



# Computer Skills 1



**Dina Hassan**

**Assistant Lecturer**

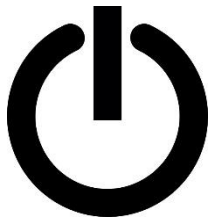
**Part 3**

# Getting started with your first computer

Let's walk through getting started with your first computer.

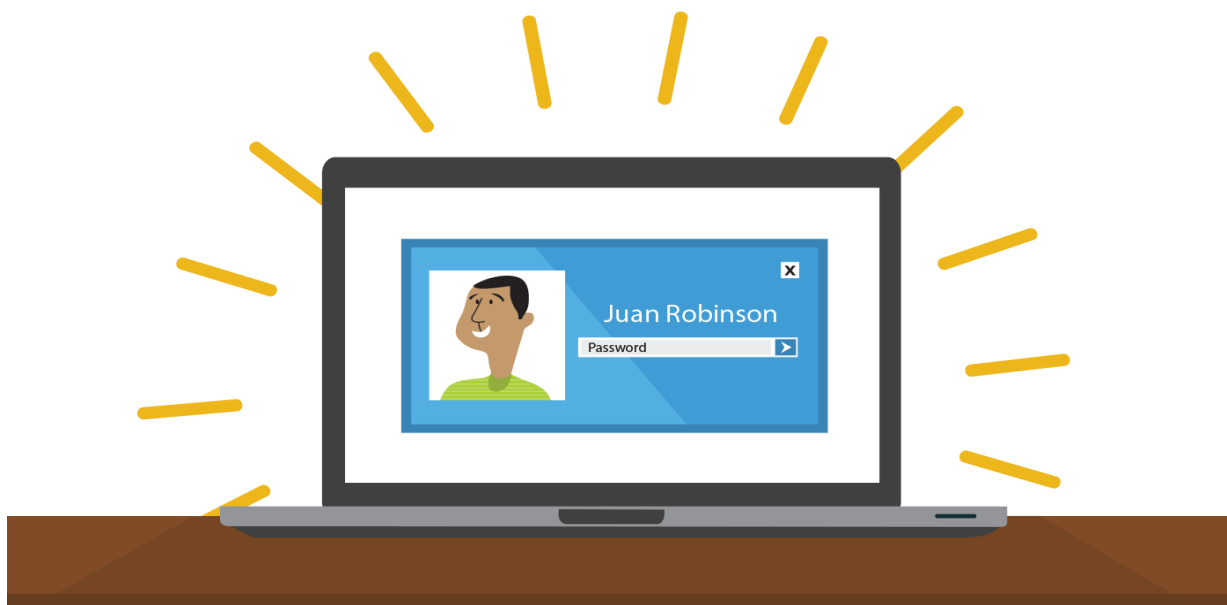
## 1. Turning on a computer

The very first step is to **turn on** the computer. To do this, locate and press the **power** button. It's in a different place on every computer, but it will have the universal power button symbol (shown below).



Once turned on, your computer takes time before it's ready to use. You may see a few different displays flash on the screen. This process is called **booting up**, and it can take anywhere from 15 seconds to several minutes.

Once the computer has **booted up**, it may be ready to use, or it may require you to **log in**. This means identifying yourself by typing your user name or selecting your profile, then typing your password. If you've never logged in to your computer before, you may need to **create an account**.



## 2. The keyboard and mouse

You interact with a computer mainly by using the **keyboard** and **mouse**, or a **trackpad** (mouse pad) on laptops.



The **mouse** controls the **pointer** on the screen. Whenever you move the mouse across the desk, the pointer will move in a similar manner. A mouse usually has two buttons, which are referred to as the **Left button** and the **Right button**. You will often interact with the computer by moving the mouse pointer over something on the computer screen, then clicking one of the buttons.



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

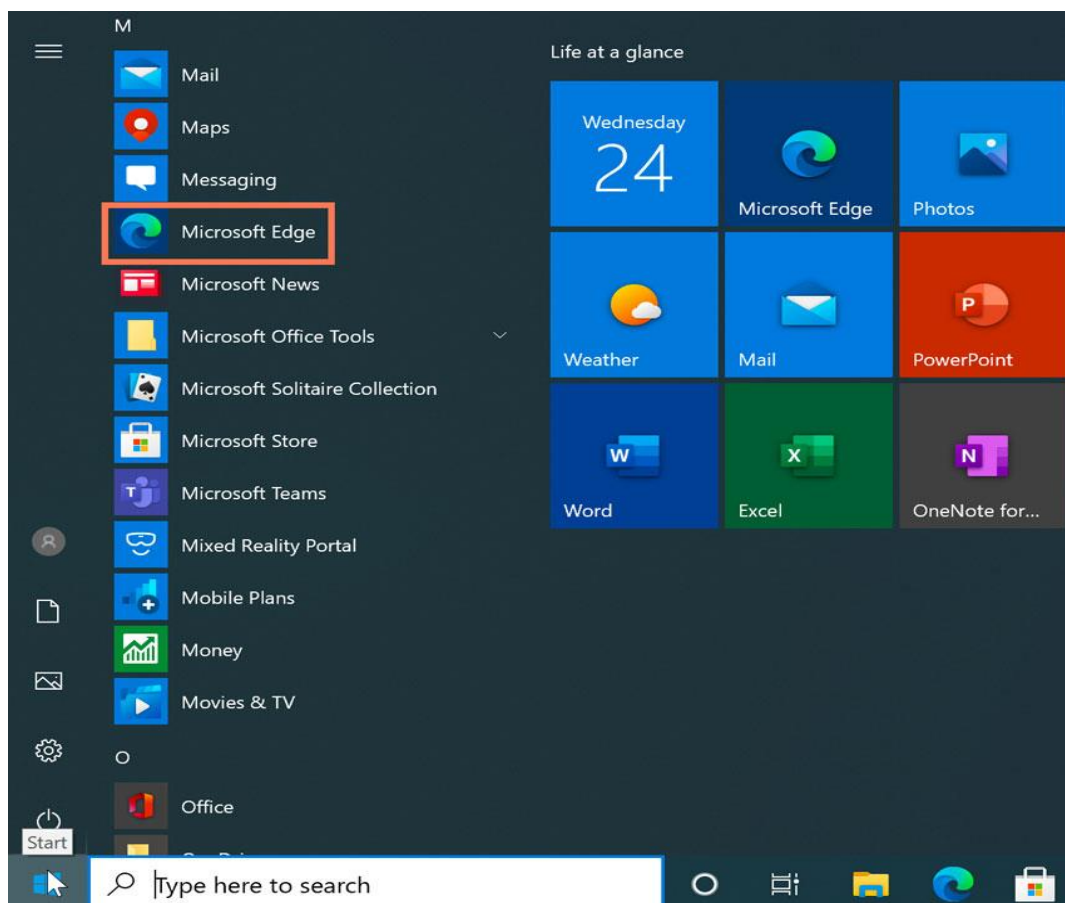


### 3. Working with applications

An **application**—also known as a **program**—is a type of **software** that allows you to complete tasks on your computer. Windows comes with many built-in applications you can use. For example, if you want to browse the Internet, you can use **Microsoft Edge** or **Internet Explorer**.

#### To open an application:

Using your mouse, click the Start button, then select the desired application. If you don't see the one you want, click All Programs to see a complete list of applications. In our example, we'll open Microsoft Edge.



1. The application will appear in a **new window**.

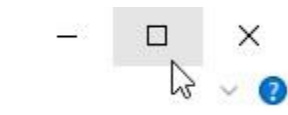
## 4. Parts of a Window

You'll see the same three buttons in the upper-right corner of almost every window. These buttons allow you to perform several functions, including these below.

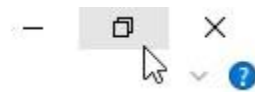
- Click the **Minimize** button to **hide the window**. The window will be minimized to the taskbar. You can then click the icon for that window on the taskbar to make it reappear.



- Click the **Maximize** button to **make the window fill the entire screen**.



- If the screen is **maximized**, the **Maximize** button will be temporarily replaced by the **Restore** button. Just click it to return the window to its original size.

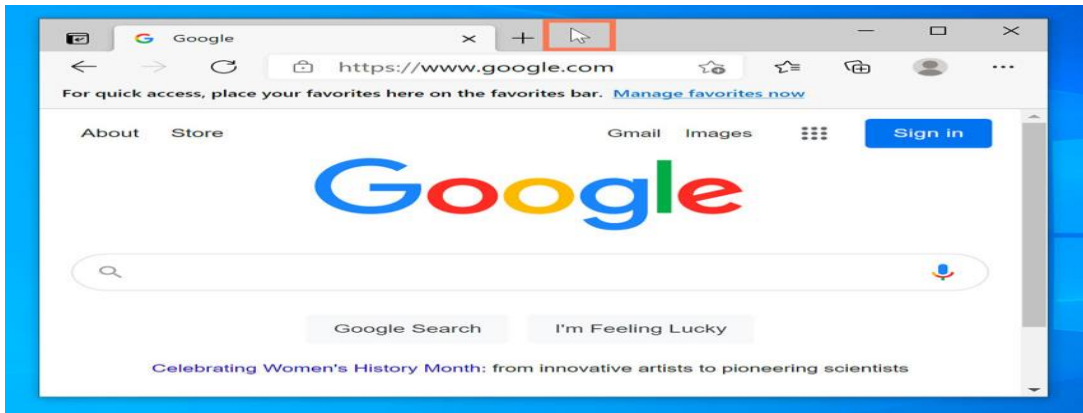


- Click the **Close** button to **close** the window.



### To Move a Window:

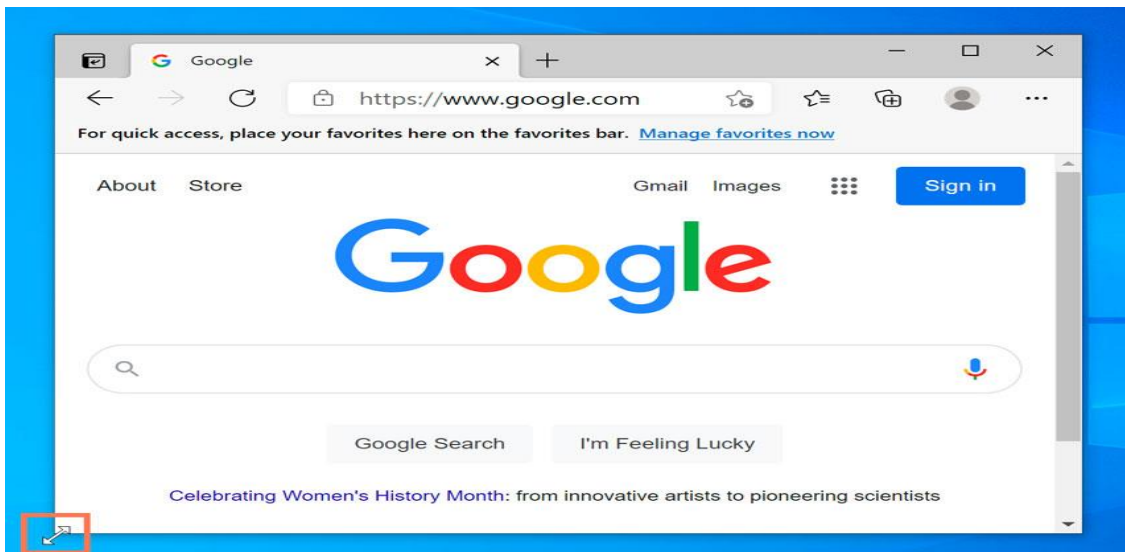
1. Click and **drag the top of the window to move it** to the desired location on the screen. When you're done, release the mouse.

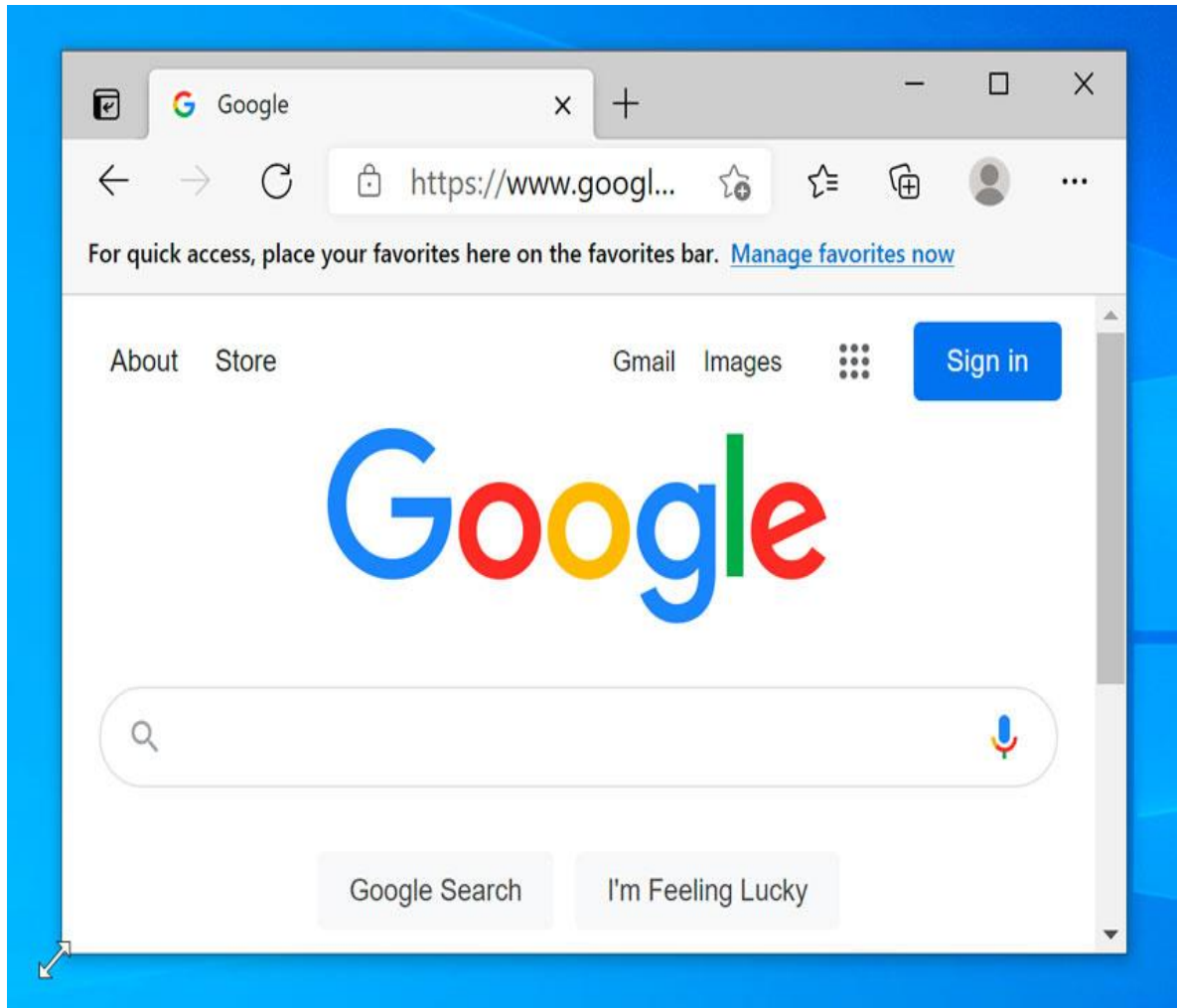


2. The window will appear in the **new location**.

## To Resize a Window:

1. Hover the mouse over any **corner** of the window, then **click and drag the mouse** to make the window larger or smaller. When you're done, release the mouse.
2. The window will be **resized**.





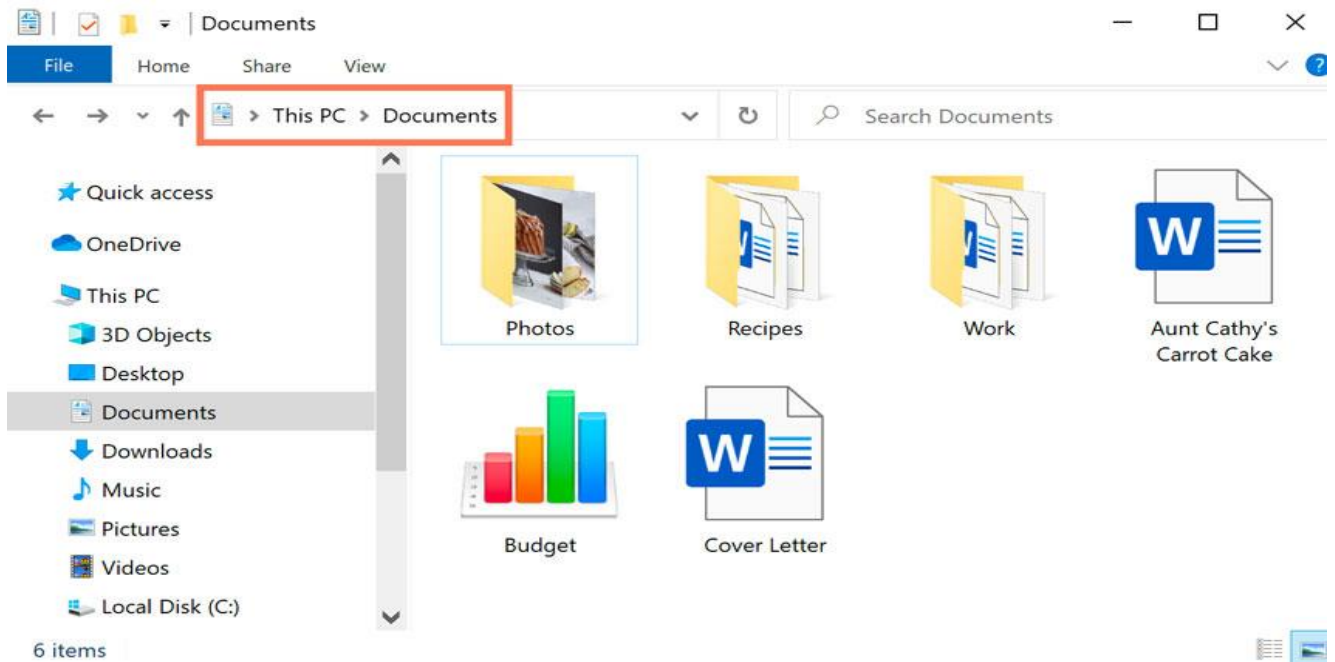
## Switching between windows

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**.

# 5. Working with Files

Understanding how to work with **files and folders** is an important part of using your computer.. In this lesson, we'll show you the present the basics of working with files, including how to **open files**, **move your files into folders**, and **delete files**.

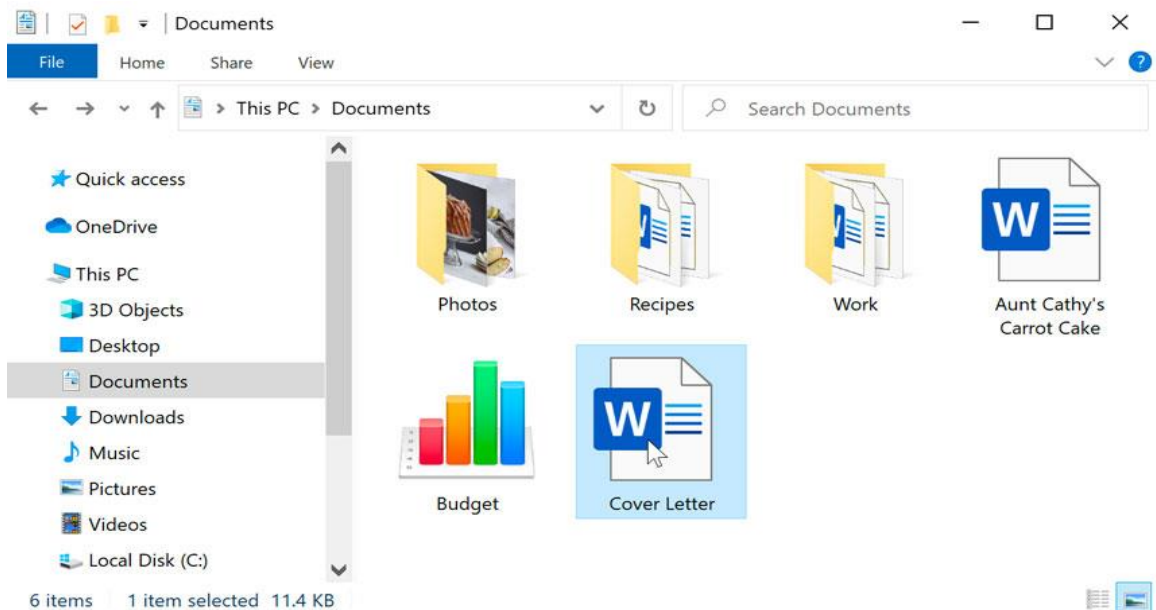
Notice that you can also see the **location** of a folder in the **address bar** near the top of the window.



To open a file:

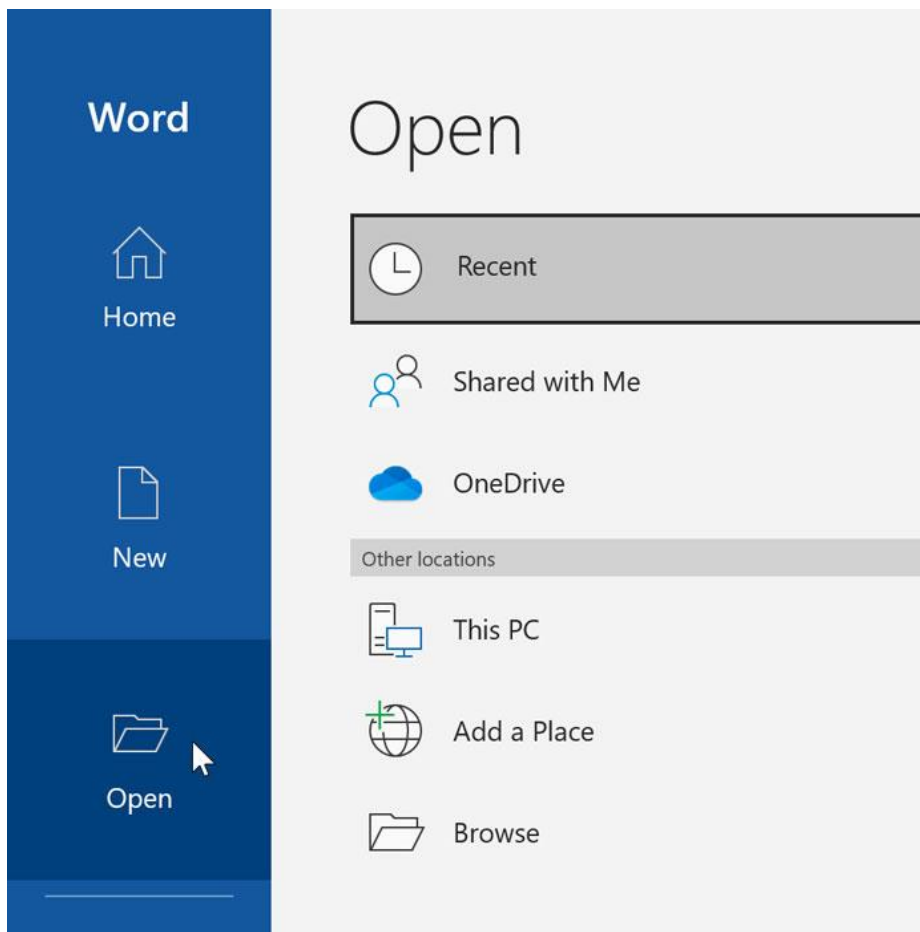
There are two main ways to open a file:

- **Find the file on your computer and double-click it.** This will open the file in its **default application**. In our example, we'll open a Microsoft Word document (**Cover Letter.docx**), which will open in **Microsoft Word**.





- **Open the application, then use the application to open the file.**  
Once the application is open, you can go to the **File** menu at the top of the window and select **Open**.



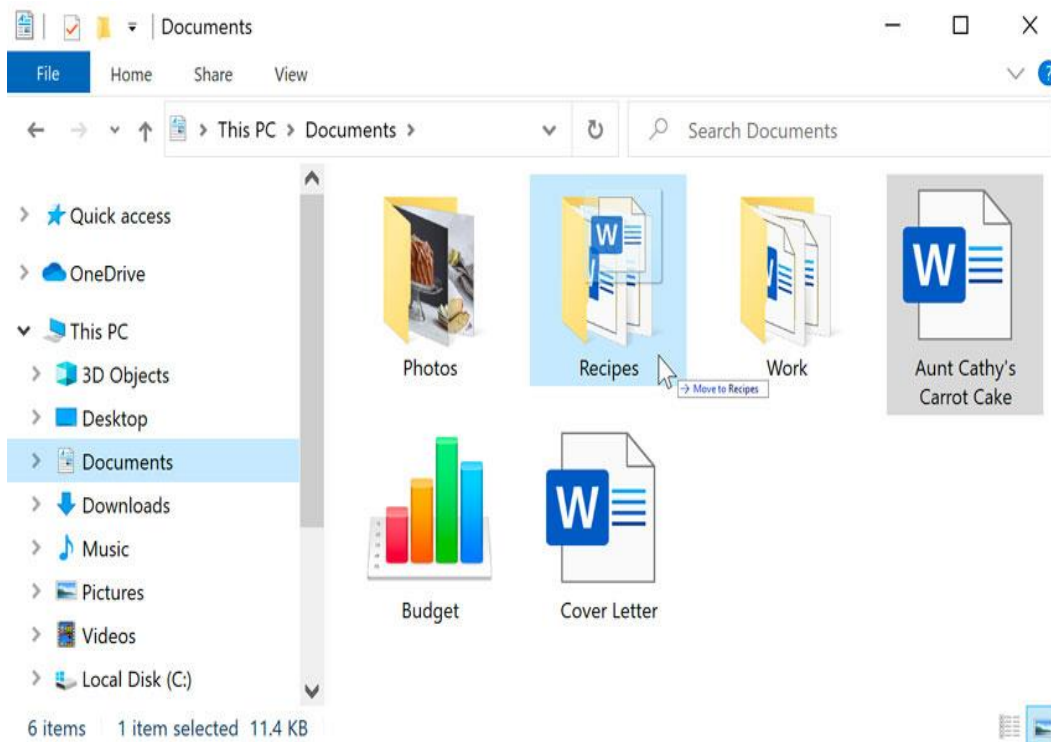
## Moving and deleting files

As you begin using your computer, you will start to collect more and more files, which can make it more difficult to find the files you need. Fortunately, Windows allows you to **move files** to different folders and **delete files** you no longer use.

To move a file:

It's easy to move a file from one location to another. For example, you might have a file on the **desktop** that you want to move to your **Documents** folder.

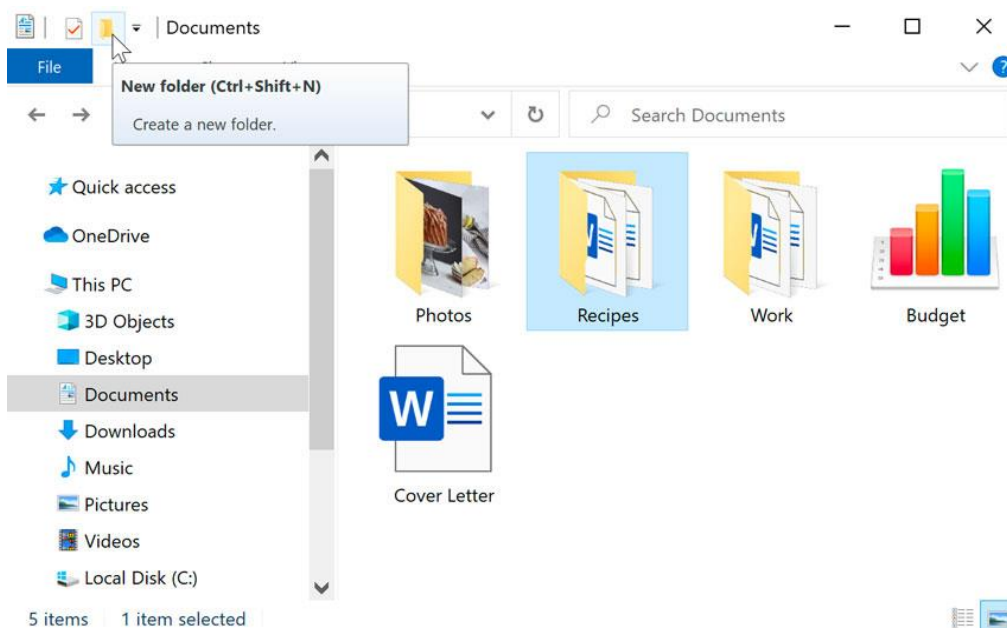
1. Click and drag the file to the desired location.



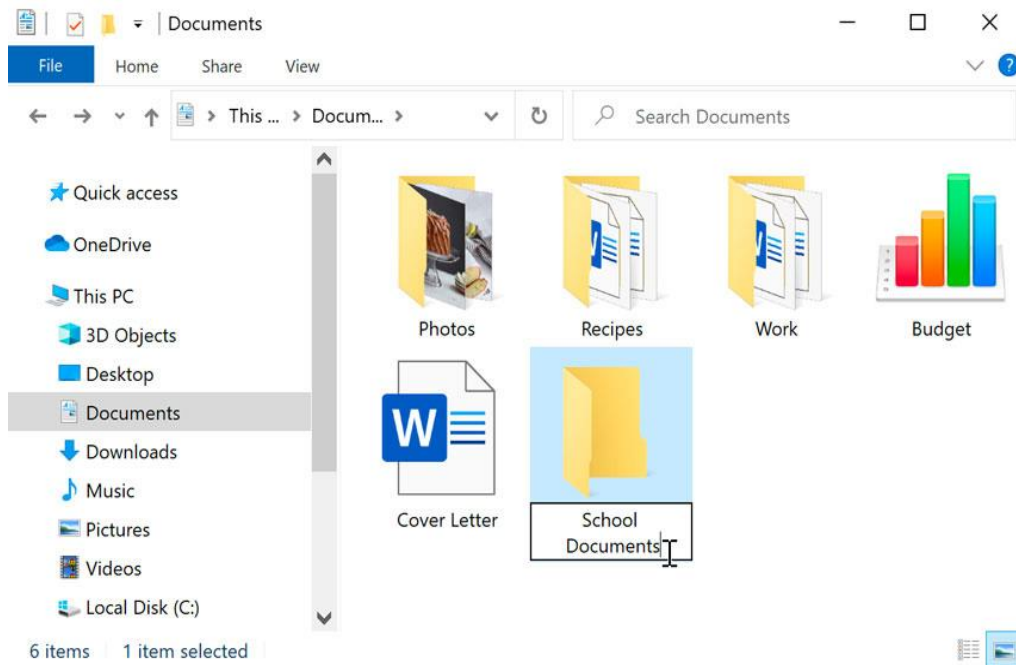
2. Release the mouse. The file will appear in the new location. In this example, we have opened the folder to see the file in its new location.

## To create a new folder:

1. Within File Explorer, locate and select the **New folder** button. You can also **right-click** where you want the folder to appear, then select **New > Folder**.



2. The new folder will appear. Type the desired **name** for the folder and press **Enter**. In our example, we'll call it **School Documents**.



3. The new folder will be created. You can now move files into this folder.

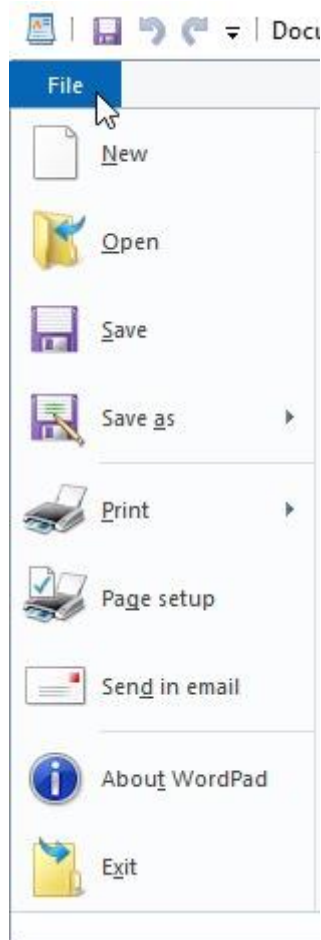
## The Menu bar

Most applications have a **Menu bar** at the top of the window. Each menu has a set of **commands** that will perform a specific action within the program. While each application is different, there are some common commands that **work the same way**.



### File menu commands

You'll find the **File** menu on the leftmost side of the Menu bar in almost every application. The File menu will usually have the same type of commands. For example, you can create a **new** file, **open** an existing file, and **save** the current file, among other functions.



## Cut, copy, and paste

To copy and paste:

1. **Select** the item you want to copy. In our example, we'll select a word in a document.
2. **Right-click** the mouse and select **Copy** from the menu that appears. You can also press **Ctrl+C** on your keyboard.

April 22, 2013

Ms. Susan Everdeen

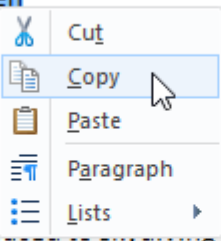
Sue's Skydiving, Inc.

151 Adventure Circle

Ithaca, New York 14850

Dear Ms. |

When I was introduced to skydiving five years ago, I knew I had found a life-long passion. After considerable training, practice, and (of course) jumping, I am ready to share my love of skydiving with others. I feel that I am qualified to provide a safe, exciting, and confident skydiving experience for your customers. Please take a moment to review some of the skills that I believe make me a good fit for this position:



3. Locate and **Right-click** the desired location for the item, then select **Paste**. You can also press **Ctrl+V** on your keyboard.

April 22, 2013

Ms. Susan Everdeen

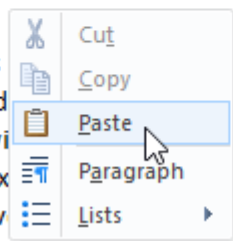
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4. The item will be copied to the new location. Notice how the original text that was copied has not been moved or changed.

April 22, 2013

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Sue's Skydiving, Inc.

151 Adventure Circle

Ithaca, New York 12464

Dear Ms. Everdeen |

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## To cut and paste:

1. **Select** the item you want to cut. In our example, we'll select a paragraph of text in a document.
2. **Right-click** the mouse and select **Cut** from the menu that appears. You can also press **Ctrl+X** on your keyboard.

April 22, 2013  
Ms. Susan Everdeen  
Sue's Skydiving, Inc.  
151 Adventure Circle  
Ithaca, New York 12464

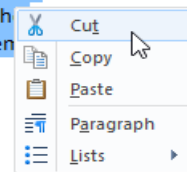
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I am writing to express my interest in the recently posted Skydiving Instructor position. As a frequent customer, I am quite familiar with Sue's Skydiving. I was always impressed by the professionalism of your pilots and instructors and your commitment to sharing the excitement of skydiving with others.

Certifications

USPA Member (United States Parachuting Association) 2008-2013



3. Locate and **Right-click** the desired location for the item, then select **Paste**. You can also press **Ctrl+V** on your keyboard.

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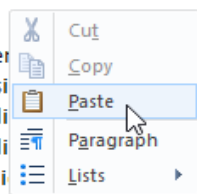
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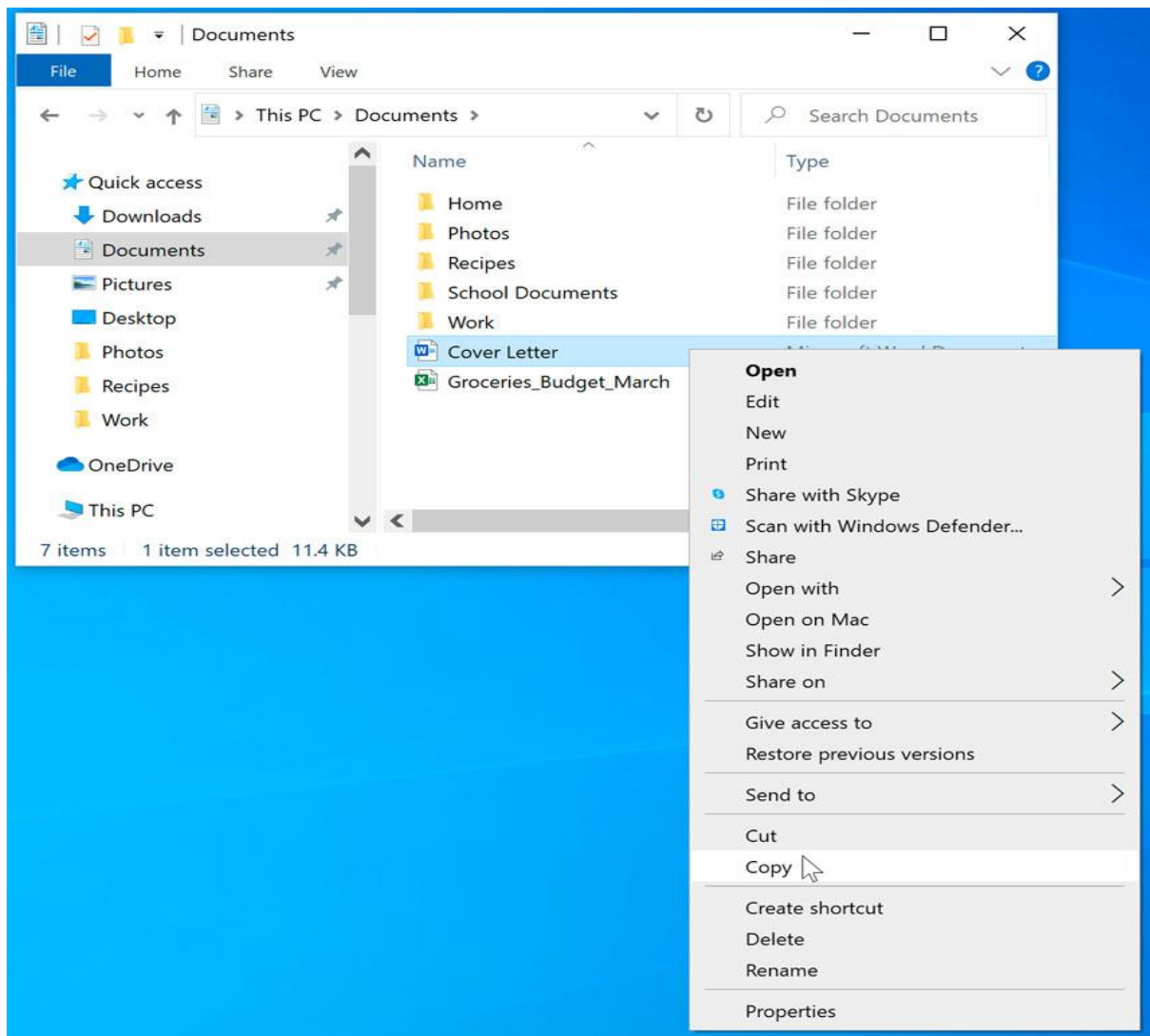
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Certifications

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Class A, B, and C Parachuting License 2012-2013

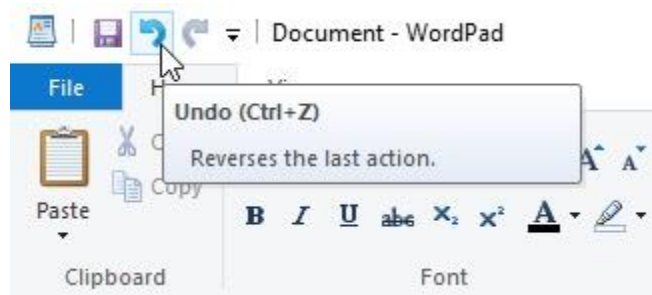




1. The duplicate file will appear. Notice how the original file has not been moved or changed. Also, note that if you make a change to the original file, it will **not** update any copies of that file.

## Undoing changes

Let's say you're working on a text document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Most applications allow you to **undo your most recent action** when you make a mistake like this. Just locate and select the **Undo** command, which is usually in the upper-left corner of the window near the Menu bar. You can also press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.



Also you can use **keyboard shortcuts** to perform these commands faster by press **Ctrl+Z** from keyboard.

## Using keyboard shortcuts

Many keyboard shortcuts require you to **press two or more keys in a specific order**. For example, to perform the shortcut **Ctrl+X**, you would press and hold the **Ctrl** key, then press the **X** key, then release.

You'll use the **Ctrl (Control)** or **Alt** key to perform most keyboard shortcuts. You'll find these keys near the bottom-left corner of your keyboard.



These keyboard shortcuts are useful when working with text in word processors, email applications, and more. They can help you perform **commonly repeated tasks**, like **copying and pasting** text.

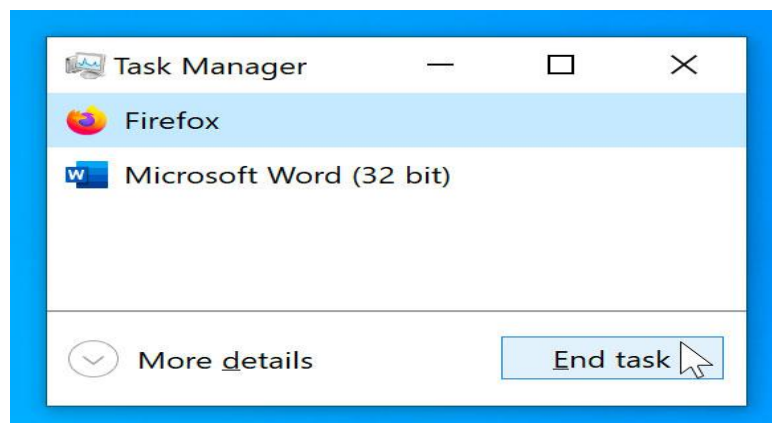
- **Ctrl+X**: Cut the selected text.
- **Ctrl+C**: Copy the selected text.
- **Ctrl+V**: Paste the copied or cut text.
- **Ctrl+A**: Select all of the text on the page or in the active window.
- **Ctrl+B**: Bold the selected text.
- **Ctrl+I**: Italicize the selected text.
- **Ctrl+U**: Underline the selected text.



You can use keyboard shortcuts when working with files and applications like **(open, close, create new files, find words, and print)**.

Keyboard Shortcuts can be used to:

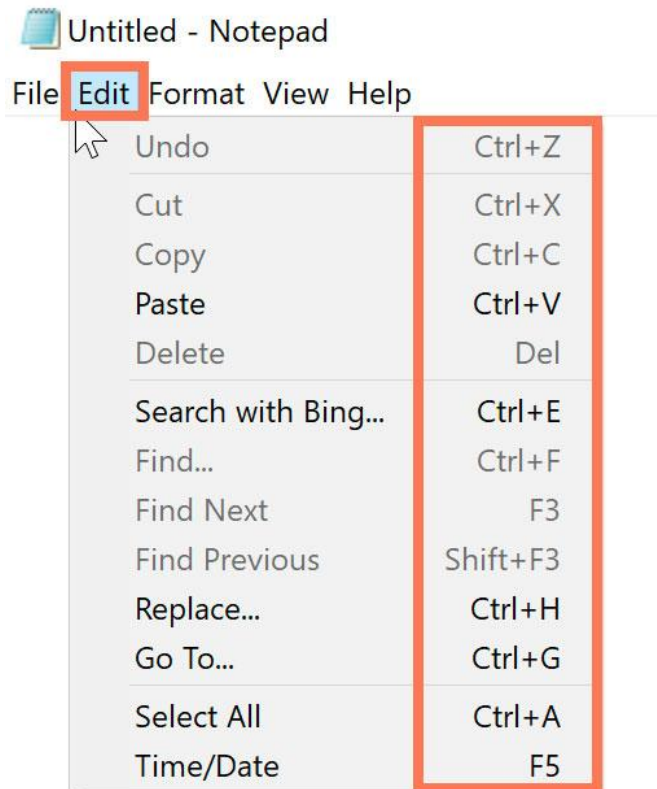
- **Delete**: Send a selected file or files to the **Recycle Bin**.
- **Enter**: Open a selected application or file.
- **Ctrl+N**: Create a new file.
- **Ctrl+O**: Open an existing file.
- **Ctrl+P**: Print document.
- **Ctrl+F**: Open Find window
- **Ctrl+S**: Save the current file.
- **Ctrl+Z**: Undo the previous action. If you want to redo the action, press **Ctrl+Y**.
- **Ctrl+Alt+Delete**: Force an unresponsive or frozen program to quit. This keyboard shortcut opens the **Task Manager**. You can then select the unresponsive application and close it.



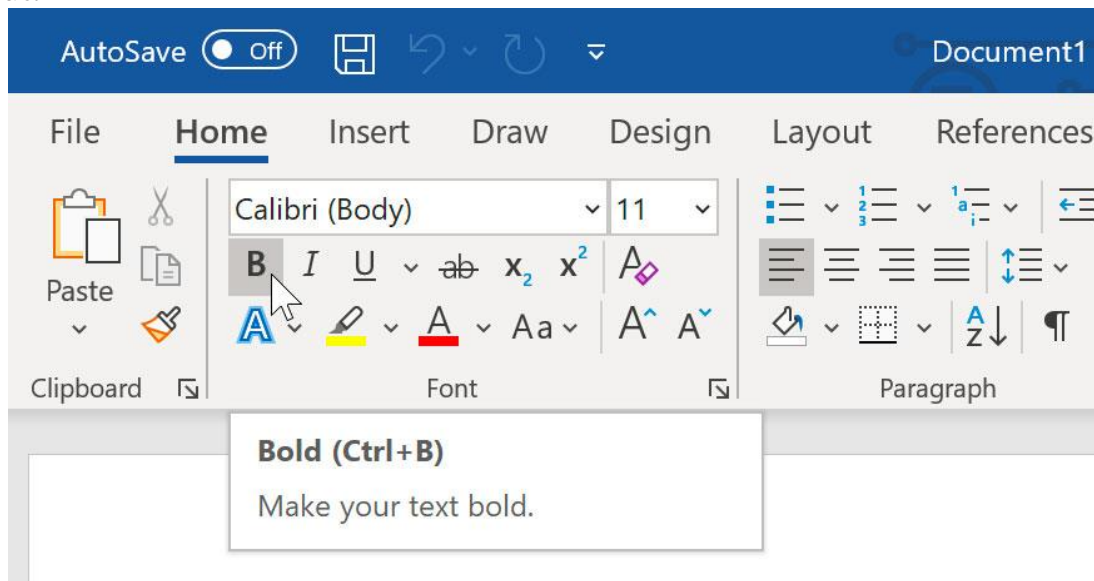
- **Windows key**: Open the Start menu



Finding more keyboard shortcuts. In many applications, you'll find keyboard shortcuts next to menu items.

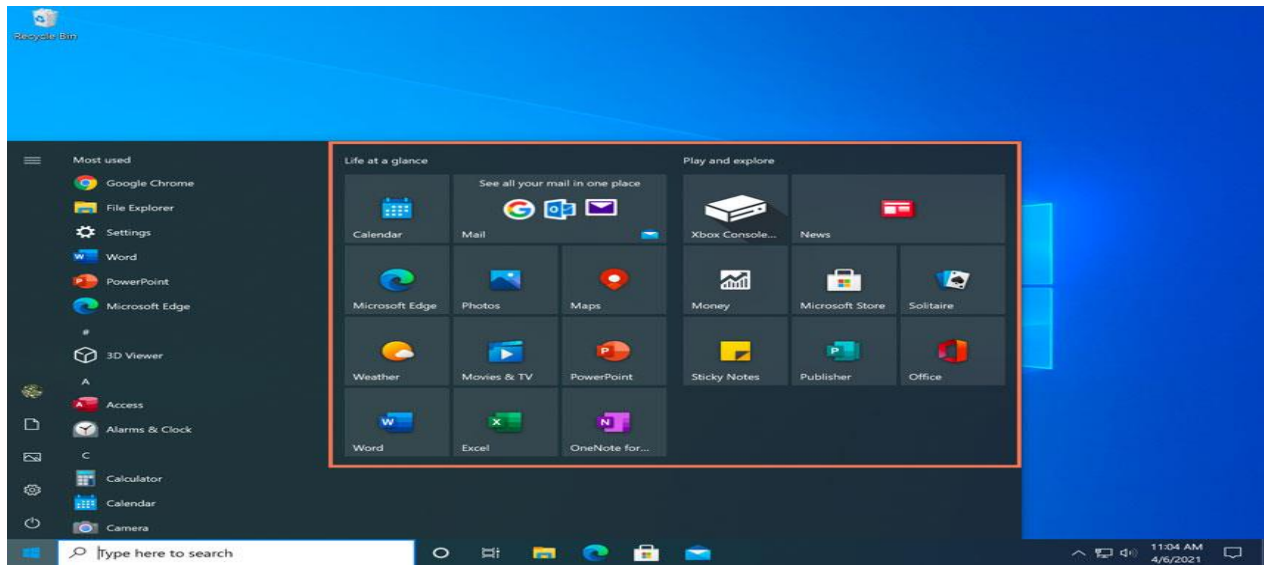


In some applications, you may need to hover over a button to display its keyboard shortcut.



# 6. Customizing the Start Menu

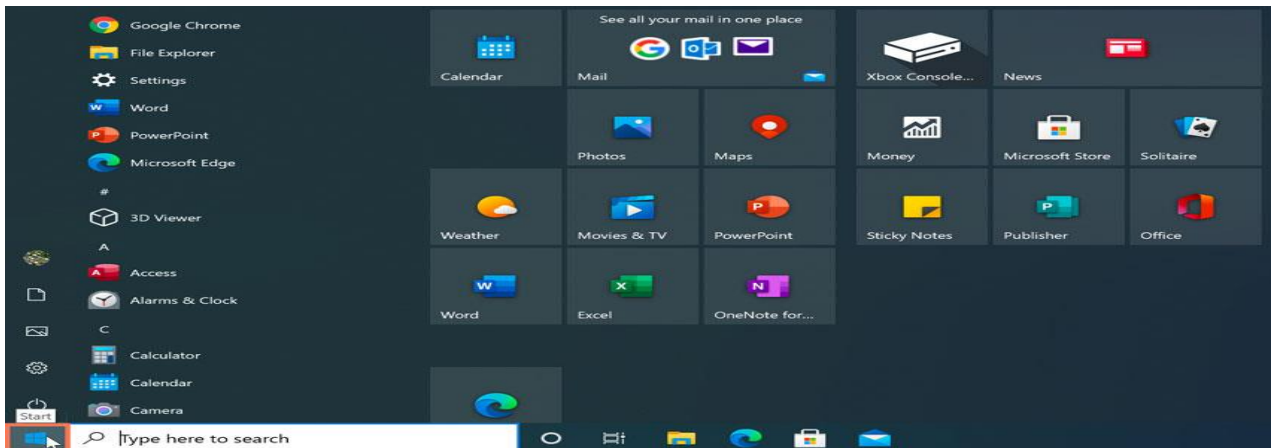
One of the most important features in Windows 10 is the Start menu. You'll use the Start menu to open apps, access commonly used folders, and a whole lot more. Because it's such a commonly used feature, you may want to customize the Start menu to suit your needs.



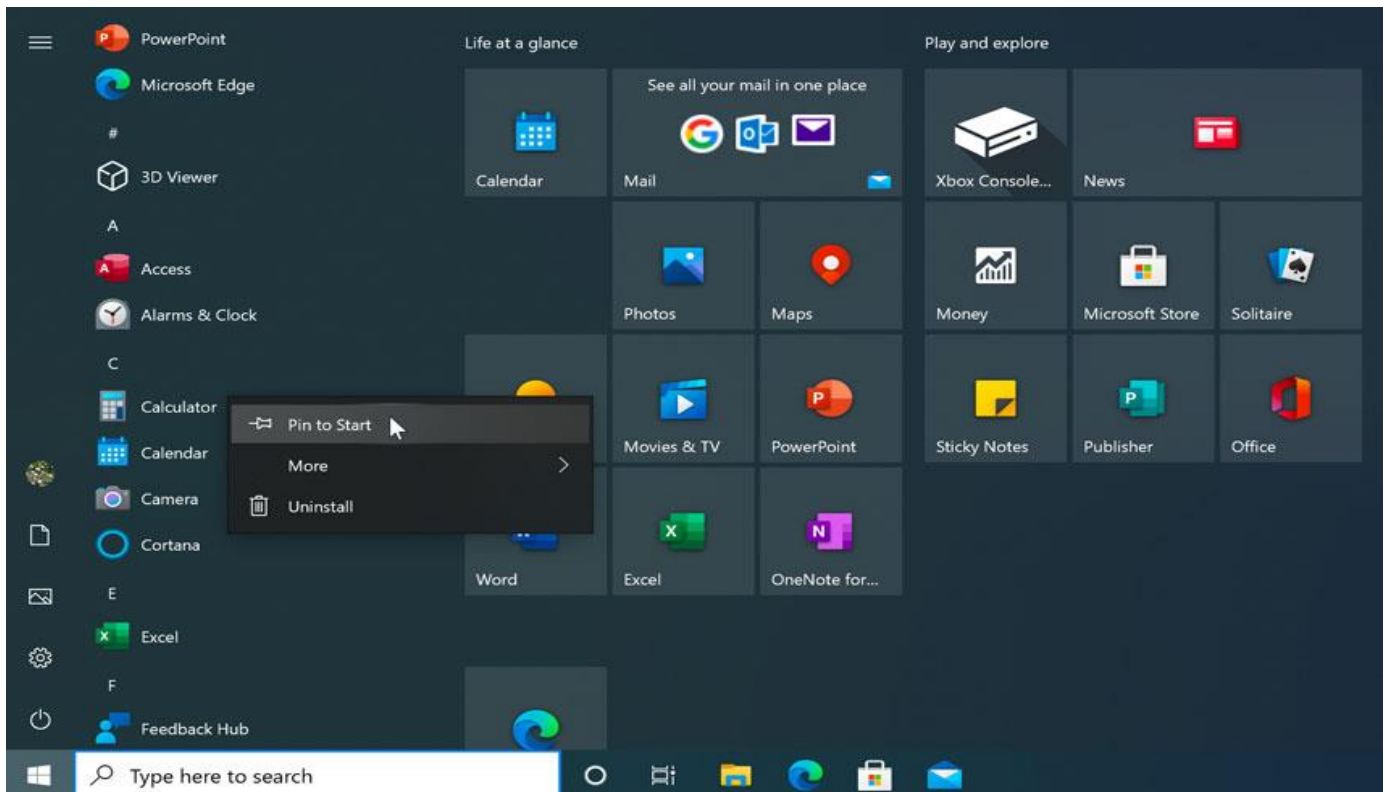
## Pinning and unpinning Apps

If you want to add a tile to the Start menu, you can pin it. You can also unpin Apps you don't use very often.

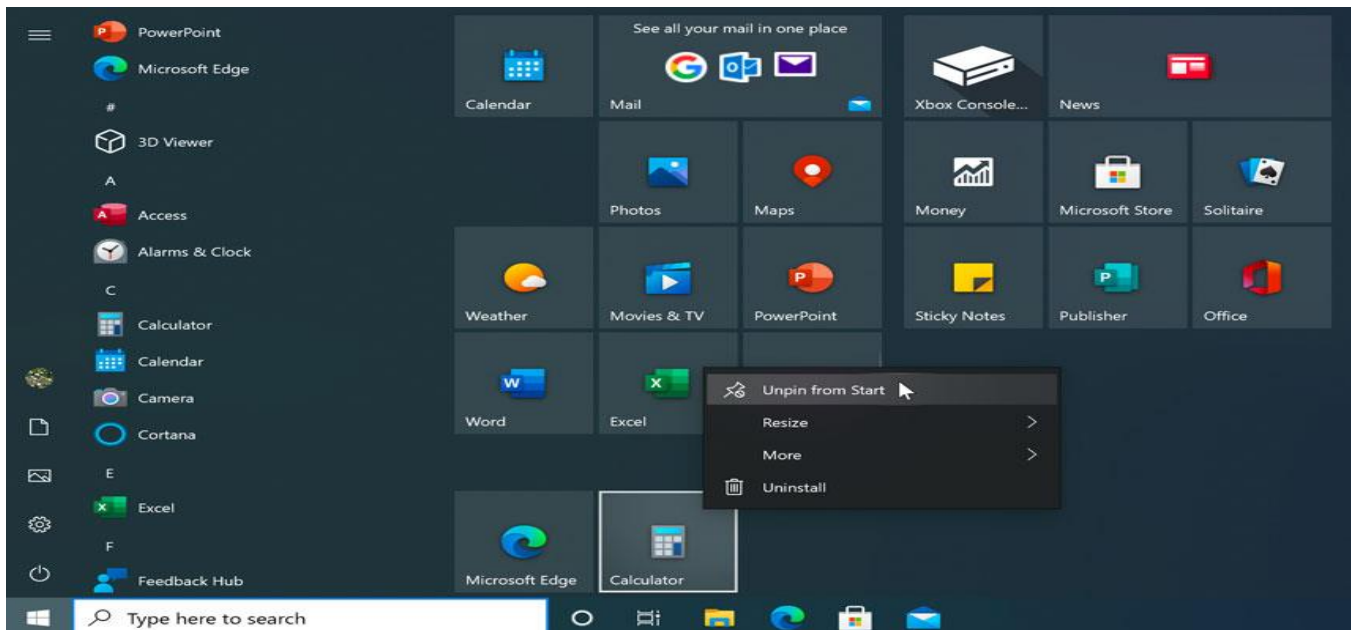
1. Click the Start button, then find the desired app from the list.



2. Right-click the app, then select **Pin to Start**. In this example, we'll pin the **Calculator** app.

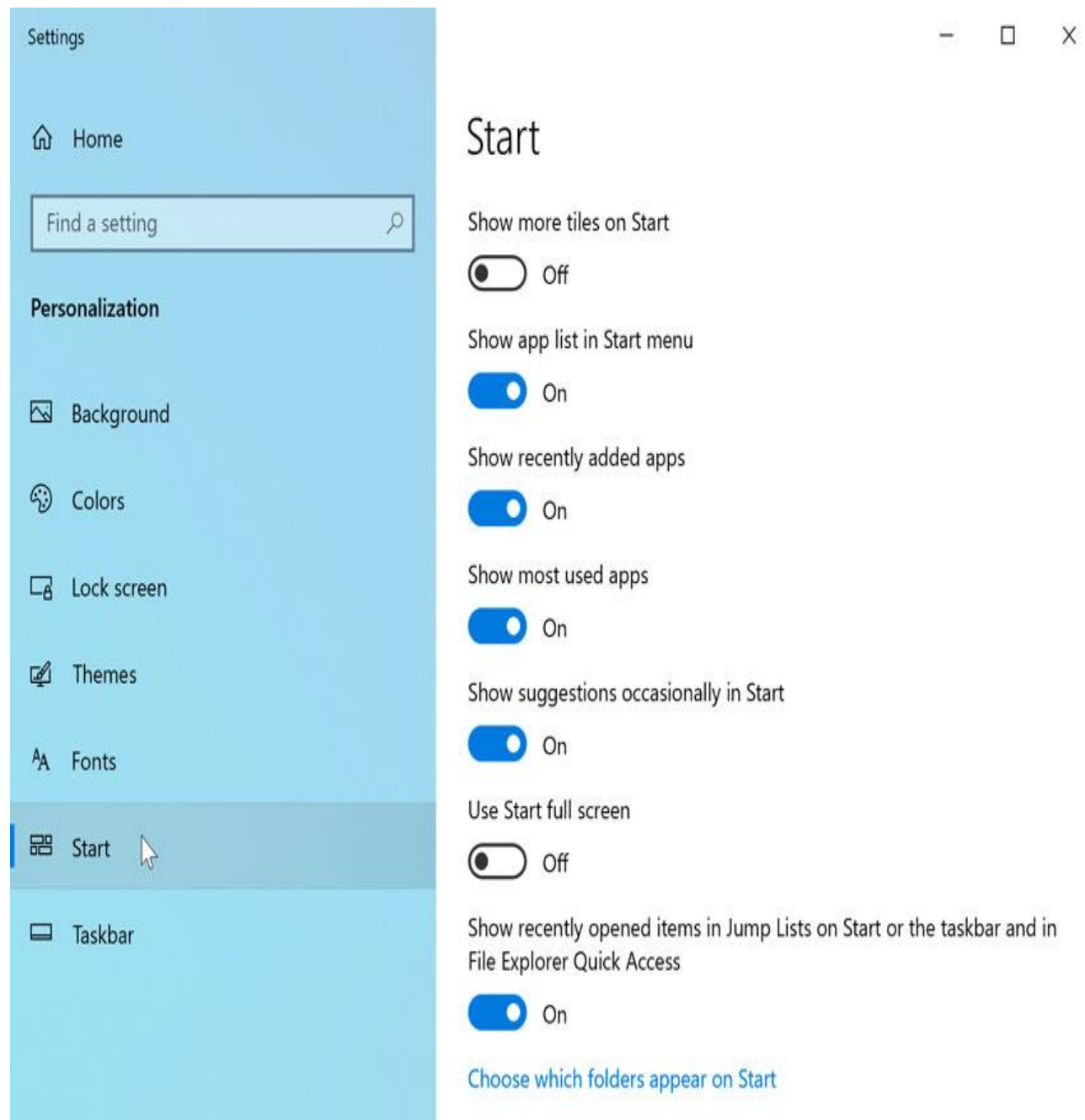


3. The app will be pinned to the Start menu. You can remove any tile by right-clicking, then selecting **Unpin from Start**.



## Other Start menu options

There are a few other settings you can change for the Start menu, including viewing the Start menu in full-screen mode. To access these options, right-click the desktop, select **Personalize**, then choose **Start**. From here, you can choose to turn these options on or off.



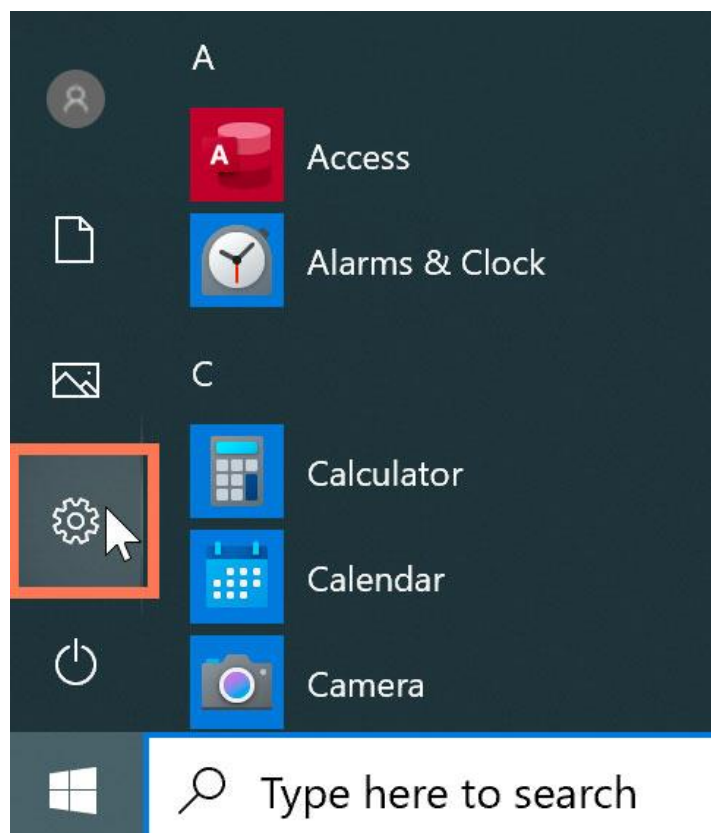
## 7. Adjusting your settings

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**. You can change these settings and more from the **Control Panel**.

However, in Windows 10, the Control Panel has mostly been replaced by the **Settings app**. The Control Panel is still available, but most of the tasks and settings are now also located in the Settings app.

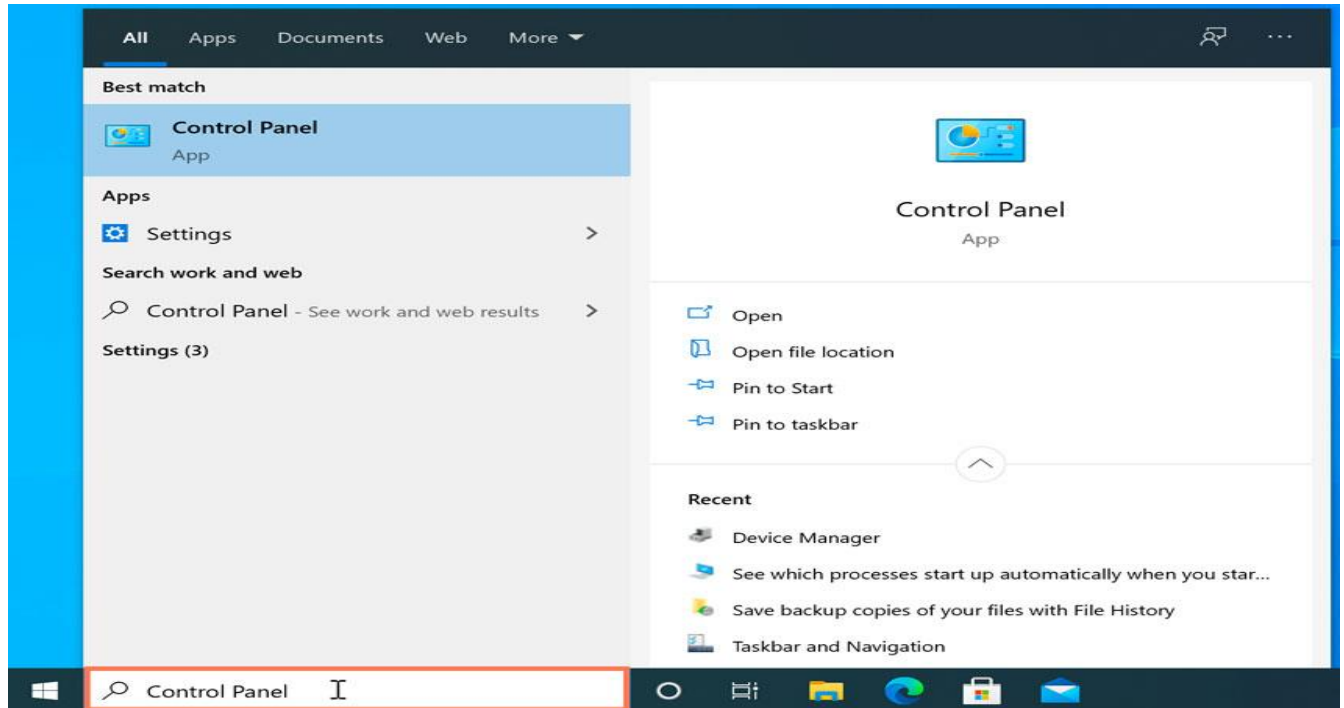
### To open the Settings app (Windows 10):

Click the **Start** button, then select the **gear icon**.

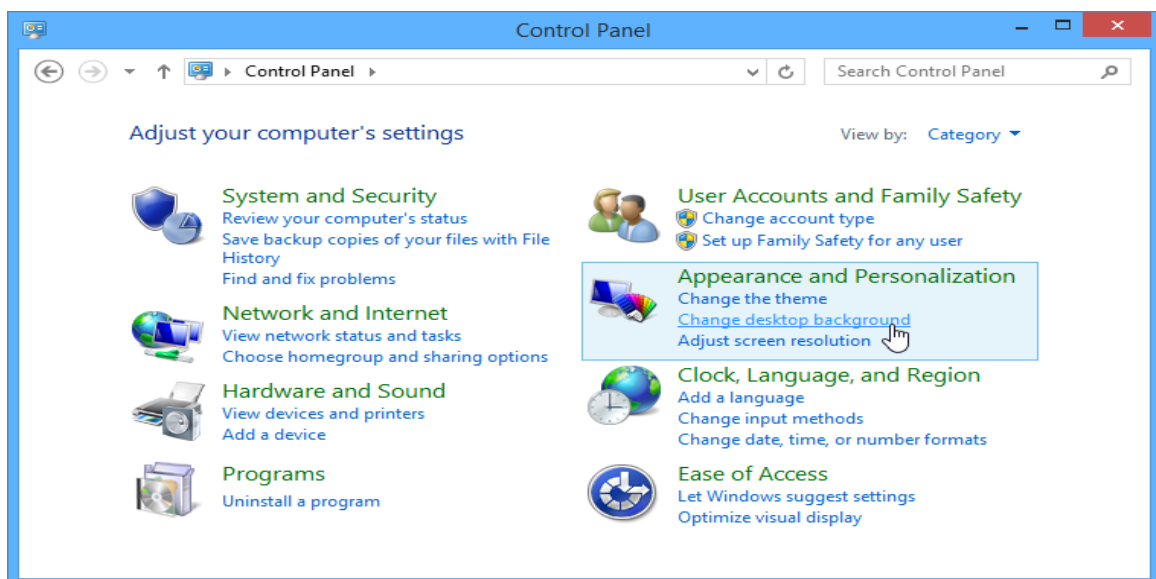


# To open the Control Panel (Windows 10):

Type **Control Panel** in the **Search Box** next to the Start button. Then, select the Control Panel app from the menu.

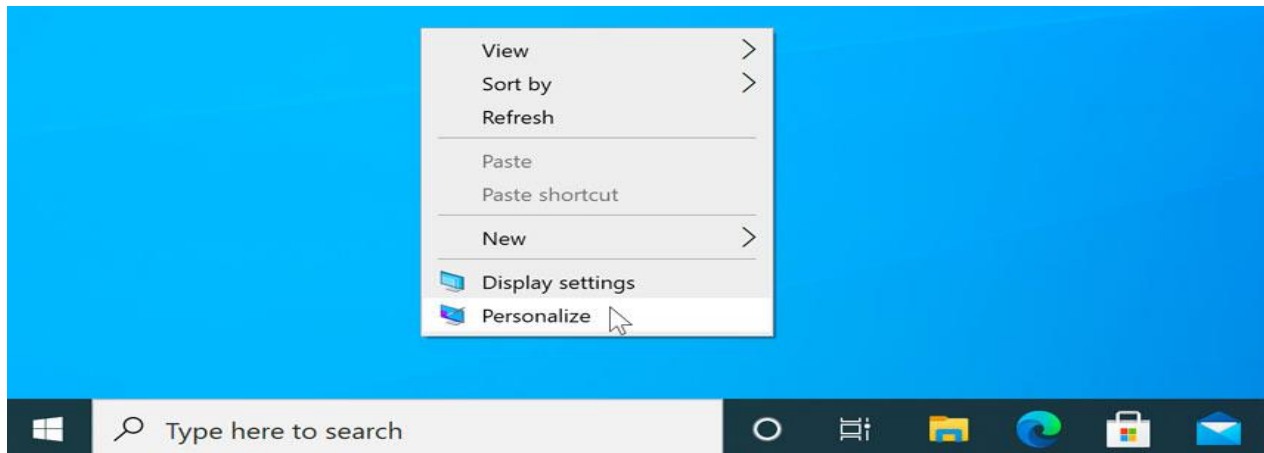


1. The Control Panel will appear. Simply click a setting to adjust it. In this example, we'll click **Change desktop background** to choose a new wallpaper for our desktop.

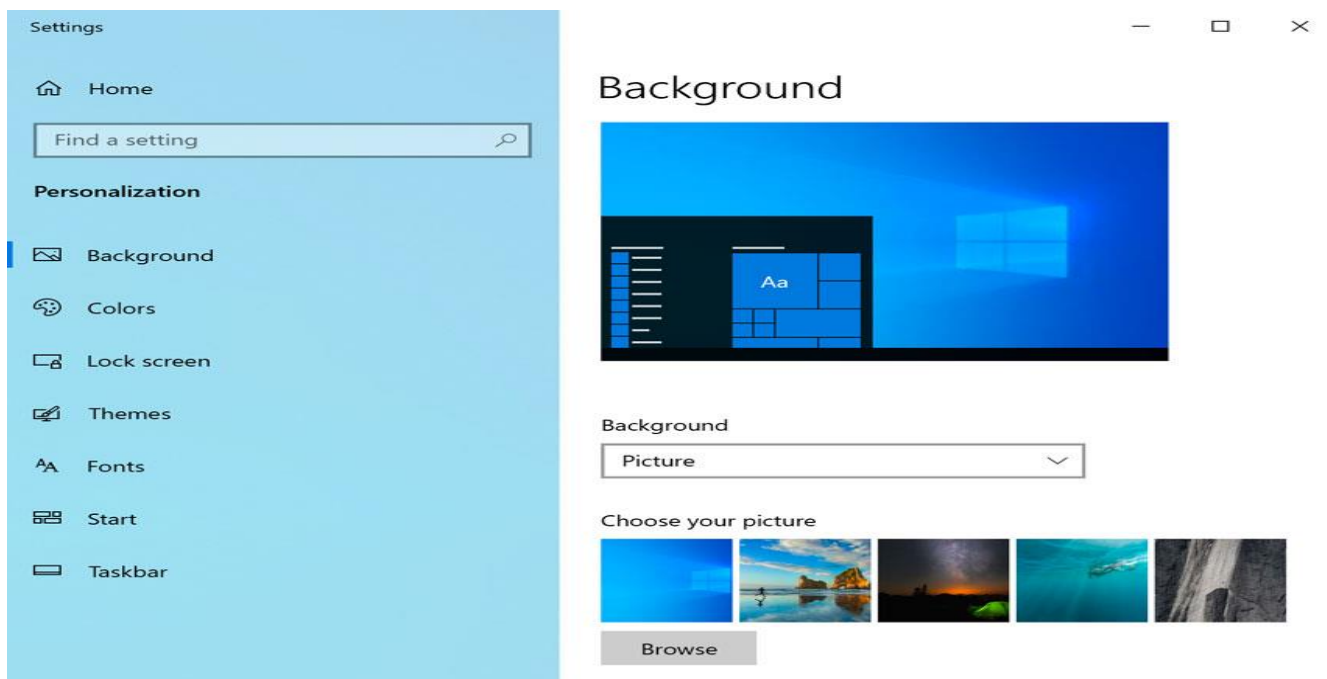


# 8. Personalizing your Desktop

Windows 10 makes it easy to customize the look and feel of your desktop. To access the **Personalization settings**, **right-click** anywhere on the desktop, then select **Personalize** from the drop-down menu. The Personalization settings will appear.



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

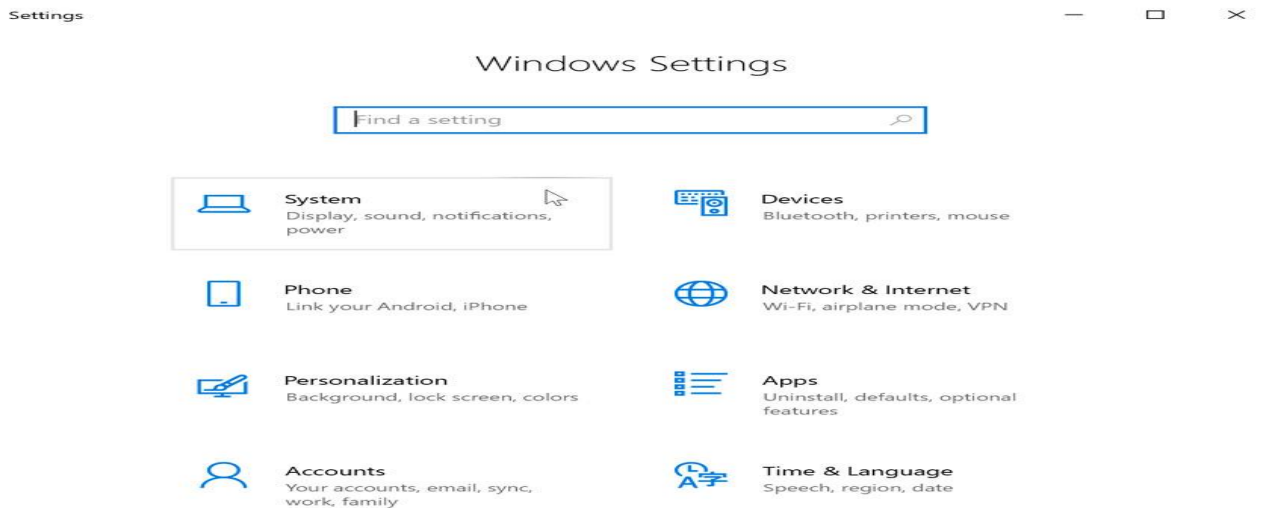




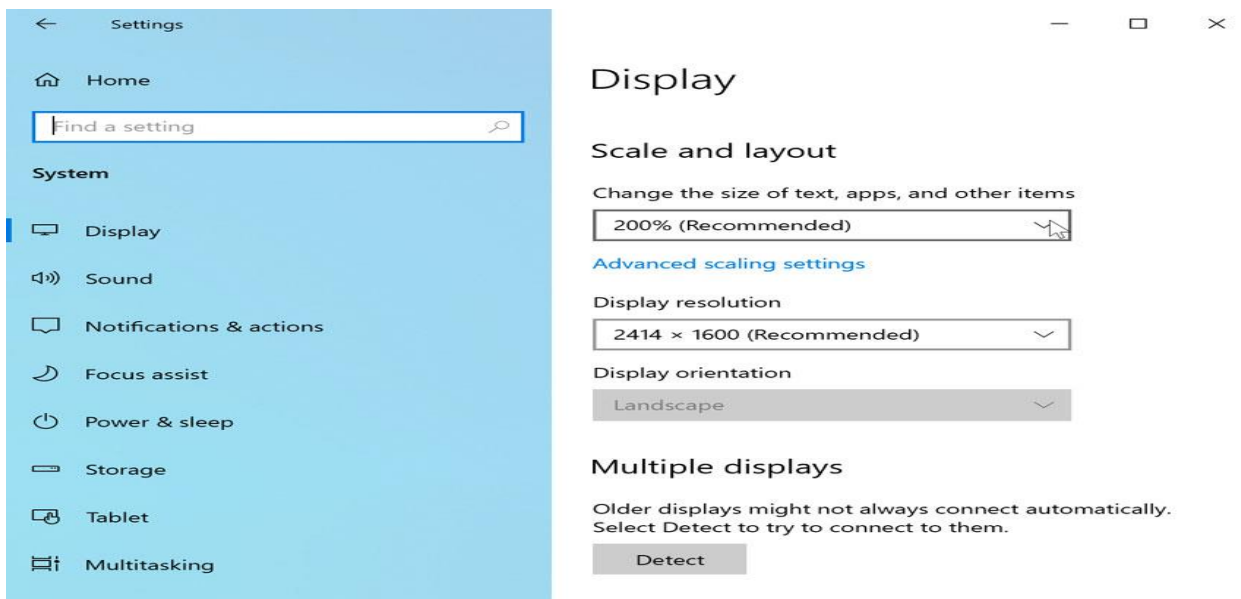
## To Change the Font Size:

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, then select **System**.

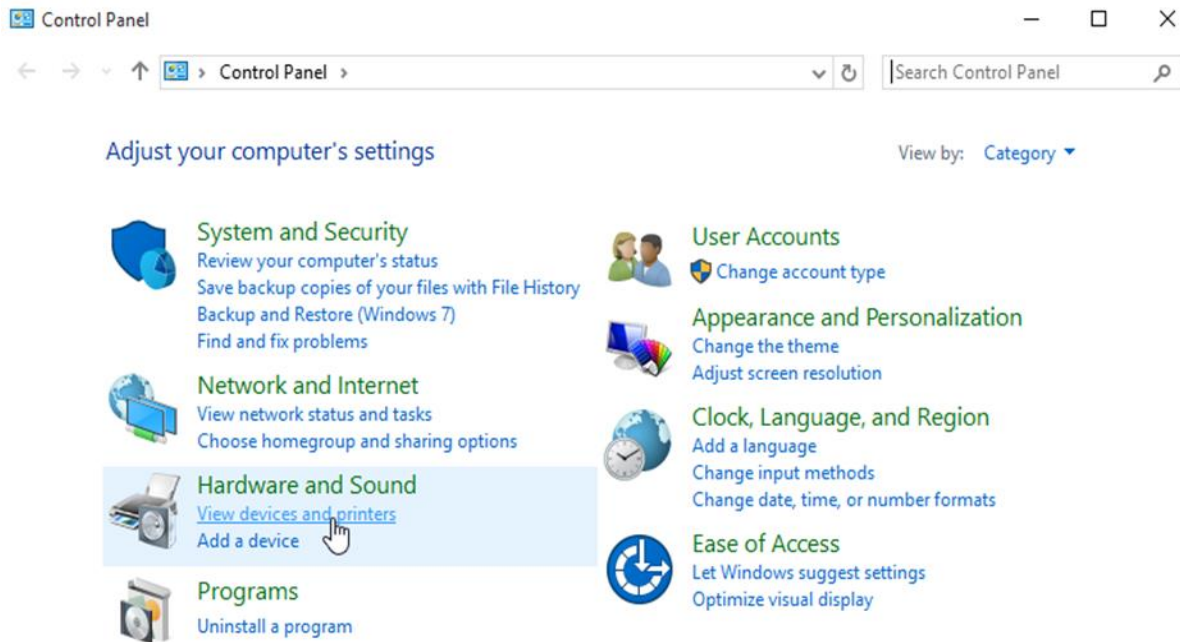


2. The **Display** options will appear. Use the drop-down arrow to scale up or down the size. Note that a larger size may interfere with the way some items appear on the screen.



3. Once you've made your selection, the changes will take effect.

# 9. Hardware and Sound



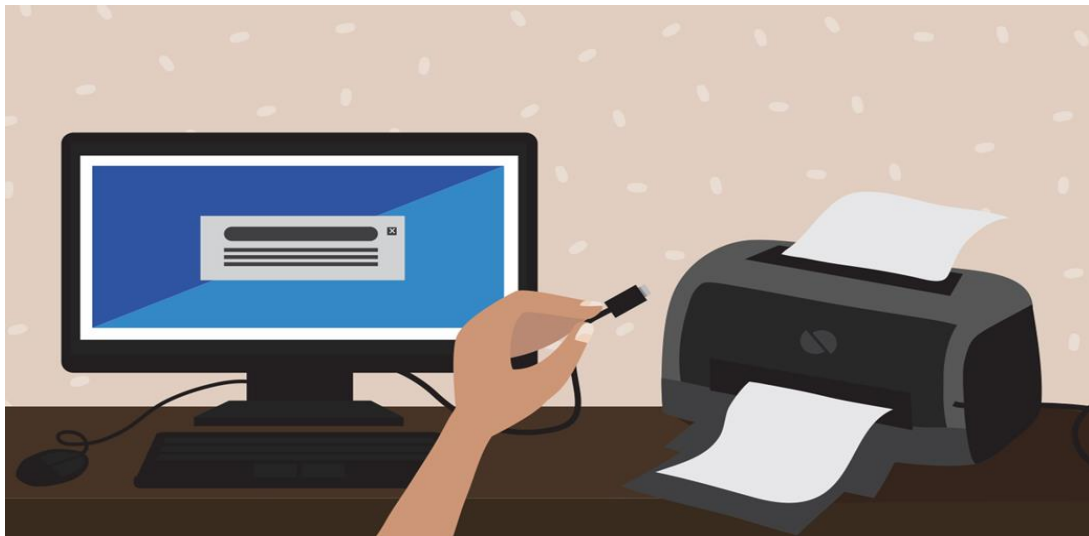
## How to set up a new printer

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

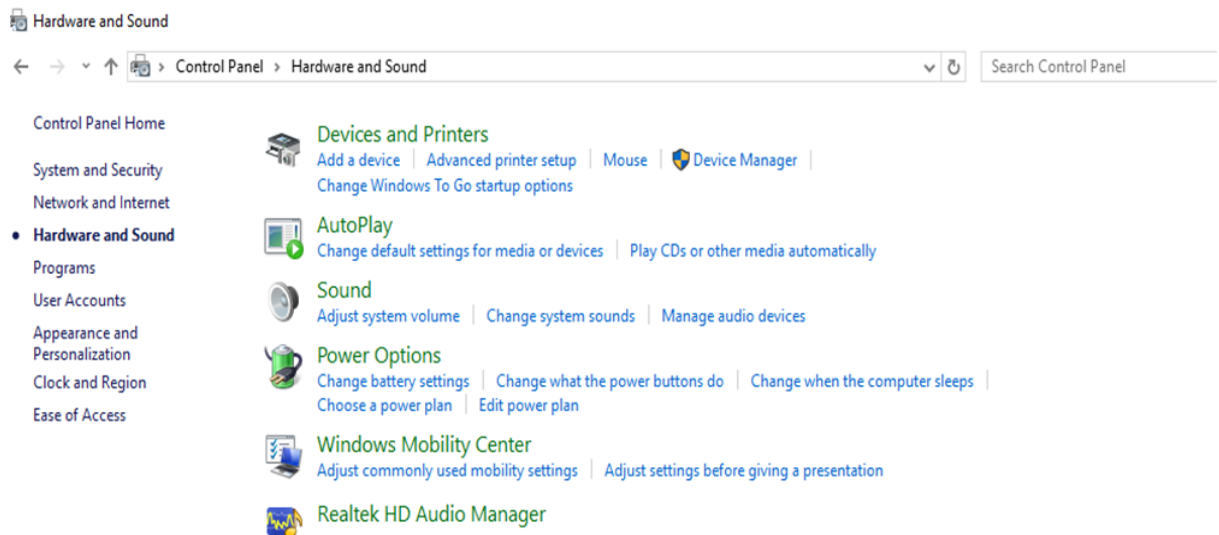
1. Plug in the printer's **power cable** and make sure it's **turned on**.

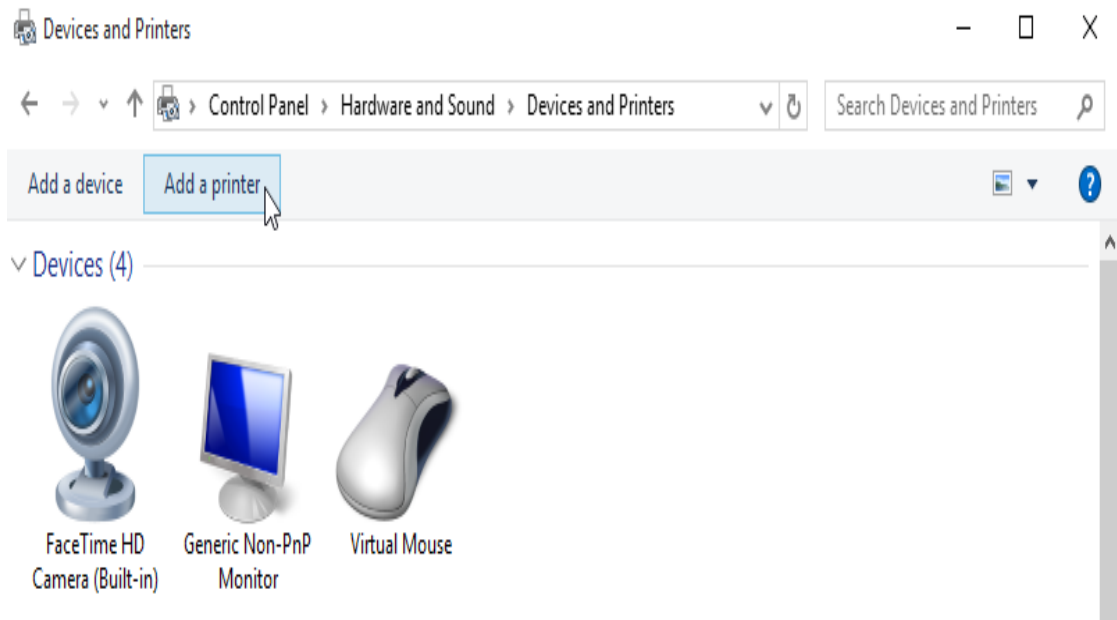


2. **Connect** the included **cable** (usually a **USB cable**) from the printer to the computer. Note: The process will be different if you're using a **wireless** printer; we'll talk more about that later on.

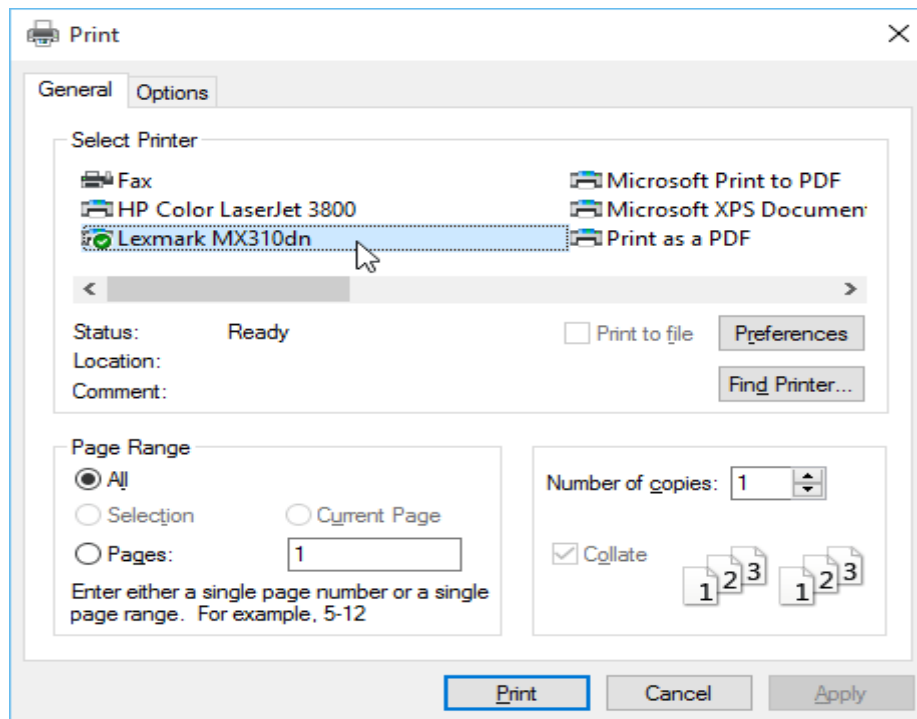


3. Open the Control Panel, locate the **Printer settings** find these in the **Control Panel**.
4. Look for the option to **Add a printer** from **Hardware and Sound**, then follow the instructions that appear.



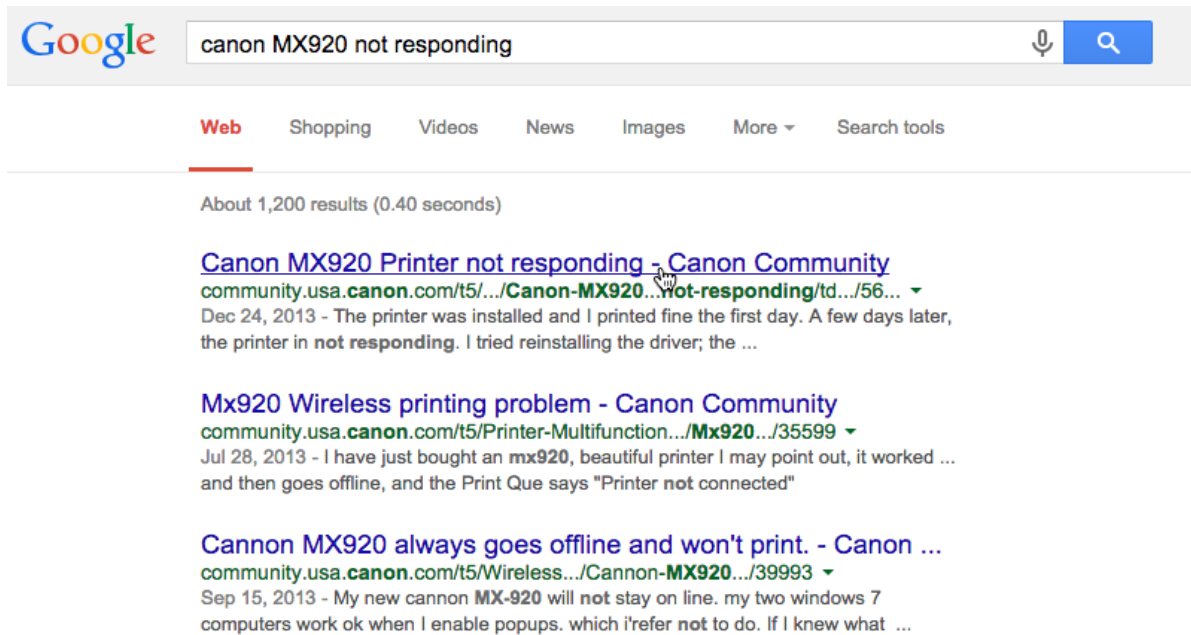


5. Now it's to printing something! For example, you could try printing any page , click **File > Print** from your page, or simply press **Ctrl+P** on your keyboard
6. A dialog box will appear. Locate and select the **printer name** from the list, then click **Print**.



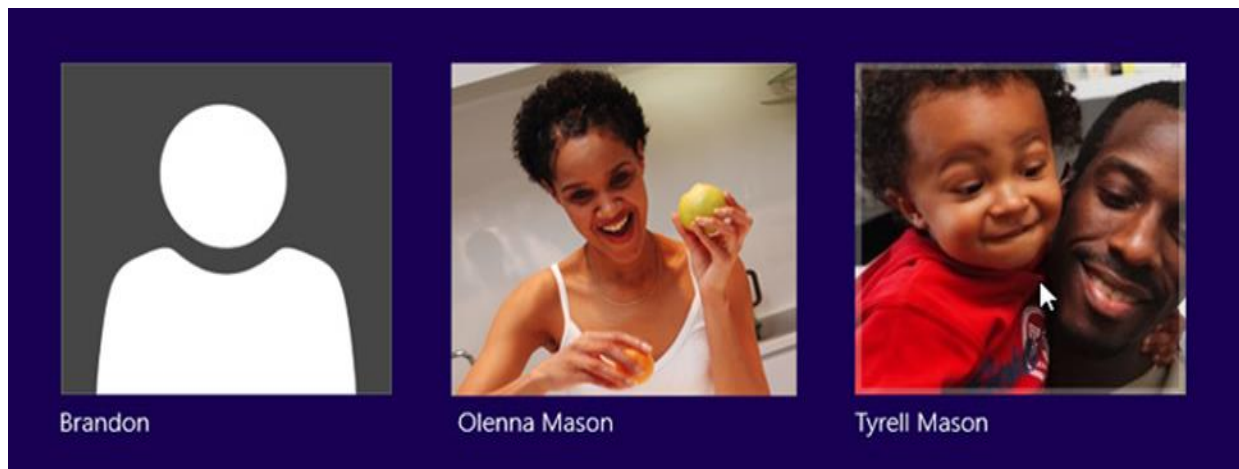
To search on the printer driver from **Google**. We must write printer name in the browser as shown below:

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



## 10. Understanding user accounts

A **user account** allows you to **sign in** to your computer. By default, your computer already has one user account, which you were required to create when you set up your computer. If you plan to share your computer with others, you can create a **separate user account** for each person.. But if you're sharing a computer with multiple people—for example, with your family or at the office—user accounts allow everyone to save their own files, preferences, and settings without affecting other computer users. When you start your computer, you'll be able to choose which account you want to use.



## Administrator, Standard, and Standard with Family Safety accounts

Before you create new user accounts, it's important to understand the different types.

- **Administrator**: 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.
- **Standard**: 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.
- **Standard with Family Safety**: These are the only accounts that can have **parental controls**. You can create a Standard account for each child, then go to the **Family Safety** settings in your **Control Panel** to set website restrictions, time limits, and more.

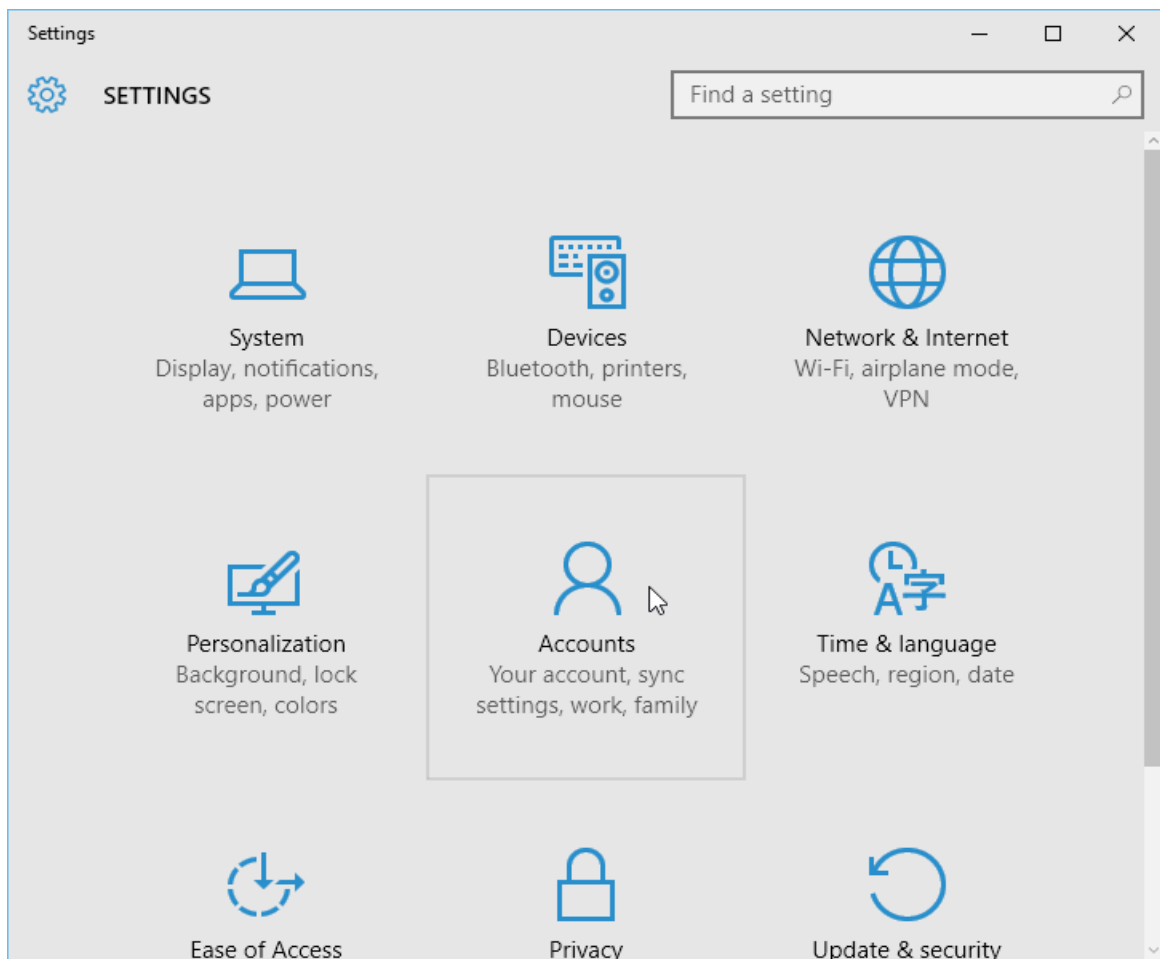
Generally, it's safer to be signed in to a Standard account than an Administrator account. If you're logged in as an Administrator, it may actually make it easier for an **unauthorized user to make changes** to your computer. Therefore, you may want to create a Standard account for yourself, even if 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.

# Adding and managing user accounts

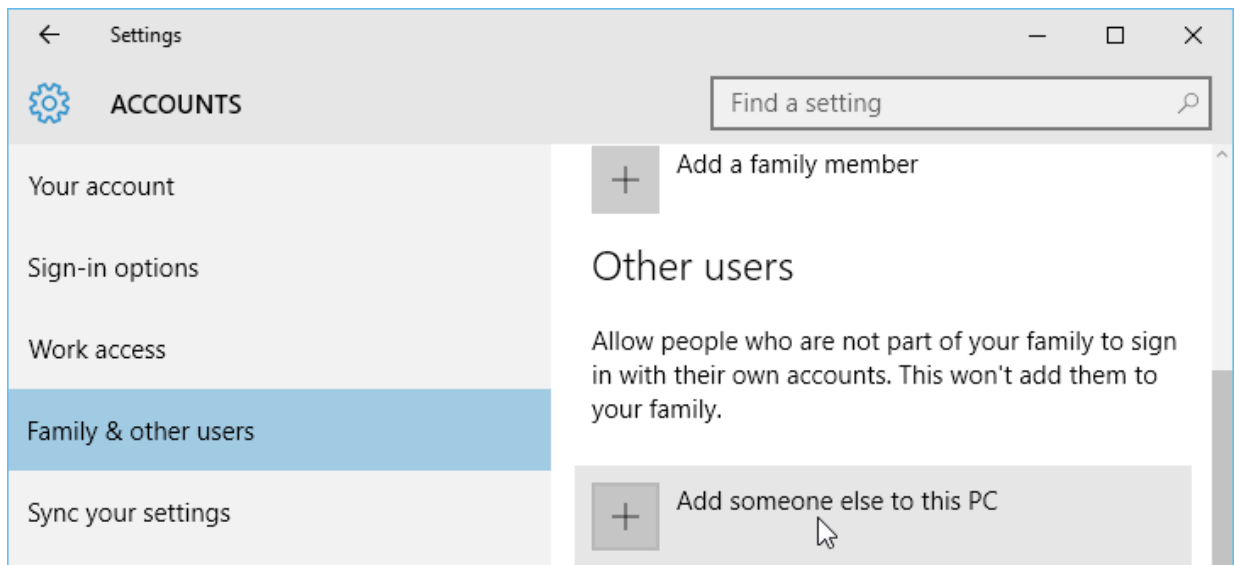
The process for adding and managing user accounts is quite different for each version of Windows. To learn more about adding and managing user accounts, review the appropriate lesson from these Windows tutorials:

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

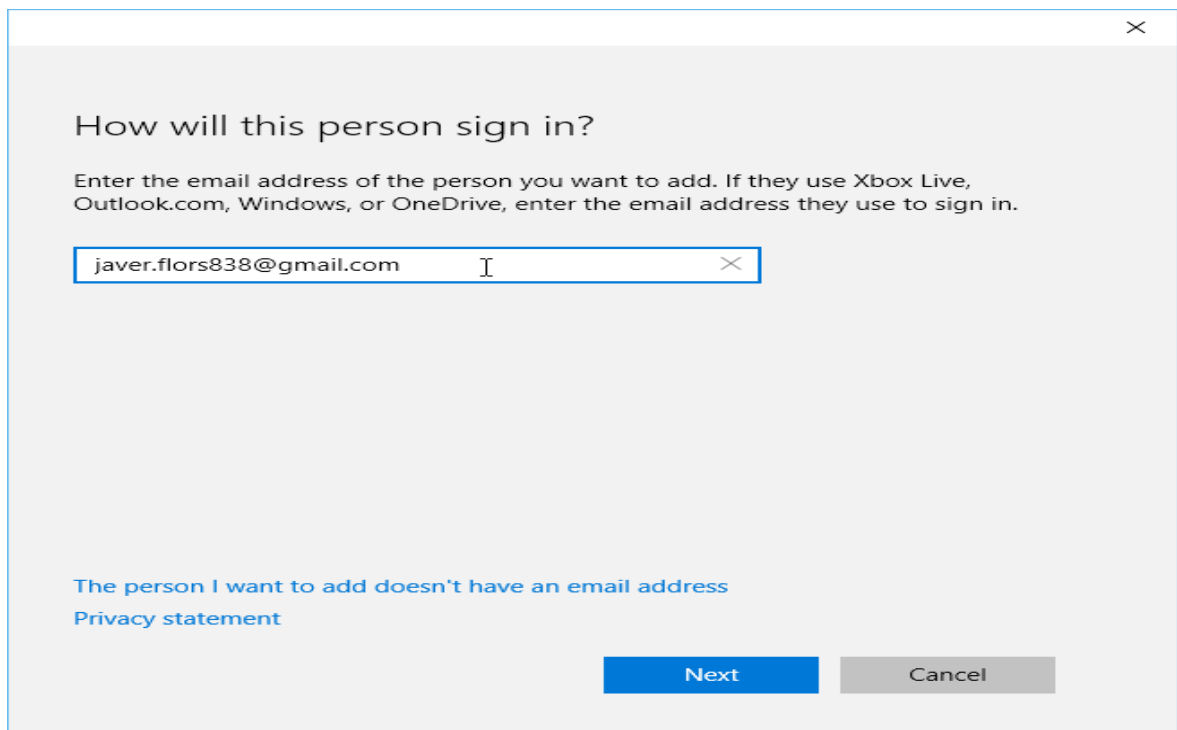
1. Open the **Settings** app, then select **Accounts**.



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, then click **Next**.

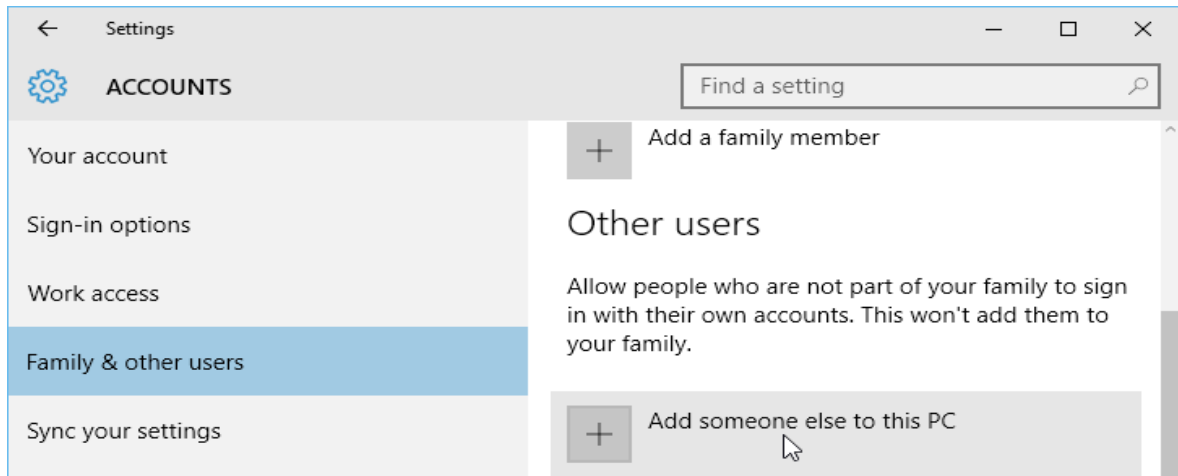


4. The user can then sign in to the computer with his or her Microsoft account information. Note that it may take several minutes to configure a user's settings when logging in with a Microsoft account for the first time.

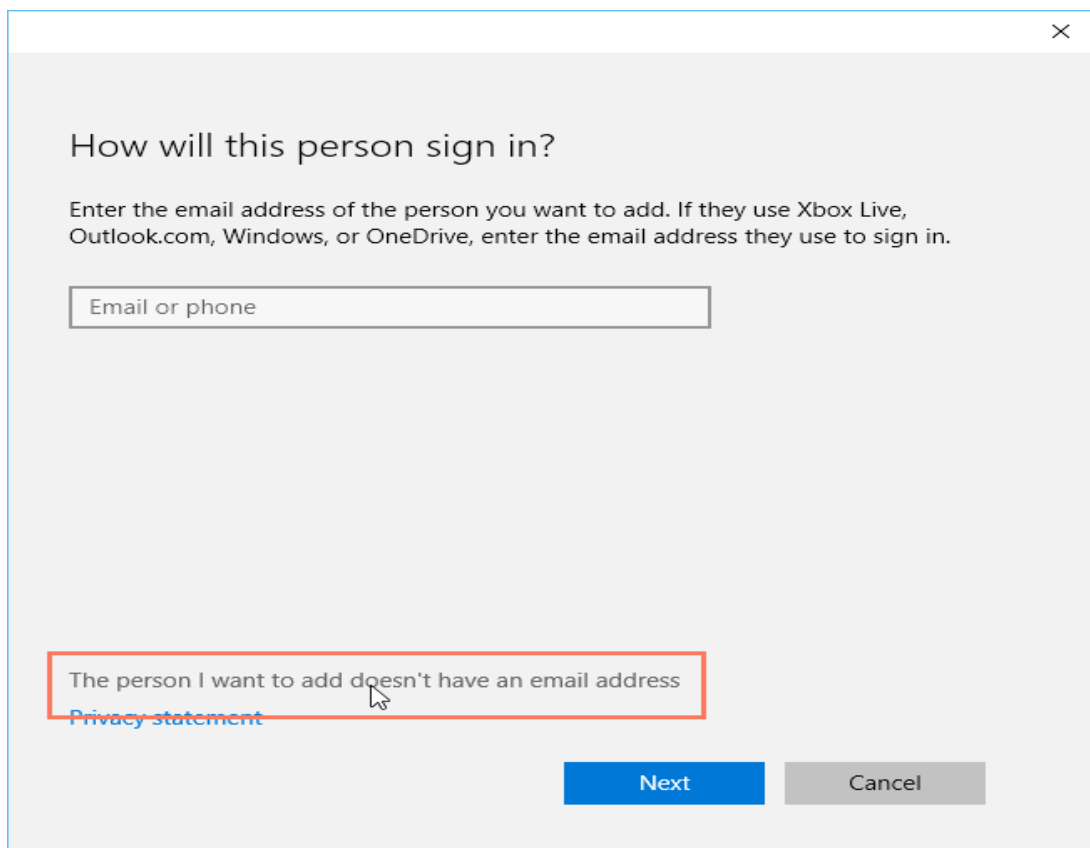


## To add a new local user (without a Microsoft account):

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**, 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. For more information, check out **Password Tips** in our **Tech Savvy Tips and Tricks** tutorial. When you're finished, click **Next**.

✕

## 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?**

**Make it secure.**

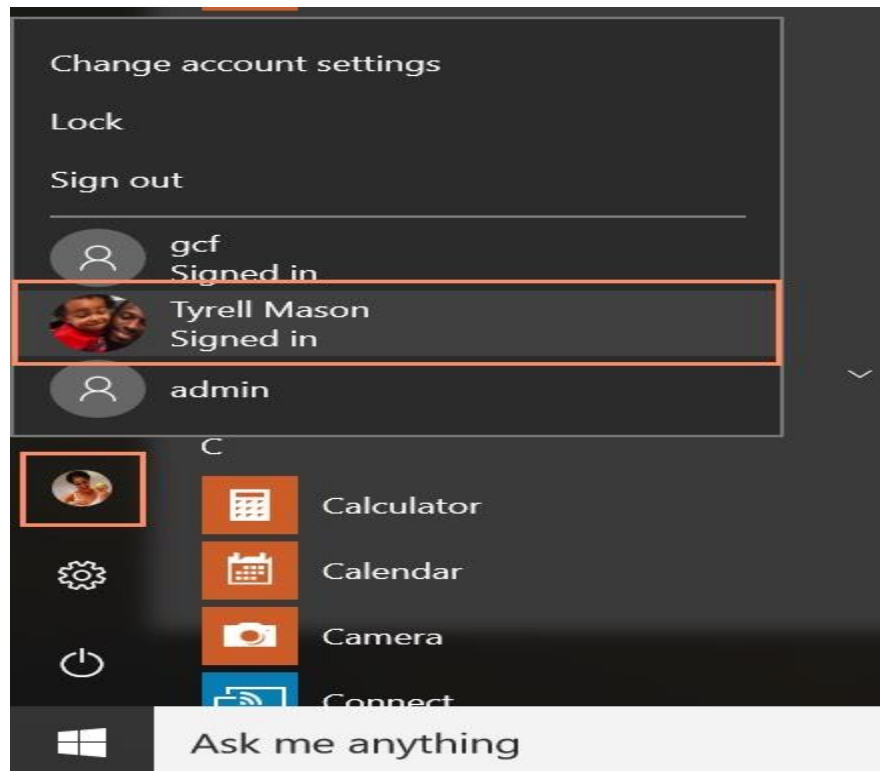
👁

Back Next

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

## Switching between user accounts

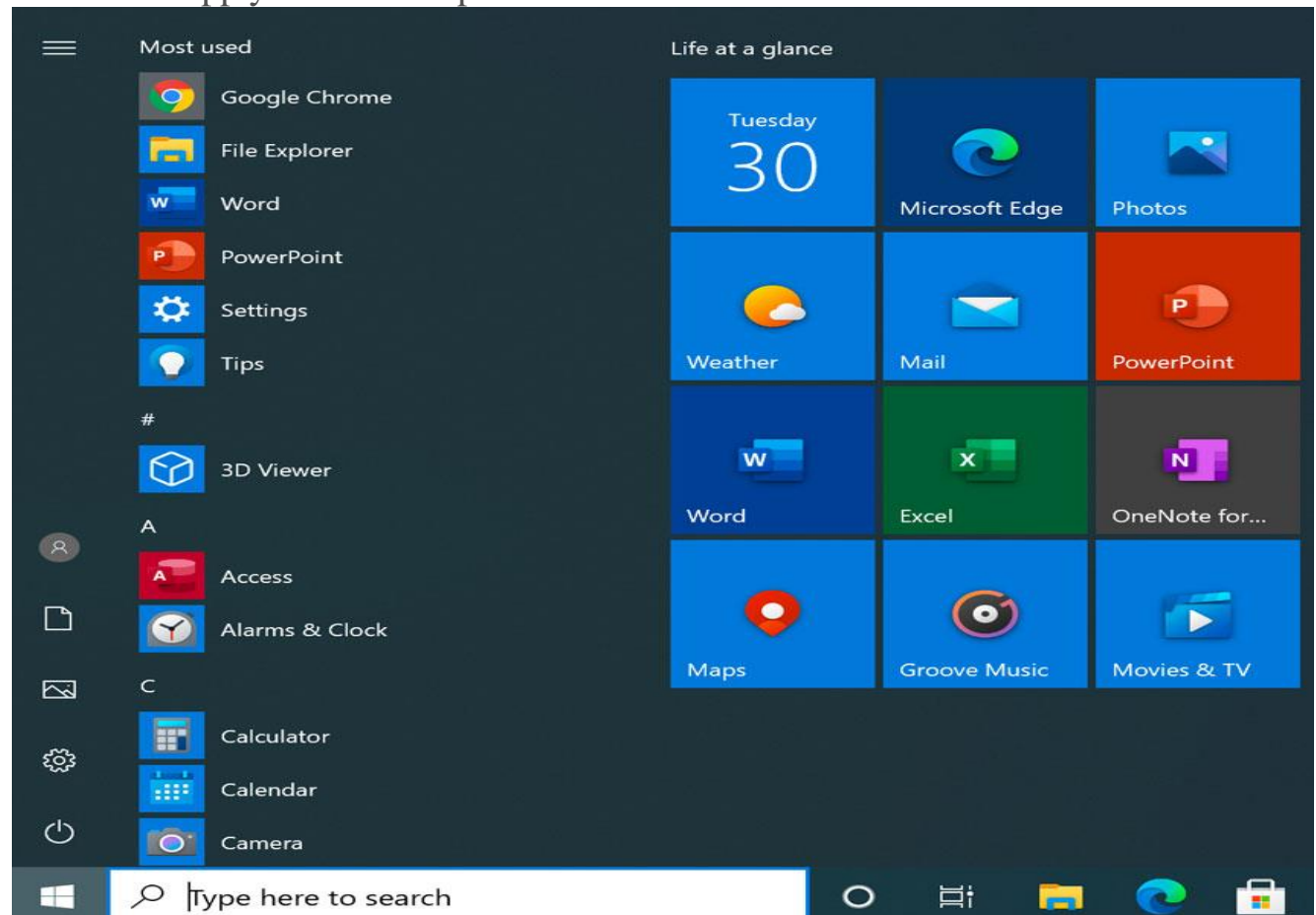
Click the **current user icon** on the left side of the **Start menu**, then select the **desired user** from the drop-down menu. The user will then need to **enter a password** to sign in.



# Common applications in Windows

Windows comes with several useful applications already installed. These applications can help you with many common tasks, including browsing the Internet, managing your calendar, and shopping for music.

Most of these apps can be opened by clicking the Start button, then clicking the icon of the app you want to open.



## Web browsers

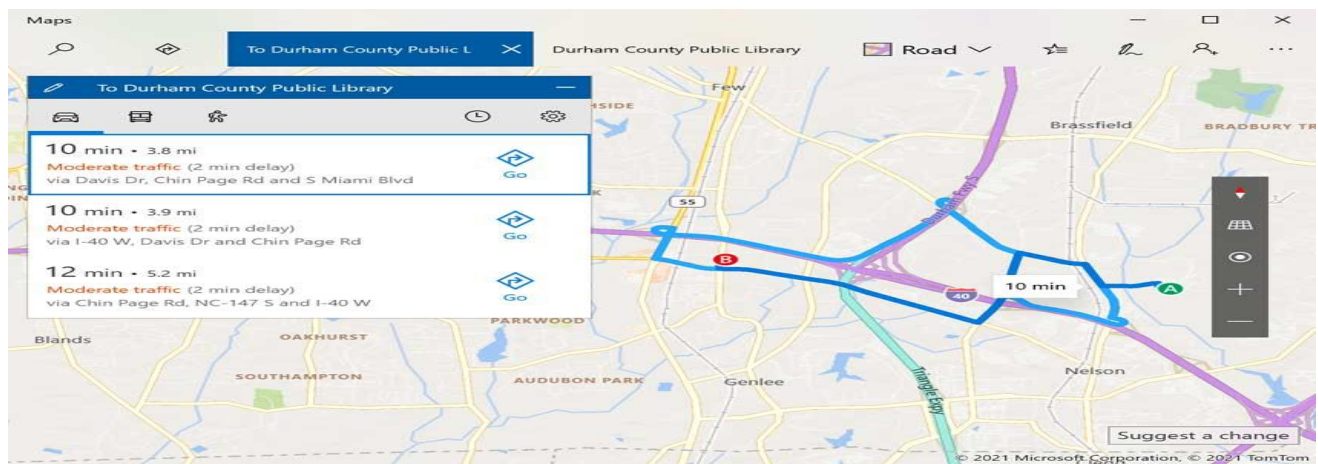
[Microsoft Edge](#) replaces Internet Explorer in Windows 10 but serves the same function. It has a few new features over Internet Explorer, including an option to display webpages in an easy-to-read format, better security, and integration with other parts of Windows 10.



**Internet Explorer** is one of the most well-known applications on the Internet, primarily because it has come bundled with many versions of Windows for the past 20 years. It has a simple interface and most standard web browser features, including bookmarking your favorite websites.

**Mail** and **Calendar** are apps that connect your accounts with other services, such as Microsoft, Google, and Apple. They synchronize your mailboxes and calendars within these services and display them in a single window on your computer.

**Maps**, an app powered by Bing Maps, gives you access to all of the same navigation and search features. It adds a few other features as well, like pinning locations and saving directions on all of your Windows devices.



**OneNote** is the advanced note organization software originally included with Microsoft Office, but now it's a default app in Windows 10. OneNote lets you create a collection of notes that you can then search and share.

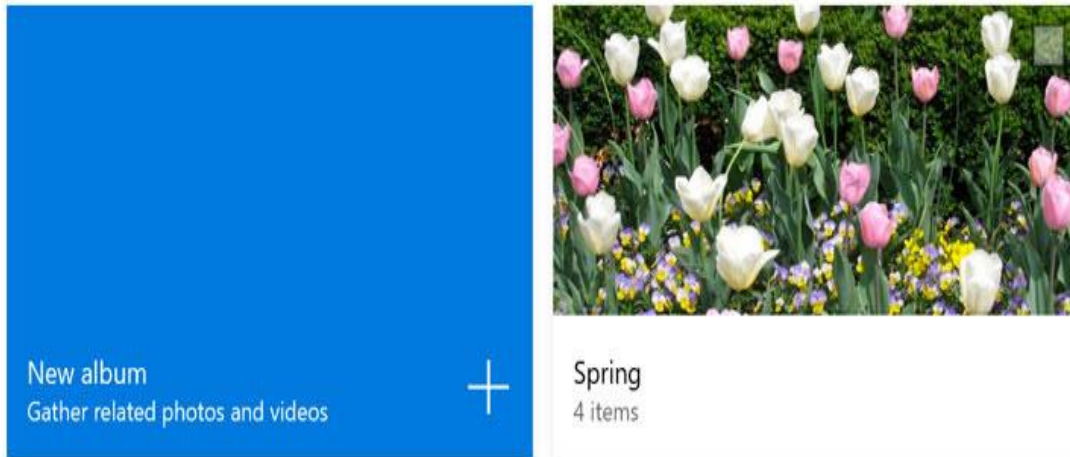
## Media

**Photos**, introduced in Windows 8, is a digital photo organizer that helps you store, sort, and display photos on your computer. It also includes features for editing, online storage, and sharing to social media.



📁 Albums (1)

Sort by: Modified ▾



**Groove Music** and **Movies & TV** are apps included with Windows 10 that access Microsoft's online media services. Groove Music can play music stored on your computer and OneDrive, and it can stream online music with the purchase of a monthly subscription. You can play video files stored on your computer with Movies & TV, and you can use it to shop for movies and TV shows online as well.

**Windows Media Player** is Microsoft's default basic media player that has come with most versions of Windows. It can play most types of audio and video files stored on your computer.