Sandy Senior Center

Presents

Course 110

Windows 10 Fundamentals

October 2015

Foreword

Sandy Senior Center
Windows 10 Fundamentals Manual

This manual is designed to assist the student while taking classes at the Sandy Senior Center. The material in this manual has been gathered from several sources and provides a review of what is presented in class. This course is designed to be taken by people with some knowledge of computers in the past or people that have completed the Introduction to Computers Course. The course is designed to be taught in four classes each class two hours long. The manual is generated in color.

The following suggestions are given to make the learning process easier. Read the objectives for that week's class and try to determine what your greatest weaknesses are in that week's material. Read the section and go back over the objectives again. Mark the areas where you still need more information and have the instructor answer any questions that the classroom presentation does not cover adequately.

Acknowledgments

This manual was developed by Sandy Senior Center volunteer Jerry Stewart. Use of this manual is granted to all Salt Lake County senior centers under the provision that the acknowledgments section remain with the manual. Centers may modify the covers to reflect their center. Students and instructors may print the manual; all other uses must be approved by Jerry Stewart. Thanks to Steve Livingston who corrected many of my typos and other mistakes.

Table of Contents

Class 1 Objectives

Terms:

- Local Account
- Microsoft Account
- Context menu

Be able to:

- Identify which version of Windows 10 you have
- Determine which logon you want to use
- Run apps from start menu and tiles
- Use recycle bin
- Turn your computer off

Versions

Most seniors will have either Windows 10 Home or Windows 10 Professional on their home computer. The Enterprise and Starter versions are limited to specific groups. The Professional version allows owners to connect to a Server based network found in most office environments. It also includes an Encryption app that will allow you to encrypt your files or your complete hard drive. The next difference is that it allows you to have more control of your Windows updates. The home version will install updates automatically as they become available. The professional version will allow you to defer updates. Many companies deploy special proprietary software to run their business. This proprietary software may not work correctly with the latest update since it has not been tested by Microsoft. By deferring the updates until the computer department can test the latest update on a test machine, ensures that the company will not have down time. The ability to defer updates is turned off by default

Windows XP through Windows 7 operating systems all had touch-screen capabilities. It was not popular in the home and office environment, but it has been used extensively at point of sale (fast food restaurants and display booths). The Salt Lake County senior centers have been upgraded to have touch screens for your sign in and they are running Windows 7 Pro. Windows 8 was specifically designed for Touch. Technology and the volume of cell phones and tablets has lowered the price of touch screens but the price of a large touch screen for use in laptops, desktops and all-in-one computers will result in a lot of us staying in the non-touch screen world for a while. Although Windows 8 and 10 are touch screen centric capable operating system, all tasks can be done with a mouse and keyboard. Appendix 2 provides the equivalent touch screen commands that you can use if you have a touch screen.

Startup

When you start your computer you have the choice to log on using a **local account** or a **Microsoft account.** Depending on how you answered the questions when you first turned on your new computer, or how the store set up your computer, you would be using one of these two methods. Once you are logged on you can click on the icon in the bottom left corner of the screen and open your Start menu. Windows 10 provides users with a new start menu that is similar to Windows 7 or Vista, and you will also see the start menu with tiles that was introduced in Windows 8.

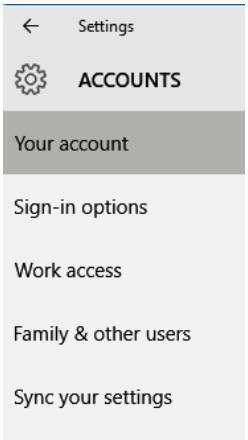
Microsoft Account –Reasons to have

- Automatically logs you into your OneDrive account which makes it look like a local drive with no extra effort. An App is preinstalled so you have access from the Start Screen
- Your Microsoft Account can be linked to your Social Sites, (Facebook, LinkedIn, Google Talk, etc.) via the People App. When you sign in to windows you are also signed in to your other sites automatically.
- Provides you access to the Microsoft store for free and paid Apps (also allows you to set up a payment method, credit card or PayPal for the paid Apps).
- Allows for syncing apps/setting across devices.

Prior to Windows 8.1, a Microsoft account was an email address that ended in one of Microsoft's domains (Hotmail.com, msn.com, live.com, or outlook.com). Currently if you enter your email from another provider like gmail, yahoo mail or your local ISP, when setting up your user, Microsoft will adopt that account and allow you to use it as your "Microsoft account". If you don't have two email accounts, you should consider creating a new Microsoft domain account and using this for your Microsoft Account. This will make using the new email app easier to set up and provide you with 20 to 30 gigabytes of free on line storage.

Local Account – Reasons to have

- No Internet presences until you want it. You decide what you want to logon and when you want to log on. Otherwise known as the old way.
- Not being logged into multiple services reduces the risk of being hacked especially if this is also your administrator account.

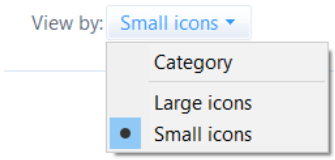


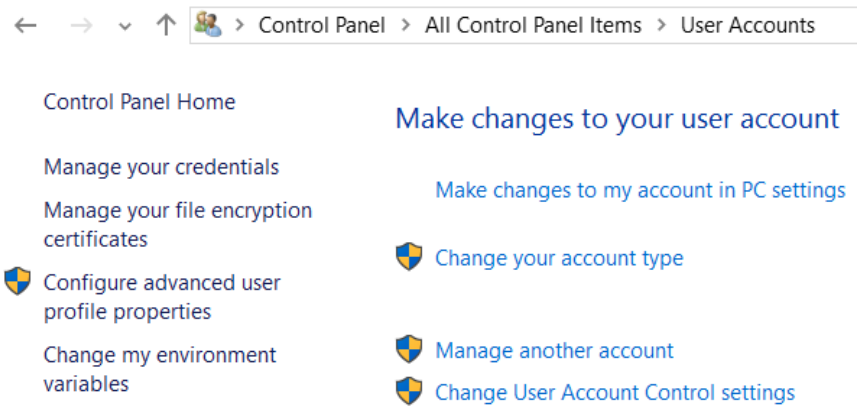
Microsoft has made it easy to sign in using the Microsoft account method and unless you upgraded from a Windows 7 computer, you will probably be set up that way. For safety reasons it is recommended that you use a standard account for your day to day computer use and have a second account with administrator privileges to install apps and do other maintenance tasks. When you need to install an app or accomplish another function that requires administrator privileges while in the standard account, a pop up will appear asking for the administrator's password. If you plan to install or un-install multiple apps or other administrative tasks

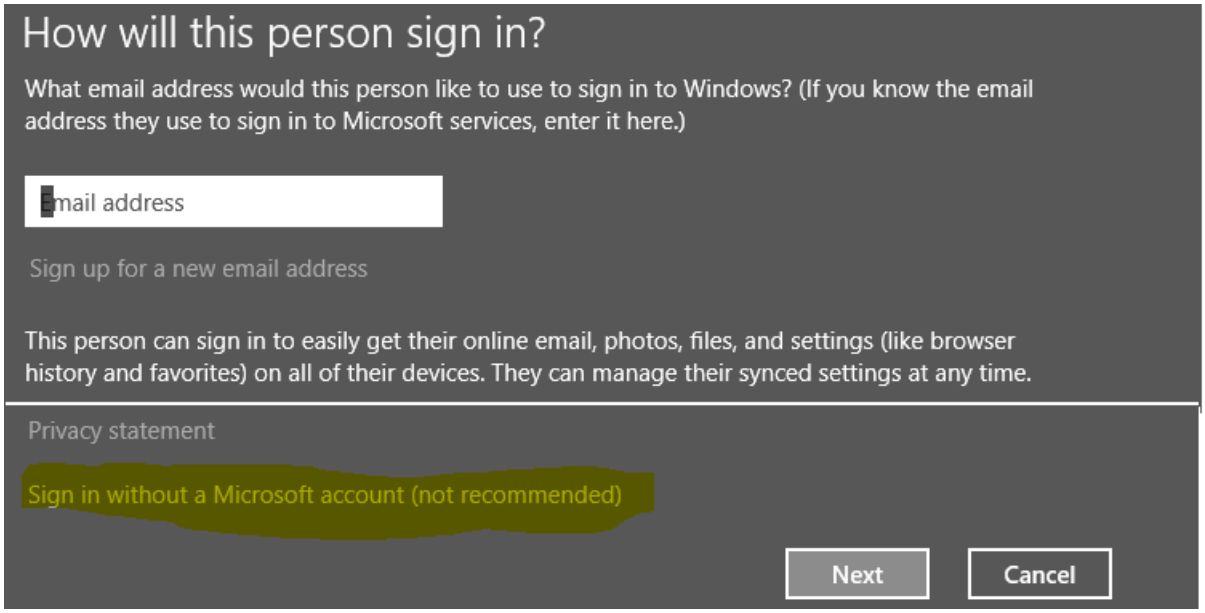
it will be more convenient to sign into the account with administrator privileges.

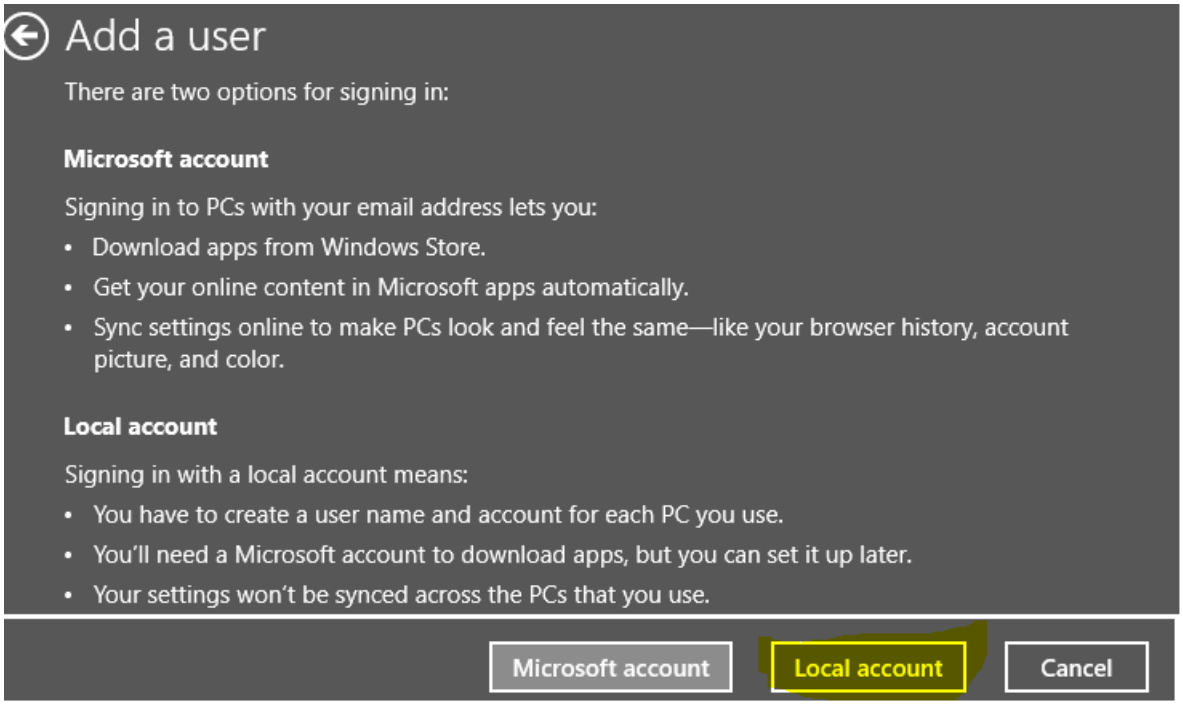
We recommend that you have the administrator account as a local account and the other accounts to be “Standard”. If your computer is going to be shared with your spouse or other household members you should have a Standard account for each additional user. In the past we have recommended this so each user’s files were private unless specifically shared and each user can customize the interface their way. With the addition of Cortana this becomes even more important since the voice training is specific to the signed in user. Although Cortana can be configured to be non-user specific, setting it to be tied to user will allow you to train Cortana to your way of speaking. At the current maturity of Cortana it goes a long way towards making the difference between being useful or not.

The easiest way to accomplish the above recommendation is to create a new user with administrator rights and then demote the original user to a standard user. You must have at least one user with administrator rights at all times. Creating a user as a local account takes a little extra work as Microsoft really wants you to use a Microsoft account. A new way to get to the control panel is to right click on the windows icon in the bottom left corner. This brings up the Power Menu and one option is the control panel. Click on control panel and when it comes up, look to see if you are in the Category or icon view in the upper right corner on the new screen. Click on Small icons, and then click on “User Accounts”. Note that one option on this menu is to “Change your account type”. This is where you want to go later to demote your User account to Standard rather than Administrator after you set up your Local account with administrator rights. Now click on “Manager another account” and you will get a new screen that will allow you to sign in without a Microsoft account. It is located at the bottom of the screen as shown in the next picture (yellow shading added). Ignore the not recommend at the end of this option. On the next screen, just click on the “Local account” option to set up a new local account. The next screen will allow you to create a username and password for this new account. It will set up this new user as a “standard account”. You will need to click on this account and change account type to administrator. After this is done you can now click on your Microsoft account and change it to a standard user.





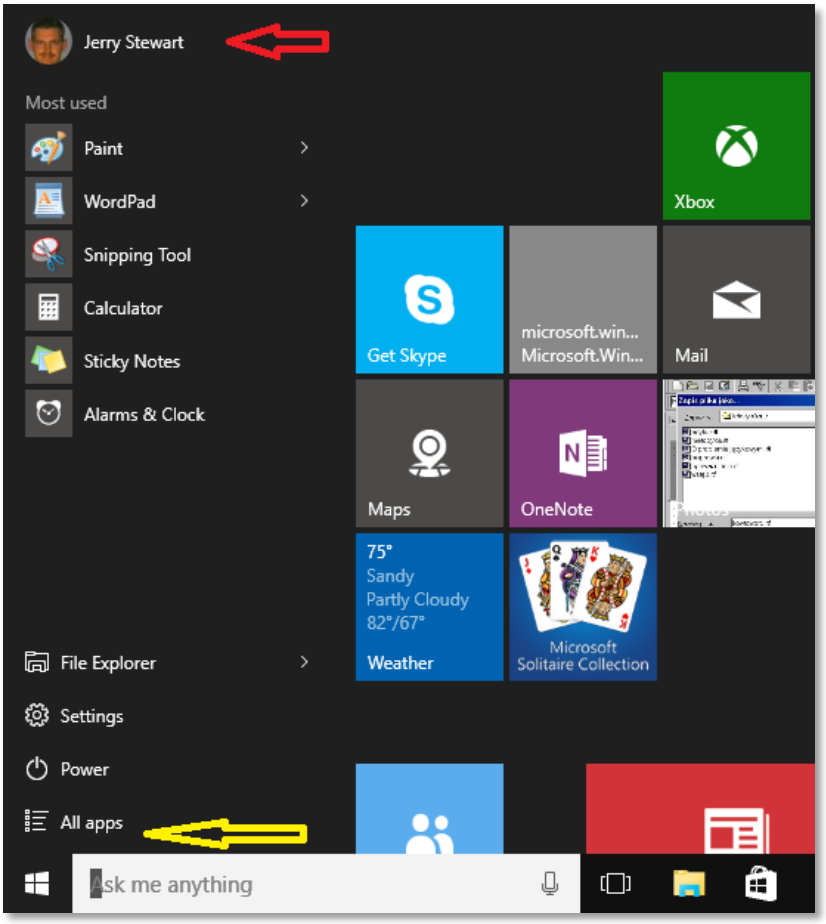




Start Screen

Now is the time to point out that Microsoft is not consistent on differentiating between Applications (Apps) and programs. If you have used a computer before you will remember the term programs. Today they use the term Apps for all types of programs and we will do the same unless the use of the old term (program) helps the context of the sentence like importing programs from Windows 8 or 7. Using the term Apps is a lot easier to type and say. There have been many types of programs types since the beginning and for anybody other than a programmer, it is really not necessary to know the types. "Apps" had different requirements that a programmer had to follow in Windows 8. Microsoft has even changed those requirements in Windows 10. They are

asking programmers to use the new Universal Apps standard. This standard requires apps to auto-configure to adapt to the device limitations. When used on a phone or tablet the App must support touch control with large icons and other features. Most apps and programs that worked on Windows 7 & 8 will still work on Windows 10.



Click in the bottom left corner on the icon that looks like four white window panes to bring up the Windows 10 start menu. On a touch screen just tap this icon. Check the picture to the left to see the organization of this start menu. At the top left in the picture, I have added a left facing red arrow to show you where the user name and picture will be located. Directly below that is the "Most used section". Located in this section are the 6 most often used apps that the signed-in user has opened in the past. The order of this list will change depending on the apps you use. If you do not see the app you want you have two choices.

Click on "All apps" pointed to by the yellow arrow in this drawing or use Cortana. Directly below the yellow arrow in the taskbar is a box that says "**Ask me anything"**. If you have not set up Cortana it will say "**Search the web and Windows**. This box takes the place of the search box in previous versions of Windows. If Cortana is set up, you can just say "Hey Cortana" and then ask the question. If Cortana is set to not always listen, then you will have to click on the mic icon and then ask the question. Or, if you want to be old school, you can just type in the question. To reduce noise in the lab, only the Instructors machine has Cortana setup.

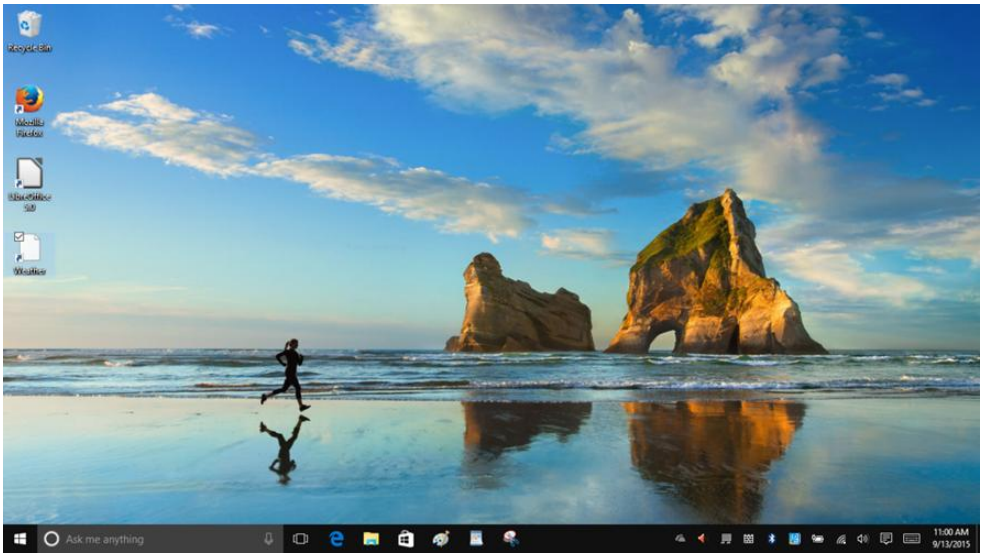
The All apps screen will provide an alphabetical list of all Apps and programs. You can scroll up and down this list. If the app you are looking for starts with some letter near the end, just click on any

alphabet letter. A pop up will provide you with all letters and numbers that apps start with and you can click on that letter to go directly to that portion of the All apps list. Notice in the example picture that some letters are not bolded. This means that there are no apps that start with that letter. Once you see the app you want, a single click will open the app. A right click (press and hold on a touch screen) on an app will allow you to pin the app to the start menu or taskbar. If it is not a built in app, you will also have a selection to uninstall. If you choose to pin an app to the start menu, a tile will appear on the right side of the screen. Both apps and programs can be pinned to this area. You can enlarge the tile area by dragging the right hand border. Tiles come in various sizes and can also be live. Live means that the information displayed in the tile will be updated from the internet and displayed every few seconds. Right clicking on any tile will allow you to resize, unpin or turn off the "Live" feature. After you have used your computer for a while, consider unpinning all the apps that you have not used. With the 6 most often used app list and a small set of apps on the start page, you will be able to find what you want to do very quickly. If you don't want the tiles displayed, you can unpin all the tiles and then drag the right and top sides until the start page totally disappears.

Directly above the "All apps" icon is the Power icon that allows you to Shut down, sleep, or restart. Most modern computers (late Windows XP – Windows 8) also have the capability to turn off or shut down correctly by pressing the power button. There are settings that will allow you to change what happens when you press the power button or close the lid on a laptop. Most companies set their laptops to go to sleep when you close the lid.

The "Settings" icon opens up a screen that will allow you to personalize your computer to your needs. Additional items are also available in the control panel. The control panel can be easily gotten to by right clicking on the Windows icon in the lower left corner. We will be using this menu to customize our computers later in this course.

Desktop



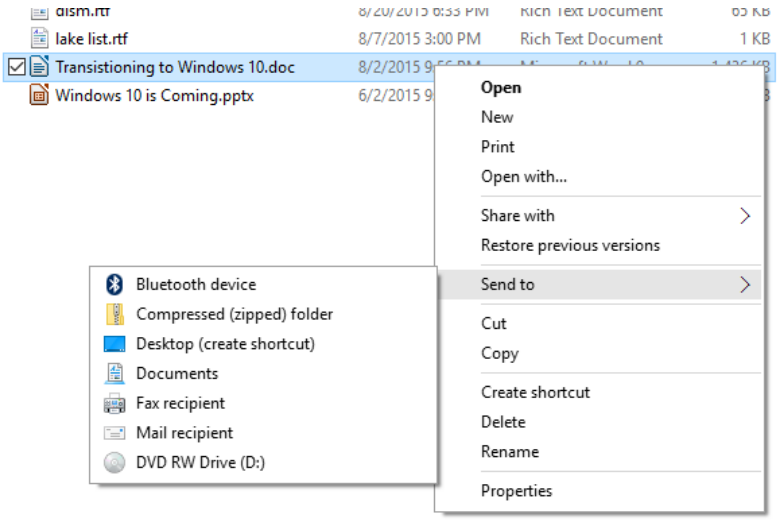
The desktop is your workspace. It is your entire screen except the taskbar which is located at the bottom of the screen. There is even an option that allows you to hide the taskbar so that you can use your entire screen. On the desktop can be wallpaper. In the example above the wallpaper is a picture of a woman running on a beach. This wallpaper can be a photograph of your choosing or a slide show of photographs. It is also possible to set it to a single color. On the desktop illustration above you have 4 icons (small pictures) on the left side. Three are shortcuts to programs or files installed on this computer. The top icon is called the recycle bin. This is where files go when you delete them. Until you empty the recycle bin you can recovery them. To use the shortcut icons you must double click on them. The desktop is shown by default and clicking on the Start icon in the lower left or the Windows key on your keyboard will change your screen back to the start page or the desktop.

When you install new software most companies will automatically put their icon on the desk top. You can leave it there or remove it without worrying about deleting anything important. A desktop **icon** is just a shortcut to the actual location of the program or object it represents. It can be recognized by the curved arrow in the bottom left corner on the icon. Notice the Recycle Bin icon does not have this curved arrow. To remove a shortcut icon from the desktop just right click on the icon and select delete from the pop up menu. With the options now available on the start page there is little need for shortcuts to apps on the desktop. You may want to put shortcuts to documents that you use often on the desktop.

Also on the taskbar, to the right of the search box are shortcuts to programs. Some are installed automatically by Microsoft like the Task View, Edge browser, File Explorer and the Store. On the illustration above, I have added Paint, WordPad and the Snipping tool. These shortcuts only required a single click unlike the ones on the desktop that require a double click. When you open an app, the icon for that app will also show up on the taskbar. If you open multiple apps, they will also show up and you now can use

the taskbar to click on the app you want displayed on the desktop. You can also close an app on the taskbar by right clicking on that app and choosing to close it.

Further to the right you will see icons that represent apps that are automatically opened when you start Windows. It is possible to stop these apps from starting automatically and determine which ones that are displayed. The default setting will hide many icons. If this is the case on your computer a little white up arrow will be displayed. Clicking on this icon will show the hidden apps. Most of these apps you will want running like the clock, sound, antivirus program and network status. However, as you add apps that may set themselves up to run automatically you may end up slowing down your computer.



Using the left mouse button should be commonplace for most users but you will find that the right mouse button can be very helpful. When you click using the right mouse button you bring up a **context menu** about whatever you right clicked on. It provides you with <u>all</u> options available for that object. When you find the option you would like to accomplish, a single left click on an object will accomplish it If there is no option you would like to exercise, just left click some empty area on your desktop. This is applicable anytime you have a dialog box displayed and you don't want to use it.

To add an icon to your desktop you just need to right click on the program file or object file. From the context menu that opens, put your cursor over the '**Send to"** box in the context menu. A submenu will open and you then click on the **Desktop (create short cut)** line. See picture. Which side the submenu opens is dependent on where you are on the desktop. Since there was not enough room on the desktop to the right, the submenu opened on the left side. Normally it will open to the right side.

For those of you that double clicking fast enough is still a problem, you can single left click, and then use the ENTER key on your keyboard. This is the old way but it still works. This brings up an important lesson about Windows Operating Systems. They add new features in every new version but seldom eliminate the old way of doing things. While handy for people that have been using computers for years it makes it harder for people learning computers for the first time because there are just so many different ways you can accomplish the same task.

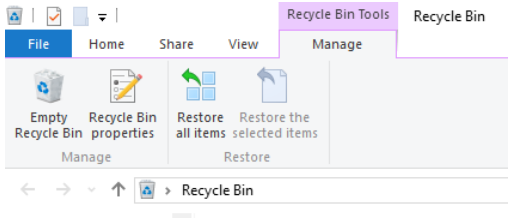
Note:

We will be using the word default or default setting throughout this manual and in the classroom. It has a special meaning in the computer world that might not be obvious to someone who does not have an engineering background. Most modern software has been written in a manner that allows the user to tailor the software to their special needs or likes. So the person that writes or installs your software chooses one way to do a given task. This is called the "default" setting. That implies that there is more than one way to accomplish that task and you have the choice to change the way it is accomplished. Sometimes this is done because users have complained how it was originally done and have asked for a new way. Sometimes, it is done because your needs will change based upon how you use your computer or what you are doing at that time. In general, the older the software the more ways there will be to accomplish or view a given task and thereby will have more options. One student compared "default" to setting your alarm clock. Unless you change the default setting the alarm clock will go off at the same time every morning.

Recycle Bin

Double-clicking on this desktop icon opens your **Recycle Bin** folder. All files deleted from your hard drive end up here. Files deleted from your floppy, network drive, or external storage device will not go to the recycle bin. Another exception is your email program. Most email programs have their own "recycle bin", most often called deleted items. You must empty the "deleted items" bin separately from your Recycle Bin to permanently delete your emails. You can delete a file from your Desktop, a Windows Explorer window, or a My Computer window simply by left-clicking, and dragging it over the Recycle Bin icon with the mouse button held down, and letting go of the button when you are over the Recycle Bin. The Recycle Bin has been left on the desktop so that you can use this feature when you have a Window open to another program. This way you do not have to go to the **Start Menu** to delete a file. Another option has been provided for those times you cannot see the **Recycle Bin**, just right click on the file or icon you want to delete and a menu will appear. One of the options on the menu will be "**Delete"**.

The primary purpose of the Recycle Bin is to give you a recovery method for accidental deletions. To recover a deleted file, double-click on the Recycle Bin icon, highlight the accidentally deleted file by left-clicking on it, and select "**Restore the selected item"** from the options. It is grayed out in the picture below because no item had been selected yet. Empty the Recycle Bin periodically to delete unwanted files, but remember that files deleted from the Recycle Bin cannot be retrieved by Windows.



Class 2: Objectives

Know the following terms:

Control Panel
Cascade and stacked
Drop down menu and icons for drop down menus
Scroll bar
Background tasks
Portrait – Landscape
Power Menu

Be able to:

Change the taskbar size, move the taskbar
Change Volume levels
Close Program from taskbar
Scroll
Open Power menu
Add or delete start menu items

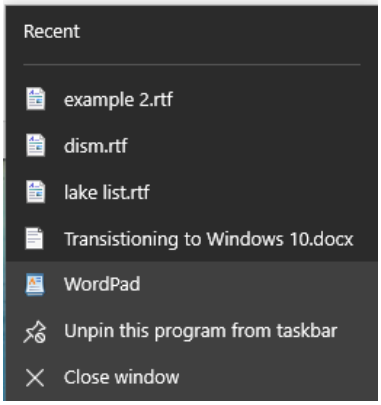
Understand:

The Recent documents list – start menu – program file menu
The main parts of the Task Bar

The Taskbar

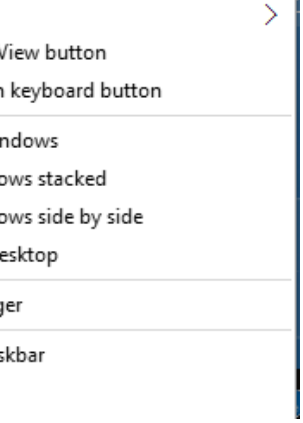
The Windows **Taskbar** provides the easiest method of switching between several open applications on your desktop. Although the Taskbar can be dragged into any of the four sides of your screen, the default location is at the bottom, and that is the orientation which we are going to use for this text and in class. With the new wide screen monitors a lot of people will put the taskbar on the side to give them more vertical space. Feel free to do this at home.

The Taskbar is divided into sections as covered in the first week. At the far left is the **Start** icon. This opens the **Start Menu**, the functions of which we have described in the first week. To the far right is the **Notification Area**. Programs place an icon in the center area of the Taskbar when they are opened. Clicking on one of these buttons allows the user to bring that application's window to the foreground and make it active. As the Taskbar is by default always accessible at the bottom of your screen, this makes it very easy to restore a minimized window or switch between open windows. Also notice that if you hover over the icon with the mouse pointer, the program name and, the name of the file being used by that program is also show.



Right-clicking on a program's Taskbar button opens a **context menu**. In all cases, you can close a minimized program without first reopening its window. It will also show a list of recent files opened by this app. Since WordPad had been pinned to the taskbar, it also provides the option to unpin that app. If you had more than one file open by an app, hovering over the app on the taskbar will display small pictures of what the app is doing for each file.

Right-clicking on an empty portion of the Taskbar brings up the Taskbar's own **context menu**, pictured to the right. The **Cascade** option places all of the open windows on the screen one behind the other with the top of each window just above the top of the one in front of it. This allows you to quickly switch between these windows with your mouse cursor by clicking on the visible part of each window to bring it to the front. The **Show Windows Stacked** and **Show Windows Side by Side** options tile the open windows across the screen so that all are completely visible. This is very handy if you have 2 separate windows open, but tends to be counterproductive for more than 2 windows as the space available for each grows so small it leaves you little space with which to work. If you have a number of windows open and need to get at the Desktop quickly, the **Show the Desktop** option can be very convenient. Once employed, this menu item changes to **Show Open Windows**, allowing you to restore them just as quickly. Finally, the **Properties** menu item opens the **Taskbar Properties Sheet.** This will allow you to lock or unlock the taskbar so that you can move it to another location. The auto-hide option will make the taskbar disappear until you put your mouse cursor at the bottom of the screen which will make the taskbar reappear. Clicking on customize box next to “Notification area” will provide you options to choose what is or is not displayed in the Notification area.



The Notification Area

At the far right of the Taskbar, the Notification area will contain at least the computer's clock and an icon for a speaker. You may have two speaker icons. The white speaker icon is part of the Windows operating system and provides basic functions. The second colored speaker icon is used to adjust the setting and other features of a “High Definition Audio System” like surround sound. The white speaker icon is your software Volume Control. Some speakers also have a manual control on the speaker itself. A single left click on this icon will bring up the Windows **Master Volume Control.** A small slider will be available which you can adjust to set the volume level for your computer. If you also have high definition audio, the colored speaker will allow control and setup of

multiple speakers for surround sound and any other features that your sound card provides.

The Notification Area can also contain icons for various other programs which run in the background on your computer. The clock, sound, OneDrive and anti-virus are examples of programs that run all the time in the background. These programs are started automatically every time you start your computer and log on. Unfortunately, some programs add themselves to the startup list and run all the time in the background. They do this so you see their logo and to make their program load a file faster when you click on it. The more of these programs you have running in the background, the slower your computer becomes. By opening the Task Manager from the Power Menu or the taskbar context menu you can disable any program from starting automatically. Once Task Manager is running, click on the Start tab at the top and then click on the program you want to disable. Some programs will not let you disable them if you are signed in with a Standard User account. So you may want to sign in to your administrator account first. In general the fewer icons in this tray, the better off you are. The icon to the left of the Clock in the above illustration will open the **Action Center** app. If Windows detects any problems, the notifications will be shown in the Action Center. The Action Center will also contain notifications from Apps installed on your computer. By clicking on Settings, then System and then Notifications & Actions you can control which apps will report to the action center. The icon to the left of the speaker provides network connection status for wired connections. If you have a Wi-Fi card you would also have an icon for that. The icon between the speaker and the cloud is the anti-virus program. This icon will most likely be different on your computer and will represent the brand of anti-virus program that is installed. The cloud icon provides your status with the OneDrive Microsoft online storage site that comes with your Microsoft account. The up arrow next to the cloud icon indicates that there are additional icons not shown. Clicking on this icon will show the remaining icons.

If you ever have so many windows open that the Taskbar buttons become too small to read, you can remedy this by resizing the Taskbar. Place your cursor directly over the top edge of the Taskbar until it turns into a size cursor. Drag the edge upward until it resizes. It moves in increments so at first you will think nothing is happening. The taskbar must be unlocked to do this. If unlocked you can also click and drag the taskbar to either side or the top of the screen. When you get close to the final position it will pop in place and you can this release the mouse button. This happens accidentally sometimes to a new user. When it is located on the side of the screen in the smallest setting it is hard to read any of the information and you may not realize it is the taskbar.

Scrolling

If you look to the right hand side of a window you may see a scroll bar which is reproduced here (this is just a picture so it does not work). This appears whenever there is more data than the screen can display at one time. You can left click and drag the button down to see more data or left click on the up or down arrows above and below the scroll button which will move it a line at a time. If you click in the empty

space between the arrows and the scroll button, you will move a screen per click. Unless you have a really old mouse, it will have a scroll wheel in between the left and right buttons. If you rotate this wheel it will also scroll the screen. By using one of the methods above, scroll down so you can see all of the data. It is not as common as the vertical scroll bar, but you can get a horizontal scroll bar at the bottom of a screen. This normally occurs when you are using a small width window.

Occasionally you will see Drop down and increment icons in a program.

The  icon is like the ►and > icons in that it indicates that more options are available, by clicking on this icon; the difference is the menu pops down. You can see examples of both in File Explorer.

The  icon is a common dual button icon that allows you to click on the top half to increase the value shown or the bottom half to decrease the value. It will decrement once for each click.

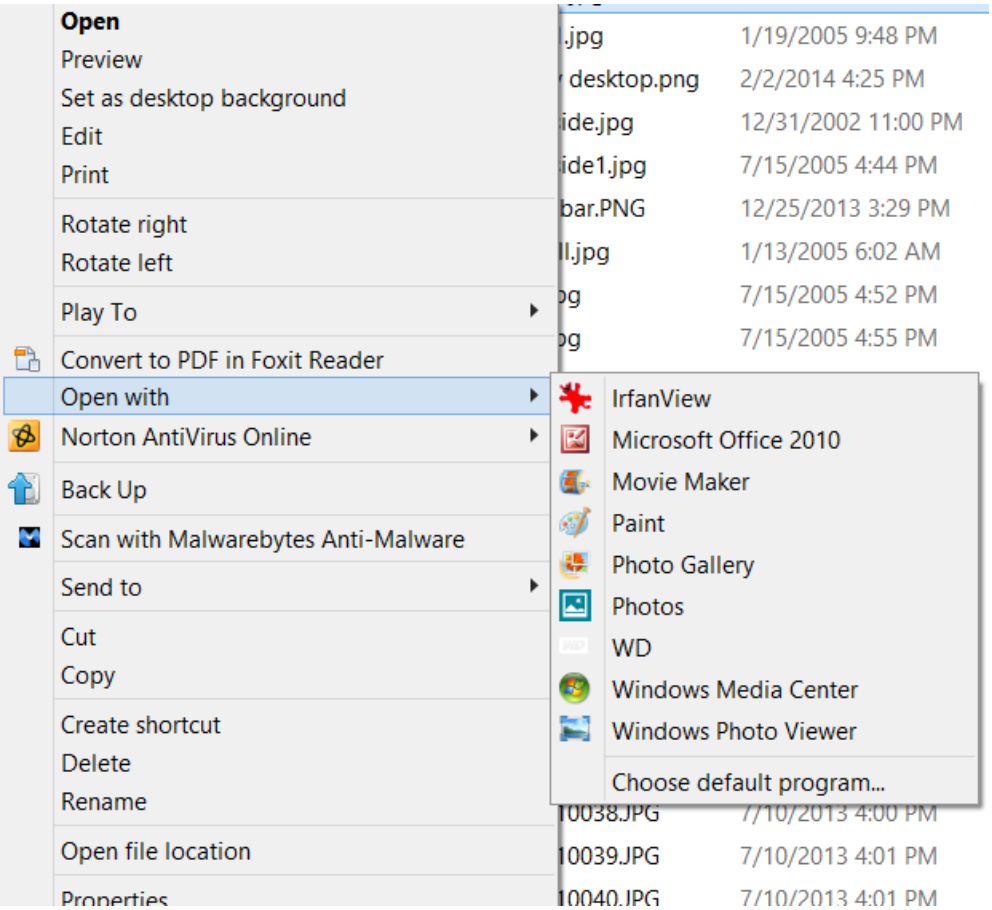
Power Menu, Control Panel

The power menu has many shortcuts to other programs in addition to the control panel. The control panel is where you can go to change almost all of the default setting of your computer. The category view of the Control Panel gives you access to the most used icons and the small or large icon view provides direct access to all of the programs in the control panel. For example finding the Mouse settings programs where you can change the speed and look of the mouse is alphabetically listed in the icon views. Although many of the shortcuts in the Power Menu are for advanced users for trouble shooting the computer, the System, Task Manager, Programs and Features shortcuts are very useful to the average user. System will tell you useful information about your computer like, Windows Version, memory size, CPU type and speed. Programs and Features shortcut will take you to the program that allows you to uninstall a program.

Default Programs

When you double click on a file to open it, the operating system looks at the extension of the file to determine which program to use to view the file. All files have a file name that contains two parts. The first part is the filename; it is whatever the author decided to call it. It can contain up to 250 characters. The second part of the file name is called extension and a period separates the two parts. Filename.ext is how this looks. The extension is added by the program that created the file and describes to the operating system how the data in the file is formatted. The operating system keeps a list of all programs and the extensions they can read in an area called the registry. Whenever you add a new program to your computer, this registry is updated and the new program becomes the master (default) program for all extensions that it knows how to handle. For example most computers today have at least three or more programs that know how to display pictures. You may want one of the other programs to display a picture. This can be accomplished by right clicking on the file. In the picture below, there are

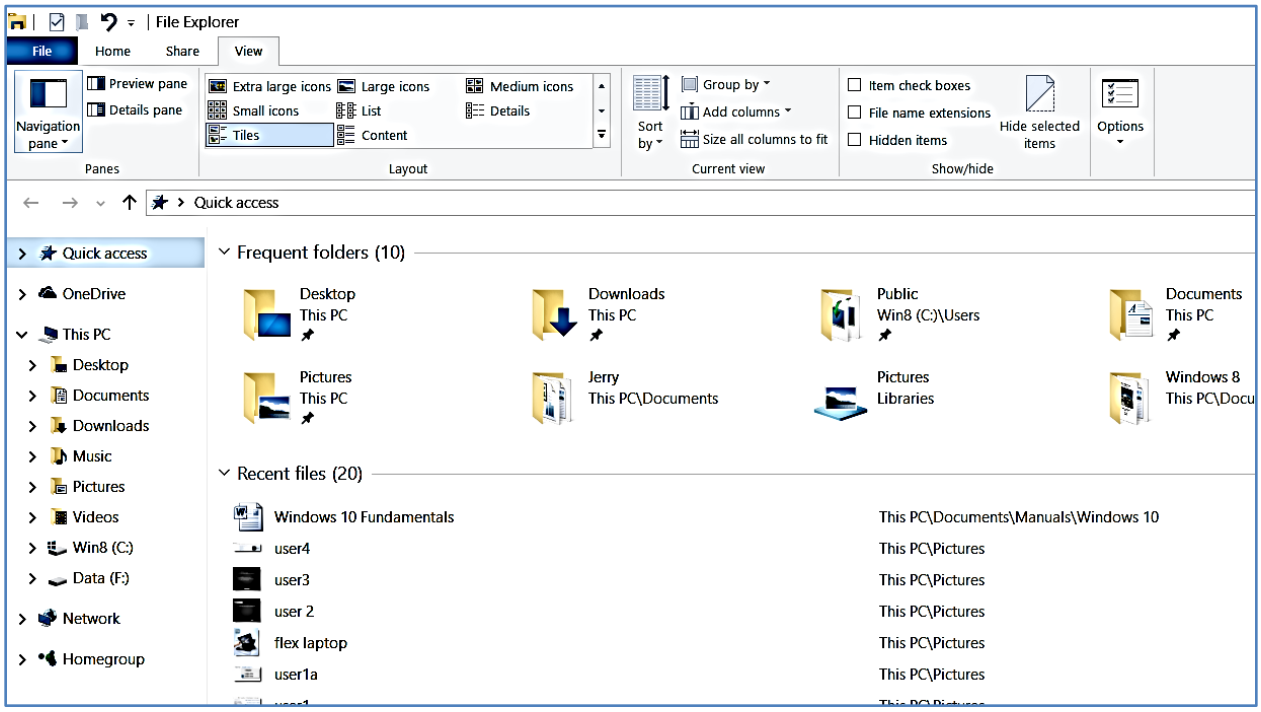
nine programs available on that computer. Since the context menu is very large you will need to search for the “Open with” option. In this case it was near the middle of the list.



This also applies to other files like documents and music.

File Explorer

Also provided on the start menu and on the taskbar is a shortcut to a program called File Explorer. The icon on the taskbar looks like a yellow manila folder in a stand. This program will allow you to find files in your computer. Clicking on one of the shortcuts will open a screen as shown below. We will cover File Explorer as it comes from the factory. If you have experience using File Explorer in a previous computer, it is possible to modify this program to do it the old way. This program displays an enormous amount of data and the picture below is about three quarters of the actual display. On the left side of the screen below the words Quick Access is the Navigation Bar. This part of File Explorer permits you to easily navigate to any storage device hooked to your computer.

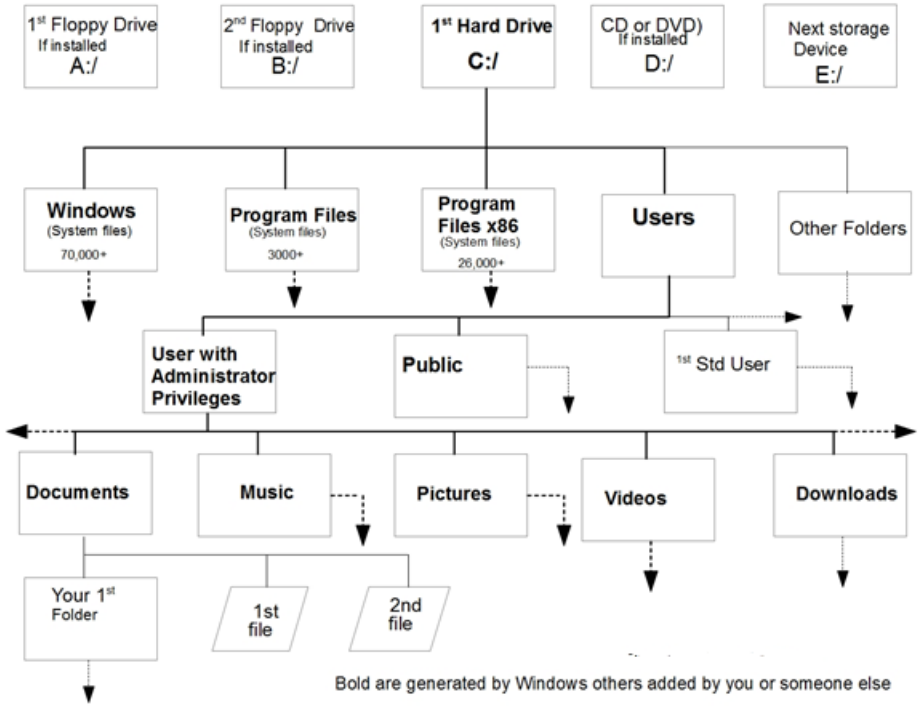


It is recommended that you use the predefined folders to store your Documents, Pictures, Music and Videos. These folders have been set up to display the appropriate files in the most useful manner. To the right of the Navigation Bar are the “Frequent folders” and “Recent files” lists. The list will change as you change which files and folders you use the most.

By clicking on the arrow to the left of each major area, you can hide the contents of that folder or display it. Notice in the illustration that the arrow is facing right on “One Drive” and facing down on “This PC”. That shows that the contents of “One Drive” are hidden and the contents of “This PC” is displayed. Clicking on a folder will open it up and display the contents in the area where Recent Folders and Files are displayed in the illustration. Double clicking on a file will open the file in the default program.
In some of these folders Microsoft also includes some sample files of pictures, videos, and music in respective folders. The shortcuts on the start menu like “Documents” and “Music” actually take you to the logged in users “Documents or Music folder”. Once you start creating your own files, it is up to you to create your own folders and sub-folders to make things easier to find. For example, in Music, you might want to have sub-folders of Pop, Classical, Country, Rock and Roll, etc.

A more visual way to think of how your files are stored is shown in the picture on the next page. In the first home computers our storage was kept on floppy drives. The first drive was labeled as A. The **:** was the separator and the **/** was computer shorthand for the root directory (the beginning of the family tree). A second floppy drive was soon added (B) so that we could have the operating system on one floppy and programs and files on the other. It also provided the ability to copy files from one floppy to another for backup. As technology improved, hard drives became available which were large enough that both the operating system and user files could be kept on a single device.

The hard drive was given the definition of C:. For many years the average



computer contained a hard drive and a floppy drive with the computer booting (starting) on the hard drive and the floppy was used to transfer files from one machine to another. Most computers today do not have floppy drives but A: and B: have been reserved just in case you do. As technology kept improving new storage devices were added and swapped. Now, the second storage device is called D, the third E, and so on. Just depends on what is installed in your computer, or plugged in after the fact. Floppy and mechanical hard drives are magnetic storage devices. Compact Disk (CD) and DVD drives are optical storage devices. The USB flash drive is a solid state (transistors) device. It has totally replaced floppy drives as portable storage. The latest technology is a Solid State Drive (SSD) to replace the mechanical hard drive.

Unless you add a **standard user, which is highly recommended, your family tree** will look like above. The computer must have at least one user with administrator privileges so that you can add programs and customize your computer. If there are two computer users there should be three accounts, a user with administrator privileges and a password and two standard users with or without passwords. You should use the standard account for most activities except installing programs and some maintenance items. You can even use the standard account for installing modern programs and apps as long as you know the administrator password.

Class 3: Objectives

Know the following terms:

- Move Cursor icon
- Resize Cursor icon
- Toggles
- Top Menu
- Bar and Ribbon
- Tool Bar
- Status Bar

Be able to:

- Move window by dragging and cursor keys
- Resize window by dragging and cursor keys
- Close Window by 3 methods
- Identify and use the main menu, tool bar, status bar
- Cut, Copy, Paste and select using Edit Menu
- Cut, Copy, Paste and select using Control Keys
- Cut, Copy, Paste and select using Mouse
- Properly save file
- Determine which version of software you have

Understand:

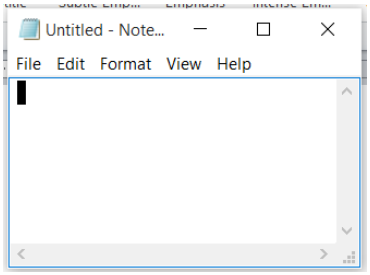
- The functions of the title bar
- The functions of the Top Menu
- The functions of the Tool Bar
- The functions of the Help Menu

Windows

By now you are aware that Windows apps are displayed on your screen in a re-sizable box known as a window. Each app will be run inside its own window. Although there are minor variations from one app to another, Windows apps generally use a standardized set of controls. Once you get to know how to operate them, you should be comfortable getting around in any new app.

For our purposes, we are going to show NotePad, a text editor which is included with Windows. If it is not on the Start Menu apps list or an icon on your desktop, you can open a copy of NotePad by clicking on the Start button, and then selecting **All Apps – Windows Accessories – NotePad.**

The Title Bar



Every Windows program has a Title Bar at the top of its window. Some apps do not. Its most obvious function is to display the name of the app. Many programs also display the name of the file you are currently working on. In the illustration above the file name is 'Untitled", this the default name for a NotePad file until you save it. You will have a chance to change it when you save your work. You can also use the Title Bar to move a window. If the app is not full screen, place your mouse pointer over the title bar click and drag the windows to the area of the screen you desire. It's that easy. Note the three buttons to the far right of the title bar. These are the basic window controls which you should find on every window. The button on the left with the picture of a flat line is the **minimize** button. A single left-click on this button will shrink the window down into the app's button on the Taskbar. Left-clicking once on that Taskbar button will restore the window to its previous size (**Restore Up**). The "X" button on the right will close the window and its associated app entirely. The button in the center with the single large square will **maximize** the window, causing it to fill your entire screen.

Once a window is maximized, the picture on the middle button changes to two overlapping squares. A single left-click on this button now will shrink the window back down to its previous size (**Restore Down**). There are many functions that will toggle back and forth between 2 states. You can also enlarge or shrink a window to any specific size you desire by holding your cursor directly over one of the window's edges or corners until the pointer changes into a  **Resize** cursor a two-way arrow similar to the example at the left. Clicking on the left mouse button, holding it in, and dragging the resize cursor in or out will expand or contract the window.

A drop-down menu containing items to perform all of the tasks above can be accessed by clicking once on the small app icon on the far left of the Title Bar. The options generally include: Restore, Minimize, Maximize, Close, Resize, and Move. Double-clicking on this same icon will exit the app. Double-clicking anywhere else on an open part of the title bar will toggle the Maximize and Restore Down functions. When you select Move or Resize from that menu, a **Move** cursor or the resize cursor as shown above, will appear. You can then move or resize the window by using the arrow keys on your keyboard. When the window begins to move, the cursor will change back to a pointer and you can then switch to the mouse if you wish. When you're done, press the enter key on your keyboard or click the left mouse button once to finalize the change.

Top Menus

Top Menus were common to virtually every Windows program. However, Microsoft has started a new concept that will eventually replace the Top Menu. Starting with Microsoft Office 2007 they introduced what they call the **Bar and Ribbon**. NotePad uses the traditional Top menu. It has five tabs in the top menu. Of these, the **File** and **Help** menus are nearly always available in every app. The **Edit** and **View** menus are also very common. As this is a tutorial on Windows apps in general, we'll just cover the four most common menus. Not all apps will have identical menu items to NotePad, but the ones we'll describe are very common. The more that an app will do, the more tabs and menu items it has.

To access one of these menus, just move your cursor over the name of that menu and left-click once. A box will drop down containing all of its menu items. Move your cursor down over the item you wish to select and left-click once more.
Alternately, you can bring up any menu in the window in which you are working by holding down the Alternate key and pressing the key corresponding to the underlined letter in that menu's name. In the case of the File menu you would press Alt and F. You can then select an item from that menu by typing the underlined letter shown. As you can see, some of the items have shortcut keys listed to their right on the menu. You can select these options with your keyboard without even opening the file menu first. In the case of Print, you can just hold down the Ctrl key while you press the P key. In the following paragraphs the keyboard shortcut for each item that has one is listed in Red.

File Menu

New **Ctrl+N** Gives you a new, blank document with which to work when you're starting from scratch.

Open **Ctrl+O** Opens an Open dialogue box so you can browse your computer's directory tree for an existing file that you wish to open.
A **Dialogue Box** is a special type of sub-window of an app that allows the user to enter data, such as a file name, to be passed to the app. It may often look like a Windows Explorer window, but it functions as an input screen for the app that opened it.

Save **Ctrl+S** When you edit a file, the changes do not become permanent until you save them to your disk. Selecting Save while editing an existing file will overwrite that file on your disk with your alterations. Selecting Save while editing a new document will open the **Save As** dialogue below.

Save As If you are editing an existing file, and you wish to save the changes to disk without overwriting the original file, Save As allows you to create a new file containing the changes you've made without altering the original. Additionally, you can use this option to create a new format for the file in many applications.

For example, in WordPad you can open a Microsoft Word document (.DOC) and save it in plain text format (.TXT). Such options vary greatly from one app to another. Selecting Save As opens the **Open/Save As** dialogue box described below, which allows you to browse your disk for the folder in which you wish to save the new file and gives you an opportunity to name the file.

Print **Ctrl+P** Opens the Print dialogue box, which allows you to select a number of print options and then send your job to the printer.

Print Preview

If you have ever seen your carefully-formatted work look completely different than you envisioned when you printed it, you'll appreciate this feature offered by a lot of apps. Print Preview opens a new window showing you precisely how your job will be formatted on the selected paper size.

Page Setup...

Many apps offer this feature, which allows you to change such printing options as margins, paper size, and whether the printed sheet is going to be oriented horizontally (landscape) or vertically (portrait).

Exit Closes the app.

Edit Menu

NotePad's Edit menu has quite a few items, six of which are common to most Windows apps

Undo **Ctrl+Z** As the name implies, this item allows you to undo the last change you made to your document. Some apps allow you to continue and undo each previous change by continuing to click on this menu item or using the keyboard shortcut.

Cut **Ctrl+X** You can select a string of text by placing your cursor on one side, clicking the left mouse button, and holding it while you drag the cursor across the text. With this menu item, you can then remove that selection from that portion of the document. You can then move your cursor to another portion of the document and select Paste to place it there.

Copy **Ctrl+C** You can use this item to copy a selected text string for pasting elsewhere without removing the original string as in the Cut item above.

Paste **Ctrl+V** This item is used to place the text string you cut or copied using the items above in another portion of the document.

Delete **Del** Sometimes called **Clear** on the Edit menus of other apps. This removes the selection entirely without saving it for pasting elsewhere.

Select All **Ctrl+A** Allows you to select the entire document for one of the Edit functions described above.

The Save As Window

If you have edited a file, clicking on “Save” will replace the existing file in its current location. Although the primary purpose of the Save As Window is to allow you to save a document with a new name and or a new location it has additional features. WordPad is a rich text editor that also comes with Windows. This is one step up from Notepad and allows additional formatting and the insertion of pictures. It also allows you save

your file in its native format, the Notepad format and some other formats. The more advanced the app the more formats it will be able to save you work. WordPad in Windows 10 also uses the Bar and Ribbon in lieu of the traditional top Menu look. When you elect to save a document with the Save As option, a small dialogue box opens up. You can browse your directory tree for a folder you wish to save a file in through the use of some simple navigation aids. The functions are similar to those of any other File Explorer screens, described earlier but with a few extra options. The Save As window has a toolbar button that allows you to instantly create a new folder with one click of the mouse. This is great for making a new folder in which to save a file without leaving the Save As dialogue. When you press it, a new folder called (logically) New Folder appears inside the folder in which you are presently browsing. You just type in a name for it (unless you want a bunch of folders named "New Folder" on your drive), double-click on its folder icon, and click the **Save** button to save your file inside the new folder.

The file name block in the resulting window will turn blue and say “document.rtf” in WordPad (or whatever the default name is for that app you are using). The default name should be changed to what you want to call this file. Unless you have clicked elsewhere, a blinking cursor should already be there waiting for you to type the new name. If you have clicked somewhere else, click in this box and change the default name to something that you will remember. To make it easier, change the name first and then use your navigation tools and new folder tools second. Windows doesn't allow 2 files in the same folder to have identical names. Just below the File name block is a Save as **type** block. The down arrow in the right side of this box, when clicked, drops down a selection of file types which you can choose for the particular app you used to create the file.

Help Menu

Like WordPad, most apps offer at least two items on this menu:

Help Topics

This will open the app's Help window.

About

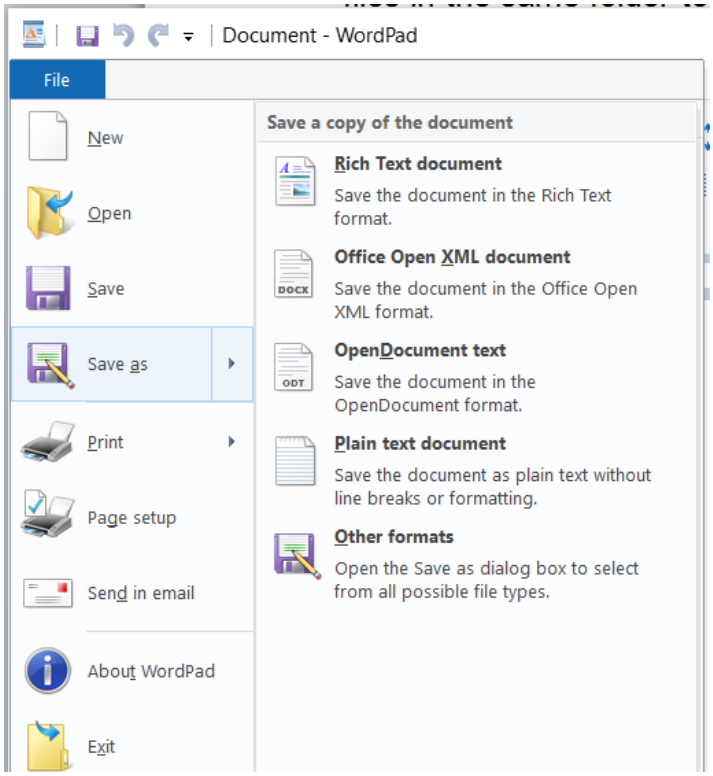
This will displays information about the app such as its author, copyright notice, and version number.

Bar and Ribbon

So how does the Bar and Ribbon compare to the traditional menu and how do you use it if you have an app that uses it instead of the Top Menu. Microsoft found that most people used the toolbar shortcuts that were provided in some apps instead clicking on the drop down menu and then clicking on an action. So the Top Menu list has been converted to tabs and placed on what is call the Bar. Whichever Tab that is active on the bar a Ribbon of shortcuts is provided below. Having tabs where each menu drops down when you click on them, one menu is always shown in the form of shortcut icons instead

of words (the ribbon). The bar has tabs on it and clicking a tab displays that subjects menu on the ribbon. In the case of WordPad and Paint, there are only two tabs labeled “Home” and “View”. The Home tab is the one you will use the most. It is displayed by default. The File menu which is the first tab on the traditional menu is not show as a tab but a file icon in the upper left corner. See figure below. A hand drawn red arrow in the figure points to the File icon. They have also added three shortcut icons on the title bar. The floppy disc icon is you’re save command, and the curved arrows to the right of floppy disc icon are your undo and redo commands. (They are hard to see in the illustration shown below because they are light gray. The down arrow to the right of the redo icon will allow you to customize and minimize the bar and ribbon.

If you click on the file icon, a traditional menu will pop down giving you the choices you would normally see under the “File” menu. See figure below. Another change is that the Help menu seen at the end of the traditional Top Menu has been replaced with a blue circle icon with a question mark in it. It is located to the far right on the tab bar. The Bar and Ribbon is faster than the traditional Top Menu and is easy to use on apps like Paint and WordPad. One of the advantages of the Top Menu is that all functions of an app can be seen by looking at each drop down menu. Items that cannot be accomplished until an action is taken are shown but are grayed out. On more complex apps the Bar and Ribbon does not show the extra functions until the preceding action is taken. Therefore, what is show on the ribbon changes depending on what you are doing.



Cut Copy and Paste

One of the fundamental things you can do in most apps is cut/copy and paste. It is so useful in day to day applications that each new version of Windows has added additional ways to accomplish this task.

We are going to cover the original ways that are still useful and sometimes all that is available in some apps. Technically it is cut and paste or copy and paste. The difference is that if you “cut” it disappears from where you cut and it reappears where you paste. When you “copy” it stays in the original place and copies into the new location. To accomplish this, whatever you cut or copied is placed in a reserved memory place called the “clipboard”. When you paste, it is copied to the new location. Whatever is on the clipboard stays there until you replace it with something new or until you shut down the computer.
In class we will practice the many ways you can do this task in WordPad. However, it is important to remember that Cut/Copy and Paste can be used with any object such as pictures and files. Moving your files into folders is a great way to organize your documents, pictures and music.

There are four steps involved and the methods can be mixed or matched.

Step 1. **Select (highlight) the object to be copied or cut.**
Step 2. **Choose copy or cut.**
Step 3. **Use mouse or cursor keys to move to new location.**
Step 4. **Paste**

Selecting can be done by the mouse or keyboard. Left-click and drag in word processing or just left-click on other objects like files. If you want to select multiple objects you can hold the Ctrl key down while selecting each object. If the objects are in a row you can hold the Shift key down and select the first and last object. If you prefer the keyboard you can hold the Shift key down and use the cursor arrows to select the items you want. This is real handy in word processing apps that want to “help” you by selecting whole words or sentences when you only want a portion of a word or sentence.

Choosing cut or copy can be done by many methods. Using the drop down menu in “edit”, the short cuts in the toolbar (XP) (ribbon in Windows 7), or the keyboard. Ctrl X will cut, Ctrl C will copy. You can remember X for cut because it looks a little like scissors. You can also right-click in the selected area and select cut or copy from the menu. The cut short cut icon is scissors, and copy shortcut icon is two pieces of paper.

Moving the cursor to the new location can be done with the mouse, or keyboard cursor keys. In a word processing app you may have to add spaces and/or carriage returns to generate the new location.

Paste can be done with the same methods as selecting cut and copy. Ctrl V is the keyboard shortcut. Ctrl P was already in use (Print) so they took the next available letter. The shortcut looks like a clipboard.

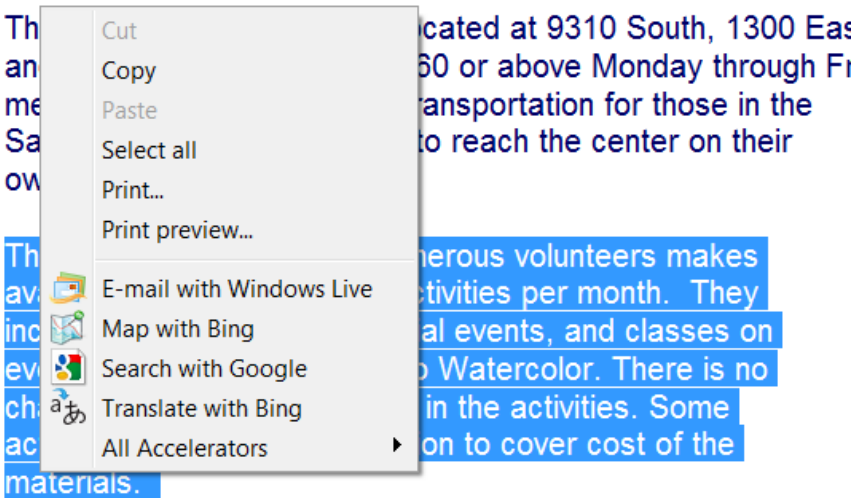
For example, you can highlight some of the text in a web browser's window. Now do a Ctrl C or right click and choose **Copy.** Now, go to WordPad and click somewhere in the

Document Window. Select **Paste** using one of the methods described earlier. Many apps allow you to move data between different apps in this manner. If you select a picture or file to be copied, it will go to the clipboard, **but you will only be able to paste it, if the receiving app supports that object.** For example WordPad will accept pictures but NotePad will not.

To make file moving easier, the File Explorer top menu also has a Move to and Copy to functions added to Home tab ribbon. Once you have objects selected clicking on **Move to** or **Copy to**, a navigation window will open that makes finding a new location easier. This navigation window will also allow you to create a new folder at the same time.

The Document Window

The Document Window of an app is where you do all your work. Most apps offer you drop down menus or the Bar and Ribbon to allow you do the cut and paste and other functions. However, some don't and this is where knowing the mouse or keyboard method will still allow you to do the task. For example, most modern Internet browsers fall into this category.
Still, you can highlight some of the text in a web browser's window. Hit Ctrl C and this will copy the data to the clipboard. Or you can right click in the selected area and chose **Copy** from the context menu. Then, go to WordPad or other app of your choice and click on a portion of its Document Window. Select **Paste** using one of the methods described earlier. Many apps allow you to move data between different apps in this manner. Below is a picture of some text being selected from our web site. This turns the selected area blue. Right-clicking in the blue area provided a context menu that has the Copy command. Notice that Cut is greyed out since you cannot change what is on the web site.



Class 4: Objectives

Know the following terms

- Hyperlink
- System Files
- Hidden Files
- Indexed
- Tagged
- Wild Cards

Be able to:

- Open Windows Help two ways
- Get Windows help by search box
- Search for files using the search box
- Search for files using the file explorer
- Add help support for old programs

Understand:

- Internet
- Mail

Help and Support

The Windows help function continues to be the most changed item in each version of Windows. Microsoft is still trying to figure out the best way. If you are on the desktop view and no apps are active, tapping the F1 key will take you a web site that will provide help on Windows 10. If you have an app open on the desktop, tapping the F1 key will open the help menu for that program. If you are on the start page, type your question in the search box and Cortana will search the web and local computer for any answers. For example type in Windows 10 help. You should see a "Get Started" app. Clicking on that app will provide you with a manual of how to use many of the features of Windows 10.

Below the "Get Started" app, will be web sites that will also provide help. If you click on one of these links, your default browser will display what options you have. When you move your mouse over a hyperlink the cursor will change from a pointer to a hand with the index finger as the pointer. A hyperlink is just a shortcut to a new location that uses text instead of an icon. This is extremely common on the internet. When using the Search help box you may need to try different word combinations to find what you need. This is one of the reasons that we covered "terms" each week.

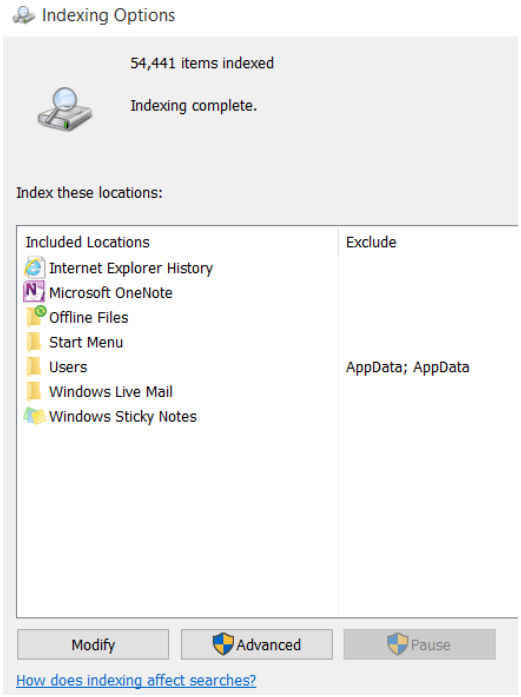
Help and support for old programs. If you have a program that was designed for XP or older Windows operating systems the Help function will not work without adding a new program to Windows 10. XP provided this program by default but all programs written since 2007 carry this function built into the program instead of depending on the operating system to provide it. This is why the help menus in new programs are not

consistent from program to program. The name of this program was Winhlp32.exe. You will know you need to add this program if you click on help in your program and get an error message that says “Feature not included” or “Help not supported”. There is a different version of this program available for Vista, Windows 7, 8 and 10. Go to www.microsoft.com and click on the Download center hyperlink. Use the search box on that page to search for winhlp32.exe. Make sure you download the version for your operating system. Once downloaded, run this program and you will be able to use help in the old programs.

Search

The Search Function is another area where each version has a new look and more features. We will only cover the fundamentals in this course. Searching can be done from every Windows Explorer screen in addition to the Start Search. This search is limited to the indexed files and folder. All the files you create or download will be indexed. System files are not. The personal assistant Cortana is the newest way to Search.

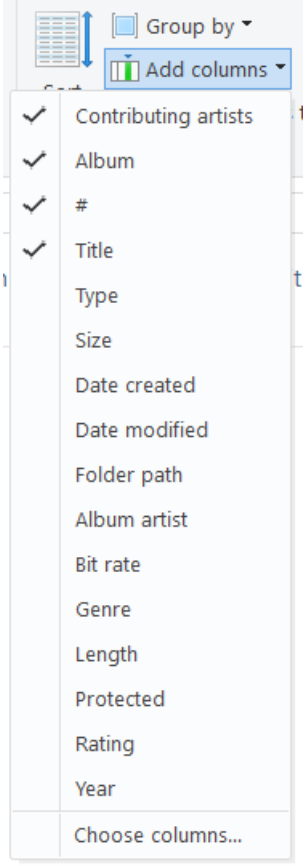
Before we start on how we use the search box, we need to define “Indexed” and “Tagged”. Files located in the Users area and selected areas such as Microsoft Outlook files and saved Internet files are **indexed** by default whenever the computer is on but no user activity is present. Although all User files are indexed, when you search, only files related to the signed in user will be displayed. Windows will search these files and put them in an index file that is hidden. When you search, the computer does not have to search the computer just the index file. This makes the search almost instantaneous. As you type in letters in a Search Box, the results will be displayed. What files are indexed can be changed but this is not recommended in a home computer unless you have a complex network of computers. Type in ***indexing*** in the search block and it will display the indexing options app in the control panel where you can see or modify what is indexed.



It is not recommended to select the entire hard drive to be indexed or your computer will be indexing in the background all of the time. There are over 30 thousand files that make the operating system work. They are called and marked as **system files**. Unless you are a system administrator, you should never touch these files. To prevent this, system files are automatically marked as **hidden files** also. You can change the property of any file to be hidden if you want to protect it from casual exposure, but anyone who knows about computers will know how to find it. If you really want to protect a file from other users, you should

encrypt it. The Professional version of Windows 10 comes with the Bit Locker app which will allow you to do this. If you have the home version, you will need to use a second source app to do this.

Tagged files: Some file types also have the ability to include tags. Music on a commercial CD includes tags on each song. Many picture formats like .jpg, .jpeg, and .tiff also allow you to add tags. Many cameras (especially cell phones) will automatically tag your pictures with data like time taken, camera model number and gps location. Apps like Live Photo Gallery also allow you to add **tags** or modify existing tags on your photo files. For example, you can tag a picture as "vacation07; Yellowstone" and when you searched for Yellowstone or vacation07, it would identify that file even though the file name was p00044. Not all files can be tagged, for example files ending with .txt or .rtf cannot.

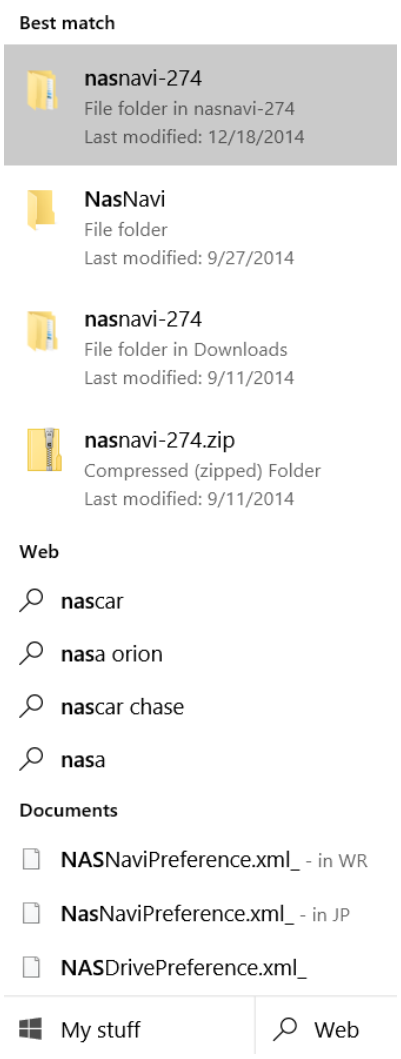


You can change File Explorer to display more or less columns for any given library or folder. By default, the Music Library already adds four columns of tags for you to view. As shown to the right they are Contributing artists, Album, Track #, and Title. When you are in File Explorer, click on the View tab and then on the Add Columns icon as shown to the right. By clicking on the desired row you can toggle any tag on or off. If you are in the Pictures Library or Documents Library, the list will be different but applicable to the type of files you would normally store in those folders.

As covered earlier, a filename is made up of two parts; the first is the name that you or whoever wrote the file has named it and the second is called the **extension**. It takes the form of ***filename.ext.*** Originally the extension was only 3 characters, now there are some four letter extensions. The extension describes the format in which the file is saved. All apps that allow you to save a file have a default extension and automatically apply this extension to your file name. More sophisticated apps may allow you to save in many formats that you can select by using the "save as" command. Knowing the extensions of your favorite apps can limit the number of responses you get when you search.

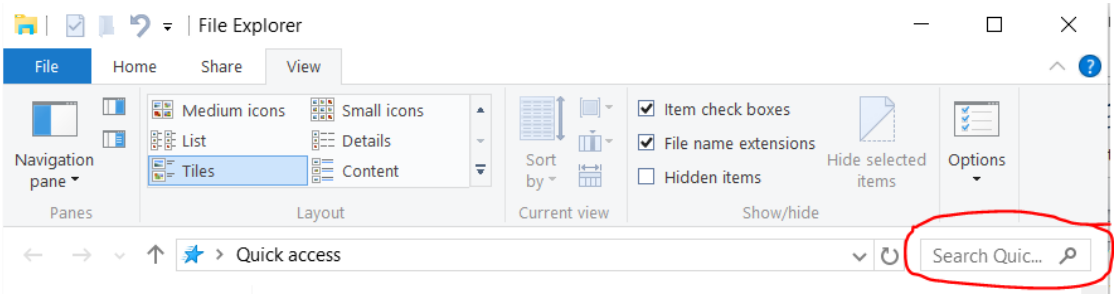
You can also use **wildcards** if you're not sure of the complete name of the file. Two wildcards can be used when specifying file names: the *asterisk* *****, and the *question mark (*?). The *asterisk* is used to represent a whole word, file name or a group of characters and the *question mark* is used to represent a single character. These were required in earlier versions of Windows search. However in Windows 10, the * is always assumed. However many apps and the Internet still use the above wild cards and both methods are described below.

For example, to find all the files in the current directory that ends in the extension **.txt** you can use either **.txt or *.txt.**



One of the features (?), of Windows 10 search command is that it searches both your computer and the web. The result of searching for “Nas” on this computer resulted with the screen on the left. Since the result of the search resulted with more answers than could be displayed, the top results were divided in 3 categories: Best match, Web, and Documents. To see the best result from the files on your computer, click on “My stuff” at the bottom of the list. To only display the web search, click on “Web”.

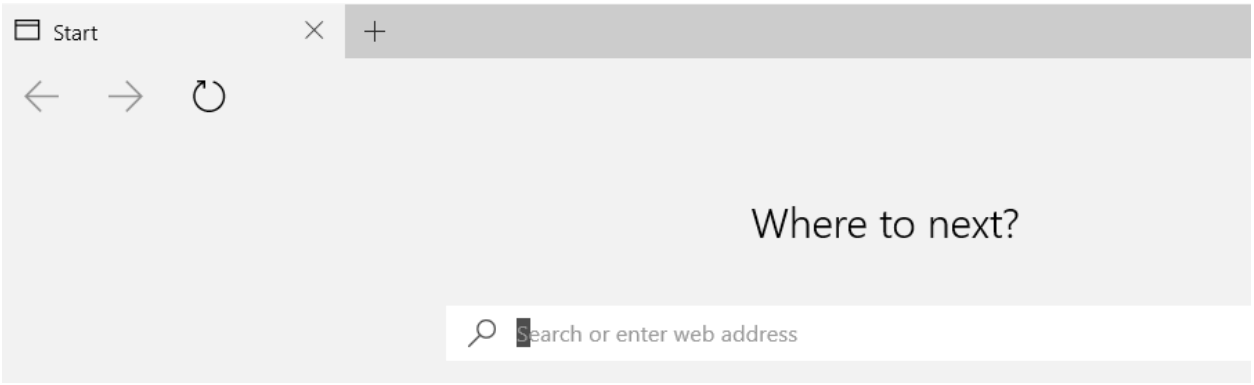
Using the search box in the ribbon of File Explorer is a great way to limit your search to a particular area. For example, open your Documents folder and the search will be limited to files located in that folder. This is especially helpful if you want to see what is on a USB flash drive or CD that you have put into the computer. Since these files are not indexed, using the File Explorer to look at the flash drive or CD will only search there and not the rest of the computer. In the illustration we have circled the search box.



Internet

The Internet is just like the telephone system except it is designed for computer use. Like the telephone system, there is a number for every computer that is connected to the network. To use the internet your Internet Service Provider (ISP) will provide you with your unique number. In our area Century Link and Comcast are the largest two ISPs and provide your connection via the telephone cable or coax cable respectively. There are many independent ISPs that may also use the telephone cable, coax cable or microwave links. It is also possible to use Satellite links. Once you have your number and a connection to the Internet you can now connect to any computer in the world. Since the number of computers in the world is so large and it would be difficult to remember all the numbers, the Internet also includes computers (Domain Name Servers) on the Internet that will convert words into the correct number and connect you to that number. Millions of companies and individuals have registered their computers with the DNS service so that when you type in their name you will be able to connect to them. If you type in SandySeniorCenter.org, you will be connected to our computer that displays what is going on in the center. An app (program) is required on your computer to display the information from the remote computer. It is called a browser. Windows 10 provides two Apps to allow you to browse the Internet. Internet Explorer has been included in many versions of Windows and is included in Windows 10 for backward compatibility with websites that have not upgraded to the latest Internet standards. Edge is the name for the new App that Microsoft provides to browse the Internet. Both provide you with an area where you can type in the name of the computer you want to connect. Once you are connected to the remote computer it will display the information available. Since many of these sites are international, their computer will have the information in multiple languages. Your browser will tell the site you want the information in English and that is what you will see. Companies that generate web sites would like to display the information in many manners including pictures and videos. Since these features were not part of the original Internet standards, these sites have used extra programs that have to be added to your browser to view these formats. Internet Explorer needs add-ons like Flash Player, PDF readers and java to display these formats. Edge has programs built in that do the same function.

When you first open Edge, you will see a place on the screen that will allow you to enter the web address. This is called the URL box (Uniform Resource Locator). When you type in a name like www.msn.com it sends it the Domain Name Server which returns



the correct number and then the browser connects you to that computer. Most modern browsers do not even required you to type in the www. WWW stands for World Wide Web. The URL box in today's browsers will recognize when you did not type in a valid web address and will send that information to the default search engine web site for your browser. Both Internet Explorer and Edge use Bing (owned by Microsoft) as the default search engine. Both Google and Yahoo also have well known web site search engines. There are also many other search engine web sites on the internet.

Once you type something into the URL box and press enter, Edge will take you to that location and the URL box will go to the top of the browser window which is the most common location for browsers. In additions to the Microsoft browsers there other popular browsers like Google Chrome and Mozilla Firefox just to name a few. Microsoft has put a shortcut to Edge on the taskbar and Start menu. If you want or need to use Internet Explorer you will need to go the All Apps on the start menu and look under Windows accessories to find it. You can also use the search box on the taskbar. You can pin Internet Explorer to both the start menu and task bar if you desire. Use the right click menu. Internet Explorer and other browsers allow you to install add-ons which do a better job of blocking ads than Edge or Internet Explorer do by themselves. To cover how to be safe on the Internet, use search engines and other features of the Internet is a course in its self.

Mail

Another feature of the Internet is the ability to send and receive email. Most Internet Service Providers will also have a mail server as part of your service. Microsoft, Google, Yahoo and other large Internet companies also provide free mail servers. Large companies will host their own mail servers for their employees and business use which we will not cover here. There are two primary ways that an individual will get and send mail. You can use web mail where you use your browser to go to the web address of your mail provider. For example you would go to gmail.com, live.com or mail.yahoo.com and then sign in using your email address and email password. You can do this from any computer in the world that is connected to the Internet. The

website you use will determine the look and method in which you can view or send emails. The look will change from time to time as your provider decides what might look or work better. One of the disadvantages of viewing your email via your browser is that the website will take your visit as an opportunity to display ads. Another disadvantage is that if you have more than one email address, you will need to sign in each email address to view that email. We recommend that you have at least two email addresses. Use one for all of your personal communications and only give that address to your friends. The second one you use for all those people that want your address so they can send you ads in addition to whatever else they promised. In addition to using the second address for non-personal communications you can use this address as a backup for your primary email address. When you set up your accounts they will ask you for an alternate method of contacting you in case your email address is hacked or you forget your password.

The second way to get email is to use an email client. Windows 10 provides an email app called Mail. If you signed in to Windows 10 using a Microsoft email address, this app will automatically be configured and can be used to view your emails without any ads. Below is an illustration of the Mail app opened to my Hotmail address.

At the top of the client app are shortcuts to reply, reply all and forward the displayed

email. There is also a search box so that you can search all of your emails. The + on the left side of the app is what you click on to send a new email. At the release of Windows 10 the included App is very limited compared to other Mail Clients that have been around for several years. Microsoft Live Mail which is part of Live Essentials is a free app that does a much better job. Thunderbird is another free email client that you can obtain from Mozilla.org. One of the advantages of Thunderbird is that when you add a new email address, it will search the web and find and install the handshake information for many email providers.

This handshake information referred to above is related to the method you want your client to receive email from your ISP. There are two common protocols (methods) that most ISPs support. The older is called POP3 (Post Office Protocol version 3). This protocol downloads your mail from the ISP and stores it on the local computer. You can then view your mail then or even when you are not connected to the Internet. If you want to be able to view your mail from multiple locations, clients or devices, then it is

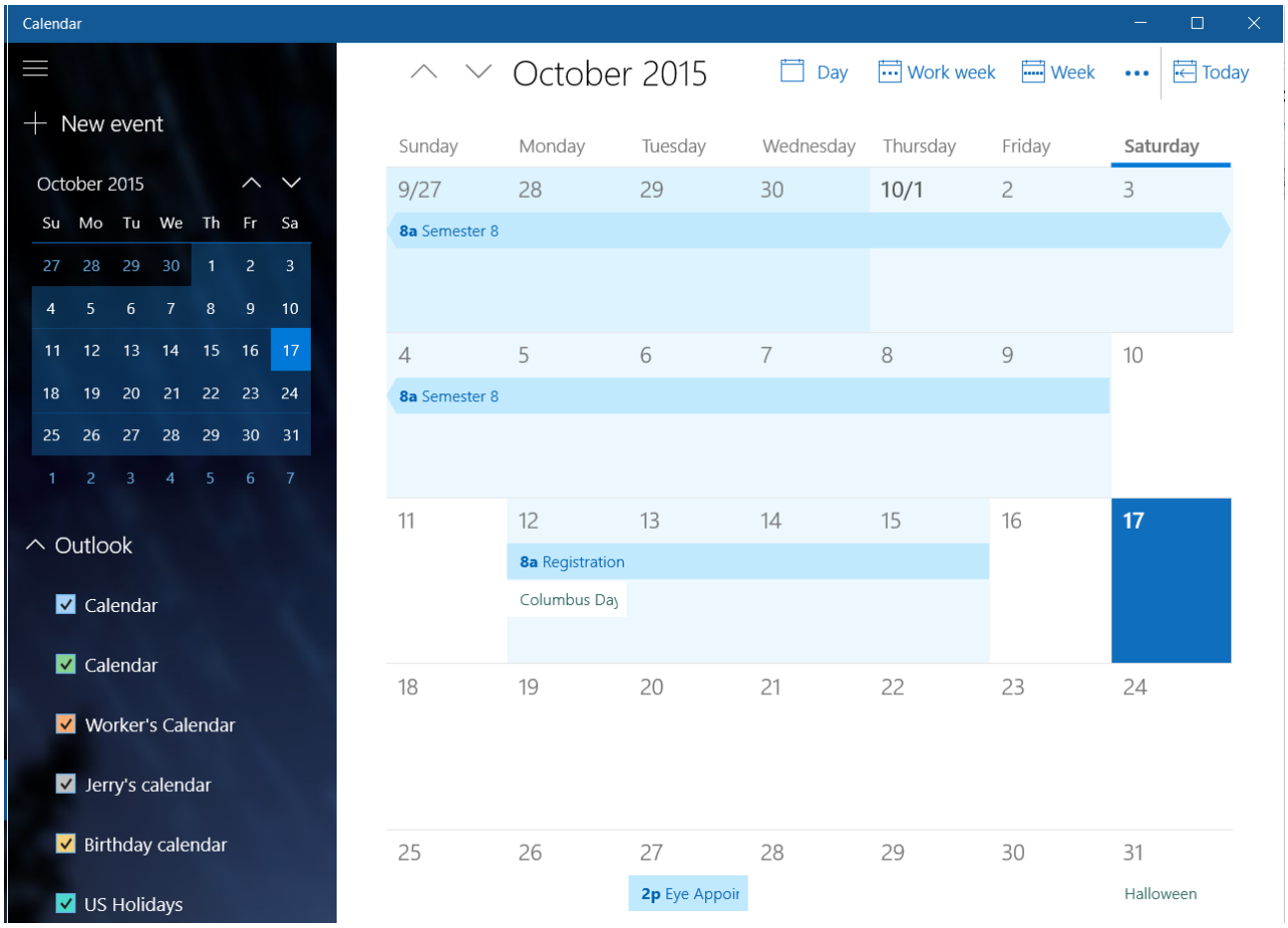
usually best to use the other protocol (IMAP). This protocol leaves the mail on the Internet and you must have an internet connection to see your mail.

Which protocol you decide to use depends mainly on how you will be accessing and managing your email. If you are likely to be viewing your mail from multiple locations, clients or devices then it is usually best to use IMAP. IMAP will allow you to manage your mailbox from all of these different locations and clients while the actual mailbox content remains on the provider's mail server. You can do the same using POP3 with the 'Keep a copy on the server' setting enabled then you are in essence simply creating multiple copies of your mailbox on each device and any management of the mail into sub folders would need to be repeated on each individual client.

If you are going to be using one email client and do not want to worry about reaching the mailbox size limit, due to the amount of email, then POP3 would be the way to go. This provides a simple service to allow you to download all of your mail to one location managed by you. The mailbox on the provider's server would always be empty or close to it as a result and so you would never need to worry about reaching the limit.

When you send email using a client most ISPs support the SMTP (simple mail transport protocol). If you are using an ISP where the handshaking data is not automatically configured, come to an Open Lab and someone will find the necessary information and show you how to configure your client. Not available in the Windows 10 mail app, the other two clients mentioned above will download email from all of your email addresses and display them in a new mail window. To see old mail, you will need to click on the email address that received it. All of the clients mentioned also include a calendar app. You can use the calendar app to keep your appointments. If you enter an appointment, you can set it to send you a screen reminder a few minutes to a day before the appointment.

Shown on the next page is the calendar that comes with Microsoft Mail. The other email clients provide the same functions but have their own look. Notice at the top of the app is the ability to display in a day, week, or work week view in addition to the month view shown. On the left side of the display, you can enable or turn off what is displayed by clicking in the applicable box. In this example, there are two users configured in Windows 10 (Jerry and Worker). If I only wanted to view the signed in user, I would just unclick the other user. Then I would only see my appointments. This would become your new default view until you clicked in the boxes again.


Calendar
New event
October 2015
Su Mo Tu We Th Fr Sa
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7
Outlook
Calendar
Calendar
Worker's Calendar
Jerry's calendar
Birthday calendar
US Holidays
October 2015
Day
Work week
Week
Today
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
9/27
28
29
30
10/1
2
3
8a Semester 8
4
5
6
7
8
9
10
8a Semester 8
11
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13
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15
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17
8a Registration
Columbus Day
18
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2p Eye Appoi
Halloween

Appendix 1

Summary of Windows Key shortcuts.

The Windows key is a "KEY" player in Windows 10. Pun intended. Here's a list of many keyboard shortcuts. You do not need to capitalize the letter, done here for ease of reading

Windows key by itself will take you to the Start Screen

Windows key + A will bring up the action center

Windows key + C will open Cortana in listening mode

Windows key + D will switch between desktop and start screen.

Windows key + E opens (File) Explorer for quick access to folders.

Windows key + H opens the Share menu

Windows key + I opens the settings menu,

Windows key + K Opens the Media Connect window. Use to connect external wireless monitors

Windows key + L takes you to the Lock screen

Windows key + M minimizes everything that's showing on the desktop.

Windows key + O locks orientation on devices with an accelerometer.

Windows key + R opens the Run command window

Windows key + S will bring up the search box

Windows key + T tabs between icons on the taskbar

Windows key + X opens the Quick Access Menu, exposing system functionality such as the Command Prompt, Disk Management, File Explorer, Run, and more. Alternatively, you can right-click on the bottom right corner of the screen to spawn the Quick Access Menu.

Windows key + Tab opens up the Task View page

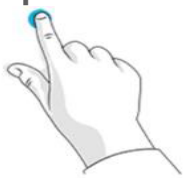
Windows key + **Print Screen** takes a screenshot and saves it in a Screenshots folder nested in your Pictures folder. To take a screenshot on a Windows 10 tablet, simultaneously press the Windows button and the volume-down button on the tablet chassis.

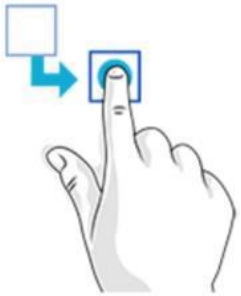
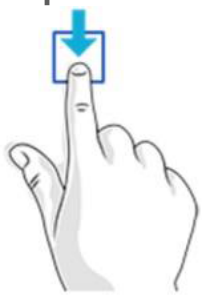
Windows key + Pause key opens the system properties page to show you a quick rundown of your specs.

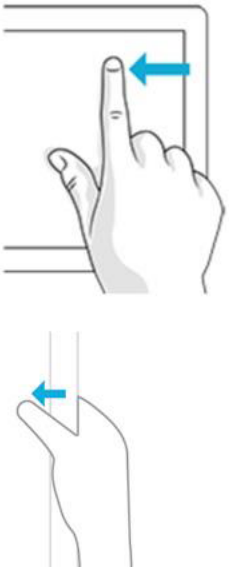
Windows key + , (the comma key) makes all current Windows transparent, giving you a peek at the desktop as long as you hold down the Windows key.

Appendix 2

Touch Gestures for Windows 10

Gesture	How to do it	What it does
Tap 	Tap once on an item.	Opens, selects, or activates whatever you tap. Similar to clicking with a mouse.
Tap and hold 	Press your finger down and hold for about a second.	Same as right click with mouse Opens a context menu specific to what you're doing.
Pinch or stretch 	Touch the screen or an item with two or more fingers, and then move the fingers toward each other (pinch) or away from each other (stretch).	Visually zooms in or out, like with a website, map, or picture.
Rotate 	Put two or more fingers on an item and then turn your hand.	Rotates items in the direction you turn your hand. Only some items can be rotated.

Slide to scroll 	Drag your finger on the screen.	Moves through what's on the screen. Similar to scrolling with a mouse.
Slide to rearrange 	Press and briefly drag an item in the direction opposite the way the page scrolls, then move it wherever you want. (For example, if you would scroll left or right, drag the item up or down.) When you've moved the item to the new location, let it go.	Moves an item. Similar to dragging with a mouse.
Swipe to select 	Swipe an item with a short, quick movement in the direction opposite the way the page scrolls. For example: ○ If the page scrolls left or right, swipe the item up or down to select it. ○ If the page scrolls up or down, swipe the item left or right to select it.	Selects an item, and often brings up app commands. A good place to explore this is in the Mail app.

Swipe or slide from edge 	Starting on the edge, either swipe your finger quickly or slide across the screen without lifting your finger.	○ Swipe in from the right edge to open the action center. ○ Swipe in from the left edge to open task view: a view of all your open apps. ○ Swipe in from the top to view title bars in full-screened apps. ○ Swipe up from the bottom to view the task bar in full-screened apps.