Windows 10

**Overview:** Windows 10 is the latest Operating System (OS) from Microsoft, and it’s on desktops, laptops, tablets, and phones! Learn more about it, as well as useful shortcuts, tips, and other tricks! Use the Taskbar, Snap, Snip, and the Start button to personalize your computer! Change privacy settings, too!

**Student Skill Level:** Beginner/Intermediate

**Requirements:** Good mouse skills (ability to move the mouse on the computer screen and click or double click as required with minimal assistance)

**Length:** 3 hours (including 10 minute break)

**Objectives**
- Define Windows 10
  - What is Android, and Apple?
- Locate and use the Taskbar
- Locate and use the Start Button
  - All Apps
  - Search
    - WordPad
    - Snipping Tool
- Snap Feature
- Switch Between Programs
- Pin To Start
- File Manager
- Privacy Settings – see other handout
**Windows, Apple, Android**

When we talk about computers, we talk in the language of Operating Systems (OS). It is the largest and single most important app, or software, in a computer device (remember, computers are not just desktops or laptops. Almost anything you can think of can be a computer device. Even a Crock Pot. Yes, you read that correctly!). We must, first, know what OS we’re dealing with so that we may learn how to operate and manipulate the computer.

**Windows** is the OS we’re using now. It’s made by Microsoft, and it’s been in common use since the late 1980s (in the 1960s, 70s, and 80s, DOS – Disk Operating System – was the major player in the market). Windows replaced the “clunkier” DOS with a **GUI** – Graphical User Interface. It makes the computers easier for us to use.

Apple was the first company to fully appreciate GUI and see its potential for regular consumers (not programmers). It had the first graphic interface and **mouse** system in 1985. The problem with graphics is the fact that they take up a lot of memory space on a computer, and they are harder for the processor to “reproduce” on the screen. This made the Mac **expensive to make, and expensive to buy, but EASIER to use.**

**Android** is the latest player in the computer game, and its focus is the **mobile** market. It first appeared on the market in 2008, fully 23 years after the Mac. It’s still number 1 in the mobile market, followed closely by Apple (they trade spots a lot). Windows was late to the game, and so are still a distant third.
Back to Windows 10: Taskbar and Start Button

The Taskbar is common to all Windows-based computers (even in Windows 8 – it’s on the Desktop). It allows you to easily control your display on the screen, and also toggle between multiple open programs. It may help to think of the taskbar as a “back burner” on a stove. It’s the place you may put items to simmer and wait while other things are cooking!

Most of the time, the bar is located at the bottom of the screen, and this is the best place for it. It’s out of the way and easily available to use. The Start button is on the left and the current date and time are on the right.

Clicking the Start button opens the redesigned Start menu. It includes the popular listing on the left, and now has Tiles on the right. Tiles are fully customizable.

Important functions we’ll talk about later (File Explorer, Settings, and Power).

Please click All apps now
All the software applications loaded on your computer are listed here, starting with numbers, then going A-Z. You may browse through the programs and find out what’s on your computer. If a program has a “v” to its right, that means that there’s more “under” the program.

Scroll to the “W” and click on Windows Accessories. This is where we’ll find WordPad. Click once to open it.
Here’s the top portion of WordPad. Please note the Title Bar at the top of the window. This is integral in using the Snap feature.

Snapping Windows

The Snap feature allows you to resize windows to exactly ½ or ¼ of your monitor size. Use the Title bar and mouse to snap windows.

Place your mouse on the title bar, click and hold the button, and drag the window to the right side of the screen. “Bump” the mouse into the side of the screen and you will see a light, white rectangle filling up ½ of the screen. Let up your mouse button.

WordPad will now take up exactly half of your screen.
Let's use the search bar to find the **Snipping tool**. The search bar is in the lower left corner of your screen and it will either say, “Hi I'm Cortana Ask Me Anything,” or “Search the web and Windows.” It doesn’t matter what it says, as long as there is a cursor blinking in the bar so we can type.

![Blinking line is the cursor: |](image)

Type **Snip** in the box, and click **Snipping Tool** at the top.

![Type Snip in the box, and click Snipping Tool at the top.](image)

Here's the Snipping Tool. Click **New** and create a new “snip” for your screen. This is an easy way to get pictures from Facebook, or get any other information off your screen to save as a picture file (.jpg).
**Snap** the **snip** to take up ½ of your screen! (on the Left)

**Switch Between Open Programs – Keyboard Shortcuts**

Perhaps you’re like me, and don’t want all that clutter in front of you on the computer screen. If you’d like to see one window at a time, use the ALT+TAB feature to move between open programs.

This is what the screen looks like when you use ALT+ TAB

**Pin to Start (or Taskbar)**

Once you find these nifty programs, you may want to have them in a convenient location so you don’t need to keep searching for them. You may choose to **pin** a program to the Start menu or the taskbar.

Example of different programs pinned to the taskbar.
Since we have a bunch of useful programs pinned to the taskbar already, let’s search for the Control Panel, then pin it to the Start menu (these steps are the same if you’d like to pin to the taskbar).

Once we search for, and find, **Control Panel**, we need to RIGHT CLICK on it. Right clicking brings up submenus. (If you have a touch screen, just touch and hold the item. A submenu appears).

Submenus are just another way to get information on a screen. In this case, we see the options to “Pin to Start” and “Pin to Taskbar.”

Please CLICK **Pin to Start**.

The Control Panel will appear as a tile on the Start menu, but it’s way down on the bottom. You may click and hold a tile to drag it into the desired position in the menu (You can see it here).
File Explorer – Manage your files

Memory Space – What does it mean to you?

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<th>Abbreviation</th>
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<tbody>
<tr>
<td>Bit</td>
<td>b</td>
<td>1 bit (on or off, 1 or 0, electricity or no electricity – it’s the lowest unit of measure – everything else is based on this)</td>
</tr>
<tr>
<td>Byte</td>
<td>B or b</td>
<td>8 bits – one typed letter (H)</td>
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<tr>
<td>Kilobyte</td>
<td>Kb</td>
<td>1000 bytes – about 1/2 page of text. 2KB is about 1 page</td>
</tr>
<tr>
<td>Megabyte</td>
<td>Mb</td>
<td>1000 kilobytes – about 500 pages of text. 4Mb is about one digital photo or pop song</td>
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<tr>
<td>Gigabyte</td>
<td>Gb</td>
<td>1000 megabytes – 1 Gb is about 250 photos, or about 2,000 ebooks. 5Gb is about one DVD (Hollywood movie with extra features) A Blu-ray is about 27Gb.</td>
</tr>
<tr>
<td>Terabyte</td>
<td>Tb</td>
<td>1000 gigabytes – about 225,000 digital photos or about 450 DVD movies</td>
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Computers hold a LOT of stuff. But, how? This is the file management software in Windows. A (very) brief overview:

**Special Note: Whatever is LAST in the ADDRESS BAR is displayed in the WINDOW below. So, we see “This PC” in the bar, and the contents in the window below. (Think of the trail of bread crumbs in “Hansel and Gretel.”)
**Resources**

**These items are available in the NIOGA Library System!**

**Contact your local library for assistance!**

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<tr>
<th>Call Number</th>
<th>Author</th>
<th>Title</th>
<th>Date</th>
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<td>Fulton, J</td>
<td>Microsoft Office 2010 for Dummies (DVD)</td>
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<td>005.446 MCFE</td>
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<td>Teach yourself visually: Windows 7</td>
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<td>005.446 RATH</td>
<td>Rathbone, A</td>
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<td>005.446 MICR2013</td>
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<td>004.0846 ARNO</td>
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<td>Computing with Windows 7 for the older and wiser: get up and running on your home PC</td>
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