IT LITERACY

WINDOWS SETTINGS CONTROL PANEL

Agenda

- Introduction
- Bluetooth
- Printers
- Accounts
- System
- Network & Internet
- Updates & Defender

Introduction

Were you able to finish pre-class material?

Students choose an option

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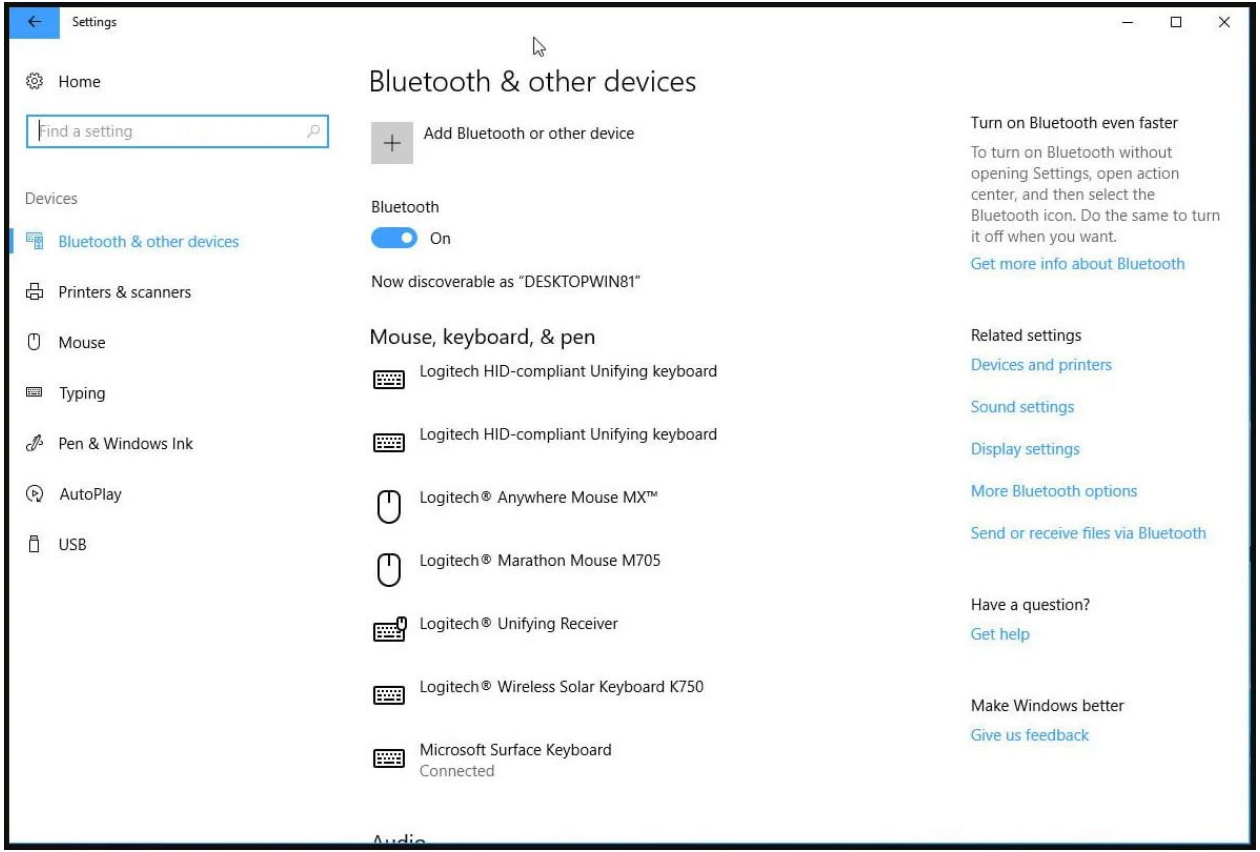
Bluetooth


Settings
Home
Find a setting
Devices
Bluetooth & other devices
Printers & scanners
Mouse
Typing
Pen & Windows Ink
AutoPlay
USB
Bluetooth & other devices
Add Bluetooth or other device
Bluetooth
On
Now discoverable as "DESKTOPWIN81"
Mouse, keyboard, & pen
Logitech HID-compliant Unifying keyboard
Logitech HID-compliant Unifying keyboard
Logitech® Anywhere Mouse MX™
Logitech® Marathon Mouse M705
Logitech® Unifying Receiver
Logitech® Wireless Solar Keyboard K750
Microsoft Surface Keyboard
Connected
Turn on Bluetooth even faster
To turn on Bluetooth without opening Settings, open action center, and then select the Bluetooth icon. Do the same to turn it off when you want.
Get more info about Bluetooth
Related settings
Devices and printers
Sound settings
Display settings
More Bluetooth options
Send or receive files via Bluetooth
Have a question?
Get help
Make Windows better
Give us feedback

What is Bluetooth?

- Bluetooth is a wireless communication technology that allows devices to exchange data over short distances.
- It enables devices like smartphones, laptops, tablets, headphones, speakers, smartwatches, and other peripherals to connect and communicate with each other without the need for cables.

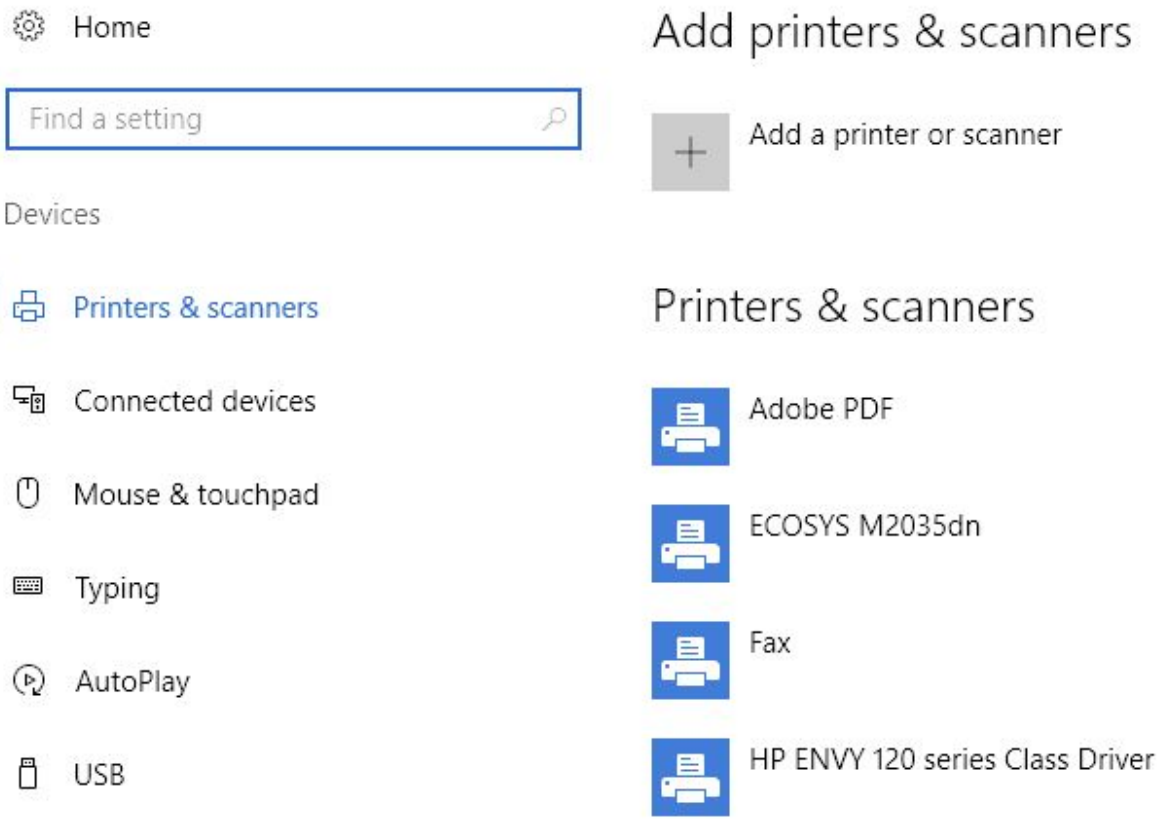
Windows 10 and Windows 11

- Open the Settings app by pressing the Windows key + I.
- Click on "Devices."
- In the left sidebar, select "Bluetooth & devices."
- Toggle the Bluetooth switch to "On" to enable Bluetooth.

Pairing Devices

- Make sure the Bluetooth device you want to connect is in pairing mode.
- In the Bluetooth & devices settings, click on the "Add Bluetooth or other device" button.
- Select the type of device you want to add, such as Bluetooth speakers or headphones.
- Follow the on-screen instructions to complete the pairing process.

Printers


Home
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Add printers & scanners
Add a printer or scanner
Printers & scanners
Adobe PDF
ECOSYS M2035dn
Fax
HP ENVY 120 series Class Driver

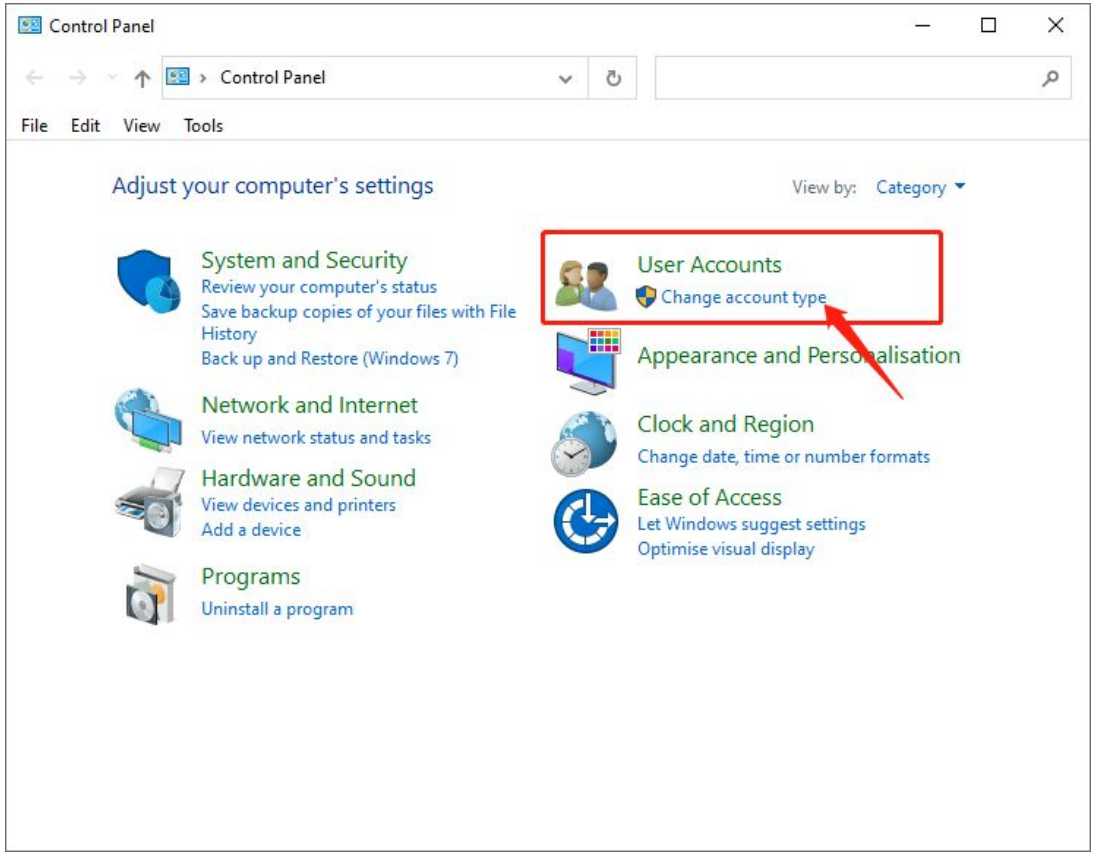
Printers

- Printers Connection Types:
  - Wired connection
  - Wireless connection
- Printer Driver Installation:
  - Automatic Driver Installation
  - Manual Driver Installation

Printing a Document

- Open the document or file you want to print.
- Select "Print" from the application's File menu or press Ctrl + P.
- Choose the desired printer and adjust print settings as needed.
- Click "Print" to start the printing process.

Accounts


Control Panel
Control Panel
File Edit View Tools
Adjust your computer's settings
View by: Category
System and Security
Review your computer's status
Save backup copies of your files with File History
Back up and Restore (Windows 7)
Network and Internet
View network status and tasks
Hardware and Sound
View devices and printers
Add a device
Programs
Uninstall a program
User Accounts
Change account type
Appearance and Personalisation
Clock and Region
Change date, time or number formats
Ease of Access
Let Windows suggest settings
Optimise visual display

Creating and Adding a New User Account

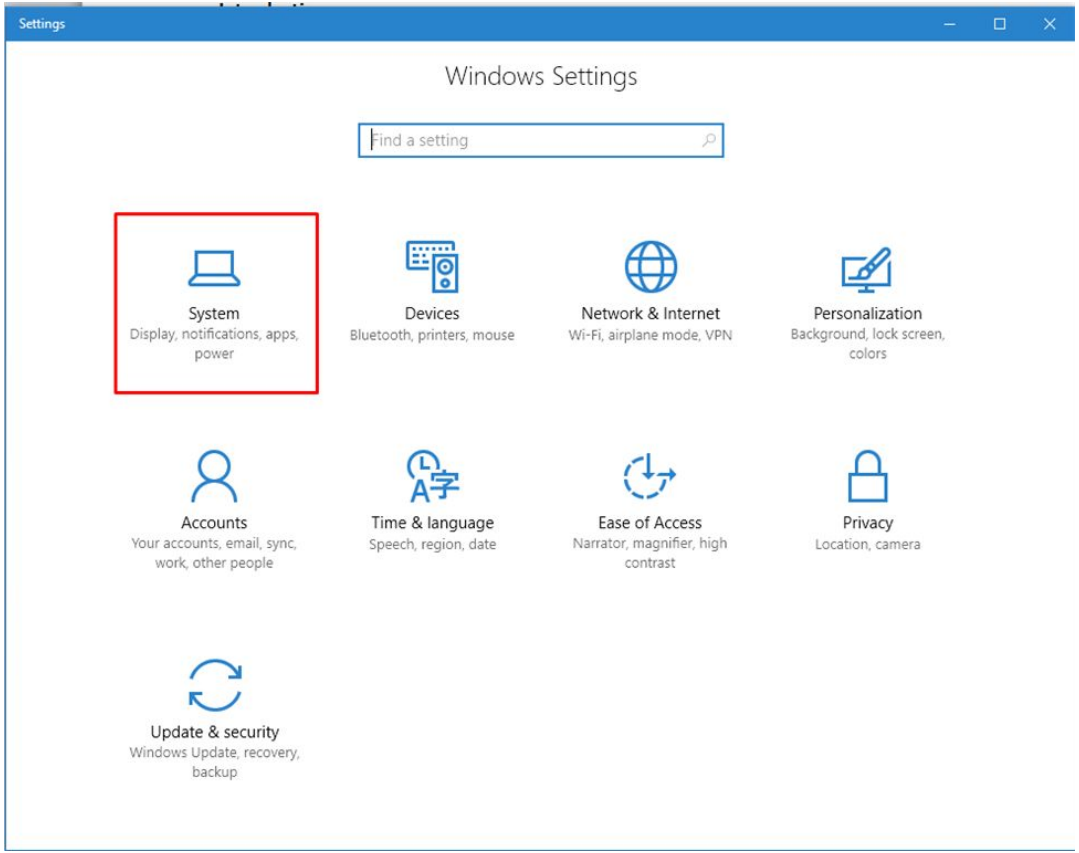
- Open the "Settings" app and navigate to "Accounts" to access the user account settings.
- Click on "Family & other users" or "Other users" depending on your Windows version.
- Select "Add someone else to this PC" or "Add someone else to this device."
- Follow the prompts to create a Microsoft account or a local account.

Modifying Account Settings

- Changing Account Type
- Changing Account Picture
- Modifying Account Password
- Fast User Switching (Windows key + L)
- Locking and Signing Out

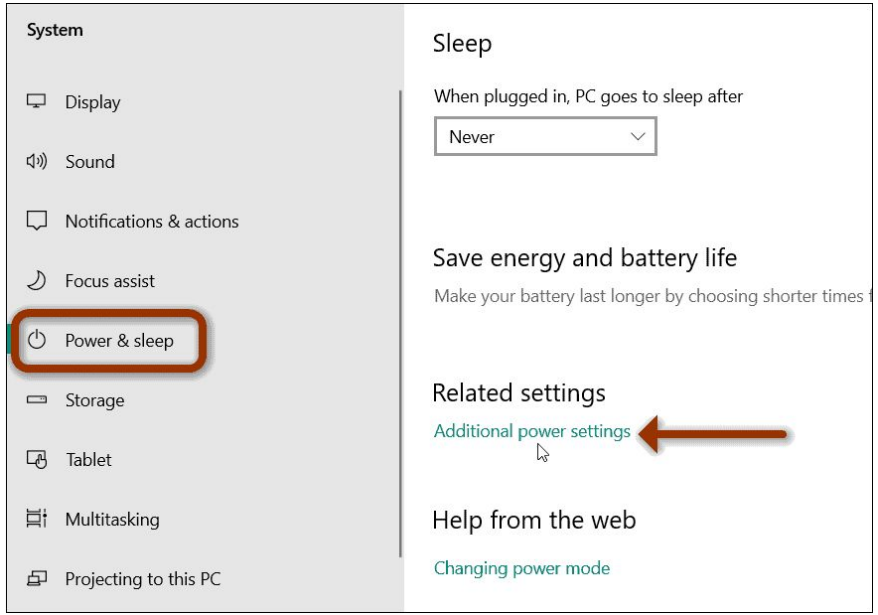
  Lock the current user account or sign out completely from the Start menu, by pressing Ctrl + Alt + Del and selecting "Lock" or "Sign out."

System


Settings
Windows Settings
Find a setting
System
Display, notifications, apps, power
Devices
Bluetooth, printers, mouse
Network & Internet
Wi-Fi, airplane mode, VPN
Personalization
Background, lock screen, colors
Accounts
Your accounts, email, sync, work, other people
Time & language
Speech, region, date
Ease of Access
Narrator, magnifier, high contrast
Privacy
Location, camera
Update & security
Windows Update, recovery, backup

System Settings and Configuration in Windows

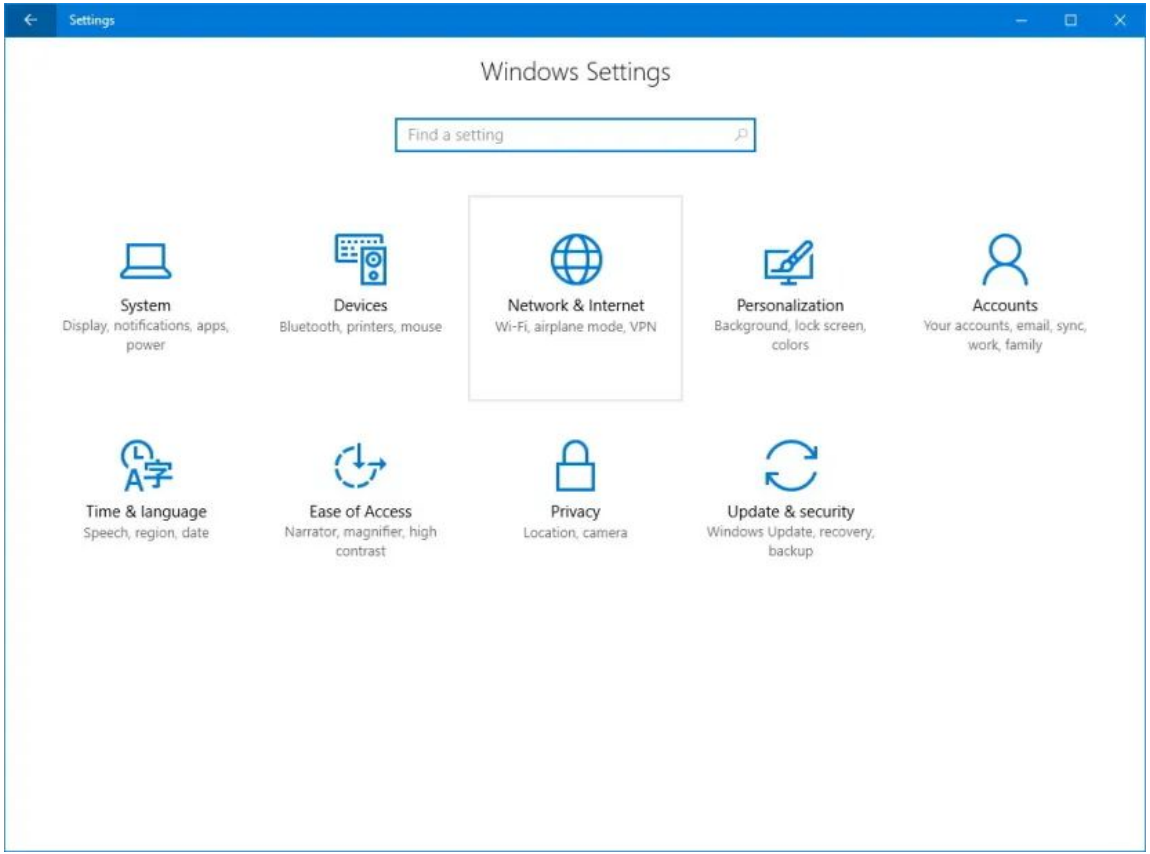
- **Display Settings**
  - Resolution and Orientation
  - Scaling and Layout
- **Sound Settings**
  - Playback and Recording Devices
  - Sound Control Panel
- **Power and Sleep Settings**
  - Power Plans
  - Sleep and Hibernate



System Settings and Configuration in Windows

- Storage Settings
  - Storage Sense
  - Storage Spaces
- Performance Settings
  - Visual Effects
  - Virtual Memory

Network & Internet



Network Connections

- Wi-fi Networks

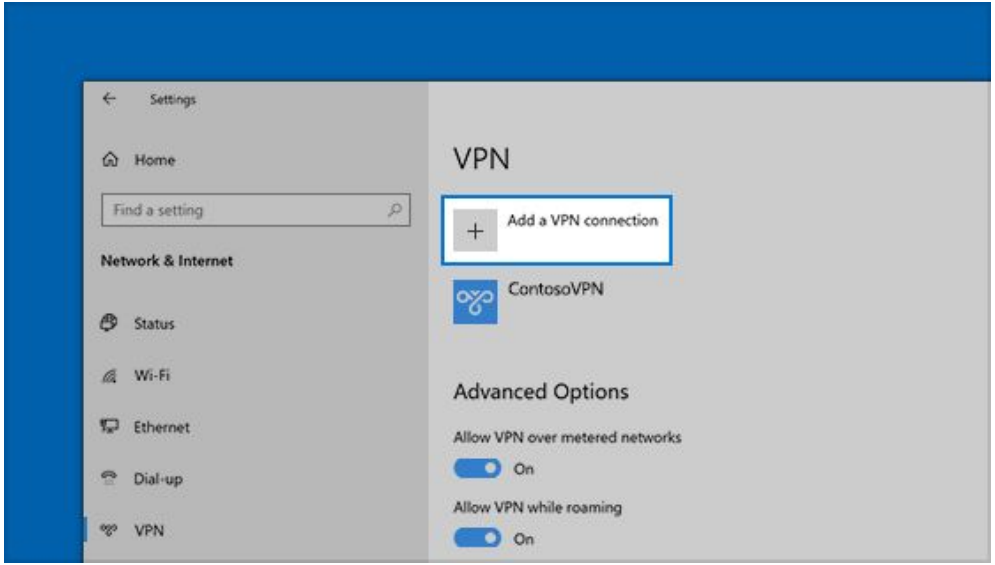
- Ethernet Connections

What is the VPN?

- A VPN, or Virtual Private Network, is a technology that allows you to create a secure and encrypted connection to a private network over the internet.
- It enables users to access resources and services as if they were directly connected to the private network, even if they are physically located elsewhere.

VPN Configuration

- Set up and configure VPN connections to securely access private networks or browse the internet anonymously. Access VPN settings through the "Settings" app or the system tray network icon.



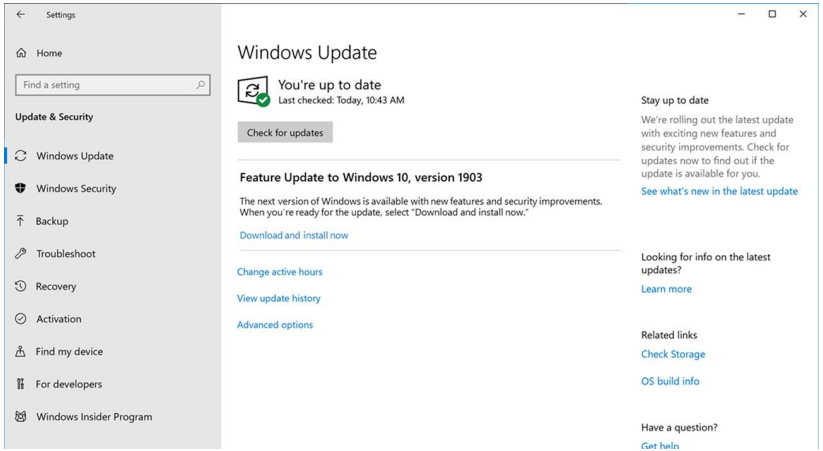
Updates

Importance of Updates

- Security Enhancements
- Bug Fixes and Stability
- Compatibility and Device Drivers

Windows Update Settings

- Automatic Updates
- Scheduled Updates
- Update Notifications



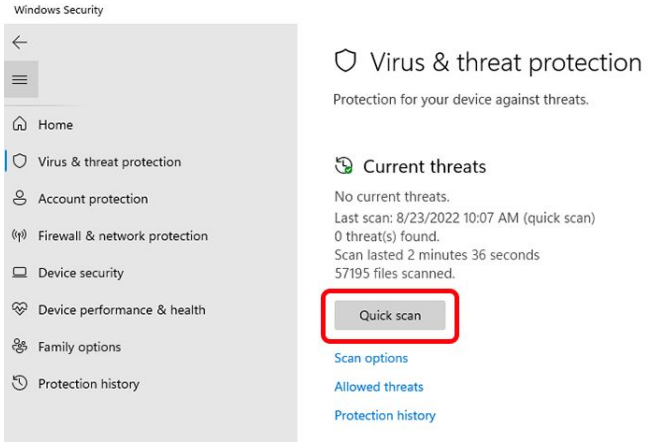
Defender

What is Windows Defender?

- Windows Defender is a built-in antivirus and anti-malware software provided by Microsoft for Windows operating systems.
- It helps protect your computer against viruses, spyware, ransomware, and other malicious software.
- It runs in the background and automatically scans files, downloads, and websites to detect and remove threats.

Virus and Malware Scanning

- Full Scan
- Quick Scan
- Custom Scan



Windows Defender Firewall

- The Windows Defender Firewall, formerly known as Windows Firewall, is a built-in security feature in Microsoft Windows operating systems.
- It acts as a barrier between your computer and the internet or other networks, controlling incoming and outgoing network traffic based on predefined security rules.

IT LITERACY

CLOUD SERVICES

Agenda

- Introduction
- Google Cloud
- Use Google Drive

Introduction

Were you able to finish pre-class material?

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Google Cloud

Google Cloud

- Google Cloud is a powerful and comprehensive cloud computing platform offered by Google.
- It provides a range of cloud services and products designed to help businesses and individuals build, deploy, and manage their applications and data in a scalable and secure environment.

Google Drive Steps

- Create a Google Account
- Download and Install Google Drive
- Sign In and Set Up Google Drive
- Customize Google Drive Settings
- Use Google Drive

Google Drive Use

- Sign in to Google
- Accessing Google Drive
- Uploading Files and Folders
- Creating Files
- Organizing Files
- Sharing Files and Folders

Drag your dot to how you are feeling:

Keep going, I understand

I'm a little confused

Stop, I need help!

Students, drag the icon!

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Do not remove this bar

LET'S PLAY
Kahoot!
10
0

THANKS!

Any questions?