笔记本FAQ 15条

**Touchpad gestures**

The keyboard touchpad supports gesture controls and works like a mouse for more convenient laptop operations.

Common touchpad gestures:

1. Slide with one finger: move the cursor
2. Tap with one finger: left-click on the mouse
3. Double-tap with one finger: double-click on the left mouse button
4. Tap with two fingers: right-click the mouse
5. Double-tap with two fingers: double-click on the right mouse button
6. Slide with two fingers: scroll up or down and left or right on the page
7. Spread or pinch with two fingers: zoom in or out
8. Tap with three fingers: Invoke Cortana
9. Slide up with three fingers: show all tasks
10. Slide down with three fingers: display the desktop
11. Slide to the left or right with three fingers: switch between apps
12. Tap with four fingers: open Action center

**Enabling Developer Mode in Windows 10**

If you want to commission an app in Windows 10, enable Developer Mode by performing the following steps.

Note: Enabling Developer Mode (including installing and operating apps other than the apps downloaded from Microsoft Store) may result in security risks to the device and personal data or damage the device. Exercise caution when enabling this mode.

1. Click the Windows icon and the Settings icon, and select Update & Security.
2. Select For developers and turn on the switch under Developer Mode (or select Developer Mode in certain system versions). In the displayed dialog box, select Yes.

**Viewing the Windows system activation time**

In normal cases, the system is automatically activated when a new device is connected to the Internet. You can estimate the activation time of the system by using the time when the laptop is connected to the Internet for the first time.

After the laptop is activated, your activation information will be stored on the Microsoft activation server. You can also contact Microsoft, for example, calling their hotline, to confirm the activation time of your laptop system.

**Viewing the location of programs and apps downloaded from the Microsoft Store**

Programs and apps downloaded from the Microsoft Store are installed in the following path by default: C:/Program Files/WindowsApps (Hidden items). To check hidden items, open This PC, click View and select Hidden items.

Note: You need to obtain permission to view this folder: To obtain the permission:

Double-click WindowsApps, go to Continue > security tab > Advanced > Change. Enter the current account name in the pop-up window and click OK.

**Activating Office**

When you open an Office app for the first time, follow the onscreen instructions to activate the app if you already have an official Office license number. If you don't have one, go to File > Account and follow the onscreen instructions to open the activation or purchase page.

Note: The GUI of Office varies depending on the version.

Please purchase Office apps from official Microsoft channels. If you have any questions about activation, please contact Microsoft support personnel.

**Displaying with other devices such as external displays, projectors, and TVs**

Connect an HDMI cable (not included) to the VGA port of the external display or projector.

Once connected, the external display or projector will display the same content as the laptop. You can press F8 on the laptop keyboard (or click the Notification Center icon in the lower right corner of the screen, then click Project) to select the projection mode you want to use.

**Taking a screenshot using your laptop**

Method 1: Use the preinstalled screenshot tool in the Windows 10 system.

Click the Windows icon and go to Windows Accessories > Snipping Tool > New, then drag the cursor to select the area you want to take a screenshot of.

Method 2: Use shortcut keys.

1. Press PrtSc to take a screenshot of the whole screen. Press Alt and PrtSc at the same time to take a screenshot of the current window.
2. Press Win, Shift, and S at the same time to open the menu. You can then select to take a screenshot of the full screen or the window (drag the cursor to select the area you want to capture), and copy the screenshot to other tools such as Paint.
3. Press Win and PrtSc at the same time to take a screenshot of the whole screen. You can then go to This PC > Pictures > Screenshots and view your screenshot.

Method 3: Use a third-party tool to take screenshots.

For example, you can use a third-party social media app.

**Download apps**

First use Windows store. Visit the official website of the app or a third-party app store. Please make sure that the apps you download are compatible with your laptop's Windows 10 operating system.

**Creating a partition**

1. Press the Win and E keys at the same time to display the File Explorer.
2. Right-click the Windows icon, or press the Win and the X key at the same time and click Disk Management.
3. You are able to check the disk partition in the pop-up Disk Management window. Right-click on the disk you want to partition, select Shrink Volume, and the system will automatically check for available shrink space.
4. Enter the amount you need to reduce in Enter the amount of space to shrink in MB. For example, if you want shrink space by 10 GB, enter 10240 and then click Shrink.
5. Right-click any blank area on Unlocated and select New Simple Volume.
6. In the New Simple Volume Wizard, click Next.
7. Enter the volume size you want to create in Simple volume size in MB and click Next.
8. Select your desired drive letter from the drop-down box for Assign the following drive letter and click Next.
9. Select a specific file system. NTFS is selected by default. Click Next.
10. Click Finish.

**Deleting a partition**

Note: Once you delete a partition, all data on it will be erased. Back up important data before performing this action. Deleting a hidden partition will result in certain functions in your laptop being lost. For example, once you delete a recovery partition on your laptop, you will be unable to use the F10 system restore function.

1. Right-click the Windows icon, or press the Win and the X key at the same time and click Disk Management.
2. You are able to check the disk partition in the pop-up Disk Management window.
3. Right-click the partition you want to delete and click Delete Volume.
4. Click Yes.
5. An unallocated partition will be displayed after you delete a partition. Right-click the partition before Unallocated and click Extend Volume.
6. Click Next in the Extend Volume Wizard pop-up dialog box.
7. Click Next.
8. Click Finish.

**Care tips for you laptop**

Use a laptop cleaning brush and neutral, non-corrosive cleaner to clean the surface of your laptop. Prevent liquid from entering your laptop during cleaning.

**Cleaning up a disk on the laptop**

1. Enter disk cleanup in the search box on the taskbar and select Disk Cleanup.
2. Select the disk you want to clean up, for example, the C drive, and select OK.
3. Select the file you want to delete and select OK. In the displayed dialog box, select Delete Files.

**Enabling my computer to never sleep or never lock the screen**

1. Click the Windows icon and then the Settings icon, and select System.
2. Select Power & sleep and set all options under Screen and Sleep to Never. Select Home to return to the Settings screen.
3. Select Personalization.
4. Go to Lock screen > Screen saver settings. Set Screen saver to (None), deselect On resume, display logon screen, and select OK.

**Uninstalling or reinstalling Microsoft Store**

1. Enter PowerShell in the search box on the taskbar and select Run as administrator.
2. To remove Microsoft Store, enter Get-AppxPackage \*WindowsStore\* | Remove-AppxPackage in the window and press Enter. After the running is complete, Microsoft Store will no longer be displayed in the Windows app list.
3. To reinstall Microsoft Store, enter Get-AppXPackage -AllUsers -Name Microsoft.WindowsStore | Foreach {Add-AppxPackage -DisableDevelopmentMode -Register "$($\_.InstallLocation)\AppXManifest.xml" -Verbose} in the window and press Enter. After the running is complete, Microsoft Store will be displayed in the Windows app list.

**Displaying or hiding the language bar on the home screen**

By default, the language bar is enabled on your computer. You can see the language bar of the input method on the right corner of the taskbar.

To hide the language bar, perform the following steps:

1. Click the Windows icon and the Settings icon, and select Devices.
2. Select Typing and click Advanced keyboard settings.
3. Select Use the desktop language bar when it's available. You can also deselect the option to display the language bar.