

# Explore the Windows 10 OS

In Windows, tools and programs can be accessed in a variety of ways. You need to complete a specific task in each area you visit. Be sure to complete every task for full credit on the lab.

In this lab, your task is to explore the features of the **Windows 10 user interface** as follows:

1. Configure the **screen saver settings**.
  - a. Right-click **Start** and then select **Settings**.
  - b. Maximize the window for better viewing.
  - c. Select **Personalization**. (hint: click on Home symbol if needed)
  - d. From the left pane, select **Lock screen**.
  - e. From the right pane, select **Screen saver settings**.
  - f. Under Screen Saver, use the drop-down to select **Photos or Ribbons (as you like)**.
  - g. Configure the **Wait** time to **5** minutes.
  - h. Select **On resume, display logon screen**.
  - i. Select **OK** to close the Screen Saver Settings dialog.
  - j. In the top left, select **Home** to return to the Windows Settings page.
2. Enable Remote Desktop.
  - a. From Windows Settings, select **System**.
  - b. From the left pane, select **Remote Desktop**.
  - c. From the right pane, under Enable Remote Desktop, slide the switch to **ON**.
  - d. Select **Confirm**.
3. Use File Explorer to create a folder.
  - a. Right-click **Start** and then select **File Explorer**.
  - b. From the left pane, expand and select **This PC > Local Disk (C:)** to open this drive.
  - c. From the right pane, right-click in white space, and then select **New > Folder**.
  - d. In the Name field, type **Reports** and then press **Enter**.
  - e. Close File Explorer.
4. Enable a network adapter.
  - a. Click on Start, type Settings, Click on Home, select **Network & Internet**.
  - b. From the right pane, under *Change your network settings*, select **Change adapter options**.
  - c. Right-click **Ethernet** and select **Enable**.
  - d. Close the Network Connections window.
  - e. In the top left, select **Home** to return to the Windows Settings

5. Change the display resolution to **recommended settings** if not already.
  - a. Click the **Start** button and then **Settings**.
  - b. Select the **System** option.
  - c. With the **Display** option selected, select **1600 x 900** from the Resolution drop-down list.
  - d. In response to the **Keep these display settings?** question, select **Keep changes**.
  - e. In the upper-left corner of the window, click the back arrow (<-).
  - f. Select the **Personalization** option.
  - g. In the left navigation pane, click **Lock screen**.
  - h. Click **Screen saver settings** near the bottom of the screen.
  - i. In the **Screen Saver Settings** window, from the **Screen Saver** drop-down list, select **Ribbons**.
  - j. In the **Wait:** field, enter **10**.
  - k. Select the **On resume, display logon screen** option.
  - l. Click **OK**.
  - m. Close the **Settings** app window.