

University of Baghdad
College of Science for Woman
Department of Computer Science



COMPUTER SKILLS

Windows 10



Computers

Computers are made up of two categories of things:

The first is **hardware**. Hardware refers to the physical part of the computer - the machinery you can see and touch.



The second category is **software**. Software refers to the programs that we use on our computers. There are many different categories of software with many different uses. Some examples of types of software include:

Type of software	Examples	
Word Processing	Microsoft Word	Application Software
Desktop Publishing	Microsoft Publisher	
Internet Browser	Internet Explorer, Firefox, Chrome	
Graphics	Photoshop, Paintshop	
Games	Solitaire, The Sims, Minesweeper	
Operating System	Windows, MacOS, iOS, Linux	System Software

Operating System

Today you will be learning how to use **Windows 10**. This is a special type of software called an operating system designed by Microsoft.

Operating system is used to control the computer itself. It's the set of instructions that the computer reads first thing when it starts up, so that it knows how to:

- Understand input from the keyboard and mouse,
- Store information,
- Display information on the screen in ways we can read,
- Launch other programs and swap between them. For example, you can use Windows to browse the Internet, check your email, edit digital photos, Play sounds, and games and do much more.

Microsoft released several versions of Windows currently in use including Windows 7, Windows 8, and Windows 10 which is the newest. **Windows 10** comes preloaded on most new personal computers (PCs), which helps make it the most popular operating system in the world.



How To Turn The Computer On

To turn on your computer, you press its power button. This will turn on the entire computer, including most peripherals such as mouse and keyboard.



The power button may be located in a different location on different computers, but usually displays the symbol to the left.

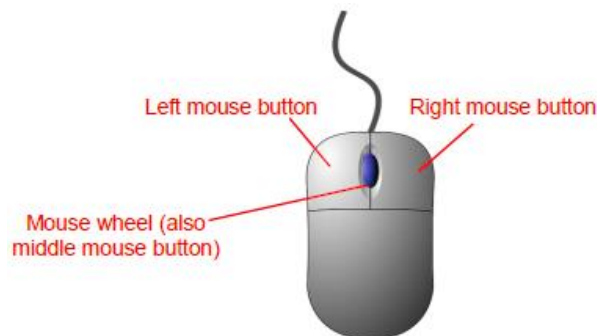
The Mouse

The mouse lets you point and click at icons and buttons on your screen. It has two buttons on the top and a scroll wheel between the buttons.

The Mouse Pointer:

Simply moving the mouse around can give you information.

Leaving the mouse pointer (known as a “cursor”) sitting on top of an object for a few seconds will often cause a little box to pop up with additional information.



Cursor Shapes:



Arrow – This is the default pointer. You will see an arrow when you move the mouse over something that doesn’t trigger another shape, unless the computer is busy.



Spinning blue circle, hourglass - This means to wait for the computer. The computer is still carrying out a task that you have asked it to do.



Text Cursor – You can click in this place to type or edit text.



Hand – You are hovering over a link you can click (mainly on the internet).

Clicking, Double-Clicking, Right-Clicking, and Middle-Clicking:

By default, a “click” is always a single click of the left mouse button once and letting go. Any other kind of click will be named accordingly – see below:

- **Double-clicking** is tapping the left mouse button twice quickly.
- **Clicking and dragging** is pressing the left mouse button down, holding it down, and moving the mouse. To stop, let go of the mouse button.

- **Right-clicking** is tapping the right mouse button once and letting go.
- **Middle-clicking** is tapping the mouse wheel down once and letting go.

On laptops, you can use the **trackpad** (mouse pad), located below the keyboard, instead of a mouse. Simply drag your finger across the trackpad to move the pointer on the screen.

The Keyboard

The keyboard of the computer is laid out like the keyboard of a typewriter with some extra buttons around the sides.



The ESC key in the upper left corner tells the computer to stop what it is doing.

The Delete key is used to remove text you have typed that is to the right of the cursor or to send selected items to the Recycle Bin.

The Backspace is used to remove text you have typed that is to the left of the cursor.

The Caps Lock key is used in typing. Pressing this key once will make all letters you type CAPITALIZED. Press the Caps Lock key again to turn off this feature.

Function Keys (F1 - F12), along the top of the keyboard are the function keys. They are numbered F1 to F12. These are most often used as menu shortcuts. They do different things in different programs. The F1 key will usually open up the help files for a program.

Get started using Windows 10

When your Windows 10 computer first starts, it displays **the Lock screen**. As the name indicates, the Lock screen is a security layer between the world outside the computer and the information inside the computer. The Lock screen displays a background picture (or a slideshow of pictures).



When you dismiss the Lock screen, **the Welcome screen** appears. The Welcome screen displays a list of the user accounts that are registered on the computer in its lower-left corner and displays the image and password entry box or Sign In button for the most recent user in the center. (In a future class, **How to create a user account** will be reviewed).



To sign in to Windows 10

1. Dismiss the Lock screen, click or tap a blank area of the screen or Press any keyboard key.
2. If your account doesn't have a password, select **Sign in** below your account name.
If your account has **a password**, enter the password in the box below your account name, and then press Enter key.

Explore the desktop and taskbar

Your starting point after you sign in to Windows is the desktop. The Windows 10 desktop has a picture or color background that fills your screen and also includes **icons** for system tools such as the **Recycle Bin**; might have **app shortcuts, folders**, and **files** stored on it; and has a **taskbar** that provides access to the computer contents and functionality.



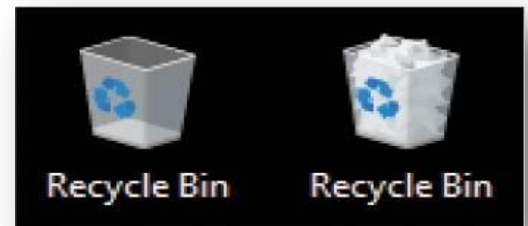
Icons

Icons are various small images arranged in the left side of your screen. These icons can be classified into:

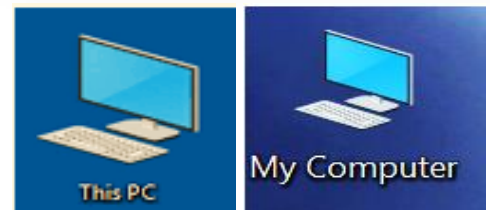
1. **System tool Icons** (also known as special icons) which installed with windows OS.
2. **User Icons** or **application Icons (shortcuts, files, folders)**.

System tools Icons

Recycle Bin: which is a temporary storage folder for deleted files. It might appear empty or full, depending on whether you have deleted files.



My Computer: Allows the user to explore the contents of their computer drives (hard drives, flash drives, CDs) as well as manage their computer files.



User Icons

Files: a collection of data stored in one unit, identified by a filename. They can be documents, programs, and other compilations of data.



Folders: are used to store and organize files on computer.



Shortcuts: allow users to create links to their programs in any folder, or other locations on their computer (open any program they want) and are shown with a small arrows on each one.



Set of Icons Operations

- **How to Create an Icon**

1. Right-click anywhere on the desktop.
2. Choose New.
3. Choose appropriate option (shortcut, folder).

- If choose the shortcut

Browse for the file or program you want to create the icon for, click Next, name your icon, then click Finish).

- **Opening Icons**

1. Right-click on the icon.
2. Choose Open.

Another method: Double-click on the icon.

- **Deleting Icons**

1. Right-click on the icon.
2. Choose Delete.

Another method: Click once on the icon and press the Delete key on your keyboard.

- **Restore an Icon from Recycle bin**

1. Double-clicking on the Recycle bin.
2. Right-click on the icon.
3. Click Restore.

- **Renaming Icons**

1. Right-click on the icon.
2. Click Rename.
3. Type a new name.

- Sorting Icons on the Desktop

1. Right-click in an open area of the Desktop.
2. Click Sort by.
3. Select one of the following options to arrange icons

(Name / Size / Type/ Date Modified)

- Auto Arrange Icons

1. Right-click in an open area of the Desktop.
2. Click View.
3. Choose the option Auto Arrange icon if it unchecks.

- Moving & Dragging

Click on the icon once, holding down the click, and drag it to another location.

- (Moving an Icon) Cut

1. Right-click on the icon.
2. Click Cut.
3. Open the location where you want to store the copy, click Paste in an empty space.

- Copying an Icon

1. Right-click on the icon.
2. Click Copy.
3. Open the location where you want to store the copy, click Paste in an empty space.

- View / Hide Icons

1. Right click an open area of the Desktop.
2. Click View.
3. Check to see if Show desktop icons have a check mark, if it does uncheck it.

- Change Icons size

1. Right click the desktop.
2. Click View.
3. Mark the required size from the **(large icons /medium icons/ small icons)**.

- Show Desktop

To get a quick look at the desktop or to minimize open windows quickly use the **Show desktop bar**, located in the bottom right of the Desktop screen.



To minimize all windows quickly

- Click on the Show desktop bar.

To restore all of the hidden windows

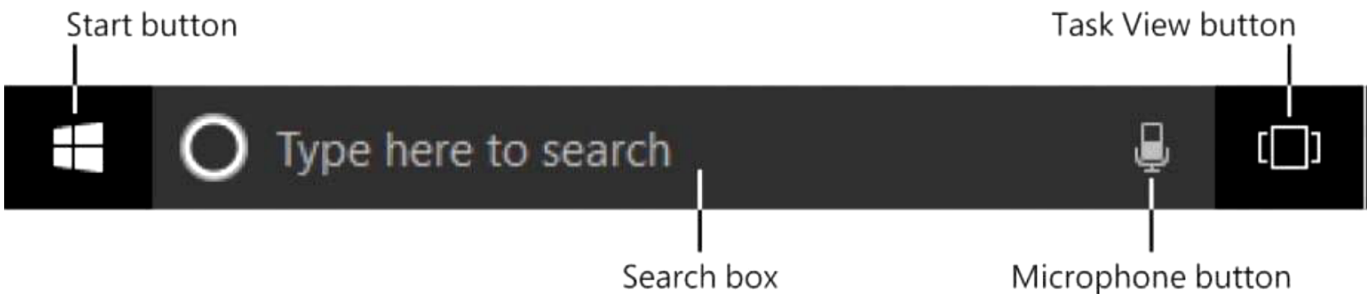
- Hover your mouse over the show desktop bar.

Explore the Taskbar

The bar across the bottom of the desktop is the Windows taskbar. The taskbar provides access to all the apps, files, settings, and information on the computer.



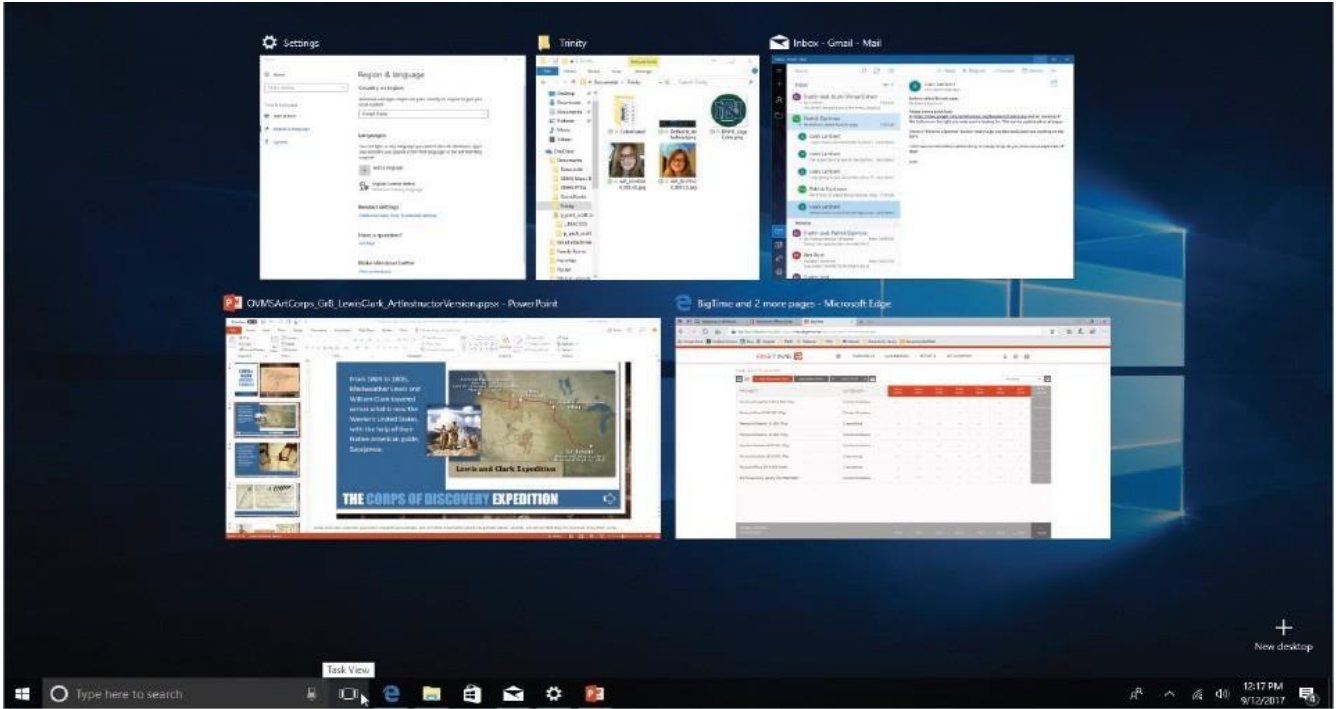
The **Start button**, **search box**, and **Task View** button are located at the left end of the taskbar. Each of these has an important function:



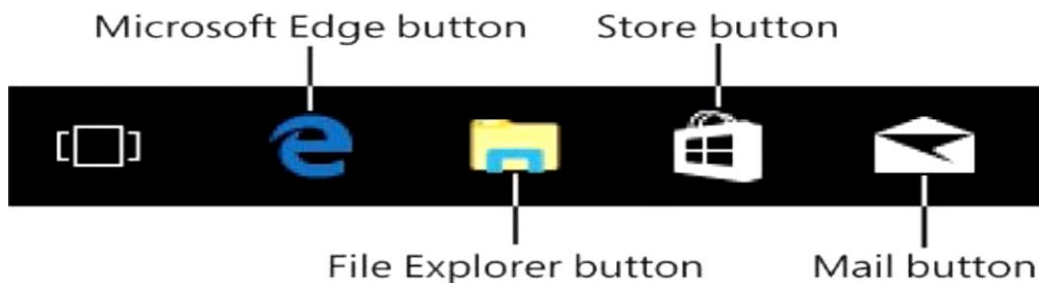
- Entering a term in the **search box** displays relevant apps, files, and settings stored on your computer and, when you have an active internet connection, relevant online information. Search results are grouped by type—selecting a group (such as **Apps**, **Settings**, **Folders**, **Documents**, or **Store**) displays all results of that type.



- Selecting the **Task View** button displays Task View, which is a large-thumbnail view of all the open windows and running apps on your desktop. From Task View, you can easily **switch among** or **close apps** and **windows**.



The icons in the center area of the Taskbar are **inned applications**, which is a way to have a **quick access** to applications you use frequently. You can easily move or delete these pinned applications and pin additional items that you want quick access to.

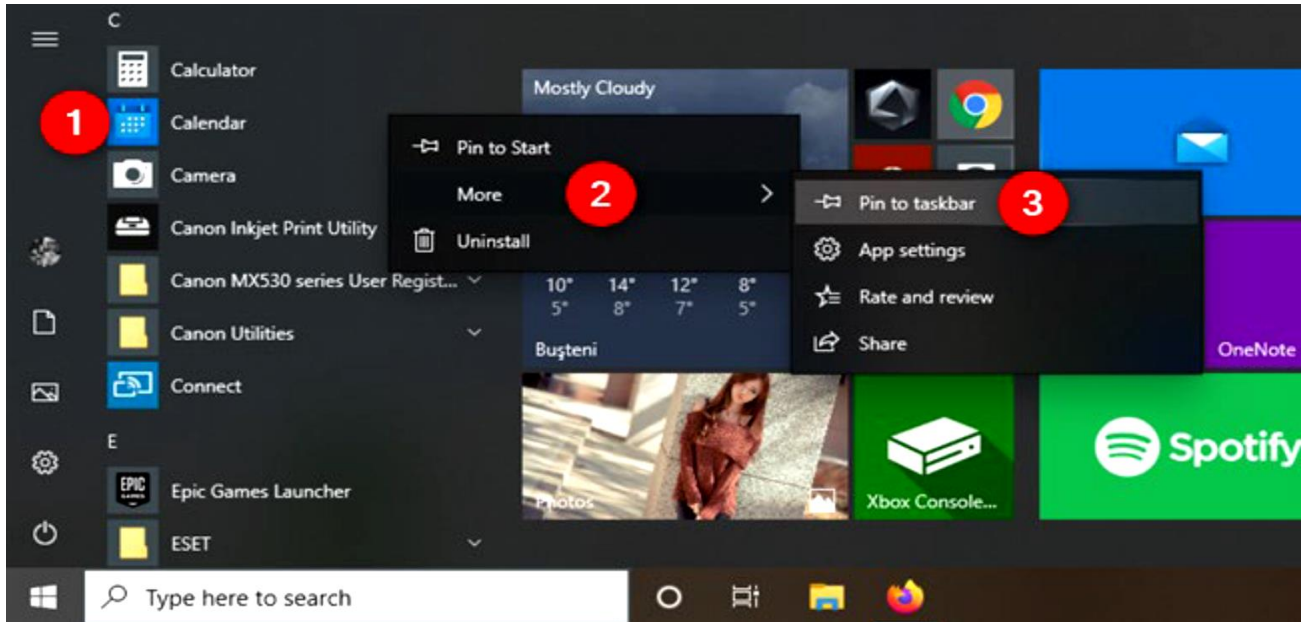


How to Pin an Application to the Taskbar

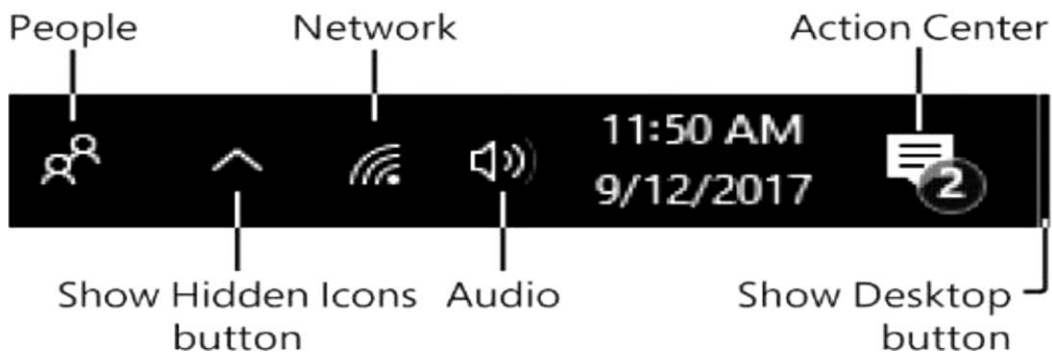
1. Search the application you want **to pin** in the apps list, on the left side.
2. **Right-click** on the application.

3. To pin an item to the taskbar, select the **More** option.
4. Select the **Pin to taskbar** option.

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

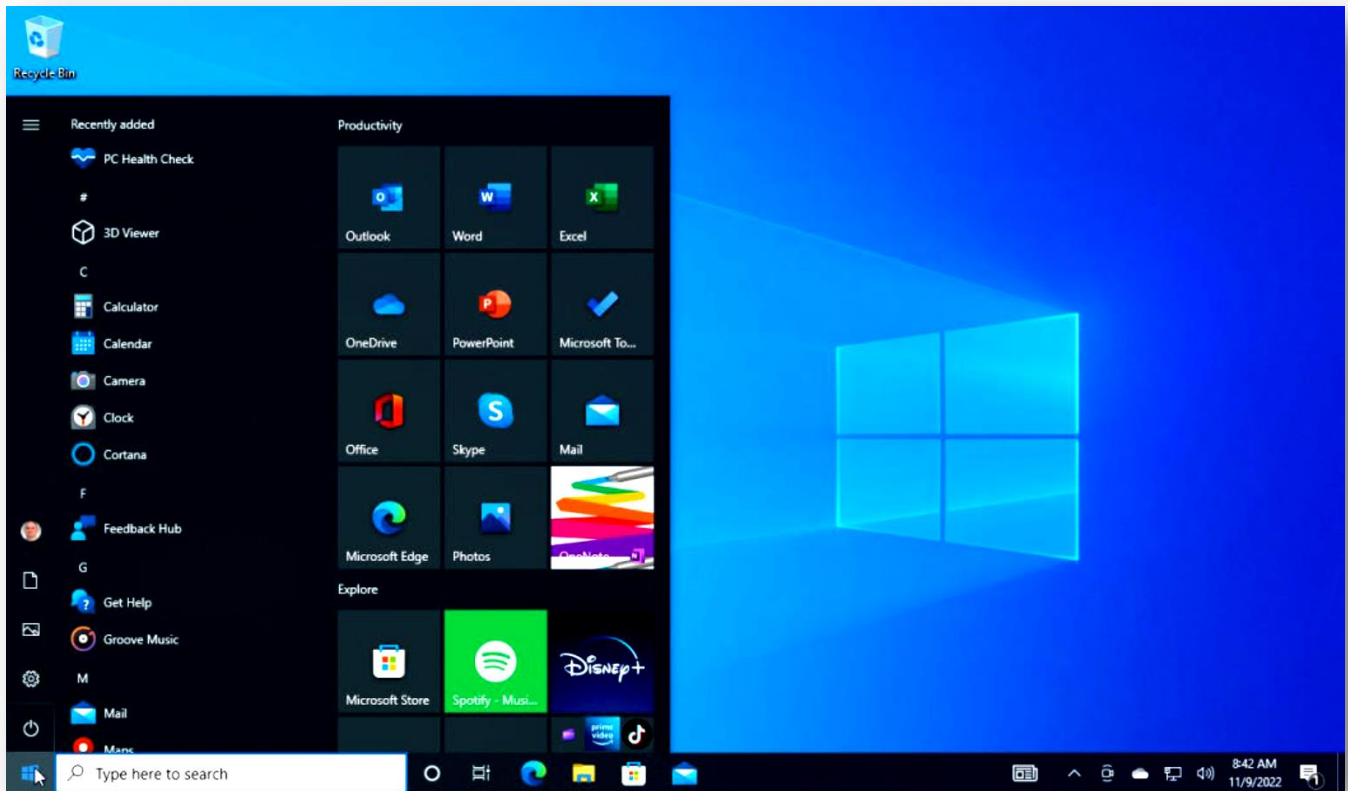


The right end of the taskbar is the **notification area**. The icons displayed here represent apps that run on your computer that might need to notify you of events or system status, like the **clock, anti-virus**, time and date and so on. You can also select or right-click notification area icons to interact with the underlying apps in various ways.



- The **Action Center** icon provides quick access to messages, notifications, and settings. When you have unread communications from Windows or other sources.
- The **Show Hidden Icons** button displays a pane of notification icons that are for apps rather than for Windows functions.

Explore the Start menu



The Windows 10 Start menu provides access to computer-management commands, your account folders, the apps installed on your computer, and any apps, folders, files, websites, or other things you want to pin to it.

The Start menu has commands in three areas:

1. **The left side** of the Start menu displays icons for **Power**, **Settings**, and **Account** information by default. (This side also known as **Icon Area**).
2. **The app list area** displays an alphabetical list of **all the apps that are installed** on your computer. Recently installed apps appear at the top of the menu.
3. **The right side** of the Start menu displays groups of **app tiles**. This side also known as **App tiles area**). Some apps support “Live Tiles” that display current information such as weather, stock prices, or news. You can configure the content of the Start menu however you want by adding, removing, resizing, and grouping tiles.

To display the Start menu

- Select the **Start button** (at the bottom left of the screen).

or

- Press the **Windows logo key** (the one on the left side of the keyboard).

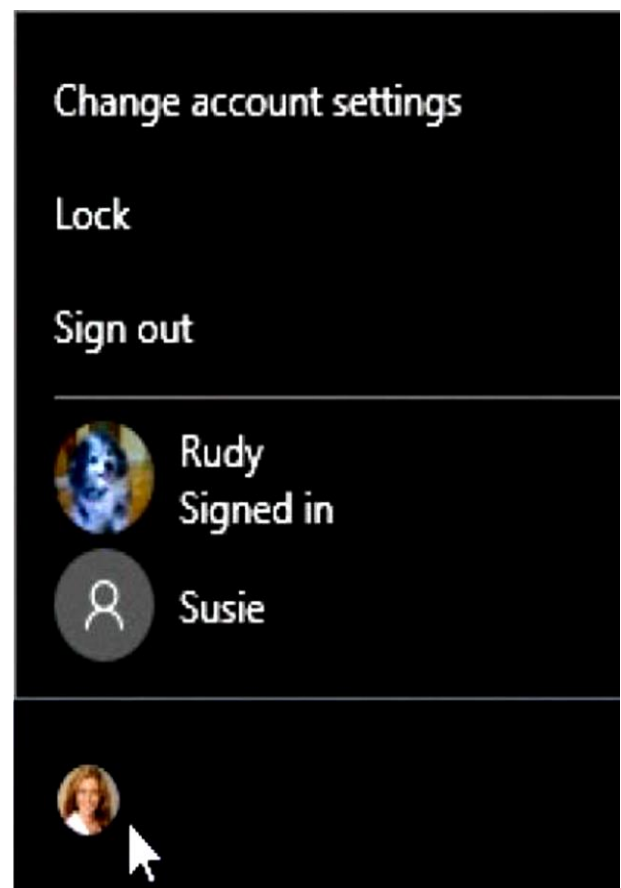
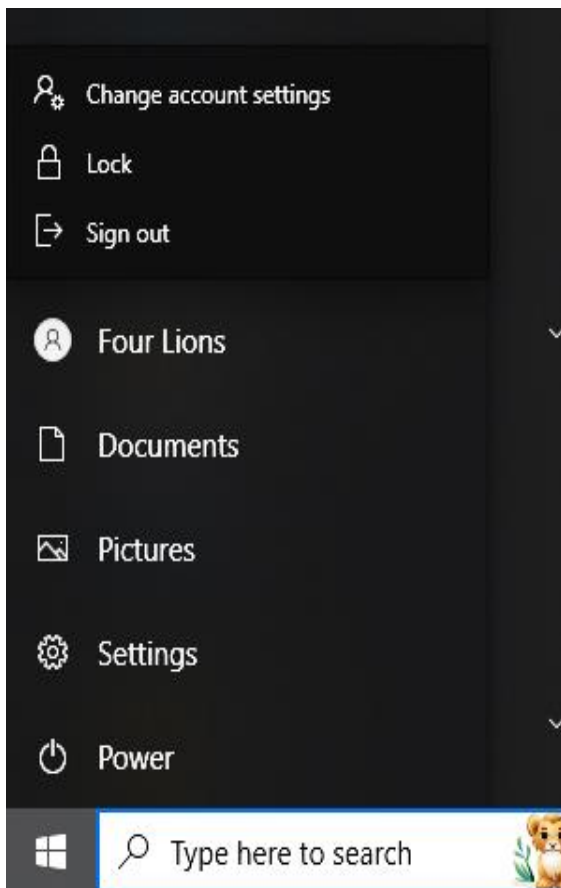
or

- Press **Ctrl+Esc**.

Selecting your user account image at the top of the Start menu (**icon area**) displays list of options. You can access your user account settings, lock the computer, or sign out of Windows from this user account menu.

To display user account controls

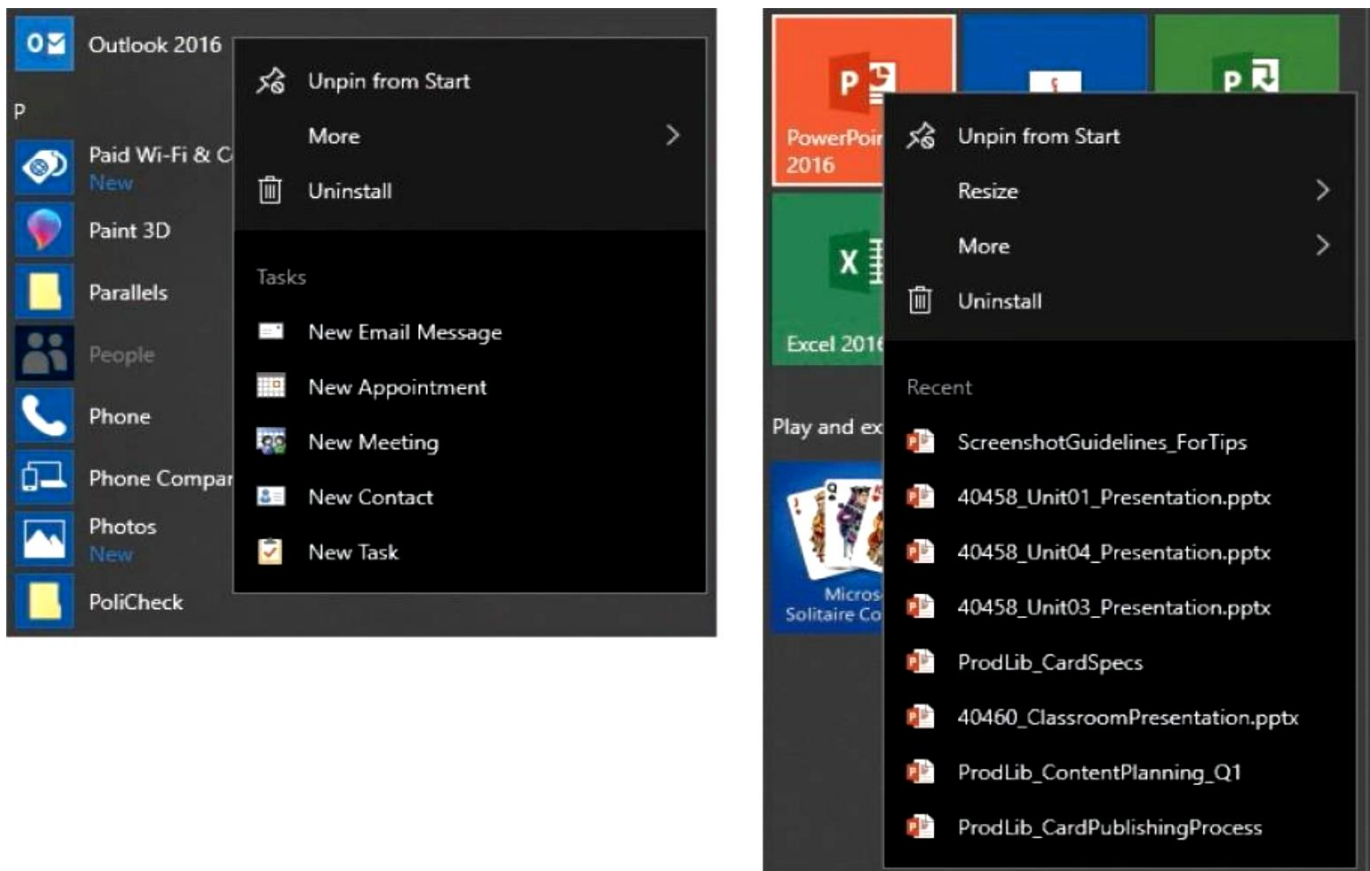
- On the left side of the Start menu (icon area), select your **user account** button.



A hidden gem on the Start menu is the ability to quickly access jump lists of app-management commands, recent files, or common tasks. Jump lists are a marvelous time-saving feature.

To display recent files for a specific app

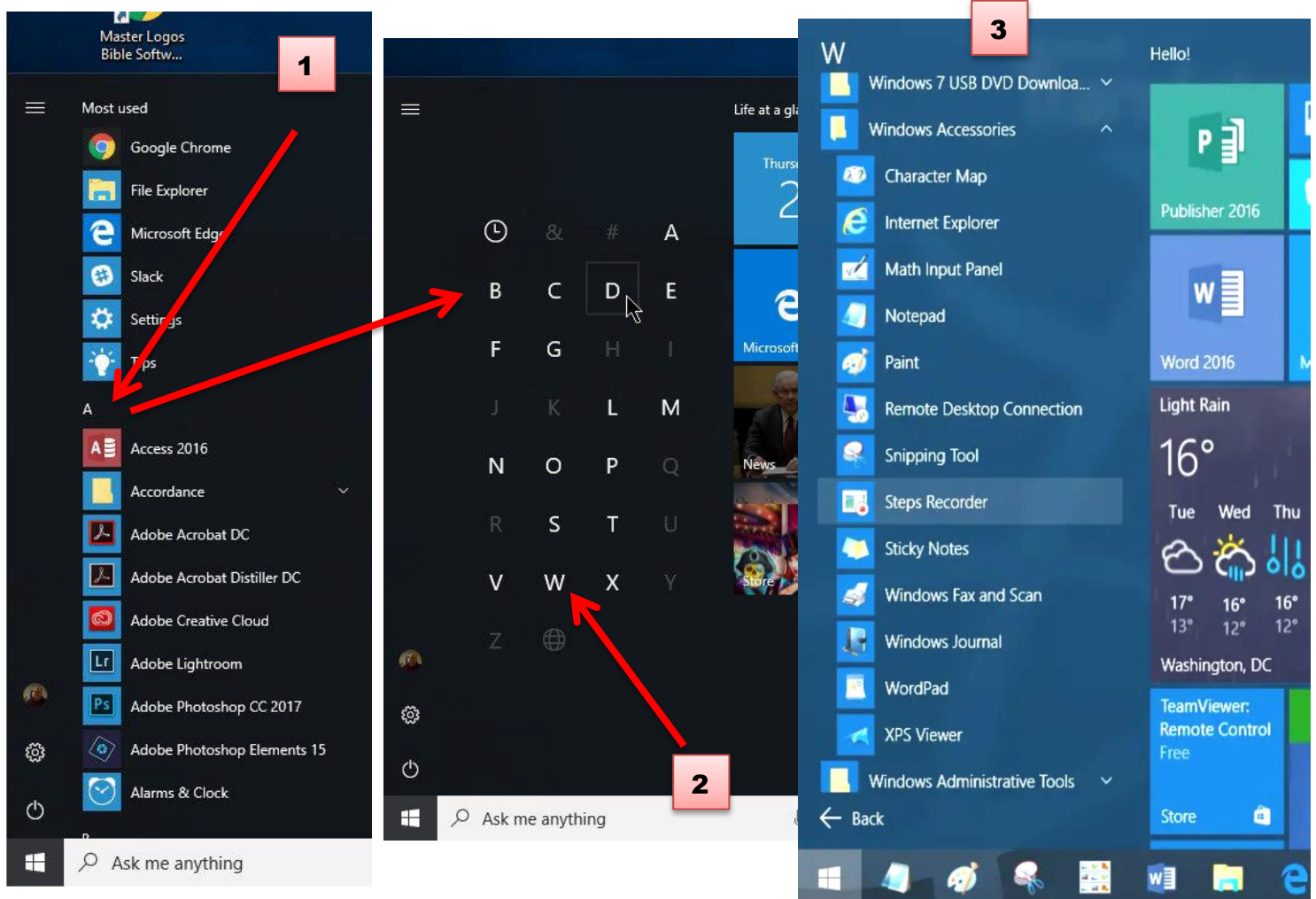
- On the Start menu, right-click the **app name** or **tile**.



The other way to find a program is to look in the Start menu. 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. (**See the example below**).

Example: If you want to open the Windows Accessories folder.

1. On the **App list area**, click in between any of the letters.
2. When the alphabets come up, click on **the W letter**.
3. When the items under the **W** letter come up, click on **Windows Accessories**.



End a computing session

If you're going to **stop working** with your computer for any length of time, you can use one of these **four options** to leave the Windows session:

1. **Lock the computer**: This leaves your Windows computing session active, saves the state of any running apps and open files, and displays the Lock screen. Signing in to Windows resumes your computing session.

To lock the computer

- Display the Start menu. On the left side of the Start menu (**icons area**), select your user account button, and then select **Lock**.

or

- Press **Win+L**.

2. **Sign out of Windows**: This exits any running apps, ends your Windows computing session, and displays the Lock screen. Signing in to Windows starts a new computing session.

To sign out of Windows

- Display the Start menu, select your user account button, and then select **Sign out**.
- Respond if Windows asks whether to save **unsaved changes** to specific files or apps.

3. **Put the computer to sleep**: This leaves your Windows computing session active, saves the state of any running apps and open files, turns off the monitor, and puts the computer into a power-saving mode. When you wake the computer up, the monitor turns on, the Lock screen appears, and signing in to Windows resumes your computing session.

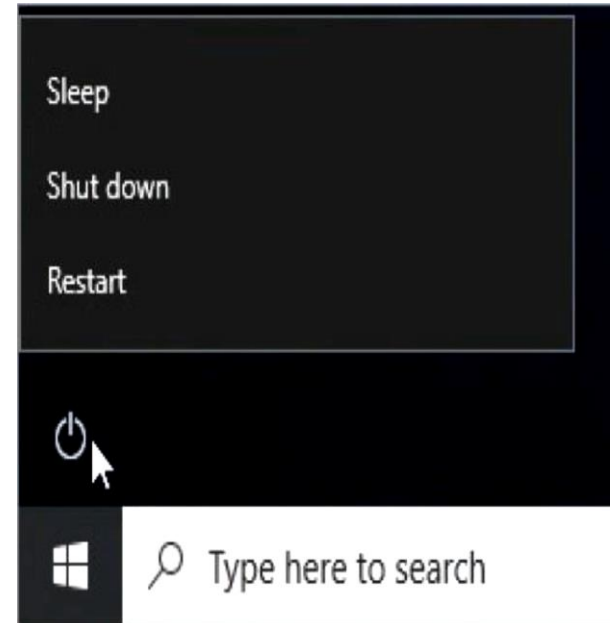
To put the computer to sleep

- On the left side of the Start menu, select the **Power button**, and then select Sleep.

To wake up a computer from sleep

Wake methods might vary depending on the computer. The following methods are common:

- Press and release the computer's power button.
- Press any keyboard key.
- Wiggle the mouse.



4. **Shut down the computer**: This signs all active users out of Windows, shuts down the computer processes in an orderly fashion, and turns off the computer.

To shut down the computer

- On the left side of the Start menu, select the Power button, and then select **Shut down**.