Computer Skills 1
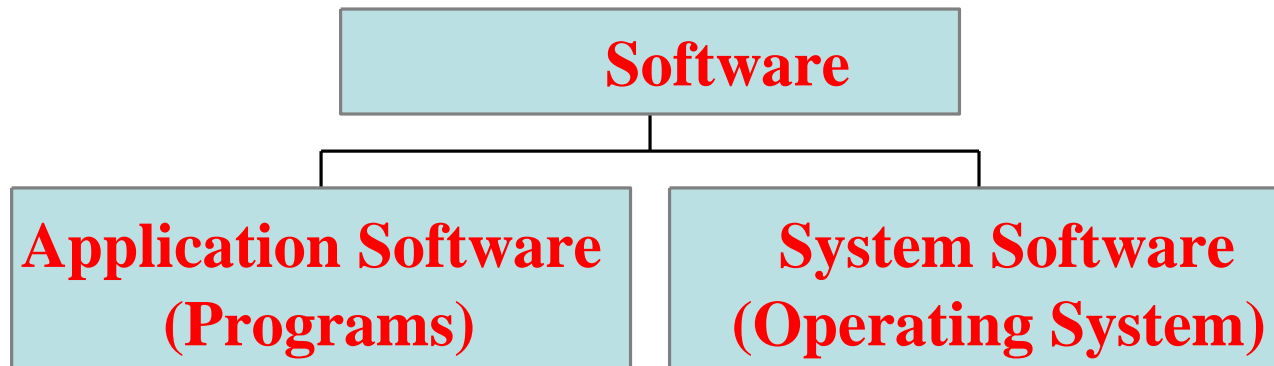# Windows 10

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Software

- **Software:** Is a set of instructions that tells the computer what to do.

- Two types of software are:
  - Application Software
  - System Software (Operating System)

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                    │      Software        │
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                    ┌──────────┴──────────┐
        ┌───────────────────────┐  ┌───────────────────────┐
        │  Application Software  │  │    System Software    │
        │      (Programs)        │  │  (Operating System)   │
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Application Software

All applications (programs) that may be installed in the computer system if the user want them.

- Word processing (Word)

- Spreadsheet (Excel)

- database (Access)

- Presentation (PowerPoint)

- Web Designer (Front Page)

- Desktop Publication (Adobe Photoshope)

System Software

It is special type of program that loads automatically when you start your computer.

- **Dos (Disk Operating System):** Provides non Graphical User Interfaces (GUIs). It provides only Blank screen to type the command(s).
- **Windows:** is Operating System Software
  Provides Graphical User Interfaces (GUIs) because it uses pictures (icons) to help you communicate with the computer. So it depends on using mouse.
  Most computer come from the factory with an operating system pre-installed.

Starting Windows 10

- When you turn the computer ON "called booting", the computer will upload the operating system and start automatically.

Booting: the time from turn ON until the user get the access to there computer.

The Desktop

The desktop is the screen area that you can see when you log on to windows7, where dialog boxes, windows, icons, and menus appear.

From your desktop, you can perform

- File-management tasks
- Run software applications.

The desktop contains many components:

1. Icons
2. Taskbar
3. Start Menu

Icons

Icons are small pictures used to easily open programs or documents quickly.

We can classify icons as the following:

1. Icons come installed with computer's operating system called (Special Icons).

2. Icons are created by the users or are installed by programs such as (shortcuts, files, folders)

Special Icons

- **Documents:** Contains personal 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.

- **Recycle bin:** Contains files and folders that deleted. The deleted files are not gone until you empty the Recycle bin.
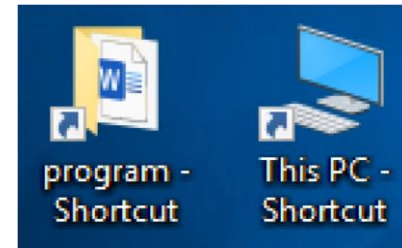
- **Internet Explorer:** Contains Windows' built in web browser.

Shortcuts, Files, Folders Icons

Shortcuts: allow users to create links to their programs in any folder, or other locations on their computer.

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

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

Icon Operations

- **Creating Icons**

  1. Right-click any where on the desktop.

  2. Choose New.

  3. Choose appropriate option (shortcut, folder).

  ✈**If choose 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.

Note: (another method) Double-click on the icon.

- **Deleting Icons**

1. Right-click on the icon.

2. Choose Delete.

Note: (another method) Click once on the icon and press the Delete key on your keyboard.

- **Restore 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 4 options to arrange icons

  (Name / Size / Type/ Date Modified).

- **Auto Arrange Icon**

  1.Right-click in an open area of the Desktop.

  2.Click View.

  3.Choose the option Auto Arrange icon if it uncheck.

- **Moving & Dragging**

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

- **(Moving 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 empty space.

- **Coping Icon**

1. Right-click on the icon.

2. Click Copy.

3.Open the location where you want to store the copy, click Paste in 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 has a check mark , if it does uncheck it.

- **Change Icon 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 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.

Personalizing the desktop

1. Right click any empty part of the desktop.

2. Click Personalize.

3. Select one of the options (wallpaper, screen saver, theme).

- **Change the desktop background**

   Click desktop background.

→ If the picture is not in the list of desktop background pictures, click Browse to search for the picture on your computer. When you find the picture you want, double-click it

➔ You can make any picture on your computer your desktop background by right-clicking the picture, and then clicking Set as Desktop Background.

- **Screen Saver:** is an image or animation covering the screen, that appears when the computer is idle for a specified period of time.

- **Change desktop icons:** Allows to specify which items will appear on the desktop.

- **Change mouse pointers:** It allows to choose different mouse pointer, and it can change the appearance of the mouse pointer during activities like clicking and selecting.

- **Display:** Allows for adjusting screen resolution, other advanced screen and video settings.

- **Sounds:** Changes in sounds are heard as you do everything from receiving email to emptying the recycle bin.

Adding a Gadget to the desktop

1. Right-click on any empty part of the desktop.

2. Click one of the Gadgets (Calendar, Clock, CPU Meter, Slide show, Weather).

3. Double-click on a gadget to add it to the desktop.

Taskbar

Start Menu

**Pined Application**   **Open Application**   **Notification Area**
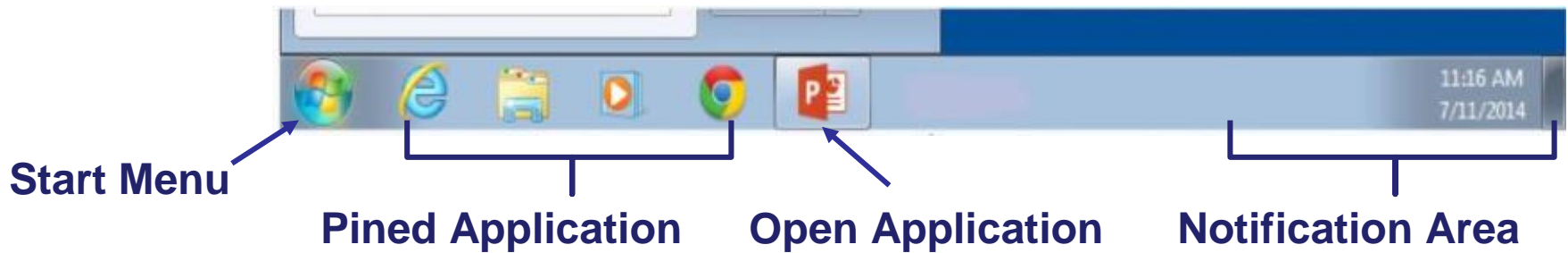
- Is a rectangular bar that is usually located at the **bottom of the screen.**

- It allows to know which programs are running and which programs can be easily accessed by clicking on their icon.

- From left to right, the areas are: the **start button**, the **taskbar**, and the **notification area**.

- **Pinned Applications:** Places a shortcut to the program directly on the Taskbar by right-clicking on any icon in the Start Menu and choosing Pin to Taskbar.
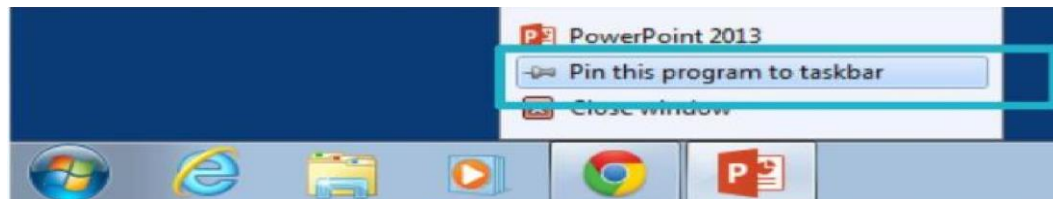
- **Open Applications:** Clicking that icon will open the program and put a highlight around that icon, showing that a window is now open.
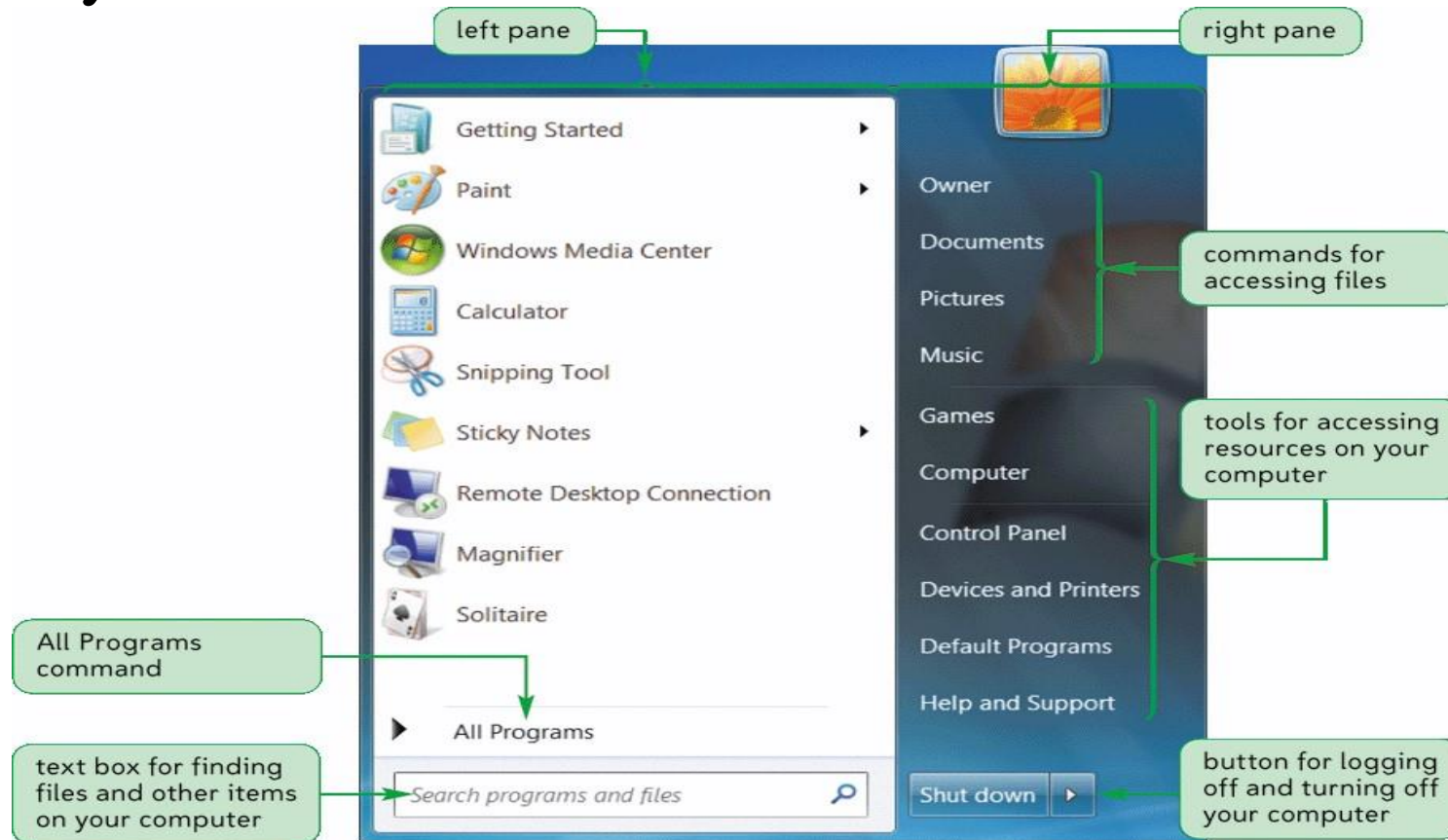

- **Notification Area:** It is locate at the far right of the Taskbar, which used to show any programs running in the background like the clock, anti-virus, and scheduling programs.
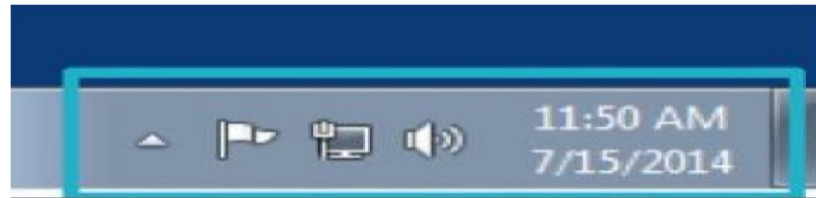
 Start Menu

Is the main gateway to your computer's programs, folders, and settings. To begin it, click the Windows Icon button in

the bottom left corner or press the Windows key on your keyboard.

left pane

right pane

Getting Started

Paint

Windows Media Center

Calculator

Snipping Tool

Sticky Notes

Remote Desktop Connection

Magnifier

Solitaire

All Programs command

All Programs

text box for finding files and other items on your computer

Search programs and files

Owner

Documents

Pictures

Music

commands for accessing files

Games

Computer

Control Panel

Devices and Printers

Default Programs

Help and Support

tools for accessing resources on your computer

Shut down

button for logging off and turning off your computer

- **Pictures:** Users can find all of their pictures stored in this location.

- **Music:** Users can find all of their music stored in this location.

- **All Programs Menu:** Store most installed programs on the computer

- **Search programs and files**: It allows quick search of files, folders and programs on the entire system.

- **Recently Used Programs:** It provides quick access to frequently used programs by placing it above the Start button.

- **Help and Support:** Takes you to the Windows 7 Help Center.

- **Devices and Printers:** Allow to view the printers and devices currently installed on the system.

- **Control Panel:** It allow quick access to the programs that do everything from removing programs to adjusting mouse settings and setting up a firewall.

Shutting Down

- Click the Shut down button to turn off the computer.

- **Switch user:** Easy way for another person to log on to the computer without logging you off or closing your programs and files.

- **Log off:** All programs used are closed, but the computer is not turned off.

- **Lock:** Entering the password when returning, helping to keep the work more secure.

- **Restart:** It saves the information, shuts down the computer for a moment, and then turns it back on again.

- **Sleep:** It puts the computer in a low power state, but does not turn it off.

Free Software

Windows includes a large set of simple programs that make it easy to finish daily task.

1.Click on Start Menu.

2.Click All Programs.

3.Click Accessories.

4.Select one of the appropriate icon:

- **Calculator:** Contains both a simple and scientific calculator.
- **Command Prompt:** access to the old DOS style command window.
- **Notepad:** this is a simple text editor, mainly used to type a few notes.
- **Paint:** a simple image editing and creation program.

Thank you

For yours listening