# Getting Started with Windows 10: Seniors Course (1)

## Instructor: Daniel Chong               Email: dchong@mybpl.org

## Navigation on the Desktop

When we first fire up our computer, we usually have a task in mind that we would like to complete, but first we need to know how to navigate our computer. The main way that we do this is with the mouse and keyboard.

### The Mouse

The mouse is a peripheral piece of computer hardware that allows us to interact with the graphical interface, which is known as the computer desktop.

The mouse has two main buttons on it, the Left Mouse Button and the Right Mouse Button.

The Left Mouse Button is going to be our main button. Anytime you would like to do anything, you will select it with the left mouse button; if you were to start a program from the desktop you would double-click with the left mouse button to open that program.

The Right Mouse Button will be our secondary button, and it can be used to open the action menu. Clicking the right button will drop down a menu that we can select different actions we would like to take, such as View or Sort-by. A Right-click menu will be different for each type of graphical interface you interact with, but usually they have a lot of the same feature, such as Copy and Paste.

If you are using a laptop, your computer most likely came with a trackpad, and all the same principles apply.

### The Keyboard

Our keyboard will usually be standard. It is laid out in the QWERTY setup, and this is where we can type anything we would like. There are many different typing styles, the most efficient being touch-typing, but find something that works for you and keep practicing to get faster and faster.

We can also do page navigation with the keyboard using the arrow keys or using the PgUp and PgDn buttons.

## File Explorer

Now that we know how to navigate the desktop, we can start looking at the File Explorer, which can be opened by clicking the small file folder on your taskbar. I know it can sound intimidating, but I found the best way to think of the File Explorer is just like a digital Filing Cabinet.

Just like in a filing cabinet we keep our important things in Folders. In our File Explorer we have several main folders that we have created for us by default. These include: Desktop, Documents, Pictures, Music, and Downloads. This will be able to encompass most of what we will be using. All these folders live off the "Root" of the C:\ drive, I know that sounds technical, but the c:\ drive is the cabinet to our filing system, everything stems from there. Now we won't want to mess with any of the files that are their already, especially anything in the System32 file. **NEVER EVER TOUCH SYSTEM32 FOLDER.**

By default, when you download something off the internet, say a cat picture, it will appear in the downloads folder. We can change the location at save time if we think that cats belong in pictures.

Within the file system, we can move things by dragging and dropping or by doing right-clicks to bring up the action menu and selecting "move to…" We can also, copy, paste, and cut and file to another folder.

To create a new folder, in the white area without anything else selected, do a right-click and choose "New" >> "Folder." You can then name the folder whatever you like, and it will become and interactable object that we can put things into or move as we wish.

Folders can have multiple folders within them, these are called child folders, and to get to them we would first have to navigate through the parent.

If we ever want to delete something, we can both click on the file once so it is highlighted and the hit the delete key, or right-click on the file and select delete. Now if we delete something like this, it isn't gone forever yet. It will be moved to the recycling bin, where we can review our trash before emptying the recycling bin, which will delete everything for good.

## Installing a Program

There are a couple ways you can get a program on your computer, from a disk or a download. Installing from a disk is straight forward. You just load the disk into the DVD drive on your computer, wait for it to load, and then follow the installation process in the "Wizard."

Downloads can be a bit trickier, this is because every browser has a different way of showing its downloads. This is ok though, because we know that anything we download will eventually show up in the downloads folder, so if we navigate to that we can find the file we downloaded. If it is a program we are downloading it will usually have the .exe extension. We just click on that file and it will bring up the installation "Wizard" and once again we just follow the steps it walks us through.

## Taking A Screenshot

Sometimes you want to capture something on your screen, but you don't want to take a picture with your phone, well luckily for us we can use the screenshot functionality to take pictures of our screen at any time. We can take a standard screenshot at anytime simply by hitting PrtSc(Print Screen Button), this is located in different places on different keyboards. This will copy a screenshot to your clipboard, and you will have to open paint or word to paste the screen shot to, (right-click >> paste) from here you can print it like normal.

If you would like a more precise screenshot, you can use the Snipping Tool, this can be found in your start menu. Simply type in "Snip" and it will appear, click on it and it should open a small rectangular window. One of the options is called "new," if we click this our cursor will turn into a small crosshair and we can simply drag and drop a box around whatever we want. Instead of having to paste into paint or word, we can save and print directly from the snipping tool, its all located in the "File" tab.

## Printing From an Internet Browser

If you've ever been emailed something important or seen an article online, you have probably, at some point, wanted to print that document out. Luckily on the browser we have the ability to print almost anything. We do have to be cautious of formatting though, as the type of text is different from our standard word processing, so always make sure to check it out in a Print Preview beforehand, also know that it might say that it is only one page, although it will actually print many pages of paper. This is because it is "one page" to the browser, but that doesn't translate to paper.

The process is very simple. We can either right-click and then select "print" from the action menu, or we can find the 3 parallel dots/lines in the upper right hand corner of our browser window and select "print" from the drop down menu.

## Basic Word Processing

This will mostly be an in-class walkthrough, but all computers by default have a basic text editor, in Window's case it is called NotePad. This will allow you to take unformatted notes in plain text. What most people think of when they think Windows is going to be Word.

Word is part of the Microsoft Office Suite, and it is used for word processing. It is extremely useful and is something that everyone should know the basics of. So, we will do just that.

To open Word, go to the start menu and type in word and then select it, or if you already have a shortcut on your desktop you can simply double click it ad Word will open. Once open you will notice that there are many different templates available. This means that they are preformatted to do specific things, such as resumes or cover letters. This is something I encourage you to explore, but for right now just worry about the "Blank Document."

Selecting the blank document, we are greeted with what looks like a piece of paper. On top we have a Toolbar and Ribbon which hold all the different functions Word can perform for us. File, Home, and Insert will be the three that you will use most often, but all the Ribbon tabs have many tools that can help us.

First things first, lets save that document. Go File >> Save As… >> This will open up a File Explorer window, where we can choose the location and the name of the file >> Save (Bottom Right) and we will now have our document saved. It is always a good idea to save your files every 10 minutes or so. Now that you've done a save as thought, simply hit crtl+s and you will save your document without having to go through a menu.

The next steps we will be doing in class, and they include actually inserting images into our document, typing out words and formatting them around our images.