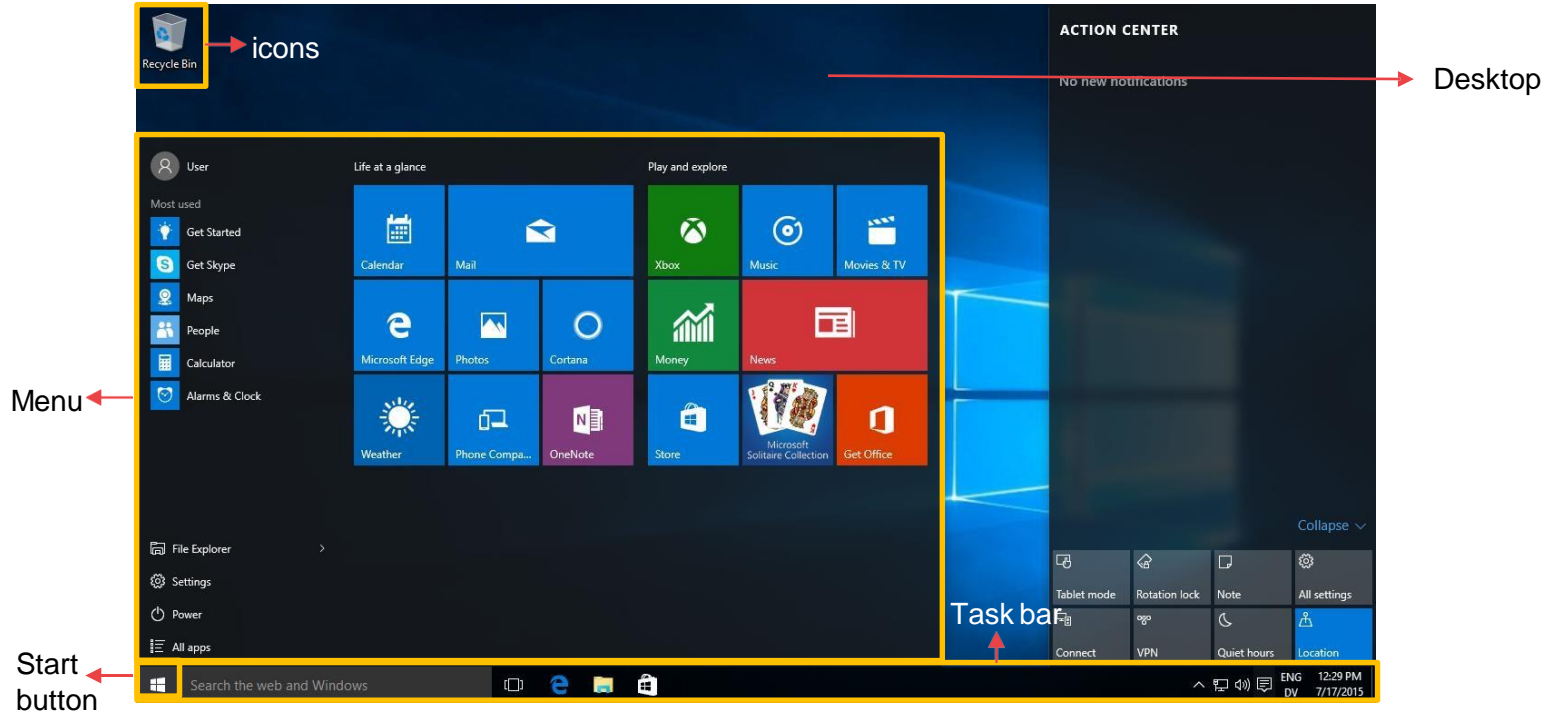


COMPUTER SKILLS TOPIC4 :



EXPLORE THE OS INTERFACE



EXPLORE THE START MENU



- Click on the start button
- Start menu is split into two columns. let's call them the left side and the right side.
- Hybrid Start menu: The left side gives you direct access to apps you use frequently, or that you've installed recently, as well as important commands and places like power and "All apps." The right side is yours to customize.



TASKBAR



- A **bar** located at the bottom of the screen. It allows you to locate and launch programs.

The Windows taskbar has four main sections:

- 1.Start Button** (labeled with "Start" and the Windows logo)
- 2.Quick Launch** (allowing applications to be launched with a single click)
- 3.Running Programs** (allowing easy access to running programs)
- 4.Notification Area** (contains icons for small running programs such as the clock, calendar and volume control)

SHORTCUTS :



Desktop Shortcuts

The most popular place to have a **shortcut** is the **desktop** area. It is very highly recommended that you create **shortcuts** to any documents, folders, and programs that you often use and place them on the **desktop**. Locate the program (or file, or folder) that you want to add a **desktop icon** for.



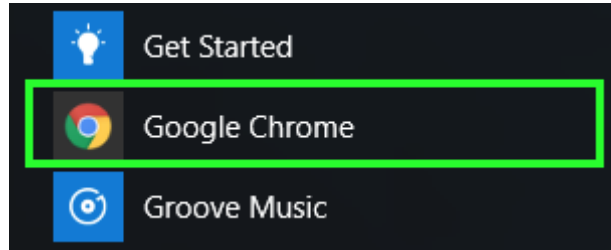
Keyboard Shortcuts

combine the **Ctrl** or **Alt** keys with some other keys which invokes commands in software. Most keyboard shortcuts require the user to press a single key or a sequence of keys one after the other. Other keyboard shortcuts require pressing and holding several keys at the same time

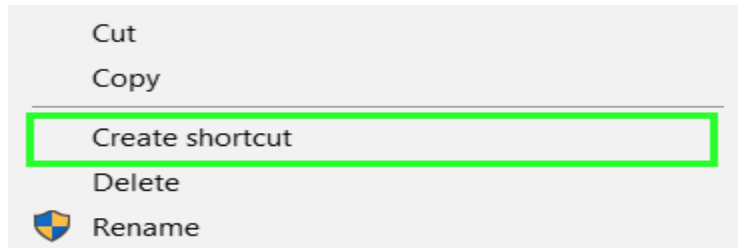
DESKTOP SHORTCUTS



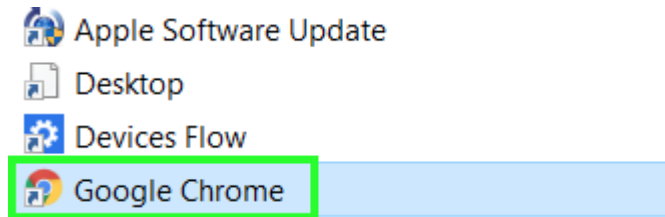
1. Right-click on the app you want to create a desktop shortcut for.



2. Select Create shortcut.



3. Right-click on the app's icon.



You've got a desktop shortcut for your Desktop program!

KEYBOARD SHORTCUTS



Common Shortcut Keys :

- **Ctrl and A:** Selects all in Screen.
- **Ctrl and C:** Copies the item or text.
- **Ctrl and F:** Displays the Find dialog box to search the current document.
- **Ctrl and H:** Displays the Replace dialog box and replace options.
- **Ctrl and S:** Saves a document.
- **Ctrl and V:** Pastes the copied item or text.
- **Ctrl and X:** Cuts the selected item or text.
- **Ctrl and Z:** Undo the last action.
- **CTRL and Shift and N :** The fastest way to create a new folder.
- **CTRL and Shift and Delete :** Open Windows task manger.
- **Alt and Tab :** Switch between open applications /programs.
- **Shift and Delete :** Program **or** files will be deleted permanently .

Files and folders :



WHAT IS A FILE?

Files are collections of information. In fact, almost all of the information stored in a computer is stored in files. There are many different types of files, including operating system files, program files, and more.

Each file is given a **file name** and has a three-letter **file name extension** that identifies the file type.

Name extension are separated by a period

WHAT IS A FILE?



Some common file name extensions include:

- **doc or docx:** Word or WordPad document
- **jpg or jpeg:** Picture file
- **txt:** Notepad text file
- **xls or xlsx:** Excel spreadsheet
- **htm or html:** HTML file (webpage)
- **ppt or pptx:** PowerPoint presentation
- **mdb or accdb:** Access database

WHAT IS A FOLDE ?



Windows 10 uses various folders to store and manage files (keep your files is organization).

ALL WINDOWS 10 FOLDERS INCLUDE THE FOLLOWING FEATURES:

- **Title bar:** Contains the name of the folder
- **Menu bar:** Contains the File, Edit, View, Favorites, Tools, and Help menus
- **Navigation bar:** Contains the Back, Forward, Up, Search, Folders, and Views buttons
- **Address bar:** Shows current folder location (use the drop-down arrow to navigate your computer's places)
- **White space:** Displays contents of a folder (folders and files)
- **File and Folder Tasks list:** A convenient list of tasks
- **Other Places:** A convenient list of your computer's places
- **Details:** Describes the folder



Thank you

Good Luck