

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



COMPUTER SKILLS

Windows 10



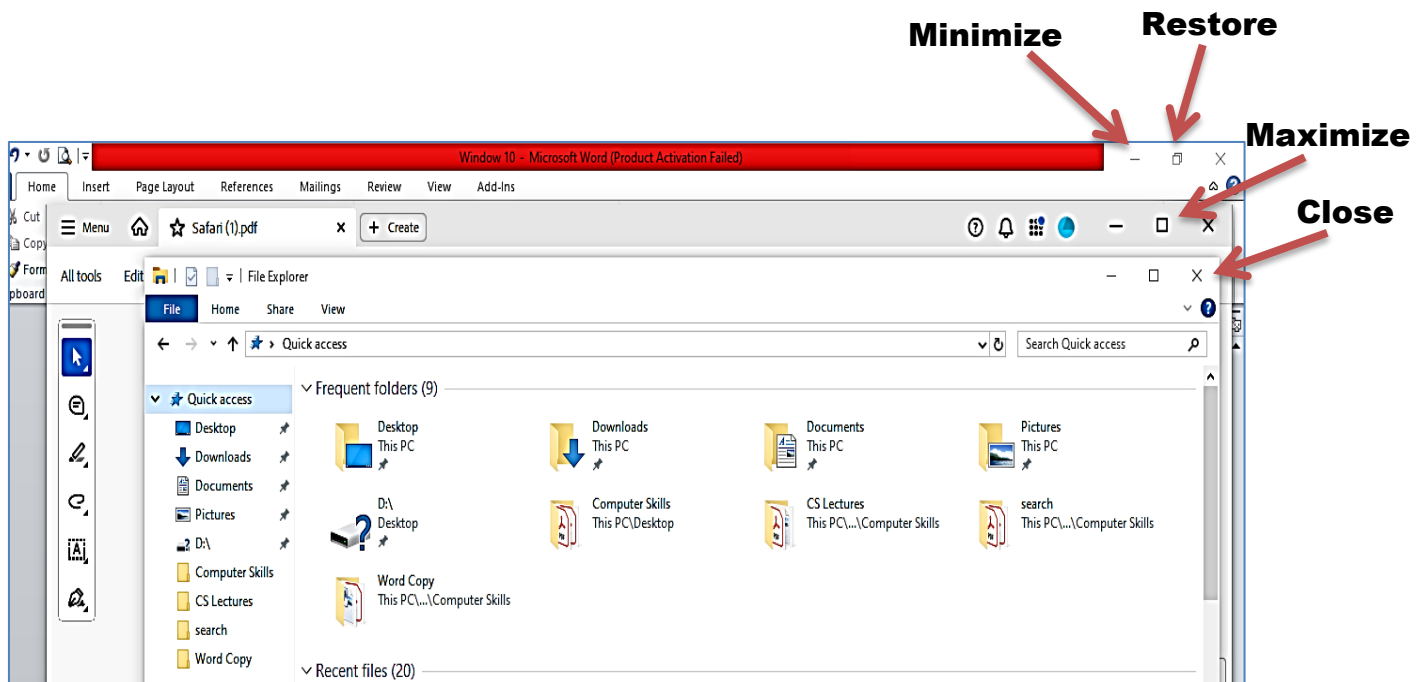
Manage content and app windows

As the name of the Windows 10 operating system indicates, most of the information you view on your computer is displayed in windows—rectangular content frames. Windows have **common features**. Depending on which system or app generates the window, its controls might look slightly different, but in general, a window has a title bar at the top that has a title in the middle and window-management buttons on the right side.

Note: When an app or system element is active, its window has a corresponding **taskbar button**.

The three buttons on the right end of the title bar are:

- **Minimize**: Minimizing a window doesn't close the file or app in the window, but closes the window on the screen. You can reopen the window by selecting the corresponding taskbar button.
- **Maximize/Restore**: When a window fills only part of the screen, maximizing it increases it to full-screen size. When a window is maximized, restoring it returns it to its previous part-screen size.
- **Close**: Closing a window also closes the file or app that the window contains.



To resize a window

- To manually change only the window **height**, point to the **top or bottom** of the window frame, and when the pointer changes to a double-headed arrow, drag the arrow up or down.
- To manually change only the window **width**, point to the **left or right** side of the window frame, and when the pointer changes to a double-headed arrow, drag the arrow left or right.
- To manually change the window size in **any direction**, point to **a corner** of the window frame, and when the pointer changes to a diagonal arrow, drag the arrow in any direction.

To maximize the height of a window without changing the width

- Point to the **top or bottom** of the window frame, and when the pointer changes to a **double-headed arrow**, double-click.

To maximize a window

- Double-click the window **title bar**.
- At the right end of the title bar, select the **Maximize button**.
- Drag the window by its **title bar** to the top of the screen, and then release it.
- Press **Win+Up** Arrow to maximize a non-snapped window.

To restore a maximized window

- Double-click the window **title bar**.
- At the right end of the title bar, select the **Restore button**.
- Drag the window by its **title bar** away from the top of the screen, and then release it.
- Press **Win+Down** Arrow to restore a non-snapped window.

To minimize the active window

- At the right end of the title bar, select the **Minimize button**.
- Press **Win+Down** Arrow to minimize a non-maximized window.

To minimize all windows

- Press **Win+M**.

To restore minimized windows

- Press **Win+Shift+M**.

To close a window

- At the right end of the title bar, select the **Close button**.

Move and arrange windows

Most people have at least a few windows open at the same time. You can move and arrange windows by dragging them around the screen.

To drag a window

- **Press** and **hold** the window title bar by using the primary mouse button, your finger.
- **Move** the pointing device until the window is where you want it.

To move a window

- **Drag** the window by its title bar to the new position.
- Press **Win+Left** Arrow or **Win+Right** Arrow to cycle the active window through the left, right, and center of each screen.

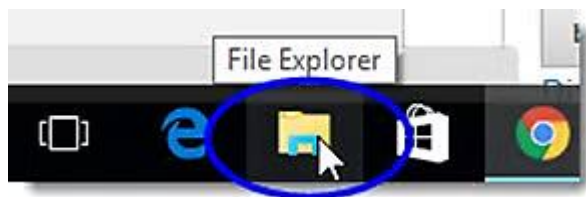
Switching between windows

- If you have more than one window open at the same time, you can quickly switch between them by clicking the **icon** for that window on the taskbar.

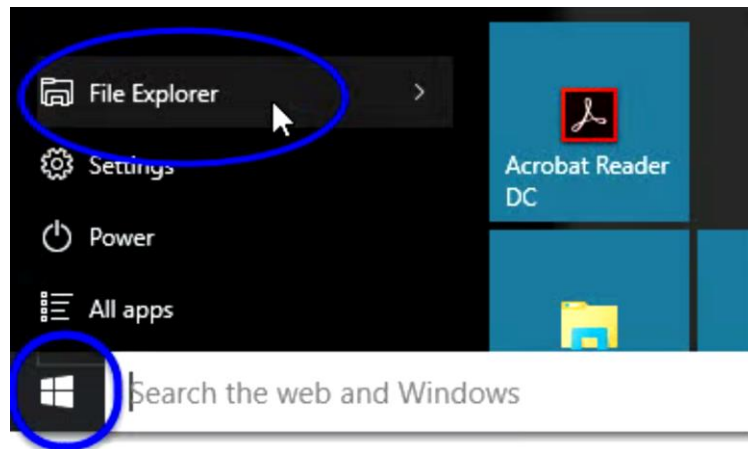
Working with the File Explore

File Explorer is a tool used to perform the file management tasks which can display the contents of your computers such as all the drives, folders, and files that are stored on your computer.

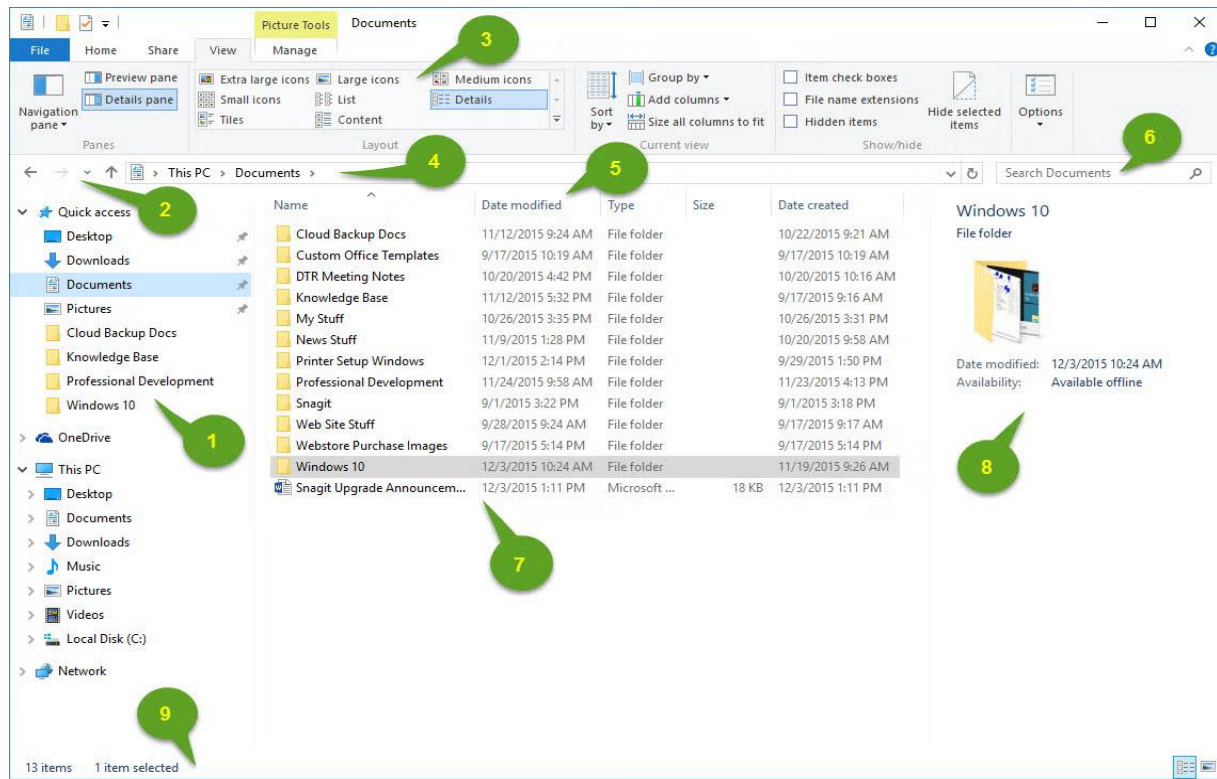
To open File Explorer, click on the File Explorer icon located in the taskbar.



Alternatively, you can open File Explorer by clicking on the Start button and then clicking on File Explorer.



File Explorer Parts Description



1. Navigation Pane

From the Navigation pane, you can view your computer's file and folder structure and access files and folders.

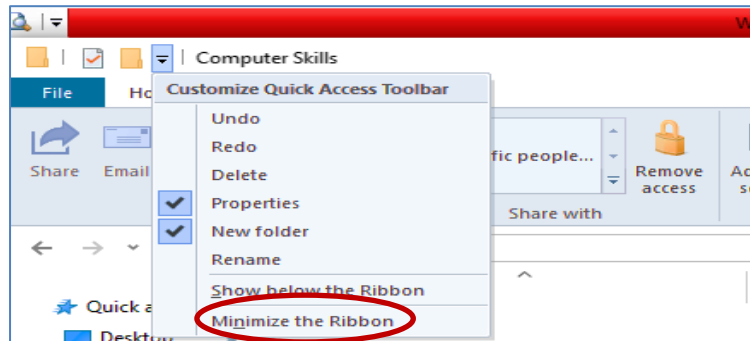
In the Navigation pane is the **Quick access area**; from the Quick access area, you can quickly and easily navigate to folders you use regularly. To add (**pin**) a folder to the Quick access area, **right-click** on the folder name and then select **Pin to Quick access** from the drop-down menu.

2. Forward and Back buttons: Enables you to go to folders you've already opened. If you go to a different folder, you can choose the **Back** button to return to the last folder you accessed.

3. Ribbon: Enables you to perform **layout (file)**, **formatting (home)**, and **sharing (share)** tasks, as well as how File Explorer displays your files and folders.

Tasks available to you might differ depending on what folder you select (e.g., Documents vs Pictures).

To display the Ribbon, click on **one of the menu** items at the top of File Explorer, or click on the **Expand the Ribbon** button (down-pointing arrow) located at the top right-hand side of File Explorer.



4. Address Bar: Enables you to go to a different folder in the same Explorer window.

5. Column headings: Titles of each of the columns displayed in the file and folder list. You can choose which columns you want to display by adding a column heading or removing a column heading, as well as changing the order in which those columns are displayed. Click on a column heading to sort your files and folders by that column (e.g., date modified).

6. Search Box: Allows you to search for subfolders, documents, images, programs, Web pages, and bookmarks in the current folder.

7. File and Folder Listing: Shows you the files and folders in the current folder (the folder you selected in the Navigation pane).

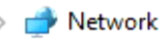
8. Preview/Details pane: Enables you to quickly preview an item, such as a photo, without having to open that item. To open the Preview pane (it isn't open by default), click on the View menu at the top of File Explorer, then click on the Preview pane button located at the left-hand side of the Ribbon in the Navigation pane area.

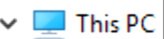
9. Status Bar: Displays information about a selected folder and its contents, such as the total number of items in the folder, the number of items selected and total file size.

Contains buttons that enable you to quickly switch between thumbnail and detail views for the items displayed in the current folder.

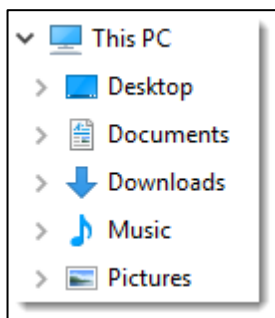
With Windows 10, if a folder contains subfolders, that folder name will instead have a small right pointing triangle next to it.

 Windows 10 No triangle next to a folder name means the folder has no subfolders.

 Network Right-pointing triangle next to a folder name means that the folder has subfolders.

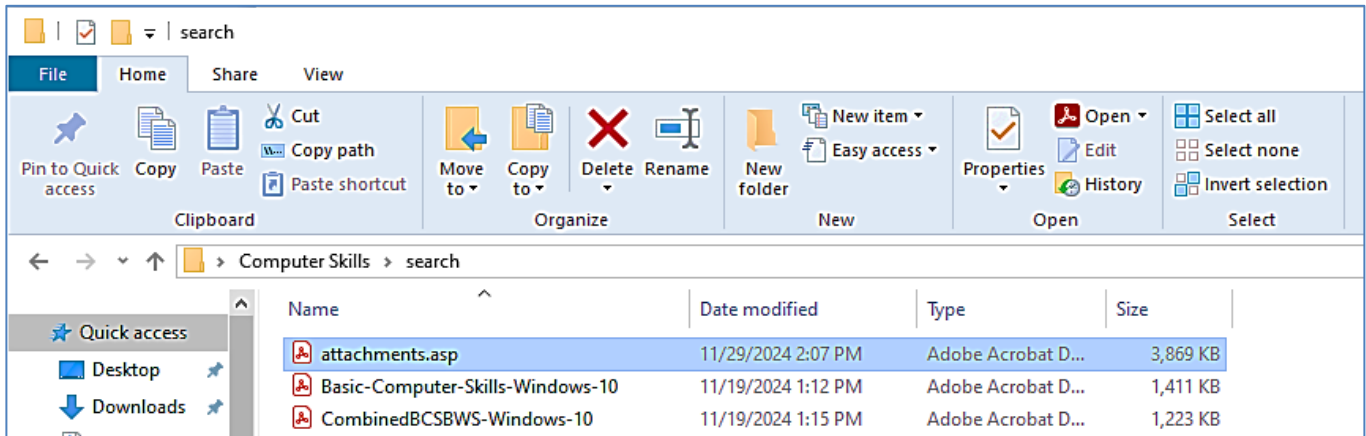
 This PC Down-pointing triangle next to a folder name means that subfolders are currently displayed for that folder.

To view a folder's subfolders, click on the right-pointing triangle next to the folder and the subfolders will be displayed, as shown below.



Home Tap

Gives you access to the most often used file management commands. The **Clipboard group** includes all the standard commands (**Copy, Paste, Cut**), along with the handy **Copy Path** command. Just **select** a folder or file, **click** the Copy Path command, and the current path is copied to the clipboard.



In the **Organize** group, you'll find that the **Move To** and **Copy To** commands are readily accessible. The **Delete** and **Rename** commands also live in this group.

- **Move To**

Select a folder or file, click the **Move To** command, and select the **new location** from the drop down menu that the selected folder or file to move to.

- **Copy To**

Select a folder or file, click the **Copy To** command, and select the **new location** from the drop down menu that the selected folder or file to Copy to.

The **New** group lets you create **new** folders and files of various types.

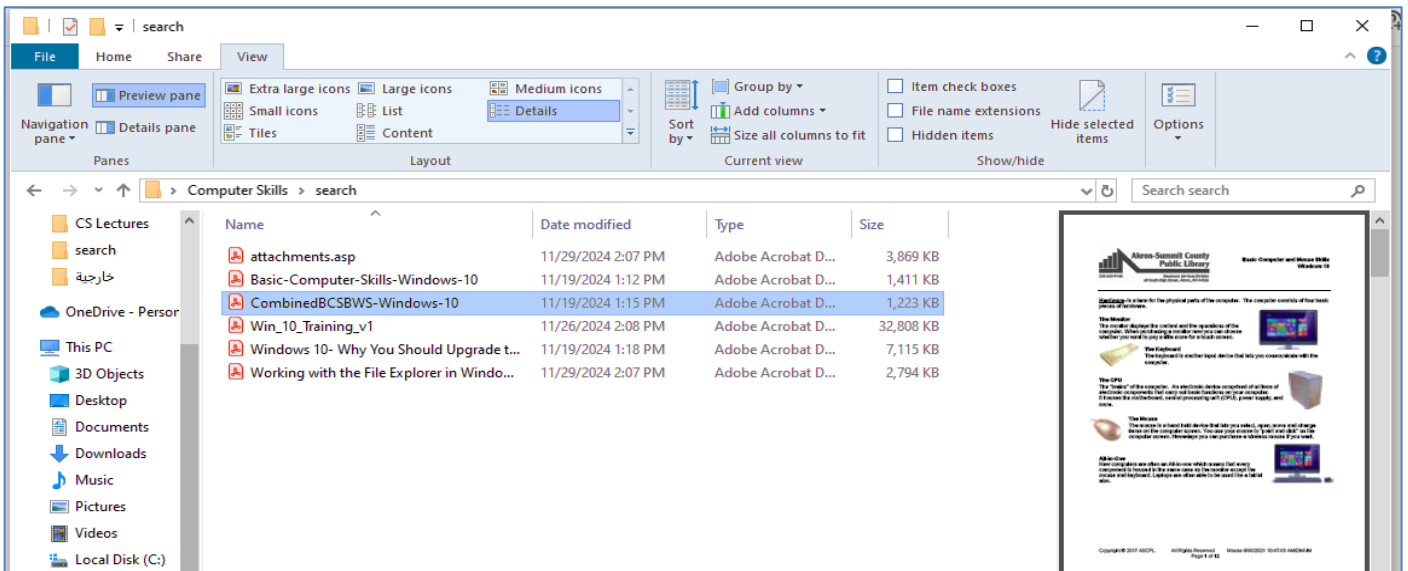
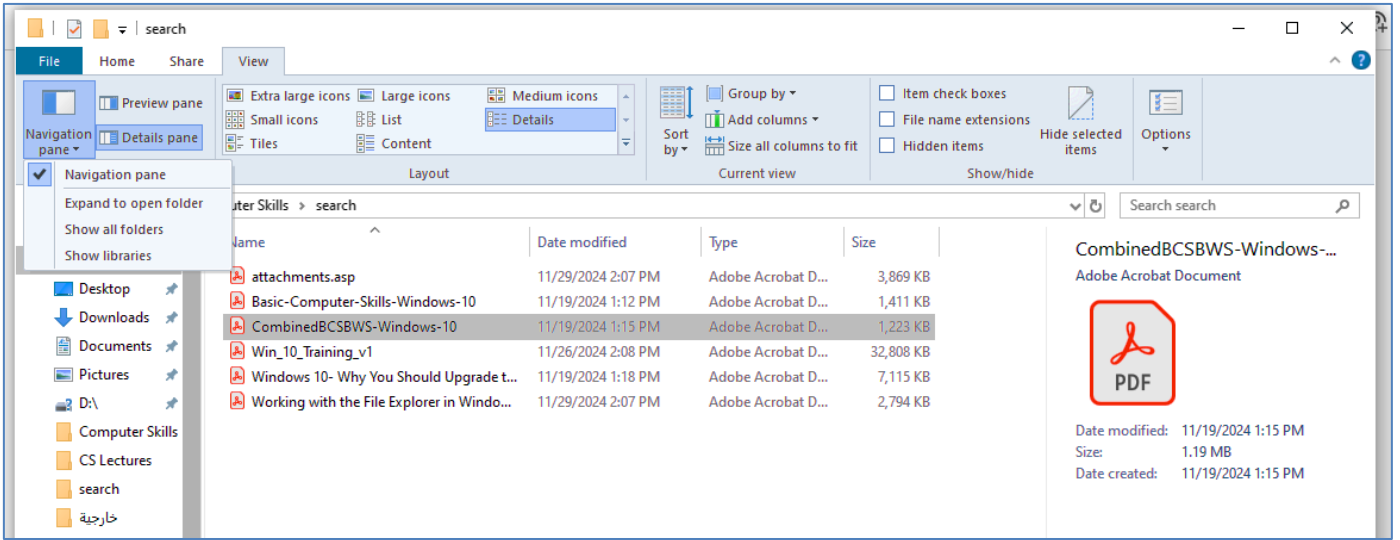
- Within File Explorer, select the **New folder** button. You can also right-click where you want the folder to appear, then select New > Folder. Type the desired name for the folder and press Enter.

The **Select** group offers a set of commands for **selecting** groups of files and folders.

View Tab

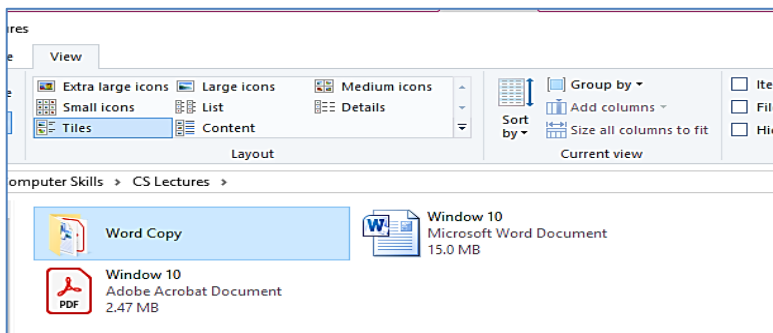
On the **View** tab you'll find a host of commands for **configuring** the way File Explorer displays files.

In the **Panes** group, you can configure the **Navigation** pane and enable or disable the **Preview** pane or the **Details** pane.

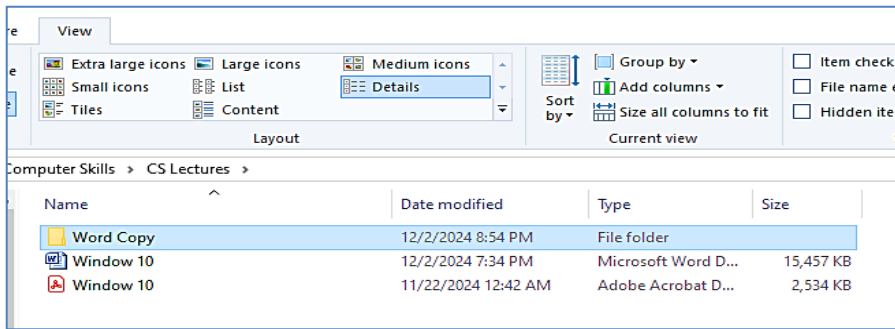


The **Layout** group sports a live preview gallery for choosing your **icon display**. Just hover over an option in the gallery, and the **file display** changes accordingly.

Tiles: Shows icons of each item. Files also show file type and file size.



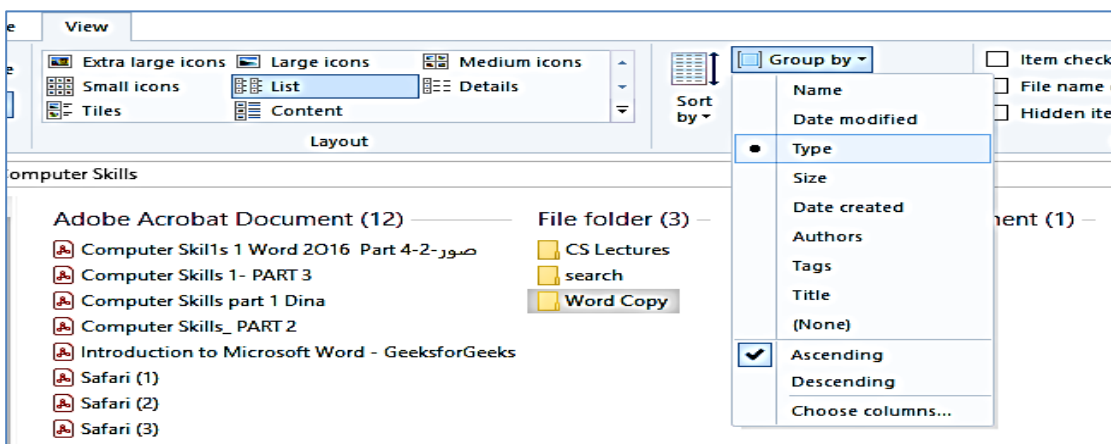
Details: Lists and shows information about your files and folders. In this view, folders show date last modified; files also show file type, file size, and date created.



List: Shows you the file or folder name and its associated icon.

Small, Medium and Large Icons: show the icons in a small, medium or a larger view of file and folder icons. The name of the file or folder is displayed. Windows displays a thumbnail of images.

The **Current View** group exposes several great commands. The **Group By** and **Sort By** commands give you neat ways to narrow and organize the display of your files so they're readily available.



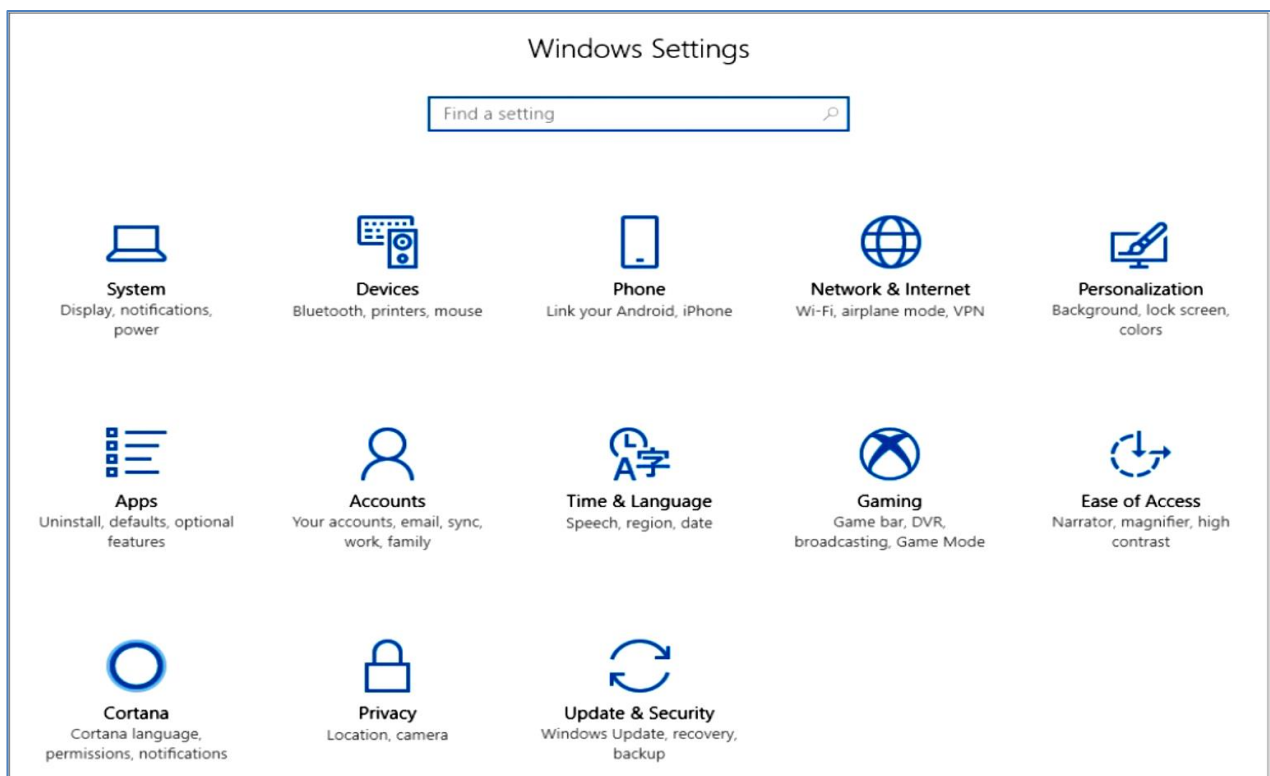
Explore Windows settings

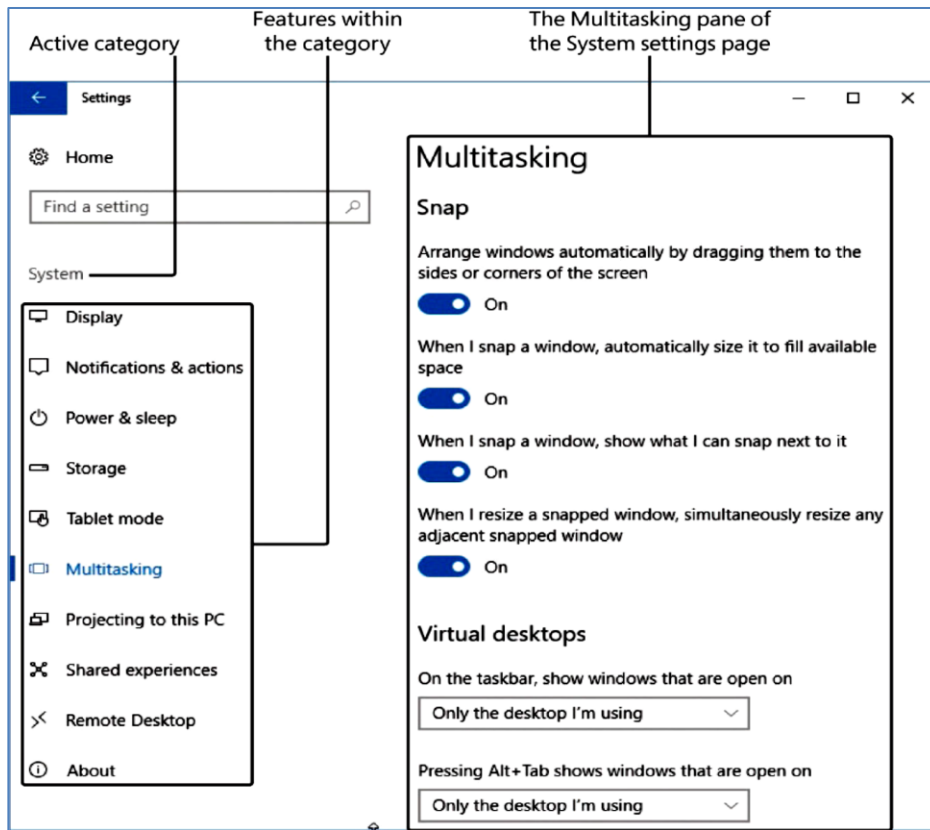
At some point, you may want to adjust your **computer's settings**. For example, you might want to change your desktop background or modify your Internet settings. In versions of Windows prior to Windows 10, the various settings that controlled the behavior of the computer were available from **Control Panel**. Control Panel still exists in Windows 10, but most of the settings have been moved from Control Panel to a much **simpler interface**: the Settings window.

In its default configuration,

- The Settings window displays iconic representations of the **13 categories** of settings.
- Each category icon and name is accompanied by a **short list** of settings available in that category, to give you an indication of where to find specific settings that you're looking for.

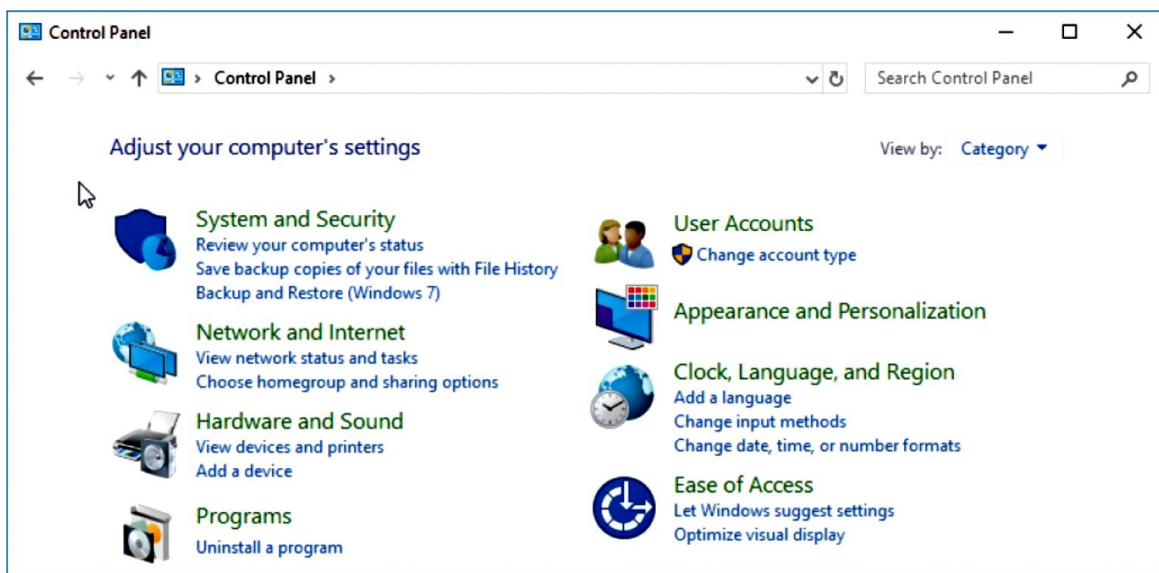
It's easy to locate a specific setting from the **Find A** Setting search box at the top of each page of the Settings window.

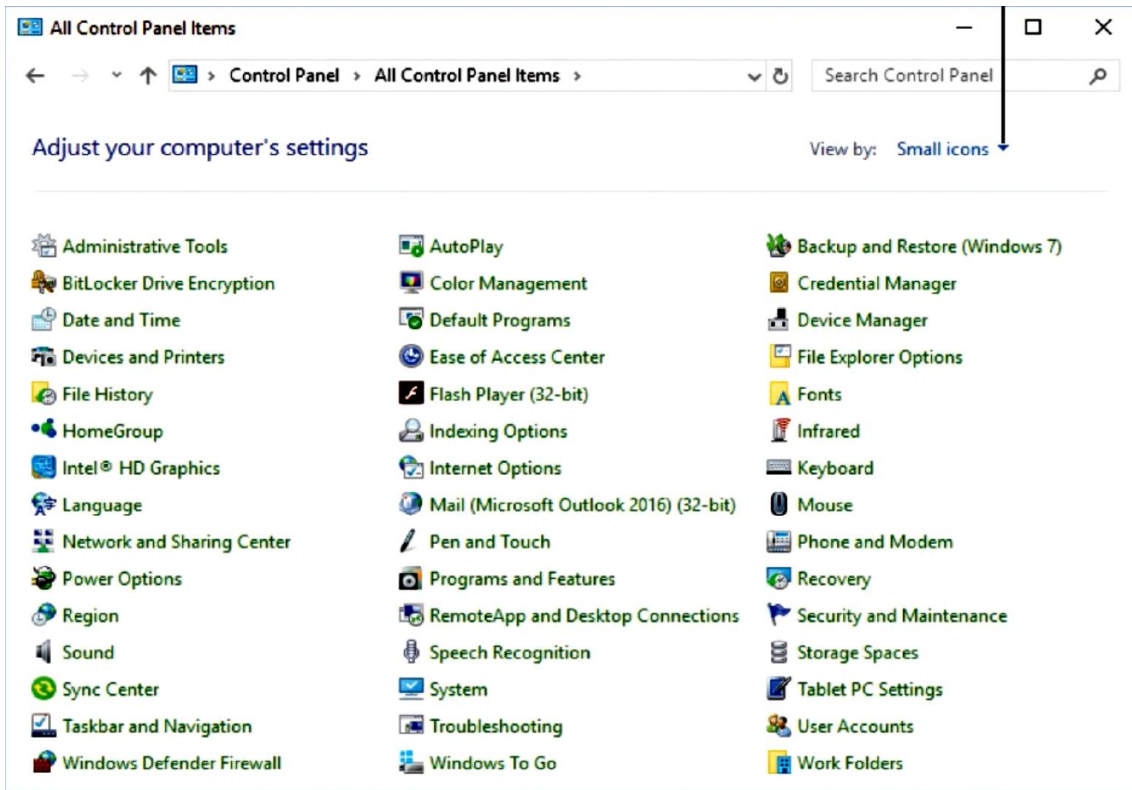




When you configure settings in the Settings window, your changes are implemented as soon as you make them; it isn't necessary to save your changes, and it's **not possible** to undo your changes other than by manually reversing each change.

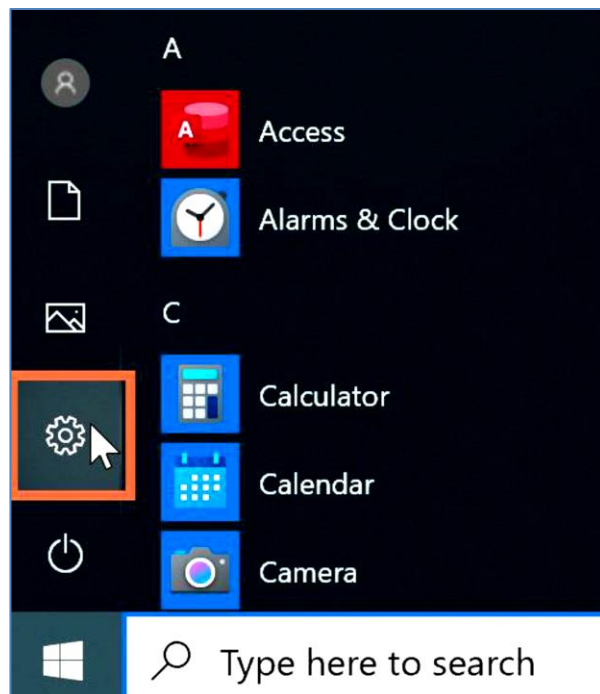
As previously mentioned, **Control Panel** still exists and you can configure many of the less frequently used settings there. The standard Control Panel configuration displays category names followed by tasks you can perform in the categories.





To open the Settings application

- Click the **Start** button, and then on the **left side** area select the **Setting** icon.
- OR
- Press **Win+I**.



To open the Control Panel:

- **Type** Control Panel in the taskbar Search Box. Then, select the **Control Panel app** from the menu.

OR

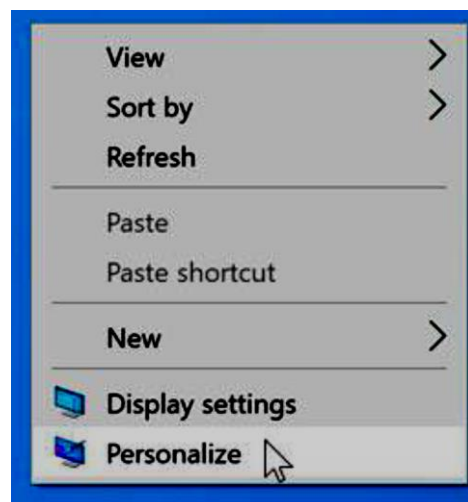
- In the Start menu app list area, **select** any index letter. In the alphabetic index, select **W**, expand the Windows System folder, and then **select** Control Panel.

Personalize your Working Environment

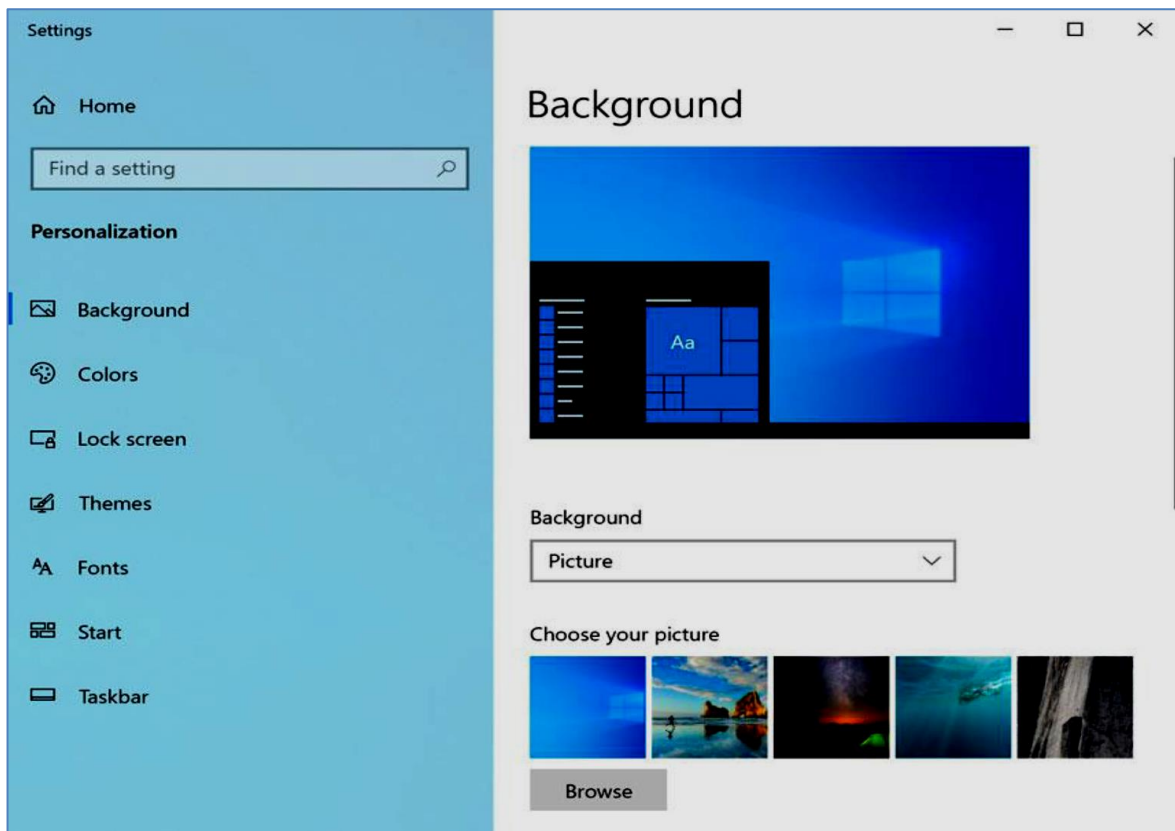
One of the things people like to do with their Windows computers is **personalize** the user interface to reflect things they like and want to see rather than things that other people have decided they should see.

To access the **Personalization** settings:

- **Right-click** anywhere on the desktop.
- **Select** Personalize from the drop-down menu. The Personalization settings will appear.



Click the buttons in the setting window below to learn more about using the Personalization settings.



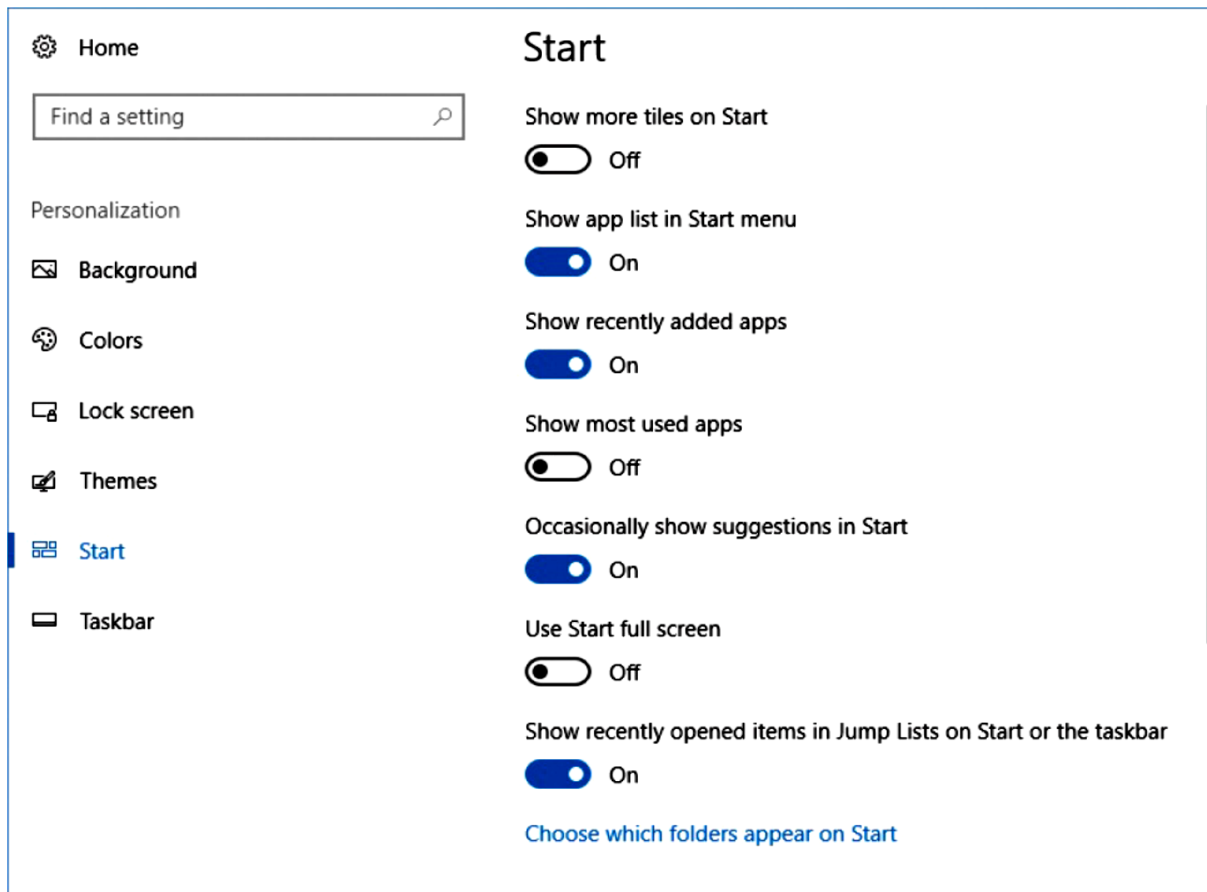
Configure the Start menu

Changing the Start menu **configuration** is a simple one-step process. For example, when you turn the full-screen setting on or off, the change takes place immediately. It isn't necessary to sign out of Windows or restart your computer to implement it.

To Resize the Start Menu

- Drag the **top border** of the Start menu **up** or **down** to increase or decrease its height.
- Drag the **right border** of the Start menu **right** or **left to** increase or decrease its width.

You can change to the **full-size** Start screen or revert to the **default** Start menu size, and configure other Start menu settings, from the **Start settings pane** on the Personalization page in the Settings window.



To switch between the default Start menu and full-size Start screen

1. Open the Settings window by selecting **Start** and then Settings or pressing **Win+I**.
2. Select **Personalization**, and then on the Personalization page, select **Start**.
3. In the Start settings pane, select **Use Start full screen**.
4. Select the Start button to **test** the setting.

To remove the app list from the Start menu

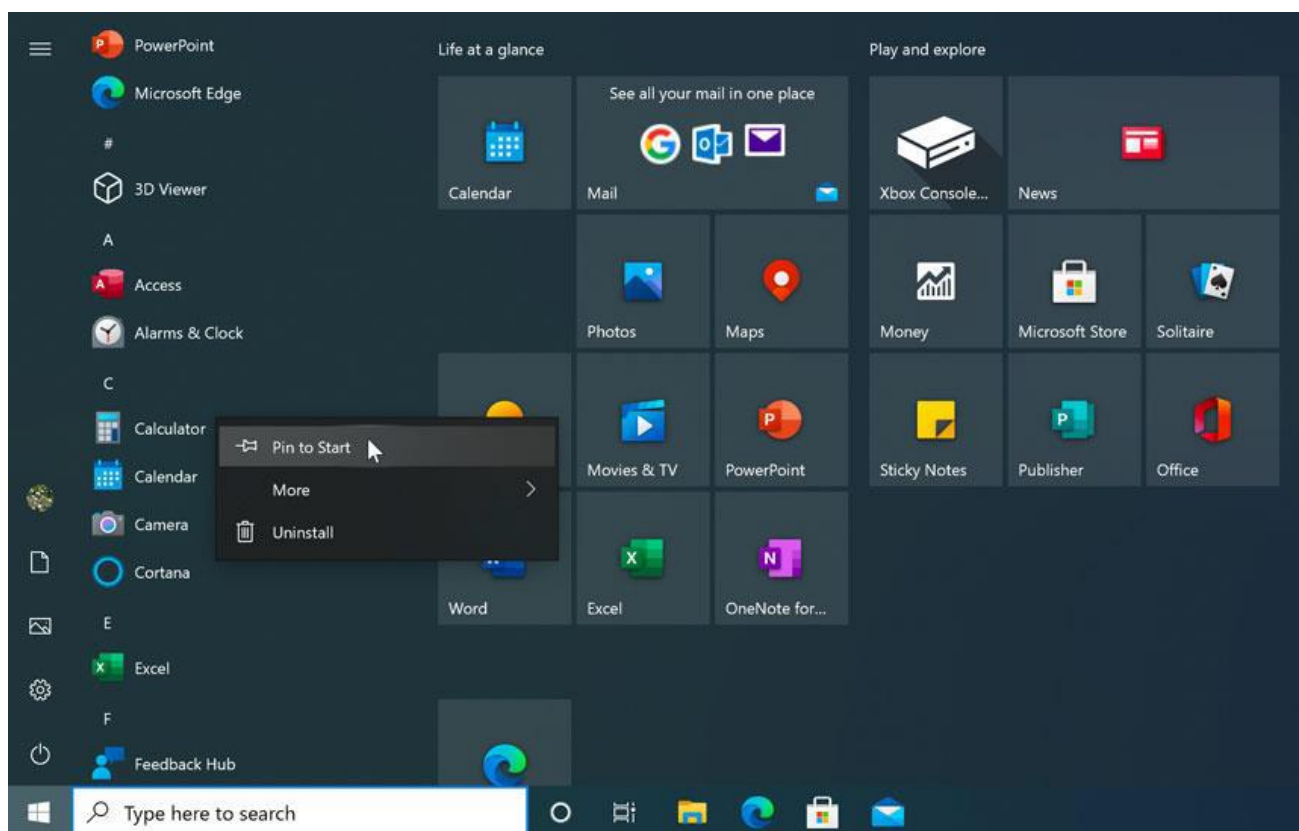
1. Display the **Start pane** of the Personalization settings page.
2. Turn off **Show app list** in Start menu.
3. Select the Start button to **test** the setting.

Pinning and unpinning Apps

To add (**pin**) a tile to the Start menu:

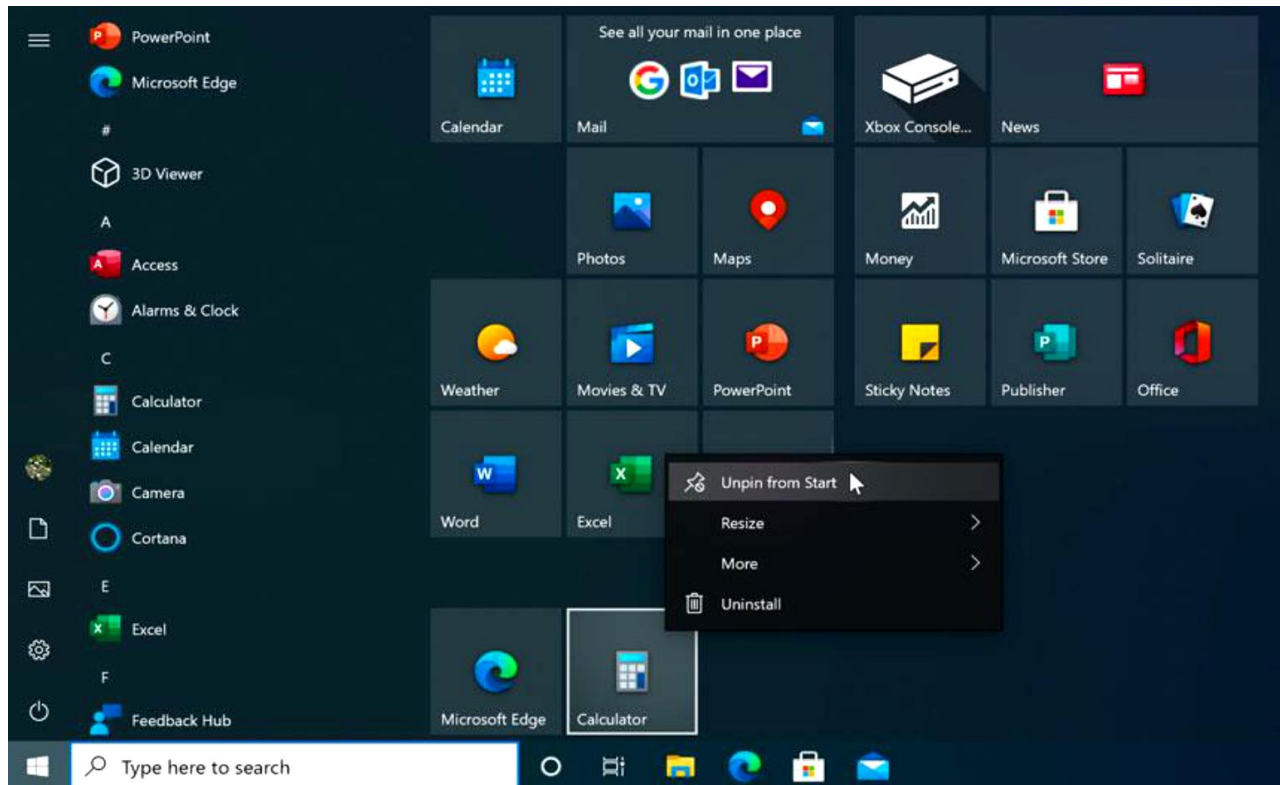
1. Click the **Start button**, and then find the desired app from the list.
2. **Right-click** the app, then select **Pin to Start**. In this example, we'll pin the Calculator app.

The app will be pinned to the Start menu.



To delete (**unpin**) a tile from the start menu:

- **Right-click** the desired tile, then selecting **Unpin from Start**.



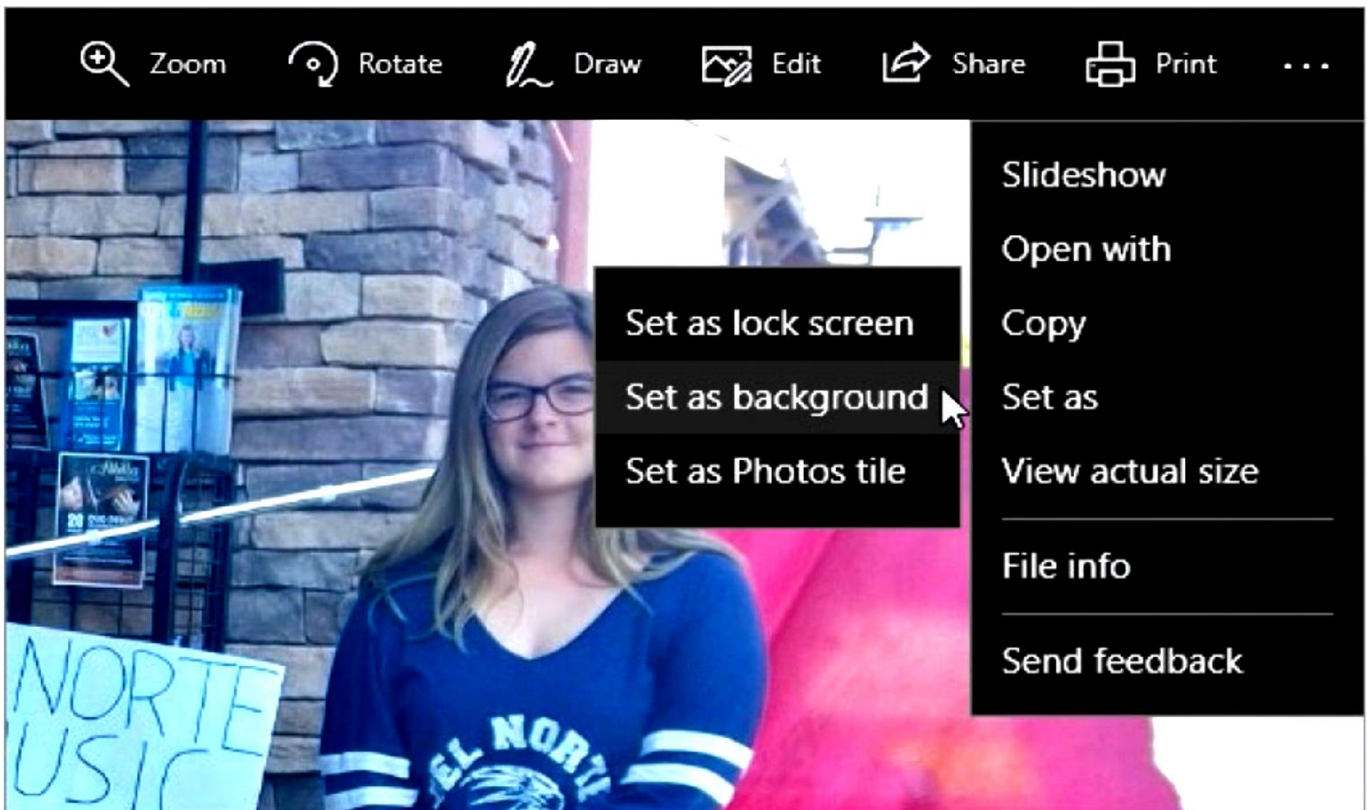
Set the desktop background and system colors

To set one desktop background image

1. Open the Settings window, select **Personalization**, and then on the Personalization settings page, select **Background**.
2. In the Background settings pane, select the Background **list** and then **Picture**.
3. In the Choose your picture area, do either of the following:
 - Select a thumbnail to select a Windows 10 **image** or a previously selected picture.
 - Select **Browse**. In the Open **dialog box**, browse to and select the image you want to use. Then select **Choose picture**.
4. In the Choose a **fit list**, select **Fill**, **Fit**, **Stretch**, **Tile**, **Center**, or **Span** to indicate the way you want to position the image.

Or

1. Start the **Photos** app.
2. **Locate** and **select** the photo that you want to display as the desktop background.
3. At the right end of the Photos menu bar, select **See more (...)** > **Set as** > **Set as background**.



To display a series of desktop background images

1. Place the images you want to display into **one folder**.
2. Display the **Background** pane of the Personalization settings page.
3. In the Background list, select **Slideshow**.
4. If you want to use a folder other than the one shown in the Choose albums for your slideshow area (by default, this is your Pictures folder), select Browse. In the Select Folder dialog box, browse to and select the folder of **images you want** to use. Then select **Choose** this folder.

5. If you want the background image to change **more** or **less** frequently than the default of every 30 minutes, expand the **Change picture** every list and then select 1 minute, 10 minutes, 1 hour, 6 hours, or 1 day.
6. If you want to display the folder contents in a **random order**, turn on **Shuffle**.
7. In the Choose a **fit list**, select **Fill, Fit, Stretch, Tile, Center**, or Span to indicate the way you want to position the images. Consider that image sizes in the slideshow might vary.

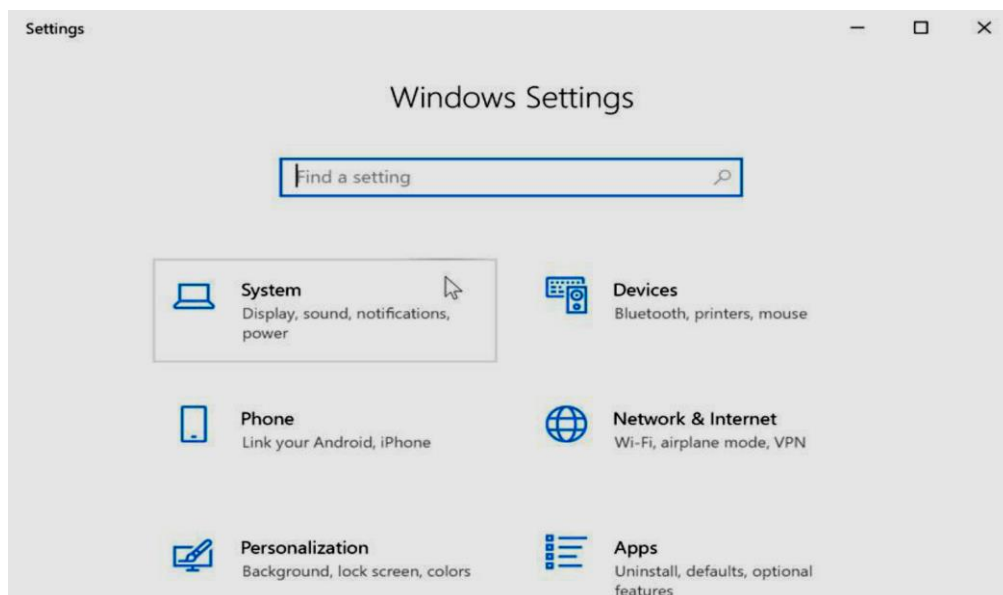
To set a standard desktop background color

1. **Display** the Background pane of the Personalization settings page.
2. In the Background list, select **Solid color** to display the **color grid**. An outline and check mark indicate the current background color.
3. In the **color grid**, select the **color** swatch you want to use.

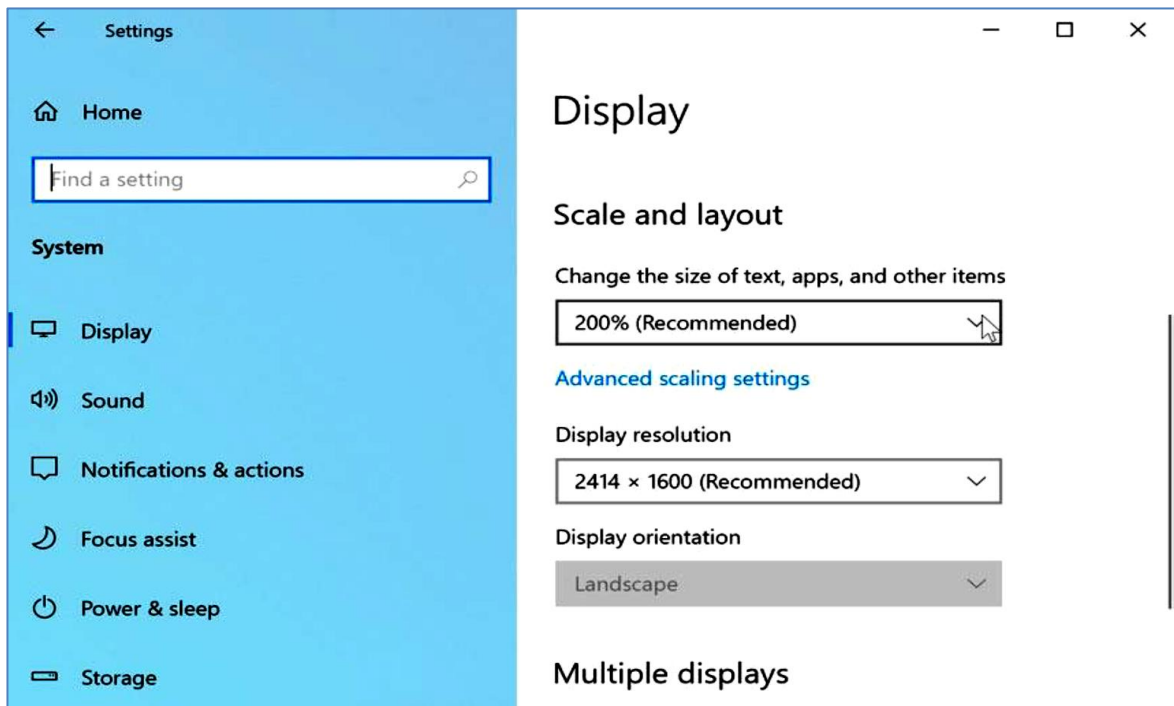
To Change the Font Size

If you have difficulty seeing the text on your computer, you can increase the font size. Increasing the font size will also increase the size of icons and other items on your desktop.

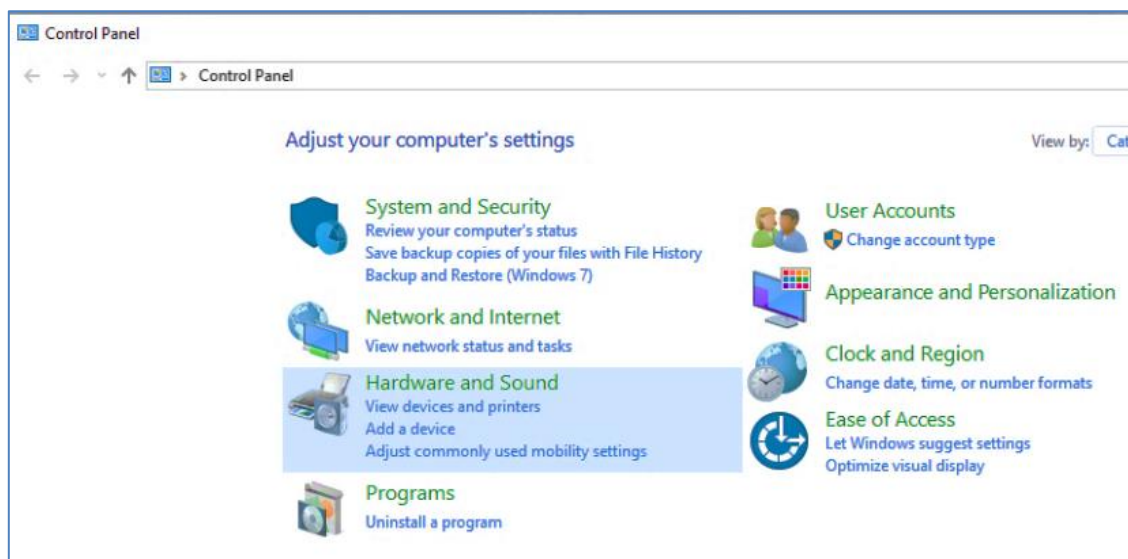
1. Open the Settings app, and then select **System**.



2. The **Display** options will appear. Use the drop-down arrow to scale up or down the size. Note that a larger size may interfere with the way some items appear on the screen.
3. Once you've made your selection, the changes will take effect.



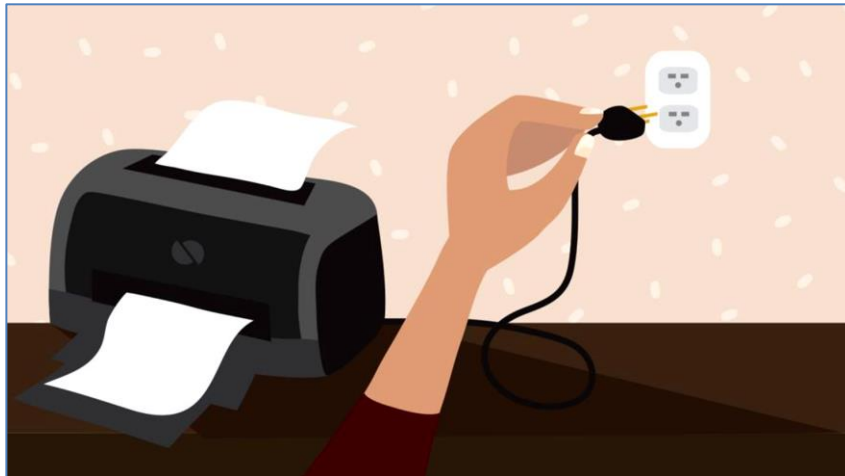
Hardware and Sound



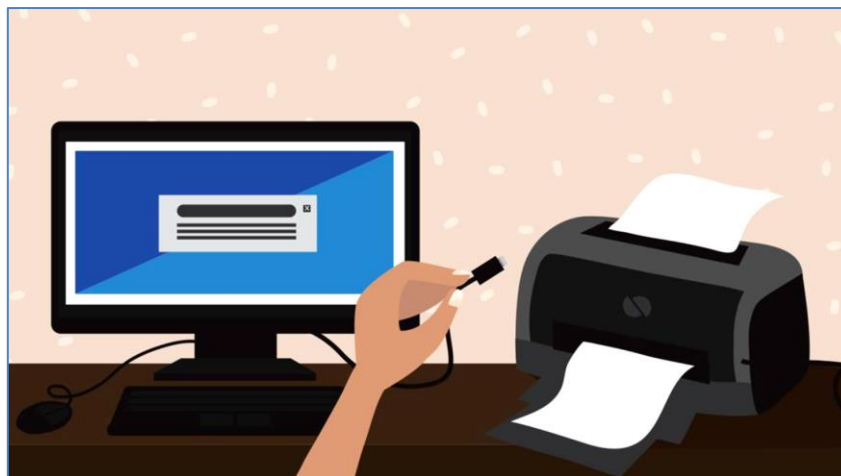
How to set up a new printer

Trying to get your **new printer** up and running? Here are the basic steps you'll follow to set up almost any printer

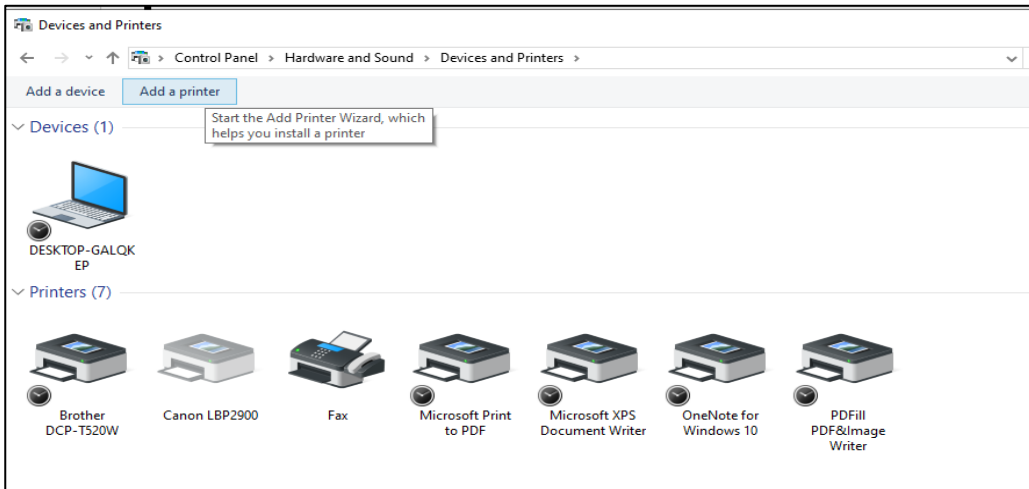
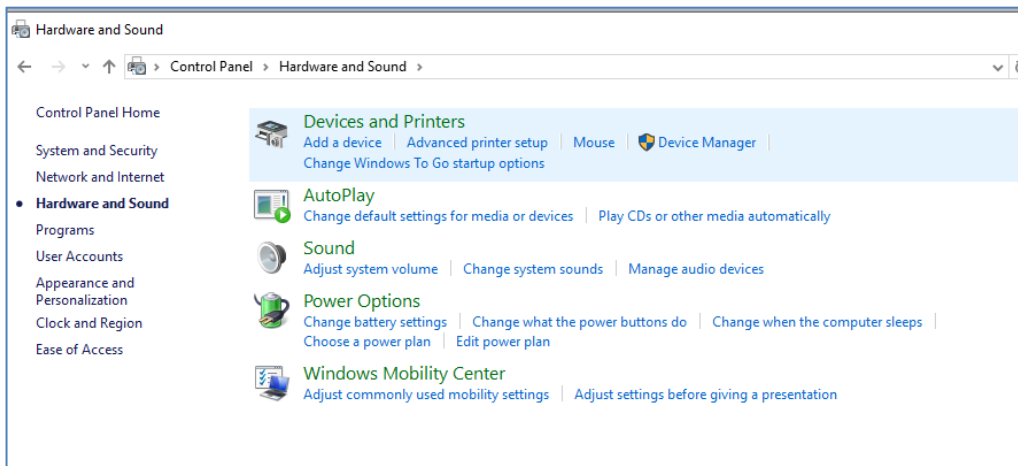
1. Plug in the printer's **power cable** and make sure it's turned on.



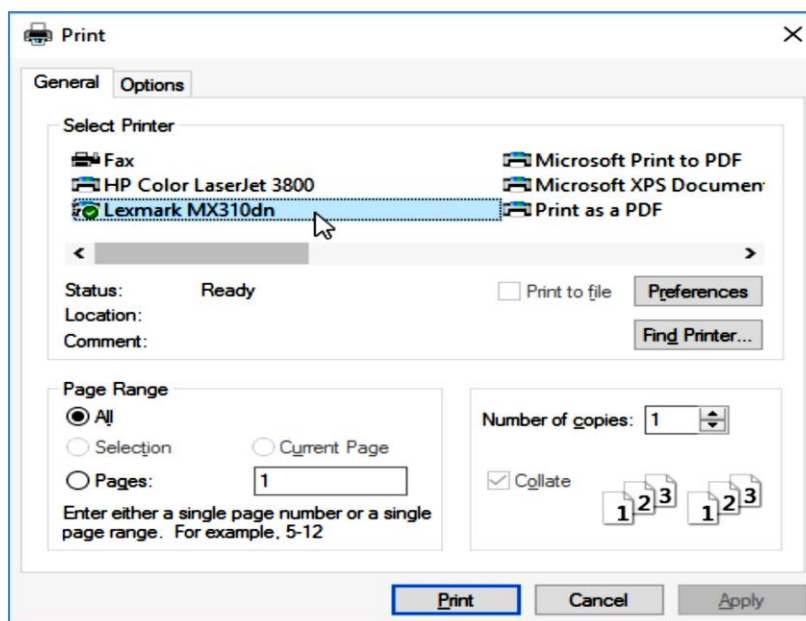
2. Connect the included **cable** (usually a **USB** cable) from the printer to the computer.
Note: The process will be different if you're using a wireless printer.



3. Open the **Control Panel**, and then select devices and printers.
4. Select the option **Add a printer** from devices and printer, then follow the instructions that appear.



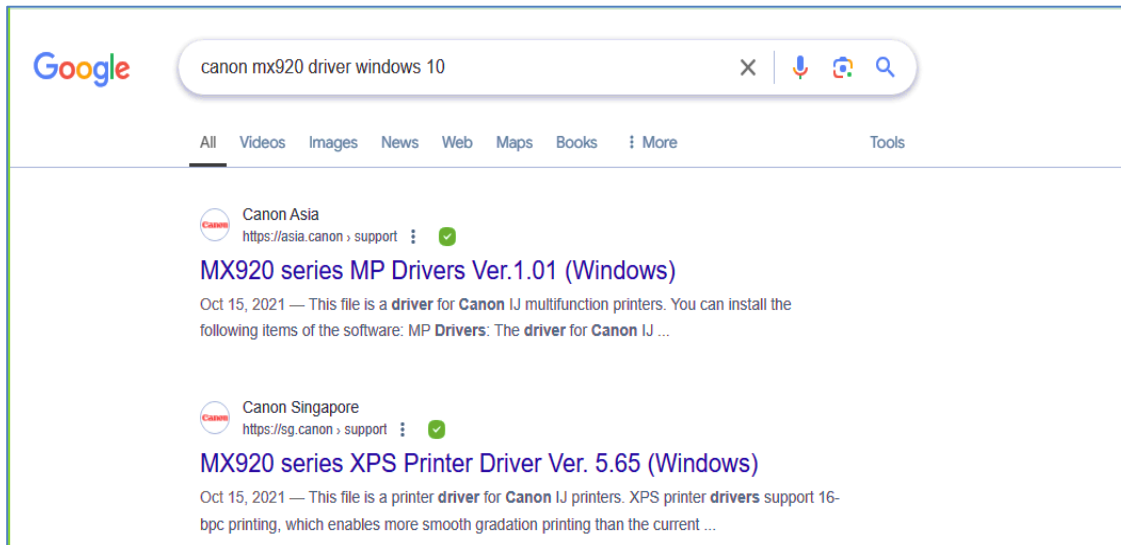
5. Now it's to printing something! For example, you could try printing any page, click **File > Print** from your page, or simply press **Ctrl+P** on your keyboard.
6. A dialog box will appear. Locate and select the printer name from the list, then click Print.



To search on the printer driver from Google

We must write printer name in the browser as shown below:

In the example below, we're searching for canon MX920



Understanding user accounts

We store personal and business information on computer, and use them to access financial and social information online. That information might be protected by a password, but the password could easily be accessible to any other person who is using your computer. To protect your privacy and the integrity of your information, it is important to control who can sign in to your computer, and what they can do when they're signed in.

Windows 10 requires at least one user account. You specify that account when you're completing the installation processes, or the first time the computer starts after Windows 10 has been installed. Windows 10 designates this first account as an Administrator account so that the account can be used to manage the computer.

Each user account is either:

1. A **Microsoft account**, which is any email address that has been registered with the Microsoft account service.

2. A **local account** that exists only on a single computer and is not associated with a specific email address.

You can use your Microsoft account to sign in to multiple computers, websites, and services by using the same email address and password. By signing in with your Microsoft account credentials, you can share settings and files among all your devices. Any device you sign in to with this account has access to the same settings and information. Signing in with a local account places limits on the applications you can purchase or download from the Store.

Every user account is also classified as either:

1. An **Administrator account**: Administrator accounts are special accounts that are used for making changes to system settings or managing other people's accounts. They have full access to every setting on the computer. Every computer will have at least one Administrator account, and if you're the owner you should already have a password to this account.
2. A **Standard User account**: Standard accounts are the basic accounts you use for normal everyday tasks. As a Standard user, you can do just about anything you would need to do, such as running software or personalizing your desktop.

Generally, it's safer to be signed in to a Standard account than an Administrator account. If you're logged in as an Administrator, it may actually make it easier for an unauthorized user to make changes to your computer. Therefore, you may want to create a Standard account for yourself, even if you're not sharing the computer with anyone. You'll still be able to make Administrator-level changes; you'll just need to provide your Administrator password when making these changes.

User Account Control

User Account Control (UAC) protects your computer from changes to Windows system settings by requiring that an administrator expressly permit certain types of changes. Each area of the Windows interface that requires administrator permission is labeled with a security icon. When you attempt to access or change protected Windows settings, a User

Account Control message box appears, asking for confirmation that Windows should continue the operation. The message box varies depending on your account and the action

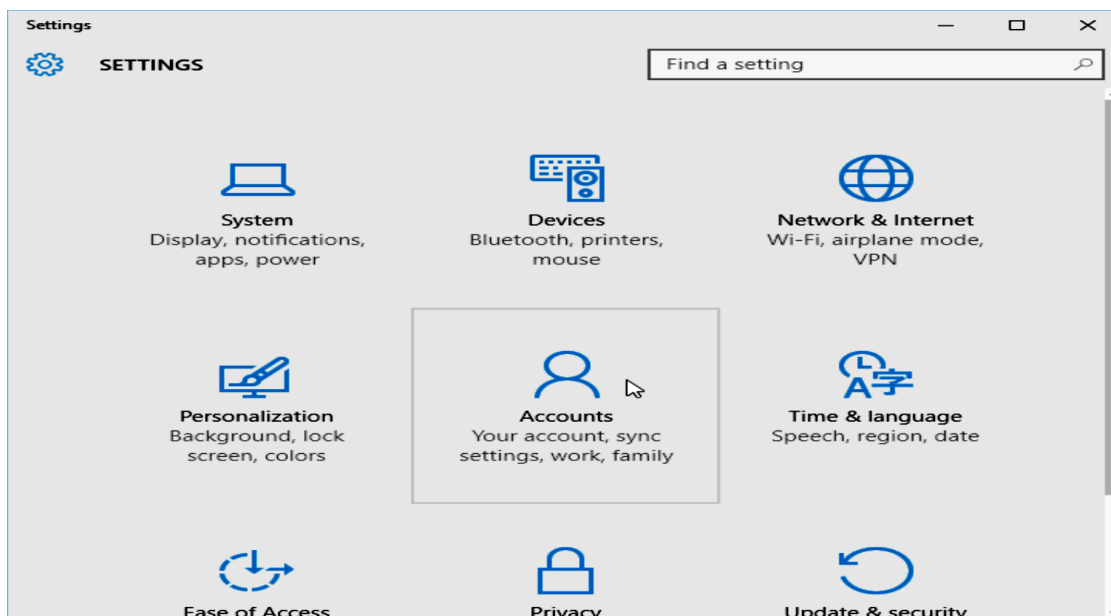


Adding and managing user accounts

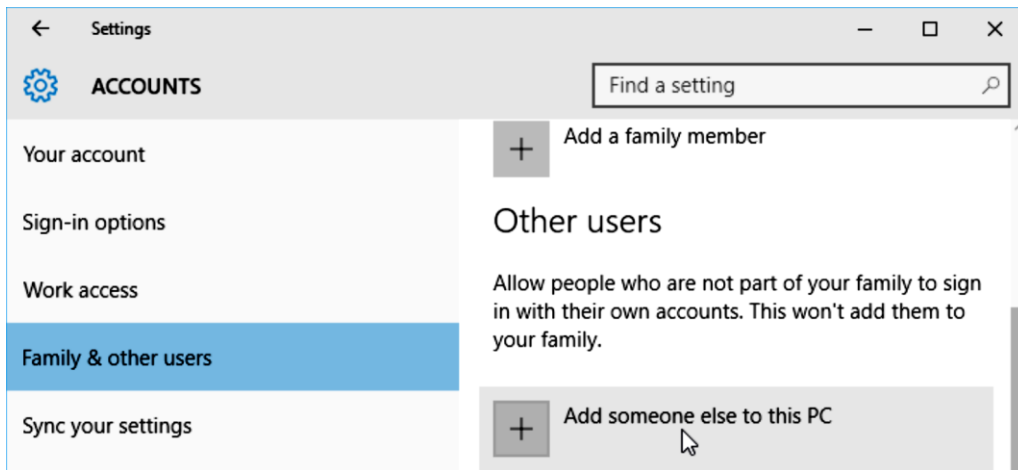
The process for adding and managing user accounts is quite different for each version of Windows.

To add a new user (with a **Microsoft account**):

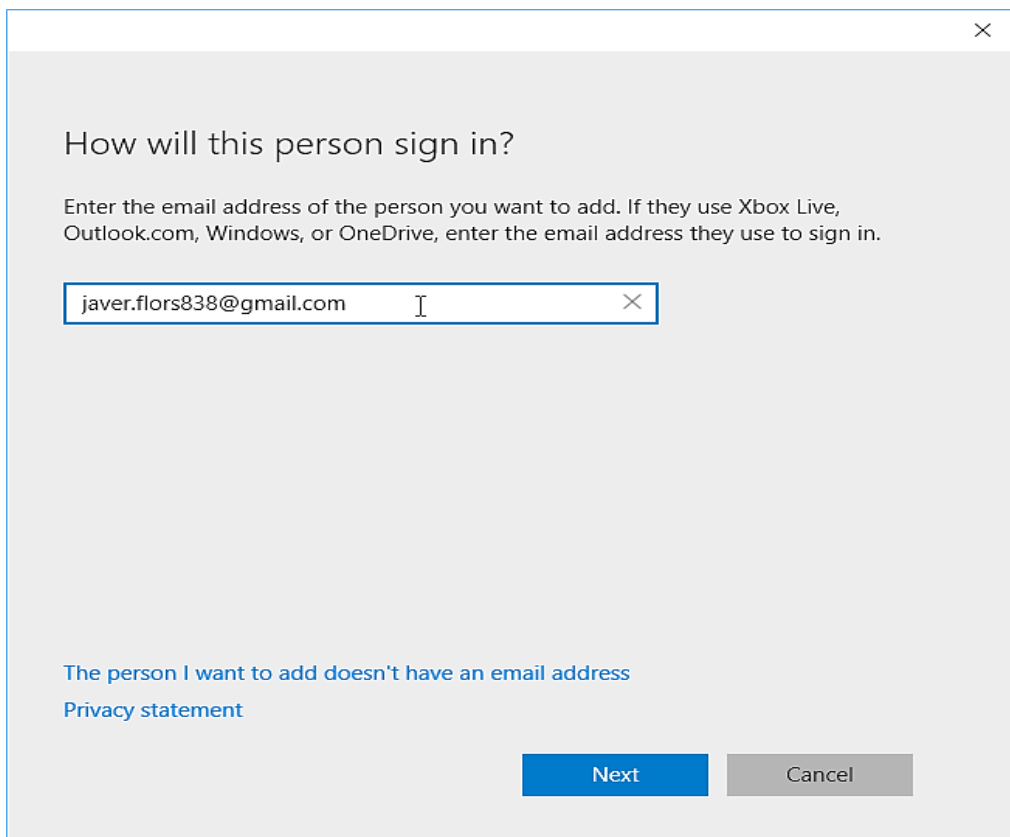
1. Open the Settings app, and then select Accounts.



2. Select Family & other users. Scroll down to the Other Users section, then choose Add someone else to this PC.



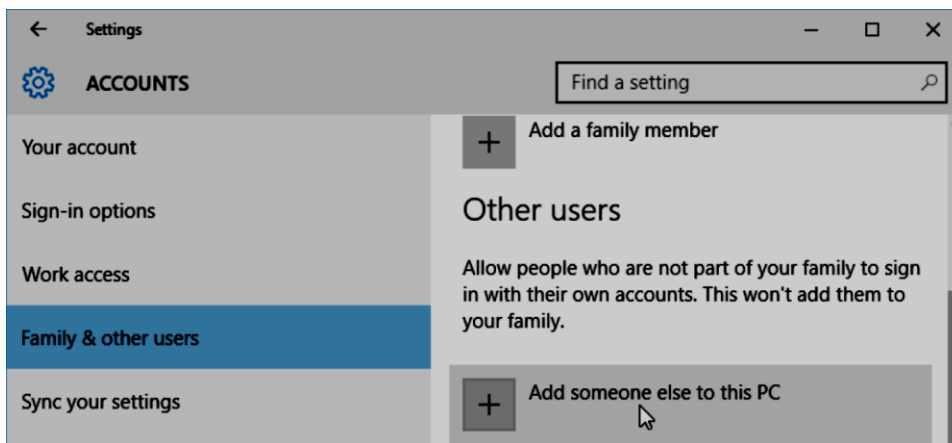
3. If the new user already has a Microsoft account, enter the associated email address, and then click Next.



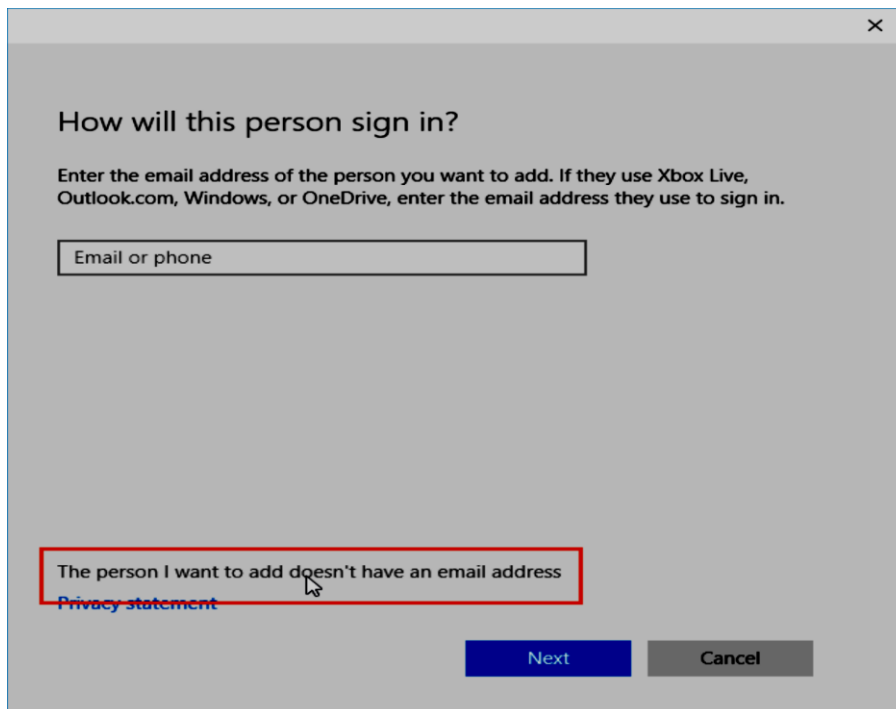
4. The user can then sign in to the computer with his or her Microsoft account information. Note that it may take several minutes to configure a user's settings when logging in with a Microsoft account for the first time.

To add a new local user (without a **Microsoft account**):

1. From the Account settings, click Add someone else to this PC.



2. Select, The person I want to add doesn't have an email address



3. The account creation screen will appear. Select Add a user without a Microsoft account.

Let's create your account

Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when you sign in with your Microsoft account.* [Learn more](#)

First name Last name

someone@example.com

[Get a new email address](#)

Password

United States

Birth month Day Year

~~*If you already use a Microsoft service, go~~ Back to sign in with that account.

Add a user without a Microsoft account

Next Back

4. Enter an account name, and then type the desired password. It's important to choose a strong password—in other words, one that is easy to remember but difficult for others to guess. When you're finished, click Next.

5. The local user can then sign in to the computer with this account.

Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

Sonya

Make it secure.

.....

..... I

Password hint

Back Next