

COMPUTER SKILLS

Use of Operating System (Windows 10)

**What is
OS?**



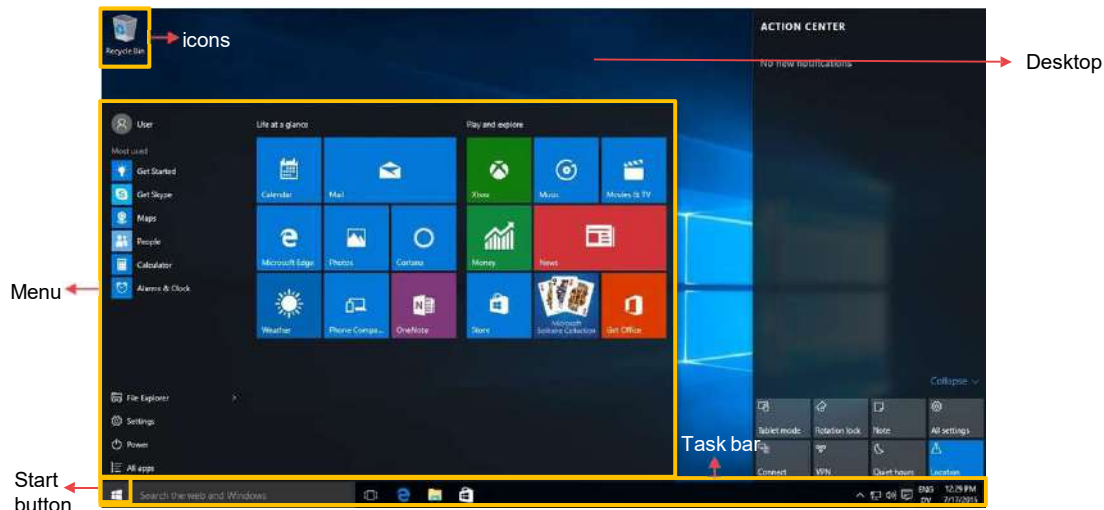
Windows 10



The biggest changes, including:


- How to use the new Start menu.
- Understand notifications and the Action center.
- How to use Windows's digital assistant, Cortana.
- Microsoft Edge, Windows new web browser.
- How to use multiple desktops.
- How to use Windows 10 on a tablet.
- Understanding Windows 10 settings.
- Quick Access Section

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."



LEFT SIDE OF START MENU



- See your account name and picture in the upper-left corner of the Start menu
 - it's also a pop-up menu. Click it to see the “Sign out” and “Lock” commands, as well as a shortcut to your account settings.
- 
- **Change account settings:** takes you directly to the Settings→Account screen, where you can change your account picture, password, and other details of your account.
 - **Lock:** takes you back to the Lock screen. It is hiding your screen from view. This is an ideal way to protect your PC from nosy people. Whatever *you* had running remains open behind the scenes
 - **Sign out:** When you choose “Sign out,” Windows closes all your open programs and documents.

LEFT SIDE OF START MENU



- **Most Used :** you get a list of the programs that Windows sees you using a lot
- **Recently Added :** whatever app you've most recently downloaded or installed

If you want to hide the “Recently added” . Open the Start menu; choose Settings→Personalization→Start; turn off “Show recently added apps.” Close Settings.
- **Important Places :** the left side listing the important *places* on the computer. Like:
File Explorer, Setting , Power , All apps



RIGHT SIDE OF START MENU

- Make the right side bigger or smaller
- Make the right side fill the screen
- Move a tile
- Resize a tile
- Add new tiles
 - **The drag method**
 - **The right-click method**



START SCREEN

To switch between the default and full-screen Start screen

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Start**.
3. In the **Start** pane, click **Use Start full screen**. Then click the **Start** button to test the setting.

To resize the partial-screen Start screen

1. Do any of the following:
 1. Drag the top border of the **Start** screen up or down to increase or decrease its height.
 2. Drag the right border of the **Start** screen right or left to increase or decrease its width.

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:

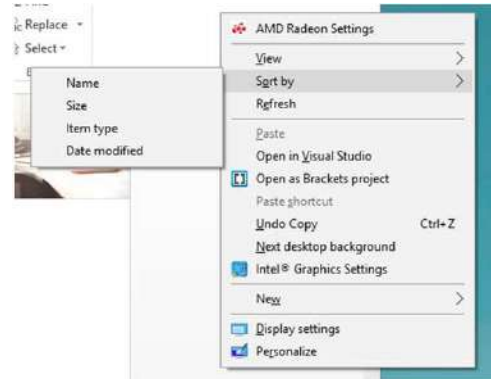
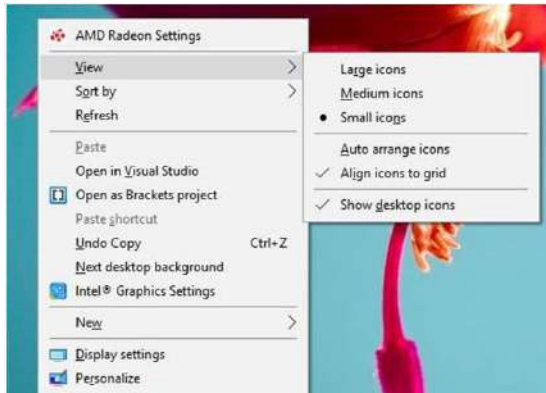
1. **Start Button** (labeled with "Start" and the Windows logo)
2. **Quick Launch** (allowing applications to be launched with a single click)
3. **Running Programs** (allowing easy access to running programs)
4. **Notification Area** (contains icons for small running programs such as the clock, calendar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

TASKBAR



- prevent or allow changes to the taskbar
- move the taskbar
- change the taskbar height
- display small taskbar buttons
- hide the taskbar when it isn't active
- change the display of multiple app taskbar buttons

CUSTOMIZE THE DESKTOP ICONS

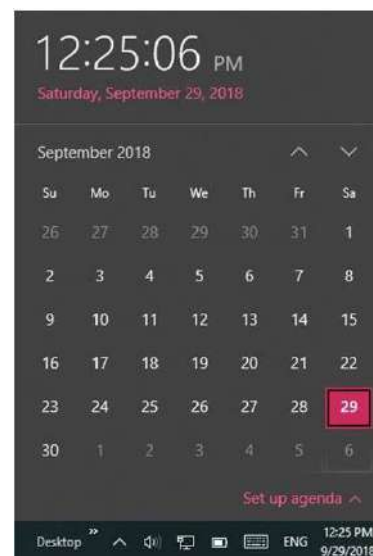


DATE AND TIME

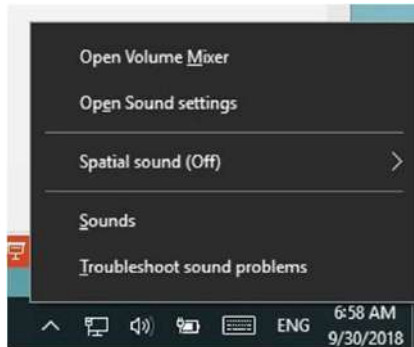


Change :

1. Directly
2. Through Control Panel



SOUND SETTING

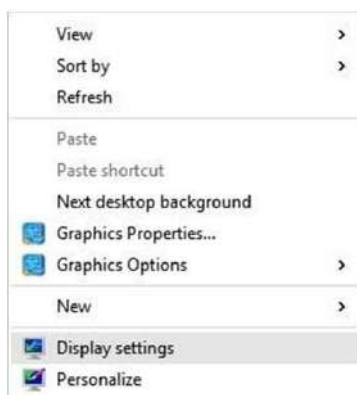


Sound



DISPLAY SETTING

Go to your Desktop, right-click your mouse and go to **Display Settings**.



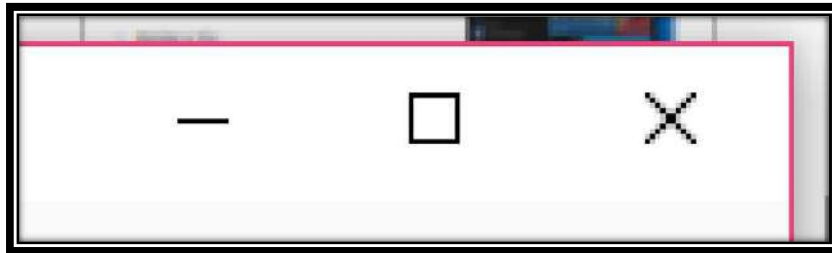
The following panel will open. Here you can adjust the size of text, apps, and other items and also change the orientation. To change the resolution settings, scroll down this window and click on Advanced Display Settings.



MINIMIZE , MAXIMIZE , CHANGE , CLOSE THE WINDOWS



If you want to resize both horizontally and vertically, use one of the corners of the window.



ADD ANOTHER DESKTOP



Arrange the Program Windows

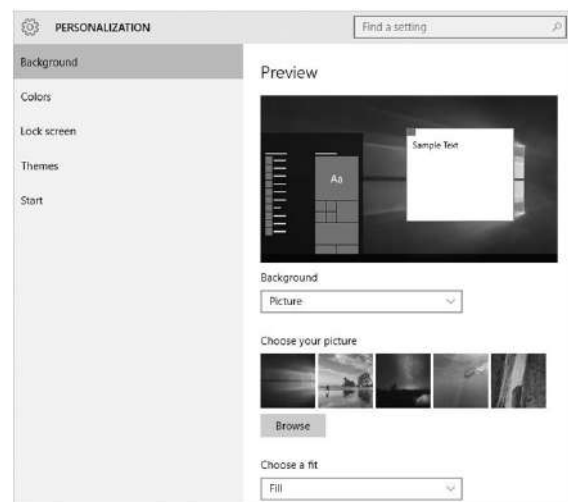


Cascading windows is a type of arrangement of applications that are open on a Windows desktop. In this arrangement, the windows of the currently running applications overlap each other and their title bars are made visible to let the user know their open status. The cascading window arrangement can be used to manage multiple windows which are open simultaneously.

SET THE DESKTOP BACKGROUND AND SYSTEM COLORS



we can use the options in the Personalization category of the Settings window to set the desktop background and the accent color that is used for various operating system elements, including the Start menu, taskbar, Action Center, and window title bars.



SET THE DESKTOP BACKGROUND



You can set your desktop background to any of the following:

- **A picture** : You can choose one of the photos that come with Windows, or a digital image of your own. The image can be any of several file types, including GIF, JPG, PNG ... etc
- **A solid color** : If you want to keep things simple, you can use for a plain, colored background.
- **A slideshow** : You can display the contents of a folder of your choice, with the background image changing as frequently as every minute or every 10 min. , 30 min., hour, six hours, or day.

SET THE DESKTOP BACKGROUND



When displaying an image or slideshow as your desktop background, you can specify the position of the image as follows:

- **Fill** : The image is centered on the screen. The image fills the screen horizontally and vertically, and maintains its original aspect ratio. Parts of the image might overrun the left and right sides or the top and bottom edges (but not both).
- **Fit** : The image is centered on the screen. The image fills the screen horizontally or vertically, and maintains its original aspect ratio. Parts of the image might not fill the left and right sides or the top and bottom edges.
- **Stretch** : The image is centered on the screen. The image fills the screen horizontally and vertically, but does not maintain its original aspect ratio. No part of the image overruns the screen.

SET THE DESKTOP BACKGROUND



When displaying an image or slideshow as your desktop background, you can specify the position of the image as follows:

- **Tile** : The image is anchored in the upper-left corner of the screen at its original size, followed by as many copies as are necessary to fill the screen. Parts of the right-most and bottom tiles might overrun the edges of the screen.
- **Center** : The image is centered on the screen at its original size.
- **Span** : When you have multiple monitors connected to the computer, this option stretches the image across the monitors.

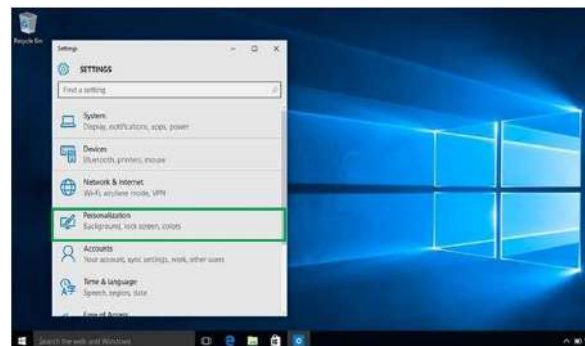
SET THE DESKTOP BACKGROUND



1. Click on **Settings** in the list on the left.



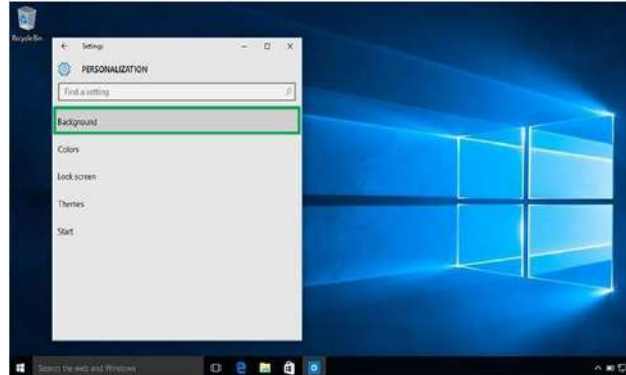
2. Click on **Personalization**, fourth on the list.



SET THE DESKTOP BACKGROUND



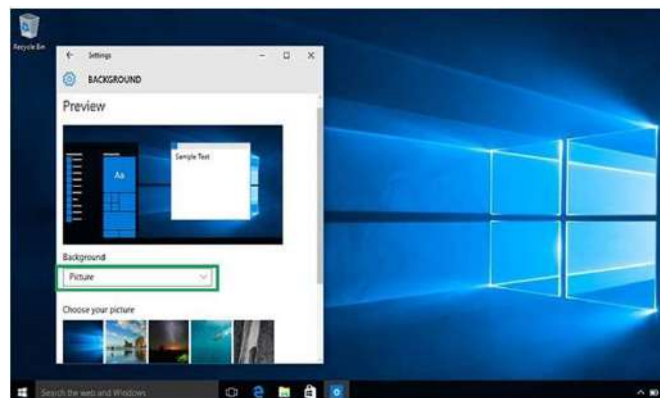
3. **Click on Background.** The background page will come up which allows you to preview your background picture and lets you choose from several photos or your own photos for your desktop background.



SET THE DESKTOP BACKGROUND



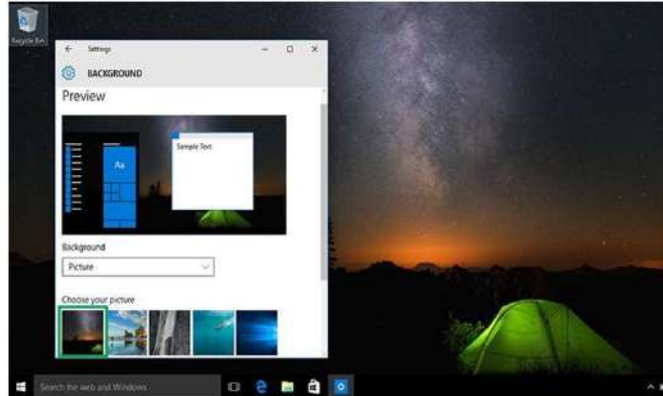
4. **Click on the box underneath Background** to choose between a picture, solid color, or slideshow for your background.



SET THE DESKTOP BACKGROUND



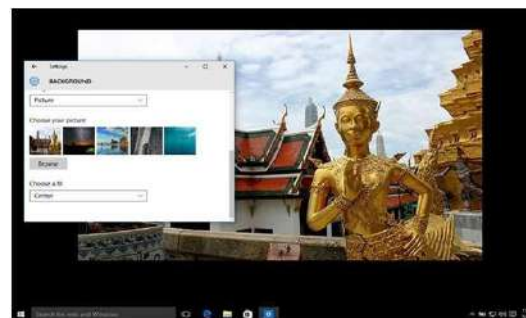
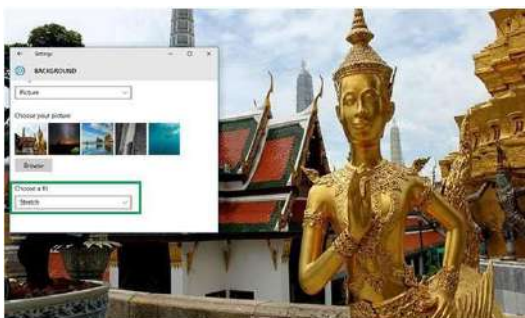
5. Underneath Choose your picture, **click on one of the options** or **click Browse** to choose one from your computer. Click on whatever photo you want and it will appear as your desktop background.



SET THE DESKTOP BACKGROUND



- . If you don't like the layout of the photo you can **click on the box underneath Choose a fit** to choose between fill, fit, stretch, tile, or center options for your background.



THE SLEEP/SHUT DOWN/RESTART COMMANDS



- ***Sleep*** : take a break without closing all your programs or shutting down the computer. you can trigger Sleep by pushing the PC's power button or move the mouse.
- ***Restart*** : This command quits all open programs and then quits and restarts Windows again automatically. The computer doesn't actually turn off. You might do this to "refresh" your computer when you notice that it's responding sluggishly
- ***Shut down "really, really off"*** : When you shut down your PC, Windows quits all open programs, offers you the opportunity to save any unsaved documents, exits Windows, and turns off the computer.

MOUSE PROCEDURE



- ***the Mouse Clicking***
 - Single-clicking often selects an item or opens a menu.
 - Double-clicking often opens items (Files or programs) or folders.
 - Right-clicking usually displays a list of things you can do with a selected item.

MOUSE PROCEDURE



- ***Scrolling and dragging items with the mouse***
 - Move the wheel with your pointer finger to scroll up and down pages.
 - To drag an object, place the cursor on it, then press and hold down the right button, and move the mouse to a new location. Release the right button once you are done.

SUMMARY OF THE MOUSE USES :



- ***Opening a file or program***
- ***Selecting object and highlighting text***
- ***Drag-and-drop***
- ***Viewing properties by right-clicking***
- ***Copy and paste***

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.



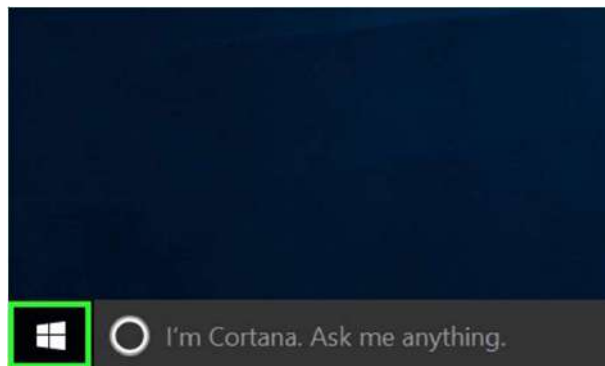
Keyboard Shortcuts

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 simultaneously

DESKTOP SHORTCUTS



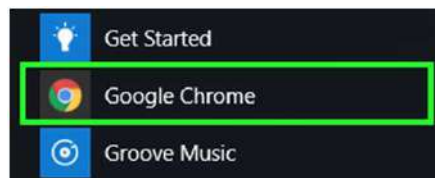
1. Select the **Windows button** to open the Start menu.



DESKTOP SHORTCUTS



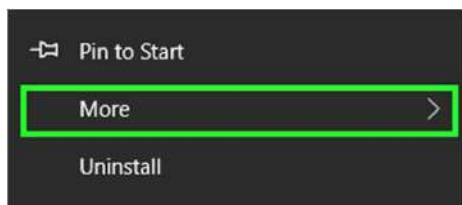
2. Right-click on the app you want to create a desktop shortcut for.



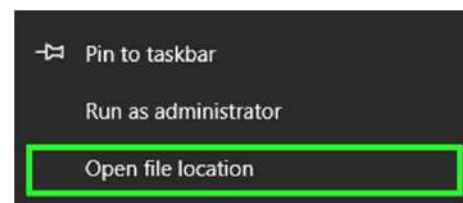
DESKTOP SHORTCUTS



4. Select More.



5. Select **Open file location**. If this option does not appear, this app is a Modern app, so you'll want to use the second set of instructions.



DESKTOP SHORTCUTS



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



7. Select Create shortcut.



DESKTOP SHORTCUTS



8. Select Yes.

Shortcut



Windows can't create a shortcut here.
Do you want the shortcut to be placed on the desktop instead?

Yes

No

DESKTOP SHORTCUTS



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 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.

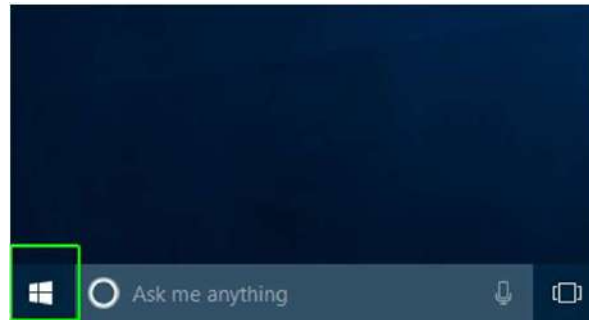
INSTALLING AND UNINSTALLING APPLICATIONS



- ***Uninstalling the Application:***

Uninstalling unwanted programs is one of the most common and important tasks that all PC users perform.

1. **Open the Start menu.**



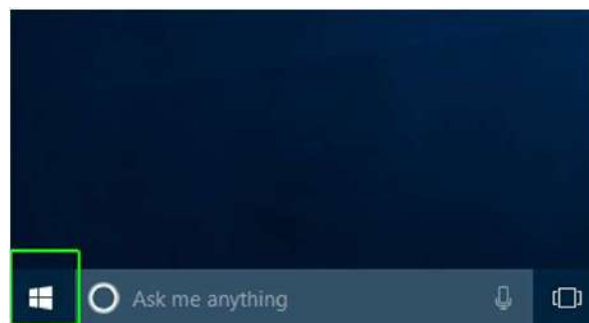
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INSTALLING AND UNINSTALLING APPLICATIONS



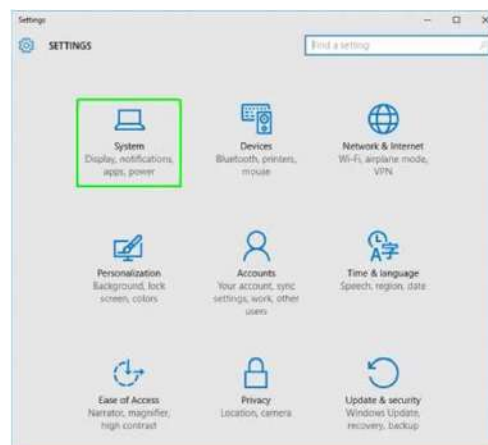
2. Click Settings.



INSTALLING AND UNINSTALLING APPLICATIONS

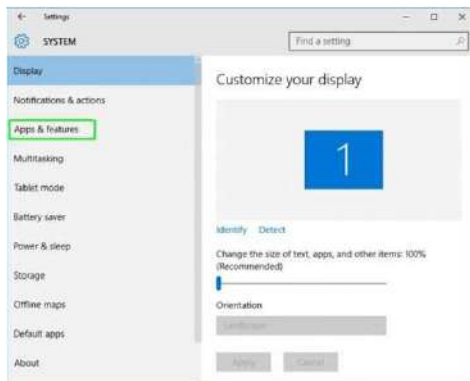


3. Click **System** on the Settings menu.



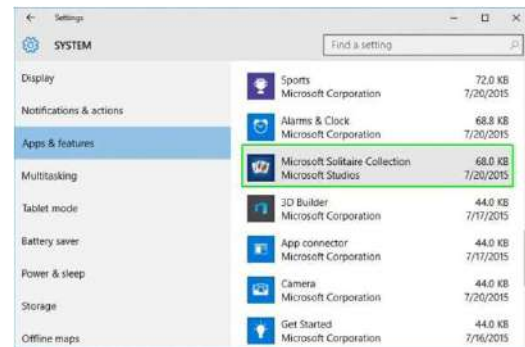
INSTALLING AND UNINSTALLING APPLICATIONS

4. Select **Apps & features** from the left pane.



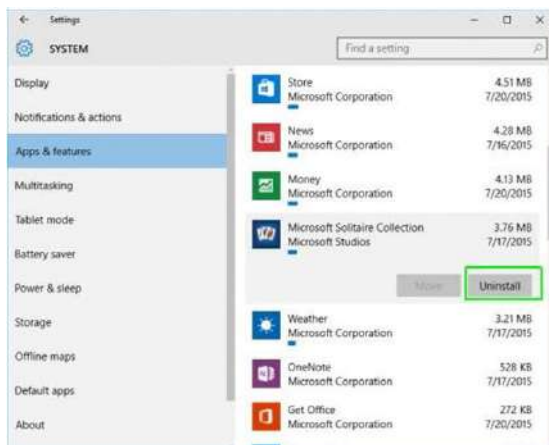
A list of all installed apps appears in the right pane

5. Select an app you wish to uninstall.

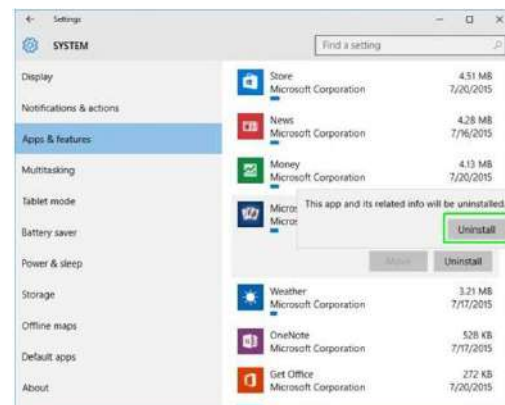


INSTALLING AND UNINSTALLING APPLICATIONS

6. Click the **Uninstall** button that appears. If it is grayed out, this is a system app you cannot remove.



7. Click the **Uninstall** pop-up button to confirm.





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 orxlsx:** Excel spreadsheet
- **htm or html:** HTML file (webpage)
- **ppt:** PowerPoint presentation
- **mdb or accdb:** Access database

CREATING, RENAMING, AND DELETING FILES



you can **create** a **file** using different programs such as WordPad or Notepad.

1. Click **Start**.
2. Choose **All Programs** ☐ **Notepad**.
3. Notepad opens.
4. Type, "**This is my new document**".
5. Choose **File Save** from the menu bar (Ctrl + S).
6. The **Save As** dialog box appears.
7. **Save** your file to the **desktop**.
8. **Name** your document **new document**.
9. In the **Save as type** drop-down box, be sure your document is saved as a **text** document.
10. Click **Save**. Your file is now saved to the desktop.

CREATING, RENAMING, AND DELETING FILES



To **rename** a file:

- Locate your file (in this case, the file is located on the desktop).
- **Right-click** the file icon.
- Choose **Rename**.
- The filename is **highlighted in blue**, ready to be retyped.
- **Type a new name**, then press Enter.
- The file is **renamed**.

CREATING, RENAMING, AND DELETING FILES



To **delete** a file:

- Locate your file (in this case, the file is located on the desktop).
- **Right-click** the file icon.
- Choose **Delete**.
- A **Confirm File Delete** dialog box appears asking you if you are sure you want to send the file to the Recycle Bin.
- Choose **Yes**.
- The file is moved to the **Recycle Bin**.

WHAT IS A FOLDER?



When you first start using Windows 10, you may only create a few files. Over time, you'll create **MANY** files. To keep your files organized, create **folders**. Windows 10 uses various folders to store and manage **files**.

Method 1: Create a New Folder with a Keyboard Shortcut

The fastest way to create a new folder in Windows is with the CTRL+Shift+N shortcut.

- **Navigate to the location where you want to create the folder.** You can create a new folder at any location on your hard drive or within another folder (creating a subfolder) in File Explorer. You can also create a new folder on your desktop with this method.
- **Hold down the Ctrl, Shift, and N keys at the same time.** Windows will immediately create the new folder with the not-very-imaginative suggested folder name of "New folder."

CREATING, RENAMING, AND DELETING FOLDERS



Method 2: Create a New Folder by Right-Clicking

- **Navigate to the location where you want to create the folder.**
- **Right-click on a blank space** in the folder location. Take care with this: If you right-click on an existing item in the folder, you'll get the wrong menu.
- **Select New then Folder** from the contextual menu. Windows will create the new folder at your current location.

Method 3: Create a New Folder from the Ribbon Menu

Another simple way to create a new folder is to use the New folder button in the File Explorer menu.

Just navigate to the place you want the folder and click or tap "New folder" in the Home tab

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

CREATING, RENAMING, AND DELETING FOLDERS



To rename a folder:

- Locate your folder.
- **Right-click** the folder icon.
- Choose **Rename**.
- The folder name is **highlighted in blue**, ready to be retyped.
- **Type a new name**, then press Enter.

CREATING, RENAMING, AND DELETING FOLDERS



To delete a folder:

- Locate your folder.
- **Right-click** the folder icon.
- Choose **Delete**.
- A **Confirm Folder Delete** dialog box appears asking you if you are sure you want to send the file to the Recycle Bin.
- Choose **Yes**.
- The folder is moved to the **Recycle Bin**.

WHAT IS A DRIVE?



A **drive, or disk drive**, is hardware on which you can store files and folders.

Disk drives are assigned a **letter**.

- Your hard drive (the drive inside your computer) is known as the (C:) drive.
- Your floppy disk drive is known as the (A:) drive.
- If your computer has a CD-ROM drive, it is usually called (D:).

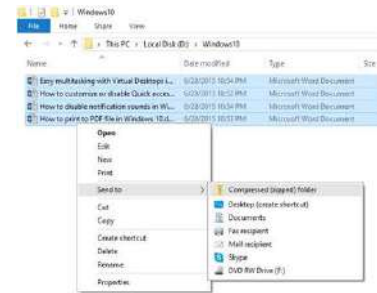
HOW TO ZIP AND UNZIP FILES IN WINDOWS 10



Windows 10 comes with native support for files compression and uncompression using which you can easily compress(zip) and uncompress (unzip) files or folders on your Windows computer.

Zip (compress) files or folders in Windows 10

Open FileExplorer. Select and right click file(s) or folder(s) that you want to zip. In context menu, select "Send to -> Compressed (zipped folder)". This will compress your selected file(s) or folder(s) to new .zip file in current folder.

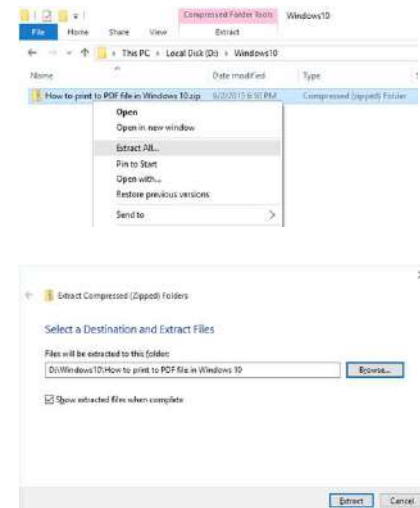


HOW TO ZIP AND UNZIP FILES IN WINDOWS 10



Unzip files in Windows 10

- Right click on .zip file that you want to unzip (uncompress), and click on "Extract All" in context menu.
- In "Extract Compressed (Zipped) Folders" dialog, enter or browse folder path where you want files to be extracted. Check "Show extracted files when complete" checkbox to open extracted folder after zip extraction is complete. Click on "Extract" button to start the extraction.



PARTITIONS AND VOLUMES: AN OVERVIEW



Before we can make use of this space, e.g. to install Windows, we need to create one or more partitions.

Partitions are segmented portions of storage space

Volumes are partitions formatted with a single file

- With Windows, you'll typically see drives formatted with NTFS (New Technology File System).
- On removable drives, you'll commonly find FAT32 (File Allocation System) or exFAT.

If you have two separate partitions (on the same or two different drives) in your PC and both formatted with a file system, both will be labeled with different letters. Typically, you'll have a **C:** and the **D:** drive. These two drives are volumes

PARTITIONS AND VOLUMES: AN OVERVIEW



let's look at how you can shrink, merge, and clear partitions in Windows 10. This will let you add or subtract space from your partitions.

Defragmentation

Before manipulate your partitions, you should first defragment hard drive.

This will gather all your data in a single **chunk** of space.

PARTITIONS AND VOLUMES: AN OVERVIEW



To defragment your hard drive, press **Windows + S**, type **defrag**, and select **Defragment and Optimize Drives** from the results. Here you can optimize or defragment your drives. Note that Windows may be set up to do this automatically.

Once you've analyzed and defragmented your hard drive, you'll note the data displayed in your software gathers to one section.

The remaining, blank space is what partitioning management tools will use in order to create new partitions. If your data is scattered across the drive, you will not be able to manage the storage space as it's counted with the original partition.

PARTITIONS AND VOLUMES: AN OVERVIEW



Disk Management

To open Windows 10's Disk Management program, press **Windows + S**, type **partition**, and select the **Create and format hard disk partition** option. In the following window, you'll see both your partitions and volumes laid out in distinct blocks according to your different hard drives.

You'll note that the categories above display a series of parameters, particularly **Capacity** and **Free Space**. You cannot shrink, or separate, a chunk of storage larger than the free space of your [hard drive](#). Even then, you may not be able to separate the exact free space of your storage because some of the data may be scattered.

PARTITIONS AND VOLUMES: AN OVERVIEW



Shrink a Volume

If you have free space on your drive, you can shrink a volume in order to create a separate partition. Right-click on a **volume** and select **Shrink Volume**. This will analyze your remaining free space, and prompt you to input how much space you want to **shrink** (i.e. separate) your volume by.

Once you've shrunk your volume, you should now be able to see a black space labeled **Unallocated** in your Disk Management window.

That's it! You've successfully shrunk a partition.

PARTITIONS AND VOLUMES: AN OVERVIEW



Create a Separate Volume

Now that we have a bit of unallocated space, we can create a separate volume. Right-click on your **Unallocated** space and select **New Simple Volume**. Follow the Wizard, assign your drive letter, and format this volume into either NTFS or FAT32.

Now, you can use this **E:** drive in the same way you would a separate hard disk or flash drive. To change the drive letter of this drive, simply right-click the space, select **Change Drive Letter and Paths**, and follow the wizard. To delete, right-click the **Volume** and select **Delete Volume**. Your volume will then revert back to unallocated space.

PARTITIONS AND VOLUMES: AN OVERVIEW



Format a Volume

At times, you may want to format a volume with a different file system, so you can use it across various operating systems. To do so, right-click on a **volume** and select **Format**. In the following window, choose which file type you'd like to incorporate to your volume.

- NTFS:** file system for Windows, you can write and view any files you'd like through Windows in this file format.
- FAT32:** file system for USB drives, FAT32 will allow you to write data from any OS onto this file type. You cannot, however, load individual files larger than 4 GBs onto this file format.
- REFS:** The newer file format of the three grants better protection against file corruptions, may work faster, and maintains a few more benefits like larger volume sizes and file names than its older NTFS counterpart. REFS, however, cannot boot Windows.

PARTITIONS AND VOLUMES: AN OVERVIEW



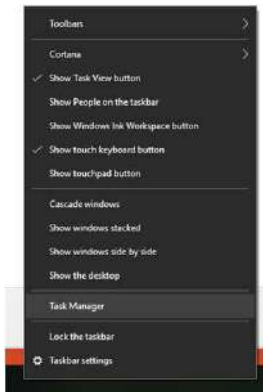
Extend a Volume

When you have a bit of unallocated space, you shouldn't leave that space unused. After all, more space is always better. To expand the storage on your volume using unallocated space, right-click on your **existing volume**, in my case the **D:** drive, and select **Extend Volume**. Follow the Wizard: it should select your unallocated space by default.

Keep in mind, you can only extend your volume size with unallocated space displayed to the right of your volume within the Windows 10 Disk Management software.

The process is simple enough and will allow you to use all of your unallocated space.

Files Search , Task Manager , Help



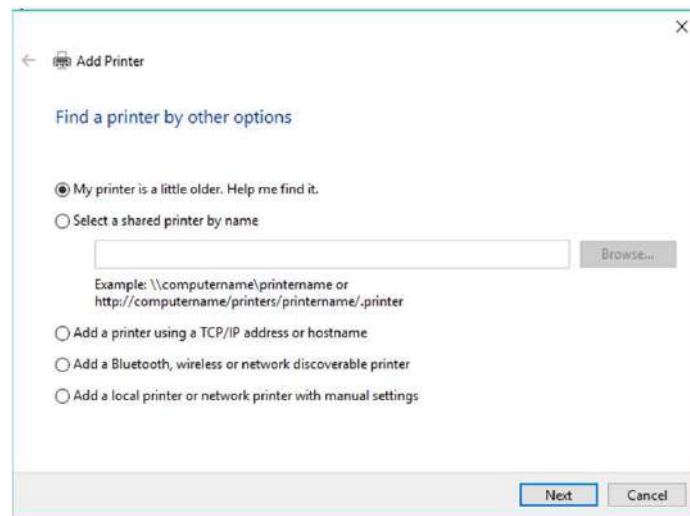
Task Manager

File Options View

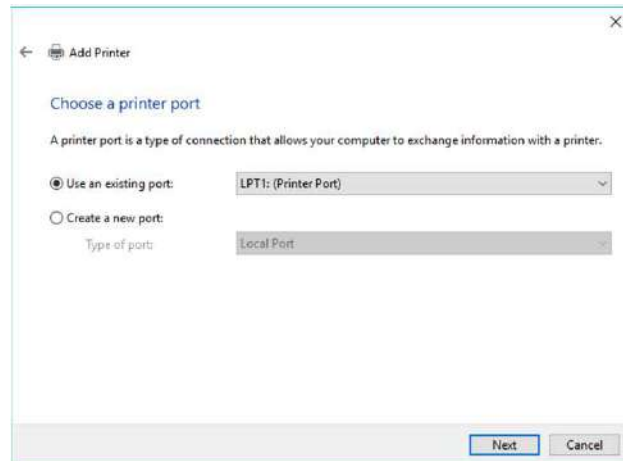
Processes Performance App History Startup Users Details Services

Name	Status	CPU	Memory	Disk	Network
Photos		0%	4.2%	0%	0 Mbps
Microsoft PowerPoint (2)		0%	3.6%	0%	0 Mbps
Desktop Window Manager		1.8%	1.3%	0%	0 Mbps
Cortana (2)		7.4%	1.3%	1.7%	0 Mbps
Antimalware Service Executable		0.8%	1.1%	0%	0 Mbps
Service Host: Superfetch		2.1%	1.0%	0.9%	0 Mbps
Paint		0%	0.8%	0%	0 Mbps
Windows Explorer		1.2%	0.7%	0%	0 Mbps
SmartByteNetwork Service		0%	0.6%	0%	0 Mbps
Service		0%	0.4%	0%	0 Mbps
Windows Shell Experience Host		0.7%	0.4%	0%	0 Mbps
Task Manager		1.8%	0.3%	0%	0 Mbps
Microsoft Windows Search Indexer		9.9%	0.3%	0.1%	0 Mbps
Service Host: Diagnostic Policy Service		0%	0.2%	0%	0 Mbps
Settings		0%	0.2%	0%	0 Mbps
Intel(R) RealSense(TM) Depth Camera Manager Service (32 bit)		0%	0.2%	0%	0 Mbps
WStatDataSvc (32 bit)		0%	0.2%	0%	0 Mbps
UsoModem-Front Driver Host		0%	0.2%	0%	0 Mbps
UsoModem-Front Driver Host		0%	0.1%	0%	0 Mbps

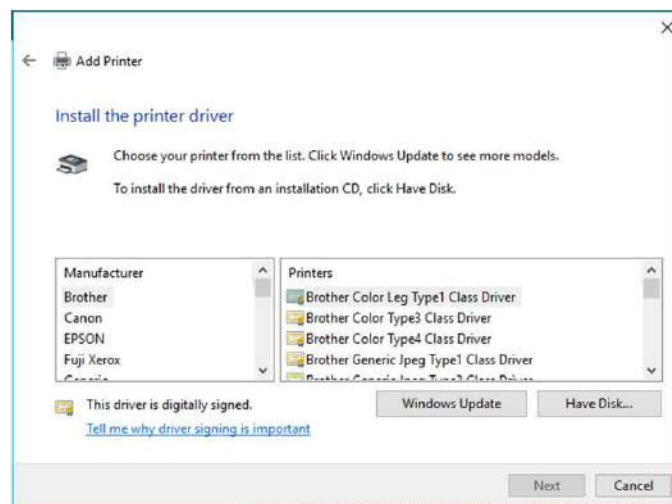
Printers



Printers



Printers



Printers



← Add Printer

Type a printer name

Printer name:

This printer will be installed with the Brother Color Leg Type1 Class Driver driver.

Next Cancel

Printers



← Add Printer

You've successfully added Brother Color Leg Type1 Class Driver

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page

Finish Cancel

Backup



Backup

Back up using File History

Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.

 Add a drive

[More options](#)

Looking for an older backup?

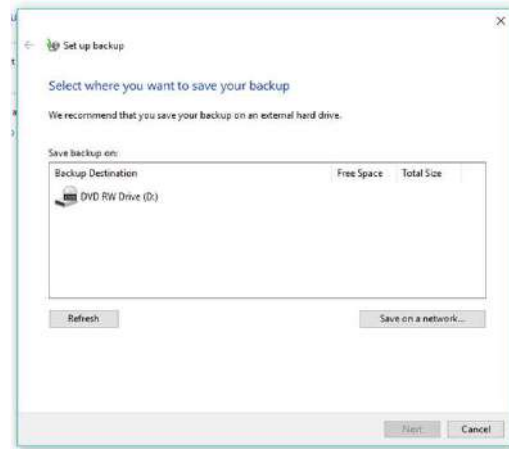
If you created a backup using the Windows 7 Backup and Restore tool, it'll still work in Windows 10.

[Go to Backup and Restore \(Windows 7\)](#)

Backup



Backup



OPERATING SYSTEM UTILITIES

Using the PRINT SCREEN key

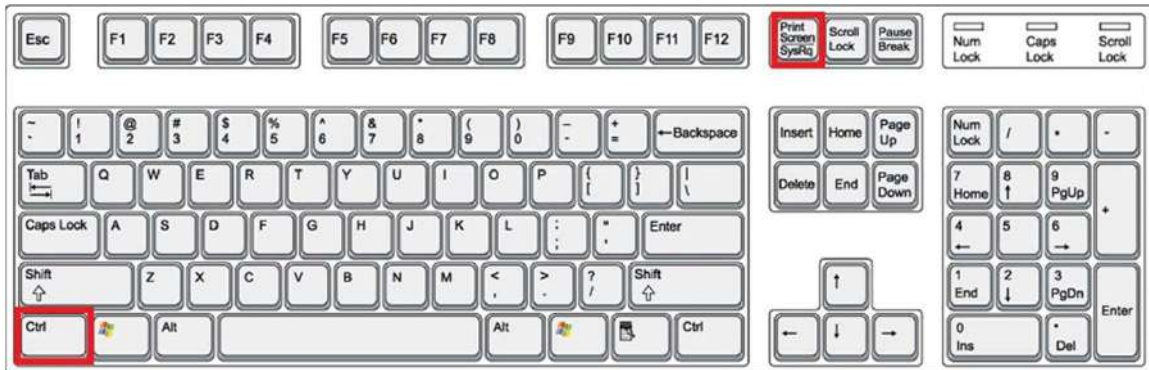
Pressing PRINT SCREEN captures an image of your entire screen and copies it to the Clipboard in your computer's memory. You can then paste (CTRL+V) the image into a document, email message, or other file.

Where is the PRINT SCREEN button?

The PRINT SCREEN key is usually located in the upper right corner of your keyboard. The key looks similar to the following:

The text you see on your keyboard might be PrtSc, PrtScn, or PrntScrn.

PRINT SCREEN



OPERATING SYSTEM UTILITIES



Using the PRINT SCREEN key

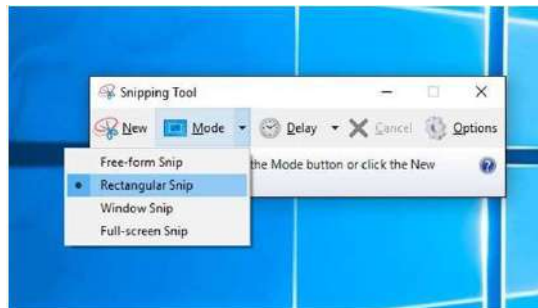
1. Click the window that you want to copy.
 2. Press ALT+PRINT SCREEN.
- Paste (CTRL+V) the image into an Office program or drawing application, such as Paint

OPERATING SYSTEM UTILITIES



Use Snipping Tool to capture screenshots

Select the Start button, type snipping tool in the search box on the taskbar, and then select Snipping Tool from the list of results.



OPERATING SYSTEM UTILITIES



Use Snipping Tool to capture screenshots

New Snip

(Click New button), and then select the area of the screen capture that you want.

Save a snip

1. After you capture a snip, select the Save Snip button.
2. In the Save As box, type a file name, location, and type, and then select Save.

