



WINDOWS CRASH COURSE

Windows 10

R. Craig Collins ©2015

WINDOWS 10 CRASH COURSE: OVERVIEW


- Desktop
- Start Menu/Search
- Action Center
- This PC: Change icon size
- This PC: Don't hide extensions
- This PC: Map Network Drive
- This PC: Zipping files
- Control Panel/Settings



This presentation assumes you have some basic experience with Windows 7...

WINDOWS 10 CRASH COURSE: DESKTOP


- Start Menu
- Cortana
- Task View
- Quick Launch
- Task Bar
- System Notification Area
- Desktop Peek
- Action Center



A description of each topic follows, and includes a video tour of the Desktop

WINDOWS 10 CRASH COURSE: START MENU

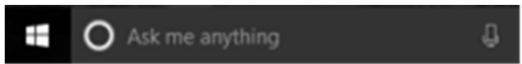
- Left Click Start Menu to browse apps
- Right Click Start Menu for tools
- Click Start icon and start typing to Search
- You may right click an item to Pin to the Start Menu
- Click All Apps to scroll through installed programs



A video of using the Start key, Start icon, and Start menu are available

WINDOWS 10 CRASH COURSE: CORTANA


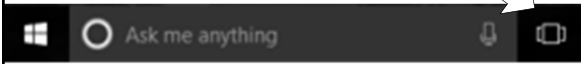
- If your computer has a microphone and speakers, you may click on the Cortana microphone icon and simply say what you are searching for
- Try "What's the temperature" or "Tell me a joke"



A video of Cortana is available

WINDOWS 10 CRASH COURSE: TASK VIEW

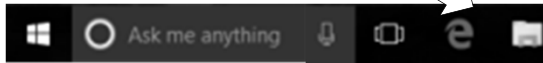
- In addition to using Alt and Tab to scroll through open windows, you can click the Task View icon

Video of Task View is available

WINDOWS 10 CRASH COURSE: QUICK LAUNCH

- Right click an item to "Pin" it to the Start Menu or the Task Bar
- Items "Pinned" to Task Bar show up in the Quick Launch area to the right of the Task View icon



"Pinning" too many items to the task bar can crowd the display of programs that are running

WINDOWS 10 CRASH COURSE: TASK BAR

- To the right of the Quick Launch area is the part of that Task Bar that shows you what programs you have started.
- You can use the Task View icon to see thumbnail views of the Windows if the icons on the task bar are not giving you enough information.



Again, having too many items "Pinned" leaves less room for icons of running programs

WINDOWS 10 CRASH COURSE: NOTIFICATIONS

- The System Notification Area, or the Tray, indicates what programs Windows has started.
- If there are several running, not all may display...
- but the ^ icon to the left of the tray will open a larger window.
 - (Arrows mean 'more options' in Windows)



A video of expanding the System Notification area is available

WINDOWS 10 CRASH COURSE: DESKTOP PEEK

- To the extreme right size of the Task bar is a rectangular box shaped hot spot
- pointing at that box will let you 'peek' at the desktop
- Clicking that box will minimize all windows and switch to the desktop
- Note: click the time and date for big clock/calendar



Desktop Peek will not work if you are already looking at the desktop, or if no apps are running

WINDOWS 10 CRASH COURSE: ACTION CENTER

- Click the Action Center icon to the left of the clock
- From here you get:
 - Alerts, such as updates
 - Notifications, such as new email
 - To quickly access settings
 - or, to go into Tablet mode

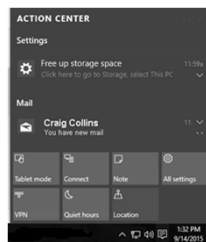


Table mode uses touch screen gestures rather than a keyboard and mouse

WINDOWS 10 CRASH COURSE: THIS PC

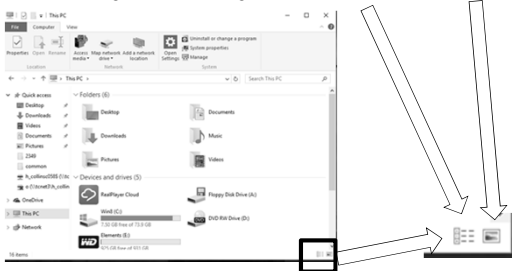
- In Windows XP, the tool to browse files was called My Computer, or Windows Explorer
- In Windows 7, the tool to browse files was called Computer, or Windows Explorer
- Starting in Windows 10, the same tool was called This PC or File Explorer, the next section will cover:
 - How to Change Icon Viewing Size
 - How to stop hiding extensions
 - How to View Properties
 - How to Zip (Compress) Files



A description of each topic follows, and a video tour of the This PC is available

WINDOWS 10 CRASH COURSE: THIS PC

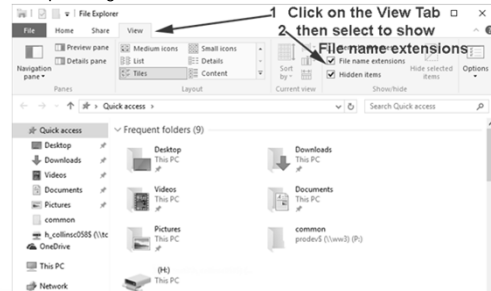
- To Change Icon Viewing Size to List view or Icon view



In Windows 7, the View icons button was top right when viewing My Computer.

WINDOWS 10 CRASH COURSE: THIS PC

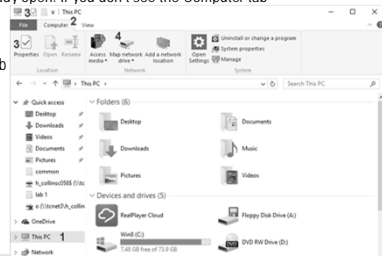
- Stop hiding Extensions



To quickly open the View tab, you can also press [Alt] + V

WINDOWS 10 CRASH COURSE: THIS PC

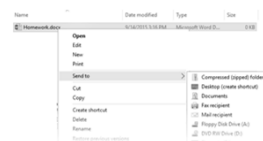
- To Map a Network Drive or view Properties
- Open "This PC" if not already open. If you don't see the Computer tab
- 1) Click on "This PC" on the left margin
- 2) Select the Computer Tab
- 3) Click either icon for Properties
- or
- 4) to map drive



Don't use Map Network Drive unless you know it's use, this just points out where to find it

WINDOWS 10 CRASH COURSE: THIS PC

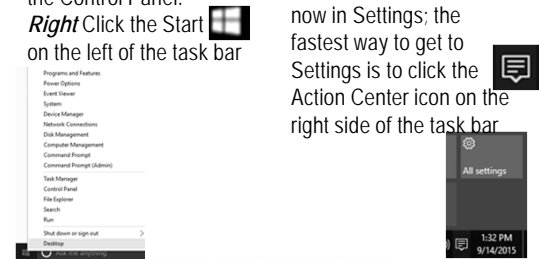
- Ziping Files
 - Right click the file or folder you wish to zip
 - Select Send To >
 - Select Compressed (zipped) folder



Ziping files or folders allows you to create one small package that is easy to upload

WINDOWS 10 CRASH COURSE: CONTROL PANEL

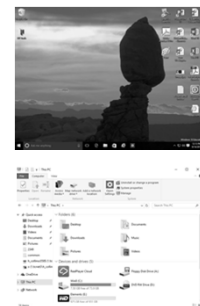
- The fastest way to open the Control Panel: **Right Click** the Start on the left of the task bar
- Many items that used to be in Control Panel are now in Settings; the fastest way to get to Settings is to click the Action Center icon on the right side of the task bar



For tablet users, press and hold the Start, or swipe from the right for the Action Center

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Thanks for reading