

Exploring the Ubuntu Desktop

1. Ubuntu Desktop Overview

Ubuntu uses the **GNOME Desktop Environment** by default.
It's designed to be **simple, modern, and easy to use**.

When you log in, you will see three main areas:

1. **Top Bar** → Controls system-level features.
 2. **Dock** → Quick access to favorite apps.
 3. **Activities Overview** → Manages windows, workspaces, and applications.
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2. The Top Bar

The **top bar** runs across the top of the screen and contains important controls.

Main Sections

- **Left Corner** → “Activities” button (opens Activities Overview).
- **Center** → Shows time, calendar, notification.
- **Right Corner** → System status indicators:
 - **Network** (Wi-Fi, Ethernet, VPN)
 - **Battery & Power**
 - **Volume**
 - **User Menu** (switch users, log out, or shut down)

Practice

- Click the **Date & Time** → Open the **calendar**.
 - Click the **User Menu** → Find the **Power Off** button.
 - Change the **volume** and **mute/unmute**.
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3. The Dock

The **Dock** is like a taskbar but vertical (on the left by default).

Features

- Shows **pinned apps** (shortcuts) and **running apps**.

- Right-click an app to **pin/unpin** it.
- Drag and drop apps from the **Activities Overview** to add shortcuts.
- Hover over icons to see app names.

Practice

- Pin **Firefox** to the dock if it isn't already.
 - Open the **Files** app from the dock.
 - Unpin an app you don't use often.
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4. Activities Overview

The **Activities Overview** helps you **manage windows, search apps, and switch workspaces**.

How to Open It

- Click **Activities** in the top-left corner.
- OR press the **Super key** (Windows key).

Inside Activities Overview

- **Search Bar** → Quickly find apps and files.
- **App Grid** → Shows installed applications.
- **Workspaces** → Virtual desktops for organizing open apps.

Practice

- Press the **Super key**.
 - Type “**Settings**” and open the Settings app.
 - Open multiple apps, then switch between **workspaces**.
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5. File Management

Ubuntu uses the **Nautilus** file manager, called **Files** in the menu.

Key Features

- **Home Folder** → Your personal space (/home/toan).
- **Bookmarks** → Quick access to important folders.
- **Search Bar** → Find files quickly.
- **Right-Click Menu** → Create folders, rename files, compress, etc.

Keyboard Shortcuts

Action	Shortcut
Open new tab	Ctrl + T
New folder	Ctrl + Shift + N
Rename file	F2
Search files	Ctrl + F
Show hidden files	Ctrl + H

Practice

- Open **Files** from the dock.
- Create a folder named `Toan_Practice`.
- Inside it, create a subfolder called `Pictures`.
- Toggle **hidden files** on and off using `Ctrl + H`.

6. Settings & Personalization

Ubuntu lets Toan **customize** the desktop to make it his own.

Open Settings

- From the **dock** OR **Activities Overview** → search **Settings**.

Things To Explore

1. Appearance

- Change wallpaper.
- Switch between **light** and **dark** themes.

2. Dock Settings

- Move the dock to **left**, **bottom**, or **right**.
- Change icon size.

3. Users

- Add or remove users.

4. Power

- Adjust screen brightness and suspend behavior.

Practice

- Change the wallpaper to something Toan likes.
- Switch the dock to the **bottom**.
- Set the desktop to **Dark Mode**.

7. Managing Applications

Ubuntu makes it easy to **install, remove, and update** apps without using the terminal.

Ubuntu Software App

- Find it in the dock or Activities Overview.
- Browse categories: **Productivity, Games, Utilities.**
- Search apps by name.
- Click **Install** or **Remove**.

Examples to Try

- **GIMP** → Image editing.
- **VLC** → Video player.
- **GNOME Tweaks** → More customization options.

Practice

- Open **Ubuntu Software**.
- Search for **VLC** and install it.
- Launch VLC from the dock.

8. Notifications & Calendar

Ubuntu has a **notification center** integrated into the top bar.

- Click **Date & Time** → Opens **calendar + notifications**.
- Missed notifications appear here.
- Some apps (like email, messaging, or music players) send notifications directly.

Practice

- Open Firefox → Visit a site like **calendar.google.com**.
- Enable notifications → Check if Ubuntu shows them.

9. Shortcuts & Productivity Boost

Learning **keyboard shortcuts** makes you much faster.

Action	Shortcut
Open Activities	Super
Switch windows	Alt + Tab
Close window	Ctrl + Q
Take screenshot	PrtSc or Shift + PrtSc
Lock screen	Super + L
Open terminal	Ctrl + Alt + T

10. Hands-On Mini Project

Goal: Customize Toan's Ubuntu Desktop.

Tasks

1. Change wallpaper.
2. Switch theme to **dark mode**.
3. Move dock to the **bottom**.
4. Pin Toan's favorite apps (e.g., Firefox, Files, Settings).
5. Create a folder called `Toan_Projects` on the desktop.
6. Install **GIMP** using Ubuntu Software.

11. Quick Quiz

1. What does the **Dock** do?
2. How do you open the **Activities Overview**?
3. Where can you change your wallpaper?
4. Which app do you use to install software on Ubuntu Desktop?
5. What's the shortcut to lock your screen?

12. Homework

- Pin at least **3 apps** to the dock.
- Install one **fun app** from Ubuntu Software.
- Write a list of **5 shortcuts** you learned today.