**
- **APPS** (installed on this computer; *alpha* order)
- **ICONS**
 - Profile
 - documents
 - Downloads
 - Personal Folder
 - File Explorer
 - Settings
 - Power
 - **Cortana** powerful *audio* assistant [not covered in this course]

LESSON II: WINDOWS 10

MAJOR COMPUTER CONCEPT regarding FILES

NAMING: *name . extension*

FILE: **Chrome.exe**

FILE ADDRESS: Drive:\ Folder(s)\ File name

c:\ Program Files (x86) \ Google \ Application\ **Chrome.exe**

DESKTOP and ICONS



File folder
Document 1
My Documents
Application
My Photos
My Music

Explorer (Files, Windows) [WIN + E]

- 1. Create a “*PRACTICE FOLDER*” on the desktop
- 2. Create a WORD document and save it to the PRACTICE FOLDER
SAVE vs SAVE AS
- 3. MOVE, COPY, DELETE, FIND

SZP HOT TIP:

PUT FILES/FOLDERS ON TO DESKTOP for easier access:

1. Find the file/folder in WIN EXPLORER
2. **Drag and Drop** it on to your desktop

Using **SEARCH (FIND)**.

TIPS AND TRICKS explain / practice

NAVIGATION BUTTONS on WINDOW

minimize, restore, X



HOTKEYS COMBOS

My favourite HOTKEY COMBOS:

HOTKEY SITE: www.hotkey.szpin.ca

CTRL + B	bold
CTRL + I	italicize
CTRL + U	underline

CTRL + C	copy
CTRL + X	cut
CTRL + V	paste

CTRL + P	print
CTRL + S	save

CTRL + Z	undo
----------	------

ALT + TAB	switch WINDOWS views
ALT + F4	exits APP/WINDOW

SEMI PANE work: [WIN + arrow key] Show two panes on a screen

LAUNCH APP BY WIN SEARCH: Open WIN, type app, *ENTER*

LESSON III INTERNET

The internet is an organization of websites and webpages.

To connect to the Internet you need an Internet Service Provider (ISP.) available from cellular phone companies or phone companies such as **Bell** or **Rogers**.

You access websites and webpages using a web **browser** such as

FIREFOX

EDGE

CHROME

Search engines

Tools for searching browser

vs.

Browsers

Vehicle for browsing

Sample websites:

www.google.ca, www.bing.ca,

www.ask.com , www.duckduckGo.com

Anatomy of a Browser page: [may vary with browser type]

URL address bar

auto fills

HTML, http VS https

ISP: Bell, Rogers

Downloading

Viruses, malware: “anti tools” - AVIRA, AVG, AVAST, MCAFEE

Navigation

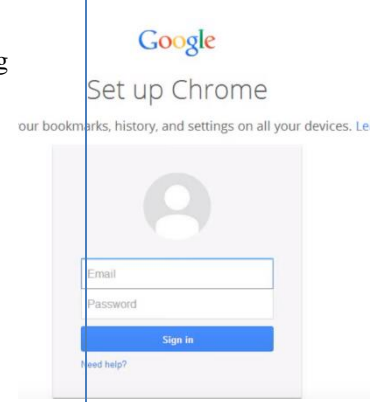
buttons:

back, forward, refresh/reload,

keys:

up, down,

hypertext links



BROWSER: CHROME

1. Components:

address bar, tabs, main menu button, bookmark star
navigation bar, refresh icon, arrows, bookmarks bar

2. Keyboard shortcuts

combo of keys doing a function vs digging thru menu items

3. Signing in/out

Chrome syncs you bookmarks, extensions, browsing history.

4. Chrome settings

a) STARTUP pages

(settings/‘on startup’)

b) Appearance

check ‘always show bookmarks bar’

[**SHIFT ^B** toggles bookmarks bar]

CUSTOMIZE MENU	HOTKEYS
----------------	---------

BOOKMARKS	Manually
DOWNLOADS	^J
FIND	^F
HISTORY	^H
NEW	^T, ^W, ^SHFT N
PRINT	^P
UNDO	^Z
ZOOM	Tools menu, doc bottom

LESSON IV INTERNET

TABS

New ^T
Relocating click and drag TAB to preferred location
Pin/Unpin rt clk tab for commands, “pin tab” shrinks tab size, positions **LEFT**

SEARCH BOX

hyperlink text (autocomplete)
navigating
Google default search engine

EXTENSIONS

Optional

add-on software from Chrome Web Store [most are free] **demo and discuss**

My favourite extensions:

Ad Block Plus
HTTPS Everywhere **LastPass Password Manager** Better Google Tasks
KeyRocket for Gmail SimpleExtManager

BOOKMARKS work:

Optional

Customize menu

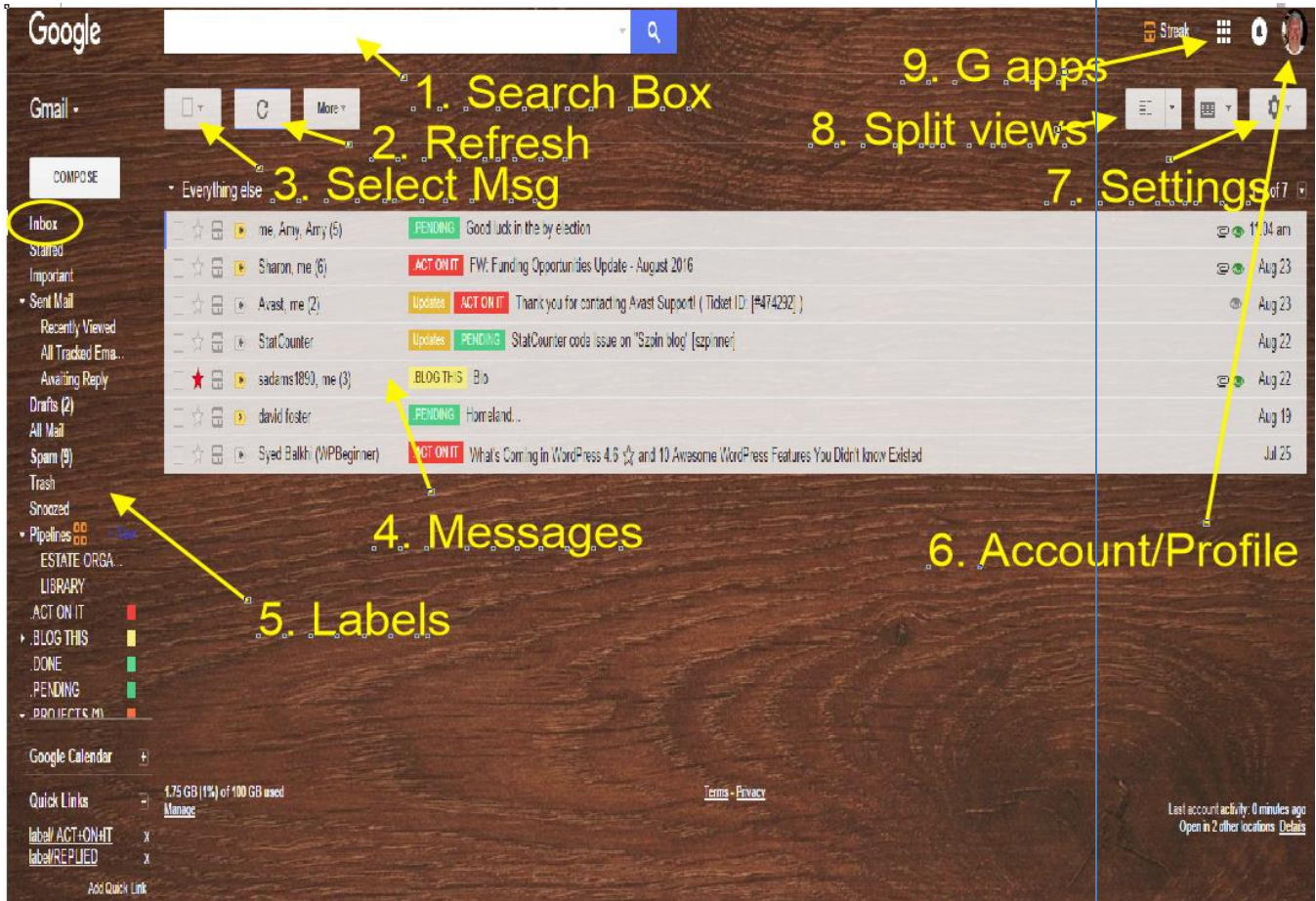
- *show BOOKMARK Bar*
- *Bookmark manager:*
 - create FOLDER
 - organize, in Browser
 - drag and drop URL on to folder, confirm in

Bookmark manager
position by drag and drop
RT CLK for bookmark menu commands.

LESSON V Gmail

You need a **Gmail** account to complete the following two lessons.

Anatomy of Gmail Desktop based on ‘wood desk’ theme



- | | | |
|-------------------------|--------------------|-----------|
| 1. Search Box | 5. Labels | 9. G apps |
| 2. Refresh | 6. Account/Profile | 10. Inbox |
| 3. Select message (2) | 7. Settings | |
| 4. Messages | 8. Split views | |

THEMES: settings / Theme

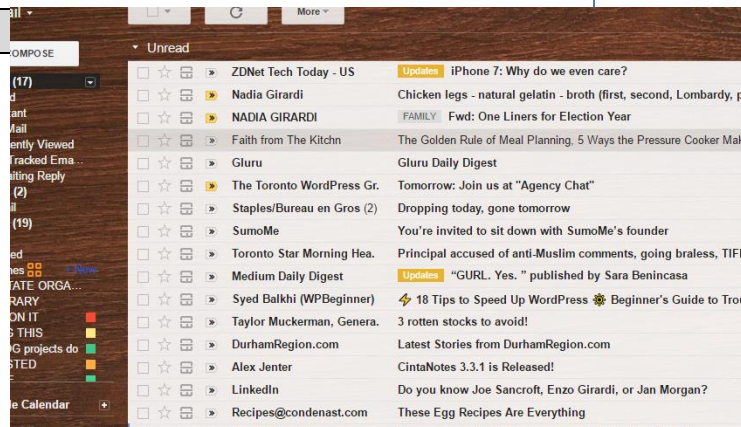
The Gmail desktop (depends on the theme)...I prefer “*DESK*” ...an uncluttered wooden display

RECEIVING MESSAGE:

Read / Unread

Delete (shortcut X, cursor)

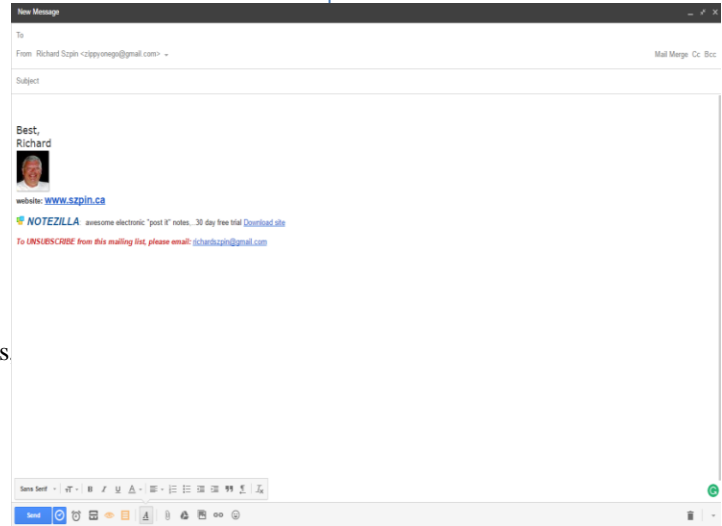
Selector tracker (Little *blue* BAR)



COMPUTER BASICS for Beginners

SENDING MESSAGES:

Compose: TO,
FROM,
SUBJECT,
CC, BCC,
FORMATTING, EMOJI
LINK,
ATTACHMENT,
SHOW/HIDE FORMAT Options
SEND LATER, SNOOZE

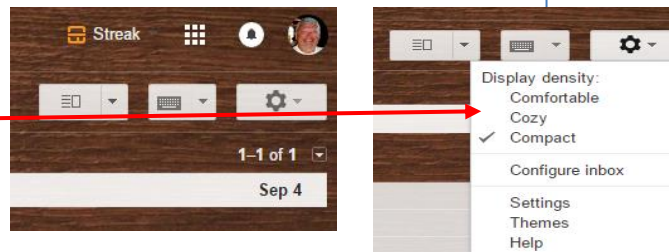


RECEIVING MESSAGES:

VIEWS

A) MESSAGE LIST

Demo the 3 displays



B) SPLIT VIEW MESSAGE PANE:

no split
vertical split
horizontal split and
RESIZE panes

GMAIL SETTINGS

‘INBOX’ Settings:

I prefer set up as shown in settings below

General

The screenshot shows the Gmail 'General' settings page. The 'General' tab is highlighted with a red oval. The settings are as follows:

- Language:** Gmail display language: English (US) [Change language settings for other Google products]
- Enable input tools - Use various text input tools to type in the language of your choice - Edit tools - Learn more
- Right-to-left editing support off
- Right-to-left editing support on
- Phone numbers:** Default country code: Canada
- Maximum page size:** Show 50 conversations per page, Show 250 contacts per page
- Images:** Always display external images - Learn more, Ask before displaying external images
- Auto-advance:** After archiving, deleting, muting, etc. a conversation: Go to the next (newer) conversation, Go to the previous (older) conversation, Go back to the threadlist
- Default reply behavior:** Reply, Reply all
- Default text style:** Verdana, This is what your body text will look like.
- Conversation View:** Conversation view on, Conversation view off
- Email via Google+:** Who can email you via your Google+ profile? Anyone on Google+
- Send and Archive:** Show "Send & Archive" button in reply, Hide "Send & Archive" button in reply
- Undo Send:** Enable Undo Send, Send cancellation period: 30 seconds
- Preview Pane:** Mark a conversation as read: After 3 seconds
- Stars:** Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image. Presets: 1 star, 4 stars, all stars. In use: [Icons for star, red star, blue star, green checkmark, red exclamation mark, orange arrow, blue star, yellow exclamation mark, purple question mark, green star]

Remember to SAVE after you have made changes.

SAVE is at bottom of page in "settings page"

COMPUTER BASICS for Beginners

In use: ★ ★ ★ ✓ ! 📧 ! ? ★
 Not in use: ★ ★

Desktop Notifications:
(allows Gmail to display popup notifications on your desktop when new email messages arrive)
[Learn more](#)

- New mail notifications on - Notify me when any new message arrives in my inbox or primary tab
- Important mail notifications on - Notify me only when an important message arrives in my inbox
- Mail notifications off

Keyboard shortcuts:
[Learn more](#)


- Keyboard shortcuts off
- Keyboard shortcuts on

Button labels:
[Learn more](#)

- Icons
- Text

My picture:
[Learn more](#)

[Change picture](#) If you have a Google Profile picture then it is always visible to everyone.



People Widget:
[Learn more](#)

- Show the people widget - Display information about participants to the right of each conversation
- Hide the people widget

Create contacts for auto-complete:

- When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time
- I'll add contacts myself

Importance signals for ads: You can view and change your preferences [here](#).

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

- No signature
- Richard Szpin <zippyonego@gmail.com>

Sans Serif | T | B | I | U | A | ☰ | ☷ | ☹ | ☺ | ☻ | ☼ | ☽ | ☿ | ♀ | ♂ | ✎ | ✂ | ✪ | ✫ | ✬ | ✭ | ✮ | ✯ | ✰ | ✱ | ✲ | ✳ | ✴ | ✵ | ✶ | ✷ | ✸ | ✹ | ✺ | ✻ | ✼ | ✽ | ✾ | ✿ | ✻ | ✼ | ✽ | ✾ | ✿ | ✻ | ✼ | ✽ | ✾ | ✿

Best,
 Richard

website: www.szpin.ca

NOTEZILLA: awesome electronic "post it" notes, ..30 day free trial [Download site](#)

To UNSUBSCRIBE from this mailing list, please email: richardszpin@gmail.com

[To UNSUBSCRIBE from this mailing list, please email: richardszpin@gmail.com](#)

Insert this signature before quoted text in replies and remove the "--" line that precedes it.

Personal level indicators:

- No indicators
- Show indicators - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (>>) by messages sent only to me

Snippets:

- Show snippets - Show snippets of the message (like Google web search!).
- No snippets - Show subject only.

Vacation responder:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
[Learn more](#)

- Vacation responder off
- Vacation responder on

First day: Last day:

Subject:

Message:

Sans Serif | T | B | I | U | A | ☰ | ☷ | ☹ | ☺ | ☻ | ☼ | ☽ | ☿ | ♀ | ♂ | ✎ | ✂ | ✪ | ✫ | ✬ | ✭ | ✮ | ✯ | ✰ | ✱ | ✲ | ✳ | ✴ | ✵ | ✶ | ✷ | ✸ | ✹ | ✺ | ✻ | ✼ | ✽ | ✾ | ✿ | ✻ | ✼ | ✽ | ✾ | ✿

Plain Text

Your message will not be read at this time.

Best,
 Richard

Only send a response to people in my Contacts



(In the TAB ‘*Forwarding and POP/IMAP*’)

Insert Check mark as this means synchronization with your other devices, phone, tablet.

LESSON VI Gmail

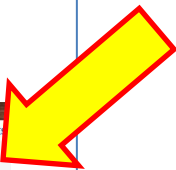
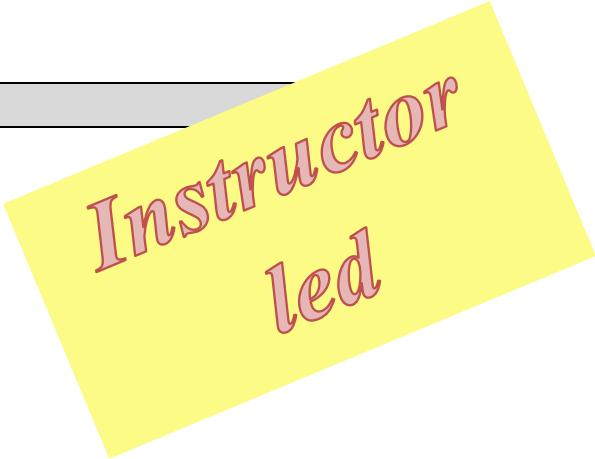
LABELS: PRACTICE

Szp System:

- .Act on it
- .Done
- .Pending
- .Reference
- .Think on it

COLORIZE

CREATING, EDITING, DELETING



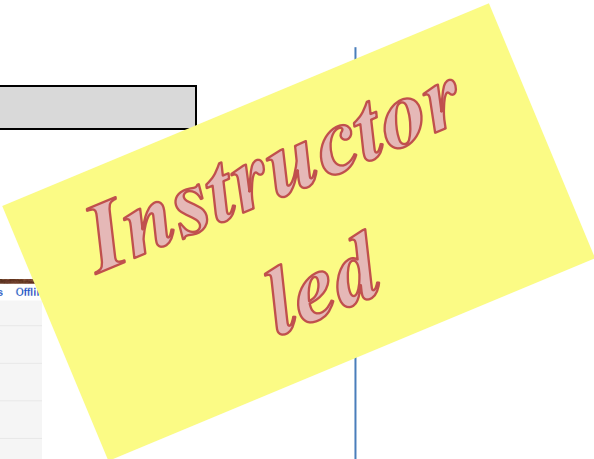
Labels	Show in label list ▼	Show in message list ▼	Actions
ACT ON IT 11 conversations	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
BLOG THIS 42 conversations	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
BLOG projects do 2 conversations	show hide	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
POSTED 3 conversations	show hide	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
DONE 32 conversations	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
PENDING 5 conversations	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
PROJECTS 2 conversations	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
BLOG JACQUES 3 conversations	show hide	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
CITY COMPUTER COURSES 3 conversations	show hide	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
COMPUTERS szp 1 conversation	show hide	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
NUCLEAR PICKERING DECOMI 3 conversations	show hide	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
WEBSITE 2 conversations	show hide	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP
READ n CONSIDER 2 conversations	show hide show if unread	show hide	remove edit <input checked="" type="checkbox"/> Show in IMAP

FILTERS

Use: to filter messages, block, reroute

PRACTICE

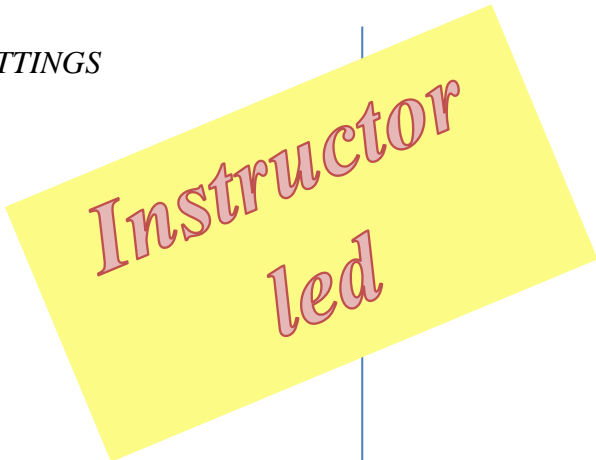
Create 'new filter': Settings/filter/create filter



COMPUTER BASICS for Beginners

STARS (STAR MESSAGES:)

Why STAR? How to STAR? Changing available STARS in *SETTINGS*



General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Multiple inboxes Keyboard Shortcuts Themes Streak Settings

Language: Gmail display language: English (US) [Change language settings for other Google products](#)

Enable input tools - Use various text input tools to type in the language of your choice - [Edit tools](#) - [Learn more](#)

Right-to-left editing support off

Right-to-left editing support on

Phone numbers: Default country code: Canada

Maximum page size: Show 50 conversations per page Show 250 contacts per page

Images: Always display external images - [Learn more](#)

Ask before displaying external images

Auto-advance: After archiving, deleting, muting, etc. a conversation: Go to the next (newer) conversation Go to the previous (older) conversation Go back to the threadlist

Default reply behavior: [Learn more](#) Reply Reply all

Default text style: (Use the 'Remove Formatting' button on the toolbar to reset the default text style) Verdana This is what your body text will look like.

Conversation View: Conversation view on Conversation view off (sets whether emails of the same topic are grouped together)

Email via Google+: [Learn more](#) Who can email you via your Google+ profile? Anyone on Google+ If people who aren't in your circles send you email this way, you must agree before they can send you more.

Send and Archive: [Learn more](#) Show "Send & Archive" button in reply Hide "Send & Archive" button in reply

Undo Send: Enable Undo Send Send cancellation period: 30 seconds


Preview Pane: Mark a conversation as read: After 3 seconds

Stars: Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image. Presets: 1 star 4 stars all stars In use: [star icons] Not in use: [star icons]

Desktop Notifications: (allows Gmail to display popup notifications on your desktop when new email messages arrive) [Learn more](#) New mail notifications on - Notify me when any new message arrives in my inbox or primary tab Important mail notifications on - Notify me only when an important message arrives in my inbox Mail notifications off

Keyboard shortcuts: [Learn more](#) Keyboard shortcuts off Keyboard shortcuts on

Button labels: [Learn more](#) Icons Text

My picture: [Learn more](#) [Change picture](#) If you have a Google Profile picture then it is always visible to everyone. 

People Widget: [Learn more](#) Show the people widget - Display information about participants to the right of each conversation Hide the people widget

Create contacts for auto-complete: When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time I'll add contacts myself

Importance signals for ads: You can view and change your preferences [here](#).

Signature: (appended at the end of all outgoing messages) [Learn more](#) No signature Richard Szpin <zippyone@gmail.com>

Sans Serif [Rich Text Editor] Best, Richard website: www.szpin.ca NOTEZILLA: awesome electronic "post it" notes...30 day free trial [Download site](#) To UNSUBSCRIBE from this mailing list, please email: richardszpin@gmail.com