WINDOWS 10

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<mark>STARTUP PROCEDURES</mark> [Computer Lab]

1. **POWER UP:** RIGHT BUTTON on side of monitor

2. **KEYBOARD:** POWER BUTTON on back *edge* of keyboard

3. **MOUSE:** POWER BUTTON on *UNDERSIDE* of mouse

4. **PASSWORD:** Type entry info on TOUCH SCREEN display

   a. At start on DATE Screen – push on the Touch Screen to reveal the login options
   b. Select: _____
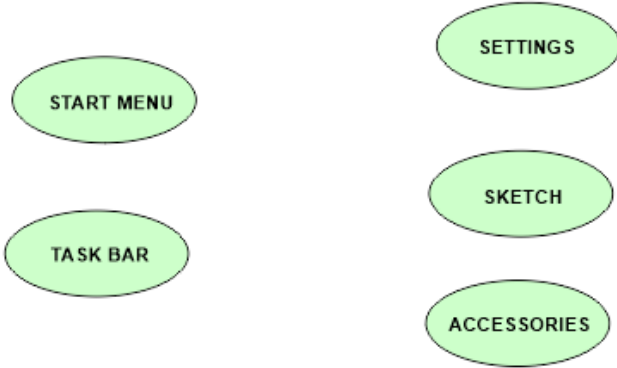   c. Type in PASSWORD: _____
   d. Accessibility takes about 1-2 mins.

USER: _____

PASSWORD: _____

Instructor provided

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Main Topics

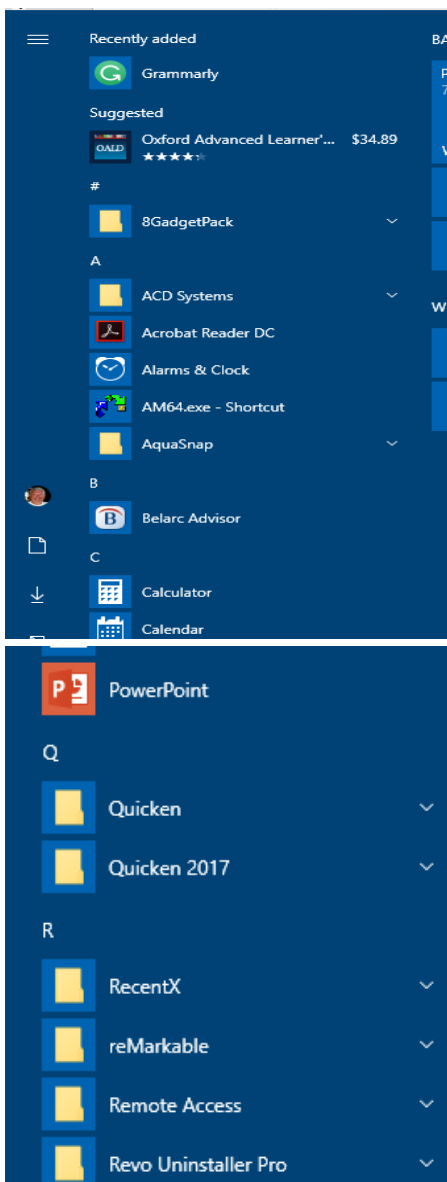SETTINGS

START MENU

SKETCH

TASK BAR

ACCESSORIES

WINDOWS 10 Housekeeping

1. **MOUSE**: Left/Right click; 'click & drag'
2. **FILE/FOLDERS** syntax
    general concept of **FOLDERS** and **FILES**
    Drive:\Folder\File.xxx
3. **BASIC COMPUTER NOMENCLATURE:**
    address bar, WIN key,
    screen management:
    Desktop, *Tabs, Menus, Drives*
4. **BROWSERS:** Google Chrome, MS Edge, Firefox
5. **DOWNLOADING:** What it means
6. **PASSWORDS:** If passwords are used, that user
    knows the necessary ones.
    LASTPASS password manager program
7. **ICONS:**
    on the *Desktop*
    on the *Taskbar*
    hidden vs. *displayed*

START MENU

- o   All apps
- o   Arrows to the right
- o   tiles
- o   more
- o   resizing (4 sizes)
- o   arranging, pinning/unpinning, grouping tiles
- o   pin to START MENU/pin to TASKBAR
- o   scroll bar

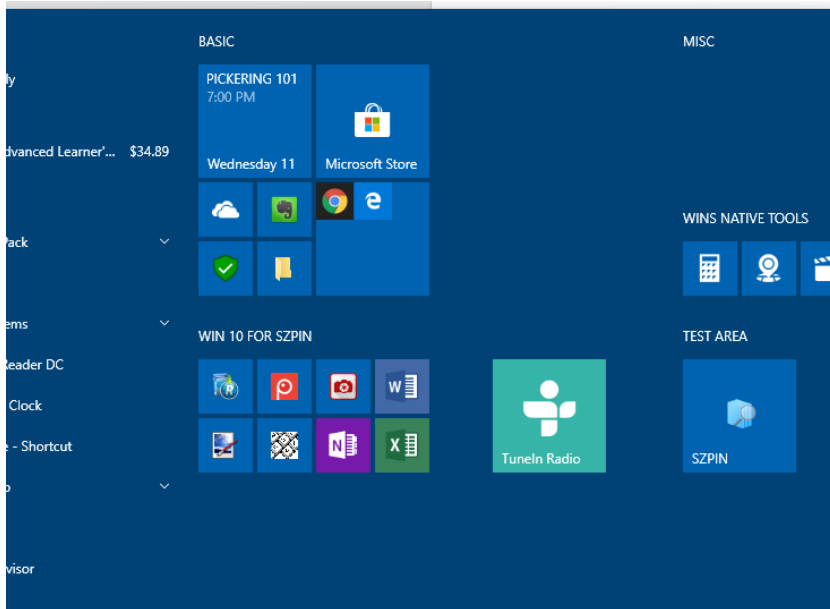## All APPS

START MENU TILES

START BUTTON

     START MENU: WIN Key

     'SECRET' START MENU: Rt Clk START ICON

Apps (Icons):
    from computer itself

    from Microsoft store

TILES Management:

❑ **1. launch app**

❑ **2. move**

❑ **3. resize**

❑ **4. "more"**

❑ **5. grouping w naming**

❑ **6. live tile (on/off)**

❑ **7. PIN / UNPIN to START** [Does *NOT* REMOVE App]

❑ **8. PIN / UNPIN to TASKBAR**

TASK BAR

- **PINNING / UNPINNING to TASKBAR**

- **Shortcut to LAUNCHING App,**

  <mark>**active/NON-active indicator**</mark> **(toggle)**

  ARRANGING

  Task switching ALT + TAB

- **Keyboard shortcut "■ + 1 – 10"**

- **Works with EDGE (BING),**
  Google Chrome, **not so much**

<mark>**NOTIFICATIONS**</mark>

Right end of TASK BAR

TASK MANAGER

- **Keyboard shortcut: Ctrl + Alt + Del**

- **Purpose**

- **Detail views:** *more vs fewer*

- **End a TASK**

- **Closing/exiting programs**

> If you work for hours, using many different apps and programs, ***REBOOT*** your computer after 3 or 4 hours. It will reset and clean up things which may be going awry.

FILE EXPLORER

Replacement prgm: **Xplorer^2** : *the 'Professional' version*

https://www.zabkat.com/

Everything:

www.voidtools.com

- ❑ **Purpose**
- ❑ **Changing VIEWS, <mark>*LIST*</mark> is best**
- ❑ **Open 2 instances of *File Explorer***
- ❑ Search, wildcards, *.docx
- ❑ **Copying, moving, deleting FILES**
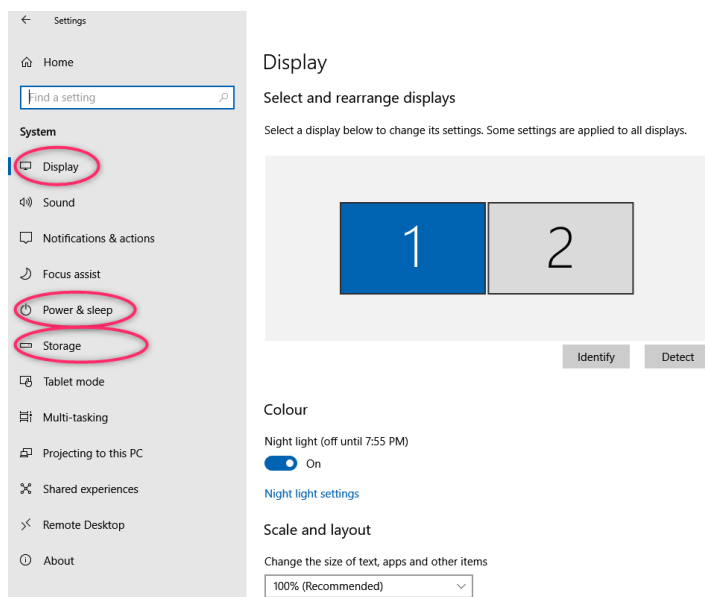- ❑ **Creating FOLDERS**
- ❑ **DOWNLOADS Folder**

SKETCH PAD

"A dirty dozen!"   **WINDOWS 10** SHORT CUT KEYS

1. **Windows + Q:**	Opens Cortana's Home, enables search by speech or keyboard
2. **Windows + C:**	Opens Cortana's speech prompt
3. **Windows + A:**	Opens Windows 10 notifications
4. **Windows + I:**	Opens Windows 10 *settings*
5. **Windows + Ctrl +E:**	Opens FILE EXPLORER
6. **Windows + Ctrl + S:**	Opens WINDOWS search
7. **Windows + Ctrl + D:**	Creates new virtual desktop
8. **Windows + Ctrl + F4:**	Closes current virtual desktop
9. **Windows + Ctrl + Left/Right:**	Switches between virtual desktops
10. **Windows + F1:**	Opens Edge and Searches "How do I get **help** in Windows 10"
11. **Windows + Print Screen Key:**	Creates a screenshot of the whole screen
12. **CTRL + ALT + DEL**	Opens TASK MANAGER

WINDOWS SETTINGS

MENUS OF WINDOW SETTINGS

System	Accounts
System/storage	*Time - Language*
Devices	Gaming
Phone	Ease of Use
Network	Cortana
Personalization	Privacy
Apps	*Updates*

Multiple DESKTOPS

- ❑ **Purpose:** working with multiple apps at once
  switching between open apps
- ❑ **Practice:** open 3 apps
  use ALT + TAB to cycle through apps

*All located under **Windows Accessories** in ALL APPS LIST in Start Menu*

UPDATING WINDOWS 10

WINDOWS DEFENDER

SNIPPING TOOL

TASK VIEW: "where ya left off!"

CORTANA
 WIN SEARCH

VIRTUAL DESKTOPS

STEPS RECORDER

VOICE RECORDER

QUICK ASSIST

LOG OFF: (WIN X) 4 choices

Important COMPUTER related links:

1. **WINDOWS HELP:**
   https://support.microsoft.com/en-us/products/windows?os=windows-10
2. **NINITE (convenient prgms download and installation site)**
   https://ninite.com/
3. **Cloudeight**
   computer resource centre

Serving your computer needs: products and service, fairly priced and done right.