

Windows 10 Basics

Windows 10 Basics Training Objective

To learn the tools and shortcuts to get started using Windows 10 more efficiently and effectively.

What you can expect to learn from this class:

- How to use the Windows 10 online Help
- How to Find Files in Windows 10
- How to Minimize, Maximize and Restore Windows
- How to Create, Move and Copy folders and files
- How to Open, Save and Delete files and folders
- How to use the right mouse button
- How to use Desktop Gadgets
- How to Customize the Windows environment
- How to create Windows 10 Shortcuts
- How to view File Properties
- How to Cut, Copy, and Paste in Windows 10
- How to Shut Down Windows 10

Who should take this class

Any person with a basic knowledge of computers and is interested in learning how to use Windows 10.

Quick Tips: Keystrokes and Mouse Clicks to Remember

Control-Z to **Undo** the last change.

Control-C to **Copy** text or graphics.

Control-X to **Cut** text or graphics.

Control-V to **Paste** text or graphics.

Windows-Key and **D** key to **Minimize** all windows to the **Task Bar**.

Windows-Key and **Tab** to **Flip 3D**

F1 to launch Windows 10 **Help**

F2 to **Rename** a file.

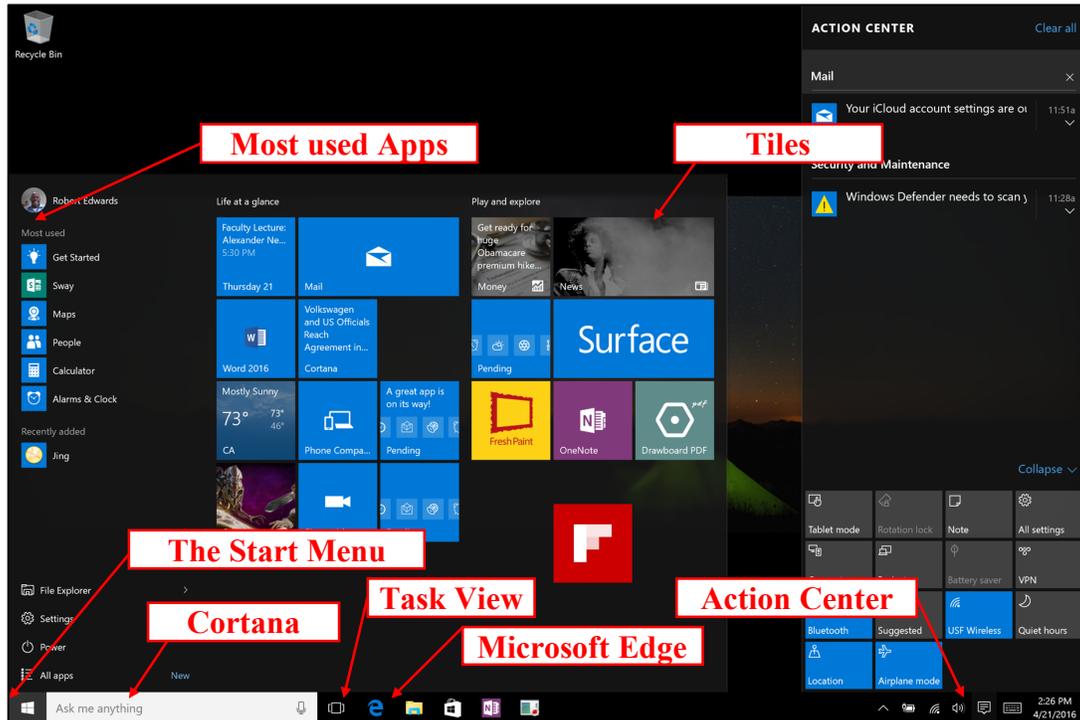
F3 to Search for files/folders

Tutorial: from the Windows **Start** menu, **All Programs**, **Accessories**, **Tour Windows 10**.

Online Help: <http://tinyurl.com/nnkbfra>

Microsoft Learning: <http://tinyurl.com/lpq6j8>

Getting Started



Windows 10 New Features:

- **The Start menu** provide a quick look at your access tiles, account information, most use apps, and other features. Select the **Start** button on the taskbar. You'll find your most used apps on the left, the **All apps** list, and locations on your PC, like **File Explorer** and **Settings**.
- **Hear Text Read Aloud with Narrator** while narrator may not be a new feature it made this list because of its usefulness to accessibility users. To open Narrator press the **Windows + Enter** keys. Most of the functions are available through the Caps Lock and another key. For instance, press the **Caps Lock + F1** to access a list of narrator commands. To close narrator press, the **Windows + Enter** keys.
- **Unified Settings and Control Panels** features a much cleaner and logical way to find information.
- **Task View** allows you to collect all the related windows together into separate virtual desktops, so when you need to switch from one task to another, you can easily switch desktops. Use the Keyboard command of holding the "Ctrl" and "Windows" buttons while pressing the Left and Right arrows to switch between desktops. Alt + Tab switches between apps on one desktop. Change this behavior if you want by going to Setting, System, and Multitasking. You can right click on the Task View button and uncheck "Show Task View button."
- **Cortana** is your personal assistant on the desktop. Ask her to set up meetings, or send an email to a friend. She can even find your files and tell you jokes. Communicate

with Cortana, by selecting the microphone to talk to her or just type what you want Cortana to do in the search box instead.

- **Steps Recorder** automatically captures the steps you take on a computer, including text descriptions of where you clicked and a picture of the screen during each click (screenshots). Save them to files that can be used to support professionals with computer problems.
- **Microsoft Edge Browser** lets you take notes, write, doodle, and highlight directly on web pages. Save your favorite article for later and read them in reading view. Hover over open tabs to preview them, and bring your favorites and reading list with you when you use Microsoft Edge on another device.
- **Better multitasking for getting things done:** arrange windows automatically by dragging them to the sides or corners of the screen, and easily resize two apps in one motion.
- **Action Center** lists important messages about security and maintenance settings that need your attention.

Minimize, Maximize, Close and Restore Buttons

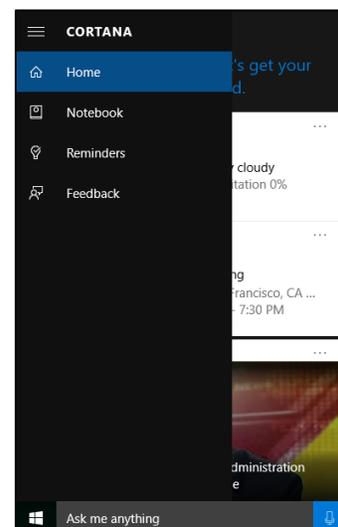
Use the Minimize, Maximize and Restore buttons to navigate through open windows.

<p>Minimize:</p>  Reduce a window to the Task Bar	<p>Maximize:</p>  Reset a window to display Full Screen	<p>Restore:</p>  Restore a window to its previous size.	<p>Close:</p>  Close an open window or program.
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Getting Help and Finding Files and Folders Use Cortana

Cortana will help you find things on your PC, manage your calendar, track weather updates, find files, chat with you, and tell jokes. The more you use Cortana, the more personalized your experience will be.

To get Started, type a question in the search box on the taskbar, or select the microphone icon and talk to Cortana, typing works for all types of PCs, but you need a mic to talk.



Right-Clicking

Right-click on your mouse anywhere in Windows 10 to reveal a **Contextual Menu** of options.

Use the right mouse button to:

- View an object's **Properties**
- **Cut, Copy, and Paste**
- **Create** or **Delete** files and folders/directories
- Create Windows 10 **Shortcuts**

Open Control Panels in Windows 10

Enter "Control Panel" in the Cortana search box and select the top option. If Cortana search box is not visible, right-click the taskbar to find Cortana setting then choose **Show search box**.

Control Panel: use the Windows 10 **Control Panel** to customize your Windows 10 environment.

- **Programs:** Uninstall programs.
- **Appearance and Personalization:** Change your display settings, taskbar, file explorer options and more.
- **Hardware and Sound:** View devices and printers.

Pin apps (create tiles) to the Start Menu or the Taskbar

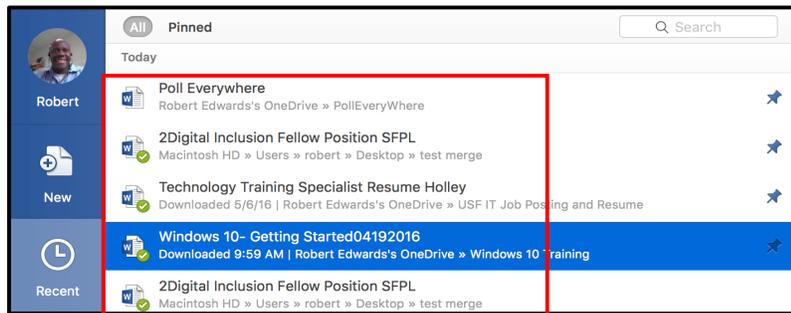
Tiles are useful for displaying information at a glance without opening an app. For instance, the News tile displays headlines while the Weather tile displays the forecast. To begin, left click on the **Start** button. Then click on **All apps**. Right-click an app in the app list and then tap or click **Pin to Start**. On the other hand, you can drag the app from the list and drop it in the tiles area or the taskbar. To remove a tile, right-click and tap or select **Unpin from Start**.

Rearrange Apps on the Taskbar

You can rearrange and organize program buttons on the taskbar, so they appear in the order you prefer. To rearrange the order of program buttons on the taskbar, just drag a button from its current position to a different position on the taskbar.

Using Jump Lists

Jump Lists are lists of recent items, such as files, folders, or websites, organized by the program that you use to open them. You can open programs, recent items, and favorite items using Jump Lists so that you can quickly get to the items you use every day. Here are some ways to use Jump Lists:



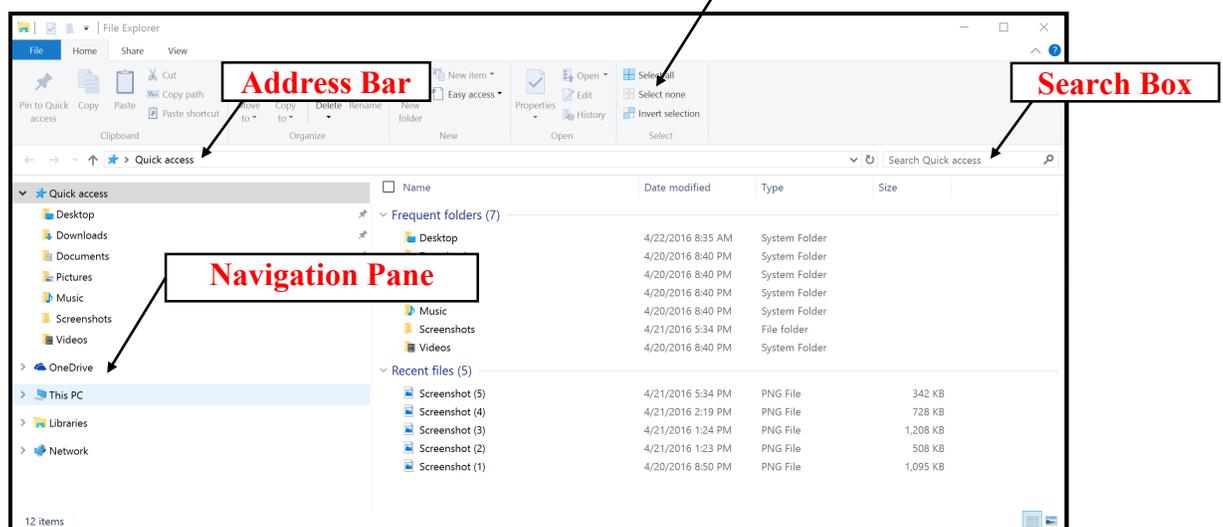
To open an item from a Jump List

You can view the **Jump List** and then open items both from the taskbar and the Start menu. Right-click the program's icon on the taskbar, and then click the item or click the **Start** button, point to a pinned program or recently used files, point to or click the arrow next to the program, and then click the item.

To pin and unpin an item to a Jump List

You can pin a favorite item to a Jump List, so it will always appear at the top of the list. That way, you'll be able to get to the file quickly and easily. To pin an item to a Jump List, open the application's Jump List, point to the item, click the pushpin icon which is usually over to the far right of the file name.

File Explorer window



Using libraries to access your files and folders

Get to your libraries using file explorer button  on the Taskbar, a feature new to Windows 10, to access your files and folders, and arrange them in different ways. Here's a list of the four default libraries:

Documents library: Use this library to organize and arrange word-processing documents, spreadsheets, presentations, and other text-related files. By default, files that you move, copy, or save to the Documents library are stored in the My Documents folder.

Pictures library: Use this library to organize and arrange your digital pictures, whether you get them from your camera, scanner, or in an e-mail from other people. By default, files that you move, copy, or save to the Pictures library are stored in the My Pictures folder.

Music library: Use this library to organize and arrange your digital music, such as songs that you rip from an audio CD or that you download from the Internet. By default, files that you move, copy, or save to the Music library are stored in the My Music folder.

Videos library. Use this library to organize and arrange your videos, such as clips from your digital camera or camcorder, or video files that you download from the Internet. By default, files that you move, copy, or save to the Videos library are stored in the My Videos folder.

To open the Documents, Pictures, or Music libraries, click the Start button , and then **File Explorer** to open the File Explorer window (pictured above on page 5).

Creating a new Folder

From within an application

Launch an application and begin working on a new file. To create a new **Folder**, select **Save As**, and in the new window that pops up click on the **New Folder** icon. Name the folder.

From Microsoft Edge:

Open any window in Windows 10 and click on the **New Folder** tool in the Explorer toolbar.

From the Desktop:

Right-click on the desktop and choose **New, Folder**.

Managing Files and Folders

Saving a file: from within a program, choose **File, Save As**. Name and save the file.

Delete a File or Folder: Select the file or folder, press the **Delete** key on your keyboard or drag the item to the Recycle Bin on the Windows' desktop.

Move a File: click and drag the file to its new location or **Cut** and **Paste** the file or folder

Copy a File: Hold down the **Control** key, click and drag the file to its new location or

Use the Shift key to select a group of consecutive files in a list.

Use the Control key to select a random group of files in a list.

Rename a file by selecting it and pressing **F2 key**.

Cut, Copy and Paste in Windows 10

Use Cut, Copy and Paste to quickly move and copy files, folders, text or graphics from one location to another.

1. Select the file, folder, text or graphic to copy or move.
2. Press **Control-X** to **Cut**; **Control-C** to **Copy** for select the option from the right-click.
3. Position the mouse cursor in the document or folder to **Paste** into and press **Control-V**.

Creating Shortcuts

Create Windows 10 Shortcuts on the Desktop to quickly access frequently used files, folders, and programs.

1. **Right-click** on any file or folder you want to create a shortcut.
Select **Copy** (or Create Shortcut where applicable) from the **Contextual Menu**.
2. Change the desired location where you want to create the shortcut.
3. Right, click and select **Paste Shortcut**. The shortcut appears.

Tip: To add a program to your **Start Menu**, locate the file, folder or application and click and drag it onto the **Start** button.

Edit the Start Menu by clicking on the **Start** button. Click on Settings in Start. Choose **Personalization** in Settings. Then, click on **Start**. Lastly, click on Choose, which folder appear on Start.