

Handout Windows 10

Overview



The Start Menu has three rows of items: Account, settings, shutdown options; list of installed Apps (applications/software); and “tiles.” Tiles can be deleted or added. To add an item, search for it and the right click>add to Start Menu. To delete a tile, right click>remove. You can also resize the tiles or drag them into a different order.

The Search bar is used to search for anything: docs on your computer, apps, or items on the Internet. Simply type in what you want.

The Task bar contains the Start, Search and shortcuts to items as well as the notifications area. To add items to the Taskbar, search for it and right click>Add to Task bar. To remove, right click. Right click on the task bar to get options for it.

Notifications area shows your wifi, needed software updates, battery status as well as other items you can add. Search for “notifications” to turn off and on items. Also, use this area for ejecting drives.

Desktop area can also hold items as well as shortcuts. Icons are pictures that represent items. They can be the item itself or a shortcut to an item stored elsewhere. If it is a shortcut, you will see an arrow on the icon.

The easiest way to get **to settings** is to search or use the Start icon. Choose the gear icon. In this area, you will find the **Shut down icon—also used to Log out, the documents and your profile icon**. Use the profile to change your password or other profile specific items. Also, use this to **Lock the computer** or use the **Windows Key and L**. **Whenever you leave your computer, you should lock it.**

If something **freezes on your computer**, you can use the **Task Manager** to shut the offending program down. Hold control, alt, delete keys. Click Task Manager and when it opens, click More Details if not expanded. Click on the app that froze and then click End Task in bottom right. You can also check the Start Up programs here if your computer is starting up and running slowly and right click to disable any that you do not need to start with the computer.

Navigation

To access any items, start with the **File Explorer in the Task Bar** (looks like a folder). Notice the tabs at the top. Click on View to change your view. And be sure that the Navigation pane is on and the preview pane is too if you are viewing photos. Notice all the different views. Details view is great if you want to sort by date, name, file type, etc.

You may like to turn on **the check boxes** for selecting items. **To select items**, hold down the control key to select items out of sequence. To select a sequence, select the first item, then hold the shift key and click on the last item. All items in between will be selected. You can also drag the cursor over items. **To select all items, use Control A.**

To create a folder, right click and pull down to New>Folder. Give it a name.

To create a shortcut to a folder, open it and drag the icon to the left of the “path” to the desktop. Or right click on an item and pull down to Create a Shortcut. Move the shortcut where you want it, for example, the Desktop.

To move items, you can click and drag after selecting or copy and paste (Control C, Control V), which duplicates, or cut and paste (Control X, Control V). You can also right click to cut, copy, paste after selecting an item(s). To drag and drop, you can open two windows side by side. Open both windows; select one window and drag by the top bar it to the far right or left of the screen. Then select the other window. Now select items in one window, then click and hold on one selected item and they will all move as you drag to the other window.

Notice that the **File Explorer includes a search bar** in the upper right under the menu too. Use it to search for items within a folder.

To view **Properties of an item**, including the name of the person and date when it was created, right click and go to properties. Under **Customize tab** in properties, you can also **change icons on folders** so you can find them more easily.

To Rename an item, right click and go to Rename. Type the name over the top of the old one.

Saving and Finding where Items are Stored

When saving items or looking at where items are stored, but sure to **look at the “path”** which will look something like this: C>Username/Documents/Budget/2019 If you see this “path” at the top bar, this is where the item is saved and/or will be saved if you click on Save. Otherwise, navigate to another location. Be sure to double check the path before clicking Save.

Sharing Items with OneDrive

To be able to share documents, **save them to your OneDrive**. OneDrive is also a backup of your documents so if your computer needs to be replaced, you won't lose anything. This is a cloud solution, meaning that instead of saving the item only to your computer, the item is also saved on a company's servers, in this case, Microsoft's. Once an item is in OneDrive folder, be sure OneDrive app is running. Search for OneDrive in the search bar and open it. Then find the item, right click on it and go to Share. Follow the directions from there. Copy the link and send via email or messenger. Be sure to check if you want to allow editing or only viewing before copying the link. If no Share shows up, then the item either isn't in OneDrive or the app isn't open.

To view items on your phone, download the OneDrive app and sign in with your credentials. You will be able to view items and upload items, create new folders, etc. that will be accessible on your computer as well.

Online Safety

Wifi—if it's **public or at an employer, assume that others can view** what you are doing on the internet. A VPN or Virtual Private Network would be needed to keep your network traffic from prying eyes.

To identify **most ads on the internet**, look for **aqua blue X** and small words “sponsored” or “ad content” when visiting websites. Do not click on these sites, even to click the X to close the ad as that could launch a virus.

Common browsers are Chrome, Edge (Internet Explorer is no longer supported), Safari (Apple), Firefox (Mozilla). If one browser isn't working well, try another, or “refresh” your browser.

When browsing, **do not search for “free” items**, especially music or movies.

Consider adding **AdBlock extension** to Chrome. However, for certain sites, you will need to know how to disable it.

If a **malicious site pops up or starts talking, go to the Task Manager** and quit the browser. Scan your computer for viruses.

Images are copyrighted by the owner by default. They do not need to be labeled as such. You need to ask permission or make sure the pictures you use are in the public domain. Even then, you may be required to cite the source. To search the public domain in Google, search for your item, click on Images, then click on Tools, pull down to Usage Rights to Labeled for Reuse or appropriate need for your use of the image. Any other photos or artwork would need written permission from the artist/photographer to use.

Email and phone scams

Do not open any email from persons you do not know. Even if you know the person, the address may be spoofed. Look for the real address and not the name.

Suspicious emails might say: "I thought you might like this" with a link. "Your mailbox is full or we are updating our email server" with a link to document or form to put in your email password. "Your Amazon delivery has been delayed, your bank account password has been compromised; call this number." **Never give your passwords to anyone; do not call phone numbers listed in emails.** Look up your bank phone numbers, log into your Amazon account, etc. instead.

Phone calls: "This is Microsoft; we noticed your computer is running slow. We would like to remote in and check things out." Never let anyone remote into your computer.

Do not open any attachment unless you are positive what it is. Call the person who sent it to make sure he/she really did send it. It might look like a word document or a picture but could be an "executable" file (.exe) and execute a virus, ransomware or malware.

Resources

<https://www.tutorialspoint.com/windows10/index.htm>

<https://youtu.be/HDmwiJxzlRw>

<https://edu.gcfglobal.org/en/windows10/>