

Shelly Cashman: MICROSOFT WINDOWS 10

Module 1

Introduction to Windows 10

Objectives (1 of 2)

- Describe Windows 10
- Explain the following terms: app, operating system, workstation, and server
- Differentiate among the various editions of Windows 10
- Use a touch screen and perform basic mouse operations
- Start Windows 10 and sign into an account
- Identify the objects on the Windows 10 desktop

Objectives (2 of 2)

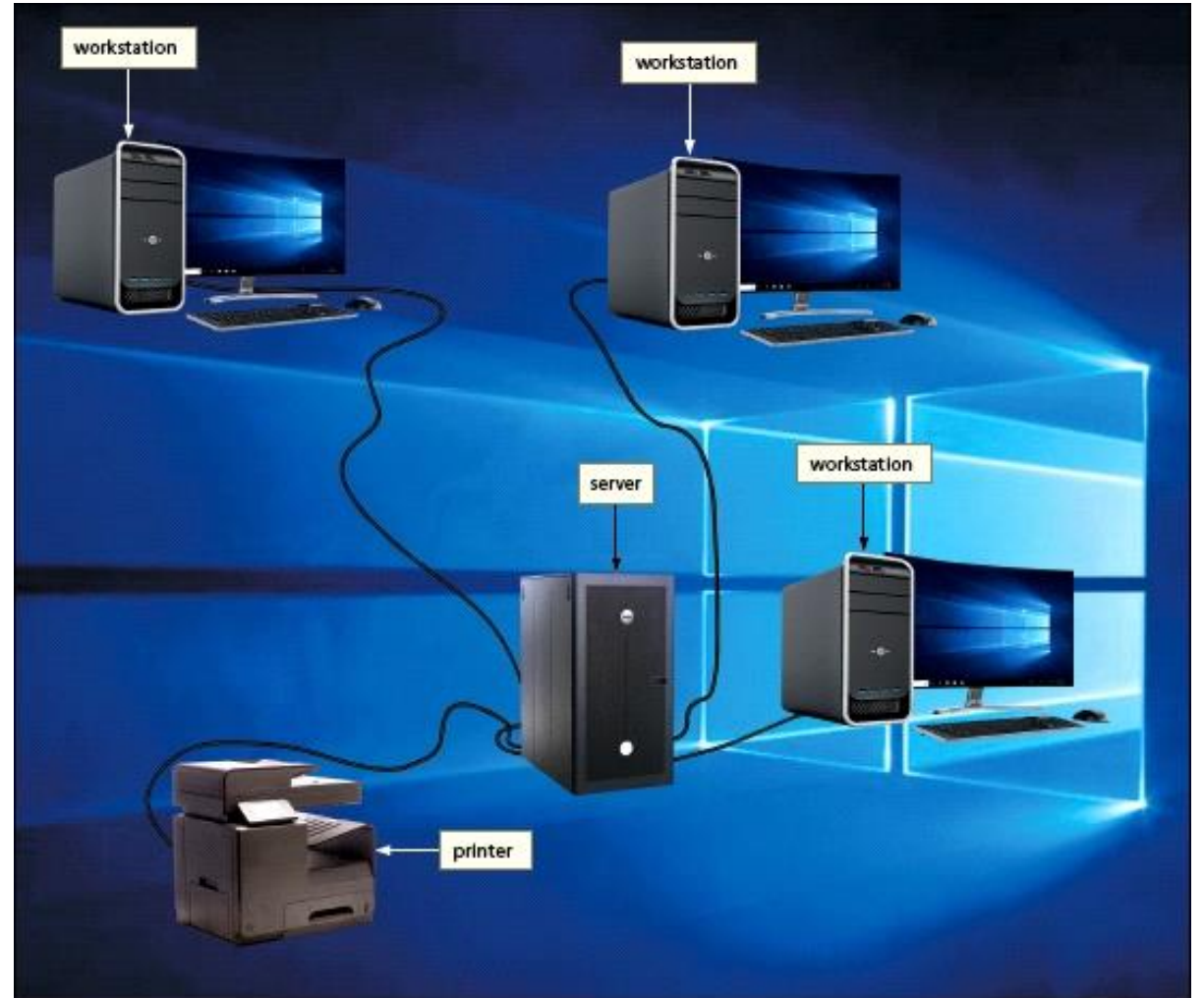
- Start an app
- Navigate within an app
- Start the File Explorer
- Switch between apps
- Customize the Start menu
- Search for an app or a file
- Install an app
- Use the search box
- Add reminders
- Sign out of an account and shut down the computer

What is Windows 10?

- An **operating system** is a large computer program (set of instructions) that coordinates all the activities of computer hardware, such as memory, storage devices, and printers, and provides the capability for you to communicate with the computer
- **Windows 10** is a version of Microsoft Windows operating system
 - Latest version: Windows 11
- An **app** is a program that runs on an operating system and makes users more productive or assists with personal tasks

What is Windows 10? (2 of 3)

- Windows 10 is commonly used on desktops, laptops, and workstations
 - A workstation is a special computer designed for technical or scientific applications. They are commonly connected to a local area network and run multi-user operating systems.



What is Windows 10? (3 of 3)

- The **Internet** is a worldwide group of connected computer networks that allows public access to information about tens of thousands of subjects and gives the users the ability to use this information, send messages, and obtain products and services.
- An **intranet** is an internal network that uses Internet technologies.

Multiple Editions of Windows 10

- Windows 10 Home (for personal use at home)
- Windows 10 Pro (for professional development)
- Windows 10 Enterprise (for IT-based organizations)
- Windows 10 Education (for use in a school environment)

Touch Screen Gestures

Motion	Description	Common Uses	Equivalent Mouse Operation
Tap A hand demonstrating the tap motion. The pointer figure is on an unfilled circular dot. Photograph	Quickly touch and release one finger one time.	Activate a link (built-in connection). Press a button. Start a program or an app.	Click
Double-tap A hand demonstrating the double-tap motion. The pointer figure is on a shape with two concentric circles. Photograph	Quickly touch and release one finger two times.	Start a program or an app. Zoom in (show a smaller area on the screen so that contents appear larger) at the location of the double-tap.	Double-click
Press and hold A hand demonstrating the press and hold motion. The pointer figure is on a solid circular dot. Photograph	Press and hold one finger to cause an action to occur or until an action occurs.	Display a shortcut menu (immediate access to allowable actions). Activate a mode enabling you to move an item with one finger to a new location.	Right-click
Drag or slide A hand demonstrating the drag or slide motion. The pointer figure is shown to be moving along a horizontal line. Photograph	Press and hold one finger on an object and then move the finger to the new location.	Move an item around the screen. Scroll.	Drag
Swipe A hand demonstrating the swipe motion. The pointer figure is shown to be moving along a vertical line. Photograph	Press and hold one finger and then move the finger horizontally or vertically on the screen.	Select an object. Swipe from edge to display the Action Center.	Drag
Stretch A hand demonstrating the pinch motion. The thumb and pointer figure are shown to be moving apart from each other on a vertical line. Photograph	Move two fingers apart.	Zoom in (show a smaller area on the screen so that contents appear larger).	None
Pinch A hand demonstrating the stretch motion. The thumb and pointer figure are shown to be moving towards each other on a vertical line. Photograph	Move two fingers together.	Zoom out (show a larger area on the screen so that contents appear smaller).	None

On-Screen Keyboard

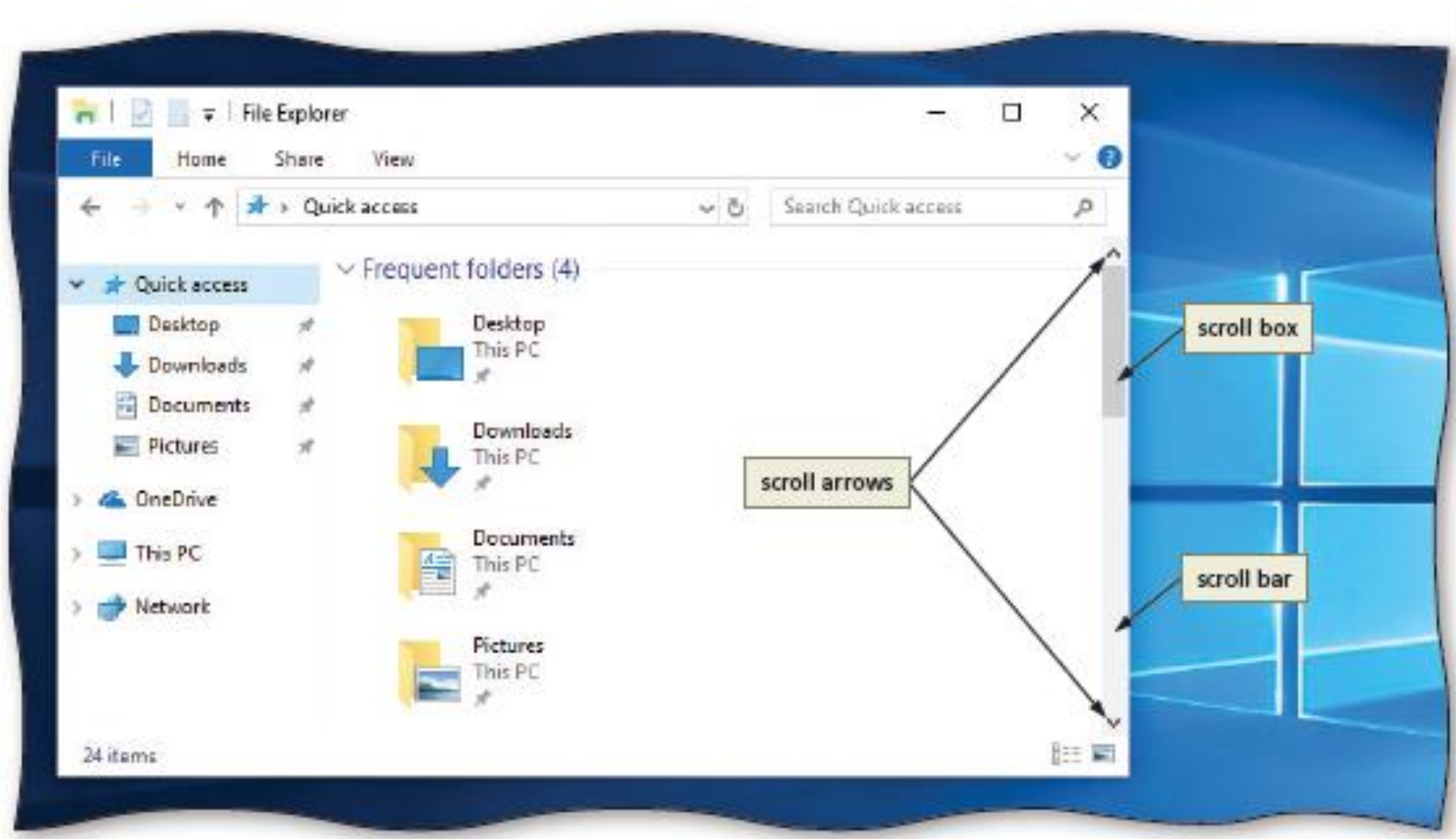


Press **“Windows logo + Ctrl + O”** to launch the On-Screen Keyboard.

Mouse Operations

Operation	Mouse Action	Examples	Equivalent Touch Gesture
Point	Move the mouse until the pointer on the desktop is positioned on the item of choice.	Position the pointer on the screen.	None
Click	Press and release the primary mouse button, which usually is the left mouse button.	Select or deselect items on the screen or start an app or app feature.	Tap
Right-click	Press and release the secondary mouse button, which usually is the right mouse button.	Display a shortcut menu.	Press and hold
Double-click	Quickly press and release the primary mouse button twice without moving the mouse.	Start an app or app feature.	Double-tap
Triple-click	Quickly press and release the primary mouse button three times without moving the mouse.	Select a paragraph.	Triple-tap
Drag	Point to an item, hold down the primary mouse button, move the item to the desired location on the screen, and then release the mouse button.	Move an object from one location to another or draw pictures.	Drag or slide
Right-drag	Point to an item, hold down the right mouse button, move the item to the desired location on the screen, and then release the right mouse button.	Display a shortcut menu after moving an object from one location to another.	Press and hold, then drag
Rotate wheel	Roll the wheel forward or backward.	Scroll vertically (up and down).	Swipe
Free-spin wheel	Whirl the wheel forward or backward so that it spins freely on its own.	Scroll through many pages in seconds.	Swipe
Press wheel	Press the wheel button while moving the mouse.	Scroll continuously.	None
Tilt wheel	Press the wheel toward the right or left.	Scroll horizontally (left and right).	None
Press thumb button	Press the button on the side of the mouse with your thumb.	Move forward or backward through webpages and/or control media, games, etc.	None

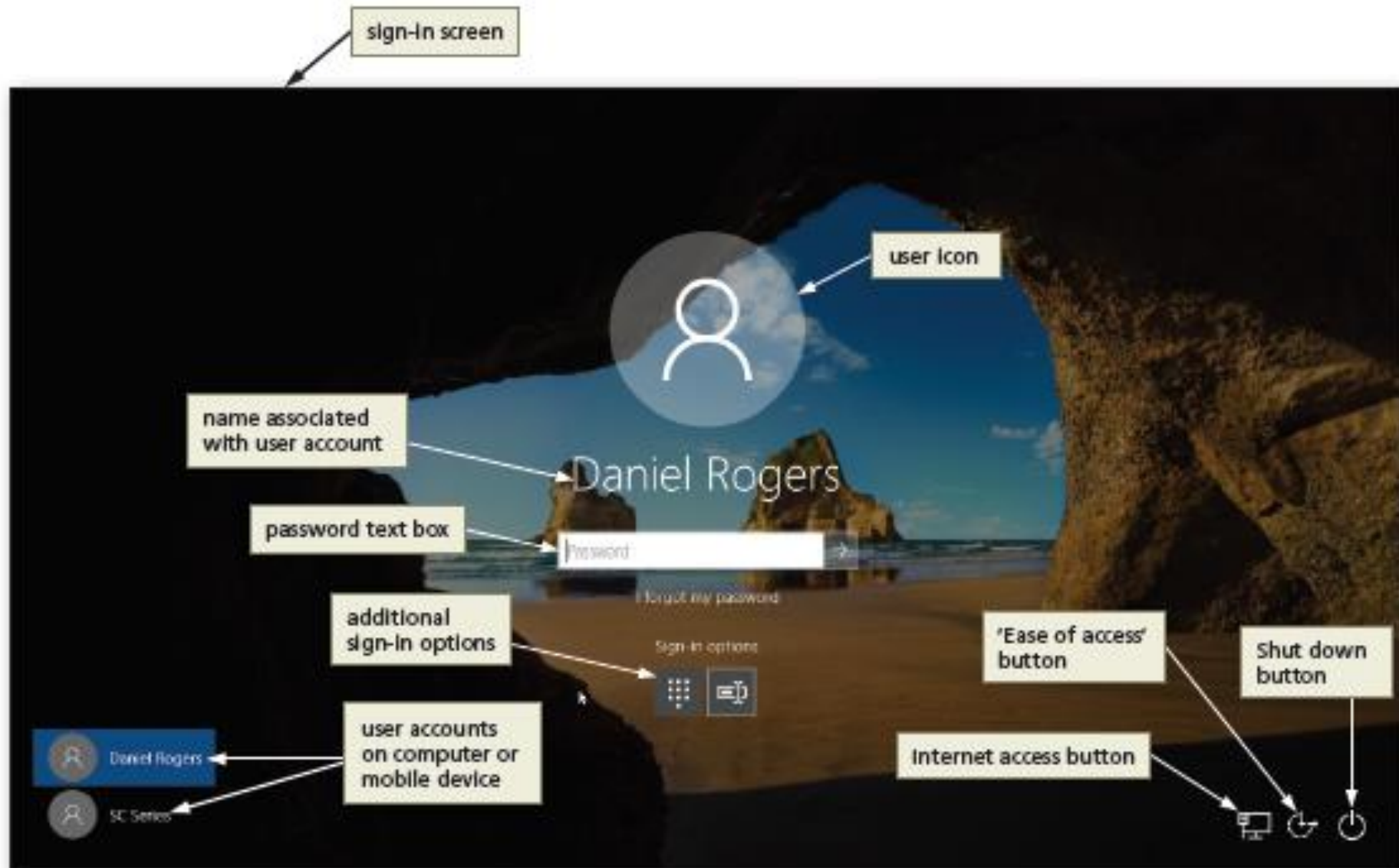
Scrolling



Using Keyboard Shortcuts

- Press one or more keys on the keyboard
- Some consist of a single key, such as the F3 key for increasing the screen brightness
- Others consist of multiple keys, such as CTRL+ESC to display the Start menu
 - Hold down the first key, press one or more additional keys, then release all keys
- A List of Windows 10 Keyboard Shortcuts:
[https://www.sci.brooklyn.cuny.edu/~dzhu/cisc1050/Windows 10 Keyboard Shortcuts.pdf](https://www.sci.brooklyn.cuny.edu/~dzhu/cisc1050/Windows_10_Keyboard_Shortcuts.pdf)

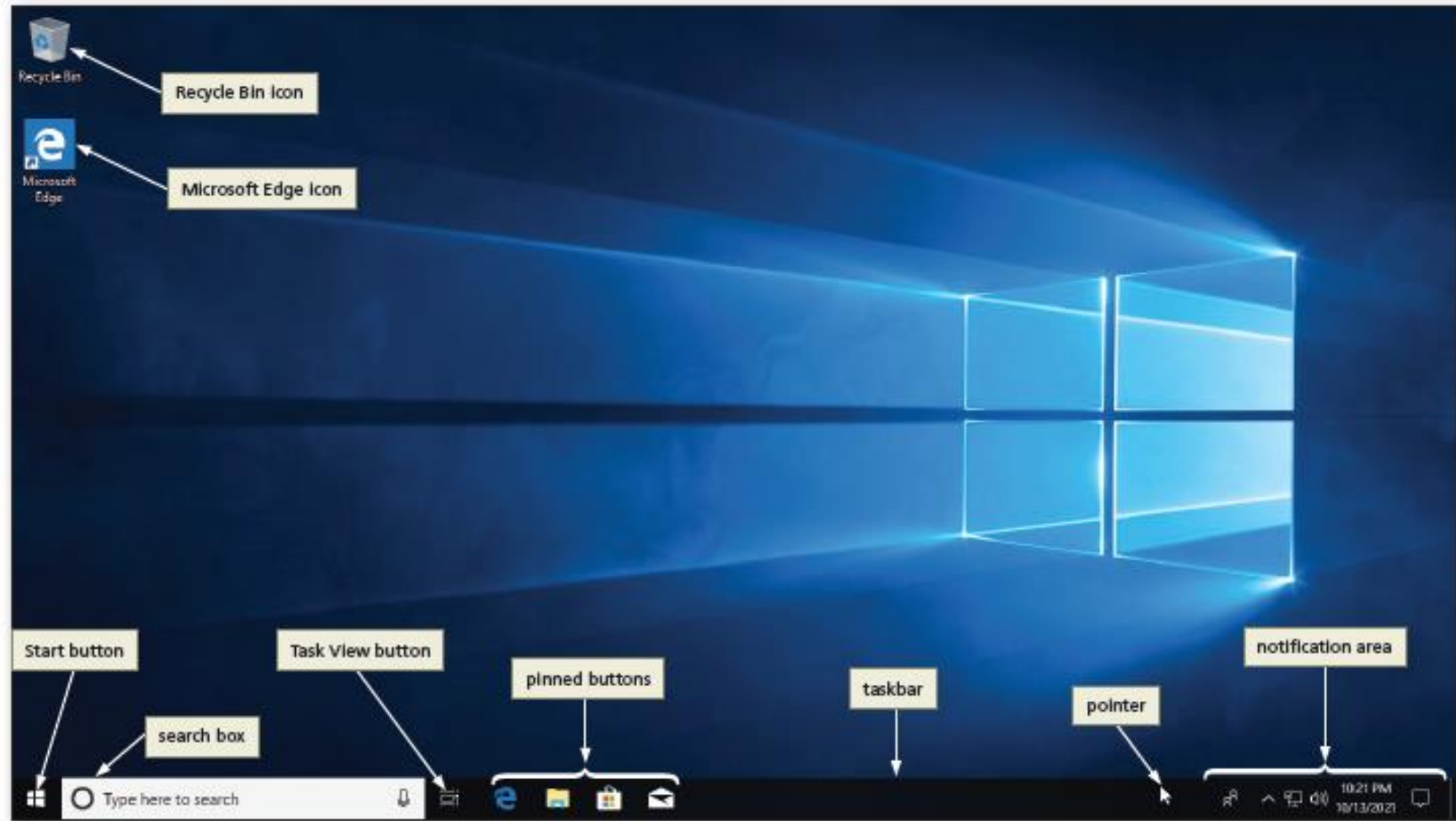
Sign-in Screen



Sign Into an Account

- Click the lock screen to display a sign-in screen
- Click the user icon on the sign-in screen, which depending on settings, either will display a second sign-in screen that contains a password text box or will display the Windows desktop
- If Windows 10 displays a password text box, type your password in the text box and then click the Submit button to sign into your account and display the Windows desktop

The Windows Desktop



Shut Down or Sign Out

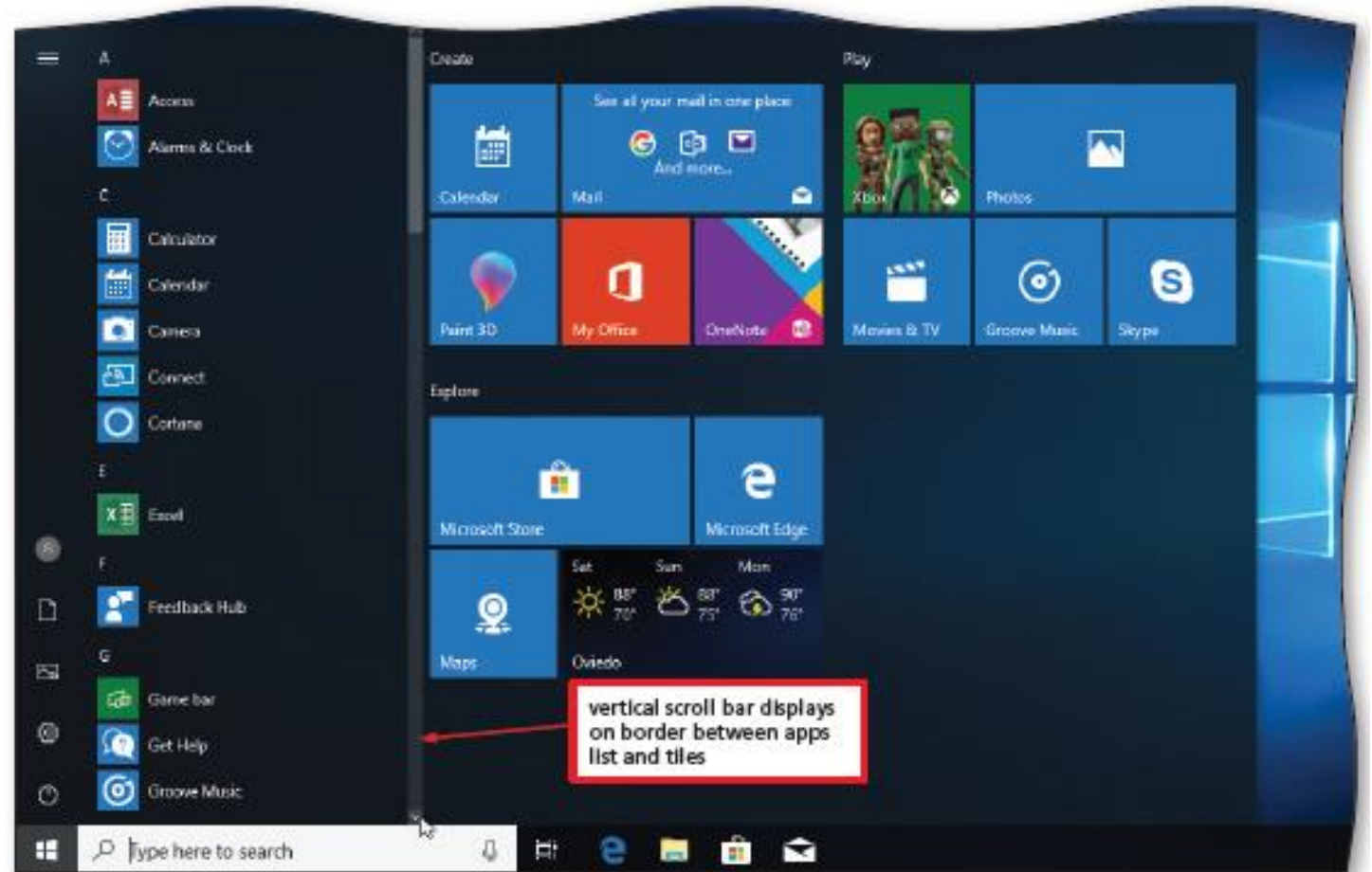
- Right click Start button and select “Shut down or sign out” to display Shut down or sign out menu
- Shut down or sign out menu
 - **Sign out** command – exits the running apps and signs out of your account
 - **Sleep** command – places the computer in low-power state
 - **Shut down** command – shuts down Windows and turns off the computer
 - **Restart** command – shuts down Windows and restarts the Windows

Another Way to Sign Out and Shut Down Windows

- To Sign Out of an Account
 - Click the Start button to display the Start menu
 - Click the name associated with your user account to display a menu of options
 - Click Sign out on the menu of options to sign out of Windows and return to the lock screen
- To Shut Down the Computer
 - Click the lock screen to display the sign-in screen
 - Click the Shut down button on the sign-in screen to display the Shut down menu
 - Click Shut down on the Shut down menu to shut down the computer

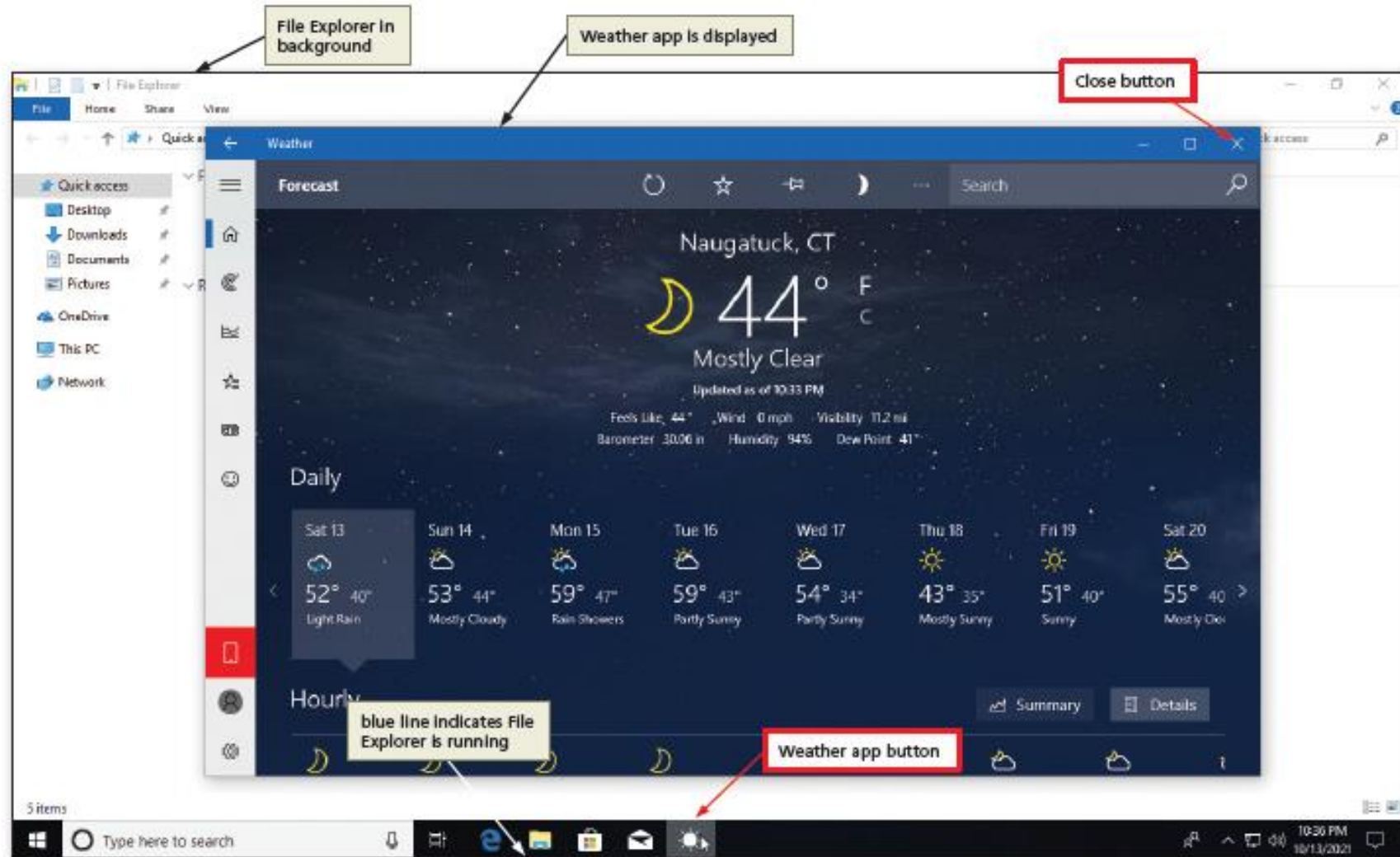
Working with Apps (1 of 9)

- To Start an App Using the Start Menu
 - Click the Start button to display the Start menu
 - Point to the border between the list of apps and the tiles to display a vertical scroll bar
 - Scroll to the desired app and click to start the app



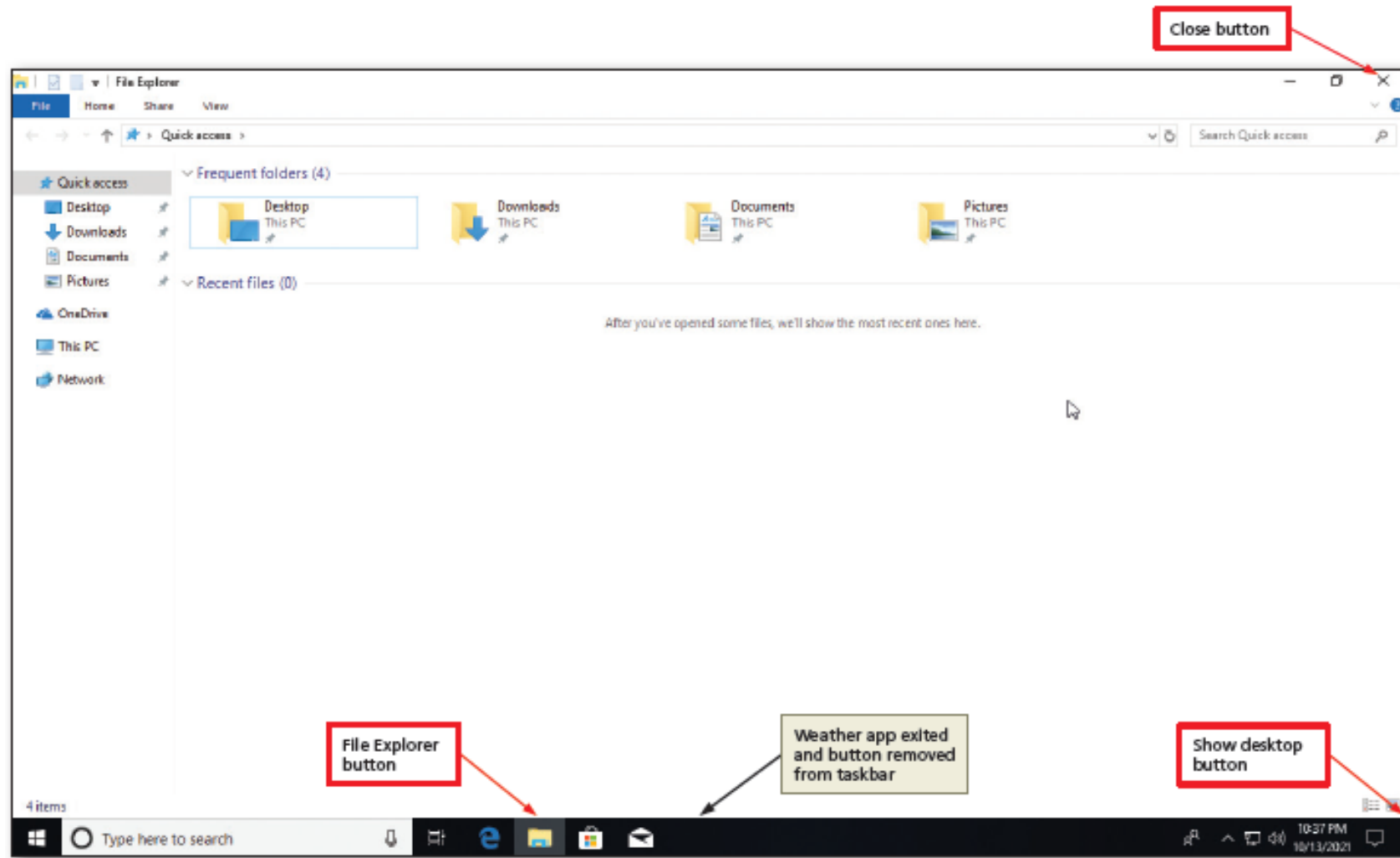
Working with Apps (2 of 9)

- To Switch between Apps



Working with Apps (3 of 9)

- To Exit an App



Working with Apps (4 of 9)

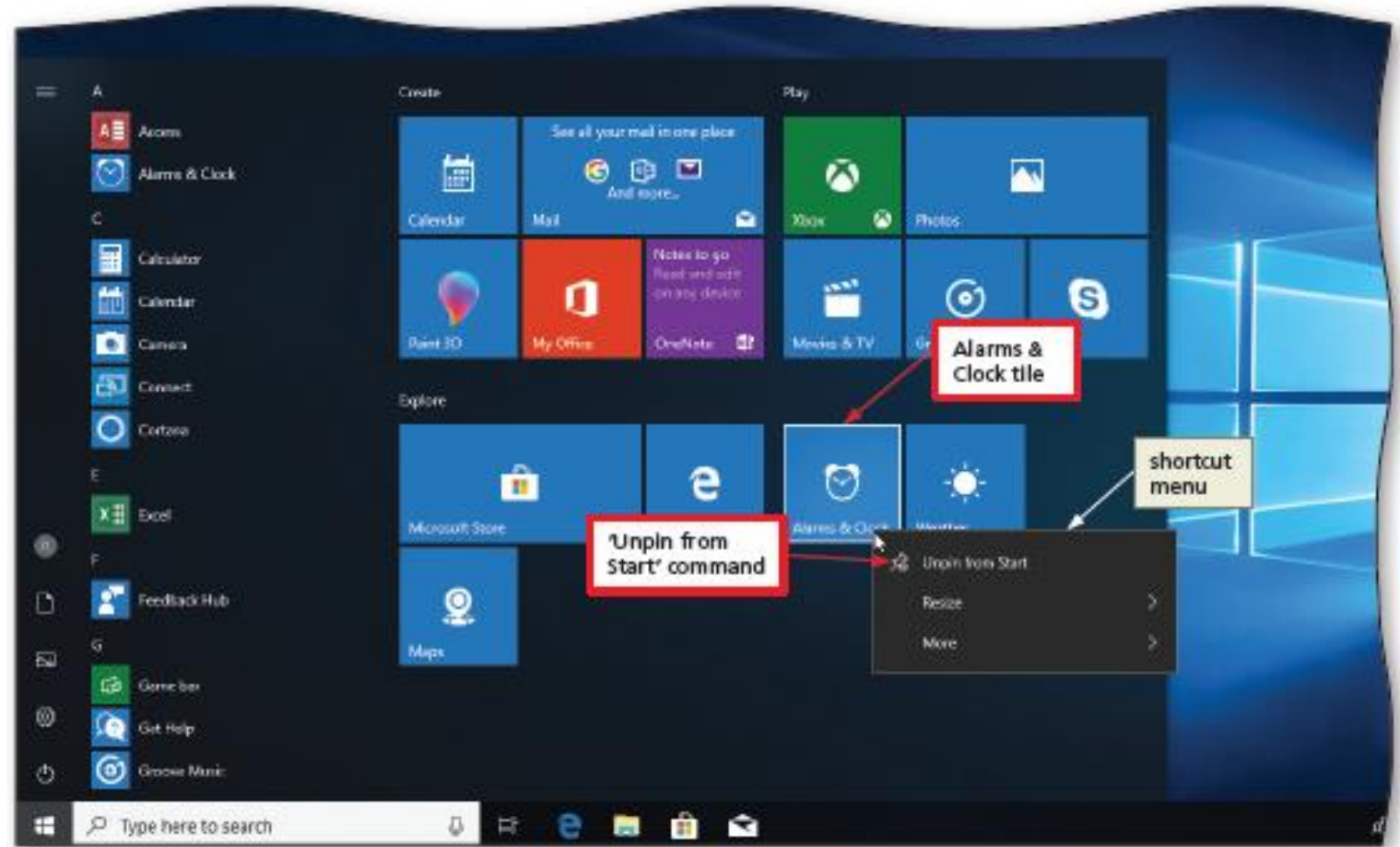
- To Display a Folder on the Start Menu
 - Click the Start button to display the Start menu.
 - Scroll the list of apps until the Windows Accessories folder is displayed
 - Click the Windows Accessories folder to display the contents of the folder
 - Click the Start button to close the Start menu
- To Pin an App to the Start Menu
 - Click the Start button on the taskbar to display the Start menu.
 - Scroll to display the desired app in the apps list.
 - Right click the desired app to display a shortcut menu.
 - Click “Pin to Start” on the shortcut menu to pin the app to the Start menu.

Working with Apps (5 of 9)

- To Move a Tile on the Start Menu
 - Drag the desired tile to the desired location. Watch the tiles reposition as you drag, so that you can see a preview of where the tile will display when you release the mouse button. Do not release the mouse button.
 - Release the mouse button to move the tile to its new location.
- To Resize a Tile on the Start Menu
 - If necessary, display the Start menu.
 - Right-click the desired tile to display the shortcut menu.
 - Point to Resize on the shortcut menu to display the Resize submenu, which lists the resizing options.
 - Click the desired option on the Resize submenu to change the size of the desired tile.

Working with Apps (6 of 9)

- To Remove a Pinned App from the Start Menu
 - If necessary, display the Start menu.
 - Right-click the desired tile to display a shortcut menu.
 - Click “Unpin from Start” on the shortcut menu to remove the pinned app from the Start menu

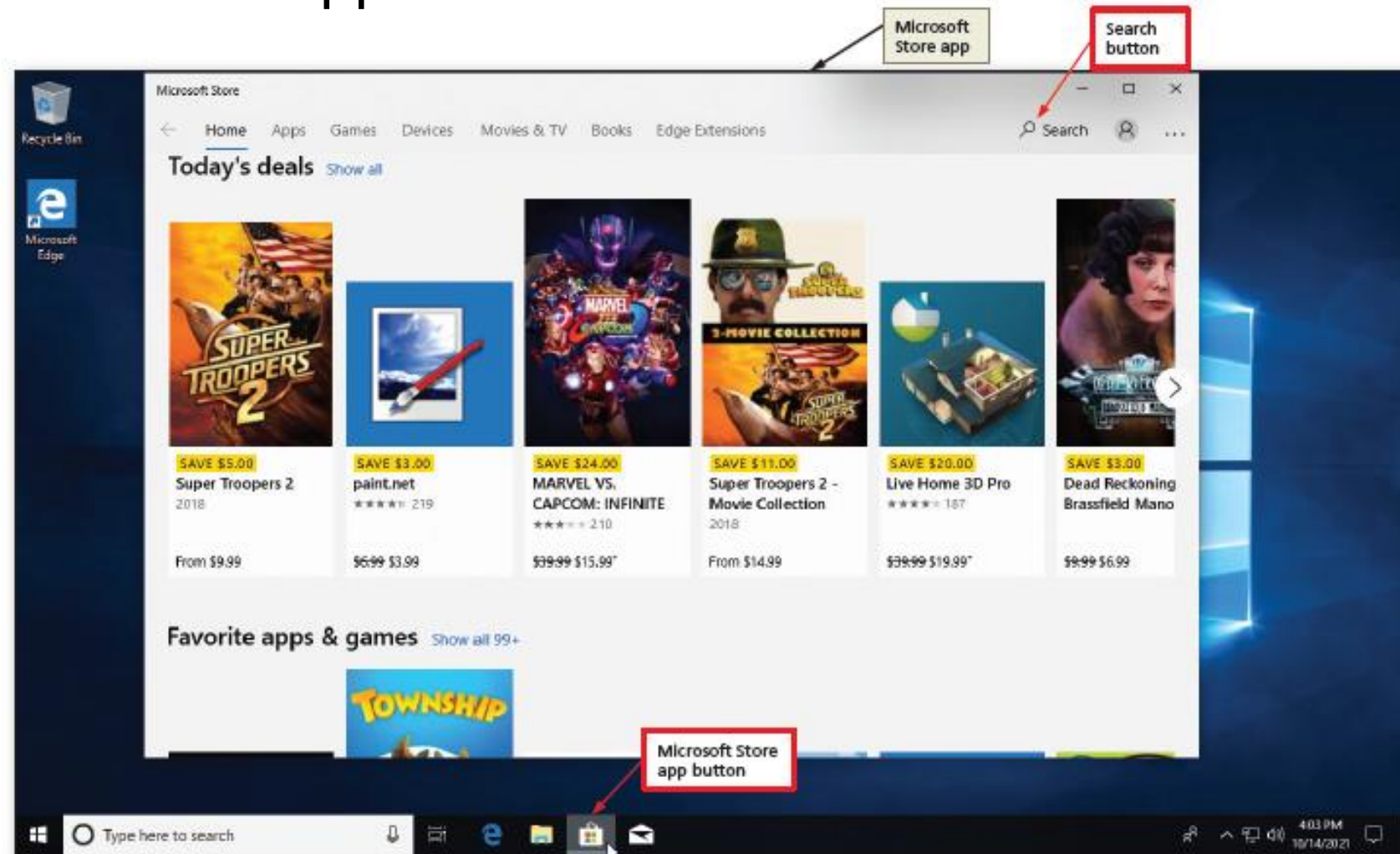


Working with Apps (7 of 9)

- To Pin an App to the Taskbar
 - If necessary, display the Start menu.
 - Right-click the desired tile to display a shortcut menu and then point to More to display the More submenu
 - Click “Pin to taskbar” on the shortcut menu to pin the desired app button to the taskbar.
 - Click the Start button to close the Start menu.
- To Remove a Pinned App from the Taskbar
 - Right-click the desired app button on the taskbar to display a shortcut menu.
 - Click “Unpin from taskbar” on the shortcut menu to remove the pinned app button from the taskbar.

Working with Apps (8 of 9)

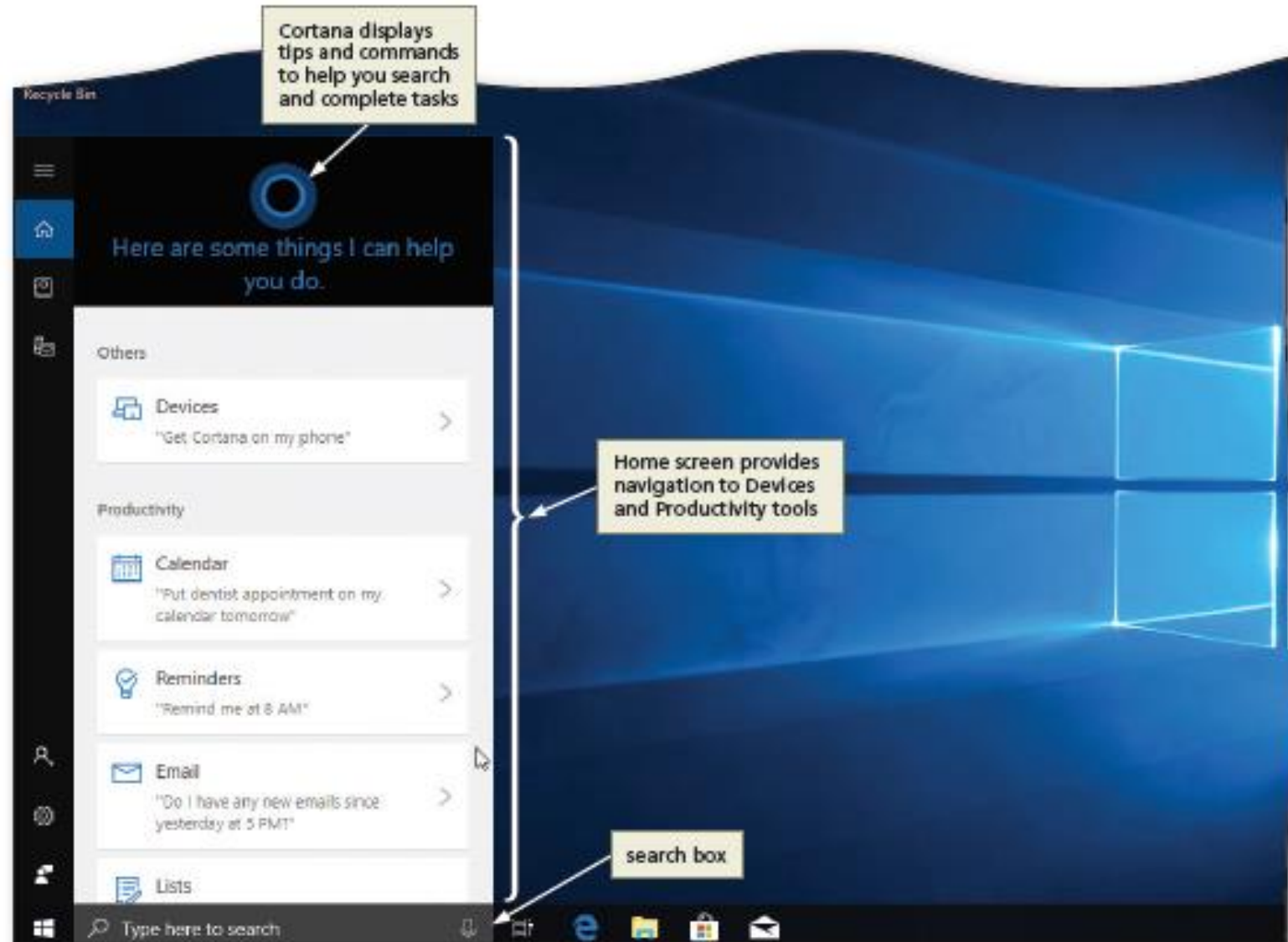
- Free and Paid Apps



Working with Apps (9 of 9)

- To Uninstall an App
 - Click the Start button to display the Start menu.
 - Scroll to display the desired app in the apps area
 - Right-click the desired app to display a shortcut menu.
 - Click Uninstall on the shortcut menu to display a confirmation message.
 - Click the Uninstall button to uninstall the desired app from your computer or mobile device.
 - Click the Start button to close the Start menu.

Search Box (1 of 2)



Search Box (2 of 2)

- To Search the Web Using the Search Box
 - Click the search box to activate it
 - Type the desired search text in the search box to display search results and additional recommended search text
 - Click on a result to display the search text in the Microsoft Edge browser
 - Click the Close button in the Microsoft Edge browser to close the browser

Getting Help

- To Get Help Using the Search Box
 - Click the search box to activate it
 - Type the desired text in the search box to display the search results
 - Click the desired results in the search results to open the result
 - Click the Close button to close the window

More Features

- Start Menu
- Taskbar
- Desktop (pop-up menu->Display Setting)
- Control Panel (Systems)
- Default Apps (Start menu > Settings > Apps > Default apps)